

# CANVAS STUDENT GUIDE



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# Introduction

## 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 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

You've been invited to participate in a class at  
**1** [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](#) **2** ←  
Username: [none](#)

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

[Click here to get started](#) **3**

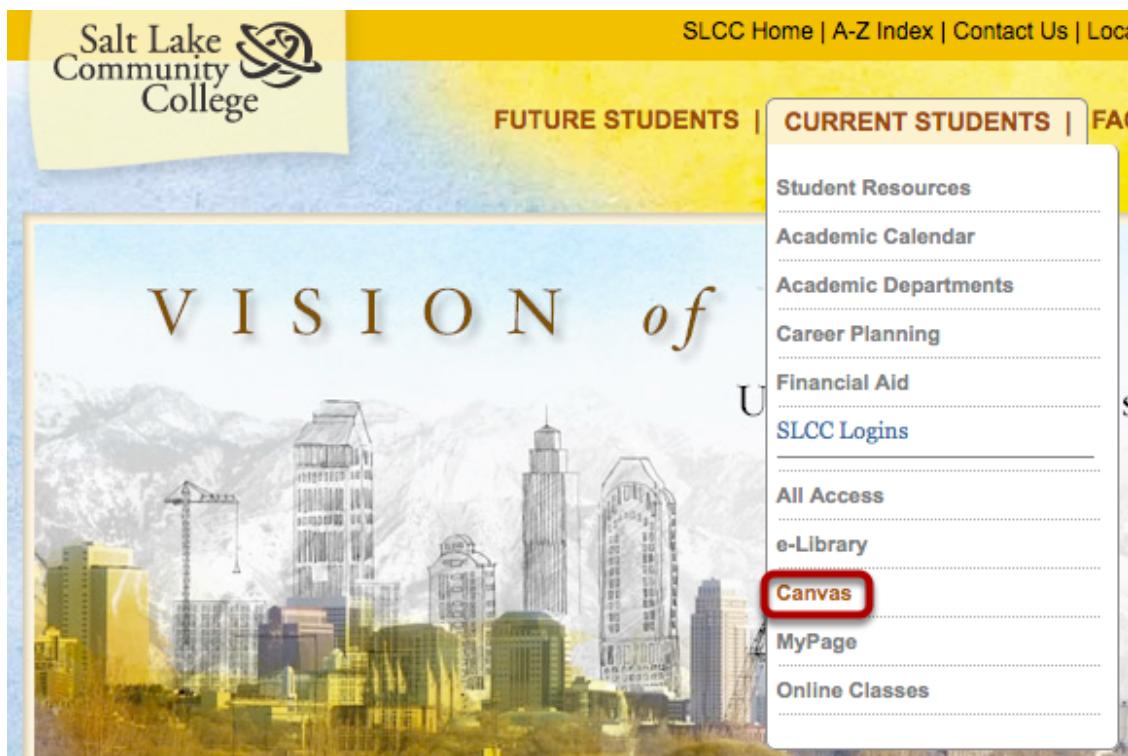
[Click here to edit your notification preferences](#)

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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.

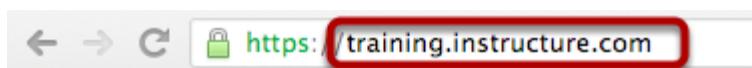
**Note:** You will need to know your institution's Canvas URL if you want to access Canvas on your mobile [phone](#) or [tablet](#).

## 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.

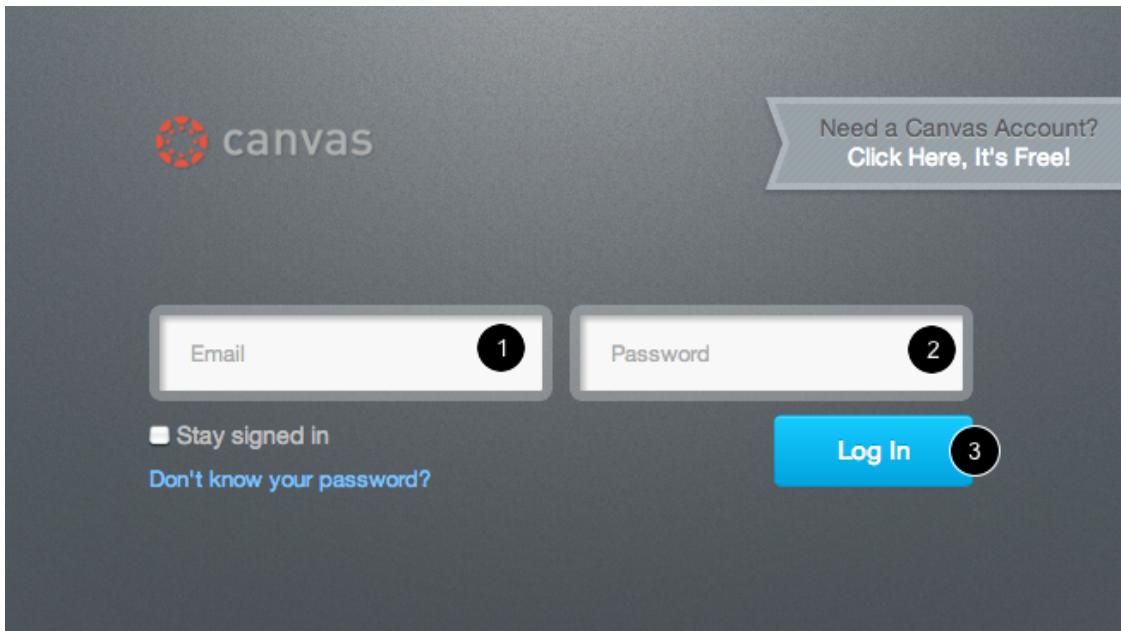
## Access Canvas via Your Institution URL



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](https://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.*

## How do I sign up for Canvas as a Student?

You need to sign up for a Canvas account if you do not already have one.

If you are using Canvas through your institution, you will most likely already have an account; your institution will provide your login information.

If you are not using Canvas through your institution, 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.**

If your institution is already using Canvas, you will be invited to join Canvas courses by your instructor and can sign up as part of the login process. For details visit the [How do I log in to Canvas](#) lesson.

## Accept a Course Invitation

You've been invited to participate in a class at  
1 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  2  
Username: none

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

[Click here to get started](#) 3

[Click here to edit your notification preferences](#)

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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](#).

## View Course

 > HIST-101 > Syllabus



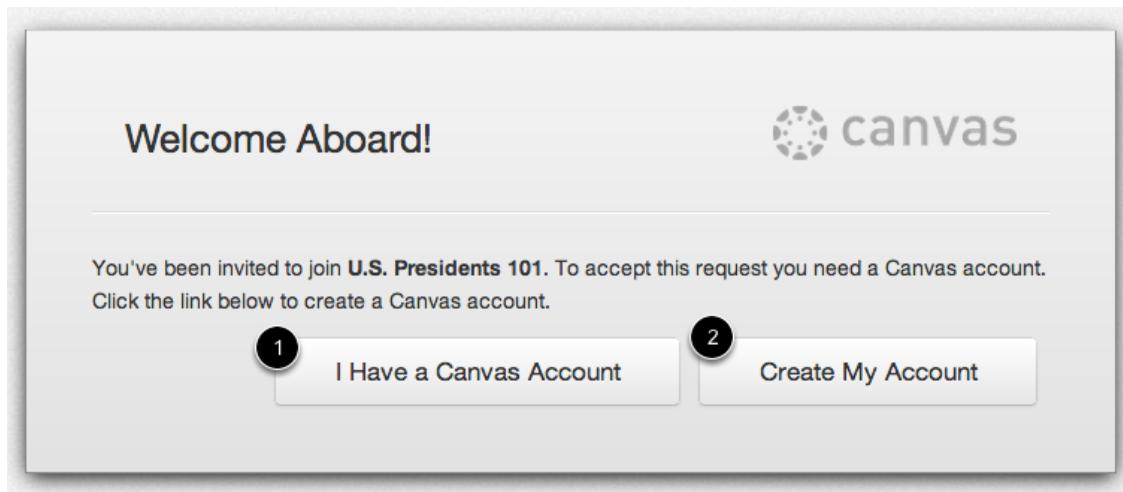
You have been invited to join **U.S. Presidents 101, History 101 - Section A** as a student

Decline

Accept

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

## Create a Canvas Account

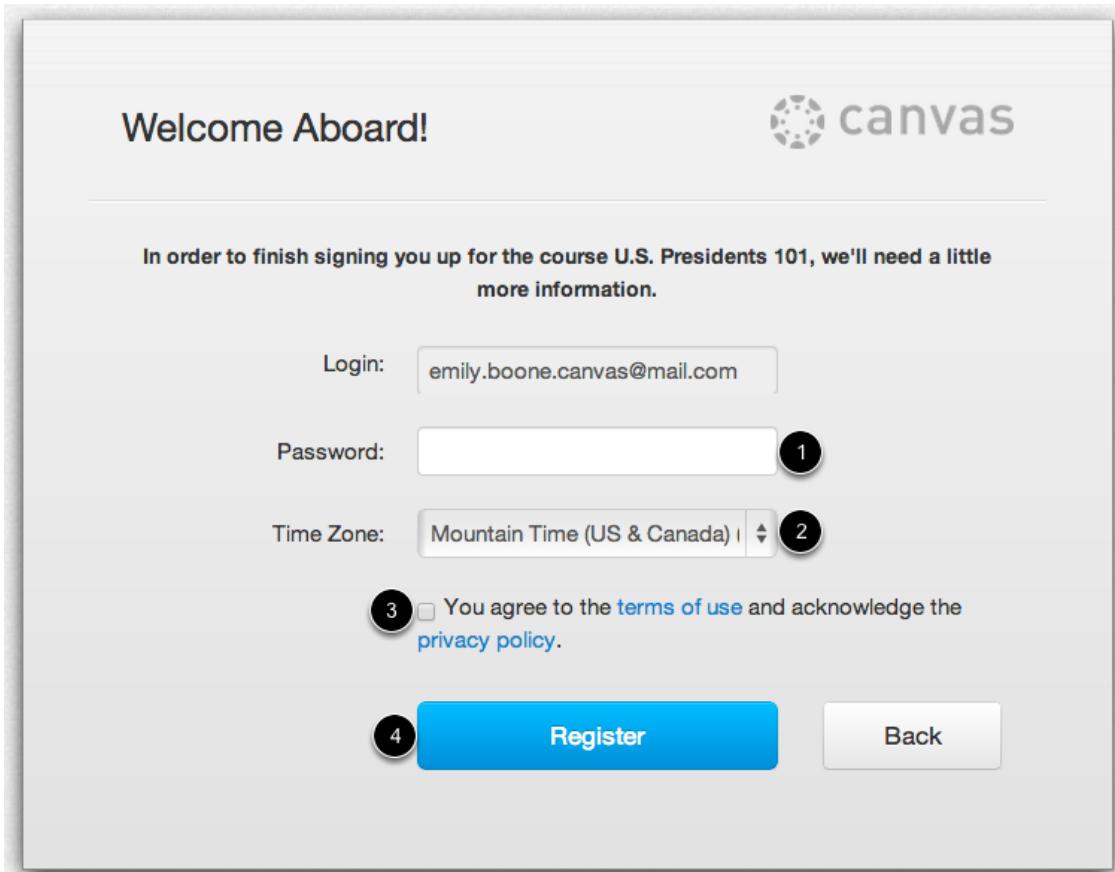


The dialog box has a light gray background and a white center area. At the top left, it says "Welcome Aboard!" and at the top right is the "canvas" logo. In the center, there is a message: "You've been invited to join U.S. Presidents 101. To accept this request you need a Canvas account. Click the link below to create a Canvas account." Below the message are two buttons: "I Have a Canvas Account" and "Create My Account". The "I Have a Canvas Account" button is highlighted with a black circle containing the number "1" above it. The "Create My Account" button is highlighted with a black circle containing the number "2" above it.

If you already have a Canvas account, click the **I Have a Canvas Account** button [1]. You'll be directed to the Canvas login page.

If you don't yet have an account, click the **Create My Account** [2] button.

## Complete Registration



The screenshot shows the Canvas registration process. At the top left is the text "Welcome Aboard!" and at the top right is the "canvas BY INSTRUCTURE" logo. Below this, a message reads: "In order to finish signing you up for the course U.S. Presidents 101, we'll need a little more information." The registration form includes fields for "Login" (emily.boone.canvas@mail.com), "Password" (marked with a circled "1"), "Time Zone" (Mountain Time (US & Canada) with a dropdown arrow, marked with a circled "2"), and a checkbox for "You agree to the [terms of use](#) and acknowledge the [privacy policy](#)" (marked with a circled "3"). There are also "Register" and "Back" buttons. Numbered circles (4, 1, 2, 3) point to each of these four steps.

Create a password [1], enter your time zone [2], and click the terms of use checkbox [3]. Then click the **Register** button [4].

## Create Your Own Account

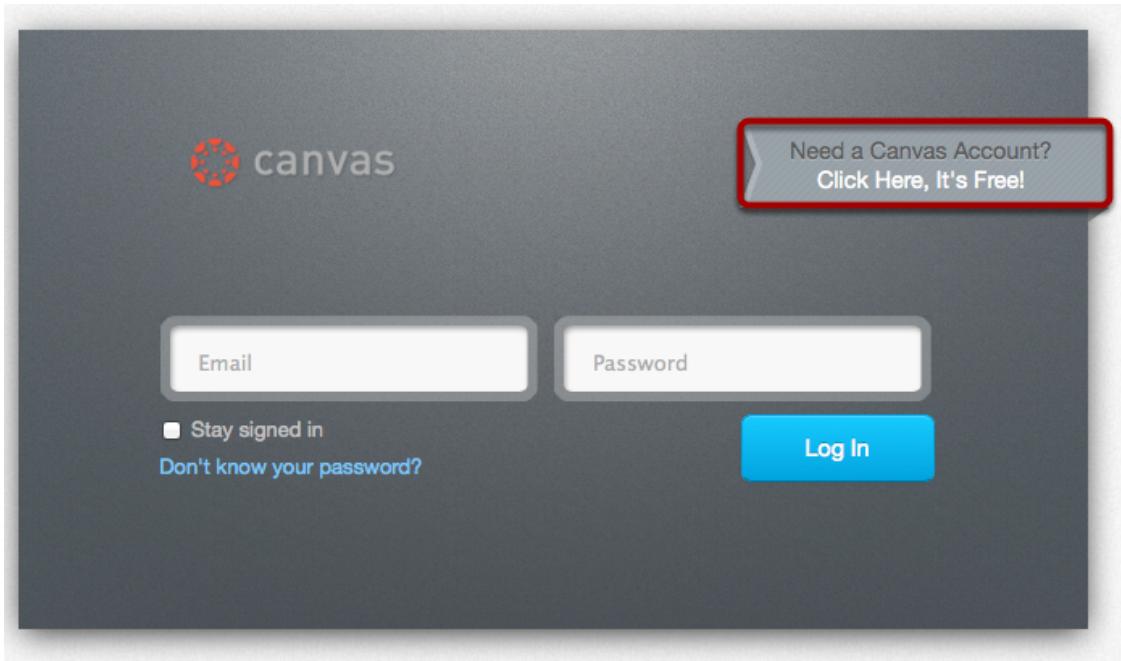


If you don't yet have an account, you can set one up for yourself without an email link.

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

To create your account, open a browser and type [canvas.instructure.com](https://canvas.instructure.com) into your browser.

## Click to Register



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

## Sign Up As a Student



Click the I'm a Student button.

## Complete Signup Information

**Student Signup** ×

Join Code RLKK4Y 1

Full Name Nora Sanderson 2

Username nora.sanderson 3

Password ..... 4

Confirm Password ..... 5

6   You agree to the [terms of use](#) and the [privacy policy](#).

7 Start Learning

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 **You agree to the terms of use** checkbox.
7. Click the **Start Learning** button. You will be redirected to the [canvas.instructure.com](https://canvas.instructure.com) login page.

## View Course

BWC 101

Home Announcements Syllabus Assignments Quizzes Discussions People Modules Grades 1

» BWC 101

### Basic Written Communications

Last edited by Canvas Instructor about 1 month ago See Course Stream

Page history



A four-panel cartoon strip. Panel 1: A man says, "I SIGNED YOU UP FOR A CLASS TO TRY AND GET RID OF THAT THING YOU HAVE." Panel 2: Another man replies, "WHAT THING?" Panel 3: The first man says, "THE THING YOU KNOW. THE THING THAT MAKES YOU THE WAY YOU ARE." Panel 4: The second man says, "MY PERSONALITY?" Panel 5: The first man says, "EXACTLY. BUT WE CALL IT COMMUNICATION SKILLS BECAUSE IT SOUNDS LESS RUDE."

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.

To Do

Turn in Introduce Yourself! due: Dec 4 at 11:58pm

Turn in Descriptive Writing due: Dec 14 at 11:59pm

All Pages

Front Page Design Fun Greetings Message Module 2 Lesson

Recent Feedback

Nothing for now

You are now enrolled in the course.

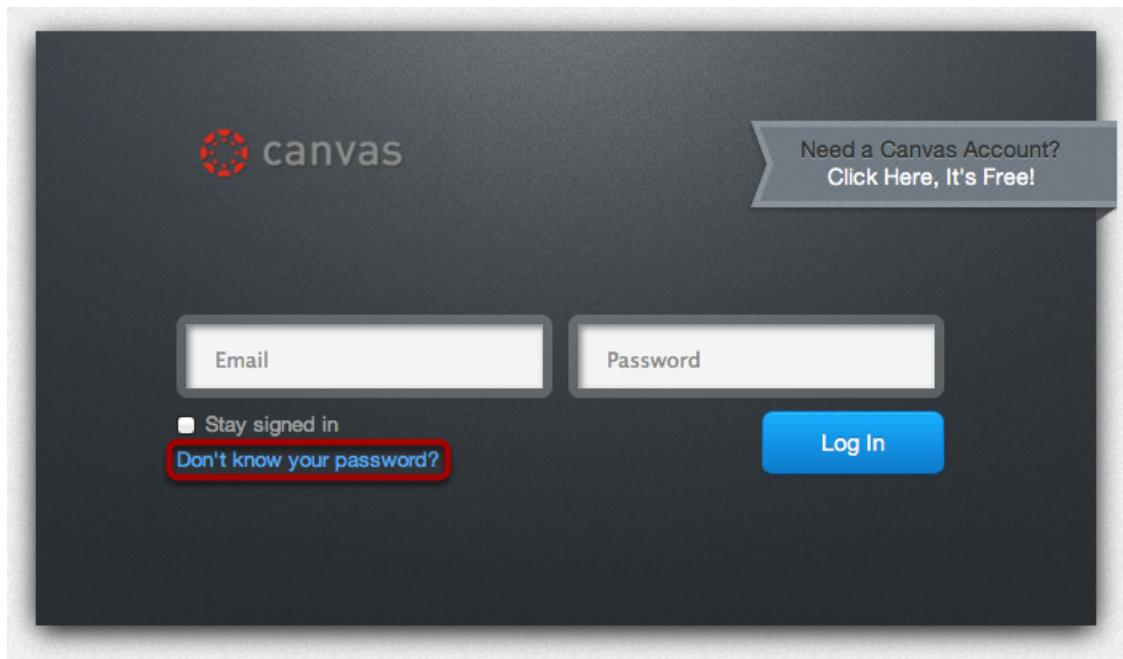
## How do I reset my password?

If you have forgotten your Canvas password and cannot log in, you can reset your password.

If your Canvas account was set up through your institution, you may have to have your institution reset your password for you.

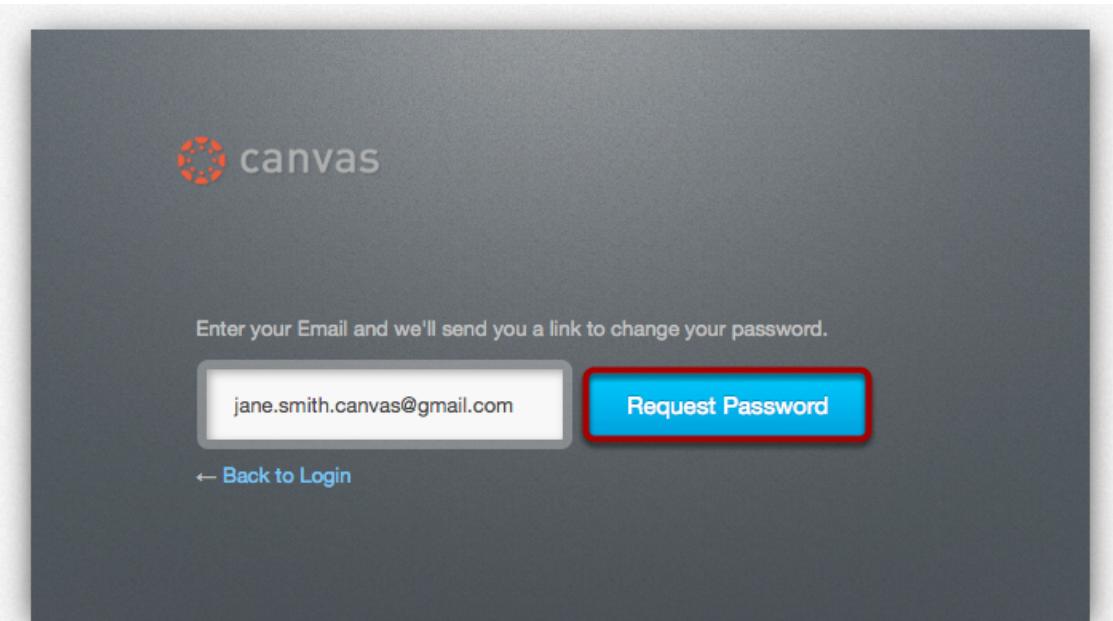
**Note:** If you can log in to Canvas and want to *change* your password, please visit the [How do I change my login password?](#) lesson.

### Canvas Log In Screen



Type your institution's Canvas URL into a browser window. When the login screen appears, click the **Don't know your password?** link.

## Request Password



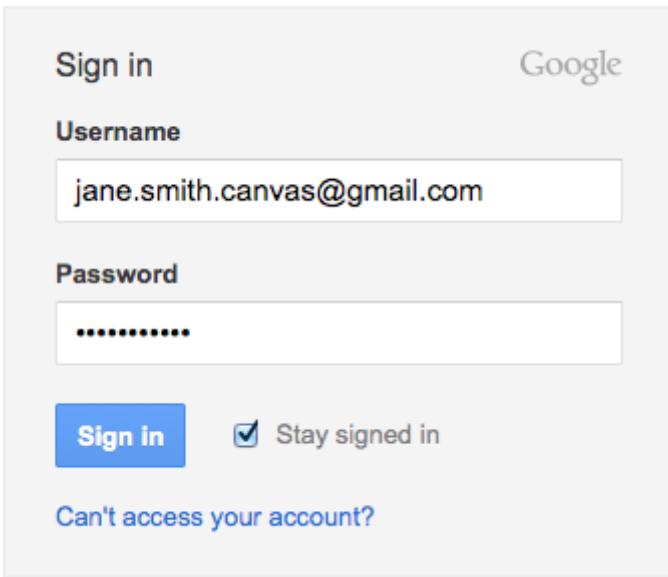
On the next page, enter the email address associated with your Canvas user name and click **Request Password**.

## 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.

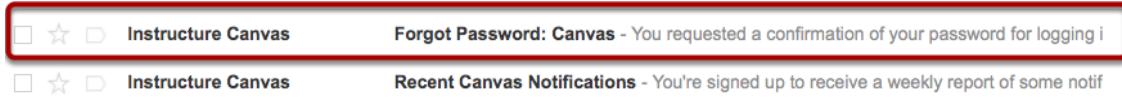
## Check Email



The image shows a sign-in interface for an email account. At the top left is a "Sign in" button and at the top right is a "Google" logo. Below these are fields for "Username" containing "jane.smith.canvas@gmail.com" and "Password" containing a series of dots. At the bottom left is a blue "Sign in" button, and next to it is a checked checkbox labeled "Stay signed in". Below the sign-in area is a link "Can't access your account?".

Return to your email account and sign in.

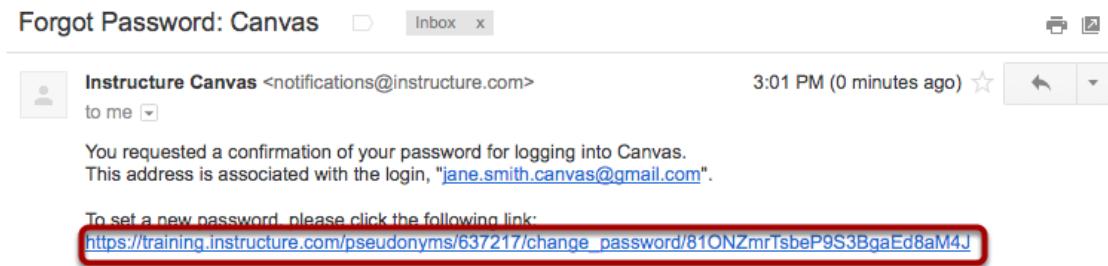
## Open "Forgot Password" Email



A snippet of an email inbox showing two messages from "Instructure Canvas". The top message is highlighted with a red border and has the subject "Forgot Password: Canvas - You requested a confirmation of your password for logging i". The bottom message has the subject "Recent Canvas Notifications - You're signed up to receive a weekly report of some notif".

Open the email with the subject line "Forgot Password: Canvas" and if the email is not in your Inbox, check your Spam folder.

## Reset Password through Link

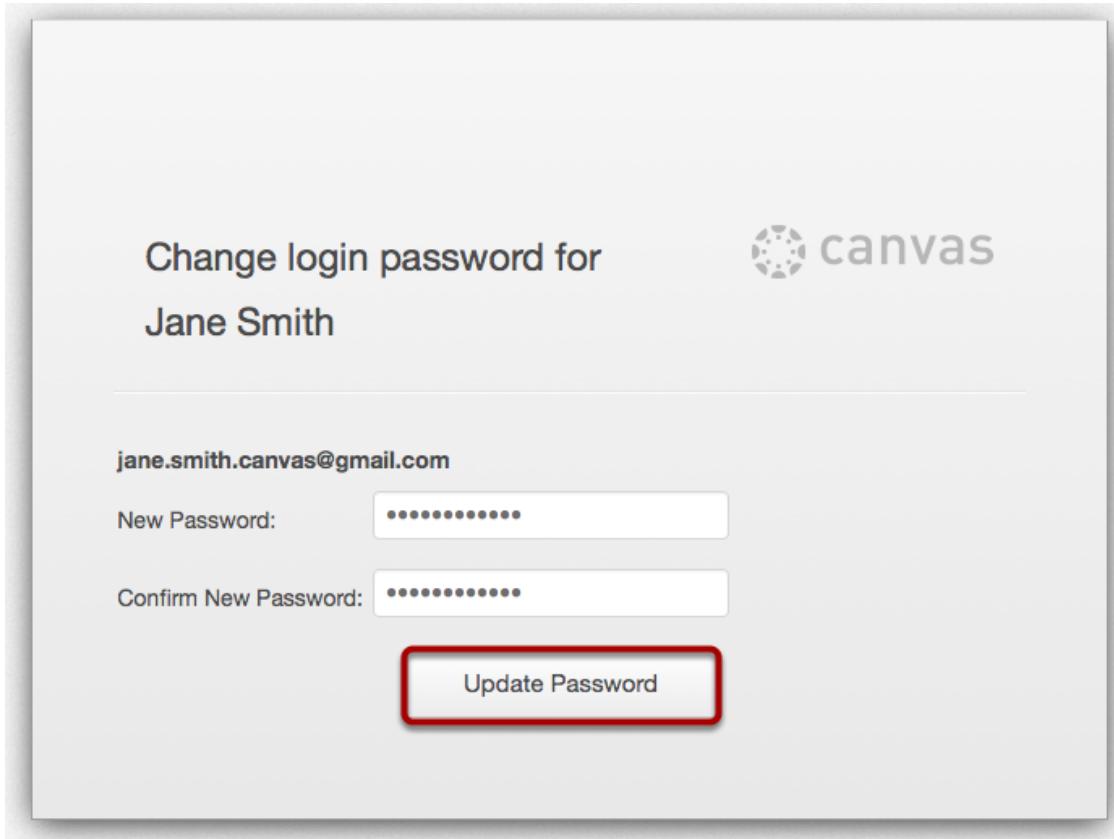


A snippet of an email message from "Instructure Canvas <notifications@instructure.com>" to "me" (with a red box around the recipient). The message was sent at 3:01 PM (0 minutes ago). The content of the email is as follows:

You requested a confirmation of your password for logging into Canvas.  
This address is associated with the login, "[jane.smith.canvas@gmail.com](mailto:jane.smith.canvas@gmail.com)".  
To set a new password, please click the following link:  
[https://training.instructure.com/pseudonyms/637217/change\\_password/81ONZmrTsbeP9S3BgaEd8aM4J](https://training.instructure.com/pseudonyms/637217/change_password/81ONZmrTsbeP9S3BgaEd8aM4J)

Click the link sent to you in the email.

## Password Change



The screenshot shows a password change form for a user named Jane Smith. The email address listed is `jane.smith.canvas@gmail.com`. There are two password input fields: "New Password" and "Confirm New Password", both containing masked text. A red rectangular box surrounds the "Update Password" button at the bottom.

Change login password for  
Jane Smith

jane.smith.canvas@gmail.com

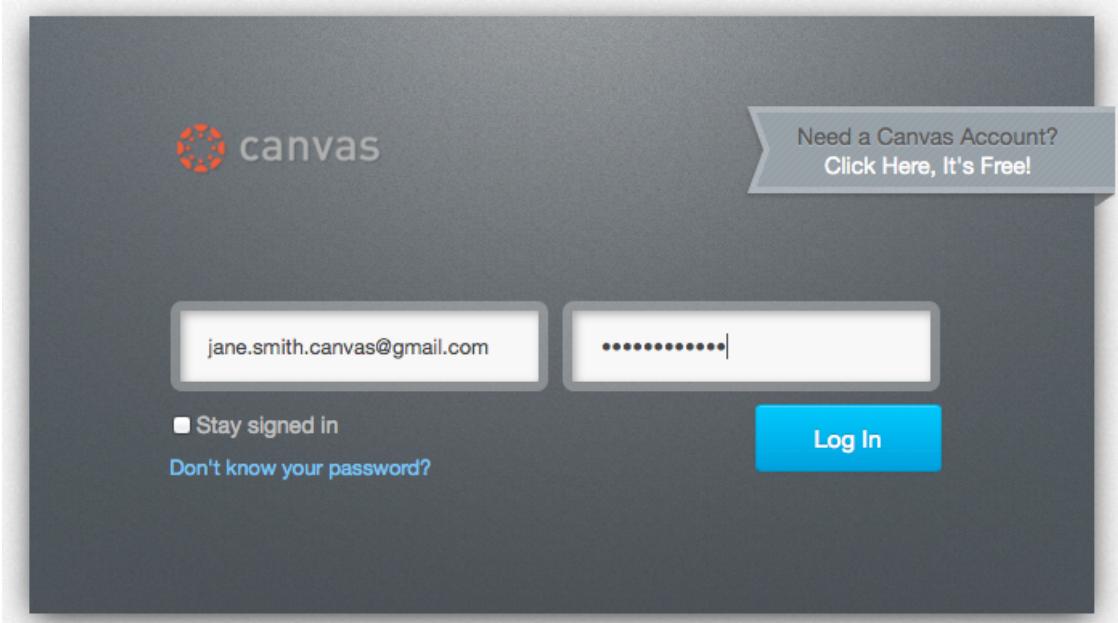
New Password:

Confirm New Password:

**Update Password**

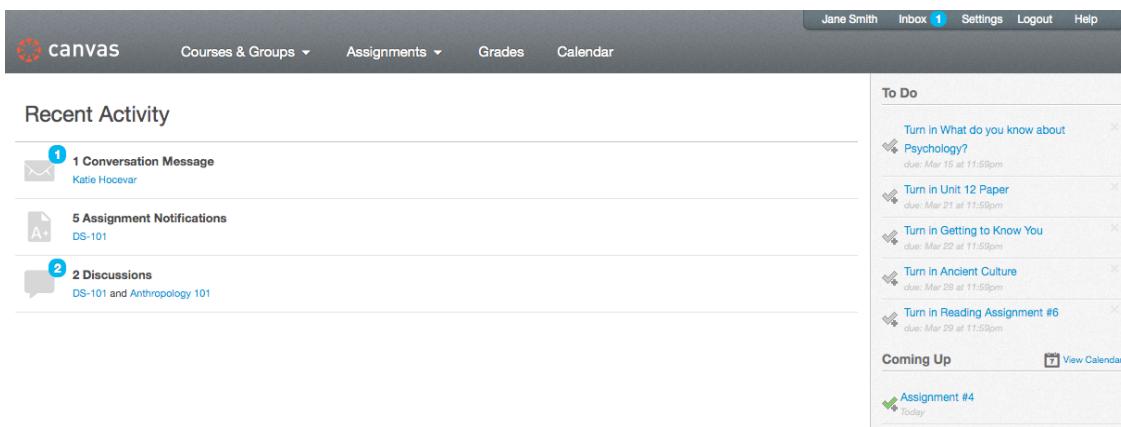
Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.

## Login to Canvas



With your email and new password, login to Canvas.

## View Canvas Dashboard

A screenshot of the Canvas dashboard. At the top, there is a navigation bar with links for "Courses & Groups", "Assignments", "Grades", and "Calendar". On the right side of the dashboard, there are two main sections: "Recent Activity" and "To Do". The "Recent Activity" section lists three items: 1 Conversation Message from Katie Hoevar, 5 Assignment Notifications for DS-101, and 2 Discussions for DS-101 and Anthropology 101. The "To Do" section lists six assignments with due dates: Turn in What do you know about Psychology? (due Mar 15 at 11:59pm), Turn in Unit 12 Paper (due Mar 21 at 11:59pm), Turn in Getting to Know You (due Mar 20 at 11:59pm), Turn in Ancient Culture (due Mar 28 at 11:59pm), Turn in Reading Assignment #6 (due Mar 29 at 11:59pm), and Assignment #4 (today). There is also a "Coming Up" section with a "View Calendar" link.

As soon as you login again, you will see the Dashboard.

## Reset Password through Institution

If your login credentials were provided to you by your institution, you will not be able to reset your Canvas password on your own.

If your email does not have a password reset link, it will contain text that includes the following information:

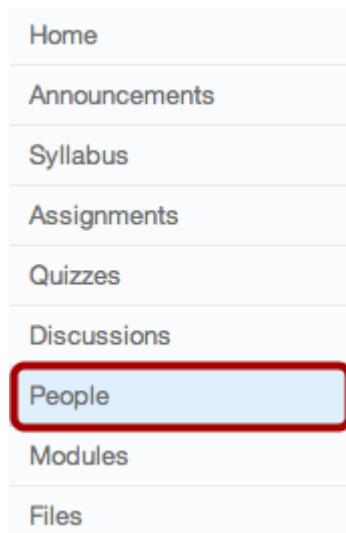
- Your email address associated with your account
- The name of the institution that provided you with your password

Contact the system administrators at your institution about changing or verifying your password.

## How are Students added to a course?

Instructors invite users to join their courses, and the users must accept the course invitation to view the course. This lesson shows how instructors manually issue courses and enrollments within Canvas. At most institutions, course shells and student enrollments will be created automatically.

### Instructor Issues Course Invitation



The instructor accesses course invitations from the **People** link in the Course Navigation Menu.

## Submit Email Addresses

Add People X

Type or paste a list of email addresses below: 1

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

Role: Student 2

Section History 101 - Section F 3

Next Cancel

The instructor types or pastes an email address or several email addresses in the type field [1]. Users will be assigned a role in the Role drop-down menu [2] and a course section in the Section drop-down menu [3].

## Check People

Add People ×

Validated and ready to add 1 users:

Name <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	Email
Emily Boone	emily.boone.canvas@gmail.com

2 Start Over Add Users

After advancing to the next menu, Canvas will verify that the email is a valid email address [1]. Once confirmed, the instructor will add the users to the course roster with the **Add Users** button [2].

**Note:** If the user has previously created a Canvas account with the email address being used, the user's name will populate in the name field. Otherwise the name field will remain blank.

## Confirm Enrollment

The following users have been enrolled

Name	Email	Section
Boone, Emily	emily.boone.canvas@gmail.com	History 101 - Section F

1 Add More Users      2 Done

Canvas will verify the user's enrollment. To add more users, the instructor will click the **Add More Users** button. If not, the instructor will click the **Done** button.

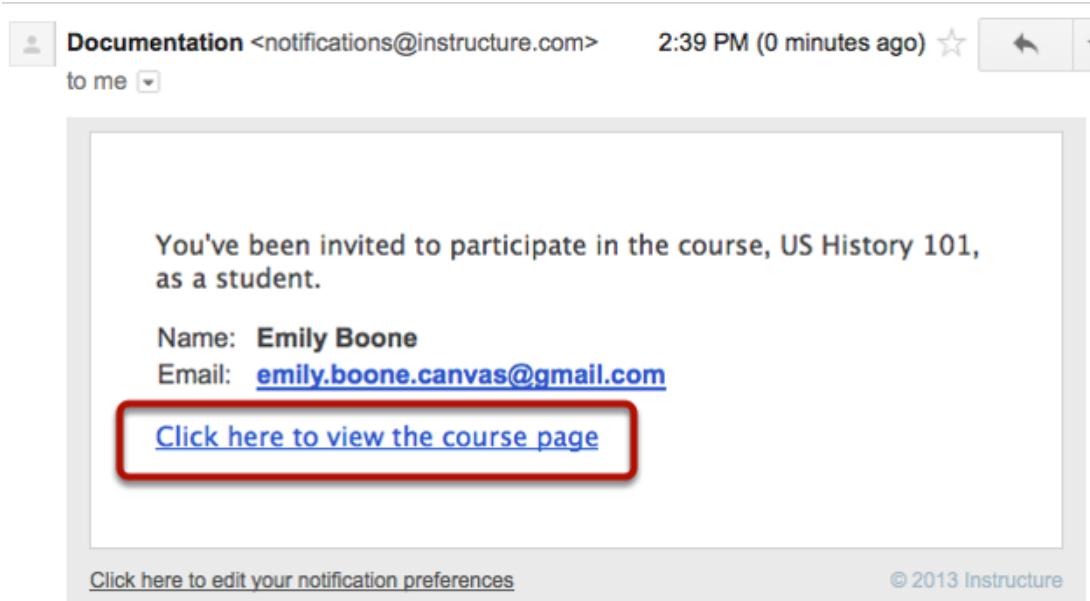
## View Pending Enrollment

Name	Login / SIS ID	Section	Role
 <b>Emily Boone</b> pending	emily.boone.canvas@gmail.com	History 101 - Section F	Student
 <b>Canvas Instructor</b>	canvasinstructor@gmail.com	History 101 - Section A	Teacher
 <b>Max Johnson</b>	max.johnson.canvas@gmail.com	History 101 - Section A	Student
 <b>Bruce Jones</b>	bruce.jones.canvas@gmail.com	History 101 - Section A	Student
 <b>Jane Smith</b>	jane.smith.canvas@gmail.com	History 101 - Section A	Student
 <b>Canvas Student</b>	cnvssstudent@gmail.com	History 101 - Section A	Student

The instructor will see the user's status pending until the user accepts the course invitation.

**Note:** It could take up to 24 hours for users to receive their invitations.

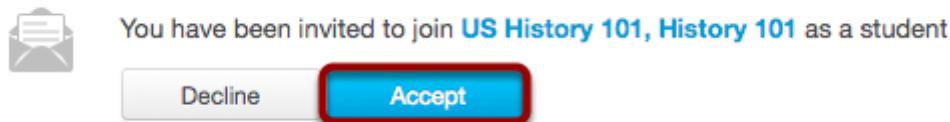
## Student Receives Email Invitation



A screenshot of an email invitation. The sender is Documentation <notifications@instructure.com> and the recipient is Emily Boone. The email was sent at 2:39 PM (0 minutes ago). The subject line is "You've been invited to participate in the course, US History 101, as a student." The message body contains the name "Emily Boone" and email address "emily.boone.canvas@gmail.com". A blue link "Click here to view the course page" is highlighted with a red rectangle. At the bottom of the email, there are links for "Click here to edit your notification preferences" and "© 2013 Instructure".

You will receive the course invitation via email. Click the link to accept the invitation.

## Student Accepts Invitation



A screenshot of an invitation window. It shows a message "You have been invited to join **US History 101, History 101** as a student" next to an envelope icon. Below the message are two buttons: "Decline" and "Accept". The "Accept" button is highlighted with a red rectangle.

After you've logged in to Canvas, you will see an invitation window reminding you of your course invitation. Click the **Accept** button.

## Invitation is Accepted

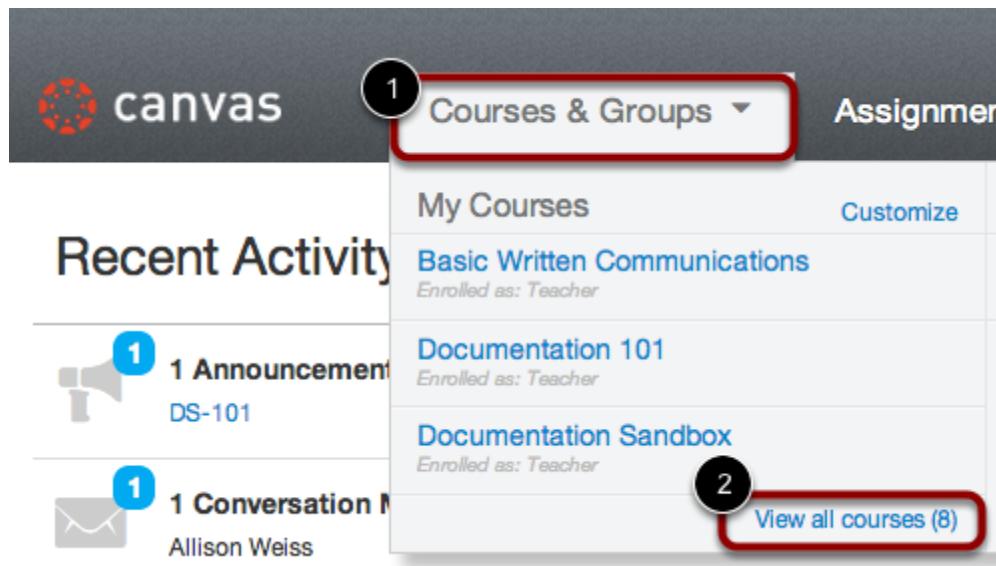
 **Invitation accepted! Welcome to US History 101!**

Canvas will confirm your invitation and will welcome you to the course.

## 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

4

 Documentation Sandbox, First SectionEnrolled 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

### 1 My Courses

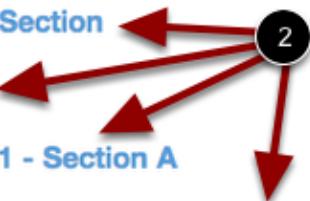
[Documentation Sandbox, First Section](#)  
Enrolled as a student

[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

## Future Enrollments

[Doc Writing for Nonreaders in the Postprint Era](#)  
Enrolled as a student

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

### 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

### 1 Past Enrollments

[Psychology 101, PSY-101-003](#)  
Enrolled as a student

[Documentation Sandbox, Second Section](#)  
Enrolled as a student



### Future Enrollments

[Doc Writing for Nonreaders in the Postprint Era](#)  
Enrolled as a student

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

### 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

### Past Enrollments

[Psychology 101, PSY-101-003](#)  
Enrolled as a student

[Documentation Sandbox, Second Section](#)  
Enrolled as a student

### 1 Future Enrollments

Doc Writing for Nonreaders in the Postprint Era  2

**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



The screenshot shows the Canvas Student View Course interface. At the top, there's a navigation bar with links for Canvas Instructor, Inbox, Settings, Logout, and Help. Below the navigation bar is the course header for "BWC 101". The main content area displays the course title "Basic Written Communications" and a welcome message from the instructor. On the left, there's a sidebar with various course links like Home, Announcements, Syllabus, Assignments, Quizzes, Discussions, People, Modules, Files, Grades, Pages, Outcomes, and Conferences. The "Home" link is currently selected. The right side features a "To Do" list with items like "Course Setup Checklist", "New Announcement", and "View Course Analytics". Below that is a "All Pages" section listing various pages such as Front Page, Design Fun, Flash test page, Greetings Message, Module 2 Lesson, and table test.

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].

## Why can't I access my Course?

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

## 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

## Past Enrollments

**Psychology 101, PSY-101-003**  
Enrolled as a student

**Documentation Sandbox, Second Section**  
Enrolled as a student

## Future Enrollments

**Doc Writing for Nonreaders in the Postprint Era**  
Enrolled as a student

- 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.

## How do I get help and submit feedback?

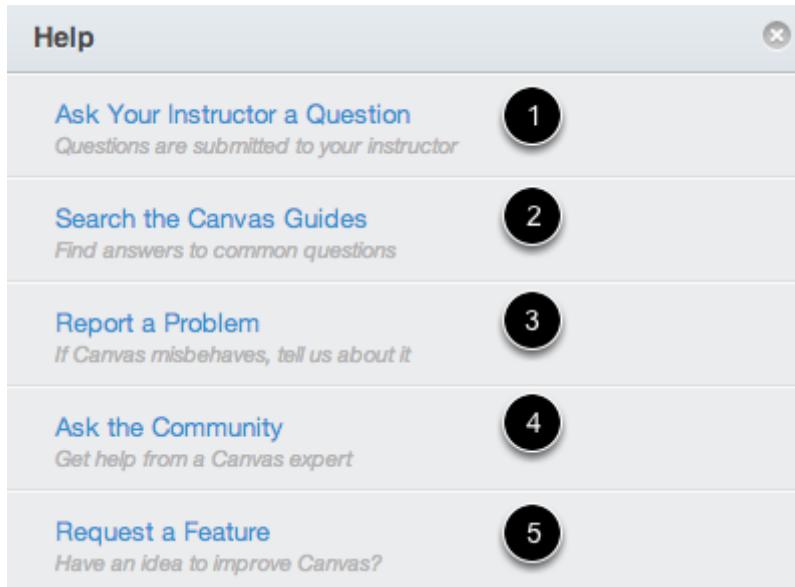
Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

### 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



Number	Option	Description
1	Ask Your Instructor a Question	Questions are submitted to your instructor
2	Search the Canvas Guides	Find answers to common questions
3	Report a Problem	If Canvas misbehaves, tell us about it
4	Ask the Community	Get help from a Canvas expert
5	Request a Feature	Have an idea to improve Canvas?

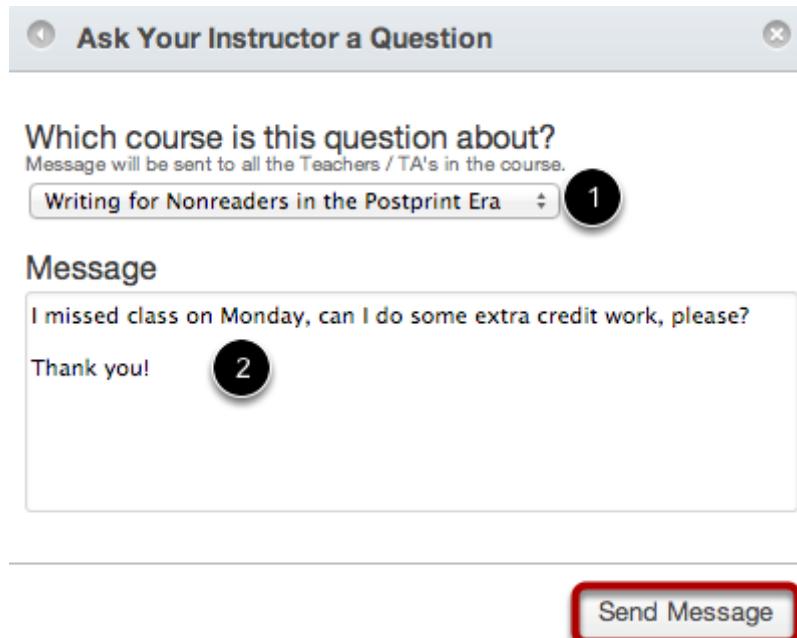
There are five links to various types of options available for help or feedback:

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

Which course is this question about?  
Message will be sent to all the Teachers / TA's in the course.

Writing for Nonreaders in the Postprint Era [1]

Message

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

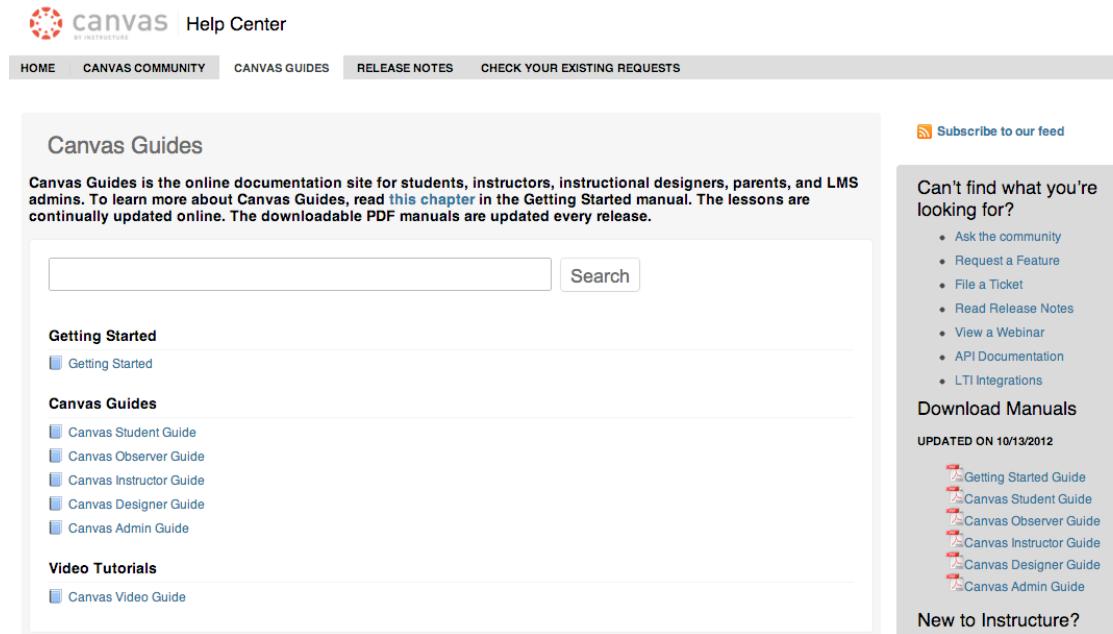
Thank you! [2]

Send Message

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.

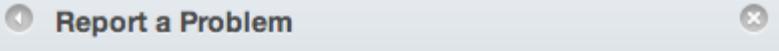
## Search Canvas Guides



The screenshot shows the Canvas Guides website interface. At the top, there's a navigation bar with links for HOME, CANVAS COMMUNITY, CANVAS GUIDES (which is the active tab), RELEASE NOTES, and CHECK YOUR EXISTING REQUESTS. Below the navigation is a search bar with a placeholder and a 'Search' button. The main content area is titled 'Canvas Guides' and contains a brief introduction about the site. It features several sections: 'Getting Started' (with a 'Getting Started' link), 'Canvas Guides' (listing 'Canvas Student Guide', 'Canvas Observer Guide', 'Canvas Instructor Guide', 'Canvas Designer Guide', and 'Canvas Admin Guide'), and 'Video Tutorials' (with a 'Canvas Video Guide' link). To the right, there's a sidebar with a 'Subscribe to our feed' button, a 'Can't find what you're looking for?' section containing a bulleted list of links (Ask the community, Request a Feature, File a Ticket, Read Release Notes, View a Webinar, API Documentation, LTI Integrations), a 'Download Manuals' section with a 'UPDATED ON 10/13/2012' note and a list of PDF icons, and a 'New to Instructure?' link.

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

 Report a Problem

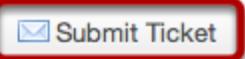
File a ticket for a personal response from our support team

**For an instant answer:**  
See if your issue is addressed in the [Canvas Guides](#). 

**Subject**  
 

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

**How is this affecting you?**  
 

Reporting a problem in Canvas is simple, but before you do, please use the [Canvas Community](#) to see if you can find your answer(s).

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

### Ask the Community

*Get help from a Canvas expert*

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](#) and allow you to ask questions and get feedback from Canvas users like you.

## Request a Feature

### Request a Feature

*Have an idea to improve Canvas?*

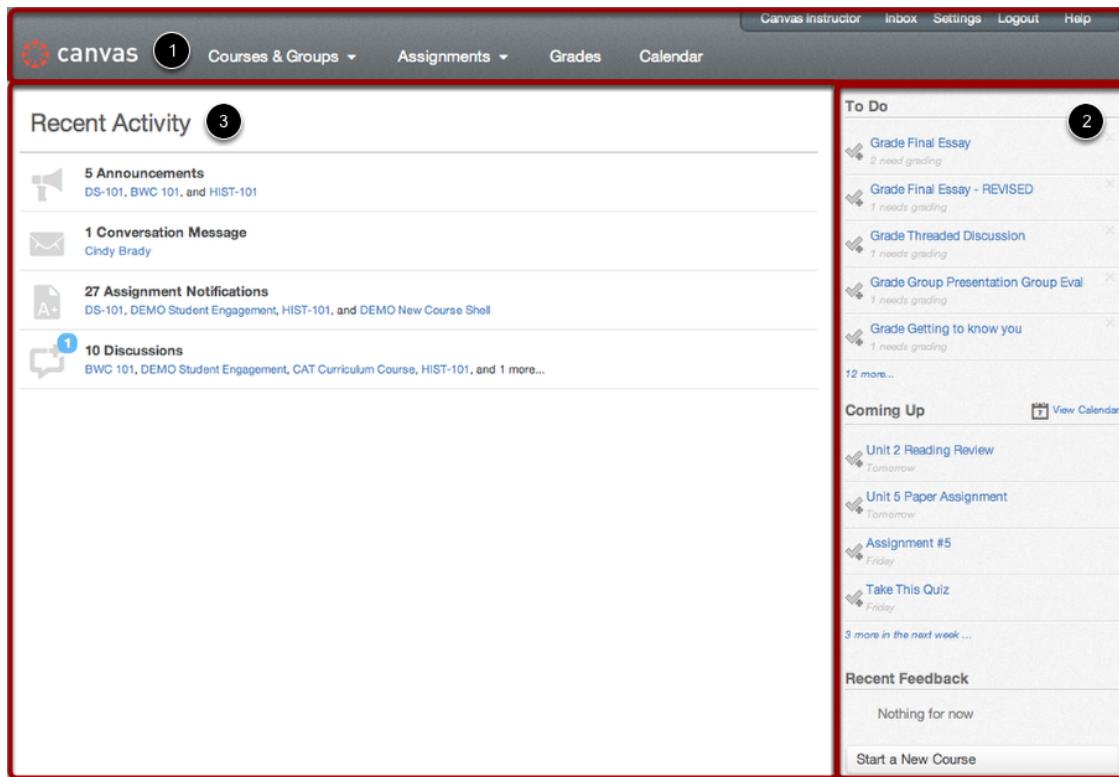
Click the **Request a Feature** link. You can submit your ideas about how to make Canvas even better by clicking on this link or by visiting the [Feature Request Categories](#).

## 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 screenshot shows the Canvas Dashboard with a red border. At the top, there's a navigation bar with links for Canvas Instructor, inbox, Settings, Logout, and Help. Below the navigation bar, the dashboard is divided into several sections:

- Recent Activity** (marked with a circled '1'): This section lists recent announcements, messages, assignment notifications, and discussions. It includes icons for a megaphone, envelope, document, and speech bubble, followed by counts (5, 1, 27, 10) and course names.
- To Do** (marked with a circled '2'): This section lists tasks with due dates and descriptions, such as "Grade Final Essay" (due tomorrow), "Grade Final Essay - REVISED" (due today), and "Grade Threaded Discussion" (due today).
- Coming Up** (marked with a circled '3'): This section lists upcoming assignments and events, including "Unit 2 Reading Review" (due tomorrow), "Unit 5 Paper Assignment" (due tomorrow), and "Assignment #5" (due Friday).
- Recent Feedback**: This section shows a message: "Nothing for now".
- Start a New Course**: A button at the bottom right.

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

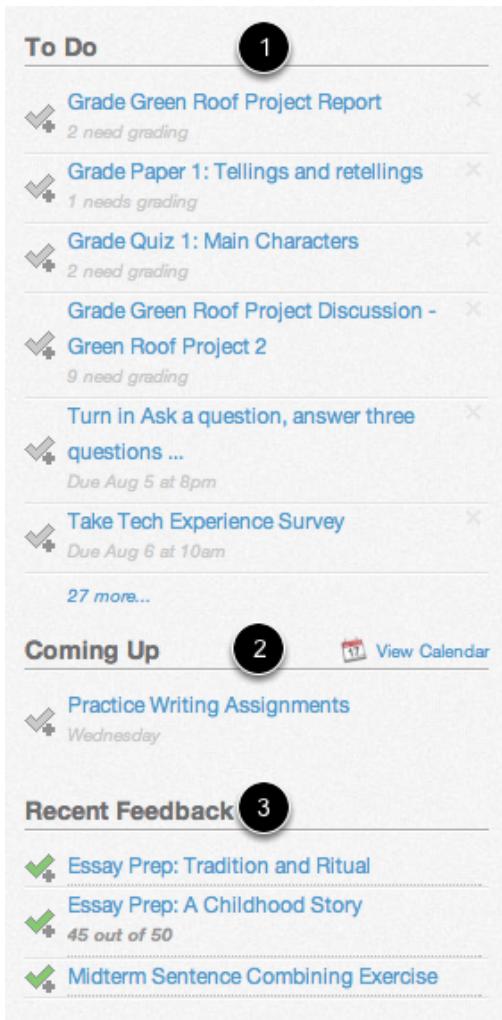


The Global Navigation directs users to menus or pages that display:

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:

- To Do** 1
  -  Grade Green Roof Project Report ×  
2 need grading
  -  Grade Paper 1: Tellings and retellings ×  
1 needs grading
  -  Grade Quiz 1: Main Characters ×  
2 need grading
  -  Grade Green Roof Project Discussion - ×
  -  Green Roof Project 2 ×  
9 need grading
  -  Turn in Ask a question, answer three ×  
questions ...  
Due Aug 5 at 8pm
  -  Take Tech Experience Survey ×  
Due Aug 6 at 10am

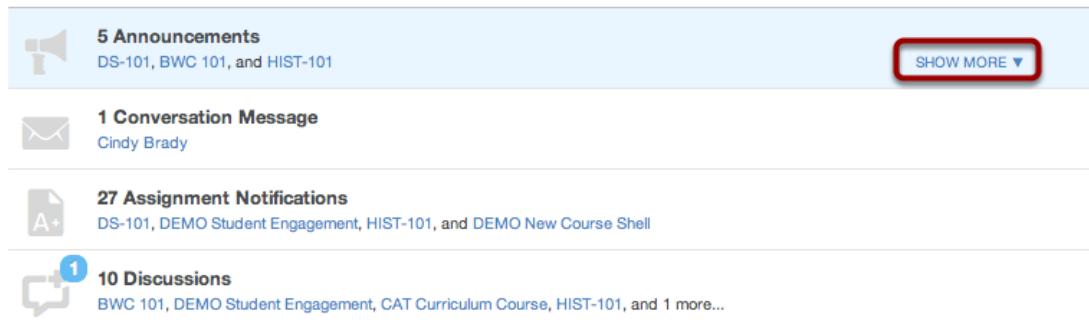
[27 more...](#)
- Coming Up** 2
  -  Practice Writing Assignments View Calendar  
Wednesday
- Recent Feedback** 3
  -  Essay Prep: Tradition and Ritual
  -  Essay Prep: A Childhood Story
  -  45 out of 50
  -  Midterm Sentence Combining Exercise

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

### Recent Activity



The screenshot shows the Global Stream interface with four main sections:

- 5 Announcements**: DS-101, BWC 101, and HIST-101. A red box highlights the "SHOW MORE ▾" button.
- 1 Conversation Message**: Cindy Brady
- 27 Assignment Notifications**: DS-101, DEMO Student Engagement, HIST-101, and DEMO New Course Shell
- 10 Discussions**: BWC 101, DEMO Student Engagement, CAT Curriculum Course, HIST-101, and 1 more...

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

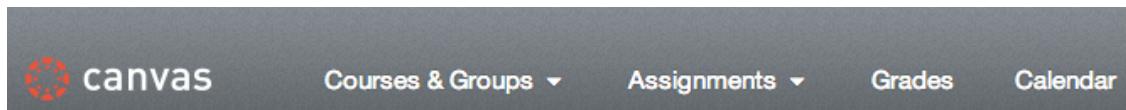


Click the Canvas logo in the Global Navigation to return to your Dashboard.

## How do I use the Global Navigation Menu?

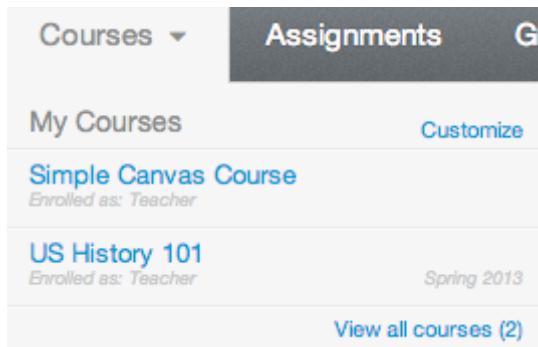
The Global Navigation is found in the upper portion of the web page. It helps you switch between your Courses, Groups, Grades, and Calendar.

## View Global Navigation Menu



Items in the Global Navigation show you what's going on across *ALL* of your courses, not just in one course. For example, when you click Grades you will see grading feedback from all of your courses. Likewise, when you click Calendar, you will see events and deadlines from all of your courses.

## Open Course Menu

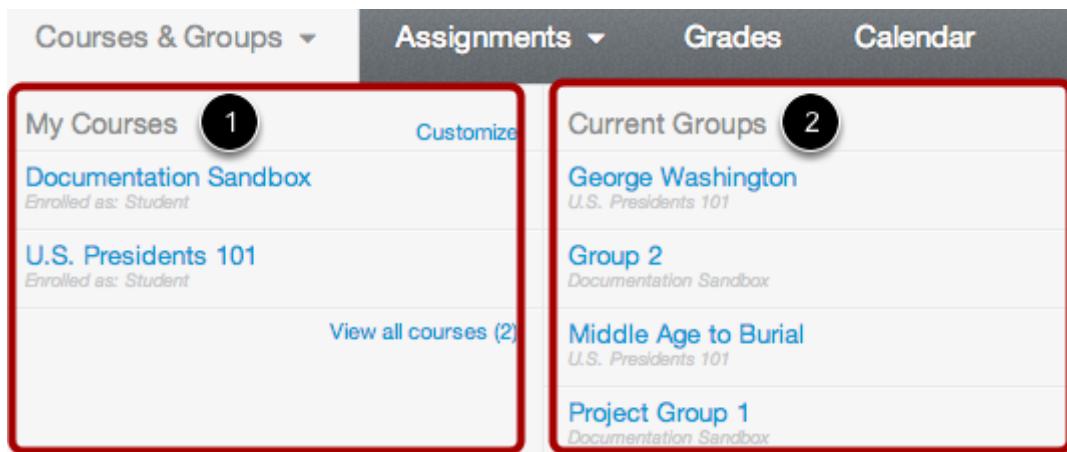


The screenshot shows the Canvas Global Navigation bar with the 'Courses' menu item highlighted. Below it, a dropdown menu titled 'My Courses' lists two courses: 'Simple Canvas Course' and 'US History 101'. Both courses are marked as 'Enrolled as: Teacher'. At the bottom of the dropdown menu is a link 'View all courses (2)'. Other navigation items like 'Assignments', 'Grades', and 'Calendar' are visible but not highlighted.

Before you can navigate to courses or groups, you must be assigned to one or more. If after logging in you do not see the **Courses** Menu item in the Global Navigation, you are not part of any courses or groups. Mouse over the Courses menu. A drop-down menu will appear with a section for courses you are a part of called My Courses.

**Note:** The Student View is slightly different. If there are Groups, then the menu will be Courses & Groups. However, if you, as an instructor are enrolled in any groups, your menu will also be Courses & Groups.

## Open Courses Menu - Student View

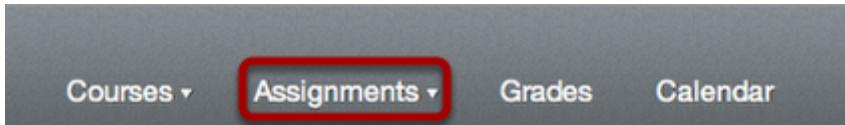


The screenshot shows the Canvas Global Navigation bar with the 'Courses & Groups' menu item highlighted. A dropdown menu appears below it, divided into two sections: 'My Courses' [1] and 'Current Groups' [2]. The 'My Courses' section contains 'Documentation Sandbox' and 'U.S. Presidents 101', both marked as 'Enrolled as: Student'. The 'Current Groups' section contains 'George Washington U.S. Presidents 101', 'Group 2 Documentation Sandbox', 'Middle Age to Burial U.S. Presidents 101', and 'Project Group 1 Documentation Sandbox'. The 'Assignments', 'Grades', and 'Calendar' menu items are also visible at the top.

Mouse over the Courses & Groups menu. A menu will appear with a section for courses you are a part of called My Courses [1] and a section for groups you are in called Current Groups [2].

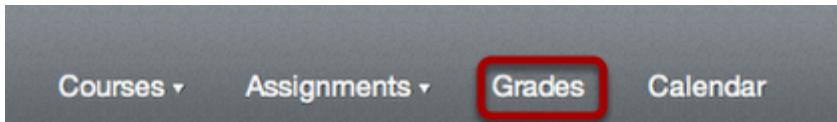
**Note:** You have to be invited or enrolled in a course or group before they will appear in the drop-down menu.

## View Assignments



The Assignments drop-down menu allows you to see the assignments that need grading or what assignments need to be done for all your courses.

## View Grades



The Grades link allows you to see the grades for all the course you are enrolled in or teaching.

## View Calendar



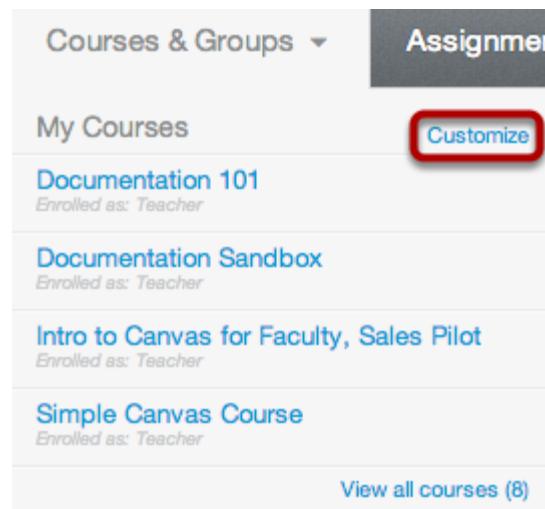
The Calendar link allows you to see the calendar events for all the course you are enrolled in or teaching.

## 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

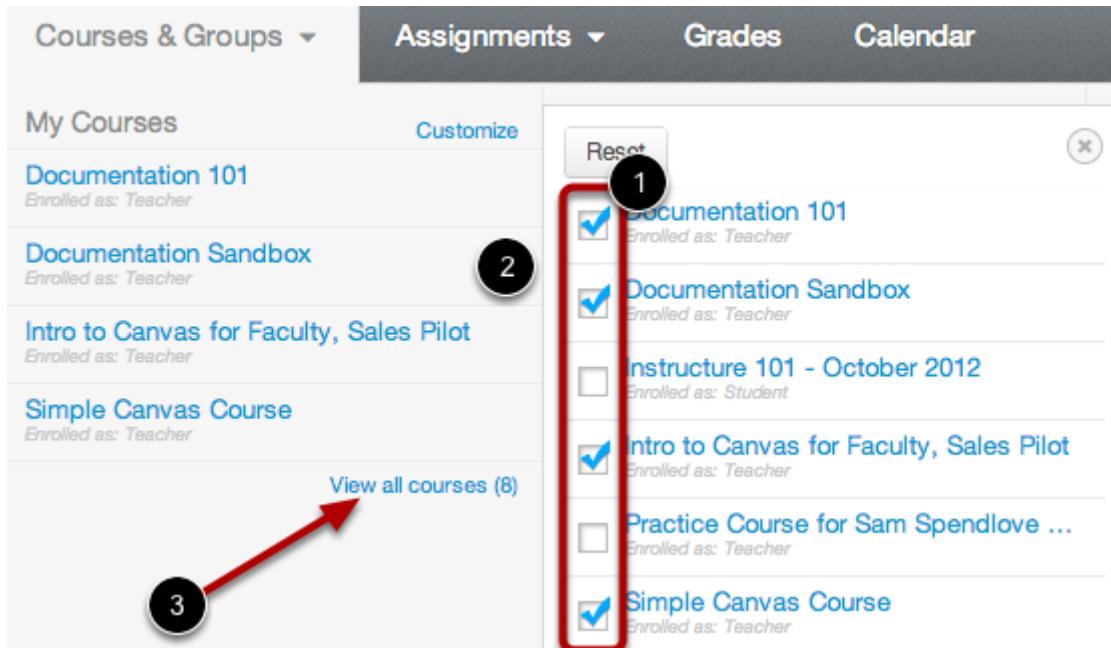


The screenshot shows the Canvas Global Navigation bar. The 'Courses & Groups' dropdown menu is open, displaying a list of courses under 'My Courses'. The 'Customize' button at the top right of the list is highlighted with a red circle. Other courses listed include 'Documentation 101', 'Documentation Sandbox', 'Intro to Canvas for Faculty, Sales Pilot', and 'Simple Canvas Course'. At the bottom of the list is a link 'View all courses (8)'.

Course Name	Enrollment Status
Documentation 101	Enrolled as: Teacher
Documentation Sandbox	Enrolled as: Teacher
Intro to Canvas for Faculty, Sales Pilot	Enrolled as: Teacher
Simple Canvas Course	Enrolled as: Teacher

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

## Choose Courses



The screenshot shows the Canvas interface with the 'Courses & Groups' tab selected. On the left, under 'My Courses', there are four listed courses: 'Documentation 101', 'Documentation Sandbox', 'Intro to Canvas for Faculty, Sales Pilot', and 'Simple Canvas Course'. Each course entry includes the status 'Enrolled as: Teacher'. To the right of these, a dropdown menu is open, listing all courses from the system. The courses in the dropdown are: 'Documentation 101' (checked), 'Documentation Sandbox' (checked), 'Instructure 101 - October 2012' (unchecked), 'Intro to Canvas for Faculty, Sales Pilot' (checked), 'Practice Course for Sam Spendlove ...' (unchecked), and 'Simple Canvas Course' (checked). A red arrow points from the 'View all courses (8)' link at the bottom left of the dropdown to the 'View all courses' link in the text below. Numbered circles [1], [2], and [3] are overlaid on the image to indicate specific steps: [1] points to a checked checkbox in the dropdown, [2] points to the dropdown menu itself, and [3] points to the 'View all courses' link.

Course	Status
Documentation 101	Enrolled as: Teacher
Documentation Sandbox	Enrolled as: Teacher
Intro to Canvas for Faculty, Sales Pilot	Enrolled as: Teacher
Simple Canvas Course	Enrolled as: Teacher
Documentation 101	Enrolled as: Teacher
Documentation Sandbox	Enrolled as: Teacher
Instructure 101 - October 2012	Enrolled as: Student
Intro to Canvas for Faculty, Sales Pilot	Enrolled as: Teacher
Practice Course for Sam Spendlove ...	Enrolled as: Teacher
Simple Canvas Course	Enrolled as: Teacher

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 logout of Canvas?

### Logout of Canvas



Click the **Logout** link [1]. You will be returned to the Canvas login page.

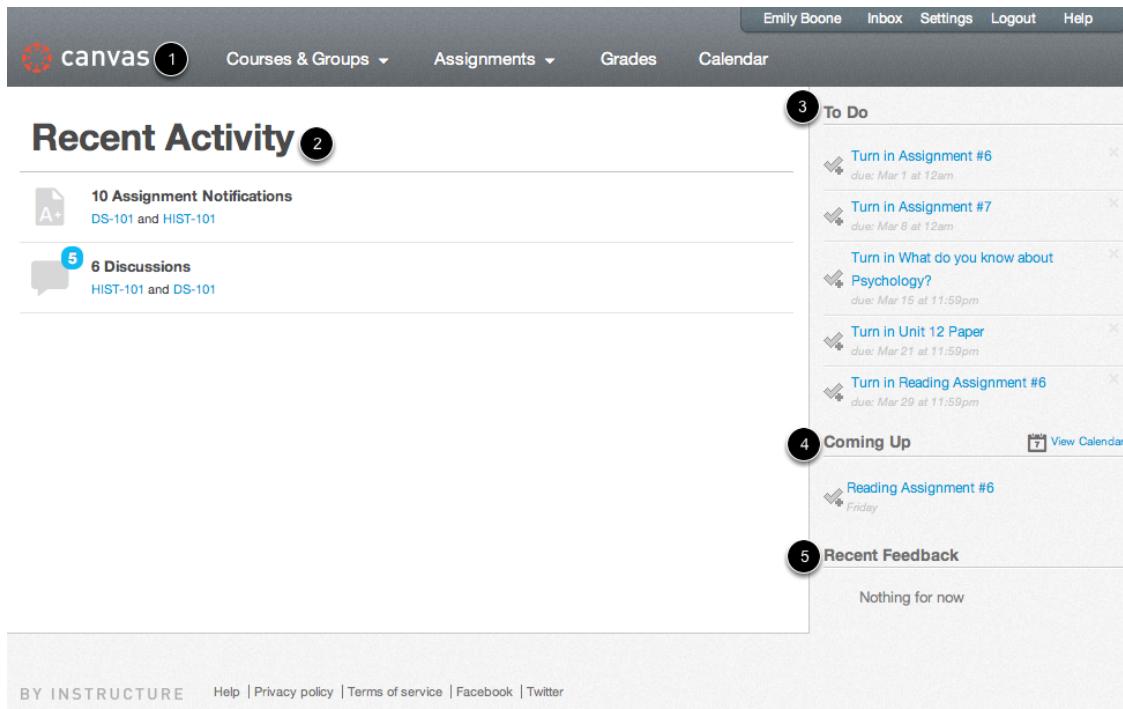
## How do I navigate a Canvas course?

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



The screenshot shows the Canvas Global Dashboard. At the top, there's a navigation bar with links for Emily Boone, Inbox, Settings, Logout, and Help. Below the navigation bar, the dashboard is divided into several sections:

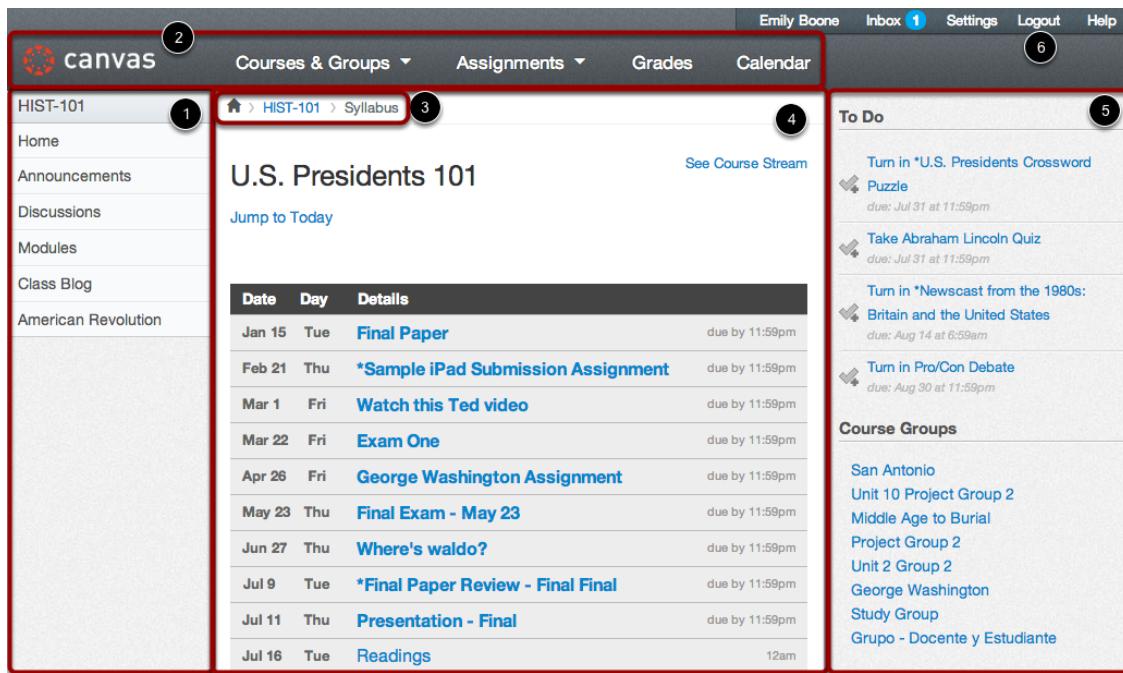
- Recent Activity (2):** Shows 10 Assignment Notifications (DS-101 and HIST-101) and 6 Discussions (HIST-101 and DS-101).
- To Do (3):** A list of assignments due soon:
  - Turn in Assignment #6 (due: Mar 1 at 12am)
  - Turn in Assignment #7 (due: Mar 8 at 12am)
  - Turn in What do you know about Psychology? (due: Mar 15 at 11:59pm)
  - Turn in Unit 12 Paper (due: Mar 21 at 11:59pm)
  - Turn in Reading Assignment #6 (due: Mar 29 at 11:59pm)
- Coming Up (4):** Shows a Reading Assignment #6 due Friday.
- Recent Feedback (5):** Shows "Nothing for now".

At the bottom of the dashboard, there's a footer with links for BY INSTRUCTURE, Help, Privacy policy, Terms of service, Facebook, and Twitter.

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

## Canvas Course Navigation Overview



The screenshot shows a Canvas course page for "HIST-101". The interface is divided into several sections:

- Course Navigation (Top Left):** Includes the Canvas logo (2), a sidebar menu (1) with links like Home, Announcements, Discussions, Modules, Class Blog, and American Revolution, and a global navigation bar (Courses & Groups, Assignments, Grades, Calendar).
- Global Navigation (Top Right):** Shows user info (Emily Boone), inbox (1), Settings, Logout, and Help.
- Breadcrumb Navigation (Top Center):** Shows the path: Home > HIST-101 > Syllabus (3).
- Content Area (Center):** Displays the title "U.S. Presidents 101" (4), a "Jump to Today" link, and a "See Course Stream" link. Below is a table of assignments:

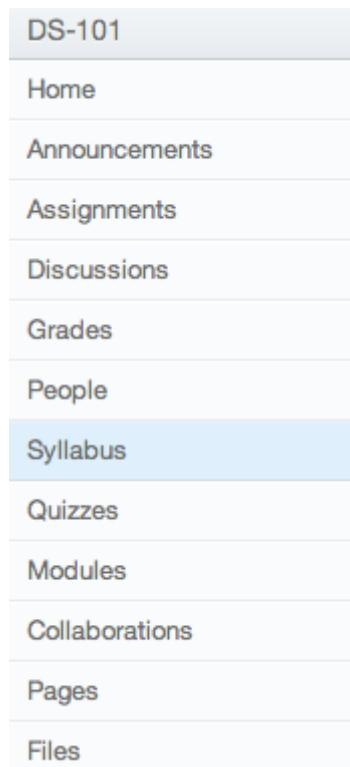
Date	Day	Details	Due Date
Jan 15	Tue	Final Paper	due by 11:59pm
Feb 21	Thu	*Sample iPad Submission Assignment	due by 11:59pm
Mar 1	Fri	Watch this Ted video	due by 11:59pm
Mar 22	Fri	Exam One	due by 11:59pm
Apr 26	Fri	George Washington Assignment	due by 11:59pm
May 23	Thu	Final Exam - May 23	due by 11:59pm
Jun 27	Thu	Where's waldo?	due by 11:59pm
Jul 9	Tue	*Final Paper Review - Final Final	due by 11:59pm
Jul 11	Thu	Presentation - Final	due by 11:59pm
Jul 16	Tue	Readings	12am

- Sidebar (Left):** Shows a "To Do" list (5) with items like "Turn in \*U.S. Presidents Crossword", "Puzzle", "Take Abraham Lincoln Quiz", and "Turn in \*Newscast from the 1980s: Britain and the United States". It also lists "Course Groups" including San Antonio, Unit 10 Project Group 2, Middle Age to Burial, Project Group 2, Unit 2 Group 2, George Washington, Study Group, and Grupo - Docente y Estudiante.
- Help Corner (Top Right):** Shows a "6" icon in a circle.

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



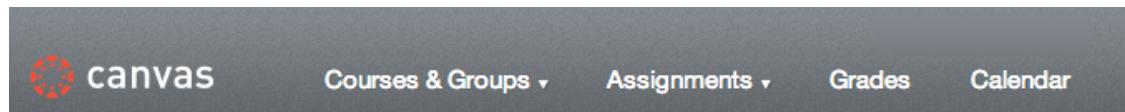
The sidebar shows the following links:

- DS-101
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Syllabus
- Quizzes
- Modules
- Collaborations
- Pages
- Files

The "Syllabus" link is highlighted with a blue background.

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 don't see certain links, your instructor has hidden them from your view.

## Global Navigation Menu

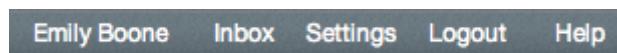


The menu bar includes:

- canvas logo
- Courses & Groups ▾
- Assignments ▾
- Grades
- Calendar

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 bar includes:

- Emily Boone
- Inbox
- Settings
- Logout
- Help

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

## Breadcrumbs

 > BWC 101 > Pages > Front Page

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

[See Course Stream](#)

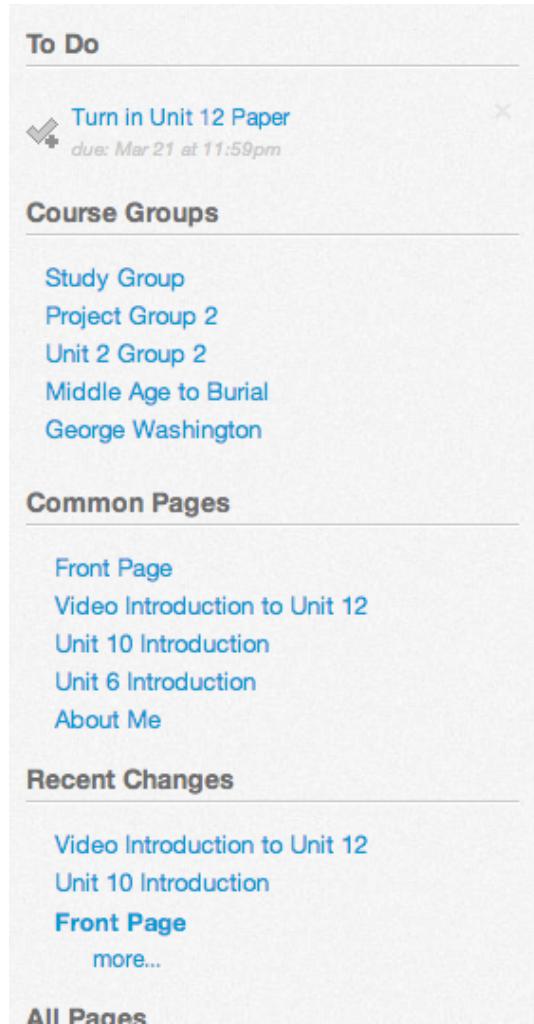
[Jump to Today](#)

Date	Day	Details	
Jan 15	Tue	<a href="#">Final Paper</a>	due by 11:59pm
Feb 21	Thu	<a href="#">*Sample iPad Submission Assignment</a>	due by 11:59pm
Mar 1	Fri	<a href="#">Watch this Ted video</a>	due by 11:59pm
Mar 22	Fri	<a href="#">Exam One</a>	due by 11:59pm
Apr 26	Fri	<a href="#">George Washington Assignment</a>	due by 11:59pm
May 23	Thu	<a href="#">Final Exam - May 23</a>	due by 11:59pm
Jun 27	Thu	<a href="#">Where's waldo?</a>	due by 11:59pm
Jul 9	Tue	<a href="#">*Final Paper Review - Final Final</a>	due by 11:59pm
Jul 11	Thu	<a href="#">Presentation - Final</a>	due by 11:59pm
Jul 16	Tue	<a href="#">Readings</a>	12am
Jul 23	Tue	<a href="#">Readings</a>	12am

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



**To Do**

 Turn in Unit 12 Paper X  
due: Mar 21 at 11:59pm

**Course Groups**

- Study Group
- Project Group 2
- Unit 2 Group 2
- Middle Age to Burial
- George Washington

**Common Pages**

- Front Page
- Video Introduction to Unit 12
- Unit 10 Introduction
- Unit 6 Introduction
- About Me

**Recent Changes**

- Video Introduction to Unit 12
- Unit 10 Introduction
- Front Page**
- more...

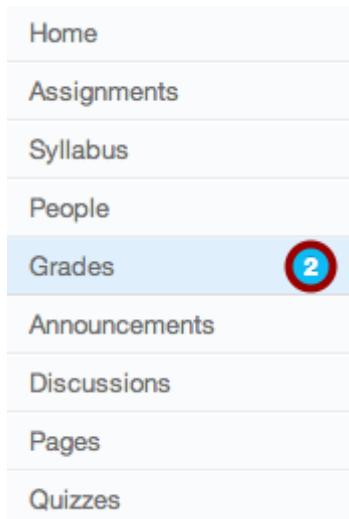
**All Pages**

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

● Paper #1	Nov 2 by 11:59pm	5		
● How addicted to Twitter are you?		15	15	
Twistory Quiz		-	X	6
● Twitter Discussion	20			
● YouTube Discussion	8			

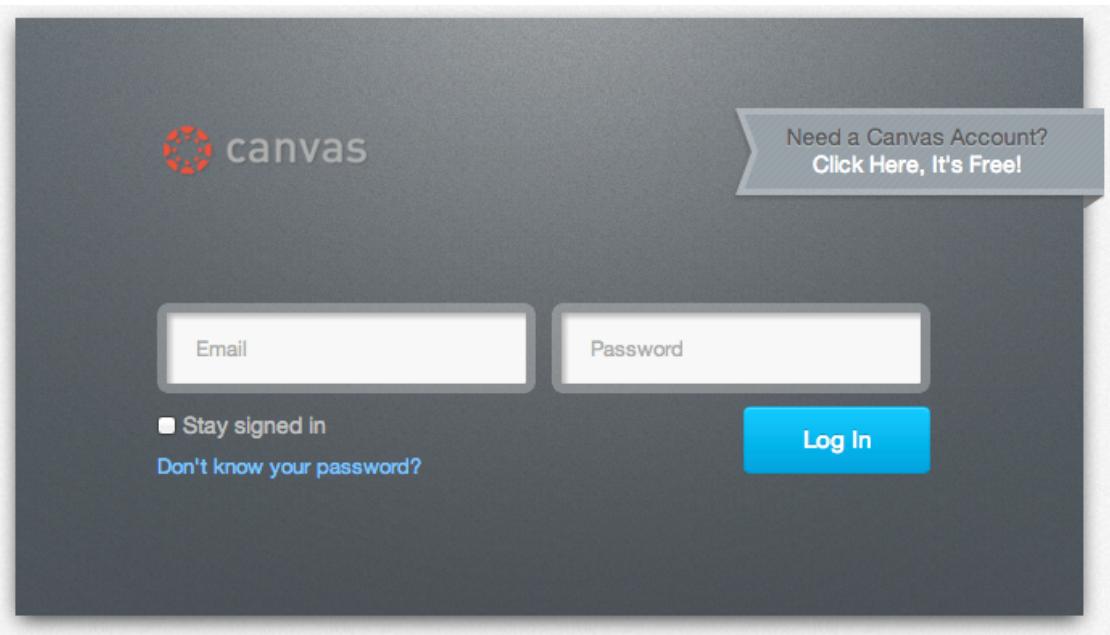
As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer. Remember, the indicators will disappear when you navigate away or refresh the page.

## How do I drop a Canvas Network course?

If you decide you want to drop a [Canvas Network](#) course, follow these steps.

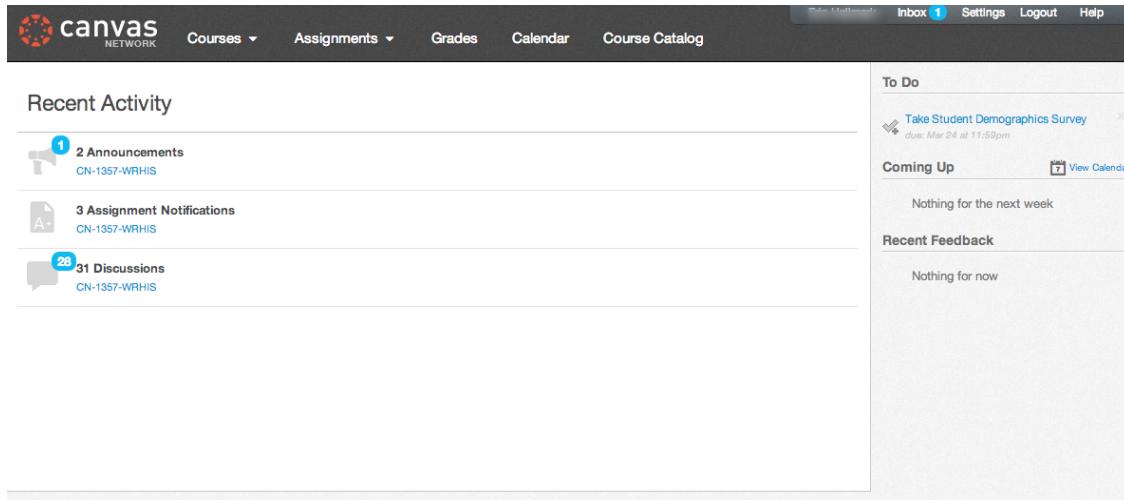
**Note:** You can only drop a Canvas Network course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course from the [Canvas.net](#) page, meaning you were manually added to the course by the instructor, you will have to ask the instructor to remove you from the course.

## Log in to Canvas Network



Go to [learn.canvas.net](#) and use your Canvas Network credentials to log in.

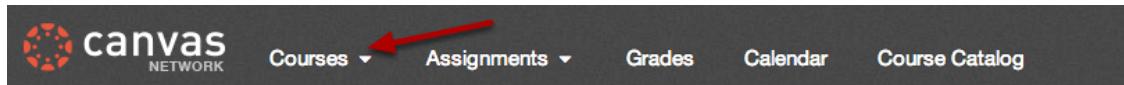
## View Canvas Network Dashboard



The screenshot shows the Canvas Network dashboard. At the top, there's a navigation bar with links for Courses, Assignments, Grades, Calendar, and Course Catalog. On the right side of the dashboard, there's a "To Do" section with a notification for a "Take Student Demographics Survey" due at 11:59pm. Below that is a "Coming Up" section indicating "Nothing for the next week". Under "Recent Feedback", it says "Nothing for now". The main area on the left is titled "Recent Activity" and lists three items: "2 Announcements" (CN-1357-WRHIS), "3 Assignment Notifications" (CN-1357-WRHIS), and "31 Discussions" (CN-1357-WRHIS).

After logging in, you will see your dashboard.

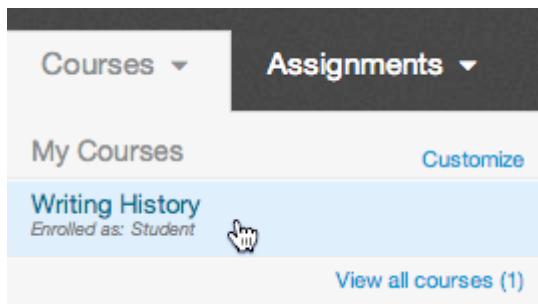
## Locate Courses Drop-down Menu



The screenshot shows the Canvas dashboard again. A red arrow points to the "Courses" drop-down menu item in the top navigation bar.

Find and click the **Courses** drop-down menu.

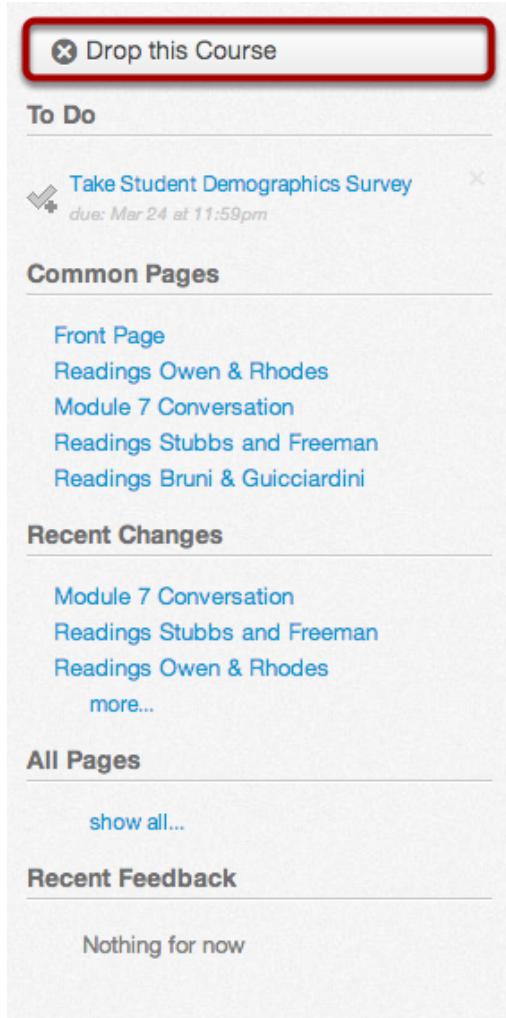
## Click Course



The screenshot shows the "My Courses" section of the Canvas dashboard. It displays a single course titled "Writing History" with the subtitle "Enrolled as: Student". A hand cursor is hovering over the course title. There are also "Courses" and "Assignments" drop-down menus at the top of this section.

Click the title of the course.

## Drop this Course

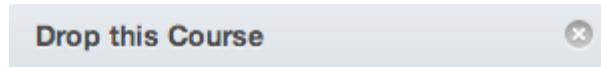


The screenshot shows the Canvas sidebar with several sections:

- To Do**: Contains a button labeled "Drop this Course" with a red border.
- Common Pages**: Includes links to "Front Page", "Readings Owen & Rhodes", "Module 7 Conversation", "Readings Stubbs and Freeman", and "Readings Bruni & Guicciardini".
- Recent Changes**: Lists "Module 7 Conversation", "Readings Stubbs and Freeman", "Readings Owen & Rhodes", and a "more..." link.
- All Pages**: Includes a "show all..." link.
- Recent Feedback**: States "Nothing for now".

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

## Confirm Dropping the Course



### ⚠ Confirm Unenrollment

Are you sure you want to unenroll in this course?  
You will no longer be able to see the course roster  
or communicate directly with the teachers, and you  
will no longer see course events in your stream and  
as notifications.



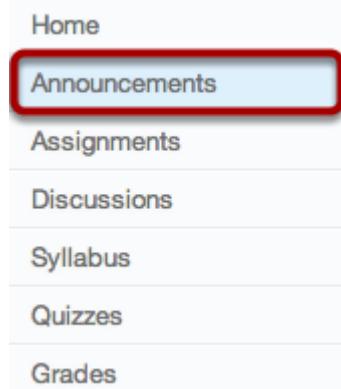
Click the **Drop the Course** button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.

## Announcements

## How do I use the Announcements Index Page?

The Announcements Index Page allows you to view and filter announcements in your course.

### Open Announcements



Click the **Announcements** link.

### Filter Announcements



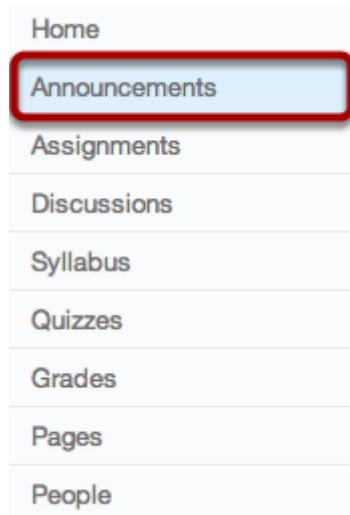
There are a few ways to filter Announcements:

1. Search for an announcement by typing a announcement title, a user name, or a keyword in the **Search title, body, or author** field.
2. Click on the **Unread** button to hide all read announcements.

## How are Announcements listed?

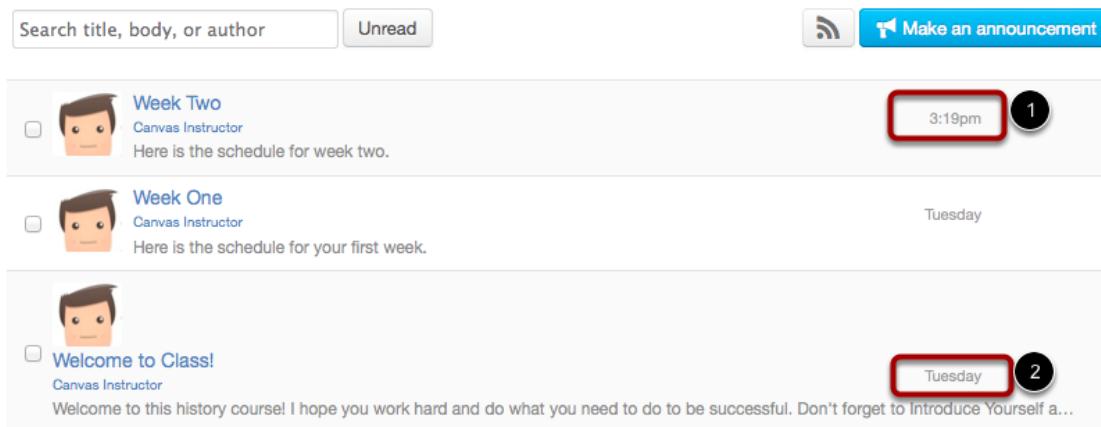
Announcements are listed in reverse chronological order, with the newest appearing at the top.

### Open Announcements



Click the **Announcements** link.

### View Announcements



Search title, body, or author Unread RSS icon Make an announcement

Week Two	Canvas Instructor	3:19pm
<input type="checkbox"/>	Here is the schedule for week two.	<span>1</span>

Week One	Canvas Instructor	Tuesday
<input type="checkbox"/>	Here is the schedule for your first week.	

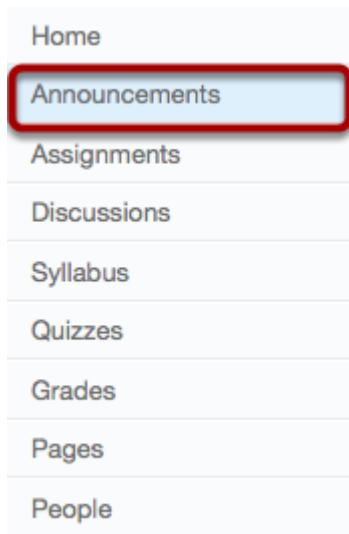
Welcome to Class!	Canvas Instructor	Tuesday
<input type="checkbox"/>	Welcome to this history course! I hope you work hard and do what you need to do to be successful. Don't forget to Introduce Yourself a...	<span>2</span>

Announcements are listed in reverse chronological order with the newest appearing first [1] and the older Announcements appearing towards the bottom [2].

## How do I view an Announcement feed?

The Announcement Feed displays all feeds from Announcements. These feeds can be set as part of an [announcement](#) or from [external RSS feeds](#) on the Announcement Index Page.

### Open Announcements



Click the **Announcements** link.

### Create Announcement Feed



Click the **Announcements (RSS) Feed** button. A new tab will open in your browser.

## View Announcement Feed



```
<?xml version="1.0" encoding="UTF-8"?>
<feed xmlns="http://www.w3.org/2005/Atom">
  <id>https://training.instructure.com/courses/317319/announcements</id>
  <title>Hogwarts School of Witchcraft and Wizardry Announcements Feed</title>
  <updated>2012-08-03T22:11:51+00:00</updated>
  <link rel="self" href="https://training.instructure.com/courses/317319/announcements"/>
  <entry>
    <title>Announcement: Quidditch</title>
    <id>tag:canvas.instructure.com,2012-08-03:/discussion_topics/discussion_topic_1087550</id>
    <updated>2012-08-03T15:55:25-06:00</updated>
    <published>2012-08-03T15:00:51-06:00</published>
    <link rel="alternate" href="http://training.instructure.com/courses/317319/discussion_topics/1087550"/>
    <author>
      <name>The Chief</name>
    </author>
    <content type="html">&lt;p&gt;Don't forget about Quidditch try outs tomorrow! All teams need players!&lt;/p&gt;
      &lt;p&gt;Find your House Quidditch captain to find out the times.&lt;/p&gt;</content>
  </entry>
  <entry>
    <title>Announcement: Potions</title>
    <id>tag:canvas.instructure.com,2012-08-03:/discussion_topics/discussion_topic_1087515</id>
    <updated>2012-08-03T14:51:18-06:00</updated>
    <published>2012-08-03T14:51:18-06:00</published>
    <link rel="alternate" href="http://training.instructure.com/courses/317319/discussion_topics/1087515"/>
    <author>
      <name>The Chief</name>
    </author>
    <content type="html">&lt;p&gt;Don't forget your cauldrons for your Potions exam!&lt;/p&gt;</content>
  </entry>
  <entry>
    <title>Announcement: Flying Lessons</title>
    <id>tag:canvas.instructure.com,2012-05-25:/discussion_topics/discussion_topic_807429</id>
    <updated>2012-05-25T22:16:08-06:00</updated>
    <published>2012-05-25T22:16:08-06:00</published>
    <link rel="alternate" href="http://training.instructure.com/courses/317319/discussion_topics/807429"/>
    <author>
      <name>Michelle Allgood</name>
    </author>
    <content type="html">&lt;p&gt;All first years must attend flying lessons on the front lawn tomorrow afternoon. Broomsticks
      &lt;p style="text-align: center;"&gt;&lt;img src="/courses/317319/files/11943794/preview" alt="firebolt eclair de feu harry pot
      width=200px"/&gt;&lt;/p&gt;</content>
  </entry>
</feed>
```

You can use this link to [subscribe to the Announcement feed](#) to receive Announcements via a feed reader.

## How can I get Announcements on Facebook?

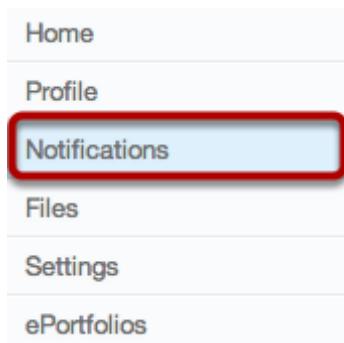
You will need to connect to Facebook before receiving announcements or notifications from Canvas.  
[Click here](#) to learn how to connect to Facebook. [Click here](#) to learn more about configuring notifications in Facebook.

## Open Settings



Click the **Settings** link.

## Open Notifications



Click the **Notifications** link.

## Change Announcement Notifications

### Notification Preferences

Course Activities	Email Address	Email Address
Due Date	<input type="button" value="Weekly"/>	
Grading Policies	<input type="button" value="Weekly"/>	
Course Content		
Files		
Announcement	<input checked="" type="checkbox"/> ASAP	
Grading	<input type="checkbox"/> Include scores when alerting about grade changes.	<input checked="" type="checkbox"/> ASAP

Locate the Announcement notification options. [Click here](#) to learn how to connect to Facebook. [Click here](#) to learn more about configuring notifications in Facebook.

## How can I get Announcements on Twitter?

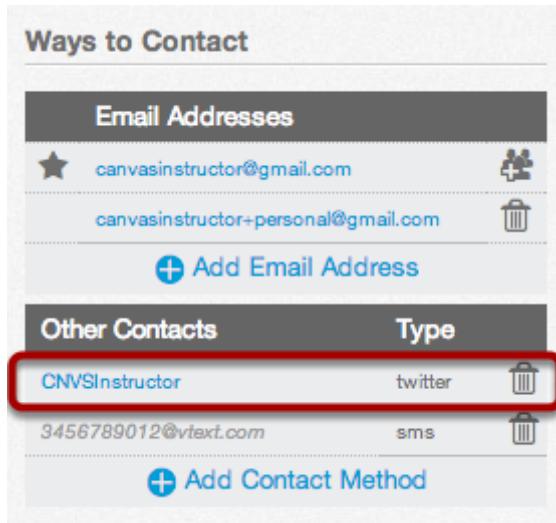
**Note:** This process applies to any notification a user wishes to receive announcements via Twitter.

### Open Settings



Click the **Settings** link.

### Verify Twitter Account

A screenshot of the "Ways to Contact" settings page. It shows two sections: "Email Addresses" and "Other Contacts".

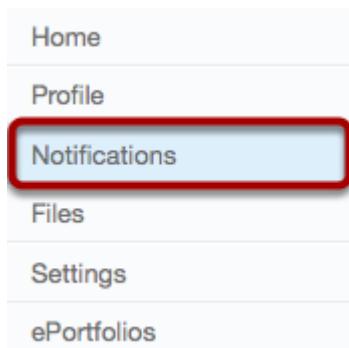
Other Contacts	Type	Action
CNVSIstructor	twitter	
3456789012@vttext.com	sms	

A red box highlights the row for "CNVSIstructor" under "Other Contacts".

+ Add Contact Method

Make sure your profile is connected to the correct Twitter account. Click [here](#) to learn how to connect your profile to Twitter.

## Open Notifications



Click the **Notifications** link.

## Set Announcement Notification Preference

### Notification Preferences

Course Activities	Email Address	Email Address	Cell Number	Twitter
Due Date	<input type="checkbox"/> Weekly			
Grading Policies	<input checked="" type="checkbox"/> ASAP			
Course Content	<input checked="" type="checkbox"/> ASAP			
Files				
Announcement	<input checked="" type="checkbox"/> ASAP		<input type="checkbox"/> Daily	
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.	<input type="checkbox"/> Weekly			

Hover over the Announcement cell underneath the Twitter column. Set the notification preference by clicking on the appropriate icon.

## View Set Notification Preferences

### Notification Preferences

Course Activities	Email Address	Email Address	Cell Number	Twitter
Due Date	<input type="checkbox"/> Weekly			
Grading Policies	<input checked="" type="checkbox"/> ASAP			
Course Content	<input checked="" type="checkbox"/> ASAP			
Files				
Announcement			<input type="checkbox"/> Daily	
Grading	<input checked="" type="checkbox"/> Include scores when alerting about grade changes.	<input type="checkbox"/> Weekly		

Verify the notification preference was correctly set.

## How do I subscribe to an Announcement Feed?

You can subscribe to the [Announcement feed](#) in your course and receive announcements via any RSS feed reader.

## Open Announcements

Home
<b>Announcements</b>
Assignments
Discussions
Syllabus
Quizzes
Grades
Pages
People

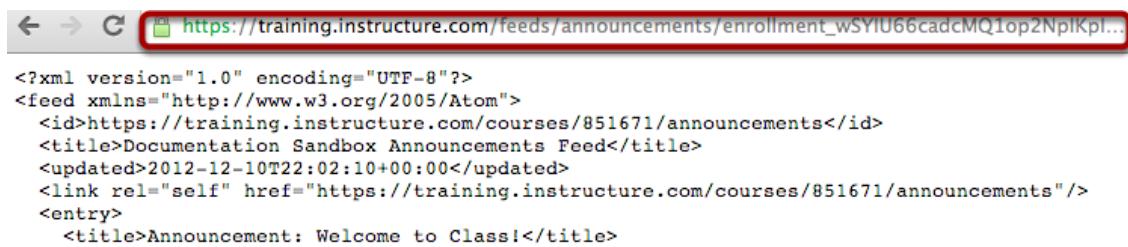
Click the **Announcements** link.

## Locate Announcements Feed Link



Click the **Announcements (RSS) Feed** link.

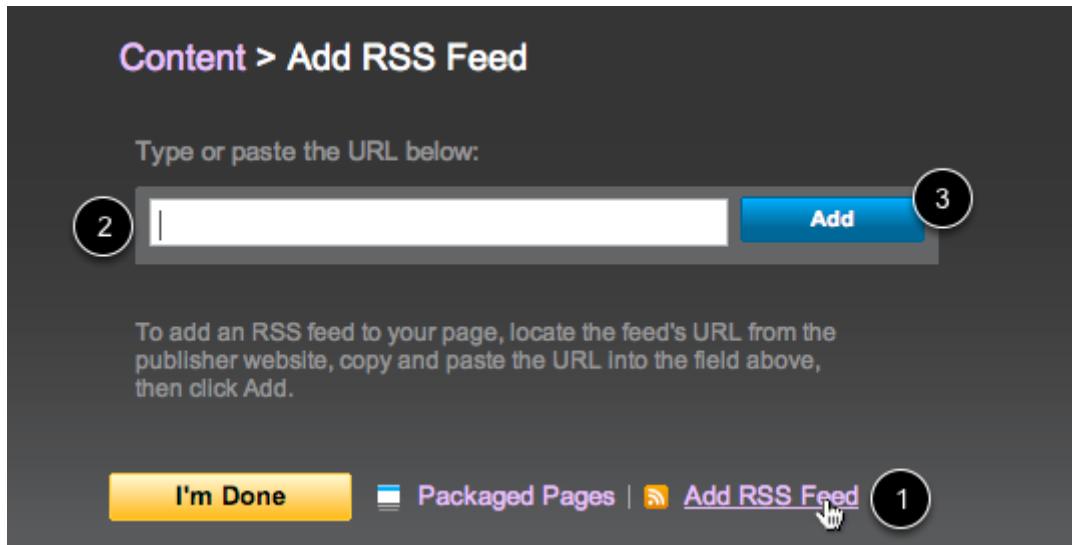
## Copy URL



```
<?xml version="1.0" encoding="UTF-8"?>
<feed xmlns="http://www.w3.org/2005/Atom">
  <id>https://training.instructure.com/courses/851671/announcements</id>
  <title>Documentation Sandbox Announcements Feed</title>
  <updated>2012-12-10T22:02:10+00:00</updated>
  <link rel="self" href="https://training.instructure.com/courses/851671/announcements"/>
  <entry>
    <title>Announcement: Welcome to Class!</title>
```

Copy the URL in your browser's address bar.

## Subscribe to Announcements Feed Through My Yahoo!



Content > Add RSS Feed

Type or paste the URL below:

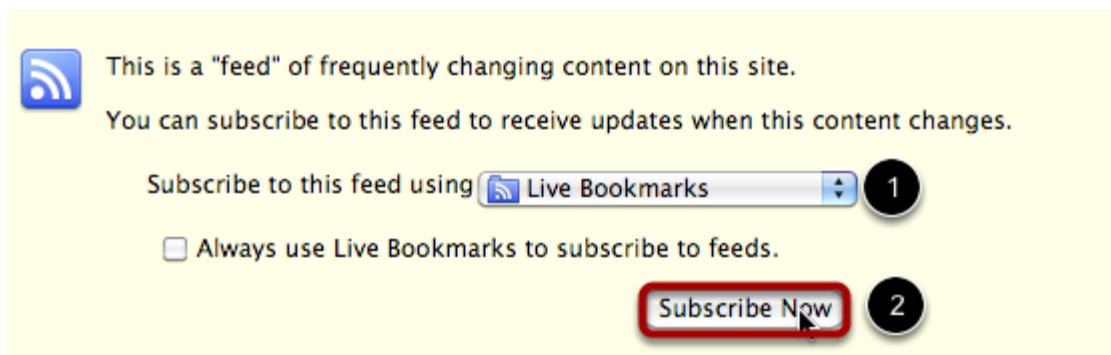
2 |  3 Add

To add an RSS feed to your page, locate the feed's URL from the publisher website, copy and paste the URL into the field above, then click Add.

I'm Done | Packaged Pages | Add RSS Feed 1

Open My Yahoo! on any browser. Click the **Add RSS Feed** link [1], paste the URL in the text box [2], and click the **Add** button [3] to create an Announcements Feed.

## Subscribe to Announcements through Live Bookmarks (Firefox)

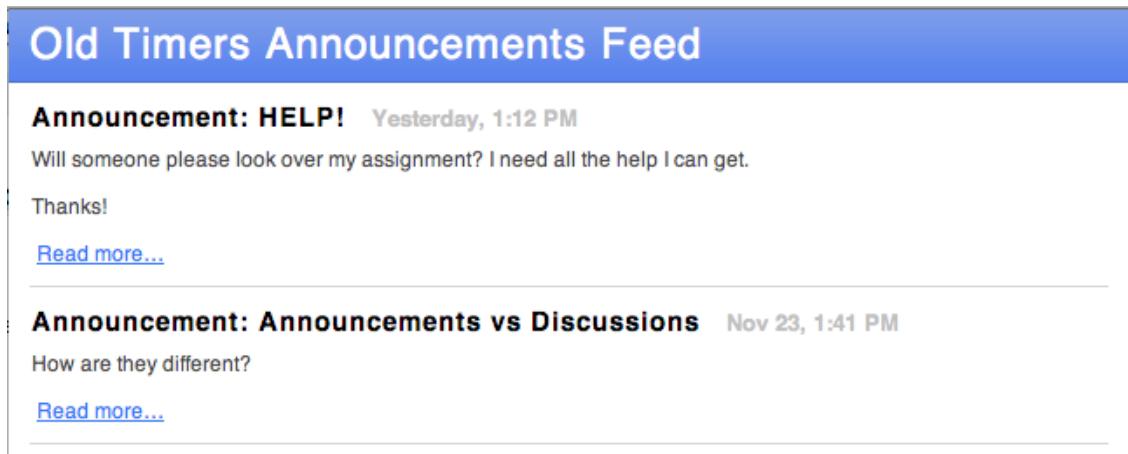


This screenshot shows the Firefox interface for subscribing to an RSS feed. It includes the following elements:

- A blue icon with white concentric circles (RSS feed icon).
- The text: "This is a 'feed' of frequently changing content on this site."
- The text: "You can subscribe to this feed to receive updates when this content changes."
- A dropdown menu labeled "Subscribe to this feed using" with "Live Bookmarks" selected.
- A checkbox labeled "Always use Live Bookmarks to subscribe to feeds."
- A red-bordered button labeled "Subscribe Now" with a black arrow pointing to it.
- Two numbered callouts: [1] points to the "Live Bookmarks" dropdown, and [2] points to the "Subscribe Now" button.

Open Canvas through Firefox. After selecting the **Announcements Feed** link, select Live Bookmarks from the drop-down menu [1]. Click on the **Subscribe Now** button [2] to subscribe to the RSS feed.

## Subscribe to Announcements through Safari

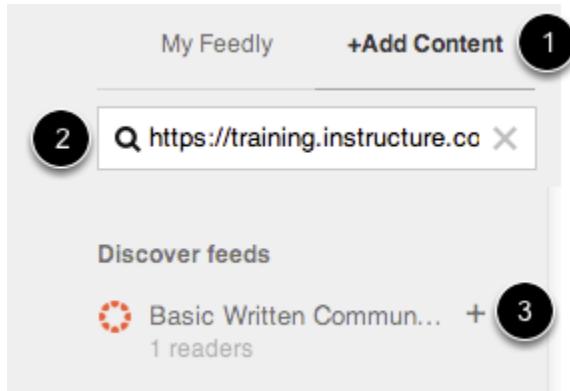


This screenshot shows the Safari browser displaying the "Old Timers Announcements Feed". It includes the following elements:

- A blue header bar with the title "Old Timers Announcements Feed".
- An announcement titled "Announcement: HELP! Yesterday, 1:12 PM":
  - The message: "Will someone please look over my assignment? I need all the help I can get."
  - The response: "Thanks!"
  - A link: "Read more..."
- An announcement titled "Announcement: Announcements vs Discussions Nov 23, 1:41 PM":
  - The message: "How are they different?"
  - A link: "Read more..."

Open Canvas through Safari. After selecting the **Announcements Feed** link, Safari will automatically create a RSS feed for you to view.

## Subscribe to Announcements Feed through Feedly

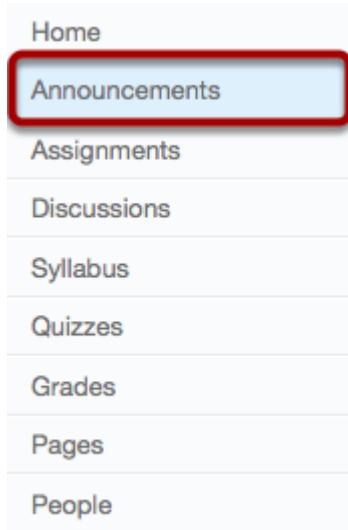


Open Feedly on any browser. Click the **Add Content** link [1], then paste the URL in the text box [2]. Under Discover feeds, locate the name of your course and click the **Add** icon [3].

## How do I reply to an Announcement?

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

## Open Announcements



Click the **Announcements** link.

## Open the Announcement

End of the Year  
Canvas Instructor  
Leave a reply about one thing you learned in the class.

Click the **Announcement** title to view the Announcement.

## Reply to Announcement

End of the Year  
Canvas Instructor

Leave a reply about one thing you learned in the class. Remember, you cannot see the replies until you post.

Reply

1

Click the **Reply** field to reply to the Announcement [1].

## Post Response

1 B I U A ab Q E F G H I J K L M N P Font Size Paragraph

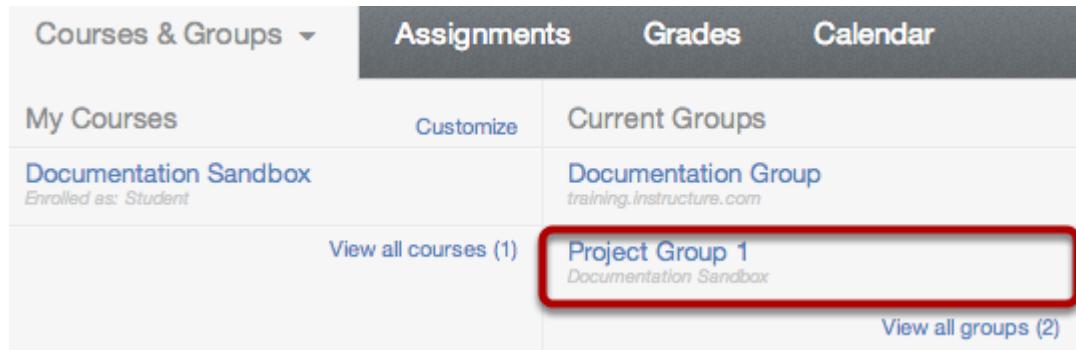
Post Response 2 Cancel

Format your response and add media, links, photos, and/or equations using the [Rich Content Editor](#) [1]. Click the **Post Response** button to post reply [2].

## How do I make an Announcement?

Students can only make announcements within a group.

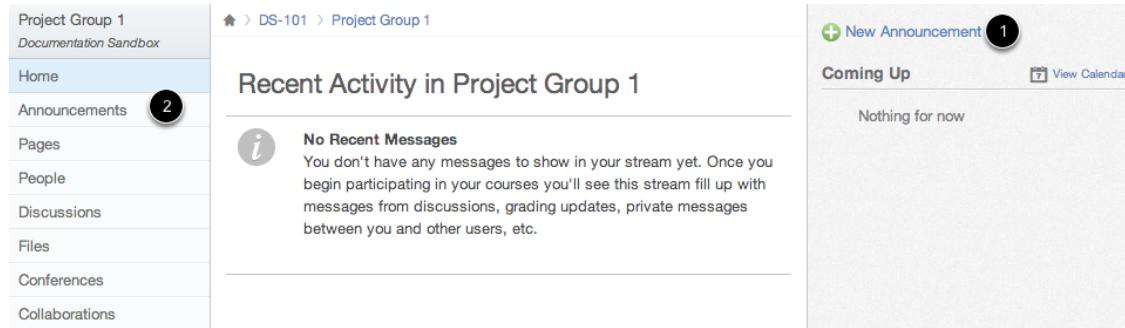
### Choose Group



The screenshot shows the Canvas navigation bar with 'Courses & Groups' selected. Below it, 'My Courses' lists 'Documentation Sandbox' (Enrolled as: Student). The 'Assignments' tab is active. On the right, 'Current Groups' shows 'Documentation Group' (training.instructure.com) and 'Project Group 1' (Documentation Sandbox), which is highlighted with a red box. A link to 'View all groups (2)' is also visible.

Find the course you want to make an Announcement in by hovering over the **Courses & Groups** link. Click on the Group you want to post an announcement.

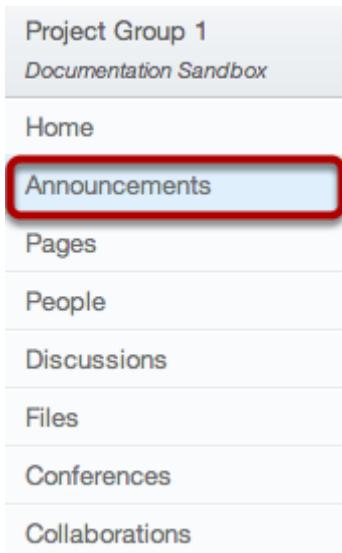
### View Home Page



The screenshot shows the 'Project Group 1' home page. The sidebar includes links for Home, Announcements (2), Pages, People, Discussions, Files, Conferences, and Collaborations. The main content area displays 'Recent Activity in Project Group 1' with a message: 'No Recent Messages' and 'You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.' At the top right, there is a 'New Announcement' button with a plus sign and a '1' notification badge, and a 'Coming Up' section with a 'View Calendar' link.

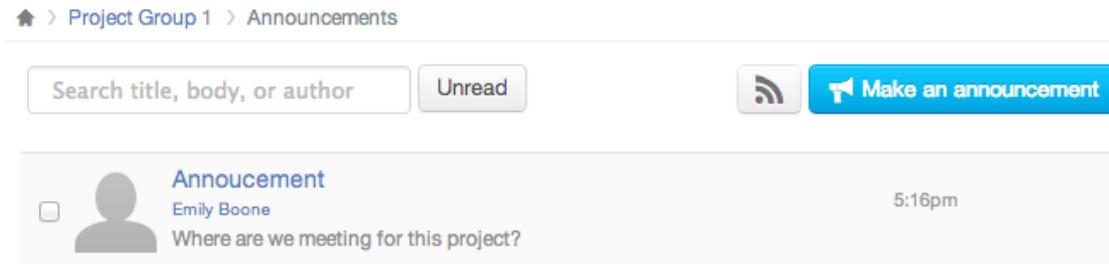
When you are viewing the Home page, you will see two ways to create an Announcement. The first way is simply click on the **New Announcement** Link [1] next to the **Plus** icon and you will be able to make a new Announcement. The next way is to click on the **Announcements** link [2].

## Open Announcements Link



Click the **Announcements** link.

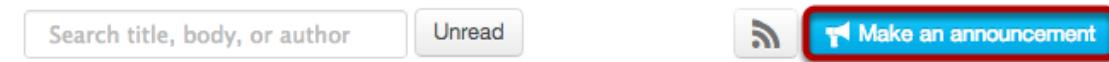
## View Announcement Page



A screenshot of the announcement page for "Project Group 1". The page shows a search bar, an "Unread" button, a feed icon, and a blue "Make an announcement" button. Below the header, there is a single announcement from "Emily Boone" with the subject "Annoucement" and the message "Where are we meeting for this project?". The timestamp "5:16pm" is also visible.

After clicking on the Announcement link, you will be directed to the Announcement page where all the Announcements for the group are located.

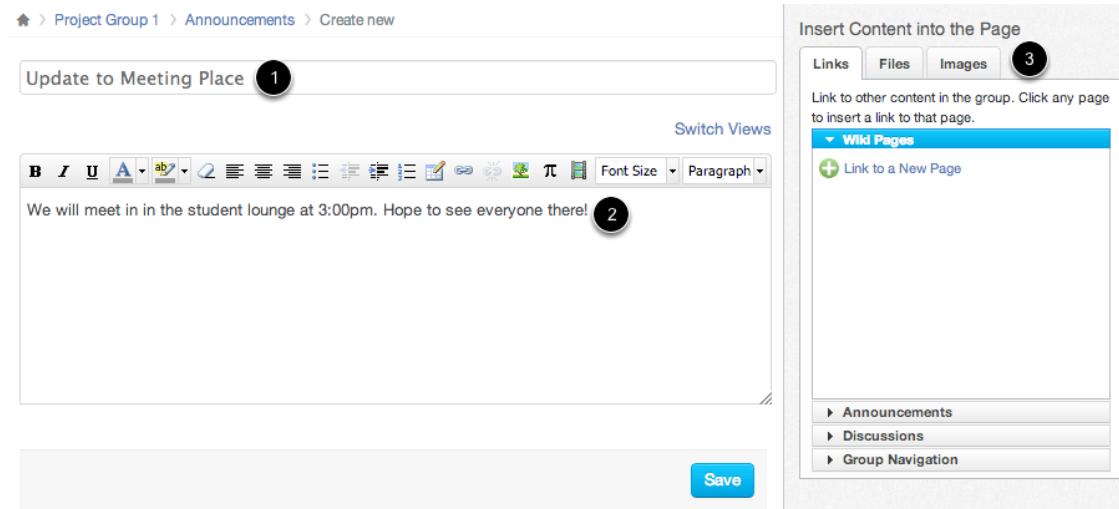
## Make Announcement Button



A screenshot of the announcement page, similar to the previous one, but with the "Make an announcement" button highlighted by a red rectangular box.

Click the **Make an announcement** button to publish an announcement.

## Make Announcement



Update to Meeting Place 1

We will meet in the student lounge at 3:00pm. Hope to see everyone there! 2

Switch Views

Links Files Images 3

Link to other content in the group. Click any page to insert a link to that page.

Wild Pages

+ Link to a New Page

Announcements

Discussions

Group Navigation

Save

Creating an Announcement is similar to creating a Discussion. Here you can add a title [1], write a message [2], or add information from the Content Selector [3].

## Save New Announcement



Click the **Save** button to post the announcement.

## View Announcement

[Home](#) > [Project Group 1](#) > Announcements

Search title, body, or author

Unread



[Make an announcement](#)

<input type="checkbox"/>		<a href="#">Update to Meeting Place</a>	5:21pm
		Emily Boone	
We will meet in the student lounge at 3:00pm. Hope to see everyone there!			
<input type="checkbox"/>		<a href="#">Annoucement</a>	5:16pm
		Emily Boone	
Where are we meeting for this project?			

Once you add the announcement, it will show up on the announcements page.

## How do I add content to my Announcement?

You can add text, images, files, and link to course content in your announcements.

## Open Announcement

Home

[Announcements](#)

Assignments

Discussions

Grades

Syllabus

Click the **Announcements** link.

## Create Announcement

Search title, body, or author

Unread

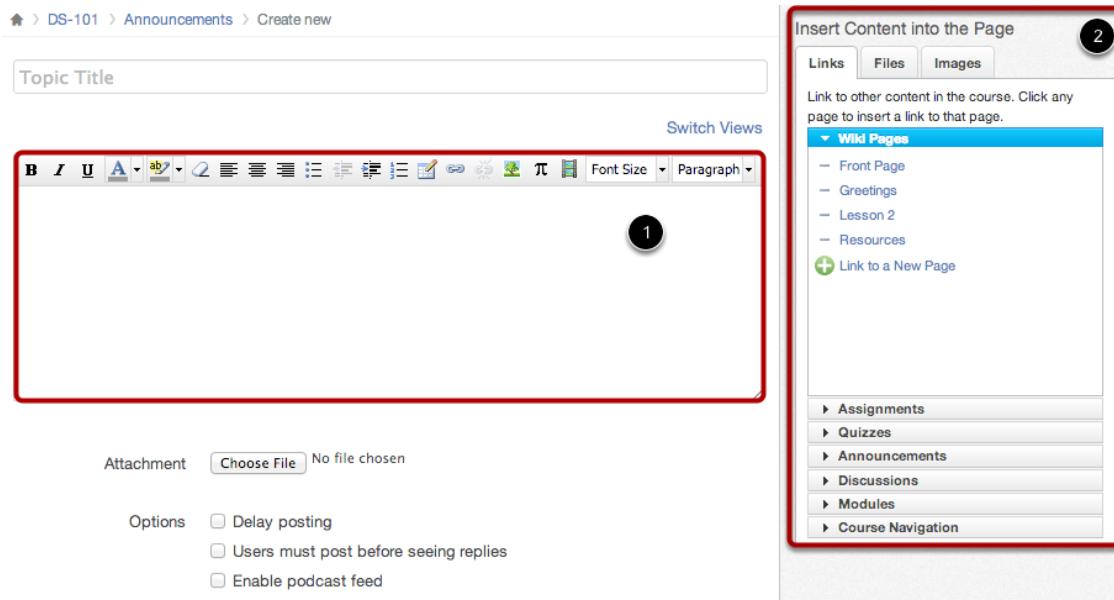


[Make an announcement](#)

Click the **Make an Announcement** button.

**Note:** Students can only create announcements within a group.

## Edit the Announcement



The screenshot shows the Canvas announcement creation interface. At the top, there's a breadcrumb navigation: Home > DS-101 > Announcements > Create new. Below it is a 'Topic Title' input field containing 'Topic Title'. To the right is a 'Switch Views' dropdown. The main area has a red border around its content, labeled with a circled '1'. On the right is a sidebar titled 'Insert Content into the Page' with tabs for 'Links', 'Files', and 'Images'. It contains a link to other course content and a 'Wild Pages' section with options for 'Front Page', 'Greetings', 'Lesson 2', and 'Resources', each preceded by a minus sign. A green plus icon with 'Link to a New Page' is also present. Below this are sections for 'Assignments', 'Quizzes', 'Announcements' (which is expanded), 'Discussions', 'Modules', and 'Course Navigation', each preceded by a right-pointing arrow. The entire sidebar is enclosed in a red border labeled with a circled '2'.

Edit the Announcement using the [Rich Content Editor](#) [1] and Content Selector [2].

## Save Announcement



Click the **Save** button.

## View Announcement



Don't Forget!

Canvas Instructor

Dec 10 at 11:36am 

Don't forget to do your final projects! If you need to download the project description, [click here](#)  .

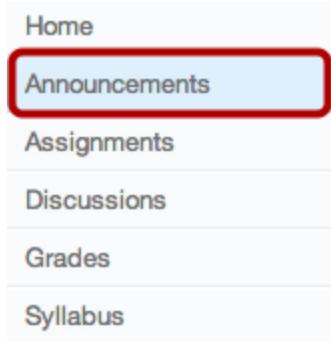


View the announcement.

## How do I add an external (RSS) feed to my Announcement?

You can add an external (RSS) feed to your announcements for users to read. RSS feeds publish 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.

### Open Announcements



Click the **Announcements** link.

### Locate Add External Feed Link



In the sidebar, click the **Add External Feed** link to add a feed from another website or blog (via Tumblr, Blogger, and/or Wordpress) to the Announcement stream.

## Add a New Feed

**Add a New Feed**

You can automatically add posts from an RSS or Atom feed as announcements for this course. Just paste the feed URL below and any new entries will be added.

**Feed URL**

--Content to post--

Only add posts with a specific phrase in the title

Paste the feed URL into the feed URL field. All new entries from that RSS feed will be added to Announcements.

## Set Content to Post

- Content to post--  
[Full article](#)  
[Truncated](#)  
[Link only](#)

Select what type of content you would like to post by selecting an option from the **Content to post** drop-down menu.

## Add a New Feed

**Add a New Feed**

You can automatically add posts from an RSS or Atom feed as announcements for this course. Just paste the feed URL below and any new entries will be added.

--Content to post--

Only add posts with a specific phrase in the title

[Analytics](#) 1

2

You also have the option of choosing to add only posts with a specific phrase in the title by selecting the **Only add posts with a specific phrase in the title** checkbox [1]. Indicate which words or phrases you want posts from by typing in the text box below the checkbox . Click the **Add Feed** button [2].

## View External Feeds



The screenshot shows a list titled "External Feeds". It contains one item: "http://voice.instructure.com feed" with the keyword "Analytics". There is a red box around the URL and a black circle with the number "1" next to it. To the right of the URL is a red "X" button with a black circle and the number "2" next to it.

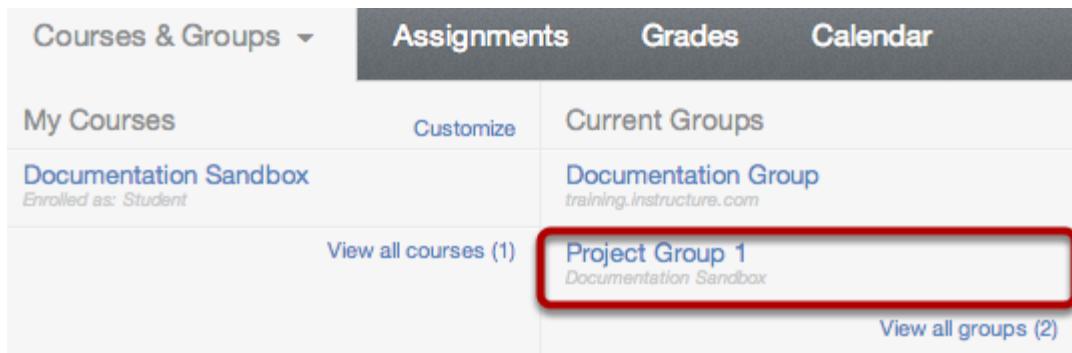
Now that you have added the RSS feed, it will show up under the external feeds [1]. If you want to delete the external feed, click the X [2].

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

## How do I edit an Announcement?

Students can only edit announcements within a group.

## Choose Group



The screenshot shows the Canvas navigation bar with "Courses & Groups" selected. Below the bar, there are two sections: "My Courses" and "Current Groups". Under "My Courses", there is a link to "View all courses (1)". Under "Current Groups", there is a list with "Project Group 1" highlighted by a red box, and "View all groups (2)" below it.

Click on the Group you want to post an announcement.

## Open Announcements

Project Group 1  
*Documentation Sandbox*

Home

**Announcements**

Pages

People

Discussions

Files

Conferences

Collaborations

Click the **Announcement** link.

## View Announcement Page

[Home](#) > [Project Group 1](#) > [Announcements](#)

[Unread](#) [!\[\]\(4f0214af64dc03036313c7fd8fa891f6\_img.jpg\)](#) [Make an announcement](#)

	Meeting Place	11:14am
<input type="checkbox"/>	Jane Smith We will meet in the Student Lounge at 3:00pm. See you there!	
	Announcement	11:13am
<input type="checkbox"/>	Jane Smith Where are we meeting for this project?	

After clicking on the Announcement link, you will be directed to the Announcement page where all the Announcements for the group are located.

## Locate Announcement

Home > Project Group 1 > Announcements

Search title, body, or author Unread  Make an announcement

 <b>Meeting Place</b> Jane Smith	11:14am
We will meet in the Student Lounge at 3:00pm. See you there!	
 <b>Announcement</b> Jane Smith	11:13am
Where are we meeting for this project?	

Find the Announcement you want to edit. Click the **Announcement title**.

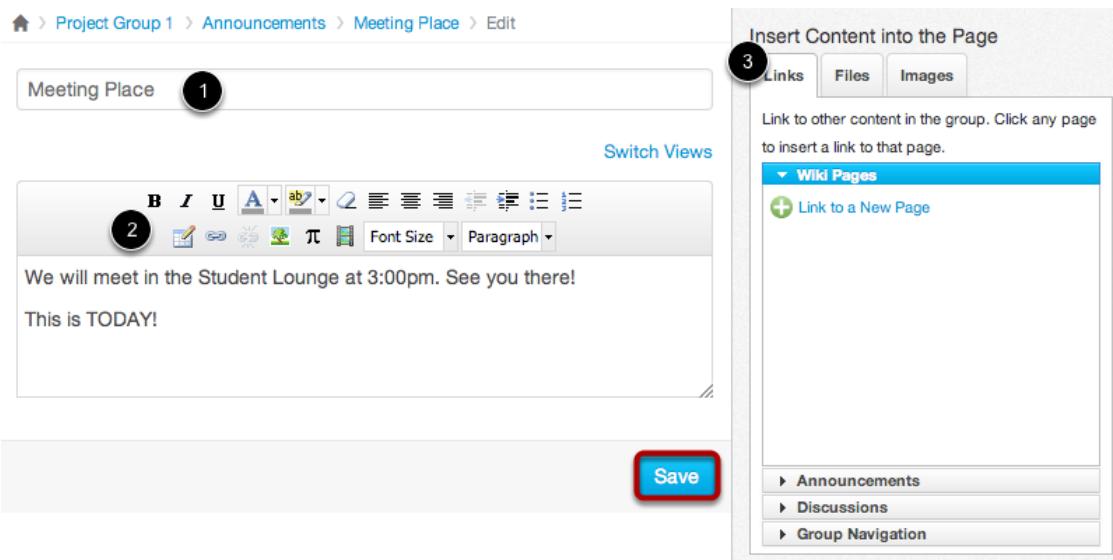
## Edit Announcement

Search entries or author Unread    

 <b>Meeting Place</b> Jane Smith	Apr 19 at 11:14am
We will meet in the Student Lounge at 3:00pm. See you there!	

To edit the Announcement, click the **Edit** button.

## Update Announcement



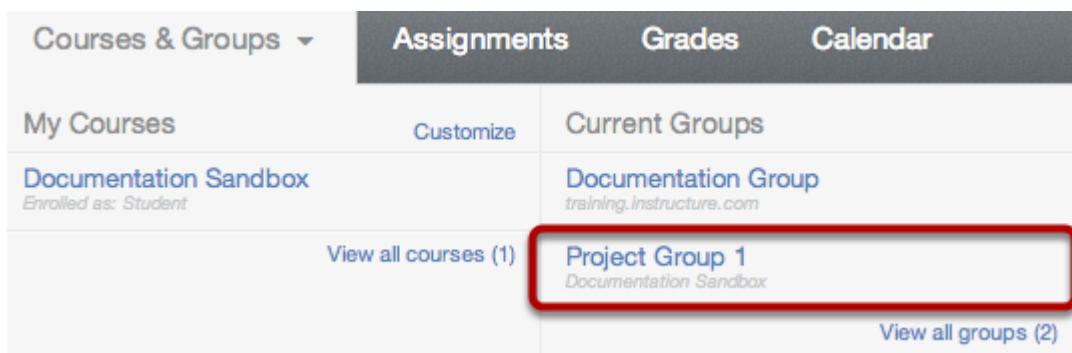
The screenshot shows the 'Edit' view of an announcement titled 'Meeting Place'. The title field [1] contains 'Meeting Place'. The main content area [2] contains the message: 'We will meet in the Student Lounge at 3:00pm. See you there!' followed by 'This is TODAY!'. A 'Save' button is highlighted with a red box. On the right, a sidebar titled 'Insert Content into the Page' [3] includes tabs for 'Links', 'Files', and 'Images', and a section for 'Wiki Pages' with a 'Link to a New Page' button.

Edit the Announcement. You can edit the title [1], write a different message [2], add content [3], and when you are finished editing, click the **Save** button.

## How do I delete an Announcement?

Students can only delete announcements within a group. There are a couple of ways to delete an announcement.

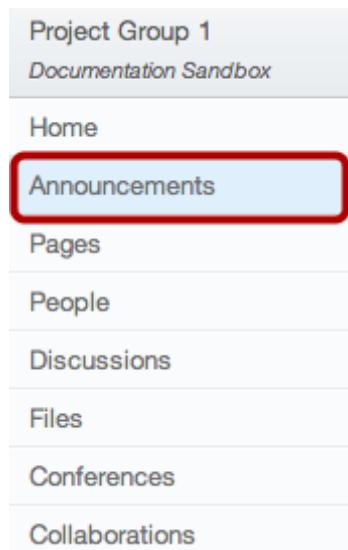
## Choose Group



The screenshot shows the Canvas navigation bar with 'Assignments' selected. Under 'My Courses', 'Documentation Sandbox' is listed with 'Enrolled as: Student'. Under 'Current Groups', 'Project Group 1' is shown with its URL 'Documentation Group training.instructure.com'. Both are enclosed in a red box. Below them are 'View all courses (1)' and 'View all groups (2)'.

Click on the Group you want to access.

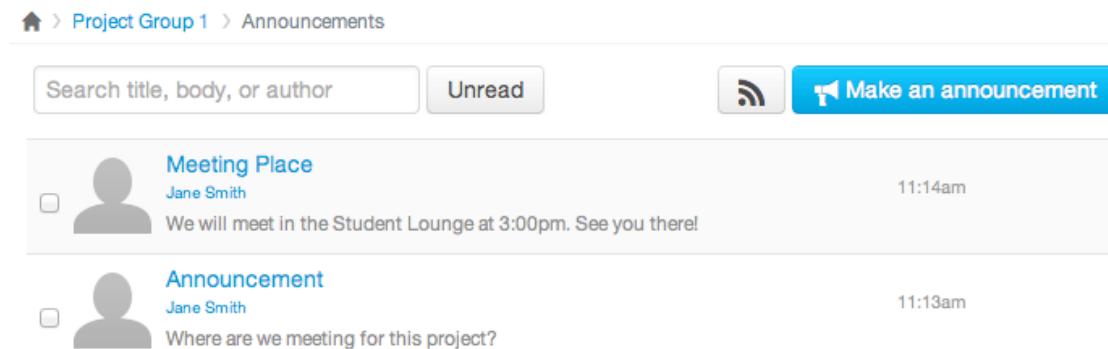
## Open Announcements



The screenshot shows the sidebar of a Canvas group page. At the top, there's a header for "Project Group 1" and "Documentation Sandbox". Below that is a list of links: "Home", "Announcements" (which is highlighted with a red rectangular border), "Pages", "People", "Discussions", "Files", "Conferences", and "Collaborations".

Click the **Announcements** link.

## View Announcement Page

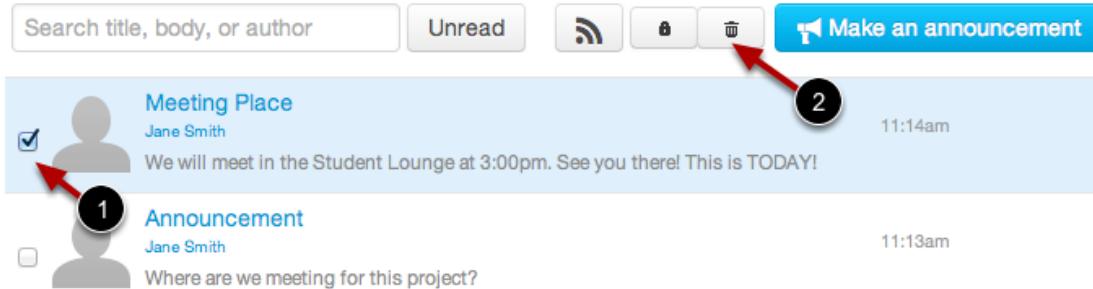


The screenshot shows the "Announcements" page. At the top, there are navigation links: a home icon, "Project Group 1", and "Announcements". Below that are search and filter options: "Search title, body, or author" (with a placeholder "Search title, body, or author"), "Unread" (with a count of 1), a feed icon, and a blue button labeled "Make an announcement". The main content area lists two announcements:

- Meeting Place** by Jane Smith at 11:14am. The message: "We will meet in the Student Lounge at 3:00pm. See you there!"
- Announcement** by Jane Smith at 11:13am. The message: "Where are we meeting for this project?"

After clicking on the Announcement link, you will be directed to the Announcement page where all the Announcements for the group are located.

## Option 1: Use Announcement Checkbox

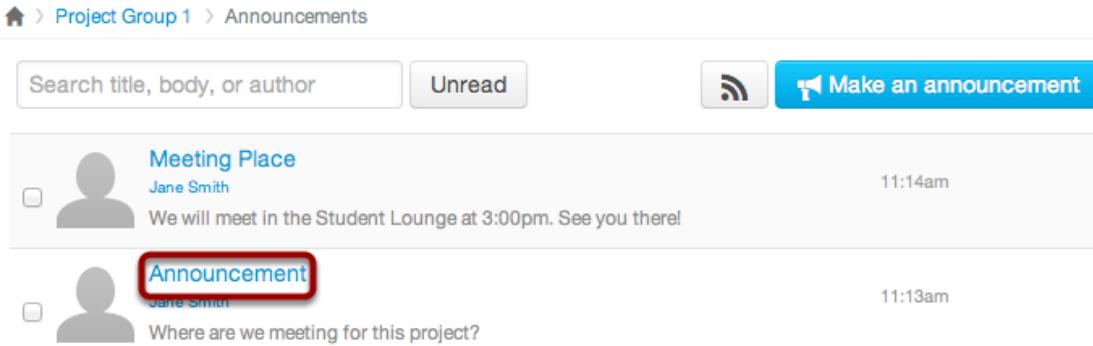


The screenshot shows a list of announcements. The first announcement, "Meeting Place" by Jane Smith, has a checked checkbox [1] and a trash icon [2] next to it. The second announcement, "Announcement" by Jane Smith, has an unchecked checkbox.

Find the Announcement you want to delete. Click the **Announcement checkbox** [1] and then click the **Trash button** [2].

**Note:** You can select multiple announcements to delete them.

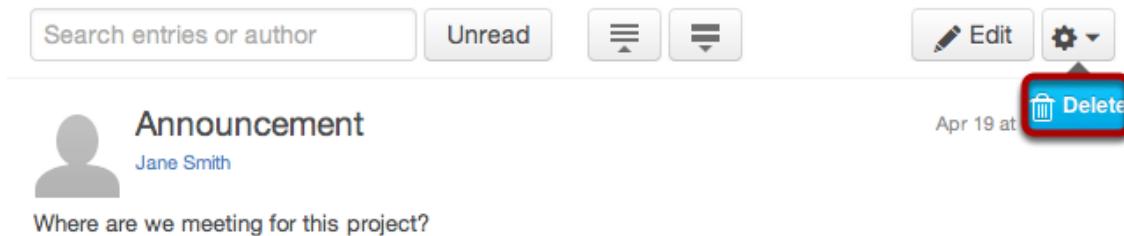
## Option 2: Locate Announcement



The screenshot shows a list of announcements. The second announcement, "Announcement" by Jane Smith, has its title highlighted with a red box.

Click the **Announcement title** link.

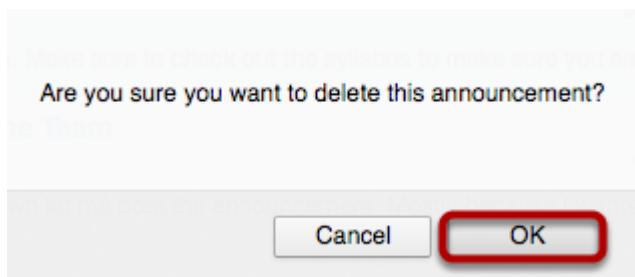
## Use Gear Icon



The screenshot shows a portion of the Canvas inbox interface. At the top, there's a search bar labeled "Search entries or author", followed by buttons for "Unread", "≡", and "≡". To the right are "Edit" and "gear" dropdown buttons. Below this, an announcement from "Jane Smith" is listed. The announcement title is "Announcement" and the message content is "Where are we meeting for this project?". To the right of the message, the date "Apr 19 at" is shown, followed by a blue "Delete" button with a white trash icon. A red box with a black arrow points to the "Delete" button.

Click the gear icon and click the **Delete** link.

## Delete Announcement

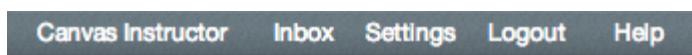


A popup window will appear to ask if you are sure you want to delete the announcement. Click the **OK** button to delete the announcement.

## How can I get Announcements on my phone?

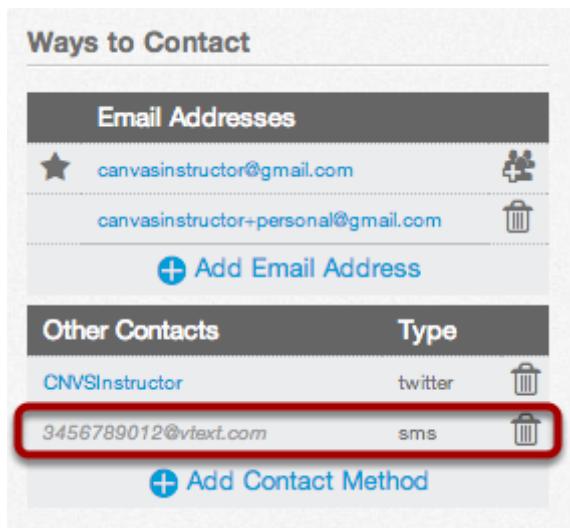
**Note:** This process applies to any notification a user wishes to receive announcements via SMS. Click [here](#) to learn how to add a cell phone to the ways you are contacted.

## Open Settings



Click the **Settings** link.

## Verify Phone Number



**Email Addresses**

★	canvasinstructor@gmail.com	
	canvasinstructor+personal@gmail.com	
<a href="#">+ Add Email Address</a>		

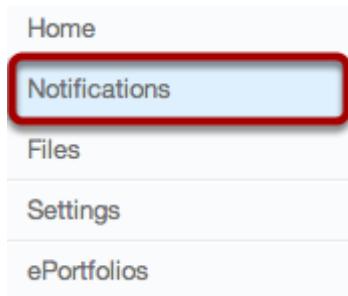
**Other Contacts**

Other Contacts	Type	Action
CNVSIInstructor	twitter	
3456789012@vttext.com	sms	

[+ Add Contact Method](#)

Make sure your profile is connected to the correct SMS account. Click [here](#) to learn how to add a cell phone to the ways you are contacted.

## Open Notifications



- Home
- Notifications**
- Files
- Settings
- ePortfolios

Click the **Notifications** link.

## Set Announcement Notification Preference

### Notification Preferences

Course Activities	Email Address	Email Address	Cell Number
	canvasinstructor@gmail.com	canvasinstructor-personal@gmail.com	3456789012@vtext.com
Due Date	📅 Weekly		
Grading Policies	✓ ASAP		
Course Content	✓ ASAP		
Files			
Announcement	✓ ASAP		
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.	📅 Weekly		

Hover over the Announcement cell underneath the Cell Number column. Set the notification preference by clicking on the appropriate icon.

## View Set Notification Preferences

### Notification Preferences

Course Activities	Email Address	Email Address	Cell Number
	canvasinstructor@gmail.com	canvasinstructor-personal@gmail.com	3456789012@vtext.com
Due Date	📅 Weekly		
Grading Policies	✓ ASAP		
Course Content	✓ ASAP		
Files			
Announcement	✓ ASAP		
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.	📅 Weekly		

Verify the notification preference was correctly set.

## How can I get Announcements through my email?

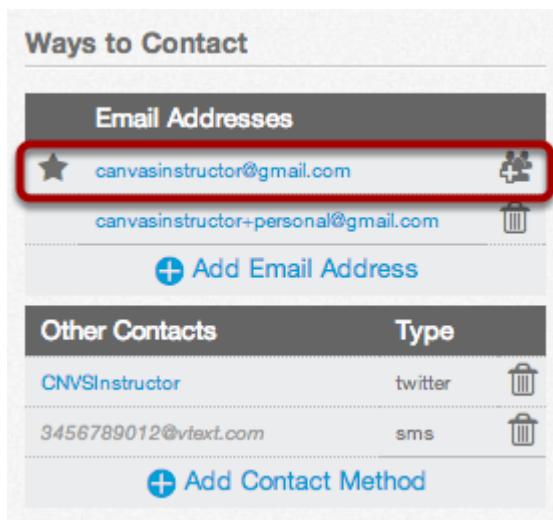
**Note:** This process applies to any notification a user wishes to receive via email.

### Open Settings



Click the **Settings** link.

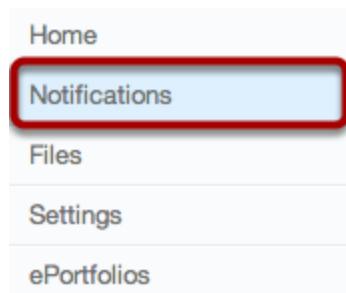
### Verify Email



Other Contacts	Type
CNVSIInstructor	twitter
3456789012@vttext.com	sms

Make sure your profile is connected to the correct email account. Click [here](#) to learn how to add an additional email address to your profile.

## Open Notifications



Click the **Notifications** link.

## Set Announcement Notification Preference

### Notification Preferences

Course Activities	Email Address	Email Address	Cell Number
Due Date	<input type="checkbox"/> Weekly		
Grading Policies	<input checked="" type="checkbox"/> ASAP		
Course Content	<input checked="" type="checkbox"/> ASAP		
Files			
Announcement			
Grading			
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.	<input type="checkbox"/> Weekly		

Hover over the Announcement cell underneath the email column. Set the notification preference by clicking on the appropriate icon.

## View Set Notification Preferences

### Notification Preferences

Course Activities	Email Address	Email Address
Due Date	📅 Weekly	
Grading Policies	✓ ASAP	
Course Content	✓ ASAP	
Files		
Announcement	⌚ Daily	
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		

Verify the notification preference was correctly set.

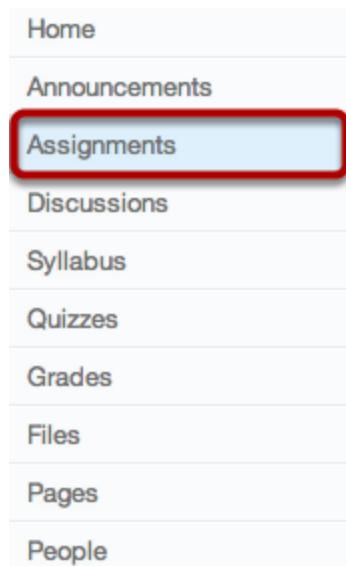
# Assignments

## What are Assignments?

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.)

To learn more about Assignments, you can watch [Assignments Overview for Instructors \(Video\)](#) and [Assignments Overview for Students \(Video\)](#).

## What are Assignments?



Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.

## How are Assignments used?

Name	Due	Score	Out of	
Introduce Yourself	Jan 14 by 12am	3	5	
Assignment #1	Jan 25 by 12am	8.5	10	 
Assignment #2	Feb 1 by 12am	10	10	
Assignment #3	Feb 8 by 12am	13	15	
Group Discussion	Feb 13 by 12am	5	5	
Assignment #4	Feb 15 by 12am	7	10	
Assignment #5	Feb 22 by 12am	-	10	
Assignment #6	Mar 1 by 12am	-	10	

Assignments can be used to:

- Assess how well students are achieving course Outcomes
- Set up online submissions that can be quickly graded in the SpeedGrader™
- Grade online as well as student work submitted "on-paper"
- Create multiple due dates for sections
- Set up peer review
- Grade Discussions, either by the whole class or student groups
- Open Quizzes for a limited amount of time
- Record attendance
- Create ungraded activities that align with course Outcomes

## Where do Assignments appear in Canvas?

Assignments:		
Introduce Yourself	Jan 14 at 12am	out of 5
Assignment #1	Jan 25 at 12am	out of 10
Assignment #2	Feb 1 at 12am	out of 10
Assignment #3	Feb 8 at 12am	out of 15
Group Discussion	Feb 13 at 12am	out of 5
Assignment #4	Feb 15 at 12am	out of 10
Assignment #5	Feb 22 at 12am	out of 10
Assignment #6	Mar 1 at 12am	out of 10

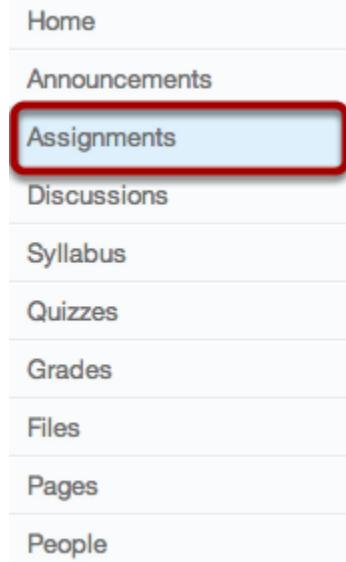
Any Assignment you create in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features. The reverse is true. Any Assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

To access an assignment, click the name of the assignment.

## How do I view Assignments?

Instructors and students have different views of assignment pages.

### Open Assignments



Click the **Assignments** link.

## Instructor View Assignments Page

[Home](#) > [ENG 371WR](#) > [Assignments](#)

Weight the final grade based on assignment groups

Newspaper Articles:		5%
Paper #1	Friday at 11:59pm	
Newspaper Article 1	Nov 18, 2011 at 9:57am	out of 20
Reading Quiz #5	Dec 1, 2011 at 11:59pm	
Welcome back	Jan 4 at 11:59pm	out of 30

Discussions:		10%
YouTube Discussion		
Twitter Discussion		
The uses of Facebook	Jan 6 at 11:59pm	out of 10

Assignments are listed by due date.

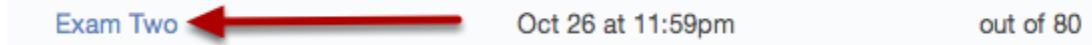
## Student View Assignment Page

### Upcoming Assignments

<a href="#">What do you know about ...</a>	Mar 15 at 11:59pm	out of 5
<a href="#">All the Quiz Types</a>		out of 2
<a href="#">Extra Credit 1</a>		out of 0
<a href="#">Extra Credit 2</a>		out of 0
<a href="#">Getting to Know You</a>		out of 5
<a href="#">Module 1 Quiz</a>		out of 2

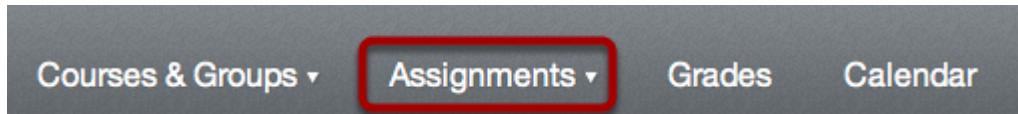
Assignments are listed by due dates.

## Open Assignment



Click the assignment title to open and view the assignment

## View Assignments



You can also view assignments by clicking the **Assignments** link in the Global Navigation menu.

## How can I view my Assignments for only one course?

As a student, you can view Assignments for only one course if you choose.

## Open Assignments Link



In the Global Navigation menu, click the **Assignments** link.

## View Upcoming Assignments

### Upcoming Assignments

<b>Assignment #4</b> <small>Documentation Sandbox</small>	Tomorrow at 12am	out of 10
<b>Unit 2 Reading Review</b> <small>U.S. Presidents 101</small>	Feb 21 at 11:59pm	out of 25
<b>Unit 5 Paper Assignment</b> <small>U.S. Presidents 101</small>	Feb 21 at 11:59pm	out of 56
<b>Assignment #5</b> <small>Documentation Sandbox</small>	Feb 22 at 12am	out of 10
<b>Unit 2 Q&amp;A Discussion</b> <small>U.S. Presidents 101</small>	Feb 22 at 11:59pm	out of 25
<b>Unit 6 Paper</b> <small>U.S. Presidents 101</small>	Feb 26 at 11:59pm	out of 25

Viewing the Assignments page will let you see all the Assignments for your courses.

## View Show Only Assignments From Only One Course

Show Only Assignments from

- Writing for Nonreaders in the Postprint Era
- Imperial Academy
- History of Middle Earth
- Documentation Sandbox
- Psychology 101
- U.S. Presidents 101

In the Sidebar, click the course you want to view the assignments for.

## View Assignments for Single Course

### Upcoming Assignments

<b>Assignment #4</b>	Tomorrow at 12am	out of 10
<b>Assignment #5</b>	Feb 22 at 12am	out of 10
<b>Assignment #6</b>	Mar 1 at 12am	out of 10
<b>Assignment #7</b>	Mar 8 at 12am	out of 10
<b>Introduce Yourself</b>		out of 5

Once you click the course title, you can view the assignments for that single course.

### What are the different Assignment types?

Within an [assignment shell](#), assignments can be placed within different assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

#### Assignment

Assignment
Discussion
Quiz
External Tool
Not Graded

An **Assignment** is a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

#### Discussion

Assignment
Discussion
Quiz
External Tool
Not Graded

A **Discussion** is a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

## Quiz

Assignment
Discussion
<b>Quiz</b>
External Tool
Not Graded

A **Quiz** is a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

## External Tool

Assignment
Discussion
Quiz
<b>External Tool</b>
Not Graded

An **External Tool** is an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

## Not Graded

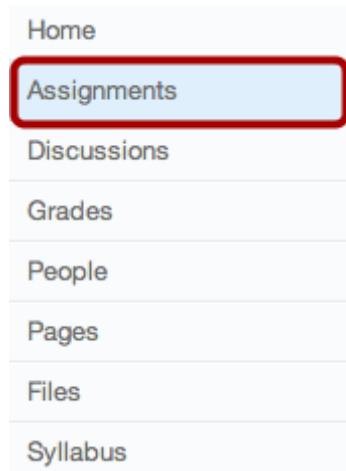
Assignment
Discussion
Quiz
External Tool
<b>Not Graded</b>

**Not Graded** is a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment type can be used for practice assignments as well. This assignment will show up on the Syllabus page and the Dashboard.

## How do I group Assignments by type in a course?

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

### Open Assignments



Click the **Assignments** link.

## View Upcoming Assignments

### Upcoming Assignments

<b>Assignment #4</b>	Tomorrow at 12am	out of 10
<b>Assignment #5</b>	Feb 22 at 12am	out of 10
<b>Assignment #6</b>	Mar 1 at 12am	out of 10
<b>Assignment #7</b>	Mar 8 at 12am	out of 10
<b>Introduce Yourself</b>		out of 5
<b>Module 1 Quiz</b>		out of 2
<b>Module 2 Quiz</b>		out of 2

Viewing the Assignments page will let you see all the Assignments for your course.

### Group Assignments by Type

Group Assignments by Type

Click the **Group Assignments by Type** button to view the Assignments in the groupings the instructor has put them in.

## View Groupings of Assignments

### Course Assignments

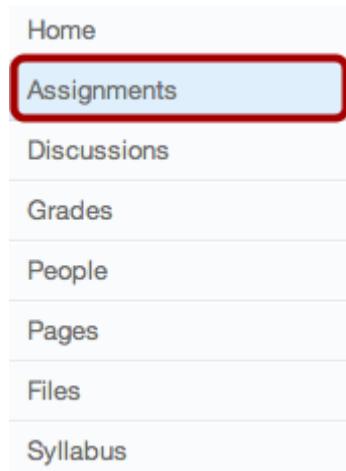
Assignments:		30% of final grade
<a href="#">Assignment #4</a>	Tomorrow at 12am	out of 10
<a href="#">Assignment #5</a>	Feb 22 at 12am	out of 10
<a href="#">Assignment #6</a>	Mar 1 at 12am	out of 10
<a href="#">Assignment #7</a>	Mar 8 at 12am	out of 10
<a href="#">Introduce Yourself</a>		out of 5

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 download Assignment instructions?

The only way to download Assignment instructions is if the instructor has included a link for the downloadable directions. Otherwise, you can print the screen or copy and paste the directions into a word processing program and print them that way.

### Open Assignments



Click the **Assignments** link.

## View Assignment

### Course Assignments

Assignments:			30% of final grade
<a href="#">Assignment #4</a>	Tomorrow at 12am	out of 10	
<a href="#">Assignment #5</a>	Feb 22 at 12am	out of 10	
<a href="#">Assignment #6</a>	Mar 1 at 12am	out of 10	
<a href="#">Assignment #7</a>	Mar 8 at 12am	out of 10	
<a href="#">Introduce Yourself</a>		out of 5	

View all the assignments you have to complete on the Assignment Page.

## View Assignment Instructions

### Assignment #4

due Tomorrow by 12am  
out of 10

Write a one-page response to [last week's readings](#) explaining the main points and whether or not you agree with them.

Once you submit your paper, you will be assigned a peer review to complete.

Here you can view the directions for the assignment. If you want to print them, simply print them. Or you can save them and keep them on your computer.

## View Print Preview

Assignment #4: Documentation Sandbox

2/14/13 11:26 AM

DS-101 → Assignments → Assignment #4

### Assignment #4

due Tomorrow by 12am  
out of 10

Write a one-page response to [last week's readings](#) explaining the main points and whether or not you agree with them.

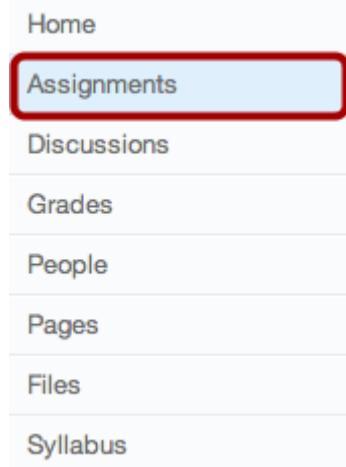
Once you submit your paper, you will be assigned a peer review to complete.

This is what the assignment instructions will look like when you print them.

## How do I view the Rubric for an Assignment?

Rubrics are a way for instructors to let students know how an assignment will be graded.

## Open Assignments



Click the **Assignments** link.

## View Assignment Page

<b>Assignment #1</b>	Jan 25 at 12am	out of 10
<b>Assignment #2</b>	Feb 1 at 12am	out of 10
<b>Assignment #3</b> 	Feb 8 at 12am	out of 15

View all the assignments you have to complete on the Assignment Page. Click the assignment title to view it.

## View Assignment

### Assignment #3 due Feb 8 by 12am out of 15

Please write a three-page essay regarding the readings from the first part of the course.

Assignment #3				
Criteria	Ratings			Pts
Correct Grammar	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 pts
Length	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 pts
Creative	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 pts
				Total Points: 15

View the assignment with the rubric attached.

## 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.

[Click here to view a video about Assignment Submissions.](#)

### Third-Party File Applications

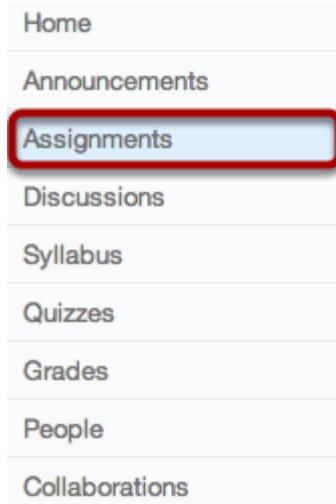
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

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

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

**Reading Assignment #6** Tomorrow at 11:59pm out of 10

**All the Quiz Question ...** out of 22

**Extra Credit 1** out of 0

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

## View Assignment

[Home](#) > DS-101 > Assignments > Reading Assignment #6

[!\[\]\(19067a1ce9736f46fdb996c656e3c3ee\_img.jpg\) Submit Assignment](#)

### Reading Assignment #6

---

**Due** Today by 11:59pm    **Points** 10  
**Submitting** a text entry box, a website url, a media recording, or a file upload

---

Read chapters 7-8 and answer the questions at the end of each chapter for full credit.

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

File Upload    Text Entry    Website URL    Media

Upload a file, or choose a file you've already uploaded.

File:  No file chosen

 [Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

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

File Upload    Text Entry    Website URL    Media

Upload a file, or choose a file you've already uploaded.

File:  No file chosen

 [Add Another File](#)

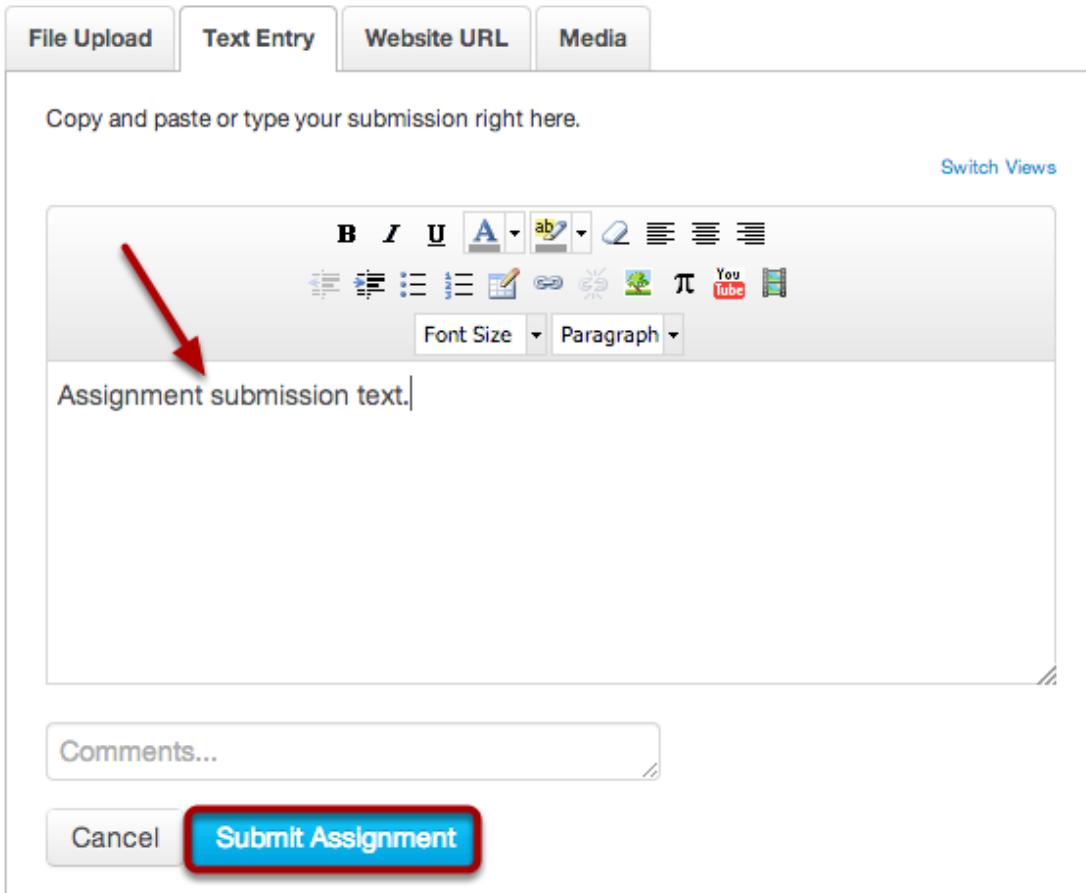
[Click here to find a file you've already uploaded](#)

Comments...

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



The screenshot shows the Rich Content Editor interface for a text entry assignment. At the top, there are four tabs: 'File Upload' (selected), 'Text Entry' (disabled), 'Website URL' (disabled), and 'Media' (disabled). Below the tabs is a text area with the placeholder 'Copy and paste or type your submission right here.' To the right of the text area is a 'Switch Views' link. The main content area contains a rich text editor toolbar with various formatting options like bold, italic, underline, and alignment. A red arrow points to the text area where 'Assignment submission text.' is typed. Below the text area is a 'Comments...' input field and a row of buttons: 'Cancel' and a large blue 'Submit Assignment' button.

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

File Upload    Text Entry    Website URL    Media

Copy and paste the link to the web site you'd like to submit for this assignment.

Website URL:

Comments...

Cancel    **Submit Assignment**

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

## Submit Media Recording

File Upload    Text Entry    Website URL    Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

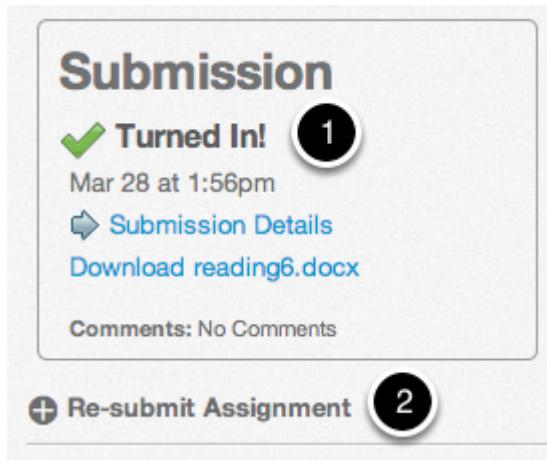
 Record / Upload Media

Comments...

Cancel    **Submit Assignment**

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.

## How do I upload a file to my Assignment submission?

Make sure you know where your file is saved before you submit your assignment.

### Open Assignments

- Home
- Announcements
- Assignments**
- Discussions
- Syllabus
- Quizzes
- Grades
- Files

Click the **Assignments** link.

### Select Assignment

<a href="#">Assignment #4</a>	Tomorrow at 12am	out of 10
<b><a href="#">Reading Assignment #1</a></b>	Tomorrow at 12am	out of 10
<a href="#">Assignment #5</a>	Feb 22 at 12am	out of 10
<a href="#">Assignment #6</a>	Mar 1 at 12am	out of 10
<a href="#">Assignment #7</a>	Mar 8 at 12am	out of 10

Click the assignment title to open the assignment.

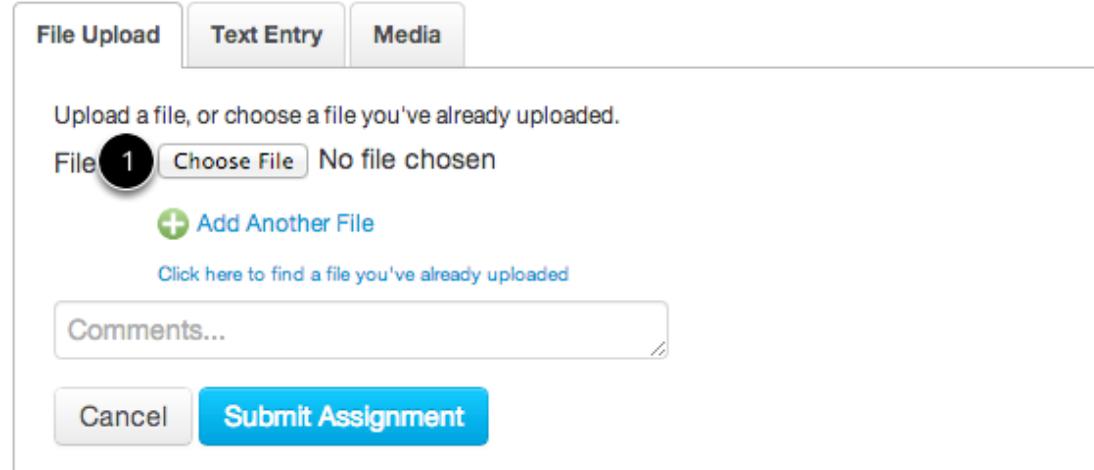
## Submit Assignment



The screenshot shows the assignment submission interface. At the top left is the navigation path: Home > DS-101 > Assignments > Assignment #2. On the right, there is a red box highlighting the "Submit Assignment" button. Below the path, the assignment title "Assignment #2" is displayed. Underneath the title, the due date "Due Feb 1 by 12am" and points "Points 5" are shown. A note states "Submitting a file upload, a text entry box, a website url, or a media recording".

Click the **Submit Assignment** link to open the submission window.

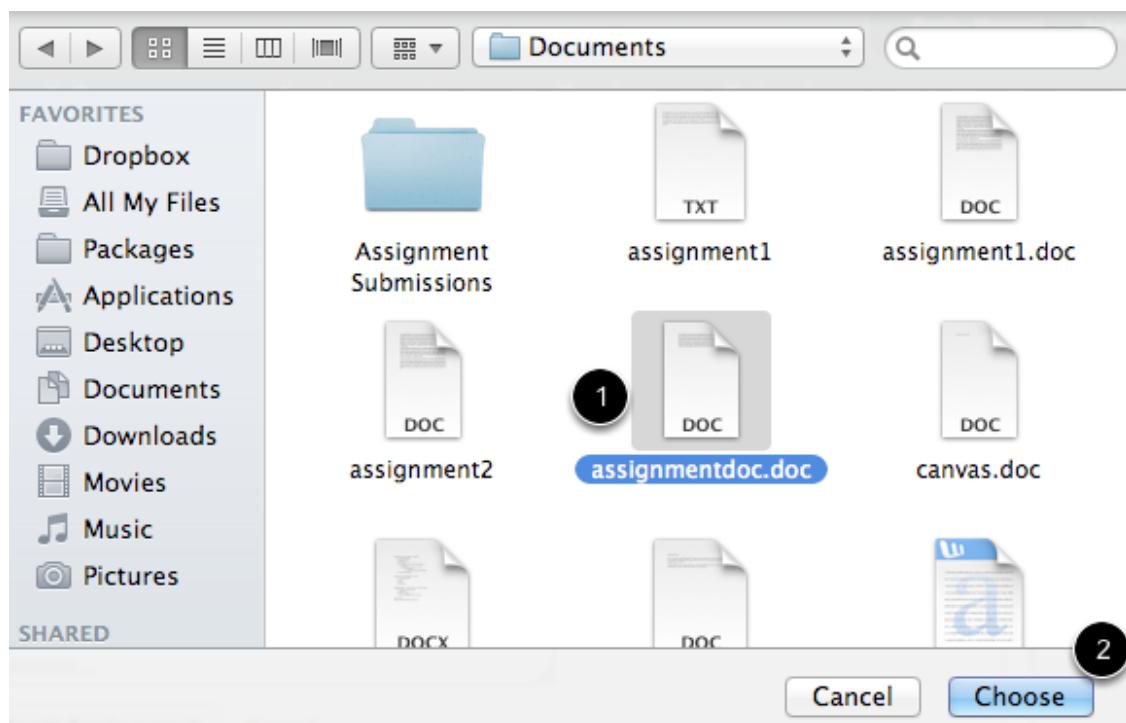
## Upload File



The screenshot shows the file upload submission window. At the top, there are three tabs: "File Upload" (highlighted), "Text Entry", and "Media". Below the tabs, a placeholder text says "Upload a file, or choose a file you've already uploaded.". In the center, there is a "File" input field with a black circle containing the number "1" [1] and a "Choose File" button. To the right of the input field is the text "No file chosen". Below this, there is a green plus icon with the text "Add Another File". Further down, a link says "Click here to find a file you've already uploaded". There is also a "Comments..." text area with a small text input field. At the bottom, there are two buttons: "Cancel" and a large blue "Submit Assignment" button.

Click the **Choose File** button [1] to select a file to upload. A pop-up window will appear in your browser.

## Select File



Click the file title [1] and select the **Choose** button to upload the file.

**Note:** You may see an Open button instead of Choose.

## Add Another File

File Upload    Text Entry    Media

Upload a file, or choose a file you've already uploaded.

File:  assignmentdoc.doc

 Add Another File 1

[Click here to find a file you've already uploaded](#)

Comments...

Click the **Add Another File** button to upload additional files to your assignment. You can also find a file you've already uploaded to use as a submission.

## Submit Assignment

Click the **Submit Assignment** button to submit your assignment.

## Upload a Google Doc

File Upload    Text Entry    Google Doc

Select the file from the list below.

- 1 Reading Assignment #1
- Exam Notes
- First Draft Presentation
- Test Document
- The Marauder's Map
- It's a Surprise!
- Control Agent Field Manual

You can also upload a Google Doc to your assignment. Select the file you wish to upload by clicking on the title [1].

**Note:** Before you can submit assignments from Google Docs, you need to authorize Canvas to access your Google Docs account.

## Submit Assignment

Click the **Submit Assignment** button to submit your assignment.

## View Submission

**Submission**

 **Turned In!**

Mar 1 at 3:45pm

 [Submission Details](#)

 [View the Original Entry](#)

Comments: No Comments

---

 [Re-submit Assignment](#)

After you have submitted your assignment, you should be able to view a confirmation that you submitted your assignment.

## How do I add multiple files to my Assignment submission?

You can upload multiple files to your submission.

## Open Assignments

Home

Announcements

**Assignments**

Discussions

Syllabus

Quizzes

Grades

Files

Click the **Assignments** link.

## Select Assignment

### Upcoming Assignments

<a href="#">Assignment #4</a>	Tomorrow at 12am	out of 10
<a href="#">Reading Assignment #1</a>	Tomorrow at 12am	out of 10
<a href="#">Assignment #5</a>	Feb 22 at 12am	out of 10
<a href="#">Assignment #6</a>	Mar 1 at 12am	out of 10
<a href="#">Assignment #7</a>	Mar 8 at 12am	out of 10

Select the assignment you want to upload the files to by clicking on the assignment title.

## Submit Assignment

 [Submit Assignment](#)

Add an file to the assignment by clicking the **Submit Assignment** link.

## Browse for File

File Upload    Text Entry    Media

Upload a file, or choose a file you've already uploaded.

File:  No file chosen

 [Add Another File](#)

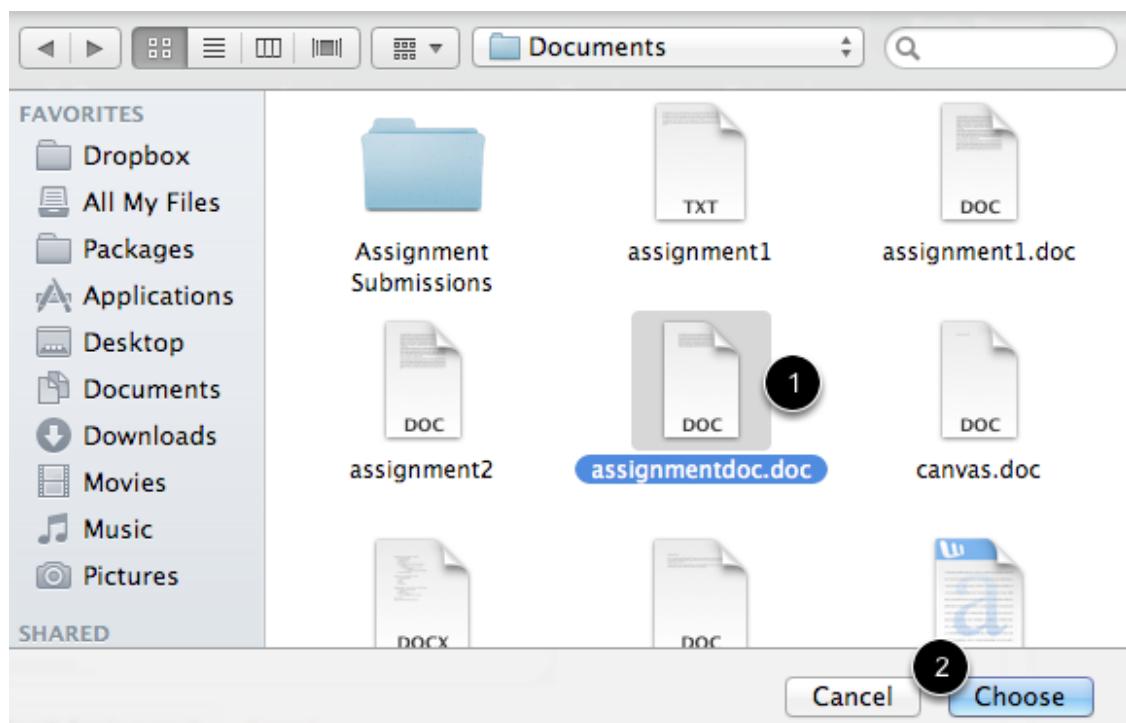
[Click here to find a file you've already uploaded](#)

Comments...

Click the **Choose File** button to select the file you would like to upload.

**Note:** You may see Browse depending on the browser you are using.

## Select File



Click the file you would like to upload [1] and click the **Choose** button [2] to upload the file.

**Note:** You may see an Open button instead of Choose.

## Add Another File

File Upload    Text Entry    Media

Upload a file, or choose a file you've already uploaded.

File:  assignmentdoc.doc

 [Add Another File](#) 1

[Click here to find a file you've already uploaded](#)

Comments...

Click the **Add Another File** link to upload additional files to your assignment. You will just need to repeat the above steps to add another file. You can also find a file you've already uploaded to use as a submission.

## View Multiple Files

File Upload    Text Entry    Media

Upload a file, or choose a file you've already uploaded.

File:  assignmentdoc.doc X

assignment2.doc X

 [Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

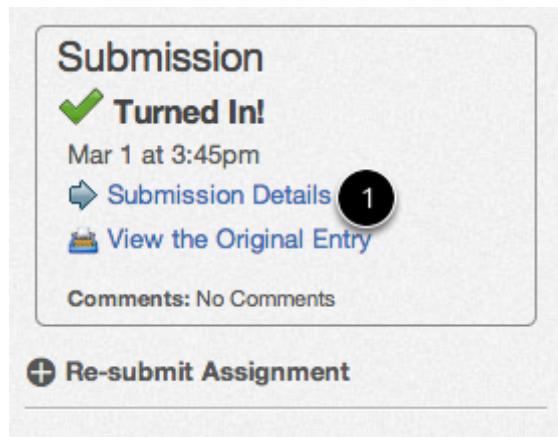
Mutliple files will appear if you add another file.

## Submit Assignment

[Cancel](#)[Submit Assignment](#)

Click the **Submit Assignment** button to submit your assignment.

## View Submitted Assignment



The screenshot shows a "Submission" card with the following information:

- Turned In!** (indicated by a green checkmark icon)
- Date: Mar 1 at 3:45pm
- Submission Details** [1] (link with a blue arrow icon)
- View the Original Entry** (link with a blue document icon)
- Comments: No Comments
- Re-submit Assignment** (button with a plus sign icon)

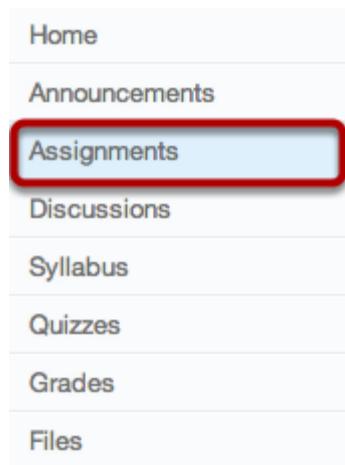
You can view your submitted assignment by clicking the **Submission Details** [1].

## How do I add images to my Assignment submission?

You can add images to your assignment, either as part of a text entry assignment, or as your entire submission.

**Note:** Your instructor will decide what type of submissions are allowed. One or both of these options may not be available.

### Open Assignments



Click the **Assignments** link.

## Select Assignment

### Upcoming Assignments

<b>Assignment #4</b>	Tomorrow at 12am	out of 10
<b>Reading Assignment #1</b>	Tomorrow at 12am	out of 10
<b>Assignment #5</b>	Feb 22 at 12am	out of 10
<b>Assignment #6</b>	Mar 1 at 12am	out of 10
<b>Assignment #7</b>	Mar 8 at 12am	out of 10

Select the assignment you want to upload the images to by clicking the assignment title.

### Click Submit Assignment Button



In the sidebar, click the **Submit Assignment** button.

## Add Image in Text Entry

File Upload    **Text Entry**    Website URL    Media

Upload a file, or choose a file you've already uploaded.

File:  Choose File No file chosen

 Add Another File

Comments...

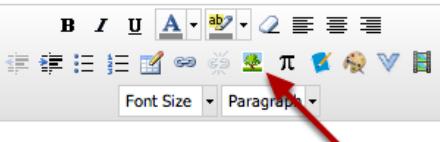
To embed an image as part of a text entry assignment, click the **Text Entry** tab.

## Open Embed Image Button

File Upload    Text Entry    Website URL    Media

Copy and paste or type your submission right here.

Switch Views



Click the **Embed Image** button to insert a picture.

## Choose Image Source

Insert / Edit Image X

### Image Source

1      2      3

URL      Canvas      Flickr

`http://example.com/image.png`

## Attributes

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

To embed a photo from the internet, click the **URL** tab [1]. To embed a photo that is already uploaded in your personal files in Canvas, click the **Canvas** tab [2]. To embed an image from Flickr, click the **Flickr** tab [3].

For step-by-step help with each type of image, please view the [embedding images in the Rich Content Editor](#) lesson.

## Update Assignment

Click the **Update** button.

## Submit Assignment

[Cancel](#)[Submit Assignment](#)

Complete the rest of your assignment in the text entry box. When you are finished, click the **Submit Assignment** button to submit your image.

### Add Image in File Upload

[File Upload](#) [Text Entry](#) [Website URL](#) [Media](#)

Upload a file, or choose a file you've already uploaded.

File: [Choose File](#) No file chosen

[+ Add Another File](#)

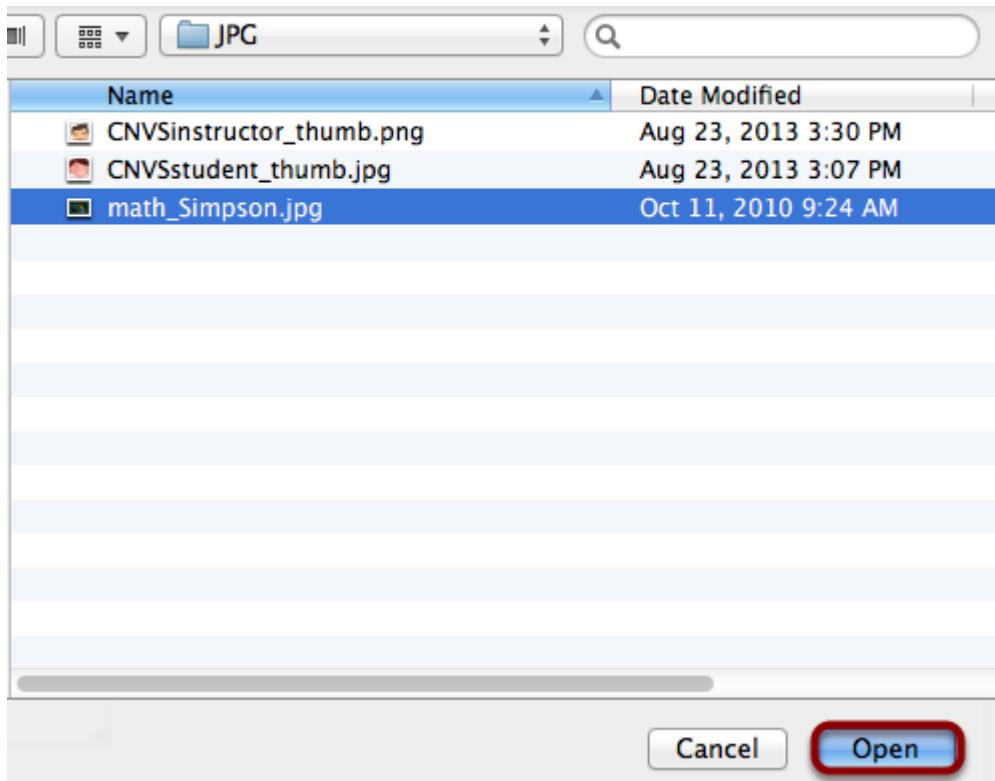
Comments...

[Cancel](#) [Submit Assignment](#)

If you can add an image as your entire submission, click the **Choose File** button in the File Upload tab.

**Note:** Your instructor may restrict the types of file uploads that are allowed.

## Select Image



Locate and select the image you want to upload on your computer. Click the **Open** button.

## Confirm Image Submission

File Upload    Text Entry    Website URL    Media

Upload a file, or choose a file you've already uploaded.

File:  **math\_Simpson.jpg** 1

**+ Add Another File** 2

Comments...

**Cancel** **Submit Assignment**

Confirm your image upload file [1]. You can add additional files by clicking the **Add Another File** link [2].

## Submit Assignment

**Cancel** **Submit Assignment**

When you are finished, click the **Submit Assignment** button to submit your assignment.

## View Submitted Assignment

**Submission**

 **Turned In!**

Mar 1 at 3:45pm

 [Submission Details](#) 1

 [View the Original Entry](#) 2

Comments: No Comments

 [Re-submit Assignment](#)

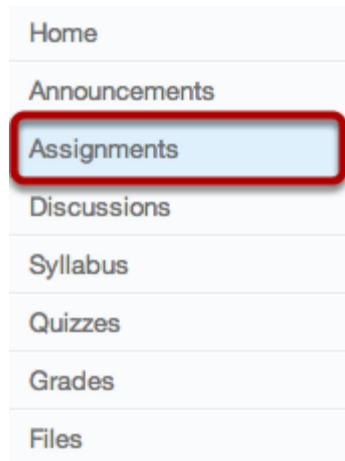
You can view your submitted assignment by click the **Submission Details** [1] or the **View the Original Entry** [2] links.

## How do I add media to my Assignment submission?

You can add media to your assignment, either as part of a text entry, or as your entire submission.

**Note:** Your instructor will decide what type of submissions are allowed. One or both of these options may not be available.

## Open Assignments



The screenshot shows a vertical navigation menu on a light gray background. The menu items are: Home, Announcements, Assignments, Discussions, Syllabus, Quizzes, Grades, and Files. The 'Assignments' link is highlighted with a thick red rectangular border around its text and the adjacent space.

Click the **Assignments** link.

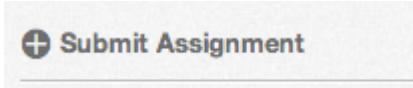
## Select Assignment

### Upcoming Assignments

<b>Assignment #4</b>	Tomorrow at 12am	out of 10
<b>Reading Assignment #1</b>	Tomorrow at 12am	out of 10
<b>Assignment #5</b>	Feb 22 at 12am	out of 10
<b>Assignment #6</b>	Mar 1 at 12am	out of 10
<b>Assignment #7</b>	Mar 8 at 12am	out of 10

Select the assignment you want to upload media to by clicking the assignment title.

### Open Submit Assignment Button



In the sidebar, click the **Submit Assignment** button.

## Record/Upload Media via Text Entry

File Upload **Text Entry** Website URL Media

Upload a file, or choose a file you've already uploaded.

File:  Choose File No file chosen

[+ Add Another File](#)

Comments...

Cancel **Submit Assignment**

To embed media as part of a text entry assignment, click the **Text Entry** tab.

## Click Film Strip Icon

File Upload Text Entry Website URL Media

Copy and paste or type your submission right here.

Switch Views

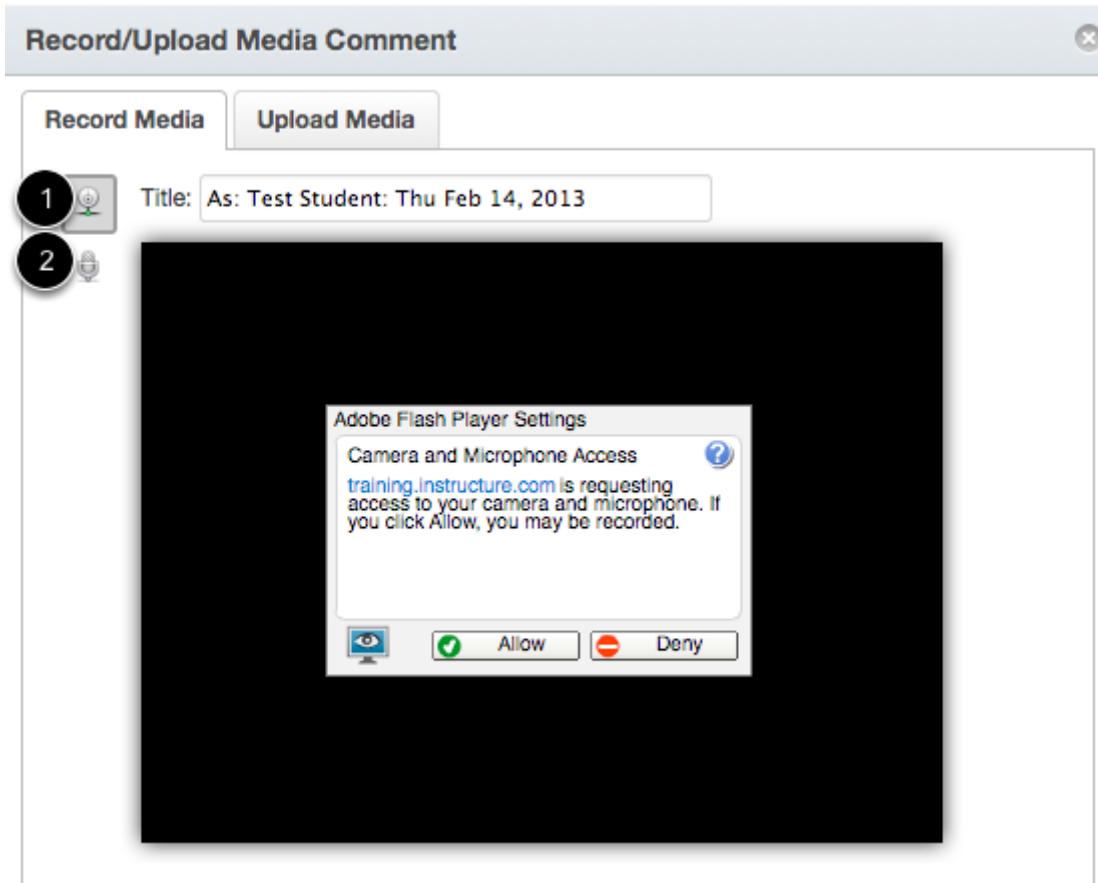
B I U A ab Q E M L C S π

Font Size Paragraph



Click the **Film Strip** to record or upload media.

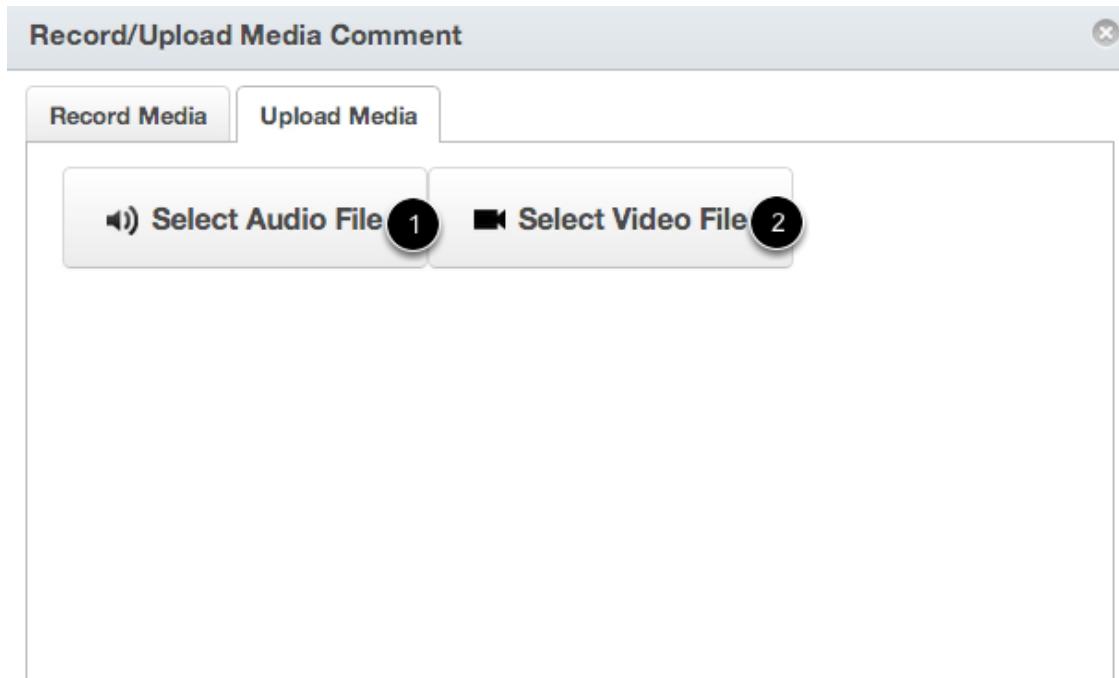
## Record Media



You have the option to record video [1] or audio [2] to upload to the assignment.

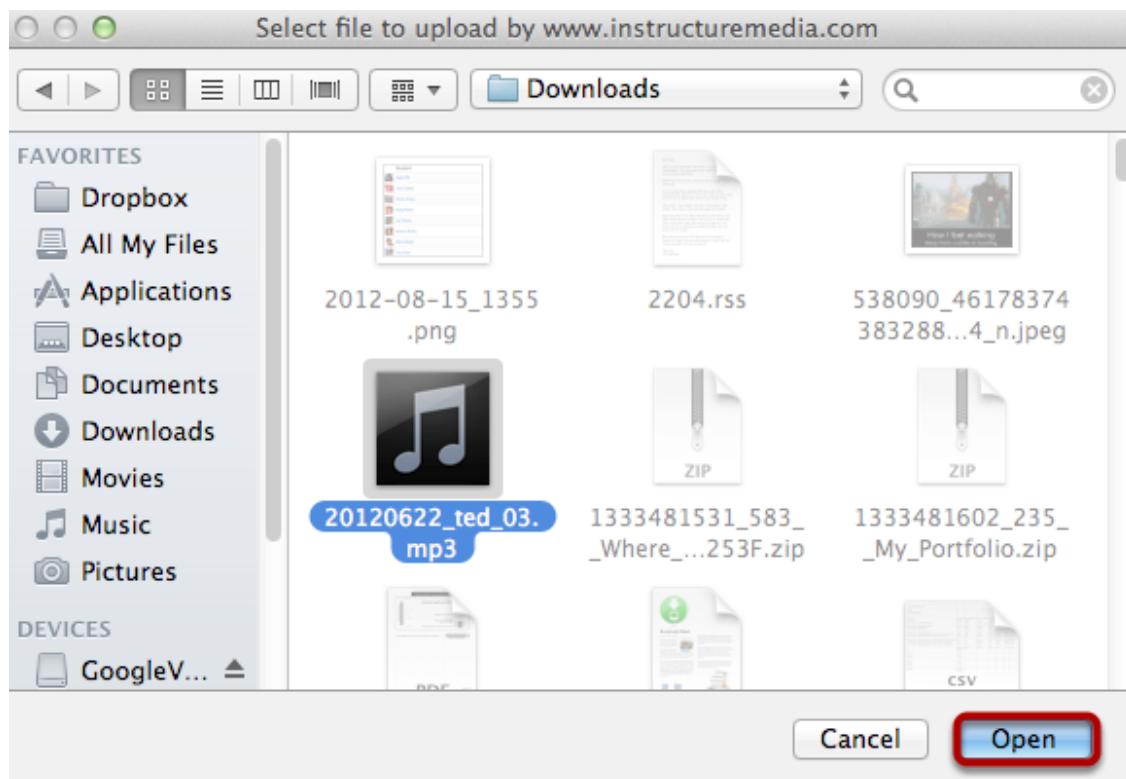
**Note:** If you receive an error that says "Media comment uploading has not been set up properly," please contact your instructor.

## Upload Media



You can upload audio [1] or video [2] files to your assignment. The process is the same for both.

## Select Media File



A pop-up window will appear in your browser. Select the file you would like to upload and click **Open** to begin uploading the file.

## Monitor File Upload

Record/Upload Media Comment ×

**Record Media**   **Upload Media**

**Select Audio File**   **Select Video File**

Title:

 20120622\_ted\_03.mp3   8.6MB



**Submitting Media File...**

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

## View Added Media

File Upload   Text Entry   Website URL   Media

Copy and paste or type your submission right here.

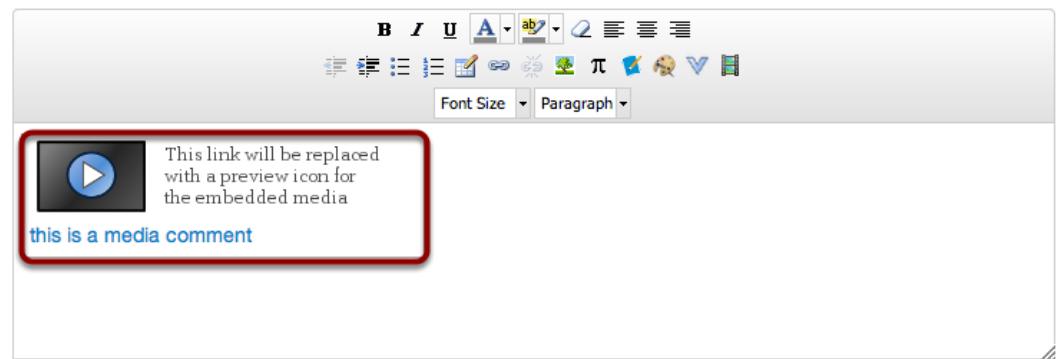
Switch Views

This link will be replaced with a preview icon for the embedded media

this is a media comment

Comments...

Cancel   Submit Assignment



The screenshot shows the Canvas text entry interface. At the top, there are four tabs: 'File Upload', 'Text Entry' (which is selected), 'Website URL', and 'Media'. Below the tabs is a text area with the placeholder 'Copy and paste or type your submission right here.' To the right of the text area is a 'Switch Views' button. Above the text area is a rich text editor toolbar with various formatting options like bold, italic, underline, font size, and paragraph alignment. In the text area, there is a media comment represented by a play button icon, which is highlighted with a red box. A tooltip above the icon states: 'This link will be replaced with a preview icon for the embedded media'. Below the media comment, the text 'this is a media comment' is visible. At the bottom of the text area is a 'Comments...' input field. At the very bottom are two buttons: 'Cancel' and 'Submit Assignment' (which is highlighted in blue).

View the media comment as part of the text entry.

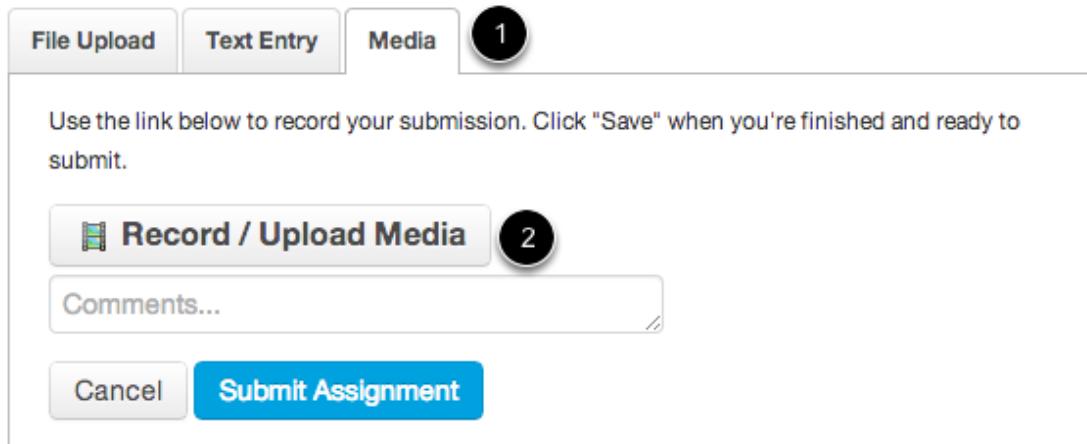
Complete the rest of your submission.

## Submit Assignment

Cancel   Submit Assignment

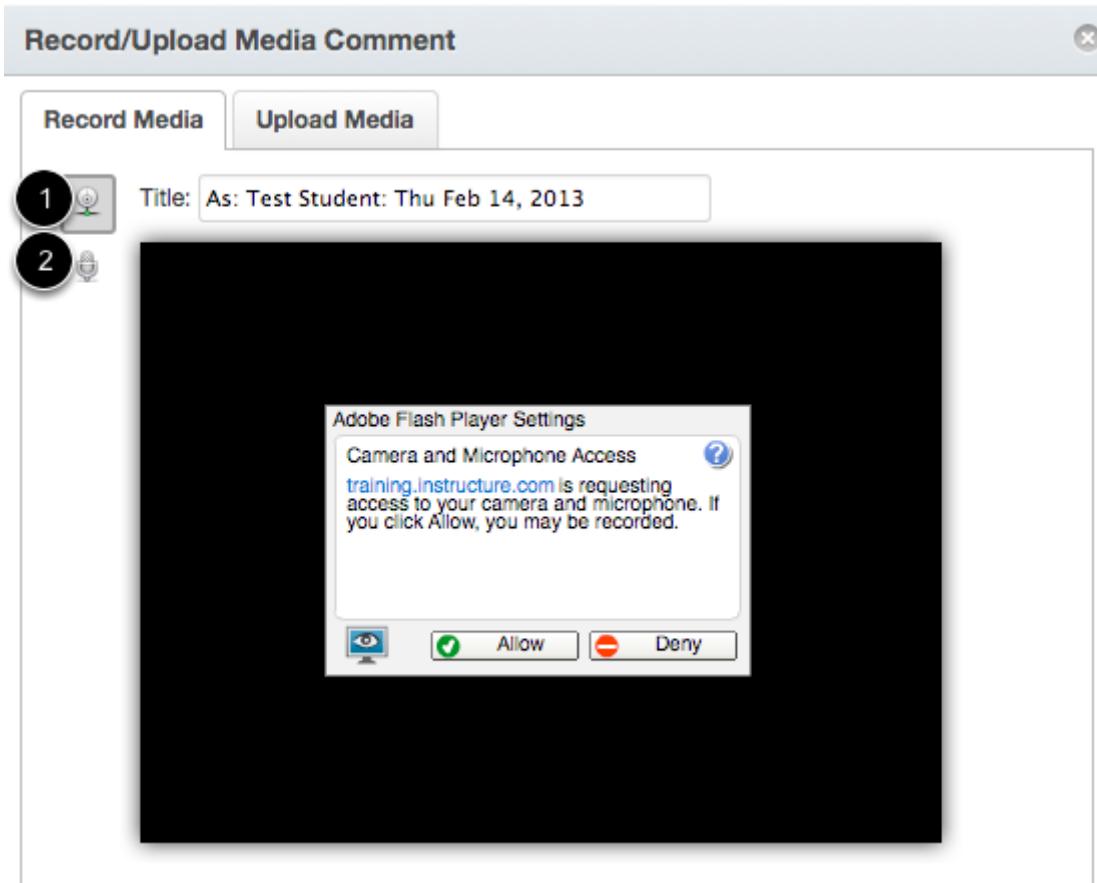
When you are ready, click the **Submit Assignment** button to submit your assignment.

## Record/Upload Media via Media Tab



If you can submit media as the entire assignment, click the **Media** [1] tab to upload or record media. Click the **Record / Upload Media** [2] button.

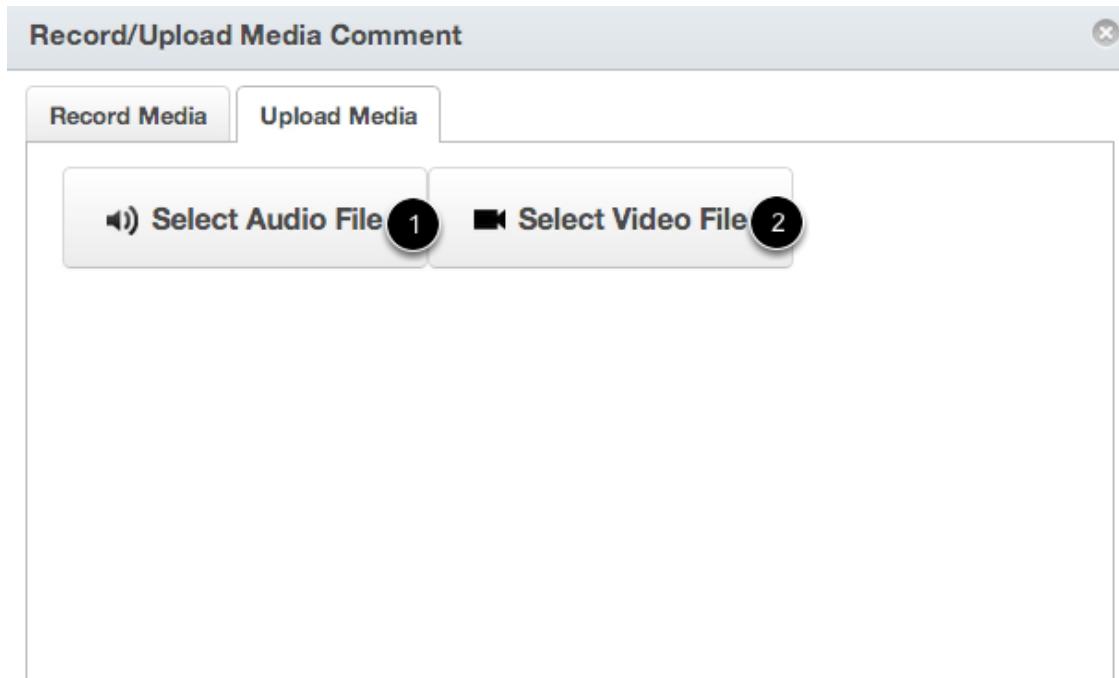
## Record Media



You have the option to record video [1] or audio [2] to upload to the assignment.

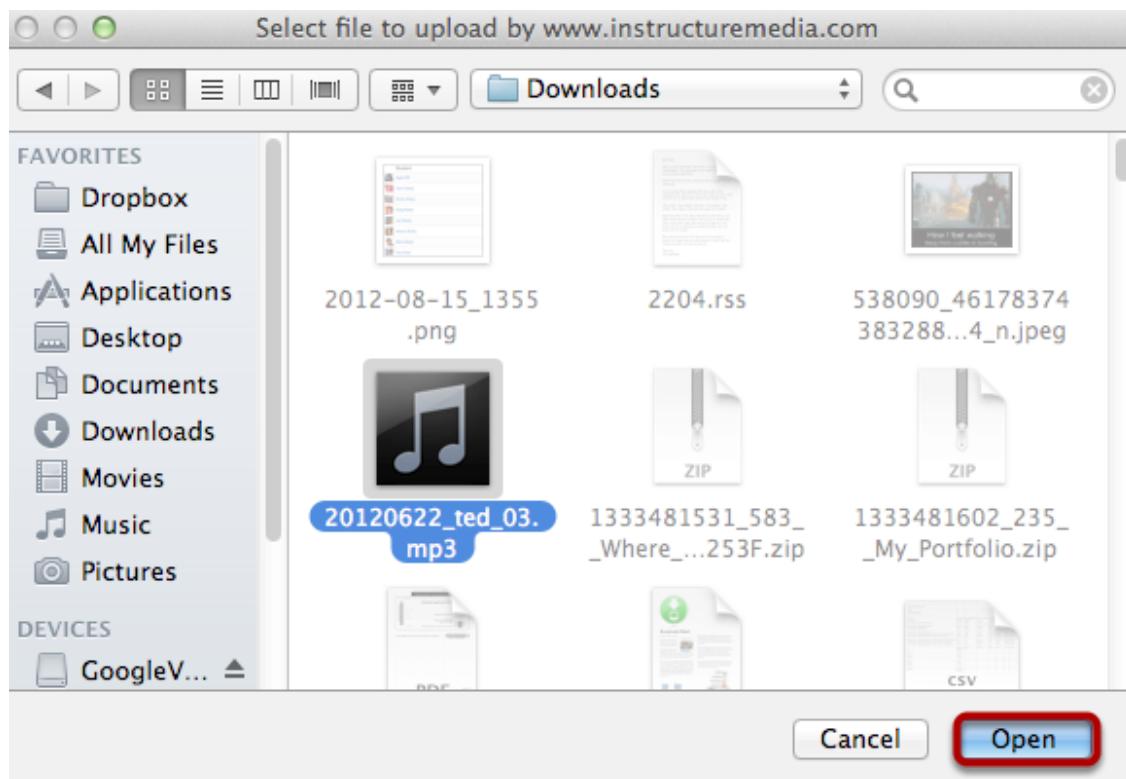
**Note:** If you receive an error that says "Media comment uploading has not been set up properly," please contact your instructor.

## Upload Media



You can upload audio [1] or video [2] files to your assignment. The process is the same for both.

## Select Media File



A pop-up window will appear in your browser. Select the file you would like to upload and click **Open** to begin uploading the file.

## Monitor File Upload

Record/Upload Media Comment

**Record Media**   **Upload Media**

**Select Audio File**   **Select Video File**

Title: 20120622\_ted\_03.mp3

 20120622\_ted\_03.mp3   8.6MB



Submitting Media File...

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

## View Added Media

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

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

**Ready to Submit! Click 'Submit Assignment' button to finish.**



Comments...

**Cancel**   **Submit Assignment**

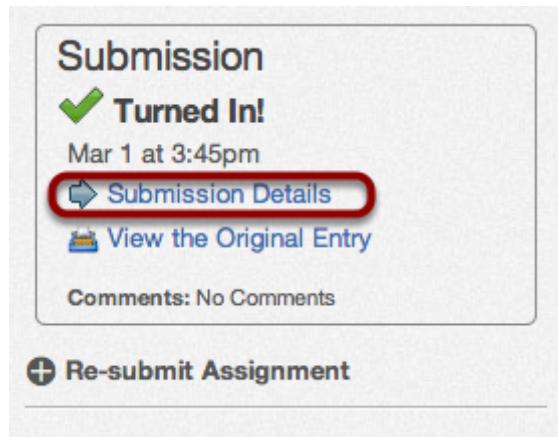
View the media comment as part of the text entry.

## Submit Assignment



When you are ready, click the **Submit Assignment** button to submit your assignment.

## View Submitted Assignment



The screenshot shows a submission card with the following details:

- Submission**
- Turned In!** (with a green checkmark icon)
- Mar 1 at 3:45pm
- Submission Details** (button highlighted with a red oval)
- View the Original Entry**
- Comments: No Comments
- + Re-submit Assignment**

You can view your submitted assignment by click the **Submission Details**.

## How do I know when I have turned my Assignment in?

View the assignment submission details to know that you have turned in the assignment.

### Open Assignments

- [Home](#)
- [Announcements](#)
- [Assignments](#)
- [Discussions](#)
- [Syllabus](#)
- [Quizzes](#)
- [Grades](#)
- [Files](#)

Click the **Assignments** link.

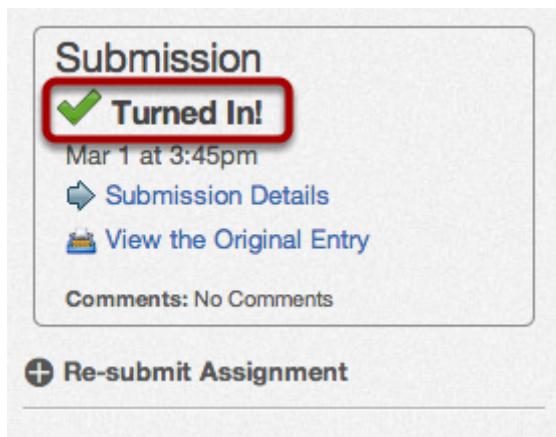
### Select Assignment

#### Upcoming Assignments

<a href="#">Assignment #4</a>	Tomorrow at 12am	out of 10
<a href="#">Reading Assignment #1</a>	Tomorrow at 12am	out of 10
<a href="#">Assignment #5</a>	Feb 22 at 12am	out of 10
<a href="#">Assignment #6</a>	Mar 1 at 12am	out of 10
<a href="#">Assignment #7</a>	Mar 8 at 12am	out of 10

Click the assignment title to open the assignment.

## View Submission



The screenshot shows a 'Submission' box with the following details:

- Submission**
- Turned In!** (highlighted with a red box)
- Mar 1 at 3:45pm
- [Submission Details](#)
- [View the Original Entry](#)
- Comments: No Comments

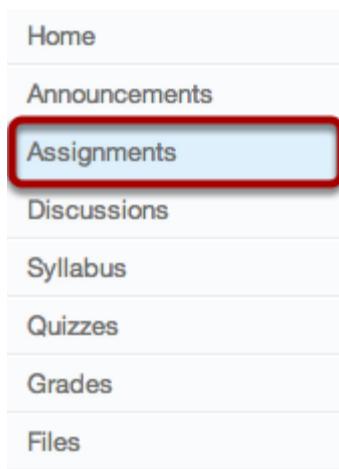
Below the box is a button: **Re-submit Assignment**.

After you have submitted your assignment, you should view a confirmation that you submitted your assignment.

## How will I know when my Instructor has graded my Assignment?

You can view your assignment details, grades page, or [set up notifications](#) to know when your instructor grades an assignment.

## Open Assignments



The screenshot shows the Canvas navigation bar with the following links:

- Home
- Announcements
- Assignments** (highlighted with a red box)
- Discussions
- Syllabus
- Quizzes
- Grades
- Files

Click the **Assignments** link.

## View Assignment

<b>Assignment #1</b>	Jan 25 at 12am	out of 10
<b>Assignment #2</b>	Feb 1 at 12am	out of 10
<b>Assignment #3</b>	Feb 8 at 12am	out of 15

Click on the assignment title to get grading details. You will also see a [Course Navigation indicator](#) when you visit your course which will notify you that you have a new grade or submission comment.

## View Assignment Submission

**Submission**

✓ Turned In!  
Mar 1 at 3:45pm

→ [Submission Details](#)

 [View the Original Entry](#)

Grade: 9 (10 pts possible)

Comments: No Comments

⊕ [Re-submit Assignment](#)

You will see a grade for your assignment if your instructor has graded it.

## See Grades so Far

Group Assignments by Type

✓ [See my grades so far](#)

Click the **See my grades so far** to view your grades.

## View Grades Page

### Grades For Jane Smith

[Print grades](#)

For the course, Documentation Sandbox

Name	Due	Score	Out of	
Assignment #1	Jan 25 by 12am	9.5	10	  
Assignment #2	Feb 1 by 12am	10	10	
Assignment #3	Feb 8 by 12am	13	15	 
Assignment #4	Feb 15 by 12am		10	
Reading Assignment #1	Feb 15 by 12am		10	

On your grades page, you can see all the assignments that have been graded.

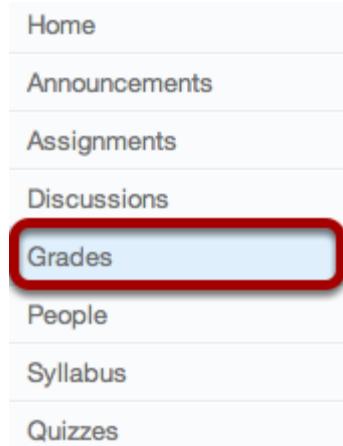
## How do I view instructor comments?

You can see comments from your instructor by accessing the assignment and viewing the submission details.

If your instructor used Crocodoc, you can see the annotations by clicking on the preview icon in the assignment submission details. [Click here](#) to learn how to use Crocodoc.

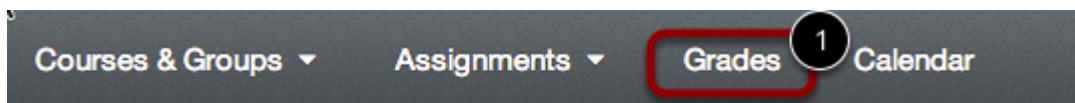
**Note:** Comments from your assignments also appear in Conversations. To learn more, view the lesson about [SpeedGrader comments in Conversations](#).

## Open Grades from Course Navigation



Click the **Grades** link.

## Open Grades from Global Navigation



### Courses I'm Taking

Writing for Nonreaders in the Postprint Era	66.5%
2 Documentation Sandbox	99.4%
Psychology 101	57.1%

If Grades does not appear in Course Navigation, you can click **Grades** from the Global Navigation menu [1]. A new window will appear. Click the name of the course you want to view [2].

### View Assignments

Name	Due	Score	Out of	Details
Assignment #2 - Personal Essay Homework	Sep 6 by 11:59pm	10	10	 2
• Introduce Yourself!	Sep 9 by 11:58pm	10	10	 4
Assignment #3	Oct 9 by 11:59pm	-	10	 1

Locate the speech bubble [1] to verify the assignment contains a comment. Hovering over the speech bubble [2] will tell you how many comments there are.

## View Assignment Comments

Name	Due	Score	Out of	Details
<a href="#">Assignment #2 - Personal Essay</a>	Sep 6 by 11:59pm	10	10	 1
 Let me know if you would rather prefer a PDF.				Emily Boone, Sep 4 at 3:39pm
Great use of technology examples in this paper. I'm impressed you submitted this so early.				Mr. Instructor, Sep 4 at 3:43pm
 <a href="#">Introduce Yourself!</a>	Sep 9 by 11:58pm	10	10	 

Click the speech bubble [1] to expand the window and view the assignment comments [1]. You can also view the author, date, and time of the comment.

## View Assignment Details

Name	Due	Score	Out of	Details
 <a href="#">Assignment #2 - Personal Essay</a>	Sep 6 by 11:59pm	10	10	
 <a href="#">Introduce Yourself!</a>	Sep 9 by 11:58pm	10	10	 
<a href="#">Assignment #3</a>	Oct 9 by 11:59pm	-	10	

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

## View Comments

**Submission Details**

Assignment #2 - Personal Essay, Emily Boone submitted Sep 4 at 3:39pm [+ Re-submit Assignment](#) Grade: 10 out of 10 [Show Rubric](#)

File Uploads for Emily Boone

 **Assignment2.doc**  **26 KB**

Let me know if you would rather prefer a PDF.  
Emily Boone, Sep 4 at 3:39pm

Great use of technology examples in this paper. I'm impressed you submitted this so early.  
Mr. Instructor, Sep 4 at 3:43pm

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

 [Media Comment](#) [Attach File](#)

Comments made on the assignment will appear to the right of the submitted assignment.

## Open Submission Preview

**Submission Details**

Assignment #2 - Personal Essay, Emily Boone submitted Sep 4 at 3:39pm [+ Re-submit Assignment](#) [Show Rubric](#)

Grade: 10 out of 10

File Uploads for Emily Boone

 Assignment2.doc 26 KB

Let me know if you would rather prefer a PDF.  
Emily Boone, Sep 4 at 3:39pm

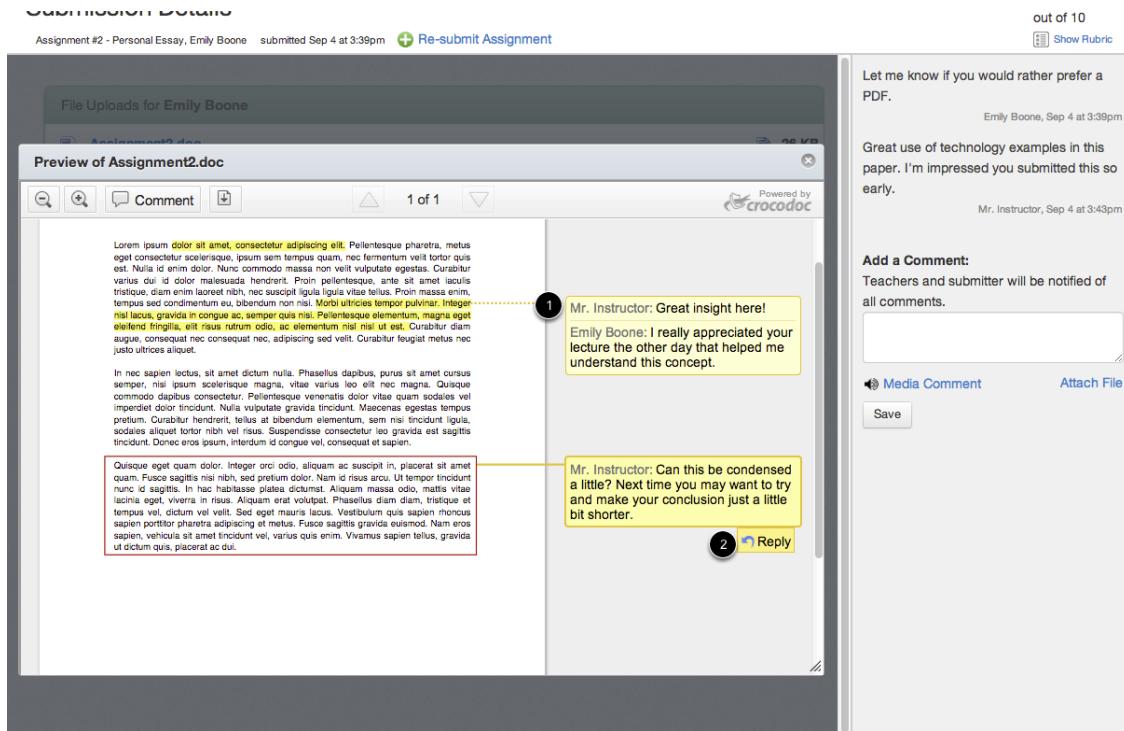
Great use of technology examples in this paper. I'm impressed you submitted this so early.  
Mr. Instructor, Sep 4 at 3:43pm

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

 Media Comment  Attach File

If your assignment is a paper, your instructor may leave annotations on your assignment. Click the **preview** icon to view the annotations.

## View Annotated Comments



The screenshot shows a student assignment submission page. At the top, it says "Assignment #2 - Personal Essay, Emily Boone submitted Sep 4 at 3:39pm" and has a "Re-submit Assignment" button. On the right, it shows "out of 10" and a "Show Rubric" button. The main area displays a PDF preview of the assignment. A yellow callout [1] points to a comment from "Mr. Instructor" that says: "Let me know if you would rather prefer a PDF." Below this, another comment from "Emily Boone" says: "Great use of technology examples in this paper. I'm impressed you submitted this so early." A yellow callout [2] points to a reply button next to a comment from "Mr. Instructor" that says: "Can this be condensed a little? Next time you may want to try and make your conclusion just a little bit shorter." To the right of the PDF viewer, there's a sidebar with an "Add a Comment" section where users can type their message and attach files.

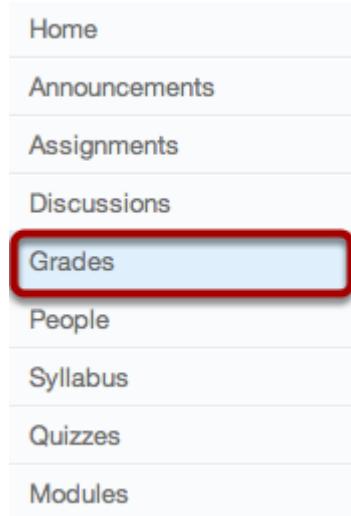
View the feedback from your instructor [1]. To reply to a comment, hover over the comment and click the **Reply** button [2] when it appears.

[Click here](#) to learn how to add annotations using Crocodoc.

## How do I view Rubric results for my Assignment?

By visiting your Grades page, you can view comments, rubrics, and scores on your assignments.

### Open Grades



Click the **Grades** link.

## Open Assignment

Name	Due	Score	Out of	
Assignment #1	Jan 25 by 12am	9.5	10	  
Assignment #2	Feb 1 by 12am	10	10	
Assignment #3	Feb 8 by 12am	13	15	 
Assignment #4	Feb 15 by 12am		10	
Reading Assignment #1	Feb 15 by 12am	10	10	
Assignment #5	Feb 22 by 12am		10	
Assignment #6	Mar 1 by 12am	9 (B)	10	
Assignment #7	Mar 8 by 12am	0%	10	

Click the **Rubric** icon to open the graded assignment and rubric results [1].

## View Rubric Results

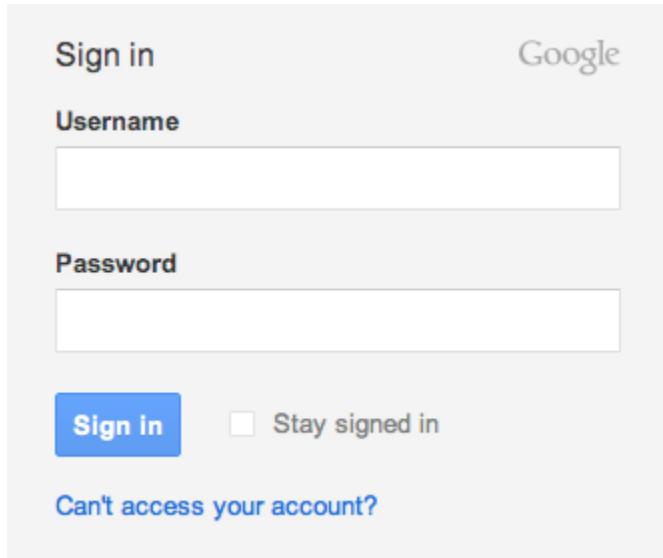
Reading Assignment #1		Feb 15 by 12am	10	10	
Assessment by Canvas Instructor					
Reading Assignment					
Criteria	Ratings				Pts
Follow Instructions  Instructor Comments	Full Marks 2 pts		No Marks 0 pts		2 / 2 pts
Show Understanding  Instructor Comments	Full Marks 3 pts	Partial Marks 2 pts		No Marks 0 pts	3 / 3 pts
► Reading Outcome <small>view longer description</small> threshold: 3 pts  Instructor Comments	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		5 / 5 pts

View the rubric results for your assignment.

## How do I communicate with my Instructor about Assignments?

There are various ways to communicate with your instructor about assignments.

### Communicate through Outside Email



The image shows a Google sign-in page. It has fields for 'Username' and 'Password', both of which are currently empty. Below the password field is a blue 'Sign in' button with white text. To the right of the button is a checkbox labeled 'Stay signed in'. At the bottom left is a link 'Can't access your account?'. The top right corner of the page says 'Google'.

One of the ways you can communicate with your instructor about your assignment is through an outside email as dictated by the instructor in the syllabus.

### Communicate through Conversations



Another way you can communicate with your instructor about your assignment is through the Canvas conversations located by clicking the **Inbox** link [1]. Again, the instructor will specify what communication option is the best in the syllabus.

## Communicate through Assignment Comments

See comments in the rubric.

Canvas Instructor, Nov 28, 2012 at 3:49pm

If you have questions, please  
contact me.

Canvas Instructor, Nov 28, 2012 at 3:52pm

Add a Comment:

Teachers and submitter will be  
notified of all comments.

 [Media Comment](#)    [Attach File](#)

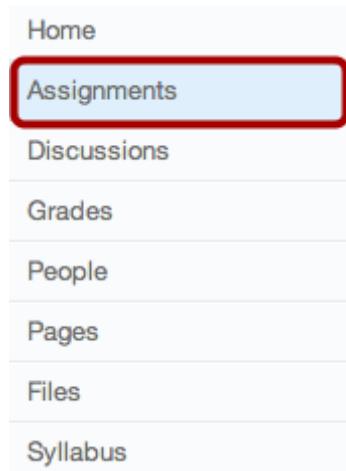
[Save](#)

After you have submitted the assignment, you can communicate with your instructor through the comment section on the submitted assignment.

## How do I submit an Assignment on behalf of my Group?

A group assignment is a way to 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.

### Open Assignments



Click the **Assignments** link.

### Open Assignment

#### Upcoming Assignments

<a href="#">Assignment #4</a>	Tomorrow at 12am	out of 10
<a href="#">Assignment #5</a>	Feb 22 at 12am	out of 10
<a href="#">Assignment #6</a>	Mar 1 at 12am	out of 10
<a href="#">Assignment #7</a>	Mar 8 at 12am	out of 10

Click on the Assignment title to open the Assignment

## View Group Assignment

 **Submit Assignment**

The Group Assignment will outline what the group needs to do in order to complete the assignment. The instructor will put you in groups to work on the assignment. When you are ready to turn in the assignment, click the **Submit Assignment** button.

## Submit Assignment

File Upload      Text Entry

Upload a file, or choose a file you've already uploaded.

 Keep in mind, this submission will count for everyone in your Unit 2 Groups group.

File:  Choose File    No file chosen

 [Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

Send Comment to the Whole Group

Add the assignment file and click on the **Submit Assignment** button.

## View Submission

**Submission**

 **Turned In!**

Mar 1 at 3:45pm

 [Submission Details](#)

 [View the Original Entry](#)

Comments: No Comments

---

 [Re-submit Assignment](#)

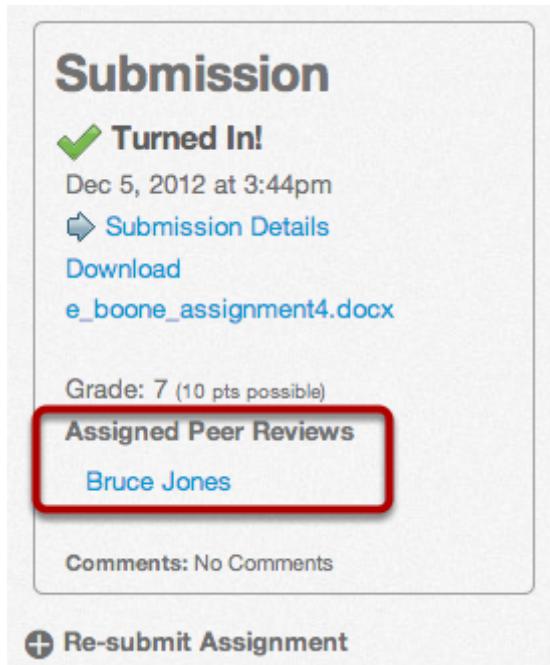
Once you submit the assignment, you can see that you turned it in. You can re-submit the assignment until the due date and time.

## What is a peer review Assignment?

Instructors can [create peer review assignments](#) for their students to complete. Peer reviews are not anonymous.

**Note:** Students will not be able to be assigned peer reviews or see their assigned peer reviews until they have submitted their own assignments.

## Peer Review Assignments



The screenshot shows a 'Submission' card for an assignment. At the top, it says 'Turned In!' with a green checkmark icon. Below that is the date 'Dec 5, 2012 at 3:44pm'. There's a blue link 'Submission Details' with a right-pointing arrow icon. Underneath is a blue 'Download' link and the file name 'e\_boone\_assignment4.docx'. A grade of '7 (10 pts possible)' is listed. A red box highlights the 'Assigned Peer Reviews' section, which contains the name 'Bruce Jones'. At the bottom, it says 'Comments: No Comments'. A blue 'Re-submit Assignment' button with a plus sign icon is at the bottom left.

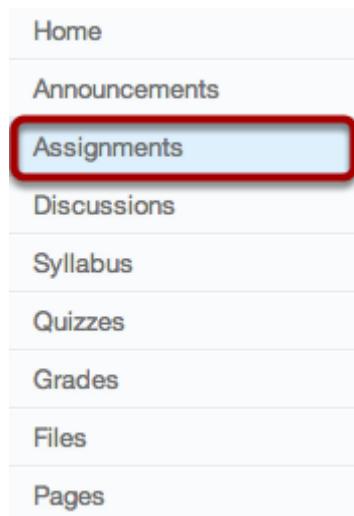
A peer-review assignment enables students to comment on submitted assignments. It is a tool that allows communication between students and allows students to master the concepts of a course.

## How do I submit a peer review to an Assignment?

Sometimes instructors will assign students to peer review another student's work.

[Click here to view a video about Peer Reviews.](#)

### Open Assignments



Click the **Assignments** link.

### View Past Assignments

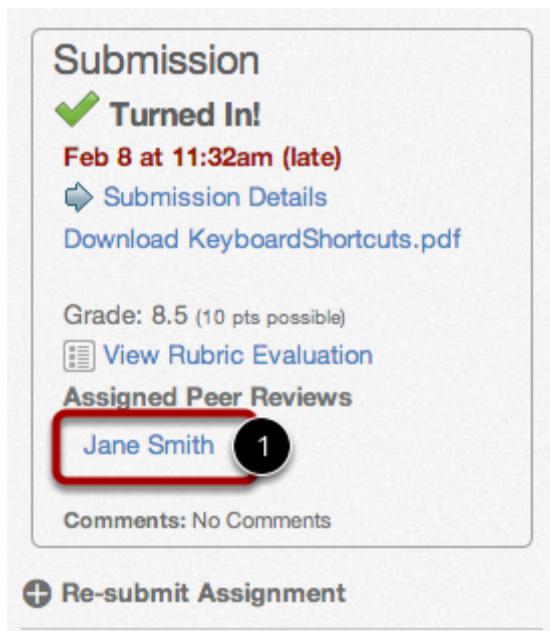
#### Assignment #4

Tomorrow at 12am

out of 10

When you view your Past Assignments, you will have to remember what Assignment needed to be peer reviewed. Your instructor should tell you when need to complete a peer reviewed assignment. Click the title of the assignment to open it.

## Open Assigned Peer Review



The screenshot shows the 'Submission' page for an assignment. At the top, it says 'Turned In!' with a green checkmark icon. Below that, the submission date is listed as 'Feb 8 at 11:32am (late)'. There is a link to 'Submission Details' and a link to 'Download KeyboardShortcuts.pdf'. A grade of '8.5 (10 pts possible)' is shown, along with a link to 'View Rubric Evaluation'. The 'Assigned Peer Reviews' section is highlighted with a red box around the name 'Jane Smith' [1]. Below this, it says 'Comments: No Comments'. At the bottom, there is a link to '+ Re-submit Assignment'.

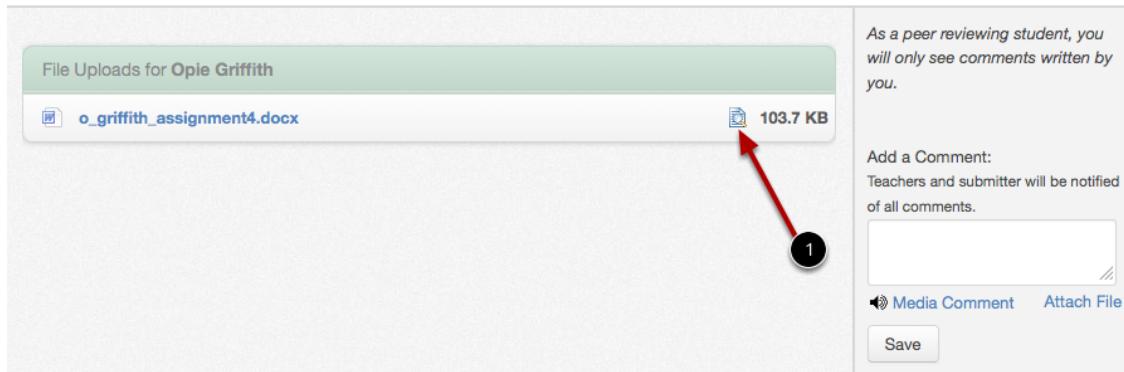
Click the name of the assigned peer whose work you will be reviewing [1]. The caution sign icon indicates the peer review has not been completed. A checkmark icon indicates that you have completed the peer review.

## View Peer Review

### Peer Review

Assignment #4, Opie Griffith submitted Dec 5 at 3:45pm

This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment.



The screenshot shows the 'File Uploads for Opie Griffith' section. It lists a single file: 'o\_griffith\_assignment4.docx' [1], which is 103.7 KB in size. To the right of the file list, there is a note: 'As a peer reviewing student, you will only see comments written by you.' Below the file list, there is a 'Add a Comment:' field with the placeholder 'Teachers and submitter will be notified of all comments.' and a 'Save' button. A red arrow points from the number '1' in the first screenshot to the file name 'o\_griffith\_assignment4.docx' in this screenshot.

A peer review requires at least one comment. If you want to add annotations to the assignment submission, click the preview icon [1].

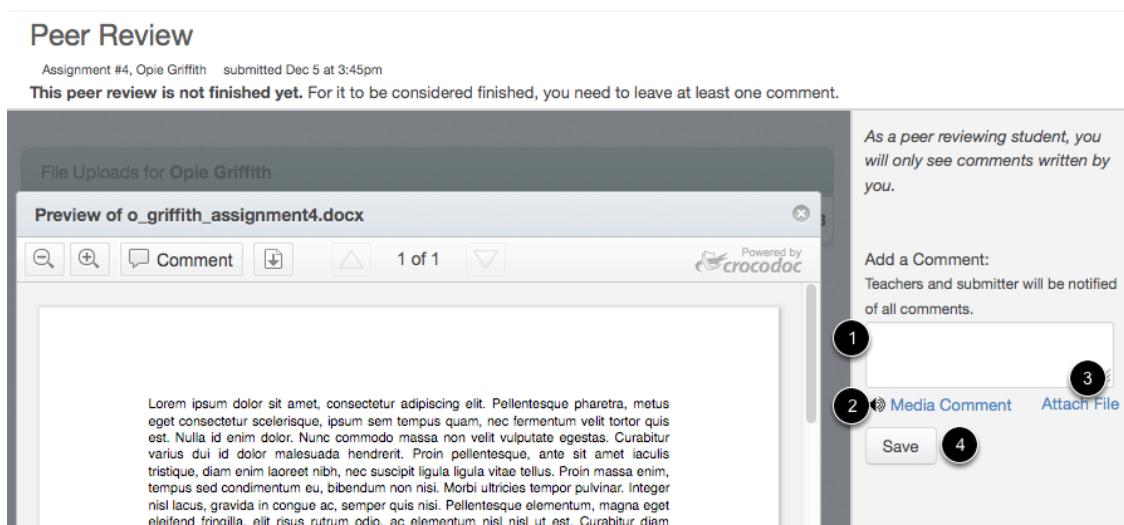
**Note:** If a rubric is attached to the assignment, you will need to leave at least one comment and fill out the rubric form by clicking the **Show Rubric** button.

## Complete the Peer Review

### Peer Review

Assignment #4, Opie Griffith submitted Dec 5 at 3:45pm

This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment.



The screenshot shows the Canvas Peer Review interface. On the left, there is a preview window for a Microsoft Word document titled "Preview of o\_griffith\_assignment4.docx". The document contains placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque pharetra, metus eget consectetur scelerisque, ipsum sem tempus quam, nec fermentum velit tortor quis est. Nulla id enim dolor. Nunc commodo massa non velit vulputate egestas. Curabitur varius dui id dolor malesuada hendrerit. Proin pellentesque, ante sit amet iaculis tristique, diam enim laoreet nibh, nec suscipit ligula ligula vitae tellus. Proin massa enim, tempus sed condimentum eu, bibendum non nisi. Morbi ultricies tempor pulvinar. Integer nisl lacus, gravida in congue ac, semper quis nisi. Pellentesque elementum, magna eget eleifend fringilla, elit risus rutrum odio, ac elementum nisl ut est. Curabitur diam". Above the preview window, a message says "File Uploads for Opie Griffith". To the right of the preview window, there is a sidebar with the following text: "As a peer reviewing student, you will only see comments written by you." Below this, there is a section titled "Add a Comment:" with the sub-instruction "Teachers and submitter will be notified of all comments." At the bottom of the sidebar, there are four numbered buttons: 1 (comment icon), 2 (media comment icon), 3 (attach file icon), and 4 (Save button).

In order to complete the Peer Review, you will need to leave at least one comment. Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click the **Save** button to complete the peer review [4].

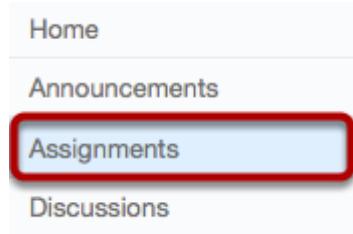
**Note:** When completing a peer review, students cannot see the teacher's comments or their peer's comments on the submission.

[Click here](#) to learn how to use Crocodoc to annotate the submission.

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

Your instructor can assign you as a peer reviewer for an assignment. Follow these steps to check if you have been assigned as a peer reviewer.

### Open Assignments



Click the **Assignments** link.

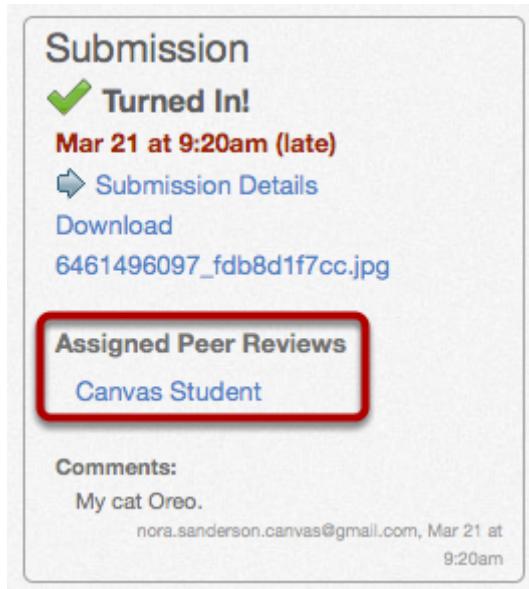
### View Past Assignments

#### Past Assignments

<b>Assignment 1</b>	Feb 25 at 4pm	out of 10
---------------------	---------------	-----------

Your instructor should tell you which assignments require peer review. Click the title of an assignment from your past assignments to see if you have been assigned as a peer reviewer.

## Check for Assigned Peer Review



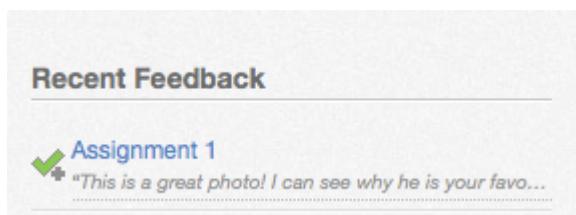
The screenshot shows the 'Submission' section of a Canvas assignment page. It includes a green checkmark icon followed by the text 'Turned In!', the date 'Mar 21 at 9:20am (late)', a link to 'Submission Details', a download link for the file '6461496097\_fdb8d1f7cc.jpg', and a section titled 'Assigned Peer Reviews' which contains the name 'Canvas Student'. A red box highlights the 'Assigned Peer Reviews' section. Below this, there is a 'Comments:' section with the text 'My cat Oreo.' and the email address 'nora.sanderson.canvas@gmail.com' along with the timestamp 'Mar 21 at 9:20am'.

The Submission box on the right side of your screen will show whose assignments you should peer review. Click the student's name to complete your peer review.

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

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

### View Recent Feedback in the Sidebar



The screenshot shows the 'Recent Feedback' section of the Canvas sidebar. It features a green checkmark icon next to the text 'Assignment 1' and a partial comment quote: "'This is a great photo! I can see why he is your favo...'"

Recent comments from peer reviewed assignments can appear in the sidebar when you first log in to Canvas.

## View Peer Review on the Assignment Page

**Submission**

✓ Turned In!

Mar 21 at 9:01am (late)

➡ Submission Details

Download

6065833676\_4773582f7a\_n.jpg

**Assigned Peer Reviews**

nora.sanderson.canvas@gmail.com

**Comments:**

This is my dog.

Student - Mar 21 at 9:01am

This is a great photo! I can see why he is your favorite thing.

nora.sanderson.canvas@gmail.com, Mar 21 at 9:49am

You can also see your peers' feedback on the assignment page. When you navigate to the page for that assignment, all comments from your peers appear in the Submission box.

## View Peer Review on the Submission Details Page

Submission Details

Assignment 1, Student submitted Mar 21 at 9:01am (late) [+ Re-submit Assignment](#)

Grade: out of 10

File Uploads for Canvas Student

 6065833676\_4773582f7a\_n.jpg 30 KB

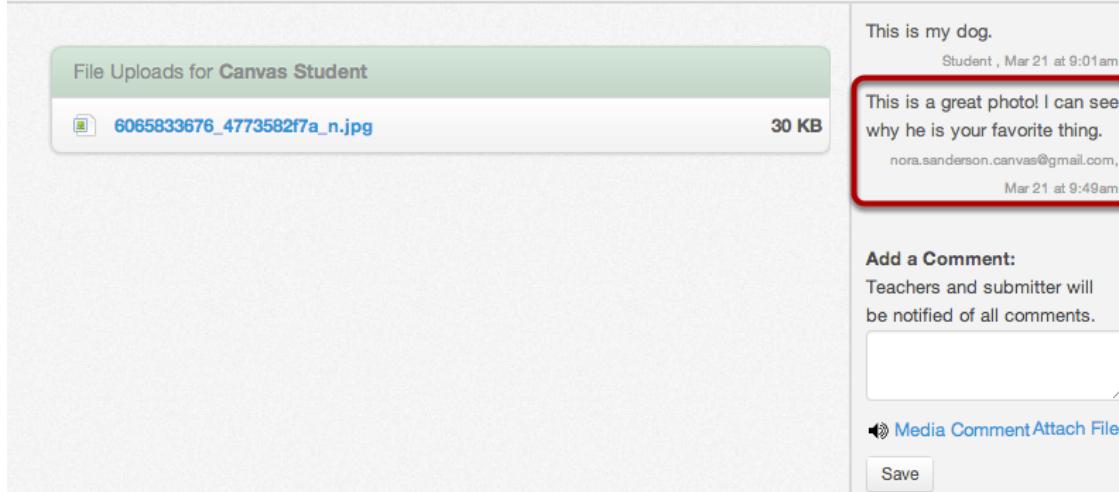
This is my dog.  
Student , Mar 21 at 9:01am

This is a great photo! I can see why he is your favorite thing.  
nora.sanderson.canvas@gmail.com,  
Mar 21 at 9:49am

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

 Media Comment Attach File

Save



Click the **Submission Details** link on the assignment page to see more information about the assignment. You can view peer review on the Submission Details page as well.

## How do I use the Submission Details page for an Assignment?

The Submission Details page provides all the details you need to follow up on your submitted assignment.

## View Assignments

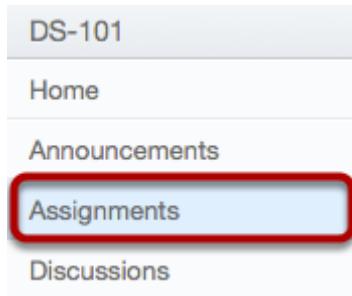
DS-101

Home

Announcements

Assignments

Discussions



Click the **Assignments** link.

## Find the Assignment

### Past Assignments

[\*\*Assignment #1\*\*](#)

[\*\*Assignment #2\*\*](#)

[\*\*Assignment #3\*\*](#)

[\*\*Reading Assignment #1\*\*](#)

[\*\*Take This Quiz\*\*](#)

[\*\*Assignment #5\*\*](#)

Find the assignment that you want to view more details about and click the assignment name. It should appear under Past Assignments.

## View Submission Details

**Submission**

✓ Turned In!  
**Feb 25 at 9:30am (late)**

[➡ Submission Details](#)  

[Download Test Document](#)

Grade: complete (10 pts possible)

[View Rubric Evaluation](#)

**Assigned Peer Reviews**

Jane Smith

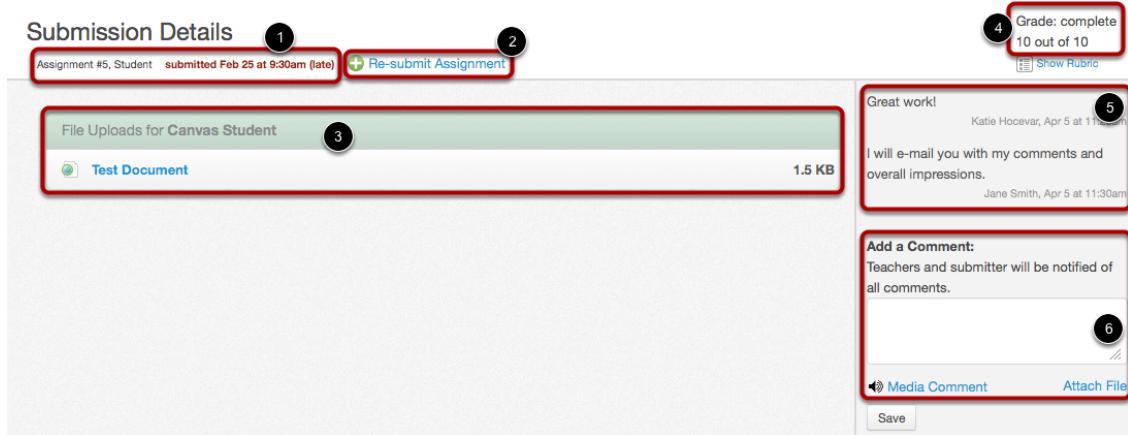
**Comments:**

Great work!  
Katie Hoevar, Apr 5 at 11:25am

I will e-mail you with my comments and overall impressions.  
Jane Smith, Apr 5 at 11:30am

In the sidebar, find the Submission box and click the **Submission Details** link. This link will appear only if you have already submitted the assignment.

## View Information About Your Submission



The screenshot shows the 'Submission Details' page for an assignment. At the top left, there's a red box around the assignment name and submission date (1). Next to it is a 'Re-submit Assignment' button (2). To the right, a red box highlights the grade information (4), which shows 'Grade: complete' and '10 out of 10'. Below that is a 'Show Rubric' link. In the center, a red box surrounds the file upload section (3), which displays a 'Test Document' file (1.5 KB). On the right side, there's a comment from 'Katie Hocevar' (5) saying 'Great work!' and noting she will email comments. Below that is another comment from 'Jane Smith' (5) at 11:30am. At the bottom right, there's a 'Save' button and options for 'Media Comment' (6) and 'Attach File'.

You can view and follow up on many assignment details from the Submission Details page.

1. View the assignment name and when it was submitted.
2. Re-submit the assignment.
3. View the assignment submission.
4. View your grade, if the assignment has been graded.
5. View comments from your instructor and your peer reviewer(s), if appropriate.
6. Add a text or media comment that your instructor will see.

## View Rubric Details

Writing Assignment				
Criteria	Ratings			Pts
Follow Instructions	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	3 / 5 pts
Correct Grammar	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 / 5 pts
Length	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 / 5 pts
Writing Prompt <a href="#">view longer description</a> threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	--
				Total Points: 13

If your assignment was graded using a rubric, you can view the rubric and see what scores you received for each criterion. To view the rubric, click the **Show Rubric** link under your grade details.

## Annotate an Assignment

File Uploads for Canvas Student

 <a href="#">canvasstudent_assignment4.docx</a>	 103.7 KB
--	--

You can annotate or leave comments on a file you upload using the Submission Details page. To access Crocodoc for your file, click the **Paper with Magnifying Glass** icon next to the file submission name.

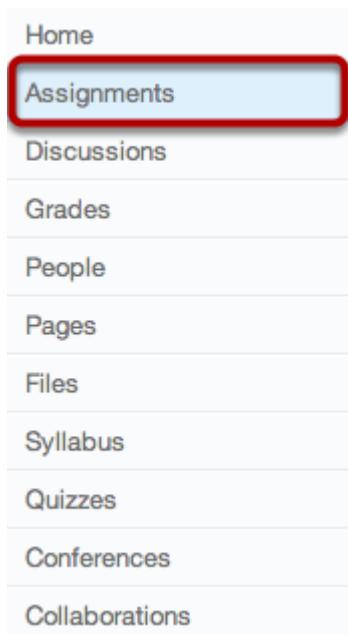
## How do I submit a Turnitin Assignment?

Submitting a Turnitin assignment is similar to [submitting a regular online assignment](#).

[Turnitin accepts the following file formats:](#)

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Hangul (HWP)

## Click Assignments



Click the **Assignments** link or find the assignment in your To Do List in the sidebar.

## View Assignment

### Upcoming Assignments

What is Cheating?	Thursday at 11:59pm	out of 10
<a href="#">Assignment 1</a>		
<a href="#">Assignment 2</a>		
<a href="#">Assignment 3</a>		

View all the assignments you have to complete on the Assignment Page.

## View Assignment

### What is Cheating?

**Due** Thursday by 11:59pm      **Points** 10  
**Submitting** a text entry box or a file upload (Turnitin enabled)

What is the best way to combat cheating in classes? Please write 2-3 paragraphs explaining how you stop cheating.

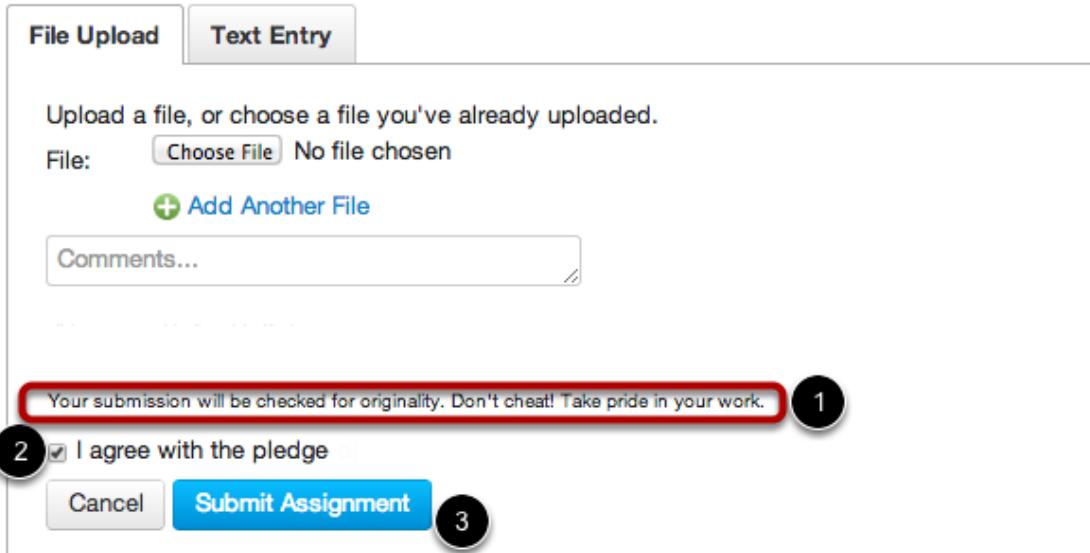
Turnitin has been enable for this assignment reminds you that your instructor is checking your work using Turnitin.

## Click Submit Assignment

 [Submit Assignment](#)

When you are ready to turn in the assignment, click **Submit Assignment**.

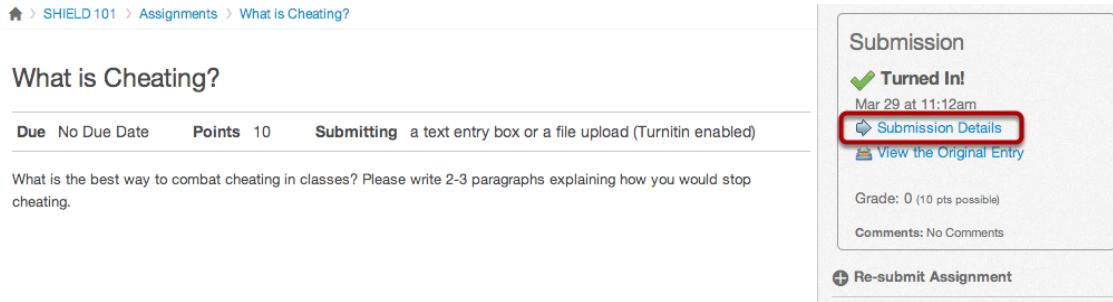
## Submit Assignment



The screenshot shows the 'Submit Assignment' interface. At the top, there are two tabs: 'File Upload' (selected) and 'Text Entry'. Below them is a file input field with the placeholder 'Upload a file, or choose a file you've already uploaded.' and a 'Choose File' button. A note says 'No file chosen'. There is also a link '+ Add Another File'. A text area labeled 'Comments...' is present. A red box highlights a note at the bottom: 'Your submission will be checked for originality. Don't cheat! Take pride in your work.' A circled '1' is next to this note. Below it is a checkbox 'I agree with the pledge' with a checked box and a circled '2'. At the bottom are 'Cancel' and 'Submit Assignment' buttons, with a circled '3' next to the 'Submit Assignment' button.

Submitting the Turnitin Assignment is just like submitting a regular assignment, although you will have a note [1] reminding you that your submission will be checked by turnitin for originality. You will also have to click the checkbox [2] to agree with the pledge before submitting the assignment. When you are ready to submit, click the **Submit Assignment** button [3].

## View Submission



The screenshot shows the 'View Submission' page. At the top, there is a breadcrumb trail: Home > SHIELD 101 > Assignments > What is Cheating?. Below it is a section titled 'What is Cheating?' with a due date of 'No Due Date', points of '10', and a note about Turnitin being enabled. A text area asks: 'What is the best way to combat cheating in classes? Please write 2-3 paragraphs explaining how you would stop cheating.' To the right is a 'Submission' box. It shows a green checkmark and the text 'Turned In!' with the date 'Mar 29 at 11:12am'. A red box highlights the 'Submission Details' link. Other links include 'View the Original Entry' and 'Re-submit Assignment'. The box also shows a grade of '0 (10 pts possible)' and 'Comments: No Comments'.

After you submit your Assignment, it looks like a regular submission. To view your graded assignment, click **Submission Details**.

## View Submission Details

Grade: 0  
out of 10

100%



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

Media Comment Attach File

Save

This student got a 100% report from Turnitin and received a 0 on the assignment. That means that the whole assignment was copied directly from a source. To learn more about how to view your result, go to this [lesson](#).

## How do I view Turnitin results for an Assignment?

The process for turning in a Turnitin-enabled assignment is the same as turning in any other assignment in Instructure Canvas. You can view Turnitin results after your assignment has been graded by the instructor.

### Open Assignment

Assignment 2 [1]

0 out of 10 

Click the assignment title [1] to open the assignment. You can access the assignment through the Assignments link or through Recent Feedback on the Sidebar.

### View Assignment

#### Submission Details

Assignment 2, Test Student submitted Aug 11 at 9:58pm  Re-submit Assignment

Grade: 0

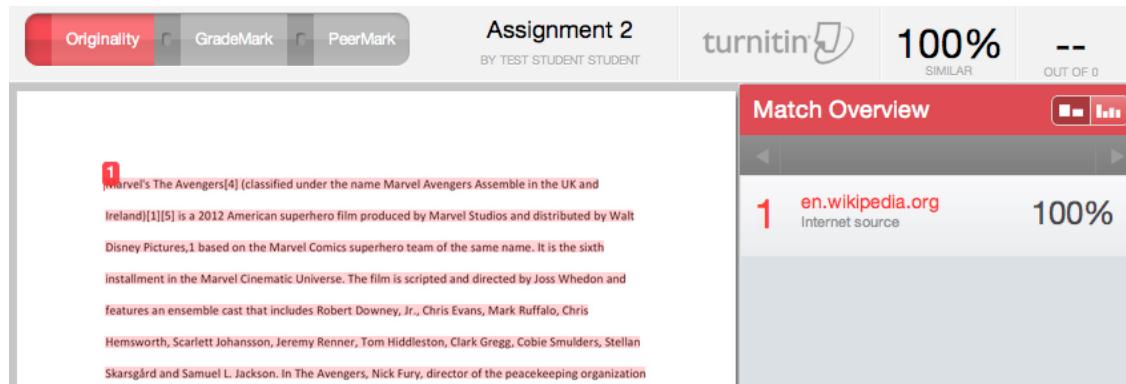
out of 10

1

100%

View the assignment. The speech bubble [1] will indicate what percent of your assignment matches internet sources. Click on the speech bubble to open a detailed originality report in a new window.

## View Originality Report



The screenshot shows a Turnitin originality report for an assignment titled "Assignment 2" submitted by "TEST STUDENT STUDENT". The report indicates 100% similarity with an internet source. The match overview shows one match from "en.wikipedia.org" which is 100% similar. The student's submission text discusses the Marvel movie "The Avengers".

Assignment 2  
BY TEST STUDENT STUDENT

turnitin

100%  
SIMILAR  
-- OUT OF 0

Match Overview

1 en.wikipedia.org 100%  
Internet source

[Redacted text block]

1 Marvel's The Avengers[4] (classified under the name Marvel Avengers Assemble in the UK and Ireland)[1][5] is a 2012 American superhero film produced by Marvel Studios and distributed by Walt Disney Pictures,<sup>1</sup> based on the Marvel Comics superhero team of the same name. It is the sixth installment in the Marvel Cinematic Universe. The film is scripted and directed by Joss Whedon and features an ensemble cast that includes Robert Downey, Jr., Chris Evans, Mark Ruffalo, Chris Hemsworth, Scarlett Johansson, Jeremy Renner, Tom Hiddleston, Clark Gregg, Cobie Smulders, Stellan Skarsgård and Samuel L. Jackson. In The Avengers, Nick Fury, director of the peacekeeping organization

Turnitin provides an originality report. In this example, the student had a 100% match to a Wikipedia entry.

# Calendar

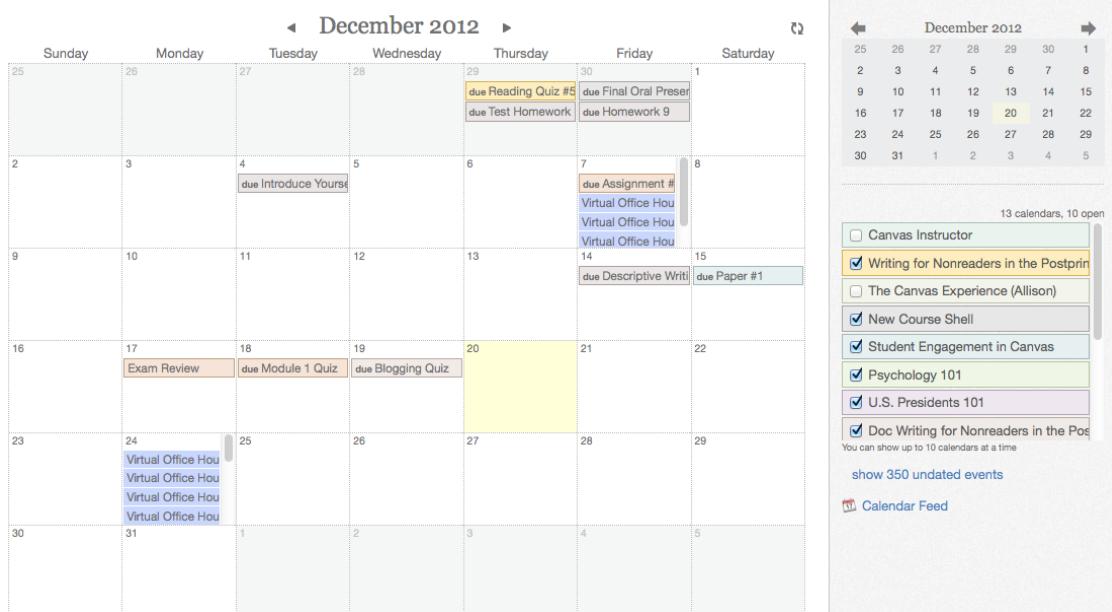
## How is the new Calendar different from the old Calendar?

The new Calendar looks different than the old Calendar, but has the same functionality plus some new features. This lesson helps you identify the differences between each calendar. Please be aware that the old calendar will be *removed* from Canvas at the end of 2013.

At this time, calendars cannot be printed or imported/exported.

**Note:** iOS users can sync the Canvas calendar with the calendars on their mobile devices. For more details visit the [Mobile Guides](#).

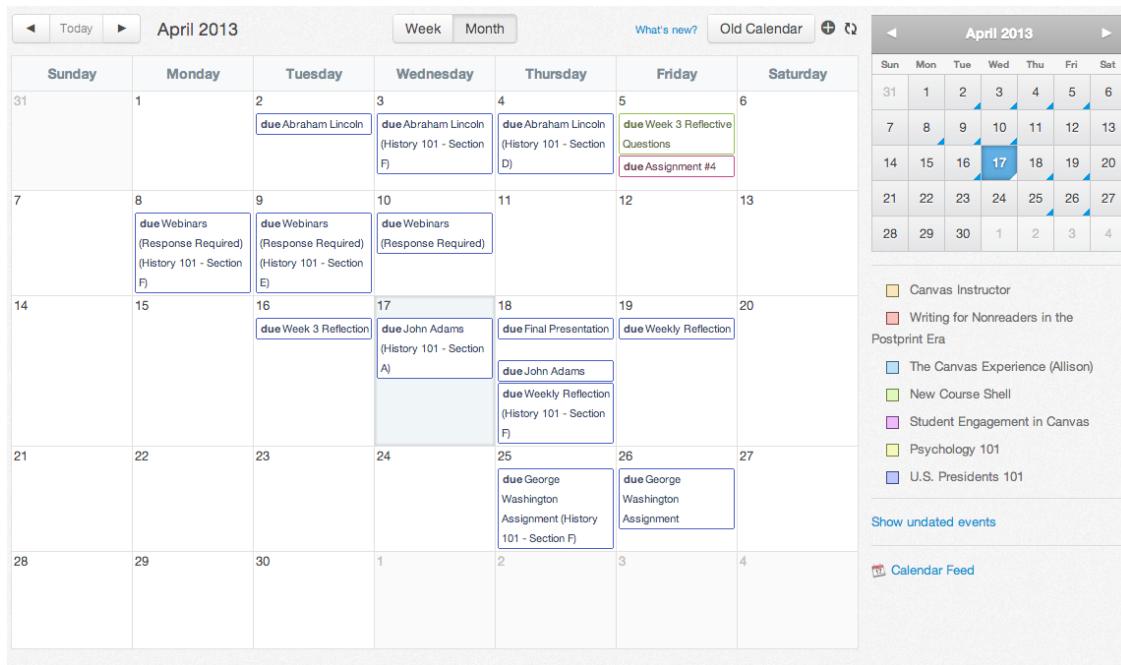
### View Old Calendar



The screenshot shows a monthly calendar for December 2012. The days of the week are labeled at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The dates are numbered 25 through 31. Several events are listed in boxes on specific days. For example, on December 29, there are three events: "due Reading Quiz #5", "due Final Oral Preser", and "due Test Homework". On December 30, there are four events: "due Assignment #", "Virtual Office Hou", "Virtual Office Hou", and "Virtual Office Hou". On December 31, there are two events: "due Descriptive Writt" and "due Paper #1". To the right of the calendar, there is a sidebar with a list of open calendars, a link to show 350 undated events, and a "Calendar Feed" section.

This is how the old Calendar looks.

## View New Calendar



The screenshot shows a detailed calendar view for April 2013. The main calendar grid displays dates from April 1st to April 30th. Various events are listed in boxes on specific days:

- April 1: due Abraham Lincoln
- April 3: due Abraham Lincoln (History 101 - Section F)
- April 4: due Abraham Lincoln (History 101 - Section D)
- April 5: due Week 3 Reflective Questions, due Assignment #4
- April 8: due Webinars (Response Required) (History 101 - Section F)
- April 9: due Webinars (Response Required) (History 101 - Section E)
- April 10: due Webinars (Response Required)
- April 15: due Week 3 Reflection
- April 16: due John Adams (History 101 - Section A)
- April 17: due Final Presentation
- April 18: due John Adams
- April 19: due Weekly Reflection (History 101 - Section F)
- April 25: due George Washington Assignment (History 101 - Section F)
- April 26: due George Washington Assignment

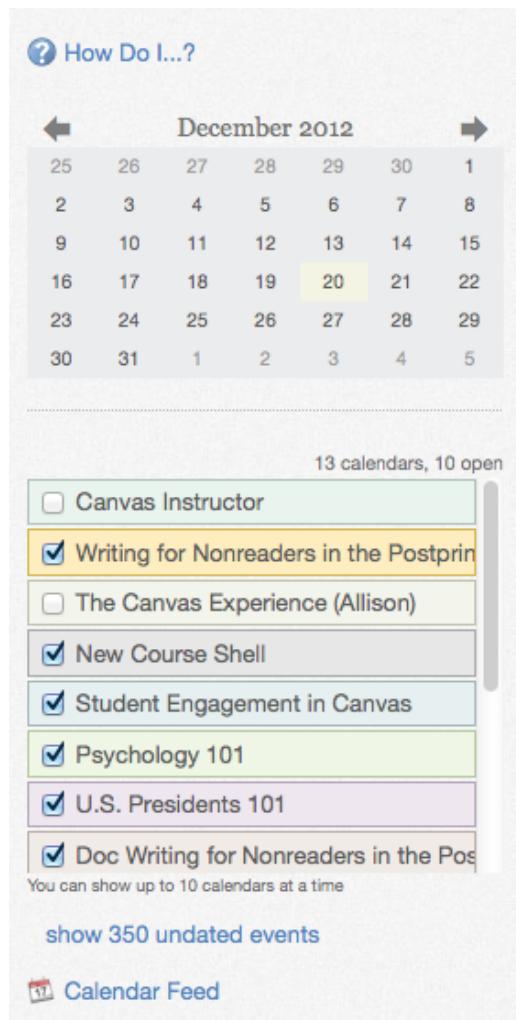
A legend on the right side of the calendar identifies the colors used for different event types:

- Canvas Instructor (Yellow square)
- Writing for Nonreaders in the Postprint Era (Red square)
- The Canvas Experience (Allison) (Blue square)
- New Course Shell (Green square)
- Student Engagement in Canvas (Purple square)
- Psychology 101 (Yellow-green square)
- U.S. Presidents 101 (Light blue square)

Below the legend are links for "Show undated events" and "Calendar Feed".

This is the new Calendar.

## View Old Calendar Sidebar



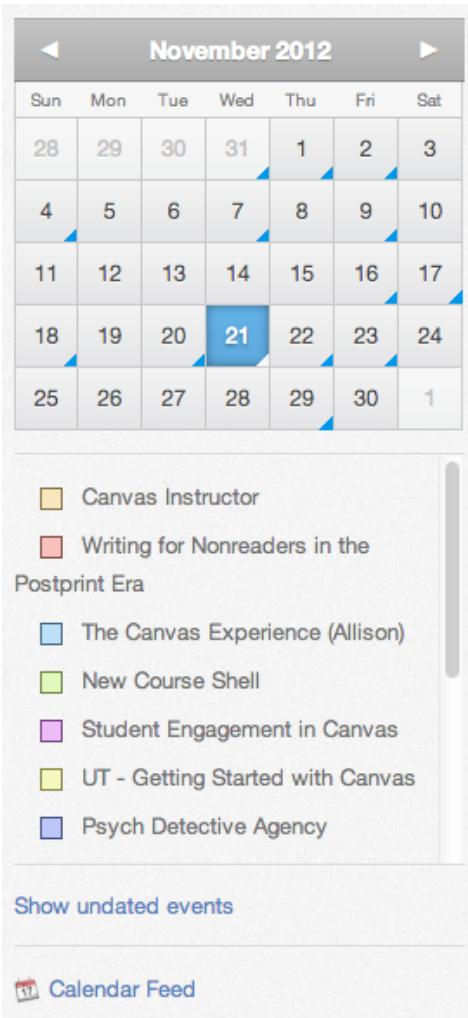
The screenshot shows the old Canvas Calendar sidebar. At the top, there's a "How Do I..." help section. Below it is a monthly calendar for December 2012, with the 20th highlighted in yellow. To the left of the calendar is a left arrow, and to the right is a right arrow. Below the calendar, a message says "13 calendars, 10 open". A list of courses follows, each with a checkbox and a course name:

- Canvas Instructor
- Writing for Nonreaders in the Postprin
- The Canvas Experience (Allison)
- New Course Shell
- Student Engagement in Canvas
- Psychology 101
- U.S. Presidents 101
- Doc Writing for Nonreaders in the Pos

Below the course list, a note says "You can show up to 10 calendars at a time". There's also a link "show 350 undated events" and a "Calendar Feed" button.

This is how the old Calendar sidebar looks. The colors for the courses were muted and sometimes hard to see the difference between the multiple courses.

## View New Calendar Sidebar



The screenshot shows the new Canvas Calendar sidebar for November 2012. At the top, there's a navigation bar with arrows for 'Previous' and 'Next', the month 'November 2012', and a search bar. Below the calendar grid, there's a legend for course filters, a link to 'Show undated events', and a 'Calendar Feed' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Legend:

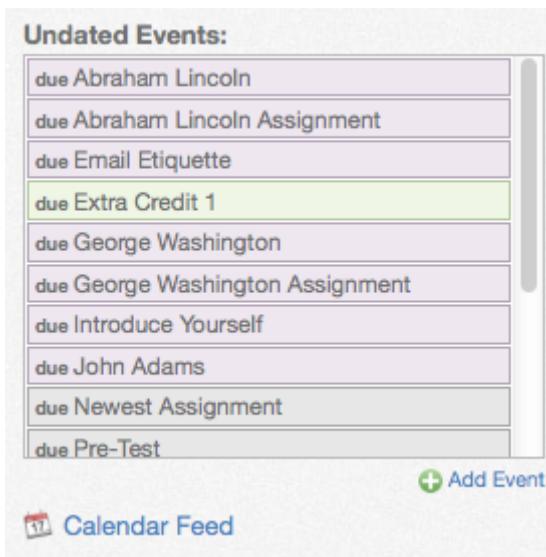
- Yellow square: Canvas Instructor
- Pink square: Writing for Nonreaders in the Postprint Era
- Blue square: The Canvas Experience (Allison)
- Green square: New Course Shell
- Magenta square: Student Engagement in Canvas
- Light blue square: UT - Getting Started with Canvas
- Dark blue square: Psych Detective Agency

Show undated events

Calendar Feed

This is how the new Calendar sidebar looks. The new sidebar features more vibrant colors to view multiple courses easier, better layout to be more efficient, and maintained filter-in functionality.

## View Old Calendar Undated Events List



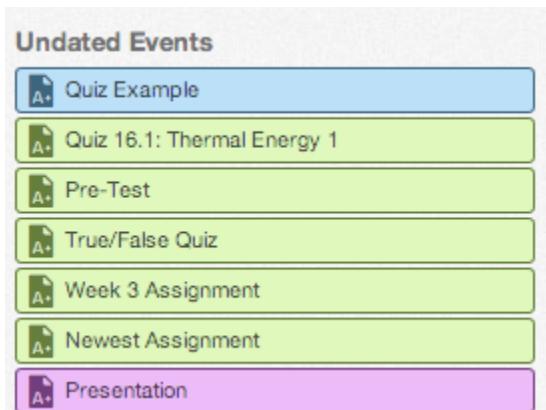
The screenshot shows a list of undated events in a sidebar. The events are listed vertically in a table-like structure:

Undated Events:	
due	Abraham Lincoln
due	Abraham Lincoln Assignment
due	Email Etiquette
due	Extra Credit 1
due	George Washington
due	George Washington Assignment
due	Introduce Yourself
due	John Adams
due	Newest Assignment
due	Pre-Test

Below the list is a blue button labeled "Add Event" with a plus sign icon. At the bottom left is a "Calendar Feed" link.

In the old Calendar, when you clicked the **Show undated events** link, you would see a list of events and assignments.

## View New Calendar Undated Events List

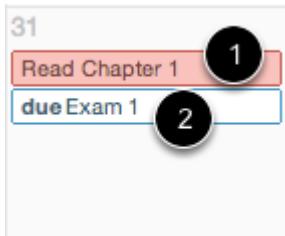


The screenshot shows a list of undated events in a sidebar. Each event is represented by a card with an icon and a title. The cards are color-coded:

- Quiz Example (blue)
- Quiz 16.1: Thermal Energy 1 (light green)
- Pre-Test (light green)
- True/False Quiz (light green)
- Week 3 Assignment (light green)
- Newest Assignment (light green)
- Presentation (pink)

In the new Calendar, when you click the **Show undated events** link, you will see a list of events and assignments. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

## View Due Dates



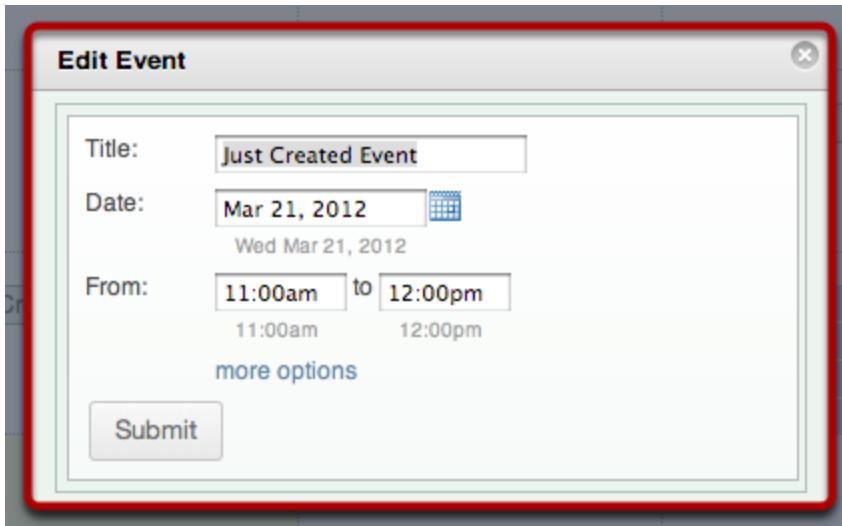
Calendar Events are shown in the color boxes [1] and Due Dates for Assignments are shown in white boxes with the word **due** before the Assignment name [2]. Each are color-coded to match the courses or calendars in the sidebar.

## View New Way to Move Between Months



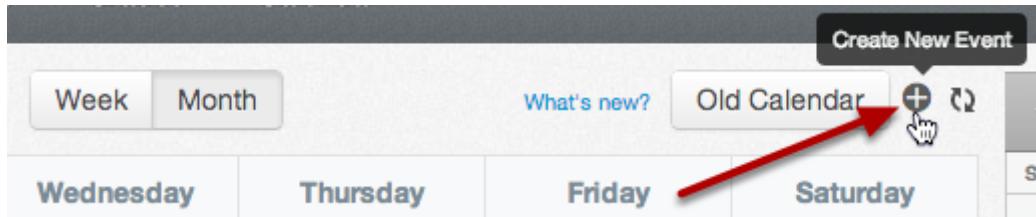
The new Calendar has different buttons to click to move from month to month. Click the arrow buttons to view previous and future months.

## View Old Calendar Edit Event Window



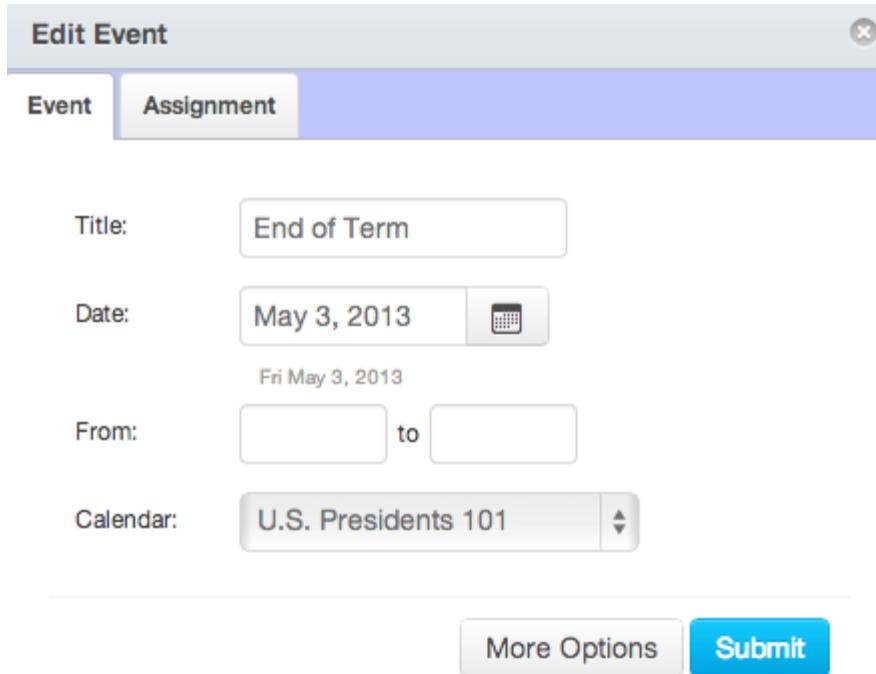
The old Calendar Edit Event pop-up window looks like this.

## View Add Event or Assignment



Instead of having to access the sidebar to add a new event, users can now add a new event at the top of the calendar, next to the refresh icon.

## View New Calendar Edit Event Window



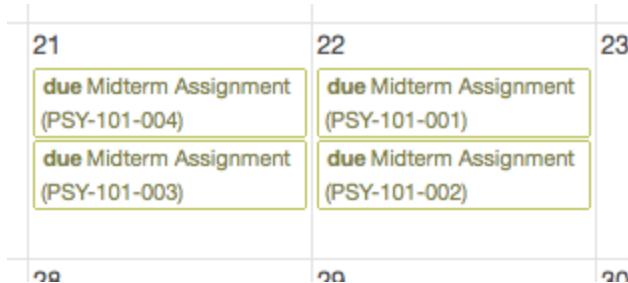
A screenshot of the new Canvas Calendar Edit Event window. The title bar says "Edit Event". Below it, there are two tabs: "Event" (which is selected) and "Assignment". The main form contains the following fields:

Title:	End of Term
Date:	May 3, 2013 
Fri May 3, 2013	
From:	<input type="text"/> to <input type="text"/>
Calendar:	U.S. Presidents 101 

At the bottom are two buttons: "More Options" and a large blue "Submit" button.

The new Calendar Edit Event pop-up window has the same functionality as the old Calendar Edit Event window, but has a new and improved look. The color background matches the course color in the Calendar 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 New Calendar Features



The new Calendar view available is Week. Click **Week** or **Month** to open that particular view.

## View Calendar Week

SUNDAY APR 7	MONDAY APR 8	TUESDAY APR 9	WEDNESDAY APR 10	THURSDAY APR 11	FRIDAY APR 12	SATURDAY APR 13
all-day						
12am			due Webinars (Response Required) (History 101 - Section F)	due Webinars (Response Required) (History 101 - Section E)	due Webinars (Response Required)	
1am						
2am						
3am						
4am						

This is the new Calendar Week View. By clicking on the Week button, the Calendar will show you the week you want to view.

## View New Calendar All Day Events



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

## View New Calendar Time Slots

all-day	
12am	
1am	
2am	
3am	
4am	
5am	
6am	
7am	
8am	
9am	

On the new Calendar for the week view, the time slots go from 12:00 am to 12:00 pm.

## What is the Calendar?

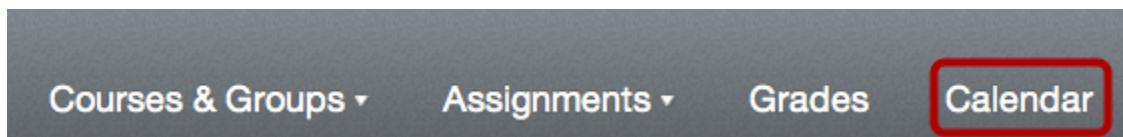
One of the challenges facing both students and teachers is keeping track of all of the assignments planned throughout the term. Teachers are teaching multiple courses and students are learning in multiple courses. Every class has its own timeline for when things need to be done. The Calendar helps everyone stay on schedule and up to date.

Helpful tips about the calendar:

- The Calendar is used for reminding students of graded Assignments with specific due dates. To provide students with detailed descriptions of how synchronous class time will be used, consider using Pages or customizing the Course Home Page.
- The Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if you create, change, or delete the due date of an Assignment on the Calendar, it will show up in all the others and vice versa. You can change dates easily by dragging and dropping assignments from one date to another.
- The Calendar in Canvas is a global feature, meaning you can see all of your assignments from all of your courses in one place. If your Calendar becomes too crowded, you can filter the number of events listed on your Calendar by selecting or deselecting courses in the Sidebar.

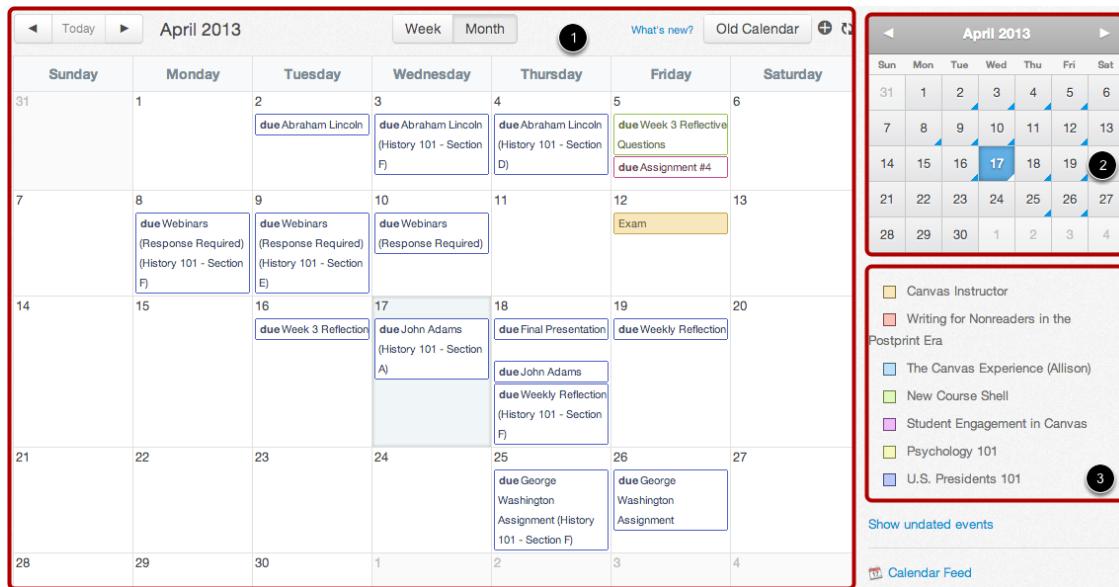
**Note:** iOS users can sync the Canvas calendar with the calendars on their mobile devices. For more details visit the [Mobile Guides](#).

## Locate Calendar Link



To view the Calendar, click the **Calendar** link.

## View Calendar



The screenshot shows the Canvas Calendar interface for April 2013. The main calendar grid [1] displays several events, including assignments and webinars, each with a specific color-coded box. To the right of the main calendar is a smaller, secondary calendar [2] for April 2013. Below the main calendar is a legend [3] that maps colors to course names or categories: Canvas Instructor (blue), Writing for Nonreaders in the Postprint Era (red), The Canvas Experience (Allison) (orange), New Course Shell (green), Student Engagement in Canvas (purple), Psychology 101 (yellow), and U.S. Presidents 101 (light blue).

After clicking on the Calendar link, you will see the Calendar Month with the events [1], the mini Calendar [2], and the Calendars for courses and/or groups [3].

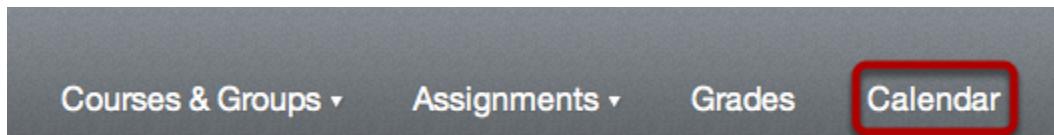
When would I use the Calendar?

- Use the Calendar to quickly add Assignments to a blank course. Fill in the details of those Assignments later.
- Use the Calendar to adjust the dates of Assignments that have been imported from previous terms. Canvas makes it easy to drag and drop events across multiple months.
- Use the Calendar to copy the iCal feed for all of your courses and add it to your preferred personal Calendar.

## How do I view the Calendar?

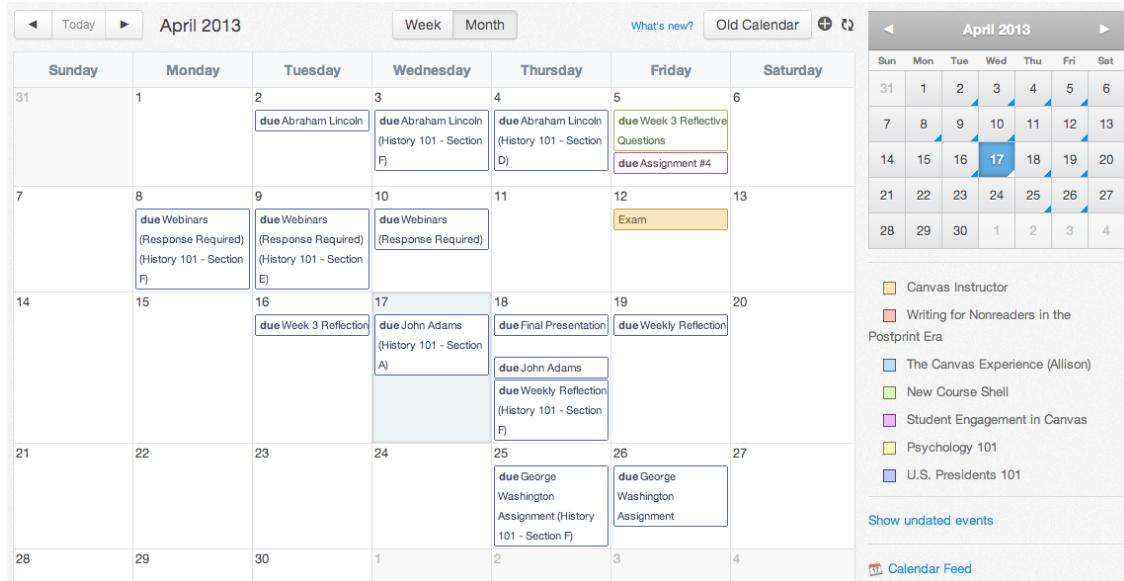
The Calendar is a great way to view everything you have to do for all your courses in one place.

### Locate Calendar Link



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

## View Calendar



The screenshot shows the Canvas Calendar interface for April 2013. The calendar grid displays various assignments and events across different courses. A legend on the right side maps colors to course sections:

- Canvas Instructor (Yellow)
- Writing for Nonreaders in the Postprint Era (Pink)
- The Canvas Experience (Allison) (Light Blue)
- New Course Shell (Light Green)
- Student Engagement in Canvas (Purple)
- Psychology 101 (Yellow-Green)
- U.S. Presidents 101 (Blue)

Specific events listed in the calendar include:

- due Abraham Lincoln (History 101 - Section F)
- due Week 3 Reflective Questions (History 101 - Section D)
- due Assignment #4 (History 101 - Section E)
- Exam (Psychology 101)
- due Final Presentation (The Canvas Experience (Allison))
- due Weekly Reflection (New Course Shell)
- due John Adams (Student Engagement in Canvas)
- due John Adams (History 101 - Section A)
- due George Washington Assignment (History 101 - Section F)
- due George Washington Assignment (U.S. Presidents 101)

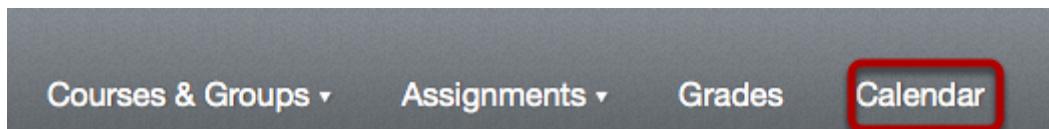
Buttons at the top of the calendar include Today, Week, Month, What's new?, Old Calendar, and a plus sign for adding events.

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calender spans across all courses.

## How do I filter my Calendar view by course?

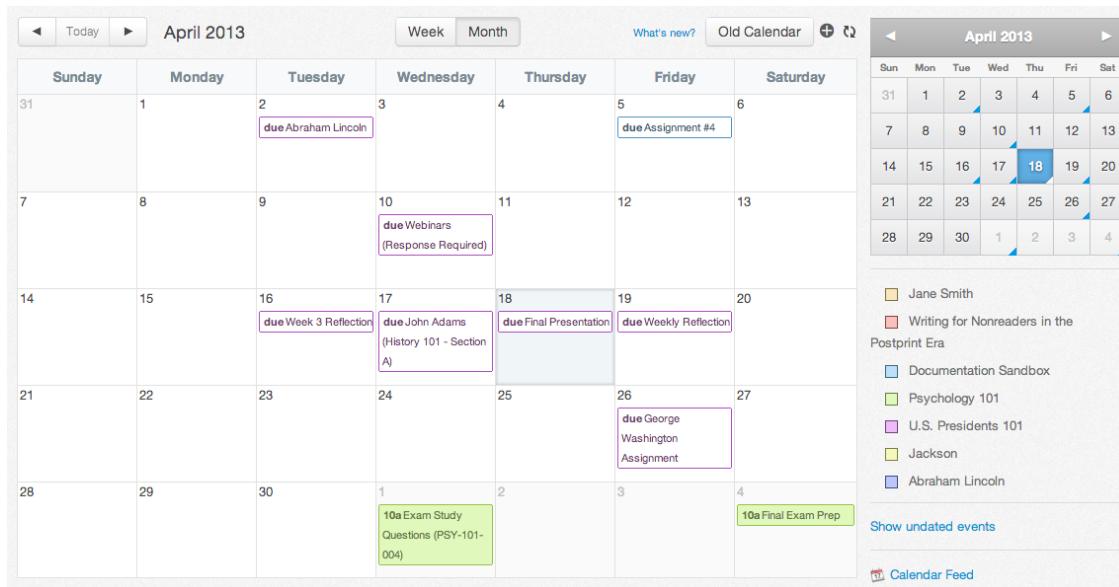
You can filter your Calendar by courses.

## Locate Calendar Link



Click the **Calendar** link.

## View Calendar



The screenshot shows the Canvas Student Guide calendar for April 2013. The main calendar grid displays dates from April 1st to April 30th. Several events are listed with due dates:

- April 2nd: due Abraham Lincoln
- April 5th: due Assignment #4
- April 10th: due Webinars (Response Required)
- April 16th: due Week 3 Reflection
- April 17th: due John Adams (History 101 - Section A)
- April 18th: due Final Presentation
- April 19th: due Weekly Reflection
- April 24th: due George Washington Assignment
- April 30th: 10a Exam Study Questions (PSY-101-004)
- April 30th: 10a Final Exam Prep

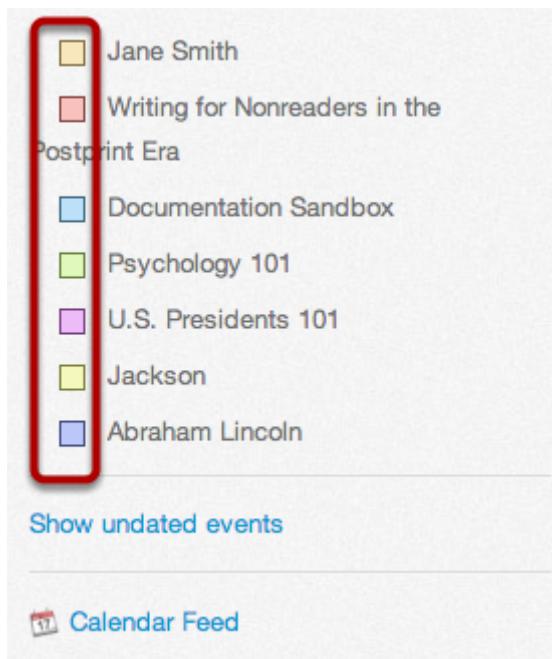
A legend on the right side identifies the colors used for different courses and users:

- Jane Smith (Yellow)
- Writing for Nonreaders in the Postprint Era (Red)
- Documentation Sandbox (Blue)
- Psychology 101 (Green)
- U.S. Presidents 101 (Purple)
- Jackson (Light Green)
- Abraham Lincoln (Dark Blue)

Buttons for "Show undated events" and "Calendar Feed" are also visible.

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in.

## Choose Courses to View



The screenshot shows a list of courses and groups on the left side of the calendar interface. A red box highlights the first item, "Jane Smith". Below the list is a link to "Show undated events". At the bottom is a "Calendar Feed" section.

- Jane Smith
- Writing for Nonreaders in the Postprint Era
- Documentation Sandbox
- Psychology 101
- U.S. Presidents 101
- Jackson
- Abraham Lincoln

[Show undated events](#)

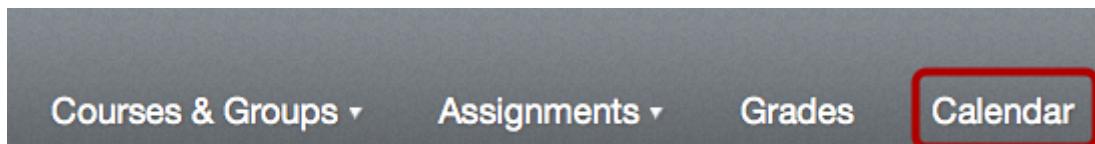
 [Calendar Feed](#)

In order to filter your Calendar by courses or groups, click the color box next to the Calendar. In this example, all of the calendars are being shown.

## How do I add a personal reminder to my Calendar?

You can add a personal reminder to your own Calendar.

## Navigate to Calendar

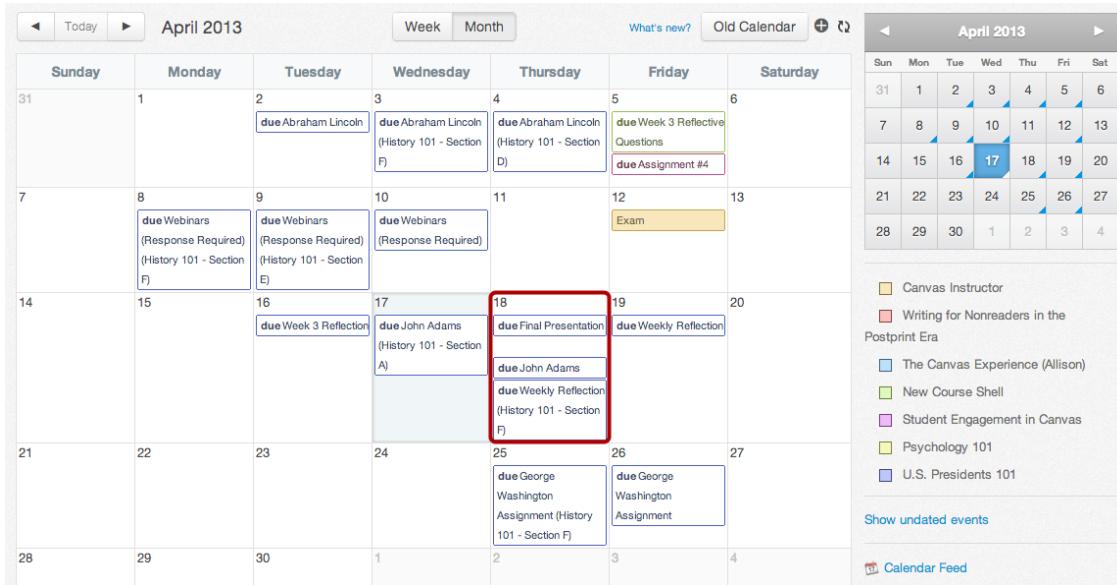


The screenshot shows the Global Navigation menu with several items: "Courses & Groups", "Assignments", "Grades", and "Calendar". The "Calendar" link is highlighted with a red box.

Courses & Groups ▾ Assignments ▾ Grades Calendar

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

## Select a Date



The screenshot shows a Canvas calendar for April 2013. The left side is a detailed view of the month, and the right side is a summary view. Events are color-coded: blue for course assignments, green for student engagement, yellow for psychology, red for writing for nonreaders, and purple for new course shells. A legend on the right explains these colors.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
		due Abraham Lincoln	due Abraham Lincoln (History 101 - Section F)	due Abraham Lincoln (History 101 - Section D)	due Week 3 Reflective Questions due Assignment #4	
7	8	9	10	11	12	13
	due Webinars (Response Required) (History 101 - Section F)	due Webinars (Response Required) (History 101 - Section E)	due Webinars (Response Required)		Exam	
14	15	16	17	18	19	20
		due Week 3 Reflection	due John Adams (History 101 - Section A)	due Final Presentation due John Adams due Weekly Reflection (History 101 - Section F)	due Weekly Reflection	
21	22	23	24	25	26	27
				due George Washington Assignment (History 101 - Section F)	due George Washington Assignment	
28	29	30	1	2	3	4

Legend:

- Canvas Instructor
- Writing for Nonreaders in the Postprint Era
- The Canvas Experience (Allison)
- New Course Shell
- Student Engagement in Canvas
- Psychology 101
- U.S. Presidents 101

Show undated events

Calendar Feed

You will be brought to a screen that looks similar to this one. To add a personal event, click the day for the event on the Calendar.

## Enter Event Settings

**Edit Event**

**Event**   **Assignment**

1 Title:

2 Date:  

Thu Apr 18, 2013

3 From:  to

Calendar:

**More Options** **Submit**

A window will appear. Here you will determine the settings of the event. Enter title [1], date [2], and times [3] for the event. If you double clicked the day on the Calendar the date will already be entered. The background color will tell you what Calendar you are putting this event on.

## Select a Calendar

Edit Event ×

**Event** **Assignment**

Title:

Date:   

Thu Apr 18, 2013

From:   to  

Calendar: Canvas Instructor ▼

**Canvas Instructor**

Writing for Nonreaders in the Postprint Era

The Canvas Experience (Allison)

New Course Shell

From the dropdown menu, choose the Calendar you want to add the event to. Remember, if you add it to a course calendar, everyone in the course will be able to view it.

## Add Event Details

Edit Event ×

**Event** **Assignment**

Title:

Date:   

Thu Apr 18, 2013

From:   to  

Calendar:  ▼

More Options Submit

By clicking the **More Options** button you will be able to add a description to the event. Use the [Rich Content Editor](#) to add images, files, or links to the Calendar event.

## Click Submit

Edit Event ×

**Event** **Assignment**

Title:

Date:   

Thu Apr 18, 2013

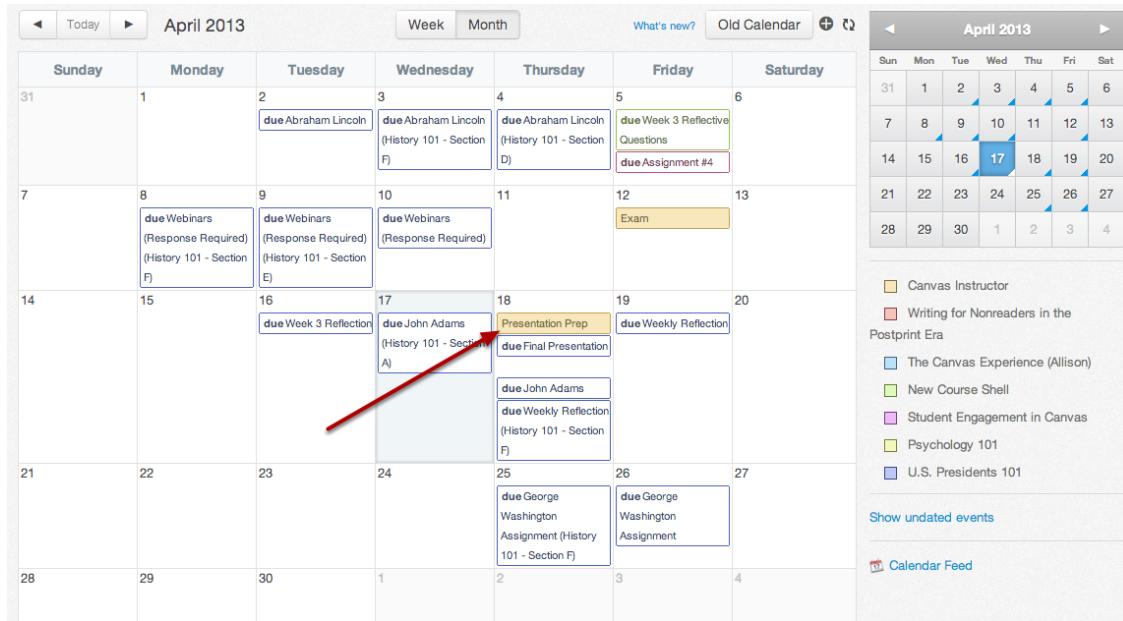
From:  to

Calendar:  ▼

More Options Submit

When you have finished editing the event settings, click **Submit**.

## View Calendar Event



The event will now show on the Calendar. And you're done!

A red arrow points from the text above to the "due John Adams (History 101 - Section F)" event on April 18.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
		due Abraham Lincoln (History 101 - Section F)	due Abraham Lincoln (History 101 - Section F)	due Abraham Lincoln (History 101 - Section D)	due Week 3 Reflective Questions due Assignment #4	
7	8	9	10	11	12	13
	due Webinars (Response Required) (History 101 - Section F)	due Webinars (Response Required) (History 101 - Section E)	due Webinars (Response Required)		Exam	
14	15	16	17	18	19	20
		due Week 3 Reflection	due John Adams (History 101 - Section A)	Presentation Prep due Final Presentation due John Adams due Weekly Reflection (History 101 - Section F)	due Weekly Reflection	
21	22	23	24	25	26	27
				due George Washington Assignment (History 101 - Section F)	due George Washington Assignment	
28	29	30	1	2	3	4

Legend:

- Canvas Instructor
- Writing for Nonreaders in the Postprint Era
- The Canvas Experience (Allison)
- New Course Shell
- Student Engagement in Canvas
- Psychology 101
- U.S. Presidents 101

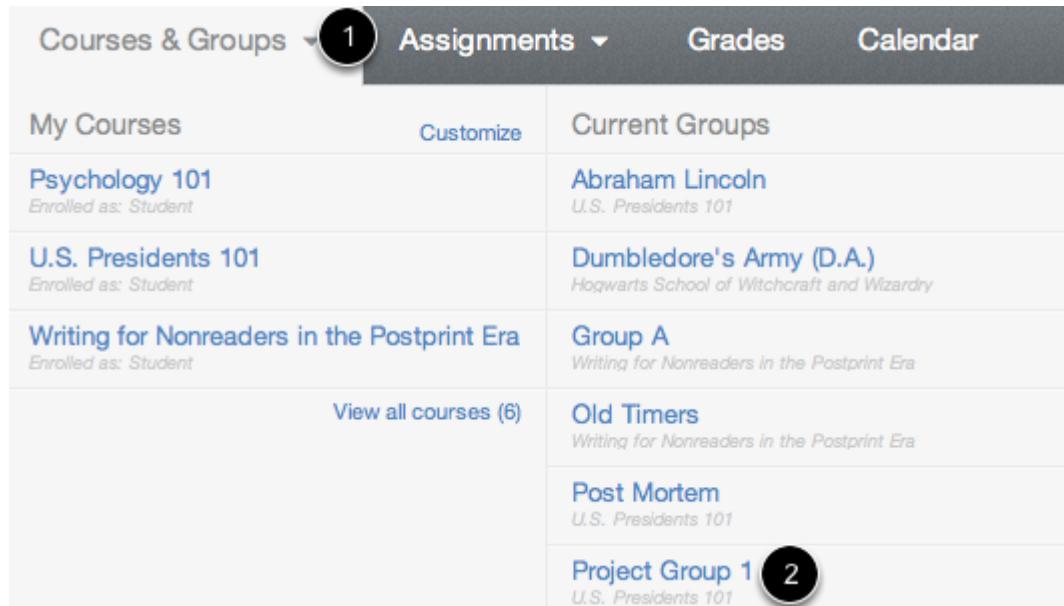
Show undated events

Calendar Feed

## How do I access my group Calendar?

You have to join or be added to a group to see your groups.

### Navigate to Your Group

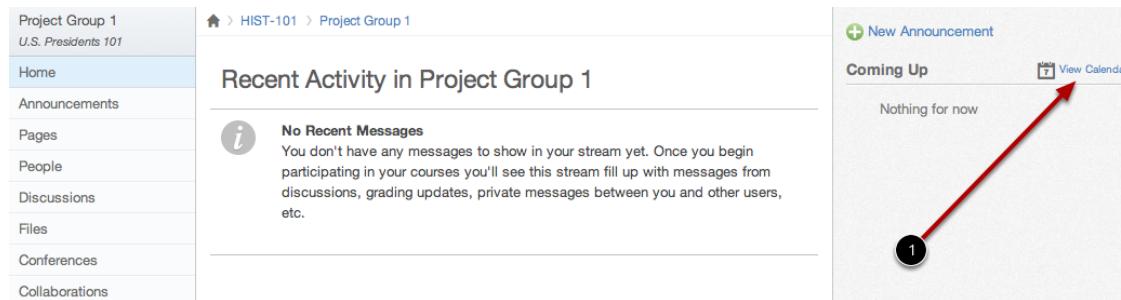


The screenshot shows the Canvas navigation bar with the "Courses & Groups" button highlighted [1]. A dropdown menu lists several groups:

My Courses	Customize	Current Groups
<a href="#">Psychology 101</a> <small>Enrolled as: Student</small>		<a href="#">Abraham Lincoln</a> <small>U.S. Presidents 101</small>
<a href="#">U.S. Presidents 101</a> <small>Enrolled as: Student</small>		<a href="#">Dumbledore's Army (D.A.)</a> <small>Hogwarts School of Witchcraft and Wizardry</small>
<a href="#">Writing for Nonreaders in the Postprint Era</a> <small>Enrolled as: Student</small>	<a href="#">View all courses (6)</a>	<a href="#">Group A</a> <small>Writing for Nonreaders in the Postprint Era</small>
		<a href="#">Old Timers</a> <small>Writing for Nonreaders in the Postprint Era</small>
		<a href="#">Post Mortem</a> <small>U.S. Presidents 101</small>
		<a href="#">Project Group 1</a> [2] <small>U.S. Presidents 101</small>

Hover over **Courses & Groups** [1] to open a dropdown menu. Click the group you want to open [2].

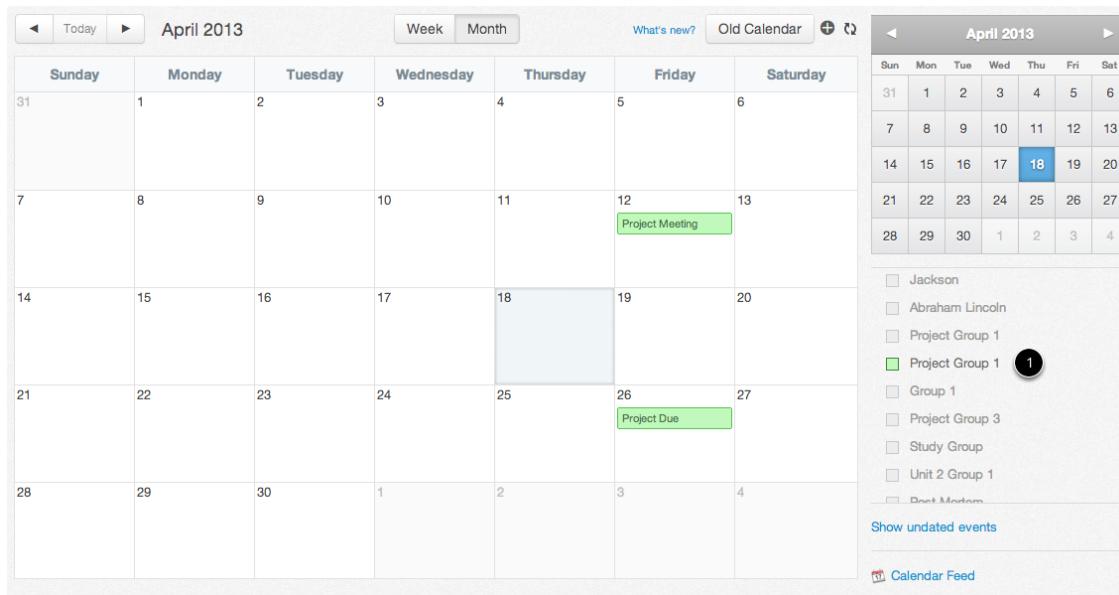
### Click View Calendar Link



The screenshot shows the Project Group 1 dashboard. On the left, a sidebar lists group pages: Home, Announcements, Pages, People, Discussions, Files, Conferences, and Collaborations. The "Home" page is selected. The main content area displays "Recent Activity in Project Group 1". Below this, a message states "No Recent Messages" with a note about future activity. To the right, a "Coming Up" section shows "Nothing for now". A red arrow points from the number "1" to the "View Calendar" link in the "Coming Up" section.

After clicking on the group, you will see the group dashboard. Locate and click on the **View Calendar** [1] link to access your group calendar.

## View Group Calendar



The screenshot shows the Canvas Group Calendar for April 2013. The main calendar grid displays dates from April 1 to April 30. Two specific events are highlighted with green boxes: "Project Meeting" on April 12 and "Project Due" on April 26. To the right of the calendar is a sidebar containing a list of group members and their status. A red circle with the number "1" is drawn around the "Calendar Feed" link at the bottom of the sidebar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12 <span style="background-color: #90EE90; border: 1px solid black; padding: 2px;">Project Meeting</span>	13
14	15	16	17	18	19	20
21	22	23	24	25	26 <span style="background-color: #90EE90; border: 1px solid black; padding: 2px;">Project Due</span>	27
28	29	30	1	2	3	4

Jackson  
 Abraham Lincoln  
 Project Group 1  
 Project Group 1 1  
 Group 1  
 Project Group 3  
 Study Group  
 Unit 2 Group 1  
 Past Mootom  
[Show undated events](#)

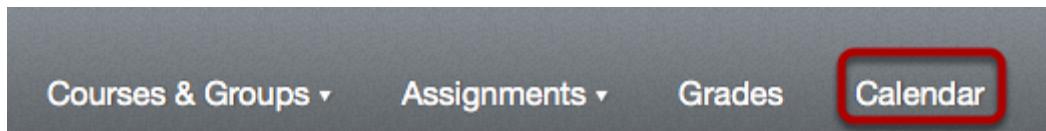
[Calendar Feed](#)

Only your group calendar will be active in the sidebar [1]. Feel free to add any [events or reminders](#) to your group calendar.

## Where can I find the Calendar iCal feed?

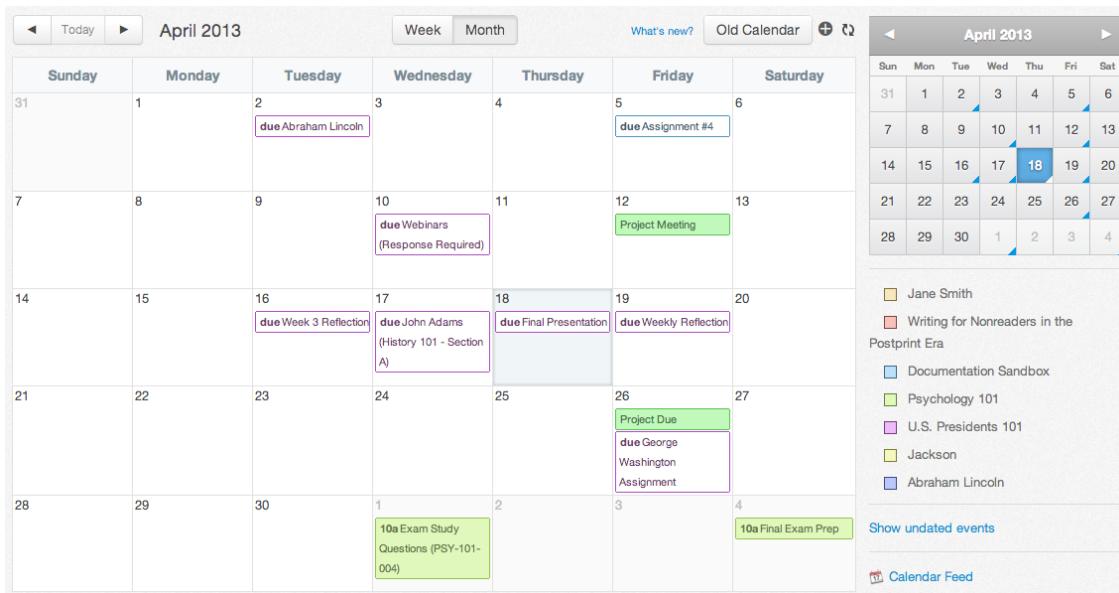
Once you click the Calendar Feed link, copy the link and paste it into any calendar app that takes iCal feeds.

## Locate Calendar Link



Click the **Calendar** link.

## View Calendar



The screenshot shows the Canvas Student Guide calendar for April 2013. The calendar is divided into weeks, with days from Sunday to Saturday. Various events are marked with colored boxes:

- Purple boxes:** "due Abraham Lincoln" (2), "due Week 3 Reflection" (16), "due John Adams (History 101 - Section A)" (17), "due George Washington Assignment" (26).
- Green boxes:** "Project Meeting" (12), "Project Due" (26), "10a Exam Study Questions (PSY-101-004)" (1), "10a Final Exam Prep" (4).
- Blue box:** "due Assignment #4" (5).
- Yellow box:** "due Webinars (Response Required)" (10).

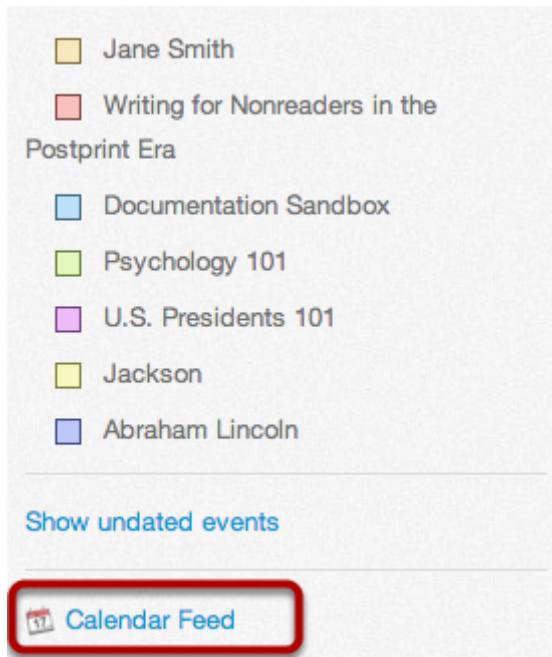
A legend on the right side identifies the colors:

- Jane Smith (yellow)
- Writing for Nonreaders in the Postprint Era (pink)
- Documentation Sandbox (light blue)
- Psychology 101 (light green)
- U.S. Presidents 101 (purple)
- Jackson (light yellow)
- Abraham Lincoln (blue)

Buttons at the top include "Today", "Week", "Month", "What's new?", "Old Calendar", and "New". Buttons at the bottom right include "Show undated events" and "Calendar Feed".

After clicking on the Calendar link, you will see the Calendar for everything you are enrolled in.

## Locate Calendar Feed



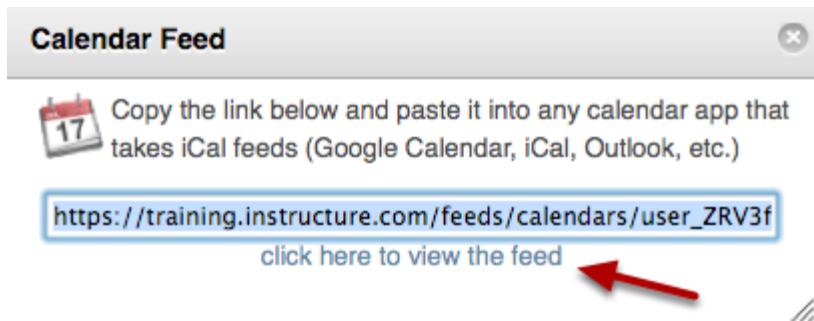
The screenshot shows a list of events on a Canvas calendar feed page. The events are:

- Jane Smith
- Writing for Nonreaders in the Postprint Era
- Documentation Sandbox
- Psychology 101
- U.S. Presidents 101
- Jackson
- Abraham Lincoln

Below the list is a blue link labeled "Show undated events". At the bottom of the list is a red-bordered link labeled "Calendar Feed".

Find the **Calendar Feed** link to subscribe to a feed.

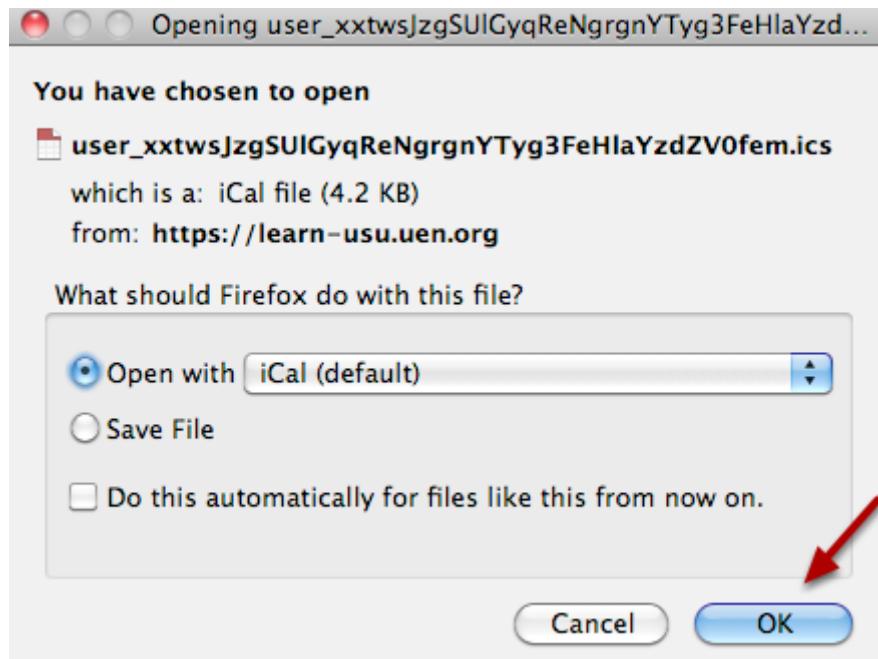
## View Calendar Feed Link



The screenshot shows a "Calendar Feed" modal window. It contains a calendar icon with the number 17 and the text: "Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)". Below this is a blue-bordered link: "https://training.instructure.com/feeds/calendars/user\_ZRV3f". Underneath the link is a blue button labeled "click here to view the feed". A red arrow points to this button.

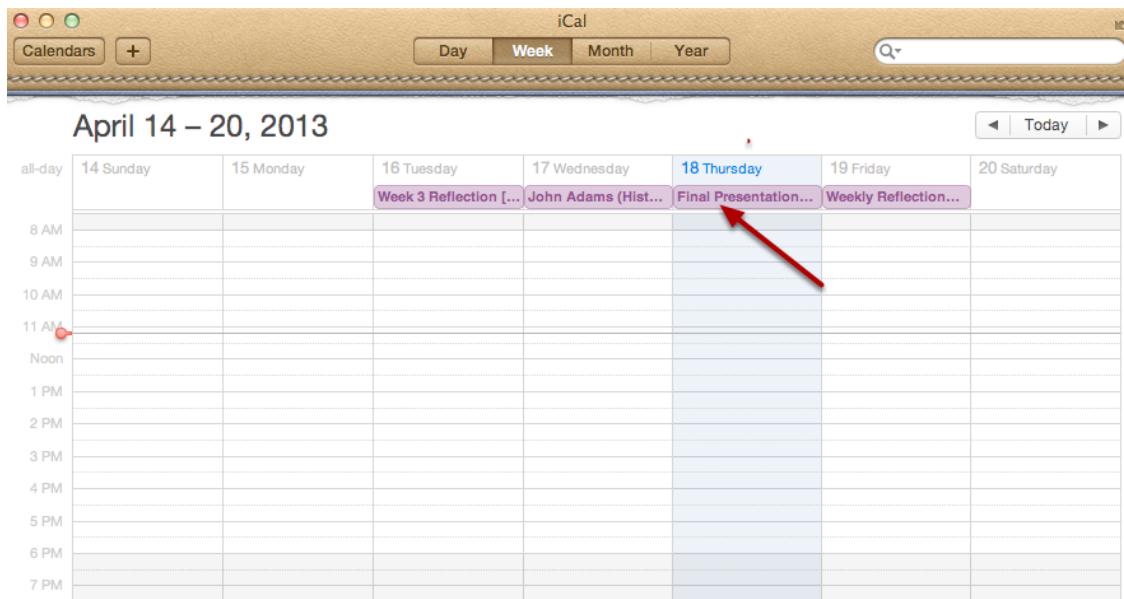
Once you click the Calendar Feed link, copy the link and paste it into any calendar app that takes iCal feeds. The calendar apps that take iCal feeds are Google Calendar, iCal, Outlook, Yahoo Calendar, etc. To view the Canvas Calendar in your iCal on your MAC, just **click here to view the feed**.

## Open iCal



To subscribe to the Canvas Calendar, just click **OK** and it will automatically put the events on your iCal.

## View iCal

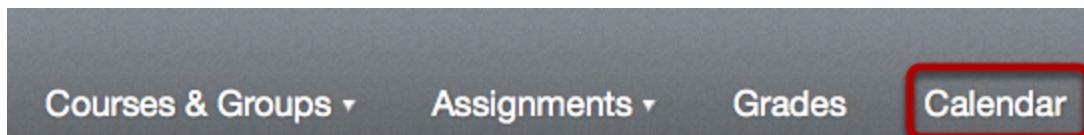


Now all your events are in your iCal!

## How do I subscribe to the Calendar Feed using Outlook?

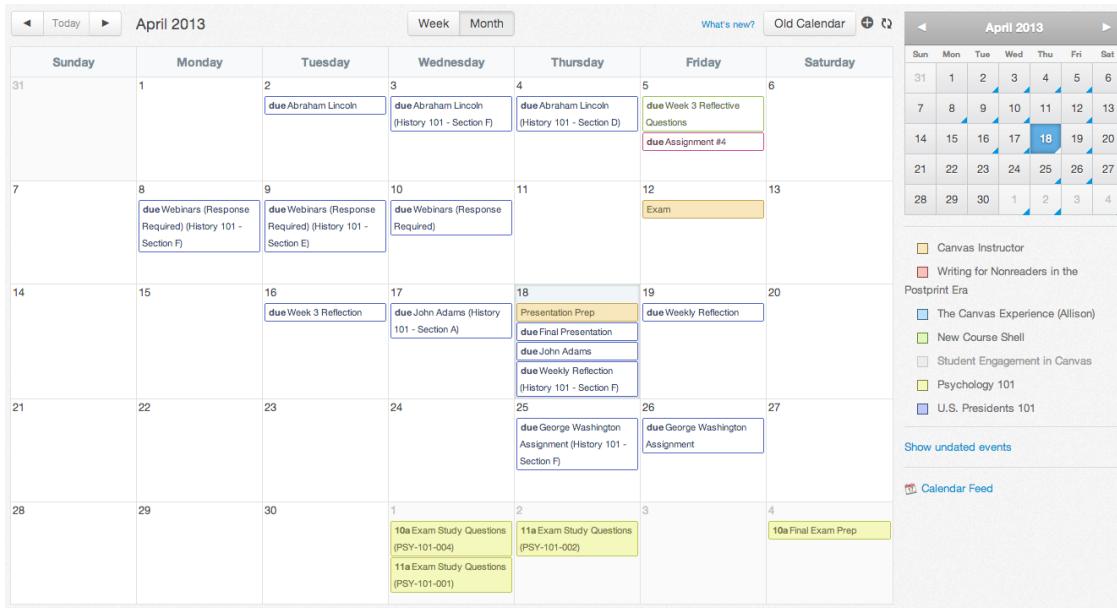
You can import your Canvas calendar to Outlook.

## Locate Calendar Link



Click the **Calendar** link.

## View Calendar



The screenshot shows a detailed view of the Canvas calendar for April 2013. The main calendar grid displays daily events from Sunday to Saturday. A legend on the right side maps colors to specific courses:

- Blue: History 101
- Yellow: Psychology 101
- Green: New Course Shell
- Light Blue: Student Engagement in Canvas
- Purple: U.S. Presidents 101

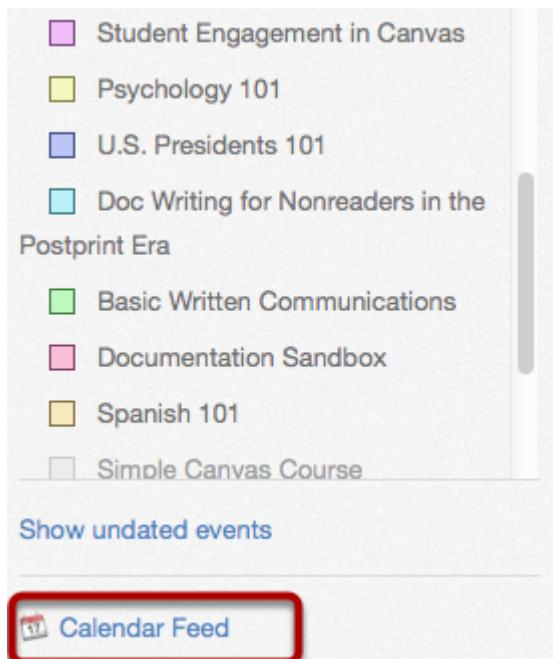
Key events visible in the calendar include:

- Week 1: Due dates for Abraham Lincoln assignments in History 101.
- Week 2: Due dates for Webinars (Response Required) in History 101.
- Week 3: Due dates for Week 3 Reflection, John Adams assignment, and a presentation preparation period.
- Week 4: Due dates for John Adams and weekly reflection assignments in History 101.
- Week 5: Due date for George Washington assignment in History 101.
- Week 6: Due dates for exam study questions and final exam prep in Psychology 101.

An 'Exam' is scheduled for Friday, April 12th.

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in.

## Locate Calendar Feed



The screenshot shows a list of courses on the left side:

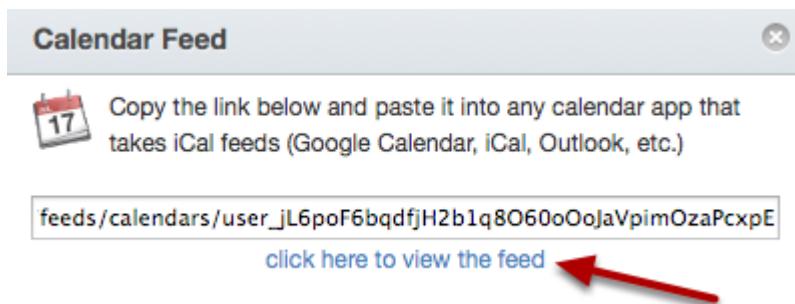
- Student Engagement in Canvas
- Psychology 101
- U.S. Presidents 101
- Doc Writing for Nonreaders in the Postprint Era
- Basic Written Communications
- Documentation Sandbox
- Spanish 101
- Simple Canvas Course

Below the list is a blue link: "Show undated events".

At the bottom of the list is a red-bordered button labeled "Calendar Feed".

Find the **Calendar Feed** link to subscribe to a feed.

## Copy Calendar Feed Link



The modal window has a title bar "Calendar Feed" and a close button "X".

Inside the window, there is a calendar icon with the number "17" and the text: "Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)".

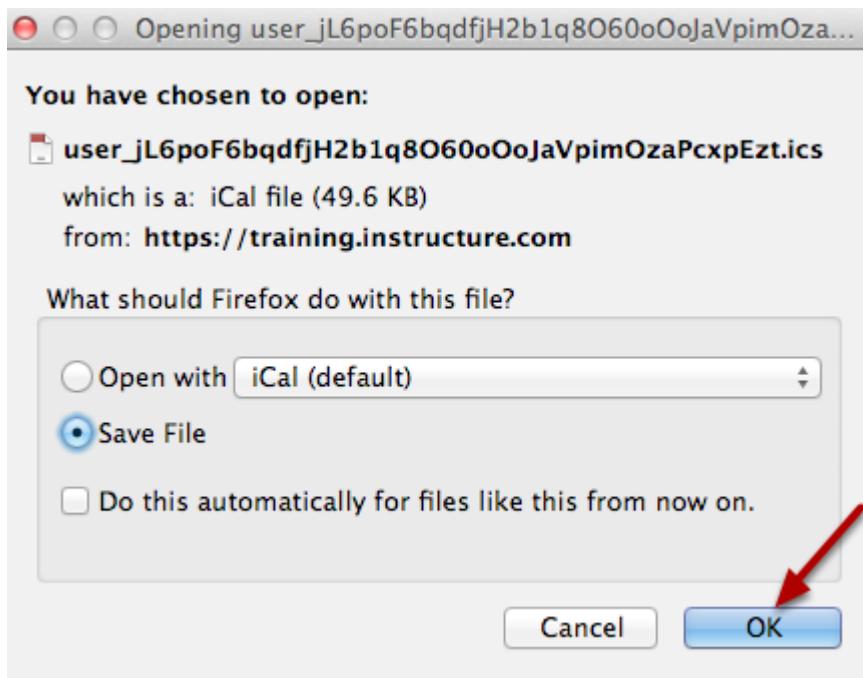
A text input field contains the URL: "feeds/calendars/user\_jL6poF6bqdfjH2b1q8O60oOojaVpimOzaPcxpE".

Below the URL is a blue link: "click here to view the feed" with a red arrow pointing to it.

Once you click on the Calendar Feed link, simply copy the link and paste it into any calendar app that takes iCal feeds. The calendar apps that take iCal feeds are Google Calendar, iCal, Outlook, Yahoo Calendar, etc.

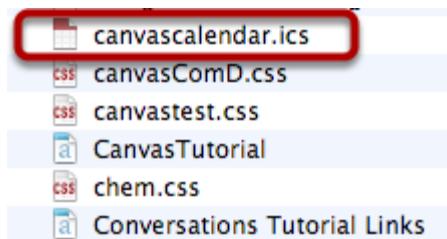
Click the **click here to view the feed** link in order to open the Calendar in iCal to export to Outlook.

## Save iCal File



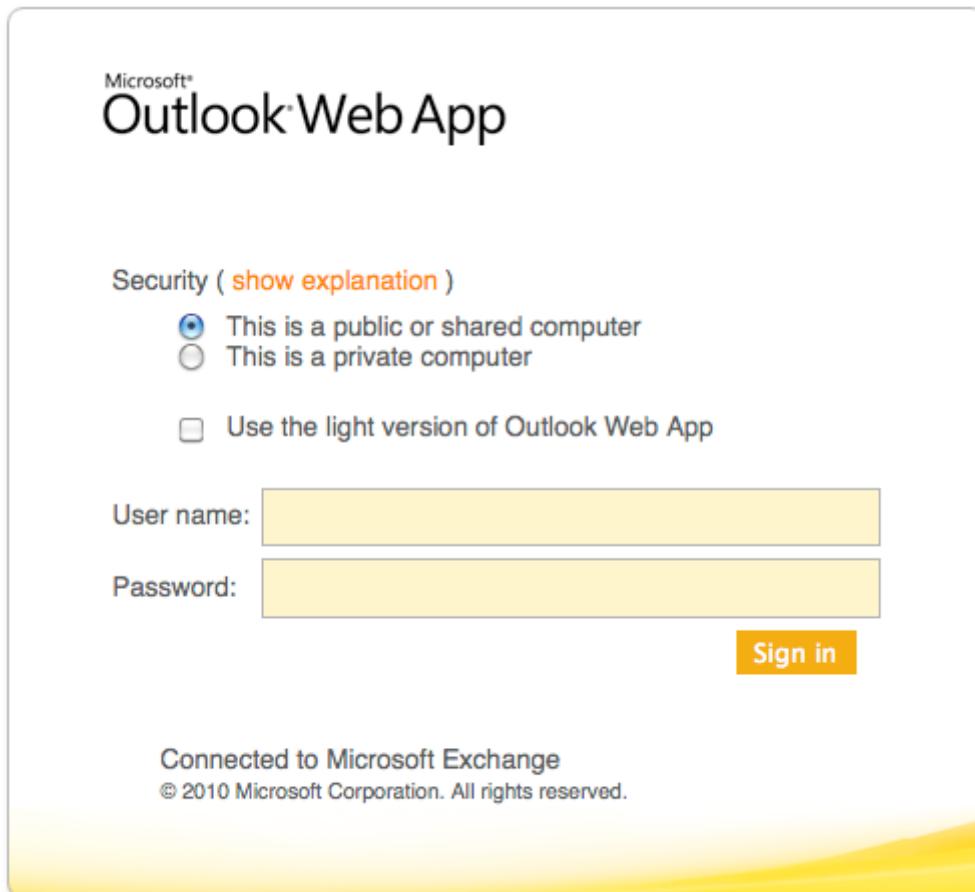
After clicking the view feed link, you can either open the file with iCal or Save the File. If you decide to save the file, make sure you know where you saved it. Click **OK**.

## Find the File



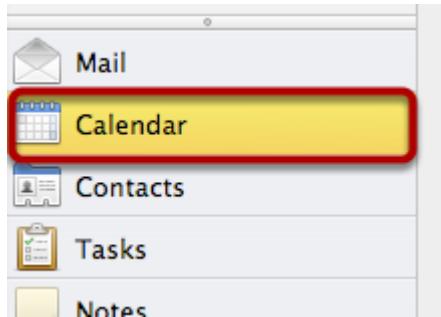
Find the file that you saved and make sure it is a .ics file, otherwise it will not work in Outlook.

## Open Outlook or Login to the Microsoft Exchange Outlook Web App



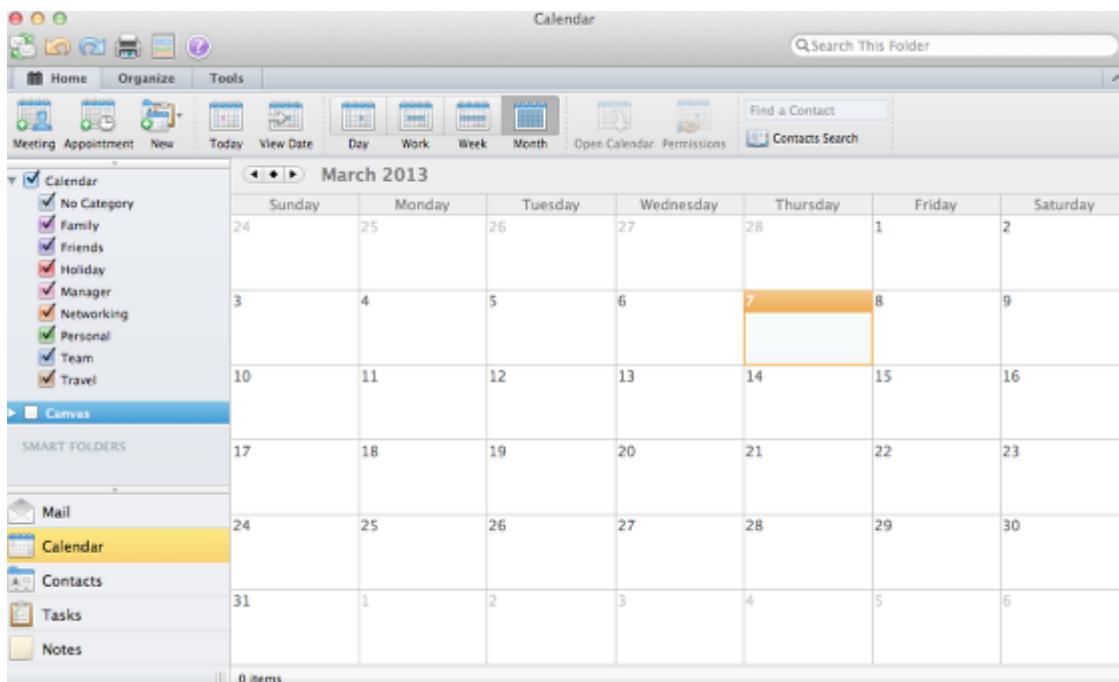
Login to your Outlook Account through Microsoft Outlook on the desktop or through the Microsoft Exchange Outlook Web App to subscribe to the Calendar Feed.

## Find Calendar Tab



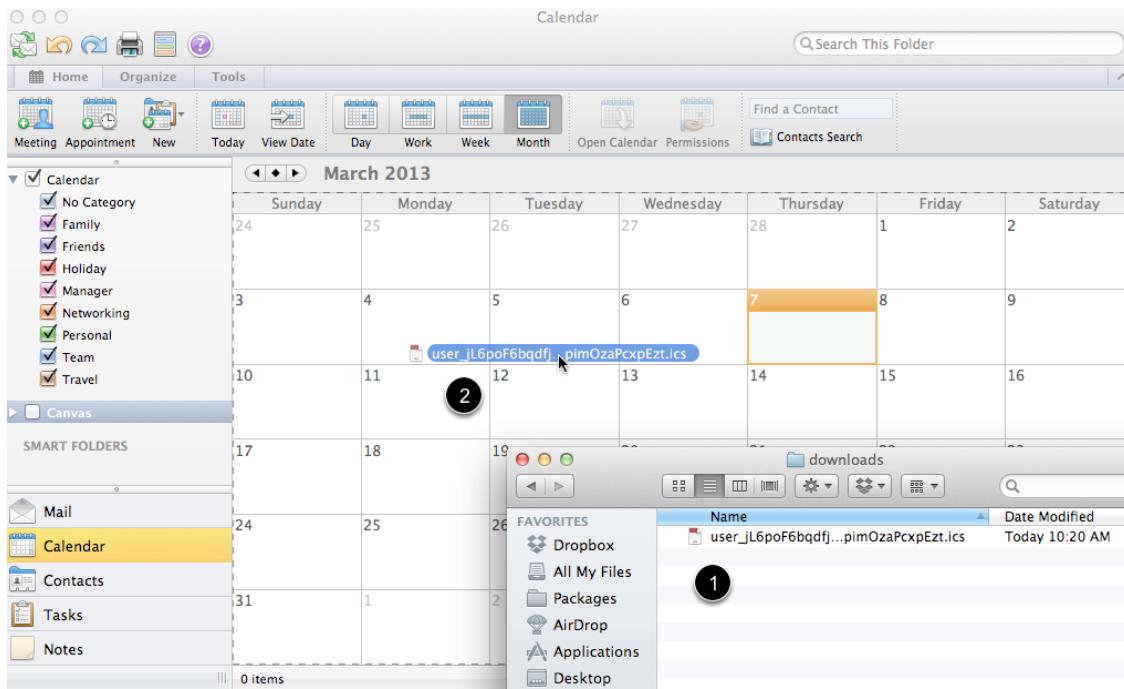
Click the Calendar link to view your Outlook Calendar.

## View Outlook Calendar



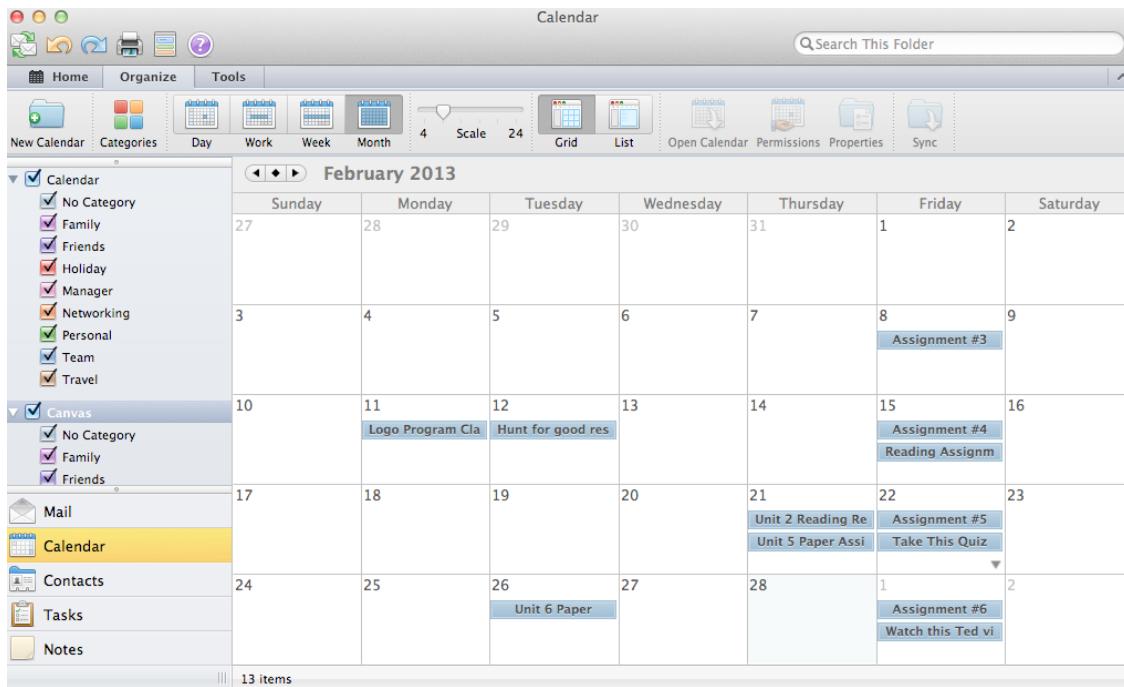
Once you click the Calendar Tab, you will see your Calendar in Outlook.

## Drag and Drop .ics File to the Outlook Calendar



Find the file you saved, and simple click on it [1], drag, and drop [2] to the Outlook Calendar. You will see the dashed lines around the Calendar.

## View Canvas Calendar

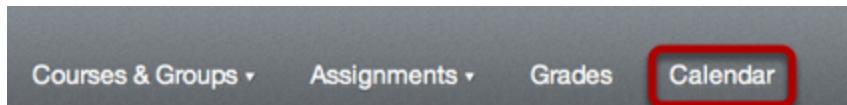


View the events and assignments from your Canvas calendar.

## How do I subscribe to the Calendar Feed using Google Apps for Education?

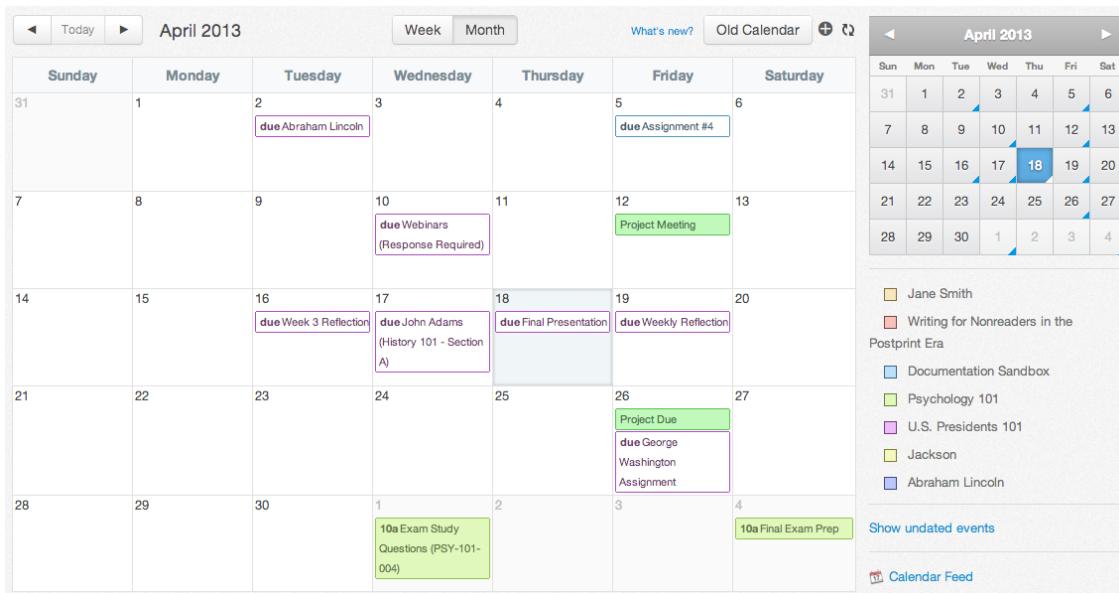
Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the [website](#). This lesson goes through the steps on how to subscribe to the Calendar Feed in Canvas using Gmail via Google Apps for Education.

## Locate Calendar Link



Click the **Calendar** link.

## View Calendar



The screenshot shows the Canvas Student Guide calendar for April 2013. The main calendar grid displays dates from April 1st to April 30th. Several events are listed as boxes on specific dates:

- April 2nd: due Abraham Lincoln (purple box)
- April 10th: due Webinars (Response Required) (purple box)
- April 12th: Project Meeting (green box)
- April 15th: due Week 3 Reflection (purple box)
- April 17th: due John Adams (History 101 - Section A) (purple box)
- April 18th: due Final Presentation (purple box)
- April 19th: due Weekly Reflection (purple box)
- April 24th: Project Due (green box)
- April 26th: due George Washington Assignment (purple box)
- April 1st: 10a Exam Study Questions (PSY-101-004) (green box)
- April 3rd: 10a Final Exam Prep (green box)

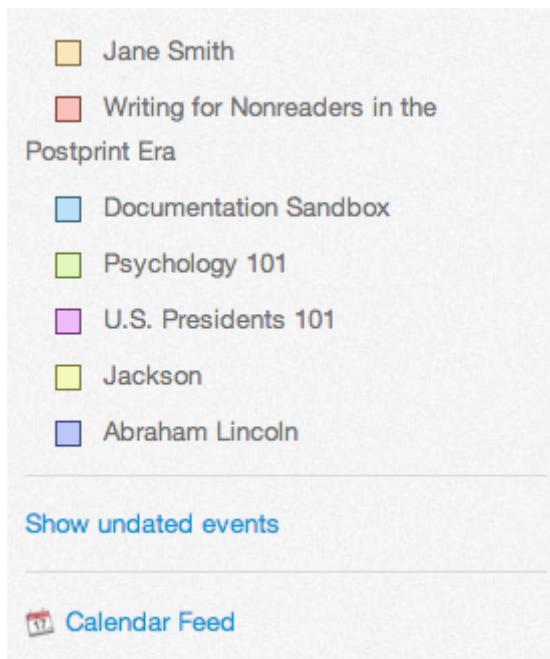
A legend on the right side identifies the colors used in the calendar:

- Jane Smith (yellow square)
- Writing for Nonreaders in the Postprint Era (pink square)
- Documentation Sandbox (light blue square)
- Psychology 101 (light green square)
- U.S. Presidents 101 (purple square)
- Jackson (light yellow-green square)
- Abraham Lincoln (blue square)

Below the legend are links for "Show undated events" and "Calendar Feed".

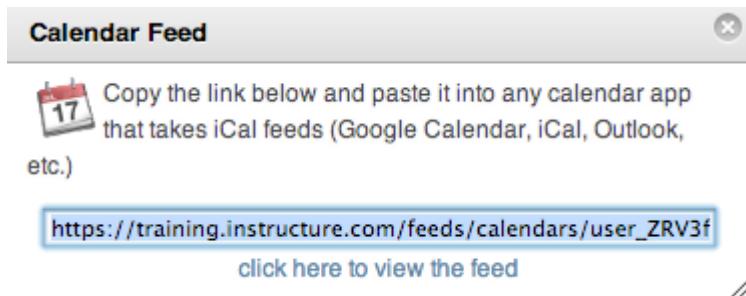
After clicking on the Calendar link, you will see the Calendar with events and assignments from every class you are enrolled in.

## Locate Calendar Feed



Click the **Calendar Feed** link to subscribe to a feed.

## Copy Calendar Feed Link



Once you click the Calendar Feed link, copy the link and paste it into any calendar app that takes iCal feeds. The calendar apps that take iCal feeds are Google Calendar, iCal, Outlook, Yahoo Calendar, etc.

## Login to Institution Email Account

Sign in      Google

Username

Password

**Sign in**  Stay signed in

[Can't access your account?](#)

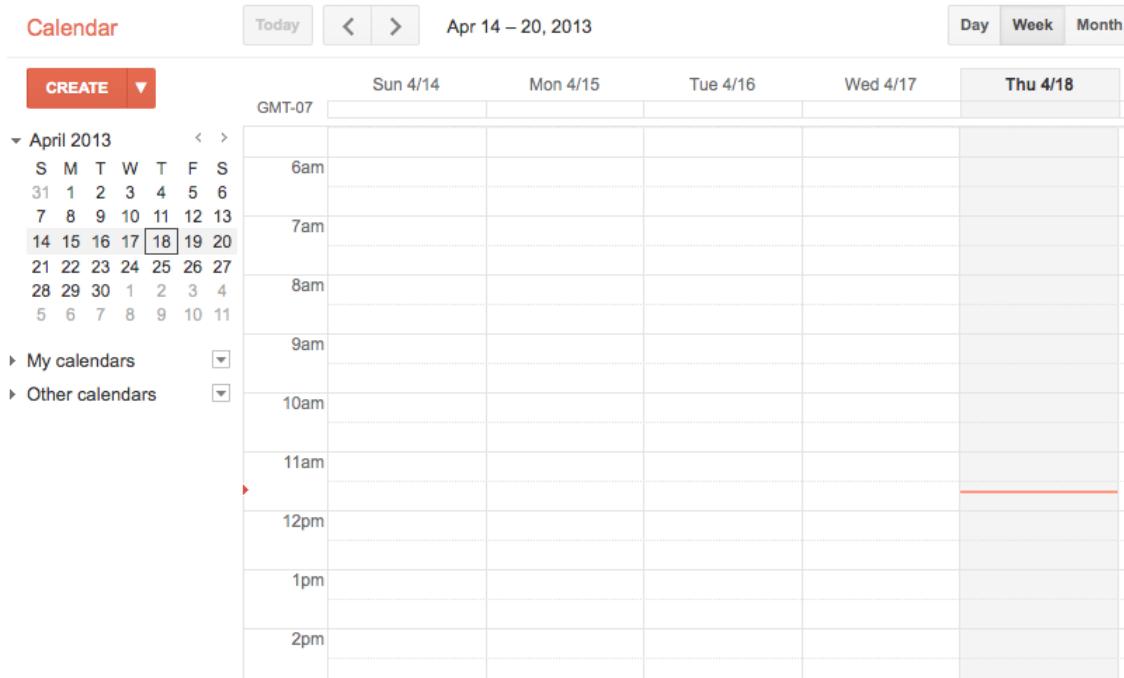
Login to your Institution Email Account to subscribe to the Calendar Feed.

## Locate Calendar



Click the Calendar link to view your Institution Email Account Calendar.

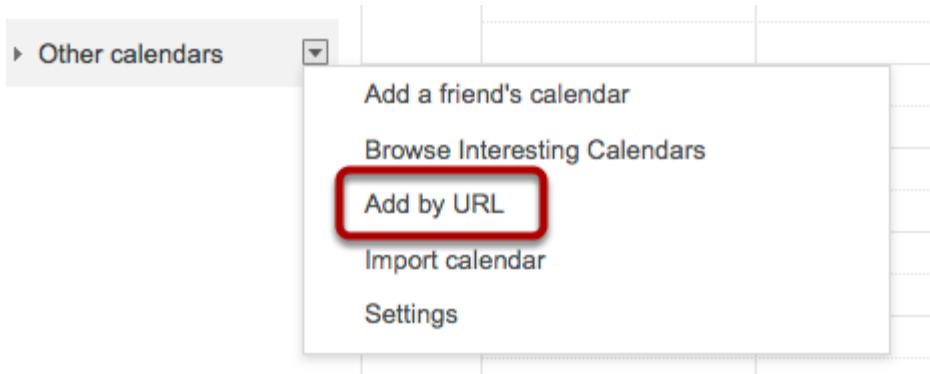
## View Calendar



The screenshot shows the Canvas Student Guide calendar interface. At the top, there's a navigation bar with 'Today' and arrows for date selection, followed by the range 'Apr 14 – 20, 2013'. To the right are buttons for 'Day', 'Week', and 'Month'. On the left, a sidebar has a 'CREATE' button and dropdown menus for 'My calendars' and 'Other calendars'. The main area displays a weekly calendar grid for April 14-18, 2013, with time slots from 6am to 2pm. A red box highlights the 'Add by URL' option in the 'Other calendars' dropdown menu.

Once you click the Calendar link, you will view your Institution Email Account Calendar.

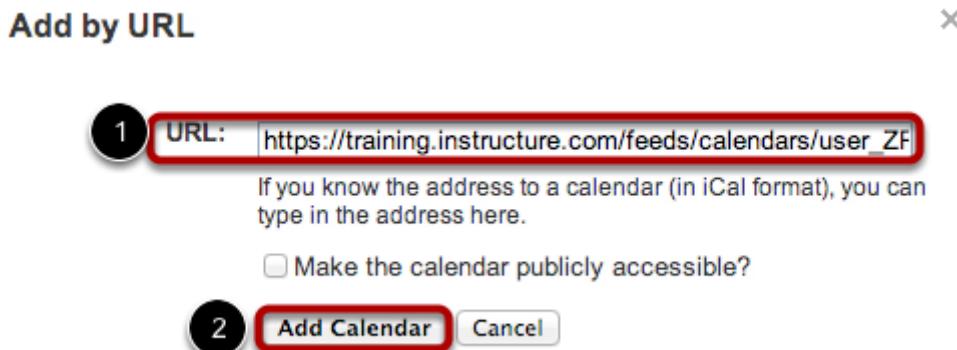
## Add Other Calendars



The screenshot shows the 'Other calendars' dropdown menu. It includes options like 'Add a friend's calendar', 'Browse Interesting Calendars', 'Add by URL' (which is highlighted with a red box), 'Import calendar', and 'Settings'.

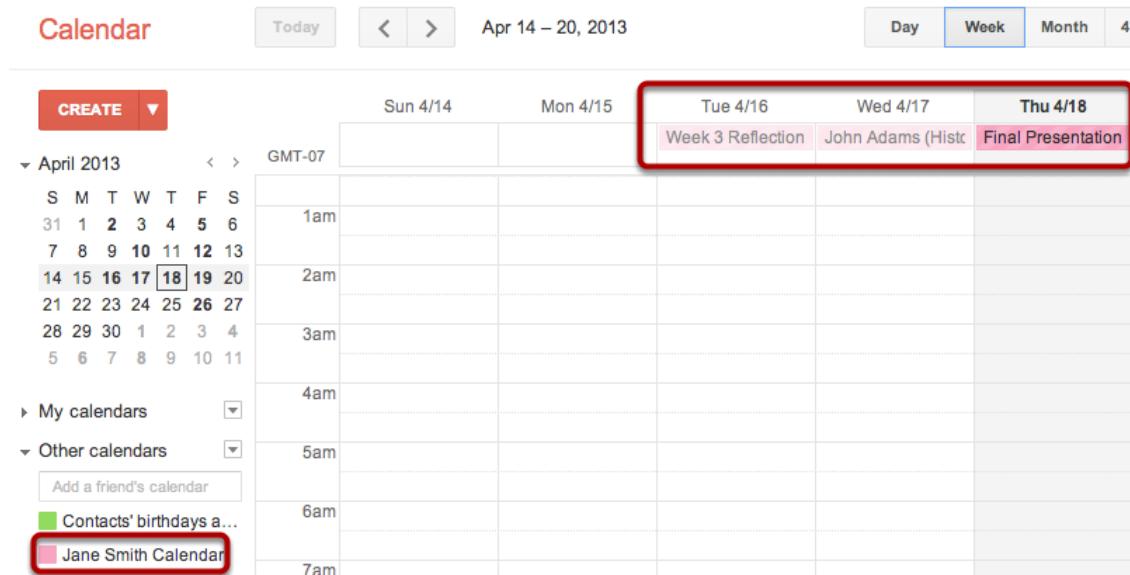
Locate the Other Calendars drop-down menu to find the Add by URL option.

## Add Calendar by URL



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

## View Subscribed Calendar Feed



The screenshot shows the Canvas Calendar interface. On the left, there's a sidebar with a 'CREATE' button, a date picker for 'April 2013', and dropdown menus for 'My calendars' and 'Other calendars'. Under 'Other calendars', 'Jane Smith Calendar' is listed and highlighted with a red box. The main area shows a weekly calendar for 'Apr 14 – 20, 2013' with time slots from 1am to 7am. A red box highlights the event 'Final Presentation' on Tuesday, April 16, 2013, at 1pm. Other events shown include 'Week 3 Reflection' and 'John Adams (Hist)'.

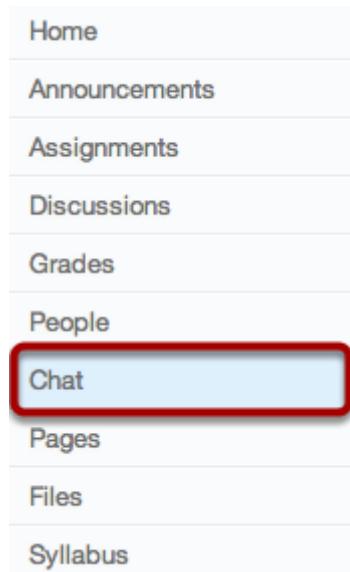
The Canvas Calendar will now show up in your Institution Email Account Calendar, and you can even click the event and it will give you all the details of that event.

# Chat

## How do I join the course Chat?

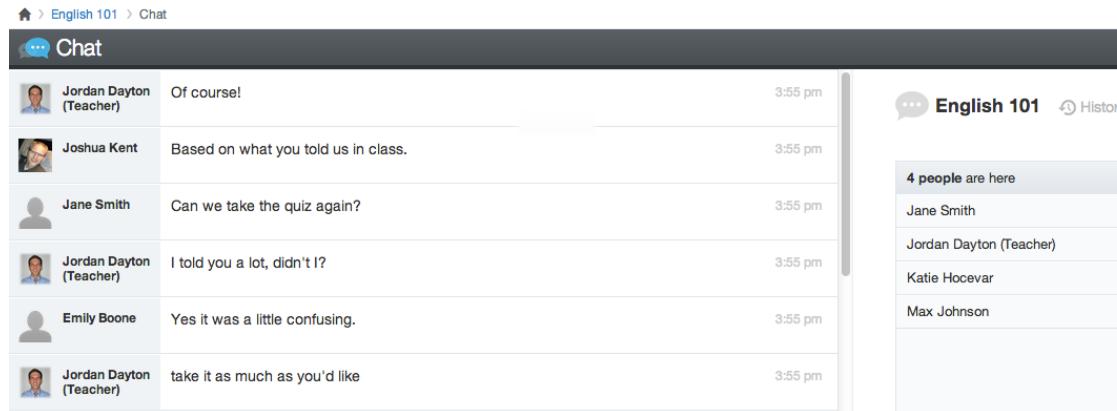
To join the course Chat, the Chat tool must be enabled for the course.

### Open Chat



Click the **Chat** link.

### Join Chat



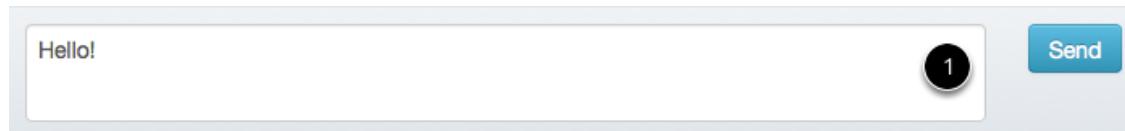
A screenshot of the Canvas Chat interface. The top navigation bar shows the home icon, English 101, and Chat. The main area is titled 'Chat'. A conversation log is displayed:

User	Message	Time
Jordan Dayton (Teacher)	Of course!	3:55 pm
Joshua Kent	Based on what you told us in class.	3:55 pm
Jane Smith	Can we take the quiz again?	3:55 pm
Jordan Dayton (Teacher)	I told you a lot, didn't I?	3:55 pm
Emily Boone	Yes it was a little confusing.	3:55 pm
Jordan Dayton (Teacher)	take it as much as you'd like	3:55 pm

On the right side, there is a sidebar with the title 'English 101' and a 'History' link. Below it, a list shows '4 people are here': Jane Smith, Jordan Dayton (Teacher), Katie Hocevar, and Max Johnson.

When you enter the chat room, you immediately join the chat.

## Enter Text



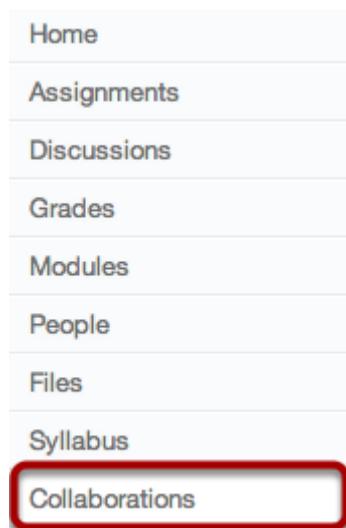
At the bottom of the Chat window, there is a text field [1] where you can enter text. Type your message and hit **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard). You can also click **Send**.

# Collaborations

## What are Collaborations?

Canvas leverages technologies like Google Docs and EtherPad allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

## Open Collaborations



Collaborations that leverage Google Docs require that all participating learners have created and linked their Google account to their personal Settings. Collaborations in EtherPad (hosted at titanpad.com) do not require students to set up any account. Students will be able to enter the document simply by clicking on the Collaboration link.

## When would I use Collaborations?

### Start a New Collaboration

Collaborate Using: Google Docs 

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.



**Warning:** you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

You can use Collaborations to:

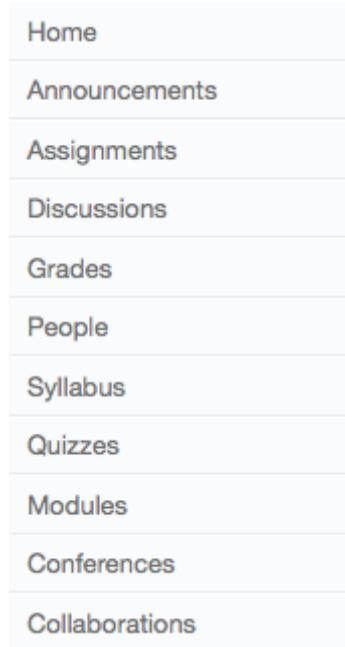
- Copy and paste lecture notes that everyone can access.
- Share with your students bullet-point lists or agendas for upcoming synchronous class time or meetings.
- Create a text-based whiteboard that everyone in the classroom can see and refer to later.
- Assign student groups a collaborative assignment. Require them to turn in the URL as a graded Assignment.

## How do I join a Google Docs collaboration?

You can join a Collaboration using Google Docs in Canvas. You can view the collaboration in Canvas or you can view the document in your Google account.

**Note:** Each collaborator will need a Google account and will need to [authorize Canvas](#) to access his or her Google account to use Google Docs to collaborate.

## Open Collaborations



A vertical sidebar menu with the following items:

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Syllabus
- Quizzes
- Modules
- Conferences
- Collaborations

When a Google Doc is created through Collaborations, it is automatically shared with all collaborators. Click **Collaborations** in your course navigation.

## Locate Collaboration

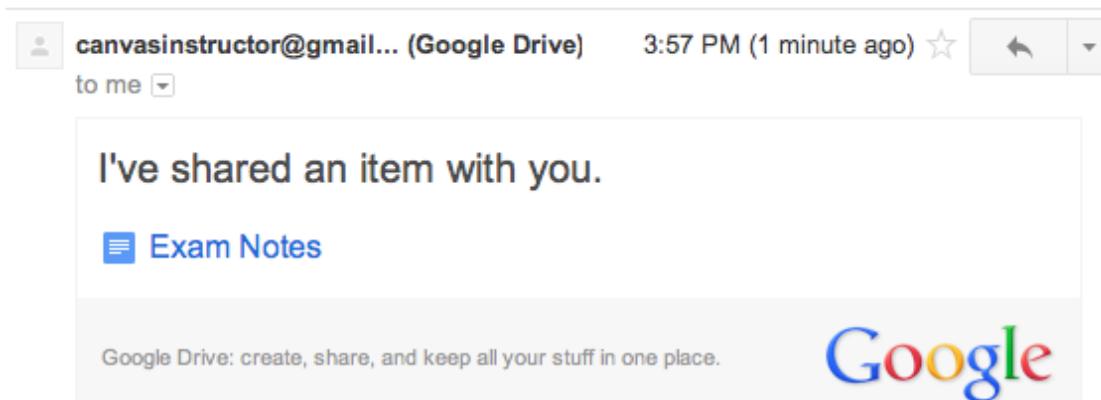


A card showing a collaboration entry:

-  **Exam Notes** (The title is highlighted with a red border)
- Started by [Canvas Instructor](#), Jan 25 at 3:54pm

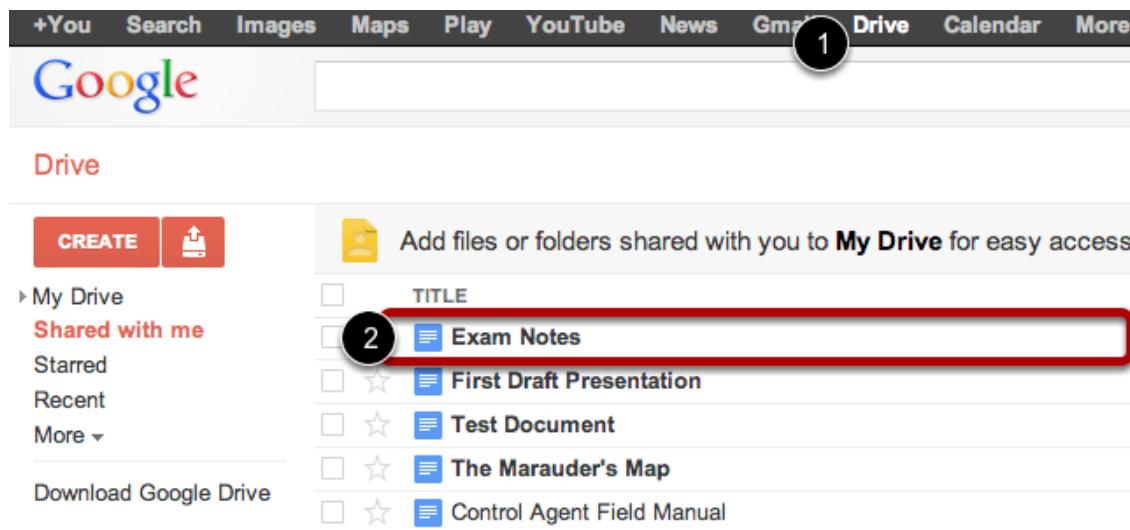
Locate the Google Docs collaboration in your course. Click the title of the collaboration. Once you click the title, the collaboration will open in a new tab. You must be signed in to your Google account to view the document.

## View Email Notification



You can also receive an email Collaboration Invitation. This notification is set up through your Canvas settings.

## View Document



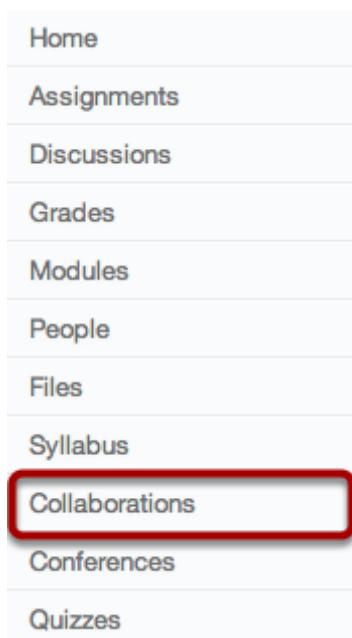
The screenshot shows the Google Drive interface. The sidebar on the left includes "My Drive", "Shared with me" (which is highlighted with a red box and circled with number 2), "Starred", "Recent", and "More". The main area shows a list of files under "Shared with me": "Exam Notes" (highlighted with a red box and circled with number 2), "First Draft Presentation", "Test Document", "The Marauder's Map", and "Control Agent Field Manual".

You can access the collaborated document by clicking on the **Drive** button [1] in your Gmail account. Your Docs homepage will open in a new window. Click the title of the document [2] to open the collaboration effort in a new window.

## How do I add people to my Collaboration?

You can add individuals and groups to your Collaborations in Canvas.

### Open Collaborations



Click the **Collaborations** link.

### Edit Collaboration

#### Current Collaborations

 Start a new collaboration

 EtherPad  Class Notes

Take notes of the important ideas.

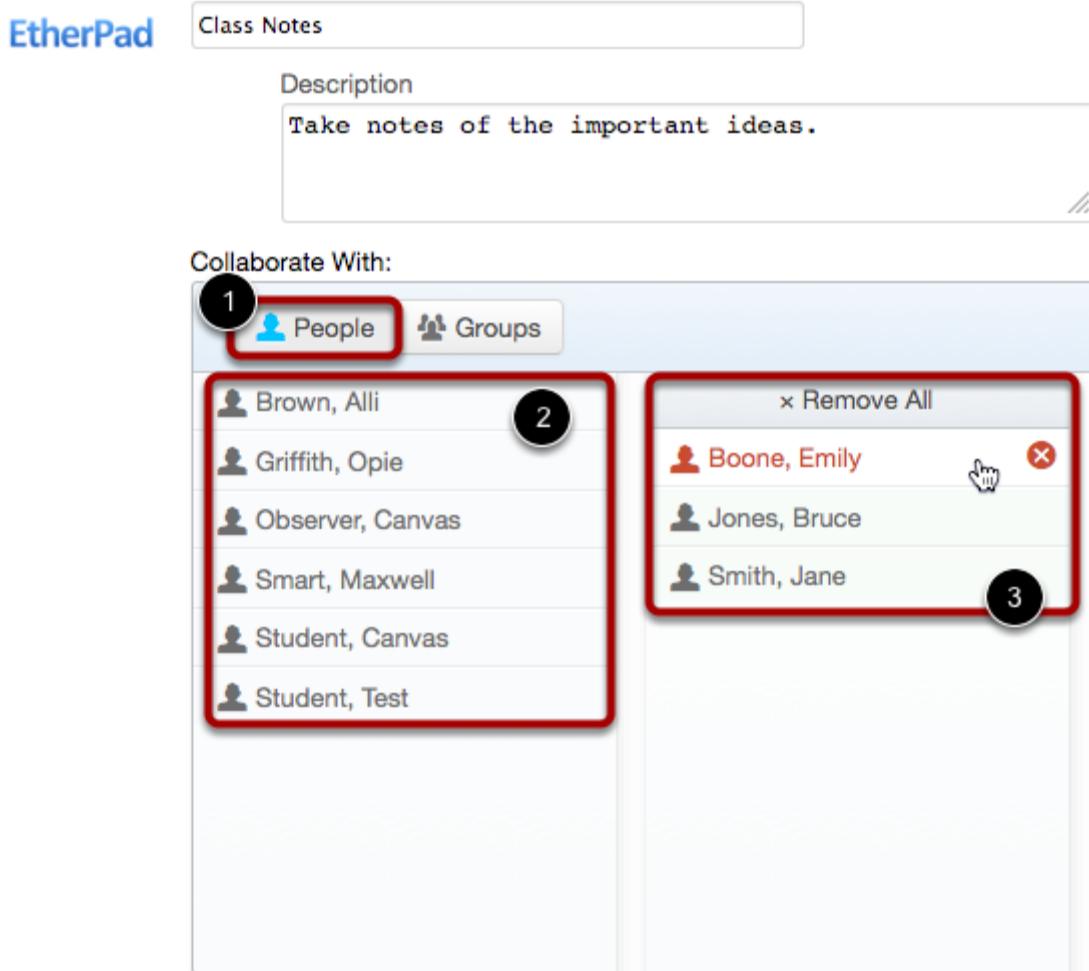
Started by [Canvas Instructor](#), Jan 25 at 9:58am



Click the **Pencil** icon to edit the collaboration [1].

**Note:** Only instructors and the creator of the document can edit who is allowed to collaborate.

## Add Individuals

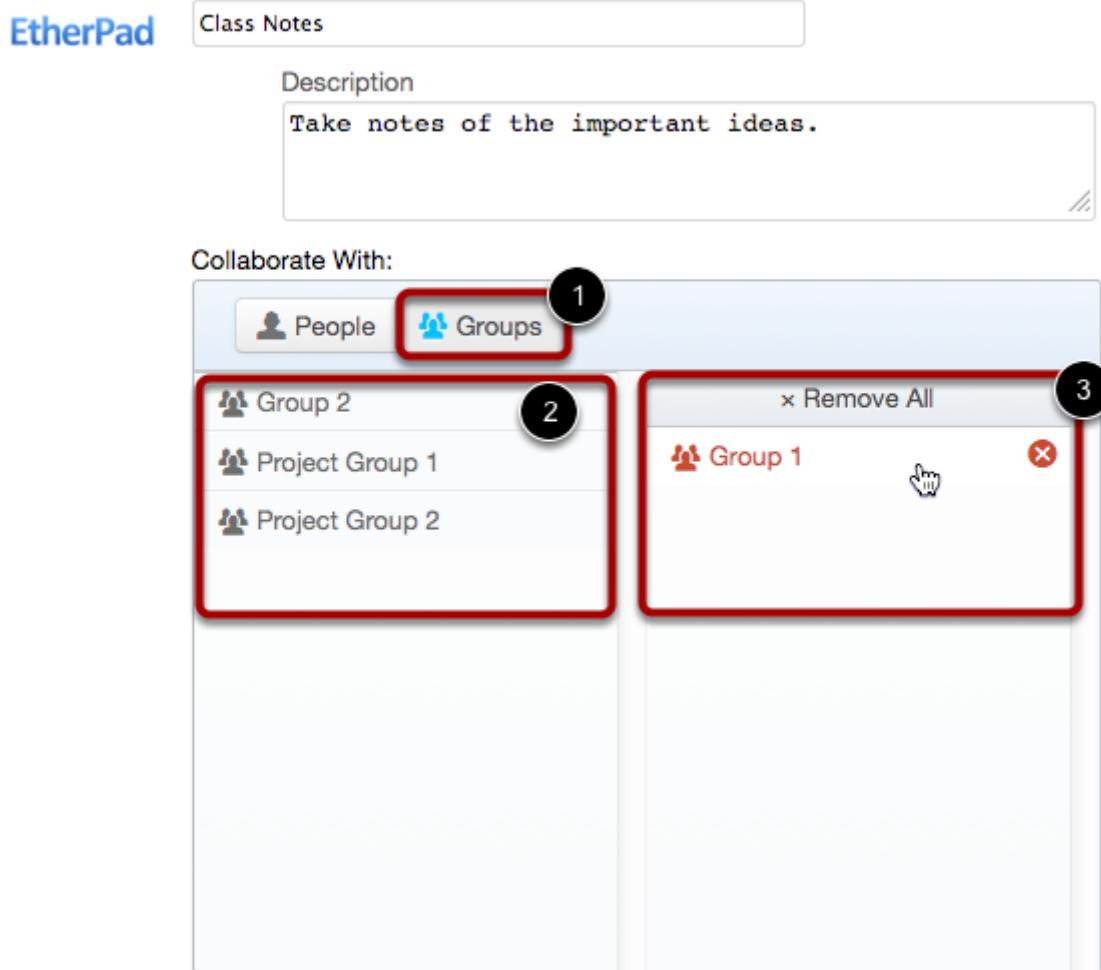


The screenshot shows the EtherPad 'Collaborate With:' interface. At the top, there is a 'Description' field containing the text 'Take notes of the important ideas.' Below it is a 'Collaborate With:' section. On the left, there is a 'People' tab (circled in red with number 1) and a 'Groups' tab. A list of individuals is shown in the left column, each with a small profile icon and their name: Brown, Alli; Griffith, Opie; Observer, Canvas; Smart, Maxwell; Student, Canvas; and Student, Test. In the right column, three individuals are listed: Boone, Emily; Jones, Bruce; and Smith, Jane. Each name in the right column has a small 'X' icon next to it. A 'Remove All' button is located at the top of the right column. A red box encloses the list of individuals in the left column, and another red box encloses the list in the right column. Numbered circles indicate the steps: 1 points to the 'People' tab, 2 points to the list in the left column, and 3 points to the list in the right column.

You can add individuals to the collaboration by clicking on the **People** button [1] and then clicking the individual's name in the left column [2]. The individual's name will move to the right column [3] to show that you have added it to the collaboration.

To remove the individual from the collaboration, click the **individual's name** in the right column, and it will move to the left column to show that it has been removed. To remove all collaborators, click **Remove All**.

## Add Groups



The screenshot shows the EtherPad interface with the following elements:

- EtherPad** label in blue.
- Class Notes** tab selected.
- Description** field containing the text: "Take notes of the important ideas."
- Collaborate With:** section with two tabs: **People** and **Groups**. The **Groups** tab is highlighted with a red box and has a red circle labeled **1** above it.
- Left Column (Added Groups):** Shows three groups: **Group 2**, **Project Group 1**, and **Project Group 2**. This column is highlighted with a red box and has a red circle labeled **2** over "Project Group 1".
- Right Column (Removed Groups):** Shows one group: **Group 1**. This column is highlighted with a red box and has a red circle labeled **3** over "Group 1". A cursor icon is shown over the "Group 1" entry.
- Remove All** button with an "X" icon is located at the top of the right column.

You can add or remove groups from the collaboration by clicking on the **Groups** button [1] and then clicking the group's name in the left column [2]. The group name will move to the right column [3] once you have added it to the collaboration.

To remove the group from the collaboration, click the group's name in the right column, and it will move to the left column to show that it has been removed. To remove all groups, click **Remove All**.

## Update Collaboration



Click the **Update Collaboration** button.

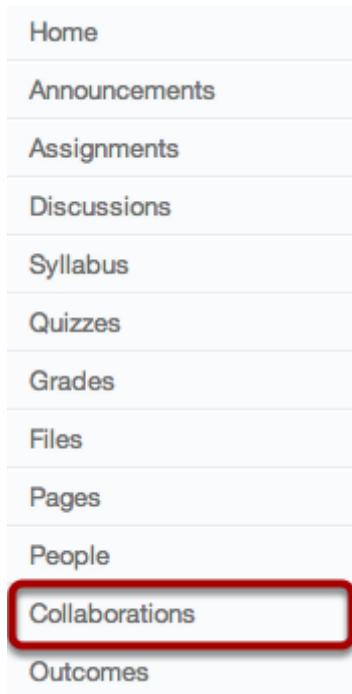
**Note:** You will see a Start Collaborating button when you are creating a new collaboration and not editing it.

## How do I start a new Google Docs Collaboration?

You can start a new Collaboration using Google Docs in Canvas.

**Note:** Each collaborator will need a Google account and will need to [authorize Canvas](#) to access his or her Google account to use Google Docs to collaborate. Also, if you are the owner of the collaboration, you will have to turn on the Share settings to allow people who have the link to edit the document.

## Open Collaborations



The screenshot shows the left sidebar of a Canvas course page. The sidebar contains the following items, each with a horizontal line below it: Home, Announcements, Assignments, Discussions, Syllabus, Quizzes, Grades, Files, Pages, People, Collaborations, and Outcomes. The 'Collaborations' item is highlighted with a thick red rectangular border.

Click the **Collaborations** link.

## Start a New Collaboration

 + Start a new collaboration

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

## Use Google Docs

### Start a New Collaboration

Collaborate Using:  [1]

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.



**Warning:** you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Click the **Collaborate Using** drop down menu [1] to use Google Docs for your new collaboration.

**Note:** Each collaborator will need a Google account and will need to [authorize Canvas](#) to access his or her Google account to use Google Docs to collaborate.

## Create Collaboration Document

Document name: 1

Description 2

Collaborate With:

People Groups 3

 Boone, Emily	<span style="border: 1px dashed gray; padding: 5px;">Click or tap a user or group in the left-hand column to add Collaborators.</span>
 Brown, Alli	
 Griffith, Opie	
 Instructor, Canvas	
 Jones, Bruce	
 Observer, Canvas	
 Smart, Maxwell	
 Smith, Jane	
 Student, Canvas	
 Student, Test	

Cancel 4 Start Collaborating

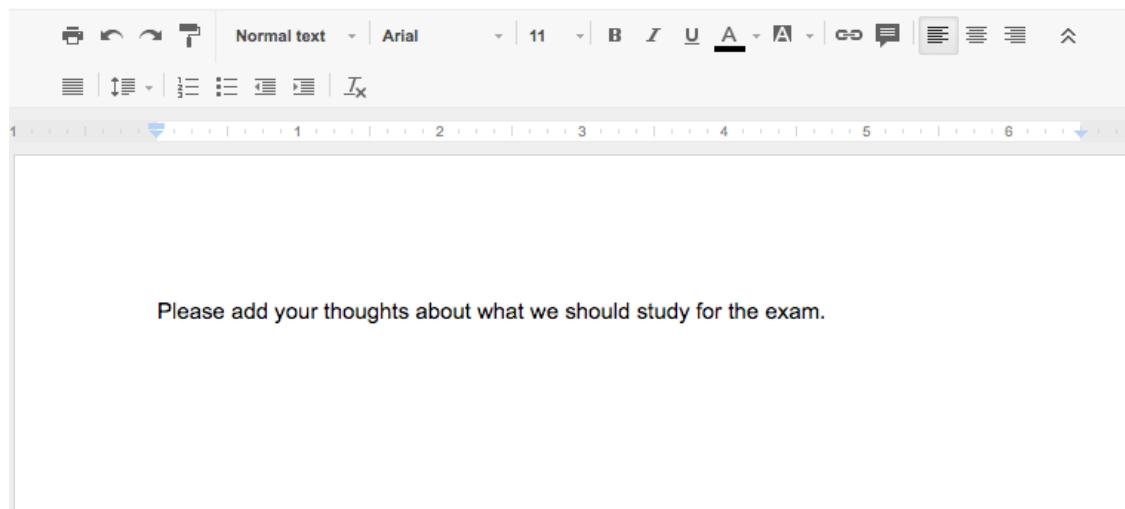
To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select who you will be collaborate with [3]. Click the **Start Collaborating** button [4] to create the document.

## Edit Document

Exam Notes  

File Edit View Insert Format Tools Table Help All changes saved in Drive

Comments Share



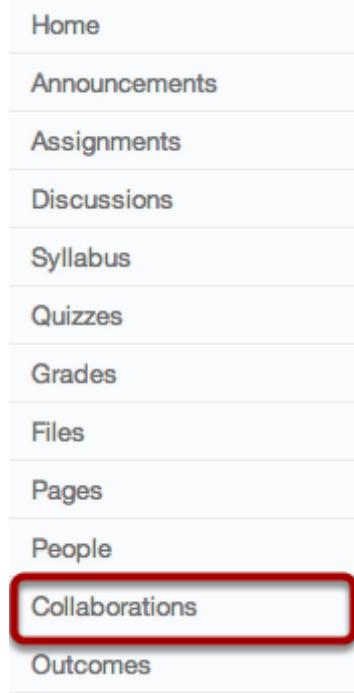
Please add your thoughts about what we should study for the exam.

The newly created document will appear in a new window.

## How do I delete a Google Doc Collaboration?

You can delete a Google Doc Collaboration in Canvas.

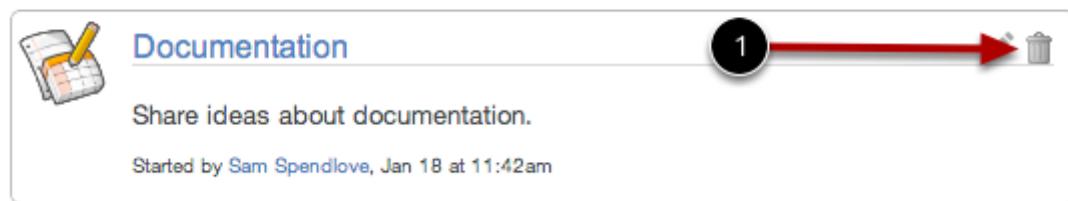
### Open Collaborations



Click the **Collaborations** link.

### Delete Document

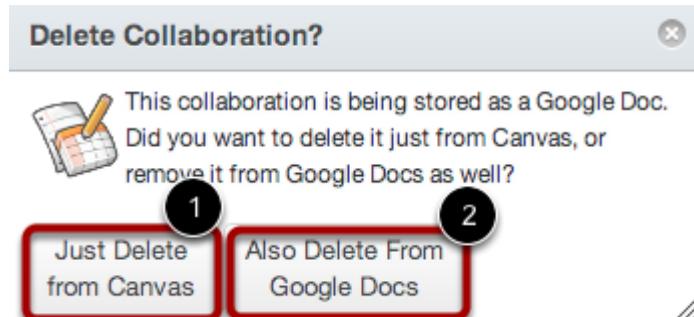
#### Current Collaborations



A screenshot of a Google Doc collaboration card. The card has a title "Documentation" with a document icon, a description "Share ideas about documentation.", and a timestamp "Started by Sam Spendlove, Jan 18 at 11:42am". A large red arrow points from the top right towards a circular delete icon with the number "1" inside it.

Click the **Trash** icon [1] to delete the Google Doc Collaboration.

## Delete Collaboration

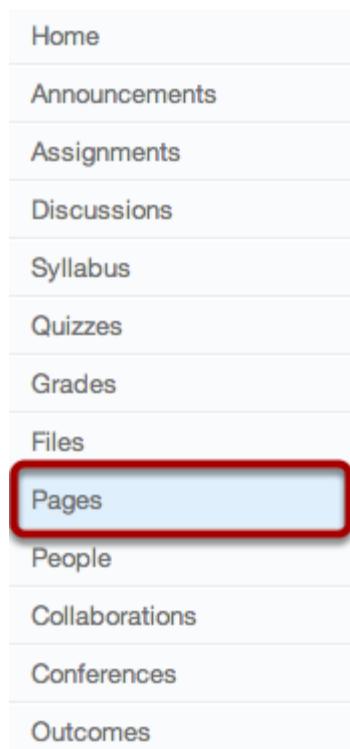


Delete the Google Doc Collaboration by selecting the **Just Delete from Canvas** button [1]. You can also delete the collaboration from both Canvas and Google Docs by selecting the **Also Delete From Google Docs** button [2].

## How do I edit a course Page?

The default setting in Canvas is to restrict editing of Pages to Instructors only. However, Instructors can allow students to edit pages.

### Open Pages



Click the **Pages** link.

## Choose Page

All Pages

---

Front Page

**Embedding Images**

Greetings

How do I search the Canvas Guides?

Lesson 2

Resources

Using the RCE to Create Alternate Tags...

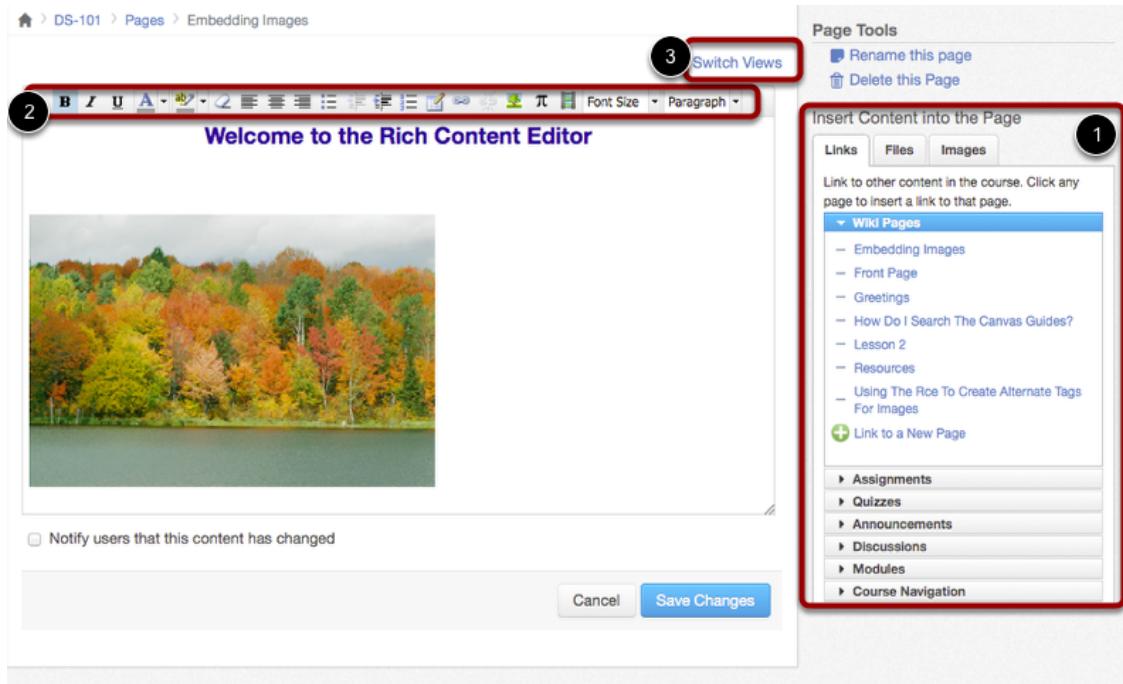
Click the title of the Page you wish to edit.

## Edit this Page



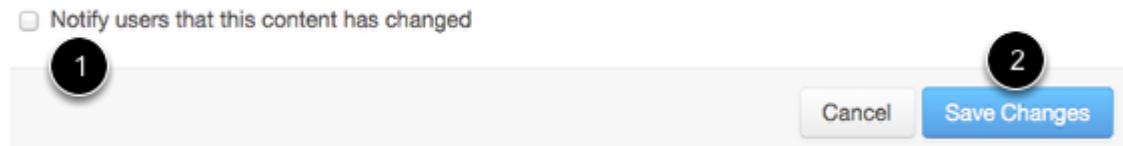
Click the **Edit this Page** button.

## Edit Page



Edit content on your 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].

## Save Changes



You can notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [1]. Select the **Save Changes** button [2] to save your edits.

## View Page

[Home](#) > [DS-101](#) > [Pages](#) > [Embedding Images](#)

Last edited by Opie Griffith less than a minute ago

[Page history](#)

### Welcome to the Rich Content Editor



View the changes you have made.

## View Page History

[Home](#) > [DS-101](#) > [Pages](#) > [Embedding Images](#)

Last edited by Opie Griffith less than a minute ago

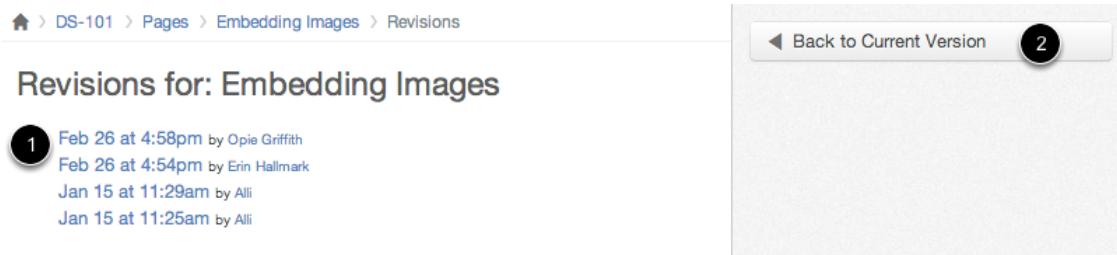
[Page history](#)

### Welcome to the Rich Content Editor



If you want to view page history, click the [Page history](#) link.

## View Past Revisions



Revisions for: Embedding Images

1 Feb 26 at 4:58pm by Opie Griffith  
Feb 26 at 4:54pm by Erin Hallmark  
Jan 15 at 11:29am by Alli  
Jan 15 at 11:25am by Alli

◀ Back to Current Version 2

View the prior revisions list [1]. To return to the current page version, click the **Back to Current Version** button [2].

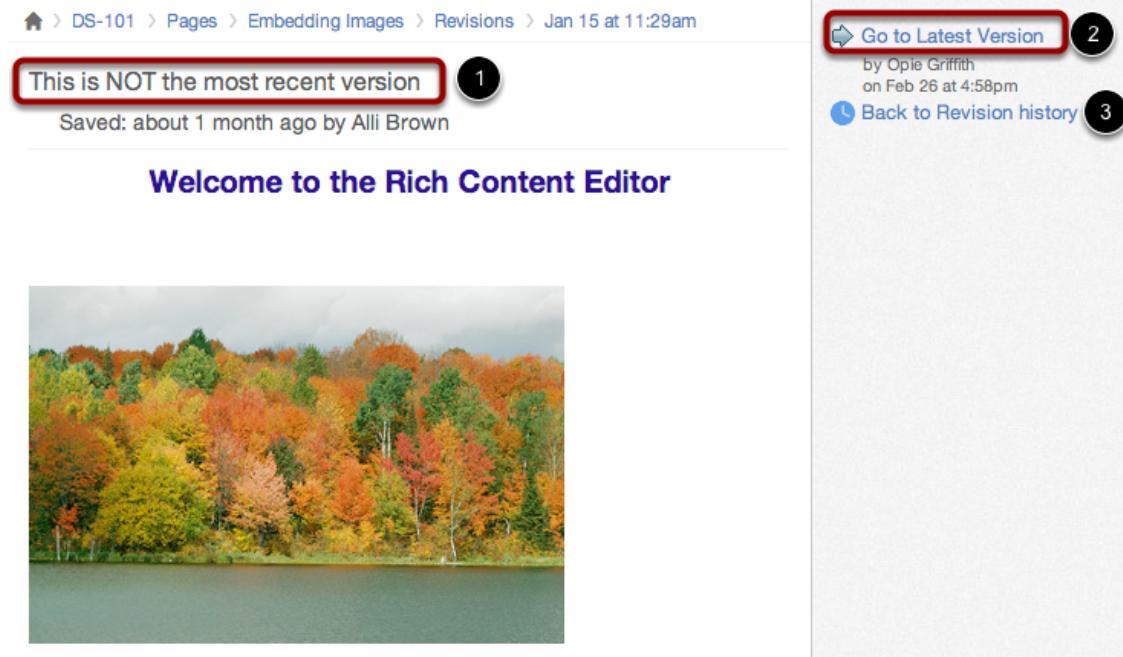
## Open Prior Page Revision

### Revisions for: Embedding Images

Feb 26 at 4:58pm by Opie Griffith  
Feb 26 at 4:54pm by Erin Hallmark  
Jan 15 at 11:29am by Alli  
Jan 15 at 11:25am by Alli

To open a prior version of your page, click the date you want to access.

## View Prior Version



The screenshot shows a page from the Canvas Rich Content Editor. At the top, there is a breadcrumb navigation: Home > DS-101 > Pages > Embedding Images > Revisions > Jan 15 at 11:29am. Below the navigation, a message says "This is NOT the most recent version" [1], followed by "Saved: about 1 month ago by Alli Brown". To the right, there is a red box around the "Go to Latest Version" link [2]. Below it, a message says "by Opie Griffith on Feb 26 at 4:58pm". At the bottom right, there is a "Back to Revision history" link [3]. The main content area displays a photograph of a forest with autumn foliage.

View the content from the former page version. Canvas will remind you that this version of your page is not the most recent version [1]. If you want to go back to the most current version of the page, click the **Go to the Latest Version** link [2]. If you want to go back to the complete page history list, click the **Back to Revision history** link [3].

**Note:** If you are editing a page located in a student group, you will also see a **Roll-back to this Version** button, which gives you the option to replace your current page with the content from a prior version. When you roll back a page, all prior versions of the page will still remain in the Revision history.

# Conferences

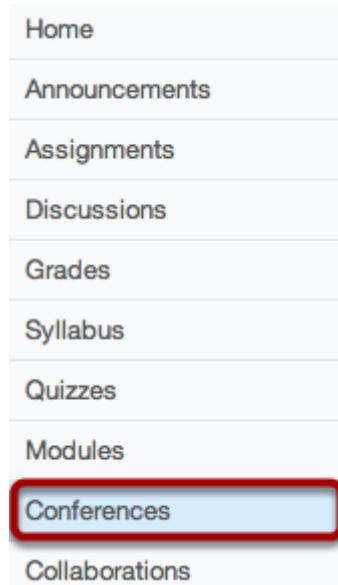
## What are Conferences in my course?

Conferences makes it easy to conduct synchronous (real-time) discussions within your course. Conferences allows you to broadcast real-time audio, video, share presentation slides, and share any other online resources. Currently, Canvas integrates with [BigBlueButton](#).

Your instructor may invite you to course-wide conferences or set up personal conferences. If you cannot create a conference at the course level, this feature has been disabled. You can set up your own conferences in Student Groups.

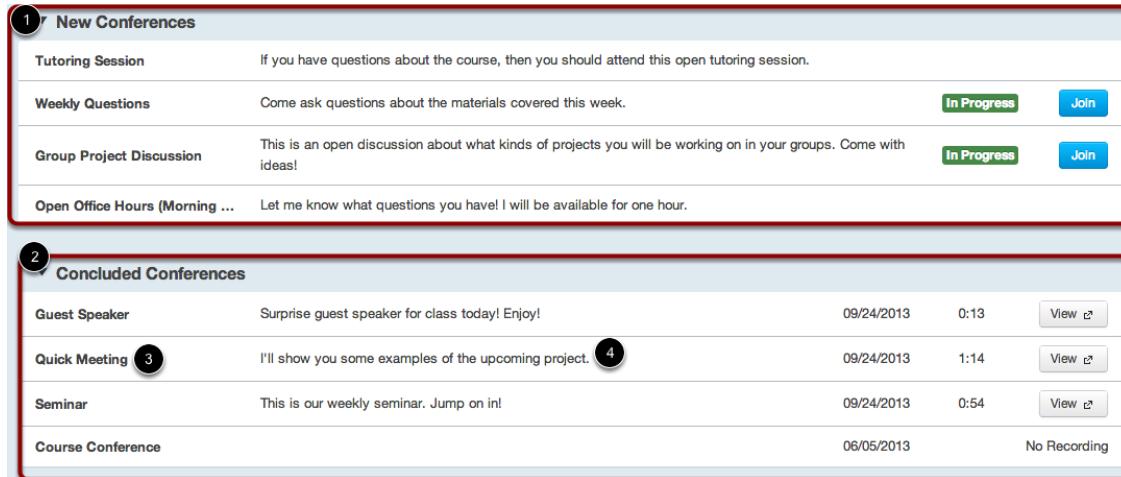
**Note:** BigBlueButton can accommodate approximately 50 users in a conference at one time.

## Access Conferences



To access conferences, click the **Conferences** link. This Course Navigation link is also located in the links within Student Groups.

## How do I use the Conference Index Page?



The screenshot shows the Canvas Conference Index Page. It is divided into two main sections: "New Conferences" and "Concluded Conferences".

**New Conferences:**

Name	Description	Status	Action
Tutoring Session	If you have questions about the course, then you should attend this open tutoring session.		
Weekly Questions	Come ask questions about the materials covered this week.	In Progress	Join
Group Project Discussion	This is an open discussion about what kinds of projects you will be working on in your groups. Come with ideas!	In Progress	Join
Open Office Hours (Morning ...)	Let me know what questions you have! I will be available for one hour.		

**Concluded Conferences:**

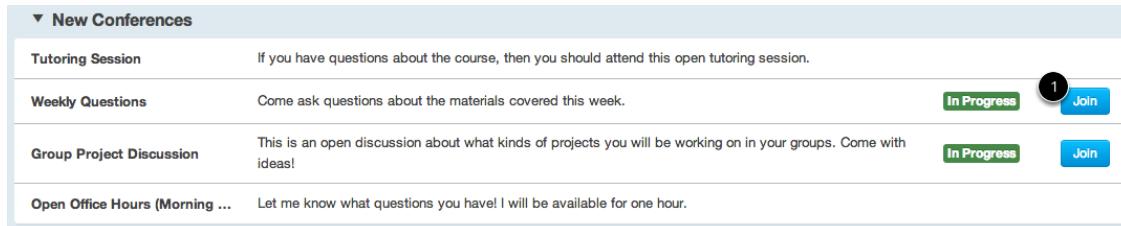
Name	Description	Date	Duration	Action
Guest Speaker	Surprise guest speaker for class today! Enjoy!	09/24/2013	0:13	View ↗
Quick Meeting (3)	I'll show you some examples of the upcoming project.	09/24/2013	1:14	View ↗
Seminar	This is our weekly seminar. Jump on in!	09/24/2013	0:54	View ↗
Course Conference		06/05/2013	No Recording	

You can use them for a variety of purposes, such as practicing group presentations.

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

**Note:** You can only view conferences to which you have been invited.

## New Conferences



The screenshot shows the "New Conferences" section of the Canvas Conference Index Page. It displays four conference entries:

Name	Description	Status	Action
Tutoring Session	If you have questions about the course, then you should attend this open tutoring session.		
Weekly Questions	Come ask questions about the materials covered this week.	In Progress	Join
Group Project Discussion	This is an open discussion about what kinds of projects you will be working on in your groups. Come with ideas!	In Progress	Join
Open Office Hours (Morning ...)	Let me know what questions you have! I will be available for one hour.		

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, you can join by clicking the **Join** button.

## Concluded Conferences

▼ Concluded Conferences		1	2	3
Guest Speaker	Surprise guest speaker for class today! Enjoy!	09/24/2013	Preparing Video	
Quick Meeting	I'll show you some examples of the upcoming project.	09/24/2013	1:14	<a href="#">View ↗</a>
Seminar	This is our weekly seminar. Jump on in!	09/24/2013	0:54	<a href="#">View ↗</a>
Course Conference		06/05/2013	No Recording	

Once a conference has ended, it will be displayed in Concluded conferences.

Concluded conferences show the date of the conference [1]. Canvas will display the length of the conference [2]. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

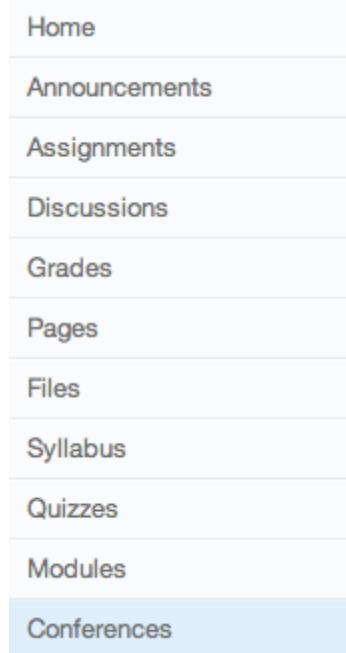
Concluded conferences also shows the state of each individual conference [3]:

- **No recording** mean the conference was not recorded.
- **View** [button] means the conference is available for viewing. **Note:** Recordings are automatically deleted 14 days after the conference ends.
- **Preparing video** means the conference is being processed.

## How do I join a web conference?

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

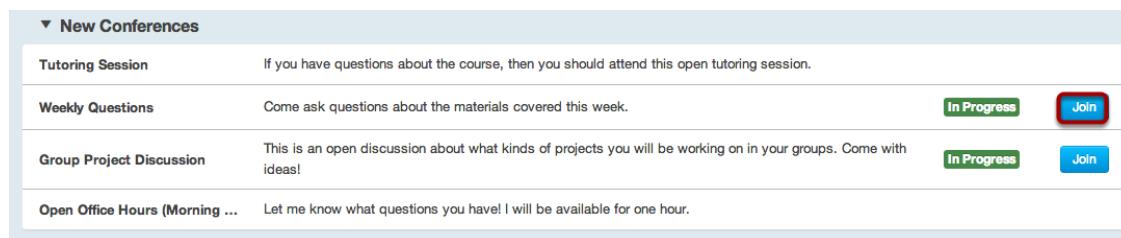
### View Conferences



The screenshot shows the left sidebar of a Canvas interface. The sidebar contains links: Home, Announcements, Assignments, Discussions, Grades, Pages, Files, Syllabus, Quizzes, Modules, and Conferences. The 'Conferences' link is highlighted with a light blue background.

Click the **Conferences** link.

### Join Conference



The screenshot shows the 'New Conferences' section of the Canvas Conferences page. It lists four items:

▼ New Conferences	
Tutoring Session	If you have questions about the course, then you should attend this open tutoring session.
Weekly Questions	Come ask questions about the materials covered this week.
Group Project Discussion	This is an open discussion about what kinds of projects you will be working on in your groups. Come with ideas!
Open Office Hours (Morning ...	Let me know what questions you have! I will be available for one hour.

Each item has an 'In Progress' button and a 'Join' button. The 'Join' button for the 'Weekly Questions' item is highlighted with a red box.

Click the **Join** button to enter the Conference.

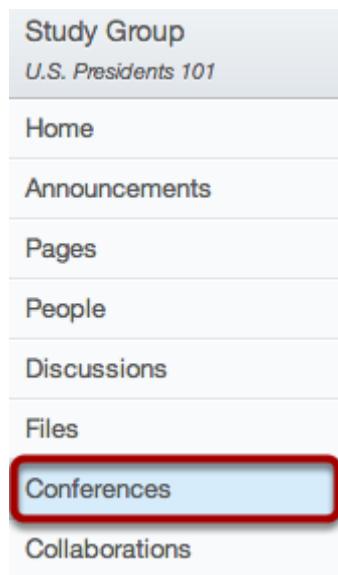
**Note:** You cannot join a conference until the conference host has started the conference.

## How do I use the Conference Interface in my Student Group?

The Conferences Interface contains multiple tools to help you have a successful conference.

**Note:** This lesson displays the options available to the moderator/presenter of a conference. Participants will see fewer options.

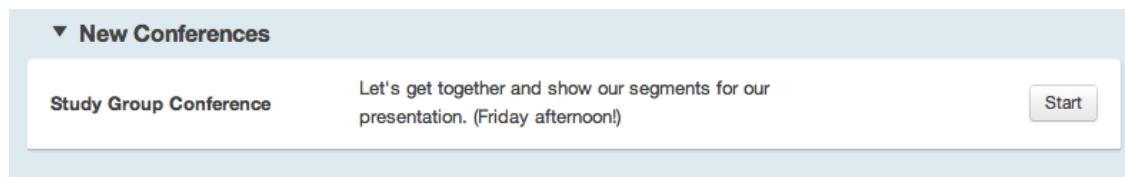
### Open Conferences



The screenshot shows the sidebar menu for a group named "Study Group U.S. Presidents 101". The menu items are: Home, Announcements, Pages, People, Discussions, Files, Conferences (which is highlighted with a red box), and Collaborations.

Click the **Conferences** link.

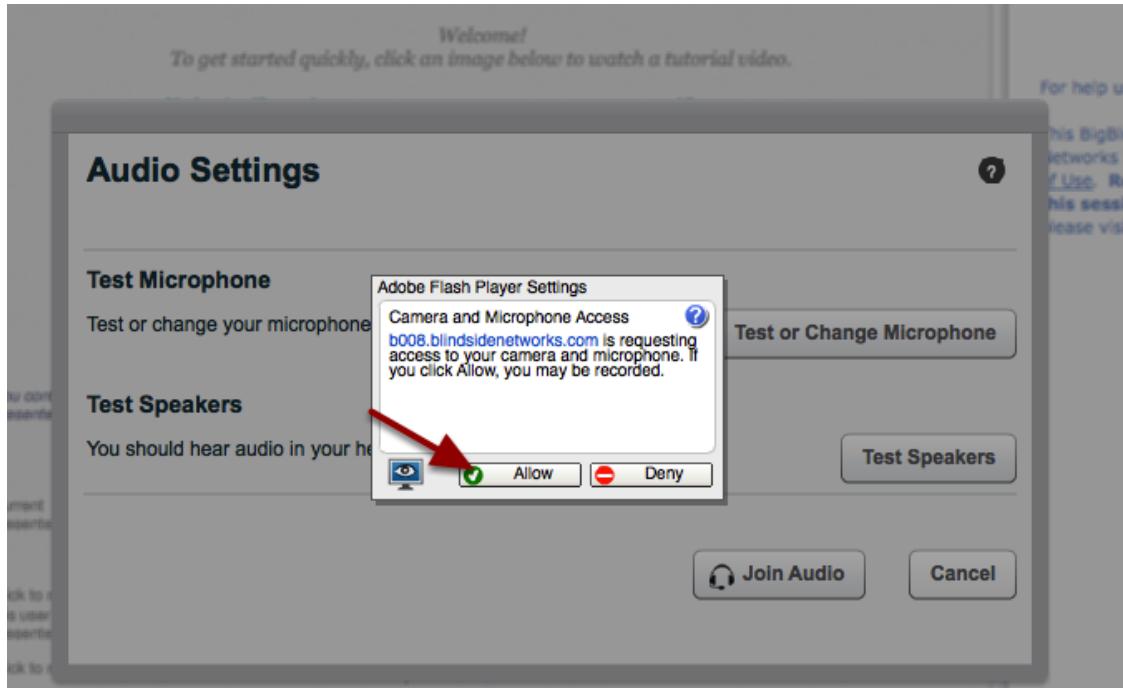
### Start Conference



The screenshot shows the "New Conferences" section. It lists one conference: "Study Group Conference". The description for the conference is: "Let's get together and show our segments for our presentation. (Friday afternoon!)" To the right of the description is a "Start" button.

Click the **Start** button next to your desired conference.

## Accept Adobe Flash Player Settings



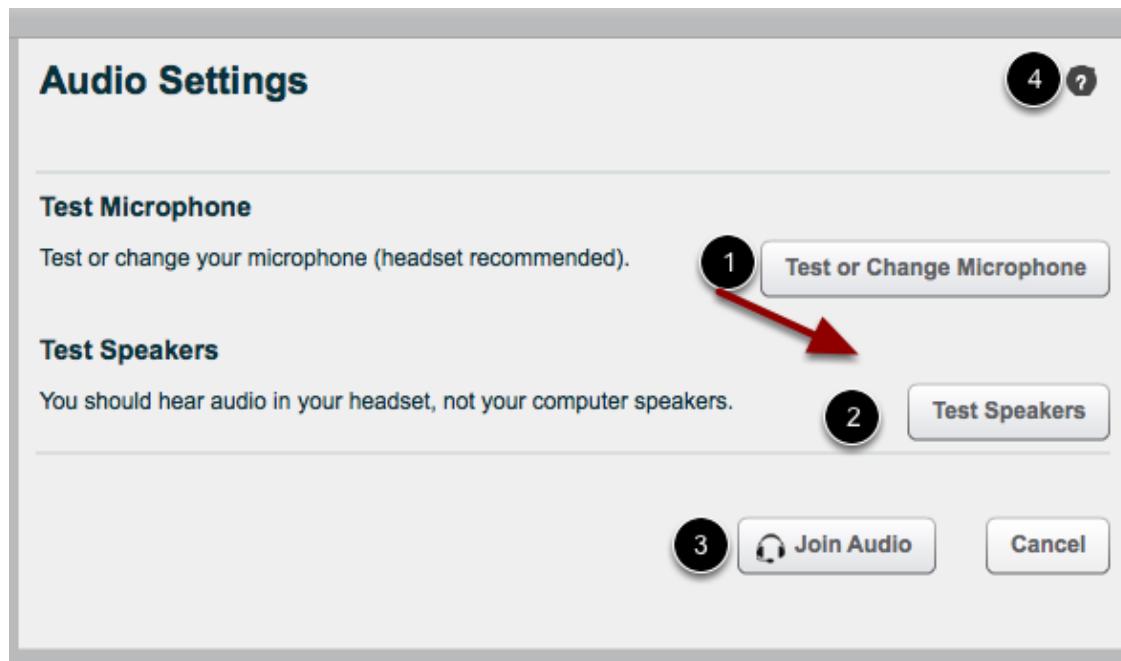
To use Conferences, you must give Adobe Flash Player access to your camera and microphone settings. Click the **Allow** button.

## Chrome Security Setting



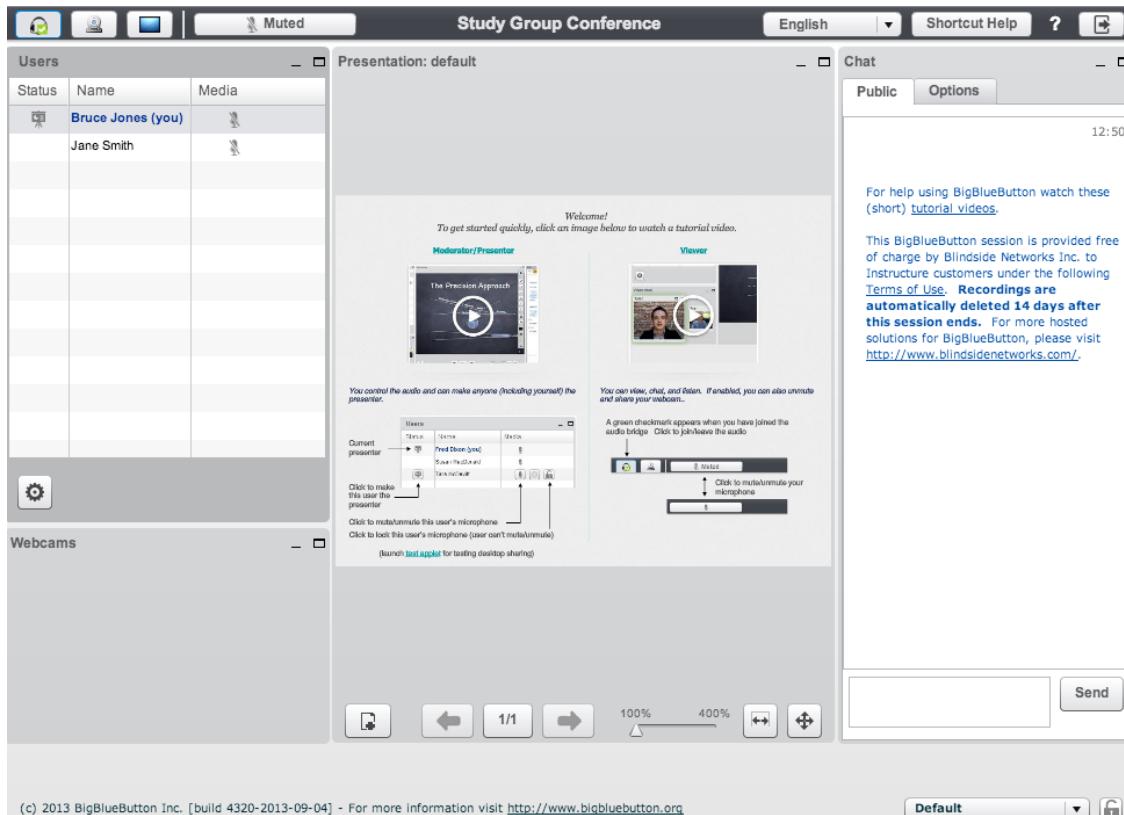
If you are using Chrome, you will have to accept a second, Chrome-specific permission for access to your camera and microphone. This prompt is just below the address bar. Click the **Allow** button.

## Confirm Audio



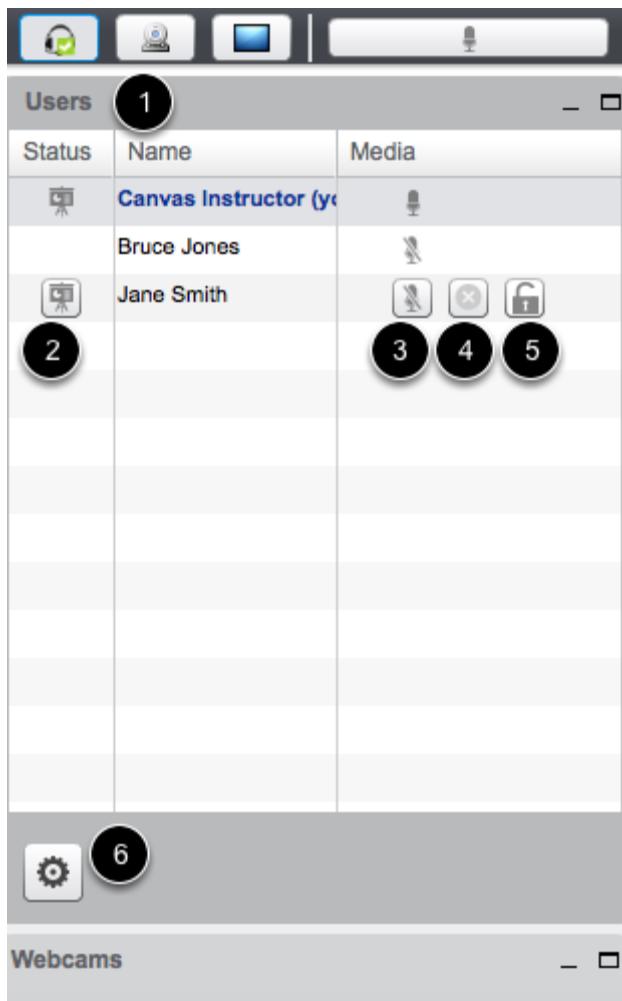
To make sure your audio is working correctly, click the **Test or Change Microphone** button [1]. You can also test your speakers by clicking the **Test Speakers** button [2]. You can also change your microphone if you have another one you'd rather use. When you are ready to join the conference, click the **Join Audio** button [3]. If you need help with your hardware, click the **Question Mark** button [4].

## Use Conference Interface



The conference interface contains a variety of tools to help you moderate your presentation. Each area of the interface is created within its own window and can be resized.

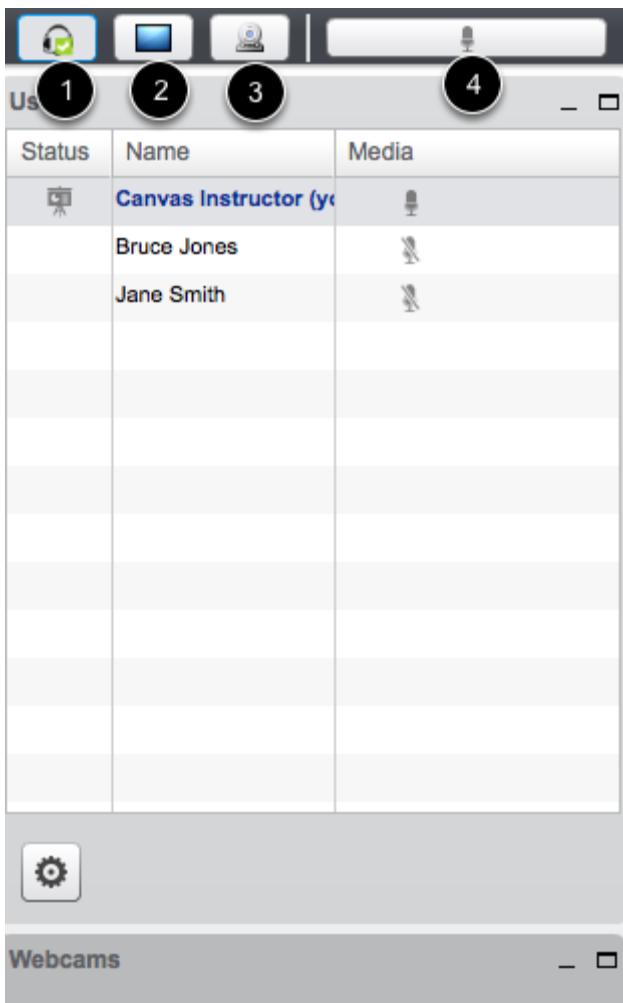
## View Participants



The **Users** panel [1] displays the users in the conference. To locate the presenter/moderator, look for the presentation icon next to their name [1]. When you are the presenter/moderator, you can switch the Presenter by highlighting the name of a user in the User list and clicking the **Change Presenter** button [2].

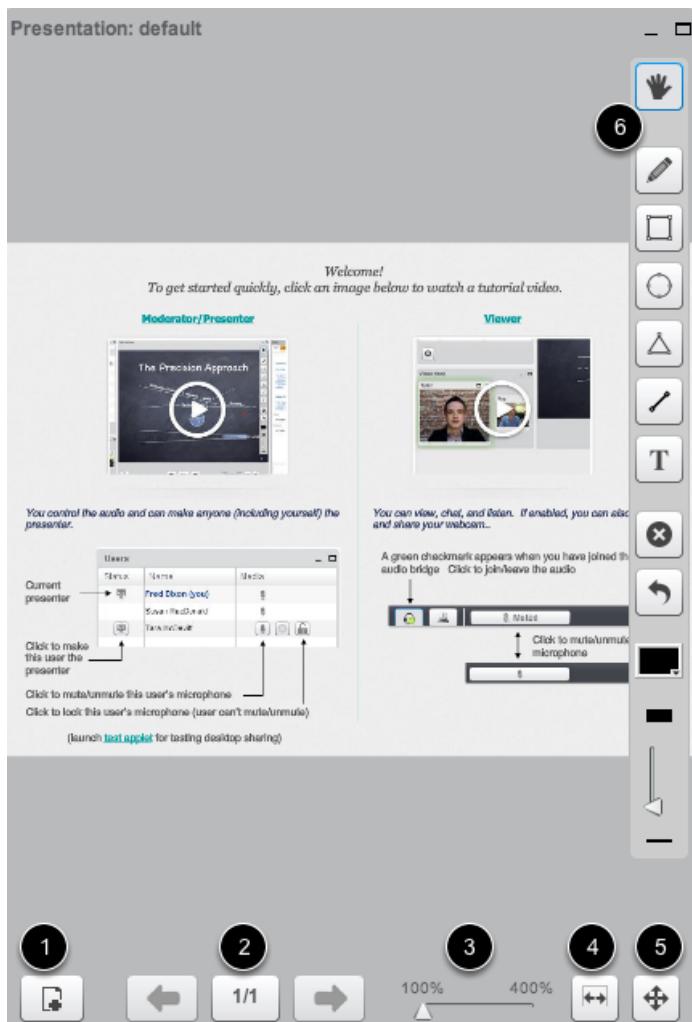
you can mute or unmute yourself, and if you are the moderator/presenter, you can mute everyone [3]. You can also kick a listener by hovering over the listener's name and selecting the x that appears to the right [4]. You can click the unlock icon next to the listener's name to keep their microphone locked (or click again to unlock) [5]. At the bottom of the panel, click the gear icon to Lower All Hands, Mute All Users, or Mute All Users Except Presenter [6].

# Sharing Media Tools



In the upper right-hand corner, you will see buttons to join with audio [1], share your desktop [2], share your video (webcam) [3], and mute or unmute yourself [4].

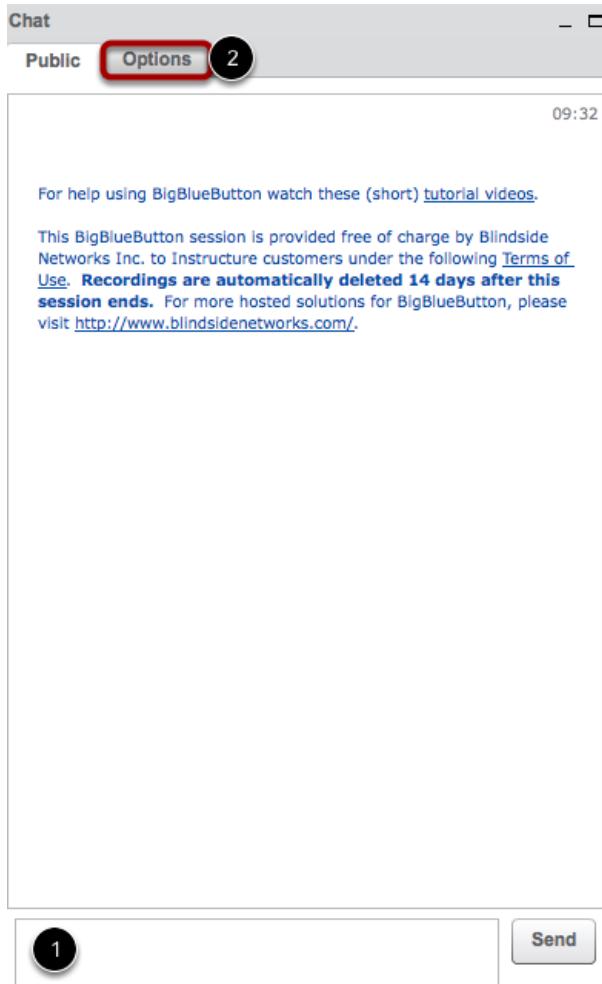
## Sharing Presentation Tools



At the bottom of the viewing window, you have the following options for your presentation:

1. Upload your presentation by clicking the Upload Presentation icon.
2. Advance or back up your presentation by clicking the arrow keys. The number between the keys indicates the number of slides in your presentation.
3. Increase the viewing size of your presentation by dragging the scale between the percentage options.
4. Make your presentation fit to the width of the viewing window (height will remain proportionate) by clicking the width icon.
5. Make your presentation fit the entire page within the viewing window by clicking the page enlarge icon.
6. Show the whiteboard by clicking the pencil icon. You can highlight or create shapes on a presentation slide.

## Chat Window



You can chat with all of the participants in the conference, type text in the Chat window [1]. To chat with one person in particular, click the Options tab [2].

## Languages



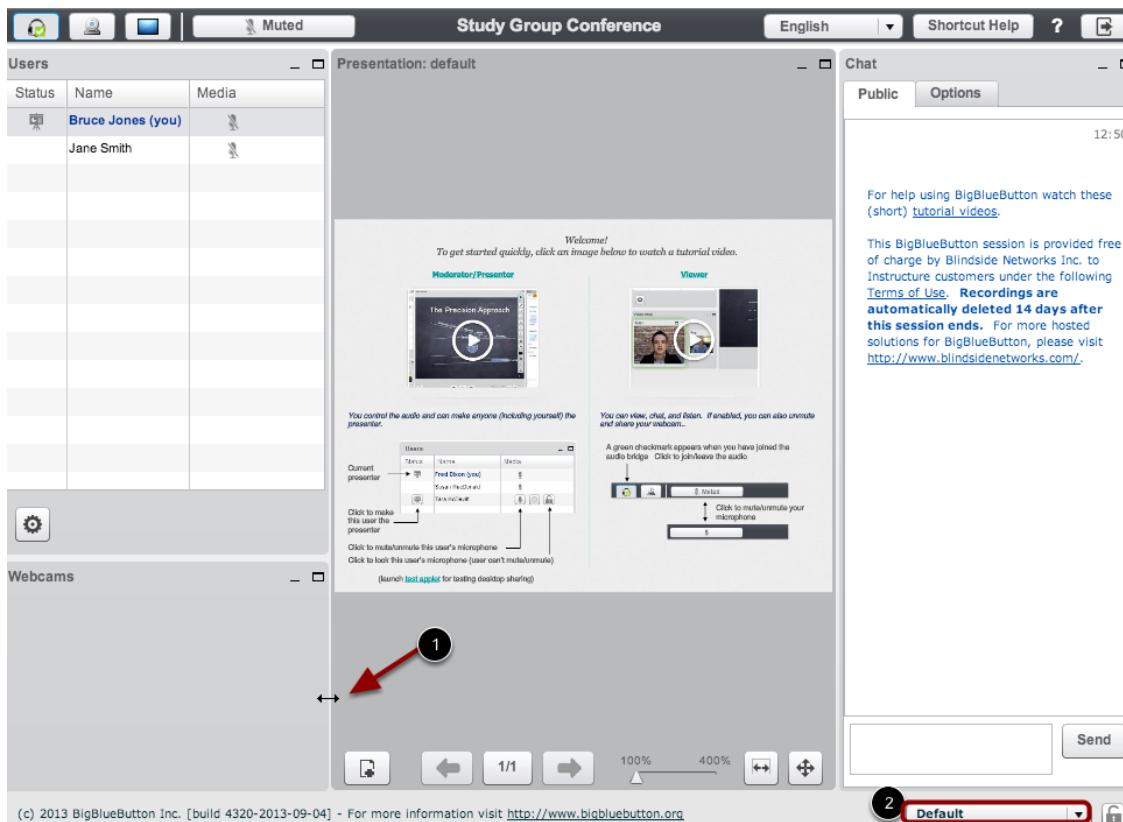
To change the language of the interface, click the drop-down menu at the top of the screen.

## Log Out



To leave the conference, click the logout button or close your browser tab or window.

## Resize Conference Windows



Each window within the interface is independent of the others. You can resize the windows to personalize your viewing experience. To change the size of a window, hover over the edge of a window until the cursor becomes a double arrow [1], then click and drag to your desired size.

To change the layout, click the Default layout drop-down menu to select the layout you want to use [2].

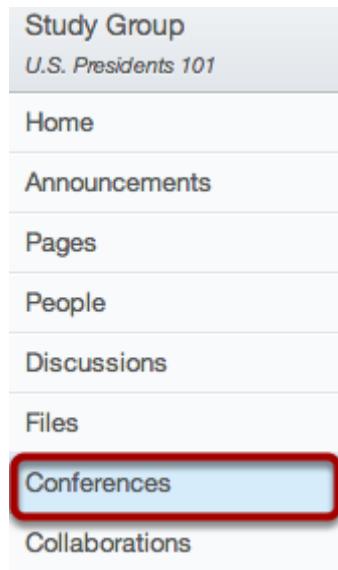
To read more about Big Blue Button, [please visit their website](#).

## How do I create a Conference in my Student Group?

You can create a conference in your Student Group. Conferences can accommodate up to 50 people.

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.

### Open Conferences



Study Group  
*U.S. Presidents 101*

Home

Announcements

Pages

People

Discussions

Files

Conferences

Collaborations

Click the **Conferences** link.

### Create New Conference



New Conference

Click the **New Conference** button.

## Add Conference Details

New Conference

1	Name	Study Group Conference
2	Type	Big Blue Button
3	Duration	60 minutes
4	Options	<input type="checkbox"/> Record this conference <input type="checkbox"/> No time limit (for long-running conferences)
5	Description	(empty text area)

### Members

Invite All Course Members 6

Cancel 7 Create Conference

To create a new conference:

1. Type a name for the conference in the name field.
2. Select the type of conference. (You do not need to change this field.)
3. Set the time limit for the conference by typing in the duration field.
4. Select Options: **Record the conference** (**Note:** Recordings are automatically deleted 14 days after the conference ends) and/or Indicate if the conference will be a long-running conference by selecting the **No time limit (for long-running conferences)** checkbox.
5. Type a description about the conference in the description field.
6. Choose which members to invite to the conference. By default, the **Invite All Course Members** checkbox will be selected for you, but you can unselect it and choose to invite only specific members of your student group.
7. Click **Create Conference**.

## View Conference

▼ New Conferences

**Study Group Conference** Let's get together and show our segments for our presentation. (Friday afternoon!) Start

▼ Concluded Conferences

There are no concluded conferences

View your created conference.

## How do I start a Conference in my Student Group?

Starting a conference is as simple as clicking a button.

## Open Conferences

Study Group  
*U.S. Presidents 101*

---

Home

---

Announcements

---

Pages

---

People

---

Discussions

---

Files

---

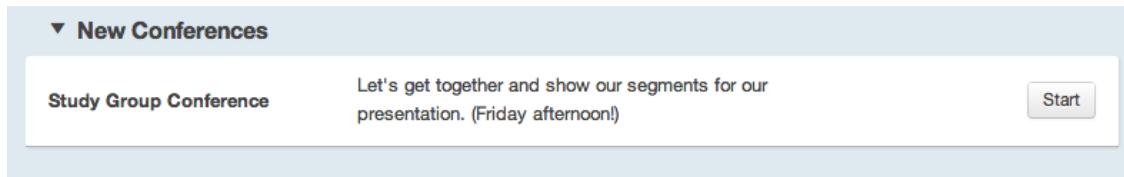
**Conferences**

---

Collaborations

Click the **Conferences** link.

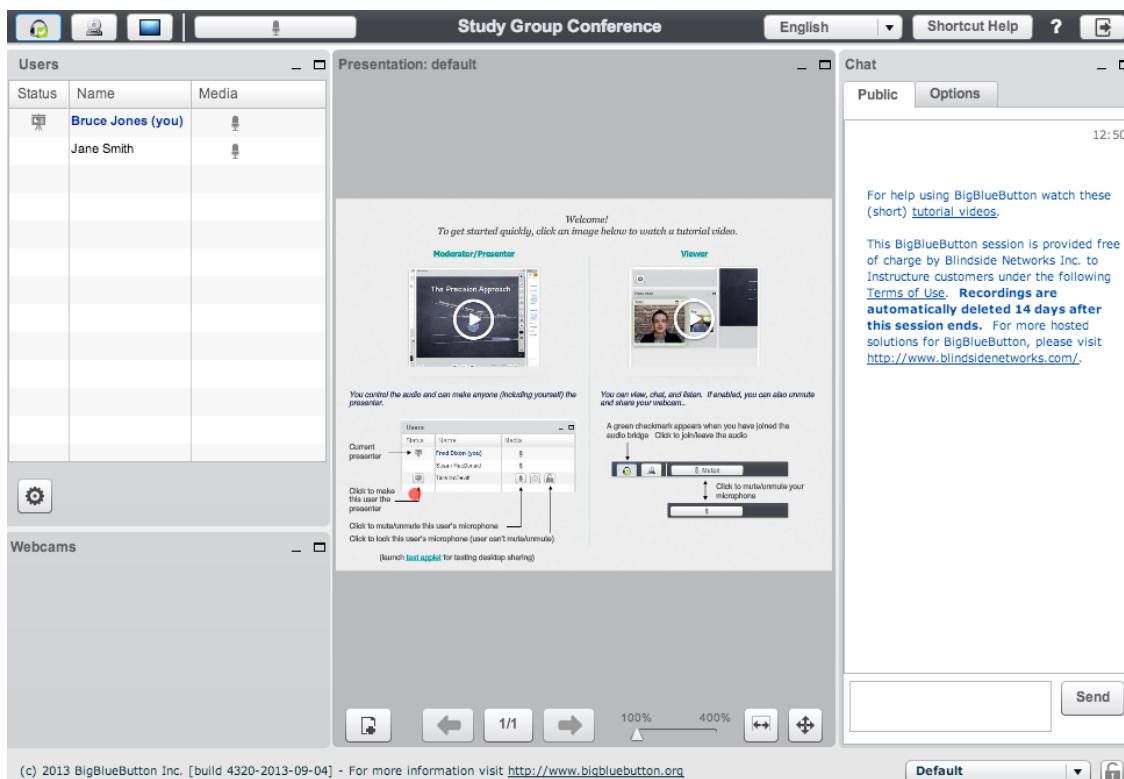
## Start Conference



The screenshot shows a list of new conferences. One conference, "Study Group Conference", is listed with a description: "Let's get together and show our segments for our presentation. (Friday afternoon!)" To the right of the description is a "Start" button.

Click the **Start** button next to your desired conference.

## Participate in Conference

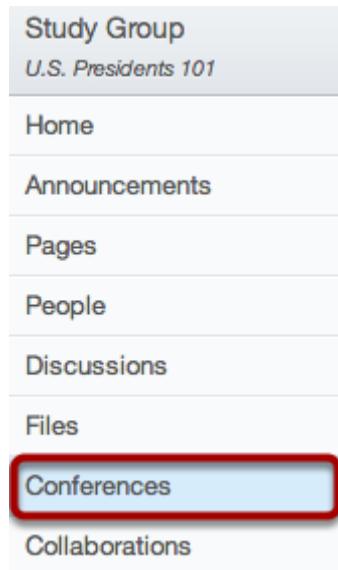


The screenshot shows the BigBlueButton interface during a "Study Group Conference". The main area displays a "Welcome!" message and two sections: "Moderator/Presenter" and "Viewer". The "Moderator/Presenter" section includes controls for audio, video, and screen sharing. The "Viewer" section shows a thumbnail of the current video feed. On the left, there are "Users" and "Webcams" panels. On the right, there is a "Chat" panel with a "Public" tab selected. A status bar at the bottom provides copyright information and links.

Participate in the Conference.

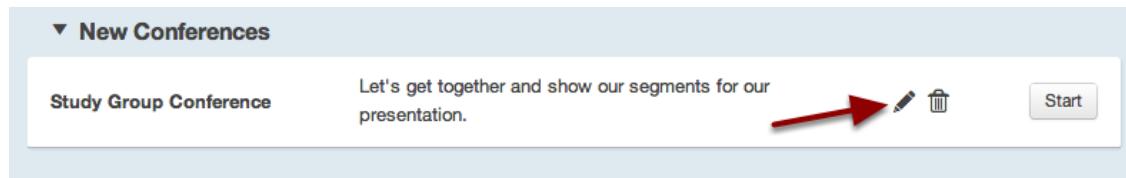
## How do I edit a Conference in my Student Group?

### Open Conferences



Click the **Conferences** link.

### Edit Conference



The image shows the "New Conferences" section. It lists a single conference named "Study Group Conference". The description next to it is "Let's get together and show our segments for our presentation.". To the right of the description are three icons: a pencil (for edit), a trash can (for delete), and a "Start" button. A large red arrow points to the pencil icon.

Hover over the conference you want to edit. Click the **Pencil** icon that appears next to the description.

## Edit Conference Details

Update Conference ×

Name	Study Group Conference
Type	Big Blue Button
Duration	<input type="text"/> minutes
Options	<input type="checkbox"/> Record this conference <input checked="" type="checkbox"/> No time limit (for long-running conferences)
Description	Let's get together and show our segments for our presentation.

### Members

Invite All Course Members

[Cancel](#)

[Update Conference](#)

Edit the fields you'd like to edit.

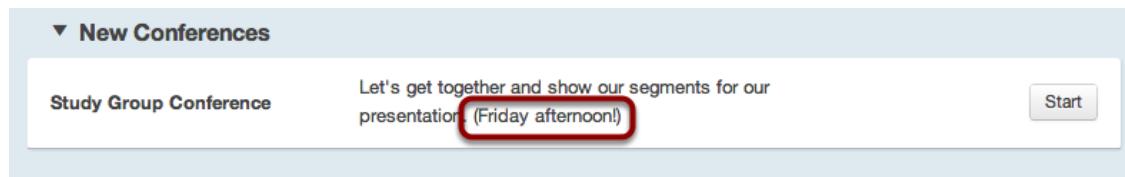
## Update Conference

[Cancel](#)

[Update Conference](#)

Click the **Update Conference** button.

## View Conference



▼ New Conferences

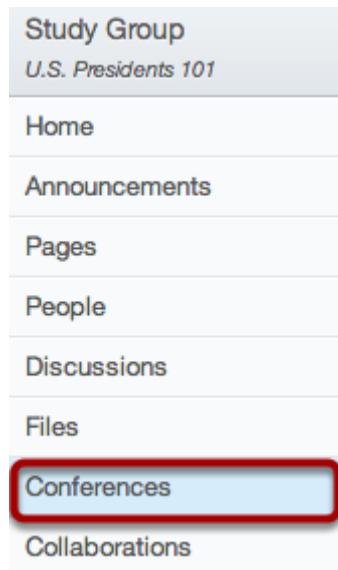
**Study Group Conference** Let's get together and show our segments for our presentation. (Friday afternoon!) **Start**

View the updated Conference.

## How do I delete a Conference in my Student Group?

You can delete new and concluded conferences.

## Open Conferences



Study Group  
*U.S. Presidents 101*

Home

Announcements

Pages

People

Discussions

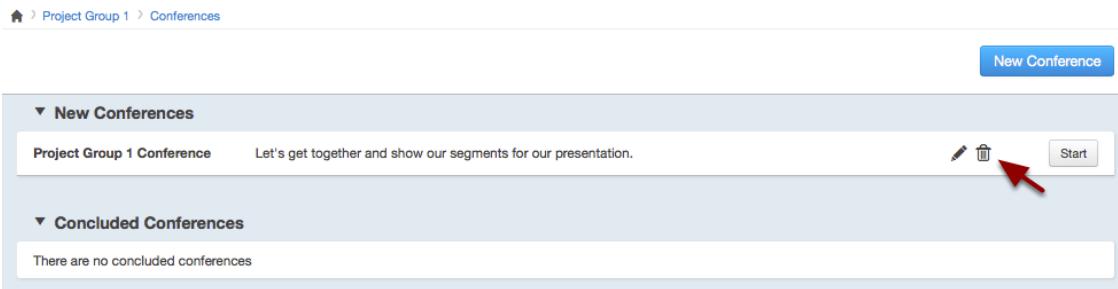
Files

**Conferences**

Collaborations

Click the **Conferences** link.

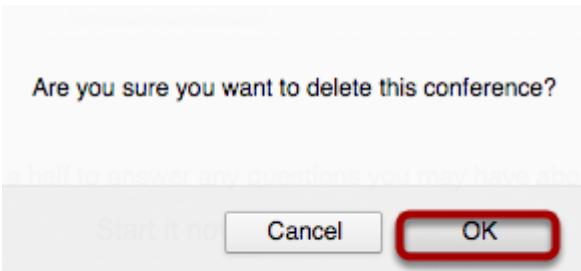
## Delete Conference



The screenshot shows the 'Conferences' page in Canvas. At the top right is a 'New Conference' button. Below it, under 'New Conferences', is a card for 'Project Group 1 Conference' with the description 'Let's get together and show our segments for our presentation.' To the right of the description are edit ('pencil') and trash ('trash bin') icons, with a red arrow pointing to the trash icon. Under 'Concluded Conferences', it says 'There are no concluded conferences.'

Hover over the conference you want to delete. Click the **Trash** icon that appears next to the description.

## Confirm Deletion



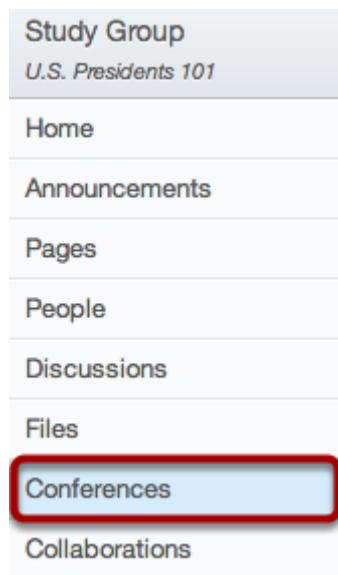
Click the **OK** button to delete the Conference.

## How do I record a Conference in my Student Group?

When you are creating a new conference, you can choose to record your conference to view at a later date within your Student Group.

**Note:** Recordings are automatically deleted 14 days after the conference ends.

### Open Conferences



The screenshot shows a vertical navigation menu for a 'Study Group' named 'U.S. Presidents 101'. The menu items are: Home, Announcements, Pages, People, Discussions, Files, Conferences (which is highlighted with a red box), and Collaborations.

Click the **Conferences** link.

### Make a New Conference

 New Conference

Click the **Make a New Conference** button.

## Record This Conference

New Conference

Name	Course Conference
Type	Big Blue Button
Duration	60 minutes
Options	<input checked="" type="checkbox"/> Record this conference <input type="checkbox"/> No time limit (for long-running conferences)
Description	

### Members

Invite All Course Members

Cancel

Create Conference

While completing the details for the conference, click the **Record this conference** checkbox.

**Note:** If you want to record a conference, you must do so when you initially create the conference. Once the conference has started, it will not record, even if you go back and edit the conference.

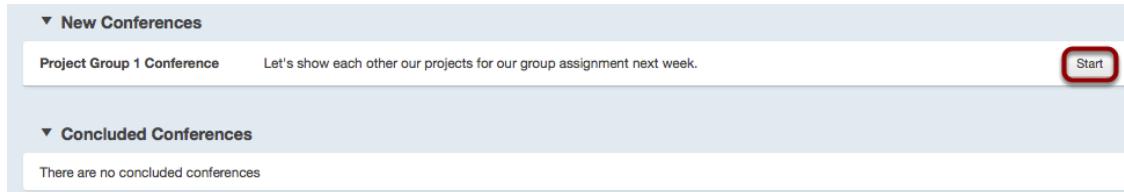
## Create Conference

Cancel

Create Conference

Click the **Create Conference** button.

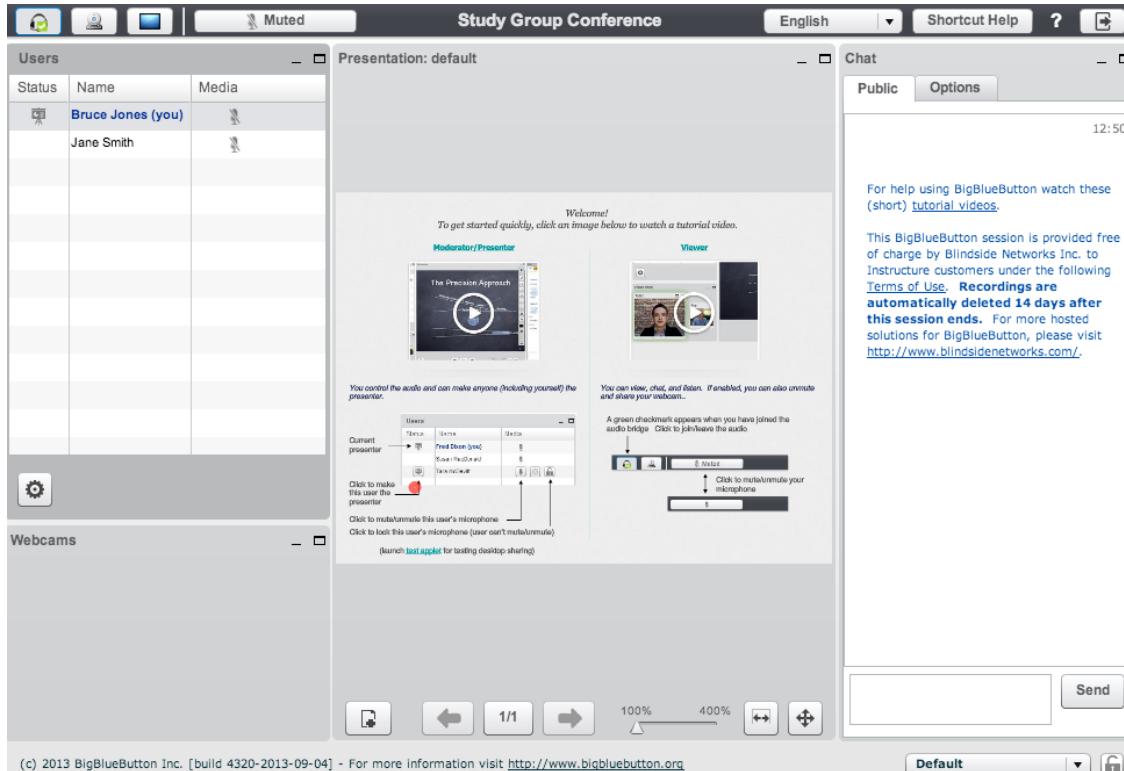
## Start Conference



The screenshot shows the 'New Conferences' section with one entry: 'Project Group 1 Conference' with the note 'Let's show each other our projects for our group assignment next week.' A red box highlights the 'Start' button next to this conference. The 'Concluded Conferences' section below it shows 'There are no concluded conferences'.

Click the **Start** button next to the conference you want to start recording.

## Record Conference



The screenshot shows the BigBlueButton interface for a 'Study Group Conference'. The left sidebar lists 'Users' (Bruce Jones (you), Jane Smith) and 'Webcams'. The main area displays a presentation titled 'default' with a 'Welcome!' message and two panels: 'Moderator/Presenter' and 'Viewer'. The right sidebar shows the 'Chat' window with a message from 'Public' at 12:50: 'For help using BigBlueButton watch these (short) tutorial videos.' Below the chat is a note about recording: 'This BigBlueButton session is provided free of charge by Blindsight Networks Inc. to Instructure customers under the following Terms of Use. Recordings are automatically deleted 14 days after this session ends. For more hosted solutions for BigBlueButton, please visit <http://www.blindsightnetworks.com/>.'. At the bottom, there are navigation controls and a copyright notice: '(c) 2013 BigBlueButton Inc. [build 4320-2013-09-04] - For more information visit <http://www.bigbluebutton.org>'.

The conference will start recording when the conference window opens. The conference will be recorded until you log out and close the conference.

## View Recorded Conference

▼ Concluded Conferences				
Project Group 1 Conference	Let's get together and show our segments for our presentation.	06/07/2013	0:22	
Project Group 1 Conference	Let's get together and show our segments for our presentation. (Morning meeting time!)	06/07/2013	No Recording	

Click the **View** button to replay your conference.

**Note:** The View button will not appear until the conference has been rendered for playback. Depending on the length of your conference, this process may take several hours and will be labeled as Preparing Video.

## Recording Restrictions

- The standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.

# Conversations

## How do I adjust my Notification Preferences for Conversations?

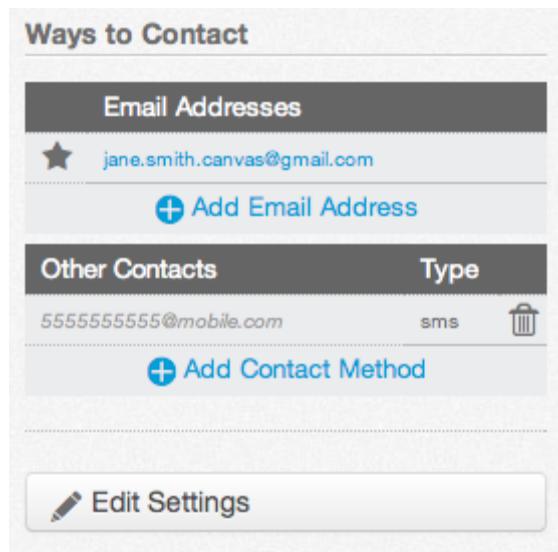
You can adjust the notifications that you receive for Conversations.

### Open Settings



Click the **Settings** link.

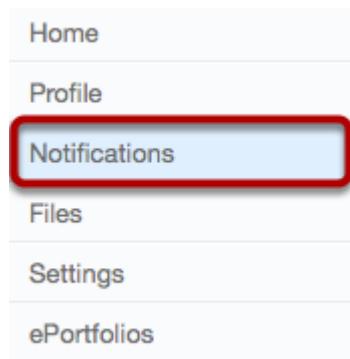
### Verify Communication Channels



Other Contacts	Type
5555555555@mobile.com	sms

View the communication channels you have set up in Canvas.

## Open Notifications



Click the Notifications link.

## Set Conversations Notification Preference



A screenshot of the Conversations settings page. The page lists categories: Discussion, Discussion Post, Conversations (which is highlighted with a red box), Added To Conversation, and Conversation Message. To the right of each category are notification preference icons. A red arrow points from the 'Conversations' category to the 'Daily' icon under the 'Discussion Post' category.

Category	Notification Preferences
Discussion	[Icon]
Discussion Post	Daily [Icon]
Conversations	[Icon]
Added To Conversation	[Icon]
Conversation Message	ASAP [Icon]

Find the Conversations category [1]. Set the notification preference for each column by clicking the appropriate icon [2].

## View Set Notification Preferences



Notification Type	Preference
Added To Conversation	Daily
Conversation Message	ASAP

Verify the notification preference was correctly set.

## 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 is my Conversations Inbox organized?

The Conversations Inbox is split into two windows and displays messages chronologically.

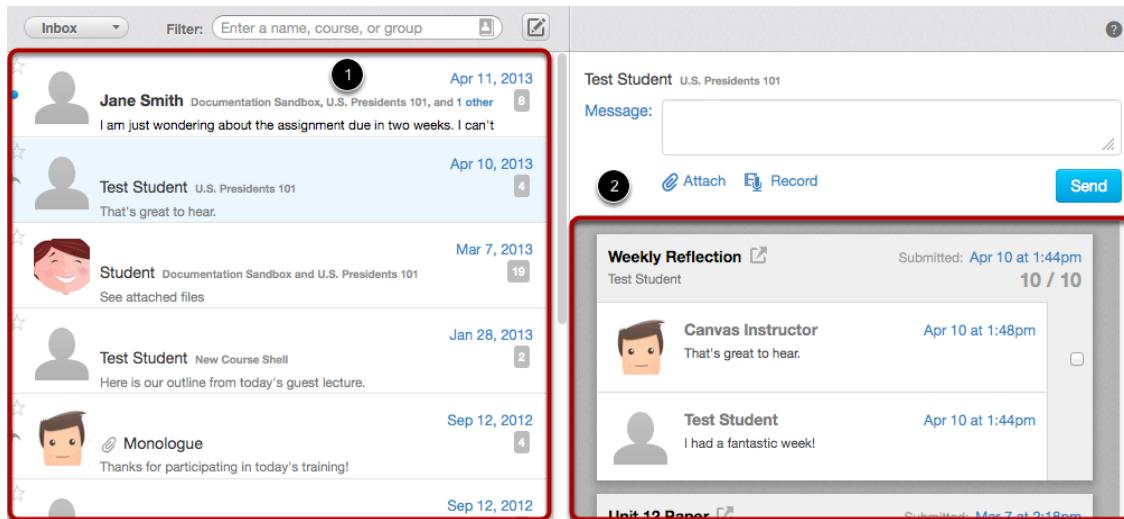
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

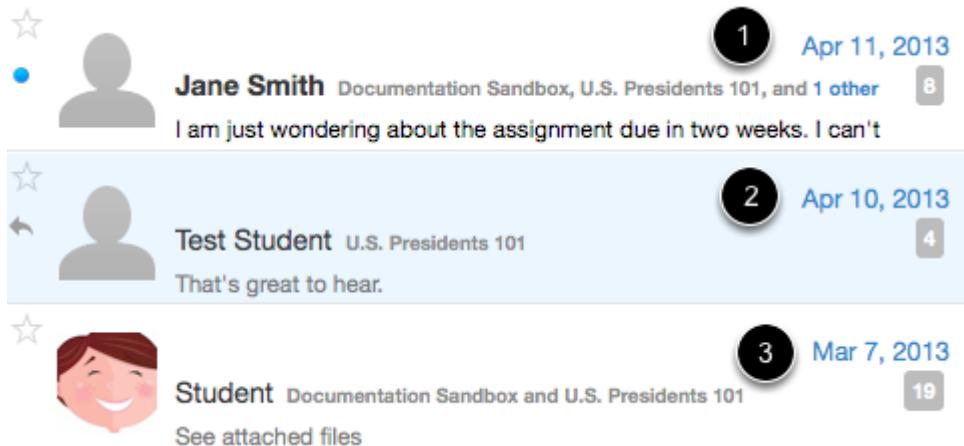
## View Conversations Inbox



The screenshot shows the Canvas Conversations inbox. On the left, a list of conversations is displayed [1]. Each conversation entry includes a user icon, the participant's name, the course(s) they are in, the date, and a message snippet. On the right, a larger window [2] provides a detailed view of a selected conversation. This preview window shows the recipient, the message content, and the submission details for a specific assignment.

Conversations are listed on the left side [1]. All sent and received Conversations appear. The Conversations preview window is on the right side [2]. You can create and send a new message or view a selected conversation.

## View Conversations Inbox

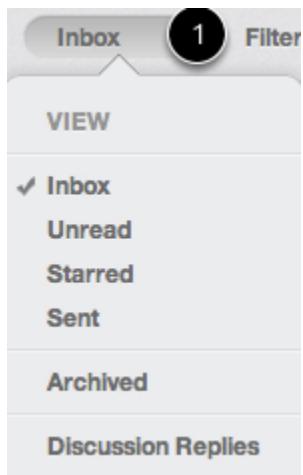


The screenshot shows the Canvas Conversations inbox with numbered callouts [1, 2, 3] indicating specific features:

- [1] The newest Conversation [1] is at the top, dated April 11, 2013.
- [2] The Conversation [2] from "Test Student" is highlighted, showing the message "That's great to hear."
- [3] The oldest Conversation [3] is at the bottom, dated March 7, 2013, from "Student".

The Conversation Inbox is organized chronologically from newest to oldest with the newest Conversations [1] appearing on top and the older Conversations [3] appearing towards the bottom.

## Other Ways to View Conversations



By clicking the **Inbox** dropdown menu [1], the window can show Archived Conversations, Starred Conversations, Sent Conversations, Unread Conversations, and Discussion Replies.

## How do I find my unread messages in Conversations?

You can view all unread messages in your Conversations Inbox. You can also filter messages to show only unread messages.

[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



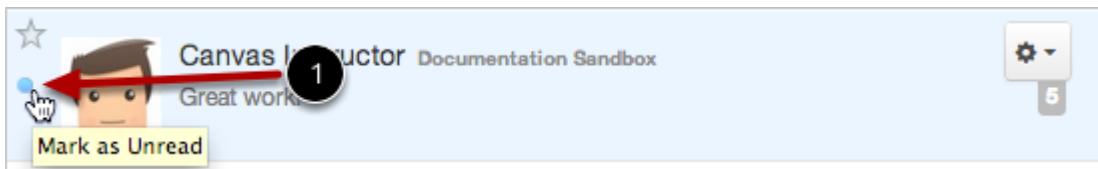
Click the **Inbox** link.

## Locate Blue Dot



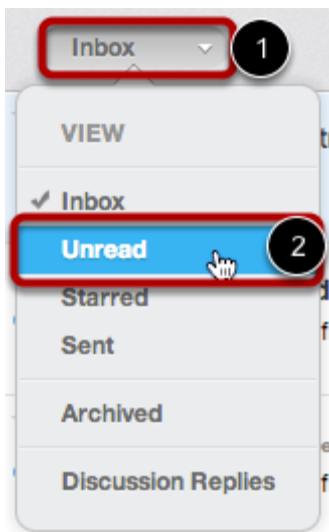
All unread messages have a blue dot next to the profile picture of the sender [1]. Once a Conversation has been read, the blue dot disappears.

## Mark as Unread



If you want to mark a Conversation as unread, hover next to the profile picture of the messenger until you see the blue dot and click it.

## Select Unread Conversations



To view only unread messages, open the the Inbox dropdown menu [1]. Select the **Unread** [2] link.

### How many messages are in this Conversation?

You can easily see how many messages are in a conversation thread.

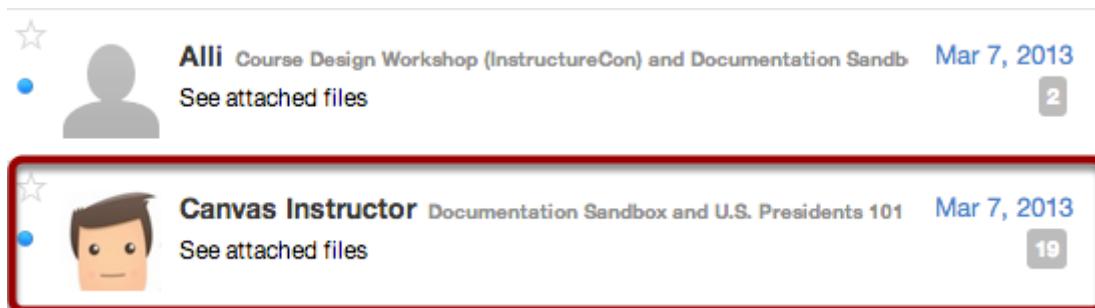
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

## Select the Conversation

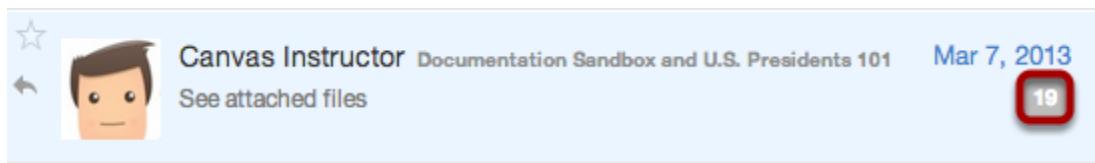


Alli Course Design Workshop (InstructureCon) and Documentation Sandb Mar 7, 2013  
See attached files 2

Canvas Instructor Documentation Sandbox and U.S. Presidents 101 Mar 7, 2013  
See attached files 19

Select the conversation.

## View the Conversation Label



Canvas Instructor Documentation Sandbox and U.S. Presidents 101 Mar 7, 2013  
See attached files 19

The total number of messages in a Conversation appears in the right hand corner of the Conversation label underneath the time stamp.

## What do comments from the SpeedGrader™ look like inside Conversations?

Canvas places SpeedGrader™ comments in Conversations for easy reference. Canvas adds comments to the student's Inbox as a new message and the instructor's Sent folder as part of a threaded conversation. Comments will not appear at the top of an instructor's Inbox unless the student responds.

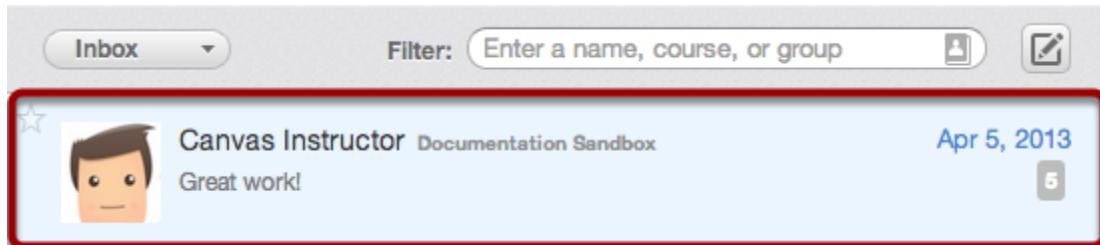
**Note:** SpeedGrader™ comments do not appear if other users are part of the comments thread, such as in a group assignment.

## Open the Inbox



Click the **Inbox** link.

## Select the Conversation



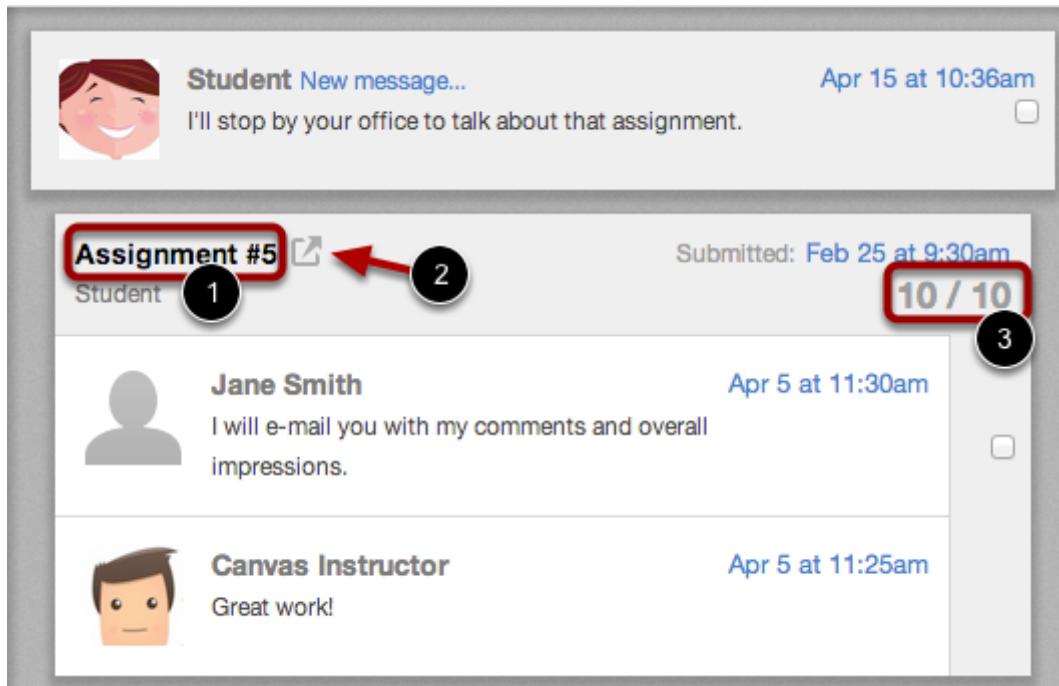
Inbox Filter: Enter a name, course, or group

Canvas Instructor Documentation Sandbox Apr 5, 2013

Great work!

Select the conversation.

## View Comments



Student New message... Apr 15 at 10:36am

I'll stop by your office to talk about that assignment.

Assignment #5  1 Submitted: Feb 25 at 9:30am 2 10 / 10 3

Jane Smith Apr 5 at 11:30am

I will e-mail you with my comments and overall impressions.

Canvas Instructor Apr 5 at 11:25am

Great work!

Assignment comments are slightly indented and placed inside the expanded view of a Conversation. The block shows all assignment comments exchanged between the instructor, peer reviewers, and a student. The Assignment name is listed at the top in bold [1]. To link to the SpeedGrader™, click the pop-out link next to the Assignment name [2]. The score for the Assignment appears just below the message date [3].

## How can I tell which course this Conversation belongs to?

If you participate in several courses, Canvas allows you to easily identify which courses your messages belong to.

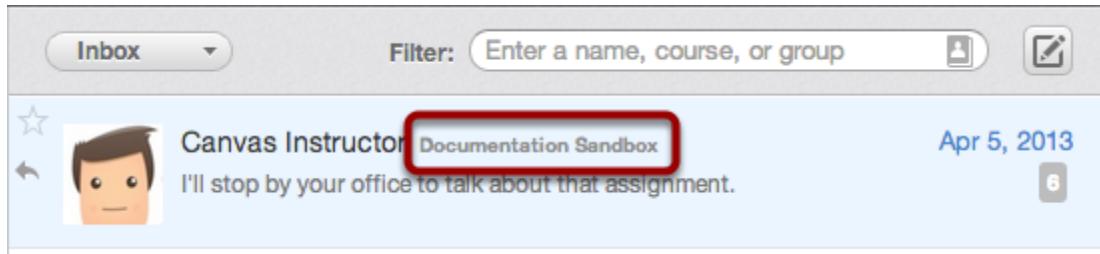
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

### Select the Conversation



The screenshot shows the Canvas inbox interface. At the top, there's a navigation bar with links for 'Student', 'Inbox 2', 'Settings', 'Logout', and 'Help'. Below the navigation bar is a search bar labeled 'Filter: Enter a name, course, or group' with a magnifying glass icon. The main area displays a list of conversations. One conversation is shown in detail: it starts with a user icon, followed by the names 'Canvas Instructor' and 'Documentation Sandbox' (which is highlighted with a red box). Below the names is the message content: 'I'll stop by your office to talk about that assignment.' To the right of the message is the date 'Apr 5, 2013' and a small number '6' in a box, likely indicating unread messages. There are also icons for marking the message as a favorite and for editing.

Select the conversation and view the name of the course or student group associated with the message. This information appears next to the names of the conversation members.

## How do I privately respond to an individual in a larger Conversation?

Even when you are part of a group conversation, you can privately respond to another individual.

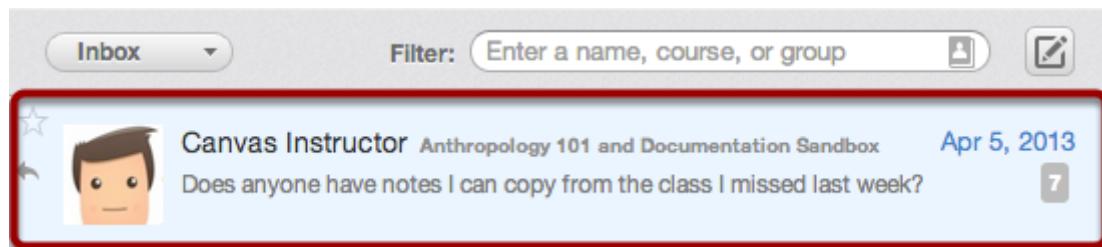
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

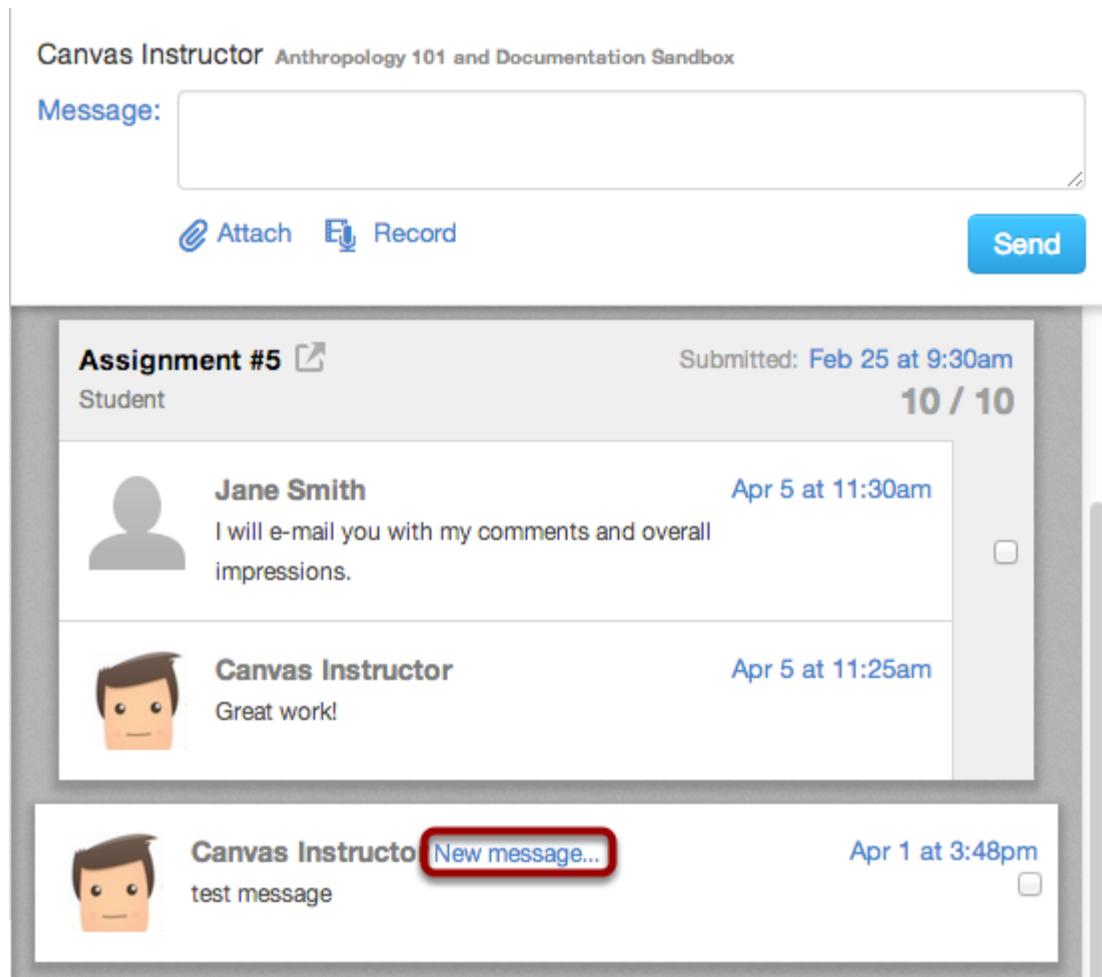
## Select the Conversation



The screenshot shows the Canvas inbox interface. At the top, there is a search bar labeled "Filter: Enter a name, course, or group" and a "Compose" button. Below the search bar, a conversation with "Canvas Instructor Anthropology 101 and Documentation Sandbox" is listed. The message content is "Does anyone have notes I can copy from the class I missed last week?". To the right of the message, the date "Apr 5, 2013" and a notification count "7" are displayed. The entire message card is highlighted with a red border.

Select the conversation.

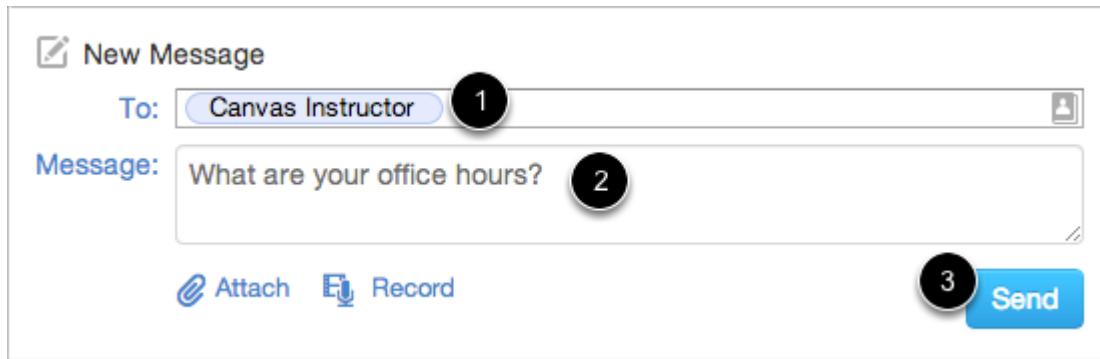
## Locate Individual



The screenshot shows the Canvas messaging interface. At the top, there is a message input field labeled "Message:" and a "Send" button. Below the input field, there are "Attach" and "Record" buttons. The main area displays a list of messages. The first message is from "Jane Smith" dated "Apr 5 at 11:30am" with the content "I will e-mail you with my comments and overall impressions.". The second message is from "Canvas Instructor" dated "Apr 5 at 11:25am" with the content "Great work!". The third message is from "Canvas Instructor" dated "Apr 1 at 3:48pm" with the content "New message... test message". The "New message..." part is highlighted with a red box.

Locate the individual you want to send a private message to. Hover your mouse next to the individual's name until you see a blue New Message link. Click the **New Message** link.

## Compose a New Message



The screenshot shows the 'New Message' dialog box. Step 1 is the 'To:' field containing 'Canvas Instructor'. Step 2 is the message body field containing 'What are your office hours?'. Step 3 is the blue 'Send' button.

In the To: field [1], type the name of your recipient. Type a message in the message field [2]. When you are finished, select the **Send** button [3].

## How do I forward a message from a Conversation?

You can forward Conversations to other individuals in your courses.

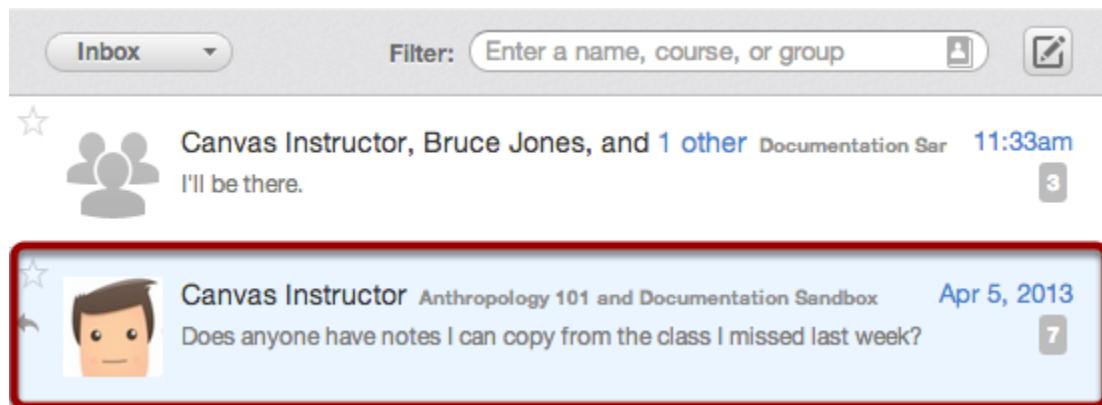
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

## Open the Inbox



Click the **Inbox** link.

## Select the Conversation



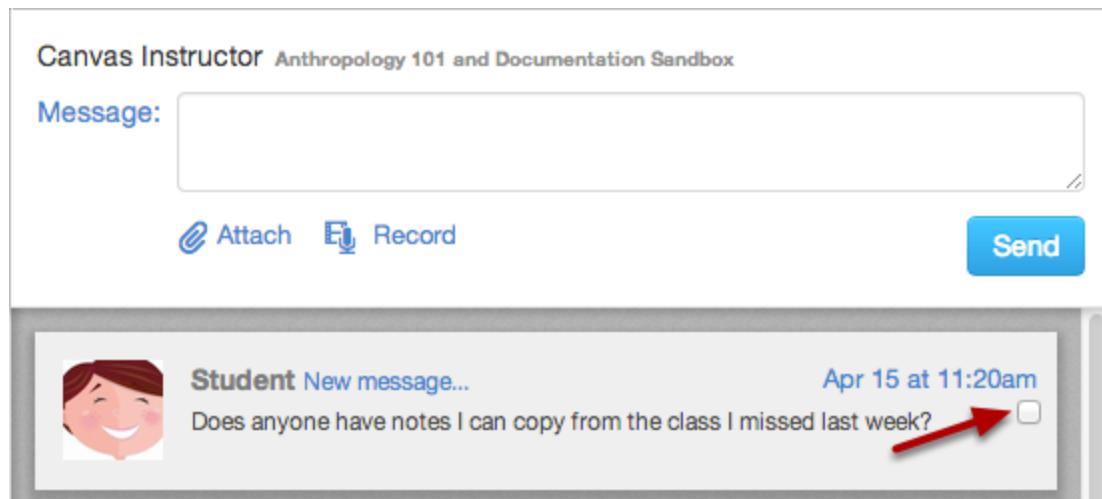
Inbox Filter: Enter a name, course, or group

Canvas Instructor, Bruce Jones, and 1 other Documentation Sar 11:33am  
I'll be there. 3

Canvas Instructor Anthropology 101 and Documentation Sandbox Apr 5, 2013  
Does anyone have notes I can copy from the class I missed last week? 7

Select the conversation.

## Select the Message



Canvas Instructor Anthropology 101 and Documentation Sandbox

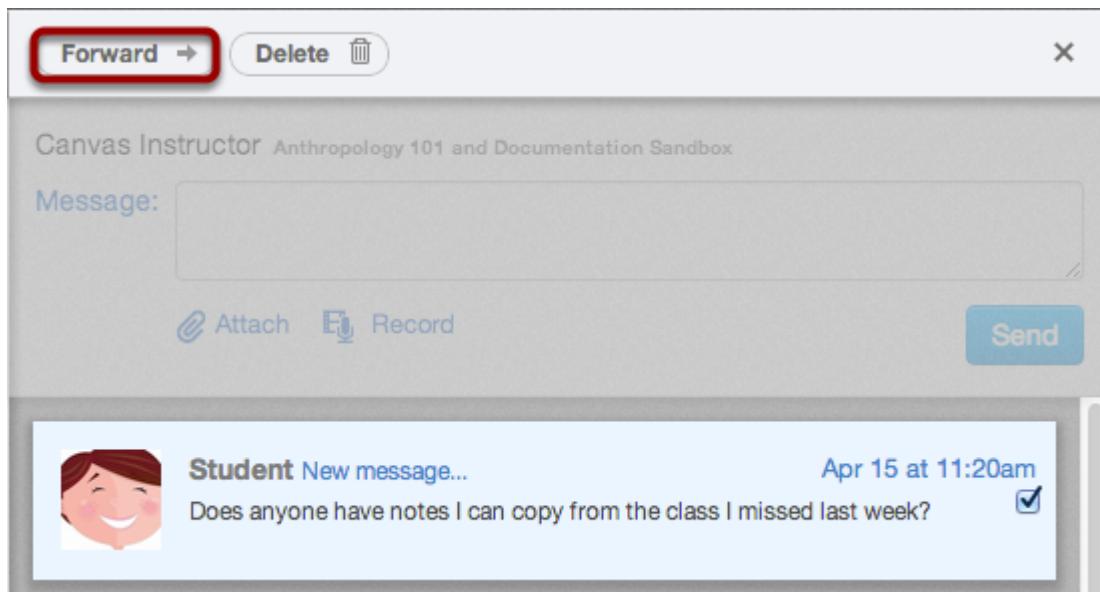
Message:

Attach Record Send

Student New message... Apr 15 at 11:20am  
Does anyone have notes I can copy from the class I missed last week?

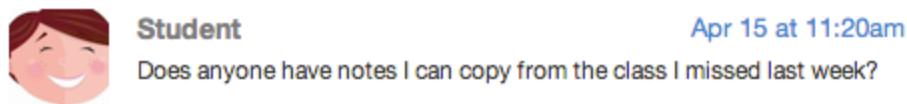
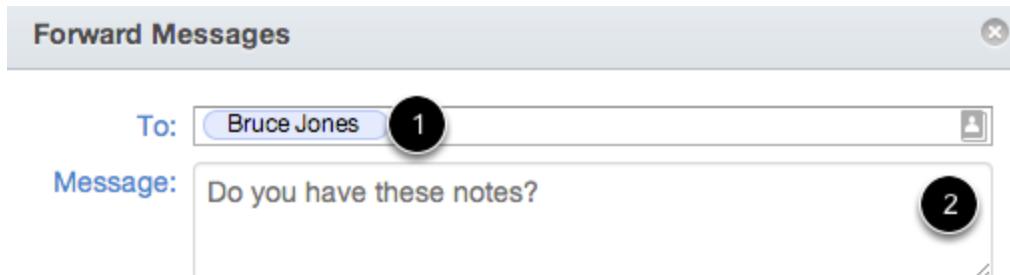
Select the message you want to forward by clicking the check box underneath the timestamp. Select more than one checkbox to forward multiple messages within a Conversation.

## Forward Message



Click the **Forward** button.

## Send Message



In the To: field [1]. type the name of the recipient of the message. You can add a note in the Message field [2]. This message can only be read by the people who are receiving your forward. Click the **Send** button to forward the message [3].

## How do I delete a message from a Conversation?

You can delete individual messages within a Conversation in Canvas.

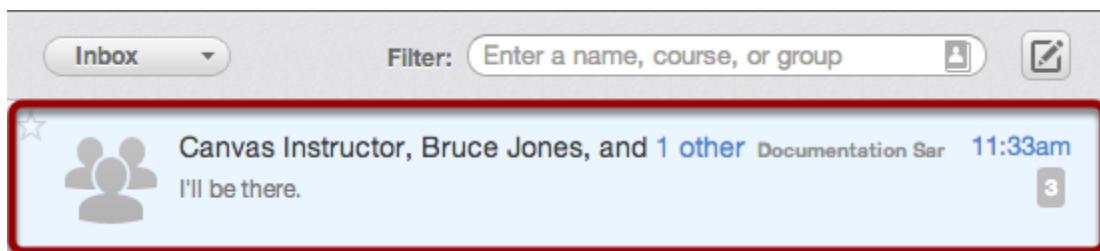
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

### Select the Conversation



The screenshot shows the Canvas inbox interface. At the top, there is a navigation bar with links for Student, **Inbox** (which has a red box around it), Settings, Logout, and Help. Below the navigation bar is a search bar labeled "Filter: Enter a name, course, or group". The main area displays a conversation card. The card has a star icon, a user icon showing three people, and the text "Canvas Instructor, Bruce Jones, and 1 other Documentation Sar". It also contains the message "I'll be there." and the timestamp "11:33am". A small red box highlights the message "I'll be there.". In the bottom right corner of the card, there is a small gray box with the number "3".

Select the conversation.

## Select Message

Canvas Instructor, Bruce Jones, and 1 other Documentation Sandbox, Group 2, and 3 others [Add People](#)

**Message:**

[Attach](#) [Record](#) [Send](#)

 **Canvas Instructor** New message... Apr 15 at 11:33am  
  
I'll be there.

 **Student** New message... Apr 15 at 11:32am  
  
Who is going to the meeting next week?

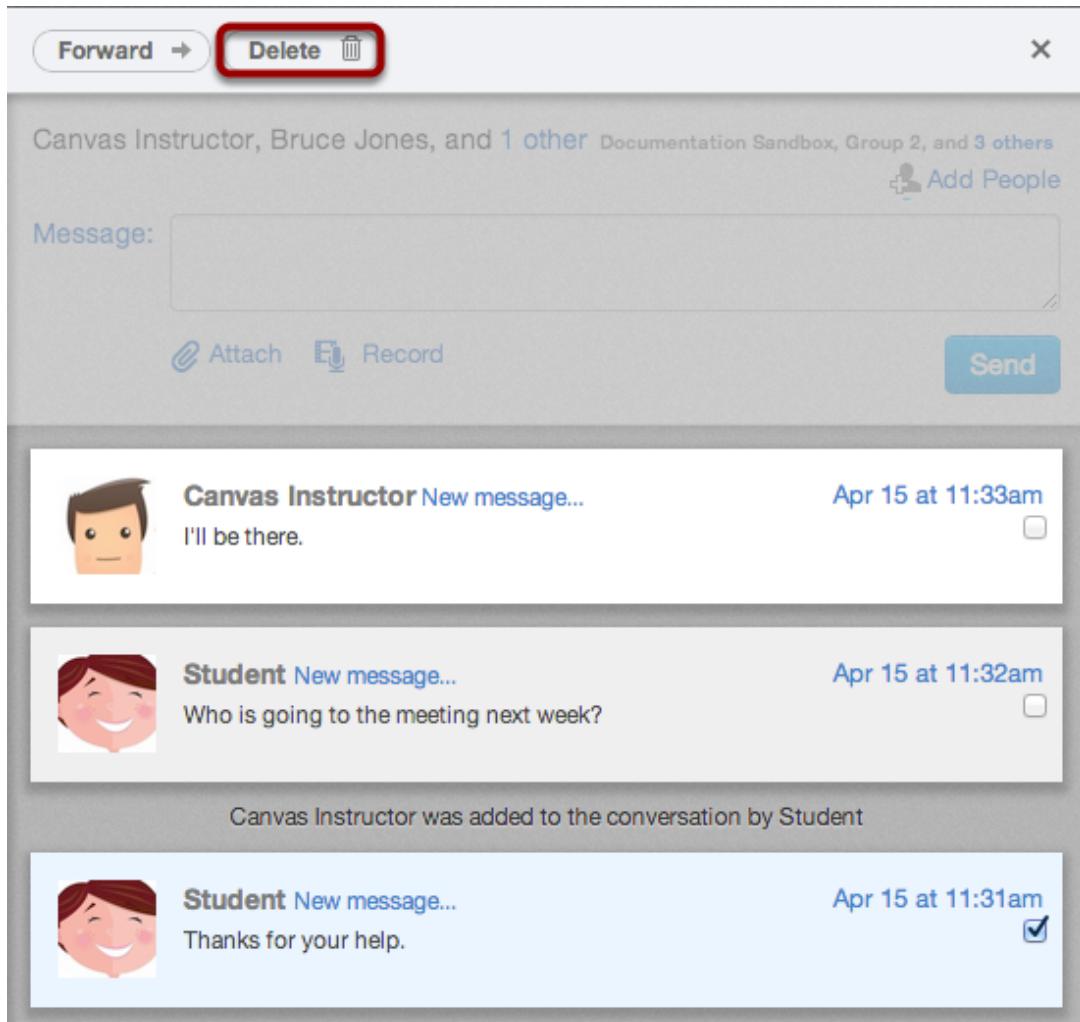
Canvas Instructor was added to the conversation by Student

 **Student** New message... Apr 15 at 11:31am  
  
Thanks for your help.

Select the message you want to delete inside the Conversation by clicking the check box underneath the timestamp.

**Note:** Select more than one check box to delete multiple messages within a Conversation.

## Delete Message

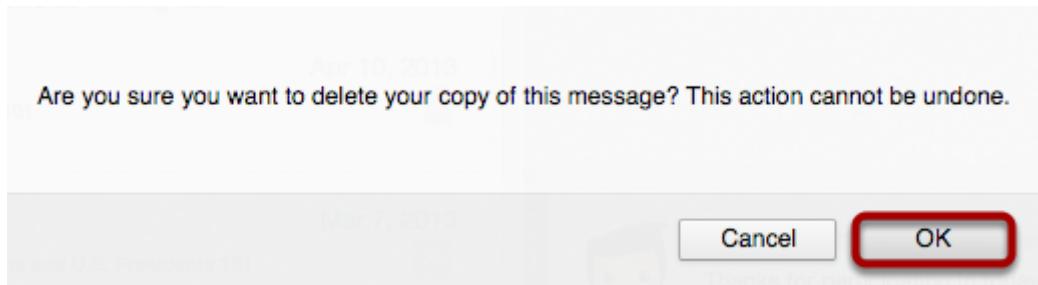


The screenshot shows a messaging interface with the following details:

- Header:** Forward →, Delete (with a trash icon), X.
- Recipients:** Canvas Instructor, Bruce Jones, and 1 other Documentation Sandbox, Group 2, and 3 others. Add People.
- Message Area:** Message: [empty text area].
- Buttons:** Attach, Record, Send.
- Message Log:**
  - Canvas Instructor:** New message... Apr 15 at 11:33am  
I'll be there.
  - Student:** New message... Apr 15 at 11:32am  
Who is going to the meeting next week?
  - Message Log:** Canvas Instructor was added to the conversation by Student
  - Student:** New message... Apr 15 at 11:31am  
Thanks for your help.

Click the **Delete** button to delete your message.

## Confirm Deletion



Click the **OK** button to delete the message.

## How do I unsubscribe myself from a Conversation?

You can unsubscribe from a group Conversation.

### Open the Inbox



Click the **Inbox** link.

### Select the Conversation

The inbox interface shows two messages:

- Message 1: From "Canvas Instructor, Bruce Jones, and 1 other" at 11:33am. The message content is "I'll be there." and there are 3 notifications.
- Message 2: From "Canvas Instructor" at Apr 5, 2013. The message content is "Does anyone have notes I can copy from the class I missed last week?" and there are 7 notifications.

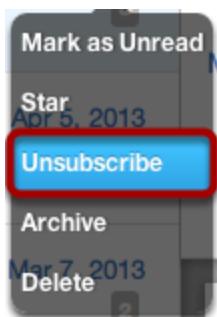
Select the conversation.

## Select Gear Icon



Click the **Gear** icon to open the drop down menu.

## Unsubscribe From Conversation



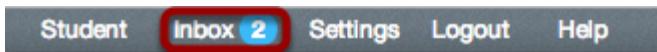
Click the **Unsubscribe** link. You will no longer receive new messages from that Conversation.

## How do I archive a Conversation?

Archive old messages to hide them from the Inbox and clean things up a bit.

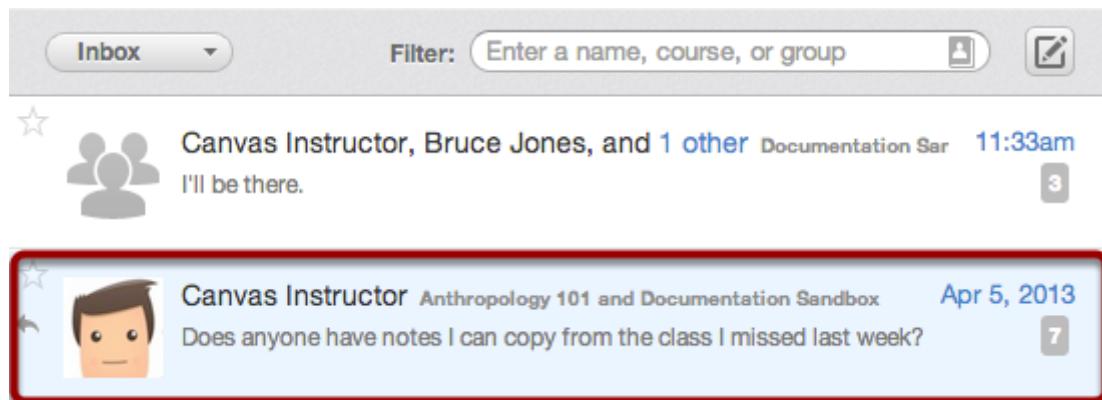
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

## Open the Inbox



Click the **Inbox** link.

## Select the Conversation



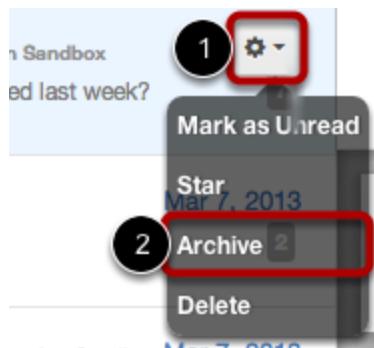
Inbox Filter: Enter a name, course, or group

Canvas Instructor, Bruce Jones, and 1 other Documentation Sar 11:33am  
I'll be there. 3

Canvas Instructor Anthropology 101 and Documentation Sandbox Apr 5, 2013  
Does anyone have notes I can copy from the class I missed last week? 7

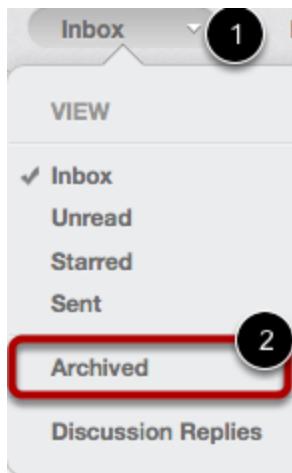
Select the conversation.

## Archive Conversations



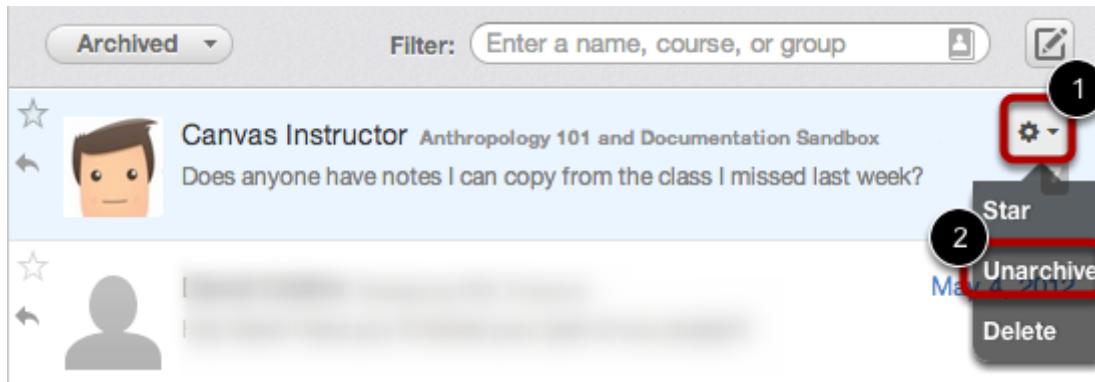
Click the **Gear** icon [1] to open the dropdown menu. Click the **Archive** link to move the message [2].

## View Archived Conversations



Click the **Inbox** dropdown menu [1]. Select the **Archived** link to open archived Conversations [2].

## Unarchive Conversations



Inside of the Archived messages, click the **Gear** icon [1] to open the dropdown menu. Click the **Unarchive** link [2] to unarchive the message and move it to your Inbox.

## How do I compose a message?

There are two ways to address a message to an individual: Type their name in the To: field, or use the course roster.

**Note:** You can only message a student before a course is published if the student has accepted the course invitation.

[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

## Open the Inbox



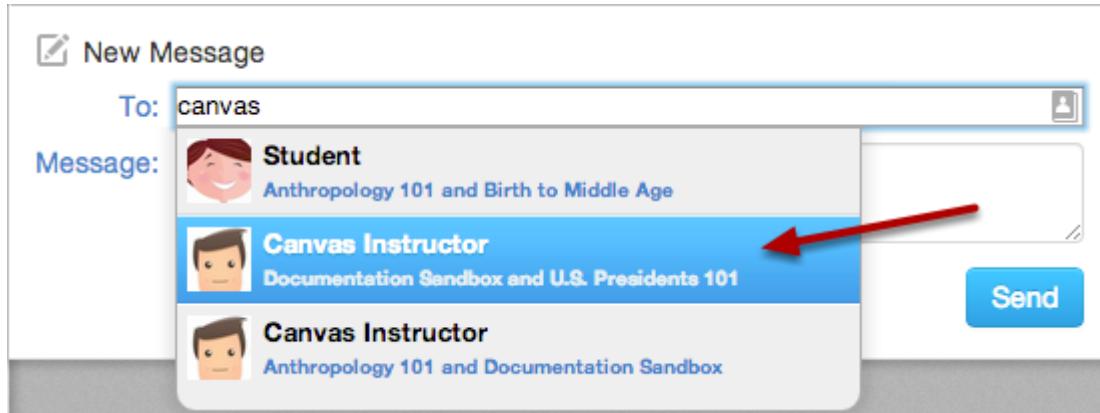
Click the **Inbox** link.

## Compose Message



Click the **Pencil and Paper** icon to compose a new message.

## Type Name in the To: Field

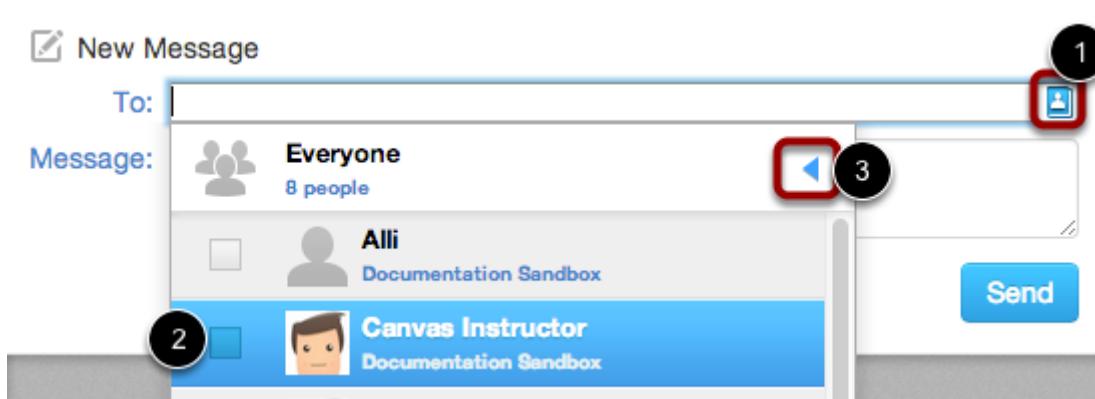


When you start typing an individual's name in the **To:** field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the **To:** field, highlighted in light blue.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click on the white x to delete it from the **To:** field.

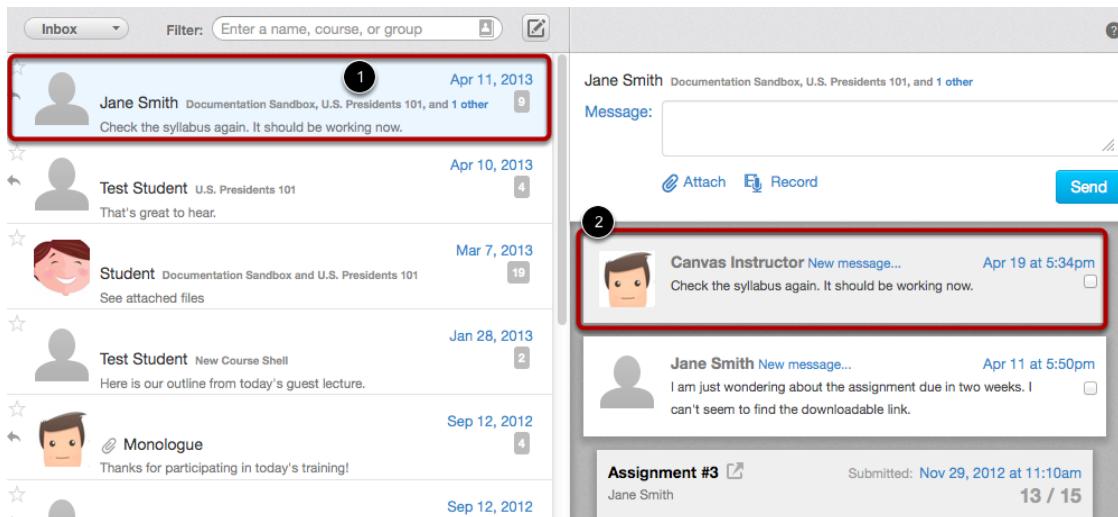
## Use Course Roster



To select an individual from the course roster, click the **Address Book** icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## View Sent Message



The screenshot shows the Canvas inbox. On the left, a list of messages is shown, with the first message from 'Jane Smith' highlighted by a red box and circled 1. This message contains the text: 'Check the syllabus again. It should be working now.' On the right, a detailed view of the message is shown. The recipient is 'Jane Smith' (Documentation Sandbox, U.S. Presidents 101, and 1 other). The message text is identical: 'Check the syllabus again. It should be working now.' Below this, another message from 'Canvas Instructor' is shown, also highlighted with a red box and circled 2. This message was sent 'Apr 19 at 5:34pm' and contains the same text. Other messages in the inbox include ones from 'Test Student' and 'Monologue'.

Your message will appear as at the top of your Inbox Conversations [1]. If you already have a conversation thread with the person you sent a message to, your message will appear embedded in the thread [2].

## How do I reply to a message in Conversations?

Canvas makes it easy to reply to messages in your Conversations Inbox.

Remember that comments from assignments and quizzes also appear in your Conversations Inbox. If you want to reply to an assignment or quiz comment, you may want to directly reply from your assignment or quiz. For students, visit the lesson about [viewing instructor comments](#). For instructors, you can [evaluate assignments in SpeedGrader™](#) and [leave feedback for your students](#), or you can [make comments in the Gradebook](#).

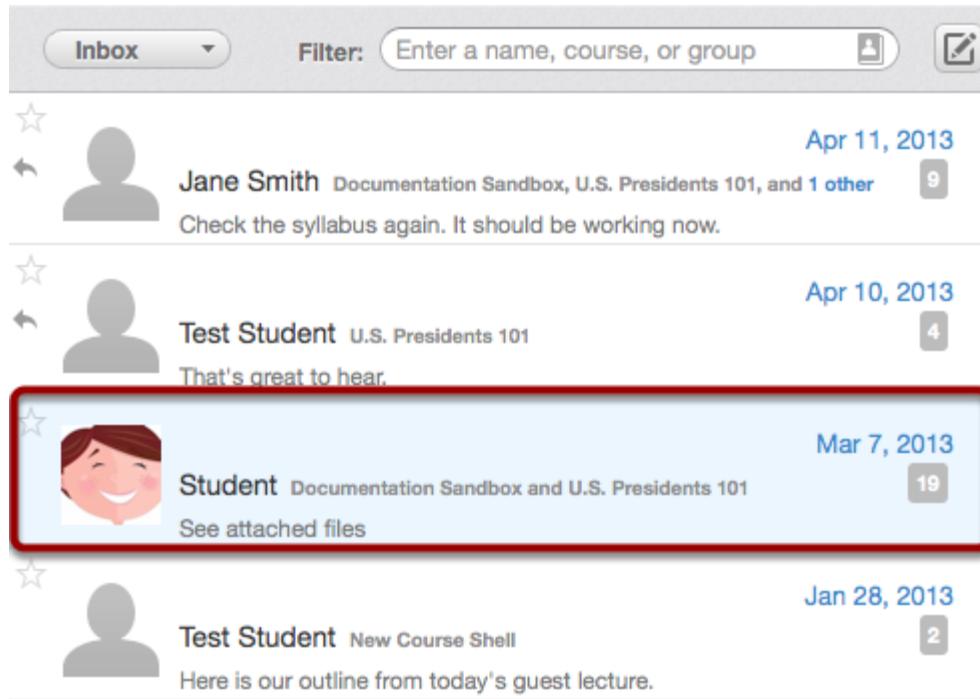
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open Inbox



Click the **Inbox** link.

### Select Conversation

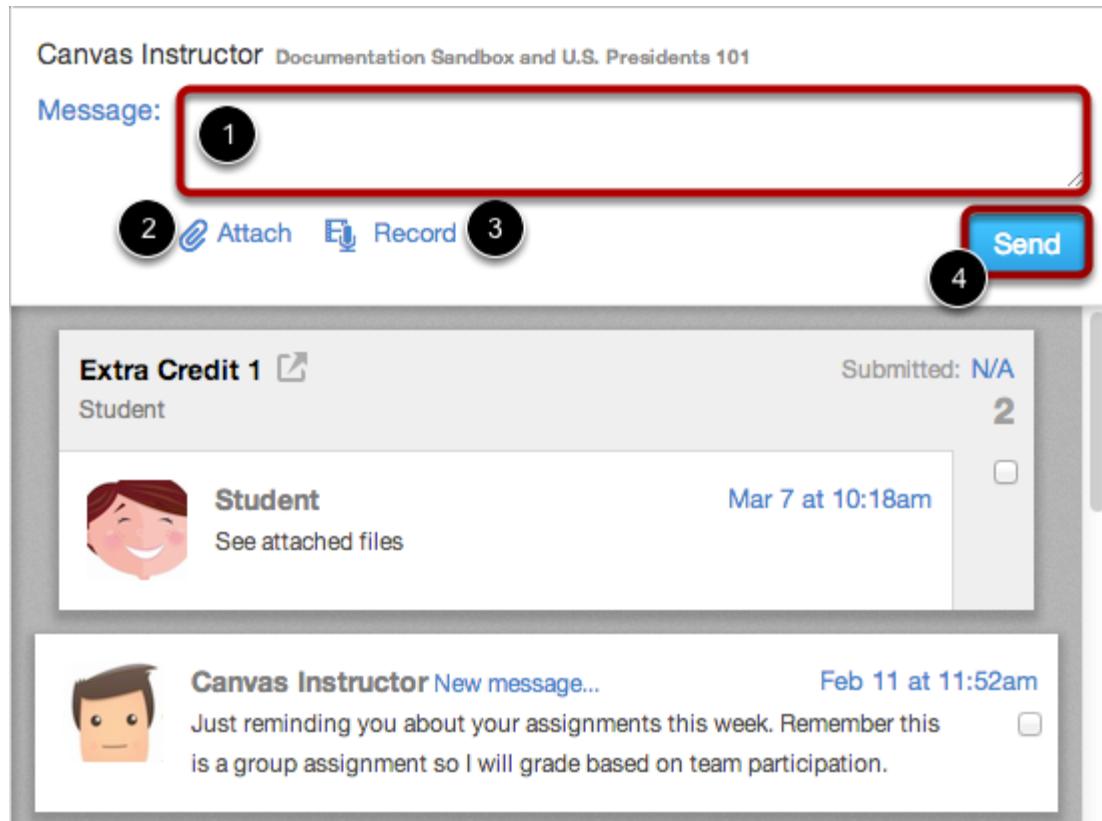


The screenshot shows the Canvas Conversations inbox. At the top, there is a search bar labeled "Filter: Enter a name, course, or group" with a magnifying glass icon and a search button. Below the search bar, there is a list of conversations:

- Jane Smith** Documentation Sandbox, U.S. Presidents 101, and 1 other (9 messages)  
Apr 11, 2013  
Check the syllabus again. It should be working now.
- Test Student** U.S. Presidents 101 (4 messages)  
Apr 10, 2013  
That's great to hear.
- Student** Documentation Sandbox and U.S. Presidents 101 (19 messages)  
Mar 7, 2013  
See attached files
- Test Student** New Course Shell (2 messages)  
Jan 28, 2013  
Here is our outline from today's guest lecture.

Click the Conversation you want to respond to.

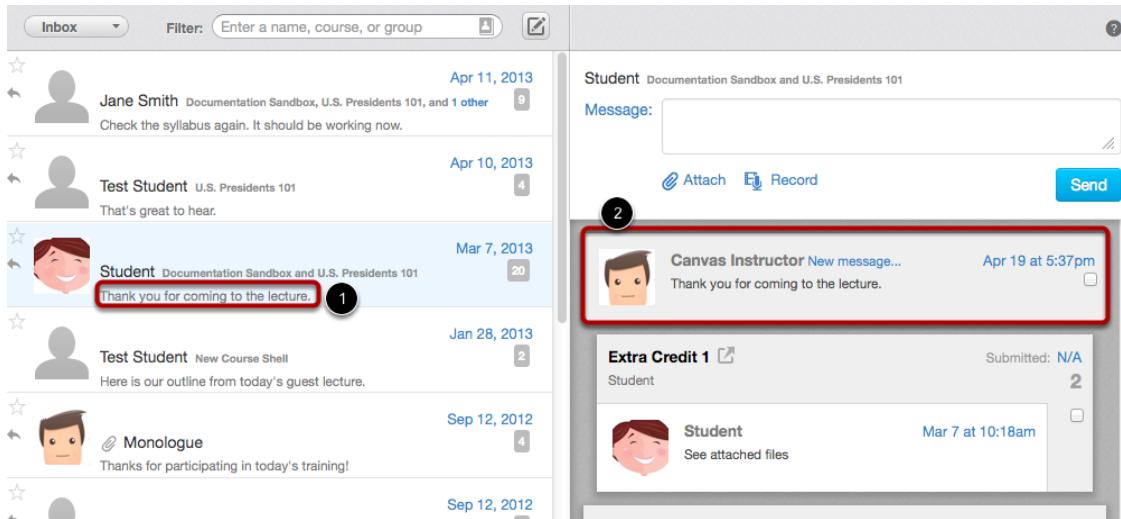
## Reply to Message



The screenshot shows the Canvas messaging interface. At the top, it says "Canvas Instructor Documentation Sandbox and U.S. Presidents 101". Below that is a message input field labeled "Message:" with a red border and a number "1" in a circle. To the left of the input field are two buttons: "Attach" (number "2") and "Record" (number "3"). To the right is a blue "Send" button (number "4"). Below the input field, there are two messages listed. The first message is from "Student" (number "2") on "Mar 7 at 10:18am", with the text "See attached files". The second message is from "Canvas Instructor" on "Feb 11 at 11:52am", with the text "New message... Just reminding you about your assignments this week. Remember this is a group assignment so I will grade based on team participation."

Type your reply in the message field [1]. If you want to attach a file, click the Attach link [2]. If you want to record an audio or video file, click the Record link [3]. When you are ready, click the **Send** button [4].

## View Sent Message



The screenshot shows the Canvas Conversations inbox. On the left, there's a list of messages from various users. One message from "Student" on Mar 7, 2013, at 20:00 contains the text "Thank you for coming to the lecture." This message is highlighted with a red box and a circled number [1]. On the right, a detailed view of the same message is shown. It includes the recipient ("Canvas Instructor"), the timestamp ("Apr 19 at 5:37pm"), the message content ("Thank you for coming to the lecture."), and a "Send" button. A circled number [2] points to the top of this detailed view, indicating where the message appears in the conversation preview.

Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].

## How do I send a private message to my instructor?

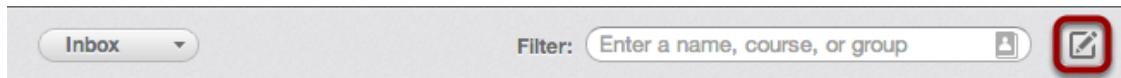
You can send private messages to your instructor within Conversations in Canvas.

### Open the Inbox



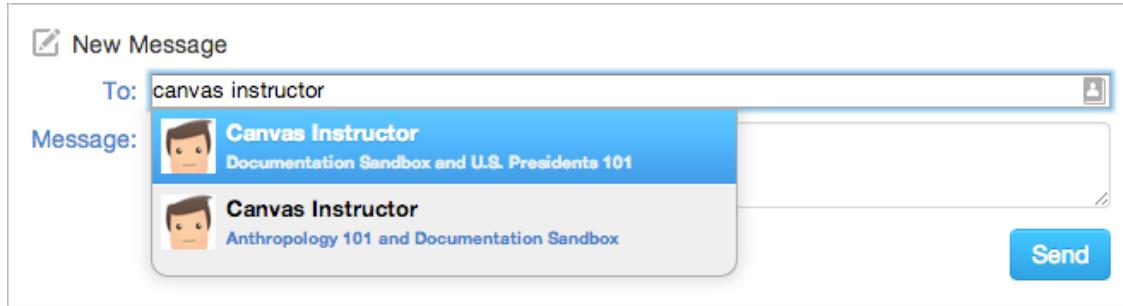
Click the **Inbox** link.

### Compose Message



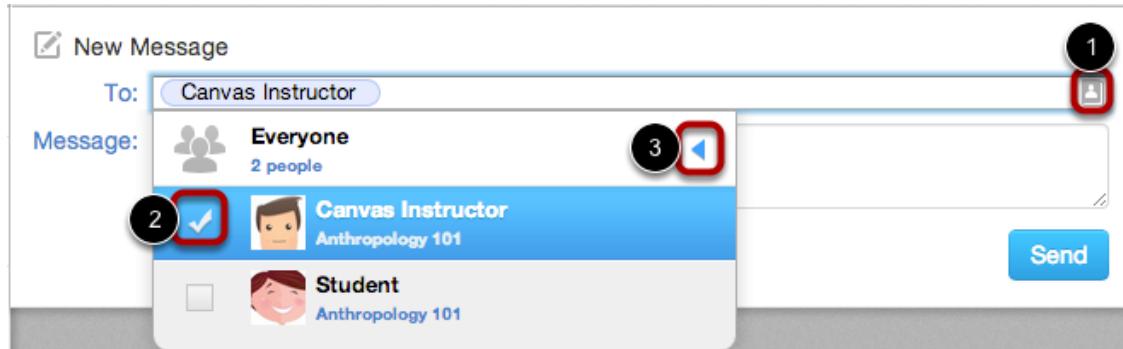
Click the **Pencil and Paper** icon to compose a new message.

## Type Instructor Name



When you start typing your instructor's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue.

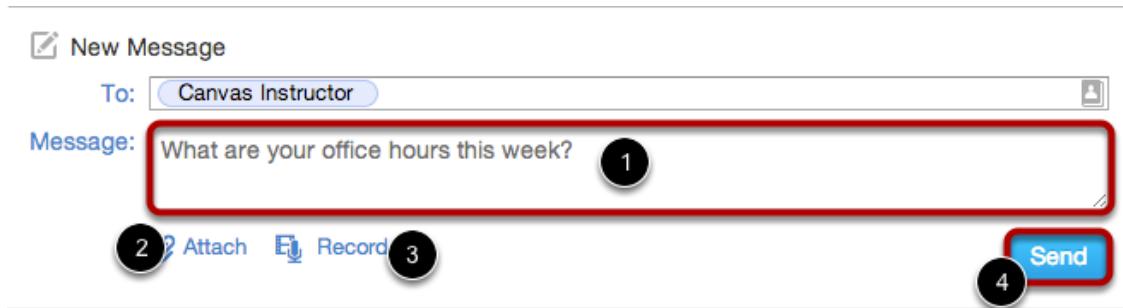
## Use Course Roster



To select your instructor from the course roster, click the **Address Book** icon [1] next to the To: field. From the course drop-down list, click the course name. Locate your instructor and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## Send Message



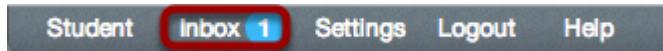
The screenshot shows the 'Send Message' interface. At the top left is a 'New Message' button. Below it, the 'To:' field contains 'Canvas Instructor'. The 'Message:' field contains the text 'What are your office hours this week?' and is highlighted with a red rounded rectangle. Numbered callouts point to various elements: [1] points to the message input field; [2] points to the 'Attach' link; [3] points to the 'Record' link; and [4] points to the 'Send' button.

Type a message in the Message field [1]. To add a file to your message, click the **Attach** link [2]. To add a media comment, click the **Record** link [3]. When you are finished, click the **Send** button [4].

### How do I send a private message to an individual?

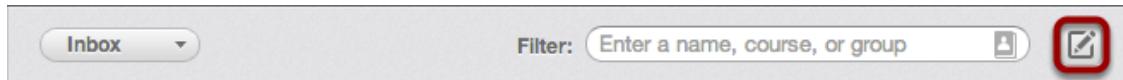
You can use Conversations to send a message to only one individual in one of two ways.

#### Open the Inbox



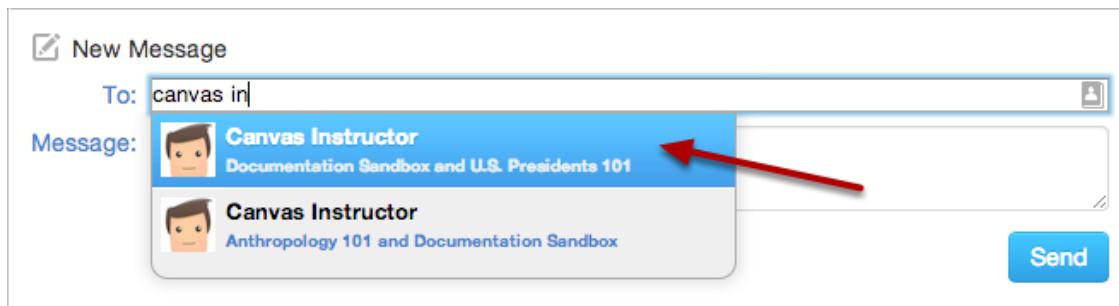
Click the **Inbox** link.

#### Compose Message



Click the **Pencil and Paper** icon to compose a new message.

## Type Name in the To: Field

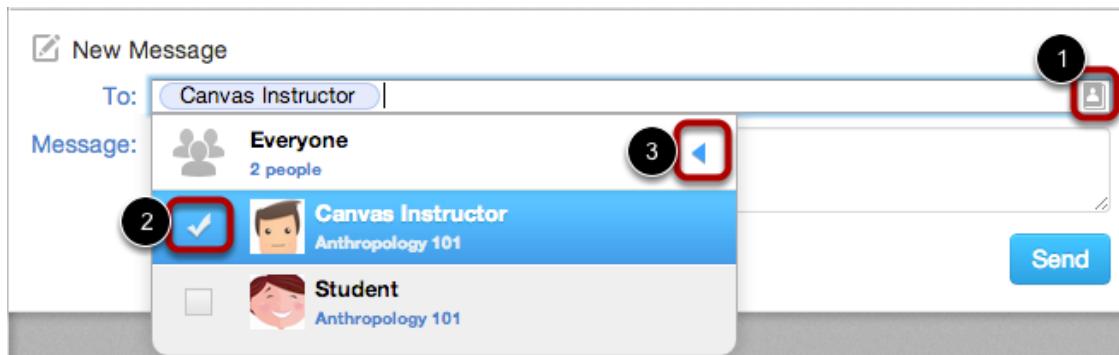


When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click on the white x to delete it from the To: field.

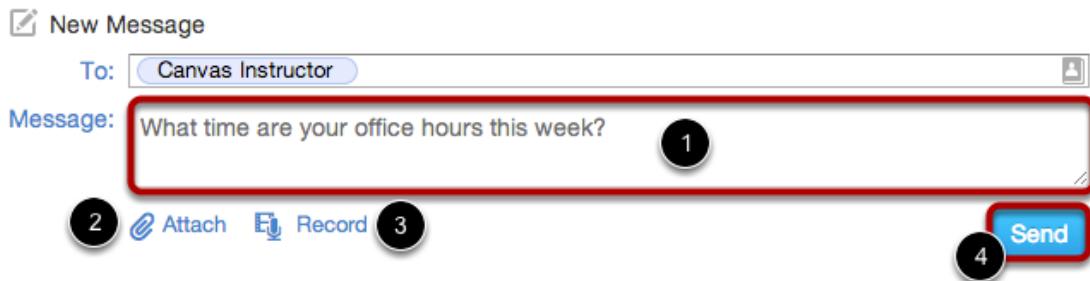
## Use Course Roster



To select an individual from the course roster, click the **Address Book** icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## Send Message



Type a message in the Message field [1]. To add a file to your message, click the **Attach** link [2]. To add a media comment, click the **Record** link [3]. When you are finished, click the **Send** button [4].

## How do I send a message to multiple individuals?

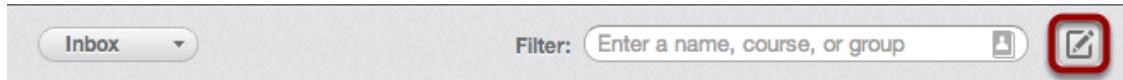
You can send messages to multiple individuals in Conversations. If you want to send a message to an entire class, visit the [How do I send a message to an entire class?](#) lesson.

## Open the Inbox



Click the **Inbox** link.

## Compose Message



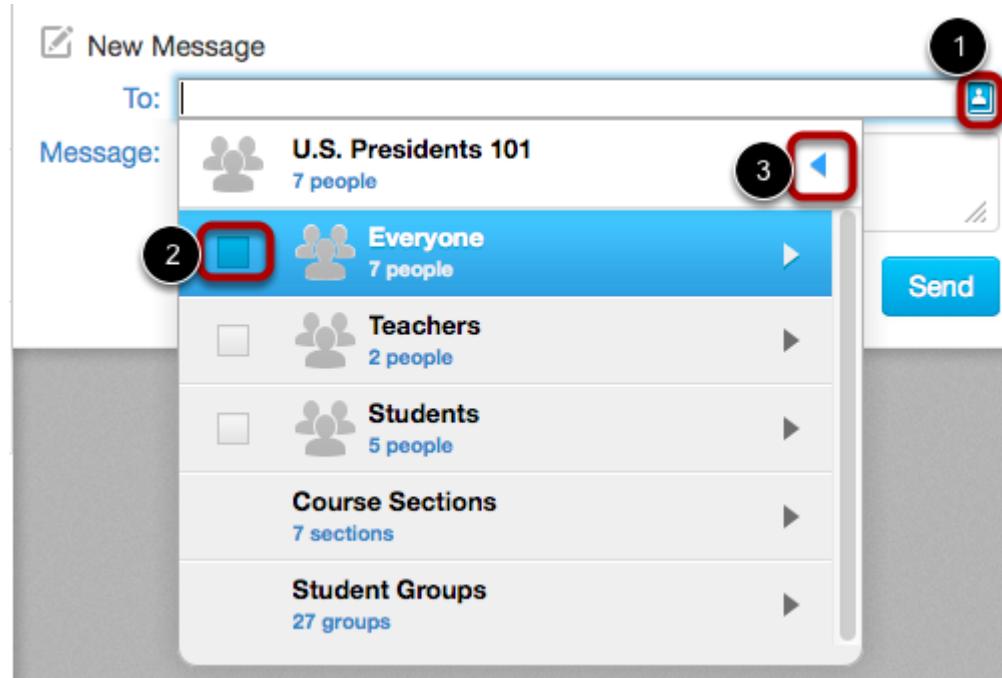
Click the **Pencil and Paper** icon to compose a new message.

## Type Names in the To: Field



When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue. Repeat for multiple recipients.

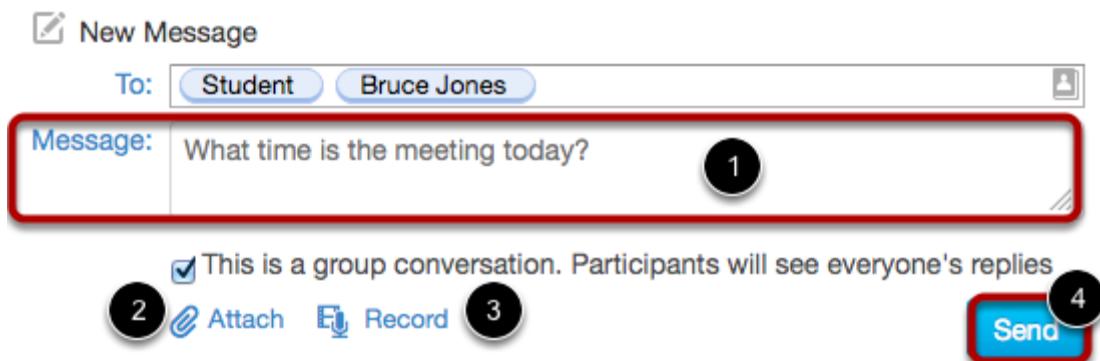
## Use Course Roster



To select an individual from the course roster, click the **Address Book** icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## Send Message



Type a message in the Message field [1]. To add a file to your message, click the **Attach** link [2]. To add a media comment, click the **Record** link [3]. When you are finished, click the **Send** button [4].

## How do I start a Conversation with a Student Group?

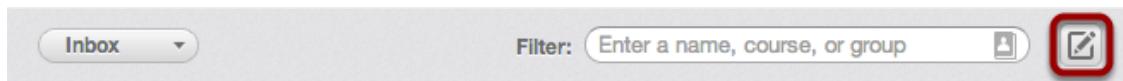
You can use Conversations to create a message with entire student groups.

## Open the Inbox



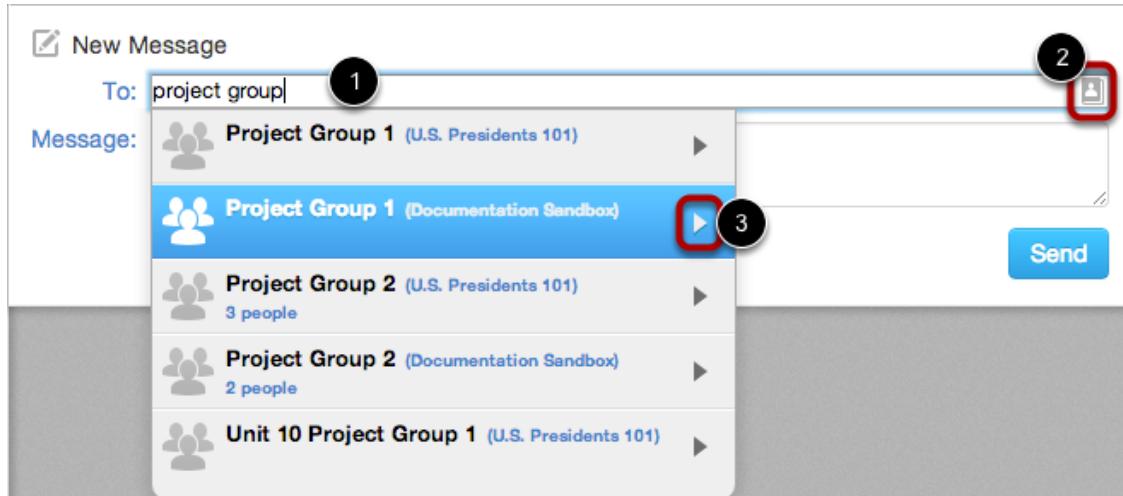
Click the **Inbox** link.

## Compose Message



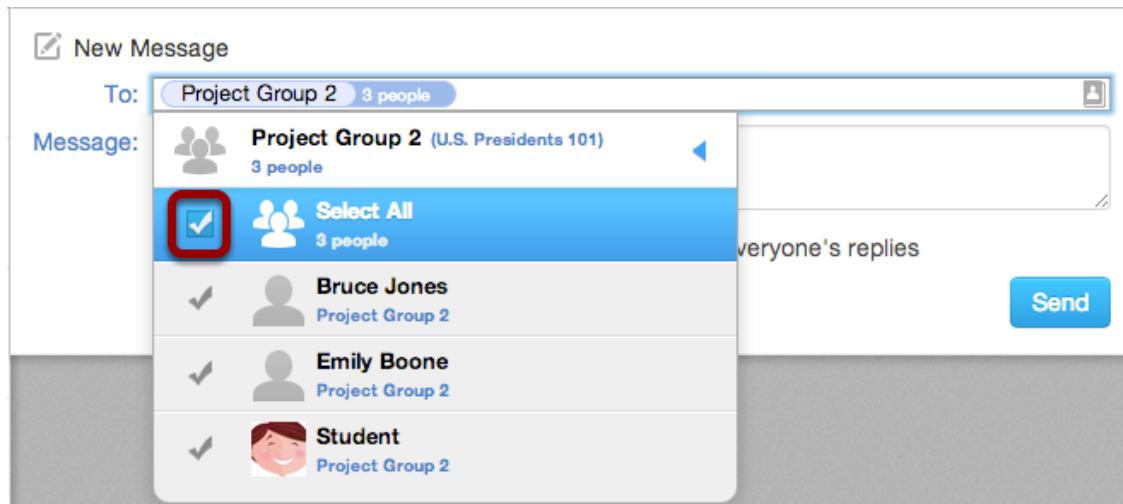
Click the **Pencil and Paper** icon to compose a new message.

## Type Group Name



In the To: field [1], start typing the group's name, or use the address book [2] to locate the group name. Select the arrow to open the list of group members you can message [3].

## Select Group Members



To send a message to everyone in the Student Group, click the **Select All** checkbox. To exit, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## Add Message

New Message

To: Project Group 2 3 people

Message: Can we meet tomorrow to discuss how to divide up the project?

This is a group conversation. Participants will see everyone's replies

 Attach  Record 

Type a message in the Message field.

## Create Group Conversation

New Message

To: Project Group 2 3 people

Message: Can we meet tomorrow to discuss how to divide up the project?

This is a group conversation. Participants will see everyone's replies

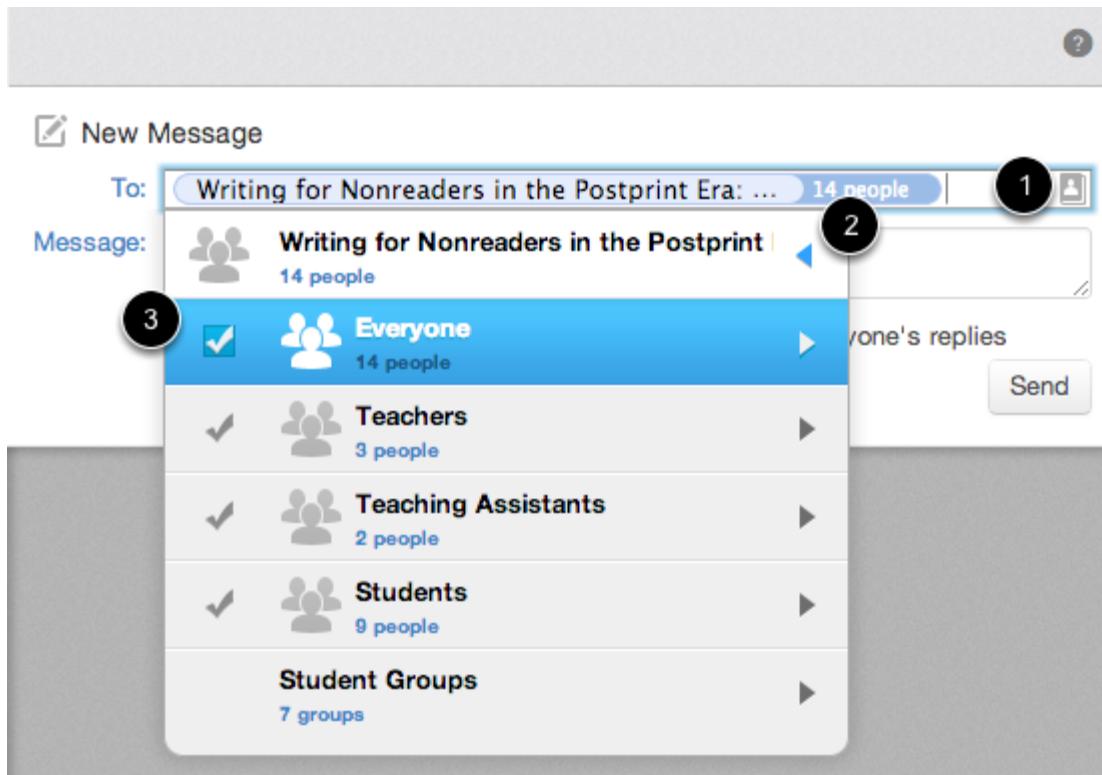
 Attach  Record 

Select the **This is a group conversation....** checkbox [1]. To attach a file, click the **Attach** link [1]. To attach a video or audio message, click the **Record** link [3]. When you are finished, click the **Send** button [4].

## How do I send a message to my class?

**Note:** You will only be able to send a message to your class if your instructor allows you to do so. If you are allowed to send a message to your entire class, follow the steps below.

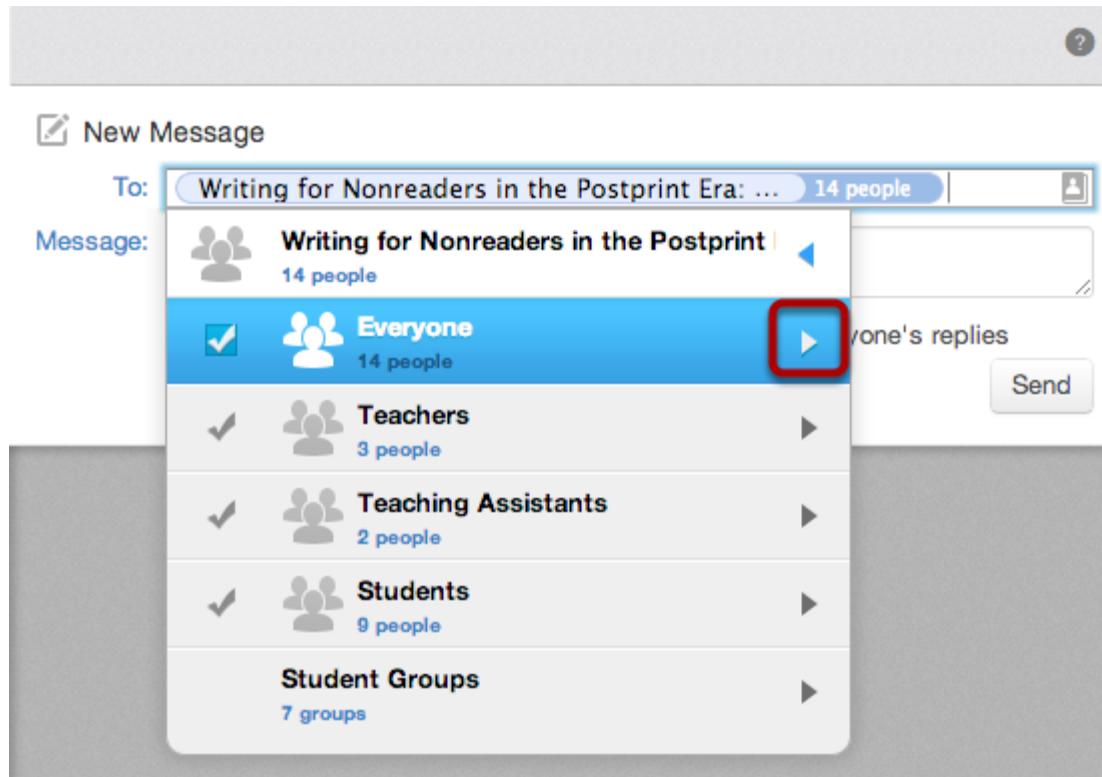
### Open Address Book



**Note:** You will only be able to send a message to your class if your instructor allows you to do so.

Click the Address Book icon in the To: field [1]. Then click on the course name to select the entire course [2]. After clicking on the course name, you have the option to choose who you want to send it to. Check the box next to Everyone to send the message to your whole class (including the teachers and teaching assistants) [3].

## Use Arrows to See Drop-down Menus



You can also use the arrows to get a new drop-down menu to select the people you want to send your message to. You can select Everyone, Teachers, Teaching Assistants, and Students. After clicking on the arrow, you get more options to choose from. Simply check the box next to the name to put it in the To: field.

## Verify Recipient List

New Message

To: Writing for Nonreaders in the Postprint Era: ... 14 people 

Message: Hello everyone,  
Will someone please tell me when the speaker is coming to campus?  
Thanks!

1  This is a group conversation. Participants will see everyone's replies  
2  Attach  Record 3  
4 Send

The name of the course will appear in the To: field, along with the number of students who will receive your message. In this example, the message will be sent to 12 people. You will not be able to view the individual names you are sending the message to, unless you select the names one by one.

If you accidentally select the wrong class, press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the course name from the To: field. You can also click on the white x next to the course name.

Type your message to the class [1]. If you wish, attach files [2]. Or leave a media comment [3]. Then click **Send** [4].

## Attach a file

New Message

To: Writing for Nonreaders in the Postprint Era: ... 14 people 

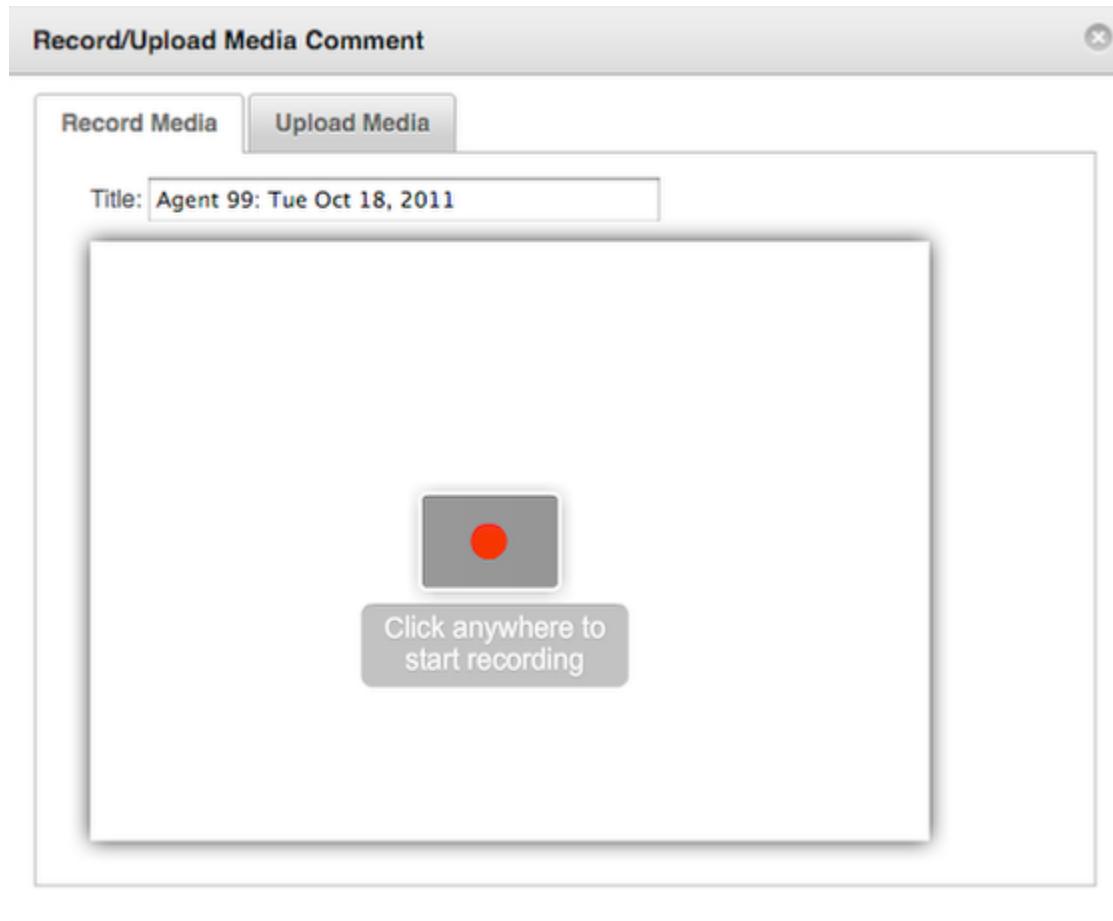
Message: Hello everyone,  
Will someone please tell me when the speaker is coming to campus?  
Thanks!

This is a group conversation. Participants will see everyone's replies  
1  Attach  Record 2   
3 Send

Type a message to your class. If you wish, click **Attach** [1] and **Browse...** to add a file to your message [2]. Click **Send** [3]. This is just like attaching a file to a regular email.

If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.

## Record/upload a media comment



You can also click **Record** below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a class at one time. When you have recorded or uploaded your audio file, click **Send**. Instructors and fellow classmates can reply to your message with audio recordings as well.

If you accidentally messed up or just want to remove the comment, press the red x button. Then you can start over if you desire.

## How do I delete a name from the To: field?

If you accidentally select the wrong individual(s) in a message, you can easily remove the name(s) before sending it.

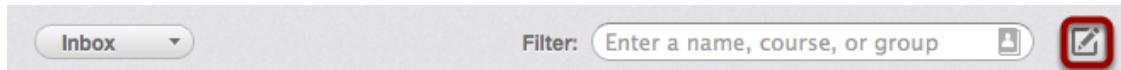
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



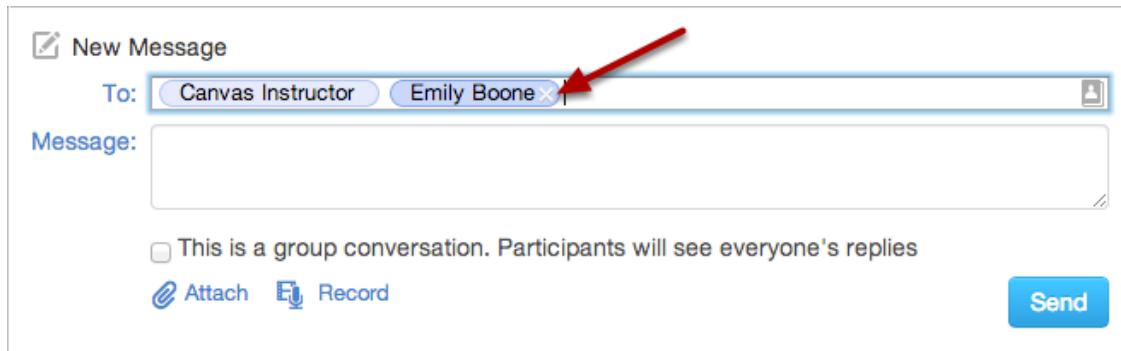
Click the **Inbox** link.

### Compose Message



Click the **Pencil and Paper** icon to compose a new message.

### Remove a name from the To: field



Click anywhere in the **To:** field. Press **Delete** (on the MAC keyboard) or **Backspace** (on a PC keyboard).

You can also hover over the name and click on the white x that appears.

## Where is my original message in this Conversation?

All Conversations are saved in chronological order from newest to oldest. The newest messages appear on the top and the oldest on the bottom.

[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

### Select the Conversation



The screenshot shows a single message card in a list. The message is from 'Canvas Instructor' in the course 'Documentation Sandbox and U.S. Presidents 101'. The message content is 'I really enjoyed your lecture today!'. The timestamp is 'Mar 7, 2013' and there are 20 replies indicated by a small box with the number '20'.

Select the conversation.

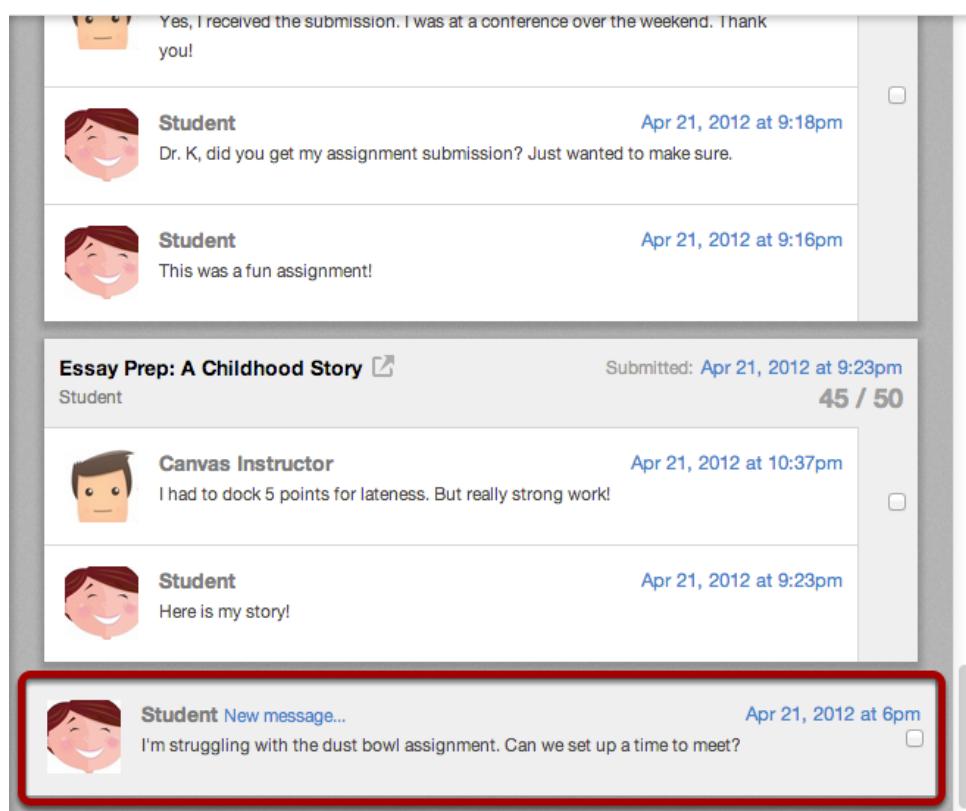
## Scroll down to the bottom of the Conversation

Canvas Instructor Documentation Sandbox and U.S. Presidents 101

Message:

 Attach  Record

Send



The screenshot shows a messaging interface with the following messages:

- Instructor: Yes, I received the submission. I was at a conference over the weekend. Thank you!
- Student: Dr. K, did you get my assignment submission? Just wanted to make sure.
- Student: This was a fun assignment!
- Essay Prep: A Childhood Story** Submitted: Apr 21, 2012 at 9:23pm 45 / 50
- Instructor: I had to dock 5 points for lateness. But really strong work!
- Student: Here is my story!
- Student New message...** Apr 21, 2012 at 6pm
- I'm struggling with the dust bowl assignment. Can we set up a time to meet?

The message from the student at the bottom is highlighted with a red border.

Scroll down to the bottom of the message to view the original message displayed.

## How do I attach a file to a message?

You can upload supplemental files as part of your Conversations messages.

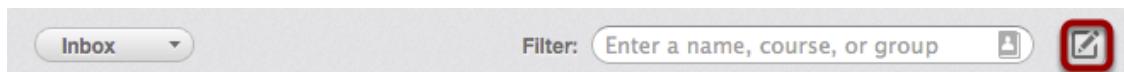
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



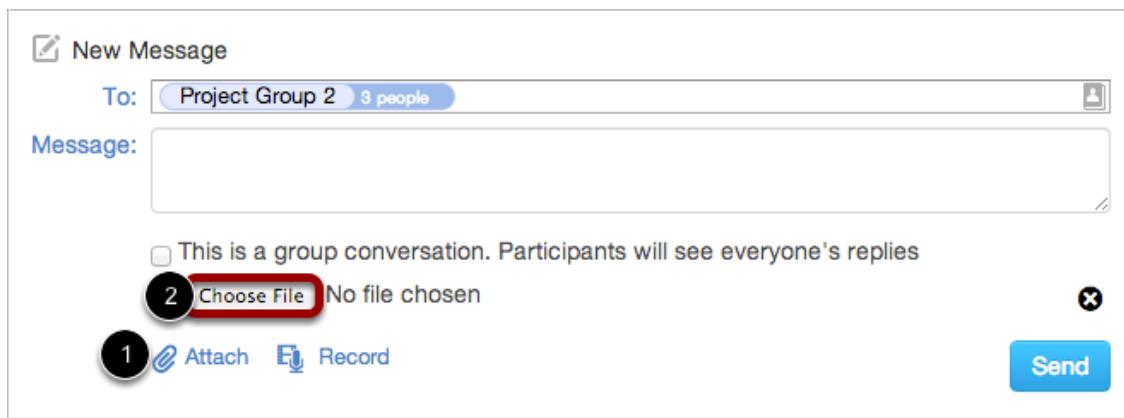
Click the **Inbox** link.

### Compose Message



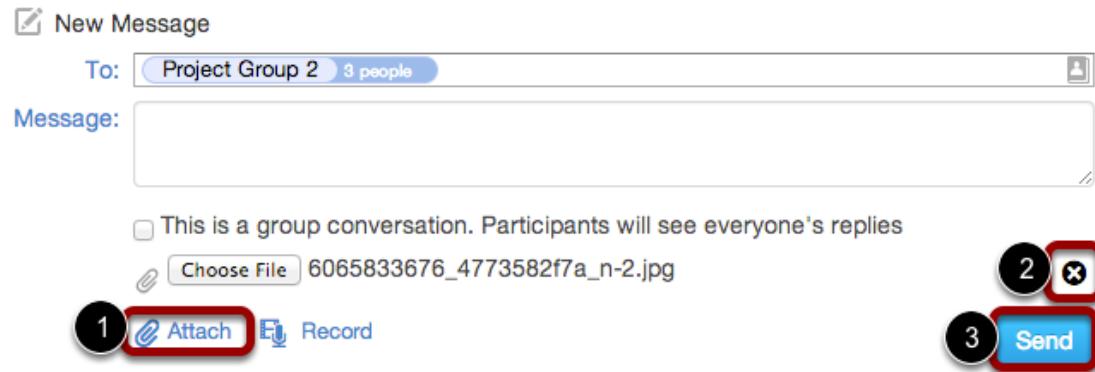
Click the **Pencil and Paper** icon to compose a new message.

### Browse for Attachment



Click the **Attach** link [1]. Select the **Choose File** button (or **Browse**, depending on your browser) [2] to open a dialog box in your browser that will allow you to attach a message.

## Select Multiple Files



The screenshot shows the Canvas Conversations interface. At the top, there is a 'New Message' button and a 'To:' field set to 'Project Group 2 (3 people)'. Below that is a 'Message:' text area. Underneath the message area, there is a checkbox labeled 'This is a group conversation. Participants will see everyone's replies'. To the right of this checkbox is a 'Choose File' button followed by the file path '6065833676\_4773582f7a\_n-2.jpg'. On the far right, there are three numbered buttons: '1 Attach' (with a red box around it), '2 Delete' (with a red box around it), and '3 Send' (with a red box around it).

You can upload additional files by clicking **Attach** [1] again. If you accidentally select the wrong file, press the **Delete** icon [2] to remove it, or click the **Choose File** button to select a different file. When you are finished, click the **Send** button [3].

### How do I attach a media comment to my message?

You can record or upload video and audio files as part of your Conversations messages.

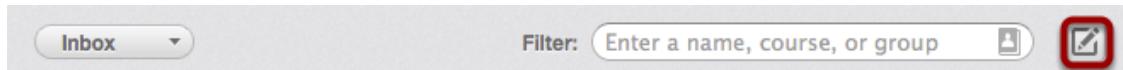
[If you have opted-in to the new Conversations, click here to learn more about this feature.](#)

### Open the Inbox



Click the **Inbox** link.

### Compose Message



Click the **Pencil and Paper** icon to compose a new message.

## Open Media Link

New Message

To: [Project Group 2](#) 3 people 

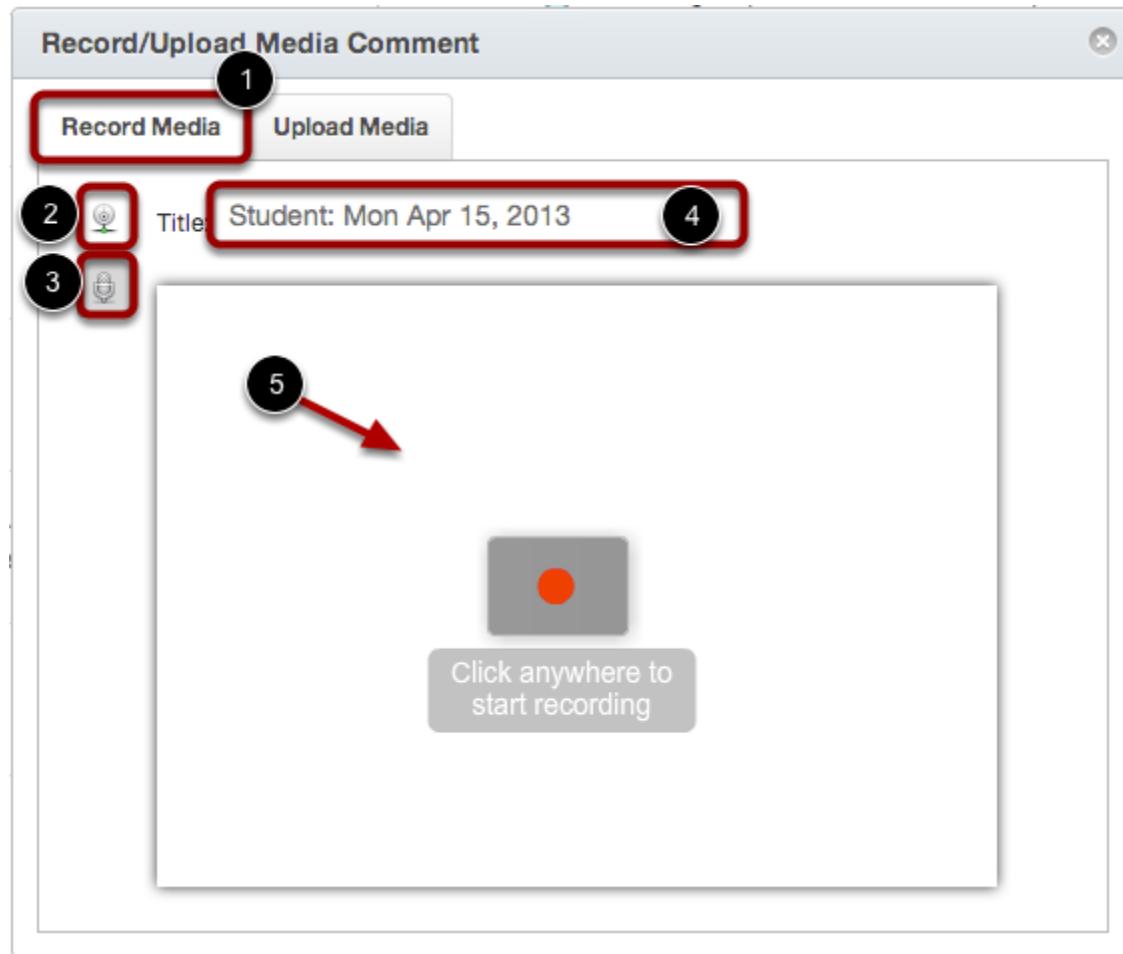
Message: Let's discuss our project after class tomorrow.

This is a group conversation. Participants will see everyone's replies

 Attach  Record 

To attach a video or audio message, click the **Record** link.

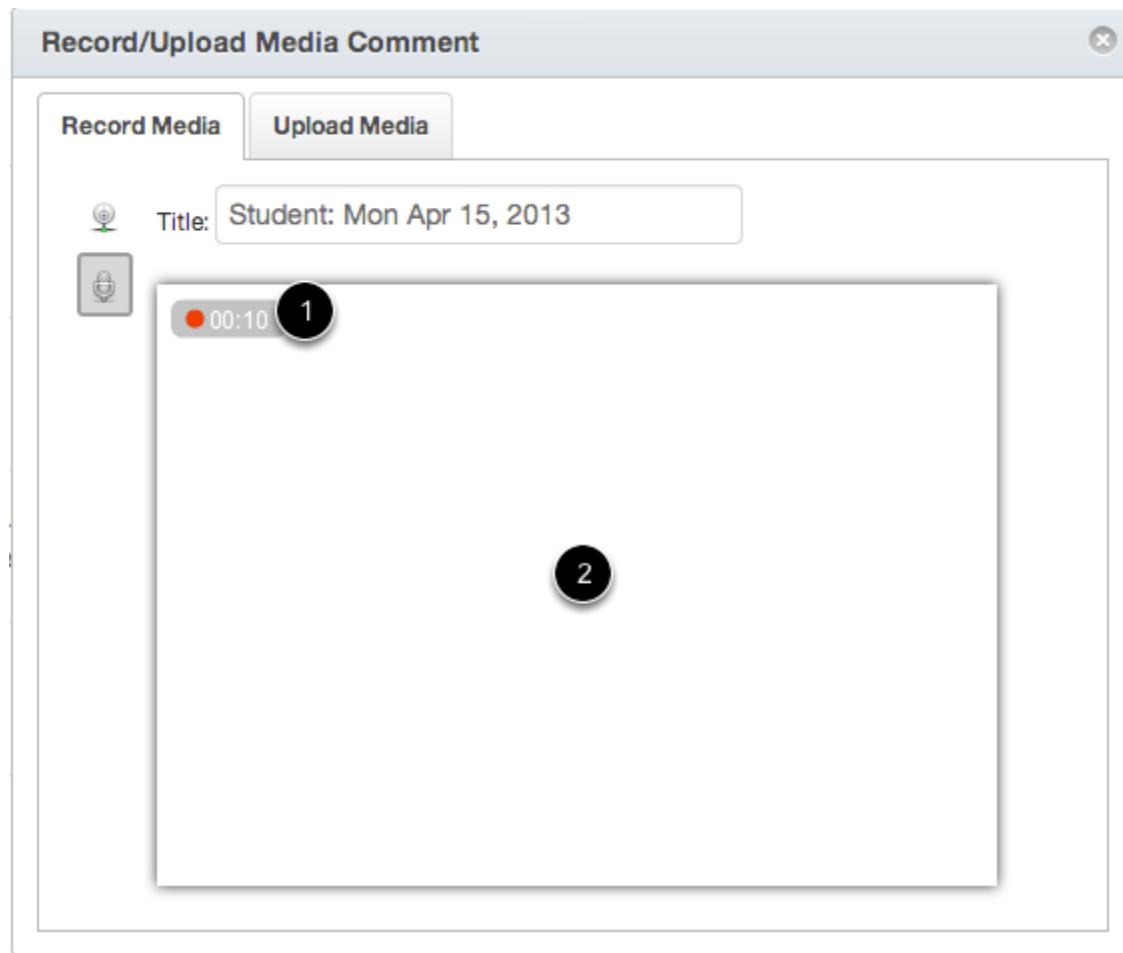
## Record Media Comment



A popup 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.

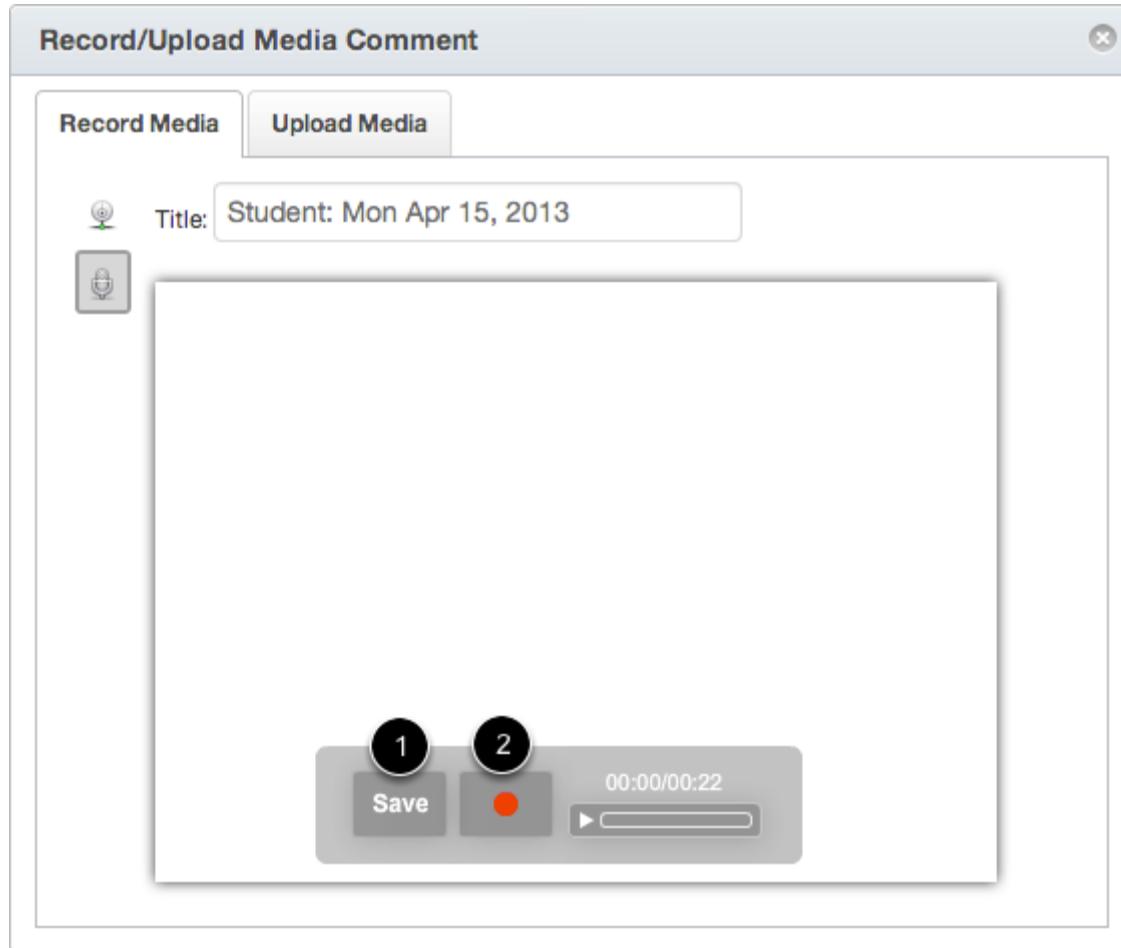
Click the **Record Media** tab [1]. Select your preferred media method: record with webcam [2] or record with microphone only [3]. In the title field, name your media comment [4]. When you're ready to record, click anywhere within the media comment to start recording [5].

## Create Recording



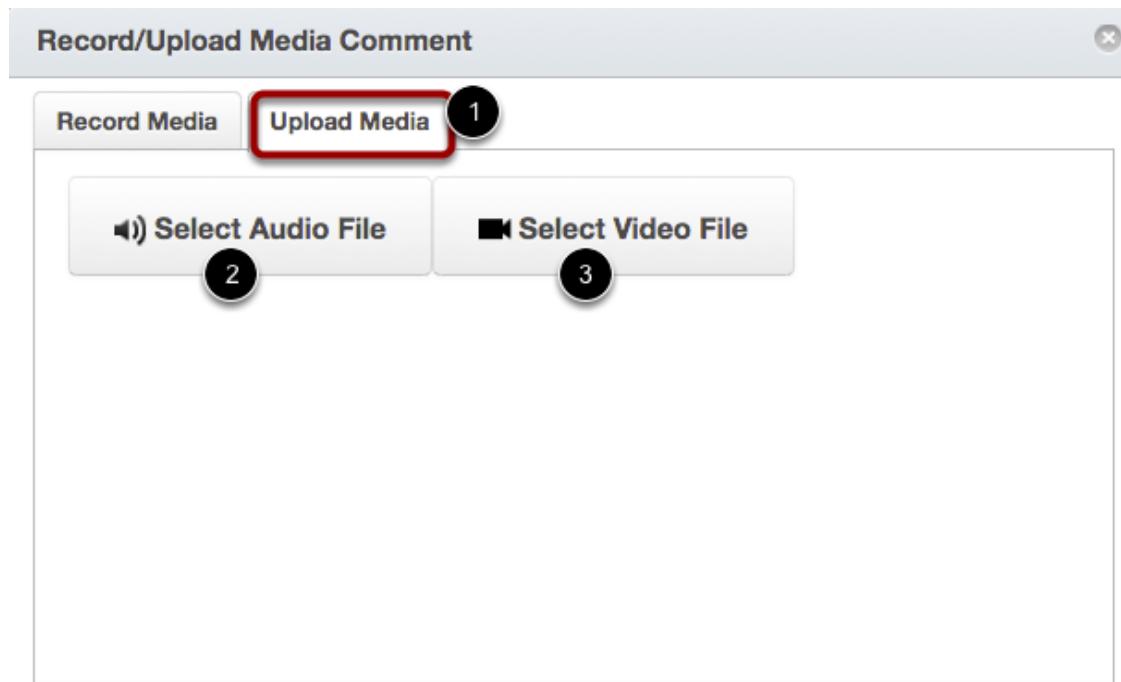
The timer with the red dot [1] will indicate you are recording your media comment, as well as the length of the comment. Once you are finished recording, click anywhere within the media comment to stop the recording [2].

## Save Recording



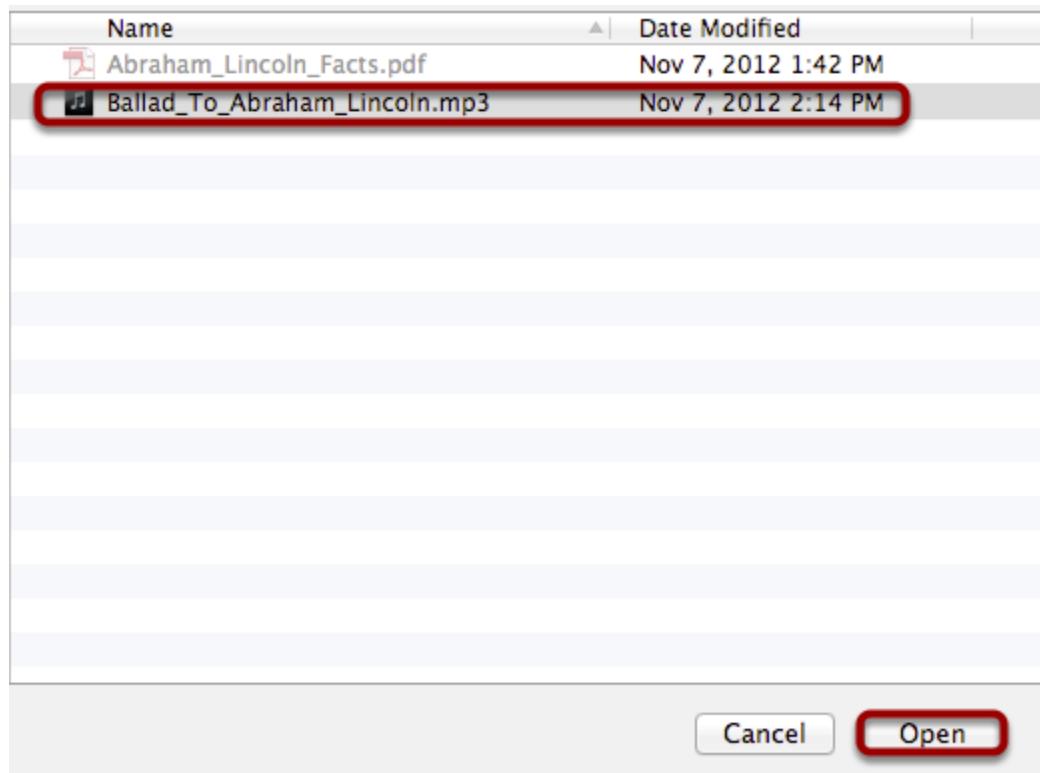
Before you attach the media comment, you have the chance to review it. If you are happy with the result, click the **Save** button [1]. If you want to re-record the recording, click on the **Record** button [2] to start over.

## Upload Media Comment



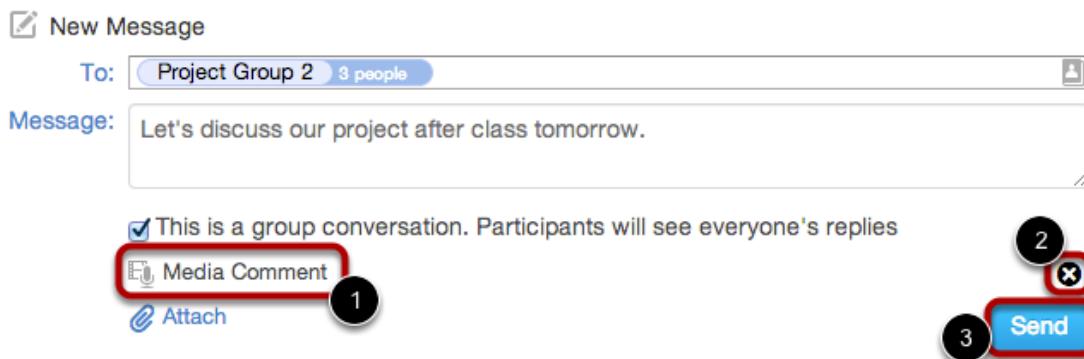
If you have a previously recorded media file, you can upload it as part of your message. Click the **Upload Media** tab [1]. Click either the **Select Audio File** button [2] or **Select Video File** button [3].

## 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 X icon [2] to remove it from the message. When you are finished, click the **Send** button [3].

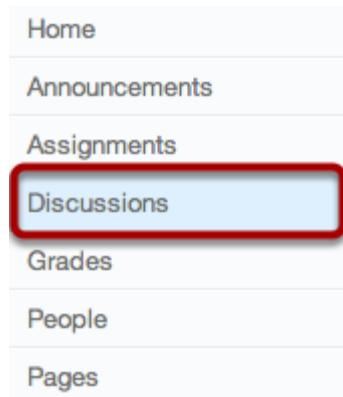
# Discussions

## How do I use the Discussion Index Page?

The Discussion Index page allows students to view all the discussions within a course.

[Click here to view a video about Discussions.](#)

### Open Discussions



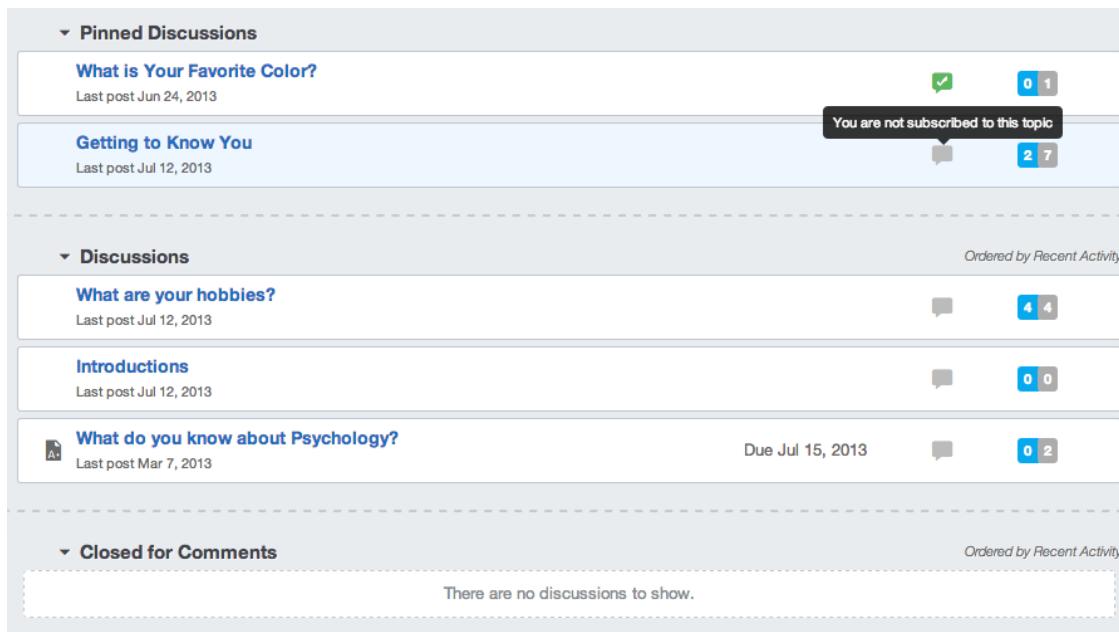
Click the **Discussions** link.

### Filter Discussions



1. There are a few ways to filter Discussions:
2. Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search title, body, or author** field.
3. View only unread discussions by clicking the **Unread** button.
4. View graded discussions by clicking the **Assignments** button.
5. Start a new discussion by clicking the **Discussion** button.
6. Change the discussions settings by clicking the **Gear** button. (**Note:** Some instructors may choose to disable this option.)

## View Discussions



The screenshot shows the Discussions Index page with three main sections:

- Pinned Discussions**: Contains two discussions:
  - What is Your Favorite Color?** (Last post Jun 24, 2013) with 1 message and 1 reply. A tooltip says "You are not subscribed to this topic".
  - Getting to Know You** (Last post Jul 12, 2013) with 7 messages and 2 replies.
- Discussions**: Contains three discussions:
  - What are your hobbies?** (Last post Jul 12, 2013) with 4 messages and 4 replies.
  - Introductions** (Last post Jul 12, 2013) with 0 messages and 0 replies.
  - What do you know about Psychology?** (Last post Mar 7, 2013) due Jul 15, 2013, with 2 messages and 0 replies.
- Closed for Comments**: Contains a message stating "There are no discussions to show."

The Discussions Index page 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.

Discussions are organized into three main areas. Note that some section headings may not always appear.

**Discussions.** 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.** 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.

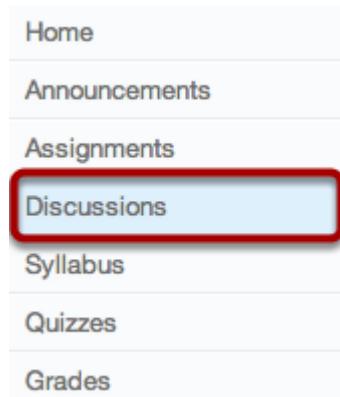
**Closed for Comments.** These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.

## How do I start a new Discussion?

You can create new discussions in your course.

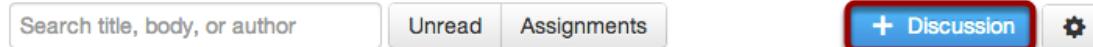
**Note:** If the Start a discussion option does not appear, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups. [Learn how to start a discussion with your group.](#)

## Open Discussions



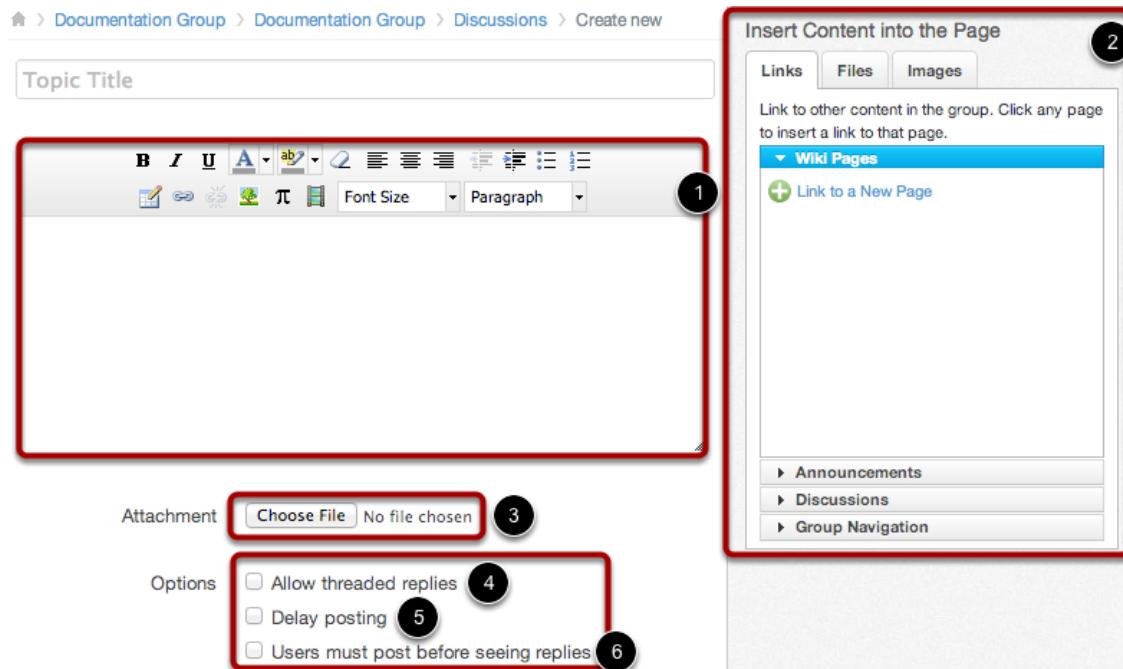
Click the **Discussions** link.

## Start a Discussion



Click the **Discussion** button.

## Create a Discussion



The screenshot shows the 'Create a Discussion' page in Canvas. At the top, there is a breadcrumb navigation: Home > Documentation Group > Documentation Group > Discussions > Create new. Below the navigation is a 'Topic Title' input field. A red box labeled '1' highlights the Rich Content Editor toolbar. To the right of the editor is a sidebar titled 'Insert Content into the Page' with tabs for 'Links', 'Files', and 'Images'. The 'Links' tab is selected, showing a link to 'Wiki Pages' which is also highlighted with a red box labeled '2'. Below the sidebar are links to 'Announcements', 'Discussions', and 'Group Navigation'. In the main content area, there are sections for 'Attachment' (with a 'Choose File' button and a 'No file chosen' message) and 'Options' (with checkboxes for 'Allow threaded replies', 'Delay posting', and 'Users must post before seeing replies'). A red box labeled '3' surrounds the attachment section, and another red box labeled '4' surrounds the options section.

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.
3. 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".)
4. Create a threaded replies by clicking the **Allow threaded replies** checkbox.
5. Post the discussion at a later date by clicking the **Delay posting** checkbox.
6. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** button.

## Save Discussion



Save

Click the **Save** button.

## How do I start a Discussion with my Group?

You can start Discussions with a group in Canvas.

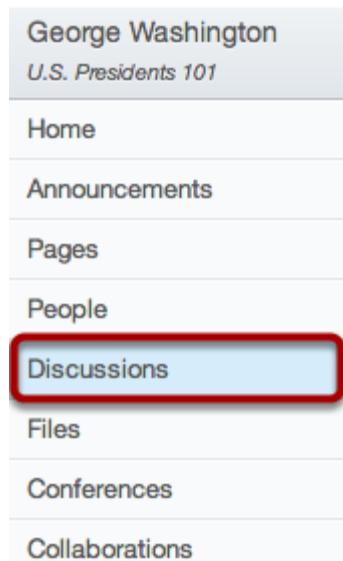
### Locate Group



Courses & Groups	Assignments	Grades	Calendar
My Courses	Customize	Current Groups	
<a href="#">Documentation Sandbox</a> <small>Enrolled as: Student</small>		<a href="#">George Washington</a> <small>U.S. Presidents 101</small>	
<a href="#">U.S. Presidents 101</a> <small>Enrolled as: Student</small>		<a href="#">Group 2</a> <small>Documentation Sandbox</small>	
	<a href="#">View all courses (2)</a>	<a href="#">Middle Age to Burial</a> <small>U.S. Presidents 101</small>	

Find the group you want to start a Discussion in by hovering over the **Courses & Groups** link. Click the title of Group to open it.

### Open Discussions



- George Washington
- U.S. Presidents 101
- Home
- Announcements
- Pages
- People
- Discussions**
- Files
- Conferences
- Collaborations

Click the **Discussion** link.

## Locate Start a New Topic



Click the **Start a Discussion** button.

## Create a Discussion

The screenshot shows the 'Create new' discussion page. At the top left is the 'Topic Title' field (1) containing '1'. Below it is the Rich Content Editor (2). To the right of the editor is the 'Insert Content into the Page' sidebar (3), which includes tabs for 'Links', 'Files', and 'Images', and sections for 'Wiki Pages' (with 'Front Page' and 'Link to a New Page'), 'Announcements', 'Discussions', and 'Group Navigation'. At the bottom left are 'Attachment' (4) and 'Options' (5) buttons, along with a 'Save' button at the bottom right.

Edit discussion information:

1. Type a title for the discussion in the topic field.
2. Write a discussion prompt using the [Rich Content Editor](#).
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

 Save

Click the **Save** button to start the discussion.

## View Discussion

Search entries or author

Unread



 Subscribed

 Edit



Let's Meet!

Emily Boone

Jul 18 at 4:40pm

Hey everyone, let's discuss a time when we all can get together to talk about our project.

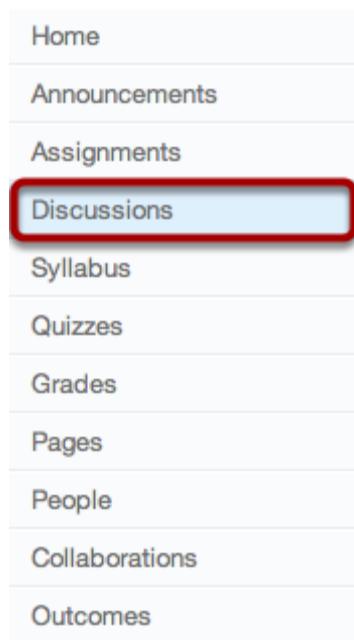


View the discussion you started in your group.

## 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

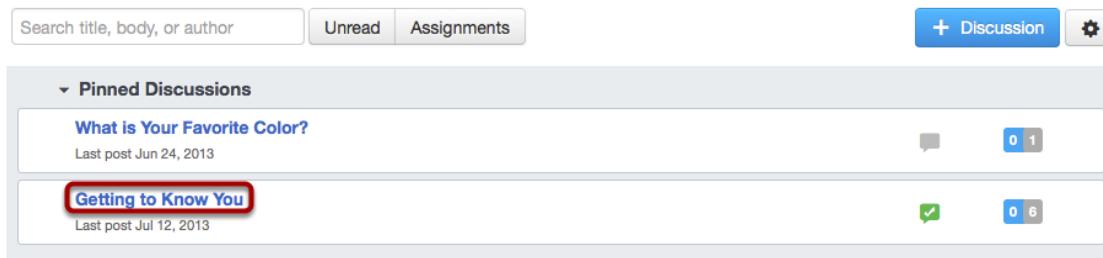


The sidebar menu includes the following items:

- Home
- Announcements
- Assignments
- Discussions** (highlighted with a red box)
- Syllabus
- Quizzes
- Grades
- Pages
- People
- Collaborations
- Outcomes

Click the **Discussions** link.

### Open Discussion Topic

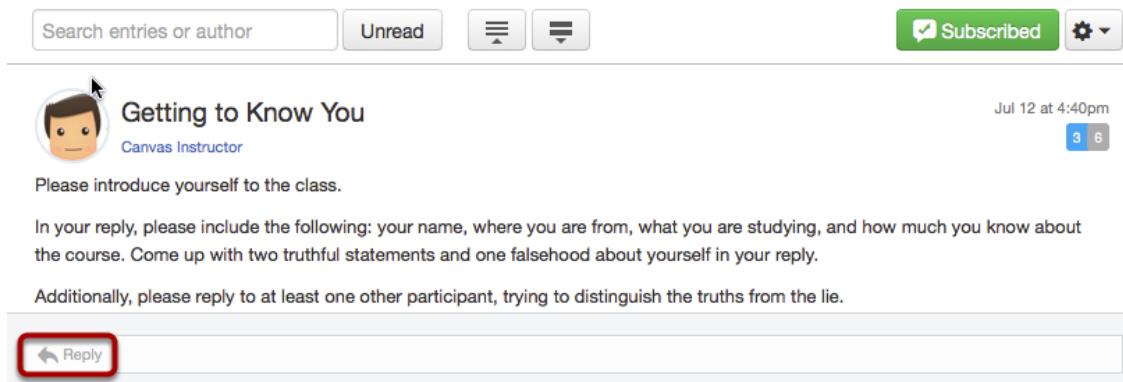


The Discussions page features the following interface elements:

- Search bar: Search title, body, or author
- Buttons: Unread, Assignments, + Discussion, Settings
- Section header: Pinned Discussions
- Discussion list:
  - What Is Your Favorite Color?** (Last post Jun 24, 2013) - 0 1 replies
  - Getting to Know You** (Last post Jul 12, 2013) - 0 6 replies (highlighted with a red box)

Click the title of the Discussion.

## Reply to Discussion Topic



Search entries or author Unread  

 Getting to Know You  
Canvas Instructor Jul 12 at 4:40pm 3 6

Please introduce yourself to the class.

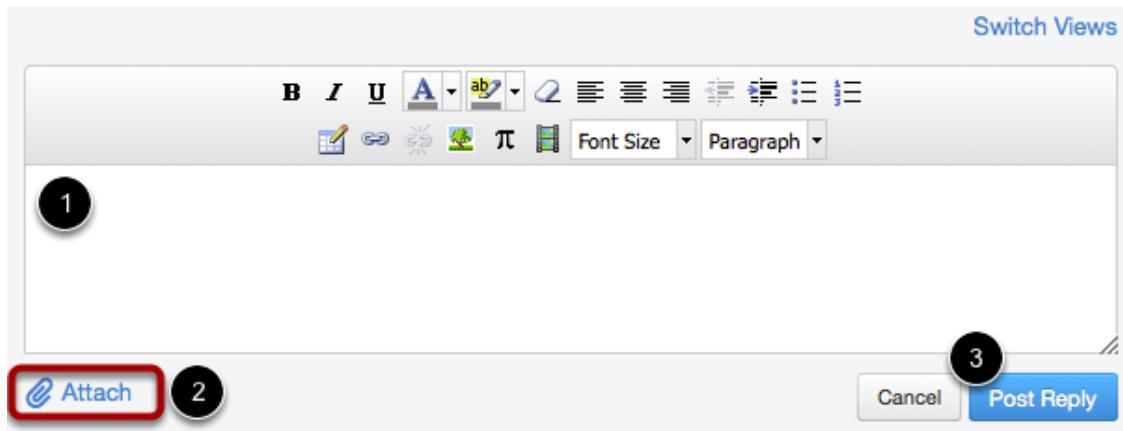
In your reply, please include the following: your name, where you are from, what you are studying, and how much you know about the course. Come up with two truthful statements and one falsehood about yourself in your reply.

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

**Reply**

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

## Post a Message



Switch Views

**1**

**2** 

**3** Cancel Post Reply

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

Search entries or author    Unread     

Subscribed 

 Getting to Know You  
Canvas Instructor    Jul 12 at 4:40pm  
3 6

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.

 Reply

 Bruce Jones  
Friday    

My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it.

Here are my two truths and a lie:

1. I love eating fish.
2. I loathe clam chowder.
3. I once went on a bike trip down part of the Oregon coast.

 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 Focused Discussion

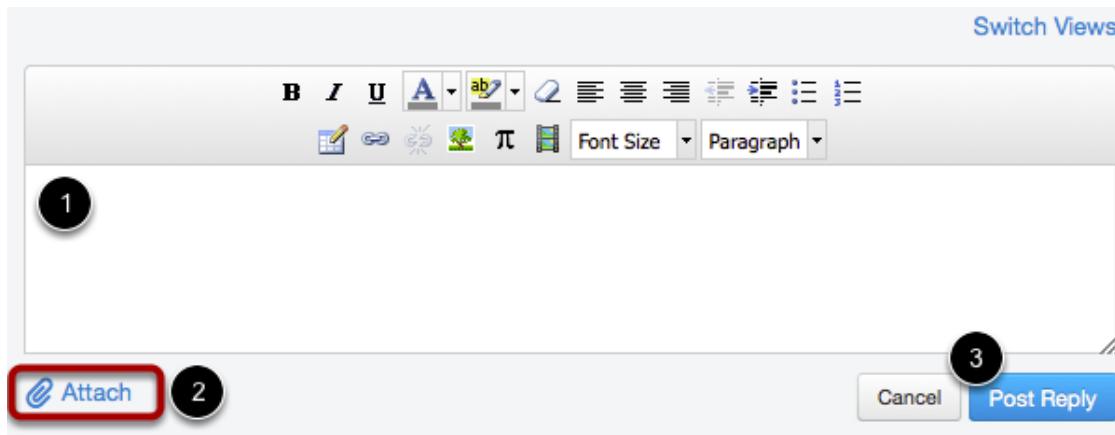
 Student  
Jun 24, 2013    

I like George Washington. Without him, we wouldn't have the story about the cherry tree and how he was honest in telling his dad he cut it down. I try to be honest.

 Reply

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].

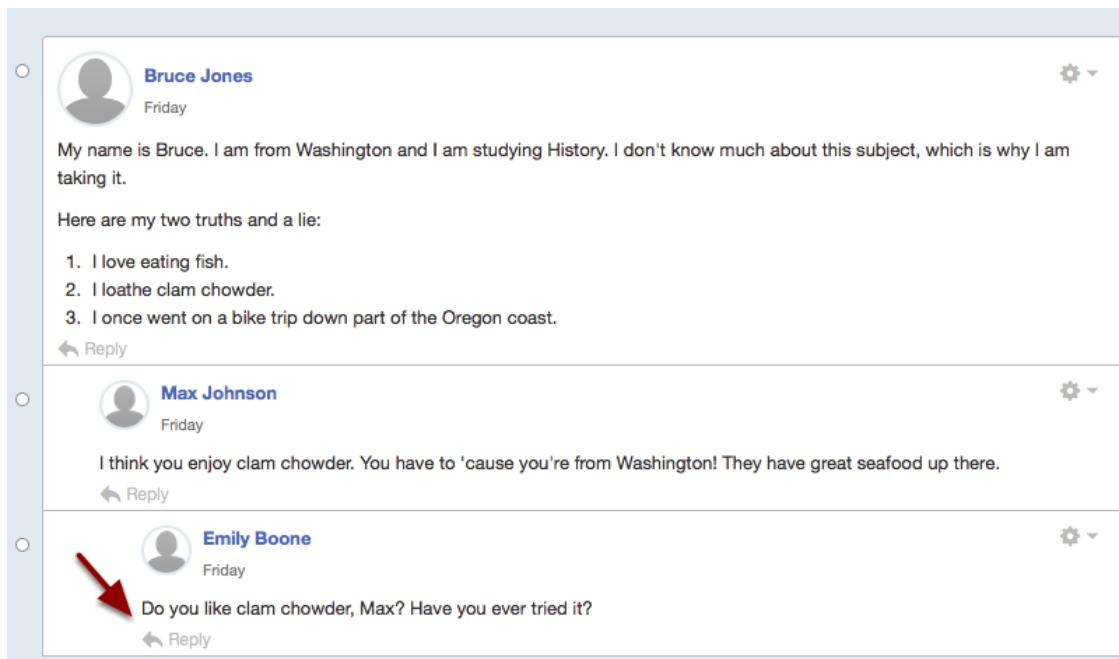
## View Your Reply



The screenshot shows a discussion reply thread. The first post is from a user named 'Student' (Jun 24, 2013) with the message: 'I like George Washington. Without him, we wouldn't have the story about the cherry tree and how he was honest in telling his dad he cut it down. I try to be honest.' The second post is from 'Emily Boone' (4:51pm) with the message: 'Oh yeah! I forgot about this story. But some people think it is a fable. Do you think it really happened?' Below the posts is a reply input field with a 'Reply' button.

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

## Reply to a Comment in a Threaded Discussion



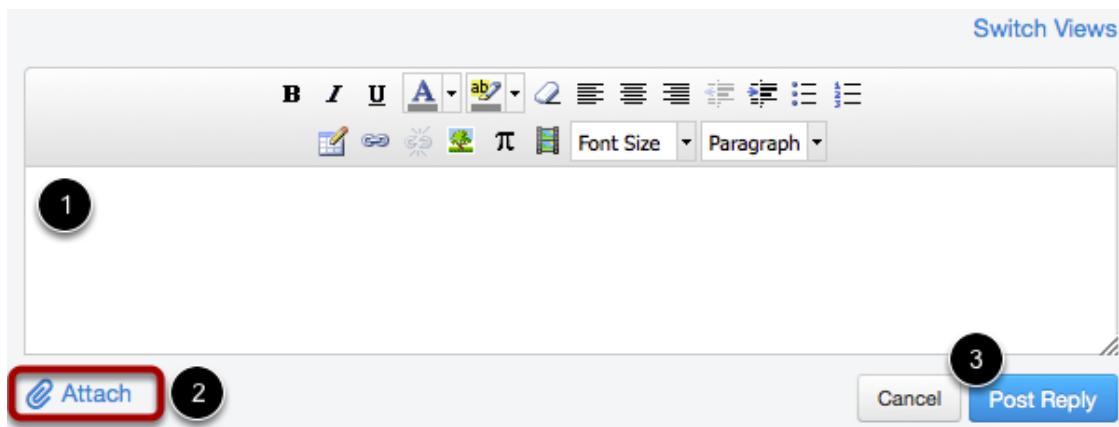
The screenshot shows a threaded discussion in Canvas. The first post is from Bruce Jones on Friday, stating: "My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it. Here are my two truths and a lie:

1. I love eating fish.
2. I loathe clam chowder.
3. I once went on a bike trip down part of the Oregon coast.

". Below his post is a "Reply" button. The second post is from Max Johnson on Friday, saying: "I think you enjoy clam chowder. You have to 'cause you're from Washington! They have great seafood up there." with a "Reply" button. The third post is from Emily Boone on Friday, asking: "Do you like clam chowder, Max? Have you ever tried it?" with a "Reply" button. A red arrow points to the "Reply" button under Emily's post.

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

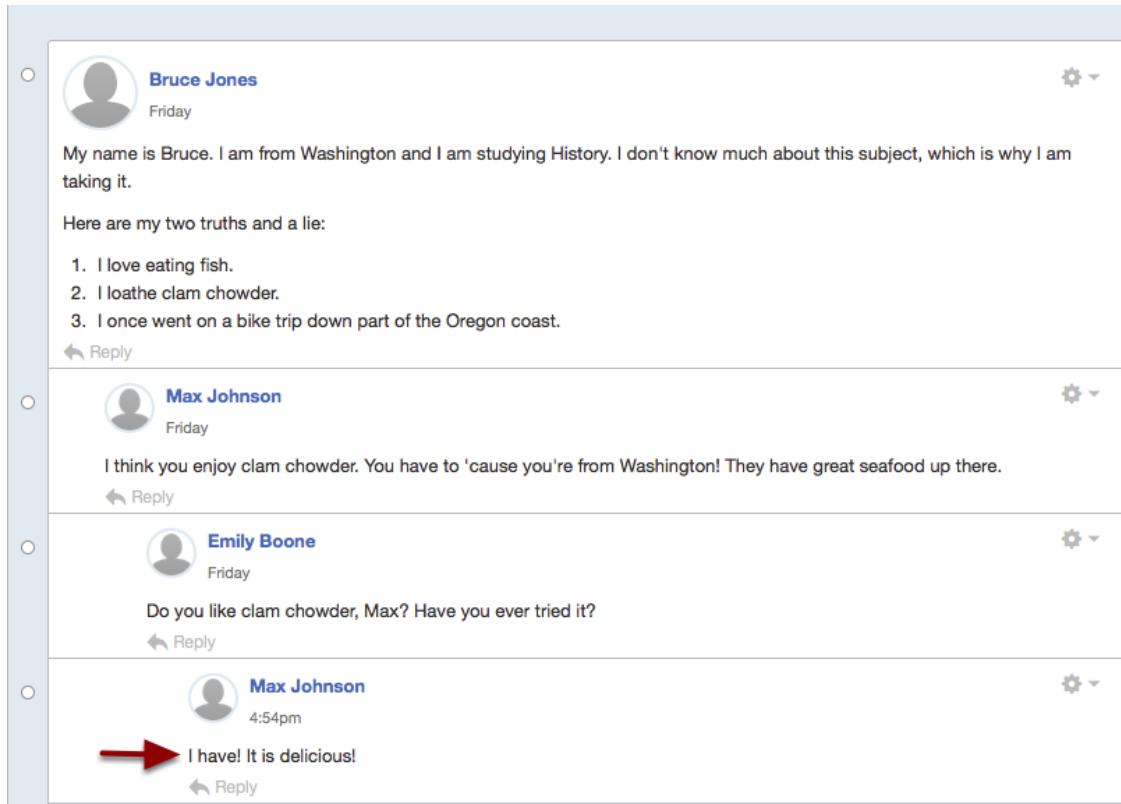
## Post a Message



The screenshot shows the message composition interface in Canvas. At the top is a toolbar with various rich text options. The main area has a numbered list (1) and a red box around the "Attach" button (2). In the bottom right corner are "Cancel" and "Post Reply" buttons, with the "Post Reply" button highlighted in blue and circled (3).

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

## View Your Reply



The screenshot shows a discussion reply thread in Canvas. The first post is from Bruce Jones on Friday, stating: "My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it. Here are my two truths and a lie:  
1. I love eating fish.  
2. I loathe clam chowder.  
3. I once went on a bike trip down part of the Oregon coast." Below his post is a "Reply" button. The second post is from Max Johnson on Friday, saying: "I think you enjoy clam chowder. You have to 'cause you're from Washington! They have great seafood up there." Below his post is a "Reply" button. The third post is from Emily Boone on Friday, asking: "Do you like clam chowder, Max? Have you ever tried it?" Below her post is a "Reply" button. The fourth post is from Max Johnson at 4:54pm, replying: "I have! It is delicious!" This post has a red arrow pointing to it, indicating it is the newly posted reply. Below this post is a "Reply" button.

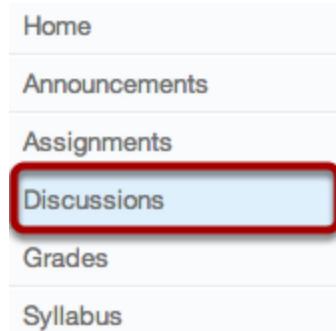
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas [automatically marks your posts as read](#). However, if you [manually mark your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

## How do I edit or delete my Discussion posts?

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.

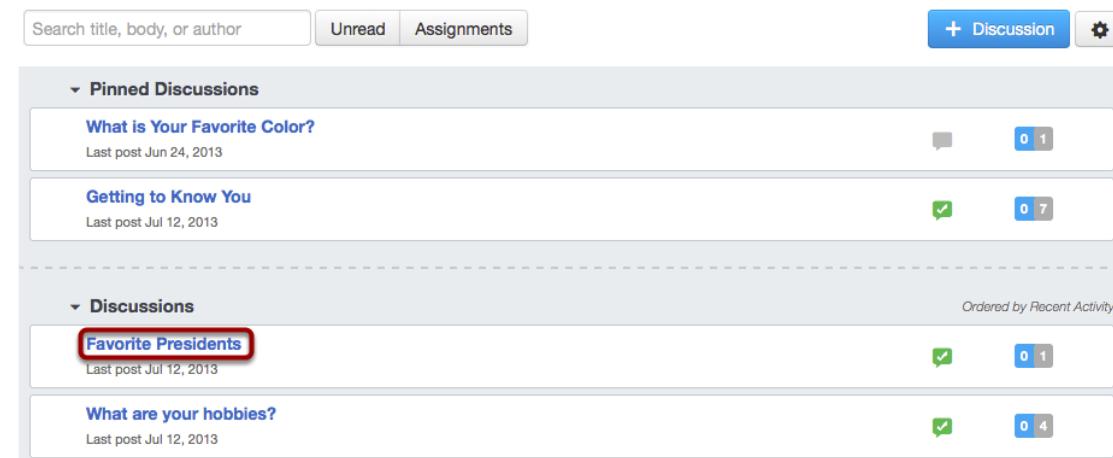
**Note:** This setting does not affect Discussions in course groups.

### Access Discussions



Click the **Discussions** link.

### Open Discussion



A screenshot of the Canvas Discussions page. At the top, there is a search bar, an Unread button, an Assignments button, a blue '+ Discussion' button, and a gear icon. Below this, there are two sections: 'Pinned Discussions' and 'Discussions'. The 'Pinned Discussions' section contains two items: 'What is Your Favorite Color?' (last post Jun 24, 2013) and 'Getting to Know You' (last post Jul 12, 2013). The 'Discussions' section contains two items: 'Favorite Presidents' (last post Jul 12, 2013) and 'What are your hobbies?' (last post Jul 12, 2013). The 'Favorite Presidents' link is highlighted with a red rectangular box. A small note at the bottom right of the 'Discussions' section says 'Ordered by Recent Activity'.

Click a discussion title.

## Open Gear Icon



A screenshot of a student's post on Canvas. The post is from a user named "Student" at 5:04pm. The content of the post is: "I like George Washington. Without him, we wouldn't have the story about the apples." Below the post is a "Reply" button. In the top right corner of the post area, there is a gear icon with a dropdown arrow, which is highlighted with a red box.

Each of your posts have a gear icon with edit and delete options. Click the gear icon on the post you want to modify.

## Edit Post

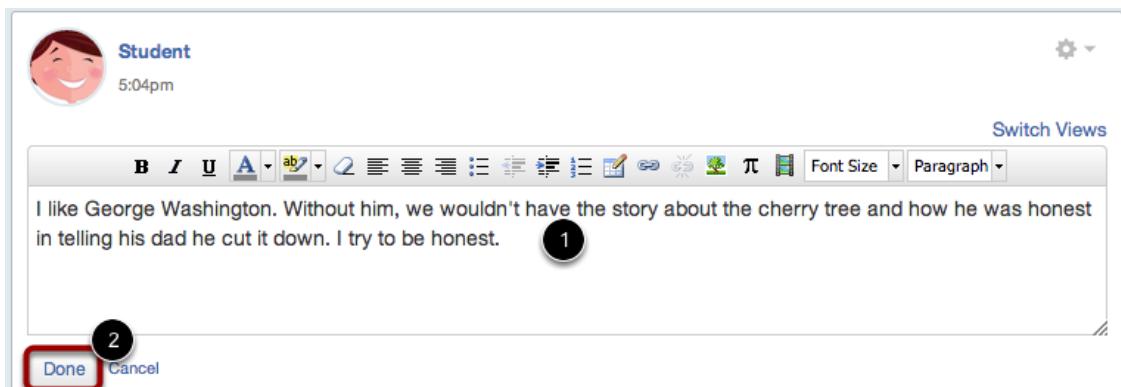


A screenshot of the same student post from the previous image. The gear icon has been clicked, revealing a dropdown menu. The "Edit" option in the menu is highlighted with a red box. Other options in the menu include "Go To Topic" and "Delete".

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



A screenshot of the Rich Content Editor. The editor toolbar is visible at the top. The content area contains the text: "I like George Washington. Without him, we wouldn't have the story about the cherry tree and how he was honest in telling his dad he cut it down. I try to be honest." A circled number "1" is placed over the text area. At the bottom of the editor, there are "Done" and "Cancel" buttons. A circled number "2" is placed over the "Done" button.

Make your edits in the Rich Content Editor [1]. When you are finished, click the **Done** button [2].

## Verify Edit



A screenshot of a Canvas post interface. At the top left is a user icon labeled "Student". Next to it is the name "Student" and the timestamp "5:07pm". On the far right is a gear icon. The main text area contains the message: "I like George Washington. Without him, we wouldn't have the story about the cherry tree and how he was honest in telling his dad he cut it down. I try to be honest." Below the text is a note: "Edited by Student on Jul 18 at 5:07pm". A red box highlights this edit timestamp. At the bottom left is a "Reply" button.

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.

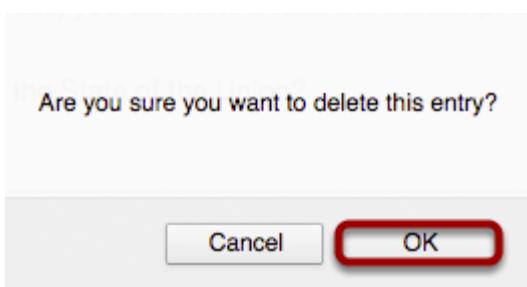
## Delete Post



A screenshot of a Canvas post interface. At the top left is a user icon labeled "Bruce Jones". Next to it is the name "Bruce Jones" and the timestamp "Jun 24, 2013". On the far right is a gear icon. The main text area contains the message: "I like FDR. Does anyone else like FDR? Great Depression? He did such a good job creating programs to help the country get back on its feet." Below the text is another post by "Student" from "Jun 24, 2013": "I like FDR! Roosevelt, right?". At the bottom left is a "Reply" button. On the far right, a context menu is open with three options: "Go To Parent", "Edit", and "Delete". The "Delete" option is highlighted with a red box.

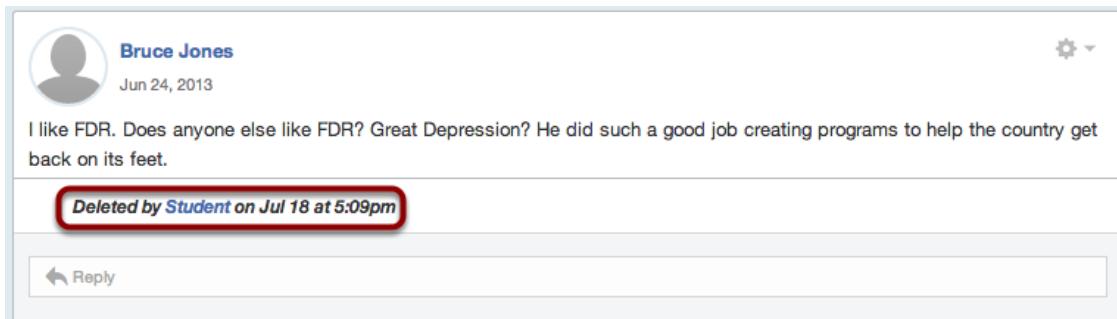
To delete a post, open the gear icon and click the **Delete** link.

## Confirm Delete



To delete the entry, click the **OK** button.

## Verify Delete



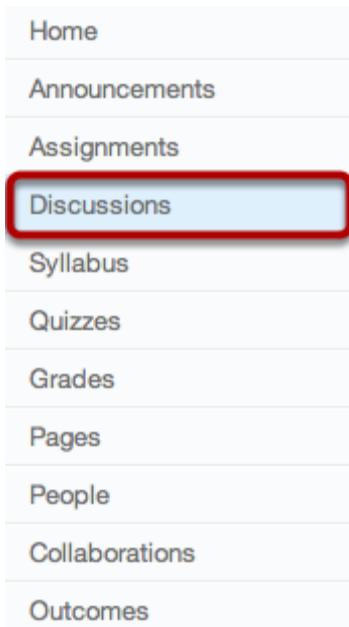
The screenshot shows a discussion post from user 'Bruce Jones' dated 'Jun 24, 2013'. The post content is: 'I like FDR. Does anyone else like FDR? Great Depression? He did such a good job creating programs to help the country get back on its feet.' Below the post, a red box highlights the text 'Deleted by Student on Jul 18 at 5:09pm'. At the bottom of the post area, there is a 'Reply' button.

Canvas will remove the entry and indicate the post has been deleted. The text will include your name, and the date and time the post was deleted. This entry cannot be removed.

## Why can't I see other responses to the Discussion?

Sometimes you will need to post a reply in order to see other replies in a Discussion.

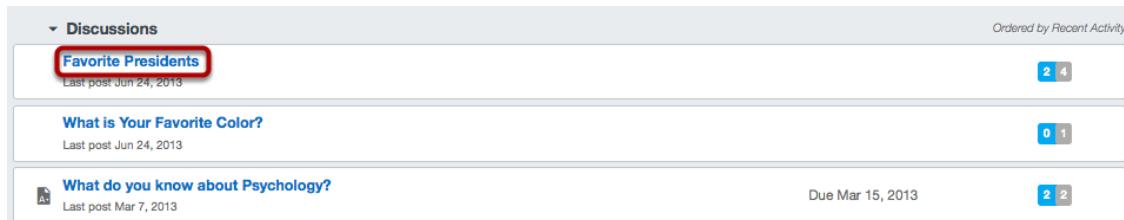
## Open Discussions



The screenshot shows the left navigation bar of the Canvas interface. The menu items listed vertically are: Home, Announcements, Assignments, **Discussions**, Syllabus, Quizzes, Grades, Pages, People, Collaborations, and Outcomes. The 'Discussions' item is highlighted with a red box.

Click the **Discussions** link.

## Open Discussion



The screenshot shows the 'Discussions' section of the Canvas interface. It lists three discussions:

- Favorite Presidents**: Last post Jun 24, 2013. 2 replies.
- What is Your Favorite Color?**: Last post Jun 24, 2013. 0 replies.
- What do you know about Psychology?**: Last post Mar 7, 2013. Due Mar 15, 2013. 2 replies.

Click the title of the discussion.

## View Discussion



The screenshot shows the 'Favorite Presidents' discussion view. It includes:

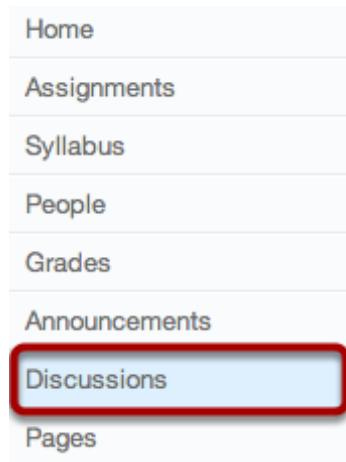
- A user icon labeled 'Canvas Instructor'.
- The discussion title: 'Favorite Presidents'.
- The last post date: 'Jun 24 at 3:01pm'.
- A reply button: 'Reply'.
- A note in a red-bordered box: 'Replies are only visible to those who have posted at least one reply.'

If you cannot see the other responses, make sure you have posted to the Discussion. You will see "Replies are only visible to those who have posted at least one reply." Post a reply to the Discussion to view the other posts.

## How do I link to a YouTube video in a Discussion reply?

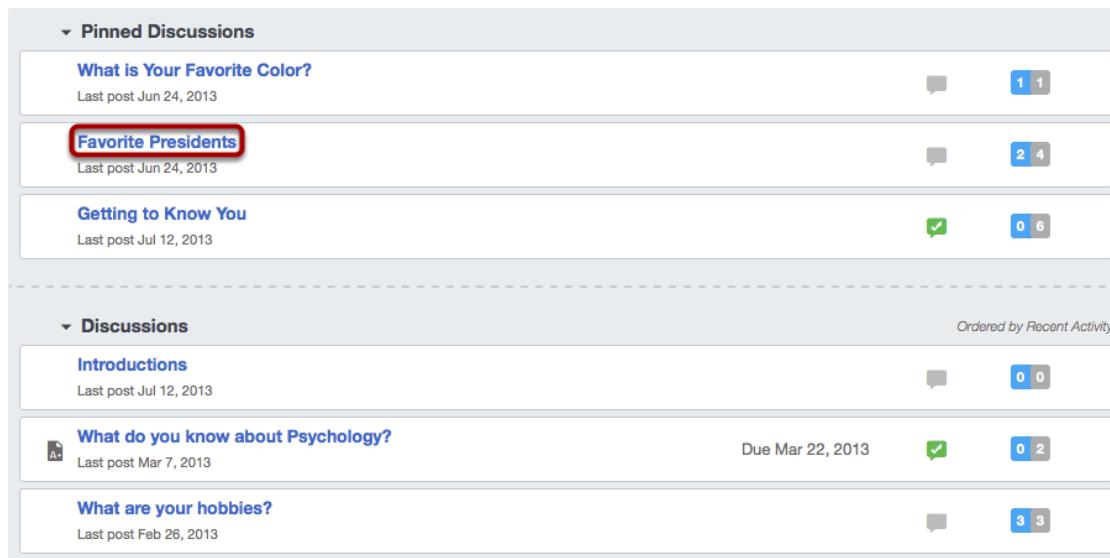
You can add a YouTube video in a Discussion reply by adding the URL of the video as a link to the response.

### Open Discussions



Click the **Discussions** link.

### Open Discussion



A screenshot of the 'Discussions' page in Canvas. The page is divided into sections for 'Pinned Discussions' and 'Discussions'. The 'Pinned Discussions' section contains three items: 'What is Your Favorite Color?' (Last post Jun 24, 2013), 'Favorite Presidents' (Last post Jun 24, 2013), and 'Getting to Know You' (Last post Jul 12, 2013). The 'Discussions' section contains four items: 'Introductions' (Last post Jul 12, 2013), 'What do you know about Psychology?' (Last post Mar 7, 2013, Due Mar 22, 2013), and 'What are your hobbies?' (Last post Feb 26, 2013). A note at the top right of the 'Discussions' section says 'Ordered by Recent Activity'. Each discussion item has a message icon, a checkmark or question mark icon, and a blue box indicating the number of replies and posts.

Click the discussion title.

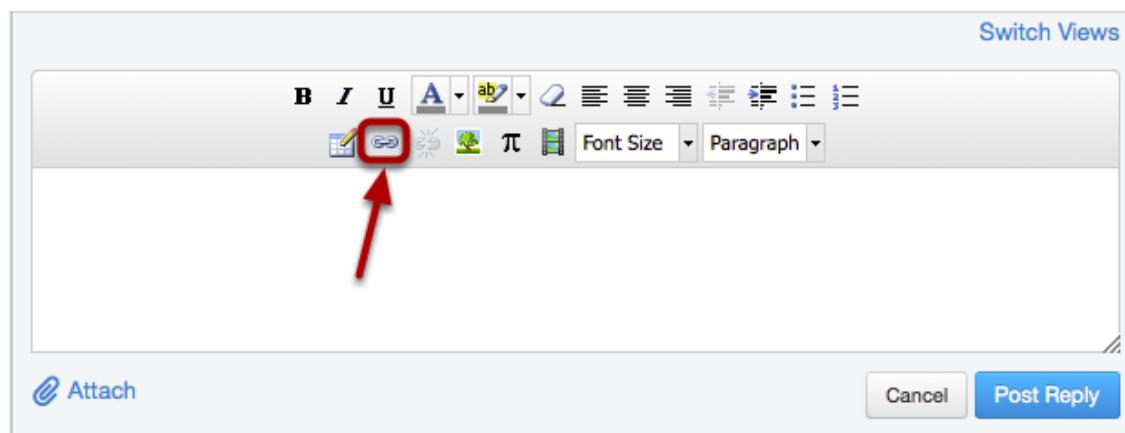
## Write a Reply



A screenshot of a Canvas discussion board. At the top, there are navigation buttons: 'Search entries or author', 'Unread', and two others. To the right are 'Subscribed' (with a checkmark), 'Edit', and a gear icon. Below this, a discussion titled 'Favorite Presidents' by 'Canvas Instructor' is shown. The post asks 'Who is your favorite president and why?'. A red box highlights the 'Reply' button at the bottom left of the post area.

Create a new discussion entry by clicking the **Reply** text field.

## Embed a URL



A screenshot of the rich text editor toolbar. A red arrow points to the 'Link to URL' icon (a blue link symbol). The toolbar includes bold, italic, underline, font selection, alignment, and other styling options. Below the toolbar is a large text input area. At the bottom, there are 'Attach' and 'Cancel' buttons, and a prominent 'Post Reply' button.

Embed a URL link in the discussion reply by clicking the **Link to URL** link.

## Paste the URL

**Link to Website URL**

*This will make the selected text a link, or insert a new link if nothing is selected.*

Paste or type a url or wiki page in in the box below:

**Insert Link**

Disable inline previews for this link

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 Response

**Switch Views**

**B** **I** **U** **A** **ab**          

 This link will be replaced with an embedded YouTube video

[Link](#)

 **Post Reply**

Click the **Post Reply** button to post your discussion reply.

## View Discussion Reply



The screenshot shows a discussion post from user Emily Boone on June 24, 2013. The post contains text and a video thumbnail. A numbered callout [1] points to the video thumbnail, and another callout [2] points to the word "Link" next to the thumbnail.

I like President Lincoln. He did a lot of great things for the country and freed slaves. Here is one of my favorite documentaries.

1

Link 2



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.

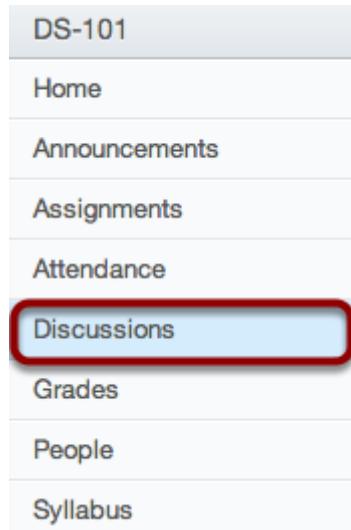
## How do I mark Discussion posts as read or unread?

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

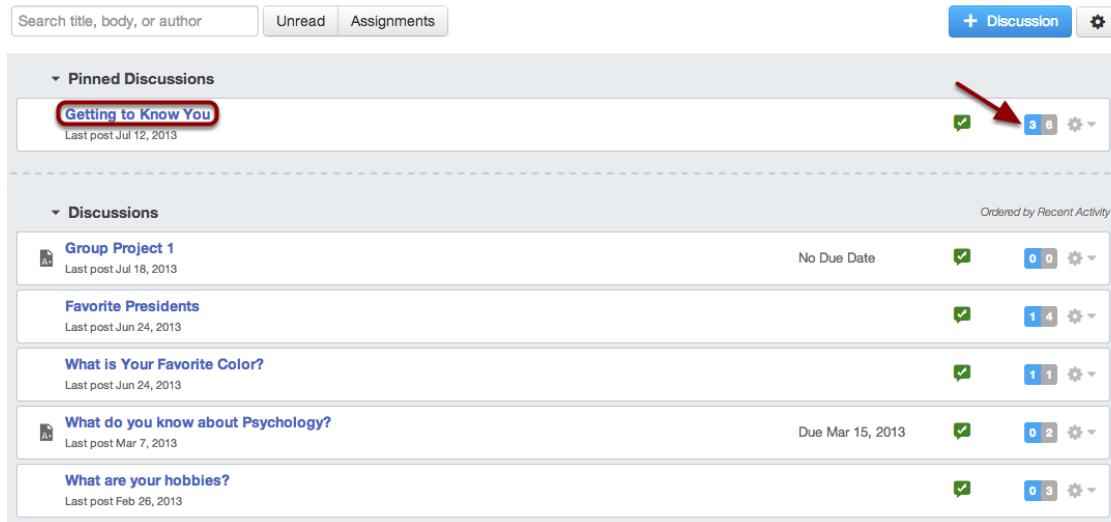


DS-101

- Home
- Announcements
- Assignments
- Attendance
- Discussions**
- Grades
- People
- Syllabus

Click the **Discussions** link.

## Open Discussion

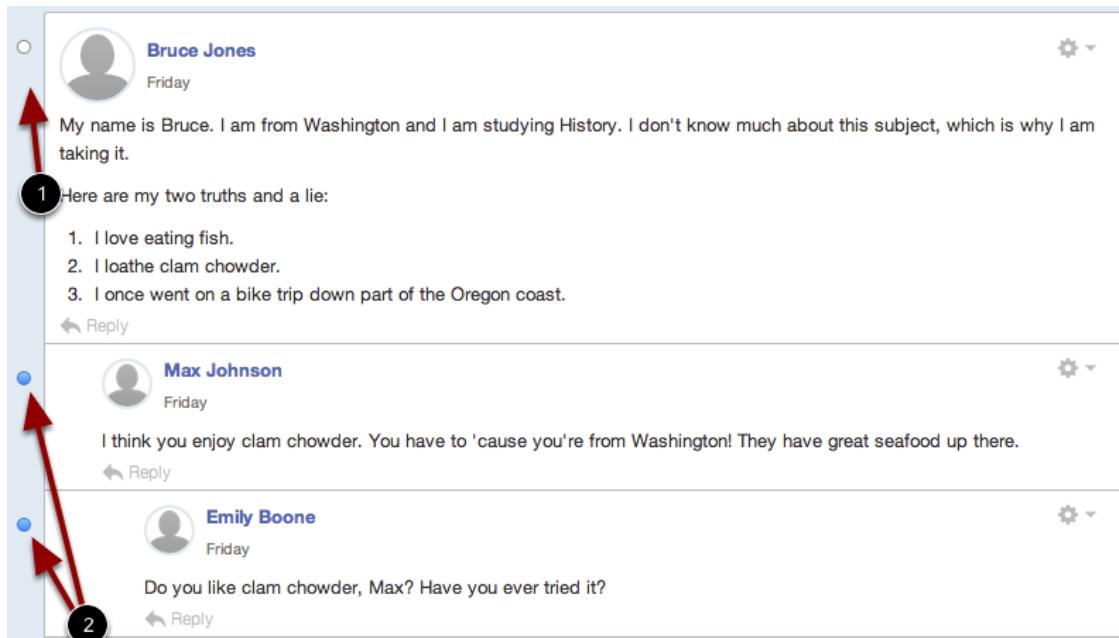


The screenshot shows the 'Discussions' section of the Canvas interface. At the top, there's a search bar, an 'Unread' button, and an 'Assignments' button. To the right are 'Discussion' and 'Settings' buttons. Below this, under 'Pinned Discussions', is a box titled 'Getting to Know You' with a red circle around it. To its right are icons for a green checkmark, a blue square with '3', a grey square with '0', and a gear. Under 'Discussions', there are five entries: 'Group Project 1' (No Due Date, 0 replies), 'Favorite Presidents' (Due Jun 24, 2013, 14 replies), 'What is Your Favorite Color?' (Due Jun 24, 2013, 11 replies), 'What do you know about Psychology?' (Due Mar 15, 2013, 0 replies), and 'What are your hobbies?' (Due Feb 26, 2013, 0 replies). Each entry has a green checkmark icon and a gear icon.

Click the discussion you wish to read.

In this example, this discussion has 6 total replies with 3 of them unread.

## View Posts



The screenshot shows a discussion thread between three users: Bruce Jones, Max Johnson, and Emily Boone. The first post is by Bruce Jones on Friday, where he introduces himself and shares three truths. The second post is by Max Johnson on Friday, responding to Bruce's post. The third post is by Emily Boone on Friday, asking a question. Red arrows point from numbered circles (1, 2, 3) to the first three posts respectively, indicating they are unread. The posts are timestamped as 'Friday'.

1 My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it.

1 Here are my two truths and a lie:

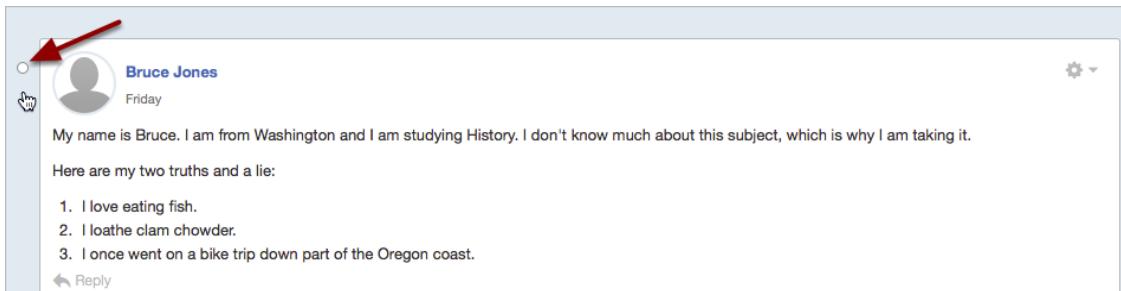
1. I love eating fish.  
2. I loathe clam chowder.  
3. I once went on a bike trip down part of the Oregon coast.

2 I think you enjoy clam chowder. You have to 'cause you're from Washington! They have great seafood up there.

2 Do you like clam chowder, Max? Have you ever tried it?

A white dot [1] indicates the reply has been read. A blue dot [2] indicates a reply is new or unread.

## Mark Post as Unread



Bruce Jones  
Friday

My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it.

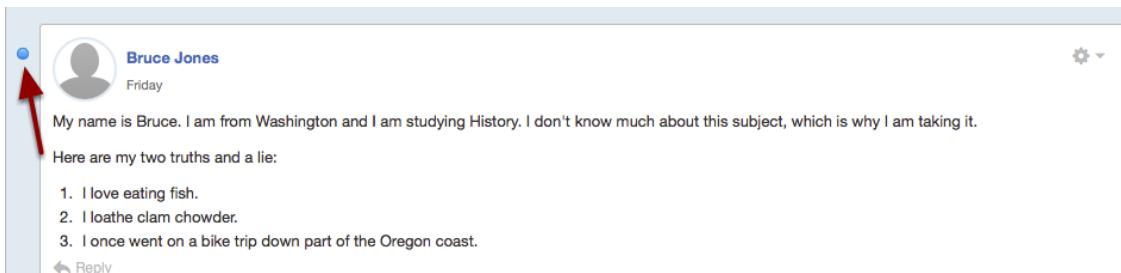
Here are my two truths and a lie:

1. I love eating fish.
2. I loathe clam chowder.
3. I once went on a bike trip down part of the Oregon coast.

Reply

To change a read post to unread, click the dot next to the post you wish to change.

## Verify Post as Unread



Bruce Jones  
Friday

My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it.

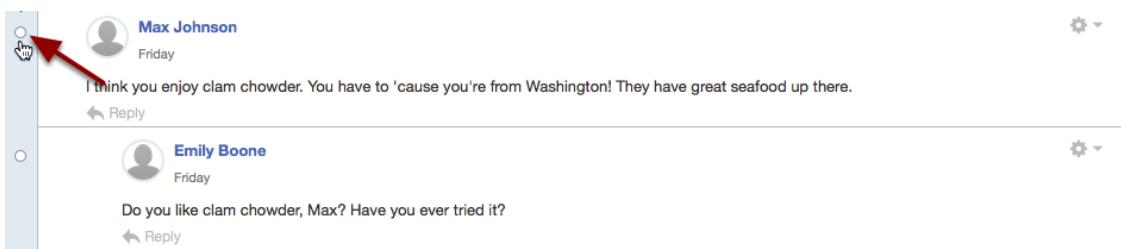
Here are my two truths and a lie:

1. I love eating fish.
2. I loathe clam chowder.
3. I once went on a bike trip down part of the Oregon coast.

Reply

View the post now marked as unread.

## Mark Post as Read



Max Johnson  
Friday

I think you enjoy clam chowder. You have to 'cause you're from Washington! They have great seafood up there.

Reply

Emily Boone  
Friday

Do you like clam chowder, Max? Have you ever tried it?

Reply

To change an unread post to read, click the dot next to the post you wish to change.

## Verify Post as Read



The screenshot shows a discussion thread in Canvas. The first post is from Max Johnson on Friday, saying, "I think you enjoy clam chowder. You have to 'cause you're from Washington! They have great seafood up there." Below it is a reply from Max. The second post is from Emily Boone on Friday, asking, "Do you like clam chowder, Max? Have you ever tried it?" Below it is a reply from Emily. A red arrow points to the blue dot next to Max's first post, indicating it is marked as read.

View the post now marked as read.

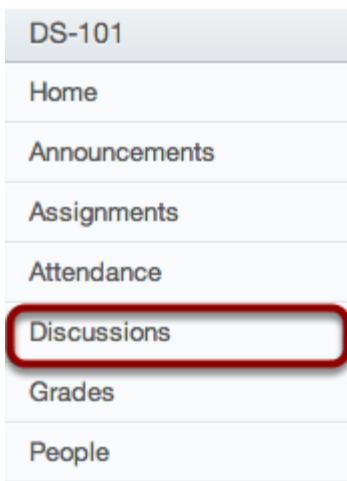
**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

## How do I manually mark my Discussion posts as read?

You can tell Canvas not to automatically mark your Discussion posts as read so that you can manually control them instead. By default, manually marking posts as read is turned off.

Learn how to mark Discussion posts as [read and unread](#).

## Open Discussions



The screenshot shows the course navigation bar for DS-101. The links listed are Home, Announcements, Assignments, Attendance, **Discussions**, Grades, and People. The 'Discussions' link is highlighted with a red box.

Click the **Discussions** link.

## Open Settings



Click the **Settings** icon.

## Manually Mark Posts as Read



- Manually mark posts as read

Click the **Manually Mark Posts as Read** checkbox.

## Save Settings

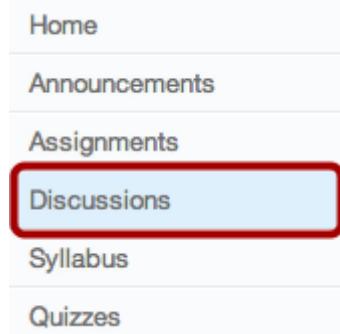


Click the **Save Settings** button.

## How do I insert an image file in a Discussion reply?

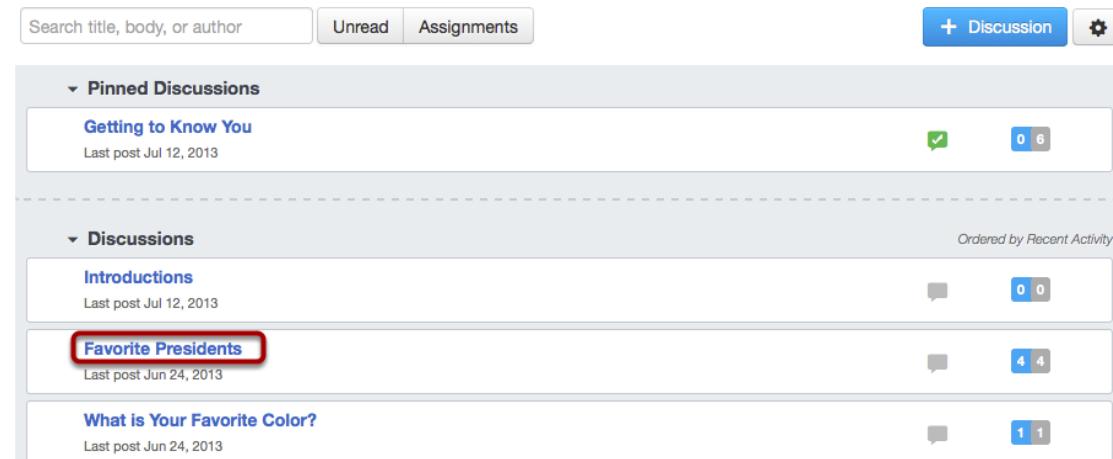
You can insert an image file directly into Discussion reply using the image icon.

### Open Discussions



Click the **Discussions** link.

### Open Discussion



A screenshot of the Canvas Discussions page. The page includes a search bar, unread count, assignments link, and a discussion button. It shows a list of discussions under 'Pinned Discussions' and 'Discussions'. The 'Favorite Presidents' discussion is highlighted with a red box.

Discussion Title	Last Post Date	Comments	Responses
Getting to Know You	Last post Jul 12, 2013	1	6
Introductions	Last post Jul 12, 2013	0	0
<b>Favorite Presidents</b>	Last post Jun 24, 2013	4	4
What is Your Favorite Color?	Last post Jun 24, 2013	1	1

Click the discussion title.

## Write a Reply

Search entries or author    Unread     

 Favorite Presidents  
Canvas Instructor    Jun 24 at 3:01pm  
1 4

Who is your favorite president and why?

 **Reply**

Create a new discussion entry by clicking the **Reply** text field.

## Open Image

Switch Views

**B** **I** **U**               
             

 **Attach**

**Cancel** **Post Reply**

Click the **Image** icon.

## Select Image

Insert / Edit Image X

### Image Source

**URL** **Canvas** **Flickr**

### Attributes

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

Cancel **Update**

Locate the image you want to embed. If you need help with one of the three image options, please reference the chapter on the [Rich Content Editor](#).

## Update Post

Insert / Edit Image

## Image Source

URL Canvas Flickr

george washington

Attributes

Alt text: George Washington  
Describe the image to improve accessibility

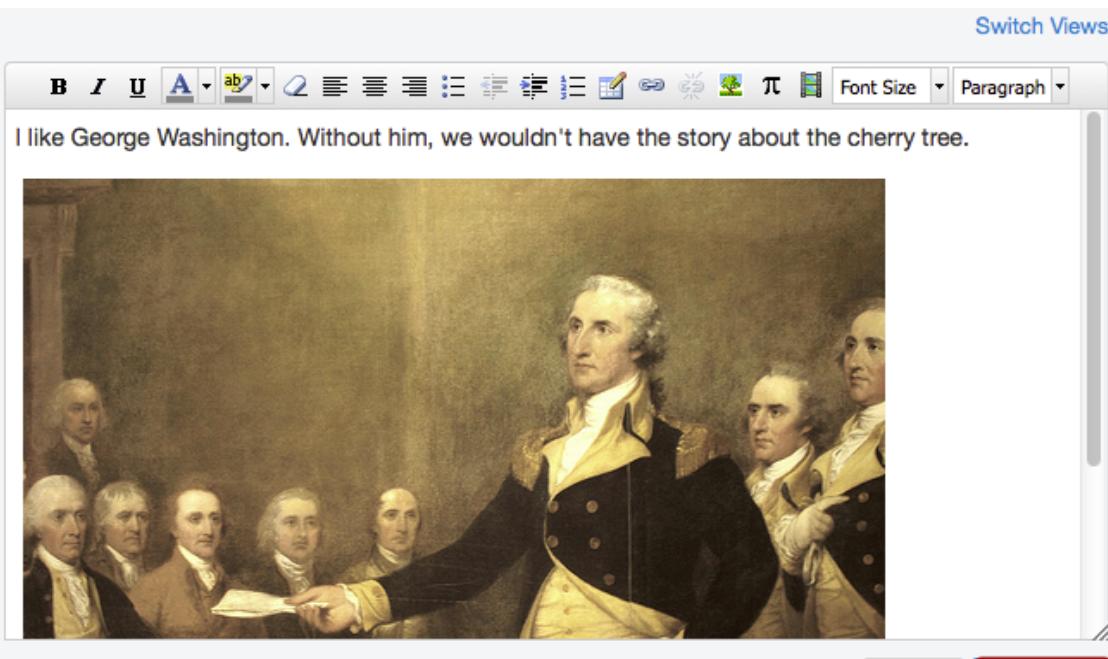
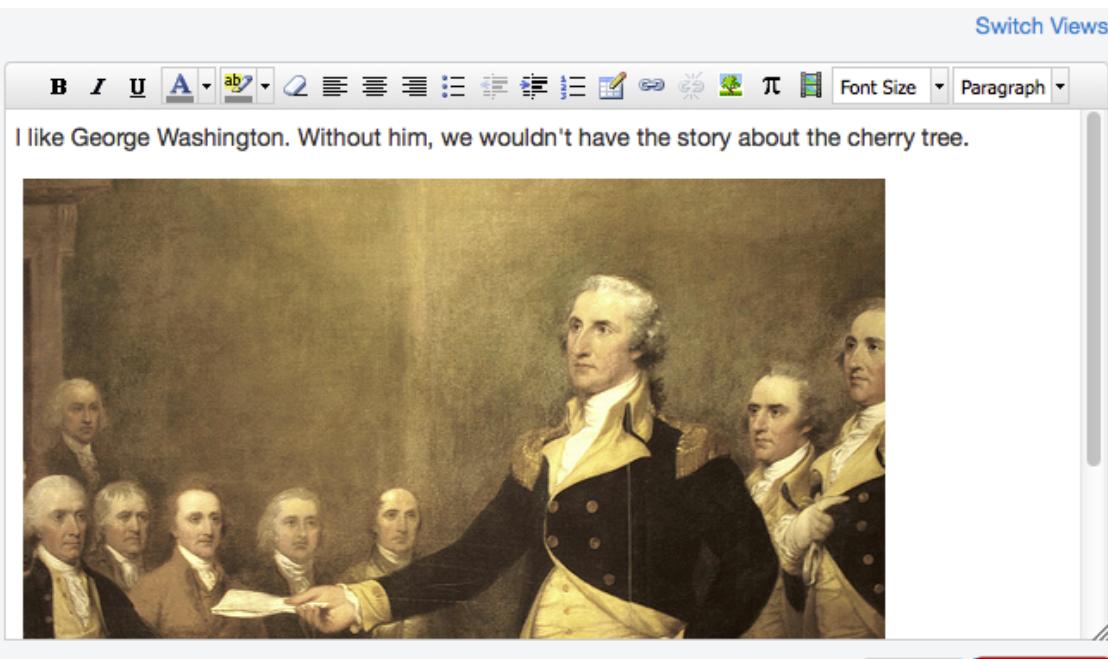
Dimensions: 500 x 375  
Aspect ratio will be preserved

Cancel **Update**

When you have located the image, click the **Update** button.

## Post Response

Switch Views

B I U A ab                          

Click the Post Reply button.

## View Post

 **Emily Boone**  
4:16pm

I like George Washington. Without him, we wouldn't have the story about the cherry tree.



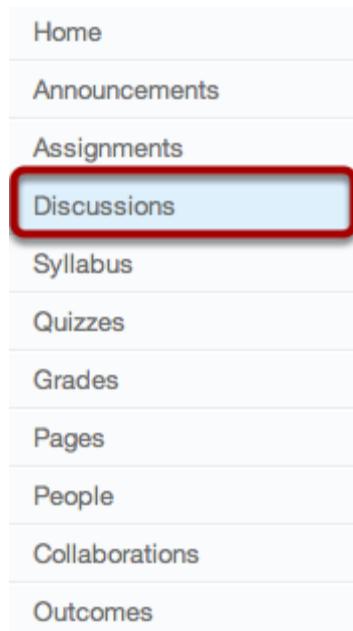
 Reply

View your post.

## How do I subscribe to a course podcast?

If your instructor has created a course podcast, you can subscribe to receive the feed in a podcast capturing program. This lesson explains how to add a podcast to iTunes 11.0.

### Open Discussions



Click the **Discussion** link.

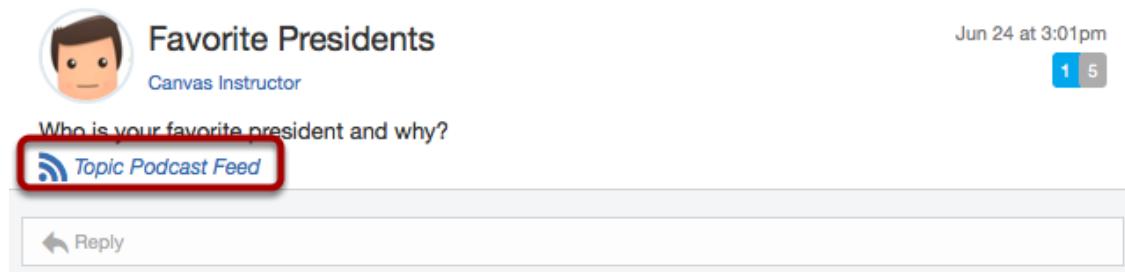
### Open Discussion



A screenshot of the 'Discussions' page in Canvas. The page is titled 'Discussions' and shows two discussions: 'Favorite Presidents' (last post Jun 24, 2013) and 'What is Your Favorite Color?' (last post Jun 24, 2013). The 'Favorite Presidents' title is highlighted with a red rectangular box. To the right of each discussion, there are small boxes showing the number of posts and replies: '2 4' for the first and '0 1' for the second.

Click the title of the discussion.

## Open RSS feed



Jun 24 at 3:01pm 1 5

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

- Open Link in New Tab
- Open Link in New Window
- Open Link in Incognito Window
- Save Link As...
- Copy Link Address**
- Copy
- Search Google for 'Topic Podcast Feed'

---

Inspect Element

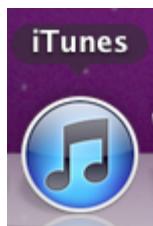
- 
- Look Up in Dictionary
  - Speech ►

- 
- Search With Google
  - Add to iTunes as a Spoken Track

Click the **Copy Link Address** link.

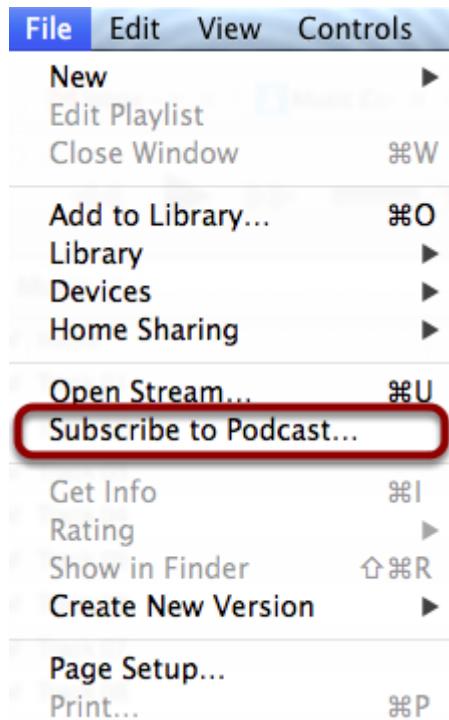
**Note:** Depending on your browser, the option may read **Copy Link Location**.

## Open iTunes



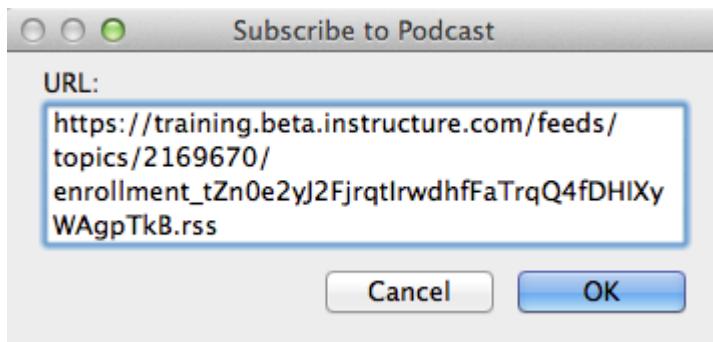
Open iTunes or podcast capturing program.

## Subscribe to Podcast



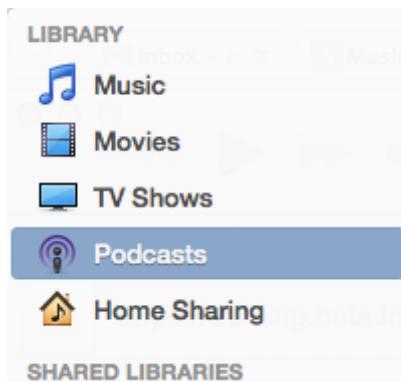
Open the File options and click the **Subscribe to Podcast** link.

## Paste URL



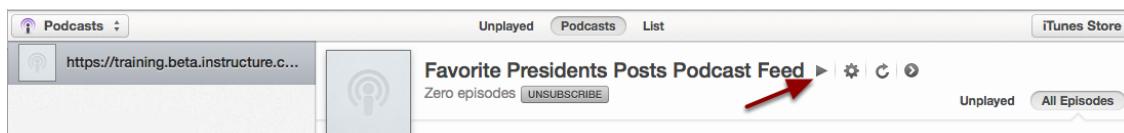
Paste the URL into the text box and click the **OK** button to subscribe to the podcast.

## Select Podcasts



Click the **Podcast** link in the iTunes library.

## Listen to Podcast



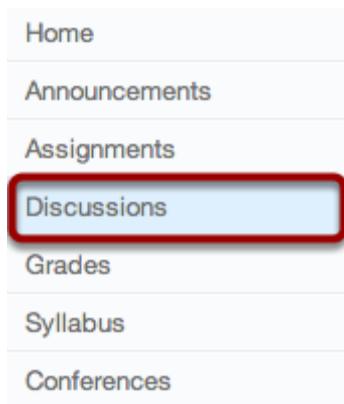
Listen to the podcast when episodes are available.

## How do I attach a file to a Discussion reply?

You can attach a file to a Discussion reply using the attachment icon.

**Note:** Instructors have the option to not [allow students to attach files to Discussions](#). If you are a student and the attachment icon does not appear, this option is not available in your course.

### Locate Discussion Link



Click the **Discussions** link.

## Open the Discussion

Search title, body, or author    Unread    Assignments    + Discussion    

▼ Pinned Discussions

<b>What Is Your Favorite Color?</b>	 1	 1
Last post Jun 24, 2013		
<b>Favorite Presidents</b>	 2	 4
Last post Jun 24, 2013		
<b>Getting to Know You</b>	 0	 6
Last post Jul 12, 2013		

▼ Discussions      Ordered by Recent Activity

<b>Introductions</b>	 0	 0
Last post Jul 12, 2013		
<b>What do you know about Psychology?</b>	 0	 2
A Last post Mar 7, 2013	Due Mar 22, 2013	
<b>What are your hobbies?</b>	 3	 3
Last post Feb 26, 2013		

Click the title of the discussion you want to participate in.

## Write a Reply

Search entries or author    Unread         Subscribed    

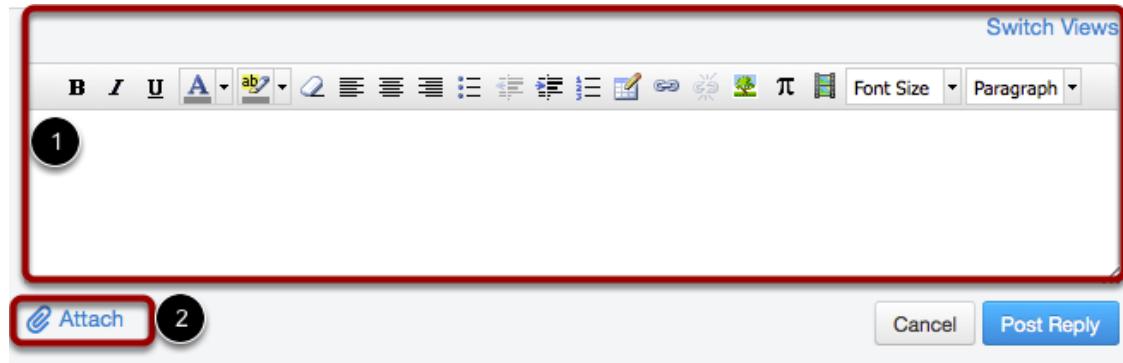
 **What is Your Favorite Color?**      Jun 12 at 4:03pm  
Canvas Instructor      1

Color can say a lot about you. What is your favorite? Then look up your favorite color on the Internet.

There are lots of color theory sites, such as [The Meanings of Colors](#).

 Click in the reply field.

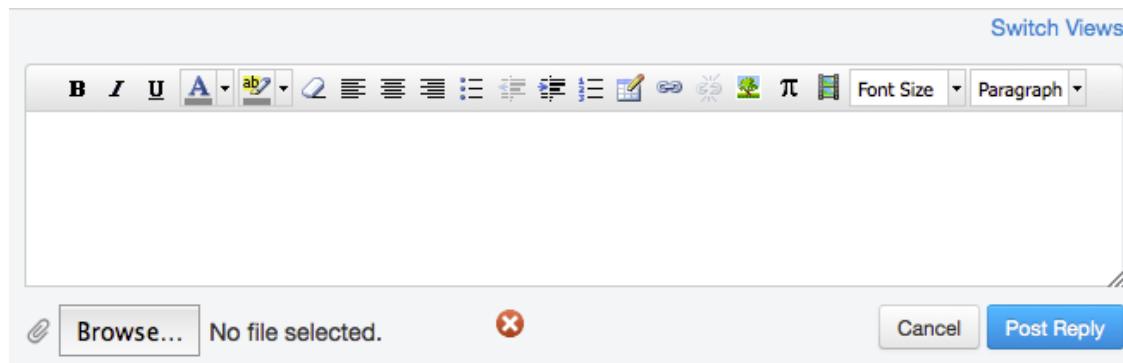
## Attach a File



After adding content using the [Rich Content Editor](#) to the discussion reply [1], click the **Attach** button [2].

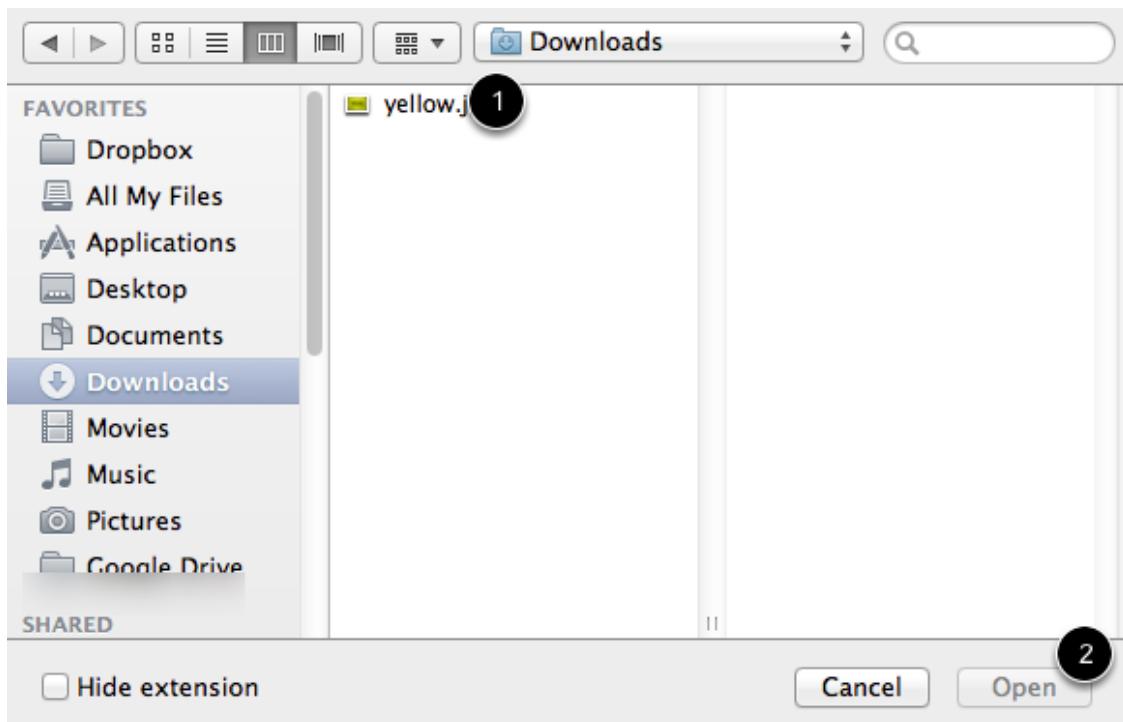
**Note:** Once an attachment is posted to a discussion post, the attachment cannot be deleted.

## Browse for File



Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

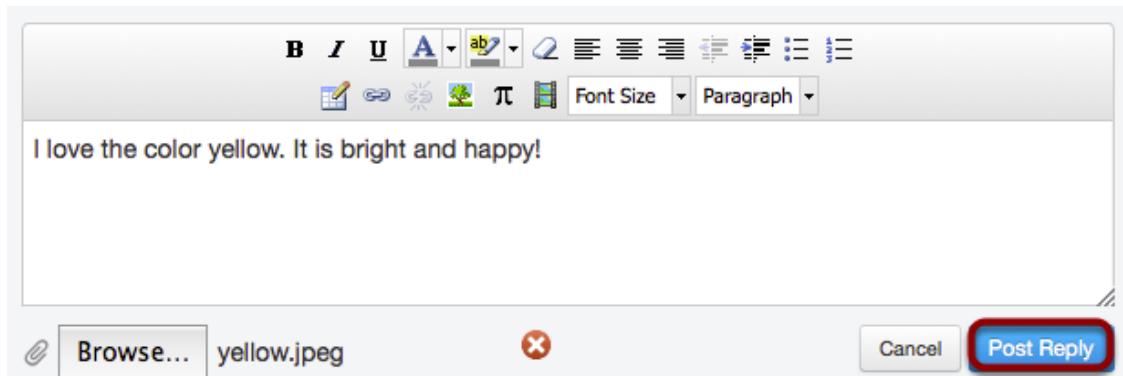
## Select File to Upload



Browse personal files on computer and select the file or files you wish to attach [1]. Double click on the selected files or click the **Open** button [2] to upload the files to the discussion reply.

**Note:** You can only upload one attachment in your reply.

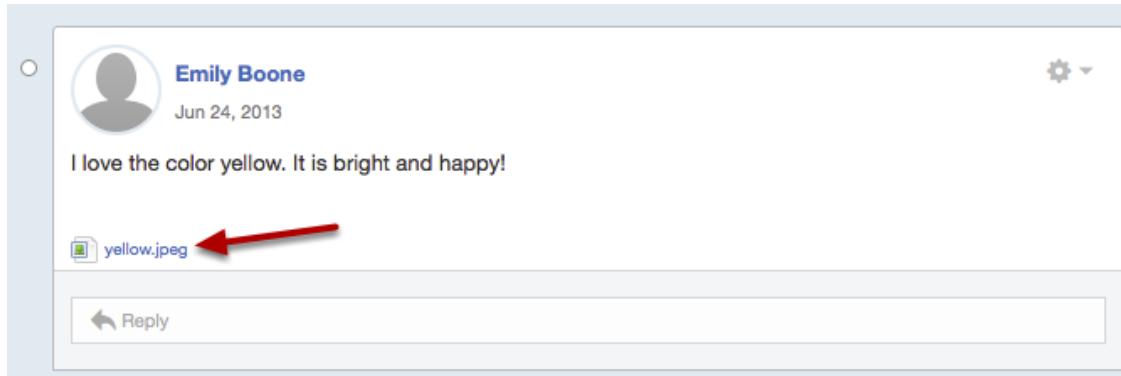
## Post Reply



A screenshot of the 'Post Reply' editor. At the top is a rich text toolbar with various buttons for bold, italic, underline, font style, font size, and paragraph alignment. Below the toolbar is a text area containing the text 'I love the color yellow. It is bright and happy!'. At the bottom is a file attachment section with a 'Browse...' button, the file name 'yellow.jpeg', a delete button (an 'X'), a 'Cancel' button, and a prominent red 'Post Reply' button.

Click the **Post Reply** button to post your discussion reply.

## View Discussion Reply



A screenshot of a Canvas discussion reply interface. At the top left is a user profile icon. Next to it is the name "Emily Boone" and the date "Jun 24, 2013". On the far right is a gear icon. The main text area contains the message: "I love the color yellow. It is bright and happy!". Below the message, there is a link labeled "yellow.jpeg" with a small thumbnail icon to its left. A red arrow points from the bottom right towards this link. At the bottom of the screenshot is a "Reply" button with a reply arrow icon.

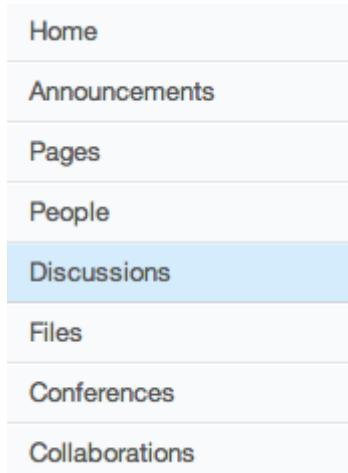
View your discussion reply. Your attached file will appear under the text.

## 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.

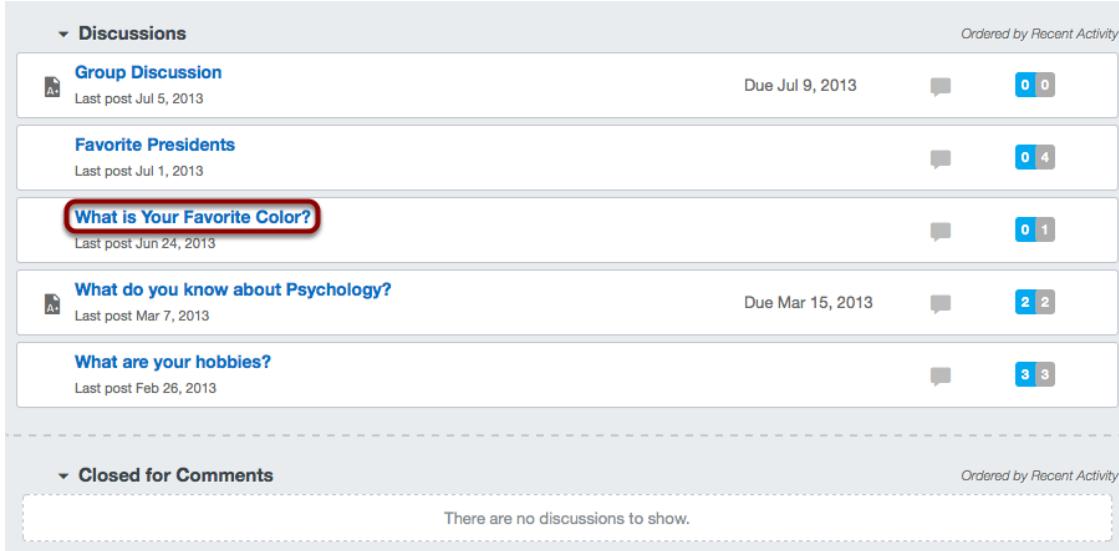
You will automatically be subscribed to discussions you create in your [student groups](#). You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

### Open Discussions



Open the **Discussions** link.

## Open Discussion



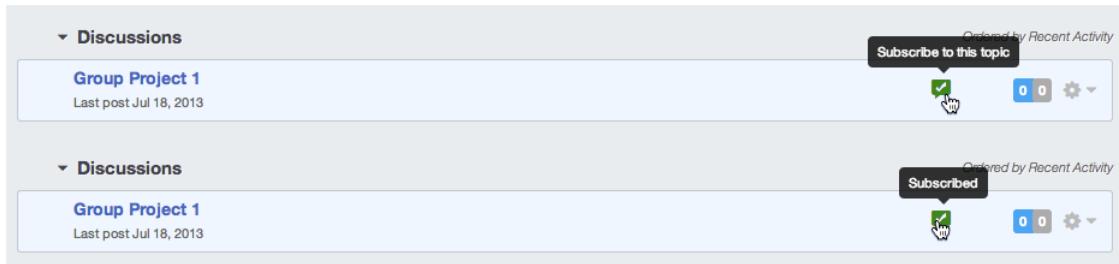
The screenshot shows the 'Discussions' section of the Canvas interface. It is ordered by 'Recent Activity'. There are five discussions listed:

- Group Discussion**: Last post Jul 5, 2013. Due Jul 9, 2013. 0 comments, 0 replies.
- Favorite Presidents**: Last post Jul 1, 2013. 0 comments, 0 replies.
- What is Your Favorite Color?**: Last post Jun 24, 2013. 0 comments, 0 replies.
- What do you know about Psychology?**: Last post Mar 7, 2013. Due Mar 15, 2013. 2 comments, 2 replies.
- What are your hobbies?**: Last post Feb 26, 2013. 3 comments, 3 replies.

Below this, there is a section titled 'Closed for Comments' which states 'There are no discussions to show.'

Click the title of the discussion you want to subscribe to.

## Subscribe on Discussions Page



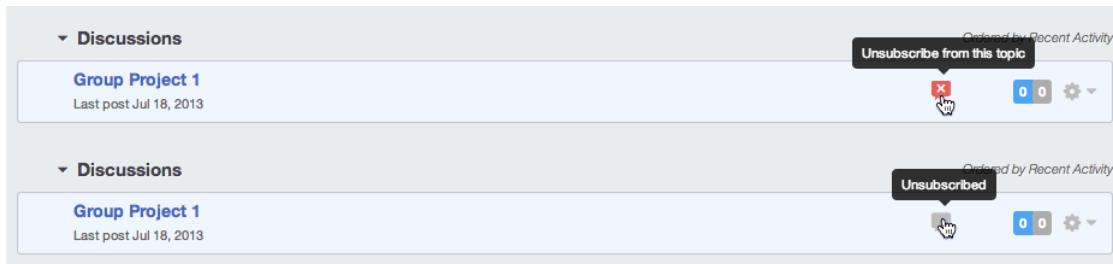
The screenshot shows the 'Discussions' section of the Canvas interface. A user is hovering over the 'Discussions' icon for the first discussion, 'Group Project 1'. A tooltip says 'Subscribe to this topic'. After clicking, the status changes to 'Subscribed'.

The second discussion, 'Group Project 1', is also shown with its details: Last post Jul 18, 2013. It has 0 comments and 0 replies.

You can subscribe to an entire discussion from the Discussions page. Locate to the discussion you want to subscribe to and click its **Discussions** icon.

**Note:** The Discussions icon will turn green when you hover over the icon and then stay green when you are subscribed.

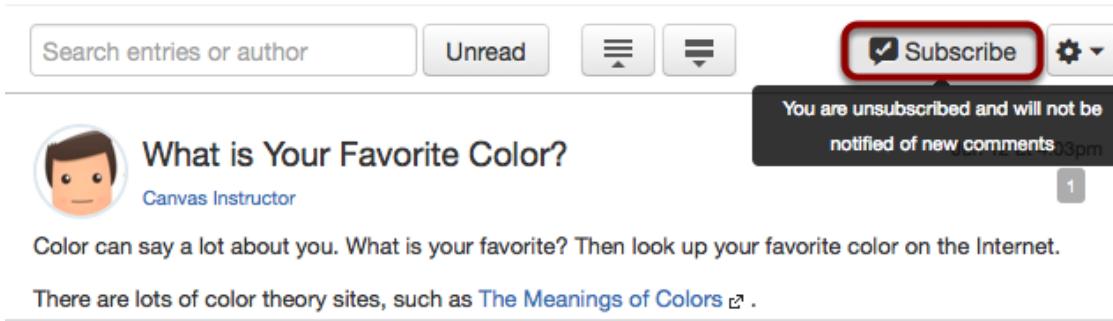
## Unsubscribe on Discussions Page



To unsubscribe from a discussion, locate to the discussion you want to unsubscribe from and click its **Discussion** icon.

**Note:** The Discussions icon will turn red when you hover over the icon and then turn gray when you are unsubscribed.

## Subscribe to Discussion

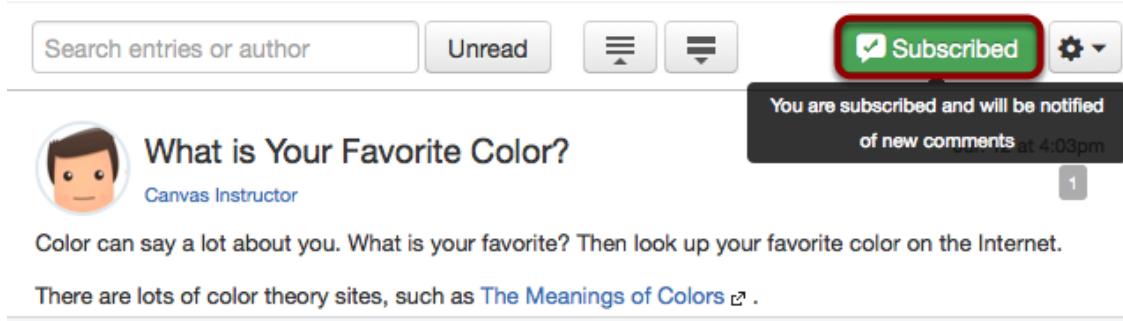


The image shows a screenshot of a discussion topic titled "What is Your Favorite Color?" by "Canvas Instructor". The discussion has one comment. At the top right, there is a "Subscribe" button with a red border and a checkmark icon. A tooltip above the button says "You are unsubscribed and will not be notified of new comments". Below the discussion title, there is a text block: "Color can say a lot about you. What is your favorite? Then look up your favorite color on the Internet." and "There are lots of color theory sites, such as [The Meanings of Colors](#) .

Click the **Subscribe** button.

**Note:** The Subscribe button will become green when you are subscribed to the discussion topic.

## Unsubscribe from Discussion

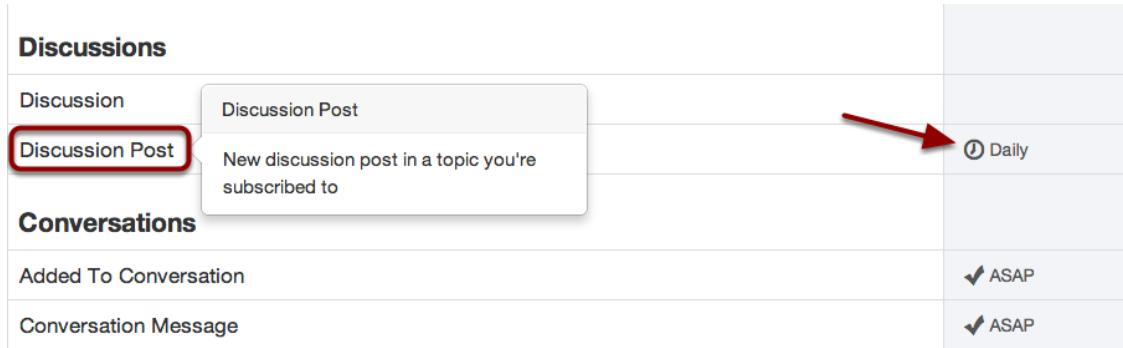


A screenshot of a discussion topic titled "What is Your Favorite Color?". The topic is created by a "Canvas Instructor". The top right corner shows a green "Subscribed" button with a red border, indicating the user is subscribed to new comments. A tooltip message says "You are subscribed and will be notified of new comments at 4:03pm". Below the topic, there is a text message: "Color can say a lot about you. What is your favorite? Then look up your favorite color on the Internet." and "There are lots of color theory sites, such as [The Meanings of Colors](#)".

To unsubscribe from a discussion, open the discussion and click the green **Subscribed** button.

**Note:** The Subscribed button will become a gray Subscribe button when you are unsubscribed to a discussion topic.

## Change Notification Preferences



A screenshot of the "Notifications" section in Canvas. Under "Discussions", the "Discussion Post" option is selected and highlighted with a red box. A tooltip shows "New discussion post in a topic you're subscribed to". To the right, there is a "Daily" notification preference with a red arrow pointing to it. Other options shown are "ASAP" for "Added To Conversation" and "ASAP" for "Conversation Message".

In [Notification Preferences](#), you can change the method and frequency of subscribed discussion posts.

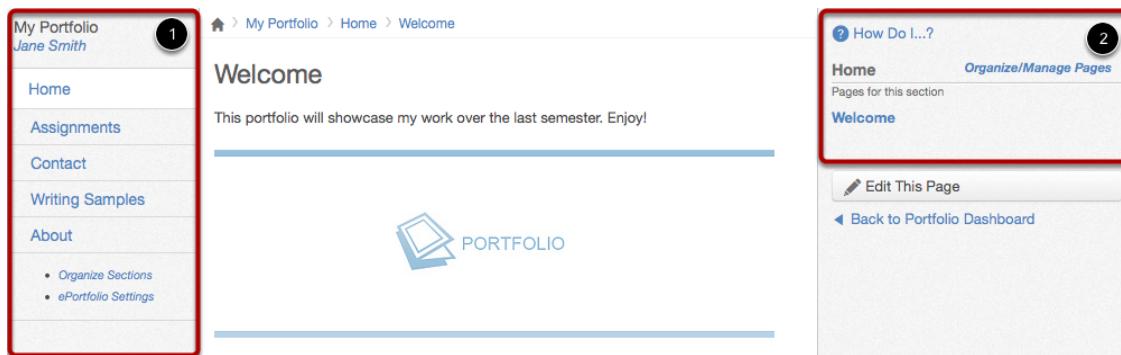
## ePortfolios

## What is an ePortfolio?

You can get started by using the [getting started wizard](#), click the links below, or visit the [ePortfolio chapter](#).

- [How do I create a new ePortfolio?](#)
- [How do I create a new ePortfolio section?](#)
- [How do I create a new page in my ePortfolio section?](#)

## Showcase Your Work



The screenshot shows the Canvas ePortfolio interface. On the left, a sidebar [1] lists sections: Home, Assignments, Contact, Writing Samples, and About. Under 'About', there are links for 'Organize Sections' and 'ePortfolio Settings'. The main content area [2] displays a 'Welcome' page with the title 'Welcome' and a sub-section 'PORTFOLIO' featuring a book icon.

An ePortfolio is a place for you to showcase your good work from a course or academic program. ePortfolios can be used for course projects, but they can also be used by student organizations to create a simple web presence.

ePortfolios in Canvas are basic websites divided into Sections (left-hand navigation) [1] and Pages (right-hand navigation) [2] nested inside of each Section.

## How do I create a new ePortfolio?

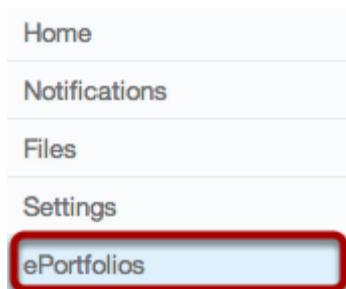
Creating an ePortfolio is as simple as clicking a button.

## Open Settings



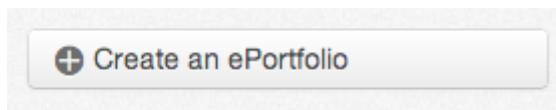
Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Create an ePortfolio



Click the **Create an ePortfolio** button.

## Create ePortfolio

### Make an ePortfolio



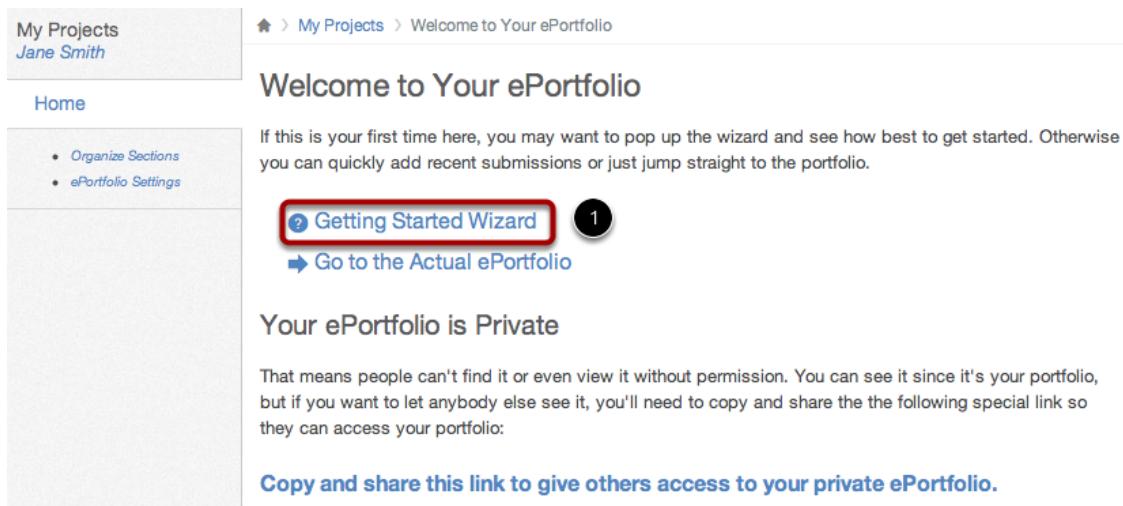
ePortfolio Name: My Portfolio 1

Make it Public 2

3 Make ePortfolio Cancel

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



The screenshot shows the 'Welcome to Your ePortfolio' page. On the left, there's a sidebar with 'My Projects' and 'Jane Smith'. Below that is a 'Home' section with links to 'Organize Sections' and 'ePortfolio Settings'. The main content area has a heading 'Welcome to Your ePortfolio' and a message about being private. It features two buttons: a red-bordered 'Getting Started Wizard' button with a question mark icon and a 'Go to the Actual ePortfolio' button with a right-pointing arrow icon. A circled '1' is next to the wizard button.

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.

① [? Getting Started Wizard](#)

[→ Go to the Actual ePortfolio](#)

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

[Copy and share this link to give others access to your private ePortfolio.](#)

Once the ePortfolio is created, there are several options for creating content for your portfolio, including a [wizard that will walk you through your creation](#), step by step [1].

## Where are my ePortfolios?

Your ePortfolio is located in your personal Settings.

### Open Settings

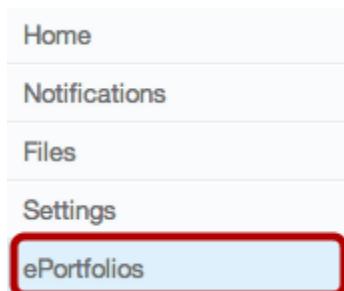


The screenshot shows the 'Settings' menu with several options: Home, Notifications, Files, Settings, and ePortfolios. The 'ePortfolios' link is highlighted with a red box.

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

## Open ePortfolios



The screenshot shows the 'ePortfolios' link in the settings menu highlighted with a red box.

Home

Notifications

Files

Settings

ePortfolios

Click the **ePortfolios** link to access all your ePortfolios.

## What is the ePortfolio dashboard?

The ePortfolio dashboard is a place to control visibility and settings.

## Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

## Open ePortfolios

Home  
Notifications  
Files  
Settings  
**ePortfolios**

Click the **ePortfolios** link to access all personal ePortfolios.

## Manage ePortfolio Dashboard

### 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](#) 1
- [Go to the Actual ePortfolio](#) 2

Your ePortfolio is Private ← 3

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

[Copy and share this link to give others access to your private ePortfolio.](#) 4

Recent Submissions ← 5

Click any submission to add it to a new page in your ePortfolio.

<input type="checkbox"/> Assignment #4 Documentation Sandbox	Dec 5 at 4:35pm 
<input type="checkbox"/> Assignment #3 Documentation Sandbox	Nov 29 at 11:10am 
<input type="checkbox"/> Introduce Yourself Documentation Sandbox	Nov 29 at 10:41am 
<input type="checkbox"/> Assignment #2 Documentation Sandbox	Nov 28 at 4:55pm 
<input type="checkbox"/> Assignment #1 Documentation Sandbox	Nov 28 at 3:33pm 

[Download the contents of this ePortfolio as a zip file](#) 6

[!\[\]\(430ef471ae3d36197f22e84f34a6ec40\_img.jpg\) Delete this ePortfolio](#) 7

From the ePortfolio dashboard, users can control visibility and other settings:

1. The **Getting Started Wizard** link will help user customize your ePortfolio.
2. The **Go to the Actual ePortfolio** link will show users what others see when they view your ePortfolio.
3. **Your ePortfolio is [privacy setting]** heading tells you the current visibility of your ePortfolio. If your ePortfolio is Public anyone can view it if they know the address.
4. If your ePortfolio is Private only those with a non-guessable special link you give them can access the information. The link is available by copying the destination of selecting the **Copy and share this link...** link or by going to your portfolio and sharing that URL.
5. The **Recent Submissions** heading allows users to make any recent coursework part of an ePortfolio.

6. Users can download the contents of an ePortfolio as a zip file by clicking the **Download the contents of this ePortfolio as a zip file** link.
7. Users can delete an ePortfolio by selecting the **Delete this ePortfolio** link.

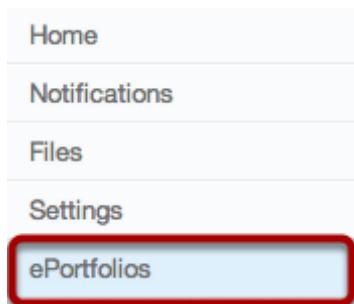
## What is the ePortfolio Getting Started Wizard?

### Open Settings



Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

### Open the Getting Started Wizard

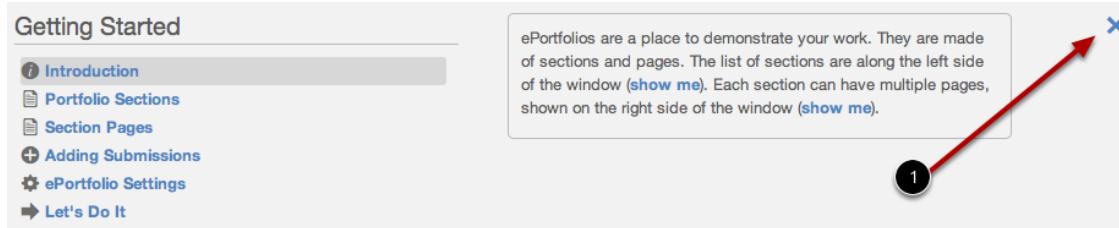
#### Welcome to Your ePortfolio

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.



Once in the ePortfolio, there are several options for creating your portfolio, including a wizard that will walk you through your creation, step by step. Click the **Getting Started Wizard** link to get started [1].

## View the Getting Started Wizard



The screenshot shows the 'Getting Started' section of the Canvas interface. On the left, there's a sidebar with links: 'Introduction' (highlighted in grey), 'Portfolio Sections', 'Section Pages', 'Adding Submissions', 'ePortfolio Settings', and 'Let's Do It'. To the right, a callout box contains text about ePortfolios, and a red arrow points from a circled 'X' icon at the top right of the callout to the text.

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 get out of the Getting Started Wizard click the X icon [1].

**Note:** When you hover over the **show me** links, that part will highlight yellow showing you where it is on the screen.

## How do I use the ePortfolio Getting Started Wizard?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

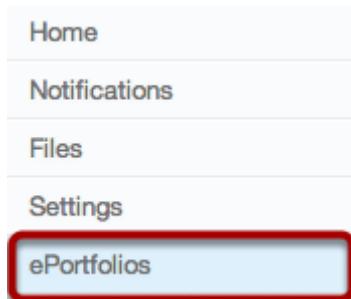
## Open Settings



The screenshot shows the top navigation bar with links: 'Jane Smith', 'Inbox', 'Settings' (highlighted in grey), 'Logout', and 'Help'.

Click the **Settings** link.

## Open ePortfolios



The screenshot shows the sidebar with links: 'Home', 'Notifications', 'Files', 'Settings', and 'ePortfolios' (highlighted with a red border).

Click the **ePortfolios** link to access all your ePortfolios.

## Open the 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.

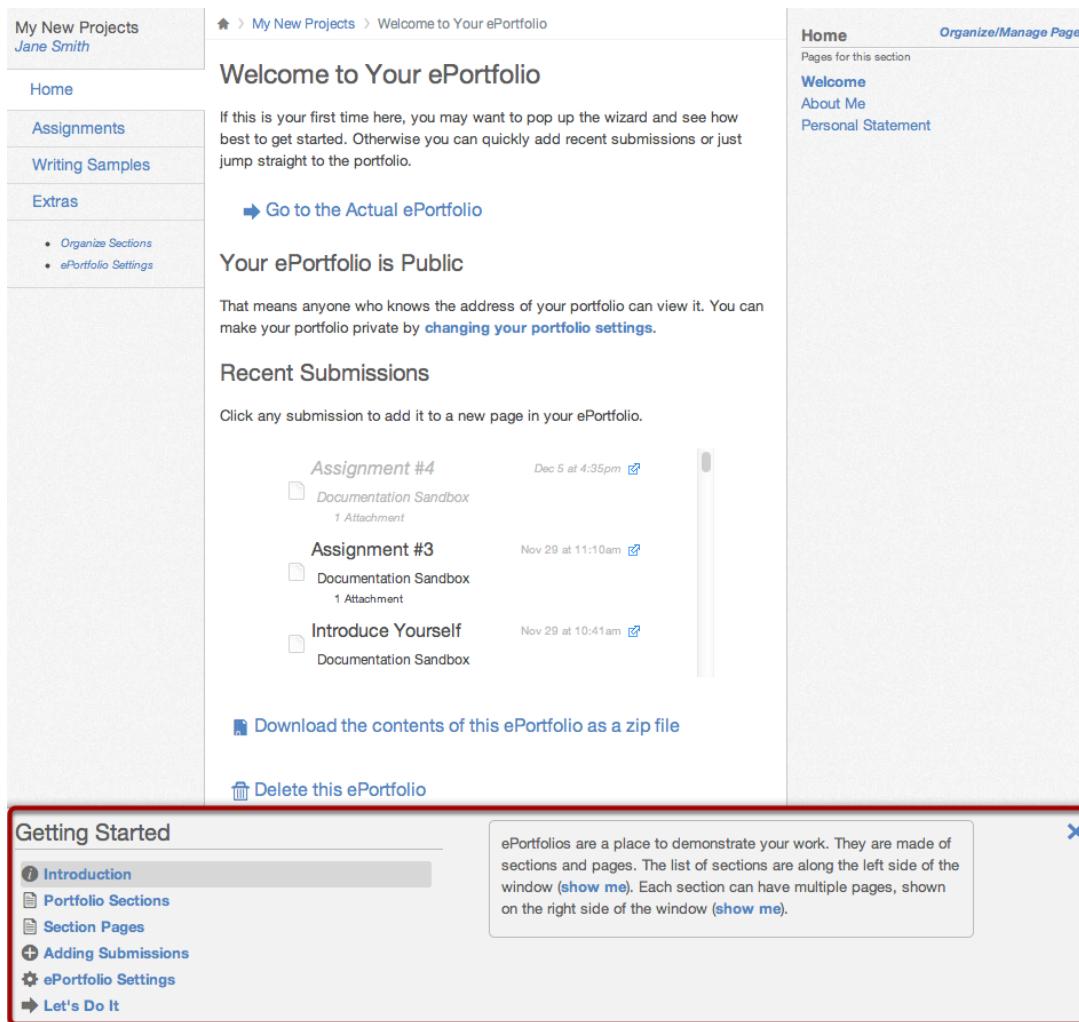
 [Getting Started Wizard](#)

1

 [Go to the Actual ePortfolio](#)

Once in the ePortfolio, there are several options for creating your portfolio, including a wizard that will walk you through your creation, step by step. Click the **Getting Started Wizard** link to get started [1].

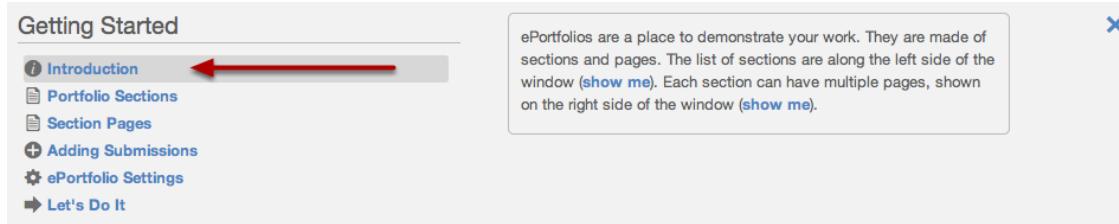
## View Getting Started Wizard



The screenshot shows the Canvas ePortfolio interface. On the left, there's a sidebar with links like 'My New Projects' (Jane Smith), 'Home', 'Assignments', 'Writing Samples', 'Extras' (with 'Organize Sections' and 'ePortfolio Settings'), and a 'Recent Submissions' section listing three assignments: 'Assignment #4', 'Assignment #3', and 'Introduce Yourself'. Below these are download and delete options. A red box highlights the 'Getting Started' section at the bottom left, which contains links: 'Introduction', 'Portfolio Sections', 'Section Pages', 'Adding Submissions', 'ePortfolio Settings', and 'Let's Do It'. To the right of this box is a callout box with the following text: 'ePortfolios are a place to demonstrate your work. They are made of sections and pages. The list of sections are along the left side of the window ([show me](#)). Each section can have multiple pages, shown on the right side of the window ([show me](#)).'

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 get out of the Getting Started Wizard click the X icon.

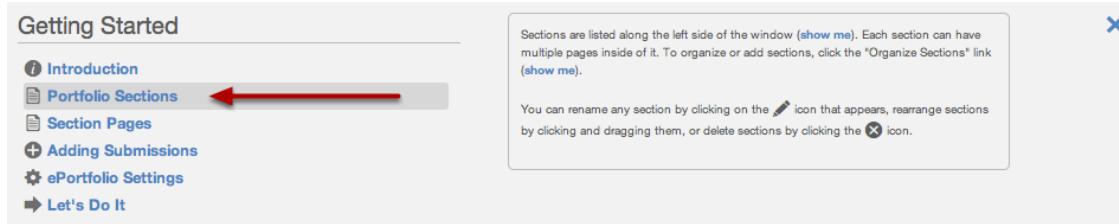
## Getting Started: Introduction



The screenshot shows the 'Getting Started' page for an ePortfolio. On the left, a sidebar lists navigation links: 'Introduction' (selected), 'Portfolio Sections' (highlighted with a red arrow), 'Section Pages', 'Adding Submissions', 'ePortfolio Settings', and 'Let's Do It'. To the right, a callout box provides information about ePortfolios: they are places to demonstrate work, made of sections and pages. It explains how sections are listed on the left and pages are shown on the right, with links to 'show me' for both. It also describes how to add, remove, and rearrange sections.

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.

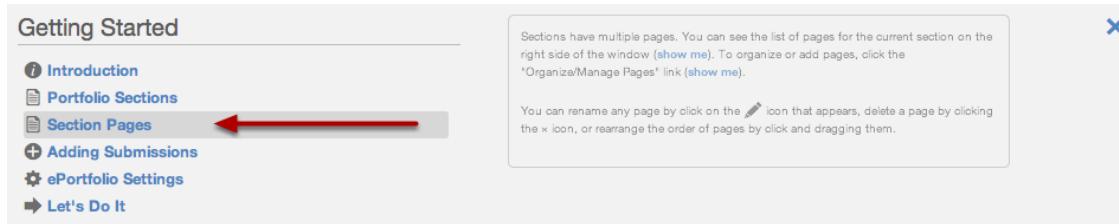
## Getting Started: Portfolio Sections



The screenshot shows the 'Getting Started' page for the 'Portfolio Sections' section. The sidebar links are: 'Introduction' (selected), 'Portfolio Sections' (highlighted with a red arrow), 'Section Pages', 'Adding Submissions', 'ePortfolio Settings', and 'Let's Do It'. A callout box on the right explains that sections are listed on the left and can have multiple pages inside. It describes how to organize sections using the 'Organize Sections' link, rename them with a pencil icon, rearrange them by dragging, or delete them with an x icon.

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**.

## Getting Started: Section Pages



The screenshot shows the 'Getting Started' page for the 'Section Pages' section. The sidebar links are: 'Introduction' (selected), 'Portfolio Sections', 'Section Pages' (highlighted with a red arrow), 'Adding Submissions', 'ePortfolio Settings', and 'Let's Do It'. A callout box on the right explains that sections have multiple pages. It describes how to organize pages using the 'Organize/Manage Pages' link, rename them with a pencil icon, delete them with an x icon, or rearrange their order by dragging.

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**.

## Getting Started: Adding Submissions

Getting Started

- [Introduction](#)
- [Portfolio Sections](#)
- [Section Pages](#)
- [\*\*+ Adding Submissions\*\*](#) 
- [ePortfolio Settings](#)
- [Let's Do It](#)

You may have noticed at the bottom of this page is a list of recent submissions from your classes ([show me](#)). 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.

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.

## Getting Started: ePortfolio Settings

Getting Started

- [Introduction](#)
- [Portfolio Sections](#)
- [Section Pages](#)
- [+ Adding Submissions](#)
- [\*\*ePortfolio Settings\*\*](#) 
- [Let's Do It](#)

To change the settings for your ePortfolio, click the "ePortfolio Settings" link ([show me](#)). 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.

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.

## Getting Started: Let's Do It

Getting Started

- [Introduction](#)
- [Portfolio Sections](#)
- [Section Pages](#)
- [+ Adding Submissions](#)
- [ePortfolio Settings](#)
- [\*\*Let's Do It\*\*](#) 

Ready to get started? You can always get back to this wizard from any page by clicking the " How Do I...?" link you'll see there.

[View the Portfolio](#)

Ready to get started? You can always get back to this wizard from any page by clicking the "Help How Do I...?" link you'll see there.

## How do I organize my ePortfolio?

You can organize your ePortfolio in various ways.

### Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

### Open ePortfolios

Home  
Notifications  
Files  
Settings  
**ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Portfolio

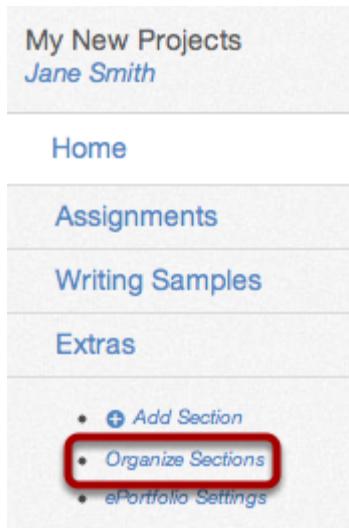
1 page    last updated Sep 5 at 3:35pm

##### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

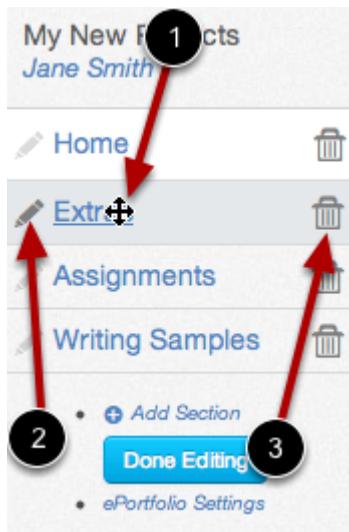
## Organize Sections



The screenshot shows the 'My New Projects' ePortfolio page for 'Jane Smith'. On the left, there's a sidebar with links: 'Home', 'Assignments', 'Writing Samples', and 'Extras'. Below these are three options: '+ Add Section', 'Organize Sections' (which is highlighted with a red rectangle), and 'ePortfolio Settings'. The 'Organize Sections' link is the target of the first step in the process.

Click the **Organize Sections** link.

## Select Section



The screenshot shows the 'My New Projects' ePortfolio page for 'Jane Smith' after clicking 'Organize Sections'. The 'Extras' section has been moved to the top of the list. Red numbered callouts point to: [1] the cross icon in the 'Extras' title bar; [2] the edit pencil icon next to the 'Extras' title; and [3] the trash icon next to the 'Extras' title. A 'Done Editing' button is visible at the bottom of the list.

The sections in your ePortfolio can be reordered. Hover over the page title and wait for the cross arrow [1] to appear. Click and drag the section to the new location in your ePortfolio organization. You can also rename a section by clicking on the **Pencil** icon [2]. You can delete a section by clicking the **Trash** icon [3].

## Save Changes



Click the **Done Editing** button to save the changes you made.

## How do I create a new ePortfolio section?

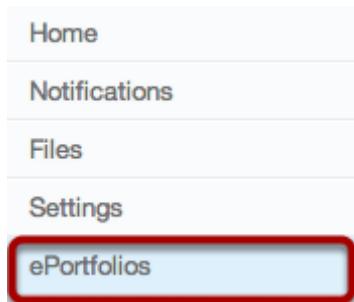
You can organize your ePortfolio by creating multiple sections.

## Open Settings



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

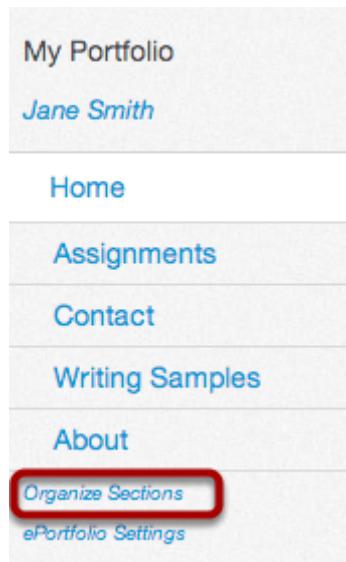
1 page      last updated Sep 5 at 3:35pm

#### My New Projects

4 pages      last updated Dec 12 at 2:47pm

Click the title of the ePortfolio you want to create a new section for.

## Select Organize Sections

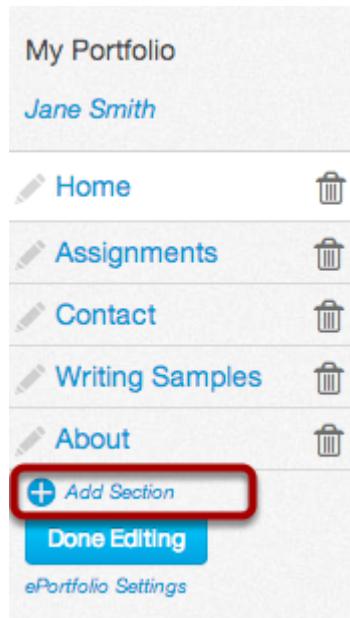


The screenshot shows a list of sections in an ePortfolio:

- My Portfolio
- Jane Smith
- Home
- Assignments
- Contact
- Writing Samples
- About
- Organize Sections** (highlighted with a red box)
- ePortfolio Settings

Click **Organize Sections**.

## Locate Add Sections Link

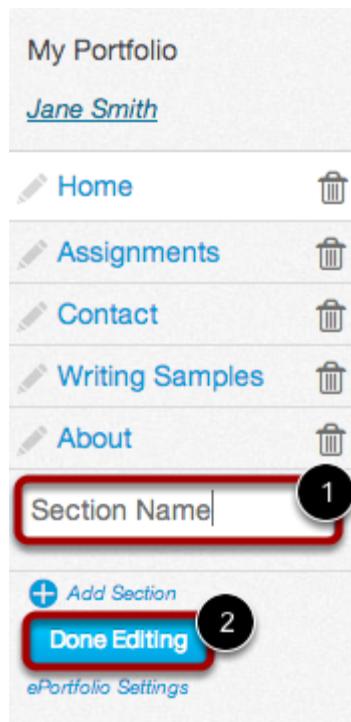


The screenshot shows the 'My Portfolio' page for a user named 'Jane Smith'. The page includes a navigation bar with links for Home, Assignments, Contact, Writing Samples, About, and an 'Add Section' button. The 'Add Section' button is highlighted with a red box. Below the navigation bar are buttons for 'Done Editing' and 'ePortfolio Settings'.

Link	Action
Home	Home icon
Assignments	Assignment icon
Contact	Contact icon
Writing Samples	Writing icon
About	About icon
Add Section	Add icon (highlighted)

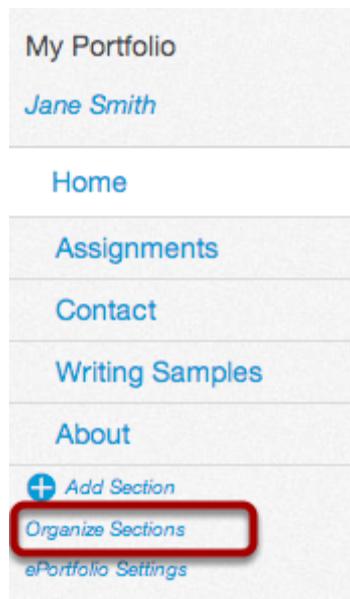
To create a new ePortfolio Section, click the **Add Sections** link.

## Name Your New ePortfolio Section



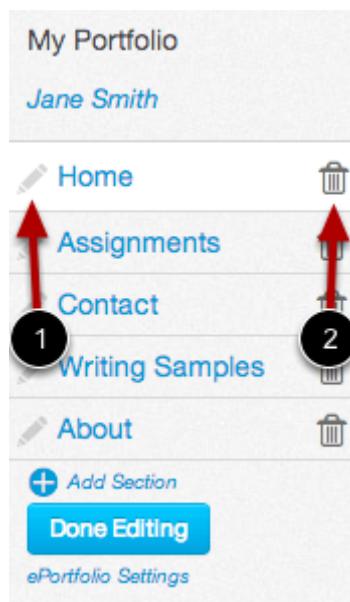
Type your new section name in the section name field [1]. Press Return (on a MAC keyboard) or Enter (on a PC keyboard). The section name will show up in your navigation links. Click **Done Editing** [2].

## Organize Sections Link



To edit a new ePortfolio Section, click the **Organize Sections** link.

## Edit ePortfolio Section Name



You can rename any section by clicking on the **Pencil** icon [1], rearrange sections by clicking and dragging them, or delete sections by clicking the **Trash** icon [2].

## Click Done Editing Button



When you are finished adding and/or editing your new ePortfolio Sections click the **Done Editing** button.

## How do I change the name of my ePortfolio?

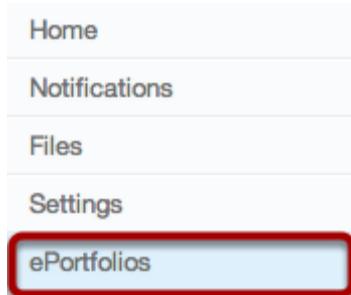
You can change the name of your ePortfolio whenever you want to.

## Open Settings



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

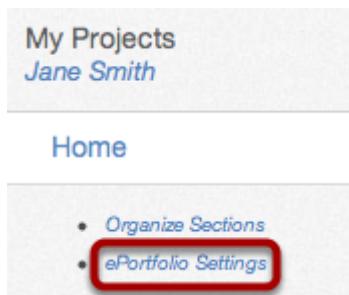
## Select ePortfolio



The screenshot shows a list titled "My Projects" with one item: "Jane Smith". Below the list, there is a "Home" section with two items: "Organize Sections" and "ePortfolio Settings". The "ePortfolio Settings" link is highlighted with a red box.

Click the ePortfolio title.

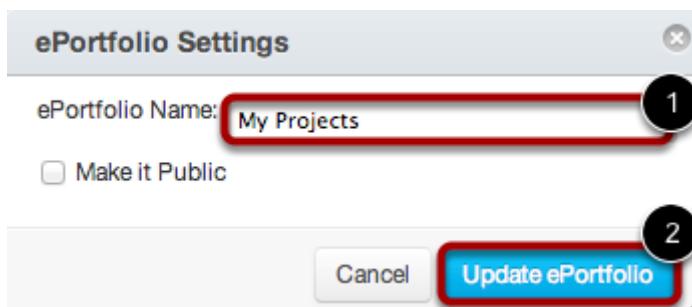
## Open ePortfolio Settings



The dialog box is titled "ePortfolio Settings". It contains a field labeled "ePortfolio Name:" with the value "My Projects". There is also a checkbox labeled "Make it Public" which is unchecked. At the bottom, there are "Cancel" and "Update ePortfolio" buttons, with "Update ePortfolio" being highlighted with a red box.

Click the **ePortfolio Settings** link to change the name and privacy settings on your ePortfolio.

## Change Name and Set Privacy



The dialog box is titled "ePortfolio Settings". It contains a field labeled "ePortfolio Name:" with the value "My Projects". There is also a checkbox labeled "Make it Public" which is unchecked. At the bottom, there are "Cancel" and "Update ePortfolio" buttons, with "Update ePortfolio" being highlighted with a red box. Numbered circles [1] and [2] point to the "ePortfolio Name:" field and the "Update ePortfolio" button respectively.

Type a new name for the ePortfolio in the ePortfolio Name field [1] and click the **Update ePortfolio** button [2] to save changes to your ePortfolio.

**Note:** To make your ePortfolio public, choose the Make it Public checkbox.

## How do I organize my ePortfolio pages?

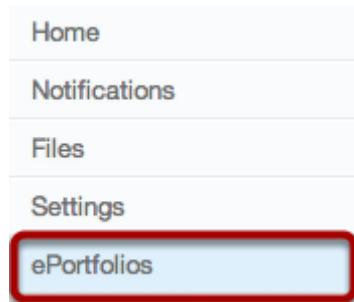
You can organize your ePortfolio pages within your sections.

### Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Portfolio

1 page    last updated Sep 5 at 3:35pm

##### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Organize/Manage Pages



New Section **1** [Organize/Manage Pages](#)  
Pages for this section

[About Me](#)  
[Contact Me](#)  
[Personal Statement](#)

Click the **Organize/Manage Pages** link [1].

## Select Page



New Section [Organize/Manage Pages](#)  
Click any page name to rename it, or click and drag to reorder.

[About Me](#) **1**  
[Contact Me](#)  
[Personal Statement](#) **2**  
+ Add Another Page

**Done Editing** **3**

The pages in your ePortfolio section can be reordered. Hover over the page title and wait for the hand cursor [1] to appear. Click and drag the page to the new location in your section organization. You can also rename a page by clicking the Pencil icon [2]. You can delete pages by clicking on the Trash icon [3].

## Save Changes



**Done Editing**

Click the **Done Editing** button to save the changes you have made.

## How do I change the name of an ePortfolio section?

Changing the name of a section in the ePortfolio is simple.

### Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

### Open ePortfolios

Home  
Notifications  
Files  
Settings  
**ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

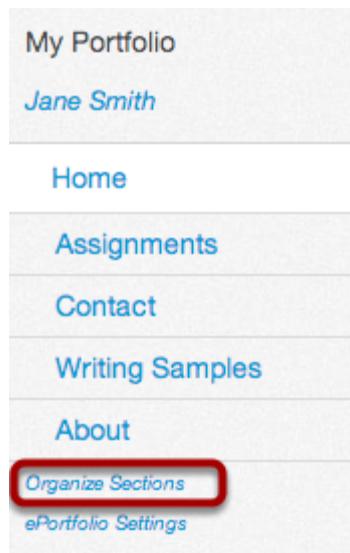
#### My ePortfolios

 **My Portfolio**

5 pages    last updated Sep 5, 2012 at 3:35pm

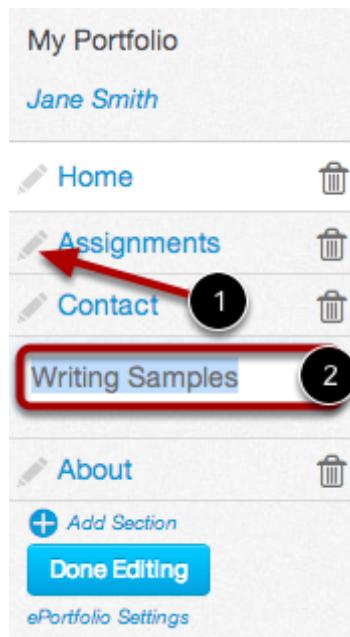
Click the title of the ePortfolio.

## Locate Organize Sections Link



After you open your ePortfolio, you will see different links. To edit the ePortfolio Section, click the **Organize Sections** link.

## Edit ePortfolio Section Name



Click the **Pencil** icon [1] to edit the section name. Simply type in the new name for the section in the name field [2] and press Return (MAC keyboard) or Enter (PC keyboard).

## Click Done Editing



When you are finished editing your ePortfolio Sections click **Done Editing**.

## How do I edit the default page in my ePortfolio section?

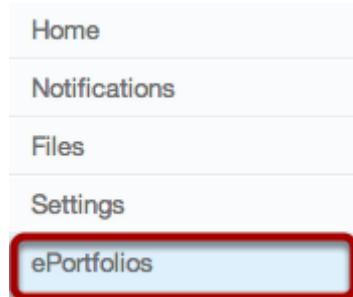
The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

## Open Settings



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Open ePortfolio

### 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 **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

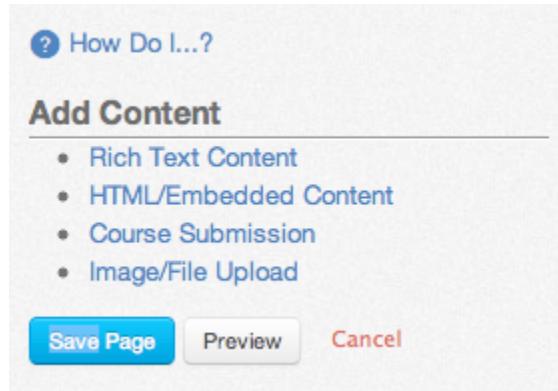
## Edit Default Page

 Edit This Page

 Back to Portfolio Dashboard

Click the **Edit This Page** button to add or change content on the default page.

## Edit Content



How Do I...?

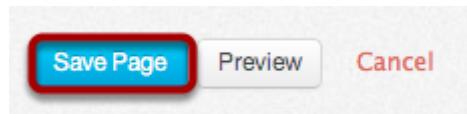
### Add Content

- Rich Text Content
- HTML/Embedded Content
- Course Submission
- Image/File Upload

**Save Page** Preview Cancel

Content can be edited by using the Add Content links. The Add Content links will allow you to work with personal images or files, course submissions, or HTML content. You can also add content to the default wiki page text box.

## Save Changes



**Save Page** Preview Cancel

Click the **Save Page** button to save the changes you made.

## View Page

### Welcome

Welcome to my projects I completed while in school.



View your changes to the default page.

## How do I create a new page in my ePortfolio section?

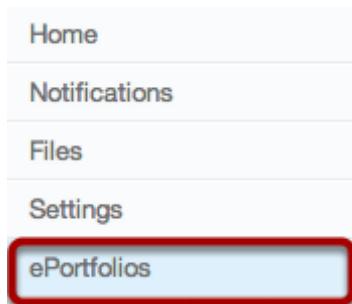
Within an ePortfolio section, you can create pages to add to the section.

### Open Settings



Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Portfolio

1 page    last updated Sep 5 at 3:35pm

##### My New Projects

4 pages    last updated Dec 12 at 2:47pm

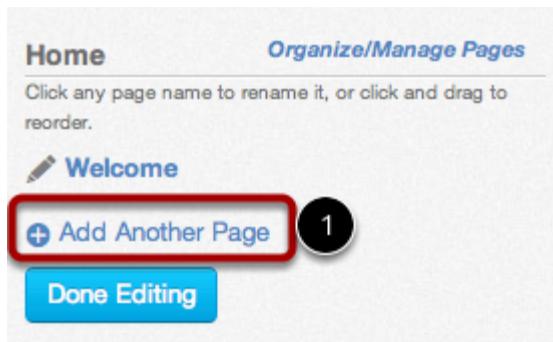
Click the title of the ePortfolio.

## Organize/Manage Pages



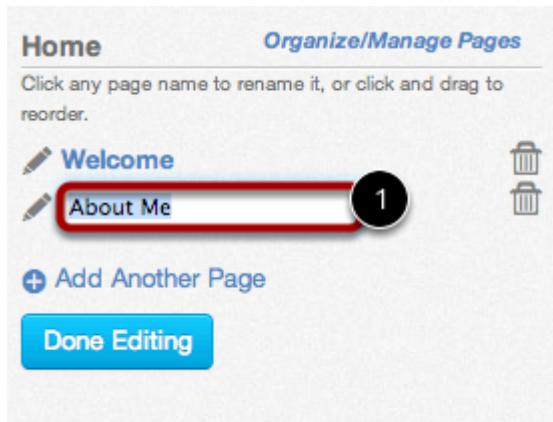
Click the **Organize/Manage Pages** link [1].

## Add Another Page



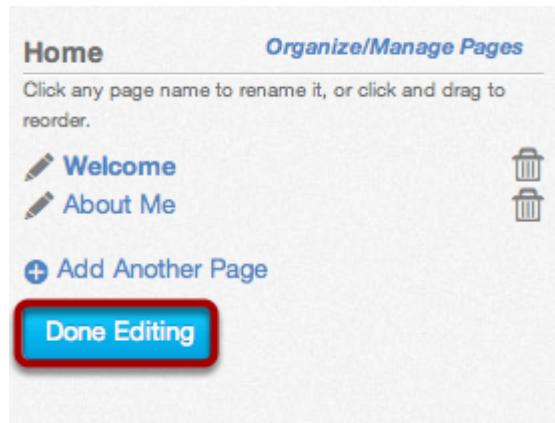
Click the **Add Another Page** link [1] to create a new page in your ePortfolio section.

## Name Page



Type the name of the new page in the page name field [1] and press Return (on a MAC keyboard ) or Enter (on a PC keyboard).

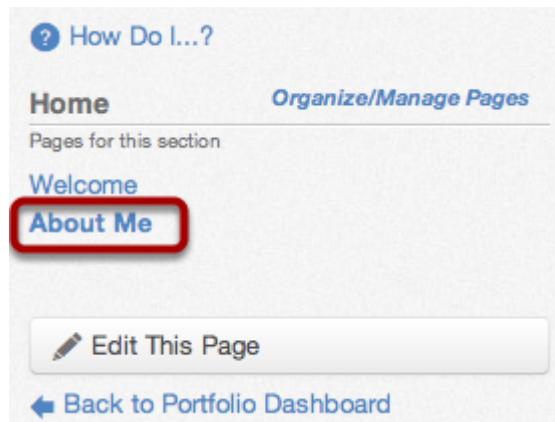
## Save Page



The screenshot shows the 'Organize/Manage Pages' section of the Canvas ePortfolio. At the top, there are tabs for 'Home' and 'Organize/Manage Pages'. Below the tabs, a message says 'Click any page name to rename it, or click and drag to reorder.' There are two pages listed: 'Welcome' and 'About Me'. To the right of each page name are edit and delete icons. Below the list is a blue button labeled 'Add Another Page'. At the bottom is a large red button labeled 'Done Editing'.

Click the **Done Editing** button to add a new page to your ePortfolio section.

## Open Page



The screenshot shows the 'Pages for this section' list in the Canvas ePortfolio. At the top, there is a question mark icon followed by 'How Do I...?'. Below the tabs for 'Home' and 'Organize/Manage Pages', it says 'Pages for this section'. A list of pages is shown: 'Welcome' and 'About Me'. The 'About Me' page is highlighted with a red border. At the bottom of the list is a blue button labeled 'Edit This Page' and a link labeled 'Back to Portfolio Dashboard'.

Click the title of your new page to open it.

## How do I edit the name of an ePortfolio page?

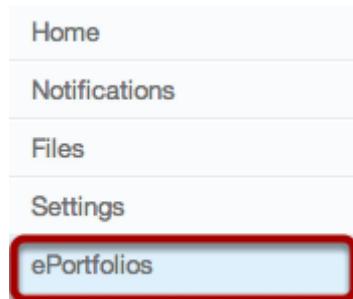
You can edit the name of an ePortfolio page by organizing and managing the pages in your ePortfolio.

### Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Portfolio

1 page    last updated Sep 5 at 3:35pm

##### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Open ePortfolio

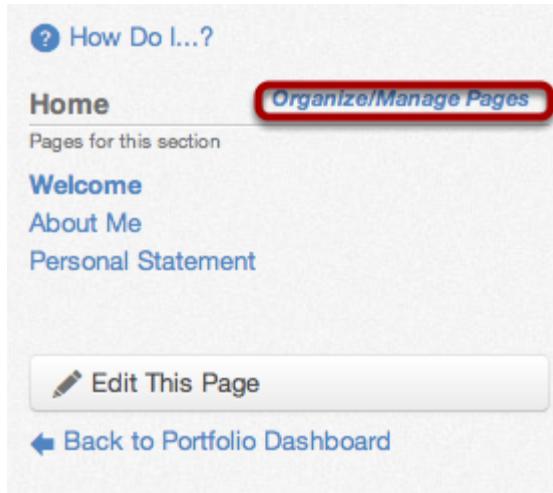
### Welcome to Your ePortfolio

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 **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

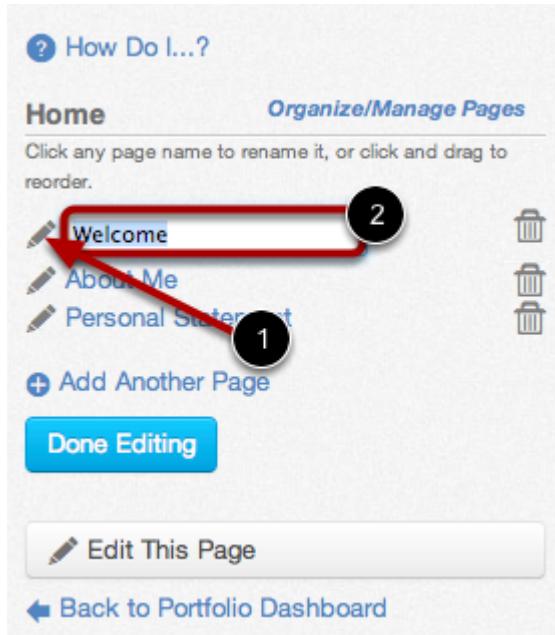
## Organize/Manage Pages



The screenshot shows a user interface for managing pages in an ePortfolio. At the top left is a question mark icon followed by the text "How Do I...?". Below this is a navigation bar with "Home" and "Organize/Manage Pages" (which is highlighted with a red box). Underneath the navigation bar, it says "Pages for this section". A list of pages includes "Welcome", "About Me", and "Personal Statement". At the bottom of the interface are two buttons: "Edit This Page" (with a pencil icon) and "Back to Portfolio Dashboard" (with a left arrow icon).

Click the **Organize/Manage Pages** link.

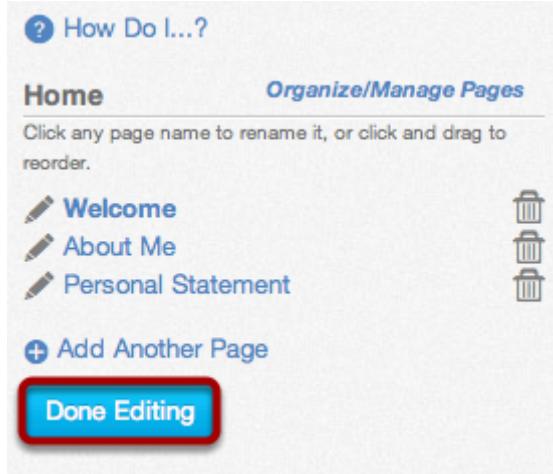
## Edit Page Name



The screenshot shows the 'Organize/Manage Pages' section of the Canvas ePortfolio dashboard. It lists three pages: 'Welcome', 'About Me', and 'Personal Statement'. A red box highlights the 'Welcome' page, with a red circle labeled '1' over the pencil icon next to it. Another red circle labeled '2' is over the trash can icon next to the page name. Below the list are buttons for 'Add Another Page' and 'Done Editing'. At the bottom, there's a link to 'Edit This Page' and a 'Back to Portfolio Dashboard' button.

Click the **Pencil** icon to edit the name of the page. Type the name of the new page in the page name field [1] and press Return (on a MAC keyboard ) or Enter (on a PC keyboard).

## Save Page



This screenshot is identical to the one above, showing the 'Organize/Manage Pages' section. It lists the same three pages: 'Welcome', 'About Me', and 'Personal Statement'. The 'Welcome' page is highlighted with a red box and a red circle labeled '1' over its pencil icon. A red box also surrounds the 'Done Editing' button at the bottom.

Click the **Done Editing** button to add a new page to your ePortfolio section.

## How do I preview a page in my portfolio?

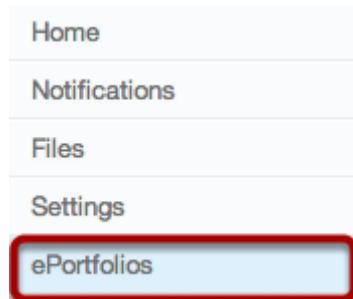
You can preview a page before saving and publishing it.

### Open Settings



Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Portfolio

1 page    last updated Sep 5 at 3:35pm

##### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Open ePortfolio

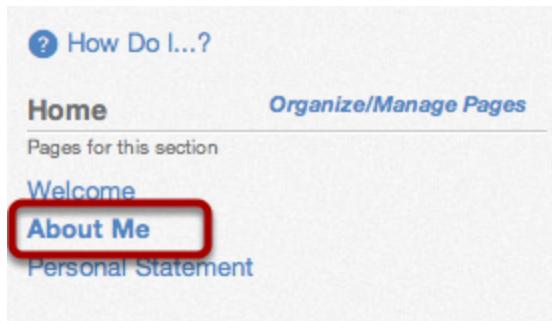
### Welcome to Your ePortfolio

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.

- ➊ Getting Started Wizard
- ➔ Go to the Actual ePortfolio

Click the **Go to the Actual ePortfolio** link to open your ePortfolio.

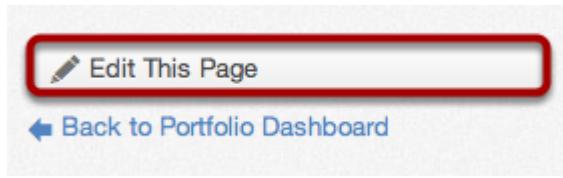
## Select Page



The screenshot shows the Canvas ePortfolio dashboard. At the top left is a question mark icon followed by "How Do I...?". To the right are "Home" and "Organize/Manage Pages". Below that is a section titled "Pages for this section" containing "Welcome", "About Me" (which is highlighted with a red box), and "Personal Statement".

Click the page you want to edit.

## Edit This Page



The screenshot shows the "About Me" page. At the top left is a pencil icon followed by "Edit This Page" (which is highlighted with a red box). Below it is a blue link "Back to Portfolio Dashboard".

Click the **Edit This Page** button.

## Preview Page



After you have edited the page, you can preview the changes you made by clicking the **Preview** button.

## Save Page

### About Me

My name is Jane. I am finishing my degree in Journalism.

I have accumulated many assignments and writing samples that showcase my skills. They are included in this ePortfolio.

Enjoy!

My name is Jane. I am finishing my degree in Journalism.

I have accumulated many assignments and writing samples that showcase my skills. They are included in this ePortfolio.

Enjoy!

1      2

Save Page    Keep Editing    Cancel

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].

## What content can I add to my ePortfolio page?

You can add [Rich Text Content](#), [HTML/Embedded Content](#), [Course Submissions](#), or [Image/File Uploads](#).

## Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

## Open ePortfolios

Home  
Notifications  
Files  
Settings  
**ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### [My Portfolio](#)

1 page    last updated Sep 5 at 3:35pm

#### [My New Projects](#)

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Open ePortfolio

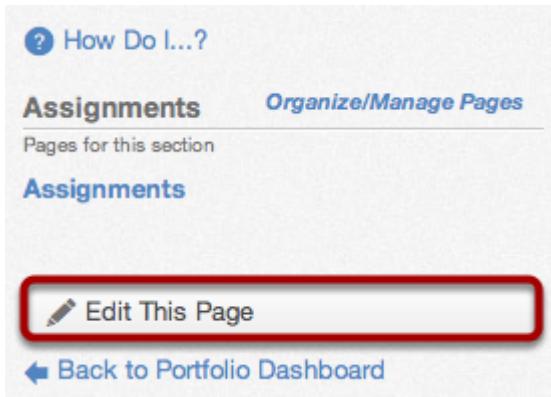
### Welcome to Your ePortfolio

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 **Go to the Actual ePortfolio** link [1] to open your ePortfolio. The ePortfolio will open to the default page.

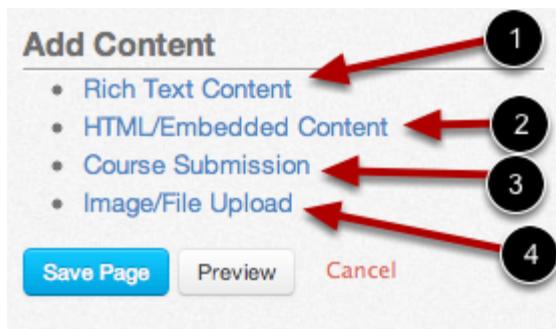
## Edit Page



The screenshot shows the Canvas ePortfolio dashboard. At the top left is a blue question mark icon labeled "How Do I...?". To the right are two tabs: "Assignments" and "Organize/Manage Pages". Below the tabs, it says "Pages for this section". Under the "Assignments" tab, there is a blue link "Assignments". At the bottom of the dashboard, there is a red rectangular box highlighting a blue "Edit This Page" button with a pencil icon. Below the dashboard, there is a blue "Back to Portfolio Dashboard" link.

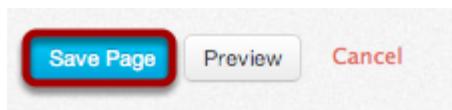
Click the **Edit This Page** button to add or change content on the page.

## 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 Changes



Click the **Save Page** button to save changes made to your page.

## How do I add rich text content to my ePortfolio page?

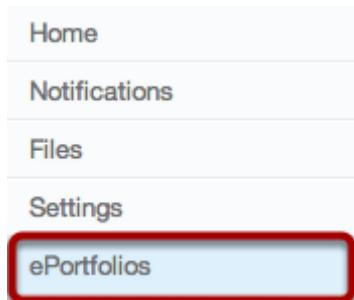
You can use the [Rich Content Editor](#) to add content to pages in your ePortfolio.

## Open Settings



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Select Page

### Writing Samples Organize/Manage Pages

Pages for this section

#### **Overview**

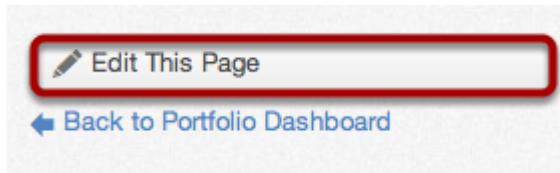
PSY 101

HIST 101

DS 101

Click the title of the page you wish to edit.

## Edit Page

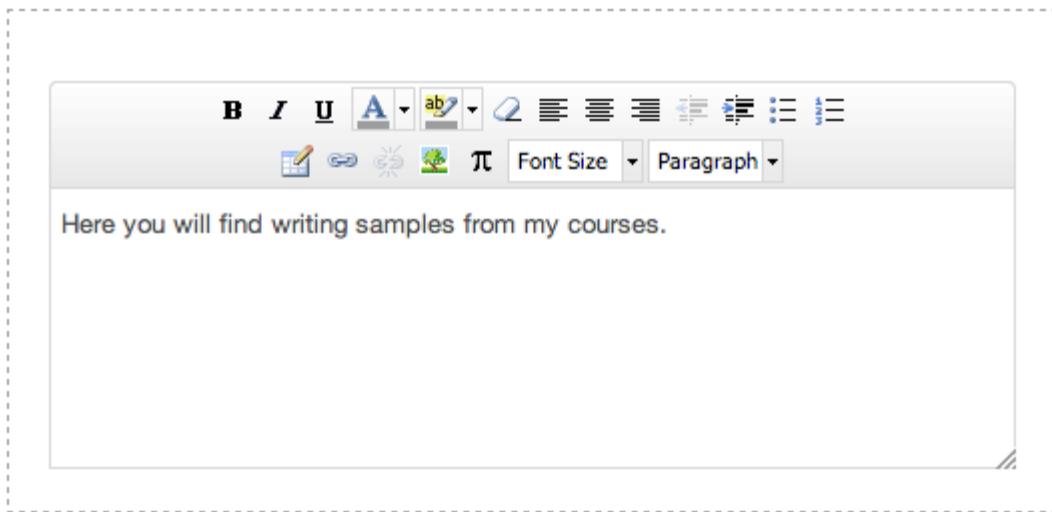


Click the **Edit This Page** button to add or change content on the page.

## Add Content

### Overview

Page Name:



The screenshot shows a rich text editor interface. At the top, there's a toolbar with various formatting options like bold, italic, underline, font selection, and alignment. Below the toolbar is a text area containing the text "Here you will find writing samples from my courses." The entire editor area is enclosed in a dashed border.

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. If you need a reminder on how to use the Rich Content Editor, [click here](#).

## Save Changes

**Save Page**   Preview   Cancel

Click the **Save Page** button to save the changes you made.

## **View Page**

### Overview

Here you will find some writing samples from the past few years.



View the changes you made to the page.

### **How do I add HTML/Embedded content to my ePortfolio page?**

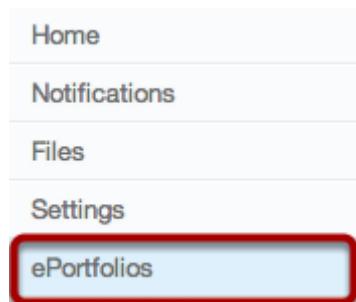
You can add HTML or embed content to your ePortfolio page.

## **Open Settings**



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

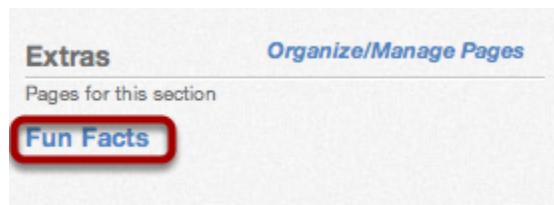
1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Select Page



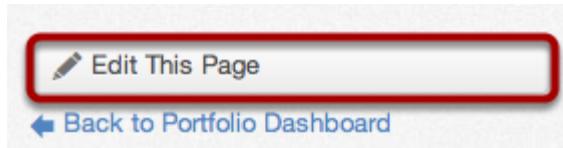
Extras              [Organize/Manage Pages](#)

Pages for this section

**Fun Facts**

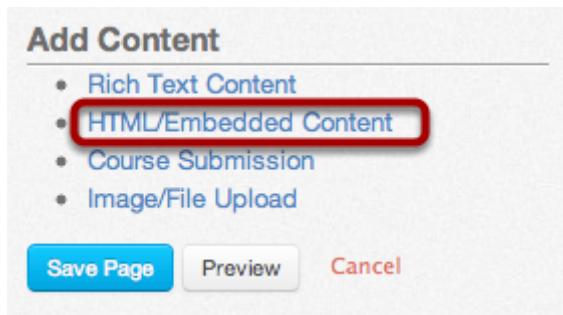
Click the page you want to edit.

## Edit Page



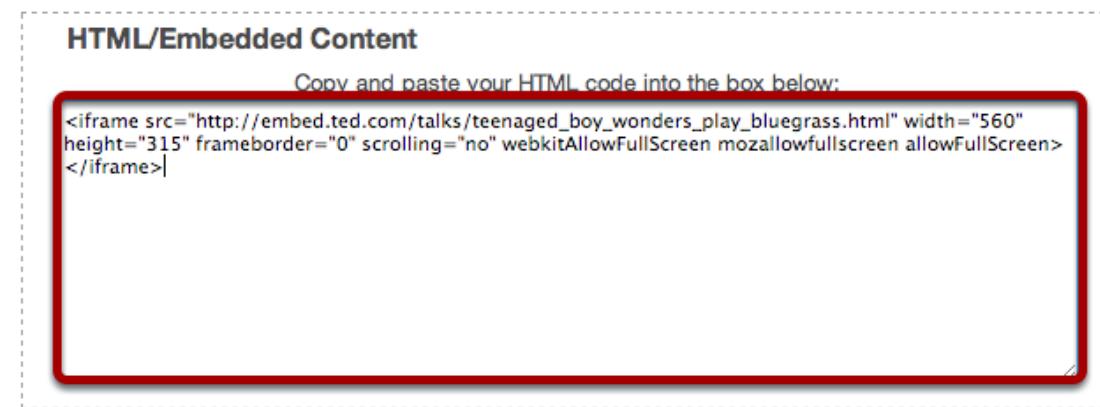
Click the **Edit This Page** button to add or change content on the page.

## Add HTML/Embedded Content Box



Click the **HTML/Embedded Content** link to add a HTML content box to your ePortfolio.

## Edit Content Box



A screenshot of an "HTML/Embedded Content" editor. It features a text area with a red border containing the following HTML code:

```
<iframe src="http://embed.ted.com/talks/teenaged_boy_wonders_play_bluegrass.html" width="560" height="315" frameborder="0" scrolling="no" webkitAllowFullScreen mozallowfullscreen allowFullScreen></iframe>
```

Edit the HTML content box by typing in the text box.

## Save Changes

**Save Page**

Preview

Cancel

Click the **Save Page** button to save the changes you made.

## View Page

### Fun Facts



View the changes you made to the page.

## How do I retrieve Assignments from previous courses?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.

### Open Settings

Jane Smith    Inbox    Settings    Logout    Help

Click the **Settings** link.

### Open ePortfolios

Home  
Notifications  
Files  
Settings  
**ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

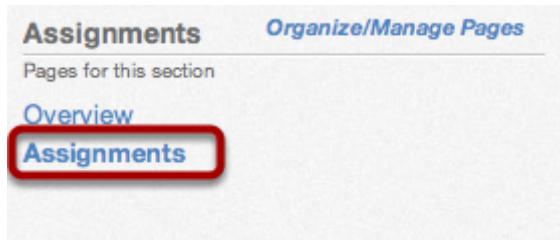
### Select ePortfolio

#### My ePortfolios

-  [My Portfolio](#)  
1 page    last updated Sep 5 at 3:35pm
-  [My New Projects](#)  
4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Select Page



The screenshot shows a navigation bar with two tabs: "Assignments" and "Organize/Manage Pages". Below the tabs, there is a section titled "Pages for this section" containing "Overview" and "Assignments". The "Assignments" link is highlighted with a red rectangular border.

Click the title of the page you wish to add content to.

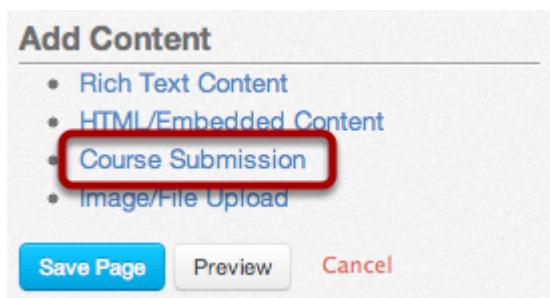
## Edit Page



The screenshot shows a light gray rectangular button with a thin black border. Inside the button, there is a small blue pencil icon followed by the text "Edit This Page".

Click the **Edit This Page** button to add assignments from previous Courses to the page.

## Open Course Submission



The screenshot shows a "Add Content" dialog box with a list of options: "Rich Text Content", "HTML/Embedded Content", "Course Submission" (which is highlighted with a red rectangular border), and "Image/File Upload". At the bottom of the dialog are three buttons: "Save Page" (blue), "Preview" (gray), and "Cancel" (red).

Click the **Course Submission** link [1] to retrieve Assignments from previous Courses.

## Select the Assignment

**Course Submission**

Select an assignment submission to embed in this page:

- Documentation Sandbox
- Assignment #7, Feb 14 at 12:04pm  
Documentation Sandbox
- Assignment #4, Dec 5, 2012 at 4:35pm  
Documentation Sandbox  
1 Attachment

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.

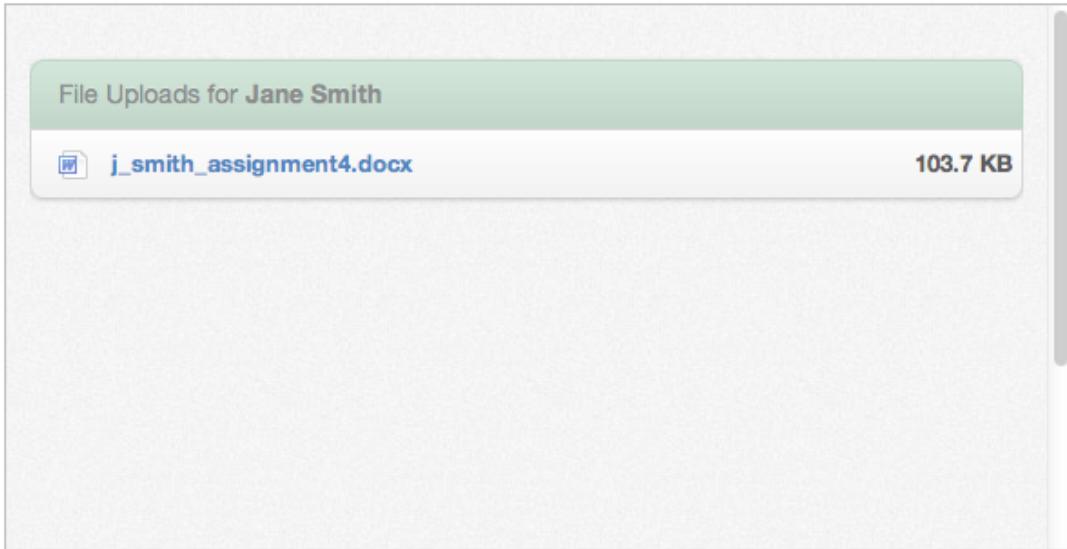
All assignments you have ever submitted will be listed in chronological order with the newer assignments appearing at the top and the older assignments appearing near the bottom. Click the **Select Submission** button to upload the submission to your page [2].

## Save Page

Click the **Save Page** button.

## **View Page**

### **Assignments**



The screenshot shows a list of assignments for a user named Jane Smith. The first assignment is titled "j\_smith\_assignment4.docx" and has a size of "103.7 KB". The interface includes a header bar and a sidebar on the right.

This assignment was completed for a course midterm.

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?**

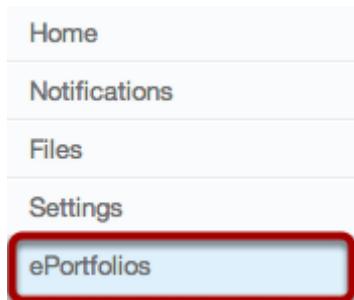
You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio.

### **Open Settings**



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Open ePortfolio

### 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](#)

1

Click the **Go to the Actual ePortfolio** button [1] to open your ePortfolio. The ePortfolio will open to the default page.

## Select Page



The screenshot shows the 'Organize/Manage Pages' section of the Canvas interface. At the top, there are tabs for 'Home' and 'Organize/Manage Pages'. Below that, it says 'Pages for this section'. There are three items listed: 'Welcome', 'About Me' (which is highlighted with a red box), and 'Personal Statement'.

Click the title of the page you wish to edit.

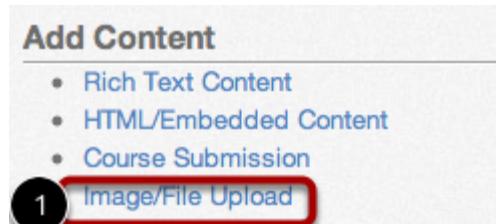
## Edit Page



The screenshot shows a button labeled 'Edit This Page' with a pencil icon to its left. The button has a light gray background and a thin gray border.

Click the **Edit This Page** button to add or change content on the page.

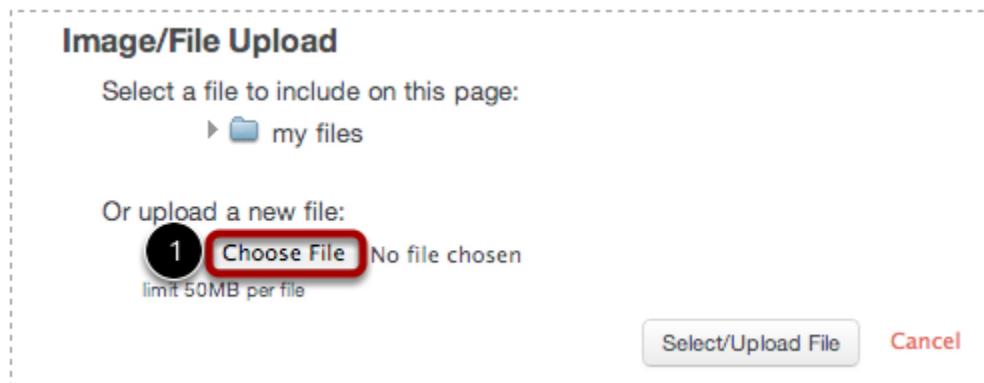
## Add Image or File



The screenshot shows a 'Add Content' menu with a list of options: 'Rich Text Content', 'HTML/Embedded Content', 'Course Submission', and '1 Image/File Upload'. The 'Image/File Upload' link is highlighted with a red box.

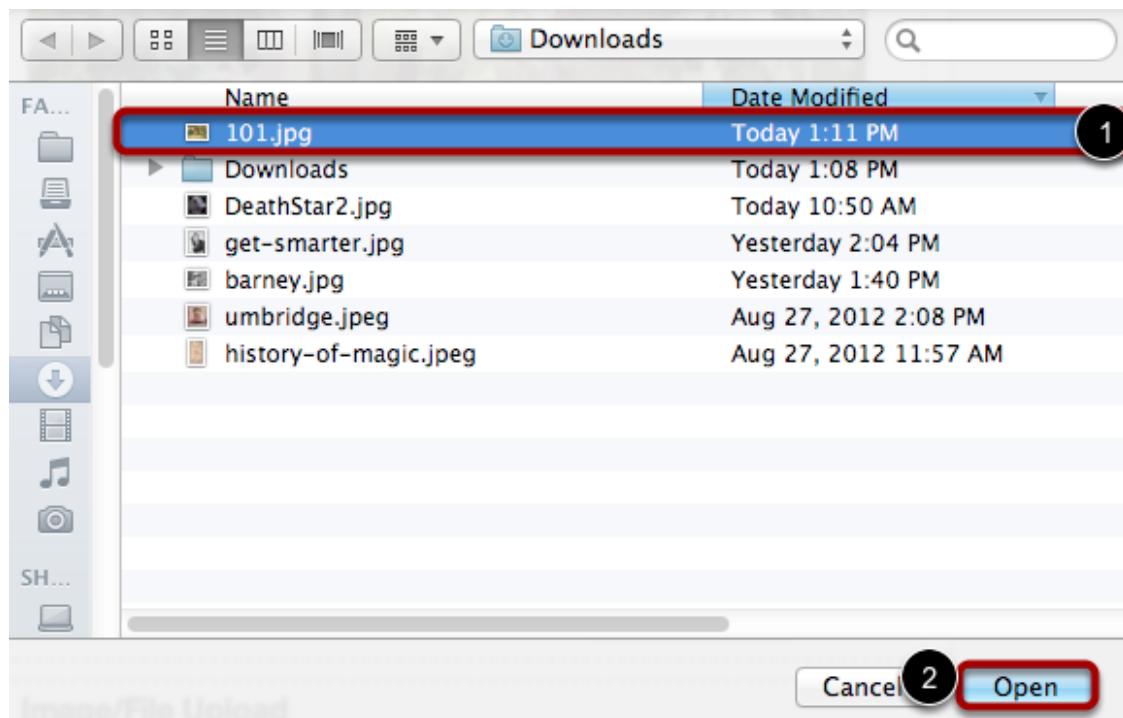
Click on the **Image/File Upload** link [1] to add files or images to your ePortfolio.

## Choose File



Click on the **Choose File** button [1]. A pop-up window will appear in your browser.

## Select File



Click the title of the file [1] you wish to upload. Click on the **Open** button [2] to upload the file or picture.

## Upload File

**Image/File Upload**

Select a file to include on this page:

►  my files [2]

Or upload a new file:

101.jpg  
limit 50MB per file

[1]  [2]

Click the **Select/Upload File** button [1] to upload the file.

**Note:** You can also use the files you have previously uploaded to your personal files by clicking on **my files** [2].

## Delete Content Box

 **Image/File Upload**  

You can delete a file or image by selecting the **Trash** icon.

## Save Changes

Click the **Save Page** button to save the changes you made.

## **View Page**

### **About Me**

Hi, I'm Jane.



View the changes you made to the page.

### **How do I enable comments in my ePortfolio?**

#### **Open Settings**

[Jane Smith](#)   [Inbox](#)   [Settings](#)   [Logout](#)   [Help](#)

Click the **Settings** link.

#### **Open ePortfolios**

Home  
Notifications  
Files  
Settings  
**ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Select Page

[Home](#)      [Organize/Manage Pages](#)

---

Pages for this section

[Welcome](#)  
[About Me](#)  
[Personal Statement](#)  
**Contact Me**

Click the title of the page you want to enable comments on.

## Edit Page

 [Edit This Page](#)

Click the **Edit Page** button.

## Enable Comments

- Allow Comments on this Page  
 Make Comments Public

Click the **Allow Comments on This Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

## Save Page

**Save Page**

Preview

Cancel

Click the **Save Page** button.

## Add Comment

### Add a New Comment:

Good job!

1

**Add Comment**

2

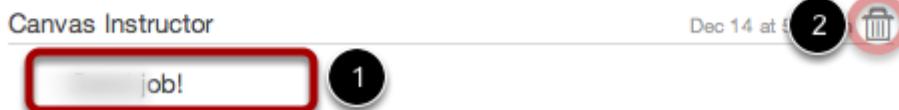
Below the content of the page, there is a place for comments. You can add a comment by typing in the text box [1] and clicking the **Add Comment** button [2].

## View Comment

### Contact Me

Please leave a comment if you would like to contact me.

### Page Comments



You can view the comment at the bottom of the page [1]. Delete a comment by clicking the **Trash** icon [2].

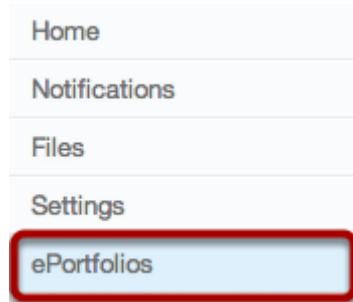
### How do I make comments public in my ePortfolio?

### Open Settings



Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio you want to create a new section for.

## Select Page

**Home**                      *Organize/Manage Pages*

---

Pages for this section

Welcome

About Me

Personal Statement

**Contact Me**

Click the page you want to allow comments on.

## Edit Page

 **Edit This Page**

Click the **Edit This Page** button.

## Make Comments Public

- Allow Comments on this Page
- Make Comments Public**

Click the **Make Comments Public** checkbox to enable the public to view comments.

## Save Page

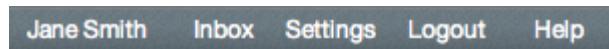


Click the **Save Page** button to make all comments available to the public.

## How do I download the contents of my ePortfolio?

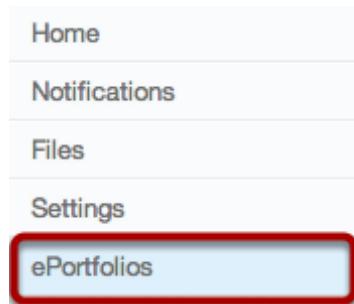
If you want to download your ePortfolio for future reference, follow these steps.

### Open Settings



Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Download ePortfolio Contents

### 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](#)

### Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

**Copy and share this link to give others access to your private ePortfolio.**

### Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

<b>Assignment #4</b>	Dec 5 at 4:35pm	
Documentation Sandbox		
1 Attachment		
<b>Assignment #3</b>	Nov 29 at 11:10am	
Documentation Sandbox		
1 Attachment		
<b>Introduce Yourself</b>	Nov 29 at 10:41am	
Documentation Sandbox		

[Download the contents of this ePortfolio as a zip file](#)

[Delete this ePortfolio](#)

To download your ePortfolio, click the **Download the contents of this ePortfolio as a zip file** link.

## View Download Process

Collecting ePortfolio resources. this may take a while if you have a lot of files in your ePortfolio.



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?

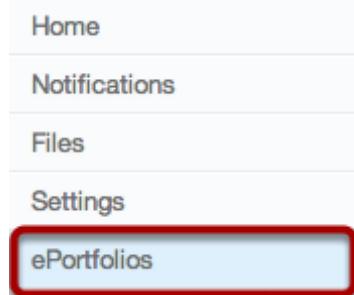
Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

## Open Settings



Click the **Settings** link.

## Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## View Privacy Settings

### Your ePortfolio is Private

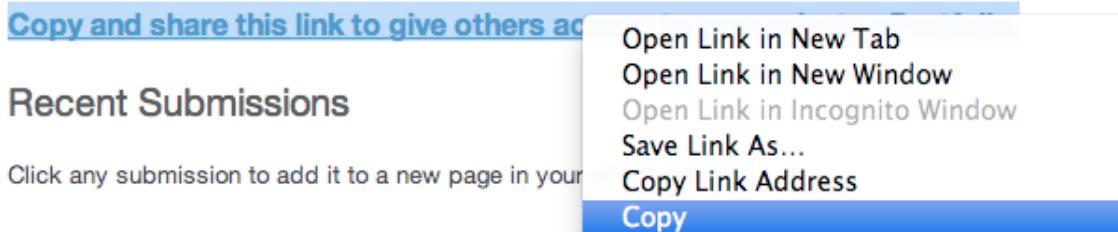
That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

**Copy and share this link to give others access to your private ePortfolio.**

1

All ePortfolios are, by default, private. This means that only you can see the contents of the portfolio. Click on the **Copy and share this link to give others access to your private ePortfolio** link [1]. You can now copy and paste the link into an email or other sharing utility to share with others. There are two options to copy the link.

## Option 1: Right Click to Copy Link



Right click on **Copy and share this link to give others access to your private ePortfolio** to have the option to select **Copy**, and then paste the link in an email or other sharing utility.

## Option 2: Copy Link in Address Bar



Once you click **Copy and share this link to give others access to your private ePortfolio**, a link will appear in your address bar. Highlight the link, right click it to have the option to select **Copy**, and then paste it in an email or other sharing utility.

## How do I make my ePortfolio public?

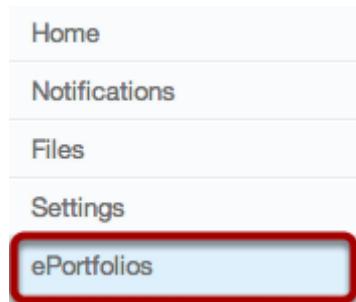
Public ePortfolios allow anyone in your instance to view your ePortfolio. If you want to share your ePortfolio with people outside of your instance, you will need the ePortfolio link. [Click here](#) to learn more.

## Open Settings



Click the **Settings** link.

## Open ePortfolios



Click the ePortfolios link to access all your ePortfolios.

## Select ePortfolio

### My ePortfolios

#### My Portfolio

1 page    last updated Sep 5 at 3:35pm

#### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

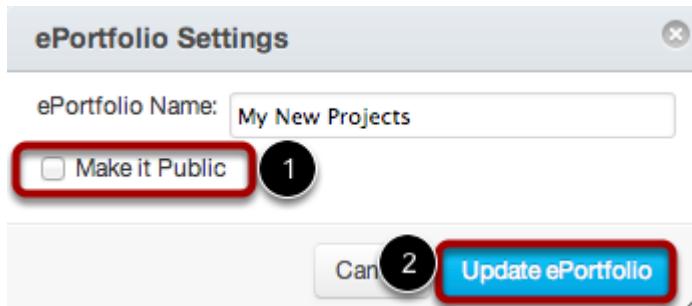
## Open ePortfolio Settings



The screenshot shows the sidebar of a Canvas ePortfolio. At the top, it says "My New Projects" and "Jane Smith". Below that is a list of sections: "Home", "Assignments", "Writing Samples", "Extras", and "ePortfolio Settings". The "ePortfolio Settings" link is highlighted with a red rectangular box.

Click the **ePortfolio Settings** link to change the privacy settings on your ePortfolio.

## Set Privacy



The screenshot shows the "ePortfolio Settings" dialog box. It has a title bar "ePortfolio Settings" with a close button. Inside, there is a field labeled "ePortfolio Name:" containing "My New Projects". Below it is a checkbox labeled "Make it Public" which is checked and highlighted with a red box. To the right of the checkbox is a number "1". At the bottom right is a blue button labeled "Update ePortfolio" which is also highlighted with a red box. To the left of the "Update" button is a number "2".

Click the **Make it Public** checkbox [1] and click the **Update ePortfolio** button [2] to save changes to your ePortfolio settings.

## View Privacy

### Your ePortfolio is Public

That means anyone who knows the address of your portfolio can view it. You can make your portfolio private by [changing your portfolio settings](#).

By making your portfolio public, anybody who has the URL address to your portfolio can view the contents of your portfolio as long as they can log in to your instance.

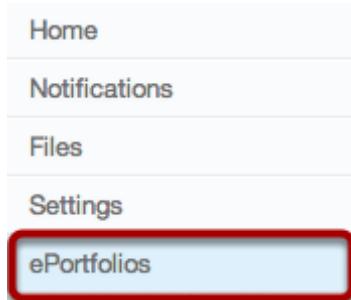
## How do I delete my ePortfolio?

### Open Settings



Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all your ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Portfolio

1 page    last updated Sep 5 at 3:35pm

##### My New Projects

4 pages    last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

## Delete ePortfolio

 [Delete this ePortfolio](#)

Click the **Delete this ePortfolio** link.

## Confirm Deletion

You currently have 1 page in this ePortfolio. Are you sure you want to delete the entire ePortfolio?

[Delete ePortfolio](#) [Cancel](#)

Click the **Delete ePortfolio** button to delete the ePortfolio.

## View Confirmation

 Portfolio successfully deleted

A message will appear underneath your browser's address bar confirming the ePortfolio deletion.

# Files

## How does file storage work?

Within the Files feature, users can rename, delete, organize, and upload files. Users can also batch upload a .zip file or download entire directories as .zip files. There is no limit on the size of the file to upload, but be aware of the amount of file storage set by the institution for the course.

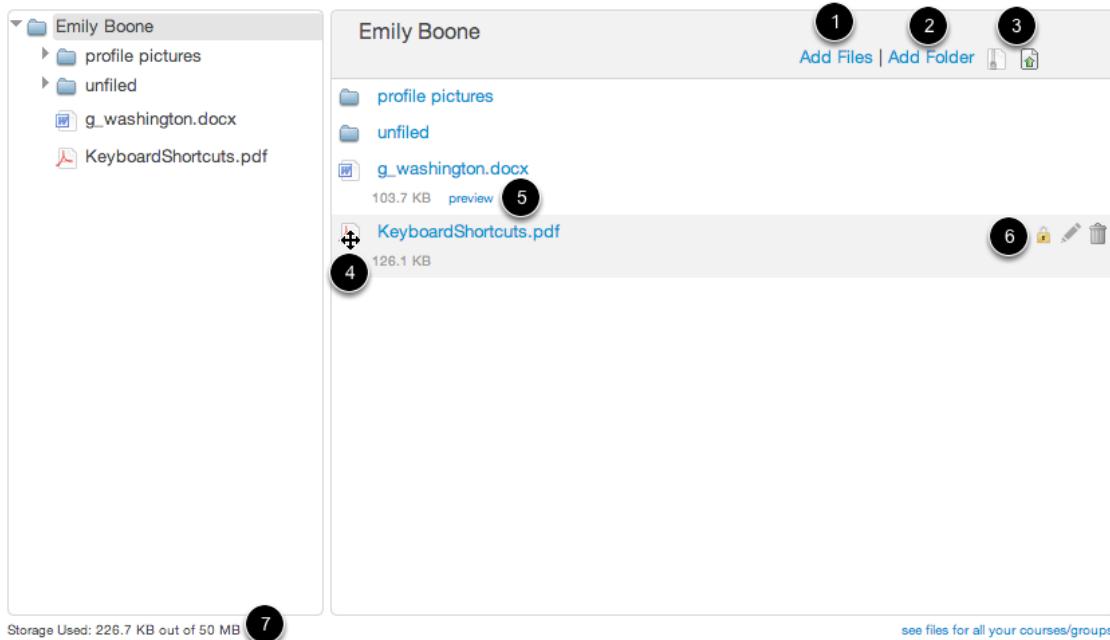
[Click here to view a video about Files.](#)

## Open Settings



To access your personal files, click the **Settings** link and then the **Files** navigation link.

## View Files



The screenshot shows the Canvas Files interface. On the left, there's a sidebar with a tree view of 'Emily Boone' containing 'profile pictures', 'unfiled', 'g\_washington.docx', and 'KeyboardShortcuts.pdf'. At the bottom of the sidebar, it says 'Storage Used: 226.7 KB out of 50 MB'. On the right, the main area shows a list of files: 'profile pictures', 'unfiled', 'g\_washington.docx' (with a preview icon), and 'KeyboardShortcuts.pdf'. Above the file list are several icons: 'Add Files' (1), 'Add Folder' (2), a trash bin (3), a lock (4), a pencil (5), and a refresh/circular arrow (6). At the bottom right, it says 'see files for all your courses/groups'.

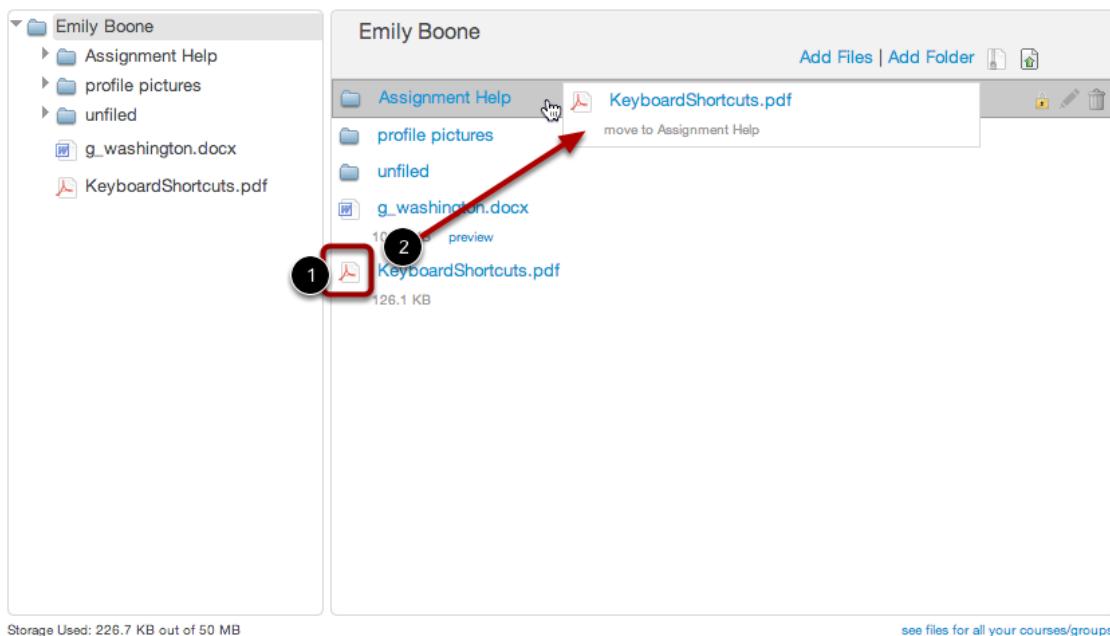
Canvas users will find access to files (documents, images, media, etc.) in three different places:

- Personal files, located in each user's profile (students, teachers, and TAs)
- Course files, located in each course (students, teachers, and TAs unless files are locked by the teacher)
- Group files, located in each group (students and teachers who are enrolled in groups)

You can:

1. Add files
2. Add folders
3. Download or upload a .zip file
4. Move files
5. Preview files
6. Lock, edit, or delete files
7. View your storage

## Move Files



To move files, hover over the icon of the file [1]. Click and drag into new folder [2].

## Where are my personal Files?

Personal files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. Each user has 250 MB of storage space in Canvas. Administrators can change the quota for personal files for the entire institution.

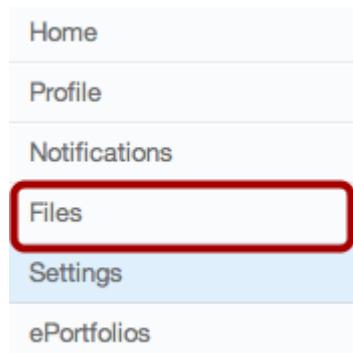
**Note:** If you delete a file that you submitted as an assignment in your personal storage area, it will not delete the assignment submission in the course.

### Open Personal Settings

Emily Boone    Inbox    Settings    Logout    Help

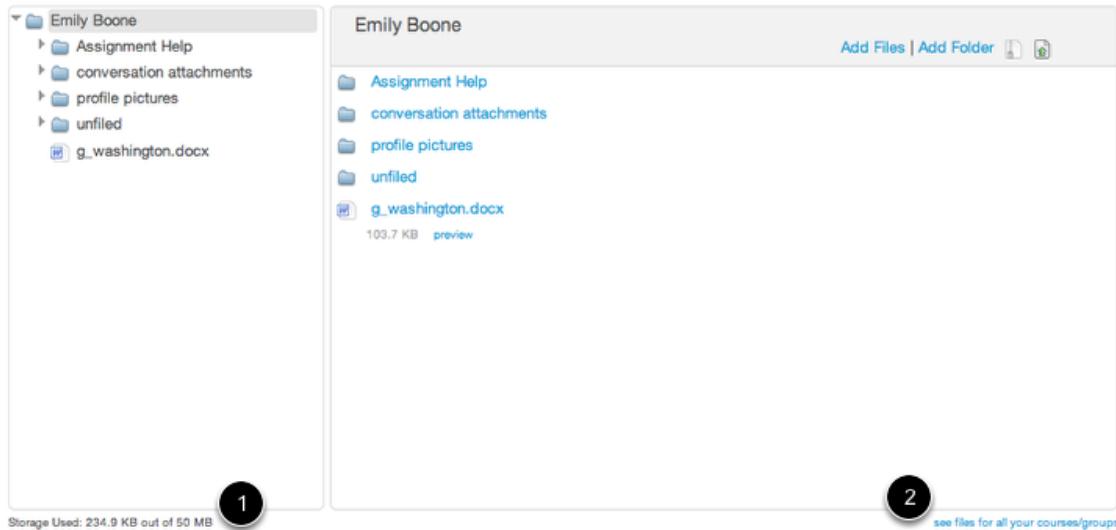
Click the personal **Settings** link.

### Open Files



Click the **Files** link to open your personal files.

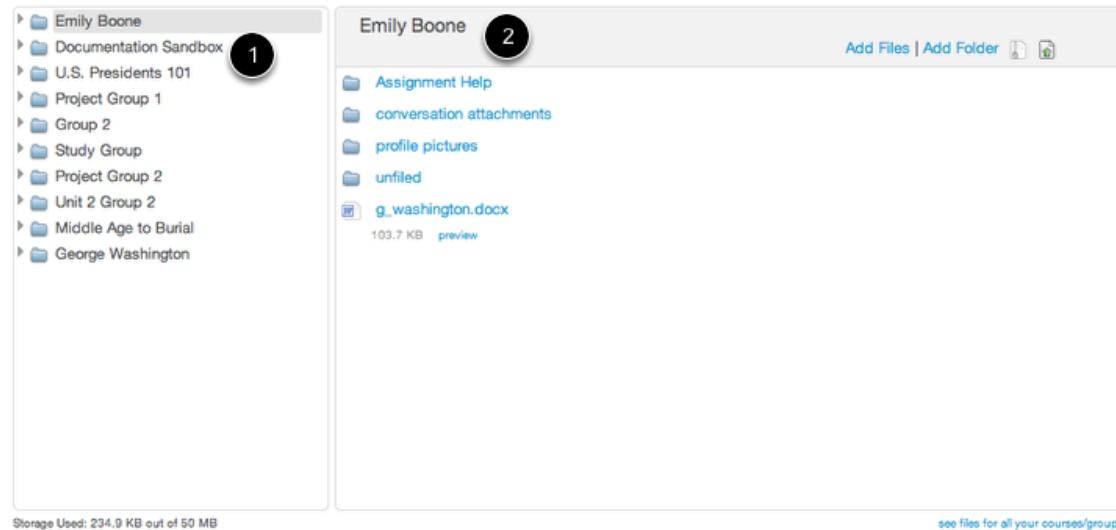
## View Personal Files



All your personal files will be located in the folders. You also can see the amount of Storage Used [1].

**Note:** If you want to see the Files for all your courses and/or groups, click the **see files for all your courses/groups** link [2].

## View Files for Courses/Groups

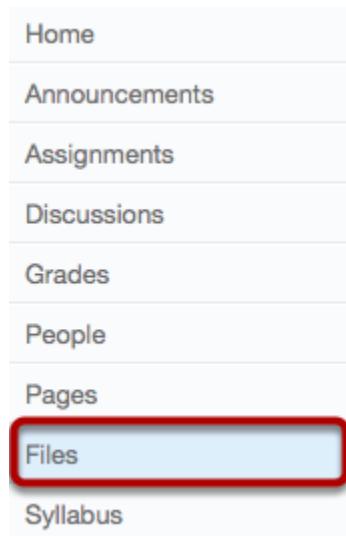


Here you can see all the files from your courses and/or groups [1], as well as your personal files [2].

## Where are my course Files?

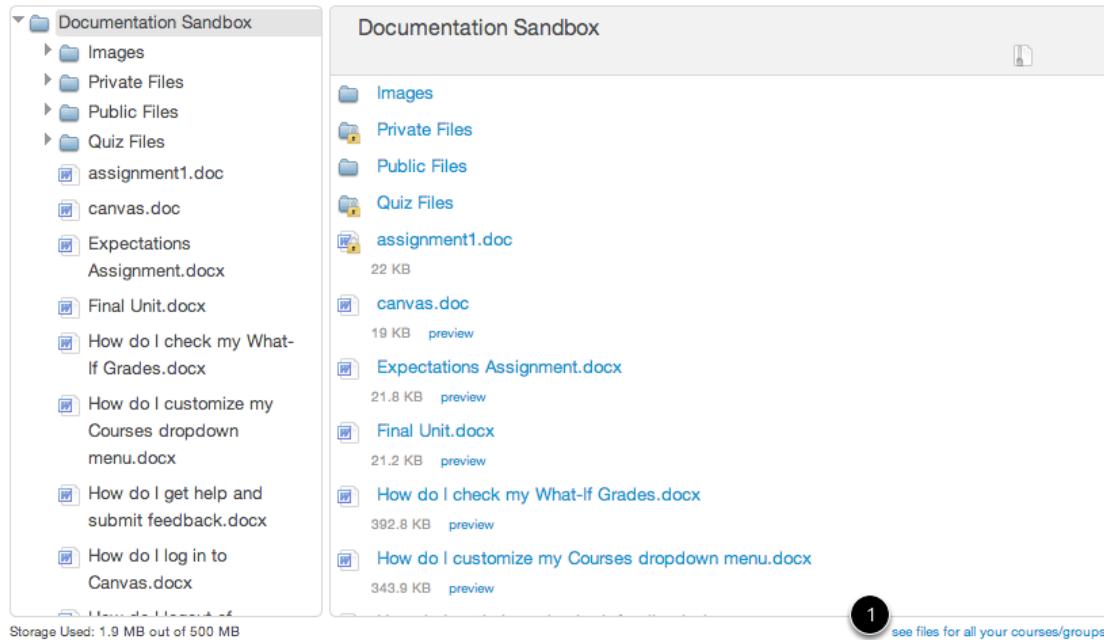
Course files include any content uploaded to a course. Depending on your instructor, you may or may not have access to course files.

### Open Files



Click the **Files** link.

## View Course Files



The screenshot shows the 'View Course Files' interface for a course named 'Documentation Sandbox'. On the left, there's a sidebar with a tree view of the folder structure:

- Documentation Sandbox
  - Images
  - Private Files
  - Public Files
  - Quiz Files
  - assignment1.doc
  - canvas.doc
  - Expectations Assignment.docx
  - Final Unit.docx
  - How do I check my What-If Grades.docx
  - How do I customize my Courses dropdown menu.docx
  - How do I get help and submit feedback.docx
  - How do I log in to Canvas.docx

Below the sidebar, it says 'Storage Used: 1.9 MB out of 500 MB'. The main area is titled 'Documentation Sandbox' and lists the files from the sidebar, each with a preview link:

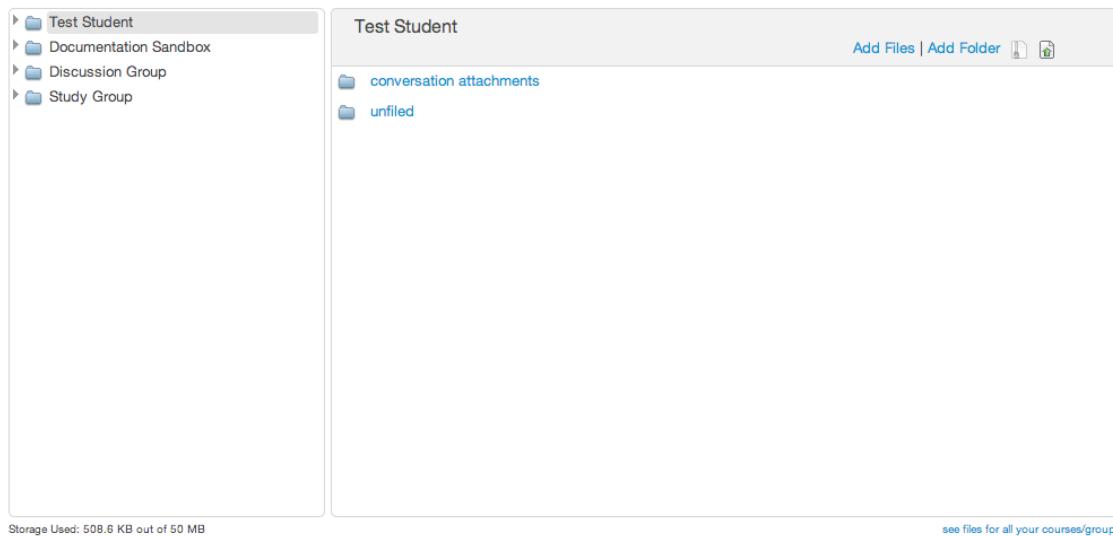
- Images
- Private Files
- Public Files
- Quiz Files
- assignment1.doc 22 KB
- canvas.doc 19 KB preview
- Expectations Assignment.docx 21.8 KB preview
- Final Unit.docx 21.2 KB preview
- How do I check my What-If Grades.docx 392.8 KB preview
- How do I customize my Courses dropdown menu.docx 343.9 KB preview

At the bottom right, there's a link 'see files for all your courses/groups' with a circled '1' next to it.

All unlocked course files can be viewed by course users.

**Note:** If you want to see the Files for all your courses and/or groups, click the **see files for all your courses/groups** link [1].

## View All Files



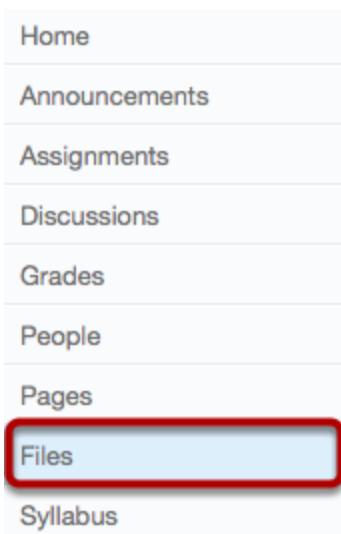
The screenshot shows the 'View All Files' page in Canvas. On the left, there is a sidebar with a tree view of folders: 'Test Student' (selected), 'Documentation Sandbox', 'Discussion Group', and 'Study Group'. Below the sidebar, it says 'Storage Used: 508.6 KB out of 50 MB'. On the right, the main content area has a title 'Test Student' and a 'Add Files | Add Folder' button. It contains two folders: 'conversation attachments' and 'unfiled'. At the bottom right of the content area, it says 'see files for all your courses/groups'.

Here you can see all the files from your courses and/or groups, as well as your personal files.

## How do I create a folder in Files?

Folders can be used to organize files in your course, group, or personal files.

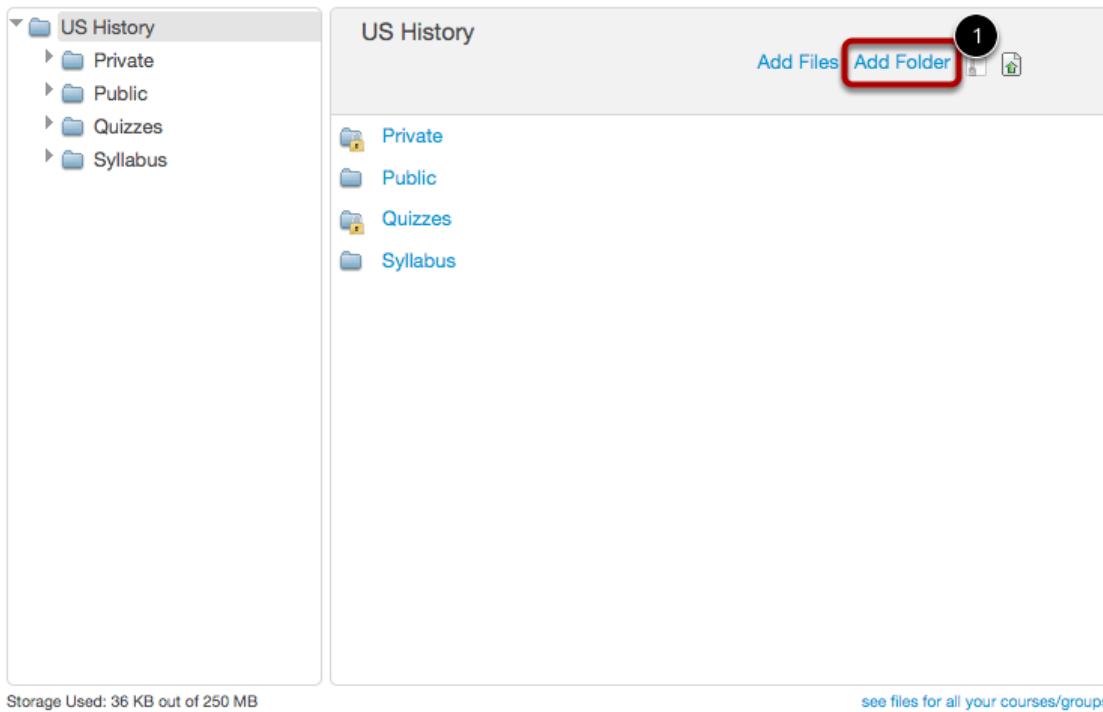
## Open Files



The screenshot shows the Canvas navigation bar. The links listed are Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files (which is highlighted with a red box), and Syllabus.

Click the **Files** link.

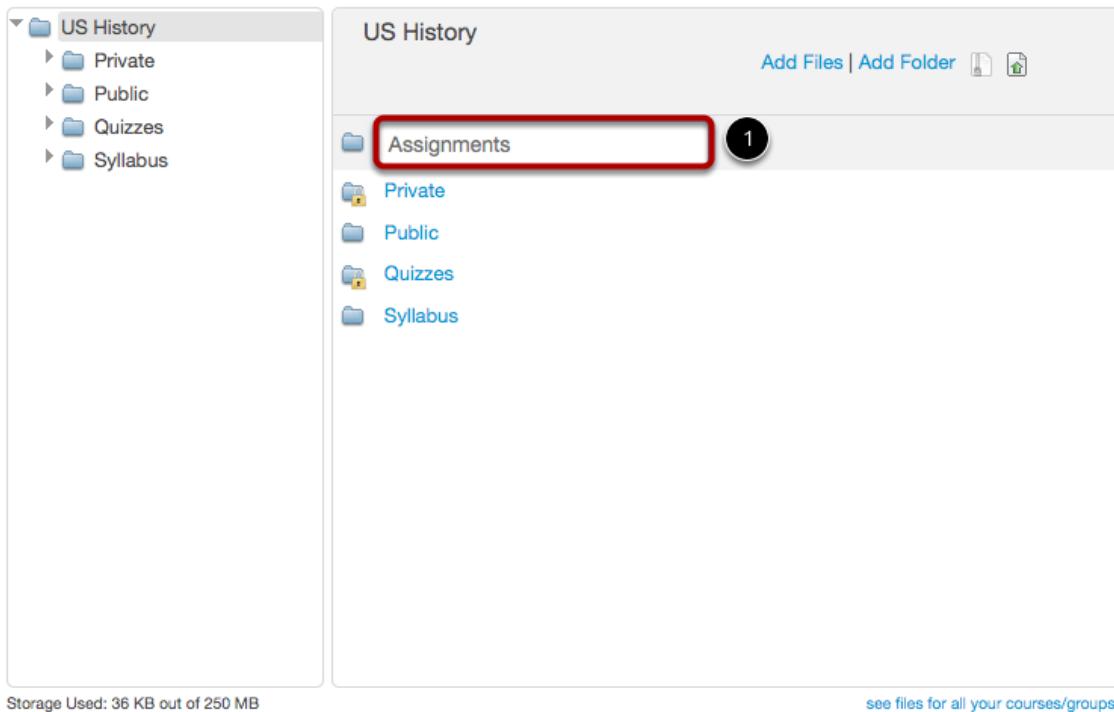
## Add Folder



The screenshot shows the 'US History' folder in the Canvas Files interface. On the left, there's a sidebar with a tree view of the folder structure: 'US History' (expanded) containing 'Private', 'Public', 'Quizzes', and 'Syllabus'. On the right, the main area shows the same four items as thumbnails. At the top right of the main area, there are three buttons: 'Add Files' (disabled), 'Add Folder' (highlighted with a red box and a circled '1'), and a trash bin icon. Below the main area, there's a storage usage message: 'Storage Used: 36 KB out of 250 MB' and a link 'see files for all your courses/groups'.

Click the **Add Folder** link [1] to create a new folder.

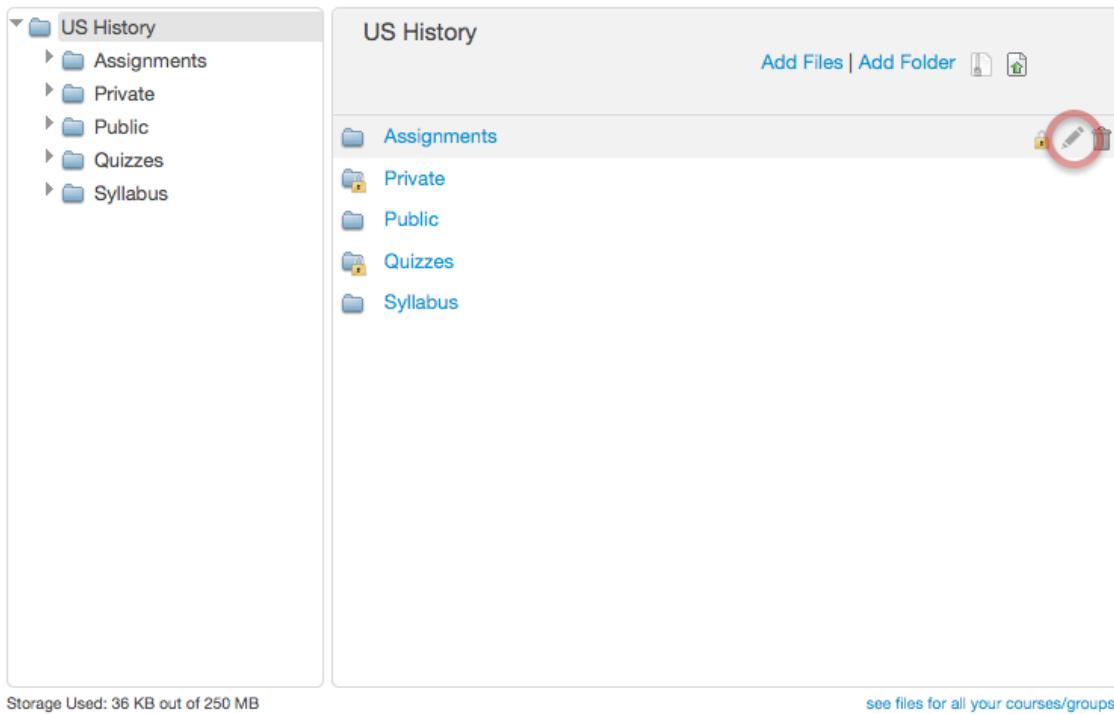
## Name Folder



The screenshot shows the Canvas interface for managing course files. On the left, there's a sidebar with a tree view of the course structure under 'US History': 'US History' (expanded), 'Private', 'Public', 'Quizzes', and 'Syllabus'. On the right, the main area is titled 'US History' with a 'Storage Used: 36 KB out of 250 MB' message at the bottom. It contains a list of items: 'Assignments' (highlighted with a red box and a circled '1'), 'Private', 'Public', 'Quizzes', and 'Syllabus'. At the top right of the main area are buttons for 'Add Files | Add Folder' and icons for trash and file operations. A link 'see files for all your courses/groups' is at the bottom right.

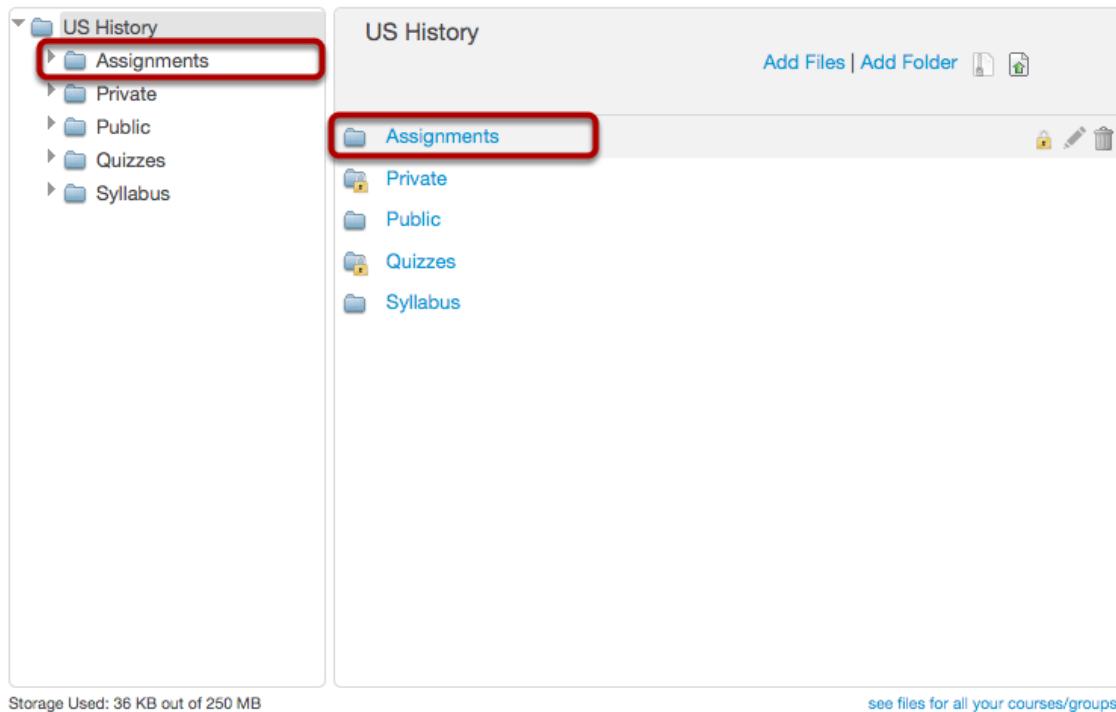
Type the name of the folder in the folder name field [1] and press Return (on a MAC keyboard ) or Enter (on a PC keyboard).

## Change Folder Name



If ever you need to change the folder name, click the **Pencil** icon to unlock the title and rename. Press Return (MAC) or Enter (PC).

## View Folder



The screenshot shows the 'Files' view in Canvas. On the left, there's a sidebar with a tree view of the 'US History' folder structure:

- US History
  - Assignments
  - Private
  - Public
  - Quizzes
  - Syllabus

The 'Assignments' folder is highlighted with a red box. On the right, the main pane displays the same folder structure under the heading 'US History':

- Assignments
- Private
- Public
- Quizzes
- Syllabus

At the top right of the main pane, there are buttons for 'Add Files' and 'Add Folder', along with icons for lock, edit, and delete. At the bottom of the main pane, there's a link 'see files for all your courses/groups'. In the bottom left corner of the sidebar, it says 'Storage Used: 36 KB out of 250 MB'.

Your folder will appear in both panes of the Files view. You can organize your files on Canvas by moving them to folders.

## How do I add a file to my personal Files?

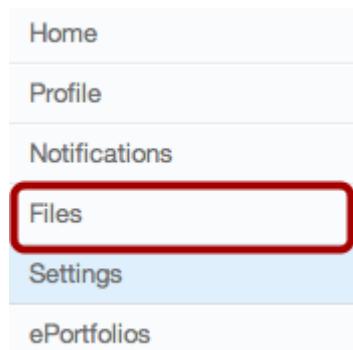
You can add files to your personal file repository in Canvas.

## Open Personal Settings



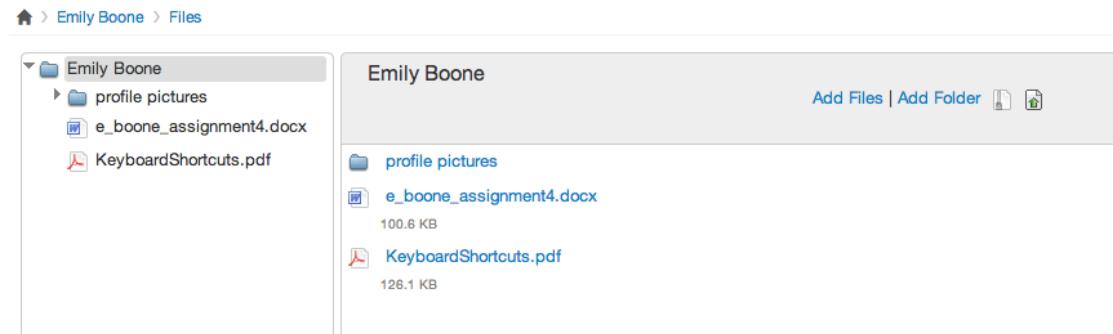
Click the personal **Settings** link.

## Open Files



Click the **Files** link to open your personal files.

## View Personal Files

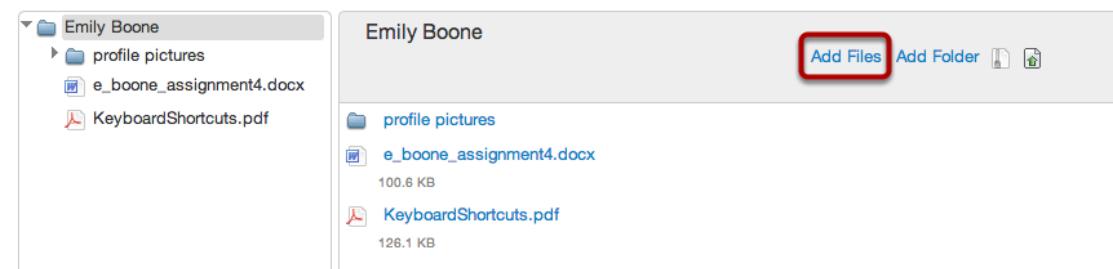


A screenshot of the Canvas 'Files' page for user 'Emily Boone'. The left sidebar shows a folder structure with 'Emily Boone' expanded, containing 'profile pictures', 'e\_boone\_assignment4.docx', and 'KeyboardShortcuts.pdf'. The main content area shows the same files listed under 'Emily Boone'. There are 'Add Files' and 'Add Folder' buttons at the top right.

File Type	File Name	Size
profile pictures		
Word Document	e_boone_assignment4.docx	100.6 KB
PDF	KeyboardShortcuts.pdf	126.1 KB

All your personal files will be located in the folders.

## Add Files

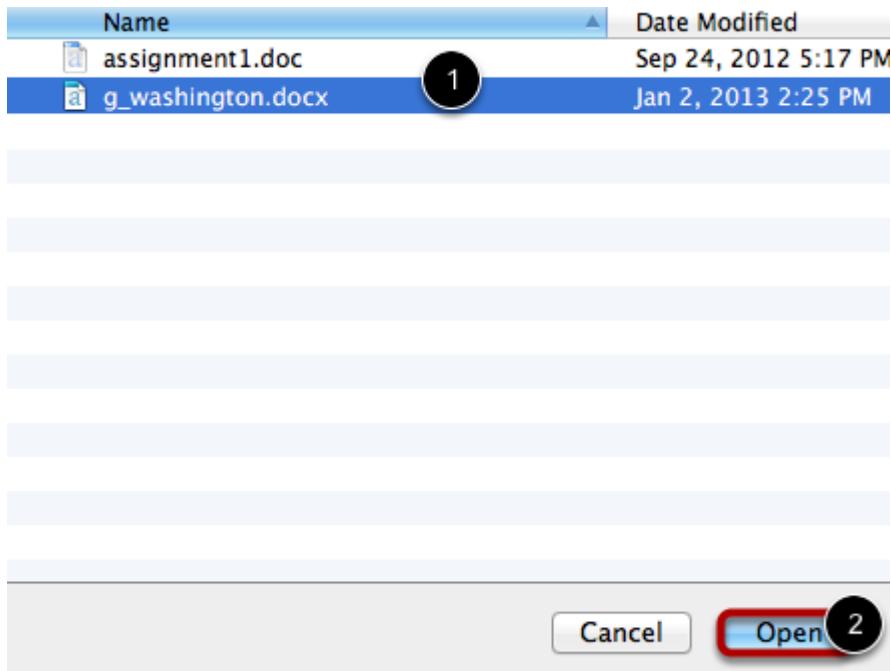


A screenshot of the Canvas 'Files' page for user 'Emily Boone'. The left sidebar shows a folder structure with 'Emily Boone' expanded, containing 'profile pictures', 'e\_boone\_assignment4.docx', and 'KeyboardShortcuts.pdf'. The main content area shows the same files listed under 'Emily Boone'. The 'Add Files' button at the top right is highlighted with a red rectangular box.

File Type	File Name	Size
profile pictures		
Word Document	e_boone_assignment4.docx	100.6 KB
PDF	KeyboardShortcuts.pdf	126.1 KB

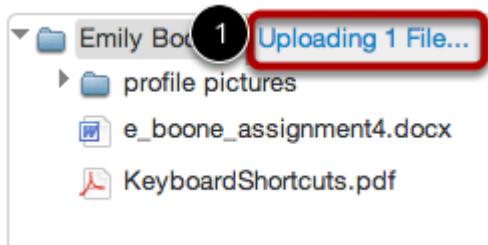
Click the **Add Files** link to upload files.

## Select File(s)



Click the title of the file(s) you wish to upload [1] and click the **Open** button to upload the file(s).

## Monitor Uploads



A progress bar [1] will appear at the top of screen tracking the progress of your file upload.

## View Files

Emily Boone

Add Files | Add Folder 

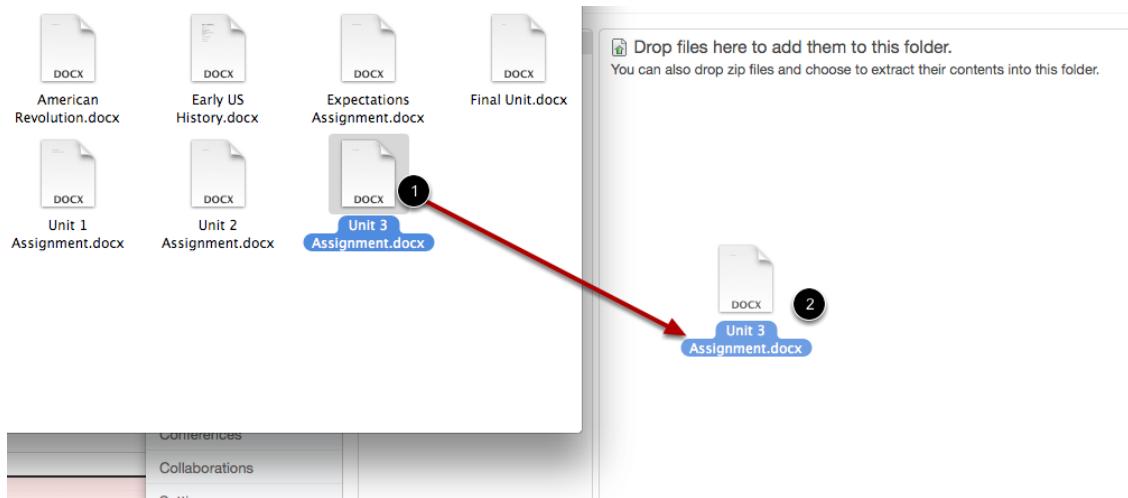
 profile pictures
 e_boone_assignment4.docx
100.6 KB
 g_washington.docx
103.7 KB <a href="#">preview</a>
 KeyboardShortcuts.pdf
126.1 KB

[see files for all your courses/groups](#)

All files will be organized in alphabetical order.

## Adding Files in Chrome, Firefox & Safari

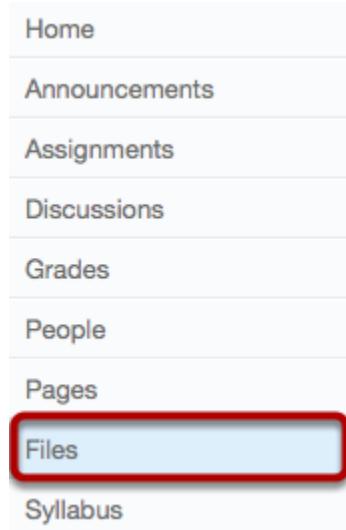


Some web browsers (Chrome, Firefox, and Safari) contain a unique feature which allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.

## How do I preview a File?

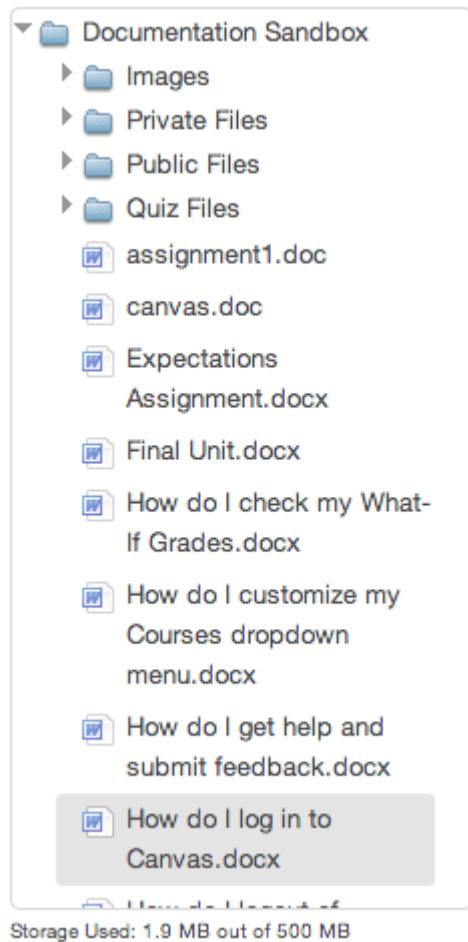
You can preview a file in a course, group, or personal file storage area.

### Open Files



Click the **Files** link.

## Choose File

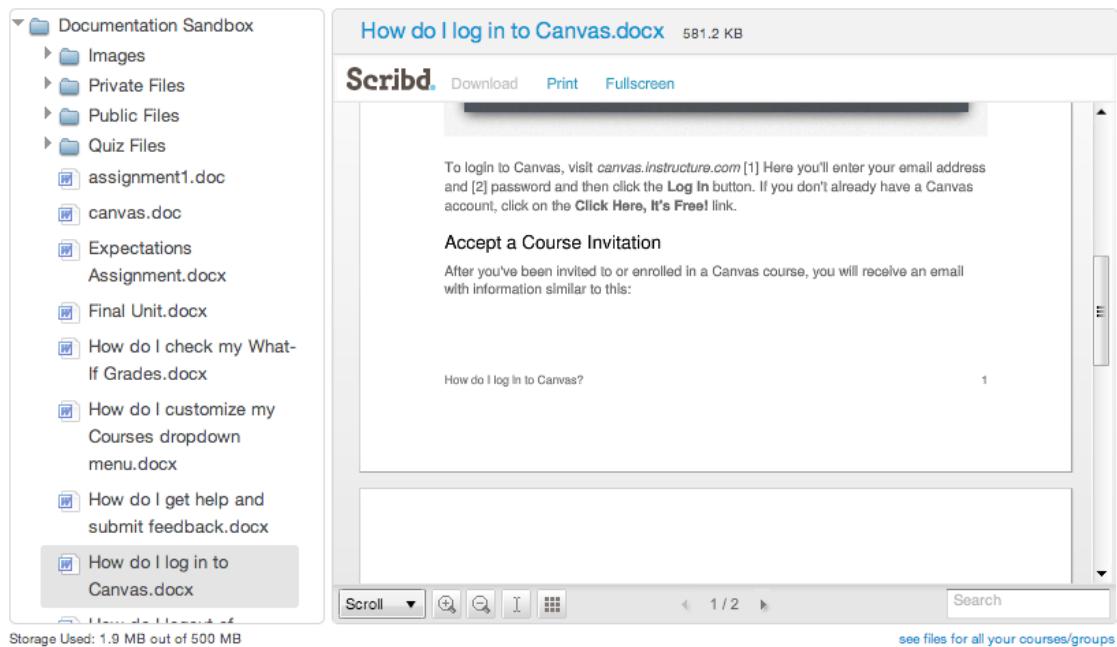


The screenshot shows a file browser window titled "Choose File". At the top left is a "Cancel" button and at the top right is a "Select" button. Below the title bar is a toolbar with icons for "New Folder", "New File", "Upload", "Share", and "Help". The main area displays a tree view of a folder structure under "Documentation Sandbox". The "Documentation Sandbox" folder contains four subfolders: "Images", "Private Files", "Public Files", and "Quiz Files". Inside "Quiz Files", there are several files: "assignment1.doc", "canvas.doc", "Expectations Assignment.docx", "Final Unit.docx", "How do I check my What-If Grades.docx", "How do I customize my Courses dropdown menu.docx", "How do I get help and submit feedback.docx", and "How do I log in to Canvas.docx". The file "How do I log in to Canvas.docx" is highlighted with a gray background. At the bottom of the window, a status bar shows "Storage Used: 1.9 MB out of 500 MB".

Click the title of the file you want to preview [1].

**Note:** Some instructors will lock files or folders so students can't access them. Also, some file types may not render a preview.

## Preview File



The screenshot shows the Canvas interface with a sidebar on the left containing a file tree and a preview pane on the right.

**Left Sidebar (File Tree):**

- Documentation Sandbox
  - Images
  - Private Files
  - Public Files
  - Quiz Files
  - assignment1.doc
  - canvas.doc
  - Expectations Assignment.docx
  - Final Unit.docx
  - How do I check my What-If Grades.docx
  - How do I customize my Courses dropdown menu.docx
  - How do I get help and submit feedback.docx
  - How do I log in to Canvas.docx

Storage Used: 1.9 MB out of 500 MB

**Right Preview Pane:**

**File Info:** How do I log in to Canvas.docx 581.2 KB

**Scribd.** Download Print Fullscreen

To login to Canvas, visit [canvas.instructure.com](https://canvas.instructure.com) [1] Here you'll enter your email address and [2] password and then click the Log In button. If you don't already have a Canvas account, click on the [Click Here, It's Free!](#) link.

**Accept a Course Invitation**

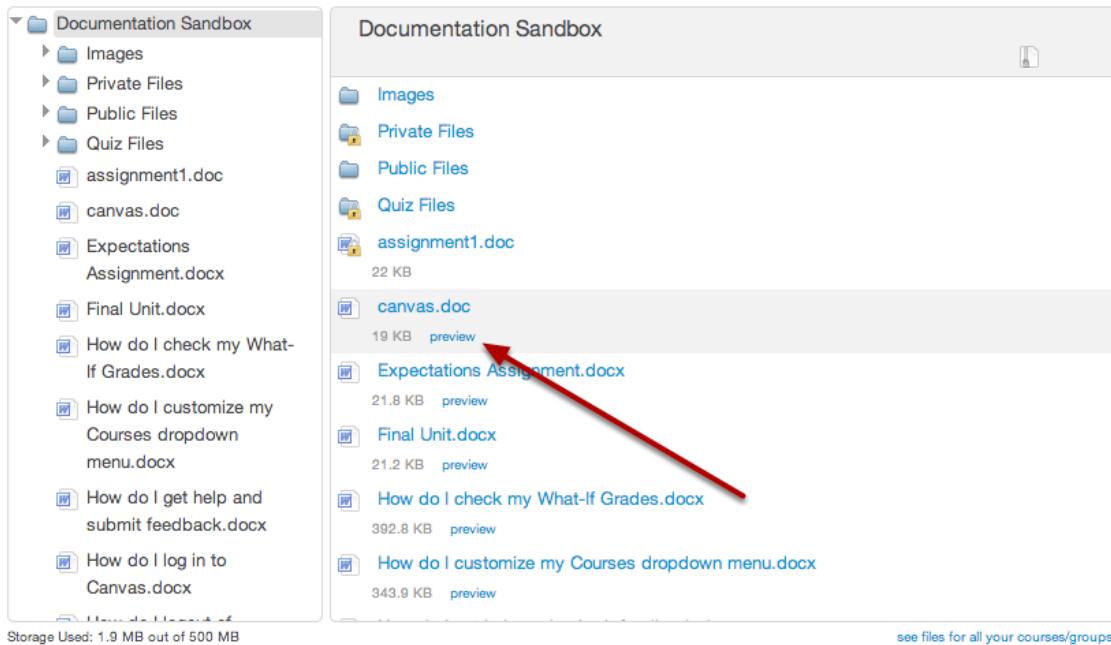
After you've been invited to or enrolled in a Canvas course, you will receive an email with information similar to this:

How do I log in to Canvas? 1

see files for all your courses/groups

The selected file will appear in the preview pane to the right.

## Preview File



You can also preview a file by clicking the **preview** link. Your file will appear in the preview pane.

## How do I import .zip files?

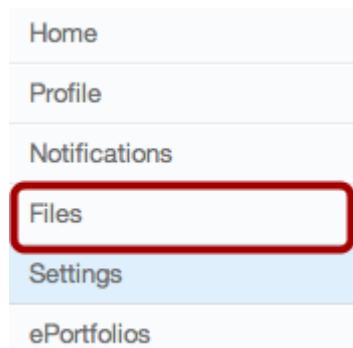
You can import .zip files to your personal or group file storage area.

## Open Personal Settings



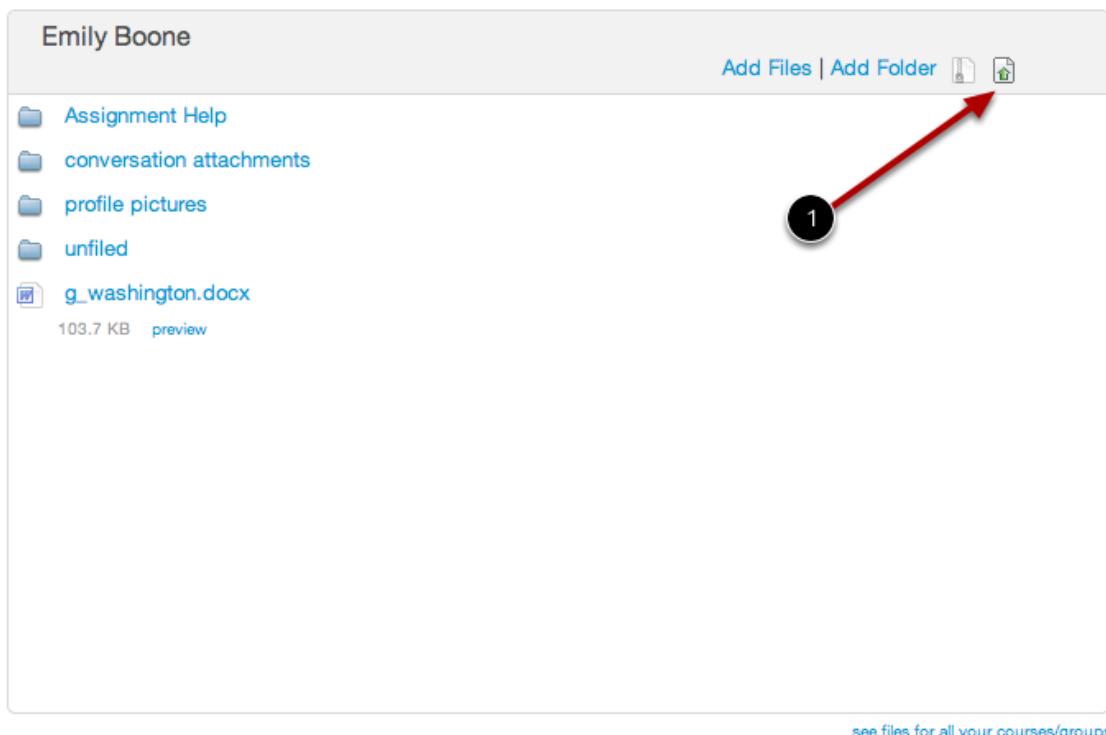
Click the personal **Settings** link.

## Open Files



Click the **Files** link to open your personal files.

## Import Files



Emily Boone

Add Files | Add Folder  

1

- Assignment Help
- conversation attachments
- profile pictures
- unfiled
- g\_washington.docx**  
103.7 KB preview

see files for all your courses/groups

If you have .zip files you want to upload, Canvas will automatically upload and unzip these files for you. Click the **Upload [1]** icon.

## Choose File

### Import Files

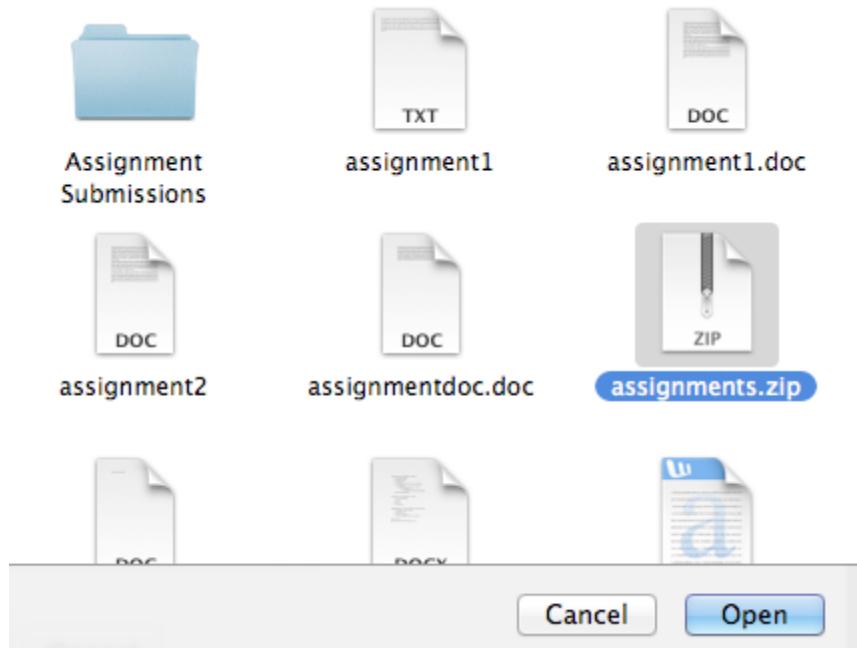
You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into Canvas.

No file chosen

Upload to: my files

Click the **Choose File** button to select the .zip file.

## Select File



Click the title of the file you wish to import [1] and click the **Open** button [2] to upload the .zip file.

**Note:** Depending on your web browser, you may see Choose instead of Open.

## Choose Upload Destination

### Import Files

You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into Canvas.

folder.zip

Upload to: my files 

You can designate which folders the files should be uploaded to by clicking the **Upload to:** drop-down menu.

## Upload File

### Import Files

You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into Canvas.

folder.zip

Upload to: my files 

Click the **Upload File** button.

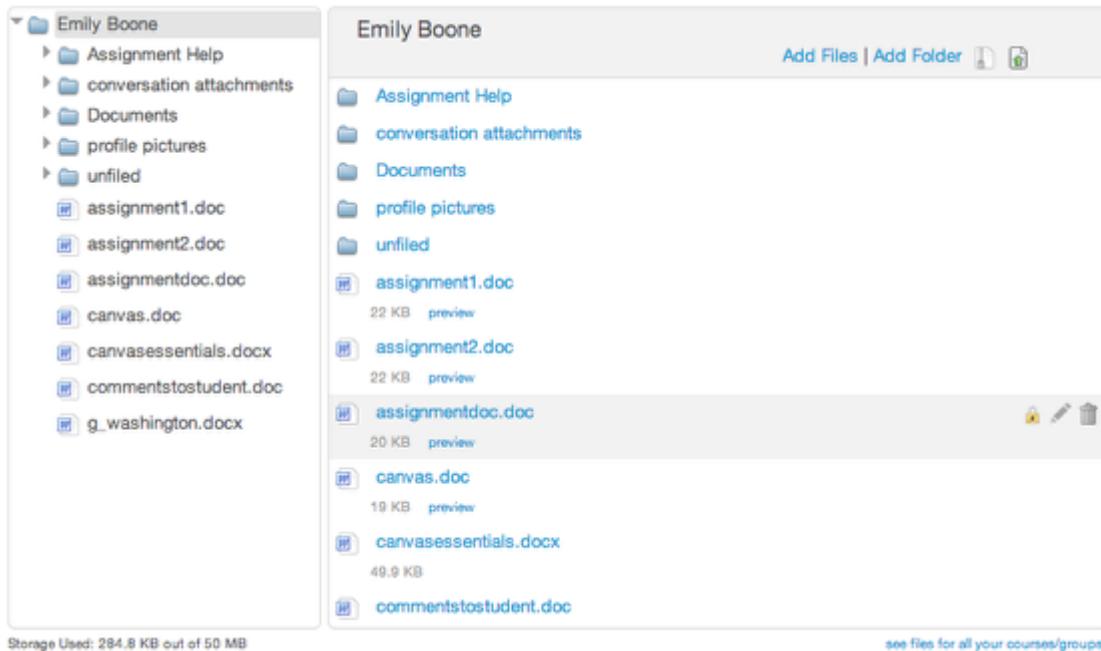
## View Progression

Uploading, Please Wait.

Uploading and processing your zip file, if there are a lot of files in the zip file or it is very large, this may take a while.

You can track the progression of the upload by monitoring the progress bar.

## View Files



The screenshot shows the Canvas File View interface. On the left, there is a sidebar with a tree view of folders: 'Emily Boone' (expanded) containing 'Assignment Help', 'conversation attachments', 'Documents', 'profile pictures', and 'unfiled'. Under 'unfiled', there are several files: 'assignment1.doc', 'assignment2.doc', 'assignmentdoc.doc', 'canvas.doc', 'canvasentials.docx', 'commentstostudent.doc', and 'g\_washington.docx'. On the right, the main area shows a list of files from the 'Emily Boone' folder. Each file entry includes a preview icon, file name, size (e.g., 22 KB, 49.9 KB), and a preview link. There are also edit and delete icons for each file. At the top right of the main area, there are buttons for 'Add Files' and 'Add Folder'. At the bottom of the main area, there is a link 'see files for all your courses/groups'.

File	Size	Action
assignment1.doc	22 KB	preview
assignment2.doc	22 KB	preview
assignmentdoc.doc	20 KB	preview
canvas.doc	19 KB	preview
canvasentials.docx	49.9 KB	
commentstostudent.doc		

Your files will be uploaded to your personal or groups file storage area.

## How do I move and organize my files?

You can move and organize your personal and group files.

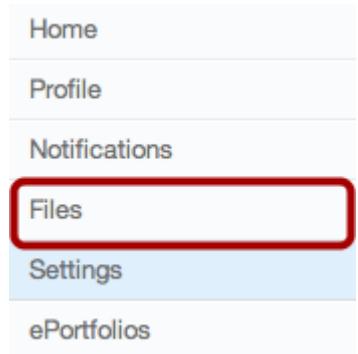
**Note:** Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

## Open Personal Settings



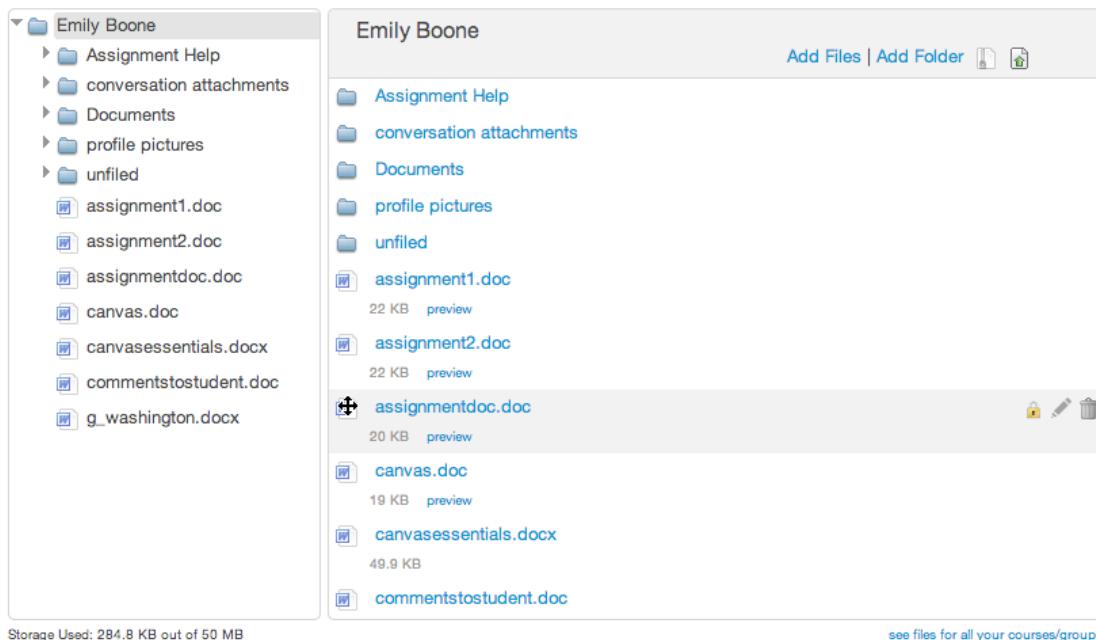
Click the personal **Settings** link.

## Open Files



Click the **Files** link to open your personal files.

## Move File

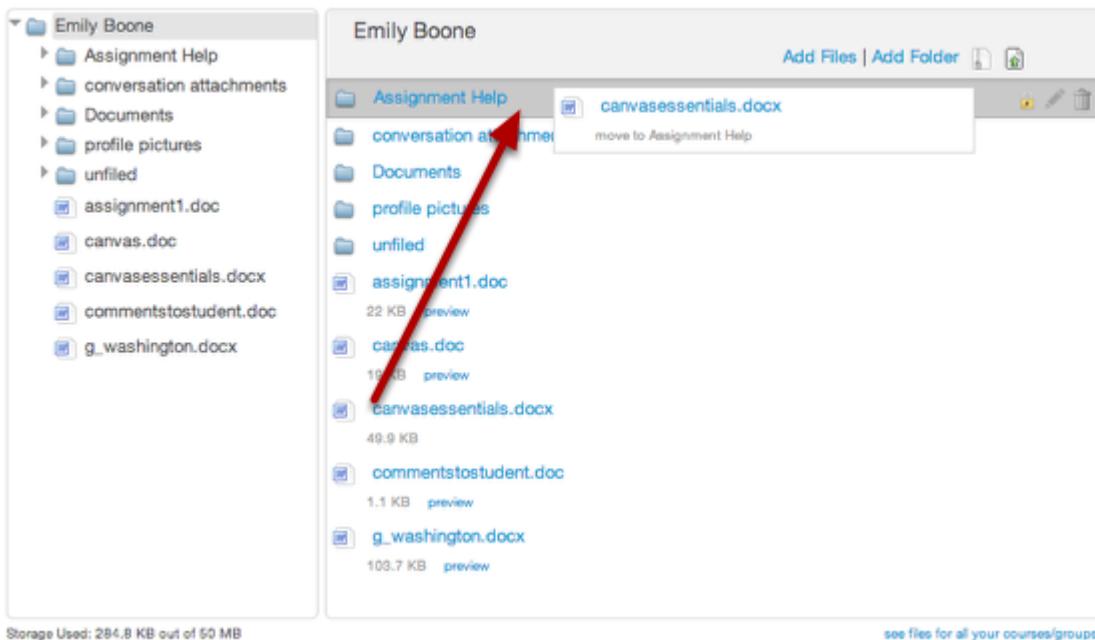


The screenshot shows the Canvas interface for moving files. On the left, there's a sidebar with a tree view of a folder structure under 'Emily Boone'. On the right, a main pane displays the same files in a list view. The file 'assignmentdoc.doc' is highlighted with a light gray background, indicating it is selected for movement. At the top right of the main pane, there are buttons for 'Add Files' and 'Add Folder', along with icons for preview, lock, edit, and delete. Below the preview icon, there are download and copy links. At the bottom right of the main pane, there's a link 'see files for all your courses/groups'. At the very bottom left, a message says 'Storage Used: 284.8 KB out of 50 MB'.

Hover over the file you wish to move and once you see the four-direction arrow, click and drag the file to the desired location. Once you see the folder highlighted, release your mouse. The file has been moved.

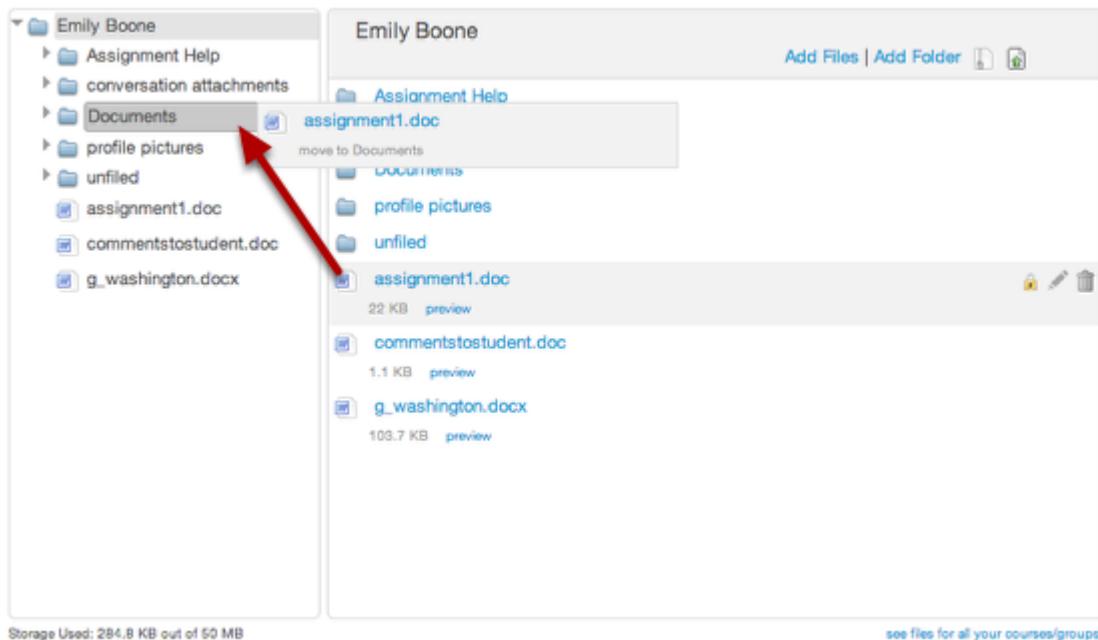
**Note:** You can only move a file within the right pane or from the right pane to the left pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

## Organize Files



Your files can be easily managed using a basic click-and-drag method; however, you can only drag from right to left or within the right pane. You cannot drag from left-to-right. You can see several image files in the Files area; however, you can move them into a dedicated folder called "Private Files." You will need to individually drag and drop each file from within the right file 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 Files from Right to Left



Drag and drop from the right pane to the left pane.

## How do I delete a file?

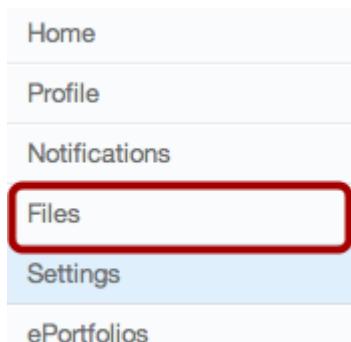
You can delete a file within your personal or group file storage area.

## Open Personal Settings



Click the personal **Settings** link.

## Open Files



Click the **Files** link to open your personal files.

## Delete File

Emily Boone

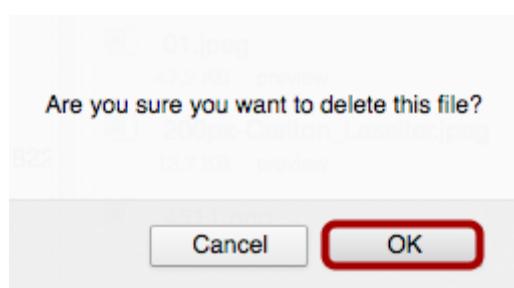
Add Files | Add Folder  

-  Assignment Help
-  conversation attachments
-  Documents
-  profile pictures
-  unfiled
-  assignment1.doc    (22 KB) preview
-  assignment2.doc (22 KB) preview
-  assignmentdoc.doc (20 KB) preview
-  canvas.doc (19 KB) preview
-  canvasessentials.docx (49.9 KB)
-  commentstostudent.doc

[see files for all your courses/groups](#)

Click the **Trash** icon to delete the file. A pop-up window will appear in your browser.

## Confirm Deletion



Click **OK** to delete the file.

## How do I download a single file?

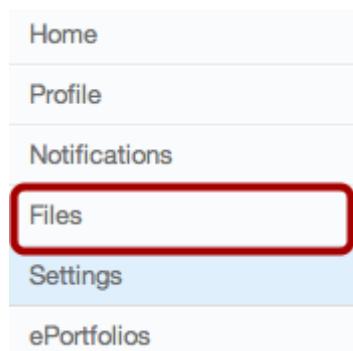
You can download a single file from your personal, group, and course file storage area.

### Open Personal Settings

Emily Boone    Inbox    Settings    Logout    Help

Click the personal **Settings** link.

### Open Files



Click the **Files** link to open your personal files.

## Download File

Emily Boone

Add Files | Add Folder  

-  Assignment Help
-  conversation attachments
-  Documents
-  profile pictures
-  unfiled
-  **assignment1.doc**     
22 KB preview
-  assignment2.doc  
22 KB preview
-  assignmentdoc.doc  
20 KB preview
-  canvas.doc  
19 KB preview
-  canvasessentials.docx  
49.9 KB
-  commentstostudent.doc

[see files for all your courses/groups](#)

Click the file name to download the file to your computer.

## View File

Name
 assignment1.doc
 canvas.doc
 American Revolution.docx

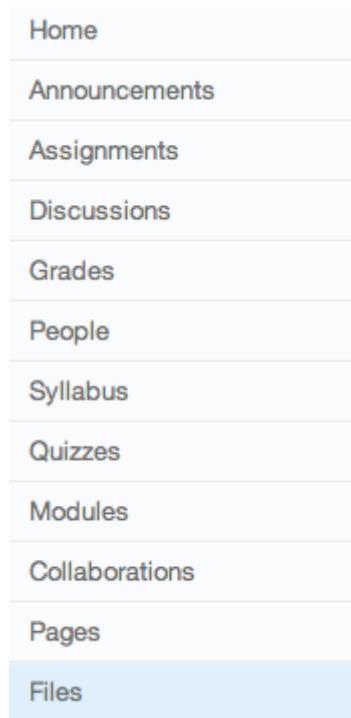
Your file will download to your desktop. Open the appropriate folder to view the file.

**Note:** The file may be saved to the Downloads folder on your computer.

## How do I download a folder in .zip format?

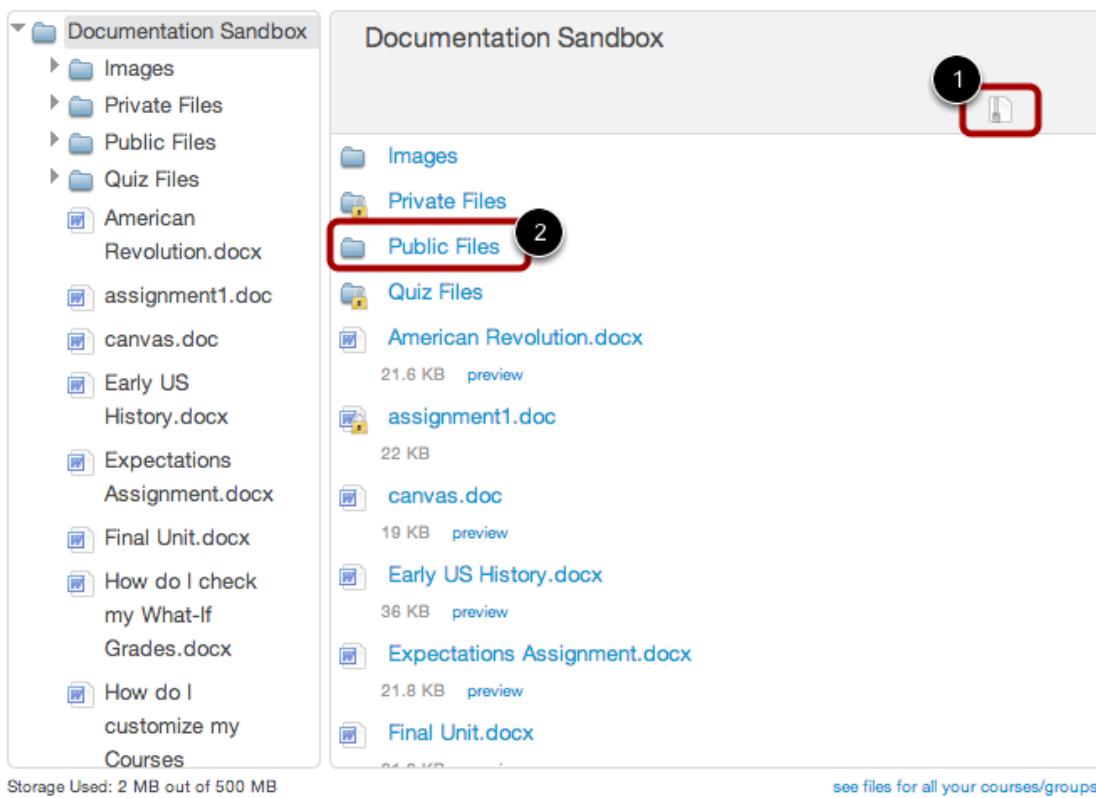
You can download a folder in a .zip format in your personal, group, or course files. This lesson will show you how to download a folder from a course.

### Click Files



Click the **Files** link.

## View Files and Folders



Documentation Sandbox

Storage Used: 2 MB out of 500 MB [see files for all your courses/groups](#)

1

2

Images

Private Files

Public Files

Quiz Files

American Revolution.docx

assignment1.doc

canvas.doc

Early US History.docx

Expectations Assignment.docx

Final Unit.docx

How do I check my What-If Grades.docx

How do I customize my Courses

21.6 KB preview

22 KB

19 KB preview

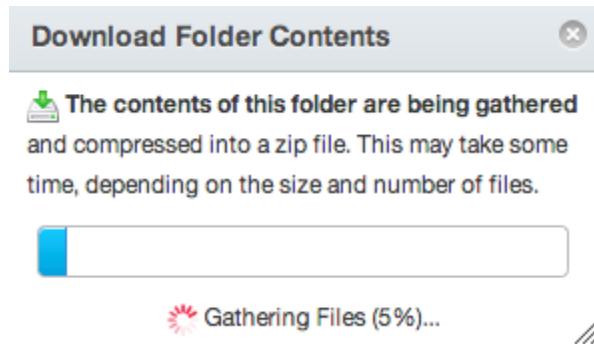
36 KB preview

21.8 KB preview

Final Unit.docx

Locate the .zip icon [1] to download the entire course files you have access to. Or click the title of a folder and the download will begin automatically [2].

## View Download Progress



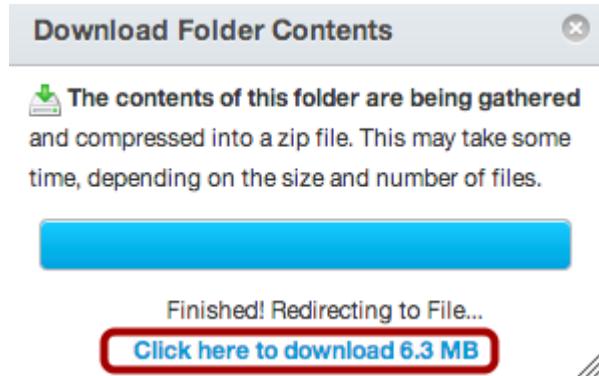
Download Folder Contents ×

 The contents of this folder are being gathered and compressed into a zip file. This may take some time, depending on the size and number of files.

Gathering Files (5%)... //

The contents will be gathered and compressed into a zip file.

## View Downloaded Folder Contents



Click the **Click here to download** link to view the contents of the folder.

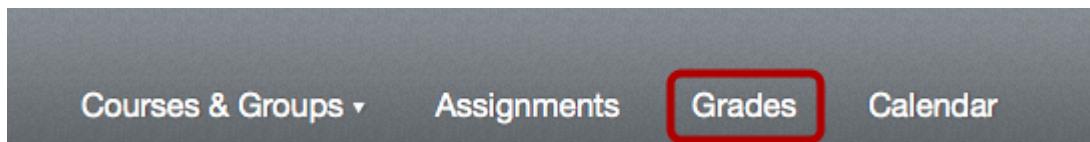
# Grades

## 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

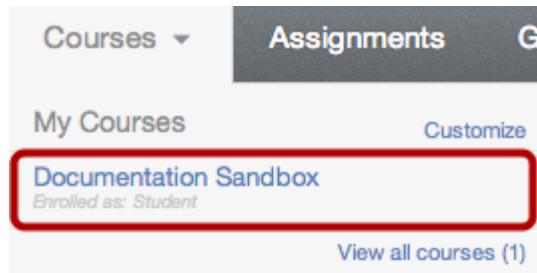
[Print grades](#)

For the course, Documentation Sandbox ▾

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  
Assignment #2	Feb 1 by 12am		5	

Grades are sorted chronologically by due date.

## Open Grades in Course Navigation



The screenshot shows the Canvas Course Navigation interface. At the top, there is a navigation bar with 'Courses' (with a dropdown arrow), 'Assignments' (which is highlighted in a dark grey box), and 'G'. Below the navigation bar, there are two tabs: 'My Courses' and 'Customize'. Under 'My Courses', there is a list of courses. One course, 'Documentation Sandbox', is highlighted with a red box and has a sub-note 'Enrolled as: Student'. At the bottom of the list, there is a link 'View all courses (1)'. The entire list of courses is enclosed in a light grey box.

Click the course title.

## Open Grades

- Home
- Announcements
- Assignments
- Attendance
- Discussions
- Grades**
- People
- Syllabus
- Quizzes
- Modules
- Conferences

Click the **Grades** link.

## View Grades

### Grades For Canvas Student

 Print grades

For the course, Documentation Sandbox ▾

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  
Assignment #2	Feb 1 by 12am	5	5	

View your grades for that course.

## Open Scoring Details

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  

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 Scoring Details

Name	Due	Score	Out of	Details
Assignment #1	1 Jan 25 by 12am	10	10	    Sam Spendlove, Feb 25 at 10:03am

Comments will be organized chronologically [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

Name	Due	Score	Out of	Details
Assignment #1	1 Jan 25 by 12am	10	10	 

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

## View Rubric Results

Assignment #1				
Criteria	Ratings			Pts
Follow instructions				
Instructor Comments	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 / 5 pts
<b>Outcome 1</b> <a href="#">view longer description</a> threshold: 3 pts				
Instructor Comments	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	--
Length				
Instructor Comments	Full Marks 5 pts	No Marks 0 pts		5 / 5 pts
				Total Points: 10

View your score based on the rubric.

## View Grading Summary

Total: 100%

Show Saved "What-If" Scores

Assignments are weighted by group:

Group	Weight
Assignments	50%
Quizzes	0%
Discussions	25%
Quizzes	25%
Extra Credit	10%
<b>Total</b>	<b>110%</b>

Calculate based only on graded assignments

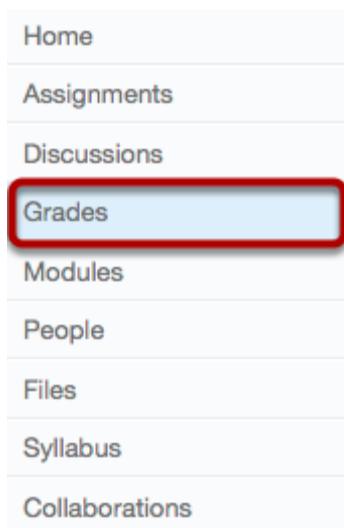
Click any score and enter a new value to see how the change will affect your total.

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

## How do I check my What-If Grades?

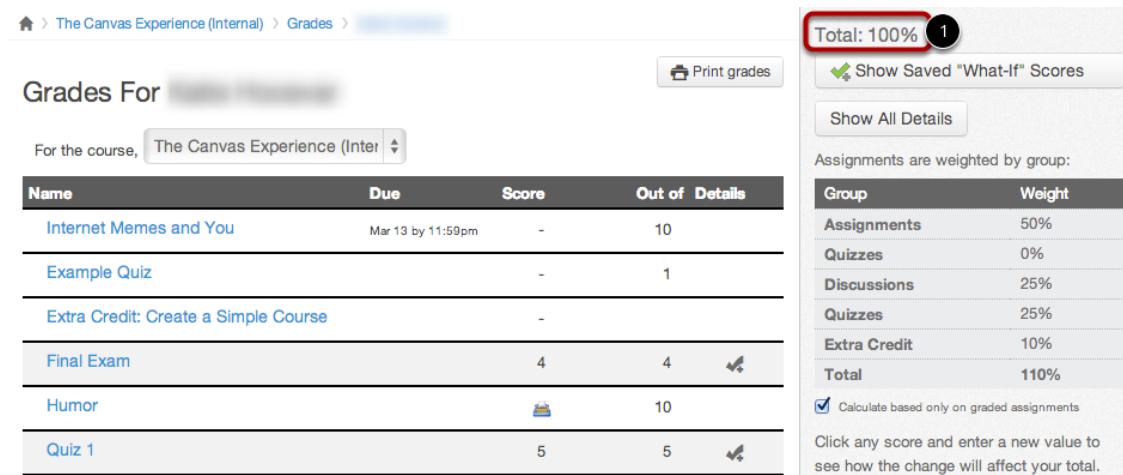
As a student, you can view your grades based on What-If scores so that you know how grades will be affected by certain scores.

### Open Grades



Click the **Grades** link to view your grades. [Click here if you need more information on how to find your grades.](#)

### View Grades



A screenshot of the Canvas Gradebook. The top right corner shows "Total: 100%" with a circled "1". Below it are buttons for "Show Saved 'What-If' Scores" and "Show All Details". A note says "Assignments are weighted by group:". To the right is a table of weights for different assignment types. At the bottom, there's a note about calculating based on graded assignments and a placeholder for entering new scores.

Group	Weight
Assignments	50%
Quizzes	0%
Discussions	25%
Quizzes	25%
Extra Credit	10%
Total	110%

Calculate based only on graded assignments

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

View your current grades. Your current total grade is displayed in the sidebar [1] and at the bottom of the page.

## Test a Different Score

Grades For [REDACTED]

For the course, The Canvas Experience (Inter)

Name	Due	Score	Out of	Details
Internet Memes and You Assignments	Mar 13 by 11:59pm	Click to test a different score	10	



Click the score cell for an assignment and type in a number to test a different score.

## View What-If Grades

Name	Due	Score	Out of	Details
Internet Memes and You Assignments	Mar 13 by 11:59pm	This is a What-If score 8.0	10	

View your new What-If grade. The new calculated current total will appear at the bottom of the page.

## Revert to Actual Score

Name	Due	Score	Out of	Details
Internet Memes and You Assignments	Mar 13 by 11:59pm	8.0	10	

Click the **Revert** icon to revert to your current grade.

## Why is an assignment grayed out in my grades?

### View Dropped Grades in Your Course

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  
Assignment #2	Feb 1 by 12am		5	
Assignment #3	Feb 8 by 12am	10	15	

If you review your grades and notice that one or more assignments appear gray, those assignments do not count toward your final grade for that course. This behavior occurs when your instructor has opted to drop the lowest grade(s) from an assignment group.

### What is a muted assignment?

Sometimes a **Mute** icon will appear next to an assignment when you review your grades.

### View Your Grades

#### Grades For Canvas Student

For the course, [Documentation Sandbox](#) ▾

Name	Due	Score
Assignment #1	Jan 25 by 12am	10
Assignment #2	Feb 1 by 12am	

You can access your grades by clicking the Grades link in the global navigation or the Grades link in the course navigation.

### View Muted Assignments

Getting to Know You	Mar 22 by 11:59pm		5
---------------------	-------------------	--	---

A muted assignment appears with a **Mute** icon in the Score column. This icon indicates that your instructor is currently working on grading this assignment. While your assignment is muted, you will not receive notifications about grades or submission comments. Your grade will become available after your instructor finishes grading and unmutes everyone's assignment.

## How do I change how often I receive grade notifications?

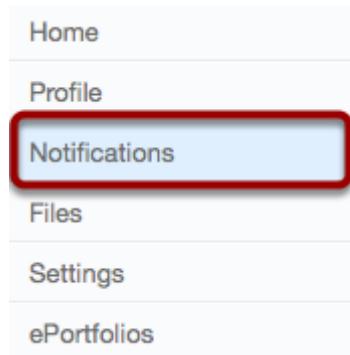
You might want to receive notifications about grading changes more or less often. Follow these steps to change your notification preferences.

### Edit Your Settings



Click the **Settings** link in the Help corner in the upper right of any page in Canvas.

### Access Notification Preferences



Click the **Notifications** link.

## Edit Grading Notification Preferences

### Notification Preferences

Course Activities	Email Address	Cell Number	Facebook
Due Date	<input type="checkbox"/> Weekly		
Grading Policies	<input type="checkbox"/> Weekly		
Course Content			
Files			
Announcement	<input checked="" type="checkbox"/> ASAP		
Grading	<input checked="" type="checkbox"/> ASAP		
<input type="checkbox"/> Include scores when alerting about grade changes.			



In the Grading row, you can elect to receive notifications about updated grades immediately, daily, weekly, or never. You can receive these notifications using one or more of your communication methods, such as by email or Facebook message. To make these changes, hover your mouse over the column you want to edit and select your preference [1]. You can also choose whether you want your notification to include your updated numerical scores [2].

## Edit Other Grading Notifications

### Notification Preferences

#### Course Activities

Due Date

Grading Policies

Course Content

Files

Announcement

Grading

1

Include scores when alerting about grade changes.

Invitation

All Submissions

Late Grading

Submission Comment

Mark new submission comments as read.

2

You can also specify whether you want to receive notifications about updates to the grading policy [1] and comments on your submitted assignments [2]. Select the **Mark new submission comments as read** check box if you want these submission comments to be automatically marked as read in your Conversations inbox. This action can reduce the number of unread messages you must sort through in your inbox.

## What do the icons on the Grades page represent?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

### Assignment Submission Type Icons

Name	Due	Score	Out of	Details
Assignment #1	Aug 14 by 11:59pm	9.5	10	  
Assignment #2	Aug 21 by 11:59pm		2	5
Reading Assignment #1	Aug 27 by 11:59pm	10	10	 
Assignment #3	Aug 28 by 11:59pm	13	15	 
Reading Assignment #2	Aug 28 by 11:59pm		4	10
Reading Assignment #3	Aug 29 by 11:59pm	-	10	
Reading Assignment #4	Aug 30 by 11:59pm	-	5	10
Assignment #4	Sep 4 by 11:59pm		6	10
Assignment #5	Sep 11 by 11:59pm		7	10
Assignment #6	Sep 18 by 11:59pm	8.3 (C)	8	
Take This Quiz	Sep 27 by 11:59pm	-	19	
Assignment #7	Oct 16 by 11:59pm	0%	9	10
Reading Assignment #5	Nov 8 by 11:59pm	-	10	
Reading Assignment #6	Dec 6 by 11:59pm		10	
Softchalk Assignment	Dec 13 by 11:59pm	-	20	
All the Quiz Question Types		-	22	
Extra Credit 1		-	0	
Extra Credit 2			10	0

The following icons represent different assignment submission types on your Grades page:

1. **Number:** Points grade
2. **World Icon:** A URL has been submitted, not graded
3. **Grayed Out Assignment:** The assignment has been dropped

4. **Typewriter Icon:** Text entry submitted, not graded
5. **Dash:** No submission
6. **Paper Icon:** File upload submitted, not graded
7. **Checkmark Icon:** Grading is completed
8. **Letter:** Letter grade
9. **Percentage:** Percentage grade
10. **Mute Icon:** Instructor is working on grades

You may see other icons on your Grades page:

- **X Icon:** Incomplete grade
- **Filmstrip Icon:** Media recording submitted, not graded
- **Q icon:** Multiple quiz attempts submitted, but the instructor has not yet selected which score to apply to grades

## Assignment Submission Details Icons

For the course, **Documentation Sandbox**

Name	Due	Score	Out of	Details
Assignment #1	Aug 14 by 11:59pm	9.5	10	  
Assignment #2	Aug 21 by 11:59pm	5	1	
Reading Assignment #1	Aug 27 by 11:59pm	10	10	  
Assignment #3	Aug 28 by 11:59pm	13	15	 
Reading Assignment #2	Aug 28 by 11:59pm	10	10	
Reading Assignment #3	Aug 29 by 11:59pm	-	10	
Reading Assignment #4	Aug 30 by 11:59pm	-	10	
Assignment #4	Sep 4 by 11:59pm		10	
Assignment #5	Sep 11 by 11:59pm	10	10	  
<p>Everything is looking good except for the conclusion. Let's meet to discuss.</p>				
Assignment #6	Sep 18 by 11:59pm	8.3 (C)	10	

The following icons represent different assignment submission details on your Grades page:

1. **Discussion Icon:** Comment on submission
2. **Check-Plus Icon:** See scoring details
3. **Rubric Icon:** See rubric details
4. **Comments and grade distribution graph:** View comments and see the grade distribution graph if the instructor has enabled it. These will appear when you click the discussion or check-plus icons.

# Modules

## What are Modules?

Modules are a way for instructors to organize course content.

To learn more about Modules, click the following links or visit the Modules chapter.

- [How do I use Modules?](#)
- [How do I expand or collapse Module contents?](#)
- [Why can't I access a Module?](#)
- [What do the icons represent in Modules?](#)

**Note:** Currently, Modules are not supported in our Mobile Apps, but can be accessed through some mobile browsers.

## View Modules

### Course Modules

Module	Due Date	Points
Introduction		1
Overview		
>Welcome		
Overview of Course		
Quiz		
Information Survey	Mar 22	5 pts
Discussion		
Introductions	Mar 29	5 pts
Assignment		
Expectations	Apr 5	10 pts
Unit 1: Pre-Colonial to 1789		
Overview		
Unit 1 Objectives		
Content		
Pre-Colonial Era		
Colonial Period		
Formation of the United States		

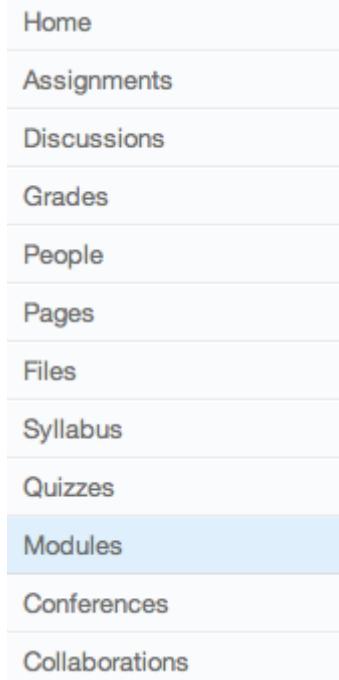
Depending on the instructor, modules can be used to organize course content by weeks, units, or a different organization structure. Modules are built to help you navigate the course content in an organized way.

Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. You can also expand and collapse each module [1].

## How do I use Modules?

Some instructors will use modules to organize the course.

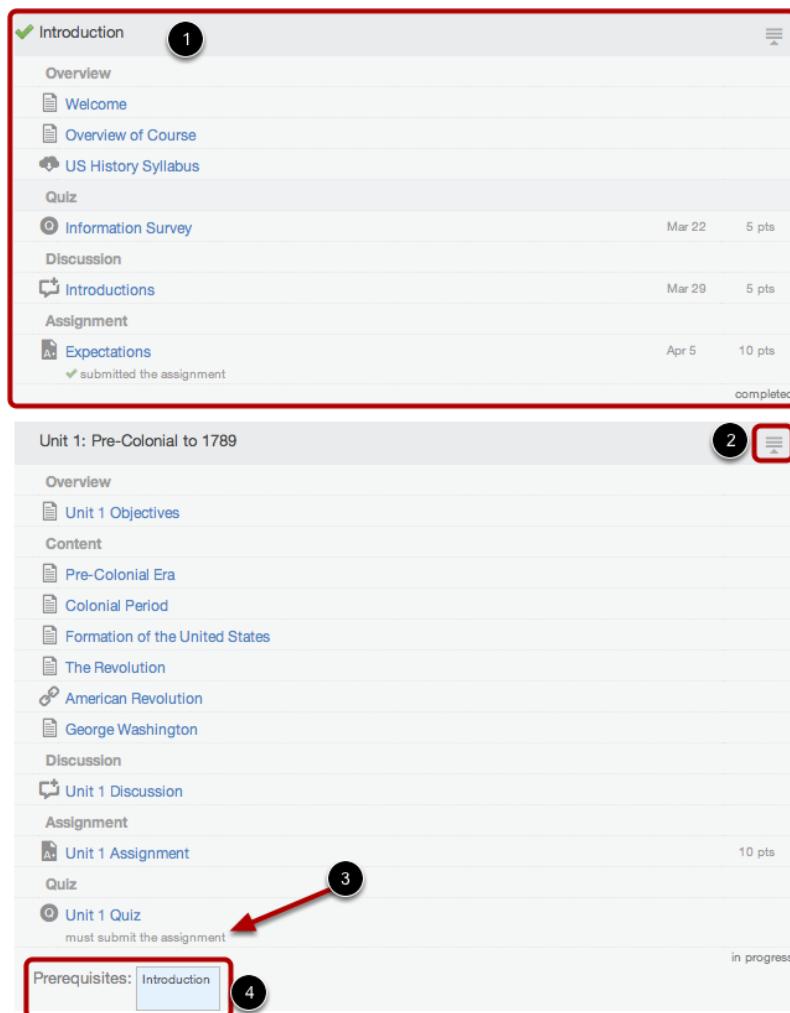
### Access Modules



You can access modules by clicking the **Modules** link.

**Note:** If you can't see the Modules link, your instructor may have hidden it from the Course Navigation.

## View Modules



The screenshot shows two course modules:

**Module 1: Introduction** (marked with a red box and number 1)

- Overview
- Welcome
- Overview of Course
- US History Syllabus
- Quiz (Information Survey, Mar 22, 5 pts)
- Discussion
- Introductions (Mar 29, 5 pts)
- Assignment
- Expectations (Apr 5, 10 pts)  
✓ submitted the assignment

**Module 2: Unit 1: Pre-Colonial to 1789** (marked with a red box and number 2)

- Overview
- Unit 1 Objectives
- Content
- Pre-Colonial Era
- Colonial Period
- Formation of the United States
- The Revolution
- American Revolution
- George Washington
- Discussion
- Unit 1 Discussion
- Assignment
- Unit 1 Assignment (10 pts)
- Quiz (Unit 1 Quiz, must submit the assignment, in progress)

**Prerequisites:** Introduction (marked with a red box and number 4)

When you access Modules, you will see the full course sequence.

1. Modules can be filled with different types of content including pages, discussions, assignments, quizzes, links, and other requirements.
2. Module content can be collapsed and expanded by clicking the **expand/collapse** button.
3. Some module content will have requirements you will need to complete before moving to the next part of the module or the new module.
4. Some modules will have prerequisites before you can view the content.

**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.

## Use Previous and Next Buttons

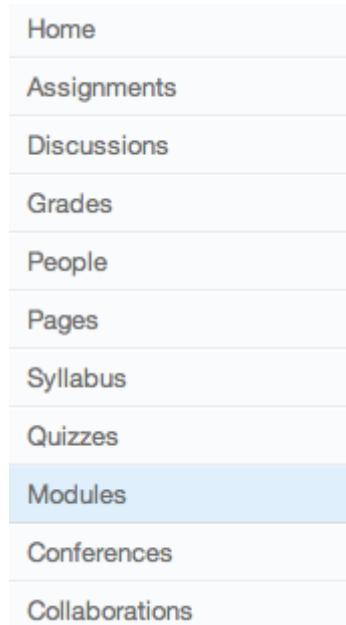


When you are in the modules, you can navigate them using the **Previous** and **Next** buttons at the end of the page. If you want to go back to the module page, you can click **see full course sequence**.

## How do I expand or collapse Module contents?

At the user level, you can expand or collapse module content from your personal view. You can use collapsing modules to keep track of where you are in the course. For example, when you finish the module, you can collapse it to know where you are in the course or what module you need to work through.

## Open Modules



A vertical navigation menu with the following items:

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Syllabus
- Quizzes
- Modules
- Conferences
- Collaborations

The 'Modules' item is highlighted with a light blue background.

Click **Modules**. If you do not see Modules in the Course Navigation, the course link may be hidden or modules may be the home page.

## Collapse Module Contents

Introduction	
Overview	
 Welcome	
 Overview of Course	
Quiz	
 Information Survey	Mar 22      5 pts
Discussion	
 Introductions	Mar 29      5 pts
Assignment	
 Expectations	Apr 5      10 pts

Click the **Expand/Collapse** button. This will only hide the module contents from your personal view.

## View Module

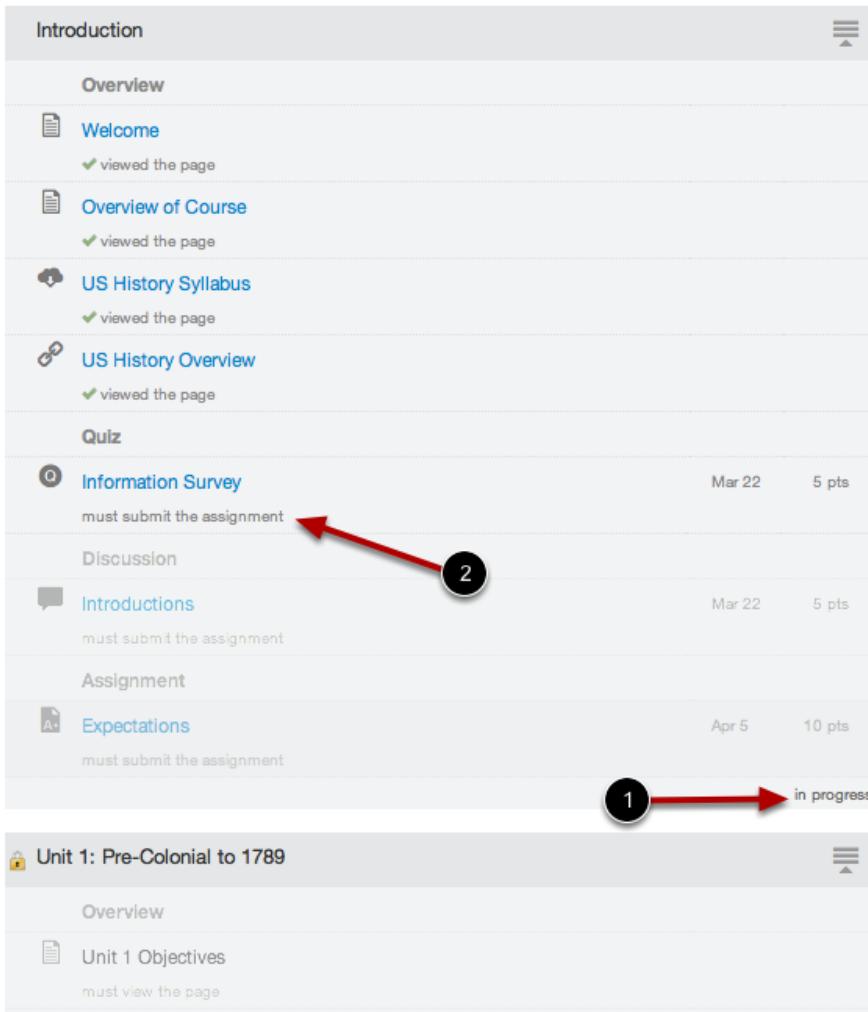
Introduction	
Unit 1: Pre-Colonial to 1789	
Overview	
 Unit 1 Objectives	
Content	
 Pre-Colonial Era	
 Colonial Period	
 Formation of the United States	

The module will stay collapsed until you decide to expand it. You can show module contents by clicking the **Expand/Collapse** button.

## Why can't I access a Module?

Depending on the course, there may be prerequisites or requirements for course members to move through. If you don't have access to a module, then you may need to complete a prerequisite or requirement before moving on. Also, instructors may lock modules until a given date.

## View Modules



The screenshot shows a Canvas course navigation interface. At the top, it says "Introduction". Below that is an "Overview" section with several items:

- Welcome**: Viewed the page
- Overview of Course**: Viewed the page
- US History Syllabus**: Viewed the page
- US History Overview**: Viewed the page

Below the overview is a "Quiz" section:

- Information Survey**: Due Mar 22, 5 pts. Status: must submit the assignment. A red arrow points from this status to a callout labeled "1".

Under "Assignment" is:

- Expectations**: Due Apr 5, 10 pts. Status: must submit the assignment. A red arrow points from this status to a callout labeled "2".

At the bottom of the main navigation area is a "Unit 1: Pre-Colonial to 1789" section:

- Overview**
- Unit 1 Objectives**: Must view the page

There will be a notice that a module is in progress [1]. If there are prerequisites or requirements, you will need to finish those before moving to the locked module [2]. Once the module is completed, the next module will unlock.

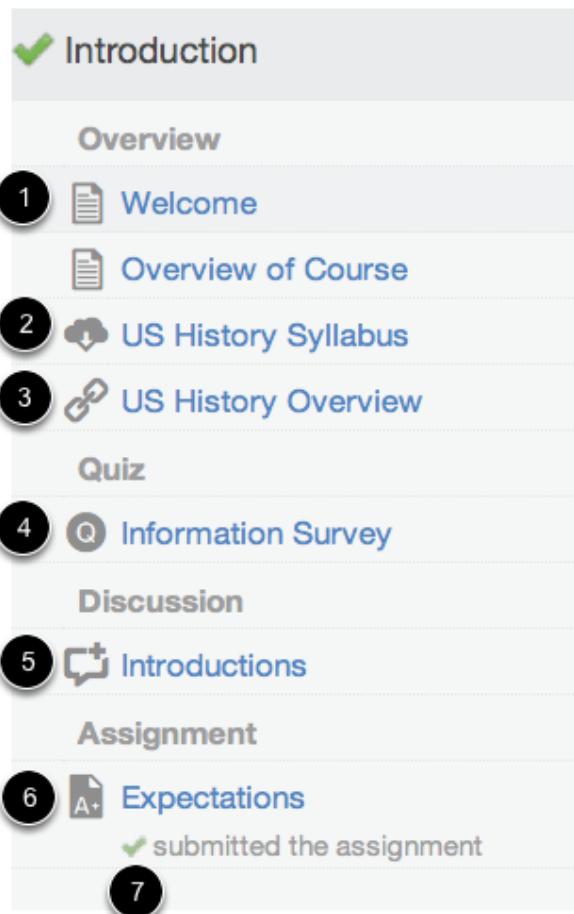
**Note:** Some courses will not have prerequisites or requirements. This means you can go to any module to view the content.

## What do the icons represent in Modules?

There are multiple icons in Modules.

### View Module Icons

## Course Modules



The screenshot shows a list of course modules. Numbered callouts point to specific items:

- 1. Welcome (document icon)
- 2. US History Syllabus (cloud download icon)
- 3. US History Overview (link icon)
- 4. Information Survey (question mark icon)
- 5. Introductions (chat icon)
- 6. Expectations (document icon)
- 7. A+ (grade icon) with a checkmark and the text "submitted the assignment"

1. Page icon means there is a page of content to read or engage in.
2. File icon means there is a file to download or view.
3. Link or External Tool icon means there is a link or external tool to view.

4. Quiz icon means there is a quiz to submit.
5. Discussion icon means there is a discussion to participate in.
6. Assignment icon means there is an assignment to submit.
7. Checkmark icon means you have completed the requirement. This will only appear if there is a requirement in the module.

# People and Groups

## Who are the People in the course?

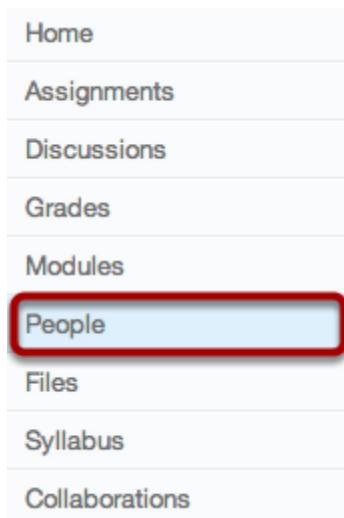
People shows all the users enrolled in your course, either added by you or your institution via SIS import.

### Find Course

Courses & Groups ▾	Assignments ▾	Grades	Calendar
<b>My Courses</b> <a href="#">Anthropology 101</a> <small>Invited as: Student</small>	<a href="#">Customize</a>	<b>Current Groups</b> <a href="#">George Washington</a> <small>U.S. Presidents 101</small>	
<a href="#">Documentation Sandbox</a> <small>Enrolled as: Student</small>		<a href="#">Group 2</a> <small>Documentation Sandbox</small>	
<a href="#">U.S. Presidents 101</a> <small>Enrolled as: Student</small>		<a href="#">Jackson</a> <small>U.S. Presidents 101</small>	
	<a href="#">View all courses (3)</a>	<a href="#">Post Mortem</a> <small>U.S. Presidents 101</small>	
		<a href="#">Project Group 2</a> <small>U.S. Presidents 101</small>	
		<a href="#">Project Group 2</a> <small>Documentation Sandbox</small>	
		<a href="#">Study Group</a> <small>U.S. Presidents 101</small>	
		<a href="#">Unit 2 Group 1</a> <small>U.S. Presidents 101</small>	
			<a href="#">View all groups (8)</a>

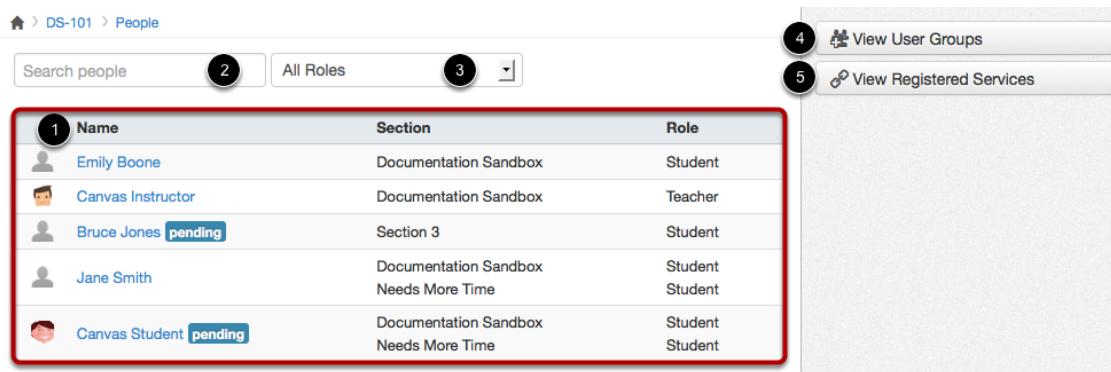
In the Courses & Groups drop-down menu, click the course title.

## Click People



Click the **People** link.

## Student View

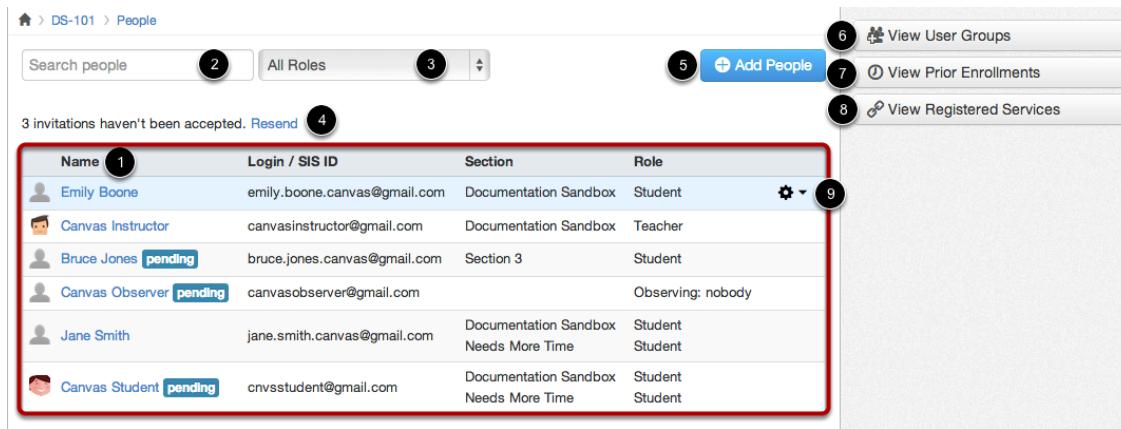


1 Name	Section	Role
Emily Boone	Documentation Sandbox	Student
Canvas Instructor	Documentation Sandbox	Teacher
Bruce Jones pending	Section 3	Student
Jane Smith	Documentation Sandbox Needs More Time	Student Student
Canvas Student pending	Documentation Sandbox Needs More Time	Student Student

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. View user groups in the course.
5. View registered services for course users.

## Instructor View

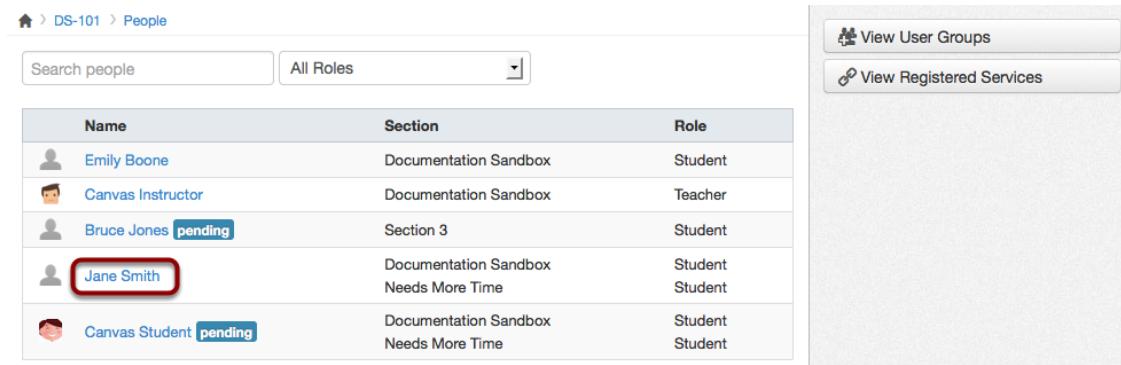


Name	Login / SIS ID	Section	Role	Actions
Emily Boone	emily.boone.canvas@gmail.com	Documentation Sandbox	Student	
Canvas Instructor	canvasinstructor@gmail.com	Documentation Sandbox	Teacher	
Bruce Jones pending	bruce.jones.canvas@gmail.com	Section 3	Student	
Canvas Observer pending	canvasobserver@gmail.com		Observing: nobody	
Jane Smith	jane.smith.canvas@gmail.com	Documentation Sandbox Needs More Time	Student Student	
Canvas Student pending	cnvstudent@gmail.com	Documentation Sandbox Needs More Time	Student Student	

In People, instructors 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. Resend course invitations to all students who have not yet accepted.
5. Manually add people to the course.
6. View user groups in the course.
7. View prior enrollments in the course.
8. View registered services for course users.
9. Manage users in the course.

## View People

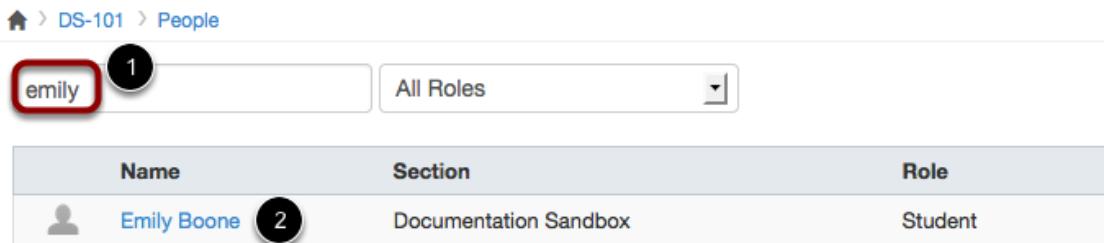


Name	Section	Role
Emily Boone	Documentation Sandbox	Student
Canvas Instructor	Documentation Sandbox	Teacher
Bruce Jones pending	Section 3	Student
Jane Smith	Documentation Sandbox Needs More Time	Student Student
Canvas Student pending	Documentation Sandbox Needs More Time	Student Student

When a course is published, users will receive the course invitation. Pending identifies users who have not yet accepted.

To learn more about a specific user in the course, click the user's name.

## Search People

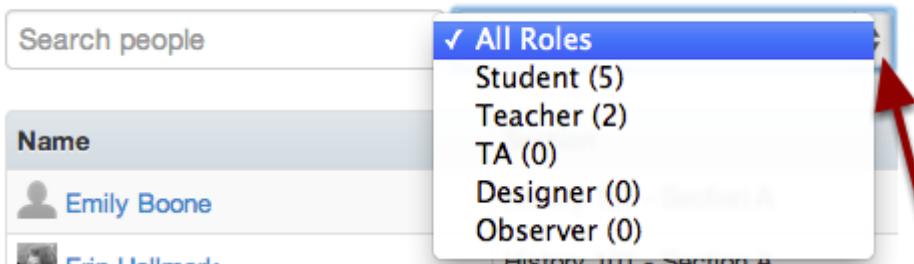


The screenshot shows the 'People' section of a Canvas course page. At the top, there is a search bar containing the name 'emily' (marked with a red box and number 1) and a dropdown menu set to 'All Roles' (marked with a black circle and number 2). Below the search bar is a table with three columns: Name, Section, and Role. One row is visible, showing 'Emily Boone' (with a user icon), 'Documentation Sandbox' (Section), and 'Student' (Role).

Name	Section	Role
Emily Boone	Documentation Sandbox	Student

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].

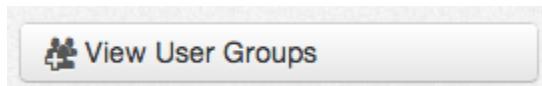
## Filter Users by Role



The screenshot shows the 'People' section with a search bar containing 'emily'. A dropdown menu titled 'All Roles' is open, listing five roles with their counts: Student (5), Teacher (2), TA (0), Designer (0), and Observer (0). A red arrow points to the 'Observer (0)' option in the list.

Use the Roles drop-down menu to view the number of users for each role type.

## View User Groups



To view User Groups, click the **View User Groups** button.

## Student View

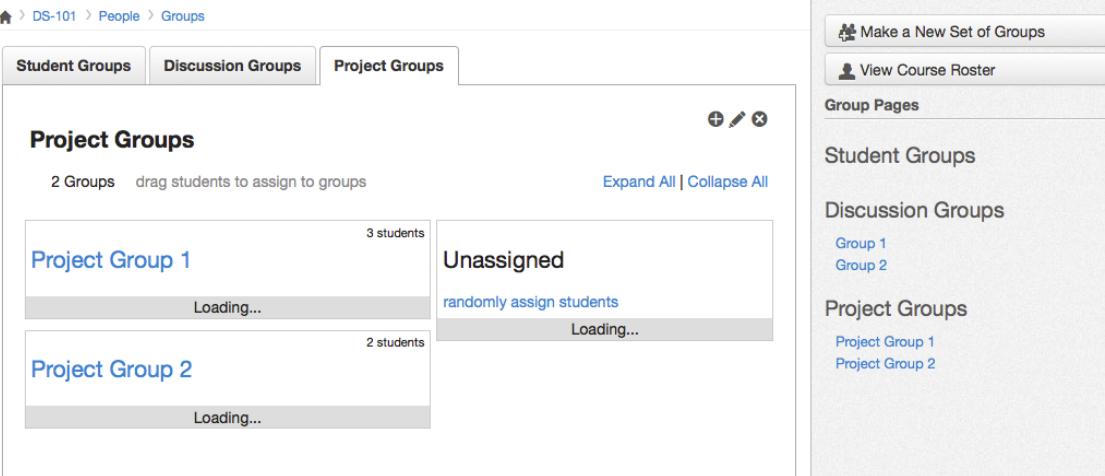
### Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

- [\*\*Group 2\*\*](#)  
3 members, Discussion Groups
- [\*\*Project Group 2\*\*](#)  
2 members, Project Groups

Students can set up their own groups, which will allow them to work collaboratively.

## Instructor View



The screenshot shows the 'Groups' section of the Canvas Instructor View. At the top, there are three tabs: 'Student Groups', 'Discussion Groups', and 'Project Groups'. The 'Project Groups' tab is selected. Below the tabs, there is a heading 'Project Groups' with a note '2 Groups drag students to assign to groups'. Under this heading, there are two boxes: 'Project Group 1' (3 students, 'Loading...') and 'Project Group 2' (2 students, 'Loading...'). To the right of these boxes is a 'Unassigned' box with a note 'randomly assign students' and a 'Loading...' message. On the far right, there is a sidebar with buttons for 'Make a New Set of Groups', 'View Course Roster', and 'Group Pages'. The sidebar also lists 'Student Groups', 'Discussion Groups' (with 'Group 1' and 'Group 2' listed), and 'Project Groups' (with 'Project Group 1' and 'Project Group 2' listed).

Instructors can group students together for group projects or other activities. Learn more about [Groups](#).

## View Registered Services

Home > DS-101 > People > Registered Services

### Registered Services

If other members choose, they can let you see which outside services they've linked to their Canvas account. This can make it easier to coordinate group projects and also link up outside of class.

#### Google Docs

Students can use Google Docs to collaborate on group projects. Google Docs allows for real-time collaborative editing of documents, spreadsheets and presentations.

- Canvas Instructor
- Canvas Observer
- Jane Smith
- Canvas Student

#### Skype

Skype is a free tool for online voice and video calls.

- Canvas Student  I'm offline
- [Sign Up](#) | [Link Existing Account](#)

#### Twitter

Twitter is a great resource for out-of-class communication.

- Canvas Instructor 
- Jane Smith 
- Canvas Student 
- [Sign Up](#) | [Link Existing Account](#)

#### Facebook

Listing your Facebook profile will let you more easily connect with friends you make in your classes and groups.

- Jane Smith 

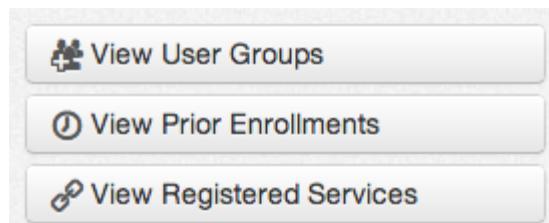
[◀ Back to Roster](#)

#### Service Types

-  [Google Docs](#) (4)
-  [Skype](#) (1)
-  [Twitter](#) (3)
-  [Facebook](#) (1)

Click the **View Registered Services** button in the sidebar to view the registered services for each person in the course. 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.

## View Instructor Resources



In People, instructors can also Add People, and View Prior Enrollments. They can also Manage Users.

## Add People



Instructors can click the **Add People** button to add new users to the course. Learn more about [Adding People](#).

## View Prior Enrollments

### Prior Users

Name	Type	Total
Johnson, Max max.johnson.canvas@gmail.com	Student	14.5
Chief, The the.chief.canvas@gmail.com	Teacher	

Instructors can see users who have previously been enrolled in the course.

## Manage Users

Search people

All Roles

3 invitations haven't been accepted. [Resend](#)

Name	Login / SIS ID	Section	Role	
 Emily Boone	emily.boone.canvas@gmail.com	Documentation Sandbox	Student	
 Canvas Instructor	canvasinstructor@gmail.com	Documentation Sandbox	Teacher	 <a href="#">Resend Invitation</a>
 Bruce Jones <span style="background-color: #0070C0; color: white; border-radius: 5px; padding: 2px;">pending</span>	bruce.jones.canvas@gmail.com	Section 3	Student	 <a href="#">Edit Sections</a>
 Canvas Observer <span style="background-color: #0070C0; color: white; border-radius: 5px; padding: 2px;">pending</span>	canvasobserver@gmail.com		Observing: nobody	 <a href="#">User Details</a>
 Jane Smith	jane.smith.canvas@gmail.com	Documentation Sandbox Needs More Time	Student	 <a href="#">Remove From Course</a>
 Canvas Student <span style="background-color: #0070C0; color: white; border-radius: 5px; padding: 2px;">pending</span>	cnavsstudent@gmail.com	Documentation Sandbox Needs More Time	Student Student	

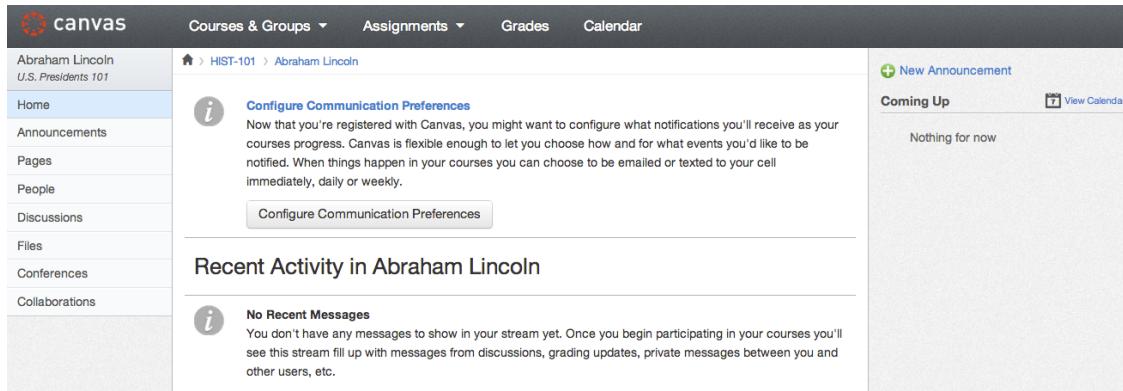
Instructors can manage students, observers, teachers, designers, and TAs in the course. Hover over the name of a user to resend the invitation, edit the user's course sections, view the user's details, or remove the user from the course.

## What are Student Groups?

Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments. Students can be organized into groups at the course level as well as the account level.

To learn more about Groups, you can watch [Group Creation and Management for Instructors \(Video\)](#) and [Group Creation and Interaction for Students \(Video\)](#).

## View Groups



The screenshot shows the Canvas interface for a course titled "Abraham Lincoln U.S. Presidents 101". The left sidebar includes links for Home, Announcements, Pages, People, Discussions, Files, Conferences, and Collaborations. The main content area displays "Configure Communication Preferences" with a button to "Configure Communication Preferences". Below this is a section titled "Recent Activity in Abraham Lincoln" which states "No Recent Messages". On the right side, there is a "New Announcement" button, a "Coming Up" section showing "Nothing for now", and a "View Calendar" link.

Within each group, students can create pages, announcements, collaborations, discussions, and calendar events in real-time.

## When Should I Use Groups?

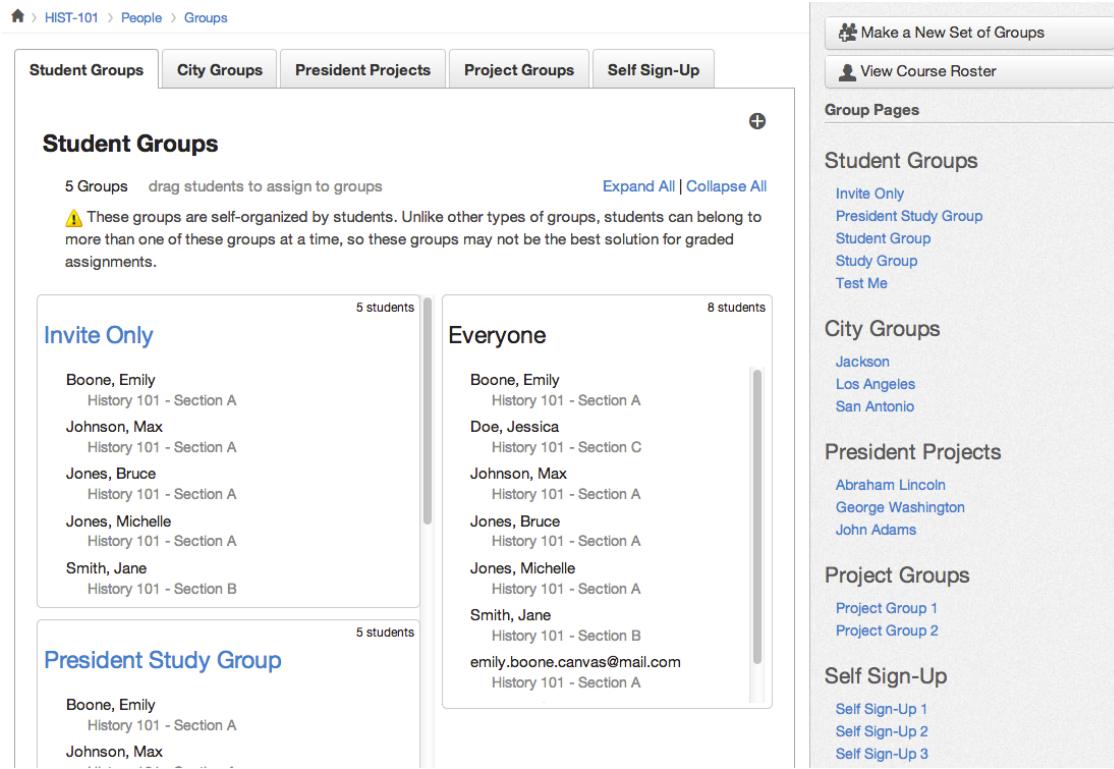
As an instructor, create groups to:

- Set up student group configurations at the course level for assignments and in-class work, both graded and ungraded.
- Facilitate semester-long projects so that students can communicate and iterate on documents together.
- Facilitate faculty professional development and institutional committees or activities.
- Facilitate student-run study groups within courses or at the account level.

As a student, create groups to:

- Create study groups
- Collaborate on projects and assignments

## Instructor Groups Management View



The screenshot shows the 'Groups' section of the Canvas interface for a course named 'HIST-101'. The top navigation bar includes links for 'Student Groups', 'City Groups', 'President Projects', 'Project Groups', and 'Self Sign-Up'. The 'Student Groups' tab is active.

**Student Groups**

5 Groups drag students to assign to groups [Expand All](#) | [Collapse All](#)

**⚠️** These groups are self-organized by students. Unlike other types of groups, students can belong to more than one of these groups at a time, so these groups may not be the best solution for graded assignments.

**Invite Only** 5 students

- Boone, Emily History 101 - Section A
- Johnson, Max History 101 - Section A
- Jones, Bruce History 101 - Section A
- Jones, Michelle History 101 - Section A
- Smith, Jane History 101 - Section B

**Everyone** 8 students

- Boone, Emily History 101 - Section A
- Doe, Jessica History 101 - Section C
- Johnson, Max History 101 - Section A
- Jones, Bruce History 101 - Section A
- Jones, Michelle History 101 - Section A
- Smith, Jane History 101 - Section B
- emily.boone.canvas@mail.com History 101 - Section A

**President Study Group** 5 students

- Boone, Emily History 101 - Section A
- Johnson, Max

**Group Pages**

**Student Groups**

- Invite Only
- President Study Group
- Student Group
- Study Group
- Test Me

**City Groups**

- Jackson
- Los Angeles
- San Antonio

**President Projects**

- Abraham Lincoln
- George Washington
- John Adams

**Project Groups**

- Project Group 1
- Project Group 2

**Self Sign-Up**

- Self Sign-Up 1
- Self Sign-Up 2
- Self Sign-Up 3

Within Groups, instructors can:

- [View all activity](#) within all the groups within their course, including groups [created by students](#) as noted in the instructor's Student Groups tab (by default students will be allowed to create their own groups as noted by the [Groups Course Settings checkbox](#))
- [View all created groups](#) within the course
- [Create a new group set](#) and create subgroups [automatically](#) or [manually](#)
- Assign students to subgroups [automatically](#) or [manually](#)
- Allow students to [sign up for their own groups](#)
- [Expand and collapse](#) subgroups
- [Move students](#) into different subgroups
- Create [group collaborations](#)
- Edit or [delete](#) group sets

## Student Groups Management View

Home > HIST-101 > People > Groups

### Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

 <b>George Washington</b> 2 members, President Projects	<a href="#">leave this group</a>
 <b>President Study Group</b> 5 members	<a href="#">leave this group</a>
 <b>San Antonio</b> 2 members, City Groups	<a href="#">leave this group</a>
 <b>Student Group</b> 2 members	<a href="#">leave this group</a>
 <b>Study Group</b> 3 members	<a href="#">leave this group</a>
 <b>Test Me</b> 6 members	<a href="#">leave this group</a>
 <b>Invite Only</b> 5 members	<a href="#">leave this group</a>

### Available Groups

 <b>Group Name 1</b> No members, Test	<a href="#">join this group</a>
 <b>Project Group 1</b> 1 member, Project Groups	<a href="#">join this group</a>

Within groups, students can:

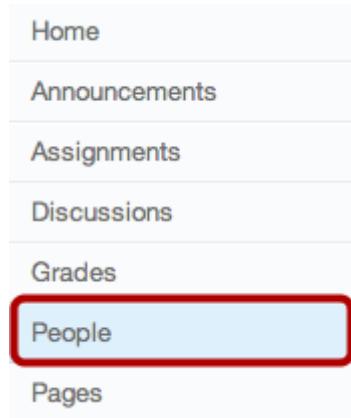
- View the [groups list](#)
- View the [groups they are enrolled in](#)
- [Join](#) a student group
- [Create](#) a student group
- Store and share [Files](#)
- Start a [Discussion](#)
- Send a [message](#)
- Create [group collaborations](#)

[Click here to return to the Groups chapter.](#)

## How do I view Groups?

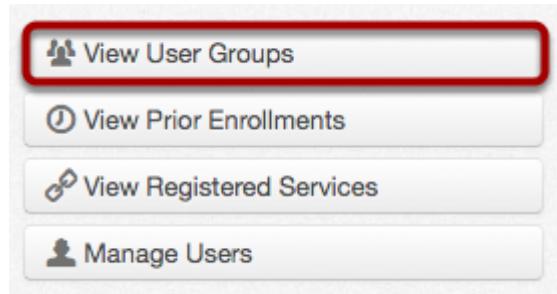
To view Groups within your course, use the People course navigation link.

### Open People



Click the **People** link.

### View User Groups

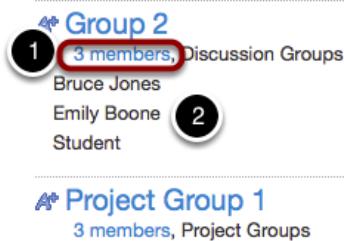


Click the **View User Groups** button.

## Student View

### Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

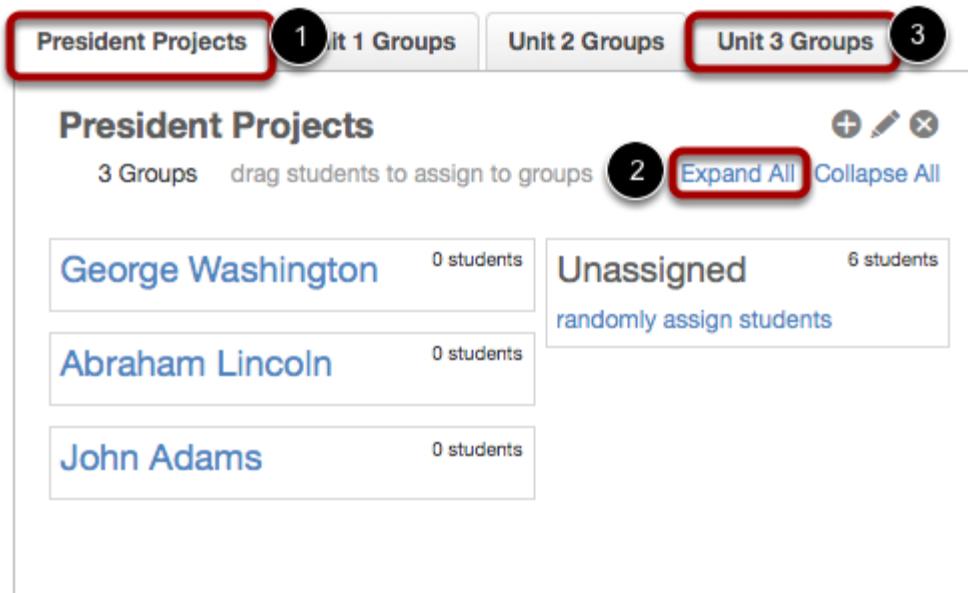


1 **Group 2**  
3 members, Discussion Groups  
Bruce Jones  
Emily Boone 2  
Student

2 **Project Group 1**  
3 members, Project Groups

You can view which students are assigned to the group's subgroup by clicking the members link [1] under the group name you want to view. The names of the students will appear in an expanded list [2].

## Instructor View



President Projects 1 Unit 1 Groups Unit 2 Groups Unit 3 Groups 3

**President Projects**  
3 Groups drag students to assign to groups 2 Expand All Collapse All

George Washington 0 students	Unassigned 6 students randomly assign students
Abraham Lincoln 0 students	
John Adams 0 students	

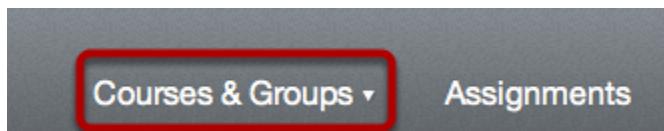
The highlighted tab [1] shows which group you are viewing. You can view which students are assigned to the group's subgroup by clicking the **Expand All** button [2]. You can switch the group you are viewing by clicking the tabs at the top [3].

[Click here to return to the Groups chapter.](#)

## Which Groups am I enrolled in?

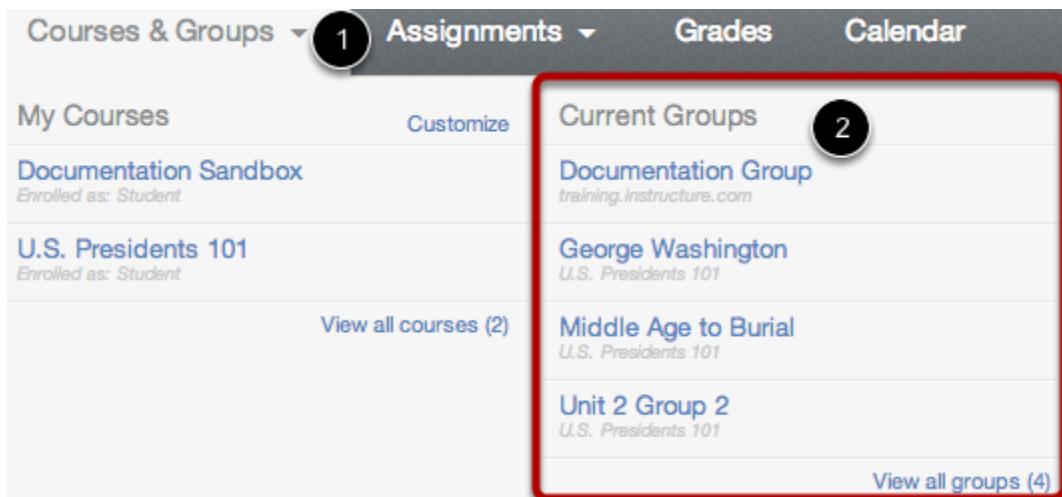
You can see the groups you are enrolled in using the Global Navigation Menu. If you do not see any groups listed, you have not [joined a group](#) or been enrolled in a group by your instructor.

### View Courses & Groups



Locate **Courses & Groups** in the Global Navigation Menu.

### View Group Enrollment



1      Assignments

My Courses      Customize

Current Groups

2

Documentation Group  
*training.instructure.com*

George Washington  
*U.S. Presidents 101*

Middle Age to Burial  
*U.S. Presidents 101*

Unit 2 Group 2  
*U.S. Presidents 101*

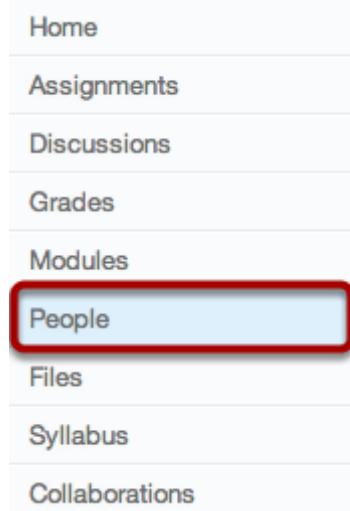
View all groups (4)

Hover over **Courses & Groups** [1] to open a drop-down menu. The groups you are enrolled in will appear to the right of your course enrollments [2].

## How do I join a Student Group?

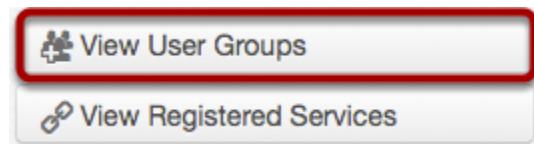
Your instructors may want to create groups within a course but still allow you to form your own group. Joining students groups are easy in Canvas.

### Open People



Click the **People** link.

### View User Groups



Click the **View User Groups** button.

## View Available Groups

### Available Groups

#### A Project Group 2

No members, Project Groups

[join this group](#)

#### A Project Group 1

No members, Project Groups

[join this group](#)

View the groups available for you to sign up for.

## Join Group

### Available Groups

#### A Project Group 2

No members, Project Groups

[join this group](#)

#### A Project Group 1

No members, Project Groups

[join this group](#)

Click the **Join This Group** link to sign up for a group.

## Verify Group Sign Up

✓ Welcome to the group Project Group 2!

A message will appear at the top of your browser verifying you signed up for the group.

## View Course Groups

### Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

- |  |   |
|--|---|
|  <b>Discussion Group</b><br>1 member                            |  <b>leave this group</b>   |
| <hr/>  |   |
|  <b>Group 2</b><br>2 members, Discussion Groups                 |   |
| <hr/>  |   |
|  <b>Project Group 1</b><br>3 members, Project Groups          |   |
| <hr/>  |   |
|  <b>Science Experiment 1</b><br>2 members, Science Experiment |   |
| <hr/>  |   |
|  <b>Unit 2 Group 1</b><br>2 members, Unit 2 Groups            |  <b>leave this group</b> |

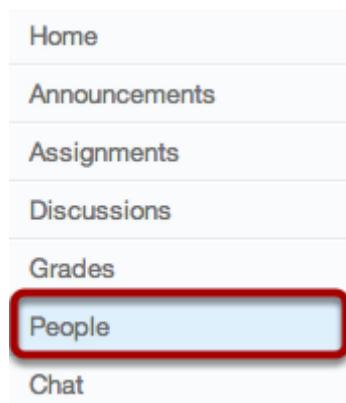
You can see the groups you are signed up for under Course Groups. Your groups will be listed in chronological order with the newer groups at the top [1] and the older groups at the bottom [2]. If you want to leave a student group, click the **leave this group** link [3].

## How do I create a Student Group?

As a student, you can create your own Student Groups to for study groups, discuss an assignment, etc. You can be part of more than one student group.

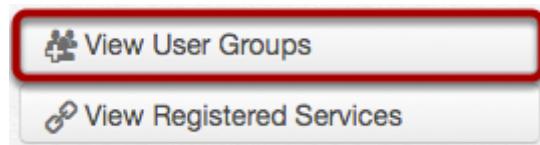
**Note:** If you cannot see the People tab in your course, or if you cannot see the Start a New Group button, your instructor has restricted this feature.

## Click People



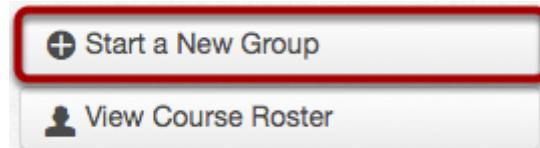
Click the **People** link.

## Open User Groups



Click the **View User Groups** button.

## Start a New Group



Click the **Start a New Group** button.

## Choose Group Membership Option

### Make a New Group

 If your teacher has talked about putting you into groups as part of an assignment, this is not the way to make that happen. Groups you organize yourself can't be used for grading... you can still form your own groups, but you won't be able to turn in an electric copy of any assignments unless your teacher builds the groups for you.

Group Name:  [1]

Joining:  [2]



Name the group by typing in the group name field [1].

Determine who can join the group by clicking the **Joining** drop-down menu [2].

### Course Members are Free to Join

Joining:  Course members are free to join  
 Membership by invitation only

Invites  Michelle Jones

If you want anyone in the course to join your group, choose the **Course members are free to join** option.

### Membership by Invitation Only

Joining:  Course members are free to join  
 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:  Michelle Jones
- Bruce Jones
- emily.boone.canvas@mail.com
- Andy Admin
- Test Student
- Max Johnson
- Jane Smith
- Sam Spendlove
- Jessica Doe
- Canvas TA
- Mr. Instructor



Invite users to join the group by clicking the checkbox next to each user's 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.

## Create New Group

Click the **Create Group** button to create a new group.

## View New Group

### Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

#### George Washington

2 members, President Projects

#### Middle Age to Burial

1 member, Unit 1 Groups

[leave this group](#)

#### Project Group 2

3 members, Project Groups

[leave this group](#)

#### Study Group

3 members

[leave this group](#)

#### Unit 2 Group 2

2 members, Unit 2 Groups

#### President Study Group

4 members

[leave this 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, or adding a new user to an invitation-only group, contact your instructor for assistance.

## How do I store and share Files within my Group?

**Note:** All Files added to the Group will be accessible to all group members.

### Open Group

Courses & Groups ▾	Assignments ▾	Grades	Calendar
My Courses	Customize	Current Groups	
Documentation Sandbox <small>Enrolled as: Student</small>		Documentation Group <small>training.instructure.com</small>	
U.S. Presidents 101 <small>Enrolled as: Student</small>		George Washington <small>U.S. Presidents 101</small>	
	<a href="#">View all courses (2)</a>	Middle Age to Burial <small>U.S. Presidents 101</small>	
		<b>Unit 2 Group 2</b> <small>U.S. Presidents 101</small>	
			<a href="#">View all groups (4)</a>

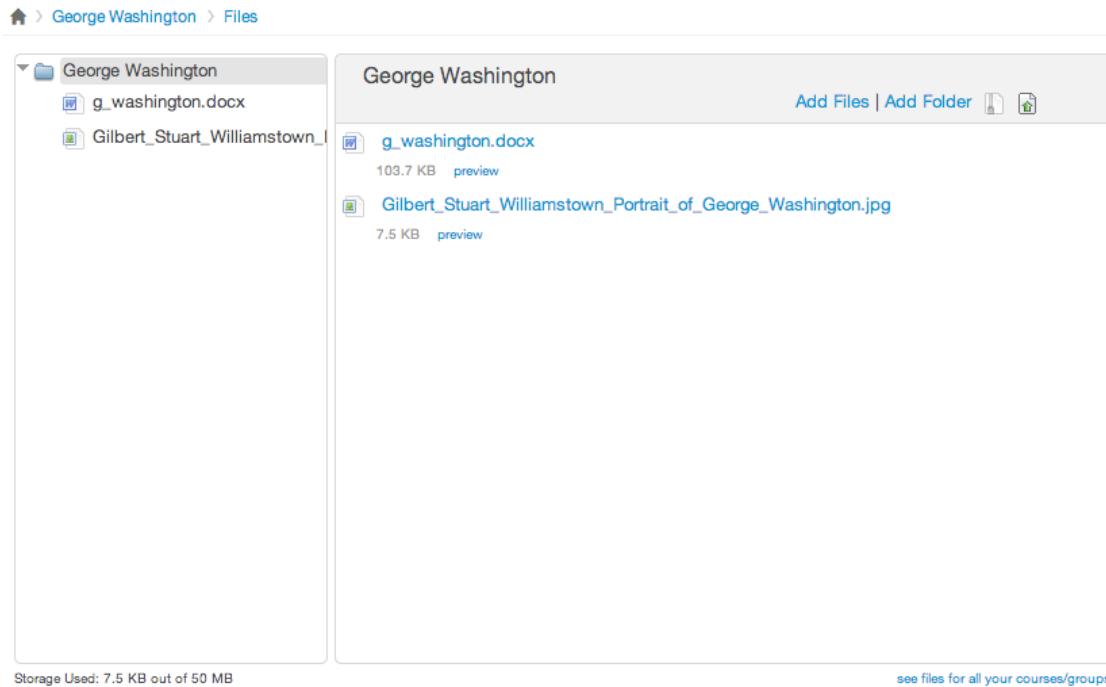
Hover over the **Courses & Groups** link. Click the title of the Group to open it.

### Click on Files

George Washington <small>U.S. Presidents 101</small>
Home
Announcements
Pages
People
Discussions
<b>Files</b>
Conferences
Collaborations

Click the **Files** link.

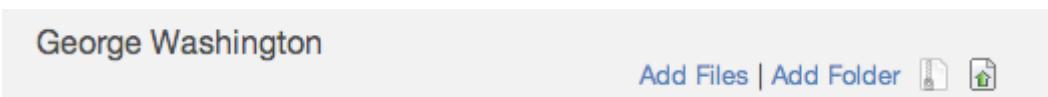
## Open Files



The screenshot shows the 'Files' page for the group 'George Washington'. On the left, there's a sidebar showing a folder named 'George Washington' containing two files: 'g\_washington.docx' and 'Gilbert\_Stuart\_Williamstown\_Portrait\_of\_George\_Washington.jpg'. On the right, the main area displays the same files with their respective icons, names, sizes (103.7 KB and 7.5 KB), and preview links. At the top right of the main area, there are buttons for 'Add Files' and 'Add Folder'. Below the preview links, there are download and edit icons. At the bottom of the page, there are two status messages: 'Storage Used: 7.5 KB out of 50 MB' on the left and 'see files for all your courses/groups' on the right.

Once you click the **Files** navigation link, you will see where all the files are located for the group.

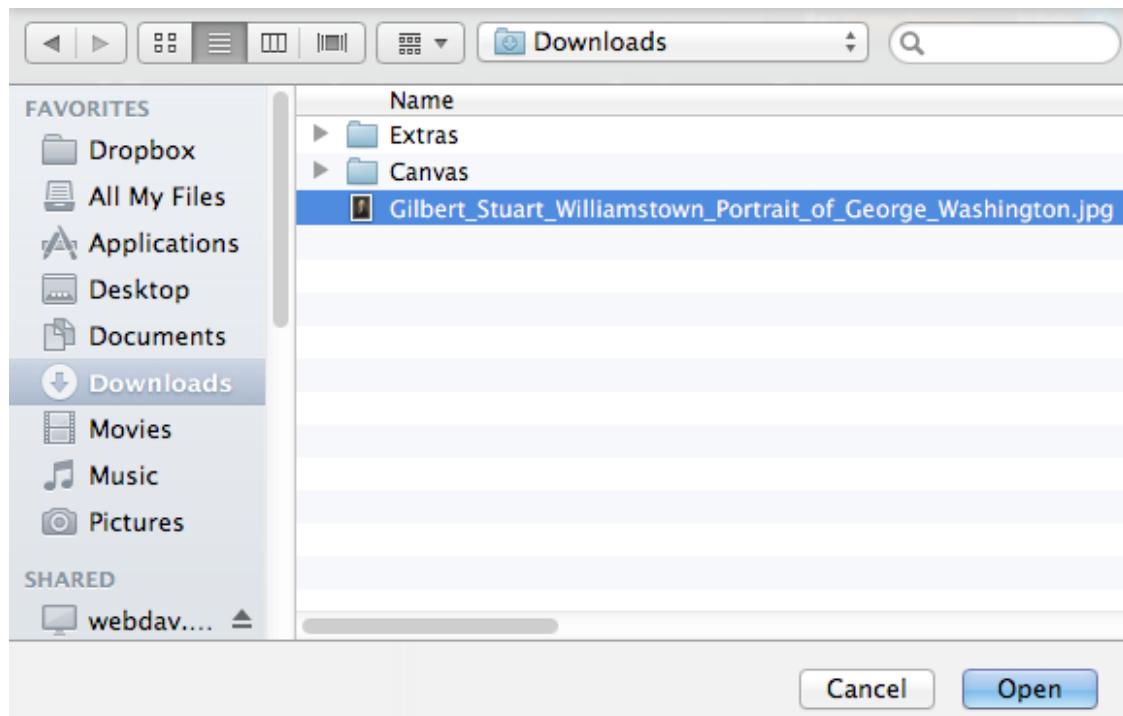
## Add Files



The screenshot shows the 'Add Files' page for the group 'George Washington'. The title 'George Washington' is at the top, followed by an 'Add Files | Add Folder' button and download/edit icons. The main area is currently empty, indicating no files have been uploaded yet.

Click the **Add Files** link to upload 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 Files

George Washington > Files

George Washington

- g\_washington.docx
- Gilbert\_Stuart\_Williamstown**

Gilbert\_Stuart\_Williamstown\_Portrait\_of\_George\_Washington.jpg 7.5 KB



Storage Used: 7.5 KB out of 50 MB

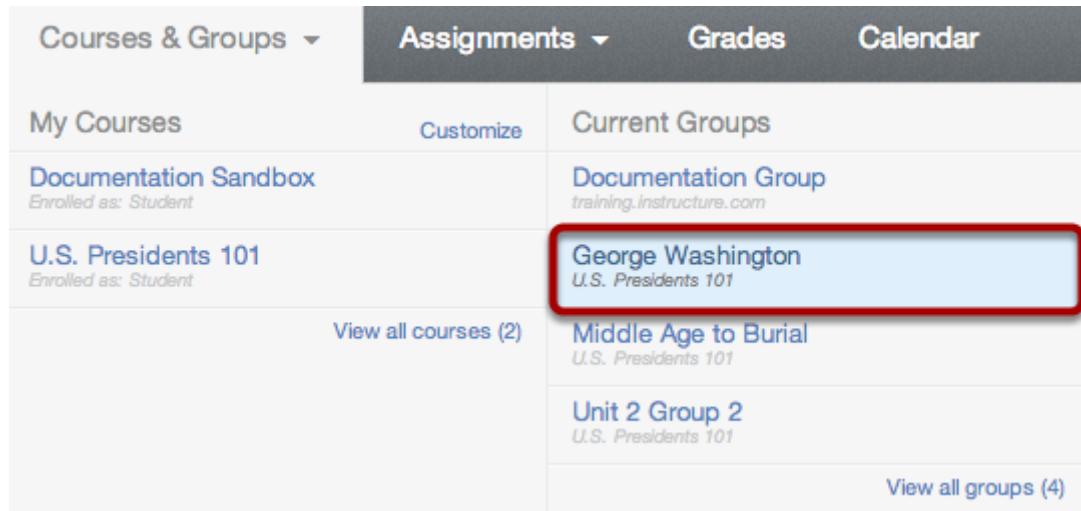
see files for all your courses/groups

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 Discussion with my Group?

You can have Discussions within your Group.

### Open Group



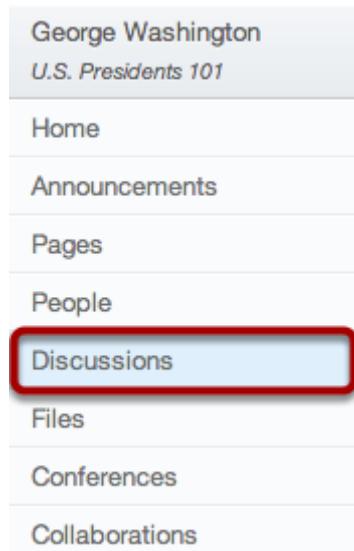
Courses & Groups ▾      **Assignments** ▾      Grades      Calendar

My Courses      Customize      Current Groups

Documentation Sandbox <small>Enrolled as: Student</small>	Documentation Group <small>training.instructure.com</small>
U.S. Presidents 101 <small>Enrolled as: Student</small>	<b>George Washington</b> <small>U.S. Presidents 101</small>
View all courses (2)	
Middle Age to Burial <small>U.S. Presidents 101</small>	
Unit 2 Group 2 <small>U.S. Presidents 101</small>	
View all groups (4)	

Hover over the **Courses & Groups** link. Click the title of the Group to open it.

### Open Discussions



- George Washington  
U.S. Presidents 101
- Home
- Announcements
- Pages
- People
- Discussions**
- Files
- Conferences
- Collaborations

Click the **Discussion** link.

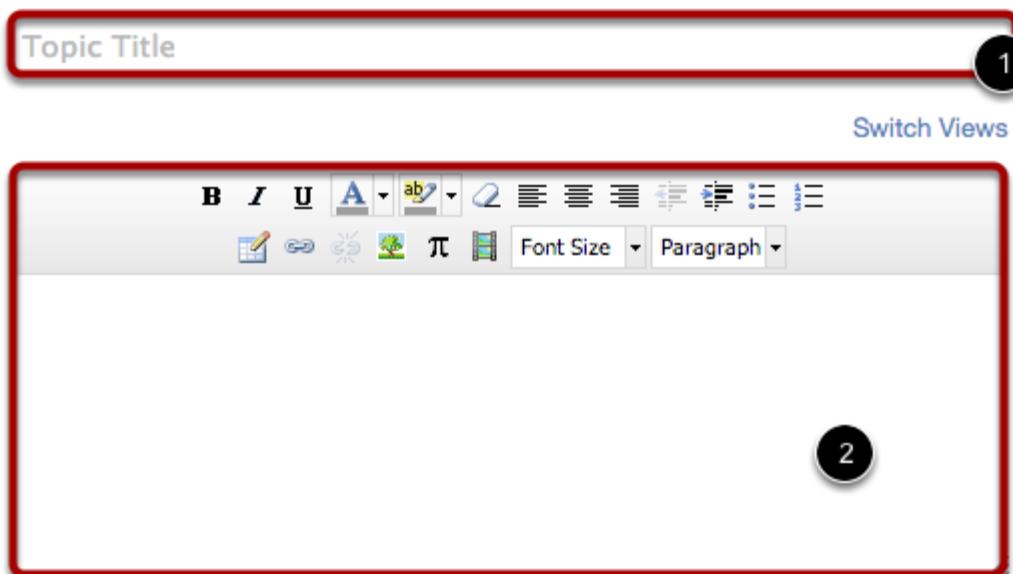
## Start a New Topic

There are no discussion topics to show

**Start One Now**

Click the **Start One Now** button.

## Create Discussion Content

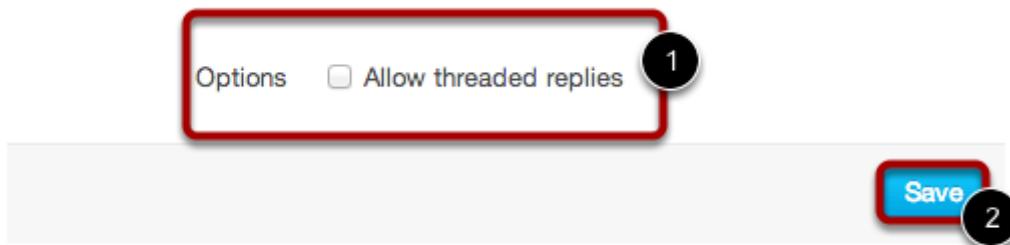


Options  Allow threaded replies

**Save**

Type a name for the discussion in the topic title field [1]. Type the discussion content into the Rich Content Editor [2].

## Create New Discussion

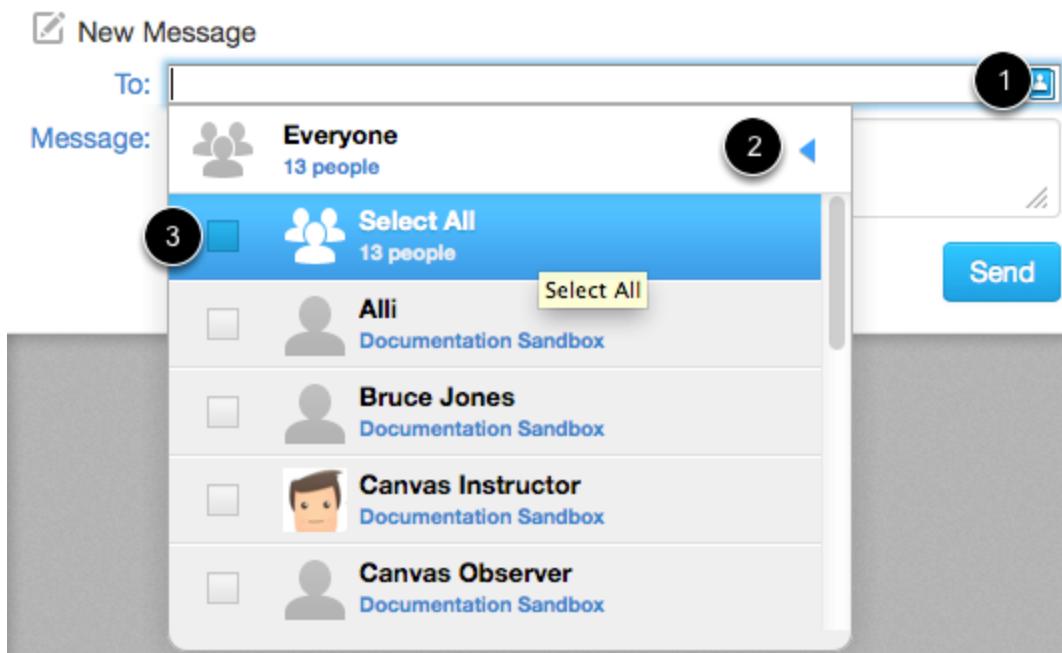


Use the discussion options to format how the discussion will be run [1]. Click the **Save** button to create the discussion [3].

## How do I send a message to a group?

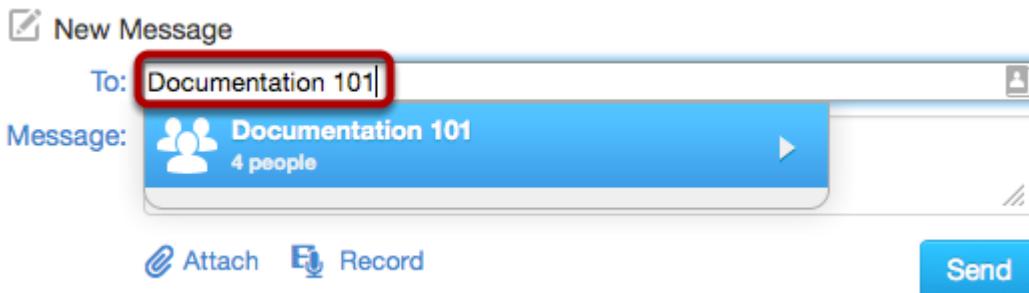
You can send a message to a group of users in Canvas.

### Open Address Book



Click the Address Book icon in the "To:" field [1]. Click the group name to select the group members [2]. Next, you have the option to choose who you want to send it to. Check the box next to Select All to send the message to your whole group [3]. Press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard) to exit the menu and begin composing your message.

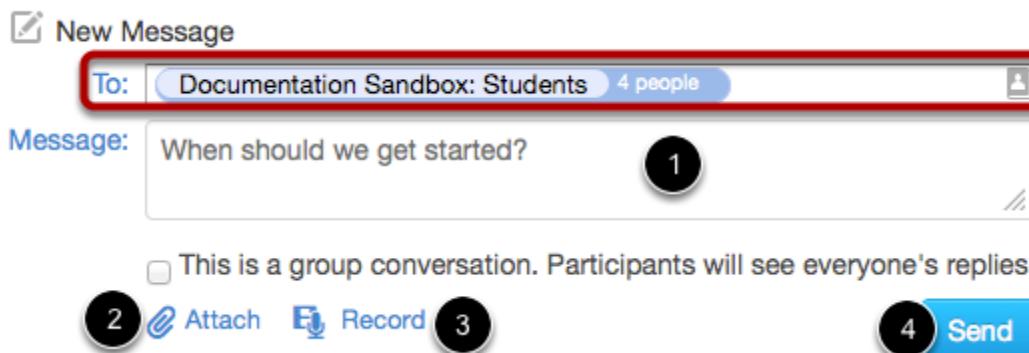
## Type Group Name



The easiest way to address a message to a group is to start typing the group name in the "To:" field. Canvas will bring up all the matching names. Click the group name you want to send the message to. Check the box next to Select All to send the message to your whole group. Press **Return** (on a Mac keyboard) or **Enter** (on a PC keyboard) to select the group from the list.

If you accidentally select the wrong group, press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove their name from the "To:" field. You can also click the white x next to the group's name.

## Verify Recipient List

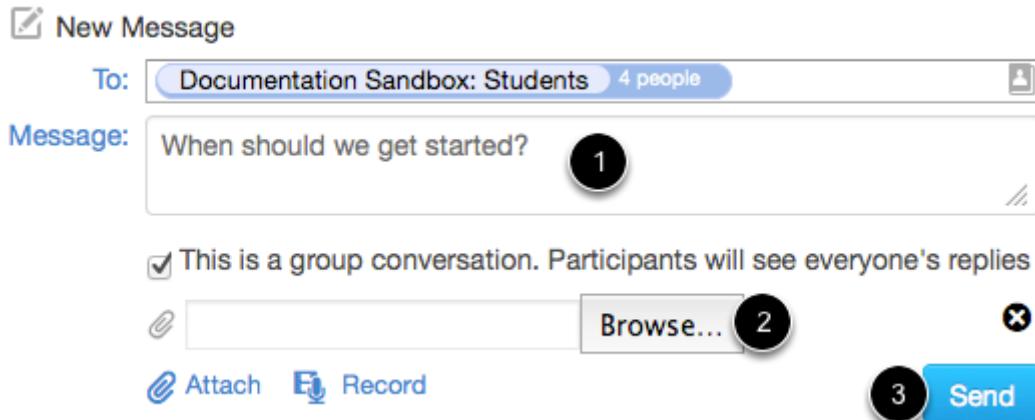


The name of the group will appear in the "To:" field, along with the number of individuals who will receive your message. In this example, the message will be sent to 4 people in the group.

If you accidentally select the wrong group, press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove their name from the "To:" field. You can also click on the white x next to the group's name.

Type your message to the class [1]. If you wish, attach files [2]. Or leave a media comment [3]. Then click **Send** [4].

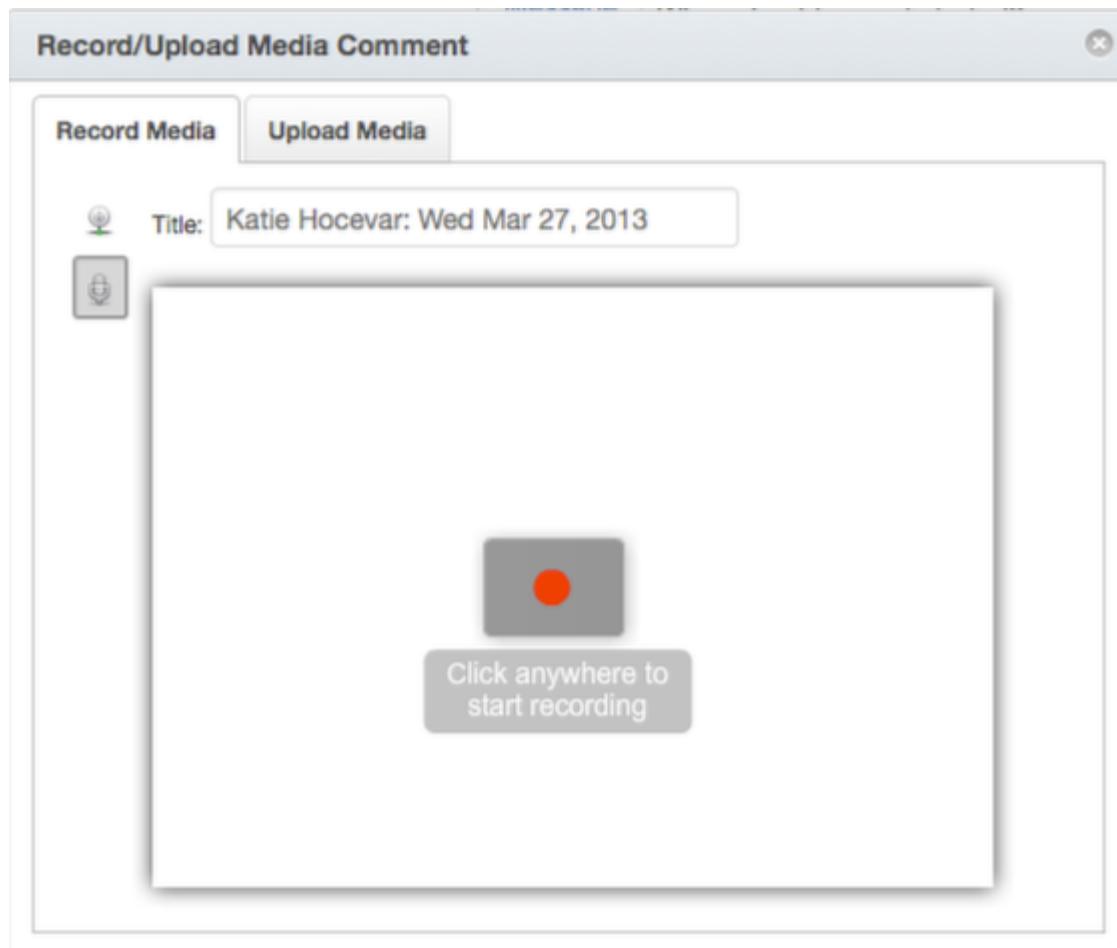
## Attach a file



Type a message to your class [1]. Click **Attach** and **Browse...** to add a file to your message [2]. Click **Send** [3]. This is just like attaching a file to a regular email.

If you accidentally select the wrong file, press the black x button to remove it, or simply click in the browse box to select a different file.

## Record/upload a media comment



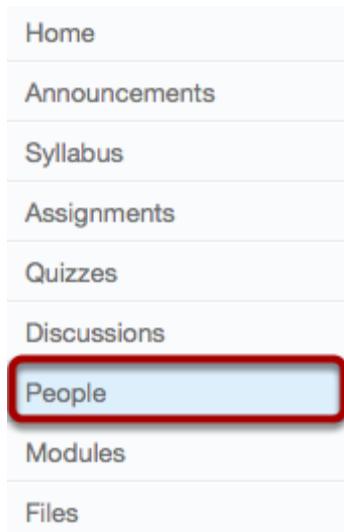
You can also click **Record** below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a class at one time. When you have recorded or uploaded your audio file, click **Send**. Instructors and fellow classmates can reply to your message with audio recordings as well. If you want to remove the comment, press the x icon.

## How do I start a Collaboration with my Group?

Group collaborations are simple to create.

**Note:** If you want to use Google Docs, make sure all group members have a Google Account.

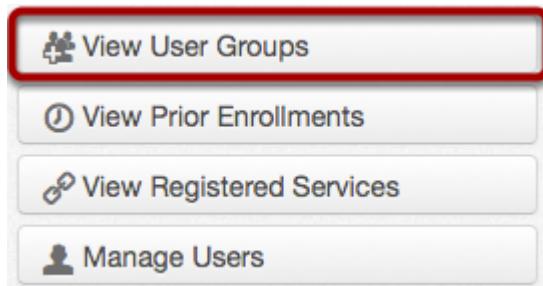
### Open People



Click the **People** link.

**Note:** You can also access your Groups via the Courses & Groups link in the Global Navigation.

### View User Groups



Click the **View User Groups** button.

**Note:** The student and instructor views are slightly different, but you only need the View User Groups button.

## Open Group



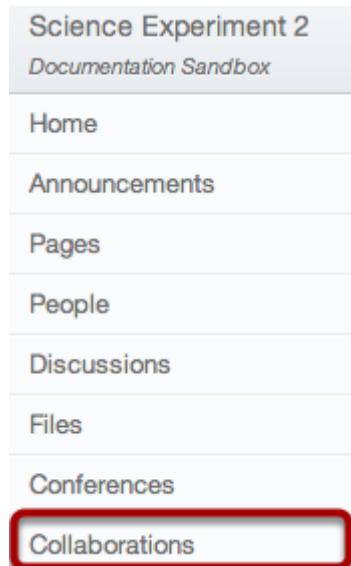
Science Experiment

Science Experiment 1

Science Experiment 2

Click the title of the group.

## Open Collaborations



Science Experiment 2

Documentation Sandbox

---

Home

---

Announcements

---

Pages

---

People

---

Discussions

---

Files

---

Conferences

---

Collaborations

Click the **Collaborations** link.

## Start a New Collaboration

### Current Collaborations

**What do we mean by collaborations?** We're talking about web-based tools that most likely your students are already familiar with. Students can use resources like [Google Docs ↗](#) and [EtherPad ↗](#) to work collaboratively on tasks like group papers or note-taking. This page gives them (and you) an easy place to keep track of those collaborations, and also to set them up without having to swap emails.

To find out more about a particular type of collaboration, click "Start a New Collaboration" and then choose that type in the dropdown list.

## Start a New Collaboration

Collaborate using:

[EtherPad](#)

EtherPad is an open source project that lets you quickly set up shared documents. It's fast enough that you can see what others are typing as they're typing it. On the other hand, "pads" aren't protected by a password so anyone with a link to them can edit them. EtherPad is better suited than Google Docs if you want to support anonymity and/or allowing people without Google accounts to participate.

Start a new collaboration by clicking the **Collaborate using:** drop-down menu and selecting either EtherPad or Google Docs. Learn more about collaborations by clicking [here](#).

# Profile and Settings

## How do I access my Profile and personal 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 edit my Profile?

Profiles need to be enabled at the account level before they can be used at the course level. If you would like to use it, admins, please contact your Customer Success Manager and instructors, contact your Canvas Admin.

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

### Open Profile



Click your user name to open your profile.

## Edit Profile Picture

**Jane Smith**

Student

Ways to contact Jane Smith

## Bio

Jane Smith hasn't added a bio

## Links

Jane Smith hasn't added any links

To upload a profile picture, click the **placeholder profile picture** icon. Learn more about how to [upload a profile picture](#).

**Note:** If you do not see a placeholder picture, your institution has not enabled this feature.

## Edit Profile

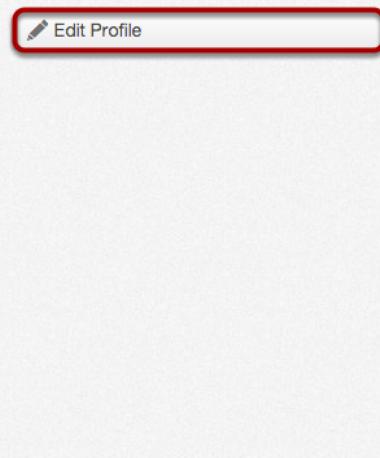
[Home](#) > Jane Smith's settings**Jane Smith**Ways to contact Jane Smith

### Bio

Jane Smith hasn't added a bio

### Links

Jane Smith hasn't added any links



Click the **Edit Profile** button.

## Edit Name and Title

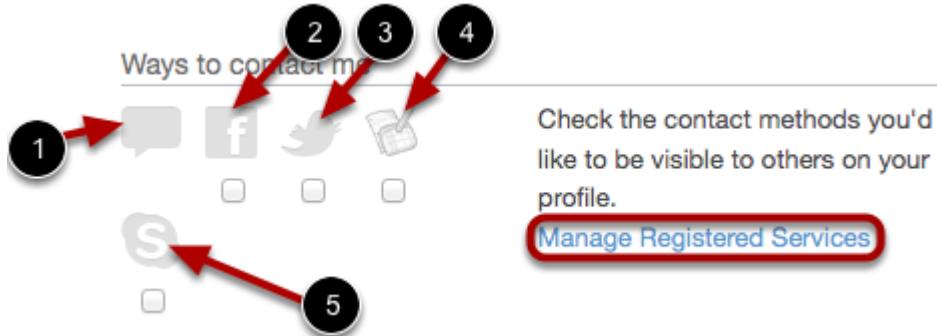


Name:  1

Title:  2

Type your name in the name field [1]. Type your title in the title field [2].

## Edit Ways to Contact Me



Click on the checkbox underneath the web service to indicate how you wish to be contacted via that service. Click on the **Manage Registered Services** link to add additional services. Click [here](#) to learn how to add additional web services. There are various ways to be contacted:

1. **Speech Bubble** Icon: Contact user through Canvas Conversations.
2. **Facebook** Icon: Contact user through Facebook.
3. **Twitter** Icon: Contact user through Twitter.
4. **Google Accounts** Icon: Contact user through Google Accounts.
5. **Skype** Icon: Contact user through Skype

## Edit Bio

Bio



Type your biography in the bio field. Here you can add hobbies, interesting facts, and facts about yourself.

## Edit Links

Links

Title

[1]

[2]

[3]

URL

[1]

[2]

[3]

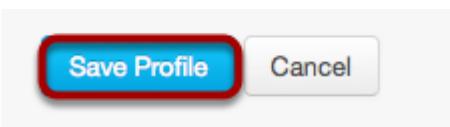
Add another link

[4]

Enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the X button to delete the link [3]. Click the Add another link button to add another link [4].

**Note:** You can put links to your personal websites, like blogs, resumes, portfolios, etc., here.

## Save Profile



Click the **Save Profile** button.

## **View Updated Profile**



### Jane Smith

Student

#### Ways to contact Jane Smith



#### Bio

My name is Jane and I am a student.

#### Links

- [More About Me](#)

View the newly created profile.

## How Do Others See My Profile?



Jane Smith

Student

Ways to contact Jane Smith



### Bio

My name is Jane and I am a student.

### Links

- [More About Me](#)

Other users will be able to find your profile by clicking on your name anytime they see it.

[Click here to return to the Profile & Personal Settings chapter.](#)

## How do I add a Profile picture?

If your institution has enabled profile pictures, you can add and change profile pictures in your account.

Tips for profile pictures:

- Please choose an appropriate picture to represent yourself. Your instructor 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.
- If you want to view a video about personal settings, you can watch [Settings - Personal Settings and Profile Picture \(Video\)](#).

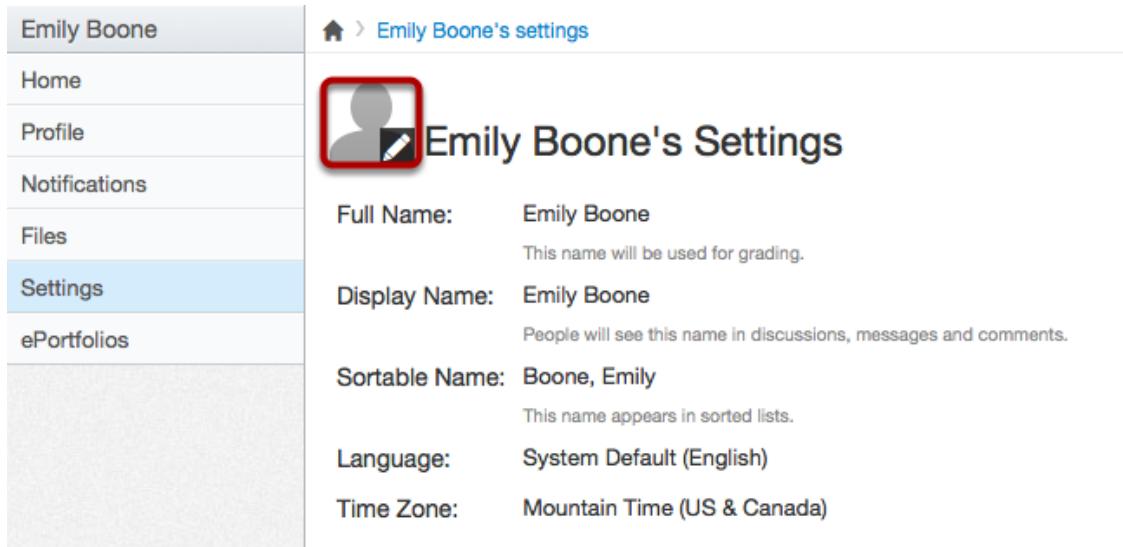
**Note:** These steps only apply to accounts with profile pictures enabled. If you do not see a placeholder picture, your institution has not enabled this feature.

## Open Settings



Click the personal **Settings** link.

## Click on Placeholder Profile Picture



Emily Boone

Home

Profile

Notifications

Files

Settings

ePortfolios

 Emily Boone's Settings

Full Name: Emily Boone  
This name will be used for grading.

Display Name: Emily Boone  
People will see this name in discussions, messages and comments.

Sortable Name: Boone, Emily  
This name appears in sorted lists.

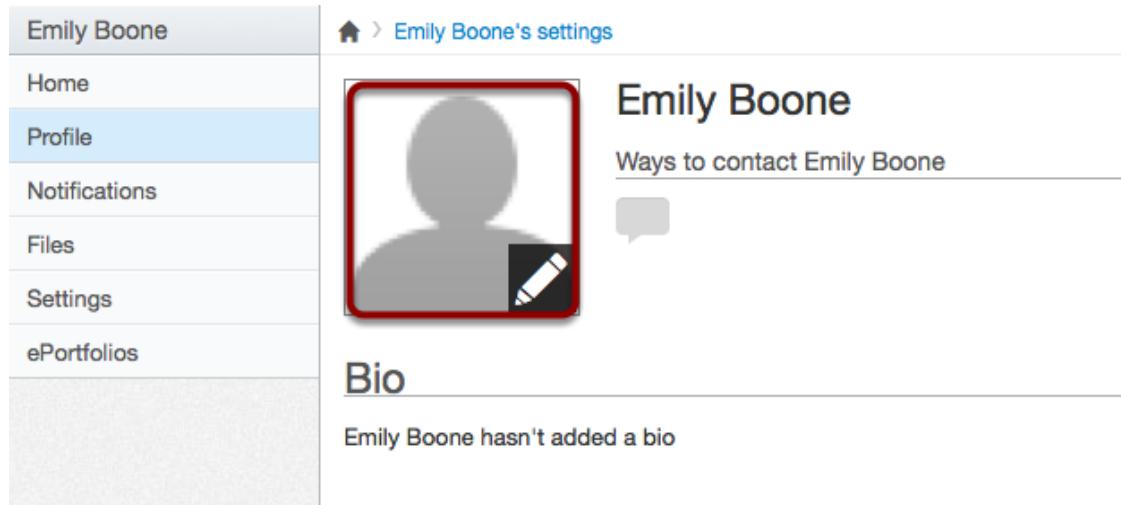
Language: System Default (English)

Time Zone: Mountain Time (US & Canada)

On the Personal Settings page, click the **placeholder profile picture** icon. A dialog box will open.

**Note:** If you don't see a placeholder profile picture icon, your institution does not allow you to add or change your profile picture.

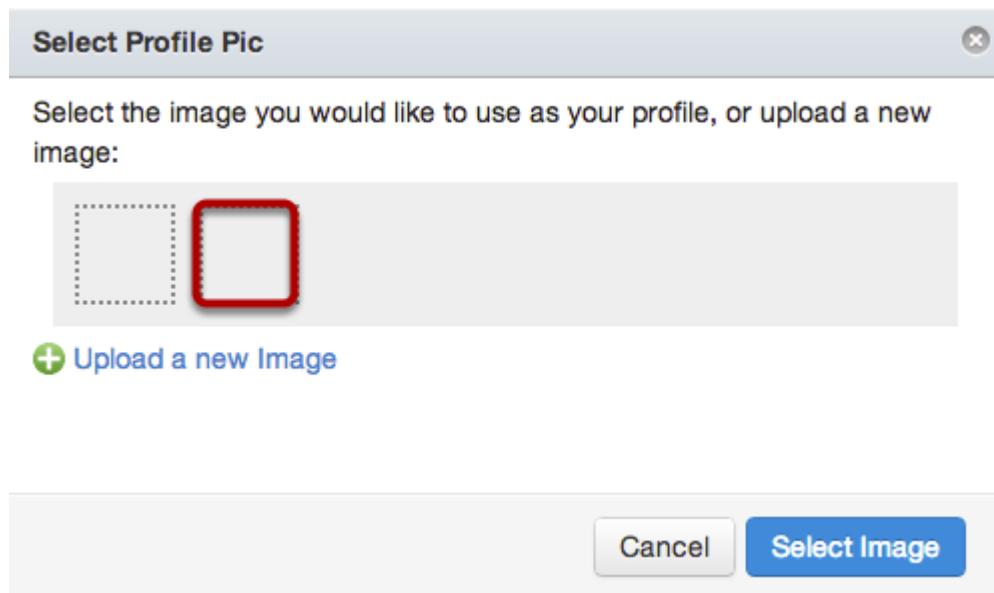
## Add Photo in Personal Profile Page



The screenshot shows the Canvas Personal Profile page for a user named Emily Boone. On the left, there is a sidebar with the following menu items: Home, Profile (which is selected and highlighted in blue), Notifications, Files, Settings, and ePortfolios. The main content area displays the user's name "Emily Boone" at the top, followed by a placeholder profile picture. The placeholder is a gray silhouette of a person's head and shoulders, enclosed in a red rounded rectangle with a small edit icon in the bottom right corner. Below the placeholder, there is a "Ways to contact Emily Boone" section with a speech bubble icon. At the bottom of the main content area, there is a "Bio" section with the text "Emily Boone hasn't added a bio".

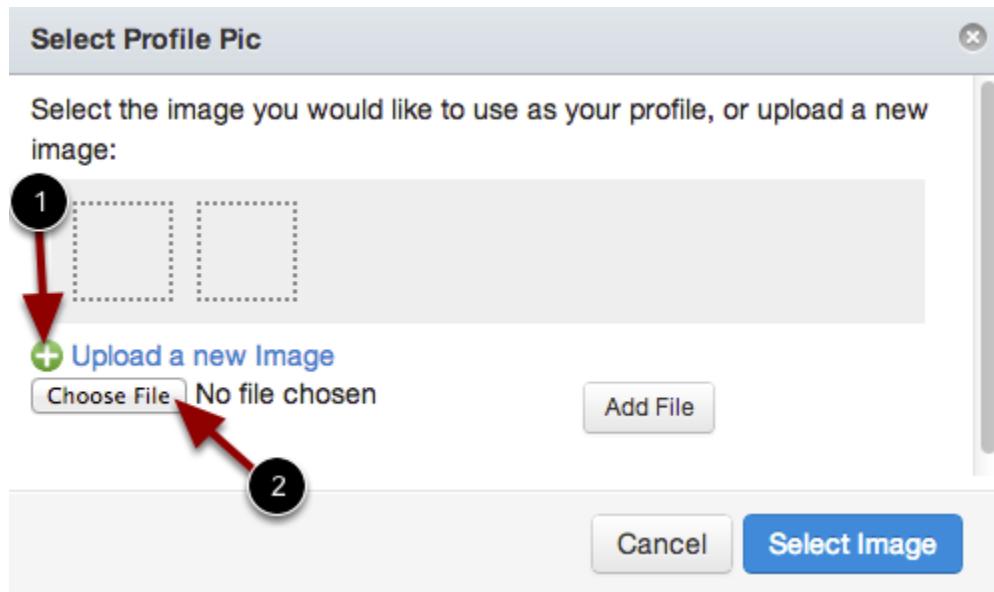
You can also update your photo on your Personal Profile page. Click the **placeholder profile picture** icon. A dialog box will open.

## Choose Existing Image



If you have already uploaded images, click the image that you want to use as your Profile picture.

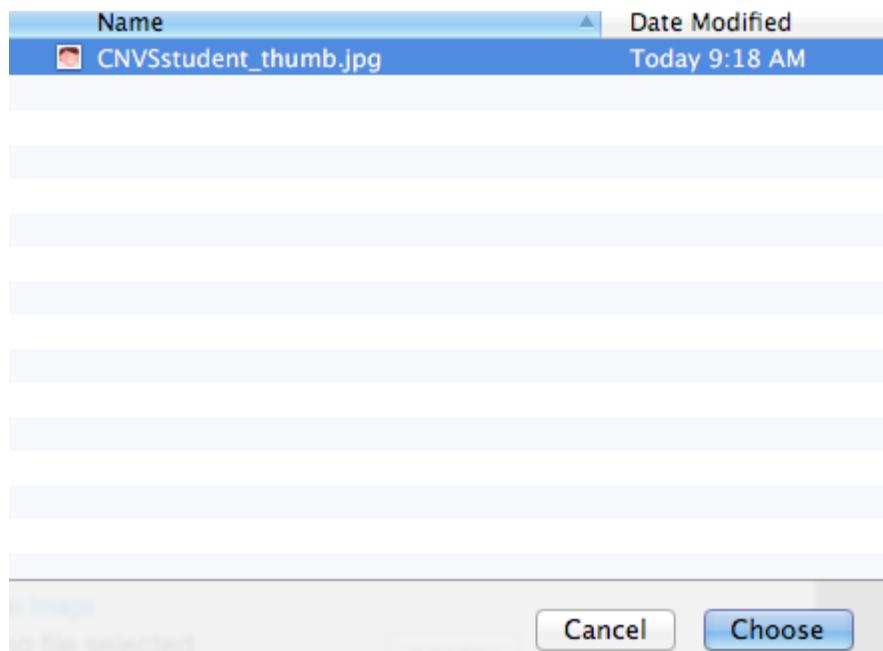
## Upload New Image



To upload a new Profile picture, click the **Upload a new Image** link [1], then click the **Choose File** button [2].

**Note:** Depending on your browser, you may see a **Browse...** button instead of Choose File.

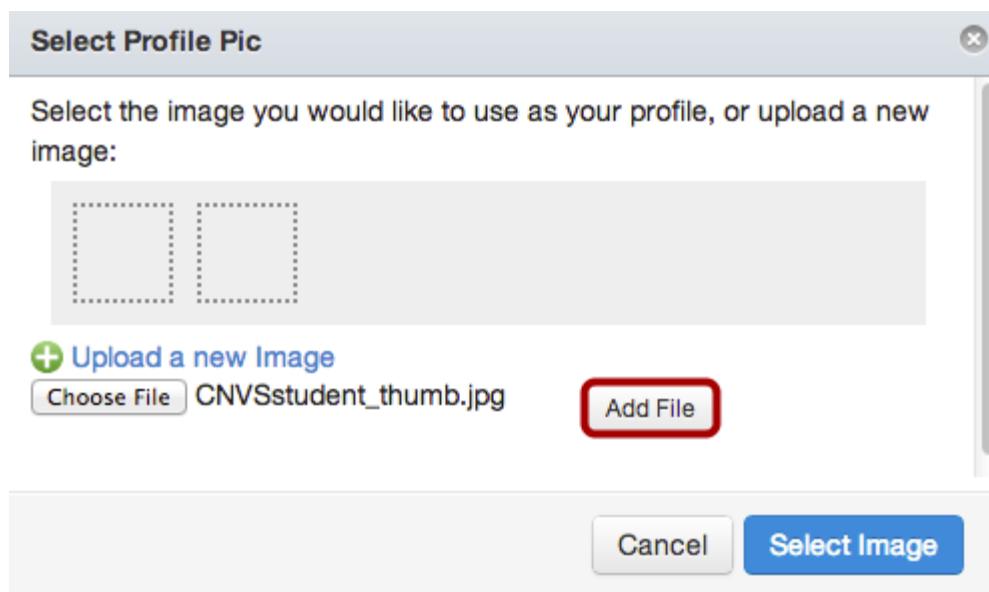
## Choose Profile Picture



Find the image you want to upload on your computer and click the **Choose** button.

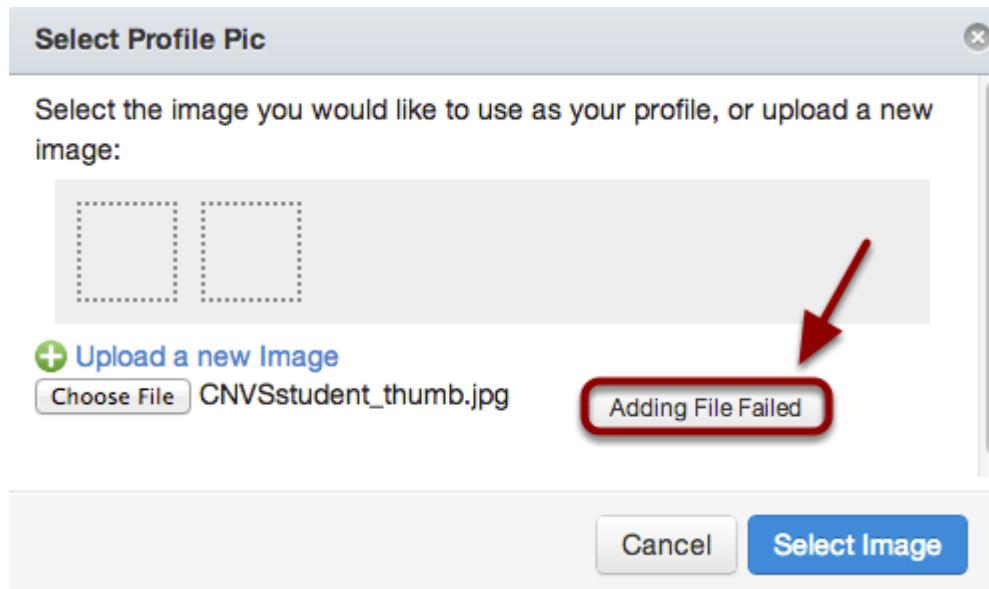
**Note:** Depending on your browser, you may see an **Open** button in place of Choose.

## Add File

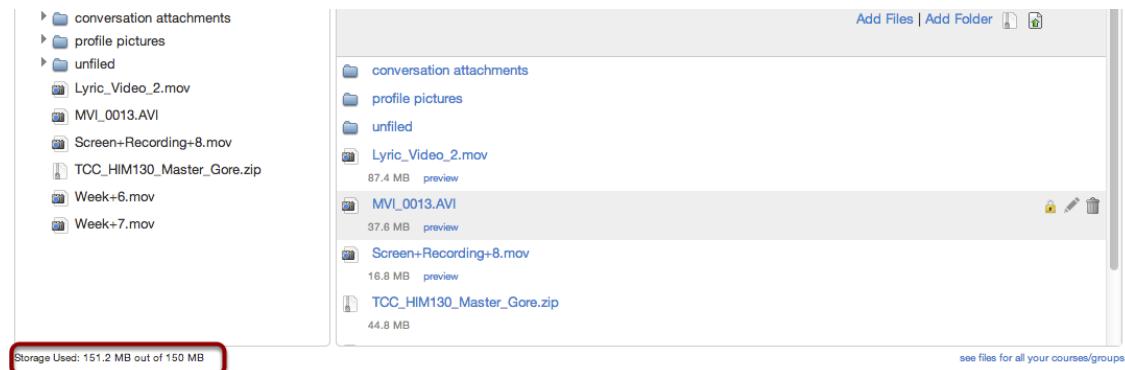


Click the **Add File** button to upload your profile picture.

## Storage Space Exceeded



If you do not have enough storage space in your personal files to upload your picture, the add file button will change to **Adding File Failed**. You will not be able to upload your photo unless you free up space in your personal files.



You can tell how much space you have remaining by returning to Settings, opening Files, and checking the **Storage Used** amount.

## Select Image



If your personal files have enough space to upload your image, your image will appear and select automatically. Click the **Select Image** button to add the Profile picture.

## View Profile Picture



# Emily Boone's Settings

Full Name: Emily Boone

This name will be used for grading.

Display Name: Emily Boone

People will see this name in discussions, messages and comments.

Sortable Name: Boone, Emily

This name appears in sorted lists.

Language: System Default (English)

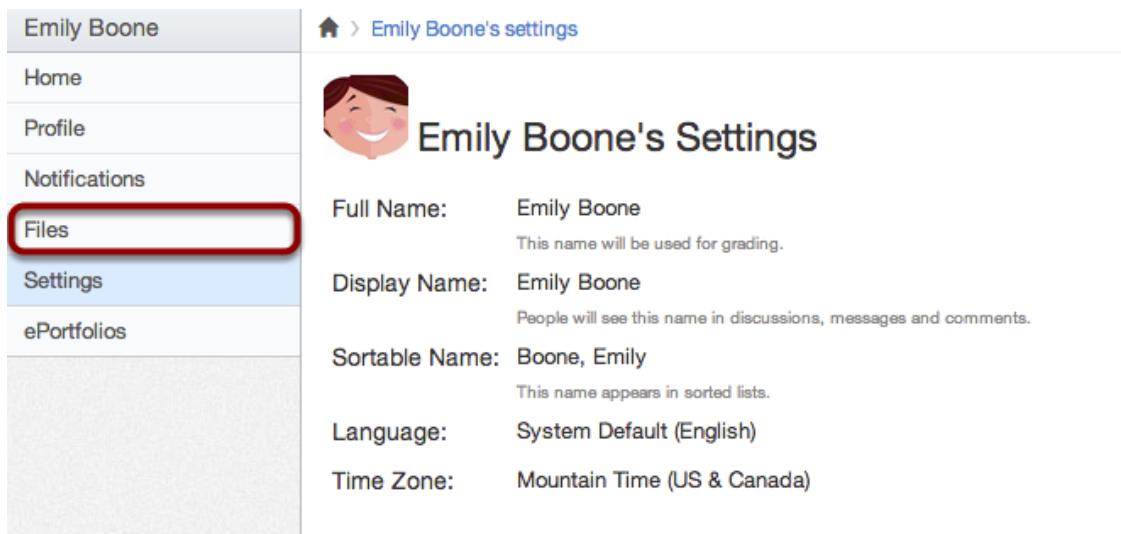
Time Zone: Mountain Time (US & Canada)

The Profile picture you selected will show up instead of the placeholder profile picture.

## Delete Profile Photo

Profile photos are linked to your personal files, so you can easily delete them to remove old profile photos.

## Open Files

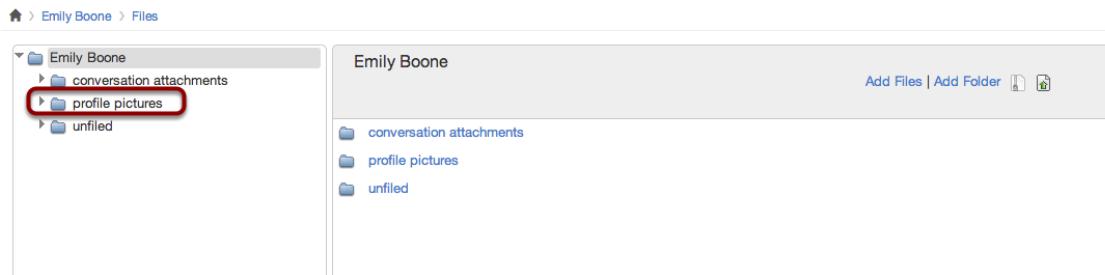


The screenshot shows the Canvas sidebar on the left and the user's settings page on the right. The sidebar menu includes: Home, Profile, Notifications, **Files** (which is highlighted with a red box), Settings, and ePortfolios. The main content area displays the user's profile picture and the following settings:

Full Name:	Emily Boone
This name will be used for grading.	
Display Name:	Emily Boone
People will see this name in discussions, messages and comments.	
Sortable Name:	Boone, Emily
This name appears in sorted lists.	
Language:	System Default (English)
Time Zone:	Mountain Time (US & Canada)

Click the **Files** link.

## Open Profile Pictures



Click the **profile pictures** folder.

## Delete Profile Photo



Select the photo you want to remove [1]. Click the **trash** icon [2] to remove your profile photo.

## How do I change my Full Name, Display Name and Time Zone?

If your institution allows you to edit your profile settings, you can make changes to your Full Name, Display Name, and your Time Zone.

**Note:** If you are not able to edit your profile settings, you will have to contact your institution to change this information.

## Open Settings



Click the **Settings** link in the Help Corner.

## Edit Settings



Click the **Edit Settings** button.

### Edit Profile Names



### Jane Smith's Settings

Full Name:	<input type="text" value="Jane Smith"/> 1
This name will be used for grading.	
Display Name:	<input type="text" value="Jane Smith"/> 2
People will see this name in discussions, messages and comments.	
Sortable Name:	<input type="text" value="Smith, Jane"/> 3
This name appears in sorted lists.	
Birth Date:	<input type="text"/> <input type="text"/> <input type="text"/>
Language:	<input type="text" value="System Default (English)"/> <input type="button" value="▼"/>
This will override any browser or account settings.	
Time Zone:	<input type="text" value="Mountain Time (US &amp; Canada) (-07:00)"/> <input type="button" value="▼"/>
Password:	<input type="checkbox"/> Change Password

[Delete My Account](#)



Edit your settings:

1. **Full Name** is used for grading, SIS imports, and other administrative items.

2. **Display Name** is the what other users will see in discussions, announcements, etc. You can set your own display name if the setting is enabled.
3. **Sortable Name** is your last name, first name default and it can be edited. This appears in sorted lists and admins can search for it.

**Note:** If you are not able to edit your profile name settings, you will have to contact your institution to change this information.

## Edit Remaining Profile Settings



### Jane Smith's Settings

Full Name:

Jane Smith

This name will be used for grading.

Display Name:

Jane Smith

People will see this name in discussions, messages and comments.

Sortable Name:

Smith, Jane

This name appears in sorted lists.

Birth Date:

1985-01-01

1

Language:

System Default (English)

2

This will override any browser or account settings.

Time Zone:

Mountain Time (US & Canada) (-07:00)

3

Password:

Change Password

4

[Delete My Account](#)

[Cancel](#)

[Update Settings](#)

1. Edit your birth date by selecting the birth date drop-down menu.
2. Edit the language by selecting the language drop-down menu.
3. Edit the time zone by selecting the time zone drop-down menu.
4. Change your password by checking the checkbox.

**Note:** Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas. You may not see all these options available to you.

## Update Settings

**Cancel** **Update Settings**

When you have finished editing your settings, make sure to click **Update Settings** to save your changes.

## How do I change my login password?

You can change your password in your profile settings. There are no password reset intervals, so you can change your password as little or as often as you want.

If your institution maintains your login credentials for Canvas, you'll be notified about how to change your password.

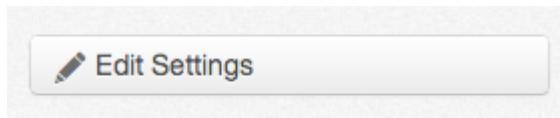
**Note:** If you forget your password, you can easily reset it. View [How do I reset my password?](#) to learn how.

## Open Settings

Jane Smith    Inbox **2**    **Settings**    Logout    Help

Click the **Settings** link in the Help Corner to view your personal Settings.

## Edit Profile



Click the **Edit Settings** button to make changes.

## Click Change Password Checkbox

 Jane Smith's Settings

Full Name:   
This name will be used for grading.

Display Name:   
People will see this name in discussions, messages and comments.

Sortable Name:   
This name appears in sorted lists.

Language:

Time Zone:  1

Password:  Change Password

Password For:

Old Password:  2

New Password:  3

Confirm Password:  4

[Delete My Account](#)

Click the **Change Password** checkbox [1] to create a new password.

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.

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].

## Update Settings



Click the **Update Settings** button to save your changes.

## Forgot Password

If you forget your password, you can easily reset it. View [How do I reset my password?](#) to learn how.

## How do I add an additional email address in Canvas?

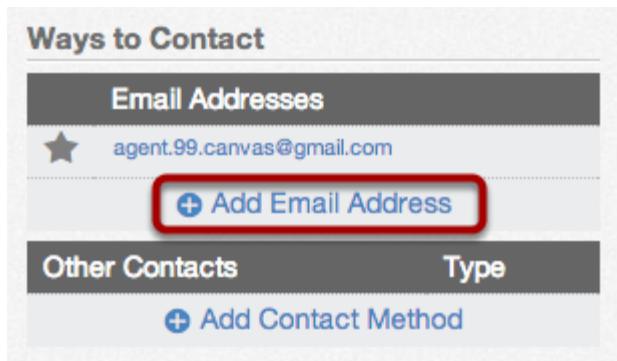
You can add additional email addresses that your classmates can use to contact you. To enable additional contact methods, please [edit your profile](#).

## Open Settings



Click the personal **Settings** link.

## Add Email Address



Click the **Add Email Address** link.

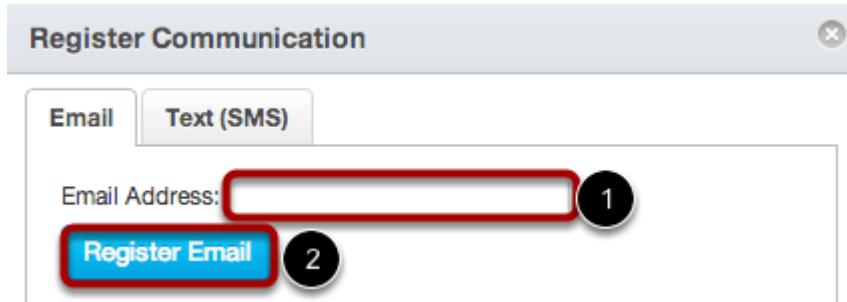
## Register Communication

Register Communication

Email      Text (SMS)

Email Address:  1

**Register Email** 2



Type in the email address you want to add in the text field [1]. When you are finished, click **Register Email** [2].

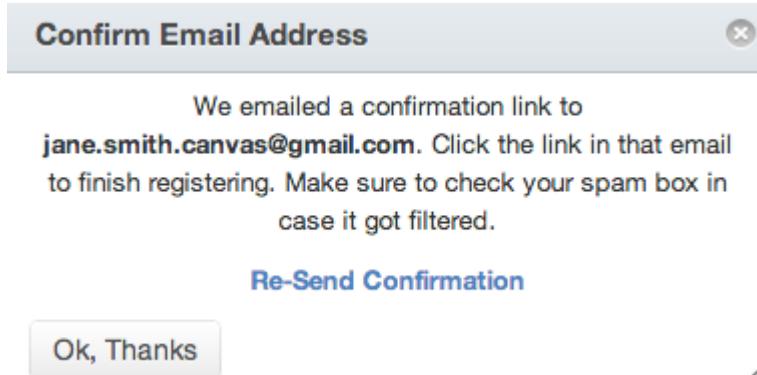
## Confirm Email Address

Confirm Email Address

We emailed a confirmation link to  
[jane.smith.canvas@gmail.com](mailto:jane.smith.canvas@gmail.com). Click the link in that email  
to finish registering. Make sure to check your spam box in  
case it got filtered.

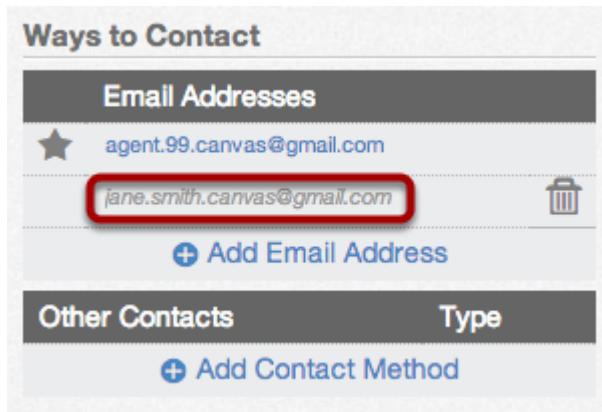
[Re-Send Confirmation](#)

[Ok, Thanks](#)



Open your email account you just added. Click the link that is in the email to finish registering the additional email address.

## View Email Addresses



The screenshot shows the 'Ways to Contact' sidebar. At the top, there's a section titled 'Email Addresses' with a star icon and the email address 'agent.99.canvas@gmail.com'. Below this, another email address, 'jane.smith.canvas@gmail.com', is listed in a red-bordered box, indicating it's selected or new. To the right of this box is a trash can icon. Below these sections are buttons for '+ Add Email Address' and '+ Add Contact Method'. At the bottom of the sidebar, there are tabs for 'Other Contacts' and 'Type'.

The email address you added will show up under the Ways to Contact sidebar under Email Addresses. To delete an email address, click the **Trash** icon.

**Note:** If the email address is italicized and gray, that means that you have not finished registering it. You will know the email address is registered when it turns into a blue link.

[Click here to return to the Profile & Personal Settings chapter.](#)

## How do I add my cell phone number to Canvas to receive texts?

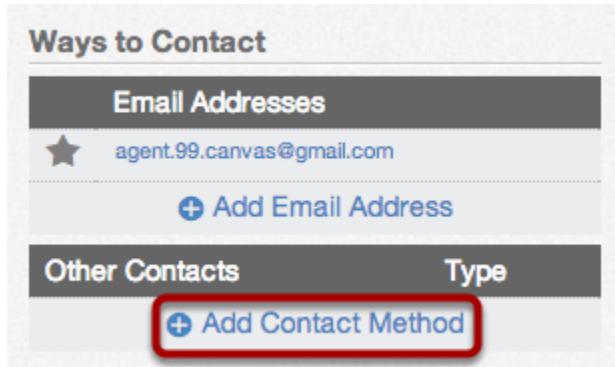
In this lesson you will learn how to set up text notifications to your cell phone from your Canvas account.

### Open Settings



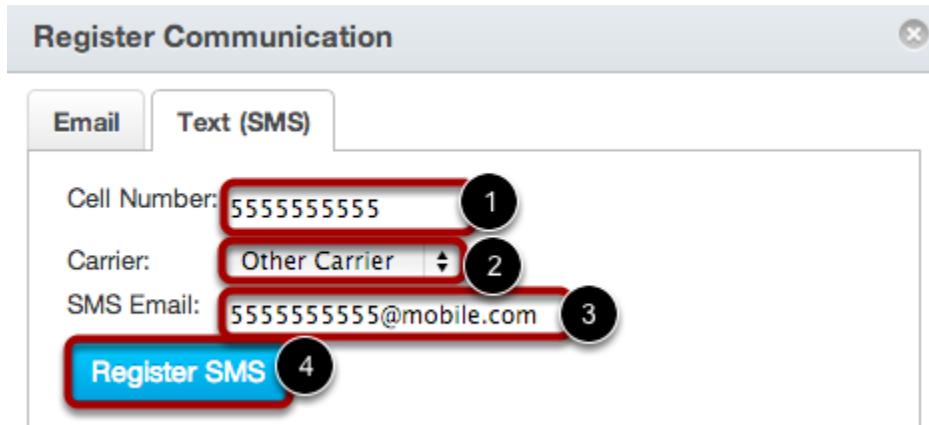
Click the **Settings** link.

## Add Contact Method



Click the **Add Contact Method** link.

## Register Cell Phone



The screenshot shows a "Register Communication" dialog box. It has tabs for "Email" and "Text (SMS)", with "Text (SMS)" selected. The form fields are: "Cell Number" (containing "5555555555") with a circled "1" above it; "Carrier" (set to "Other Carrier") with a circled "2" below it; "SMS Email" (containing "5555555555@mobile.com") with a circled "3" below it; and a "Register SMS" button at the bottom with a circled "4" to its left.

Register your SMS device:

1. Type in the 10-digit phone number you want to add in the Cell Number text field.
2. Select the Carrier drop-down menu to set your carrier.
3. The SMS email will auto-populate depending on your provider.
4. Click the **Register SMS** button.

## Confirm SMS Number

**Confirm SMS Number**

We sent a four-character confirmation code to 5555555555. Enter the code below to activate this sms number.

1   
2 Confirm  
3 Re-Send Confirmation

You will receive a text message on your cell phone with an activation code. Enter the code into the text field [1] and click the **Confirm** button [2]. Click the **Re-Send Confirmation** link to receive the confirmation code again [3].

## View Other Contacts

**Ways to Contact**

**Email Addresses**

agent.99.canvas@gmail.com

+ Add Email Address

**Other Contacts**

5555555555@mobile.com Type: sms

+ Add Contact Method

The SMS communication you added will show up under the Ways to Contact sidebar under Other Contacts [1]. To delete the SMS communication, click the **Trash** icon [2].

## 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.](#)

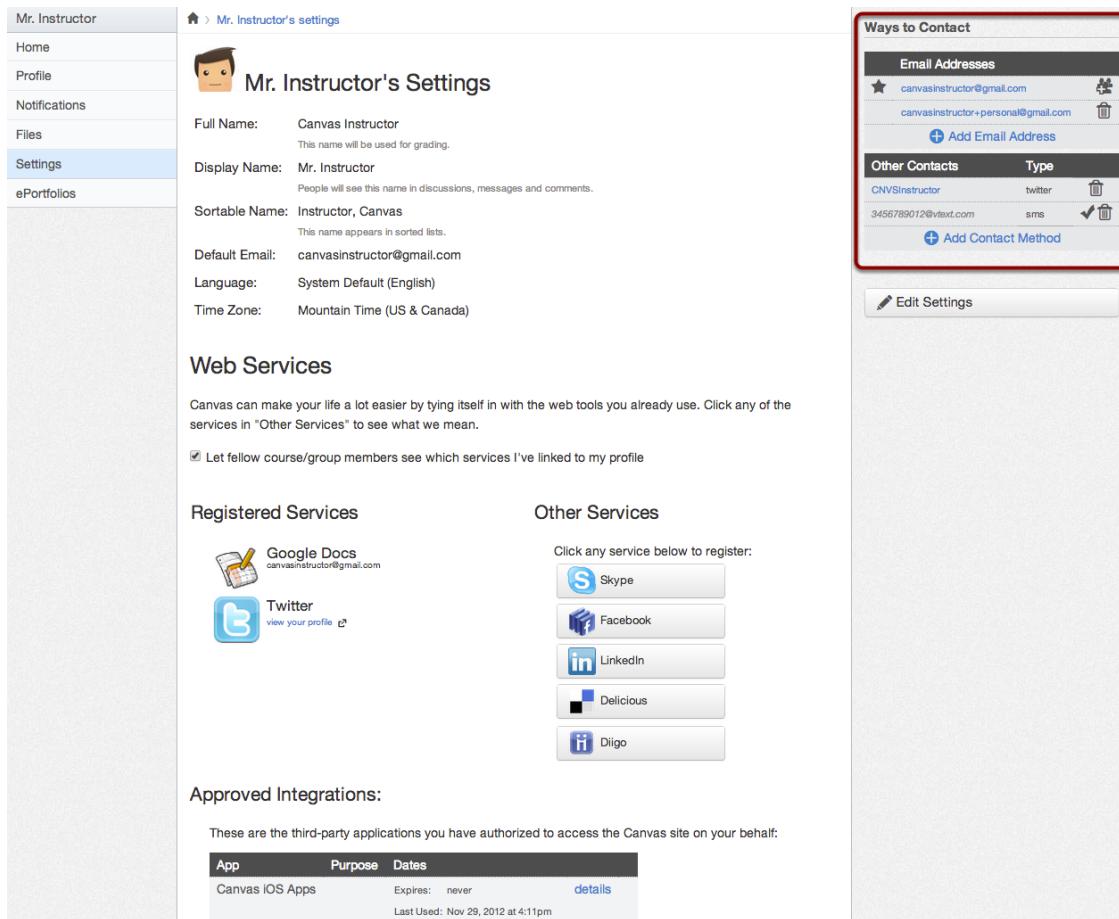
**Note:** These settings apply to all of your courses.

## Open Personal Settings



Click the **Settings** link.

## View Settings



Mr. Instructor

Home

Profile

Notifications

Files

**Settings**

ePortfolios

Mr. Instructor's Settings

Full Name: Canvas Instructor  
This name will be used for grading.

Display Name: Mr. Instructor  
People will see this name in discussions, messages and comments.

Sortable Name: Instructor, Canvas  
This name appears in sorted lists.

Default Email: canvasinstructor@gmail.com

Language: System Default (English)

Time Zone: Mountain Time (US & Canada)

**Ways to Contact**

Email Addresses

- ★ canvasinstructor@gmail.com
- canvasinstructor-personal@gmail.com

Add Email Address

Other Contacts

Other Contacts	Type
CNVInstructor	twitter
3456789012@vtex.com	sms

Add Contact Method

**Web Services**

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

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

**Registered Services**

- Google Docs
- Twitter

**Other Services**

Click any service below to register:

- Skype
- Facebook
- LinkedIn
- Delicious
- Diigo

**Approved Integrations:**

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

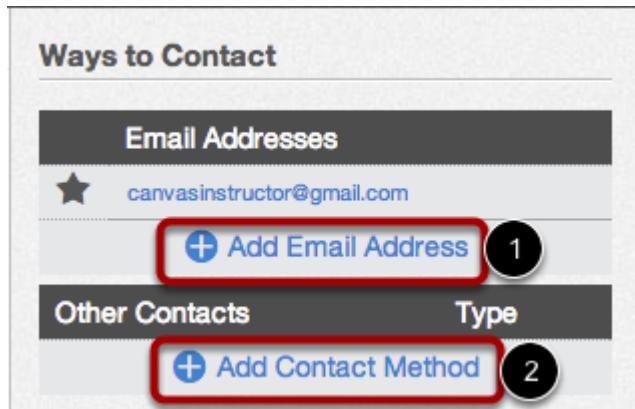
App	Purpose	Dates
Canvas iOS Apps	Expires: never	<a href="#">details</a>
	Last Used: Nov 29, 2012 at 4:11pm	

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



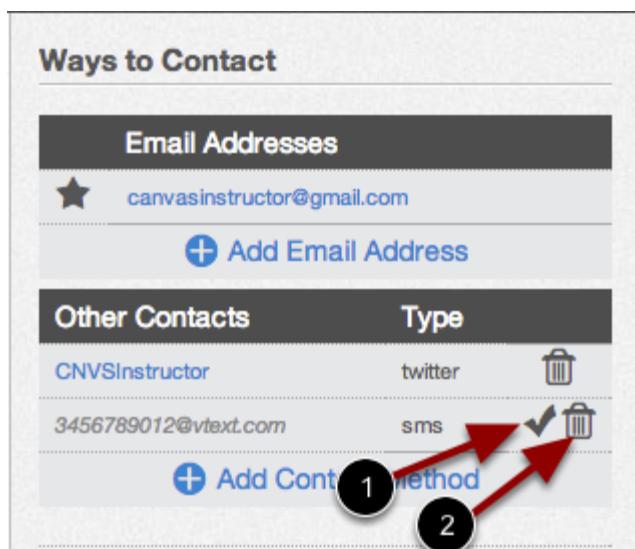
The screenshot shows the 'Ways to Contact' page. It has two main sections: 'Email Addresses' and 'Other Contacts'. In the 'Email Addresses' section, there is a single entry: 'canvassinstructor@gmail.com' with a star icon. Below it is a button labeled '+ Add Email Address' with a red box around it and the number '1' in a circle. In the 'Other Contacts' section, there are two entries: 'CNVSIInstructor' (Type: twitter) and '3456789012@vttext.com' (Type: sms). Each entry has a trash can icon. Below these sections is a button labeled '+ Add Contact Method' with a red box around it and the number '2' in a circle.

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



The screenshot shows the 'Ways to Contact' page after some edits. The 'Email Addresses' section remains the same. In the 'Other Contacts' section, the entry 'CNVSIInstructor' has been deleted, as indicated by a red arrow pointing to its trash can icon and the number '1' in a circle. The entry '3456789012@vttext.com' now has a checkmark icon next to it, indicating it is selected, and a red arrow points to its trash can icon and the number '2' in a circle. The '+ Add Contact Method' button is also visible at the bottom.

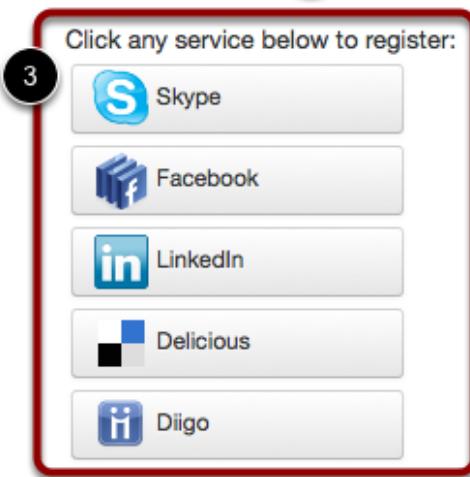
Canvas will ask to verify your additional contact methods. Once they have been verified, a checkmark will appear next to the method type [1]. You can delete additional contact methods at any time by clicking the trash icon [2].

## Link to Web Services

### Registered Services 1



### Other Services 2



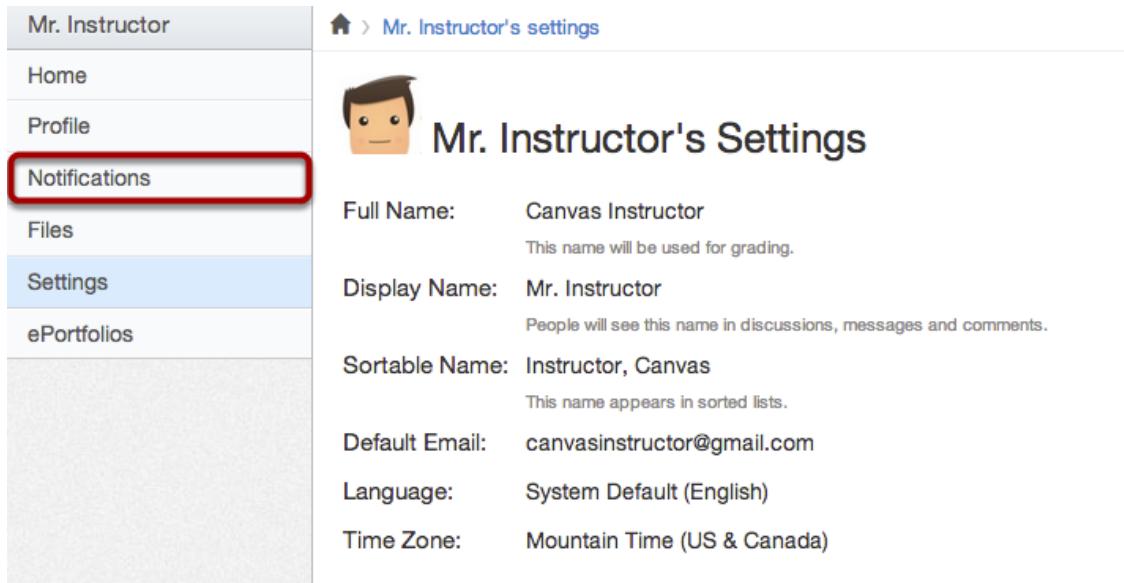
The image shows a list of services available for registration, each with a small icon and the service name. A red box highlights this list, and a number '3' in a circle points to the 'Skype' button. The services listed are: Skype, Facebook, LinkedIn, Delicious, and Dilgo.

Click any service below to register:	
 Skype	
 Facebook	
 LinkedIn	
 Delicious	
 Dilgo	

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



The screenshot shows the 'Mr. Instructor' profile settings page. On the left is a sidebar with links: Home, Profile, Notifications (which is highlighted with a red box), Files, Settings (which is also highlighted with a blue background), and ePortfolios. The main content area is titled 'Mr. Instructor's Settings'. It includes a user icon and several configuration fields:

Full Name:	Canvas Instructor
This name will be used for grading.	
Display Name:	Mr. Instructor
People will see this name in discussions, messages and comments.	
Sortable Name:	Instructor, Canvas
This name appears in sorted lists.	
Default Email:	canvasinstructor@gmail.com
Language:	System Default (English)
Time Zone:	Mountain Time (US & Canada)

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

## View Notification Preferences

### Notification Preferences

Course Activities	Email Address	Email Address
Due Date	<input checked="" type="checkbox"/> Weekly	canvas.instructor@gmail.com
Grading Policies	<input checked="" type="checkbox"/> ASAP	
Course Content	<input checked="" type="checkbox"/> ASAP	
Files		
Announcement	<input checked="" type="checkbox"/> Daily	
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	<input checked="" type="checkbox"/> ASAP	
All Submissions		
Late Grading	<input checked="" type="checkbox"/> Daily	
Submission Comment		
<input type="checkbox"/> Mark new submission comments as read.	<input checked="" type="checkbox"/> ASAP	
Discussions		2
Discussion	<input checked="" type="checkbox"/> ASAP	
Discussion Post	<input checked="" type="checkbox"/> ASAP	
Communications		3
Added To Conversation	<input checked="" type="checkbox"/> ASAP	
Conversation Message	<input checked="" type="checkbox"/> ASAP	
Scheduling		4
Student Appointment Signups		
Appointment Signups	<input checked="" type="checkbox"/> ASAP	
Appointment Cancellations	<input checked="" type="checkbox"/> ASAP	
Appointment Availability	<input checked="" type="checkbox"/> ASAP	
Calendar		
Groups		5
Membership Update	<input checked="" type="checkbox"/> ASAP	
Alerts		6
Alert	<input checked="" type="checkbox"/> Daily	
Administrative Notifications	<input checked="" type="checkbox"/> ASAP	

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

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
Course Content	Change to course content: <ul style="list-style-type: none"><li>• WikiPage</li><li>• Quiz content</li><li>• Assignment content</li></ul>
Files	
Announcement	
Grading	<input checked="" type="checkbox"/> Include scores when alerting about grade changes.
Invitation	All Submissions
All Submissions	<i>Instructor and Admin only:</i> Assignment submission/resubmission
Late Grading	
Submission Comment	<input type="checkbox"/> Mark new submission comments as read. <span style="float: right;">(1) Daily</span>

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

Course Activities	Email Address	Email Address
Due Date	<input type="checkbox"/> Weekly	canvasinstructor@gmail.com
Grading Policies	<input checked="" type="checkbox"/> ASAP	canvasinstructor+personal@gmail.com
Course Content	<input checked="" type="checkbox"/> ASAP	
Files		
Announcement	<input type="checkbox"/> Daily	
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	<input checked="" type="checkbox"/> ASAP	
All Submissions		
Late Grading	<input type="checkbox"/> Daily	
Submission Comment		
<input type="checkbox"/> Mark new submission comments as read.	<input checked="" type="checkbox"/> ASAP	

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 Cancellations: Emailed right away
- Appointment Availability: Emailed right away
- Calendar changes: Emailed never

## Groups

- Membership Update: Emailed daily

## Alerts

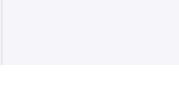
- Administrative Notifications: Emailed daily

## 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

Course Activities	Email Address canvasinstructor@gmail.com	Email Address canvasinstructor+personal@gmail.com
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		<input type="radio"/> Daily
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.		

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.

## View Approved Integrations

### Approved Integrations:

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

App	Purpose	Dates
Canvas iOS Apps	Expires: never Last Used: Nov 29, 2012 at 4:11pm	<a href="#">details</a>

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.

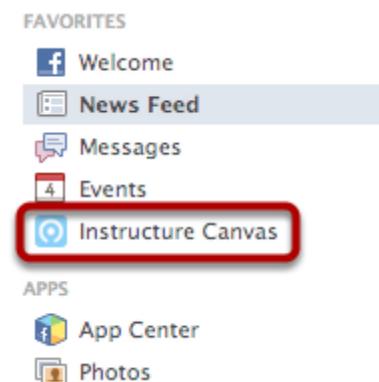
## How do I configure Canvas Notifications in Facebook?

### Login to Facebook



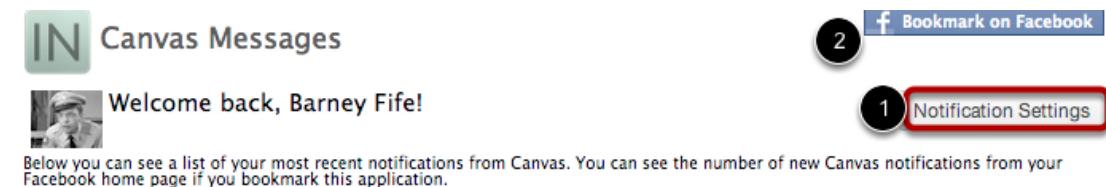
Login to Facebook to configure your Canvas Notifications.

### Open Instructure Canvas App



Click on the **Instructure Canvas App** in Facebook.

### Configure Notification Preferences



Click on the **Notification Settings** [1] button to configure your settings. You can also bookmark the app by clicking on the **Bookmark on Facebook** [2] button.

## View Canvas Notification Settings in Facebook

 **Canvas Notification Settings**

[Back to Messages](#)

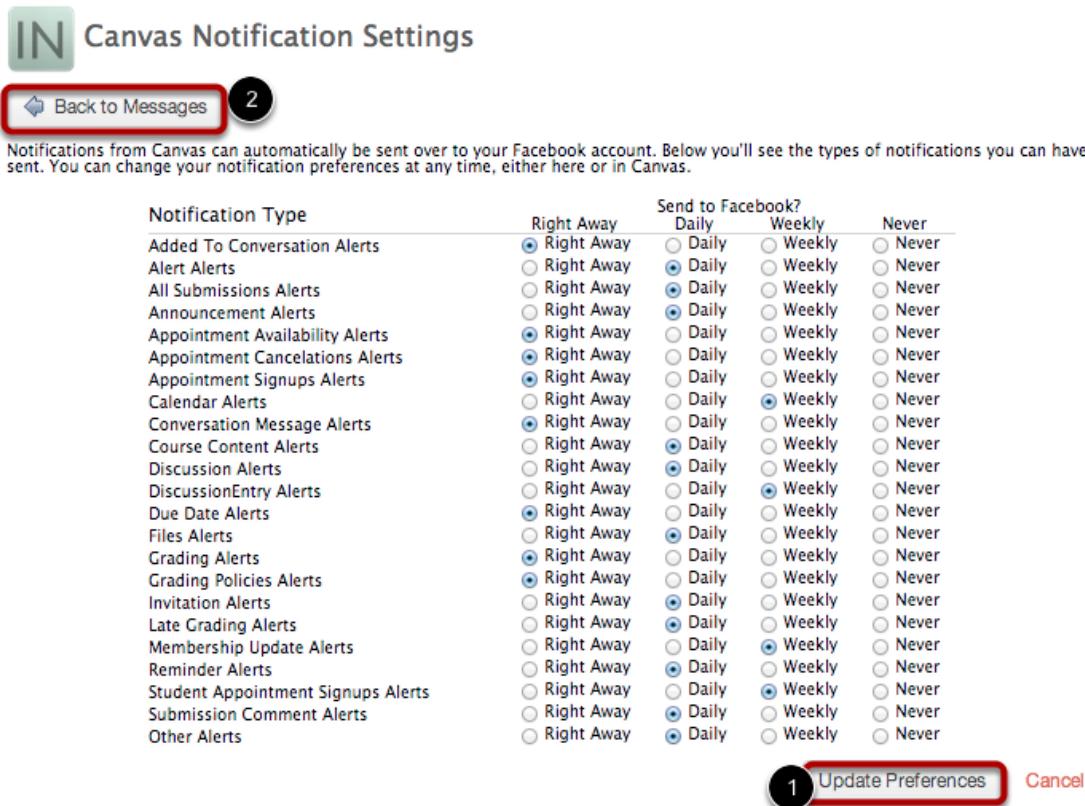
Notifications from Canvas can automatically be sent over to your Facebook account. Below you'll see the types of notifications you can have sent. You can change your notification preferences at any time, either here or in Canvas.

Notification Type	Right Away	Daily	Weekly	Never
Added To Conversation Alerts	✓			
Alert Alerts		✓		
All Submissions Alerts		✓		
Announcement Alerts		✓		
Appointment Availability Alerts	✓			
Appointment Cancelations Alerts	✓			
Appointment Signups Alerts	✓			
Calendar Alerts	✓		✓	
Conversation Message Alerts	✓			
Course Content Alerts		✓		
Discussion Alerts		✓		
DiscussionEntry Alerts			✓	
Due Date Alerts	✓			
Files Alerts		✓		
Grading Alerts	✓			
Grading Policies Alerts	✓			
Invitation Alerts		✓		
Late Grading Alerts		✓		
Membership Update Alerts			✓	
Reminder Alerts		✓		
Student Appointment Signups Alerts			✓	
Submission Comment Alerts	✓			
Other Alerts	✓			

**Change Settings**

To configure the notification settings, click on the **Change Settings** button.

## Change Canvas Notification Settings in Facebook

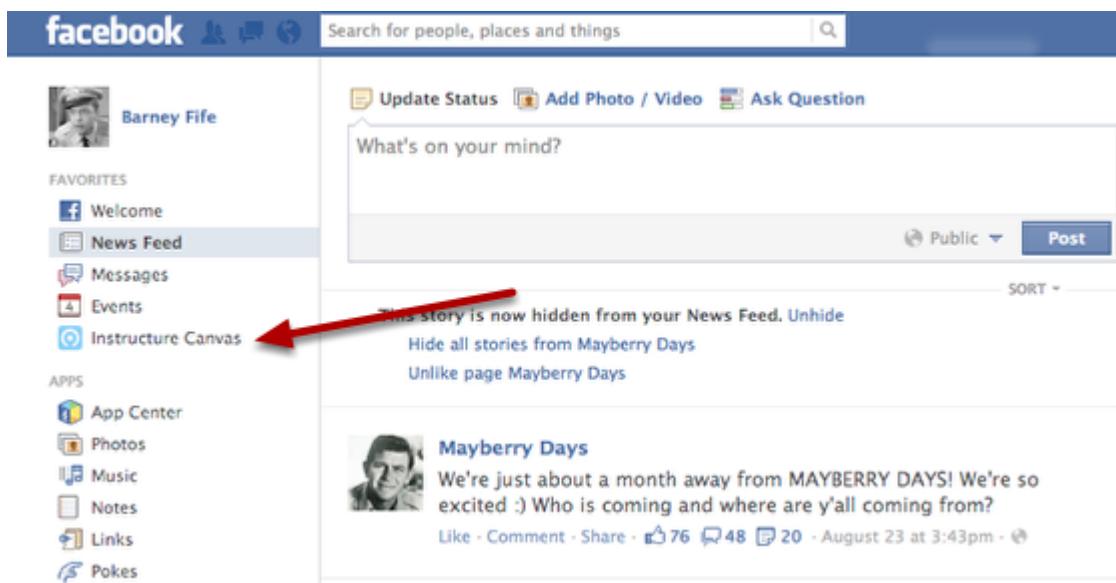


The screenshot shows the 'Canvas Notification Settings' page. At the top left is a green 'IN' icon. Below it is the title 'Canvas Notification Settings'. To the right of the title is a red box containing the number '2' over a 'Back to Messages' button. Another red box contains the number '1' over a 'Update Preferences' button. A third red box surrounds the entire table of notification settings.

Notification Type	Send to Facebook?		
	Daily	Weekly	Never
Added To Conversation Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alert Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
All Submissions Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Announcement Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Appointment Availability Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appointment Cancellations Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appointment Signups Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calendar Alerts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Conversation Message Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Content Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Discussion Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
DiscussionEntry Alerts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Due Date Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Files Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Grading Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grading Policies Alerts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invitation Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Late Grading Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Membership Update Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reminder Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Student Appointment Signups Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Submission Comment Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Other Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Change the notification preferences and when you are finished, click on the **Update Preferences** [1] button. To go back to the recent notifications, click on the **Back to Messages** [2] button.

## View Canvas Notifications in Facebook



The screenshot shows a Facebook home page. On the left, there's a sidebar with a profile picture of 'Barney Fife' and a list of links: 'FAVORITES' (Welcome, News Feed, Messages, Events, Instructure Canvas), 'APPS' (App Center, Photos, Music, Notes, Links, Pokes). A red arrow points from the text below to the 'Instructure Canvas' link in the sidebar. The main content area has a search bar at the top. Below it is a status update section with options to 'Update Status', 'Add Photo / Video', and 'Ask Question'. A text box says 'What's on your mind?'. Below that is a message from 'Mayberry Days' with a post about 'MAYBERRY DAYS!' and stats: 76 likes, 48 comments, 20 shares. There are also options to 'Unhide' the story or 'Unlike page Mayberry Days'.

When you are logged in to Facebook, the Instructure Canvas App will be on the left side on the home page of Facebook.

## 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

 Edit Settings

Click the **Edit Settings** button.

### Select Language



#### Emily Boone's Settings

Full Name:\*

Emily Boone

This name will be used for grading.

Display Name:

Emily Boone

People will see this name in discussions, messages and comments.

Sortable Name:

Boone, Emily

This name appears in sorted lists.

Language:

✓ System Default (English)

- Deutsch
- English
- English (Australia)
- English (United Kingdom)
- Español
- Français
- Nederlands (crowd-sourced)
- Polski
- Português
- русский
- العربية
- 中文
- 日本語
- 한국말 (crowd-sourced)

Edit Settings

### Web Services

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

## Update Settings

[Cancel](#)[Update Settings](#)

Click the **Update Settings** button.

## View Preferred Language

Home > Профиль Jane Smith

 **Профиль Jane Smith**

Полное имя: Jane Smith  
Это имя будет использоваться преподавателями для выставления оценок.

Отображаемое имя: Jane Smith  
Пользователи будут видеть это имя в обсуждениях, сообщениях и комментариях.

Сортируемое имя: Smith, Jane  
Это имя отображается в отсортированных списках.

Язык: русский

Часовой пояс: Mountain Time (US & Canada)

**Способы связи**

Адреса электронной почты	Тип
jane.smith.canvas@gmail.com	
+ Добавить адрес электронной почты	

Другие контакты	Тип
5555555555@mobile.com	sms
+ Добавить способ связи	

[Изменить настройки](#)

### Веб-сервисы

Canvas может упростить вашу работу, связав вашу учетную запись с веб-инструментами, которые вы уже используете. Щелкните любой сервис в разделе "Другие сервисы", чтобы увидеть, что мы имеем в виду.

Разрешить членам курса/группы видеть, какие сервисы связаны с моим профилем

Зарегистрированные

Другие сервисы

View Canvas in your preferred language.

[Click here to return to the Profile & Personal Settings chapter.](#)

# Quizzes

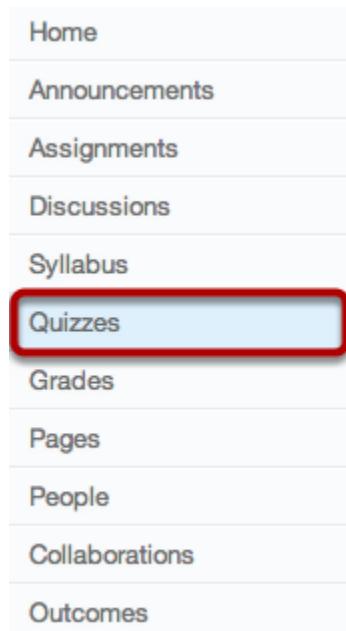
## Where can I find my Quizzes?

There are multiple ways to find Quizzes in Canvas. You can find them by locating the Quizzes, Syllabus, Assignments, and/or Modules course navigation links in Canvas.

[Click here to view a video about Quizzes.](#)

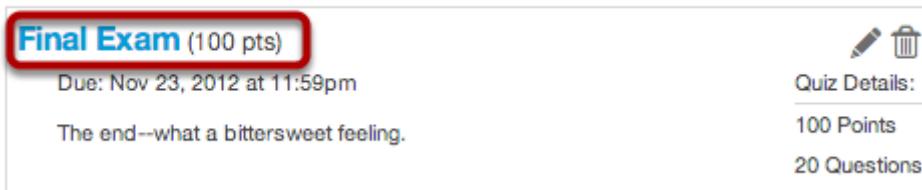
**Note:** Depending on how your instructor chooses to display course content, some of these Course Navigation links may not be available.

### Open Quizzes



Click the **Quizzes** link.

### View Quiz

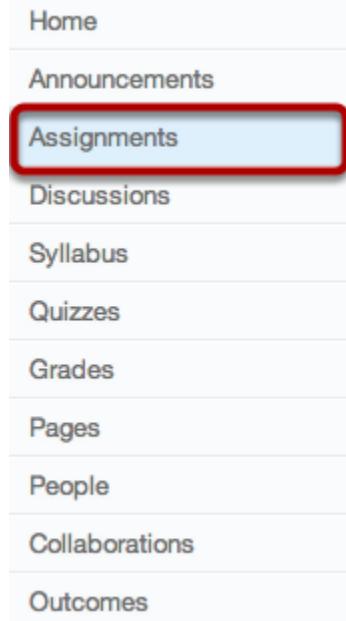


**Final Exam (100 pts)**  
Due: Nov 23, 2012 at 11:59pm  
The end--what a bittersweet feeling.

   
Quiz Details:  
100 Points  
20 Questions

Quiz titles are listed by due dates. Click the title of the quiz to open it.

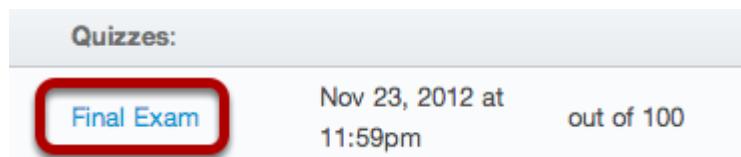
## Open Assignments



A screenshot of the Canvas navigation bar. The bar has a light gray background with horizontal lines separating the items. The items are: Home, Announcements, Assignments (which is highlighted with a red rectangular border), Discussions, Syllabus, Quizzes, Grades, Pages, People, Collaborations, and Outcomes.

You can view Quizzes by clicking the **Assignments** link.

## View Quiz



A screenshot of a quiz card. The card has a light gray header with the word "Quizzes:" in black text. Below the header is a white rectangular area containing the quiz information. The information is: "Final Exam" (highlighted with a red rectangular border), "Nov 23, 2012 at 11:59pm", and "out of 100".

Quiz titles are listed by due dates. Click the title of the quiz to open it.

## Open Syllabus

- [Home](#)
- [Announcements](#)
- [Assignments](#)
- [Discussions](#)
- [Syllabus](#)
- [Quizzes](#)
- [Grades](#)
- [Pages](#)
- [People](#)
- [Collaborations](#)
- [Outcomes](#)

You can view Quizzes by clicking the **Syllabus** link.

## View Quiz

Nov 16	Fri		6am to 8pm
		<a href="#">Week Eleven: Why am I doing this?</a>	due by 11:59pm
Nov 17	Sat	<a href="#">Extra Credit Assignment - No Submission</a>	due by 12am
Nov 23	Fri	<a href="#">Final Exam</a>	due by 11:59pm
		<a href="#">Week Twelve: And Then There Were...</a>	due by 11:59pm

Quiz titles are listed by due dates. Click the title of the quiz to open it.

## Open Modules

- Home
- Assignments
- Discussions
- Grades
- Modules**
- People
- Files
- Syllabus
- Collaborations
- Quizzes
- Conferences

You can view Quizzes by clicking the **Modules** link.

## View Quiz

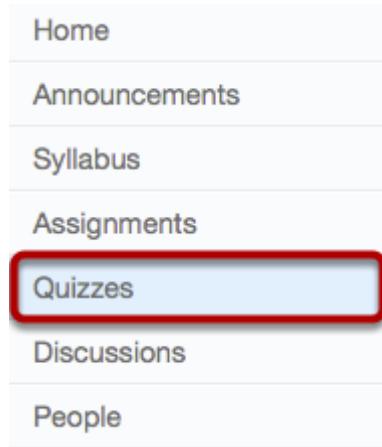
 Reading Assignment #3	10 pts
must submit this assignment	
 Final Exam	Nov 23, 2012 100 pts
Prerequisites:	locked
Module 2	

Modules are organized by professors. Quizzes are indicated by the Q icon. Click the title of the quiz to open it.

## What do Quiz results look like in Canvas for students?

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.

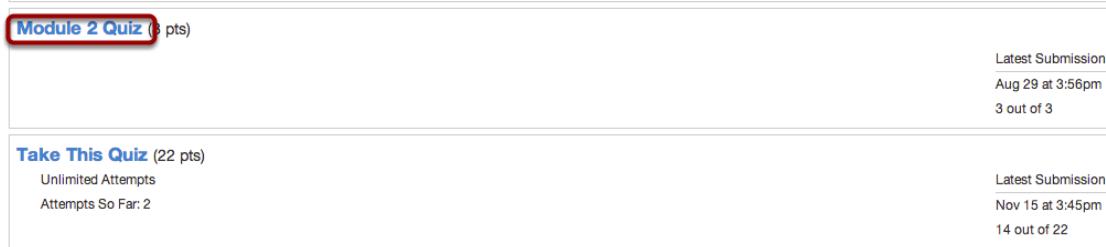
### Open Quizzes



The screenshot shows the left sidebar of a Canvas course page. The sidebar includes links for Home, Announcements, Syllabus, Assignments, Quizzes, Discussions, and People. The 'Quizzes' link is highlighted with a thick red border.

Click the **Quizzes** link.

### Open Quiz

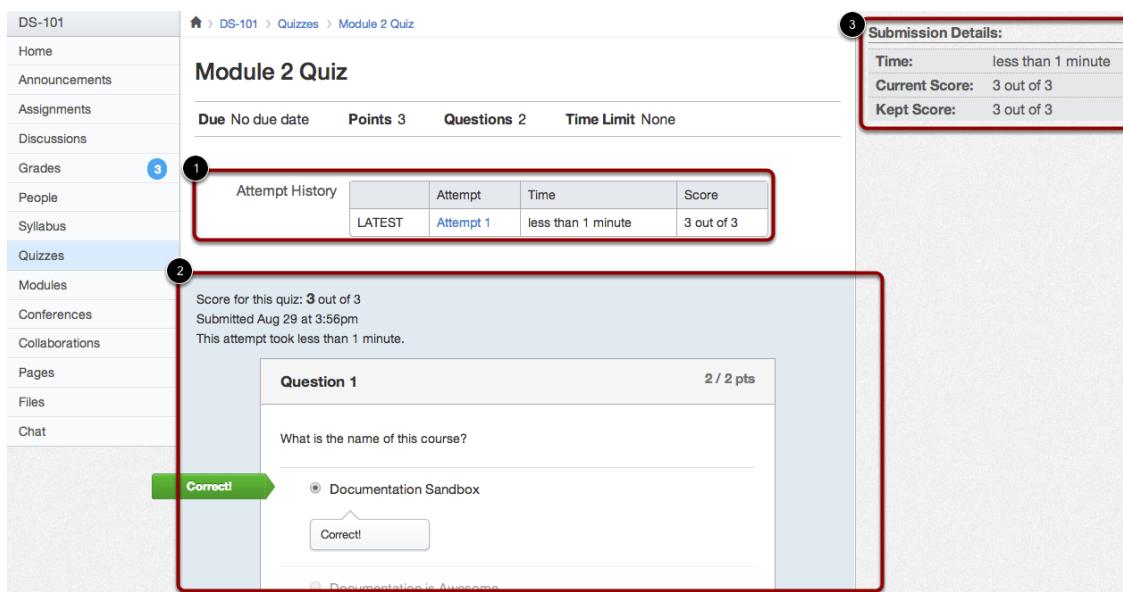


The screenshot shows the 'Open Quiz' section of a Canvas course page. It displays two quiz entries:

- Module 2 Quiz** (8 pts)  
Latest Submission: Aug 29 at 3:56pm  
3 out of 3
- Take This Quiz** (22 pts)  
Unlimited Attempts  
Attempts So Far: 2  
Latest Submission: Nov 15 at 3:45pm  
14 out of 22

Click the title of the quiz.

## View Quiz Results



The screenshot shows the 'Module 2 Quiz' results page. The left sidebar has 'Quizzes' selected. The main area shows 'Attempt History' with one entry: 'LATEST' attempt, 'Attempt 1', 'less than 1 minute', and '3 out of 3'. To the right is a 'Submission Details' box with time less than 1 minute, current score 3 out of 3, and kept score 3 out of 3. Below is a 'Question 1' box with the question 'What is the name of this course?', two radio button options ('Documentation Sandbox' and 'Documentation is Awesome'), and a 'Correct!' button.

The quiz results screen consists of several areas:

1. Attempt History
2. Submission Details
3. Quiz Results

## View Attempt History

Attempt History		Attempt	Time	Score
	LATEST	Attempt 1	less than 1 minute	3 out of 3

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	<a href="#">Attempt 2</a>	4 minutes	14 out of 22
LATEST	<a href="#">Attempt 2</a>	4 minutes	14 out of 22
	<a href="#">Attempt 1</a>	9 minutes	5 out of 22



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 quiz: 3 out of 3  
Submitted Aug 29 at 3:56pm  
This attempt took less than 1 minute.

**Question 1** 2 / 2 pts

What is the name of this course?

**Correct!**

Documentation Sandbox

Correct!

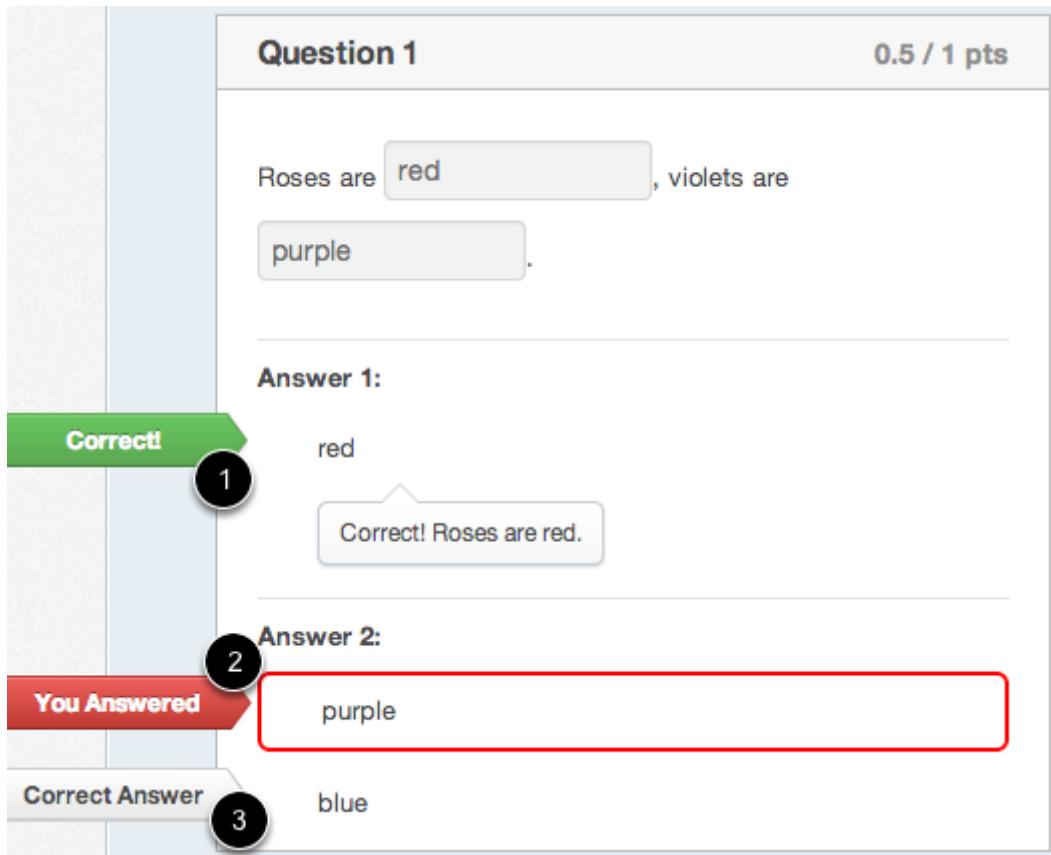
Documentation is Awesome

Middle Earth

Sandy Documentation

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



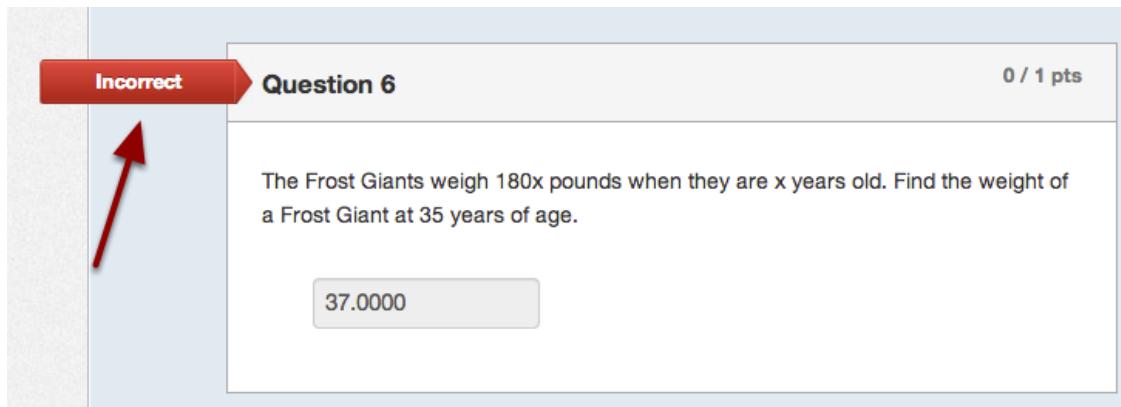
The screenshot shows a quiz result for "Question 1" worth "0.5 / 1 pts". The question asks: "Roses are [red], violets are [purple].". The student's answer was "red" (highlighted with a green "Correct!" flag) and "purple" (highlighted with a red "You Answered" flag). The correct answer is "blue" (highlighted with a gray "Correct Answer" flag). A callout box indicates "Correct! Roses are red.".

Response	Status
red	Correct!
purple	You Answered
blue	Correct Answer

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].

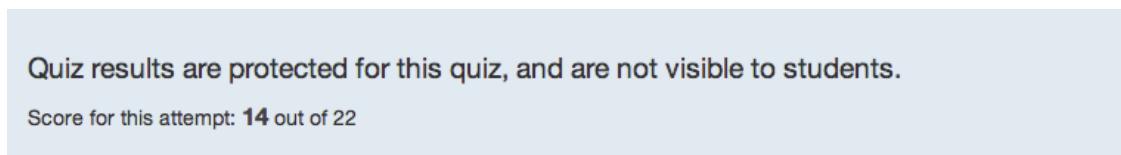
## View Quiz Responses Only



A screenshot of a Canvas quiz interface. At the top left, a red arrow points to the word "Incorrect" which is displayed in a red box. To the right of the arrow is the question title "Question 6". At the top right, it shows "0 / 1 pts". The question text reads: "The Frost Giants weigh 180x pounds when they are x years old. Find the weight of a Frost Giant at 35 years of age." Below the question is a text input field containing "37.0000".

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.

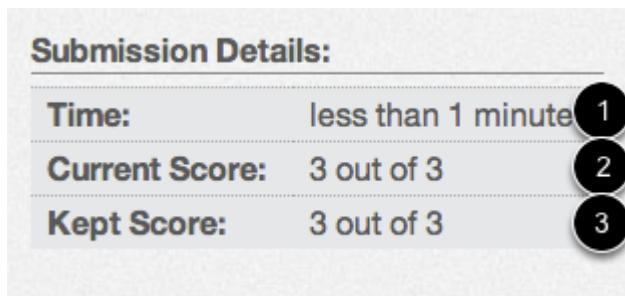
## View Protected Quiz Results



Quiz results are protected for this quiz, and are not visible to students.  
Score for this attempt: **14** out of 22

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:**

<b>Time:</b>	less than 1 minute	1
<b>Current Score:</b>	3 out of 3	2
<b>Kept Score:</b>	3 out of 3	3

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.

## Submission Details with Repeated Quiz Attempts

**Last Attempt Details:**

<b>Time:</b>	4 minutes
<b>1 Current Score:</b>	14 out of 22
<b>2 Kept Score:</b>	14 out of 22

2 Attempts so far  
[View Previous Attempts](#)  
Unlimited Attempts

**Take the Quiz Again**  
(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 or the highest quiz score. The kept score is indicated at the bottom of the submission detail area [3].

## View Previous Attempts

**Last Attempt Details:**

Time:	4 minutes
Current Score:	14 out of 22
Kept Score:	14 out of 22

2 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

Take This Quiz Results for Jane Smith

Score for this attempt: 5 out of 22  
Submitted Nov 15 at 3:38pm  
This attempt took 9 minutes.

**Question 1** 0 / 2 pts

What is the name of this course?

Documentation Sandbox

Documentation is Awesome

Sorry, that is incorrect. Documentation is awesome though.

Middle Earth

Sandy Documentation

**Quiz Submissions**

Attempt 1: 5   
Attempt 2: 14 

This quiz has unlimited attempts

[Back to Quiz](#) 

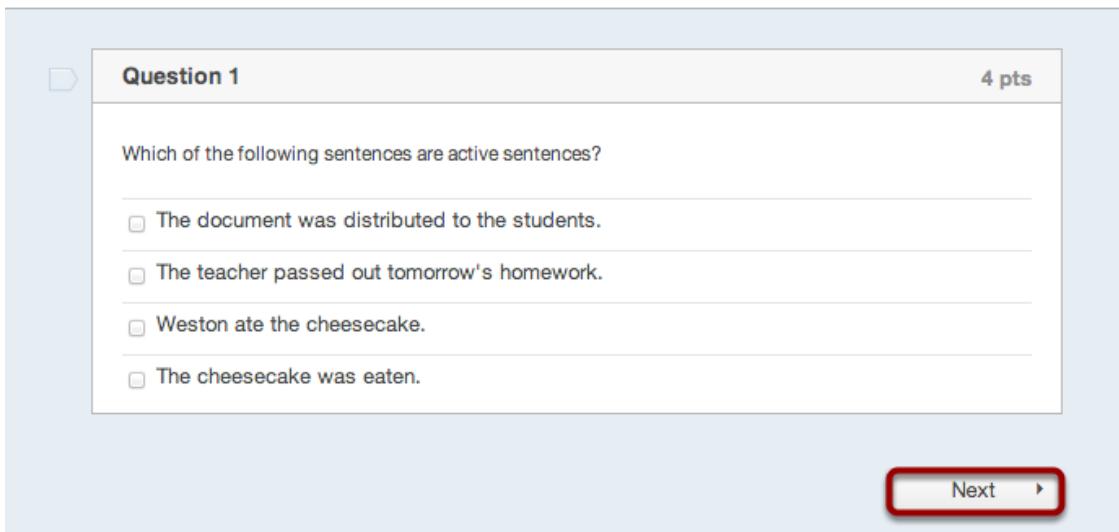
Each quiz attempt will be listed in the sidebar with a hyperlink to the quiz results. Click the attempt you wish to view [1]. The quiz results for that attempt will appear [2]. Keep in mind that the same settings will apply in the quiz results, meaning that you may only be able to view your responses or not view quiz results at all.

To return to the quiz, click the **Back to Quiz** link [3].

## What do one-question-at-a-time quizzes look like in Canvas?

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.

### Next Questions



The screenshot shows a quiz interface. On the left, there is a navigation bar with a user icon and a search bar. The main area displays a single question:

**Question 1** 4 pts

Which of the following sentences are active sentences?

The document was distributed to the students.  
 The teacher passed out tomorrow's homework.  
 Weston ate the cheesecake.  
 The cheesecake was eaten.

At the bottom right of the question area is a red-bordered **Next** button.

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



Question 2 1 pts

Journalism is a degree usually found in the department of communications.

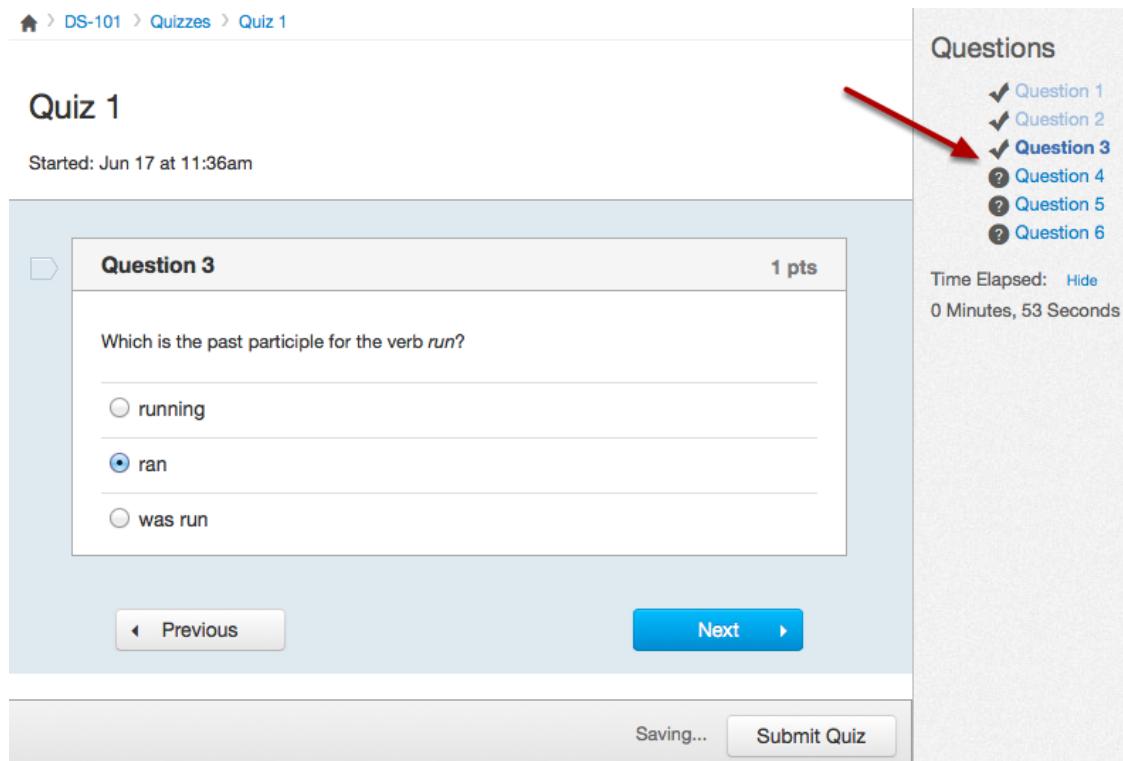
True

False

[Previous](#) [Next](#)

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



DS-101 > Quizzes > Quiz 1

### Quiz 1

Started: Jun 17 at 11:36am

Question 3 1 pts

Which is the past participle for the verb *run*?

running

ran

was run

[Previous](#) [Next](#)

Questions

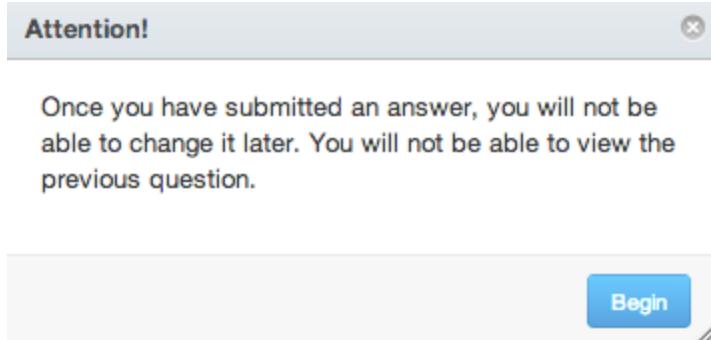
- ✓ Question 1
- ✓ Question 2
- ✓ Question 3
- ?
- ?
- ?
- ?

Time Elapsed: Hide  
0 Minutes, 53 Seconds

Saving... [Submit Quiz](#)

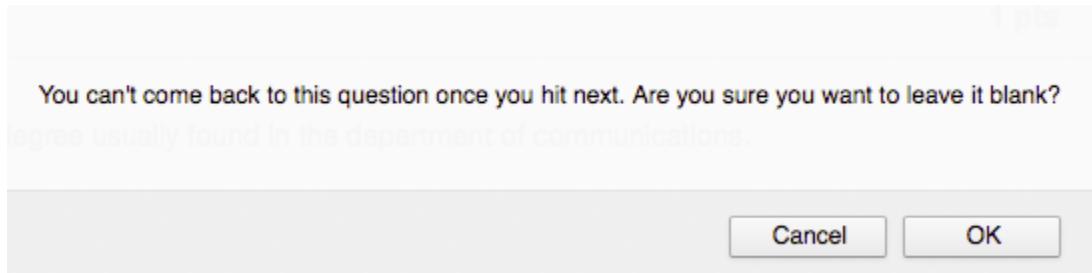
You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. For instance, if you are viewing Question 3 and want to go back to Question 1, click the Question 1 link.

## 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

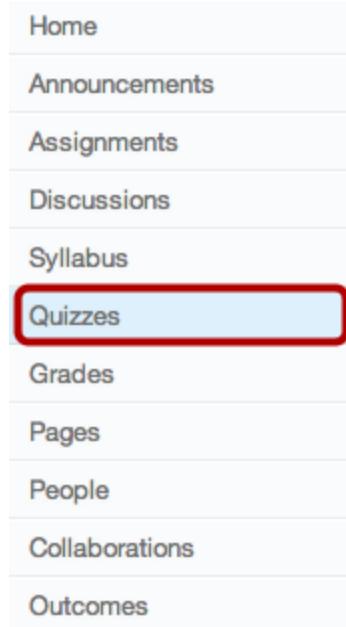


If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.

## How do I take a Quiz?

You can easily take a quiz by accessing the Quizzes page.

### Open Quizzes



Click the **Quizzes** link.

## View Quizzes

 <b>Final Exam</b> (100 pts)	Due: Nov 23, 2012 at 11:59pm	The end—what a bittersweet feeling.	Quiz Details:
			100 Points
			20 Questions
<b>Take This Quiz</b> (19 pts)	Due: Feb 22 at 11:59pm		Quiz Details:
			19 Points
			10 Questions
<b>Module 1 Quiz</b> (2 pts)	Due: Mar 19 at 11:59pm	Read the questions carefully.	Latest Submission:
			Mar 14 at 2:39pm
			2 out of 2

Here you'll see a list of quizzes for the course. For each of these quizzes you'll see a due date (if there is one) as well as the point value and some other details about it.

Find the quiz you'd like to take and click the title of the quiz.

## Take Quiz

### Quiz 1

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Due Jun 28 at 11:59pm	Points 9	Questions 6	Time Limit 30 Minutes

### Instructions

Read the questions carefully before answering.

**5** [Take the Quiz](#)

The Quiz details will show you the Due date for the quiz [1], the number of points it is worth [2], the number of questions in the quiz [3], and the time limit, if any [4].

To begin the quiz, click the **Take the Quiz** button [5]. This will start the clock to the quiz (if it's timed) and you will be actively taking the test.

**Note:** 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.

## View Availability Dates

**Module 2 Quiz**

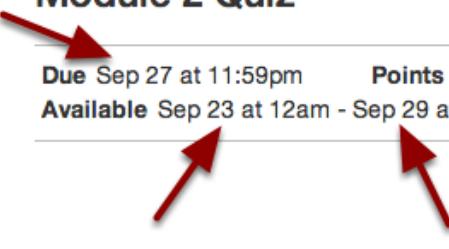
---

**Due** Sep 27 at 11:59pm      **Points** 3      **Questions** 2

**Available** Sep 23 at 12am - Sep 29 at 11:59pm 7 days      **Time Limit** 30 Minutes

---

**Take the Quiz**

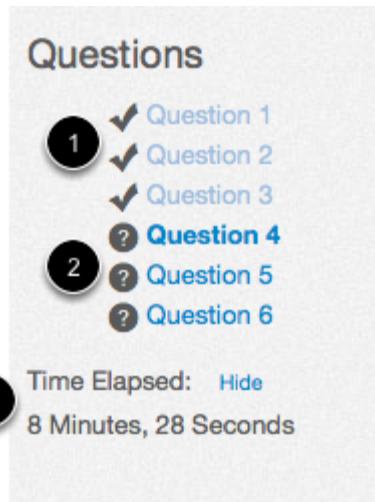


Sometimes your instructor will post several dates on your quiz. The Due date is the date the day is due, but the quiz will also show you the Available dates, which is the range of time that the quiz is accessible to you. The Due date may be **before or on** the last available date.

In the example above, the quiz is available to you starting September 23 and is due by September 27. However, if you were to miss the due date, you could submit the quiz until September 29 for late credit. After September 29, the quiz will not be available to you.

**Note:** If you start the quiz before the due date but do not finish by the due date, Canvas will automatically submit the quiz for you on the due date. However, if you start the quiz after the due date, you must complete the quiz by the Until date.

## View Questions and Time

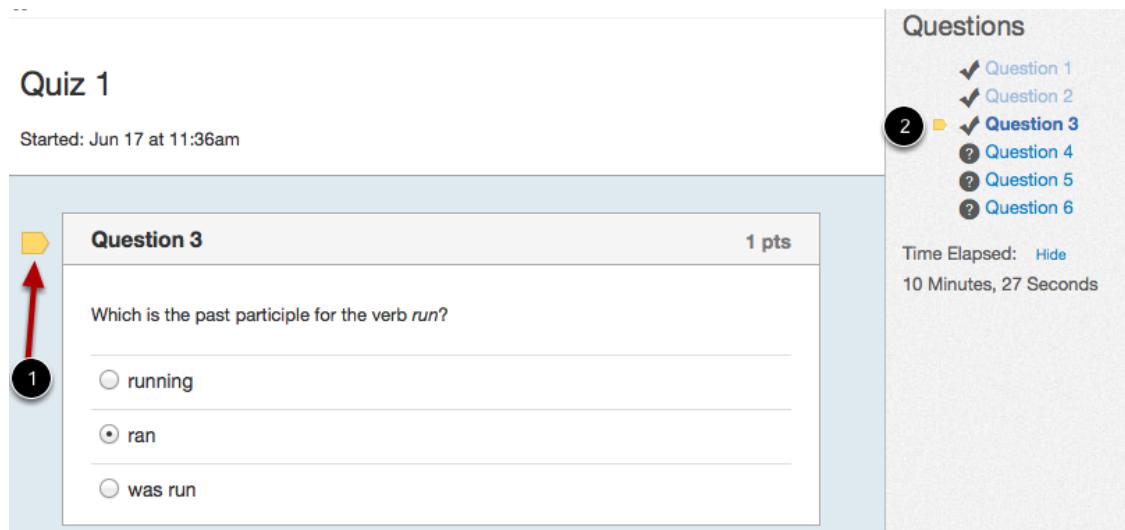


The screenshot shows a summary of a quiz. At the top, it says "Questions". Below that, there are two columns of questions. The first column contains three answered questions (Question 1, Question 2, Question 3) with checkmark icons and their point values (1, 2, 3). The second column contains three unanswered questions (Question 4, Question 5, Question 6) with question mark icons and their point values (1, 2, 3). At the bottom, it shows "Time Elapsed: Hide" and "8 Minutes, 28 Seconds".

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'll also see a timer showing you progress on the test [3].

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. 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.

## View Quiz

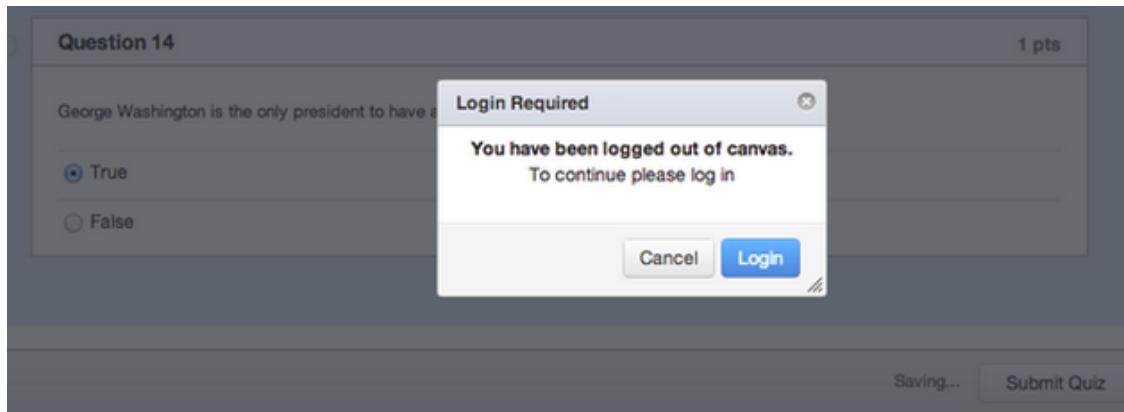


The screenshot shows a quiz interface. On the left, it says "Quiz 1" and "Started: Jun 17 at 11:36am". In the center, there is a question box for "Question 3" worth "1 pts". The question asks: "Which is the past participle for the verb *run*?". The options are:  running,  ran, and  was run. A red arrow points to the first option, "running", which is circled with a black border. On the right, there is a summary box titled "Questions" showing the same list of six questions as the previous screenshot, with "Question 3" highlighted. It also shows "Time Elapsed: Hide" and "10 Minutes, 27 Seconds".

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](#).

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].

## 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. Click the Login button to log back into Canvas and resume your quiz.

## Viewing Quiz Results

**Question 1** 0.5 / 1 pts

Roses are  , violets are .

---

**Answer 1:**

**Correct!** red

Correct! Roses are red.

---

**Answer 2:**

**You Answered** purple

---

**Correct Answer** blue

After you have submitted your quiz, view the [quiz results](#) to find out your score.

## What type of questions are on a Quiz?

Instructors can choose from a variety of question types to add to a quiz.

### Multiple Choice Question

#### Question 9

1 pts

How much time should you spend working on your online course each week in order to understand the concepts?

30 minutes

1 - 2 hours

At least 3 hours

However long it takes

To answer a multiple choice question, click the radio button next to the answer.

### True/False Question

#### Question 14

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 4****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

**Question 1****1 pts**

Roses are

red

1

, violets are

blue

2

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

### Question 8

2 pts

What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America?

1918

**1**  1814

1931

**2**  1810

To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].

## Multiple Dropdowns Question

Question	[ Select ] yellow red purple	1	2 pts
Roses are	<b>[ Select ]</b>	, violets are	[ Select ]



To answer a multiple drop-down question, click the the drop-down menu [1] and select your answer. Continue until you have answered all parts of the question.

## Matching Question

**Question 7**

3 pts

Match the colors with their complements.

Red

[ Choose ]

Blue

Green

Violet

Yellow

Violet

Orange

Blue

2

1

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

**Question 13**

1 pts

The Frost Giants weigh  $180x$  pounds when they are  $x$  years old. Find the weight of a Frost Giant at 4 years of age.



To answer a numerical question, click the text box and type your answer.

## Formula Question

**Question 5**

1 pts

Simplify

$$5+(2-(63*12))$$



To answer a formula question, click the text box and type your answer.

## Essay Question

**Question 1**

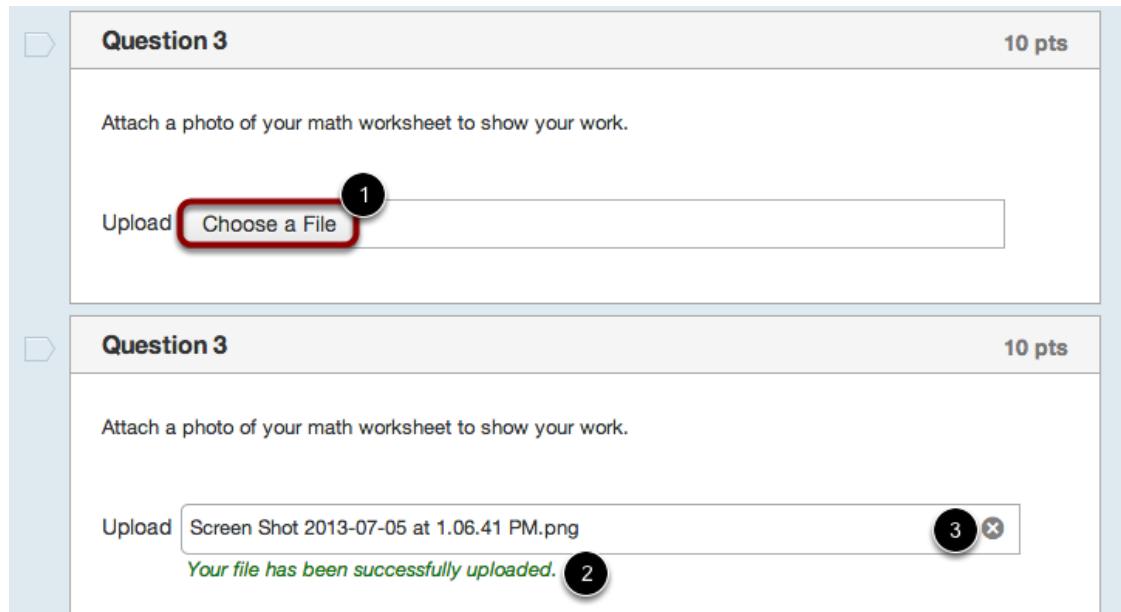
10 pts

What are the lyrics to "My Favorite Things?"

The image shows a Rich Content Editor interface. At the top is a toolbar with various icons for bold, italic, underline, font style, font size, and paragraph settings. A red box highlights the toolbar area, which is labeled with a circled '2'. Below the toolbar is a text input field containing the placeholder text 'Enter text.'. A black circle with the number '1' is placed over the text input field. The entire editor area is enclosed in a light gray border.

To answer an essay question, click the text box [1] and type your content. Content can be formatted through the Rich Content Editor [2].

## File Upload Question



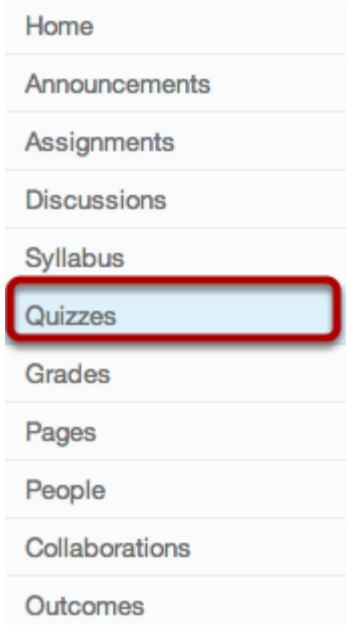
The screenshot shows two identical file upload question components side-by-side. Each component has a title "Question 3" and a point value "10 pts". Below the title is the instruction "Attach a photo of your math worksheet to show your work.". Underneath this is an "Upload" button followed by a red-bordered "Choose a File" input field. A circled number "1" is placed above the "Choose a File" button. In the second component, the "Choose a File" field contains the text "Screen Shot 2013-07-05 at 1.06.41 PM.png". Below this, a green message "Your file has been successfully uploaded." is displayed, with a circled number "2" placed next to it. To the right of the file name, there is a small circular remove icon with a circled number "3" above it.

To answer a file upload question, click the **Choose a File** box. 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 save my Quiz?

Quizzes are automatically saved as you are taking them.

### Open Quizzes



Click the **Quizzes** link.

### Locate Quiz

**Take This Quiz!** (34 pts)

Please follow the instructions.

Find the quiz that you want to take. Click the quiz title.

## View Quiz Questions

Question 14 1 pts

George Washington is the only president to have a state named after him.

True

False

 Quiz saved at 12:03pm Submit Quiz

Quizzes are automatically saved as you are working on them. There will be a timestamp that says **Quiz saved at [time]**.

## View Flagged Questions

**Question 3** 5 pts

Reflect on what this course has taught you. Write a 2-3 paragraph response explaining why you did or did not learn anything during the course.

**B I U A ab**  Font Size Paragraph

**Question 4** 1 pts

\_\_\_\_\_ is the capital of Washington.

Olympia

**Question 5** 1 pts

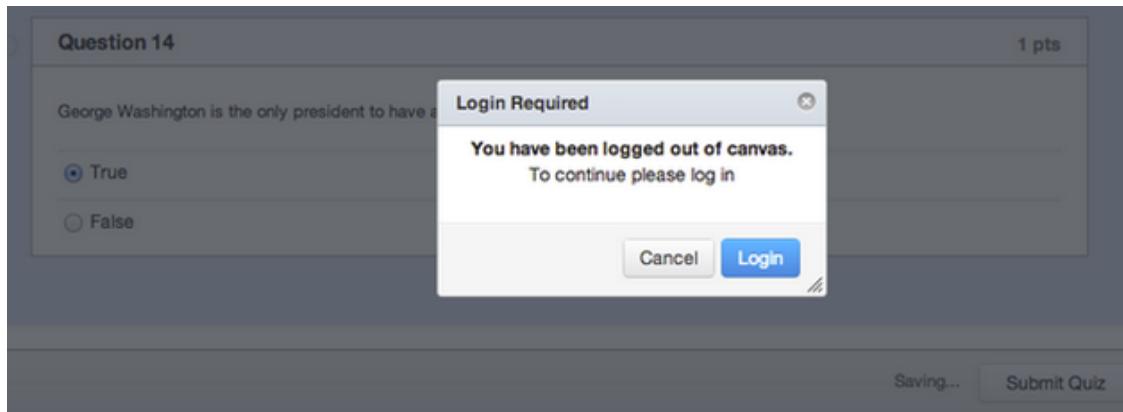
**Questions**

- ✓ Question 1
- ✓ Question 2
- Question 3**
- ✓ Question 4
- Question 5**
- ✓ Question 6
- ✓ Question 7
- ✓ Question 8
- ✓ Question 9
- Question 10

Time Elapsed: [Hide](#)  
4 Minutes, 51 Seconds

When you flag questions, you can see them in the question bank. The questions that are flagged have the yellow flag icon and become bold. In this example, question 3 and 5 are flagged. It is nice to see what questions you have answered and then you can go back to answer those questions you weren't sure about. Remember, Canvas will autosave your answers if the browser unexpectedly crashes.

## Quiz Logout Warning



If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up window. Click the **Login** button to log back into Canvas and resume your quiz.

## View Results

**Question 1** 0.5 / 1 pts

Roses are red, violets are purple.

---

**Answer 1:**

**Correct!** red

Correct! Roses are red.

---

**Answer 2:**

**You Answered** purple

---

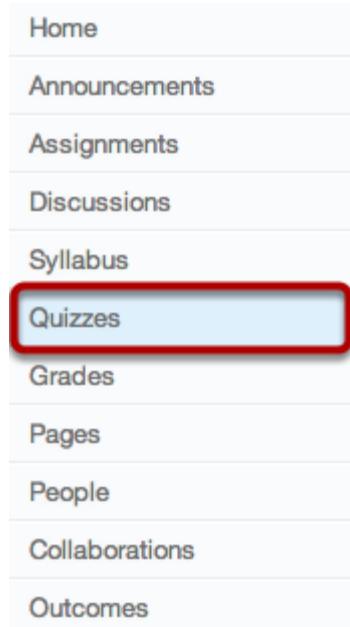
**Correct Answer** blue

After you have submitted your quiz, if your instructor allows, you can view your [quiz results](#).

## How do I submit a Quiz?

Submitting a quiz is straightforward.

### Open Quizzes



Click the **Quizzes** link.

### Select Quiz

**Take This Quiz!** (34 pts)

Please follow the instructions.

Click the quiz title to open quiz.

## Take the Quiz

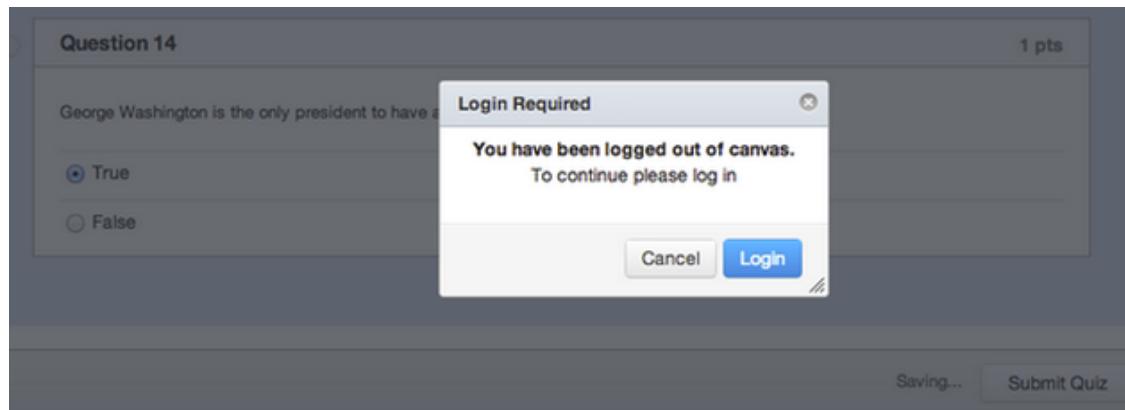
### Take This Quiz

Due No due date    Points 23    Questions 12    Time Limit None

**Take the Quiz**

Click the **Take the Quiz** button to open and take the quiz.

### Quiz Logout Warning



If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up window. Click the **Login** button to log back into Canvas and resume your quiz.

### Submit the Quiz

**Submit Quiz**

Answer the questions. Click the **Submit Quiz** button to submit the quiz.

## View Results

Score for this quiz: **16.5** out of 22 \*  
Submitted Mar 28 at 5:37pm  
This attempt took 13 minutes.

Question 1	1 / 1 pts
Roses are <input type="text" value="red"/> , violets are <input type="text" value="blue"/> .	
<b>Answer 1:</b> red	
Correct! Roses are red.	
<b>Answer 2:</b> blue	

Some quizzes will allow you to view the correct answers after you have submitted a quiz. Others are not visible to students. The instructor makes the decision whether students are allowed to view quiz results.

## View Submission Details

**Submission Details:**

<b>Time:</b>	13 minutes
<b>Current Score:</b>	16.5 out of 22 *
<b>Kept Score:</b>	16.5 out of 22

\* Some questions not yet graded

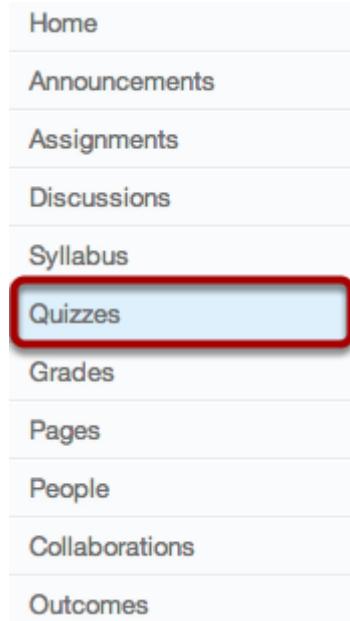
View the details of your submitted quiz.

**Note:** If there are essay questions, they will not be graded until the instructor manually grades them.

## 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.

### View Quizzes



Click the **Quizzes** link.

### Locate Quiz

**Take This Quiz (19 pts)**

Due: Feb 22 at 11:59pm

Click the quiz title to open the quiz you want to retake.

## View Quiz

### Take This Quiz

Due Feb 22 at 11:59pm

Points 19

Questions 10

Time Limit None

[Take the Quiz Again](#)

If you can retake the quiz, you will see **Take the Quiz Again** button. Click the button to retake the quiz.

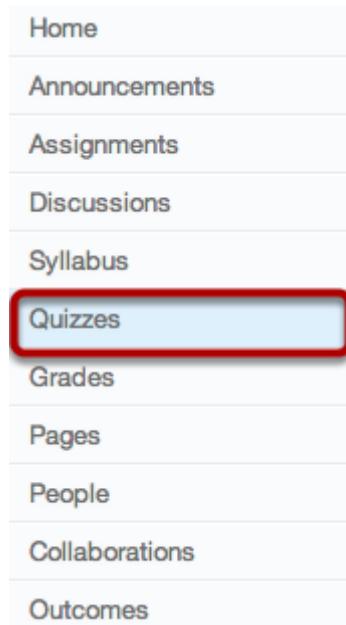
Contact your instructor if you have problems accessing the quiz.

**Note:** You can see past attempts in your [quiz results](#).

### Can the Instructor give me extra time or extra Quiz attempts?

Check with your instructor to ask if he or she will give you extra time or extra attempts.

## Open Quizzes



Click the **Quizzes** link.

## Check Quiz

[Take This Quiz](#) (19 pts)

Due: Feb 22 at 11:59pm

Time Limit: 60 minutes

Check the quiz by clicking the **quiz link** to see if you can attempt it again or if you have extra time.

## View Extra Attempts

### Take This Quiz

Due Feb 22 at 11:59pm

Points 19

Questions 10

Time Limit None

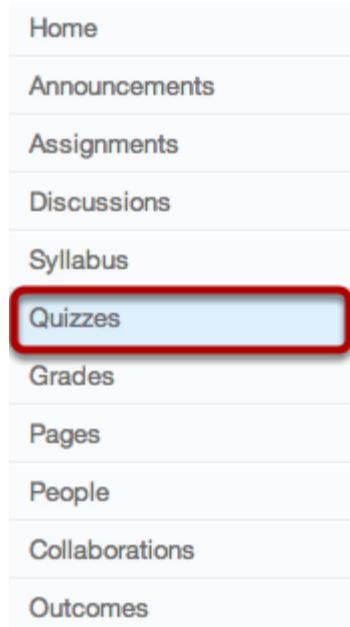
[Take the Quiz Again](#)

If you have an extra attempt, you will see **Take the Quiz Again** button. If not, contact your instructor to ask if he or she will give you extra time or extra attempts.

## How do I submit a Survey?

Submitting a survey is straightforward.

### Open Quizzes



Click the **Quizzes** link.

### Open Survey



A screenshot of a survey titled "End of Semester Thoughts". The title is highlighted with a red box. Below the title, there is a message: "Please take this survey about this course." To the right, there is a "Latest Submission:" field showing "Jan 8 at 11:17am".

Click the Survey title to open the Survey.

## Take the Survey

### End of Semester Thoughts

Due No due date    Questions 1    Time Limit None

#### Instructions

Please take this survey about this course.

[Take the Survey](#)

Click the Take the Survey button.

## Submit Survey

### End of Semester Thoughts

Started: Mar 29 at 7:27pm

#### Question 1

5 pts

How do you feel about this course?

- I learned more than I thought.
- I enjoyed taking this course.
- I didn't learn much.
- I never did the assignments.

Answer the questions available.

## Submit Survey

**Submit Quiz**

Click **Submit Quiz**.

# Rich Content Editor

## What is the Rich Content Editor?

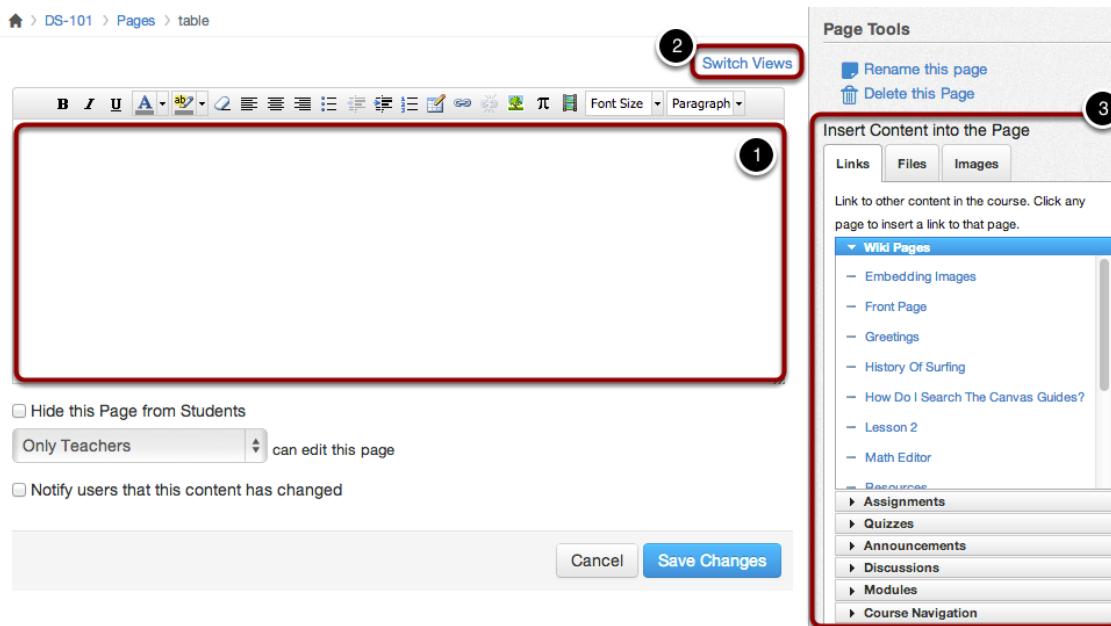
Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

[Click here to view a video about the Rich Content Editor.](#)

**Note:** Configured [External \(LTI\) Tools](#) may create additional buttons in the Rich Content Editor.

## Open the Rich Content Editor



Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the Switch View link [2]. Users can also easily link to course content using the Content Selector [3].

## What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements

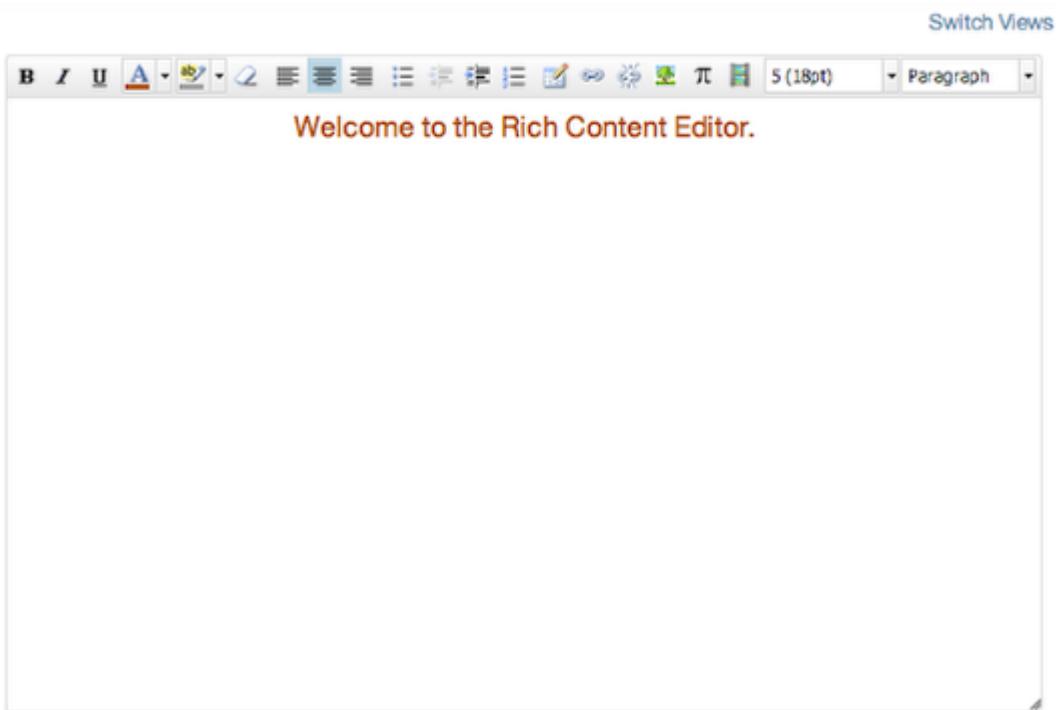
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

[Click here to go to the Rich Content Editor chapter.](#)

## How do I upload a video using the Rich Content Editor?

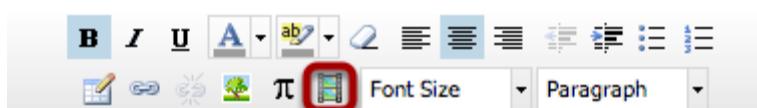
You can use the Rich Content Editor to upload a video.

### Open the Rich Content Editor



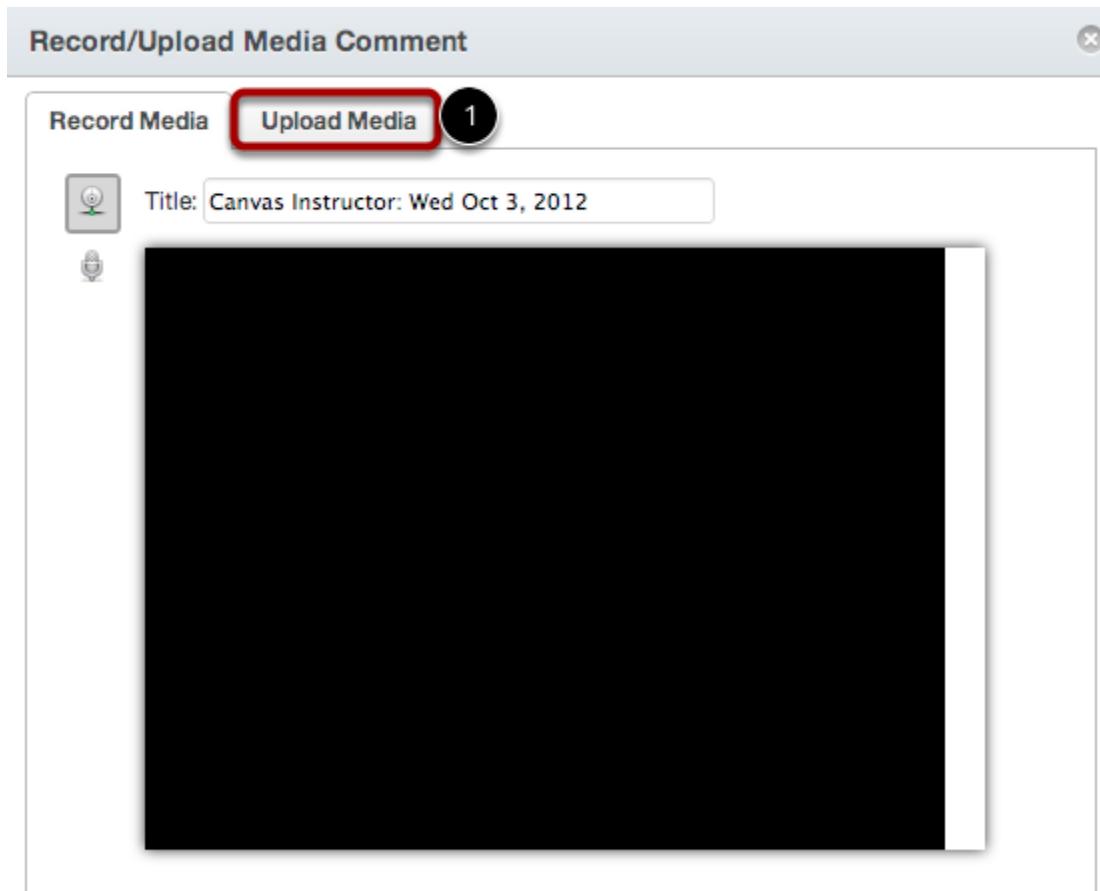
Open the Rich Content Editor using one of the Canvas features which support the Editor.

### Open Media Comment Tool



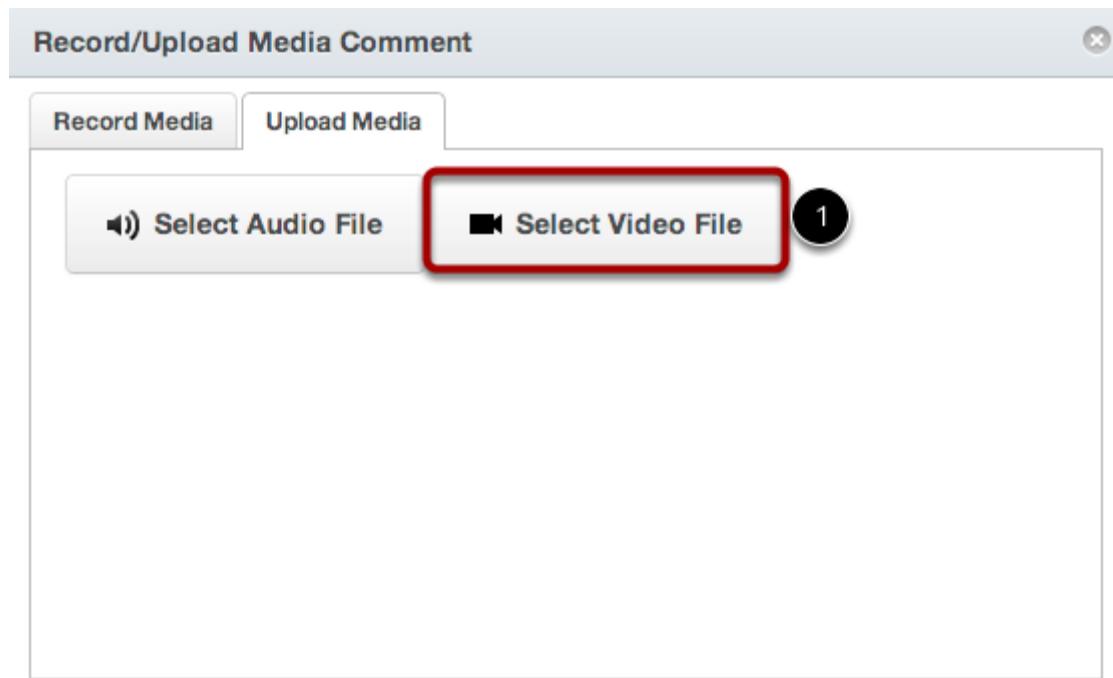
Click the **Video Clip** icon to open the Media Comment Tool.

## Upload Media



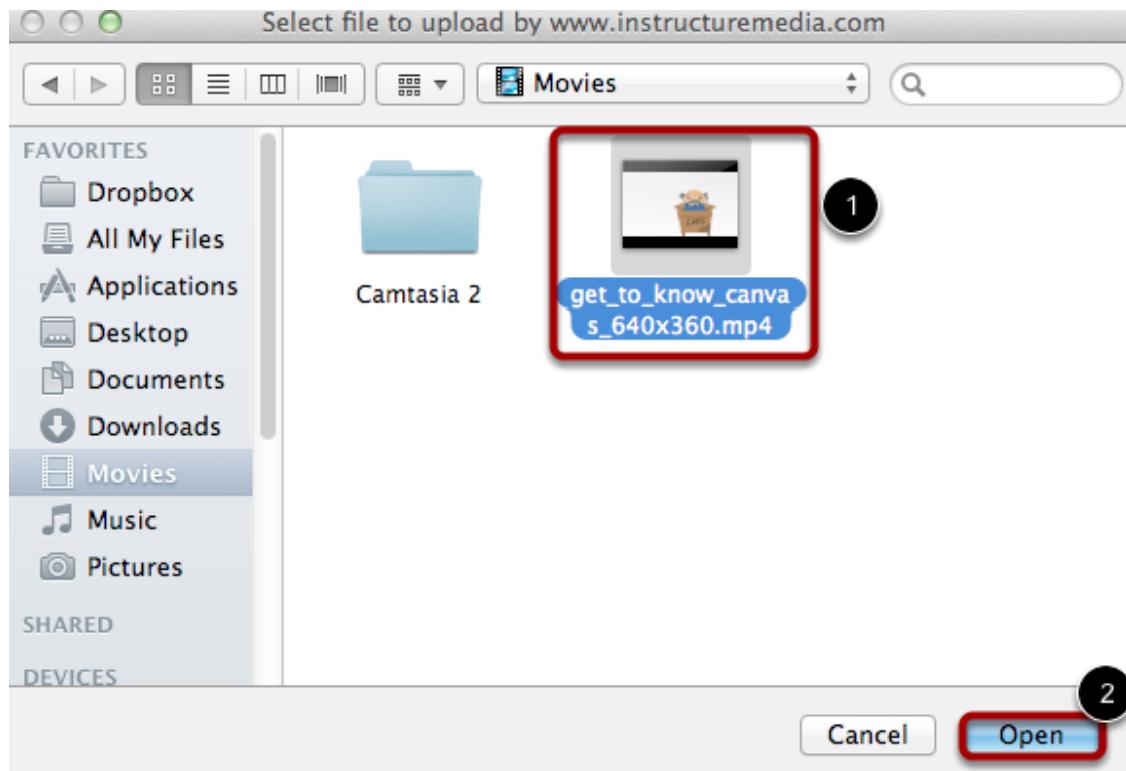
Click the **Upload Media** tab [1].

## Select Video File



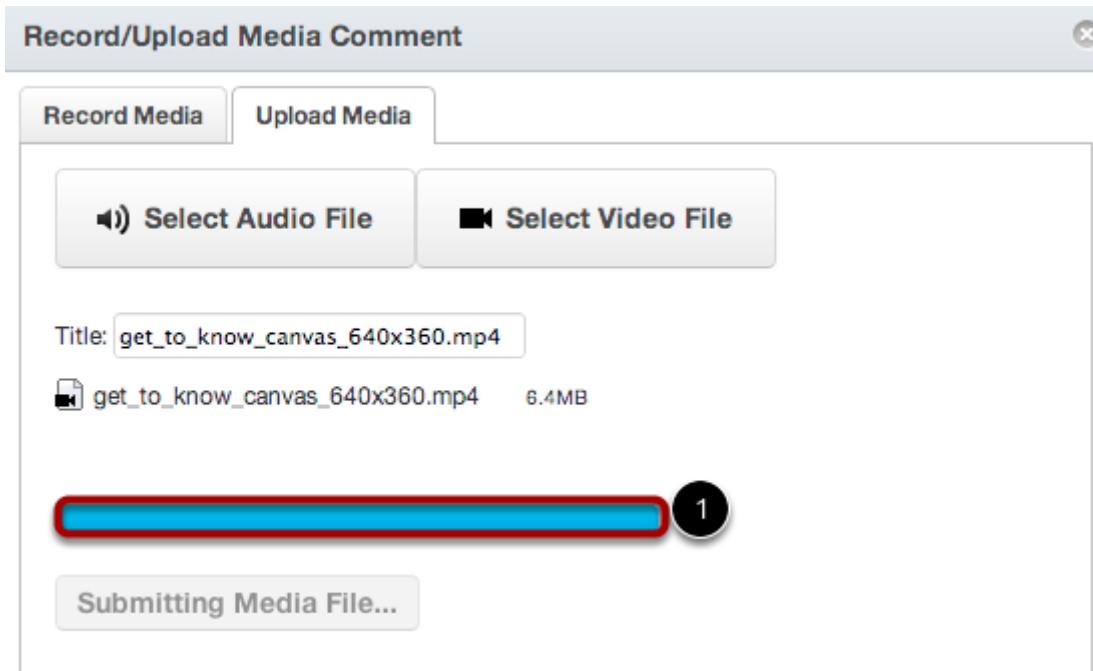
Choose the **Select Video File** button [1]. A popup window will appear in your browser.

## Select Video File



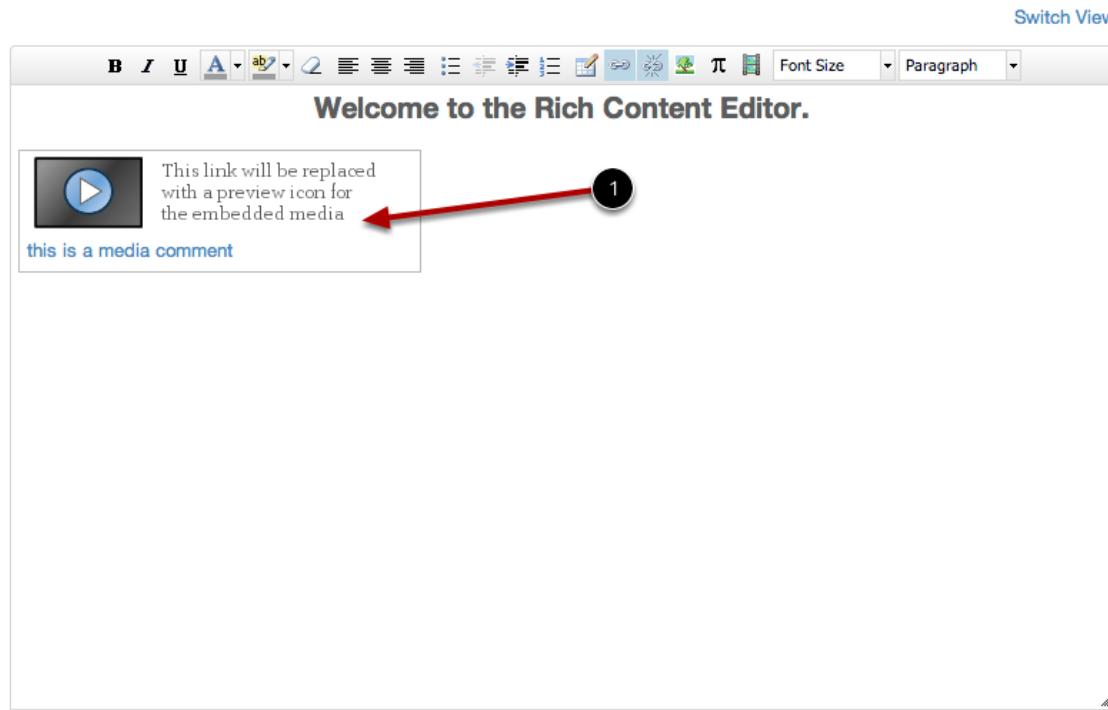
Select the video you want to upload [1]. Click the **Open** button [2].

## Upload Video File



The status bar will show you the progress of your video upload [1]. 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



The uploaded video will be indicated by a link inside the Rich Content Editor [1].

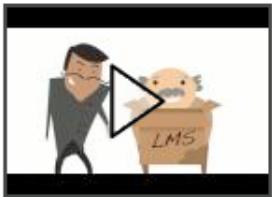
## Save Changes



Click **Save Changes**.

## View Media

Welcome to the Rich Content Editor.



Click on the video to view it in Canvas.

### How do I create a caption file for an external video?

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 captions the same way you can with Canvas videos.

**Note:** You cannot add a closed-captioning file to an online video if you are not the owner.

### Create Caption Files

#### Subtitle a Video

for example: <http://www.youtube.com/watch?v=h4ce747>

**Begin**

Enter the URL of an Ogg, WebM, flv, mp4, YouTube, Vimeo or Dailymotion video. You can also use our [widgetizer script](#) to subtitle all the videos on your site. Just looking? [Try our demo](#).

[Amara](#) is the same service referenced in our lesson about [creating captions in Canvas](#). 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.

**Note:** Your video must be publicly accessible for the URL to work and stored on a [supported third-party site](#).

## Upload Caption Files

Captions and subtitles help viewers with hearing disabilities and people who speak other languages to enjoy your videos. To learn more about this feature, see the [Help Center](#).

Upload a transcript (.txt), or a timed-coded caption file. [See formats](#)

**Upload caption file or transcript**

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, the most common being .srt, .sbv, and .txt. 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.

### Vimeo

Currently Vimeo does not support closed captioning, so if you want to add captions directly to the video, the text must be added to the actual video, like an overlaying graphic.

## Embed Video in Canvas

[Home](#) > [BWC 101](#) > [Pages](#) > [YouTube Caption Video](#)

Last edited by Canvas Instructor less than a minute ago

[Page history](#)



When you're finished, embed your YouTube video into Canvas. The closed-captioning option will appear with all available language caption files.

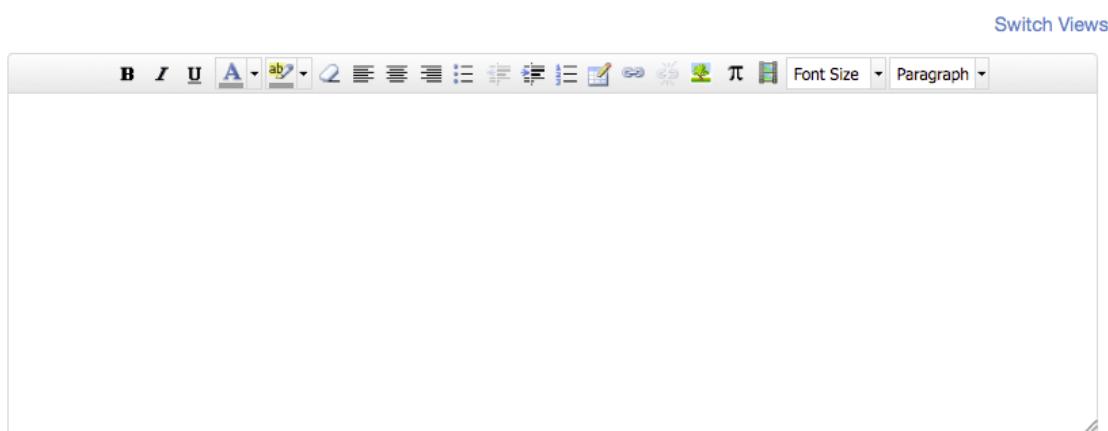
## How do I create captions for new or uploaded videos in Canvas?

You can easily create and upload caption files when you add video content Rich Content editor.

When uploading a video, please confirm that your video type [supports caption files](#).

**Note:** Captions are not currently supported for viewing in full-screen video mode.

### Open Rich Content Editor



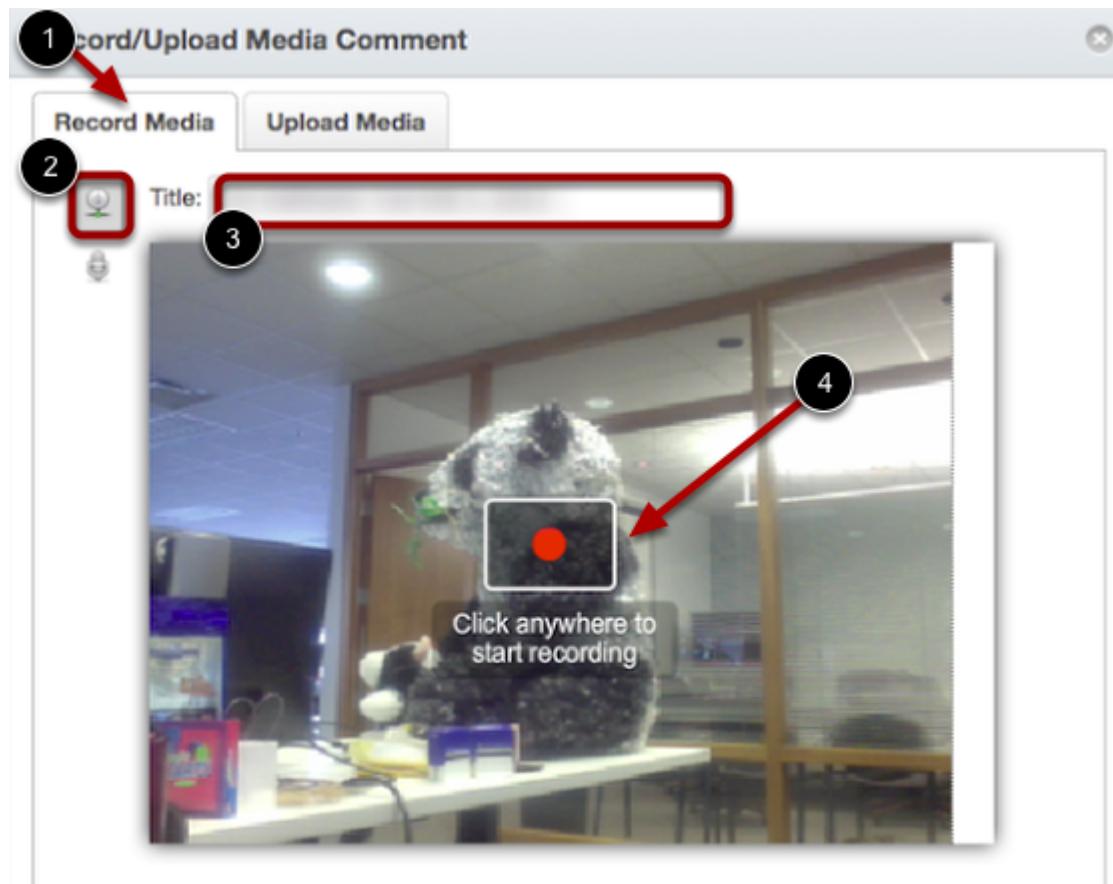
Open the Rich Content Editor using one of the Canvas features that support the Editor.

### Open Media Comment Tool



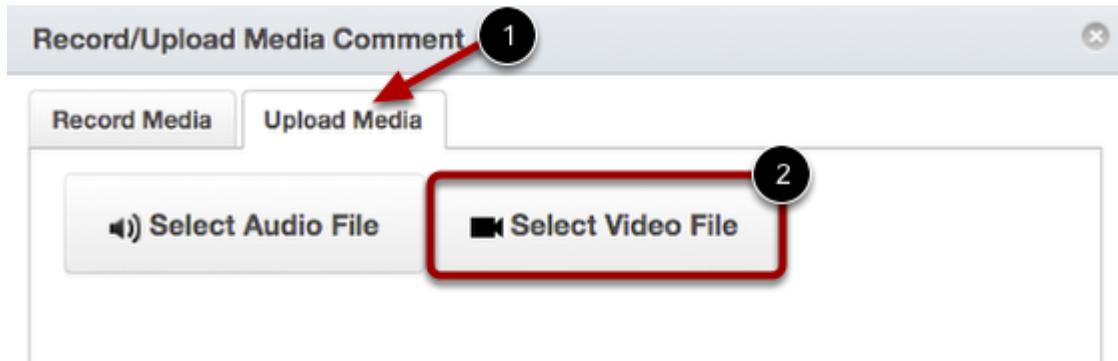
Click the Video Clip icon.

## Record Video



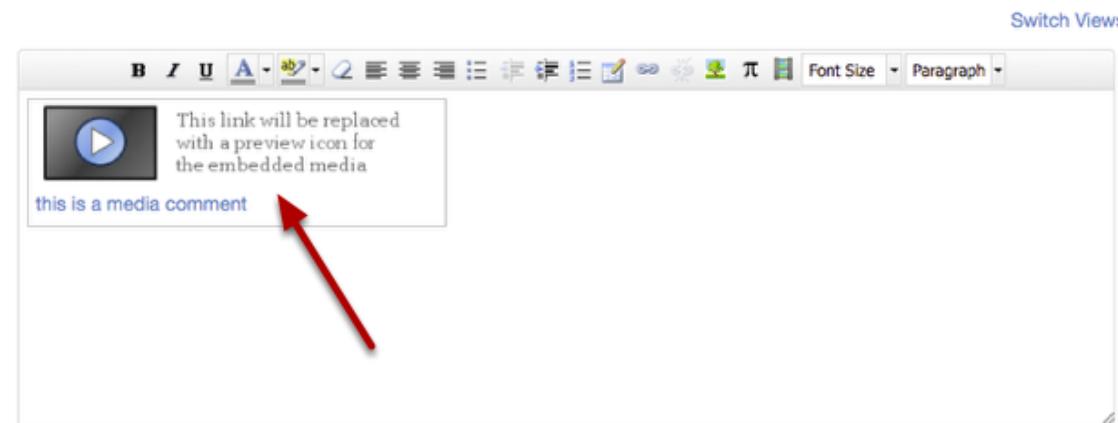
To record a new video file, click the **Record Media** tab [1]. The media should be set to the **video** icon [2]. Give your video a title [3]. When you are ready, click anywhere in the video panel to start recording [4].

## Upload Video



To upload an existing video, click the **Upload Media** tab [1]. Click the **Select Video File** button [2].

## Confirm Video



Your video will appear in the Rich Content Editor.

## Save Changes

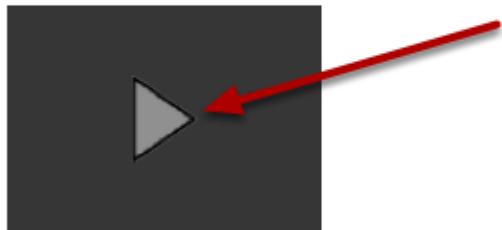


Click the **Save Changes** button.

## Enlarge Video

[Home](#) > [BWC 101](#) > [Pages](#) > [Captioned Video](#)

Last edited by Erin Hallmark less than a minute ago

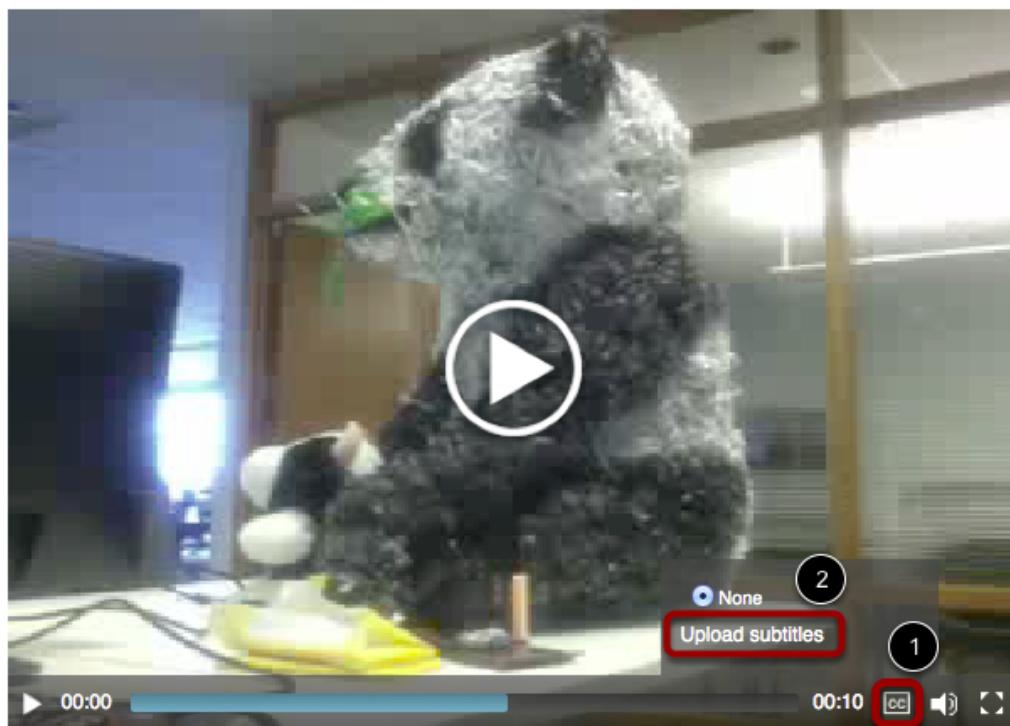


Click the video to enlarge the window and open the closed-caption options.

## Upload Subtitles

Home > BWC 101 > Pages > Captioned Video

Last edited by Erin Hallmark less than a minute ago



[Minimize embedded content](#)

Hover over the **closed caption** icon [1]. Click the **Upload subtitles** link [2].

## Go to Subtitle Creation Tool

**Create/Add Subtitles**

**Instructions:** Follow these three steps to create a subtitle file for your video, then upload it here. If you already have an SRT subtitle file you can skip to step 3.

**Step 1:** Copy this video url:  
1 https://instructure-media.s3.amazonaws.com/content/entry/data/6/156/0\_46ndezng\_0\_ir5zzady\_1.mp4

**Step 2:** Create a subtitle file by clicking this link and following the instructions.  
2 Go to subtitle creation tool

**Step 3:** Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.

Language --Choose a Language-- ▾  
File  Browse...

Cancel Upload

Copy the video URL provided in Step 1. Click the **Go to subtitle creation tool** button [2]. A new dialog box will open in your browser window.

**Note:** Since Canvas videos are routed through Kaltura to create a video URL link, your video may not be immediately available to create captions. If Steps 1 and 2 do not appear, try accessing your video in a few minutes.

## Enter Video URL

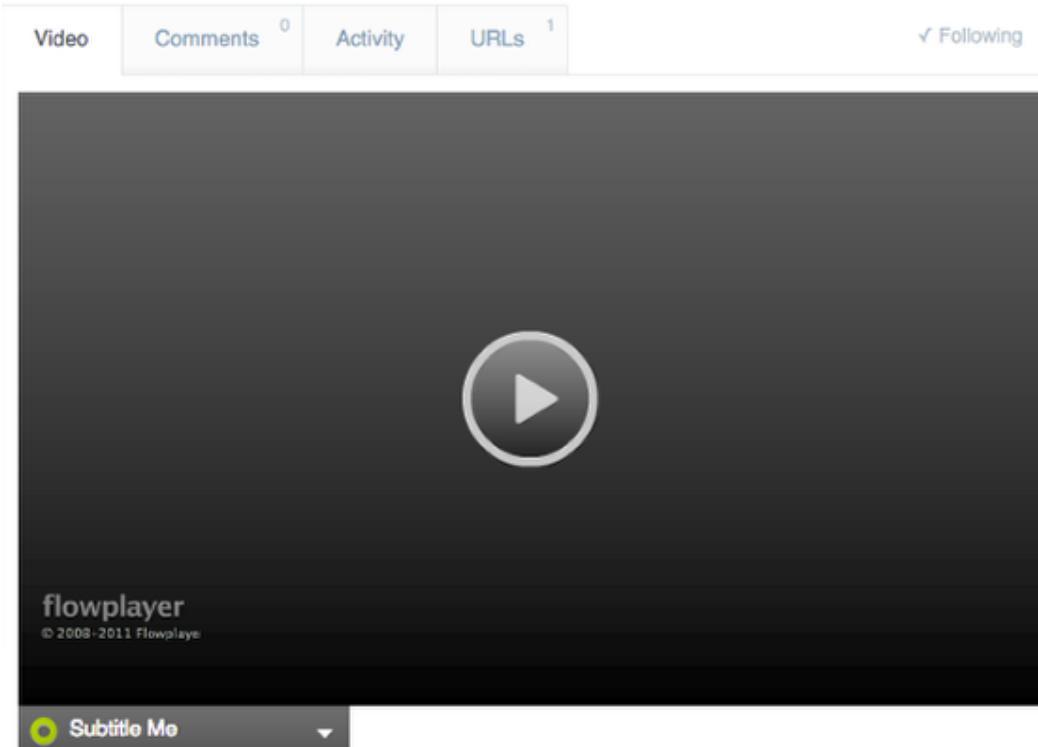
1 **Subtitle a Video**

2 s3.amazonaws.com/content/entry/data/6/156/0\_46ndezng\_0\_ir5zzady\_1.mp4 **Begin**

Enter the URL of an Ogg, WebM, flv, mp4,Youtube, Vimeo or Dailymotion video. You can also use our [widgetizer script](#) to subtitle all the videos on your site. Just looking? [Try our demo](#).

Paste your video URL in the **Subtitle a Video** field [1]. Click the **Begin** button [2].

## Create Subtitles



Click the **Create subtitles now** link.

## Select Language

Create subtitles

This video is in:  [1]

Please double check the primary spoken language. This step cannot be undone.

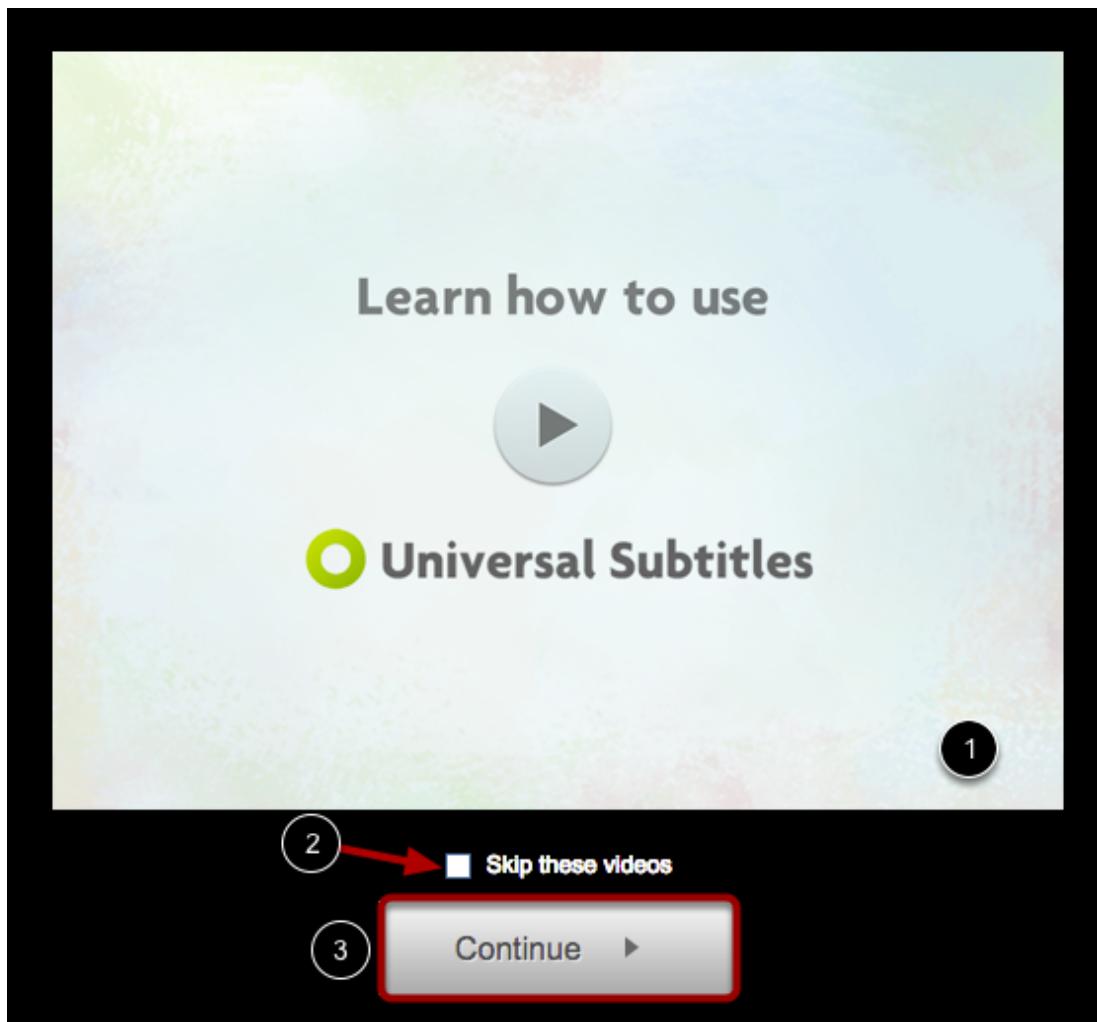
Subtitle into:  [2]

[3] **CONTINUE**



In the drop-down menu, select the primary spoken language of your video [1]. Then select the language you would like to create subtitles for [2]. Click the **Continue** button [3].

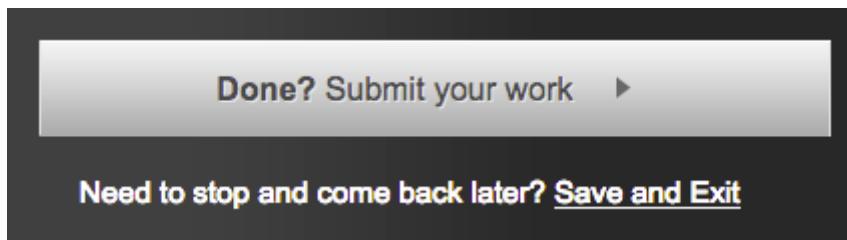
## Create Subtitles



If you've never created subtitles with this program before, you can watch video tutorials [1] that will walk you through every step of the process. If you want to skip these videos next time, select the **Skip these videos** checkbox [2].

When you are ready to continue, click the **Continue** button [3].

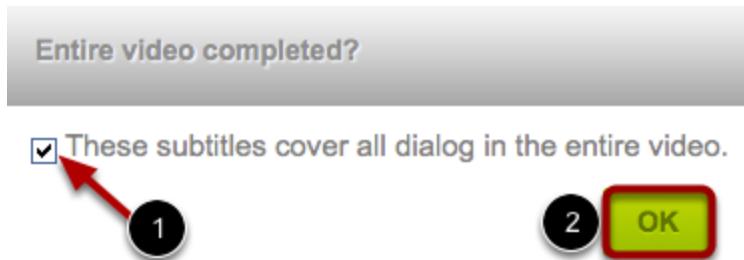
## Submit Your Work



When you have made it through all four steps and are finished with your subtitles, click the **Done? Submit your work** button.

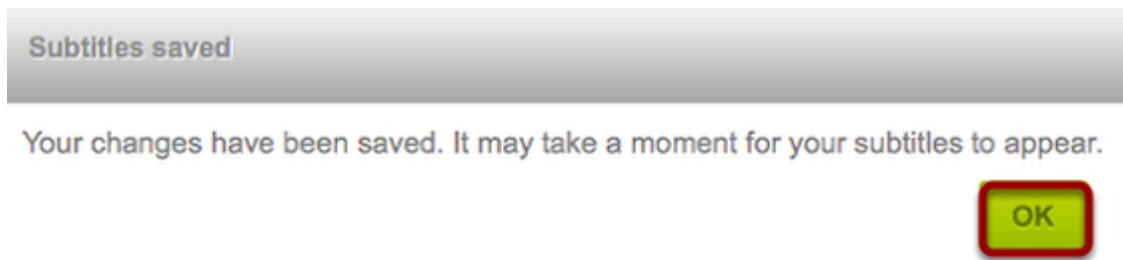
**Note:** If you have never logged in before, you will be prompted to create an account. Creating an account lets you save your video with the subtitles in case you want to change them or translate them into another language later. Once you have logged in, you will be redirected back to this step; click the **Done? Submit your work** button to continue.

## Verify Entire Video is Completed



Verify that subtitles have been completed for the entire video by clicking the confirmation checkbox [1]. Click the **OK** button [2].

## Confirm Save



The system will confirm your subtitles have been saved. Click the **OK** button.

## Open Subtitles Menu



Contribute

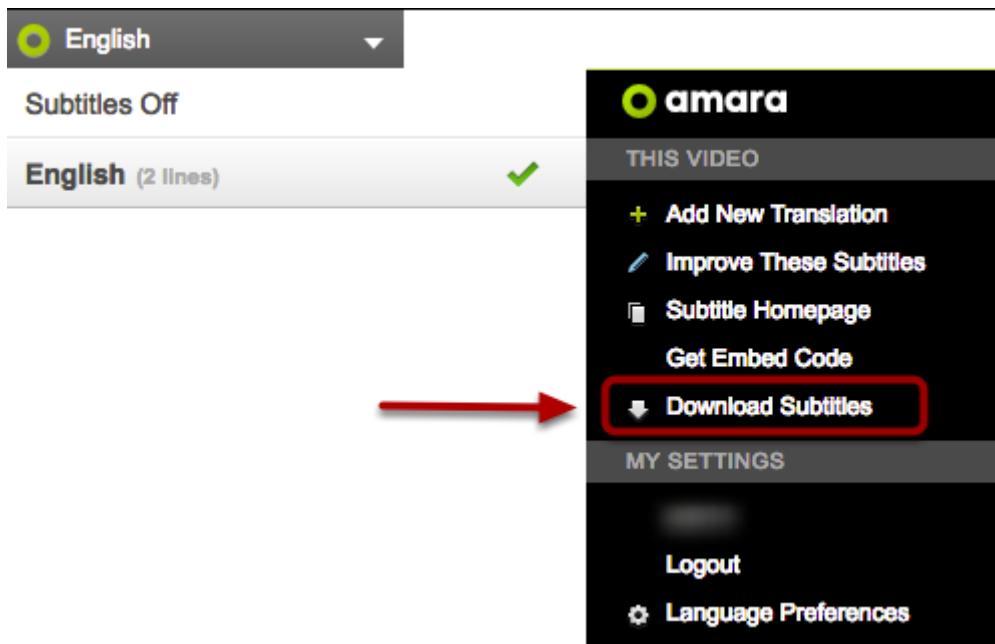
Don't see one of your languages?

[Create a new translation!](#)

Already have subtitles for this video? You can [upload](#) them directly.

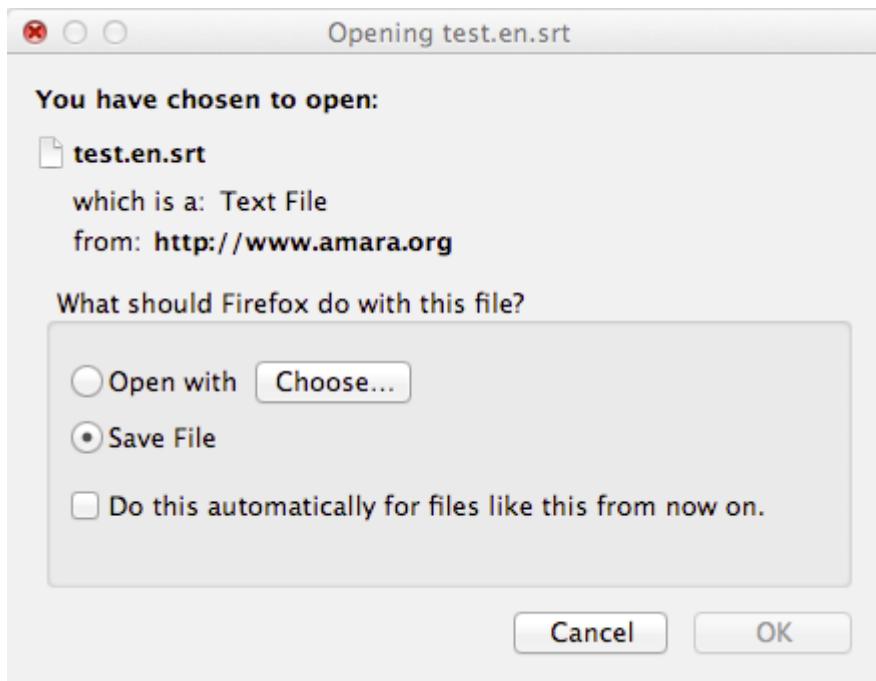
Click the drop-down menu of the subtitles you created.

## Download Subtitles



In the drop-down menu, click the **Download Subtitles** button.

## Save File



Save the file to your computer. Subtitles download as an .srt file.

## Select Subtitle Language

**Step 3:** Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.



Return to the video pop-up window in Canvas. In Step 3, click the **Language drop-down** menu; select the language that matches the language of your subtitle file.

## Browse for Subtitle File

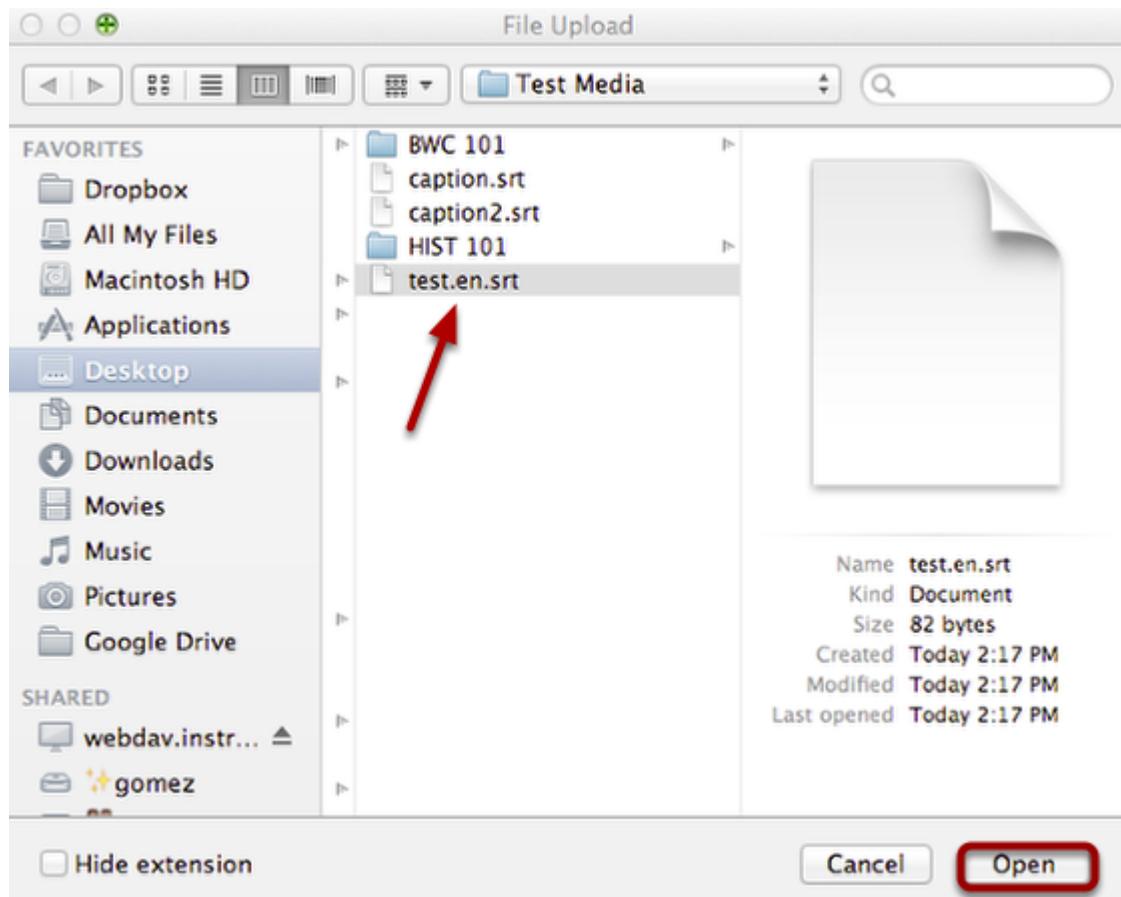
Step 3: Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.

Language

File  **Browse...**

To locate your .srt caption file, click the **Browse** button.

## Open Subtitle File



Locate your subtitle file on your computer. Select the file, then click the **Open** button.

## Upload Subtitle File

**Step 3:** Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.

Language

File

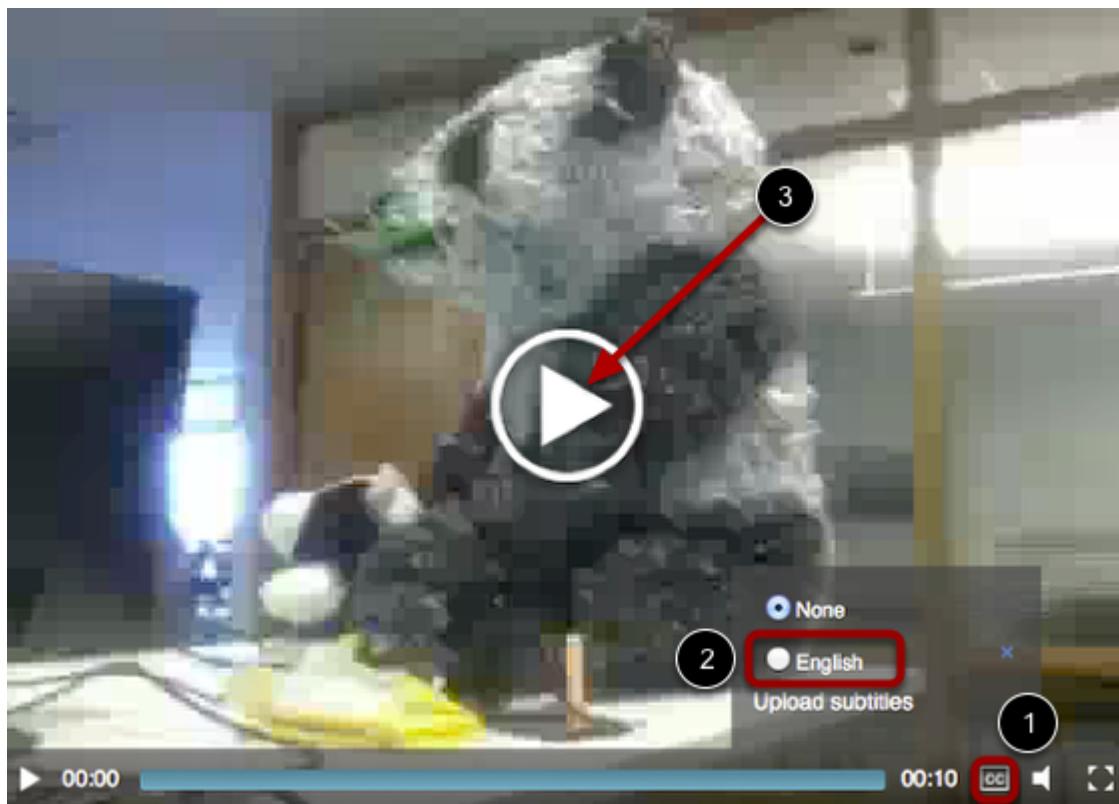
To submit your subtitle file, click the **Upload** button.

## Refresh Browser Window

 Track uploaded successfully, refresh to see it. 

Canvas will confirm your subtitle file has been successfully uploaded. Refresh your browser window to view your subtitles.

## Access Subtitles



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 subtitle language you wish to view [2]. Click the **Play** button [3].

## View Subtitles

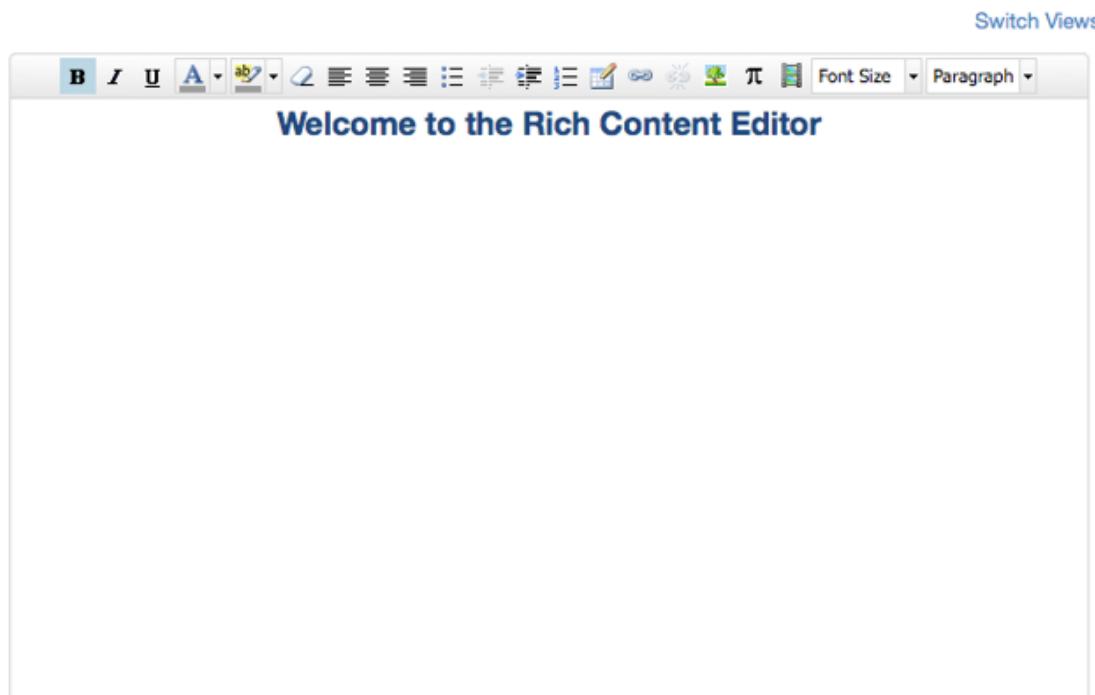


View the subtitles in your video.

**Note:** Captions are not currently supported for viewing in full-screen video mode.

## How can I embed images from Canvas into the Rich Content Editor?

### Open the Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

### Choose Picture Icon



Click the Picture icon.

## Select Canvas Tab

Insert / Edit Image ×

**Image Source**

URL  **Canvas**  Flickr

**Attributes**

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

Cancel **Update**

Click the **Canvas** tab.

## Open Course or Personal Files

Insert / Edit Image ×

### Image Source

URL    Canvas    Flickr

▶  Course files 1  
▶  My files 2

---

### Attributes

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

You can choose to embed images from Course files [1] or your personal files [2]. Images in course files will only appear if your instructor has made them public to all users in the course.

**Note:** You need to upload your personal files into Canvas before they can be embedded. You can learn how to upload personal files in the lesson about [adding files](#).

## Select Image and Verify Attributes

Insert / Edit Image ×

### Image Source

[URL](#) [Canvas](#) [Flickr](#)

Course files

My files

profile pictures

they-really-are\_fb\_863388.jpg

Attributes

Alt text: they-really-are\_fb\_863388.jpg 2

Describe the image to improve accessibility

Dimensions: 300 x 300 3

Aspect ratio will be preserved

Cancel Update

Click the image you wish to embed [1].

The Attributes field will populate the Alt text [2], which is the name of the image, along with the image's default dimensions [3]. Dimensions are referenced in pixels, width x height.

## Change Attributes Alt Text

### Attributes

Alt text  cool grandparents  
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

To change the Alt text, type the new text in the text field.

## Change Attributes Image Dimensions

### Attributes

Alt text  cool grandparents  
Describe the image to improve accessibility

Dimensions 1  x 2   
Aspect ratio will be preserved

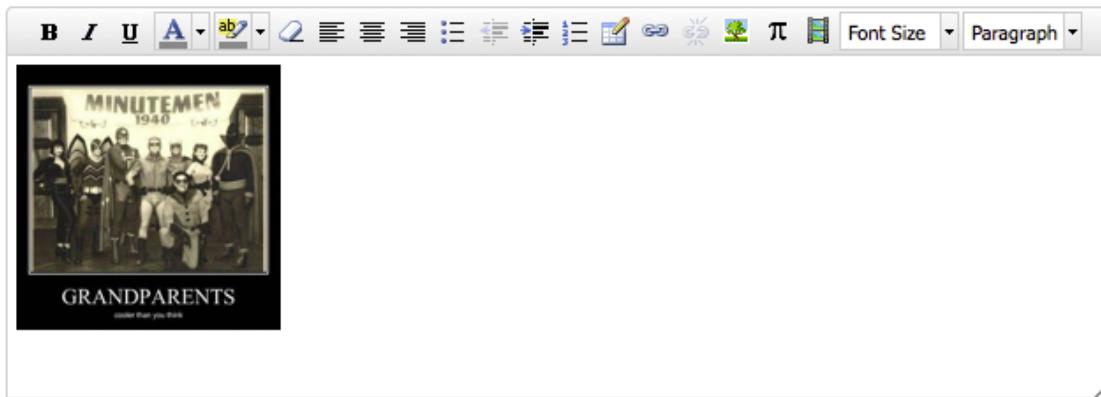
To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then click the tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

## Embed Image

Click the **Update** button.

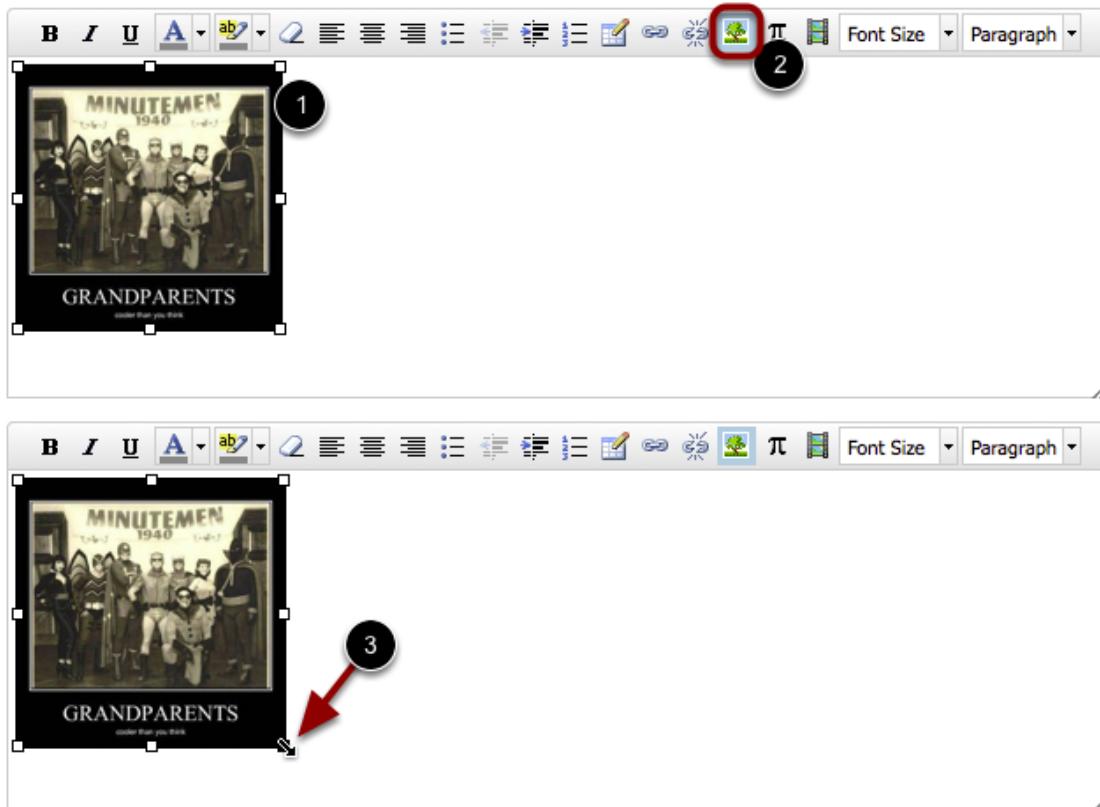
**Note:** As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

## View Embedded Image



View your embedded image in the Rich Content Editor.

## Edit Embedded Image



If you need to edit your embedded image, click the image [1], then click the **Picture** icon [2]. The insert/embed window will appear to make changes.

You can also use the handles around the image to visually change the image size [3]. 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.

## How do I view captions in a video?

Some videos within Canvas may contain closed-captioned files. You can view the captions in the closed-captioning menu.

**Note:** Captions may not be supported for some videos in full-screen viewing mode.

### Open Video

 > BWC 101 > Pages > Captioned Video

Last edited by Canvas Instructor about 1 hour ago

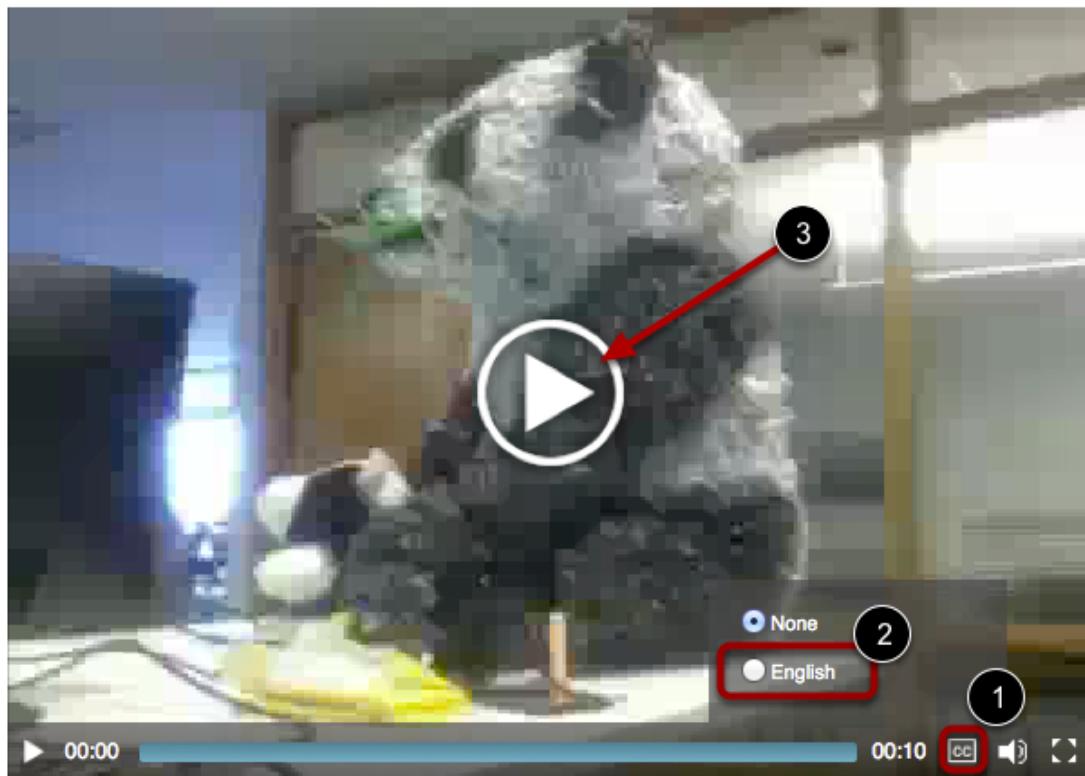


Click the video you wish to view. The video will enlarge on your screen.

## Select Subtitles

Home > BWC 101 > Pages > Captioned Video

Last edited by Canvas Instructor about 1 hour ago



Hover over the **closed caption** icon [1]. If subtitles are available, click the language(s) you wish to view. Click the **Play** button [3].

## View Subtitles



View the subtitles in your video.

**Note:** Captions may not be supported for some videos in full-screen viewing mode.