FOR STUDENTS: CANVAS TIP SHEET

ABOUT CANVAS

Canvas is a highly interactive, online learning environment used at UM to support courses, research, and collaborations. It is in use by more than 600 colleges and universities and provides industry-leading capabilities and stability.

GET STARTED

Browsers Canvas supports the last two versions of every browser release. See a full list of supported browsers.	**Mobile** Most Canvas features are supported on mobile devices. Mobile apps are also available free for download on smartphones and tablets.
Logging in 1. Open canvas.umich.edu and log in. 2. Hover over **Courses** ▾ (it may say **Courses & Groups** ▾) and select your course site.	**Navigating** To open a course, hover over **Courses & Groups** ▾ and select a course site. To open a Canvas tool (feature), click its link in the left-hand navigation.
Dashboard The Dashboard includes information from all your courses, including upcoming activities and to do lists This is a quick way to launch directly into assignments, participate in discussions, or see recent feedback and grades.	**Profile and other settings** Click **Settings** in the upper-right corner to see account options and tools. You can customize your notification settings here and even setup SMS messaging for critical activities.

LEARN MORE and GET HELP

U-M's Student Canvas Guide http://nextgen.umich.edu/lms/student-guide.php#terms You can also click **Help** in the upper-right corner of the Canvas window to access several types of help.	**Course content questions?** For questions about course content, please contact your instructor.
ITS Service Center/4-HELP Call 734-764-HELP (4357) or email 4HELP@umich.edu.	**Learn about using all Canvas tools** Click **Help** in the upper-right corner of the Canvas window to search Canvas Guides.

TOOLS and TIPS

Note: *Tools that are not visible in the left-hand navigation have not been enabled by your course instructor.*

Discussions
Both instructors and students to start and contribute to discussions in Canvas.

Rich Text Editor
Use the editor in assignments, discussions, etc., and for embedding video and math formulas.

Assignments
IMPORTANT: Click **Submit Assignment** in the upper-right corner to begin the process of submitting an assignment. You will need to click another **Submit Assignment** button when you're ready to submit it. If you don't see a Submit Assignment button, your instructor is not currently accepting online submissions for the assignment.

To view instructor comments, click **Assignments**. Click the assignment name. (If the due date for the assignment passed, it will appear under Past Assignments.) In the sidebar 'Submission' box, click **Submission Details**. If you submitted the assignment with a file upload, the file will appear as an attachment.

At the top of the sidebar, you can view the grade (if any). If your assignment was graded using a rubric, click **Show Rubric** to see what scores you received for each criterion.

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

Terminology

In Canvas	In CTools
Discussions	Forums
Modules	LessonBuilder
Files	Resources
Settings	Site Info
Quizzes	Test Center
Course	Course Site
Features	Tools
Assignment Groups	Gradebook Categories
Redirect Tool	Web Content Tool

Grades
To see grades, while you are in the course site, click **Grades** in the left-hand navigation. View the scoring details for an assignment by clicking the checkmark icon. If there are comments, click the bubble icon to view.

Files
The Files feature is where you can keep documents and media files that are either independent of course sites or course-related. The tool is similar to Resources in CTools.

Groups
Groups are a great way to share files, conduct discussions, and even video conference between team members.

Quizzes
In addition to Quizzes from instructors, you can use this feature yourself to test your knowledge of the material in a course.

Chat
The Chat feature is for real-time communication with your instructor and/or classmates. Open a chat room to join a chat session.

Pages
The Pages feature helps you collaborate with other students in a group. To add a page, click Pages in the left-hand navigation, click **View All Pages**, and click **+ Page**.

Calendar
Your calendar shows all your courses and groups. To subscribe to the Canvas Calendar through your M+Google account, locate and copy the calendar feed below your Canvas calendar list. In Google Calendar, choose **Add by URL** under Other Calendars and copy the feed URL.