Homepage > Resources > FAQs

# Page title (H1): Frequently Asked Questions

## Section heading (H2): Anticipated Instructor FAQs

While researching Canvas, we put together a list of frequently asked questions that we anticipate many instructors asking about specific functions in Canvas. These questions are organized into the following categories of functioning that instructors are used to in Blackboard.  We recommend that you read our [Canvas Crosswalk](https://support.campus.fsu.edu/kb/article/704-canvas-crosswalk)resource to get acquainted with Canvas terminology before consulting the more specific resources below.

### Collapsible sub-section heading (H3): Assignments

#### Collapsible sub-section heading (H4): [How do I use/navigate Assignments in Canvas?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#use_navigateAssignments)

Canvas Assignments include Quizzes (assessments and surveys), graded Discussions, and online submissions (paper submissions). The Assignments page shows your students all of the Assignments that will be expected of them in the course and how many points each one is worth. You can assign a particular Assignment to the entire class, one group of students, or a single student. To learn how to do this, see the "Differentiated Assignments" link below. You can also create peer review assignments that require students to offer feedback on one another's work. For more information, see the "peer review" link below.

Further resources:

* [What are Assignments for instructors?](https://community.canvaslms.com/docs/DOC-2614)
* [How do I use the Assignments Index Page?](https://community.canvaslms.com/docs/DOC-2615)
* [What is the difference between assignment due dates and availability dates?](https://community.canvaslms.com/docs/DOC-2628)
* [How do I add an assignment group in a course?](https://community.canvaslms.com/docs/DOC-2623)
* [How do I create an assignment?](https://community.canvaslms.com/docs/DOC-1797)
* [How do I create an online Assignment?](https://community.canvaslms.com/docs/DOC-2651)
* [How do I create a peer review assignment?](https://community.canvaslms.com/docs/DOC-2663)
* [How to I add details to an assignment?](https://community.canvaslms.com/docs/DOC-2637)
* [How do I add or edit points for an assignment?](https://community.canvaslms.com/docs/DOC-2648)
* [How do I create an assignment shell in an assignment group?](https://community.canvaslms.com/docs/DOC-2560)
* [How do I delete an assignment?](https://community.canvaslms.com/docs/DOC-2647)
* [What do Differentiated Assignments look like in Canvas?](https://community.canvaslms.com/docs/DOC-2630)

#### Collapsible sub-section heading (H4): [What types of Assignments are available in Canvas?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#AssignmentTypes)

Canvas offers several different assignment types: Assignment, Discussion, Quiz, External Tool Assignment (eg., Turnitin Assignment), and Not Graded Assignment. Learn more below.

Further resources:

* [What assignment types are available in Canvas courses?](https://community.canvaslms.com/docs/DOC-2559)
* [What is a peer review assignment?](https://community.canvaslms.com/docs/DOC-2656)

#### Collapsible sub-section heading (H4): [What file types are supported in Canvas Assignments?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#AssignmentFileTypes)

SpeedGrader (the inline grading tool in Canvas) and Crocodoc (the inline markup tool in Canvas) only support .doc/.docx, .ppt/.pptx, and .pdf files at present.

Further resources:

* [How do I use Crocodoc in Canvas assignments?](https://community.canvaslms.com/docs/DOC-2959)
* [How do I create an online assignment?](https://community.canvaslms.com/docs/DOC-2651)

#### Collapsible sub-section heading (H4): [How do I create an assignment in Canvas?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#CreateAssignment)

You can create assignments from the Assignments Index page (Assignments area of course site) and you have two options: You can create an assignment shell, or you can create the entire assignment. An assignment shell is just a placeholder for the assignment within an assignment group, such as a discussion assignment within the discussion assignment grouping. You can come back and add the details at any time. For more information on both creating an assignment shell and creating an entire assignment, see the Canvas guide article [How do I create an assignment?](https://community.canvaslms.com/docs/DOC-1797)

#### Collapsible sub-section heading (H4): [Can I create peer review assignments so that my students can give each other feedback on their work?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#PeerReviewAssignments)

There are two different options for doing this: Turnitin's PeerMark peer review assignment option, and Canvas's peer review assignment option.

Further resources for Canvas’s built-in peer review option:

* [What is a peer review assignment?](https://community.canvaslms.com/docs/DOC-2656)
* [How do I create a peer review assignment?](https://community.canvaslms.com/docs/DOC-2663)
* [How do I manually assign peer reviews for an assignment?](https://community.canvaslms.com/docs/DOC-2664)
* [How do I automatically assign peer reviews for an assignment?](https://community.canvaslms.com/docs/DOC-2657)

Further resources for Turnitin’s PeerMark peer review option:

* [How do I change Turnitin settings for an assignment?](https://community.canvaslms.com/docs/DOC-5480)
* [Turnitin Instructor User Manual: PeerMark](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/23_PeerMark)

#### Collapsible sub-section heading (H4): [Is there an inline assignment grading feature like the one I'm using in Blackboard?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#InlineGradingAssignments)

The inline grading feature that you'll be using in Canvas is called SpeedGrader. SpeedGrader makes it possible to view and grade student assignment submissions in one place. In SpeedGrader you can use a simple point scale, or a complex rubic, and you can use the same Crocodoc markup feature that we had in Blackboard to annotate comments directly on student paper submissions. At present Crocodoc is only compatible with .doc/.docx, .ppt/.pptx, and .pdf file types. You can also leave text, file attachment, and media comments for students through the SpeedGrader interface.

Further resources:

* [What is SpeedGrader?](https://community.canvaslms.com/docs/DOC-2583)
* [How do I use SpeedGrader?](https://community.canvaslms.com/docs/DOC-2928)
* [How to I get to SpeedGrader from the Gradebook?](https://community.canvaslms.com/docs/DOC-2925)
* [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](https://community.canvaslms.com/docs/DOC-2927)
* [How do I find a student submission in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2935)
* [How do I use Crocodoc in Canvas assignments?](https://community.canvaslms.com/docs/DOC-2959)
* [How do I grade Turnitin assignments in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2860)
* [How do I use a rubric to grade submissions in SpeedGrader?](https://community.canvaslms.com/docs/DOC-1928)
* [How do I use free-form comments instead of ratings in a rubric in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2904)
* [How do I leave feedback comments for student submissions in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2930)
* [How do I sort assignments in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2933)
* [How do I track my grading progress and the average grade in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2950)

#### Collapsible sub-section heading (H4): [Can I use Rubrics in Canvas?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#RubricsAssignments)

Canvas has fairly extensive Rubrics options, allowing you to attach a rubric to an assignment, graded discussion item, and to assessments.

Further resources:

* [What are rubrics?](https://community.canvaslms.com/docs/DOC-2867)
* [How do I create a rubric in a course?](https://community.canvaslms.com/docs/DOC-2897)
* [How do I add a rubric to an assignment?](https://community.canvaslms.com/docs/DOC-2870)
* [How do I add a rubric to a graded discussion?](https://community.canvaslms.com/docs/DOC-2899)
* [How do I add a rubric to a quiz?](https://community.canvaslms.com/docs/DOC-2901)
* [How do I edit a rubric in a course?](https://community.canvaslms.com/docs/DOC-2911)
* [How do I manage rubrics in a course?](https://community.canvaslms.com/docs/DOC-2913)

#### Collapsible sub-section heading (H4): [Is Turnitin available in Canvas? How do I make a Turnitin Assignment?](https://support.campus.fsu.edu/kb/article/708-canvas-assignments-faqs#TurnitinAssignments)

Yes, Turnitin is a third-party tool that we will continue to make available in Canvas.

Further resources:

* [How do I create a Turnitin assignment?](https://community.canvaslms.com/docs/DOC-1799)
* [How do I manage Turnitin assignments?](https://community.canvaslms.com/docs/DOC-5448)
* [How do I change Turnitin settings for an assignment?](https://community.canvaslms.com/docs/DOC-5480)

### Collapsible sub-section heading (H3): Assessments

#### Collapsible sub-section heading (H4): How do I make a test/quiz in Canvas?

Canvas offers several assessment options. Please note, if you wish to use question groups (random blocks) and question banks (question pools), we recommend you create those question groups and banks before creating the quiz itself.

Further resources:

* [What are Quizzes for instructors?](https://community.canvaslms.com/docs/DOC-2889)
* [How do I use the Quizzes Index Page?](https://community.canvaslms.com/docs/DOC-2890)
* [How do I create a quiz with individual questions?](https://community.canvaslms.com/docs/DOC-1965)
* [How do I create a quiz with a group to randomize quiz questions? (like using random blocks in Blackboard)](https://community.canvaslms.com/docs/DOC-2900)
* [How do I create a quiz by finding questions in a question bank? (like using question pools in Blackboard)](https://community.canvaslms.com/docs/DOC-2902)
* [How do I create a quiz with a question group linked to a question bank? (like combining question pools with random blocks in Blackboard)](https://community.canvaslms.com/docs/DOC-2903)

#### Collapsible sub-section heading (H4): What test/quiz settings are available in Canvas?

In Canvas you can create graded quizzes (graded assessments), practice quizzes (ungraded assessments), graded surveys, and ungraded surveys.

Further resources:

* [What quiz types are available in Canvas courses?](https://community.canvaslms.com/docs/DOC-2581)
* [What options are available in Canvas quizzes?](https://community.canvaslms.com/docs/DOC-2895)
* [How do I use Draft State in Quizzes?](https://community.canvaslms.com/docs/DOC-2892)

#### Collapsible sub-section heading (H4): Can I make surveys in Canvas?

Yes.  To create a survey, go to the Quizzes menu item and create a quiz. In the Quiz Type section, you can make the quiz a graded or ungraded survey.

Further resources:

* [How do I create a survey in my course?](https://community.canvaslms.com/docs/DOC-2938)

#### Collapsible sub-section heading (H4): Can I make an assessment so that students only see one question displayed at a time?

Yes. You can also lock questions after students have answered them and moved on to the next question so that students cannot go back and change their answer choice for a question they have already answered.

Further resources:

* [How can I create a quiz where students only see one question at a time?](https://community.canvaslms.com/docs/DOC-2966)

#### Collapsible sub-section heading (H4): What question types are available in Canvas?

Canvas offers many of the same question types that Blackboard did, however, Canvas offers additional Formula and Simple Formula question options for requiring students to complete mathematical calculations.

Further resources:

* [How do I create a Multiple Choice quiz question?](https://community.canvaslms.com/docs/DOC-2905)
* [How do I create a True/False quiz question?](https://community.canvaslms.com/docs/DOC-2906)
* [How do I create a Fill-in-the-Blank quiz question?](https://community.canvaslms.com/docs/DOC-2908)
* [How do I create a Fill-in-Multiple-Blanks quiz question?](https://community.canvaslms.com/docs/DOC-2909)
* [How do I create a Multiple Answers quiz question?](https://community.canvaslms.com/docs/DOC-2921)
* [How do I create a Multiple Dropdown quiz question?](https://community.canvaslms.com/docs/DOC-2917)
* [How do I create Likert scale quiz questions?](https://community.canvaslms.com/docs/DOC-2923)
* [How do I create a Matching quiz question?](https://community.canvaslms.com/docs/DOC-2926)
* [How do I create a Numerical Answer quiz question?](https://community.canvaslms.com/docs/DOC-2919)
* [How do I create a Formula quiz question with a single variable?](https://community.canvaslms.com/docs/DOC-2931)
* [How do I create a Simple Formula quiz question?](https://community.canvaslms.com/docs/DOC-2941)
* [How do I create an Essay quiz question?](https://community.canvaslms.com/docs/DOC-2943)
* [How do I create a File Upload quiz question?](https://community.canvaslms.com/docs/DOC-2945)
* [How do I link course content to a quiz question?](https://community.canvaslms.com/docs/DOC-2946)

#### Collapsible sub-section heading (H4): How do I make test pools?

You can make test pools (called Question Banks in Canvas) in two ways: You can create the Question Bank while you are making the Quiz, or you can make the Question Bank separately before you make the Quiz.  We recommend making Question Banks before you make the Quiz.

Further resources:

* [How do I create a question bank in my course?](https://community.canvaslms.com/docs/DOC-2947)

#### Collapsible sub-section heading (H4): How do I add an existing test pool to my quiz?

While you are on the Questions tab of any quiz, select **Find Questions** and you can then select which existing question banks you want to add to your quiz.

Further resources:

* [How do I create a quiz with a question group linked to a question bank?](https://community.canvaslms.com/docs/DOC-2903)
* [How do I create a quiz with a question group to randomize quiz questions?](https://community.canvaslms.com/docs/DOC-2900)

#### Collapsible sub-section heading (H4): Can I use random blocks of questions like I did in Blackboard?

You can easily randomize the questions that your students are given on an exam by using a question group or a question group linked to a question bank. Question groups are like the random block option in Blackboard, and a question group linked to a question bank is like combining a question pool with a random block in Blackboard.

Further resources:

* [How do I create a quiz with a question group to randomize quiz questions?](https://community.canvaslms.com/docs/DOC-2900)
* [How do I create a quiz with a question group linked to a question bank?](https://community.canvaslms.com/docs/DOC-2903)

#### Collapsible sub-section heading (H4): How can I randomize questions in a test pool for my quiz?

You can do this by making a question group that pulls a certain number of questions from a Question Bank.  For example, you would make a Question Group (let's say, 3 questions) to pull out of a Question Bank (let's say, 10 questions). Canvas will pull a random 3 questions out of that Bank of 10, ensuring that students won't be asked the exact same questions.  The question order will also be randomized.

Further resources:

* [How do I create a quiz with a question group to randomize quiz questions?](https://community.canvaslms.com/docs/DOC-2900)
* [How do I create a quiz with a question group linked to a question bank?](https://community.canvaslms.com/docs/DOC-2903)

#### Collapsible sub-section heading (H4): I don't want my students to be able to see a quiz that I'm working on. How do I hide it from them?

If a quiz is published and it is currently within the availability window you have set, students can see the quiz. To keep your students from viewing the quiz you can change the availability time to a later date, or keep the quiz unpublished so that students cannot see it.

Further resources:

* [How do I use Draft State in Quizzes?](https://community.canvaslms.com/docs/DOC-2892)

#### Collapsible sub-section heading (H4): How do I add a rubric to a quiz?

To add a rubric to a quiz, follow the directions in the Canvas Guide article [How do I add a rubric to a quiz?](https://community.canvaslms.com/docs/DOC-2901)

#### Collapsible sub-section heading (H4): How do I clear a student's attempt for a test?

At present, there is no way to do this.  Canvas is currently considering adding this feature.

Further resources:

* [Delete Quiz Attempts](https://community.canvaslms.com/ideas/1479)

#### Collapsible sub-section heading (H4): How do I export/import quizzes in Canvas?

You can export and import quizzes in canvas from the Settings menu on the left hand side of your course site.

Further resources:

* [How do I export quiz content from my course?](https://community.canvaslms.com/docs/DOC-2975)

### Collapsible sub-section heading (H3): Content Collection

#### Collapsible sub-section heading (H4): Where is my Content Collection in Canvas?

In Blackboard you used content collection, but in Canvas you will be using Files. There are three types of Files you can access in Canvas: User Files, Course Files, and Group Files. User Files function like a flash drive and are a handy spot to keep your own personal files.  This feature is available to instructors, TAs, and students. Course Files are the files that are added to your course site. These files are automatically available to all users in the course by default - instructors, TAs, and students - unless you intentionally limit Course Files availability to students.  **We strongly recommend that you**[**restrict student access to your course files folder**](https://community.canvaslms.com/docs/DOC-2770)**and**[**remove the course files link from your course navigation menu**](https://community.canvaslms.com/docs/DOC-2555)**.** Group Files are available to all members of a particular group.

We recommend making course-related files accessible to students via [Modules](https://community.canvaslms.com/docs/DOC-2827) or [Pages](https://community.canvaslms.com/docs/DOC-1850).

Further resources:

* [What are Files for instructors?](https://community.canvaslms.com/docs/DOC-2716)
* [How do I view my user files as an instructor?](https://community.canvaslms.com/docs/DOC-2733)
* [How do I view Course Files as an instructor?](https://community.canvaslms.com/docs/DOC-2735)
* [How do I view group files as an instructor?](https://community.canvaslms.com/docs/DOC-2736)

#### Collapsible sub-section heading (H4): How do I navigate/use Files in Canvas?

Learn how to use the Files area in Canvas from the resources below. Please note, you will not be able to upload files larger than 500 MB. For sharing videos we recommend that you use Kaltura to upload and host your video, then embed it or link to it in your Canvas site.

Further resources:

* [How do I use Files as an instructor?](https://community.canvaslms.com/docs/DOC-2727)
* [How do I move and organize my files as an instructor?](https://community.canvaslms.com/docs/DOC-2729)
* [How do I create a folder in Files as an instructor?](https://community.canvaslms.com/docs/DOC-2749)
* [How do I upload a file to a course?](https://community.canvaslms.com/docs/DOC-2553)
* [How do I bulk upload files to a course?](https://community.canvaslms.com/docs/DOC-2764)
* [How do I rename a file as an instructor?](https://community.canvaslms.com/docs/DOC-2741)
* [How do I upload ZIP files as an instructor?](https://community.canvaslms.com/docs/DOC-2754)
* [How do I delete a file as an instructor?](https://community.canvaslms.com/docs/DOC-2766)
* [How do I download a single file as an instructor?](https://community.canvaslms.com/docs/DOC-2757)
* [How do I download a folder in ZIP format as an instructor?](https://community.canvaslms.com/docs/DOC-2758)
* [How do I preview a file as an instructor?](https://community.canvaslms.com/docs/DOC-2761)

#### Collapsible sub-section heading (H4): Can I bulk upload files to my Canvas site? How?

[Yes, you can bulk upload files in Canvas.](https://community.canvaslms.com/docs/DOC-2764)

#### Collapsible sub-section heading (H4): How do I hide my Canvas "content collection" from students?

Unlike Blackboard, Canvas automatically allows your students to have access to ALL the items that you put into your Course Files. To prevent students from accessing all of these files, follow the steps in the Canvas guide article [How do I restrict files and folders to students in Canvas?](https://community.canvaslms.com/docs/DOC-2770).

#### Collapsible sub-section heading (H4): What file types are compatible with Canvas?

Many of the same file types that were compatible with Blackboard are also compatible with Canvas. For a specific listing of compatible file types, see below.

Further Resources:

* [What types of files are supported in Canvas?](https://community.canvaslms.com/docs/DOC-2776)
* [What document types does Canvas convert using the document previewer?](https://community.canvaslms.com/docs/DOC-2783)
* [How do I preview a file as an instructor?](https://community.canvaslms.com/docs/DOC-2761)

#### Collapsible sub-section heading (H4): What is the file size upload limit?

The file size limit for uploading and hosting an item in Canvas Files is 500 MB. For sharing videos we recommend that you use Kaltura to upload and host your video, and then embed it or link to it in your Canvas site.

Further resources:

* [Overview of the Kaltura Video App for Canvas](https://knowledge.kaltura.com/overview-kaltura-video-app-canvas)
* [Kaltura Video App for Canvas User Guide (Creating New Media: Upload videos - scroll down to p. 15)](https://knowledge.kaltura.com/sites/default/files/Kaltura_%20Video_App_for_Canvas_User_Guide_0.pdf)
* [Kaltura Video App for Canvas User Guide (Publishing Media to a Media Gallery - scroll down to p. 29)](https://knowledge.kaltura.com/sites/default/files/Kaltura_%20Video_App_for_Canvas_User_Guide_0.pdf)
* [Kaltura Video App for Canvas User Guide (Managing a Media Gallery - scroll down to p. 28)](https://knowledge.kaltura.com/sites/default/files/Kaltura_%20Video_App_for_Canvas_User_Guide_0.pdf)

### Collapsible sub-section heading (H3): Content Management

#### Collapsible sub-section heading (H4): I don't want to remake my site - can I just import my old Blackboard site into Canvas?

Unfortunately, we have not found a way to consistently or easily migrate Blackboard course site content into Canvas. On the few occasions that we have been able to move content over, it has come over in a format that is un-editable or has had other problems. The best option we can recommend at present is to re-build your course site from scratch within the Canvas framework. [Once you have a course built out in Canvas, it will be much easier to copy that content over into a new Canvas course site](https://community.canvaslms.com/docs/DOC-2685) at the start of future semesters. We apologize for this significant inconvenience.

For more information to help you get started in Canvas, see the resources below:

* [Getting Started with Canvas as an Instructor](https://community.canvaslms.com/docs/DOC-2035)
* [How do I use the Course Setup Checklist?](https://community.canvaslms.com/docs/DOC-2552)
* [How do I reorder and hide Course Navigation links?](https://community.canvaslms.com/docs/DOC-2555)
* [What are the Canvas settings at the course level?](https://community.canvaslms.com/docs/DOC-1941)

#### Collapsible sub-section heading (H4): Help! What can I do with my Canvas site?

Canvas does not offer the same level of course site customization in terms of its aesthetic design, but there are still several options available to you to determine how your course site looks and functions. There is also a variety of content that you can add to your Canvas site.

Further resources:

* [Getting Started with Canvas as an Instructor](https://community.canvaslms.com/docs/DOC-2035)
* [How do I use the Course Setup Checklist?](https://community.canvaslms.com/docs/DOC-2552)

#### Collapsible sub-section heading (H4): How do I organize my course content?

In Blackboard you may have organized your course content by creating new content areas in the course menu (menu on left side of page). In Canvas, we have found that the best practice for organizing your course content is to use Modules in much the same way that you would use content areas and content folders. Prerequisites, Requirements, and lock-until dates can be utilized in Modules to mimic Blackboard's adaptive release and other availability settings.

Further resources:

* [What are Modules for instructors?](https://community.canvaslms.com/docs/DOC-2808)
* [How do I use the Modules Index Page?](https://community.canvaslms.com/docs/DOC-2810)
* [How do I use Draft State in Modules? (hide module and module content from students while creating module and its content)](https://community.canvaslms.com/docs/DOC-2822)
* [How do I create a module?](https://community.canvaslms.com/docs/DOC-2557)
* [How do I edit a module?](https://community.canvaslms.com/docs/DOC-2814)
* [How do I delete a module?](https://community.canvaslms.com/docs/DOC-2837)
* [How do I add items to a module? (eg., Assignments, Quizzes, Discussions, Pages, etc.)](https://community.canvaslms.com/docs/DOC-2827)
* [How do I link to an external tool in modules? (eg., Kaltura, Turnitin, etc.)](https://community.canvaslms.com/docs/DOC-2871)
* [How do I link to an external URL in modules?](https://community.canvaslms.com/docs/DOC-2873)
* [How do I reorder modules?](https://community.canvaslms.com/docs/DOC-2844)
* [How do I add text to a module?](https://community.canvaslms.com/docs/DOC-2846)
* [How do I remove module items?](https://community.canvaslms.com/docs/DOC-2840)
* [How do I reorder module items?](https://community.canvaslms.com/docs/DOC-2851)
* [How do I require students to move through each module item in order? (make students complete unit assignments and readings in specific order)](https://support.campus.fsu.edu/kb/article/How%20do%20I%20require%20students%20to%20move%20through%20each%20module%20item%20in%20order?%20(make%20students%20complete%20unit%20assignments%20and%20readings%20in%20specific%20order))
* [How do I lock a module? (make it unavailable until a specific date and time)](https://community.canvaslms.com/docs/DOC-2853)
* [How do I set up prerequisite modules? (force students to complete each module in order before starting the next one)](https://community.canvaslms.com/docs/DOC-2861)
* [How do I add requirements to a module? (force students to meet certain requirements before progressing forward in coursework)](https://community.canvaslms.com/docs/DOC-2862)

#### Collapsible sub-section heading (H4): Can I edit or customize the course menu in my Canvas site?

There is some customization available in Canvas, but not as much as was available in the Blackboard system. Eg., in Blackboard you could add content areas to your course menu, but in Canvas you can only disable or move the pre-set menu items. You will not be able to rename menu items - only hide or show them.

Further resources:

* [How do I reorder and hide Course Navigation links?](https://guides.instructure.com/m/4152/l/57079-how-do-i-reorder-and-hide-course-navigation-links)

#### Collapsible sub-section heading (H4): I like to customize my Blackboard site - eg., set my own course structure, theme, style, and banner. Can I still customize my course site in Canvas?

Unfortunately, Canvas does not allow for as much customization as Blackboard did. All courses will look more or less the same, making the course structure fairly uniform across all sites. However, you can customize your home page to be one of the following:

* Course Activity Stream (most recent activity and interactions).
* Pages Front Page (select a page in the course site to be the site's landing page).
* Course Modules, Assignments List, or Syllabus.

Further resources:

* [Course Layout: Customization (Instructors)](https://guides.instructure.com/m/4210/l/40773-course-layout-customization-video)
* [How do I reorder and hide Course Navigation links?](https://guides.instructure.com/m/4152/l/57079-how-do-i-reorder-and-hide-course-navigation-links)

#### Collapsible sub-section heading (H4): How do I add a syllabus to my site?

We recommend you use Canvas's Syllabus feature, which is similar to the word document/pdf syllabus you have been uploading in Blackboard, except it is more interactive for students. For example, students can click on specific assignment titles and be taken to that Assignment page in Canvas because the Syllabus feature automatically syncs with the calendar to display assignment dates. If you would like to upload a document/pdf version of your syllabus, we recommend that you upload the file and place it in the Syllabus feature's description.

Further resources:

* [How do I use the Syllabus as an instructor](https://community.canvaslms.com/docs/DOC-1860)
* [How do I edit the Syllabus description in a course?](https://community.canvaslms.com/docs/DOC-1862)

#### Collapsible sub-section heading (H4): I want to make certain items available after a particular date. Can I do this in Canvas?

Yes.  To make certain items (eg., a module, a quiz, an assignment, etc.) available after a particular date, simply use the "lock module" setting or the assignment/quiz/discussion availability date setting.

Further resources:

* [How do I lock a module?](https://community.canvaslms.com/docs/DOC-2853)
* [What is the difference between assignment due dates and availability dates?](https://community.canvaslms.com/docs/DOC-2628)

#### Collapsible sub-section heading (H4): I like to use adaptive release settings. Can I do this in Canvas?

Yes, you can mimic Blackboard's adaptive release settings in Canvas. In Modules (mimicking content folders/items), you would use requirements, prerequisites, and/or "lock" the module depending on the availability settings you would like related to the way in which students progress through your course.

To mimic adaptive release settings for individual items, such as Quizzes, you may wish to use Differentiated Assignments. Differentiated Assignments in Canvas allow you to create Assignments, Graded Discussions, and Quizzes for individual students, sections, or all students in your courses. Assignments and Graded Discussions can also be differentiated for student groups. Creating assignments for various users creates varied due dates.  Availability date functionality is still available for each assignment.

Further resources:

* [How do I lock a module? (make it unavailable until a specific date and time)](https://community.canvaslms.com/docs/DOC-2853)
* [How do I require students to move through each module item in order? (make students complete unit assignments and readings in specific order)](https://community.canvaslms.com/docs/DOC-2852)
* [How do I set up prerequisite modules? (force students to complete each module in order before starting the next one)](https://community.canvaslms.com/docs/DOC-2861)
* [How do I add requirements to a module? (force students to meet ceratin requirements before progressing forward in coursework)](https://community.canvaslms.com/docs/DOC-2862)
* [What do Differentiated Assignments look like in Canvas?](https://community.canvaslms.com/docs/DOC-2630)
* [How do I make a quiz available before or after the due date?](https://community.canvaslms.com/docs/DOC-2969)
* [How do I assign an assignment to an individual student or course section?](https://community.canvaslms.com/docs/DOC-2642)
* [How do I assign a quiz to an individual student or course section?](https://community.canvaslms.com/docs/DOC-2971)
* [How do I assign an assignment to a course group?](https://community.canvaslms.com/docs/DOC-2652)

#### Collapsible sub-section heading (H4): Can I migrate all my Kaltura videos over to Canvas?

Yes.  We will continue to use Kaltura, so you should be able to continue using your Kaltura content in Canvas.

Further resources:

* [Overview of the Kaltura Video App for Canvas](https://knowledge.kaltura.com/overview-kaltura-video-app-canvas)
* [Kaltura Video App for Canvas User Guide (Managing a Media Gallery - scroll down to p. 28)](https://knowledge.kaltura.com/sites/default/files/Kaltura_%20Video_App_for_Canvas_User_Guide_0.pdf)

#### Collapsible sub-section heading (H4): How do I upload video files to Kaltura?

Though Canvas is a different system from Blackboard, Kaltura is a third-party tool and so we expect it to function in much the same way in Canvas as it did in Blackboard.  For specific directions, we recommend that you read the [Kaltura Video App for Canvas User Guide](https://knowledge.kaltura.com/sites/default/files/Kaltura_%20Video_App_for_Canvas_User_Guide_0.pdf" \t "_blank) PDF.

Here are the sections we think will be most useful to help you get started:

* Creating New Media: Uploading media (scroll down to p. 15)
* Publishing Media to a Media Gallery (scroll down to p. 29)
* Managing a Media Gallery (scroll down to p. 28)

#### Collapsible sub-section heading (H4): How do I add YouTube videos in Canvas?

You can add YouTube videos to your course site in a varitey of places. In Modules, you will need to add YouTube videos as an external tool. In Pages, and really anywhere you see the Rich Content Editor, you can add YouTube videos directly from the Rich Content Editor.

Further resources:

* [How do I link to an external tool in modules?](https://community.canvaslms.com/docs/DOC-2871)
* [How do I link to a YouTube video in a discussion reply as an instructor?](https://community.canvaslms.com/docs/DOC-3271)
* [How do I link to a YouTube video in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1864)

#### Collapsible sub-section heading (H4): Will Bb Collaborate still be available? I'm an online instructor - how do I hold office hours with my distance students?

Yes, we intend to continue using Collaborate as a third-party tool.  At this time we expect to have access to the same Collaborate features that we had in Blackboard.

However, you will now have Canvas's built-in Conferences tool in addition to Collaborate. Conferences are Canvas's answer to Blackboard's Bb Collaborate tool, allowing up to 50 concurrent webcams. You can record, use the whiteboard function, add files, share your screen, and conduct polls during conference sessions. We do not recommend sharing video via Conferences as this will result in extremely poor quality video sharing.

Because of Google Chrome's discontinuation of Java applets within the browser, some of Conferences' features will not work in Chrome (such as desktop sharing). As a result, we do not recommend using Chrome with Conferences. Please also note that the Canvas mobile app does not support Conferences at this time.

Further resources:

* [What are Conferences for instructors?](https://community.canvaslms.com/docs/DOC-1952)
* [How do I create a conference?](https://community.canvaslms.com/docs/DOC-1953)
* [How do I create a long-running conference?](https://community.canvaslms.com/docs/DOC-1954)
* [How do I delete a conference?](https://community.canvaslms.com/docs/DOC-1955)
* [How do I edit a conference?](https://community.canvaslms.com/docs/DOC-1956)
* [How do I record a conference?](https://community.canvaslms.com/docs/DOC-1957)
* [How do I start a conference?](https://community.canvaslms.com/docs/DOC-1958)
* [How do I join a conference?](https://community.canvaslms.com/docs/DOC-1831)
* [How do I conclude a conference?](https://community.canvaslms.com/docs/DOC-1960)
* [How do I use the Conferences interface?](https://community.canvaslms.com/docs/DOC-1959)
* [How do I share my desktop in a conference?](https://community.canvaslms.com/docs/DOC-1920)
* [How do I add files to a conference?](https://community.canvaslms.com/docs/DOC-1961)
* [How do I start a poll in a conference?](https://community.canvaslms.com/docs/DOC-4854)
* [How do I automatically create a poll using a presentation in a conference?](https://community.canvaslms.com/docs/DOC-5131)
* [How do I take a poll in a conference?](https://community.canvaslms.com/docs/DOC-4509)

#### Collapsible sub-section heading (H4): What file types are compatible with Canvas?

Many of the same file types that were compatible with Blackboard are also compatible with Canvas. For a specific listing of compatible file types, see:

* [What types of files are supported in Canvas?](https://community.canvaslms.com/docs/DOC-2776)
* [What document types does Canvas convert using the document previewer?](https://community.canvaslms.com/docs/DOC-2783)

#### Collapsible sub-section heading (H4): Can I use rubrics in Canvas?

Yes. Canvas has fairly extensive Rubrics options, allowing you to attach a rubric to an assignment, graded discussion item, and to assessments.

Further resources:

* [What are Rubrics?](https://community.canvaslms.com/docs/DOC-2867)
* [How do I create a rubric in a course?](https://community.canvaslms.com/docs/DOC-2897)
* [How do I add a rubric to an assignment?](https://community.canvaslms.com/docs/DOC-2870)
* [How do I add a rubric to a graded discussion?](https://community.canvaslms.com/docs/DOC-2899)
* [How do I add a rubric to a quiz?](https://community.canvaslms.com/docs/DOC-2901)
* [How do I edit a rubric in a course?](https://community.canvaslms.com/docs/DOC-2911)
* [How do I manage rubrics in a course?](https://community.canvaslms.com/docs/DOC-2913)

### Collapsible sub-section heading (H3): Course Menu and Settings

#### Collapsible sub-section heading (H4): I like to customize my Blackboard site - eg., set my own course structure, theme, style, and banner. Can I still customize my course site in Canvas?

Unfortunately, Canvas does not allow for as much customization as Blackboard did. All courses will look more or less the same, making the course structure fairly uniform across all sites. However, you can customize your home page to be one of the following:

* Course Activity Stream (most recent activity and interactions).
* Pages Front Page (select a page in the course site to be the site's landing page).
* Course Modules, Assignments List, or Syllabus.

Further resources:

* [Course Layout: Customization (Instructors)](https://guides.instructure.com/m/4210/l/40773-course-layout-customization-video)
* [How do I reorder and hide Course Navigation links?](https://guides.instructure.com/m/4152/l/57079-how-do-i-reorder-and-hide-course-navigation-links)

#### Collapsible sub-section heading (H4): Can I edit or customize the course menu (course navigation menu on the left) in my Canvas course site?

There is some customization available in Canvas, but not as much as was available in the Blackboard system. Eg., in Blackboard you could add content areas to your course menu, but in Canvas you can only disable or move the pre-set menu items. You will not be able to rename menu items - only hide or show them.

Further resources:

* [How do I reorder and hide Course Navigation links?](https://guides.instructure.com/m/4152/l/57079-how-do-i-reorder-and-hide-course-navigation-links)

#### Collapsible sub-section heading (H4): What settings and features are available at the course level?

At the course level you can update and see the different users and sections in your course, and you can modify the navigation of your course. You can also determine whether or not to use Canvas's new features in your course site by turning them on or off. At present, these new features include ePub exporting, Learning Mastery Gradebook, Gradebook - List students by sortable name, anonymous grading, and quiz log auditing.

Further resources:

* [What are the Canvas settings at the course level?](https://community.canvaslms.com/docs/DOC-1941)
* [What feature options are currently available at the course level?](https://community.canvaslms.com/docs/DOC-2985)
* [How do I manage new features for a course?](https://community.canvaslms.com/docs/DOC-2283)

#### Collapsible sub-section heading (H4): How can I connect third-party tools like Google Drive to my Canvas site?

You can easily integrate Canvas with the following web services: Google Drive, Twitter, Skype, LinkedIn, Delicious, and Yo.

Further resources:

[How do I connect to web services outside of Canvas?](https://community.canvaslms.com/docs/DOC-1287)

#### Collapsible sub-section heading (H4): Is there a way to quickly delete all the content in my site?

Yes. The bulk delete option in Canvas is called "reset course content." Please note that once you have reset your course content, all of that content has been permanently removed and cannot be recovered. We do not recommend that you use this option unless absolutely necessary.

Further resources:

* [How do I reset course content?](https://community.canvaslms.com/docs/DOC-2982)

#### Collapsible sub-section heading (H4): Can I create a sign-up list?

Yes, you will need to use the Scheduler Calendar tool to create a sign-up list/schedule appointment time slots in Canvas. Scheduler can be used to create office hours, schedule TA sessions, assign presentation times, and other appointments. You can choose to create time slots that only allow one student to sign up for a time slot, or you can create time slots that allow an entire group of students to sign up for the same time slot.

Further resources:

* [What is the Scheduler?](https://community.canvaslms.com/docs/DOC-2639)
* [How do I create an appointment in the Scheduler?](https://community.canvaslms.com/docs/DOC-2640)
* [How do I remove students from an appointment in the Scheduler?](https://community.canvaslms.com/docs/DOC-2654)

#### Collapsible sub-section heading (H4): Can I edit my course notification preferences?

Yes. You can select when you would like to receive notifications from Canvas (Right away, daily, weekly, none). However, these settings are applied to all courses and cannot be applied to just individual courses.

Further resources:

* [How do I set my Canvas notification preferences?](https://community.canvaslms.com/docs/DOC-1286)

#### Collapsible sub-section heading (H4): Can I edit the course calendar?

Yes, you can add events to the course calendar and make changes to existing events by dragging and dropping calendar items. Any assignment due date changes made in your Calendar are automatically updated everywhere else in the course site. You can view calendar items by day, week, month, or agenda list. You can also create appointment groups in the Calendar via the Scheduler tool.

Further resources:

* [What is the Calendar for instructors?](https://community.canvaslms.com/docs/DOC-2617)
* [How do I use the Calendar?](https://community.canvaslms.com/docs/DOC-1292)
* [How do I add an event to a course calendar?](https://community.canvaslms.com/docs/DOC-1973)
* [How do I add a repeating event to a course calendar?](https://community.canvaslms.com/docs/DOC-4863)
* [How do I create an assignment shell from the Calendar?](https://community.canvaslms.com/docs/DOC-1972)
* [How do I edit an event or assignment in the Calendar?](https://community.canvaslms.com/docs/DOC-2633)
* [How do I set a different event date for each section in a course calendar?](https://community.canvaslms.com/docs/DOC-2636)
* [How do I add a personal reminder to the Calendar?](https://community.canvaslms.com/docs/DOC-2610)
* [How do I filter the Calendar view by course?](https://community.canvaslms.com/docs/DOC-2622)
* [What is the Scheduler?](https://community.canvaslms.com/docs/DOC-2639)

#### Collapsible sub-section heading (H4): I want to streamline my personal calendar - can I import my course calendar into an external calendar tool, such as iCal, Outlook, or Google Calendar?

Yes, you can subscribe to your course calendar using any external calendar that will accept the iCal format.  This includes iCal, Outlook, and Google Calendar.

Further resources:

* [Where can I find the Calendar iCal feed?](https://community.canvaslms.com/docs/DOC-3127)
* [How do I subscribe to the Calendar feed using Outlook?](https://community.canvaslms.com/docs/DOC-2645)
* [How do I subscribe to the Calendar feed using Google Calendar?](https://community.canvaslms.com/docs/DOC-2638)

#### Collapsible sub-section heading (H4): Will I be able to view my course site from the student perspective?

Yes, what Blackboard called "Student Preview" is known as "Student View" in Canvas. The Student View tool allows you to view your course as your students see it. However, please note that Student View does not differentiate between published and unpublished content in the instructor view and should not be used as an accurate portrayal of the content currently available to students. This tool will only give you a general idea of how your students can interact with your course content.

Further resources:

* [What is Student View?](https://community.canvaslms.com/docs/DOC-2976)
* [How do I enable Student View?](https://community.canvaslms.com/docs/DOC-2978)

#### Collapsible sub-section heading (H4): Can I permit or deny guests/observers in my course site?

You cannot, as the instructor, edit guest/observer role access on a course level like you could in Blackboard. In Canvas this role access can only be edited on the account/system administrator level.

Further resources:

* [What is the Observer role?](https://community.canvaslms.com/docs/DOC-2271)
* [Observer Visibility and Participation](https://s3.amazonaws.com/tr-learncanvas/docs/CanvasObserverVisibilityandParticipation.pdf)

#### Collapsible sub-section heading (H4): Is there a way to quickly check my course site for any broken links?

Yes.  Unlike in Blackboard, Canvas allows you to quickly [validate all the external links in your course site](https://community.canvaslms.com/docs/DOC-5626) to verify that they are all working.

#### Collapsible sub-section heading (H4): What options are available for me when I conduct a course copy?

In Blackboard, only entire content areas such as announcements, assessments, etc., could be course copied. However, in Canvas items can be course copied on the individual item level rather than just entire areas in your course site. In Blackboard, enrollments could be copied over, but in Canvas enrollments are not transferred over to your new site in a Course Copy.

Further resources:

* [How do I copy a Canvas course?](https://community.canvaslms.com/docs/DOC-2677)
* [How do I import content from another Canvas course?](https://community.canvaslms.com/docs/DOC-2685)

#### Collapsible sub-section heading (H4): Do I have the ability to shift events/due dates when I course copy?

Yes, just like with the Date Management Tool in Blackboard, you do have the ability to shift events/dates in a course copy.

Further resources:

* [How do I adjust events and dates in a course import?](https://community.canvaslms.com/docs/DOC-6435)

#### Collapsible sub-section heading (H4): What evaluation tools are available to me in my course site?

In Blackboard, you would typically use the Course Reports, Performance Dashboard, and Retention Center to monitor student performance. In Canvas you have more options via Course Analytics, Course Statistics, and Student Analytics. At this time Canvas analytics do not measure activity on mobile devices.

* [Course Statistics](https://community.canvaslms.com/docs/DOC-2694) give you basic information as to which specific course items are engaging students and which course items could be improved for future use to better encourage student engagement.
* [Course Analytics](https://community.canvaslms.com/docs/DOC-1793) allow you to view analytics for the entire course as a whole in addition to viewing individual student information.  Course Analytics are divided into four sections: Activity, Submissions, Grades, and Student Analytics.  Canvas's [Student Analytics](https://community.canvaslms.com/docs/DOC-1796) combined with a [Course Access Report](https://community.canvaslms.com/docs/DOC-2864) offer information similar to a student Course Report in Blackboard.
* [Student Access Reports](https://community.canvaslms.com/docs/DOC-2864) & [User Page Views](https://community.canvaslms.com/docs/DOC-3089) provide a condensed version of our [Basic FSU Activity Report](https://support.campus.fsu.edu/kb/article/671-how-do-i-track-student-activity-in-my-course) so that you can get specific information about how particular students are interacting with your course site.

Further resources:

* [How do I view Course Statistics?](https://community.canvaslms.com/docs/DOC-2694)
* [What are Course Analytics?](https://community.canvaslms.com/docs/DOC-1793)
  + [How do I view Course Analytics?](https://community.canvaslms.com/docs/DOC-1794)
  + [How do I view analytics for a student in a course?](https://community.canvaslms.com/docs/DOC-1796)
  + [How do I view the course access report for an individual student?](https://community.canvaslms.com/docs/DOC-2864)
* [How do I view the page views for a user in an account?](https://community.canvaslms.com/docs/DOC-3089)

### Collapsible sub-section heading (H3): Discussion Board

#### Collapsible sub-section heading (H4): How do I navigate Canvas's discussion board?

Canvas's Discussions are an improvement to Blackboard's discussion board - no need to worry about terminology like forum, thread, and reply because Canvas has designed a streamlined Discussion tool!

Further resources:

* [What are Discussions for instructors?](https://community.canvaslms.com/docs/DOC-3188)
* [How do I use the Discussions Index Page?](https://community.canvaslms.com/docs/DOC-2710)

#### Collapsible sub-section heading (H4): How do I create discussion forums?

Canvas's Discussions are more streamlined than Blackboard's Discussion Board tool, which makes creating Discussions easier and better integrates the Discussion assignments with the rest of your course site.

Further resources:

* [How do I create a discussion as an instructor?](https://community.canvaslms.com/docs/DOC-1977)
* [How do I edit a discussion in a course?](https://community.canvaslms.com/docs/DOC-1978)
* [How do I create a group discussion in a course?](https://community.canvaslms.com/docs/DOC-2769)
* [How do I assign a graded discussion to a course group?](https://community.canvaslms.com/docs/DOC-1980)
* [How do I delay posting a discussion until a specified date in a course?](https://community.canvaslms.com/docs/DOC-2773)

#### Collapsible sub-section heading (H4): Can I remove a discussion board thread or forum?

Yes, you can remove a discussion (Canvas equivalent of Bb forum), and you can remove a thread from a discussion. You can also allow your students to edit and delete their own posts.

Further resources:

* [How do I delete a discussion in a course?](https://community.canvaslms.com/docs/DOC-2756)
* [How do I edit or delete student discussion posts in a course?](https://community.canvaslms.com/docs/DOC-2803)
* [How do I allow students to edit and delete their own discussion posts in a course?](https://community.canvaslms.com/docs/DOC-2802)

#### Collapsible sub-section heading (H4): Can I make group discussion boards like I did in Blackboard?

Yes, you can make group-specific discussions in Canvas.  It may be beneficial to create the student groups first, and then create the group discussions.

Further resources:

* [How do I create a group discussion in a course?](https://community.canvaslms.com/docs/DOC-2769)
* [How do I assign a graded discussion to a course group?](https://community.canvaslms.com/docs/DOC-1980)
* [How do I assign a graded discussion to an individual student or course section?](https://community.canvaslms.com/docs/DOC-2737)

#### Collapsible sub-section heading (H4): Can I make students post to a discussion board before they can see other students' posts?

Yes, you can select this option in your Canvas discussions.  However, please keep in mind that sometimes students will work around this requirement by deleting their posts. To prevent students from being able to use this "workaround" you can change your course settings to disable students' ability to delete their posts.

Further resources:

* [How can I require students to post to a course discussion before they see replies?](https://community.canvaslms.com/docs/DOC-2775)
* [How do I allow students to edit and delete their own discussion posts in a course?](https://community.canvaslms.com/docs/DOC-2802)

### Collapsible sub-section heading (H3): Grades and Grading

#### Collapsible sub-section heading (H4): What items are gradable in Canvas?

We have listed the gradable items in Blackboard and Canvas in an easy-to-read chart format so that you can easily and quickly see what options are available to you in Canvas.

|  |  |
| --- | --- |
| KEY: | |
| ✔ Yes | Feature Available |
| ✘ No | Feature Not Available |
| N/A | Feature Not Supported |
| ? | Need to do further testing |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GRADABLE ITEMS | | | | |
| Content Type | Blackboard | | Canvas | |
| Can be graded | Can add a rubric | Can be graded | Can add a rubric |
| Assignments | ✔ Yes | ✔ Yes | ✔ Yes | ✔ Yes |
| SafeAssign Assignments | ✔ Yes | ✔ Yes | N/A | N/A |
| Turnitin Assignments | ✔ Yes | ✔ Yes | ✔ Yes | ✔ Yes |
| Discussion Board | ✔ Yes | ✔ Yes | ✔ Yes | ✔ Yes |
| Assessments/Tests/Quizzes | ✔ Yes | ✘ No | ✔ Yes | ✔ Yes |
| Surveys | ✘ No | ✘ No | ✔ Yes | ✔ Yes |
| Blogs | ✔ Yes | ✘ No | N/A | N/A |
| Journals | ✔ Yes | ✘ No | N/A | N/A |
| Wikis/Pages | ✔ Yes | ✘ No | ✘ No | ✘ No |
| Attendance | N/A | N/A | ✔ Yes | ✘ No |
| Chat | N/A | N/A | ✘ No | ✘ No |
| Collaborations | N/A | N/A | ✘ No | ✘ No |
| Blackboard Collaborate | ✔ Yes | ✘ No | ? | ? |
| Conferences | N/A | N/A | ✘ No | ✘ No |
| Tasks | ✘ No | ✘ No | N/A | N/A |
| Kaltura Video Quizzes | ✘ No | ✘ No | ✔ Yes | ? |

#### Collapsible sub-section heading (H4): How do I navigate/use Canvas's Gradebook?

Canvas allows you to do many of the same things in the Gradebook that you used to do in Blackboard's Grade Center. Just like Blackboard, Canvas automatically creates a Gradebook column for each item in your course's Assignments list.  Canvas has a [grade history](https://community.canvaslms.com/docs/DOC-2804) feature, allows you to [mute an assignment](https://community.canvaslms.com/docs/DOC-2823) to hide grades from students until you are done grading, allows you to [download assignment submissions to grade or view offline](https://community.canvaslms.com/docs/DOC-2847), and more.  Unlike Blackboard, Canvas Gradebook columns can easily be sorted by due date or assignment category, and you have access to a built-in [Attendance tool](https://community.canvaslms.com/docs/DOC-3012) that is automatically included in the Gradebook.

Further resources:

* [Gradebook Overview Video](https://vimeo.com/72662609)
* [What are Grades and the Gradebook?](https://community.canvaslms.com/docs/DOC-1912)
* [What do the icons and colors in the Gradebook represent?](https://community.canvaslms.com/docs/DOC-2780)
* [How do I use the Gradebook?](https://community.canvaslms.com/docs/DOC-2785)
* [How do I view assignments or students individually in the Gradebook?](https://community.canvaslms.com/docs/DOC-2788)
* [How do I view assignment details in the Gradebook?](https://community.canvaslms.com/docs/DOC-2801)
* [How do I enter and edit scores in the Gradebook?](https://community.canvaslms.com/docs/DOC-2582)
* [How do I grade group assignments in a course?](https://community.canvaslms.com/docs/DOC-2825)
* [What is the Roll Call Attendance Tool?](https://community.canvaslms.com/docs/DOC-3012)
* [How do I configure the Roll Call Attendance tool in a course?](https://community.canvaslms.com/docs/DOC-2613)
* [How do I edit the Roll Call Attendance assignment?](https://community.canvaslms.com/docs/DOC-4501)

#### Collapsible sub-section heading (H4): Does Canvas have an equivalent to Blackboard's inline grading?

The inline grading feature that you'll be using in Canvas is called SpeedGrader. SpeedGrader makes it possible to view and grade student assignment submissions in one place. You can use a simple point scale, or a complex rubic, and you can use the same Crocodoc markup feature that we had in Blackboard to annotate comments directly on student paper submissions. Please note that at present Crocodoc is only compatible with .doc/.docx, .ppt/.pptx, and .pdf file types. You can also leave feedback for your students in the SpeedGrader interface via text, file attachment, and media comments.

Further resources:

* [What is SpeedGrader?](https://community.canvaslms.com/docs/DOC-2583)
* [How do I get to SpeedGrader from the Gradebook?](https://community.canvaslms.com/docs/DOC-2925)
* [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](https://community.canvaslms.com/docs/DOC-2927)
* [How do I use SpeedGrader?](https://community.canvaslms.com/docs/DOC-2928)
* [How do I find a student submission in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2935)
* [How do use a rubric to grade submissions in SpeedGrader?](https://community.canvaslms.com/docs/DOC-1928)
* [How do I use free-form comments instead of ratings in a rubric in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2904)
* [How do I leave feedback comments for student submissions in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2930)
* [How do I sort assignments in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2933)
* [How do I track my grading progress and the average grade in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2950)
* [How do I use Crocodoc in Canvas assignments?](https://community.canvaslms.com/docs/DOC-2959)
* [How do I grade Turnitin assignments in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2860)
* [How do I enter and edit scores in the Gradebook?](https://community.canvaslms.com/docs/DOC-2582)

#### Collapsible sub-section heading (H4): Can I use rubrics in Canvas?

Yes.  Canvas has fairly extensive rubric options, allowing you to attach a rubric to an assignment, graded discussion item, and to assessments (called "quizzes").  Rubrics can be used both for grading purposes or for feedback only.

Further resources:

* [What are Rubrics?](https://community.canvaslms.com/docs/DOC-2867)
* [How do I create a rubric in a course?](https://community.canvaslms.com/docs/DOC-2897)
* [How do I add a rubric to an assignment?](https://community.canvaslms.com/docs/DOC-2870)
* [How do I add a rubric to a graded discussion?](https://community.canvaslms.com/docs/DOC-2899)
* [How do I add a rubric to a quiz?](https://community.canvaslms.com/docs/DOC-2901)
* [How do I edit a rubric in a course?](https://community.canvaslms.com/docs/DOC-2911)
* [How do I manage rubrics in a course?](https://community.canvaslms.com/docs/DOC-2913)

#### Collapsible sub-section heading (H4): Can I manually create columns in the Gradebook?

Canvas only creates columns in the Gradebook for assignments.  If you need to create a column for manual grading (eg., participation grade), you can create a "No Submission" or "On Paper" assignment.

Further resources:

* [How do I create extra assignment columns for non-submission assignments in the Gradebook?](https://community.canvaslms.com/docs/DOC-4272)

#### Collapsible sub-section heading (H4): Can I create weighted columns?

In Canvas you will need to weight grades according to "assignment groups" (eg., "Discussions" is an assignment group). This is analogous to weighting Grade Center column categories in Blackboard. You cannot weight the specific assignment itself, but rather the category or assignment group that it belongs to. You can create new assignment groups as needed. If you want to weight an individual assignment, such as a midterm paper, you will need to give it its own assignment group.

Further resources:

* [How do I weight the final course grade based on assignment groups?](https://community.canvaslms.com/docs/DOC-2625)
* [How do I add an assignment group in a course?](https://community.canvaslms.com/docs/DOC-2623)
* [How do I change assignment group weights in the Gradebook?](https://community.canvaslms.com/docs/DOC-2836)

#### Collapsible sub-section heading (H4): How can I organize my Gradebook in Canvas?

You can organize your Gradebook in a number of different ways in Canvas: by student name, secondary id, total grade, individual assignment, assignment group (if you have assignment groups set up), and assignment due date.  You can also rearrange and resize the columns in the Gradebook, and add assignment group weights (weight assignment categories, eg., Discussion assignment group). Canvas also offers a Notes column that is not visible to students so that you can keep track of extra information in the Gradebook.

Further resources:

* [How do I sort my Gradebook?](https://community.canvaslms.com/docs/DOC-2831)
* [How do I move the Total column in the Gradebook?](https://community.canvaslms.com/docs/DOC-2842)
* [How do I use the Notes column in the Gradebook?](https://community.canvaslms.com/docs/DOC-2834)
* [How do I weight the final course grade based on assignment groups?](https://community.canvaslms.com/docs/DOC-2625)
* [How do I change assignment group weights in the Gradebook?](https://community.canvaslms.com/docs/DOC-2836)

#### Collapsible sub-section heading (H4): I like to give my students feedback on their work.  How do I do this in Canvas?

You can leave feedback for your students in Canvas via text, an attached file, video, or audio. If you just want to leave simple feedback for your students, leave a text comment directly in the Gradebook. To attach a file, video, or audio use SpeedGrader.

Further resources:

* [How do I leave comments for students in the Gradebook?](https://community.canvaslms.com/docs/DOC-2805)
* [How do I leave feedback comments for student submissions in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2930)
* [How do I use free-form comments instead of ratings in a rubric in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2904)

#### Collapsible sub-section heading (H4): There was a grade history feature in Blackboard - is there a similar feature in Canvas?

Yes, Canvas's grading history feature allows you to see who graded each item and revert grades for students if needed.

Further resources:

* [How do I use grading history in the Gradebook?](https://community.canvaslms.com/docs/DOC-2804)

#### Collapsible sub-section heading (H4): Can I email students from within the Gradebook interface like I did in Blackboard?

You can email students from the Gradebook interface in Canvas, but unlike Blackboard, you cannot send messages on an individual basis and instead must choose from categories of students.  You can send messages to your students based on the following assignment categories: Haven't submitted yet, Haven't been graded, Scored less than X number of points, Scored more than X number of points. Even though one message (the same message) will be sent to multiple students at the same time, each student will receive an individual message, so there is no need to worry about students seeing how their classmates are performing in the course via these messages.

Further resources:

* [How do I send a message to my students from the Gradebook?](https://community.canvaslms.com/docs/DOC-2806)

#### Collapsible sub-section heading (H4): I want to grade assignments offline - how do I download all my students' submissions?

Click on the dropdown for the assignment column you want to download submissions from, then and click the download submissions option.

Further resources:

* [How do I bulk download assignment submissions in Canvas?](https://community.canvaslms.com/docs/DOC-2847)
* [How do I download assignments in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2944)

#### Collapsible sub-section heading (H4): How do I export my Gradebook from my Canvas site?

Gradebook > Export button on the top right > download the file. Only downloads as a csv file.

Further resources:

* [How do I download scores from the Gradebook?](https://community.canvaslms.com/docs/DOC-2849)

#### Collapsible sub-section heading (H4): How do I import my Gradebook into my Canvas site?

Gradebook > Import button on the top right > select the file to upload.

Further resources:

* [How do I download scores from the Gradebook?](https://community.canvaslms.com/docs/DOC-2849)

#### Collapsible sub-section heading (H4): How can I exempt a student's grades?

Canvas calls exempted grades "excused."  Excused assignments are not factored into the student's total grade, and the student will not be able to submit the excused assignments.  You can excuse a grade by selecting the specific student's cell in the gradebook and typing "EX", or by selecting "Mute Assignment" in the Speedgrader.

Further resources:

* [How do I excuse an assignment for a student in the Gradebook?](https://community.canvaslms.com/docs/DOC-4031)

#### Collapsible sub-section heading (H4): How do I track student activity in my course?

In Blackboard you used course reports, the Grade Center, and on occasion contacted our Blackboard User Support group for detailed system log information to track student activity.  In Canvas you have more options via Course Analytics, Course Statistics, and Student Analytics.  You can view your own interactions with a student, and view a summary of all student interactions in your site. At this time Canvas analytics does not measure activity on mobile devices. For more information on the Grades area in Canvas, see our other resources on this page.

* [Course Statistics](https://community.canvaslms.com/docs/DOC-2694) give you basic information as to which specific course items are engaging students and which course items could be improved for future use to better encourage student engagement.
* [Course Analytics](https://community.canvaslms.com/docs/DOC-1793) allow you to view analytics for the entire course as a whole in addition to viewing individual student information.  Course Analytics are divided into four sections: Activity, Submissions, Grades, and Student Analytics.  Canvas's [Student Analytics](https://community.canvaslms.com/docs/DOC-1796) combined with a [Course Access Report](https://community.canvaslms.com/docs/DOC-2864) offer information similar to a student Course Report in Blackboard.
* [Student Access Reports](https://community.canvaslms.com/docs/DOC-2864) & [User Page Views](https://community.canvaslms.com/docs/DOC-3089) provide a condensed version of our [Basic FSU Activity Report](https://support.campus.fsu.edu/kb/article/671-how-do-i-track-student-activity-in-my-course) so that you can get specific information about how particular students are interacting with your course site.

Further resources:

* [How do I view Course Statistics?](https://community.canvaslms.com/docs/DOC-2694)
* [What are Course Analytics?](https://community.canvaslms.com/docs/DOC-1793)
* [How do I view Course Analytics?](https://community.canvaslms.com/docs/DOC-1794)
* [How do I view analytics for a student in a course?](https://community.canvaslms.com/docs/DOC-1796)
* [How do I view the course access report for an individual student?](https://community.canvaslms.com/docs/DOC-2864)
* [How do I view the page views for a user in an account?](https://community.canvaslms.com/docs/DOC-3089)
* [How do I view a summary of all my student interactions in a course?](https://community.canvaslms.com/docs/DOC-2856)
* [How can I view registered web services for a student in a course?](https://community.canvaslms.com/docs/DOC-2865)

#### Collapsible sub-section heading (H4): Can I print student grades?

Yes.  In the Gradebook click the name of the student whose grades you want to print > click the "Print Grades" button in the upper right of the individual student's grades page. Students also have the ability to print their grades.

Further resources:

* [How do I view a student's grades page in a course?](https://community.canvaslms.com/docs/DOC-2816)
* [Students: How do I view my grades in a current course?](https://community.canvaslms.com/docs/DOC-1291)

#### Collapsible sub-section heading (H4): Can I give extra credit in Canvas?

There are a number of ways to give extra credit in Canvas: You can use a no-submission assignment to create an extra credit column, manually add points to an existing column, add fudge points to a quiz, and add extra credit to a rubric. The easiest way to give extra credit is to make an assignment with No Submission. In order to ensure that the extra credit is calculated the way you intend it to be calculated, please pay very close attention to weighted assignment groups and any drop rules you may have set up.

Further resources:

* [How do I give extra credit in a course?](https://community.canvaslms.com/docs/DOC-2874)

#### Collapsible sub-section heading (H4): Is there any way to curve my students' grades in Canvas?

Though Canvas offers the ability to curve students' grades, we recommend caution in using this feature because the grade curving cannot be undone. Pre-curving grade histories will be available, but the curving action is irreversible. It may be more tedious, but we recommend you curve grades manually at this point in time outside of Canvas.

Further resources:

* [How do I curve grades in the Gradebook?](https://community.canvaslms.com/docs/DOC-2809)

#### Collapsible sub-section heading (H4): Is there an anonymous grading feature in Canvas?

Yes, you can use SpeedGrader's anonymous grading feature.

Further resources:

* [How do I enable anonymous grading for an assignment in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2955)

### Collapsible sub-section heading (H3): Miscellaneous Questions

#### Collapsible sub-section heading (H4): How do I navigate around/use Canvas?

Not sure where to start? Feeling overwhelmed at the prospect of learning how to use a new system? Fear not - here are some resources to help you get started in Canvas! We recommend starting with watching the [series of introduction videos](https://resources.instructure.com/courses/31) and then completing the [2-3 hour instructor basics course](https://resources.instructure.com/courses/445). If you're pressed for time and just want to know the very basics to get started, or would like to have information to refer back to after completing the instructor basics course, then consult the resources below:

* [How do I log in to Canvas?](https://community.canvaslms.com/docs/DOC-1272)
* [How do I use the Dashboard?](https://community.canvaslms.com/docs/DOC-4431)
* [How do I view my Canvas courses?](https://community.canvaslms.com/docs/DOC-1270)
* [How do I use the Course Home Page as an instructor?](https://community.canvaslms.com/docs/DOC-2556)
* [What are Profile and User settings?](https://community.canvaslms.com/docs/DOC-1285)

#### Collapsible sub-section heading (H4): Technology Recommendations for FSU's Canvas

For best results when using FSU's Canvas, please make sure your computer meets the system and browser requirements specified in these resources:

* [What are the basic computer specifications for Canvas?](https://community.canvaslms.com/docs/DOC-2059)
* [Which browsers does Canvas support?](https://community.canvaslms.com/docs/DOC-1284)
* [Accessibility within Canvas](https://community.canvaslms.com/docs/DOC-2061)

#### Collapsible sub-section heading (H4): What is Canvas's Rich Content Editor like? How do I use it?

Canvas has a simple and streamlined approach to entering content anywhere the Rich Content Editor is available (this includes Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus). The rich content editor is capable of embedding any YouTube or Kaltura videos, images, other media files, course files, and math formulas. You can also create tables, lists, hyperlinks, and remove formatting that carried over when you copy/pasted content from another application.

Further resources:

* [What is the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1826)
* [How do I align text using the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1827)
* [How do I style text using the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1828)
* [How do I remove formatting copied from another source in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1829)
* [How do I create a bulleted or numbered list using the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1840)
* [How do I insert a table using the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1841)
* [How do I embed images from Canvas into the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1820)
* [How do I embed images from the web in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1857)
* [How do I create a hyperlink in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1859)
* [How do I link to a YouTube video in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1864)
* [How do I use the Math Editor in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1871)
* [What is the Content Selector in the Rich Content Editor?](https://community.canvaslms.com/docs/DOC-1872)
* [How do I insert links to course content into the Rich Content Editor using the Content Selector?](https://community.canvaslms.com/docs/DOC-1873)
* [How do I insert course files into the Rich Content Editor using the Content Selector?](https://community.canvaslms.com/docs/DOC-1874)

#### Collapsible sub-section heading (H4): How do I communicate with my students in Canvas?

In Blackboard you could communicate with with your students via announcements and emails. Canvas gives you many more options for communicating with your students - through [Announcements](https://community.canvaslms.com/docs/DOC-1801), [Conversations](https://community.canvaslms.com/docs/DOC-1293) (internal Canvas messaging tool similar to email), and [chat](https://community.canvaslms.com/docs/DOC-2624) (communication in real time).

Further resources:

* [What are Announcements?](https://community.canvaslms.com/docs/DOC-1801)
* [How do I use the Announcements Index Page?](https://community.canvaslms.com/docs/DOC-1802)
* [How do I make an announcement in a course?](https://community.canvaslms.com/docs/DOC-1807)
* [What is Conversations?](https://community.canvaslms.com/docs/DOC-1293)
* [How do I use Conversations?](https://community.canvaslms.com/docs/DOC-2666)
* [How do I compose and send a message?](https://community.canvaslms.com/docs/DOC-2670)
* [How do I attach a file to a message?](https://community.canvaslms.com/docs/DOC-2683)
* [How do I send a message to an entire class as an instructor?](https://community.canvaslms.com/docs/DOC-2674)
* [How do I send a message to my students from the Gradebook?](https://community.canvaslms.com/docs/DOC-2806)
* [How do I privately respond to one individual in a group message?](https://community.canvaslms.com/docs/DOC-2688)
* [How do I delete a conversation?](https://community.canvaslms.com/docs/DOC-2693)
* [What is Chat?](https://community.canvaslms.com/docs/DOC-2624)
* [How do I use Chat in my course?](https://community.canvaslms.com/docs/DOC-2609)
* [How do I view Chat history?](https://community.canvaslms.com/docs/DOC-2631)

#### Collapsible sub-section heading (H4): How do I track student activity in my course?

In Blackboard you used course reports, the Grade Center, and on occasion contacted our Blackboard User Support group for detailed system log information to track student activity.  In Canvas you have more options via Course Analytics, Course Statistics, and Student Analytics.  You can view your own interactions with a student, and view a summary of all student interactions in your site. At this time Canvas analytics does not measure activity on mobile devices. For more information on the Grades area in Canvas, see our other resources on this page.

* [Course Statistics](https://community.canvaslms.com/docs/DOC-2694) give you basic information as to which specific course items are engaging students and which course items could be improved for future use to better encourage student engagement.
* [Course Analytics](https://community.canvaslms.com/docs/DOC-1793) allow you to view analytics for the entire course as a whole in addition to viewing individual student information.  Course Analytics are divided into four sections: Activity, Submissions, Grades, and Student Analytics.  Canvas's [Student Analytics](https://community.canvaslms.com/docs/DOC-1796) combined with a [Course Access Report](https://community.canvaslms.com/docs/DOC-2864) offer information similar to a student Course Report in Blackboard.
* [Student Access Reports](https://community.canvaslms.com/docs/DOC-2864) & [User Page Views](https://community.canvaslms.com/docs/DOC-3089) provide a condensed version of our [Basic FSU Activity Report](https://support.campus.fsu.edu/kb/article/671-how-do-i-track-student-activity-in-my-course) so that you can get specific information about how particular students are interacting with your course site.

Further resources:

* [How do I view Course Statistics?](https://community.canvaslms.com/docs/DOC-2694)
* [What are Course Analytics?](https://community.canvaslms.com/docs/DOC-1793)
* [How do I view Course Analytics?](https://community.canvaslms.com/docs/DOC-1794)
* [How do I view analytics for a student in a course?](https://community.canvaslms.com/docs/DOC-1796)
* [How do I view the course access report for an individual student?](https://community.canvaslms.com/docs/DOC-2864)
* [How do I view the page views for a user in an account?](https://community.canvaslms.com/docs/DOC-3089)
* [How do I view a summary of all my student interactions in a course?](https://community.canvaslms.com/docs/DOC-2856)
* [How can I view registered web services for a student in a course?](https://community.canvaslms.com/docs/DOC-2865)

#### Collapsible sub-section heading (H4): Can I still manually enroll a user (eg., TA, grader, etc.) into my course site in Canvas?

The process for manually enrolling a TA or co-instructor is a little different in Canvas, but can still be done by the instructor of record for the course.

Further resources:

* [How do I use the People page as an instructor?](https://community.canvaslms.com/docs/DOC-2877)
* [How do I add users to a course?](https://community.canvaslms.com/docs/DOC-2878)

#### Collapsible sub-section heading (H4): Will I be able to view my course site from the student perspective?

Yes, what Blackboard called "Student Preview" is known as "Student View" in Canvas. The Student View tool allows you to view your course as your students see it. However, please note that Student View does not differentiate between published and unpublished content in the instructor view and should not be used as an accurate portrayal of the content currently available to students. This tool will only give you a general idea of how your students can interact with your course content.

Further resources:

* [What is Student View?](https://community.canvaslms.com/docs/DOC-2976)
* [How do I enable Student View?](https://community.canvaslms.com/docs/DOC-2978)

#### Collapsible sub-section heading (H4): Can I divide my students into groups for assignments, discussions, etc.?

Yes, you can divide your students into groups in your Canvas site.  You must first create your group set and then create the individual student groups.  However, please keep in mind that these course groups do no work for mimicking adaptive release settings from Blackboard.  You will instead need to use "[sections](https://community.canvaslms.com/docs/DOC-2963)" to create groups for the purpose of adaptive release mimicry.

You have the following options for creating a group set in Canvas:

* Allow self sign-up
* Require that group members be in the same section
* Can split students into x equally-sized groups
* Can create groups manually
* Can optionally assign a student leader manually or automatically in a group

Tools available to each individual group:

* Home page
* Announcements
* Pages
* People
* Discussions
* Files
* Conferences
* Collaborations

Further resources for student groups:

* [What are Student Groups?](https://community.canvaslms.com/docs/DOC-2793)
* [How do I view student groups as an instructor?](https://community.canvaslms.com/docs/DOC-2794)
* [How do I create a new group set?](https://community.canvaslms.com/docs/DOC-1946)
* [How do I edit a group set?](https://community.canvaslms.com/docs/DOC-4518)
* [How do I automatically create groups in a group set?](https://community.canvaslms.com/docs/DOC-2807)
* [How do I manually create groups in a group set?](https://community.canvaslms.com/docs/DOC-2798)
* [How do I create self sign-up groups?](https://community.canvaslms.com/docs/DOC-2821)
* [How do I automatically assign students to groups?](https://community.canvaslms.com/docs/DOC-2813)
* [How do I manually assign students to groups?](https://community.canvaslms.com/docs/DOC-2815)
* [How do I view student activity within a group as an instructor?](https://community.canvaslms.com/docs/DOC-2843)
* [How do I delete a group set?](https://community.canvaslms.com/docs/DOC-2835)

Further resources for sections:

* [How are courses and sections related?](https://community.canvaslms.com/docs/DOC-2963)
* [How do I add a section to a course?](https://community.canvaslms.com/docs/DOC-2965)
* [How do I edit the details for a course section?](https://community.canvaslms.com/docs/DOC-2968)
* [How do I change the name of a course section?](https://community.canvaslms.com/docs/DOC-2937)
* [How do I delete a course section?](https://community.canvaslms.com/docs/DOC-2970)
* [How do I view enrollments in a course section?](https://community.canvaslms.com/docs/DOC-2972)

#### Collapsible sub-section heading (H4): How do I edit my notifications settings in Canvas?

You can select when you would like to receive notifications from Canvas (right away, daily, weekly, none). However, these settings are applied to all courses and cannot be applied to just individual courses.

Further resources:

* [What are Profile and User Settings?](https://community.canvaslms.com/docs/DOC-1285)
* [How do I set my Canvas notification preferences?](https://community.canvaslms.com/docs/DOC-1286)

#### Collapsible sub-section heading (H4): How do I keep track of attendance?

Canvas has an Attendance feature that streamlines your ability to keep track of attendance inside the course site.

Further resources:

* [What is the Roll Call Attendance Tool?](https://community.canvaslms.com/docs/DOC-3012)
* [How do I configure the Roll Call Attendance tool in a course?](https://community.canvaslms.com/docs/DOC-2613)
* [How do I take roll call using the Attendance tool?](https://community.canvaslms.com/docs/DOC-2606)
* [How is Roll Call Attendance graded in Canvas?](https://community.canvaslms.com/docs/DOC-2607)
* [How do I run Roll Call Attendance reports in a course?](https://community.canvaslms.com/docs/DOC-2621)

#### Collapsible sub-section heading (H4): Is there a wiki tool option in Canvas? How can I create a course wiki?

Canvas does not have a wiki tool per se, but you can essentially create a course wiki by creating a Page and allowing students to edit that Page. At this time there is no way to grade student contributions to this "wiki" Page, so it is useful only as an informal study aid and not a formal course requirement.

Please note: Canvas does not give any warning that another user is editing a Wiki at the same time as you. From our testing it appears that if two users are editing a Wiki at the same time, it will only save the data that is submitted first. This means that users can, and probably will, lose a lot of data and waste time while editing group wikis. One possible way around this is for users to type up and save their wiki contributions in Microsoft Word, then copy and paste their contribution into the "wiki" Page. This way, even if their work is lost in Canvas it will not be completely lost and they can easily copy and paste the information again.

Further resources:

* [How do I create a new page in a course?](https://community.canvaslms.com/docs/DOC-1842)
* [How do I edit a page in a course?](https://community.canvaslms.com/docs/DOC-1844)

#### Collapsible sub-section heading (H4): Can I use i>clicker in Canvas? How do I set it up?

Yes, i>clicker is a third-party tool that we intend to continue using in Canvas.

Further Resources:

* [i>clicker Instructor Overview](https://support.campus.fsu.edu/kb/article/154-iclicker-instructor-overview)