# Canvas™
## Student Guide
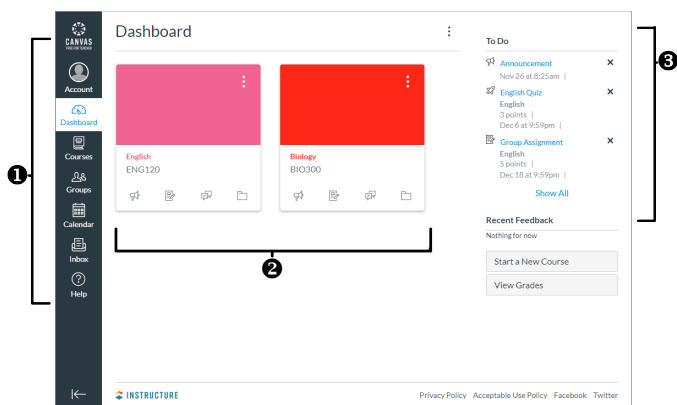
# Getting Started
## The Canvas Dashboard



❶ **Global Navigation -** contains shortcuts to help you navigate through Canvas.
❷ **Course Cards -** shortcuts to your Canvas courses.
❸ **Sidebar -** contains links to your courses, calendar, inbox and account.

## Setting Notification Preferences
Canvas allows you to make changes to the type and frequency of the notifications you receive. When you log into Canvas for the first time you will be asked to set notification preferences but you can make changes at any time.
1. Click **Account** in the **Global Navigation**.
2. Click the **Notifications** shortcut in the panel that appears.
3. Click an icon next to the item that you want to change notifications for. You can select **Notify me right away** ✓, **Send daily summary** 🕓, **Send weekly summary** 📅, or **Do not send me anything** ✕.

## Editing Your Profile Information
1. Click **Account** in the **Global Navigation**.
2. Click the **Profile** shortcut in the panel that appears.
3. Click the **Edit Profile** ✎ Edit Profile button.
4. Make changes to your profile information.
5. Click the **Save Profile** Save Profile button.

## Changing Your Personal Settings
1. Click **Account** in the **Global Navigation**.
2. Click the **Settings** shortcut in the panel that appears.
3. Do any of the following:
   • Click the **Edit Settings** button and make changes to your settings. Click the **Update Settings** button when you are finished.
   • Click the **Email Address** or **Contact Method** shortcuts in the **Ways to Contact** section to add a new email address or contact method.
   • Click a service in the **Other Services** section to connect your account to a social media service.
*Note: Your administrator may limit some of the profile settings that you can change.*

## Using the Dashboard
The **Dashboard** is a hub for all of your Canvas courses. It also contains a **Sidebar** which will show you your **To Do** list, feedback on assignments and a shortcut to your grades. Click the **Dashboard** button in the **Global Navigation** to access the Dashboard. To change the layout, click the button ⋮ at the top of the **Dashboard** and select a view from the resulting menu.

## Working with Course Cards
Course Cards give you quick access to your courses as well as common shortcuts to items in your course. You can rearrange your course cards by dragging and dropping them to a different location.
1. Click **Dashboard** in the **Global Navigation**.
2. Click the button ⋮ on the course card that you want to change.
3. Do any of the following:
   • *To change the nickname*, enter a new name in the **Nickname** box.
   • *To change the color of the card*, select a color from the menu.
   • *To move a course card*, click on the **Move** tab. Select **Move down**, **Move to bottom**, **Move to top**, or **Move up**. You can also click and drag cards to a new postion.
4. Click the **Apply** button to apply your changes.

## Navigating in a Course
The **Course Navigation** menu is how you will move around your course. In an open course you can click on a menu item to go to that area of the course. The three horizontal lines ☰ at the top of the window will allow you to collapse or expand the menu. The **Course Sidebar** is very similar to the **Dashboard Sidebar** and includes your **To Do** list, and links to other important items that you may wish to quickly access.
*Note: If you do not see links that you see in other courses your instructor may have hidden those links from view.*

# Announcements
## Viewing Announcements
Announcements are used by your instructor to let you know if there is new information related to a course. If you have announcement notifications enabled you will get a message when a new announcement is posted.
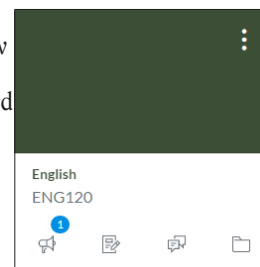


   • *To view announcements for a course from the Dashboard*, click the **Announcements** 📢 button on the course card. When there are unread announcements in a course a number will appear above the **Announcements** button.
   • *To view announcements while in a course*, click **Announcements** in the **Course Navigation**.
*Note: To view only unread announcements, click the arrow on the **All** box, and select **Unread** from the resulting menu.*

# Assignments

## Assignment Types

Canvas offers several assignment types that your instructors can create.

- **Assignment**: An assignment that can be submitted online in a variety of formats including text entry, file uploads, media recordings, Google Docs, URL's or Canvas pages.
- **Discussion**: An assignment that requires you to comment on discussion topics posted by your instructor.
- **Quiz**: An assignment that assesses your comprehension.
- **External Tool**: An assignment that uses a link to a third-party application or website.
- **Not Graded**: An assignment with a due date but no points or grades are given for completion.

## Assignment Submission

You can access your assignments through your **To Do** list on the **Dashboard**, the course home page, **Syllabus**, **Grades**, **Modules**, **Calendar**, or **Assignments**. There are four different submission types which include **uploading a file**, **text entry**, **website URL**, or **recorded media**. The submission types available will depend on the selections made by your instructor.

## Submitting Text Entry Assignments

1. Click on the assignment that you want to submit.
2. Click the **Submit Assignment** button.
3. Enter the text of the assignment in the **Text Entry** box.
4. *Optional*: Enter comments in the Comments box.
5. Click the **Submit Assignment** button when you are finished.

## Submitting File Upload Assignments

1. Click on the assignment that you want to submit.
2. Click the **Submit Assignment** button.
3. Click the **Choose File** button.
4. Locate and select the file that you want to use and click the **Open** button.
5. *Optional*: To add an additional file, click the **Add Another File** shortcut.
6. *Optional*: Enter comments in the **Comments** box.
7. Click the **Submit Assignment** button when you are finished.

## Submitting URL Assignments

1. Click on the assignment you want to submit.
2. Click the **Submit Assignment** button.
3. Copy the URL that you want to use for the assignment in the **Website URL** box.
4. *Optional*: Enter comments in the **Comments** box.
5. Click the **Submit Assignment** button when you are finished.

## Submitting Media Assignments

1. Click on the assignment you want to submit.
2. Click the **Submit Assignment** button.
3. Click the **Record/Upload Media** button.
4. *Optional*: To record media directly into Canvas click on the **Record Media** tab. Click the **Start Recording** button to begin recording.
5. *Optional*: To upload pre-recorded media click on the **Upload Media** tab and click the **Select Audio File** or **Select Video File** button.
6. *Optional*: Enter comments in the **Comments** box.
7. Click the **Submit Assignment** button when you are finished.

# Discussions

## Viewing Discussions

Each discussion displays the name, whether or not it is graded, the due date (if applicable), the number of unread and total posts in the discussion, the date the last reply was posted, and whether or not you are subscribed to the discussion. Discussions are organized into three sections:

- **Pinned Discussions** - discussions that your instructor wants you to pay close attention to.
- **Discussions** - current discussions in the course sorted by most recent activity.
- **Closed for Comments** - discussions that have been closed by the instructor or that are past their availability date. These discussions are sorted by most recent activity and are read-only.

## Creating a Discussion

1. Click **Discussions** in the Course Navigation.
2. Click the **Discussion** `+ Discussion` button.
3. Enter a name for the discussion in the **Topic Title** box.
4. Enter or add content to the discussion content box.
5. *Optional*: Click the **Choose File** button to add a file to the discussion.
6. *Optional*: Select additional features in the **Options** section.
7. Click the **Calendar** buttons next to **Available From** and **Until** to select the dates for the discussion.
8. Click the **Save** `Save` button when you are finished.

*Note: If the **Discussion** button is not available this means that your instructor has not enabled discussion creation by students.*
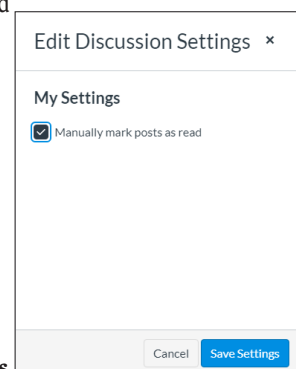
## Participating in a Discussion

1. Click the name of the discussion to open the discussion. If the discussion is graded you will see the point and due date (if applicable).
2. To reply to the discussion or a discussion reply, click the **Reply** button.
3. Enter reply text in the box.
4. *Optional*: Click on the **Links**, **Files**, or **Images** tab in the right pane to add content to your reply.
5. Click the **Post Reply** button when you are finished.

*Note: Your instructor may set the discussion so that you have to post a reply before other replies are visible and may limit your ability to attach items to your reply.*

## Manually Mark Discussion Replies

In a discussion new replies are marked with a blue dot. When you read a reply the dot turns white. When you navigate away from the discussion or refresh the page the blue dots will automatically change to white. If you want more control over which replies are marked as read you can change your settings to allow manual control over this feature.

1. Click **Discussions** in the **Course Navigation**.
2. Click the **Settings** button.
3. Check the **Manually mark posts as read** box.
4. Click the **Save Settings** button.

**Edit Discussion Settings** ×

**My Settings**

☑ Manually mark posts as read

Cancel    Save Settings

**Quick Source**
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# Grades

## Viewing Grades
1. Click the **Grades** shortcut in the **Course Navigation**.
2. Do any of the following options:
   - *To change the course you are viewing grades for*, click the arrow on the **Course** box and select a course. Click the **Apply** button.
   - *To change how grades are sorted*, click the arrow on the **Arrange By** box and select an option. Click the **Apply** button.
   - *To view a comment on an assignment*, click the **Comment** icon next to the assignment.
   - *To view all grade details*, click the **Show All Details** button.
   - *To print your grades*, click the **Print Grades** button.

## Viewing Your What-If Score
On the Grades page you can view your grades based on a what-if score. You can enter a hypothetical score for an assignment that has already been graded or one that has yet to be graded. This will allow you to see your total score based on the scenario you enter.
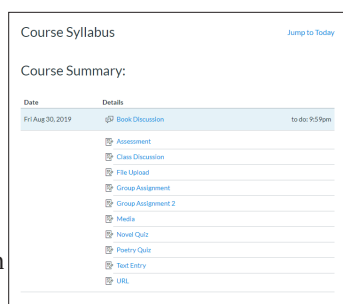1. Click **Grades** in the **Course Navigation**.
2. Click in the score area for the assignment that you want to test a what-if scenario.
3. Enter your hypothetical score. The grades page will update your total score based on this scenario.
4. Click the **Revert to Actual Score** button under the total score or the **Revert to original score** ↶ button next to the grade that you entered.
5. *Optional*: To view any what-if score that you have tested, click the **Show Saved "What-If" Scores** button.

# People

The People section of Canvas allows you to view the people in your courses as well as the groups that you have joined.

## Viewing People
1. Click **People** in the **Course Navigation**.
2. On the **Everyone** tab you can do any of the following:
   - *To search for a person*, enter their name in the **Search people** box. To narrow the results, click the arrow on the **All Roles** box and select an options from the resulting menu.
   - *To view details about a person*, click on the name of the person you want to view. The available information will depend on their role and what they have entered.

# Pages

Pages are created by your instructor and can have a variety of uses. Click **Pages** in the **Course Navigation** to view a list of pages for your course. Click a page name to navigate to that page.
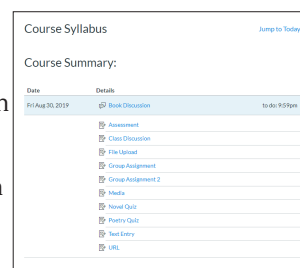
# Files

## Viewing Your Files
You can view all of the files that you have uploaded to your courses in the Files section.
1. Click **Files** in the **Course Navigation**.
2. Do any of the following options:
   - *To view a file*, click the file name.
   - *To search for a file*, enter a file name in the **Search for files** box.
   - *To view all of the files you have uploaded*, click the **All My Files** shortcut. This will show you all of the locations you have uploaded files to and allow you to upload new files.

# Syllabus

## Viewing the Syllabus Table
The Syllabus Table is automatically generated for a course based on the assignments and events added by your instructor. Assignments have an icon based on the assignment type and events will have a calendar icon. Past due items will be highlighted in gray and undated items are listed in alphabetical order.
1. Click **Syllabus** in the **Course Navigation**.
2. Click the assignment or event name to view details.

# Quizzes

Quizzes are marked with a rocket ship icon. If your instructor has set a time limit for the quiz you must complete the entire quiz within that time and in one sitting. If you navigate away from the quiz the time will keep running and will kick you out of the quiz when the time limit is reached. The **Sidebar** of the quiz will show you the time elapsed or the time remaining in a timed quiz and give you a summary of what you have completed in the quiz.
1. Click **Quizzes** in the **Course Navigation**.
2. Click the name of the quiz that you want to begin.
3. Click the **Take the Quiz** button.
4. The type of question in each quiz is determined by your instructor. Complete the questions as directed.
5. *Optional*: To flag a question to return to it later, click the **Flag** ⚑ icon next to the question. You will see the flag icon next to the question in the **Sidebar** as well.
6. Click the **Submit Quiz** button when you have completed the quiz.

## Resuming a Quiz
If you are taking a quiz that is not timed and you navigate away from the quiz, you can resume it before the due date.
1. Click **Quizzes** in the **Course Navigation**.
2. Click on the name of the quiz that you want to resume.
3. Click the **Resume Quiz** button.
4. Complete the quiz as instructed and click the **Submit Quiz** button.

# Modules

Modules can contain different types of content. If your instructor has locked a module until a specified date a lock icon will be displayed and the date that it will unlock. If your instructor has set prerequisites for a module they will be indicated at the top and the module cannot be opened until they are met. If a module has requirements this will be indicated at the top of the module. Your instructor may have you complete all requirements or just one.

1. Click **Modules** in the **Course Navigation**.
2. Click the item in the module that you want to complete.
3. Follow the instructions to complete the item in the module.
4. Click the **Next** or **Previous** button to advance through the module.
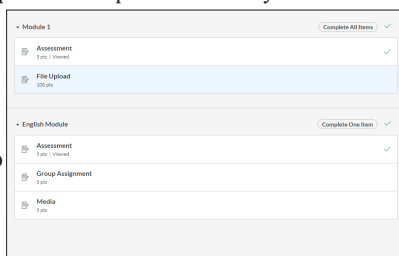
*Note: If you hover over the **Next** or **Previous** button you will see the name of the next or previous module item.*

# Conferences

Conferences allow your instructor to communicate with you virtually. Conferences can be virtual lectures, office hours, or a broadcast of live audio and video. If you have been invited to a conference it will appear in your **New Conferences** list.

1. Click **Conferences** in the **Course Navigation**. Conferences that have started will say **In Progress** next to the name.
2. Click the **Join** button to join the conference.
3. Select how you would like to join the audio in the box that appears. You can change your preference while in the conference.
4. Your options in the conference will be set by your instructor. Participate in the conference according to instructions.

*Note: If a conference was recorded, it will appear in the **Concluded Conferences** section and will indicate that it is a recording. Recordings are deleted automatically 14 days after the end of the conference.*

# Collaborations

Collaborations allow you to work on projects using web-based tools such as Google Docs. These might be created by your instructor for group projects. The Collaborations page will show collaborations you have been invited to, the person who created it, and the date and time it was created. Note you must allow Canvas access to Google Drive before you can participate in a collaboration.

1. Click **Collaborations** in the **Course Navigation**.
2. Click the name of the collaboration you want to participate in.
3. The document will open in a new window. Edit the document and click the **Close** button when you are finished.

**English Paper**

A collaborative paper.

Started by Sarah Murphy, Nov 14 at 10:22am

## Starting a Collaboration

Depending on your settings you may have the option of starting your own collaboration.

1. Click **Collaborations** in the **Course Navigation**.
2. Click the **Start a new collaboration** button.
3. Enter a name for the document in the **Document name** box.
4. Enter a description for the document in the **Description** box.
5. Click the name of the users that you want to add to the collaboration in the **People** box.
6. *Optional*: Click on the **Groups** tab and click any group names that you want to add to the collaboration.
7. Click the **Start Collaborating** button. The document will open in a new tab.

# Groups

You can be added to groups by your instructor or other students. You may also have the option to create groups. The availability of certain options will depend on the group settings.

## Navigating Groups

If you are enrolled in a group by your instructor the **Groups** button will appear on the **Global Navigation**. Once inside the group you will see many of the same navigation options as you do in the **Course Navigation**. The actions that you perform in these areas will only apply to your group.

1. To access your groups, click the **Groups** button on the **Global Navigation**.
2. Click the group name shortcut or **All Groups** to locate your group.

## Creating a Group

1. Click **People** in the **Course Navigation**.
2. Click on the **Groups** tab.
3. Click the **Group** button.
4. Enter a name for the group in the **Group Name** box.
5. Click the arrow on the **Joining** box and select how members can join from the resulting menu.
6. Check the boxes next to the names of the people you would like to invite to the group.
7. Click the **Submit** button.

*Note: To leave a group click the **Leave** shortcut next to the group name. You cannot leave groups that you were added to by your instructor.*

## Submitting a Group Assignment

Only one group member needs to submit an assignment for the group. When you go to submit the assignment a banner will appear indicating you are submitting for the entire group. Your instructor can choose to grade each member individually or give the same grade to the entire group.

1. Click **Assignments** in the **Course Navigation**.
2. Click on the name of the group assignment.
3. Click the **Submit Assignment** button.
4. Perform the actions required by the assignment.
5. *Optional*: If each member of your group is being graded individually you can enter a comment in the **Comments** box and select **Send comment to instructor only** or **Send comment to the whole group**.
6. Click the **Submit Assignment** button.

## Creating an Announcement

You can create announcements in some groups that you have created or joined.
1. Click **Groups** 🔲 in the **Global Navigation**.
2. Click the group name that you want to open.
3. Click the **Announcements** shortcut.
4. Click the **Announcement** button.
5. Enter the title for the announcement in the **Topic Title** box.
6. Enter announcement text in the box.
7. Click the **Save** `Save` button.

## Working with Announcements

1. Click **Groups** 🔲 in the **Global Navigation**.
2. Click the group name that you want to open.
3. Click the **Announcements** shortcut.
4. Do any of the following:
   - *To edit an announcement*, click on the announcement you want to edit. Click the **Edit** `Edit` button. Make changes and click the **Save** `Save` button.
   - *To lock an announcement to prevent comments*, check the box next to the announcement. Click the **Lock** 🔒 button. Click the **Unlock** 🔓 button to allow comments.
   - *To delete an announcement*, check the box next to the announcement. Click the **Delete** 🗑 button. Click the **Delete** button to confirm deletion.

## Creating a Page

1. Click **Groups** 🔲 in the **Global Navigation**.
2. Click the group name that you want to open.
3. Click the **Pages** shortcut.
4. *Optional*: You may have to click the **View All Pages** button if a page has already been created.
5. Click the **Page** button.
6. Enter a name for the page in the first box.
7. Enter a description or other page information in the second box.
8. *Optional*: Make selections in the **Options** section.
9. *Optional*: Add content to your page using the **Links**, **Files**, and **Images** tabs in the **Sidebar**.
10. *Optional*: Check the **Notify users that this content has changed** box.
11. Click the **Save** `Save` button.

## Working with Pages

1. Click **Groups** 🔲 in the **Global Navigation**.
2. Click the group name that you want to open.
3. Click the **Pages** shortcut.
4. *Optional*: You may have to click the **View All Pages** button if a page has already been created.
5. Click on the page that you want to work with and do any of the following:
   - *To edit the page*, click the **Edit** `Edit` button. Make changes to the page and click the **Save** `Save` button.
   - *To view the page history*, click the **More** ⋮ button and select **View Page History**. Click the **Close** ✕ button next to **Revision History** when you are finished.
   - *To use the page as the front page*, select **Use as Front Page**.
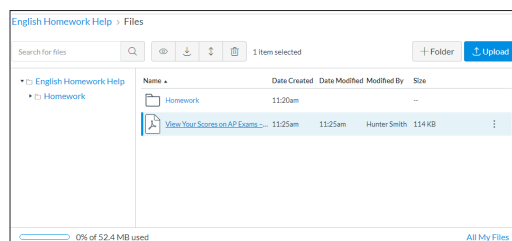6. Click the **View All Pages** button to return to the list of pages.

## Creating a Group Discussion

1. Click **Groups** 🔲 in the **Global Navigation**.
2. Click the group name that you want to open.
3. Click the **Discussions** shortcut.
4. Click the **Discussion** button.
5. Enter a title for the discussion in the **Topic Title** box.
6. Enter discussion text in the main box.
7. *Optional*: To add an attachment, click the **Choose File** button.
8. *Optional*: Make selections in the **Options** section to enable or disable these features.
9. *Optional*: Click the **Links**, **Files**, or **Images** shortcuts in the **Sidebar** to add content to the discussion.
10. Click the **Save** `Save` button when you are finished.

## Working with Group Files

1. Click **Groups** 🔲 in the **Global Navigation**.
2. Click the group name that you want to open.
3. Click the **Files** shortcut.
4. Do any of the following:
   - *To create a folder*, click the **Folder** `+ Folder` button. Enter a name for the folder in the **Name** box and click the **check mark** ✓ button.
   - *To upload a file*, click the **Upload** `⬆ Upload` button. Select the file that you want to upload and click the **Open** button.
   - *To upload a file to a folder*, click the folder that you want to upload the file to. Click the **Upload** `⬆ Upload` button. Locate and select the file that you want to open and click the **Open** button.
   - *To download a file*, hover over the file and click the **More** ⋮ button. Select **Download** from the resulting menu.
   - *To rename a file*, hover over the file and click the **More** ⋮ button. Select **Rename** from the resulting menu. Enter a new name and click the **check mark** ✓ button.
   - *To move a file*, hover over the file and click the **More** ⋮ button. Select **Move** from the resulting menu. Select where you want to move the file and click the **Move** `Move` button.
   - *To delete a file*, hover over the file and click the **More** ⋮ button. Select **Delete** from the resulting menu. Click the **OK** button to confirm deletion.

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# Calendar

## Navigating the Calendar

The calendar lets you view information about all of your courses in one place. The Sidebar shows you all of the calendars available to you for any course or group you are a part of.

1. Click **Calendar** 📅 in the **Global Navigation**.
2. Do any of the following:
   - *To navigate through the months*, click the **Back** ← or **Forward** → button. Click the **Today** Today button to return to the current date.
   - *To change the calendar view*, click the **Week**, **Month**, or **Agenda** button.
   - *To enable or disable a specific calendar*, check or clear the colored box to the left of the calendar name in the **Sidebar**.
   - *To change the color of a calendar box*, click the **More** ⋮ button next to the calendar name. Select a color and click the **Apply** button. Note that changing the color here will change the color of the course card on the **Dashboard** as well.
   - *To view details about an event on the calendar*, click on the event. Click the **Close** button when you are finished.
   - *To view an event that does not have a date*, click the shortcut in the **Undated** section of the **Sidebar**.
   - *To copy a link to your calendar for an iCal feed*, click the **Calendar Feed** shortcut.
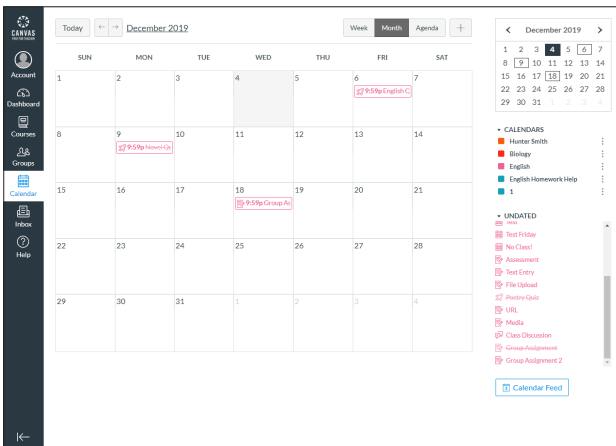


## Creating an Event

1. Click **Calendar** 📅 in the **Global Navigation**.
2. Click the **Create New Event** + button.
3. Click the **Event** or **My To Do** tab to select the type of event that you want to create.
4. Enter a title for the event in the **Title** box.
5. Make additional selections based on the type of event you have selected.
6. *Optional*: If you selected an **Event** click the **More Options** button to add additional details.
7. Click the **Submit** button.



# Inbox

## Sending a Message

1. Click **Inbox** 📥 in the **Global Navigation**.
2. Click the **Compose a new message** ✎ button.
3. Click the arrow on the **Course** box and select the course that contains the person you want to send a message to.
4. Enter the name of the person that you want to email, or click the **Address Book** 🗐 button to select a name.
5. Enter a subject in the **Subject** box.
6. Enter message text in the message box.
7. *Optional*: Check the **Send an individual message to each recipient** box.
8. *Optional*: To attach a file to the message, click the **Add an attachment** 📎 button. Locate and select the file you want to attach and click the **Open** button.
9. *Optional*: To add media to your message, click the **Record an audio or video comment** ▶ button. Follow the steps to record or upload a message.
10. Click the **Send** button when you are finished.

## Working with Messages

1. Click **Inbox** 📥 in the **Global Navigation**.
2. Select the message that you want to work with in the left pane.
3. Do any of the following:
   - *To reply to the sender of the message*, click the **Reply** ↰ button.
   - *To reply to the sender and all recipients*, click the **Reply all** ↰ button.
   - *To archive the message*, click the **Archive** ⤓ button.
   - *To delete the message*, click the **Delete** 🗑 button.
   - *To mark the message as unread*, click the **More options** ⚙▾ button and select **Mark as unread**.
   - *To mark the message as read*, click the **More options** ⚙▾ button and select **Mark as read**.
   - *To forward the message*, click the **More options** ⚙▾ button and select **Forward**.
   - *To star the message*, click the **More options** ⚙▾ button and select **Star**.
   - *To unstar the message*, click the **More options** ⚙▾ button and select **Unstar**.

## Privately Responding to an Individual in a Group Message

1. Click **Inbox** 📥 in the **Global Navigation**.
2. Select the message that you want to work with in the left pane.
3. Locate the individual in the conversation that you want to reply to.
4. Hover over the timestamp until the **Reply** ↰ button appears.
5. Click the **Reply** ↰ button. The individual recipient will appear in the **To** field.
6. Compose your message.
7. Click the **Send** button.