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

This lesson will show you how to log in to Canvas from an internet browser. If you are using Canvas with an institution, you will log in either from your institution's webpage or by using their direct Canvas URL. Canvas Network and Free-for-Teacher accounts also log in with a Canvas URL. You can also log in to Canvas on the Canvas Mobile apps; learn more about Canvas URLs for mobile apps.

You must have an account to log in to Canvas. If you do not yet have an account, learn how to create a Canvas account.

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

Access Canvas via Institution

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

Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

**Note:** The URL for [Canvas Network](https://learn.canvas.net) is learn.canvas.net. The URL for [Free-For-Teachers (FFT)](https://canvas.instructure.com) is canvas.instructure.com.
View Course Invitation

You've been invited to participate in a class at training.instructure.com

The class is called U.S. Presidents 101, and you've been invited to participate as a student.

Name: emily.boone.canvas@mail.com
Email: emily.boone.canvas@mail.com
Username: none

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

Click here to get started

Click here to edit your notification preferences

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL.
Log in to Canvas

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

Note: To log in to Canvas, you must have an account. Learn how to create a Canvas account.

Login Troubleshooting

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

• Verify you are using the correct Canvas URL for your account.
• If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct username and password for each Canvas URL.
• If your email address and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
• If you do not have an email address and password, you may need to create an account.
• If you have forgotten your password, you can reset your password.

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

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

The Canvas Dashboard

The Dashboard consists of three main elements:

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

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

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

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

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

The Sidebar contains three helpful feeds:

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

Recent Activity

1 Announcement
BIO-101

1 Conversation Message
Emily Boone

13 Assignment Notifications
BIO-101

5 Discussions
BIO-101

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

Return to Dashboard

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

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

Open Courses

In Global Navigation, click the **Courses** link [1]. (If you are enrolled in any Groups, Global Navigation will show the link as **Courses and Groups**.)

At the bottom of the drop-down menu, click the **View all courses** link [2].

**Note:** You can [customize your courses](#) that appear in the drop-down menu.
Courses are organized into three categories: My Courses [1], Past Enrollments [2], and Future Enrollments [3].
Courses that are available to you are listed in blue text [1]. These courses have been published by your institution, admin, or instructor and include a link to the course.

Courses that are not yet available are listed in gray text [2]. These courses have not been published.

Your enrollment status [3] is displayed under each course name. Statuses can be student, teacher, TA, observer, or designer.
View My Courses

My Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started.

Note: if you are enrolled in groups, the My Groups section will appear and display any groups within your current courses.
View Past Enrollments

My Courses

Design 101
Enrolled as a student

Biology 101, Section 2
Enrolled as a student

US History 101, History 101
Enrolled as a student

My Groups

Weekly Groups
Student Group 1
Project A

Past Enrollments

Simple Canvas Course
Enrolled as a student

Future Enrollments

U.S. Presidents 102
Enrolled as a student

Courses under the Past Enrollments heading are courses that have concluded but are still available as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments.
View Future Enrollments

My Courses

Design 101  
Enrolled as a student

Biology 101, Section 2  
Enrolled as a student

US History 101, History 101  
Enrolled as a student

My Groups

Weekly Groups
Student Group 1
Project A

Past Enrollments

Simple Canvas Course  
Enrolled as a student

Future Enrollments

U.S. Presidents 102  
Enrolled as a student

Future Enrollments [3] are courses that will be made available as part of an upcoming term or specific course start date. These courses appear in gray text [2] until they are available.

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

My Courses

- Design 101
  Enrolled as a student
- Biology 101, Section 2
  Enrolled as a student
- US History 101, History 101
  Enrolled as a student

My Groups

- Weekly Groups
- Student Group 1
- Project A

Past Enrollments

- Simple Canvas Course
  Enrolled as a student

Future Enrollments

- U.S. Presidents 102
  Enrolled as a student

To open an available course, click the name of the course.
View Course

View the Dashboard for your course.
How do I navigate a Canvas course?

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

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

Dashboard Navigation

After you log in to Canvas, you will view the Global Dashboard, which consists of six main areas:

1. **Global Navigation**—view links to key areas anywhere you are in Canvas (click the Canvas logo at any time to return to the Global Dashboard)
2. **Recent Activity**—view recent activity in all your courses
3. **To-Do List**—view course activities that are due
4. **Coming Up**—view upcoming events and assignments
5. **Recent Feedback**—view feedback from instructors and peers
You can click any dashboard links for quick access to that specific area in Canvas.

**Canvas Course Navigation Overview**

When you view a specific course, you will view the Course Dashboard, which consists of six main areas:

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

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

Global Navigation Menu

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

Help Corner

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

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

Content Area

The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.

You can view the activity stream for your course by clicking the View Course Stream link.
The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
What are Course Navigation indicators?

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

Course Navigation Indicators

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

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

Student View of Indicators

As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer. Remember, the indicators will disappear when you navigate away or refresh the page.
Why can't I access my Course?

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

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

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. With the growing use of mobile devices, instructors should build their courses with best practices for mobile in mind.

Mobile Browsers

You can access Canvas on your mobile device through any mobile browser. However, mobile browsers are not officially supported. We recommend using Canvas mobile applications for an improved user experience.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has four native mobile applications free for download on both phones and tablets. Please note that mobile applications are only supported in English at this time.

- **Canvas by Instructure** (iOS 7.0+, Android 4.0+). This app provides access to Canvas for both instructors and students while on the go. Depending on your device, not all Canvas features may be available on the app at this time. View [Canvas mobile features](#) by version and device.
- **MagicMarker** (iPad only, iOS 7.0+) This app is specifically designed for instructors to assist them with standards-based learning. Syncs with the Learning Mastery Gradebook.
- **Polls for Canvas** (iOS 7.0+, Android 4.0+). This app is the easy to way for instructors to collect student opinion in their classrooms without any extra devices.
- **SpeedGrader™ App** (iPad only, iOS 5.0+). This app is specifically designed for instructors and allows them to grade student submissions on the go. Syncs with SpeedGrader™ and the Gradebook.

Learn more about mobile applications in the [Canvas Mobile Guides](#).
Customize Canvas
How do I access my Profile and User Settings?

Canvas lets you easily control your profile and personal settings.

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

Navigating to your Profile

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

Click the Settings link to:

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

How do I set my Notification Preferences?

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

View a video about Notification Preferences.

Note: These settings apply to all of your courses.

Open Personal Settings

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

Within your personal settings, you can:

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

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

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

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

Edit Contact Methods

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

Link to Web Services
The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the Registered Services heading [1].

Other services that are available for registration appear in the right column under the Other Services heading [2]. Register for any of these other services by clicking one of the [ServiceName] buttons [3]. Once you have registered for that service properly, the service name will move from the right column to the left column. Repeat this process to add additional services.

View Notification Preferences

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

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

The notifications are divided up into six categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Email Address 1</th>
<th>Email Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Activities</td>
<td><a href="mailto:canvasstudent@gmail.com">canvasstudent@gmail.com</a></td>
<td><a href="mailto:canvasuser@gmail.com">canvasuser@gmail.com</a></td>
</tr>
<tr>
<td>Due Date</td>
<td>Weekly</td>
<td>ASAP</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Weekly</td>
<td>Daily</td>
</tr>
<tr>
<td>Course Content</td>
<td>ASAP</td>
<td>Weekly</td>
</tr>
<tr>
<td>Files</td>
<td>ASAP</td>
<td>Weekly</td>
</tr>
<tr>
<td>Announcement</td>
<td>ASAP</td>
<td>Daily</td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td>ASAP</td>
</tr>
<tr>
<td>Include scores when alerting about grade changes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Discussion Post</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Conversations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added To Conversation</td>
<td>ASAP</td>
<td>Weekly</td>
</tr>
<tr>
<td>Conversation Message</td>
<td>ASAP</td>
<td>Weekly</td>
</tr>
<tr>
<td>Scheduling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Appointment Signups</td>
<td>Weekly</td>
<td>Daily</td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>ASAP</td>
<td>Daily</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>ASAP</td>
<td>Daily</td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>ASAP</td>
<td>Daily</td>
</tr>
<tr>
<td>Calendar</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Update</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Alerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Notifications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

View Notification Descriptions

Notification Preferences

Course Activities

Due Date
Grading Policies
Course Content
Files
Announcement

Grading
Include scores when alerting about grade changes.

Invitation
All Submissions
Late Grading

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences.

Note: Some notifications are for instructors and admins only as noted in the hover descriptions:

Course Activities

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

Discussions

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

Conversations

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

Scheduling

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

Groups

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

Alerts

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

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

By default, your notifications will be set as follows:

Course Activities

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

- Discussion: Emailed daily
- Discussion Post: Emailed never

Conversations

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

Scheduling

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

Groups

- Membership Update: Emailed daily

Alerts

- Administrative Notifications: Emailed daily

View Weekly Notification Time

Your weekly notifications will be sent Saturday between 12pm and 2pm.

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

**Notification Preferences**

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Approved Integrations:

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

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

When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.

How do I connect to web services outside of Canvas?

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

Integrate Web Services With Canvas

Web Services

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

- Let fellow course/group members see which services I've linked to my profile

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

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- LinkedIn
- Twitter
- Delicious
- Diigo

Integrated web services include:

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

Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Wimba

How do I customize my Courses drop-down menu?

You can customize the courses you want to show in your Courses drop-down menu.
Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Select Courses from the Global Navigation

Click Customize on the Courses drop-down menu.

Choose Courses

1. Click the checkboxes next to a course to add or remove the course from the Courses drop-down menu [1].
2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

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

### Close the Customization Menu

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

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

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

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

### Open Settings

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

### Edit Settings

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

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

Update Settings

Click the Update Settings button.
View Preferred Language

Jane Smiths Profil

Vollständiger Name:* Jane Smith
Name anzeigen: Jane Smith
Sortierbarer Name: Smith, Jane
Sprache: Deutsch
Zeitzone: Mountain Time (US & Canada)

Webdienste

Durch die Integration der Webtools, die Sie bereits nutzen, erleichtert Ihnen Canvas die Nutzung der Plattform erheblich. Klicken Sie auf einen beliebigen Webdienst unter "Andere Webdienste", um zu erfahren, was damit konkrete gemeint ist.

Andere Kurs- und Gruppenmitglieder dürfen sehen, welche Dienste mit meinem Profil verknüpft sind.

View Canvas in your preferred language.

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

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

Note: Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way. View the description of the assignment for instructions, or contact your instructor for assistance.

Learn how to submit a Turnitin assignment.

Third-Party File Application Submissions

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

1. Download the file to your computer and submit as a File Upload
2. Share the file, copy the file URL, and submit as a Website URL

Mobile Submissions

You can also submit assignments using your Android or iOS device.

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

Open Assignments

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

View Course Assignments

Click the name of an assignment.

View Assignment

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

Click the Submit Assignment link to submit your work.

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

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

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

Submit a File Upload

To upload a file from your computer and submit as your assignment, click the Choose File button [1]. If you have already uploaded your assignment to Canvas and want to select it for your assignment submission, click the Click here...uploaded link [2].
For a step-by-step guide about uploading files from your computer as assignment submissions, please view the How do I upload a file lesson.

**Submit a Text Entry**

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

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

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

Submit Media Recording

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

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

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

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

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

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

How do I view my Grades?

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

View a video about Grades.

Learn how to view grades in concluded courses.

Open Grades in Global Navigation

Click the Grades link in the Global Navigation.
View Courses

To view your grades, click the course link.

Open Grades in Course Navigation

In the Courses & Groups drop-down menu, click the course title.
Open Grades

In Course Navigation, click the Grades link.
View Grades

Grades are sorted chronologically by assignment due date, followed by assignments with no due dates.

You can view the name of the assignment [1], the assignment due date [2], the score you earned [3], the total point value of the assignment [4], and icons for any assignment details [5].

You may also see an icon in the score column [6] indicating the type of assignment you submitted. Once your instructor has graded your assignment, the icon will be replaced by your score. You can click any score field (including ungraded assignments) and approximate your grade using what-if scores.

Assignment groups will always display as a percentage. For percentages, you can hover over the percentage to see a breakdown in the points you've earned vs the total points possible.
Your total grade can be displayed in points or percentage, depending on the preference of your instructor. However, if your course uses weighted assignment groups, your total grade will always show as a percent.

To print your grades, click the **Print Grades** button [7].

### Open Scoring Details

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due</th>
<th>Score</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Quiz</td>
<td>Mar 19 by 10:59pm</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Unit 2 Assignment</td>
<td>Mar 25 by 10:59pm</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Unit 2 Discussion</td>
<td>Mar 27 by 10:59pm</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

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

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

### View Comments

If there are comments on the assignment, click the **Speech Bubble** icon to view comments [1]. Comments will be organized chronologically [2]. To close comments, click the **Close** link [3].

### View Scoring Details

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

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

To close scoring details, click the Close link [3].

View Scoring Rubric

View your results on the scoring rubric by clicking the Rubric icon [1]. View your score based on the rubric [2]. To close the rubric, click the Close Rubric link [3].
View Grading Summary

The grade summary allows you to show and revert any saved what-if scores [1], and show/hide all Scoring Details [2].

If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [3].
Change Gradebook

If you have more than one course, you can use the course drop-down menu [1] to view grades in other courses.

**Note:** If your Grades page shows Assignments and Learning Mastery headings [2], you can also view your standards-based scores in the Learning Mastery link.
How do I view the Calendar?

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

Locate Calendar Link

Click the Calendar link in the Global Navigation menu.

View Calendar

the Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Month, Week, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar. For instance, in the above example, assignments and events from the Biology 101 course will appear as green in the calendar view.

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

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

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

View Calendar by Month

In month view, you can click the calendar buttons to move from month to month [1]. You can also easily view the events for the current date [2].
View Due Dates

Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].

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

If a course has sections with varied due dates, instructors will see the multiple due dates [1]. Students will only see their section's due date.

View Calendar by Week

Click the Week button to see the calendar by week.

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

**View Calendar Agenda**

![Calendar Agenda](image)

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

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

Conversations is a messaging system within Canvas. You can communicate with other people in your course at any time.

**View Conversations Inbox Link**

![Conversations Inbox](image)

Click the Inbox link in the Help Corner to open your Conversations Inbox. The message indicator will let you know how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.
If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.

**How do I reply to a Discussion?**

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

**Open Discussions**

Click the **Discussions** link.

**Open Discussion Topic**

- **Introductions**
  
  - Due Mar 28 at 11:59pm
  - Last post Mar 18, 2014

- **Favorite Presidents**
  
  - Last post Mar 19, 2014
Click the title of the Discussion.

**Reply to Discussion Topic**

This is a graded discussion: 15 points possible  
due Mar 28

**Introductions**  
Mar 13, 2013 at 9:41am

Let the class know who you are and why you are taking this course.

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

**Post a Message**

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

This is a graded discussion: 15 points possible
due Feb 27 at 10:59pm

Introductions
Mar 13, 2013 at 8:41am

Let the class know who you are and why you are taking this course.

Search entries or author Unread

Reply

Emily Boone
Jan 2, 2014

Hi! I’m Emily. I am excited to take this course and learn more about the United States.

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

Reply to a Comment in a Focused Discussion

Max Johnson
Mar 12, 2014

This is a neat course! I can't wait to learn more about US History.

Reply

In a focused discussion, you can reply to a comment already posted by another student by clicking in the reply field below the post.
Post a Message

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

Max Johnson
Mar 12, 2014
I'm Max. I am from California and I am studying Psychology. I like learning new things and I especially like history.
1) I like sourdough bread. 2) I enjoy eating sushi. 3) I know all of the U.S. presidents.

Bruce Jones
Mar 12, 2014
I think you don't like eating sushi.

Emily Boone
Mar 12, 2014
Sourdough bread is the best. I am going with Bruce and I think you don't like sushi.

Jane Smith
Mar 12, 2014
Do you really know all the U.S. presidents?

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

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

Emily Boone
12:18pm
Hi! My name is Emily and here are three things about me:
1. I'm from Rhode Island
2. I work in education but have a degree in business
3. I have a golden retriever named Lani
Edited by Emily Boone on Mar 18 at 12:18pm

Canvas Student
12:16pm
Hi Emily,
So nice to “meet you”! I'm from the east coast as well - New England to be exact. I love golden retrievers. They are such wonderful dogs.

Bruce Jones
12:22pm
I'm from New England, too! How cool is that? What part are you from?
Three things about me:
1. I'm an avid snow skier
2. I might be a comic book nerd...
3. My nickname growing up was Bruce Almighty
Post a Message

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

Emily Boone
12:18pm
Hi! My name is Emily and here are three things about me:
1. I’m from Rhode Island
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Hi Emily,
So nice to *meet you!* I’m from the east coast as well - New England to be exact. I love golden retrievers. They are such wonderful dogs.

Bruce Jones
12:22pm
I’m from New England, too! How cool is that? What part are you from?
Three things about me:
1. I’m an avid snow skier
2. I might be a comic book nerd...
3. My nickname growing up was Bruce Almighty

Doug Roberts
5:04pm
Looks like we’ve got a few students from the east coast! Welcome!

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

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

You can also learn about Canvas through the video guide.

Canvas Student Quickstart Guide

Click here to download the Canvas Student Quickstart Guide.

Canvas Student Orientation (CNVS 100)

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

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

Guía de Inicio Rápido del Estudiante de Canvas

Click here to download the Spanish version - Guía de Inicio Rápido del Estudiante de Canvas. Or you can visit the Spanish version online.

Which browsers does Canvas support?

Learn more about basic computer specifications and accessibility.

Supported Browsers

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.
Canvas supports the last two versions of every browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.

As of **August 4, 2014**, we support the following desktop browsers and Flash versions:

- **Internet Explorer** 10 and 11
- **Chrome** 35 and 36
- **Safari** 6 and 7
- **Firefox** 30 and 31 (**Extended Releases** are not supported)
- **Flash** 12 and 13 (for recording or viewing audio/video and uploading files)
- **Respondus Lockdown Browser** (supporting the latest **system requirements**)

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies. [Click here for help with clearing your cache.](#)

If you are using an unsupported browser, you can update your browser, or you can dismiss the warning banner during the duration of your browser session. For instance, testing centers can dismiss the banner and it won't appear until the next browser session.

### Required Components

**Flash** is required in several places in Canvas: media recording/streaming and viewing as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas.

The **Java plug-in** is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.

### Update Your Desktop Browser

There are a couple of different ways to update your desktop browser.

1. Every time you open your browser, it will check to make sure it is using the most current version. If it is not updated, your browser will prompt you with a notification and walk you through the update process.

2. Download the latest version of your desktop browser directly. Click the name of your browser below to visit your browser's download page:

   - **Internet Explorer**
   - **Chrome**
   - **Safari**
   - **Firefox**
   - **Flash**
   - **Respondus**
Browser Privacy Settings

Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix http:// in the URL and can create mixed content in your Canvas Page. Secured content is identified with the https:// prefix in the URL.

Note: If you embed Canvas lessons inside your course, you can now prevent browser issues with mixed content using secured Canvas Guides URLs.

We recommend following any browser security policies established by your institution, especially if you are using Canvas on a computer provided by your institution. You may want to use Canvas in an alternative browser instead.

If you are using a browser that is affected, please be aware of possible restrictions. The following are known issues in specific browsers that may block or create mixed content within Canvas.

Chrome Security

Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Chrome will display a shield icon in the browser address bar.

You can choose to override the security restriction and display the content anyway by clicking the shield icon and then clicking the Load unsafe script button.

Chrome Media Permissions
Chrome has its own media permission within the browser. To use your computer camera and microphone within any Canvas feature, you will have to approve two permissions:

1. Allow access to Canvas via the Adobe Flash Player Settings [1]. This prompt appears in the center of the video and audio pop-up windows, or the center of the browser if you are accessing Conversations.
2. Allow access to Canvas via Chrome’s media permission settings [2]. This prompt appears just below the address bar. Click the Allow button.

Firefox Security

Firefox verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Firefox will display a shield icon in the browser address bar [1].

You can choose to override the security restriction and display the content anyway by clicking the shield icon, clicking the Keep Blocking drop-down menu [2], and selecting the Disable Protection on This Page option [3].

Canvas on Mobile Devices

The Canvas interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience in using Canvas. Canvas is not officially supported on mobile browsers. We recommend using Canvas mobile applications for an improved user experience. (Note: At this time, Canvas apps are only available in English.)

Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices but Canvas features may not be supported:
iOS

- Safari (default browser that opens from Canvas)
- Chrome
- Photon Flash Player (supports Flash)

Android

- Internet
- Firefox
- Chrome

Note: Android default browser varies per mobile device.

How do I get help and submit feedback?

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

Note: Depending on your institution, the help link, or one or more of the help link options, may not be available.

Open Help

In the Help Corner, click the Help link.
View Different Types of Feedback

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

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

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

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

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

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

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

To ask a question or get feedback about Canvas from a community of experts, click the Ask the Community link. This link will take you to the Canvas Coach Q&A Site and allow you to ask questions and get feedback from Canvas users like you.

Request a Feature

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