CANVAS STUDENT GUIDE



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Introduction

Student Getting Started Resources

Below are some general questions and answers about Canvas, the Student role, and links to resources to help you be comfortable with Canvas. Visit the Student Guides to learn more.

Introduction

What is Canvas?

Canvas is a Learning Management System. To learn more about Canvas terminology and definitions, visit How does Canvas define the terms used to describe its features and functions?

Because Canvas is a web-based system, it doesn't need to be installed on your computer. However, you'll want to make sure that your computer and web browser meet the basic requirements to run Canvas.

Canvas also has a free mobile app available for iOS and Android that is specifically tailored to students. You can learn more about how the mobile app features compare to Canvas on the web.

What is the Student role?

In Canvas, the Student role is most commonly used to enroll users who will participate in a course for course credit. Users enrolled as students can view course content and participate in course assignments and communications. Students cannot view and participate in a course until it is published and the course has started.

Canvas for Elementary

Canvas for Elementary is a Canvas setting that displays a simplified interface and experience designed for younger learners.

Canvas Guides

The Canvas Student Guide has over 200 articles that each answer a question that relates to using the Canvas interface as a student. Each article also includes Next and Previous links so you can easily navigate to related content.

Student Videos

You can also watch videos for students.

User Account Setup

Before you can do anything in Canvas, you'll need an account and the URL for your institution's Canvas website. View the articles below for help with setting up your account and managing your user settings.

- How do I accept an email invitation to join a Canvas course?
- How do I sign up for a Canvas account with a join code or secret URL as a student?

- How do I edit my profile in my user account?
- How do I change the settings in my user account?

Logging in to Canvas

You can access Canvas through a URL for your institution. Learn more in the article below.

- How do I log in to Canvas?

Logging in to the Canvas Student App

After you download the Canvas Student mobile app to your Android or iOS device, you can log in to the app using a QR code or a URL. If you are already logged in to Canvas on the Web, using the QR code instantly logs you in to the app.

- How do I view a QR code to log in to the Canvas mobile apps?
- How do I log in to the Canvas Student app on my iOS device with a QR code?
- How do I log in to the Canvas Student app on my Android Device with a QR code?

You can also log into the Canvas Student mobile app without a QR code:

- How do I log in to the Student app on my iOS device with a Canvas URL?
- How do I log in to the Student app on my Android device with a Canvas URL?

Canvas Overview

Once you log into Canvas, take a minute to familiarize yourself with the Canvas user interface.

The articles below show you how to navigate Canvas and use a few of the tools that link across all your courses.

- How do I use the Global Navigation Menu?
- How do I use the Dashboard as a student?
- How do I use the Inbox?
- How do I use the Calendar?
- How do I use Files?
- How do I add and modify text in the Rich Content Editor?

Course Basics

Within a Canvas course, you can submit assignments, participate in discussions, view grades, and collaborate with other students. What is available in your course depends on what has been implemented by your instructor. View the articles below for some of the basics of Canvas courses.

- How do I use the Course Home Page as a student?
- How do I view Assignments as a student?

- How do I submit an online assignment?
- How do I view my grades in a current course?
- How do I reply to a discussion as a student?
- How do I take a quiz? (Classic Quizzes)
- How do I take a quiz in New Quizzes?
- How do I view Collaborations as a student?
- How do I use Conferences in a course as a student?
- How do I view Pages as a student?

Learn more about Canvas features and other basic topics in the Canvas Basics Guide.

Learn more about using Canvas as a student in the Canvas Student Guide.

Canvas Student App

View information about the Canvas Student mobile app in the articles below.

- How do I use the Student app on my Android device?
- How do I use the Student app on my iOS device?
- How do I view Assignments in the Student app on my Android device?
- How do I view Assignments in the Student app on my iOS device?

Visit the Canvas Student mobile app guides to learn more.

- Canvas Student Android Guide
- Canvas Student iOS Guide
- Canvas for Elementary Student Android Guide
- Canvas for Elementary Student iOS Guide

Additional Resources for Students

- Getting Started with Canvas in 10 Steps (Students)
- Canvas for Elementary Student Guides
- Troubleshooting for Students

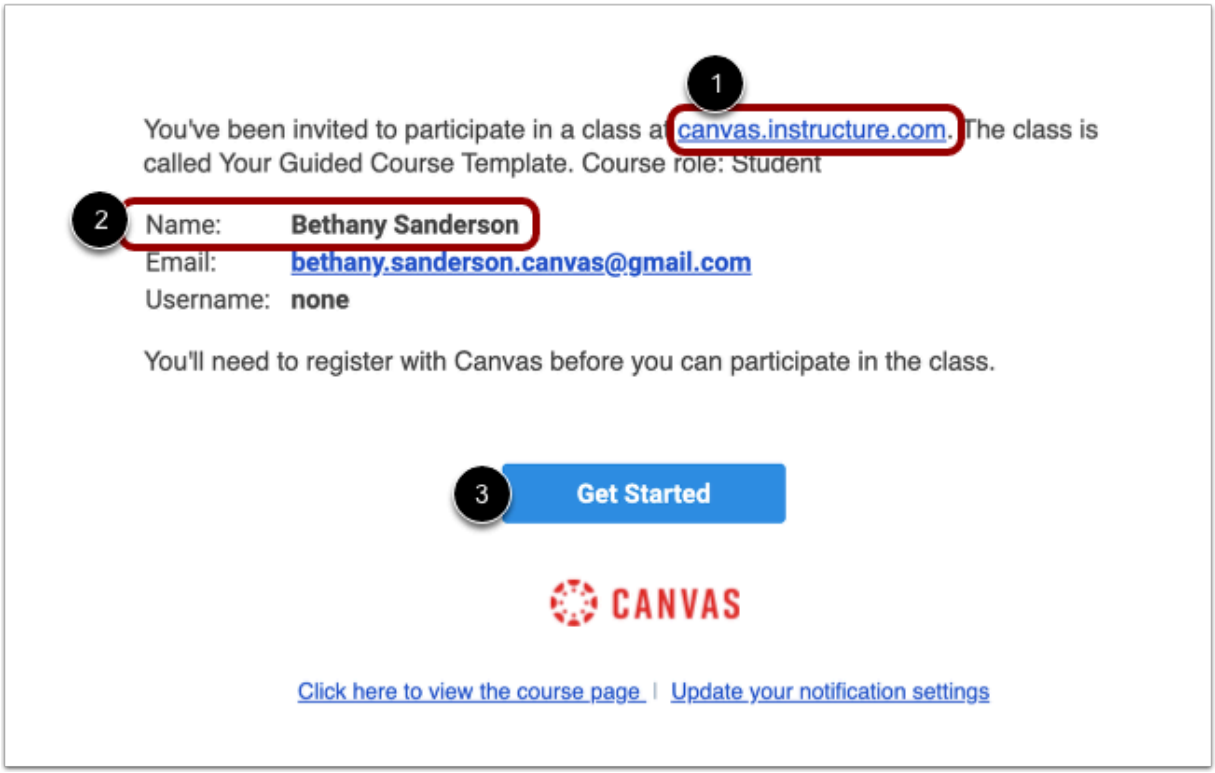
How do I accept an email invitation to join a Canvas course?

If you are using Canvas through your institution, you will most likely already have a Canvas account and need to accept a course invitation before you can log in. Your institution will email your login information.

However, you may also receive a course invitation where you have to create a Canvas account as part of the registration process.

Note: If your institution is using Canvas and you are having trouble with your account, contact your instructor for assistance.

Accept Course Invitation



If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2].

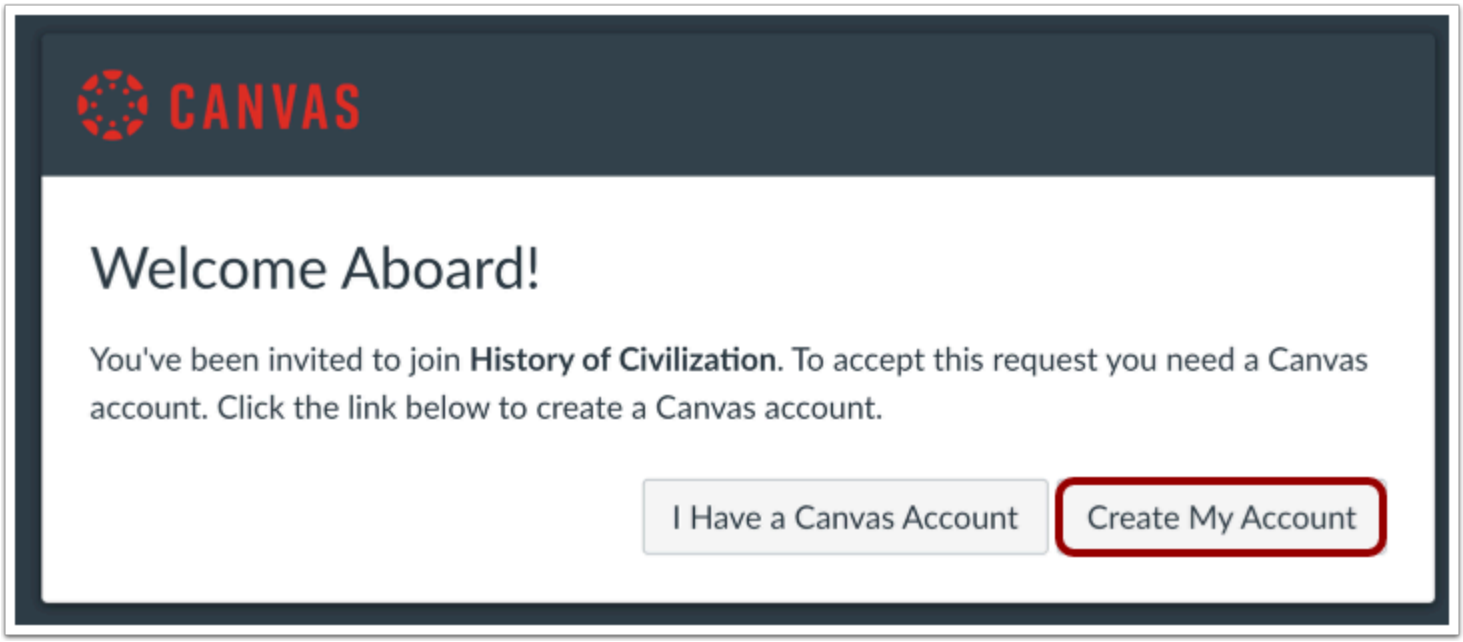
To accept the course invitation, click the **Get Started** button [3].

Accept Course



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

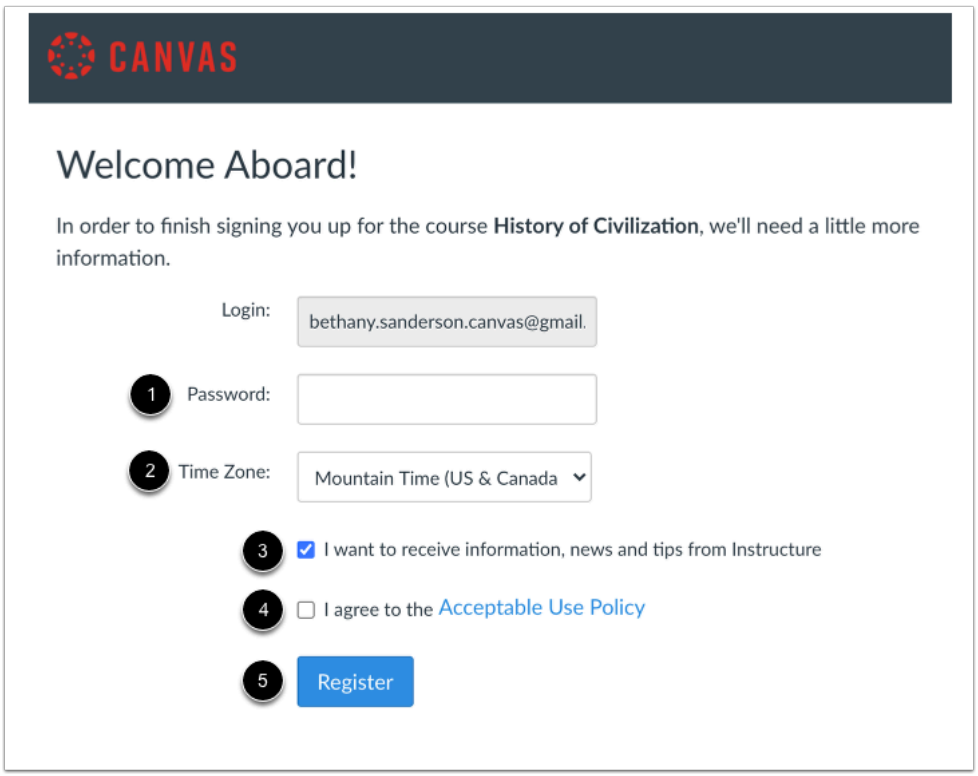
Create Canvas Account



Click the **Create My Account** button.

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

Complete Registration



Create a password [1] and enter your time zone [2]. Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure [3].

Click the **Acceptable Use Policy** checkbox [4], then click the **Register** button [5].

How do I sign up for a Canvas account with a join code or secret URL as a student?

If you do not already have a Canvas account, you need to create an account before you can log in to Canvas.

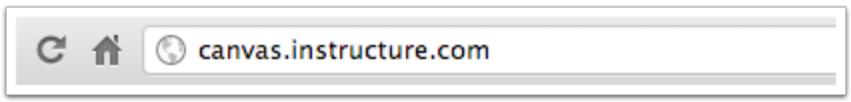
If you are using Canvas through your institution, you most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation.

If you are not using Canvas through your institution, you can create your own account. Your instructor will provide you with a join code to link you directly to the course. This code will be sent to you separately from the Canvas email that invites you to join the course. ***If you need to create an account in Canvas but have not received your join code via email, please contact your instructor or institution for help with logging in.***

Notes:

- Once you create an account, you can request to delete your account at any time. Deleting your Canvas account cannot be undone and will delete all Canvas information including courses, assignments, grades, and participation. Do not request to have your account deleted unless you are certain you absolutely no longer require any access to your prior Canvas activity. To request to have your account deleted, open the Help menu and submit a ticket to Canvas support through the **Report a Problem** link.
- For some users, the user interface may appear differently if the New Login/Registration UI for Identity feature option is enabled at the root account level.

Enter URL

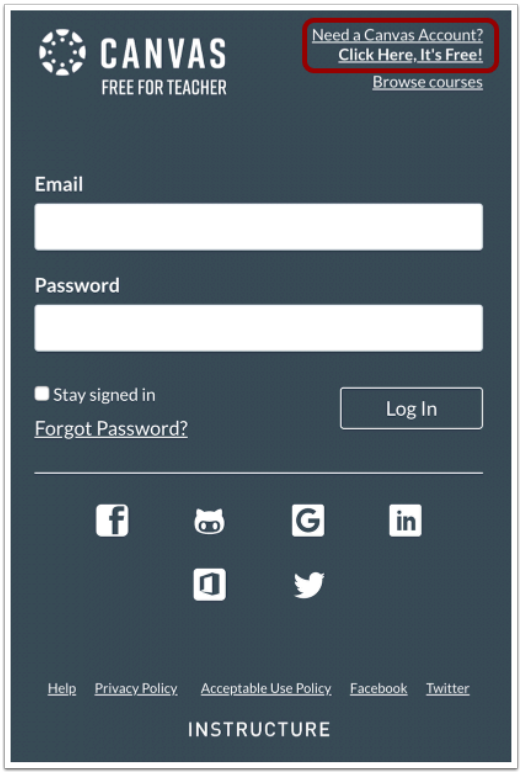


If you don't yet have an account, you can set one up for yourself without an email link.

To create your account, open a browser and type *canvas.instructure.com* into your browser.

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

Create Canvas Account



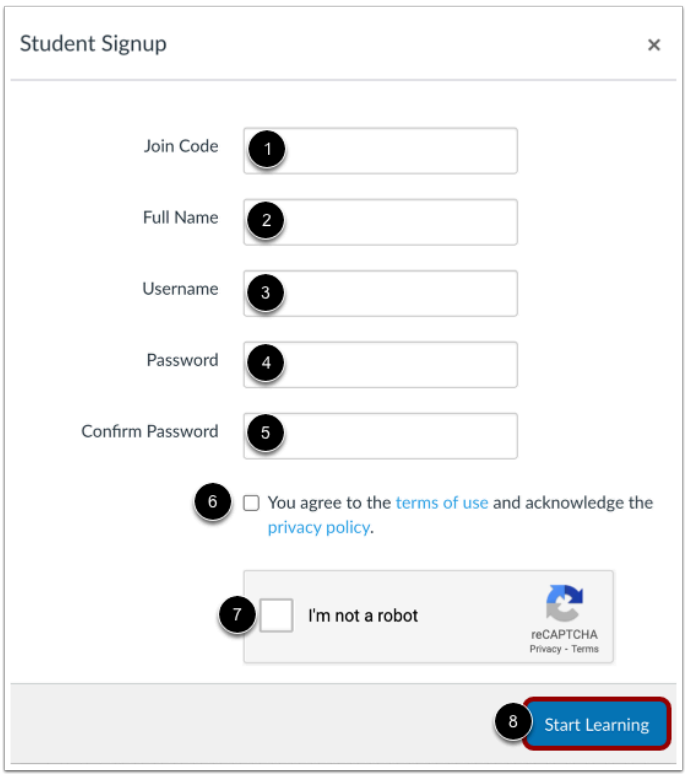
Click the **Need a Canvas Account?** link.

Sign Up As a Student



Click the **I'm a Student** button.

Complete Registration



Complete the following fields:

1. Enter the course join code in the **Join Code** field. This code will be emailed to you by your instructor or institution—the email is separate from your email invitation to join the course.
2. Enter your name in the **Full Name** field.
3. Enter your username in the **Username** field.
4. Set your password by typing in the **Password** field.
5. Confirm your password by typing your password in the **Confirm Password** field.
6. Agree to the terms of use by clicking the terms of use checkbox.
7. Confirm that you are not a robot by completing the Captcha form (if enabled by your institution)
8. Click the **Start Learning** button.

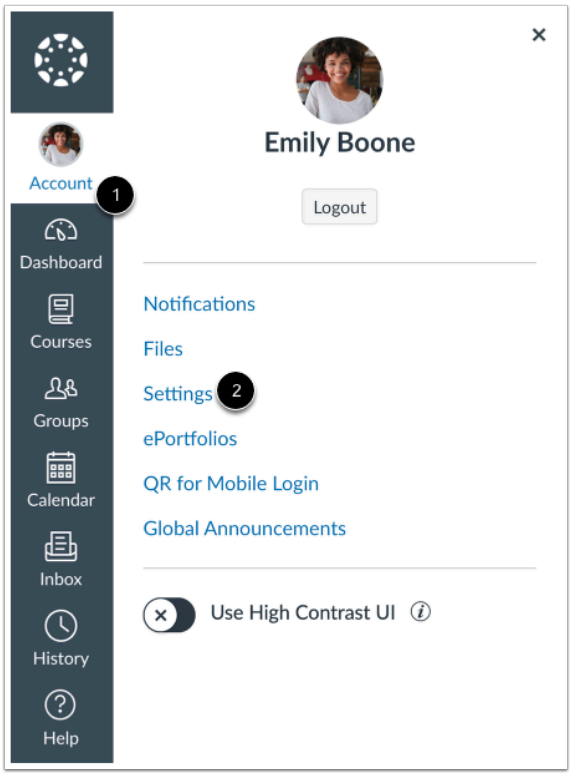
How do I generate a pairing code for an observer as a student?

As a student, you can generate a pairing code to link an observer to your Canvas account. You must create a separate pairing code for each observer who wants to link to your account. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions resource document.

An observer may be your parent, guardian, mentor, counselor, or another individual who needs to view your Canvas courses. Linked observers can can view and participate in certain elements of your Canvas courses. For more information on the observer role, view the Observer Visibility and Participation resource document.

Note: If you are an observer, you can copy the pairing code and link the student by entering the code in your User Settings.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

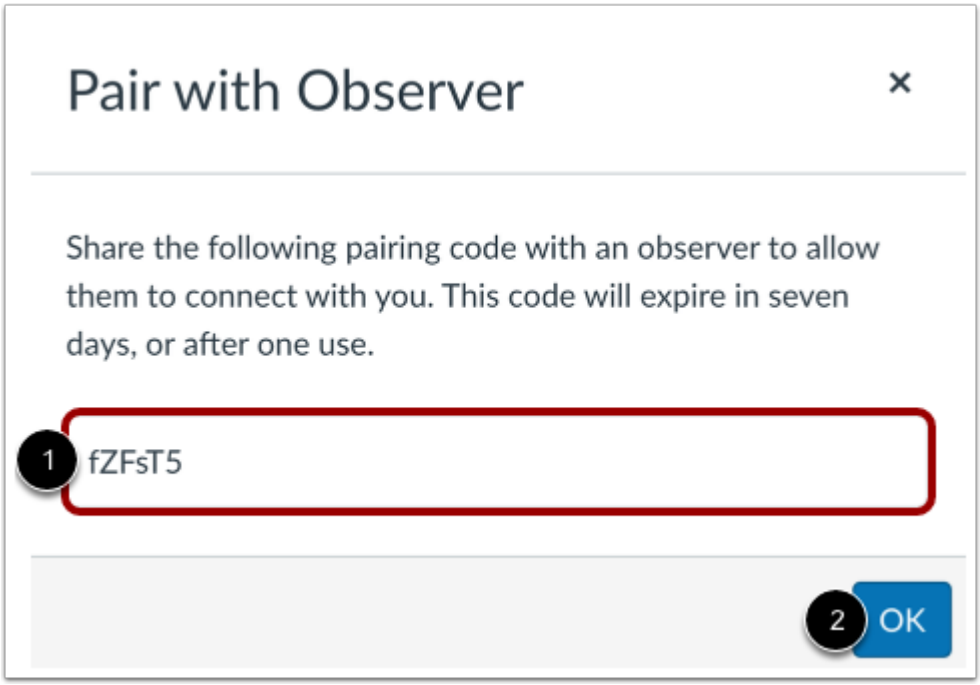
Pair with Observer



Click the **Pair with Observer** button.

Note: If the Pair with Observer button doesn't display in your User Settings, please contact your institution for assistance with pairing with an observer.

Copy Pairing Code



Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.

To close the window, click the **OK** button [2].

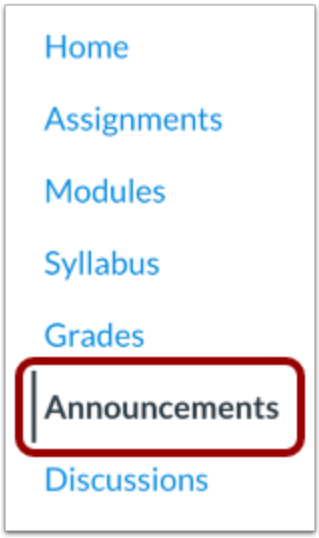
Note: Pairing codes are case sensitive.

Announcements

How do I view Announcements as a student?

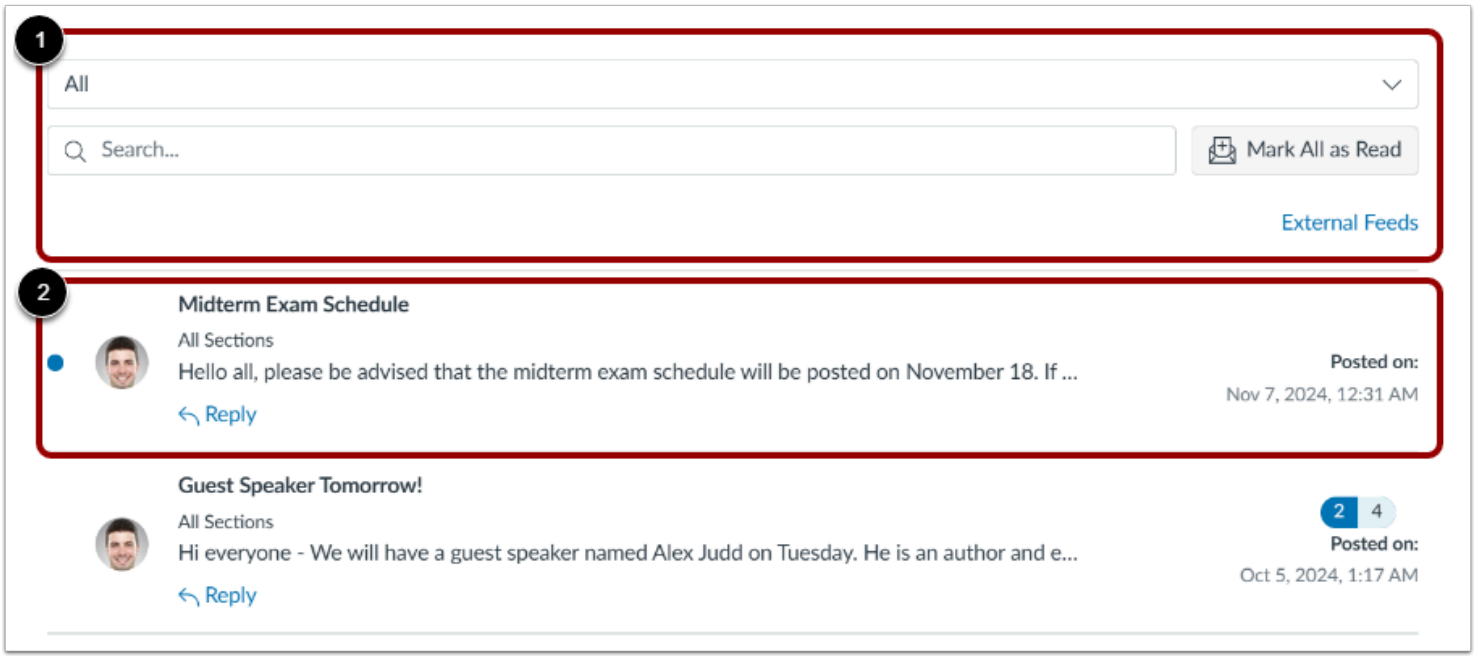
The Announcements Index Page allows you to view and filter announcements in your course. You can receive new announcements via Canvas notifications, view announcements on the Recent Activity Dashboard, or view announcements in the To Do list. Your institution may also post global announcements. Learn how to view Global Announcements.

Open Announcements



In Course Navigation, click the **Announcements** link.

View Announcements Index Page

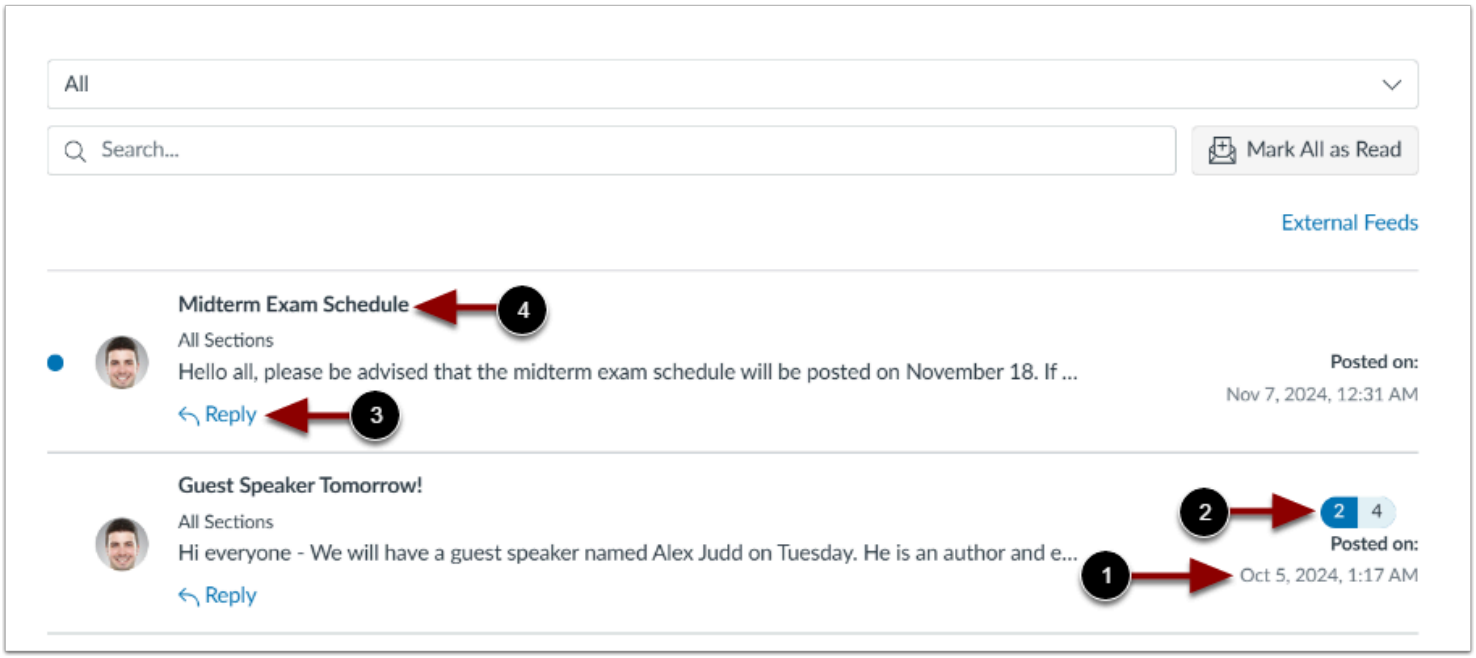


The Announcements Index page displays a toolbar with viewing options at the top of the page [1], followed by the individual announcements [2].

Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

Note: When an announcement is new or unread, a blue dot will appear next to the author's image.

View Announcement Details



Each announcement displays the date on which the announcement was posted [1] and the number of unread/total replies (if any) to the announcement [2].

To quickly reply to an announcement, click the Reply link [3].

To open an individual announcement, click the announcement link [4].

Note: If there is no Reply link, your instructor does not allow replies to announcements.

Manage Announcements



To manage announcements on the index page, use the Announcements Index page toolbar.

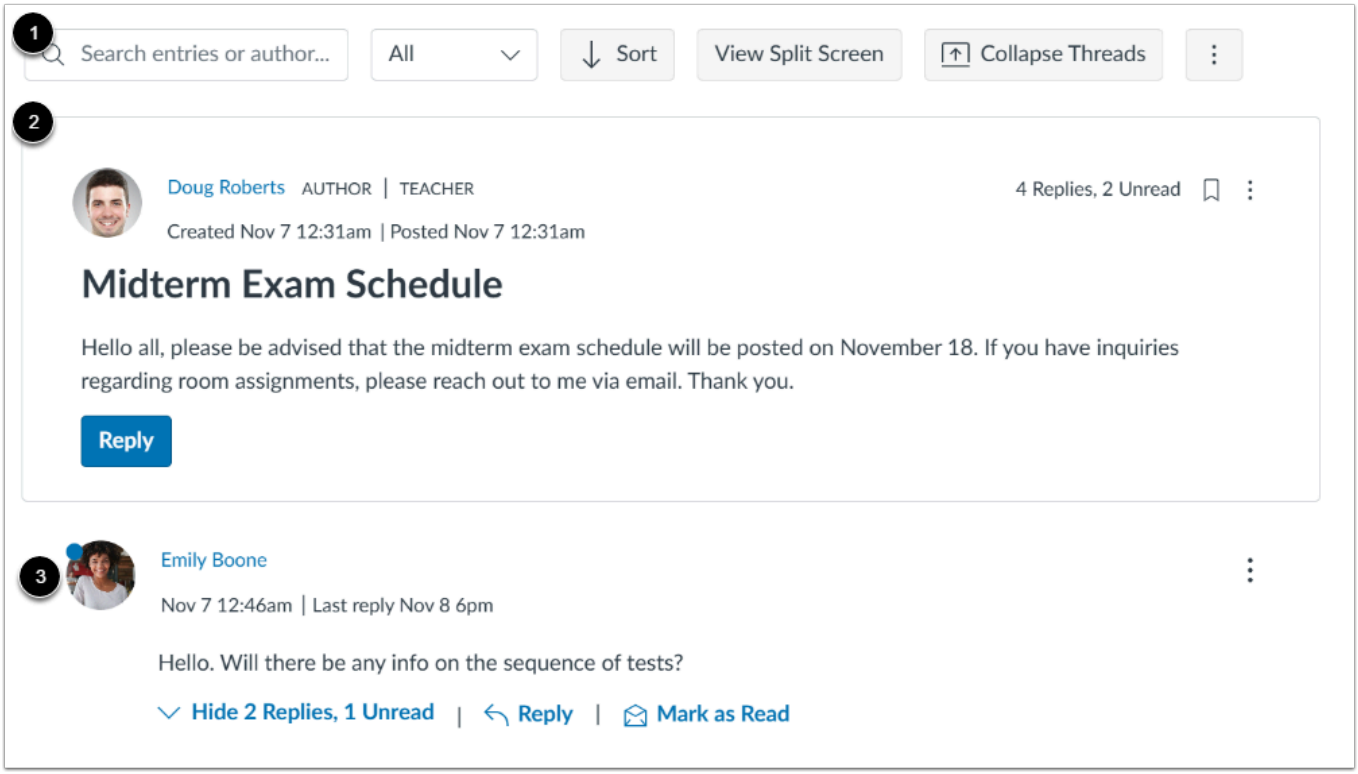
To view all or only unread announcements, click the drop-down menu [1].

To search for announcements by words or phrases in the announcement titles, enter terms in the Search field [2].

To mark all announcements as having been read, click the Mark All as Read button [3].

To subscribe to the Announcements RSS feed, click the External Feeds link [4].

View Announcement



An announcement includes three sections: the announcements toolbar [1], the announcement [2], and announcement replies [3].

View Announcement Toolbar



The announcement toolbar remains at the top of the screen when you are viewing announcement replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the **Filter** drop-down menu [2]. You can filter by all replies or unread replies.

To sort replies by newest or oldest, click the **Sort** button [3].

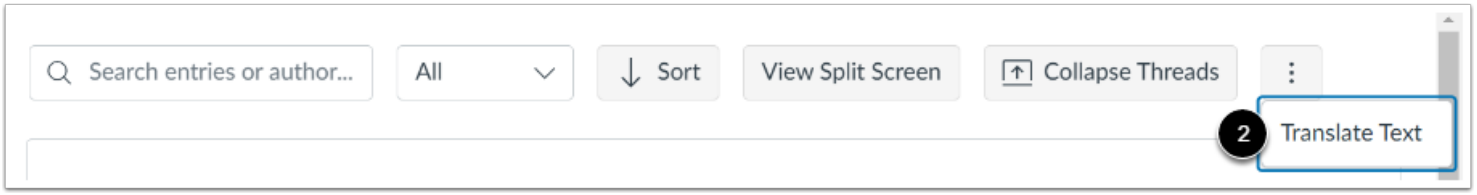
To view the thread in split screen, click the **View Split Screen** button [4].

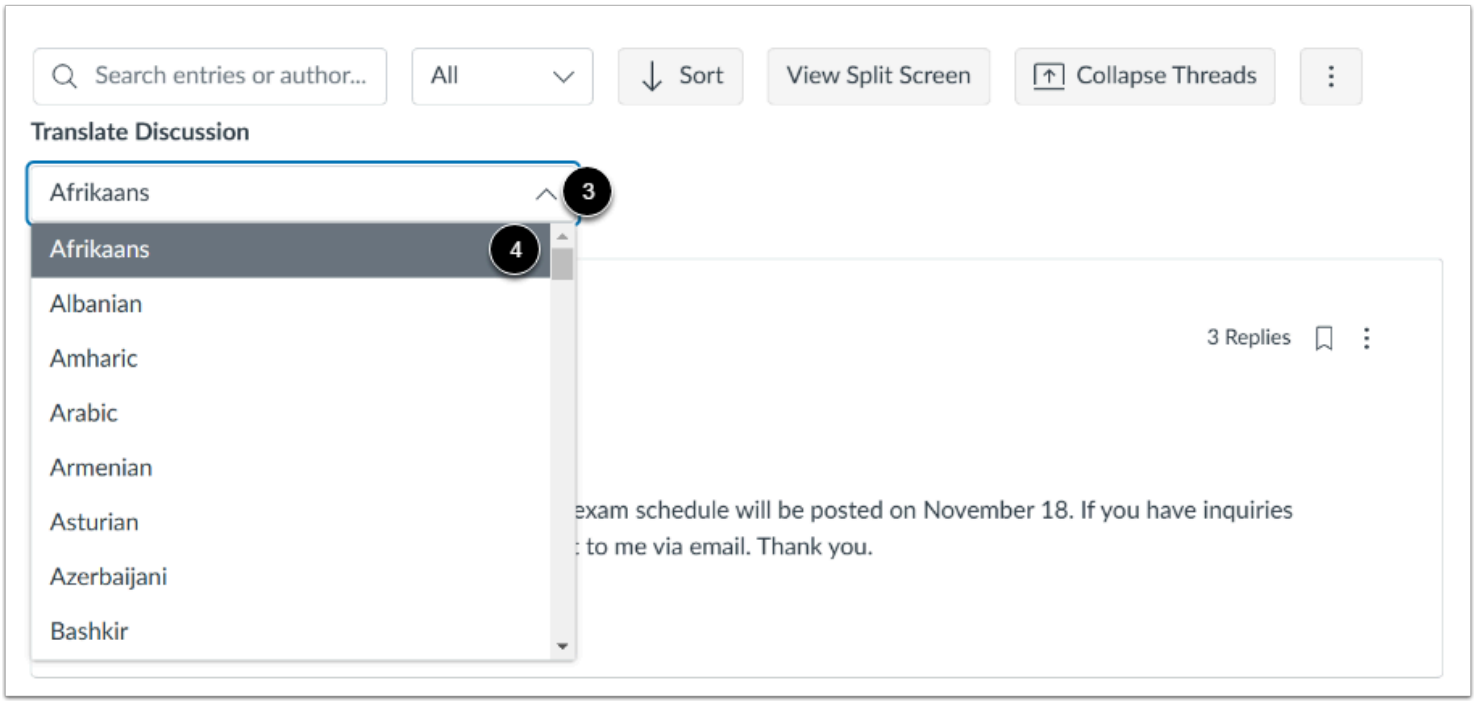
To view the entire thread, click the **Expand Threads** button [5].

To access other features, click the **Menu** button [6].

Translate Announcements

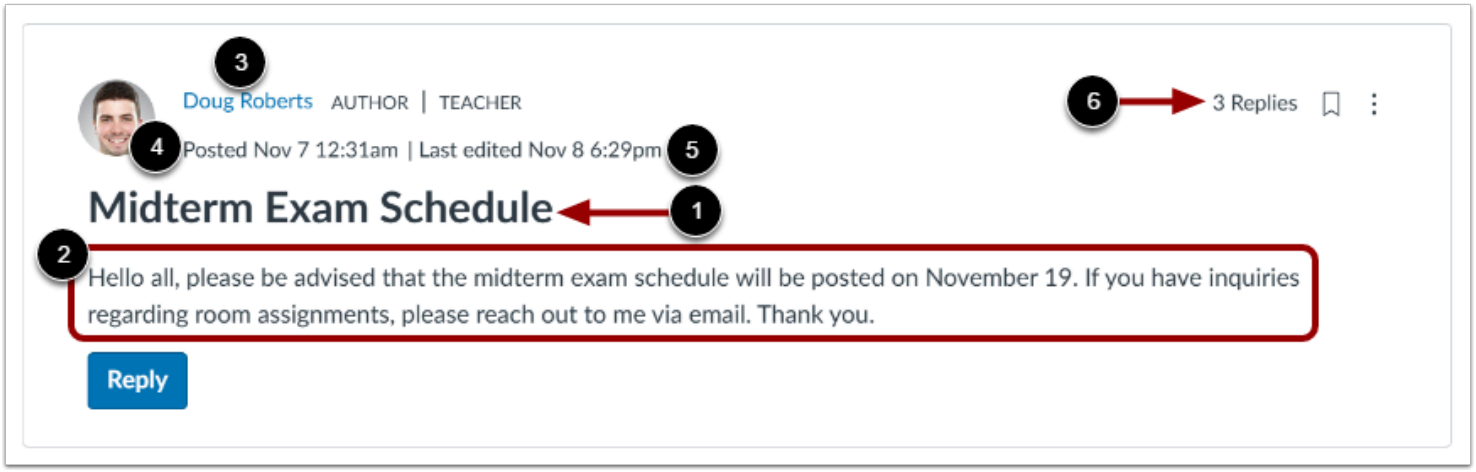






To translate announcements, click on the **Menu** button [1] then select **Translate Text** [2]. Under the **Translate Discussion** section, click the **drop-down** menu [3] and choose your **preferred language** [4].

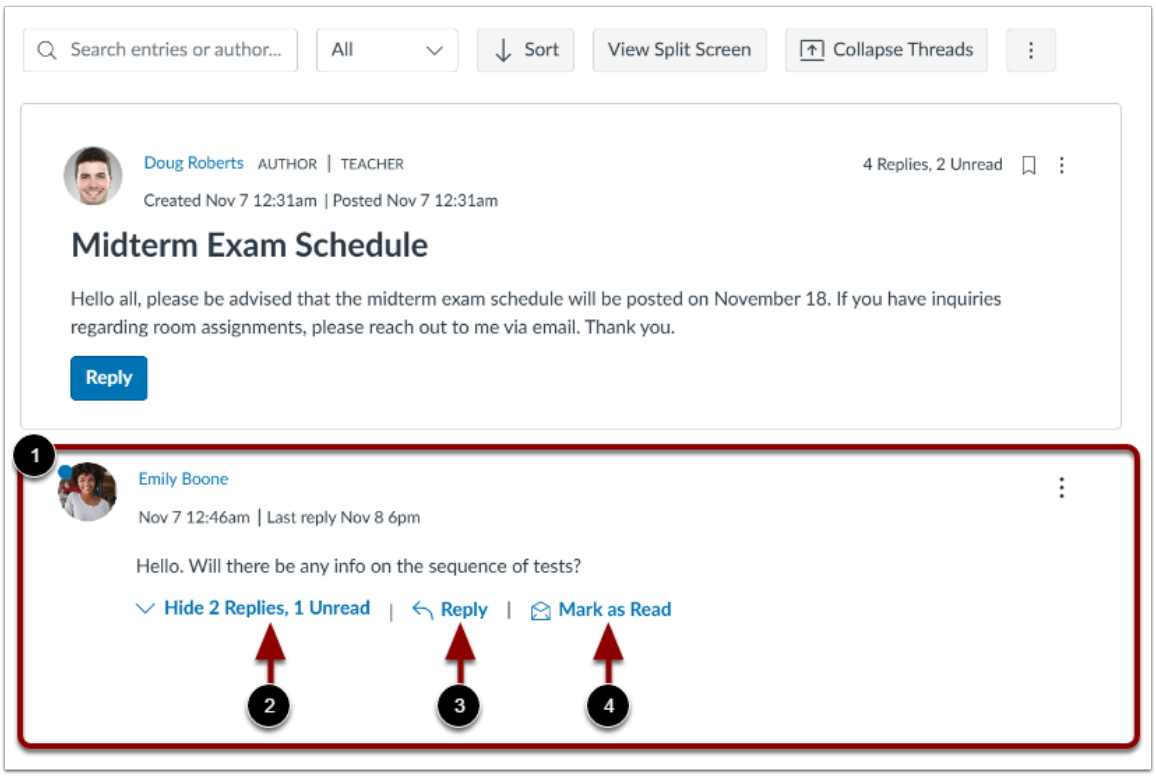
View Announcements



The announcement includes important information about the announcement, including the announcement title [1] and description [2].

You can also view the name of the author [3], the date and time the announcement was published [4] or edited [5], and number of replies [6].

View Announcement Replies



Announcement replies display below the announcement topic [1].

To view threaded replies, click the **# of read/ unread replies** link [2].

To reply to reply to an announcement reply, click the **Reply** link [3].

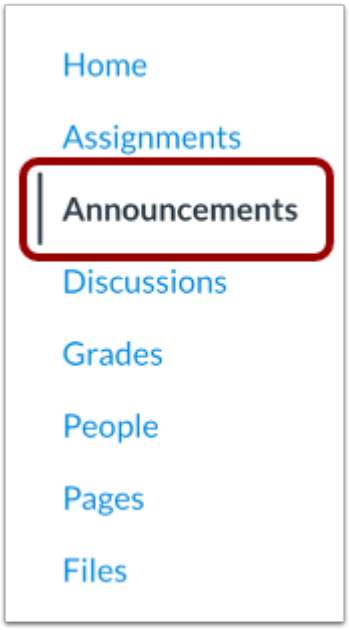
To mark a message as unread, click the **Mark as Unread** link [4].

Learn how to reply to an announcement.

How do I add an announcement in a group?

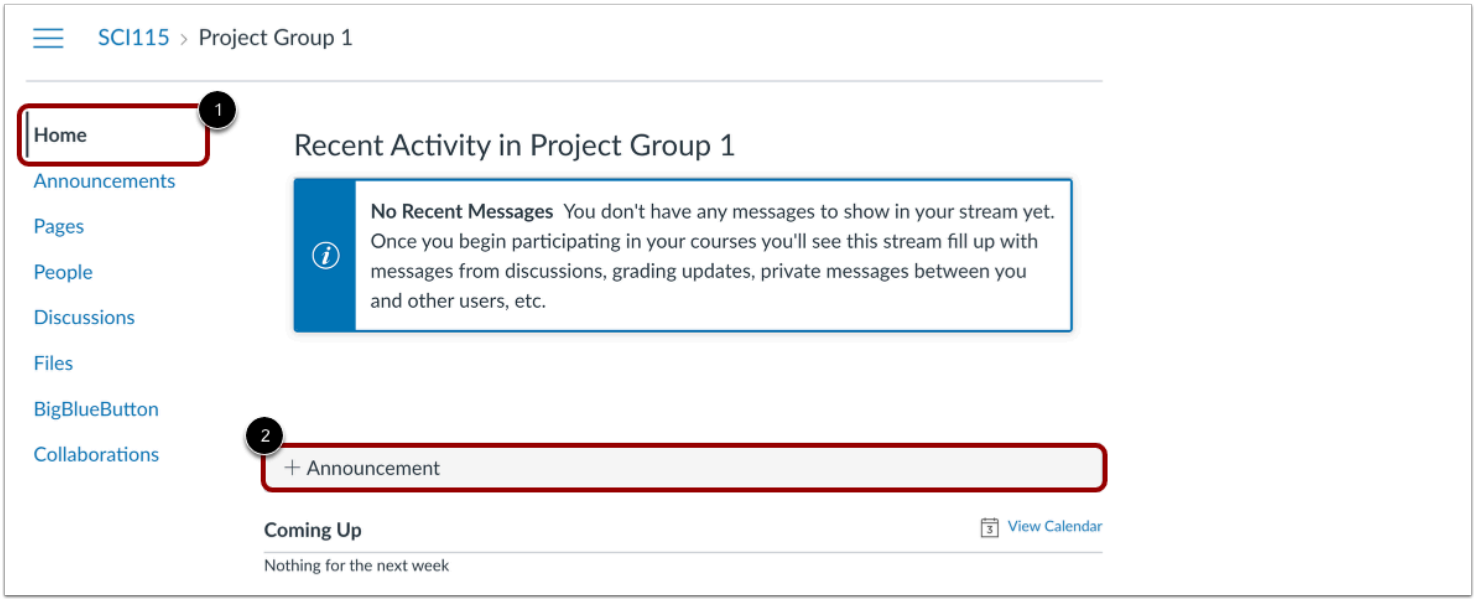
As a student, you can make an announcement within a group.

Open Announcements



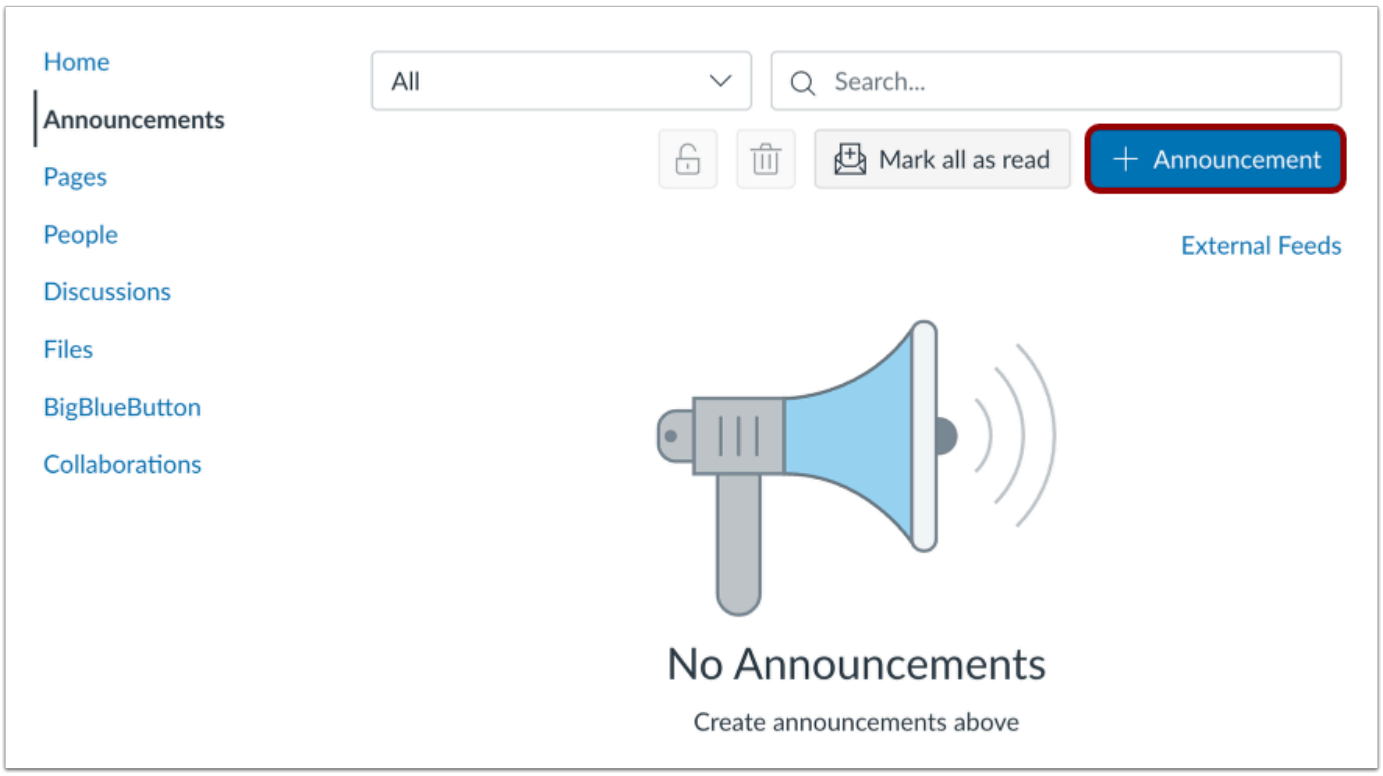
Open a group in which you are a member. Then, in Group Navigation, click the **Announcements** link.

Add Announcement in Group Home Page



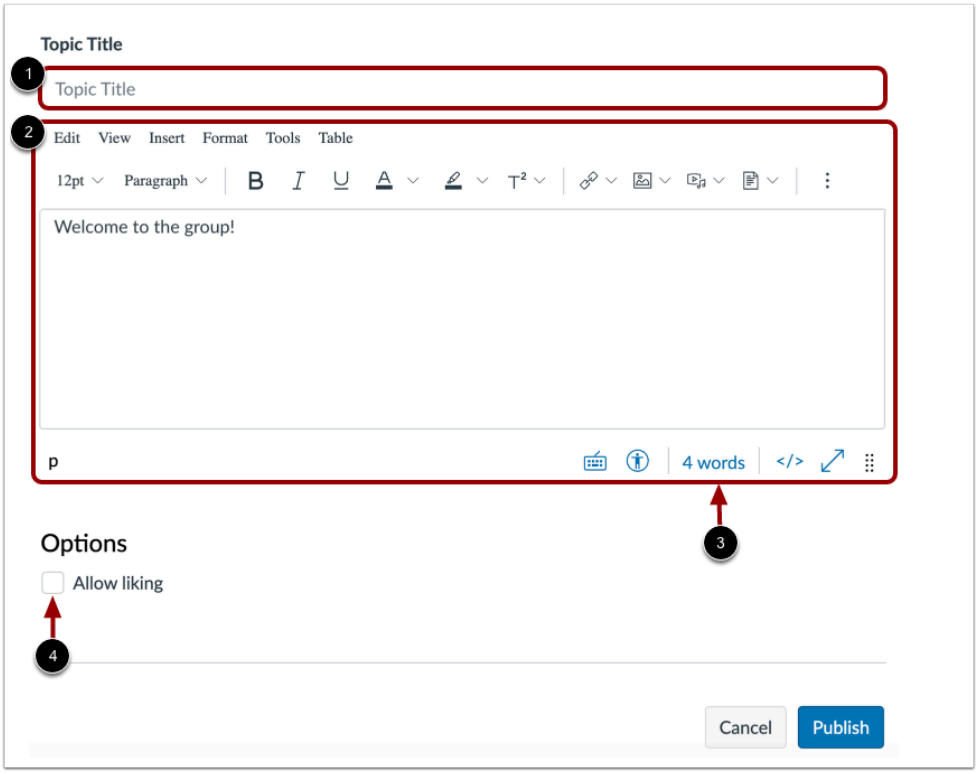
You can also add an announcement in a group by clicking the Group Navigation **Home** link [1] and then clicking the **Add Announcement** button [2].

Add Announcement



Click the **Add Announcement** button.

Create Announcement



Enter an announcement title in the **Topic Title** field [1].

Add content using the Rich Content Editor [2]. A word count displays [3].

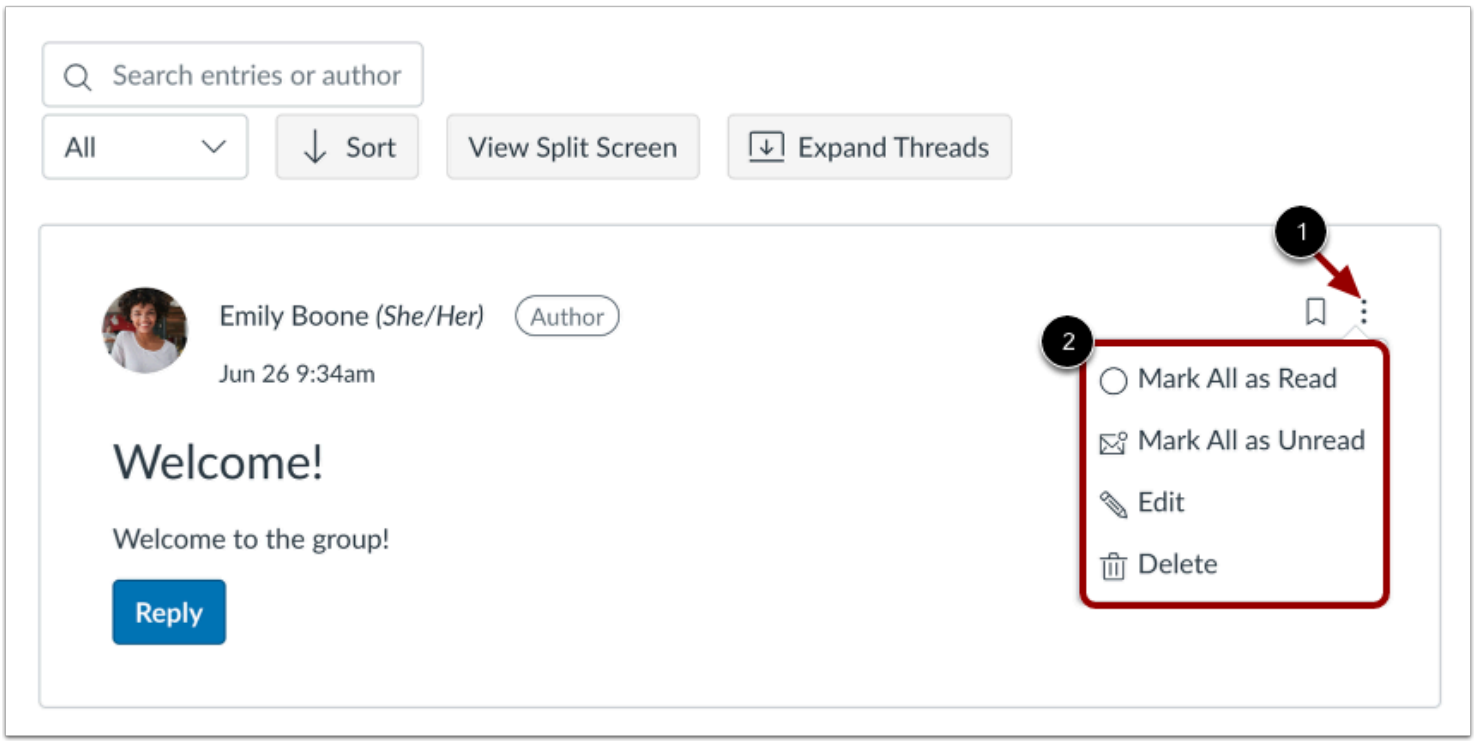
If enabled by your instructor, you can allow other users to like the announcement. To allow other users to like the announcement, click the **Allow liking** checkbox [4].

Publish Announcement



Click the **Publish** button.

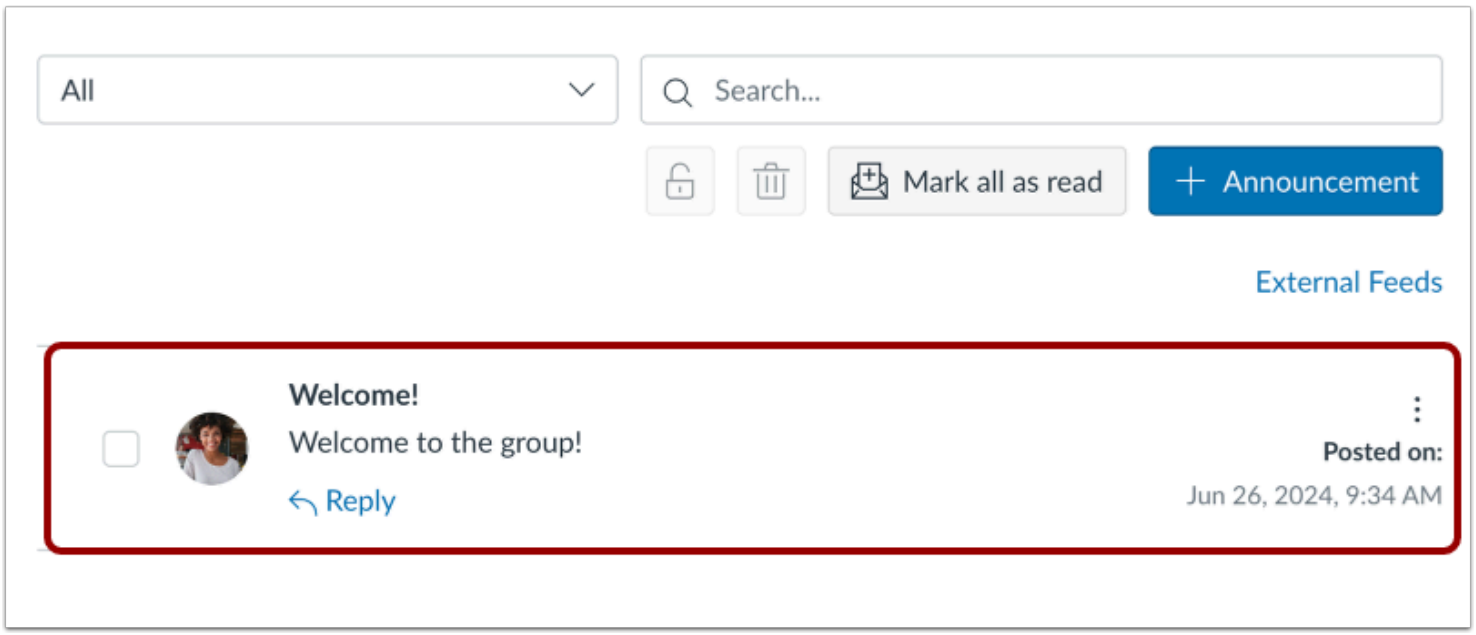
View Announcement



View the announcement.

To manage the announcement, click the **Options** icon [1], then select an option [2]. You can mark the announcement as read, mark the announcement as unread, edit the announcement, or delete it.

View Announcements Page

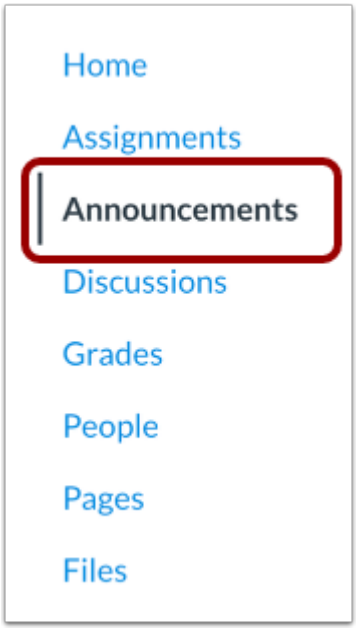


View the announcement in the group Announcements page.

How do I edit an announcement in a group?

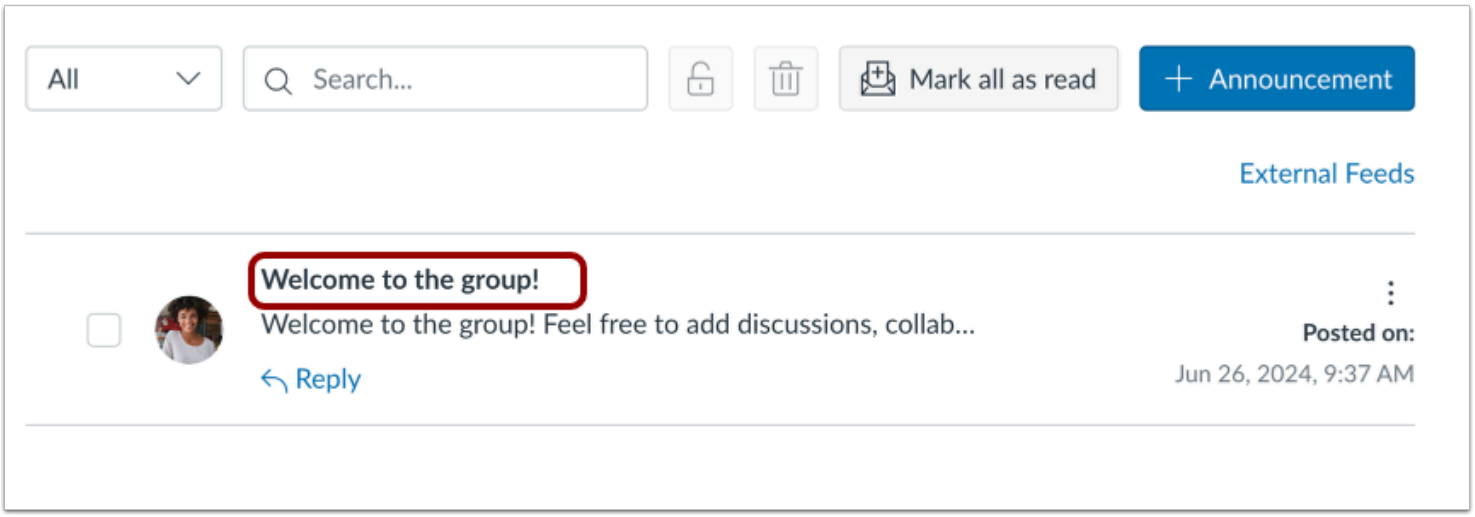
As a student, you can edit an announcement you created within a group.

Open Announcements



Open a group in which you are a member. Then, in Group Navigation, click the **Announcements** link.

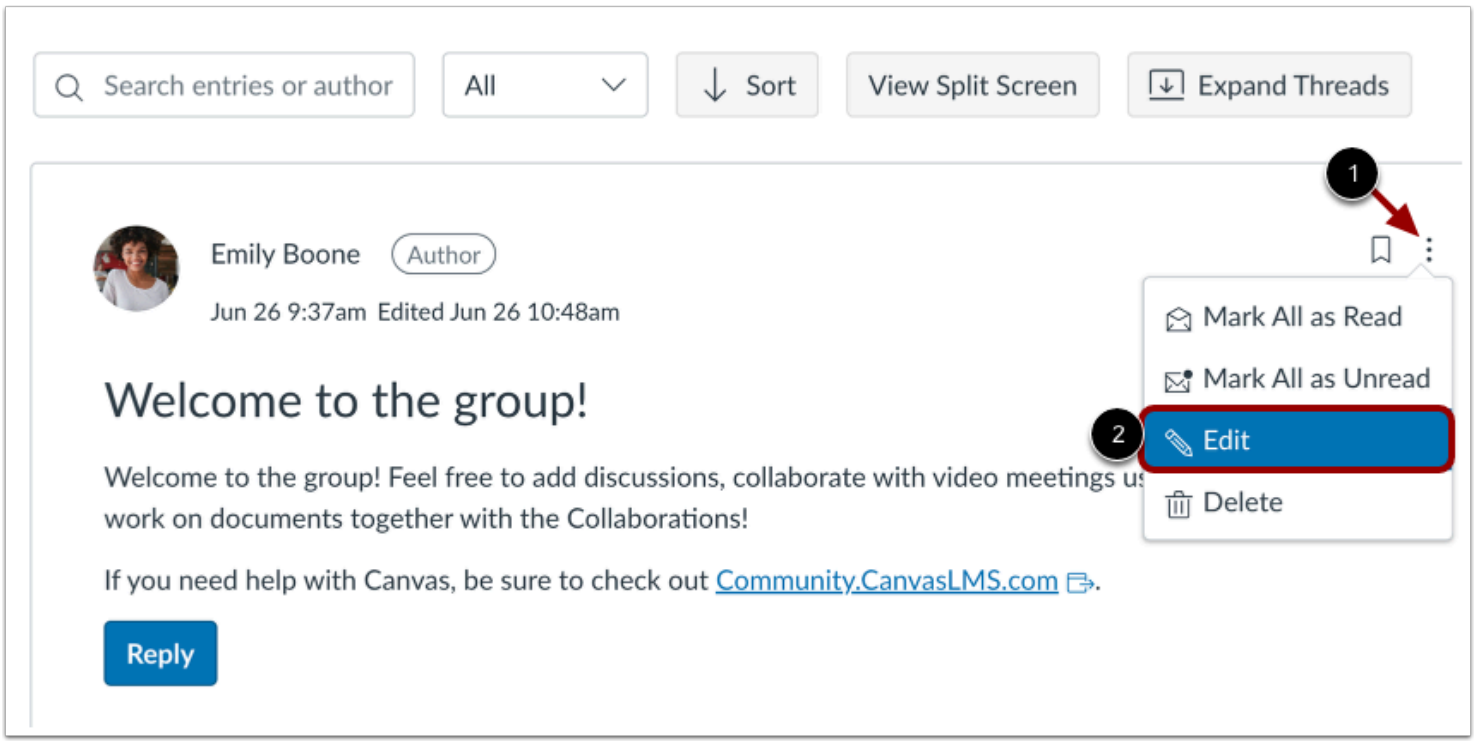
Open Announcement



Click the name of the announcement.

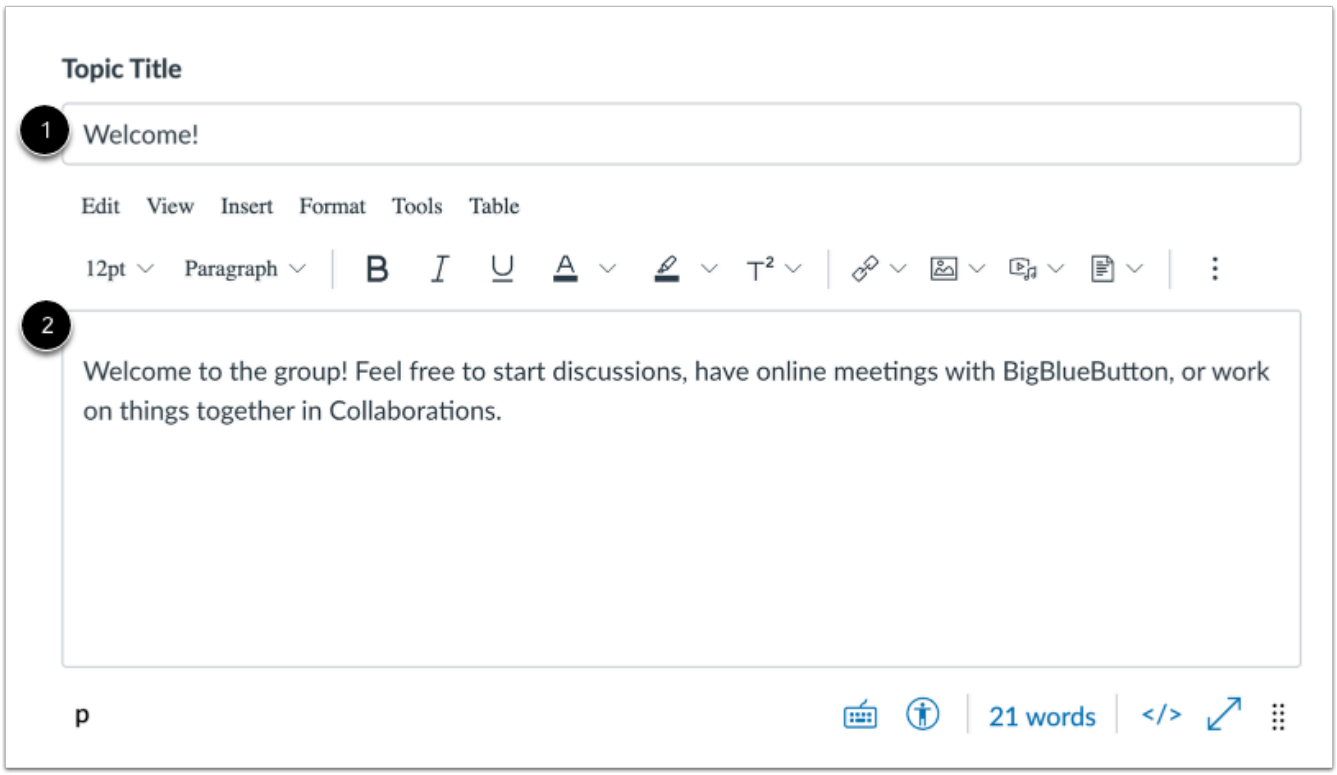
Note: You can only edit announcements that you created. Learn how to create an announcement.

Edit Announcement



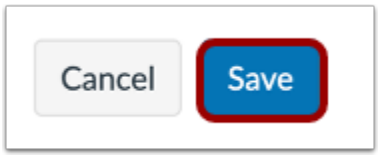
Click the **Options** icon [1], then click the **Edit** link [2].

Edit Title or Content



Edit the announcement title [1] or content [2].

Save Announcement

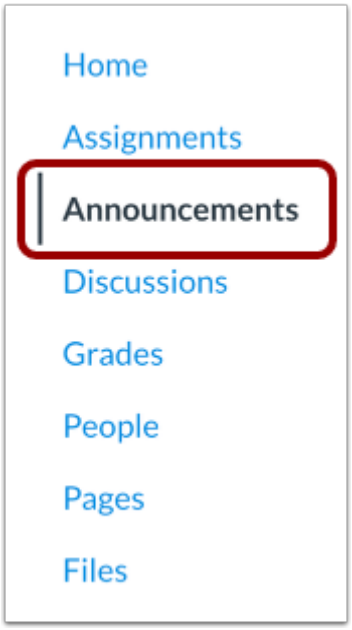


Click the **Save** button.

How do I delete an announcement in a group?

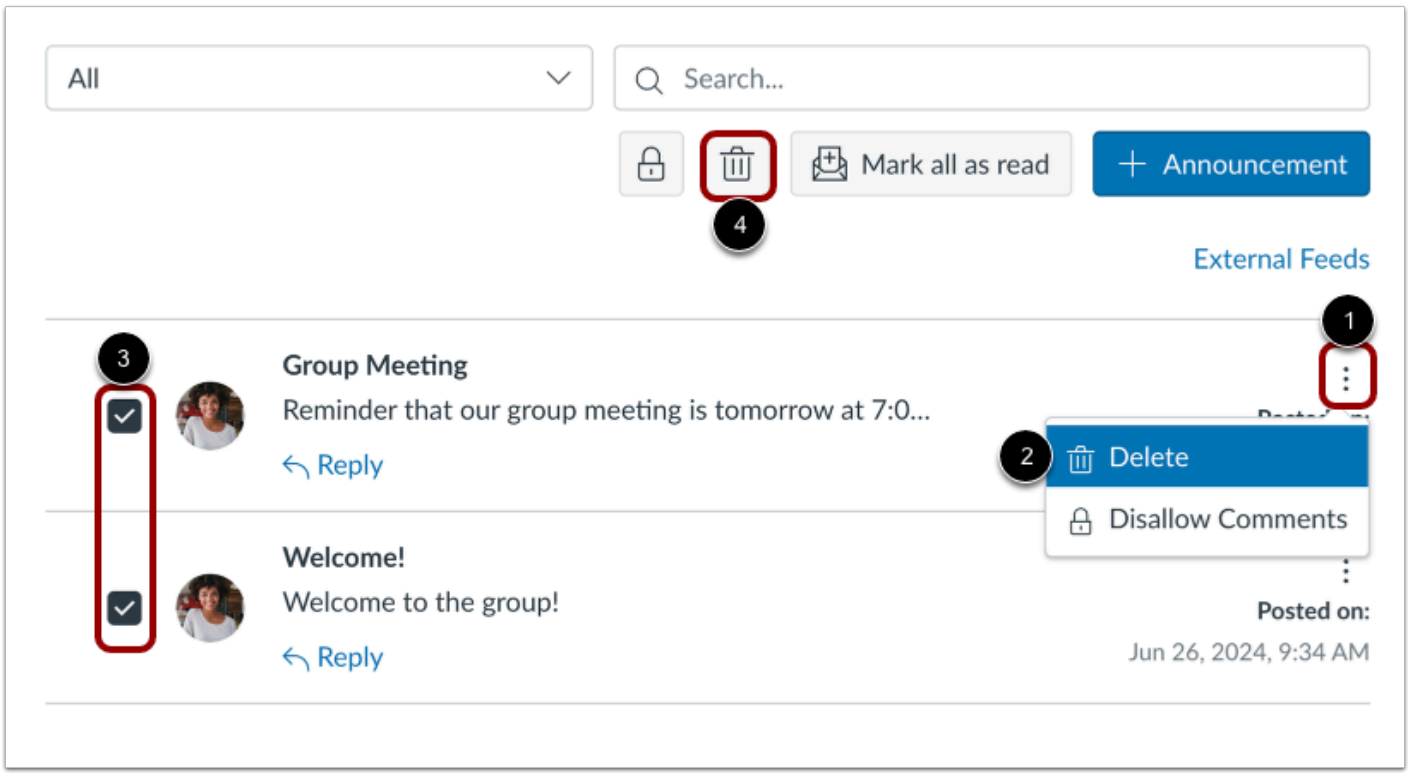
As a student, you can delete announcements only within a group. You can delete an announcement in the Announcements Index Page or within an open announcement.

Open Announcements



Open a group in which you are a member. Then, in Group Navigation, click the **Announcements** link.

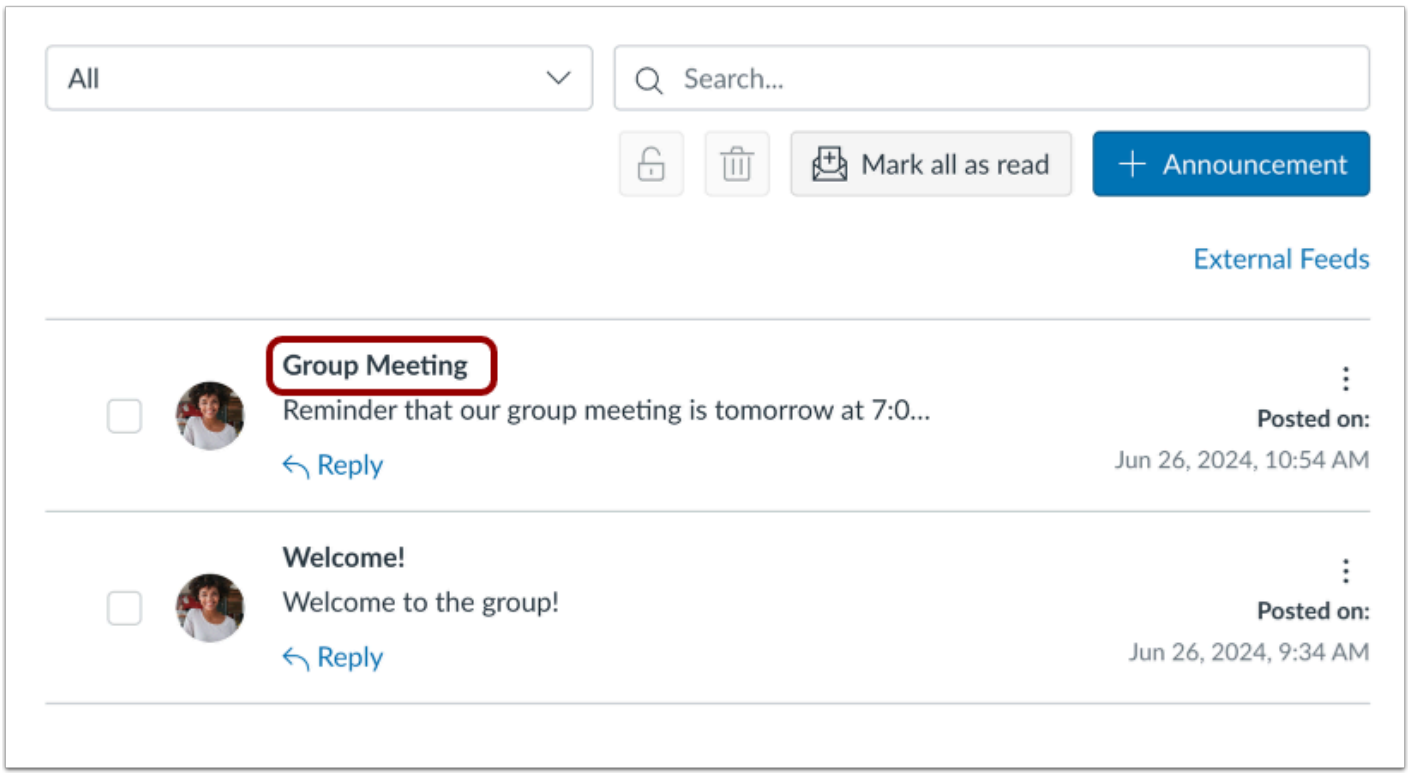
Delete in Announcements Index Page



To delete an announcement from the index page, locate the announcement. Click the **Options** icon [1] and click the **Delete** link [2].

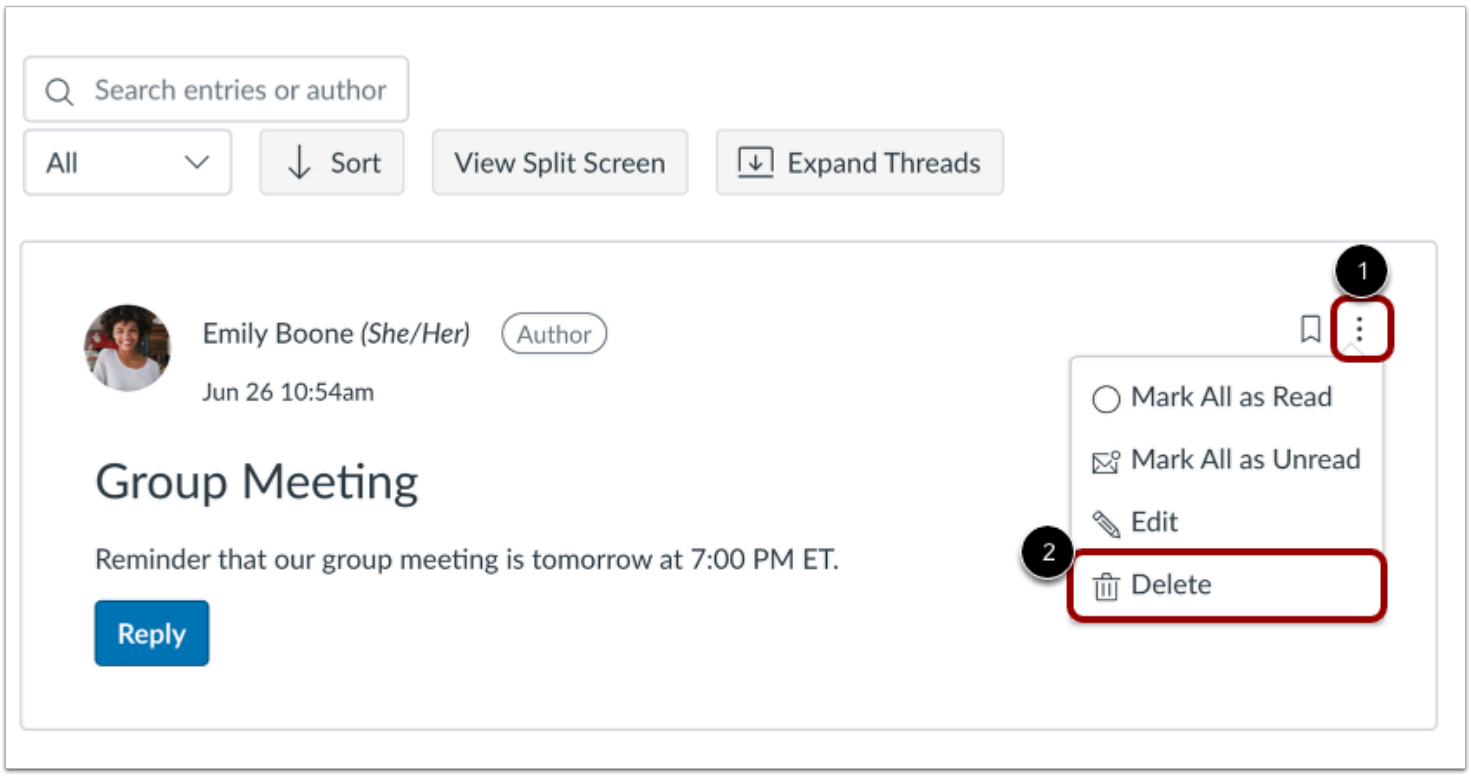
To delete multiple announcements at a time, click the checkboxes next to the announcements you want to delete [3] and click the **Delete** icon [4].

Delete Open Announcement



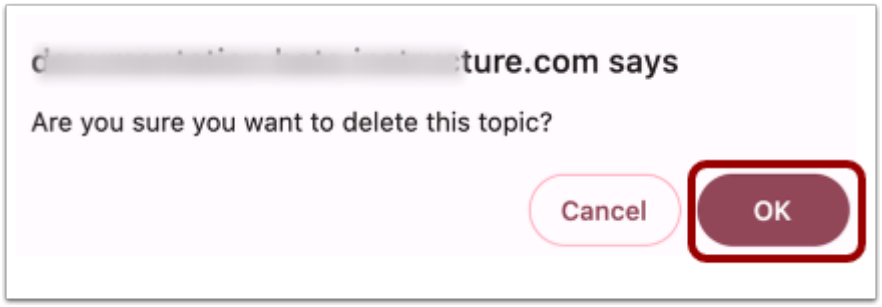
You can also delete an announcement by opening the individual announcement. Click the name of the announcement.

Delete Announcement



Click the **Options** icon [1] and click the **Delete** link [2].

Confirm Deletion



Click the **OK** button.

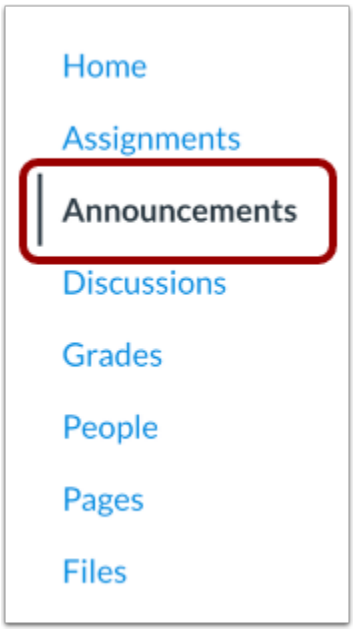
How do I add an external RSS feed to a group announcement as a student?

RSS, also known as Rich Site Summary or Really Simple Syndication, is a web feed format that publishes frequently updated information from external websites such as blogs, news headlines, audio, and video. RSS feeds benefit users who want to receive timely updates from favorite websites or to aggregate data from many sites.

You can add an external RSS feed in a group announcement. The RSS feed will display the 15 most recent posts within Announcements. Please note that the feed will only display content created after you added the RSS feed. Moreover, the RSS feed only displays active announcements. Delayed announcements do not display until they are posted.

Note: Adding an RSS feed creates an announcement for every new item added to that feed. Users who have chosen to be notified of new announcements in their Canvas notification settings may see a substantial increase in the amount of notifications they receive.

Open Announcements



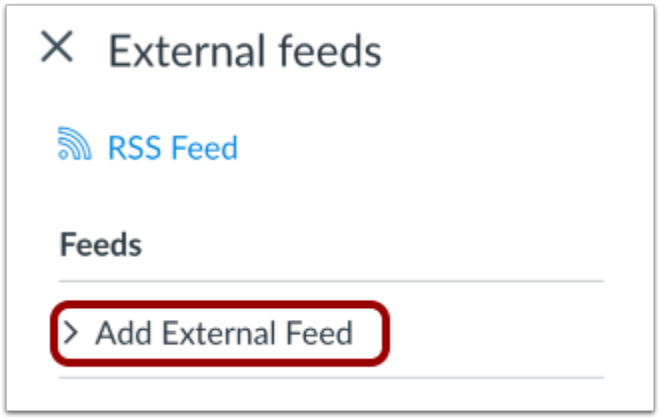
Open a group in which you are a member. Then, in Group Navigation, click the **Announcements** link.

Open External Feeds



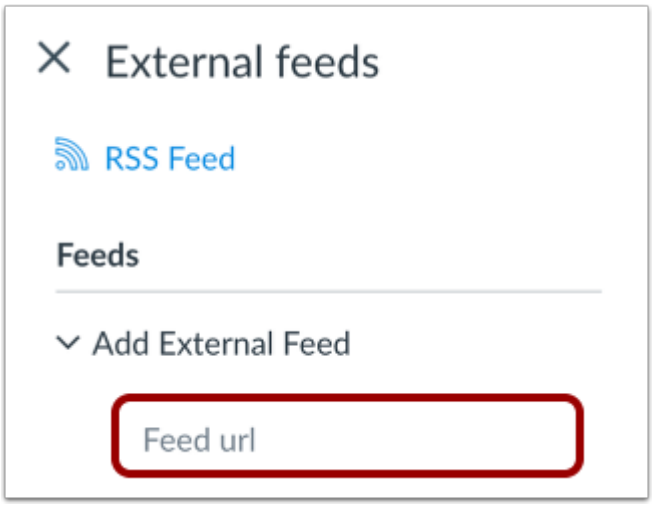
Click the **External Feeds** link.

Add External Feed



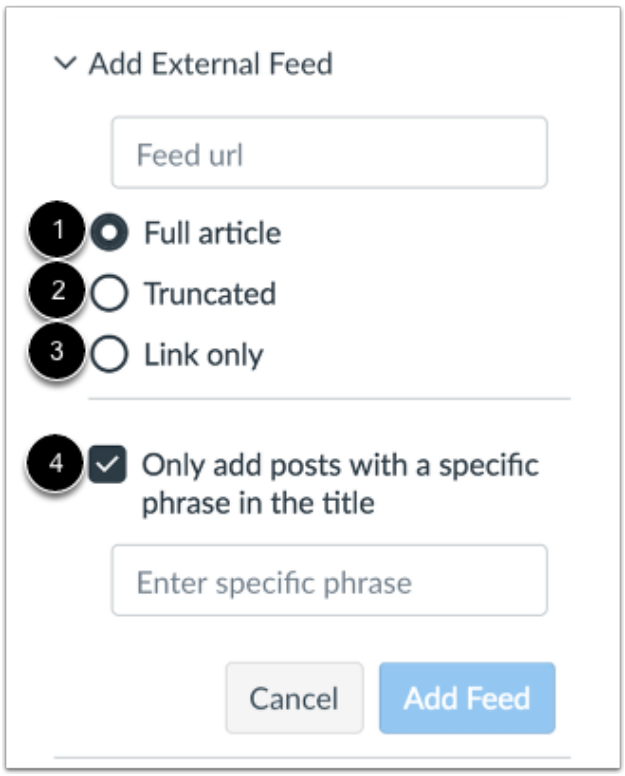
Click the **Add External Feed** link.

Enter Feed URL



In the **Feed URL** field, paste the feed URL. All new entries from that RSS feed will be added to Announcements.

Select Content to Post



You can select the content that users can view in Announcements.

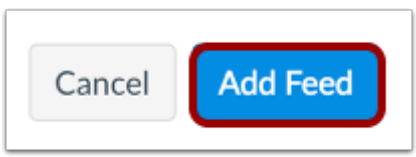
To view the entire article, click the **Full article** option [1].

To view a shortened version of the article, click the **Truncated** option [2].

To view a link to the selected article, click the **Link only** option [3].

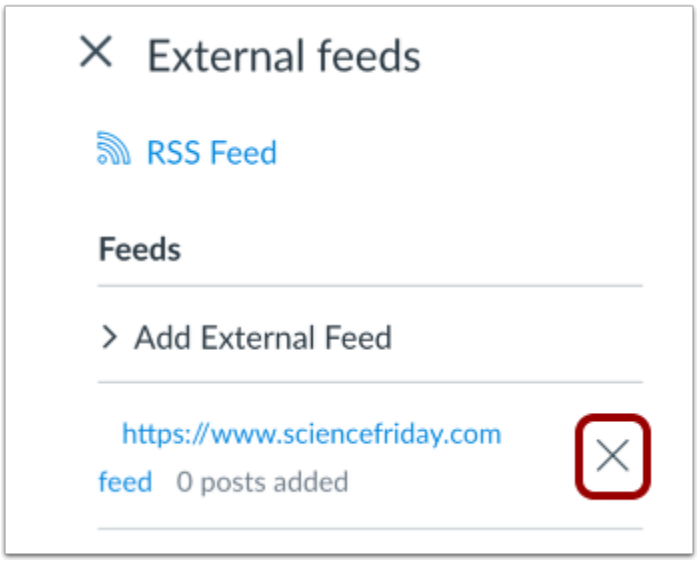
You can also choose to add only posts with a specific phrase in the title. Click the **Only add posts with a specific phrase in the title** checkbox [4], and type key words or phrases in the text box.

Add Feed



Click the **Add Feed** button.

View External Feeds



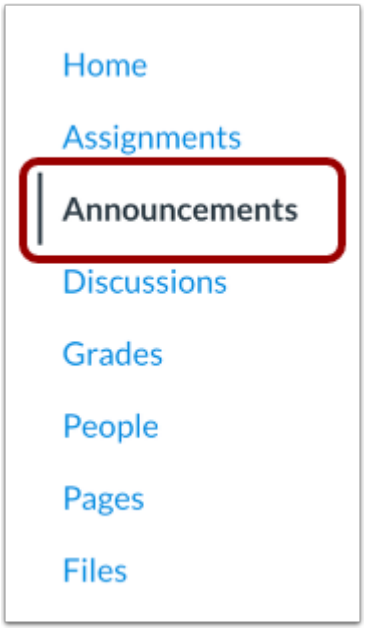
View the external feed in the feed list. If you want to delete the external feed, click the **Remove** icon.

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

How do I subscribe to the Announcements RSS feed as a student?

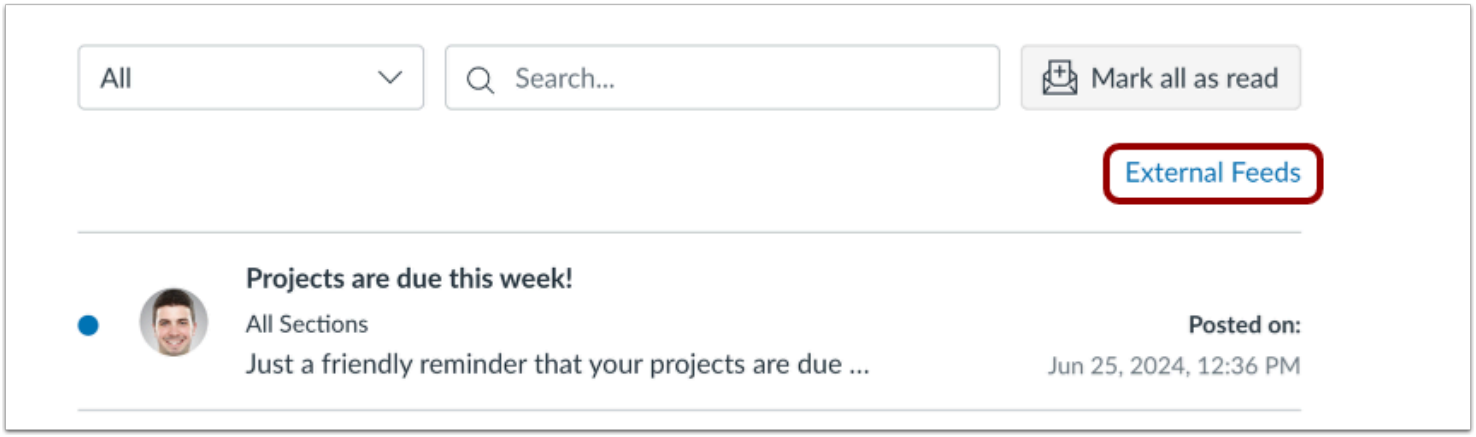
You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. This lesson shows how to subscribe in a course, but the steps are the same as in a group.

Open Announcements



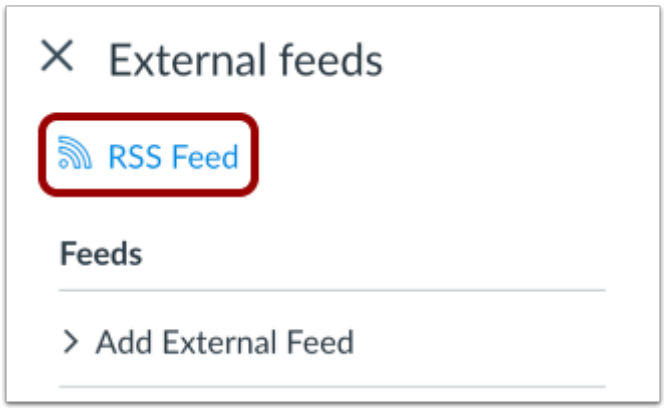
In Course Navigation, click the **Announcements** link.

Open External Feeds



Click the **External Feeds** link.

Open RSS Feed

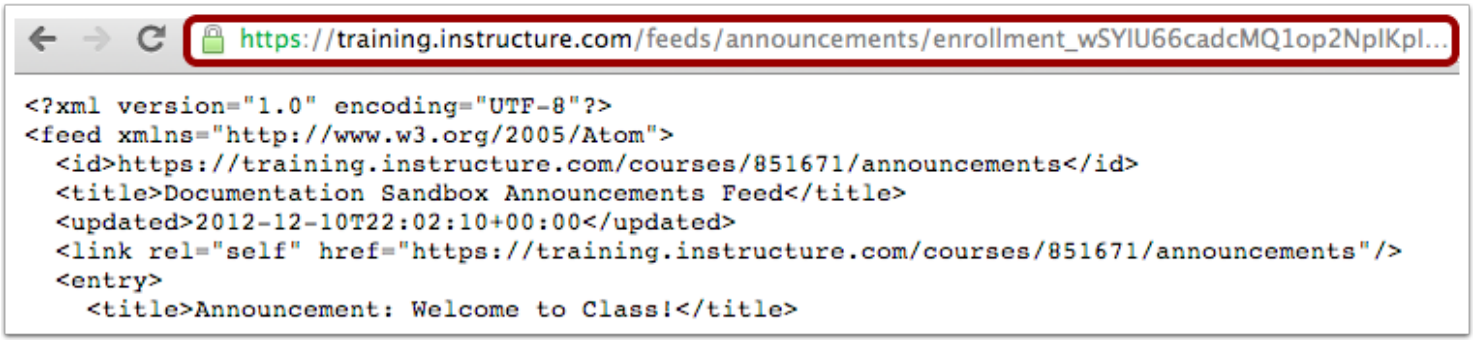


Click the **RSS Feed** button.

Notes:

- If you use a Firefox browser to access Canvas, you can add a Live Bookmark from this screen.
- If you use a Safari browser to access Canvas, Safari will automatically create a RSS feed for you from this screen.

Copy URL



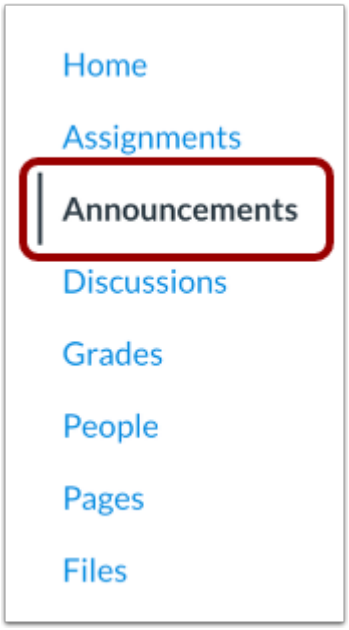
Copy the URL in your browser's address bar. Then open your preferred RSS feed reader and paste the copied URL in the text box.

How do I reply to an announcement as a student?

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

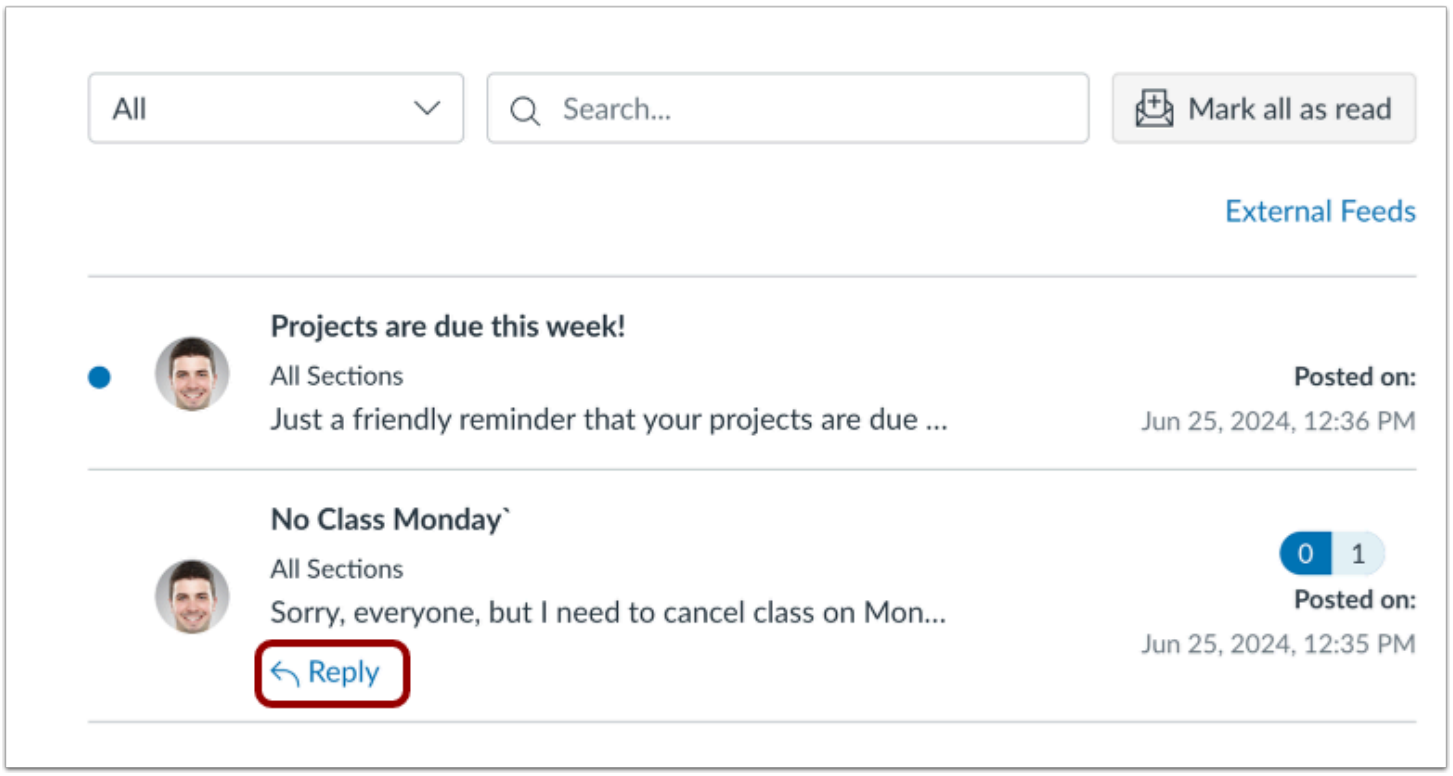
You can reply in both course and group announcements. This lesson shows how to reply in a course, but the steps are the same for replying in a group.

Open Announcements



In Course Navigation, click the **Announcements** link.

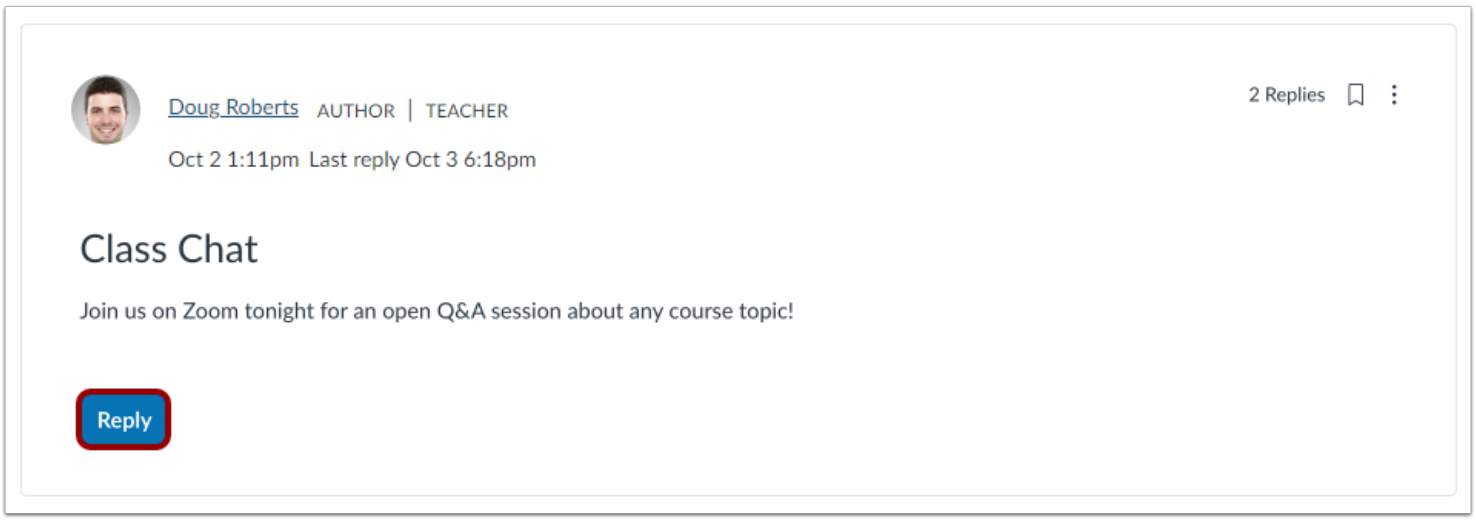
Open Announcement



Click the **Reply** link.

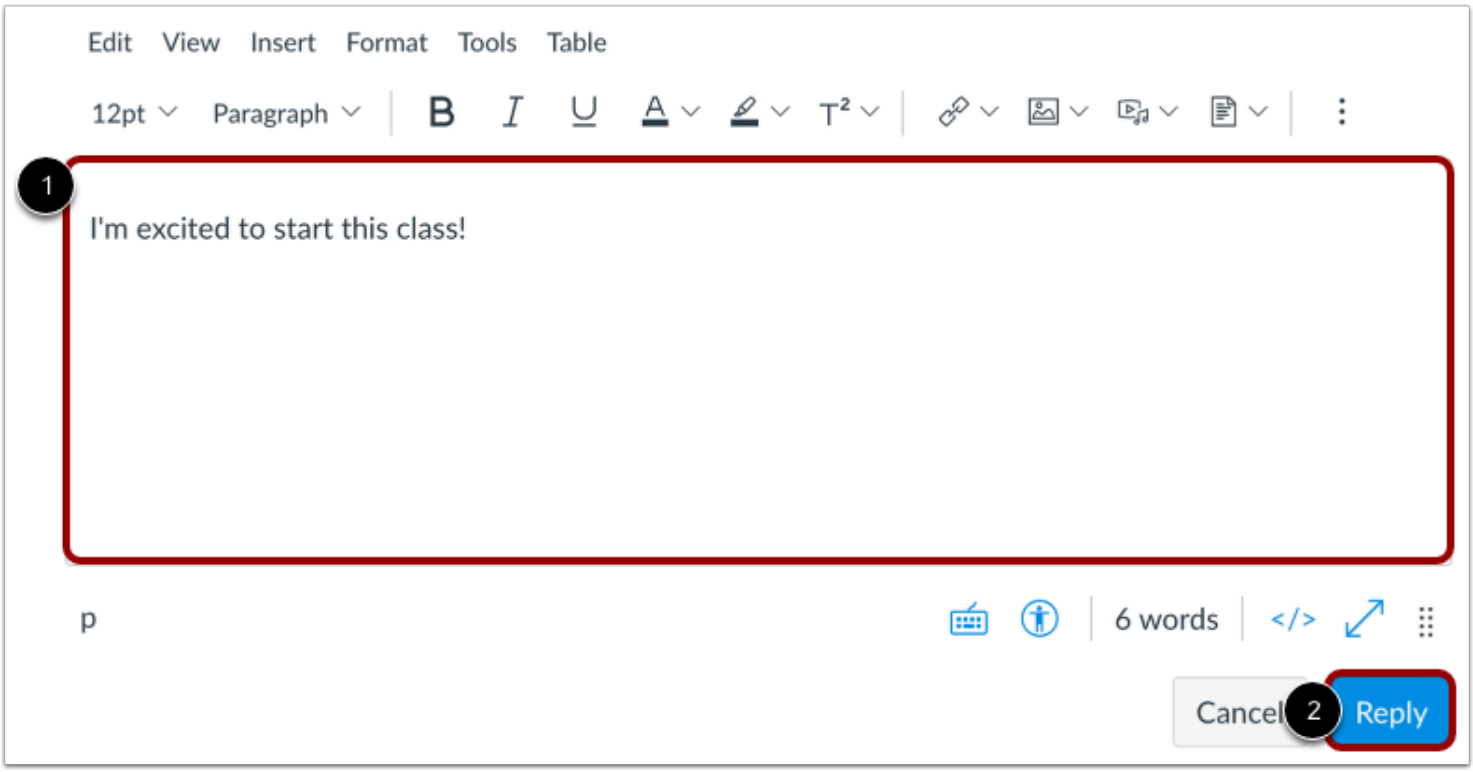
Note: If the reply link is not available, the announcement has been closed for comments and you cannot post a reply.

Reply to Announcement



To reply to the announcement, click the **Reply** button.

Post a Message



To enter your reply, add links, photos, equations, and/or media, use the Rich Content Editor [1].

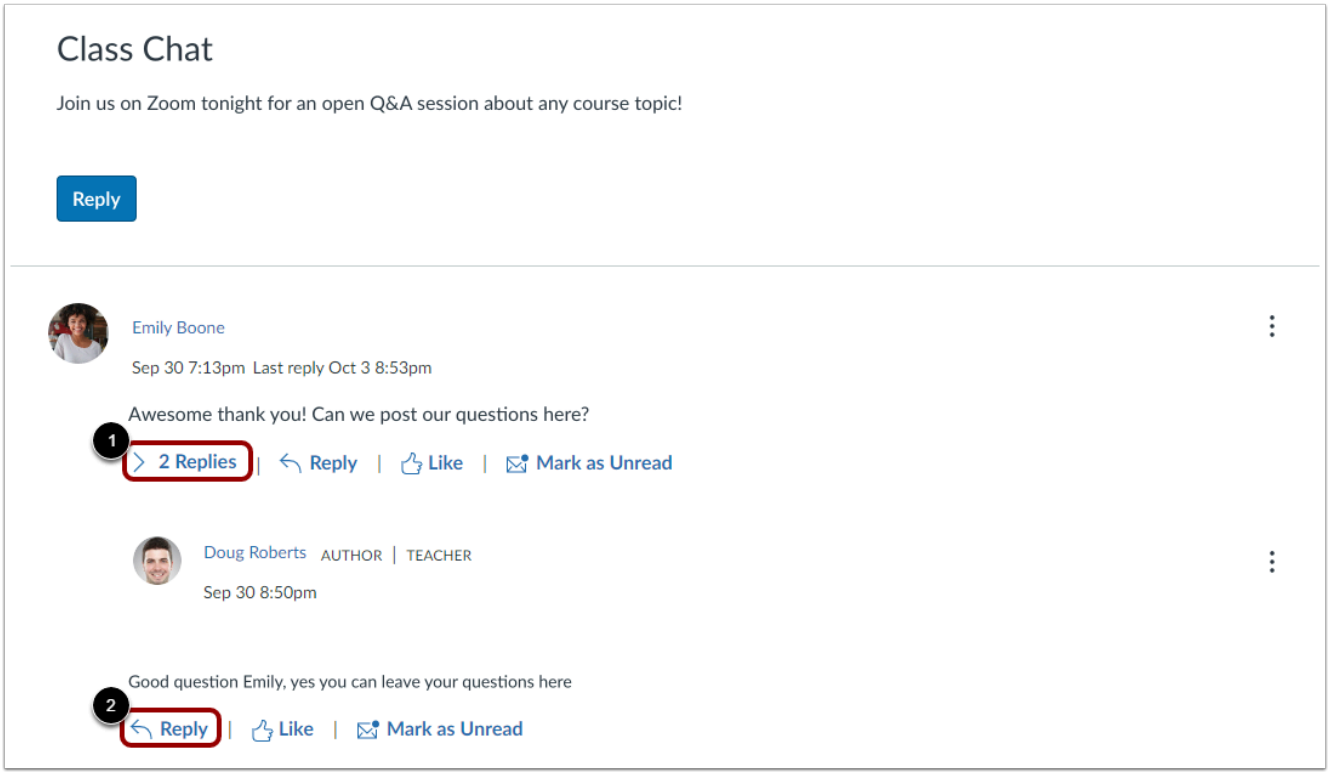
To post your reply, click the **Reply** button [2].

View Your Reply



Your reply will be posted at the top of the announcement reply thread.

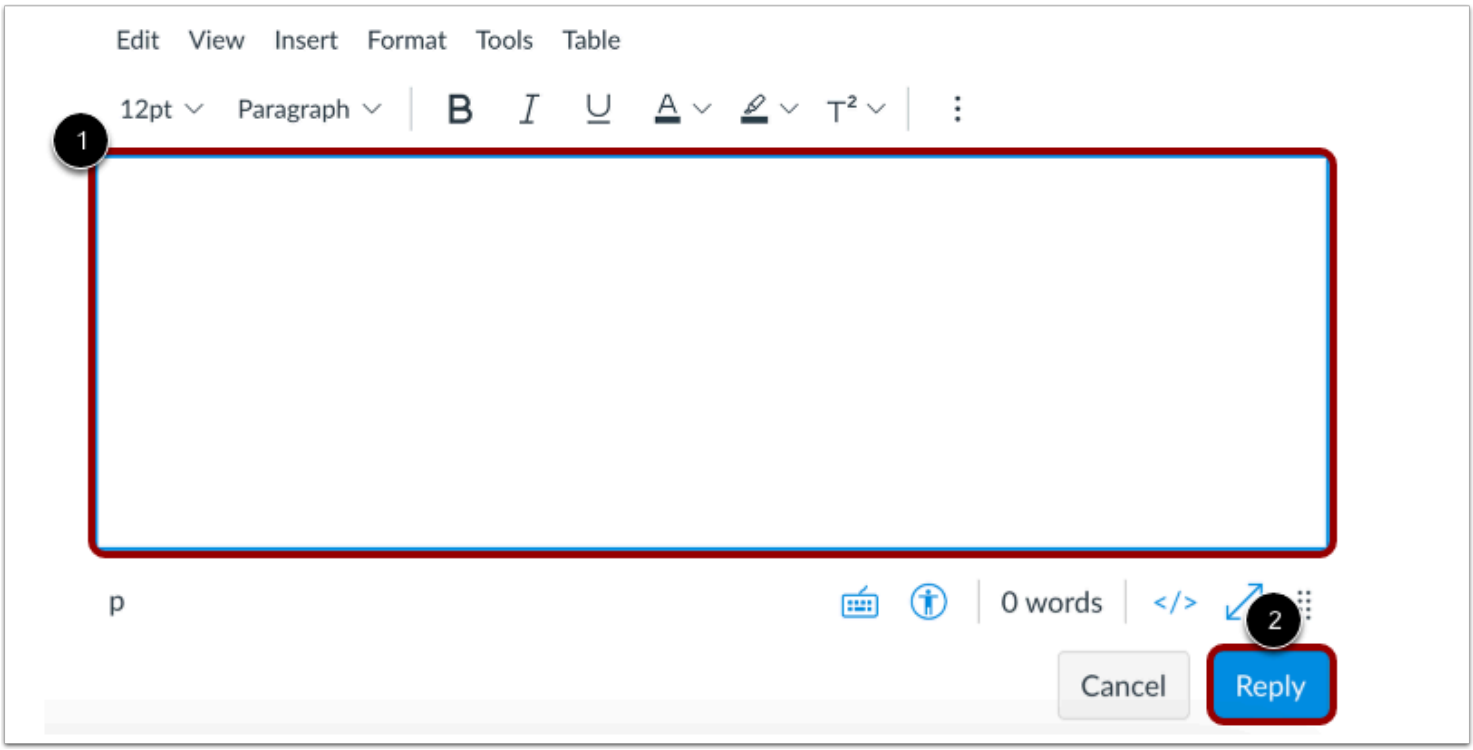
Reply to a Comment



To view threaded replies, click the **# of replies** link [1].

To reply to a comment, click the **Reply** link [2].

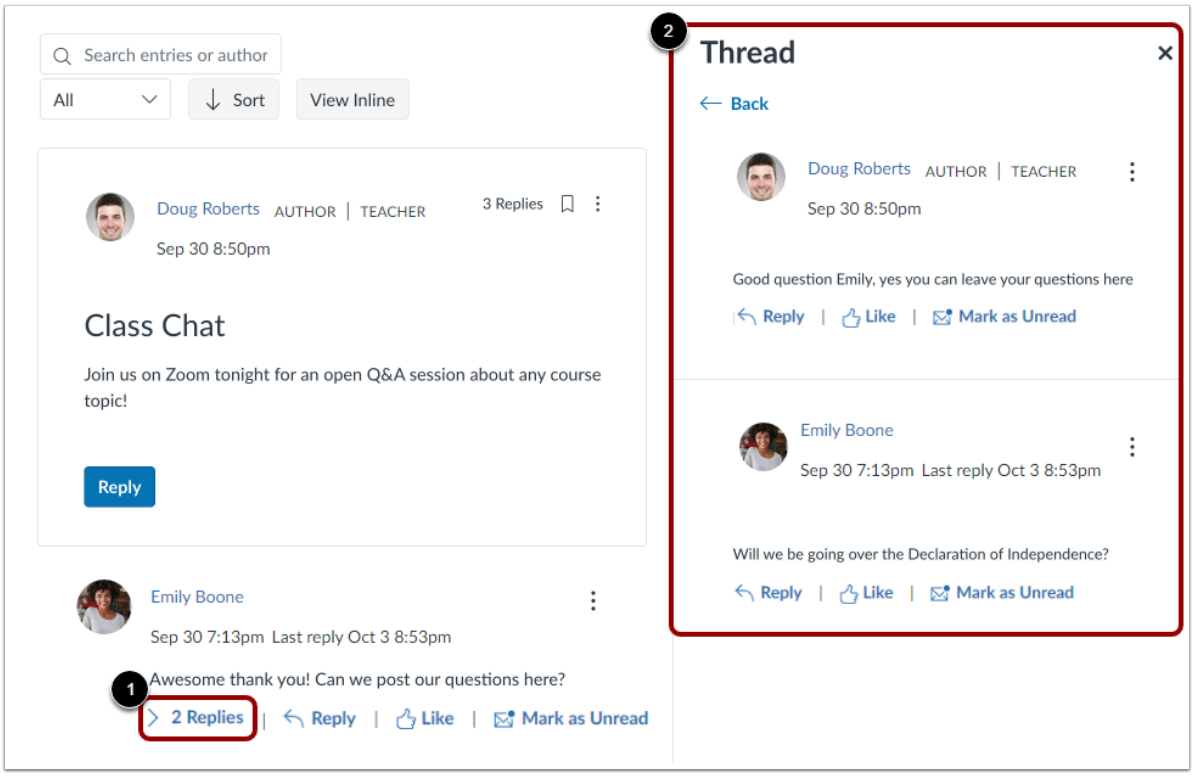
Post a Message



To enter your reply, add links, photos, equations, and/or media, or @mention course users, use the Rich Content Editor [1].

To post your reply, click the **Reply** button [2].

View Your Reply



To view your reply, click the **Total Replies** link [1].

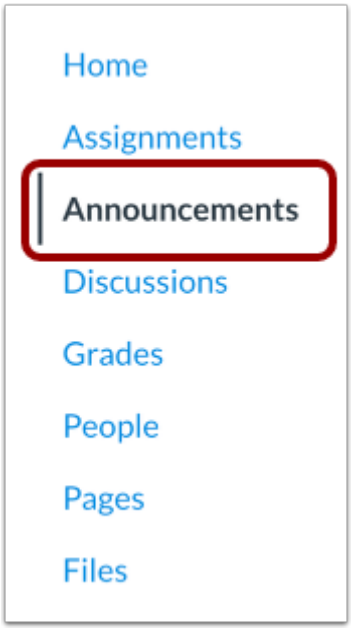
Your reply displays in the **Thread** sidebar [2].

How do I like a reply in a course announcement as a student?

If you can make a reply in an announcement, you may be able to like announcement replies in your course.

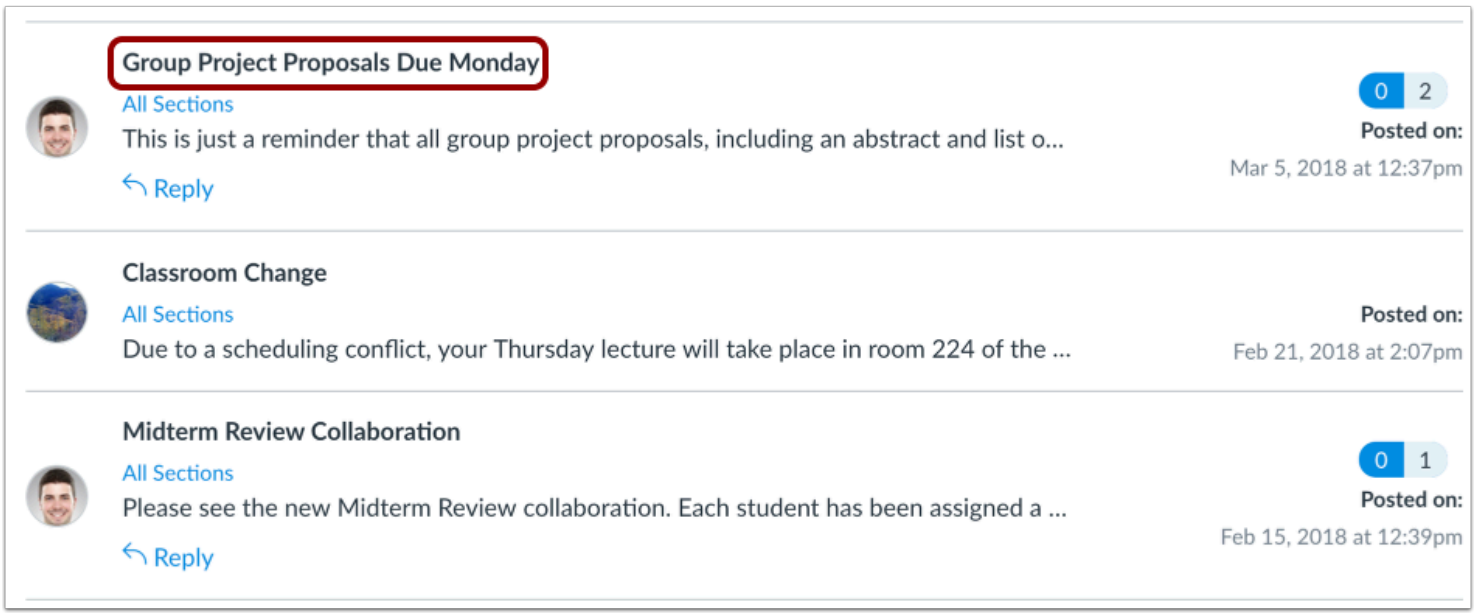
Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like an announcement reply, this feature is not available to you.

Open Announcements



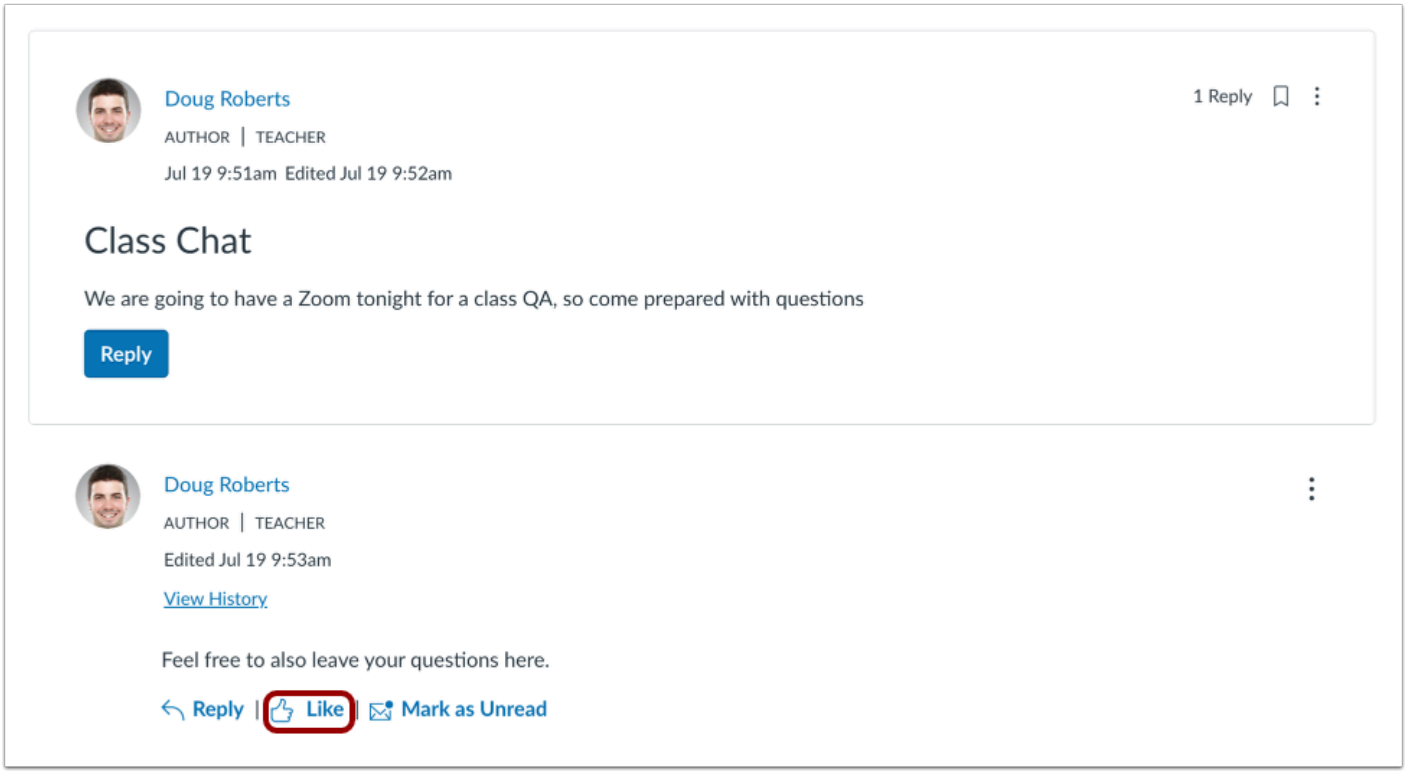
In Course Navigation, click the **Announcements** link.

Open Announcement



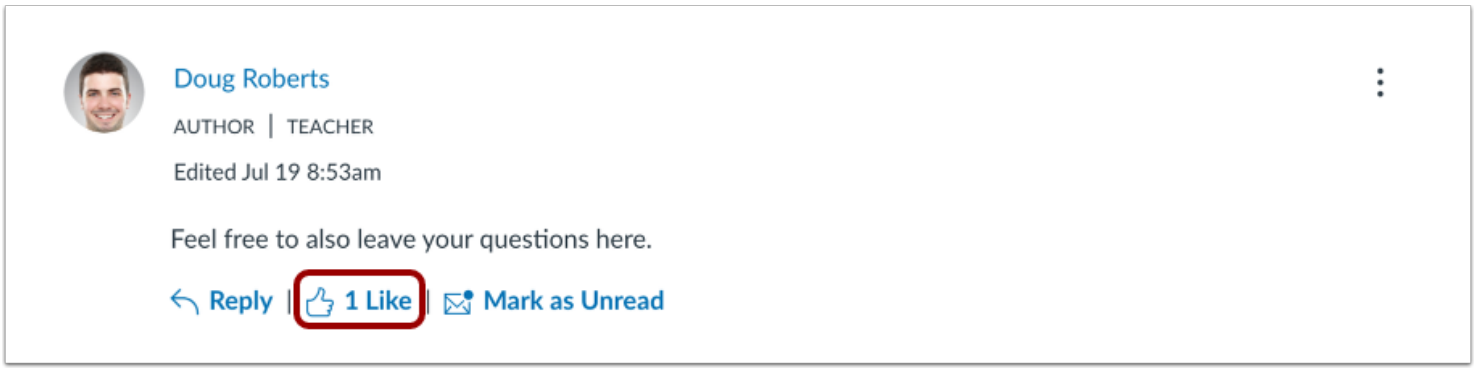
Click the name of the announcement.

Like Announcement Reply



Locate the reply and click the **Like** icon.

View Liking Restriction



If your instructor has restricted the liking option to only users with grading permissions, you will not be able to see the Like icon or like your favorite replies.

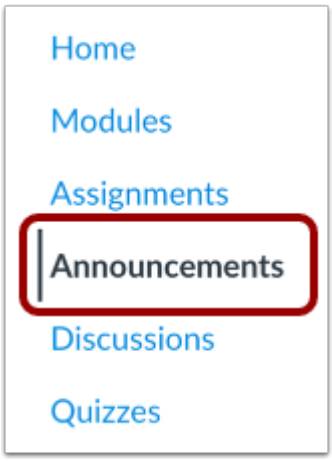
How do I view or reply to an announcement thread as a student?

You can view announcement replies and threaded announcement replies within an announcement.

If announcement replies are enabled by your instructor, you can respond to an announcement or respond to a reply thread. When responding to a thread, you can quote a threaded reply.

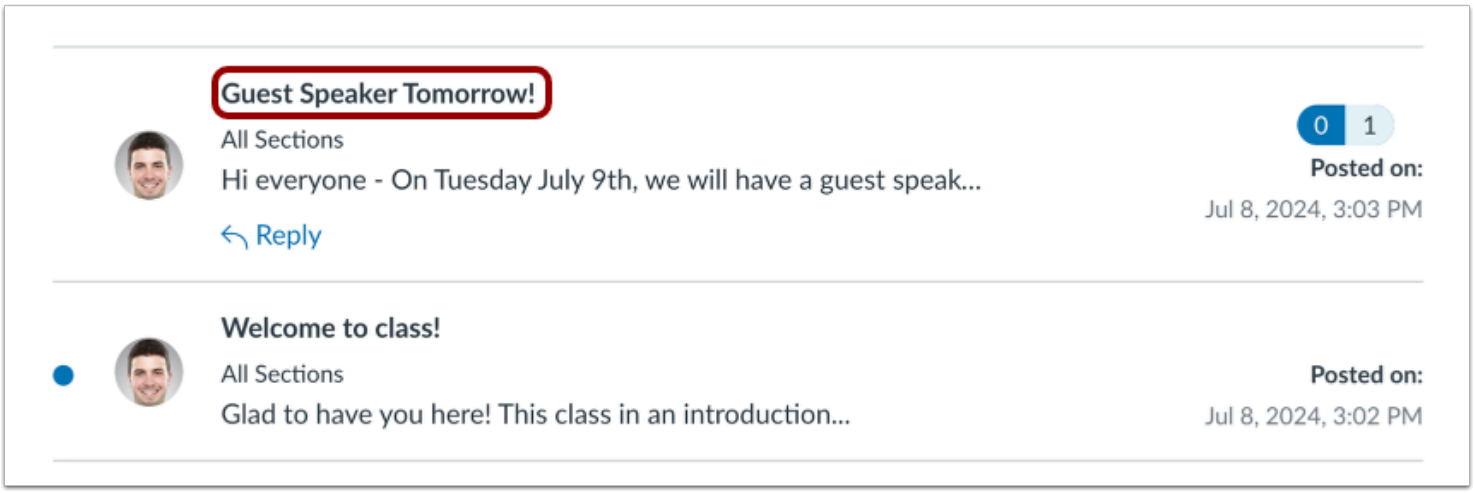
Note: If the Reply options do not display, your instructor has not enabled replies for the announcement.

Open Announcements



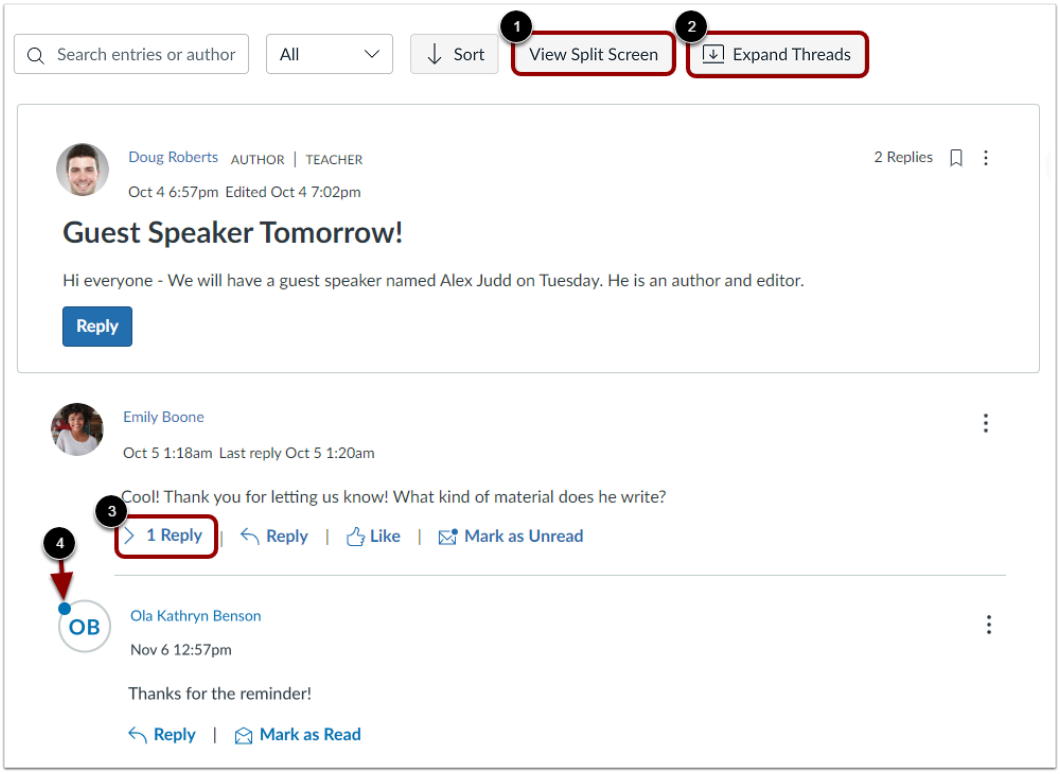
In Course Navigation, click the **Announcements** link.

Open Announcement



Click the name of the announcement.

Expand Threaded Replies



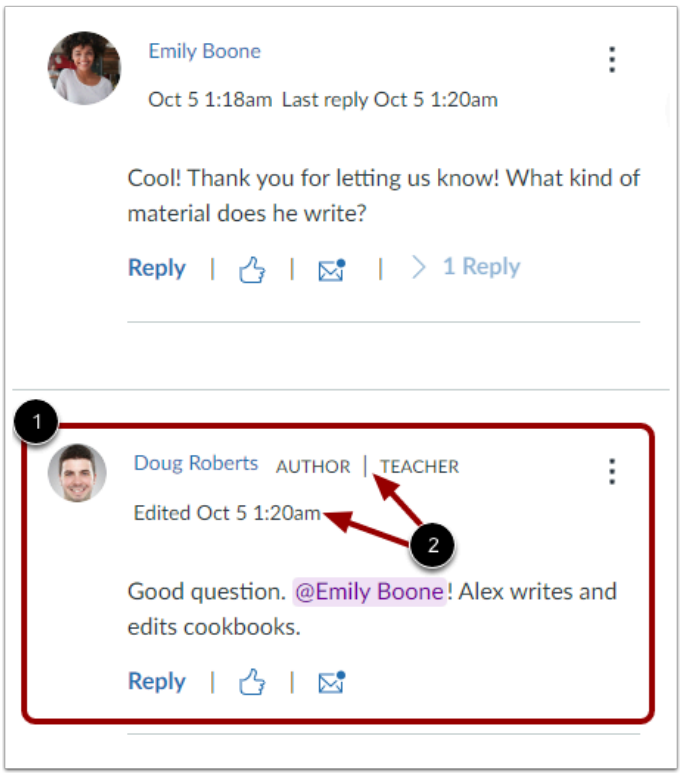
If users have responded to a reply, the replies are threaded underneath the parent reply. By default, threads display inline on the same page as the announcement. To view threaded replies in a split screen view, click the **View Split Screen** button [1].

To expand all threads, click the **Expand Threads** button [2].

Individual threads display a link indicating the number of replies and the number of unread replies [3]. To view an individual reply thread, click the threaded replies link.

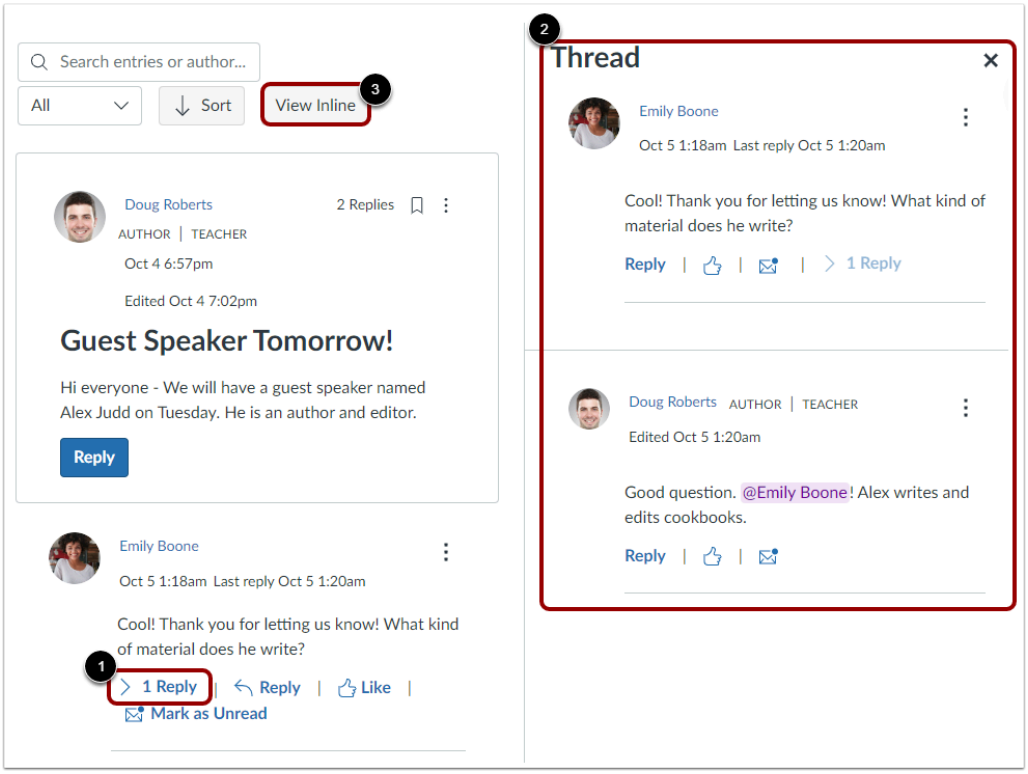
Note: Unread replies will have a blue dot indicator on the upper-left corner of the author's image [4].

View Inline Threaded Replies



Inline threaded replies expand and display [1]. You can view the name of the user who posted the reply as well as the date and time the reply was posted [2].

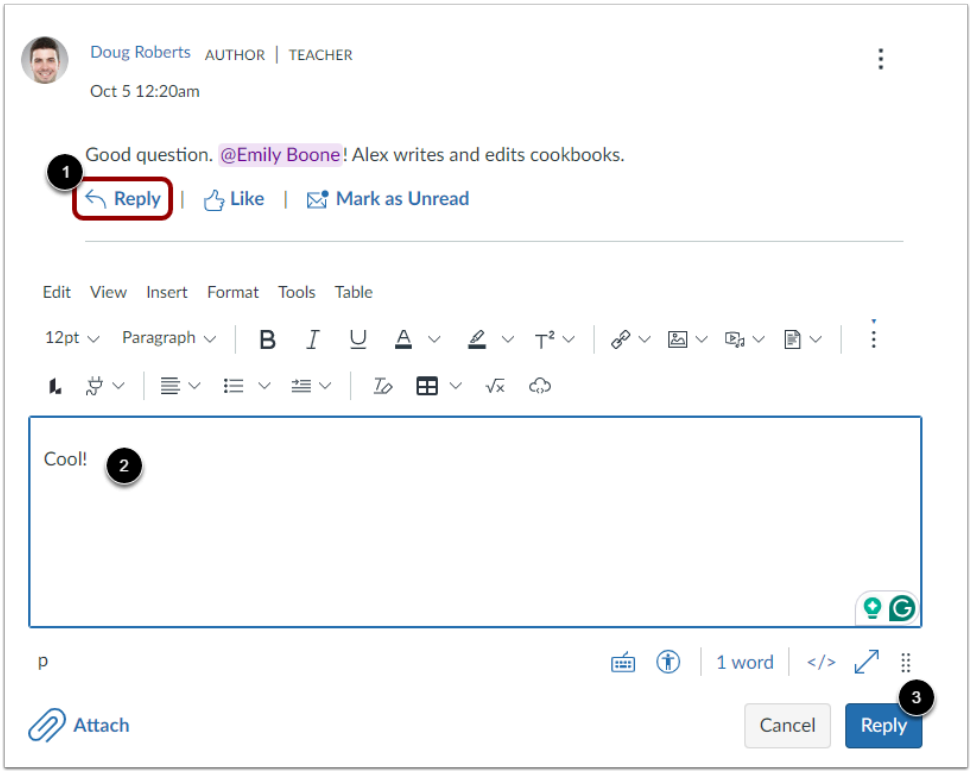
View Split Screen



To view threaded replies in split screen view, click the threaded reply link [1]. The threaded reply displays in the Thread sidebar [2].

To return to inline viewing, click the **View Inline** button [3].

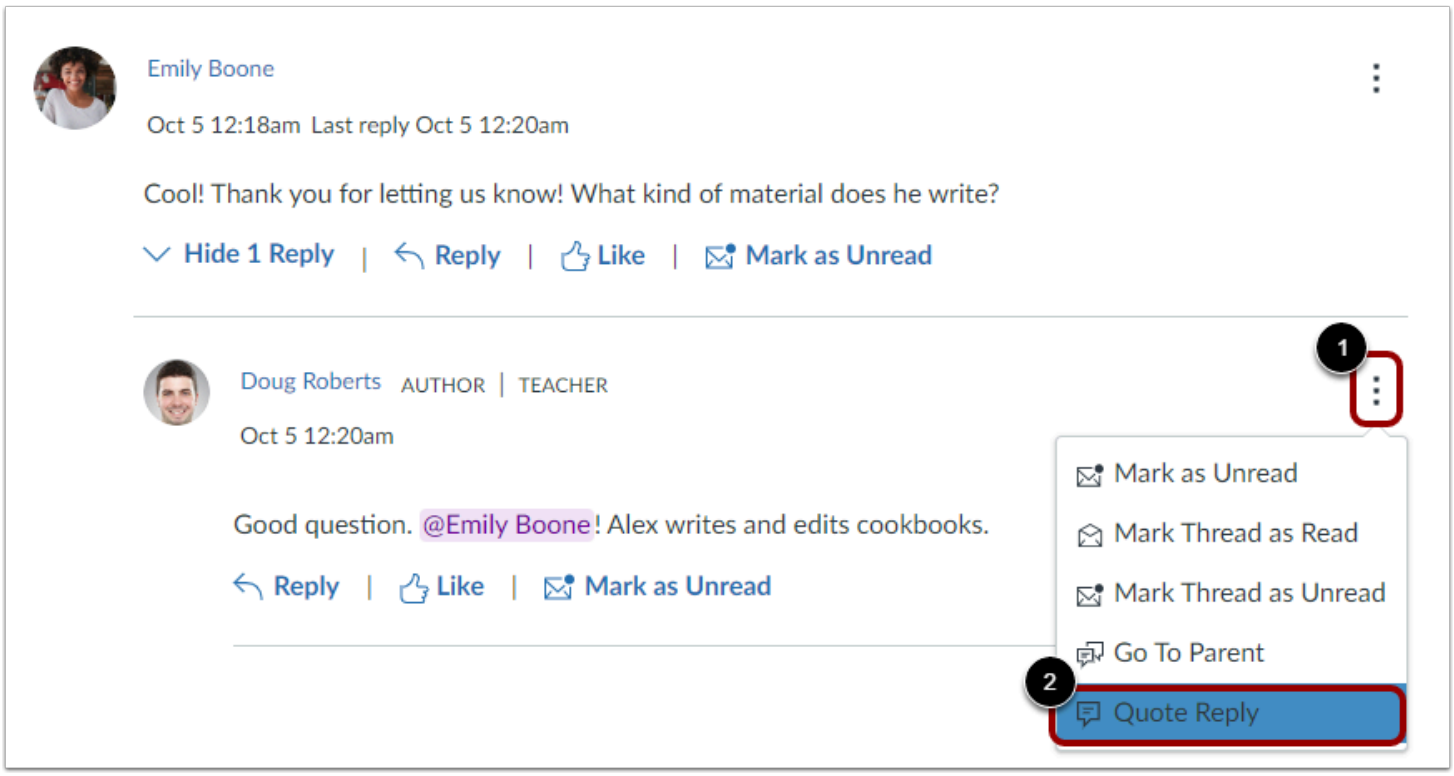
Reply in Thread



To reply to a reply or threaded reply, click the **Reply** link [1]. Using the Rich Content Editor, you can reply to the announcement, include links, photos, equations, media, or @mention course users.

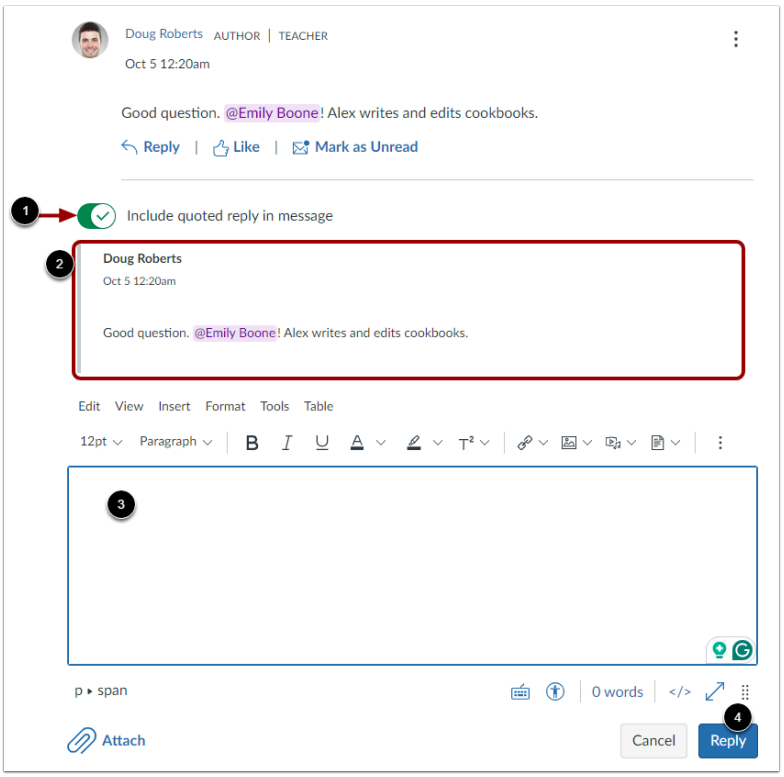
To post your reply, click the **Reply** button [3].

Quote Reply



To reply to a thread by referencing a reply, click the **Options** icon [1], then click the **Quote Reply** link [2].

Post Quoted Reply

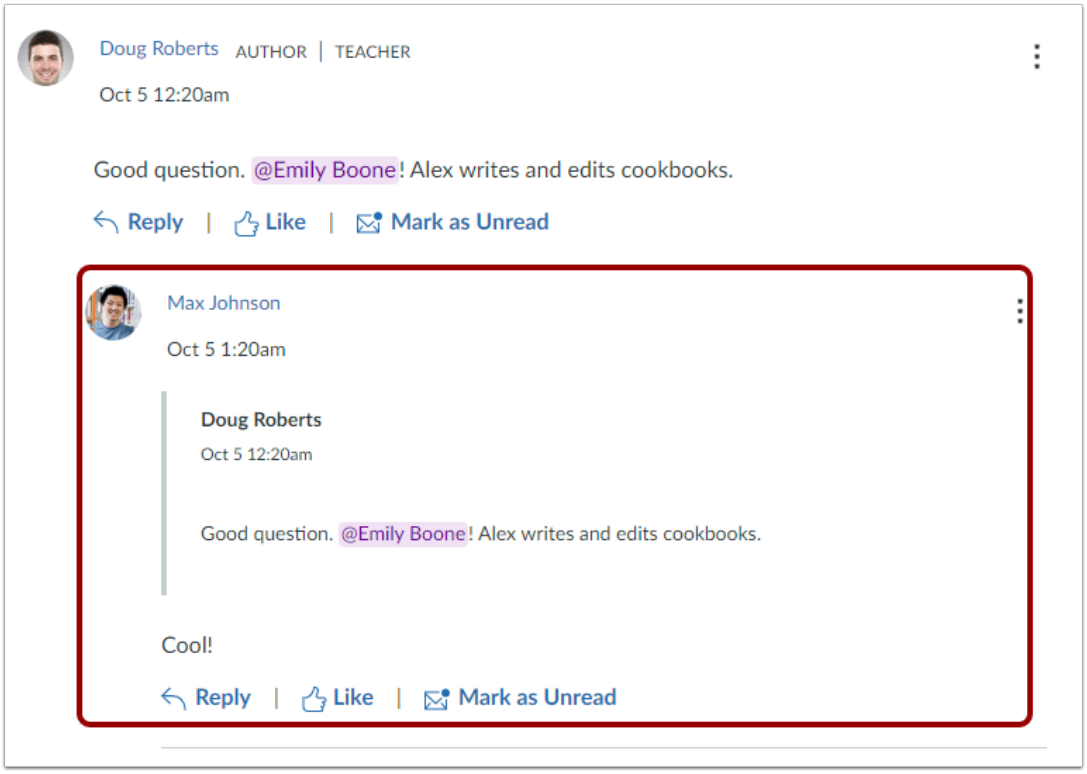


By default, the **Include quoted reply in message** toggle is on [1] and the quote displays [2]. To exclude quoted text from your response, disable quoting by clicking the toggle off.

Using the Rich Content Editor, you can reply to the announcement, include links, photos, equations, media, or @mention course users [3].

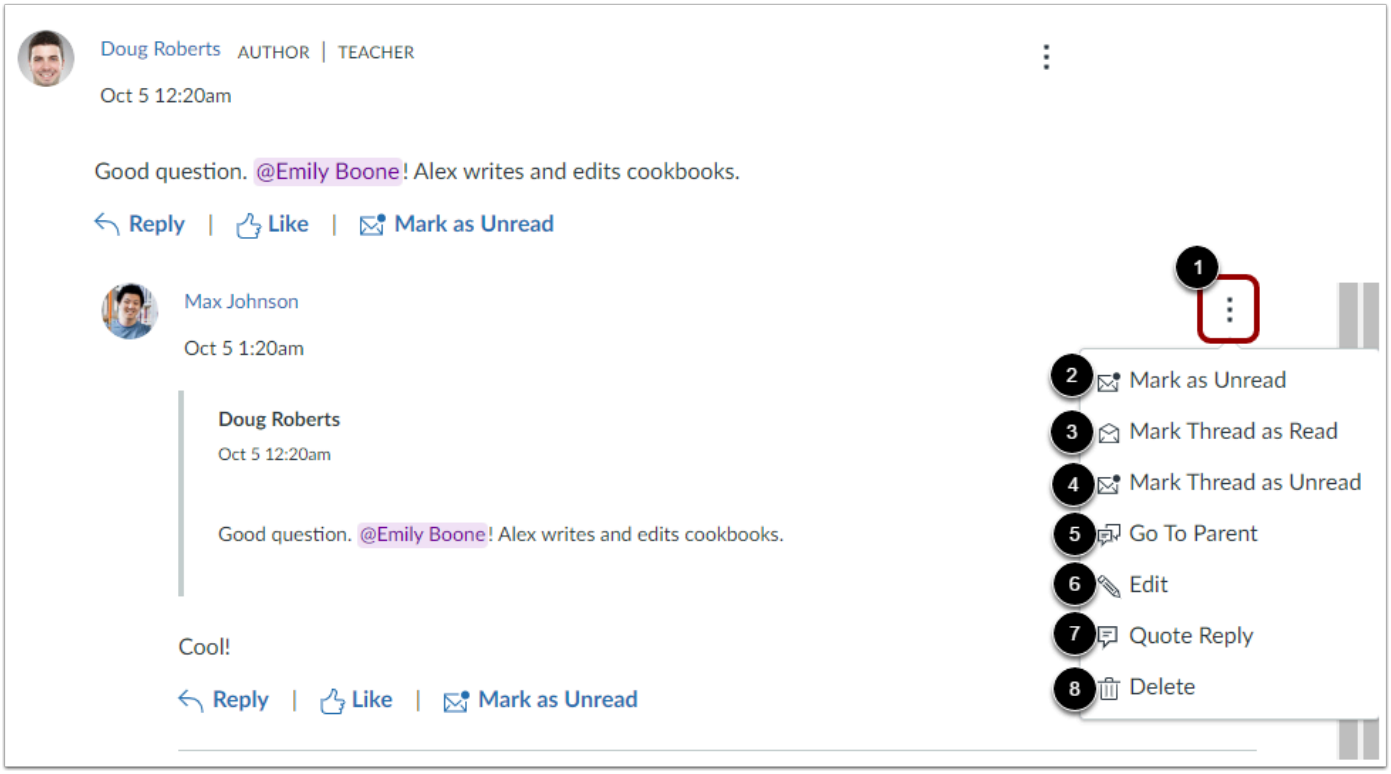
To post your reply, click the **Reply** button [4].

View Your Reply



View your reply.

Manage Threaded Reply



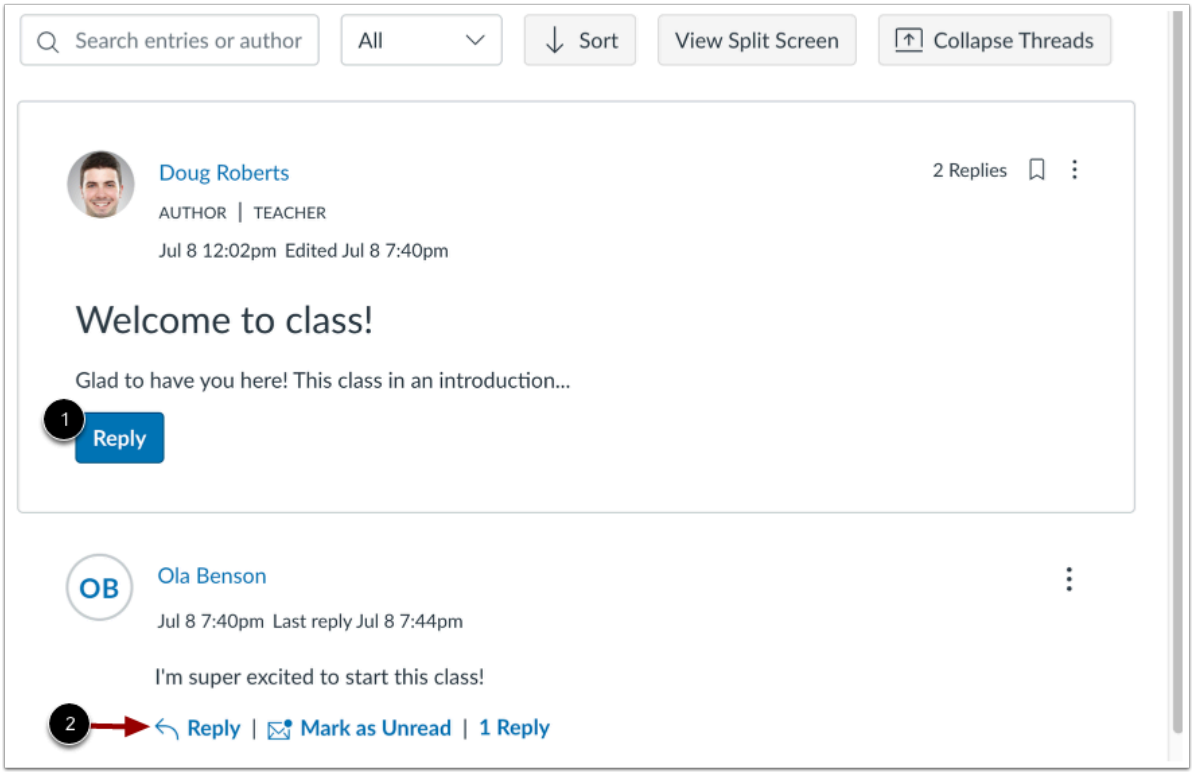
To manage a threaded reply, click the reply **Options** icon [1]. Then select one of the following menu options:

- **Mark as Read** [2]: Mark this reply as read.
- **Mark Thread as Read** [3]: Mark the whole thread as read.
- **Mark Thread as Unread** [4]: Mark the whole thread as unread.
- **Go to Parent** [5]: Select the top reply in the thread.
- **Edit** [6]: Edit the reply.
- **Quote Reply** [7]: Start a reply by including a copy of the reply.
- **Delete** [8]: Delete the reply.

How do I mention a user in an announcement reply as a student?

If replies are allowed in the announcement, you can @mention a course user in an announcement reply.

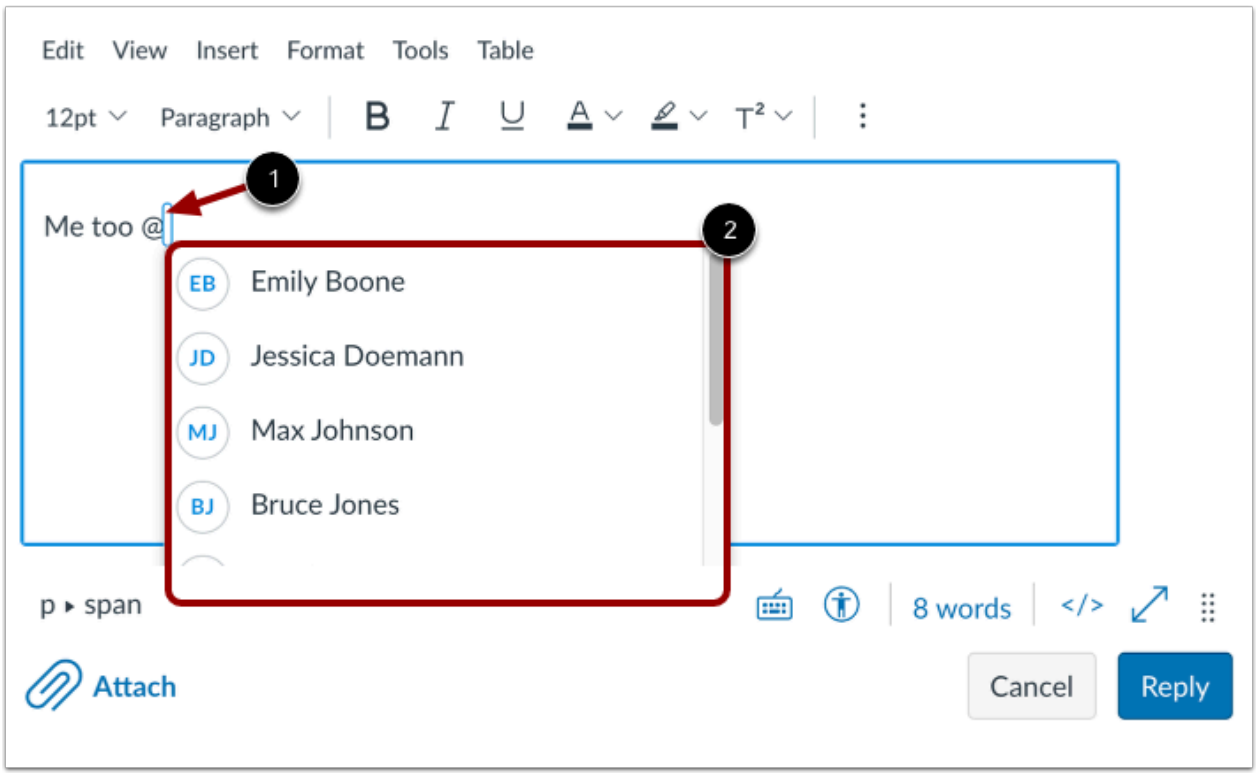
Reply to Announcement



To reply to the announcement, click the **Reply** button [1].

To reply to an announcement reply, click the **Reply** link [2].

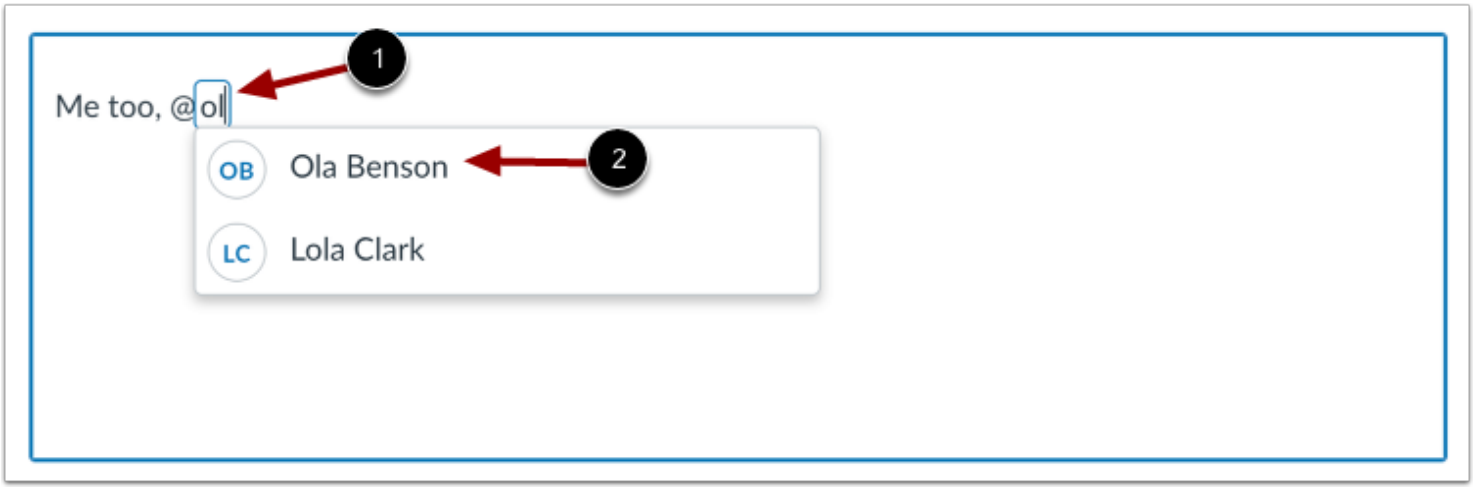
Mention User in Reply



Use the Rich Content Editor to enter your reply, links, photos, equations, or media.

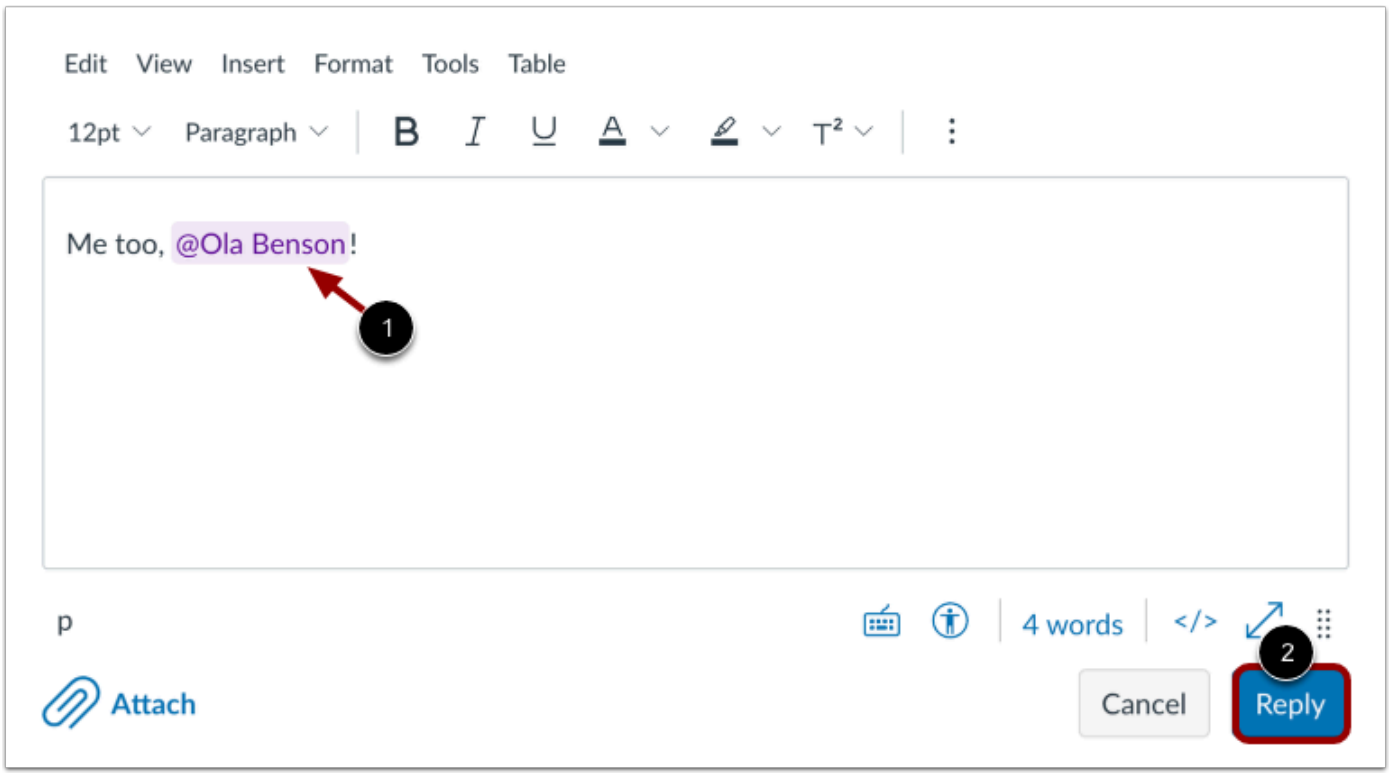
To mention a user in your reply, type the @ symbol in the Rich Content Editor [1]. A list of course users displays [2].

Select User



To locate the course user, scroll through the list or filter the list by typing the course user's name [1]. Then select the user's name from the list [2].

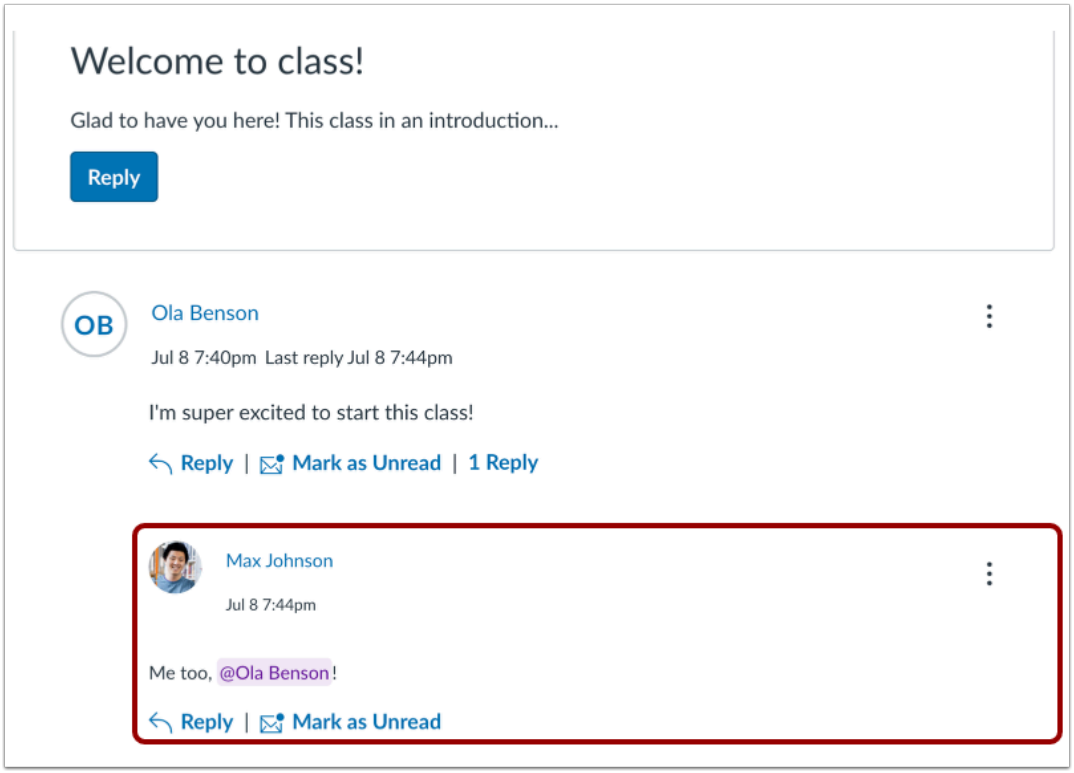
Post Reply



Your @mention text displays [1].

To post your reply, click the **Reply** button [2].

View Reply



Your post displays at the bottom of the thread.

Note: If the mentioned user has enabled settings to receive notifications for discussion mentions, the user is notified that they were mentioned.

How do I view announcements as a student in Canvas for Elementary?

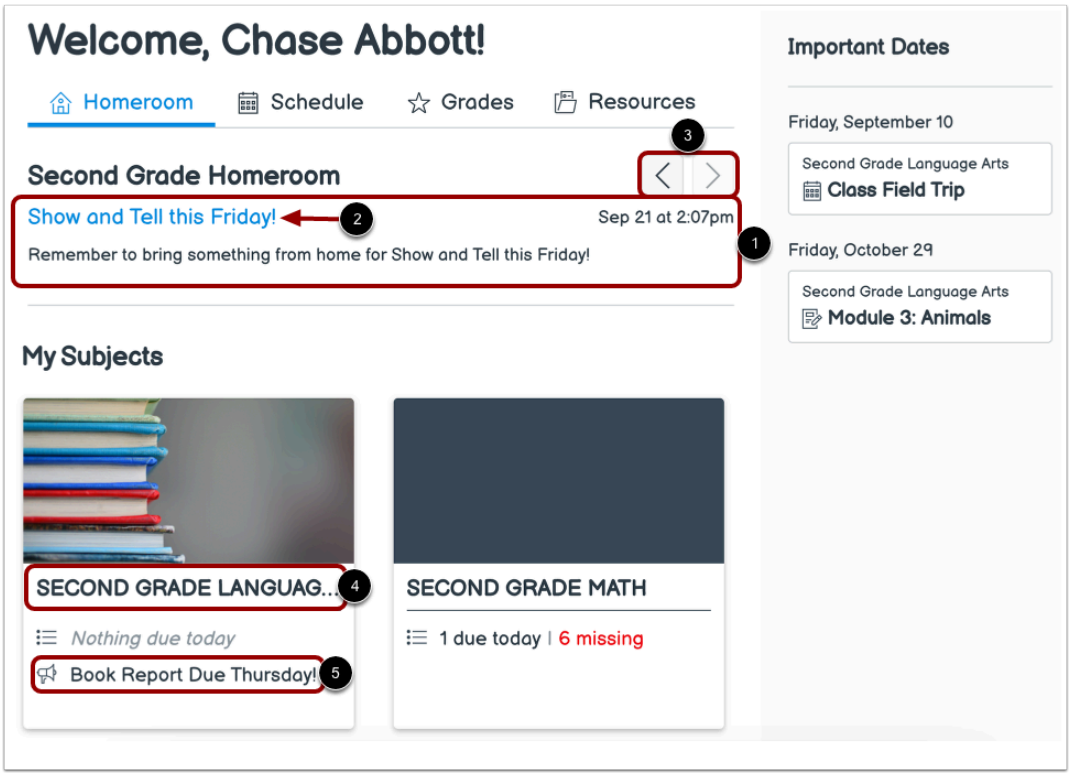
This lesson shows you how to view announcements using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to view Announcements as a student in Classic Canvas.

When added by your instructor, you can view current and past homeroom and subject announcements. You can also receive new announcements via Canvas notifications.

Notes:

- By default, the most recent homeroom announcement displays on the Homeroom for two weeks or until replaced by another homeroom announcement. Similarly, the most recent subject announcement displays on the subject's Home page for two weeks or until replaced by another subject announcement.
- If the announcements section does not display in your subject, no announcements have been added to the subject.

View Homeroom Announcements



By default, the most recent homeroom announcement displays in the homeroom [1]. The most recent homeroom announcement displays for two weeks or until replaced by another homeroom announcement.

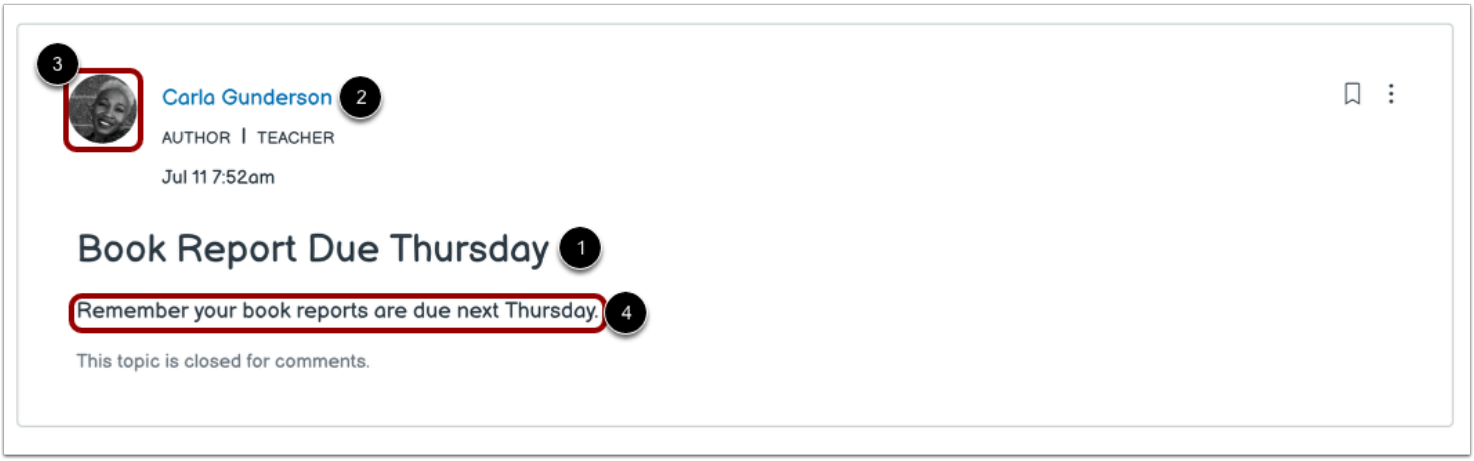
You can view the announcement [2] . To navigate through homeroom announcements, use the **Next** and **Previous** buttons [3].

To view details for a homeroom announcement, click the homeroom announcement title [4] and the post date and time [5].

Notes:

- If the announcements section does not display in your homeroom, no homeroom announcements have been added.
- If your instructor has not posted a homeroom announcement in the past two weeks but has posted announcements previously, the "No recent announcements" message displays.

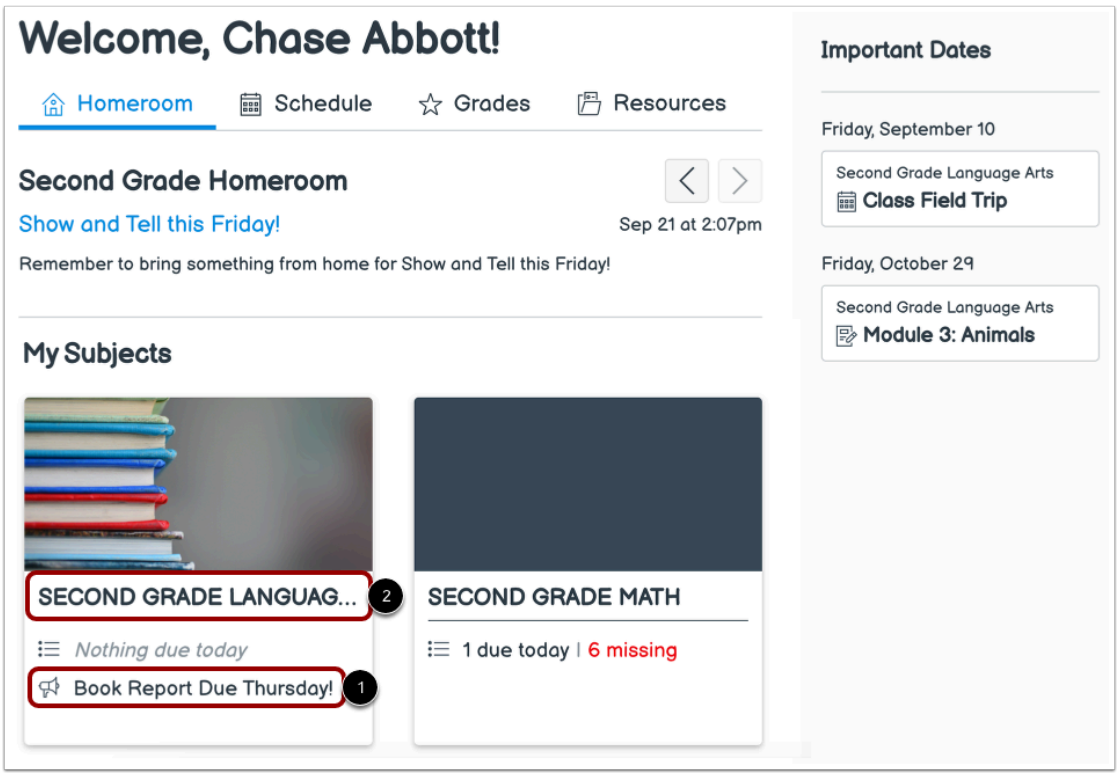
View Homeroom Announcement Details



The Announcement Details page displays the announcement title [1], the announcement author's name [2] and profile picture [3], and the announcement [4].

Students are not allowed to reply to homeroom announcements, however, instructors and teacher assistants (TAs) may reply.

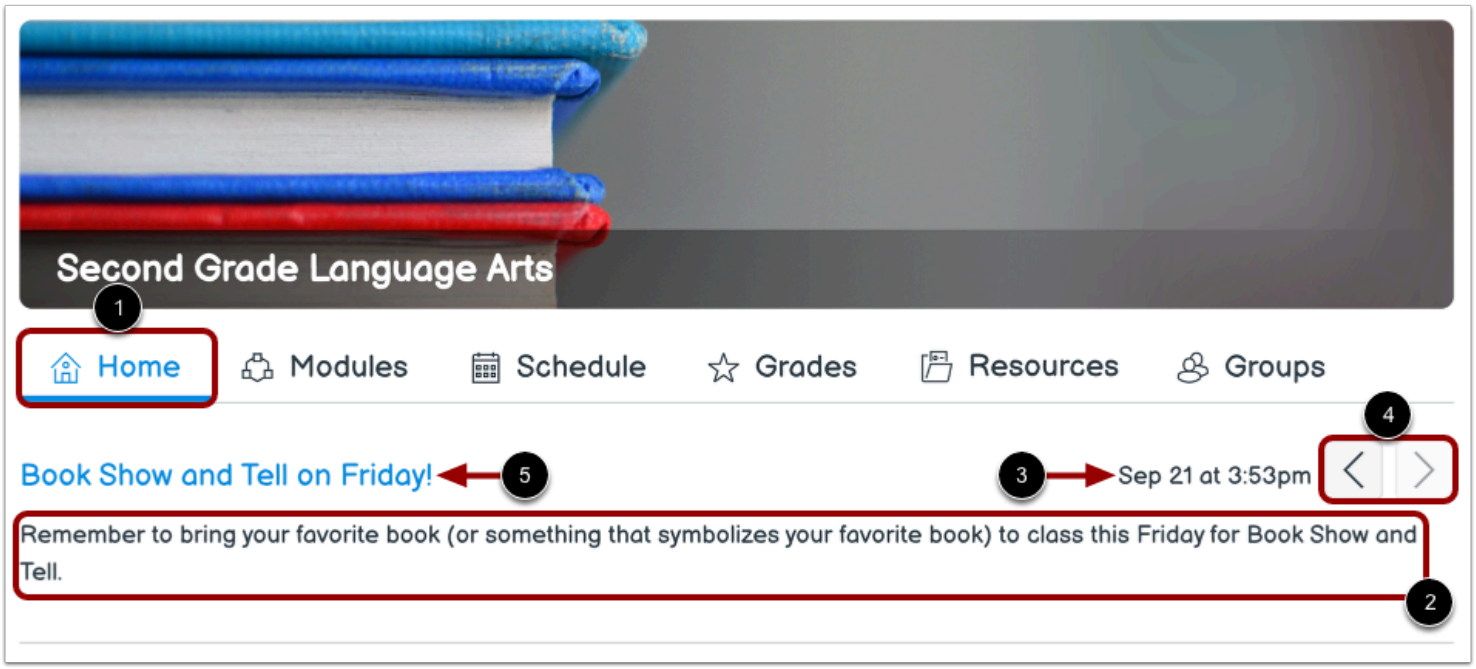
Open Subject



The most recent subject announcement displays in the subject card with an announcement icon [1]. To view subject announcement details, click the subject's announcement title.

To view the current and past subject announcements in a subject's Home page, click the subject name [2].

View Subject Announcements



By default, the most recent subject announcement displays in the subject's Home tab [1]. The most recent subject announcement displays for two weeks or until replaced by another subject announcement.

You can view the announcement [2] and the post date and time [3].

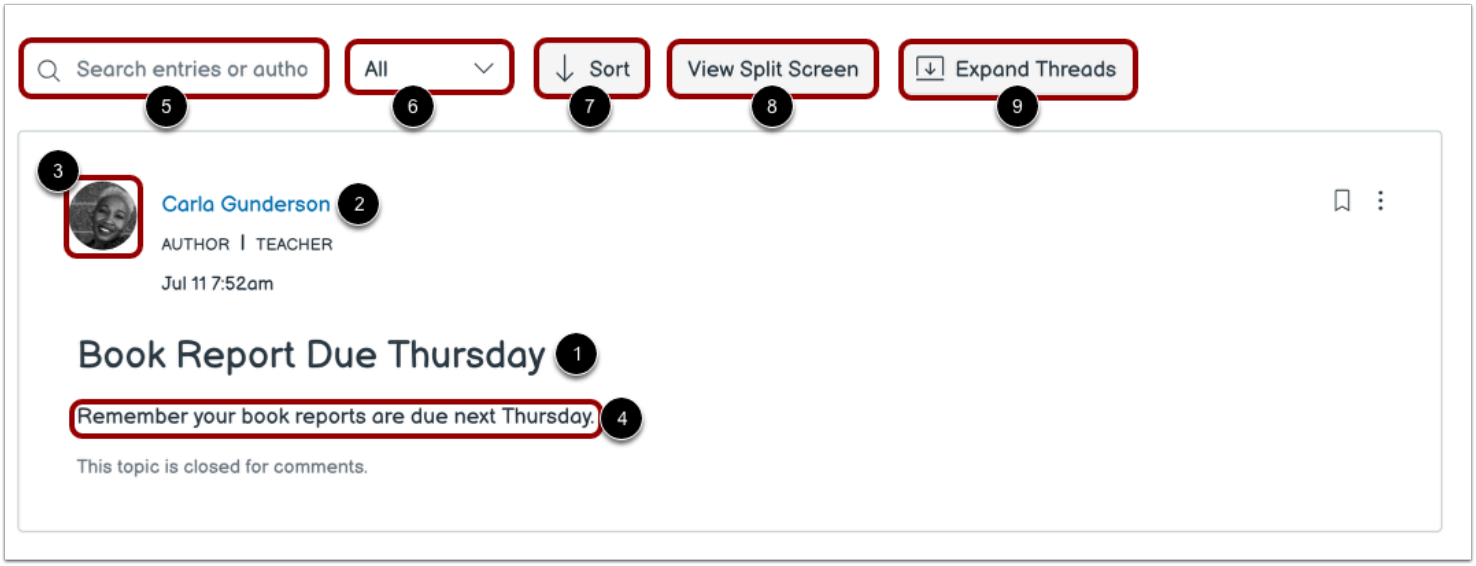
To navigate through subject announcements, use the **Next** and **Previous** buttons [4].

To view details for a subject announcement, click the subject announcement title [5].

Notes:

- If the announcements section does not display in your subject, no subject announcements have been added.
- If your instructor has not posted a subject announcement in the past two weeks but has posted announcements previously, the "No recent announcements" message displays.

View Subject Announcement Details



The Announcement Details page displays the announcement title [1], the announcement author's name [2] and profile picture [3], and the announcement [4].

Students are not allowed to reply to Homeroom and subject announcements, however, instructors and TA's may reply.

To search announcement replies, enter keywords in the **Search** field [5].

To sort announcement replies by unread replies, use the **All** dropdown [6].

To sort newest first, click the **Sort** button [7].

To view the announcement in split screen, click the **View Split Screen** button [8]

To expand all replies, click the **Expand Threads** button [9].

Assignments

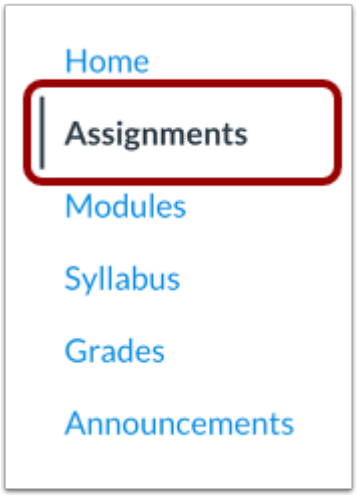
How do I view Assignments as a student?

You can view all your course assignments on the Assignments page.

Notes:

- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Learn more about viewing assignments using Assignment Enhancements.

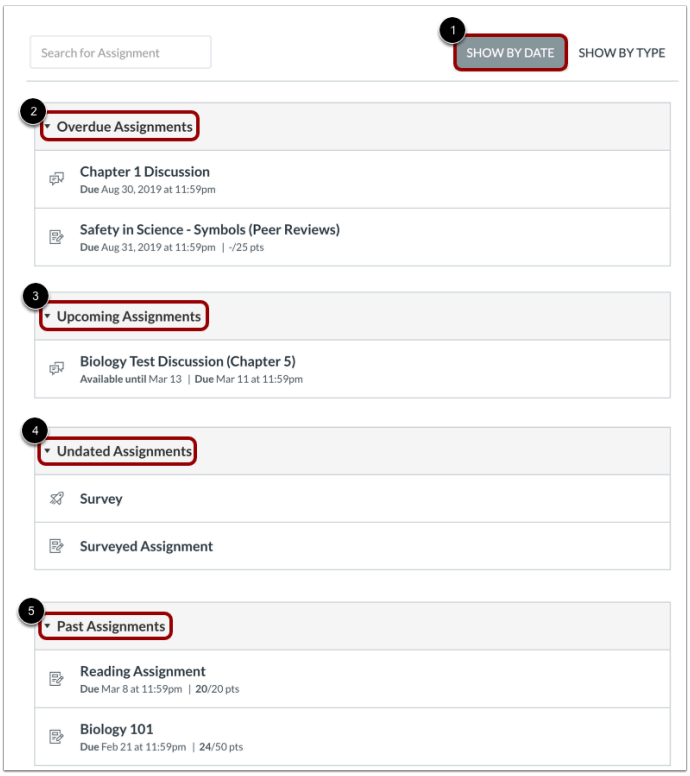
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: If the Assignments link is not available in Course Navigation, you can access course assignments through the Modules page.

View Assignments by Date



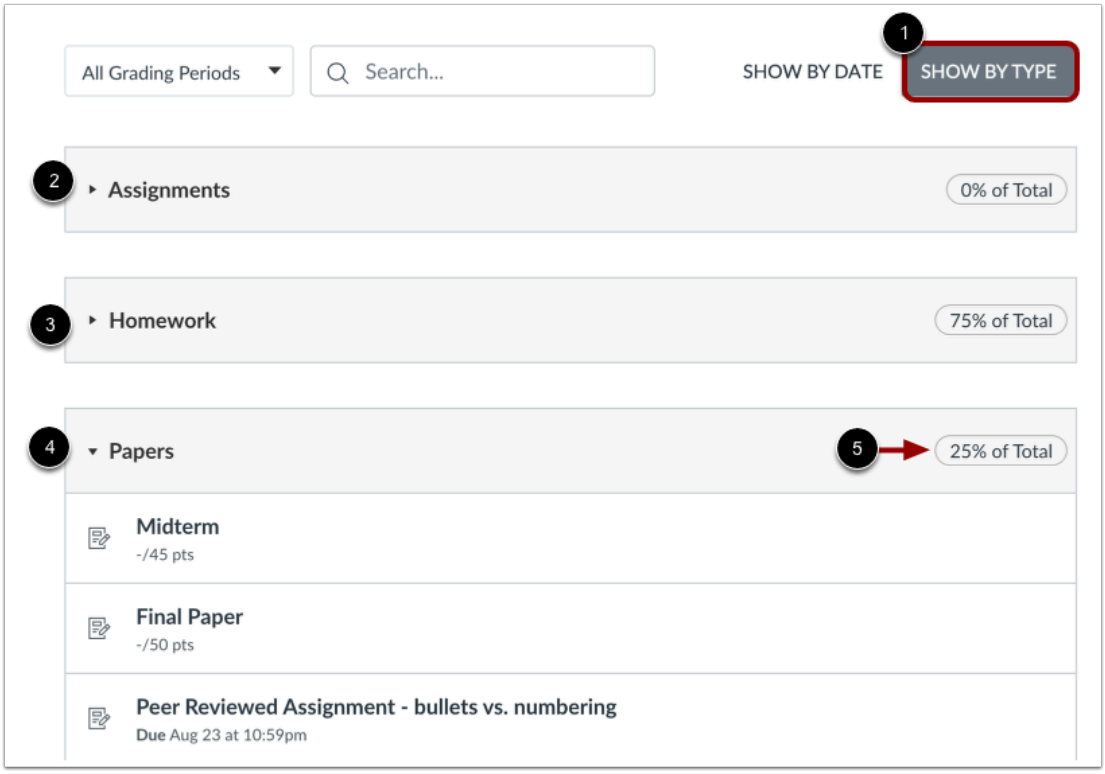
In Assignments, you can view all the assignments in your course.

By default, assignments are grouped by date [1]. You can view assignments grouped according to their due dates:

- **Overdue Assignments [2]:** assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments [3]:** assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments [4]:** assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments [5]:** assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Note: The Assignments page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the **Shift+Question Mark** keys simultaneously on your keyboard.

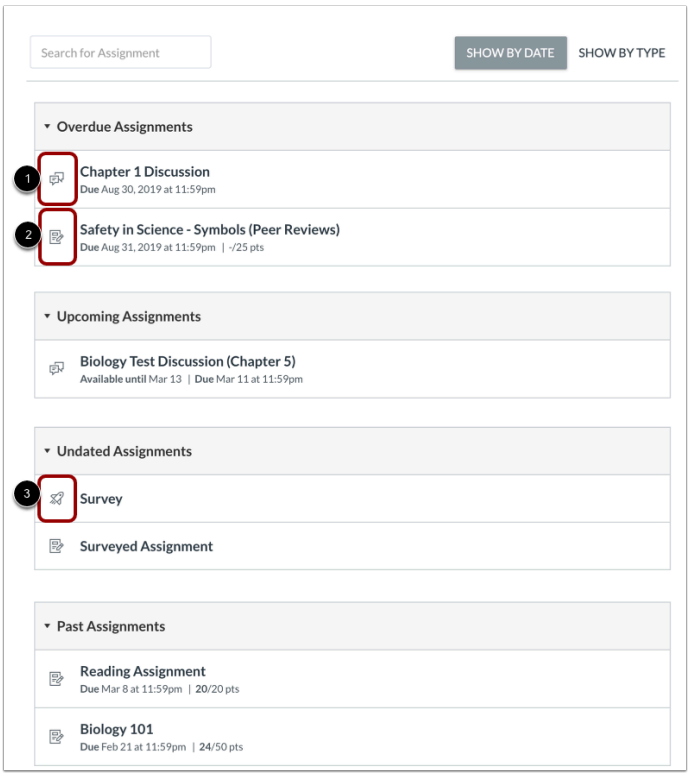
View Assignments by Type



To view assignments grouped by type, click the **Show By Type** button [1]. You can view assignments by assignment groups, such as Assignments [2], Homework [3], and Papers [4].

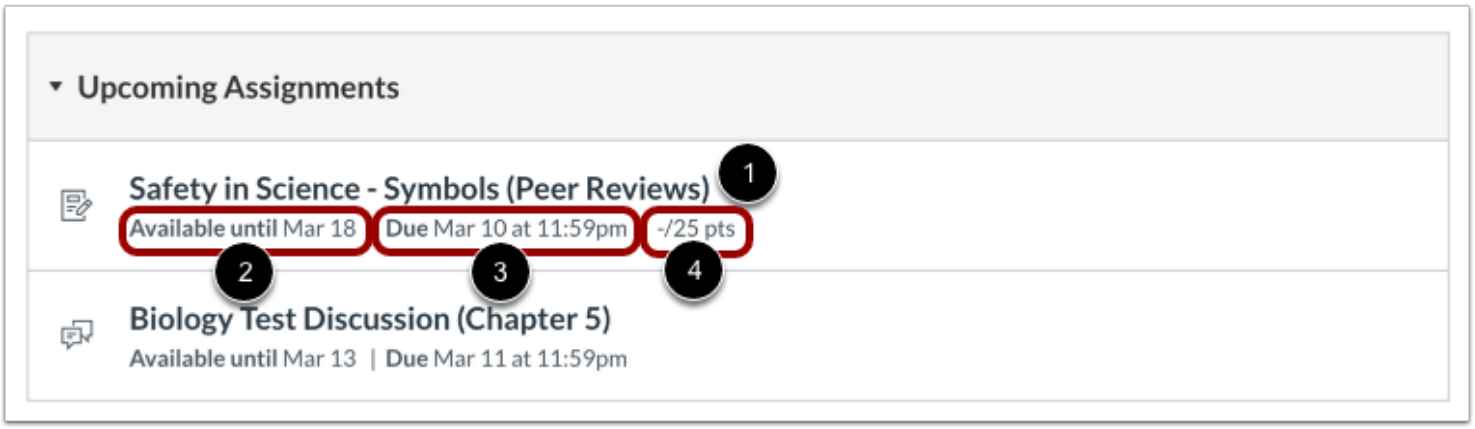
You can also see how much each grouping will be worth in the final grade [5].

View Assignment Icons



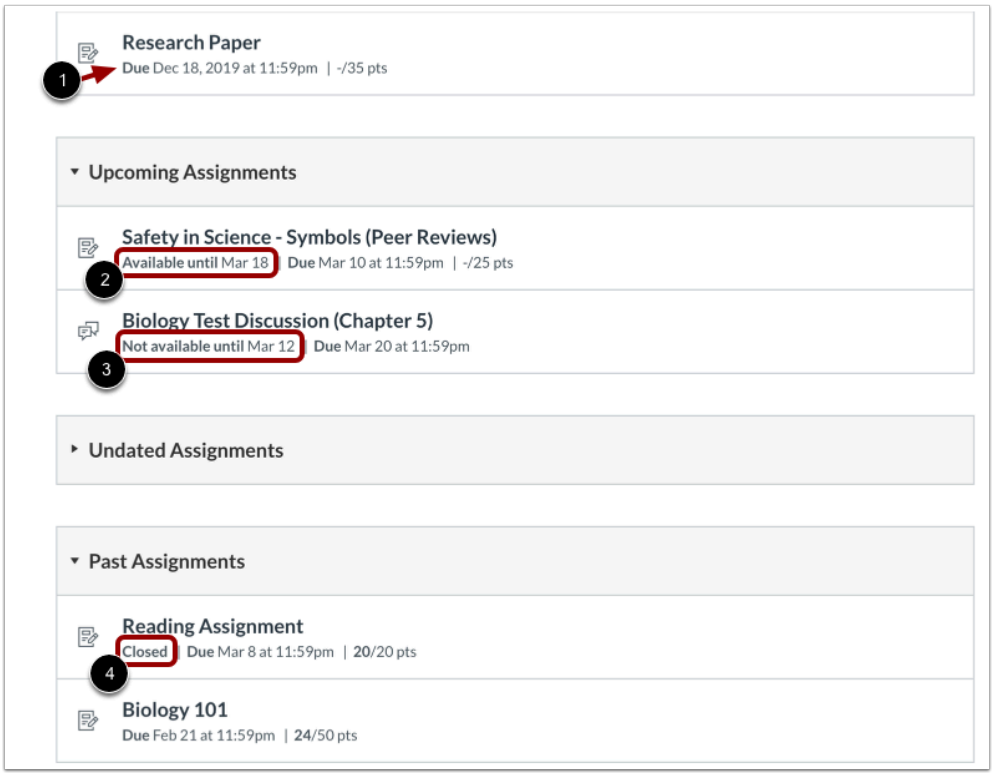
Each assignment also includes an icon, which indicates the assignment type: discussion [1], assignment [2], or quiz [3].

View Assignment Summary



Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth [4].

View Availability Dates

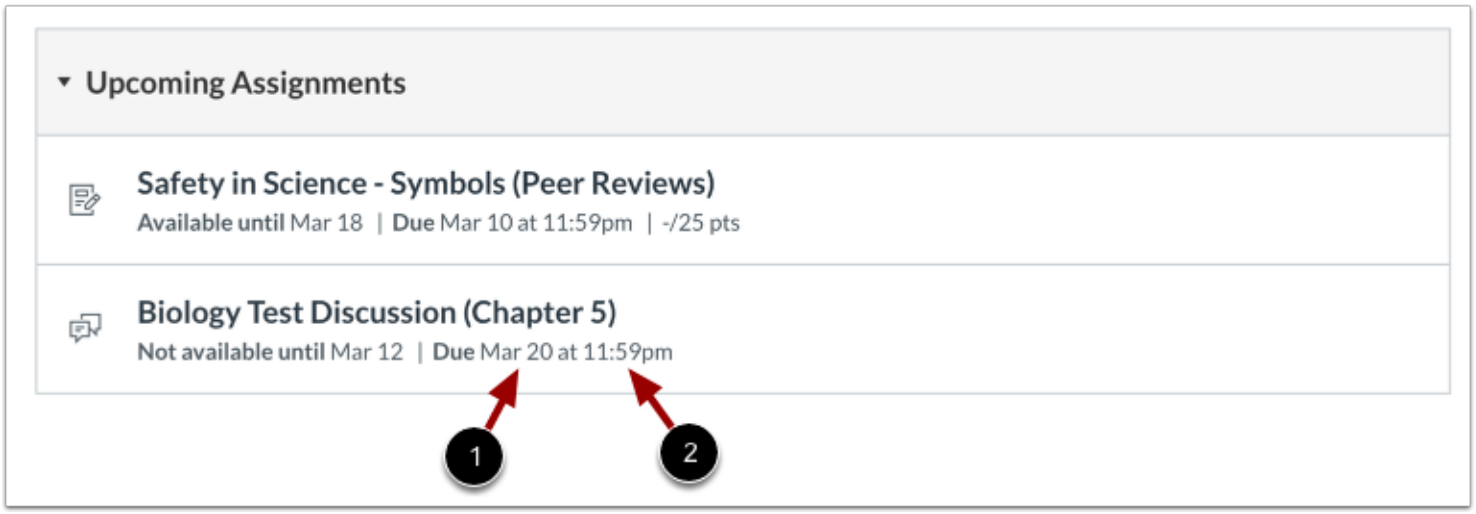


The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.

- If the assignment does not have a date listed, the assignment is open; you can submit the assignment at any time during your course [1].
- If the assignment says **Available until** [date], you can submit the assignment until the specified date [2].
- If the assignment says **Not Available Until** [date], the assignment is locked until the specified date [3].
- If the assignment says **Closed**, the assignment cannot accept submissions [4].

Note: If the listed date is set to 12 am the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.

View Due Dates



The second set of dates are the Due dates for each respective assignment [1]. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

You can still submit late assignments before the **Available until** date.

*Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your instructor does not set a due time, the listed date displays the course's default due time.

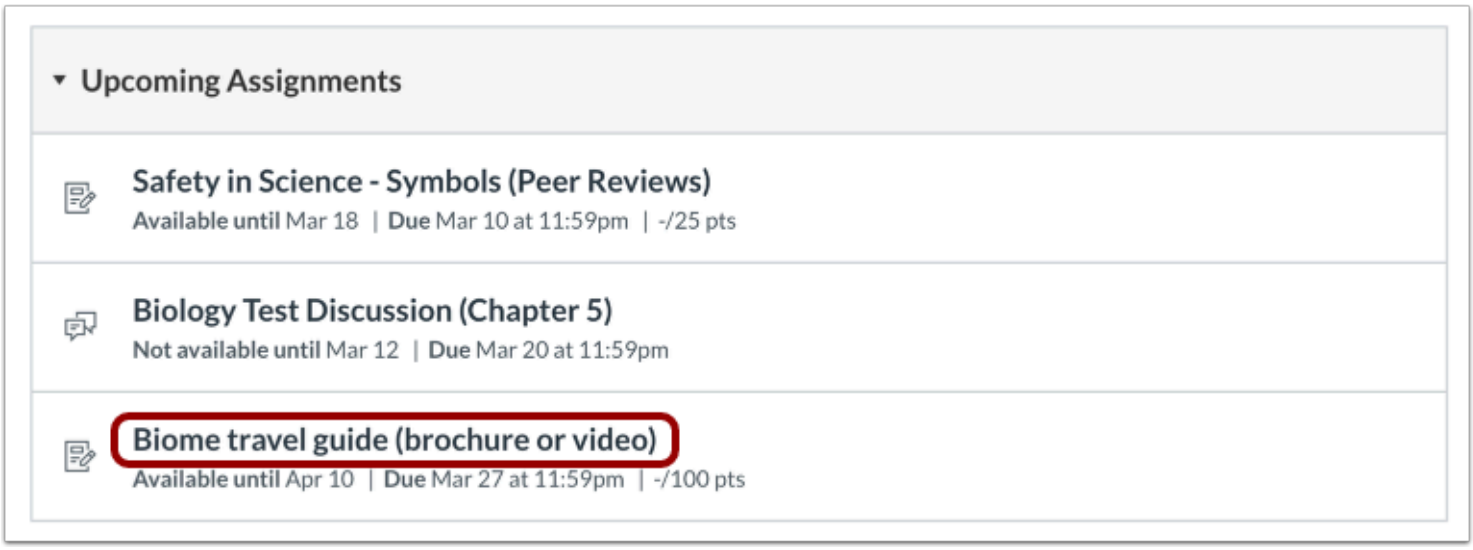
Filter Assignments



If your course includes Multiple Grading Periods, you can view assignments by grading period [1].

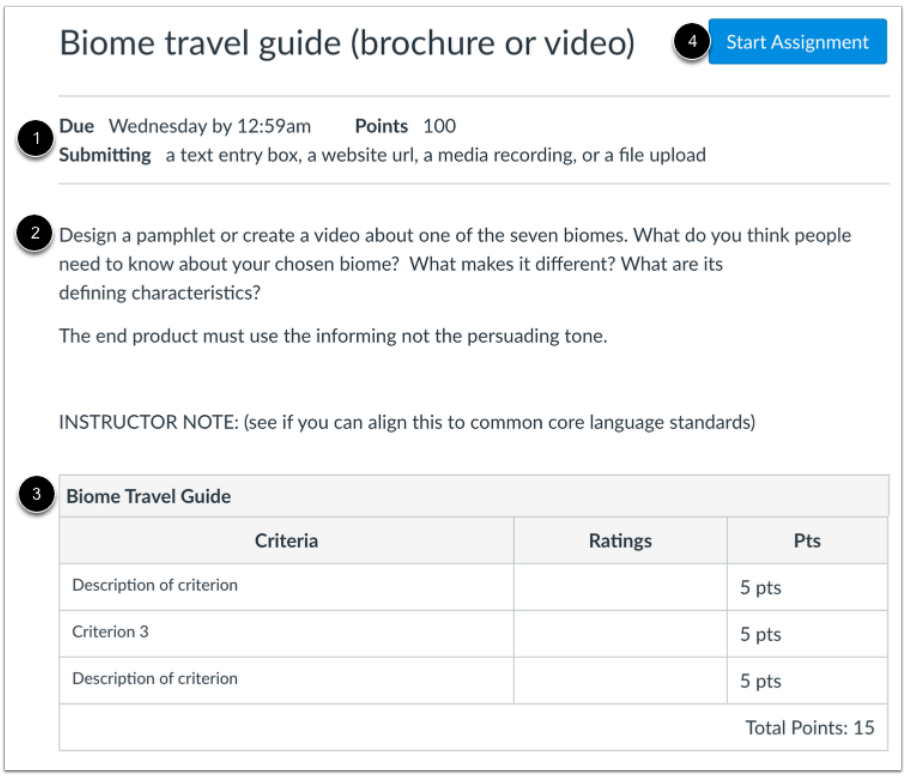
You can search for an assignment by typing an assignment title or a keyword in the **Search** field [2].

Open Assignment



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

View Open Assignment



When an assignment is open to you to submit at any time, you can view the due date, points, and the type(s) of submission(s) you can use for the assignment [1]. Not all assignments may have a due date.

You can also view additional details:

- **Instructions** [2]**:** any instructions that your instructor has about the assignment. Please note that you cannot download assignment instructions unless your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can also view the assignment in the Canvas mobile app.
- **Rubric** [3]**:** any grading criteria that your instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting your assignment, you may want to review the assignment rubric.

For example, an assignment may have a due date but may not list any other dates. If you were to miss the due date, you could still submit the assignment for late credit before the last day of the course. If the assignment does not have a due date, you can submit the assignment at any time before the last day of the course.

To submit your assignment, click the **Start Assignment** button [4]. You can also submit a quiz or reply to a discussion.

Note: You can always re-submit an assignment unless your instructor has set availability dates for the assignment.

View Assignment with Availability Dates

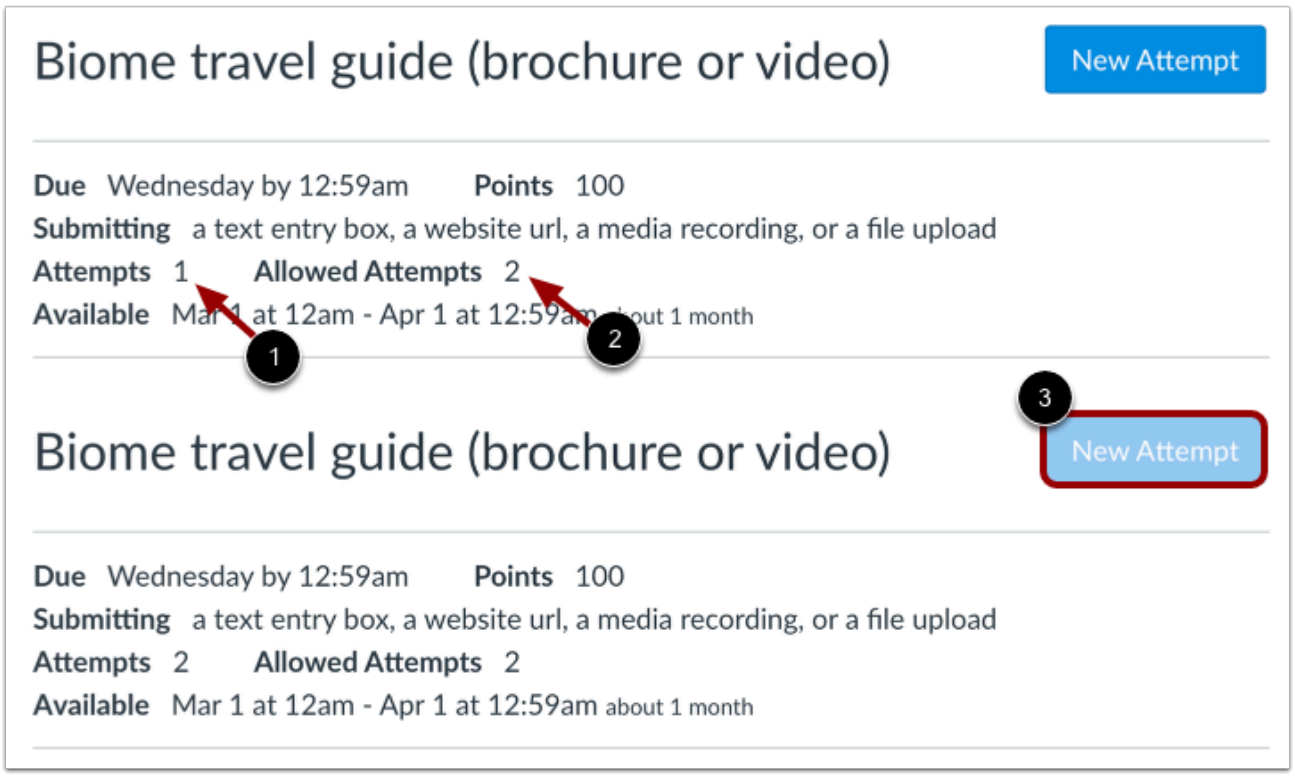


When an assignment is open to you during availability dates, you can view all available assignment information in addition to the specific dates the assignment is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last date passes, you can no longer submit the assignment.

Note: While viewing the due date with 24 hours, an availability window will show.

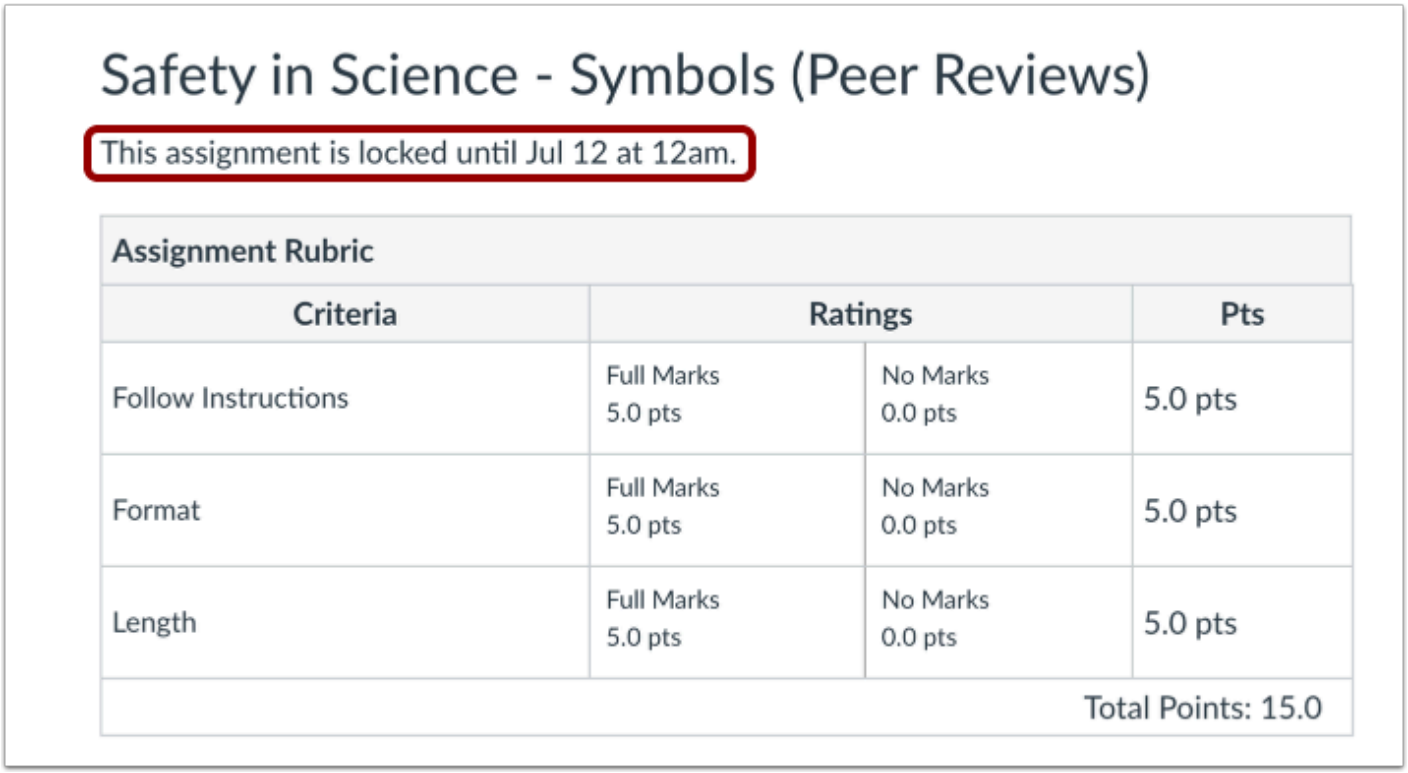
View Assignment with Limited Attempts



Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

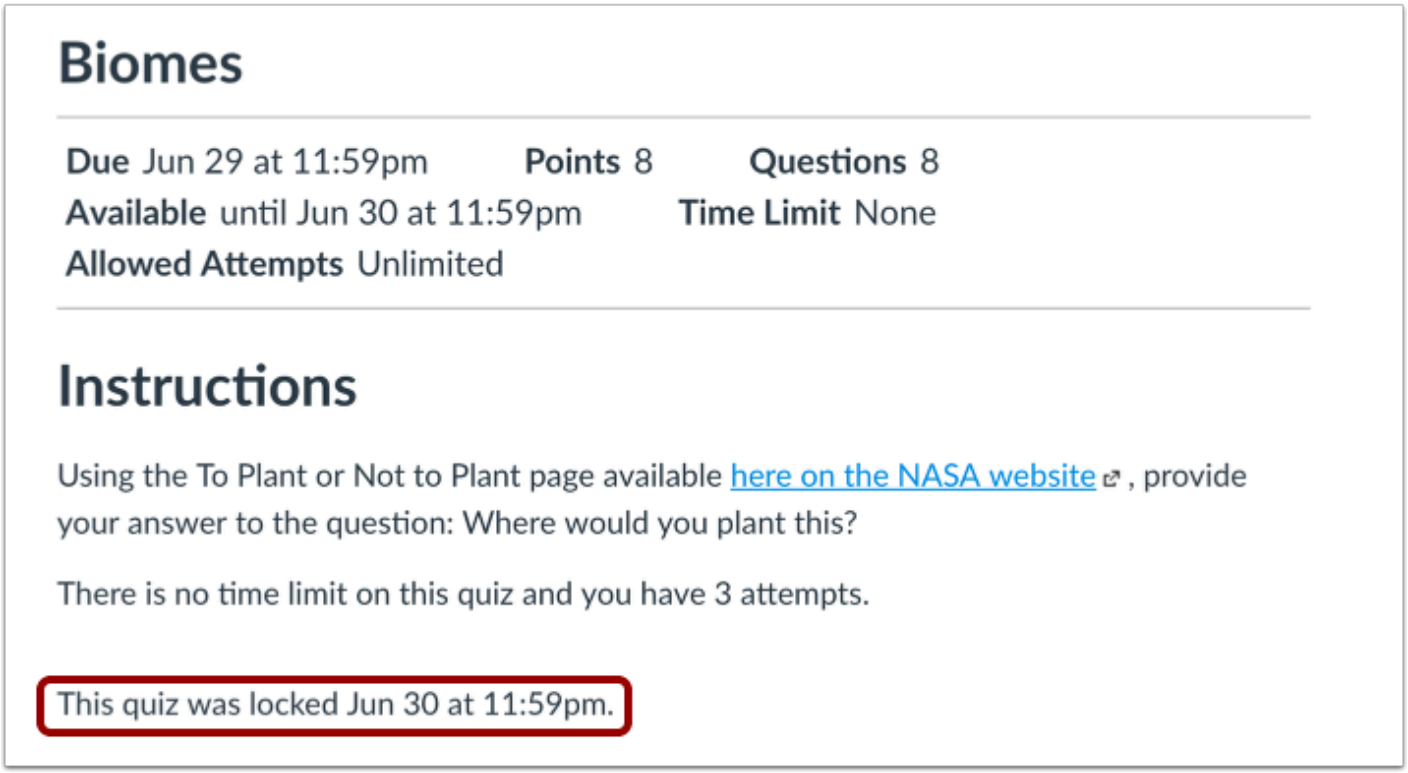
Once you have used all your submission attempts, the New Attempt button displays as disabled [3].

View Locked Assignment



An assignment can be locked before an instructor wants it open, or after a specific date has passed after the due date. When an assignment is locked, you can view the rubric (if any) and the assignment details. You can also view the date when the assignment will be open for submissions if it has not been opened yet.

View Closed Assignment



When an assignment is closed, you can still view the rubric, if any, and any existing submission details in the sidebar, but you can no longer view the assignment details or submit/re-submit the assignment. You can also view the date the assignment was locked to submissions.

Assignments close when they are only available until a specific date.

How do I view the rubric for my assignment?

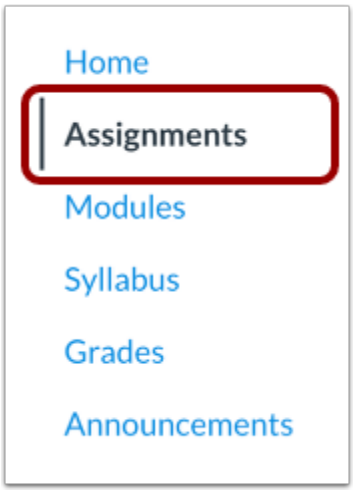
Your instructor may include a rubric as part of your assignment. The Rubric is a set of criteria that your instructor will use to grade your assignment. Before submitting your assignment, you can use the Rubric to evaluate your own work and make sure your assignment fulfills your instructor's requirements.

You can view rubric results for a graded assignment in the Grades page or from the assignment details page.

Notes:

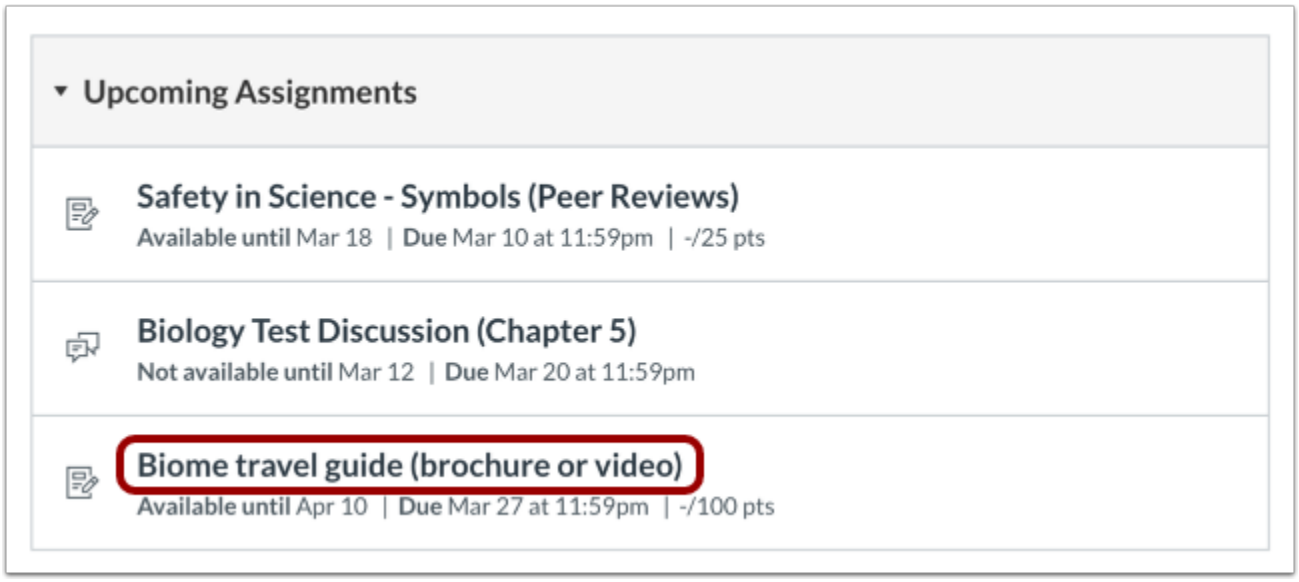
- Not all assignments may include a rubric.
- Rubrics for external tool assignments can be viewed in the submissions detail page, before or after the assignment is submitted.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature.

Open Assignments



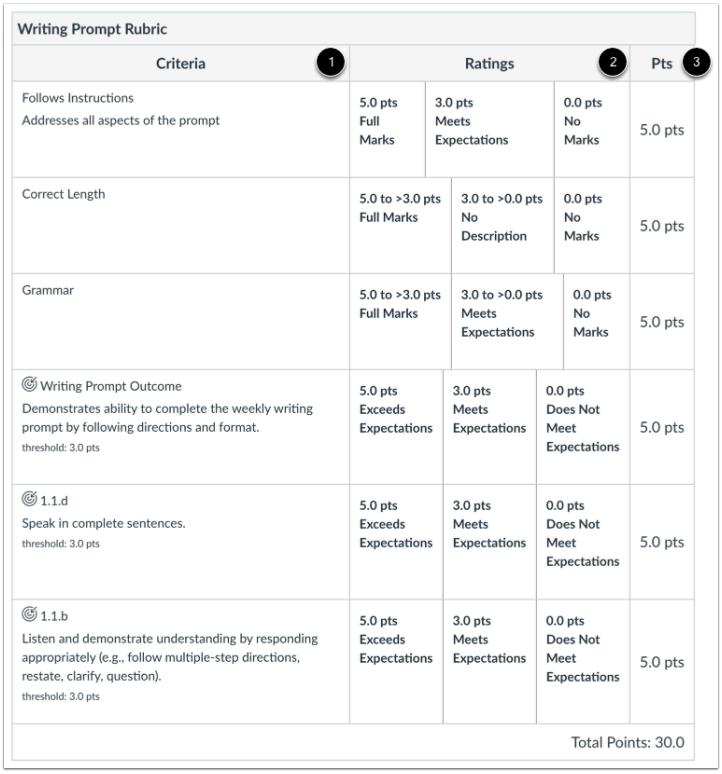
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of an assignment.

View Rubric



Writing Prompt Rubric

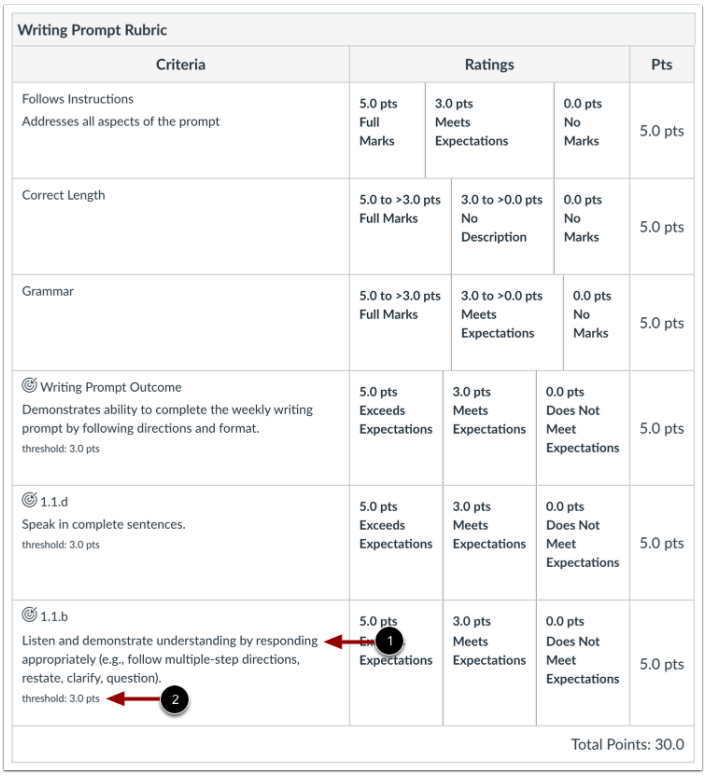
Criteria 1	Ratings 2			Pts 3
Follows Instructions Addresses all aspects of the prompt	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts No Description	0.0 pts No Marks	5.0 pts
Grammar	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Writing Prompt Outcome Demonstrates ability to complete the weekly writing prompt by following directions and format. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
1.1.d Speak in complete sentences. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
1.1.b Listen and demonstrate understanding by responding appropriately (e.g., follow multiple-step directions, restate, clarify, question). threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts

Total Points: 30.0

Assignment rubrics are shown below the assignment instructions.

The rubric includes Criteria [1], Ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your assignment.



Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions Addresses all aspects of the prompt	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts No Description	0.0 pts No Marks	5.0 pts
Grammar	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Writing Prompt Outcome Demonstrates ability to complete the weekly writing prompt by following directions and format. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
1.1.d Speak in complete sentences. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
1.1.b Listen and demonstrate understanding by responding appropriately (e.g., follow multiple-step directions, restate, clarify, question). threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts

Total Points: 30.0

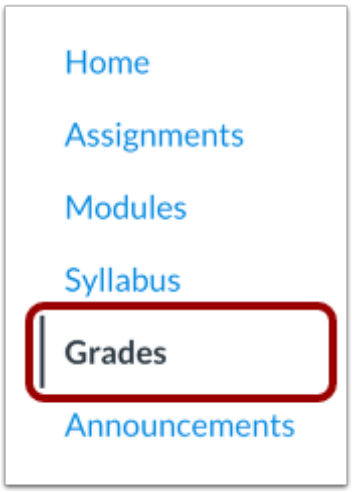
Criterion may include a description [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.

How do I view the rubric for my external tool assignment?

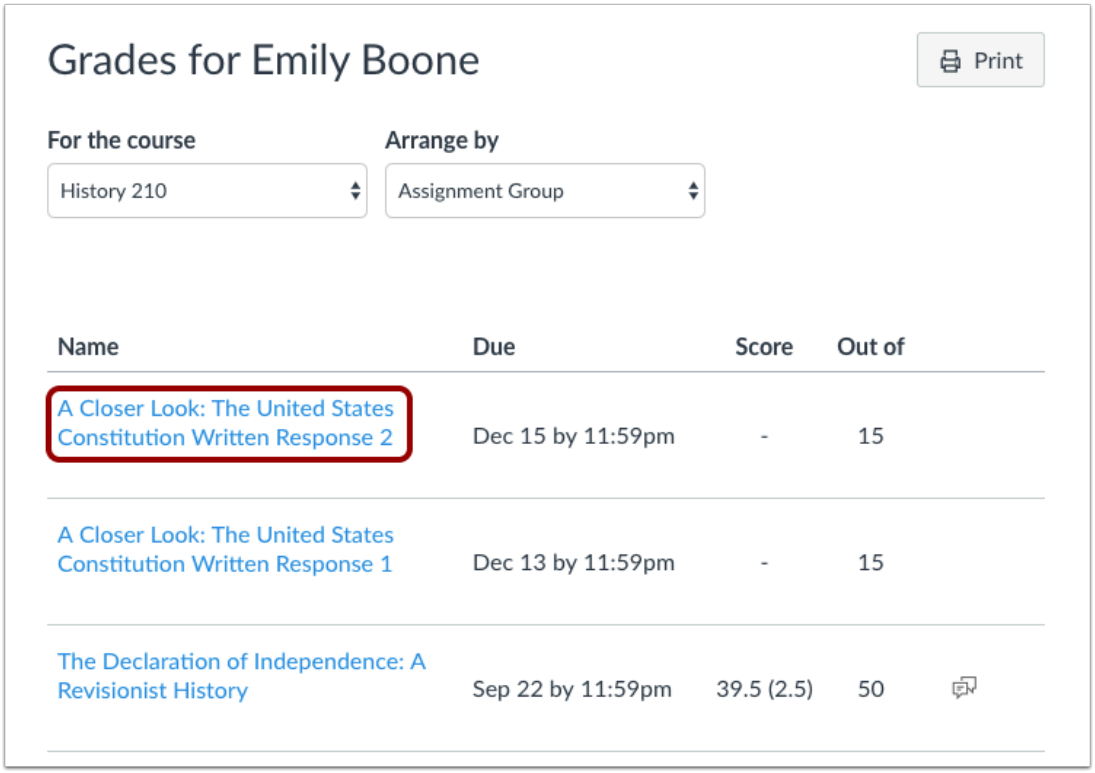
If your instructor creates an assignment with an external tool, such as a Google Drive or Microsoft Office 365 assignment, they may include a rubric as part of your assignment. Before submitting your assignment you can review the rubric's definitions.

Open Grades



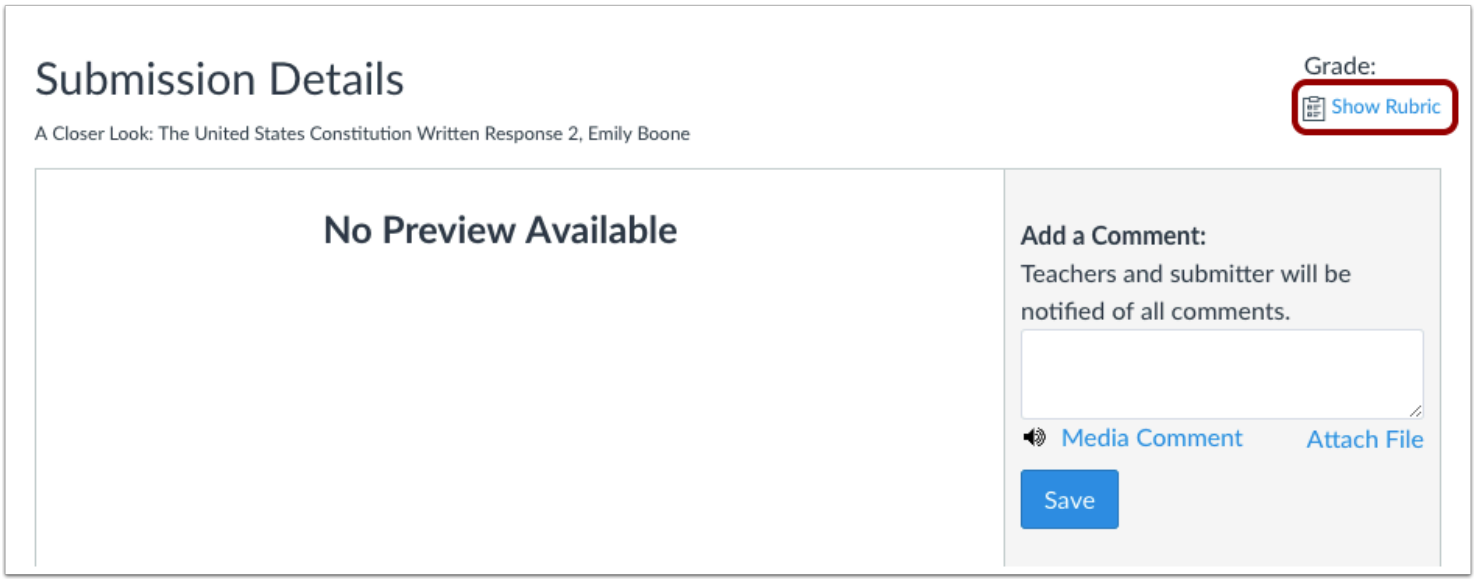
In Course Navigation, click the **Grades** link.

Open Assignment



Click the name of an assignment.

Show Rubric



In the submission details page, click the **Show Rubric** link.

View Rubric



Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions view longer description	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 / 5 pts
Correct Length	5 to >3 pts Full Marks	3 to >0 pts No Description	0 pts No Marks	5 / 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	3 / 5 pts
Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.d view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.b view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
				Total Points: 28

View the rubric for your external tool assignment.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your assignment.

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 also have the option to resubmit assignments if your instructor allows.

Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Submitted files are stored in the Submissions folder.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any.

This lesson shows how to turn in a standard online assignment. Learn how to submit a peer review 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

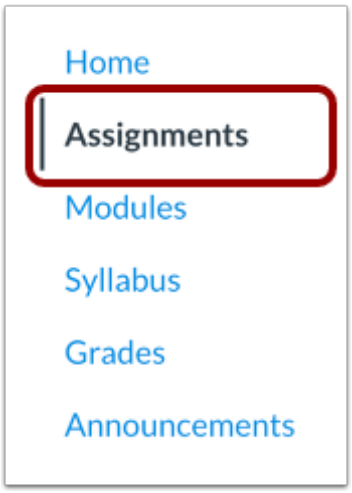
Mobile Submissions

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

Notes:

- Depending on the assignment submission type set by your instructor, not all file types may be available for your assignment submission.
- Not all of your assignments may be submitted online. If you cannot see the Start Assignment button, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation (confetti) when you submit an assignment on time. However, if you prefer, you can disable this feature option in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature.
- Group assignments do not support the student annotation submission type.

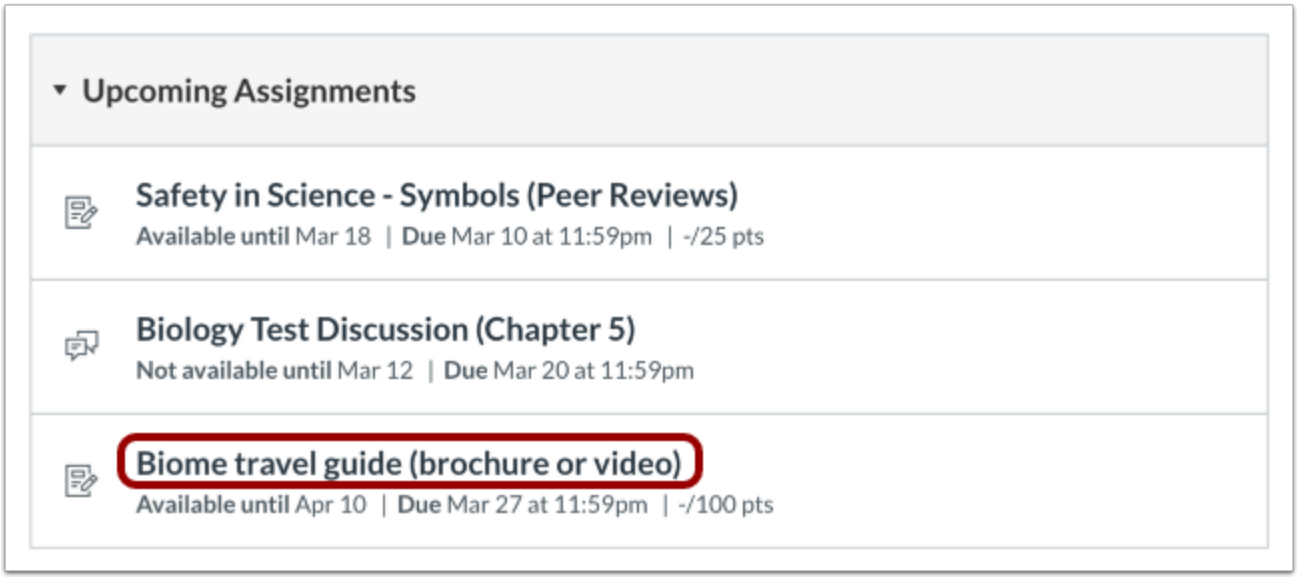
Open Assignments



In Course Navigation, click the **Assignments** link.

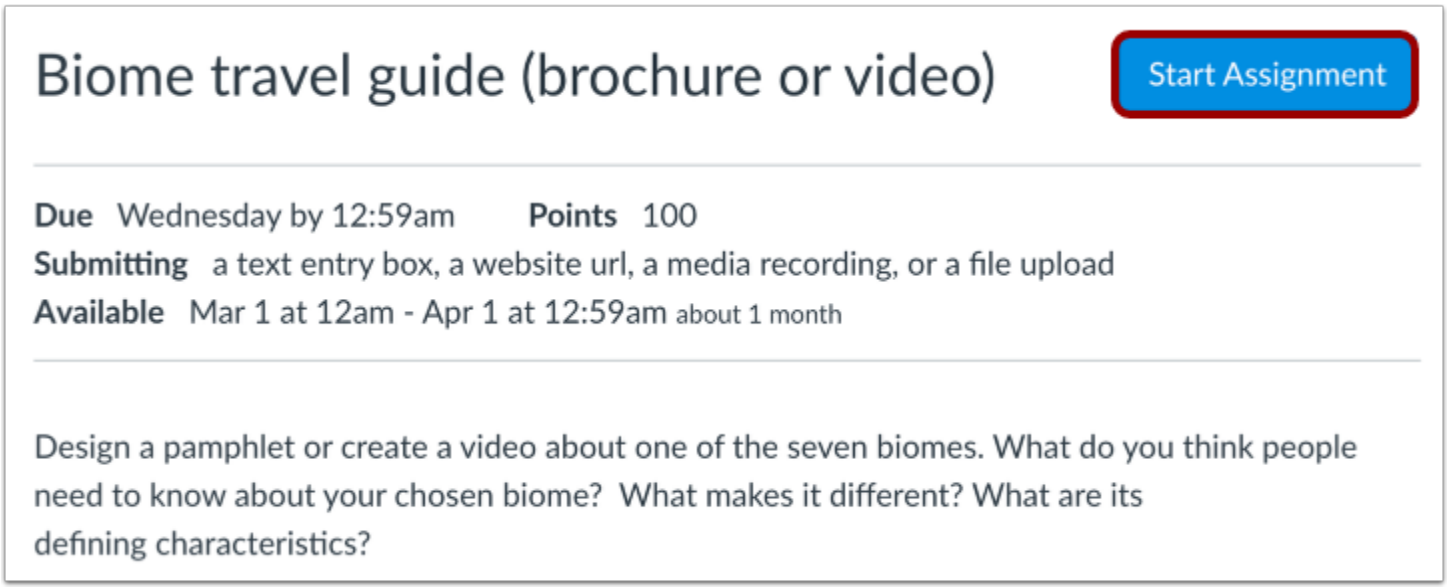
Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

View Course Assignments



Click the name of an assignment.

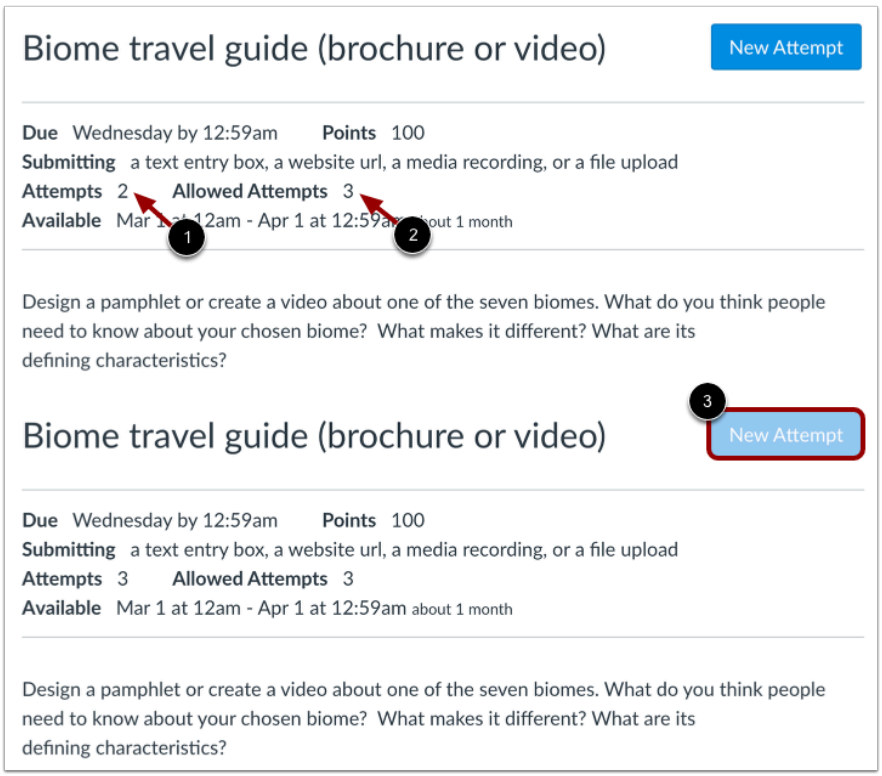
Start Assignment



To submit an assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

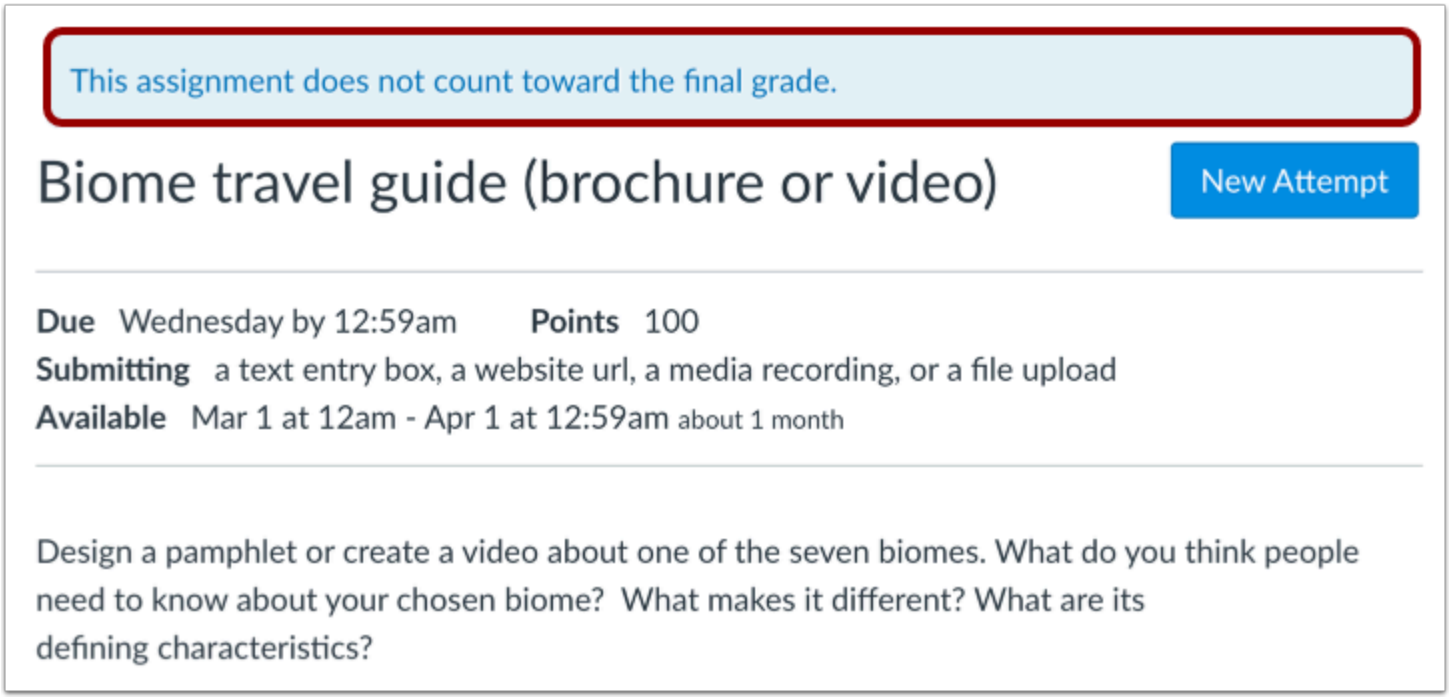
View Submission Attempts



Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

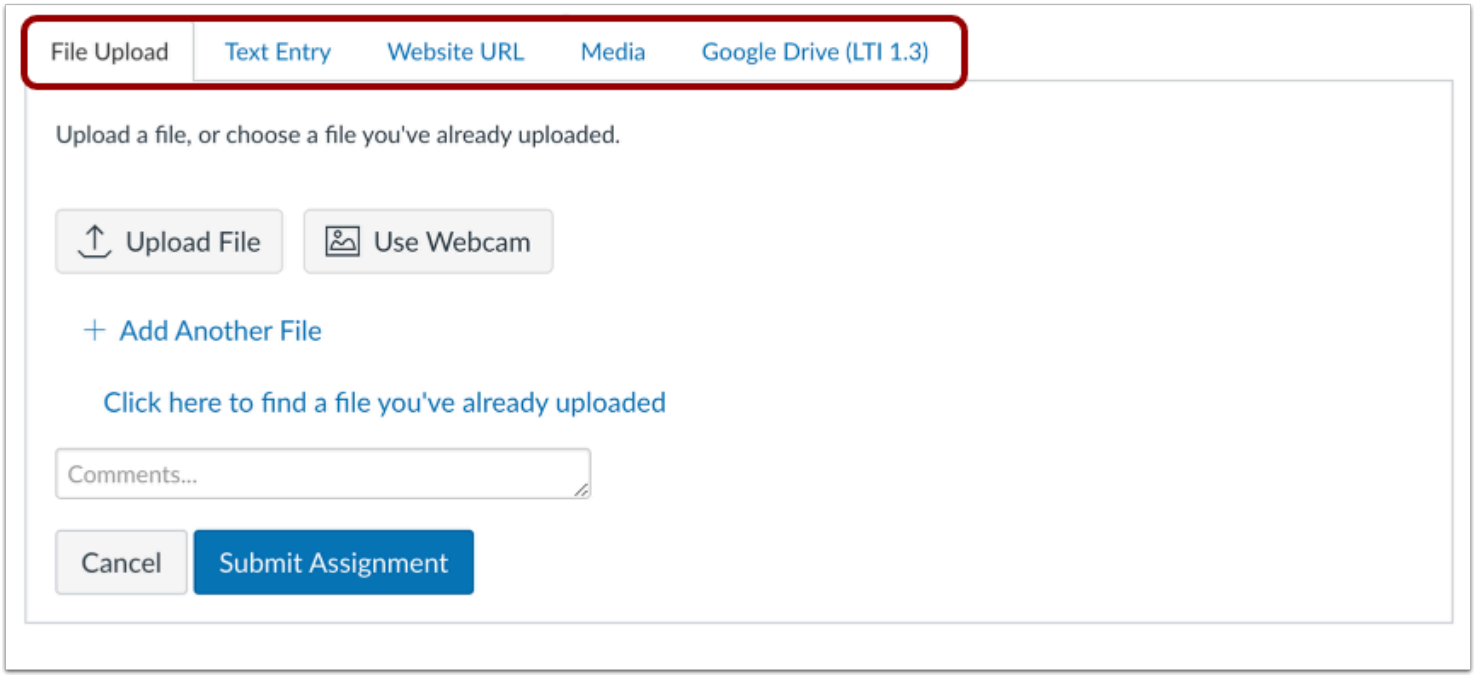
Once you have used all your submission attempts, the **New Attempt** button displays as disabled [3].

View Final Grade Notice



A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

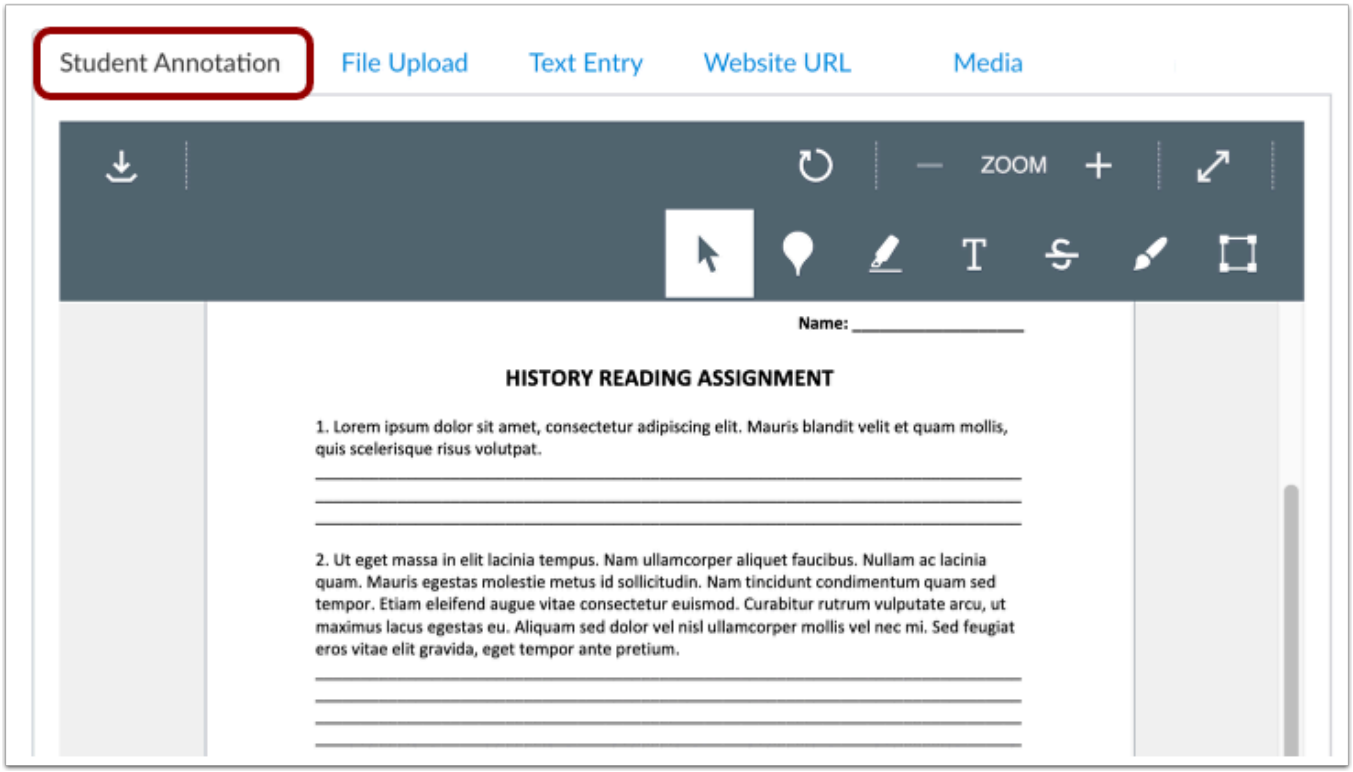
Select Submission Type



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. You can only select one submission type per submission.

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

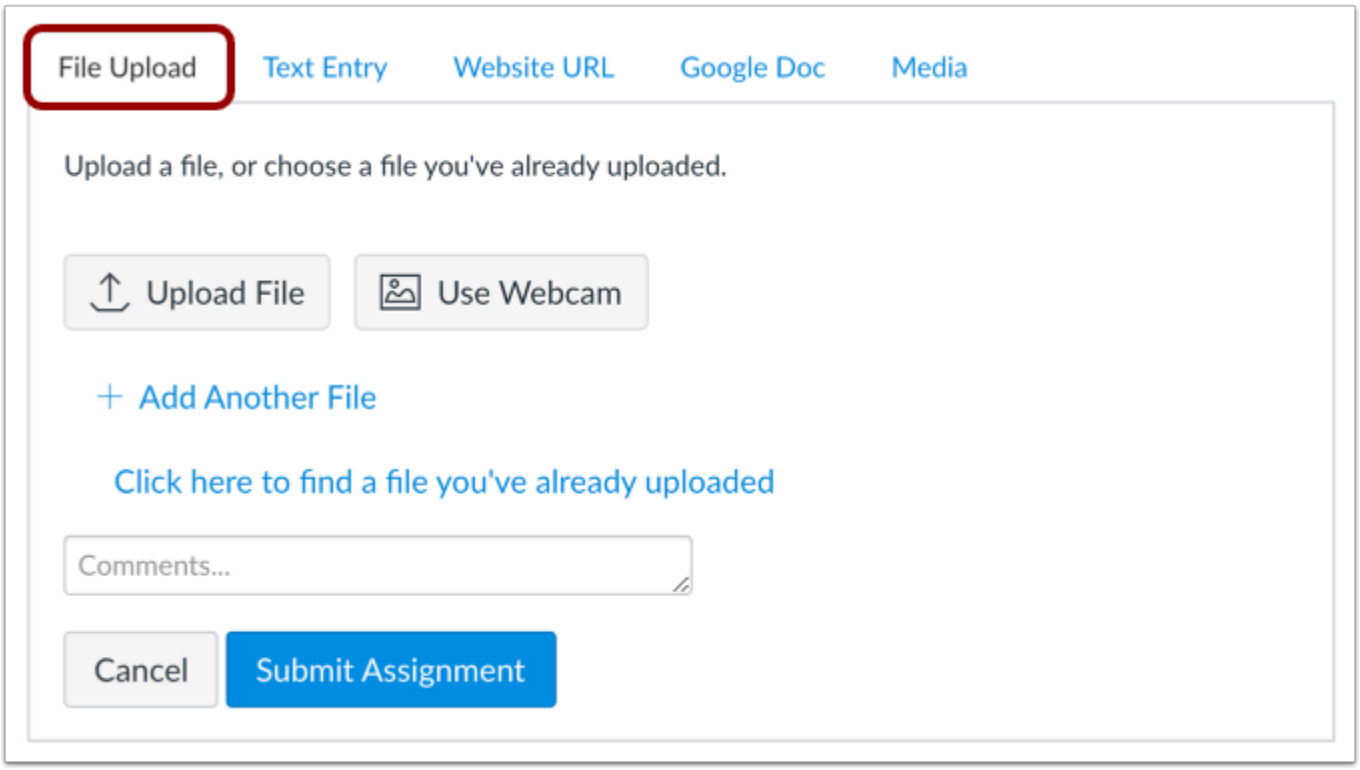
Submit Student Annotation



To submit an annotated document, click the **Student Annotation** tab.

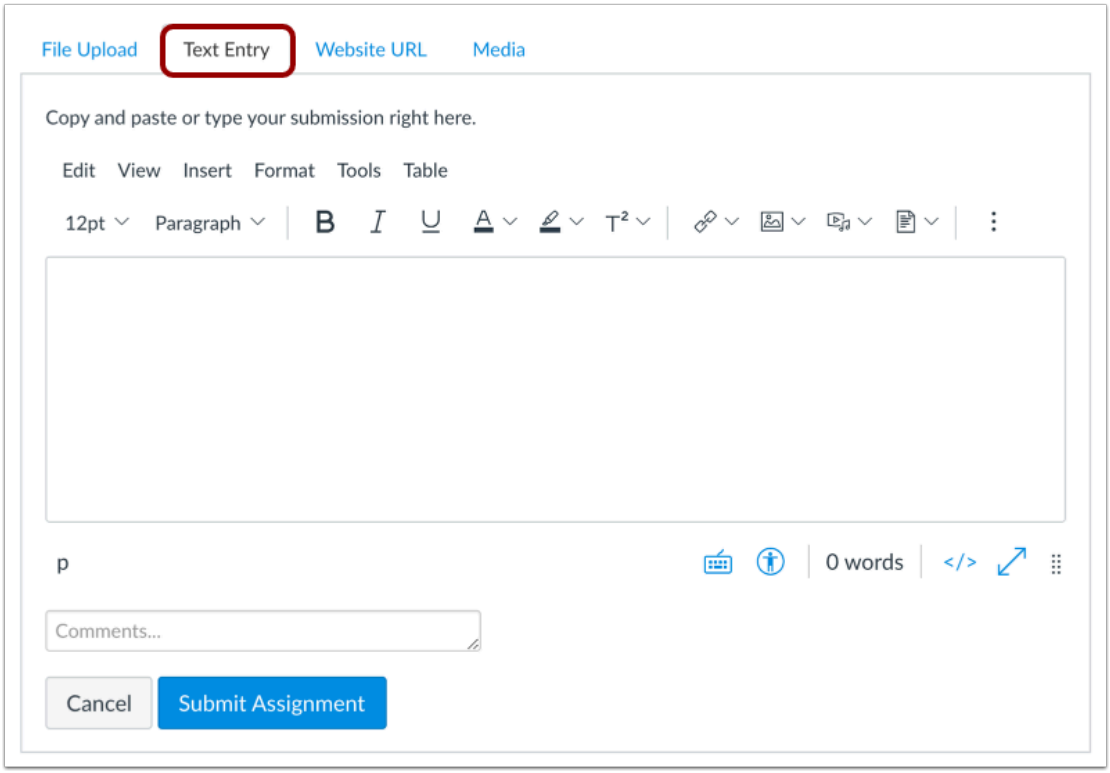
Note: Group assignments do not support the student annotation submission type.

Submit a File Upload



To upload a file from your computer or take a photo using your webcam and submit it as your assignment, select the **File Upload** tab.

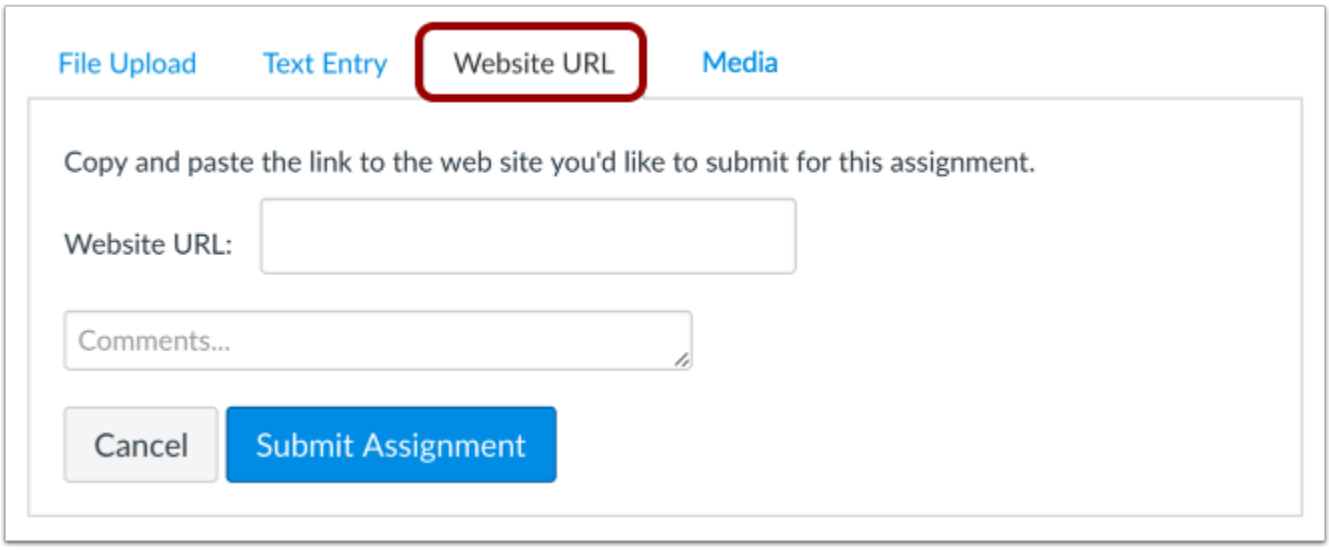
Submit a Text Entry



To submit a text entry assignment, select the **Text Entry** tab.

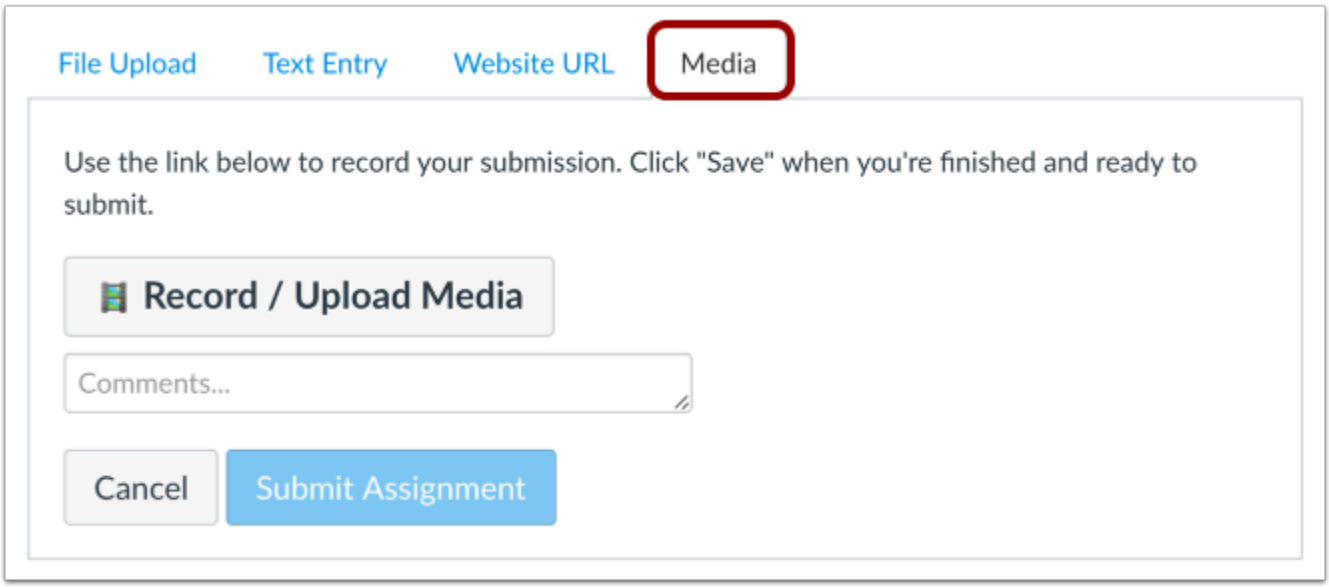
Note: The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.

Submit Website URL



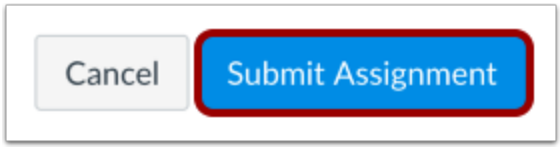
To submit a website URL, select the **Website URL** tab.

Submit Media Recording



To submit a media recording, select the **Media** tab.

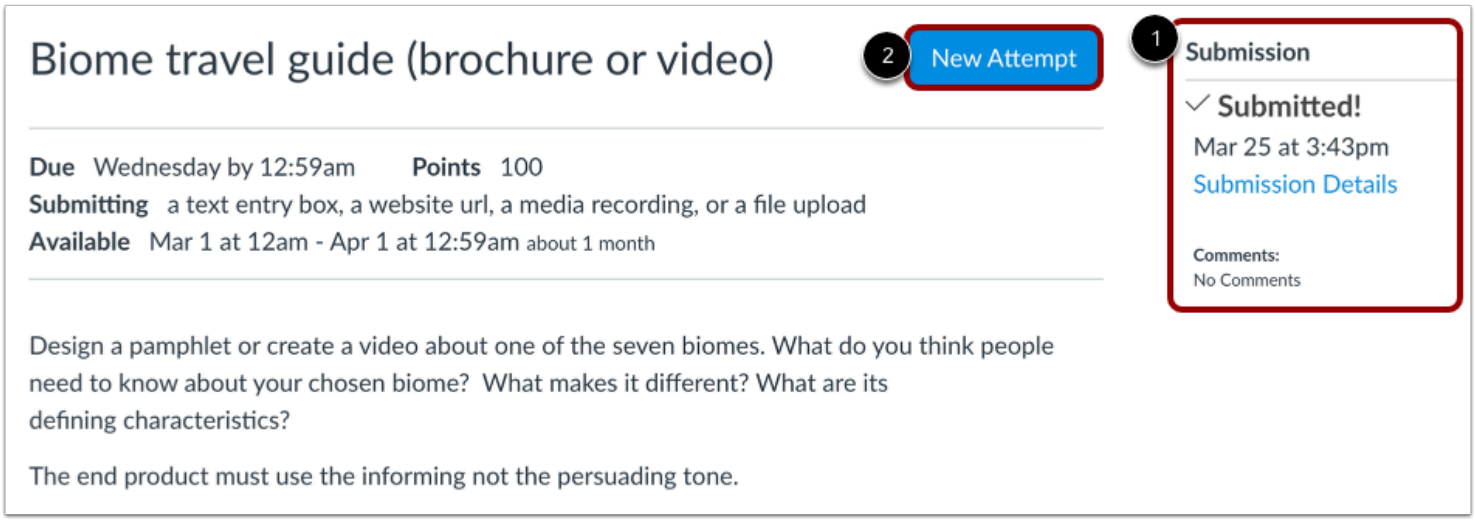
Submit Assignment



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

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission



After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2]. You can view the details of your most recent submission in the Sidebar, but your instructor can see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator.

You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- Your assignment still displays in Assignments page and the Syllabus; the listing is not removed with assignment submissions.

- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

Self-Assessment Submission



If enabled by your instructor, you may be required to fill out a self-assessment rubric for your submission.

How do I submit a text entry assignment?

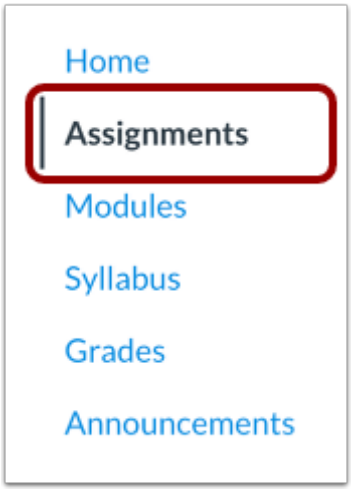
You can submit an assignment in Canvas using text entry. Text entry assignments are created in the Rich Content Editor. You may also have the option to resubmit assignments if your instructor allows.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any.

Notes:

- 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, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- Files uploaded and submitted do not count against the user's storage quota, but those uploaded through the Rich Content Editor are counted against the user's storage quotas.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments



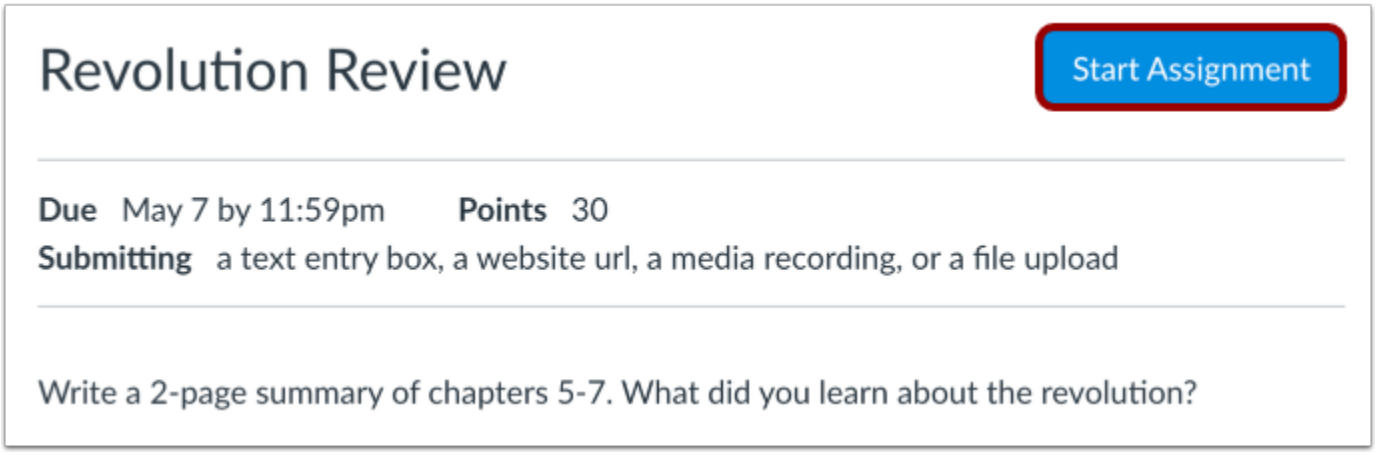
In Course Navigation, click the **Assignments** link.

View Course Assignments



Click the name of an assignment.

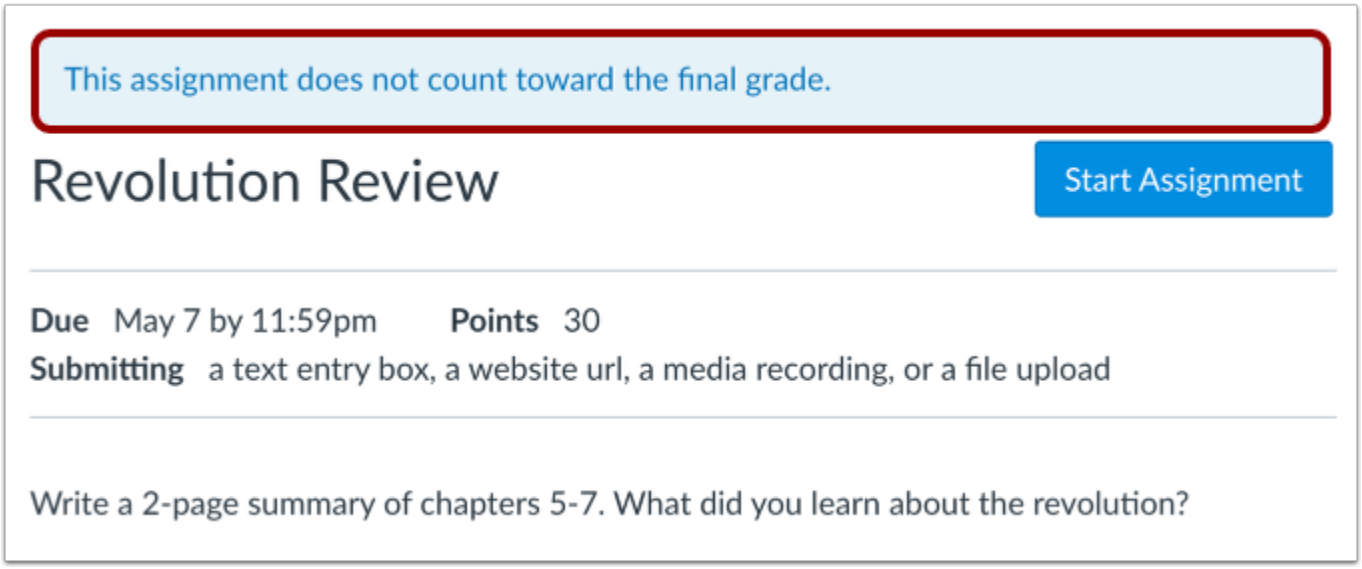
Start Assignment



To submit an assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice



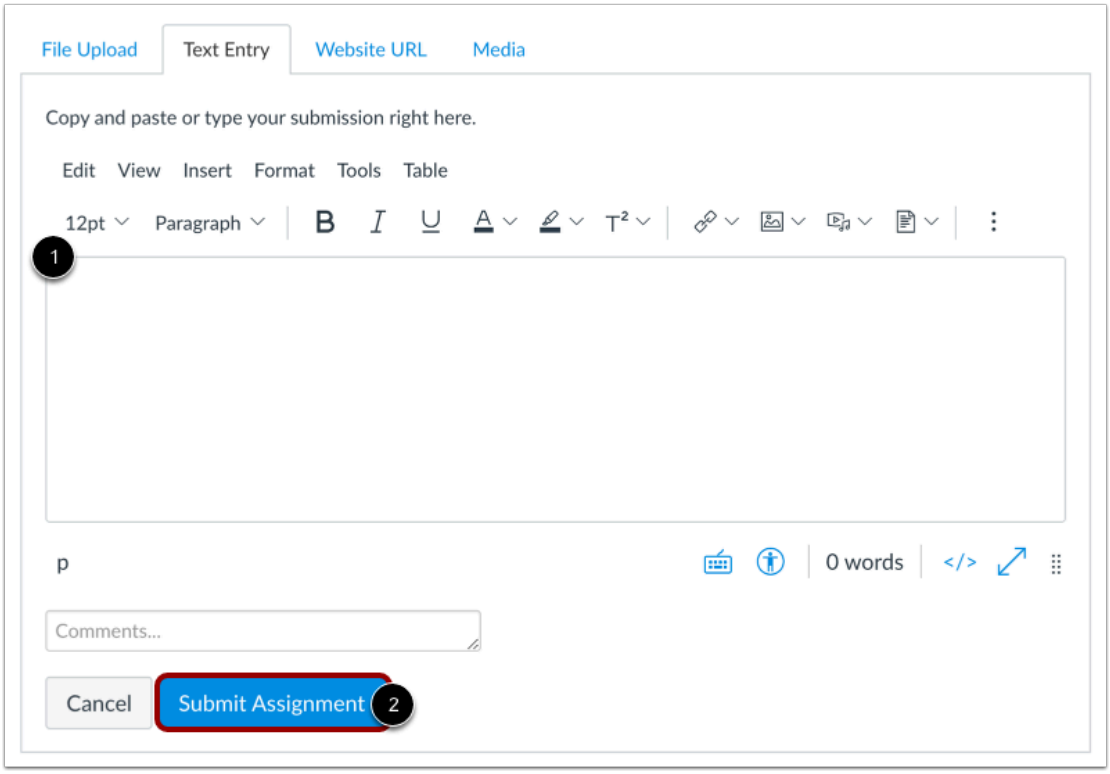
A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Open Text Entry



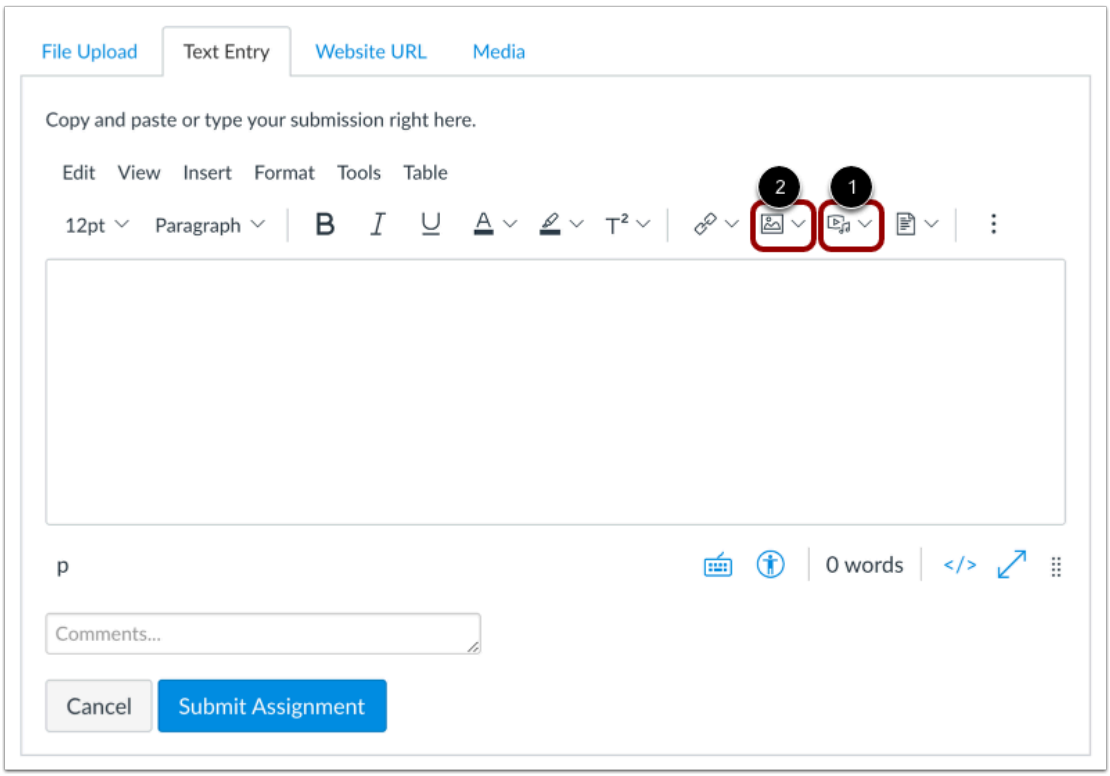
To submit a text entry assignment, click the **Text Entry** tab.

Submit Text Entry



Type or copy and paste text into the Rich Content Editor [1]. Click the **Submit Assignment** button [2].

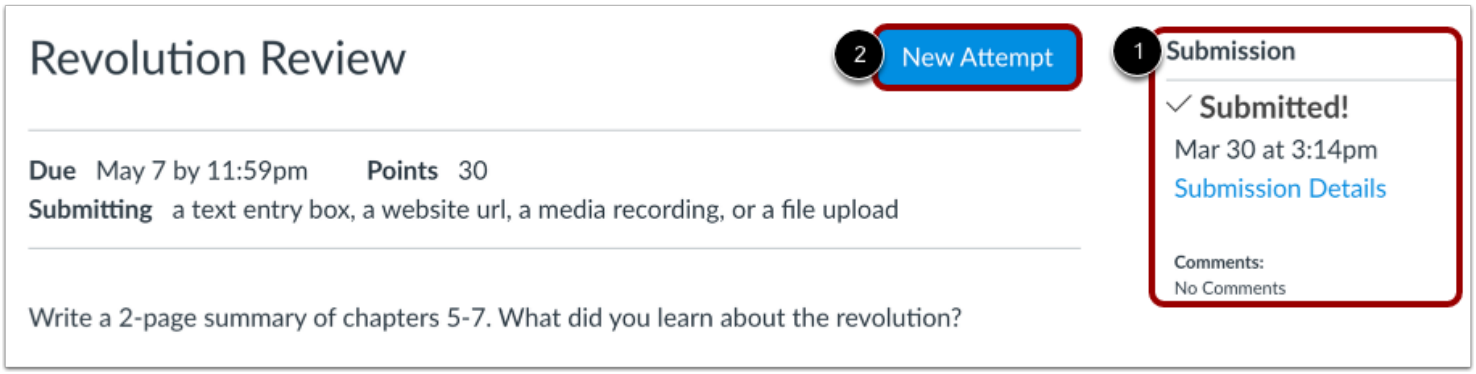
Add Media



As part of your text entry assignment submission, you can record media or upload a media file [1].

You can also embed images from Canvas or upload images in your text entry assignment submission [2].

View Submission



The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [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, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I enter a URL as an assignment submission?

In Canvas, you can enter a website URL as an assignment submission. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any. You may also have the option to resubmit assignments if your instructor allows.

Third-Party File Application Submissions

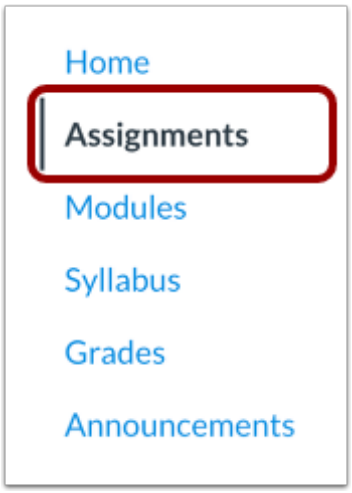
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

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

Notes:

- 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, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments



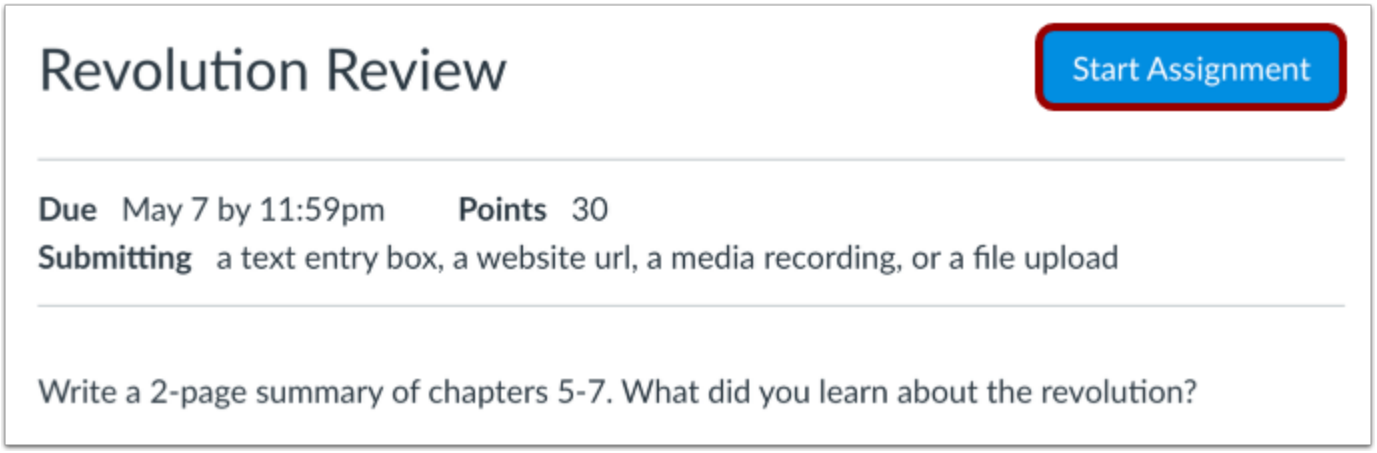
In Course Navigation, click the **Assignments** link.

View Course Assignments



Click the name of an assignment.

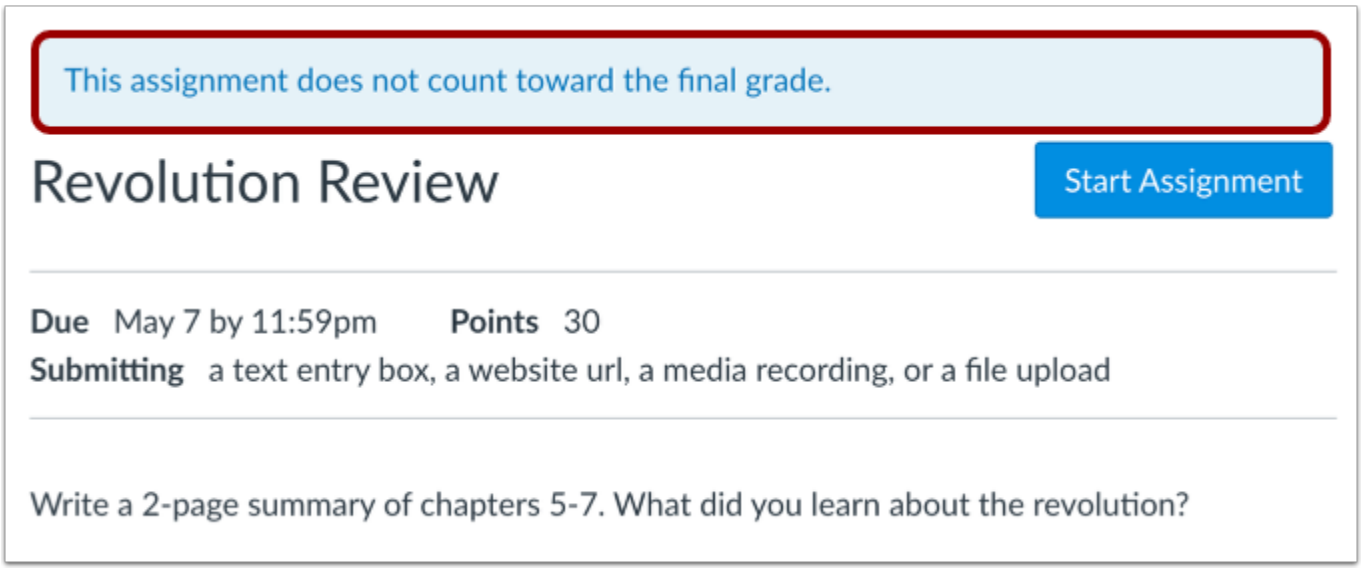
Start Assignment



To submit an assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice



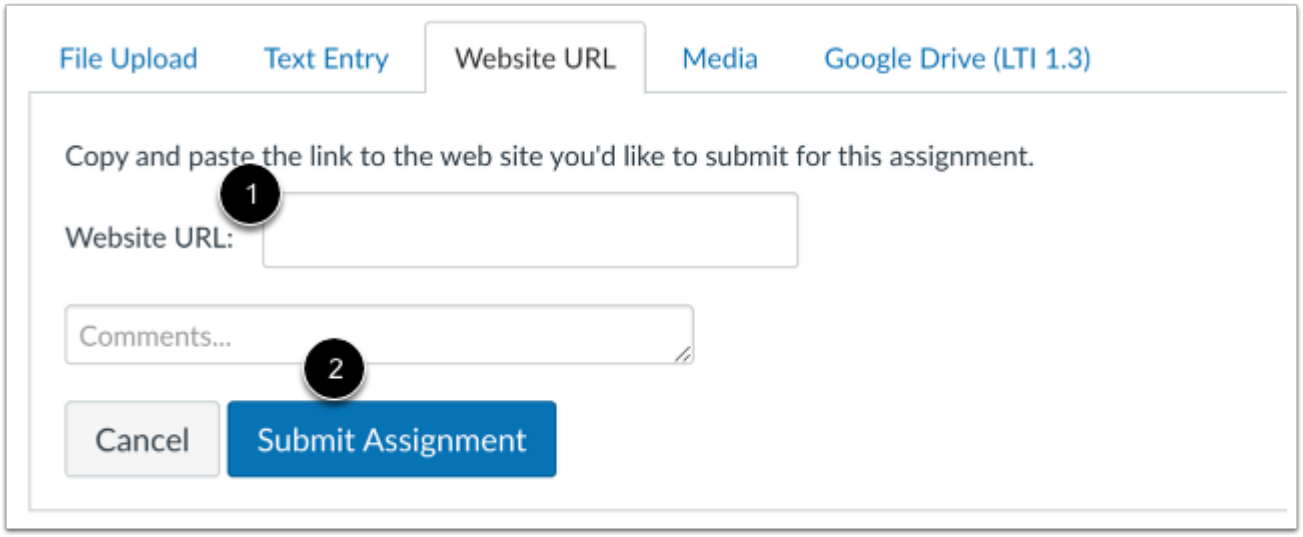
A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Open Website URL



To submit a URL, click the **Website URL** tab.

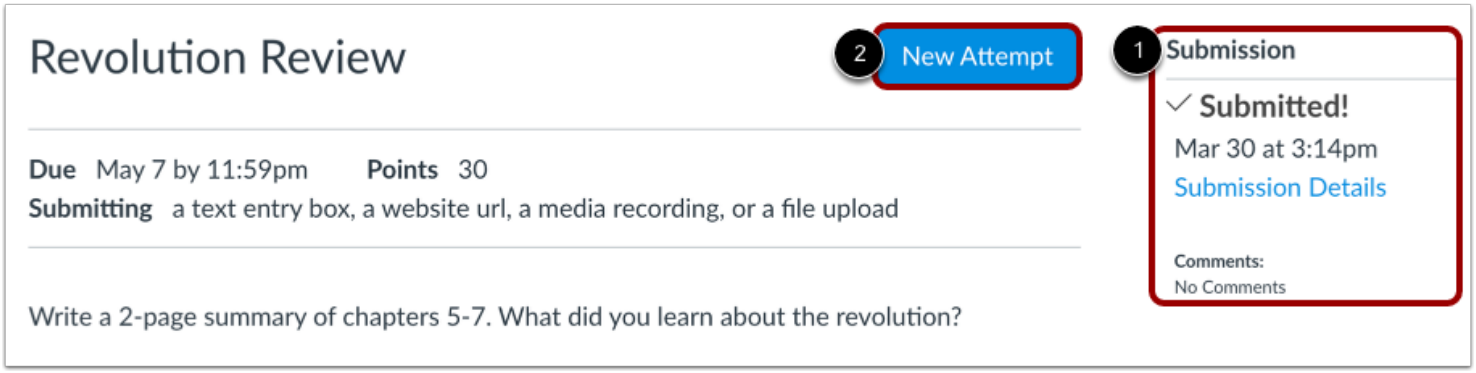
Submit Website URL



Type or copy and paste the URL into the **Website URL** field [1]. Click the **Submit Assignment** button [2].

You can submit assignments from Google Drive, Dropbox, or another third-party service by sharing the file, copying the URL, and submitting as a website URL. Alternatively, you can download the file to your computer and submit as a file upload if the assignment allows.

View Submission



The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [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, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit a media file as an assignment submission?

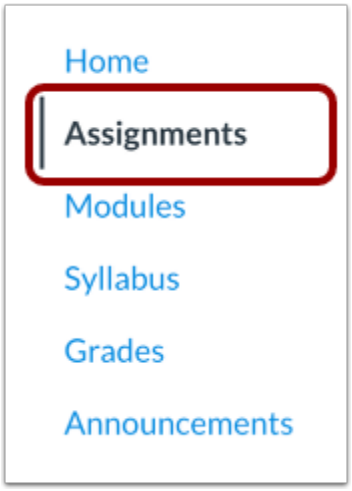
You can upload a video or audio file to submit as an assignment in Canvas. You can also use Canvas to record an audio or video file to submit as an assignment. Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any. You can also submit assignments using your Android or iOS device.

To learn more about available options for using media files in Canvas, view the Canvas Media Comparison resource document.

Notes:

- Canvas will not accept media uploads larger than 500 MB.
- Your instructor will decide what type of submissions are allowed. One or both of these options may not be available. You may also have the option to resubmit assignments if your instructor allows.
- 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, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Files uploaded and submitted do not count against the user's storage quota, but those uploaded through the Rich Content Editor are counted against the user's storage quotas.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature.

Open Assignments



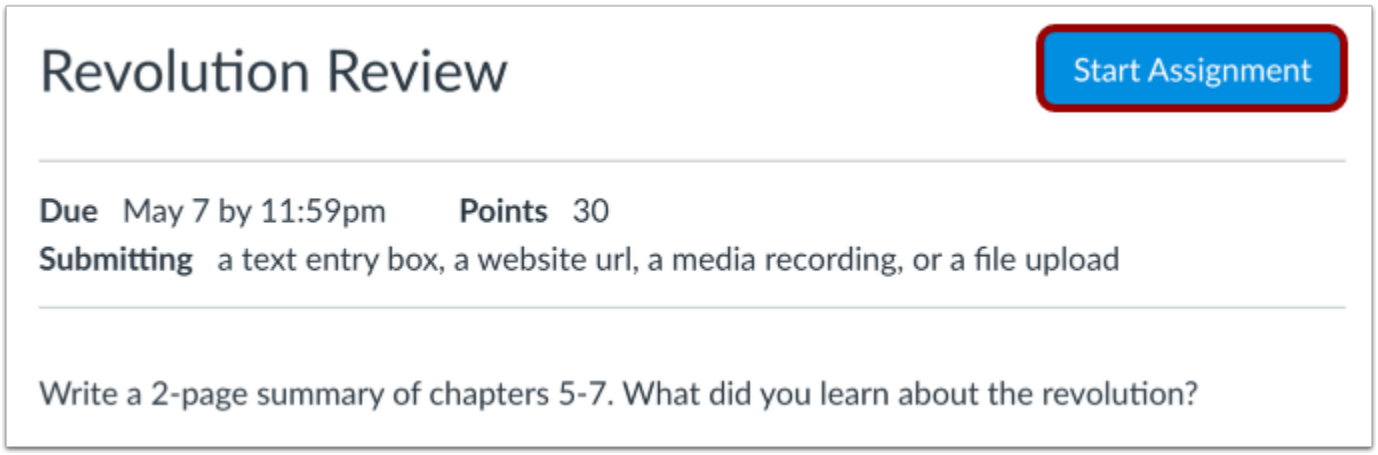
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of the assignment.

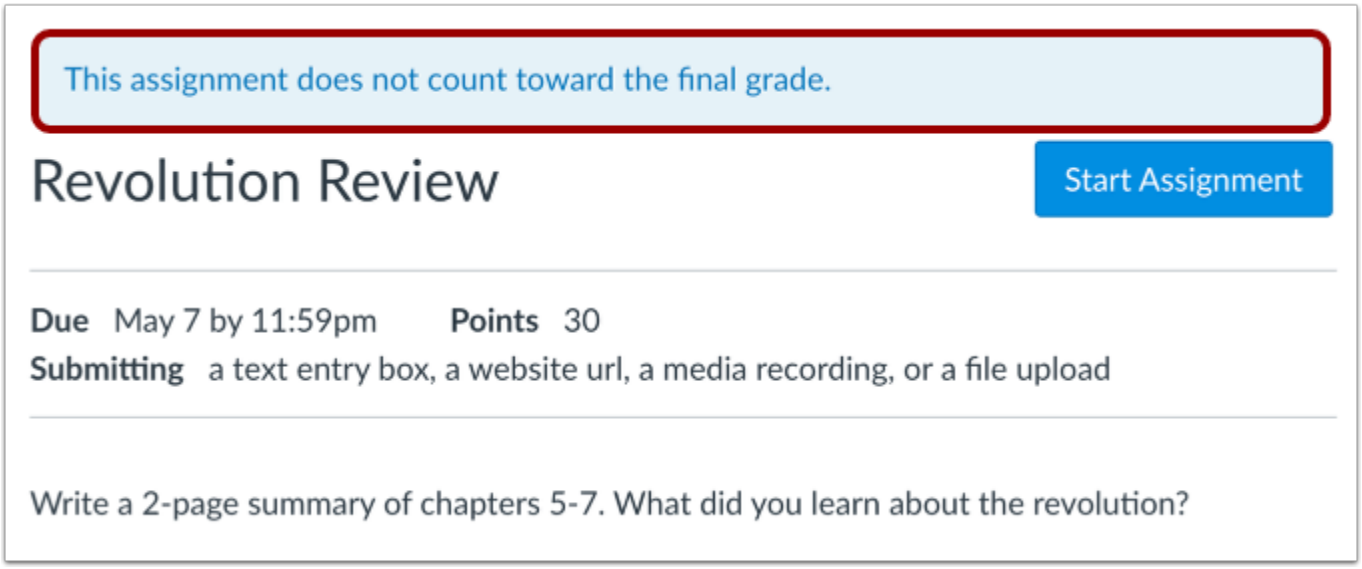
Submit Assignment



Click the **Start Assignment** button.

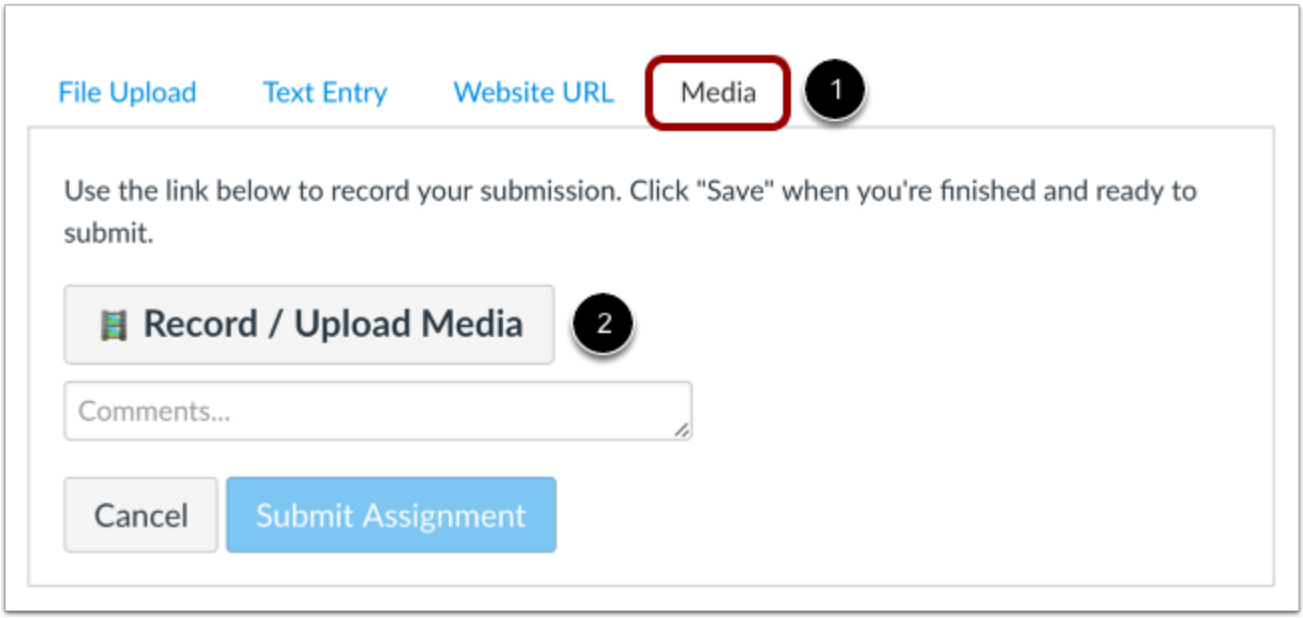
Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice



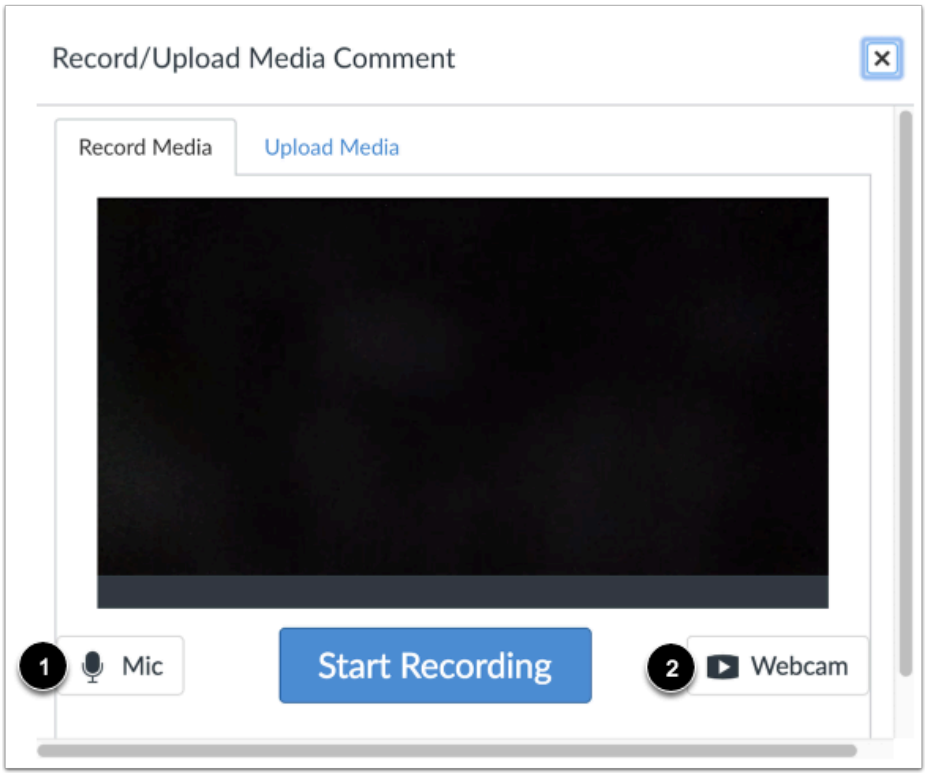
A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Select Media



To open the media upload tool, select the **Media** tab [1] and click the **Record/Upload Media** button [2].

Record Media

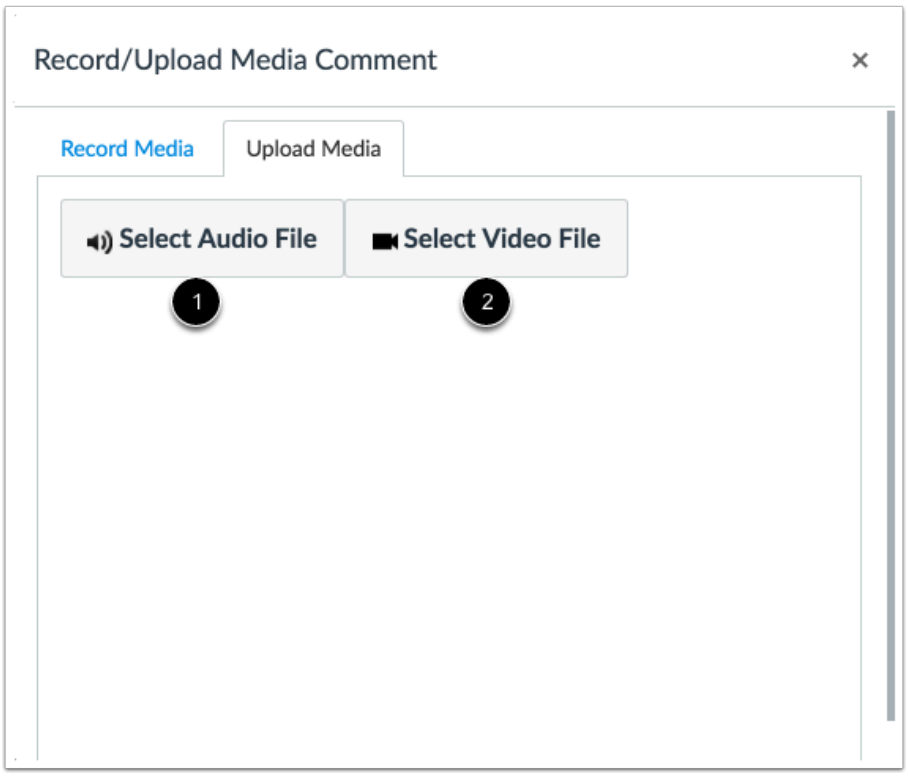


You have the option to record video or record audio to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [1]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [2].

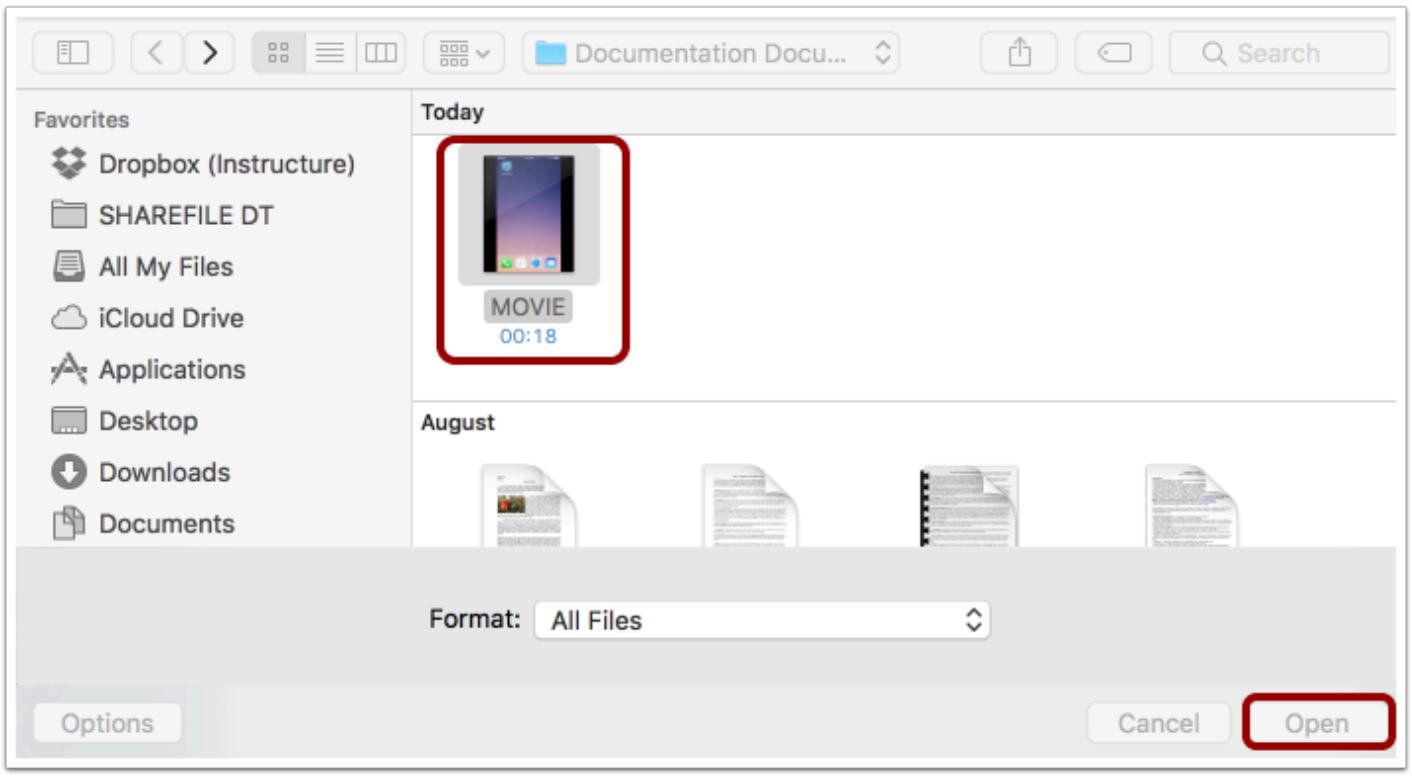
Note: If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.

Upload Media



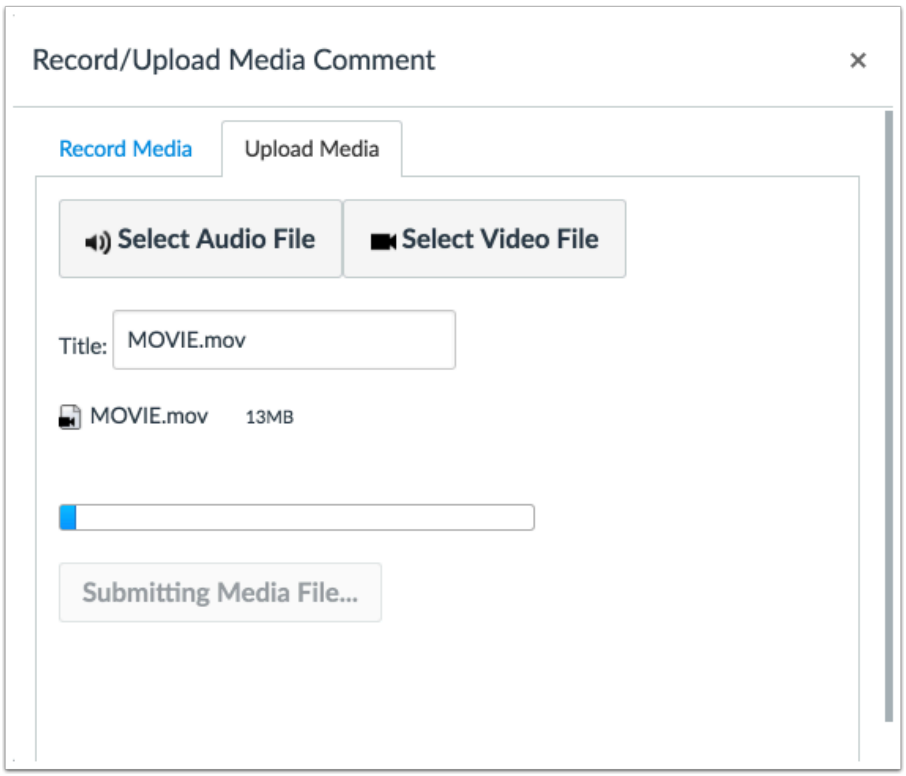
You can upload an audio file [1] or a upload a video file [2] to your assignment. The process is the same for both.

Select Media File



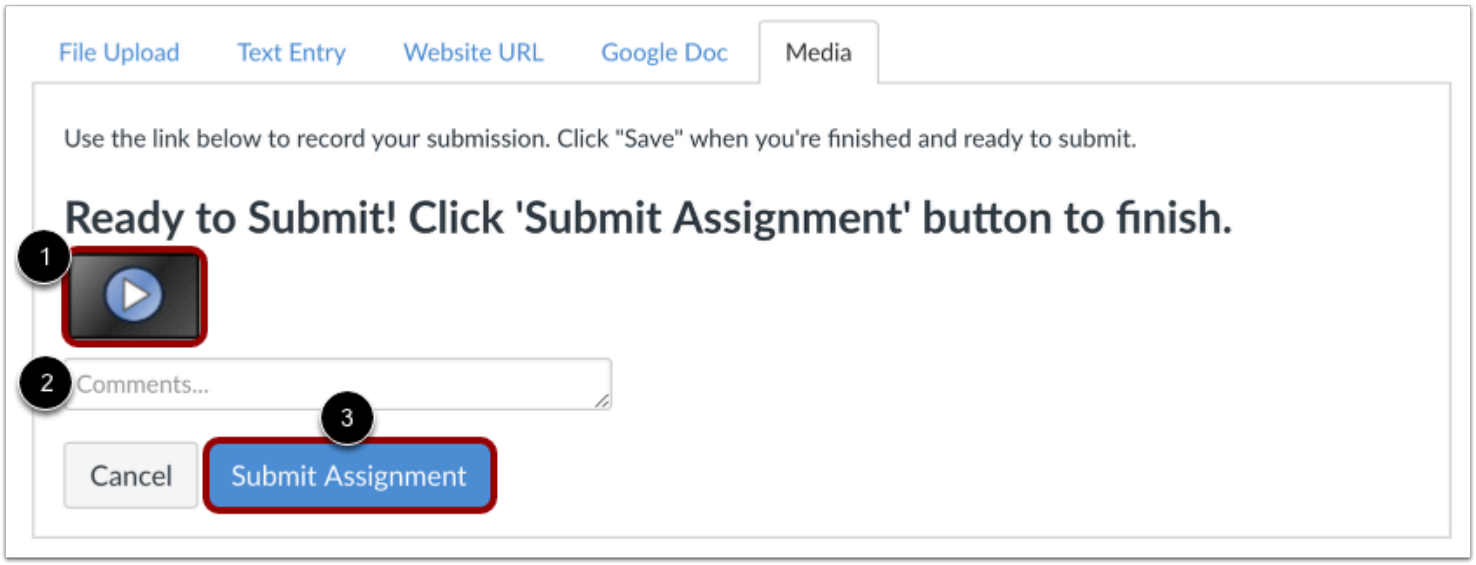
Select the file you want to upload and click **Open** to begin uploading the file.

Monitor File Upload



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

Submit Assignment

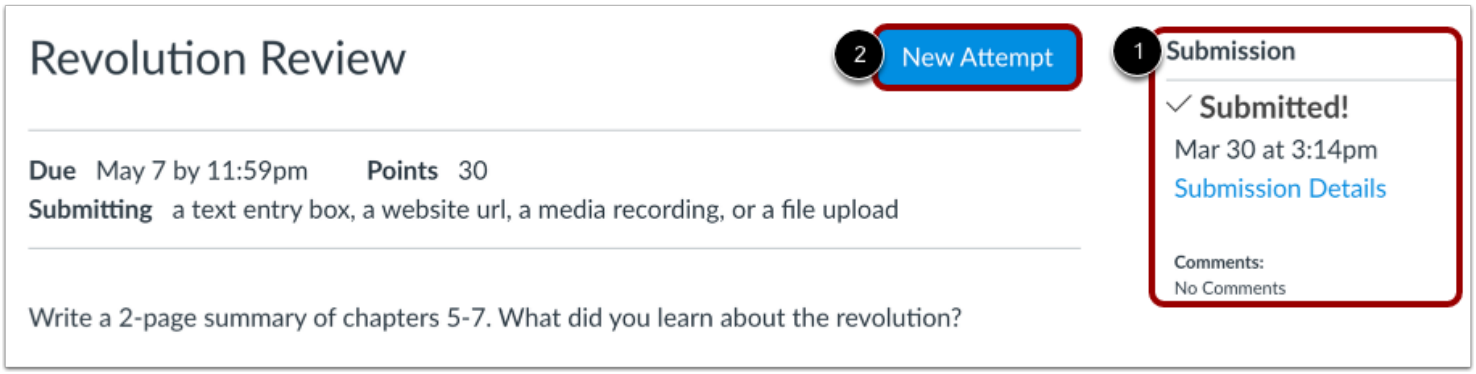


View your media recording upload in the assignment submission box [1]. You can add text comments to your recording [2].

To replace the recorded or uploaded media before submitting your assignment, refresh your web browser and record or upload your media again.

To submit your recording, click the **Submit Assignment** button [3].

View Submitted Assignment



The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [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, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit a Lucid document for a Lucid assignment?

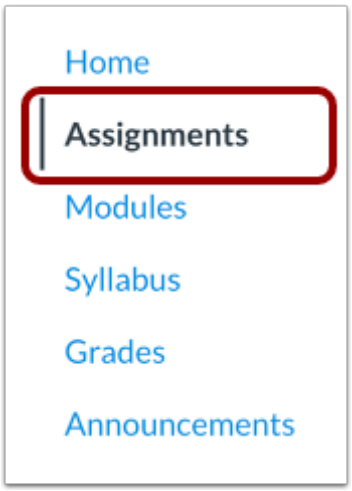
If your instructor has created a Lucid assignment, you can upload a Lucid Education Suite document as a submission. Lucid assignments accept Lucidchart and Lucidspark documents. Lucidchart is an intelligent diagramming application that allows you to visualize complex ideas, systems, and processes. Lucidspark is a virtual whiteboard application that enables teams to ideate, design, and build better ideas.

With your Canvas account, you get free full access to the Lucid Education Suite for visual collaboration. Before accessing Lucid from within Canvas, you must set up and connect your free account.

Notes:

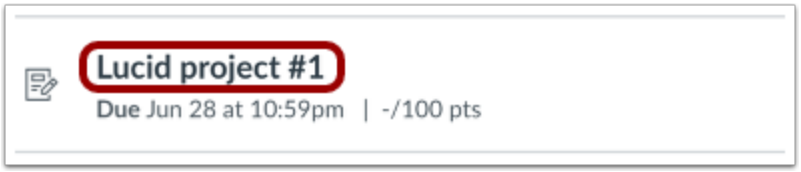
- You can also embed Lucid documents in an online Text Entry assignment through the Rich Content Editor.
- Learn more about using Lucid in Canvas.
- If you have no Lucid assignment, you can access Lucid through the Lucid link in Course Navigation, unless your instructor has disabled the link.

Open Assignments



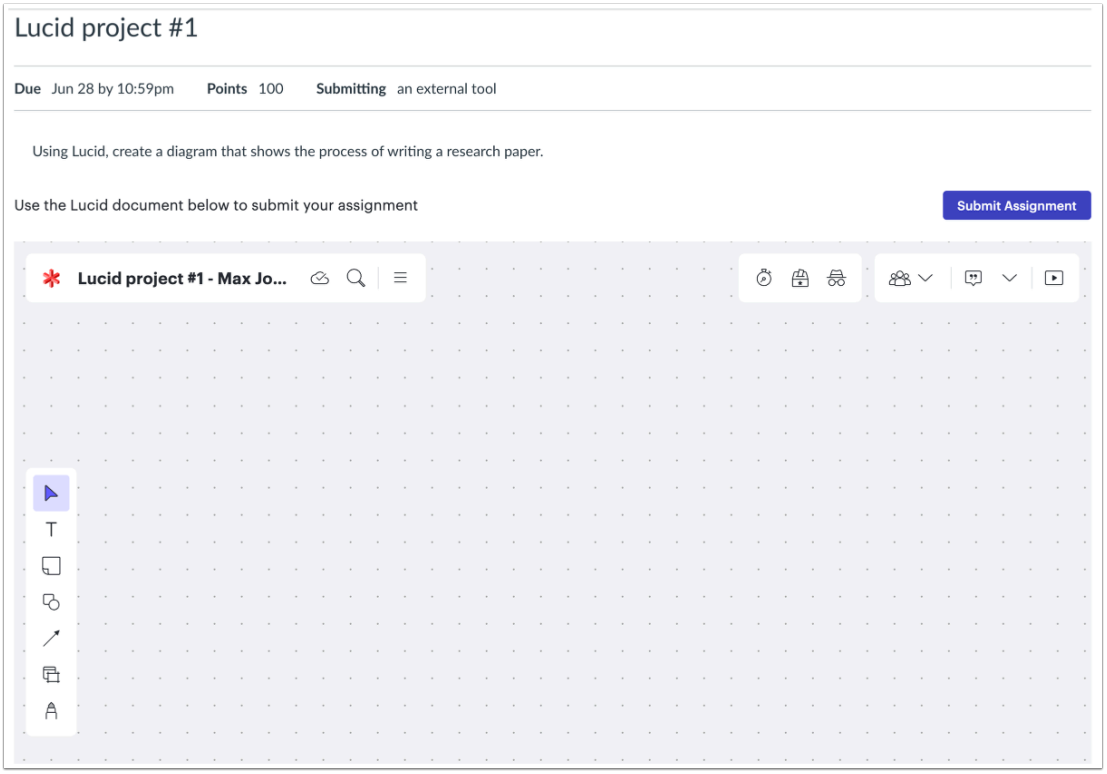
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the title of the assignment.

Open Lucid



Complete the assignment using Lucidchart or Lucidspark.

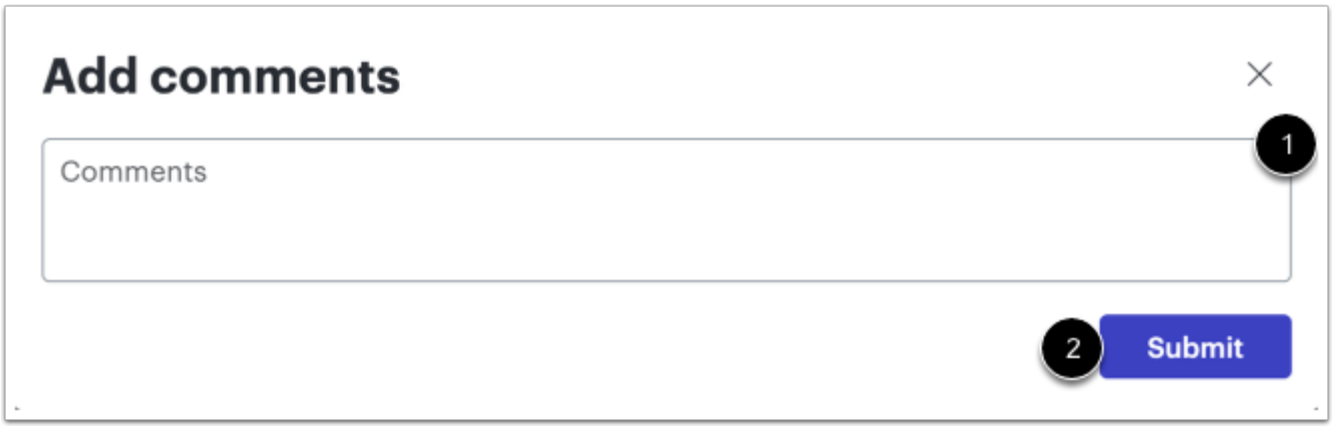
Note: If this is your first time accessing Lucid from Canvas in this course, you may be required to answer questions about your role and age before connecting to your account. You may also be required to set up and connect to a free Lucid account.

Submit Assignment



To submit the assignment, click the **Submit Assignment** button.

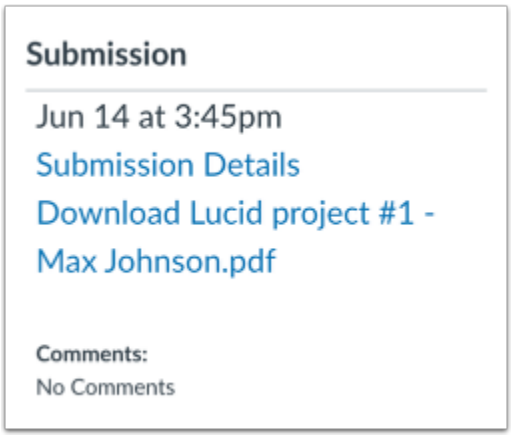
Add Submission Comments



To add submission comments, use the **Comments** field [1].

To submit your comments and assignment, click the **Submit** button [2].

View Submission in Canvas



View the confirmation of your assignment submission in Canvas.

How do I submit an assignment on behalf of a group?

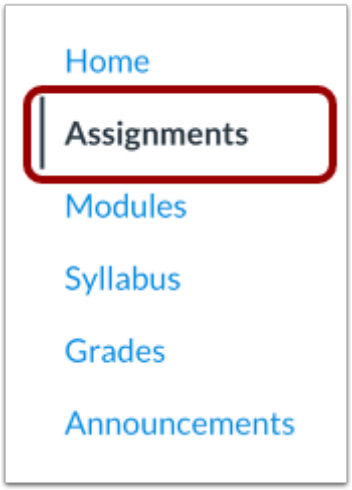
A group assignment is a way for instructors to allow students to work together on an assignment and submit it as a group. Only one group member needs to submit the assignment on behalf of the group.

Any attachments added as part of a graded assignment submission are also copied to your group files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. If you upload a file from your computer, the file is stored in the group Submissions folder. However, please note that if you submit a file that was previously uploaded to your group files, the file is stored in your Submissions folder. Files uploaded using the Rich Content Editor count toward your user storage quota.

Notes:

- If you want to submit a file that was previously uploaded, the file must already be in your user files. Any files that have been uploaded to the group's files cannot be accessed through assignment submissions. Learn how to move group files to user files.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.

Open Assignments



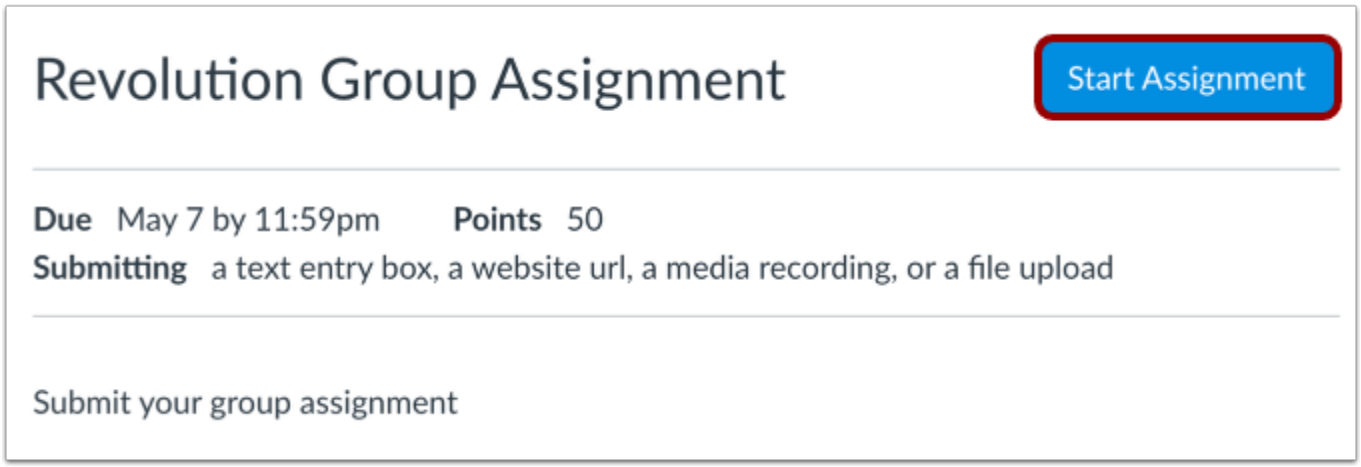
In Course Navigation, click the **Assignments** link.

Open Assignment



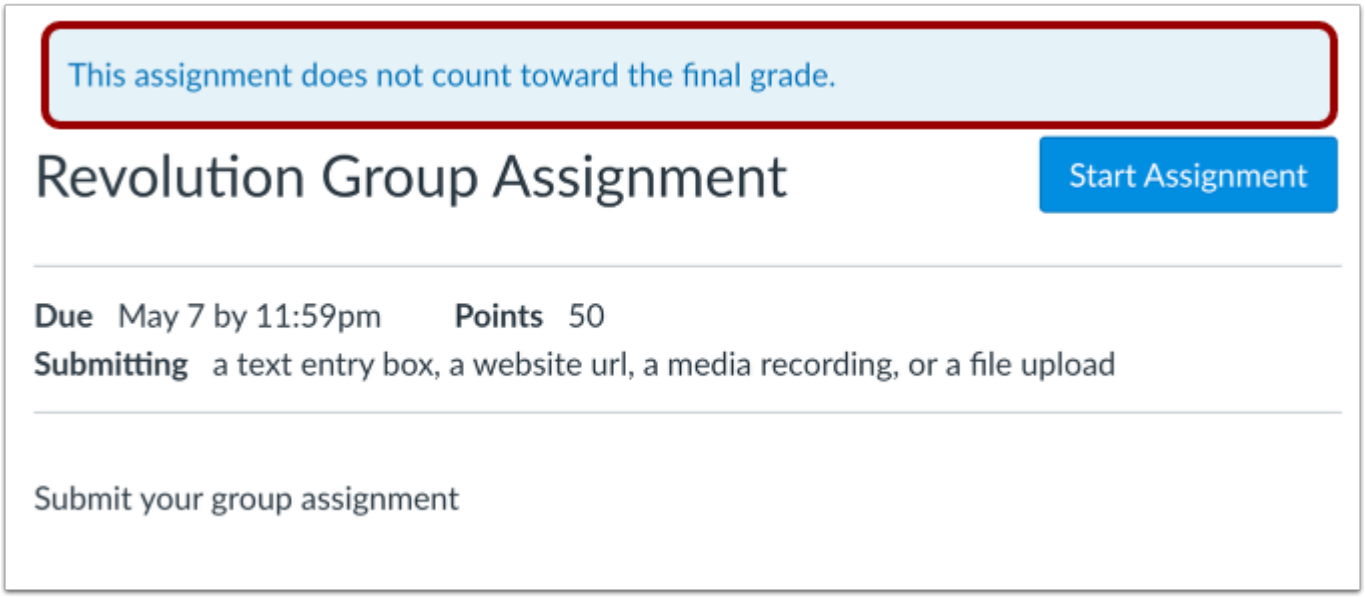
Click the name of the assignment.

View Group Assignment



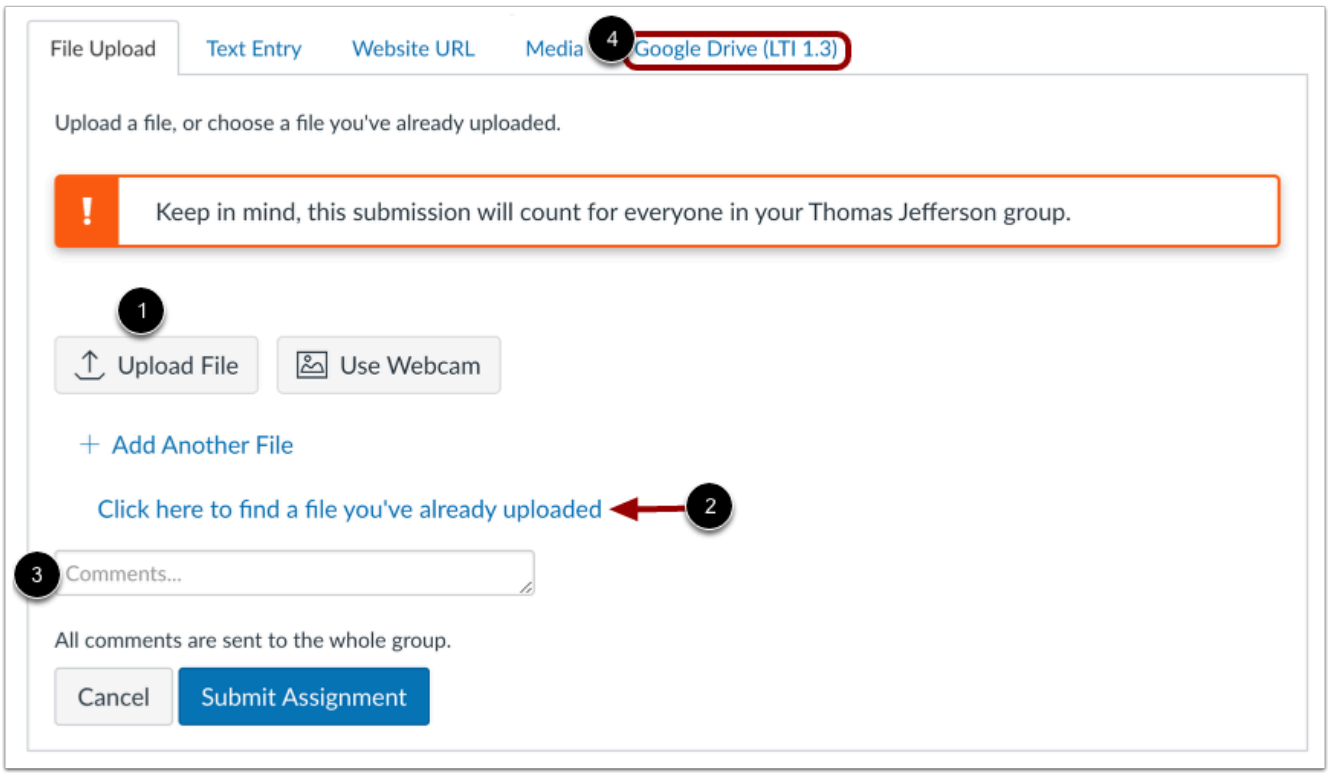
To open assignment submission options, click the **Start Assignment** button.

View Final Grade Notice



A banner may appear above your assignment to indicate that your instructor has removed the group assignment from total grade calculations. However, this setting does not affect assignment submissions.

Upload File



To upload a file from your computer, click the **Upload File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Browse** button (depending on your browser).

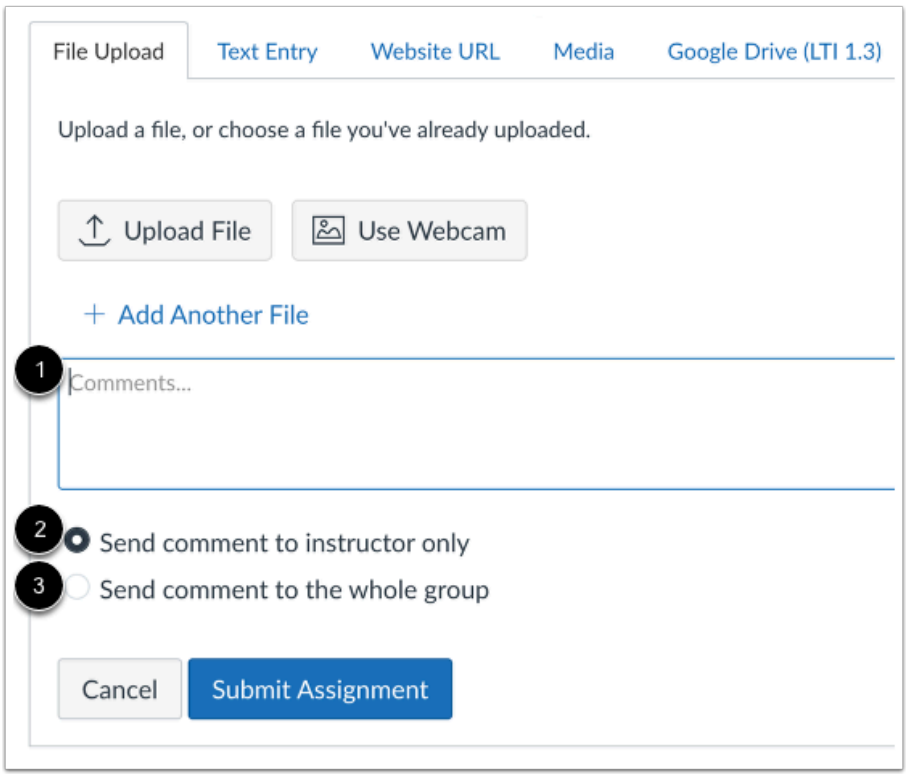
To upload a file you already uploaded to Canvas, click the **Click here to find a file you've already uploaded** link [2]. The file list will expand. Click the name of the file.

You can add a comment to your group assignment submission [3]. Comments on group assignments that are not graded individually are sent to the whole group.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Drive** [4].

Note: If you want to submit a file that was previously uploaded, the file must already be in your user files. Group files cannot be accessed through assignment submissions.

Select Comment Option



If your assignment submission includes commenting options, each member of your group is being graded individually. If you want to add a comment, type your comment in the comment box [1].

To send your comment to your instructor, select **Send comment to instructor only** [2].

To send your comment to your instructor and all members of your group, select **Send comment to the whole group** [3].

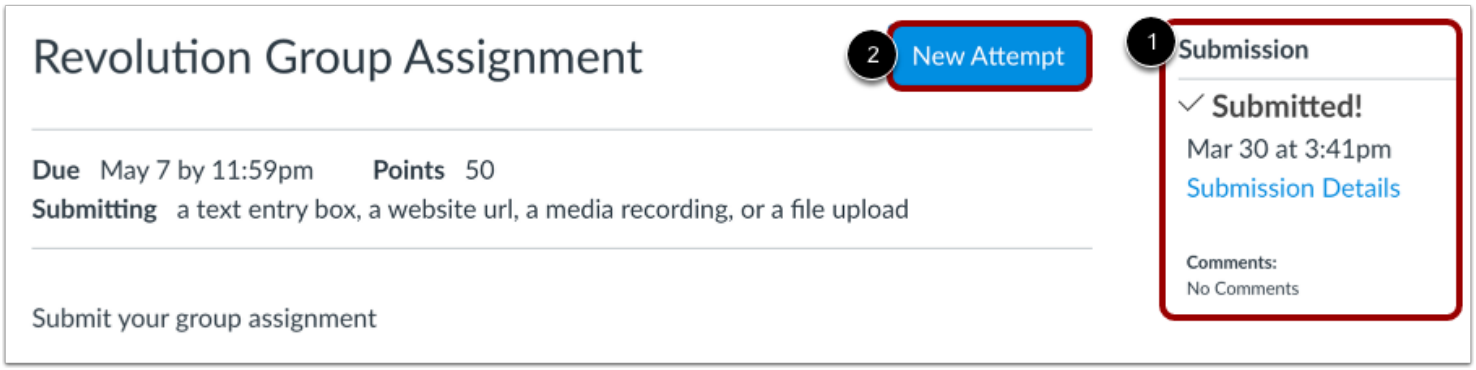
Submit Assignment



Click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission



The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [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, the Grades link in Course Navigation displays a grading indicator. You can also see details about the group assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

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

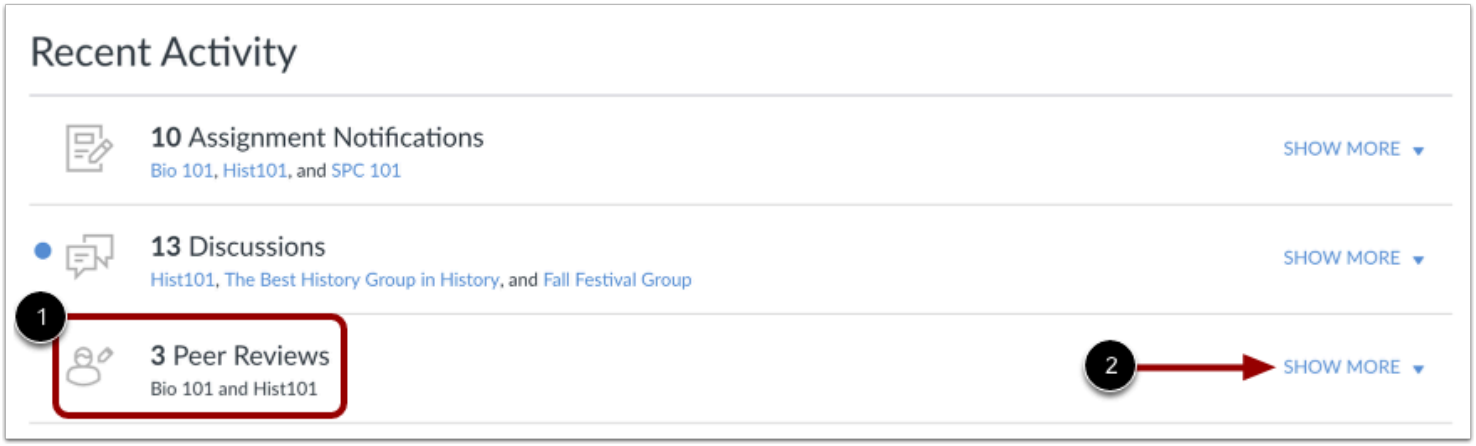
Your instructor can assign you to review another student's assignment. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual assignment page. Once peer reviews are assigned, you will also be notified via email.

Note: If the assignment you are accessing displays differently, Assignment Enhancements may be enabled in your course by your instructor.

View Dashboard

Once a peer review is assigned to you, a notification displays in several dashboard areas.

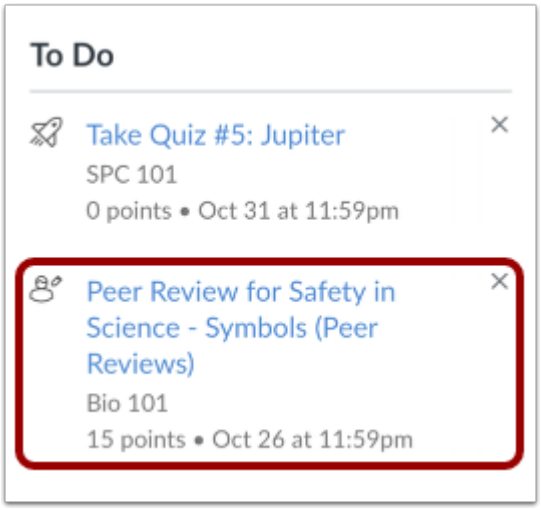
View Recent Activity



In the Dashboard, you can view recent activity in your Global Activity stream . Recent activity display a peer review and the name of the course [1]. Click the **Show More** link to access the assignment and view the name of the peer review student [2].

If a peer review is anonymous, the name displays as Anonymous User.

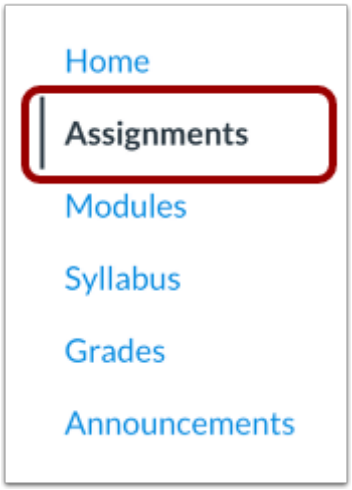
View To Do List



In both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review assignment. Peer reviews are identified with the Peer Review icon. To view the assignment for review, click the **Peer Review for [Assignment Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your assignment, please contact your instructor.

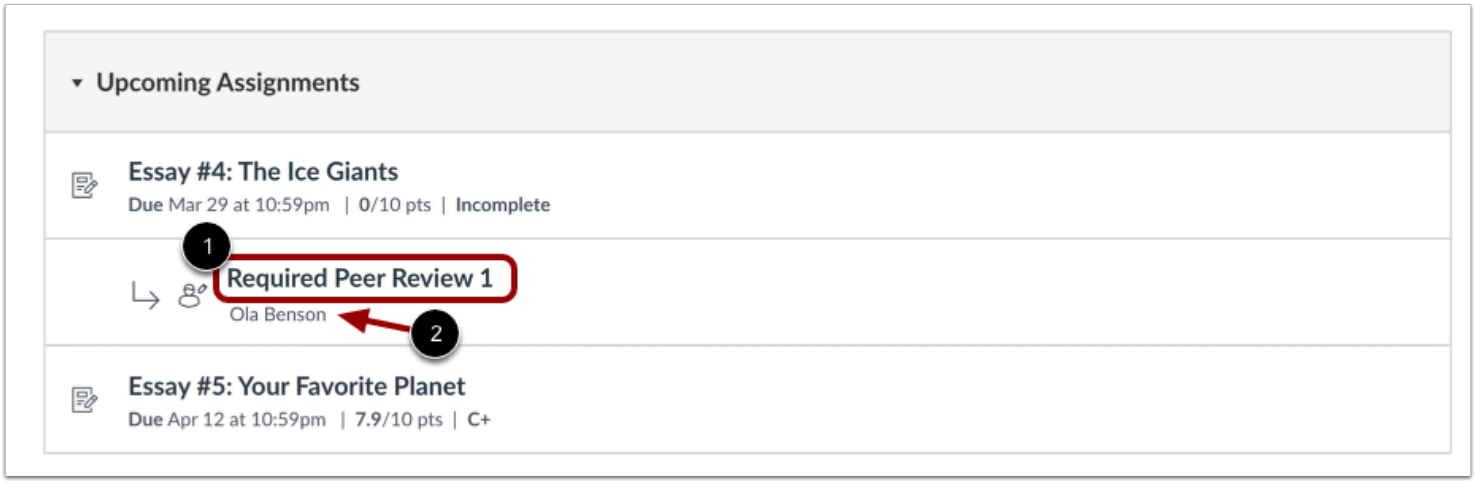
Open Assignments



You can also view peer reviews when viewing assignments. In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

You can see the name of the student whose assignment you are reviewing [2]. If your peer review is anonymous, the student's name displays as Anonymous Student.

Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, you can still view it from the Dashboard.

View Assigned Peer Review



In the sidebar under Assigned Peer Reviews, you can view any peer reviews assigned to you. The caution sign icon indicates the peer review has not been completed [1]. A check mark icon indicates that you have completed the peer review [2].

If your peer review is anonymous, you cannot see the name of the student. The peer review displays as Anonymous User.

Notes:

- If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.
- If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, you can still view it from the Dashboard.

How do I submit a peer review to an assignment?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

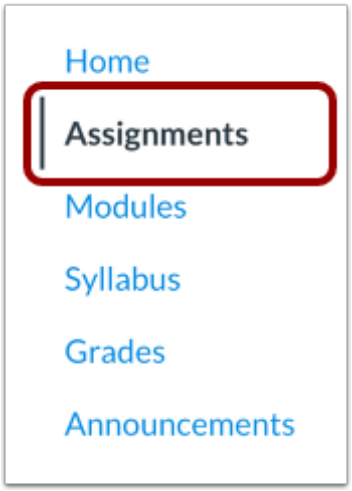
If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

Notes:

- You can only complete peer reviews in the web version of Canvas.
- You need to submit your assignment first to access your assigned peer reviews.
- If what you see in Canvas differs from the images shown in this lesson, your institution may be using the feature preview Assignment Enhancements - Student. You can learn how to submit a peer review to an assignment using Assignment Enhancements as a student.

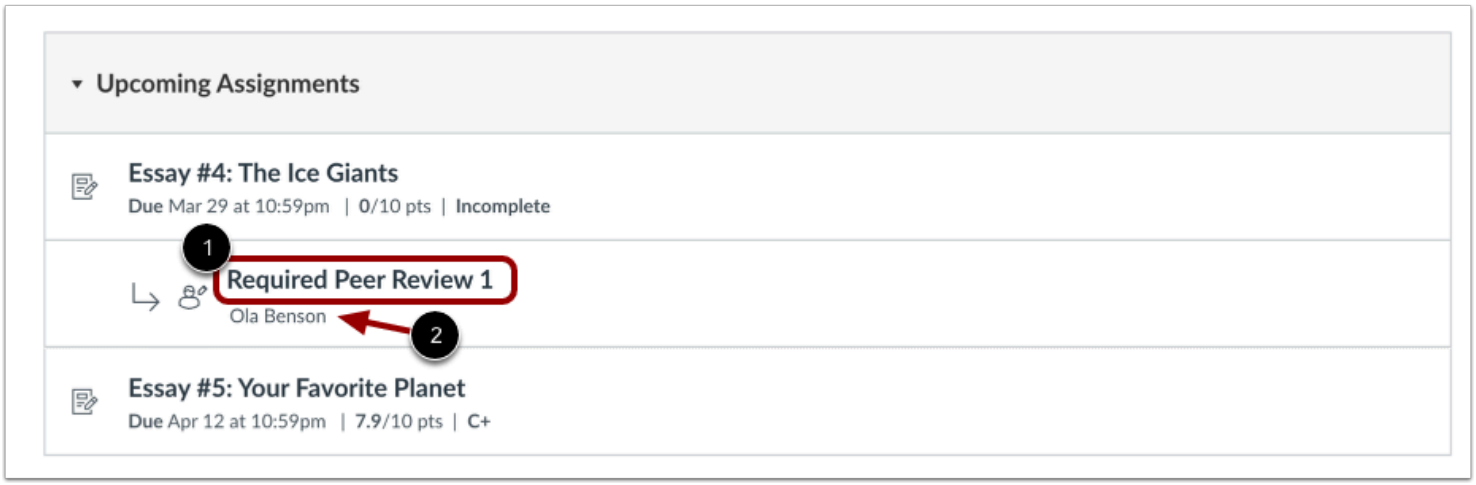
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment

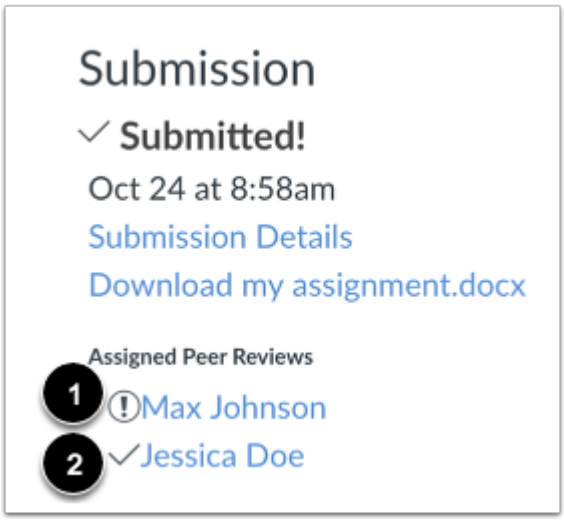


In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

You can see the name of students whose assignments you are reviewing [2]. If your peer review is anonymous, the student's name displays as Anonymous Student.

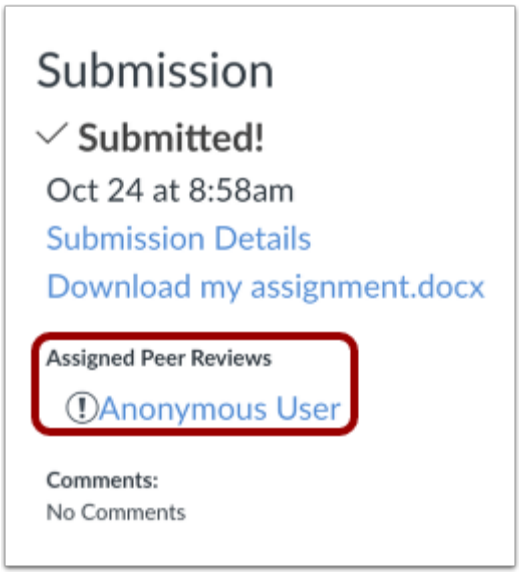
Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, you can still view it from the Dashboard. Learn more about viewing peer review assignments.

Open Assigned Peer Review



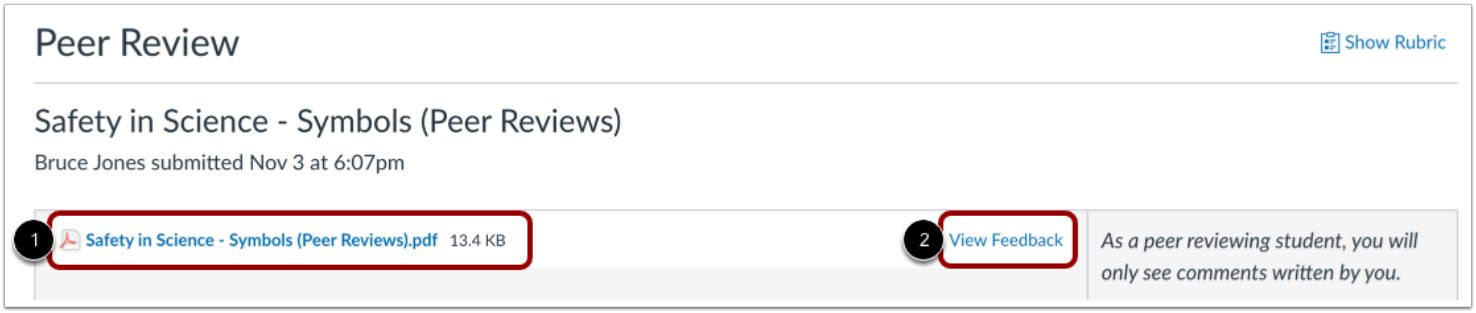
Under Assigned Peer Reviews, you can see any peer reviews assigned to you. Click the name of the assigned peer whose work you will be reviewing. The caution sign icon indicates the peer review has not been completed [1]. A checkmark icon indicates that you have completed the peer review [2].

Open Anonymous Peer Reviews



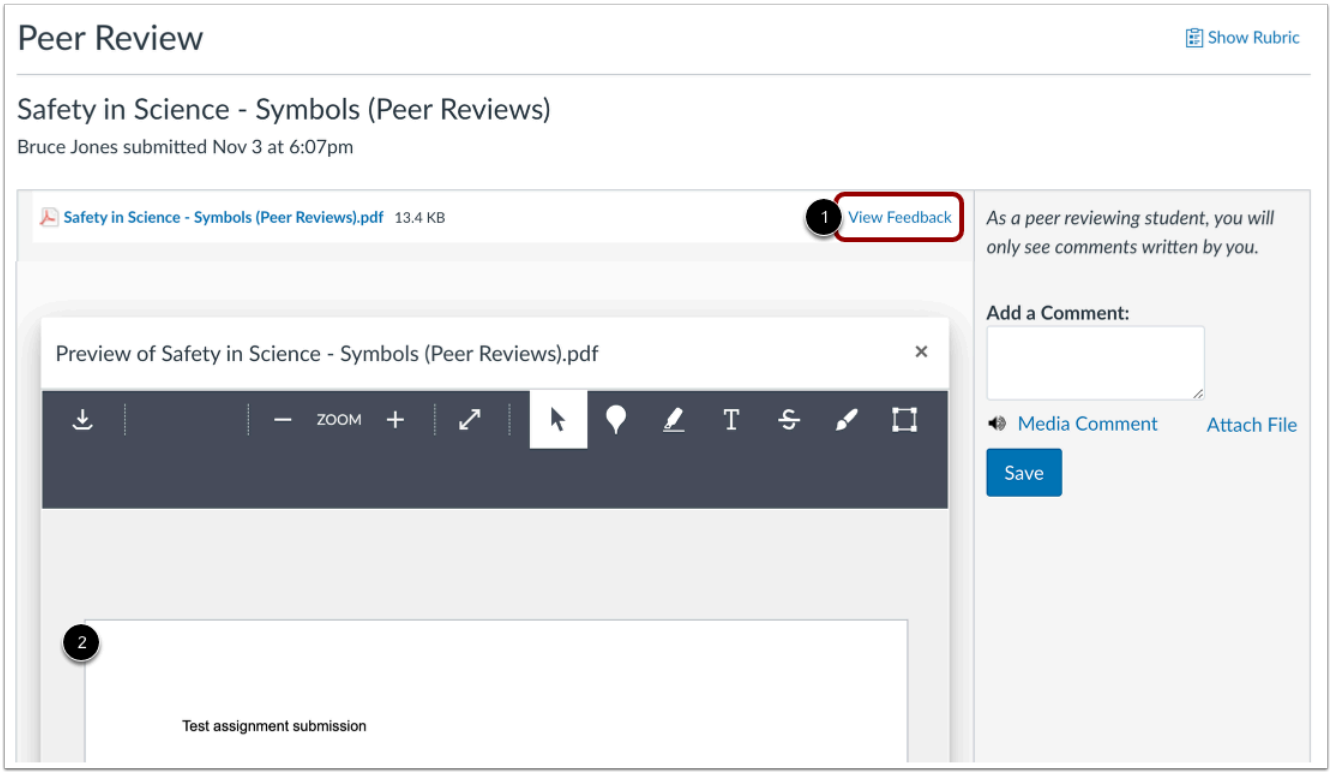
If your peer review is anonymous, you cannot see the name of the student. The name of the student will also not be shown anywhere in the assignment.

View Peer Review



To download the assignment, click the name of the assignment [1]. To preview the submission, click the **View Feedback** link [2].

Create Annotated Feedback



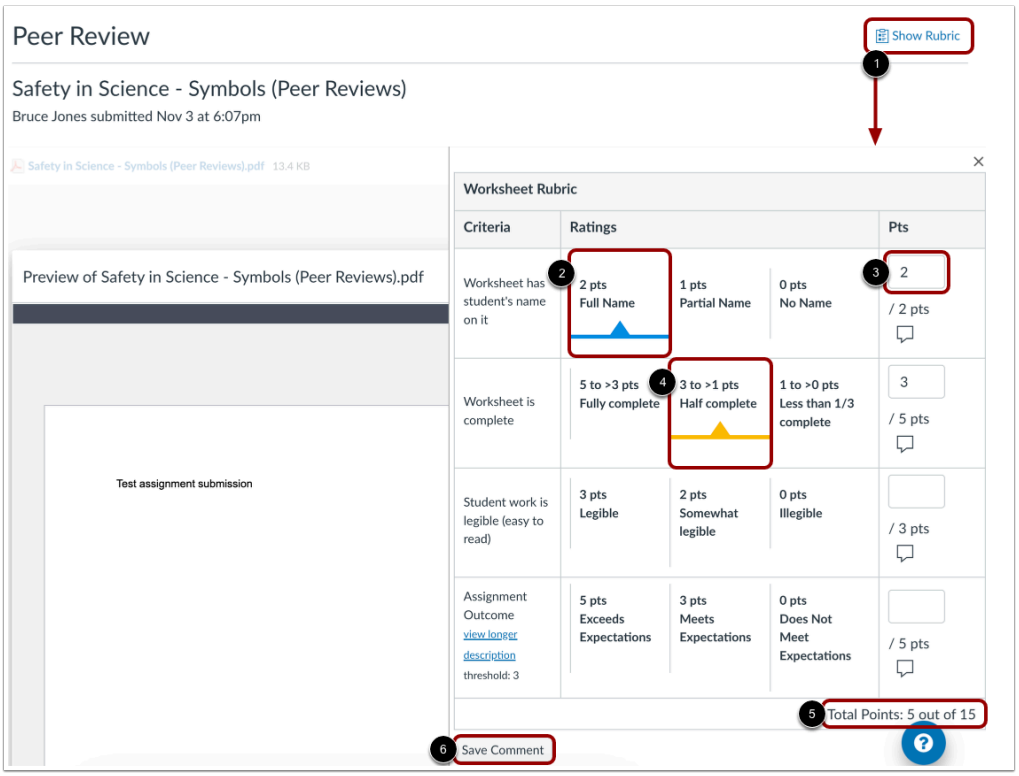
If the assignment supports annotated feedback, the Preview button will display as View Feedback.

To open the document with Canvas DocViewer, click the **View Feedback** link [1]. You can add comments directly to the submission through DocViewer [2].

You can leave direct feedback on the assignment using DocViewer, but you cannot view any existing feedback submitted by another student or the instructor.

Note: In anonymous peer reviews, you cannot leave comments in DocViewer.

Complete Rubric



If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished.

To view the rubric, click the **Show Rubric** link [1].

To score the assignment with the rubric, select rubric ratings [2] or enter a score for each criterion in the **Points** column [3]. To deselect a rubric rating, click the rubric rating [4].

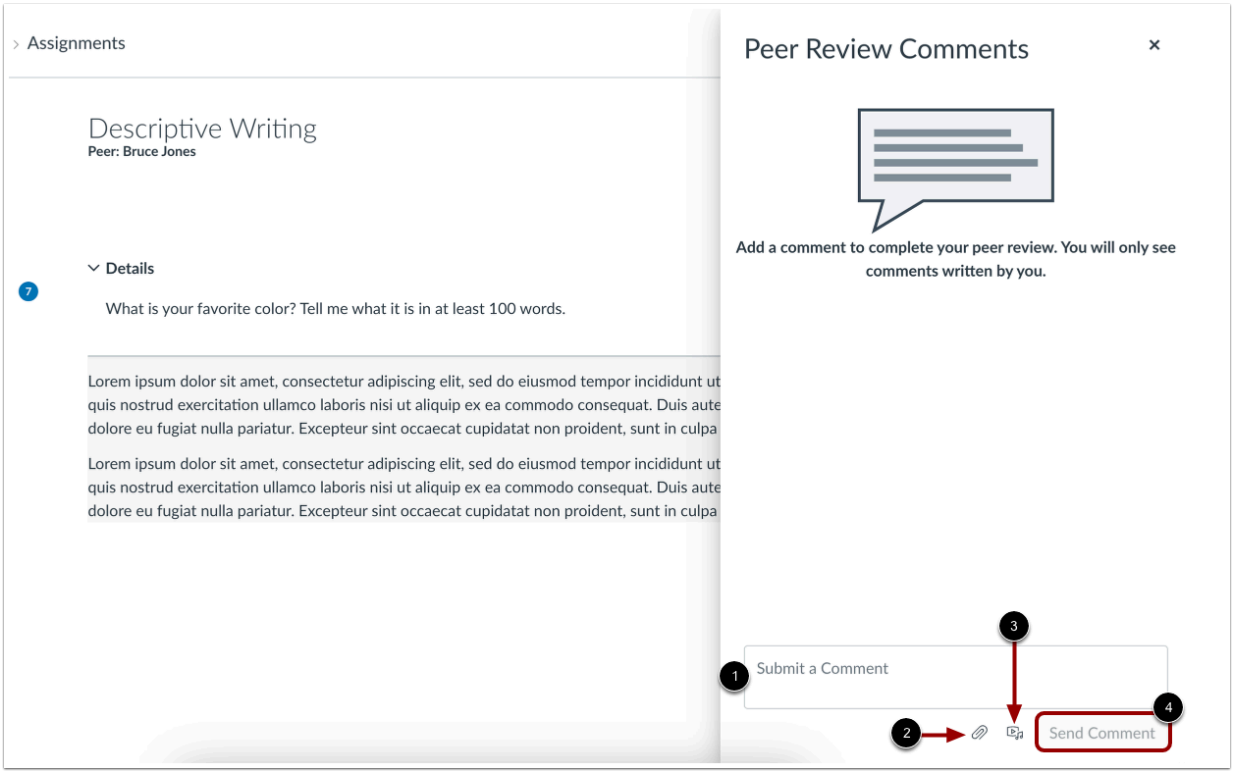
Each criterion score will create the total points for the assignment [5].

When you're finished, click the **Save Comment** button [6]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Notes:

- Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values you will still need to fill out the rubric to complete the peer review.
- After you save the rubric, you cannot edit it to change your comments or ratings.

Add Assignment Comment



If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], attach a file [2], or leave a media comment [3]. Click the **Send Comment** button [4].

Note: When an assignment is muted, you can view peer review comments. However, instructor comments are hidden until after the assignment is unmuted.

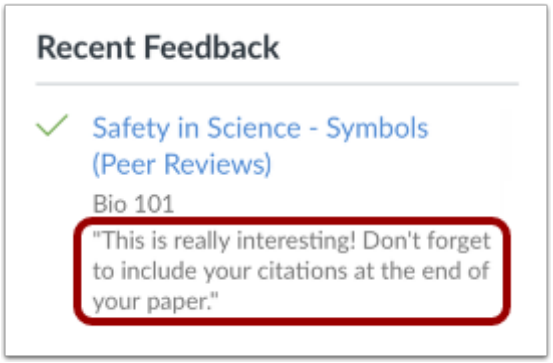
Where can I find my peers' feedback for peer reviewed assignments?

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

Notes:

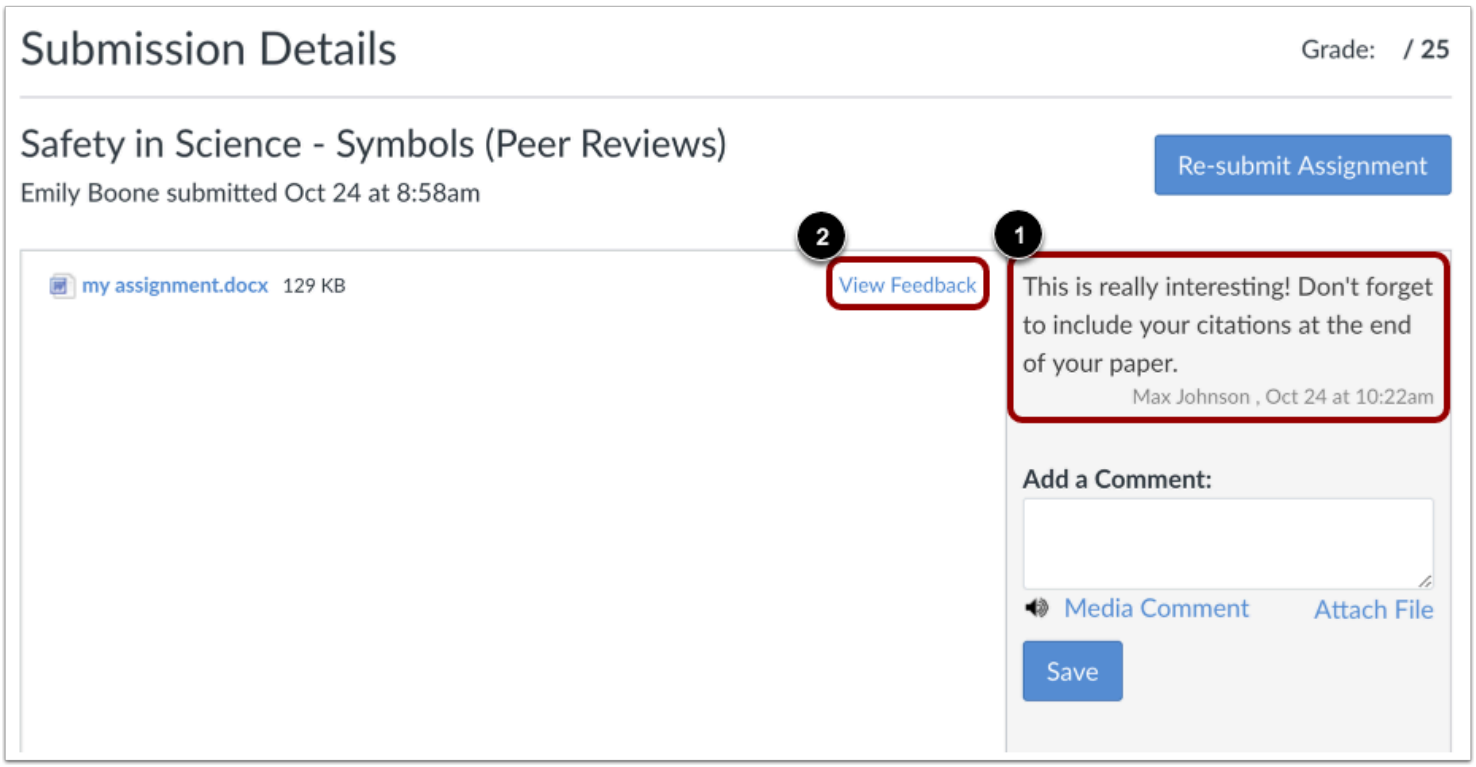
- If the peer review is anonymous, the name of the reviewer will not be included in any feedback.
- If your peer review experience looks different than what is shown in this lesson, your institution may have the feature preview Assignment Enhancements enabled. You can learn where to find feedback for peer reviewed assignments in Assignment Enhancements.

View Recent Feedback



Under **Recent Feedback** in the sidebar of your Canvas course, you can view recent comments from peer reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page



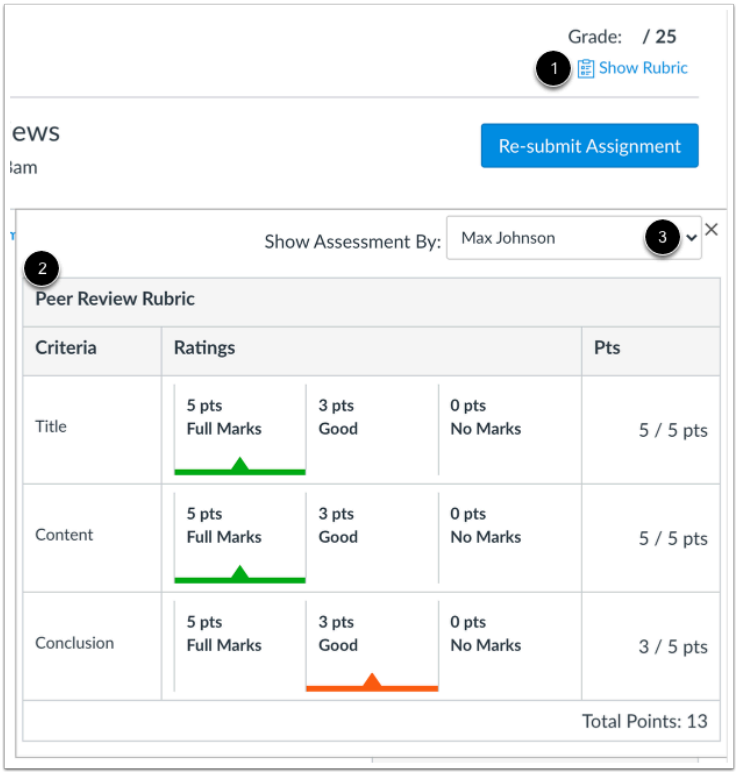
You can view the comment directly in the submission details page [1].

If your assignment is compatible with the Canvas annotations tool, Canvas DocViewer, your peers may also have left feedback directly in the assignment. To view their comments, click the **View Feedback** link [2]. This is the same link where you may be able to view feedback from your instructor.

Notes:

- When assignment grades are hidden, you can view peer review comments. However, instructor comments are hidden until after assignment are posted.
- When peer reviews are anonymous, you can leave submission and rubric comments, but annotated submission comments are not supported.
- For group assignments, you will see peer review comments for all reviews of your group's submission.

View Rubric



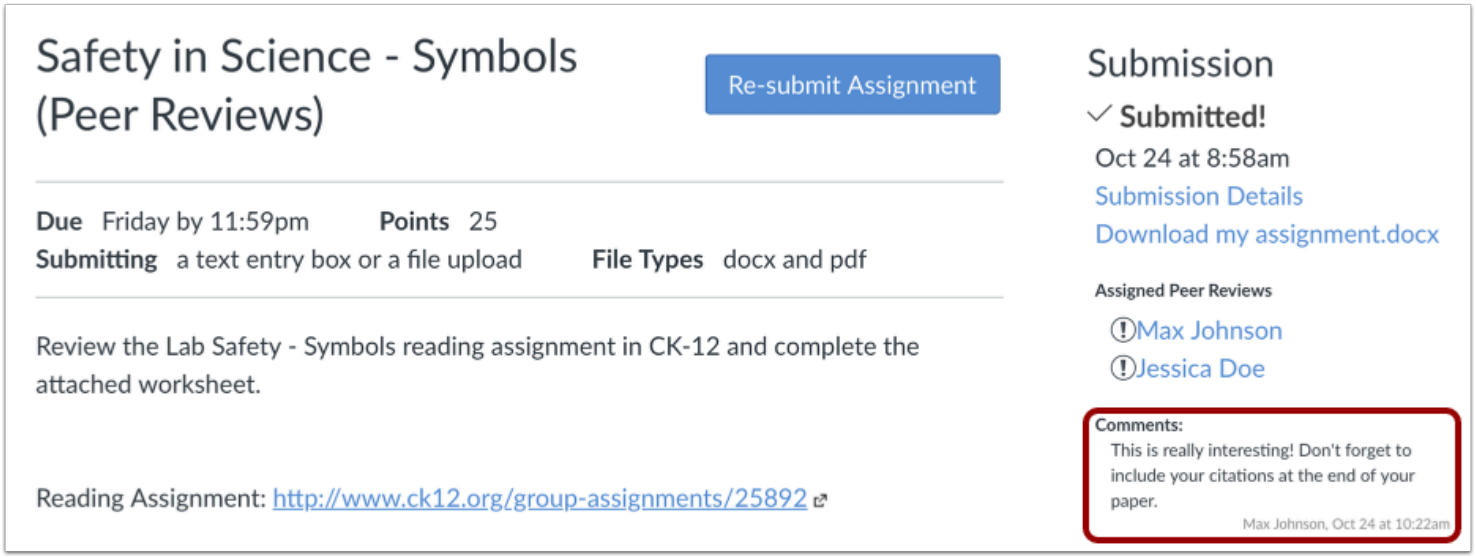
If your assignment includes a rubric, you can view peer review rubric assessments.

To view the rubric assessment, click the **Show Rubric** link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the **Show Assessment By** drop-down menu to select other rubric assessments [3].

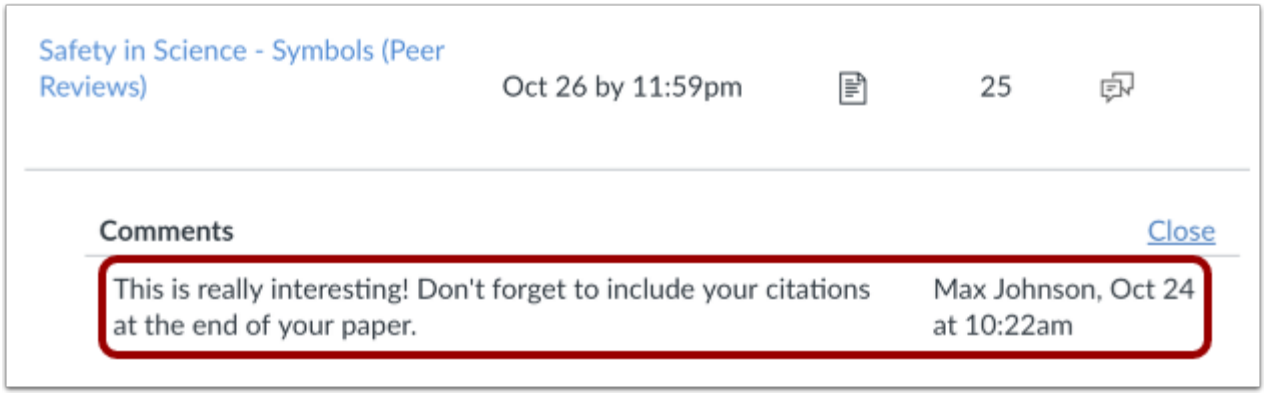
View Assignment Page



You can also view your peers' feedback on the individual assignment page. All comments from your peers will appear in the Submission box.

Note: Peer review feedback only displays on the assignment page for assignments that require an online submission.

View Grades



The comment can also be viewed on your Grades page.

How do I upload a file as an assignment submission in Canvas?

If your instructor allows file uploads as a submission type, you can upload a file from your computer as an assignment submission. Canvas converts specific file types as previews and supports certain media file uploads.

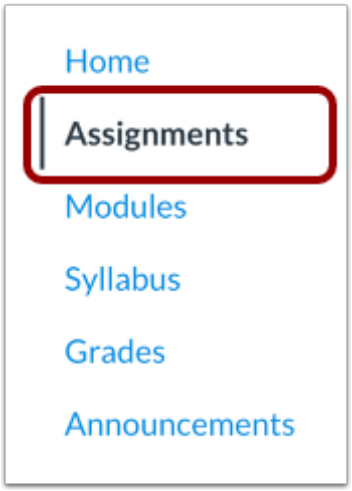
Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Submitted files are stored in the Submissions folder.

If your institution has enabled Google Drive as a submission type, you can also upload a file from Google Drive.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation (confetti) when you submit an assignment on time. However, if you prefer, you can disable this feature option in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature.

Open Assignments



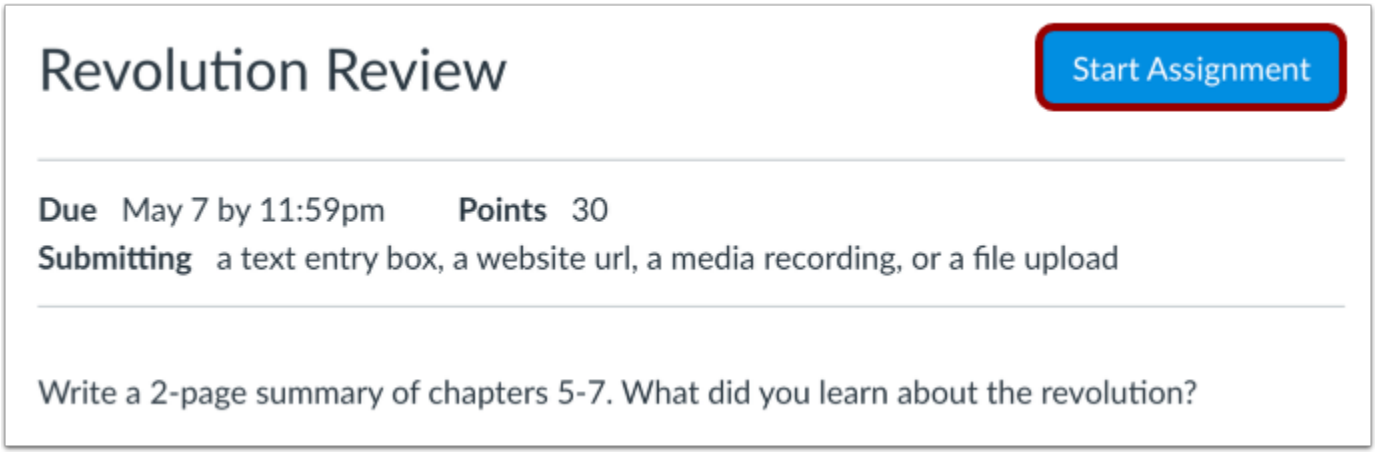
In Course Navigation, click the **Assignments** link.

Select Assignment



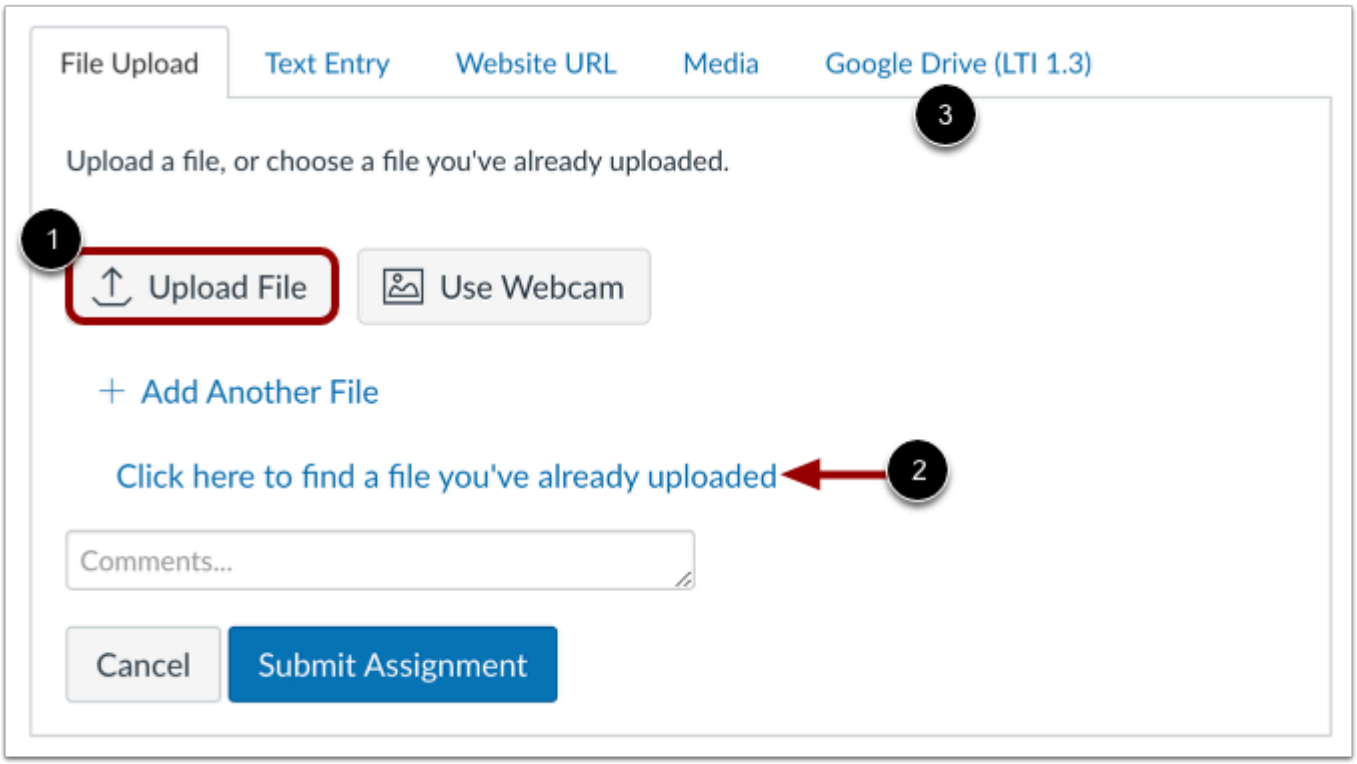
Click the title of the assignment.

Start Assignment



Click the **Start Assignment** button.

Upload File

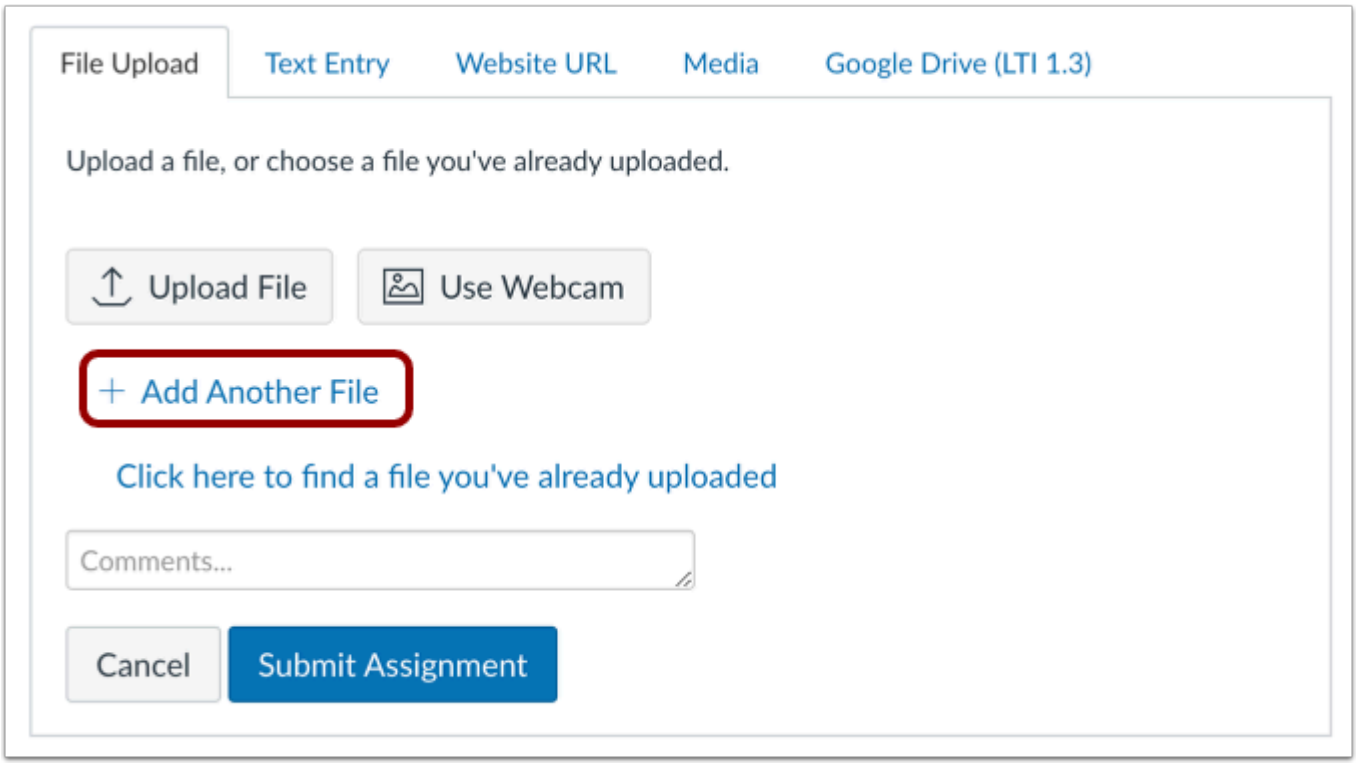


To upload a file from your computer, click the **Upload File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Open** button (depending on your browser).

To upload a file you already uploaded to Canvas, click the **Click here to find a file...** link [2]. The file list will expand. Click the name of the file.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Drive** tab [3].

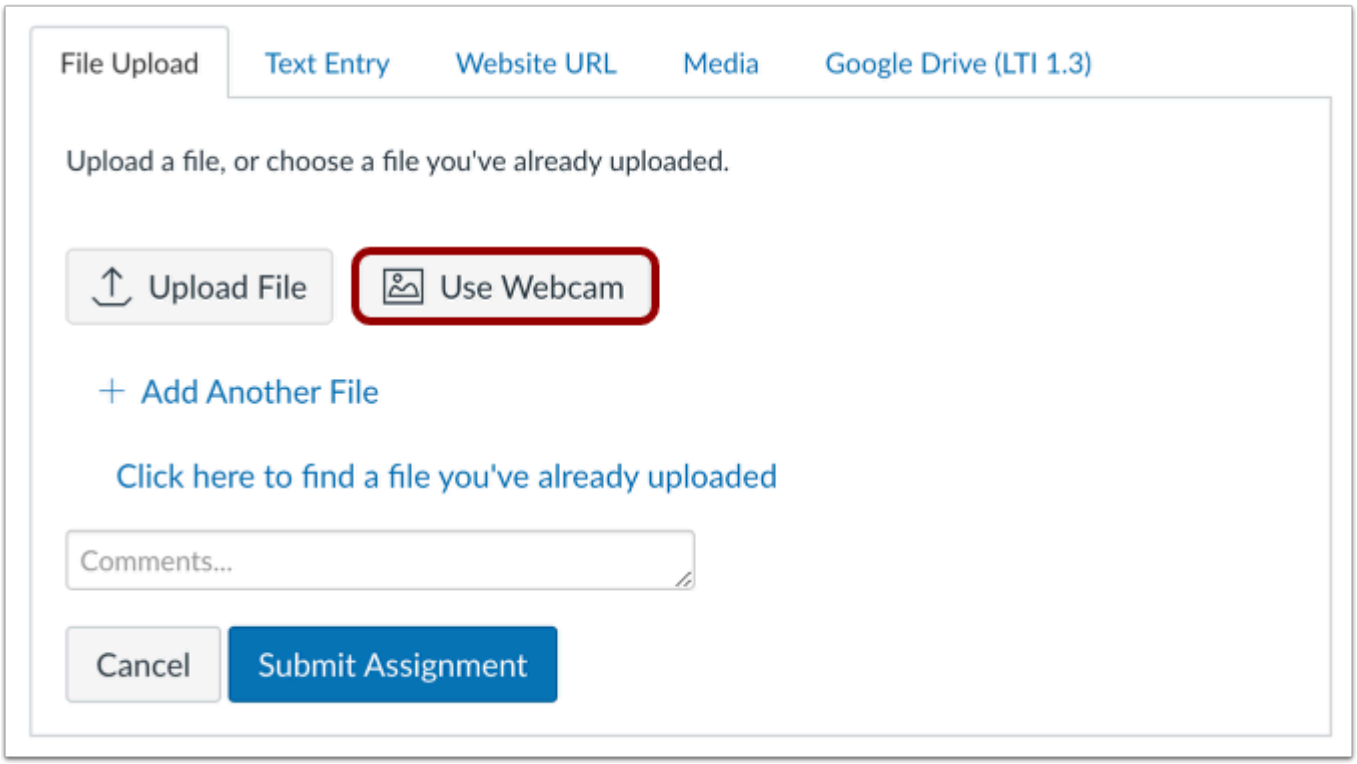
Add Another File



If you need to upload another file, click the **Add Another File** link.

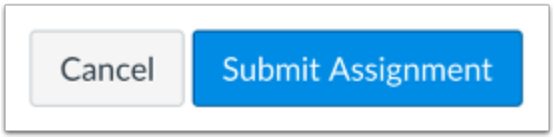
Note: You can only upload additional files from your computer.

Use Webcam



To use your computer's webcam to take a photo to upload as an assignment submission, click **Use Webcam.**

Submit Assignment



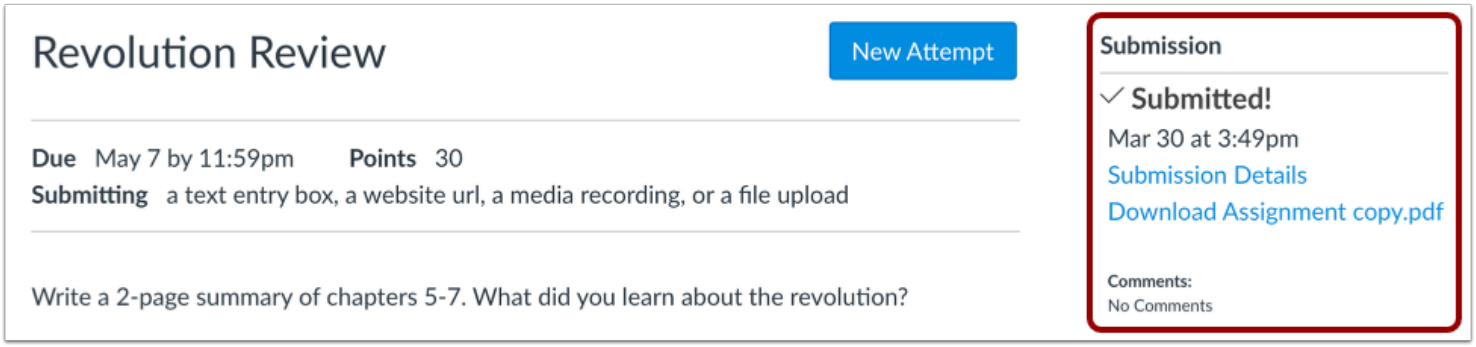
Click the **Submit Assignment** button.

View Submission Status



Large files display a submission status indicator.

View Submission



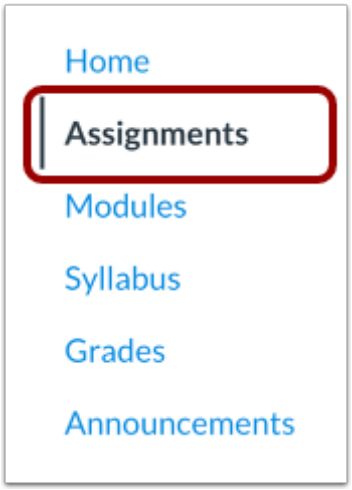
View the confirmation of your assignment submission.

How do I use my webcam to take a photo for an assignment submission in Canvas?

You can use your computer's webcam to take a photo and use it as your assignment submission. Submission photos are saved to the Submissions folder in your user files as a PNG file.

Note: If your instructor limits file types for an assignment submission, you may not be able to use your webcam to submit your assignment.

Open Assignments



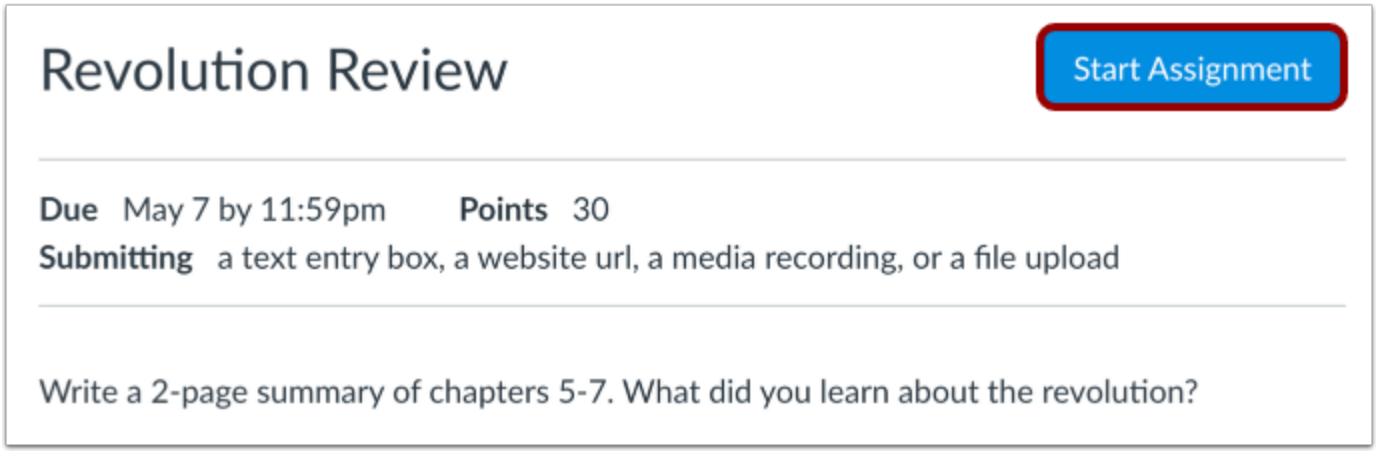
In Course Navigation, click the **Assignments** link.

Select Assignment



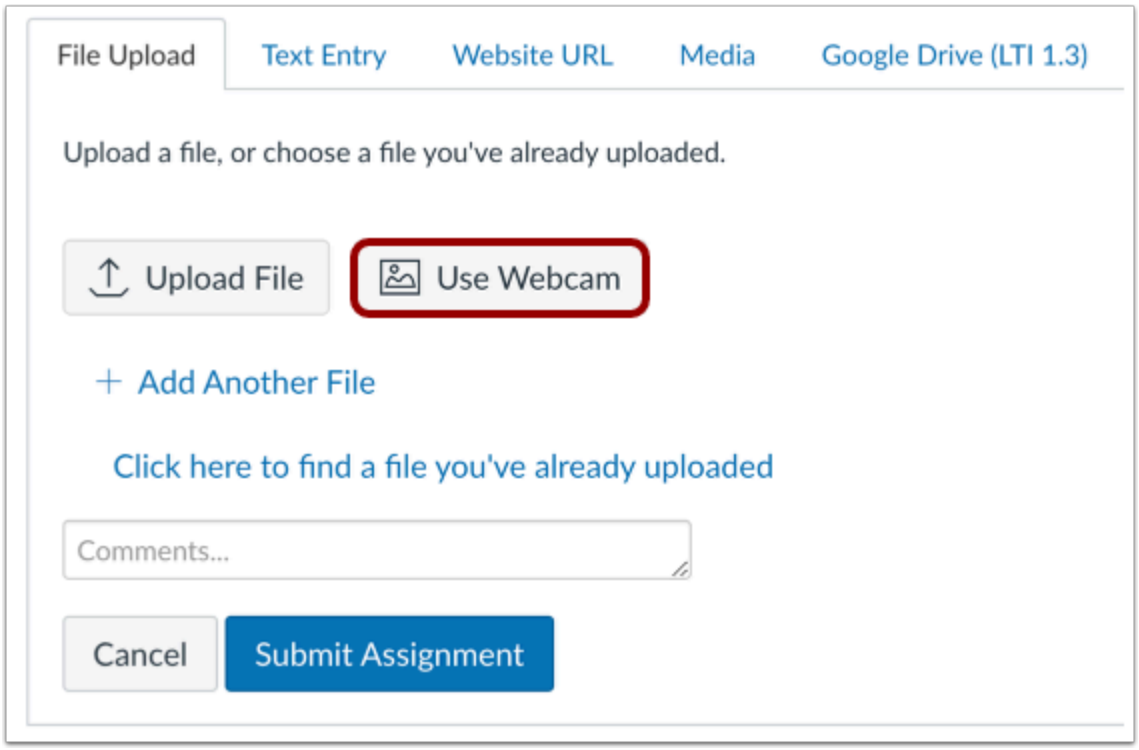
Click the title of the assignment.

Start Assignment



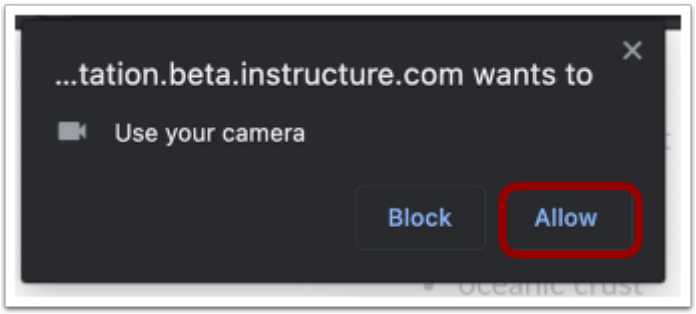
Click the **Start Assignment** button.

Use Webcam



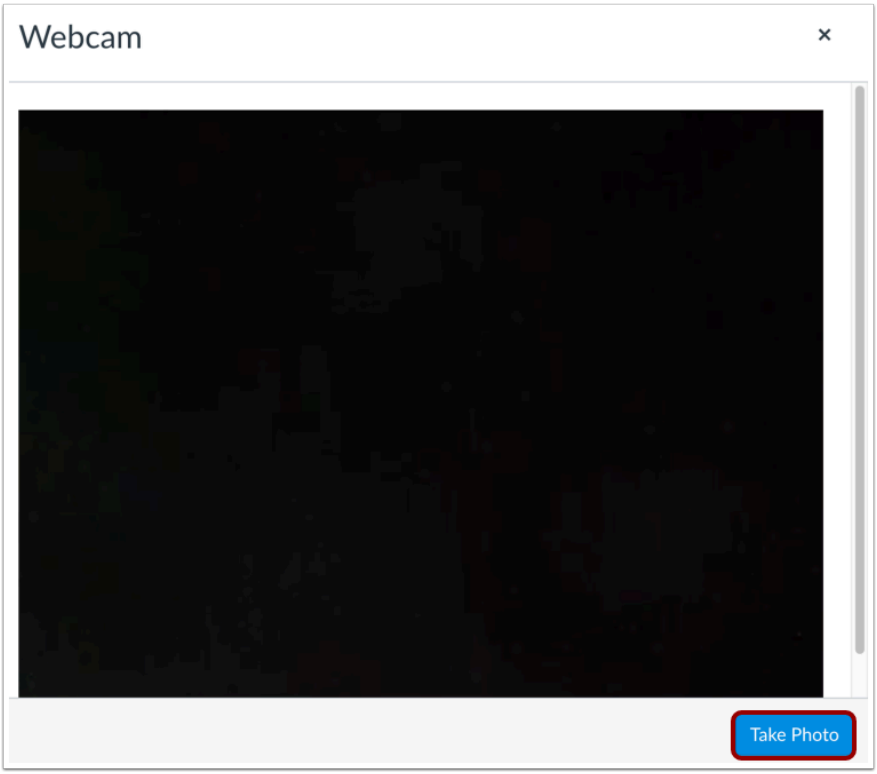
To take a picture with your webcam and submit the image, click the **Use Webcam** button.

Enable Webcam



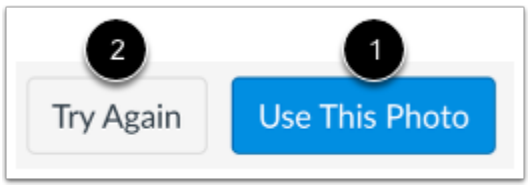
If your browser prompts you for access to your computer's camera, click the **Allow** button.

Take Photo



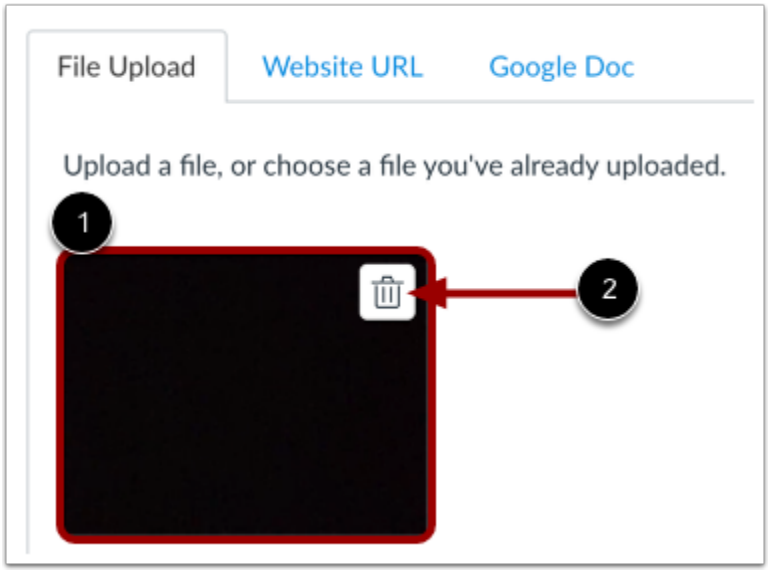
To take a photo using your computer's webcam, click the **Take Photo** button.

Submit Photo



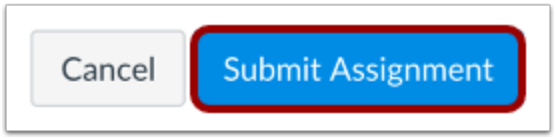
To use the photo you took as your assignment submission, click the **Use This Photo** button [1]. To retake the photo, click the **Try Again** button [2].

View Photo



You can preview your photo in the **File Upload** tab [1]. To remove the photo from your submission, click the **Delete** icon [2].

Submit Assignment



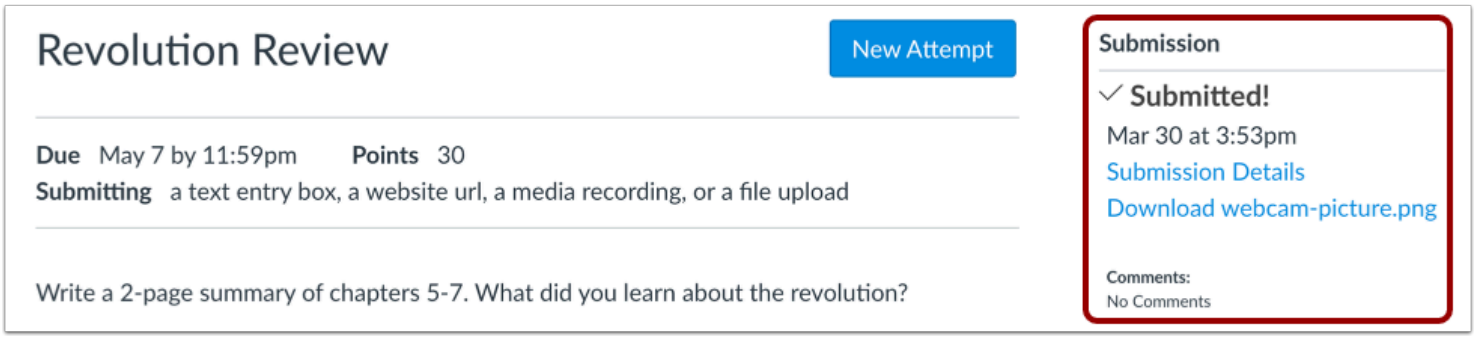
Click the **Submit Assignment** button.

View Submission Status



Large files display a submission status indicator.

View Submission



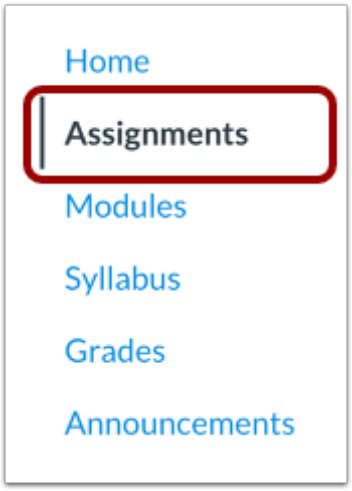
View the confirmation of your assignment submission.

How do I annotate a file as an assignment submission in Canvas?

Your instructor may upload a file for you to annotate as your assignment submission. You can annotate the file and submit the annotated file as your assignment submission from within Canvas.

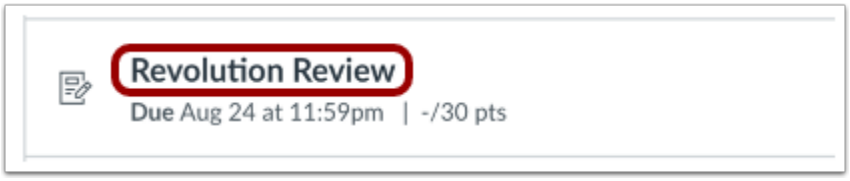
Note: Group assignments do not support the student annotation submission type.

Open Assignments



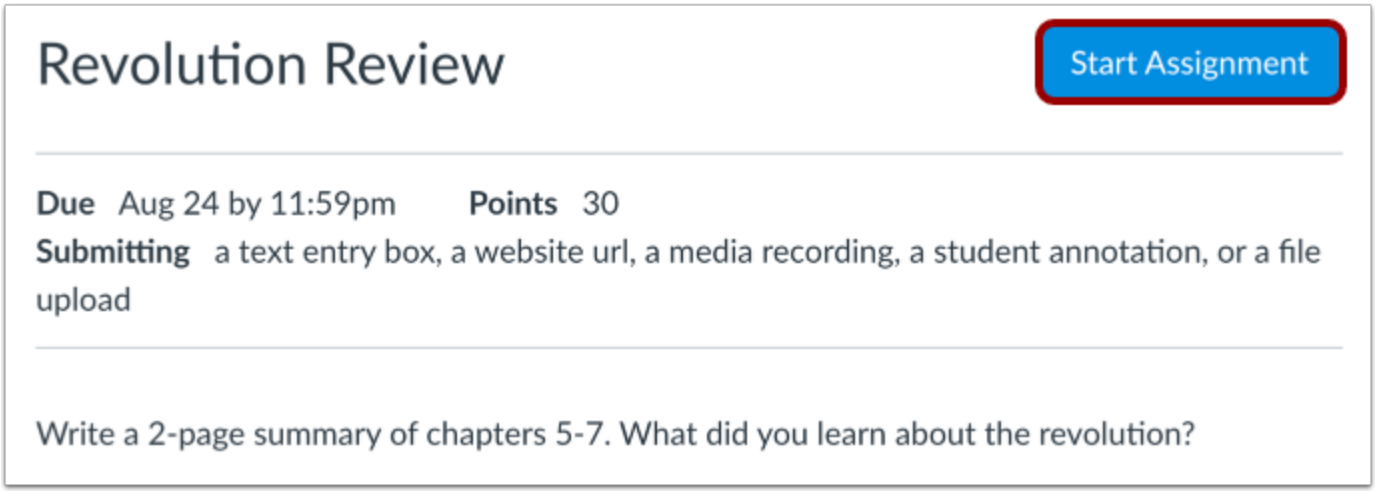
In Course Navigation, click the **Assignments** link.

Select Assignment



Click the title of the assignment.

Start Assignment



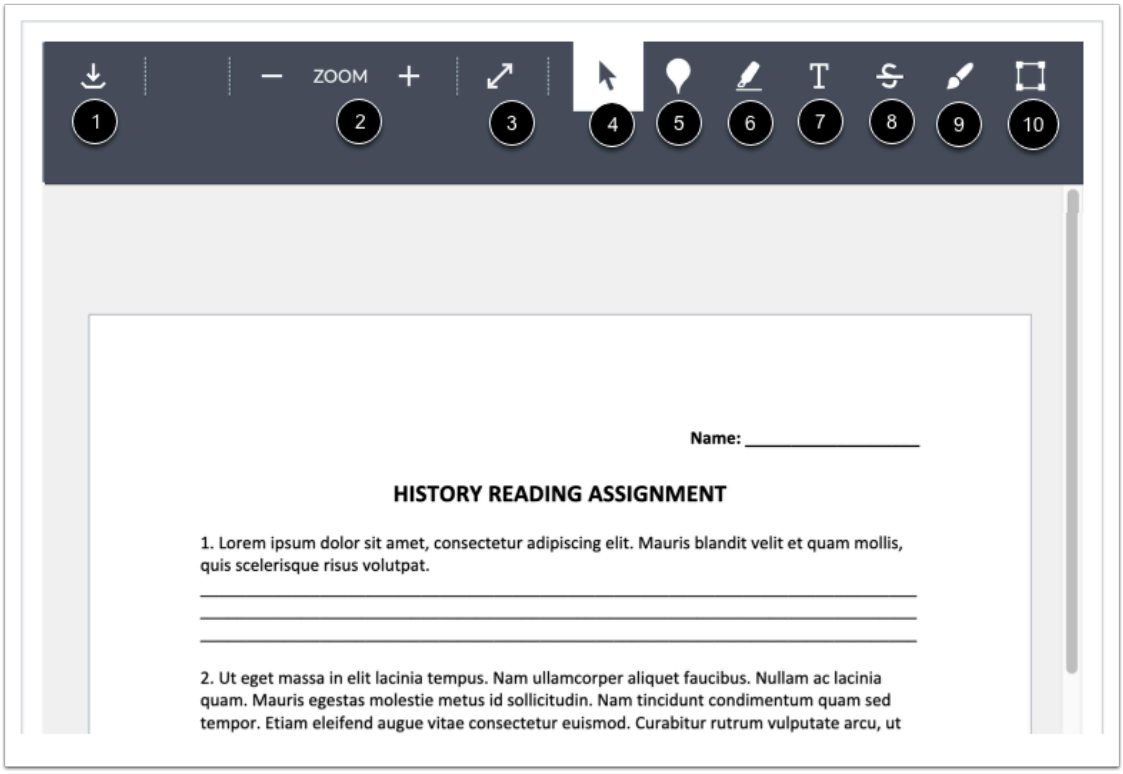
Click the **Start Assignment** button.

Open Student Annotation



Click the **Student Annotation** tab.

Annotate Assignment



To annotate your assignment submission, use the annotation tools in the DocViewer menu. Learn more about how to use DocViewer.

To download the file, click the **Download** icon [1].

To zoom in or out, click the **Zoom in** or **Zoom out** icons [2].

To view the document in full screen, click the **Fullscreen** icon [3].

To select and move annotations, click the **Selection** icon [4].

To add a point annotation, click the **Point Annotation** icon [5].

To add a highlight annotation, click the **Highlight Annotation** icon [6].

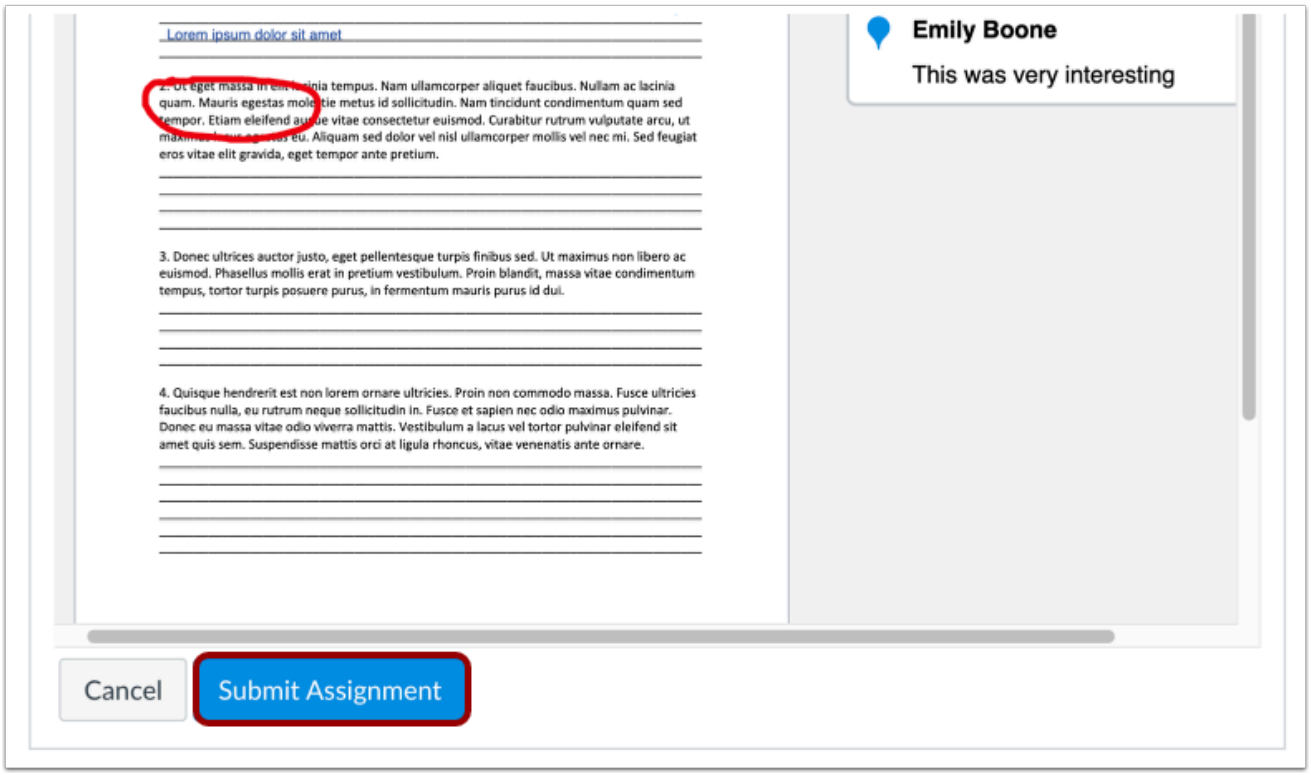
To add a text annotation, click the **Freetext Annotation** icon [7].

To add a strikeout annotation, click the **Strikeout Annotation** icon [8].

To add a drawing annotation, click the **Free Draw Annotation** icon [9].

To add an area annotation, click the **Area Annotation** icon [10].

Submit Assignment

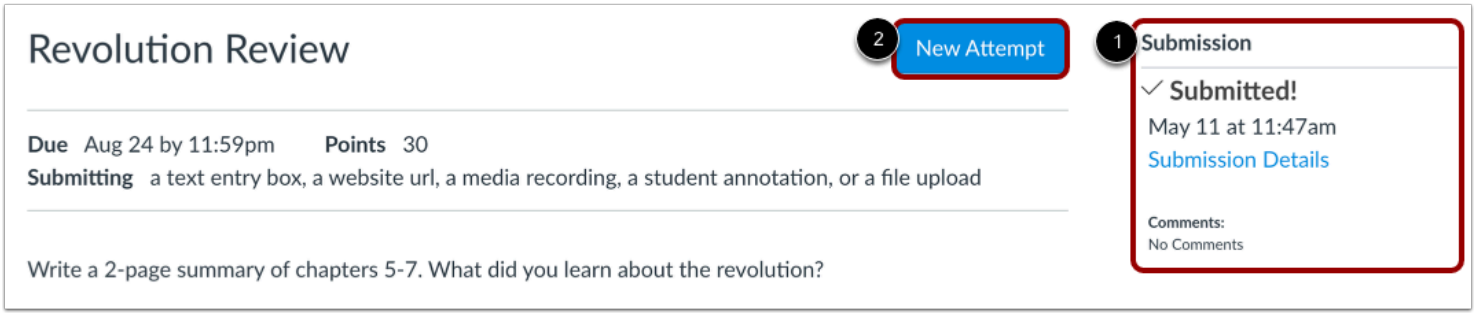


To submit your assignment, click the **Submit Assignment** button.

Notes:

- To prevent losing your annotations, be sure to submit your work before leaving the assignment. Any unsubmitted changes will not be saved.
- If you exit the assignment after adding annotations and return later, you will be required to start over because your prior annotations will not be retained.

View Submission



The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [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, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment still displays in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I upload a file from Google Drive as an assignment submission in Canvas?

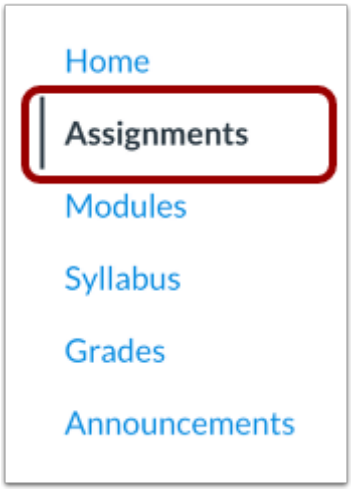
If your institution has enabled Google Drive as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the Google Drive tab is not available in your submission, your institution has not enabled this feature.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable Google Drive as a web service in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
- Depending on your institution, you may be able to submit assignments using the Google Assignments LTI 1.3.

Open Assignments



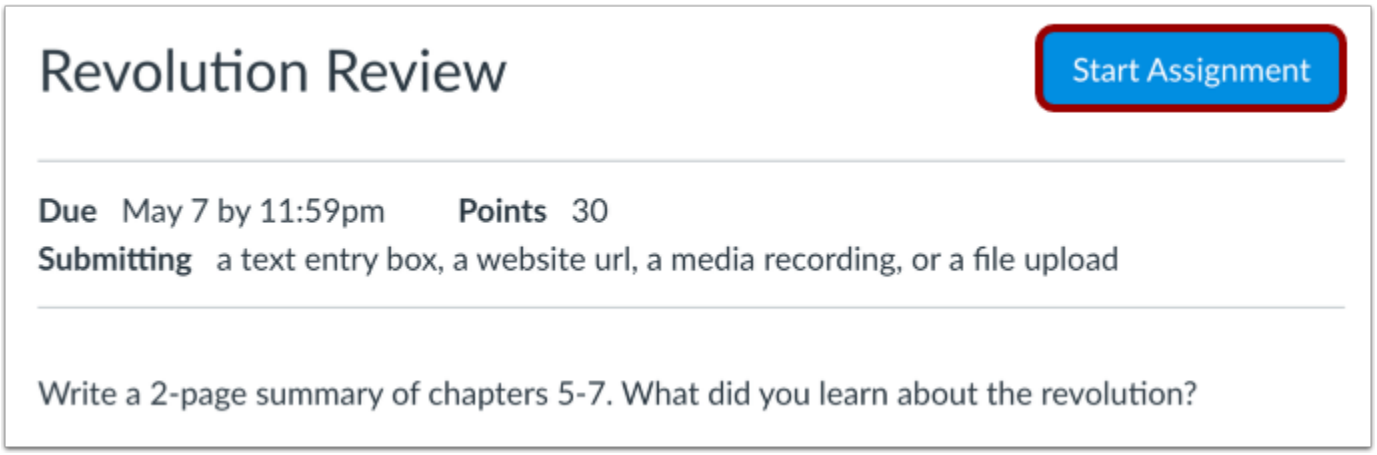
In Course Navigation, click the **Assignments** link.

Select Assignment



Click the title of the assignment.

Start Assignment



Click the **Start Assignment** button.

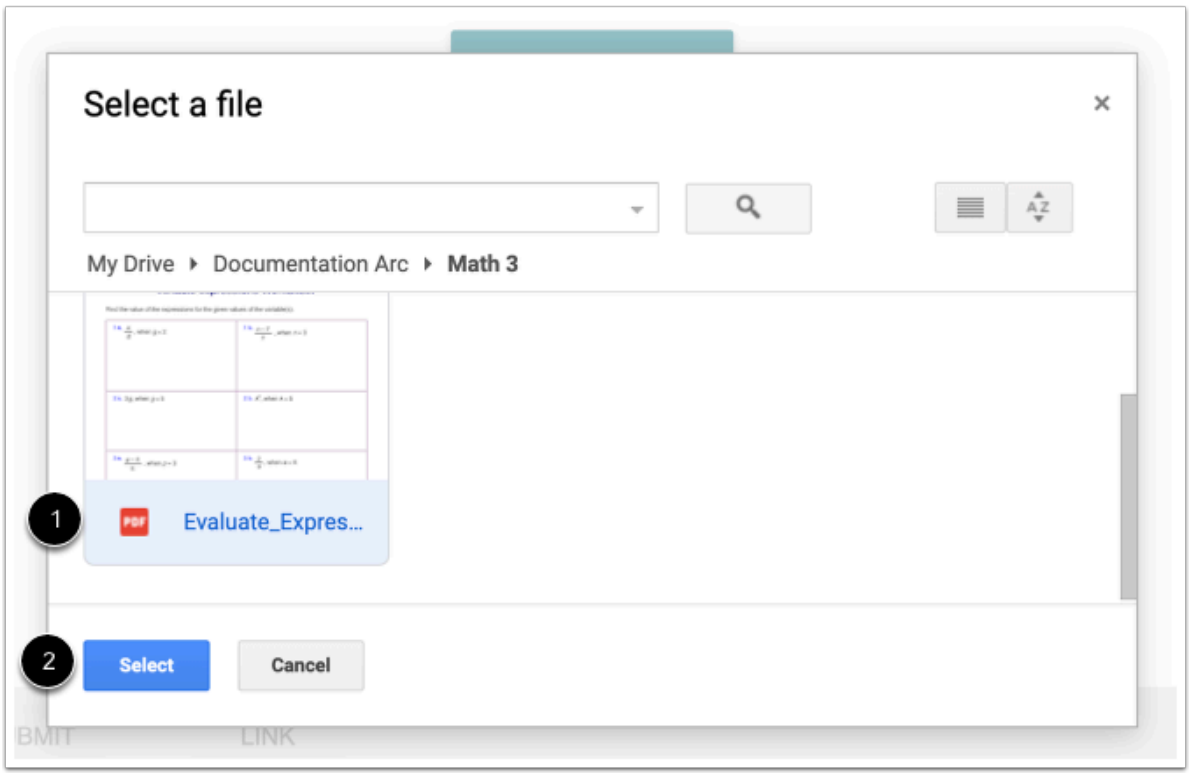
Open Google Drive



Click the **Google Drive (LTI 1.3)** tab.

Note: If the Google Drive tab is not available, your institution has not enabled this feature.

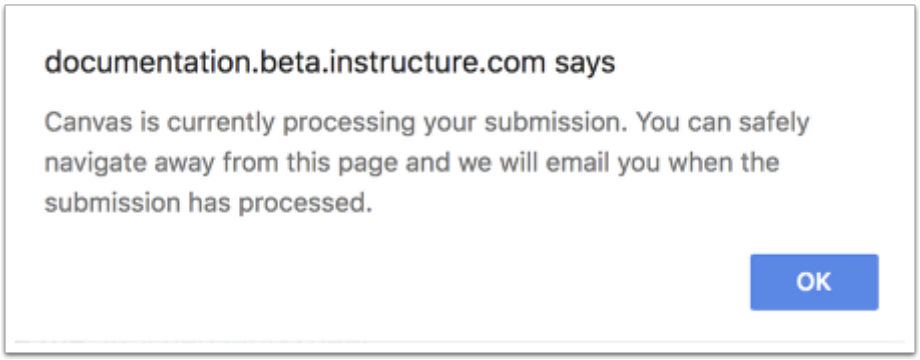
Submit Assignment



Google Drive will display a list of all allowed file types. Click the name of the file [1], then click the **Select** button [2].

Note: When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

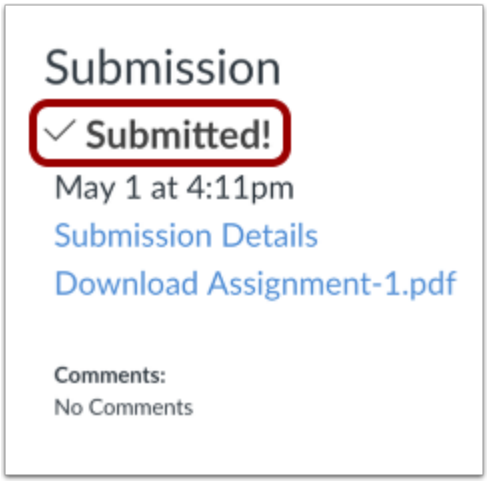
View Submission Notification



After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.

View Submission



View the confirmation of your assignment submission.

View Uploading and Failed Submission Icons



If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.

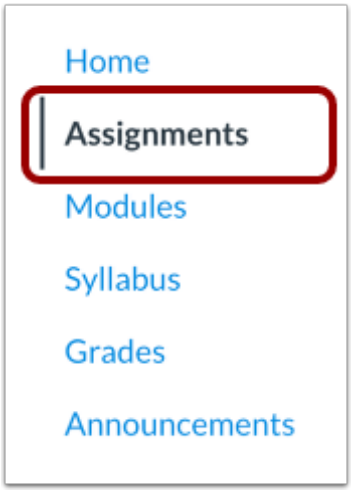
How do I submit a Google Assignments LTI 1.3 file as an assignment submission in Canvas?

If your institution has enabled Google Assignments LTI 1.3 as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

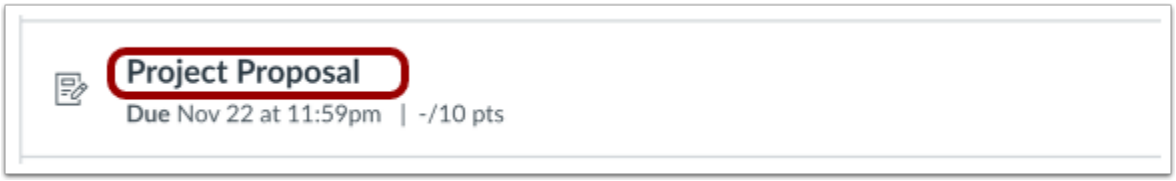
Note: If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.

Open Assignments



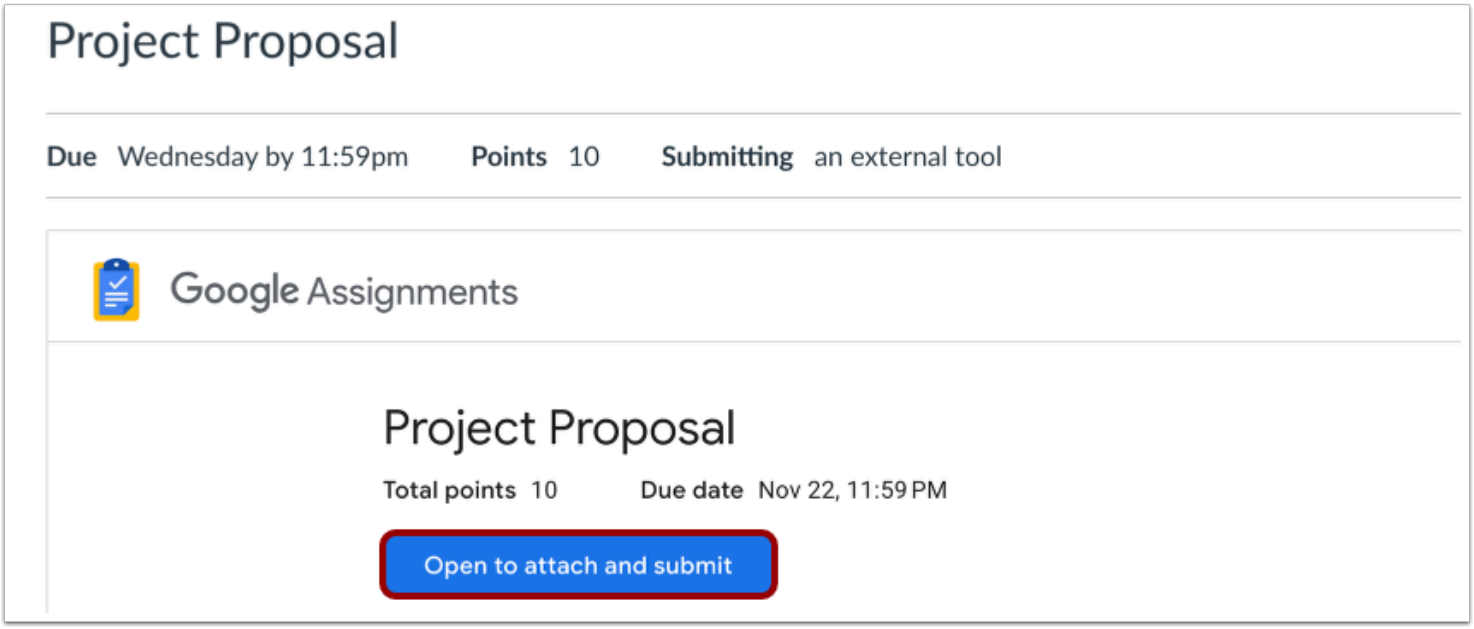
In Course Navigation, click the **Assignments** link.

Open Assignment



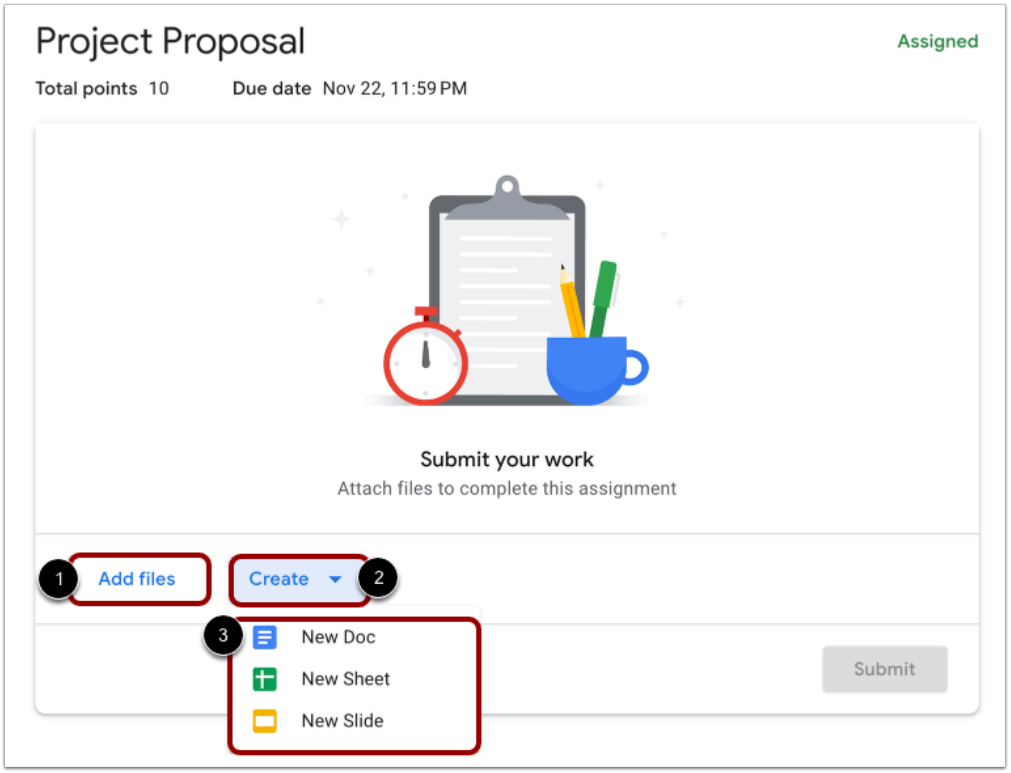
Click the title of the assignment.

Open Google Drive



Click the **Open to attach and submit** button.

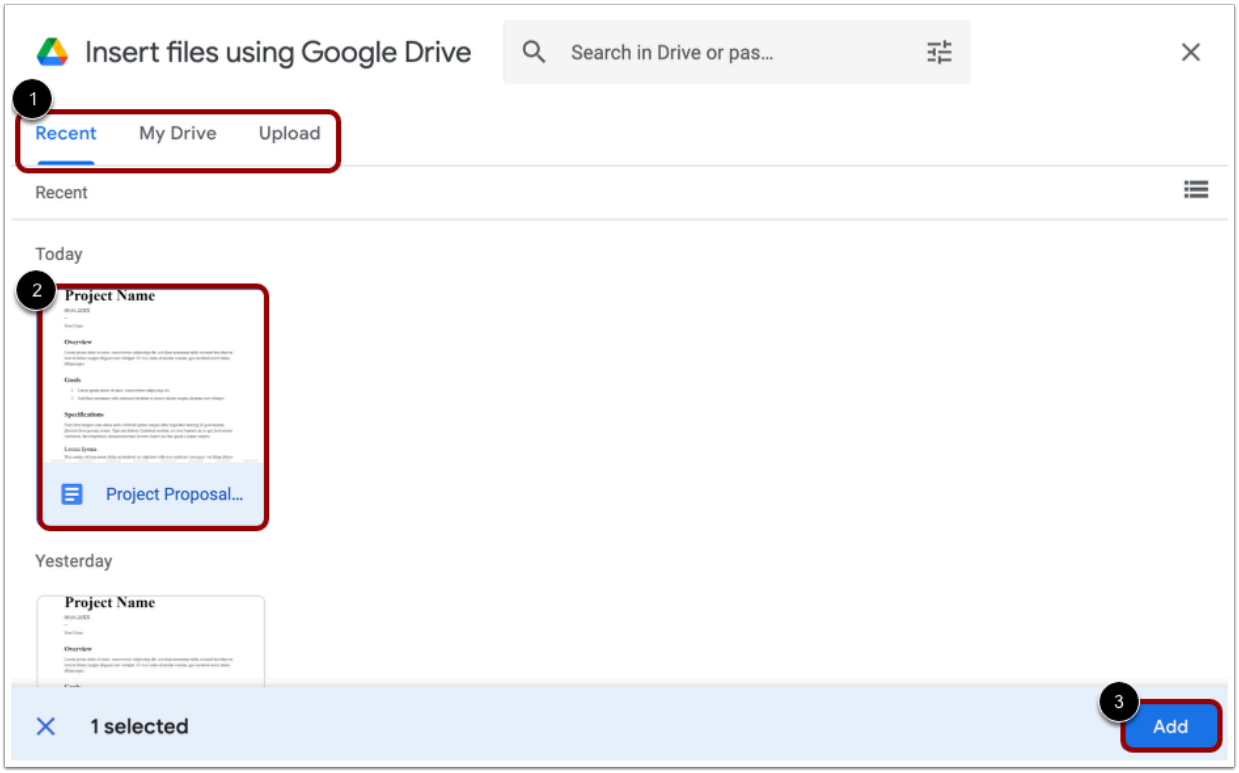
Add Assignment



To add an existing file, click the **Add files** button [1].

To create a new file, click the **Create** drop-down menu [2] and select a file type [3].

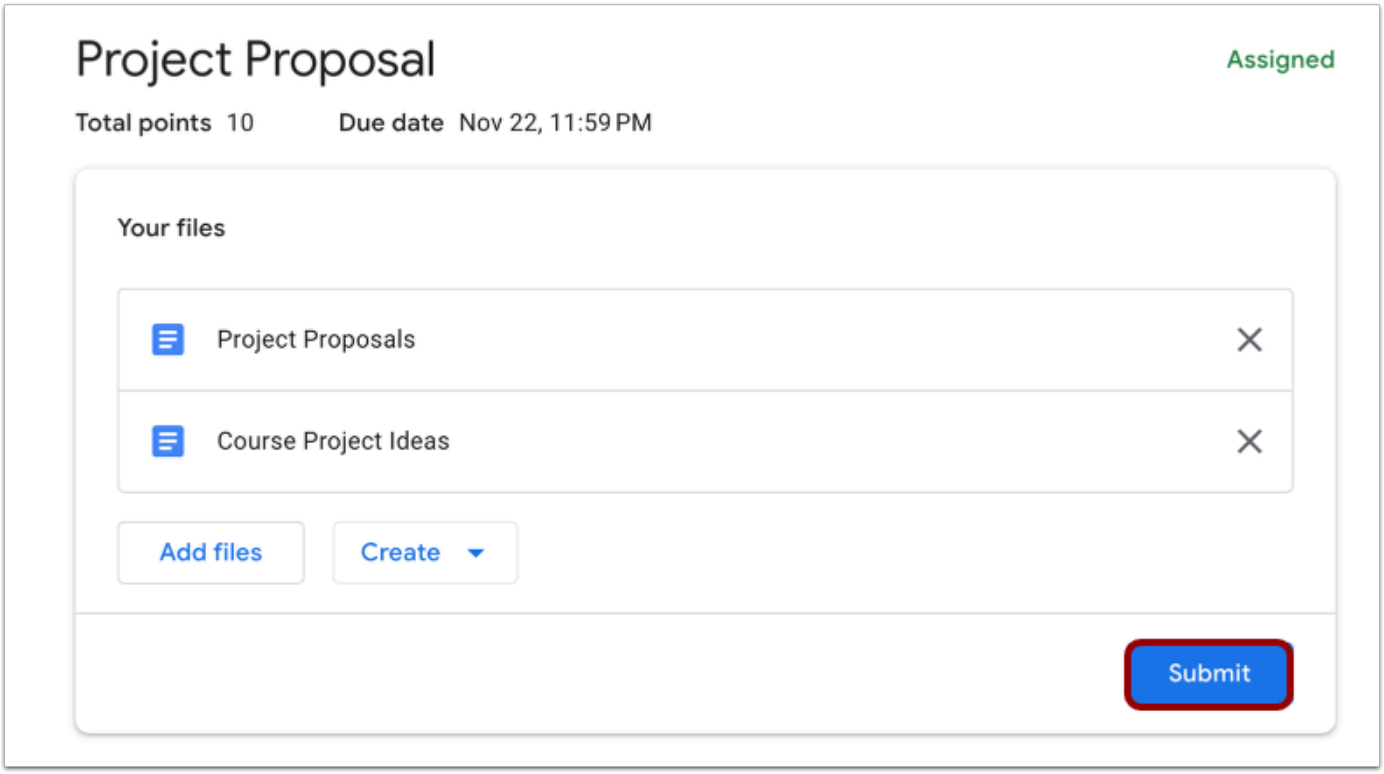
Select Assignment



You can choose from recent files, your Drive files, or upload files [1].

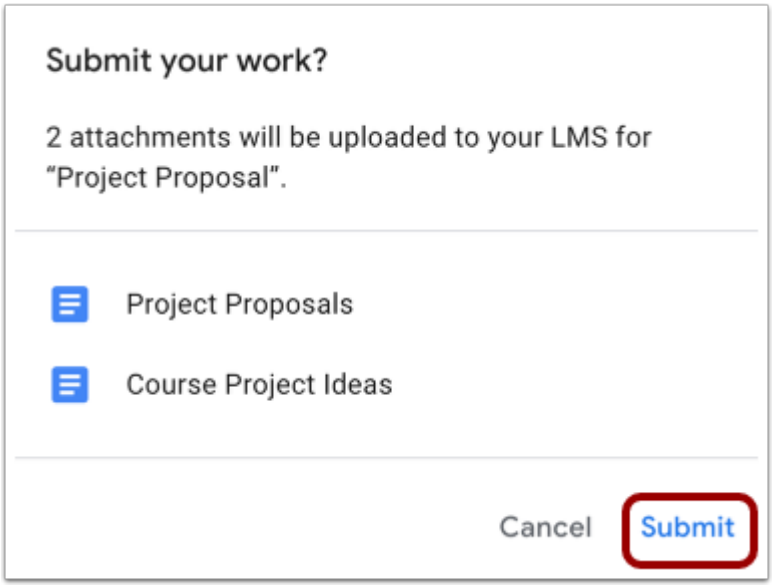
Google Drive displays only accepted file types for the assignment. Click the name of the file(s) [2], then click the **Add** button [3].

Submit Assignment

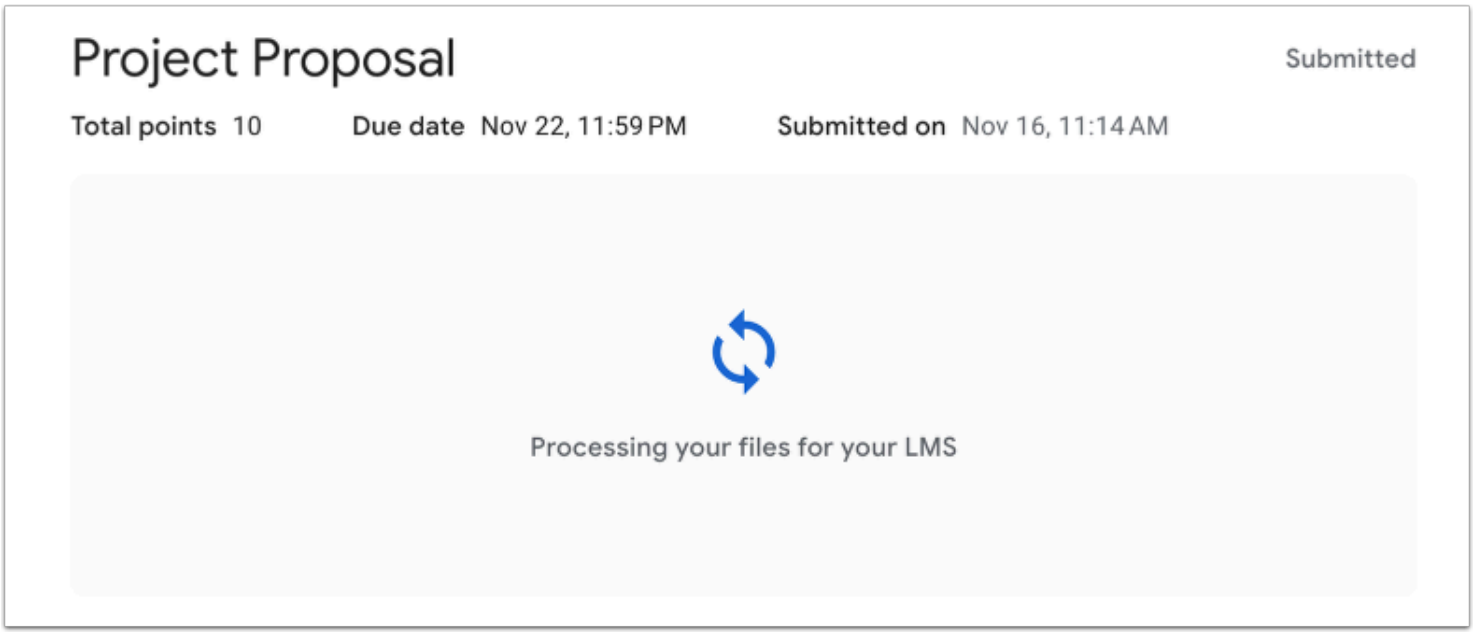


Click the **Submit** button.

View Submission Confirmation

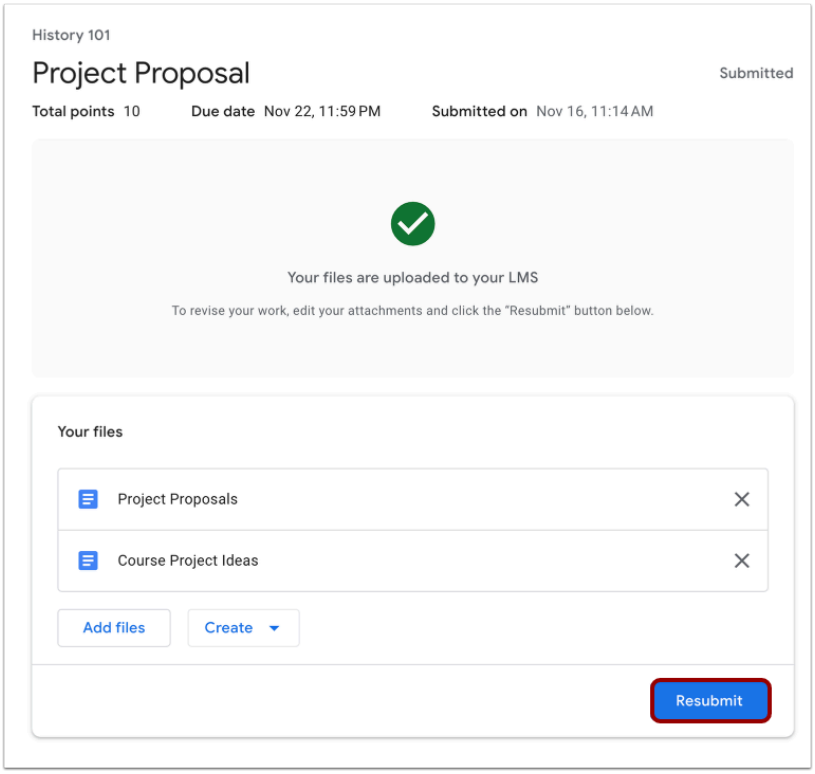


To confirm your submission, click the **Submit** link.



After you submit your assignment, a message displays notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload

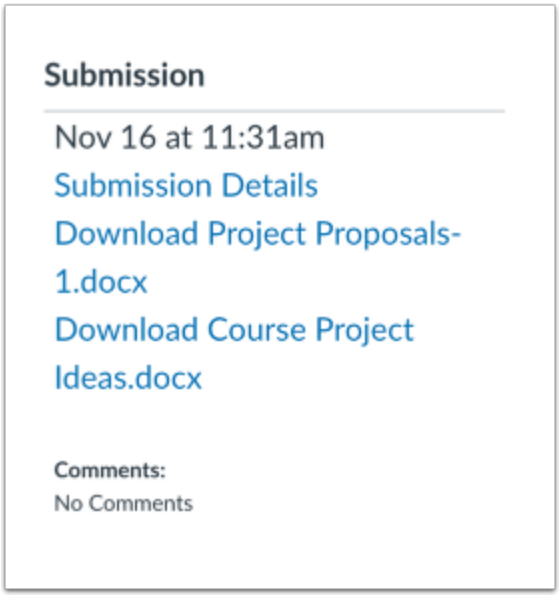
View Submission



View the confirmation of your assignment submission.

To revise your work, edit your attachments in Google Drive and click the **Resubmit** button.

View Submission in Canvas



View the confirmation of your assignment submission in Canvas.

How do I submit a cloud assignment with Google Drive?

If your instructor creates a cloud assignment with a Google Drive file, you can edit the document directly and submit your changes as your assignment submission.

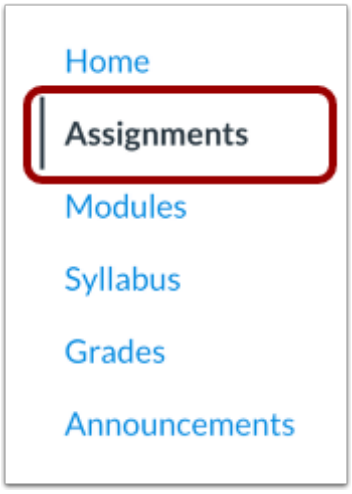
When you open the assignment, Google Drive will create a copy of the file as your submission. You can make changes per the assignment instructions, and submit the assignment directly from the assignment page. The copied document is also added to your Google Drive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

Notes:

- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.
- Depending on your institution, you may be able to submit assignments using the Google Assignments LTI 1.3.

Open Assignments



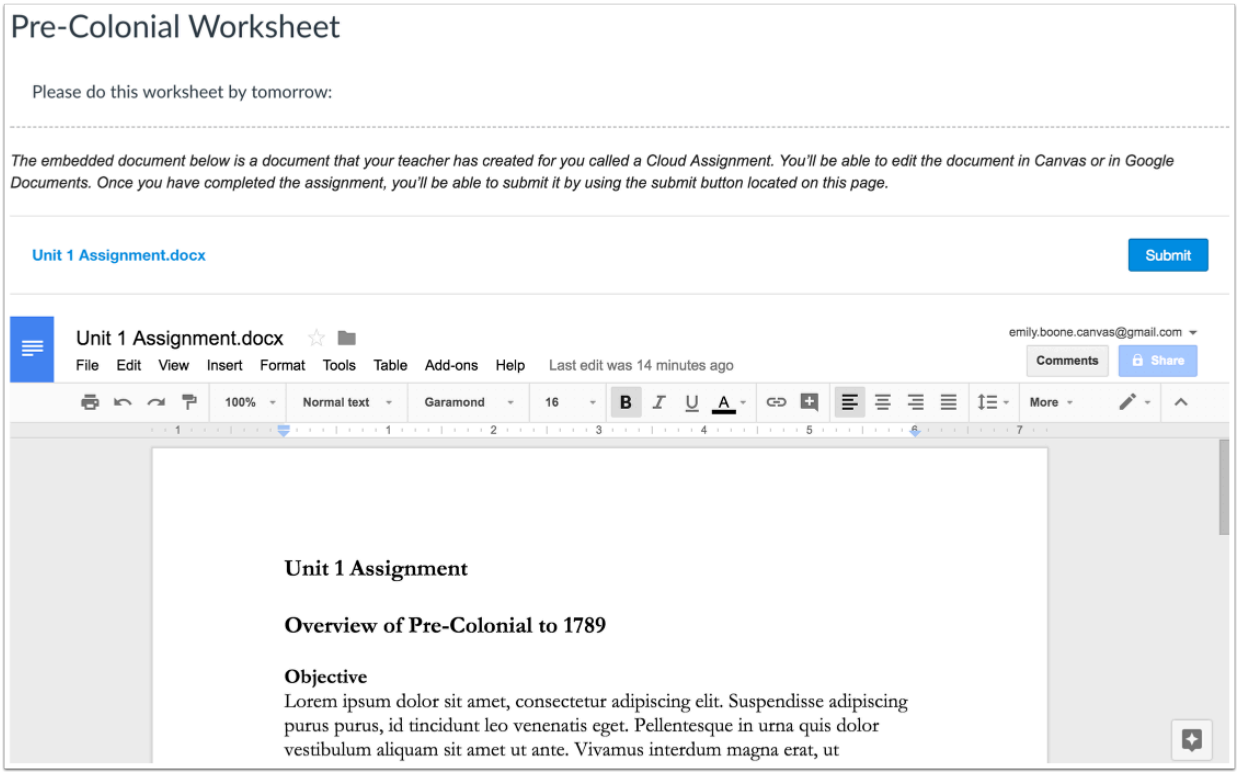
In Course Navigation, click the **Assignments** link.

Open Assignment



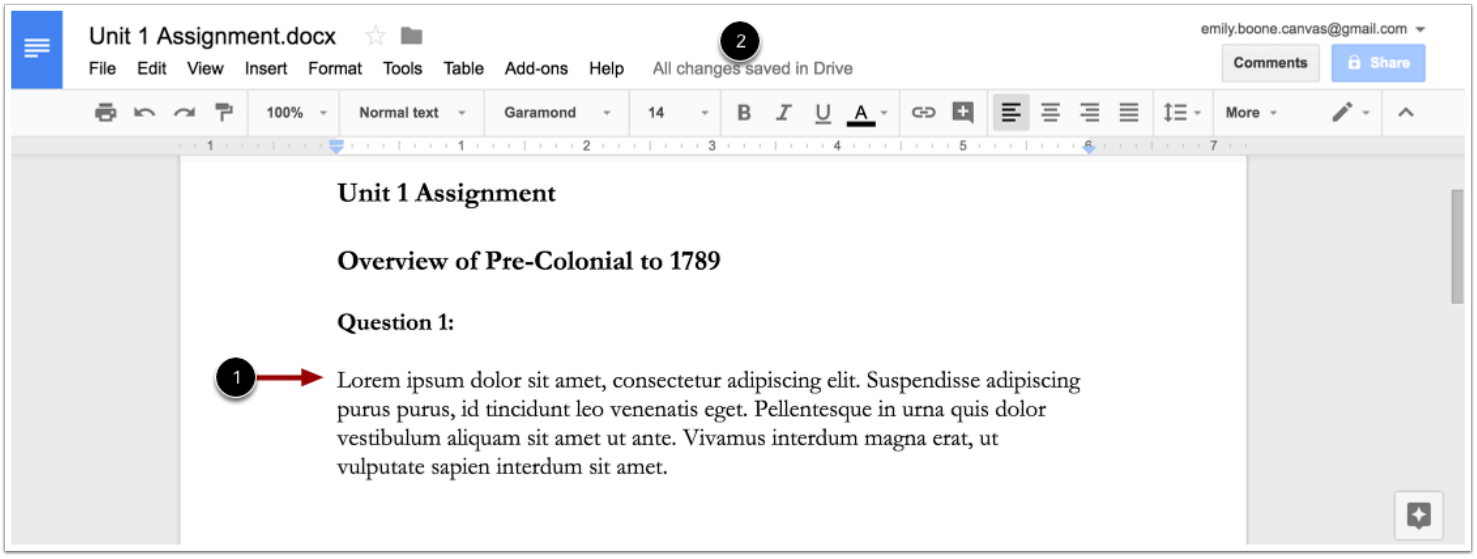
Click the name of the assignment.

View Assignment



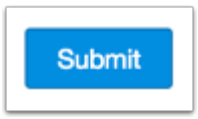
View the assignment in the assignment page.

Edit Assignment



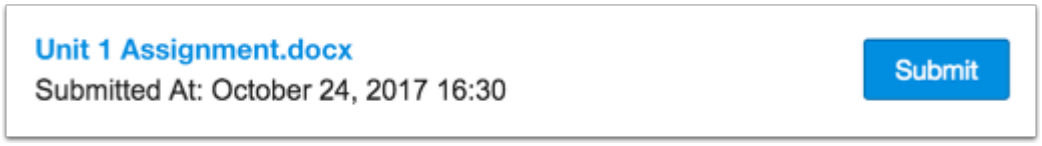
Make edits directly to the document as necessary to complete the assignment [1]. Google will periodically save your changes [2].

Submit Assignment



When you are ready to submit the assignment, verify that all edits have been saved, then click the **Submit** button.

Confirm Submission



Confirm your assignment was submitted.

If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.

How do I upload a file from Microsoft Office 365 as an assignment submission?

If your course has enabled Microsoft Office 365, you can upload a file from your Microsoft OneDrive for an assignment.

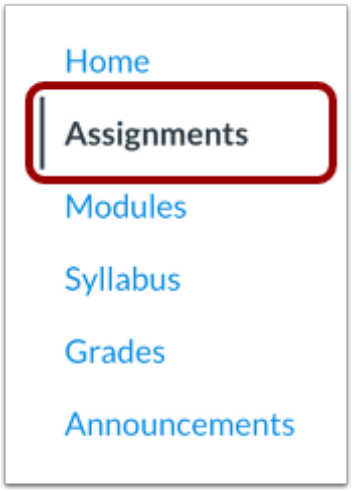
Like other file upload submissions, files uploaded from Office 365 are uploaded into your Canvas user files submissions folder.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Notes:

- If the Office 365 tab is not available in your submission, your institution has not enabled this feature.
- Canvas will require you to authorize access to your OneDrive account.
- In Office 365 assignments, you can only submit one file for your submission.
- When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments



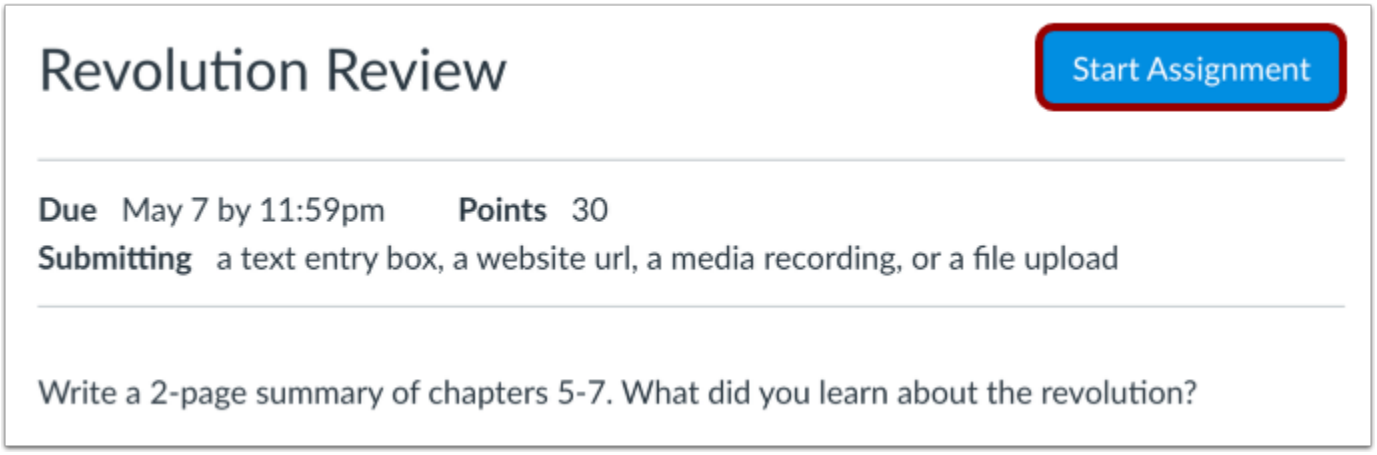
In Course Navigation, click the **Assignments** link.

Select Assignment



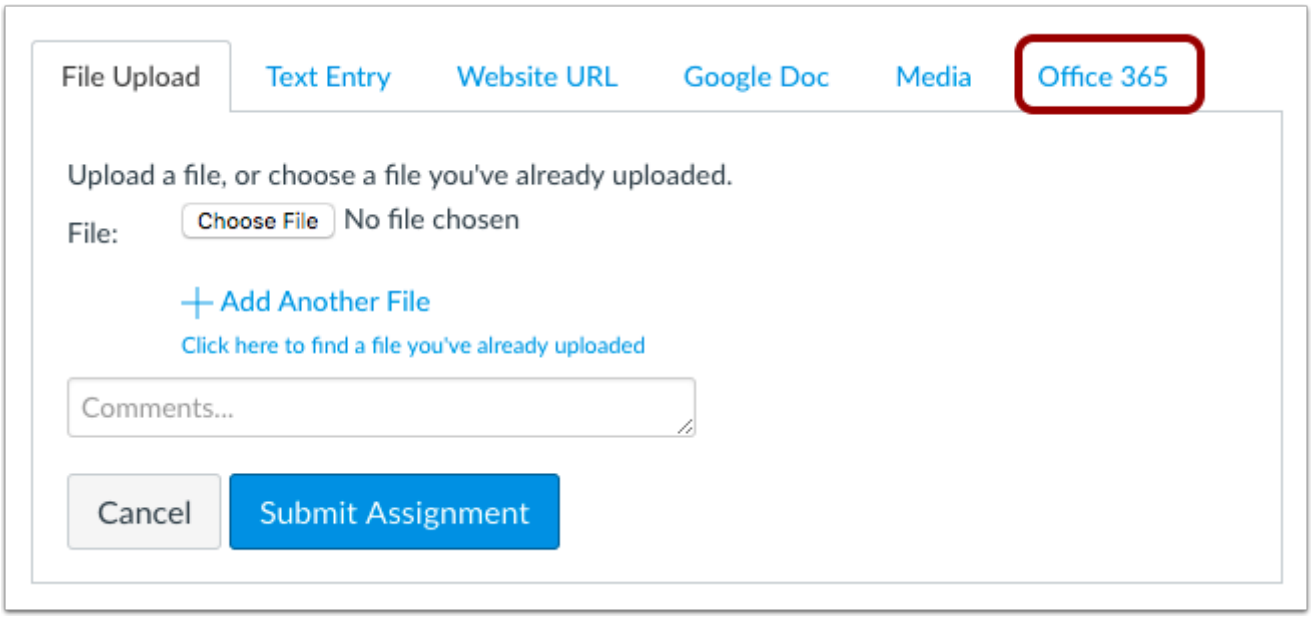
Click the title of the assignment.

Start Assignment



Click the **Start Assignment** button.

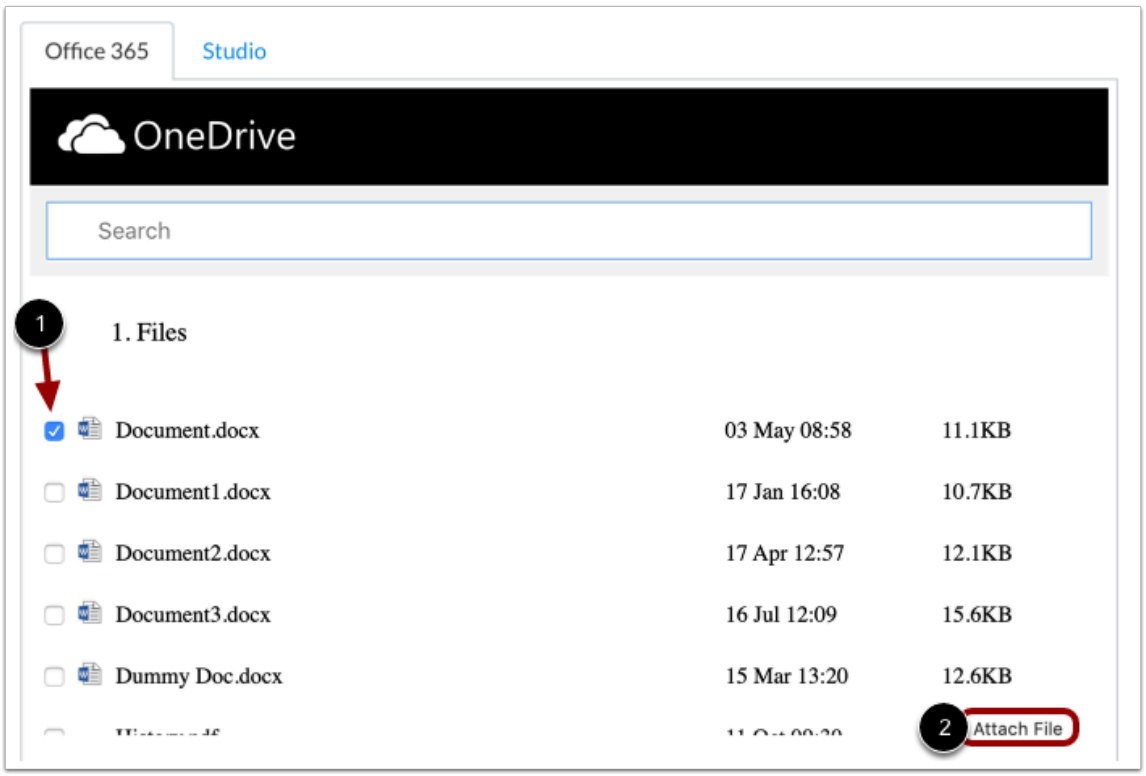
Open Office 365



Click the **Office 365** tab.

Note: If the **Office 365** tab is not available, your institution has not enabled this feature.

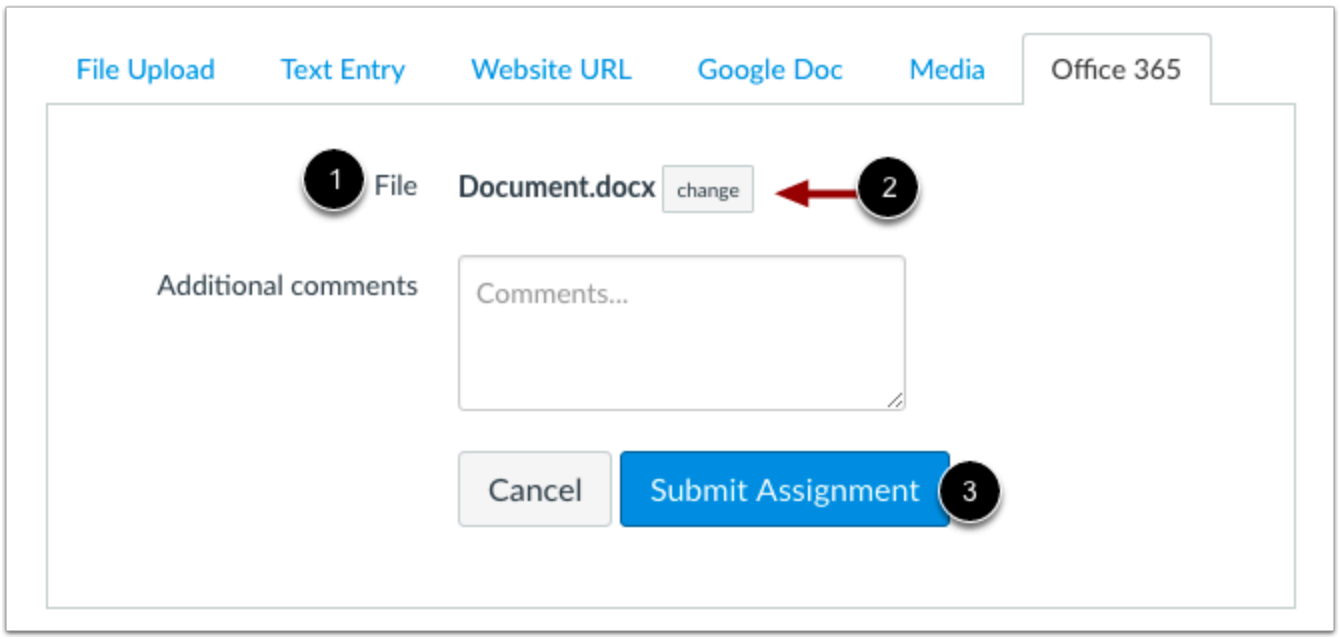
Attach File



Microsoft Office 365 will display a list of all allowed file types. Click the name of the file [1], then click the **Attach File** button [2].

Note: When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

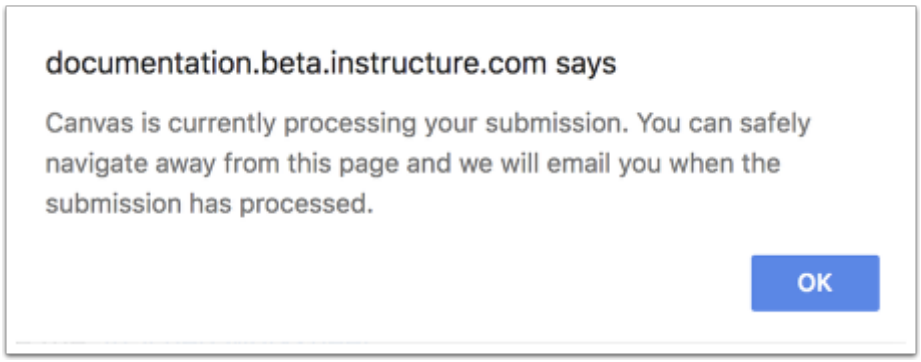
Submit Assignment



In the File field [1], confirm your selected file. To select a new file, click the **Change** button [2].

Click the **Submit Assignment** button [3].

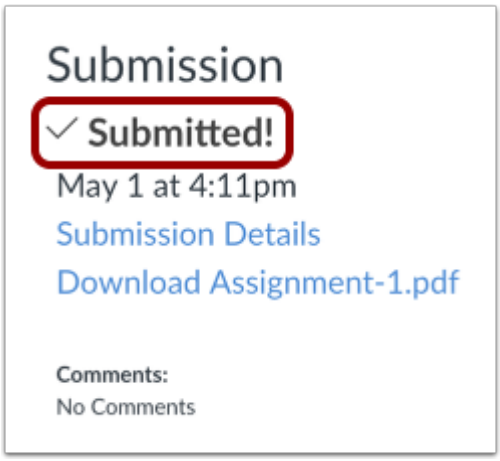
View Submission Notification



After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.

View Submission



View the confirmation of your assignment submission.

View Uploading and Failed Submission Icons



If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.

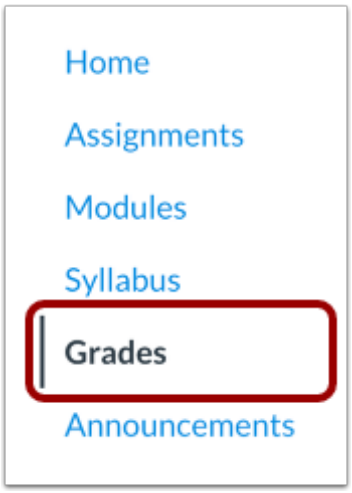
How do I know when my assignment has been submitted?

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

All file submissions also appear in your personal unfiled folder.

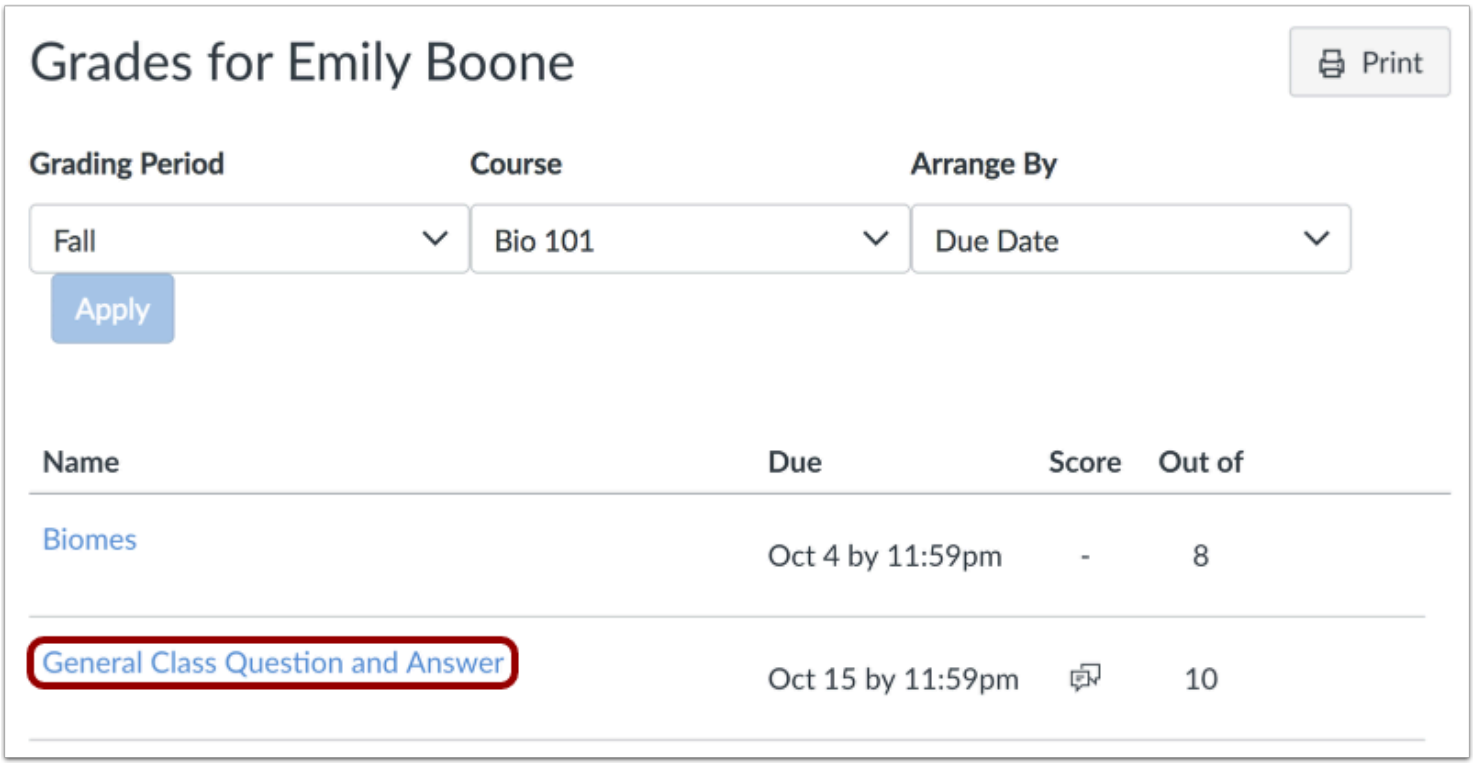
Note: If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Grades



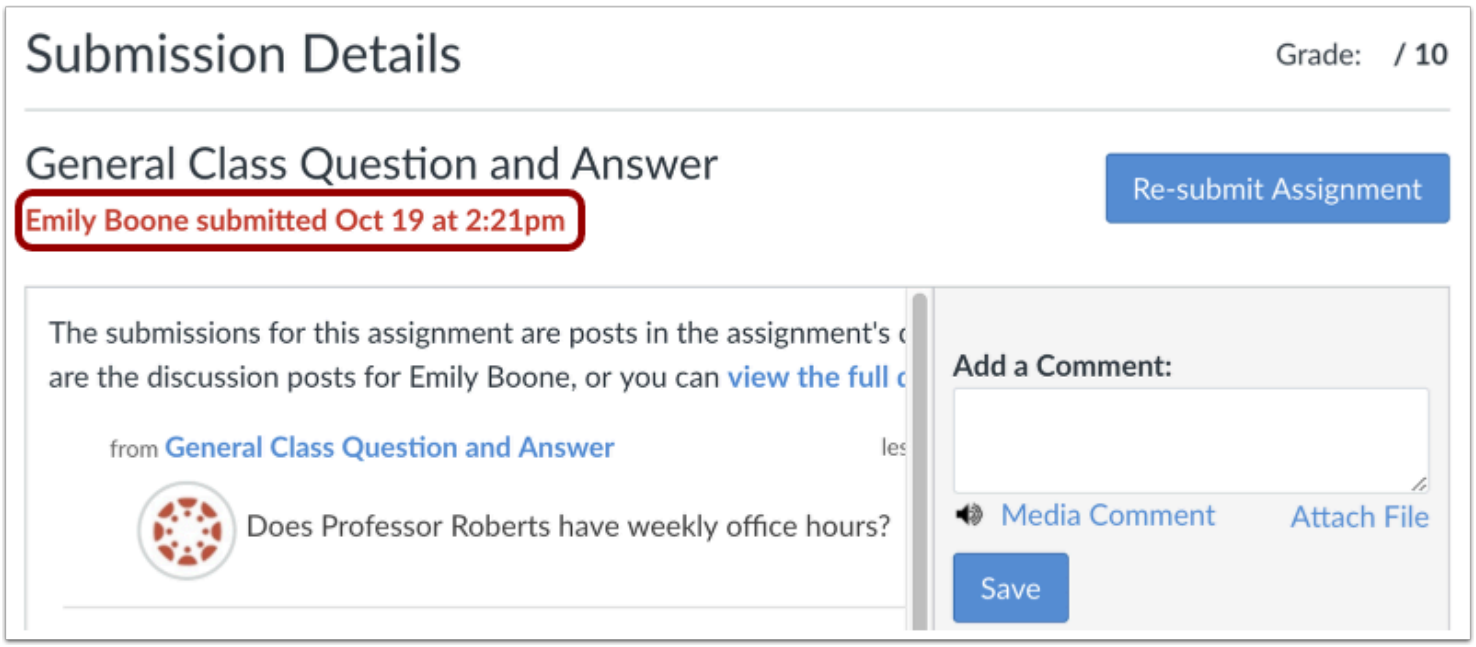
In Course Navigation, click the **Grades** link.

Select Assignment



Click the assignment name.

View Submission Details



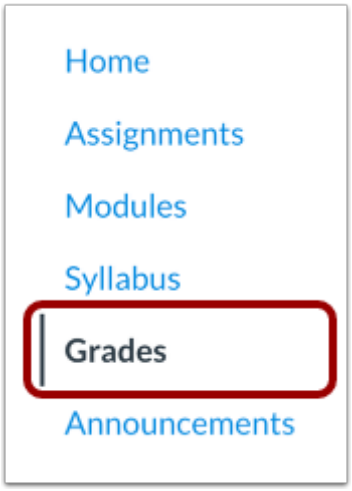
View the submission confirmation for submitted assignments.

How do I know when my instructor has graded my assignment?

When a change is made to your course grades, the Grades link in Course Navigation adds a indicator representing the number of changes in a course since your last visit. The Grades page shows the details of your graded assignments.

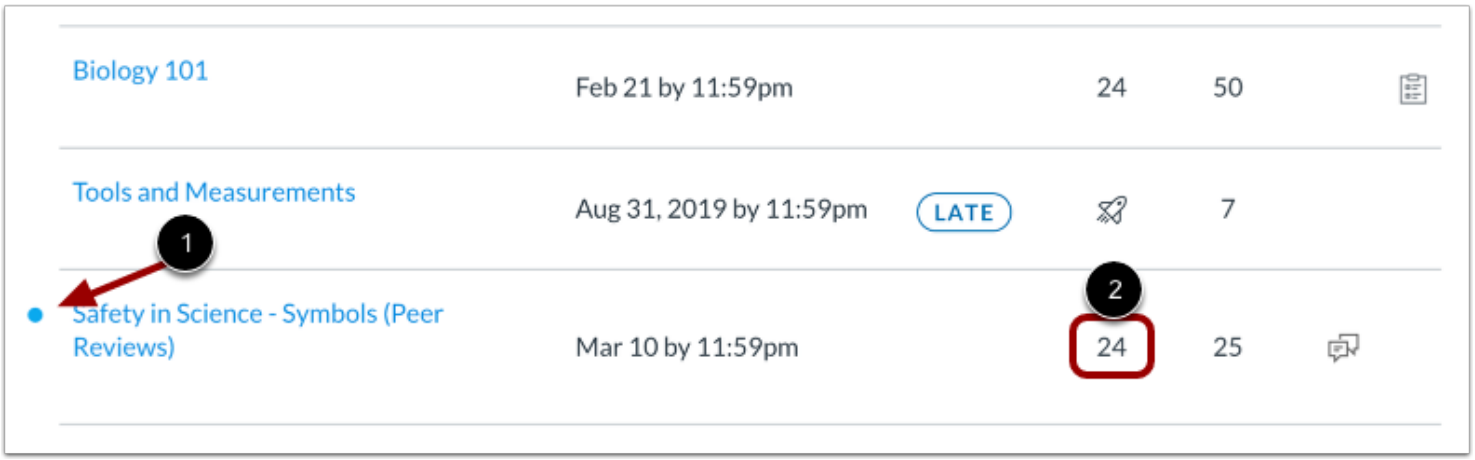
Note: You can also set up notifications to know when your instructor grades an assignment.

Open Grades



In Course Navigation, click the **Grades** link.

View Assignment Grade



A dot next to the assignment indicates the assignment that has been graded [1]. The indicator disappears when you navigate away or refresh the page.

The score column displays the score given to the assignment [2].

In the Grades page, you can also see if the assignment includes scoring details, comments, or rubrics.

How do I submit a cloud assignment with Microsoft Office 365?

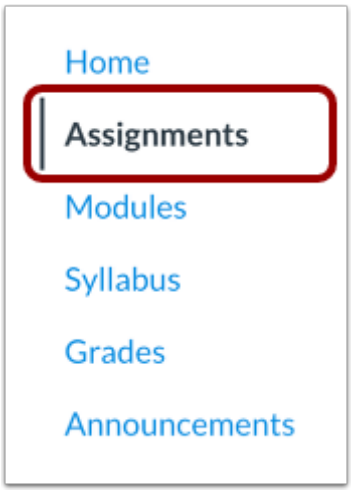
If your instructor creates a cloud assignment with a Microsoft OneDrive file, you can open the assignment, edit the document directly, and submit your changes as your assignment submission.

When you open the assignment, Office 365 will create a copy of the file as your submission. You can open the document and make changes per the assignment instructions. When you are ready to submit the assignment, return to the Canvas assignment page and submit the assignment. The copied document is also added to your OneDrive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

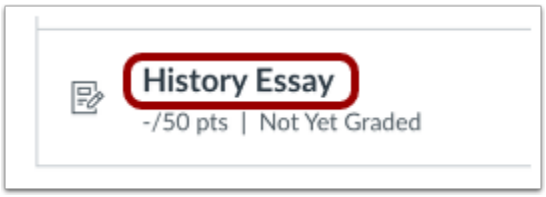
Note: When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

Open Assignments



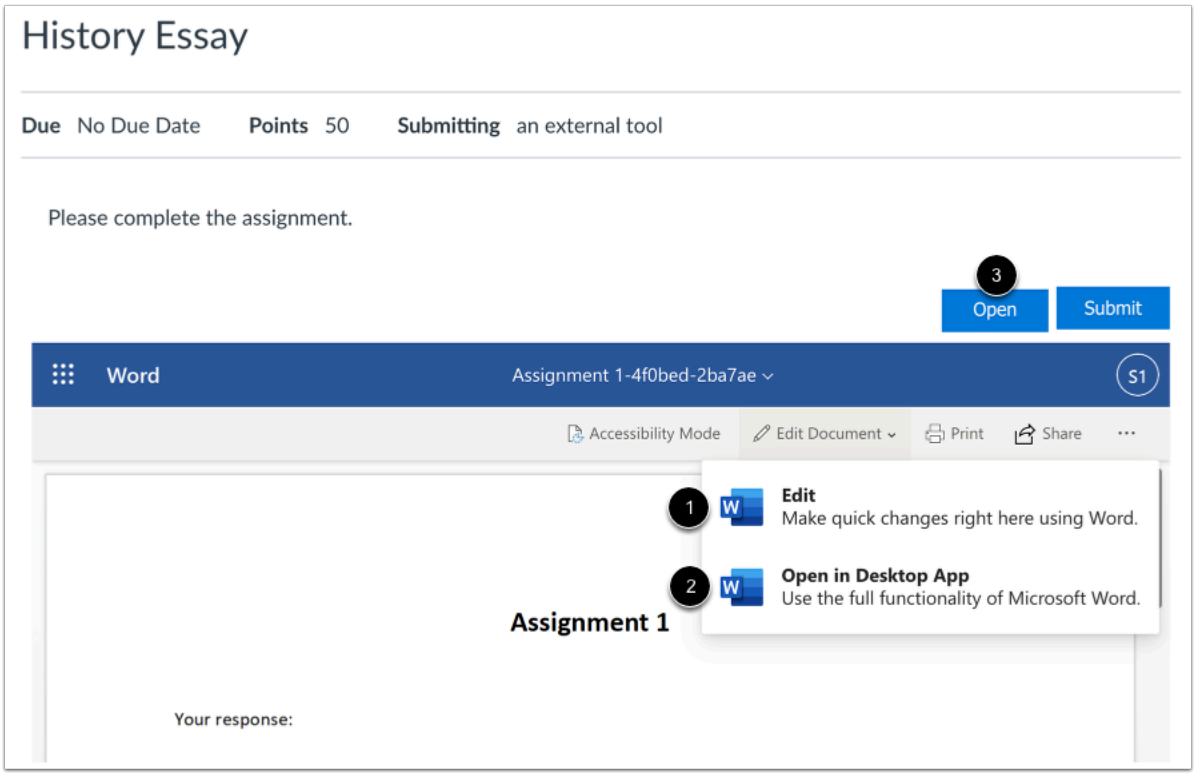
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of the assignment.

Open Document Editor

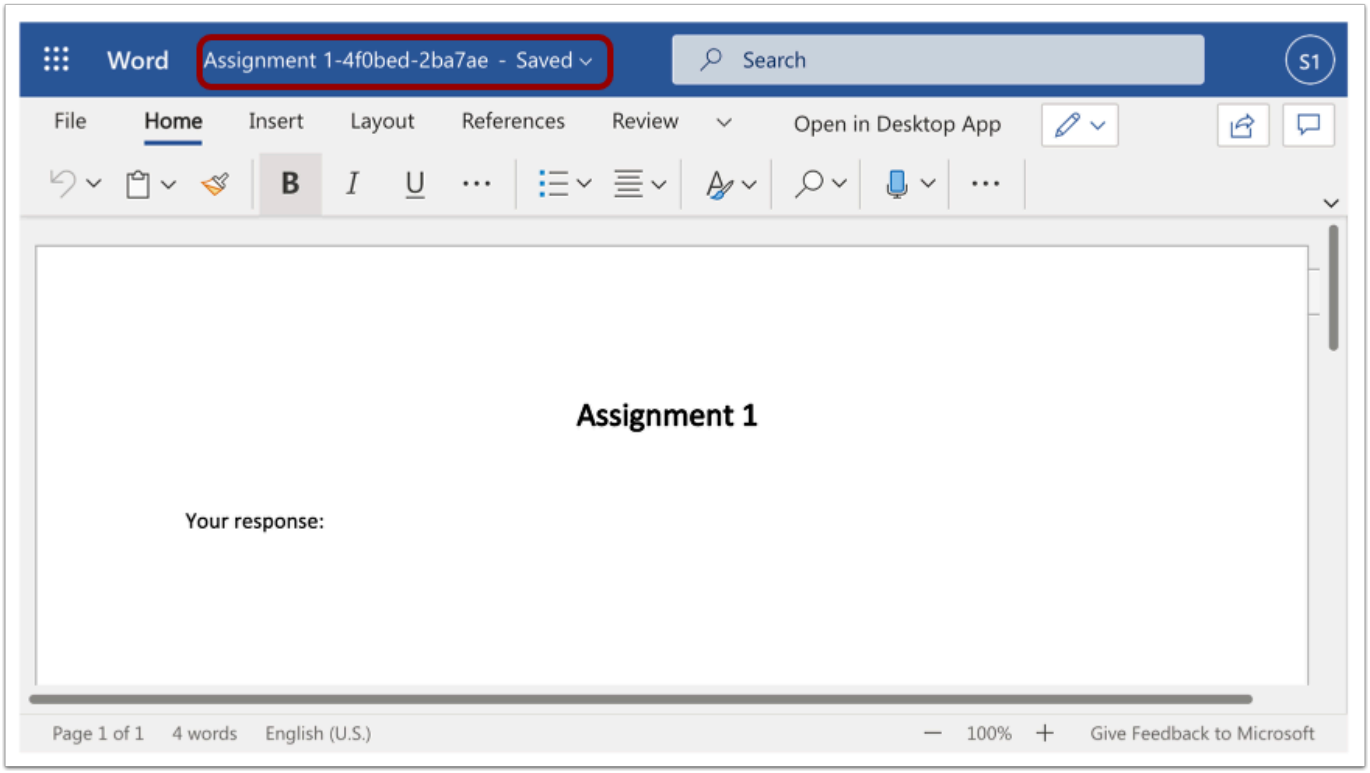


To complete the assignment from the assignments page, click the Edit Document drop-down menu and select **Edit** [1].

To open the assignment using the corresponding app, select **Open in Desktop App** [2].

To open the assignment in a separate window, click the **Open** button [3].

Edit Assignment



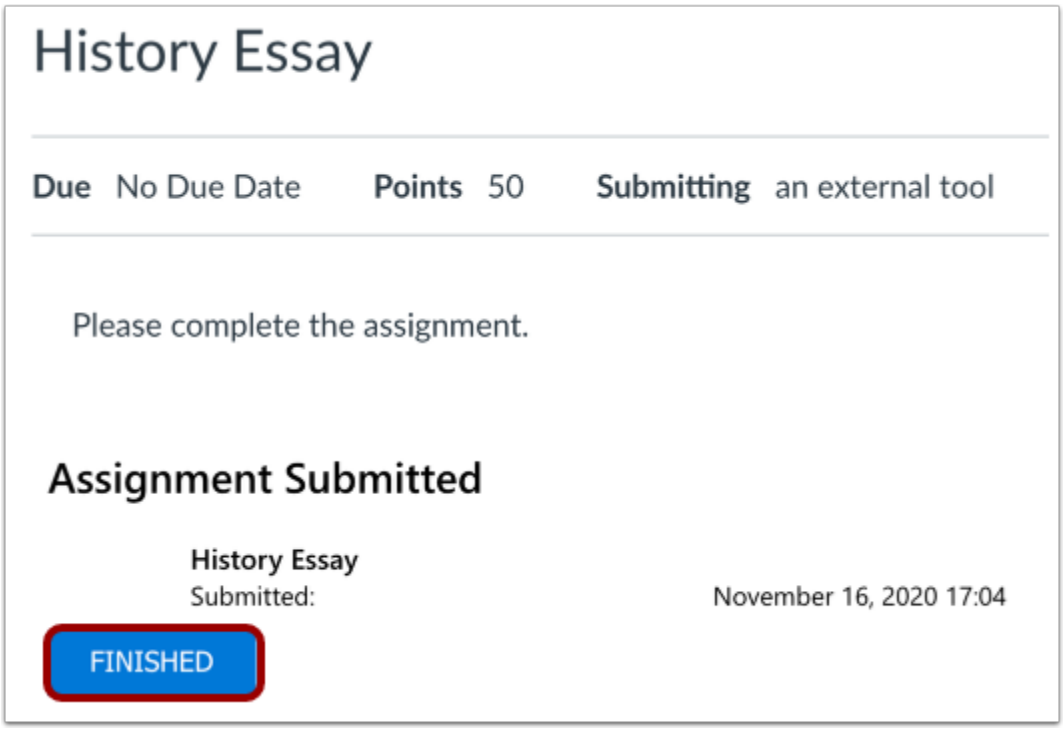
Make edits directly to the document as necessary to complete the assignment. Word will periodically save your changes.

Submit Assignment



When you are ready to submit the assignment, verify that all edits have been saved, then close the Word Online window. In the assignment page, click the **Submit** button.

Confirm Submission



Confirm your assignment was submitted. Click the **Finished** button.

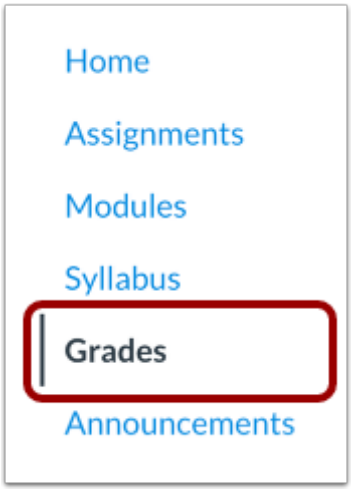
If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.

How do I view assignment comments from my instructor?

You can see comments from your instructor in the Grades page. Most comments are located in the assignment sidebar.

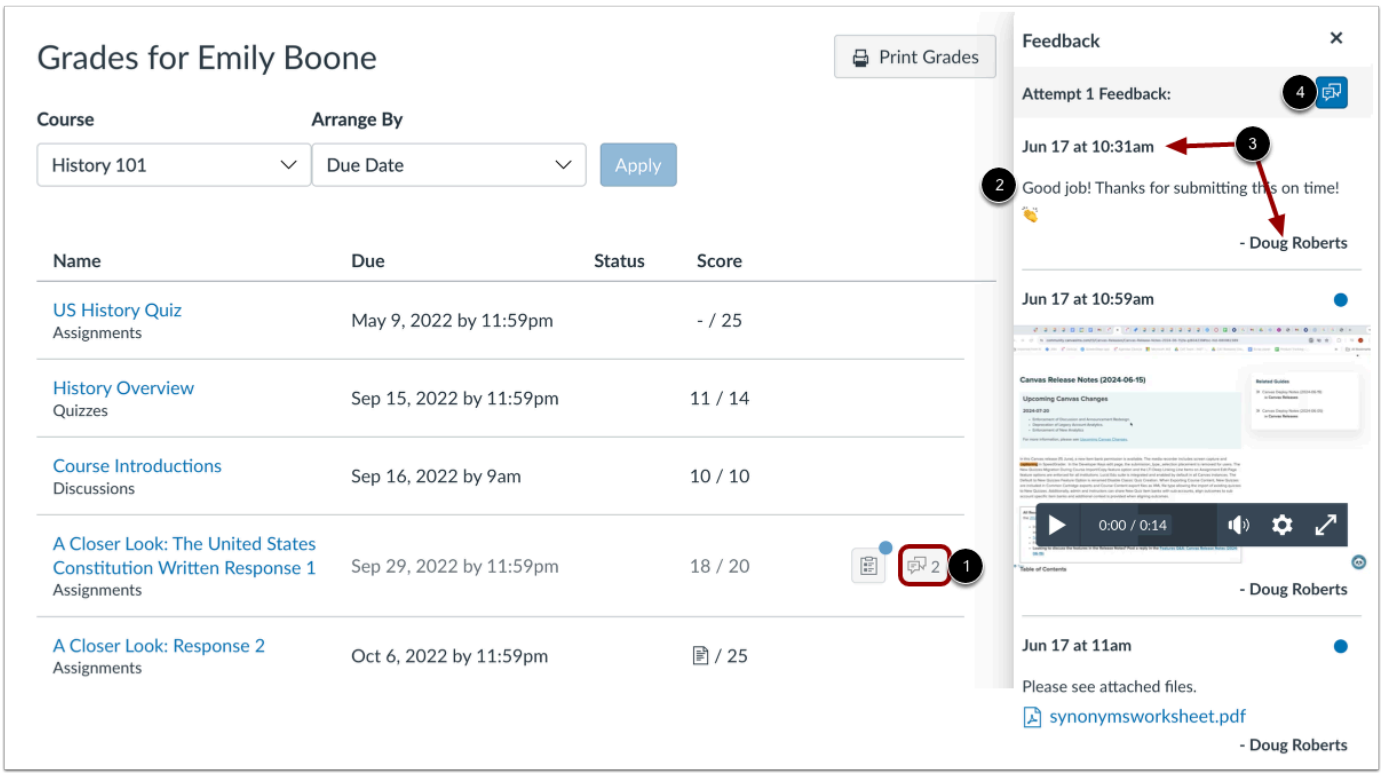
Your instructor may also leave comments in your assignment submission as annotations. Learn how to view annotation feedback comments.

Open Grades



In Course Navigation, click the **Grades** link.

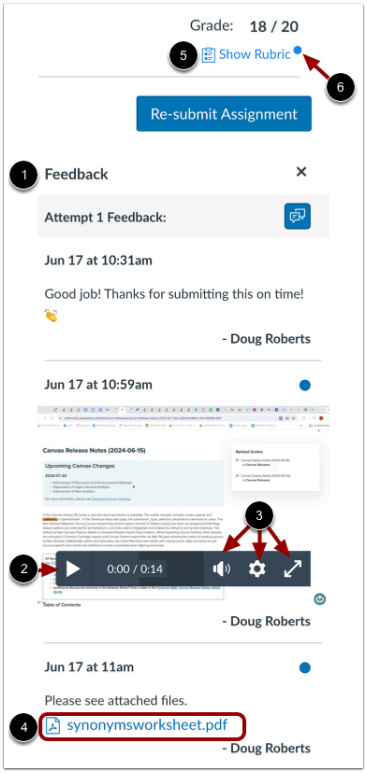
View Assignment Comments



Locate the assignment and click the **Comment** icon [1]. View the comments in the assignment [2]. For each comment, you can view the author, date, and time of the comment [3].

To view the assignment details, click the **Feedback** icon [4].

View Comments



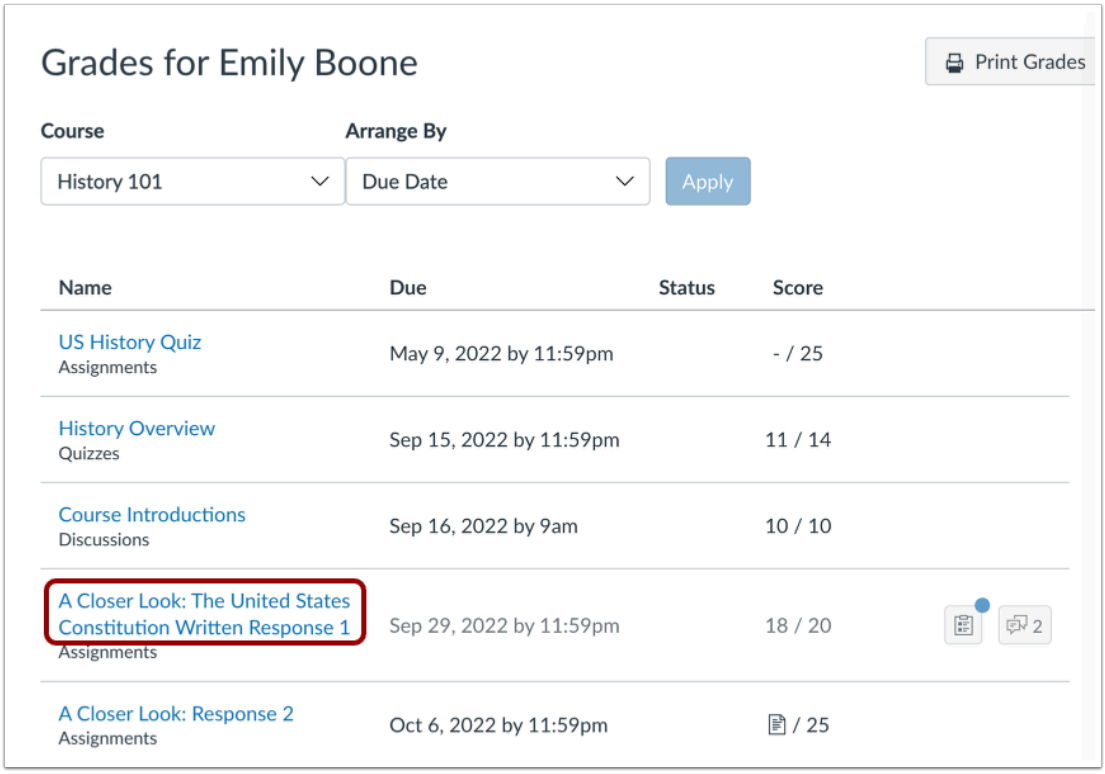
Any instructor comments added to your submission, as well as any comments added by you, appear in the Feedback portion of the sidebar [1]. These comments can be text comments, media comments, or attached files.

To view a media comment, click the **Play** button [2]. To control the volume, speed, and size of the media player, click the **Volume**, **Captions**, **Settings**, and **Full Screen** buttons [3].

To open an attached file, click the **file name** link [4].

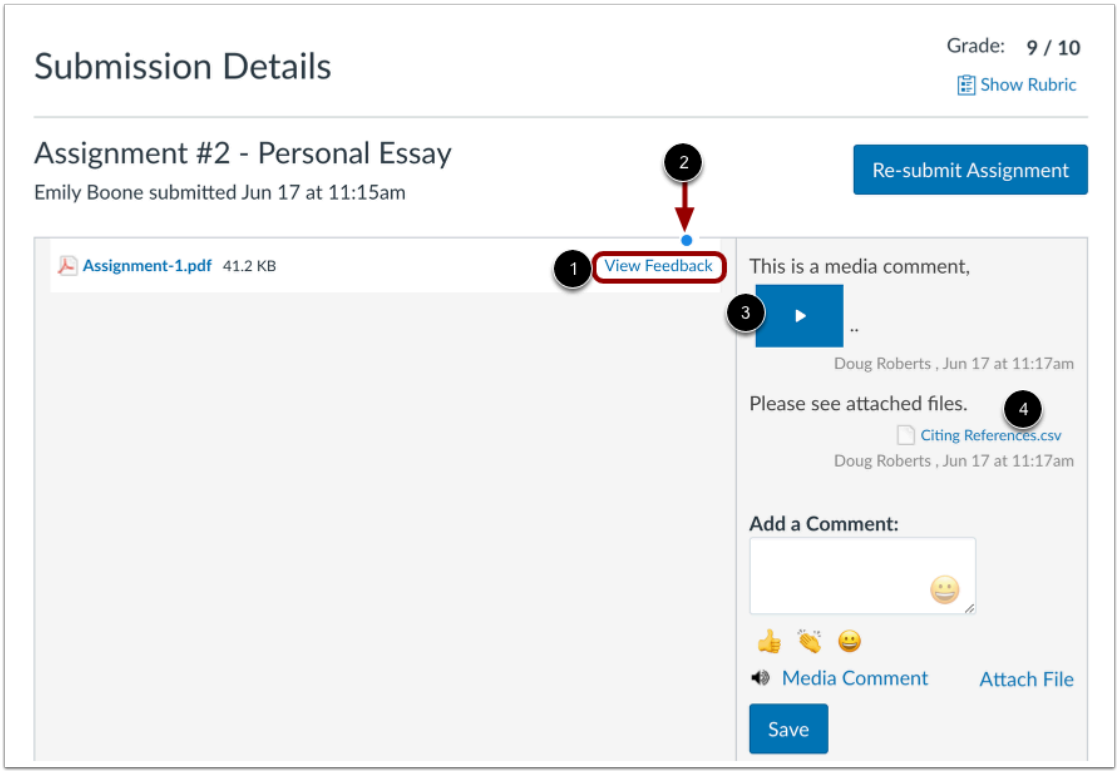
If your assignment includes a rubric [5], your instructor may also leave comments in the rubric. The Show Rubric link displays an indicator if comments have been added in a rubric [6].

Open Assignment



Your assignment submission also displays comments. Click the title of the assignment.

View Annotated Comments

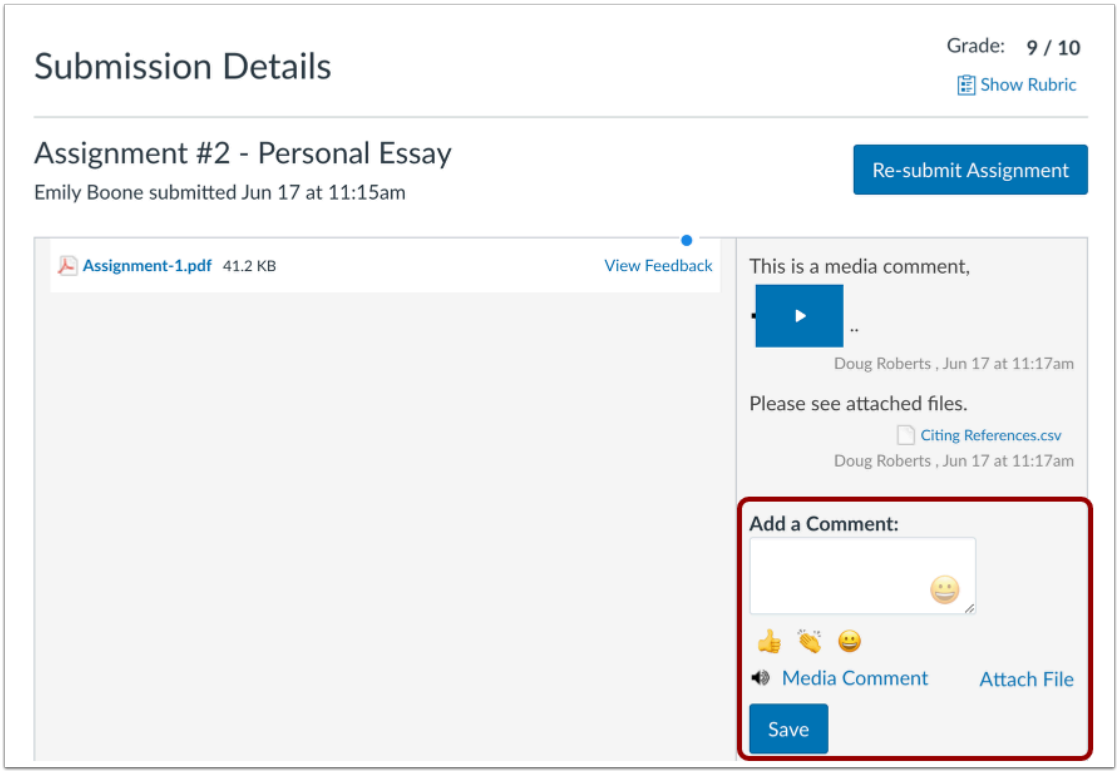


If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment.

On the Submission Details page, files that support annotations display a **View Feedback** link next to the submission [1]. If annotated comments have been added to an assignment, the View Feedback link displays an indicator [2]. Learn more about how to view annotated comments.

While viewing submission details, you can also view media comments by clicking the **Play** icon [3] or view attached files by clicking the file name link [4].

Add Comment



When viewing comments from your instructor, you can also leave your own comment in the **Add a Comment** area.

How do I use DocViewer in Canvas assignments as a student?

Canvas DocViewer is a tool that allows annotations on uploaded online assignment submissions in Canvas. You can use DocViewer to view annotated feedback in the assignment details section of the sidebar from your instructor or from other students in peer review assignments.

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Submitted annotations are saved and are not affected by the session limit. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

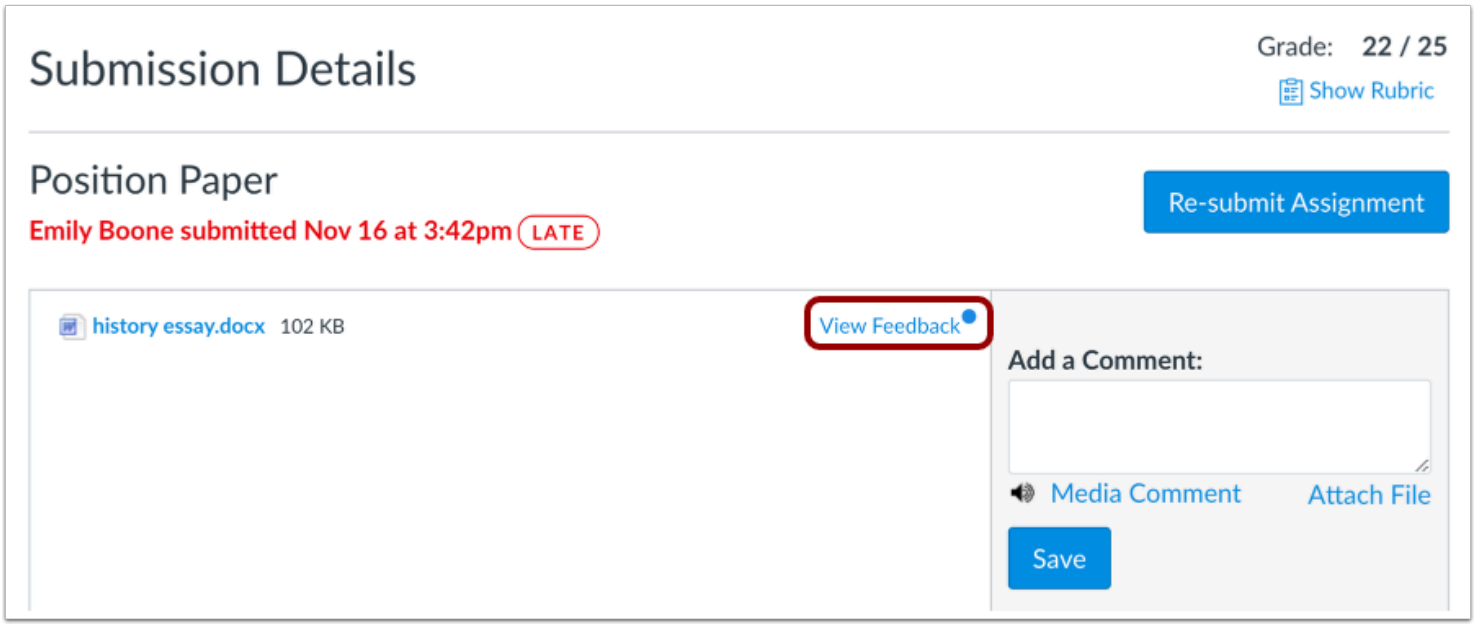
Accessibility

You can access DocViewer annotations and comments with a screen reader, which can read the annotation, author name, comments, and any reply comments at the end of the document. However, the following limitations currently exist: when you are listening to your document, there is no indication that a comment is available; if you are tabbing through comments, you cannot jump to the associated place in the annotated assignment; the kind of annotation is not indicated; some images may have no alternate text or display; markers in the document are not in-line with the text.

Notes:

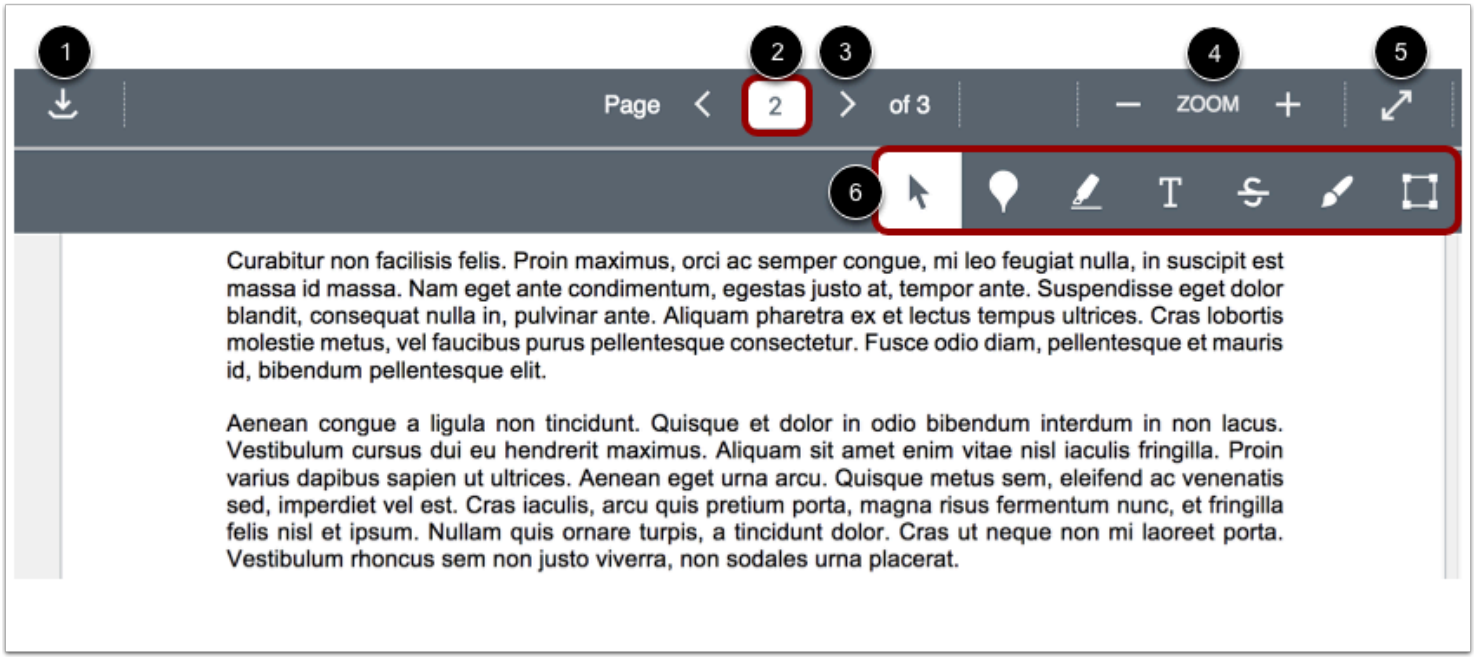
- If you cannot annotate a document in DocViewer, your institution may have restricted this feature.
- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas Student app.
- Your instructor can delete any comment or annotation at any time.
- If your instructor anonymously grades an assignment, annotations in DocViewer will not be available until the assignment is unmuted.

View DocViewer



To access DocViewer, view feedback from your instructor or peer review feedback on the assignment details page. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.

View DocViewer Toolbar



The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [3] to advance through the submission.

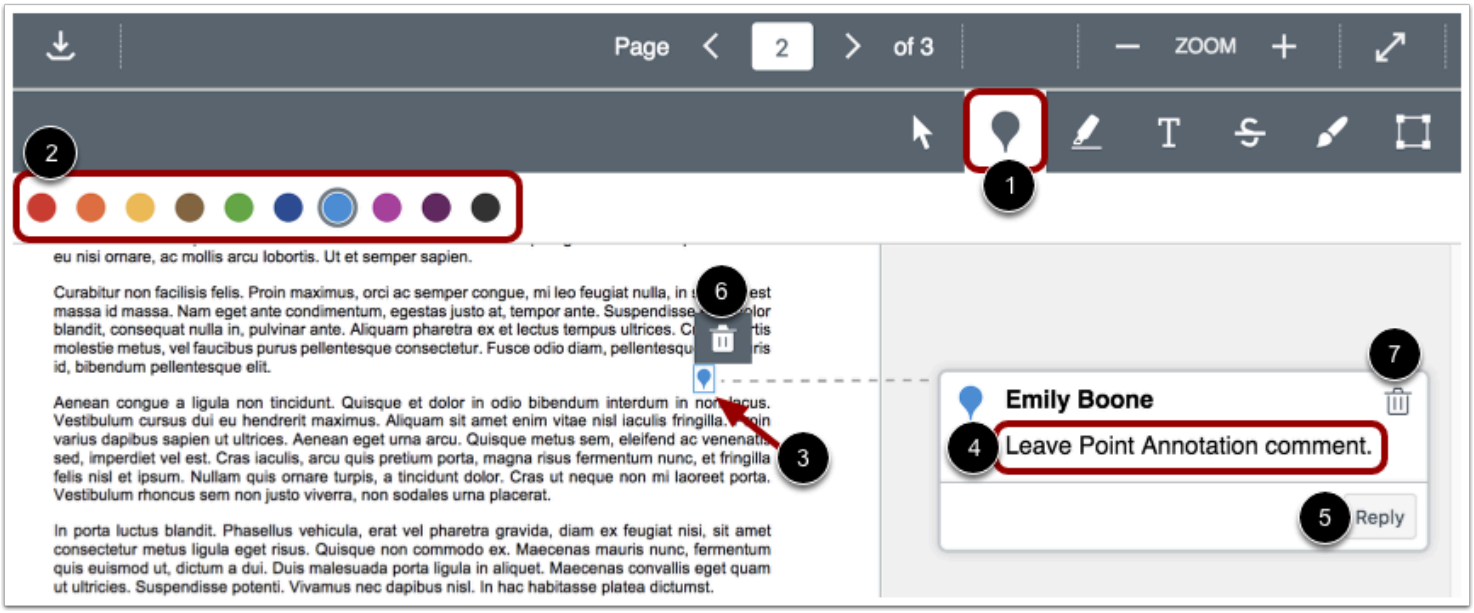
To zoom in and out on the submission, use the **Zoom** buttons [4].

To view the submission in full screen, click the **Full Screen** button [5].

To annotate the submission, use the annotation tools [6].

Note: If you cannot use the annotation tools in DocViewer, your institution may have restricted this feature.

Add Point Annotation



To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

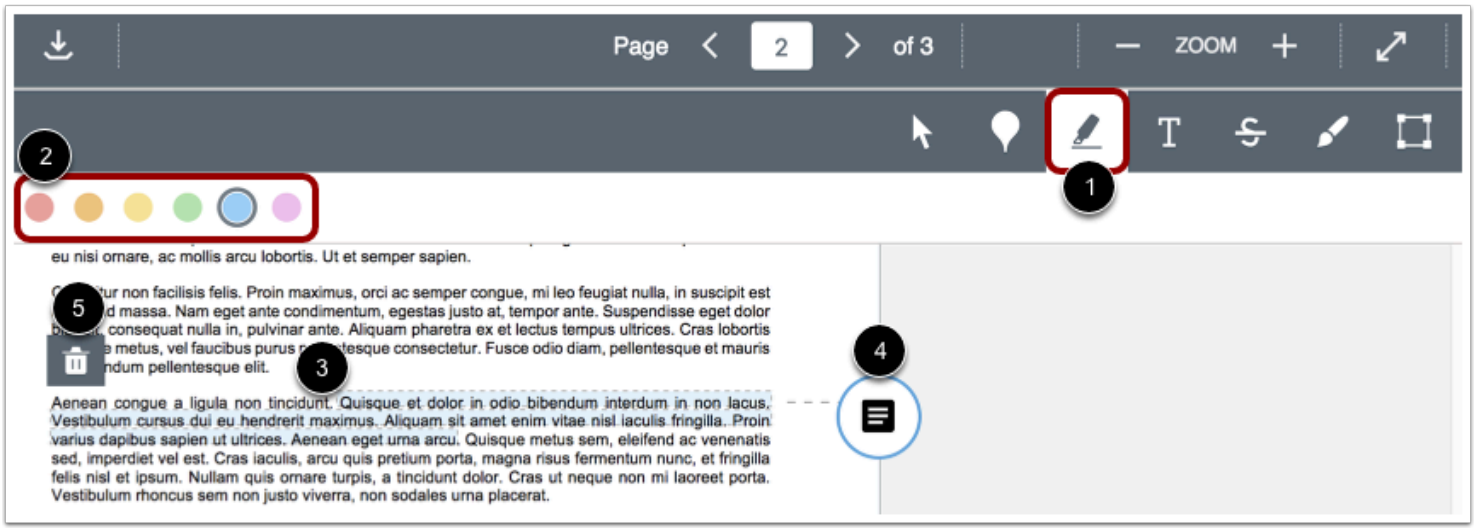
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation and its comments, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation.

To delete a point annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

Add Highlight Annotation



To highlight text within the document, select the Highlight annotation type [1].

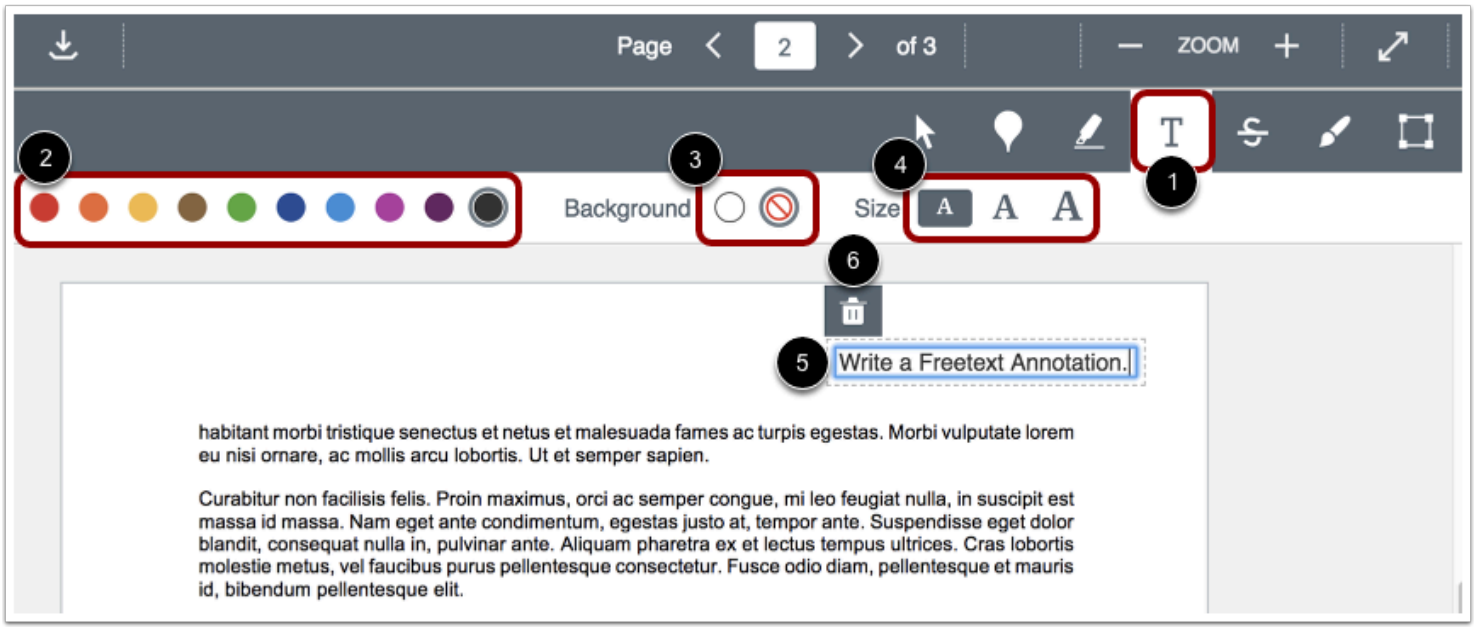
Select the color for the highlight annotation in the color panel [2].

Click and drag to highlight text within the submission [3].

To add a comment to the highlight annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a highlight annotation, click the highlighted area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation will also delete any associated comments.

Add Text Annotation



To add text directly in the submission, select the **Free text** annotation type [1].

Select the color for the text annotation in the color panel [2].

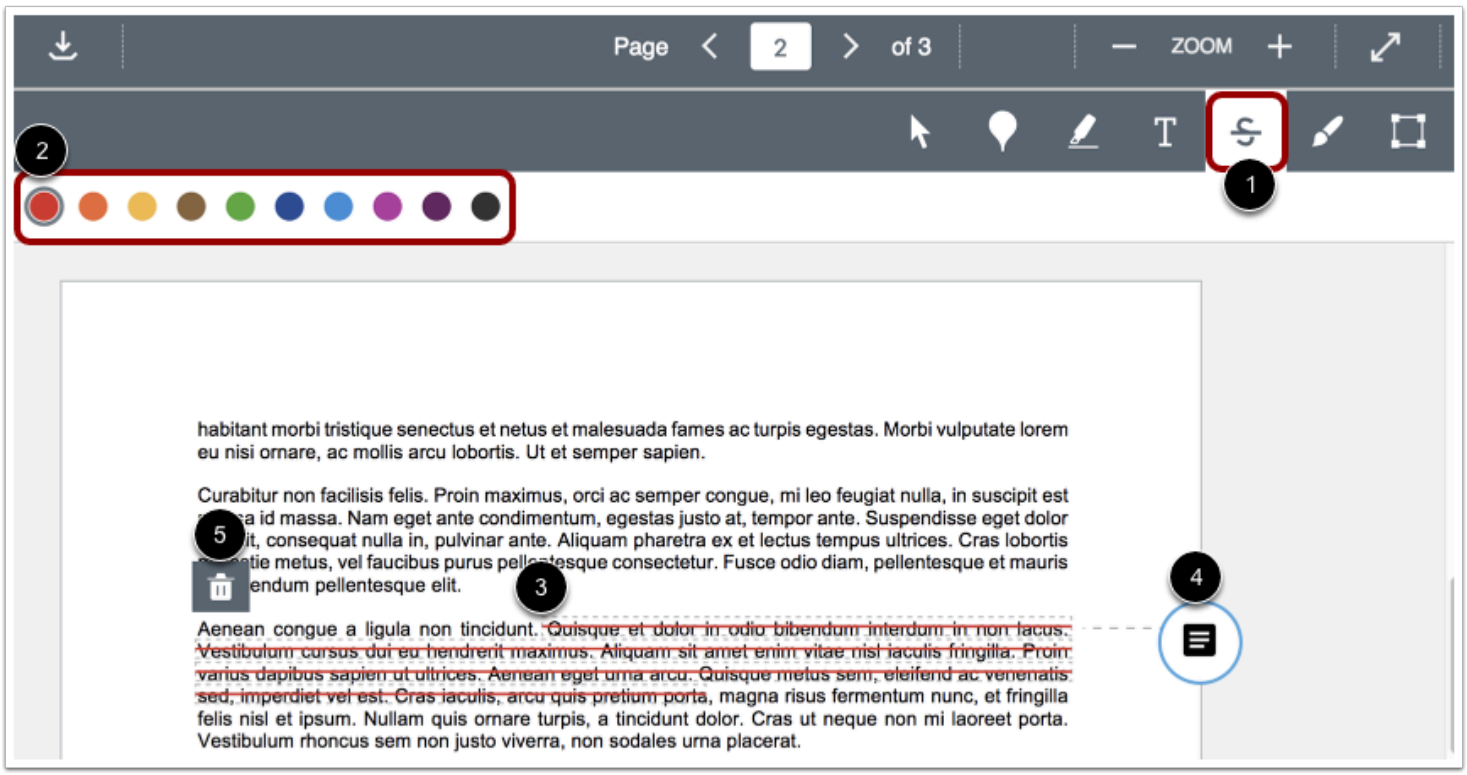
Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, press the **Shift+Enter/ Return** keys.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.

Add Strikeout Text Annotation



To indicate that text should be deleted, select the **Strikeout** annotation type [1].

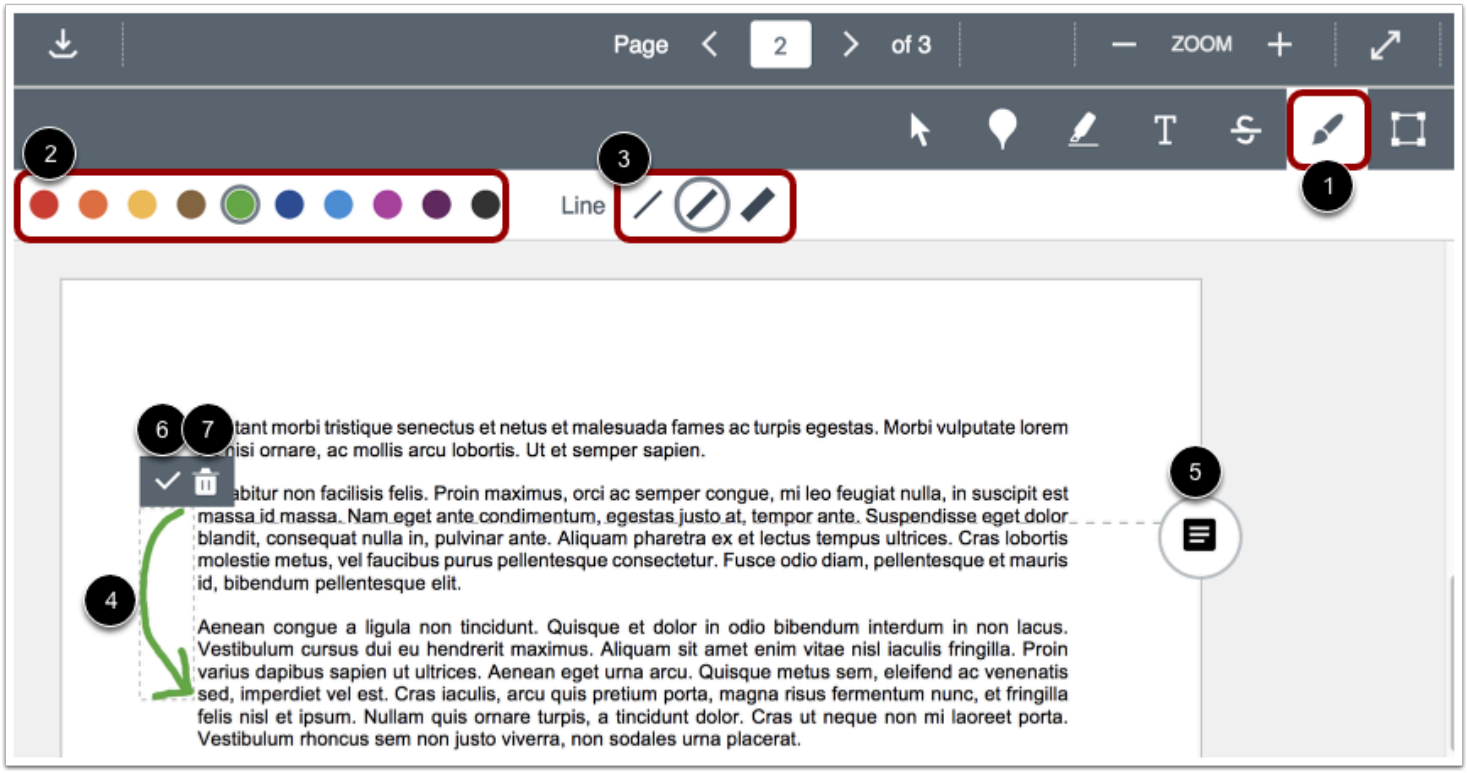
Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation will also delete any associated comments.

Add Draw Annotation



To make freehand drawings and annotations, select the **Free Draw** annotation type [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

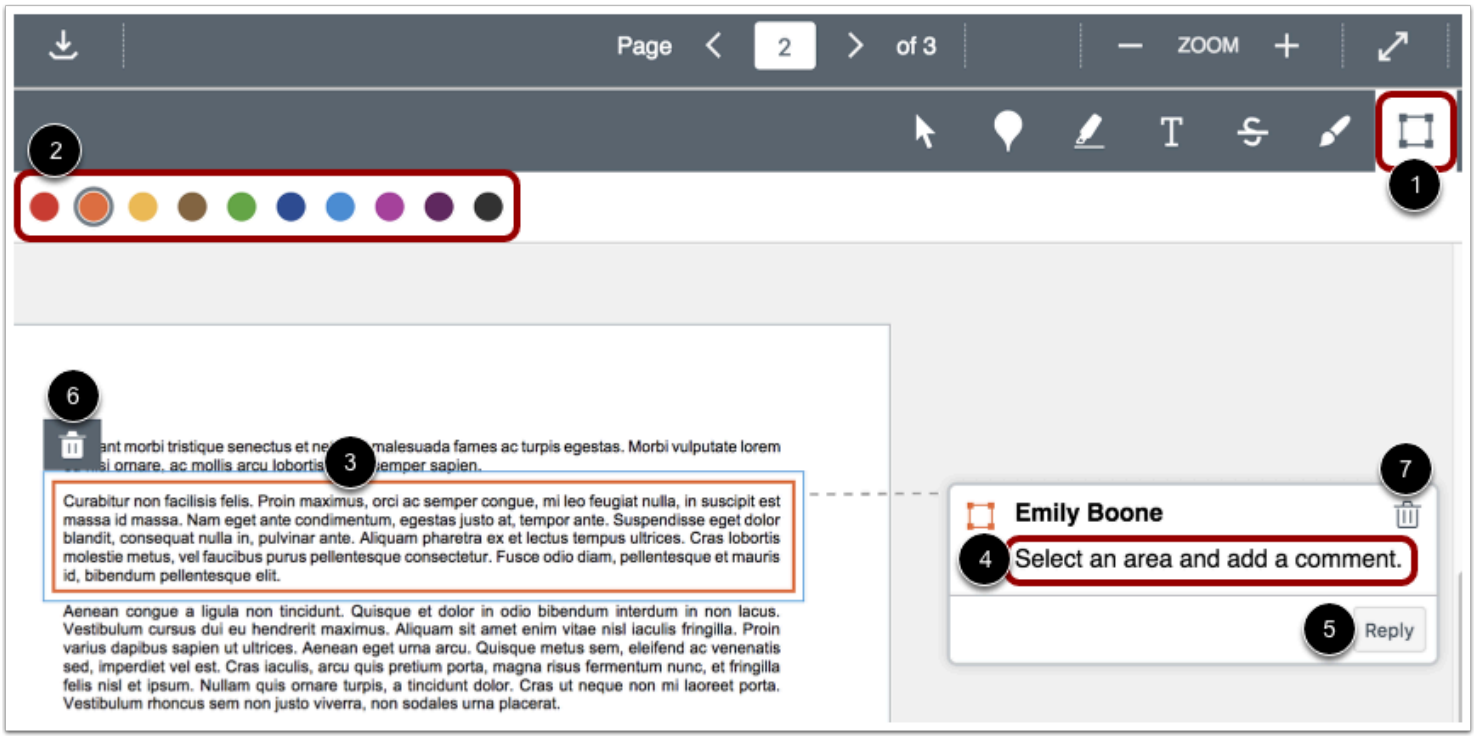
To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation also deletes any associated comments.

Note: Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

Add Area Annotation



To leave an area annotation, select the **Area** annotation type [1].

Select the color for the area annotation in the color panel [2].

Click and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

To add a comment to the area annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

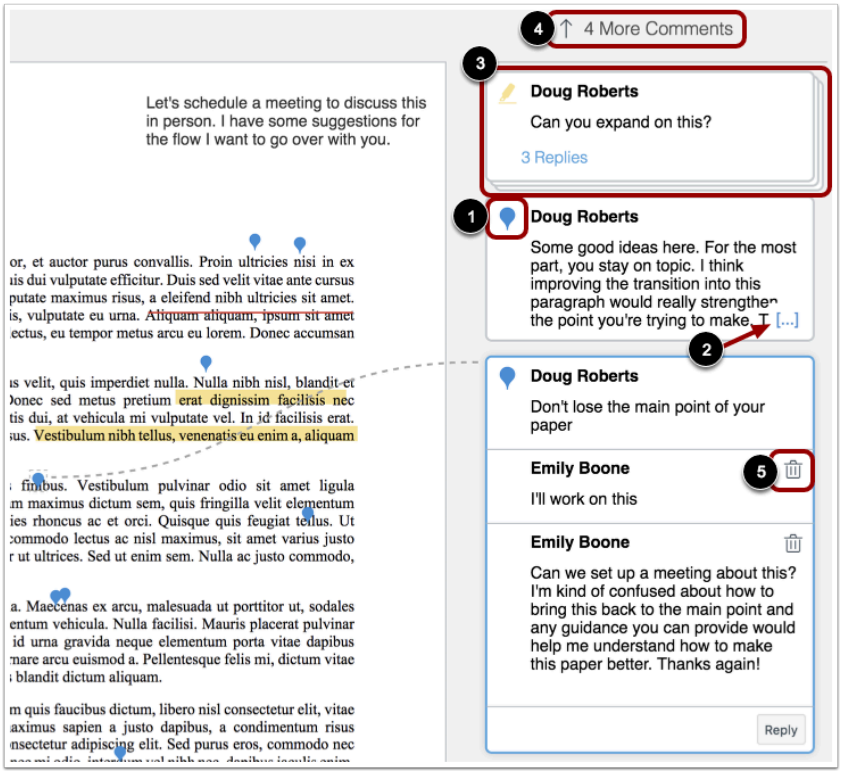
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation will also delete any associated comments.

To delete an area annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

View Comments



Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes more than five content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [3]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [4].

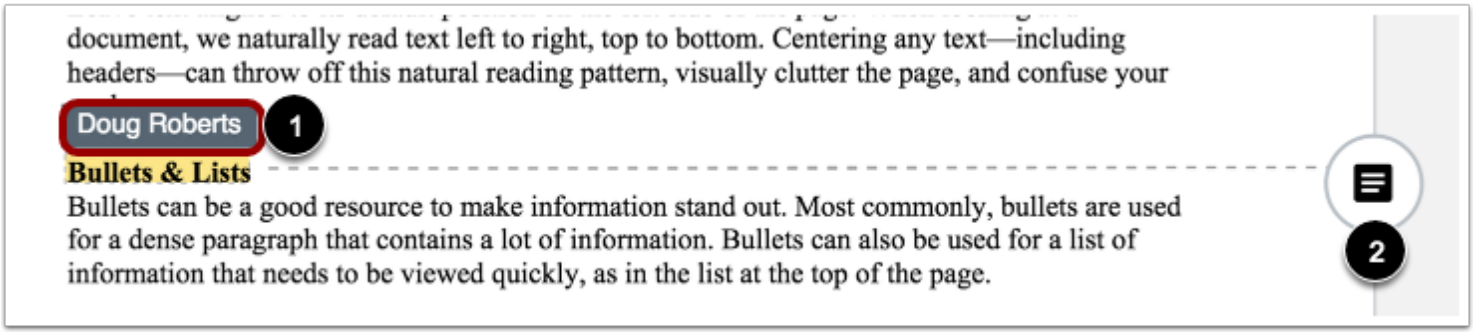
You can delete your comments by clicking the **Delete** icon [5].

View Anonymous Instructor Comments



If your instructor has enabled Anonymous Instructor Annotations, annotations and comments on your submission will not display the name of the instructor or grader.

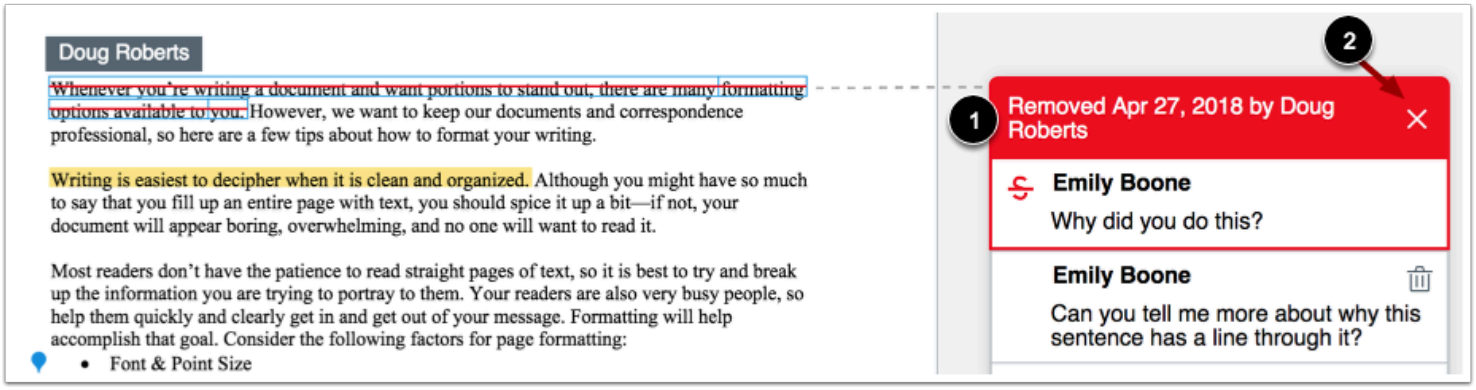
View Other User Annotations



When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1].

You can also leave a comment on any annotation created by other users [2].

View Deleted Items



Your instructor can delete any comment or annotation at any time. If a comment or annotation is deleted, the deleted item displays in the sidebar [1]. You can view the name of the user who made the deletion and the date of the deletion. Items can only be deleted by instructors or admins.

If multiple comments or annotations are deleted, including comment replies with the same comment thread, each comment or annotation will include its own heading information about the deletion.

To permanently remove the deleted item, click the **Remove** icon [2].

Note: Permanently deleted items cannot be recovered.

How do I view annotation feedback comments from my instructor directly in my assignment submission?

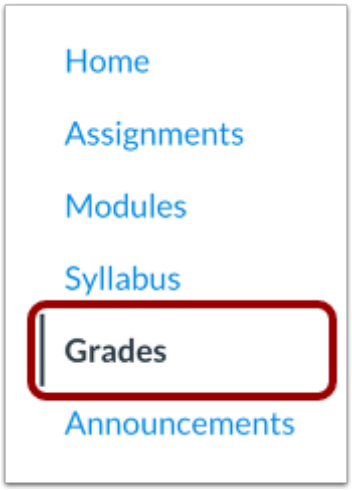
Your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use Canvas DocViewer to reply to any comments or make your own annotations.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Notes:

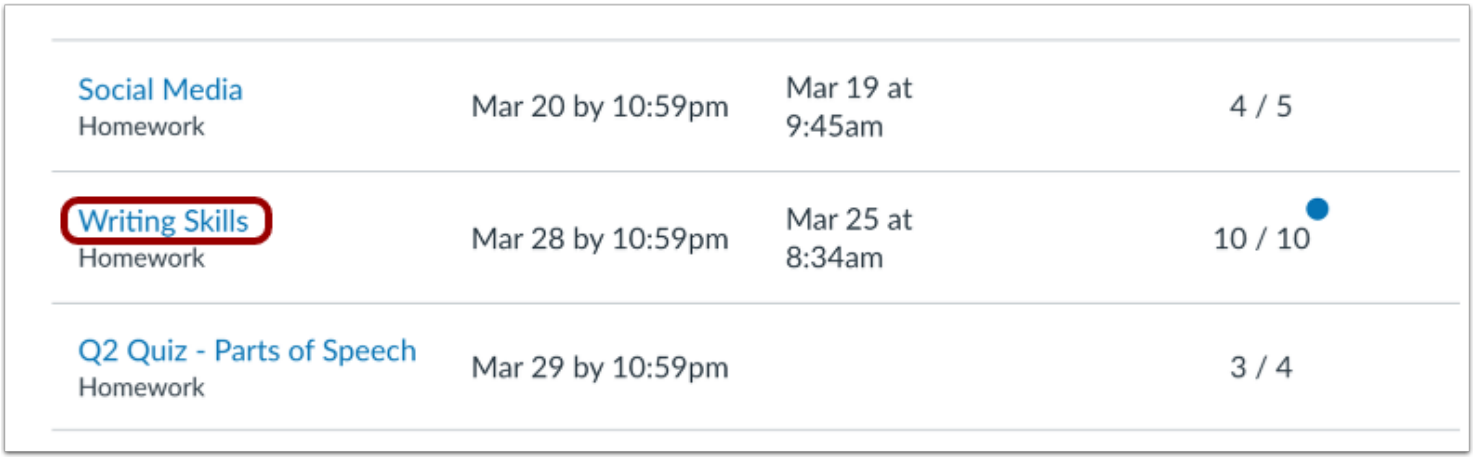
- If the assignment attachment displays a Preview button instead of the View Feedback button, your file is not DocViewer compatible and will not include any annotated comments.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Learn how to view assignment feedback from your instructor using Assignment Enhancements.
- If you submitted a group assignment but are not a member of a group, instructor comments may not display in the Submission Details page. You can view comments from your Grades page or the Submission Comments folder of the Inbox.

Open Grades



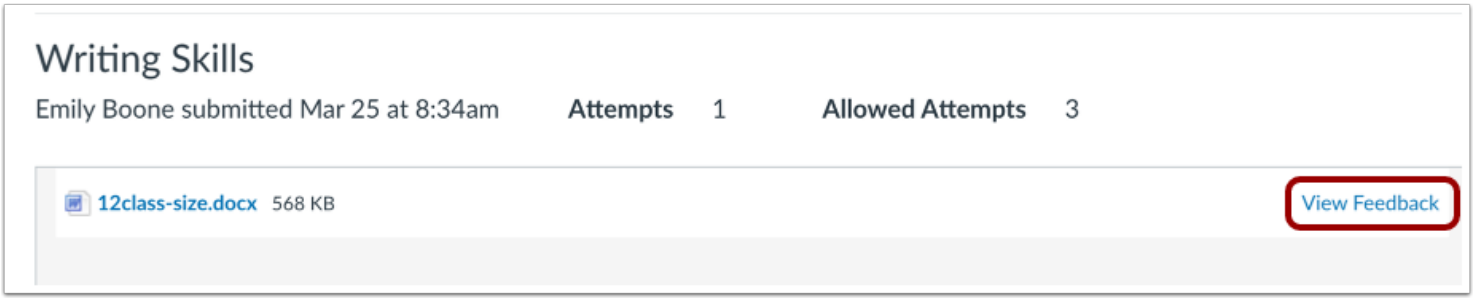
In Course Navigation, click the **Grades** link.

View Assignment Details



Click the title of an assignment.

View Feedback

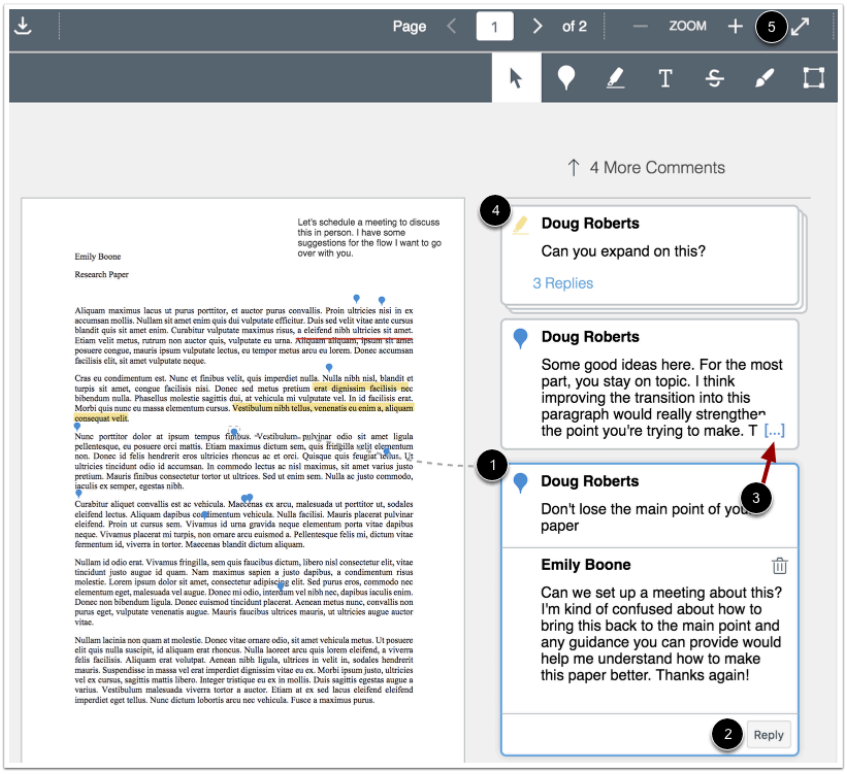


Click the **View Feedback** link. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.

Notes:

- If the assignment attachment displays a **Preview** button, your file is not DocViewer compatible.
- If your assignment looks different than what is displayed in this lesson, your instructor may be using Assignment Enhancement in your course. Learn how to find feedback from your instructor in Assignment Enhancements.

View Annotated Comments



View the annotated comments from your instructor [1].

To reply to a comment, click on the comment and click the **Reply** button [2].

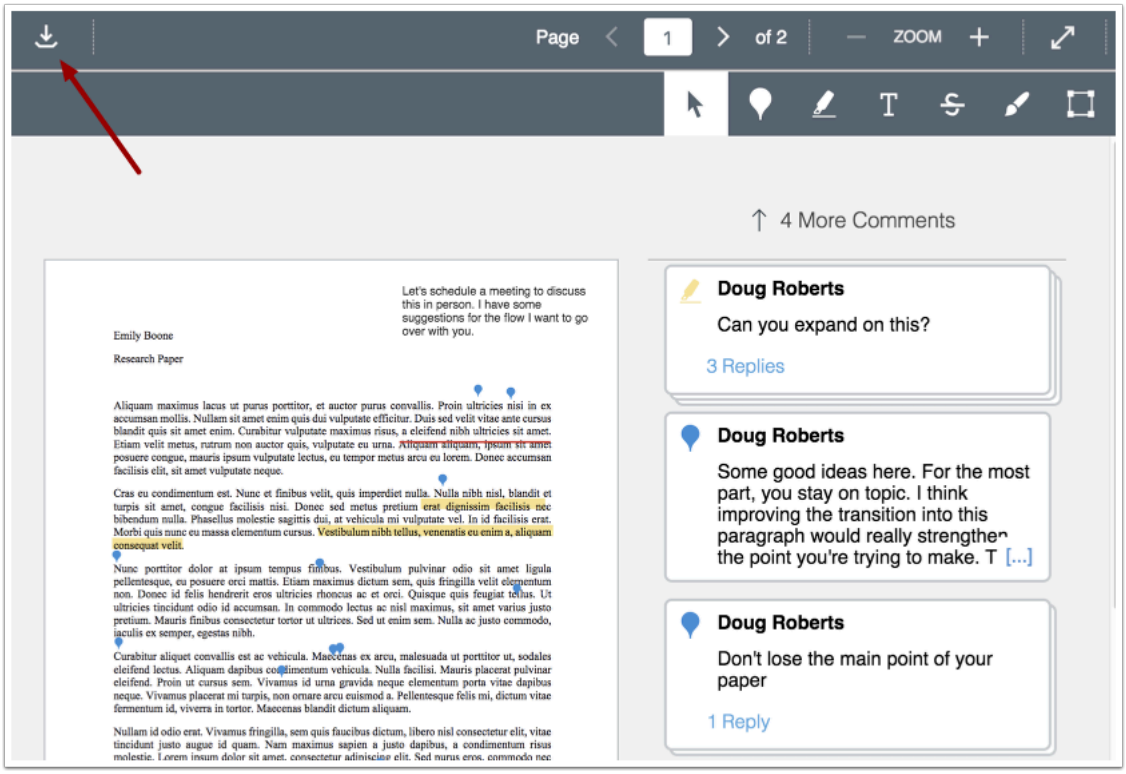
When an annotated comment includes multiple content lines, the content box displays an ellipses link. To expand a comment, click the **ellipses** link [3].

To view stacked replies, click the comment to expand all replies [4].

To view comments in an expanded view, click the **Full Screen** icon [5].

You can also use DocViewer to make your annotations on your assignment.

Download File



To download a PDF of the submission and annotations, click the **Download** icon.

Note: If you download the PDF files to view the annotations on your computer, Adobe Acrobat Reader is a common tool used for this purpose.

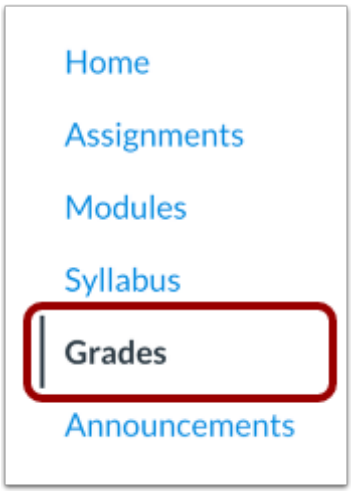
How do I view rubric results for my assignment?

You can view your rubric results for your assignment in the Grades page. You can also view comments left by your instructor on the rubric.

You can also view comments from your instructor or view annotation feedback comments directly in a submission.

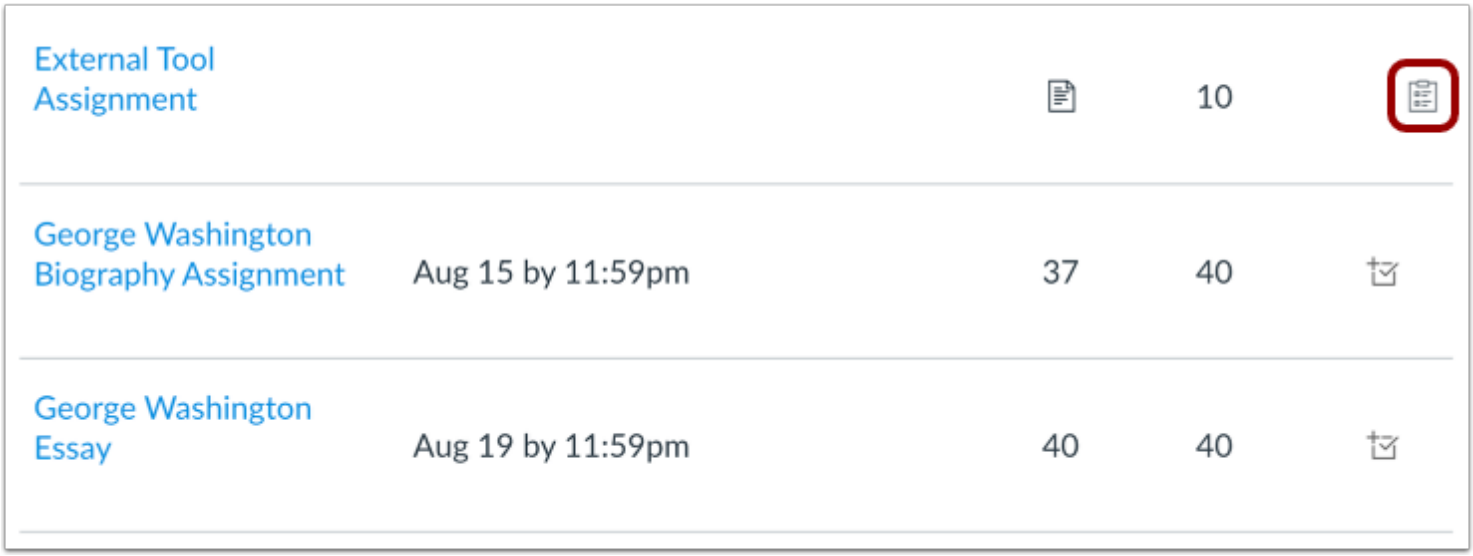
Note: If the steps in this lesson are different from what you see in your course, Assignment Enhancements may be enabled. Learn how to view assignment feedback using Assignment Enhancements.

Open Grades



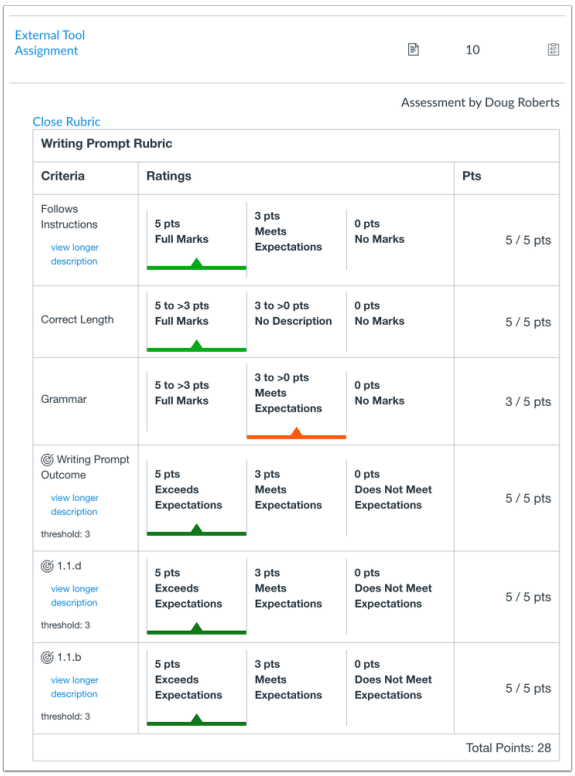
In Course Navigation, click the **Grades** link.

Open Rubric



If an assignment has a rubric, the assignment will display the rubric icon. To open the rubric, click the **Rubric** icon.

View Rubric Results


External Tool
Assignment

10

Assessment by Doug Roberts

Close Rubric

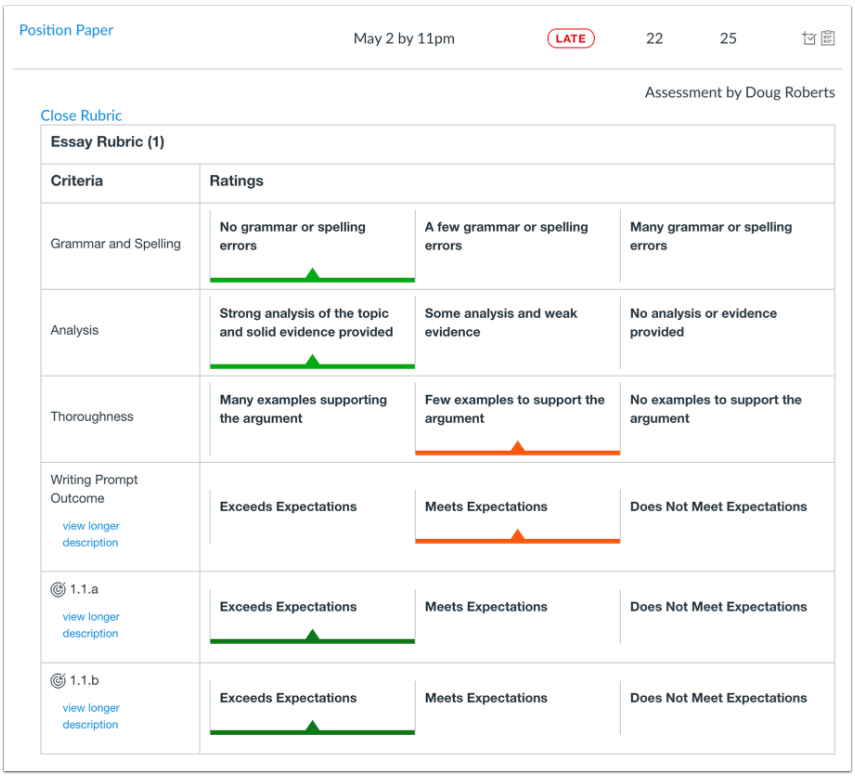
Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions view longer description	**5 pts** **Full Marks**	**3 pts** **Meets Expectations**	**0 pts** **No Marks**	5 / 5 pts
Correct Length	**5 to >3 pts** **Full Marks**	**3 to >0 pts** **No Description**	**0 pts** **No Marks**	5 / 5 pts
Grammar	**5 to >3 pts** **Full Marks**	**3 to >0 pts** **Meets Expectations**	**0 pts** **No Marks**	3 / 5 pts
Writing Prompt Outcome view longer description threshold: 3	**5 pts** **Exceeds Expectations**	**3 pts** **Meets Expectations**	**0 pts** **Does Not Meet Expectations**	5 / 5 pts
1.1.d view longer description threshold: 3	**5 pts** **Exceeds Expectations**	**3 pts** **Meets Expectations**	**0 pts** **Does Not Meet Expectations**	5 / 5 pts
1.1.b view longer description threshold: 3	**5 pts** **Exceeds Expectations**	**3 pts** **Meets Expectations**	**0 pts** **Does Not Meet Expectations**	5 / 5 pts

Total Points: 28

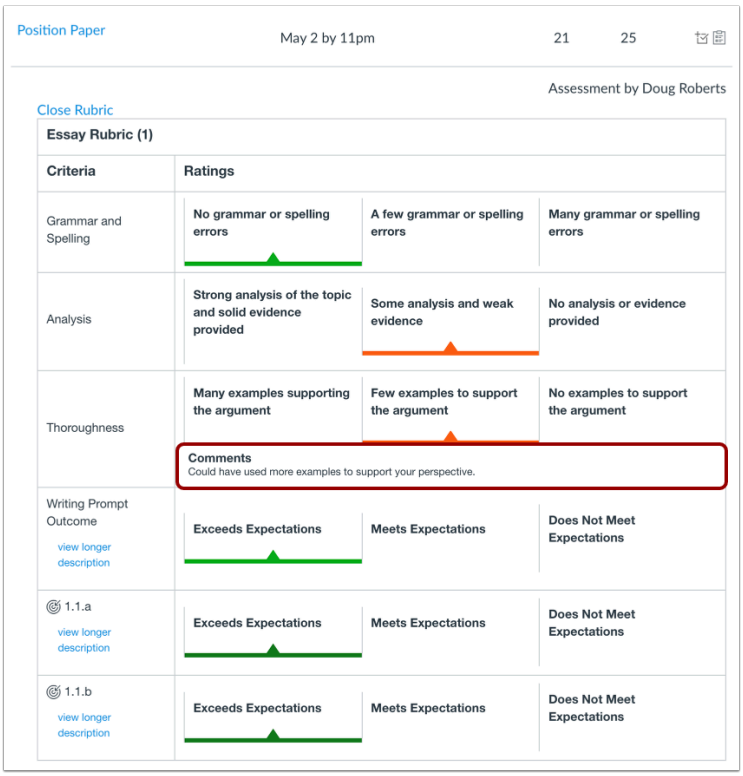
View the rubric results for your assignment.

View Non-Scoring Rubric Results



If your instructor has removed points from the rubric, you can still view the rubric results for your assignment.

View Rubric Comments



If your instructor has left comments in your rubric, you can view them under the rubric criteria.

Note: This text will only appear if your instructor has left comments in the rubric.

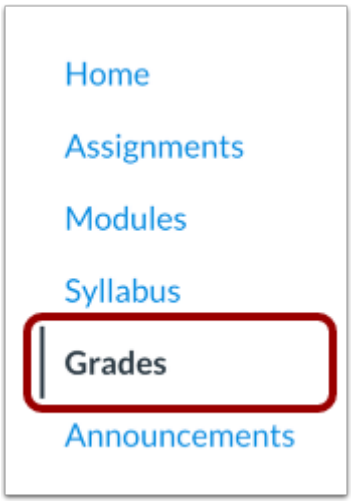
How do I view my Roll Call Attendance report as a student?

If your Assignments page includes a Roll Call Attendance assignment, your instructor is taking attendance in your course. As part of the assignment, you can view your attendance record in your course. Like any other Canvas assignment, you can also view or leave comments in the submission details page.

If the Roll Call Attendance assignment is available to you, this lesson shows you how to view your attendance report through the Grades page. However, if your instructor allows you to view the Assignments link in Course Navigation, you can also access the submission details through the Assignments page by opening the Attendance assignment.

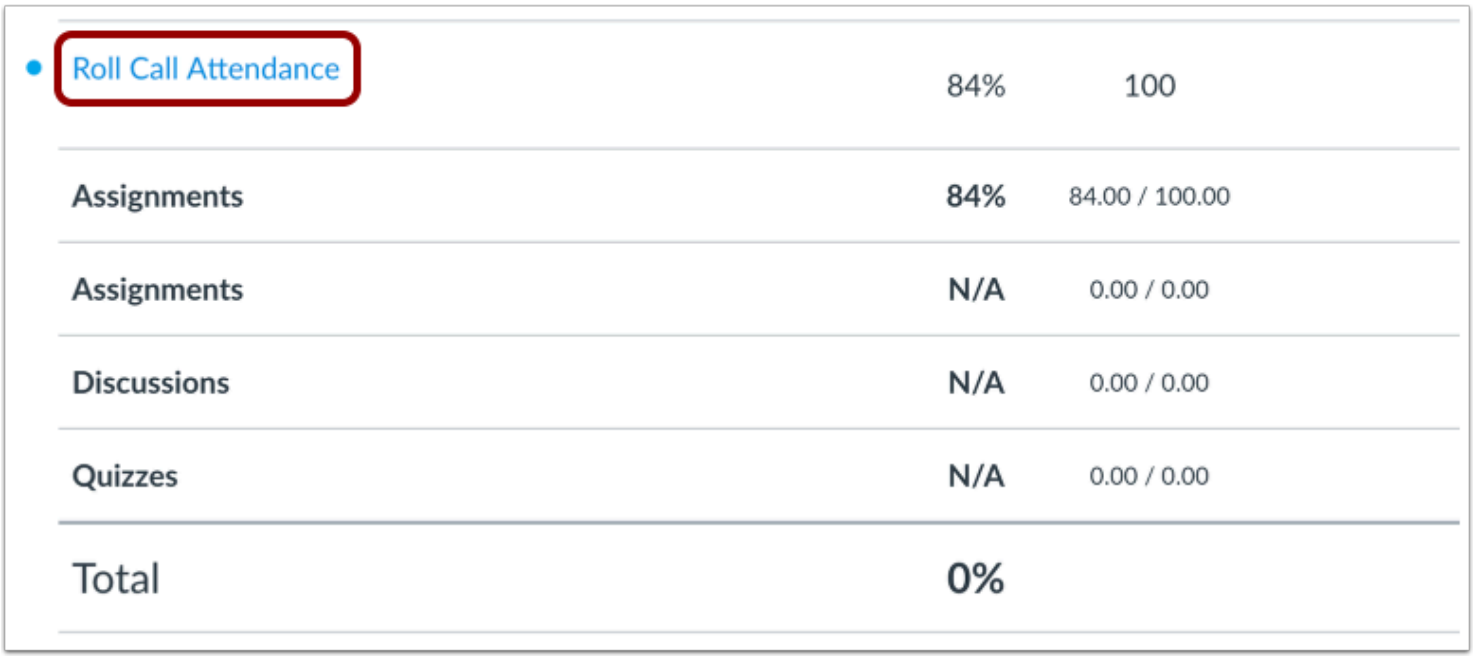
Note: If the Roll Call Attendance assignment does not appear in the Grades page, your instructor has chosen to not use Attendance for grading.

Open Grades



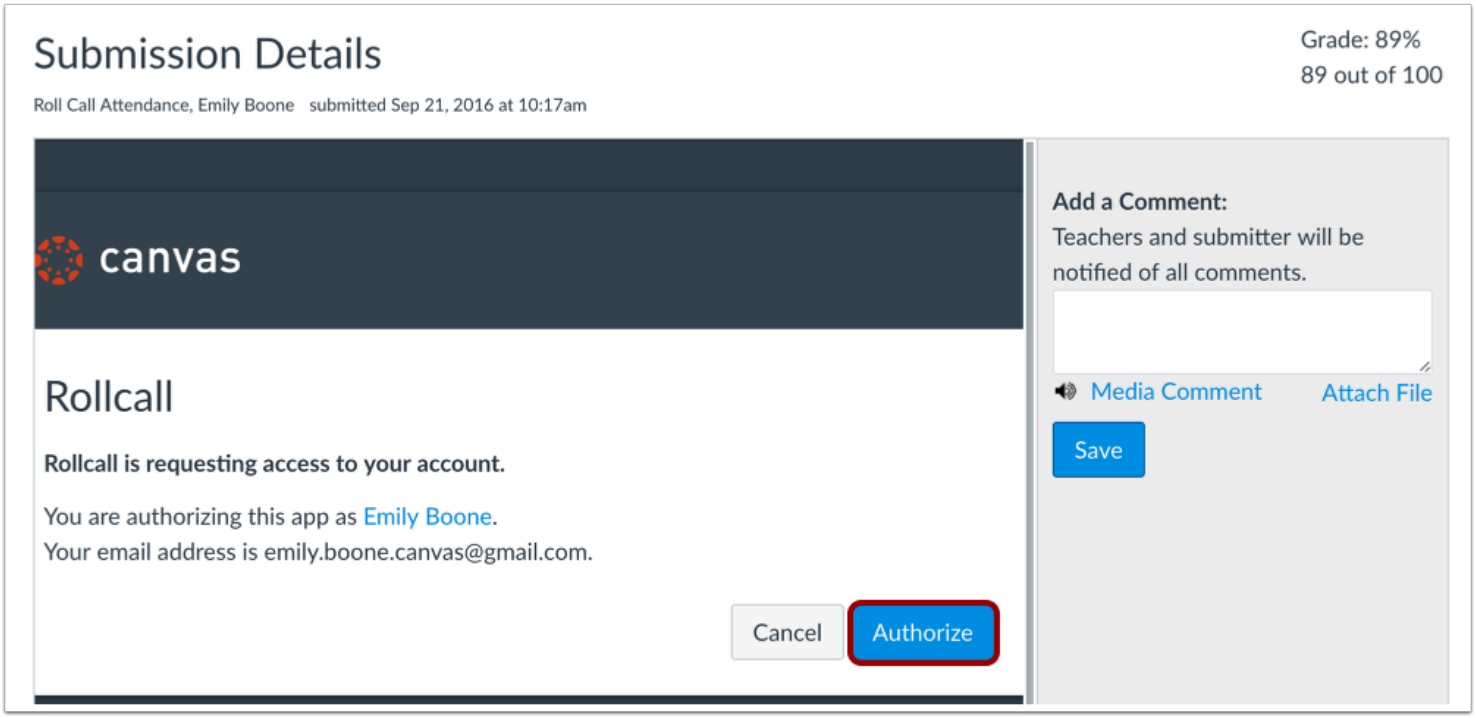
In Course Navigation, click the **Grades** link.

Open Assignment



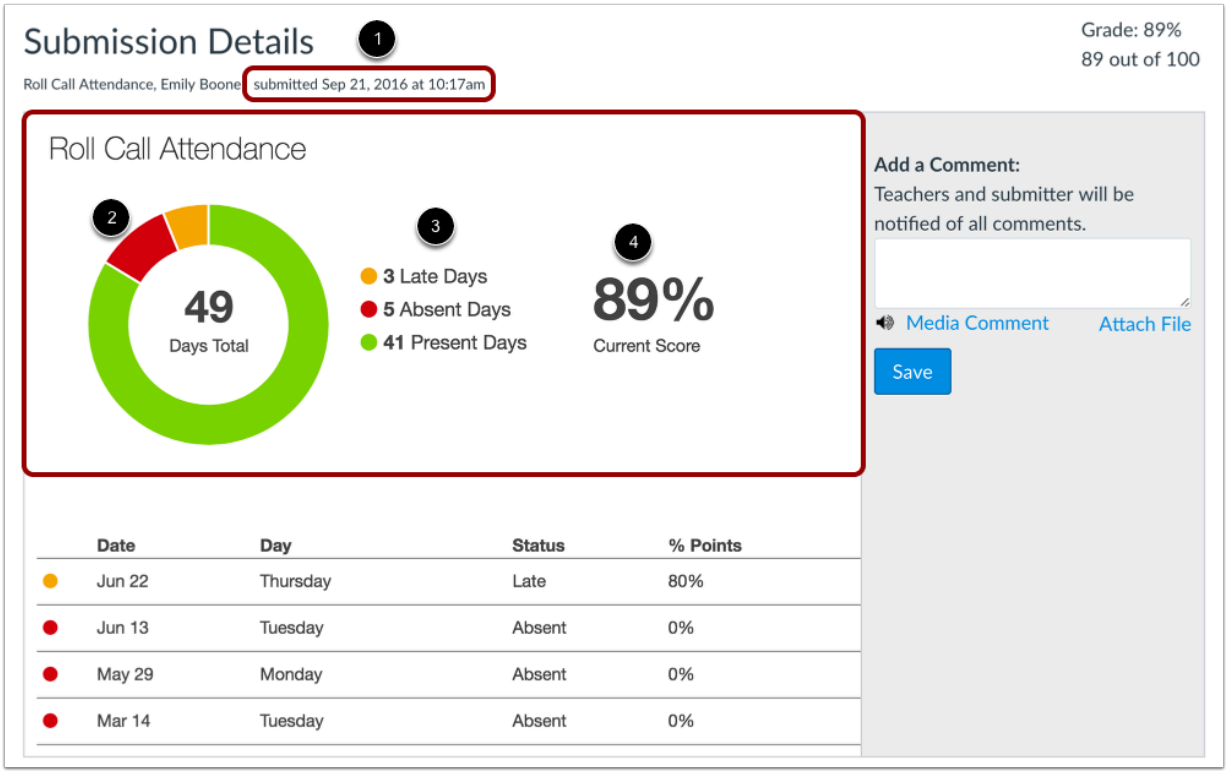
Click the name of the Roll Call Attendance assignment.

Authorize Account



The first time you view the Roll Call Attendance assignment, you must authorize your account. Click the **Authorize** button.

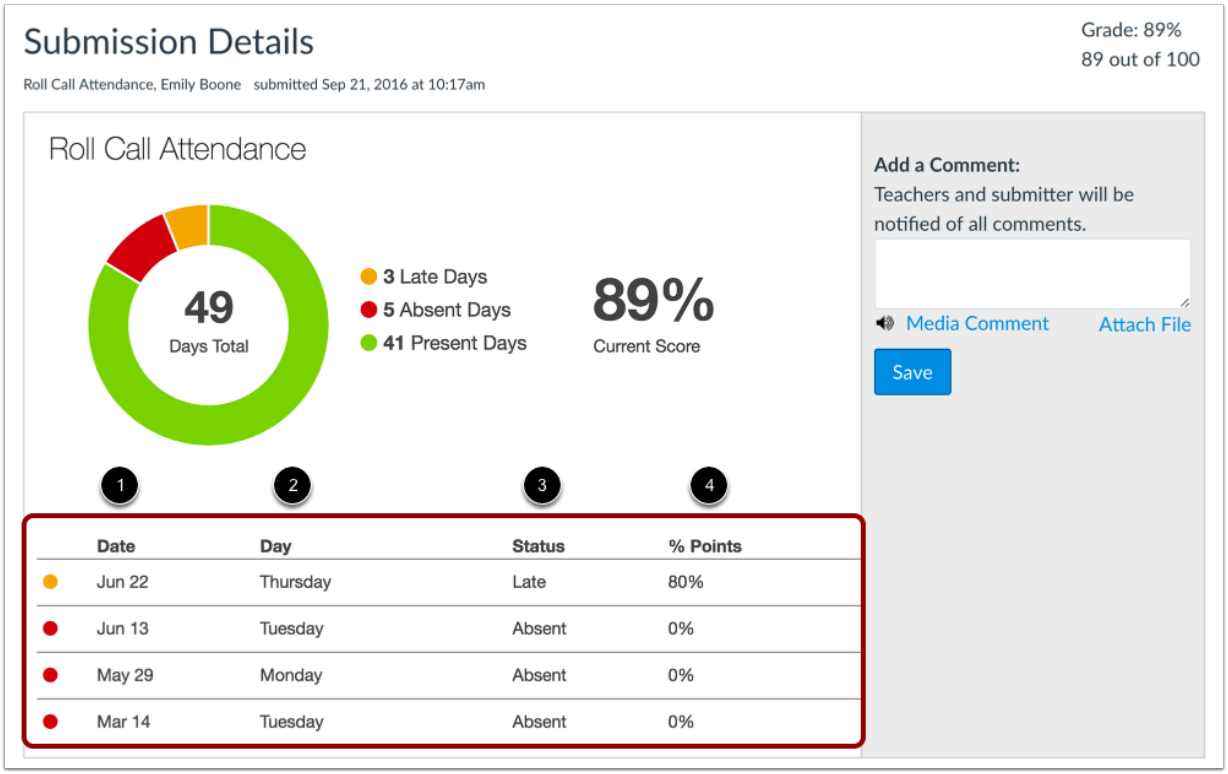
View Submission Details



The submission details shows the first date that your instructor took attendance in your course [1]. You can also view an overview of your attendance record through a graph [2], with the graph key displayed to the right [3]. Attendance is identified by color, where green shows the days you were on time and present, yellow shows the days you were late, and red shows the days you were absent.

You can also view the total percentage of days you have been marked as on time in your class [3].

View Late and Absent Dates



Below the overview information, you can also view the specific days that you were marked late or absent. For each attendance record, you can view the date [1], day of the week [2], status [3], and percentage points earned [4].

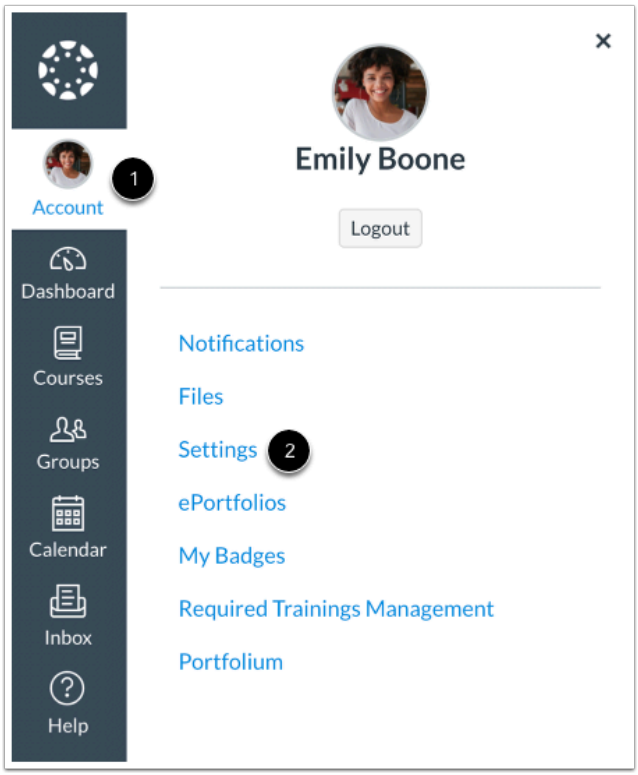
How do I download assignment submissions from all my courses?

As a student, you can download all your assignment submissions in Canvas. Submissions are for both current and concluded courses and only includes any files that were submitted to fulfill an assignment; they do not include any submissions modified by instructors, such as annotated submissions.

The download also includes submissions for group assignments, even if the submission was made by another student in your group.

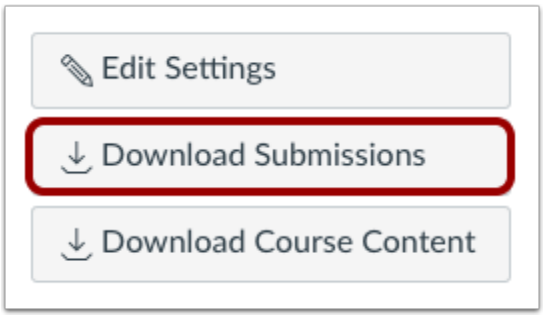
When the export has finished generating, submissions are downloaded as a ZIP file.

Open User Settings



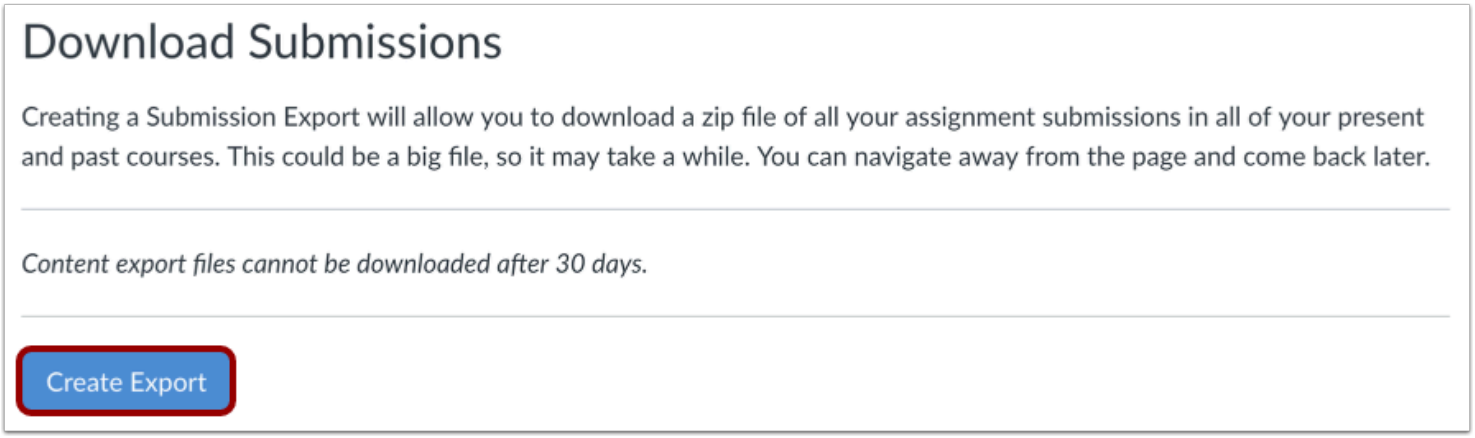
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Download Submissions



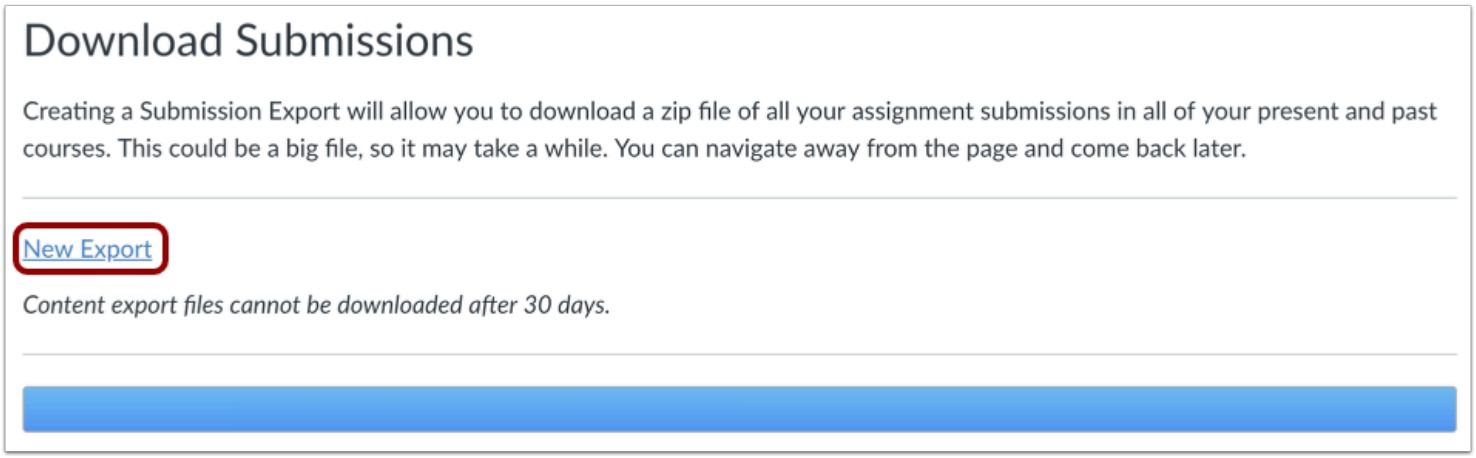
In the sidebar, click the **Download Submissions** button.

Create Export



Click the **Create Export** button.

Download Export



When the export has completed, click the **New Export** link.

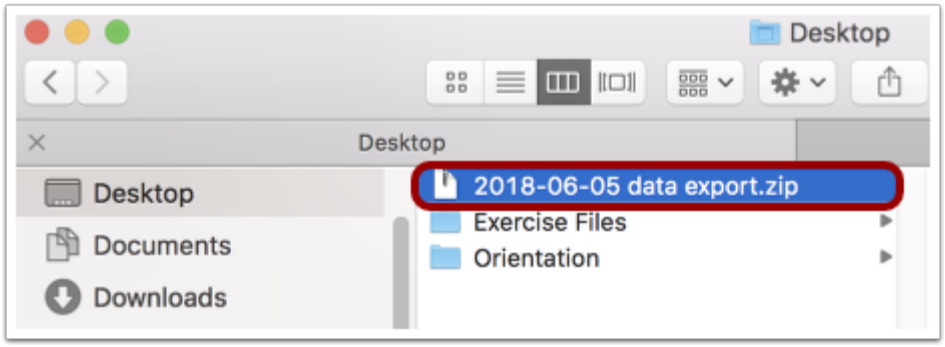
Note: Content exports expire after 30 days and can no longer be downloaded.



The ZIP file will automatically download to your computer. If your computer asks you what to do with the file, you can choose to open the file directly, or save the file to your computer.

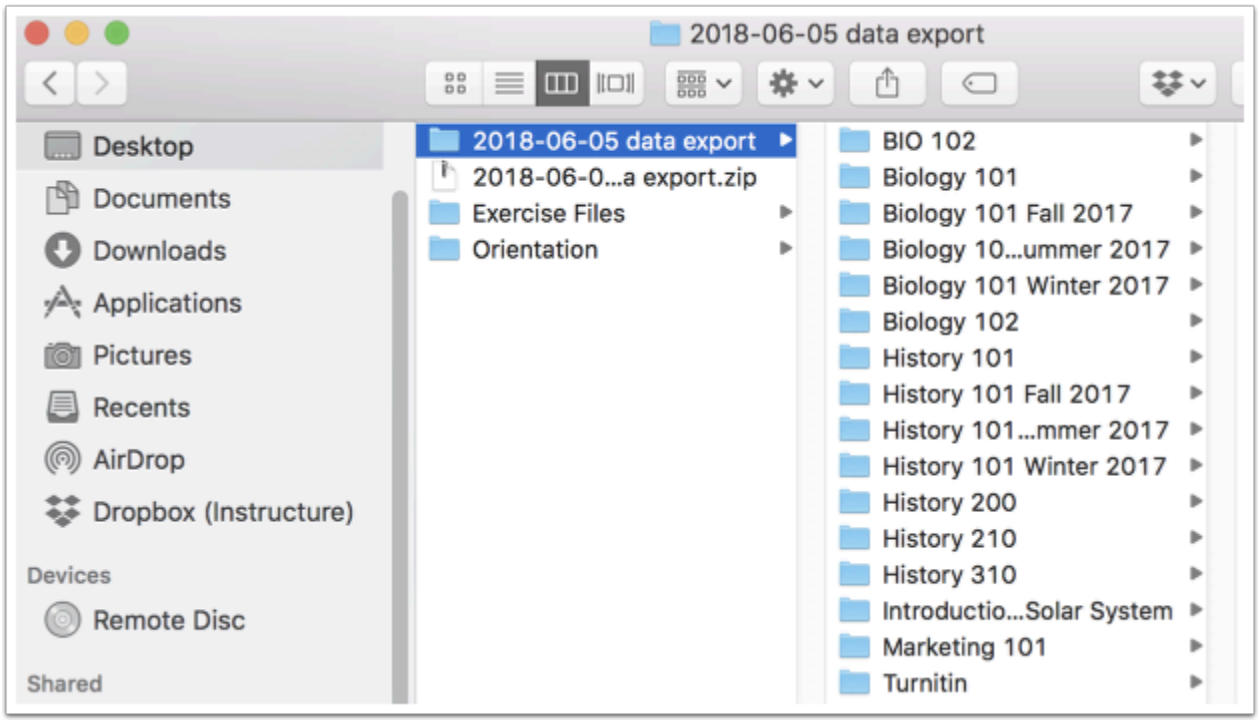
The filename of the ZIP file includes the date of your export.

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).

View Submissions



Open the expanded folder and view your assignment submissions by course.

How do I submit an online assignment in Canvas for Elementary?

This lesson shows you how to submit an online assignment using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to submit an online assignment in Classic Canvas.

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

This lesson shows how to turn in a standard online assignment.

Third-Party File Application Submissions

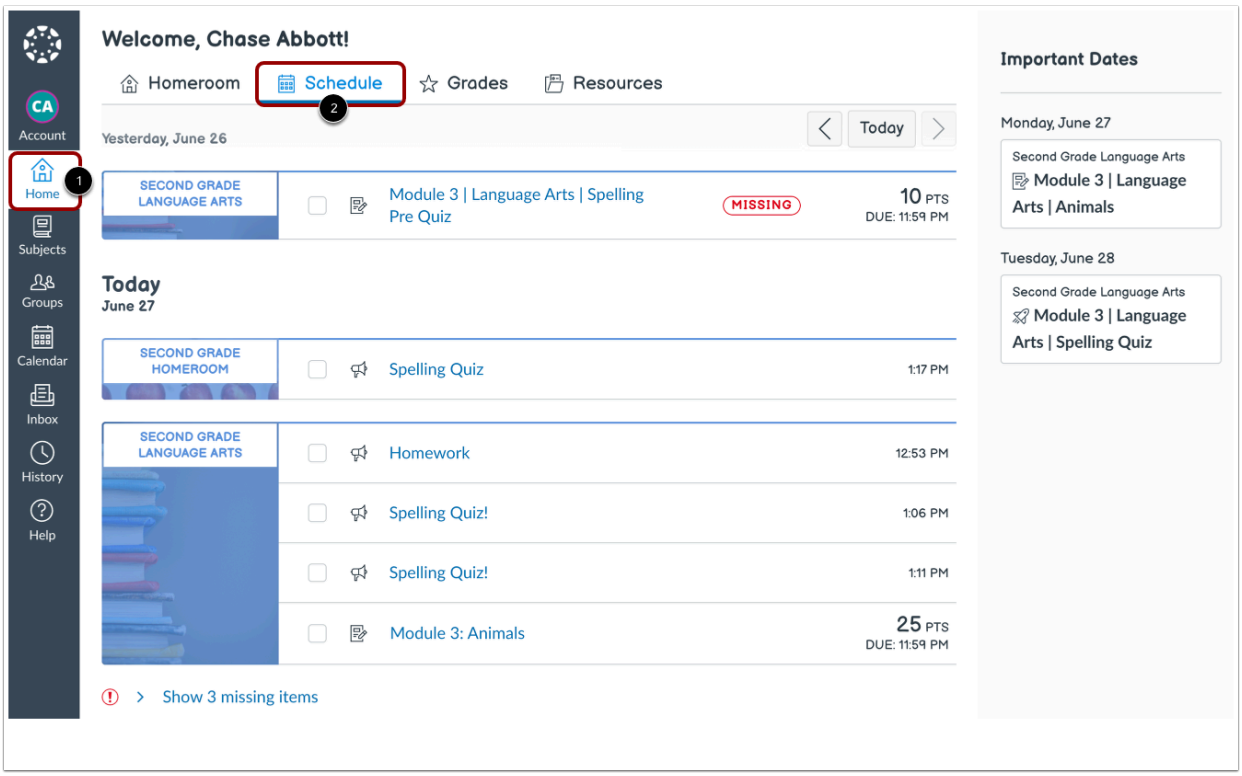
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

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

Notes:

- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- 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 or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently than the steps in this lesson, your assignment may be using the Assignment Enhancements feature. Follow the guide on how to submit an online assignment in Canvas for Elementary using Assignment Enhancements.
- Group assignments do not support the student annotation submission type.

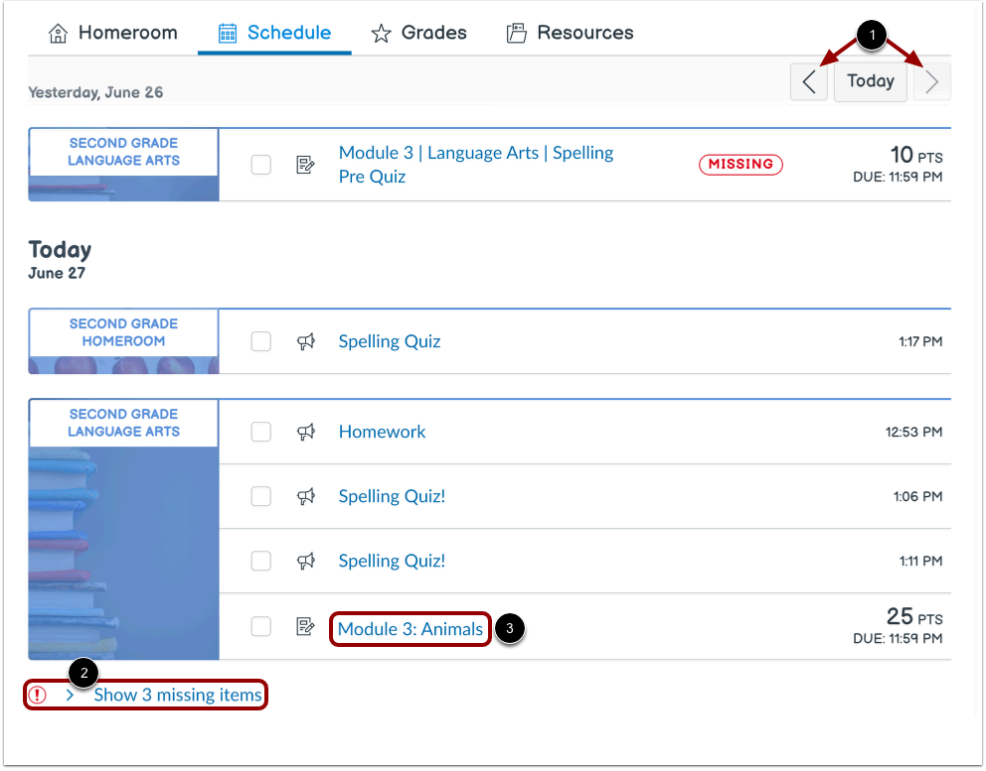
Open Schedule



In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access assignments through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Assignment



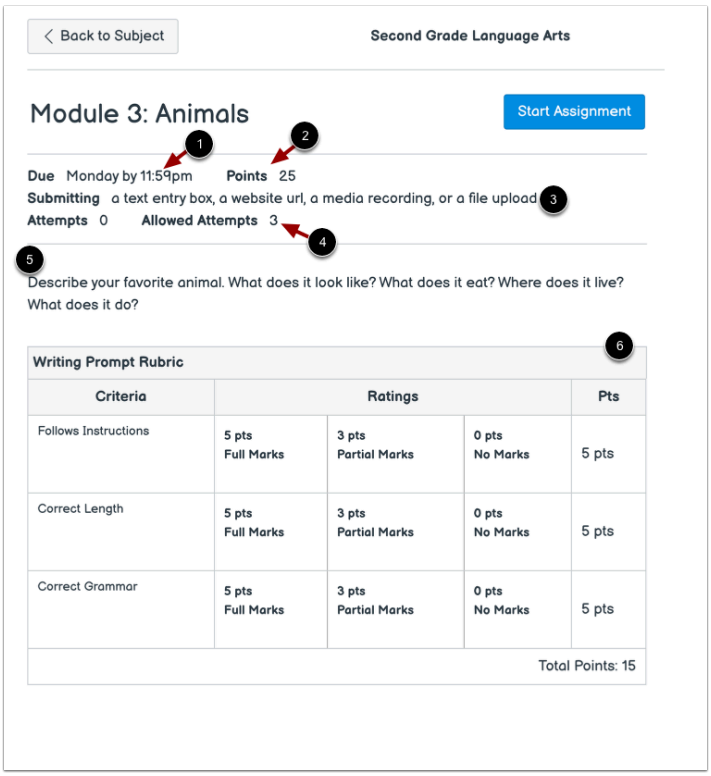
The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing assignments, click the **Show missing items** drop-down [2].

To open an assignment, click the assignment name [3].

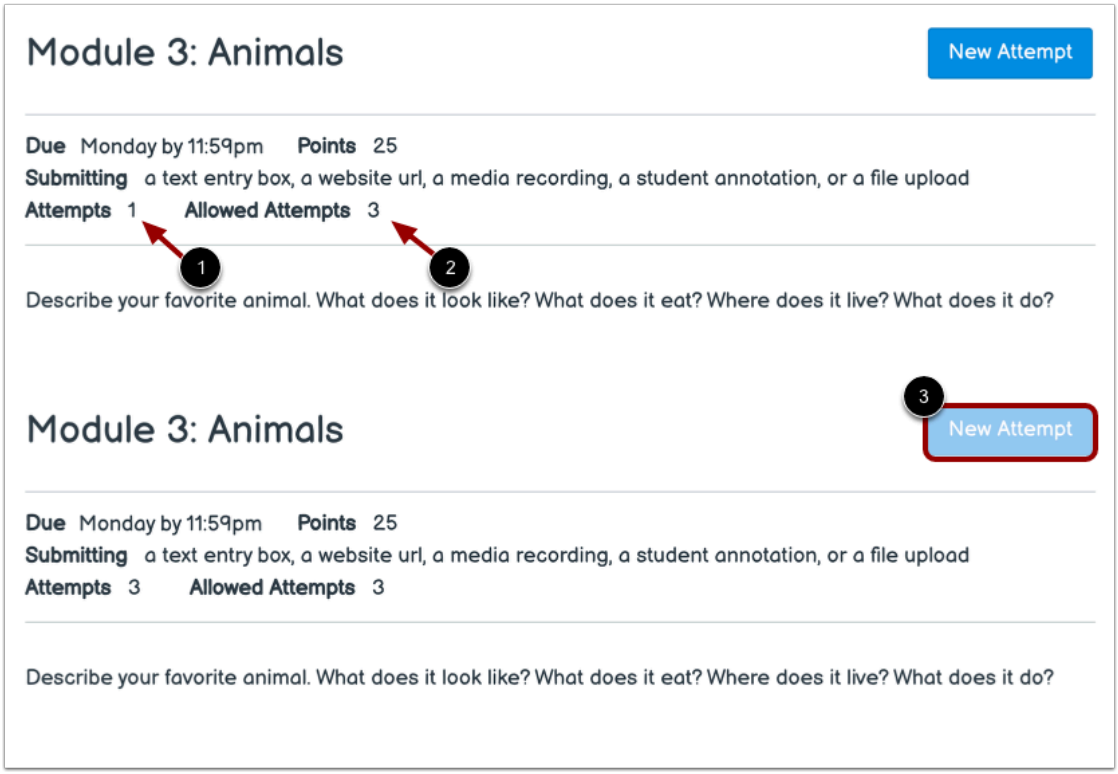
View Assignment Details



Assignment details display including the due date [1], points [2], allowed submission types [3], allowed submission attempts [4], and the assignment description [5].

If the assignment includes a rubric, the rubric displays [6].

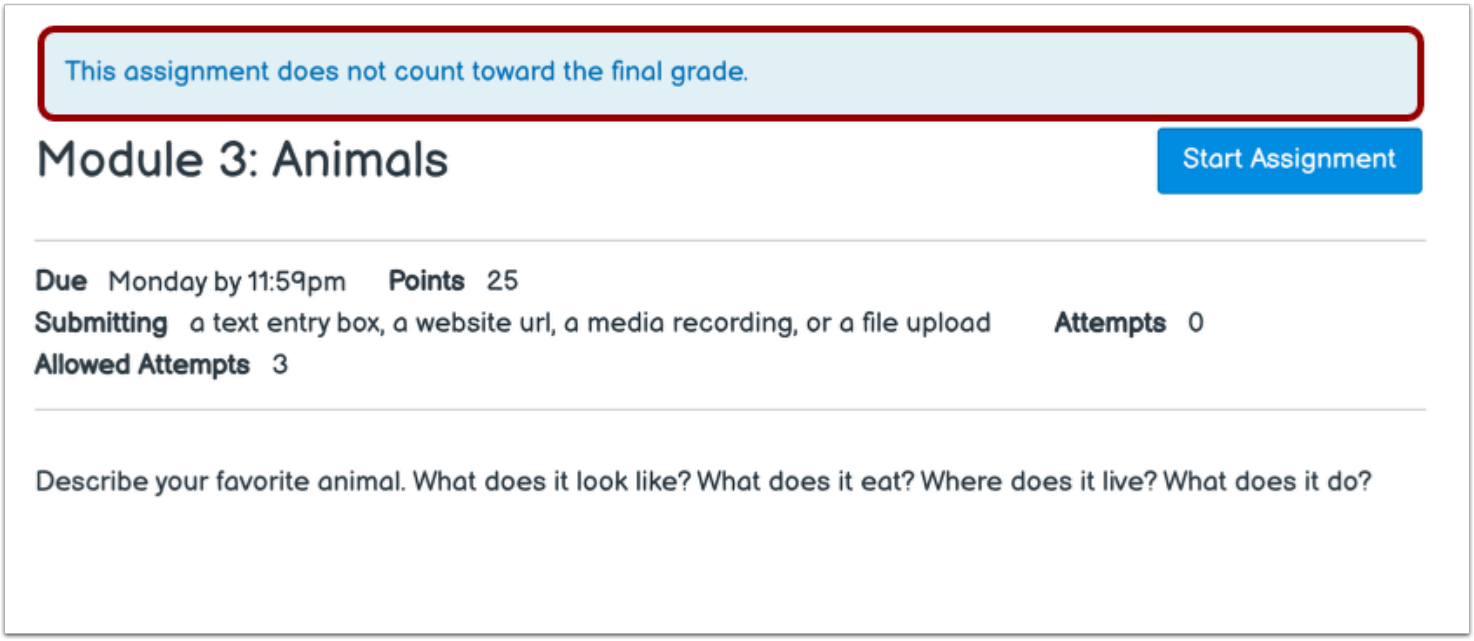
View Submission Attempts



Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

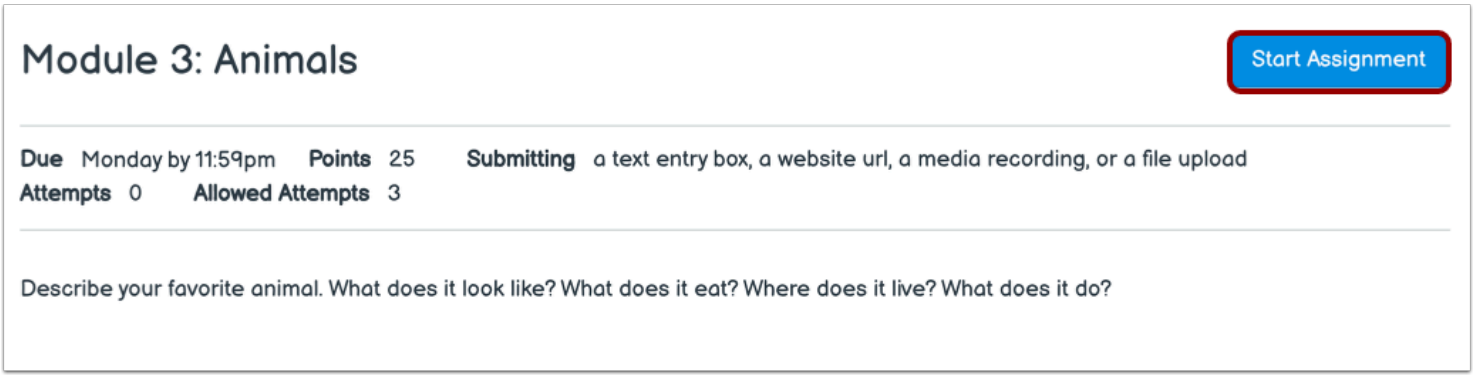
Once you have used all your submission attempts, the **New Attempt** button displays as disabled [3].

View Final Grade Notice



A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

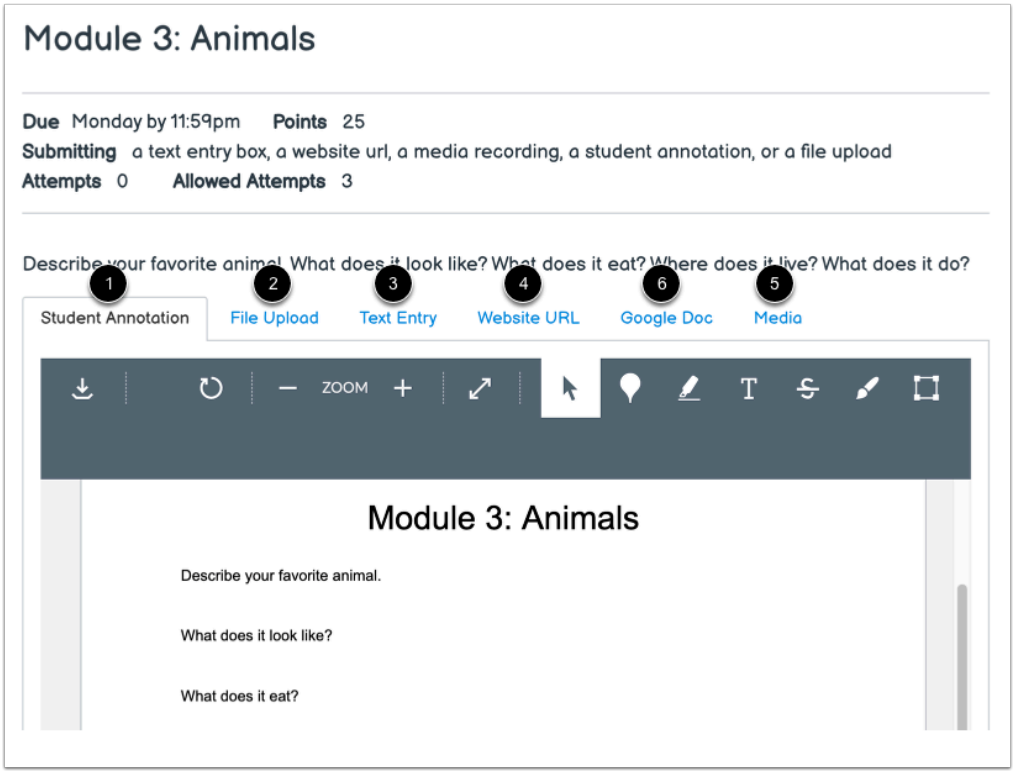
Start Assignment



To begin your assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

Select Submission Type



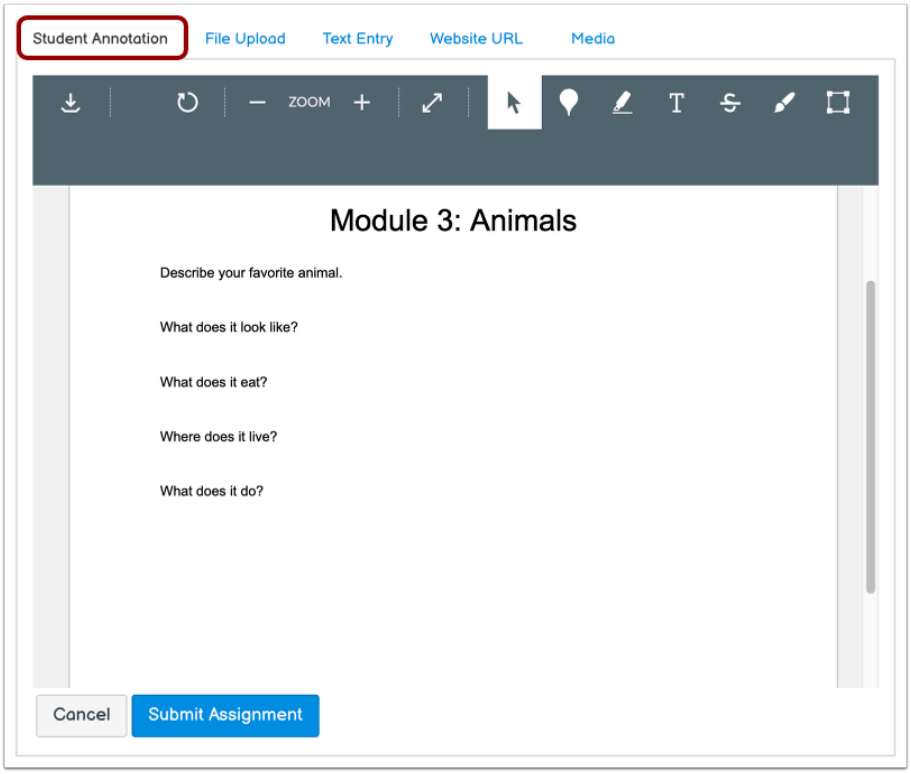
Your instructor decides what kinds of submissions are appropriate for each assignment.

There are five submission types: Student Annotation [1], File Upload [2], Text Entry [3], Website URL [4], and Media [5]. You can only select one submission type per submission.

Notes:

- If a subject application can be used to upload submissions, such as the Google Doc app, additional submission options may display [6].
- Your instructor may choose to restrict file types that can be submitted to the assignment.

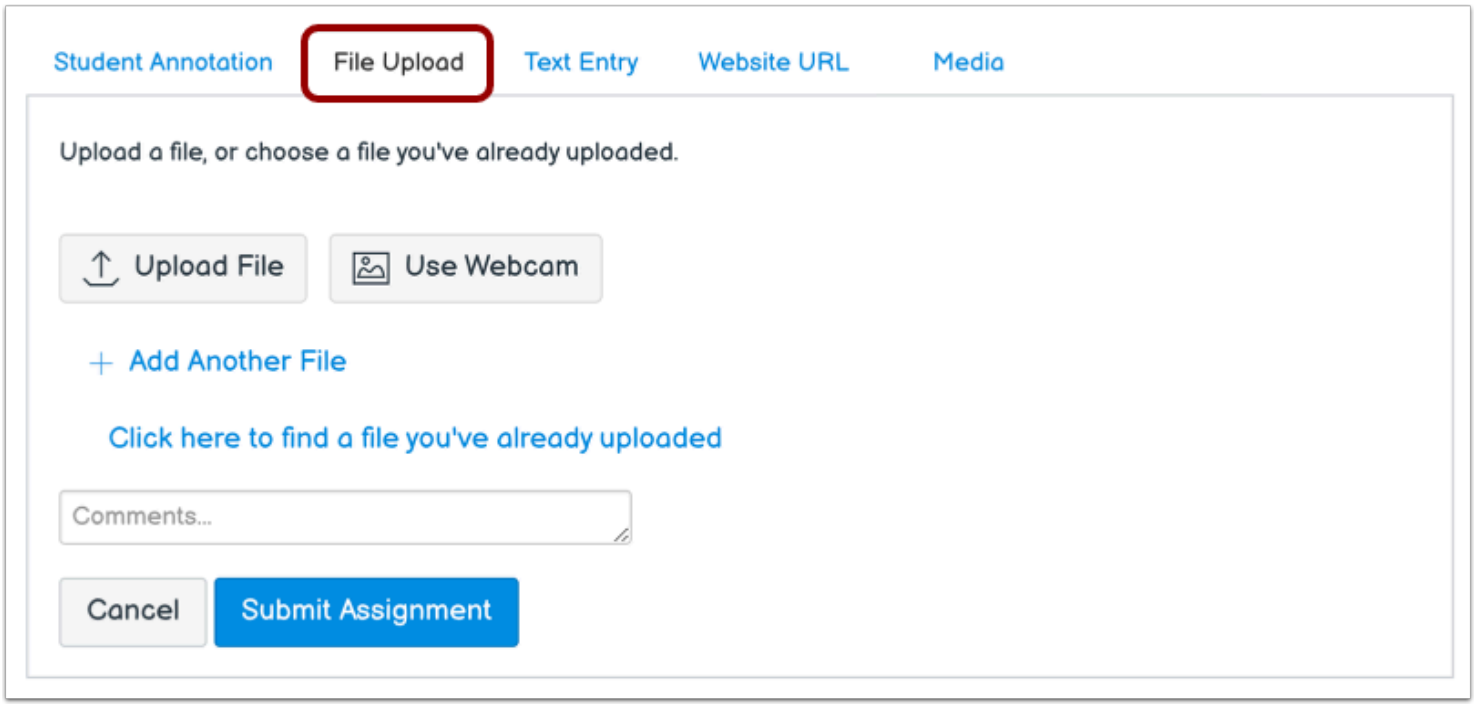
Submit Student Annotation



To submit an annotated document, click the **Student Annotation** tab.

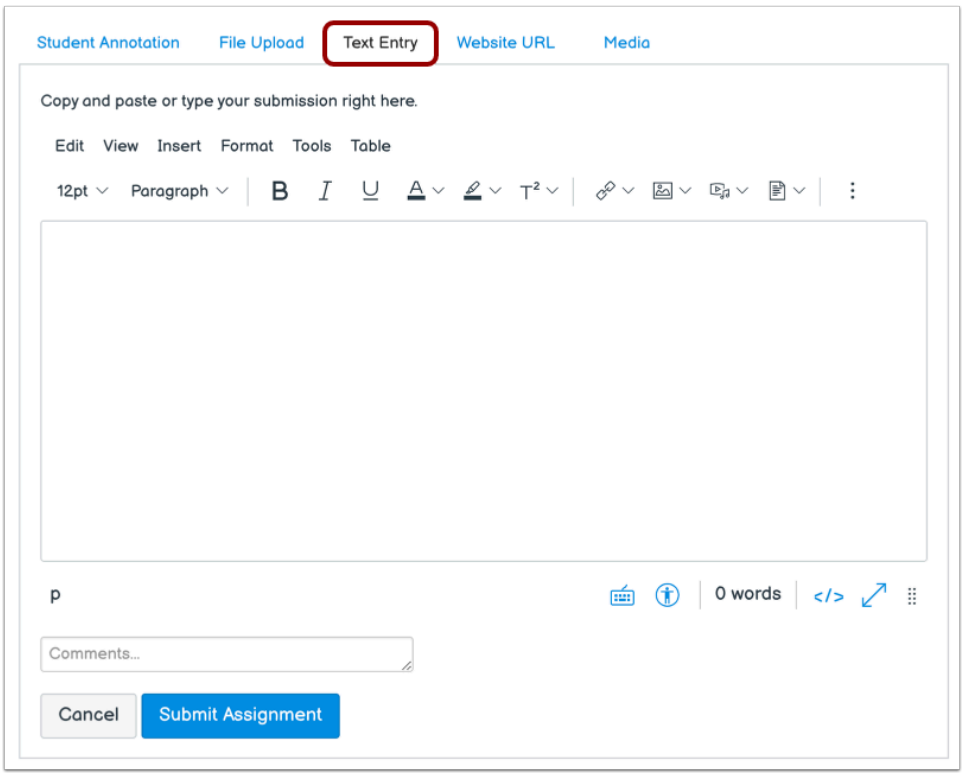
Note: Group assignments do not support the student annotation submission type.

Submit File Upload



To upload a file from your computer or take a photo using your webcam and submit it as your assignment, click the **File Upload** tab.

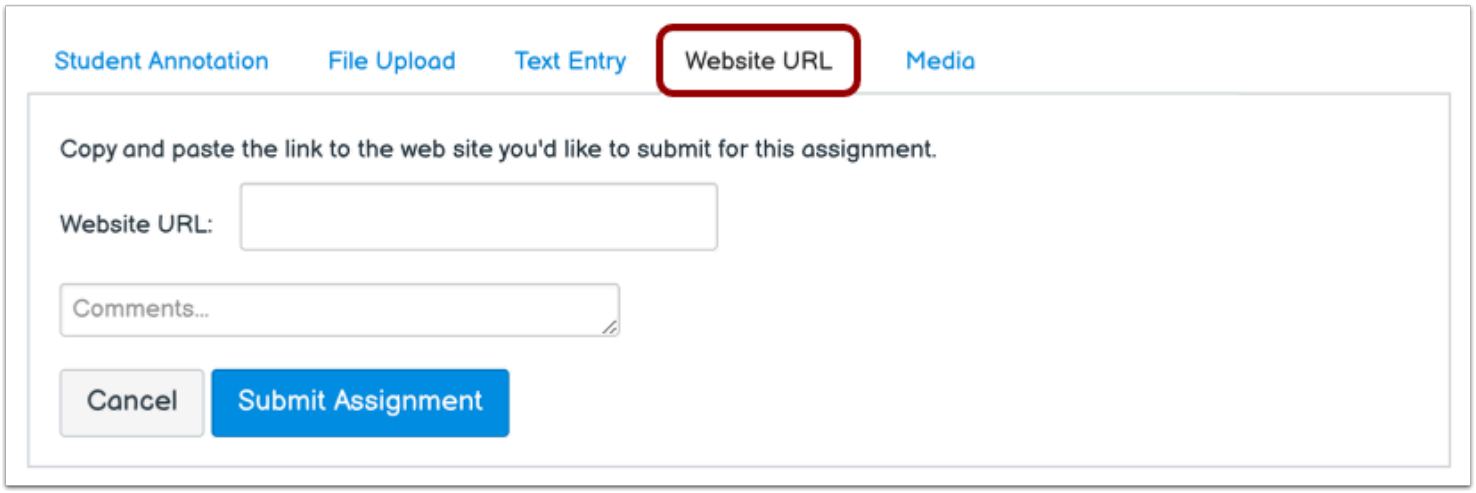
Submit Text Entry



To submit a text entry assignment, click the **Text Entry** tab.

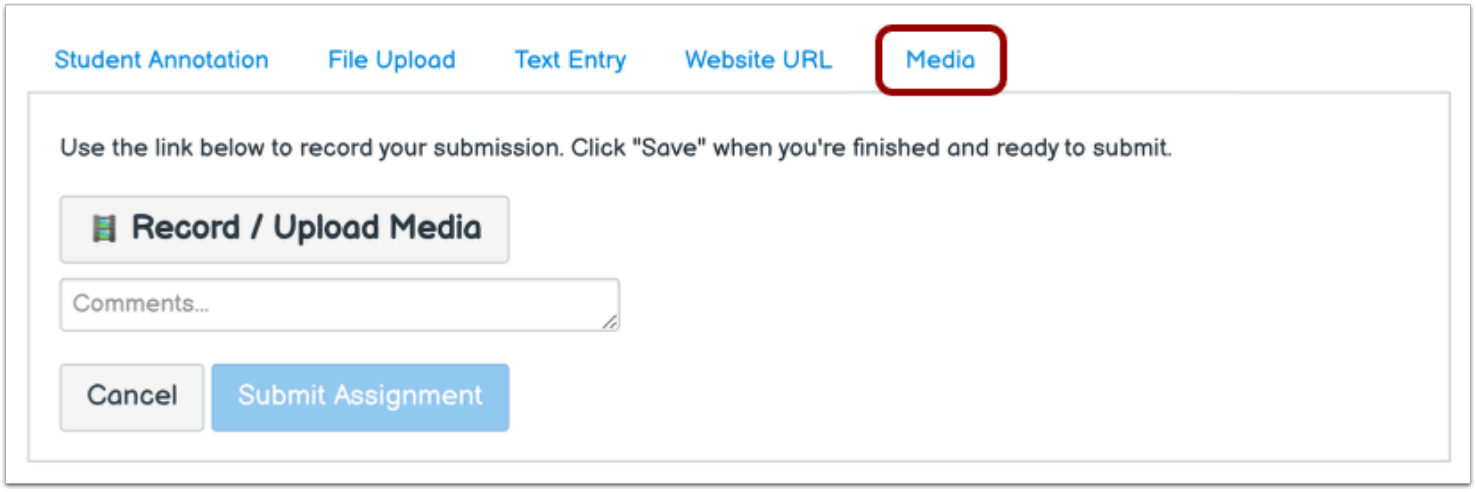
Note: The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.

Submit Website URL



To submit a website URL, click the **Website URL** tab.

Submit Media Recording



To submit a media recording, click the **Media** tab.

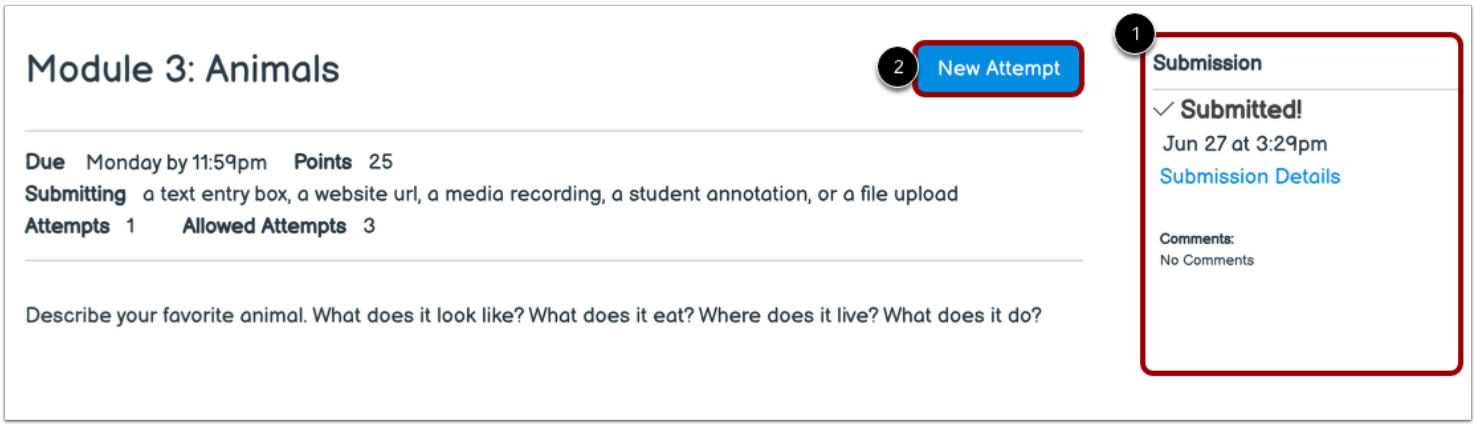
Submit Assignment



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

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission



After you have submitted your work, submission information displays in the sidebar [1]. If a file was uploaded, the sidebar provides a link to download your submission.

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the sidebar, but your instructor can see all of your submissions.

Once your instructor has graded your submission, you can view your assignment grade and assignment feedback.

Notes:

- When you submit your assignment, the assignment is automatically marked as completed in your schedule.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I view assignment feedback from my instructor in Canvas for Elementary?

This lesson shows you how to view assignment feedback from my instructor in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to view assignment feedback from my instructor using Assignment Enhancements in Classic Canvas.

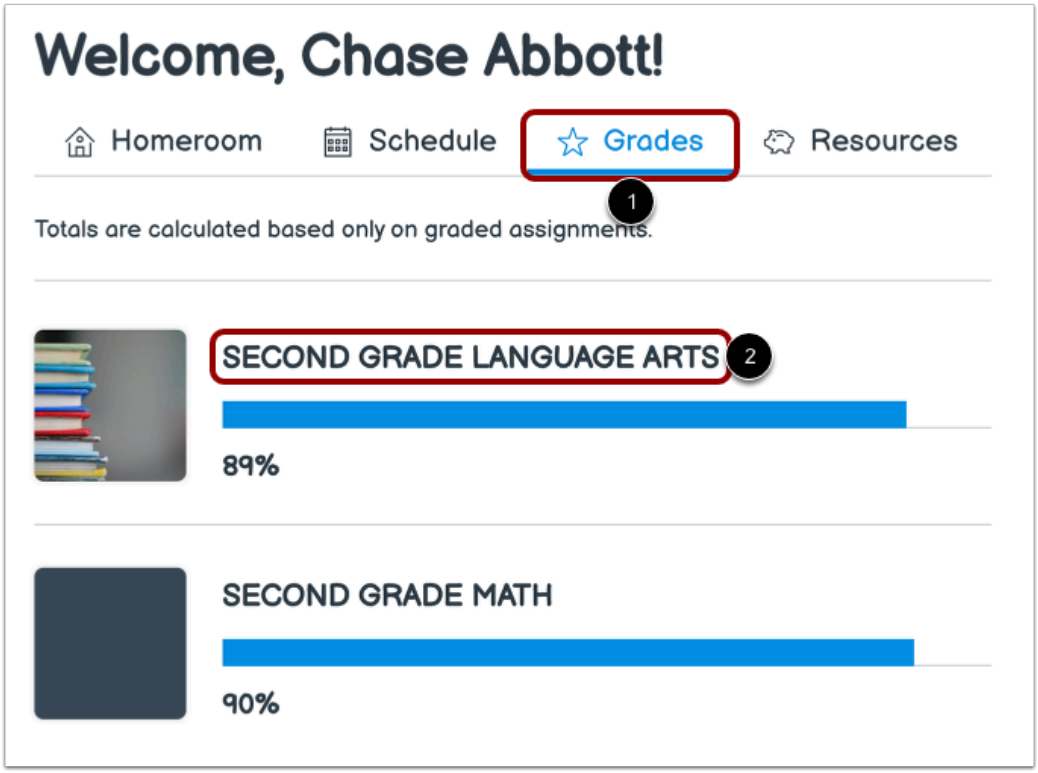
You can view most assignment comments in the assignment submission sidebar. However, your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use Canvas DocViewer to reply to any comments or make your own annotations.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Notes:

- If the assignment attachment displays a **Preview** button instead of the **View Feedback** button, your file is not DocViewer compatible and will not include any annotated comments.
- If you submitted a group assignment but are not a member of a group, instructor comments may not display in the Submission Details page. You can view comments from your Grades page or the Submission Comments folder of the Inbox.

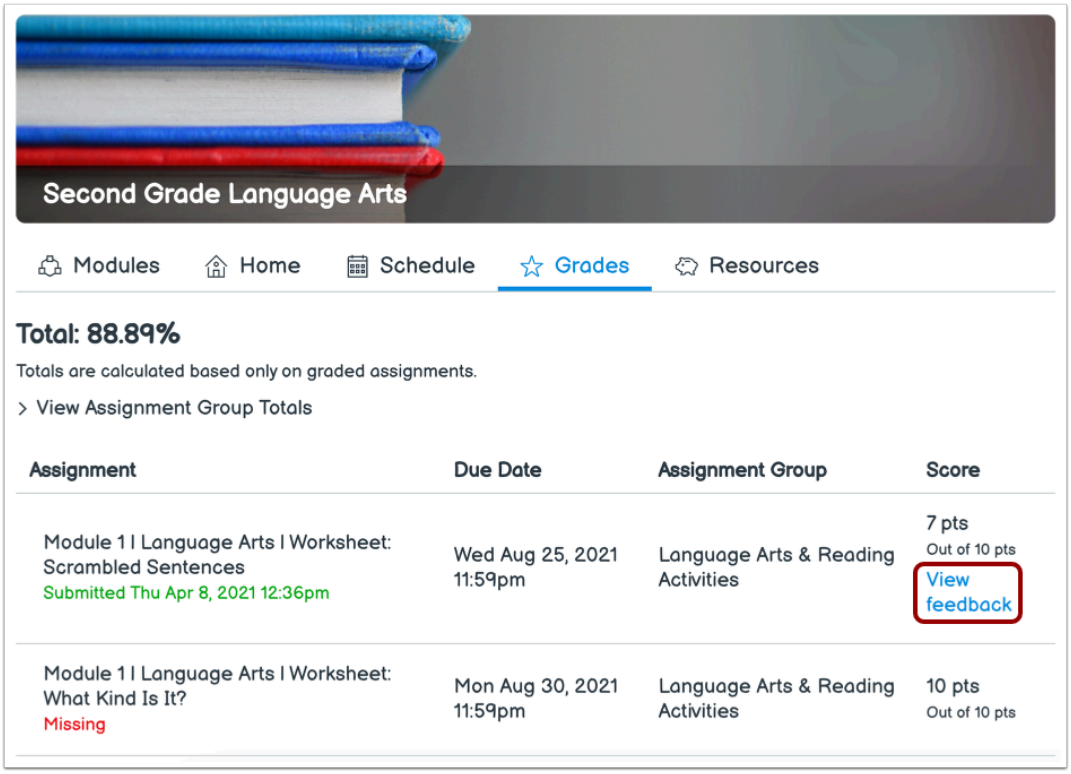
Open Subject Grades



From the Homeroom, click the **Grades** tab [1].

To view grade details for a subject, click the subject name [2].

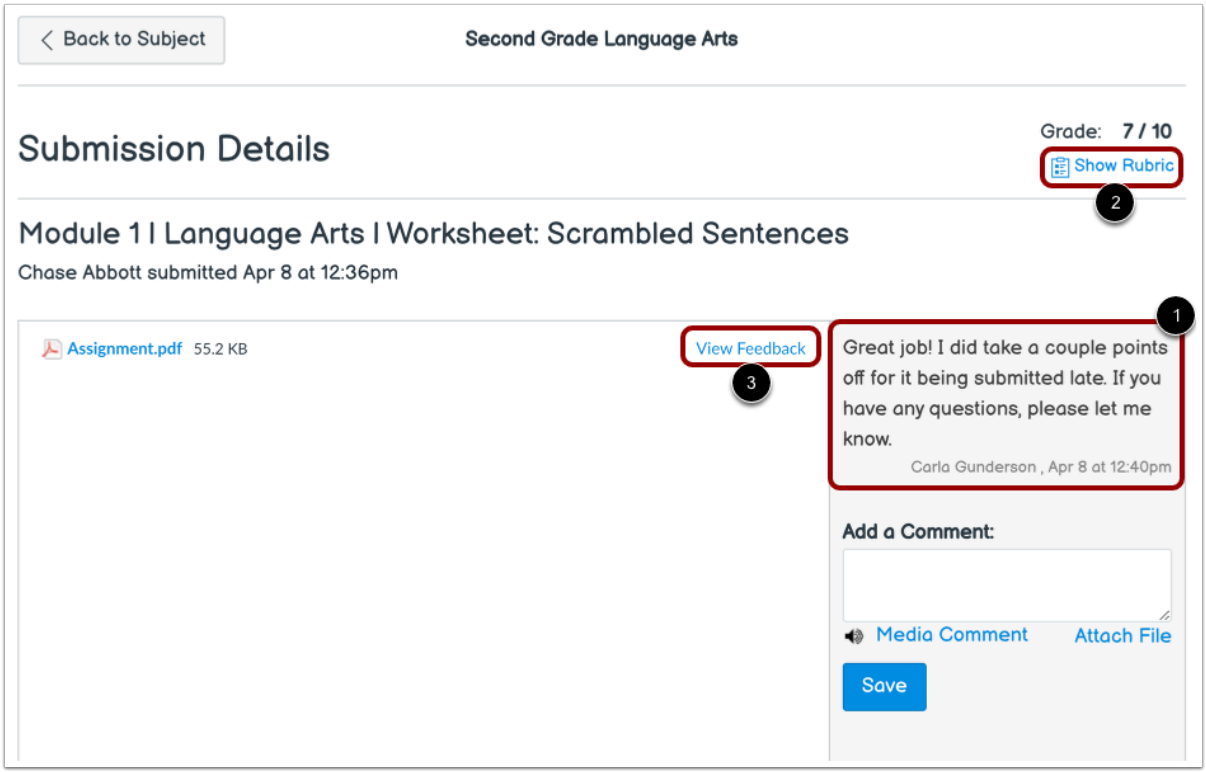
Open Submission Feedback



If your instructor has added feedback to your submission, you can view their feedback by clicking the **View Feedback** link.

Note: The View Feedback link only displays if your instructor has left feedback on your submission.

View Submission Feedback



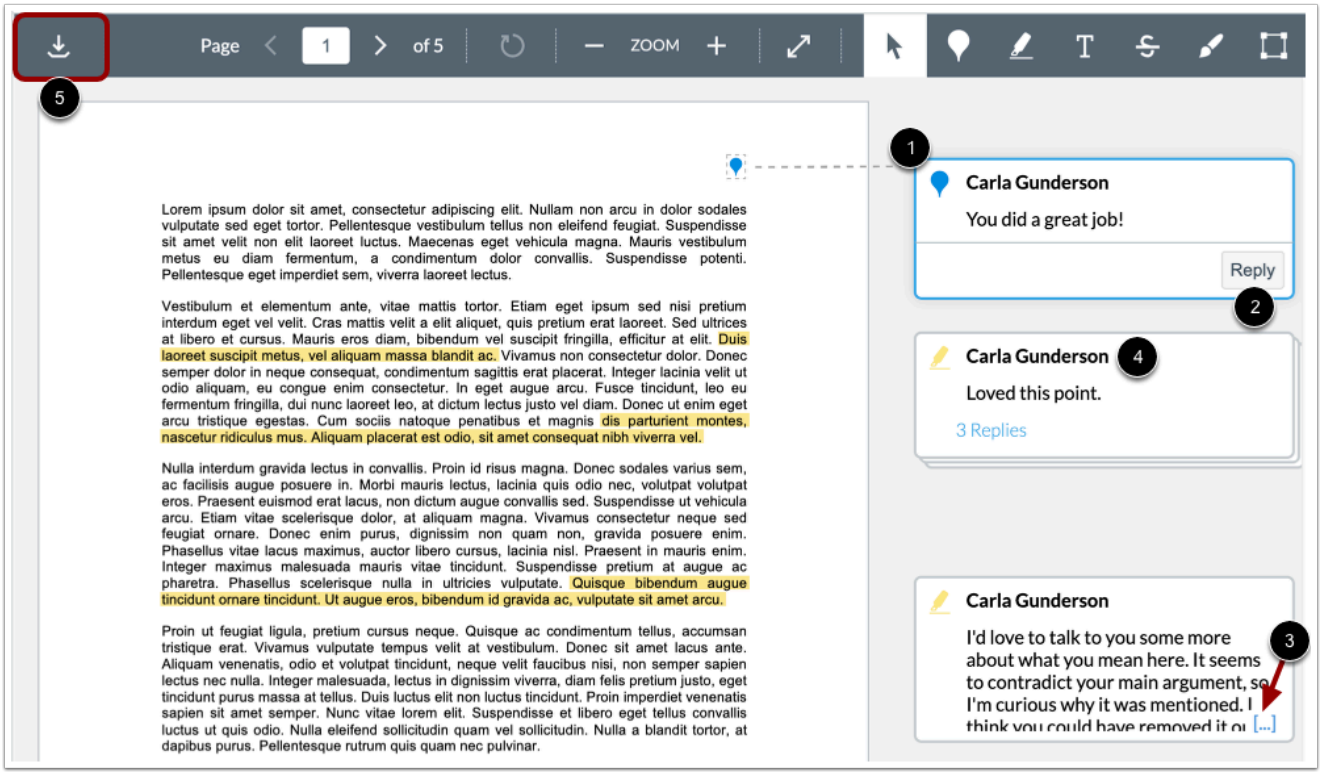
Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

If your assignment includes a rubric, your instructor may also leave comments in the rubric [2].

If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment. If your instructor included annotated feedback, you can view it by clicking the **View Feedback** link [3].

Note: If the assignment attachment displays a **Preview** button, your file is not DocViewer compatible.

View Annotated Feedback



View the annotated comments from your instructor [1].

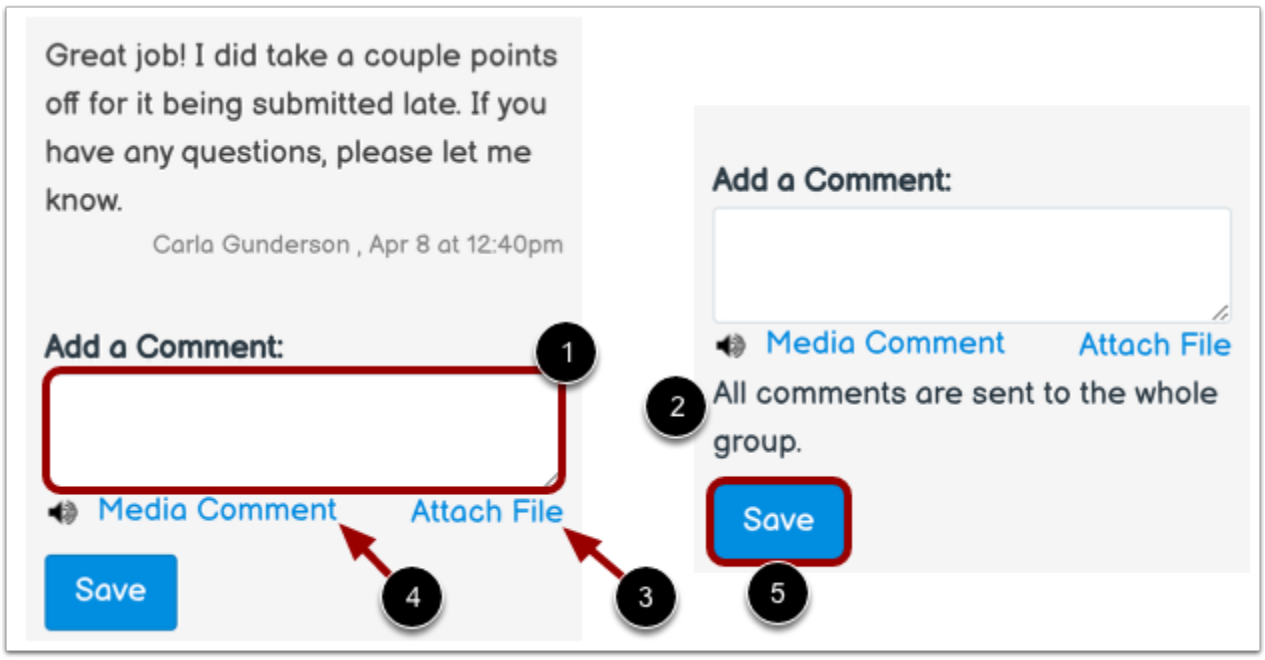
To reply to a comment, click on the comment and click the **Reply** button [2].

When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link.

To view stacked replies, click the comment to expand all replies [4]. You can also use DocViewer to make your own annotations on your assignment.

To download a PDF of the submission and annotations, click the **Download** icon [5].

Add Comments



To add a comment to your assignment submission, type your comment in the sidebar's **Add a Comment** field [1]. All comments left on a group assignment submission are sent to the instructor and the whole group [2].

To attach a file, click the **Attach File** link [3].

To add a media comment, click the **Media Comment** link [4]. You can record a video or record an audio comment to send to your instructor.

To submit your comment, click the **Save** button [5].

Assignment Enhancements

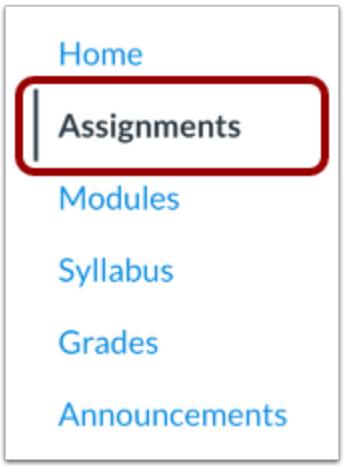
How do I view an assignment in a course using Assignment Enhancements as a student?

You can view all your course assignments on the Assignments Index page.

Notes:

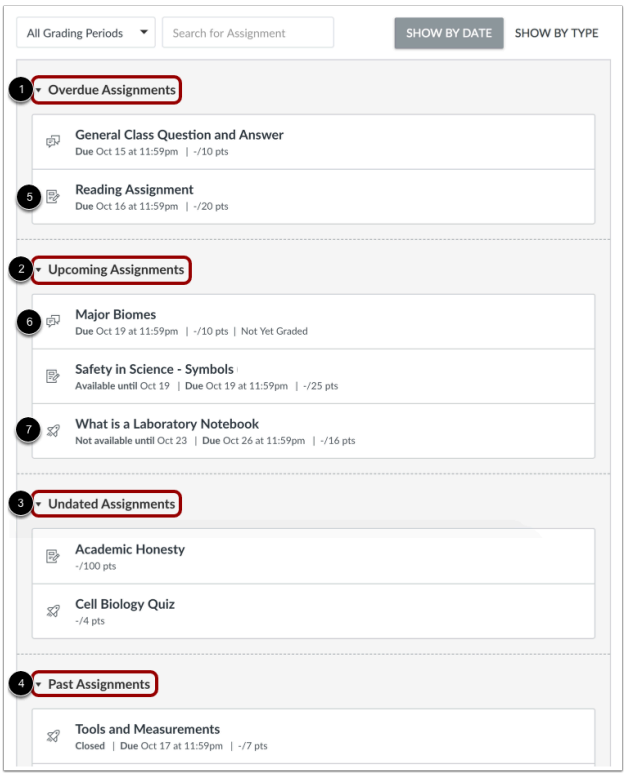
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.

Open Assignments



In Course Navigation, click the **Assignments** link.

View Assignments Index Page



In the Assignments Index page, you can view all the assignments in your course.

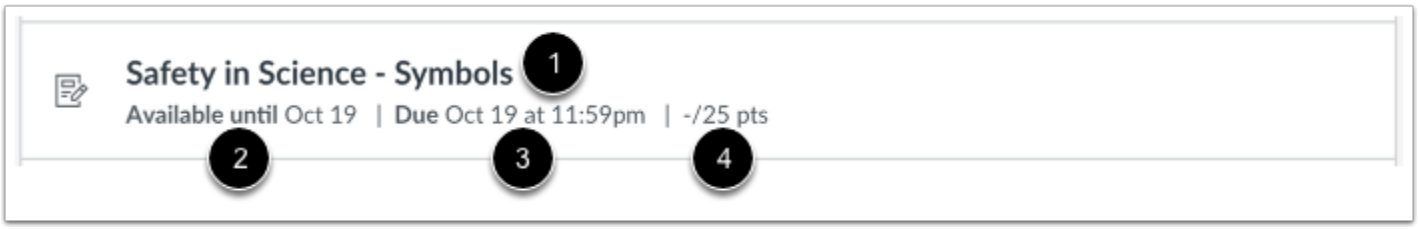
By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

- **Overdue Assignments** [1]: assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments** [2]: assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments** [3]: assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments** [4]: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [5], discussion [6], or quiz [7].

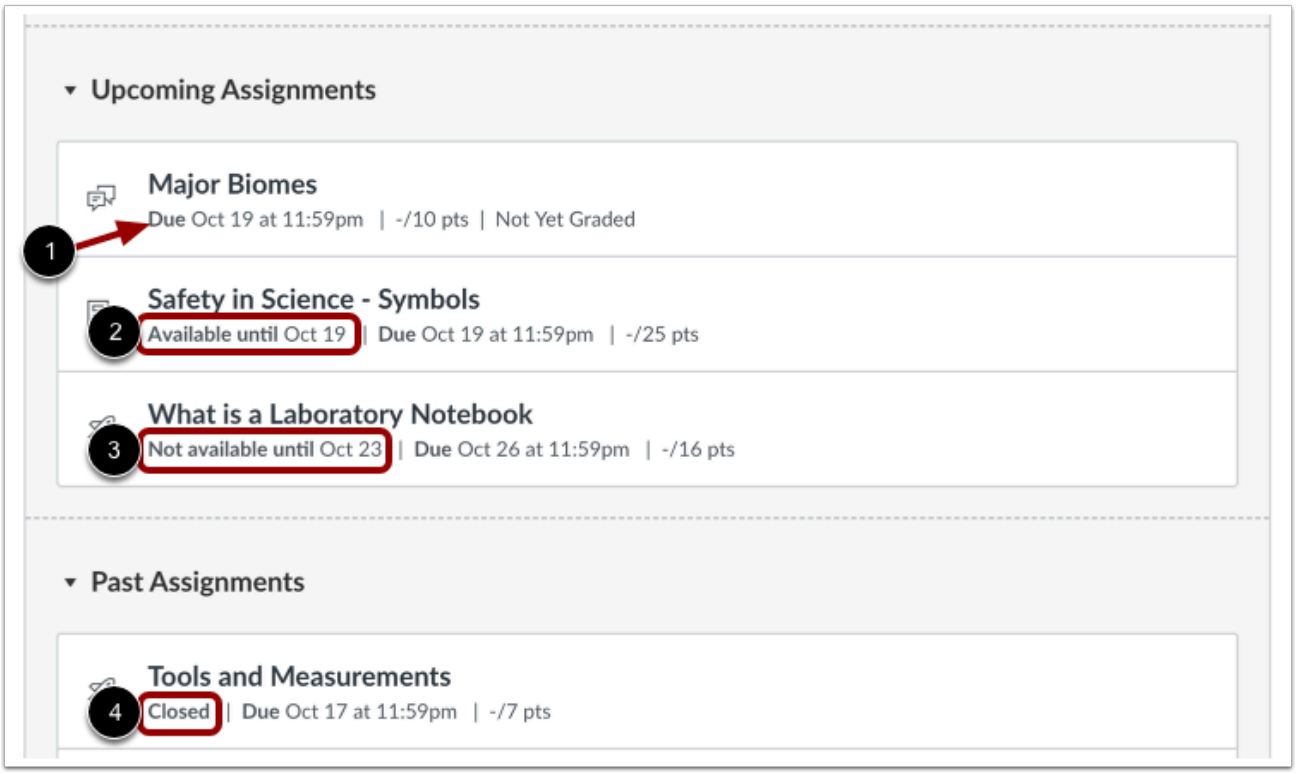
Note: The Assignments Index page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Assignment Summary



Each assignment displays the assignment name [1], availability dates (if any) [2], due date (if any) [3], and points possible [4].

View Availability Dates



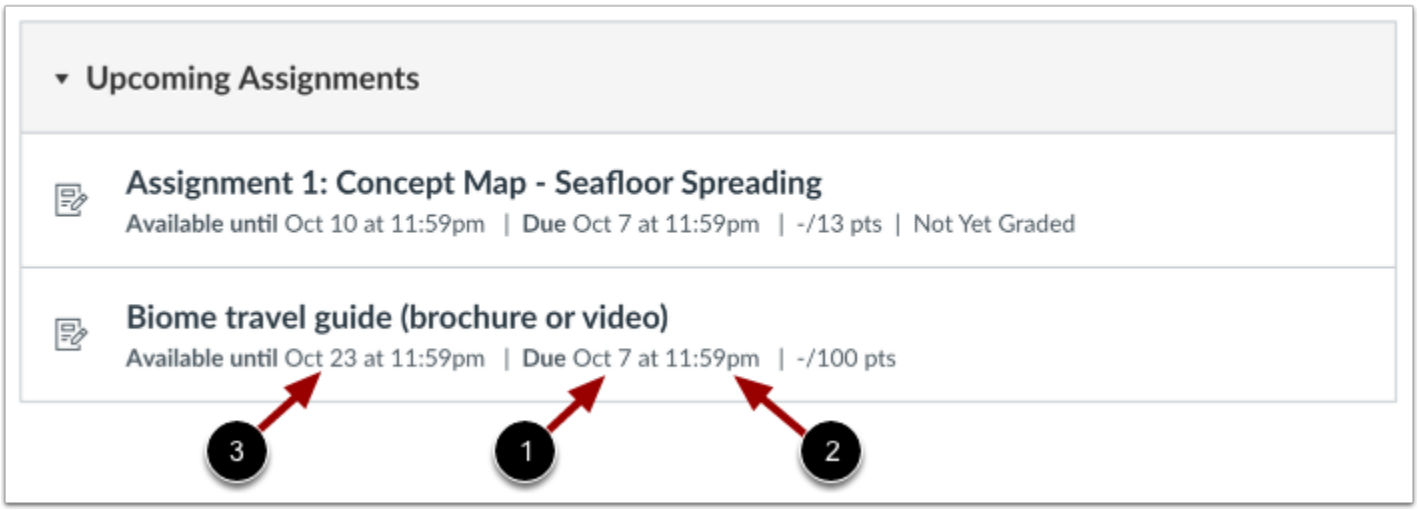
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.

- If the assignment does not have a date listed [1], the assignment is open; you can submit the assignment at any time during your course.
- If the assignment says **Available until** [date] [2], you can submit the assignment until the specified date.

- If the assignment says **Not Available Until** [date] [3], the assignment is locked until the specified date.
- If the assignment says **Closed** [4], the assignment cannot accept submissions.

Note: If the listed date is set to 12 am the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.

View Due Dates



An assignment may display a second date, which is the **Due date** [1]. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

Due dates also include a time [2]. If your instructor does not set a due time, the listed date displays the course's default due time.

You can still submit late assignments before the **Available until** date [3].

*Please be aware that the Due date may be **before or on** the Available date.*

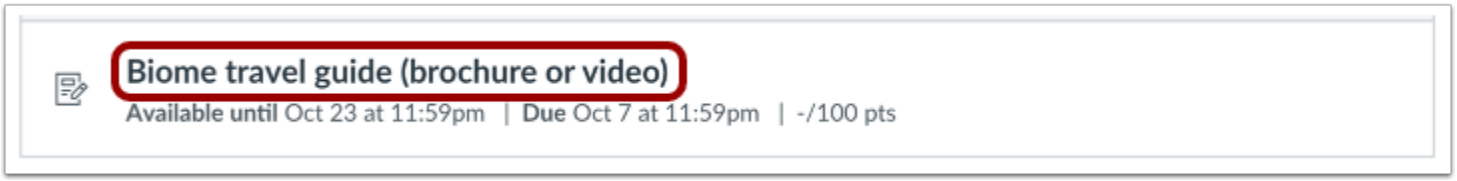
Filter Assignments



If your course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the **Search for assignment** field [2]. By default, assignments on the

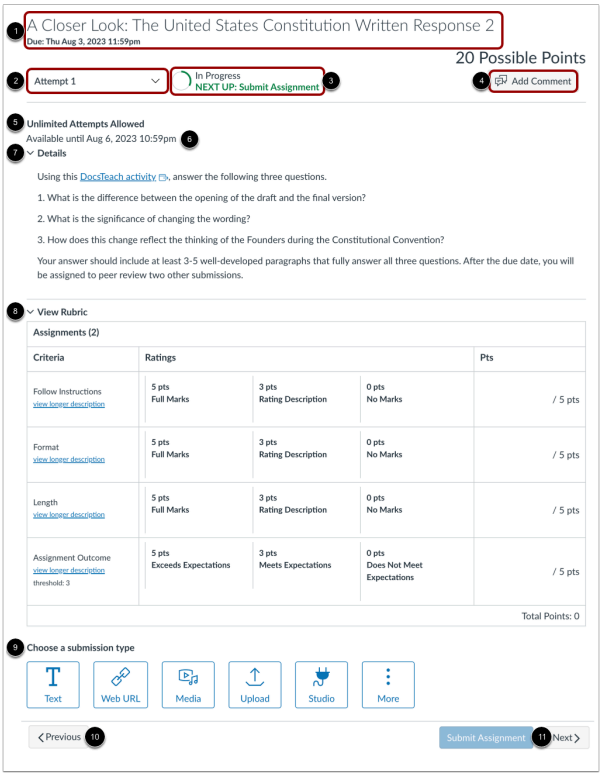
Assignments Index page display by due date. To view assignments by type (assignment, discussion, quiz), click the **Type** button [3].

Open Assignment



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

View Assignment



The **Assignment Summary** header displays the assignment title, due date, and points possible [1]. Not all assignments may have a due date.

The **Attempt** drop-down allows you to view your submission attempts for the assignment [2]. By default, the Attempt drop-down displays your most recent submission attempt.

The **Progress Tracker** displays the assignment submission and grading status [3].

To add an assignment comment for your instructor, click the **Add Comment** button [4].

View the number of allowed attempts [5] and availability dates [6].

If your instructor added assignment instructions, they display in the **Details** section [7].

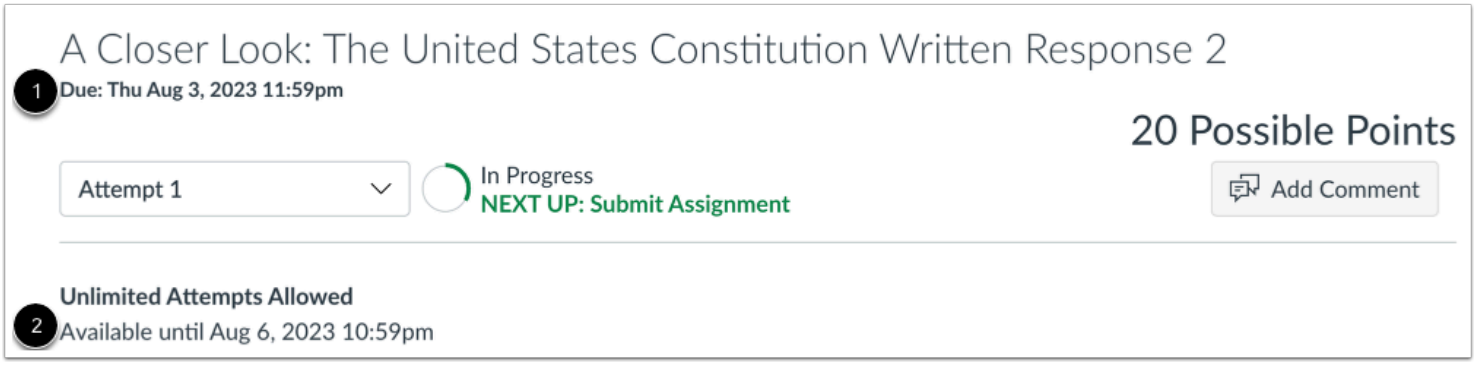
If a rubric has been added to the assignment, the **View Rubric** section automatically expands to display the assignment rubric [8].

If the assignment is accepting submissions, you can select a permitted submission type from the **Choose a submission type** section [9].

Notes:

- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [10] and the next module item by clicking the **Next** button [11].
- Assignment instructions can only be downloaded if your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program. You can also view the assignment in the Canvas mobile app.
- If the assignment allows multiple attempts and is within its set availability dates, you can resubmit the assignment.

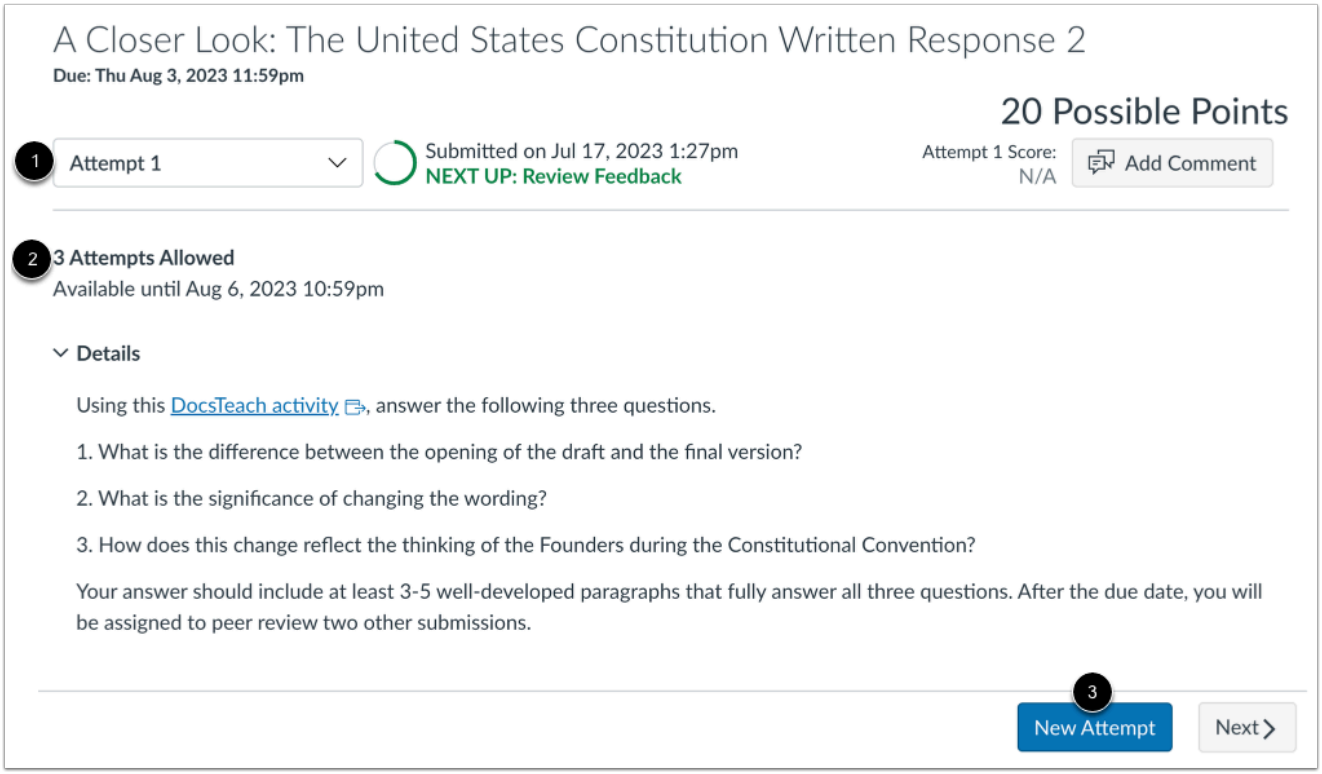
View Assignment with Availability Dates



When you access an assignment during its set availability dates, you can view all available assignment information. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last available date passes, you can no longer submit the assignment.

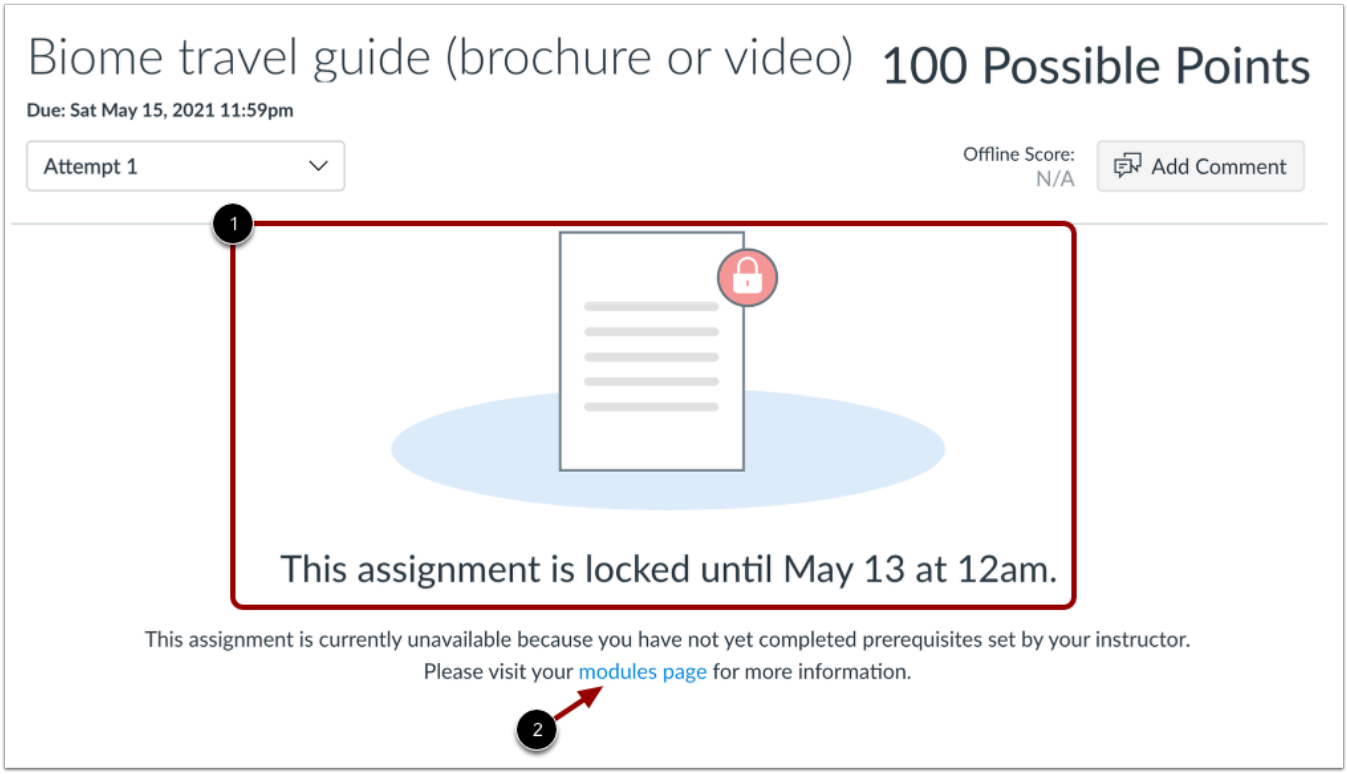
View Assignment with Limited Attempts



Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view your submission attempts [1] and the number of allowed submissions for the assignment [2].

Once you have used all your submission attempts, the **New Attempt** button will disappear [3].

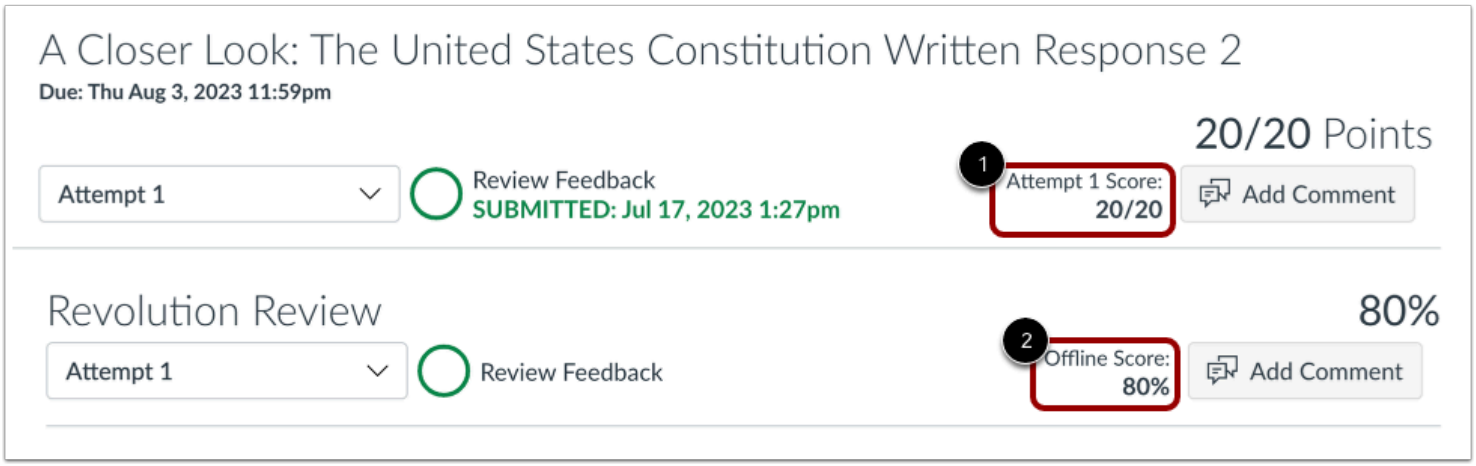
View Locked Assignment



If an assignment is not within its set availability dates, you cannot view assignment details nor submit or resubmit work.

Locked assignments display locked icon and message [1]. If your assignment is locked due to module prerequisites, you can view course modules by click the **modules page** link [2].

View Assignment Score



If your assignment has been graded by your instructor, you can view the score for each attempt [1]. If your assignment has been graded without a submission, you can view your offline score [2].

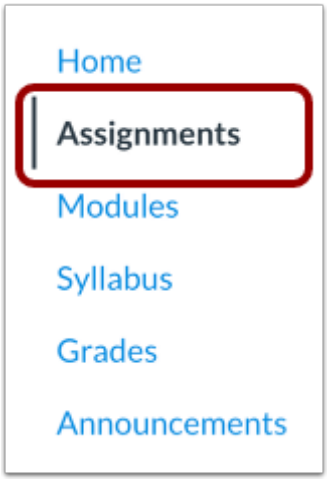
How do I view the rubric for an assignment in a course using Assignment Enhancements?

Your instructor may include a rubric as part of your assignment. The rubric is a set of criteria that your instructor will use to grade your assignment. Before submitting your assignment, you can use the rubric to evaluate your own work and make sure your assignment fulfills your instructor's requirements.

Notes:

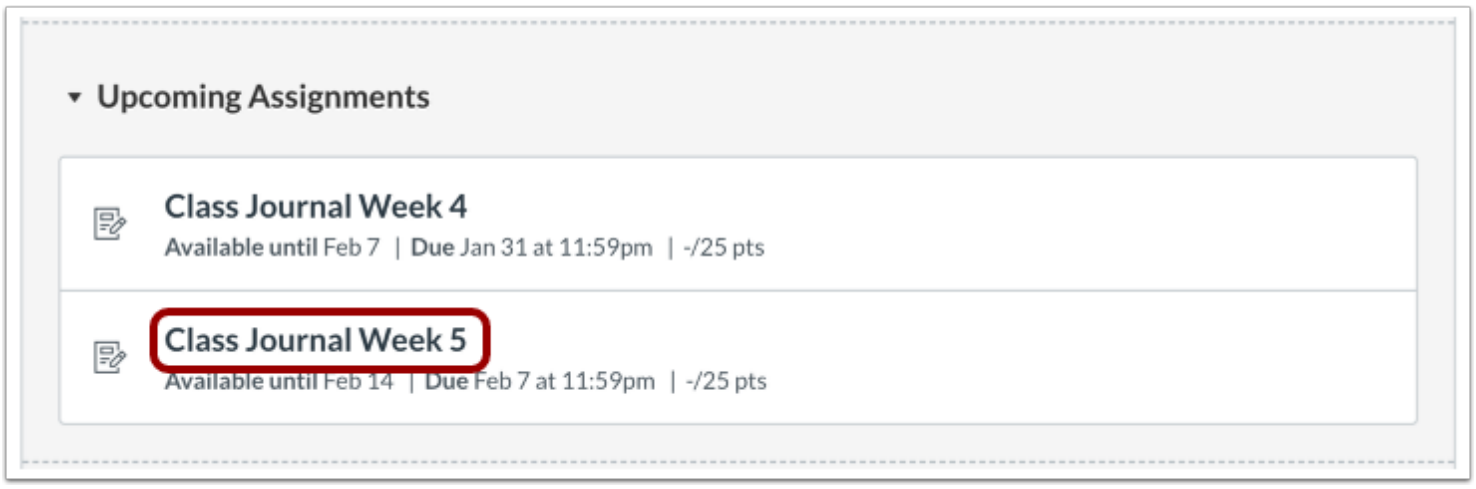
- Not all assignments may include a rubric.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.

Open Assignments



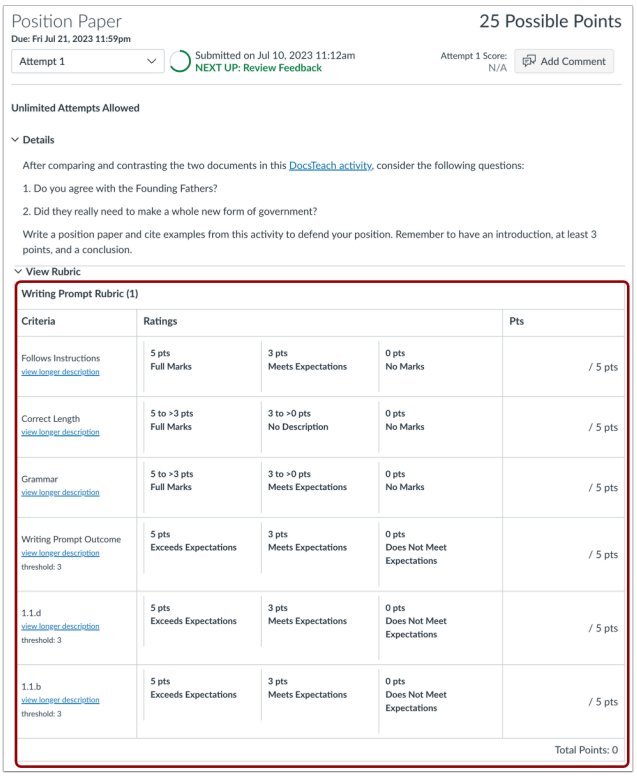
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of an assignment.

View Rubric



If a rubric has been added to the assignment, the **View Rubric** section automatically expands to display the assignment rubric.

How do I submit an online assignment in a course using Assignment Enhancements?

You can submit online assignments in Canvas courses that have enabled Assignment Enhancements. Instructors can choose what kind of online submissions they want you to use. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. If your instructor allows, you may also have the option to resubmit assignments.

Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. Files are stored in the Submissions folder, and you can download them. However, once a file has been uploaded as a submission, you cannot delete the file.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

Third-Party File Application Submissions

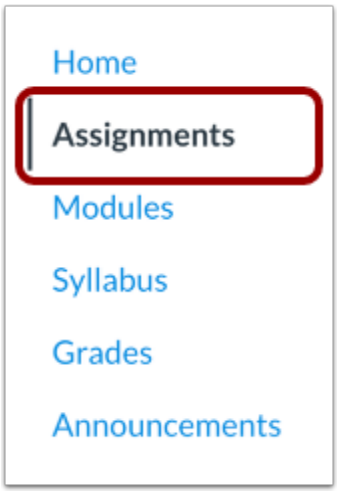
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

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

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- Group assignments do not support the student annotation submission type.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.

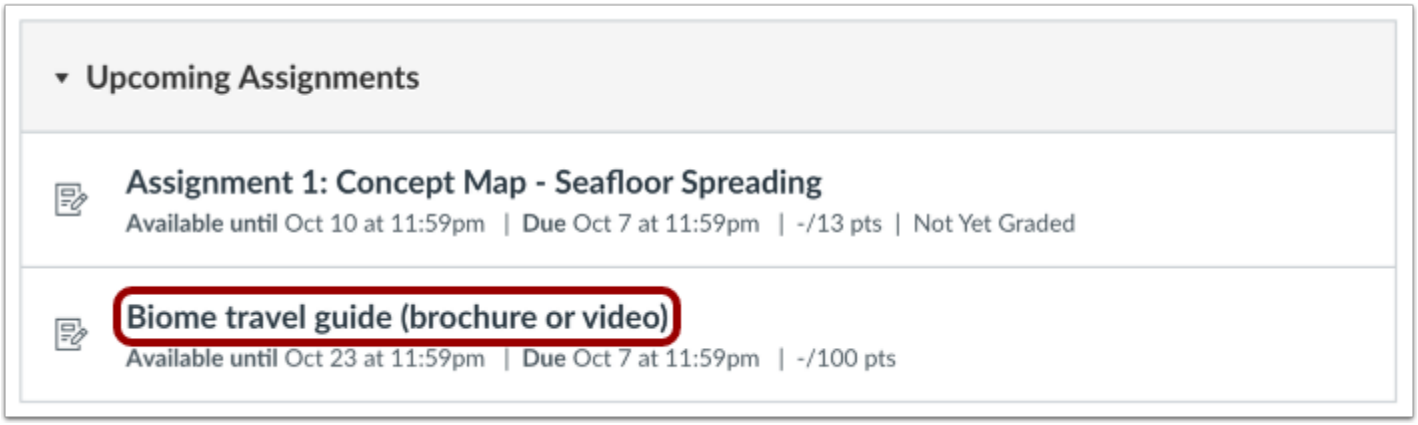
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



Click the name of the assignment.

Select Submission Type

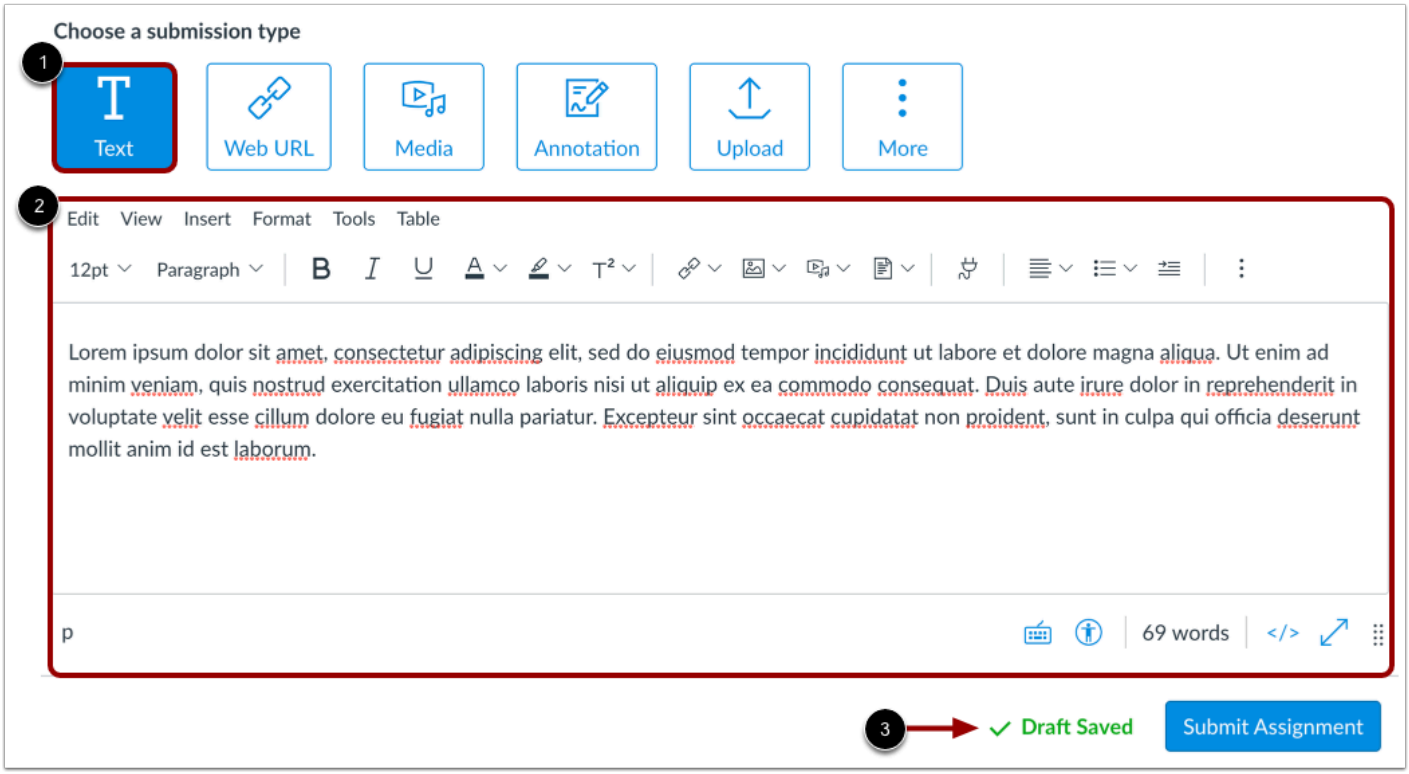


The following submission types are accepted using Assignment Enhancements: Text Entry, Website URL, Media, Annotation, File Upload, and external application. However, your instructor may specify which submission types are appropriate for each assignment.

In the **Choose a submission type** section, click a submission type button.

Note: If your instructor only allows one submission type or has created an External Tool assignment, the Choose a submission type section does not display.

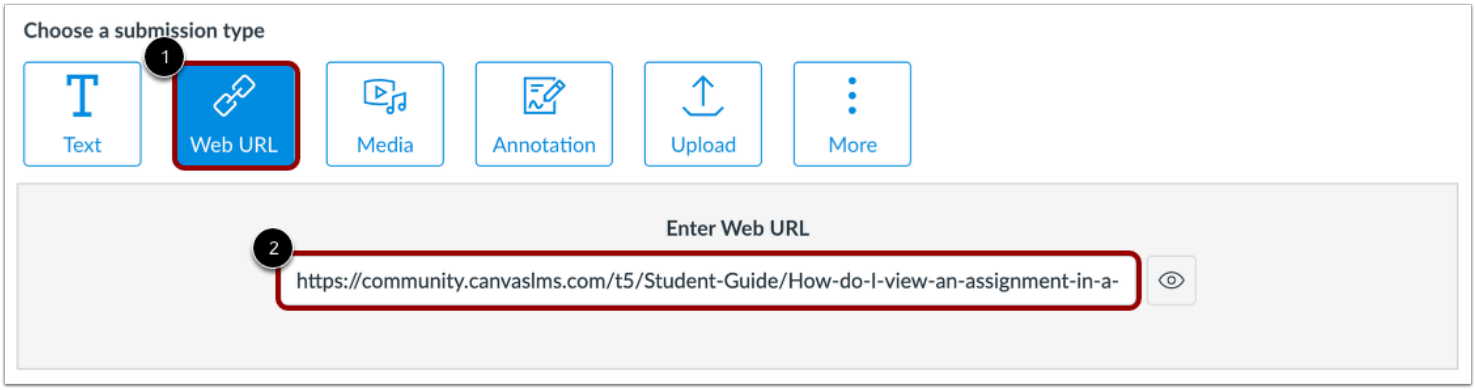
Submit Text Entry



To submit a text entry assignment, click the **Text** button [1]. Then, enter text in the Rich Content Editor [2].

Once added, your text will be saved as an assignment submission draft [3].

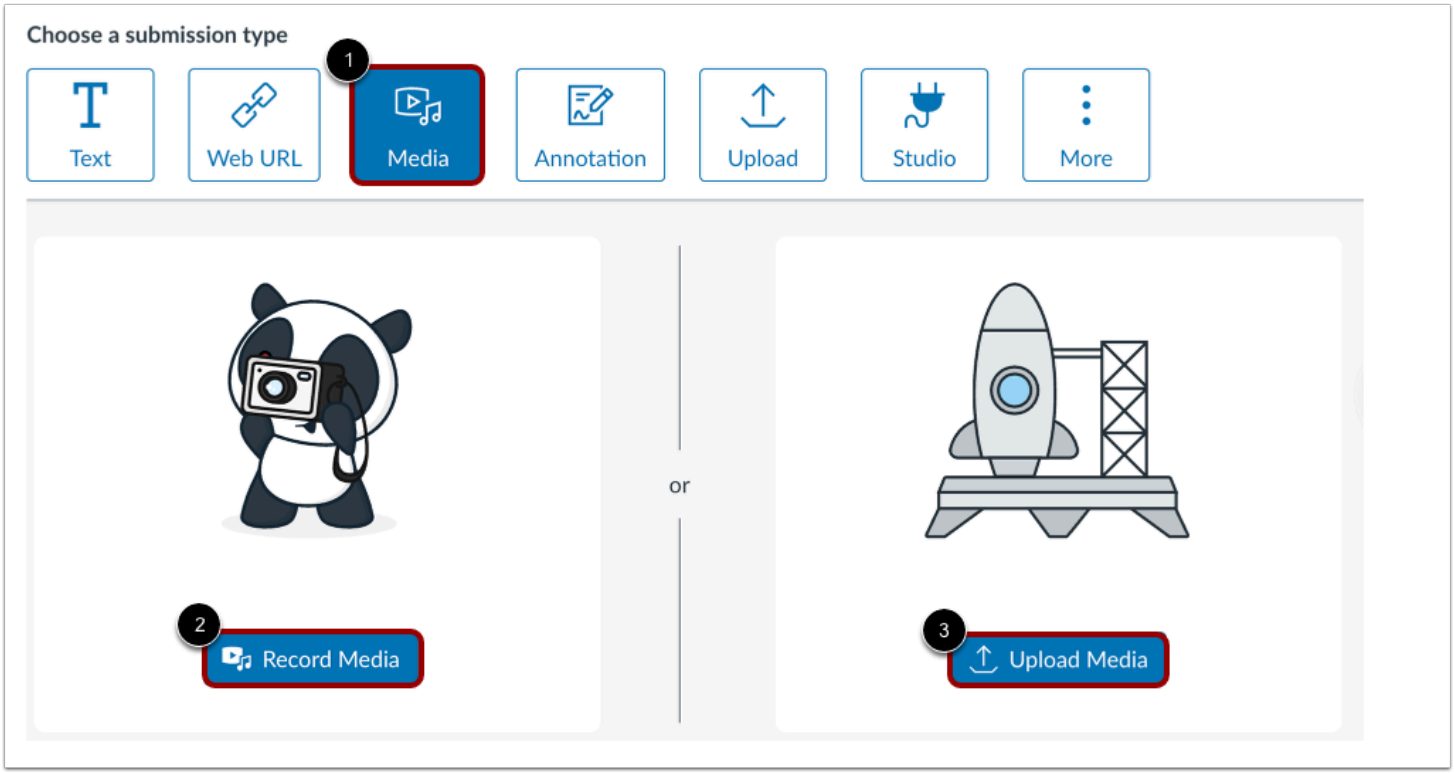
Submit Website URL



To submit a website URL, click the **Web URL** button [1]. Then, type or paste the URL in the **Enter Web URL** field [2].

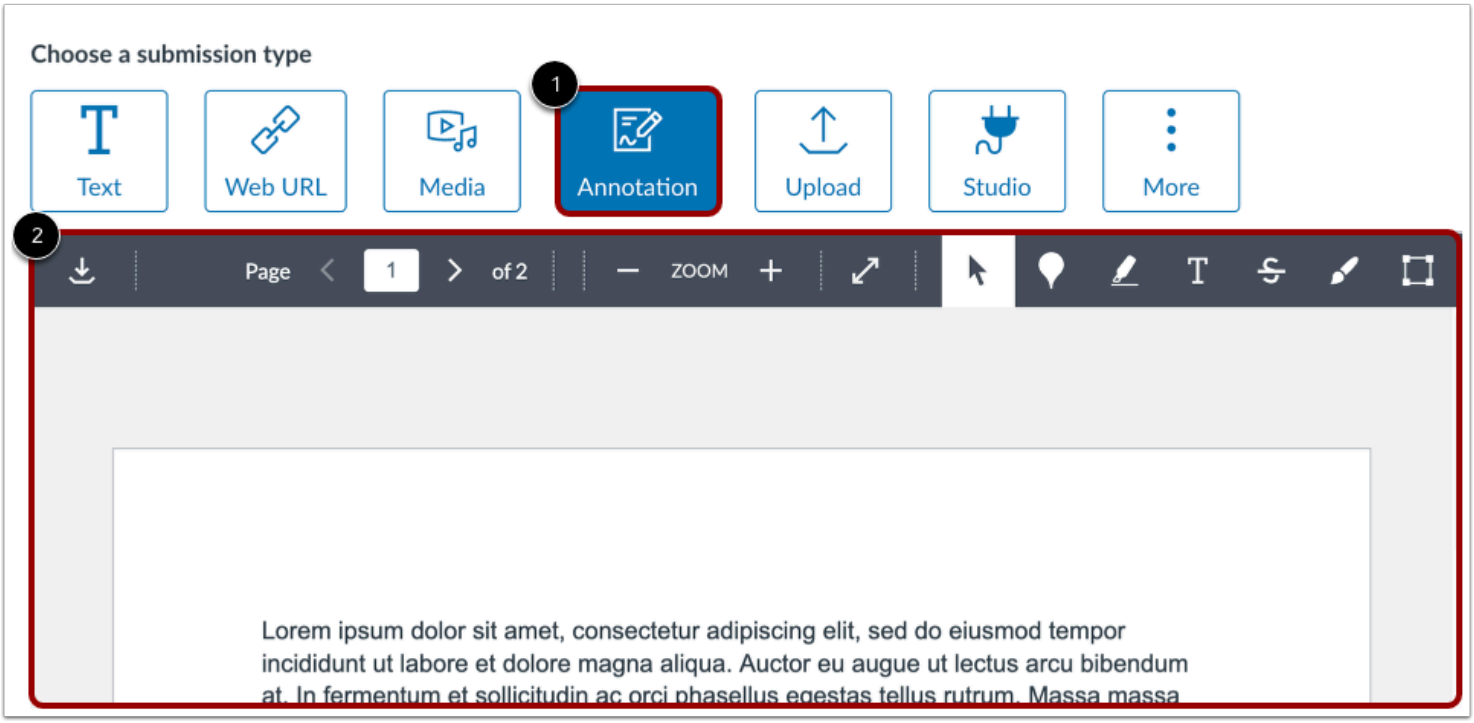
Once added, your website URL will be saved as an assignment submission draft.

Submit Media Recording



To submit a media recording, click the **Media** button [1]. To create a recording, click the **Record Media** button [2]. To upload a media file from your computer, click the **Upload Media** button [3].

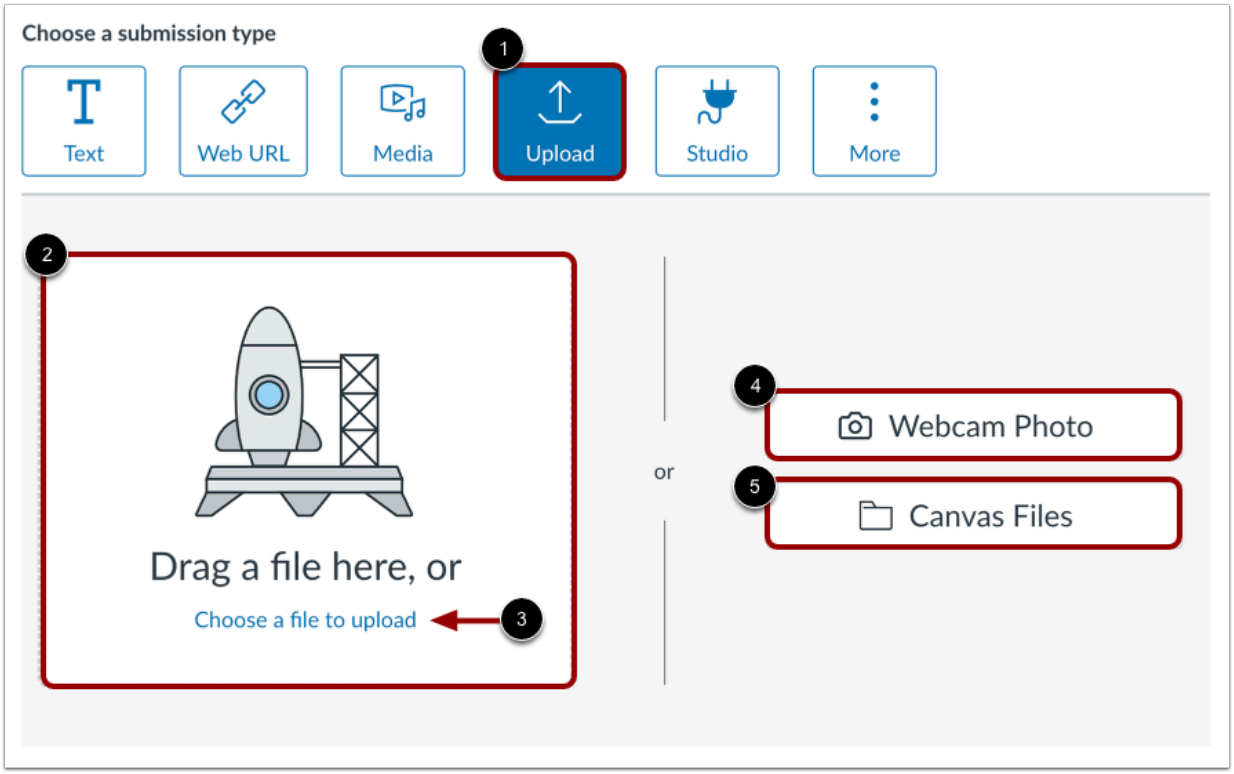
Submit Annotation



To submit an annotated document, click the **Annotation** button [1]. Then, use the Docviewer to annotate the document [2].

Note: Group assignments do not support the student annotation submission type.

Submit File Upload



To upload a file as your submission, click the **Upload** button [1].

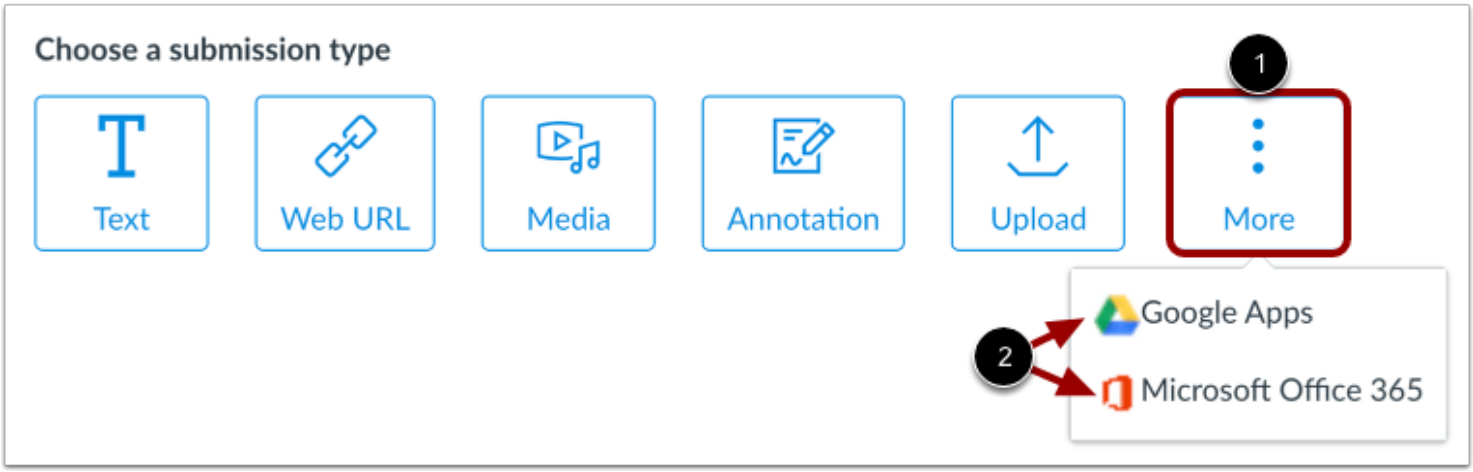
To upload a file from your computer, drag and drop a file [2], or browse your computer files by clicking the **Choose a file to upload** link [3].

To capture a photo of your assignment using your computer's webcam, click the **Webcam** button [4].

To upload a file from your Canvas user files, click the **Canvas Files** button [5].

Once uploaded, your file will be saved as an assignment submission draft.

Submit Course App File

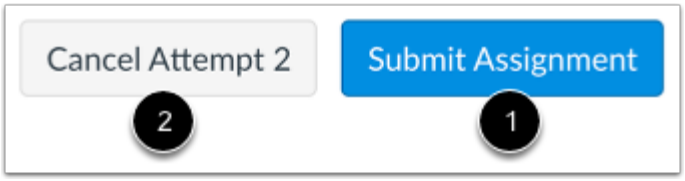


If added to your course, you may see options to upload a file from a course app such as Google Drive or Office 365.

To upload a file or URL from a course app, click the **More** button [1]. Then click the app name [2].

Once added, your file will be saved as an assignment submission draft.

Submit Assignment

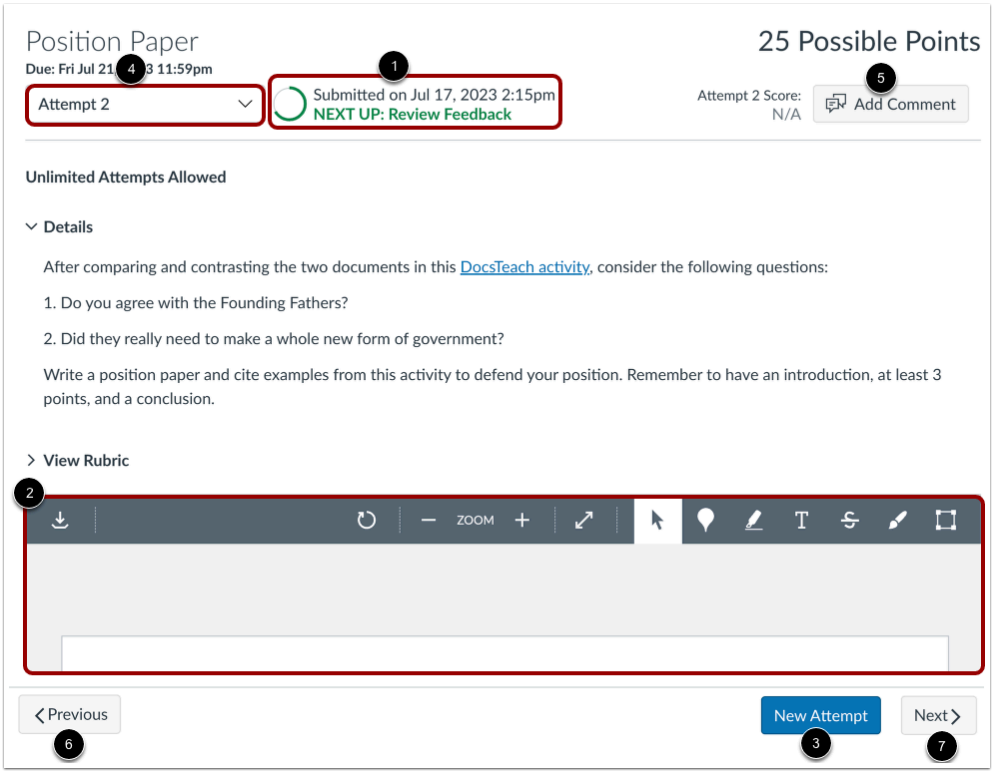


When you are ready to submit your assignment, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [2].

Note: If you added a text entry submission, you must save the submission draft before you can submit the assignment.

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [6] and the next module item by clicking the **Next** button [7].
- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit an assignment on behalf of a group using Assignment Enhancements?

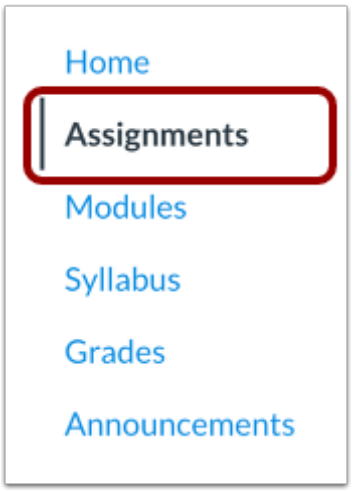
A group assignment allow students to work together on an assignment and submit it as a group using Assignment Enhancements. Only one group member needs to submit the assignment on behalf of the group.

Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your group files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. If you upload a file from your computer, the file is stored in the group Submissions folder. However, please note that if you submit a file that was previously uploaded to your group files, the file is stored in your Submissions folder.

Notes:

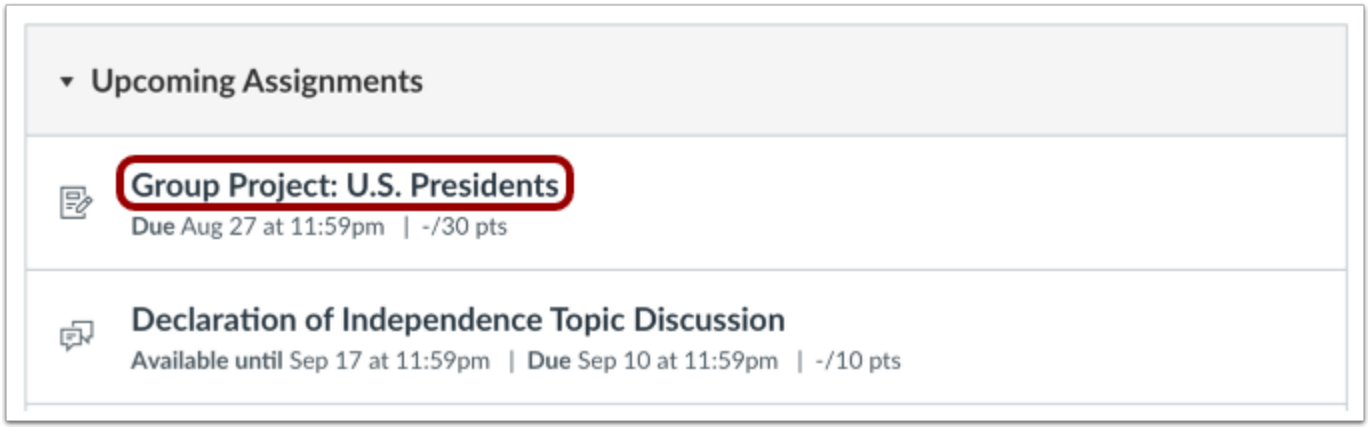
- When a group assignment is submitted, any submission drafts belonging to other group members are deleted.
- Previously uploaded group files cannot be accessed in the assignment details page. To submit a previously uploaded group file as an assignment submission, you must move the group file to user files.
- Group assignments do not support Student Annotation assignments.

Open Assignments



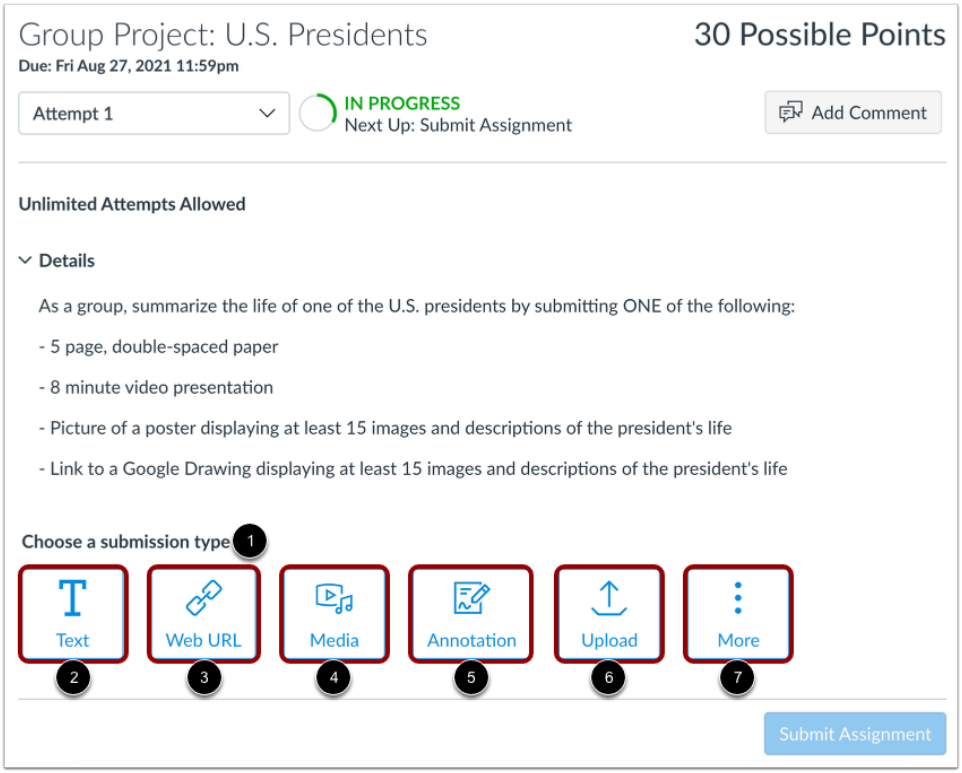
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of the assignment.

Choose Submission Type



To begin the assignment, select a submission type from the **Choose a submission type** section [1].

If allowed by your instructor, you can choose to add a text entry submission [2], a website URL submission [3], a media file submission [4], an annotation submission [5], or a file upload submission [6].

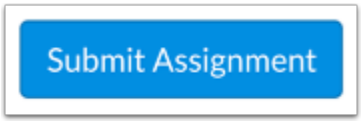
If external tools are installed in your course, such as Google Drive or Microsoft Office 365, you can add a Google Drive file or URL submission or a Microsoft Office 365 file or URL submission [7].

Lastly, if allowed by your instructor, you may also take a photo of your assignment submission using your webcam.

Notes:

- If your assignment does not list one or more of the available submission types, those submission types have been restricted by your instructor.
- Group assignments do not support Student Annotation assignments.

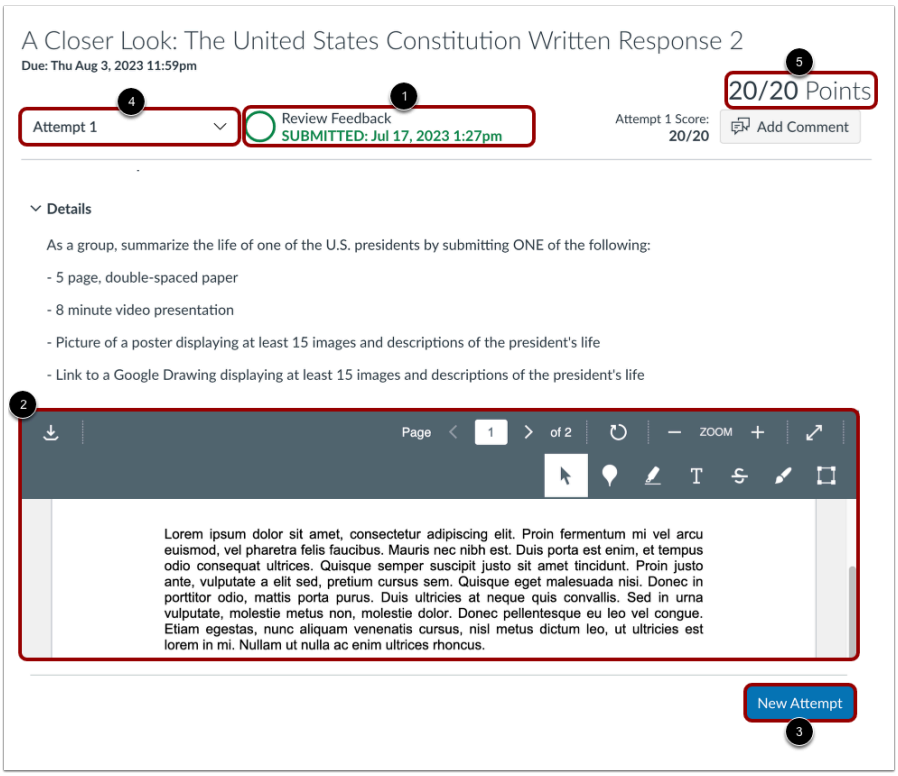
Submit Assignment



Click the **Submit Assignment** button.

Note: When a group assignment is submitted on behalf of a group, any submission drafts belonging to other group members are deleted.

View Submission



When your submission is successfully submitted, the Progress Tracker displays a **Submitted** status [1] and your most recent submission displays [2].

If your instructor allows multiple attempts, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a text entry assignment in a course using Assignment Enhancements?

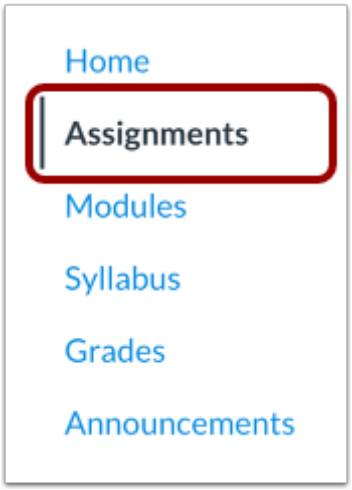
You can submit a text entry submission in a Canvas course that uses Assignment Enhancements. Text entry assignments are created in the Rich Content Editor. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. If your instructor allows, you may also have the option to resubmit assignments.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

Notes:

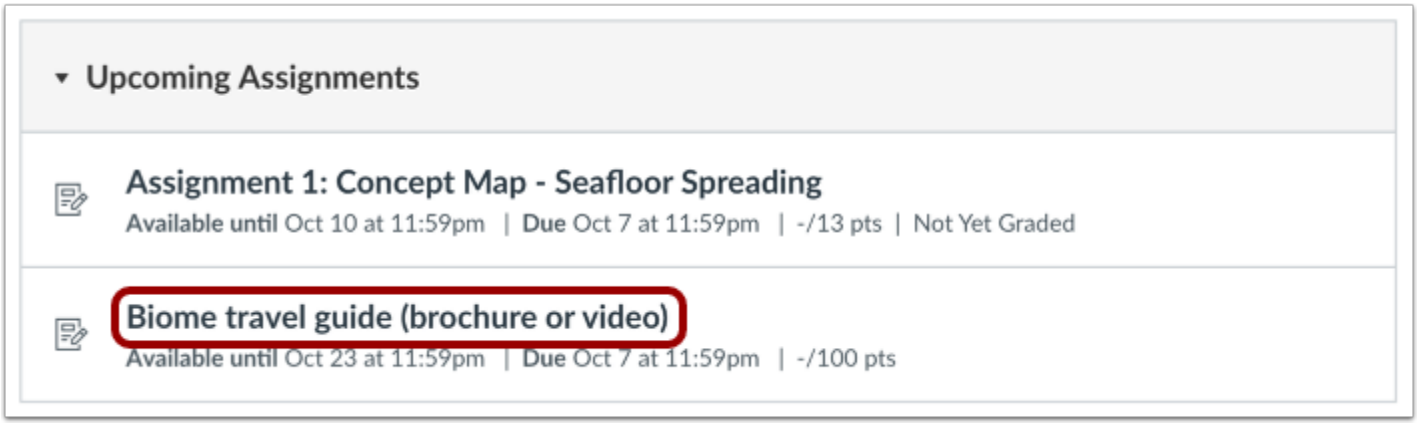
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Files uploaded and submitted do not count against the user's storage quota, but those uploaded through the Rich Content Editor are counted against the user's storage quotas.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.

Open Assignments



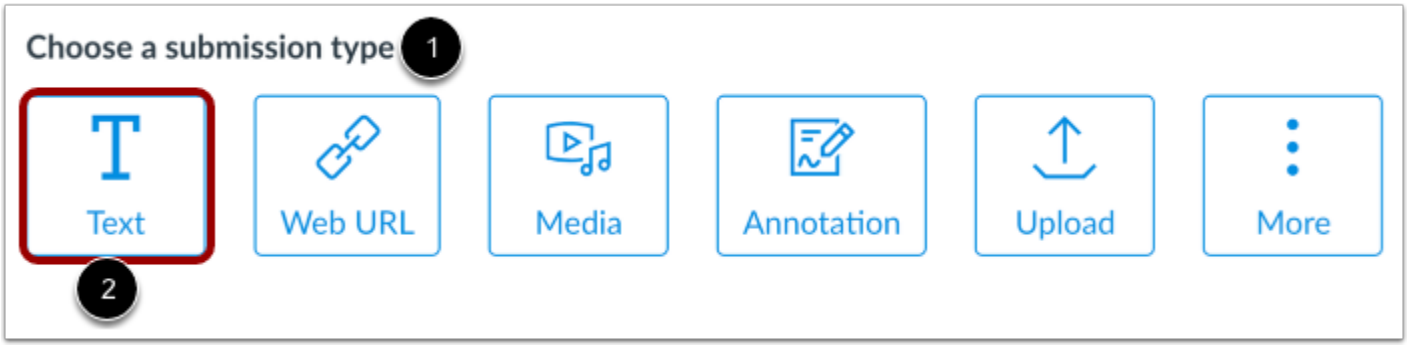
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of an assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

In the **Choose a submission type** section [1], select the **Text** option [2].

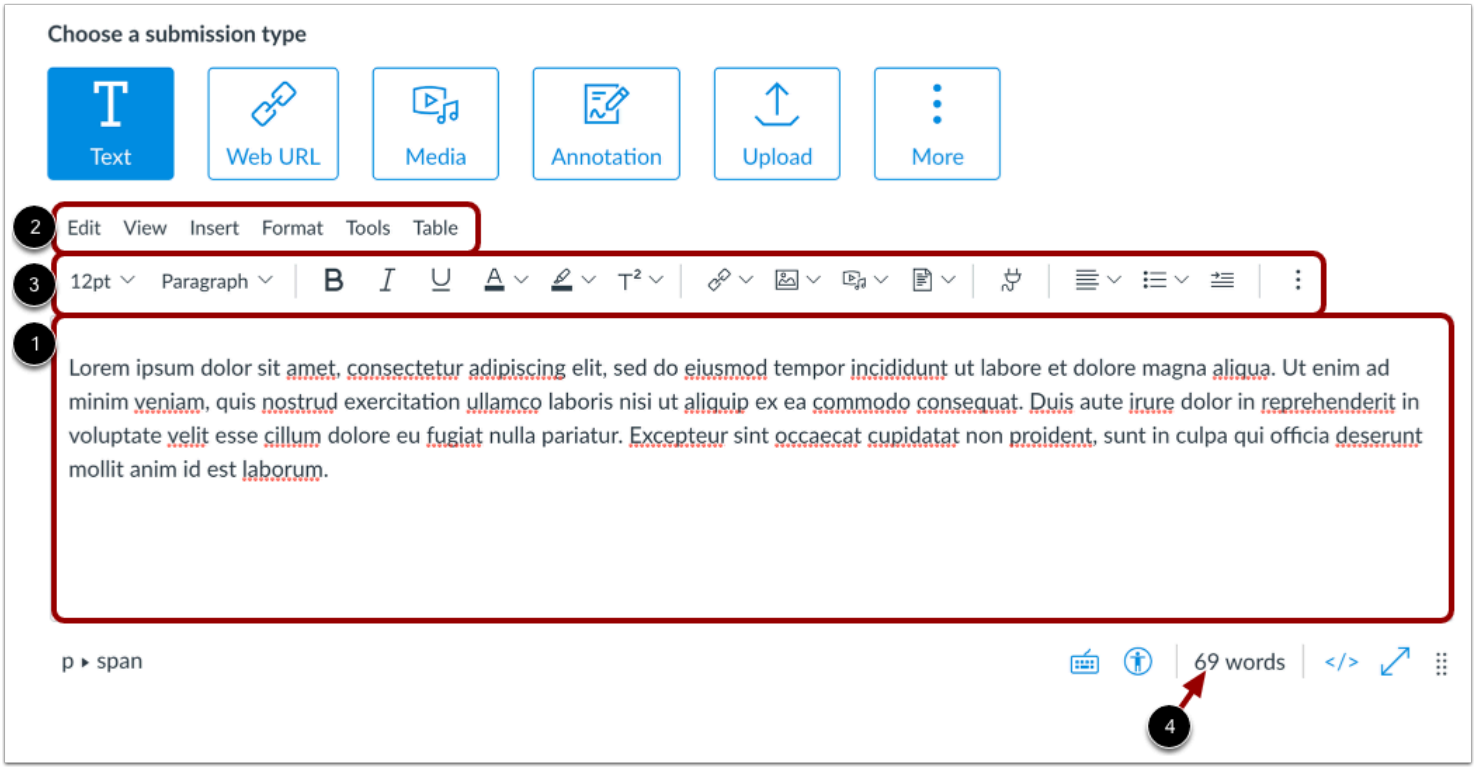
If your instructor only allows Text Entry submissions, the Rich Content Editor may display in place of the Choose a submission type section.

Notes:

- If the Text option does not display in the Choose a submission type section, your instructor has restricted this submission type.

- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Draft Text Entry

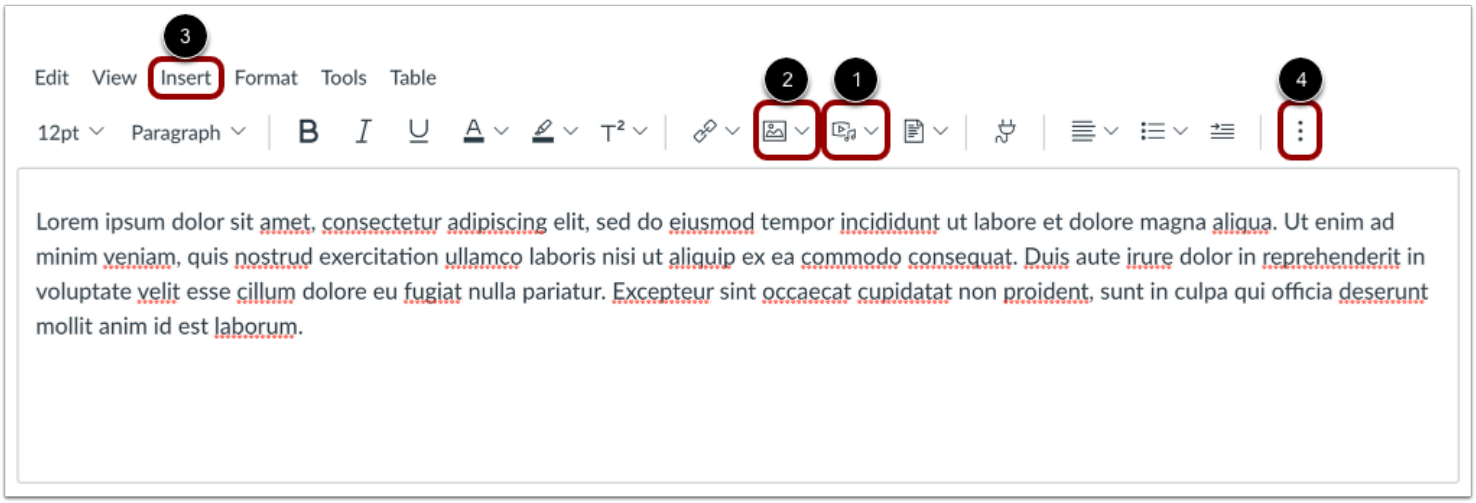


Enter your assignment submission text in the Rich Content Editor [1].

To format your text or insert content, use the Rich Content Editor menubar [2] or toolbar [3]

View the word count in the Editor Status bar [4].

Add Media



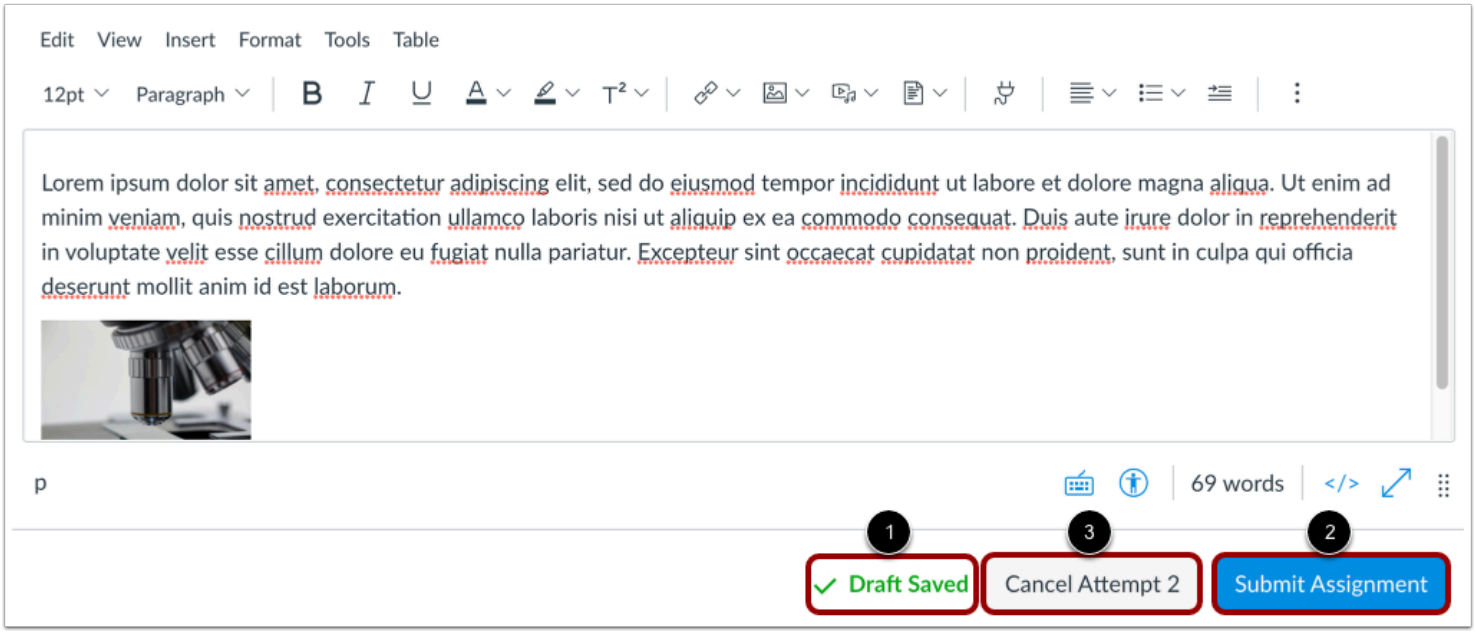
As part of your text entry assignment submission, you can record media, upload a media file from your computer, or upload a media file from your user files by clicking the **Media** icon [1].

You can also embed images from Canvas and from the web in your text entry assignment submission by clicking the **Image** icon [2]. Canvas also allows you to embed images from your user files.

To insert media or images, you can also use the **Insert** menu [3] in the menubar.

Note: You may need to click the **Options** icon [4] to view the Record/Upload Media and Images icons in the toolbar.

Submit Text Entry

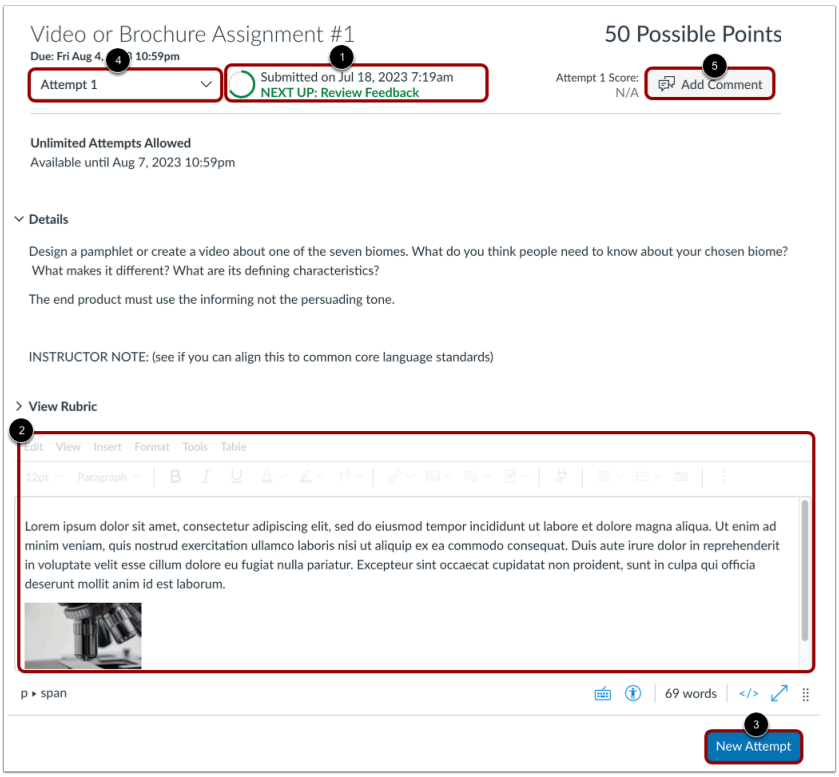


Your work automatically saves as an assignment draft [1].

To submit your text entry draft, click the **Submit Assignment** button [2].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [3].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays in a read-only format [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I upload a file as an assignment submission for a course using Assignment Enhancements?

If your instructor allows file uploads as a submission type, you can upload a file from your computer or Canvas User files as an assignment submission. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

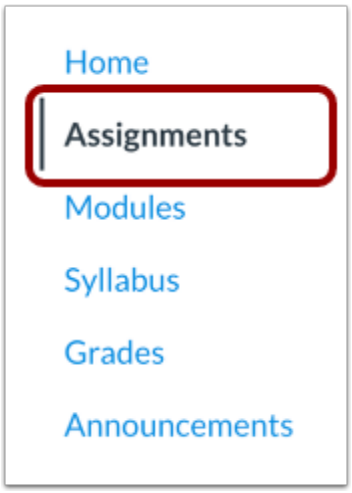
Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added from your computer as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

If your institution has enabled Google Docs or Microsoft Office 365 as a submission type, you can upload a file from Google Drive or Office 365.

Notes:

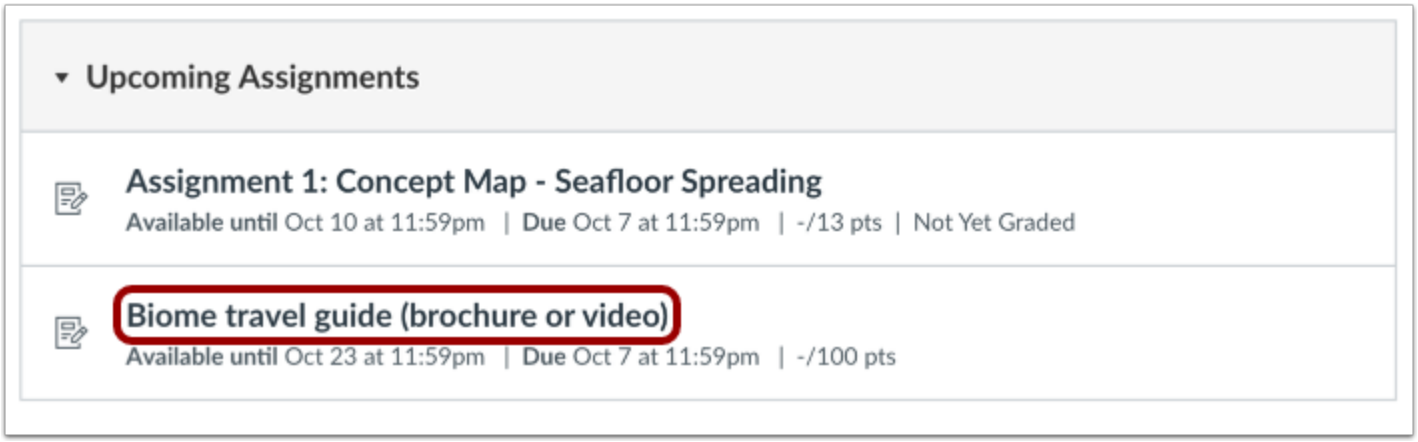
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
- Canvas will not accept file uploads larger than 500 MB.

Open Assignments



In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of the assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the **Choose a submission type** section [1].

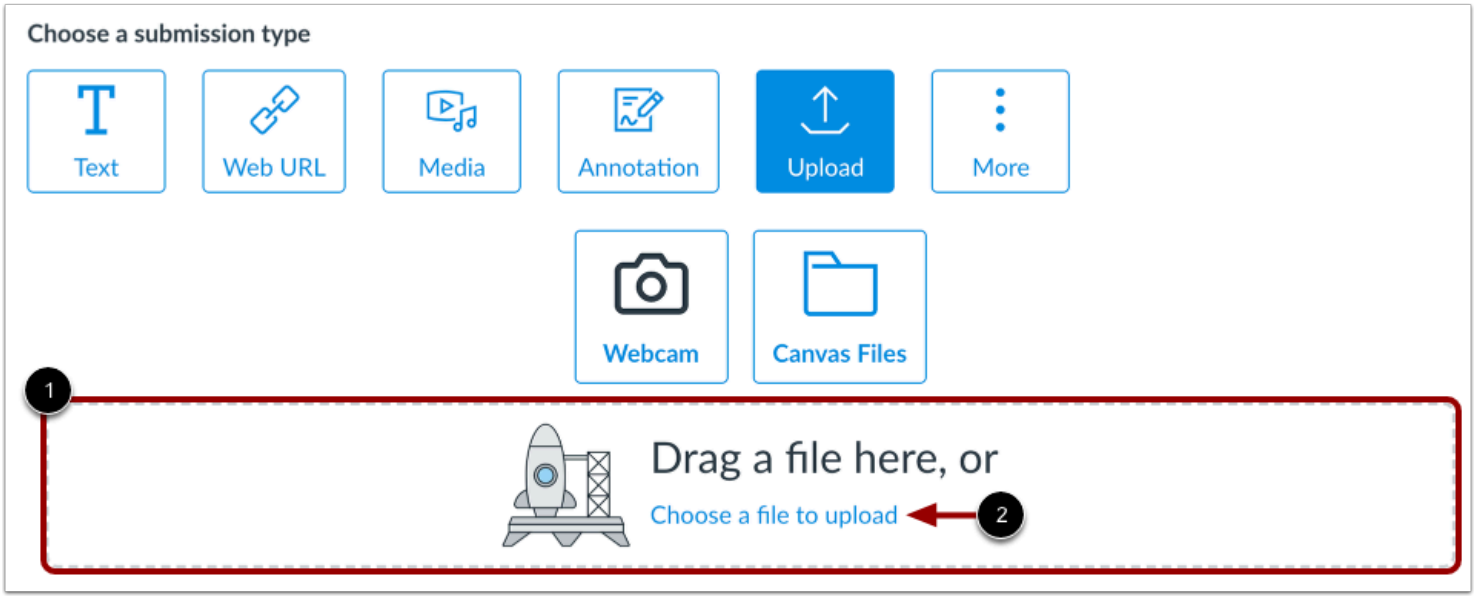
Click the **Upload** option [2].

If your instructor only allows File submissions, the Upload File tool displays in place of the Choose a submission type section.

Notes:

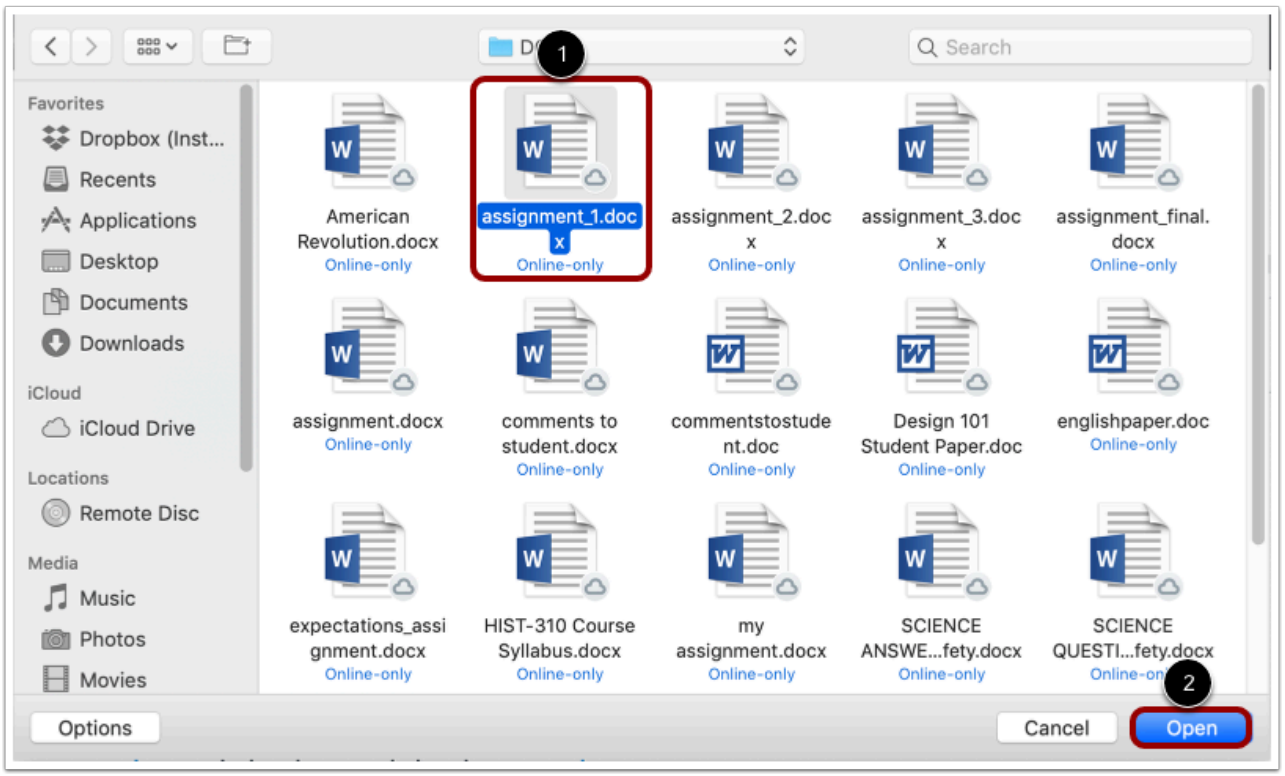
- If the Upload submission type does not display, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Upload Computer File



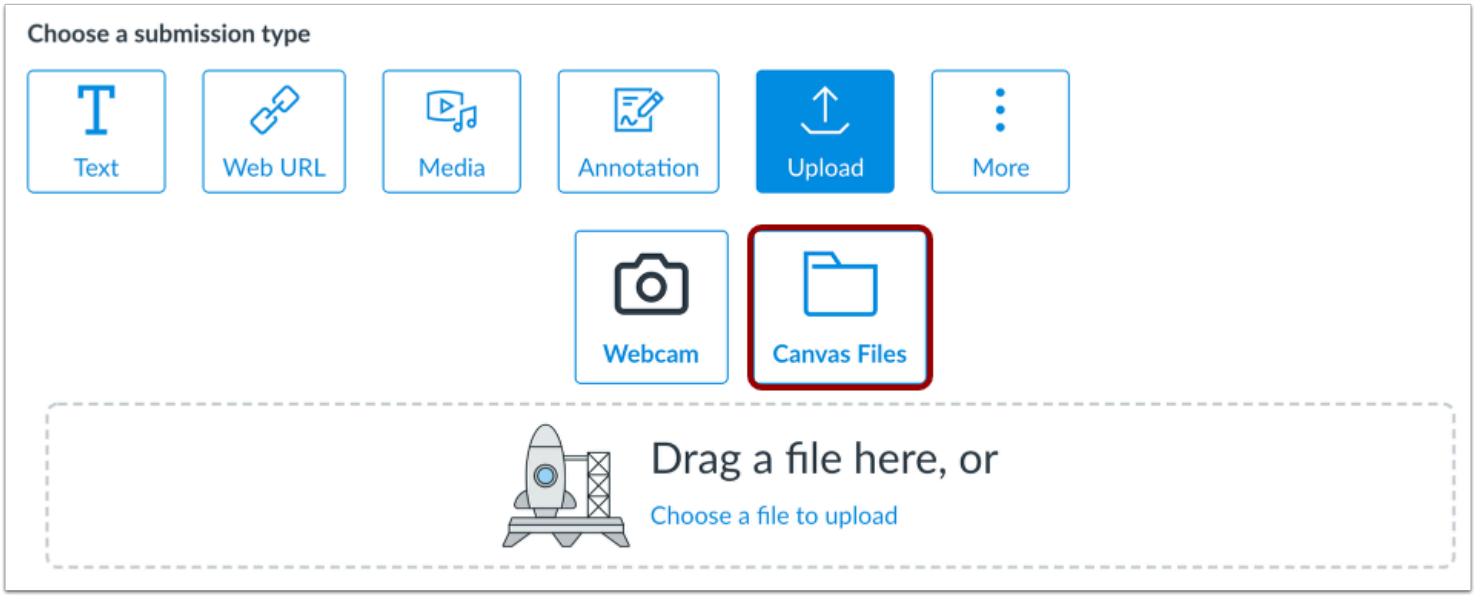
To upload a file from your computer, drag and drop a file [1], or browse your computer files by clicking the **Choose a file to upload** link [2].

Select File



Select your file [1] and click the **Open** button [2].

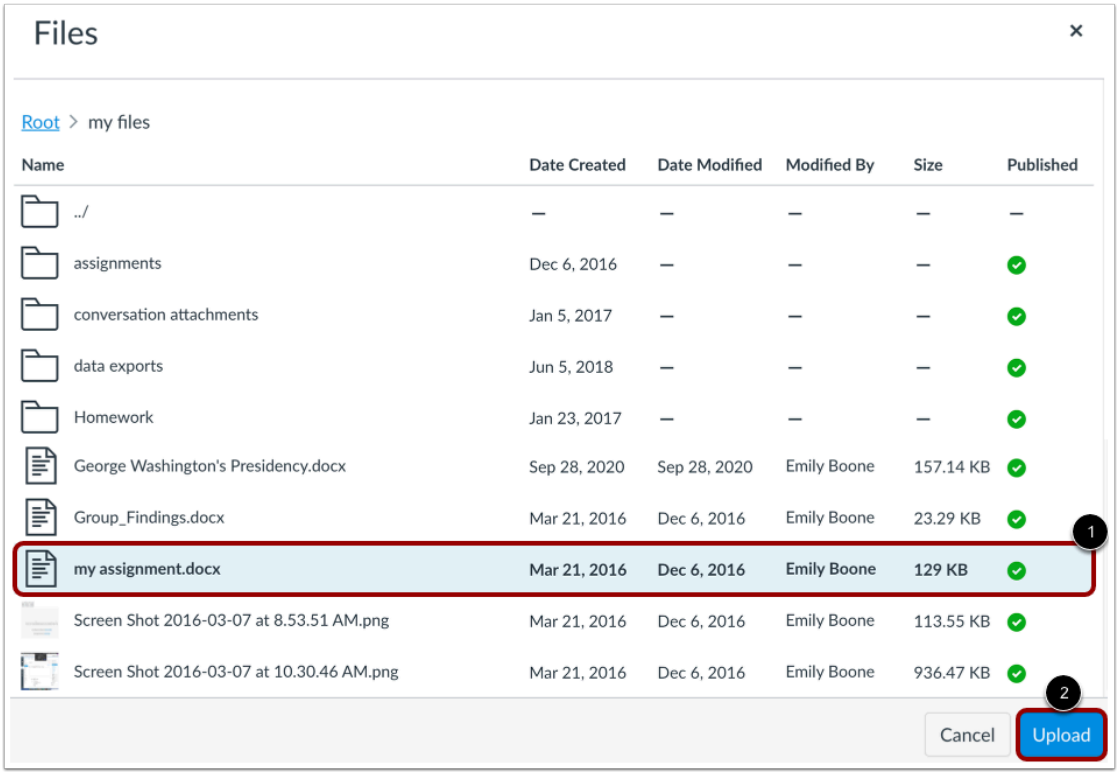
Upload Canvas User File



To upload a file from your Canvas user files, click the **Canvas Files** button.

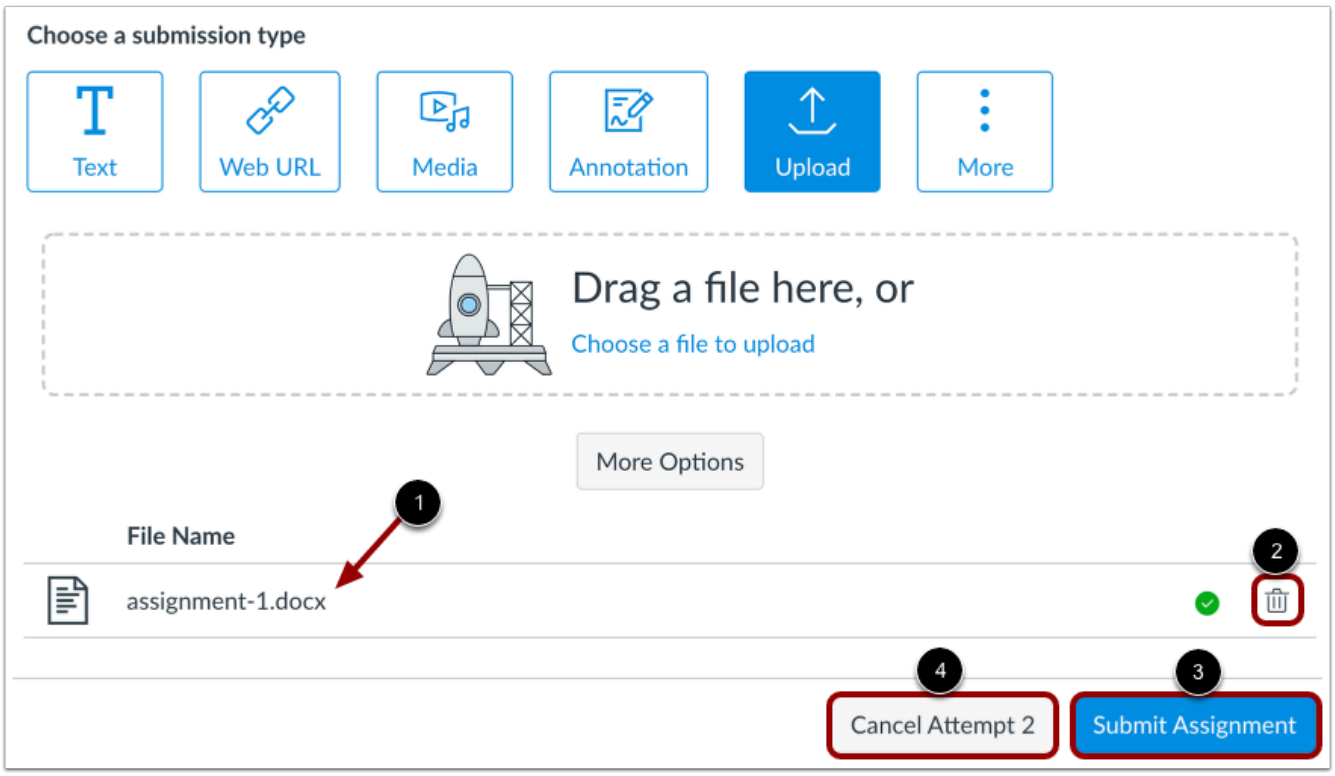
Note: Currently, multiple file selection isn't available. You can only select one file at a time for upload and viewing.

Select Canvas User File



Use the Files page to select your file [1] and click the **Upload** button [2].

Submit Assignment



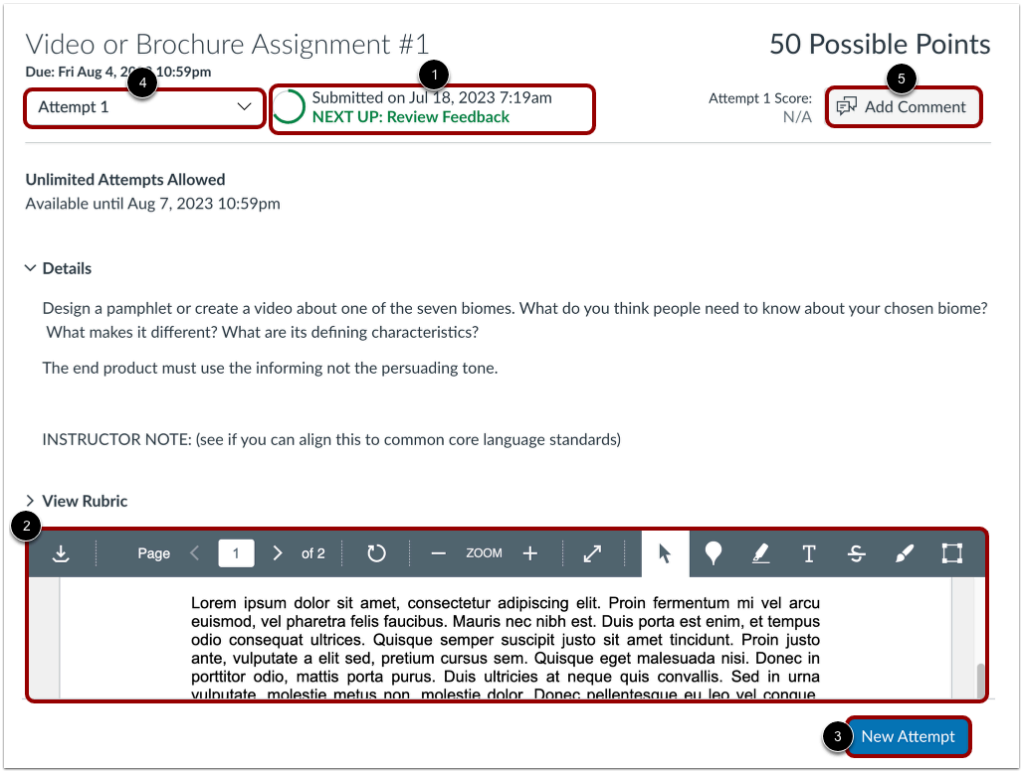
Your file displays as a draft submission [1].

To delete the file, click the **Delete** icon [2].

To submit the file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [4].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

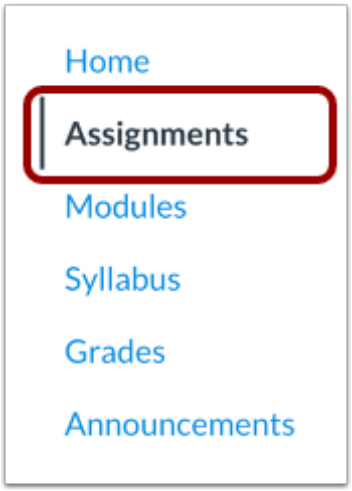
How do I annotate a file as an assignment submission using Assignment Enhancements?

Your instructor may upload a file for you to annotate as your assignment submission. You can annotate the file and submit it as your assignment submission using Assignment Enhancements.

Notes:

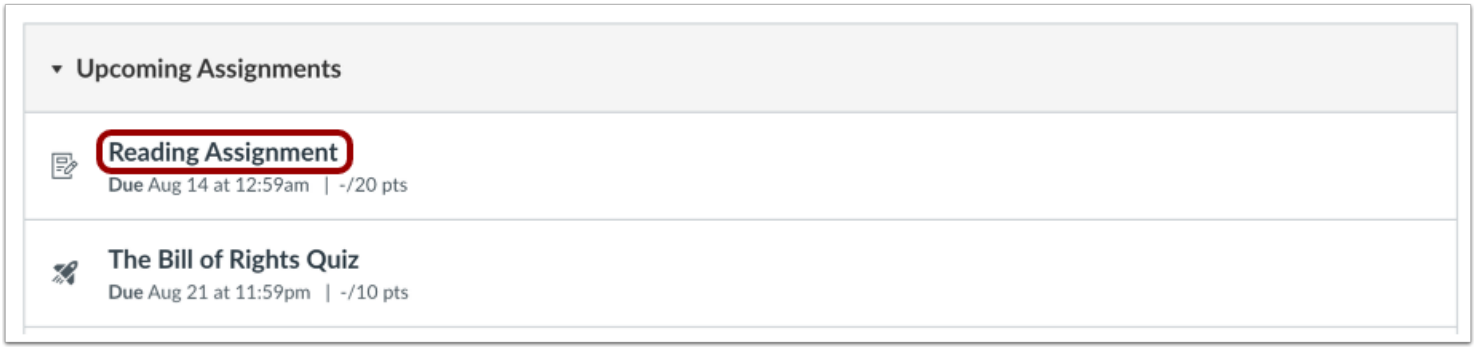
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Group assignments do not support the student annotation submission type.

Open Assignments



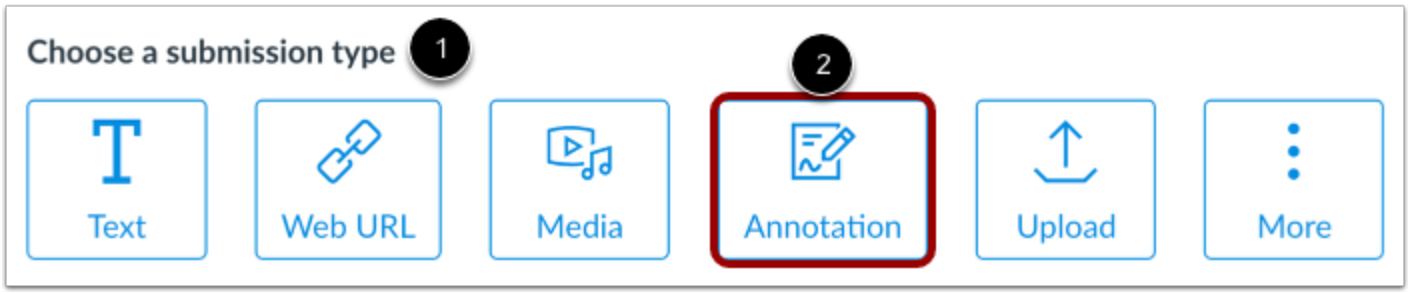
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the title of the assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

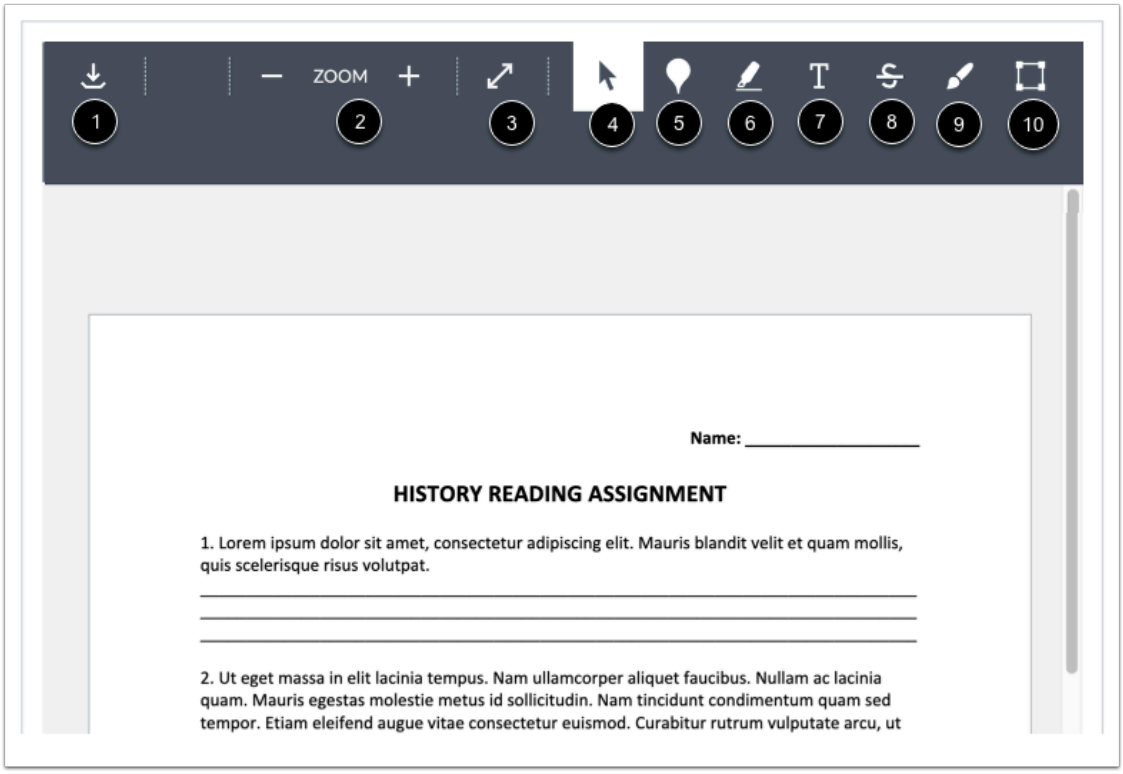
In the **Choose a submission type** section [1], click the **Annotation** button [2].

If your instructor only allows Annotation submissions, DocViewer may display in place of the Choose a submission type section.

Notes:

- If the Annotation option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Annotate Assignment



To annotate your assignment submission, use the annotation tools in the DocViewer menu. Learn more about how to use DocViewer.

To download the file, click the **Download** icon [1].

To zoom in or out, click the **Zoom in** or **Zoom out** icons [2].

To view the document in full screen, click the **Fullscreen** icon [3].

To select and move annotations, click the **Selection** icon [4].

To add a point annotation, click the **Point Annotation** icon [5].

To add a highlight annotation, click the **Highlight Annotation** icon [6].

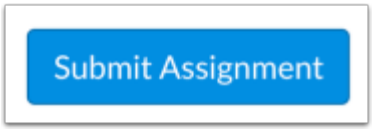
To add a text annotation, click the **Freetext Annotation** icon [7].

To add a strikeout annotation, click the **Strikeout Annotation** icon [8].

To add a drawing annotation, click the **Free Draw Annotation** icon [9].

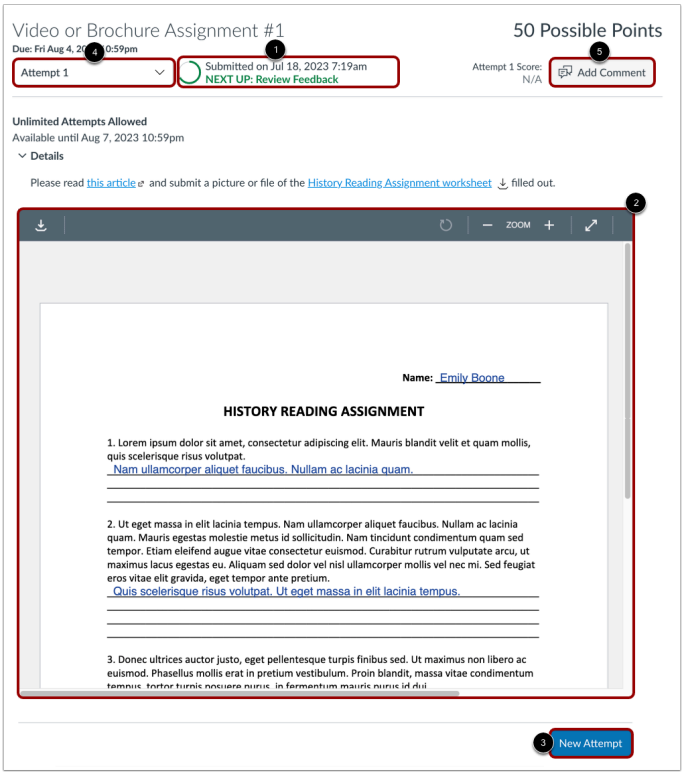
To add an area annotation, click the **Area Annotation** icon [10].

Submit Assignment



To submit your assignment, click the **Submit Assignment** button.

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays in a read-only format [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To view add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

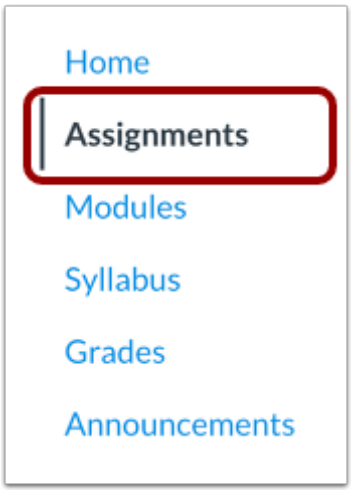
How do I use my webcam to take a photo for an assignment submission using Assignment Enhancements?

You can use your computer's webcam to take a photo and use it as your assignment submission using Assignment Enhancements. Submission photos are saved to the Submissions folder in your user files as a PNG file.

Notes:

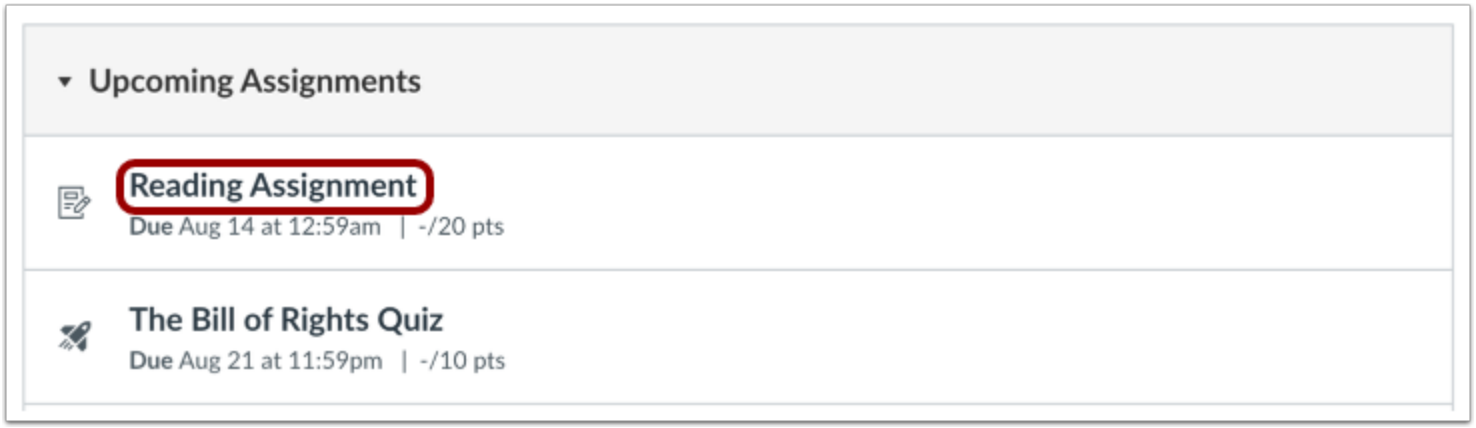
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- If your assignment does not allow image file types, such as PNG and JPEG files, the Webcam option does not display.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.

Open Assignments



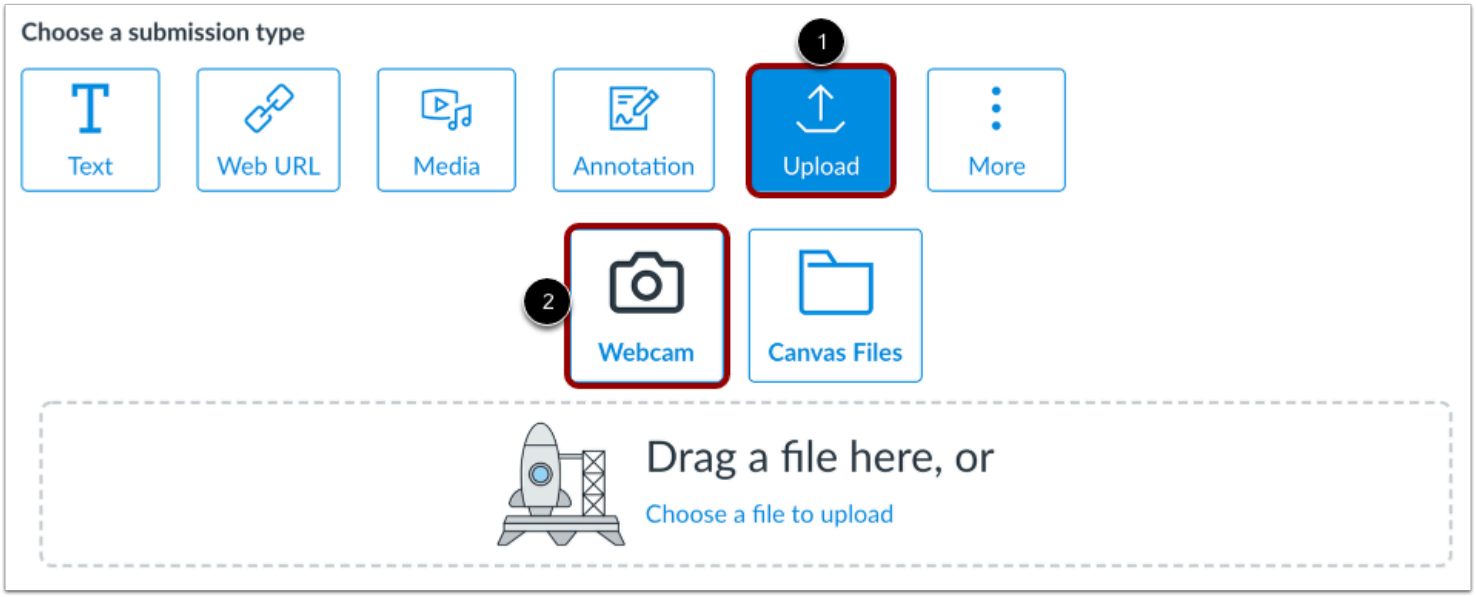
In Course Navigation, click the **Assignments** link.

Select Assignment



Click the title of the assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

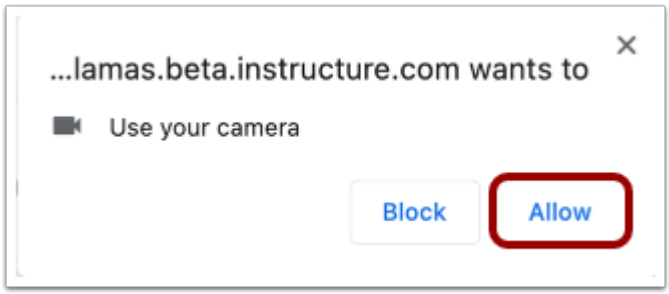
To use your webcam to upload a photo of your assignment, click the **Upload** button [1]. Then click the **Webcam** button [2].

If your instructor only allows File Upload submissions, the File Upload options may display in place of the Choose a submission type section.

Notes:

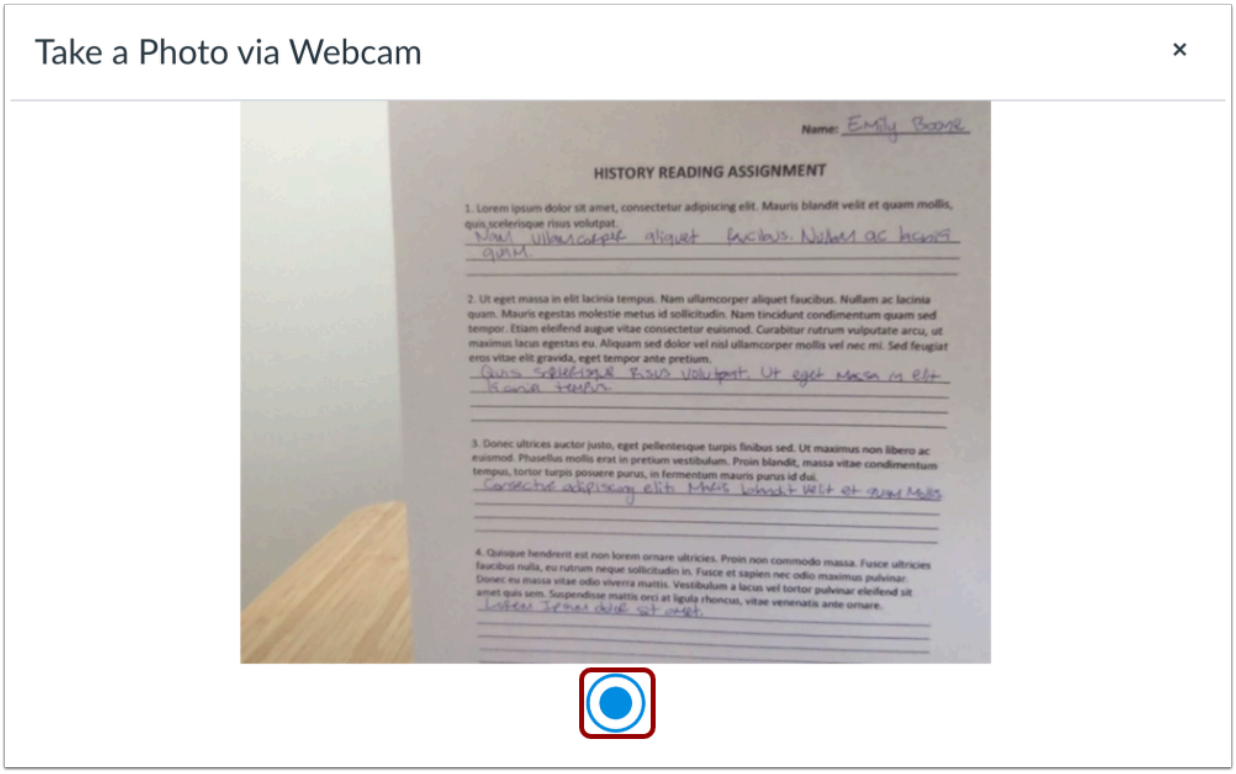
- If the Upload option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- If your assignment does not allow image file types, such as PNG and JPEG files, the Webcam option does not display.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Enable Webcam



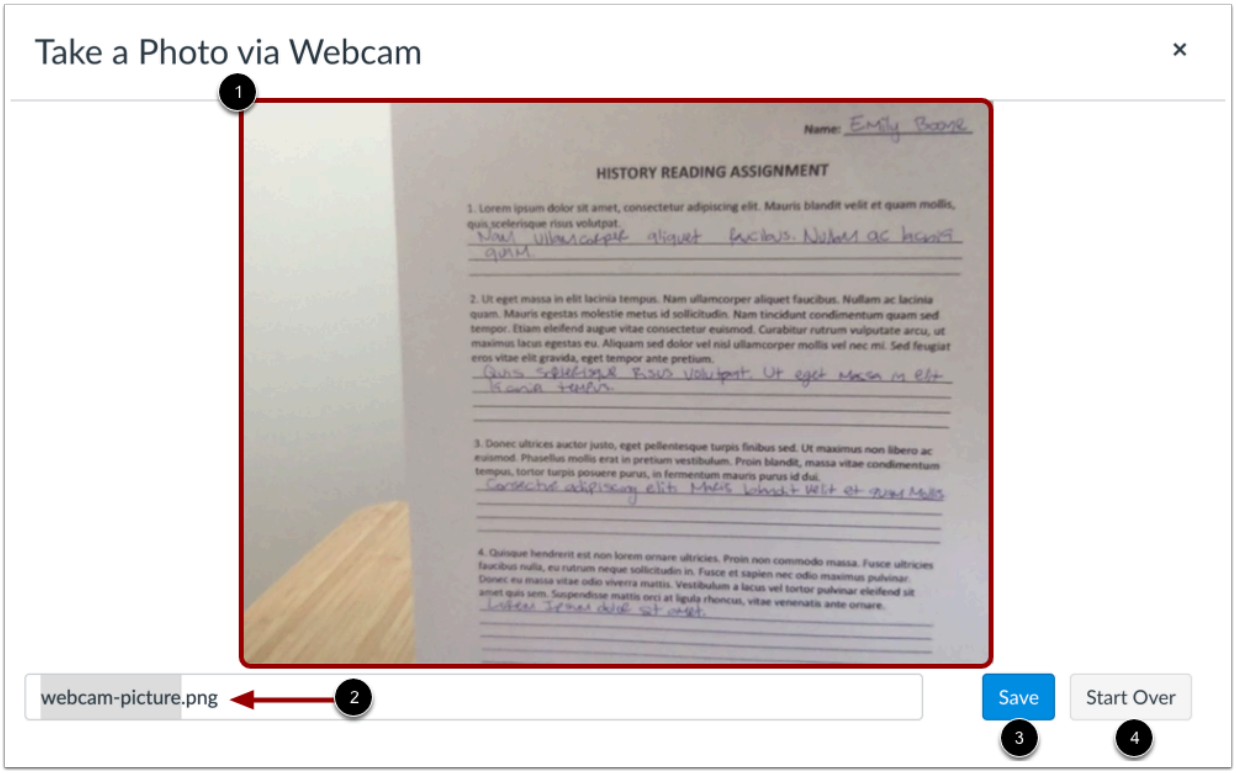
If your browser prompts you for access to your computer's camera, click the **Allow** button.

Take Photo



To take a photo using your computer's webcam, click the **Take Photo** icon. A timer will count down from three seconds and take the picture.

View Photo



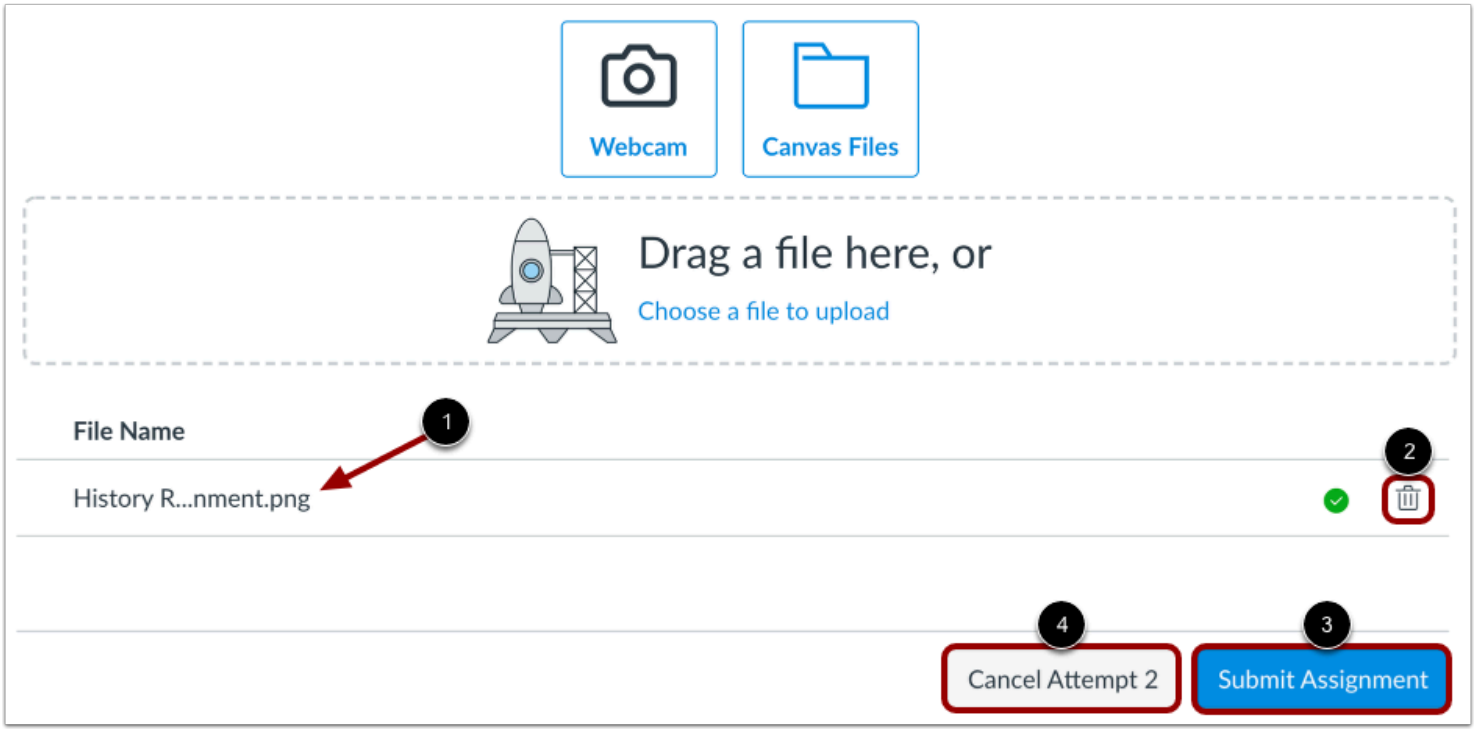
Once taken, your photo is previewed in the Take a Photo via Webcam page [1].

To edit the photo name, enter your edits in the **Photo Name** field [2].

To save your photo, click the **Save** button [3].

To remove your photo and take a new photo, click the **Start Over** button [4].

Submit Assignment



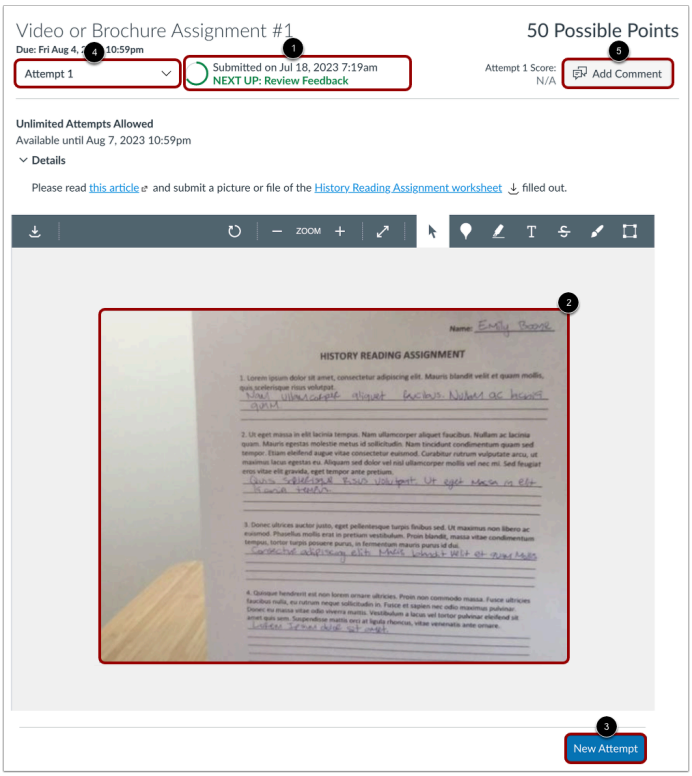
Your file displays as a draft submission [1].

To delete the file, click the **Delete** icon [2].

To submit the file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [4].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a media file as an assignment submission for a course using Assignment Enhancements?

You can upload a video or audio file as an assignment submission in a Canvas course that uses Assignment Enhancements. You can also use Canvas to record an audio or video file to submit as an assignment. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

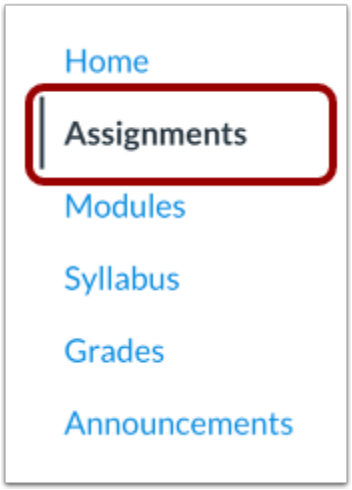
Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

To learn more about available options for using media files in Canvas, view the Canvas Media Comparison resource document.

Notes:

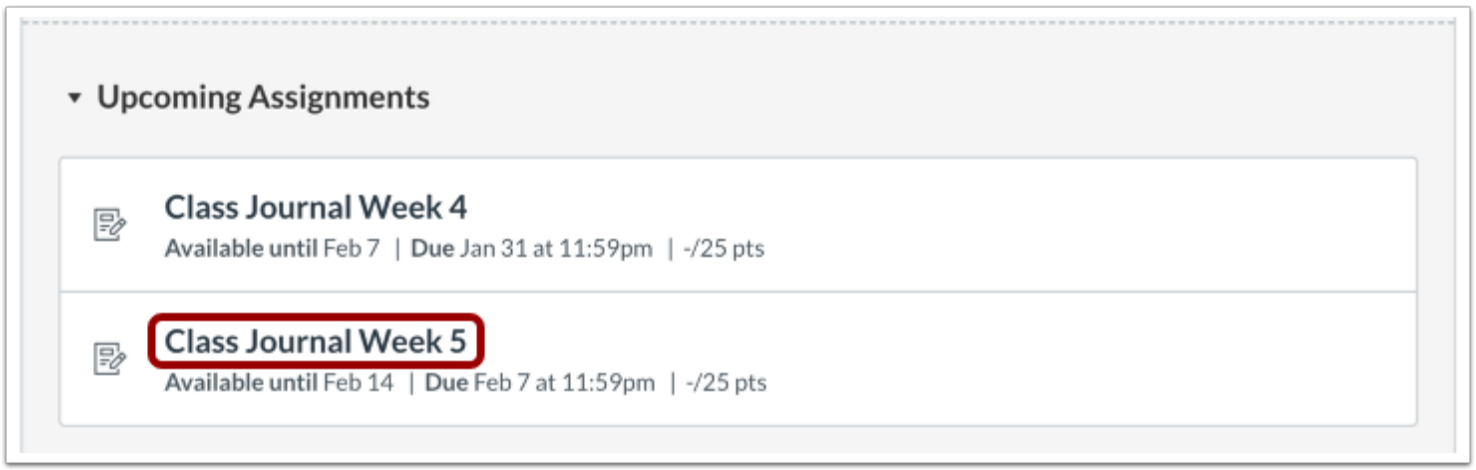
- Canvas will not accept media uploads larger than 500 MB.
- Assignment Enhancements does not support Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Open Assignments



In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of the assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

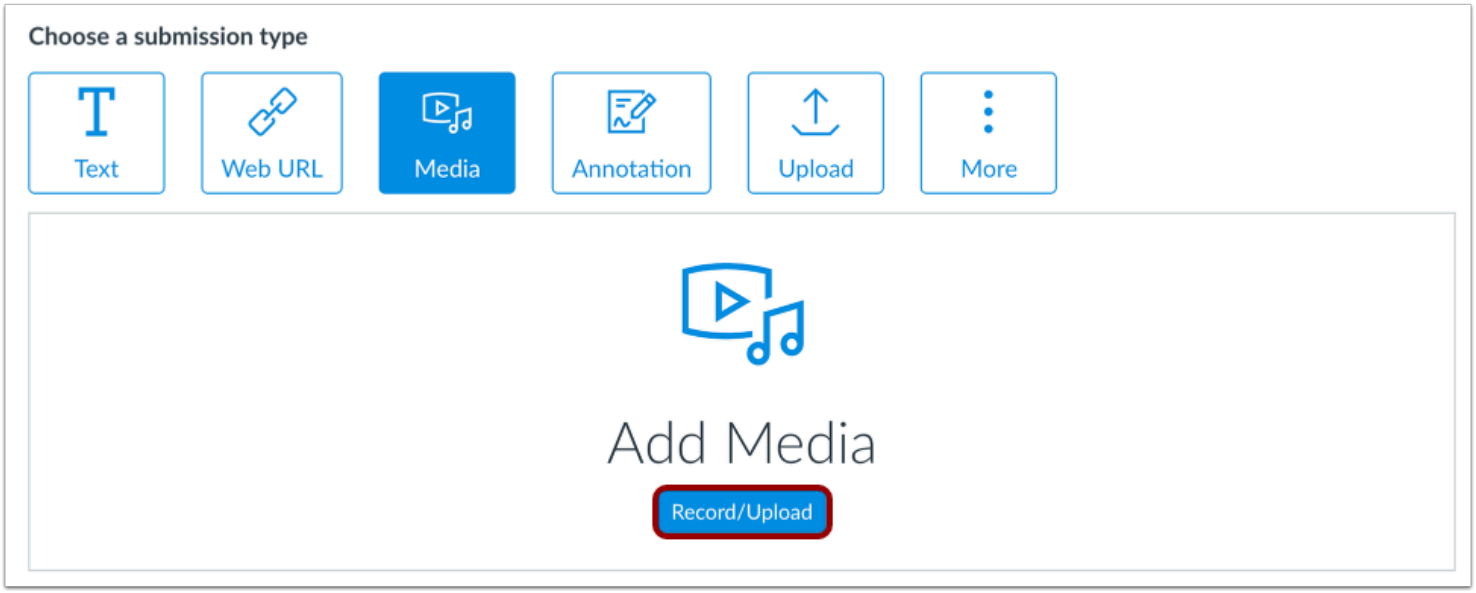
Click the **Media** option [2]

If your instructor only allows Media submissions, the Media Upload tool displays in place of the Choose a submission type section.

Notes:

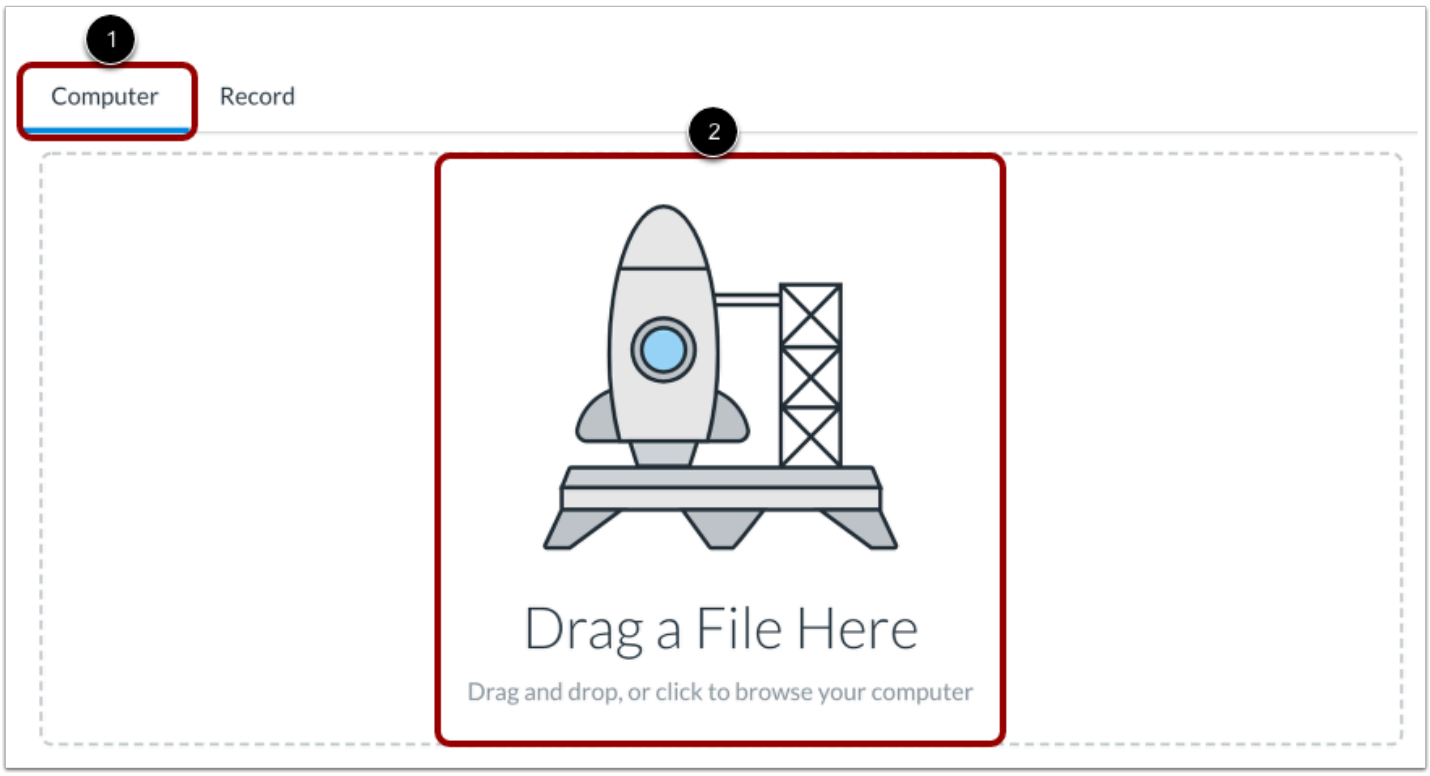
- If the Media submission type does not display, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions or contact your instructor for assistance.

Open Media Upload Tool



To open the media upload tool, the **Record/Upload Media** button.

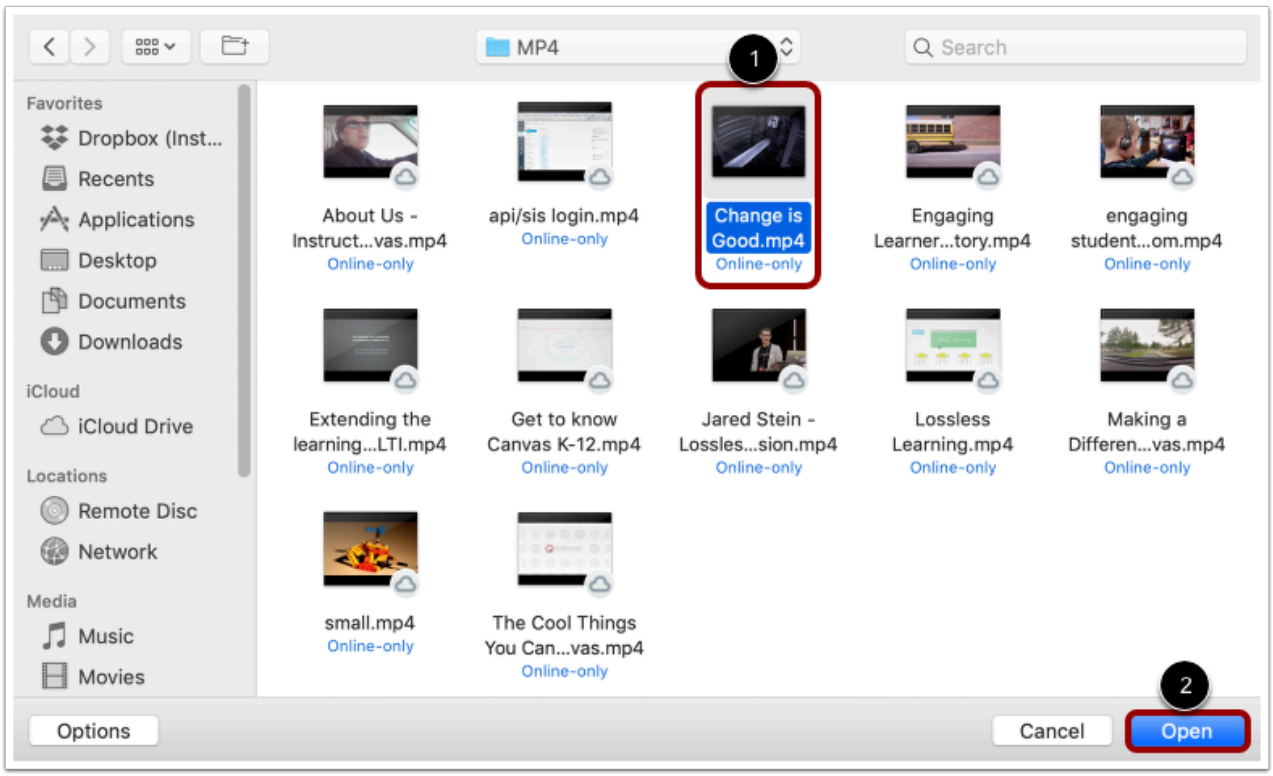
Upload Media



By default, the Media Upload tool opens on the **Computer** tab [1].

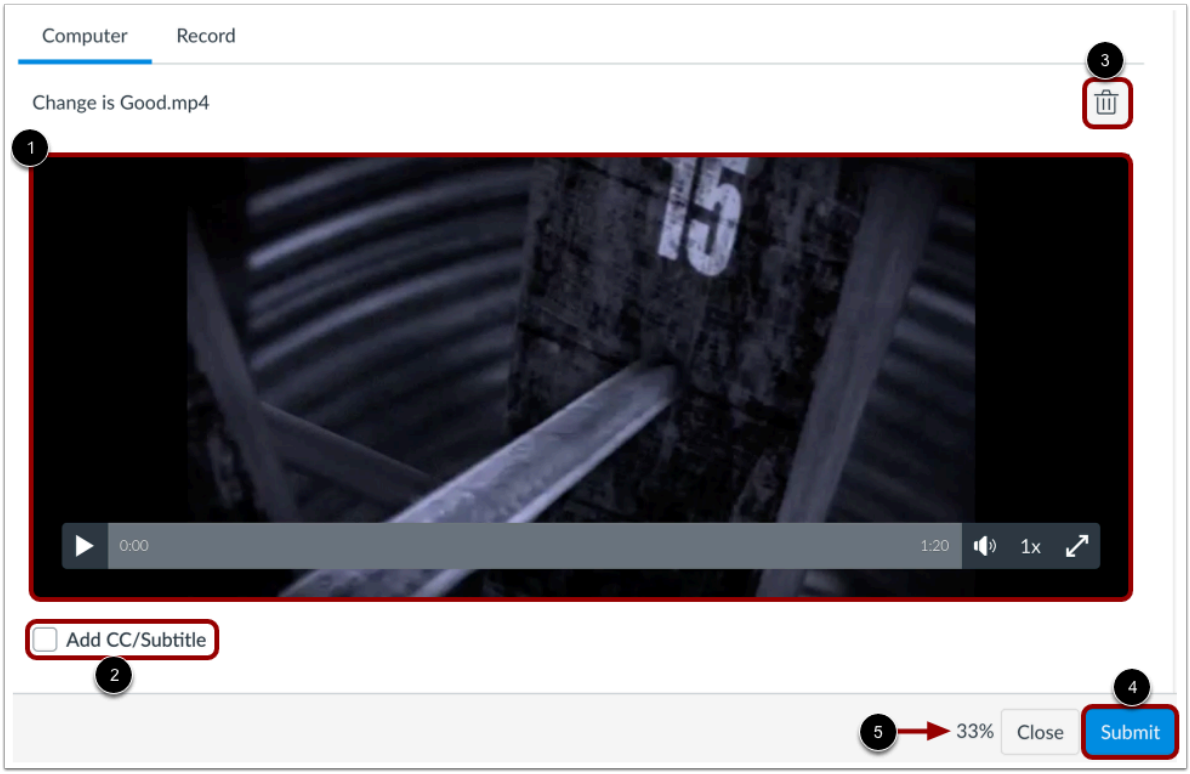
To upload a file from your computer, drag and drop a file, or browse your computer files by clicking the **Upload File** icon [2].

Select Media File



Select your media file [1] and click the **Open** button [2].

Save File as Submission Draft



Once uploaded, you can review the media using the media player [1].

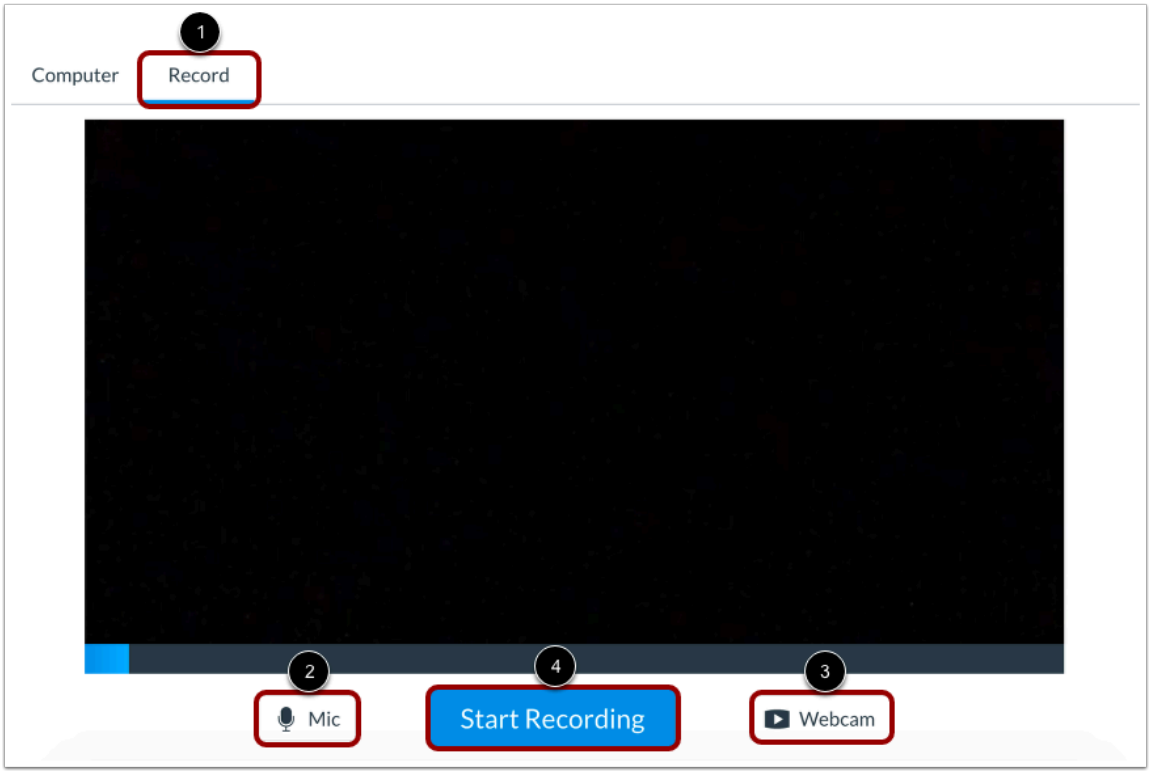
To upload a closed caption or subtitle file, click the **Add CC/Subtitle** checkbox [2].

To delete your uploaded file, click the **Delete** icon [3].

To save your media as a submission draft, click the **Submit** button [4].

Note: When a media file is submitted, an upload percentage tracks the upload progress [5].

Record Media



To record media, click the **Record** tab [1].

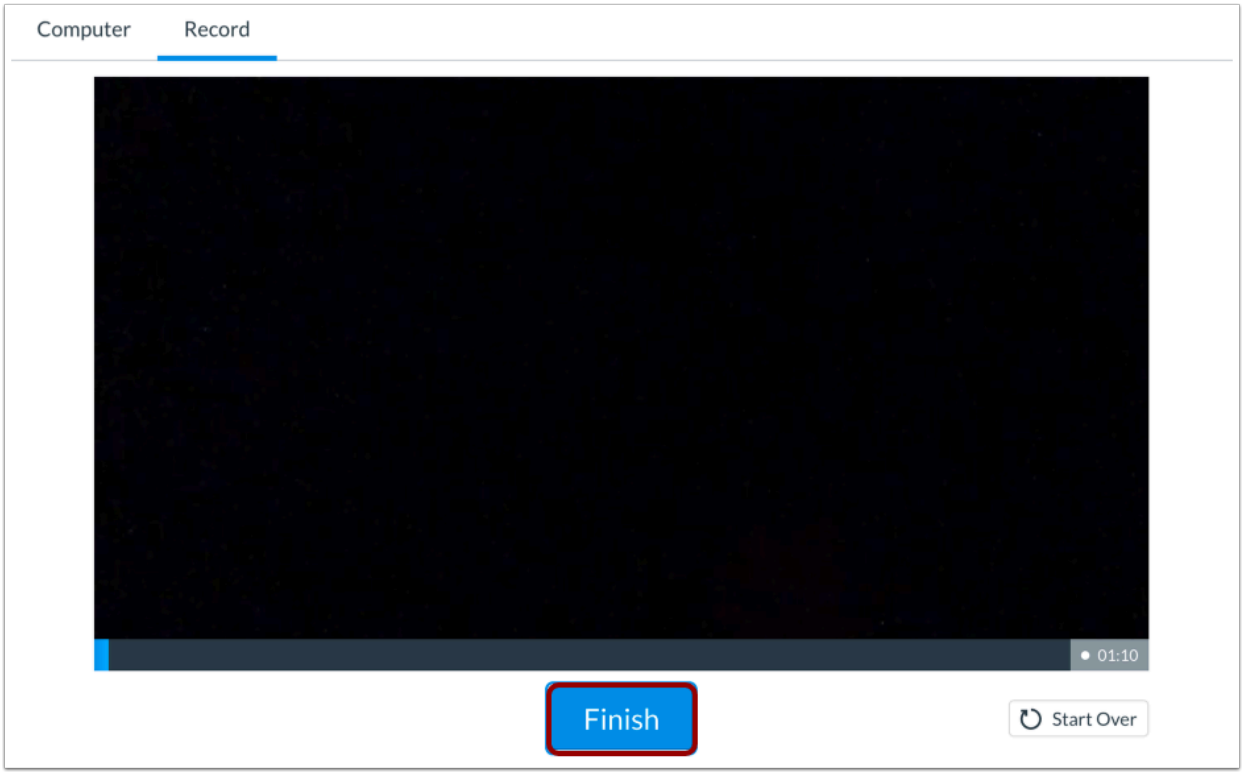
You have the option to record video or audio to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [2]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [3].

To begin recording, click the **Start Recording** button [4].

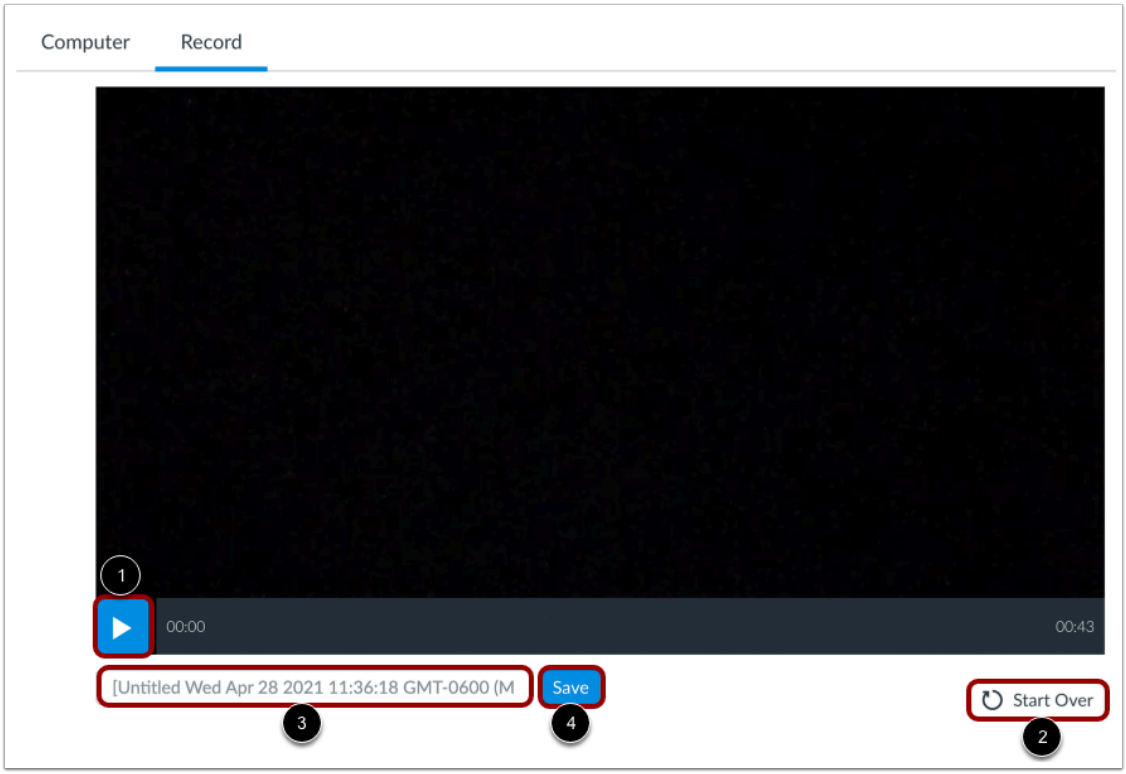
Note: If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.

Finish Recording



To end your recording, click the **Finish** button.

Save Recorded Media as Draft



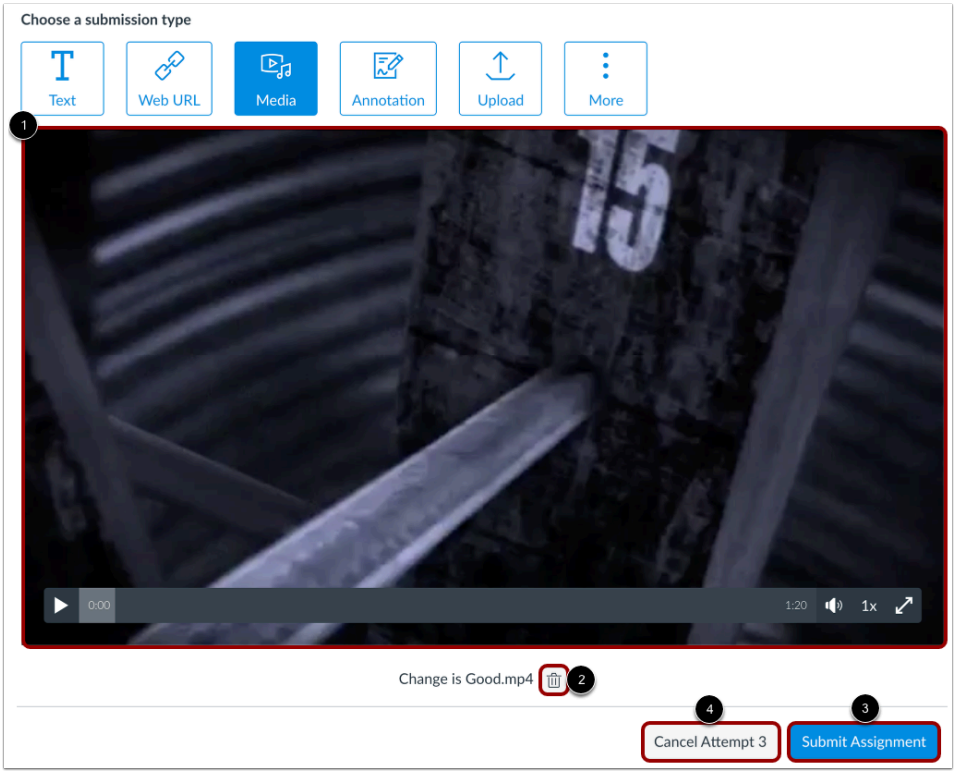
To play your media, click the **Play** button [1].

To erase your current recording and try again, click the **Start Over** button [2].

By default, the media file name will save as "Untitled" and include the date and time of the recording. To edit the default file name, type your preferred file name in the **File Name** field [3].

To save your recording as a submission draft, click the **Save** button [4].

Submit Assignment



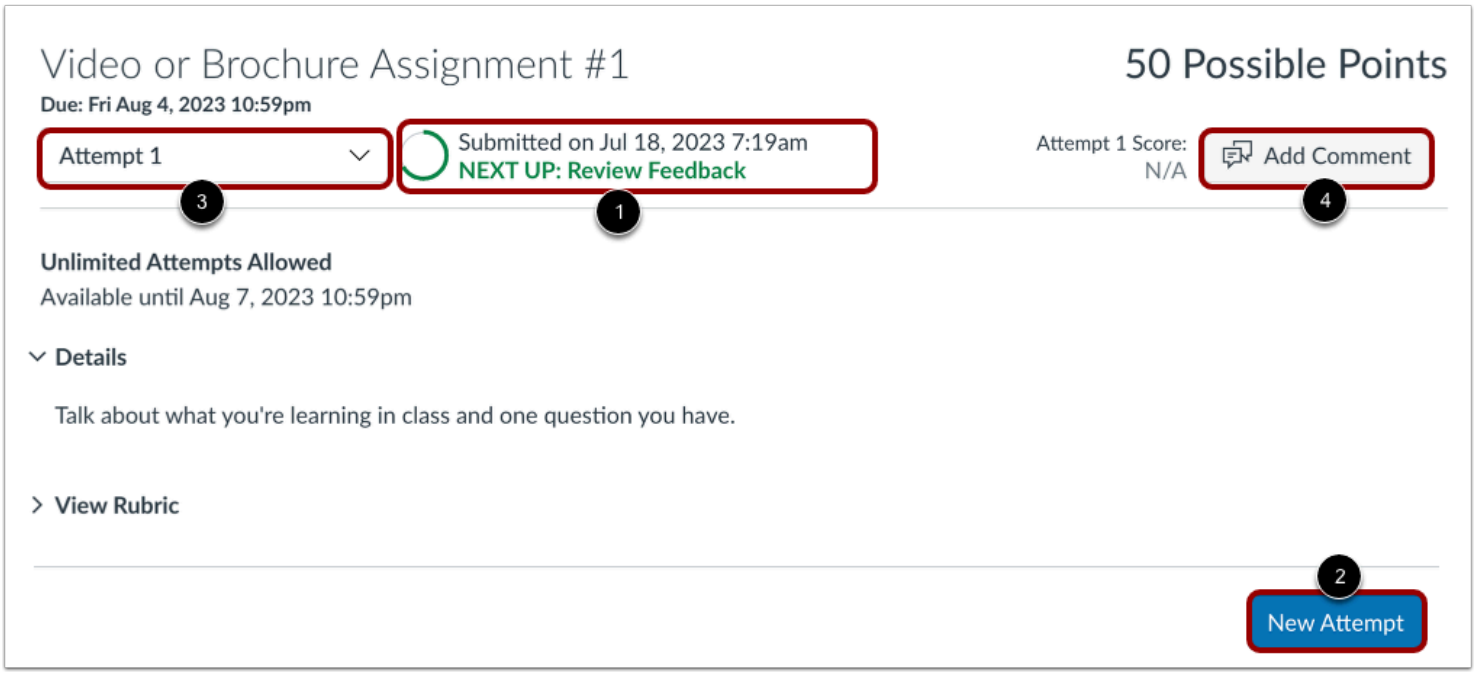
Once your media file has been saved as a draft submission, you can review it in the media player [1].

To delete the media file, click the **Delete** icon [2].

To submit the media file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [4].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [3].

To add an assignment comment for your instructor, click the **Add Comment** button [4].

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I enter a URL as an assignment submission for a course using Assignment Enhancements?

You can enter a website URL as a submission in a Canvas course that uses Assignment Enhancements. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. You may also have the option to resubmit assignments if your instructor allows.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

Third-Party File Application Submissions

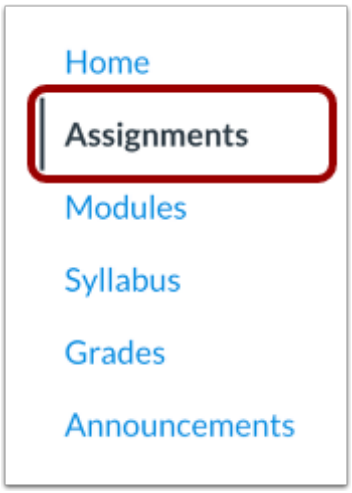
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

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

Notes:

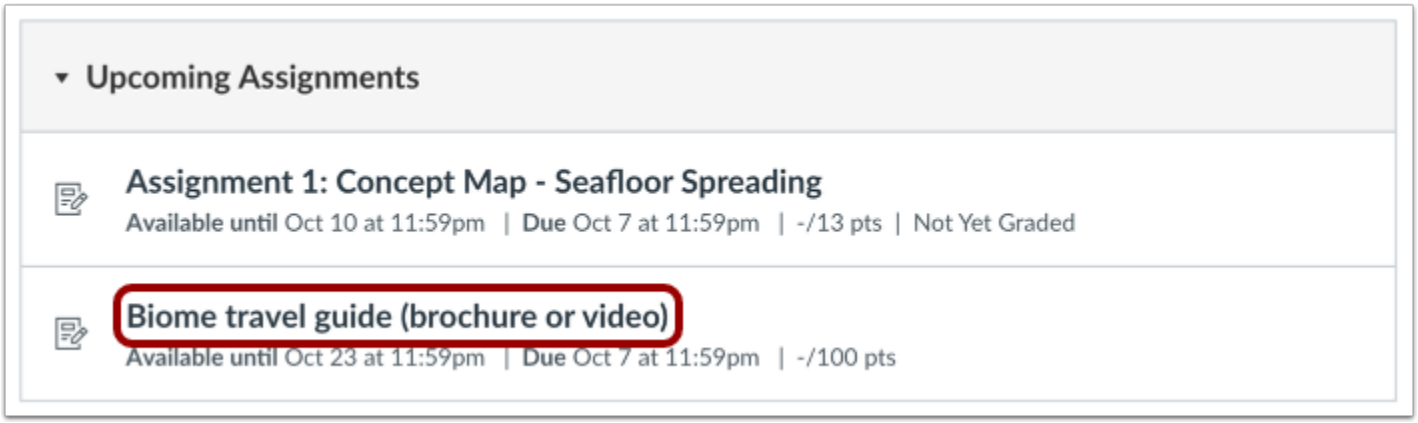
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Open Assignments



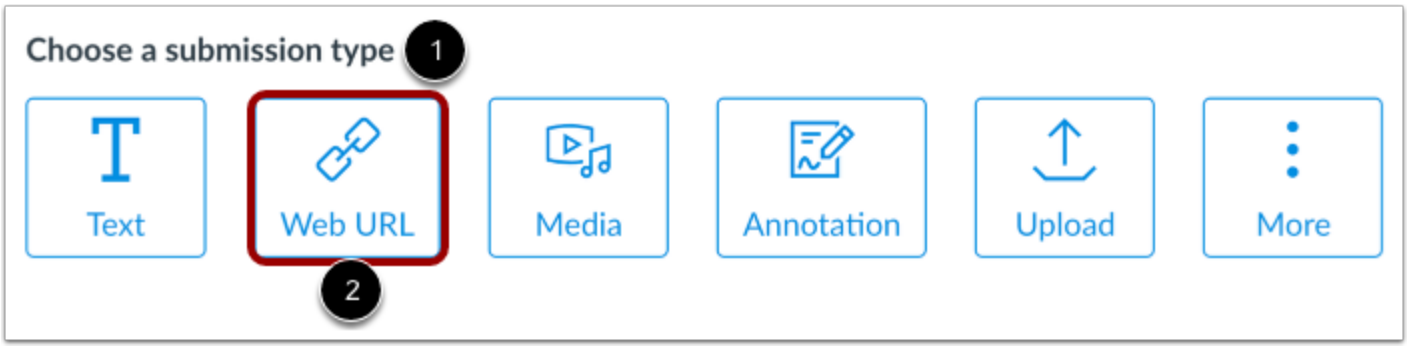
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of an assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

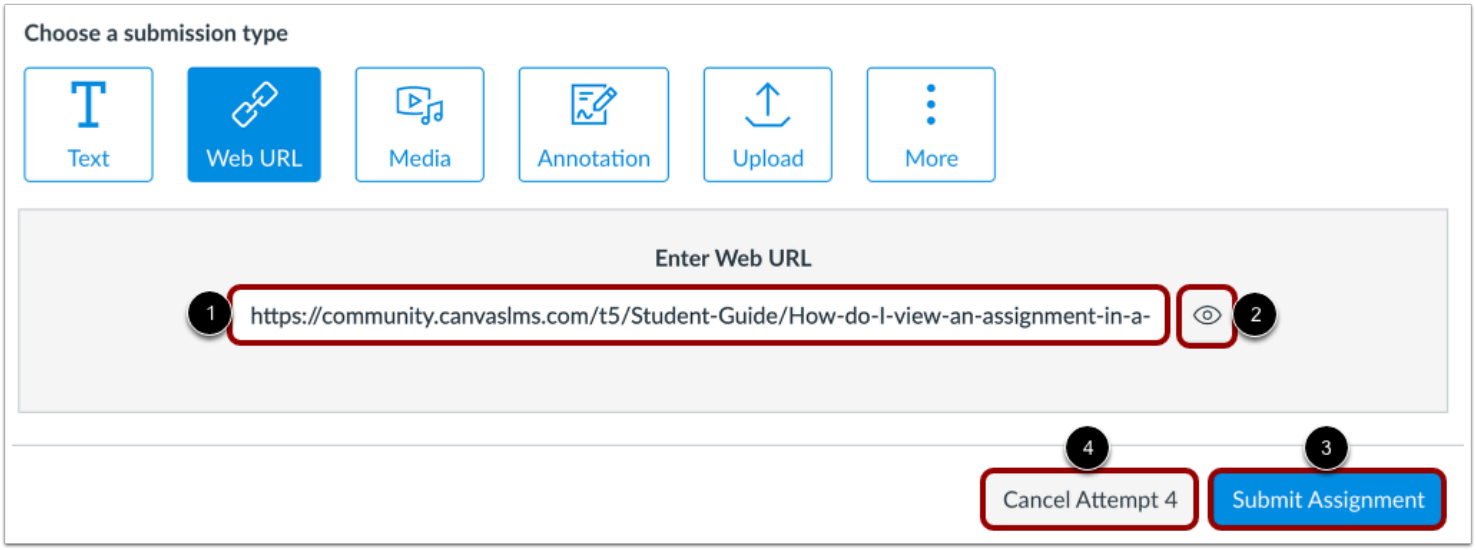
Click the **Web URL** option [2].

If your instructor only allows URL submissions, the Website URL field displays in place of the Choose a submission type section.

Notes:

- If the URL submission type does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Submit a Website URL



Type or copy and paste the URL into the **Enter Web URL** field [1].

You can submit assignments from Google Drive, Dropbox, or another third-party service by sharing the file, copying the URL, and submitting as a website URL. Alternatively, you can download the file to your computer and submit as a file upload if the assignment allows.

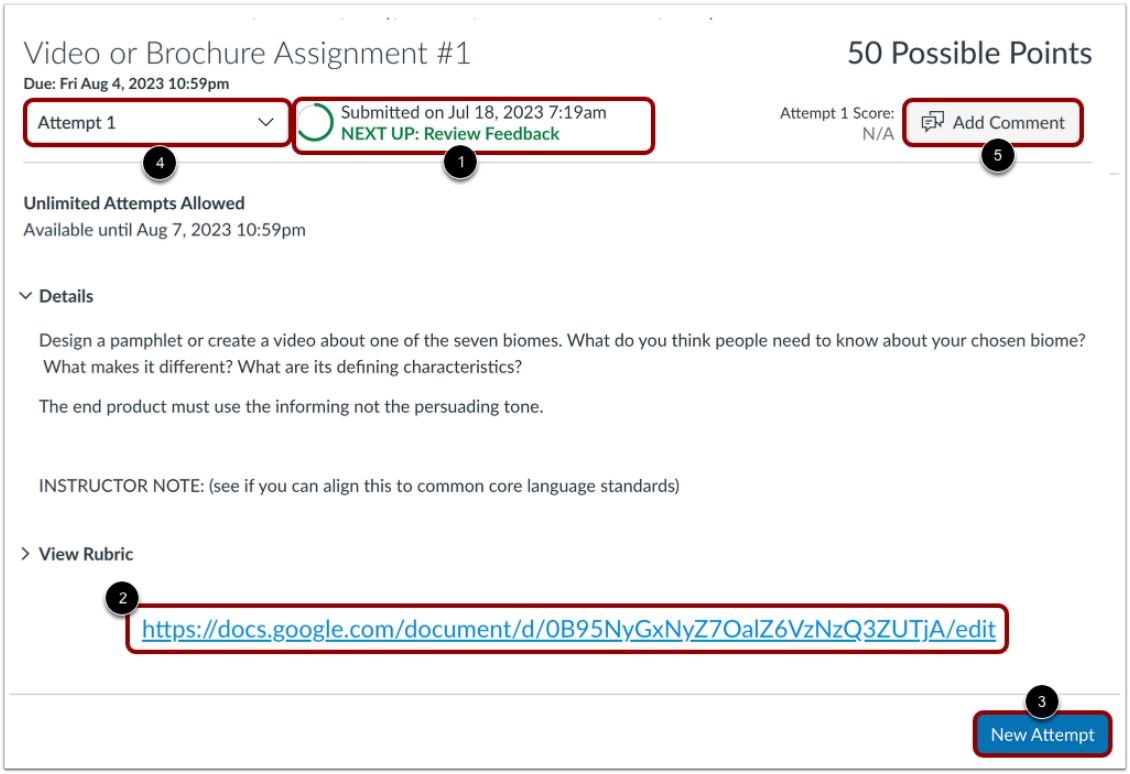
To preview your URL in a new browser tab, click the **View** icon [2].

To submit your URL submission, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [4].

Note: A URL must be entered to view the Preview icon and Submit Assignment button.

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a Google Drive file or URL as an assignment submission using Assignment Enhancements?

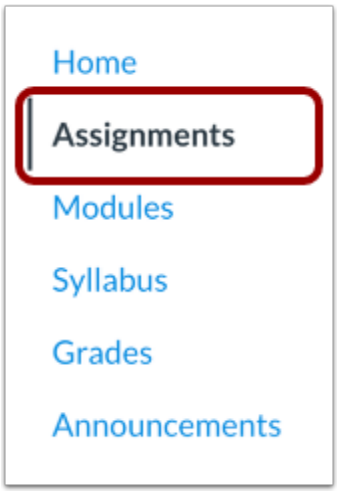
If your institution has enabled Google Drive or Google Docs as a submission type and enabled Assignment Enhancements in your course, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- If the Google Apps submission type does not display, your instructor has not installed the app in your course.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable Google Drive a web service in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Canvas does not support file uploads larger than 5 GB.

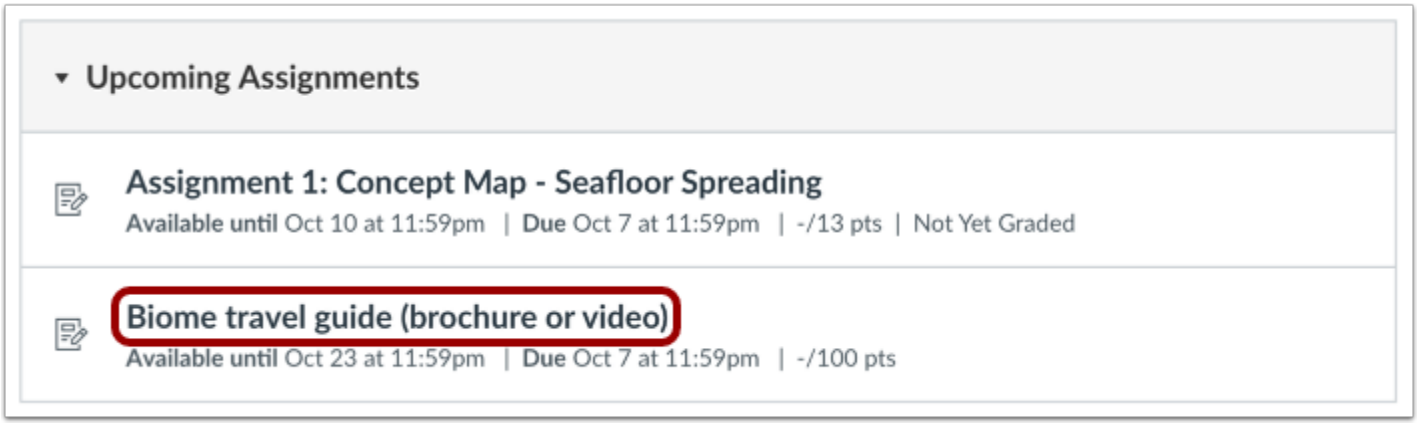
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



Click the name of the assignment.

Select Submission Type

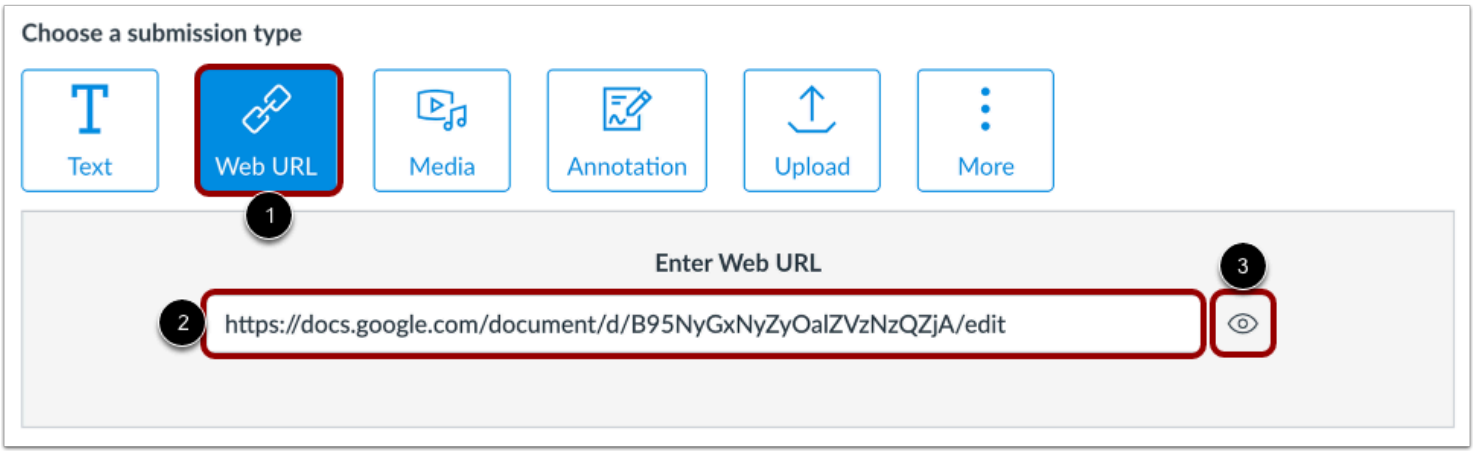


If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

You can add a Google Drive or Google Doc URL submission using the **Web URL** button [2].

Alternatively, if the Google Apps LTI has been added to your course, you can upload a Google Drive or Google Doc file using the **More** button [3].

Submit Google Drive URL



To add a Google Drive or Google Docs URL as your assignment submission, click the **Web URL** option in the Choose a submission type section [1].

Create a shareable URL for your Google Drive or Google Docs file.

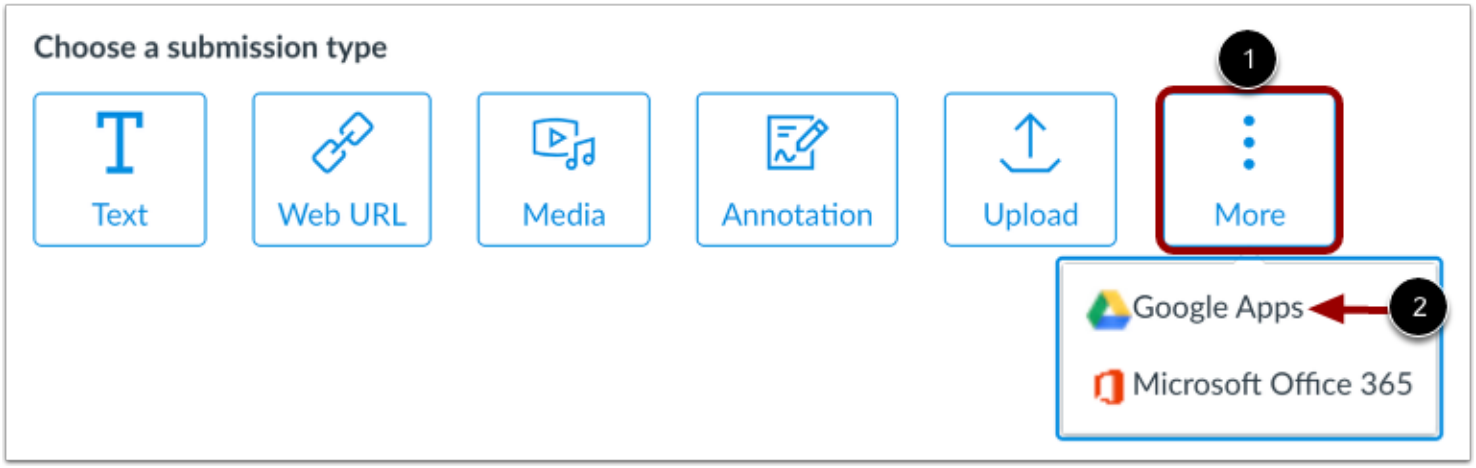
Then, in Canvas, add the shareable website URL to the **Enter Web URL** field [2].

Once added, your website URL will be saved as an assignment submission draft.

To preview your URL in a new browser tab, click the **View** icon [3].

Note: If a shareable link is not created, your instructor will not have permission to view your file.

Submit Google Drive File

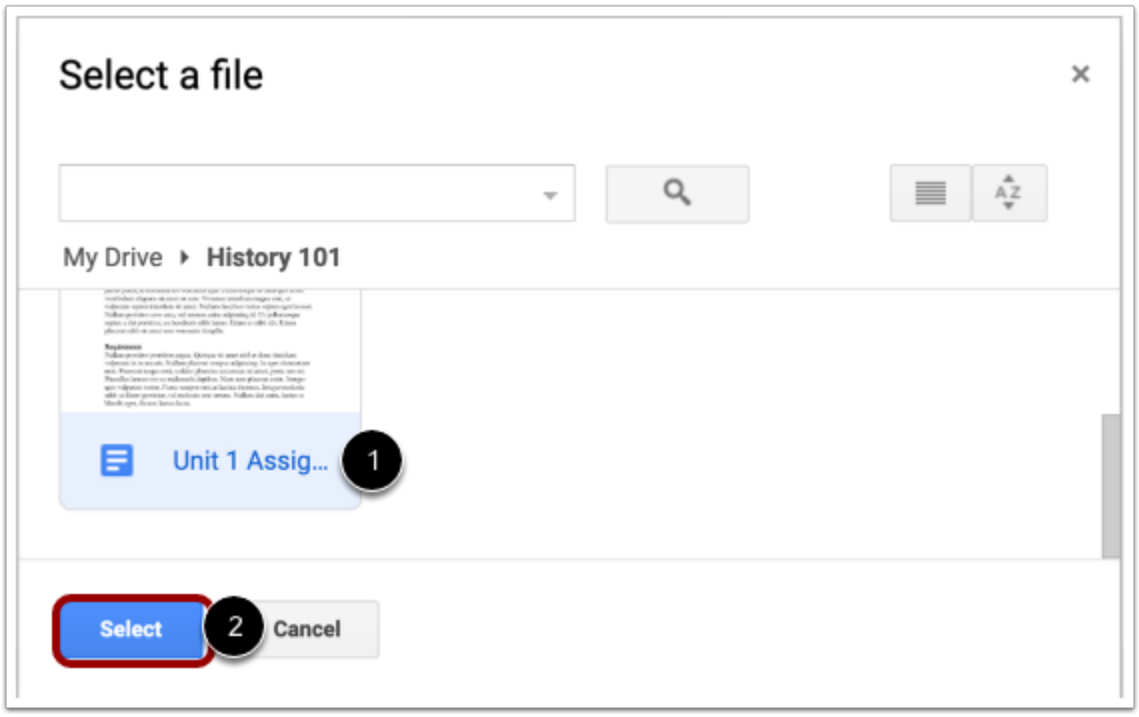


To upload a Google Drive or Google Docs file as your assignment submission, click the **More** option in the Choose a submission type section [1].

Then click the **Google Apps** option [2].

Note: If the Google Apps option does not display, your instructor has not installed the app in your course.

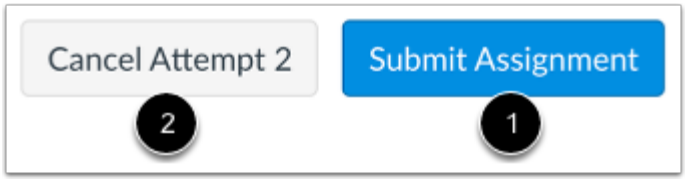
Select File



Select the appropriate Google Drive or Google Doc file [1].

To save your upload as a draft, click the **Select** button [2].

Submit Assignment

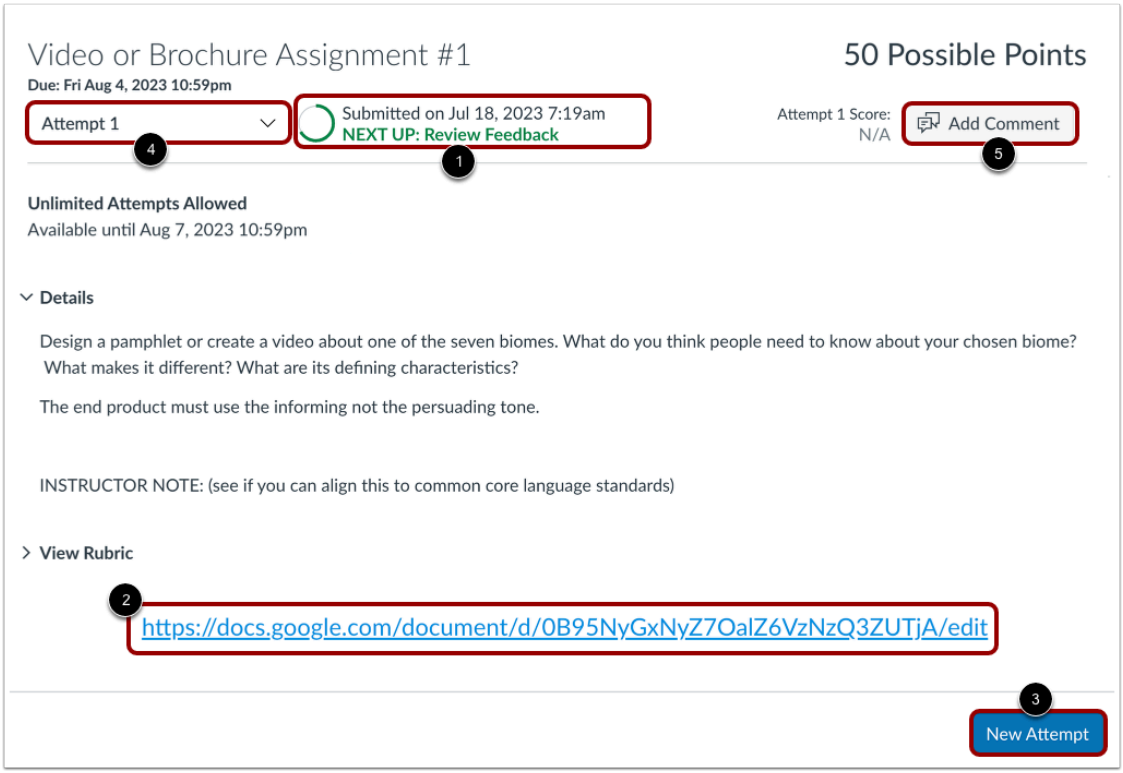


To submit your your Google Drive file or URL as your assignment submission, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [2].

Note: If you submit a website URL without creating a shareable link, your instructor will not have permission to view your file. Once a shareable link is created, your instructor will have access to the submitted URL.

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a Microsoft Office 365 file as an assignment submission using Assignment Enhancements?

If your course has enabled Microsoft Office 365 and Assignment Enhancements, you can upload a file from your Microsoft OneDrive for an assignment.

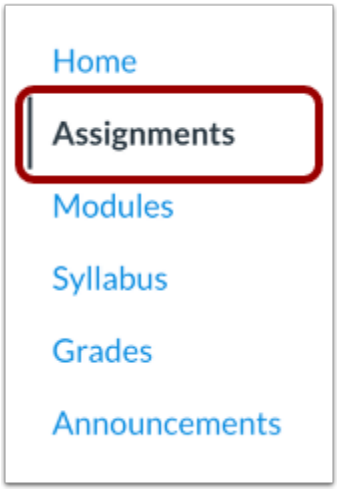
Files uploaded from Office 365 are added to your Canvas user files submissions folder.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- If the Microsoft Office 365 submission type does not display, your instructor has not installed the app in your course.
- Canvas will require you to authorize access to your OneDrive account.
- You can only attach one file for your submission.
- When Office 365 files are uploaded as a submission, changes later made to the file in OneDrive will not be updated in the submission.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Canvas does not support file uploads larger than 5 GB.

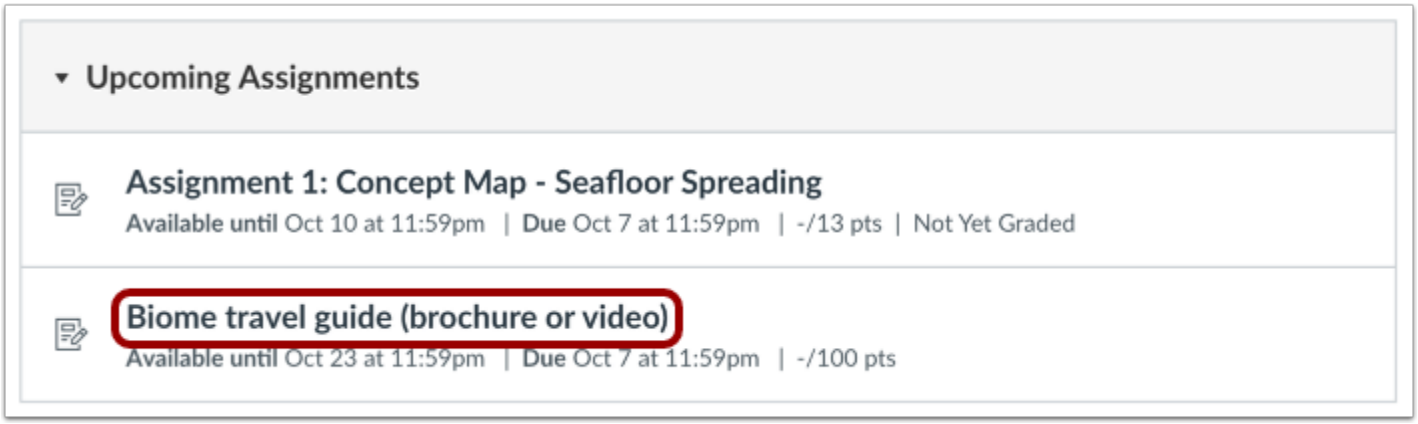
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



Click the name of the assignment.

Select Submission Type

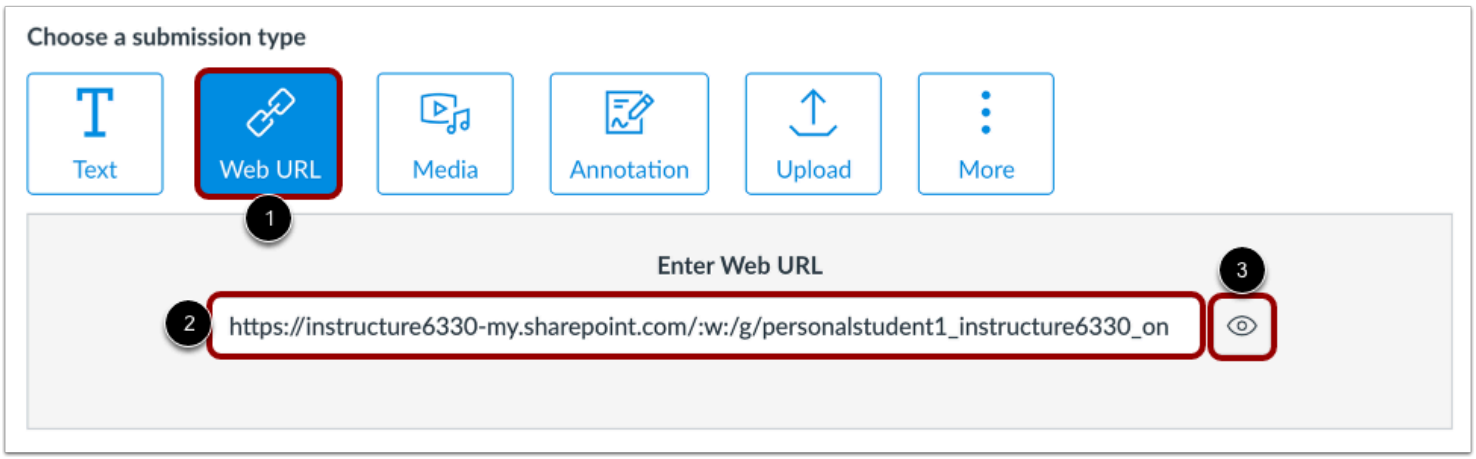


If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

You can add an Office 365 URL submission using the **Web URL** button [2].

Alternatively, if the Microsoft Office 365 LTI has been added to your course, you can upload an Office 365 file using the **More** button [3].

Submit Office 365 URL



To add an Office 365 URL as your assignment submission, click the **Web URL** option in the Choose a submission type section [1].

Create a shareable URL for your Office 365 file.

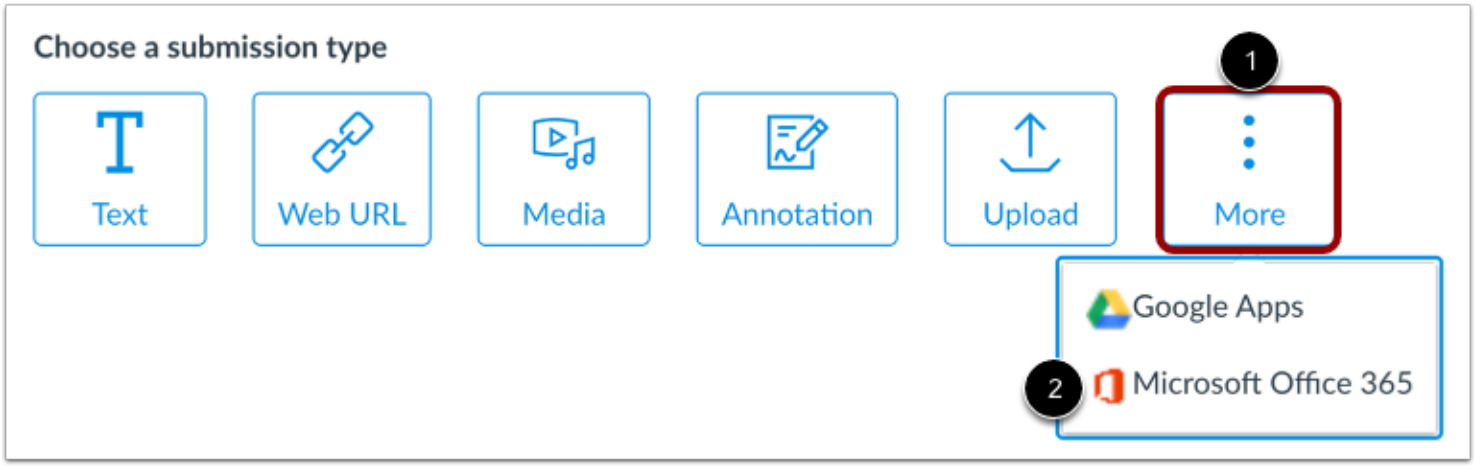
Then, in Canvas, add the shareable website URL to the **Enter Web URL** field [2].

Once added, your website URL will be saved as an assignment submission draft.

To preview your URL in a new browser tab, click the **View** icon [3].

Note: If a shareable link is not created, your instructor will not have permission to view your file.

Submit Office 365 File

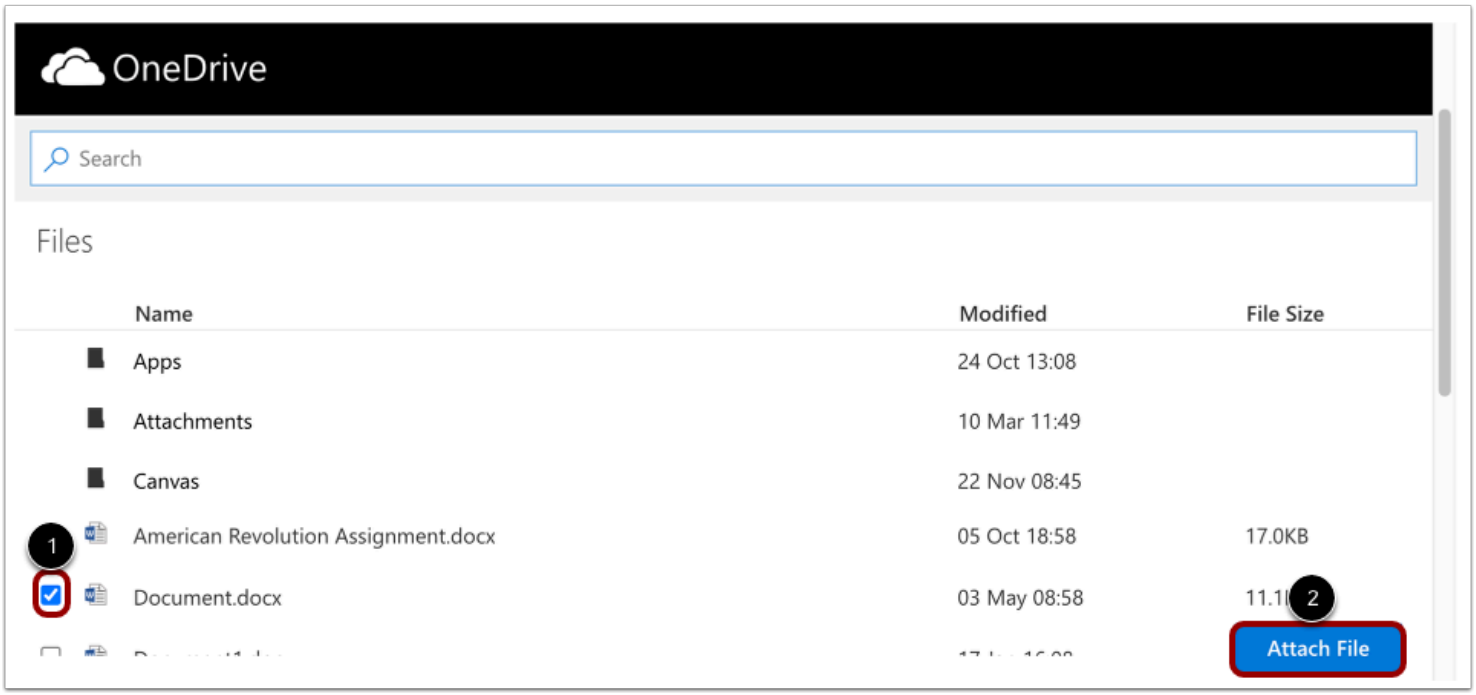


To upload a Microsoft Office 365 file as your assignment submission, click the **More** option in the Choose a submission type section [1].

Then click the **Microsoft Office 365** option [2].

Note: If the Microsoft Office 365 option does not display, your instructor has not installed the app in your course.

Select File

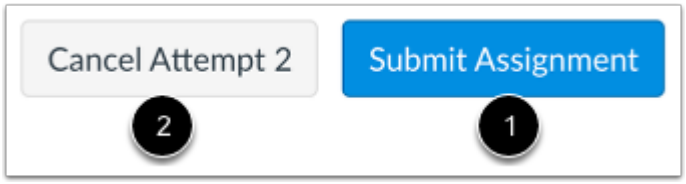


Microsoft Office 365 displays a list of allowed file types.

Click the checkbox of the appropriate file [1].

To save your upload as a draft, click the **Attach File** button [2].

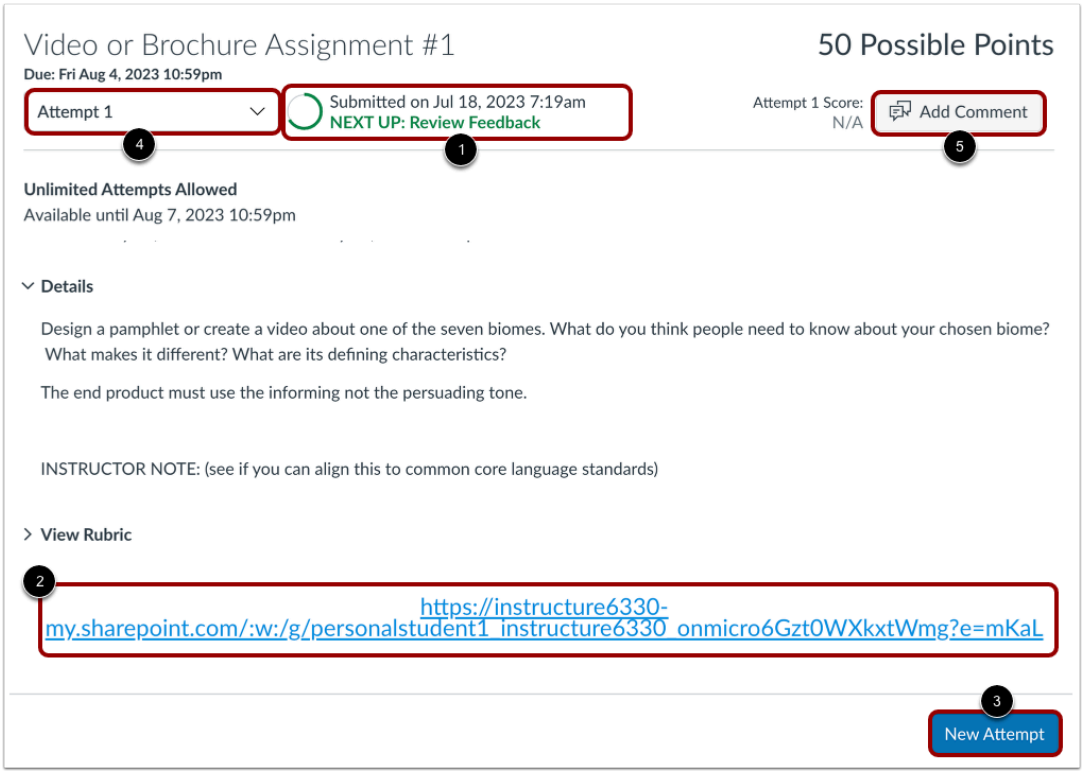
Submit Assignment



To submit your Office 365 file or URL as your assignment submission, click the **Submit** button [1].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [2].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I know when my assignment has been submitted in a course using Assignment Enhancements?

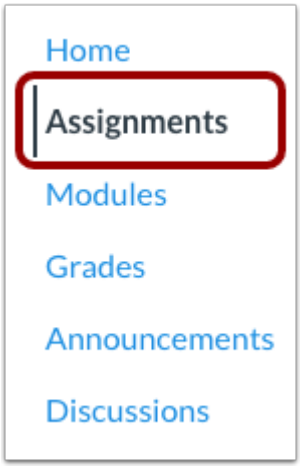
If Assignment Enhancements is enabled in your course, you can view an assignment to verify your assignment submission.

All file submissions also appear in your personal unfiled folder.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support Cloud Assignments.

Open Assignments



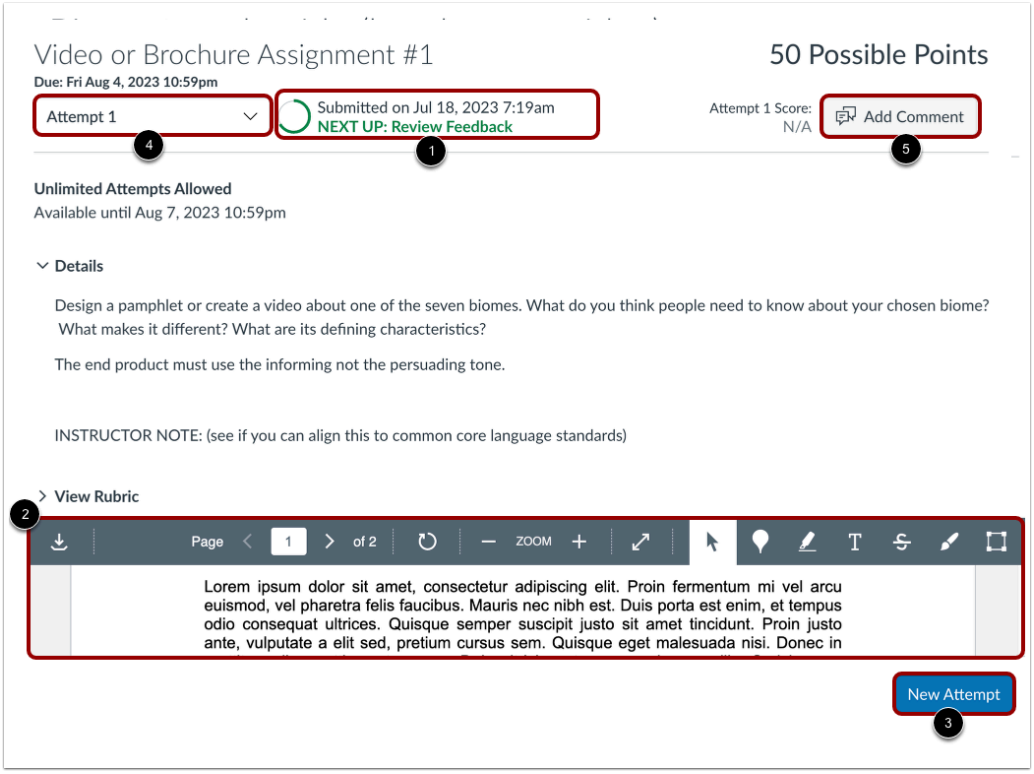
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the assignment name.

View Assignment Status



The Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a **Submitted** status [1].

Additionally, you can view your most recent submission [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

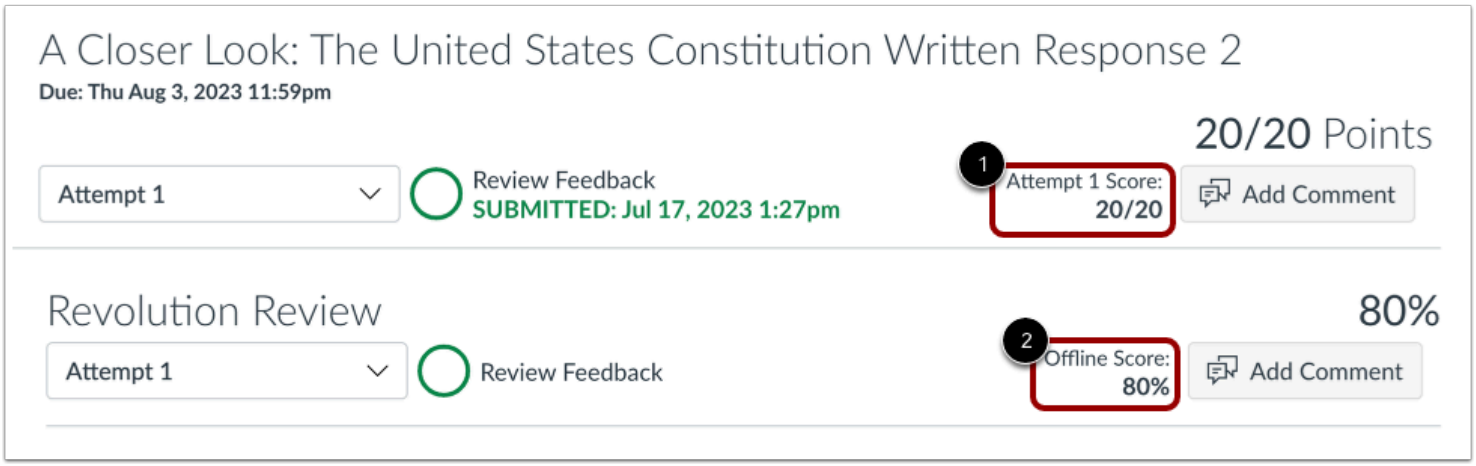
If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

View Assignment Score



If your assignment has been graded by your instructor, you can view the score for each attempt in the **Attempt Score** field [1]. If your assignment has been graded without a submission, you can view your score in the **Offline Score** field [2].

How do I submit a self-assessment to an assignment using Enhanced Rubrics as a student?

If Assignment Enhancements is enabled in your course, you can view an assignment to verify your assignment submission.

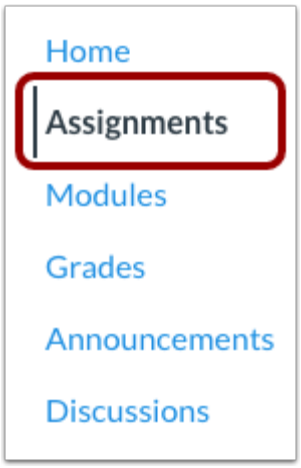
If your instructors enable the self assessment, you can evaluate your work using the assignment's attached rubric. Instructors can then view the self-assessment in SpeedGrader.

All file submissions also appear in your personal unfiled folder.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type.
- Assignment Enhancements does not support Cloud Assignments.
- Self-assessments do not have grades and cannot be assigned a separate deadline apart from the assignment's due date. You also cannot close them, which allows you the flexibility to complete the assignments at any time while they are open.

Open Assignments



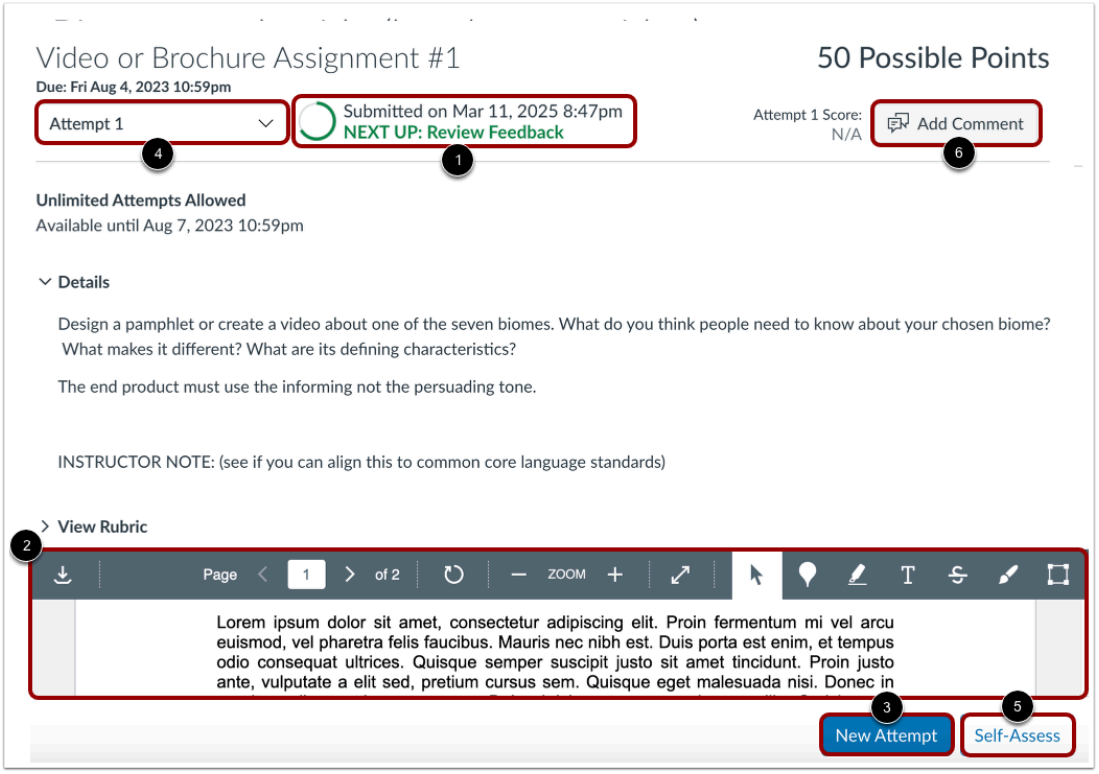
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the assignment name.

View Assignment Status



The Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a **Submitted** status [1].

Additionally, you can view your most recent submission [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

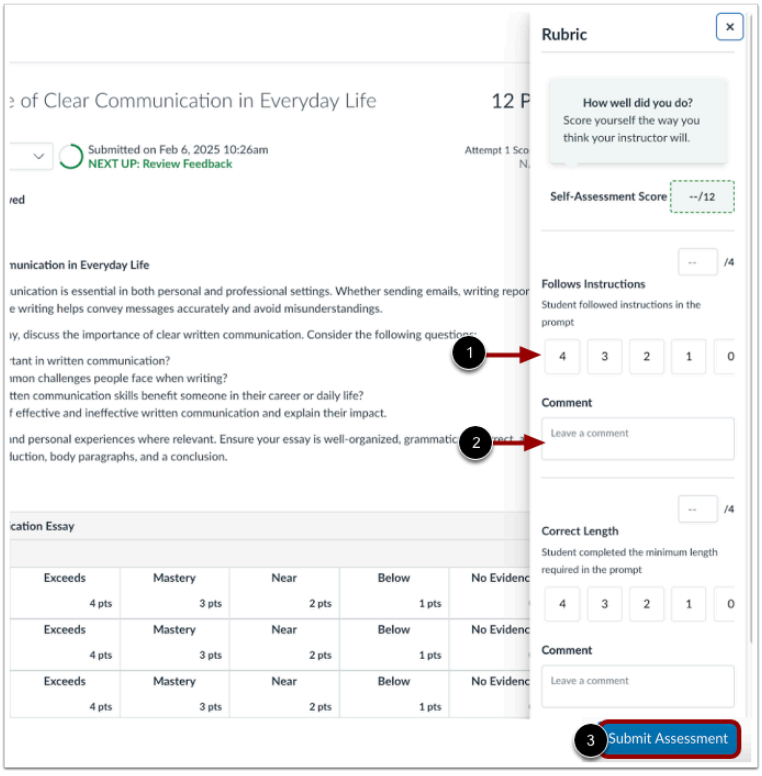
If enabled by your instructor, the **Self-Assess** button displays [5].

To add an assignment comment for your instructor, click the **Add Comment** button [6].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

Assess the Assignment



Once you submit the assignment, you can evaluate your own work using self assessment feature. Use the tray to assess the assignment.

Select your score [1], leave comments [2], and then click the **Submit Assessment** button [3].

Notes:

- You can submit incomplete assessments.
- Once submitted, the assessment cannot be edited unless you resubmits the assignment.

How do I know if I have a peer review assignment to complete using Assignment Enhancements as a student?

Your instructor can assign you to review another student's assignment. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual assignment page. Once peer reviews are assigned, you will also be notified via email.

Learn how to submit a peer review assignment using Assignment Enhancements.

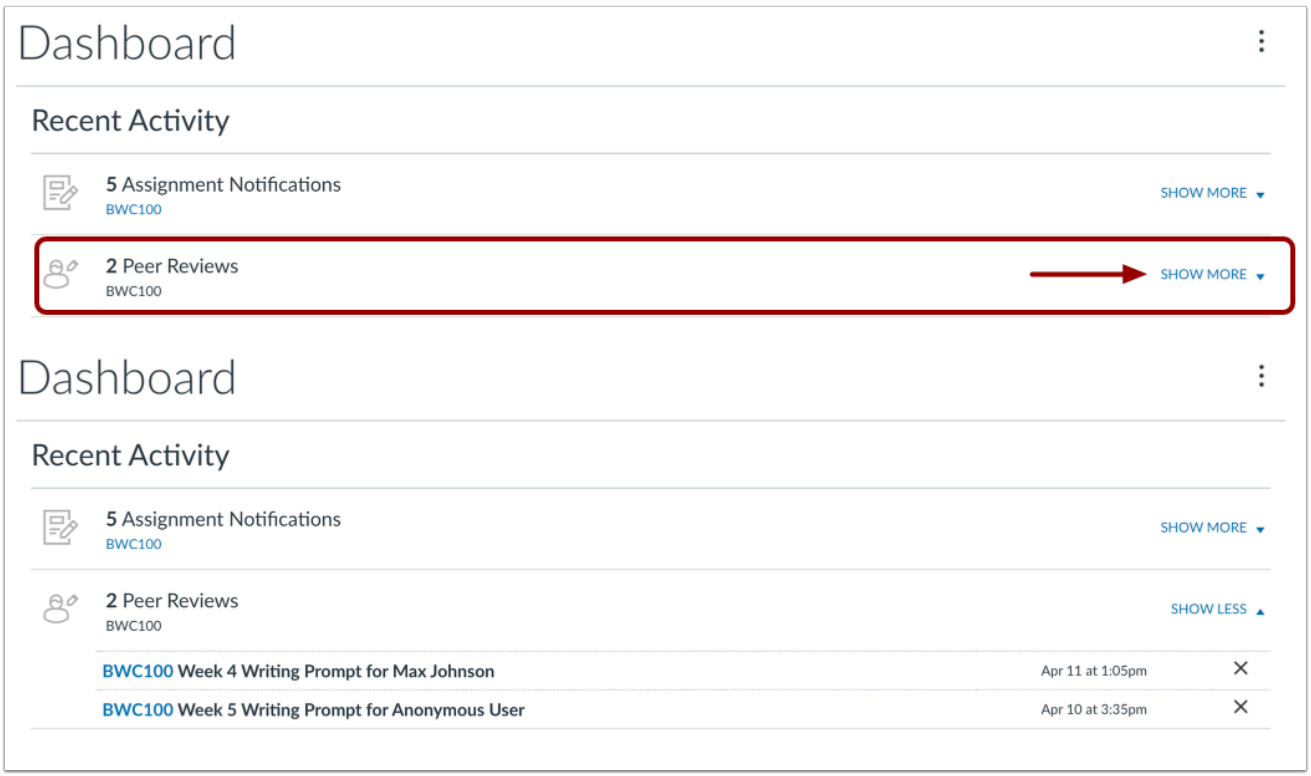
Notes:

- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the assignment you are accessing displays differently, Assignment Enhancements and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type.

View Dashboard

Once a peer review is assigned to you, a notification appears in several dashboard areas.

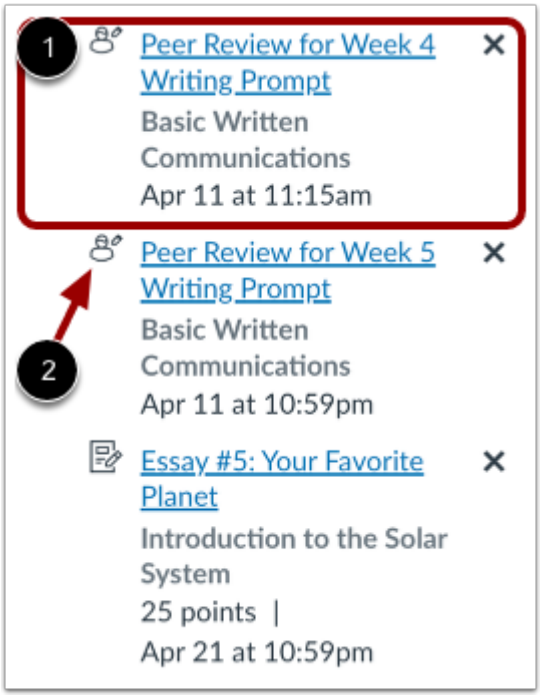
View Recent Activity



On your Dashboard, you can view recent activity in your Global Activity stream. Recent activity displays a peer review and the name of the course. Click the **Show More** link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

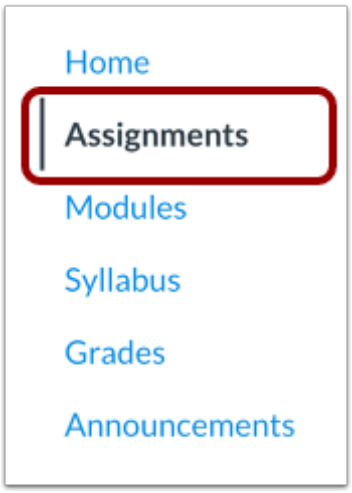
View To Do List



On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review assignment [1]. Peer reviews are identified with the Peer Review icon [2]. To view the assignment for review, click the **Peer Review for [Assignment Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your assignment, please contact your instructor.

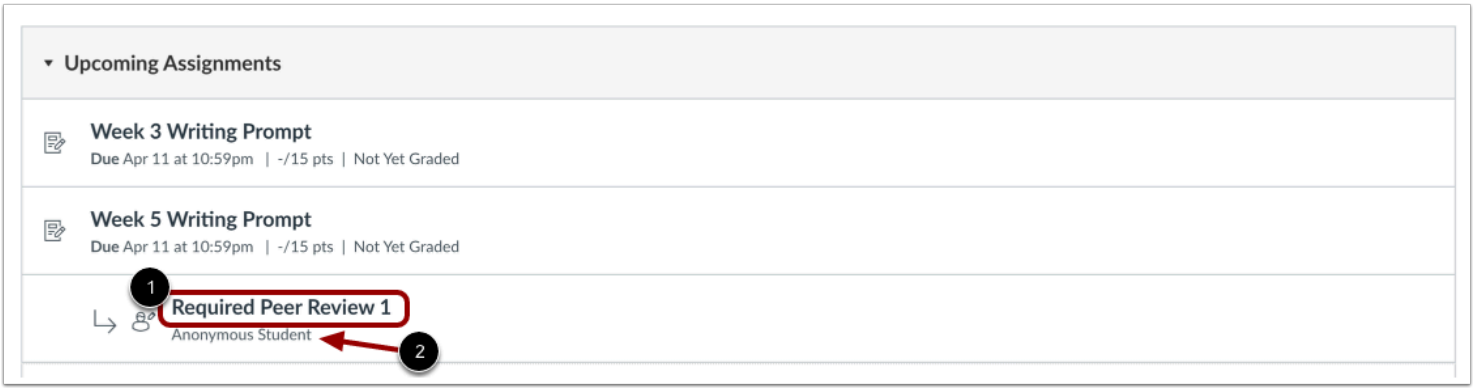
Open Assignments



You can also view peer reviews when viewing assignments. In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

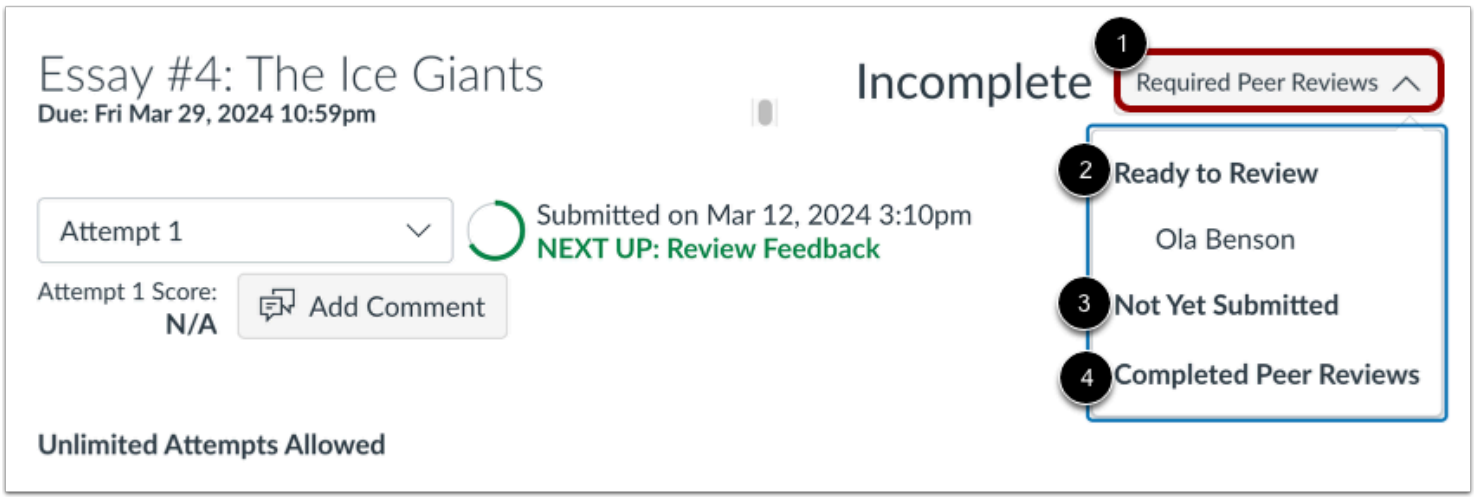
View Peer Review Assignment



In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

If your peer review is anonymous, the student's name displays as Anonymous Student [2].

View Assignment Peer Reviews



In an open assignment, you can view the status of any peer reviews assigned to you. To view peer review assignments, click the **Required Peer Reviews** drop-down menu [1]. You can view peer reviews that are ready to review [2], not yet submitted but require peer review [3], and completed peer reviews [4].

How do I submit a peer review to an assignment using Assignment Enhancements as a student?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

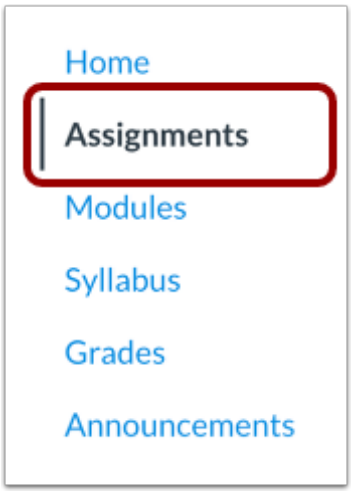
Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

Learn how to know if you have a peer review assignment to complete.

Notes:

- Peer reviews can only be completed in the web version of Canvas.
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the steps in this lesson do not match what is displayed in your account, Assignment Enhancements and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type. Additionally, your institution may have enabled Enhanced Rubrics. Learn how to find peer feedback with Assignment Enhancements disabled or how to find peer review feedback with Assignment and Enhanced Rubrics.

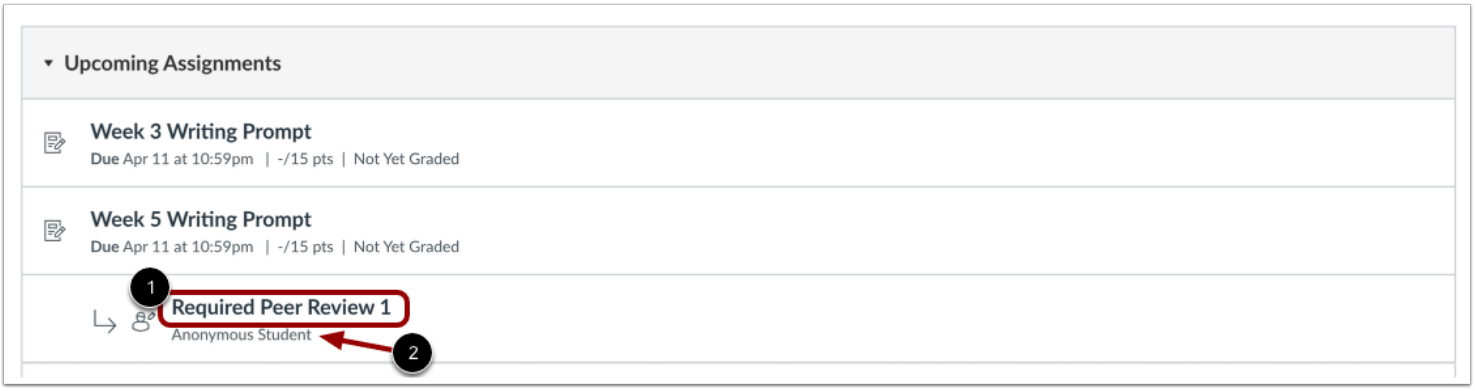
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Peer Review Assignment

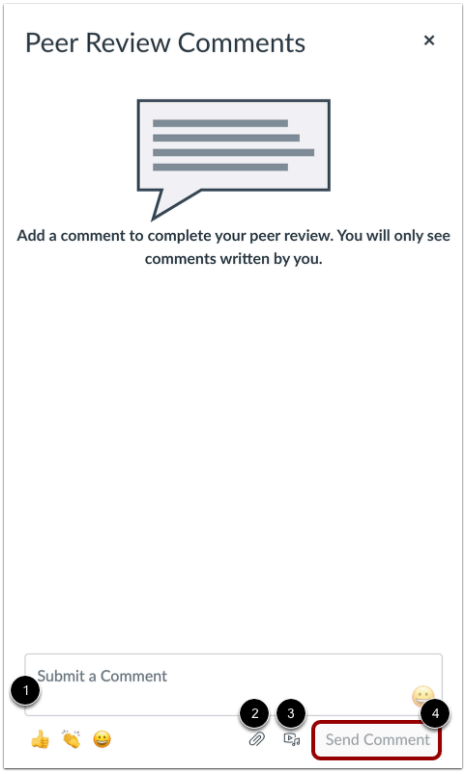


In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

If your peer review is anonymous, the student's name displays as Anonymous Student [2].

Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, it can still be viewed from the Dashboard.

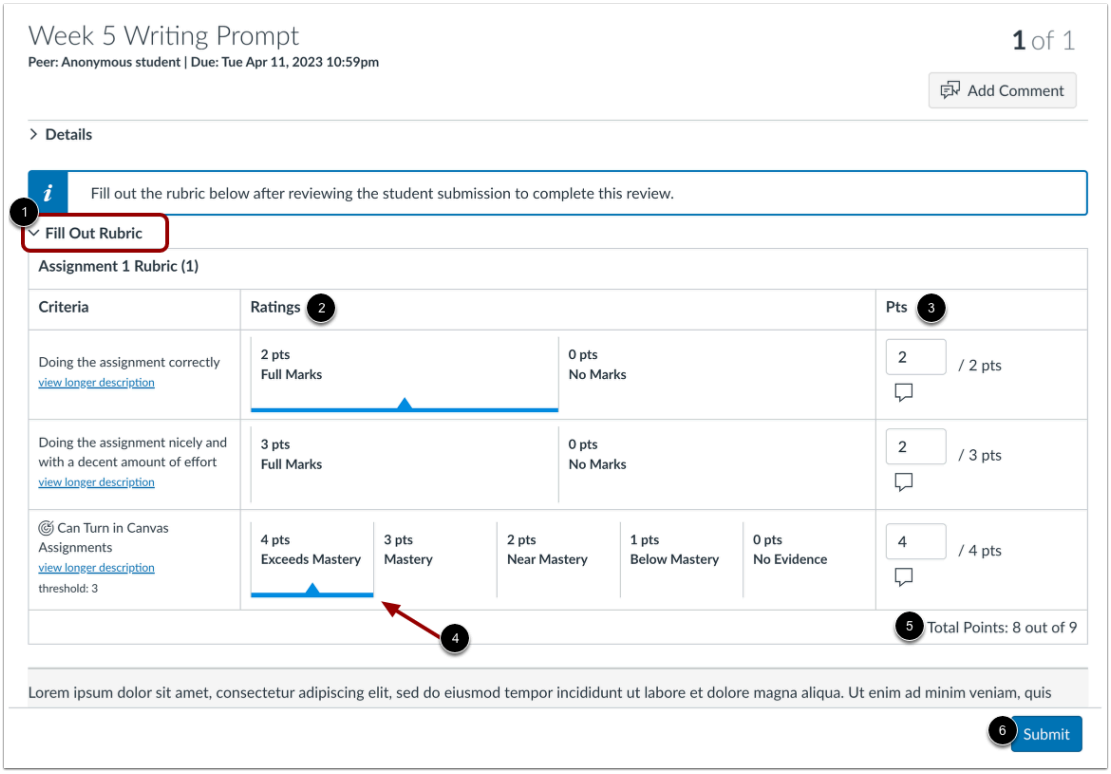
Complete Peer Review



To complete the peer review, add a comment [1], attach a file [2], or media comment [3], and click the **Send Comment** button [4].

Note: If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Complete Rubric



If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished.

To view the rubric, click the **Fill Out Rubric** link [1].

To score the assignment with the rubric, select rubric ratings [2] or enter a score for each criterion in the **Points** column [3]. To deselect a rubric rating, click the rubric rating [4].

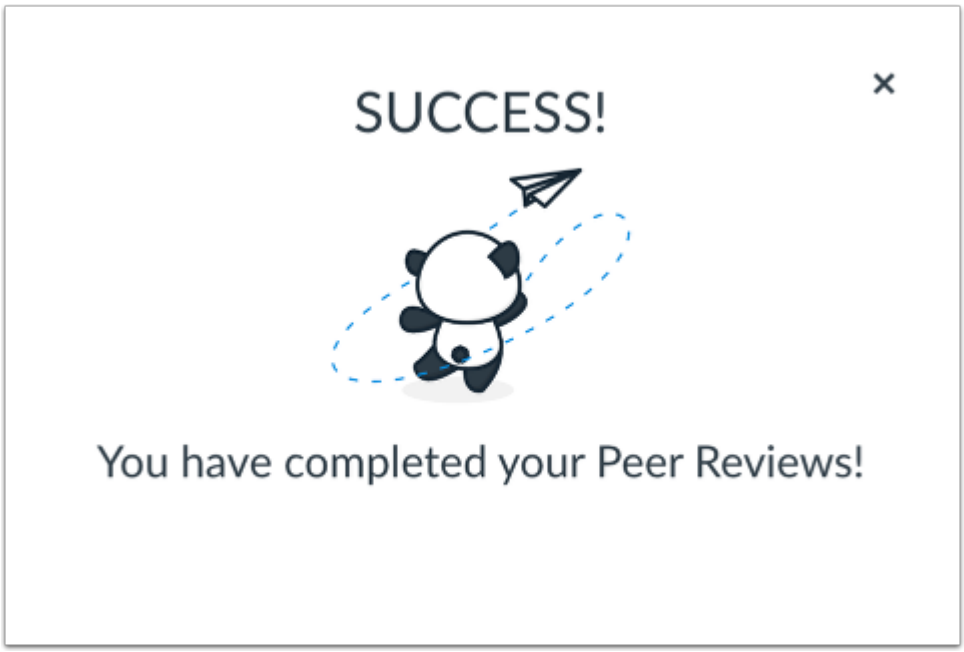
Each criterion score is added toward the total points for the assignment [5].

When you're finished, click the **Submit** button [6]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Notes:

- Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values you still need to fill out the rubric to complete the peer review.
- After you save the rubric, you cannot edit it to change your comments or ratings.

View Confirmation



View confirmation you have completed the peer review.

How do I submit a peer review to an assignment using Enhanced Rubrics as a student?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

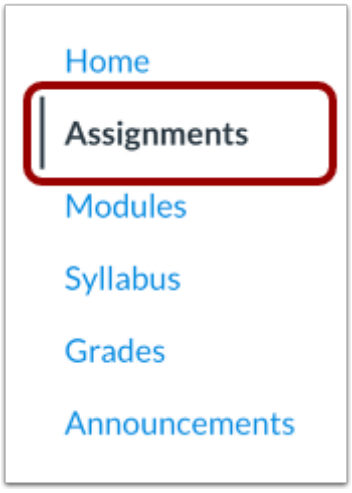
Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

Learn how to know if you have a peer review assignment to complete.

Notes:

- Peer reviews can only be completed in the web version of Canvas.
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the assignment you are accessing displays differently, Assignment Enhancements, Enhanced Rubrics, and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type.

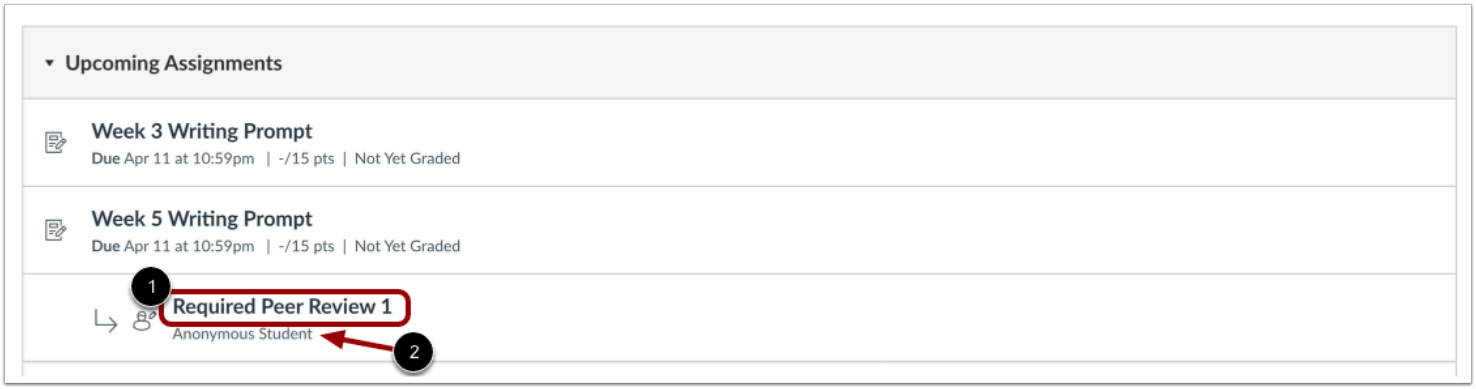
Open Assignments



In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Peer Review Assignment

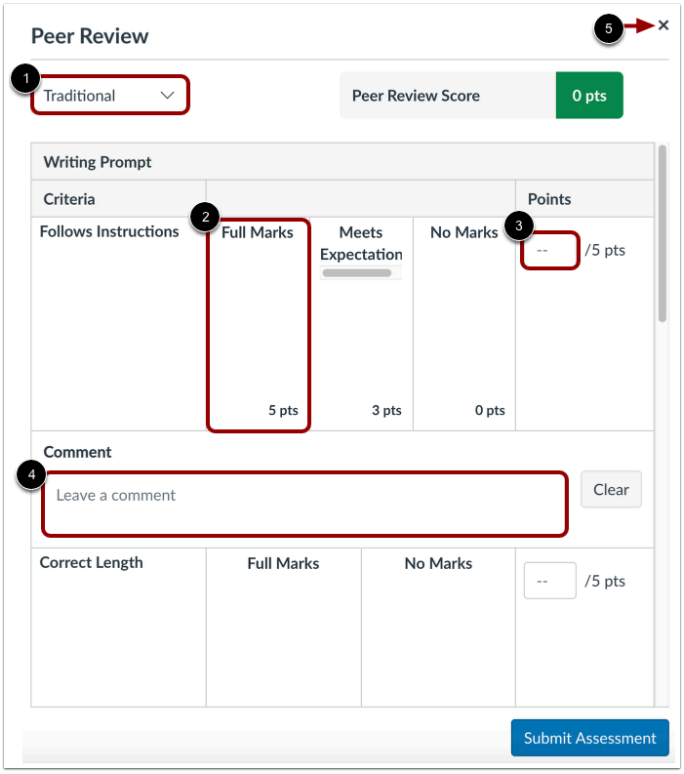


In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

If your peer review is anonymous, the student's name displays as Anonymous Student [2].

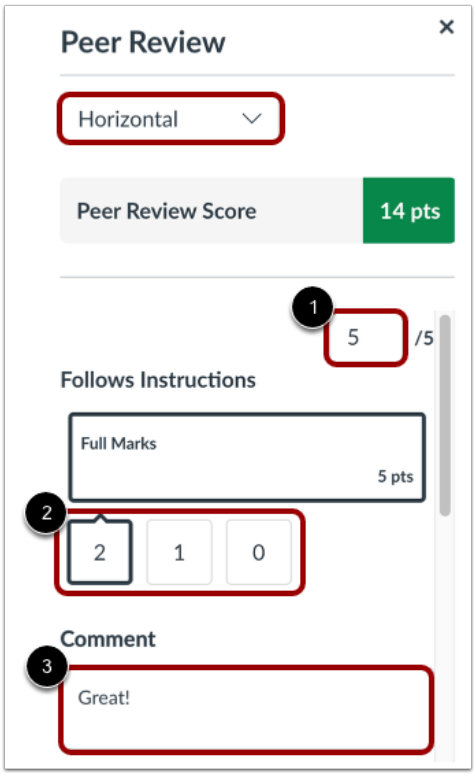
Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, it can still be viewed from the Dashboard.

Complete Rubric



By default, the rubric displays in a traditional format in the Peer Review window. In traditional display, you can review each criterion. Select a rating [2] or enter points directly [3]. You can also leave a comment [4].

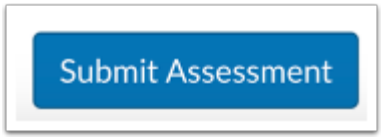
To close the Peer Review window, click the **Close** icon [5].



To change the format to a more narrow and condensed format, click the **Display** drop-down menu [1]. Then, select the **Horizontal** or **Vertical** option.

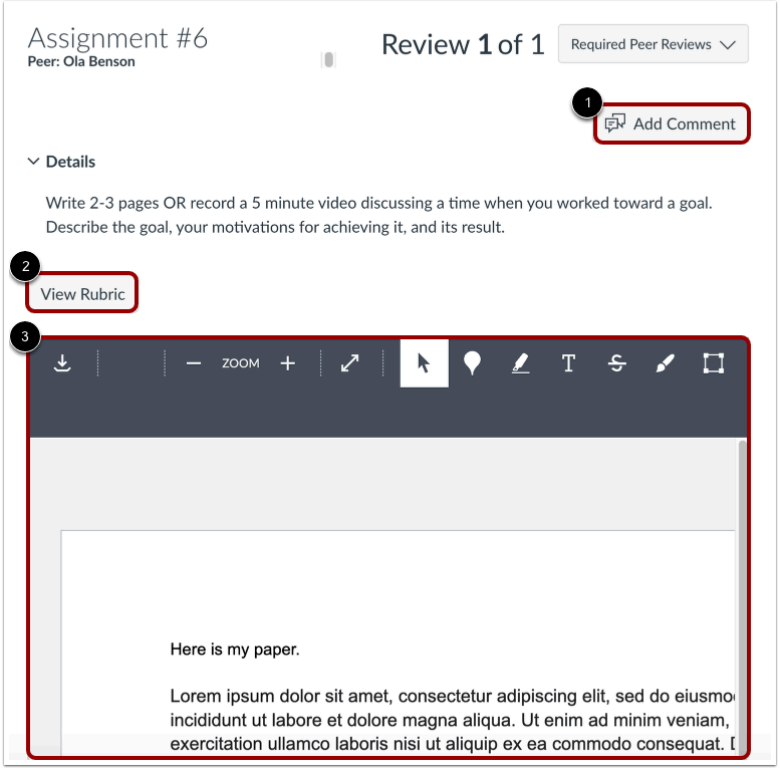
In horizontal or vertical display formats, enter points for criteria [1] or select a rating [2]. You can also enter a comment [3].

Submit Assessment



To submit the completed rubric, click the **Submit Assessment** button.

Complete Rubric on Assignment Page



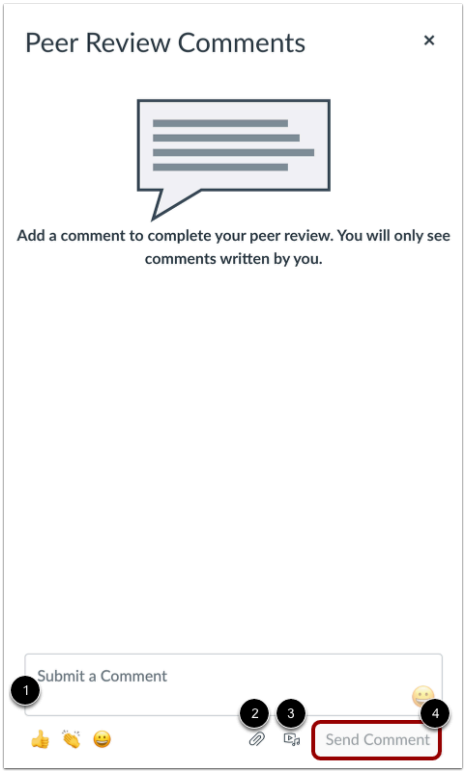
You can also complete a peer review from the assignment page.

To leave an overall comment, click the **Add Comment** button [1].

To complete the rubric, click the **View Rubric** button [2].

You can also view your peer's submission [3].

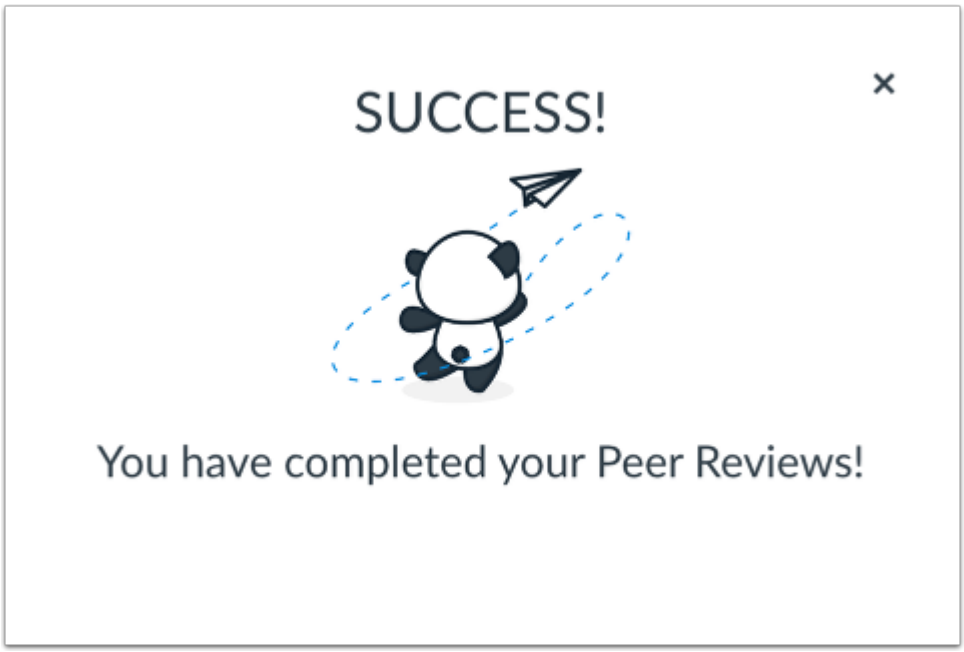
Add Peer Review Comment



To complete the peer review, add comment text [1], attach a file [2], or record or upload a media comment [3]. Then, click the **Send Comment** button [4].

Note: If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

View Confirmation



Once you have fulfilled your instructor's requirements to complete the entire rubric and/or leave a comment, view confirmation you have completed the peer review.

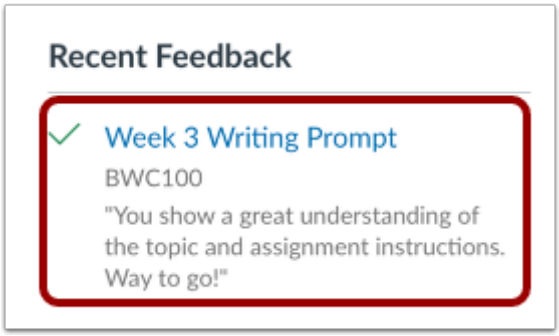
Where can I find my peers' feedback for peer reviewed assignments using Assignment Enhancements as a student?

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

Notes:

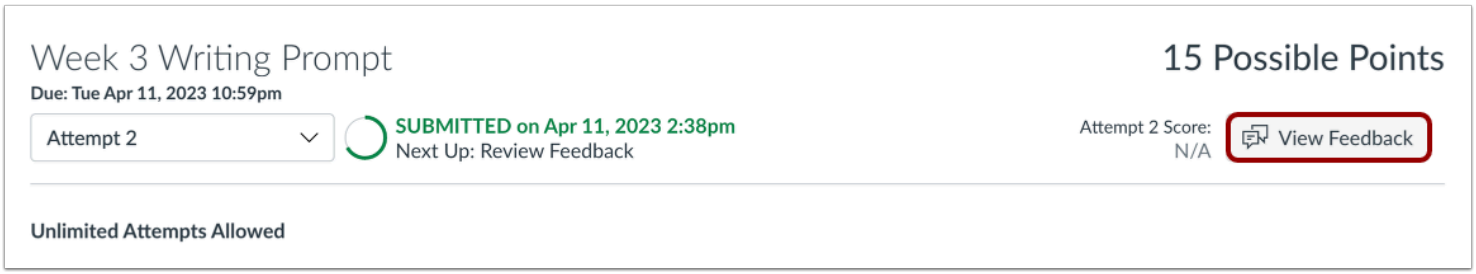
- Peer reviews can only be completed in the web version of Canvas.
- If the peer review is anonymous, the name of the reviewer is not included in any feedback.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the assignment you are accessing displays differently, Assignment Enhancements and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type. Additionally, your institution may have enabled Enhanced Rubrics. Learn how to find peer feedback with Assignment Enhancements disabled or how to find peer review feedback with Assignment Enhancements and Enhanced Rubrics.

View Recent Feedback



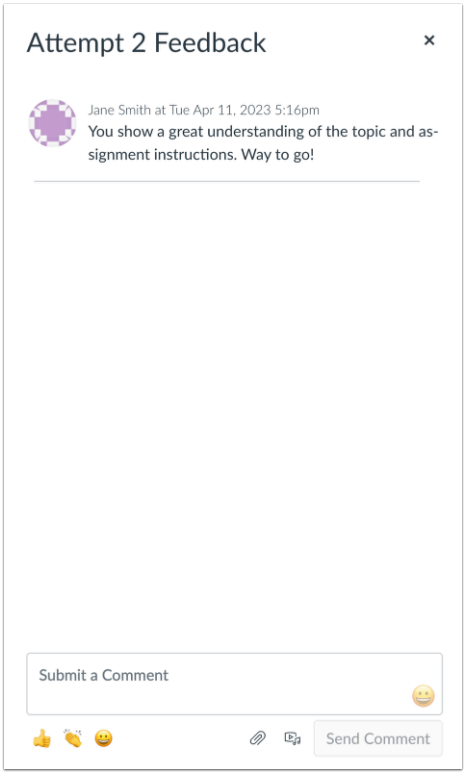
Under Recent Feedback in the sidebar of your Canvas course, you can view recent comments from peer reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page



To view peer review comments, click the **View Feedback** button.

View Feedback



View feedback including comments, emojis (if enabled), attached files, or media files.

Notes:

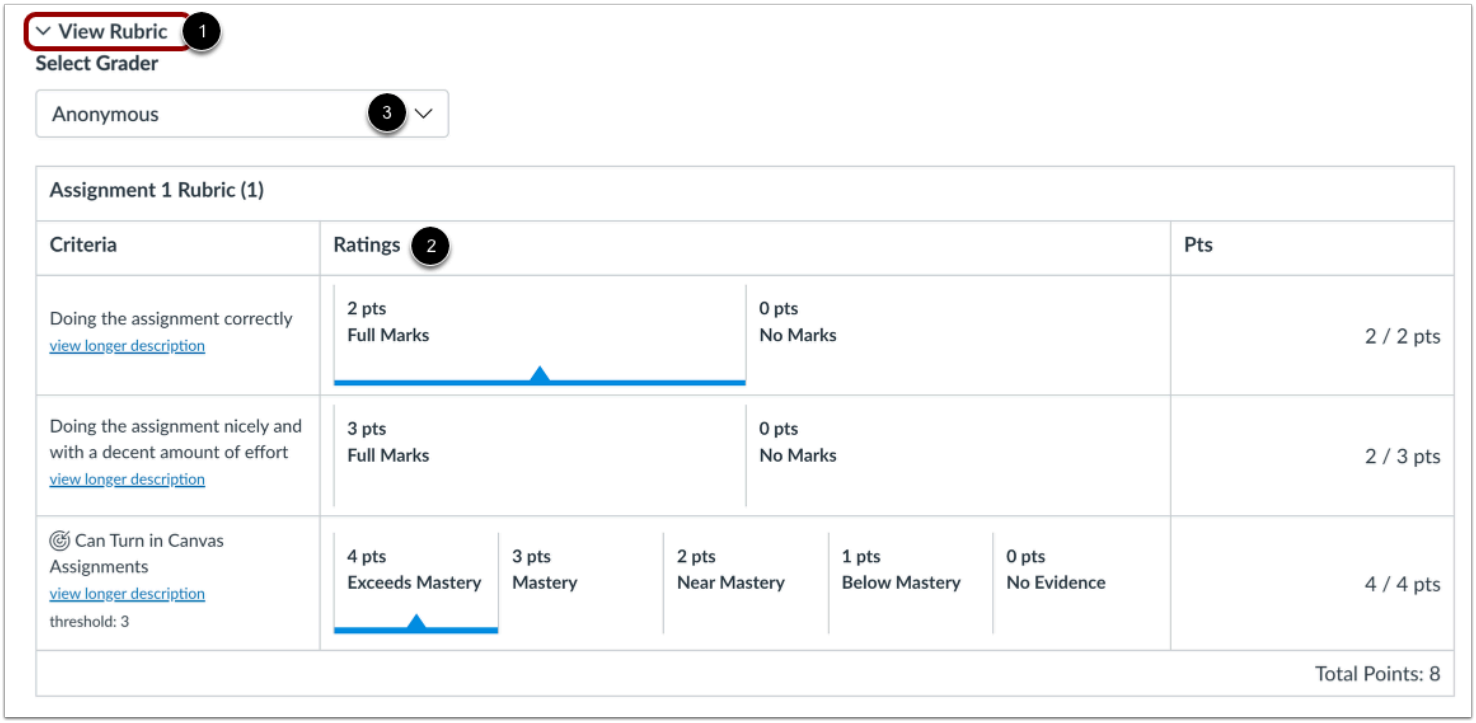
- When assignment grades are hidden, you can view peer review comments. However, instructor comments are hidden until after assignment are posted.
- When peer reviews are anonymous, you can leave submission and rubric comments, but annotated submission comments are not supported.
- For group assignments, peer review comments display for all reviews of your group's submission.

View Feedback in Grades



Peer review comments can also be viewed on your Grades page.

View Rubric



If your assignment includes a rubric, you can view peer review rubric assessments.

To view the rubric assessment, click the **View Rubric** link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the **Select Grader** drop-down menu to select other rubric assessments [3].

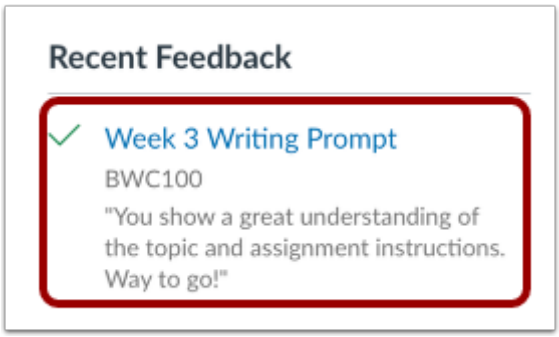
Where can I find my peers' feedback for peer reviewed assignments using Enhanced Rubrics as a student?

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

Notes:

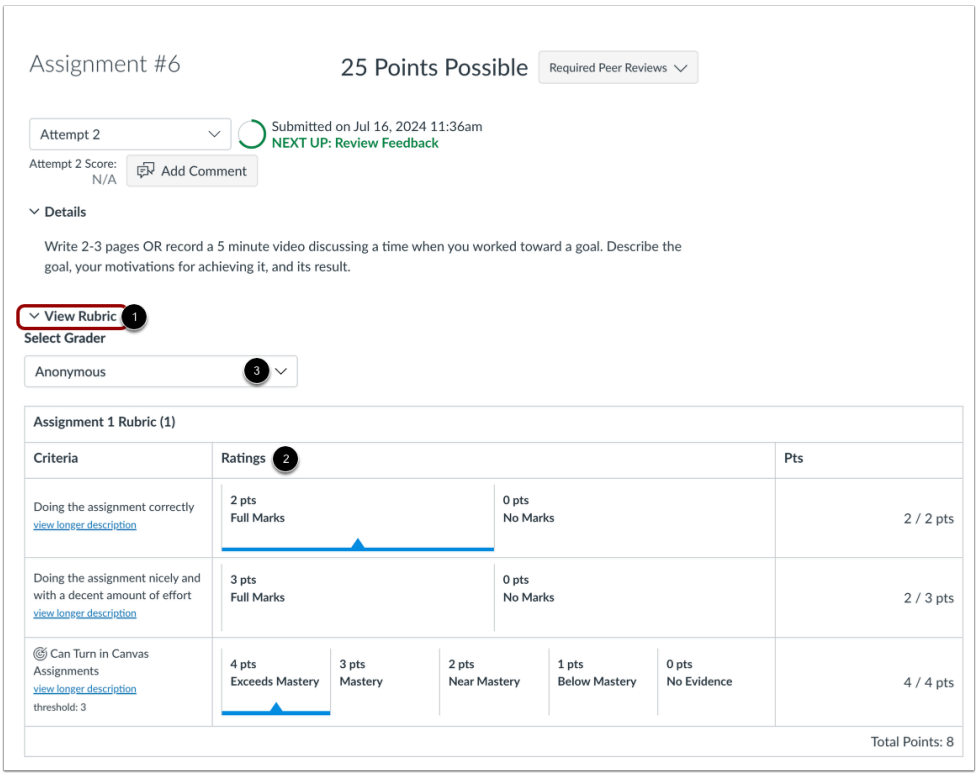
- Peer reviews can only be completed in the web version of Canvas.
- If the peer review is anonymous, the name of the reviewer is not included in any feedback.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the steps in the lesson do match what is displayed in your course, Assignment Enhancements, Enhanced Rubrics, and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type. Learn how to find peer feedback without enhancement features.

View Recent Feedback



Under Recent Feedback in the sidebar of your Canvas course, you can view recent comments from peer reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page



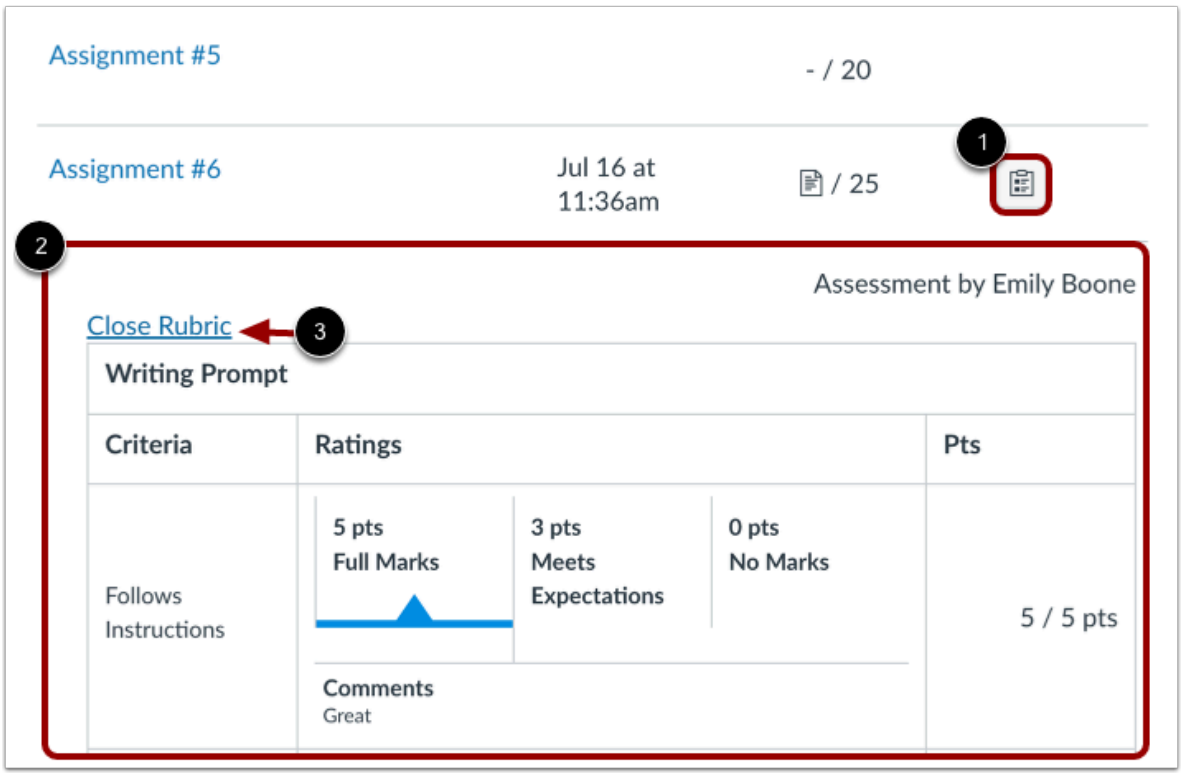
If your assignment includes a rubric, you can view peer review rubric assessments from the Assignment Details page.

If the rubric is not displayed by default, click the **View Rubric** link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the **Select Grader** drop-down menu to select other rubric assessments [3].

View Feedback in Grades



You can also view peer reviews from the Grades page. Click the **Feedback** icon [1]. Then view the rubric scoring [2].

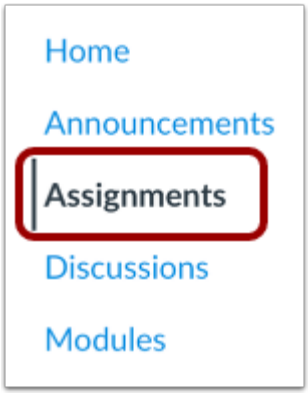
To close the rubric, click the **Close Rubric** link [3].

How do I view assignment feedback from my instructor using Assignment Enhancements?

You can see comments from your instructor in the Assignment Details page. Most comments are located in the Feedback sidebar. However, your instructor may also leave comments in a rubric or as annotations on your assignment submission.

Note: If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course, or your instructor may not have used a supported assignment type. Learn how to view assignment feedback from your instructor without Assignment Enhancements.

Open Assignments



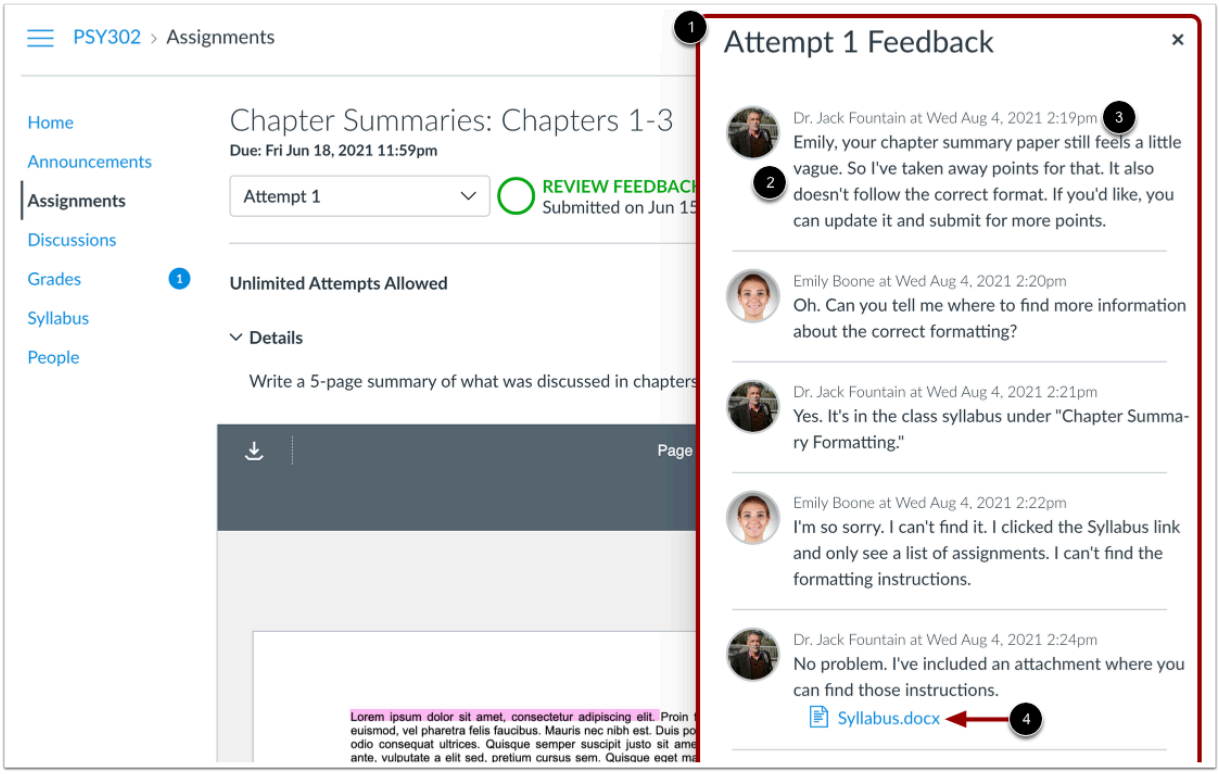
In Course Navigation, click the **Assignments** link.

Open Assignment



To open the assignment, click the assignment title.

View Feedback

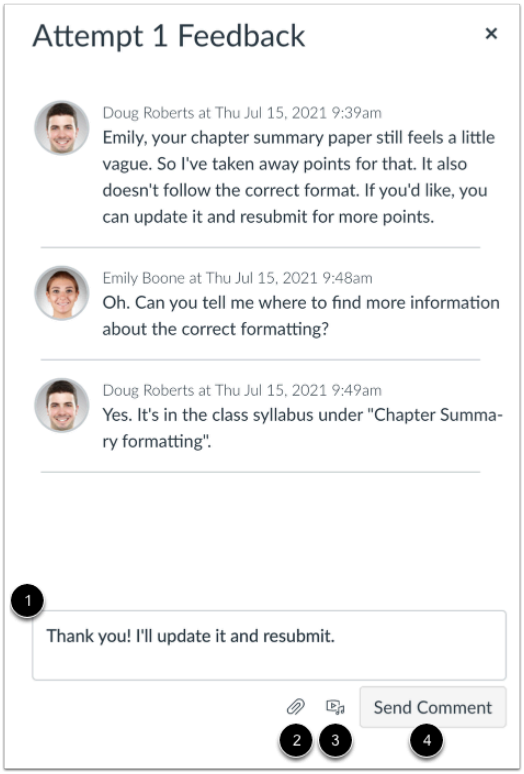


If your instructor has added assignment feedback, the Feedback sidebar displays by default [1]. You can view up to the 20 most recent comments for the submission attempt.

You can view comments [2] as well as the author, date, and time the comment was written [3]. Comments may also include media or file attachments [4].

Note: The feedback sidebar is specific to the submission attempt viewed in the assignment page. Opening a new submission attempt will display a separate sidebar.

Add Comments



To add an assignment comment, type your comment in the comment field [1].

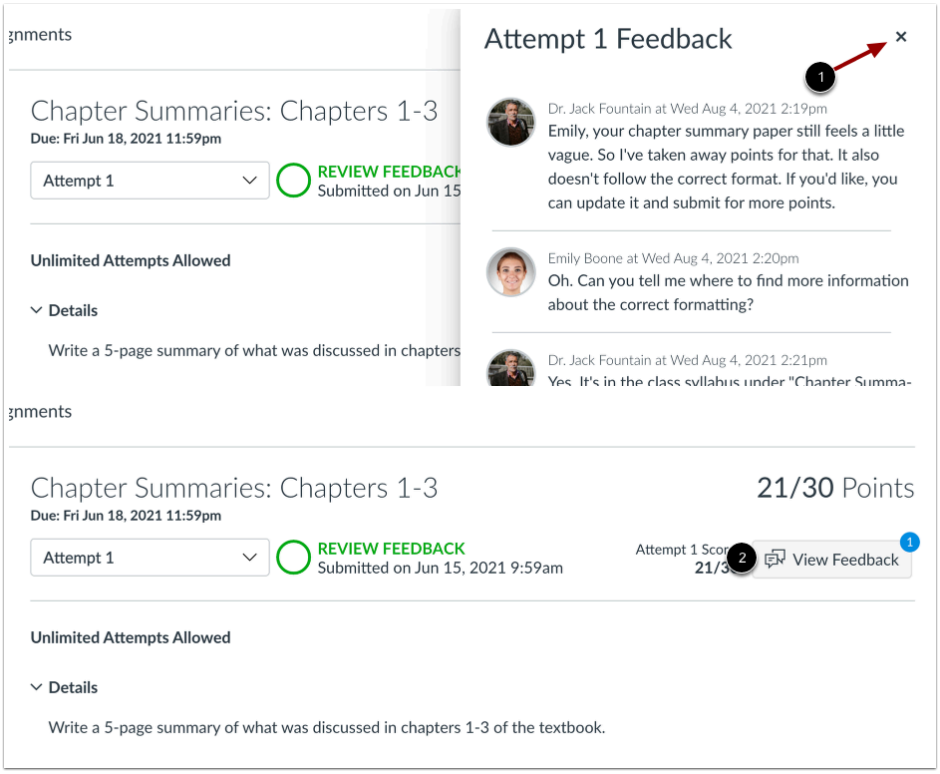
To attach a file, click the **Attach File** button [2].

You can record a media comment for your instructor. To record or attach a media file, click the **Attach Media File** button [3].

To send your comment, click the **Send Comment** button [4].

Note: If your instructor has not provided feedback via the Feedback sidebar, the Add Comment button displays in place of the View Feedback button on the Assignment Details page. To add an assignment comment, click the Add Comment button.

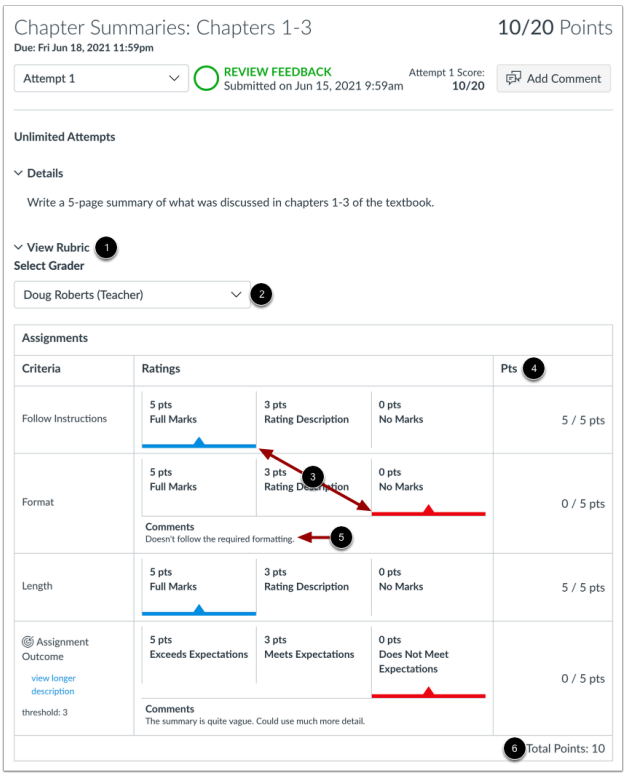
Close Feedback Sidebar



To close the feedback sidebar, click the **Close** icon [1].

To reopen the feedback sidebar, click the **View Feedback** button [2].

View Rubric Feedback



If your assignment includes a rubric, your instructor may also leave comments in the rubric.

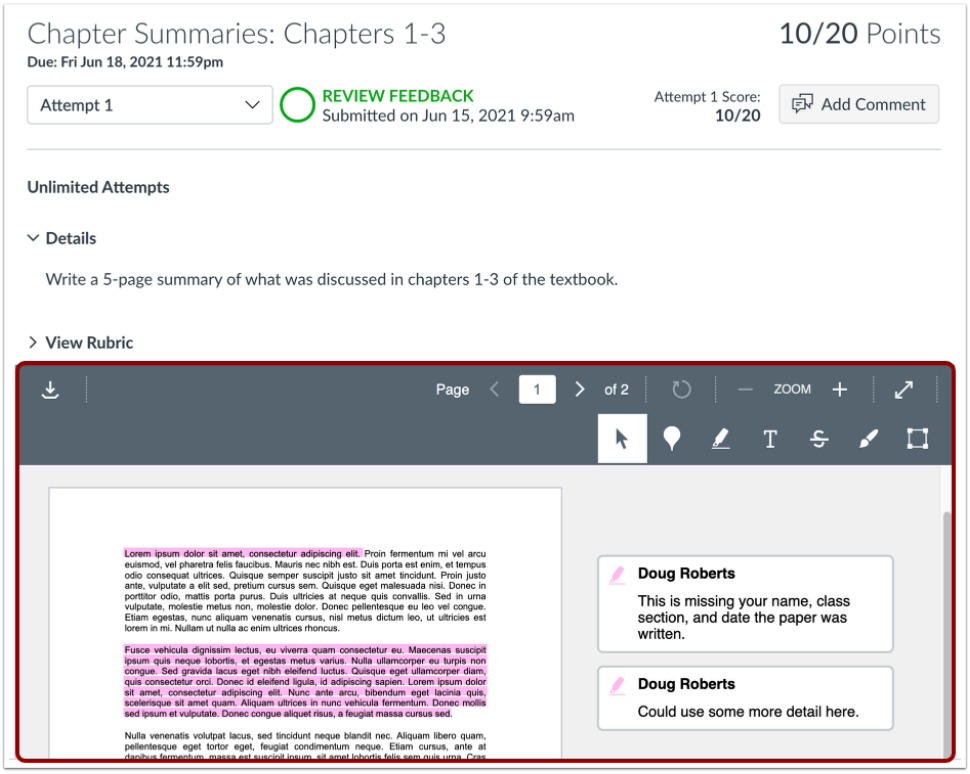
By default, if a rubric was completed for your submission attempt, the **View Rubric** section is expanded [1].

You can view ratings and comments made by specific graders using the **Select Grader** drop-down [2].

You can view awarded ratings [3], points [4], criteria comments [5], and total points [6].

Note: To collapse the rubric, click the View Rubric link.

View Annotated Comments



If you added a file upload submission, your instructor may have included annotated feedback directly on your submission.

Files that support annotations display in Docviewer. Learn how to view annotated comments.

How do I use DocViewer in Canvas using Assignment Enhancements as a student?

Canvas DocViewer is a tool that allows annotations on uploaded online assignment submissions in Canvas. In assignment details, you can use DocViewer to view annotated feedback from your instructor or from other students in peer review assignments. You can also use DocViewer when submitting peer review feedback.

Session Limits

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

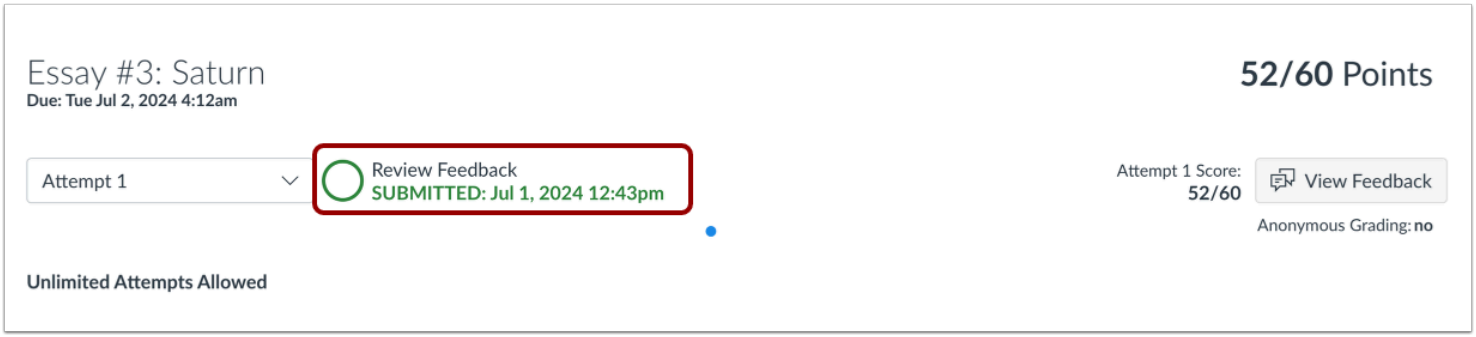
Accessibility

You can access DocViewer annotations and comments with a screen reader, which can read the annotation, author name, comments, and any reply comments at the end of the document. However, the following limitations currently exist: when you are listening to your document, there is no indication that a comment is available; if you are tabbing through comments, you cannot jump to the associated place in the annotated assignment; the kind of annotation is not indicated; some images may have no alternate text or display; markers in the document are not in-line with the text.

Notes:

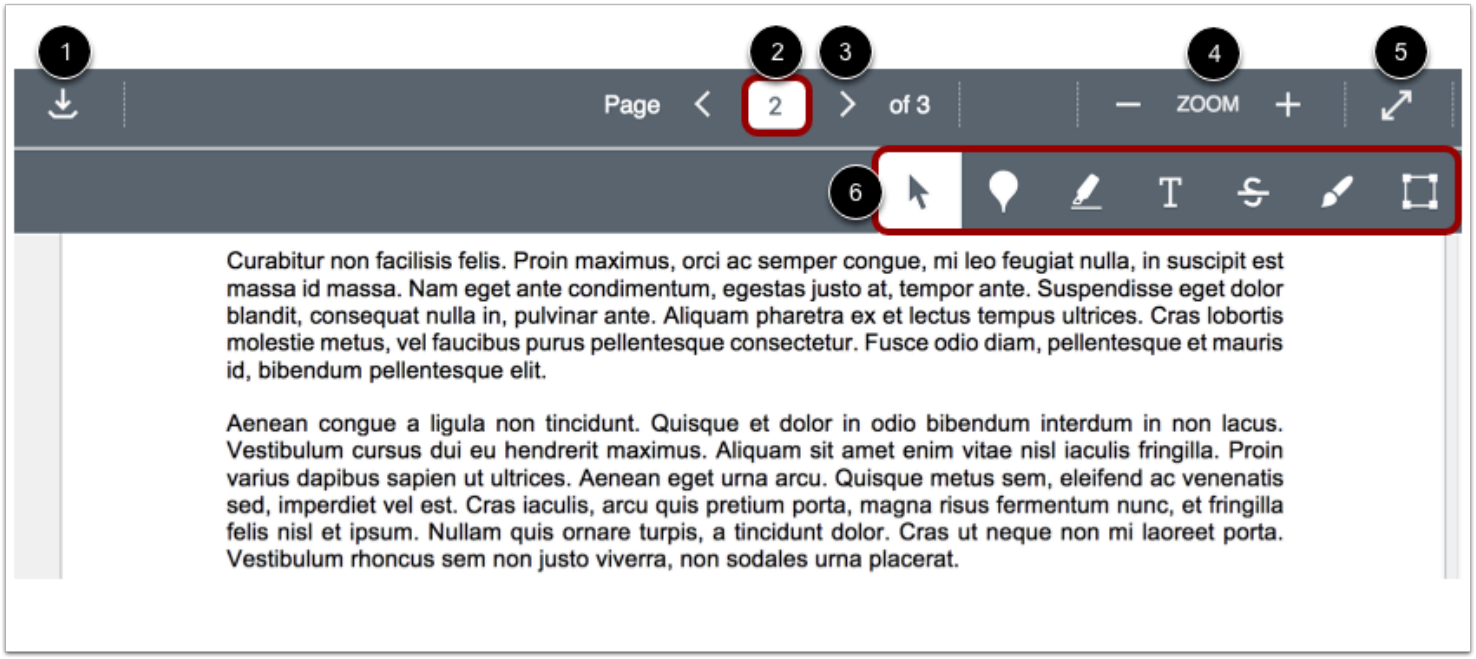
- If you cannot annotate a document in DocViewer, your institution may have restricted this feature.
- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas Student app.
- Your instructor can delete any comment or annotation at any time.
- If your instructor anonymously grades an assignment, annotations in DocViewer will not be available until the assignment is unmuted.
- Submitted annotations are saved and are not affected by the session limit.

Review Feedback



To access DocViewer, view feedback from your instructor or peer review feedback on the assignment details page. The Review Feedback displays an indicator if annotated comments have been added to a supported assignment.

View DocViewer Toolbar



The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [3] to advance through the submission.

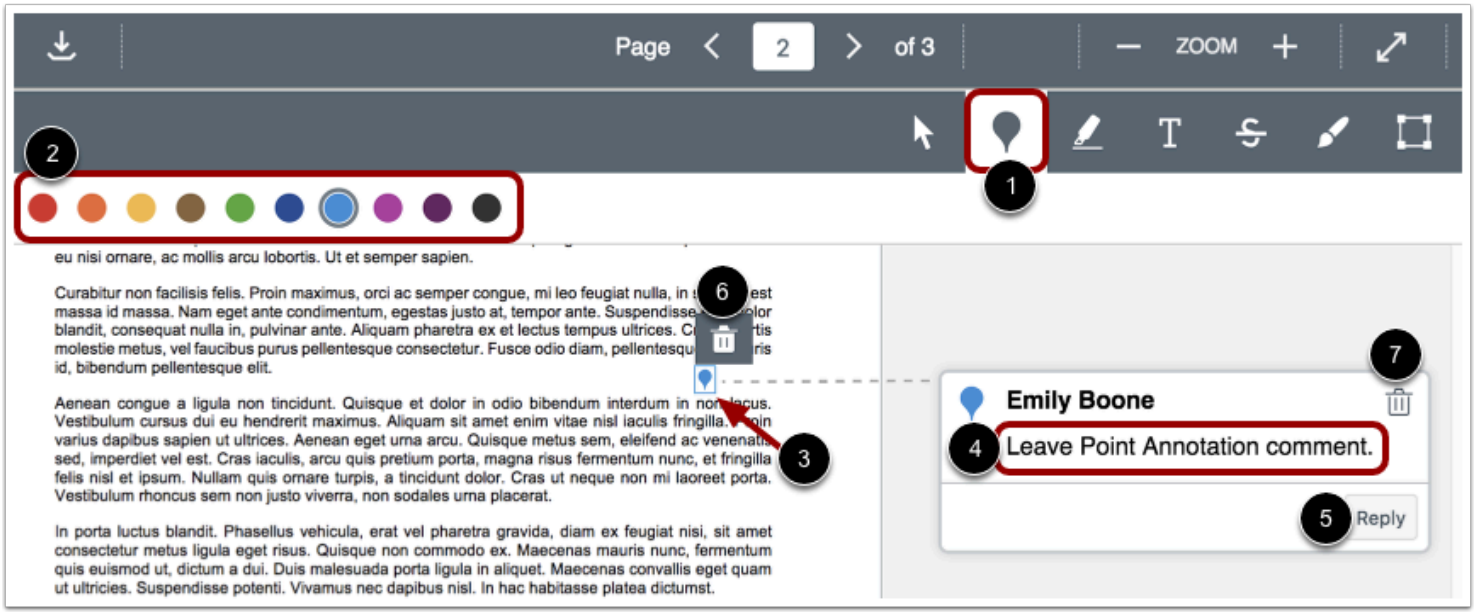
To zoom in and out on the submission, use the **Zoom** buttons [4].

To view the submission in full screen, click the **Full Screen** button [5].

To annotate the submission, use the annotation tools [6].

Note: If you cannot use the annotation tools in DocViewer, your institution may have restricted this feature.

Add Point Annotation



To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation and its comments, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation.

To delete a point annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

Add Highlight Annotation



To highlight text within the document, click the **Highlight annotation** icon [1].

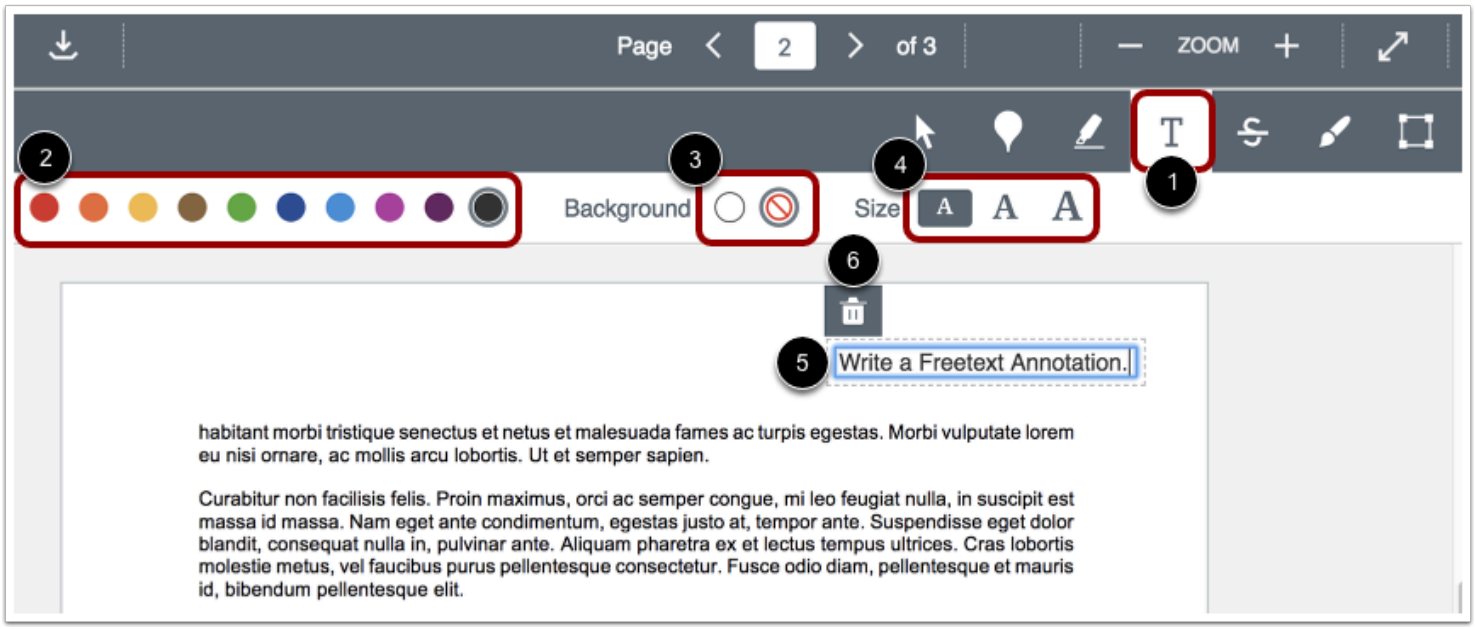
Select the color for the highlight annotation in the color panel [2].

Click and drag to highlight text within the submission [3].

To add a comment to the highlight annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a highlight annotation, click the highlighted area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation also deletes any associated comments.

Add Text Annotation



To add text directly in the submission, click the **Free text annotation** icon [1].

Select the color for the text annotation in the color panel [2].

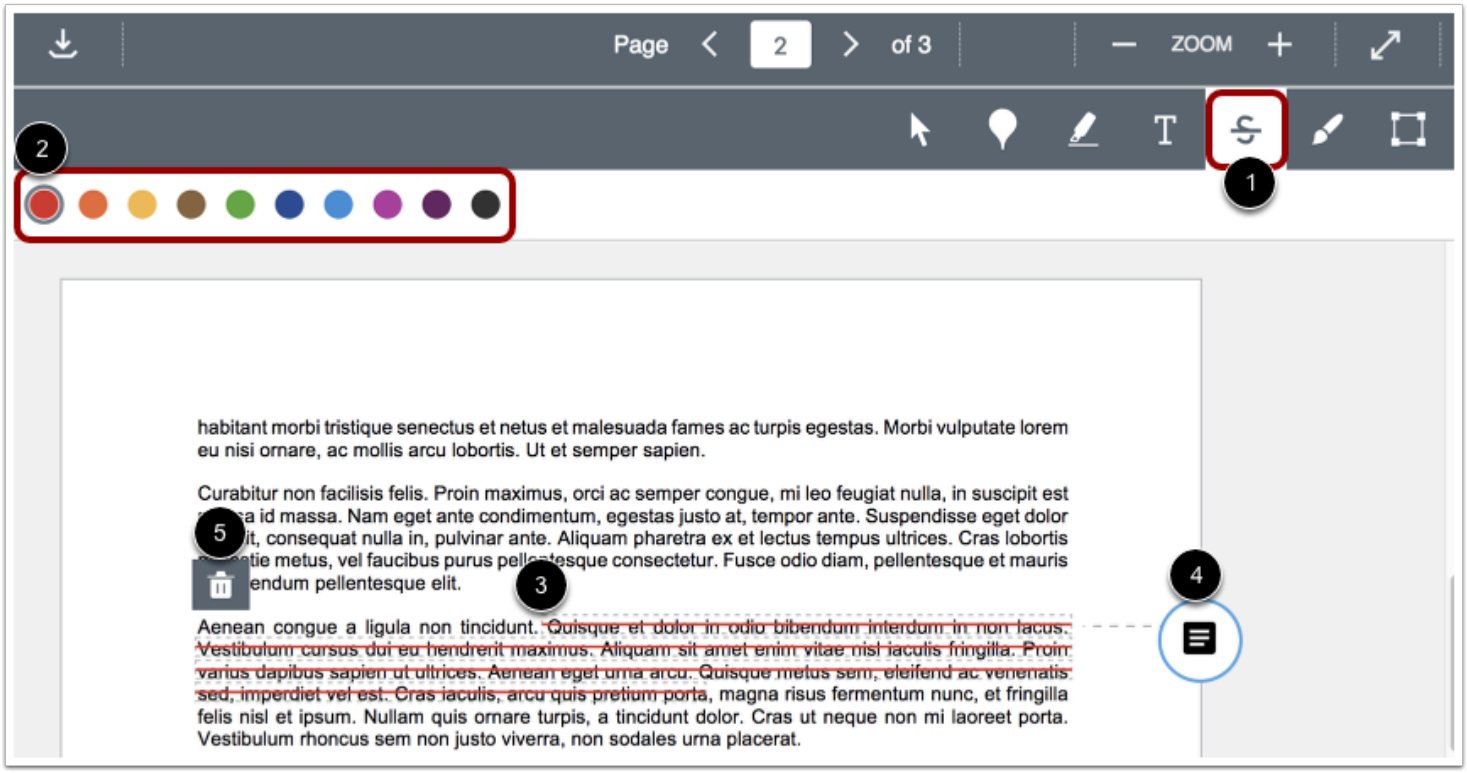
Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, press the **Shift+Enter/ Return** keys.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.

Add Strikeout Text Annotation



To indicate that text should be deleted, click the **Strikeout annotation** icon [1].

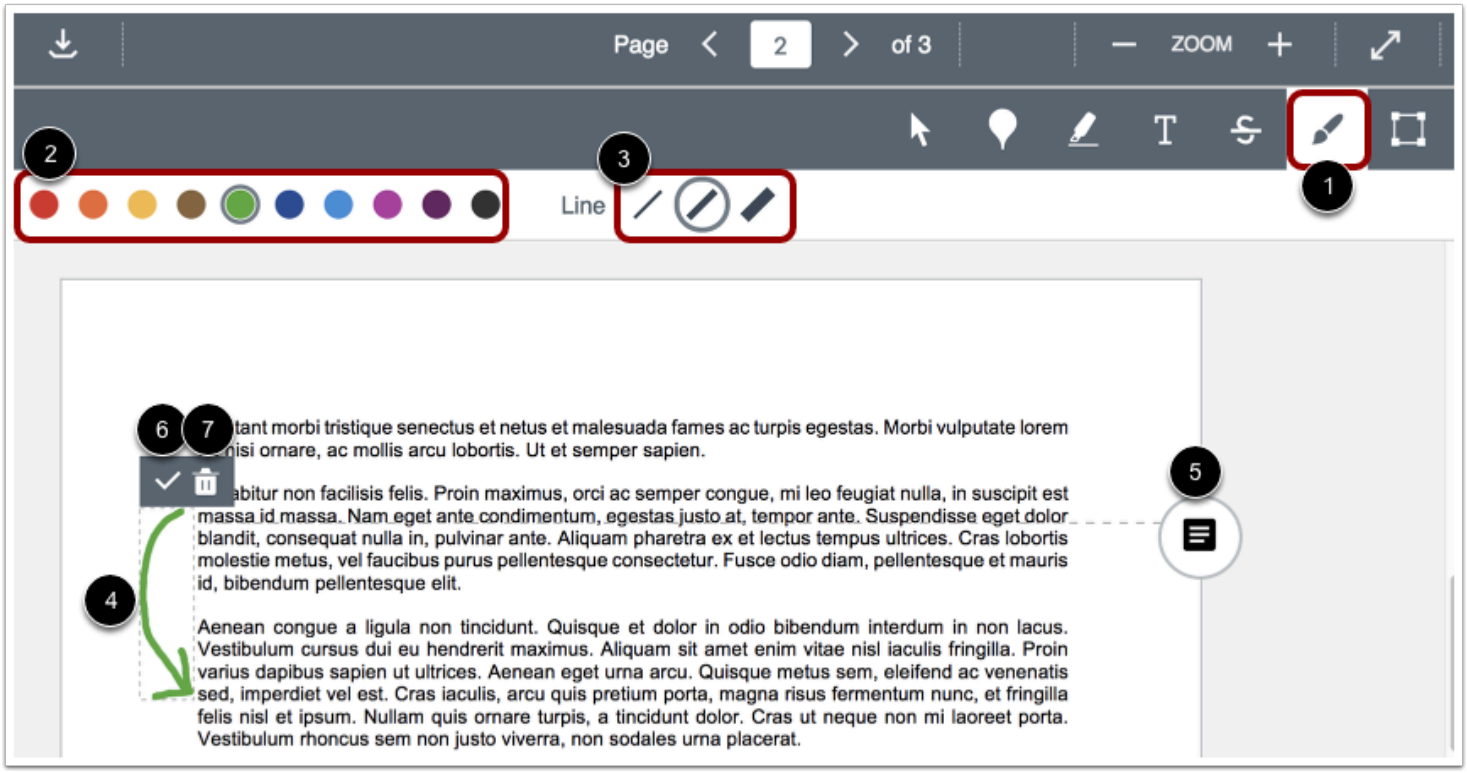
Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation also deletes any associated comments.

Add Draw Annotation



To make freehand drawings and annotations, click the **Free draw annotation** icon [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

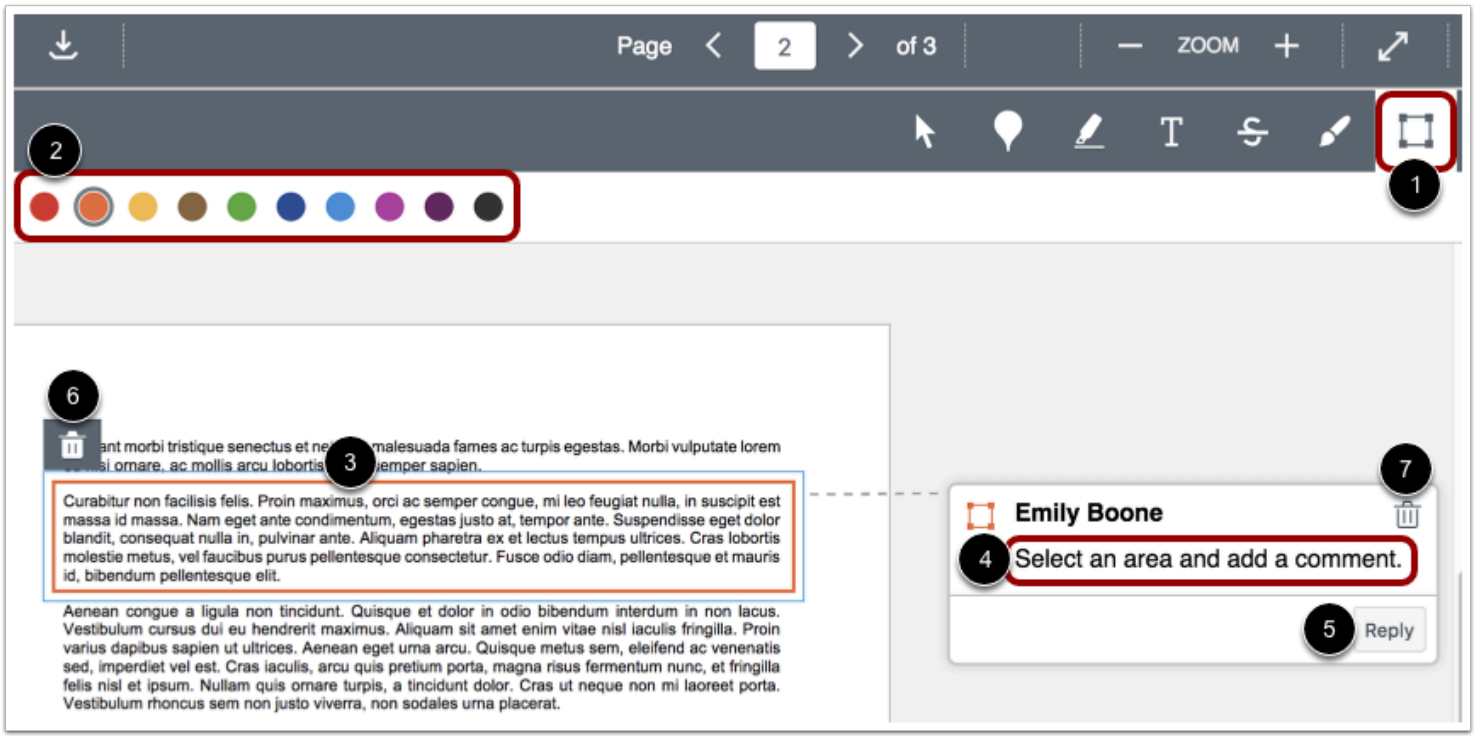
To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation also deletes any associated comments.

Note: Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

Add Area Annotation



To leave an area annotation, click the **Area annotation** icon [1].

Select the color for the area annotation in the color panel [2].

Click and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

To add a comment to the area annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

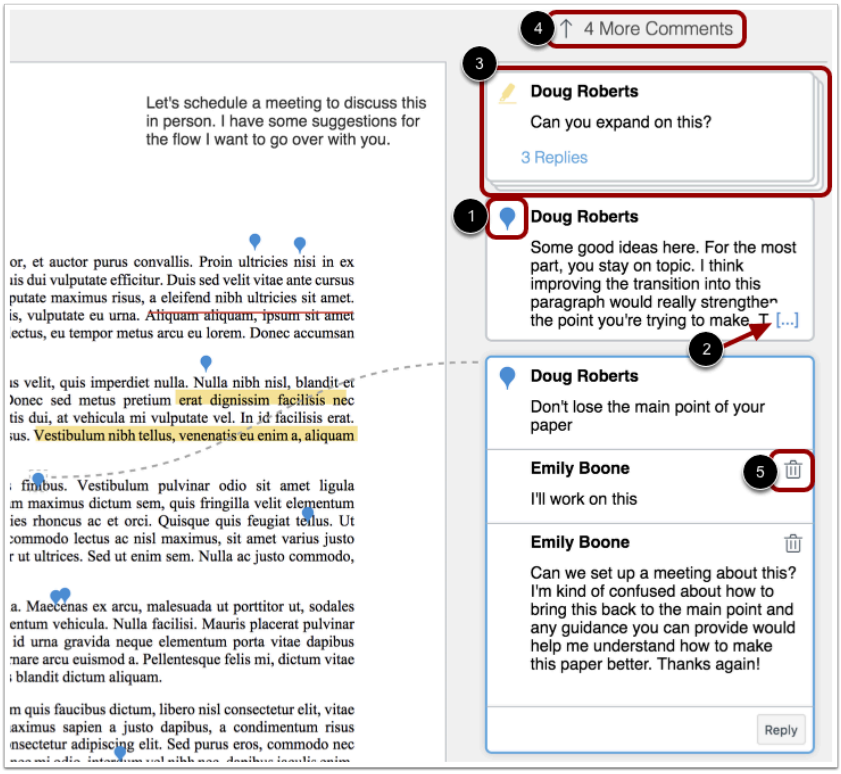
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation also deletes any associated comments.

To delete an area annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

View Comments



Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes more than five content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies are expanded.

Comments with replies are stacked [3]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [4].

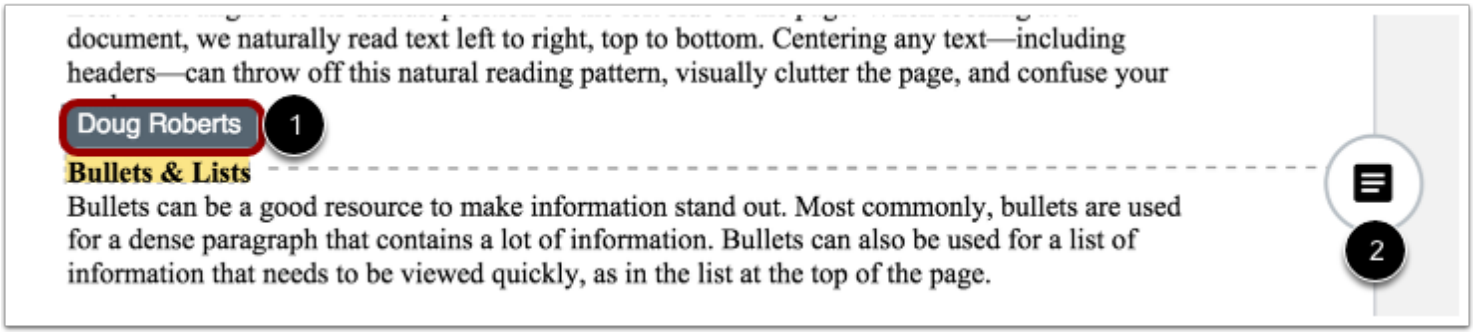
You can delete your comments by clicking the **Delete** icon [5].

View Anonymous Instructor Comments



If your instructor has enabled Anonymous Instructor Annotations, annotations and comments on your submission will not display the name of the instructor or grader.

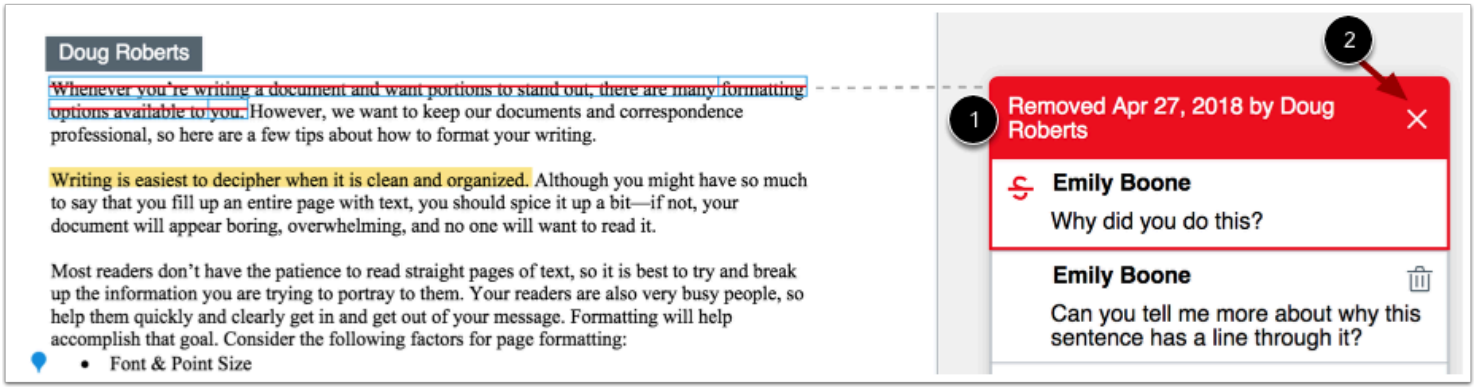
View Other User Annotations



When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1].

You can also leave a comment on any annotation created by other users [2].

View Deleted Items



Your instructor can delete any comment or annotation at any time. If a comment or annotation is deleted, the deleted item displays in the sidebar [1]. You can view the name of the user who made the deletion and the date of the deletion. Items can only be deleted by instructors or admins.

If multiple comments or annotations are deleted, including comment replies with the same comment thread, each comment or annotation will include its own heading information about the deletion.

To permanently remove the deleted item, click the **Remove** icon [2].

Note: You can not recover permanently deleted items.

How do I submit an online assignment in Canvas for Elementary using Assignment Enhancements?

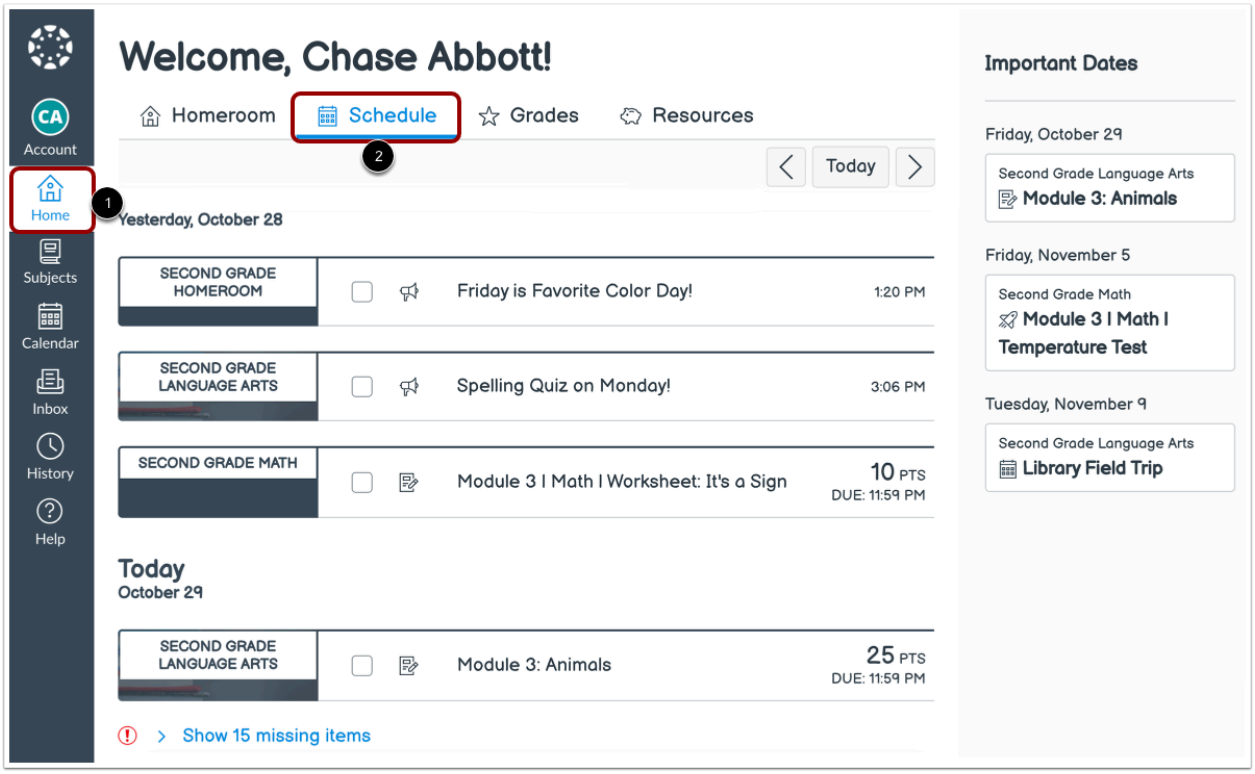
This lesson shows you how to submit an online assignment using Assignment Enhancements in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to submit an online assignment in course using Assignment Enhancements in Classic Canvas.

You can submit online assignments in subjects that have enabled Assignment Enhancements. Instructors can choose what kind of online submissions they want you to use. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

Notes:

- If the assignment you are accessing displays differently than the steps in this lesson, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- Group assignments do not support the student annotation submission type.

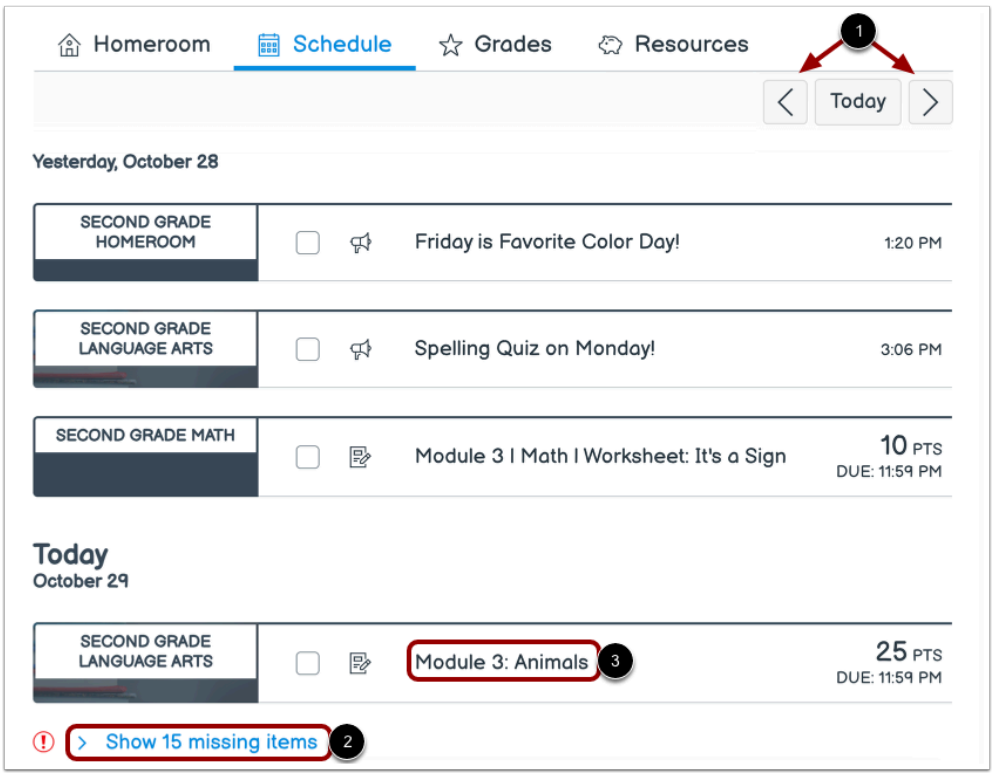
Open Schedule



In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access assignments through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Assignment



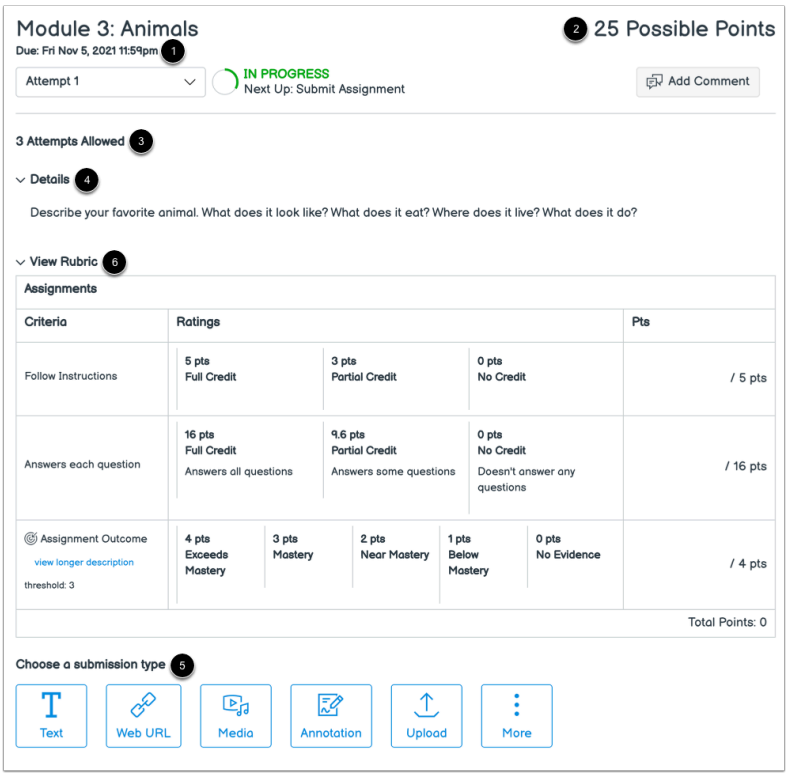
The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing assignments, click the **Show missing items** drop-down [2].

To open an assignment, click the assignment name [3].

View Assignment Details



Assignment details display including the due date [1], points [2], allowed submissions attempts [3], details [4], and allowed submission types [5].

If the assignment includes a rubric, the rubric displays below the assignment description [6].

Select Submission Type

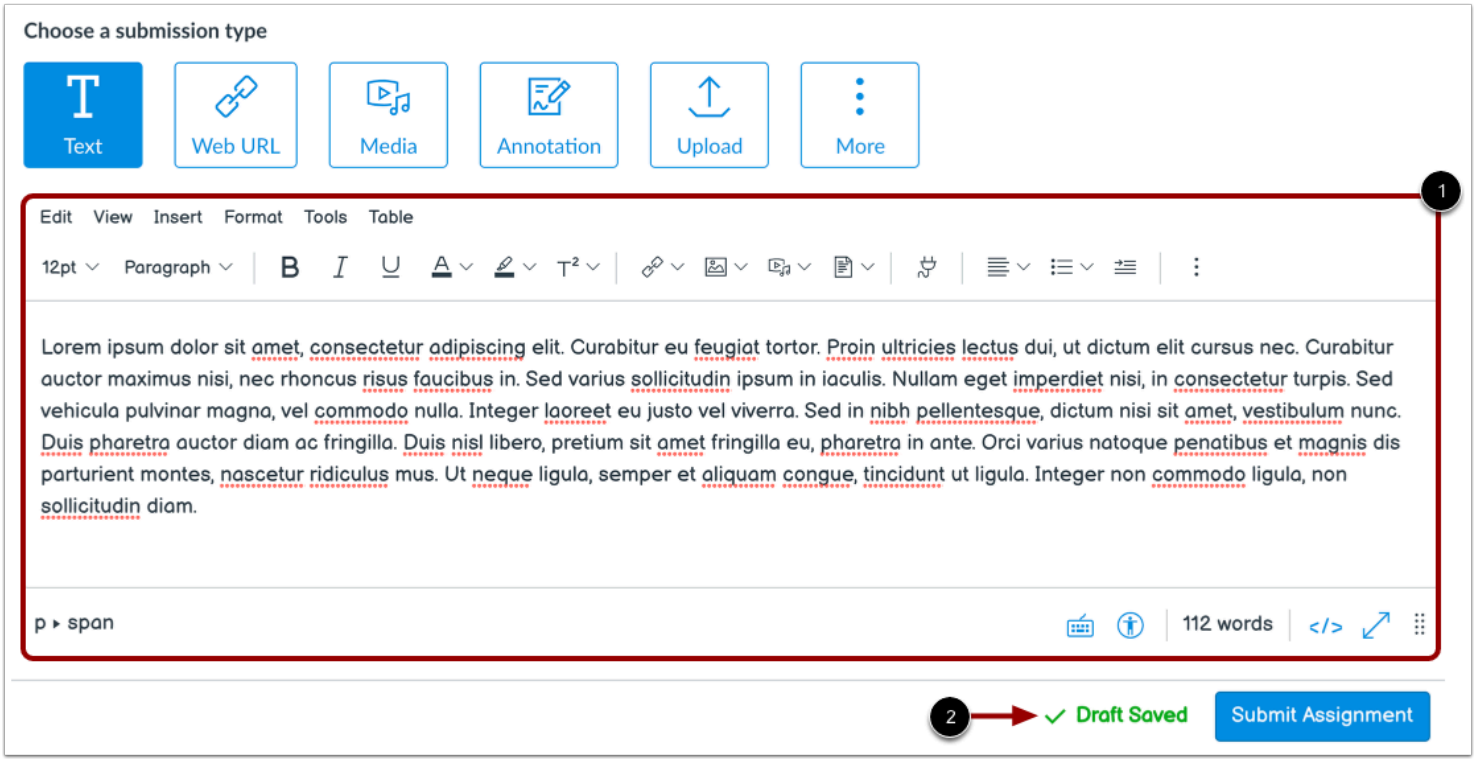


The following submission types are accepted using Assignment Enhancements: Text Entry, Website URL, Media, Annotation, File Upload, and external application. However, your instructor may specify which submission types are appropriate for each assignment.

Select a submission type from the **Choose a submission type** section.

If your instructor only allows one submission type, the Choose a submission type section does not display.

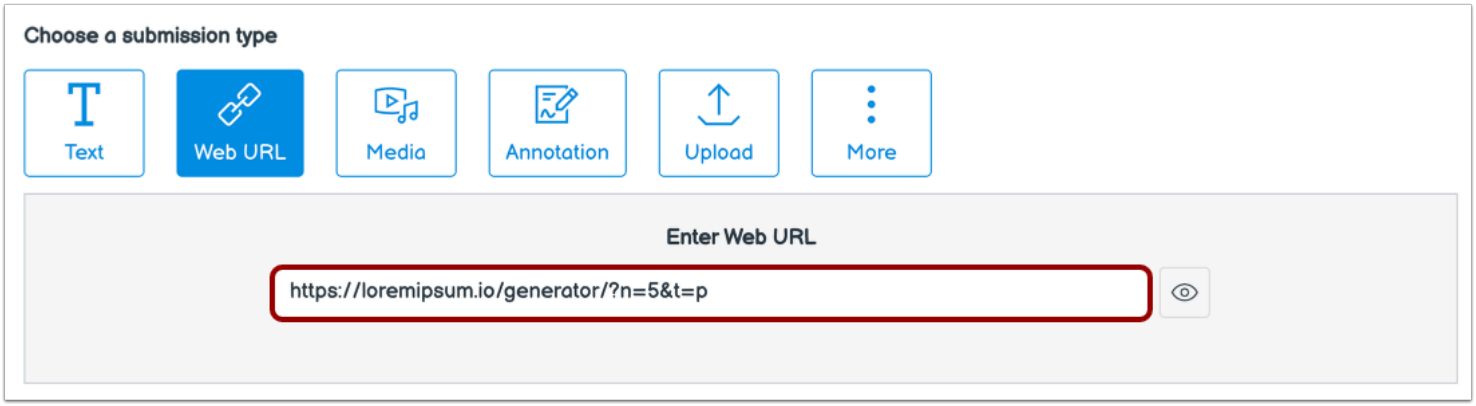
Submit Text Entry



To submit a text entry assignment, enter text in the **Rich Content Editor** [1].

Once added, your text will be saved as an assignment submission draft [2].

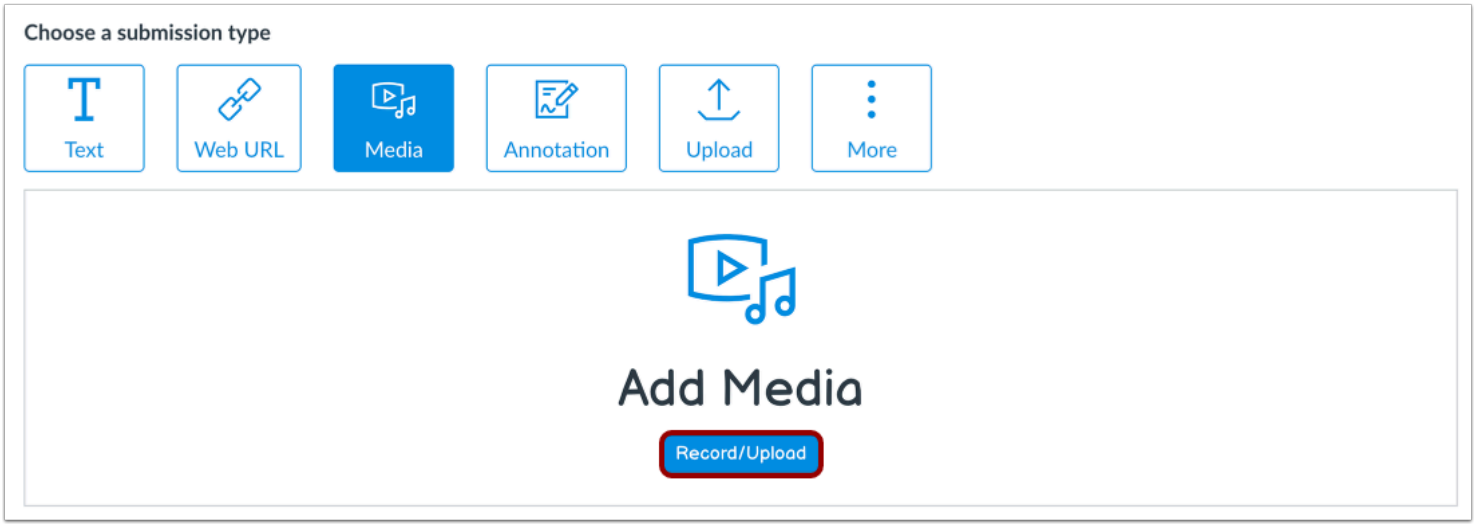
Submit Website URL



To submit a website URL, add the URL to the **Website Url** field.

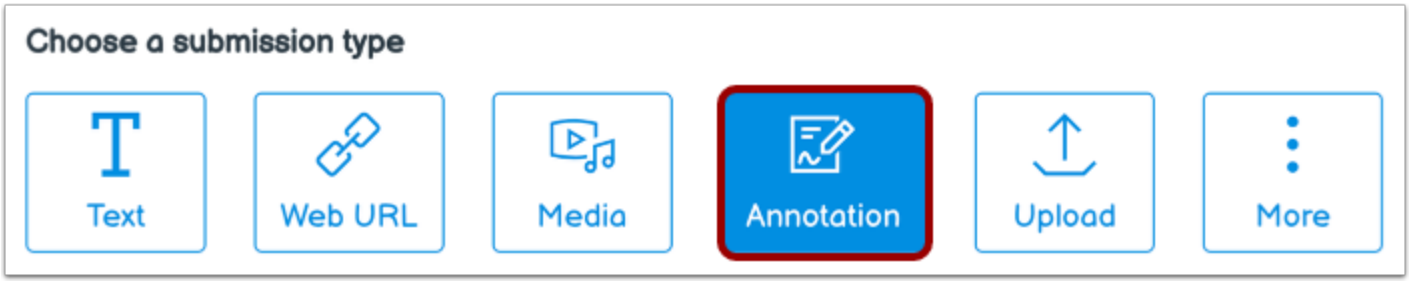
Once added, your website URL will be saved as an assignment submission draft.

Submit Media Recording



To submit a media recording, click the **Record/Upload** button.

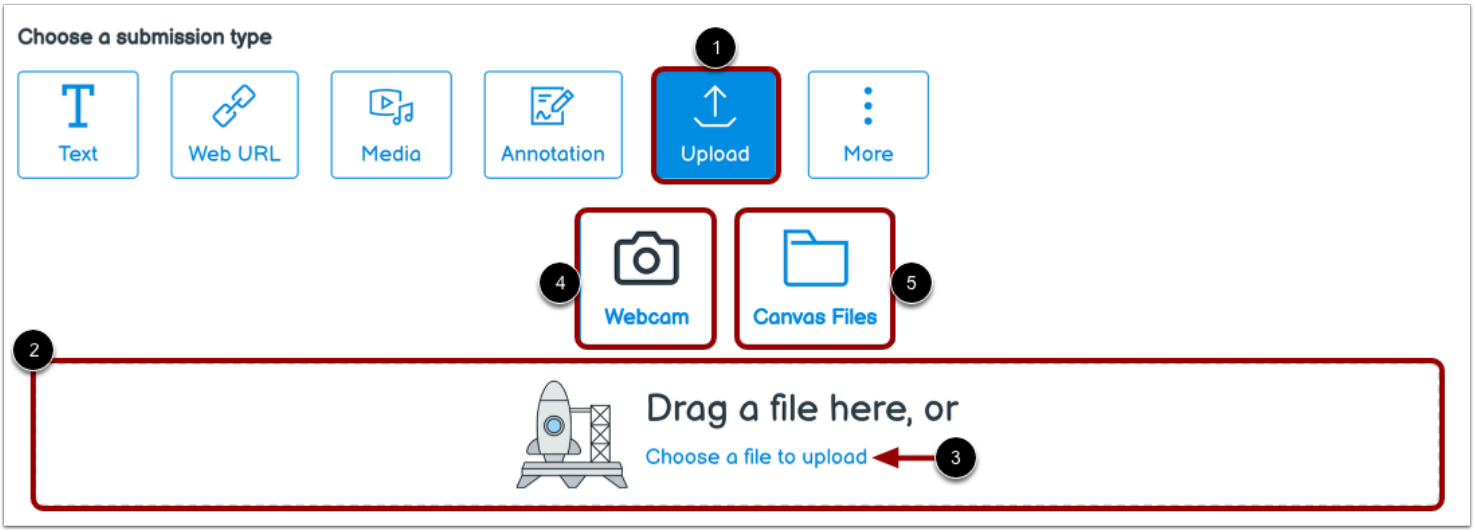
Submit Annotation



To submit an annotated document, click the **Annotation** button.

Note: Group assignments do not support the student annotation submission type.

Submit File Upload



To upload a file as your submission, click the **Upload** button [1].

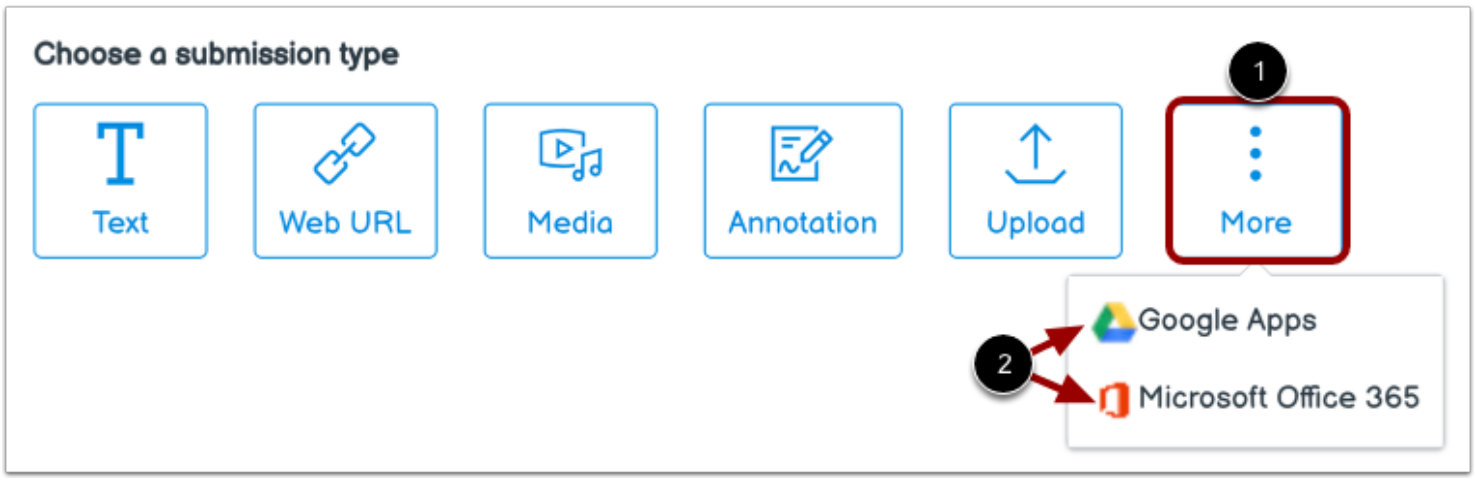
To upload a file from your computer, drag and drop a file [2], or browse your computer files by clicking the **Choose a file to upload** link [3].

To capture a photo of your assignment using your computer's webcam, click the **Webcam** button [4].

To upload a file from your Canvas user files, click the **Canvas Files** button [5].

Once uploaded, your file will be saved as an assignment submission draft.

Submit Course App File

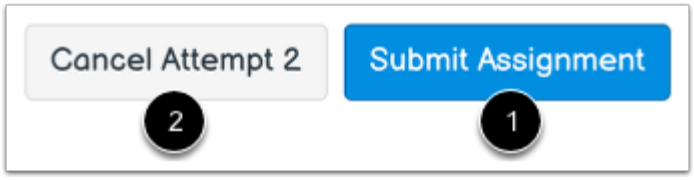


If added to your course, you may see options to upload a file from a course app such as Google Drive or Office 365.

To upload a file or URL from a course app, click the **More** button [1]. Then click the app name [2].

Once added, your file will be saved as an assignment submission draft.

Submit Assignment

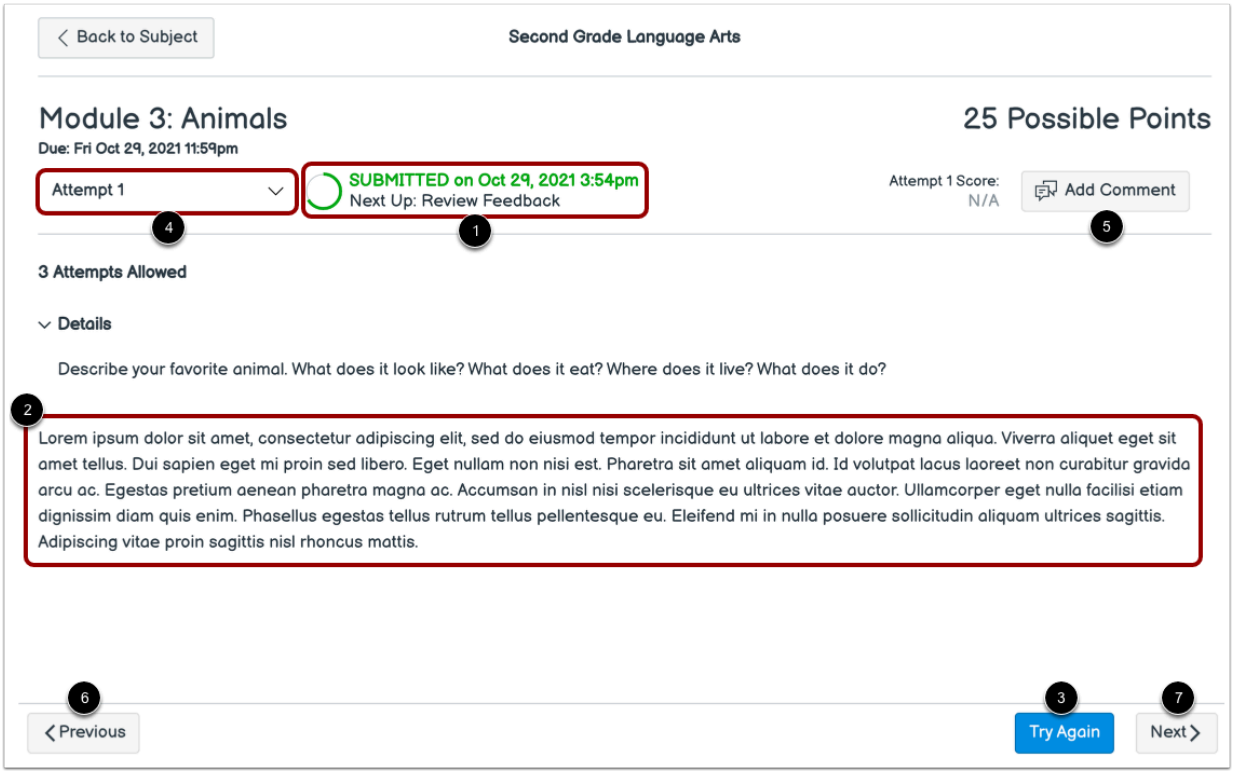


When you are ready to submit your assignment, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [2].

Note: If you added a text entry submission, you must save the submission draft before you can submit the assignment.

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If allowed by your instructor, you may resubmit another version of your assignment using the **Try Again** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- When you submit your assignment, the assignment is automatically marked as completed in your schedule.
- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [6] and the next module item by clicking the **Next** button [7].

Chat

How do I use Chat as a student?

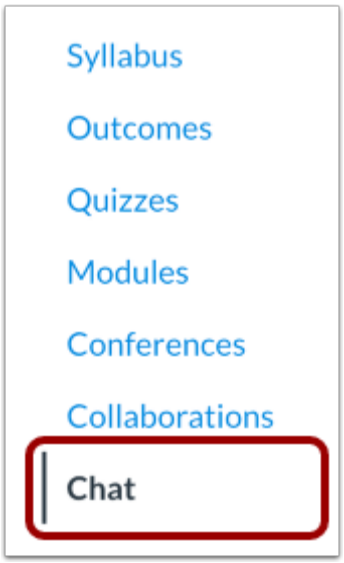
The Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation. All content in a course chat can be viewed by anyone in the course. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You can open Chat in a new browser window while viewing other areas in Canvas.

Note:

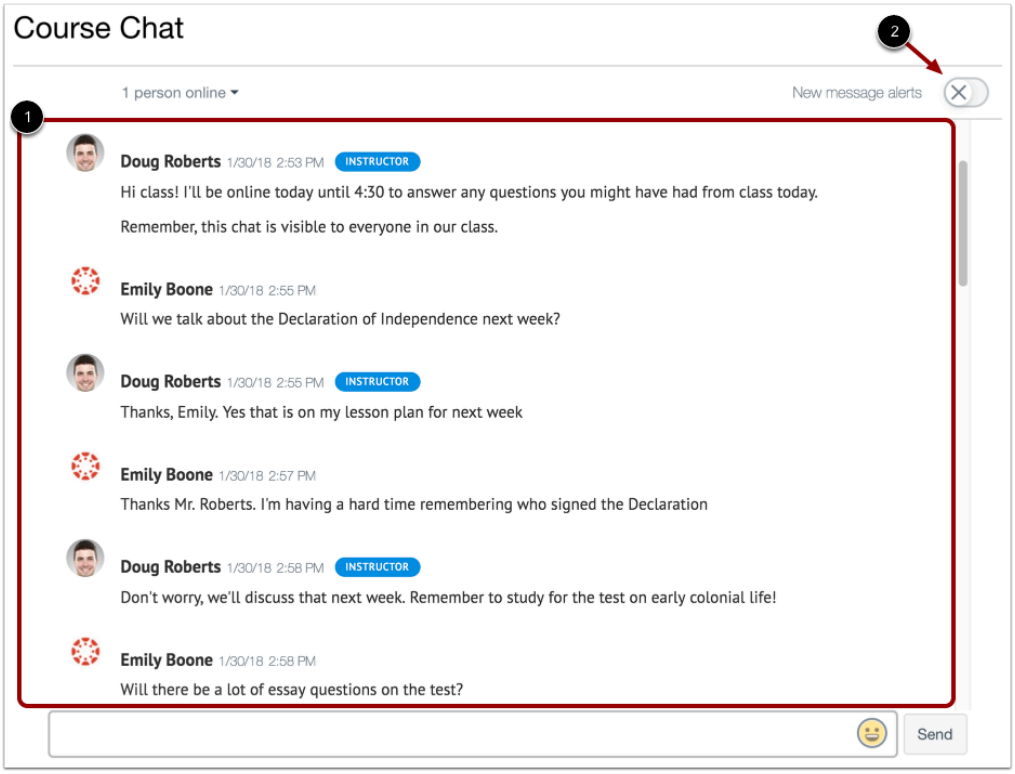
- If you cannot view the Chat tool, Chat has not been enabled for your institution.
- You cannot delete chat messages.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by disabling cross-site tracking prevention in Safari when using Canvas.

Open Chat



In Course Navigation, click the **Chat** link.

View Chat

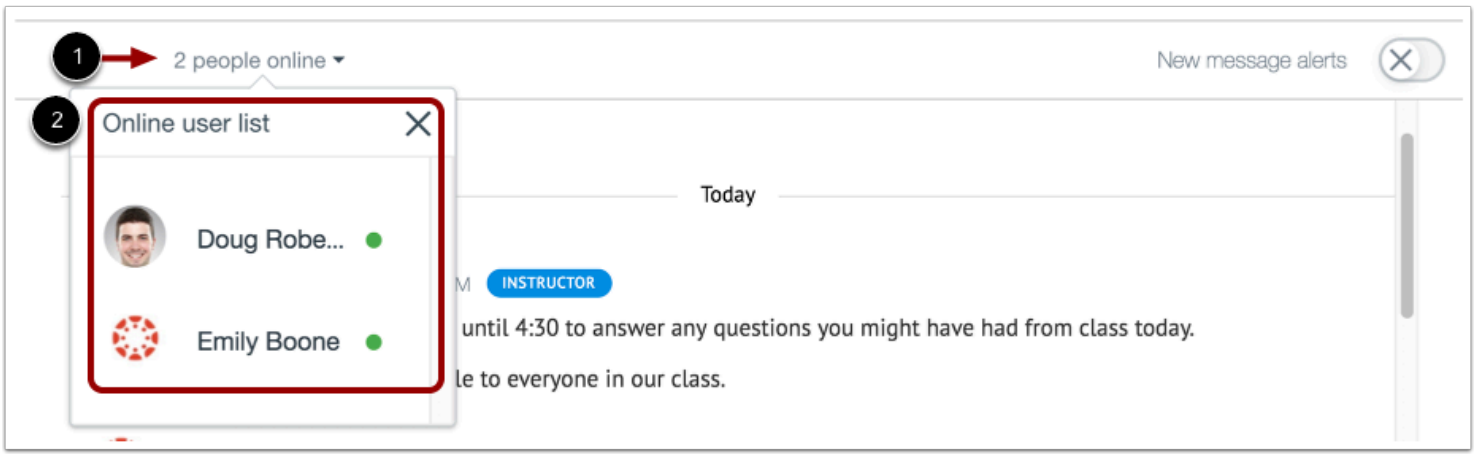


When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

To receive alerts for new chat messages, click the **New message alerts** button [2]. If this option is turned on, you will receive alerts if Chat is open in Canvas but your browser window is minimized or you are viewing another browser tab. Alerts will not send if you leave Chat to view another area in Canvas.

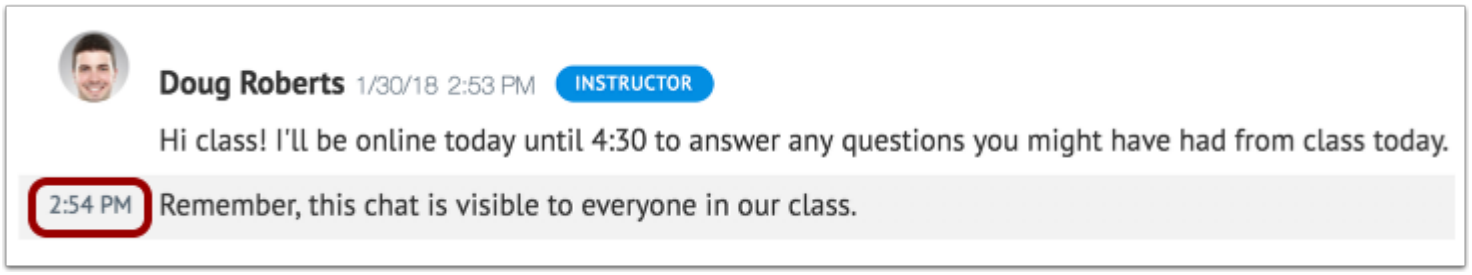
Message history each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

View Online Users



Chat displays the number of users who are in the chat [1]. To view a list of these users [2], hover your cursor over the number.

View Time Stamp



When a user sends multiple chat messages without another user sending a message, all messages will appear under the first message's time stamp. To view additional time stamps, hover your cursor over the message.

Send Message



To send a chat message, enter your message in the chat window [1]. To add an emoji to your message, click the **Emoji** icon [2]. Then click the **Send** button [3].

How do I use inline chat as a student?

If configured for your institution, inline chat allows you to communicate with other users in a course from areas other than the Chat page.

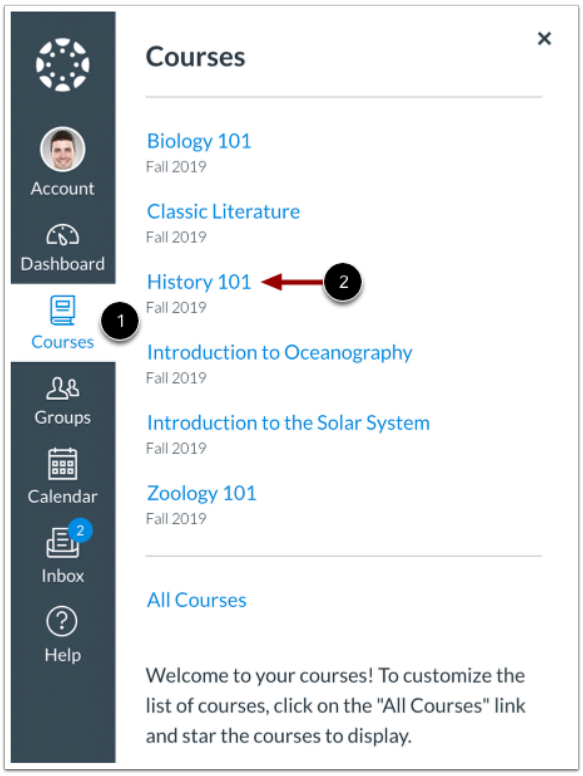
When inline chat is enabled, any user viewing the course will appear as online on the Chat page. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

You can also chat with course users from the Chat page.

Notes:

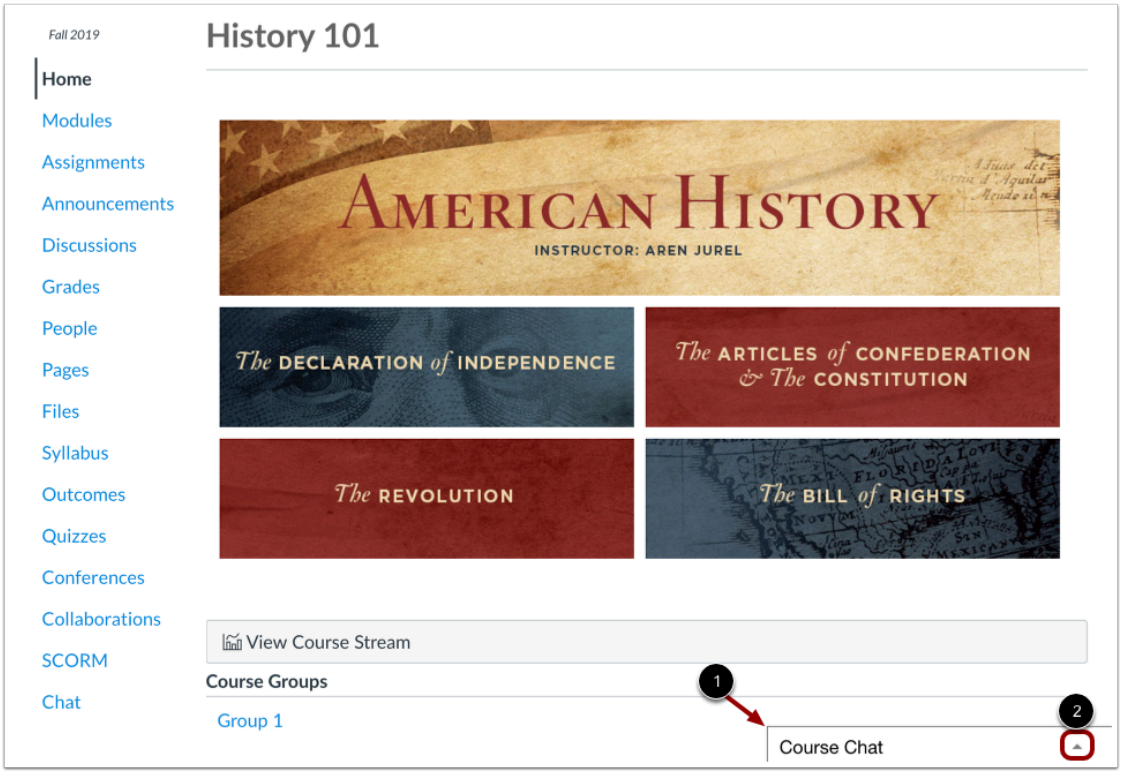
- If you cannot view inline chat, it has not been enabled for your institution.
- Chat alerts are not available for inline chat.

Open Course



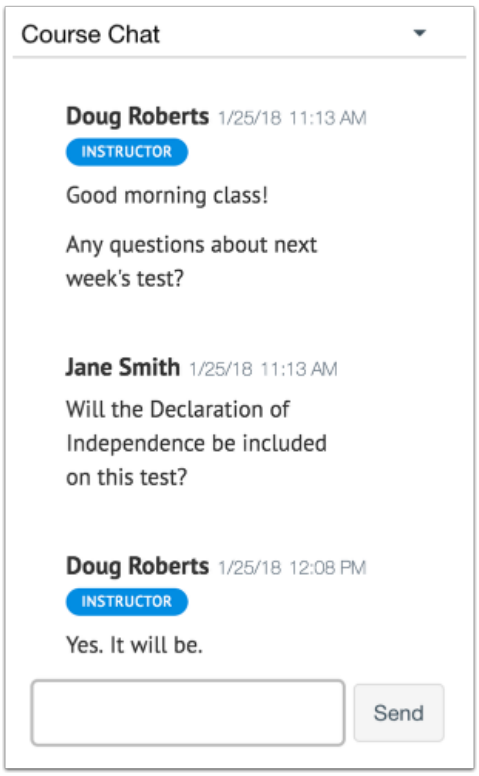
In Global Navigation, click the **Courses** link [1] and click the name of your course [2].

Open Chat



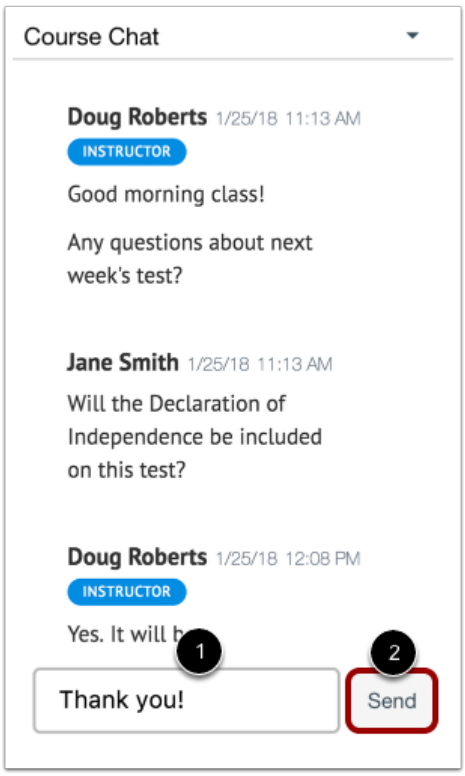
View inline chat in your course [1]. To open your chat, click the **Expand** icon [2]. Chat must be reopened whenever you navigate to a new page within your course.

View Chat



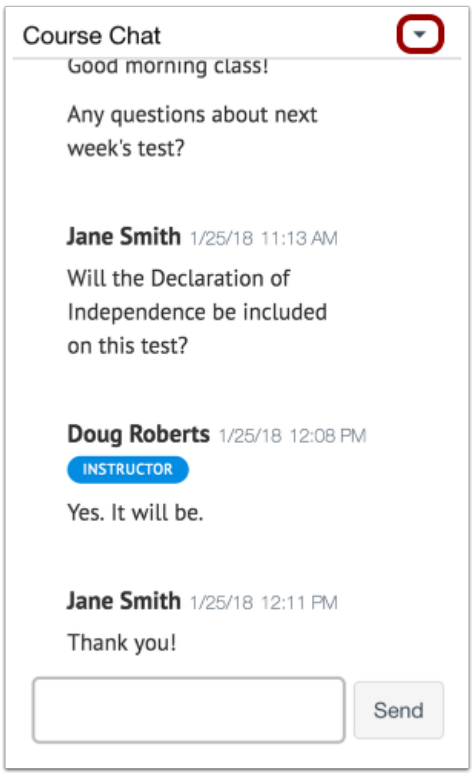
Chat messages appear in the content window.

Send Message



To send a chat message, enter your message in the chat window [1]. Then click the **Send** button [2].

Hide Chat



To hide the chat window, click the **Collapse** icon.

Collaborations

How do I view Collaborations as a student?

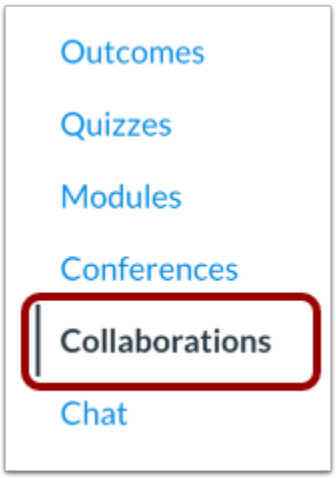
If you've been invited to join a collaboration, you can access the collaboration from Canvas. You can also view collaboration files from within your online account associated with the collaboration type (OneDrive or Google Drive).

If your institution grants permission, you can create collaborations in the course. Your instructor can always view any collaboration you create, though other students can only view collaborations that have been shared with them. If your instructor has added you to a course group, you can always create collaborations within a group.

You can choose to receive notifications about collaborations in your Canvas notification settings.

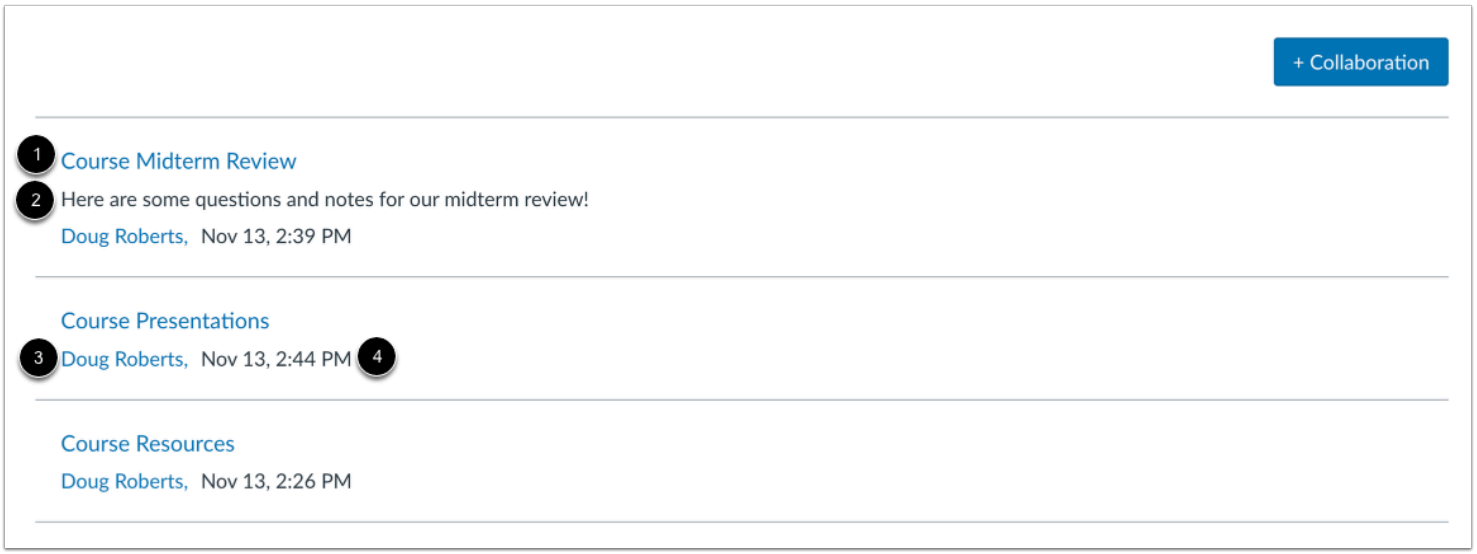
Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



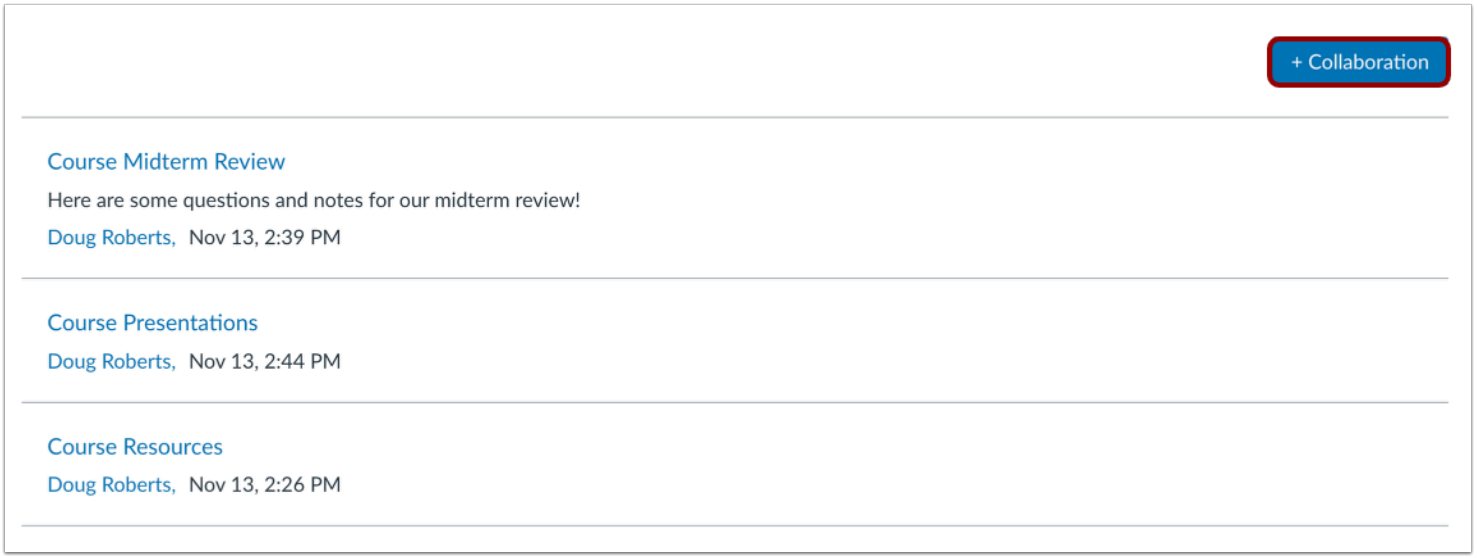
In Course Navigation, click the **Collaborations** link.

View Collaborations



The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration



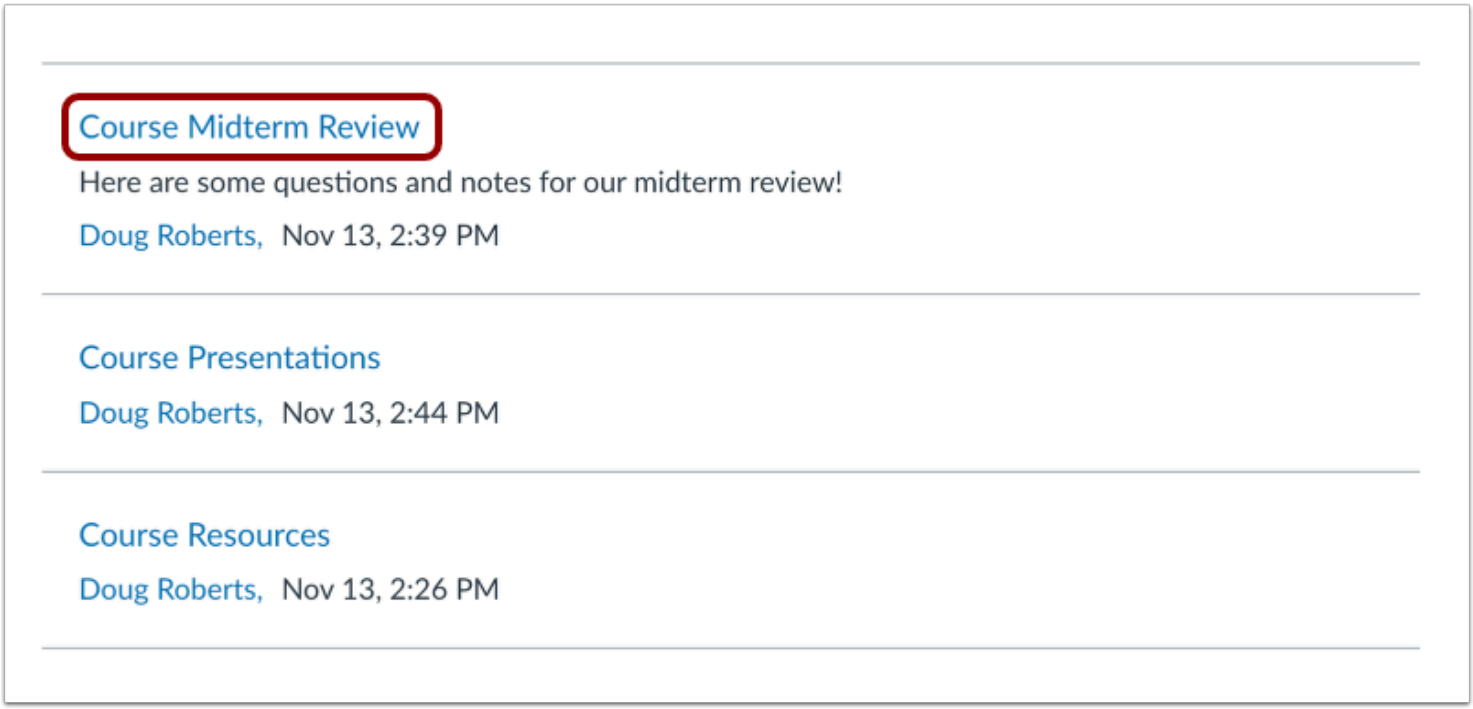
If you have permission, your institution may allow you to create collaborations in your course.

To create a new collaboration, click the **Start a new collaboration** button.

Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration.

If your collaborations page does not match the image shown in this lesson, you can still create a Google Docs collaboration.

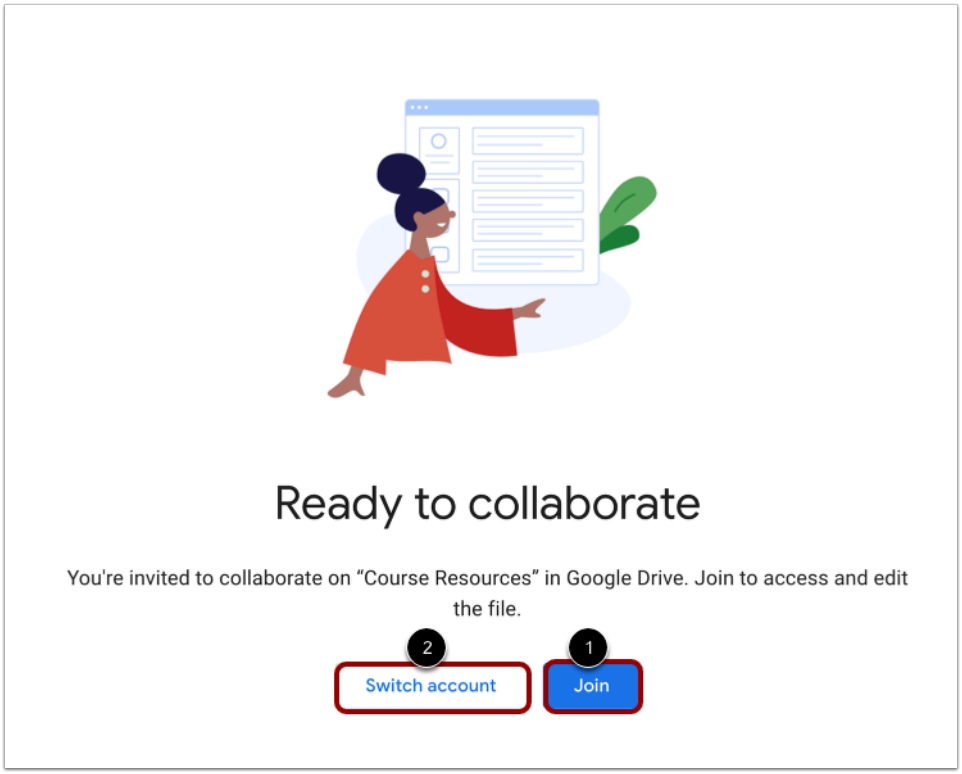
Open Collaboration



To open a collaboration, click the name of the collaboration.

Note: The collaboration will open in a new tab. You may be asked to sign in to view the file.

Access Collaborations

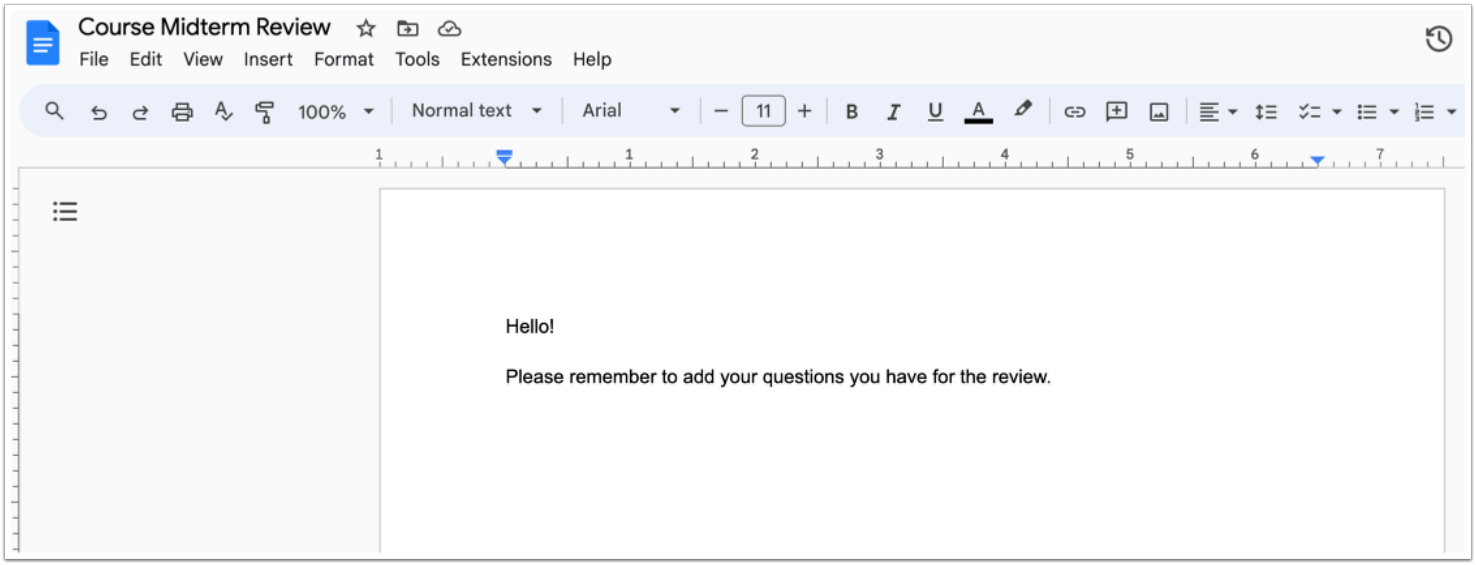


To access a file, you may need to authorize Canvas to access your Google Drive or OneDrive account.

To join the file, click the **Join** button [1].

To switch accounts, click the **Switch account** button [2].

View File



View the file in Google Drive or OneDrive.

How do I create a Google Docs collaboration as a student?

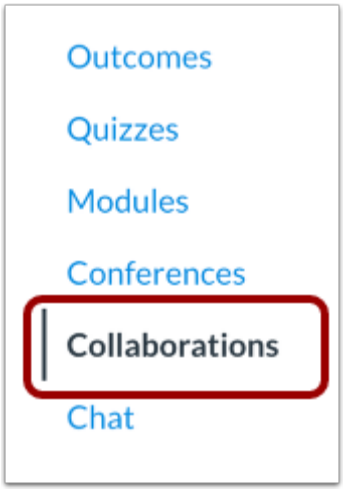
You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Google Docs collaborations are separate from Google Drive collaborations. If your collaboration options include Google Spreadsheets and Presentations in addition to Documents, your course has enabled Google Drive collaborations.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Each collaborator will need a Google account and will need to connect Google Drive as a registered service in Canvas.
- Google Apps for Education (integration with your institution) works with Google Docs in Canvas. Please note, if your institution email does not allow access to Google Docs, you will need to use a regular Google account (i.e. example@gmail.com).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive.

Open Collaborations



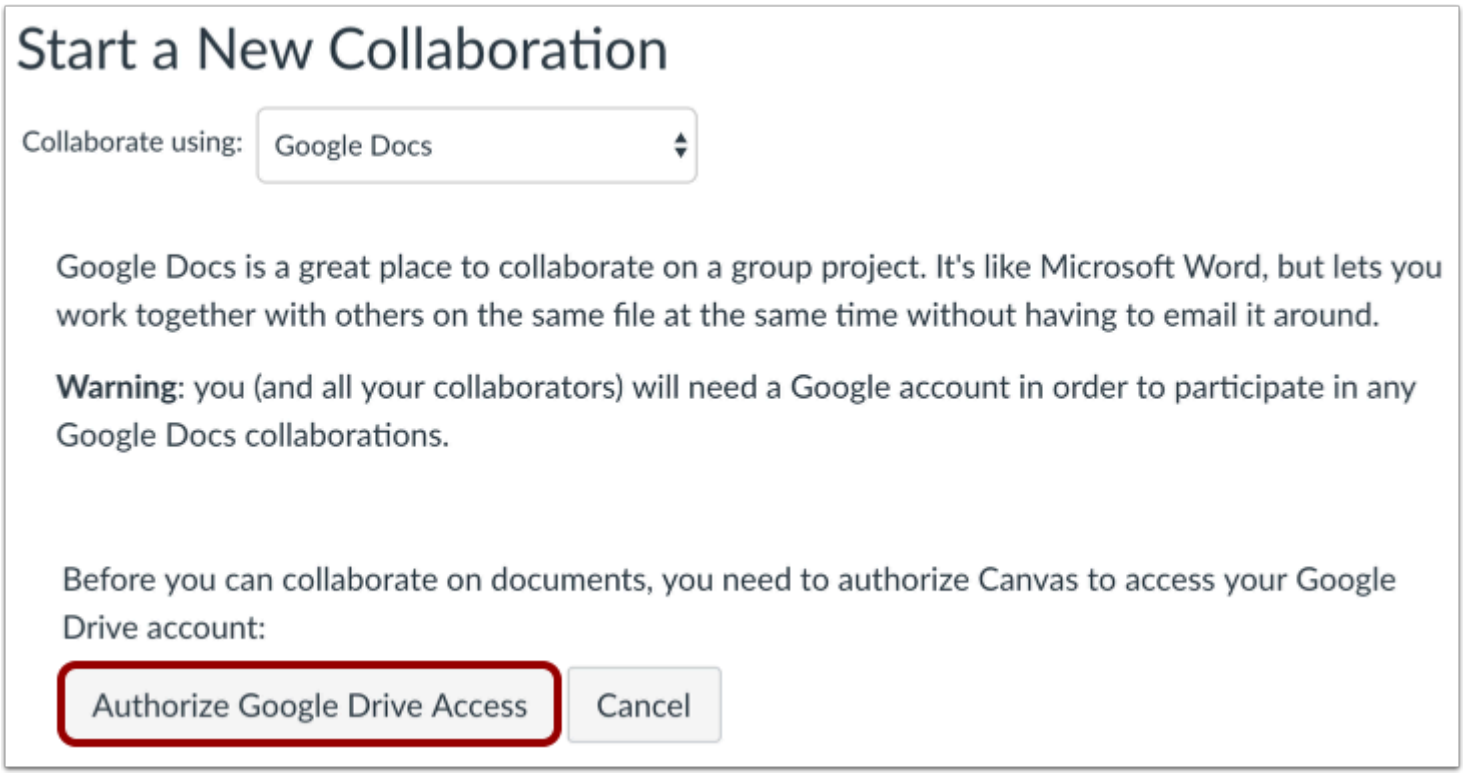
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration



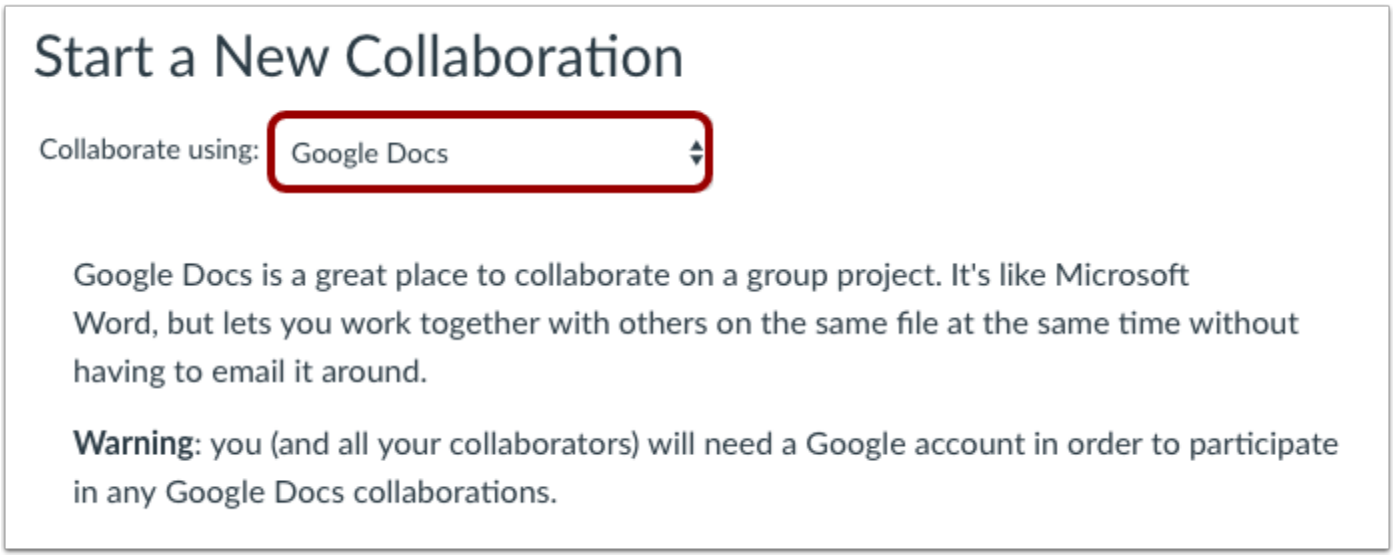
Click the **Start a new collaboration** button.

Authorize Google



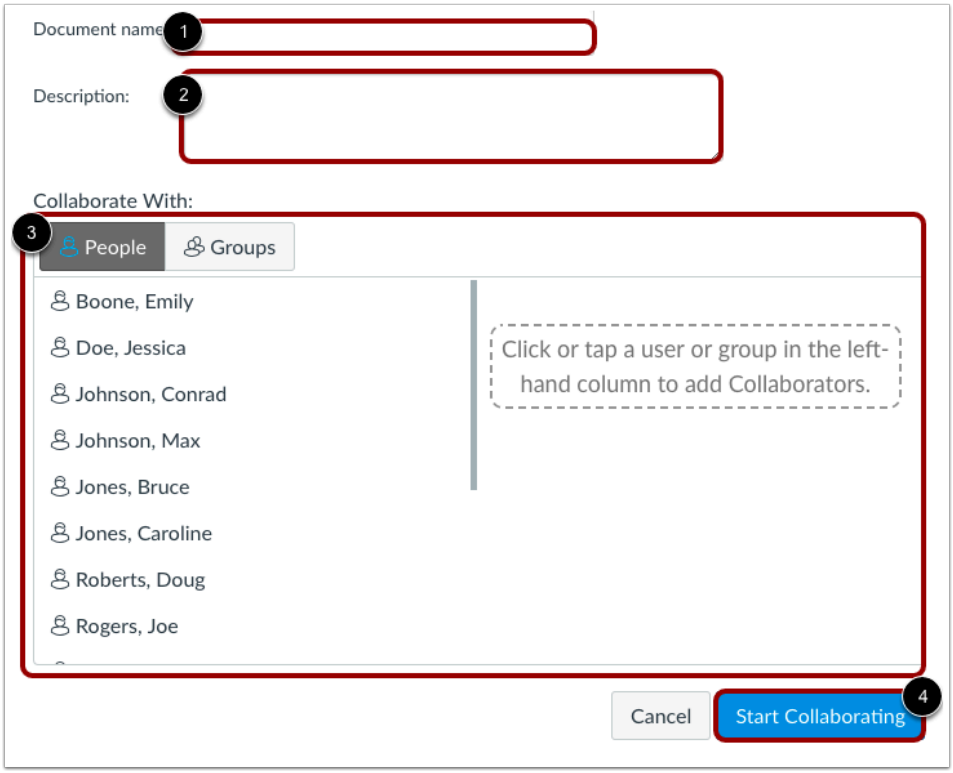
If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button to log in to Google.

Collaborate Using Google Docs



Click the **Collaborate using** drop-down menu and select Google Docs.

Create Collaboration Document



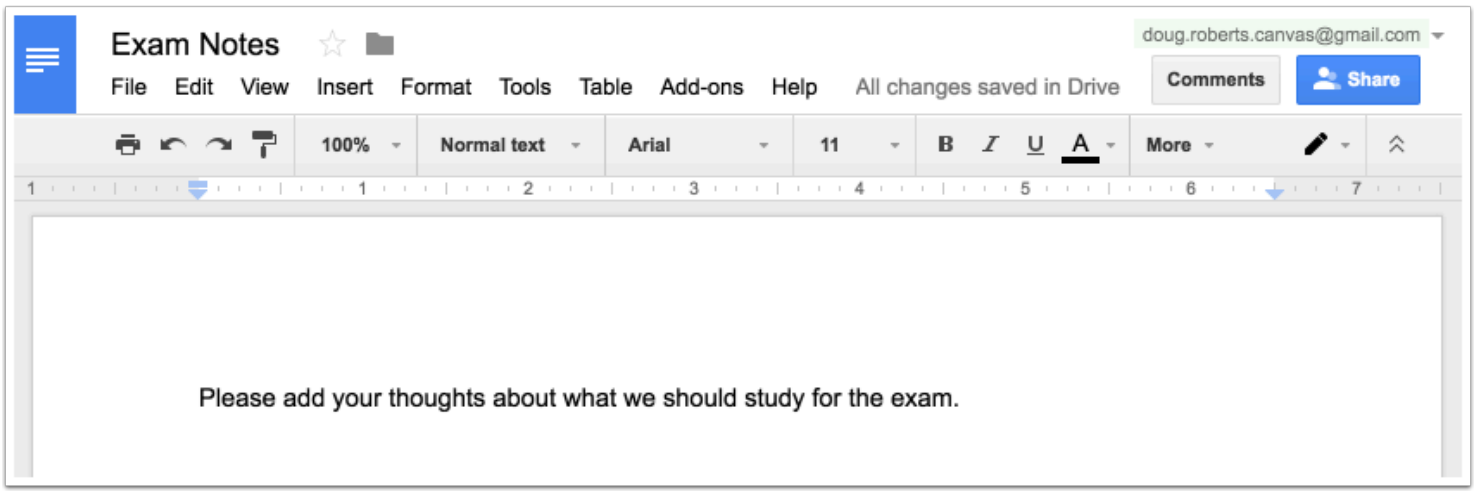
To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click the Groups tab and collaborate with a group.

Click the **Start Collaborating** button [4].

Notes:

- Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

Edit Document



View the newly created document in a new browser window.

Note: By default, any collaborator can share the document. The document owner can manage the document's share settings from within the Google Doc.

How do I create a Google Drive collaboration as a student?

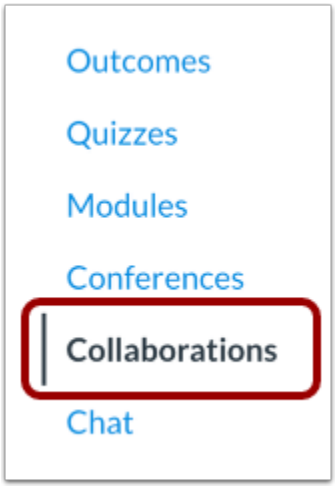
You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

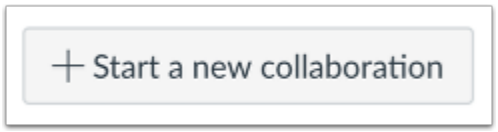
- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Google Drive collaborations are separate from Google Docs collaborations.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- Once a you have created a Google Drive collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations



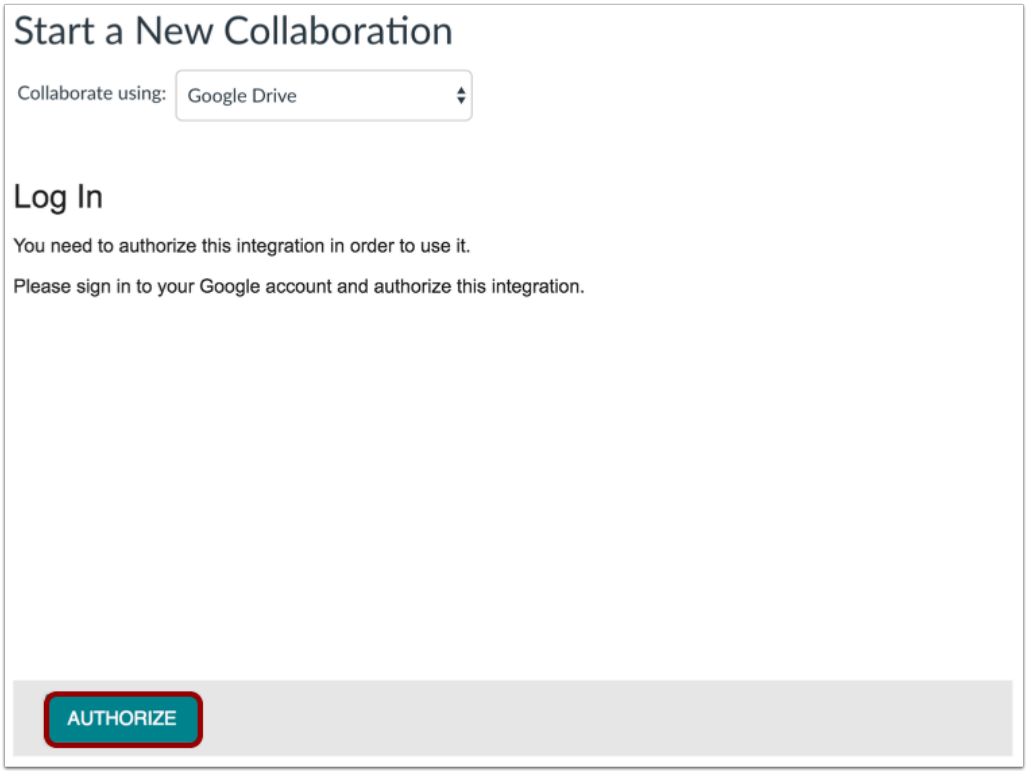
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration



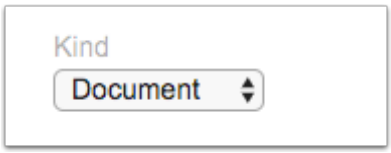
Click the **Start a new collaboration** button.

Authorize Google



If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize** button.

Select Type



In the Kind drop-down menu, select the type of collaboration you want to create. You can create a Document, Spreadsheet, or Presentation.

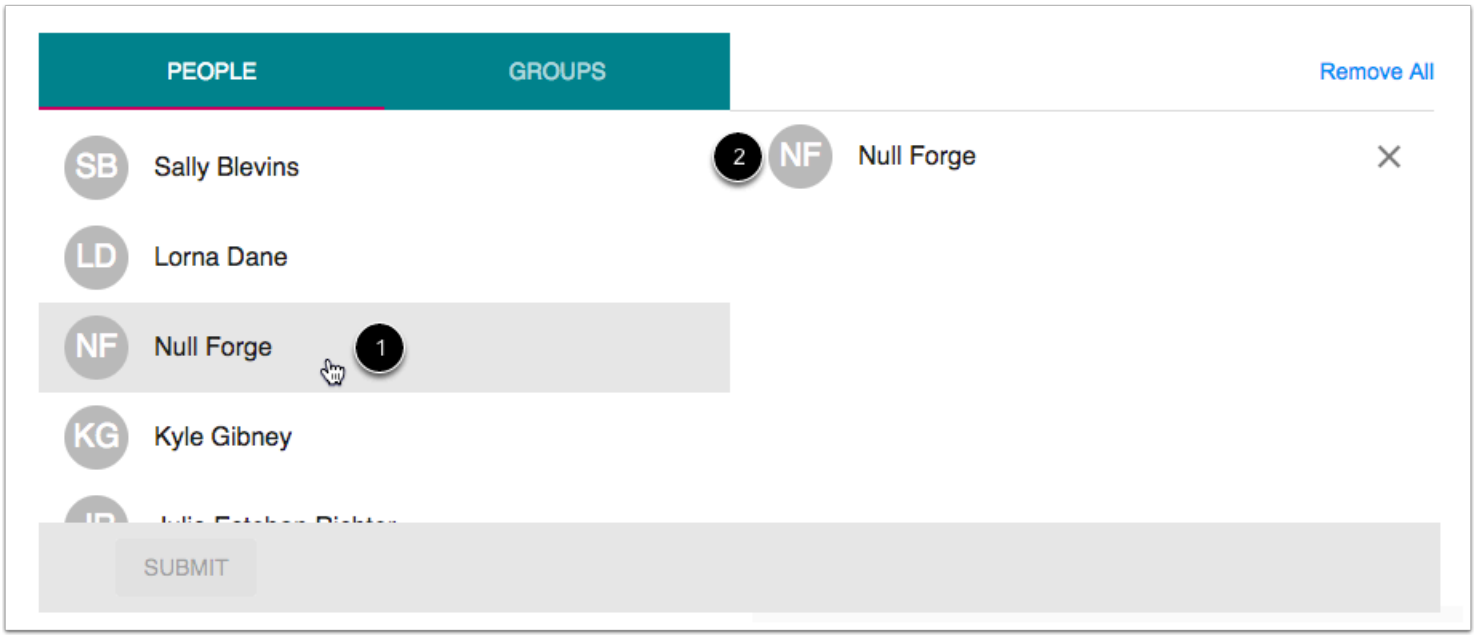
Add Details



To create a name for the collaboration, click the **Name** header [1]. The page will create a text field for you to enter the name [2].

To create a description for the collaboration, click the **Description** header [3]. The page will create a text field for you to enter the description [4].

Add People



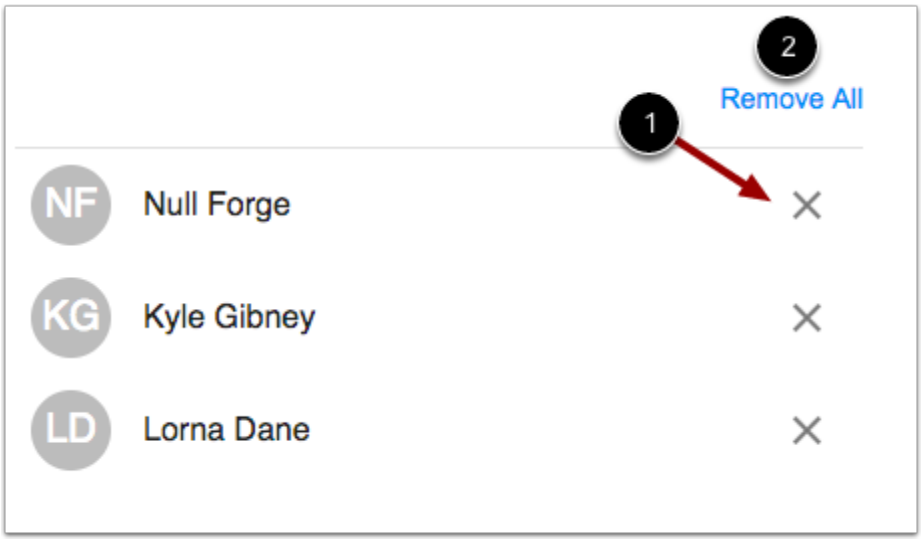
The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Notes:

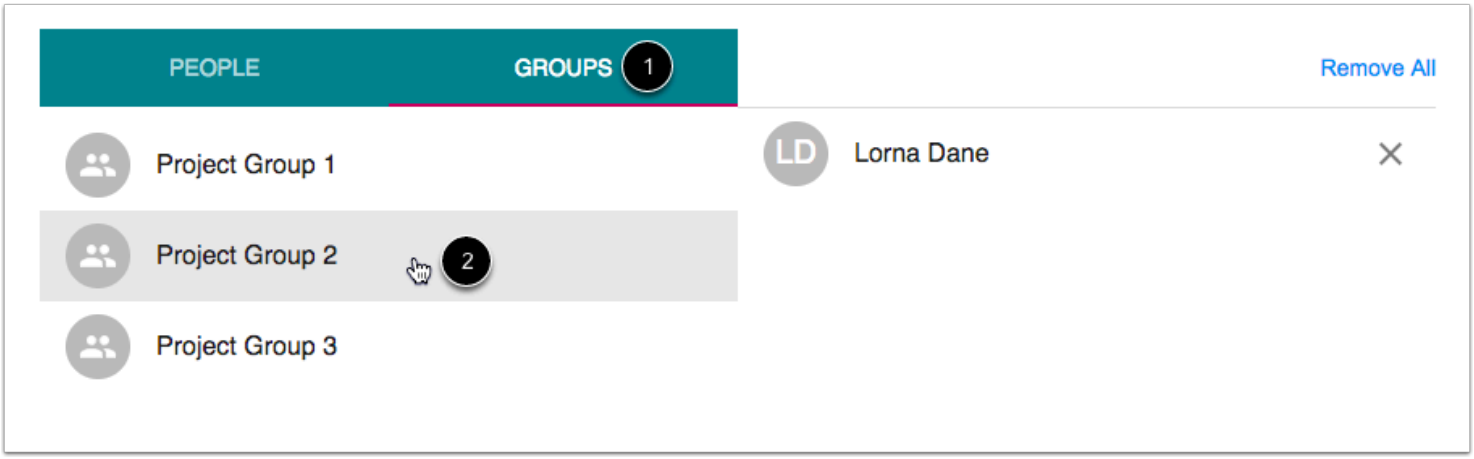
- Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

Remove Collaborators



To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups



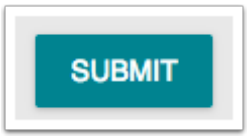
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

- You can select individual users as well as a group in a collaboration.

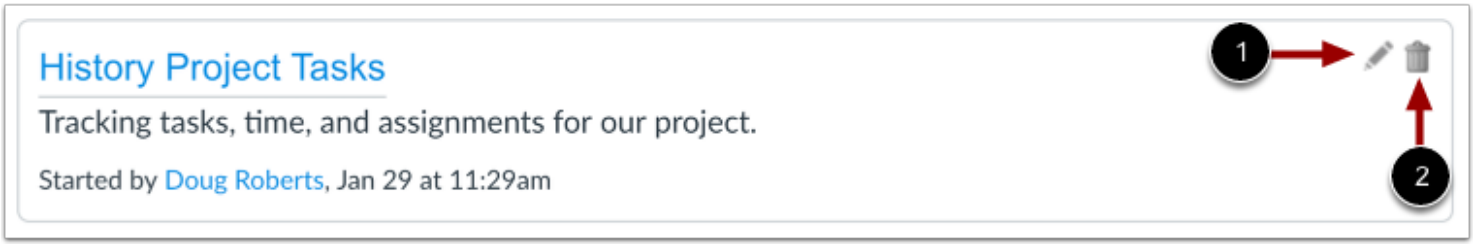
- Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Submit Collaboration



Click the **Submit** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I create a Google Assignments LTI 1.3 collaboration as a student?

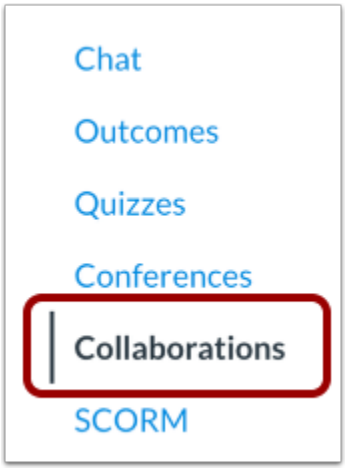
You can use the Google Assignments LTI 1.3 to create a collaboration with a Google Document, Spreadsheet, Presentation, or other Workspace files.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

- Google Assignments LTI 1.3 collaborations are separate from Google Drive collaborations and Google Docs collaborations. If you cannot create a Google Assignments LTI 1.3 collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.
- Once you have created a Google Assignments LTI 1.3 collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations



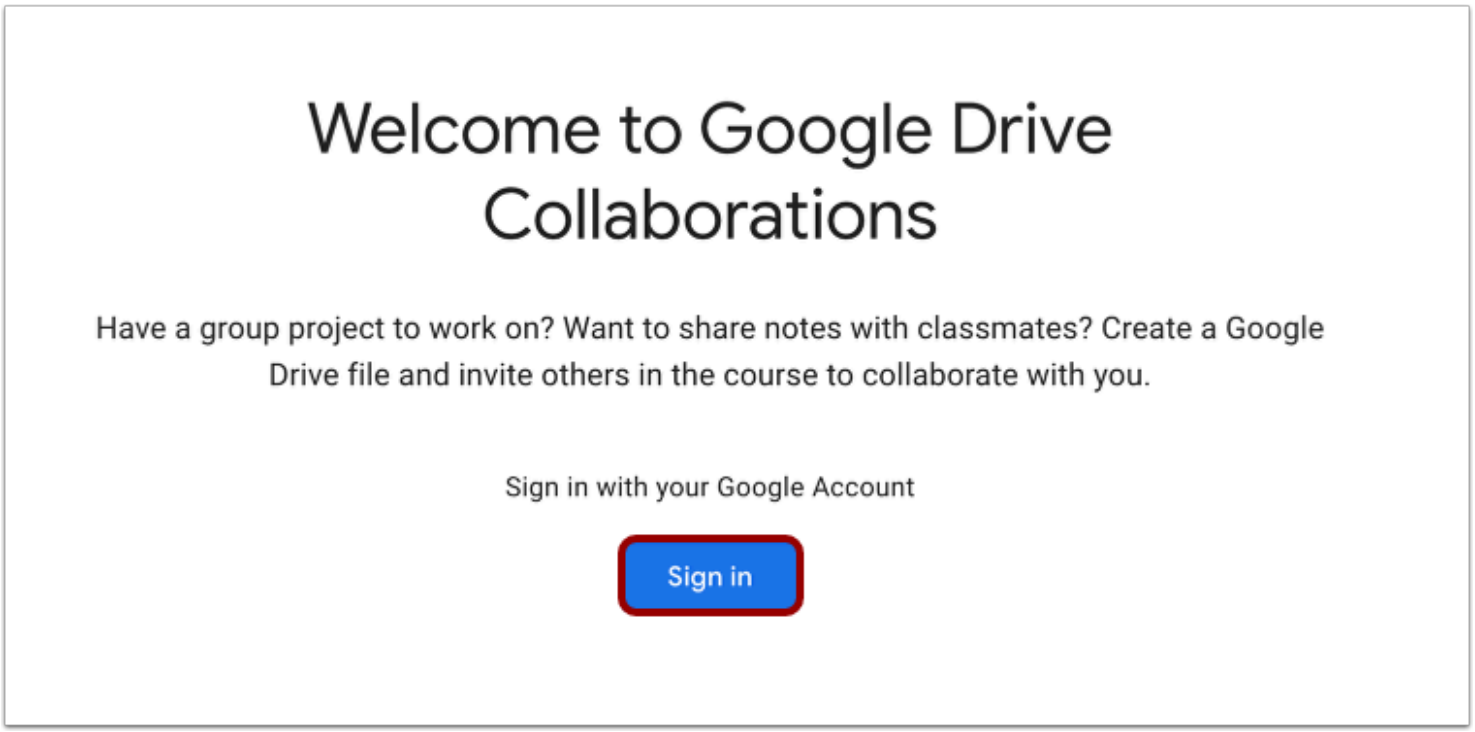
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration

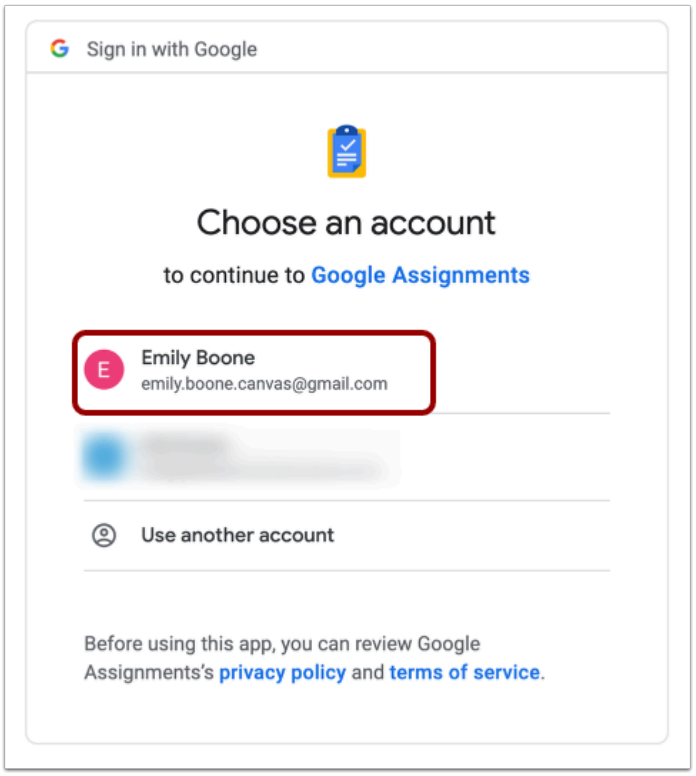


Click the **Add Collaboration** button.

Sign in to Google

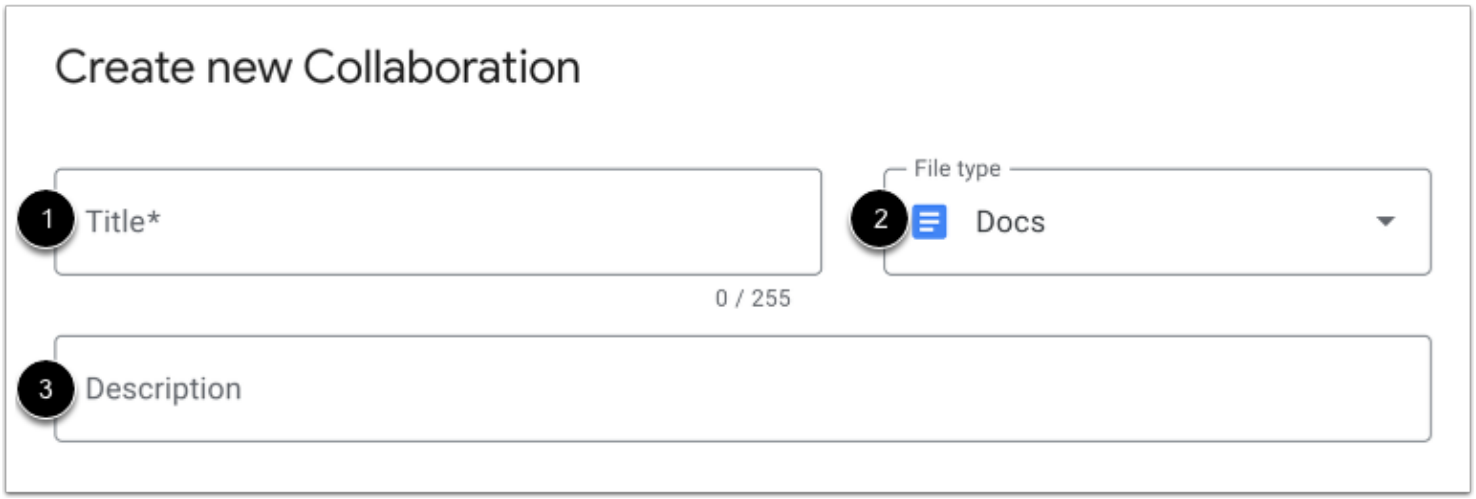


If you have not previously authorized Google Drive access in Canvas, you may be prompted to sign in. Click the **Sign in** button.



Select your Google account.

Add Details

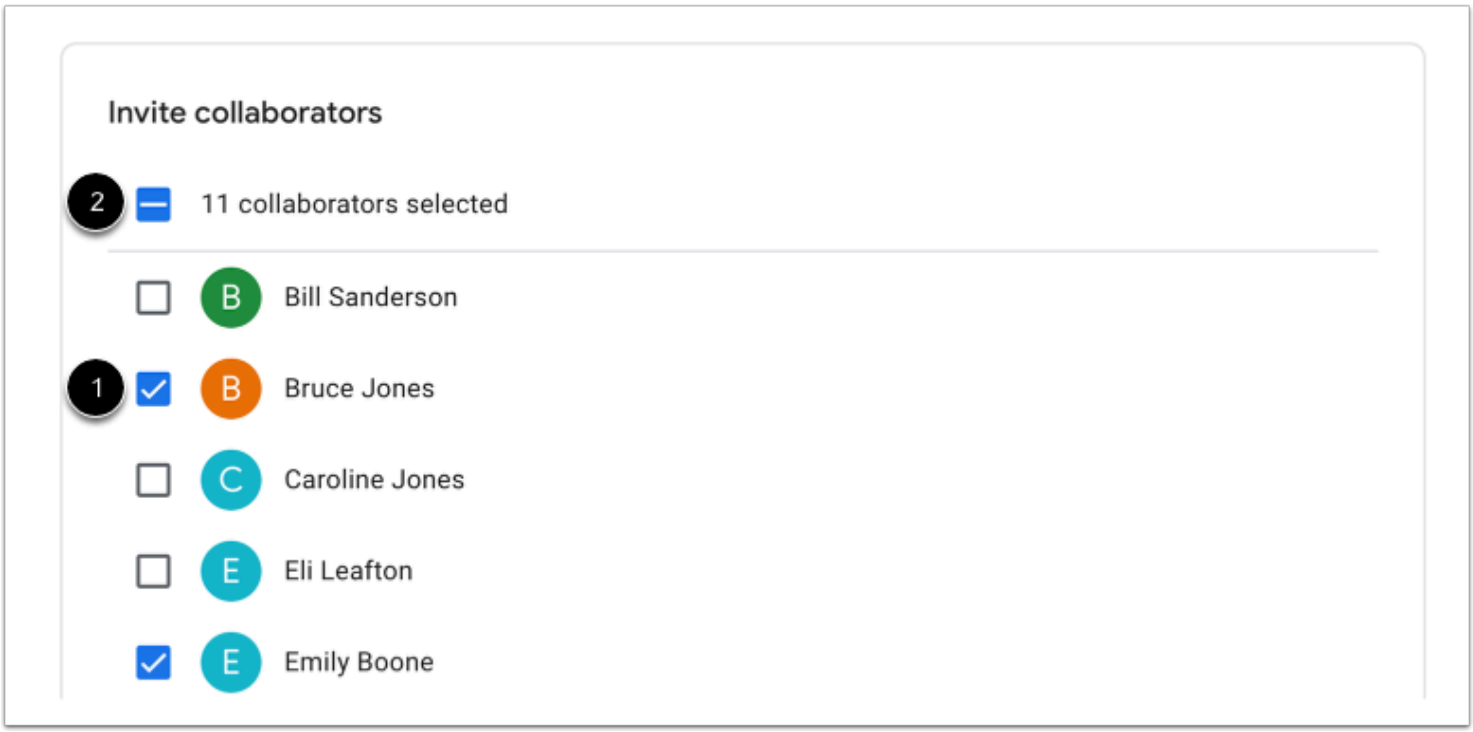


To add a title for the collaboration, enter a title in the **Title** field [1].

In the **File type** drop-down menu, select the type of collaboration you want to create [2]. You can create docs, slides, sheets, forms, drawings, or sites.

To add a description for the collaboration, enter text in the **Description** field [3].

Invite Collaborators

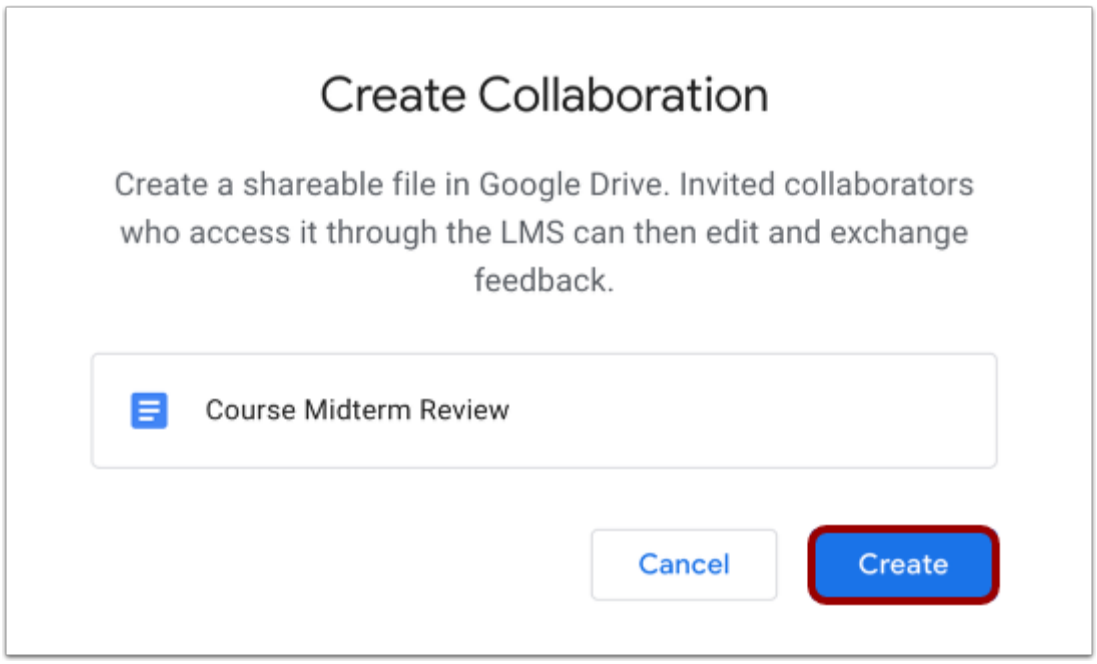


Click the checkbox next to the name of a user you want to add to the collaboration [1]. To select or deselect all users, click the **Collaborators Selected** checkbox [2].

Add as many users as necessary.

Note: Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.

Create Collaboration



Click the **Create** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

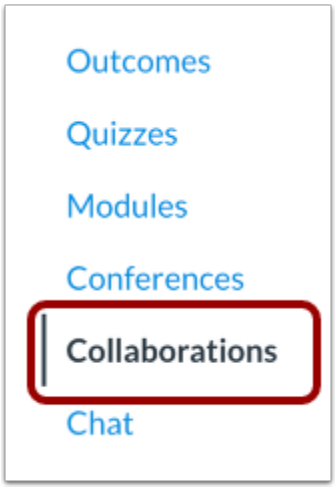
How do I create a Microsoft Office 365 collaboration as a student?

You can use Microsoft Office 365 to create a collaboration with a Microsoft Word, Excel, or PowerPoint file. You can select individual users, groups, or both as part of a collaboration.

Notes:

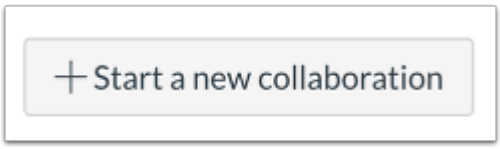
- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Microsoft OneDrive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.

Open Collaborations



In Course Navigation, click the **Collaborations** link.

Add Collaboration



To add a collaboration, click the **Start a new collaboration** button.

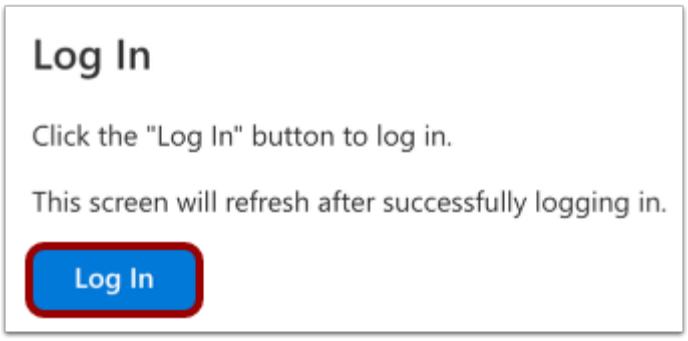
Note: If you do not have any existing collaborations, this button will not display in the Collaborations page.

Select Office 365



In the **Collaborate using** drop-down menu [1], select the **Office 365** option [2].

Log in to Office 365



You may be asked to authenticate your account. Click the **Log In** button.

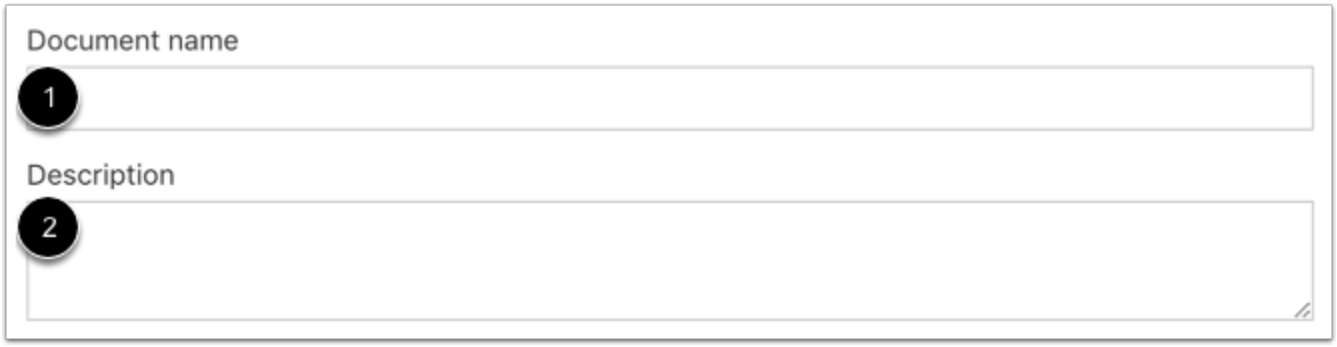
In an external window, enter your Office 365 email (or phone number) and password.

Select Type



In the **Type** drop-down menu, select the type of collaboration you want to create. You can select Word, Excel, or PowerPoint.

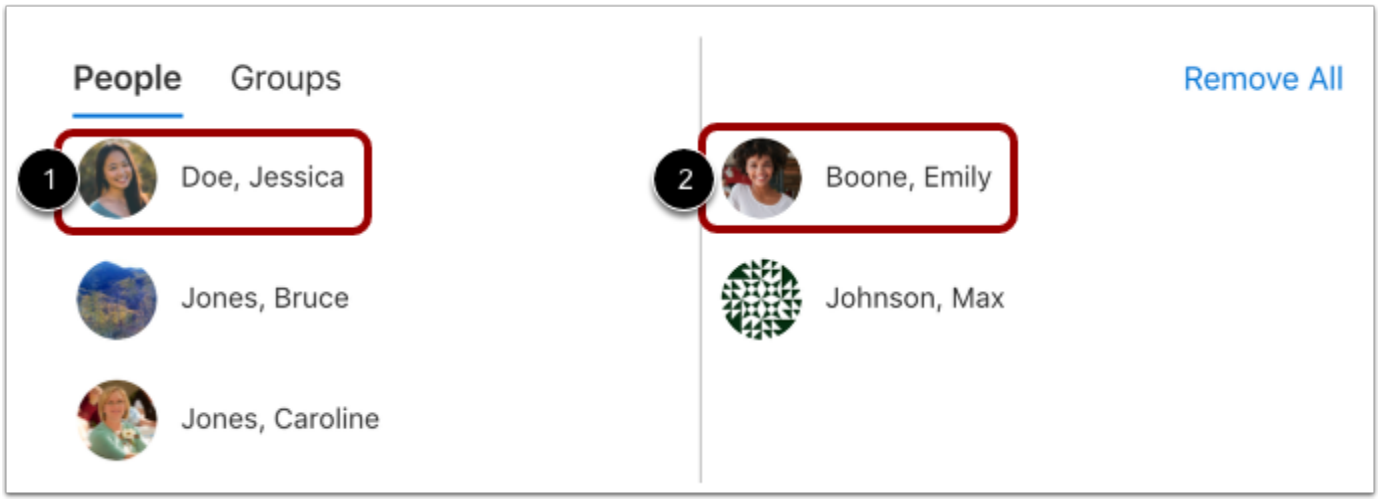
Add Details



In the **Document Name** field [1], enter the name of your document.

In the **Description** field [2], enter a description for the collaboration.

Add People

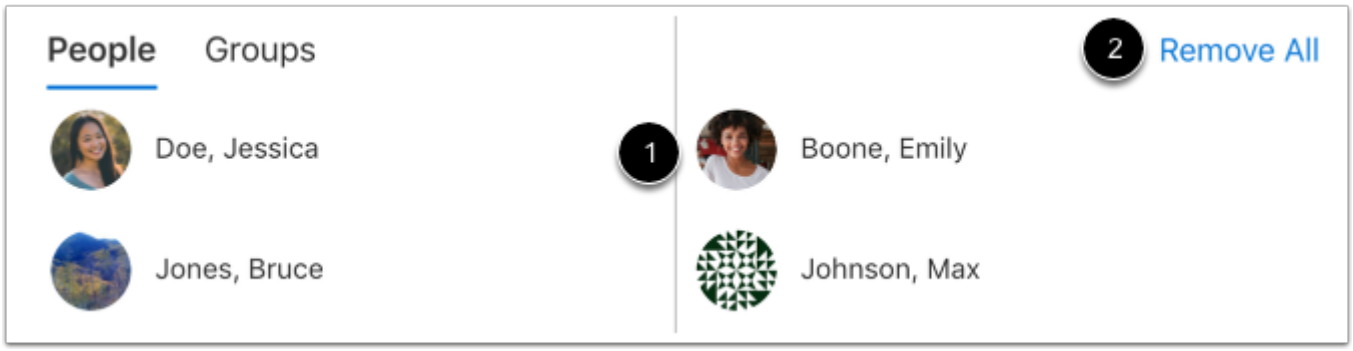


The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Note: Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.

Remove Collaborators



To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups



You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Note:

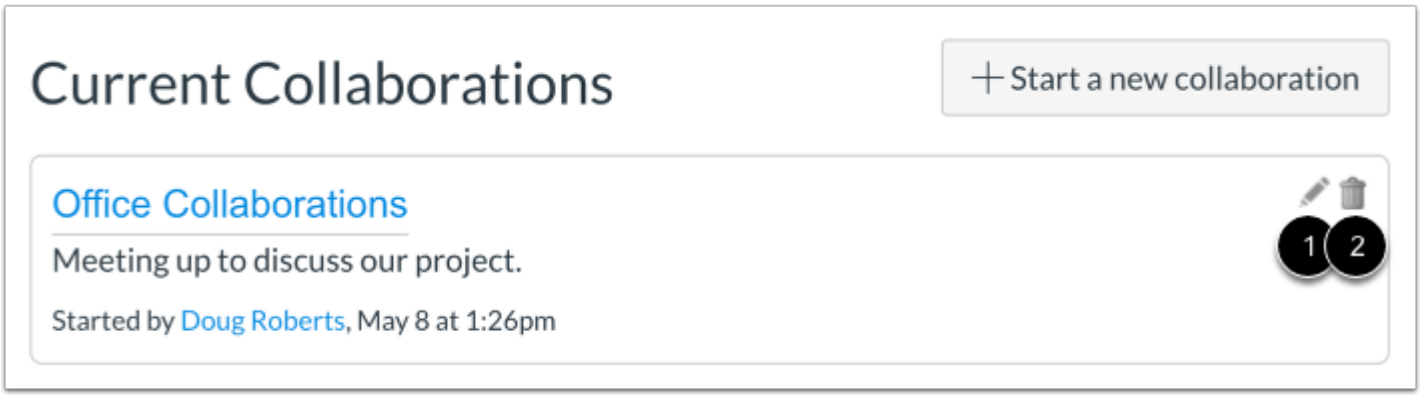
- You can select individual users as well as a group in a collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

Save Collaboration



Click the **Save** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I delete a collaboration as a student?

If you are the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. if the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

Google Drive, Google Assignments, and OneDrive

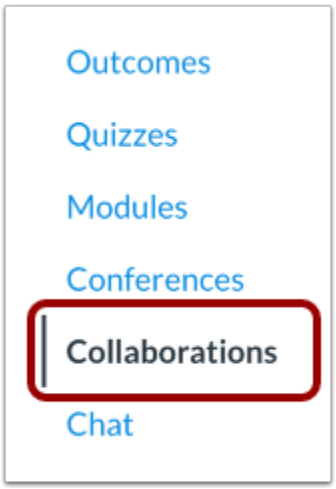
When deleting a Google Drive, Google Assignments, or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

Google Doc

If you are deleting a Google Doc, you can choose to delete the collaboration only from the course, or you can delete it from the course as well as Google Docs. However, deleting the document from Google Docs immediately deletes the collaboration and cannot be recovered.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



In Course Navigation, click the **Collaborations** link.

Delete Collaboration



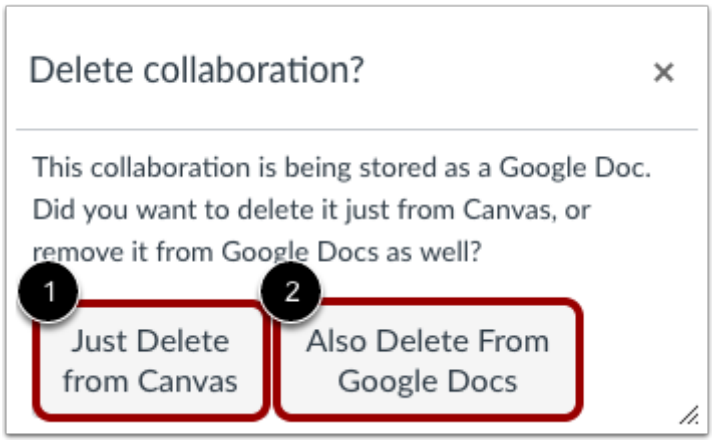
Locate the collaboration and click the **Delete** icon.

Remove Collaboration



To remove a Google Assignments collaboration, click the **Yes, remove** button.

Delete Google Doc



If you are deleting a Google Doc, Canvas will ask you if you want to delete the collaboration from Canvas or also delete from Google Docs.

If you only want to delete the Google Doc link from Canvas, click the **Just Delete from Canvas** button [1]. This option removes the Google Doc link from Canvas, but users can still access the document in their Google account.

If you want to remove the document from Google Docs as well, click the **Also Delete From Google Docs** button [2].

Note: The Also Delete From Google Docs option immediately deletes the document from Google Docs, and the document cannot be recovered. If you want to retain the document for your records, open the Google Doc and change the sharing and owner settings, or create a copy of the document before deleting.

Conferences

How do I use Conferences in a course as a student?

The Conferences page allows you to view all the conferences within a course. As a student, you can join conferences where you have been invited to participate.

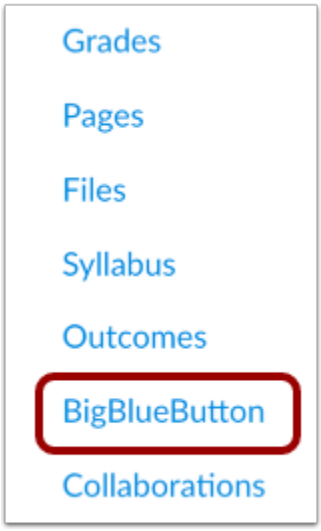
In student groups, you can create new conferences, start conferences, and manage concluded conferences.

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Troubleshooting Tip: If you have difficulty accessing a conference, you may need to try the following solutions:

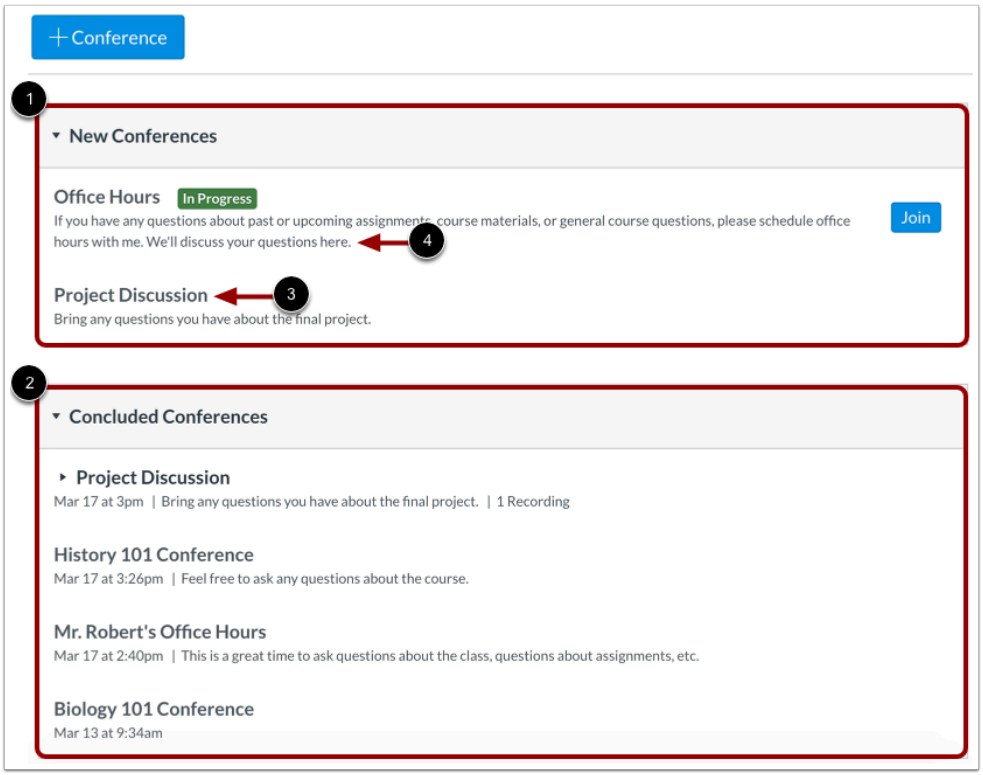
- First, clear your browser's cache and cookies and try again.
- If clearing your cache and cookies doesn't resolve the problem, something in your browser may be blocking your access to Canvas Conferences. To verify this, try using Chromes incognito or Firefox Private mode.
- If you cannot access a conference from an incognito or private browser, try using a different browser such as Chrome or Firefox.
- If you are still having trouble accessing your conference, view the Canvas status page to see if any issues are currently affecting Conferences.

Open Conferences



In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

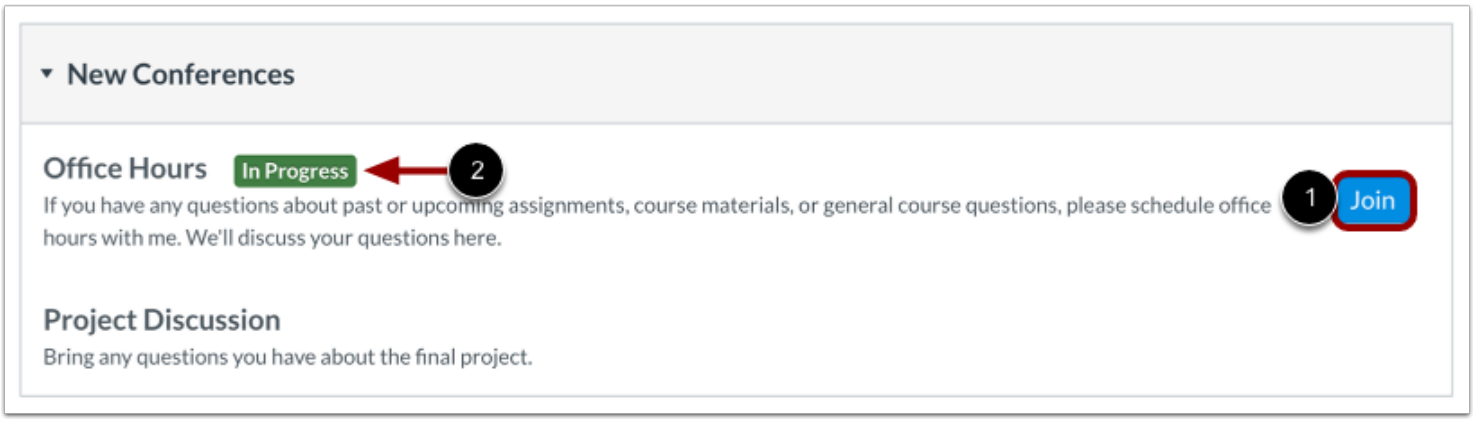
View Conferences



You can view conferences where you have been invited to participate.

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

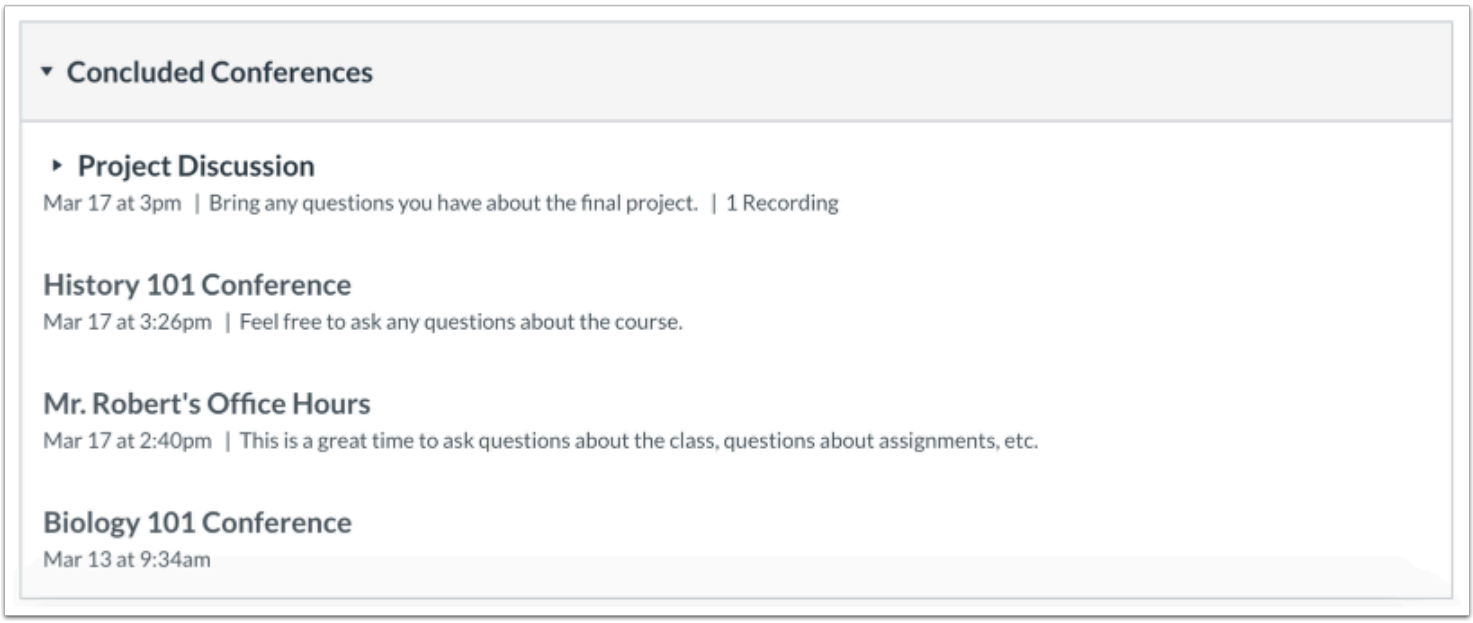
View In Progress Conference



New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, click the **Join** button [1]. Once the conference has started, the conference status shows as in progress [2].

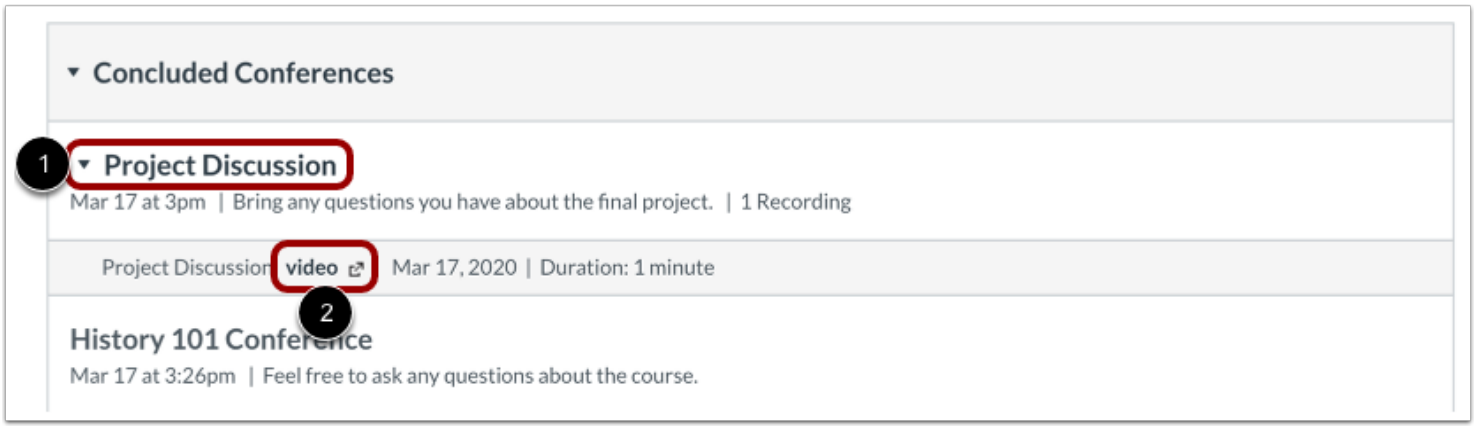
You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

View Concluded Conferences



Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference.

View Recorded Conference



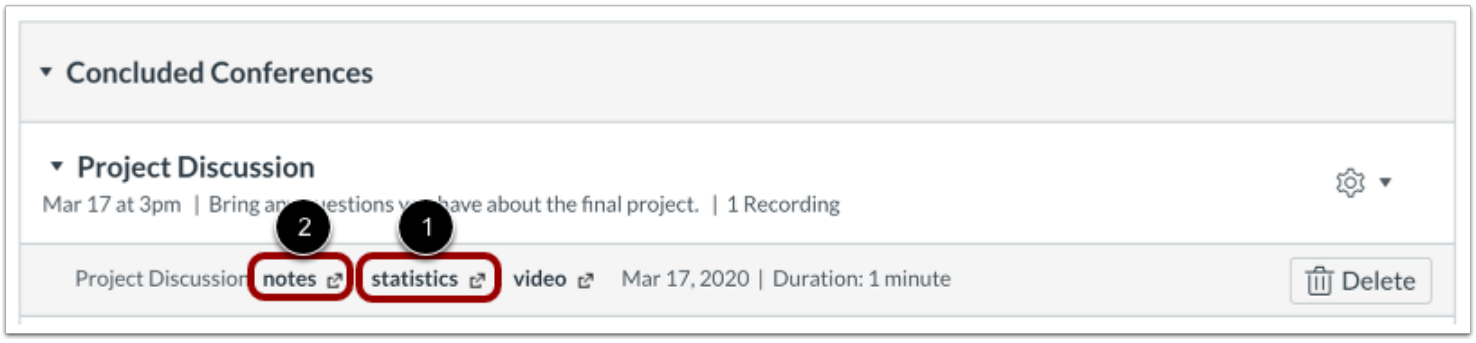
When your conference has concluded, click the name of the recorded conference [1]. To replay the conference, click the recording format link [2]. The recording format displays as either a presentation or a video.

The recording format link does not appear until the conference has been rendered for playback. The rendering process may take some time to complete. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

Note: For all basic Conference accounts, recordings are automatically deleted 7 days after the conference ends.

View Statistics and Notes



If you created a conference in a group, you may be able to view statistics and notes for your conference.

If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the **Statistics** link [1].

If your conference included shared notes, you can view the notes by clicking the **Notes** link [2]. The shared notes will display in a new browser tab, where they can be viewed and copied.

Note: Notes are only available for recorded conferences.

How do I create a conference in a student group?

You can create an online web conference in your student group. Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users.

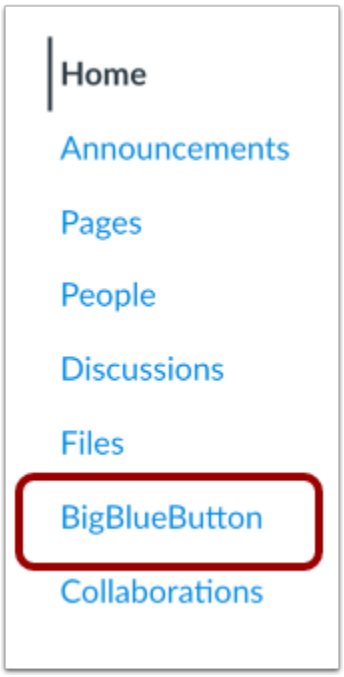
You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Notes:

- Creating a web conference is a course role permission. If you cannot create a conference, your institution has restricted this feature.
- Users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via their preferred notification method(s). To notify group users of a conference in Canvas, consider adding a group announcement or calendar event.

Note: If your institution is likely to need more than 10 concurrent Conferences powered by BigBlueButton, consider upgrading to Premium BigBlueButton or exploring alternative conferencing solutions Canvas partners with, such as Zoom, Hangouts, Teams, and other video conferencing tools who are offering free or discounted services.

Open Conferences



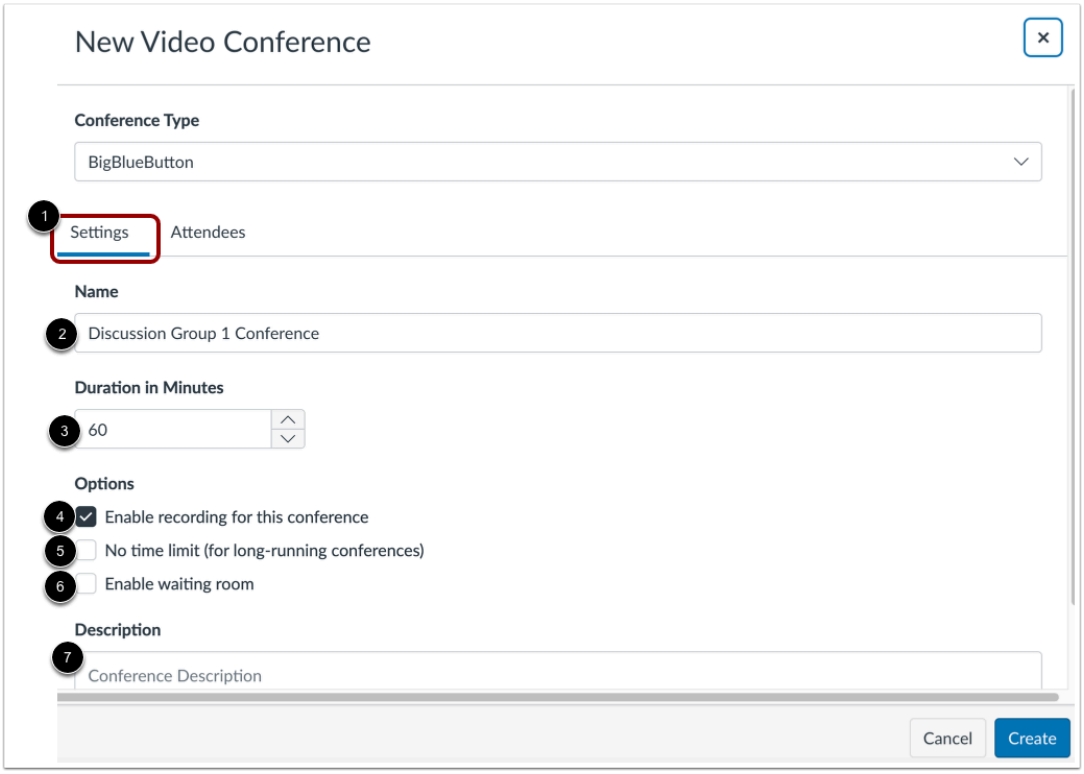
In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference



Click the **Add Conference** button.

Manage Conference Settings



The New Video Conference window defaults to the **Settings** tab [1].

To create a new conference, type a name for the conference in the **Name** field [2].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the **Duration in Minutes** field [3]. The time limit begins when the presenter starts the conference. Once the duration has expired, new participants cannot join, and the conference continues until the last person leaves the conference room or the conference organizer concludes the conference.

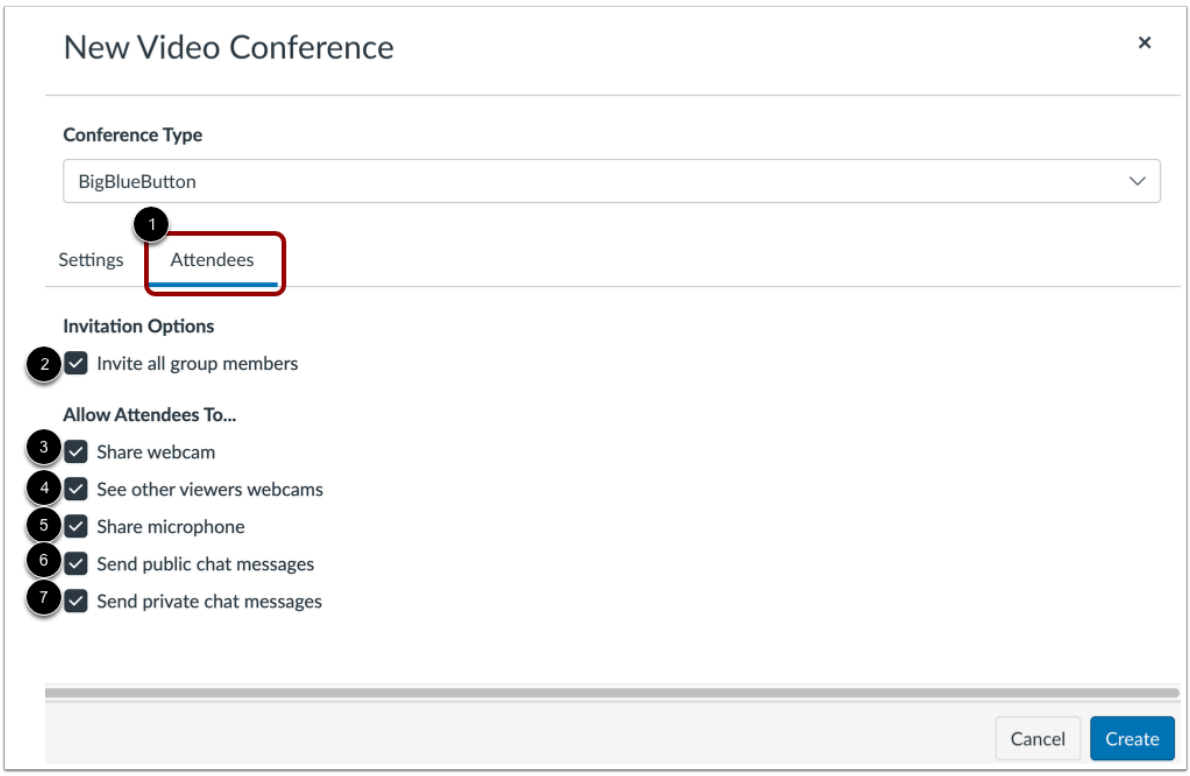
If you want to enable recording options for this conference, click the **Enable recording for this conference** checkbox [4].

If you don't want to set a time limit for the conference, you can create a long-running conference by clicking the **No time limit (for long-running conferences)** checkbox [5].

To have participants wait in a waiting room as they join, click the **Enable waiting room** checkbox [6]. As the conference organizer, you will need to admit participants who are in the waiting room.

To create a description of your conference, type a description in the **Description** field [7].

Manage Attendees



To manage settings and invitations for attendees, click the **Attendees** tab [1].

By default, all group members will be invited to the conference [2].

You can manage the following attendee settings:

- **Share webcam:** allows attendees to share their webcam [3].
- **See other viewers webcams:** allows attendees to see other viewers' webcams [4].
- **Share microphone:** allows attendees to share their microphones [5].
- **Send public chat messages:** allows attendees to send public chat messages [6].
- **Send private chat messages:** allows attendees to send private chat messages [7].

Note: Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 25 users.

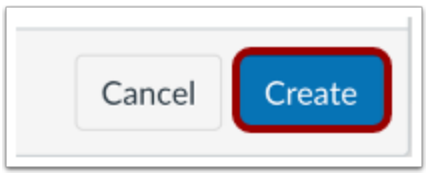
Invite Individual Members



To invite specific group members, de-select the **Invite all group members** checkbox [1]. Then click the **Course Members** drop-down menu [2]. From the list, select member names one at at time [3].

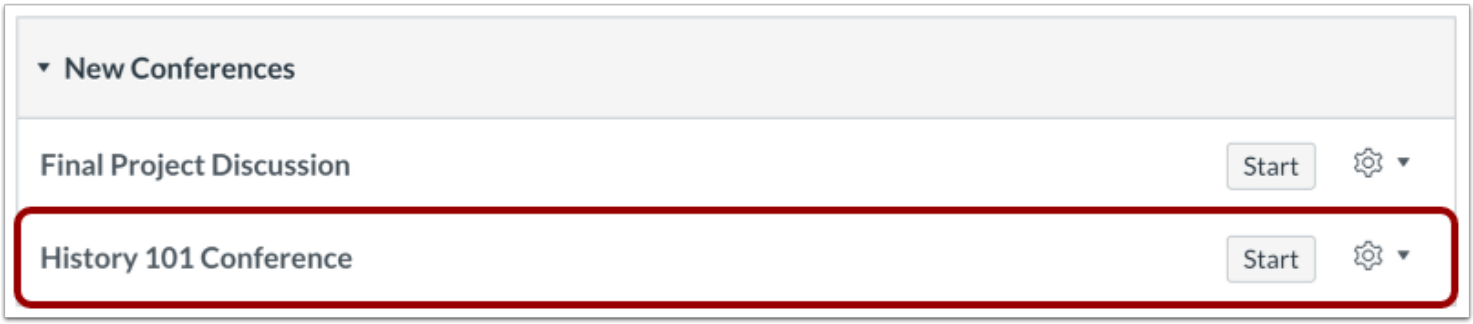
Note: You can add any user in your group to your conference. However, once a user has been invited, the user cannot be removed from the conference.

Create Conference



To save the conference settings, click the **Create** button.

View Conference



View your created conference.

Note: Students invited to a conference will not receive a notification in Canvas. However, depending on the student's notification settings, they may receive a notification via email, text, and/or push notifications. To notify students of a conference in Canvas, consider adding a group announcement or calendar event.

How do I edit or delete a conference in a student group?

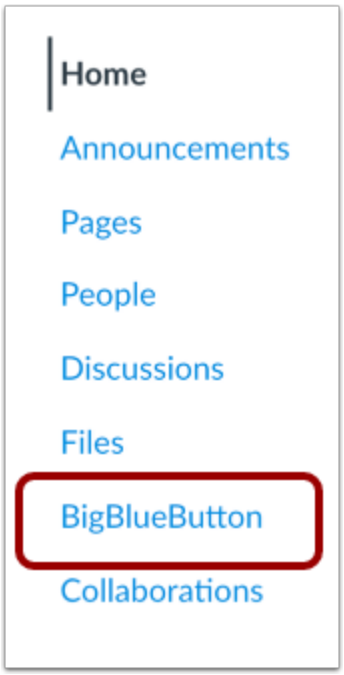
You can edit conferences within your student groups. Conferences can be edited by any group member. You can add new users to the conference, but you cannot remove any users who have already been invited.

You can delete new and concluded conferences.

Notes:

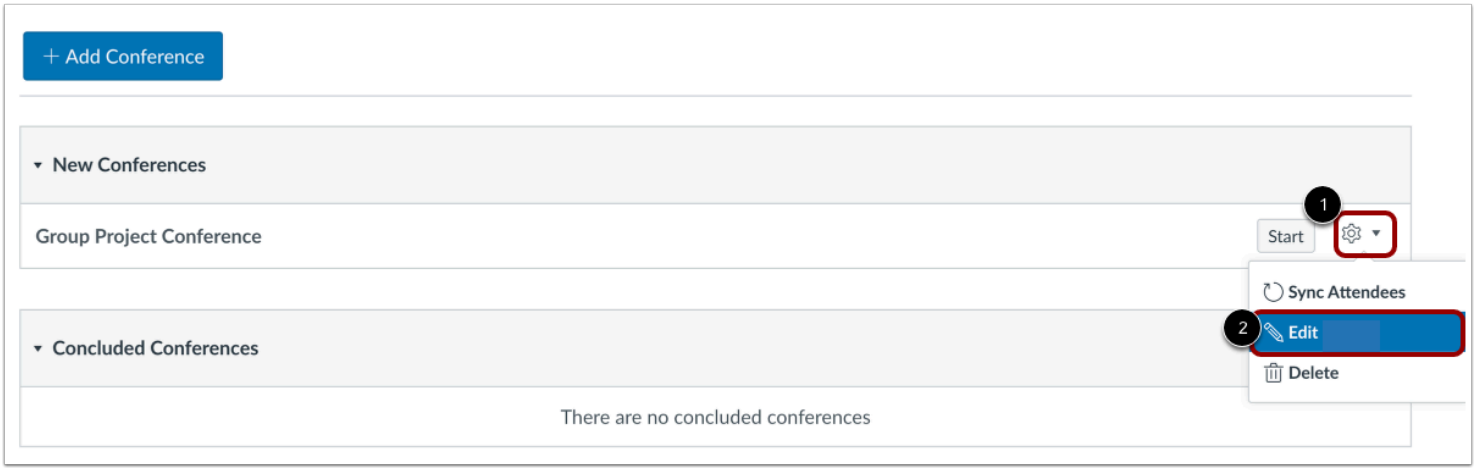
- When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.
- New users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via their preferred notification method(s). To notify group users of a conference in Canvas, consider adding a group announcement or calendar event.
- Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.
- The link for your web conferencing tool reflects the name of the web conferencing tool being used at your institution. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences



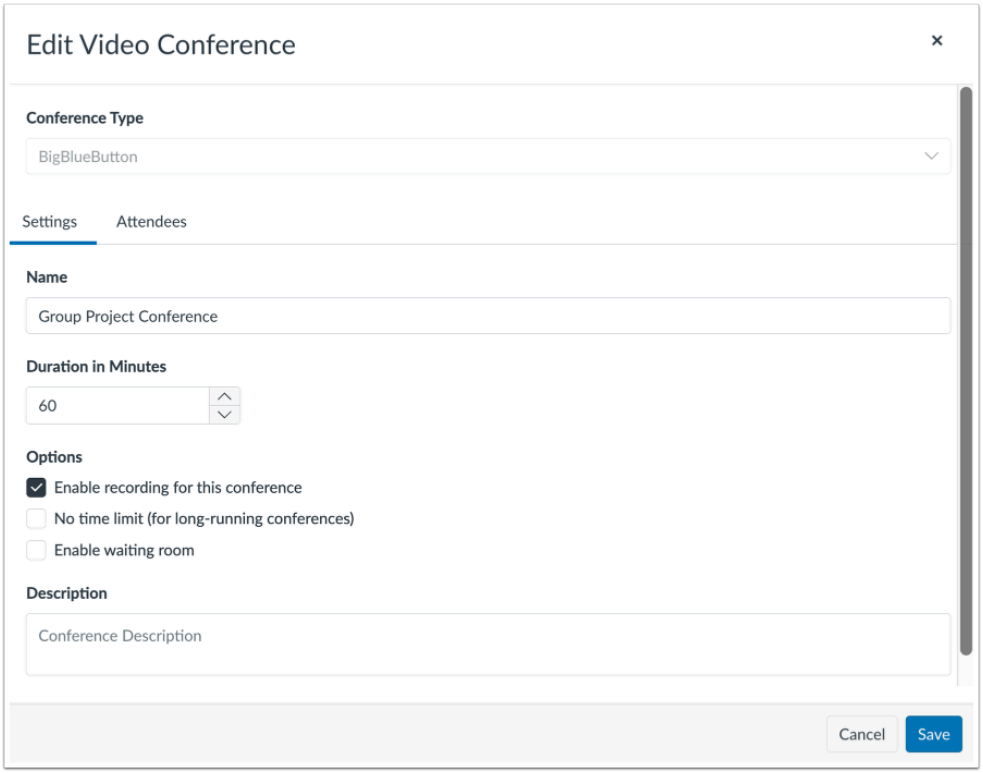
In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Edit Conference



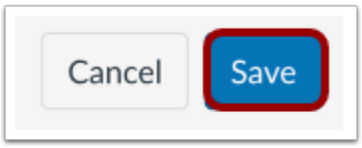
Click the **Settings** icon [1] and select the **Edit** link [2].

Edit Conference Details



Edit the fields you'd like to change.

Update Conference



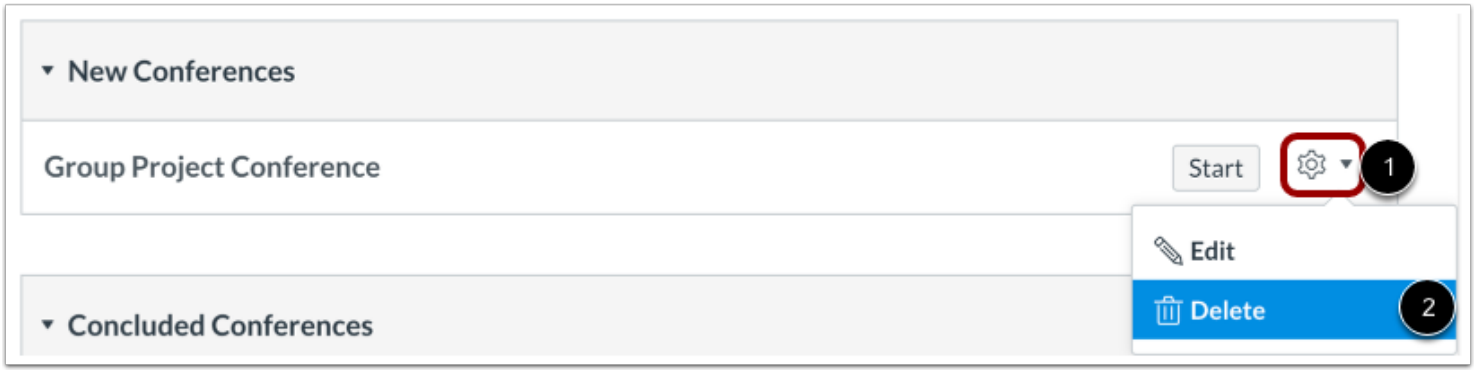
Click the **Save** button.

View Conference



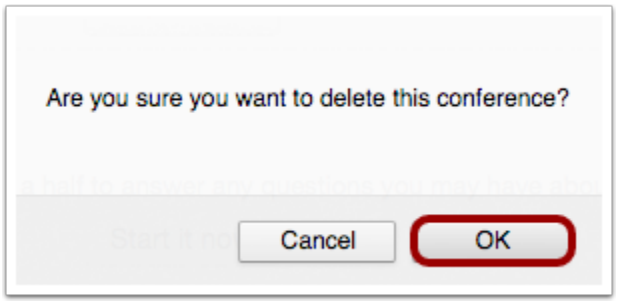
View the updated Conference.

Delete Conference



Click the **Settings** icon [1] and click the **Delete** link [2].

Confirm Deletion



Click the **OK** button.

How do I record a conference in a student group?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

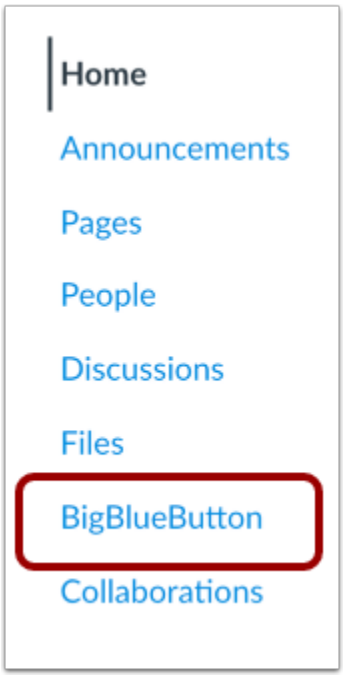
After the conference has concluded, you can view recorded segments in the group Conferences page. If you recorded multiple segments in your conference, each segment will be a separate recording.

Recording Restrictions

- When creating your conference, you must select the record option to record the conference.
- Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.
- Recorded conferences can only be viewed inside the group where the conference was recorded; URLs cannot be shared outside Canvas.

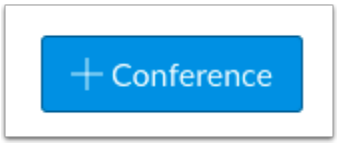
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences



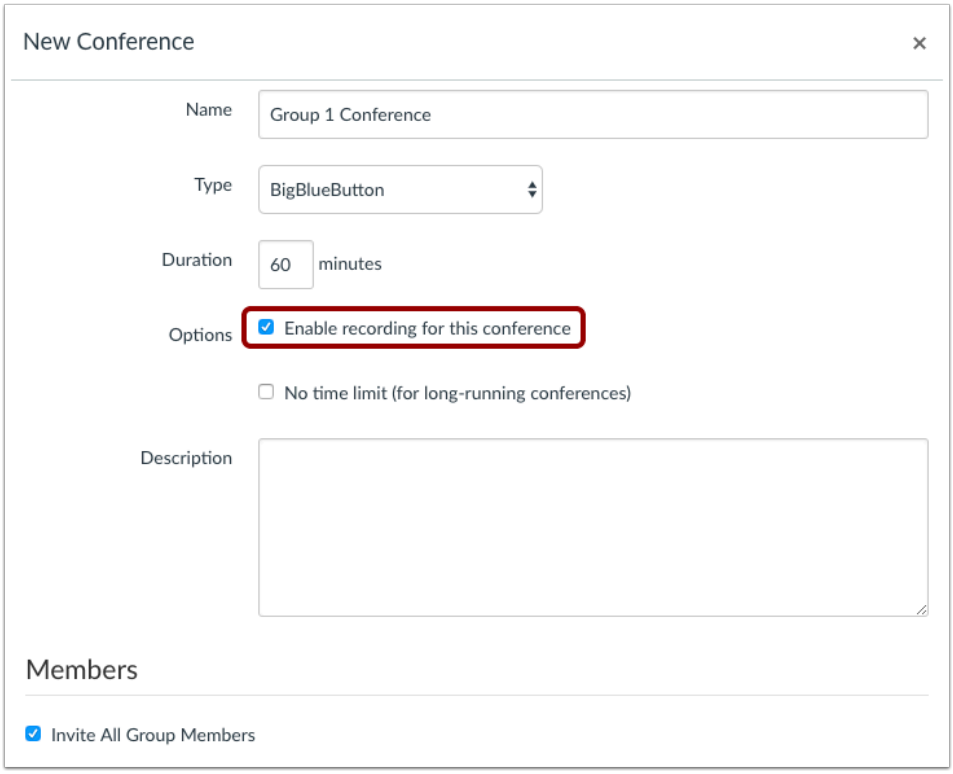
In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference



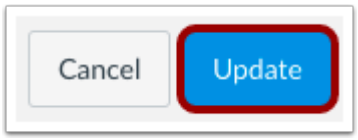
Click the **Add Conference** button.

Enable Recording



While completing the details for the conference, click the **Enable recording for this conference** checkbox.

Update Conference



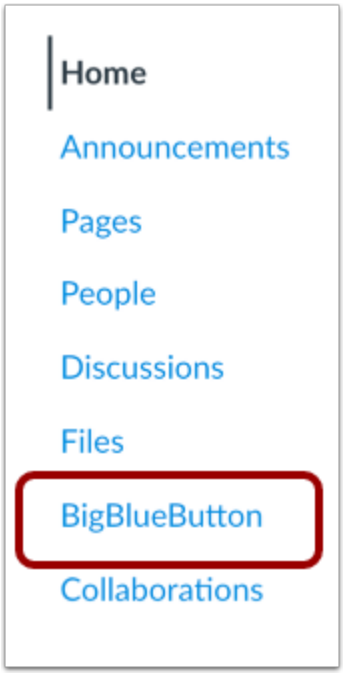
Click the **Update** button.

Once you start your conference, you can start and stop the recording as necessary in the Conferences interface.

How do I start a conference in a student group?

You can start conferences that you have created for your group.

Open Conferences



In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Start Conference



Next to the conference you want to start, click the **Start** button.

Canvas will direct you to the conference room for your conference.

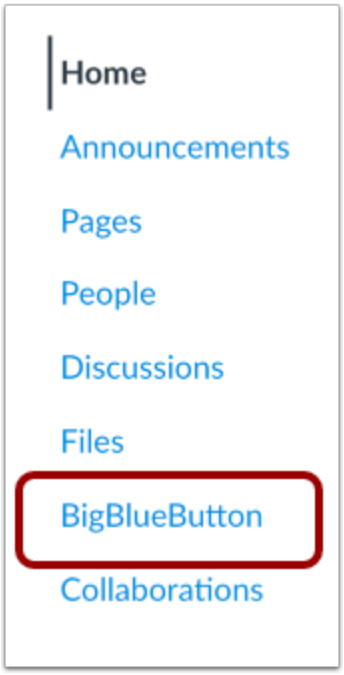
How do I join a conference in a course as a student?

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

To use your microphone, you must give Conferences access to your microphone settings. As part of joining the conference, you must verify these settings in your browser.

Note: It is recommended that users use Chrome or Firefox browsers to access the Conferences interface.

Open Conferences



In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

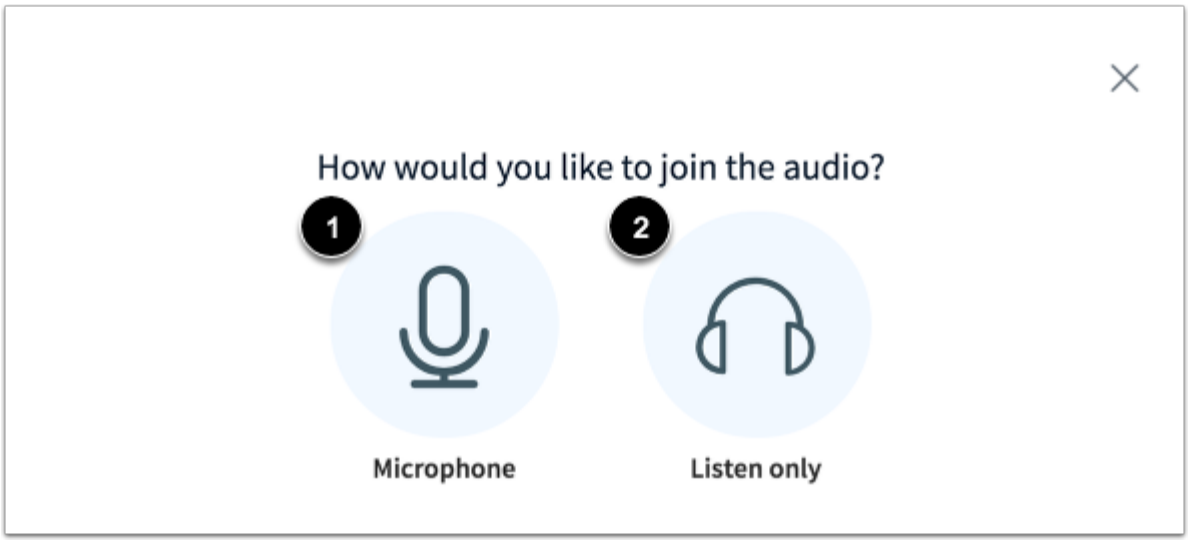
Join Conference



Next to the conference you want to join, click the **Join** button.

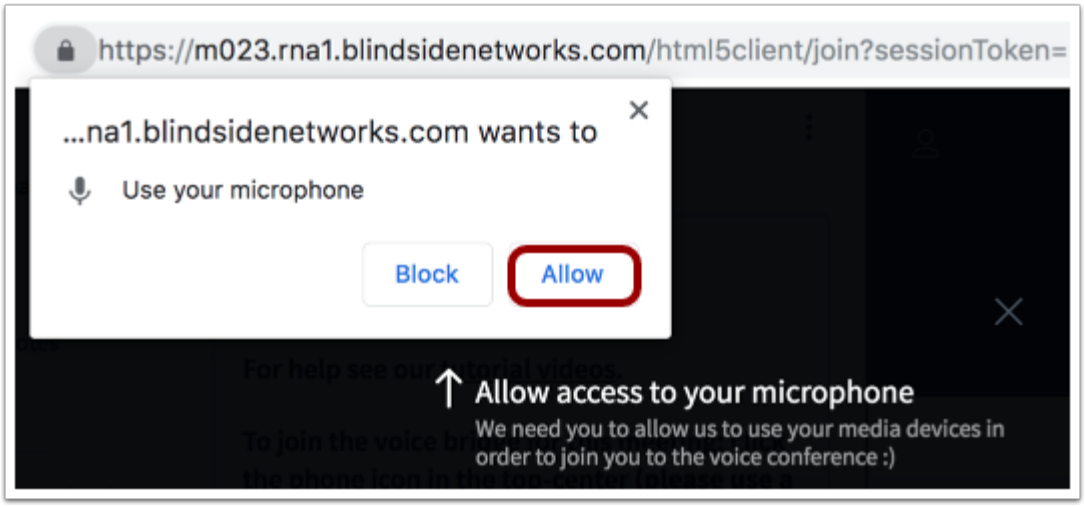
Note: You cannot join a conference until the conference host has started the conference.

Join Audio



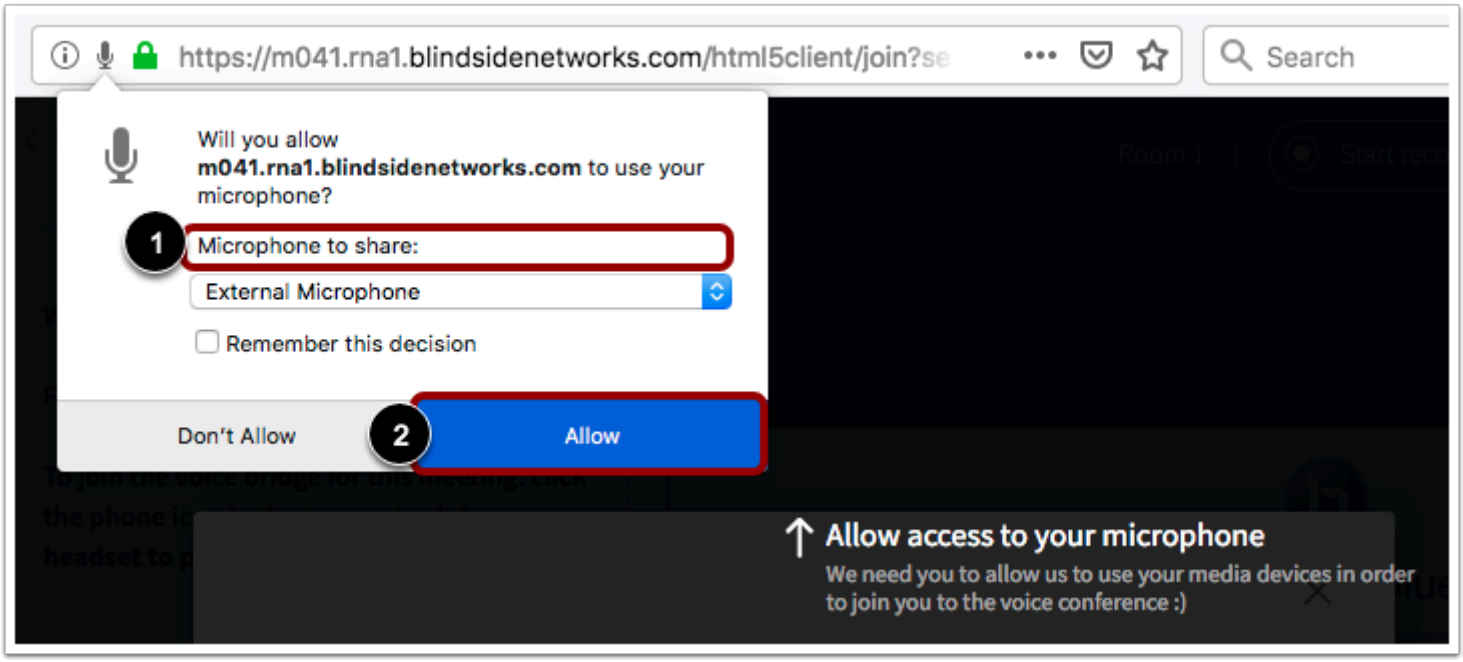
To use your microphone during the conference, click the **Microphone** icon [1]. To join the conference without enabling a microphone, click the **Listen only** icon [2]. You will be able to change your audio preference once you've joined the conference.

View Chrome Microphone Permissions



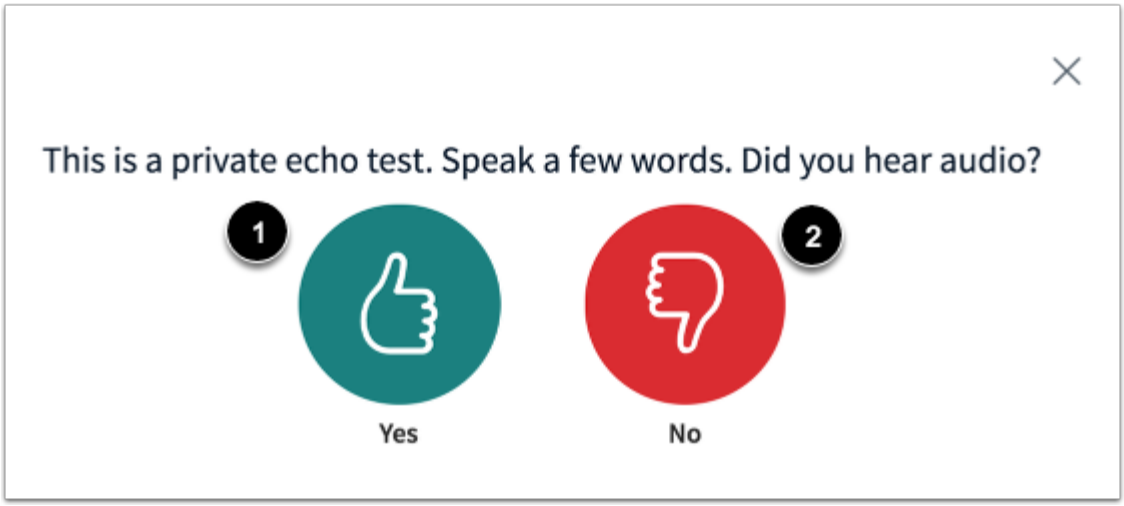
To enable a microphone in a Chrome browser, click the **Allow** button.

View Firefox Microphone Permissions



To enable a microphone in a Firefox browser, select your microphone in the **Microphone to share** menu [1]. Then click the **Allow** button [2].

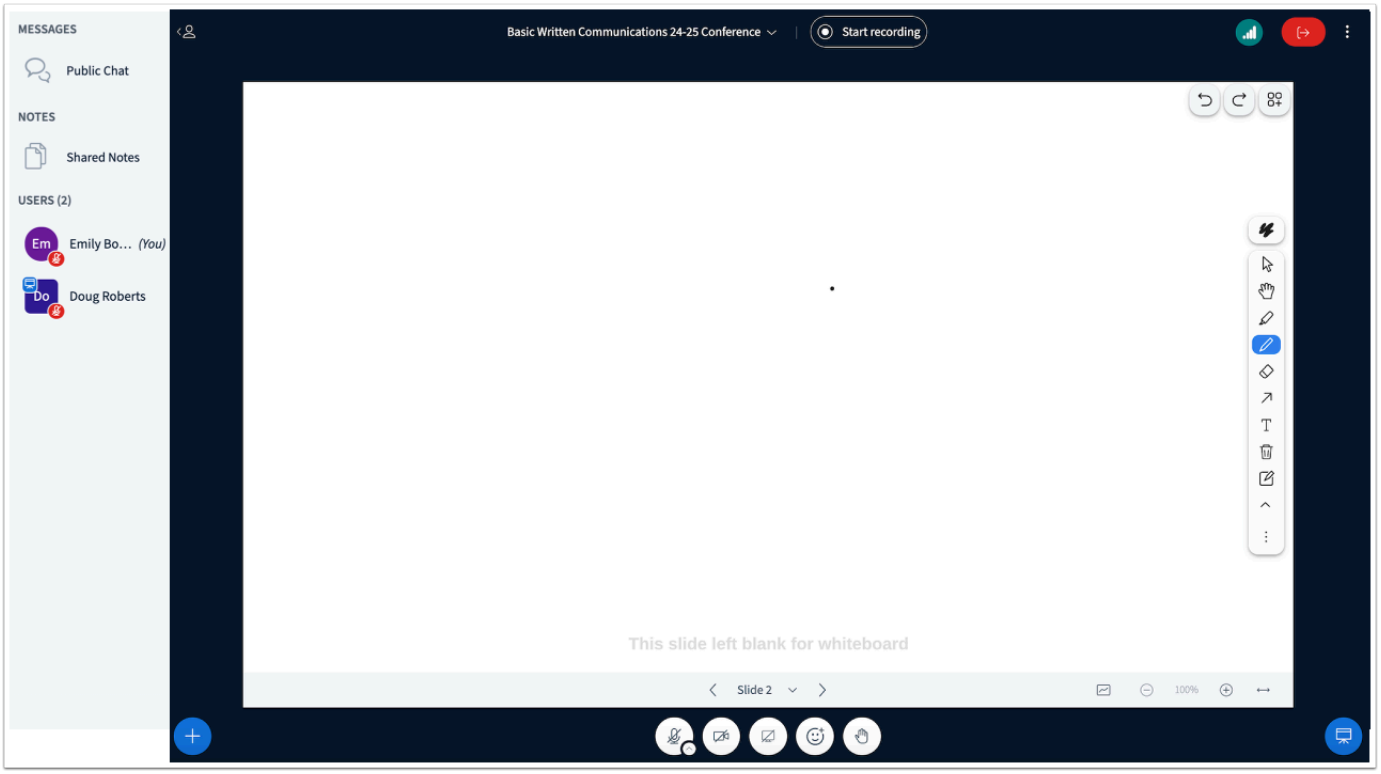
Audio Test



To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the **Yes** icon [1]. To choose a different microphone and repeat the audio test, click the **No** icon [2].

Note: It is recommended that you use a headset with a microphone for best audio experience.

View Conference



View the conference.

Learn how to use the Conferences interface.

How do I use the Conferences interface as a participant?

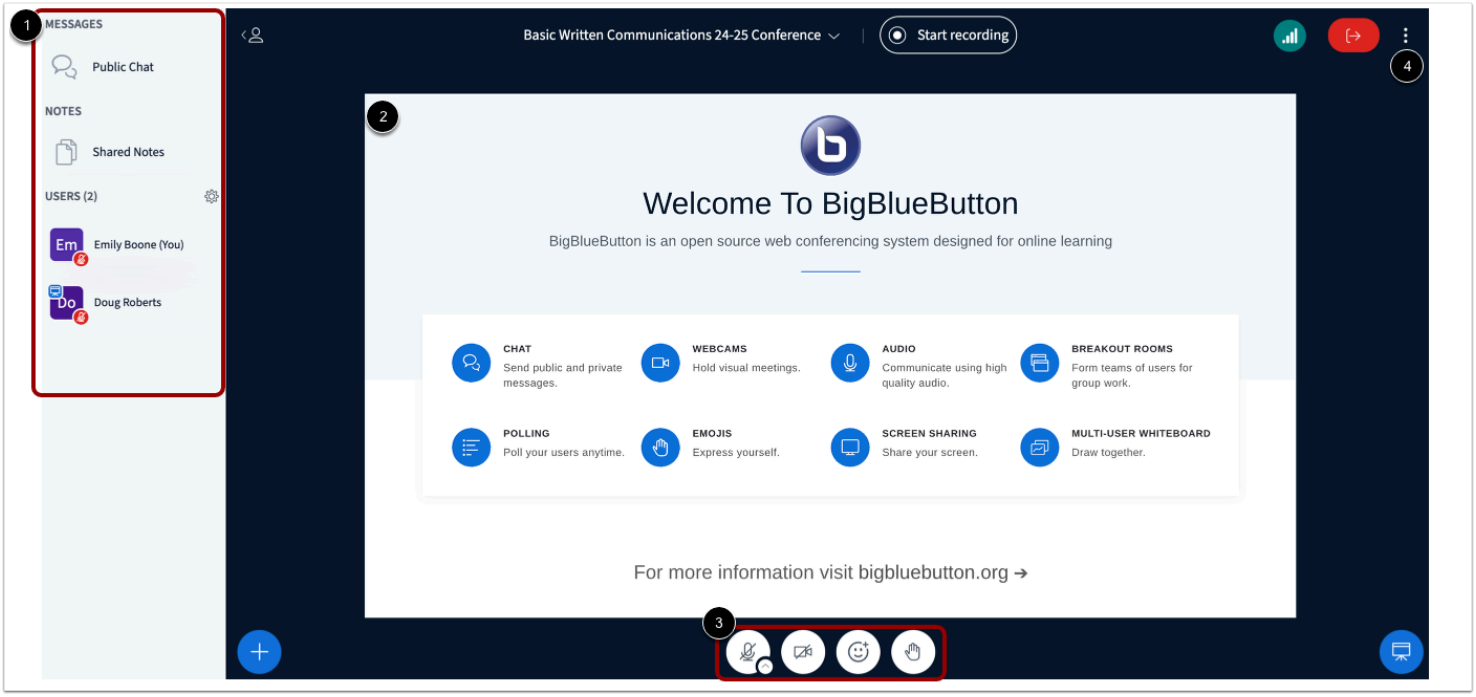
Once you have joined a conference as a participant, the Conferences interface contains multiple tools to help you participate in the conference. Any student who joins a conference that was started by someone else will be considered a participant.

You may also start a conference or be given the role of presenter or moderator. Learn more about using the Conferences interface as a moderator or presenter.

The Conferences interface is displayed using BigBlueButton's conferencing system. This guide provides a basic overview of the Conferences interface. To learn more about specific features, view BigBlueButton's user documentation.

It is recommended to use Chrome or Firefox browsers to access the Conferences interface. Screen sharing is not supported on Safari browsers.

View Conferences Interface

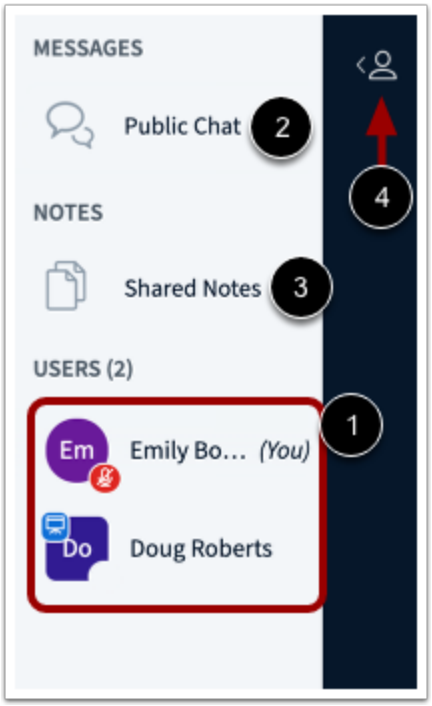


The Conferences interface contains a variety of tools to help you moderate and participate in your presentation. The interface consists of the following areas:

- User Menu [1]

- Presentation Window [2]
- Conference Tools [3]
- Options Menu [4]

View User Menu



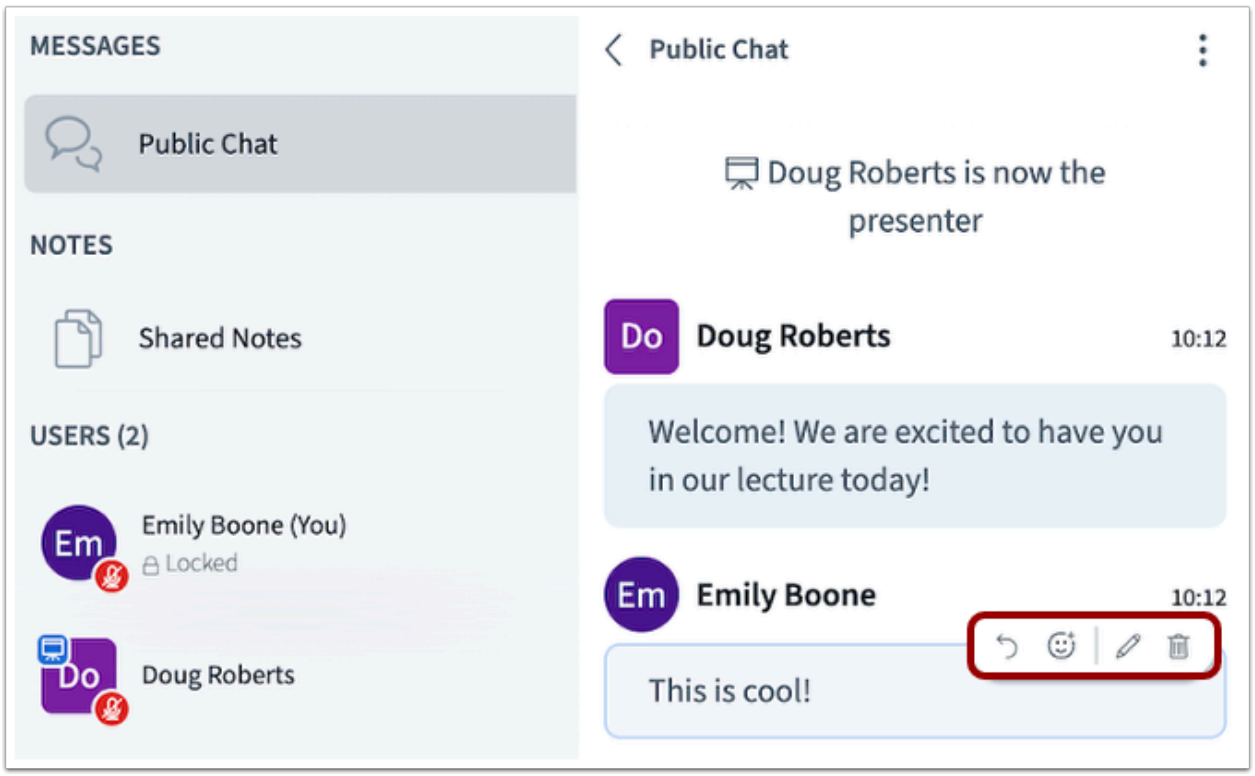
From the User Menu, you can view all the users in the conference [1]. Each user is represented by their display name in Canvas.

You can also chat with conference participants and contribute to shared notes. To open the conference chat, click the **Public Chat** link [2]. To open the Shared Notes, click the **Shared Notes** link [3].

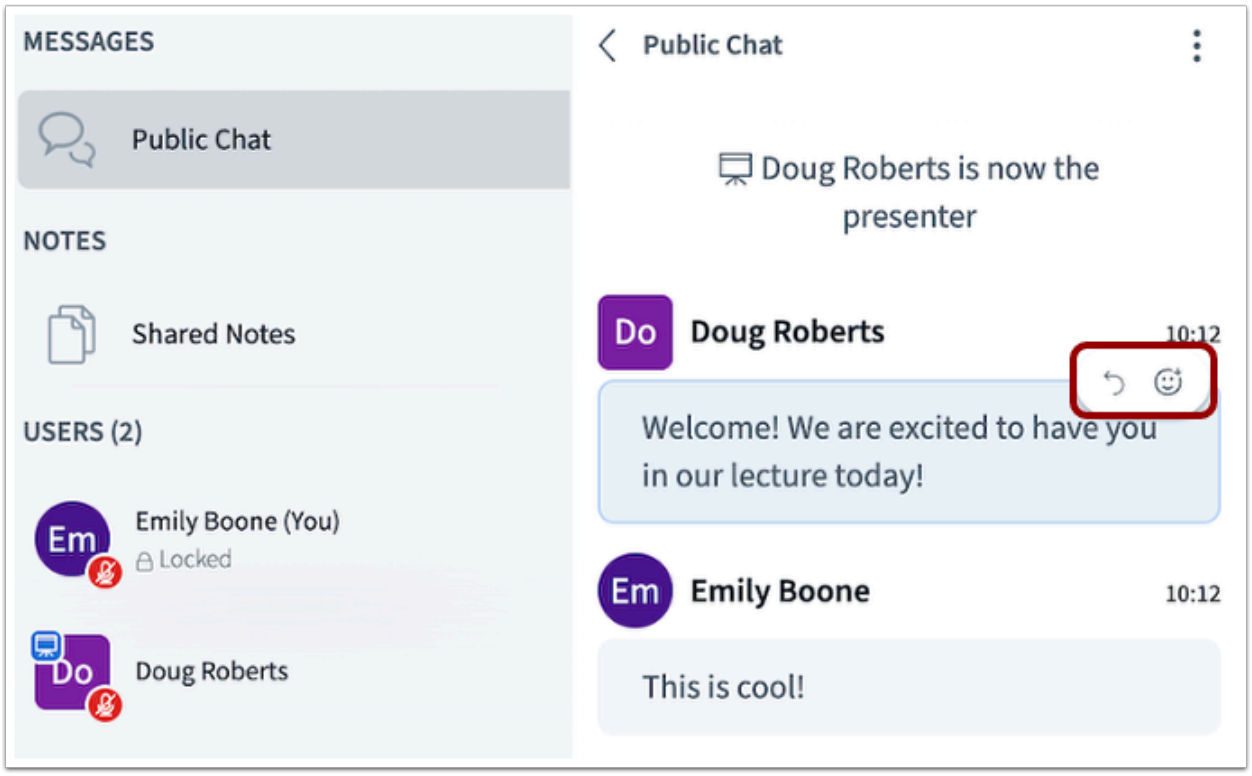
The User Menu is open by default. To close the User Menu, click the **User Menu** icon [4].

Note: If your institution uses BigBlueButton Premium Tier, Canvas user profile pictures may display as user avatars in BigBlueButton.

View Chat Tool

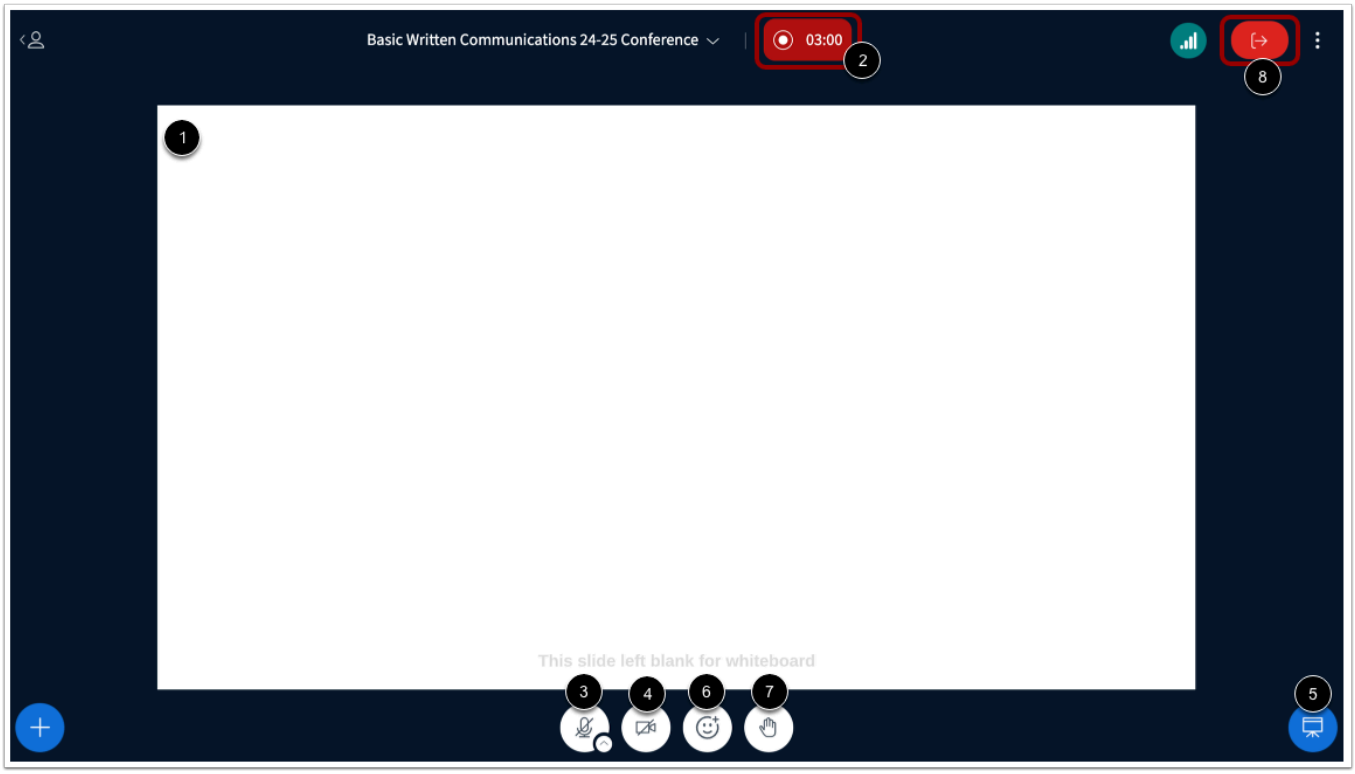


You can reply to, react to, or delete your own messages.



You can only reply to or react to individual messages from others.

View Presentation Window



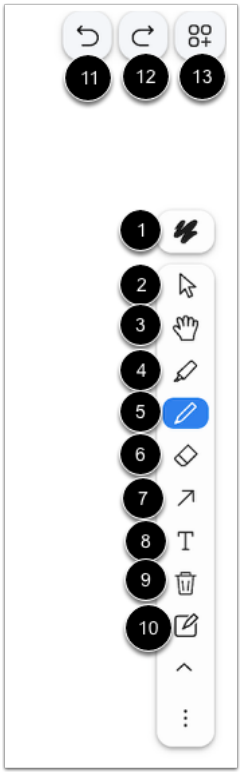
The Presentation Window displays the presentation that has been uploaded by the moderator or presenter [1]. If the conference is being recorded, the recording time will display at the top of the screen [2].

The Presentation Window also includes several tools that control how you can participate in the conference. To **Mute** or **Unmute** your microphone, click the microphone button [3].

To enable your webcam, click the **Share webcam** button [4]. If webcams are enabled, you can hide the presentation window and display only webcams by clicking the **Minimize presentation** icon [5].

To show reactions, click the **Share a reaction** [6]. To signal that you want to speak or ask a question, click the **Raise your hand** button [7], and the **Leave session** allows you to leave the session [8].

View Annotation Tools



If the moderator allows, participants can use tools to annotate the presentation window. If an annotation is added to your presentation, you can select the thickness and color of text, click the **Styles** [1].

To point to or indicate specific parts of an image, click the **Select** [2]. To pan a document **zoom in** or **zoom out**, click the **Hand** icon [3].

To emphasize or mark certain parts of an image or text, click the **Highlight** [4].

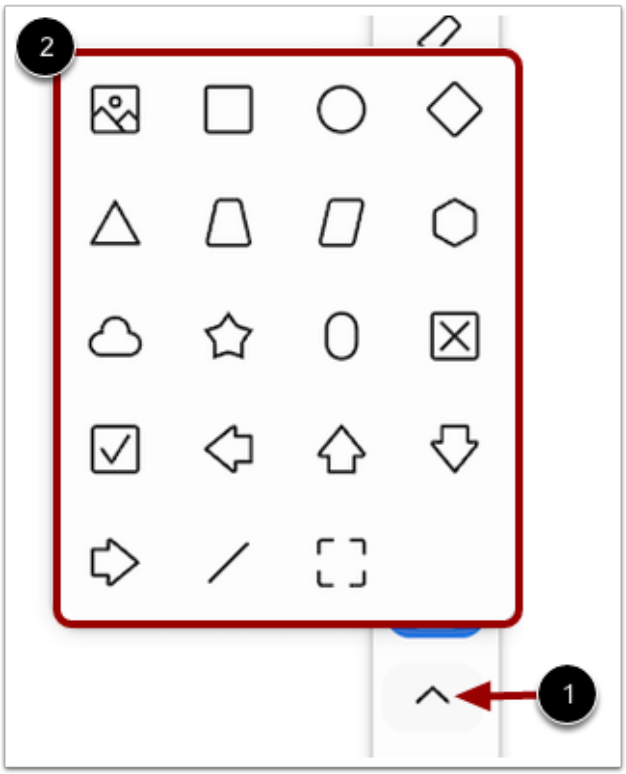
To use a pencil to draw in the presentation window, click the **Draw** icon [5]. To remove, click the **Eraser** icon [6].

To draw or place arrows on an image or document, click **Arrow** icon [7], to add text, click the **Text** icon [8].

To delete all annotations that you have created, click the **Clear all annotations** icon [9]. To create a note, click **Note** [10].

To undo the most recent annotation, click the **Undo** icon [11], to restore an action that was previously undone, click the **Redo** icon [12].

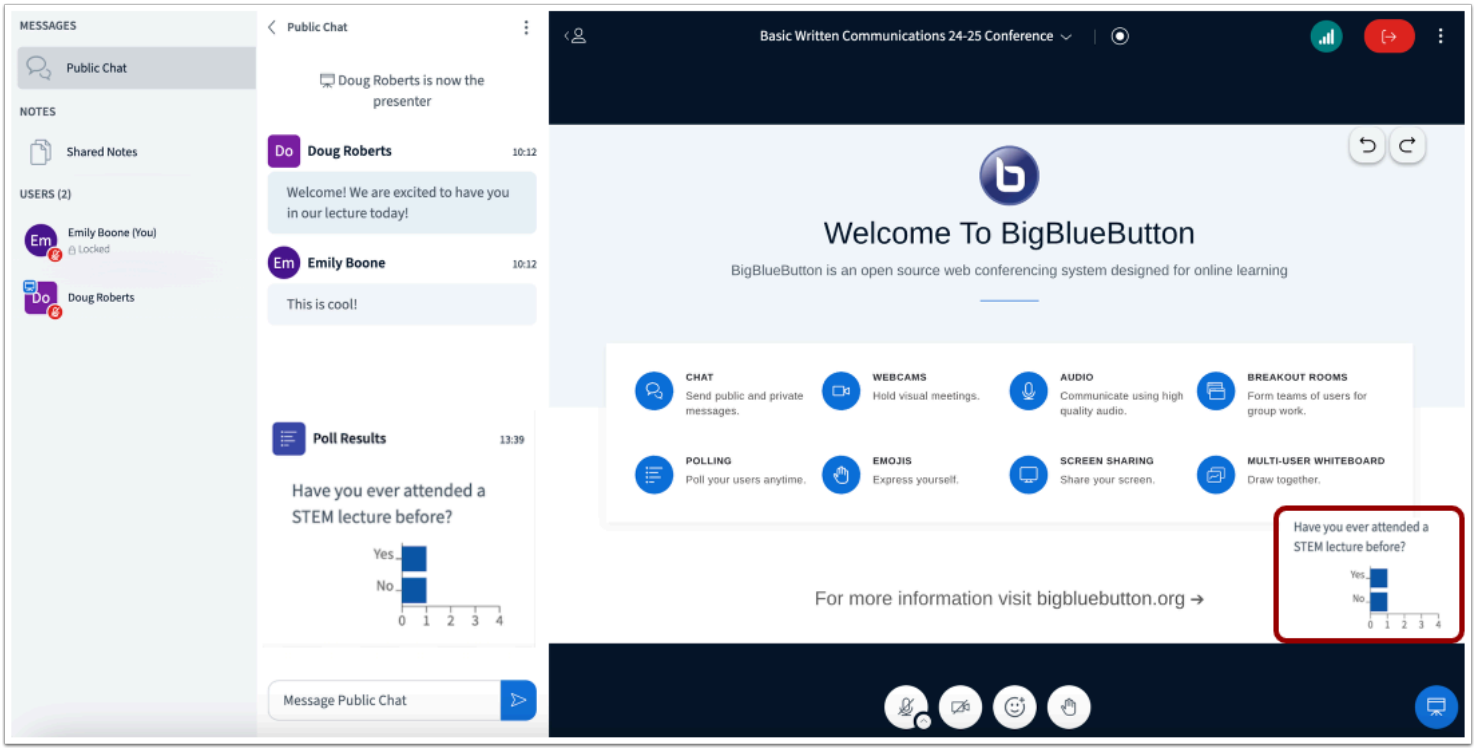
To hide or minimize the toolbars [13].



To create line annotations or shape annotations, click **More** [1]. The whiteboard tools includes line and shapes [2].

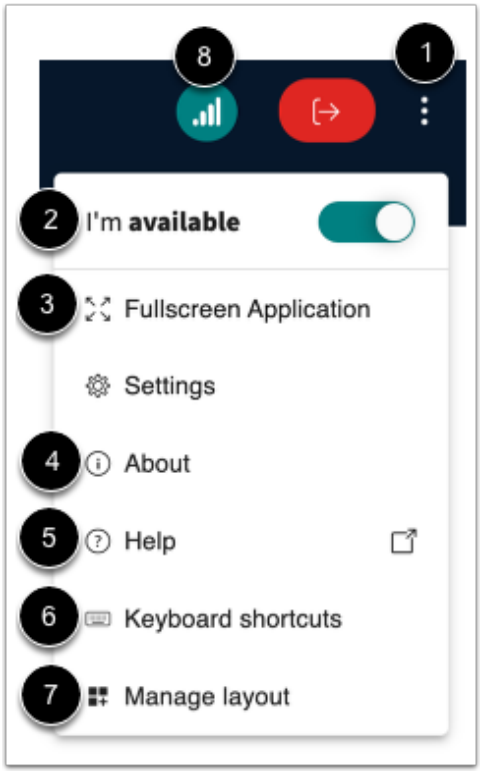
Note: If you cannot view the annotation tools, they are not enabled for participants in your conference.

View Poll Results



When poll results are published, you can view the poll results as a graph in both the chat and presentation area.

Open Options Menu



To open the Options menu, click the **Options** icon [1].

To indicate availability, click I'm **available** [2]. When in I'm **away** status, it toggles both your audio and webcam on or off simultaneously.

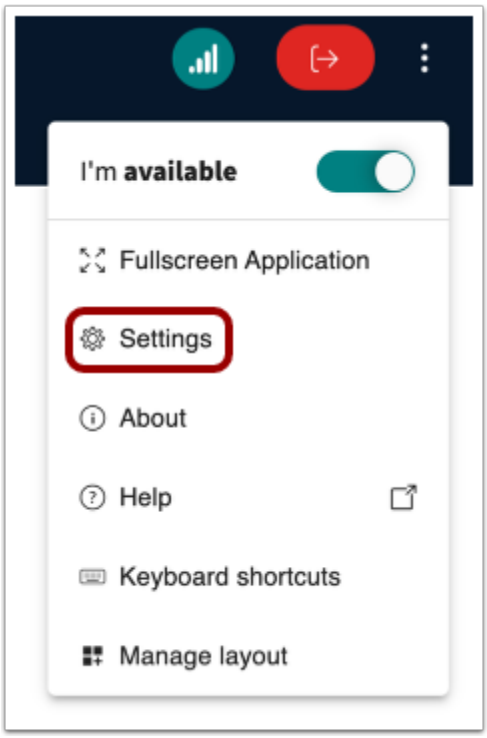
To view the conference in fullscreen mode, click the **Fullscreen Application** [3].

To view information about the interface, click the **About** option [4]. To view help tutorials, click the **Help** link [5]. To view hotkeys, click the **Keyboard shortcuts** link [6].

To view presentation layout, click **Manage layout** [7].

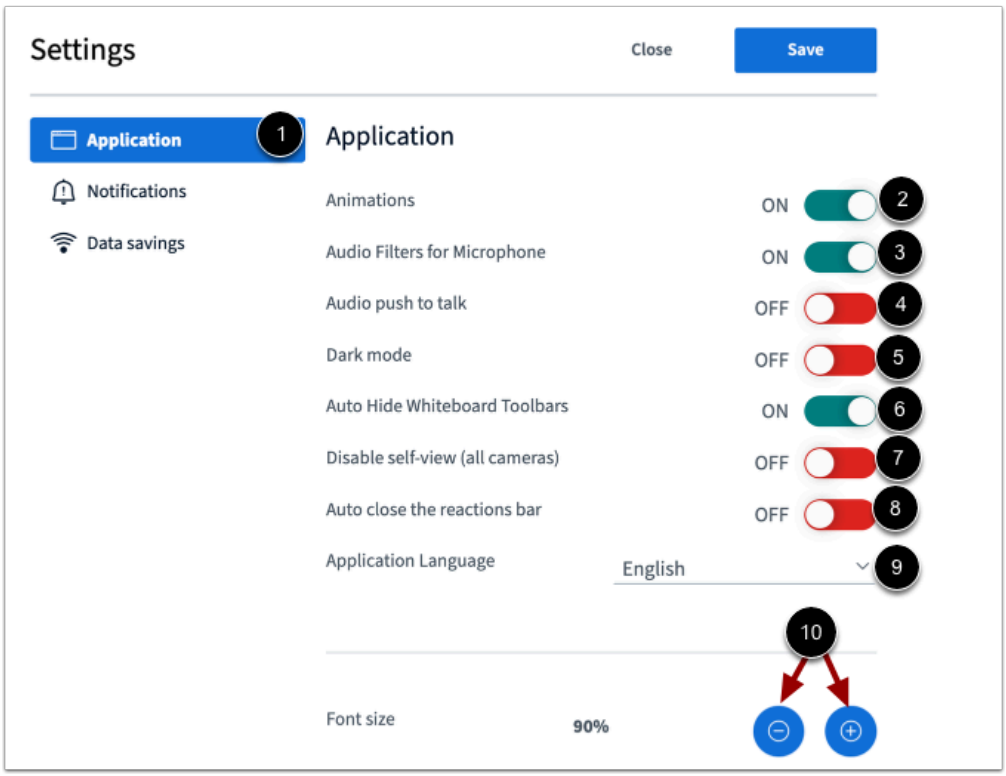
To view your connection status, click the **Connection status** icon [8].

View Settings Menu



To open the Settings menu, click the **Settings** link.

Manage Application Settings



To manage applications settings, click the **Application** link [1].

To manage animations that display when a user is speaking, click the **Animations** toggle [2].

To manage microphone audio filters, click the **Audio Filters for Microphone** toggle [3].

To press a button to activate your microphone and speak, click **Audio push to talk** toggle [4].

To switch between light and dark user interface, click **Dark mode** toggle [5].

To allow you to auto-hide the toolbar for a cleaner workspace, click **Auto Hide Whiteboard Toolbars** toggle [6].

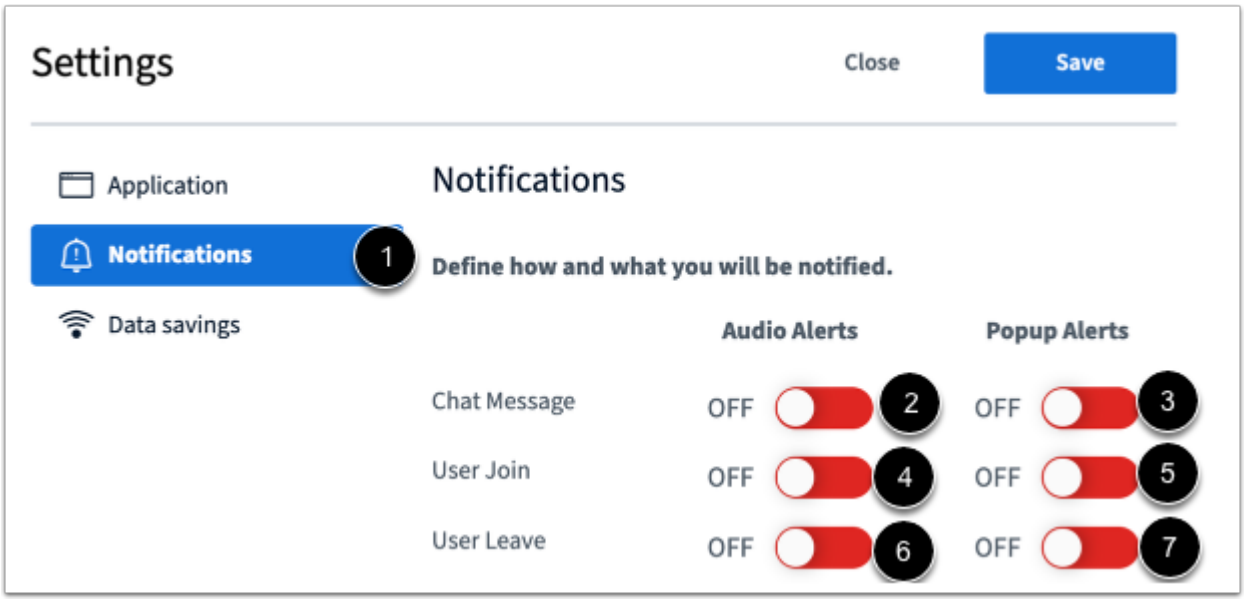
To hide your own video feed while still keeping your camera on for others to see, click **Disable self-view (all cameras)** toggle [7].

To manage excessive use of reactions, set **auto-close the reaction bar** toggle [8] after a reaction is shown.

To select the language for the interface, click the **Application Language** drop-down menu [9].

To adjust the font size, click the **Decrease** or **Increase** buttons [10].

Manage Notification Settings



To manage notification settings, click the **Notifications** link [1].

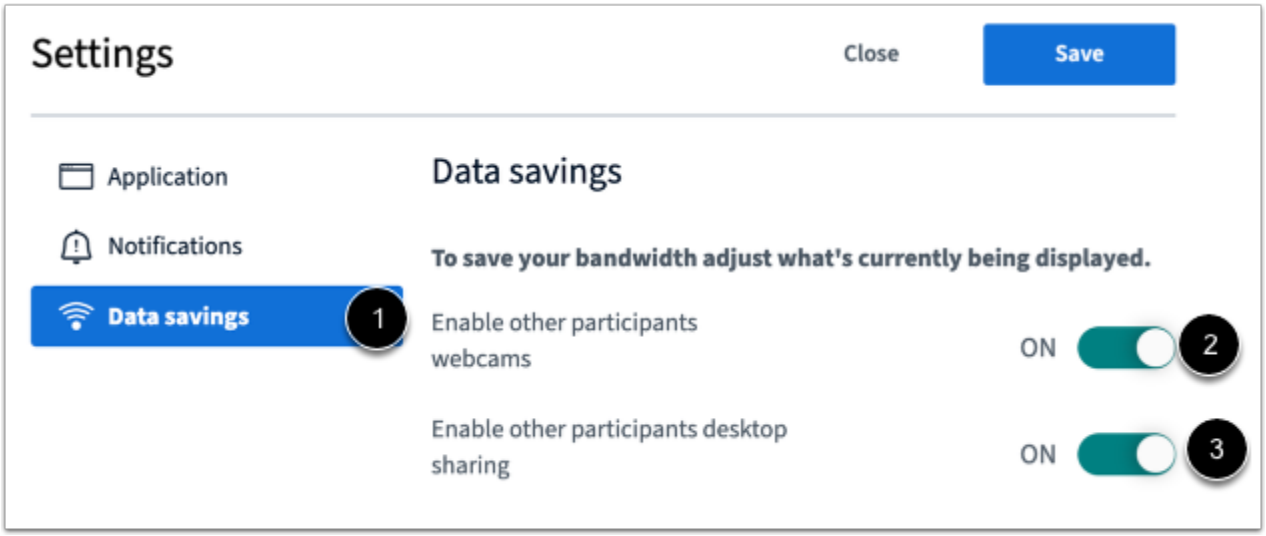
To manage chat alerts, click the **Chat Message Audio Alerts** [2] and **Popup Alerts** toggles [3].

To manage user join alerts, click the **User Join Audio Alerts** [4] and **Popup Alerts** toggles [5].

To manage user leave alerts, click the **User Leave Audio Alerts** [6] and **Popup Alerts** toggles [7].

Note: Chat alerts only function within the same browser in which the Conferences interface is open.

Manage Data Savings Settings



To manage data saving settings, click the **Data savings** link [1].

To enable or disable webcams, click the **Enable other participants webcams** toggle [2].

To enable or disable desktop sharing, click the **Enable other participants desktop sharing** toggle [3].

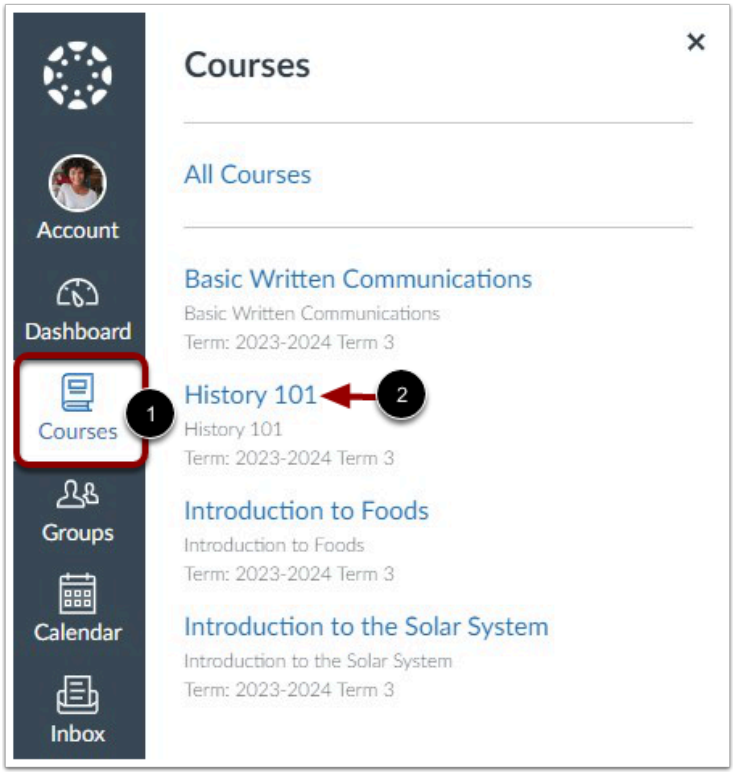
Course Navigation

How do I use the Course Home Page as a student?

If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework. The Course Navigation Menu is always visible on its respective pages.

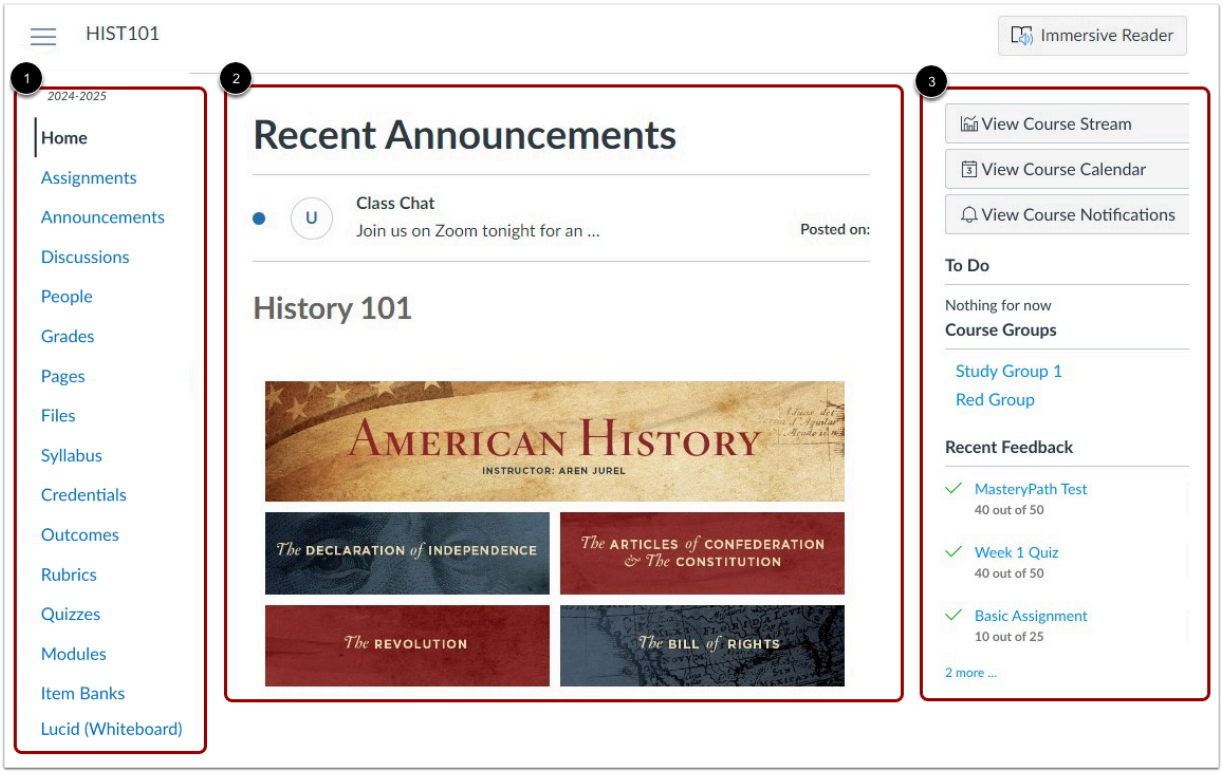
Note: Your instructor may choose to display a different font for your course.

Open Course



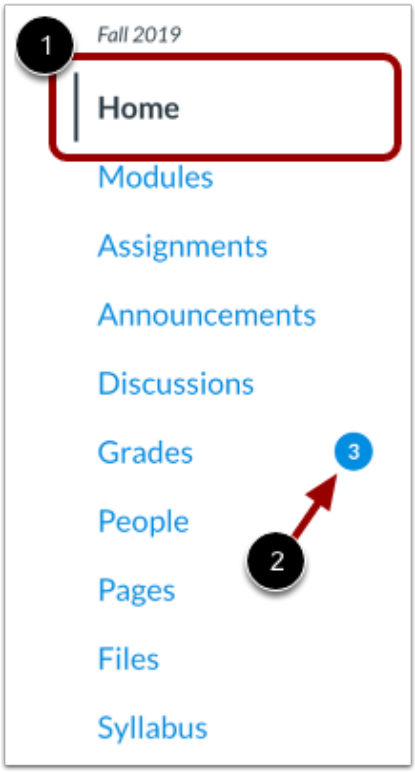
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

View Course Home Page



The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].

View Course Navigation

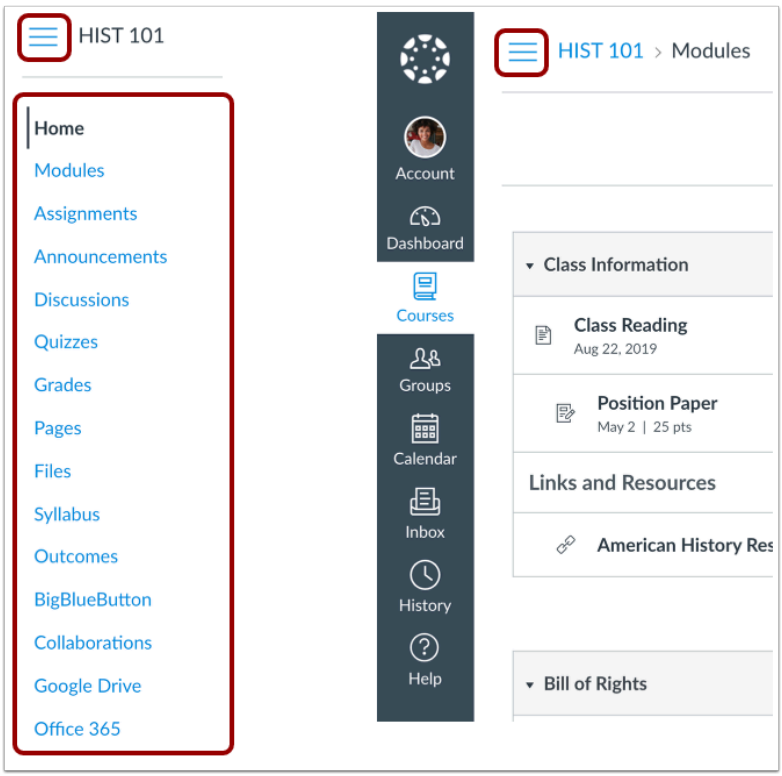


The Course Home Page is viewed from the Course Navigation **Home** link [1]. The active link of the page you are viewing is highlighted with different color text and a line indicator.

Course Navigation includes links that help you get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your instructor has hidden those links from your view.

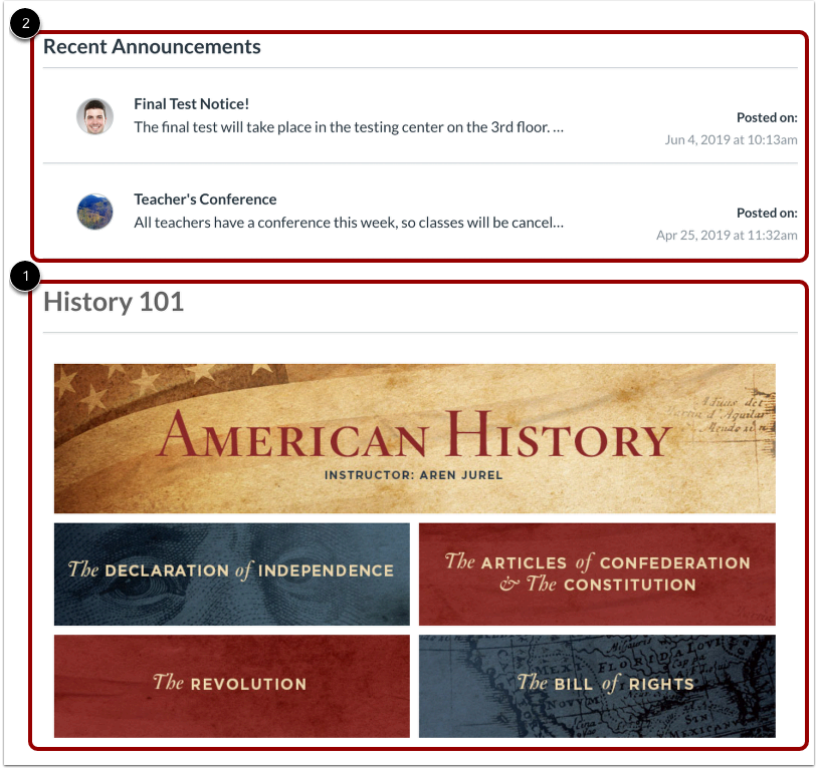
When your instructor grades your assignments, you may also see course indicators that show updates to your course Grades [2].

Collapse Course Navigation Menu



To expand or collapse the Course Navigation Menu, click the **Menu** icon. When you choose to expand or collapse the Global Navigation menu, your preference is applied to all of your courses.

View Content Area

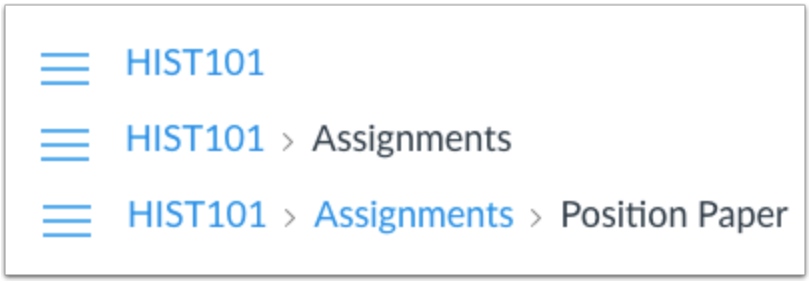


Home Page content (and all Canvas content) is displayed in the content area.

The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content [1]. The content can also show the Course Activity Stream, which is a list of all recent activity in the course. Your Home Page may also display recent announcements at the top of the page [2].

The Home Page content also defines what sections display in the sidebar.

View Breadcrumbs

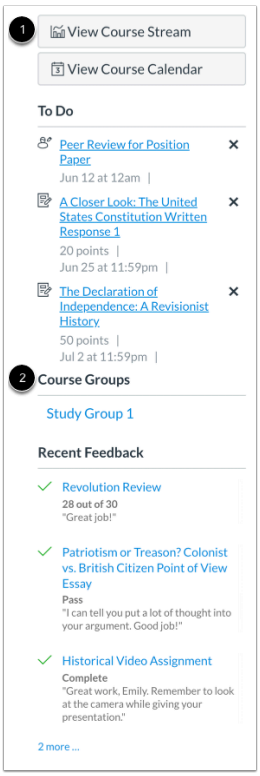


Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

Note: If you have created a nickname for a course, the breadcrumbs display the nickname to identify the course. Otherwise, the breadcrumbs display the course code.

View Sidebar

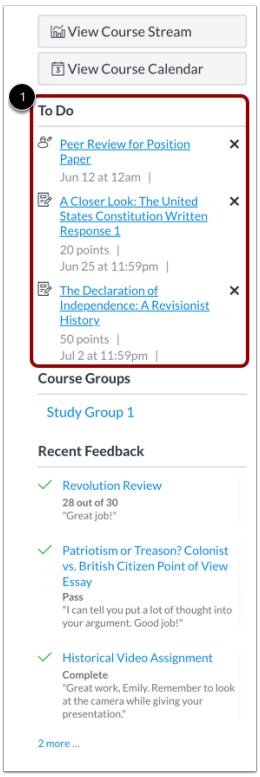


The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.

If your Course Home Page displays a page other than the Course Activity Stream, you can view the course activity stream by clicking the sidebar **View Course Stream** button [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

If you have been added to a group in your course, the **Course Group** section [2] includes links to your course groups.

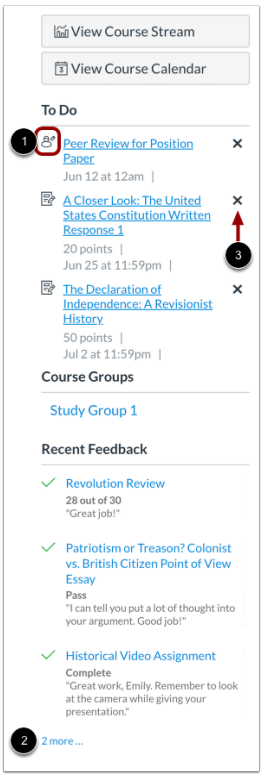
View Sidebar Sections



The sidebar always shows the To Do section [1], which shows all recent announcements and up to seven assignments that are due in the upcoming weeks, including ungraded quizzes and assignments that do not require a submission. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The sidebar can also include a variety of other sections, depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include the Assignment list, Calendar and Assignment Groups, and Recent Feedback.

Manage Sidebar Items



Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

The To Do section shows up to seven items with due dates in the upcoming weeks. To view more items, you must manually remove items from the list. To remove a To Do item, click the **remove** icon [3].

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.

How do I use the Course Activity Stream as a student?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the Global Activity Stream in the Dashboard when you first log in to Canvas.

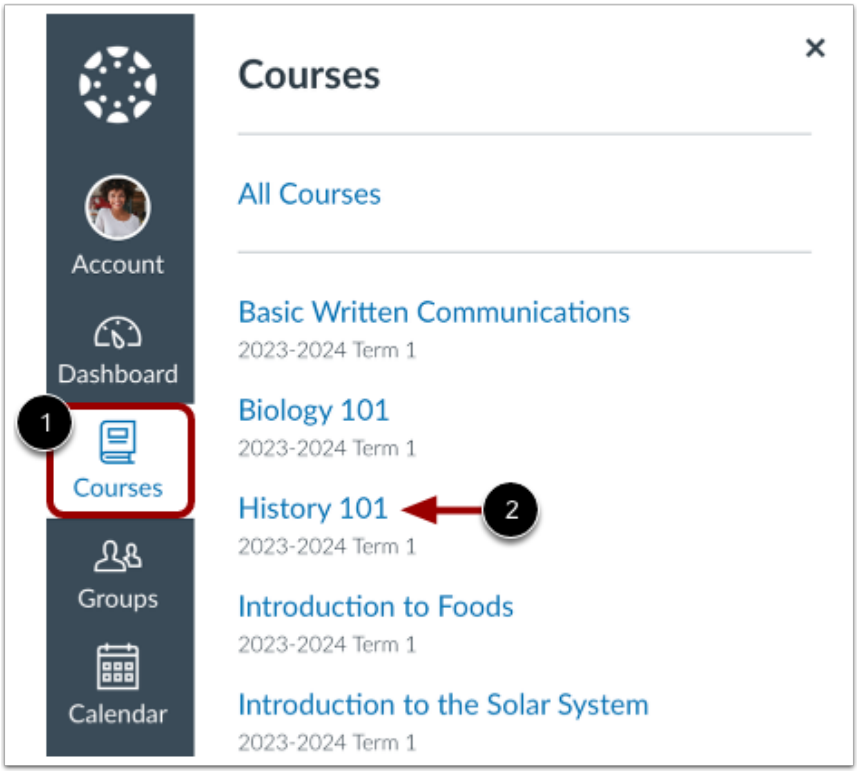
The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

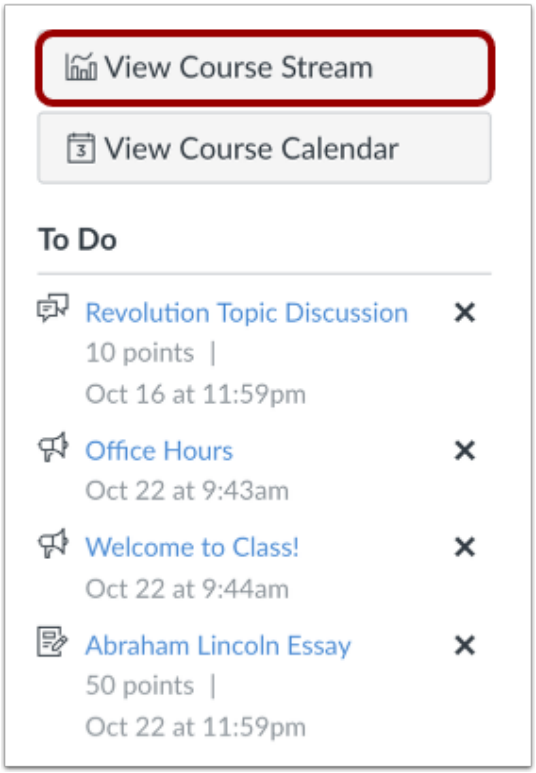
- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the **Notify users that this content has changed** button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

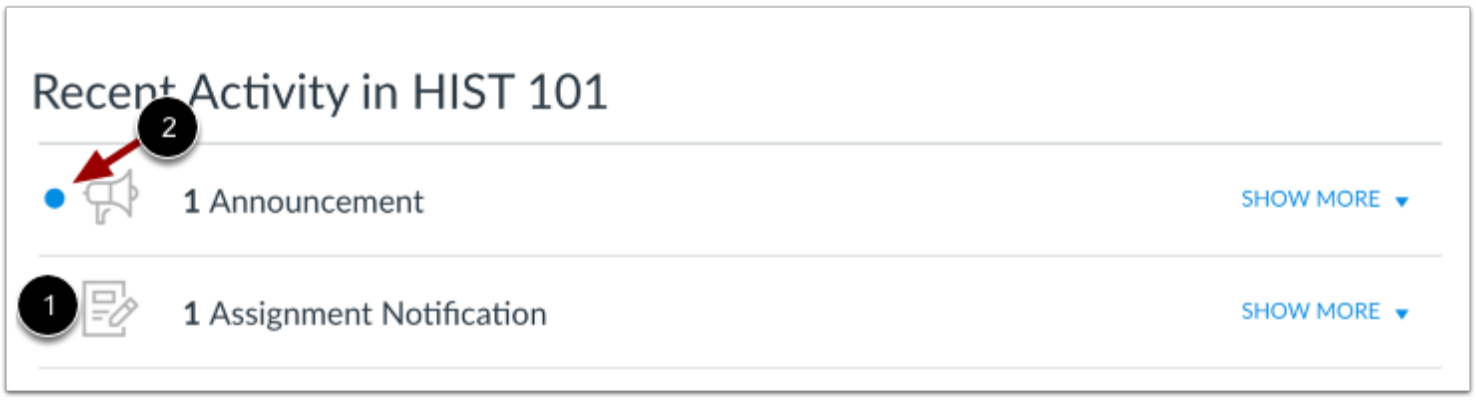
Open Course Activity



In the Home Page sidebar, click the **View Course Stream** button.

Note: If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

View Course Activity

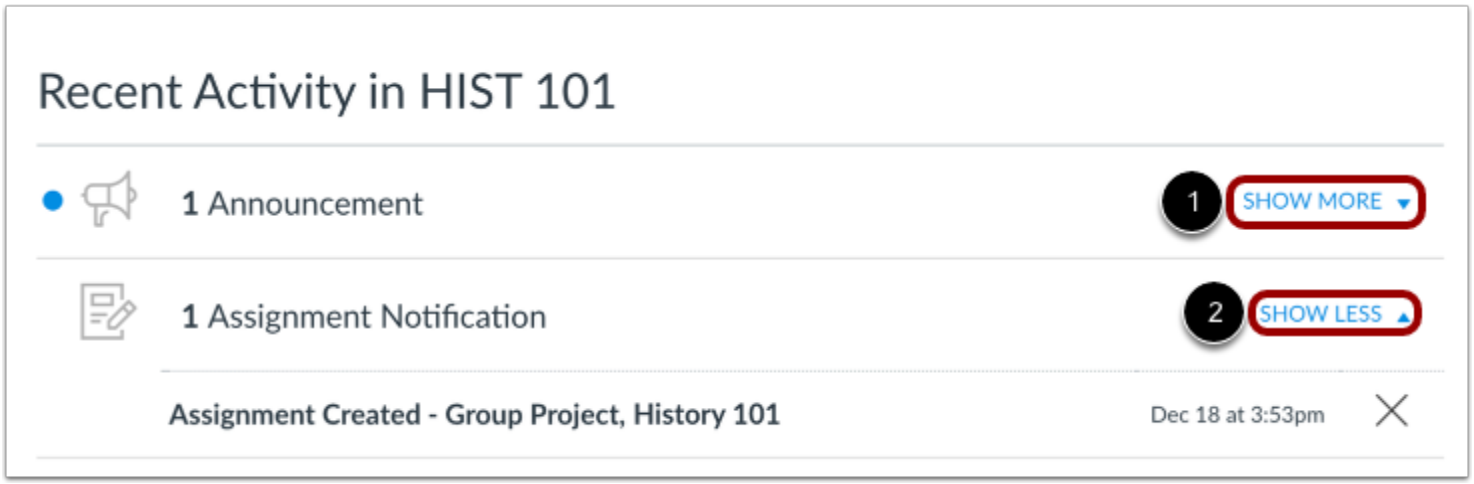


The Course Activity Stream contains recent notifications in the course, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your course and easily ask questions and post to discussion forums. Unlike course cards on the Dashboard, the activity stream does not mimic visibility of Course Navigation links.

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon [1] for the activity. New activity in your account is indicated by a blue dot [2]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

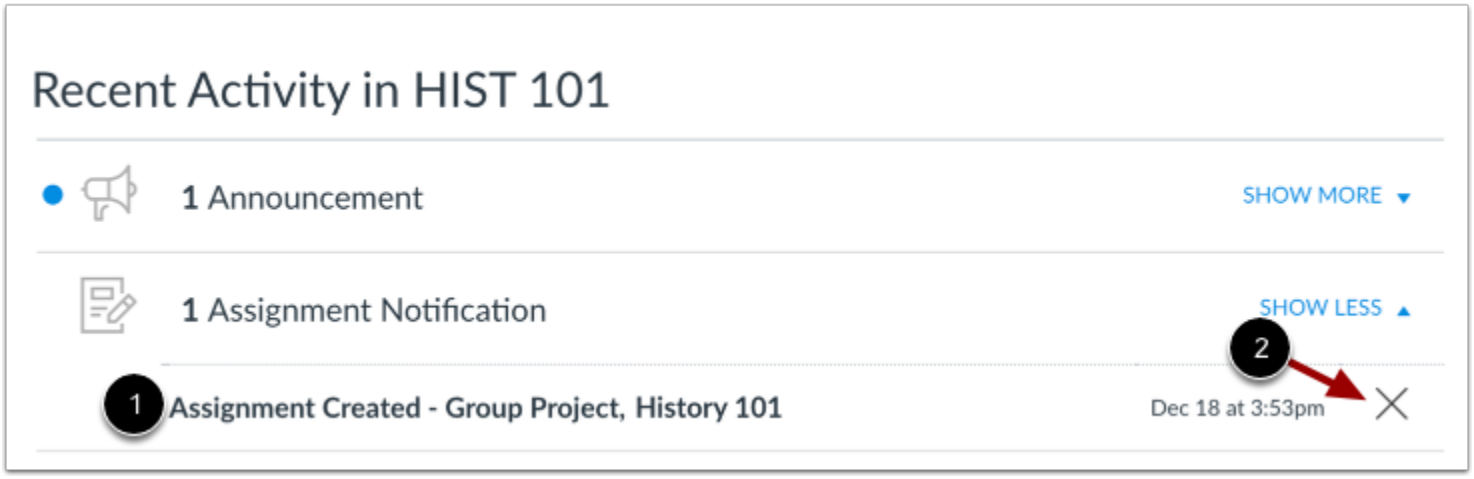
Note: To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Expand and Collapse Notifications



You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity



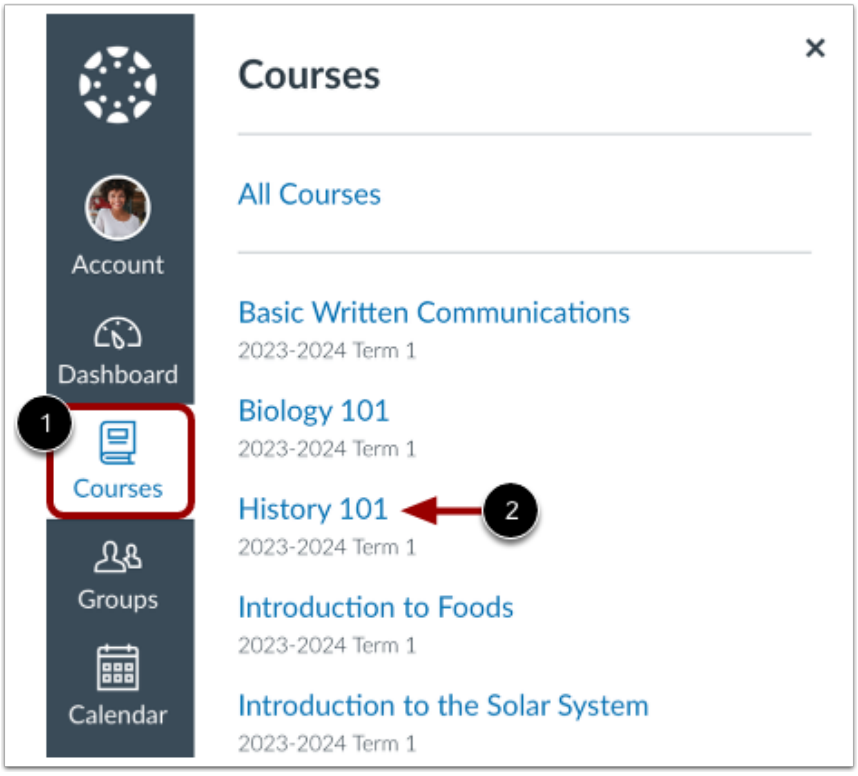
You can directly access your recent activities by clicking the activity link [1]. To remove a notification, click the **remove** icon [2].

How do I drop a self-enrolled Canvas course?

If you decide you want to drop a course you self-enrolled in using Canvas, follow these steps.

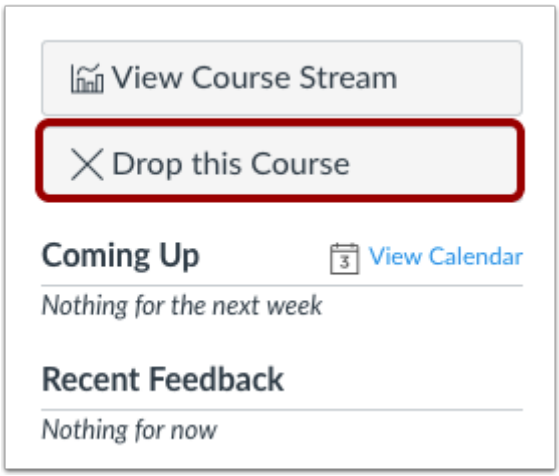
Note: You can only drop a self-enrolled Canvas course while it is in progress (between the course participation dates). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your instructor or institution to be removed from the course.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

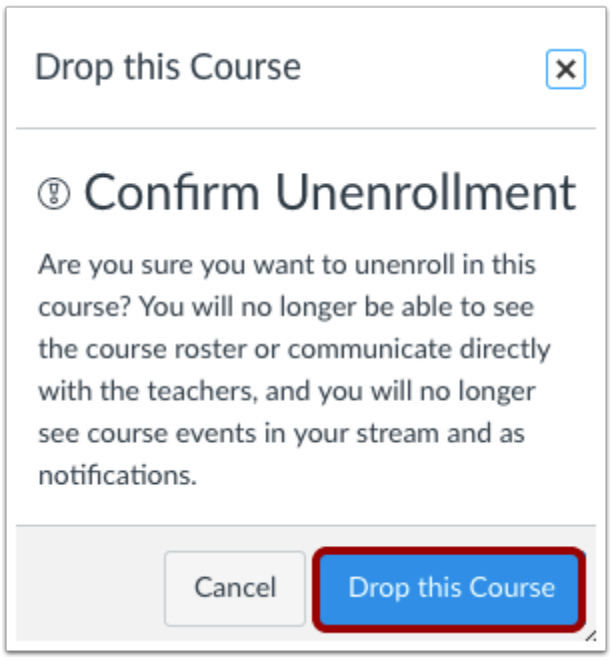
Drop this Course



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

Note: You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your instructor or institution to be removed from the course.

Confirm Un-enrollment



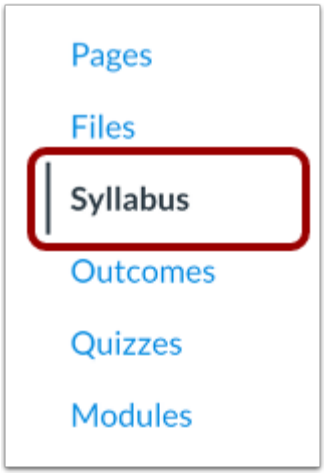
Click the **Drop this Course** button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.

How do I use the Syllabus as a student?

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by assignments and calendar events in the course.

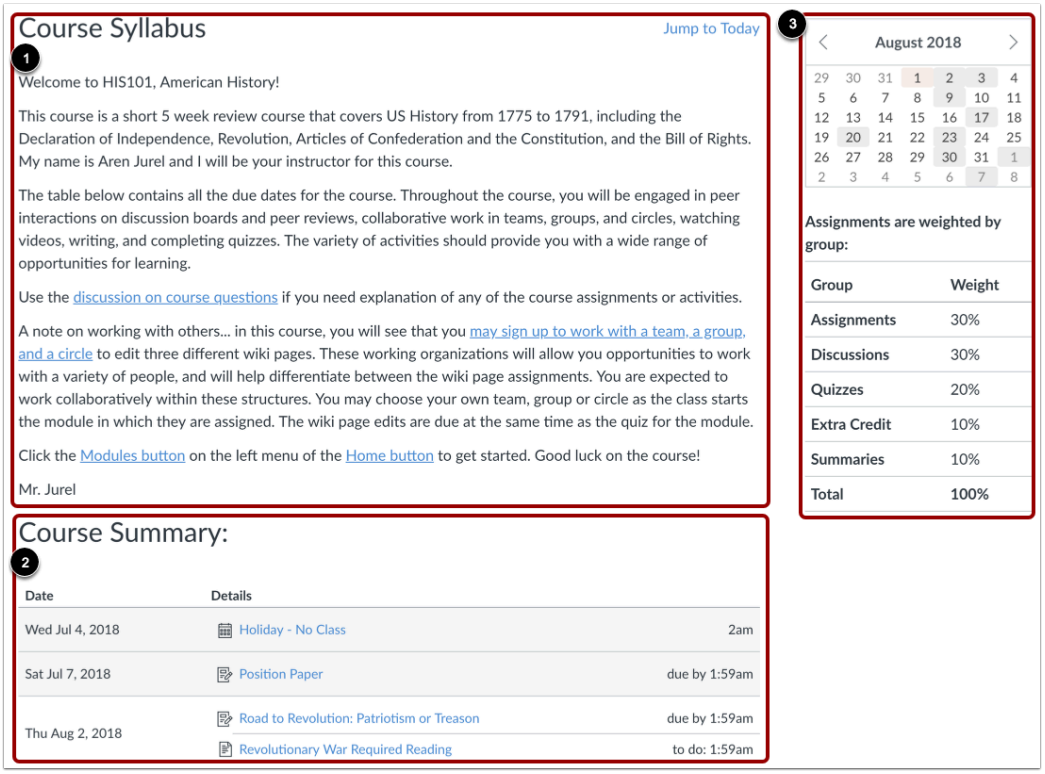
Your instructor has the option to set the Syllabus to be the home page for your course as well.

Open Syllabus



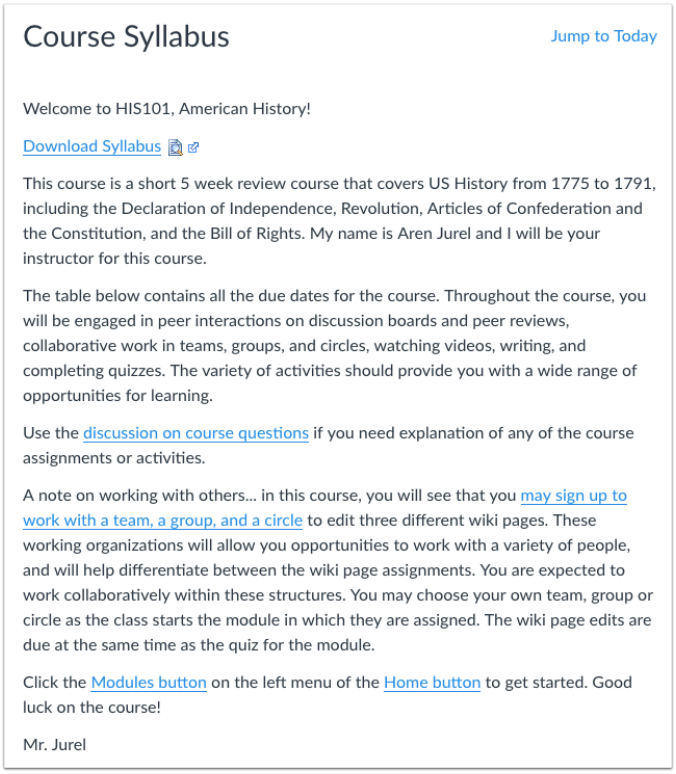
In Course Navigation, click the **Syllabus** link.

View Syllabus



The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].

View Syllabus Description



Course Syllabus

Jump to Today

Welcome to HIS101, American History!

Download Syllabus

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.

Use the discussion on course questions if you need explanation of any of the course assignments or activities.

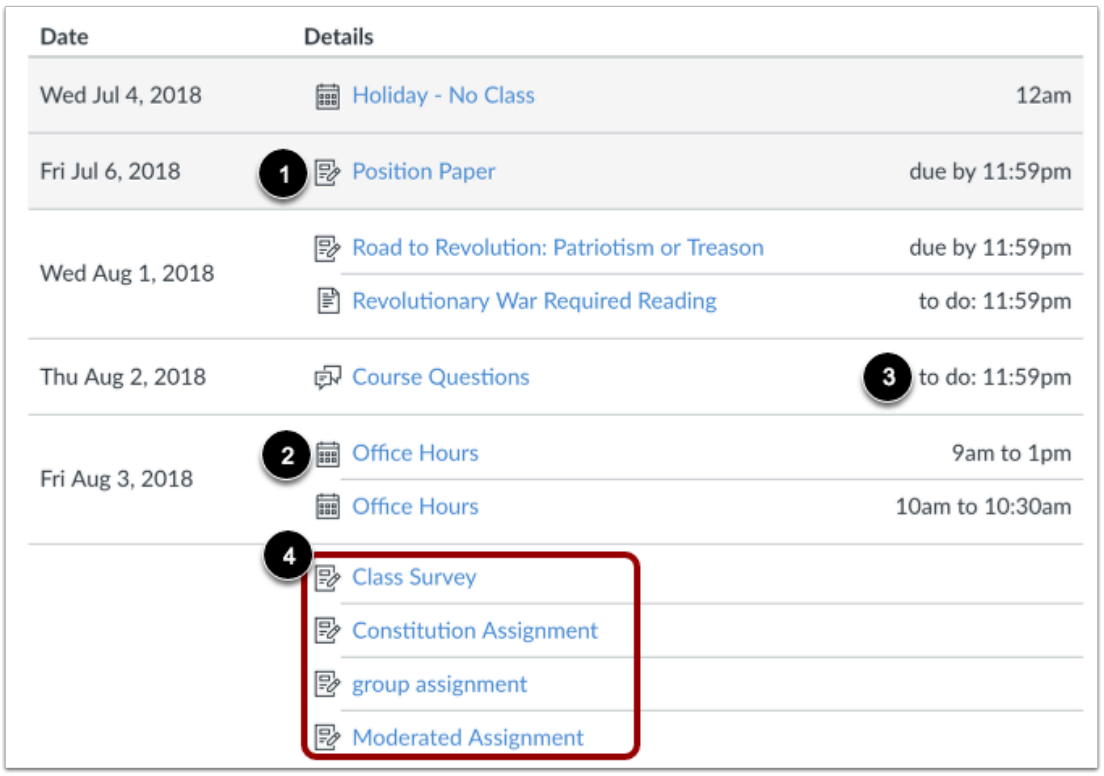
A note on working with others... in this course, you will see that you may sign up to work with a team, a group, and a circle to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

Click the Modules button on the left menu of the Home button to get started. Good luck on the course!

Mr. Jurel

The syllabus description may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your instructor.

View Course Summary



The Course Summary is automatically generated for the course and contains a list of assignments and calendar events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date in the syllabus [3].

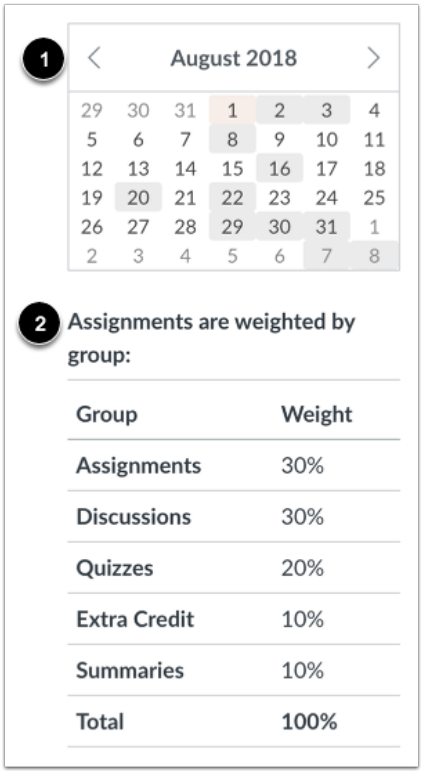
Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items [4] are listed in alphabetical order.

View Time Zones



If you have set a specific time zone in your User Settings, all course dates and times will display in your local time, but if you hover over the time, you can also see the course date and time.

View Sidebar



The sidebar section displays information about course events and grading. If your Syllabus is also set as your course home page, the sidebar may also include additional features.

The Syllabus sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

If your course includes weighted assignment groups, the sidebar may also shows the percentages of each group [2].

Note: If you cannot view assignment group totals, your instructor has restricted this feature.

How do I view New Analytics in a course as a student?

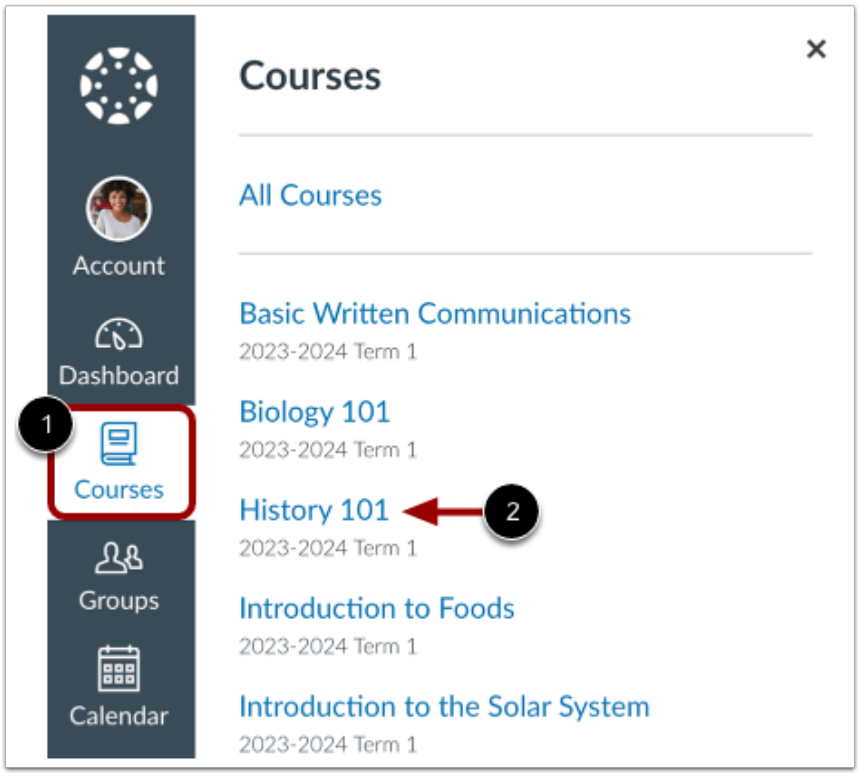
As a student, you can view New Analytics in a course.

Available analytics include course grade, weekly online activity, and communication. By default, the analytics page displays an interactive chart graph of all data. However, you can view data within a table at any time.

Notes:

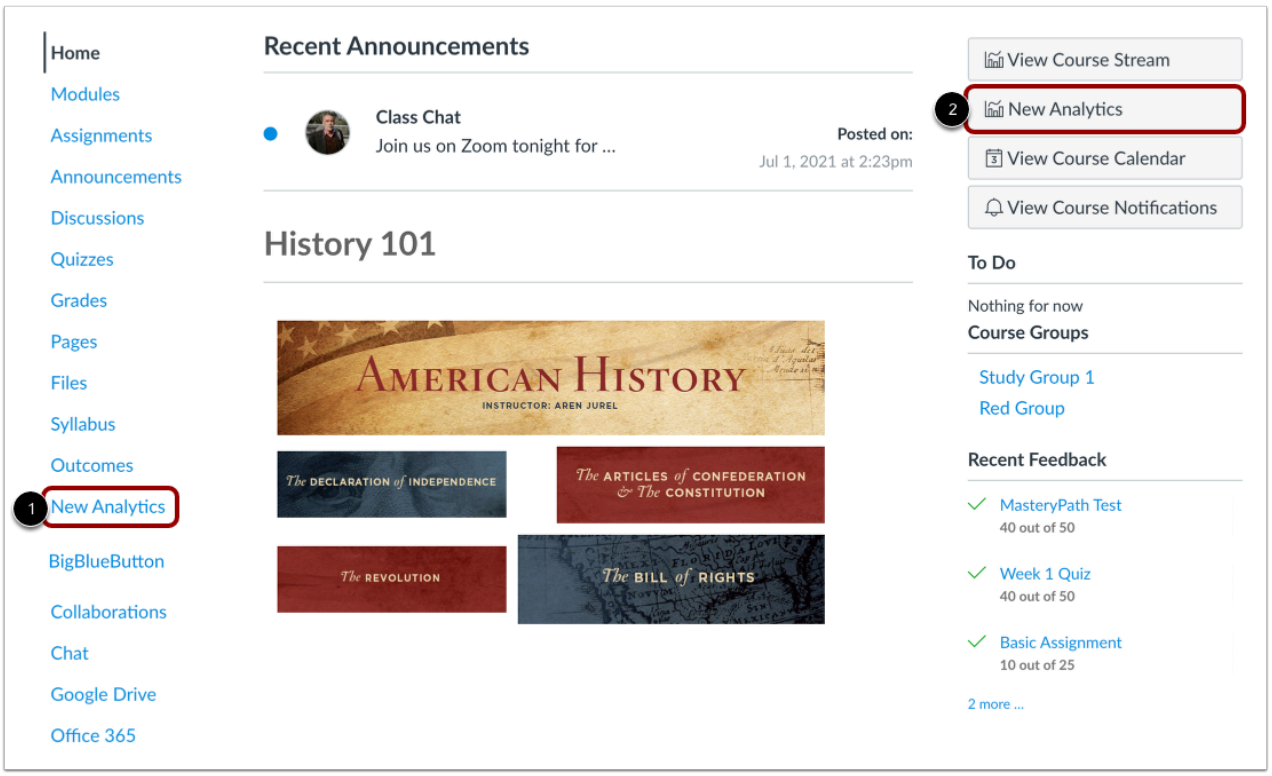
- If you cannot view an option to access New Analytics, your institution may not have enabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent activity and submissions.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

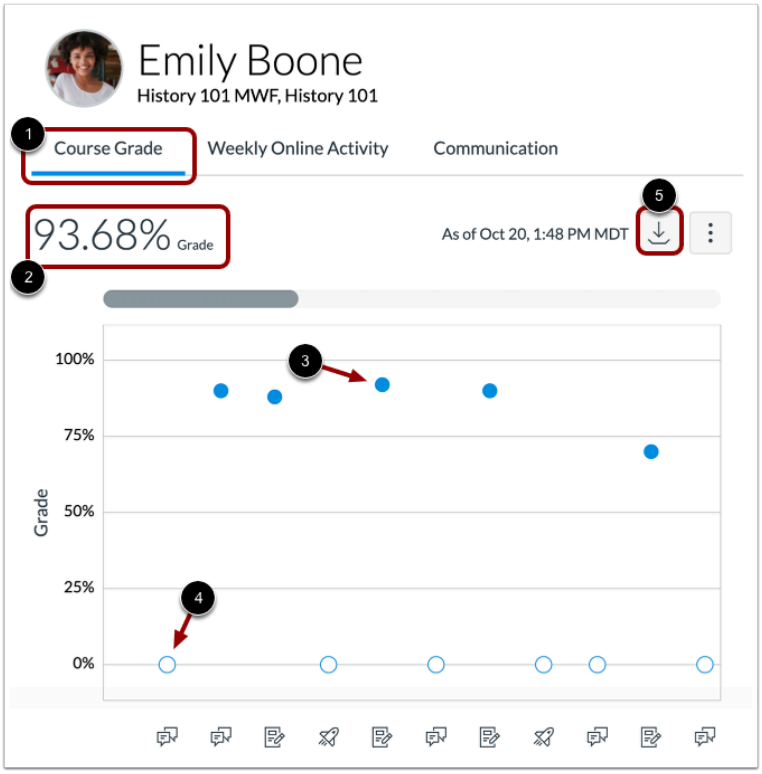
Open New Analytics



To open New Analytics, click the **New Analytics** link in Course Navigation [1] or the **New Analytics** button in the Course Home page [2].

Note: If you cannot view an option to access New Analytics, your instructor may not have enabled this feature or you may not have the necessary course role permissions.

View Course Grade Graph



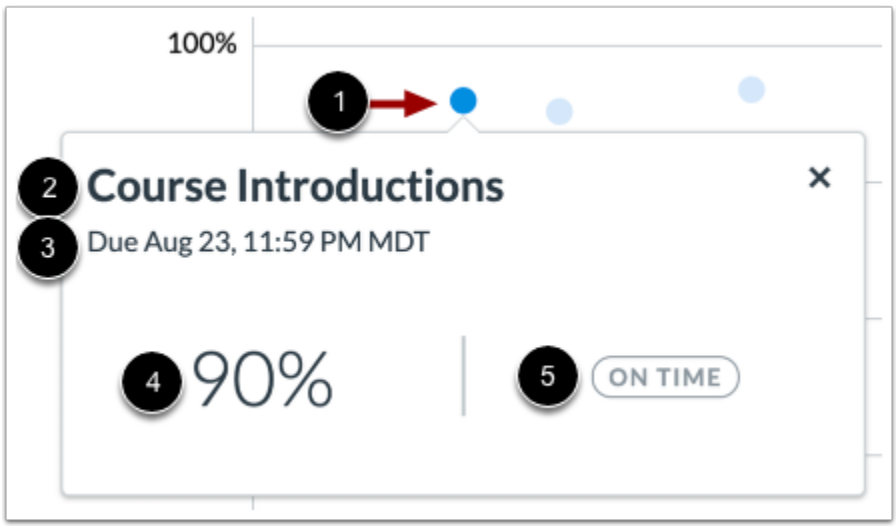
By default, student analytics opens to the **Course Grade** tab [1]. The Course Grade graph shows your submission status and grade for all the assignments in the course. Your current course grade is shown above the chart graph [2].

The x-axis displays an icon to indicate if the activity is an assignment, quiz, or discussion. The y-axis indicates the grade percentage.

A solid dot [3] represents a graded assignment and an empty dot [4] represents an ungraded assignment.

To download a CSV of your course grade data, click the **Download** button [5].

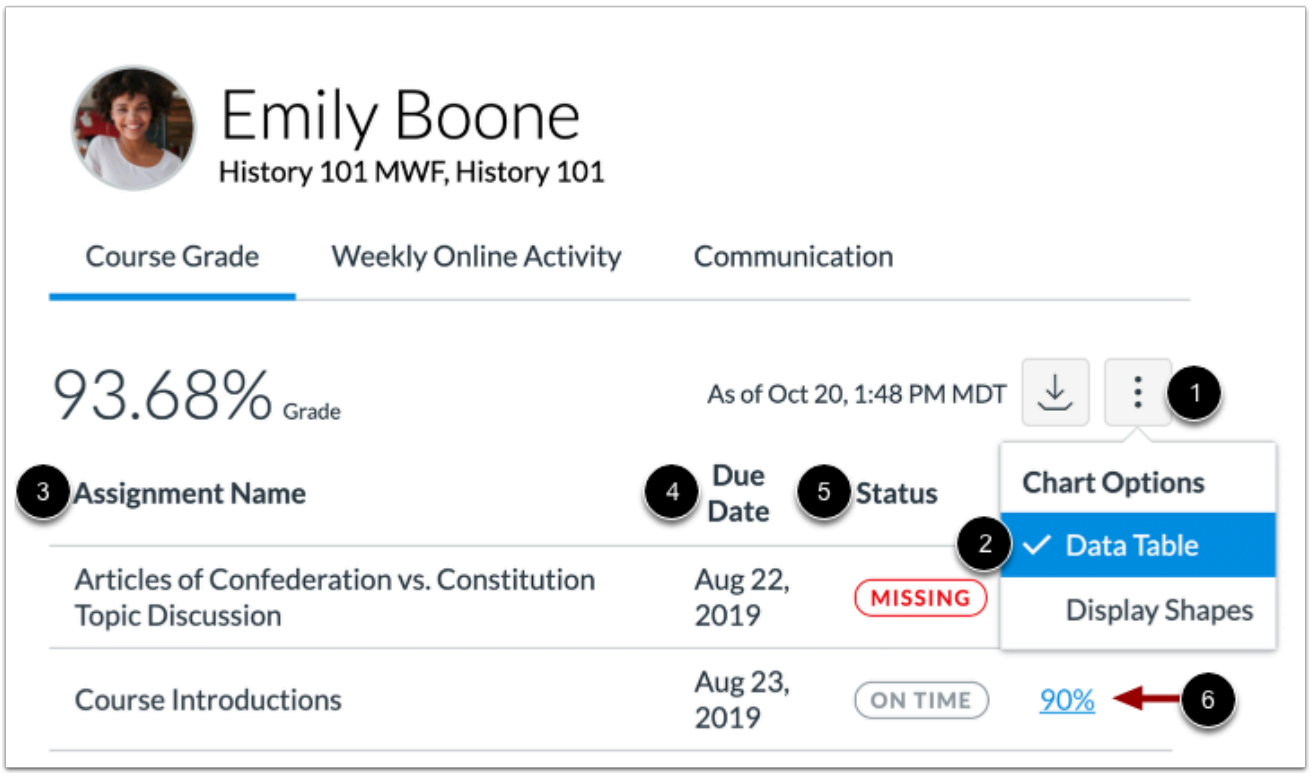
View Assignment Details



To view more details about an assignment, click the dot [1].

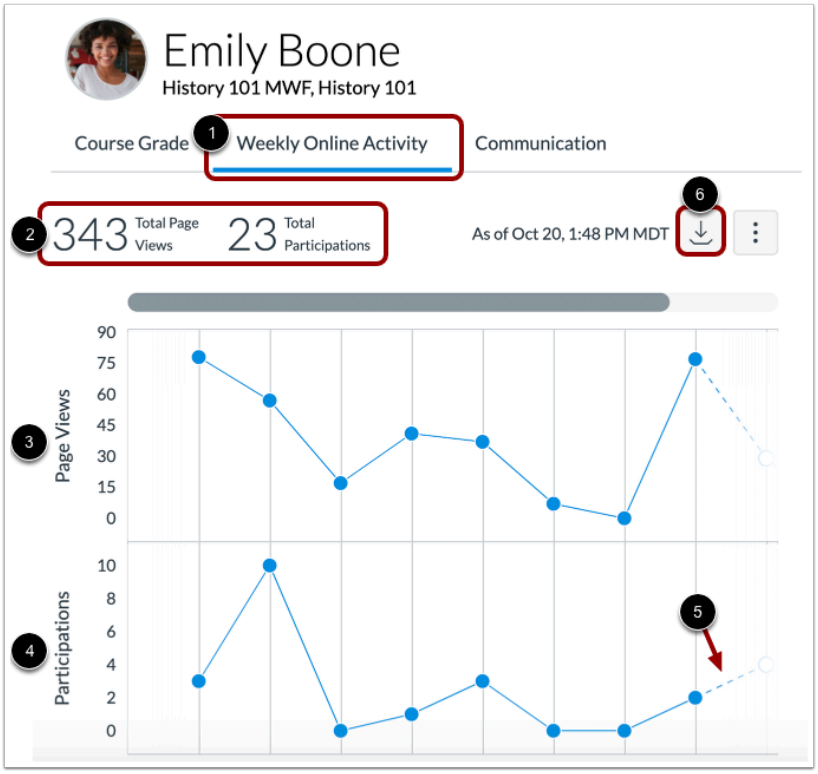
Each assignment will display the title [2], due date [3], grade [4], and status label [5]. The status label may display as on time, missing, late, or excused.

View Course Grade Data Table



To view course grade data in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the assignment name [3], due date [4], status [5], and grade [6]. The table can be sorted by clicking any column heading.

View Weekly Online Activity Graph



To view your weekly online activity, click the **Weekly Online Activity** tab [1]. Your total page views and total participations are displayed above the chart [2].

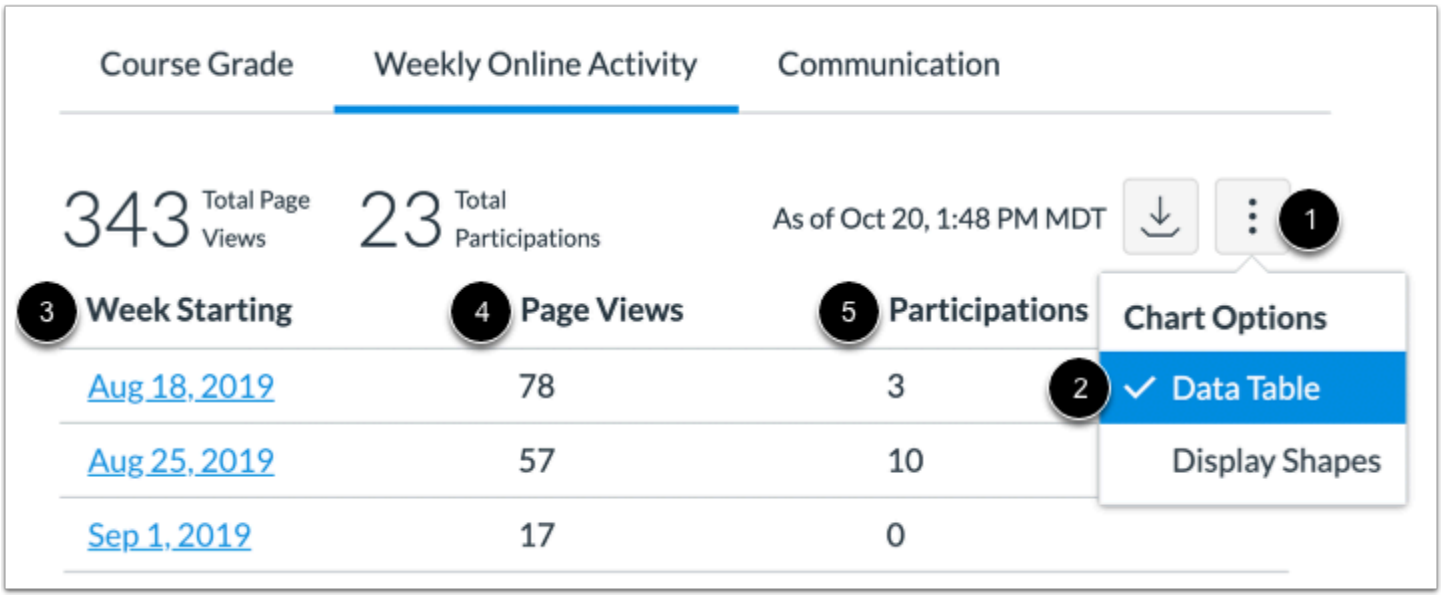
Data is displayed as a chart with two rows: average page views [3] and average participations [4]. The following actions will generate participations:

- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a page
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz

Data for the week that is currently in progress is indicated by a dotted line [5].

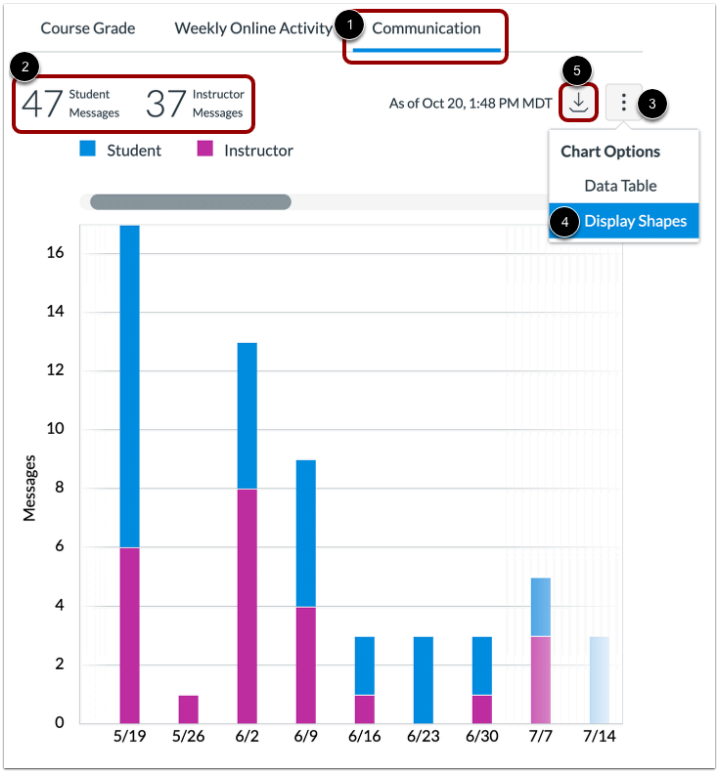
To download a CSV of the weekly online activity data, click the **Download** button [6].

View Weekly Online Activity Data Table



To view weekly online activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of page views [4], and number of participations [5]. The table can be sorted by clicking any column heading.

View Communication Graph



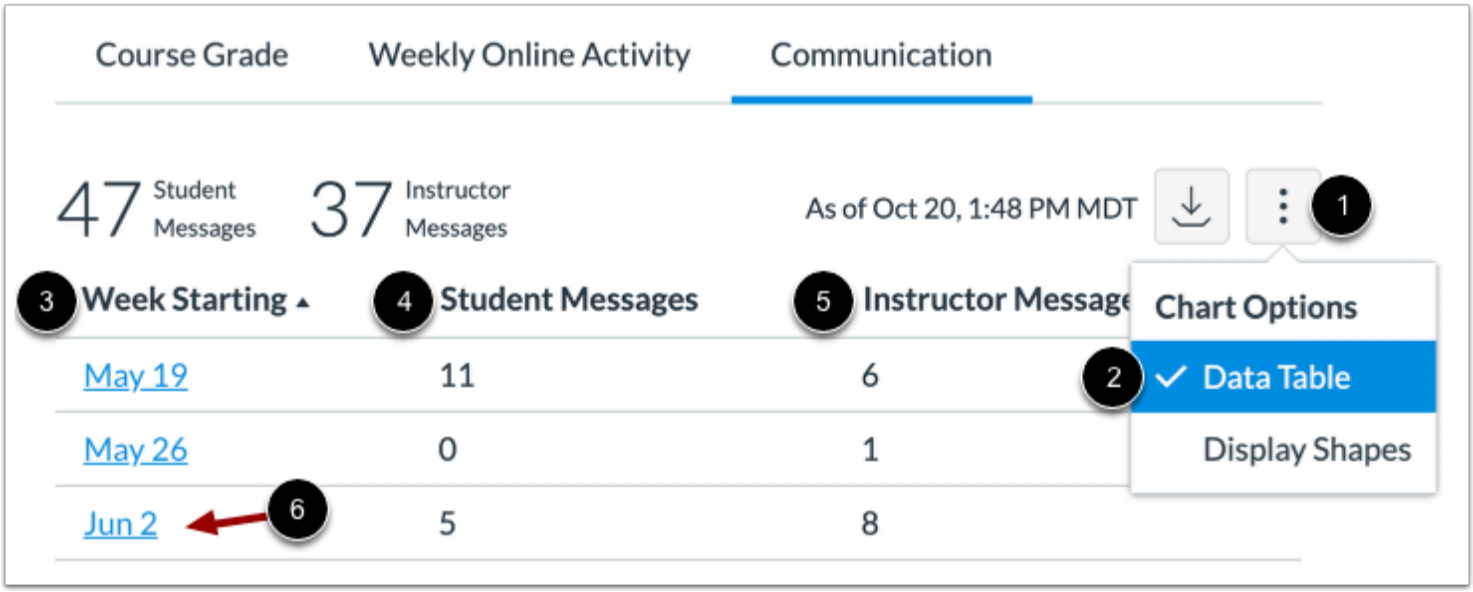
To view an overview of messages, click the **Communication** tab [1]. The Communication graph shows the number of conversations that have taken place between you and your instructor(s) in the Canvas Inbox. The total number of messages sent by you and your instructors is displayed above the graph [2].

The x-axis shows the date range and the y-axis shows the number of messages sent. Student and instructor messages are differentiated by different colors. To improve contrast in the chart, click the **Chart Options** icon [3] and select the **Display Shapes** option [4].

To view the details of the bar graph, hover over the specific bar you want to view. You can view the total number of messages sent for the date range. Click the bar to view the specific days and number of messages that were sent in the range.

To download a CSV of the communication data, click the **Download** button [5].

View Communication Data Table



To view communication activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of student messages [4], and number of instructor messages [5]. The table can be sorted by clicking any column heading.

To view details of a specific date range, click the date [6].

How do I use the Microsoft Immersive Reader in a course as a student?

The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. You can use the Microsoft Immersive Reader when viewing the Course Home Page or Syllabus or when viewing an individual assignment or page. For more information about the reader, visit the Microsoft Immersive Reader website.

Notes:

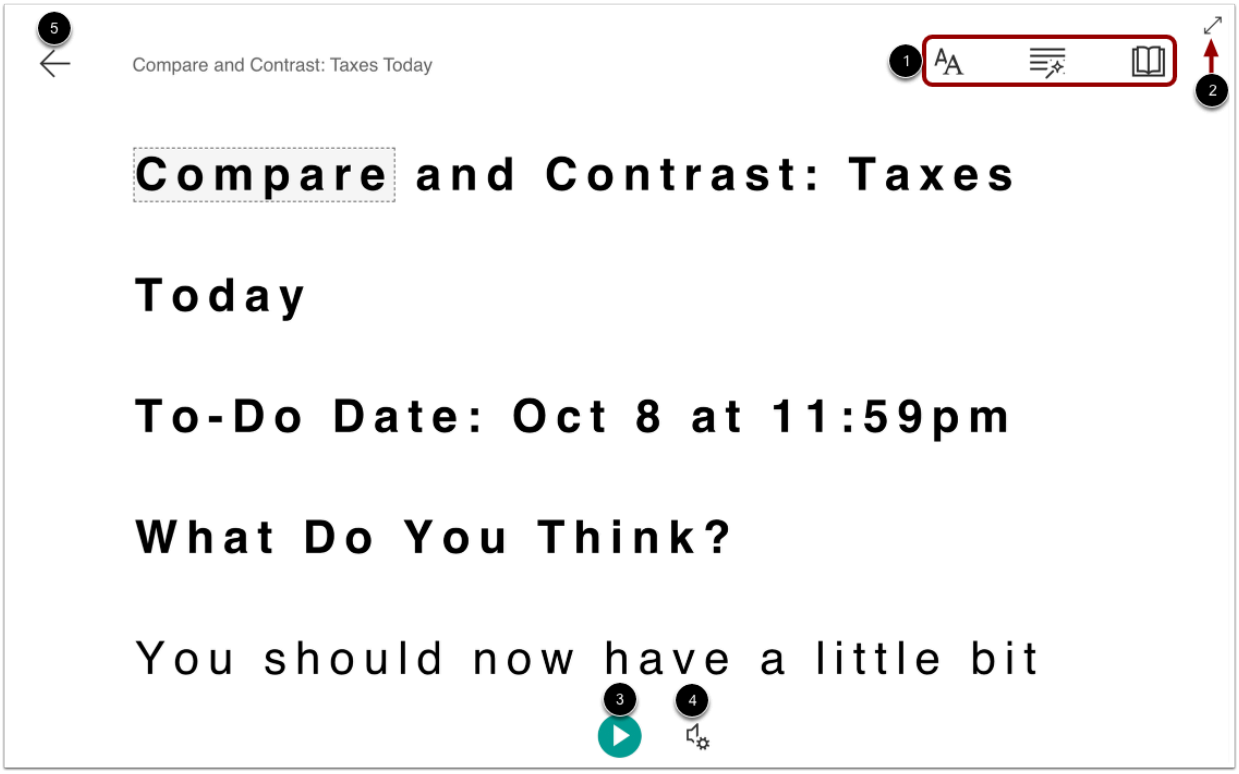
- You can enable Microsoft Immersive for your user account in your User Settings. However, if the feature is on for the entire account, the account preference overrides the user preference, and the user setting has no effect.
- External Tool content embedded in the Rich Content Editor cannot be read by the Immersive Reader.
- The Immersive Reader will not appear on external tool assignments.

Open Immersive Reader



When viewing pages, assignments, course home pages, and the syllabus in a course, click the **Immersive Reader** button.

View Immersive Reader



The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the **Play** button [3]. To adjust audio settings, click the **Voice Settings** button [4].

To close the reader and return to Canvas, click the **Exit** button [5].

Note: For more details about the Microsoft Immersive Reader functionality, visit the Microsoft Immersive Reader website.

How do I use my Homeroom as a student in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If you have an active enrollment in a Canvas for Elementary subject, the Homeroom is the first thing you will see when you log into Canvas. The Homeroom helps you see what is happening in all your current subjects.

You can return to your Homeroom at any time by clicking the Homeroom link in Global Navigation.

Notes:

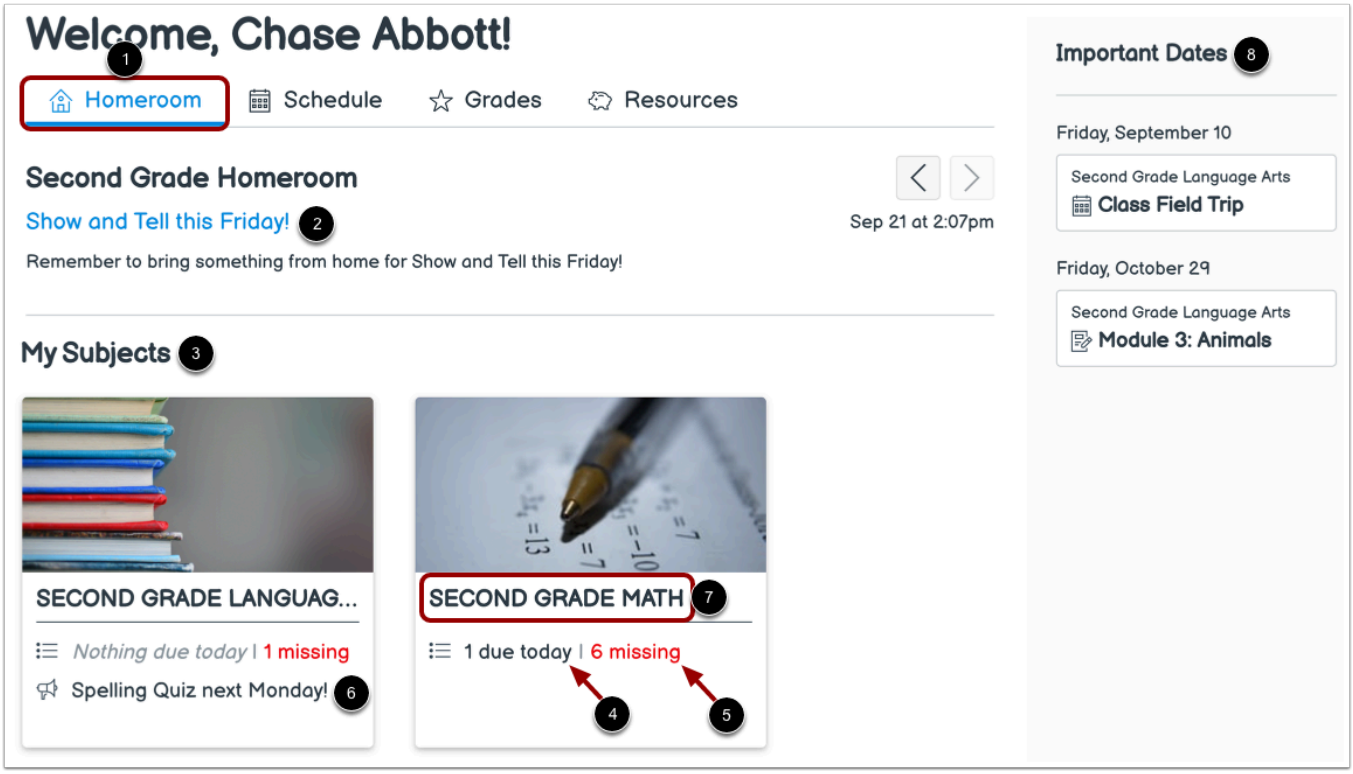
- If you do not have an active enrollment in a Canvas for Elementary subject, the Classic View Dashboard displays.
- The Canvas for Elementary homeroom does not display favorited subjects. However, any subjects favorited from the Classic View Dashboard are retained and display in the Classic View Dashboard.

Open Homeroom



In Global Navigation, click the **Homeroom** link.

View Homeroom



The Homeroom is your landing page in Canvas.

In the **Homeroom** tab [1], you can view a homeroom announcement, if one has been added by your instructor [2].

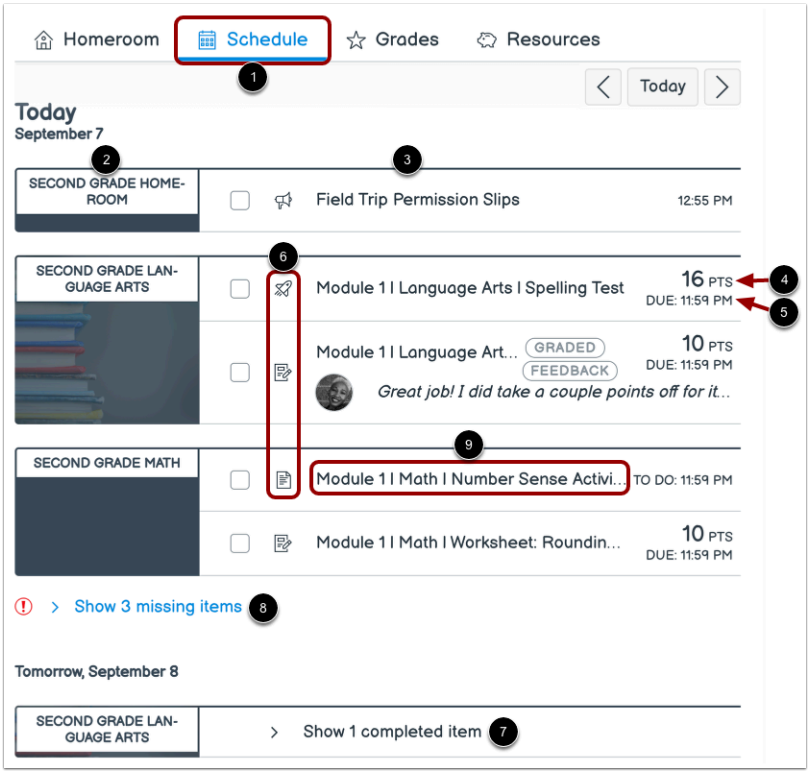
You can also view your subjects [3] and subject details such as assignments that are due today [4], missing assignments [5], or subject announcements [6].

To view more subject details, click the name of the subject [7].

Items that your instructor has marked with an important date display in the sidebar [8].

Note: By default, your published and unpublished subjects display in the Homeroom tab. However, if you have an additional enrollment type, such as an instructor enrollment type, you can favorite subjects. If subjects are favorited, only favorited subjects display in the Homeroom.

View Homeroom Schedule



In the **Schedule** tab [1], you can view various action items for all of your subjects by date.

Each item displays the subject name [2], item name [3], number of points (if points have been assigned) [4], and the due date [5].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [6].

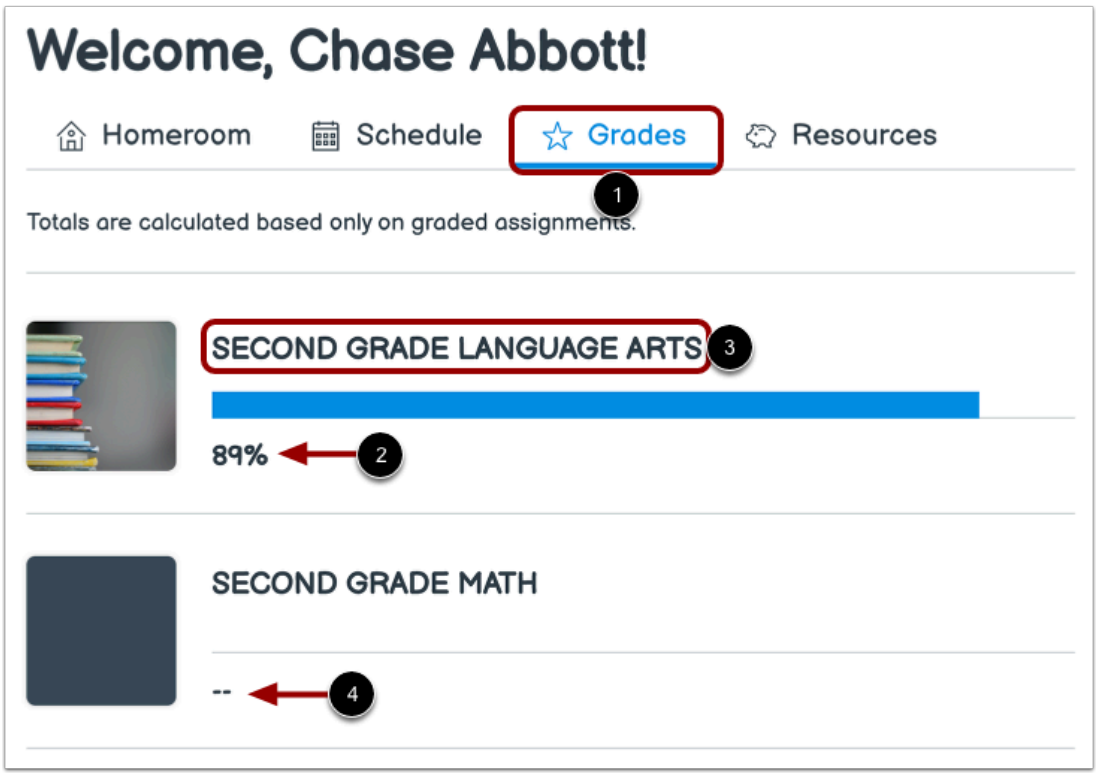
When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** dropdown [7].

To view missing tasks, click the **Show missing items** dropdown [8]

To view item details, click the name of the item [9].

Learn more about your schedule.

View Homeroom Grades

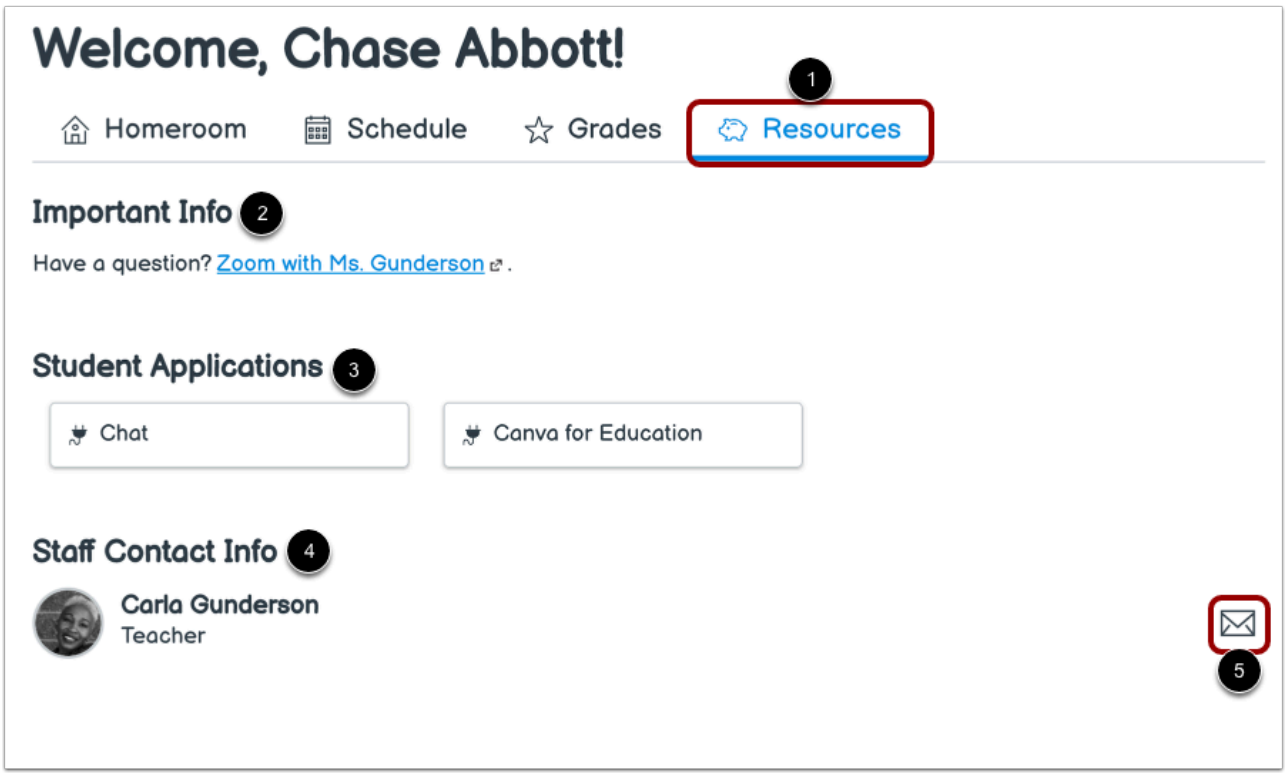


In the **Grades** tab [1], you can view grades for each of your subjects if allowed by your instructor [2].

To view grade details for a subject, click the subject name [3].

Note: If your instructor has hidden total subject grades, dashes display in place of the total subject grade [4].

View Homeroom Resources



In the **Resources** tab [1], you can view important information your instructor has added to your homeroom [2].

If student applications have been added, you can view them in the Student Applications section [3].

You can also view staff contact information [4] and send a message to your instructor by clicking the **Message** icon [5].

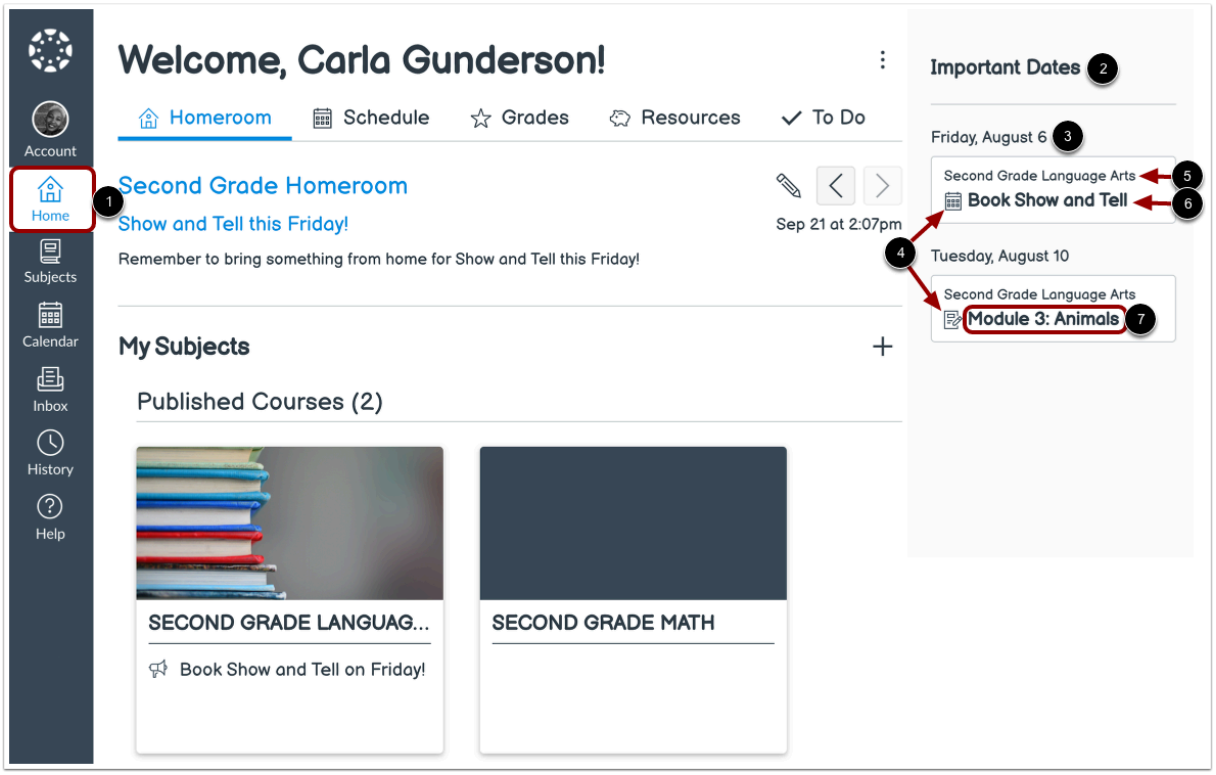
Notes:

- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.

How do I view Important Dates as a student in Canvas for Elementary?

You can view assignments, discussions, quizzes, and events that your instructor has marked as important in the Important Dates sidebar in the Homeroom.

View Important Dates



In the **Homeroom** [1], you can view assignments, discussions, quizzes, and events that your instrutor has marked as important in the **Important Dates** sidebar [2].

Items in the Important Dates sidebar are organized by the associated due date or event date [3].

Each item displays an icon with the event or assignment type [4] as well as the subject name [5], and item name [6].

To view item details, click the item's name [7].

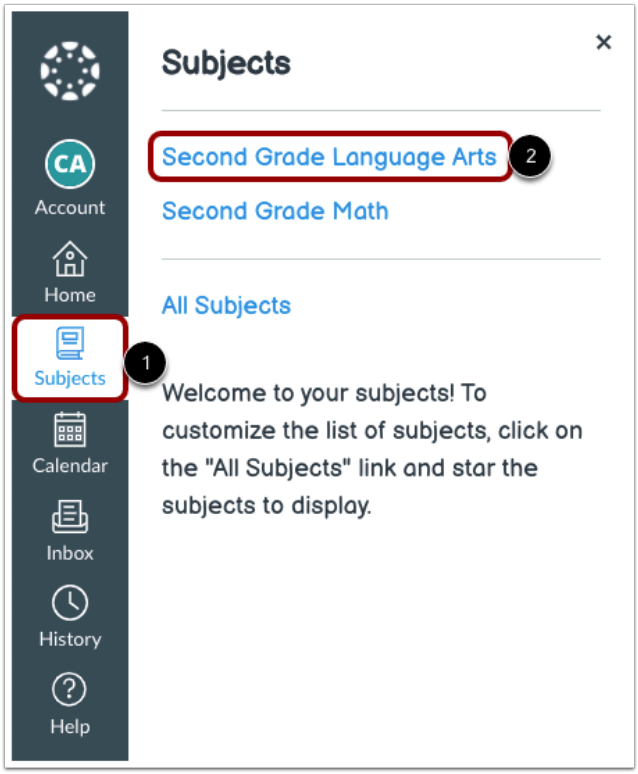
How do I navigate my subject as a student in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If you are enrolled in a Canvas for Elementary subject, the Course Home Page helps you navigate your subject and manage your coursework.

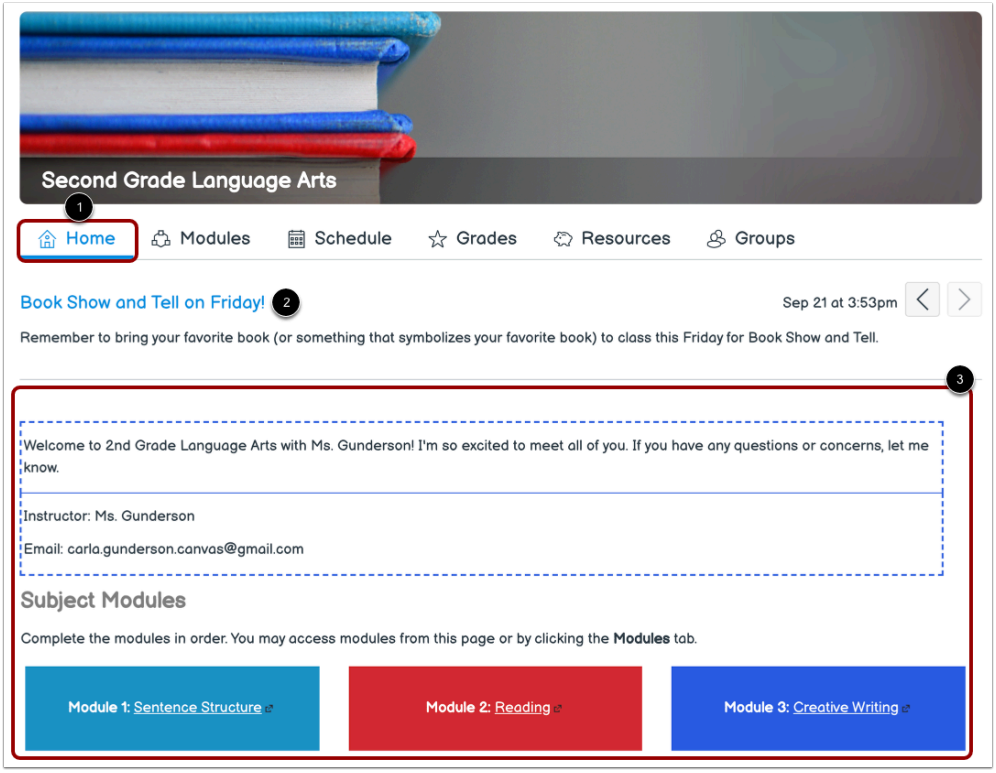
Note: If you do not have an active enrollment in a Canvas for Elementary subject, the classic Course view displays.

Open Subject



In Global Navigation, click the **Subjects** link [1], then click the name of the course [2].

View Subject Home Page



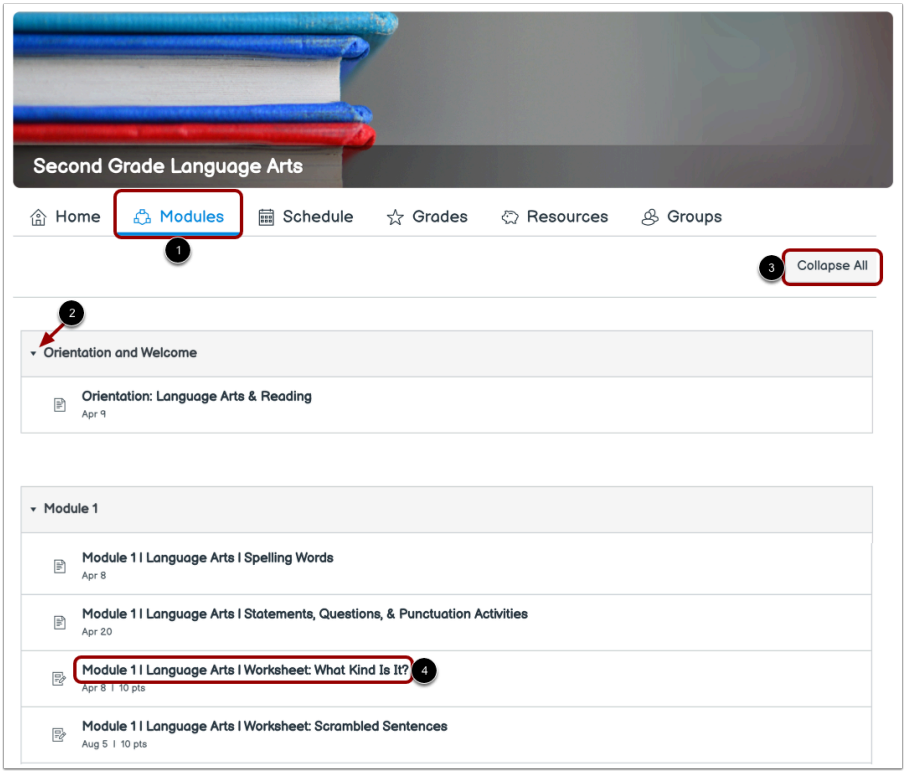
In the **Home** tab [1], you can view subject announcements, if added by your instructor [2].

You can also view your subject home page [3].

Notes:

- Only the most recent subject announcement displays on the Subject Home page.
- Subject announcements are automatically hidden after two weeks.
- If the Home tab does not display in your subject, it has been hidden by your instructor.

View Subject Modules



In the **Modules** tab, you can view modules for your subject [1]. Modules can include assignments, discussions, quizzes, pages, files, links, and external tools.

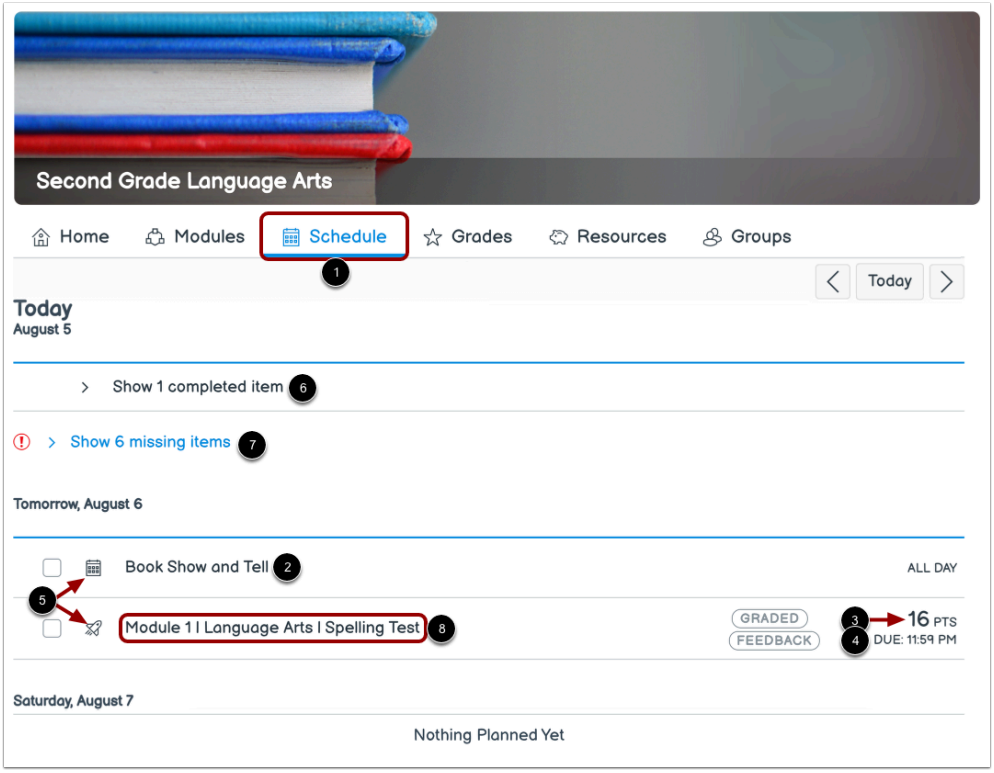
To collapse an individual module, click the module's collapse icon [3].

To collapse all modules, click the **Collapse All** button [3].

To view details for a module item, click the item's title [4].

Note: If the Modules tab does not display in your subject, it has been hidden by your instructor.

View Subject Schedule



In the **Schedule** tab [1], you can view various action items for your subject this week.

Each item displays the item name [2], number of points (if points have been assigned) [3], and the due date [4].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [5].

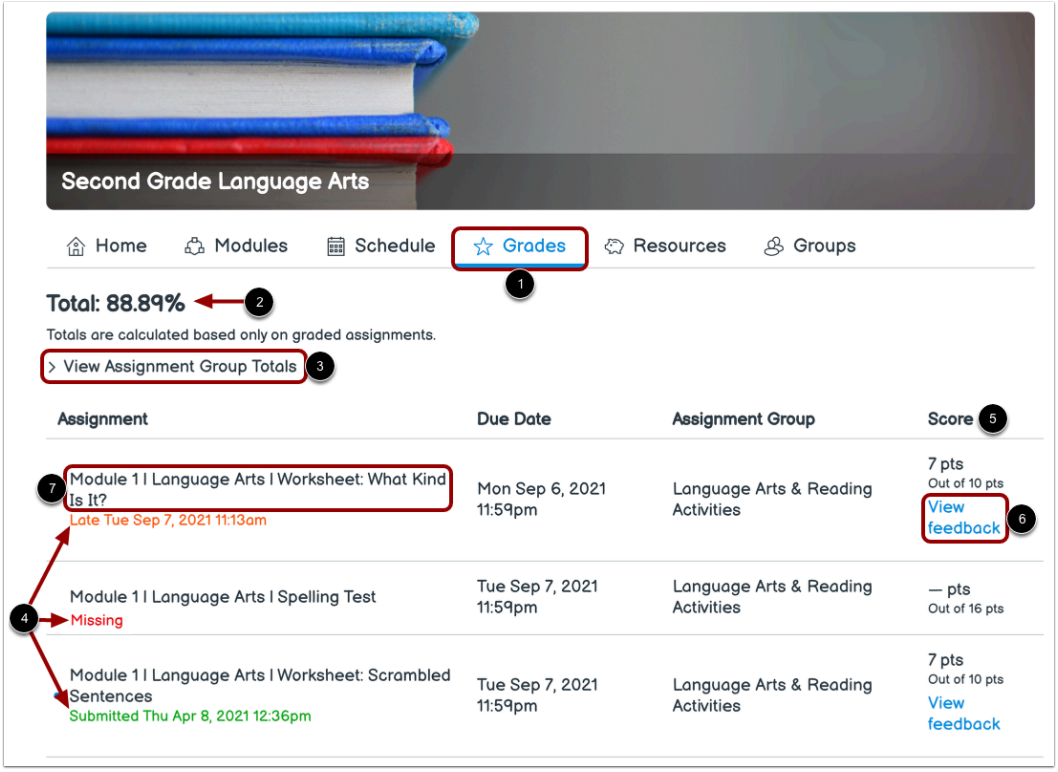
When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** dropdown [6].

To view missing tasks, click the **Show missing items** dropdown [7].

To view item details, click the name of the item [8].

Learn more about your schedule.

View Subject Grades



In the **Grades** tab [1], you can view your subject grade if allowed by your instructor [2].

To view assignment group totals, click the **View Assignment Group Totals** dropdown [3].

You can view an assignment's submission status in the **Assignment** column [4].

Graded items display scores in the **Score** column [5].

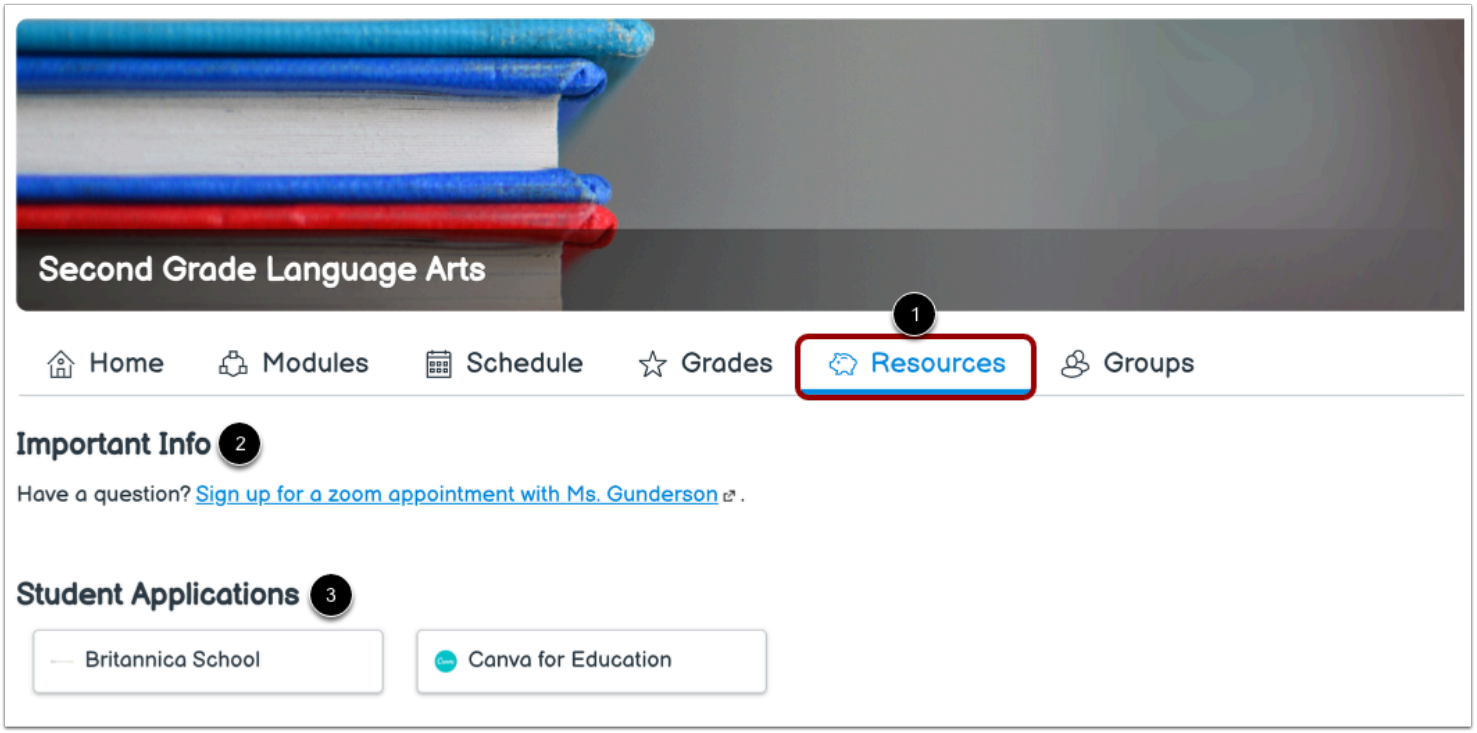
If your instructor has added feedback to your submission, click the **View Feedback** link [6].

To view grade details for an item, click the item name [7].

Notes:

- If your instructor has hidden total subject grades, dashes display in place of the total subject grade.
- If the Grades tab does not display in your subject, it has been hidden by your instructor.

View Subject Resources



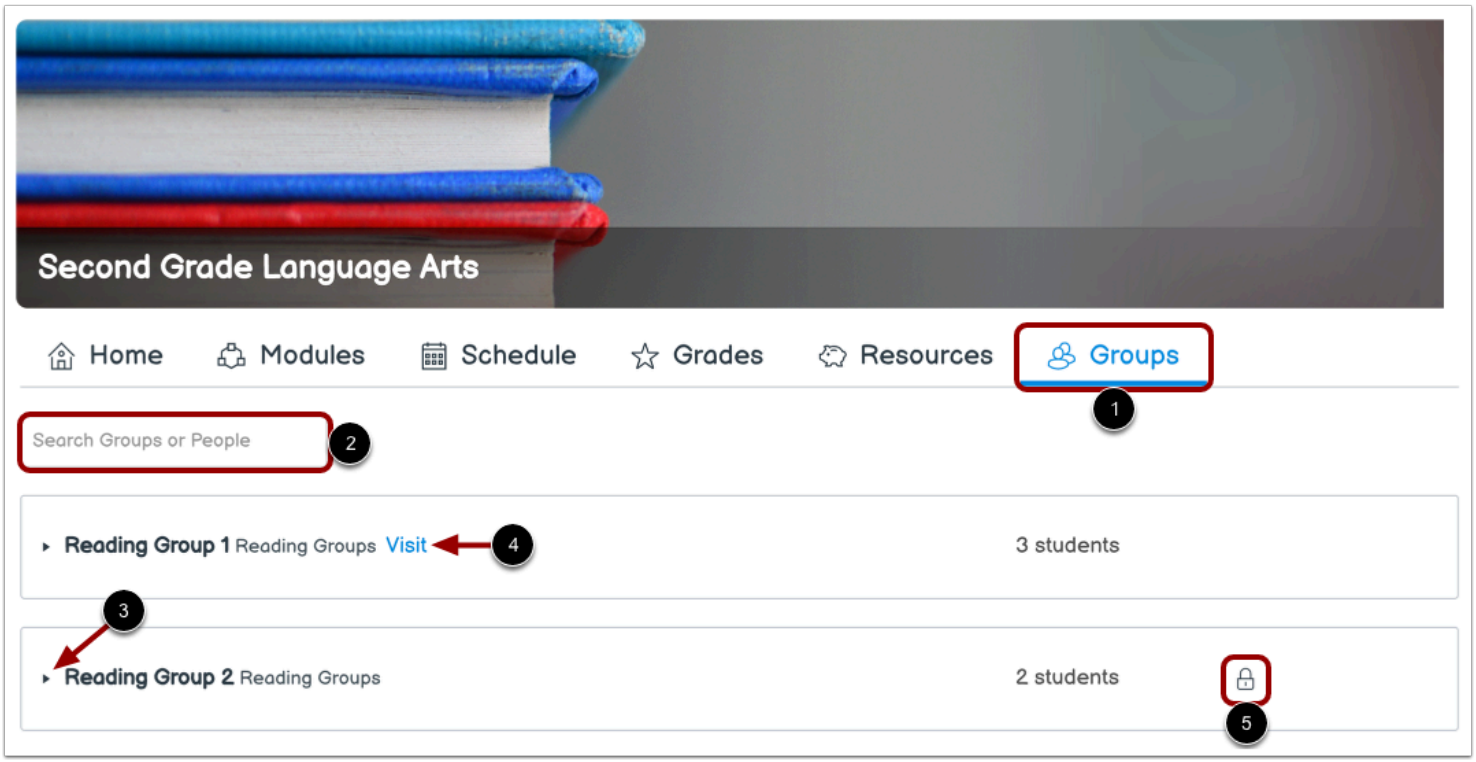
In the **Resources** tab [1], you can view important information your instructor has added to your subject [2].

If student applications have been added, you can view them in the Student Applications section [3].

Notes:

- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.
- If student applications and important information has not been added to the subject, the Resources tab does not display.

View Subject Groups



If your subject includes at least one active group, the **Groups** tab displays [1].

In the Groups tab, you can view all subject groups.

To search for a group or person, use the **Search** field [2].

To view group users, click the group's **Expand** icon [3].

If you are a member of a group, you can visit your group page. To visit your group page, click the **Visit** link [4].

A **Lock** icon appears for groups in which you are not a member [5].

Note: If the Groups tab does not display, your subject does not have any active groups.

How do I drop a self-enrolled Canvas for Elementary subject?

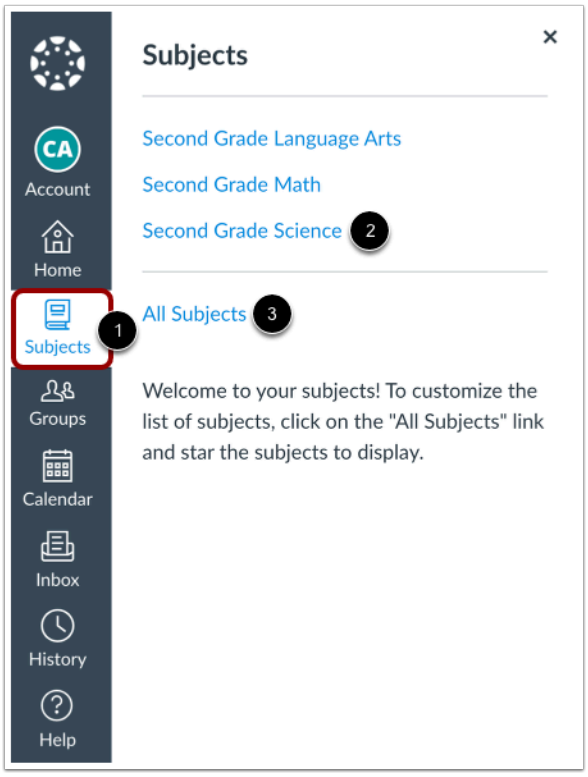
This lesson shows you how to drop a self-enrolled subject using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how do I drop a self-enrolled subject in Classic Canvas.

If needed, you can drop a self-enrolled Canvas for Elementary subject.

Notes:

- You can only drop a self-enrolled Canvas for Elementary subject while the subject is within its participation dates.
- If you did not self-enroll in the subject, contact your instructor or institution for assistance to be removed from the subject.

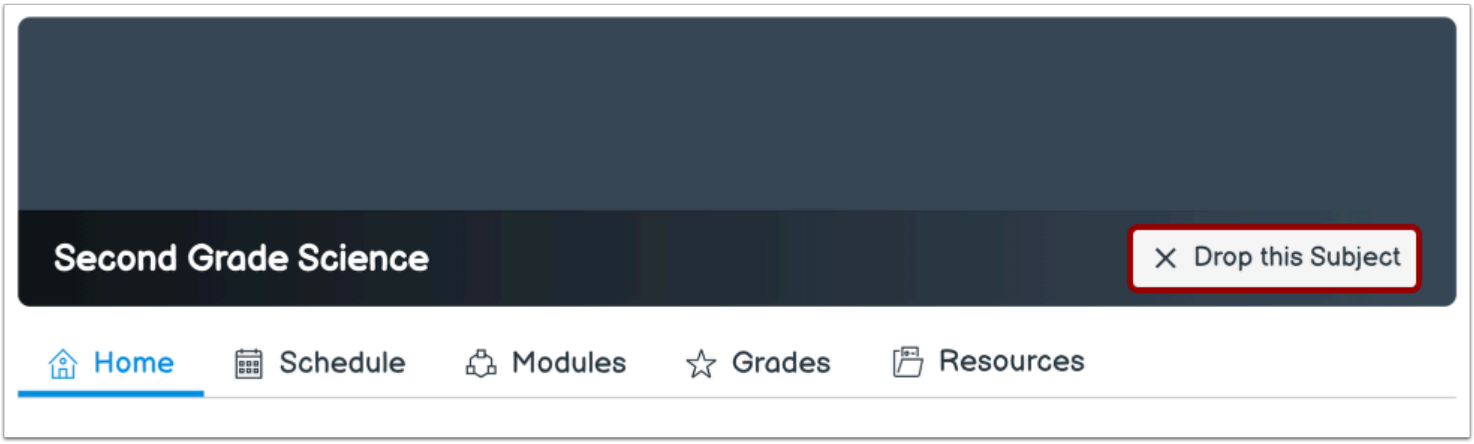
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then click the subject name [2].

To view all of your subjects, click the **All Subjects** link [3].

Drop Subject

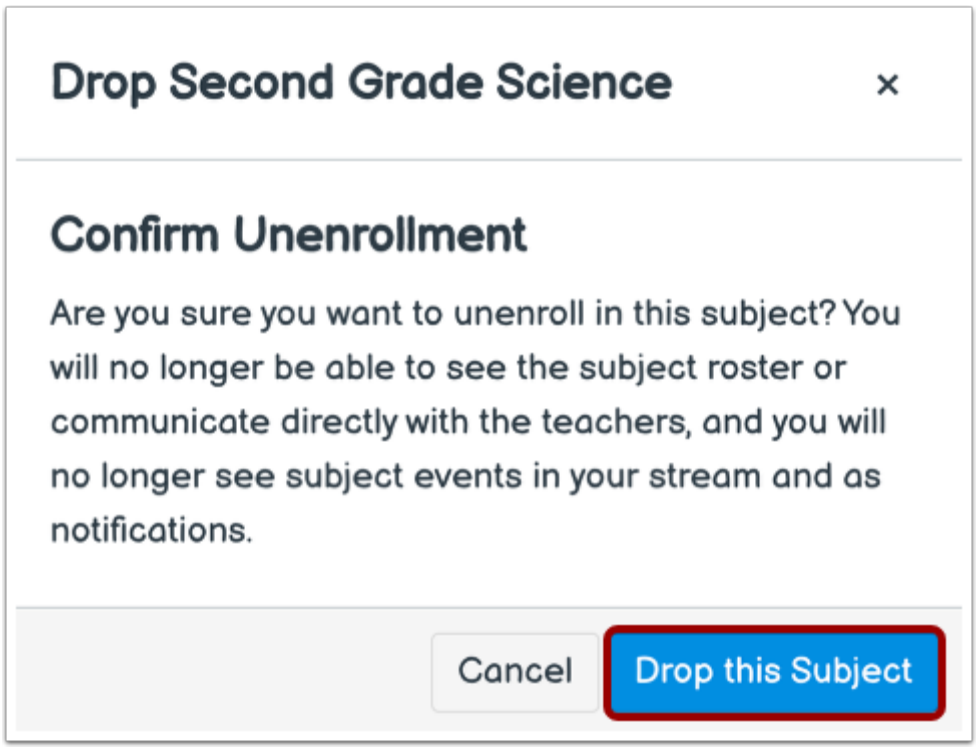


In the subject banner, click the **Drop this Subject** button.

Notes:

- You can only drop a self-enrolled Canvas for Elementary subject while the subject is active.
- If you did not self-enroll in the subject, contact your instructor or institution for assistance to be removed from the subject.

Confirm Unenrollment



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

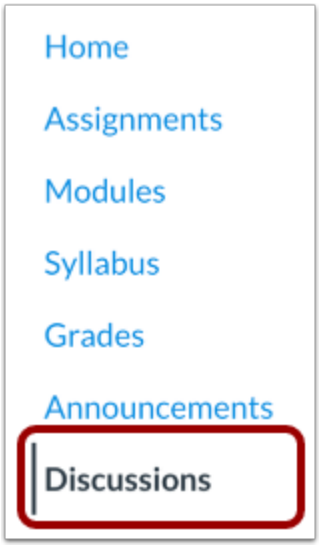
Discussions

How do I view Discussions as a student?

The Discussion Index page allows you to view all the discussions within a course as well as participate in course and group discussions.

Note: Your instructor may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.

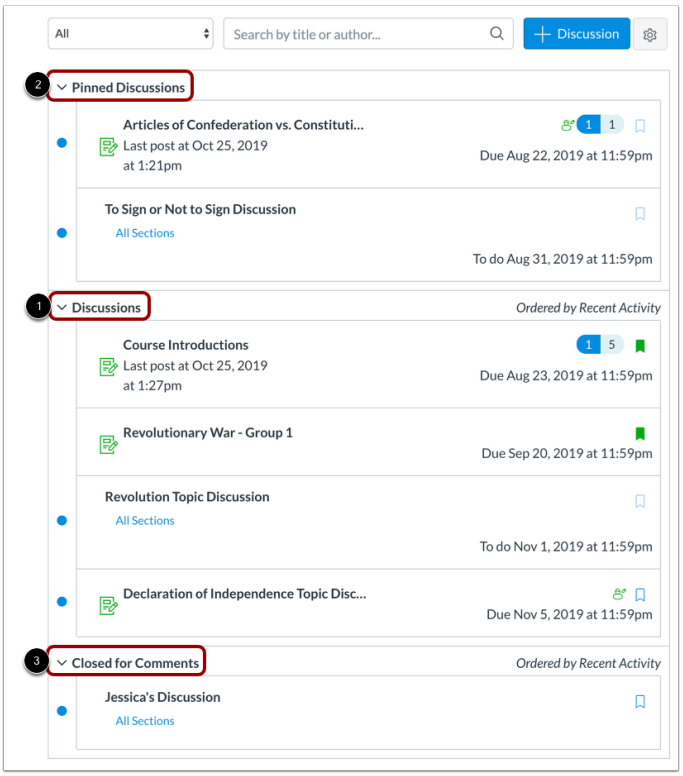
Open Discussions



In Course Navigation, click the **Discussions** link.

Note: If the Discussions link is not available in Course Navigation, you can access course discussions through the Modules page.

View Discussions



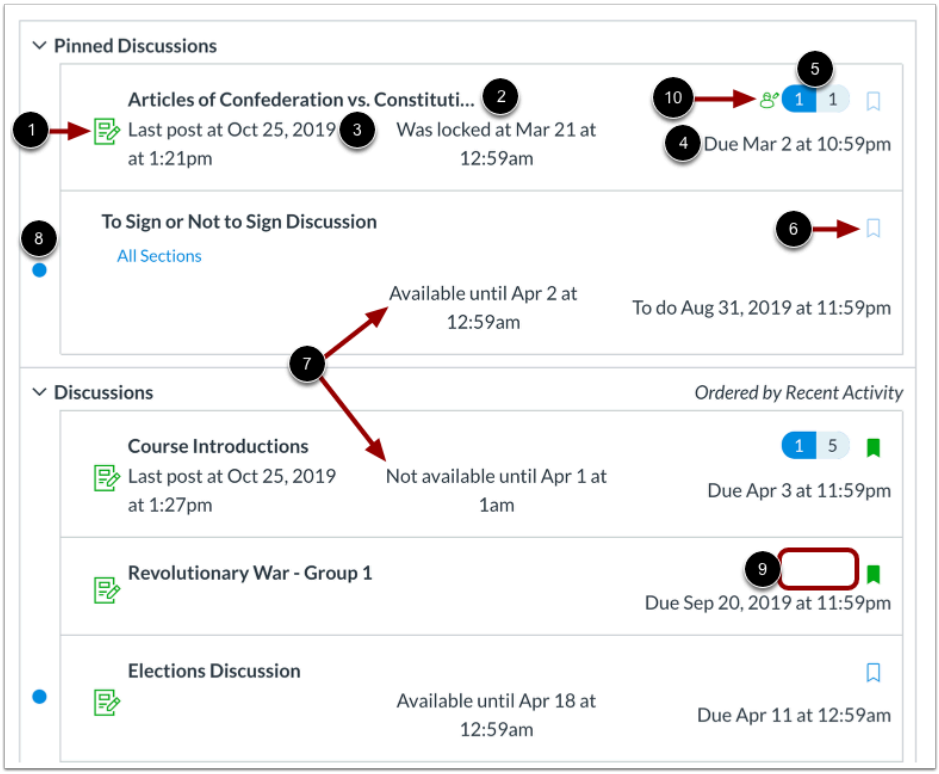
Discussions are organized into three main areas.

Discussions [1]: These are current discussions within the course. Discussions are ordered by most recent activity. This section heading only displays if there are discussions within this section.

Pinned Discussions [2]: These are discussions that your instructor wants you to pay specific attention to and appear at the top of the Discussions page. This section heading only displays if there are discussions within this section as designated by your instructor.

Closed for Comments [3]: These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. This section section heading displays even if there are no discussions within this section.

View Individual Discussion



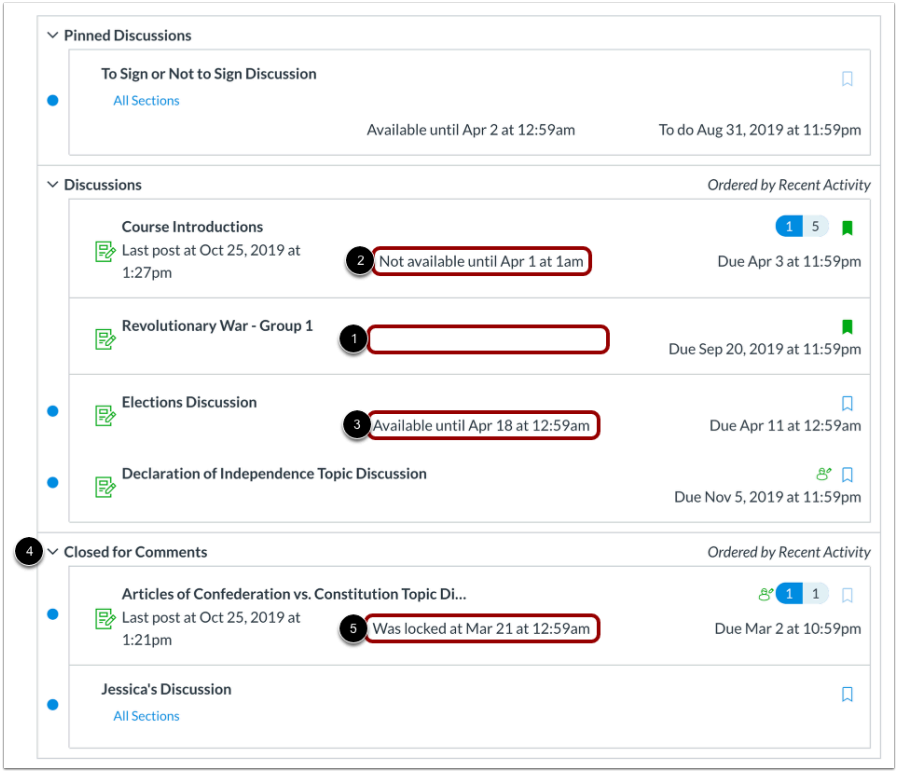
Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date on which the last discussion reply was posted [3], the due date (if any) [4], the number of unread/total posts in the discussion [5], and whether or not you are subscribed to the discussion [6].

You can also view availability dates for individual discussions [7].

An unread icon next to a discussion indicates an unread discussion [8]. The number of unread/total posts will not appear for group discussions and discussions that have no discussion replies [9].

There will also be a peer review icon if a graded discussion has been assigned peer reviews [10].

View Availability Dates



The first dates you may see are the availability dates. Your instructor may use availability dates to restrict discussion replies to a specified date range. The availability dates are the range of time that the discussion is accessible to you. Availability dates also appear on the Assignments page for all discussions with assigned availability dates.

If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [1].

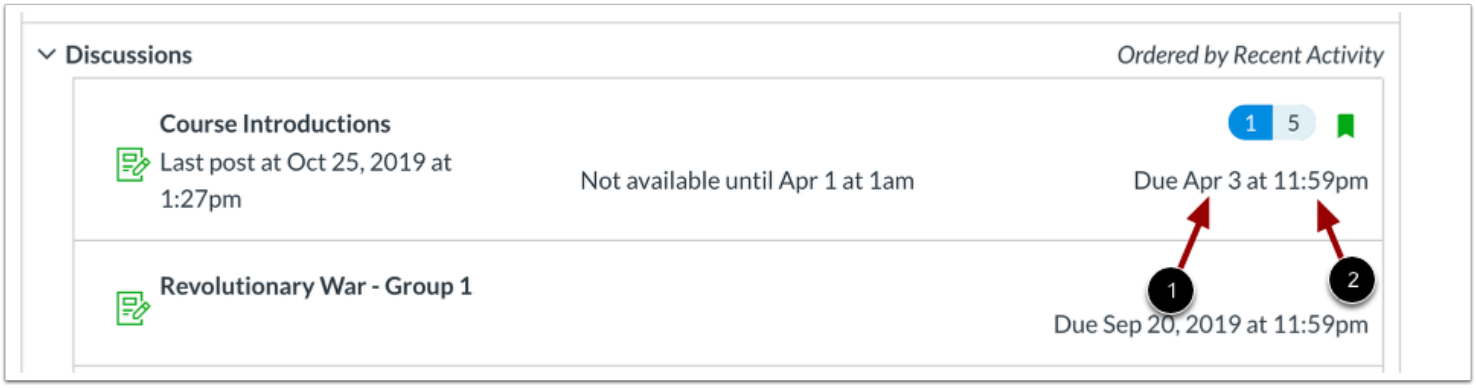
If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].

If the discussion says **Available until** [date], you can reply to the discussion until the specified date [3].

If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4]. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments [5].

Note: If the listed date is set to 12 a.m. the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 p.m.

View Due Dates

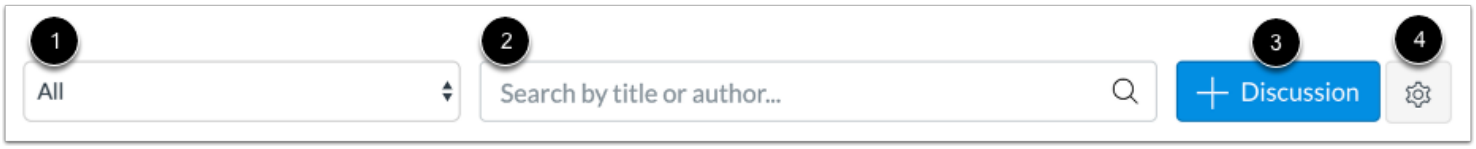


The second set of dates are the due dates for each respective discussion [1]. However, **due dates only apply to graded discussions**. Any replies to discussions after the due date are marked as late; some instructors may deduct points for late replies. You can still reply to late discussion before the **Available until** date.

Due dates also include a time [2]. If your instructor does not set a due time, the listed date displays the course's default due time.

Note: The Due date may be before or on the Available date.

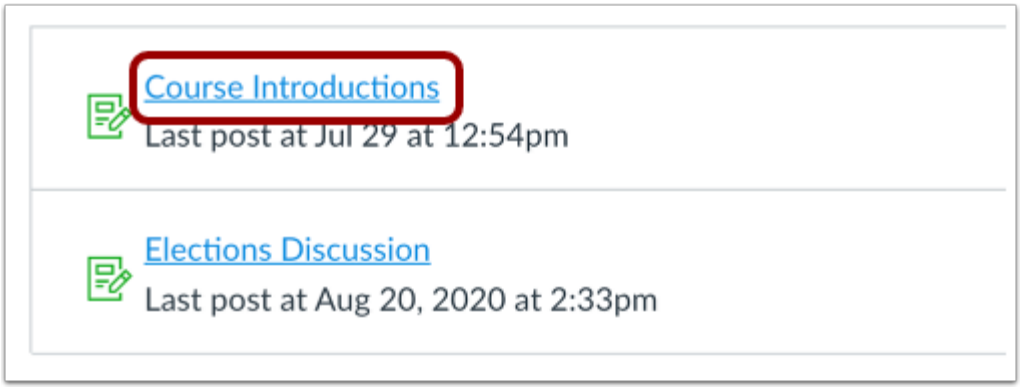
Filter Discussions



There are a few ways to filter Discussions:

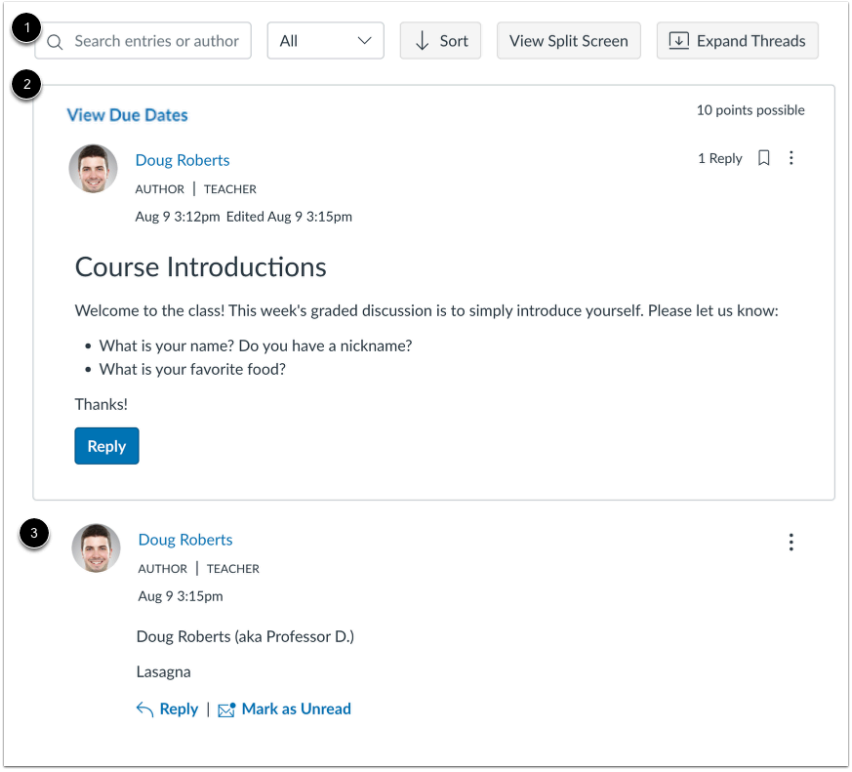
1. View All or only unread discussions by selecting an option from the drop-down menu.
2. Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search** field.
3. Start a new discussion by clicking the **Add Discussion** button. (**Note:** Some instructors may choose to disable this option.)
4. Change the discussions settings to manually mark posts as read by clicking the **Settings** icon.

Open Discussion



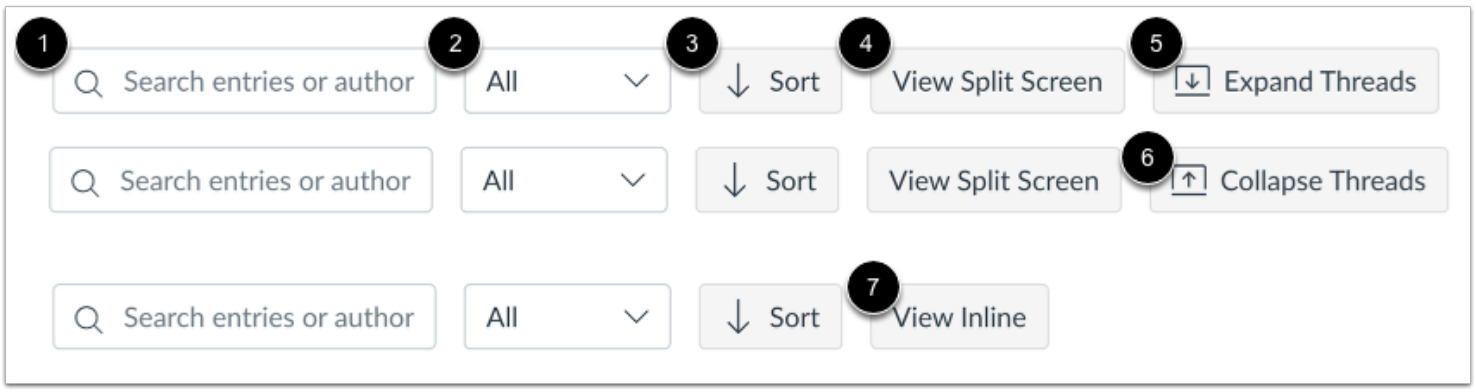
Click the name of a discussion.

View Discussion



A discussion includes three sections: the discussion toolbar [1], discussion topic [2], and discussion replies [3].

View Discussion Toolbar



The discussion toolbar remains at the top of the discussion topic when you are viewing discussion replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the **All** drop-down menu [2]. You can filter by all replies or unread replies.

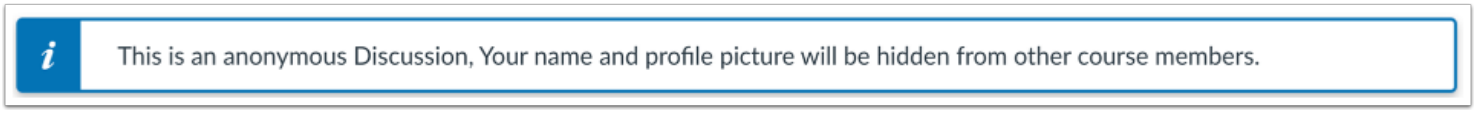
By default, discussion replies are sorted by date from newest to oldest. To reverse the sort order, click the **Sort** button [3]. The selected sort order automatically becomes the new default for the discussion.

To view threaded replies in a split screen sidebar, click the **View Split Screen** button [4].

To view threaded replies all at once, click the **Expand Threads** button [5]. You can collapse the threaded replies by clicking the **Collapse Threads** button [6].

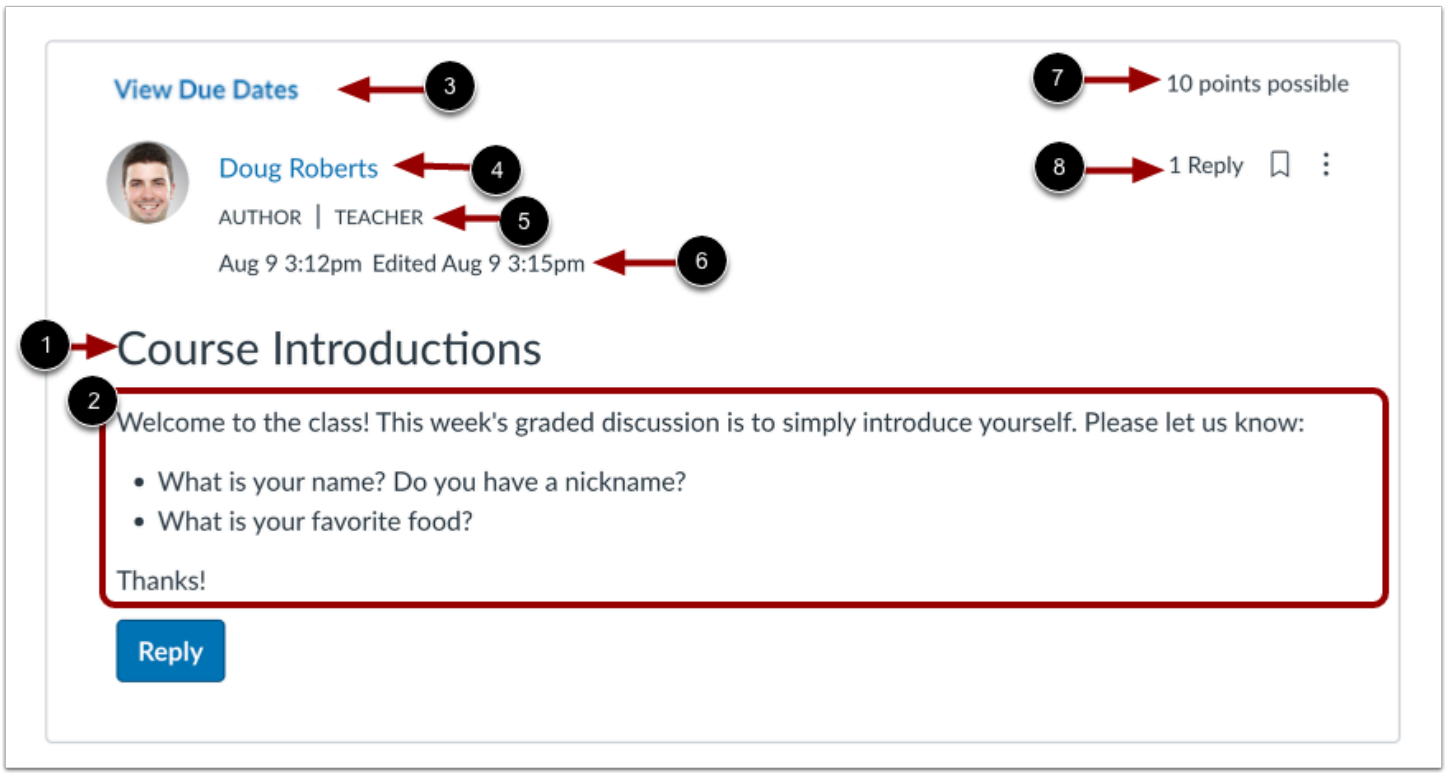
To view threaded replies inline, click the **Inline** button [7].

View Anonymous Discussion Message



If the discussion is an anonymous discussion, a message displays noting that your name and profile picture will be hidden from other course members.

View Discussion Topic

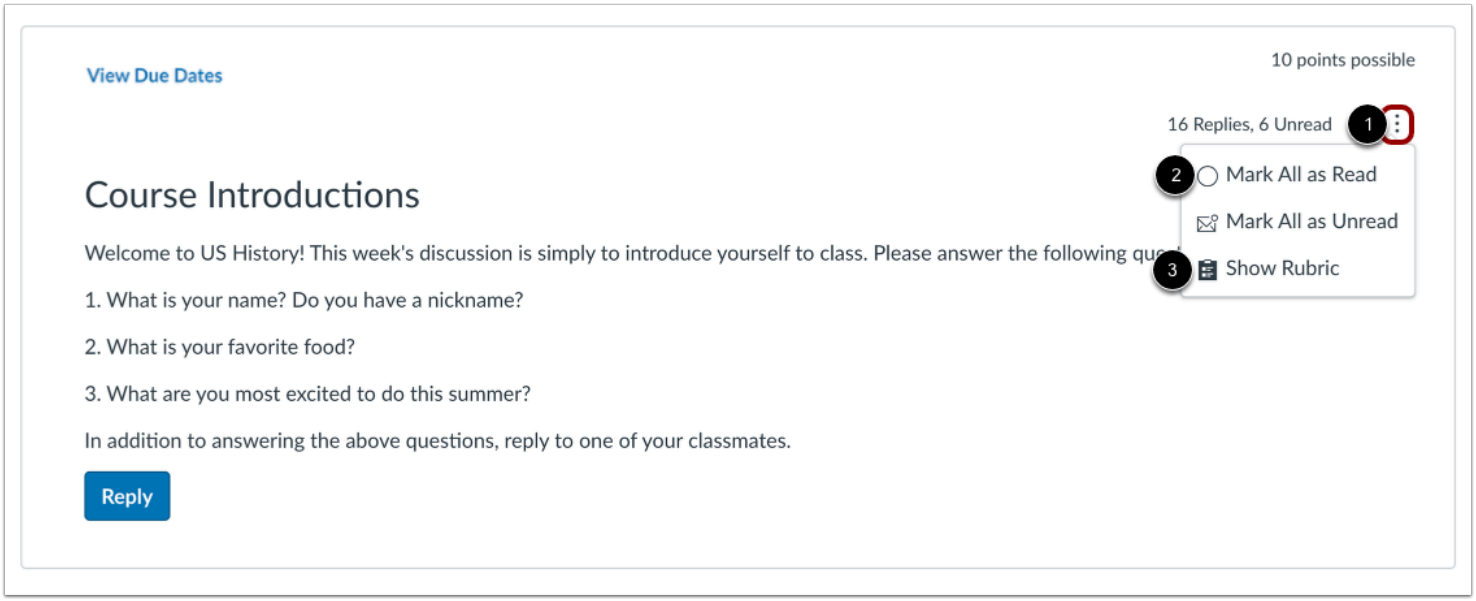


The discussion topic section includes important information about the discussion, including the discussion title [1] and description [2].

If enabled by your institution, you can view multiple due dates and checkpoints for a graded discussion [3], the name of the author [4], user role labels for TAs and Teacher (Instructor) roles [5], the date and time the discussion was published [6], the number of points possible (if any) [7], and number of replies [8].

Note: If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.

View Discussion Options

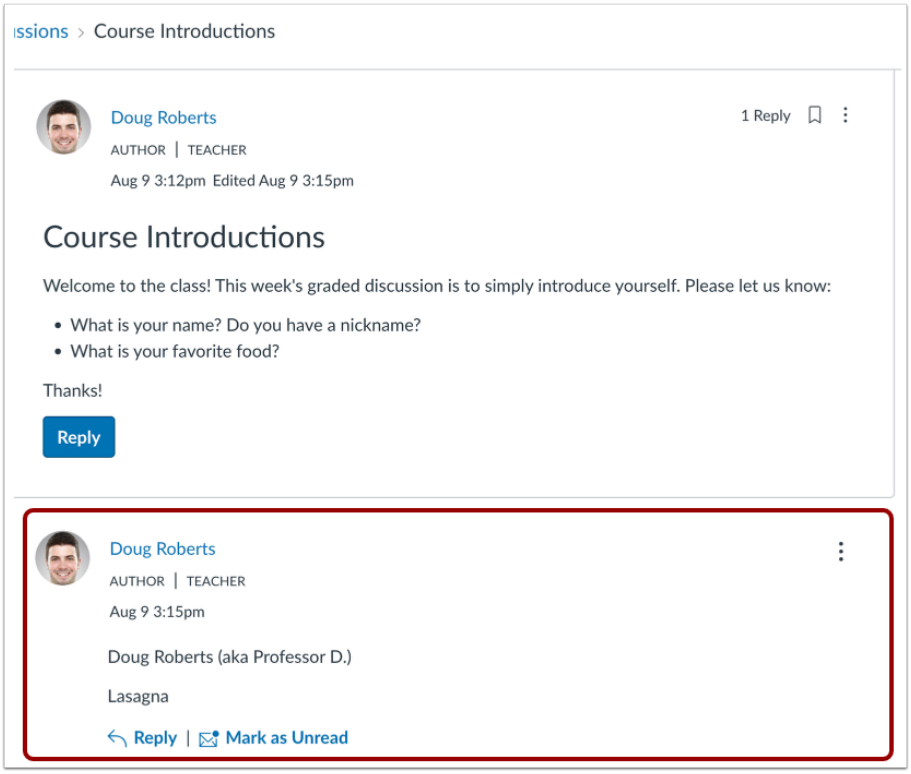


To view the Options menu for a discussion, click the **Options** icon [1].

To mark all replies as read, click the **Mark All as Read** link [2]. To view the discussion rubric, click the **Show Rubric** link [3].

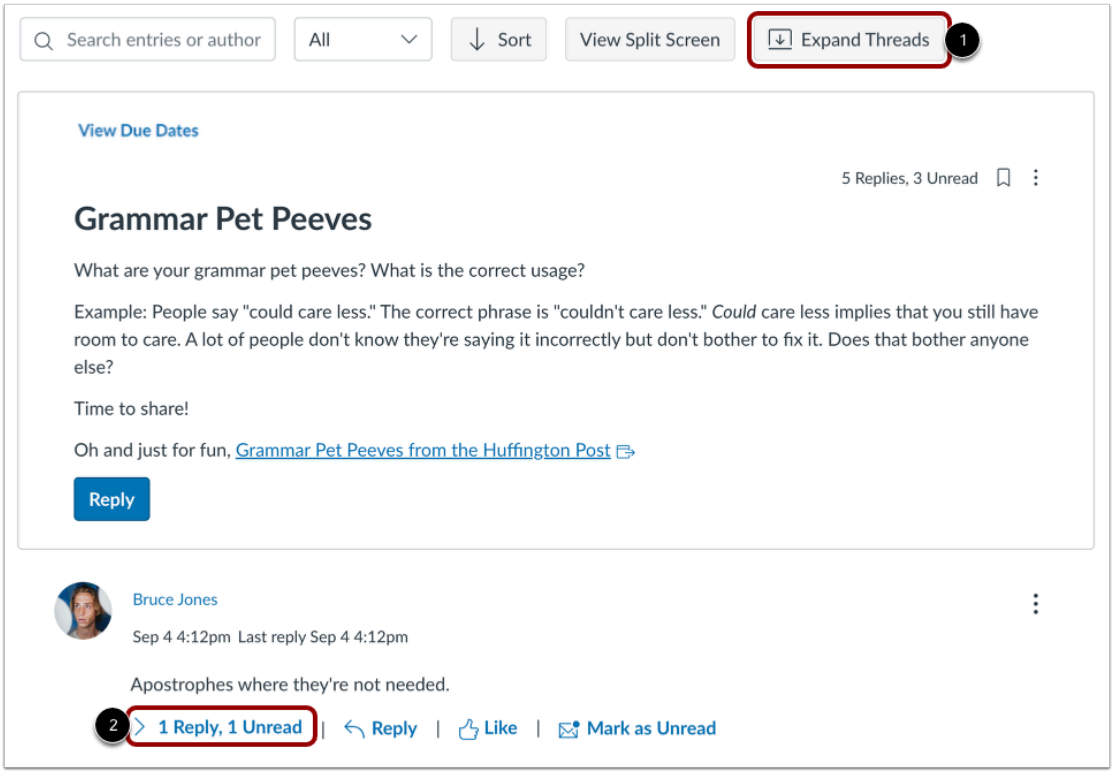
Note: If the Show Rubric link does not display in the Options menu, a rubric has not been added to the discussion by your instructor.

View Discussion Replies



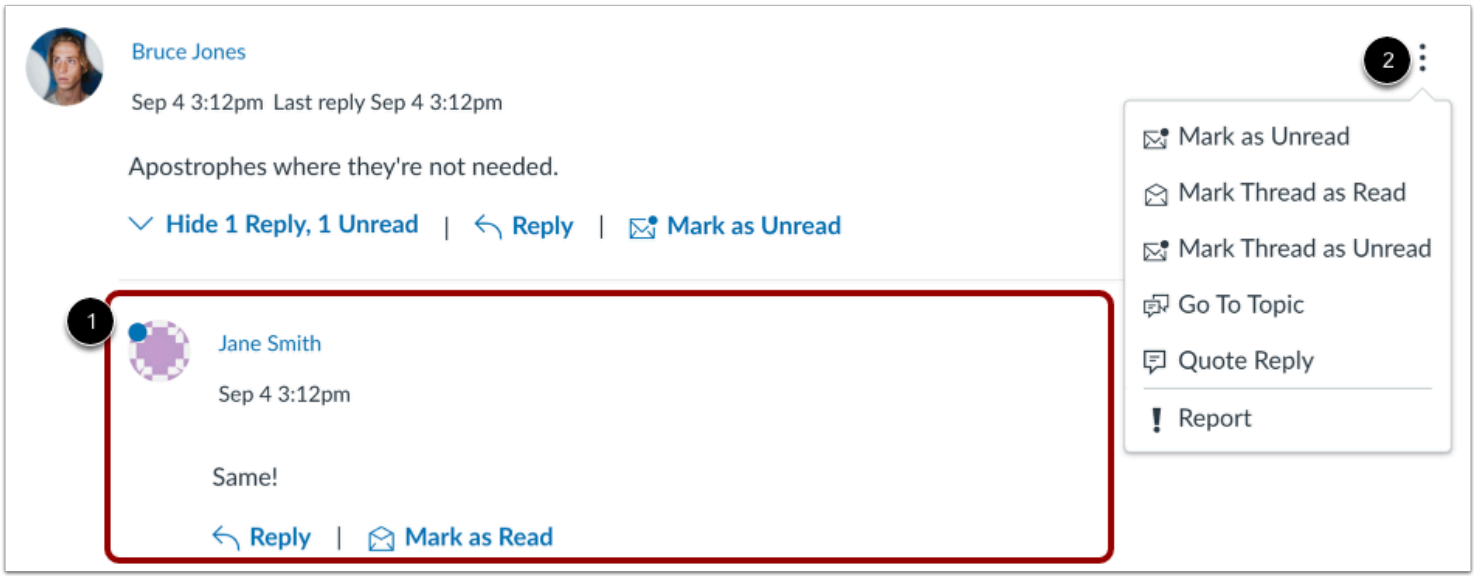
Discussion replies display below the discussion topic. You can view and sort discussion replies or report discussion replies.

View Inline Discussion Thread Replies



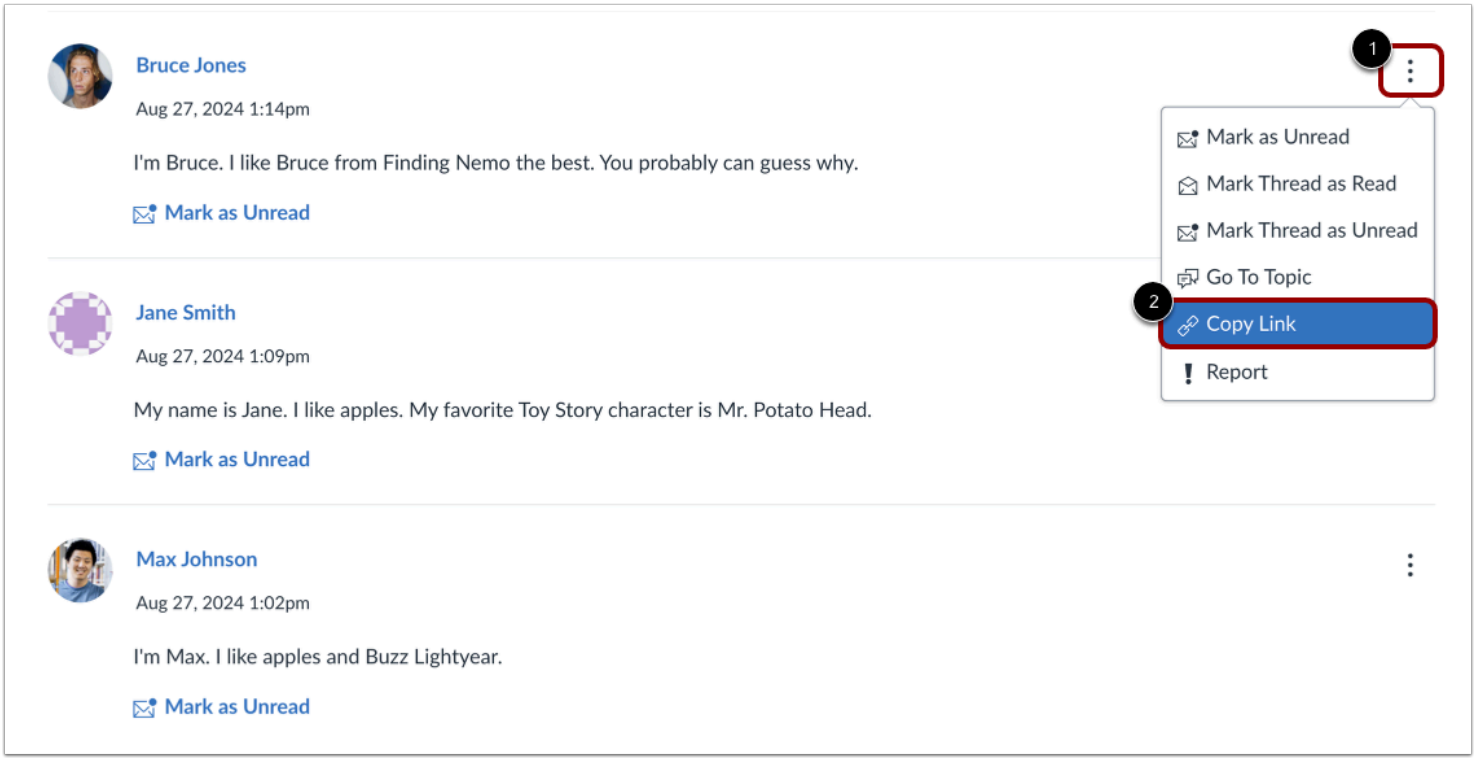
When viewing inline discussion thread replies, you can collapse and expand the discussion threads by clicking the **Expand Threads** and **Collapse Threads** buttons [1].

When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies. To expand the discussion thread replies inline, click the **# of replies** link [2].



View the read and unread replies [1].

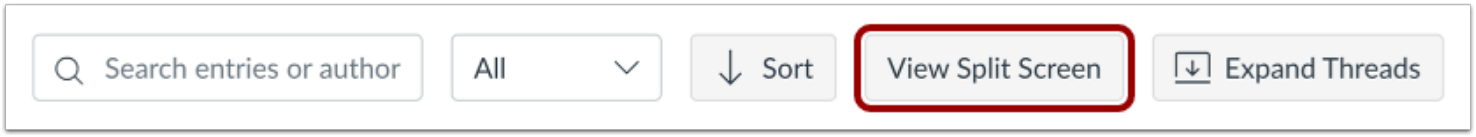
To view threaded replies options, click the **Options** icon [2]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.



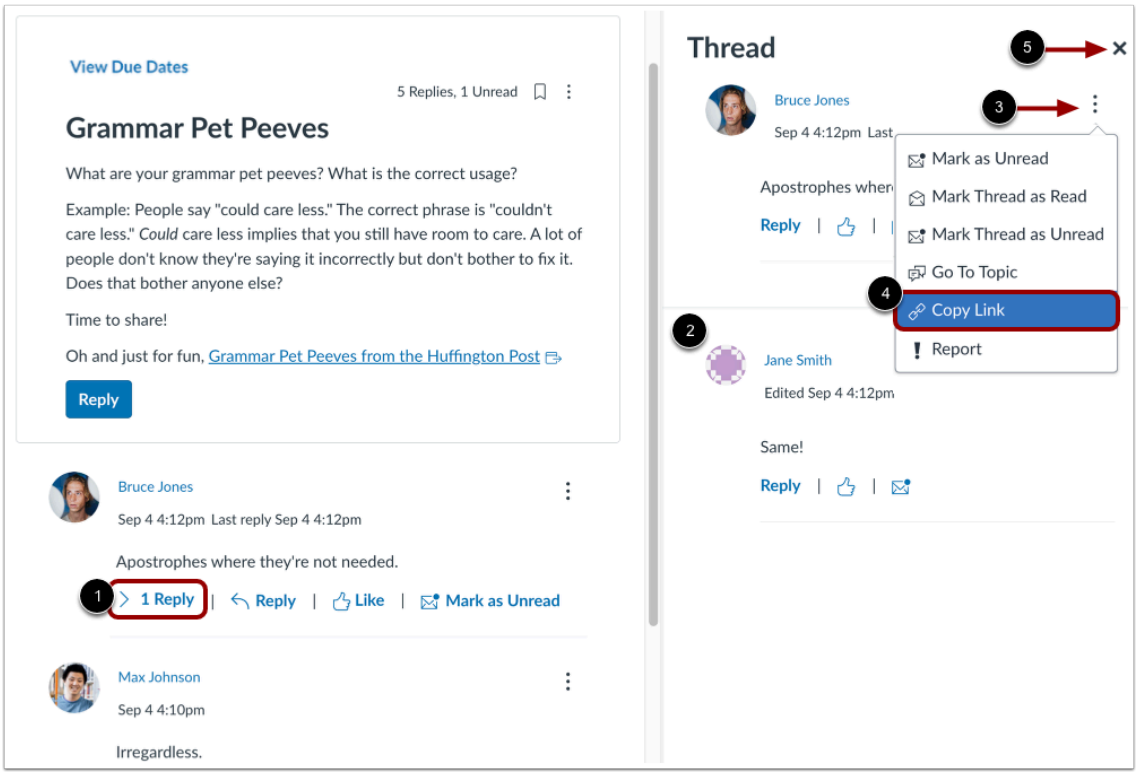
Each reply includes a permalink that can be easily copied and shared, providing a direct link to that specific reply. If the reply is part of a thread, the thread will automatically expand to reveal it.

To copy the permalink, click the **Options** icon [1], then select the **Copy Link** option [2].

View Split Screen Discussion Thread Replies



To view threaded replies in a split screen sidebar, click the **View Split Screen** button.



When viewing split screen discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the **# of replies** link [1].

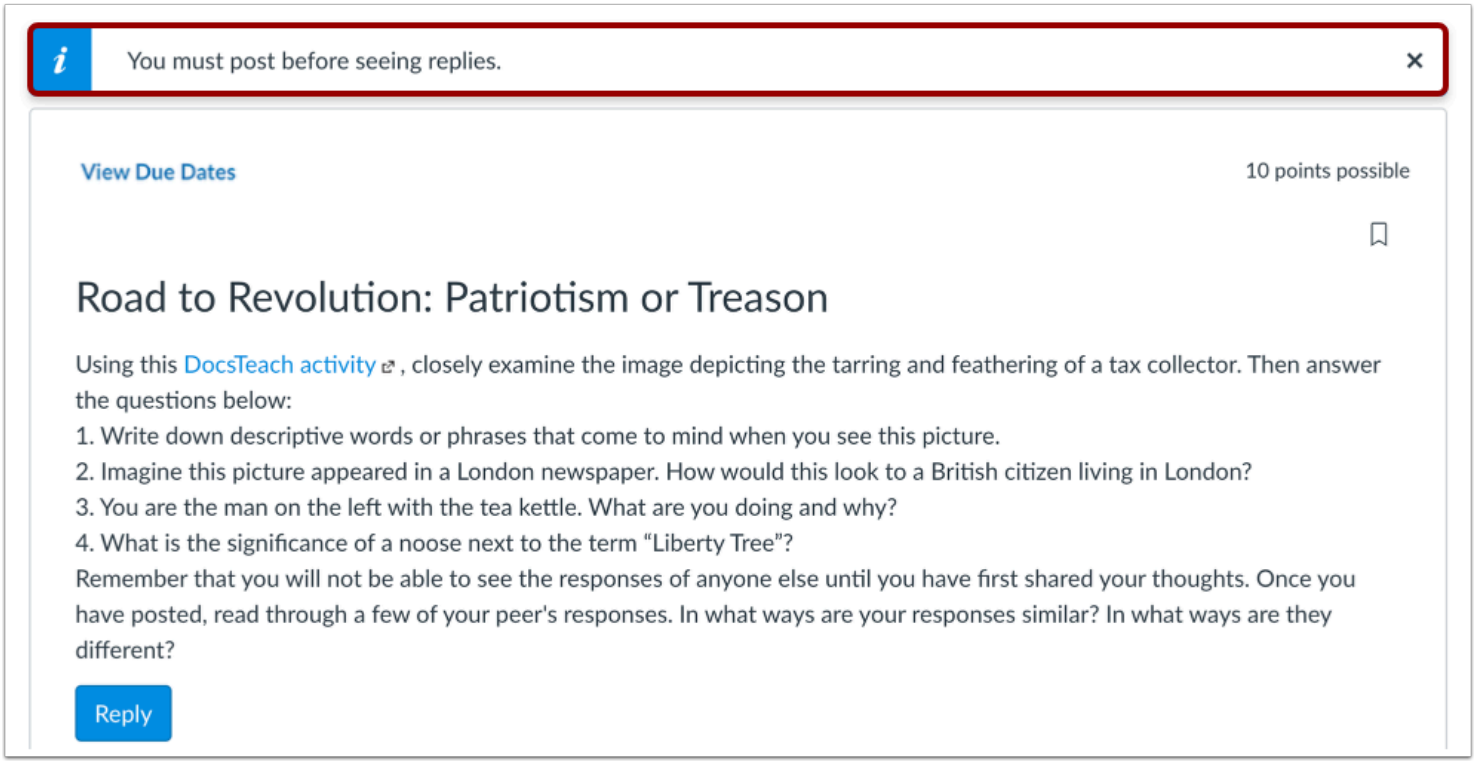
View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.

To copy a permalink to a specific reply, select the **Copy Link** option [4].

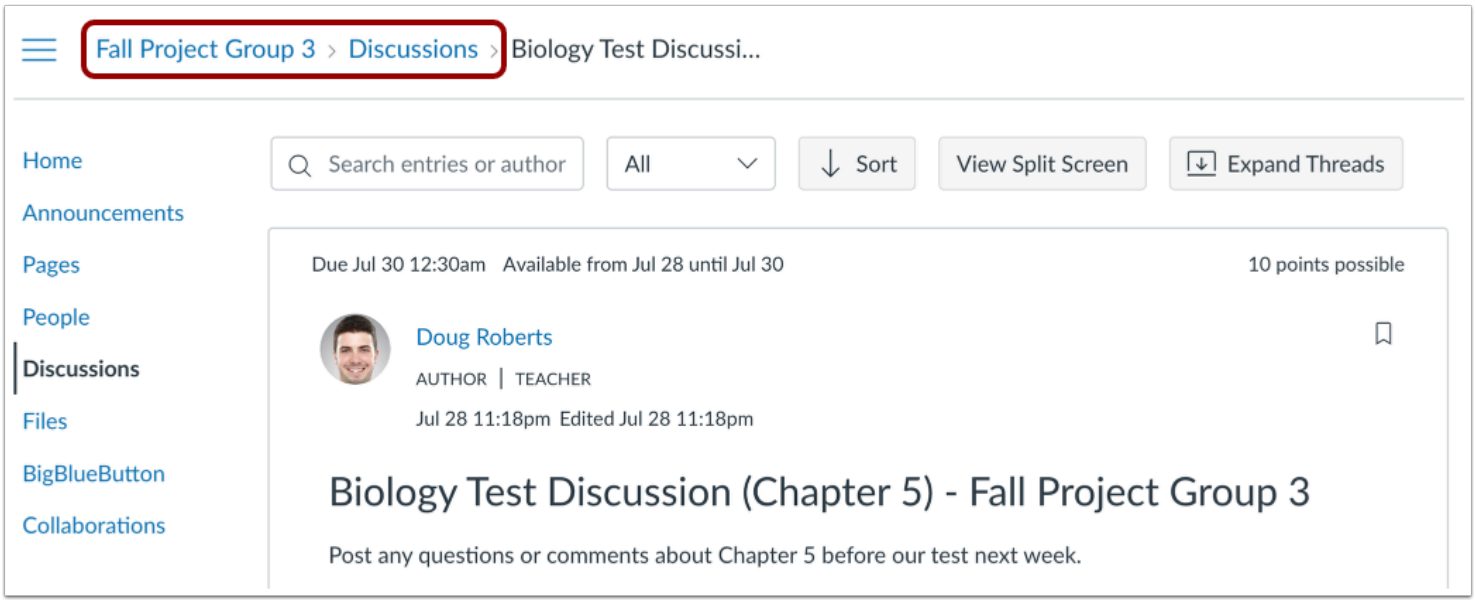
To collapse the discussion thread replies sidebar, click the **Close** icon [5].

View Discussion with Required Replies



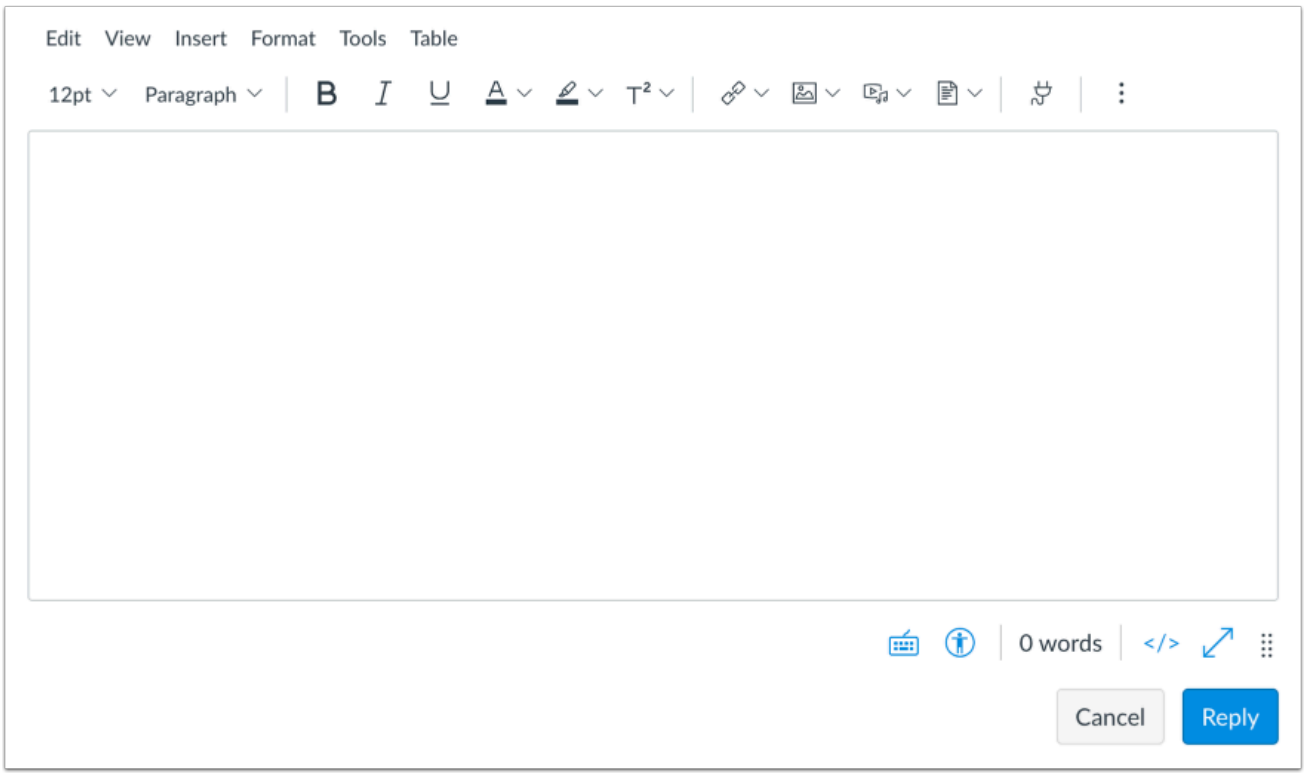
If you are unable to view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.

View Group Discussion



If a discussion is a group discussion, you will be directed to Discussions in your group.

View Rich Content Editor



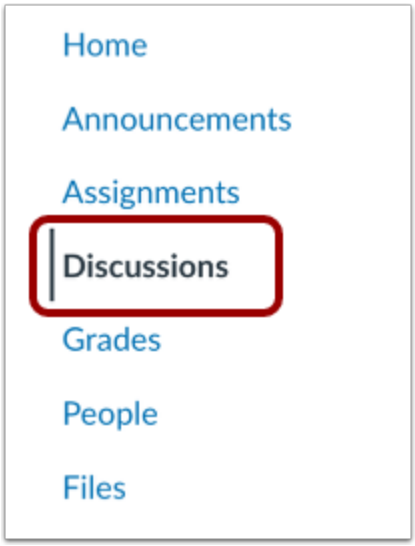
When creating or editing discussion topics or replies, you will enter and edit your content using the Rich Content Editor. The Rich Content Editor allows you to format text, link text to course or external content, insert media, and attach files.

How do I view the rubric for my graded discussion?

Your instructor may include a rubric as part of a graded discussion. The rubric is a set of criteria that your instructor can use to grade your discussion. Before submitting your discussion, you can use the rubric to evaluate your own work and make sure your discussion fulfills your instructor's requirements.

Note: Not all graded discussions include a rubric.

Open Discussions



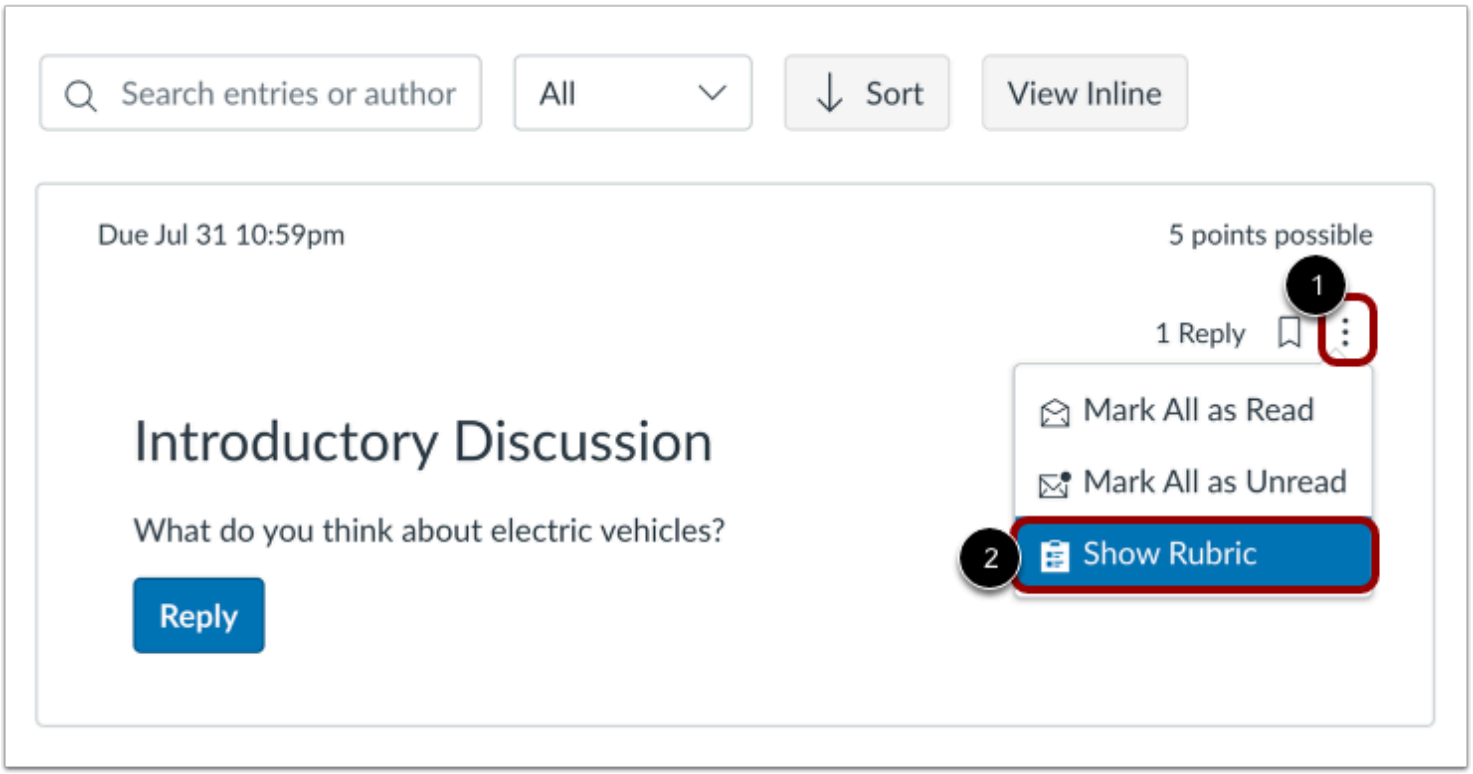
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the name of the graded discussion.

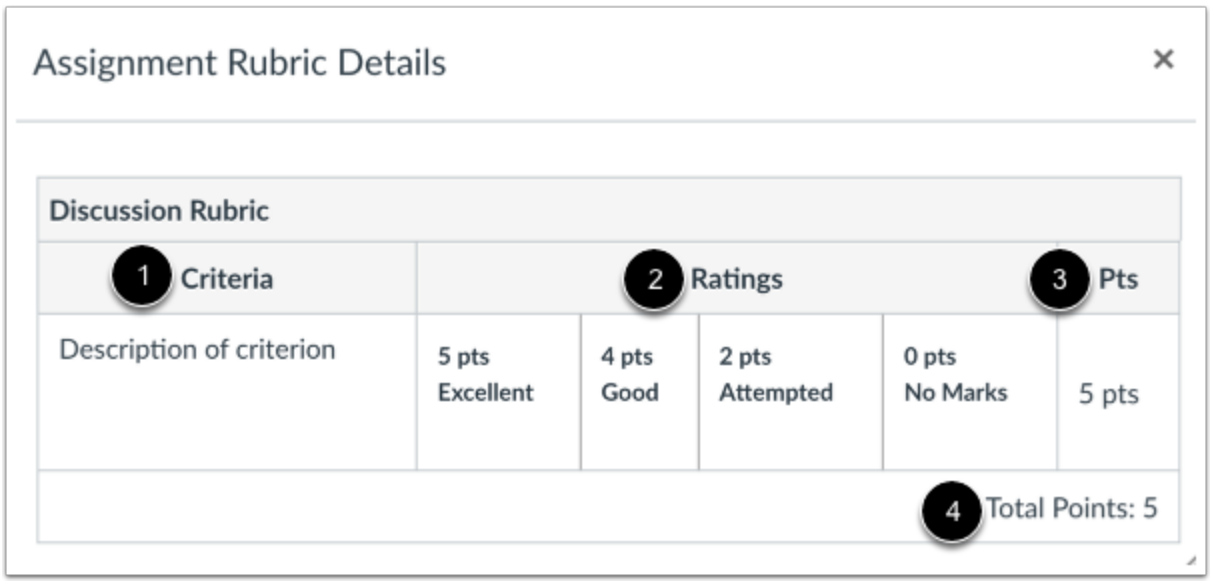
Show Rubric



Click the **Options** icon [1] and select the **Show Rubric** link [2].

Note: If the **Show Rubric** link does not display, there is no rubric for your discussion.

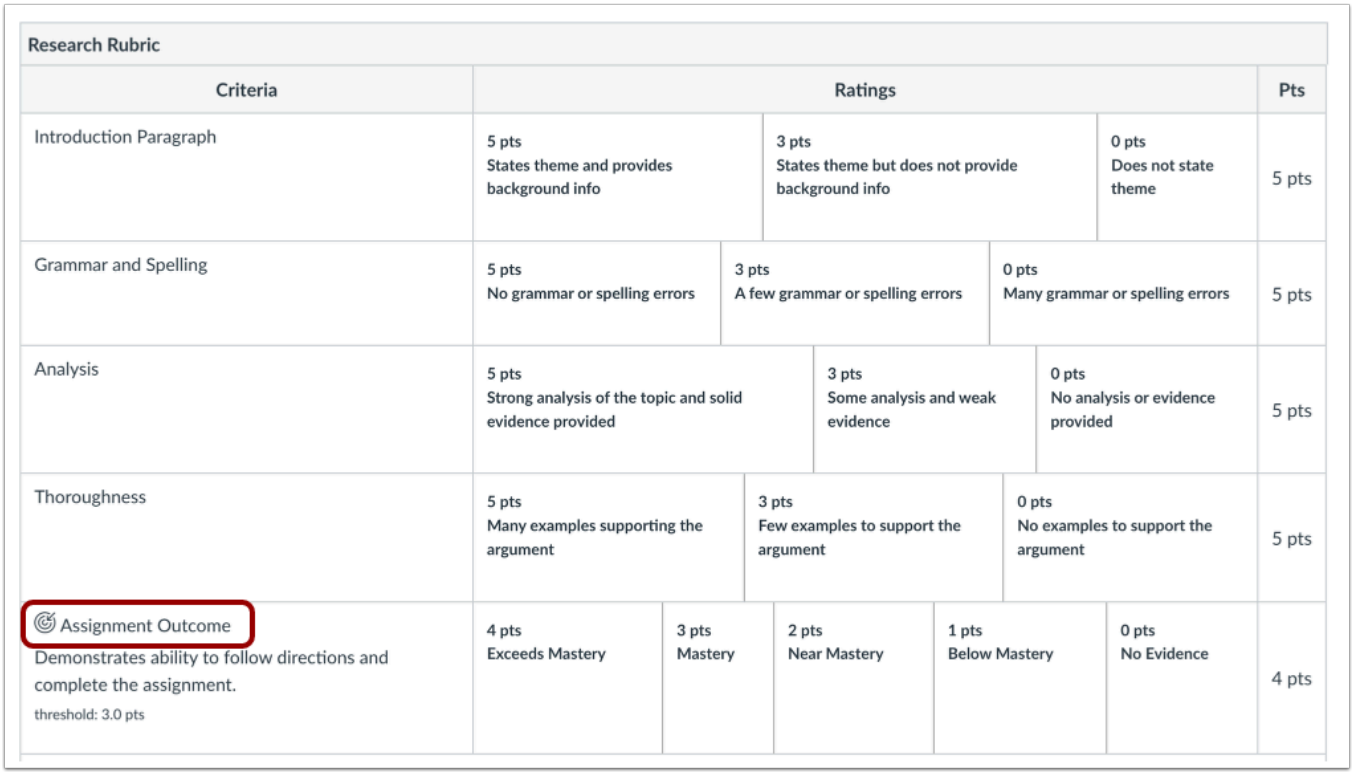
View Rubric Details



View the graded discussion rubric.

The rubric includes criteria [1], ratings with point values [2], criterion total points [3], and total points possible [4]. A rubric criterion may include up to five different ratings and individual point values.

View Rubric Outcome



Research Rubric

Criteria	Ratings				Pts
Introduction Paragraph	5 pts States theme and provides background info		3 pts States theme but does not provide background info	0 pts Does not state theme	5 pts
Grammar and Spelling	5 pts No grammar or spelling errors		3 pts A few grammar or spelling errors	0 pts Many grammar or spelling errors	5 pts
Analysis	5 pts Strong analysis of the topic and solid evidence provided		3 pts Some analysis and weak evidence	0 pts No analysis or evidence provided	5 pts
Thoroughness	5 pts Many examples supporting the argument		3 pts Few examples to support the argument	0 pts No examples to support the argument	5 pts
Assignment Outcome Demonstrates ability to follow directions and complete the assignment. threshold: 3.0 pts	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery	1 pts Below Mastery	0 pts No Evidence	4 pts

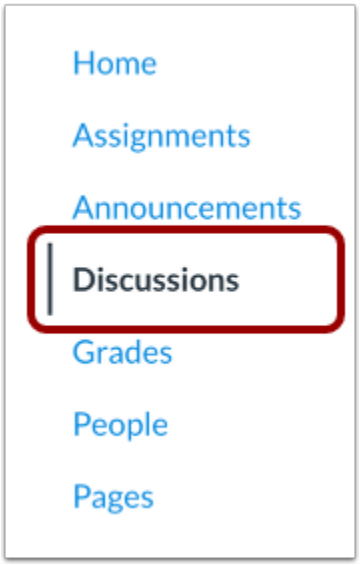
The rubric may also include an outcome associated with the course. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.

How do I subscribe to a discussion podcast as a student?

If your instructor has enabled a podcast in a discussion, you can subscribe to receive the feed in a podcast application. This lesson explains how to add a podcast to Apple Podcast.

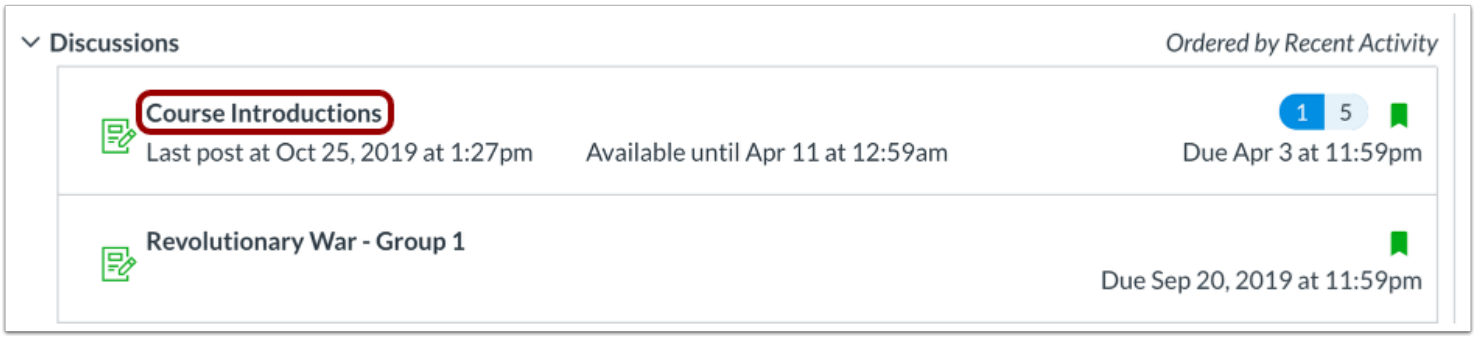
Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions



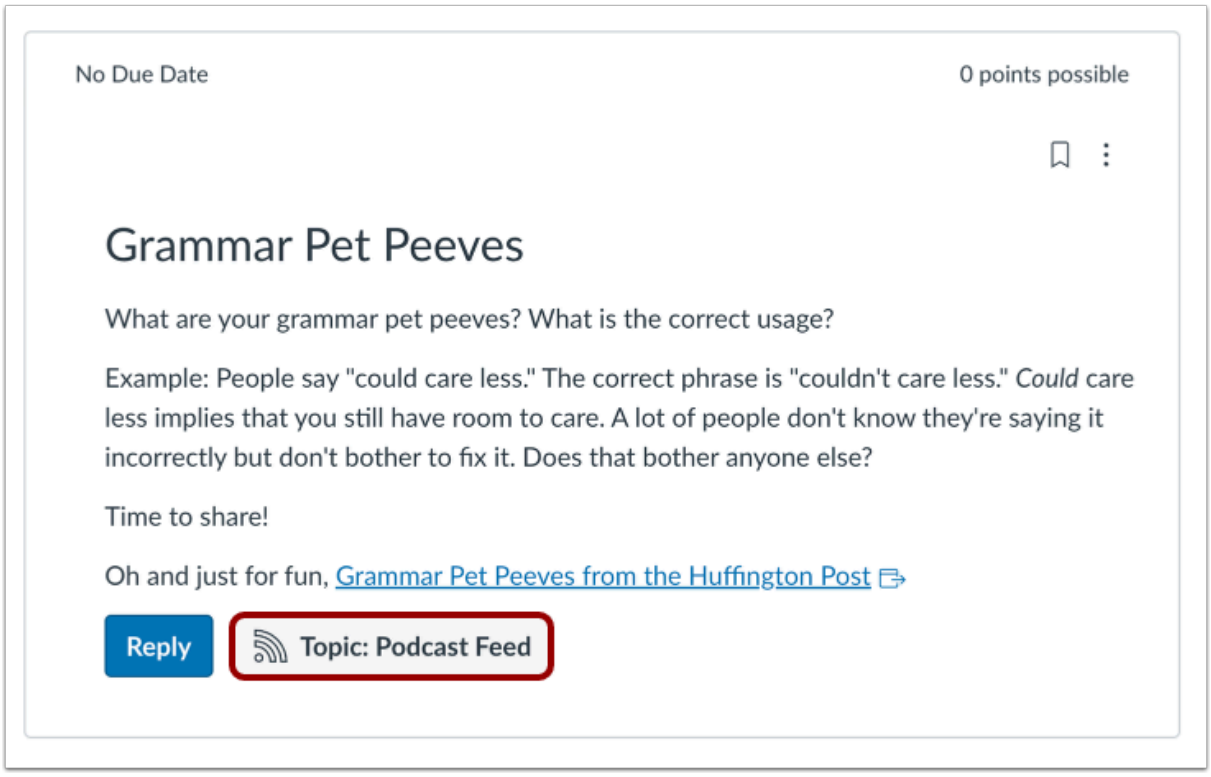
In Course Navigation, click the **Discussion** link.

Open Discussion



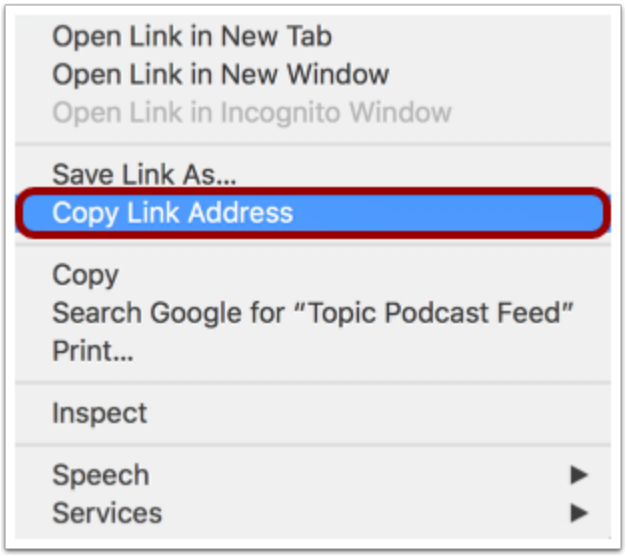
Click the title of the discussion.

Open RSS Feed



Right click the **Topic: Podcast Feed** button.

Copy URL Link



Click the **Copy Link Address** link.

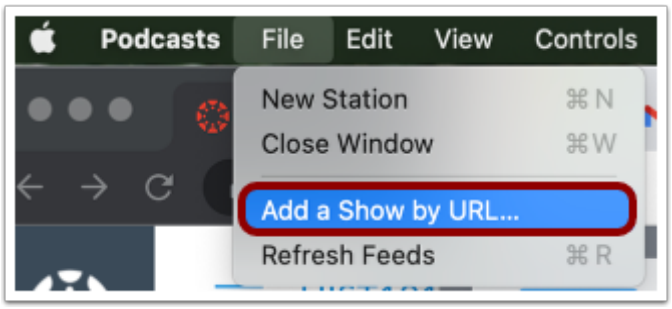
Note: Depending on your browser, the option may read **Copy Link Location**.

Open Podcast Application



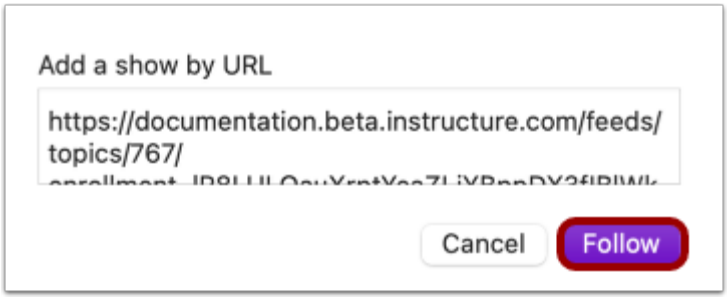
Open Apple Podcasts or other podcast application.

Subscribe to Podcast



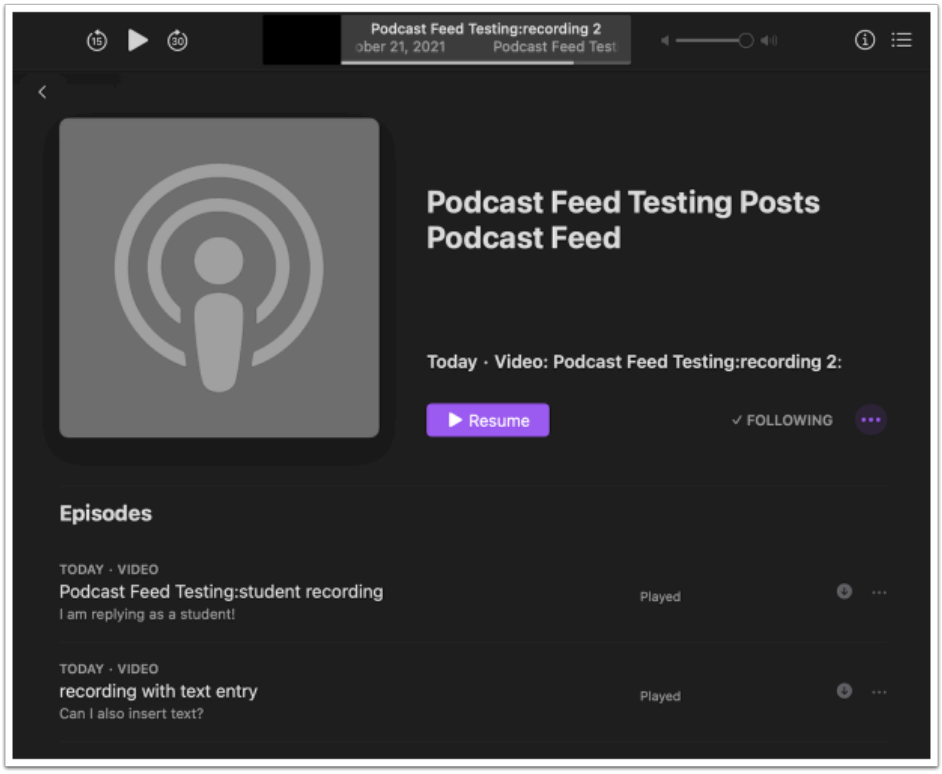
Open the File options and click the **Add a Show by URL...** link.

Paste URL



To subscribe to the podcast, paste the URL into the text box and click the Follow button

View Podcast



The discussion displays in your podcast application.

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

Your instructor can assign you to review another student's discussion post. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual discussion page. Once peer reviews are assigned, you can also be notified according to your Canvas notification settings.

Learn how to submit a peer review discussion.

View Dashboard

Once a peer review is assigned to you, a notification will appear in several dashboard areas.

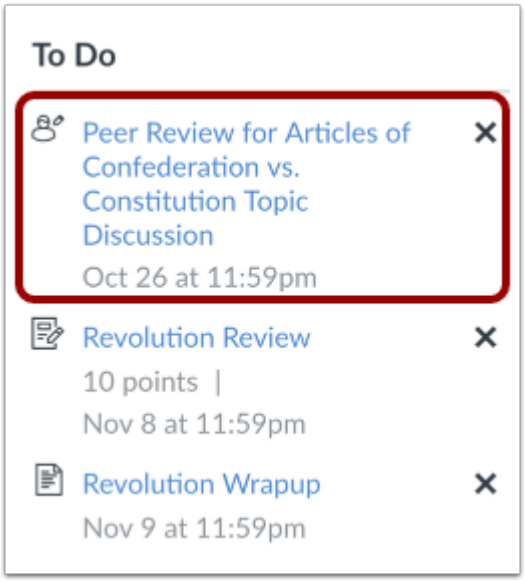
View Recent Activity



On your Dashboard, you can view recent activity in your Global Activity Stream. Recent activity will display a peer review and the name of the course. Click the Show More link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

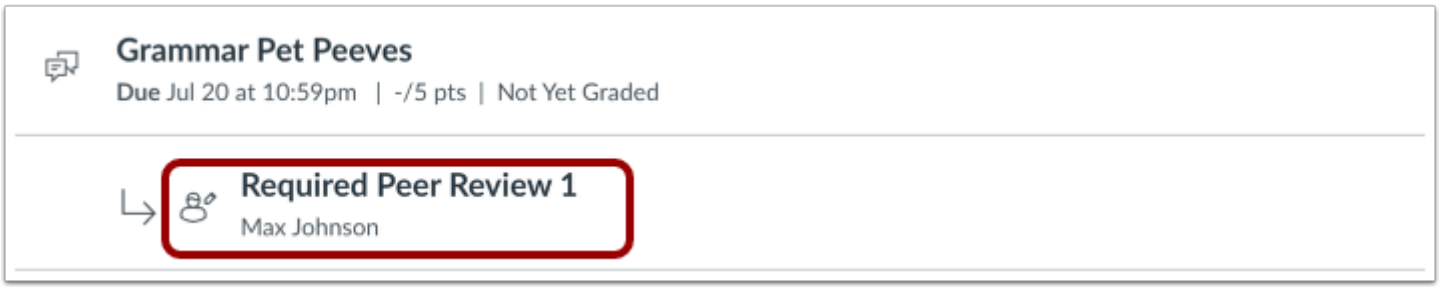
View To Do List



On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review discussion. Peer reviews are identified with the Peer Review icon. To review the discussion, click the **Peer Review for [Discussion Name]** link.

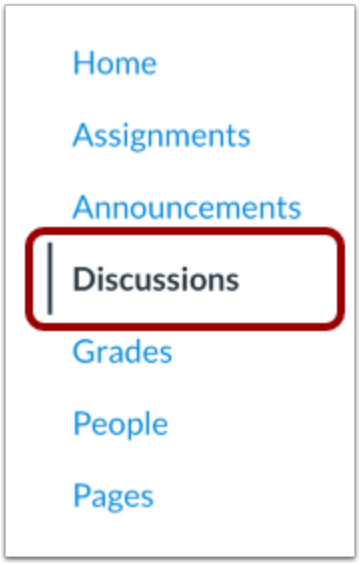
Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your graded discussion, please contact your instructor.

View Assignments Page



On the Assignments page, you can view peer review links for discussions.

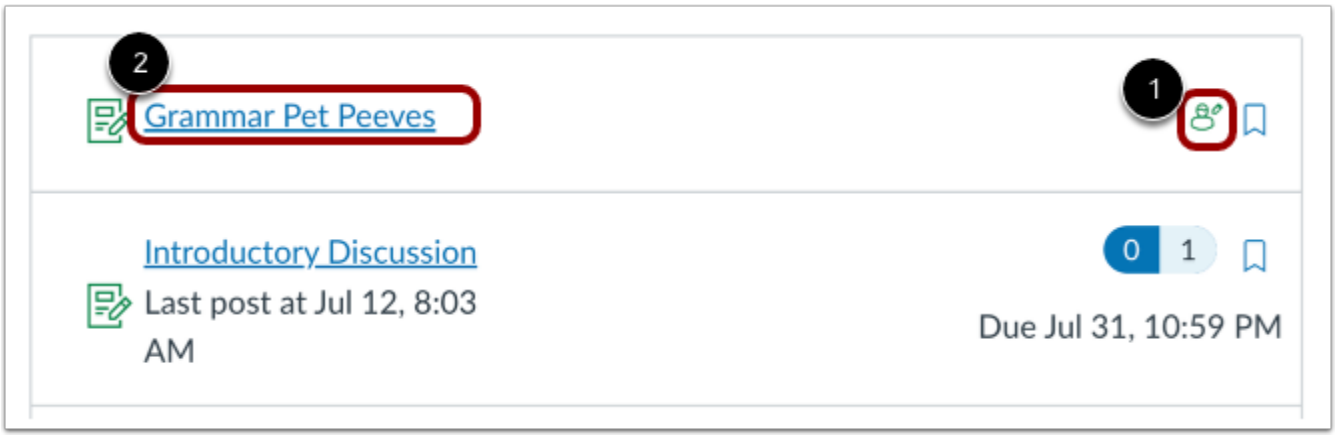
Open Discussions



You can also view peer reviews when viewing discussions. In Course Navigation, click the **Discussions** link.

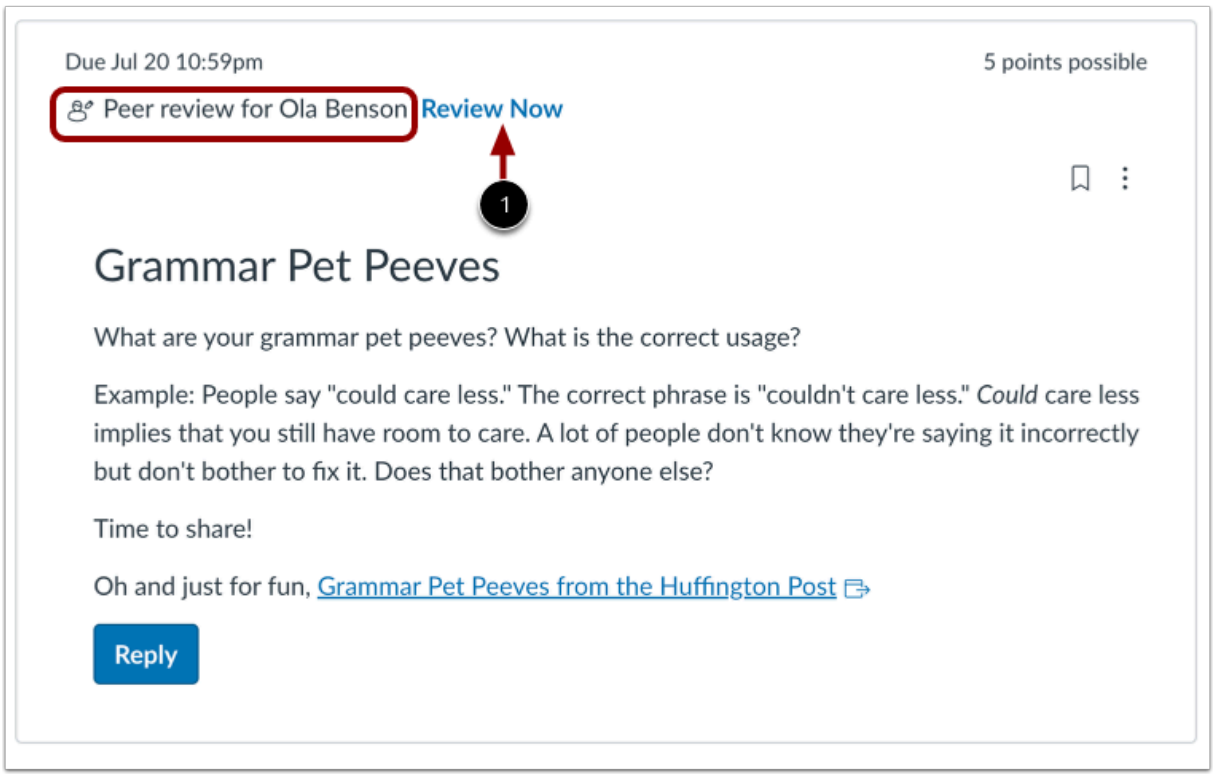
Note: You can also access your Assignments through your Dashboard, Course Activity Stream, Assignments, the Syllabus, Gradebook, Calendar, or Modules.

Open Discussion



Peer review discussions display the peer review icon [1]. Click the title of the discussion [2].

View Assigned Peer Review



Text indicates that you have a peer review and for which student [1].

To submit the peer review, click the **Review Now** link [2].

How do I submit a peer review to a discussion?

Your instructor may require you to submit a peer review of another student's discussion reply. To complete the peer review, you must review the student's discussion reply and add a comment in the comment sidebar.

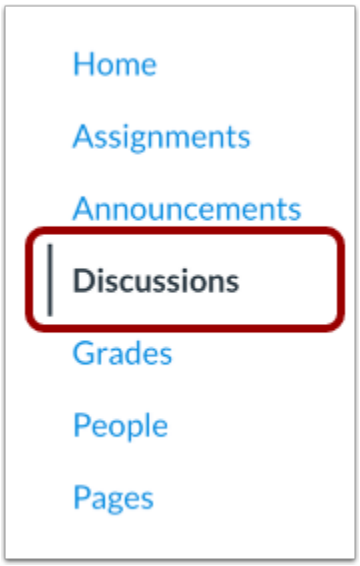
If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Discussion peer reviews cannot be anonymous.

Learn how to see if you have been assigned a peer review discussion.

Note: Before being able to complete your assigned peer reviews, you must post your own discussion reply first.

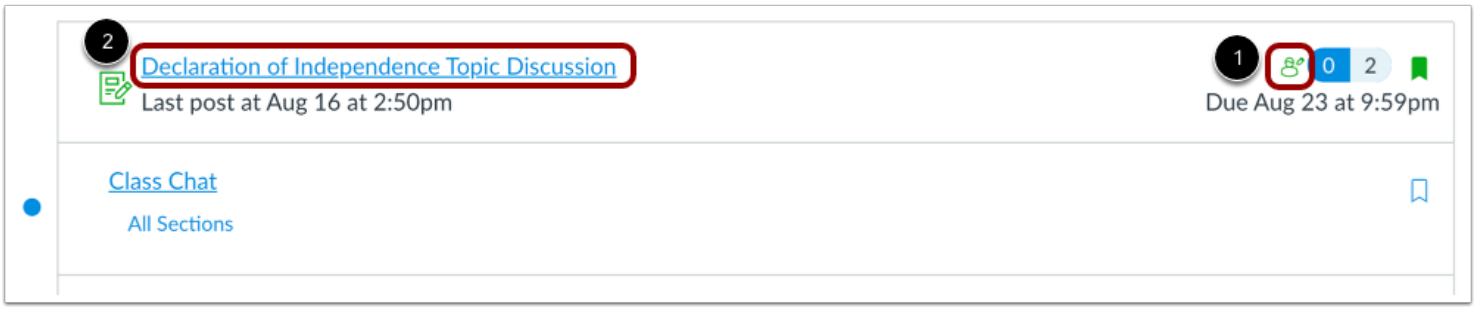
Open Discussions



In Course Navigation, click the **Discussions** link.

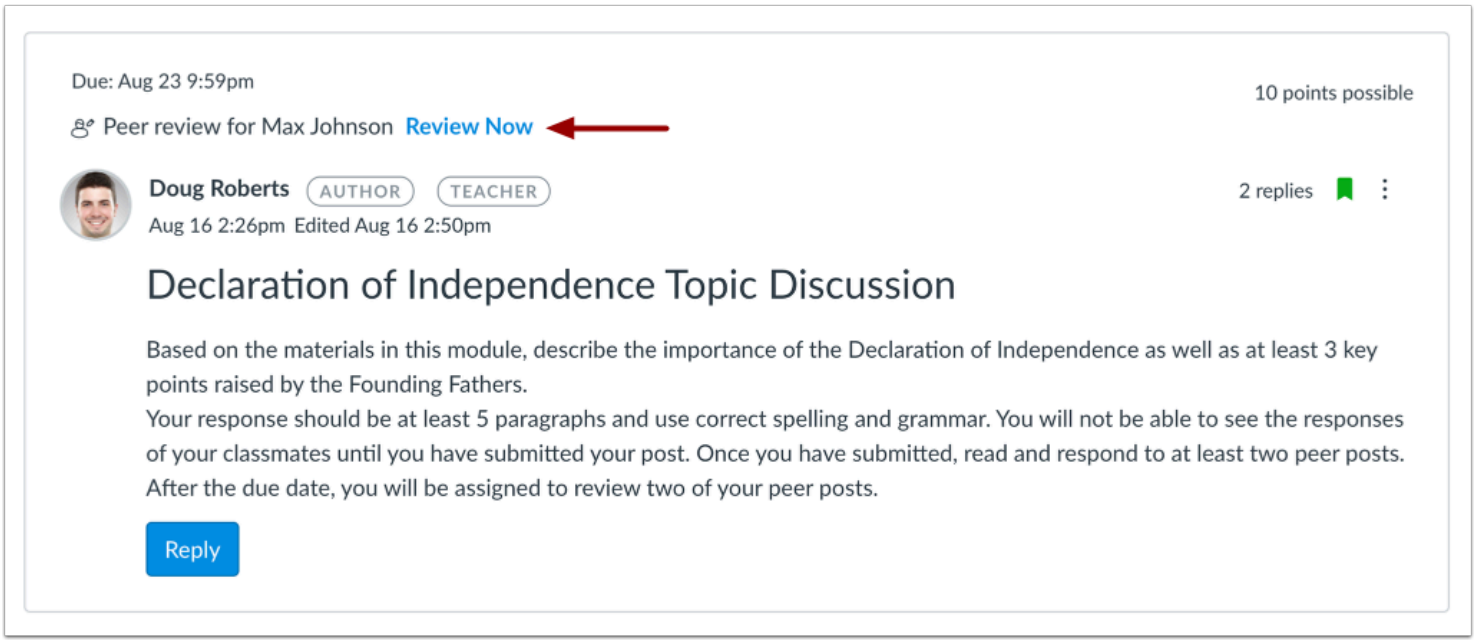
Note: You can also access your Discussions through your user or course dashboard, Assignments, the Syllabus, Gradebook, Calendar, or Modules.

View Discussions



To view a Peer Review Discussion, click the **Peer Review** icon [1] or click the title of the discussion [2].

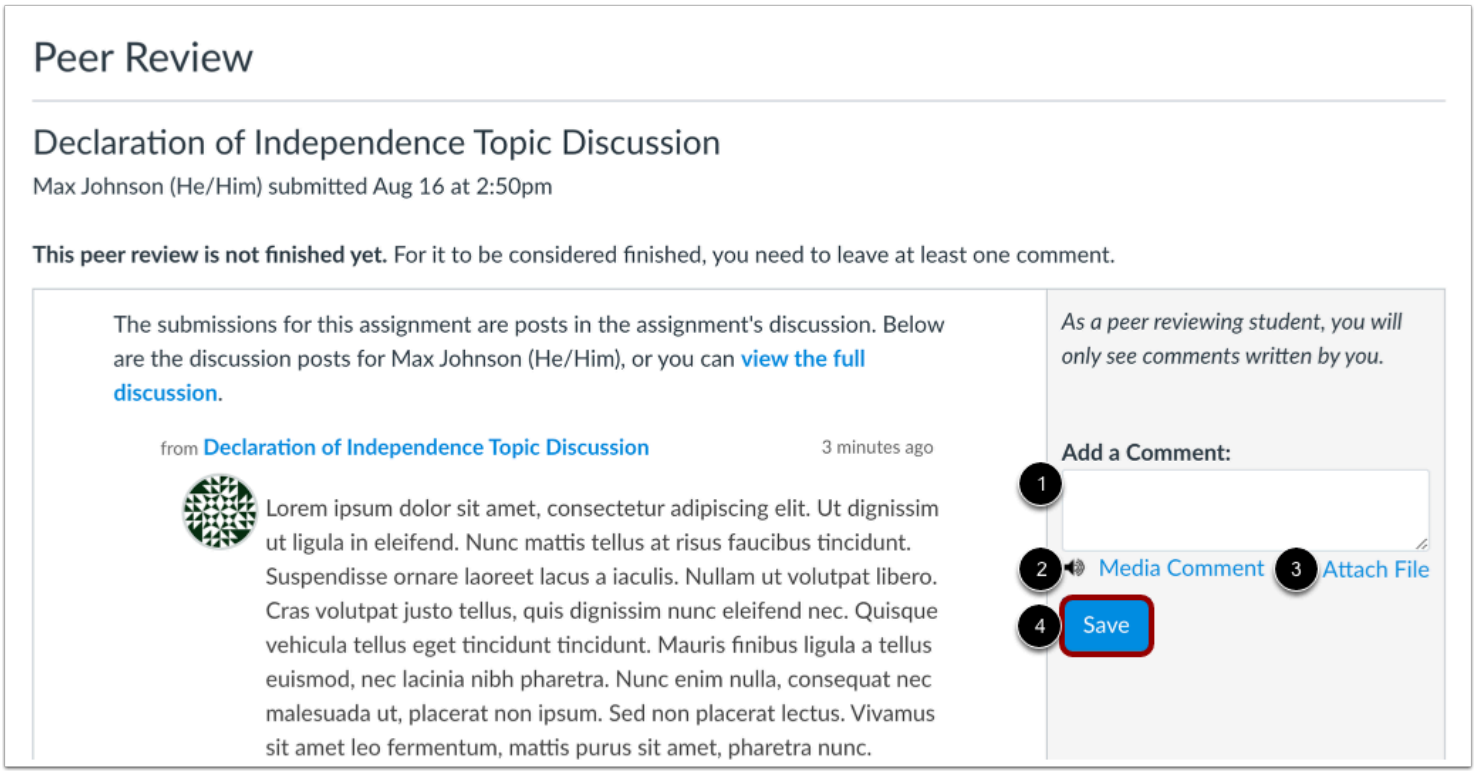
Open Assigned Peer Review



Click the **Review Now** link.

Note: If you see an "Access Denied" message when clicking the Review Now link, reply to the discussion first, then click the Review Now link.

Add Discussion Comment



If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], leave a media comment [2], or attach a file [3].

Click the **Save** button [4].

Confirm Completed Peer Review



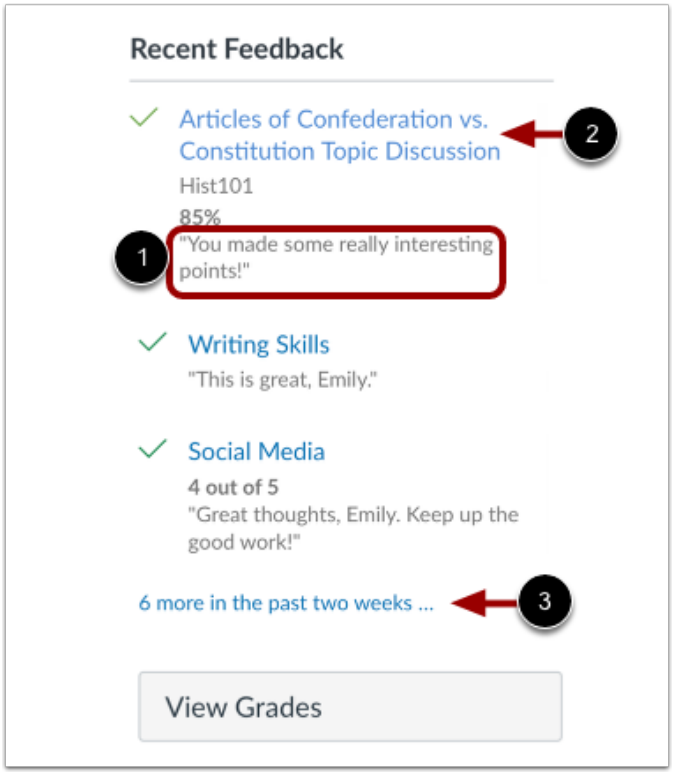
A message will appear on your discussion to confirm you have completed the peer review.

Note: You may need to refresh your browser to see that you've completed the required steps for the peer review.

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

You can find your peers' feedback for peer reviewed discussions in the Recent Feedback sidebar of your Canvas course Home page or Dashboard, on the submission details page, and in the Course Grades feedback tray.

View Recent Feedback

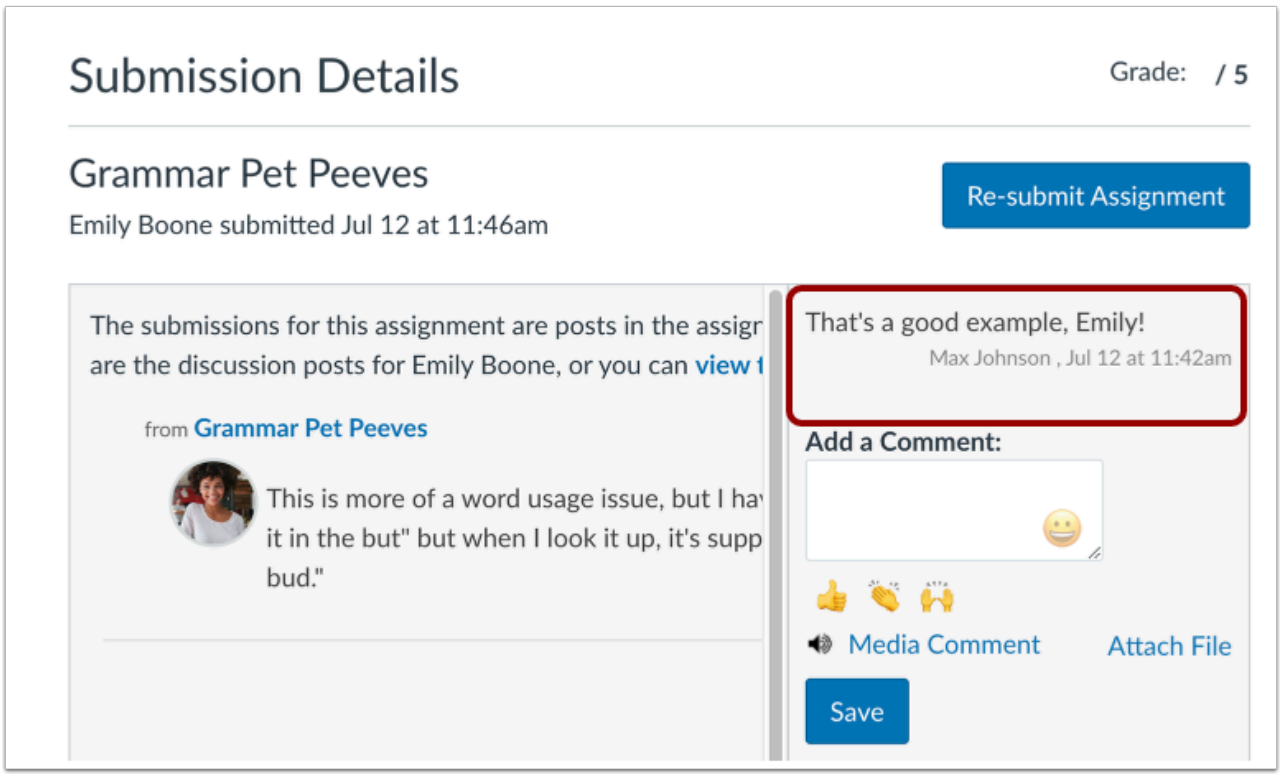


Under **Recent Feedback** in the sidebar of your Canvas course Home page, you can view recent comments from peer reviewed discussions [1].

To view submission details, click the title of the discussion [2].

Note: The Recent Feedback section displays a limited amount of feedback. To view any additional recent feedback, click the **more in the past two weeks** link [3].

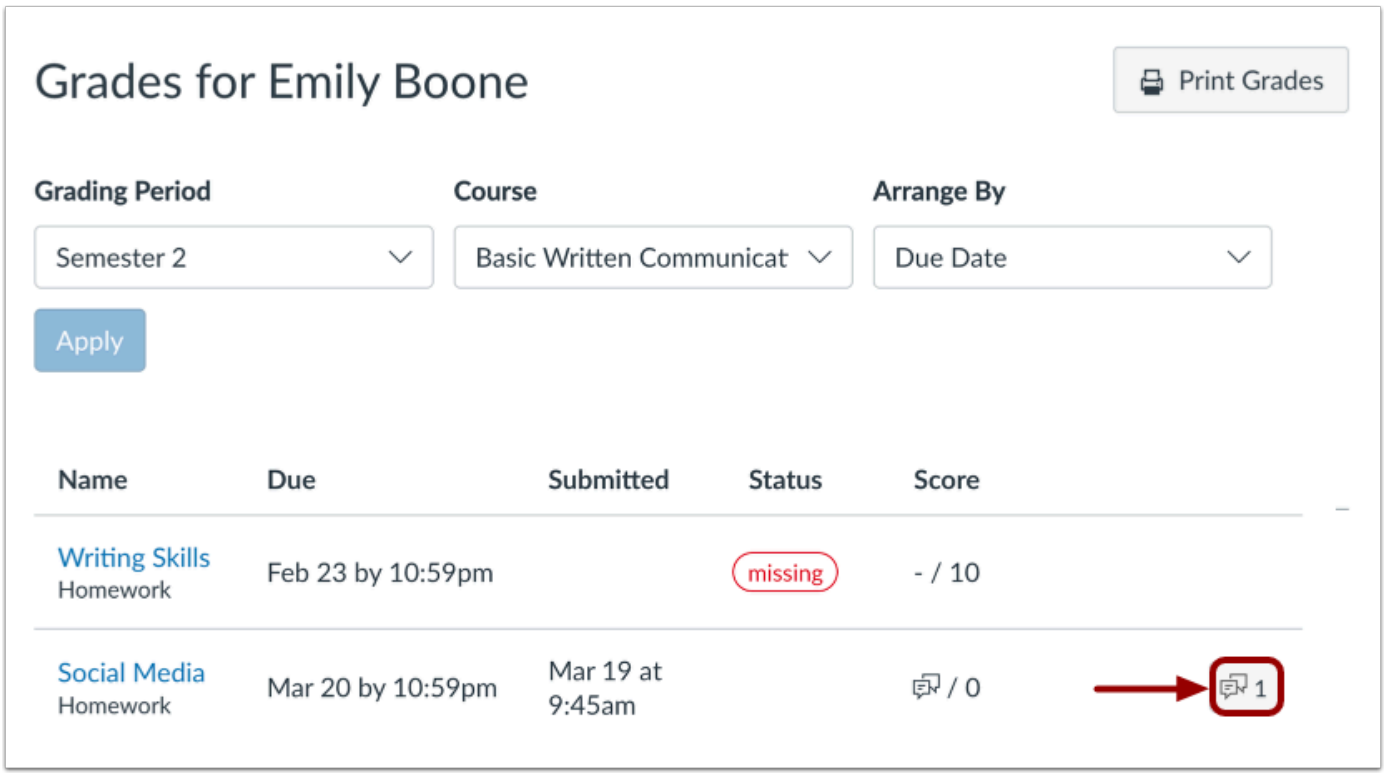
View Submission Details Page



You can also view peer review comments in the discussion submission details.

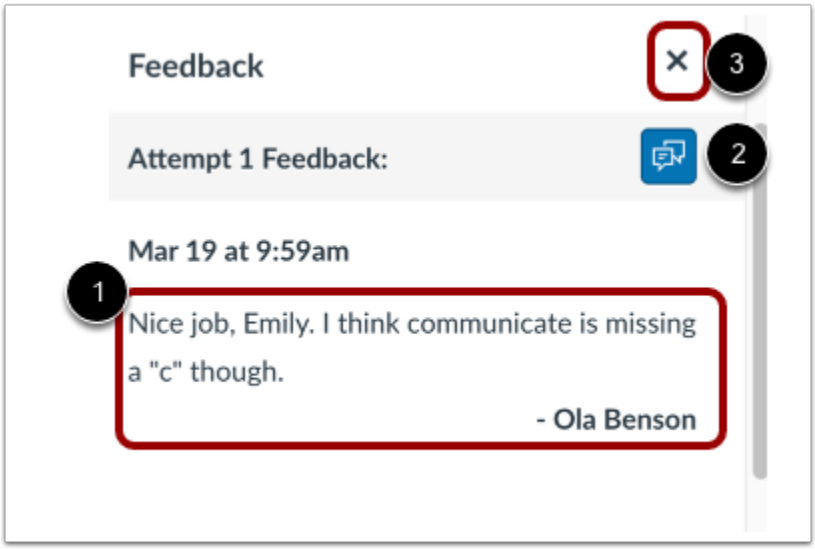
Note: You can open discussion submission details from the Recent Feedback area of the Home page, the Assignments page, or the Grades page.

Open Course Grades Page



You can also view peer review comments from the Course Grades page. On the Course Grades page, click the **Feedback** button.

View Feedback Tray



In the Feedback tray, view peer comments [1].

To view or edit discussion replies, click the **Feedback** button [2].

To close the Feedback tray, click the **Close** icon [3].

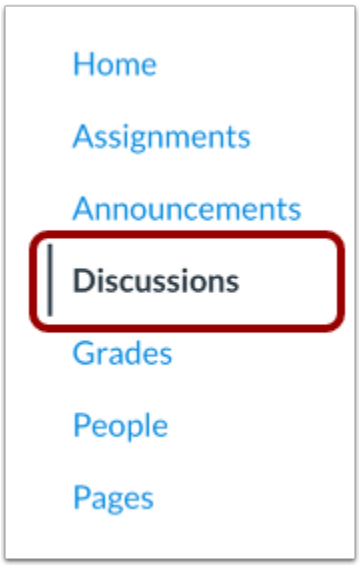
How do I create a course discussion as a student?

You may be able to create new discussions in your course. These discussions are part of the course and are separate from creating a discussion in a group.

Note:

- If the **Add Discussion** button does not display, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.
- If you are unable to Assign the Discussion, this is because of restrictions on your enrollment in the course. You can still post the Discussion to all users in the course.
- If you add a file to your discussion, it will be stored in course files in the unfiled folder.

Open Discussions



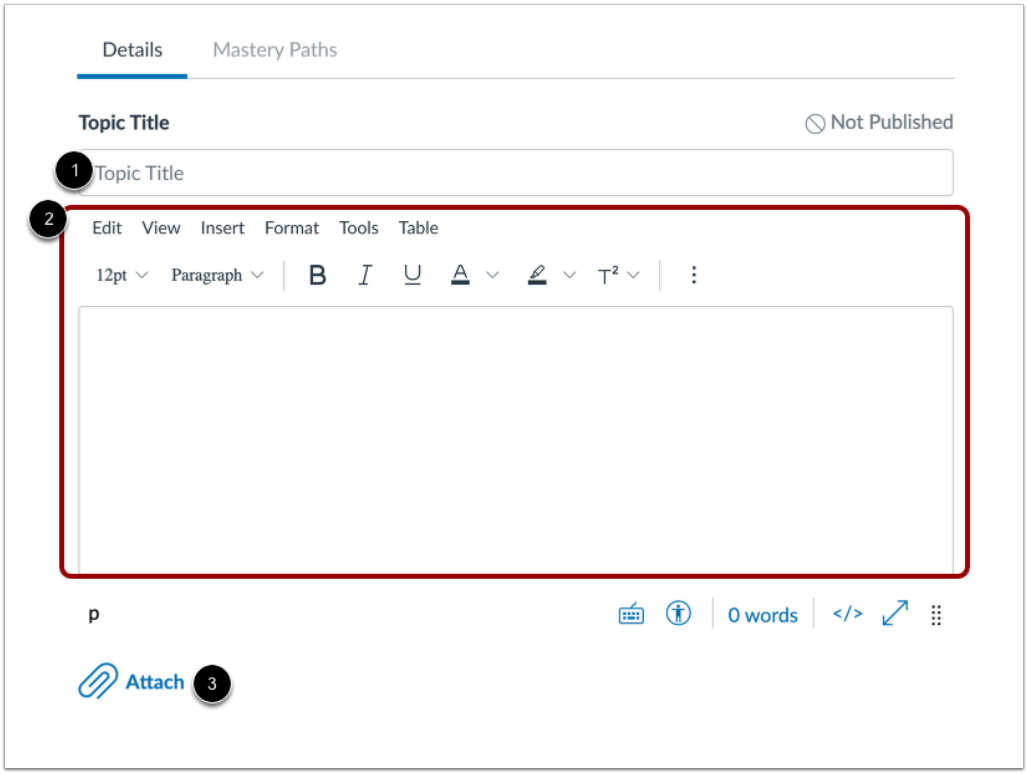
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

Create Discussion

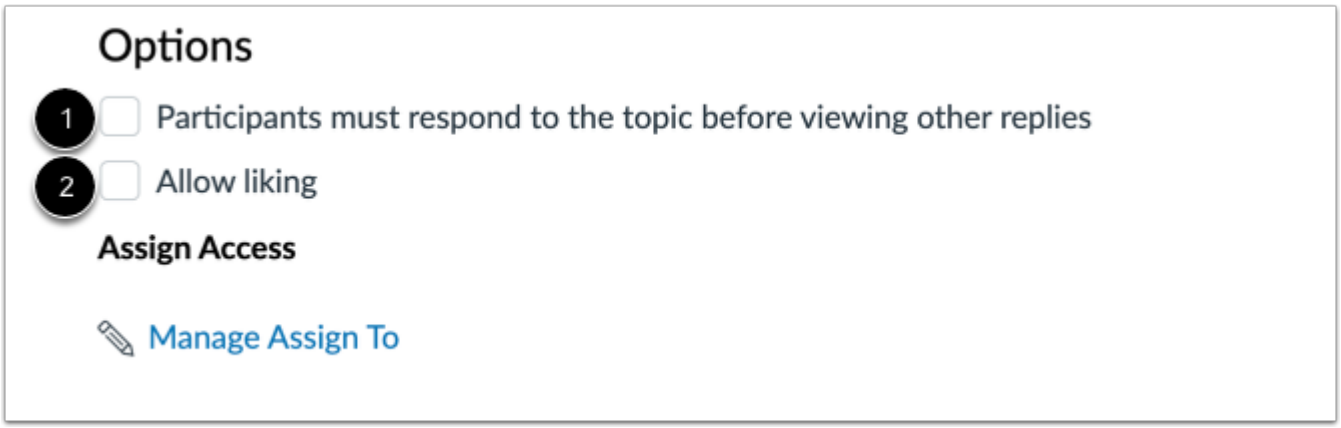


Enter a discussion title in the **Topic Title** field [1].

Add discussion content using the Rich Content Editor [2].

You can also attach files to your discussion [3].

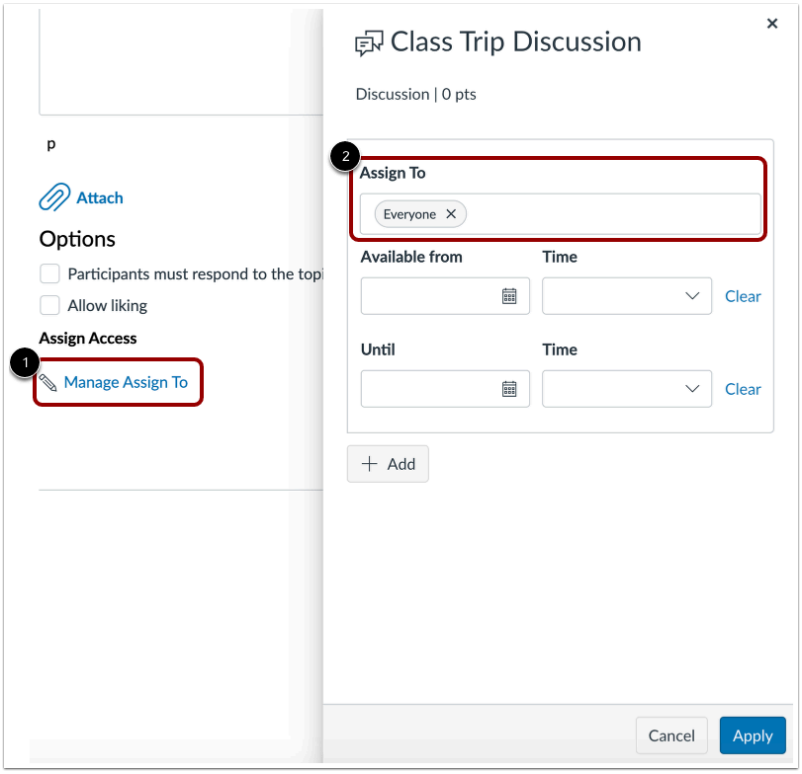
Set Discussion Options



To force user to reply to the topic before viewing replies from others, click the **Participants must respond to the topic before viewing other replies** checkbox [1].

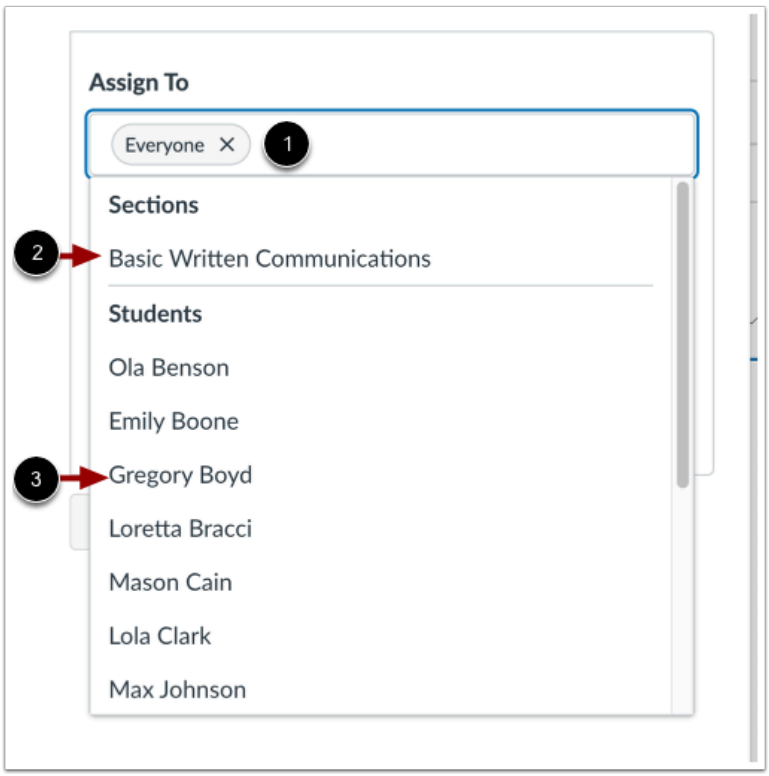
To allow users to like discussion replies, click the **Allow liking** checkbox [2].

Assign Discussion



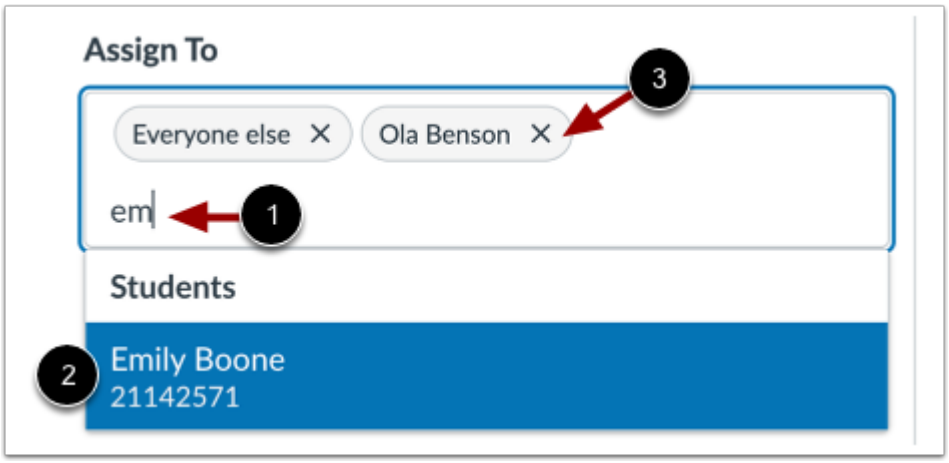
By default, all sections and students in your course can view and participate in the discussion. To specify specific sections or users for your discussion, click the **Manage Assign To** link [1]. Enter assignees in the **Assign To** area [2].

Select Assignees



To change the assignees, click the **Assign To** field [1]. Then, select one or more assignees. You can assign to everyone, everyone else, a course section [2], or an individual student [3].

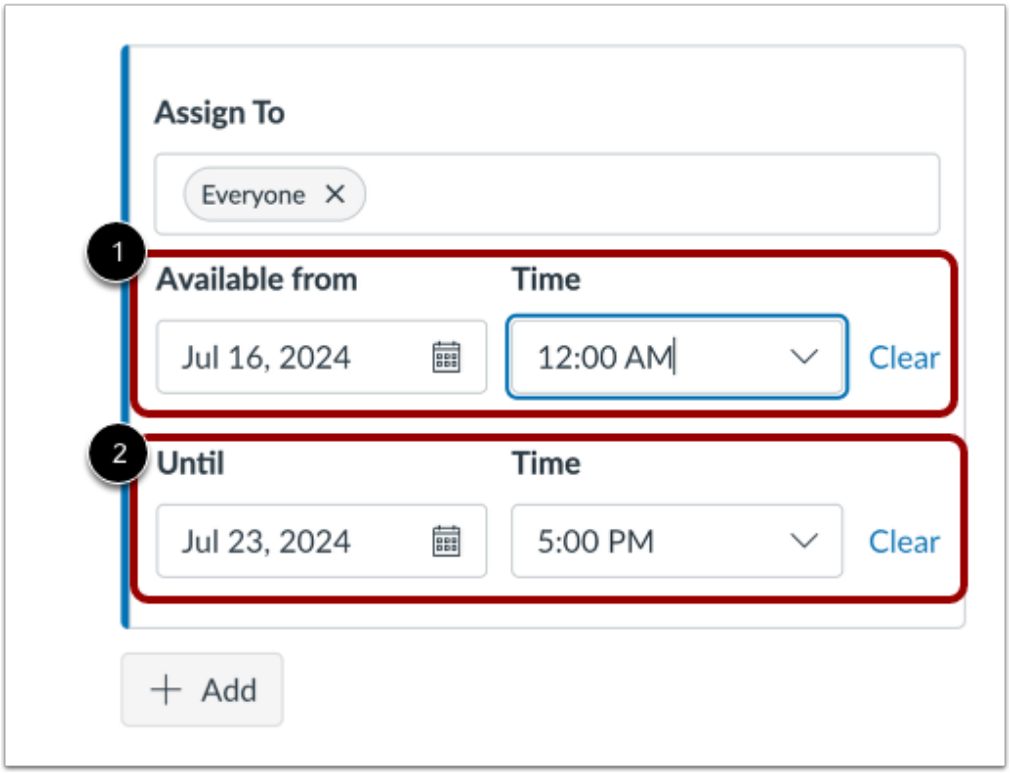
Find Student or Section



To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

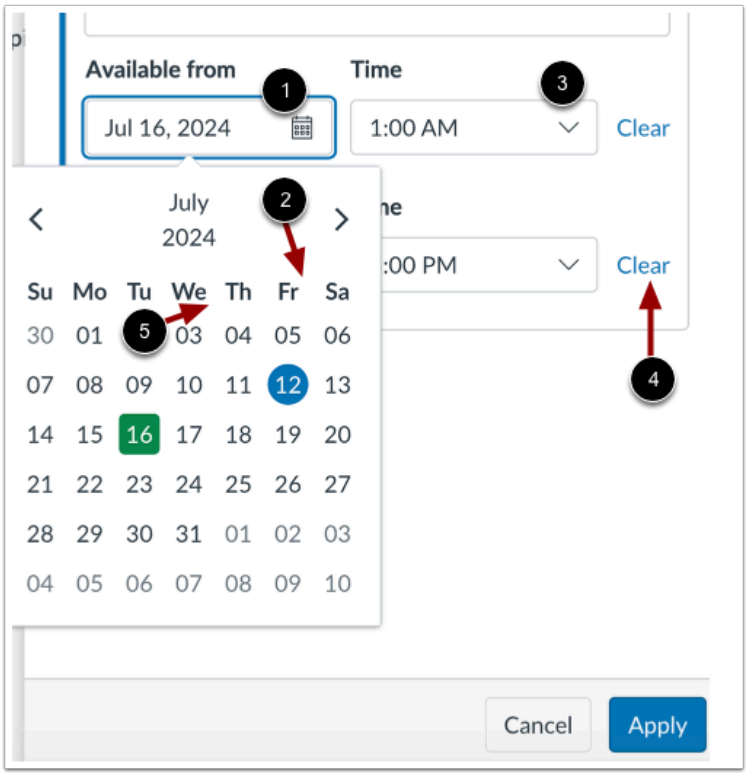
To remove an assignee, click the assignee **Remove** icon [3].

Enter Availability Dates



By default, classmates can access the discussion at any time during the course or section dates. However, to provide specific dates and times for the discussion to be available, enter dates and/or times in the **Available from** [1] and **Until** areas [2].

Set Dates and Times



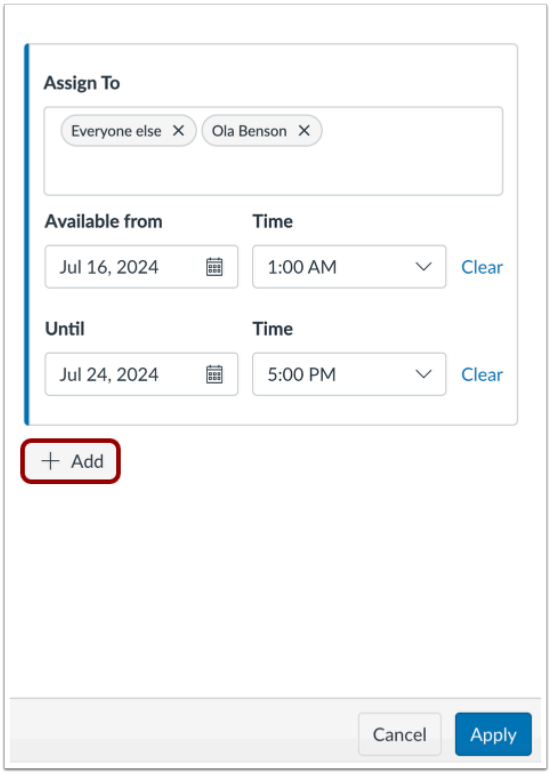
To set dates, enter a date in **Available from** or **Until** field [1]. Or click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

Notes:

- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details



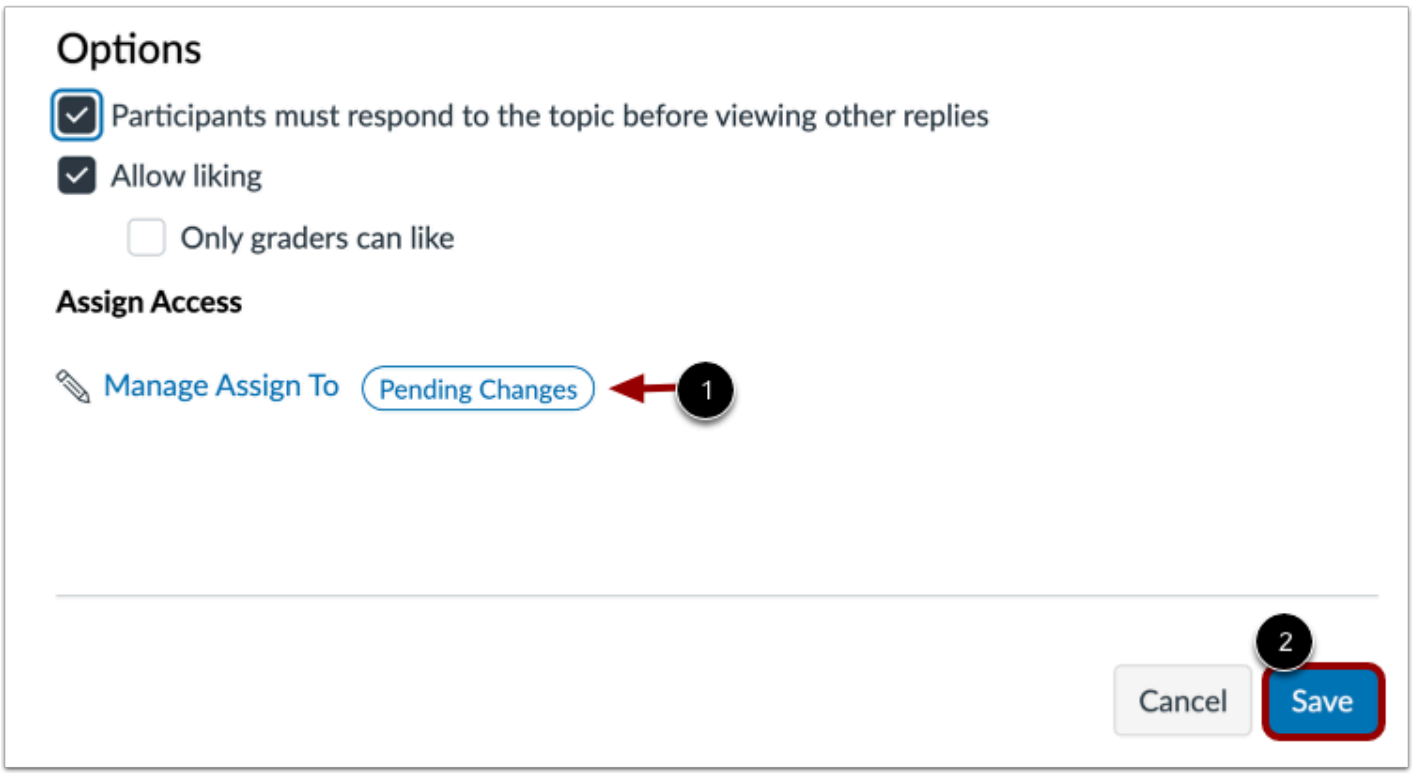
To assign to other students or sections with different dates and times, click the **Add** button. Then, enter additional assignees and availability dates.

Apply Details



To save the discussion assignment details, click the **Apply** button.

Save Discussion



The Pending Changes label displays [1].

To save the assignment details, click the **Save** button [2].

How do I subscribe to a discussion as a student?

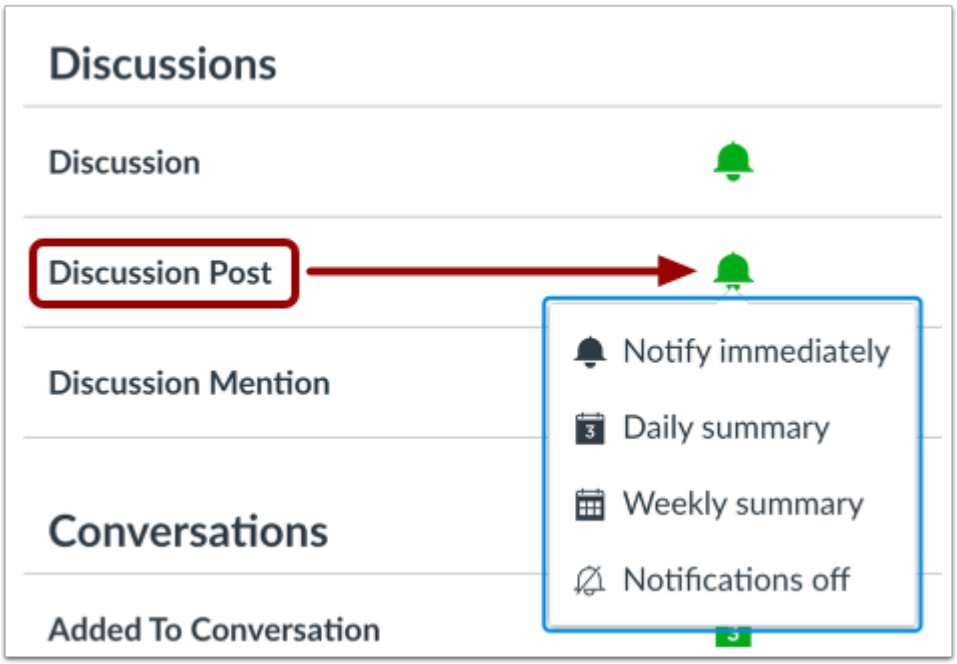
You can subscribe to entire discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your student groups. You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

Notes:

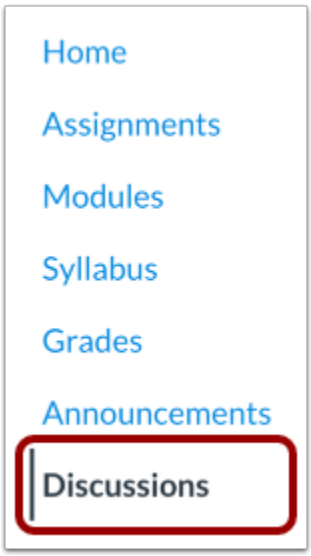
- You must specify your notification settings to receive updates for subscribed discussions.
- You cannot subscribe to a discussion if you're required to reply before viewing other replies and have not replied to the discussion. You must reply first and then subscribe to the discussion.

View Discussion Notification Settings



In Notification Settings, you can change the method and frequency of subscribed discussion posts.

Open Discussions



In Course Navigation, open the **Discussions** link.

Subscribe on Discussions Index Page



You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the **Subscribe** icon.

The Subscribe icon will display solid green when you are subscribed.

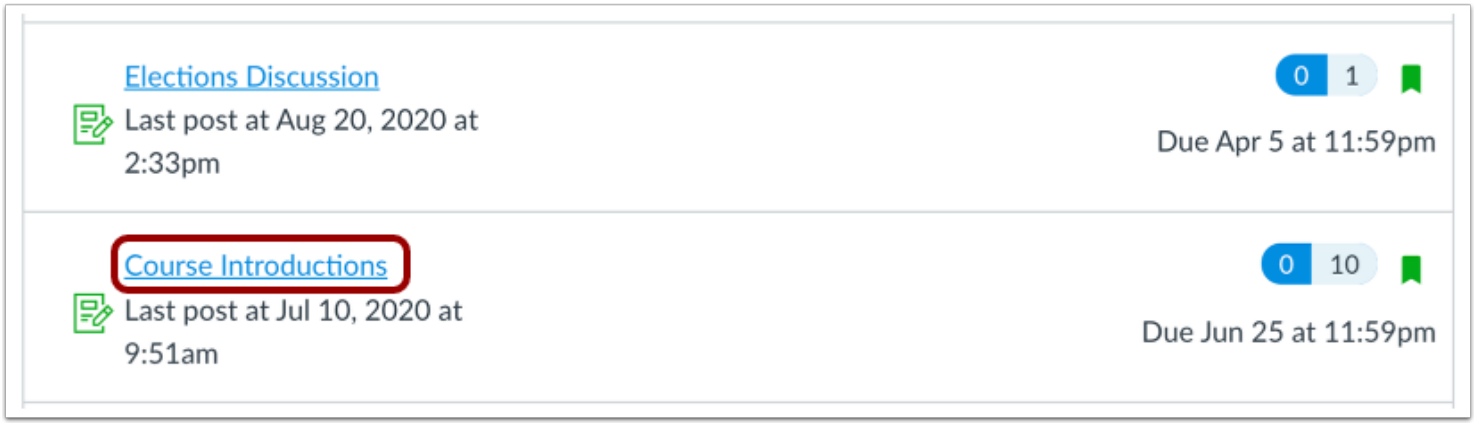
Unsubscribe on Discussions Index Page



To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the **Subscribe** icon.

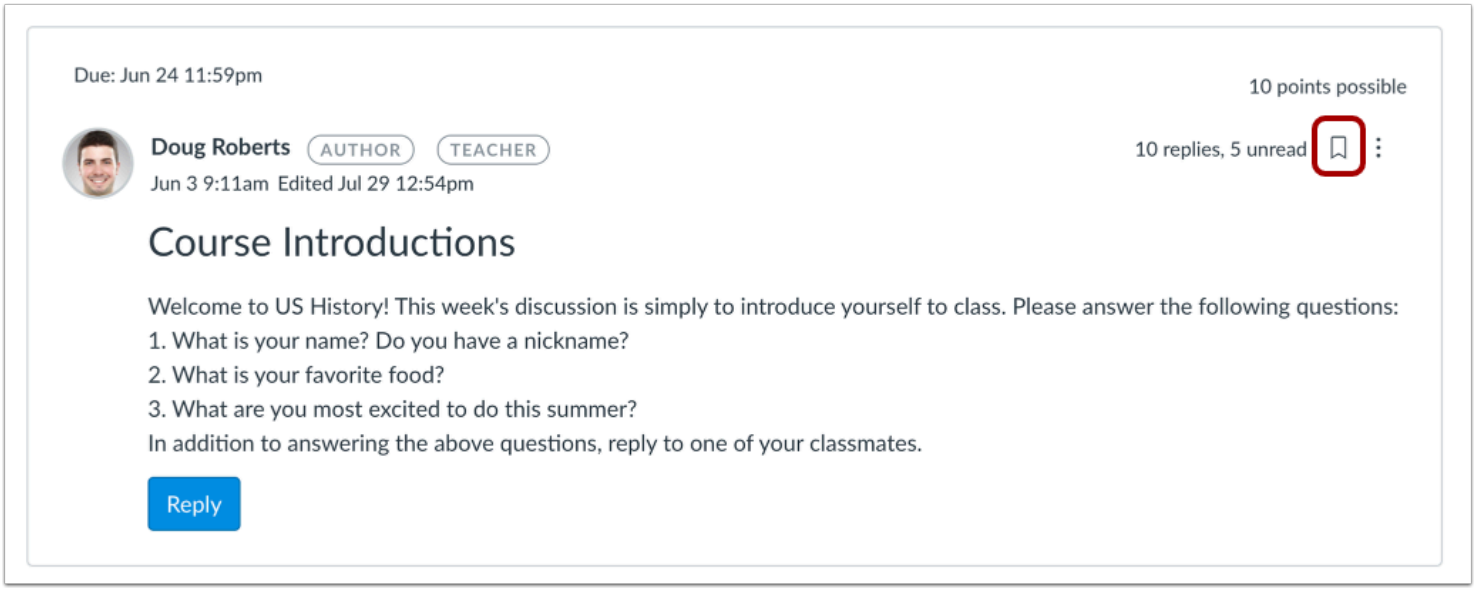
The Subscribe icon will display as an outline when you are unsubscribed.

Subscribe within Discussion



You can also subscribe within a discussion. Click the title of the discussion you want to subscribe to.

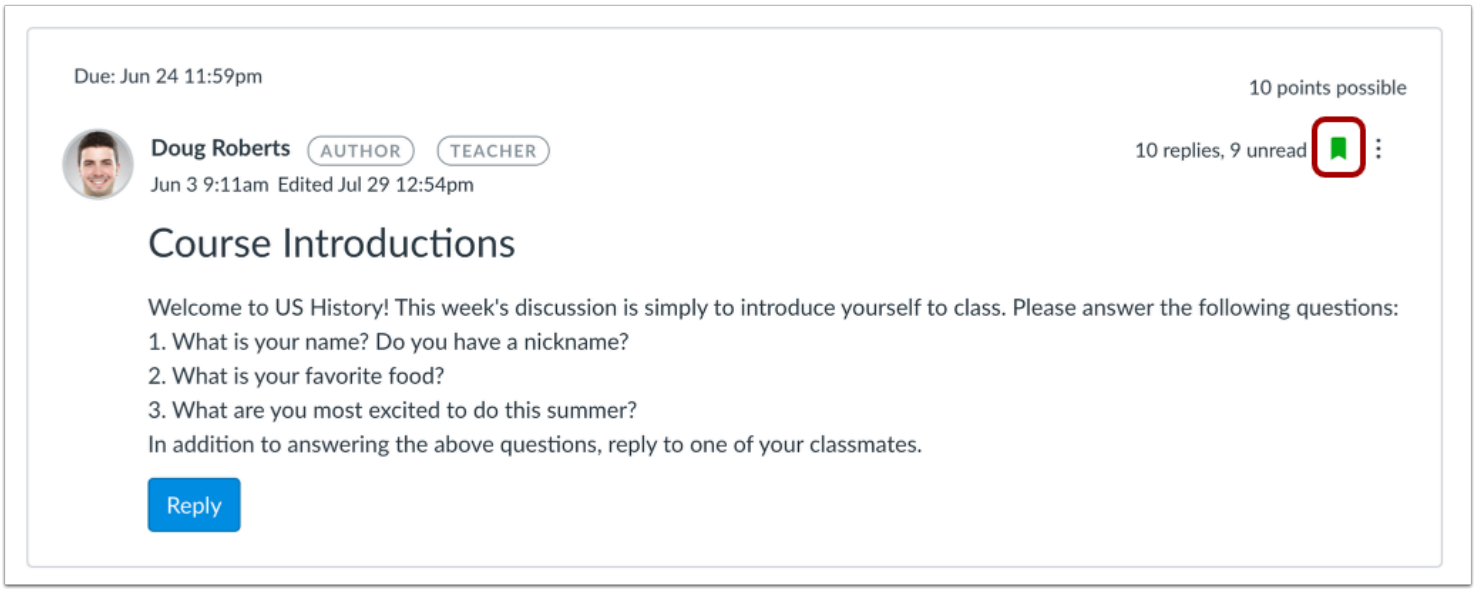
Subscribe to Discussion



Click the **Subscribe** icon.

The Subscribe icon will display solid green when you are subscribed to the discussion topic.

Unsubscribe from Discussion



To unsubscribe from a discussion, open the discussion and click the green **Subscribed** icon.

The Subscribed icon will display as a black outline when you are unsubscribed from a discussion topic.

How do I view and sort discussion replies as a student?

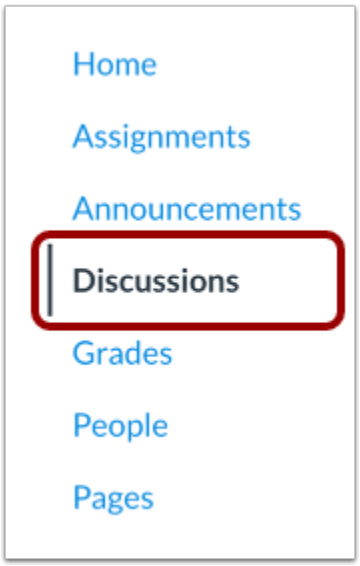
You can view all replies in a discussion by scrolling or searching content.

Discussion replies are sorted by date in descending order (newest to oldest) by default. Sorting discussion replies applies to the root replies. Threaded replies are collapsable and expandable.

You can also search for discussion replies by author or entry keywords and filter discussion replies by all or unread.

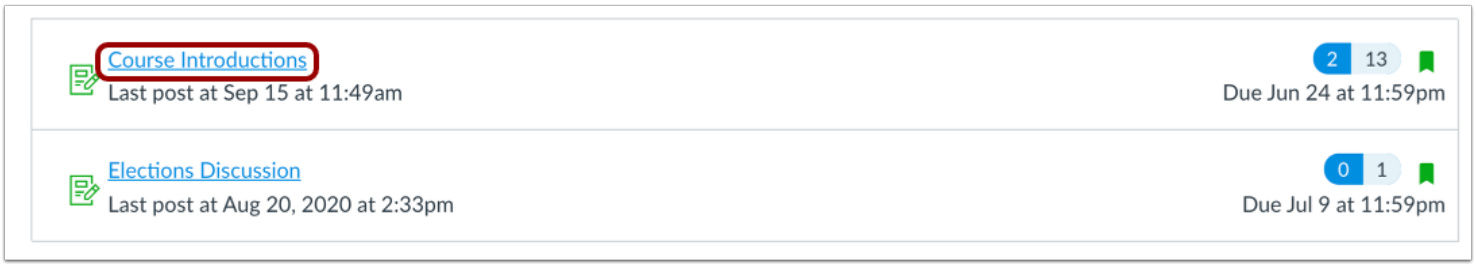
Note: Your instructor can configure the view settings of replies in a discussion, including thread collapse/expansion and sorting options. If these settings are locked, you will not be able to change the view or sort discussion replies.

Open Discussions



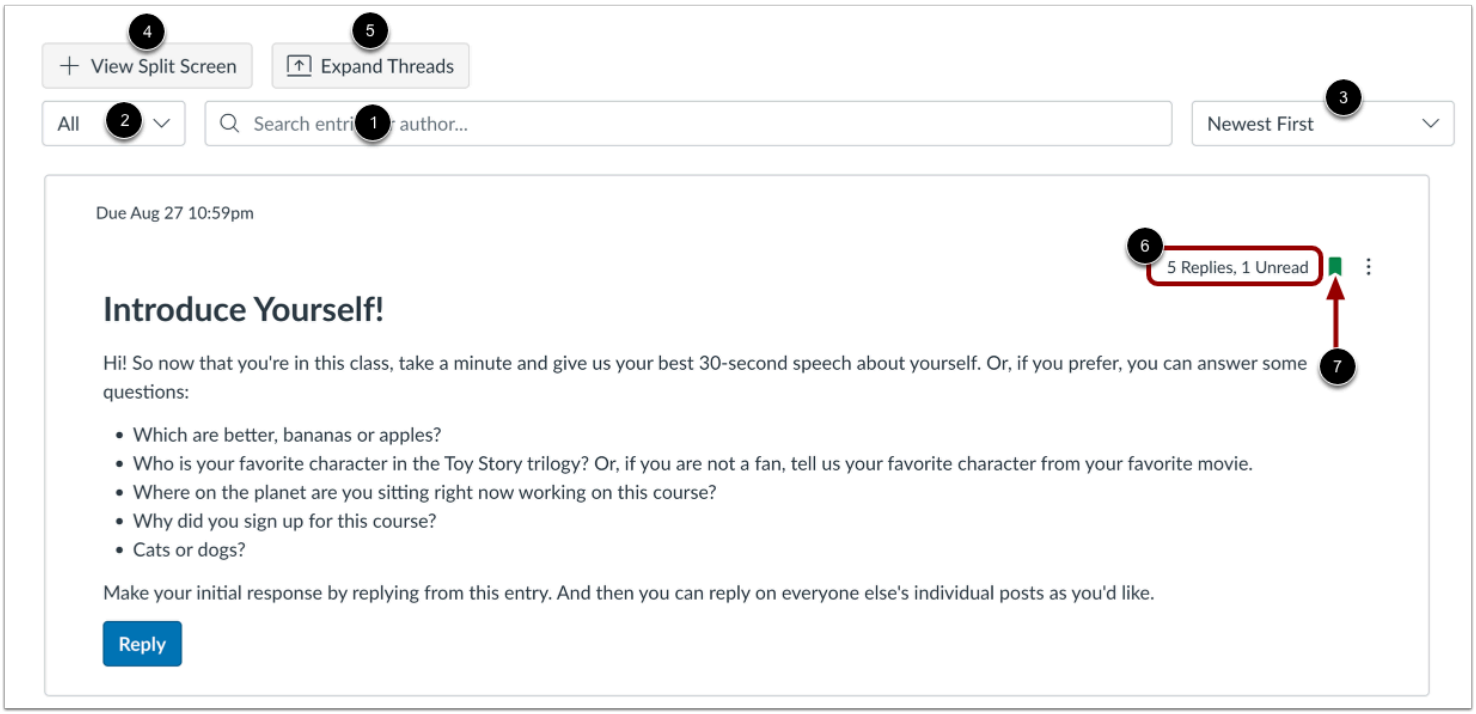
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the title of the discussion.

View Discussion



In a discussion, you have several options to view and sort discussions. Use the search field [1] to search for replies or specific authors. To filter discussion replies by All or Unread replies, select an option from the **View** drop-down menu [2].

By default, discussion replies are sorted by date from newest to oldest. To reverse the sort order, click the **Oldest First** [3]. The selected sort order automatically becomes the new default for the discussion.

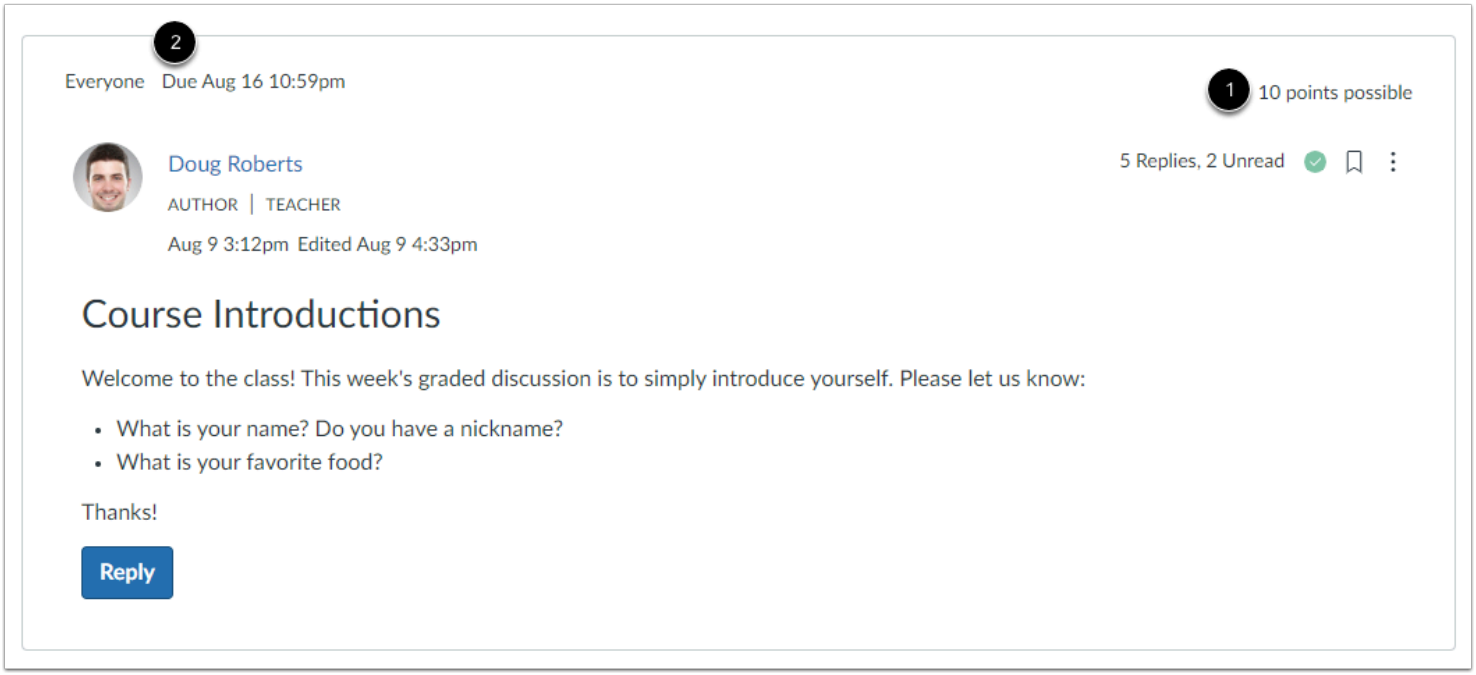
To view threaded replies in a split screen sidebar, click the **View Split Screen** button [4]. To view threaded replies inline, click the Inline button that displays when the View Split Screen button is clicked.

To view threaded replies all at once, click the **Expand Threads** button [5]. To collapse the threaded replies, click the **Collapse Threads** button. When you expand or collapse all discussion threads, they will automatically be expanded or collapsed the next time you view the discussion.

You can view how many total replies and unread replies are in a thread [6]. The number on the left indicates total replies, while the number on the right indicates the number of unread replies.

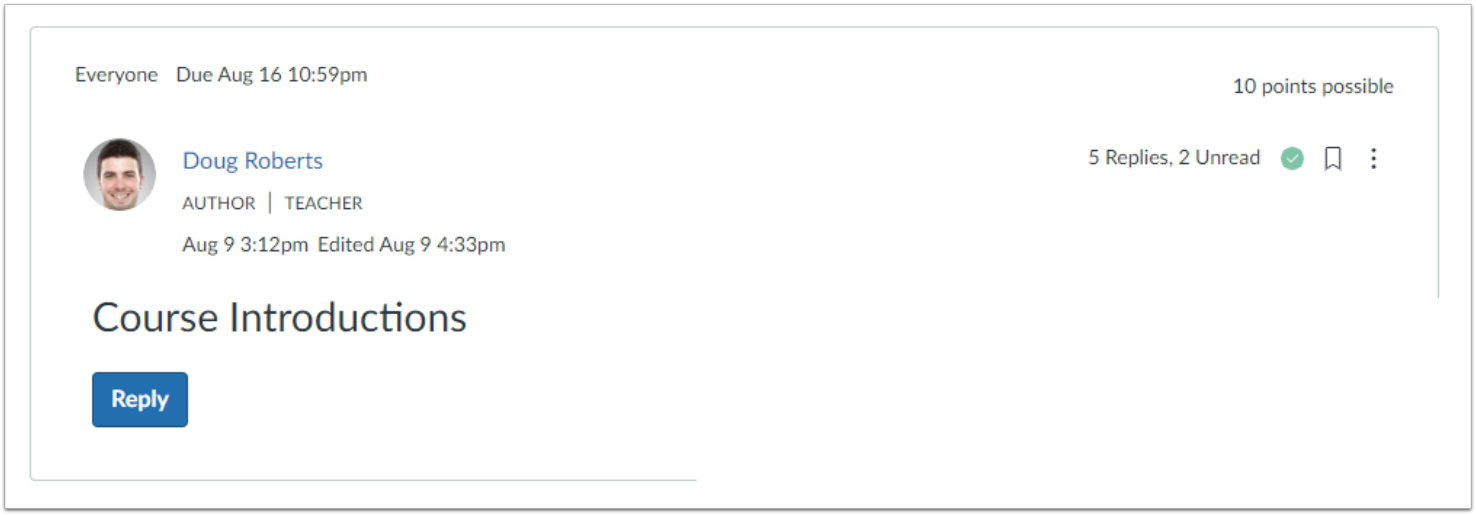
To subscribe to a discussion, click the **Subscribe** icon [7]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification settings. You are automatically subscribed to any discussions you reply to. When you create a discussion in a group—or in a course if you have permission—you are also automatically subscribed to the discussion. If you are subscribed, the icon displays a solid green background. To unsubscribe, click the **Subscribe** icon. When you are unsubscribed, the icon displays outlined in black.

View Graded Discussion



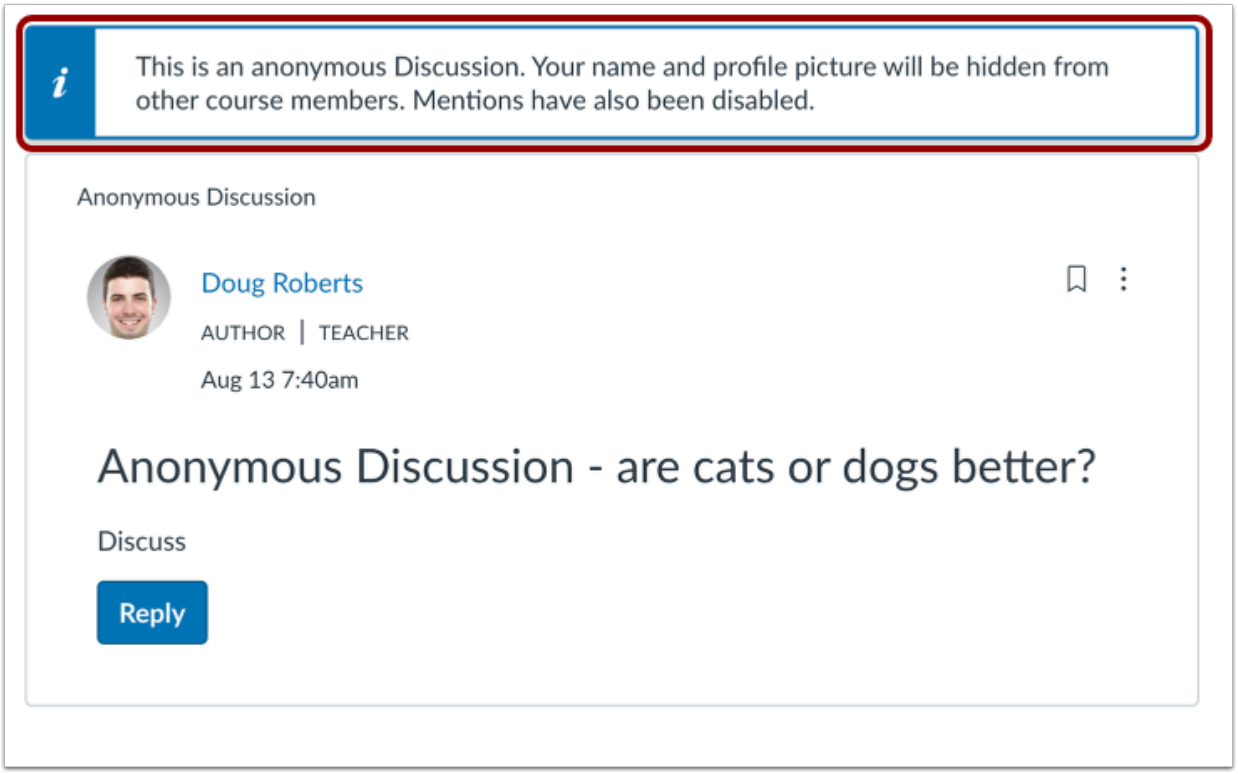
If your discussion is a graded discussion, you can view the discussion the same way as regular discussions. However, you can view the number of points the discussion is worth [1], and if there is a due date [2].

View Group Discussion



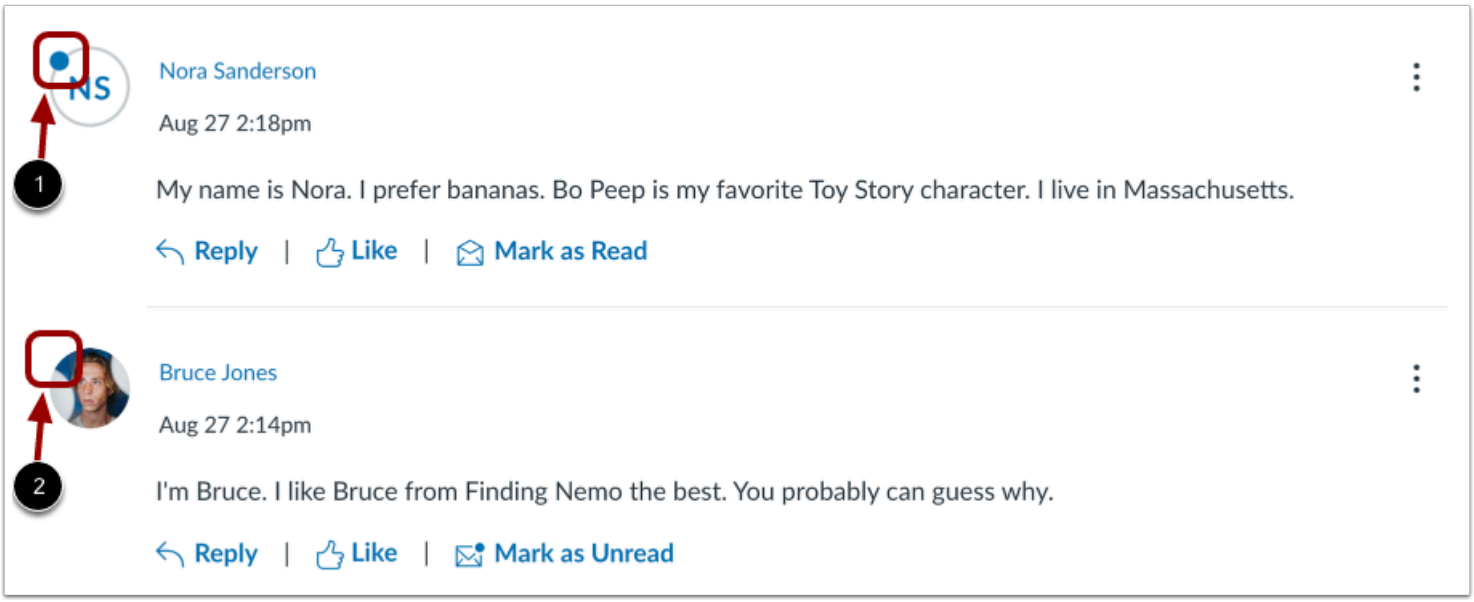
If a discussion is a group discussion, you can view the group discussion from the course Discussions Index Page or from your group Discussions Index Page.

View Anonymous Discussion Message



If the discussion is an anonymous discussion, a message displays. In anonymous discussions, names and profile pictures are hidden on replies and you cannot use @ to mention other users.

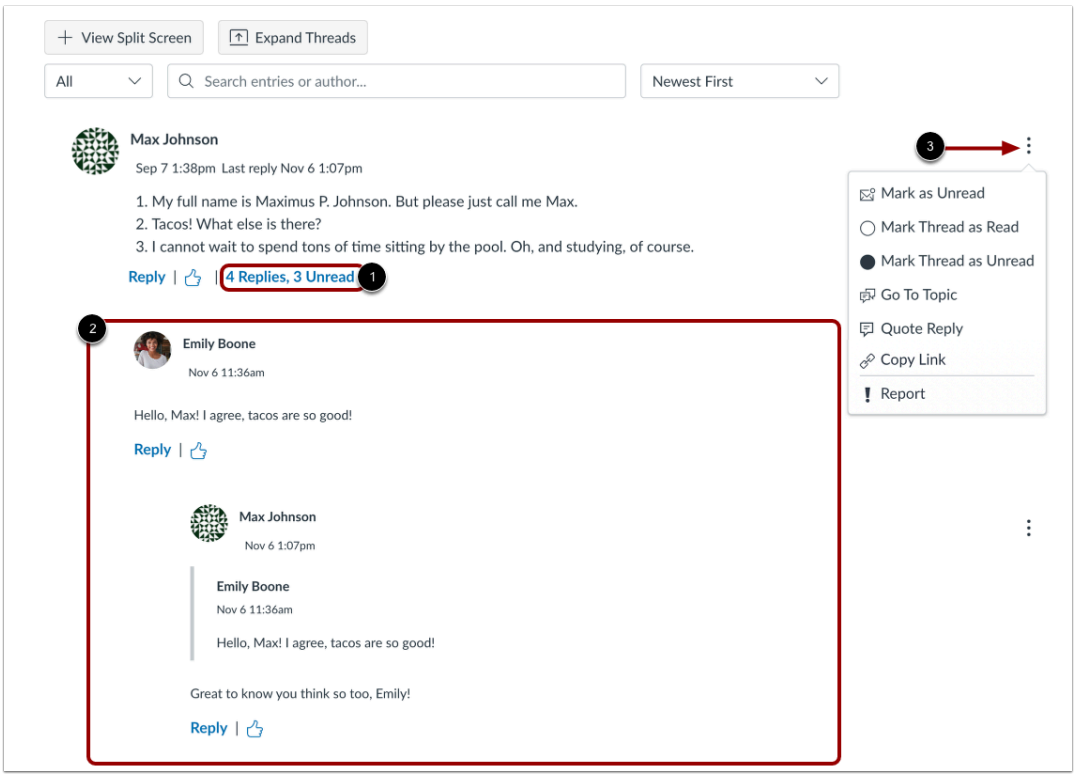
View Replies



Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. After you view a discussion reply, the unread icon no longer displays [2]. When you scroll past a reply, navigate away from the Discussion, or refresh the page, Canvas automatically marks the replies as read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

You can also change your Discussion Settings so you can manually mark discussion replies as read.

View Inline Discussion Thread Replies



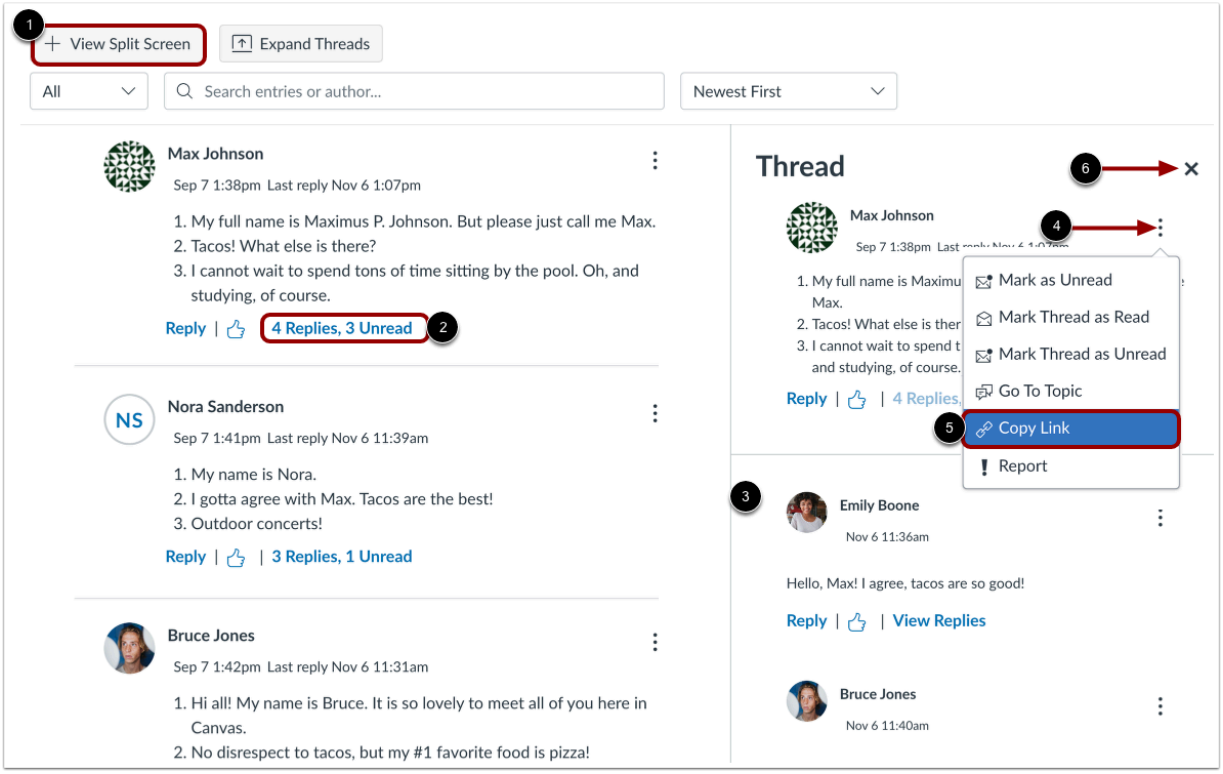
When viewing inline discussion thread replies, you can collapse and expand the discussion threads by clicking the Expand Threads and Collapse Threads buttons. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies inline, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, copy a permalink to a reply, or report the reply.

View Split Screen Discussion Thread Replies



To view threaded replies in a split screen sidebar, click the **View Split Screen** button [1].

When viewing split screen discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the **# of replies** link [2].

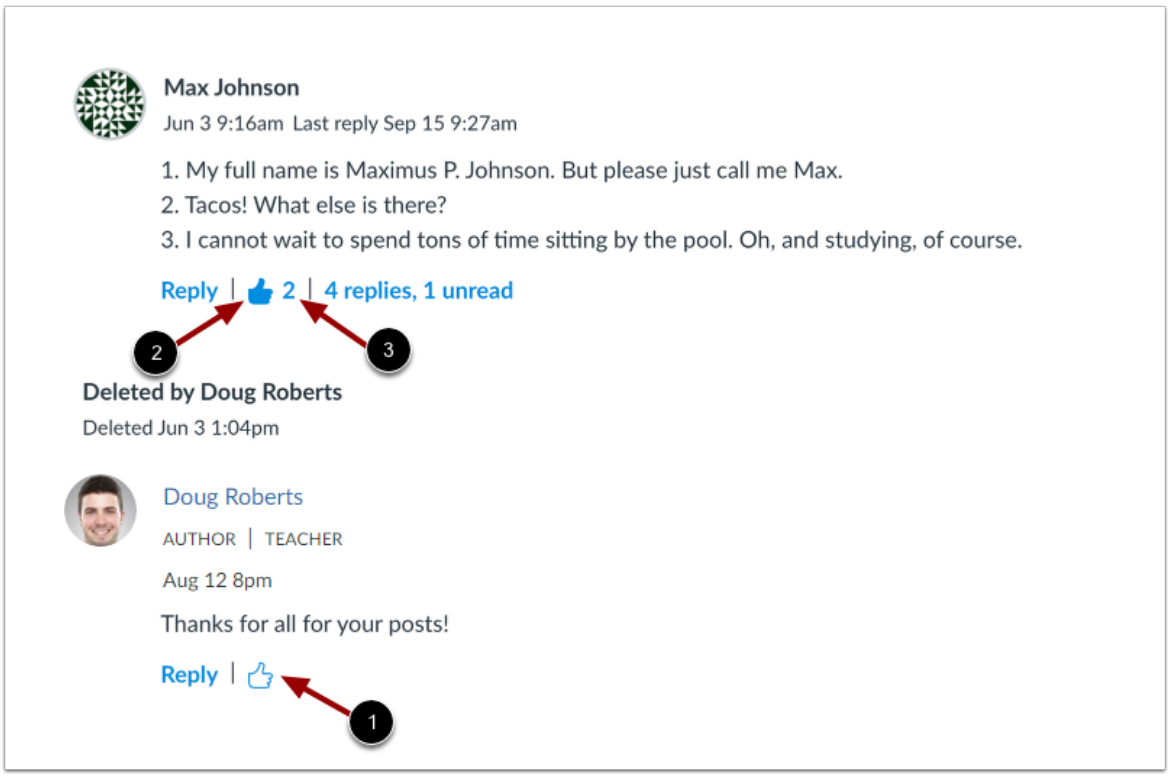
View the read and unread replies [3].

To view threaded replies options, click the **Options** icon [4]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.

To copy a permalink to a specific reply, select the **Copy Link** option [5].

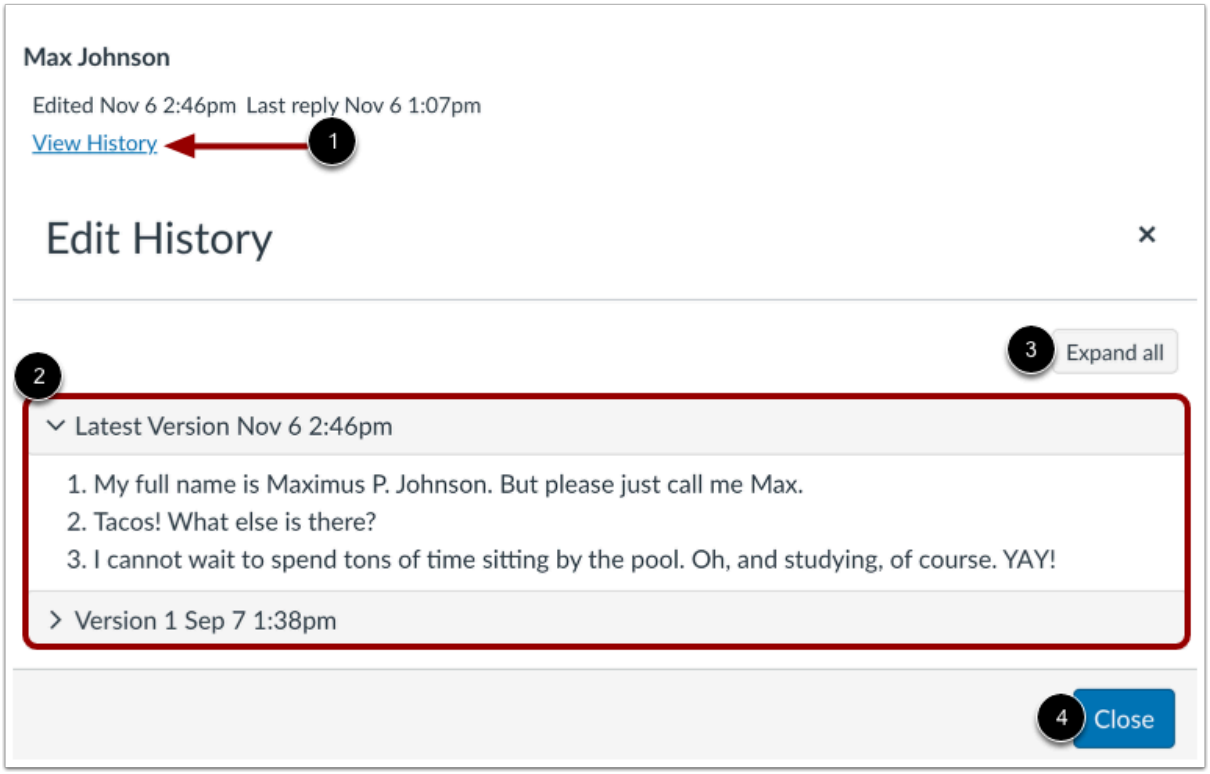
To collapse the discussion thread replies sidebar, click the **Close** icon [6].

View Liked Discussions



If your instructor allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion [1]. A solid blue like icon indicates replies that you've liked [2]. The number of total likes also appears next to the icon [3].

View Reply History



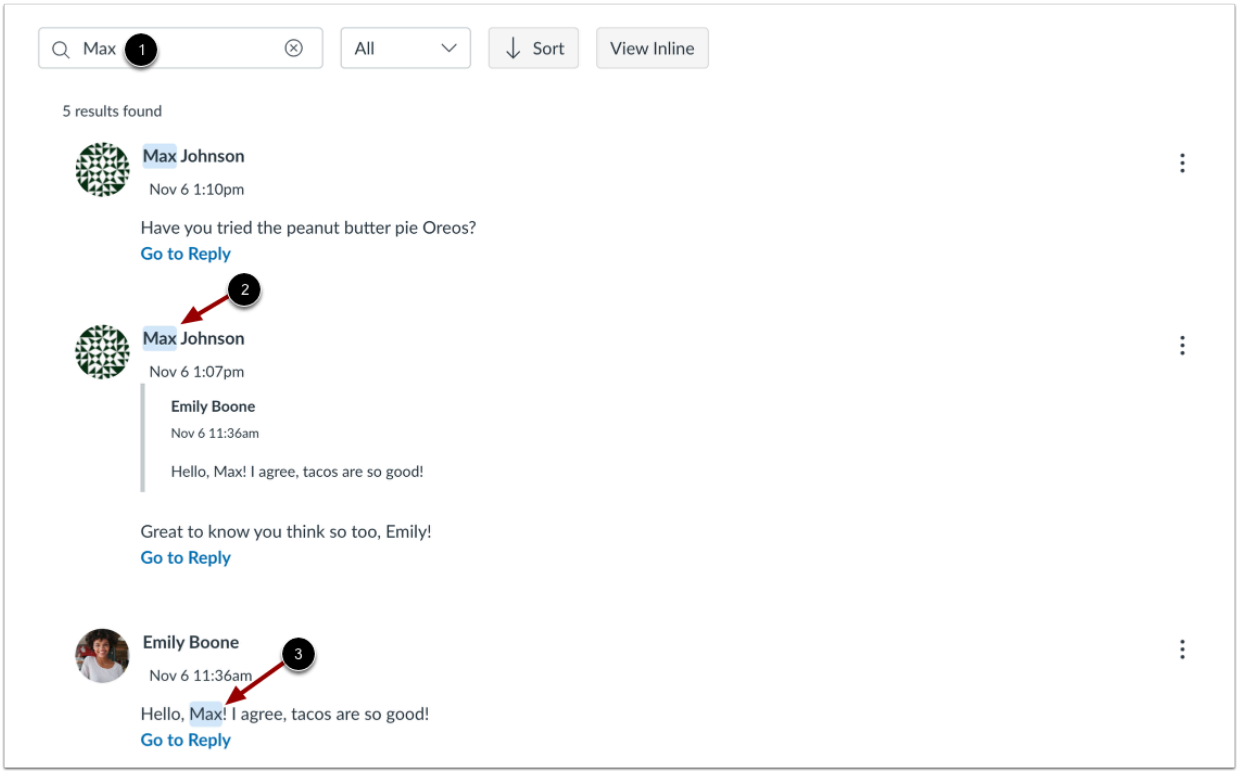
If you are allowed to edit their discussion posts, you can view the edit history of your post.

To view the history, click the **View History** link [1].

In the Edit History window, you can view any version with the date and time stamp of your post [2]. To expand all of the versions, click the **Expand all** button [3].

To return to the discussion, click the **Close** button [4].

Search for Reply

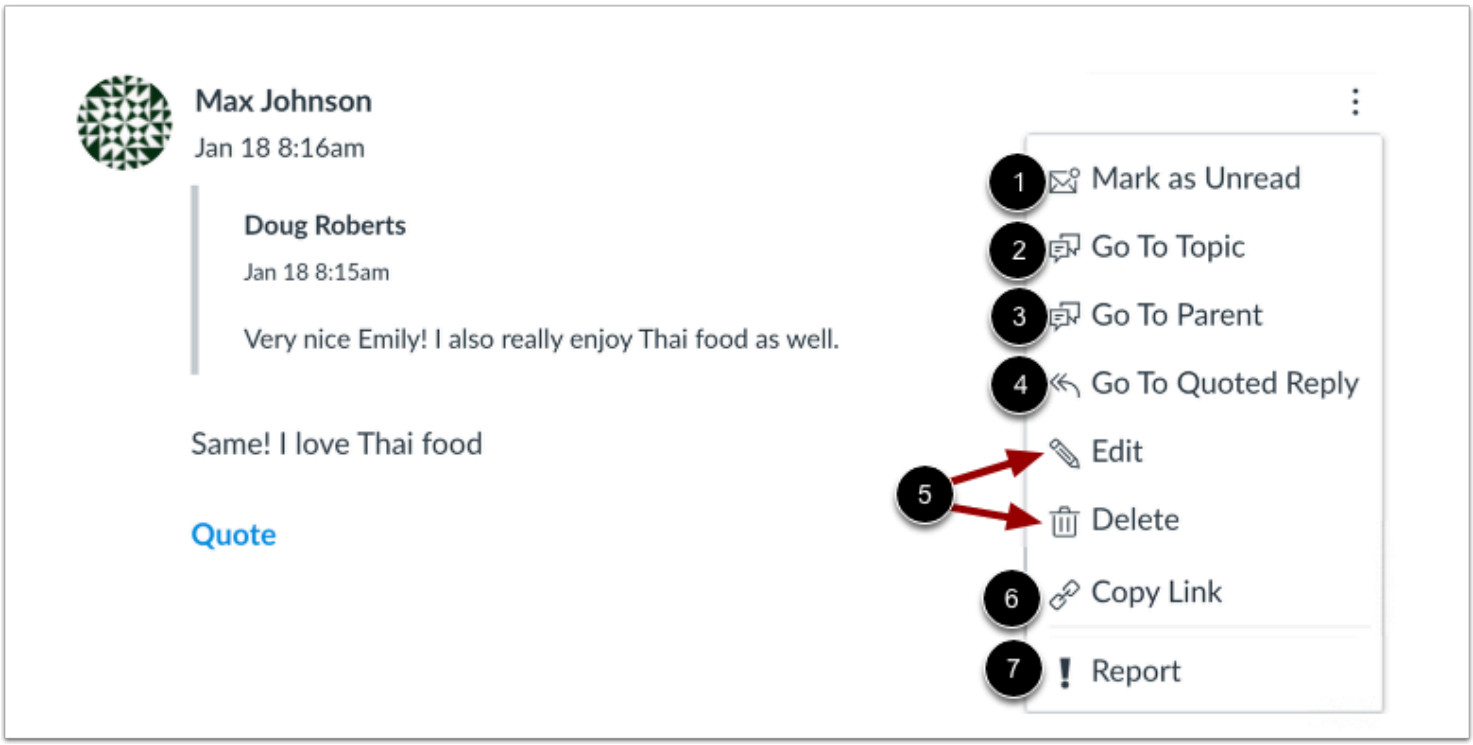


To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].

To clear search results and view all replies, remove your search term from the Search field.

Note: If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.

View Reply Options



Each discussion reply has its own options menu.

To mark the selected post as read or unread, click the **Mark as ...** option [1].

In original discussion replies, you can return to the main discussion topic by clicking the **Go To Topic** option [2].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the **Go To Parent** option [3].

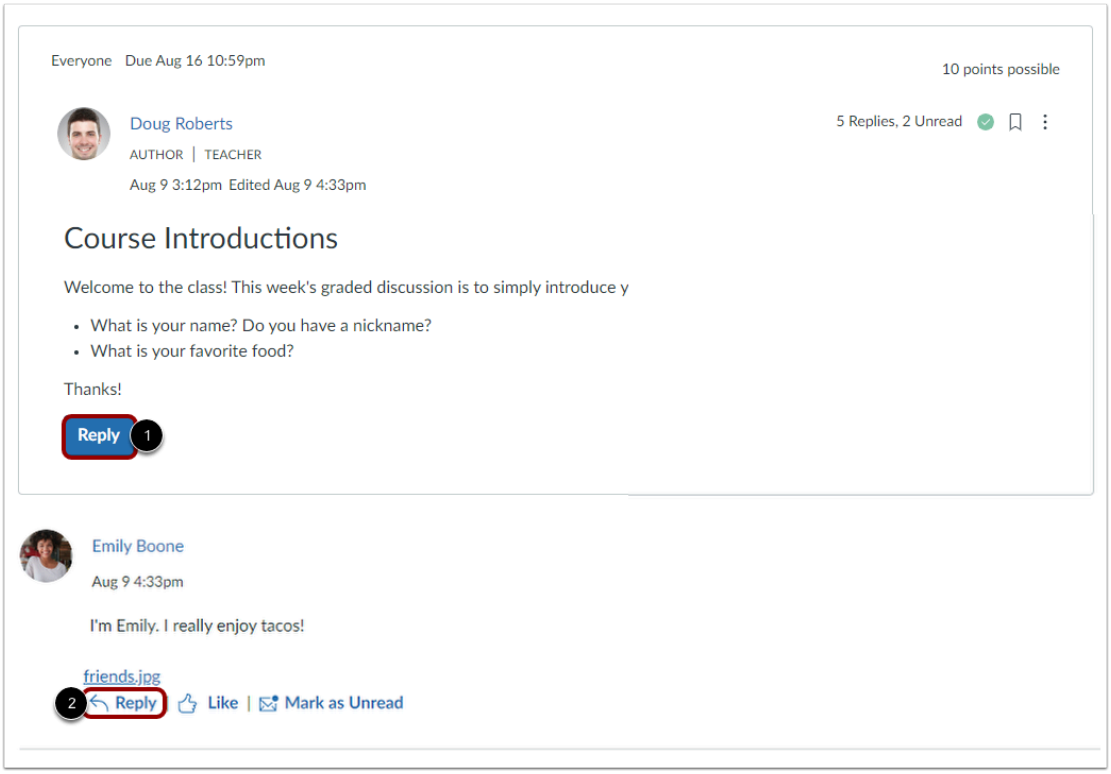
If a reply was quoted in the threaded reply, click **Go to Quoted Reply** to view the reply that was quoted [4].

If you are allowed to edit and delete your own discussion posts, you will also view **Edit** and **Delete** options [5].

To copy a permalink to a specific reply, select the **Copy Link** option [6].

If you are allowed to report replies, you will also view the **Report** option [7].

Reply to Discussion



To reply to a discussion, reply to the main discussion topic by clicking the **Reply** button [1]. If your discussion is threaded, you can reply to any other post in the discussion by clicking the **Reply** link [2].

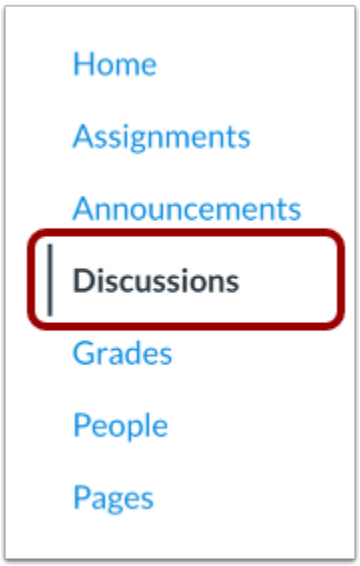
How do I change discussion settings to manually mark discussion replies as read as a student?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots automatically change to white dots, indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option applies to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

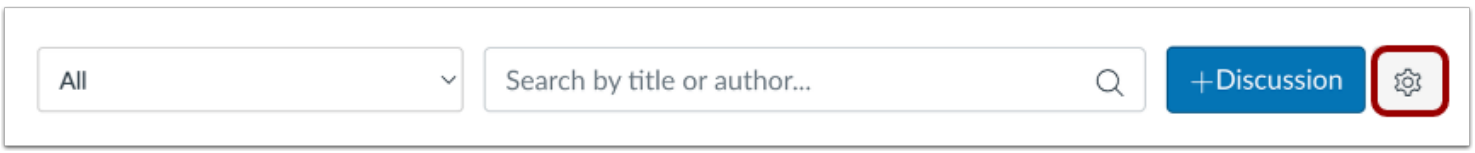
You can manually mark discussion replies as read or unread at any time.

Open Discussions



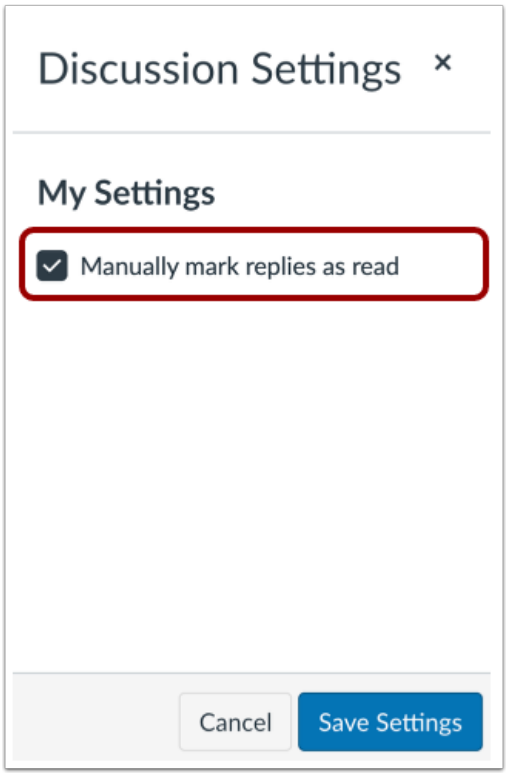
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Manually Mark Replies as Read



Click the **Manually mark replies as read** checkbox.

Note: Selecting this option will require you to manually mark replies as read for all of your courses.

Save Settings



Click the **Save Settings** button.

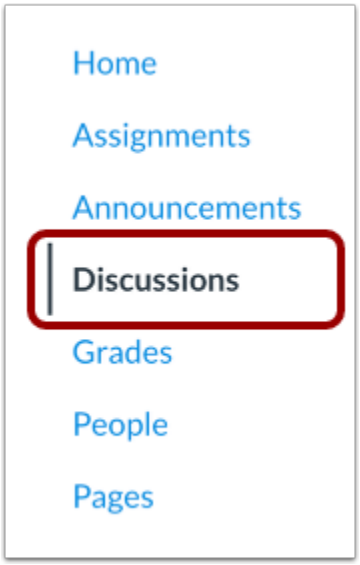
How do I mark discussion replies as read or unread as a student?

By default, as you read new Discussion posts, Canvas will mark them as read as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

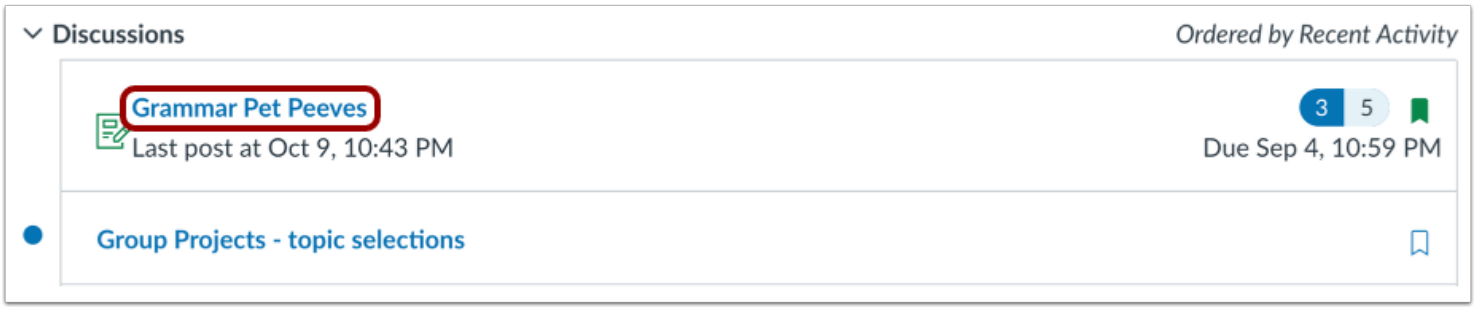
Note: Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

Open Discussions



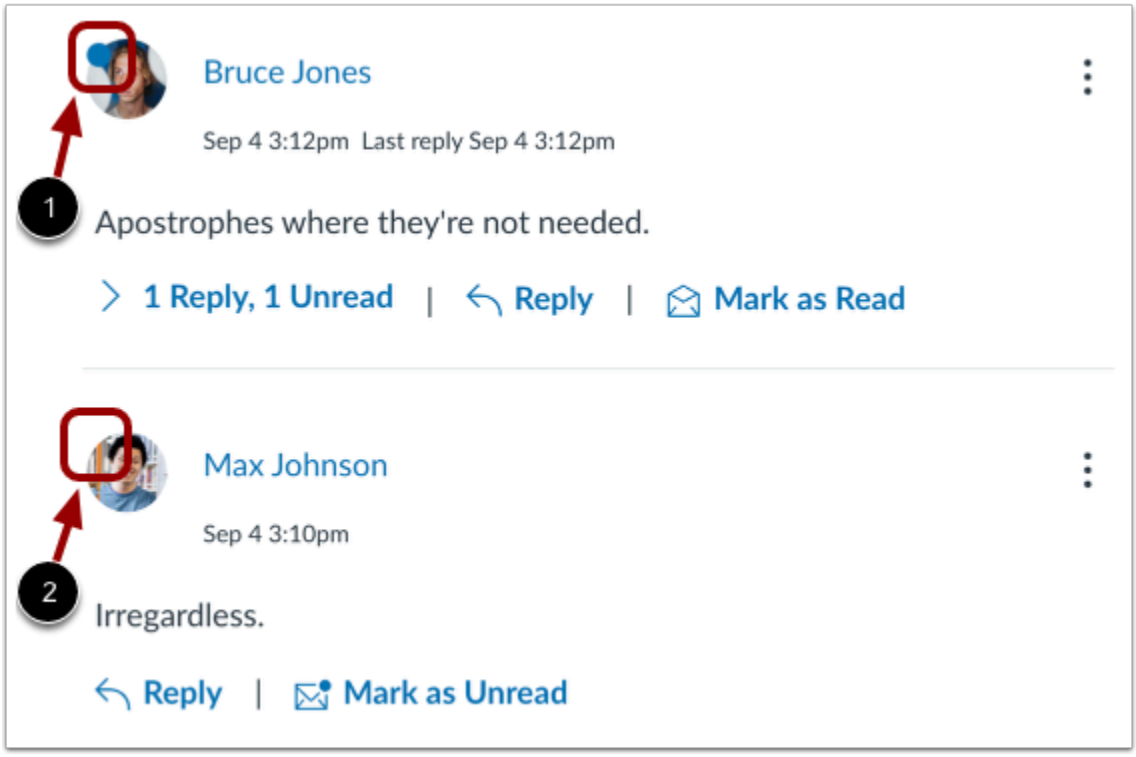
In Course Navigation, click the **Discussions** link.

Open Discussion



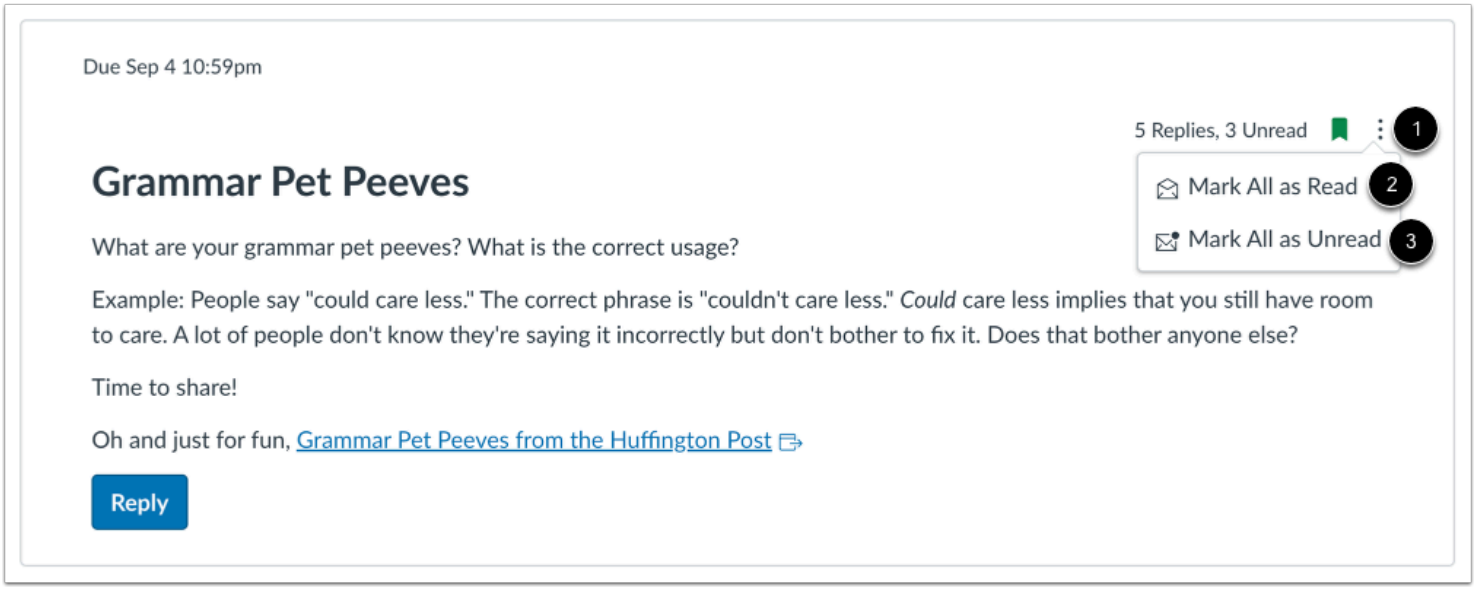
Click the discussion you want to view.

View Posts



The unread icon indicates a reply is new or unread [1]. After you view a discussion reply, the unread icon no longer displays [2].

Mark All Posts as Read or Unread

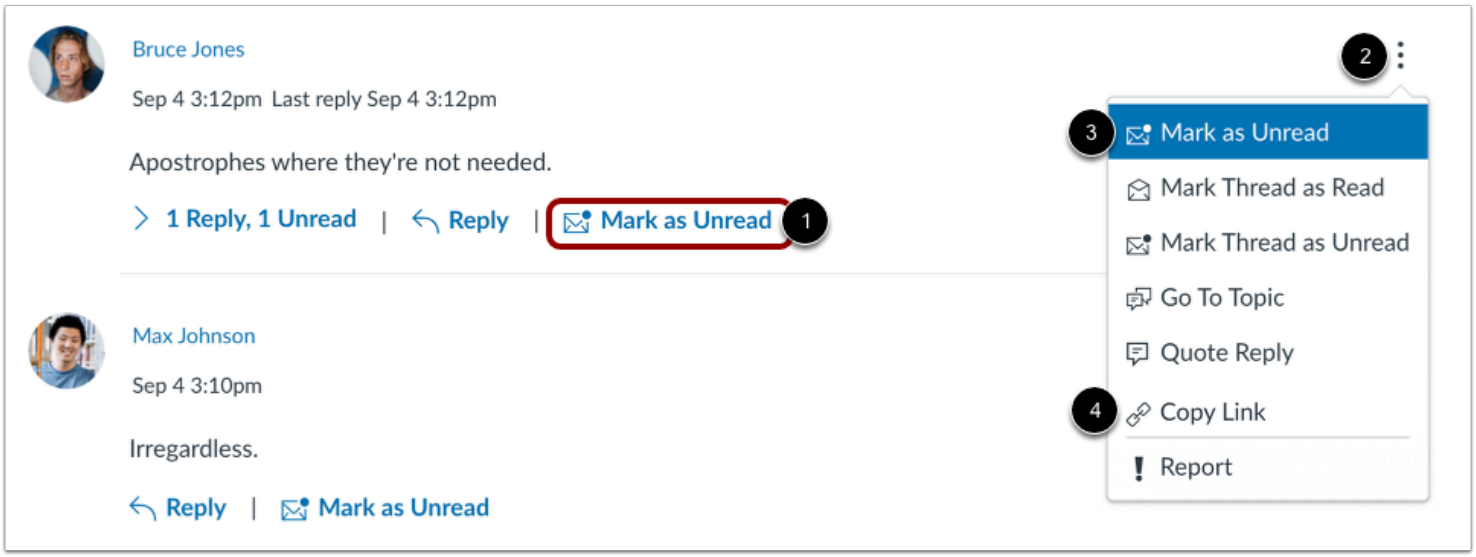


To mark all posts as read or unread, click the discussion topic's **Options** icon [1].

To mark all posts as read, click the **Mark All as Read** link [2].

To mark all posts as unread, click the **Mark All as Unread** link [3].

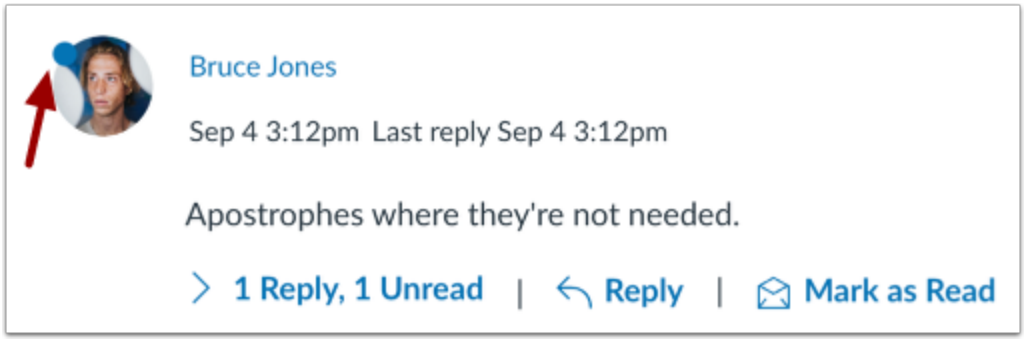
Mark Post as Unread



To change a read post to unread, you can either click the **Mark as Unread** link below the reply [1], or click the **Options** icon next to the reply [2] and then click the **Mark as Unread** link [3].

To copy a permalink to a specific reply, select the **Copy Link** option [4].

Verify Post as Unread



View the post now marked as unread.

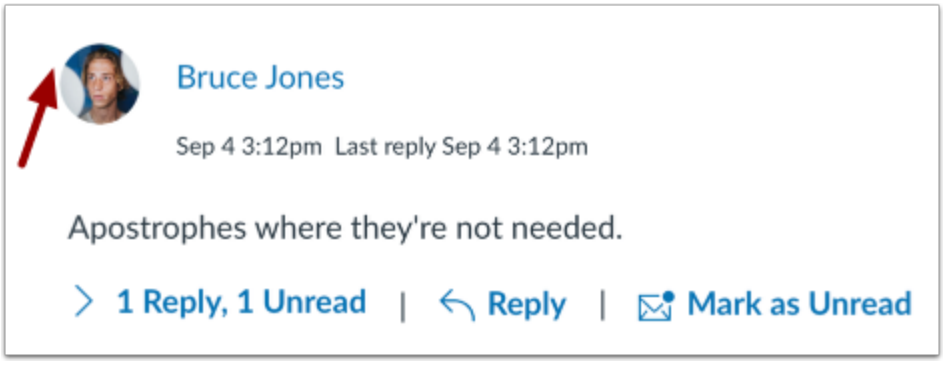
Mark Post as Read



To change an unread post to read, you can either click the **Mark as Read** link below the reply [1], or click the **Options** icon next to the reply [2] and then click the **Mark as Read** link [3].

To copy a permalink to a specific reply, select the **Copy Link** option [4].

Verify Post as Read



View the post now marked as read.

Note: If a post's state is manually changed, the post will not change states (become read or unread) unless you manually change it again.

How do I reply to a discussion as a student?

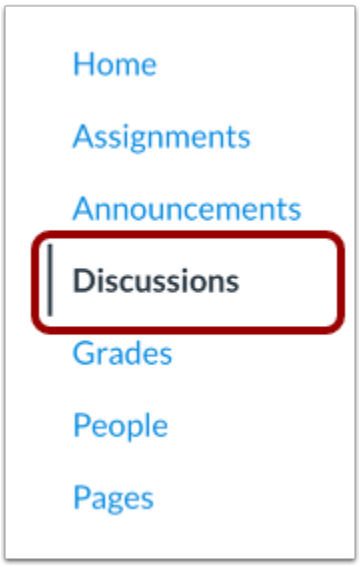
You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

Notes:

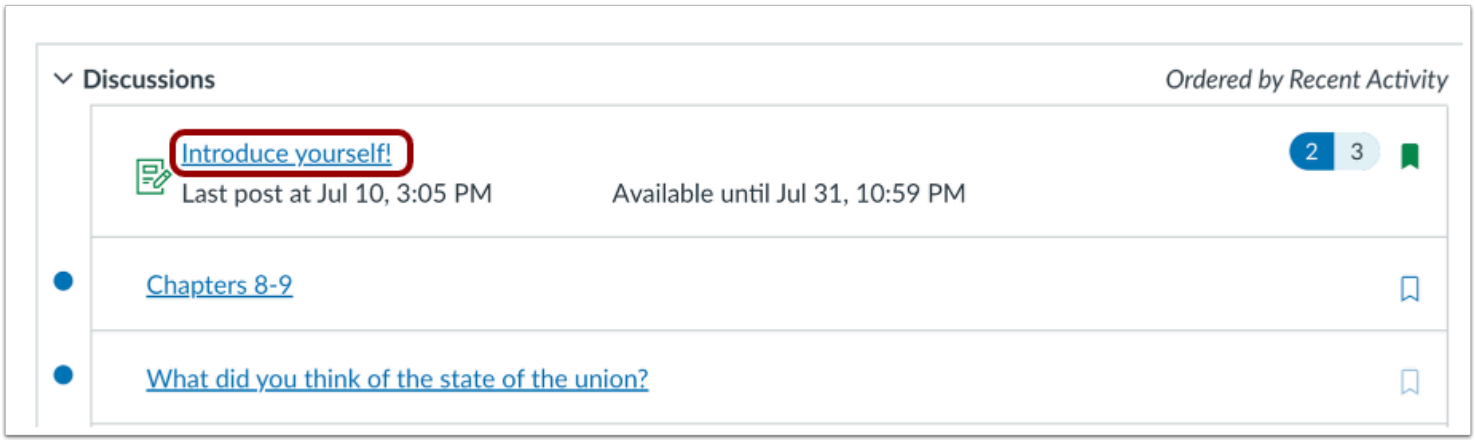
- The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.
- If you are unable view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.
- If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.

Open Discussions



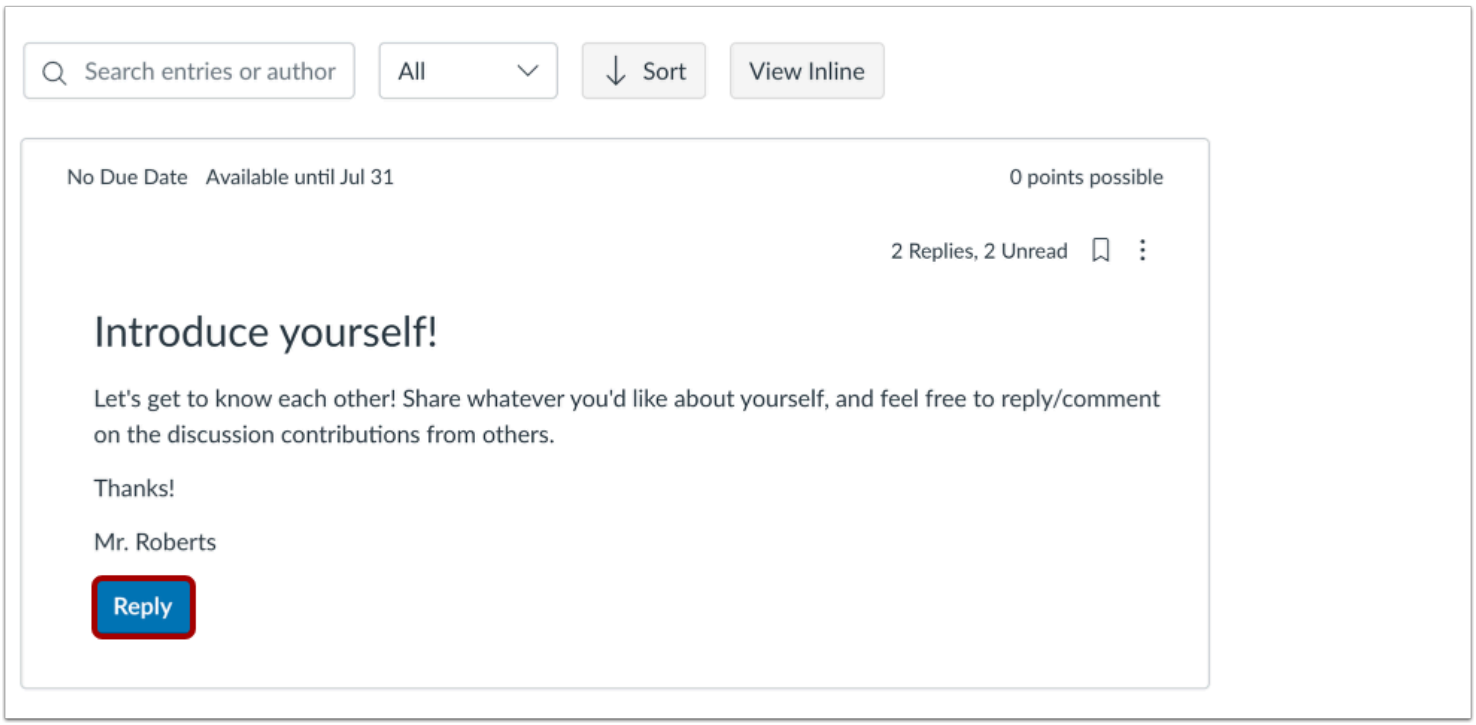
In Course Navigation, click the **Discussions** link.

Open Discussion



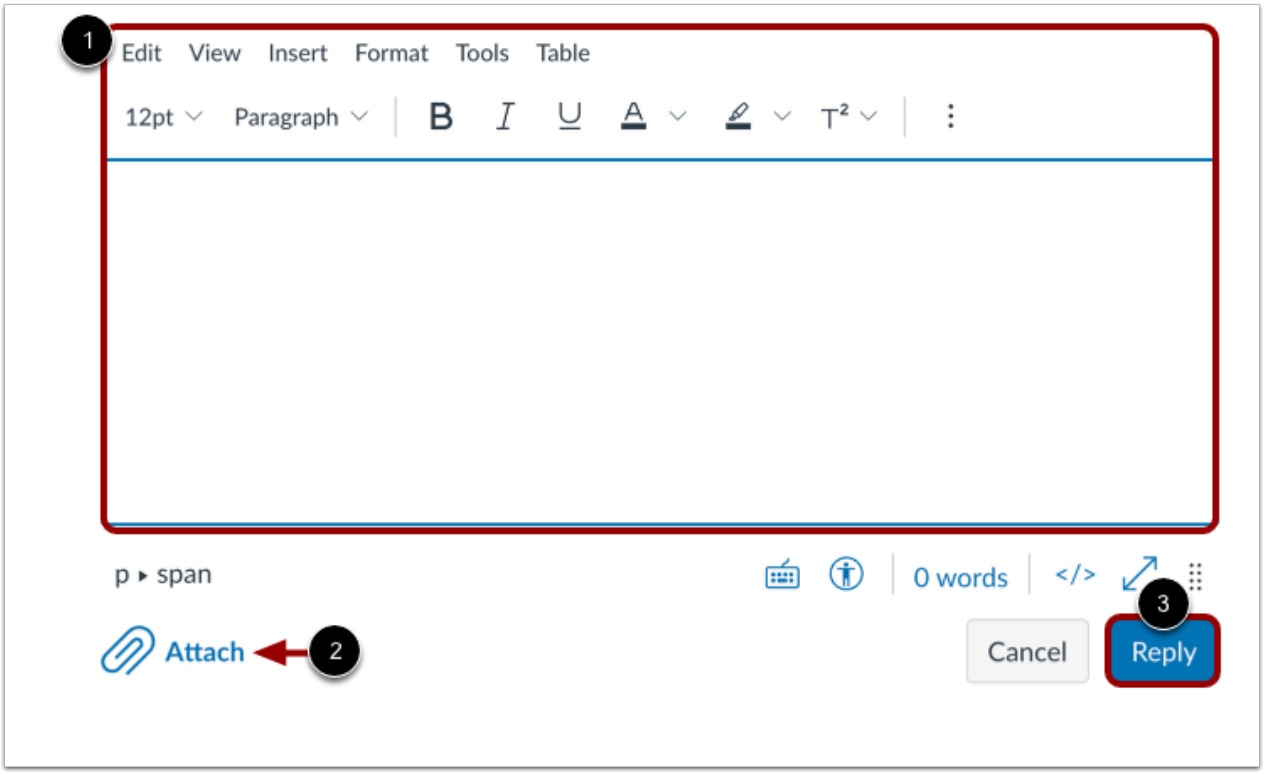
Click the title of the discussion.

Reply to Discussion



To reply to the main discussion, click the **Reply** button.

Post Reply



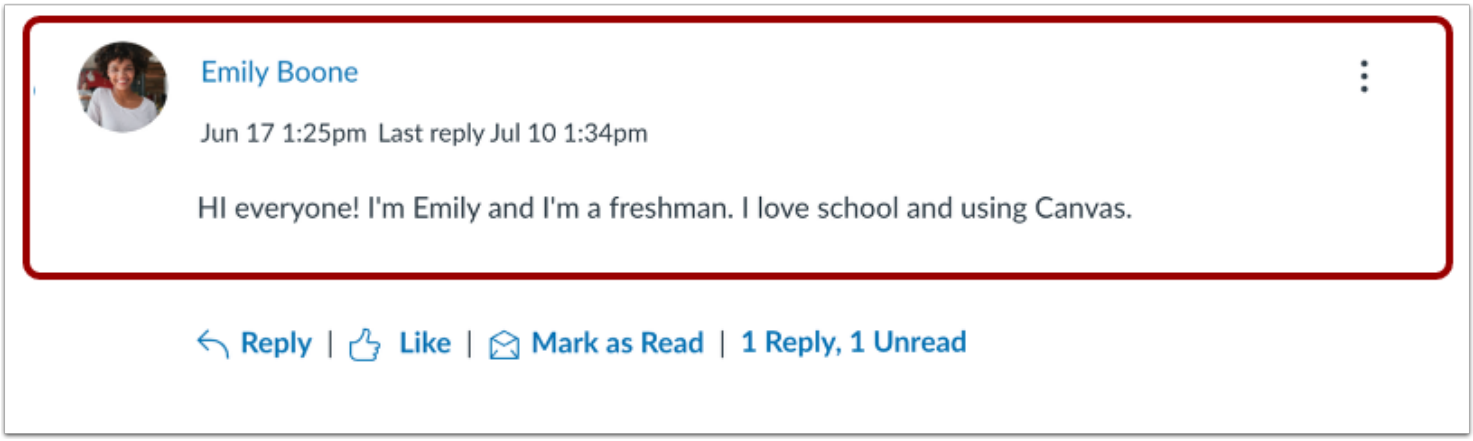
Add your reply, links, files, and other media in the Rich Content Editor [1].

To attach a file to your reply, click the **Attach** link [2].

To post your reply, click the **Reply** button [2].

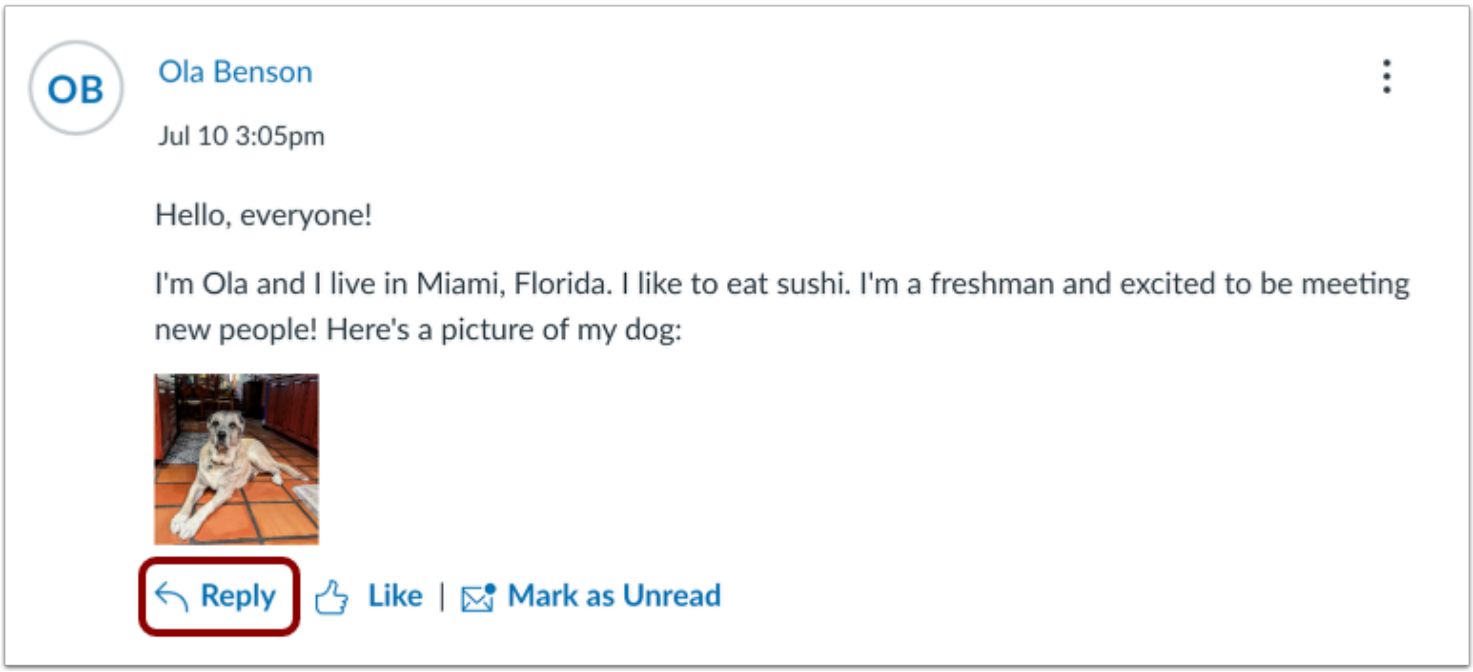
Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply



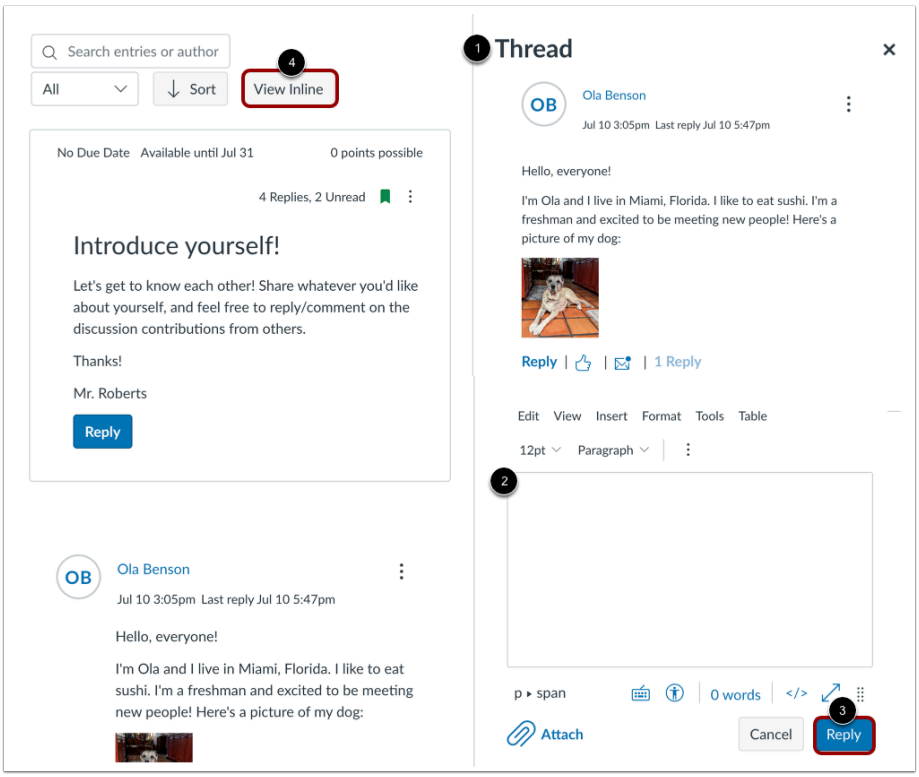
Your reply automatically displays at the top of the discussion reply thread.

Thread a Discussion Reply



To respond to a discussion reply, click the **Reply** link.

Post Reply

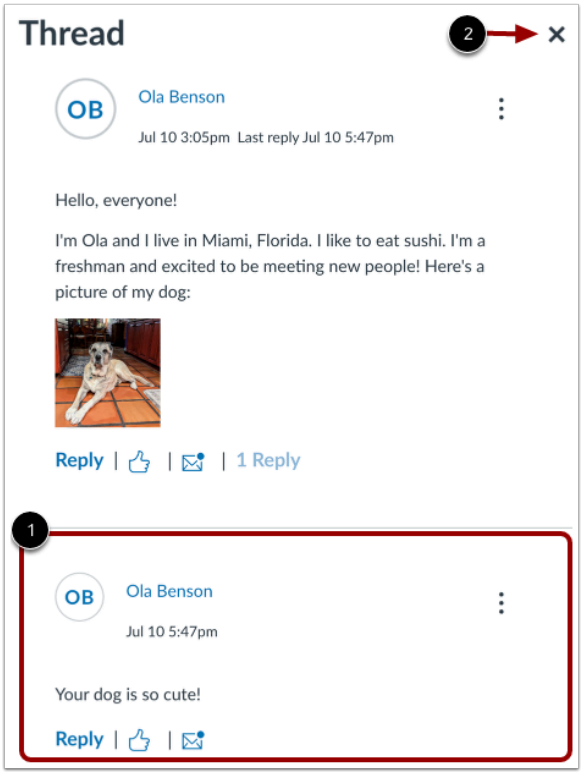


By default, the discussion thread displays in the Thread sidebar [1]. To add your reply, links, files, and other media use the Rich Content Editor [2].

To post your reply, click the **Reply** button [3].

Note: To view the discussion thread within the same screen, click the **View Inline** button [4].

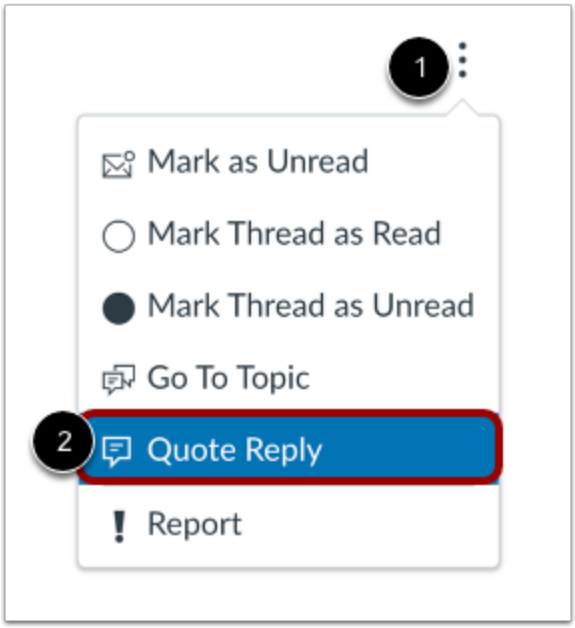
View Reply



Your reply displays at the bottom of the discussion thread [1].

To close the Thread sidebar, click the **Close** icon [2].

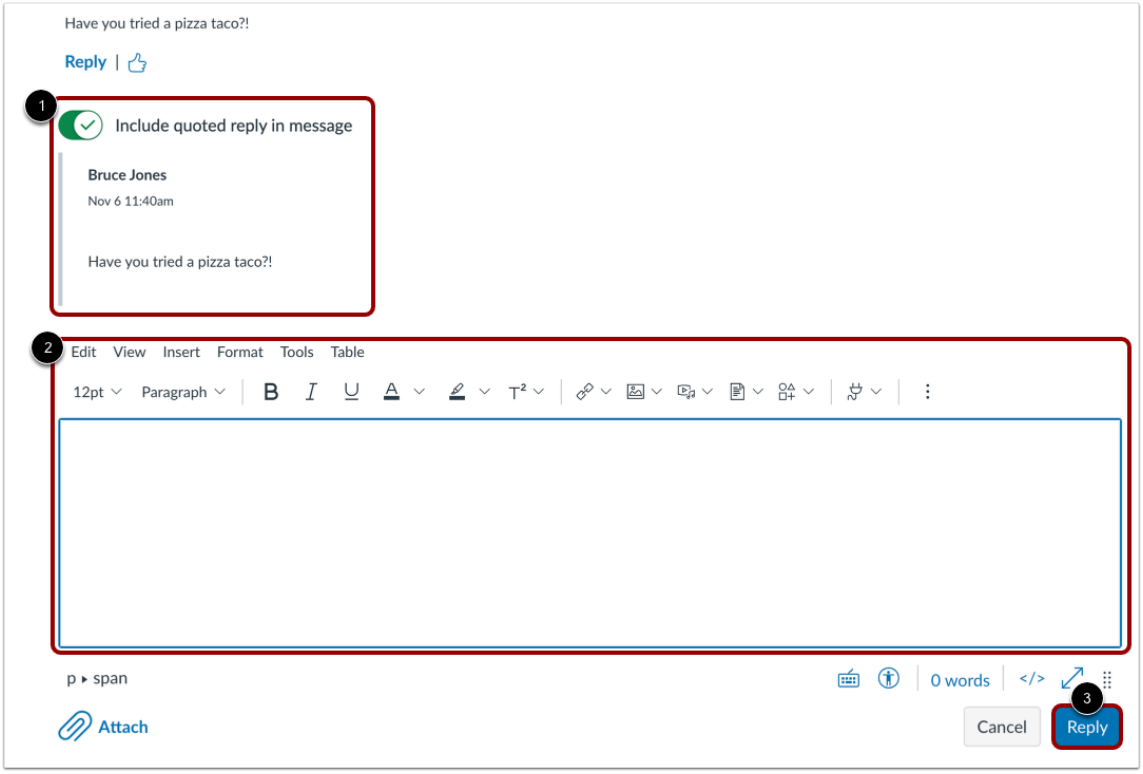
Quote Discussion Replies



When replying to discussion replies, you can quote a reply.

To quote a discussion reply, click the **Options** icon [1] and then click the **Quote Reply** link [2].

View Quoted Discussion Reply Options

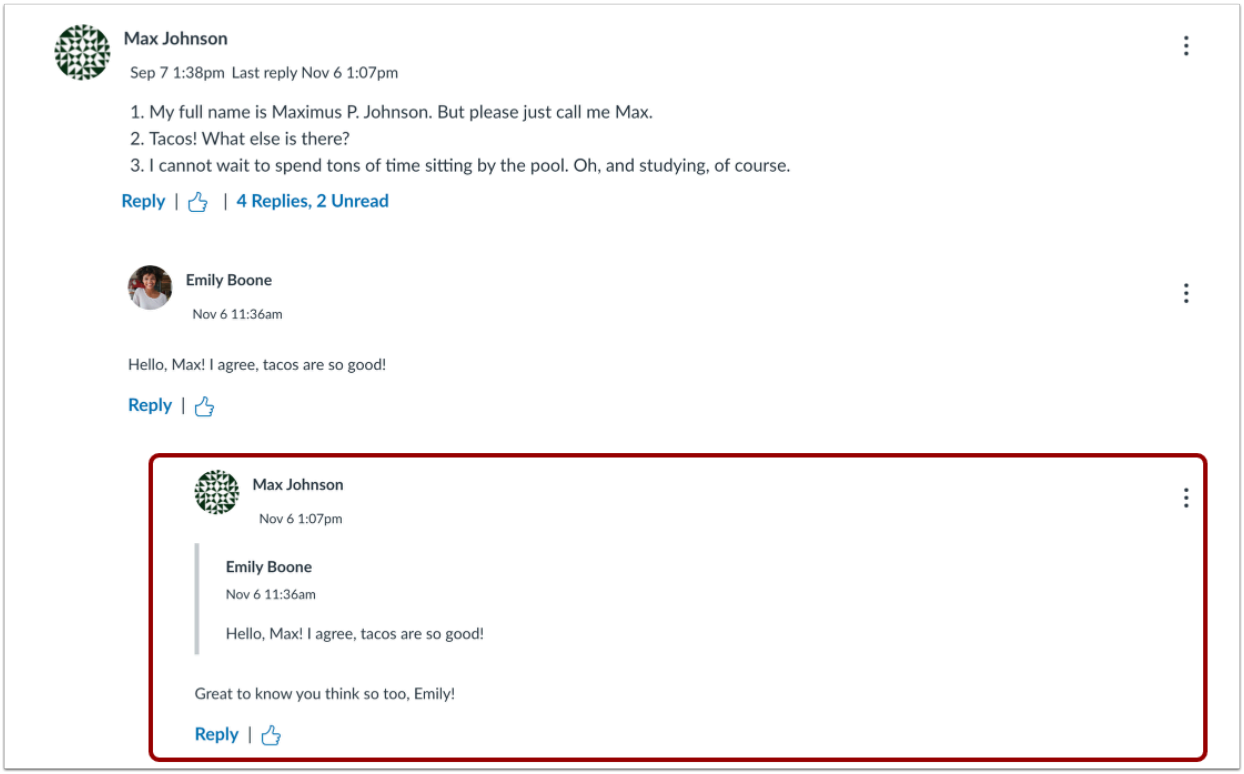


By default, a quote is included in the reply. To exclude a quote, click the **Include quoted reply in message** toggle button off [1].

Add your reply, links, files, and other media in the Rich Content Editor [2].

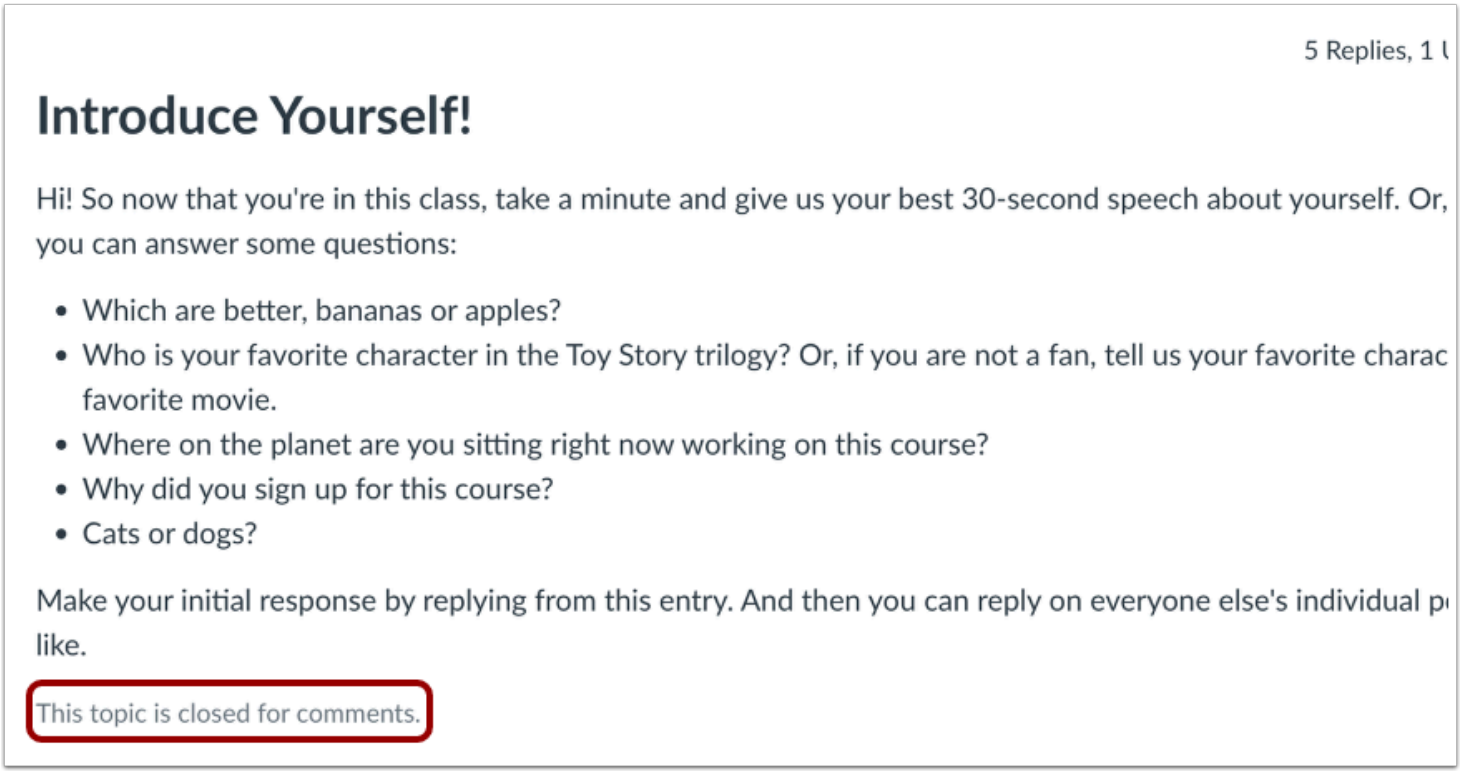
Click the **Reply** button [3].

View Quoted Discussion Reply



View the quoted message in your reply.

Closed for Comments



When a discussion is closed for comments, you will see the message: **This topic is closed for comments**.

How do I attach a file to a discussion reply as a student?

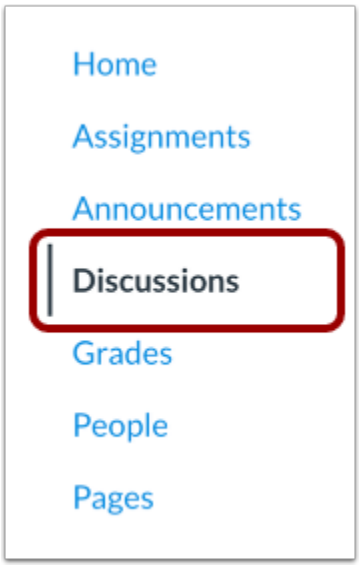
If your instructor allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions.

Any attachments added as part of discussions are copied to your user files. Attachments for graded discussions are not counted against your user quota and cannot be deleted. Files uploaded using the Rich Content Editor count toward your user storage quota.

Notes:

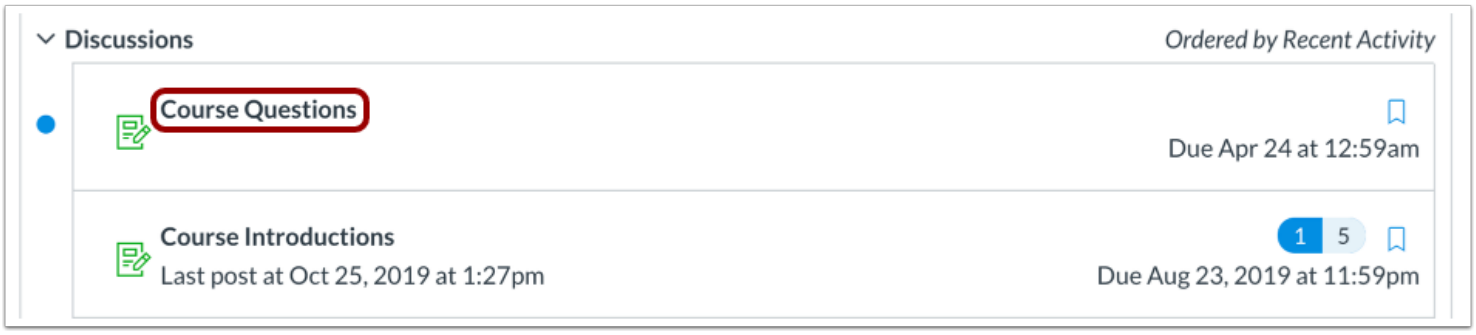
- If the attachment icon does not display, this option is not available in your course.
- If your attachment causes you to exceed your user file quota, the file may fail to attach to an ungraded discussion.
- If you have permission to edit or delete discussion replies, editing a reply also allows you to remove an attachment.

Open Discussions



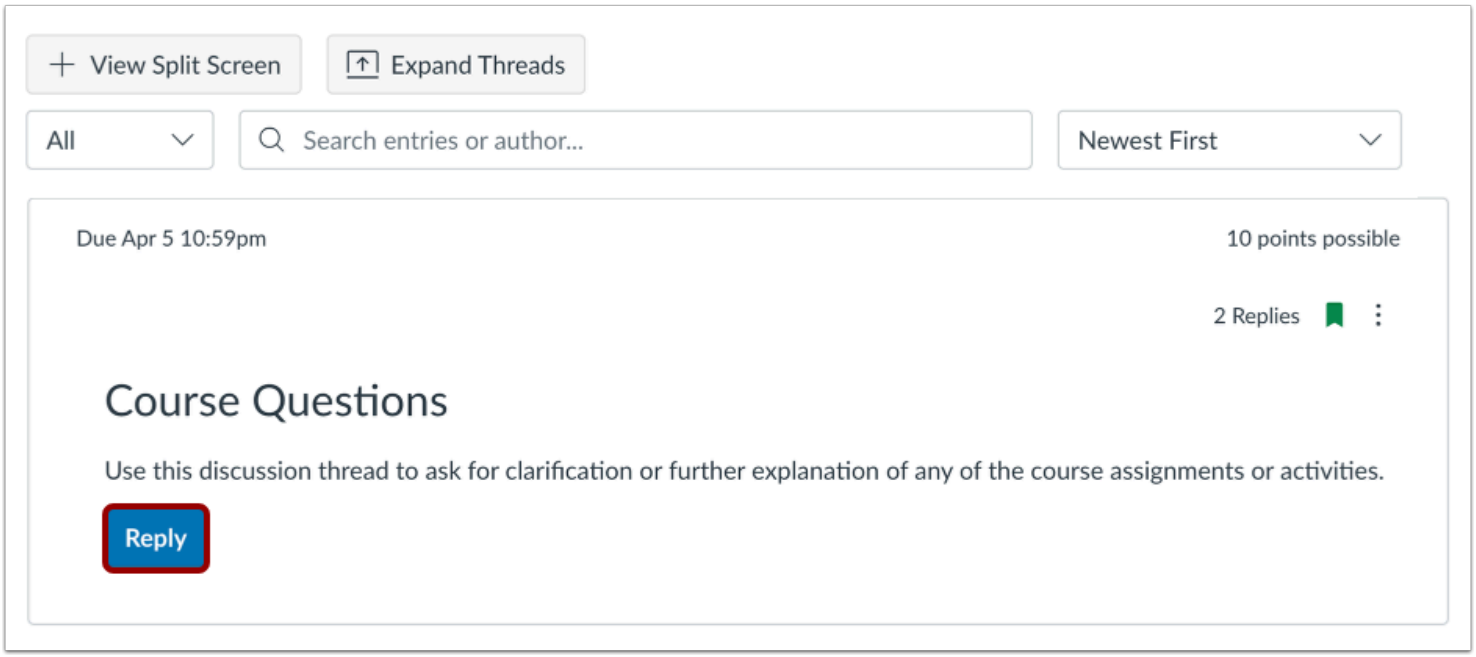
In Course Navigation, click the **Discussions** link.

Open Discussion



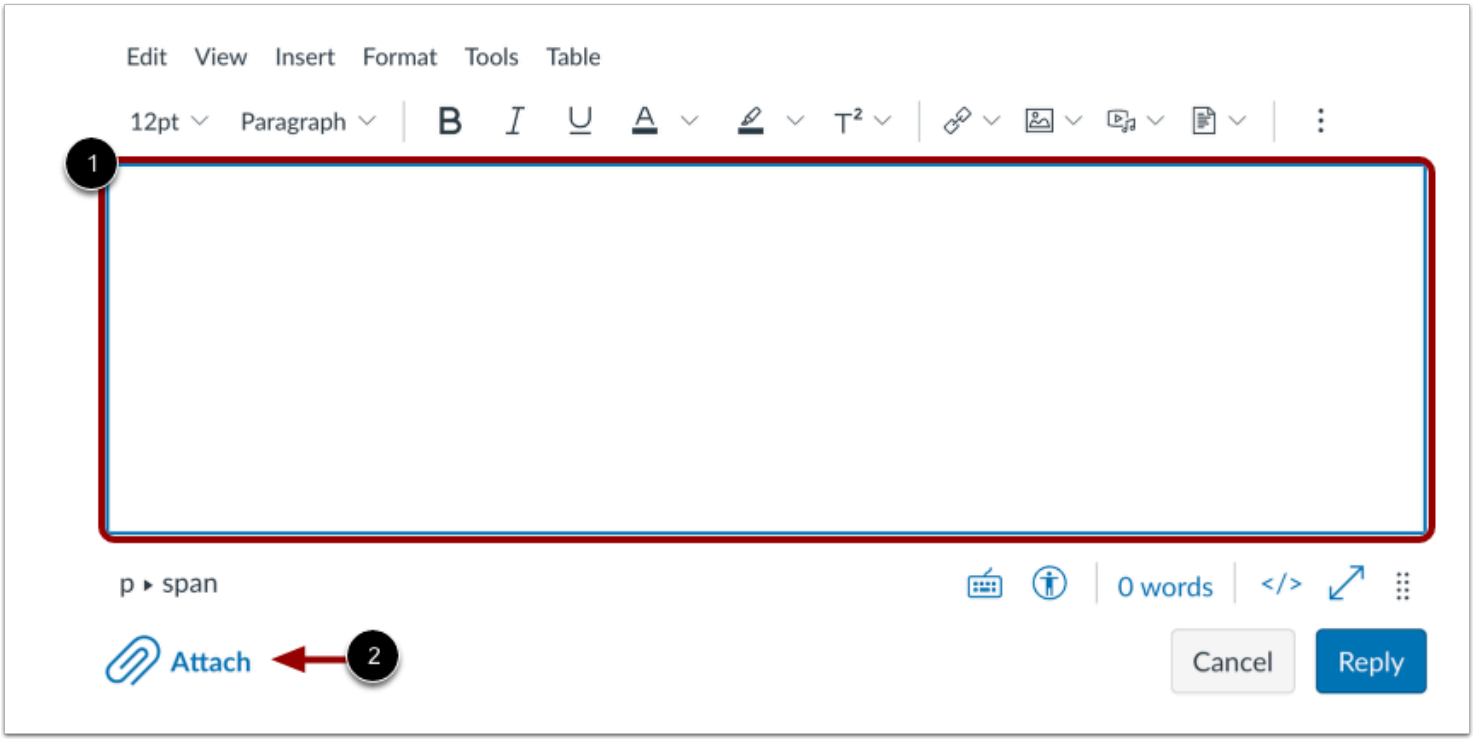
Click the title of the discussion you want to participate in.

Create Reply



Click the **Reply** button.

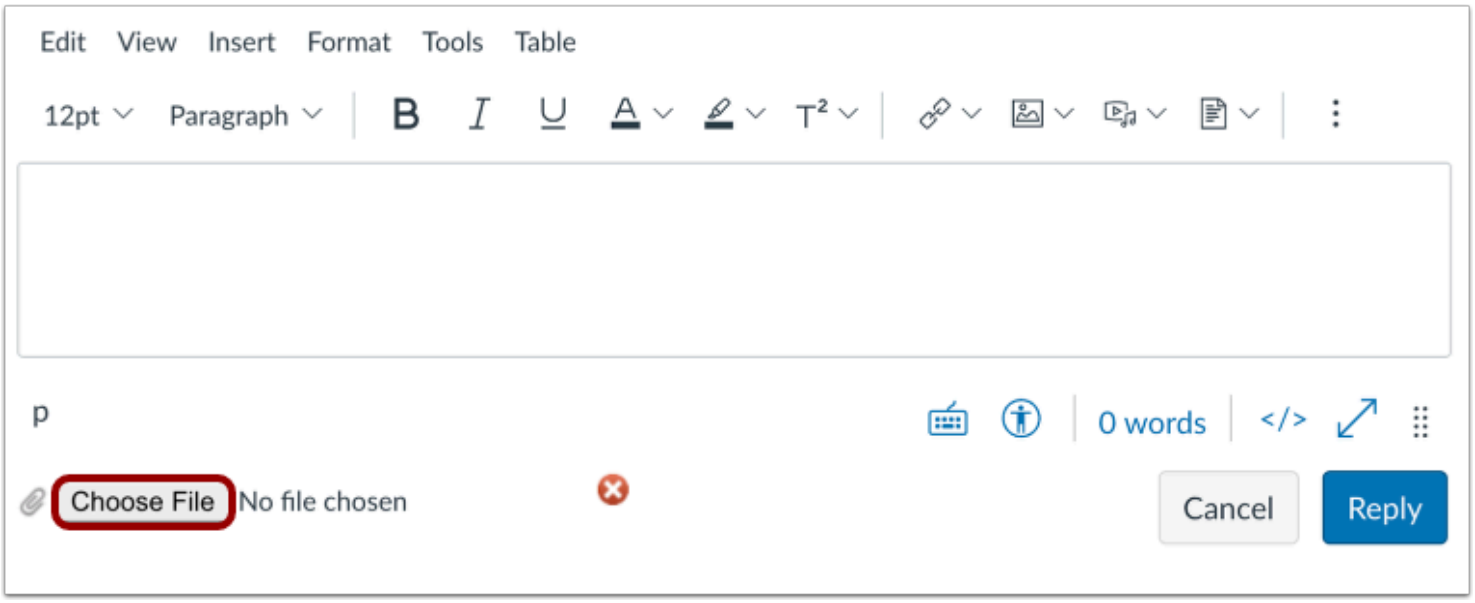
Attach File



After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** link [2].

Note: If you do not have a file attachment icon in your Discussion reply, your instructor has disabled this feature.

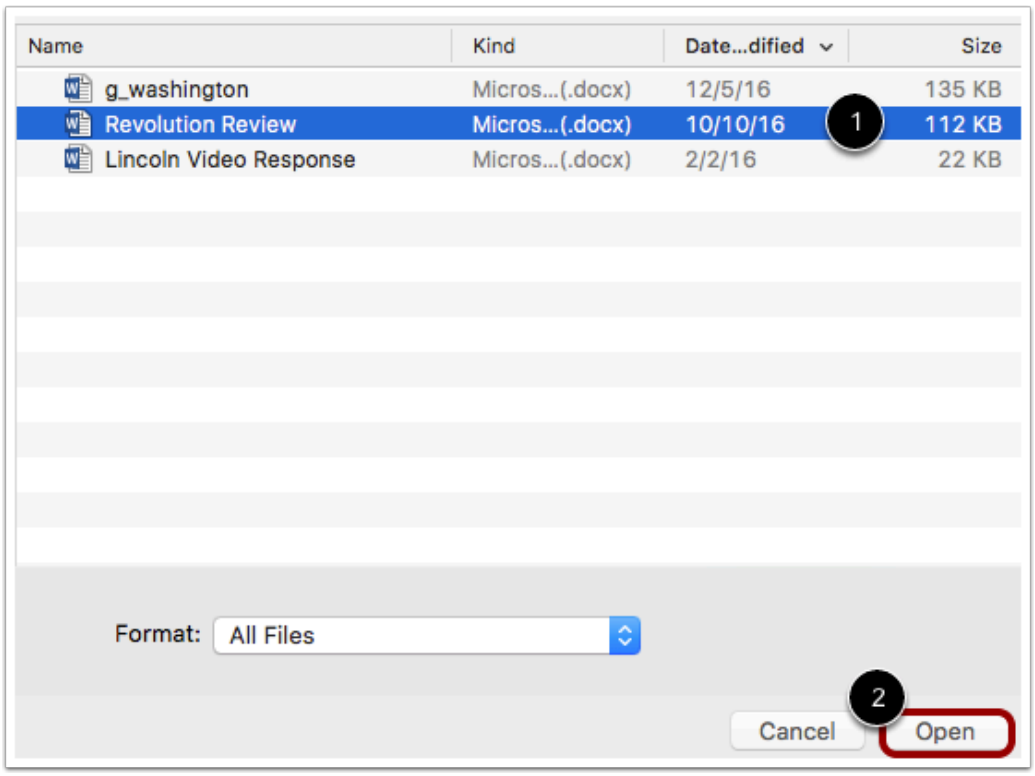
Browse for File



Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

Note: Once an attachment is posted to a discussion post, the attachment cannot be deleted.

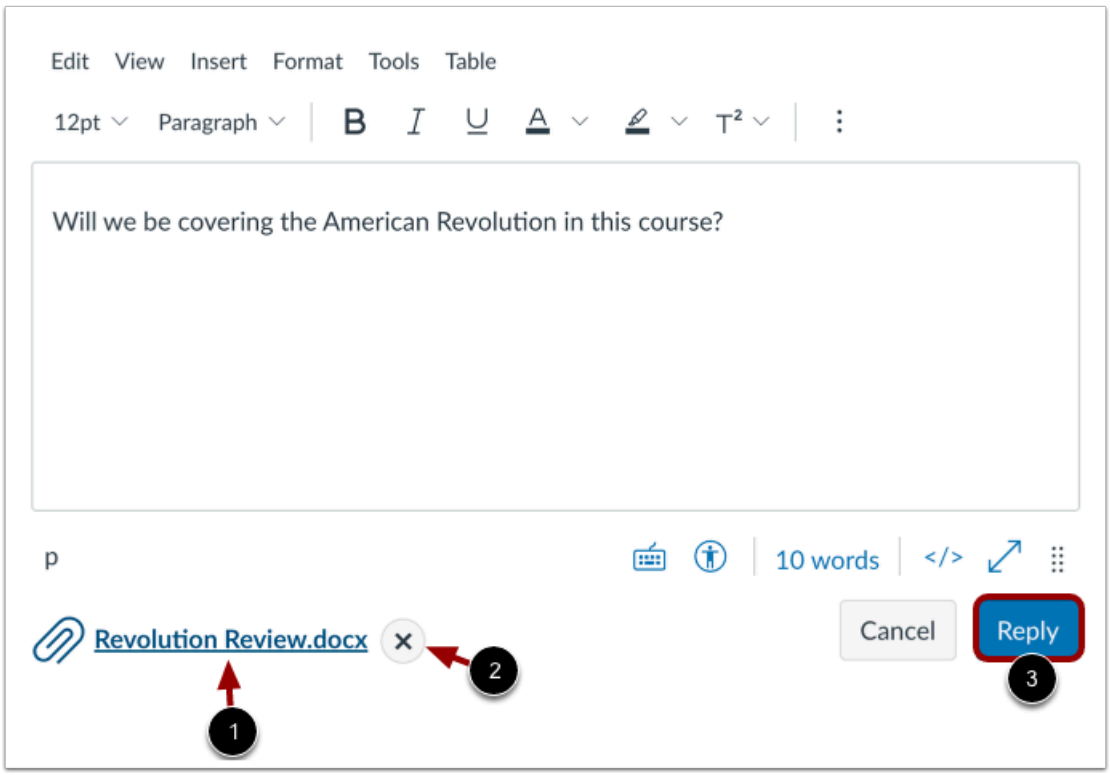
Select File Upload



Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the **Open** or **Choose** button [2] to upload the files to the discussion reply.

Note: You can only upload one attachment in your reply.

Post Reply



Your attached file displays.

You can download the file by clicking the link [1], or you can remove it by clicking the **Delete** icon [2].

To post the reply, click the **Reply** button [3].

View Discussion Reply



View your discussion reply. Your attached file displays under the text.

How do I embed an image in a discussion reply as a student?

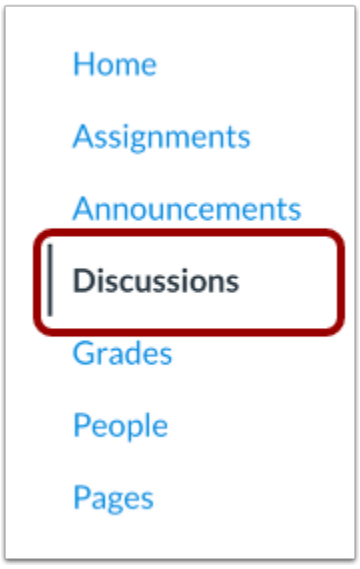
You can embed an image file directly into discussion replies using toolbar and menubar options in the Rich Content Editor. You can upload images from your computer, from a website URL, or from your Canvas user files.

If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not change.

Notes:

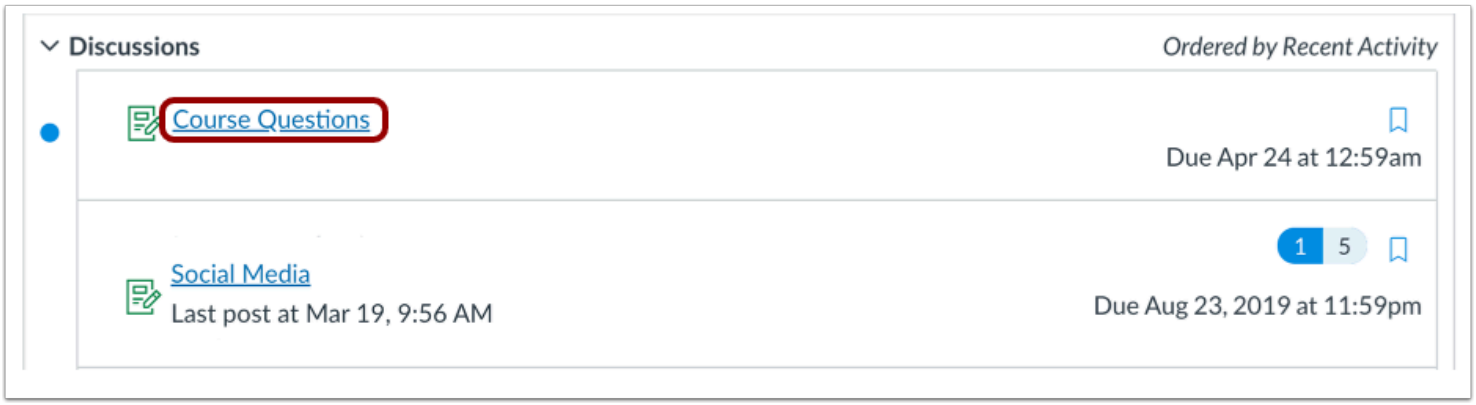
- Before you can embed an image from Canvas, the image must first be uploaded to your user files.
- You can embed a variety of image file types. Learn what types of image files you can embed.
- You can also attach a file to a discussion reply.
- If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

Open Discussions



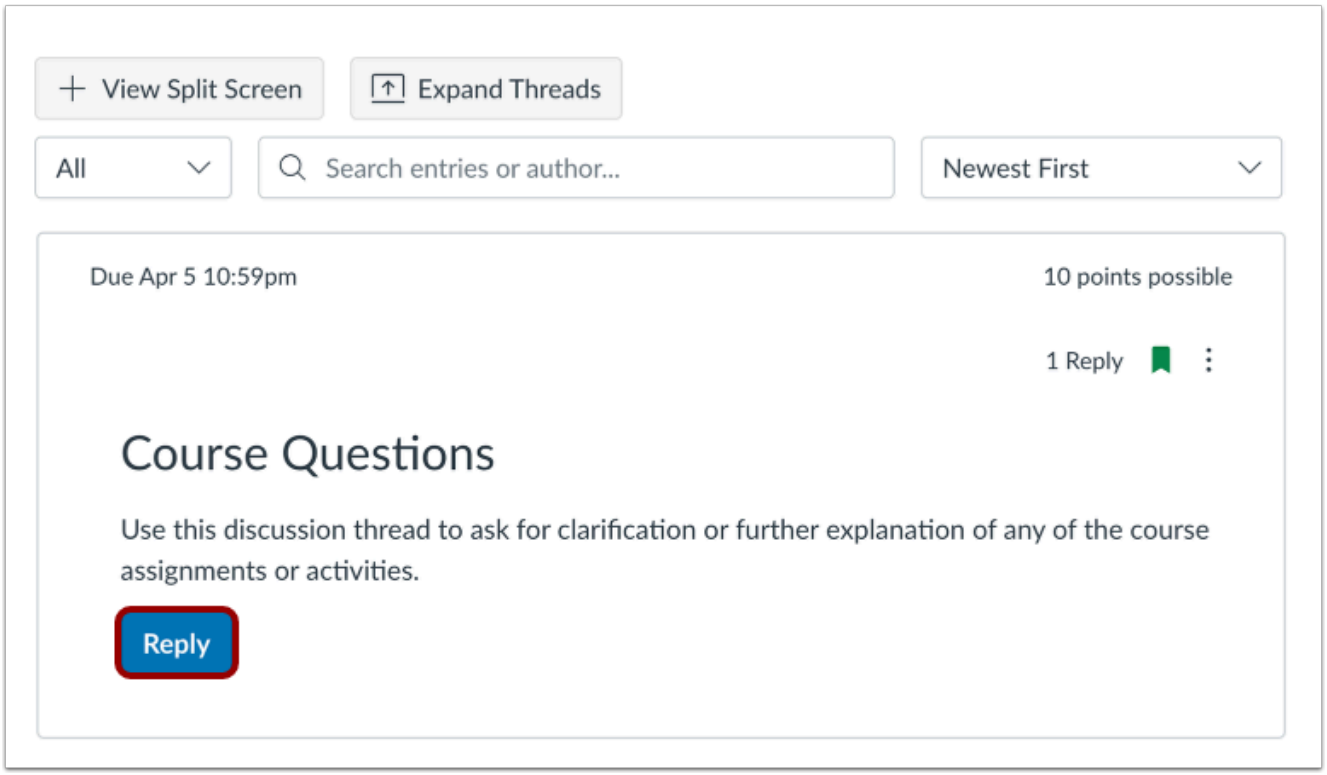
In Course Navigation, click the **Discussions** link.

Open Discussion



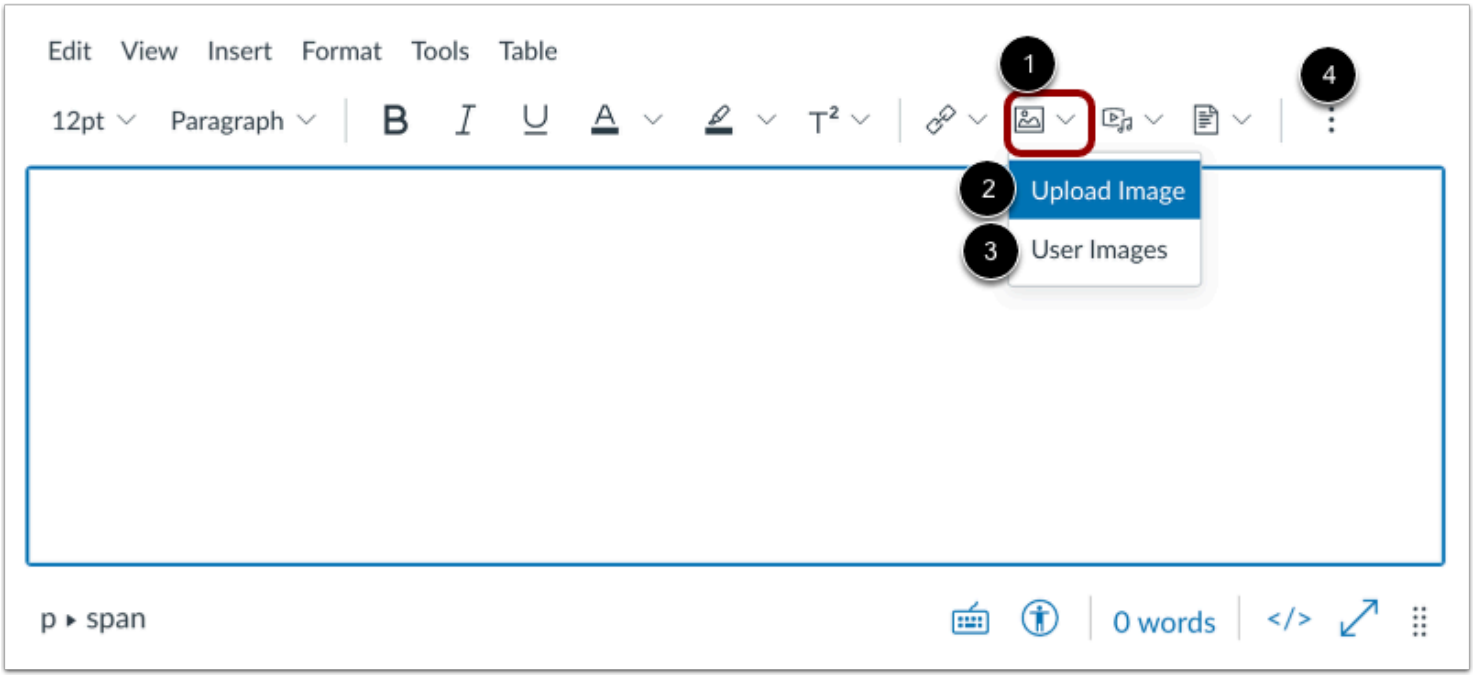
Click the discussion title.

Write Reply



Create a new discussion entry by clicking the **Reply** button.

Add Image from Toolbar



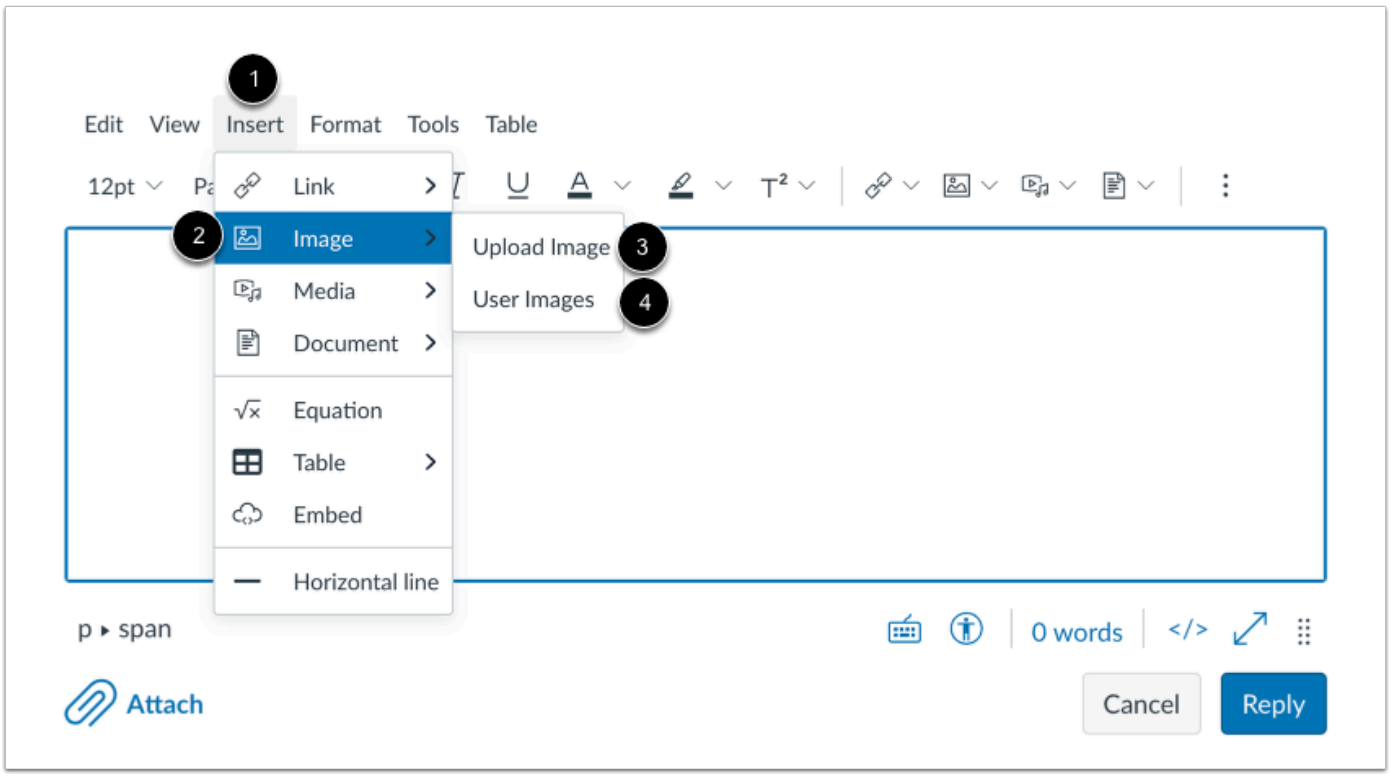
To add an image from the toolbar, click the **Image** icon [1].

To upload new images from your computer or a URL, select the **Upload Image** option [2].

To embed images from your user files, select the **User Images** option [3].

Note: To view the Image icon, you may have to click the **Options** icon [4].

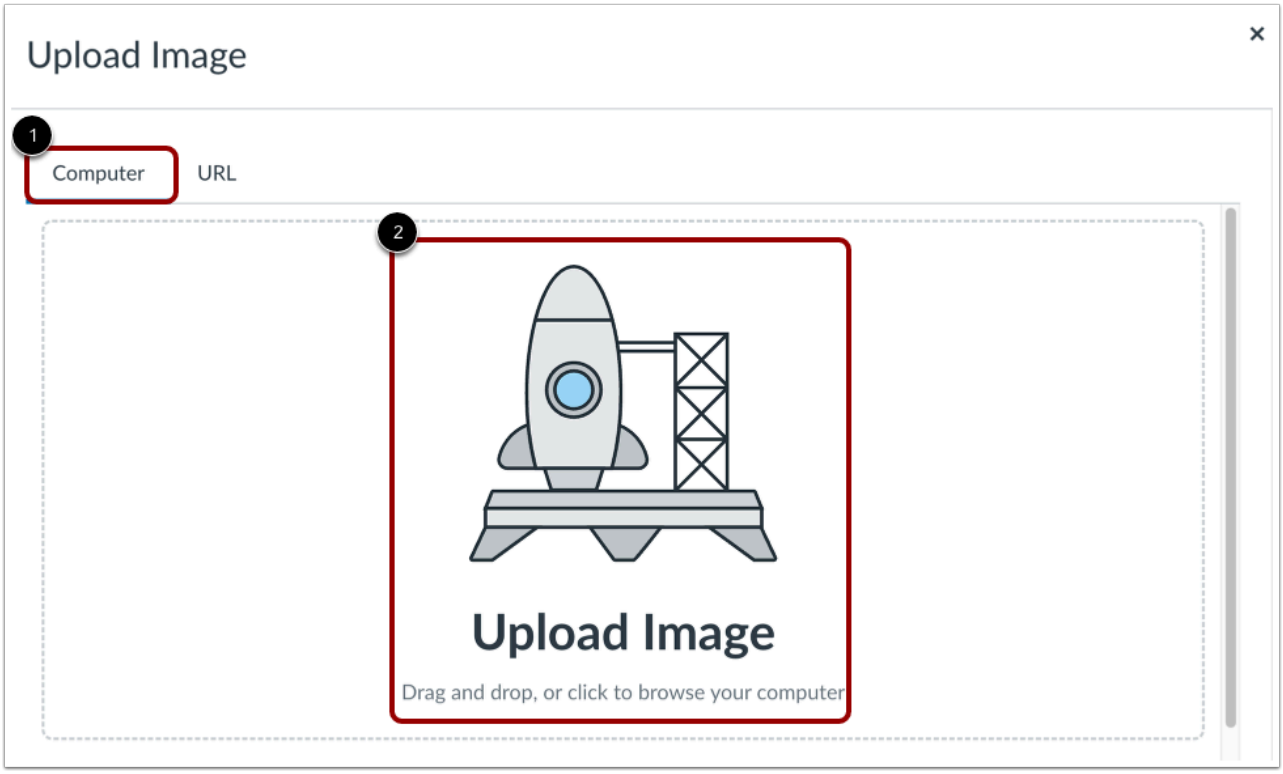
Add Image from Menubar



You can also add an image using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

To upload an image using the menubar, click the **Insert** menu [1], and select the **Image** option [2]. To upload new images from your computer or a URL, select the **Upload Image** option [3], or to embed images from your user files, select the **User Images** option [4].

Upload Image from Computer



By default, the Upload Image window displays the **Computer** tab [1]. To upload a file from your computer, click or drag and drop an image file to the image uploader [2]. Or, click the image uploader and select a file from your computer.

Note: Images uploaded from your computer are added to your user files.

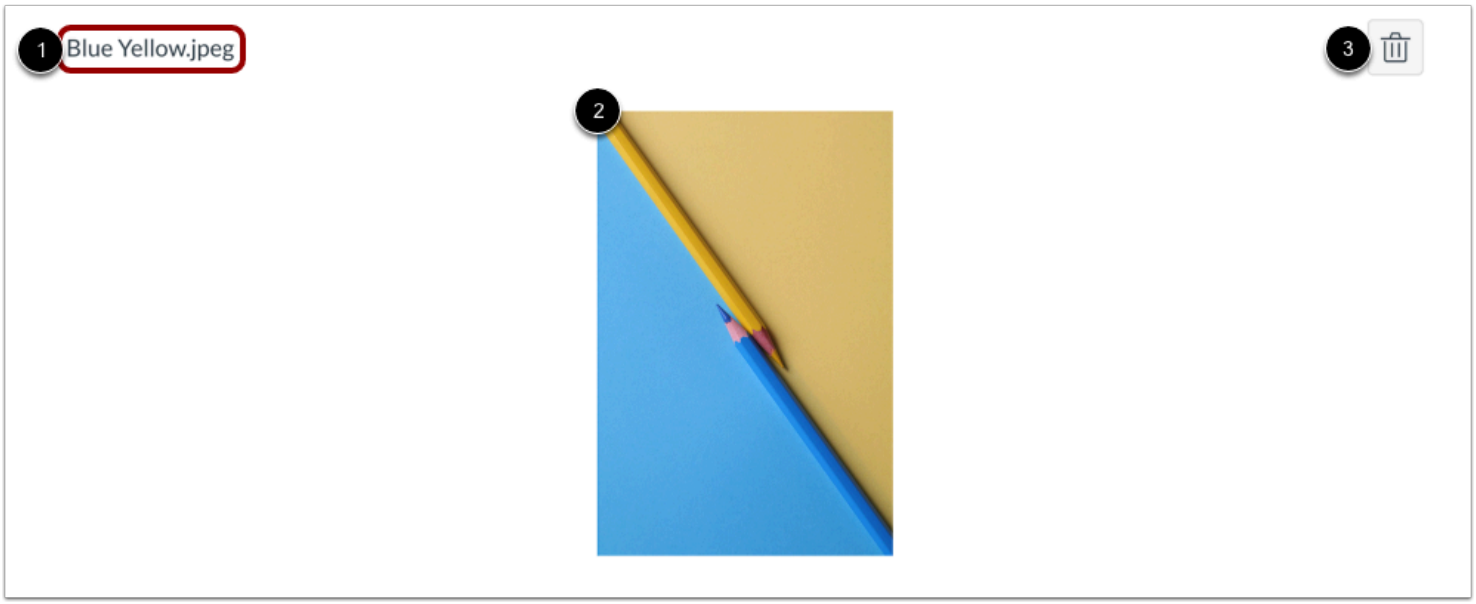
Select File



If you click to upload a file, select the image file [1] and click the **Open** button [2].

You can learn about supported image file types.

View Selected File



Preview the image file name [1] and the image [2].

Note: To remove the image and select a different image, click the **Delete** icon [3].

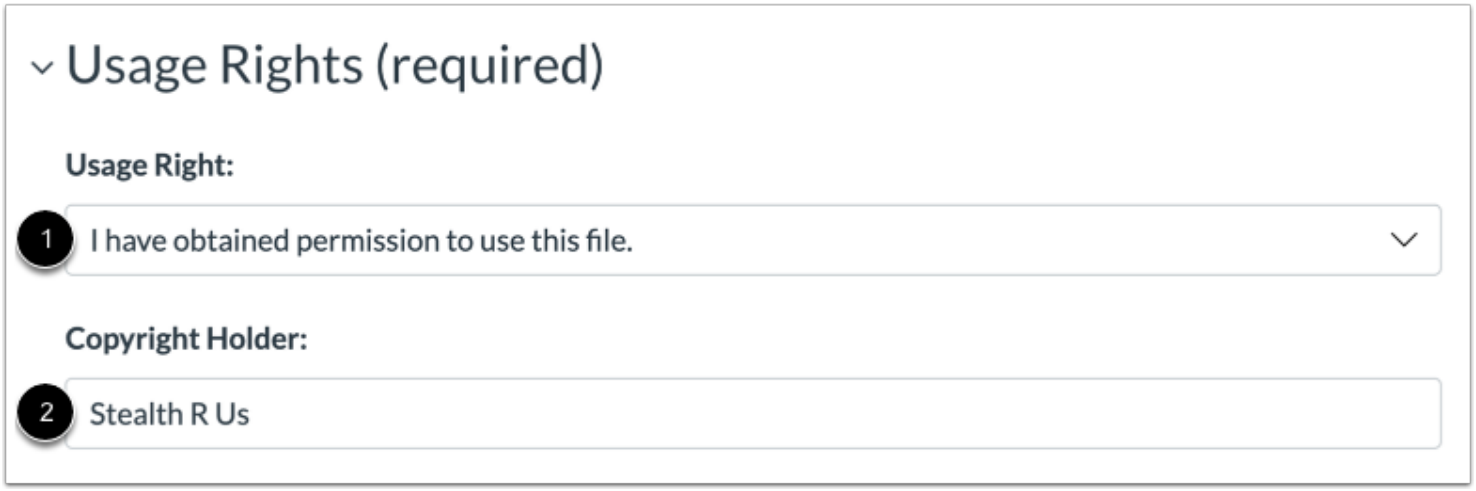
Embed Image from URL



To embed an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

Manage Usage Rights



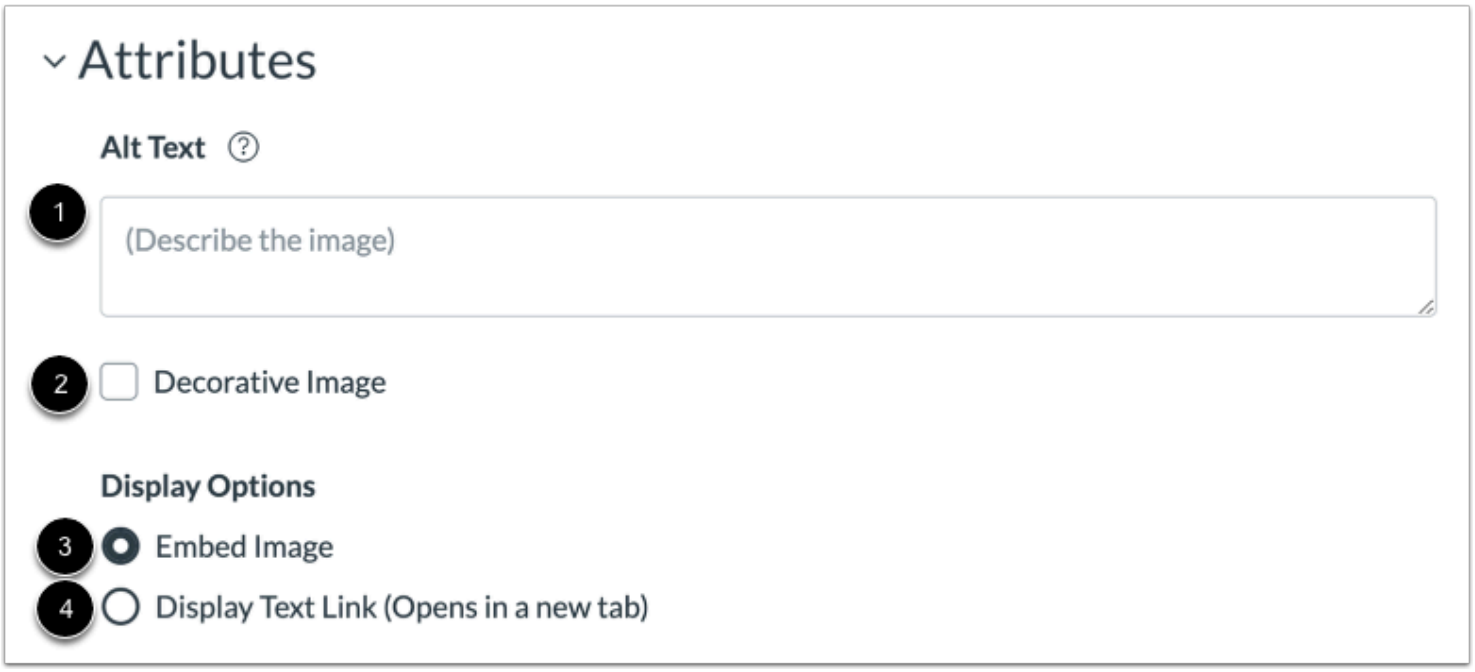
If required by your institution, you need to select usage right settings for your image.

In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **I hold the copyright:** original content created by you
- **I have obtained permission to use this file:** authorized permission by the author
- **The material is in the public domain:** explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright
- **The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws:** excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons:** this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Manage Image Attributes



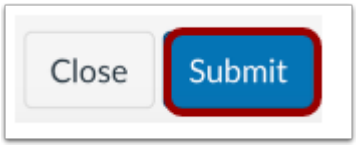
To add Alt Text to your image, type an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the **Decorative Image** checkbox [2].

By default, the **Embed Image** display option is selected for embedded images [3].

To display the image file link, select the **Display Text Link** display option [4]. The file link will replace the image in the Rich Content Editor.

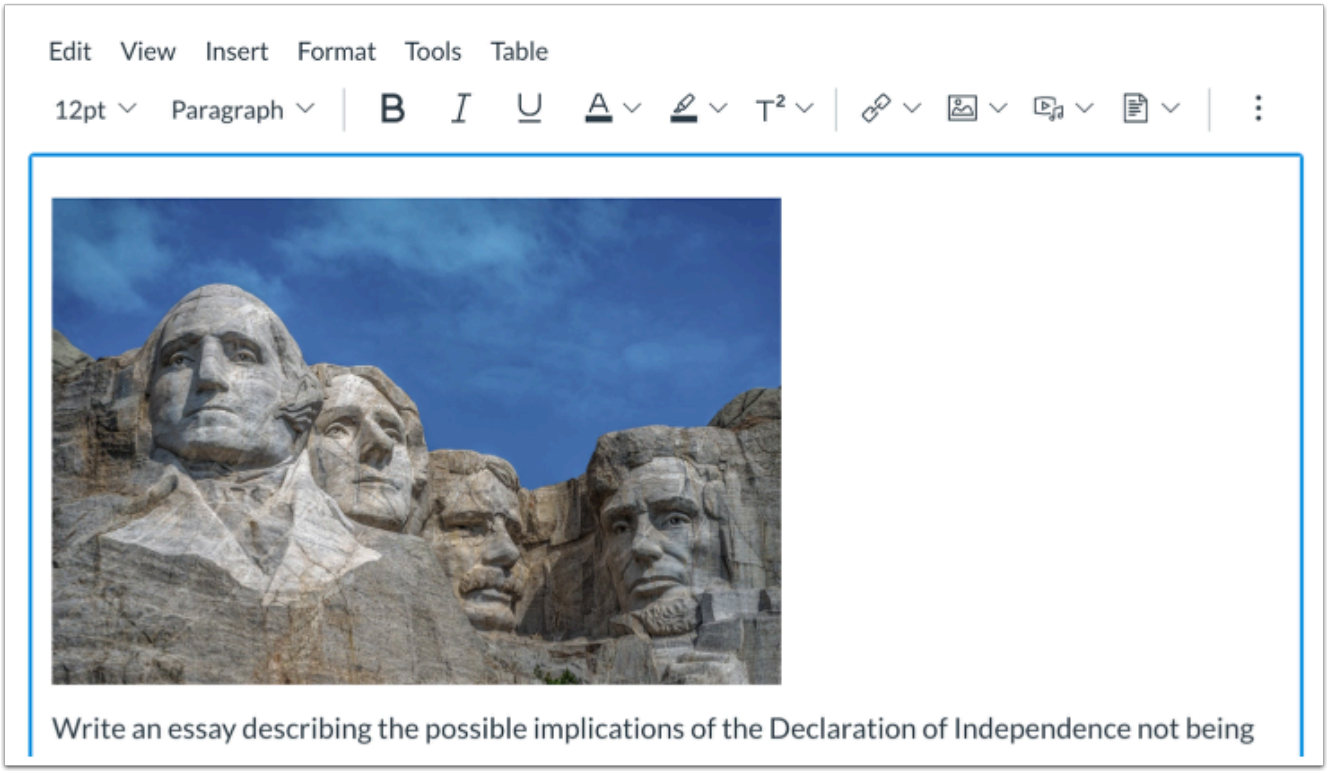
Embed Image



To embed your selected image, click the **Submit** button.

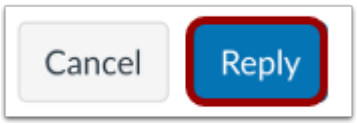
Note: The image flashes before it embeds in the Rich Content Editor.

View Embedded Image



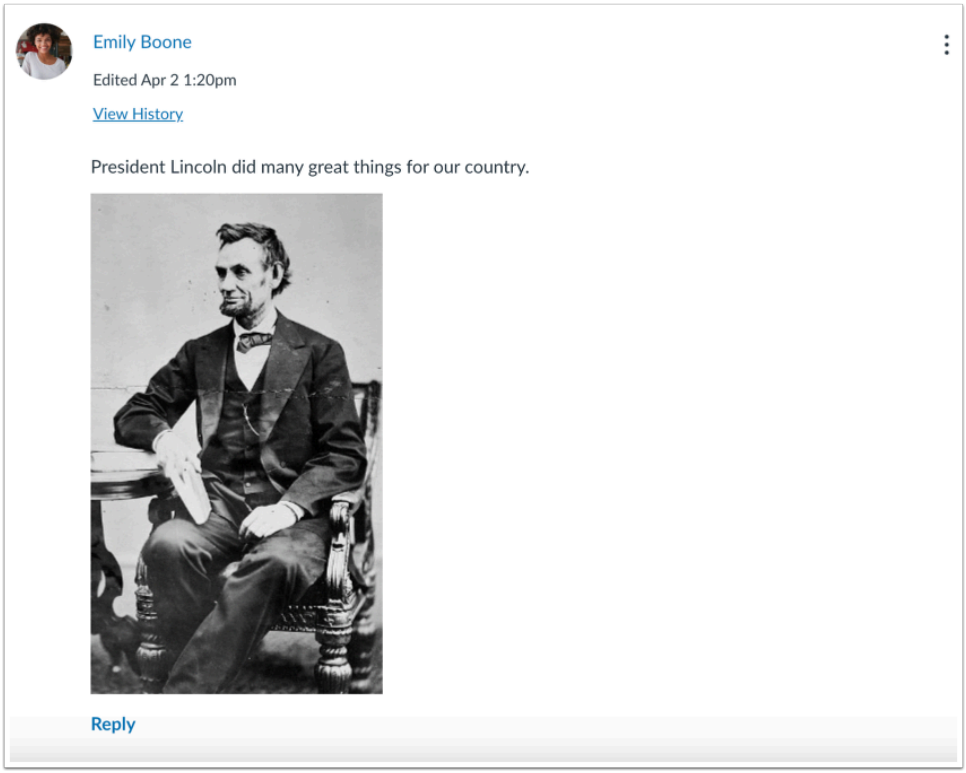
View your uploaded image in the Rich Content Editor. You can also add or modify alt text tags and manage the image display options.

Post Reply



Click the **Reply** button.

View Discussion Reply



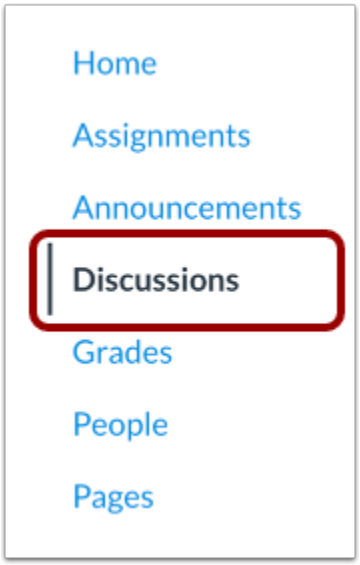
View your discussion reply.

How do I edit or delete discussion replies as a student?

If your instructor allows, you can edit and delete your own discussion posts. If the edit or delete option does not display, your instructor has restricted this setting in your course.

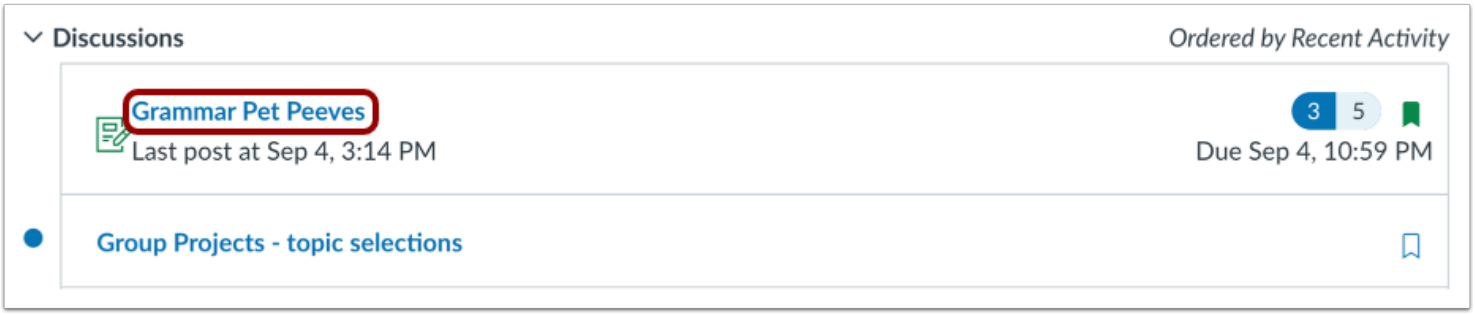
Note: This setting does not affect discussions in course groups.

Open Discussions



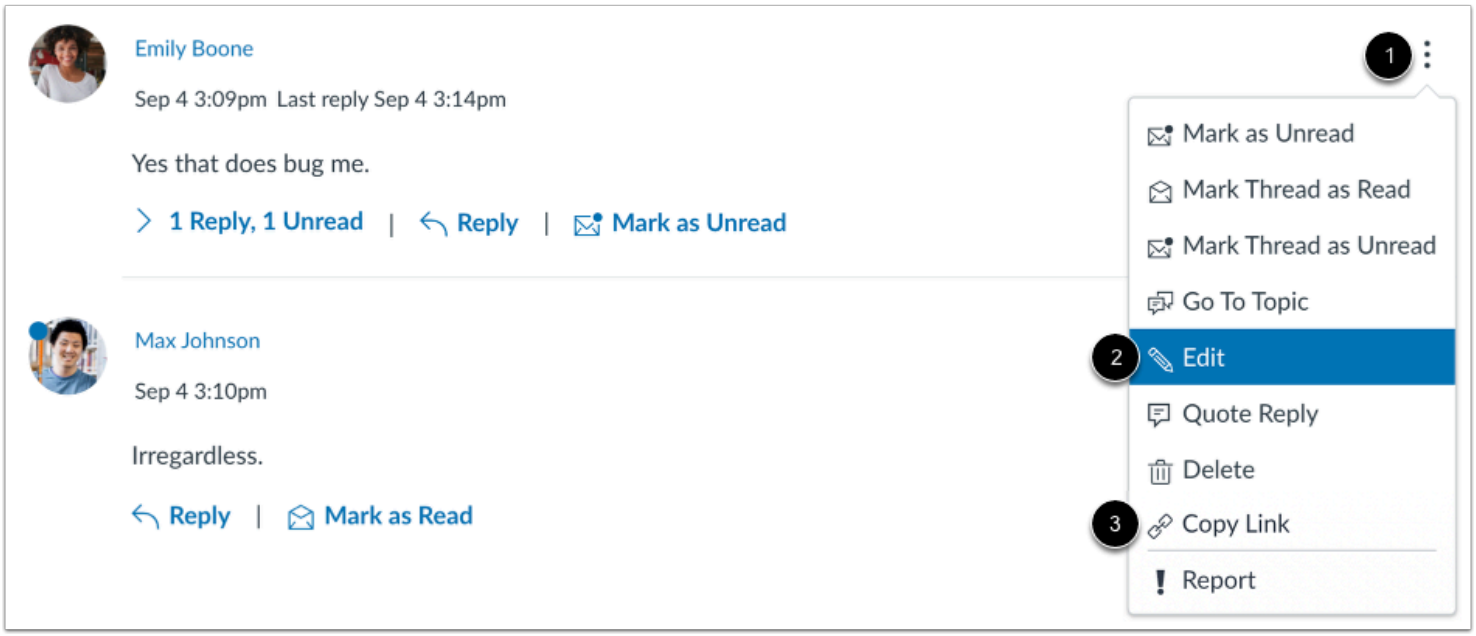
In Course Navigation, click the **Discussions** link.

Open Discussion



Click a discussion title.

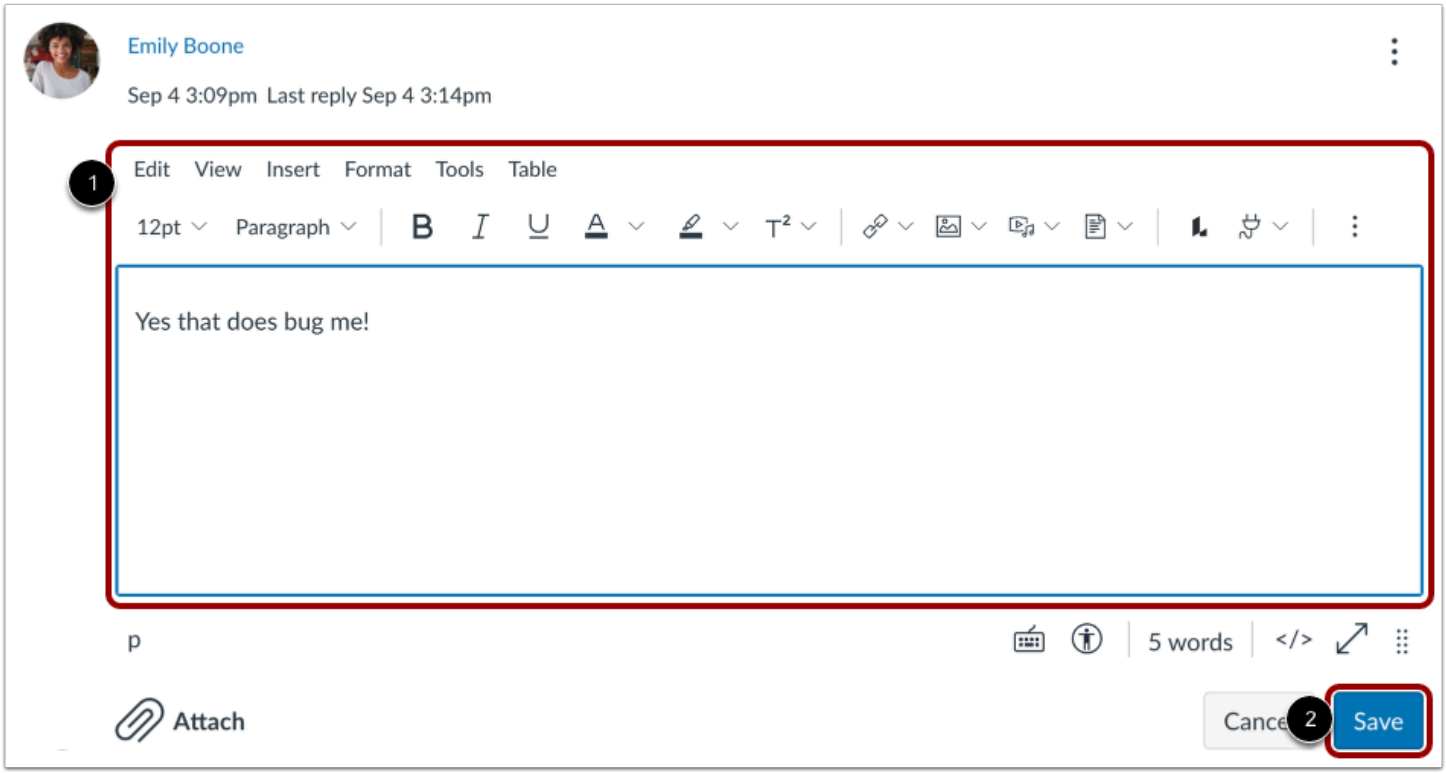
Edit Discussion Reply



Locate the reply you want to edit and click the **Options** icon [1]. Then select the **Edit** option [2].

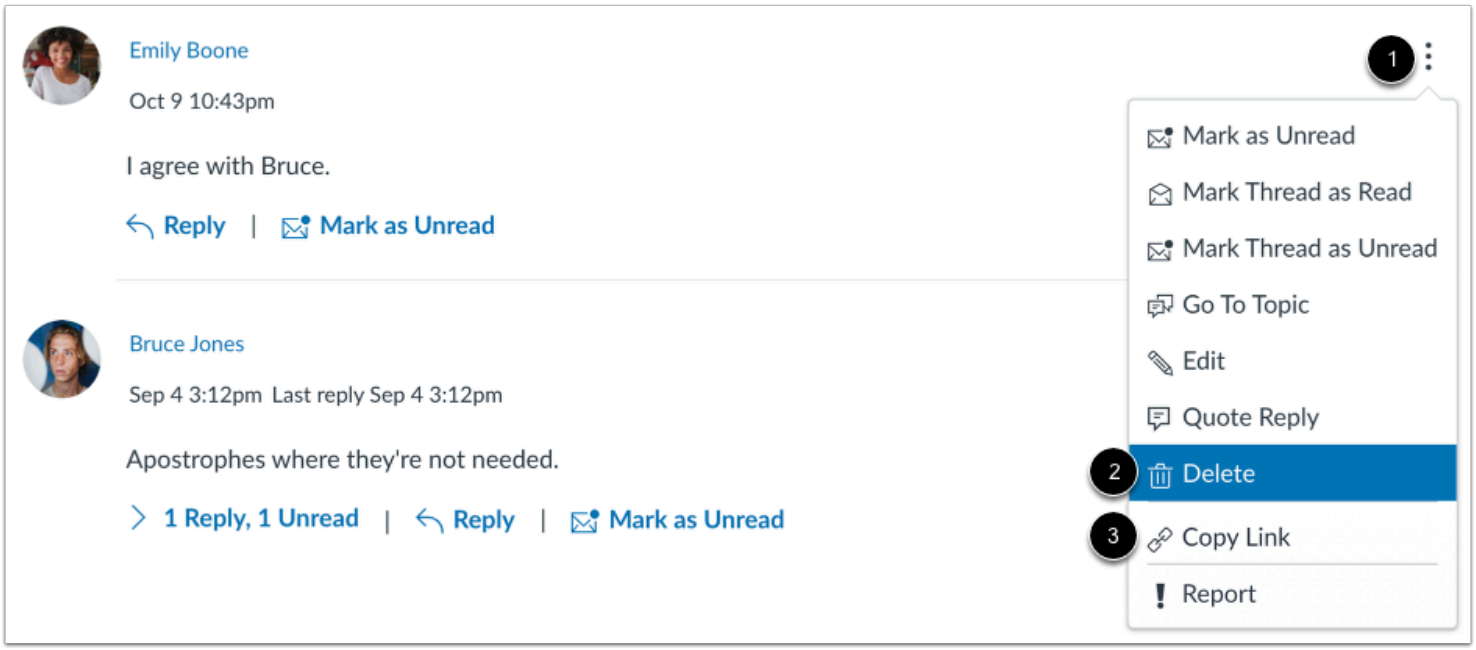
To copy a permalink to a specific reply, select the **Copy Link** option [3].

Save Edits



Edit the discussion reply in the Rich Content Editor [1]. To post your edits, click the **Save** button [2].

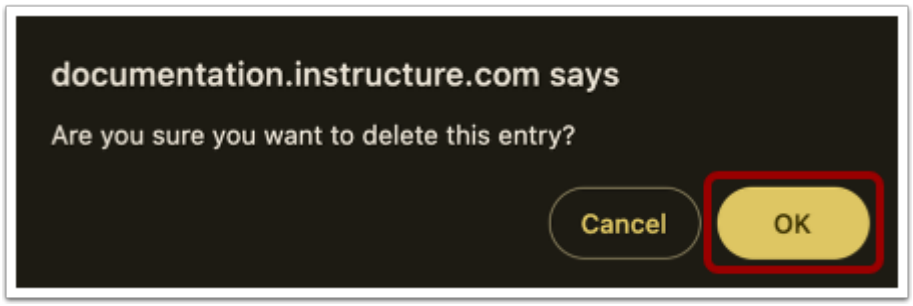
Delete Reply



To delete your reply to a discussion topic, click the reply **Options** icon [1], then select the **Delete** option [2].

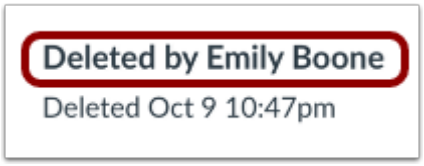
To copy a permalink to a specific reply, select the **Copy Link** option [3].

Confirm Delete



Click the **OK** button.

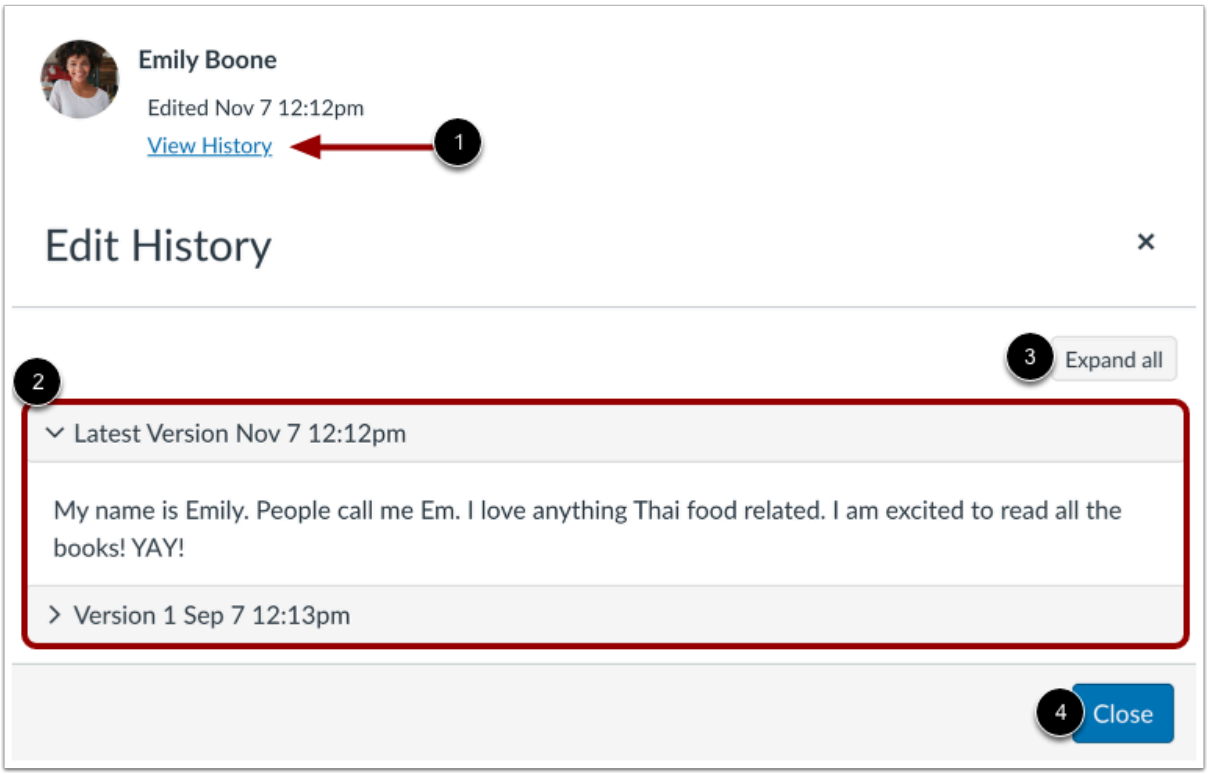
Verify Delete



If you delete a discussion reply with other course user replies attached, Canvas shows a Deleted by notification. The notification includes your name. This entry cannot be removed.

Note: Course instructors can see that you deleted your replies in the discussion.

View Reply History



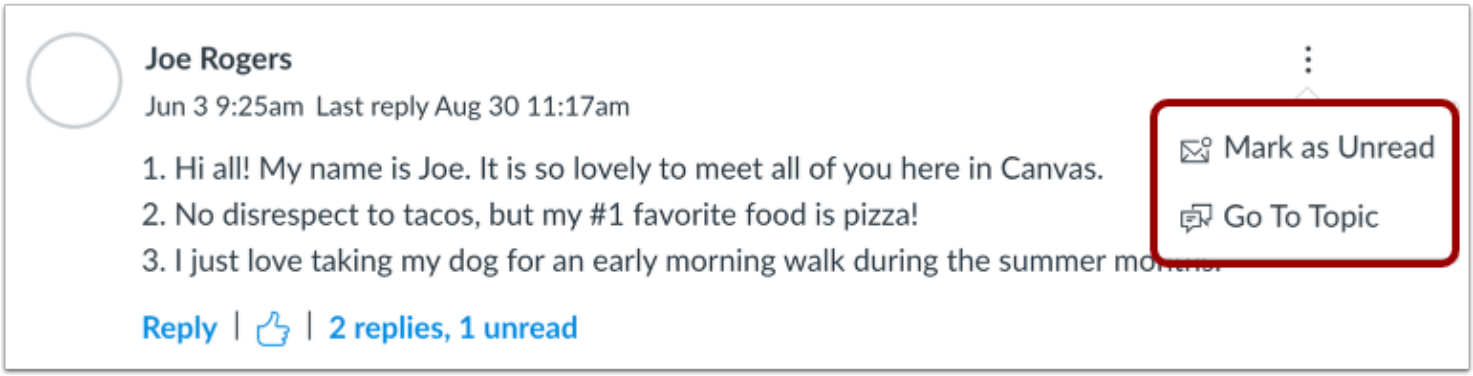
If students are allowed to edit their discussion posts, you can view the edit history of their post.

To view the history, click the **View History** link [1].

In the Edit History window, you can view any version with the date and time stamp of the student's post [2]. To expand all of the versions, click the **Expand all** button [3].

To return to the discussion, click the **Close** button [4].

View Restricted Options



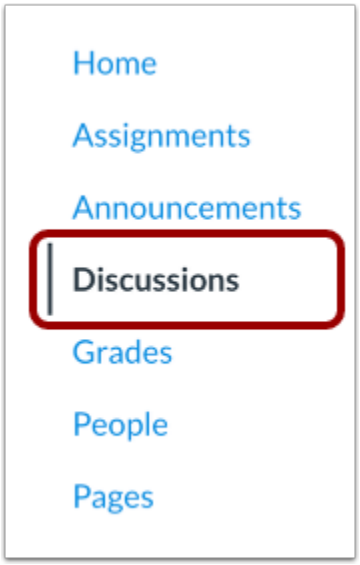
If your instructor has restricted the option to edit or delete your discussion replies, the options do not display in the Options menu.

How do I like a reply in a course discussion as a student?

You may be able to like discussion replies in your course.

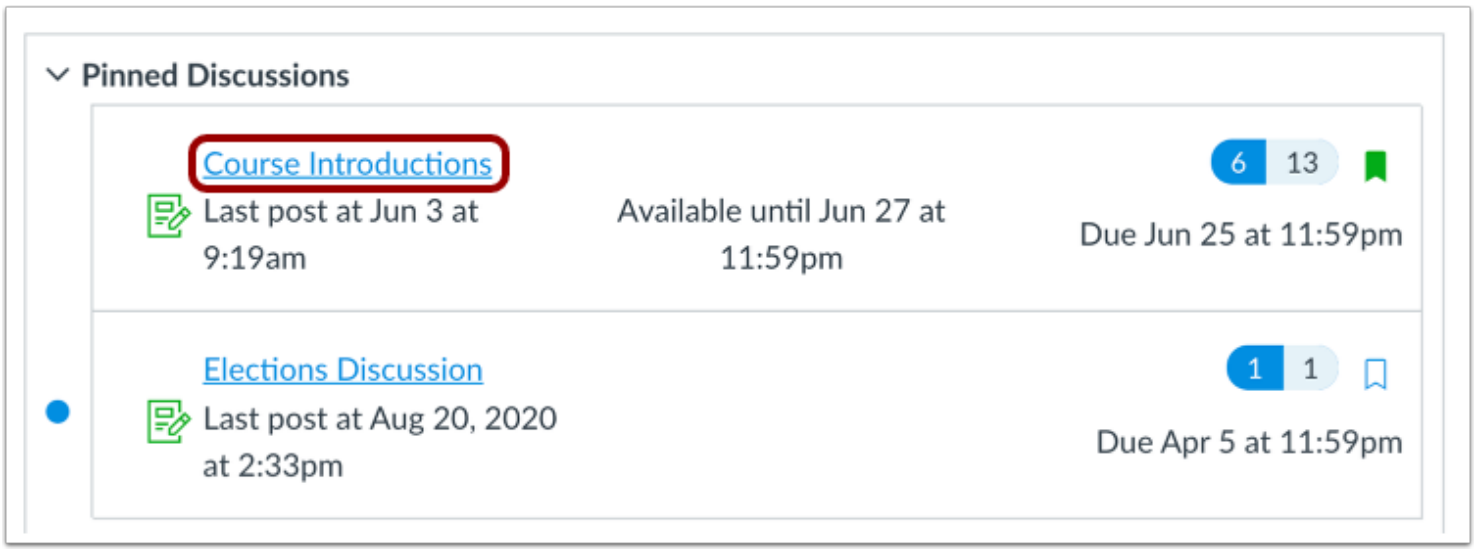
Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like a discussion reply, this feature is not available to you.

Open Discussions



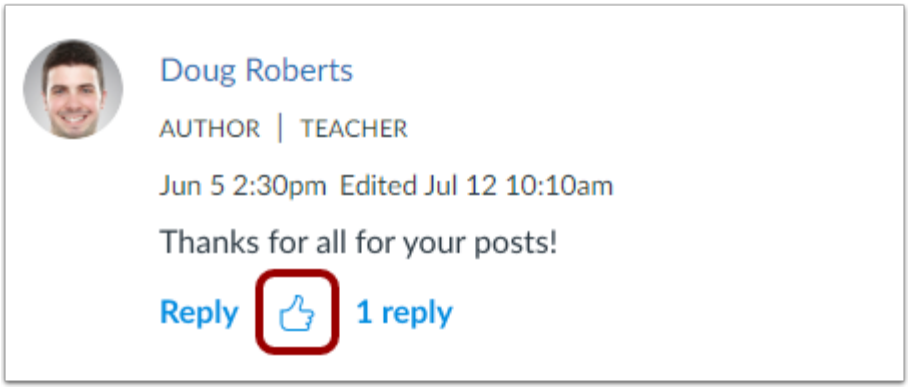
In Course Navigation, click the **Discussions** link.

Open Discussion



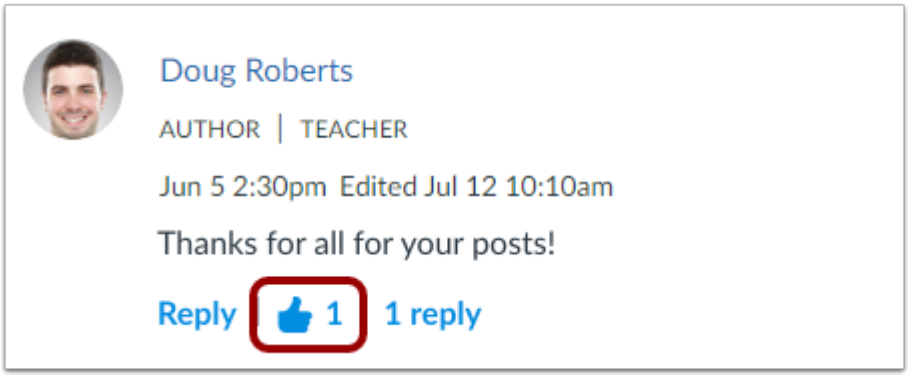
Click the title of the discussion.

Like Discussion Reply



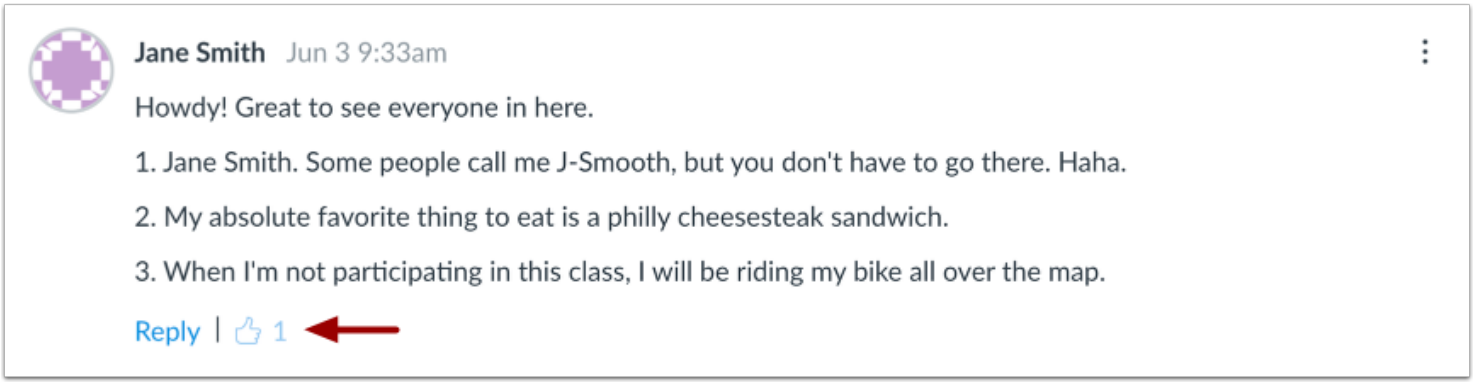
Locate the reply and click the **Like** icon.

View Liked Discussion



The Like icon will change color, indicating you have liked the reply. The Like icon also displays the total number of times a reply has been liked.

View Liking Restriction



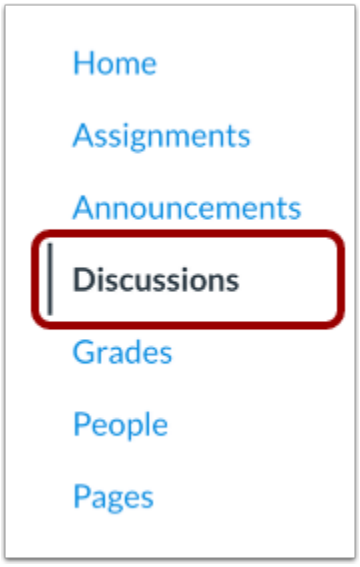
If your instructor has restricted the liking option to only users with grading permissions, the like icon will be inactive. However, you can still view the total number of likes on a reply.

How do I view a discussion thread as a student?

You can view discussion threads in a discussion. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable. You can view discussion reply threads in a separate sidebar or inline.

Note: If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.

Open Discussions



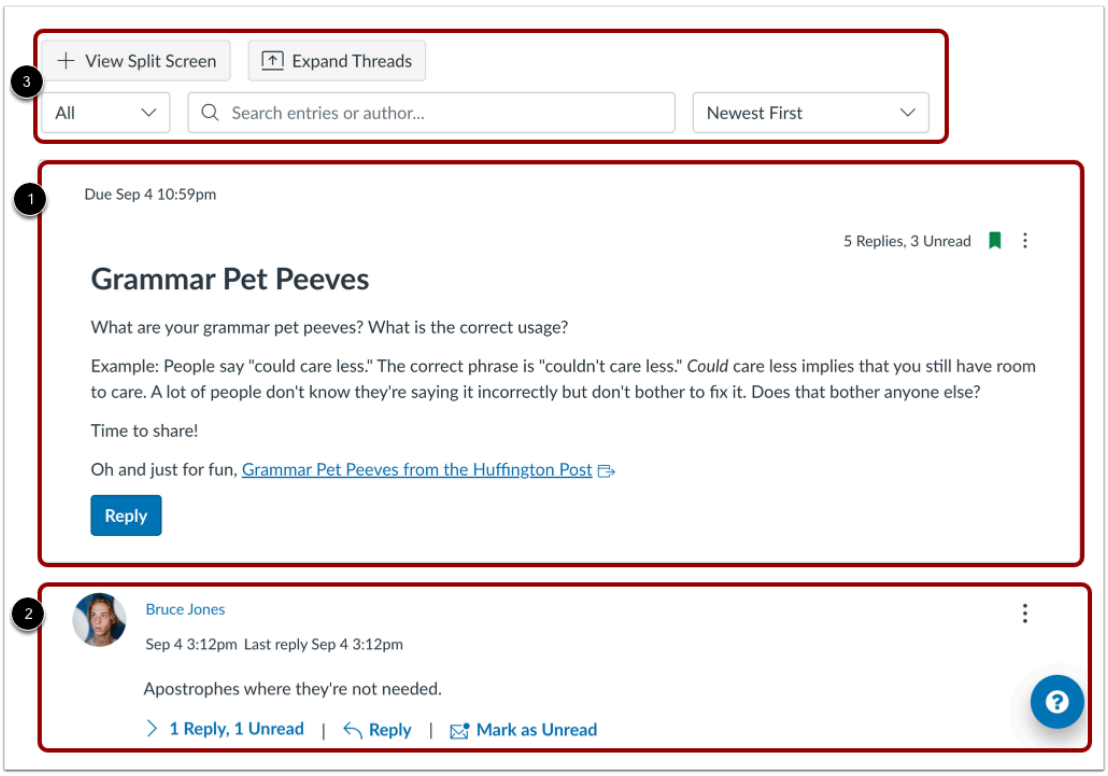
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the title of the discussion.

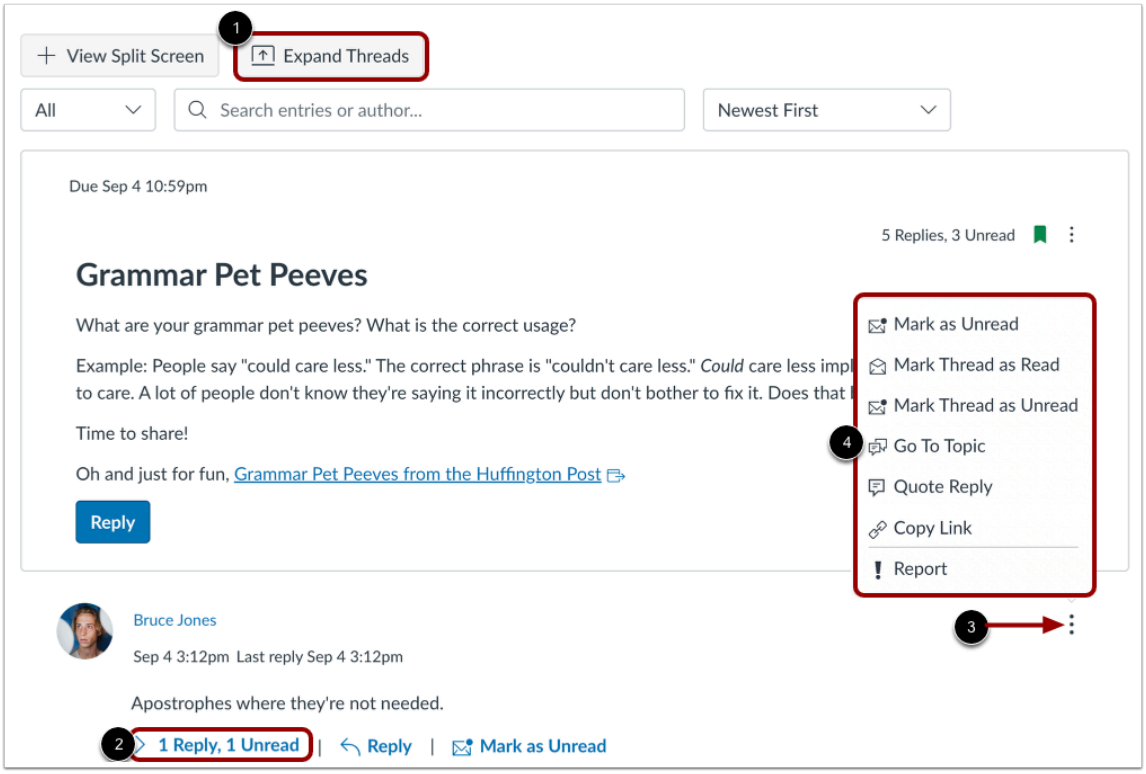
View Discussion



View the discussion topic [1] and any replies [2].

You can use the toolbar options to view and sort discussion replies [3].

View Inline Discussion Thread Replies



When viewing discussion thread replies, you can view them in a split screen sidebar or inline on the same page. When viewing inline, collapse and expand all discussion threads by clicking the **Expand Threads** and **Collapse Threads** buttons [1].

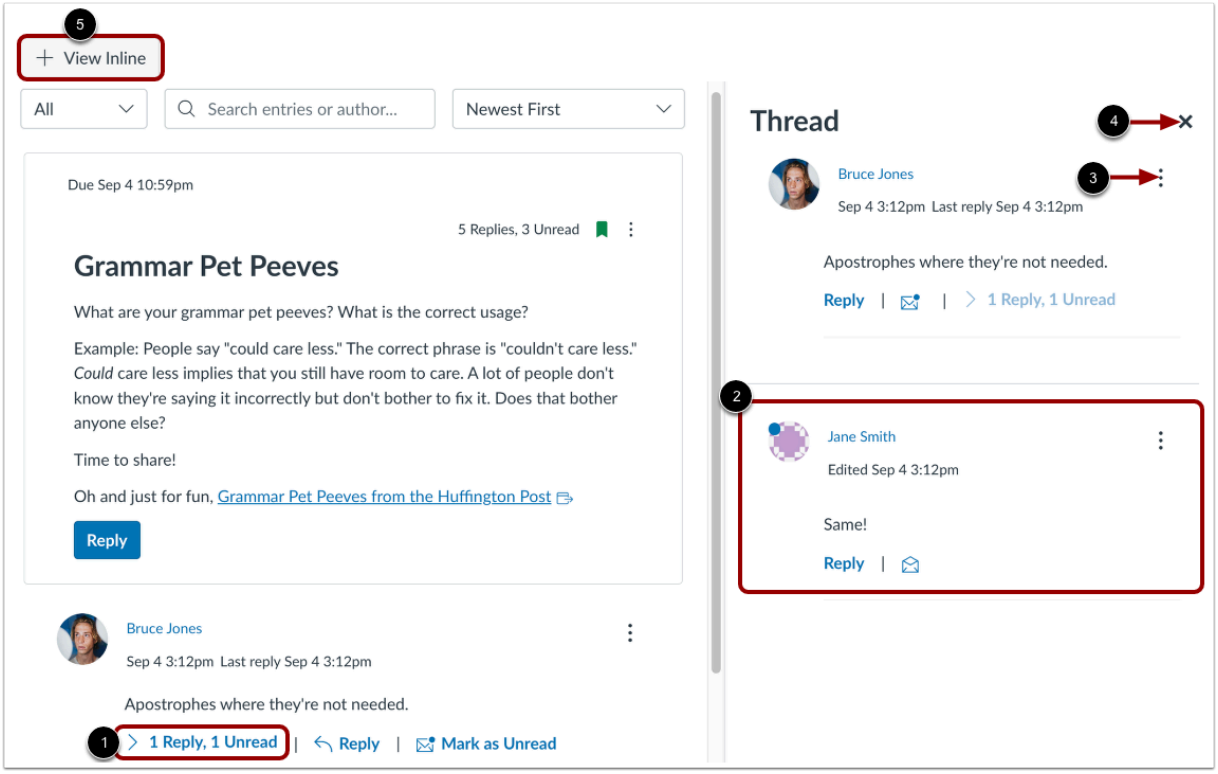
When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies. To expand the discussion thread for an individual reply, click the **# Replies** link [2].

To view threaded reply options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, copy a permalink to a reply, or report the reply [4].

View Split Screen Discussion Thread Replies



To view threads in a split screen sidebar, click the **View Split Screen** button.



When viewing split screen discussion thread replies, discusion reply threads are collapsed. You can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the **# Replies** link [1]. View the read and unread replies [2].

To view reply options, click the **Options** icon [3].

To collapse the discussion thread replies sidebar, click the **Close** icon [4].

To view discussion threads inline on one page, click the **View Inline** button [5].

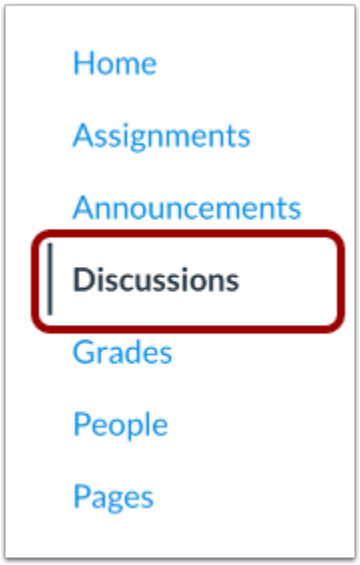
How do I mention a user in a discussion reply as a student?

You can mention another course member in a discussion reply using the @ symbol.

Notes:

- Mentioning users is not supported in anonymous discussions.
- Mentioning users is related to a course role permission. If you are not able to mention users, the required permission may not be enabled for your role.
- When you mention a user and their Discussions - New Mention notification setting is enabled, the user is notified.

Open Discussions



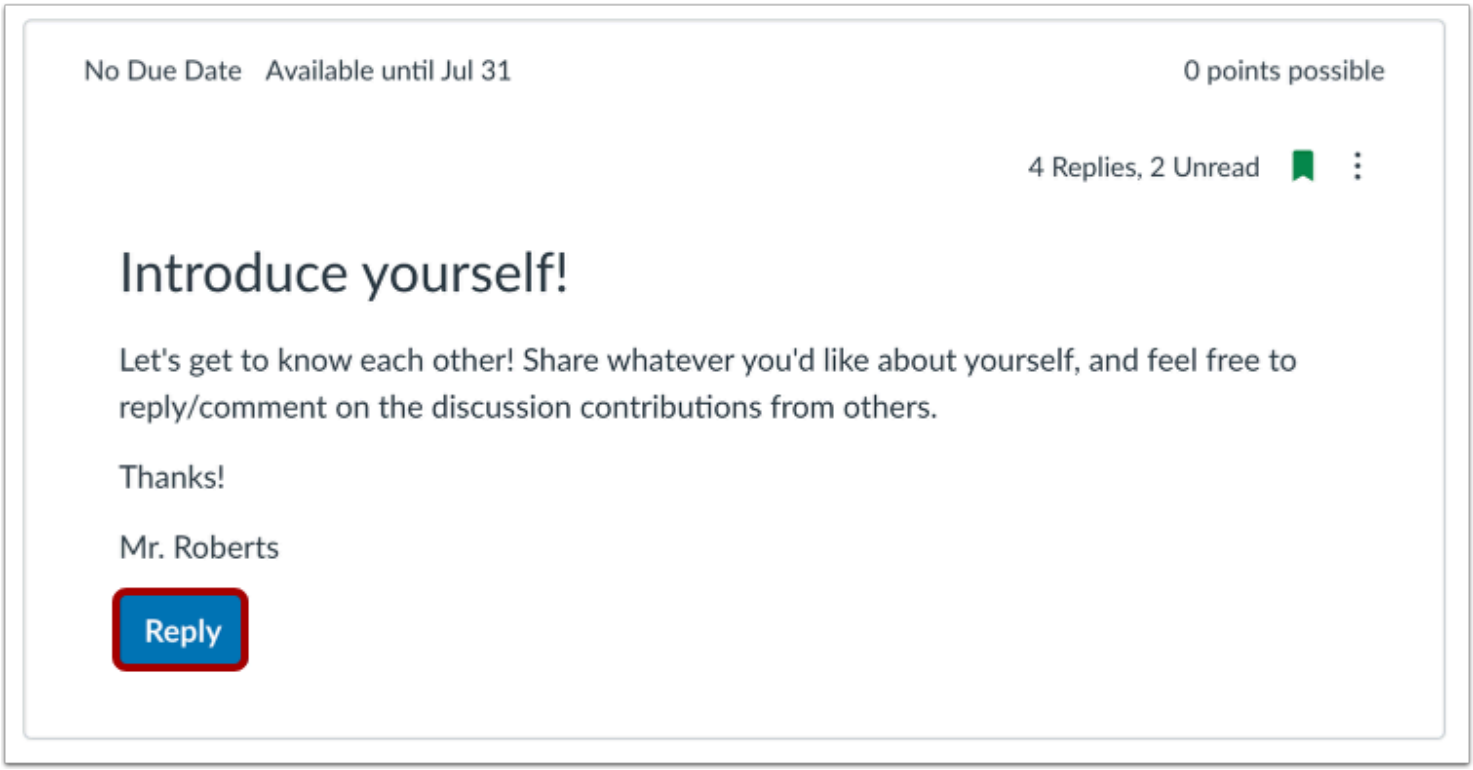
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the title of the discussion.

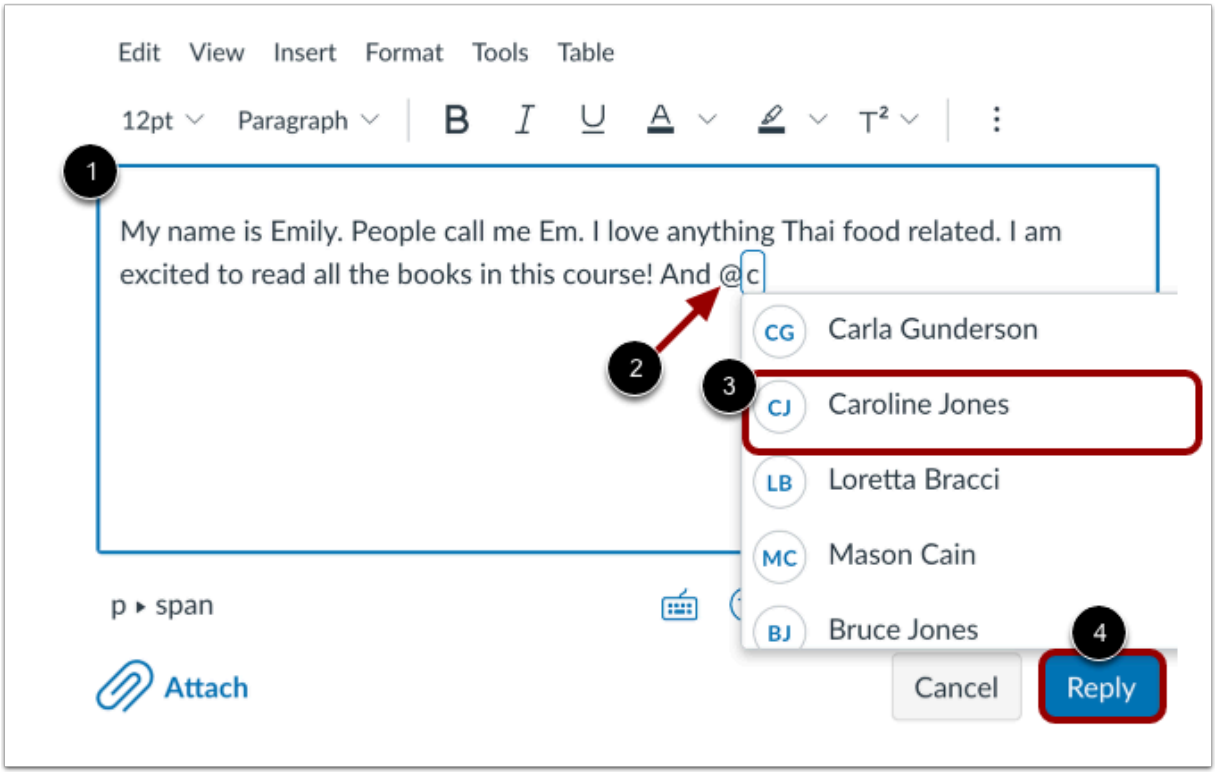
Reply to Discussion



To reply to the main discussion, click the **Reply** button.

You can also reply to a threaded discussion.

Post Reply



Add your reply, links, files, and other media in the Rich Content Editor [1].

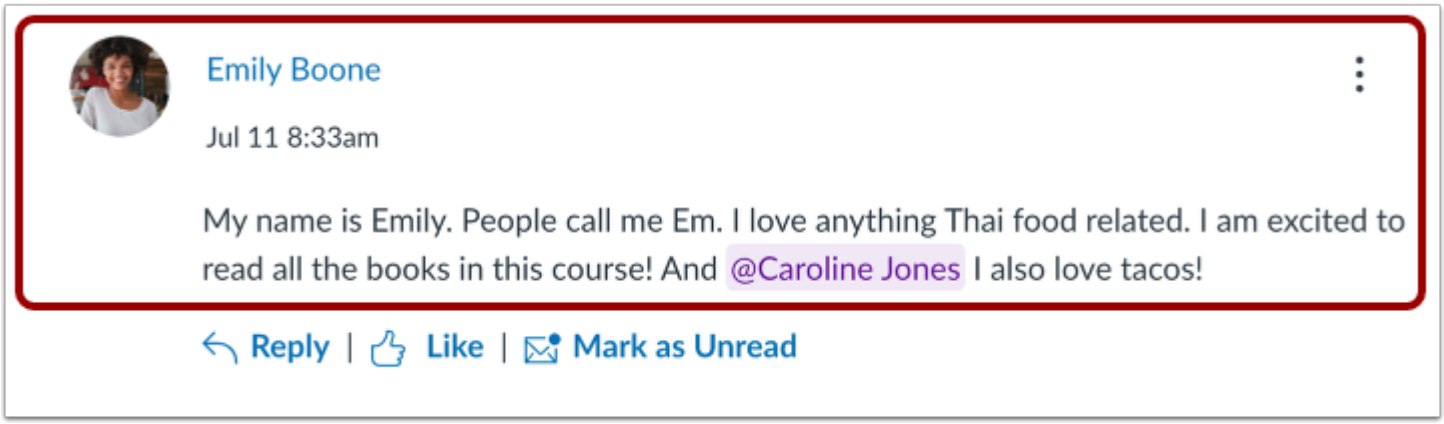
To mention a course user in your reply, type the **@ symbol** [2] and select a user from the list [3]. To more easily find a user, enter one or more letters of the user's name.

To post your reply, click the **Reply** button [4].

Notes:

- When you type the @ symbol, user display names show in the drop-down list.
- If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply



View your reply with your mentioned user.

Note: If the Discussions - New Mention notification setting is enabled in the mentioned user's notification settings, the user is notified that they were mentioned.

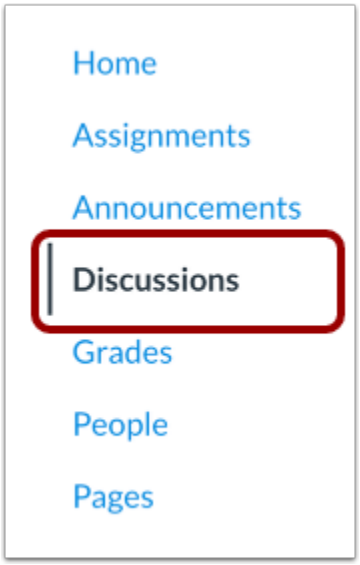
How do I report a reply in a discussion?

If allowed by your instructor, you can report a discussion reply because it is inappropriate, offensive, abusive, or for another reason.

Notes:

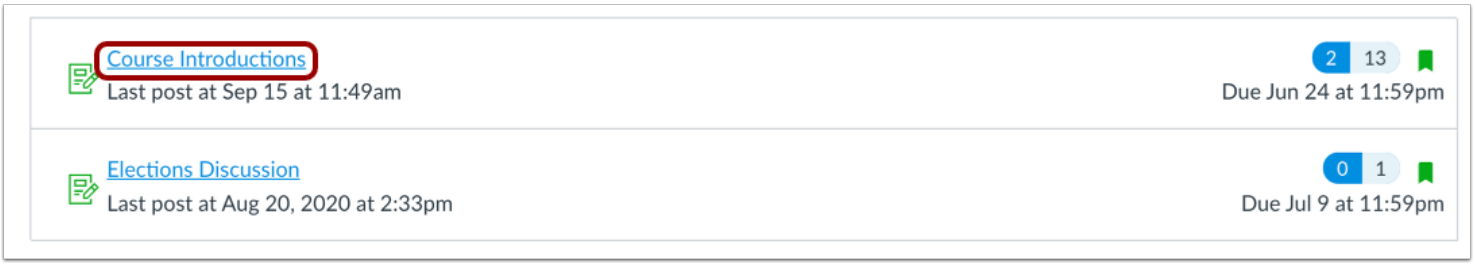
- Reporting a reply cannot be undone.
- Your instructor can view the reported discussion reply but they cannot identify who reported it.

Open Discussions



In Course Navigation, click the **Discussions** link.

Open Discussion

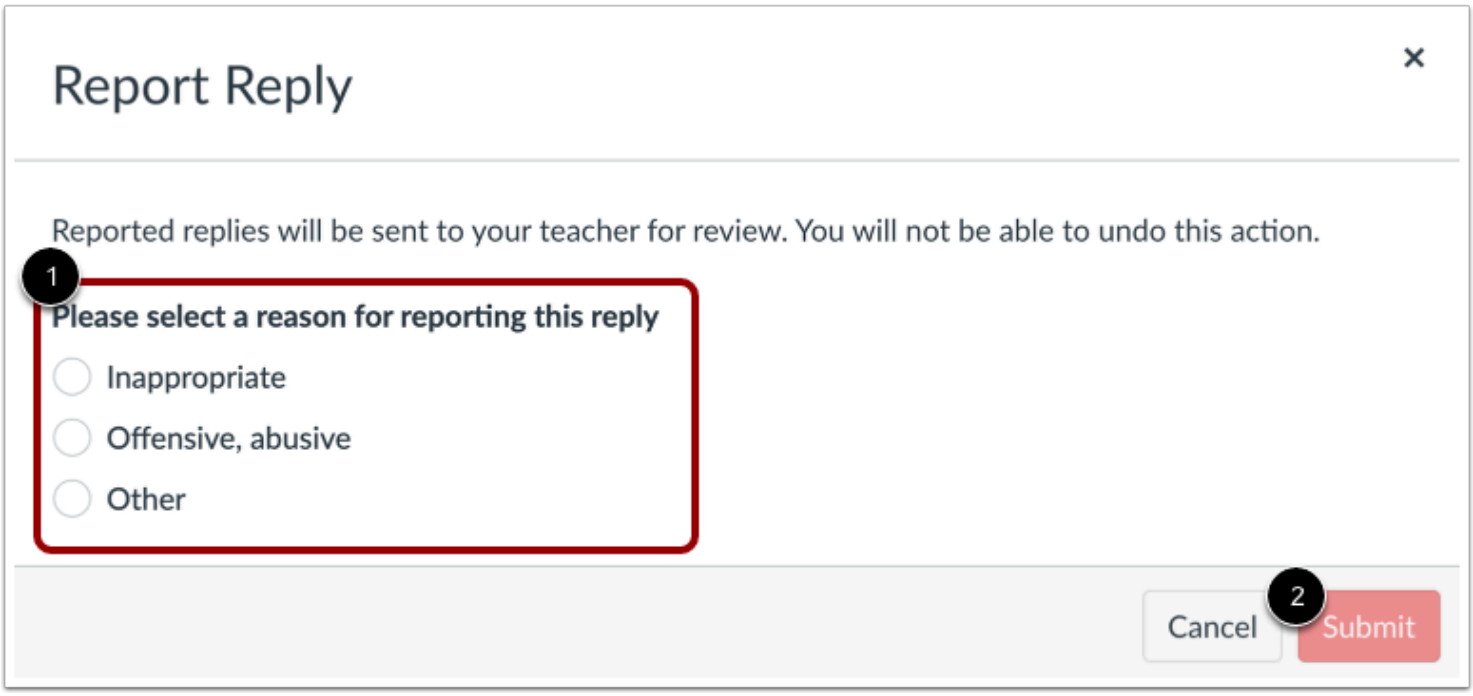


Click the title of the discussion.

Report Discussion Reply



Locate the discussion reply you want to report. Click the **Options** icon [1] and then click the **Report** link [2].

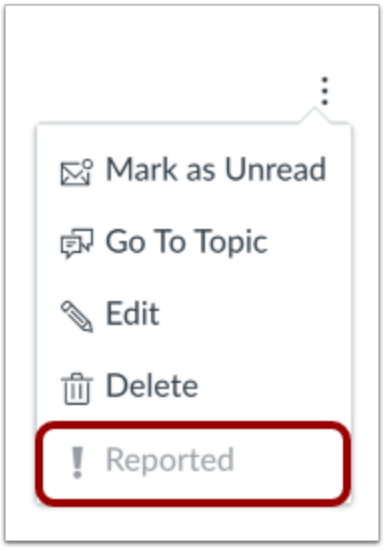


When a reply is reported, you must indicate why the reply is being reported (inappropriate, offensive and/or abusive, or other) [1].

Click the **Submit** button [2].

Note: Reporting a reply cannot be undone.

View Reported Reply



Once you report a reply, the **Reported** link displays in the Options menu, and you cannot report the reply again. However, other users can still view and report the reply.

Your instructor will review the reported reply and may edit or delete the reply.

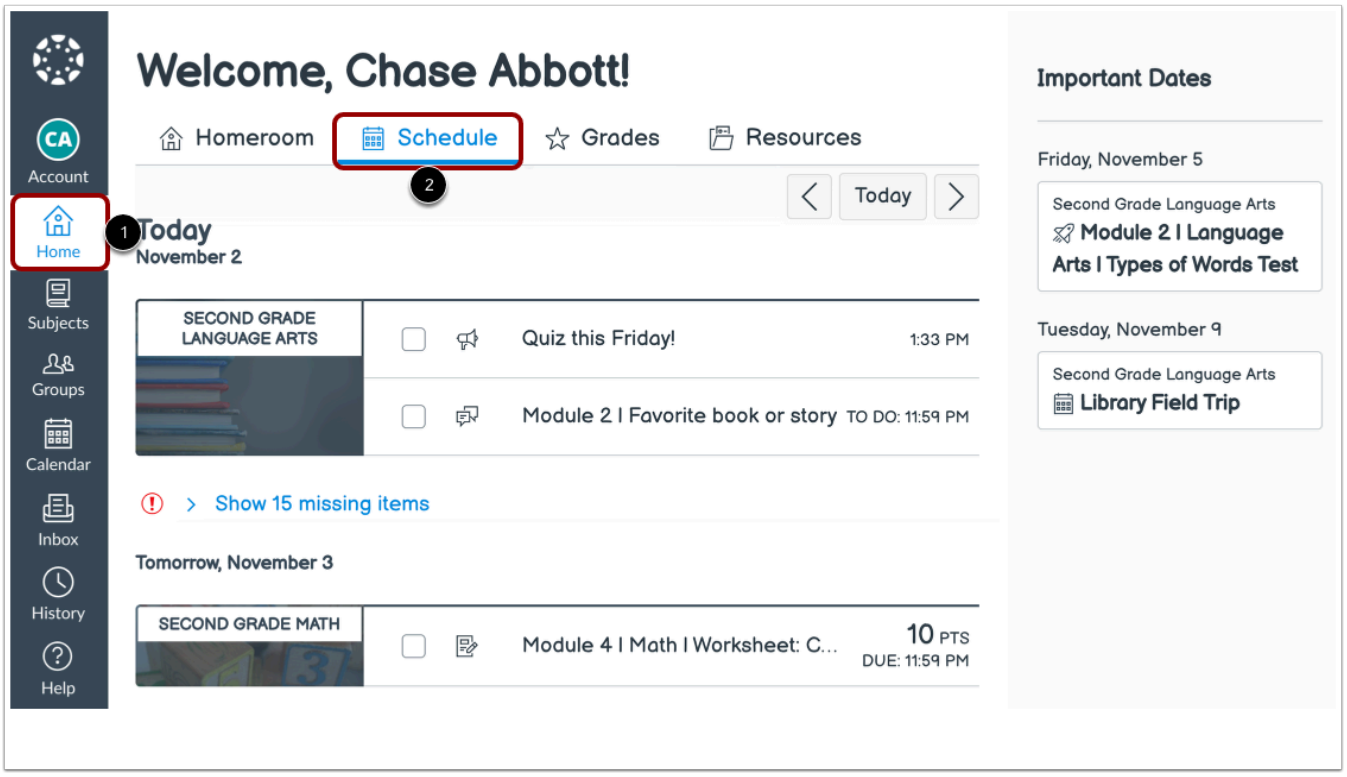
How do I reply to a discussion as a student in Canvas for Elementary?

This lesson shows you how to reply to a discussion as a student in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to reply to a discussion as a student in Classic Canvas.

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Note: The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

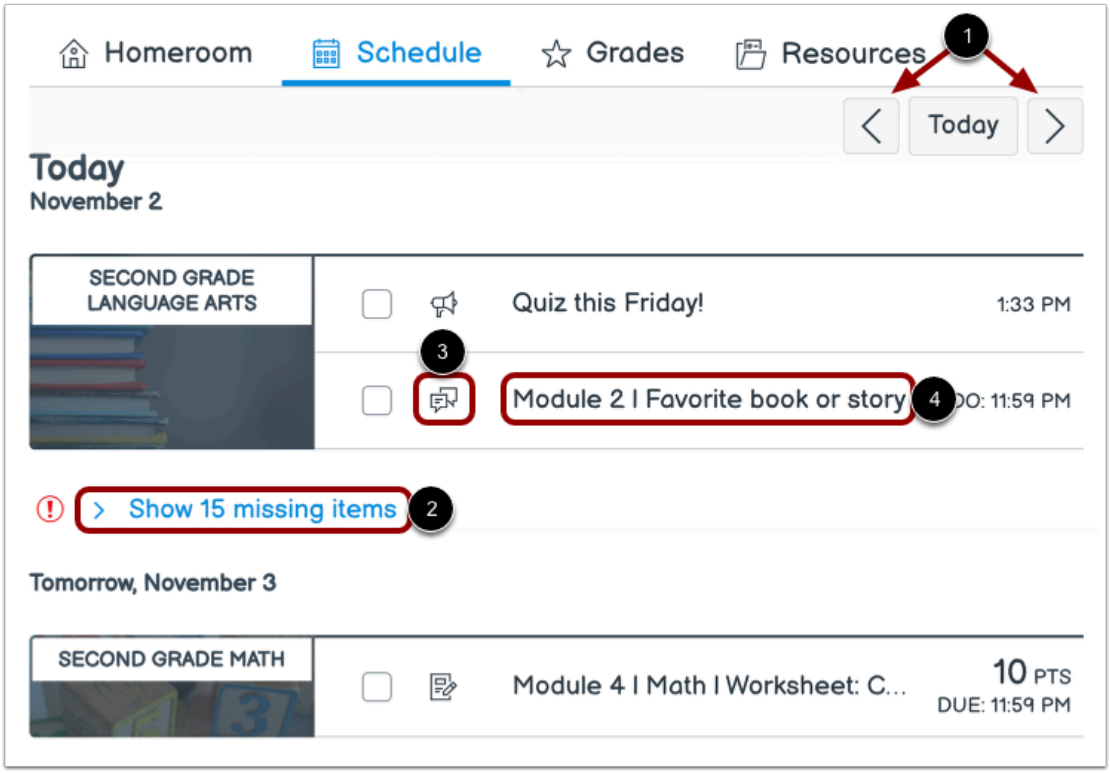
Open Schedule



In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access discussions through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Discussion



The Homeroom Schedule displays this week's items for all of your subjects.

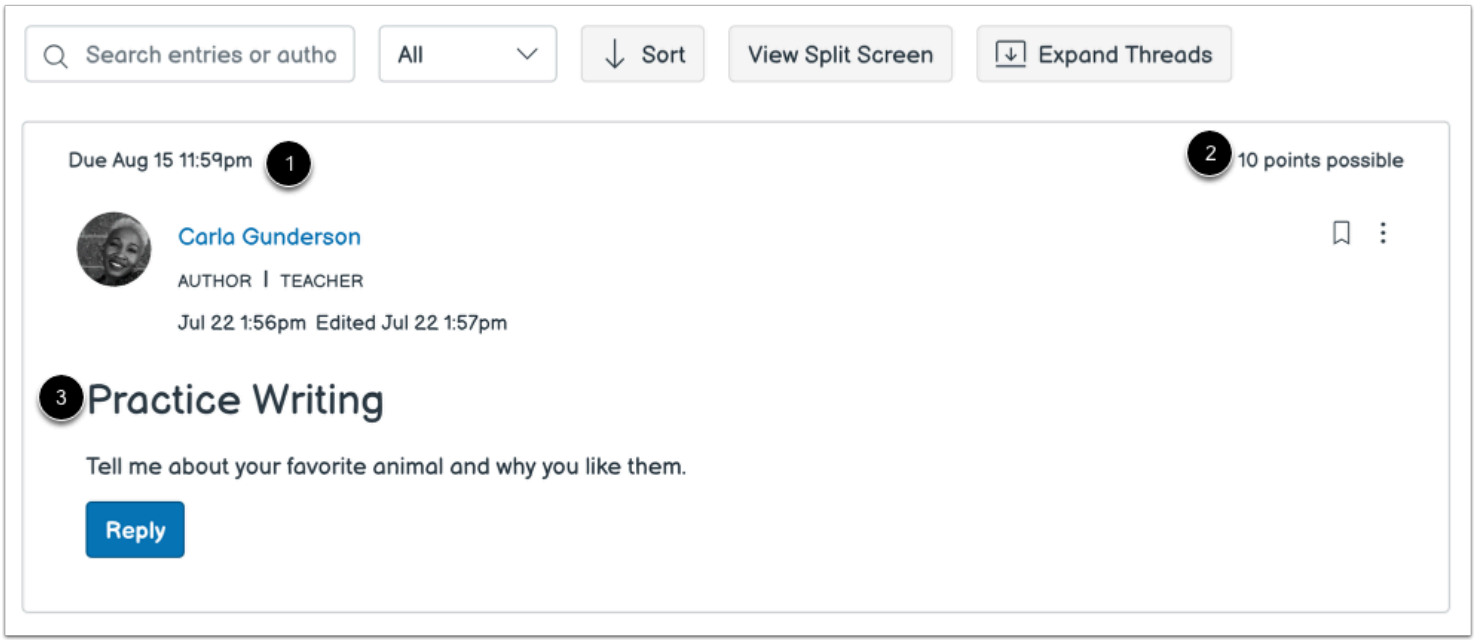
To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing items, click the **Show missing items** drop-down [2].

Discussion items display a Discussion icon [3].

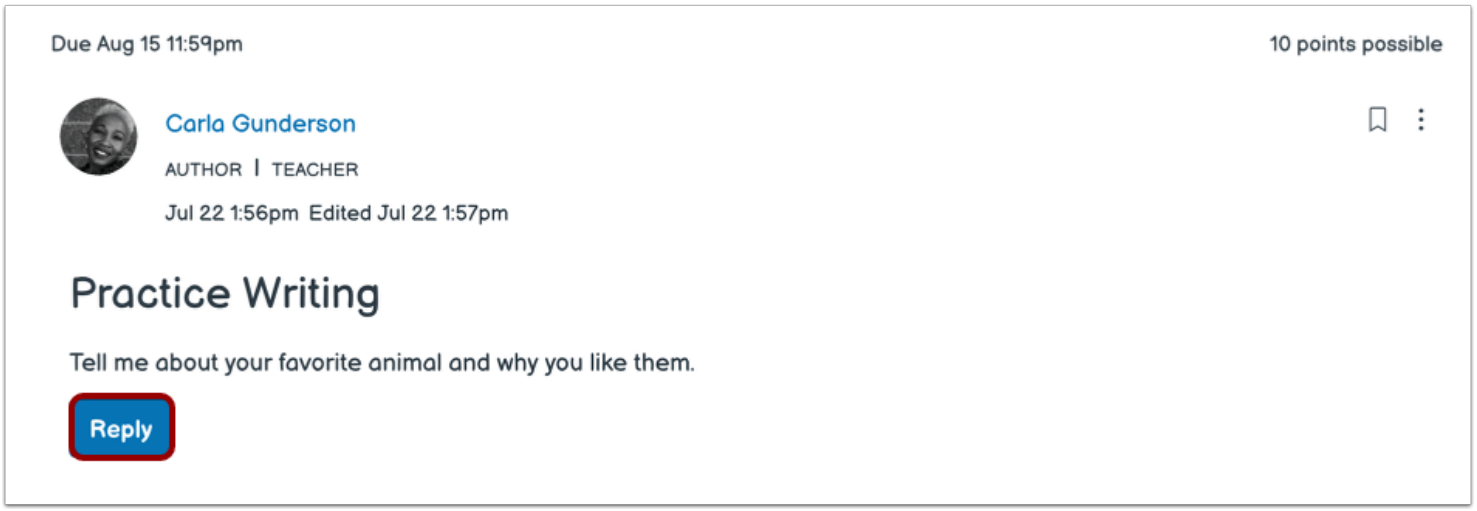
To open a discussion, click the discussion name [4].

View Discussion Details



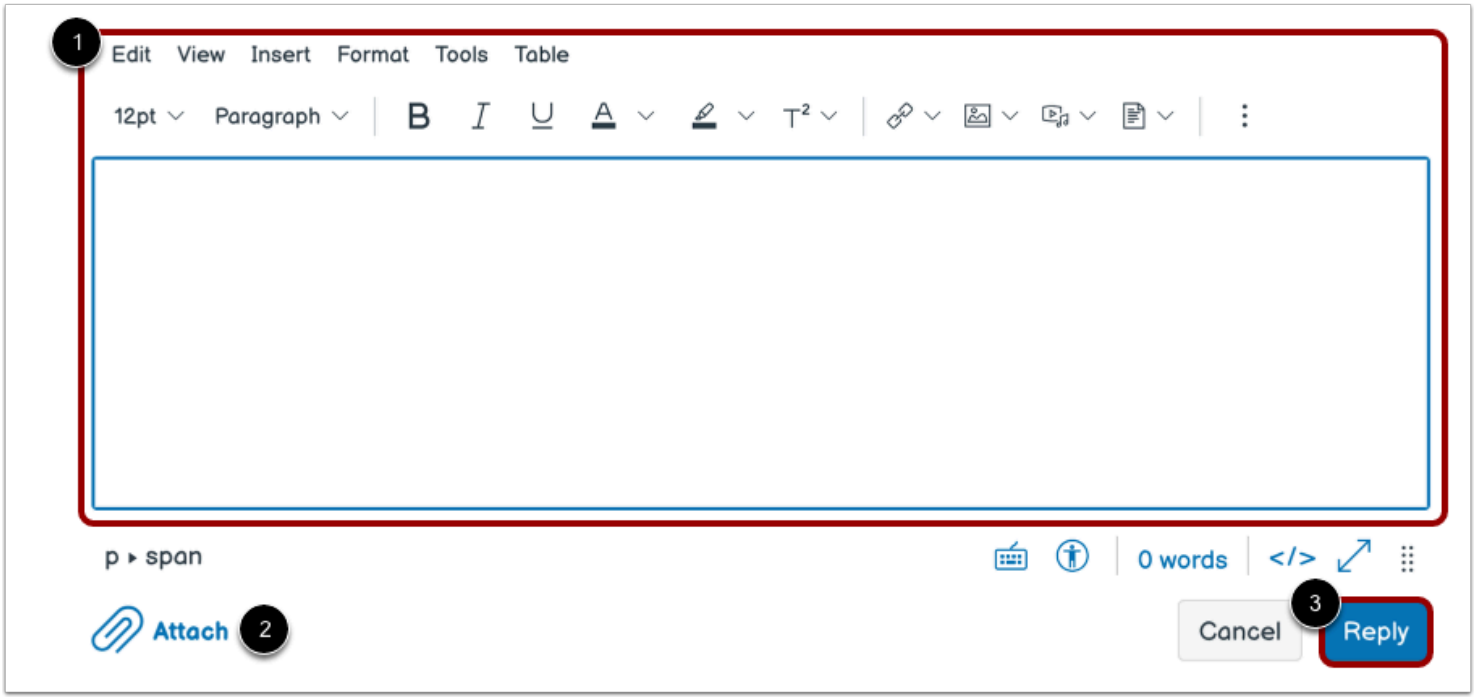
Discussion details display including the To-Do date, if assigned [1], points possible [2], and the discussion topic [3].

Reply to Discussion



To reply to the main discussion, click the **Reply** button.

Post Reply

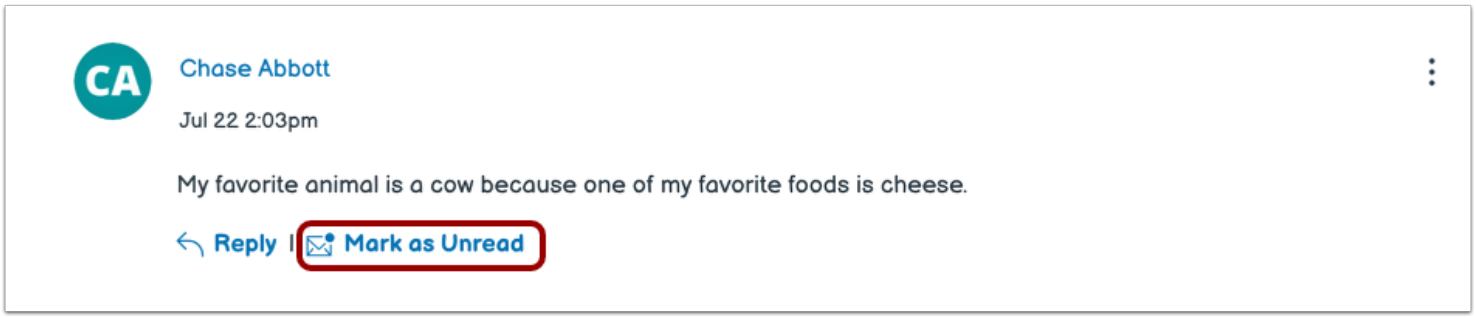


Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

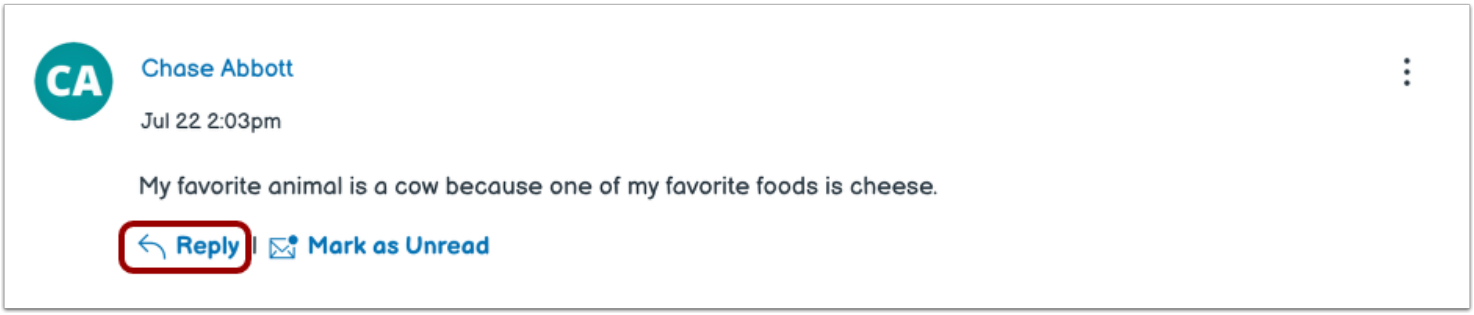
View Your Reply



Your reply is posted at the bottom of the discussion reply thread. The border of your post will flash indicating it has been newly posted.

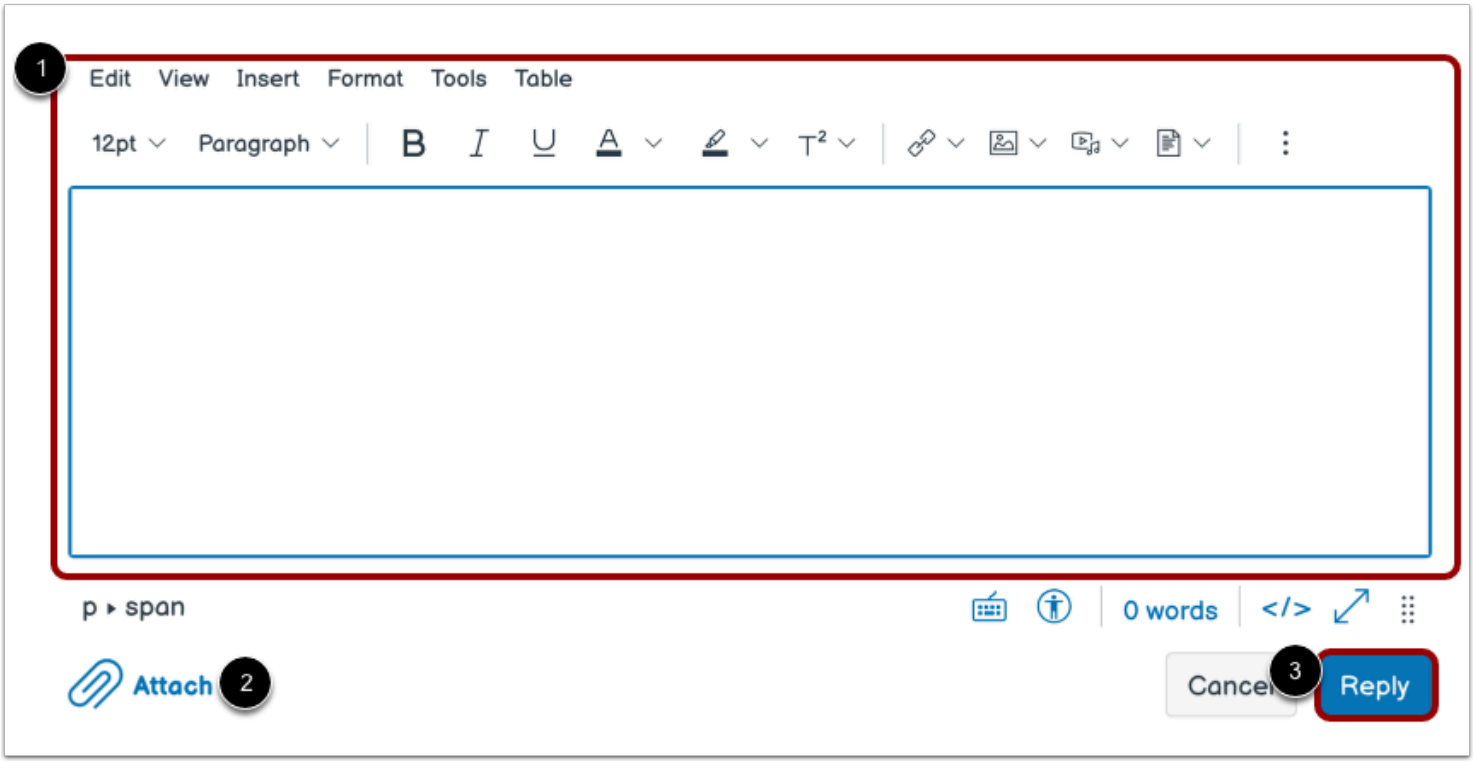
If your discussion replies are automatically marked as read, your new reply displays a **Mark as Unread** link. However, if you manually mark your posts as read, the unread icon will remain until you manually mark it as read.

Thread a Discussion Reply



To respond to a discussion reply, click the **Reply** link.

Post Reply

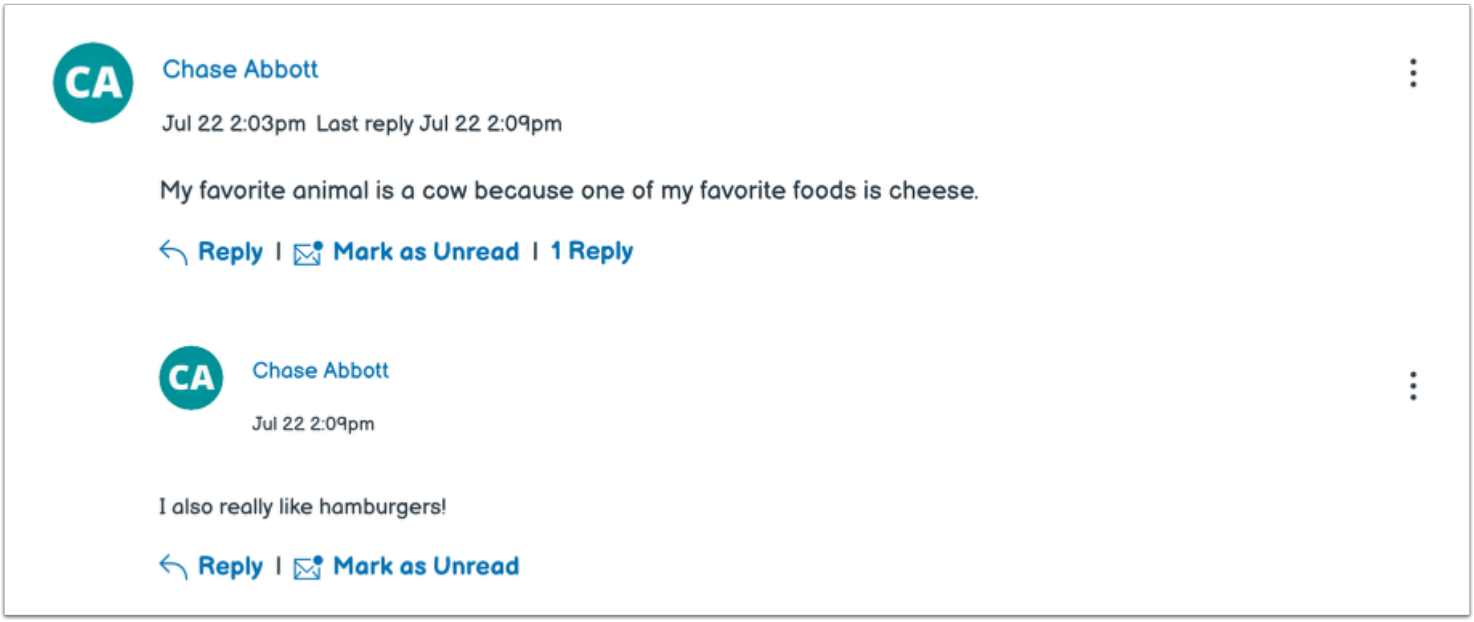


Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Reply



Your reply displays at the bottom of the discussion thread.

Grades

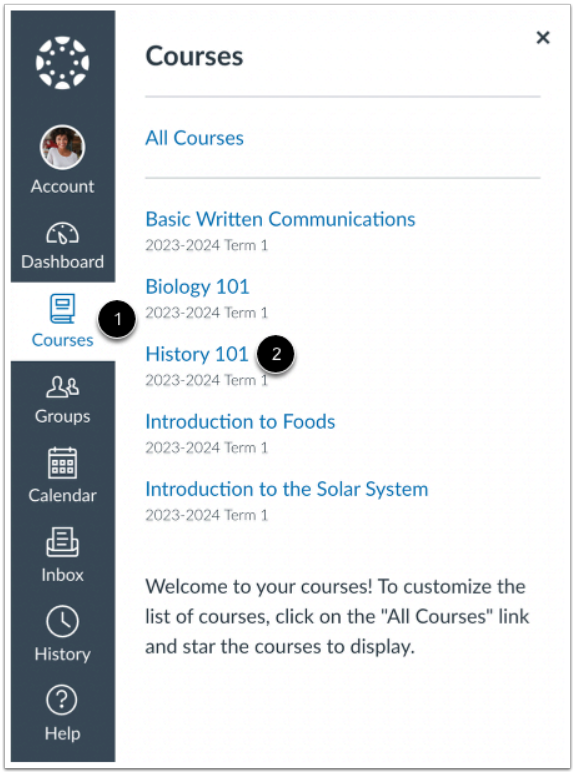
How do I view my grades in a current course?

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your instructor is using multiple grading periods, you can also filter grades by grading period.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also view concluded course grades from the Global Navigation Menu.

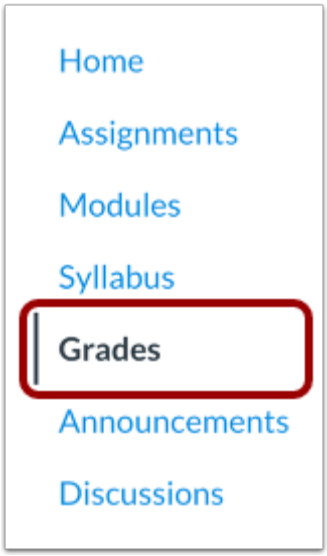
Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted in your course.

Open Course



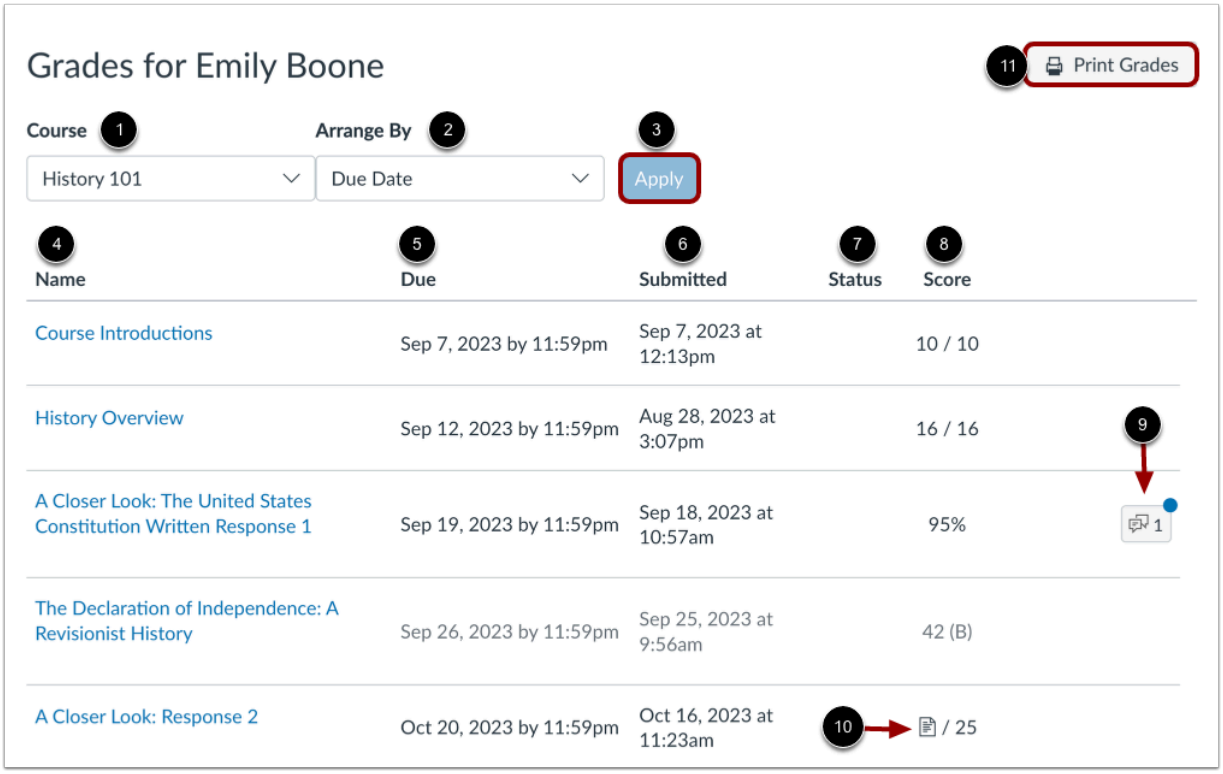
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Grades



In Course Navigation, click the **Grades** link.

View Grades



From the grades page you can select the **Course** for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [2], you can also sort by module, assignment name, or assignment group. To see the specified grades, click the **Apply** button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your course, they won't be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the assignment submission date [6] the assignment status [7], the score you earned, and the total point value of the assignment [8]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [9].

You may see various grade icons in the score column indicating the type of assignment you submitted [10]. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

The grades page also lets you create hypothetical or What-If grades. You can click any score field and approximate your grade for both graded assignments (if want to submit an assignment) and ungraded assignments.

To print your grades, click the **Print Grades** button [11].

View Grading Periods

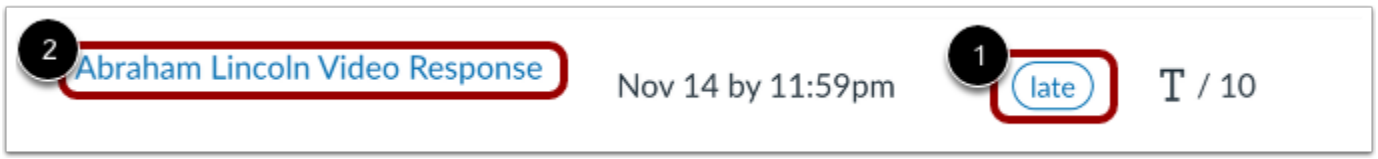


If grading periods are enabled in your course, you can view your grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the **Course** drop-down menu [2]. To see the specified grading period and course, click the **Apply** button [3].

If your course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

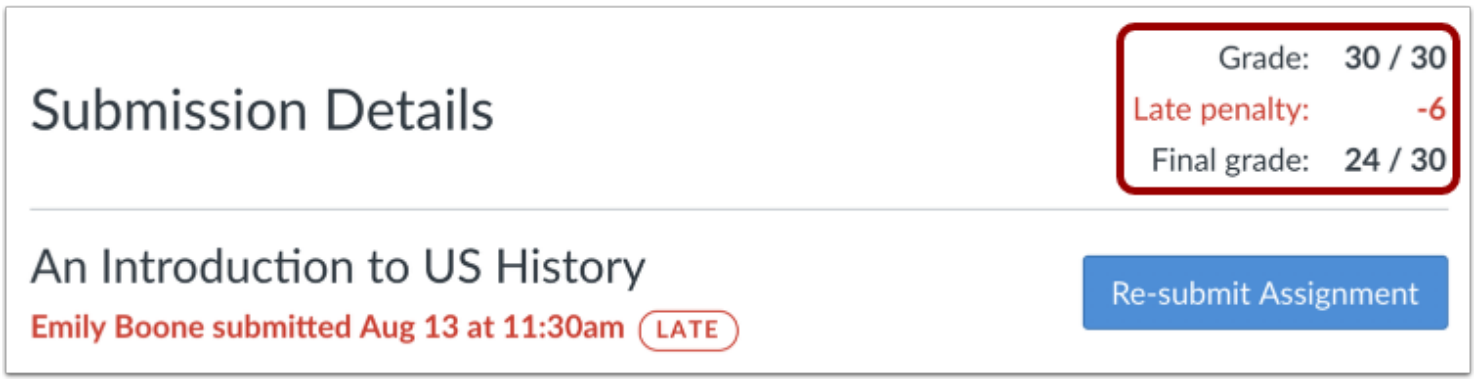
When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.

View Late Assignment



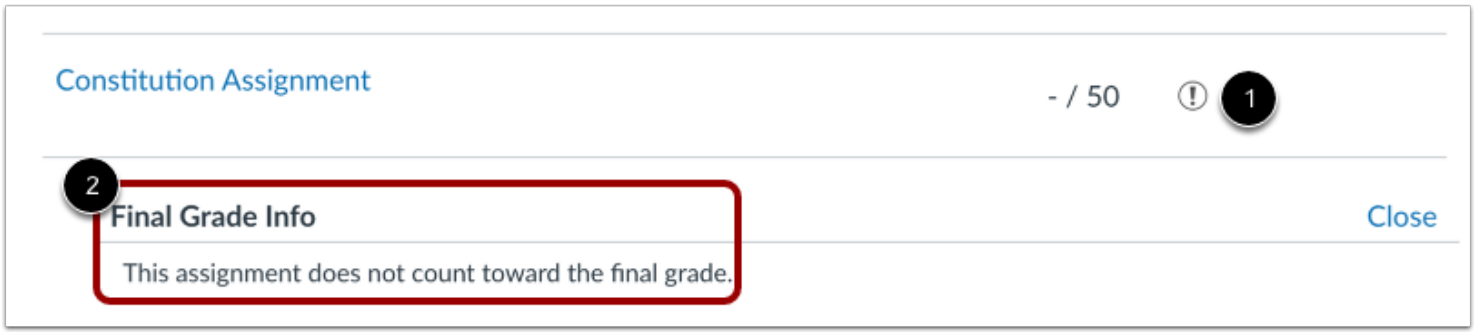
Your instructor may enforce an automatic late policy in your course. Any assignments that are submitted after the due date are marked as late. The late policy automatically deducts a percentage of the grade from the total score. Late assignments display the Late icon in the Status column of the gradebook [1]. To view submission details for a late assignment, click the submission name [2].

View Late Submission



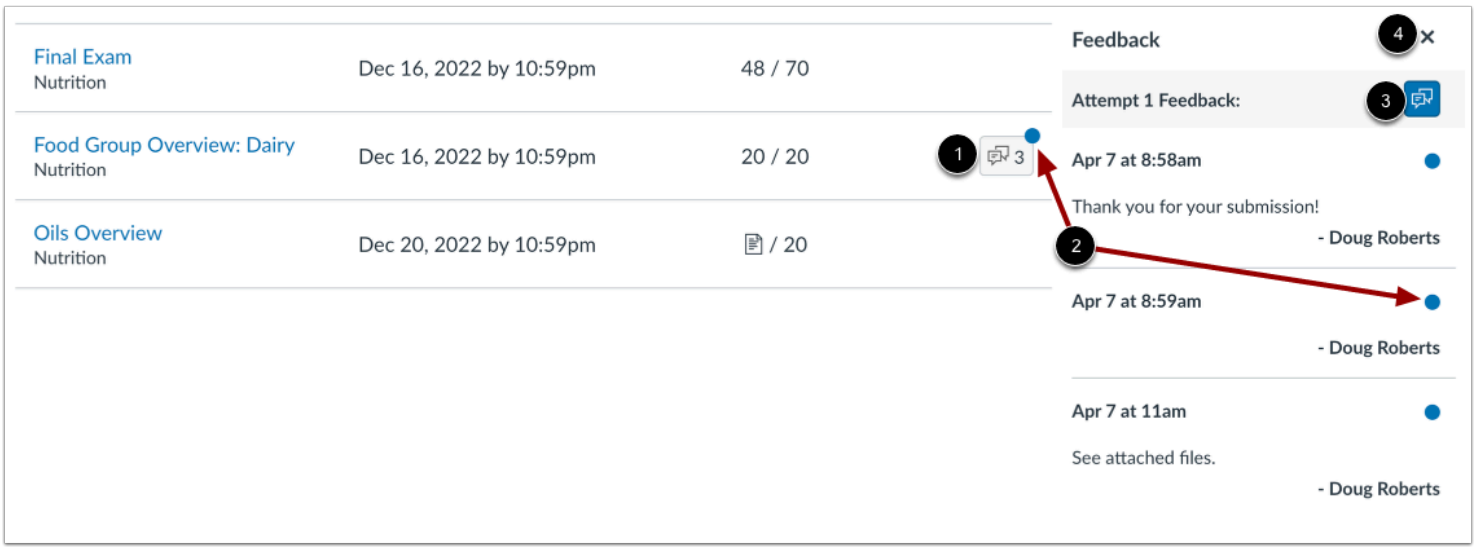
The Submission Details page displays your grade, the amount deducted for the late penalty, and the final grade.

View Grade Info



Some assignments include a black warning icon [1], which alerts you that points earned from this assignment will not count toward your final grade [2]. You should still submit this assignment unless it has been excused by your instructor.

View Comments



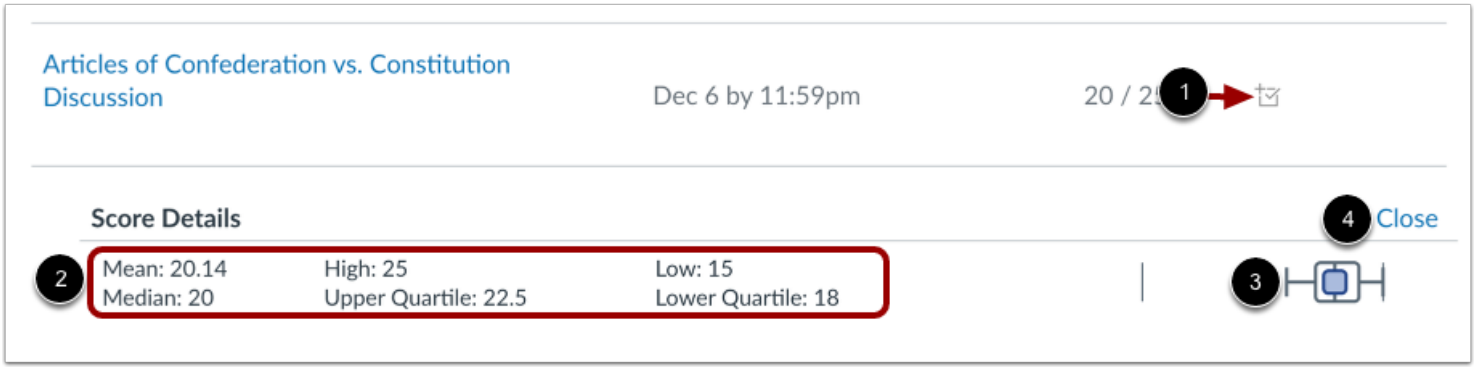
If there are comments in your assignment, the assignment displays a Comment icon. To view comments, click the **Comment** icon [1]. If there are unread comments, an indicator is displayed [2]. Once the comments are read, the indicator disappears.

Comments are organized chronologically.

If there is feedback besides text comments, such as media comments, click the **Feedback** icon to open the submission details and view the other feedback [3].

To close comments, click the **Close** link [4].

View Scoring Details



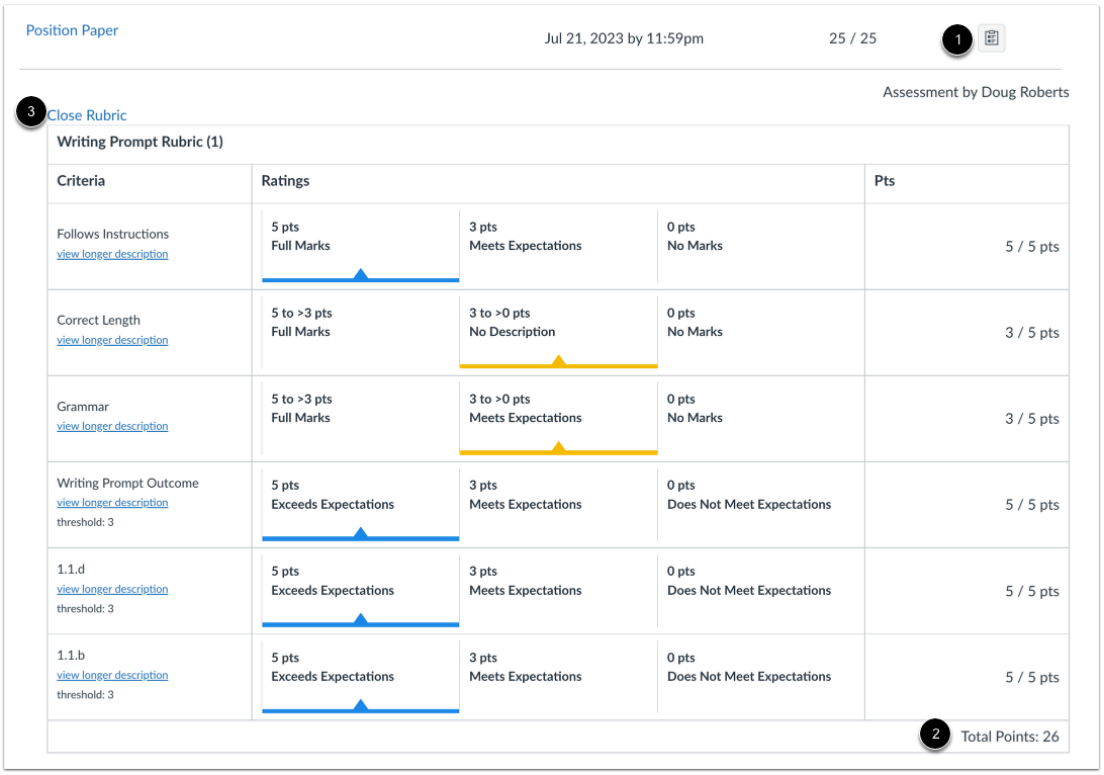
If you can view scoring details, click the **Check Mark** icon [1]. You can view the grade distribution for the assignment and view the mean, high, low, median, upper quartile, and lower quartile scores [2].

The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your score appears as a blue square on this plot.

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

To close scoring details, click the **Close** link [4].

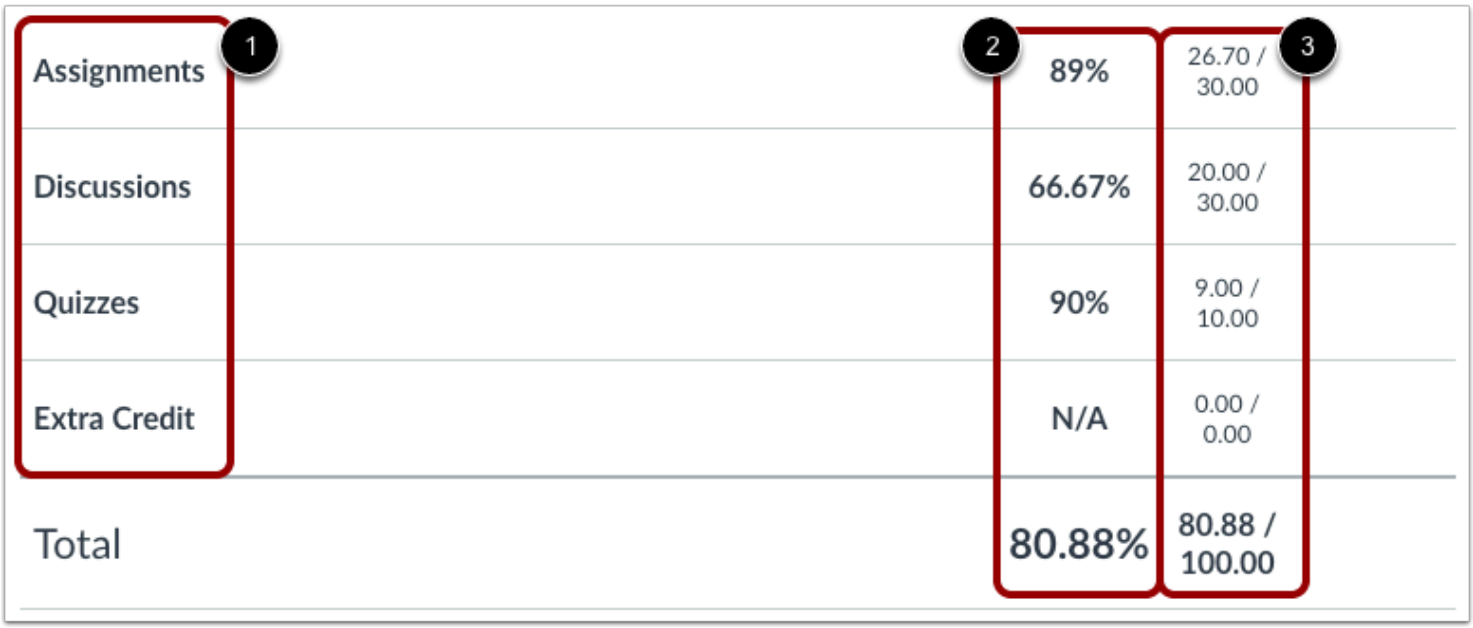
View Rubric



An assignment may also include a **Rubric** icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

Note: The total rubric score may be restricted by your instructor.

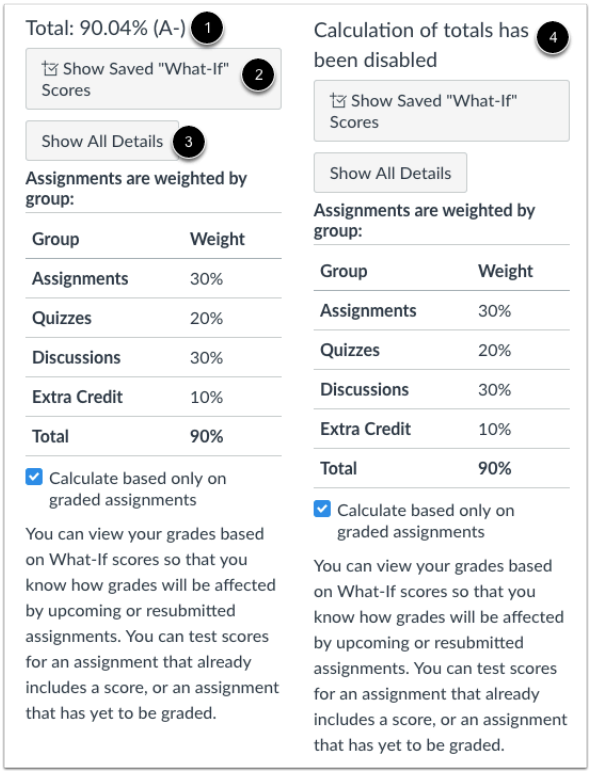
View Assignment Groups



The Grades page will list the assignment groups included in your course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points you've earned versus the total points possible [3].

Note: Assignment group percentages may be restricted by your instructor.

View Sidebar

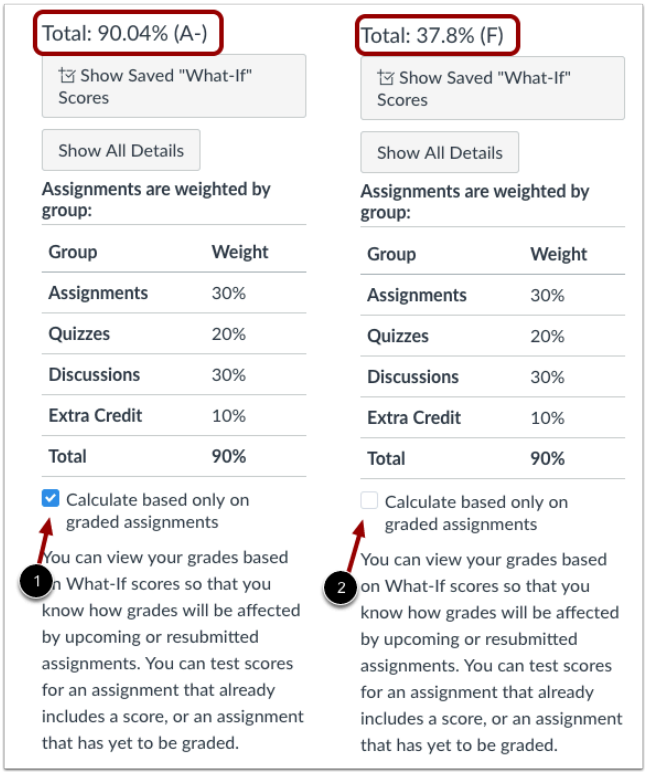


The grade summary shows your total grade [1], allows you to view any saved what-if scores [2], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [3].

Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage.

Note: Your instructor may restrict you from viewing your total grade [4].

View Current and Total Grades

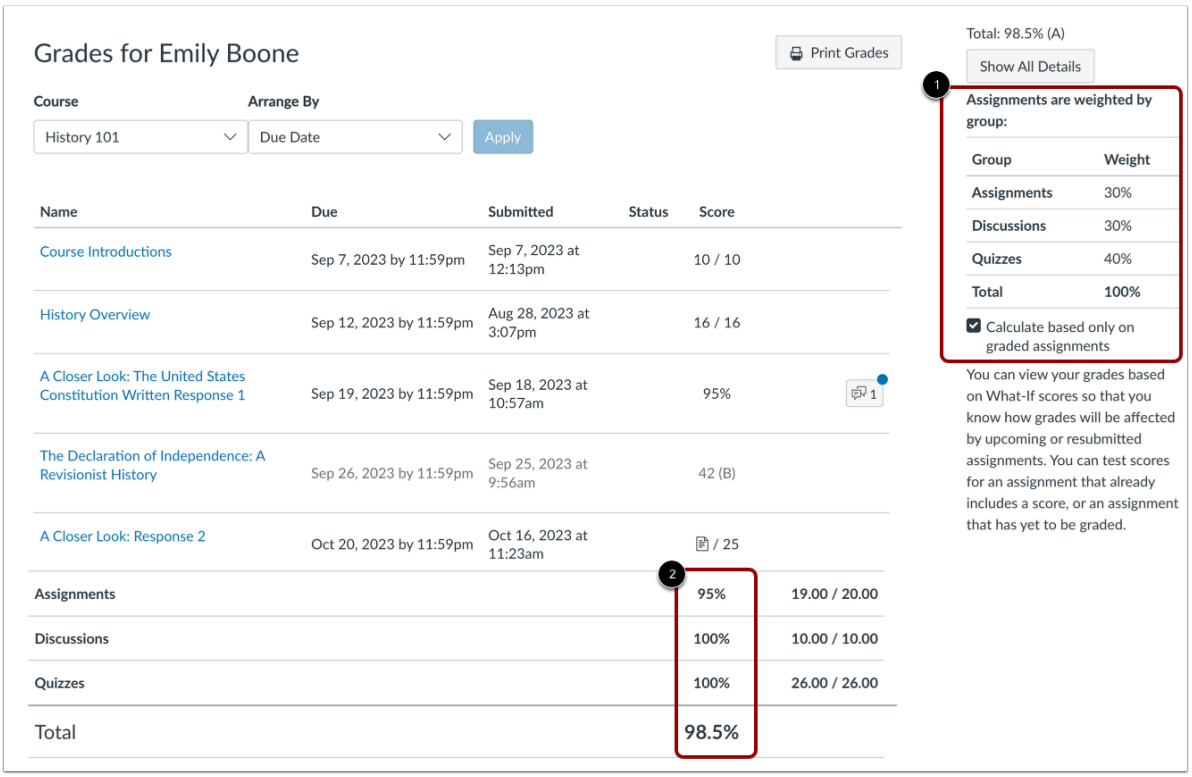


The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox [1] selected in the sidebar.

The total grade is calculated by adding all the assignments according to their weight in the course grading scheme (both graded and ungraded assignments). To view the total grade, deselect the sidebar checkbox [2]. The grade at the top of the sidebar will reflect your total grade.

Note: If your instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.

View Percentage Grade Calculation



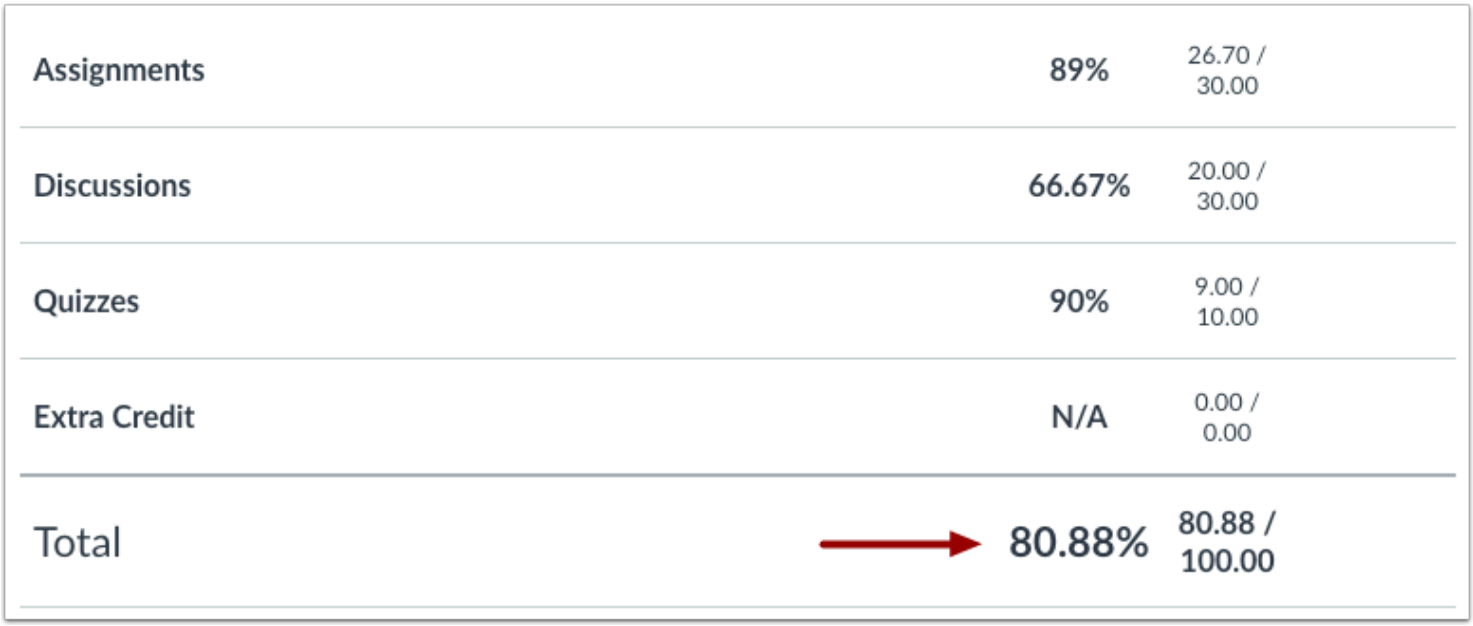
The sidebar shows the information about how your grades are calculated.

If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [1].

Assignment groups will always display as a percentage. If your instructor allows you to view total grades, you can see a breakdown in the points you've earned versus the total points possible [2].

Note: Your instructor may restrict you from viewing your grade totals in assignment group percentages.

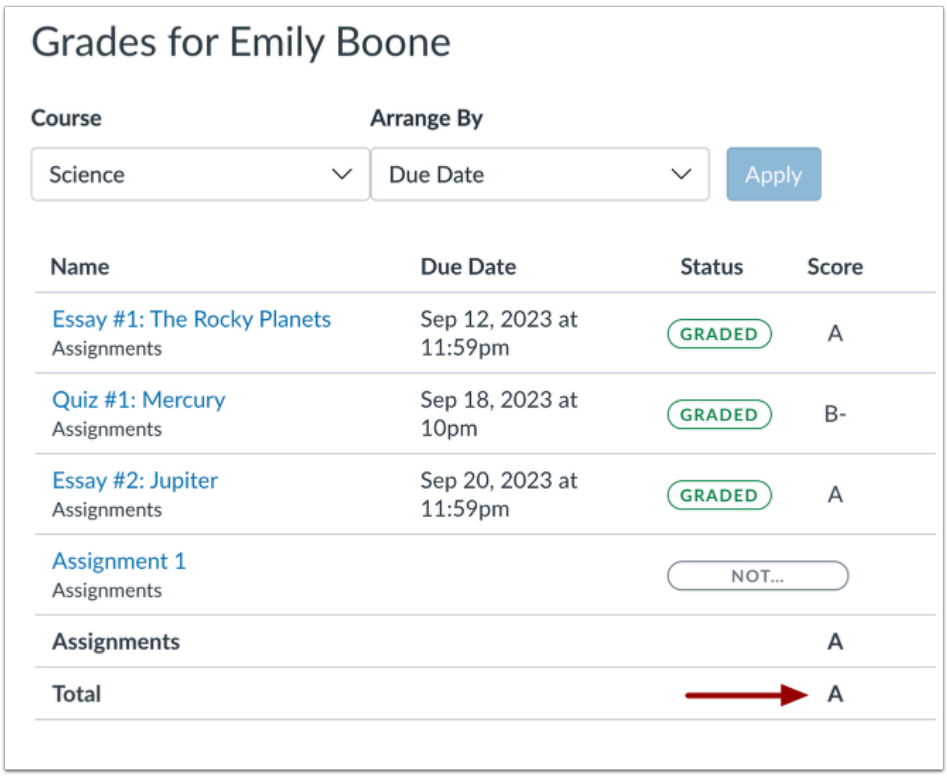
View Points Grade Calculation



If your course does not use assignment groups, your total grade can be displayed in points or percentage. If your total grade is displayed in points, you can view your overall grade percentage. Again, your instructor may restrict you from viewing your total grade.

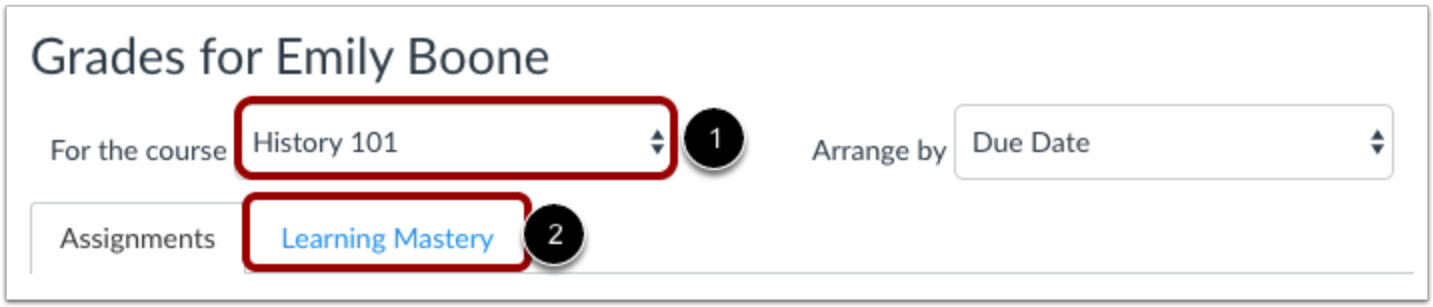
Note: Your instructor may restrict you from viewing grade totals.

View Qualitative Grade Calculation



If your institution restricts viewing quantitative data, your total grade is displayed using a grading scheme, usually letter grades. Again, your instructor may restrict you from viewing your total grade.

Change Gradebook



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

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 add a comment to a submission as a student?

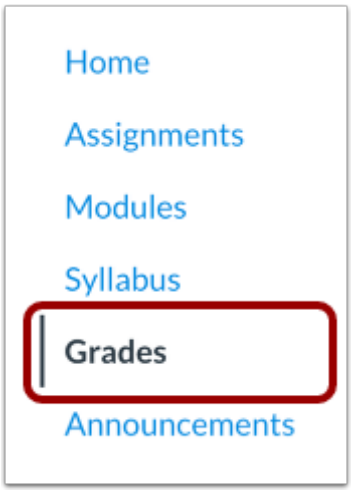
You can add comments to a submission by opening an assignment from the Grades page. You can add text comments, media comments, or attach files. You may also be able to add emojis.

When adding a media comment, you can record or upload media. You can record media for any length of time, but shorter media recordings are recommended. If your media is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media recordings require more time to render and may be interrupted without a stable internet connection.

Notes:

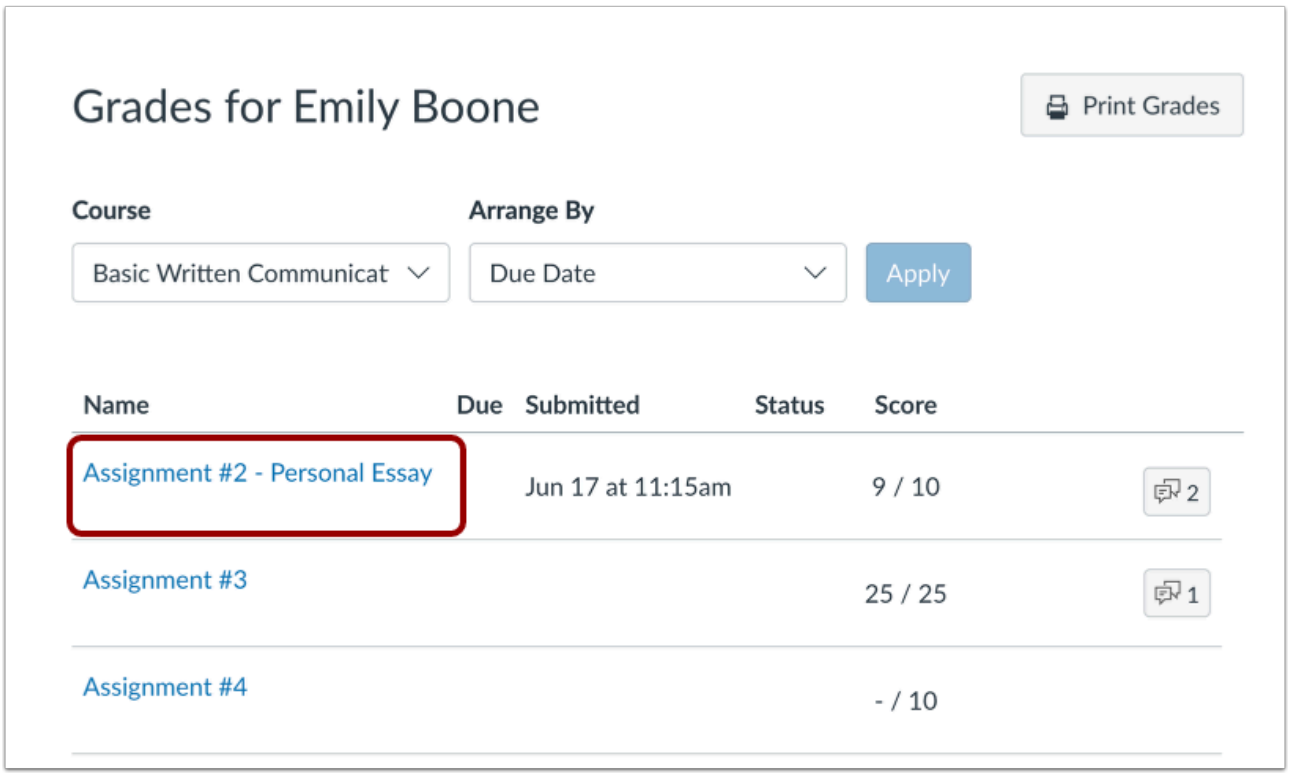
- The Safari browser does not support recording media. Please use Chrome or Firefox to record media comments.
- Recorded media files are stored in the Uploaded Media folder of your User Files. Learn how to view your user files.

Open Grades



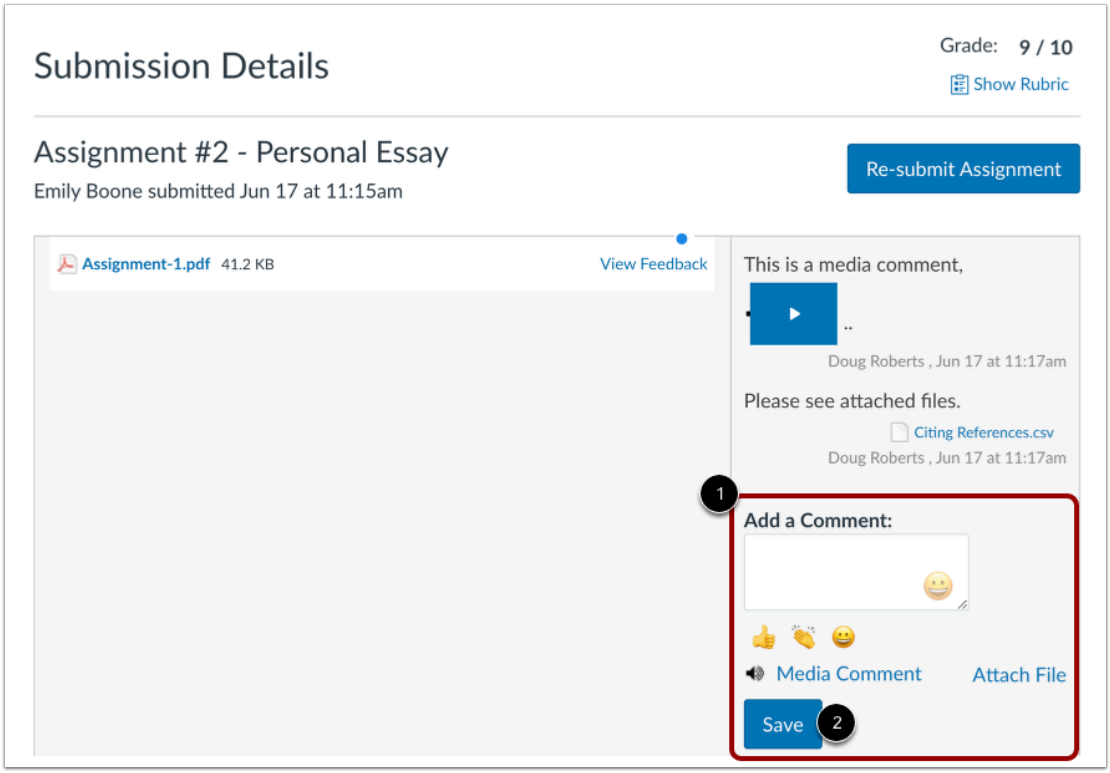
In Course Navigation, click the **Grades** link.

Open Assignment



Click the assignment title link.

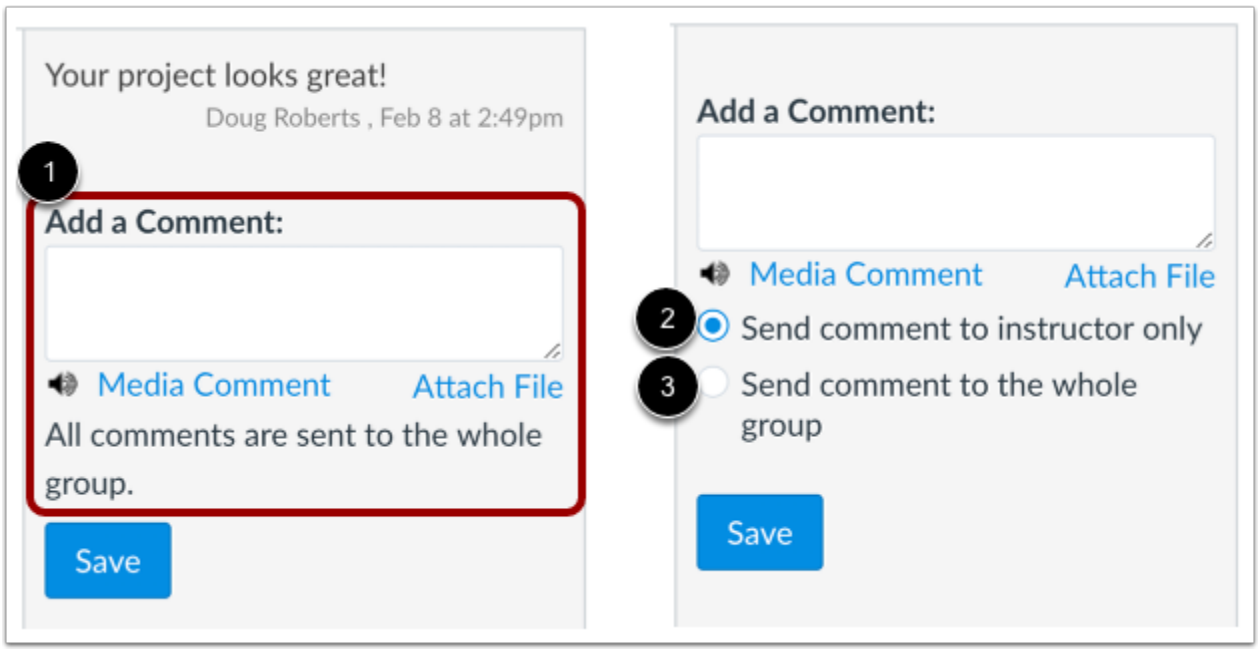
Add Comments



In the Submission Details page, you can add comments to your assignment submission in the **Add a Comment** area [1]. You can add comments on group assignments. You may also be able to add emojis, attach a file, record a media comment, or upload a media file.

To submit a comment, click the **Save** button [2].

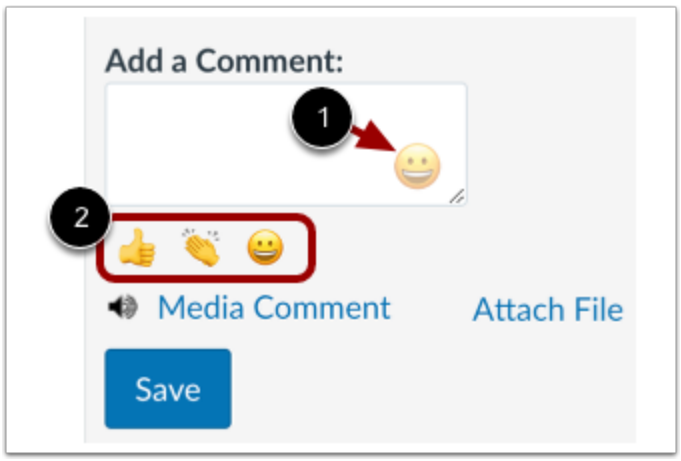
Add Group Comments



If your group assignment submission is being graded as a group, all comments left on a group assignment submission are sent to the instructor and the whole group [1].

If your group assignment submission is being graded individually, you have commenting options. To send your comment to your instructor, select **Send comment to instructor only** [2]. To send your comment to your instructor and the whole group, select **Send comment to the whole group** [3].

Add Emoji

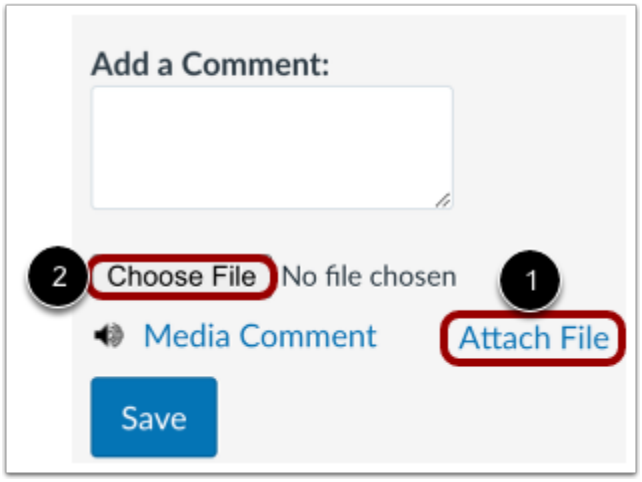


If enabled by your instructor, you can add emojis to submission comments.

To select an emoji, click the **Emoji** icon [1].

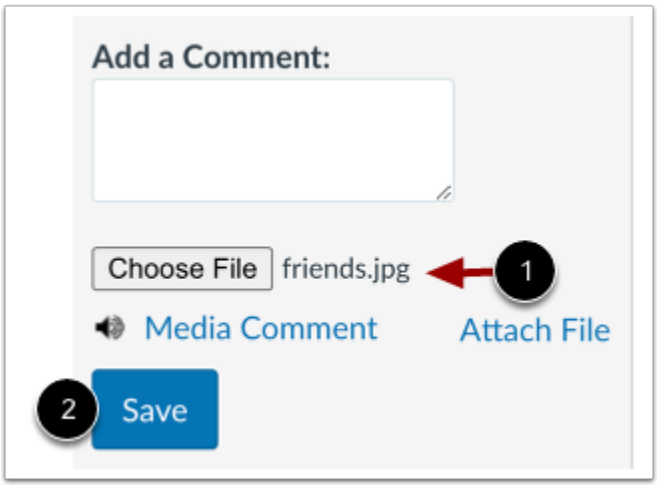
To use a recently used emoji, click the emoji from the recently used menu [2].

Attach File



To attach a file as a comment, click the **Attach File** link [1]. Click the **Choose File** button [2]. Select a file using your browser's file selection process.

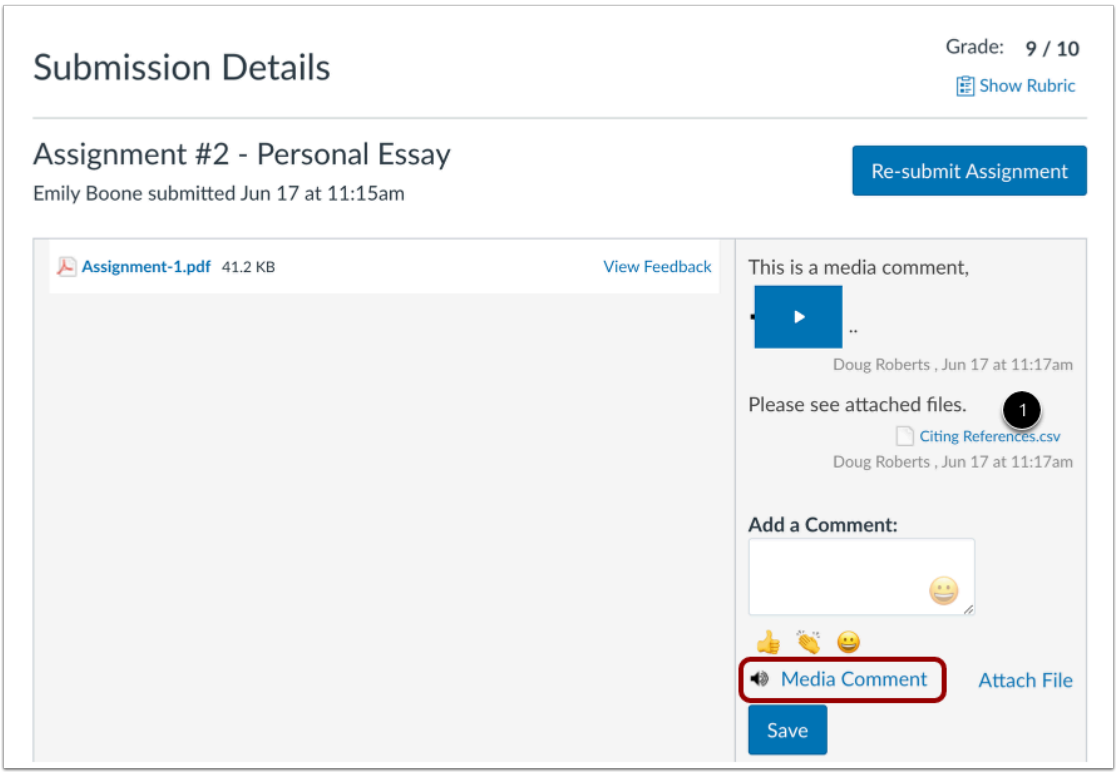
Note: To upload multiple files, click the Attach File link again.



View the name of your file [1].

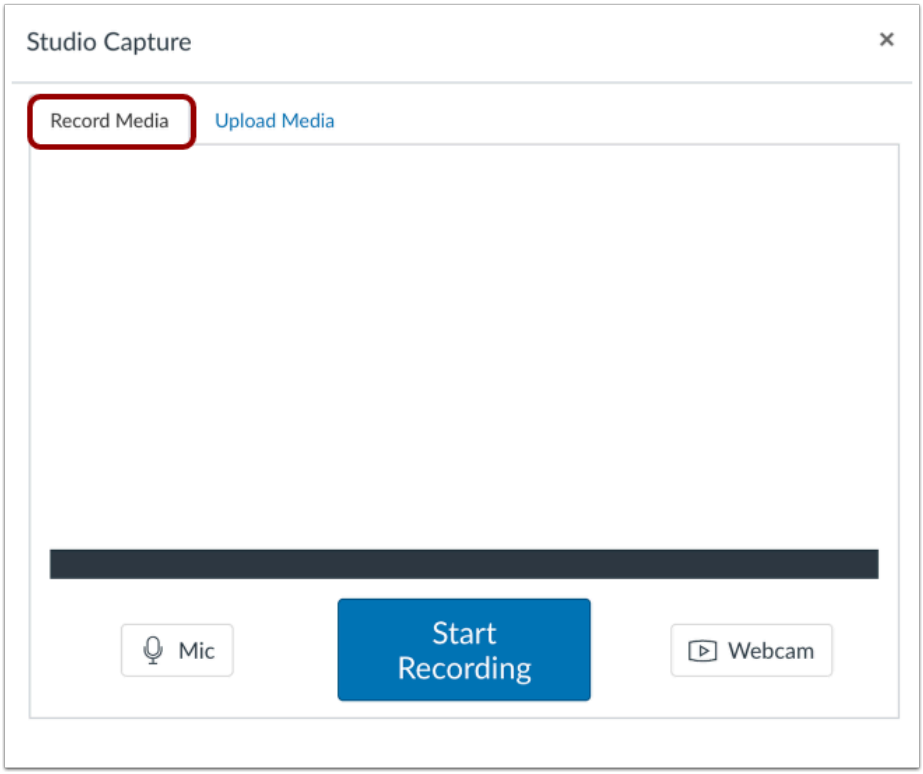
To save the file as a comment, click the **Save** button [2].

Add Media Comment



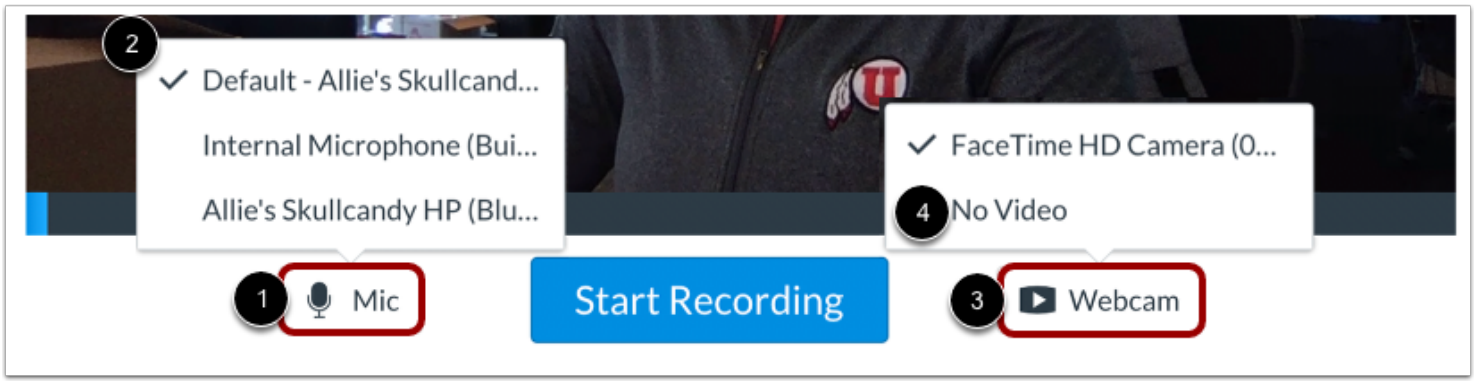
On the Submission Details page, click the **Media Comment** link.

Open Record Media



By default, the **Record Media** tab displays in the Studio Capture window.

Select Mic and Webcam Options



The media recorder connects to your computer's default microphone and web cam.

To change your microphone settings, click the **Mic** button [1]. Then select from the displayed options [2].

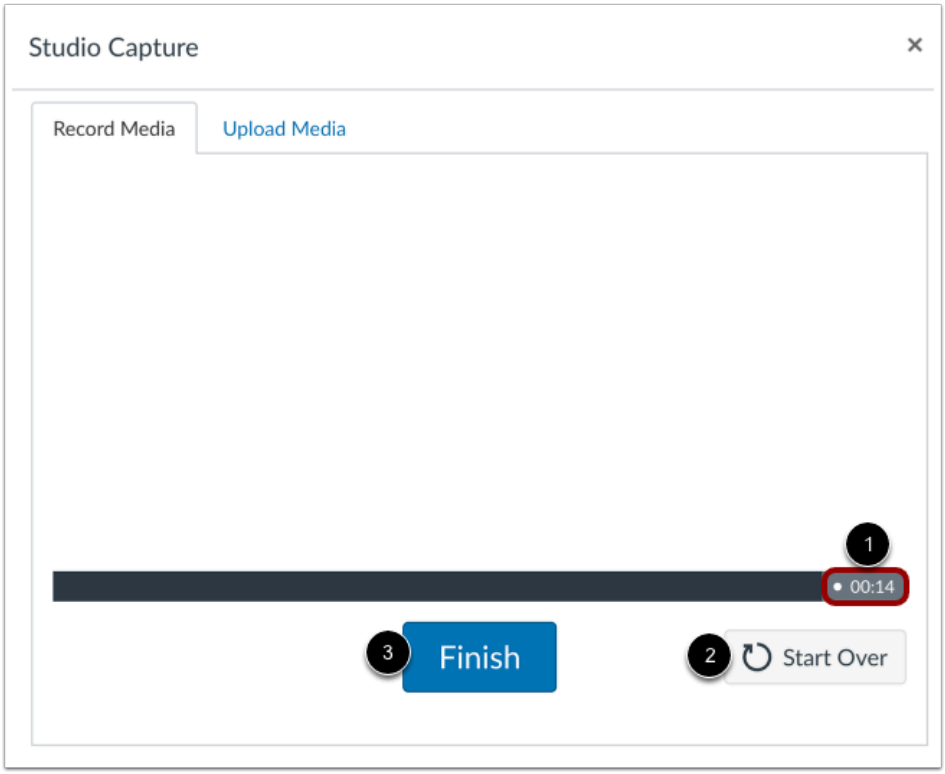
To change your webcam settings, click the **Webcam** button [3]. To disable video recording, select the **No Video** option [4].

Record Media



Click the **Start Recording** button. A count down begins.

Finish Media Recording

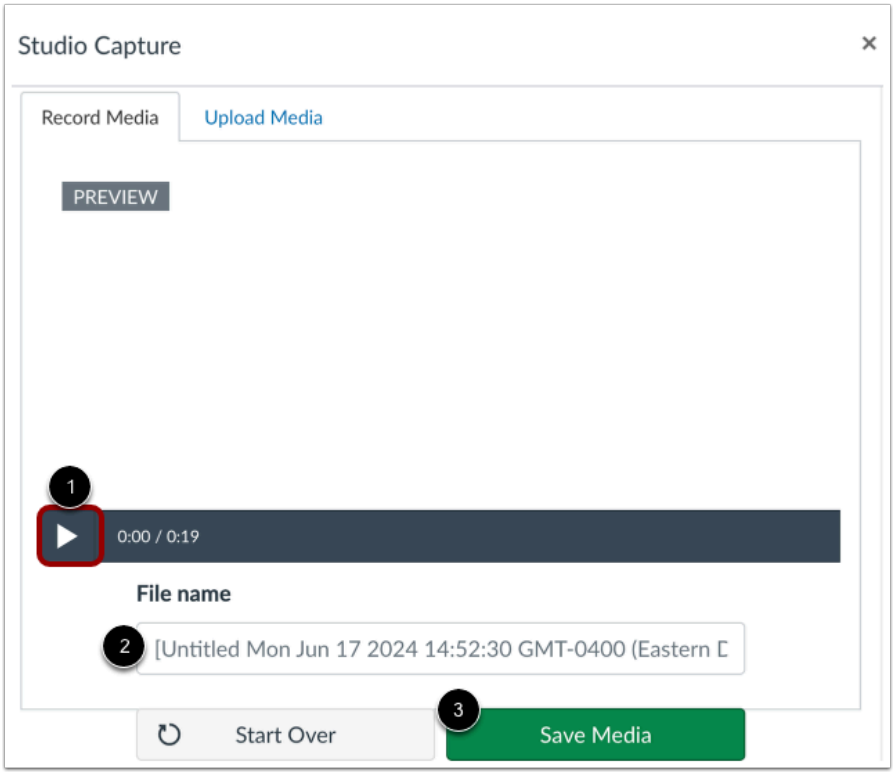


The media recorder displays the length of your current recording [1].

To restart your recording, click the **Start Over** button [2].

To finish your recording, click the **Finish** button [3].

Preview and Save Media

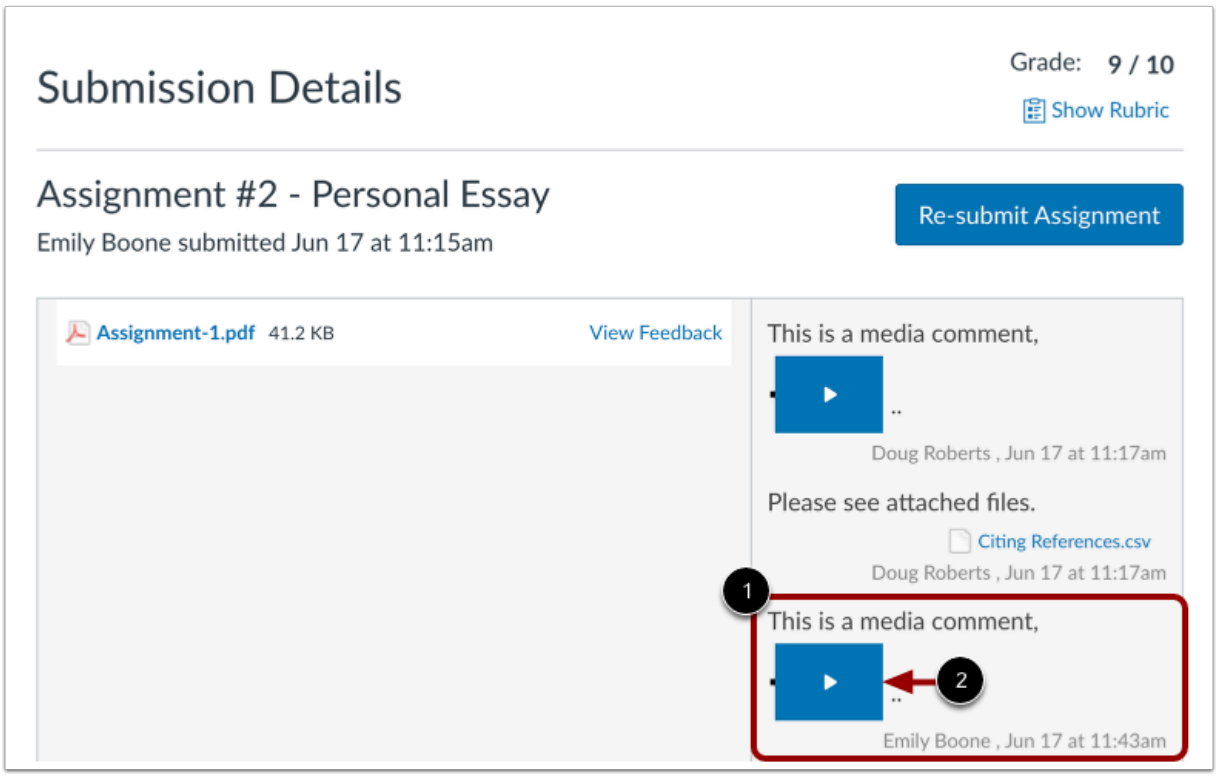


To preview your recorded media, click the **Play** button [1].

To title your media, enter a title in the **File name** field [2].

To save your recorded comment, click the **Save Media** button [3].

View Media Comment



Your recorded media comment displays on the Submission Details page [1].

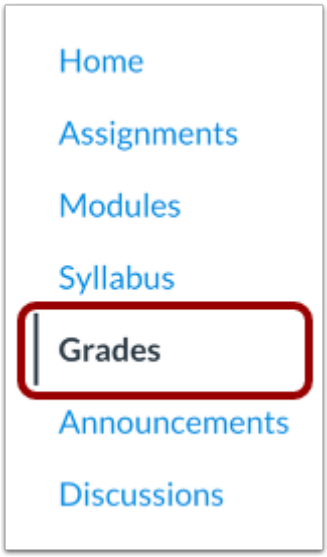
To view the recorded media, click the **Play** button [2].

How do I view my Learning Mastery scores in the Grades page?

Learning Mastery scores are used by your instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

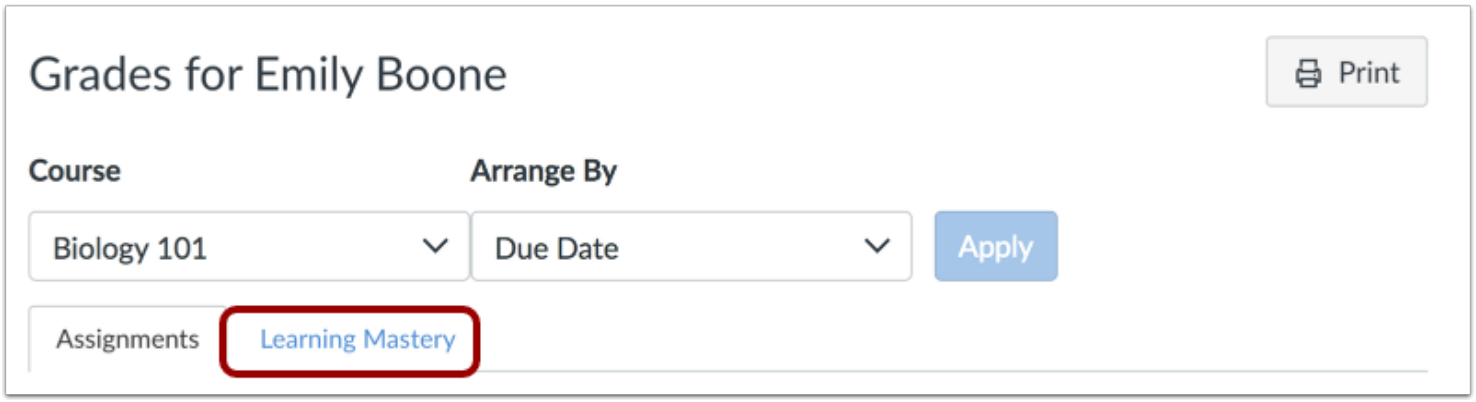
If your Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

Open Grades



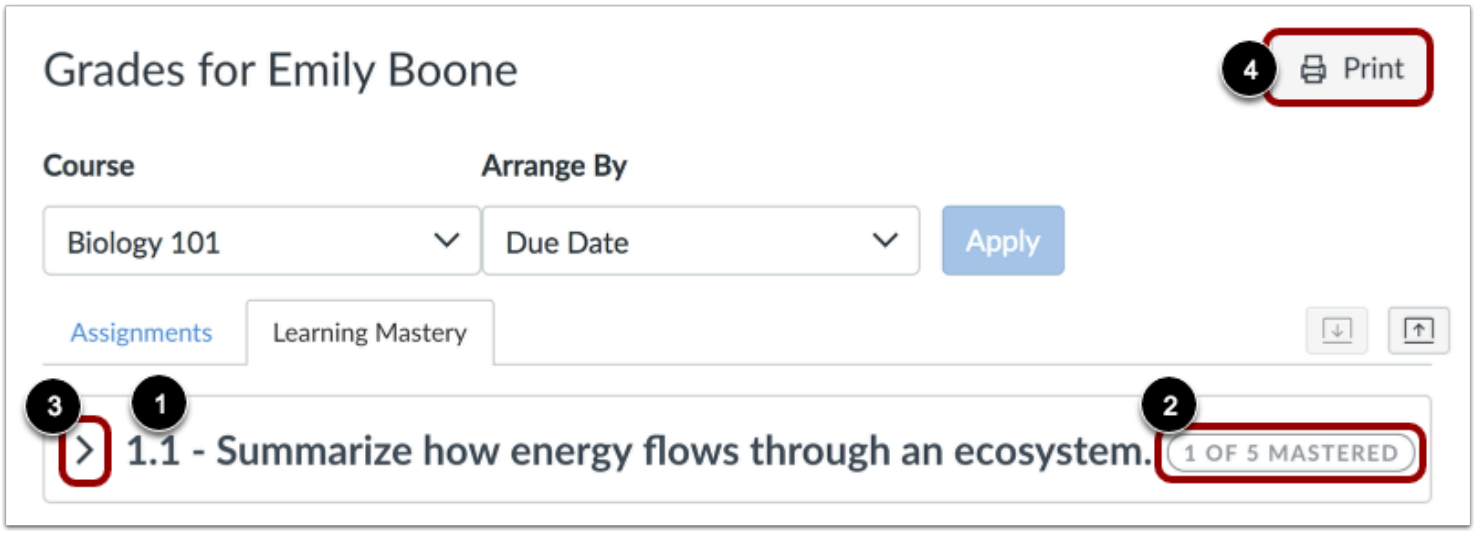
In Course Navigation, click the **Grades** link.

Open Learning Mastery Link



On the Grades page, click the **Learning Mastery** link.

View Outcomes Overview

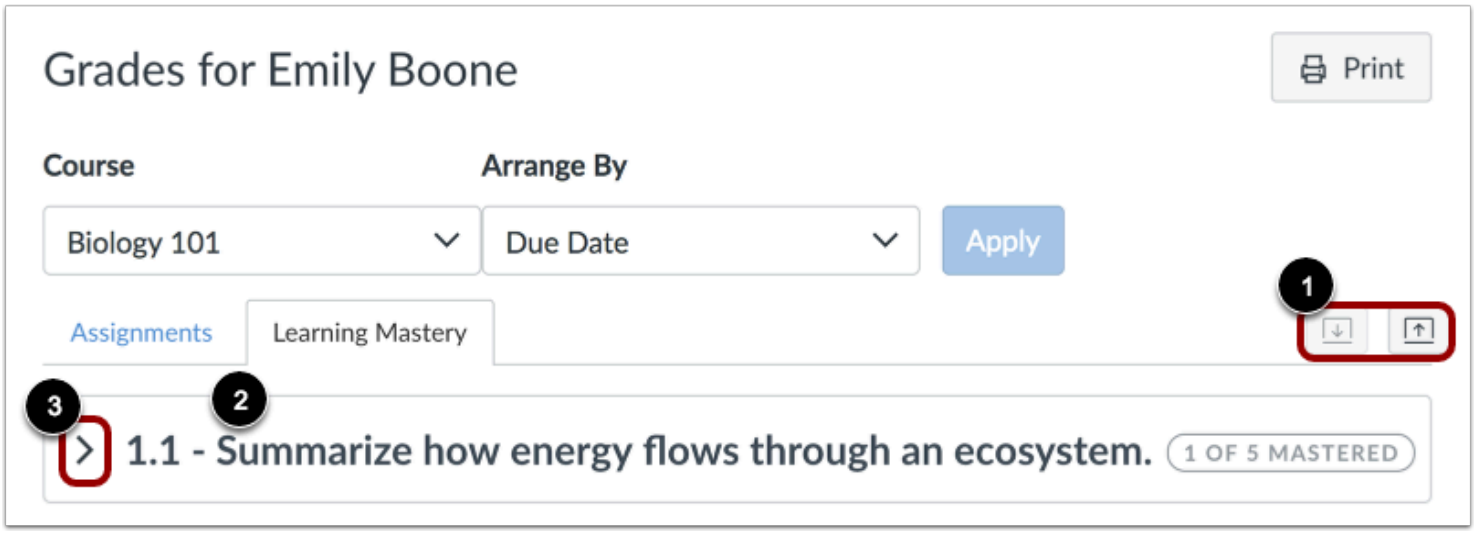


In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered on the left, while the the total number of outcomes within the group are shown on the right.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.

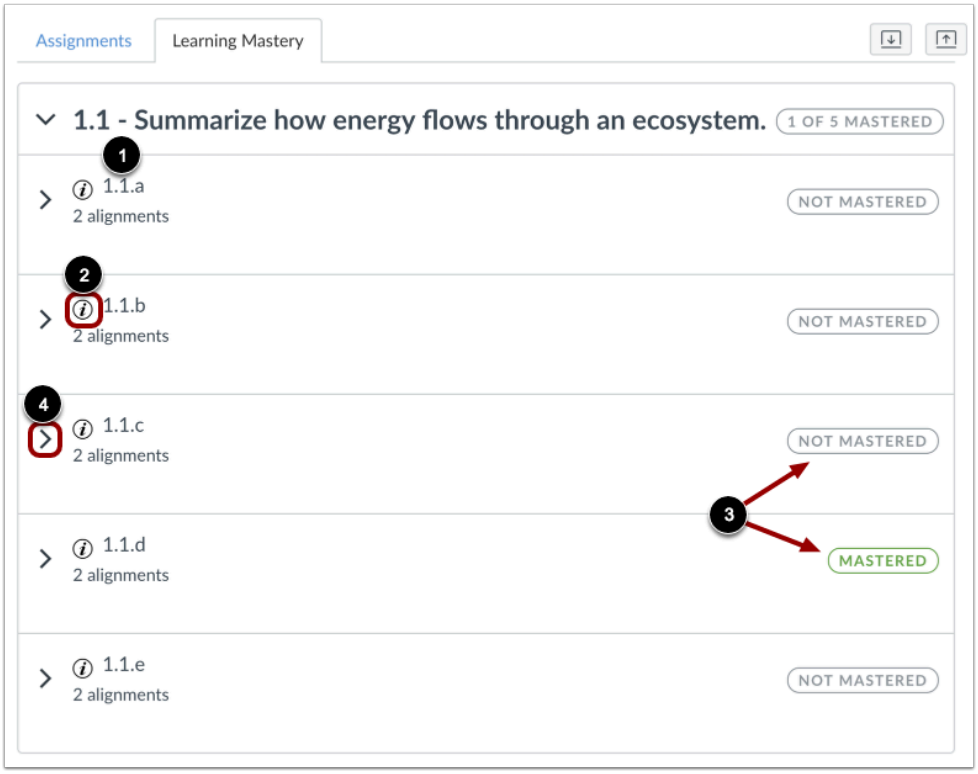
Click the **Print Grades** button [4] to print your outcomes results.

Expand Outcome Group



You can expand each outcome to view all outcomes within the group. You can use the **expand and collapse icons** [1] to expand and collapse all outcome groups at once. You can also expand outcome groups individually by clicking the name of an outcome group [2] or the down arrow [3].

View Outcomes

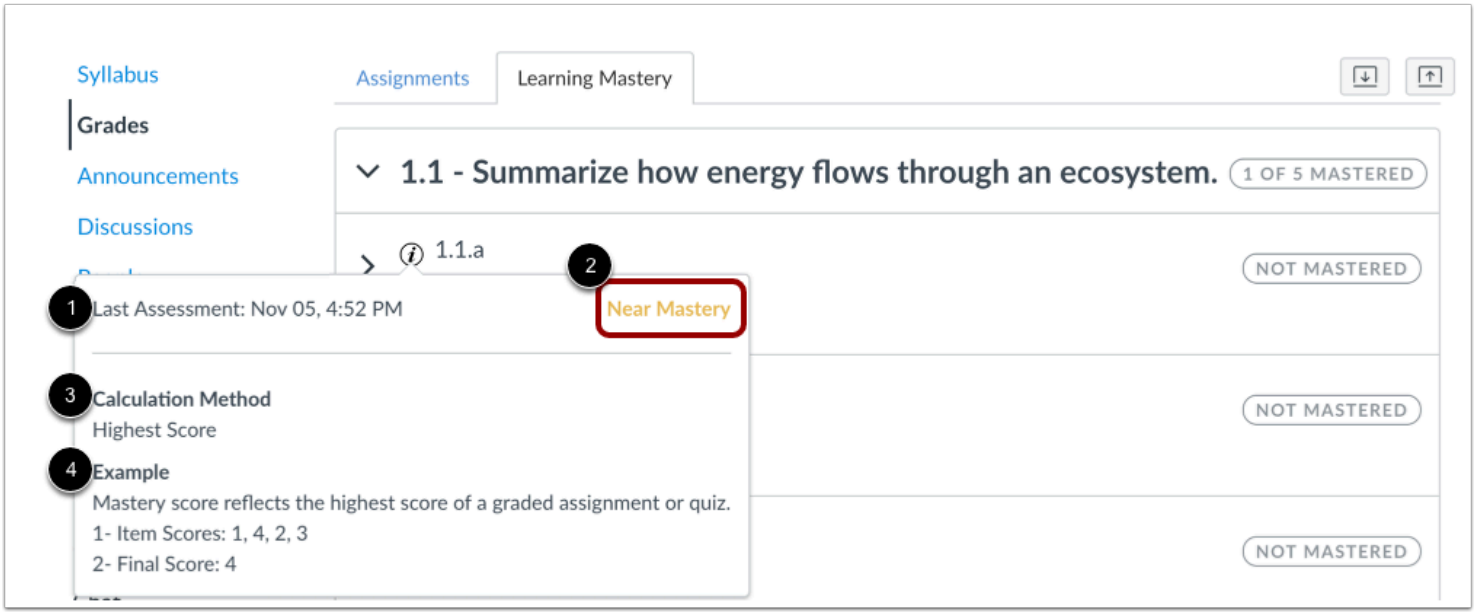


When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

Each outcome also displays an icon indicating mastery [3].

To view information about outcome alignments, click the arrow icon [4].

View Outcome Information

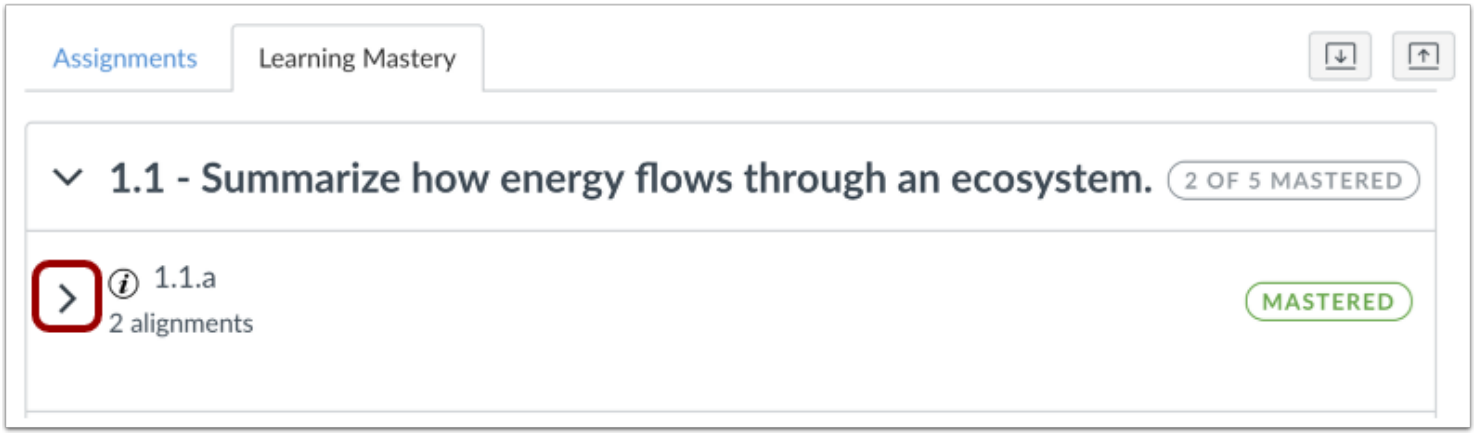


The information window displays the assessment of the outcome.

You can view the date for the most recent assessment of the outcome [1] and the assessed mastery level [2].

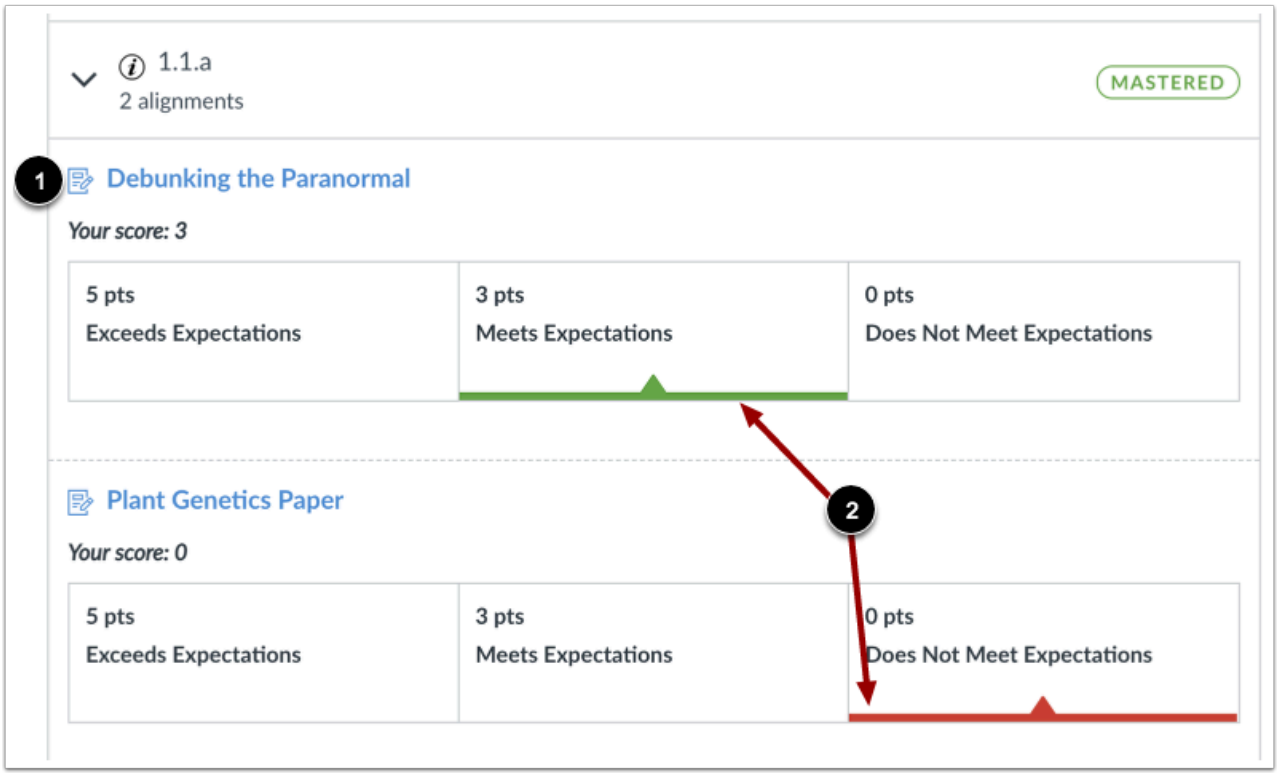
You can also view the calculation method for the outcome [3] and an example of the calculation method [4].

View Alignments



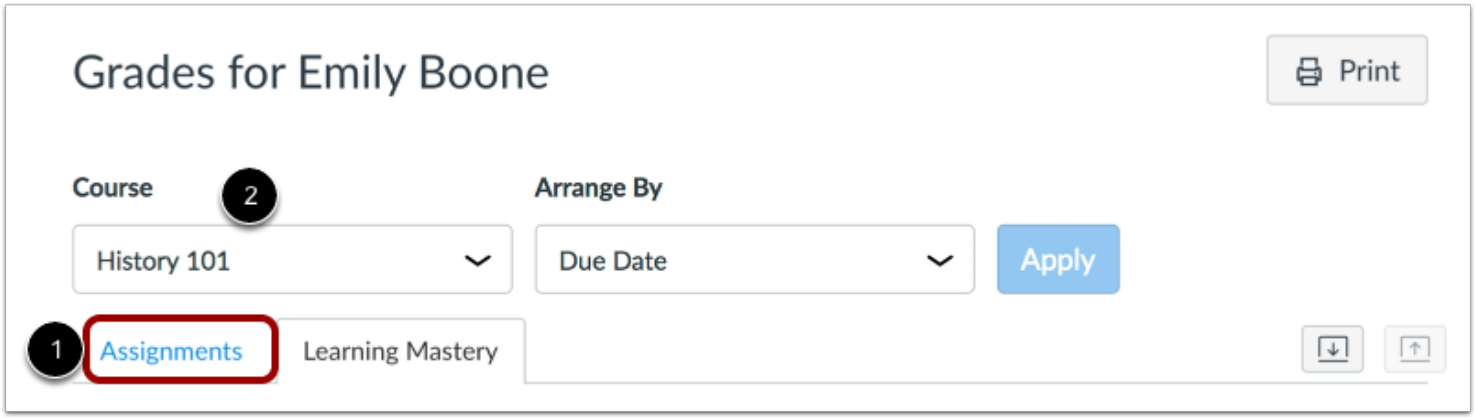
Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

To view alignments for an outcome, click the **arrow** icon.



Each outcome displays a link for each aligned item [1], as well as your assessed mastery level for each aligned item [2].

Change Gradebook



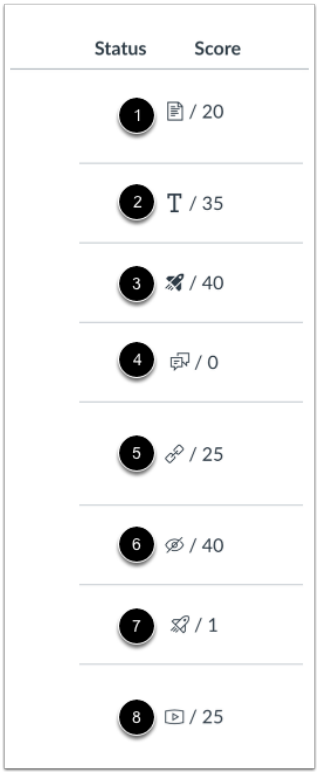
To view the standard Assignments grades page for your course, click the **Assignments** link [1]. You can toggle between assignments and outcome scores at any time.

If you have more than one course, you can view grades by selecting another course name in the grades **course drop-down menu** [2].

How do I use the icons and colors in the Grades page?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

Submission Type Icons



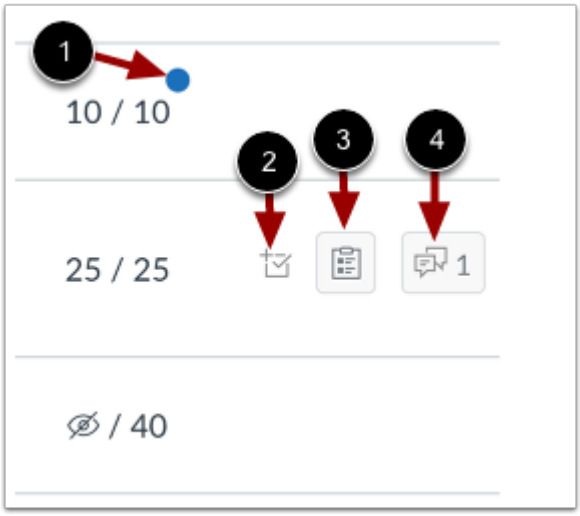
The following icons represent different assignment submission types on your Grades page:

- **Document Icon** [1]: File upload submitted, not graded
- **Text Icon** [2]: Text entry submitted, not graded
- **New Quiz** Icon [3]: New Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Discussion Icon** [4]: Graded discussion submitted, but not graded
- **Link Icon** [5]: A URL has been submitted, not graded

- **Visibility Icon** [6]: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor posts grades for the assignment
- **Quiz icon** [7]: Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Media Icon** [8]: Media recording submitted, not graded

Note: Some external tool assignments may display a dash instead of a submission icon after you submit the assignment.

Submission Details Icons

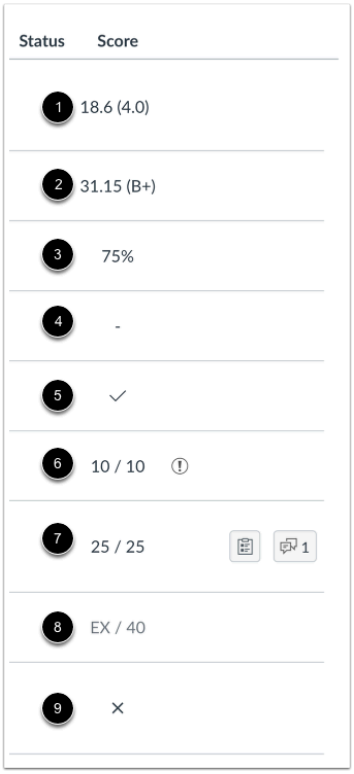


When your instructor grades your assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Check Plus Icon** [2]: Scoring details
- **Rubric Icon** [3]: Rubric details
- **Discussion Icon** [4]: Assignment comments

Grading Types

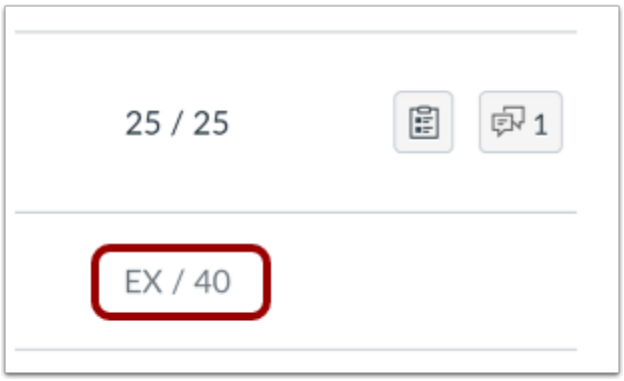


Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- **GPA** [1]: GPA scale
- **Letter** [2]: Letter grade
- **Percentage** [3]: Grade shown as a percentage
- **Dash** [4]: No submission
- **Check Icon** [5]: Complete grade
- **Grade Info Icon** [6]: Points earned from this assignment do not count toward your final grade
- **Number** [7]: Grade shown by number of points
- **EX** [8]: Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- **X Icon** [9]: Incomplete grade

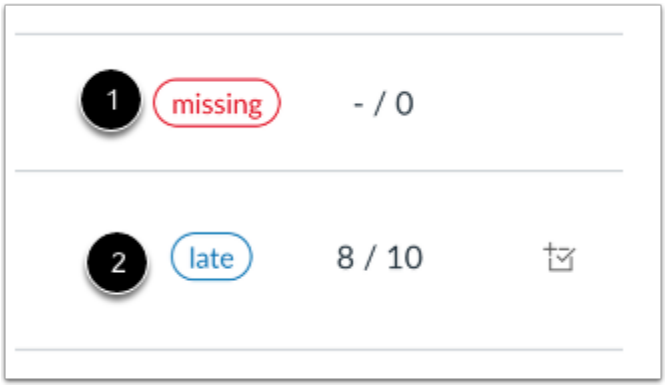
Note: A dash may still display in the Grades page after you submit an assignment for an external tool assignment.

Colors



When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your total score.

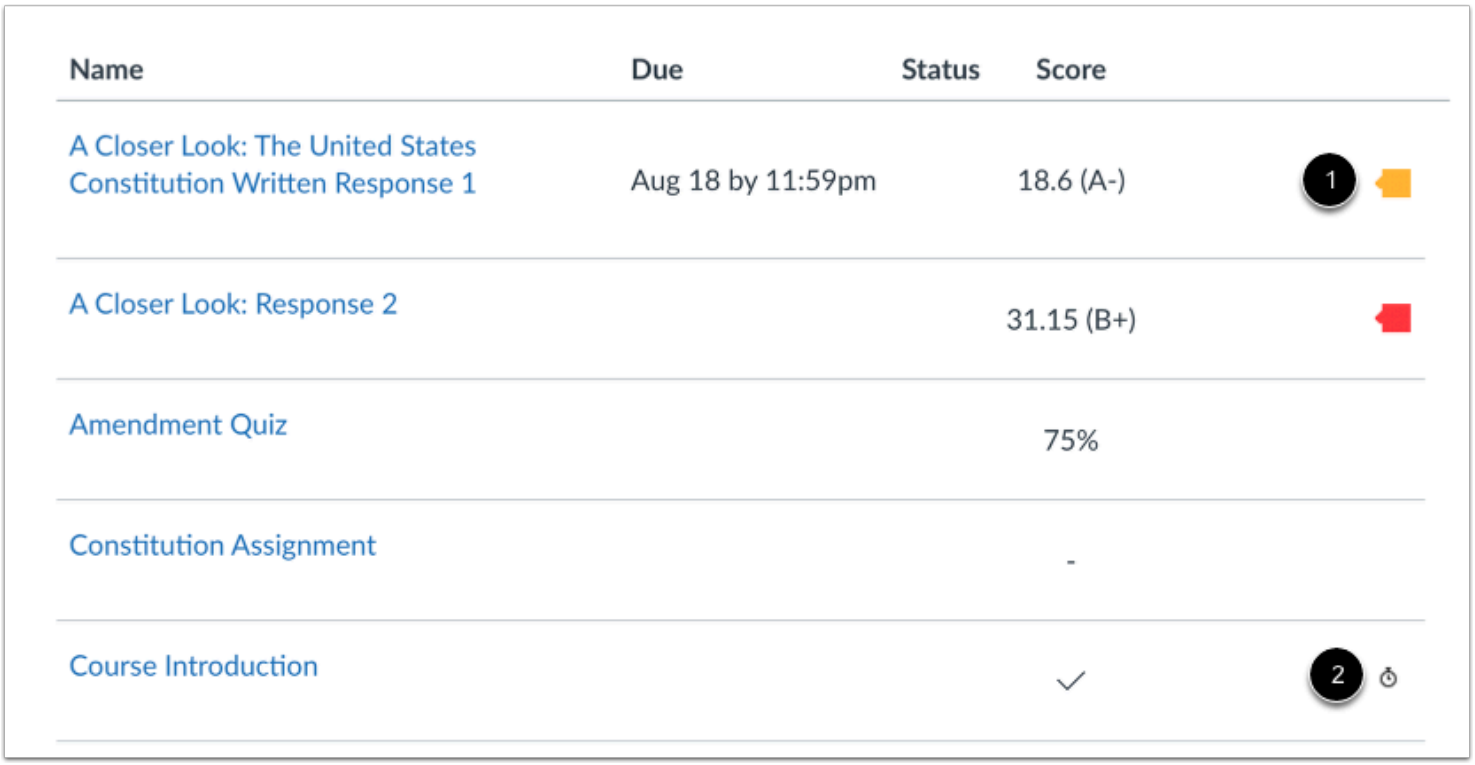
Status



The status column displays labels for assignments that are late or missing. If an assignment has not been submitted by the due date, it is identified as missing [1]. If an assignment was submitted after the due date, it is identified as late [2].

Note: Depending on your institution, custom statuses may display.

Originality Report



If your instructor uses an originality tool, you may be able to view an originality report for your submissions. To view the originality report, click the Originality Report icon [1]. The icon color indicates the percentage of text matched by the originality tool. A timer icon indicates the originality tool is still checking your submission [2].

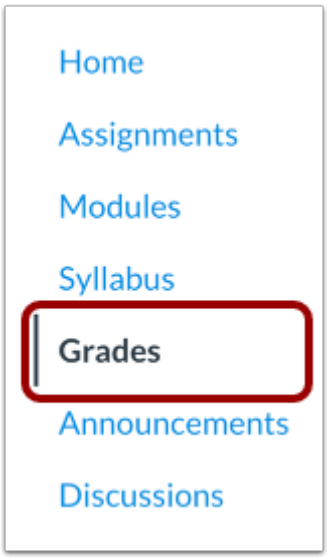
How do I approximate my assignment scores using the What-If Grades feature?

As a student, you can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Notes:

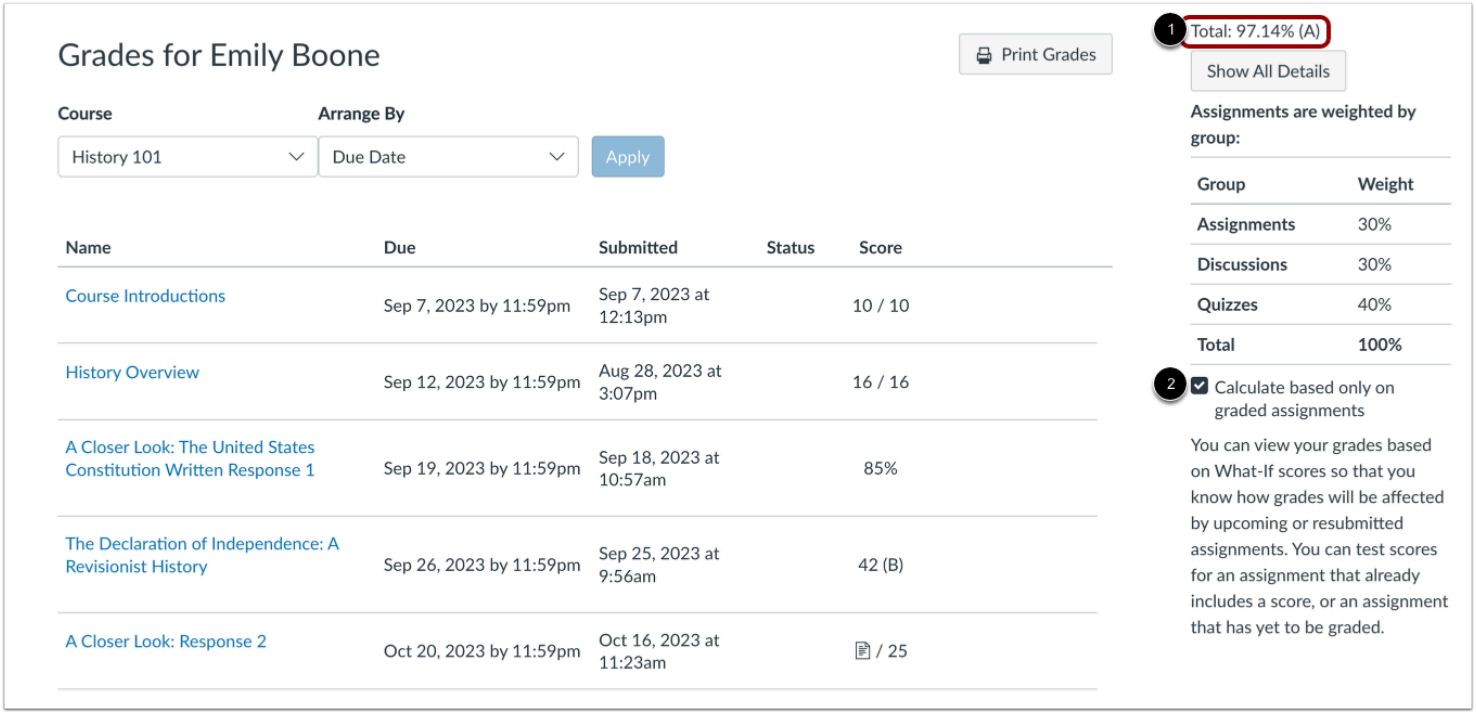
- What-If scores simulate updates to your current and final grades. Depending on the grade calculation for your course, your grades may display as a point value or as a percentage.
- Your instructor may restrict you from viewing your current and/or final grades.
- If enabled by your institution, you may only have the ability to view qualitative data, such as letter grades and grading comments.

Open Grades



In Course Navigation, click the **Grades** link.

View Current or Total Grade

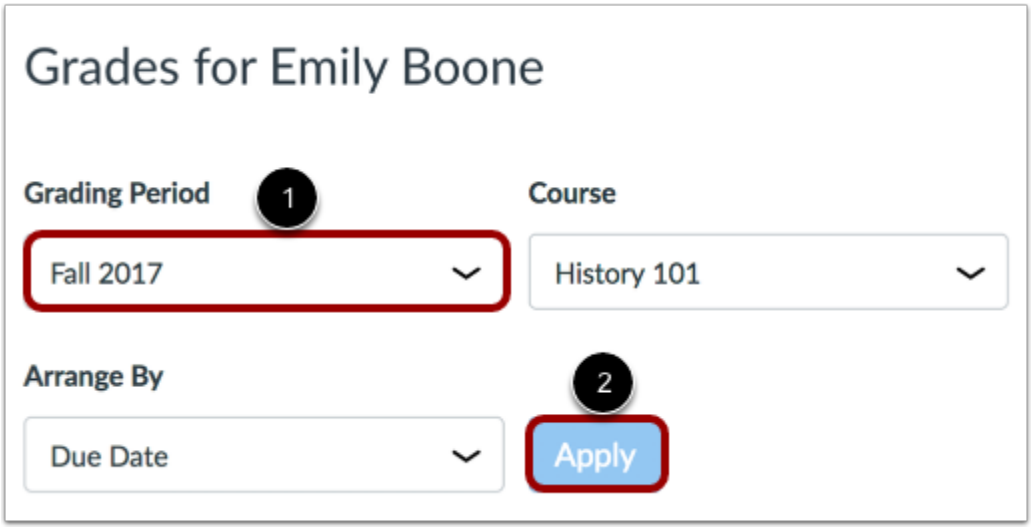


View your existing grades to see how approximating scores will affect your grade.

If available, your current grade is displayed in the sidebar [1]. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme and applies when the **Calculate based only on graded assignments** checkbox [2] is selected in the sidebar. This checkbox is selected in the sidebar by default.

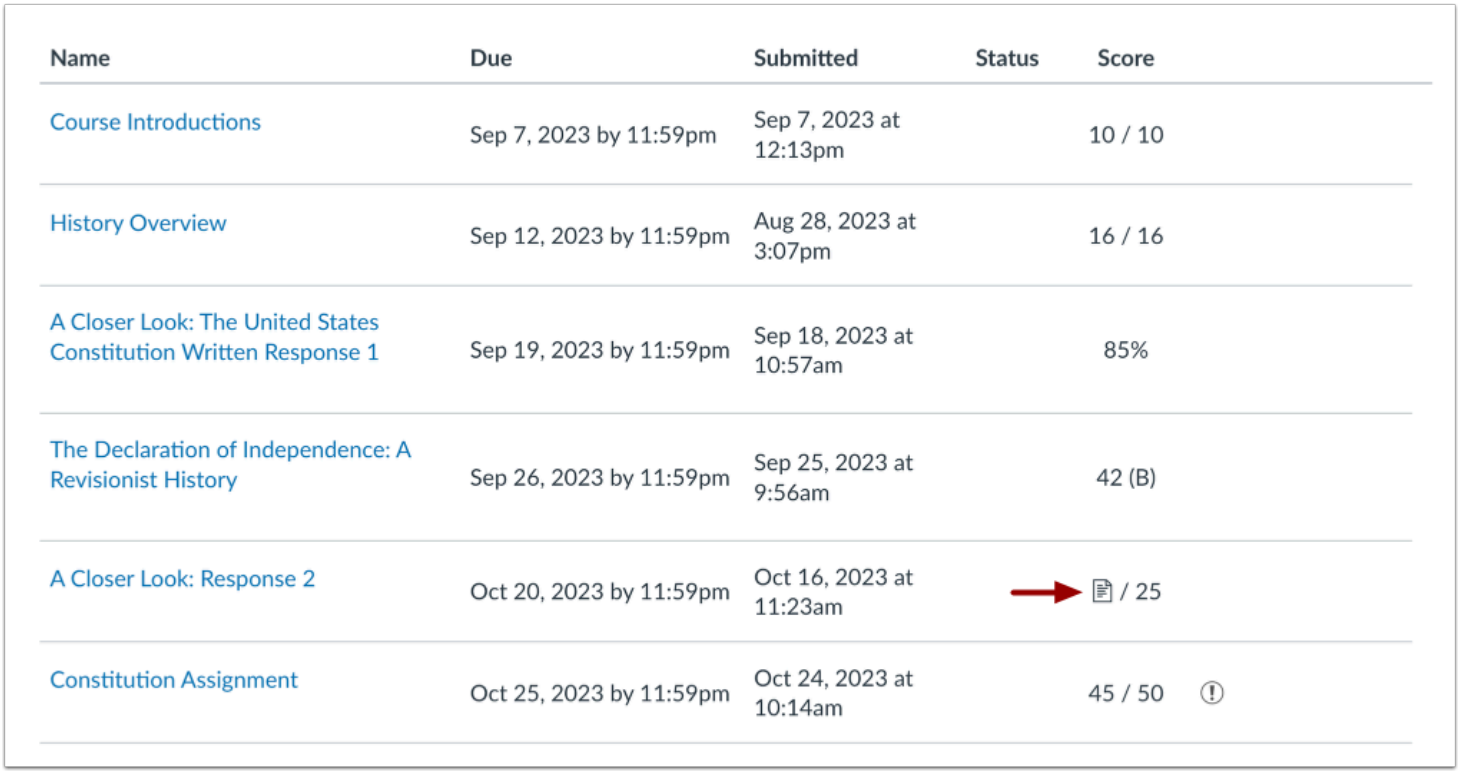
If you want to view your total grade, deselect the sidebar checkbox. Your grade will be calculated based on both graded and ungraded assignments.

View Grading Periods



If your instructor is using grading periods, the grades page defaults to the current grading period. To change grading periods, click the **Grading Period** drop-down menu [1]. Click the **Apply** button [2].

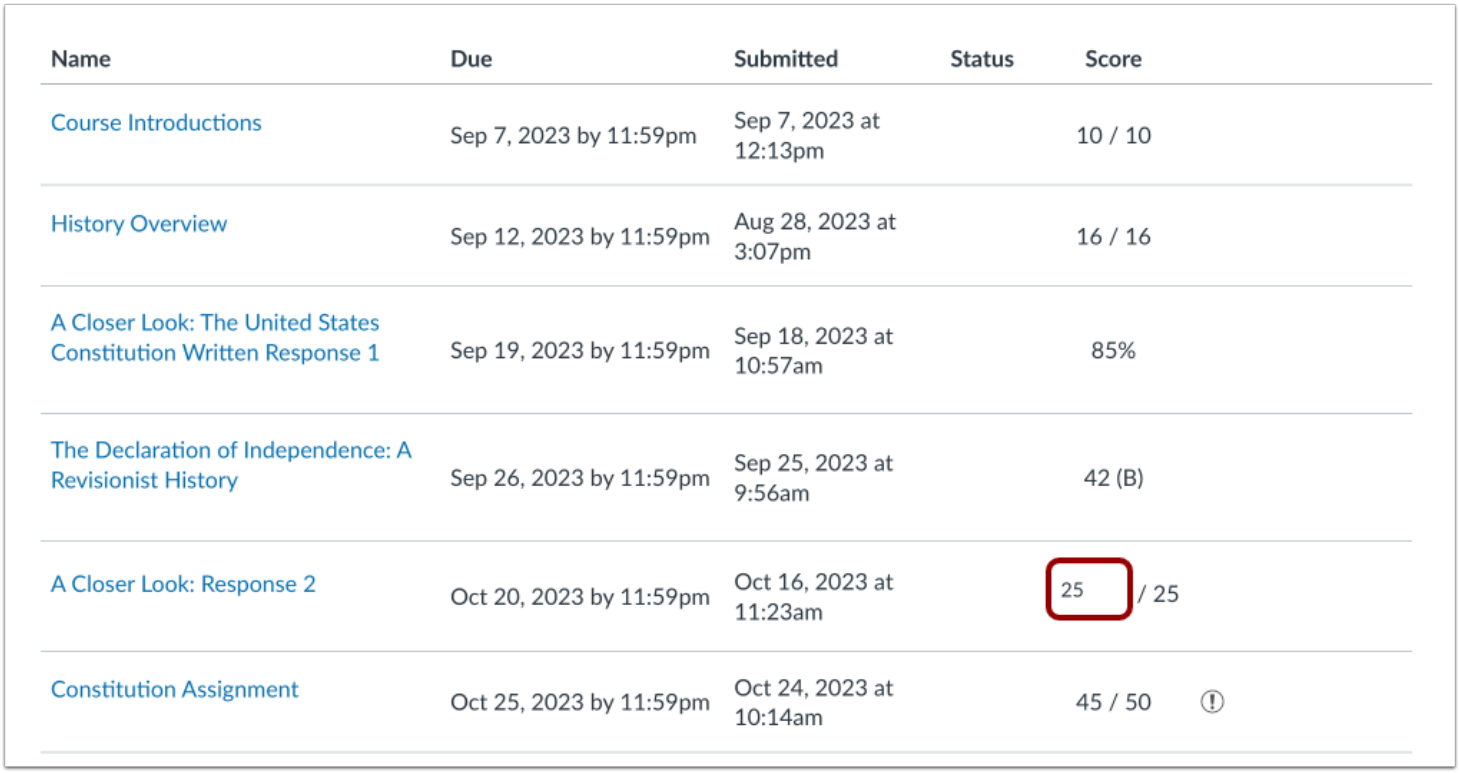
Test Assignment Score



Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		/ 25
Constitution Assignment	Oct 25, 2023 by 11:59pm	Oct 24, 2023 at 10:14am		45 / 50

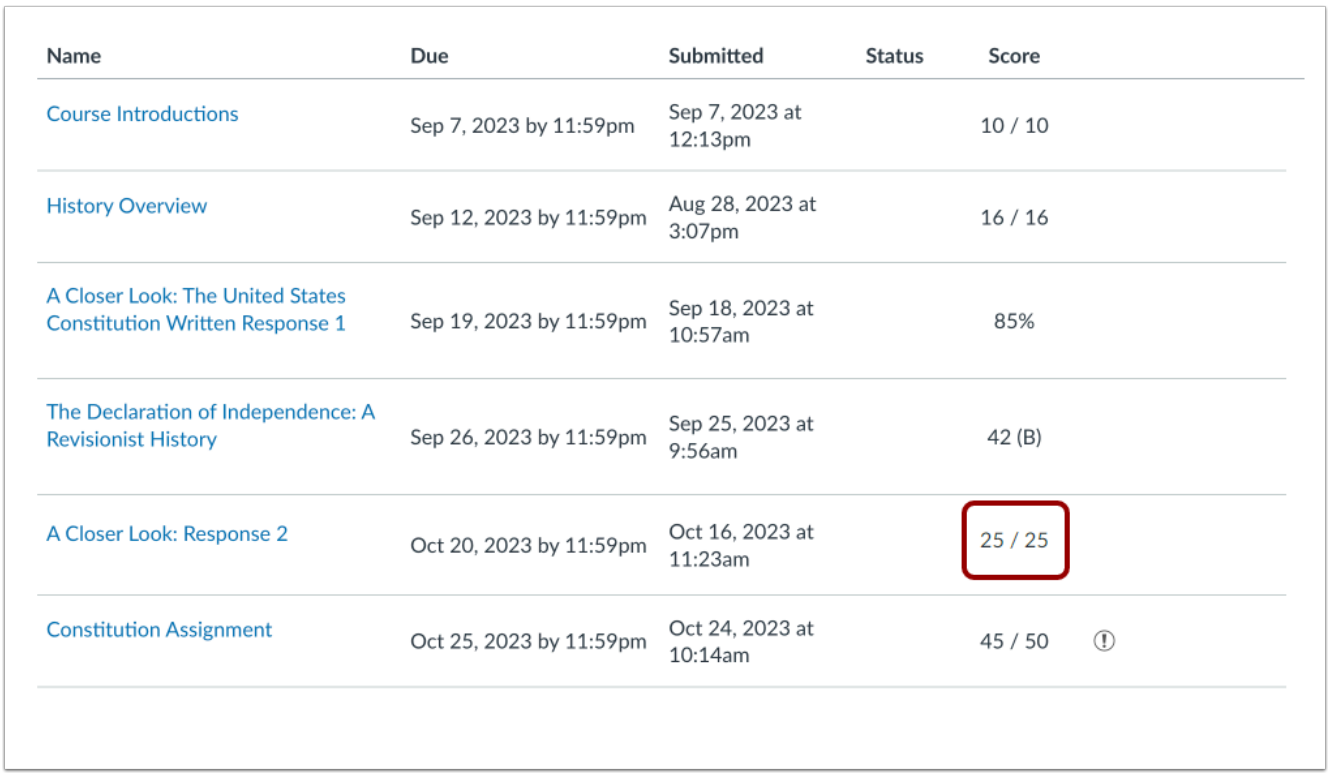
Locate the assignment and click the score cell.

Enter What-If Score



Enter a hypothetical score for the assignment.

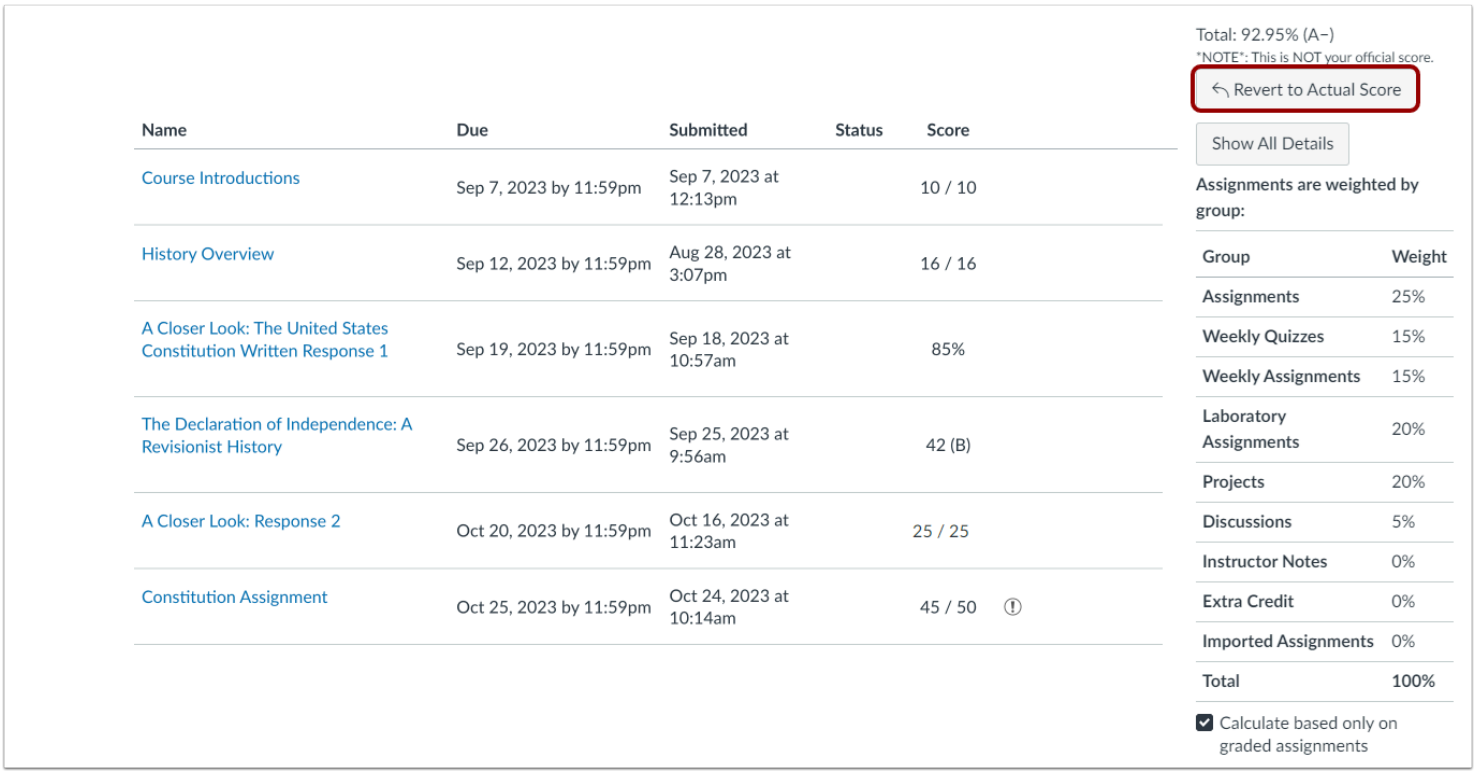
View What-If Grades



Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		25 / 25
Constitution Assignment	Oct 25, 2023 by 11:59pm	Oct 24, 2023 at 10:14am		45 / 50

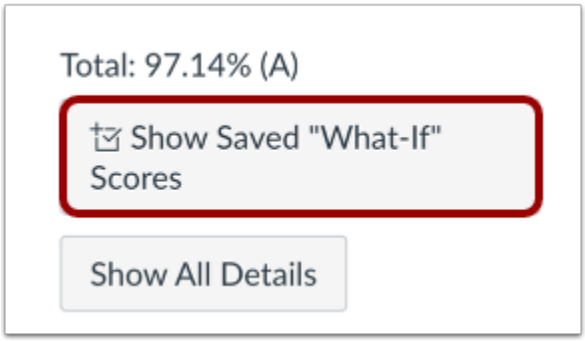
The Grades page updates the total score with the What-If grade.

Revert to Actual Score



To revert your What-If score to your actual score, click the **Revert to Actual Score** button.

Show Saved What-If Scores



To view your grades using any What-If scores you've ever tested in your course, click the **Show Saved What-If Scores** button.

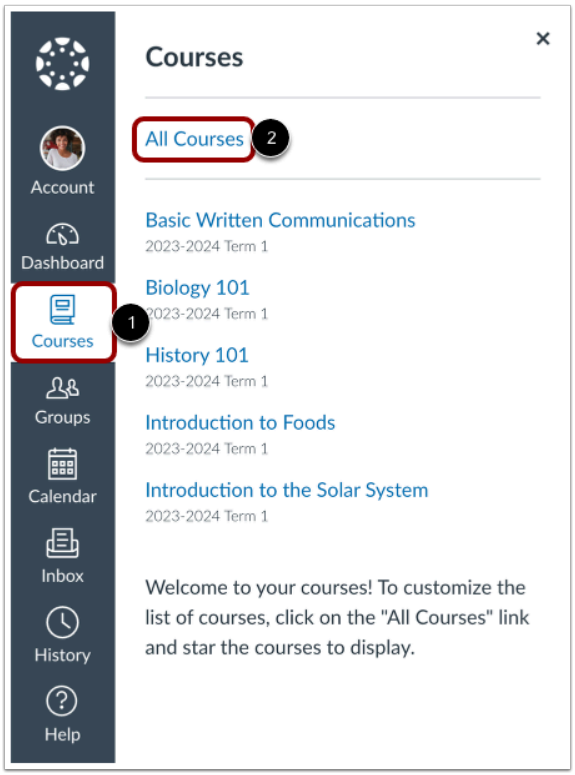
How do I view my grades in a concluded course?

You may be able to view your grades for courses that have ended. Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

Notes:

- Your instructor may restrict you from viewing grade totals.
- Some institutions may restrict the option to view concluded courses.

Open Courses



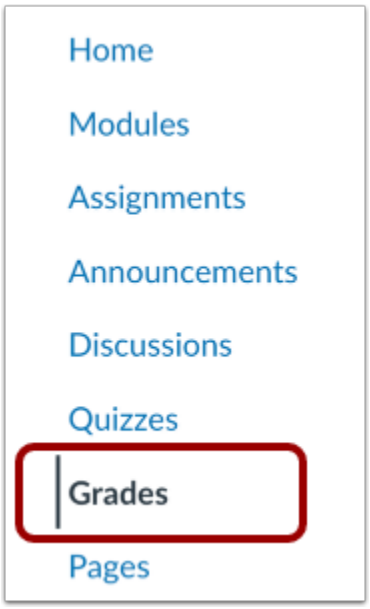
In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Open Concluded Course



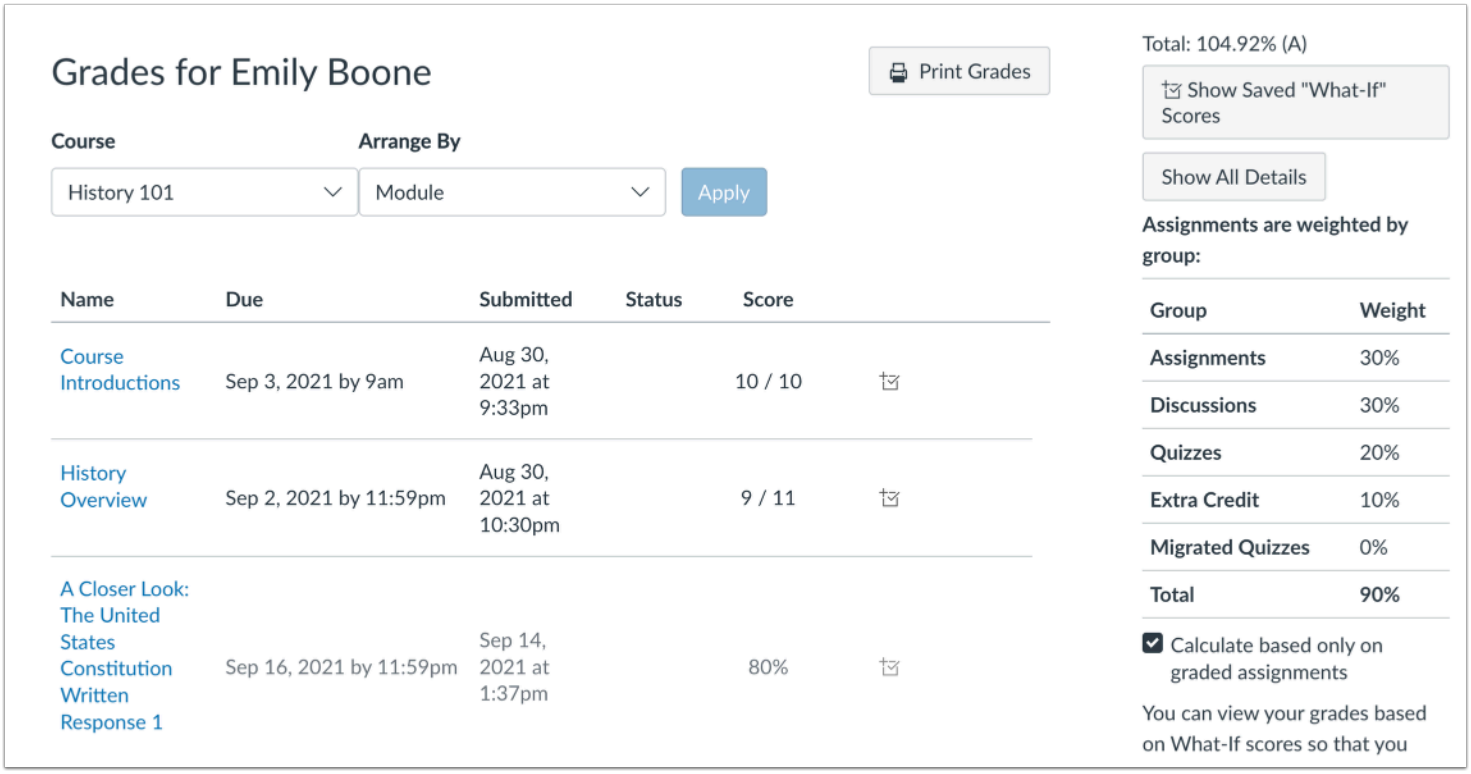
Under the **Past Enrollments** heading, click the name of your concluded course.

Open Grades



In Course Navigation, click the **Grades** link.

View Grades



View your grades in your concluded course.

How do I view my grades in a current subject in Canvas for Elementary?

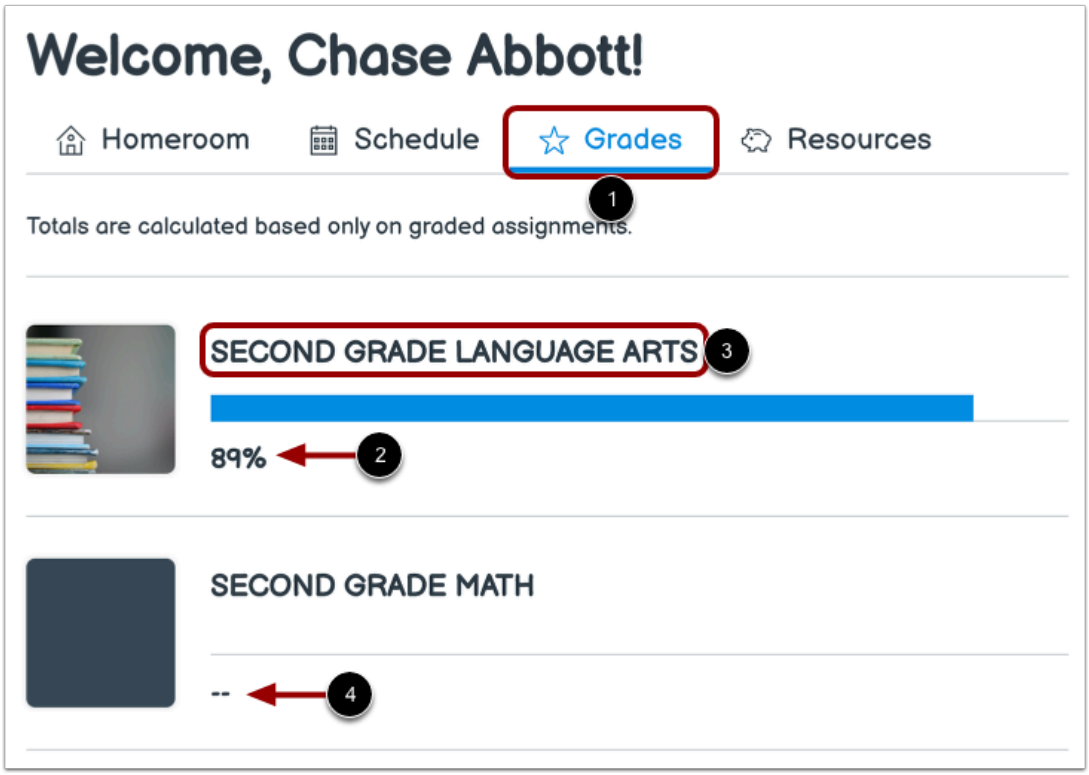
This lesson shows you how to view your grades in a current subject in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to view your grades in a current course in Classic Canvas.

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your institution has enabled grading periods, you can also filter grades by grading period.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also view concluded course grades from the Global Navigation Menu.

Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted in your course.

Open Subject Grades



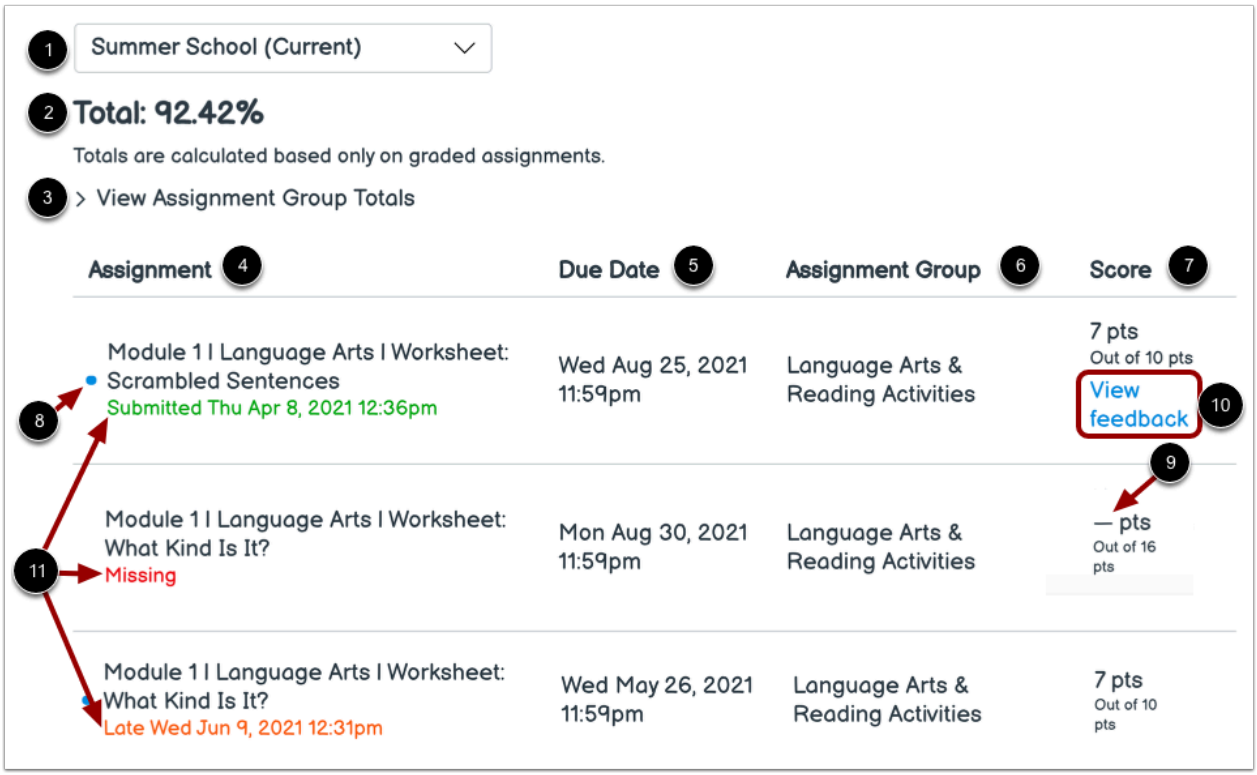
From the Homeroom, click the **Grades** tab [1].

If allowed by your instructor, your total subject grades display [2].

To view grade details for a subject, click the subject name [3].

Note: If your instructor has hidden total subject grades, dashes display in place of the total subject grade [4].

View Subject Grades



If your institution has enabled grading periods, you can view grading periods using the **Grading Period** dropdown [1].

If allowed by your instructor, your overall subject grade displays [2].

To view assignment group totals, click the **View Assignment Group Totals** arrow [3].

By default, grades are sorted chronologically by assignment due date.

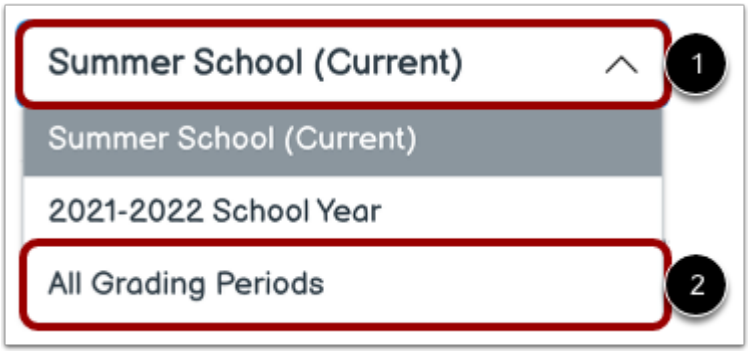
You can view the name of the assignment [4], the assignment due date [5], the assignment group [6], and your assignment score and total assignment points [7]. You may also view whether the assignment includes unread scoring details or comments [8].

A dash icon in the score column indicates grades have not been posted [9]. Once the assignment is graded, the icon will be replaced by your score.

If grading feedback has been added to your submission, you can view feedback by clicking the assignment's **View Feedback** link [10].

The submission status displays below the assignment name [11].

View Grading Periods



If your institution has enabled grading periods, you can view your grades according to grading period. By default the Grades page displays the current grading period [1]. If an assignment does not include a due date, it will display as a part of the last grading period.

If your course includes weighted assignment groups, assignment groups may vary depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the **All Grading Periods** option [2], the weights of each grading period display.

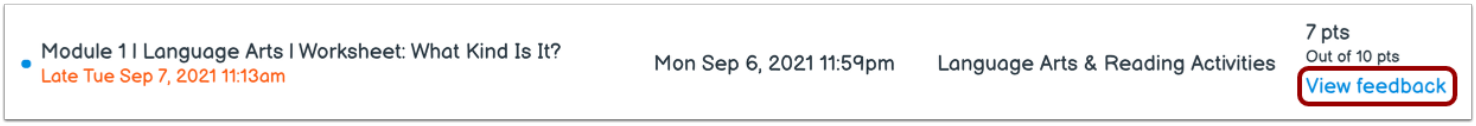
View Assignment Groups



Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score you've earned for each group [1]. If you have not been graded on assignments in an assignment group, a percentage does not display [2].

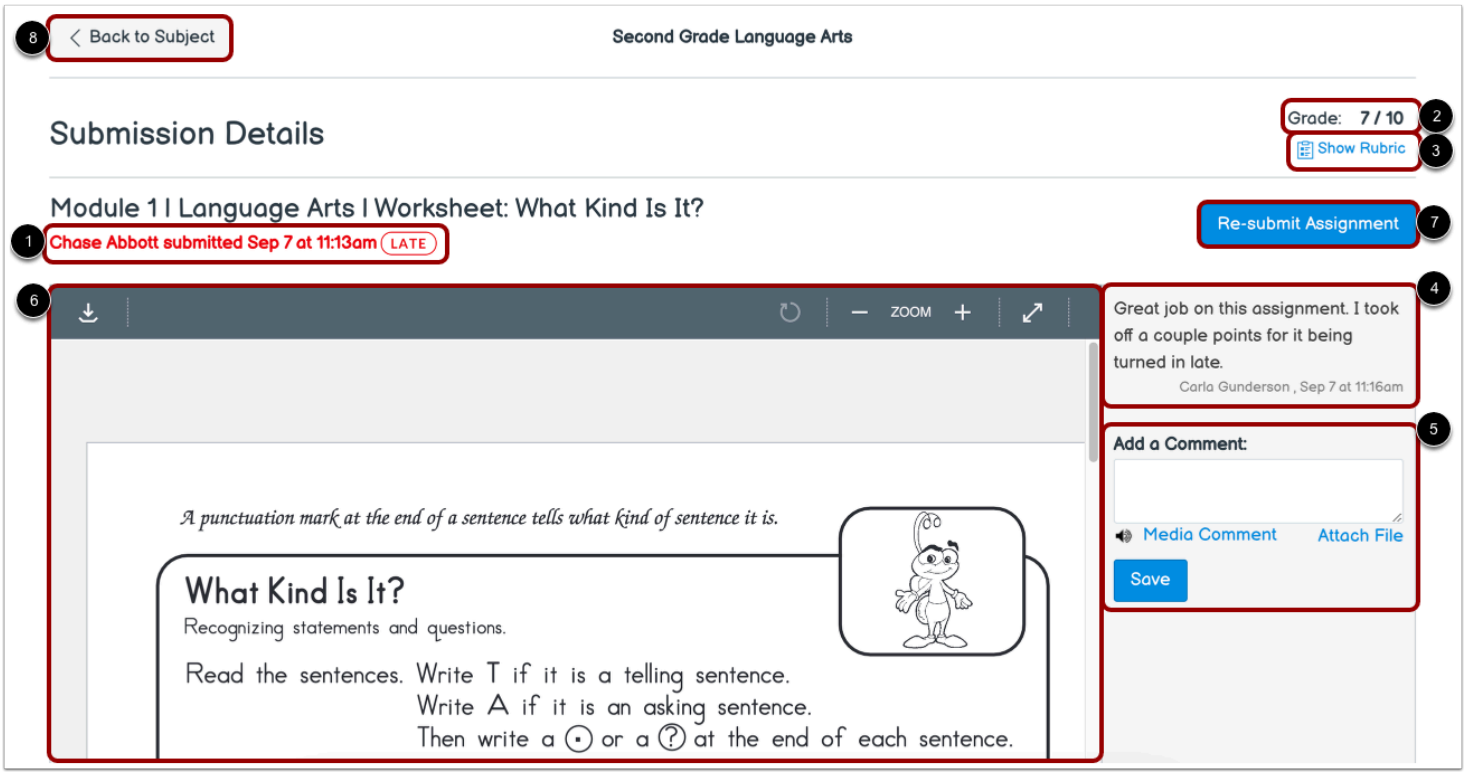
Note: Assignment group percentages may be restricted by your instructor.

Open Feedback



If your instructor has left feedback, you can view feedback by clicking the **View Feedback** link.

View Submission Details



The Submission Details page displays submission information and submission feedback.

You can view your submission date and time [1] and your overall submission grade [2].

If a rubric was used to grade the assignment you can view the rubric by clicking the **Show Rubric** link [3].

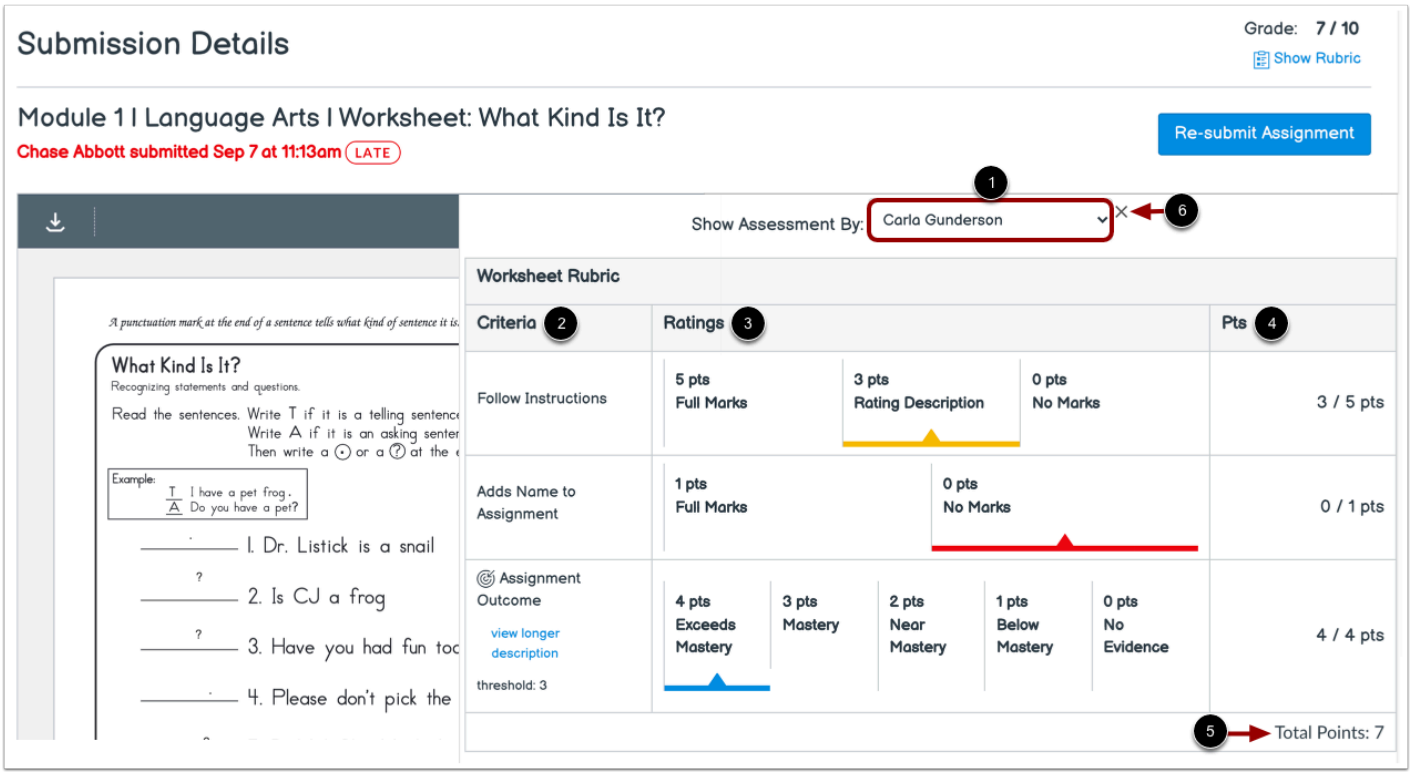
If your instructor added assignment comments, comments display in the sidebar [4]. You can can add submission comments using the **Add a Comment** field [5].

If your instructor has added annotation feedback comments, use DocViewer to view submission feedback [6]. If DocViewer does not automatically display, you may need to click the View Feedback link.

If you are allowed to add a new submission to the assignment, the **Re-Submit** button or **New Attempt** button may display [7].

To return to the subject, click the **Back to Subject** button [8].

View Rubric



If you selected to view the rubric evaluation, the rubric details display.

If multiple graders used the rubric to score your assignment, you can view the rubric evaluation from a particular grader using the **Show Assessment By** dropdown menu [1].

The rubric displays rubric criteria [2], assigned ratings [3], awarded and total points for a criteria [4], and the total rubric score [5].

To close the rubric, click the **Close** icon [6].

Note: The total rubric score may be restricted by your instructor.

View Late Submission

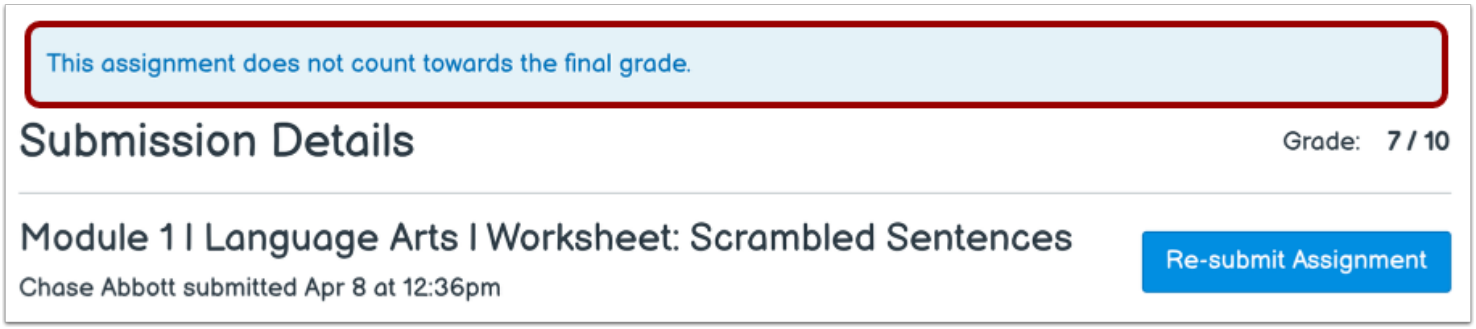


Your instructor may enforce an automatic late policy in your course.

Any assignments submitted after the due date displays a Late label [1].

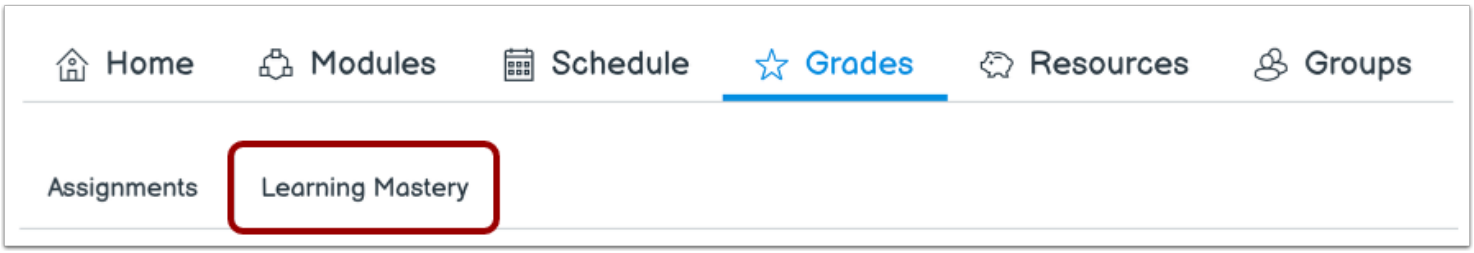
The late policy automatically deducts a percentage of the grade from the total score. View your grade, the late penalty deduction, and the final grade [2].

View Grade Info



If the assignment does not count toward the final grade, a message displays. You should still submit this assignment unless it has been excused by your instructor.

Change Gradebook



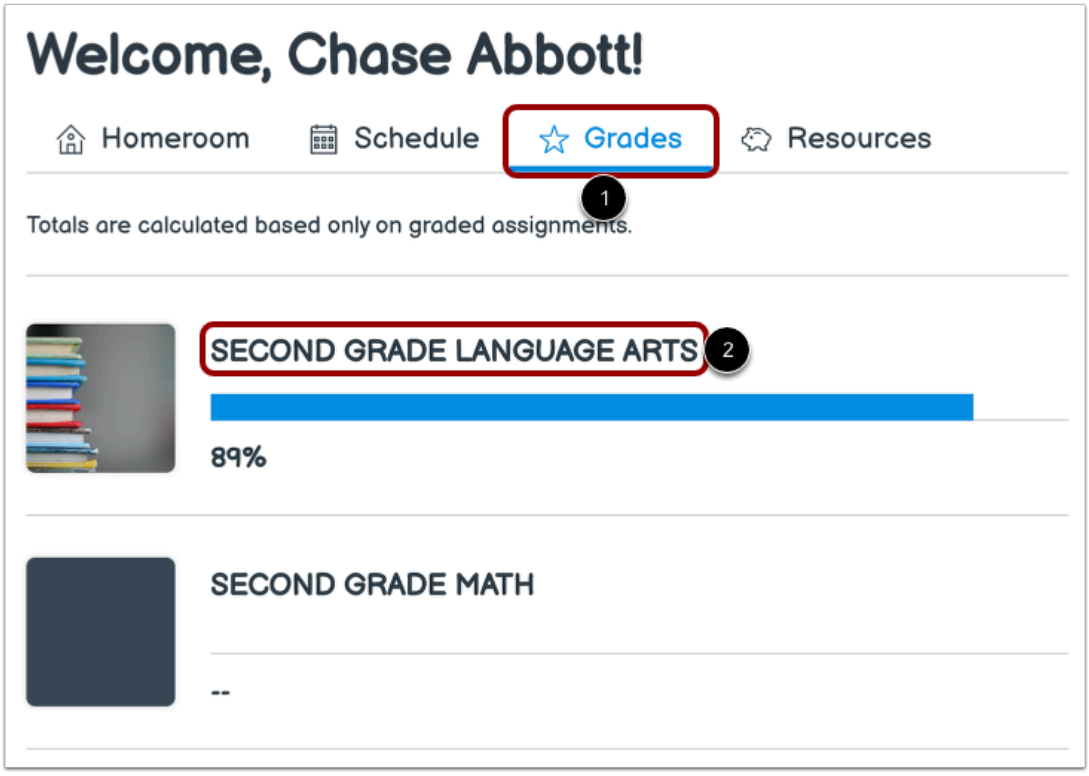
If the Learning Mastery Gradebook has been enabled for students, you can view your standards-based scores in the Learning Mastery tab.

How do I view my Learning Mastery scores for a subject in Canvas for Elementary?

Learning Mastery scores are used by your instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

If your subject Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

Open Subject



From the Homeroom, click the **Grades** tab [1].

To view grade details for a subject, click the subject name [2].

View Subject's Learning Mastery Gradebook



Click the **Grades** tab [1]. Then click the **Learning Mastery** tab [2].

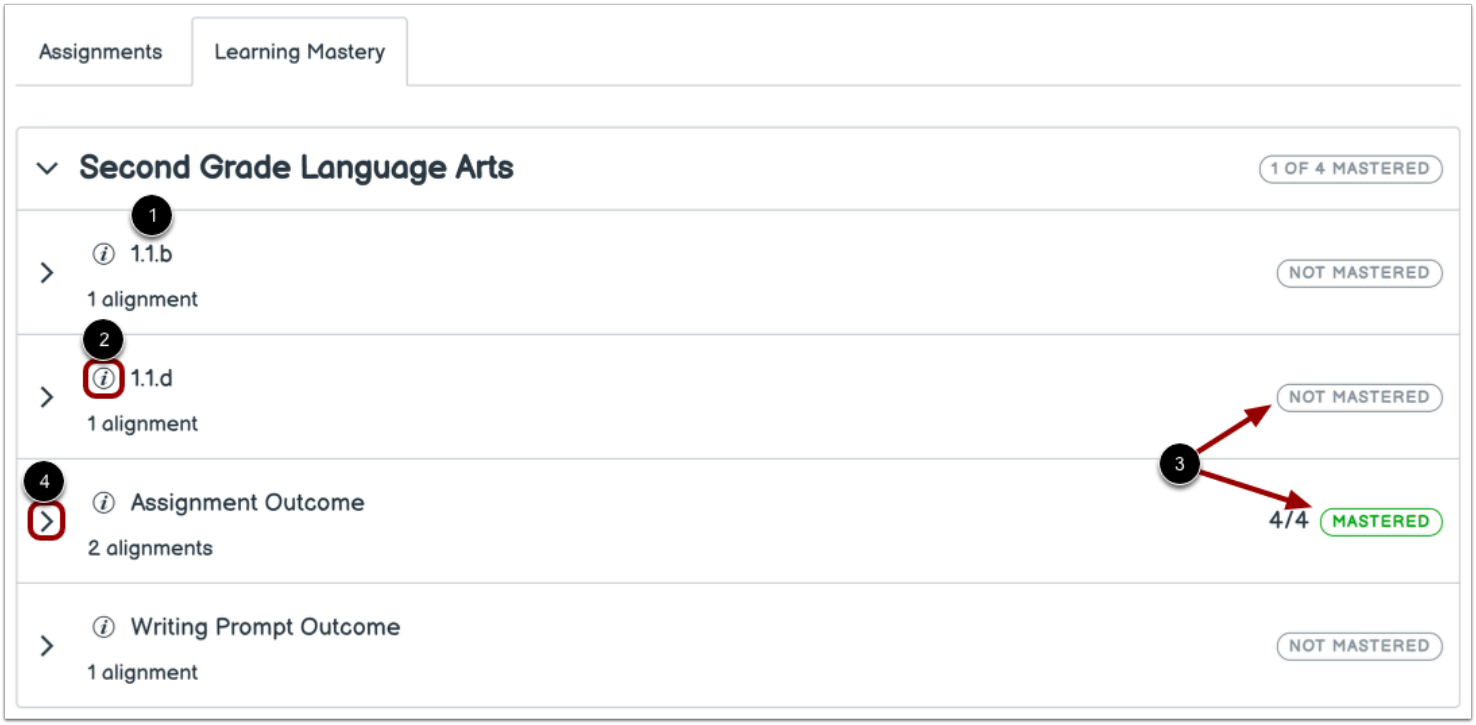
View Outcomes Overview



In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered out of the total number of outcomes within the group.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.

View Outcomes

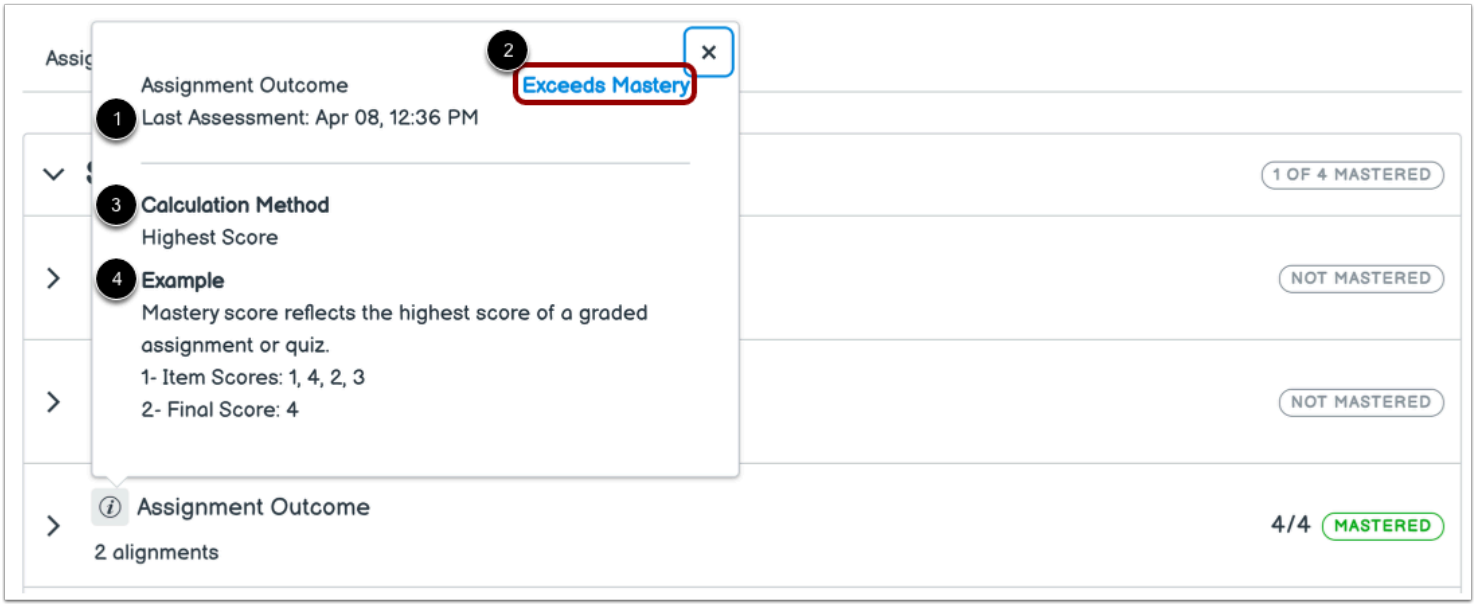


When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

Each outcome also displays an icon indicating mastery [3].

To view information about outcome alignments, click the **arrow** icon [4].

View Outcome Information

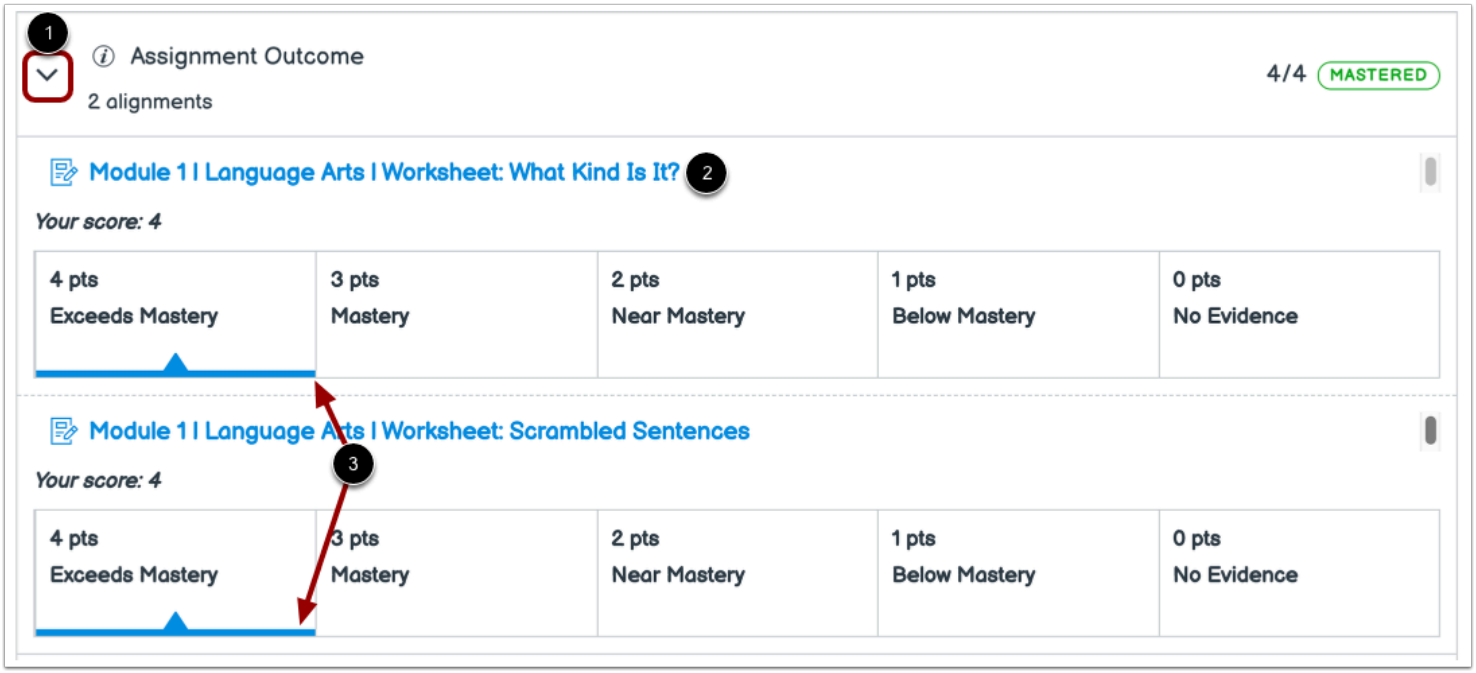


The information window displays the assessment of the outcome.

You can view the date for the most recent assessment of the outcome [1] and the assessed mastery level [2].

You can also view the calculation method for the outcome [3] and an example of the calculation method [4].

View Alignments

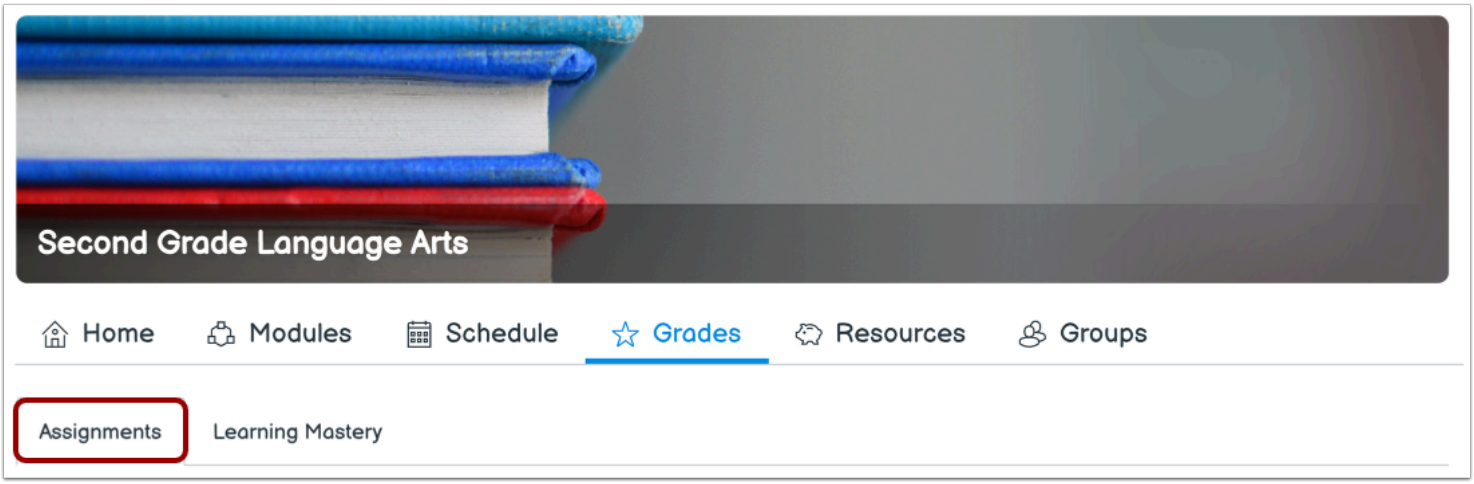


Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

To view alignments for an outcome, click the **arrow** icon [1].

Each outcome displays a link for each aligned item [2], as well as your assessed mastery level for each aligned item [3].

Change Gradebook



To view the standard grades page for your course, click the **Assignments** link. You can toggle between assignments and outcome scores at any time.

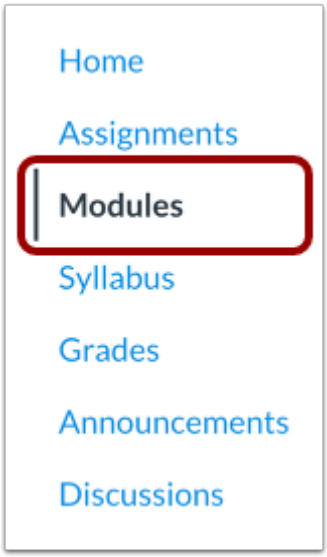
Modules

How do I view Modules as a student?

Some instructors will use modules to organize the course. Modules control the entire flow of the course, along with its content.

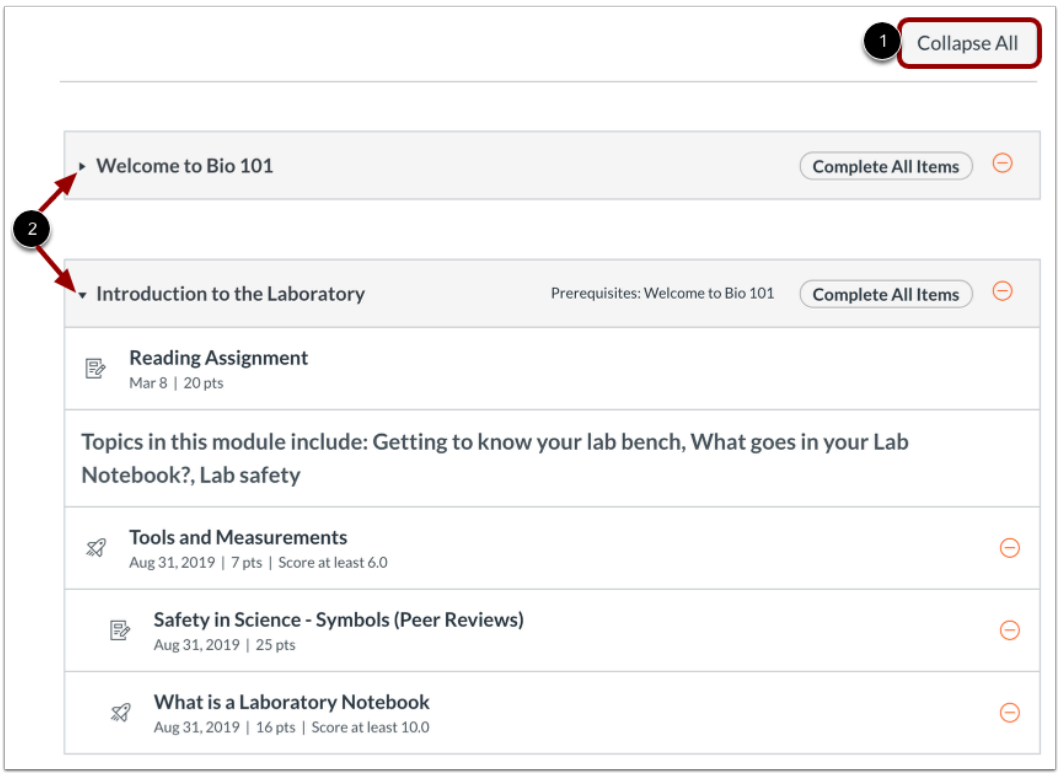
Note: Your instructor may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your instructor may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your instructor wants you to navigate the course using Modules.

Open Modules



In Course Navigation, click the **Modules** link.

View Modules



In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module.

To expand or collapse all modules, click the Expand All/Collapse All button [1].

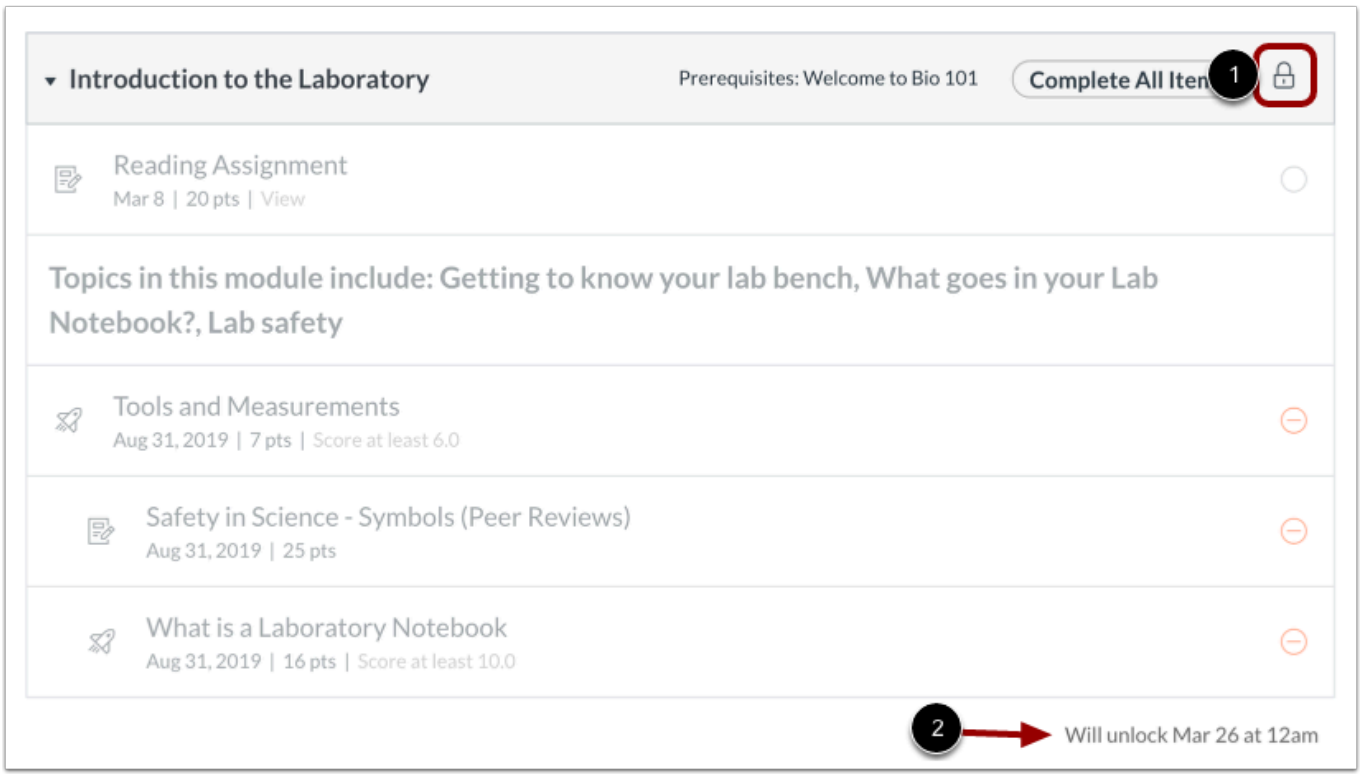
To expand or collapse individual modules, click the module Expand or Collapse arrows [2].

If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

Notes:

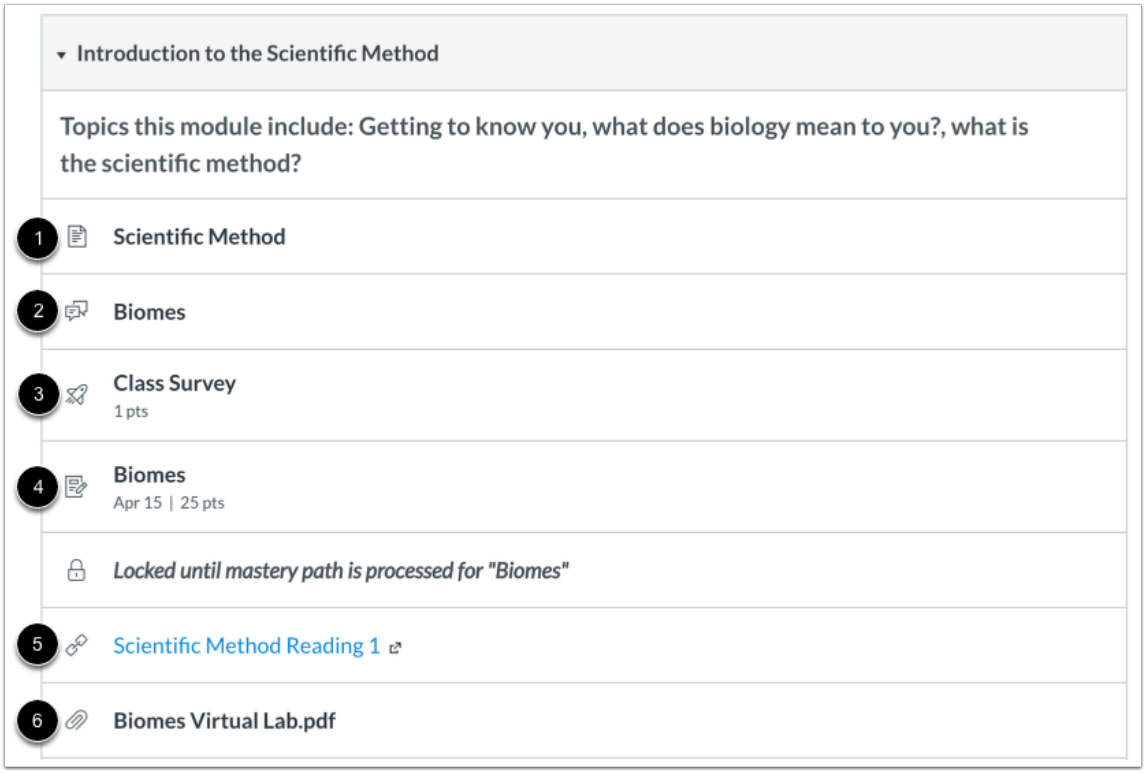
- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- The Modules page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Locked Module



Your instructor may lock a module until a specified date. Locked modules display a Locked icon [1] and an unlock date [2].

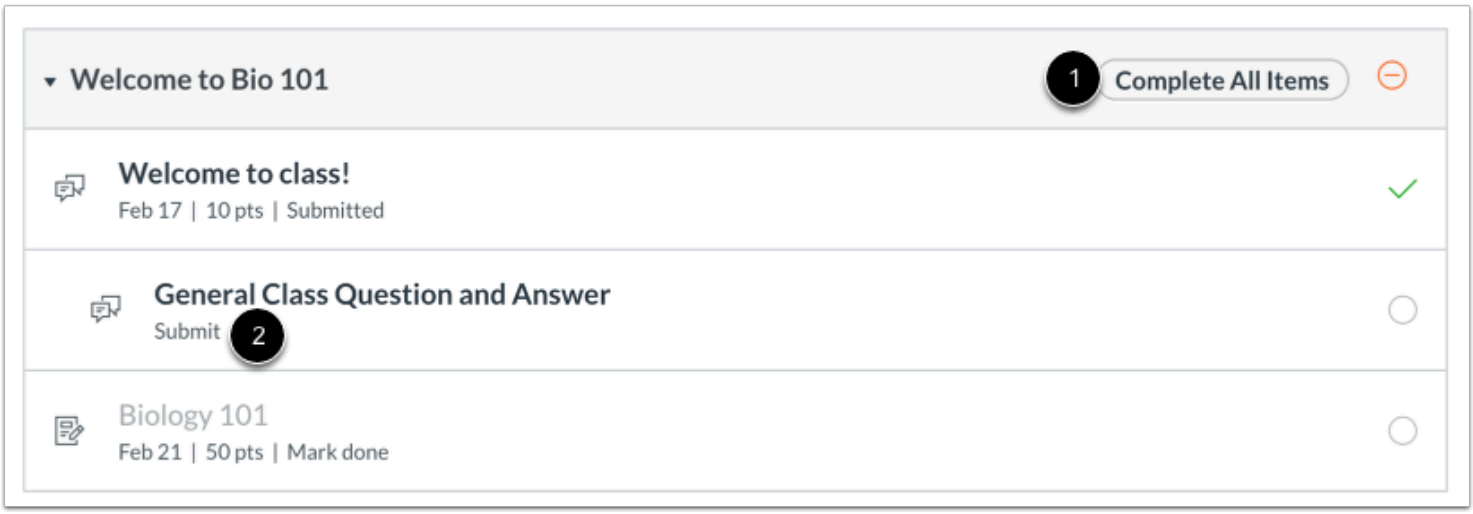
View Module Icons



Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view

View Requirements



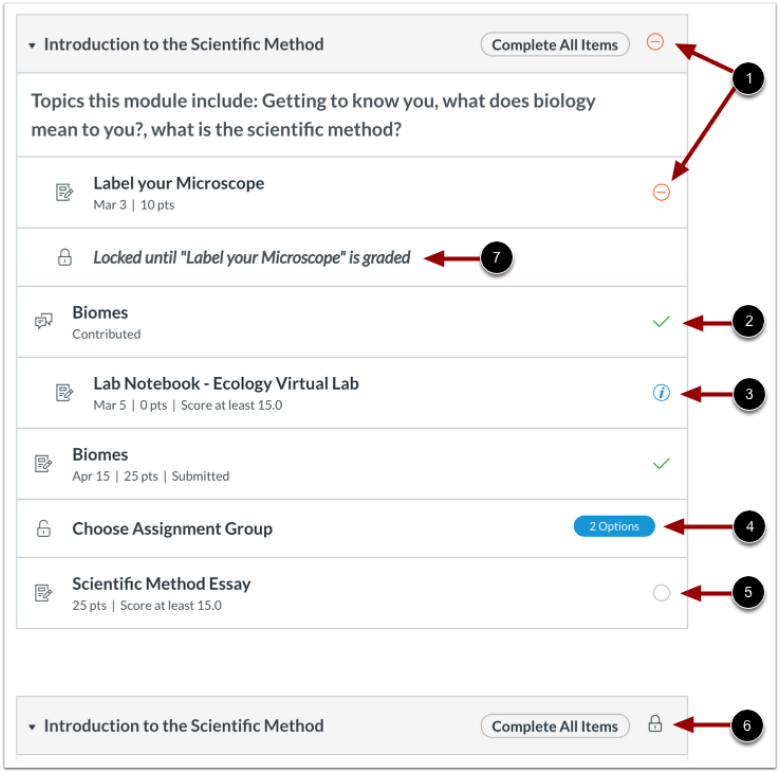
If a module includes requirements, the header shows whether you are supposed to complete all requirements or select one requirement [1].

Next to the module item, you can view the type of requirement necessary to complete the module item [2]. You must complete all required module items before you can progress to the next module. Some modules may require you to complete the module items in order.

Depending on the module item type, requirements include up to five options:

- **View**: You must view the item.
- **Mark as done**: You must mark the module item as done before you can progress to the next item.
- **Contribute**: You must post a reply to the discussion topic or contribute content to a page.
- **Submit**: You must submit the assignment, graded discussion, or quiz.
- **Score at least X**: You must submit the assignment with a minimum of the shown score.

View Progression Icons



Module items can also be used to show progression through a module. Modules and/or module items that are not available to you are grayed out.

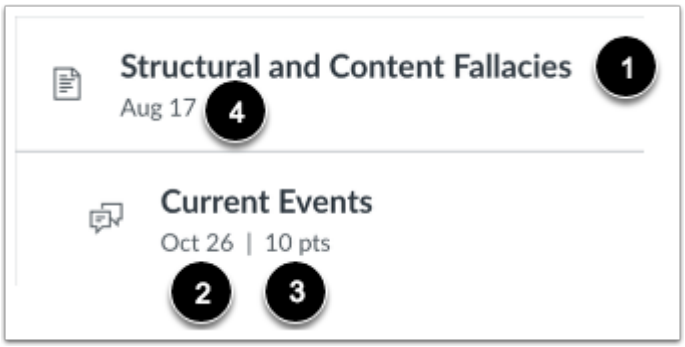
For any module icon, you can hover over the icon and view the message for the requirement.

Icon meanings may change depending on if your course is using requirements:

- **Orange dash icon** [1]: when next to a module item, the module item is overdue. When next to the module heading, the module requirements have not been met.
- **Green check mark** [2]: the module item has been completed. For requirements, this icon means the module requirement has been met.
- **Blue info icon** [3]: the module item has been submitted, but has not yet been graded.
- **Options label** [4]: the module item requires you to choose an assignment path before additional module items can be displayed.
- **White circle** [5]: the module item has not been started.
- **Lock icon** [6]: the module is locked until a future date. For prerequisites, this icon means the previous module has not been completed so it cannot be viewed.

- **Lock message** [7]: the module may contain additional information that cannot be accessed until the name of the assignment in the message is graded.

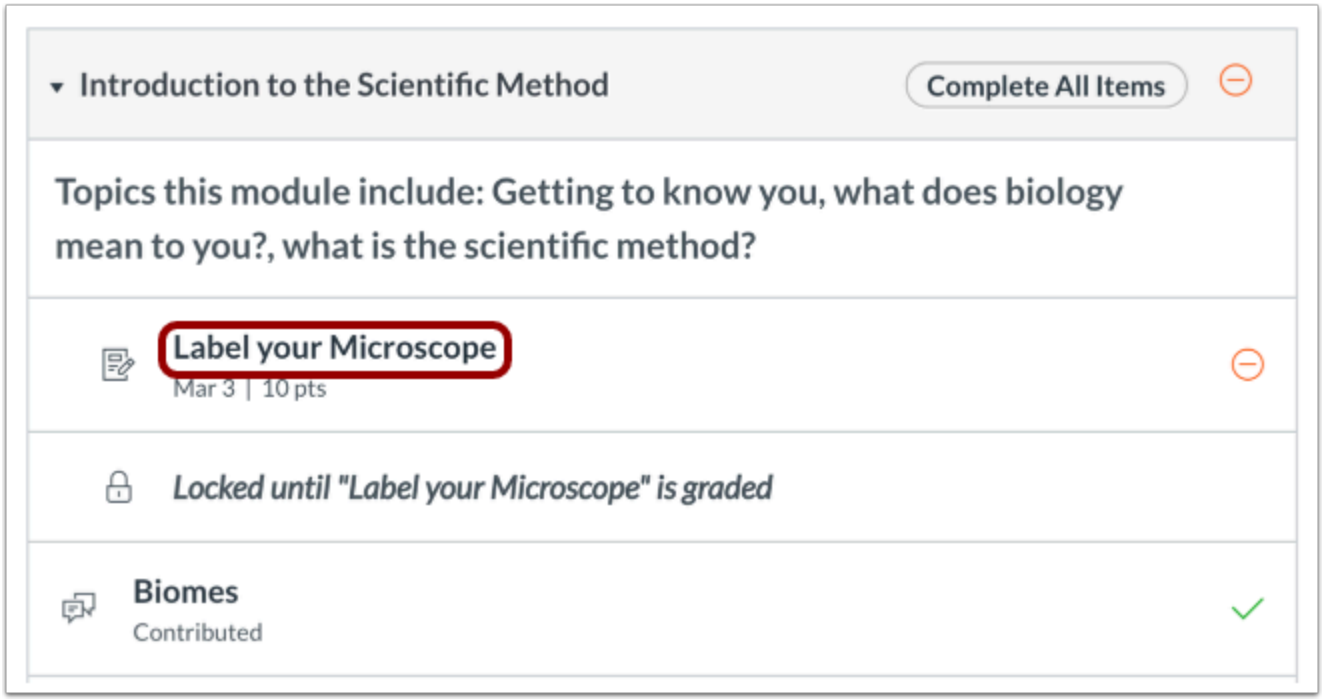
View Individual Module Item



Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

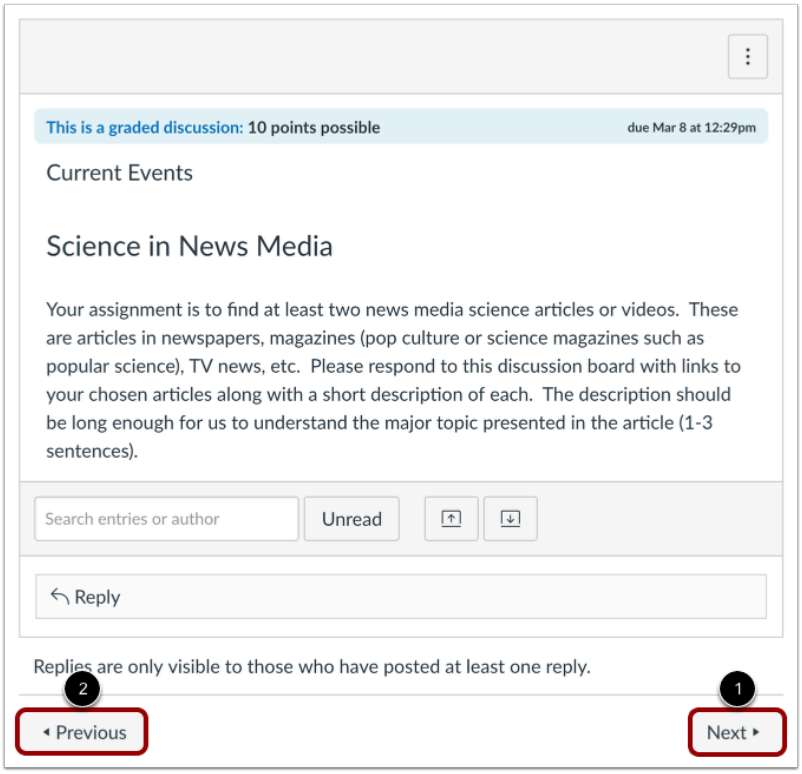
Note: If your instructor has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.

Open Module Item



To begin a module, click the first item in the module.

Navigate Module



You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the **Next** button [1]. To return to a previous module item, click the **Previous** button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

Note: If your instructor has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.

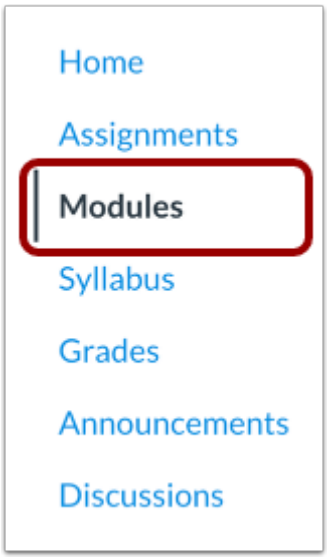
How do I mark a module item as done for a module requirement?

Your instructor may require you to mark a module page or assignment as completed before you can progress to the next item in the module.

Marking a content page as *done* means that you understand the course material in the content page and are ready to progress to the next item. Additionally, when you mark a content page as done, its associated to-do item is removed from the to-do list and the item displays as complete in the Dashboard List View.

Note: You may be able to mark online or external tool submission assignments as done. However, you must still submit the assignment for your instructor to grade.

Open Modules



In Course Navigation, click the **Modules** link.

Open Content Page



Click the name of the content page with the requirement.

Mark Done



Click the **Mark as Done** button.

Confirm Done



When you mark the page as done, the button changes from Mark as Done to Done.

Unmark Page

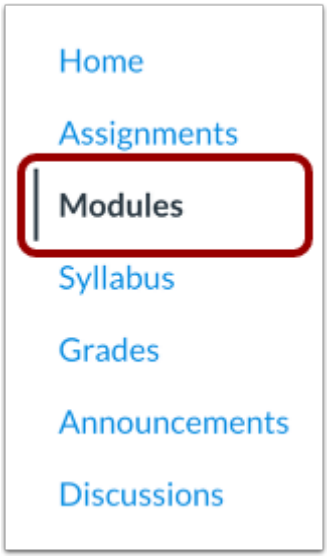


If you want to unmark the page as done, click the **Done** button. The button will turn back into the **Mark as Done** button.

How do I choose an assignment path in a module?

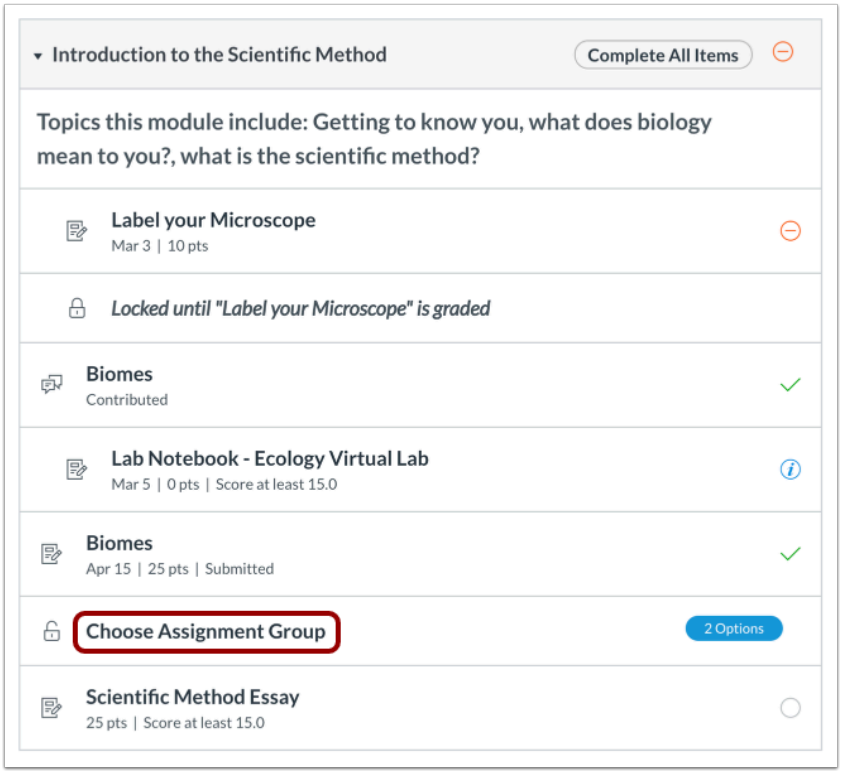
If your Modules page asks you to choose an assignment group, you need to choose which assignment(s) you want to select before you can progress to the next assignment.

Open Modules



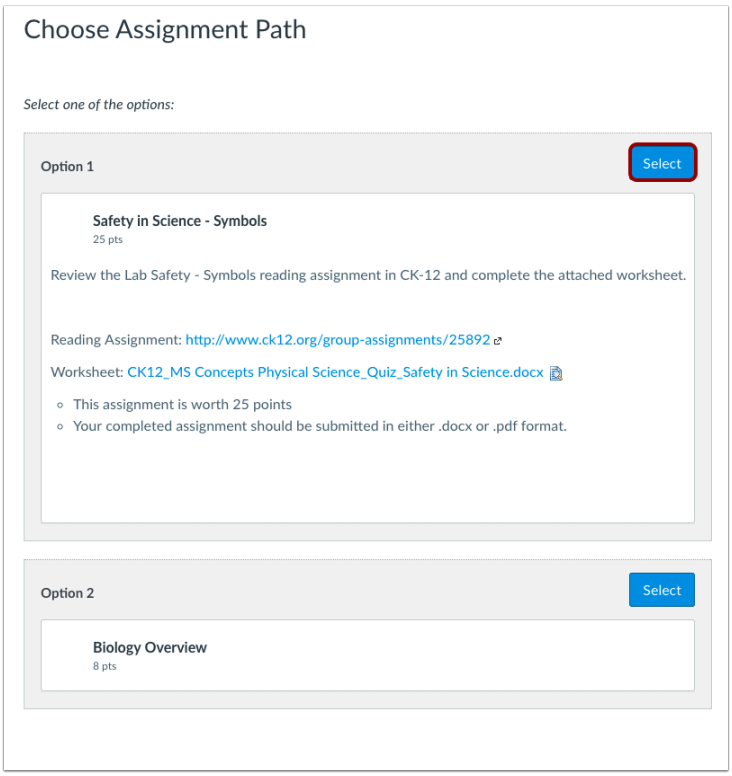
In Course Navigation, click the **Modules** link.

Choose Assignment Group



Locate the current module and click the **Choose Assignment Group** link.

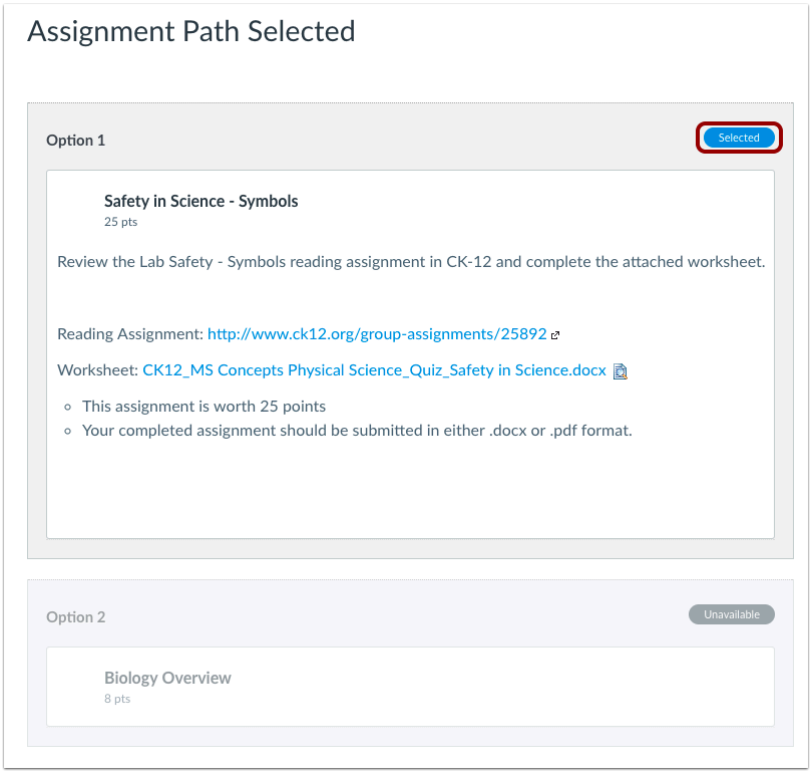
Select Assignment



View the assignment options. Locate the assignment you want to select and click the **Select** button.

Note: Once you select an assignment, you cannot select a different assignment.

View Selected Assignment



Canvas will verify your selected assignment. To move to the next assignment, click the assignment link.

Note: If the link generates an error message, you can access the assignment by clicking the Modules link in Course Navigation.

View Modules



In the Modules page, you can also view your next assignment.

How do I view course content offline as an HTML file as a student?

If your institution has enabled offline content, you can view your course offline as an HTML file. You can download the HTML file from the Modules page and view any content available in each module. Currently HTML files can only be generated in the browser version of Canvas and are only supported on a computer.

HTML offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

Content items within modules are available if you have permission to view them. However, content items locked by modules or by date are not included in offline content and show that the content is not available.

Offline downloads include all content from the course at the time of the download. You will need to download the course each time you want to view updated course content. After the initial download, the export page shows the history of each download, and the Modules page shows the last time the content was exported.

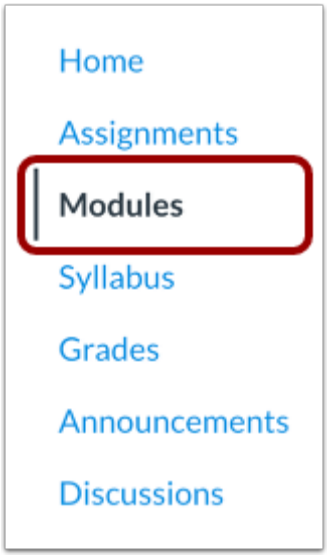
User Guidelines

When exporting course content, you may not reproduce or communicate any of the content in the course, including exported files, without your institution's prior written permission. Please be aware of your institution's online user agreement guidelines.

Notes:

- If your Course Home Page is set to Modules, you can export course content from the Course Home Page.
- Offline content cannot be downloaded once a course is concluded.
- If your course does not allow access to the Modules page, or if your course Modules page does not display the **Export Course Content** button, offline content is not available in your course. However, your institution may allow you to export course content as an ePub file.

Open Modules



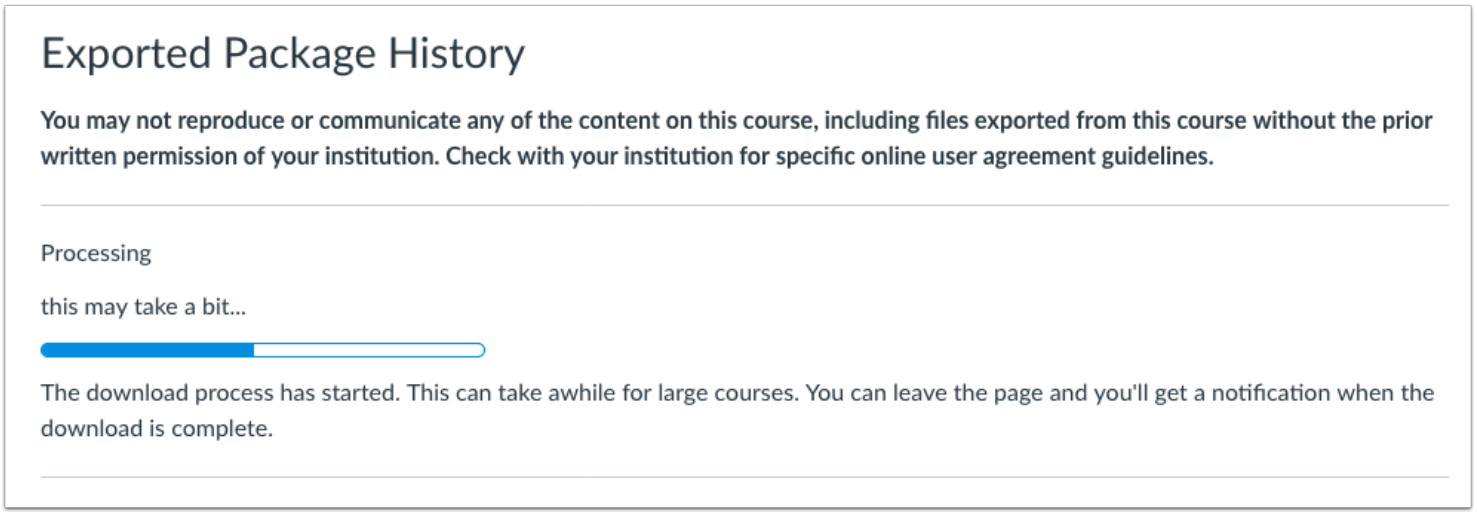
In Course Navigation, click the **Modules** link.

Export Course Content



Click the **Export Course Content** button.

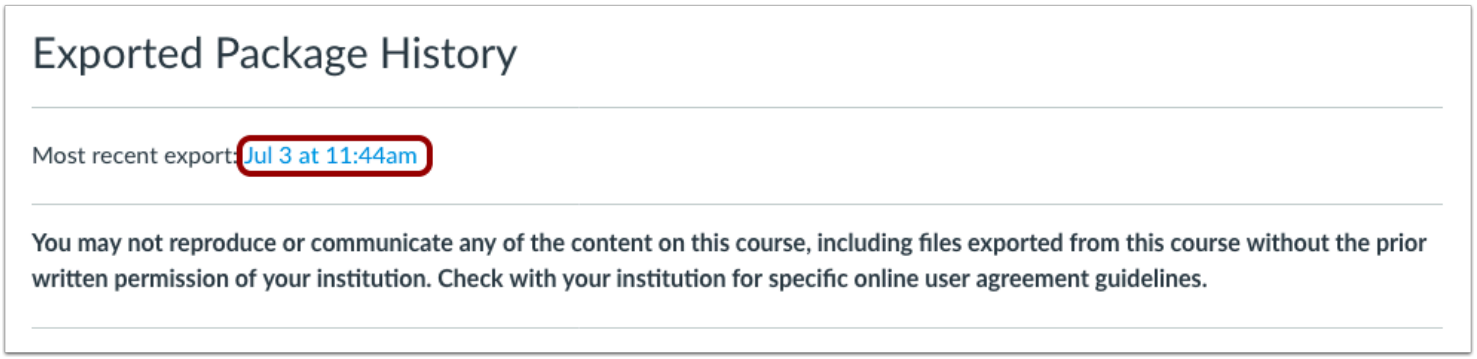
Export Course



The course will download to your computer as a ZIP file. If you remain in the page until the download is complete, the file will download directly to your computer.

If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.

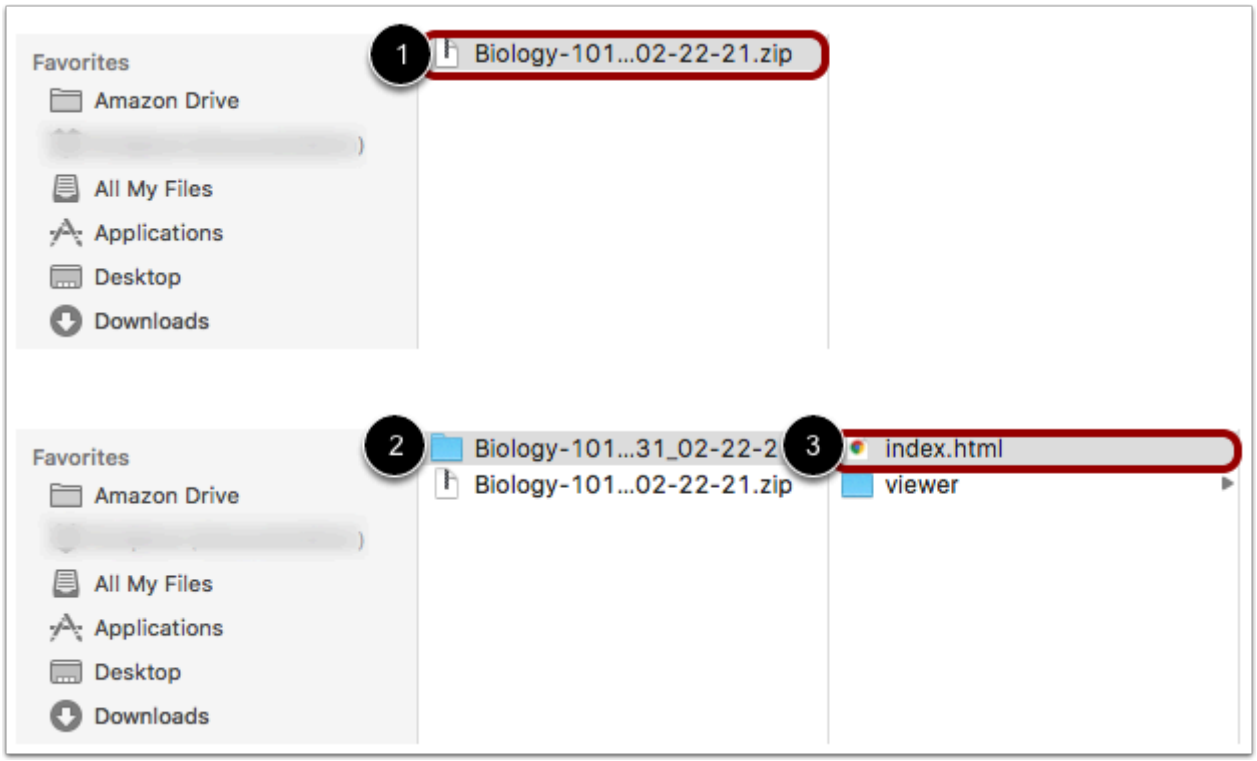
View Export History



When the export is complete, the Exported Package History page shows the most recent export. To download the export again, click the date of the export.

If you export the course again at a later date, the most recent export will always display in the page, along with previous exports.

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. Double click the file to open it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, open the course folder [2] and open the index.html file [3].

Open Course Content



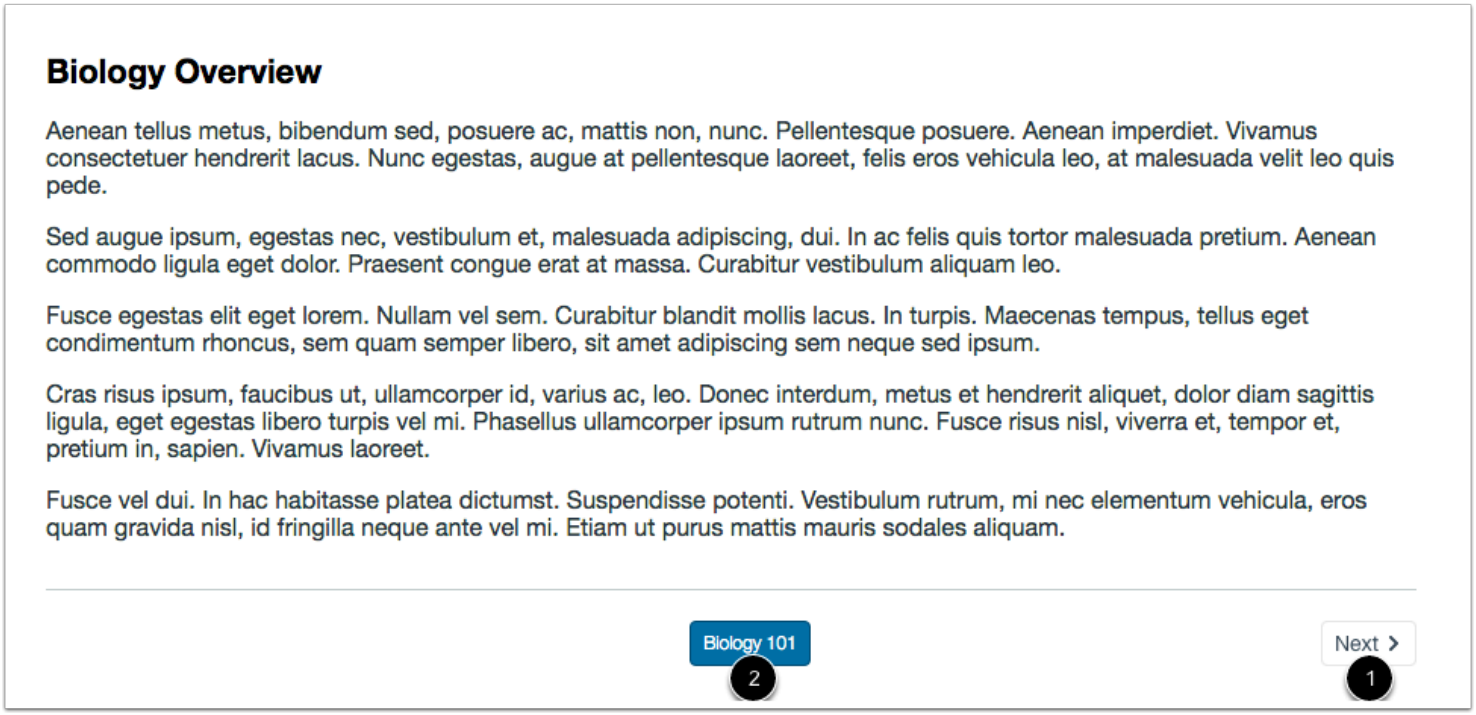
The HTML file will open in your default browser. Offline downloads include all content from the course at the time of the download [1]. You will need to download the course each time you want to view updated course content.

If any content can only be accessed online, the content link includes an external icon identifying the content as online only [2].

To view course files, click the **Files** link [3].

To open course content, click the name of the content [4].

View Course Content



View the content in the course file.

To view the next content item in the module, click the **Next** button [1].

To return to the main Modules page, click the name of the course in the page footer [2].

Pages

How do I view Pages as a student?

You can view Pages in your course through the Pages Index page or through Modules.

Note: If you cannot view the Pages Course Navigation link, your instructor has hidden the link in your course. Additionally, you will also not be able to view the View All Pages button If your course includes a Front Page.

View Pages



In Course Navigation, click the **Pages** link.

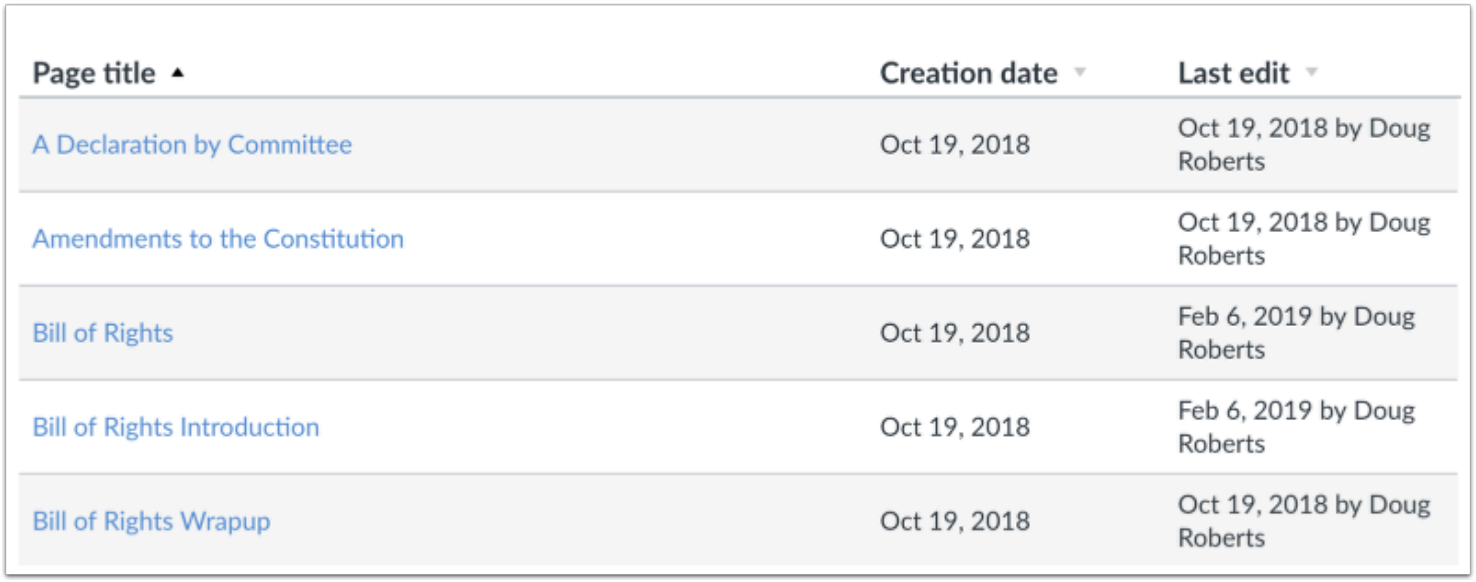
Note: If the Pages link is not available in Course Navigation, you can access course pages through the Modules page.

View All Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To view the Pages index, click the **View All Pages** button.

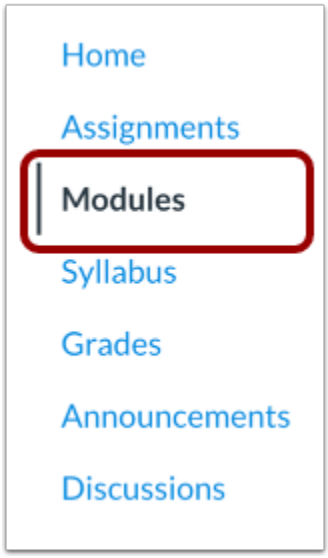
View Pages Index



Page title ▲	Creation date ▼	Last edit ▼
A Declaration by Committee	Oct 19, 2018	Oct 19, 2018 by Doug Roberts
Amendments to the Constitution	Oct 19, 2018	Oct 19, 2018 by Doug Roberts
Bill of Rights	Oct 19, 2018	Feb 6, 2019 by Doug Roberts
Bill of Rights Introduction	Oct 19, 2018	Feb 6, 2019 by Doug Roberts
Bill of Rights Wrapup	Oct 19, 2018	Oct 19, 2018 by Doug Roberts

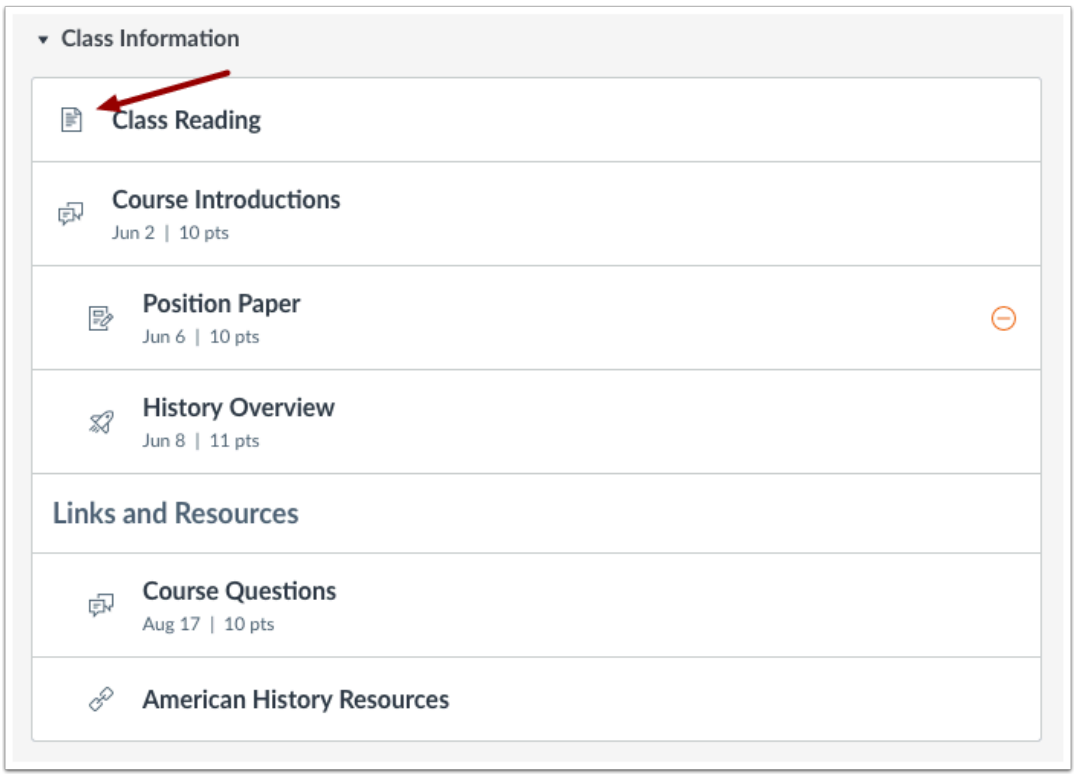
The Pages index will list all the pages in the course. Click the title of the page you want to view.

View Modules



You may also be able to view pages in Modules. In Course Navigation, click the **Modules** link.

View Modules Index

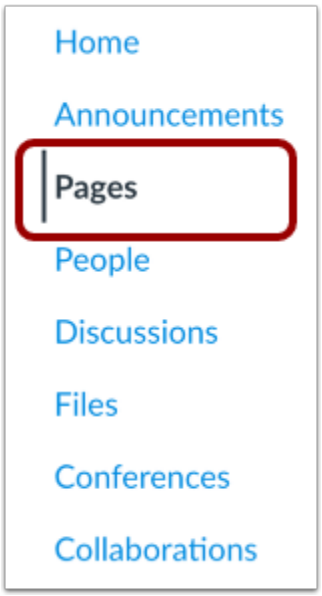


Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. Course Pages are indicated with a document icon. Depending on how your course is set up, you may not be able to view module items that have a pre-requisite requirement.

How do I create a new page in a group?

You can create new pages in your student groups.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



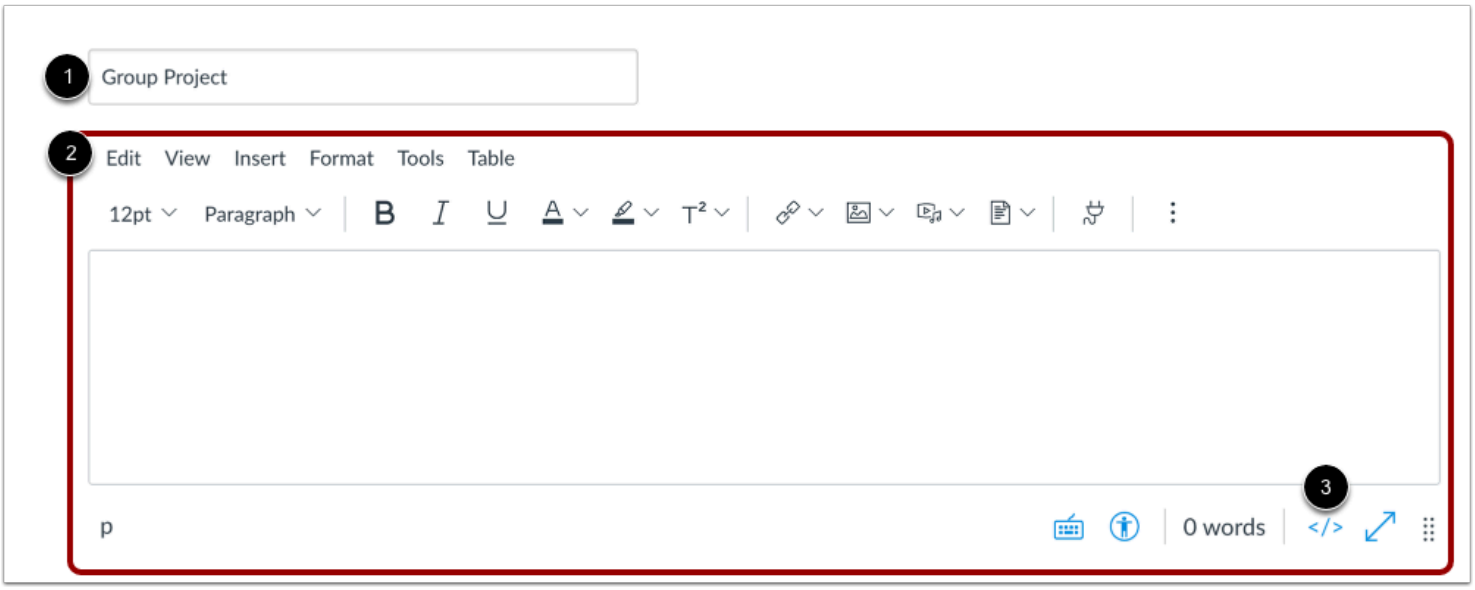
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Create a New Page



Click the **Add Page** button.

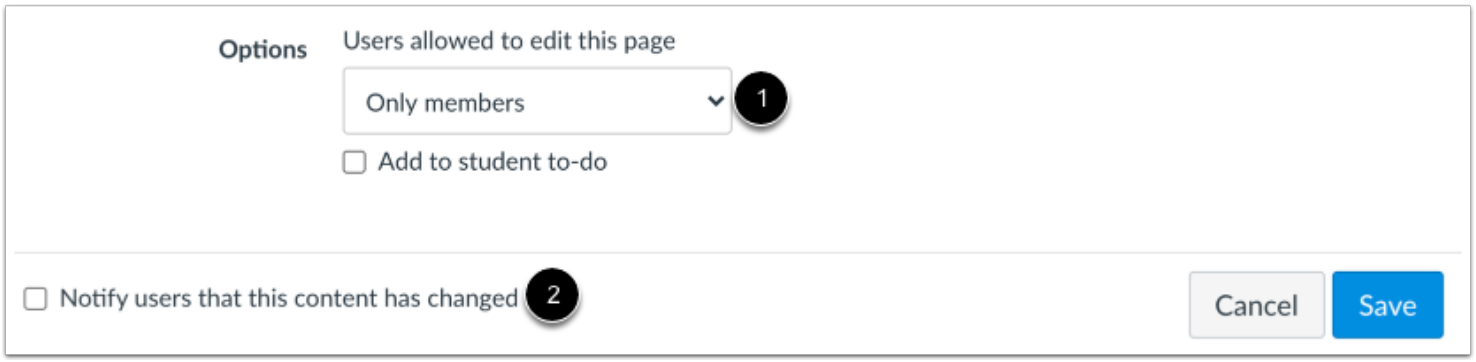
Add Content



Type a name for your page [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

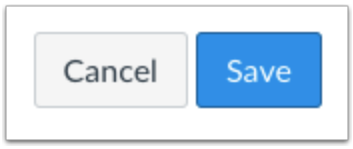
Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box. To view the total word count, characters, and characters excluding spaces, click the **Word Count** link.

Edit Page Settings



You can decide who can edit the page by selecting the **Users allowed to edit this page** drop down menu [1]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].

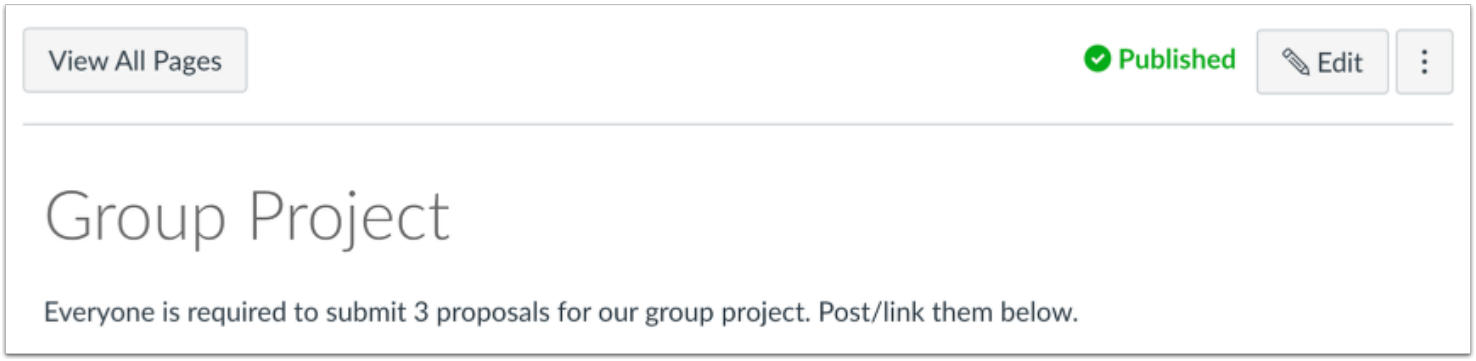
Save Changes



Click the **Save** button.

Note: If you try to navigate away from a page without saving, a pop-up warning will be generated.

View Page

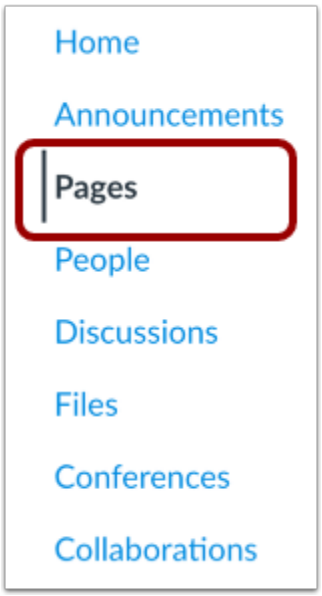


View the page you created.

How do I change a page name in a group?

You can rename pages in your group.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Select Page



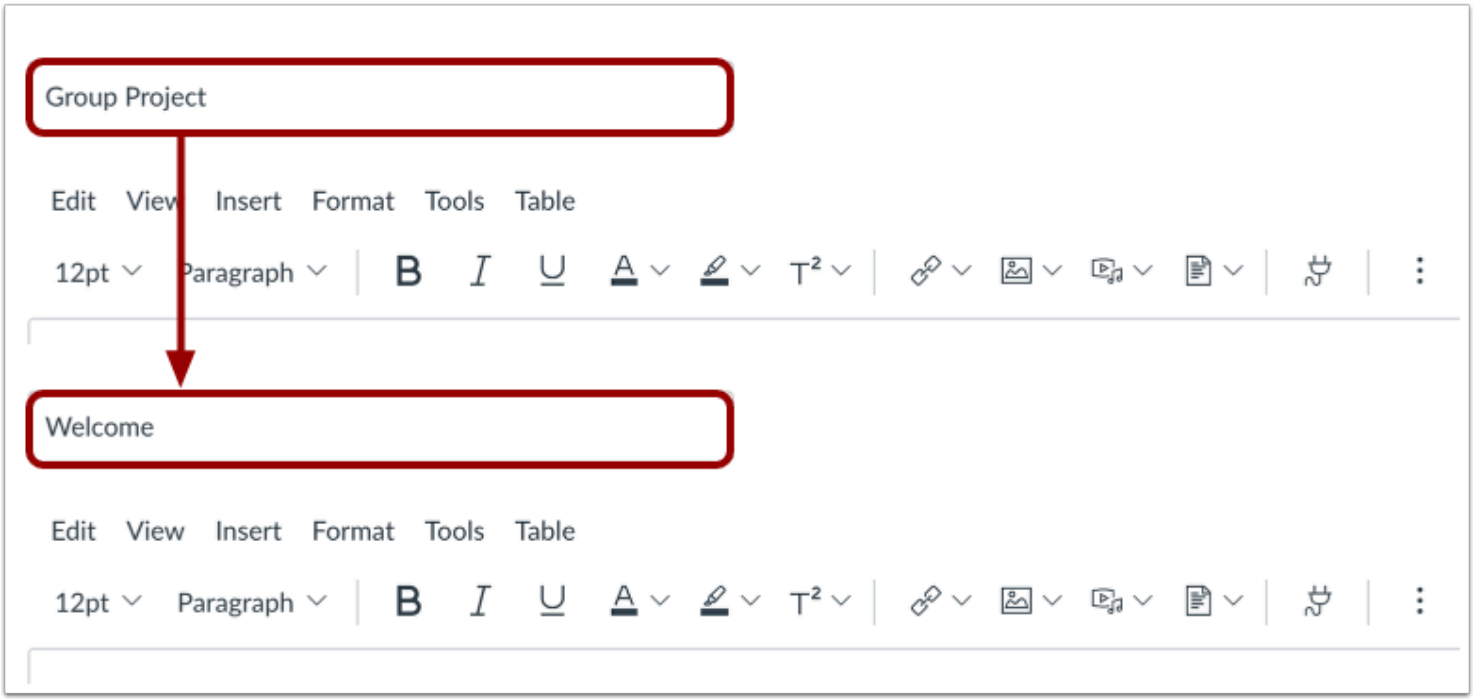
Click the name of the page you wish to edit.

Edit Page



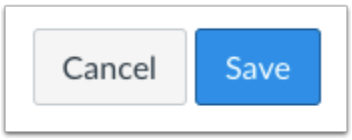
Click the **Edit** button.

Rename Page



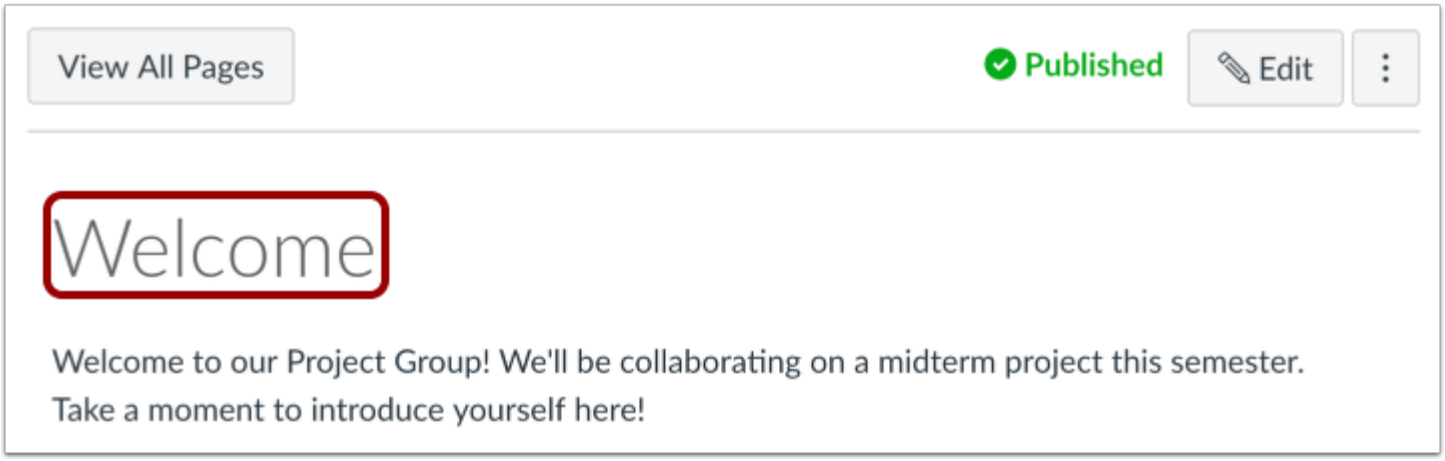
Delete the previous title, and rename the page title.

Save Changes



To save changes, click the **Save** button.

View the Updated Page



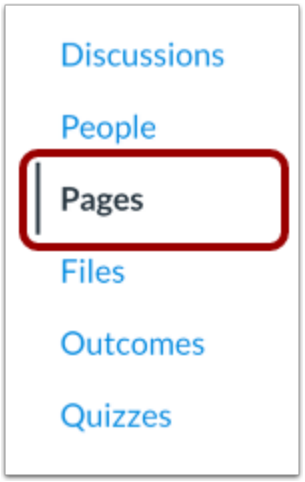
View the new page name at the top of the page.

How do I edit a course page as a student?

The default setting in Canvas is to restrict editing of pages to instructors only. However, your instructor may allow you to edit a page in your course and contribute content to the page.

If you can edit a page, you can also view the history of a course page.

Open Pages



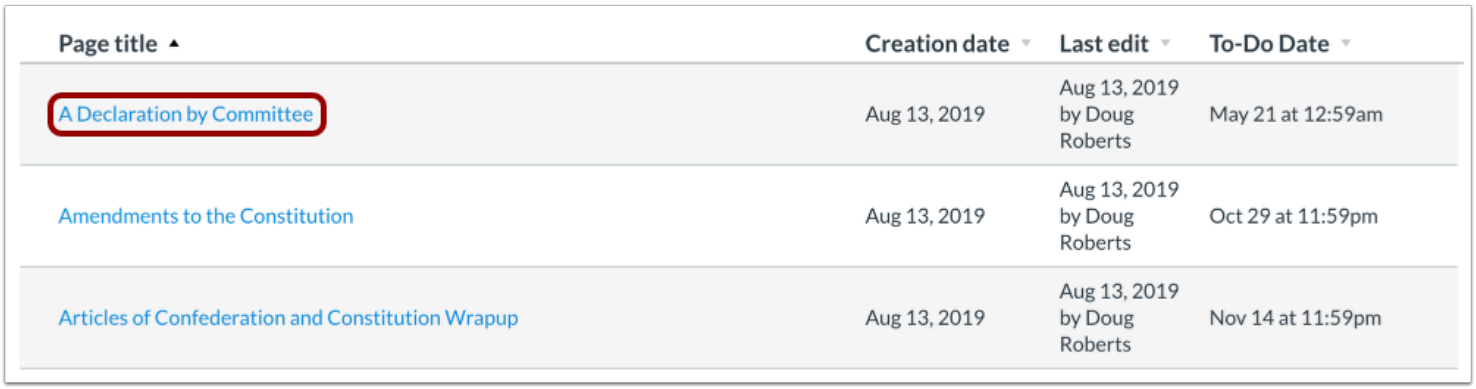
In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



Click the title of the page.

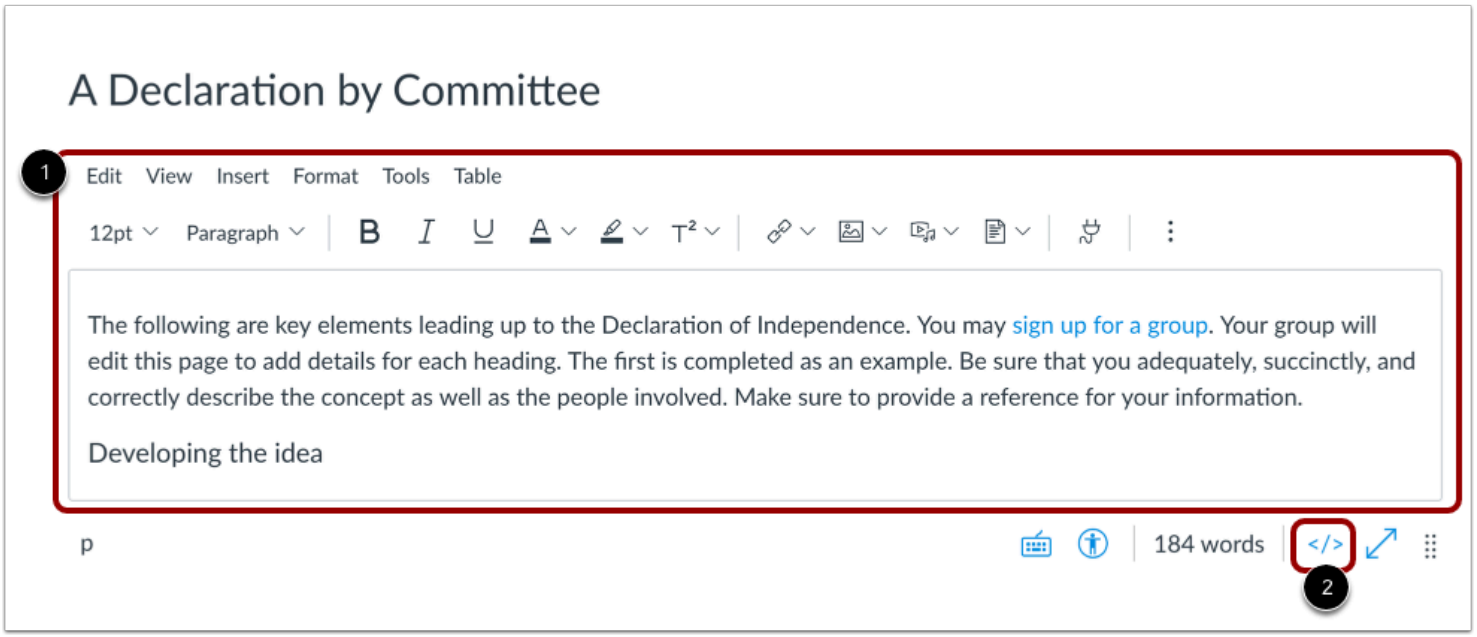
Edit Page



Click the **Edit** button.

Note: You will only see the Edit button if you are allowed to edit the page.

Edit Content



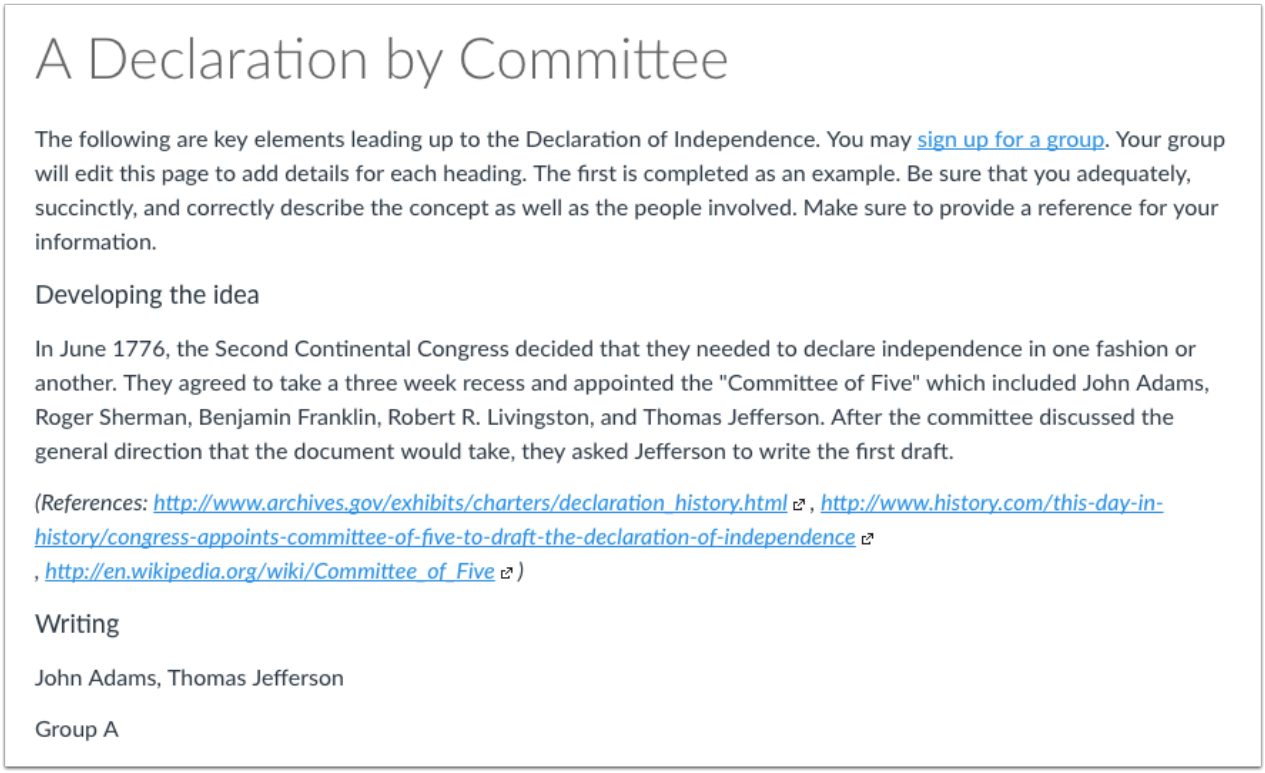
Edit the content on the page using the Rich Content Editor [1] or switch to HTML view to edit [2].

Save Changes



You can notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

View Page



A Declaration by Committee

The following are key elements leading up to the Declaration of Independence. You may sign up for a group. Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Developing the idea

In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.

(References: http://www.archives.gov/exhibits/charters/declaration_history.html , http://www.history.com/this-day-in-history/congress-appoints-committee-of-five-to-draft-the-declaration-of-independence , http://en.wikipedia.org/wiki/Committee_of_Five)

Writing

John Adams, Thomas Jefferson

Group A

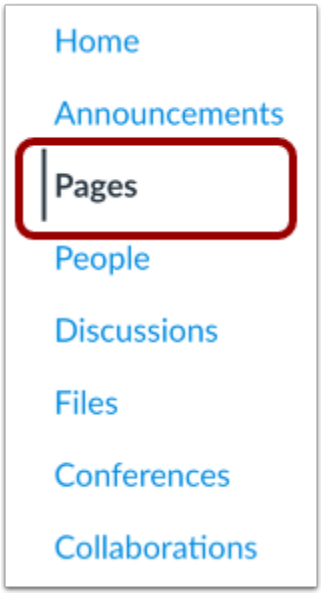
View your changes.

How do I edit a page in a group?

You can easily edit a page to collaborate on group projects or assignments.

Note: Your instructor may also allow you to edit course pages.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



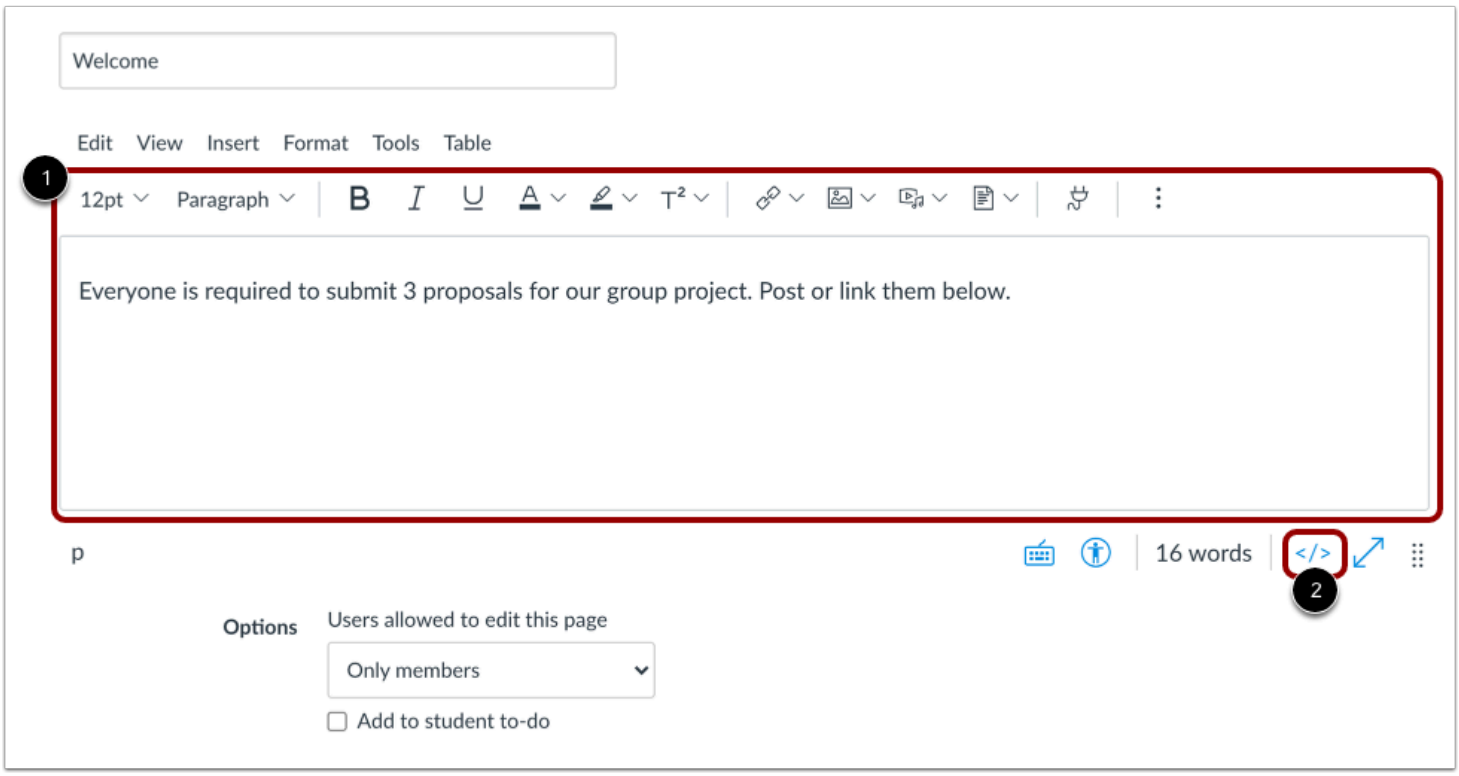
Click the title of the page you wish to change.

Edit Page



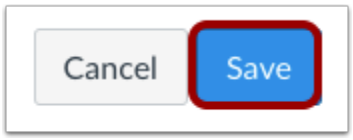
Click the **Edit** button to make changes to the page.

Edit Content



Edit the content and add links and media using the Rich Content Editor [1] or switch to the HTML Editor [2].

Save Changes



Click the **Save** button.

View Changes



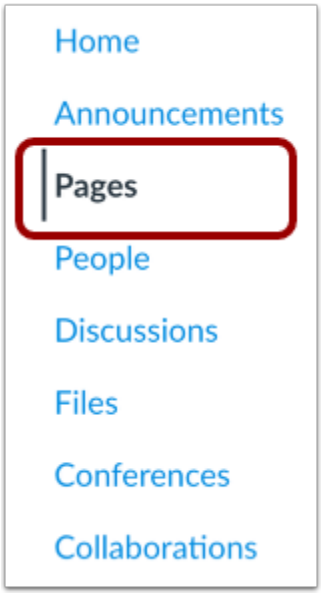
View the changes you made to the page.

How do I delete pages in a group?

You can delete a single page or multiple pages if you no longer need them in your group.

Note: You will be unable to delete a page if it is used as the Front Page for your group.

Open Pages



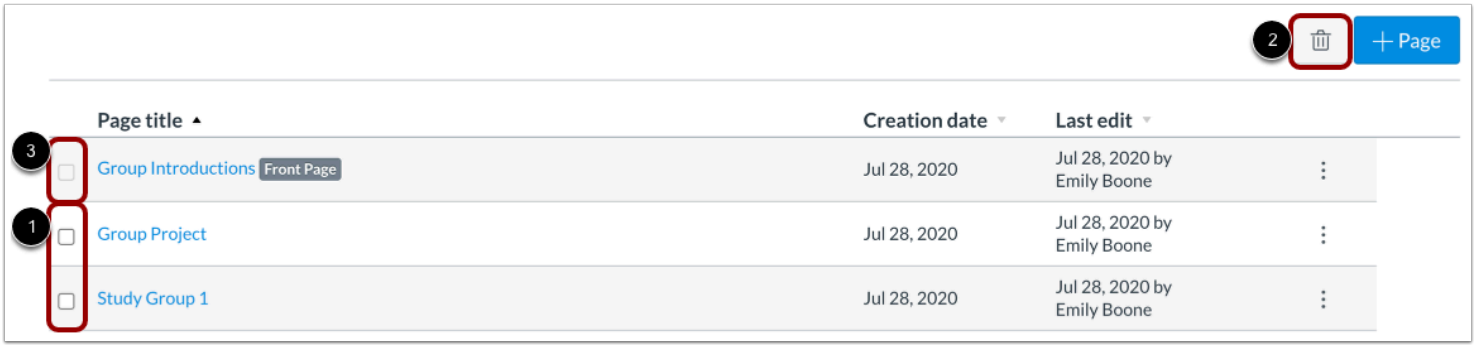
In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

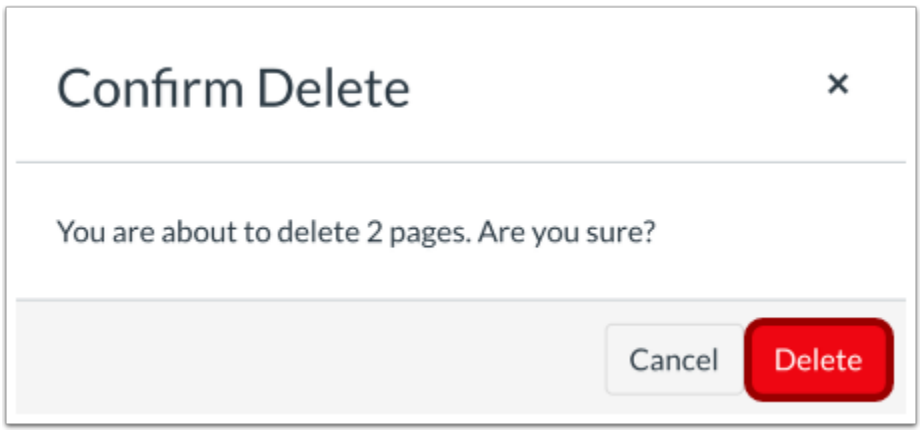
Delete Pages



Select the checkbox of the page or pages you want to delete [1]. Then click the **Delete** button [2].

Note: You will be unable to delete a page if it is used as the Front Page for your course [3].

Confirm Deletion

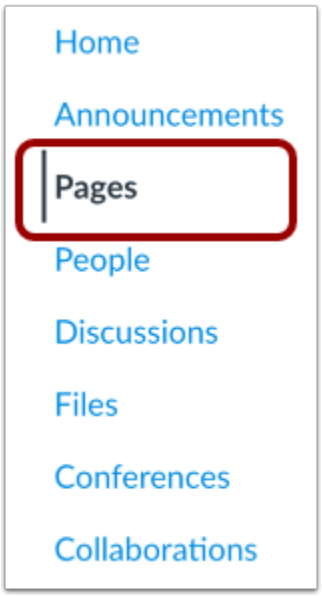


To confirm deletion of the selected pages, click the **Delete** button.

How do I upload a PDF to a page in a group?

You can upload PDFs to a group page in Canvas.

Open Pages



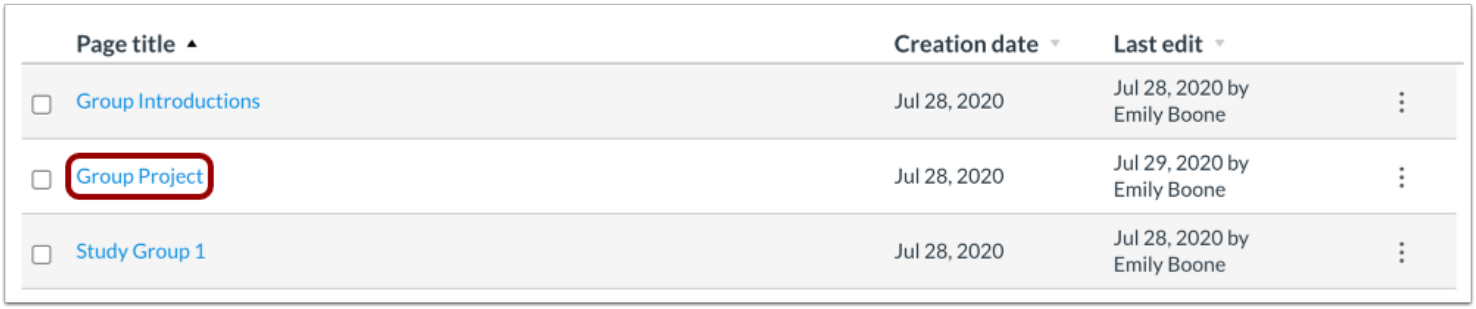
In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



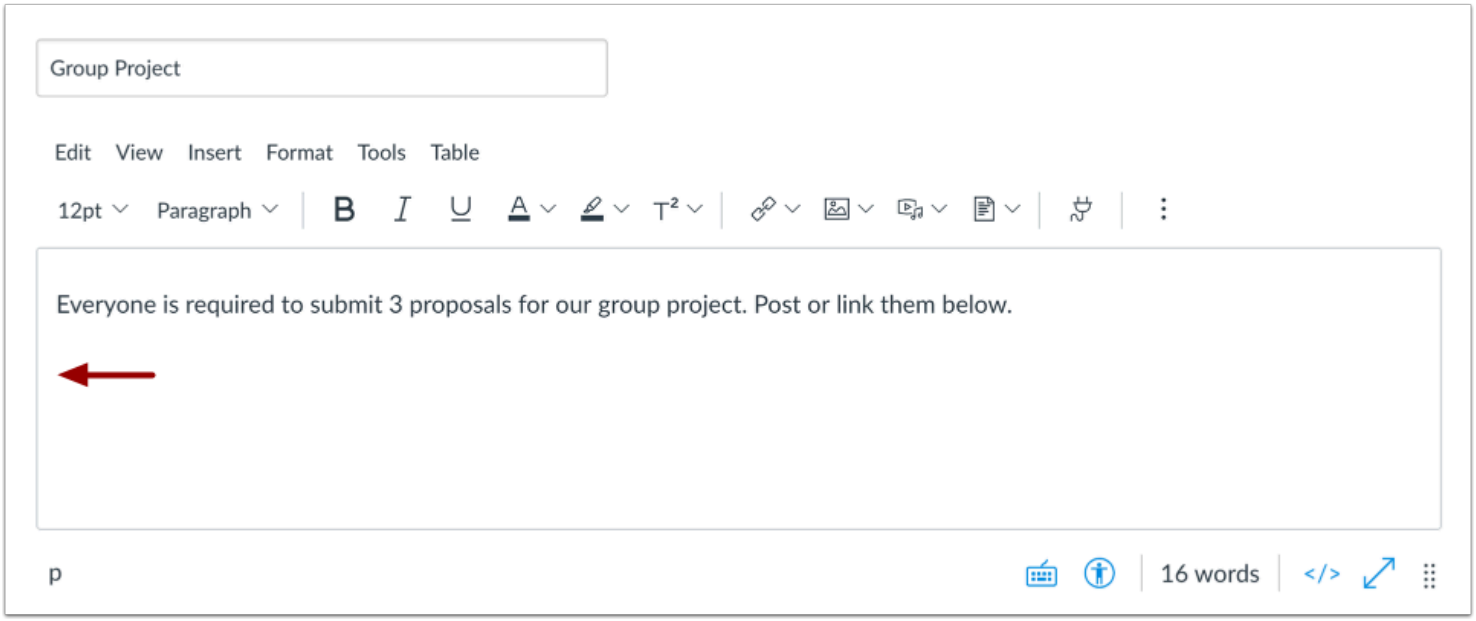
Click the title of the page you want to edit.

Edit Page



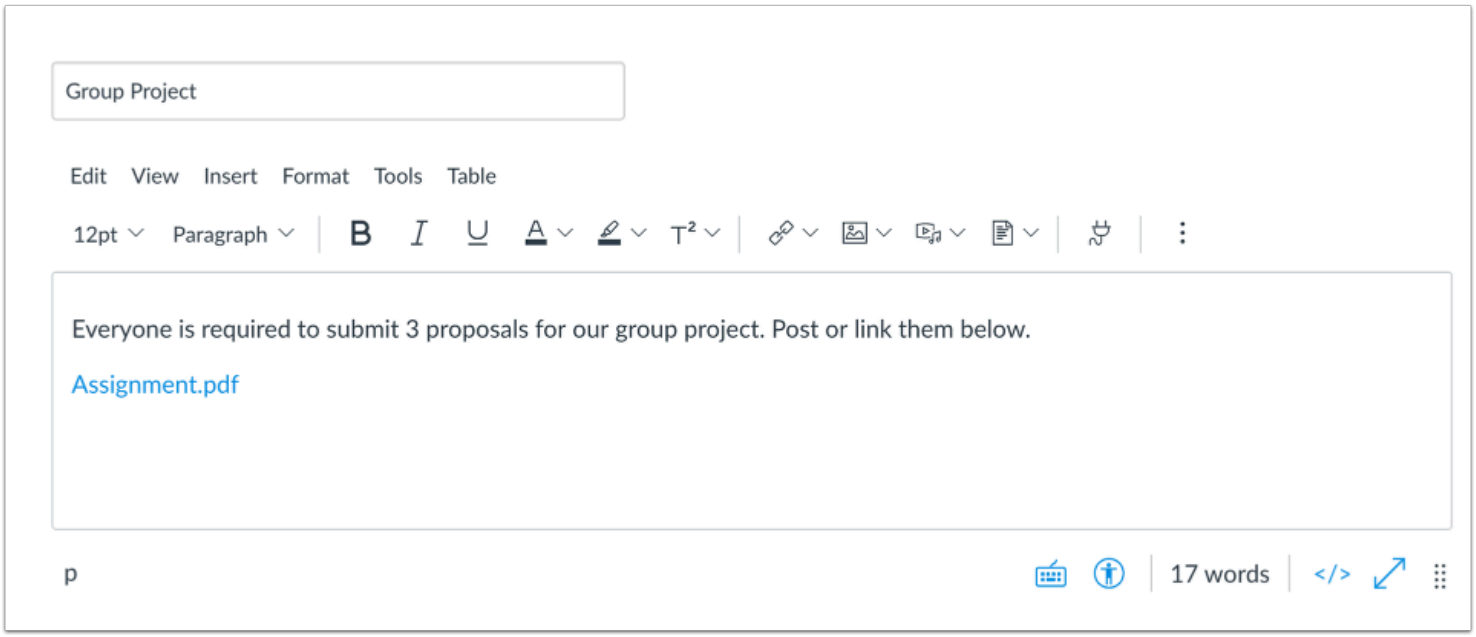
Click the **Edit** button.

Select PDF Location



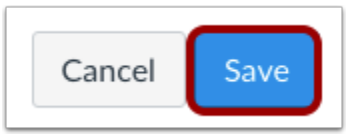
In the Rich Content Editor, place your cursor where you wish to insert the PDF document. You can embed previously uploaded documents or upload new documents.

Verify PDF Upload



Verify the placement of the linked file. The text will turn blue indicating that the link is downloadable.

Save Changes



Click the **Save** button.

Preview PDF File

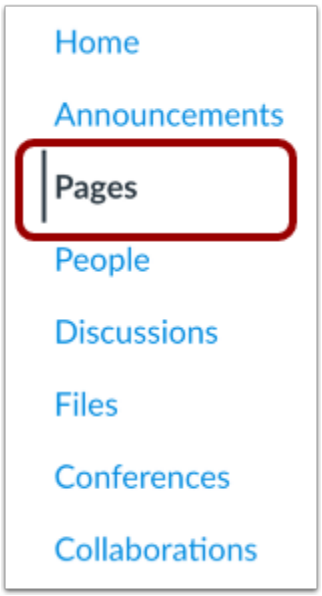


View the PDF file by clicking on the file name.

How do I link to other pages in a group?

You can link to other pages in your group.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



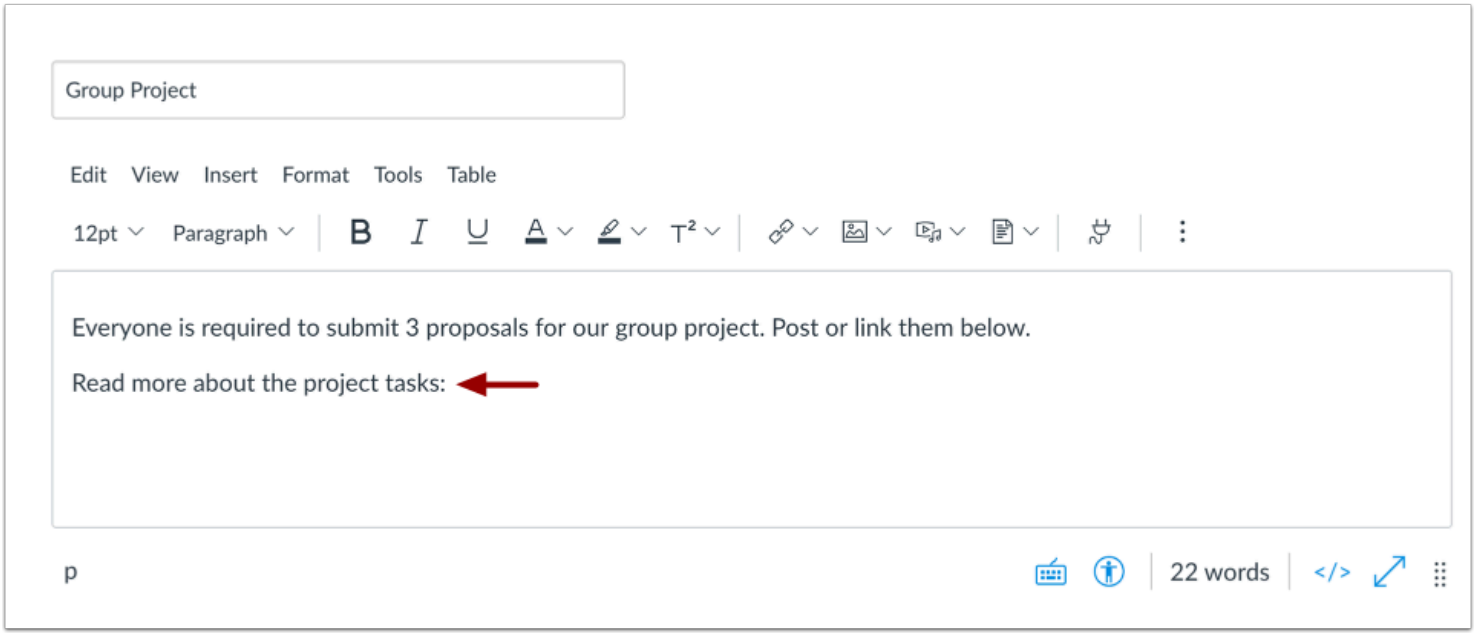
Click the title of the page you want to edit.

Edit Page



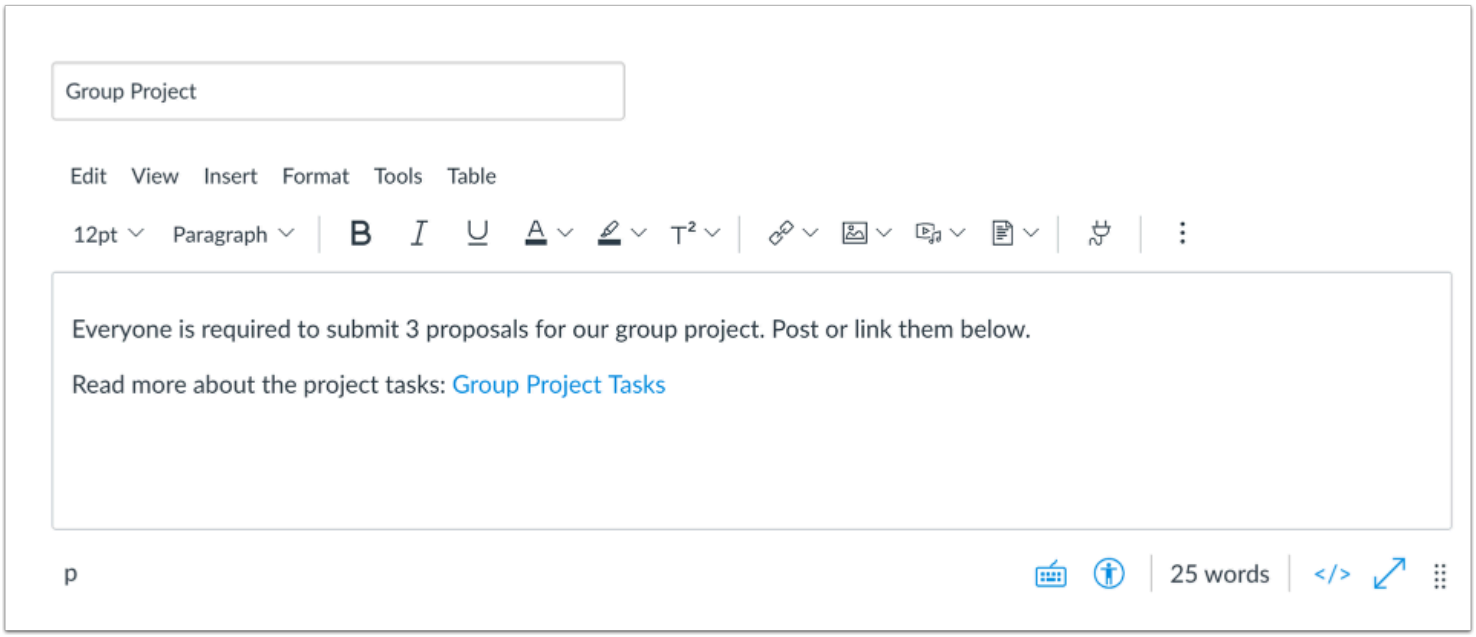
Click the **Edit** button.

Select Link Location



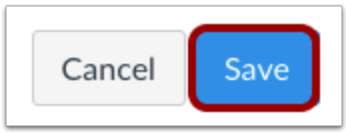
In the Rich Content Editor, place your cursor where you wish to insert the link.

Insert Link



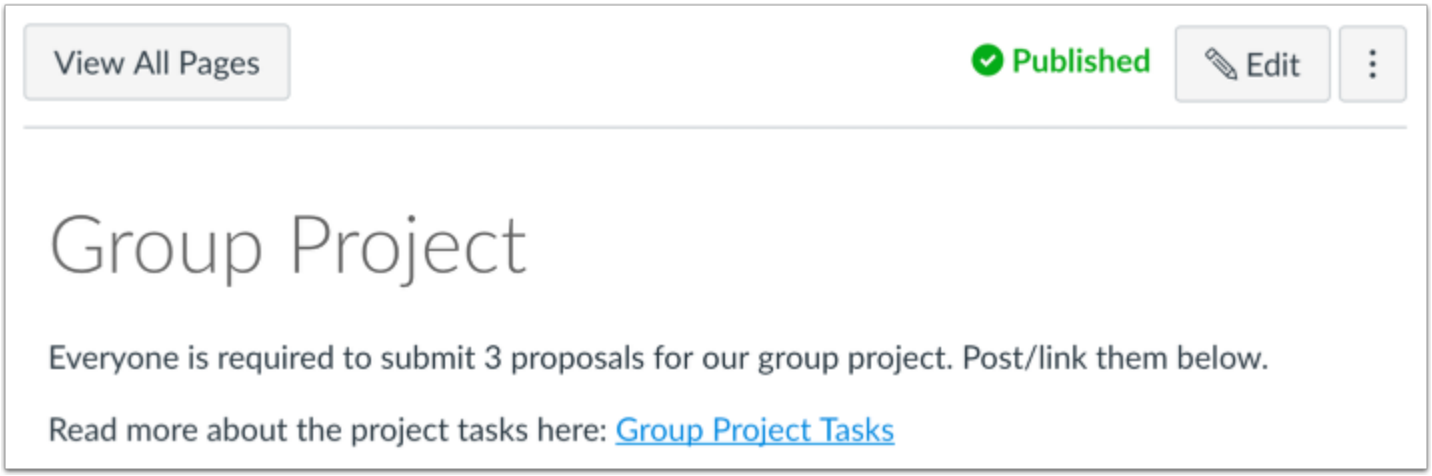
You can add links to group content. The name of the content will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Changes



Click the **Save** button.

View Page



View the page.

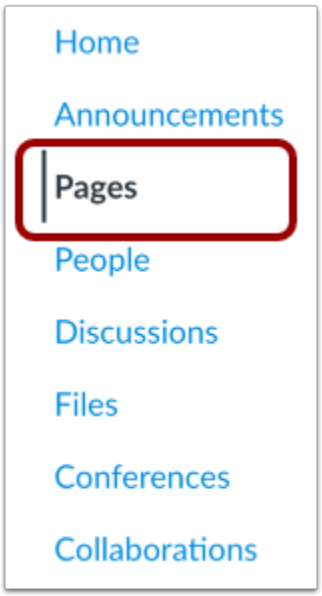
How do I embed media in a page in a group?

Canvas lets you embed media content within a page.

Notes:

- Canvas only supports secure video URLs (HTTPS) for embedding.
- Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



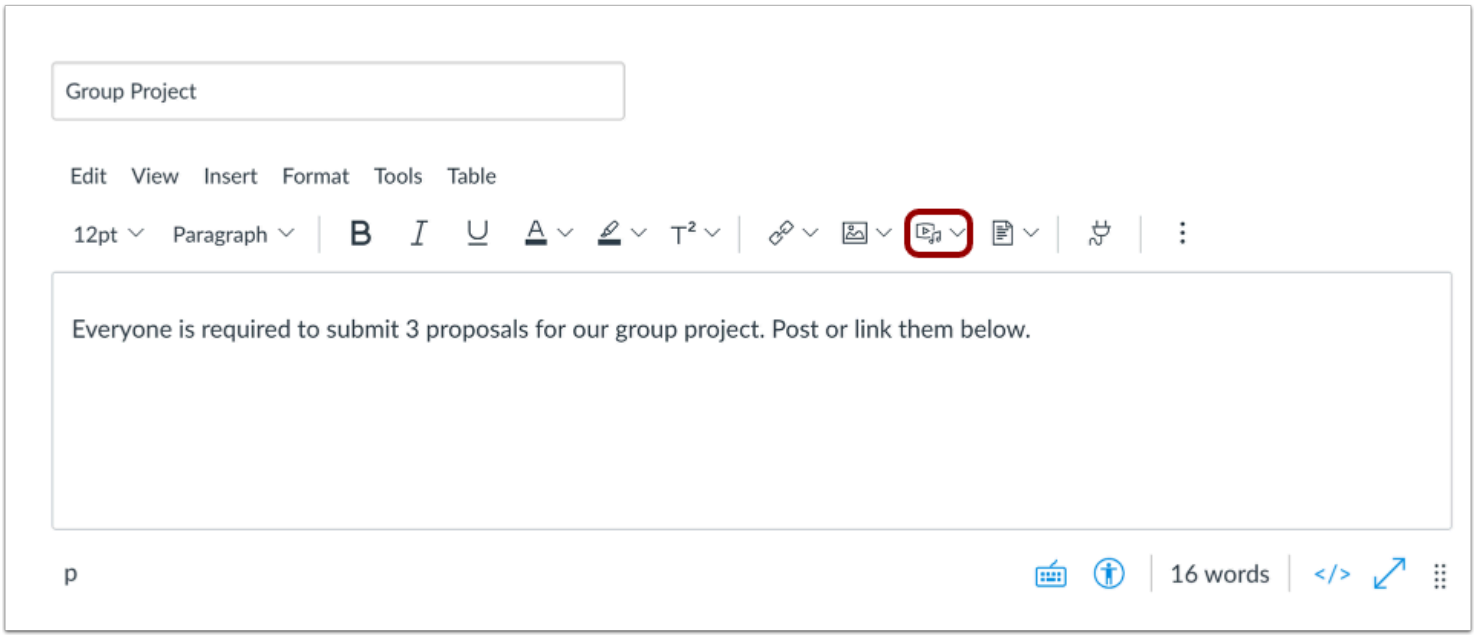
Click the title of the page you want to view.

Edit Page



Click the **Edit** button.

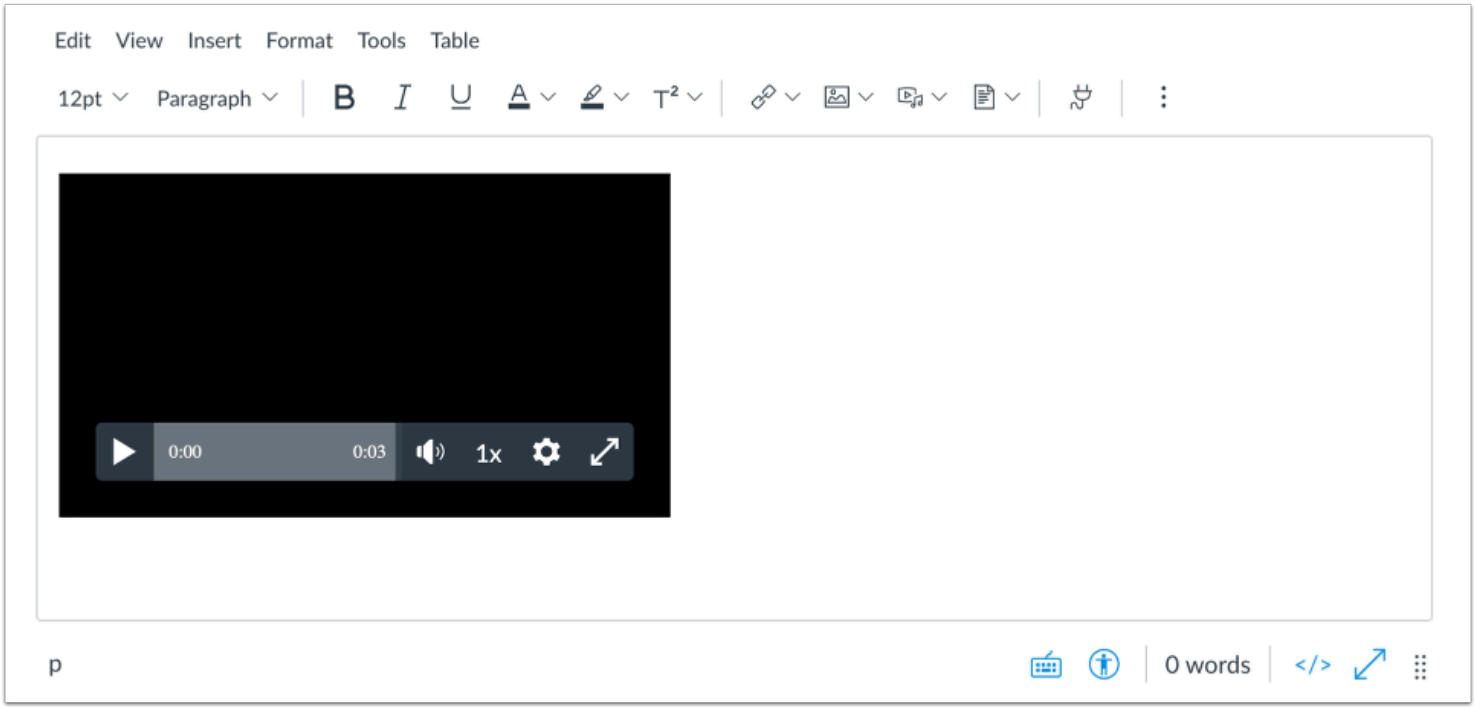
Open Insert Media Tool



Click the **Media** icon. You can upload and embed media files from your computer, external sources, or Canvas.

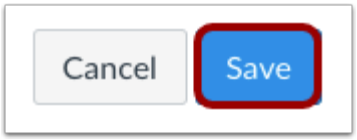
Note: Media will be inserted at the location of your cursor in the Rich Content Editor.

Preview Media



Preview your media in the Rich Content Editor.

Save Changes

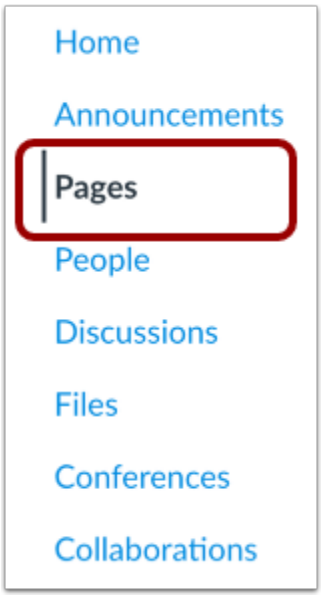


To save changes to the page, click the **Save** button.

How do I create a file link in a page in a group?

In groups, you can add a file to a page.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



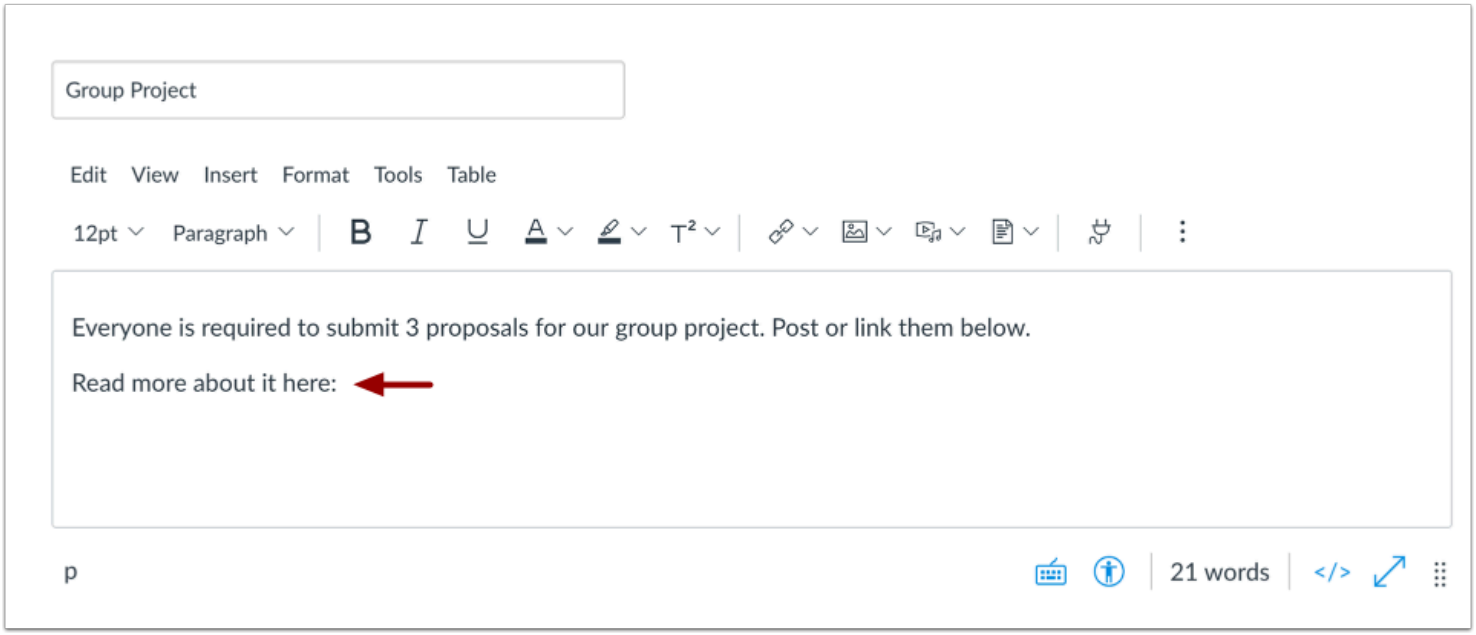
Click the title of the page you want to edit.

Edit Page



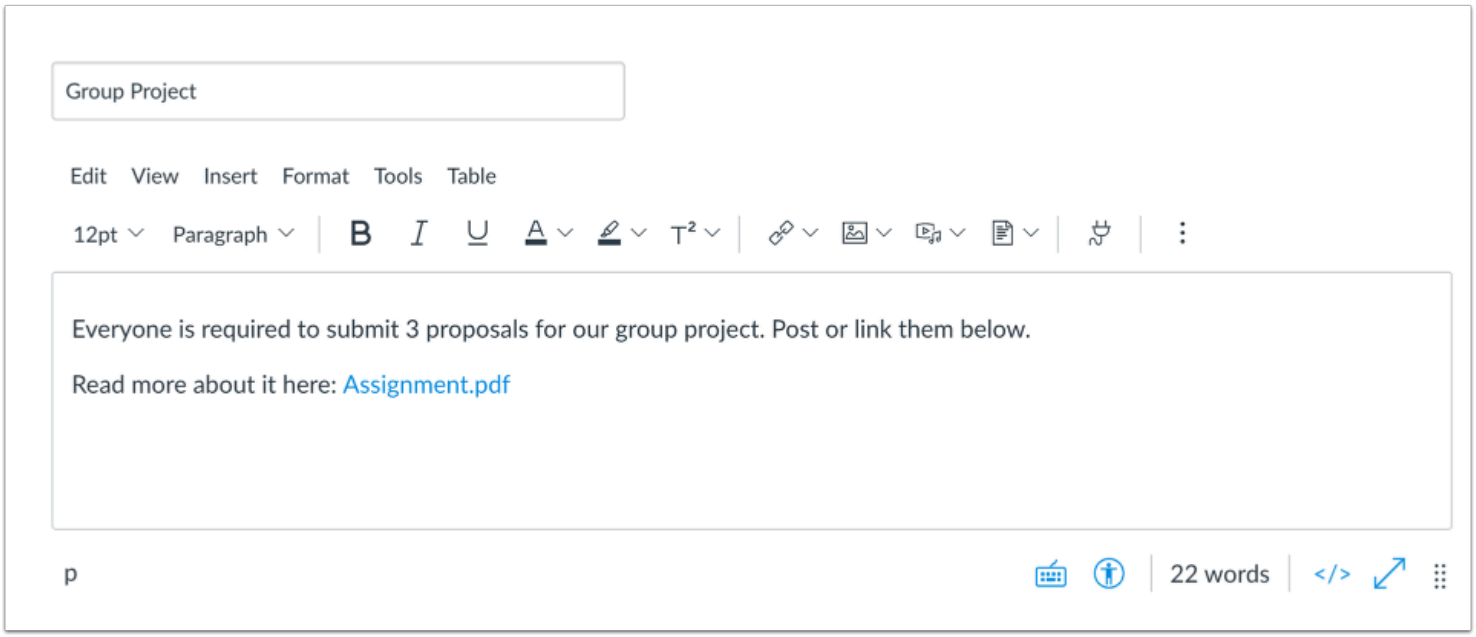
Click the **Edit** button.

Select Link Location



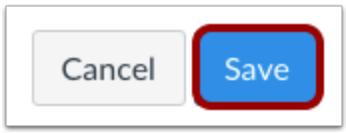
In the Rich Content Editor, place your cursor where you wish to insert your file.

Insert File Link



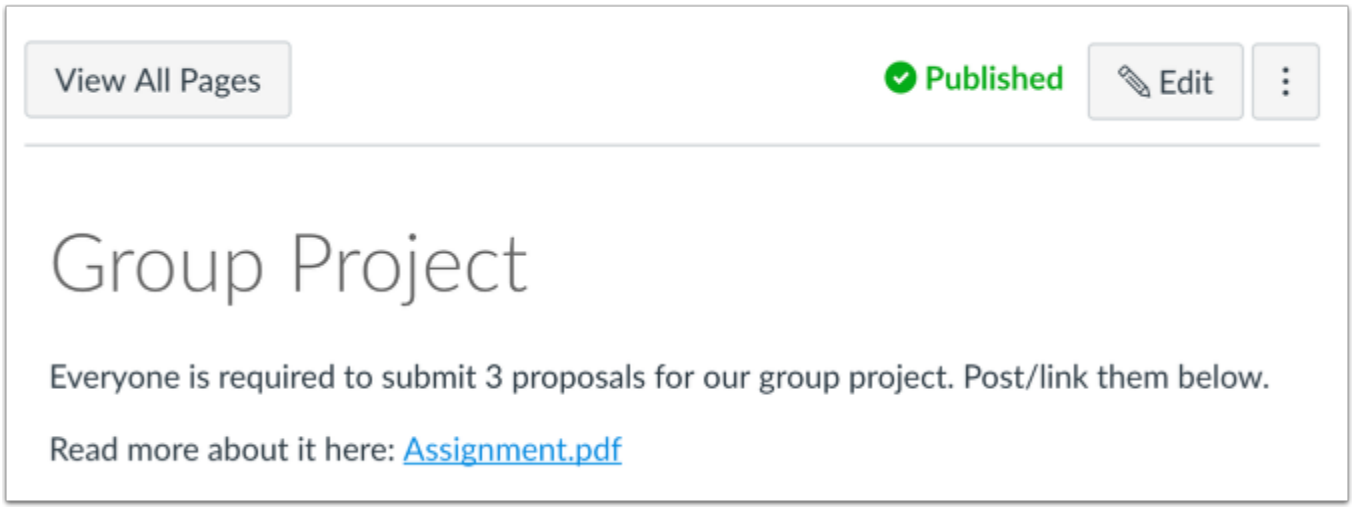
You can add links to group or user files. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Changes



Click the **Save** button.

View Page



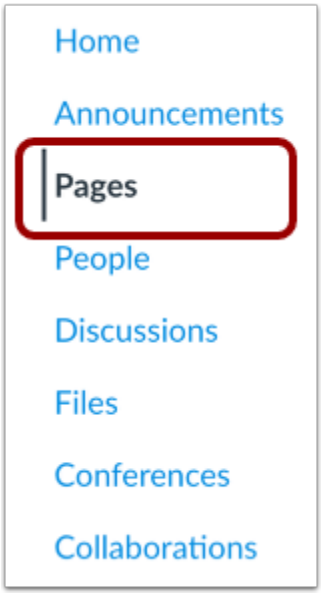
View the page.

How do I view the history of a page in a group?

In your student groups, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also restore the page content to a previous version of the page.

Note: If your instructor allows students to edit course pages, students will be able to view the page history but will not be able to restore a prior version of the page.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



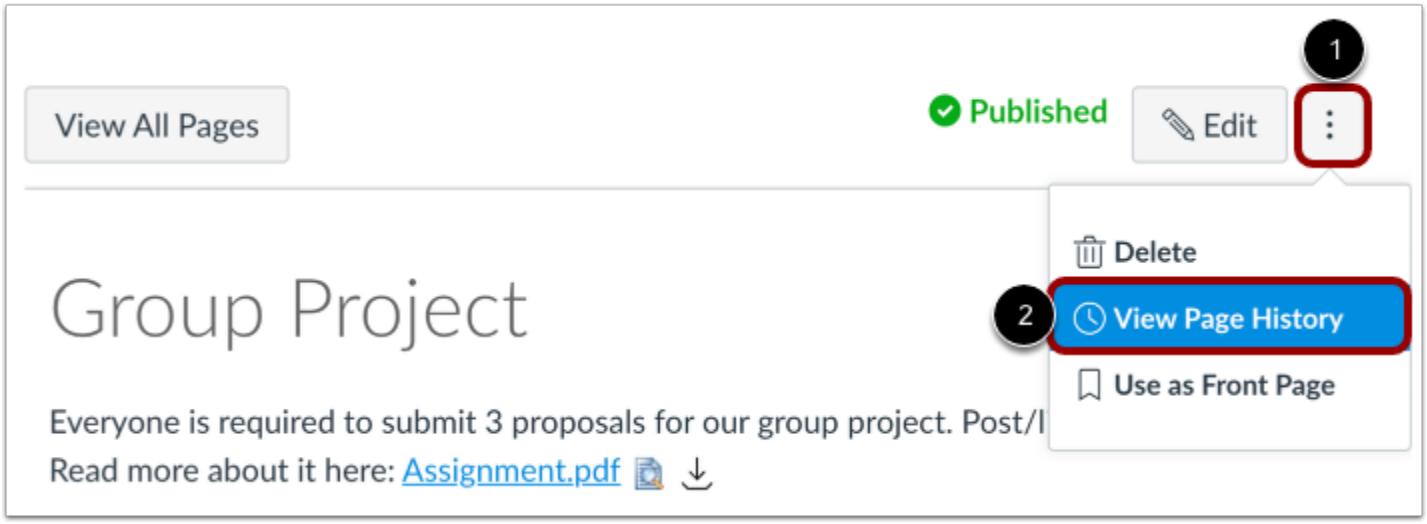
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page



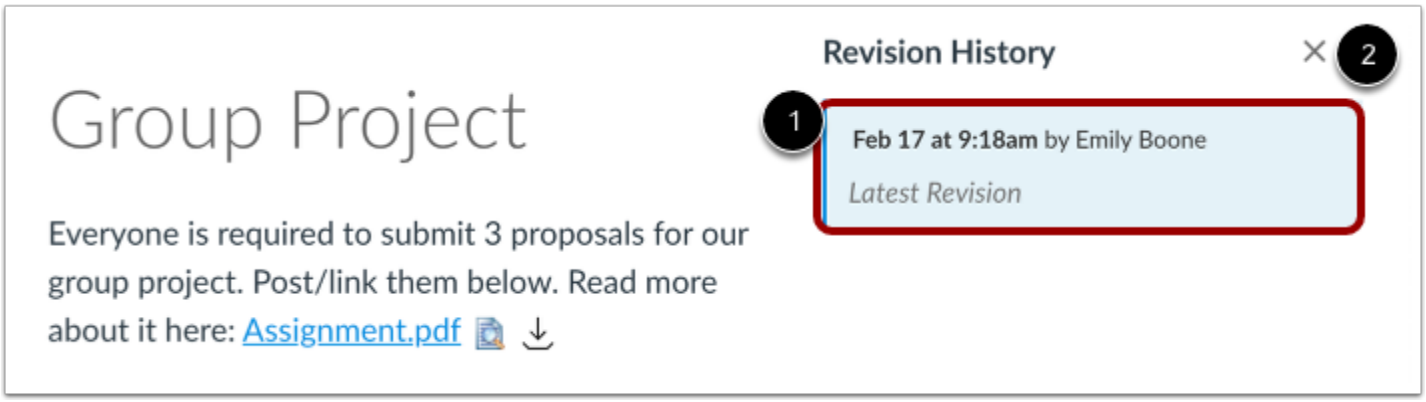
Click the page you wish to view.

View Page History



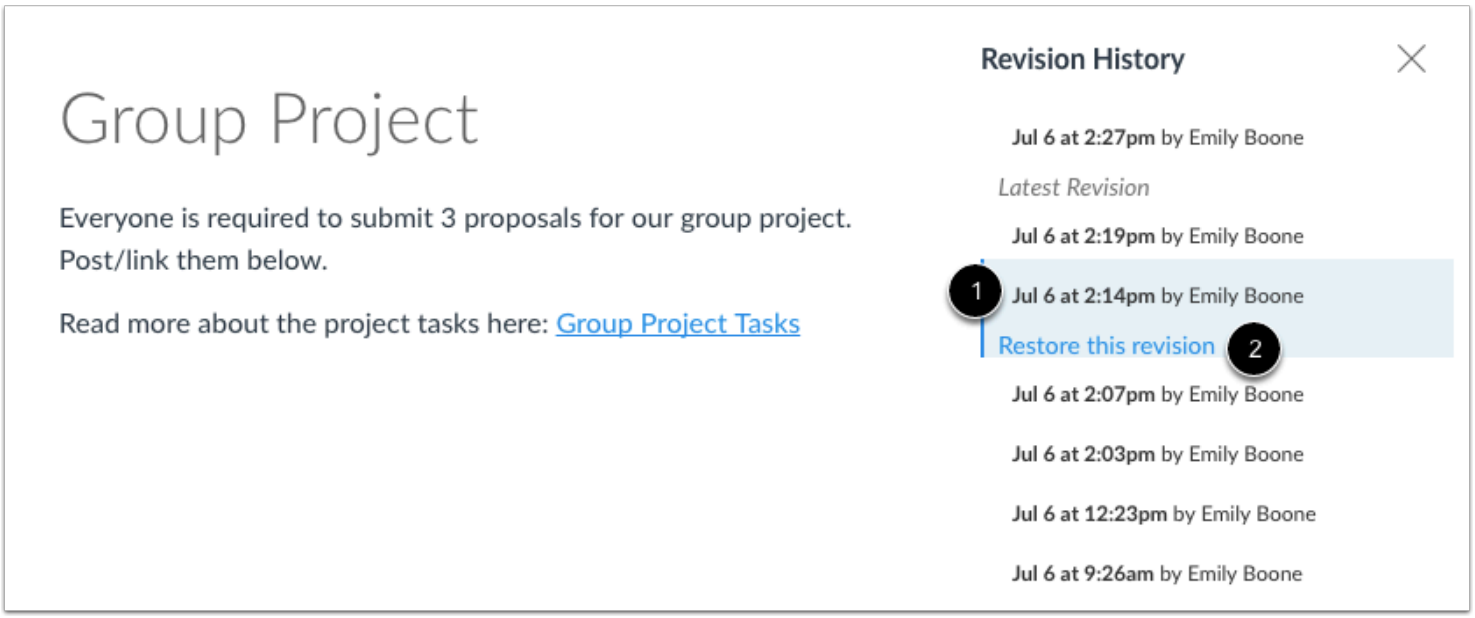
Click the **Options** icon [1] and select the **View Page History** link [2].

View Past Revisions



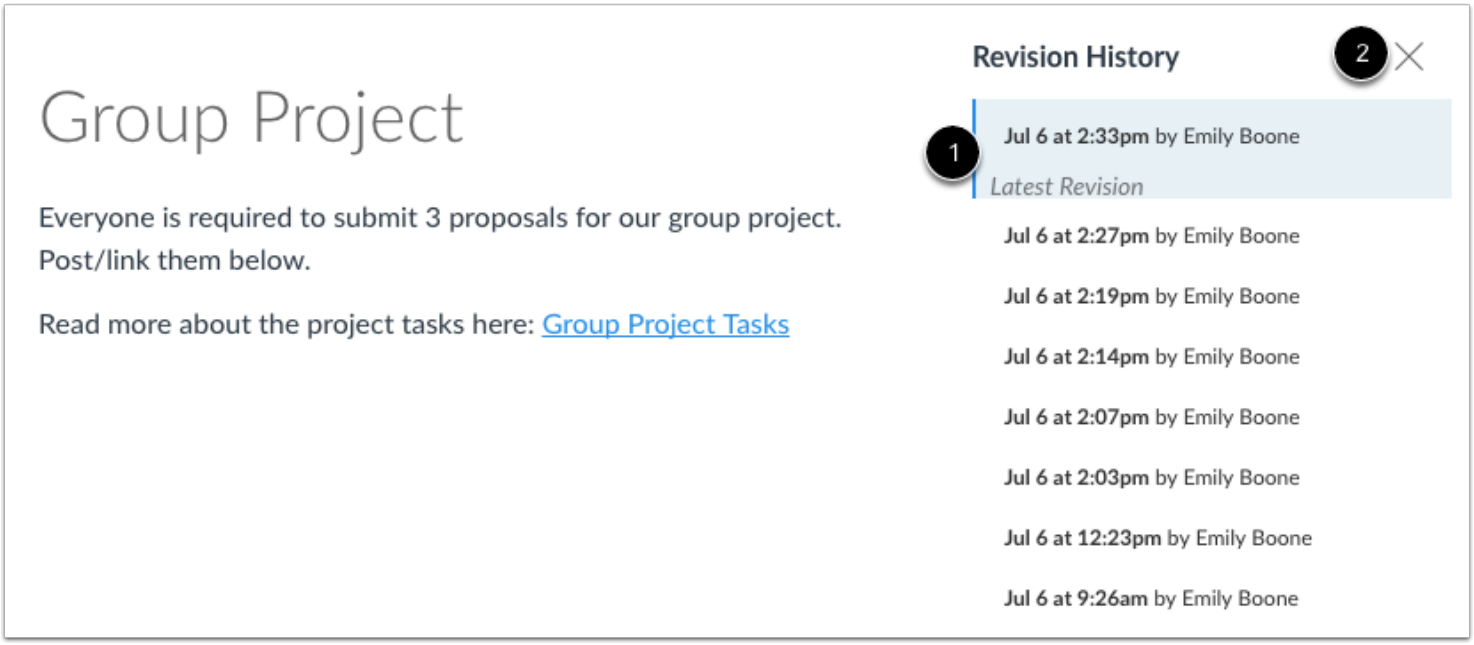
View the revision history [1]. To return to the current page revision, click the **Close** icon [2].

Open Prior Page Revision



To open a prior version of your page, click the date [1] you want to access and then click the **Restore this revision** link [2].

View Prior Version



View the content from the latest revision. Canvas will remind you that this version of your page is the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision.

Click the **Close** icon [2] to return to the current page.

People and Groups

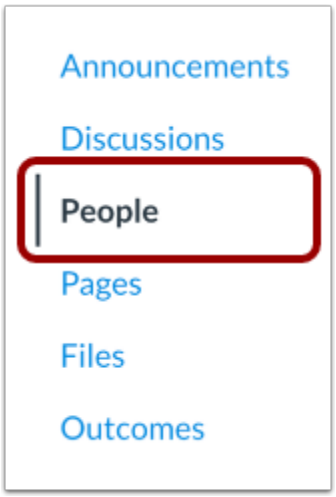
How do I use the People page in a course as a student?

People shows all the users enrolled in the course.

Notes:

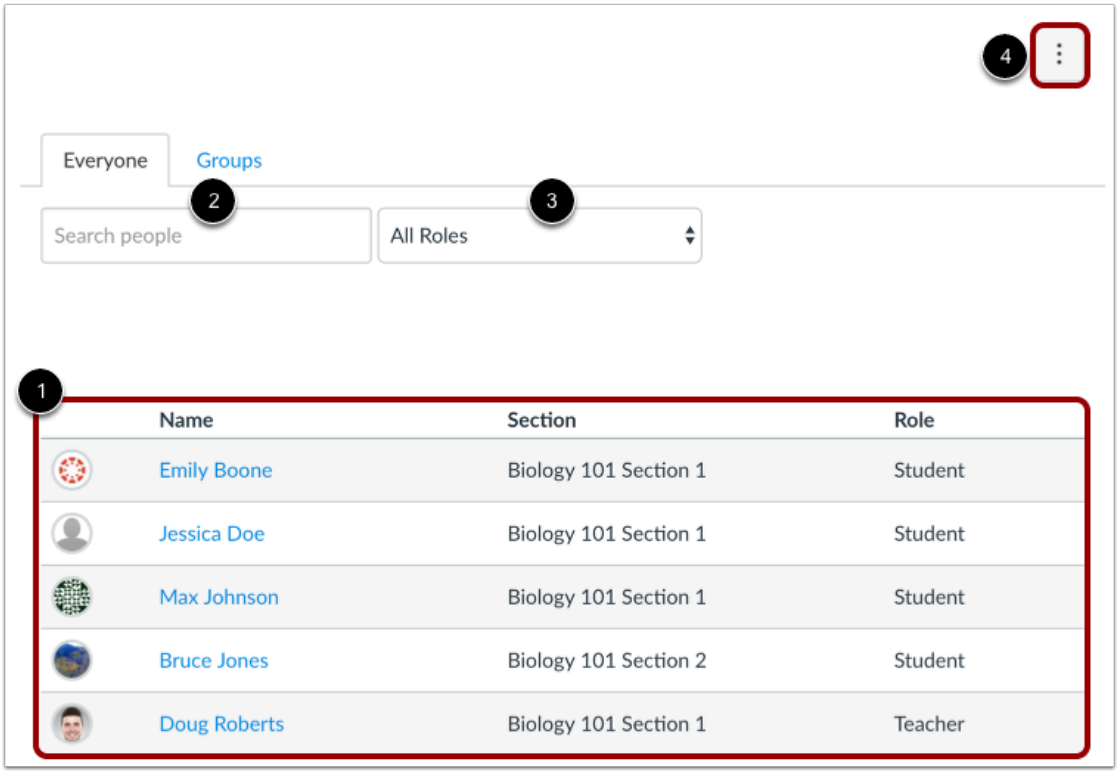
- The Section column may be hidden in your course.
- If People is not available in your Course Navigation, your instructor has hidden the course navigation link.

Open People



In Course Navigation, click the **People** link.

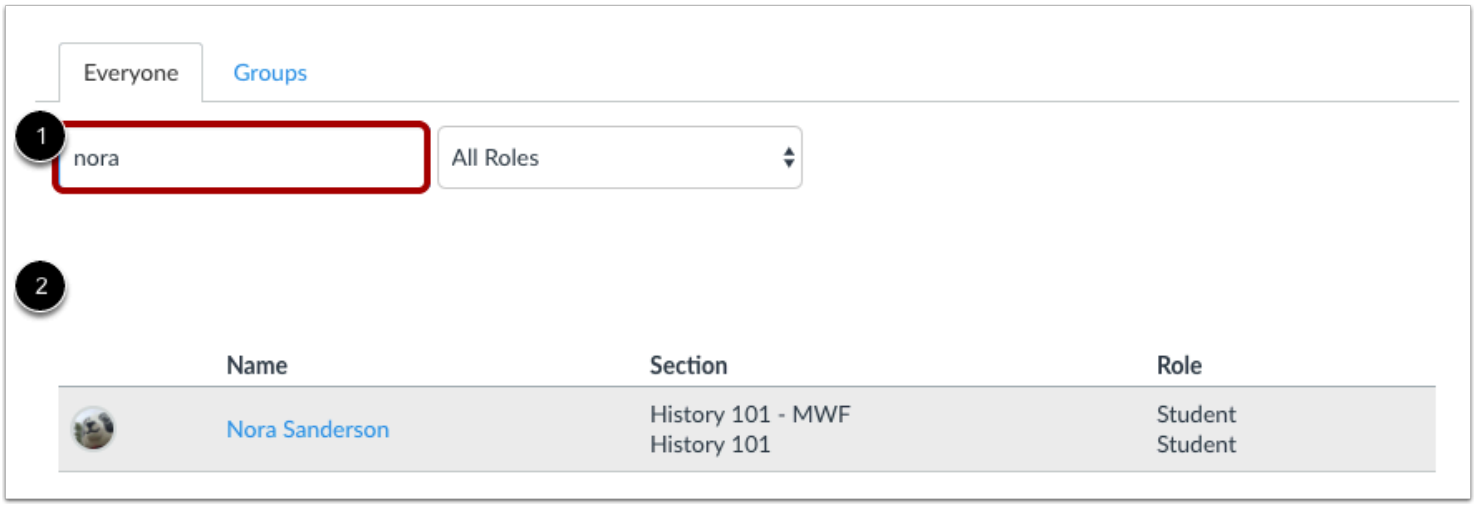
View People



In People, students can:

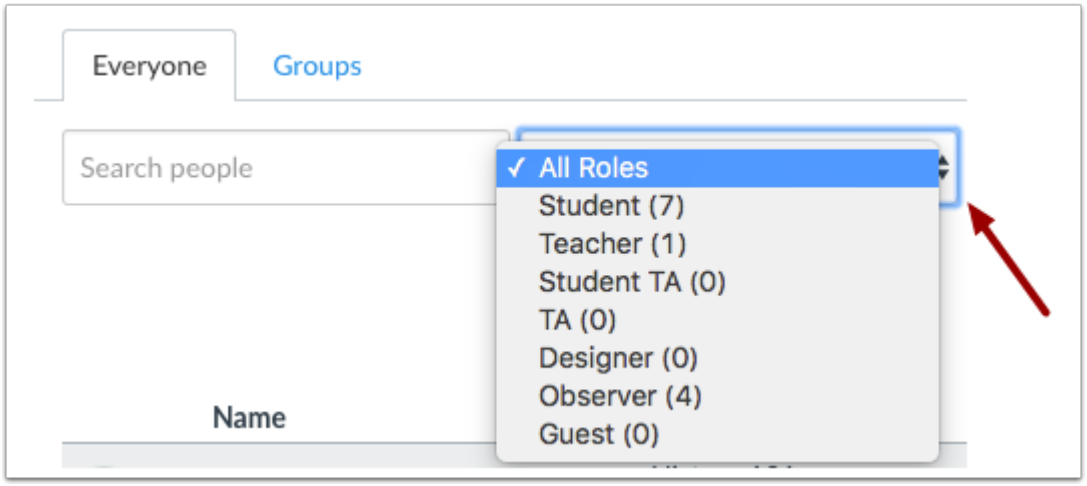
1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Use the Options drop-down menu to view user groups or registered services in the course.

Search Users



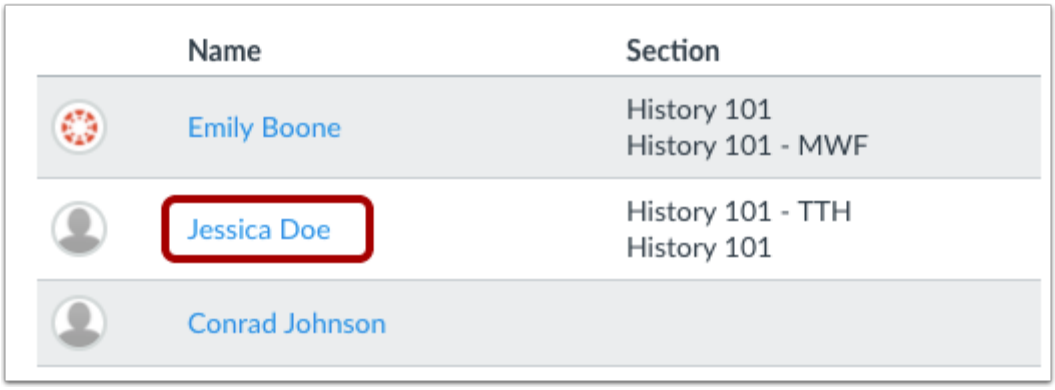
To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

Filter Users by Role



Use the Roles drop-down menu to view the number of users for each role type.

View User



To learn more about a specific user in the course, click the user's name.

Clicking your own name provides access to your grades. You may also be able to view your own course analytics.

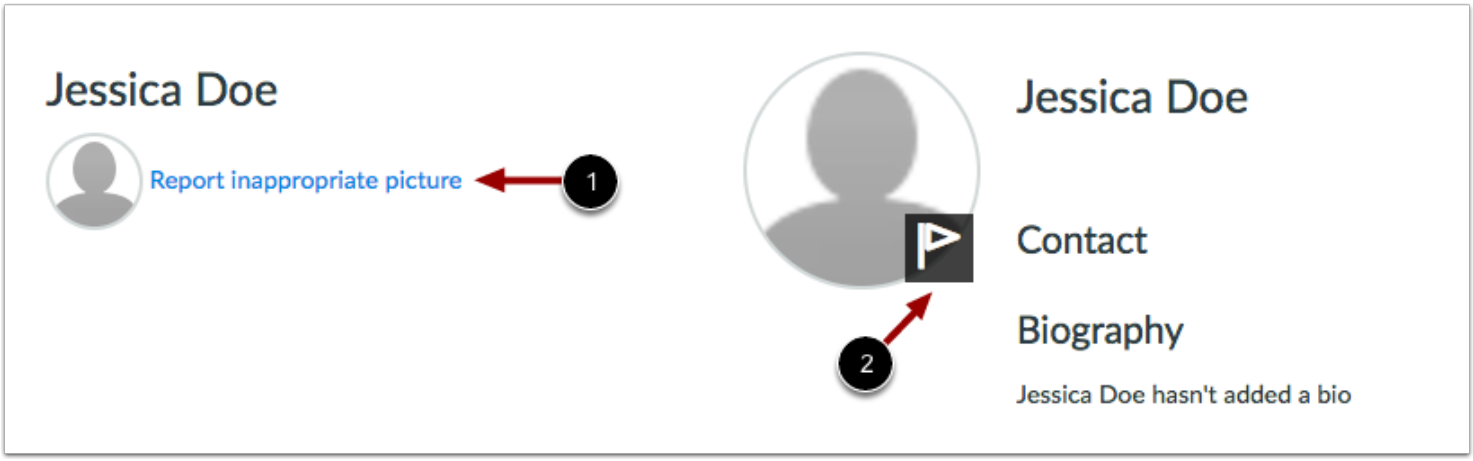
View User Details



You can view any details the user has included. You can also send a message directly to the user.

If your institution supports the Profiles feature, the page displays slightly differently. You can view the user's profile information, if any.

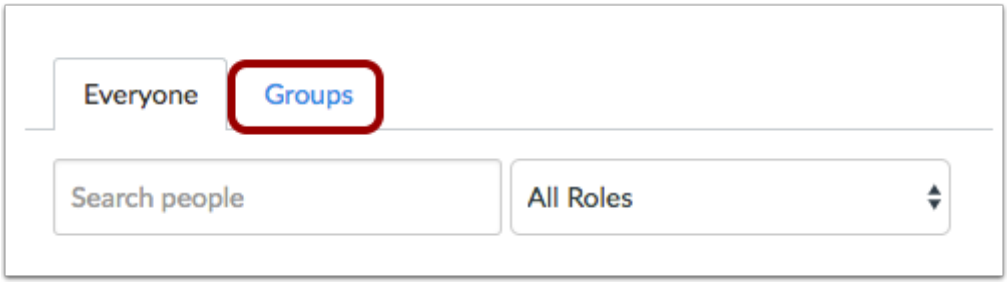
Report Profile Picture



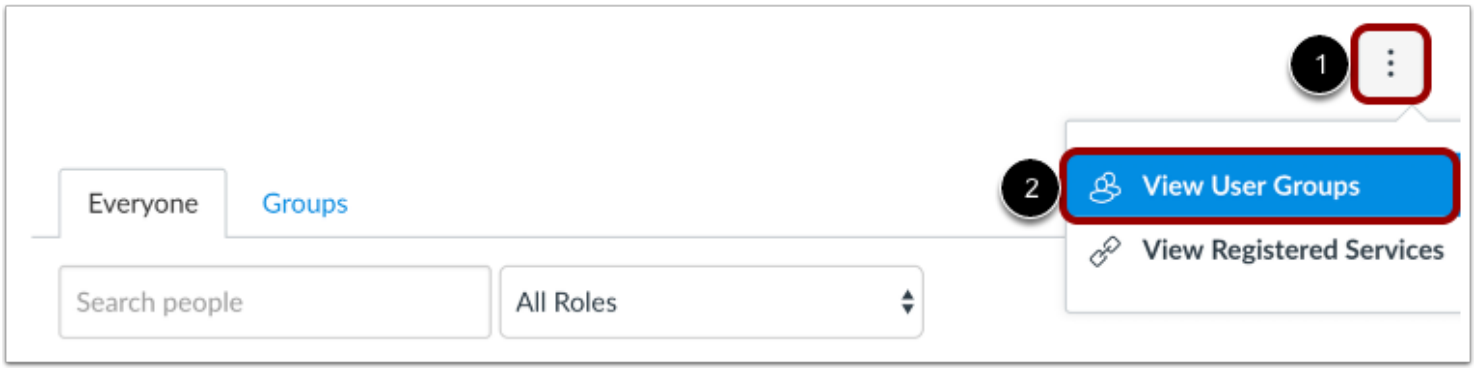
If your institution supports profile pictures and the user's profile picture is inappropriate, you can report the image to your institution by clicking the **Report inappropriate picture** link [1].

If your institution supports the Profiles feature, you can report the image by hovering over the picture and clicking the **Flag** icon [2].

View User Groups

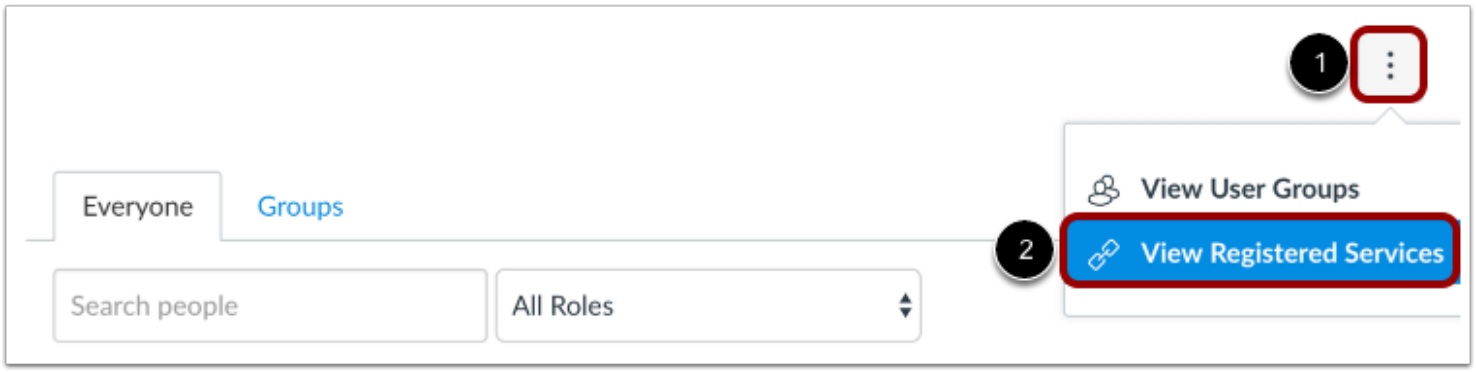


To view User Groups, click the **Groups** tab.



You can also access your User Groups in the Settings menu. Click the **Options** icon [1], and click the **View User Groups** link [2].

View Registered Services



To view the registered services for each person in the course, click the **Options** icon [1], and click the **View Registered Services** link [2]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered. Learn how to connect to web services in Canvas.

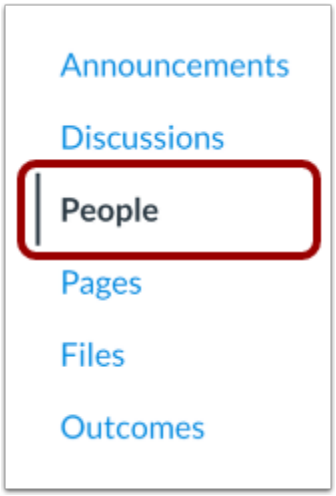
How do I view my course analytics as a student?

If you have permission from your institution, you can view your own analytics in an active course. Analytics show your activity and communication within the course.

Notes:

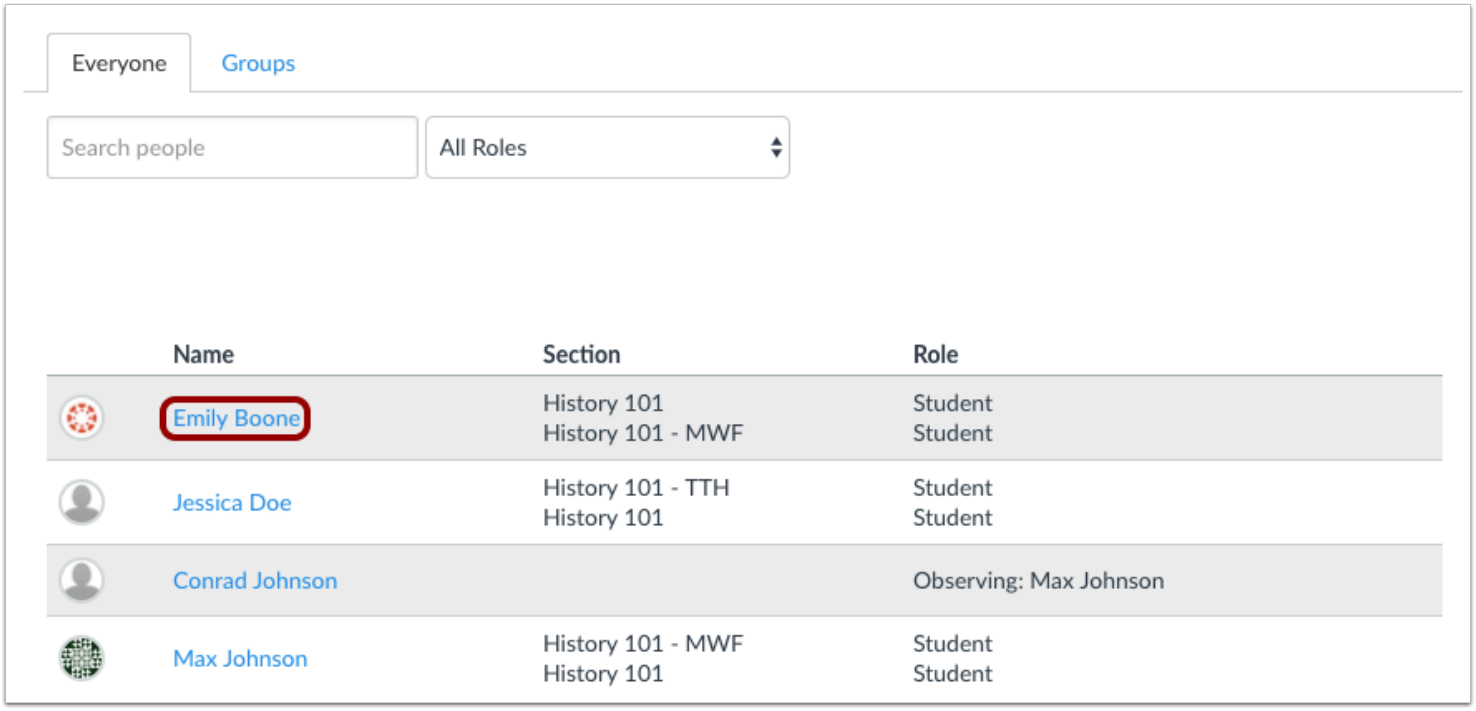
- Viewing Analytics is a course permission. If you cannot view Analytics, your institution has restricted this feature.
- If the analytics displayed in your course are different that what is displayed in this lesson, your course is using New Analytics. For more information on using New Analytics, please view the New Analytics Guide.
- Students cannot view analytics in concluded courses.

Open People



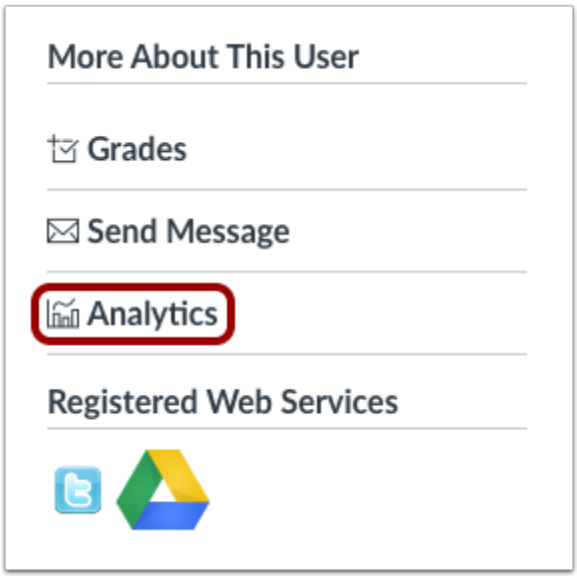
In Course Navigation, click the **People** link.

Open User Details



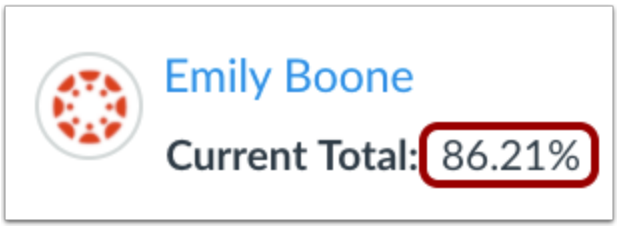
Locate and click your name in the course roster.

Open Analytics



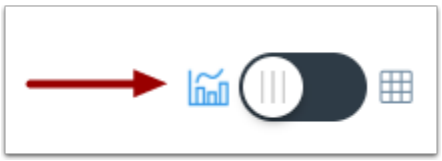
In the sidebar, click the **Analytics** button.

View Grade Percentage



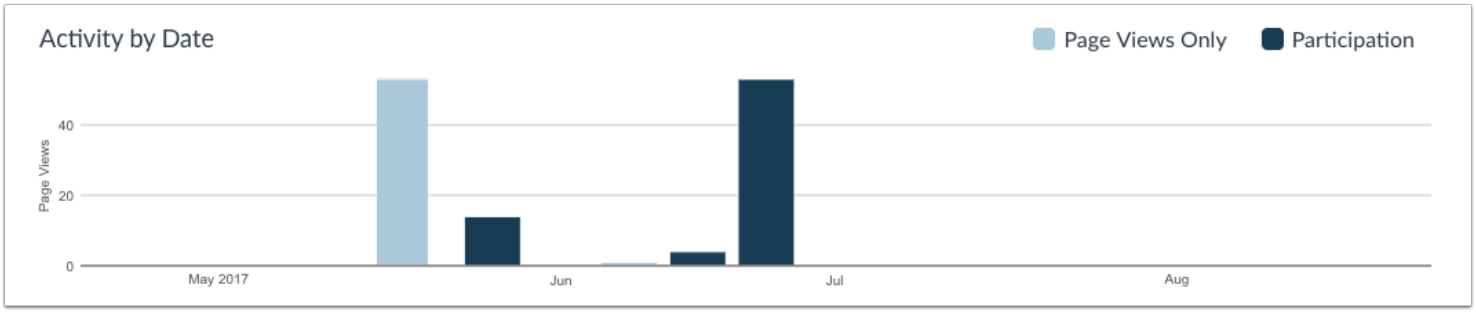
In the analytics page, you can view your total grade percentage in the course.

View Analytics Graphs



By default, analytics are shown in a graph format. These are four types of graphs: Activity by Date, Communication, Submissions, and Grades.

View Activity by Date



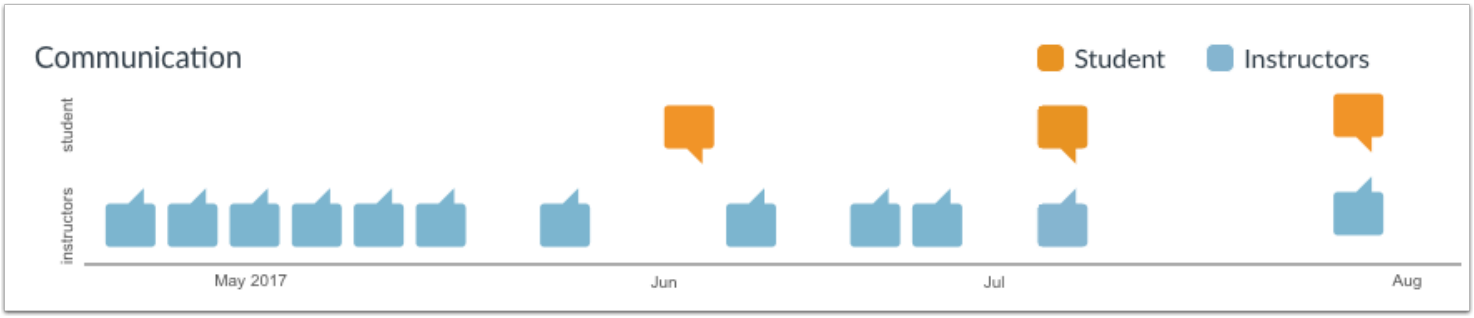
The Activity by Date graph shows all your course activity. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.

The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year. Browser window size, zoom level, and screen resolution may also change how the bars display.

The following user actions will generate analytics course participation:

- Collaborations: loads a collaboration to view/edit the document
- Conferences: joins a web conference
- Discussions/Announcements: posts a new comment to a discussion or an announcement
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz
- Assignments: submits an assignment
- Pages: creates a wiki page

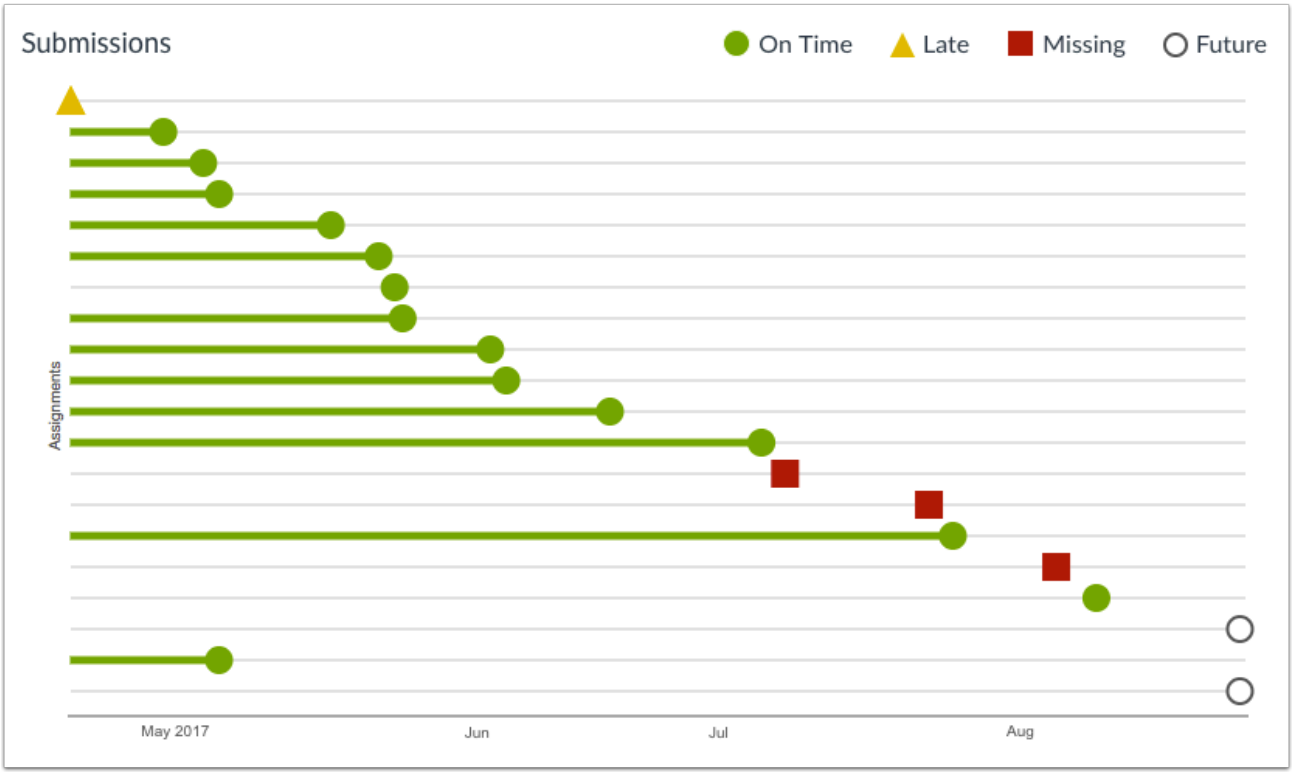
View Communication



The Communication graph shows the conversations that have taken place with your instructor(s) through the Canvas Inbox. The x-axis represents the user type; orange message icons show when you sent a message to an instructor, and blue message icons show when an instructor sent a message to you. The y-axis represents the interaction date.

To view the details of the bar graph, hover over the specific bar you want to view. You can view the date of the communication and how many messages were sent. A message is an individual message passed from one user to the other; in message threads, each message is individually counted. In group conversations, interactions are counted as long as you were one of the recipients. Notifications are not included in analytics unless you acted on the notification and generated a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.

View Submissions



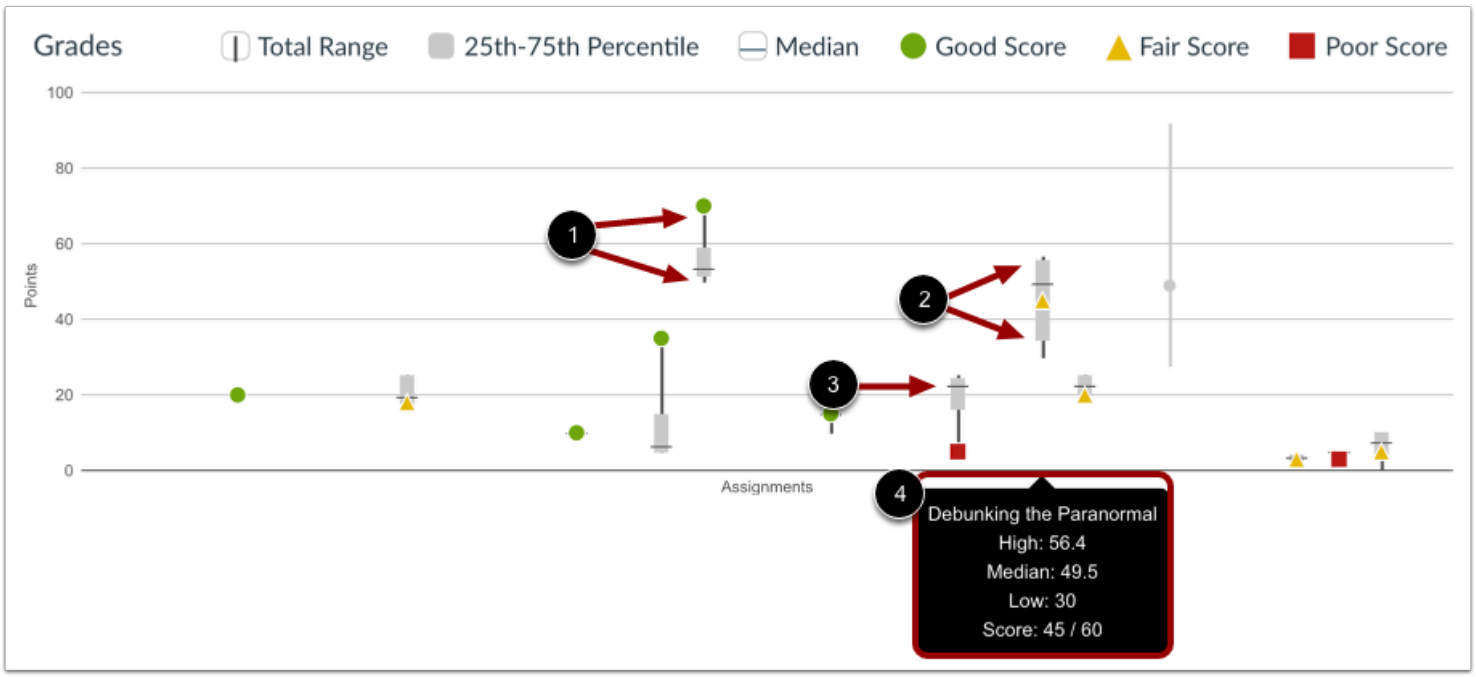
The Submissions graph shows the status of each of your assignment submissions. The x-axis represents each assignment, while the y-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). The diamond indicates the due date and the bar extends to the submission date. A white circle with a black outline indicates an assignment with a future due date.

If a submission includes a due date, the submission may include horizontal line. The line indicates when the assignment was submitted, while the shape indicates the actual due date. If a submission was submitted before the due date, the horizontal line is green; if it was submitted after the due date, the horizontal line is yellow. Submissions without a horizontal line either have no due date, or the assignment was submitted on the due date.

To view the details of the bar graph, hover over the specific bar you want to view. Current and past assignments include the assignment title, the due date (if any), the submission date, and the score. Future assignments include the assignment title, due date (if any), and the score.

Note: The Submissions chart does not include information about assignments that do not require a submission (e.g., not graded, on paper assignments) or excused assignments.

View Grades



The Grades graph shows the median, high, and low scores for each of your assignments. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical black line extends from the highest score to the lowest score [1]. The gray box extends from the 75th percentile to 25th percentile [2]. The horizontal black line shows the median score for the assignment [3].

Each assignment score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a score at or above the course median. A yellow triangle indicates an assignment with a score slightly below the median. A red square indicates an assignment with a score below the median or at the bottom of the score range.

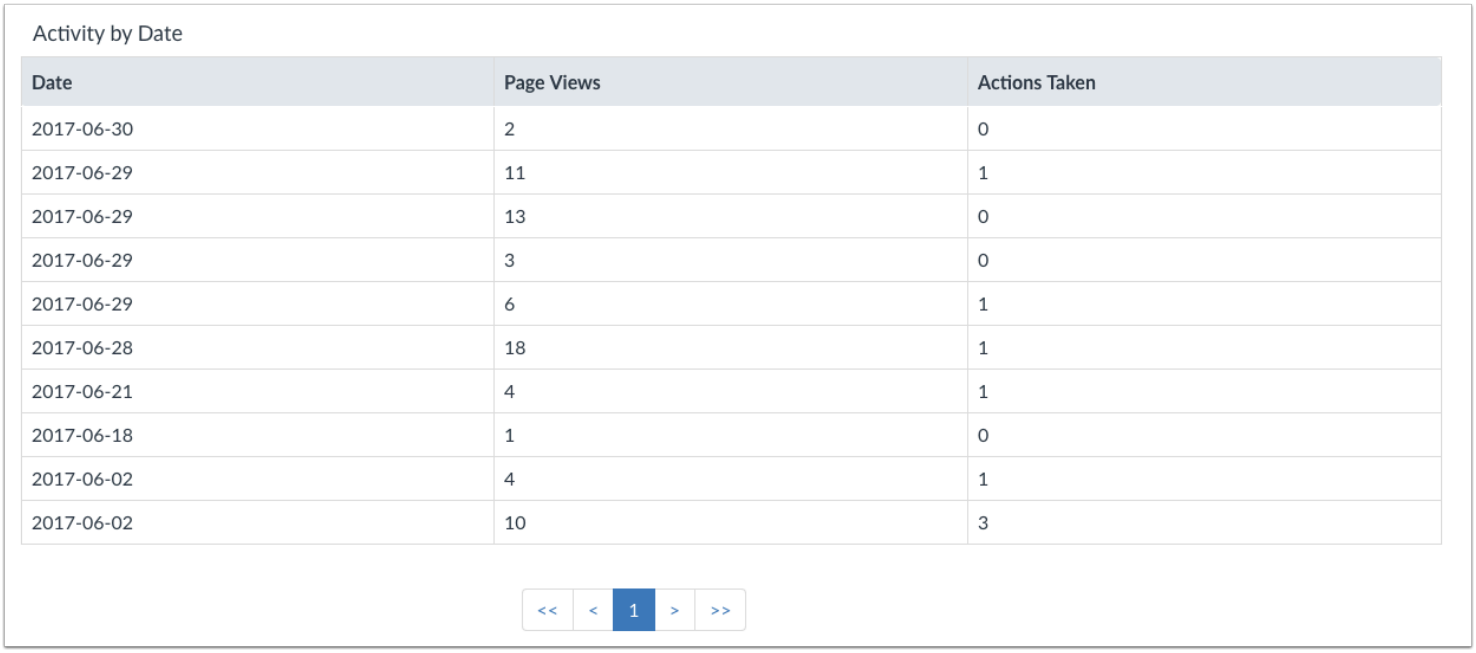
To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables



To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

View Table Data



Activity by Date

Date	Page Views	Actions Taken
2017-06-30	2	0
2017-06-29	11	1
2017-06-29	13	0
2017-06-29	3	0
2017-06-29	6	1
2017-06-28	18	1
2017-06-21	4	1
2017-06-18	1	0
2017-06-02	4	1
2017-06-02	10	3

<< < 1 > >>

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

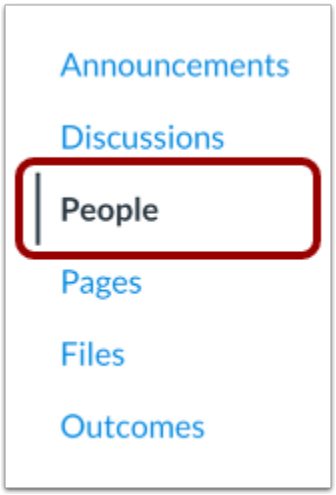
Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.

How do I view all groups in a course as a student?

If your instructor allows, you can view all course groups by clicking the People link within the course. You can also access any groups where your instructor or another student has enrolled you as a member. You can join, leave, or switch to any available self sign-up groups in your course.

Use the Groups link in Global Navigation to easily view groups you are enrolled in.

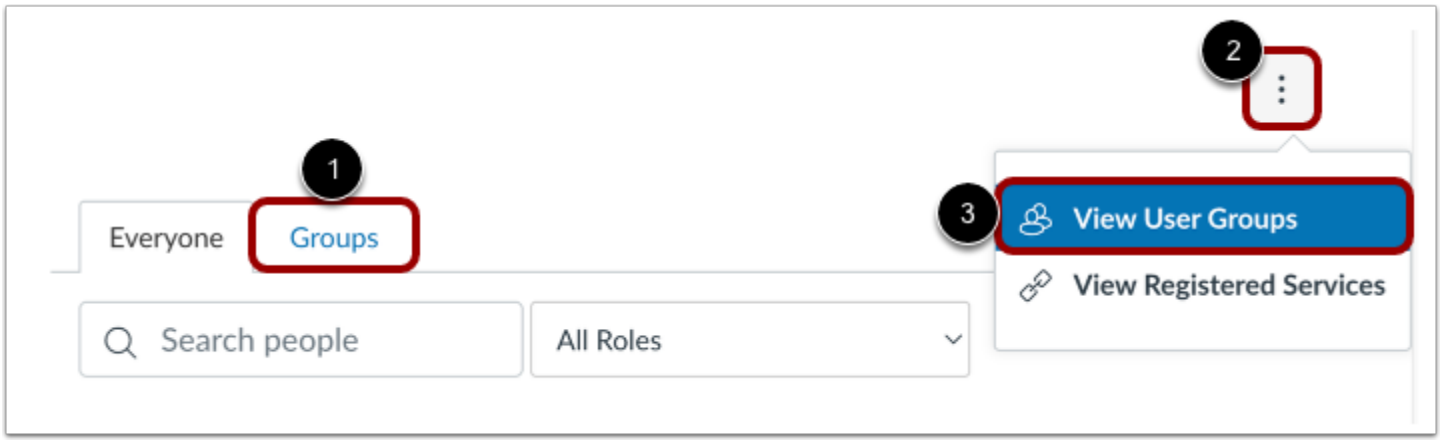
Open People



In Course Navigation, click the **People** link.

Note: If your instructor has disabled the People link in Course Navigation, you can only view groups you are enrolled in.

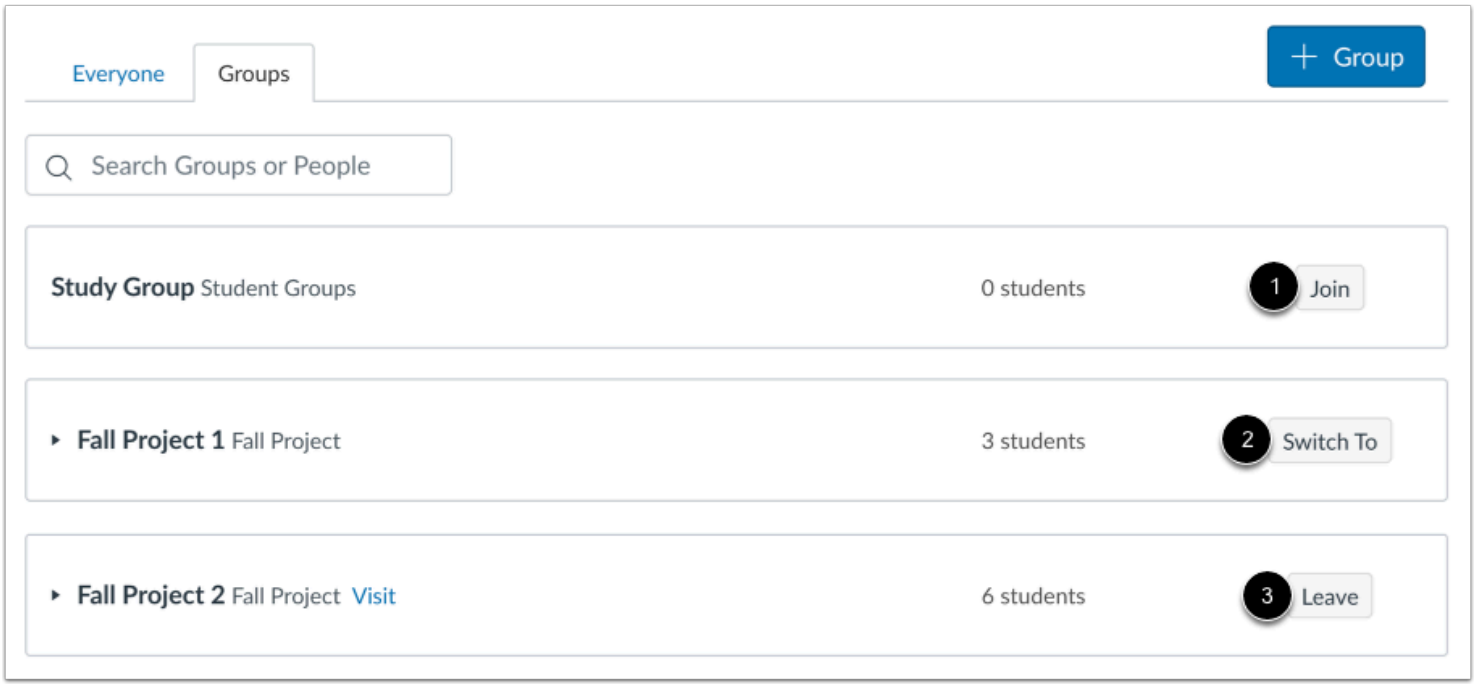
Open Groups



Click the **Groups** tab [1].

Or, to open your groups from the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Access Course Groups



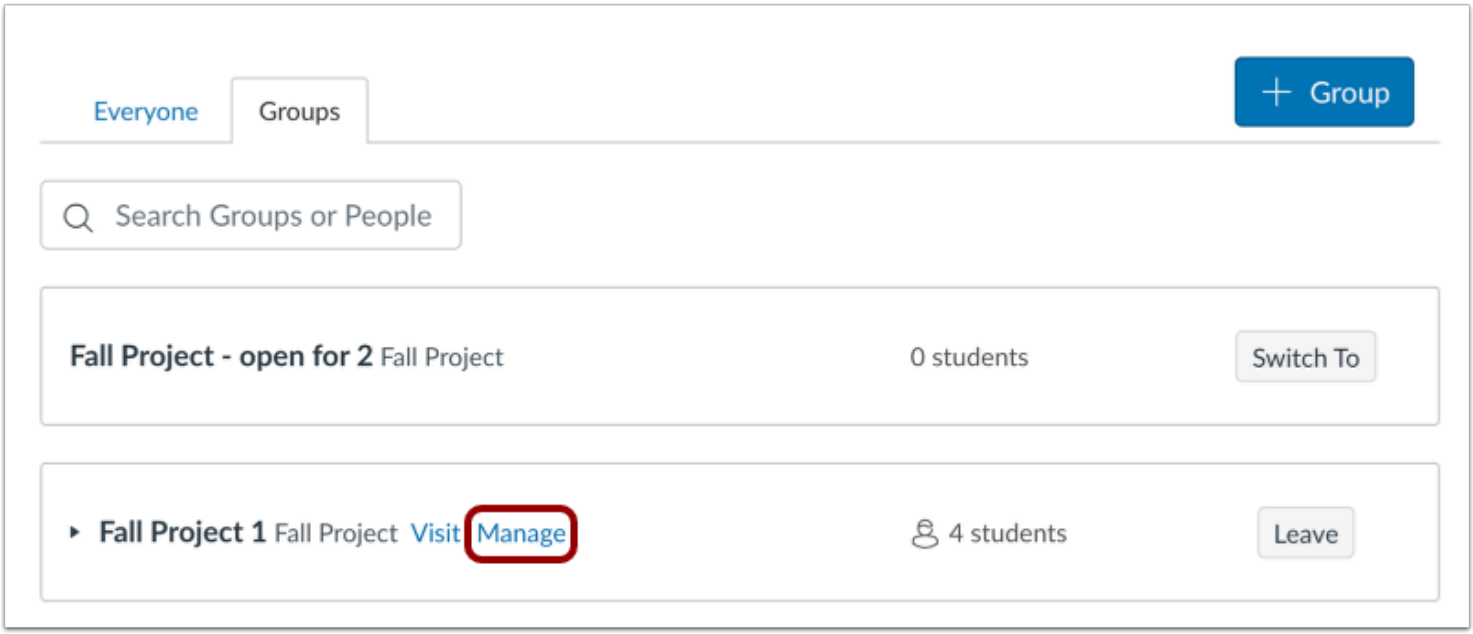
View the groups available in your course. Each group shows the name of the group and how many members are part of that group.

If there are any self sign-up groups available to join, you can join the group by clicking the **Join** button [1], or you can switch groups within a group set by clicking the **Switch To** button [2].

If you are already part of a self sign-up group, you can leave the group by clicking the **Leave** button [3].

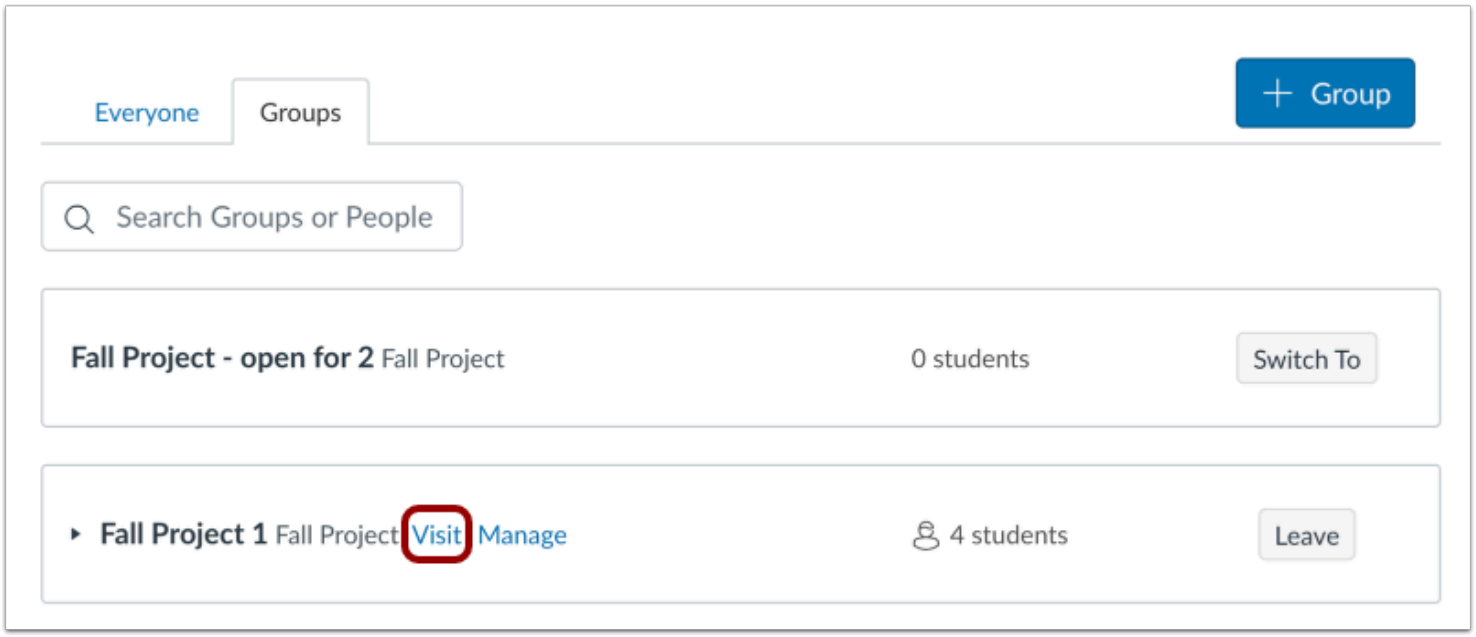
Note: You cannot leave groups that are not self sign-up groups.

Access Student Leader Groups



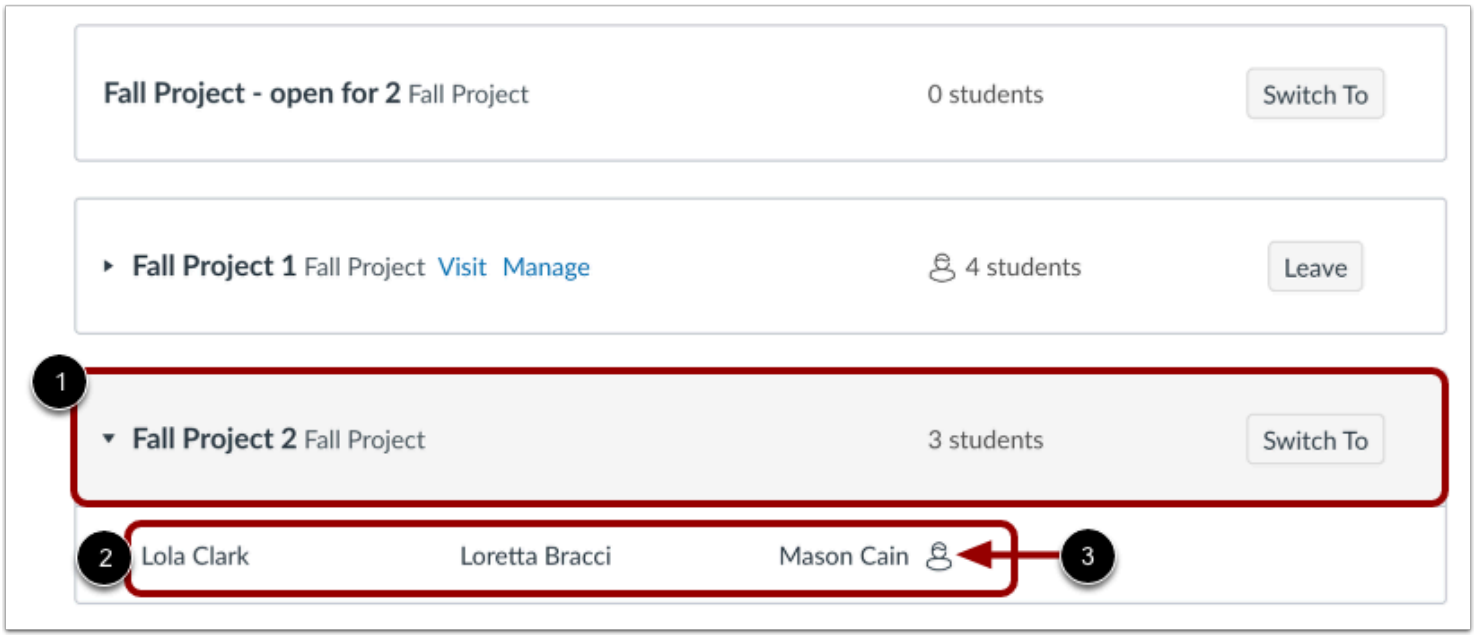
If you have been invited to be a student leader and manage a group, the **Manage** link displays.

Access Visit Group



If you are a current group member, the **Visit** link displays. To access the group's Home page and the Group Navigation menu, visit the group.

Access Group Members



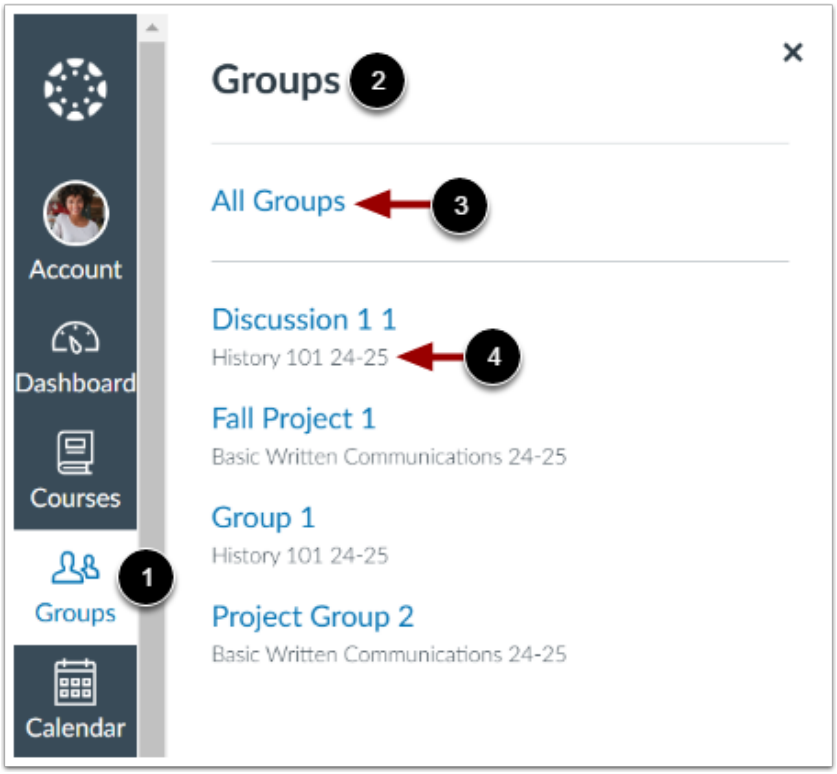
To view which students are assigned to the group, click anywhere in the group [1]. The names of the students display in an expanded list [2].

The Person icon displays next to the student group leader [3].

How do I view my Canvas groups as a student?

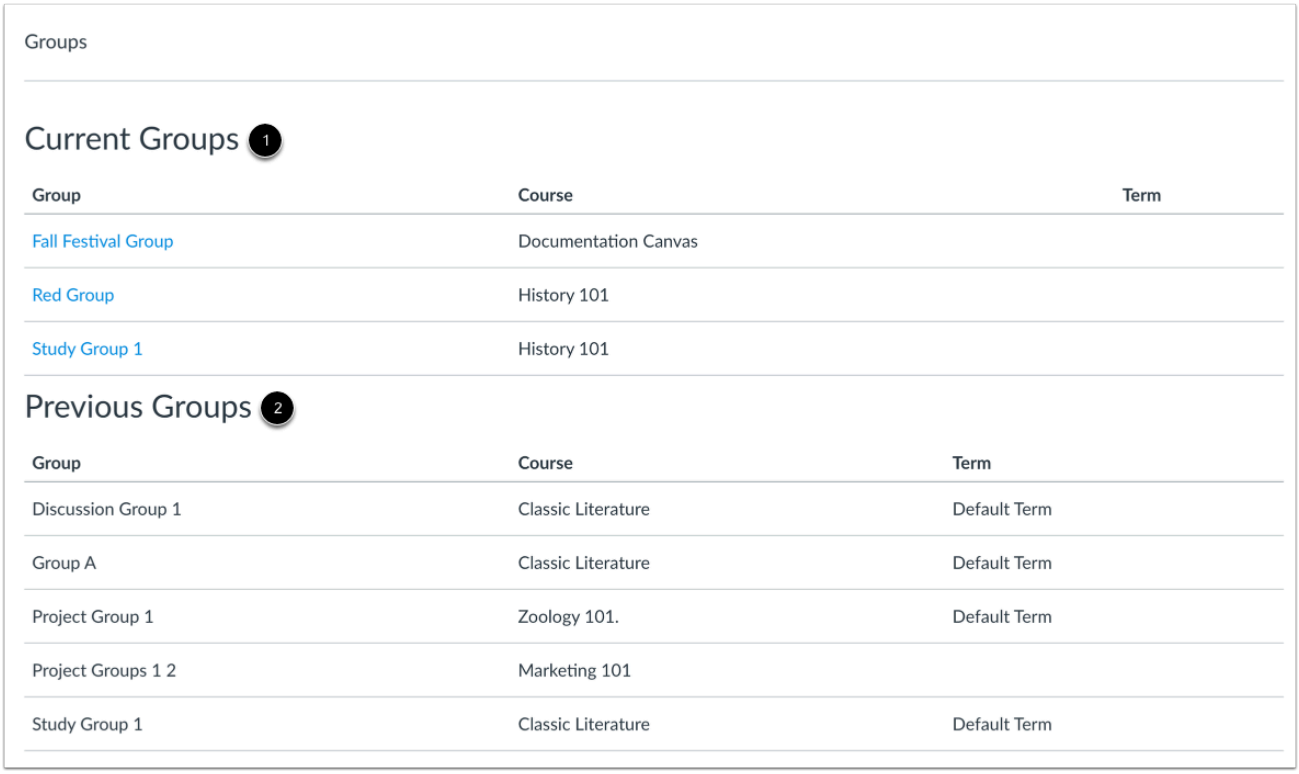
You can see the current groups where you are enrolled using the Global Navigation Menu. If you do not see any groups listed, you have not joined a group or been enrolled in a group by your instructor. Previous groups are listed under the Previous Groups header.

Open Groups



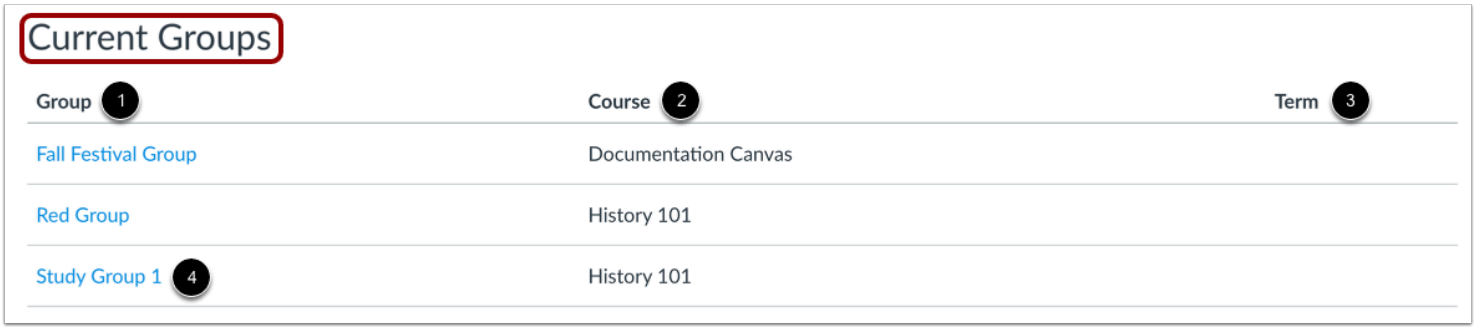
In Global Navigation, click the **Groups** link [1], then view your current groups [2]. To view all your groups, click the **All Groups** link [3]. In the Group Tray, groups display the associated course name [4].

View Groups



Groups are organized into Current Groups [1] and Previous Groups [2].

View Current Groups



Current Groups are groups in courses that are part of the current semester or term. You can view the name of the group [1] and the course name for the group [2]. If a course includes a term date [3], the term date displays next to the course name.

Depending on access settings for a course, Current Groups can also display groups in courses that have been published but have not yet started.

Groups that are available to you display linked text [4]. These groups are associated with current courses. To open a group, click the name of the group.

View Previous Groups



Groups listed under the **Previous Groups** heading are groups that are part of courses that have concluded. Students cannot view group material nor interact with the group after the course is concluded.

Note: Some institutions may not allow previous groups to display in the Courses page.

How do I use groups as a student?

As a student, your instructor may assign you to a course group, or another student may include you as a member in a student group. You may also be able to create groups, join groups, switch groups, or leave groups.

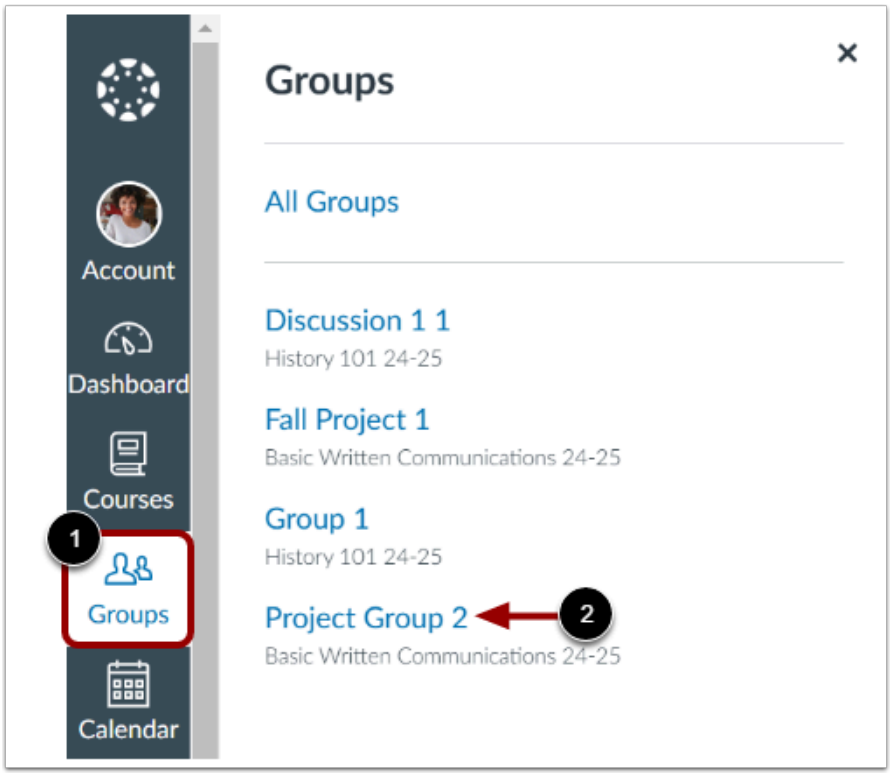
Groups allow you to work together with other students. Group Navigation gives you access to group activities and files.

If there are any assignments assigned to your group, one member can submit assignments on behalf of the group.

On the Assignments page, you can view assignments assigned to your group along with other assignments.

If your instructor has assigned you to be the student group leader, you can edit the group name or add and remove users from the group. Learn more about managing groups as a student group leader.

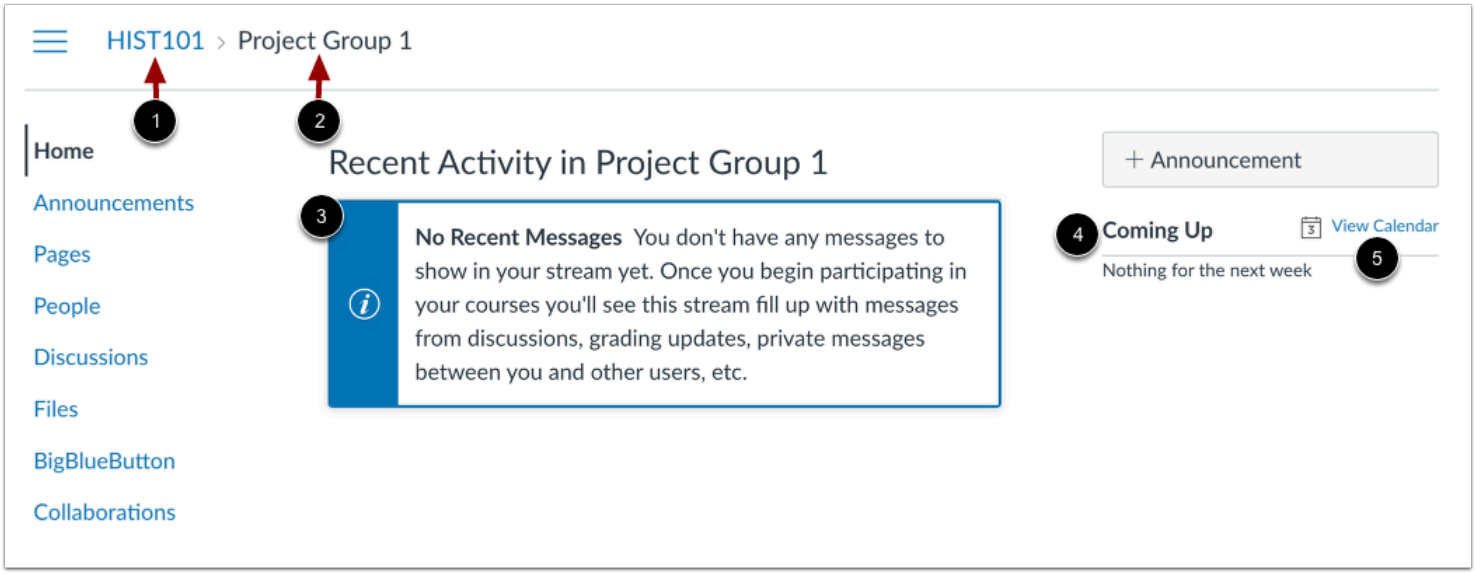
Open Group



In Global Navigation, click the **Groups** link [1], then click a group name link [2].

You can learn more about viewing your groups or viewing all available groups.

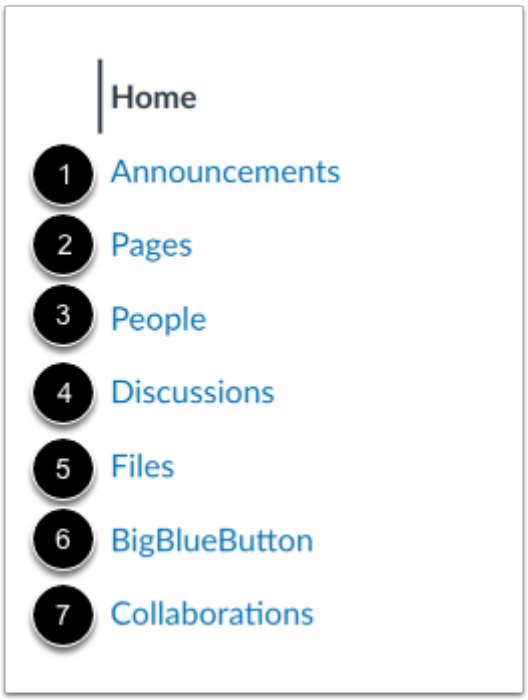
View Group Details



You can view the group's course code or nickname [1] and the group name [2].

The Group Home page displays recent messages [3], To Do items that are coming up [4], and a link to the group calendar [5].

Use Group Navigation



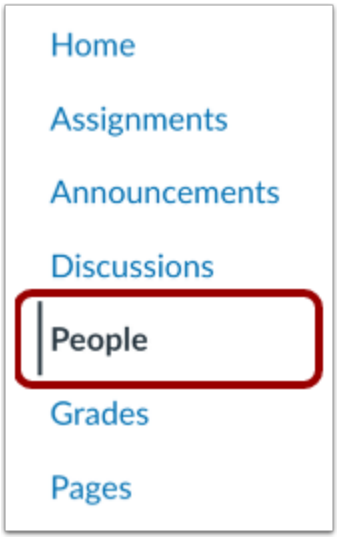
You can use the Group Navigation to view or make group announcements [1], create a group page [2], view group membership [3], create or reply to group discussions [4], view and upload group files [5], access group conferences [6], or access group collaborations [7].

How do I join a group as a student?

You can sign up for a group in your course if your instructor has enabled the self sign-up option.

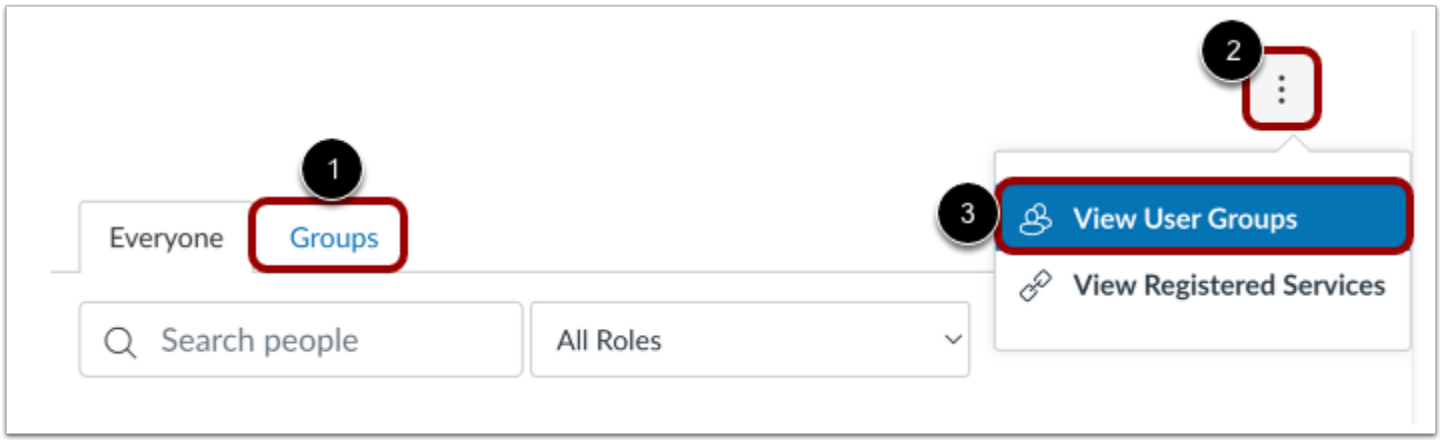
Note: If your instructor has disabled the People link in Course Navigation, you cannot join a group.

Open People



In Course Navigation, click the **People** link.

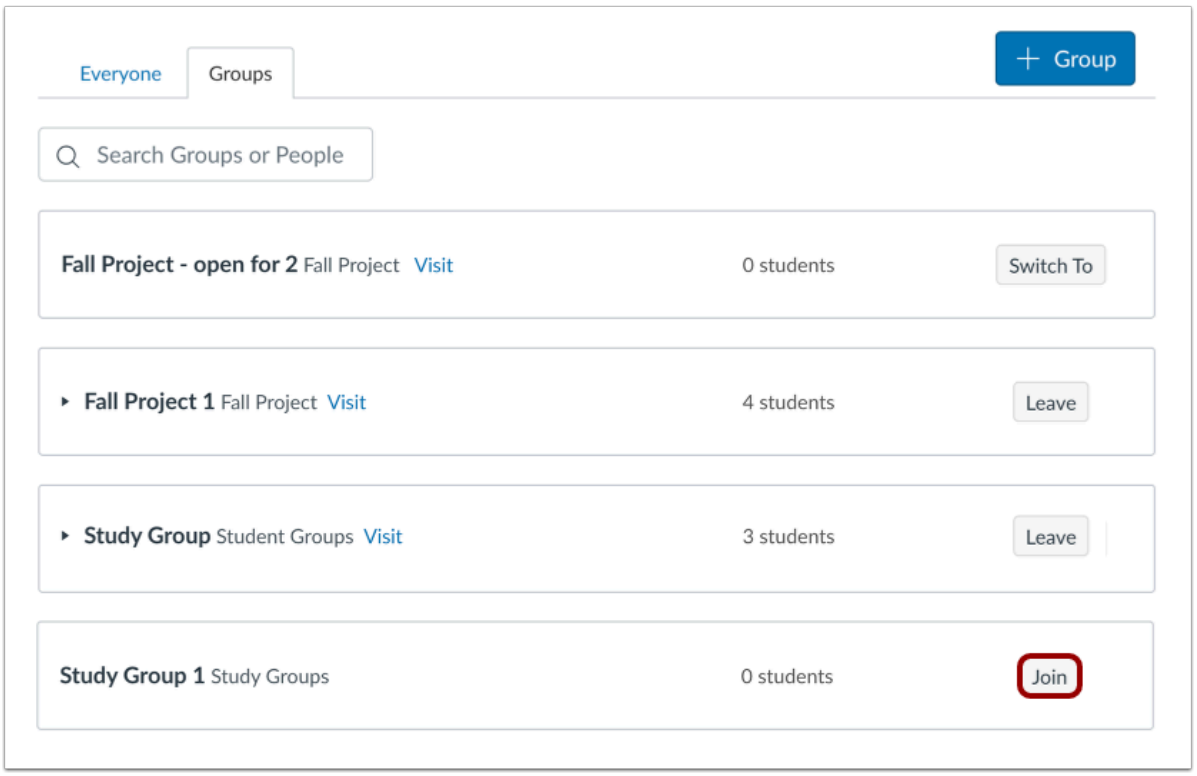
Open Groups



Click the **Groups** tab [1].

Or, to access your groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

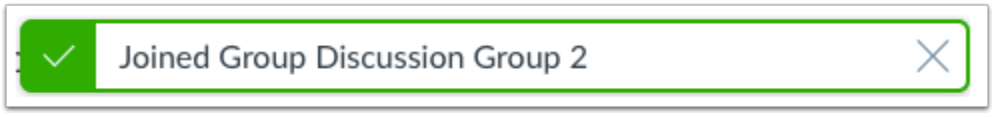
Join Group



Next to the name of an available group, click the **Join** button.

Note: You can also join a group by switching to it. You can learn more about switching groups.

Verify Group Sign Up



A message appears at the top of your browser verifying you signed up for the group.

Visit Group



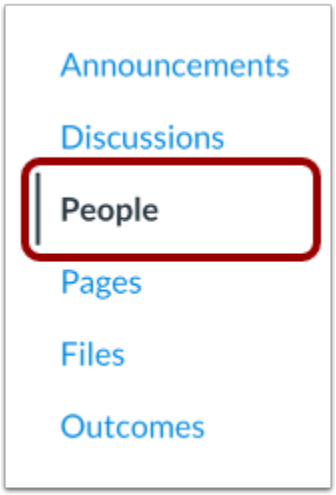
To access a group you joined, click the **Visit** link.

How do I leave a group as a student?

If you were able to join a group in your course, you can leave the group at any time. You cannot leave groups that are not self sign-up groups or student groups that are by invitation only.

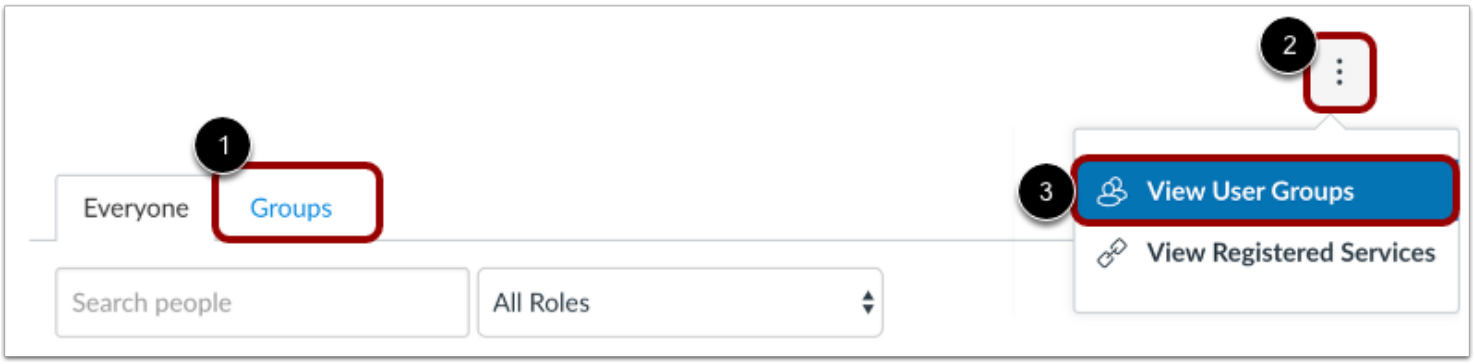
When a course is concluded, all associated groups will be shown as previous groups in your groups list.

Open People



In Course Navigation, click the **People** link.

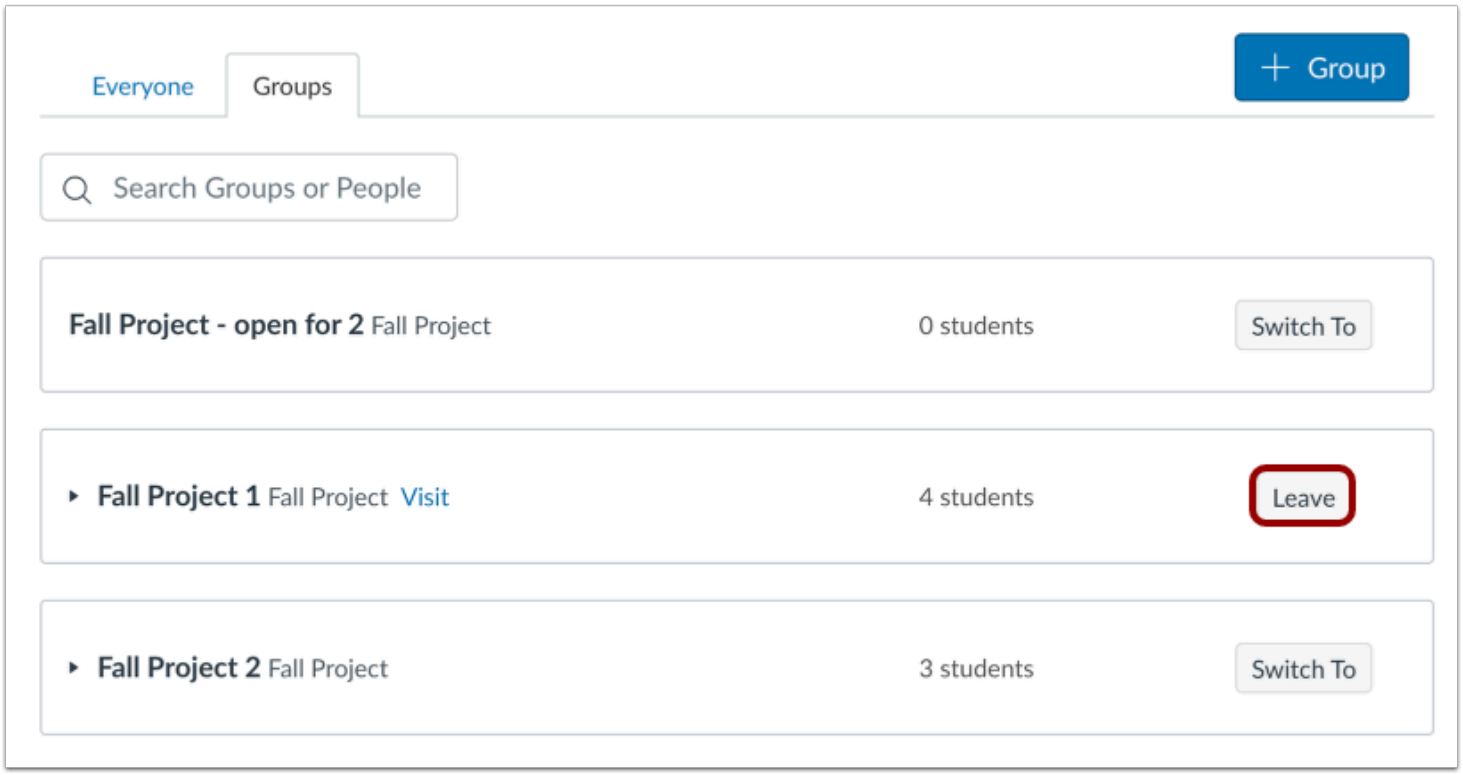
Open Groups



Click the **Groups** tab [1].

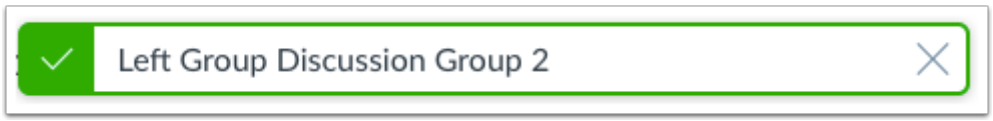
Or, to access groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Leave Group



Next to the name of an available group, click the **Leave** button.

Verify Group Removal

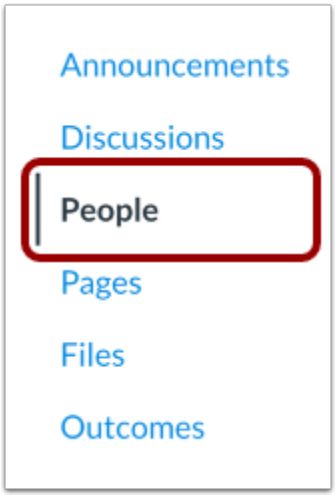


A message appears at the top of your browser verifying you left the group.

How do I switch groups as a student?

If you are a member of a group that is part of a group set, you can leave your current group and join another group within the set.

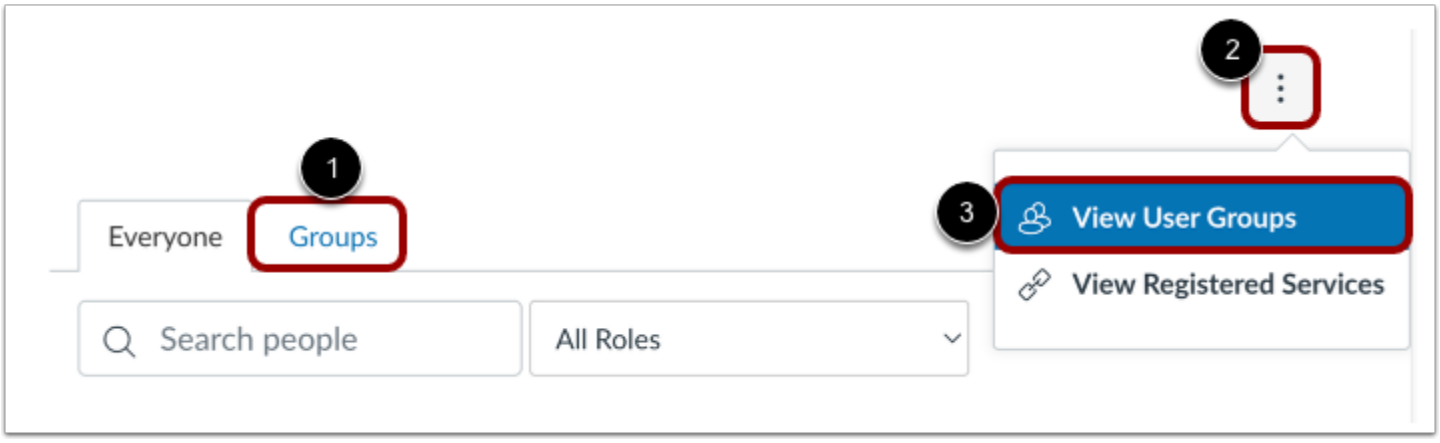
Open People



In Course Navigation, click the **People** link.

Note: If your instructor has disabled the People link in Course Navigation, you cannot switch groups.

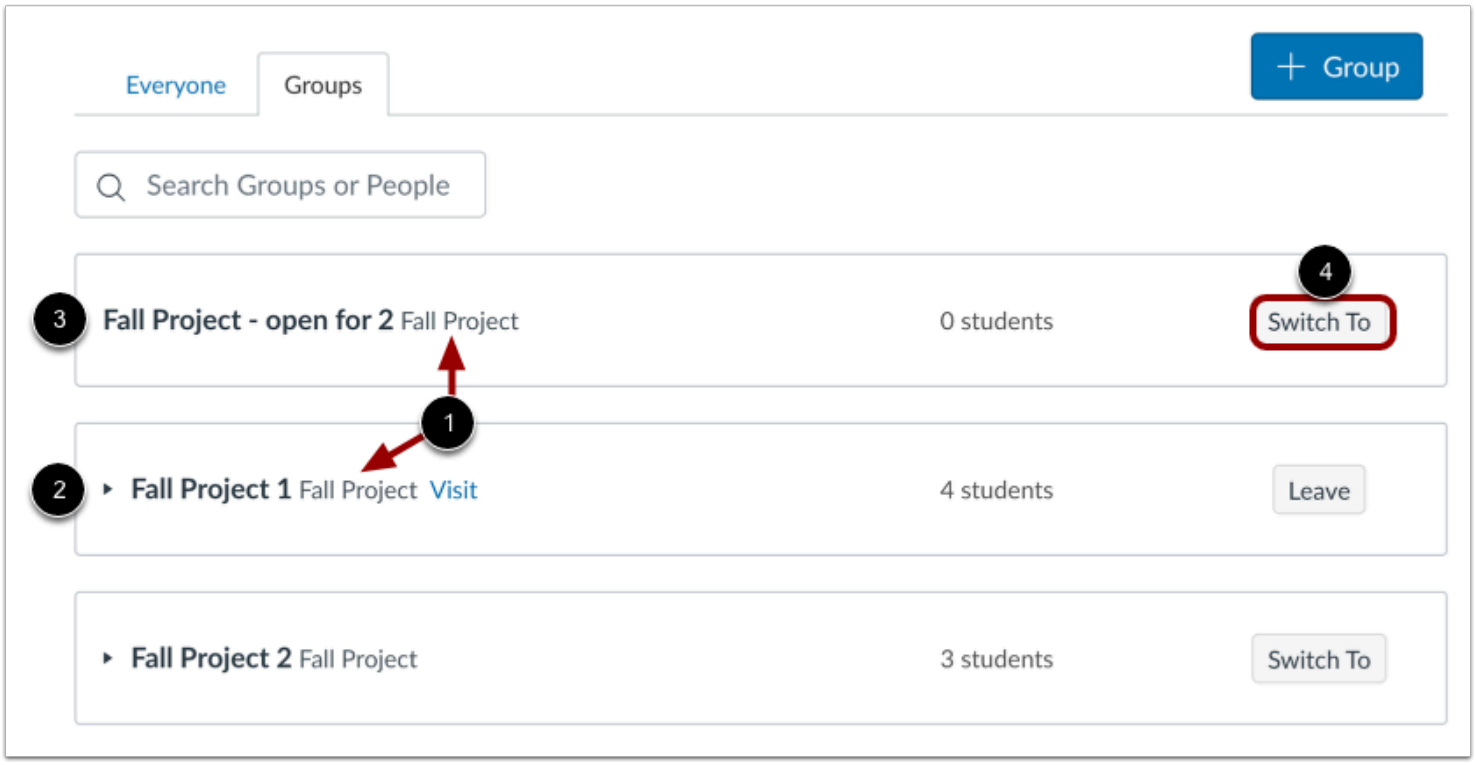
Open Groups



Click the **Groups** tab [1].

Or, to open your groups from the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

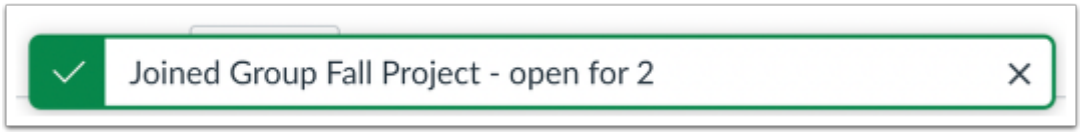
Switch Groups



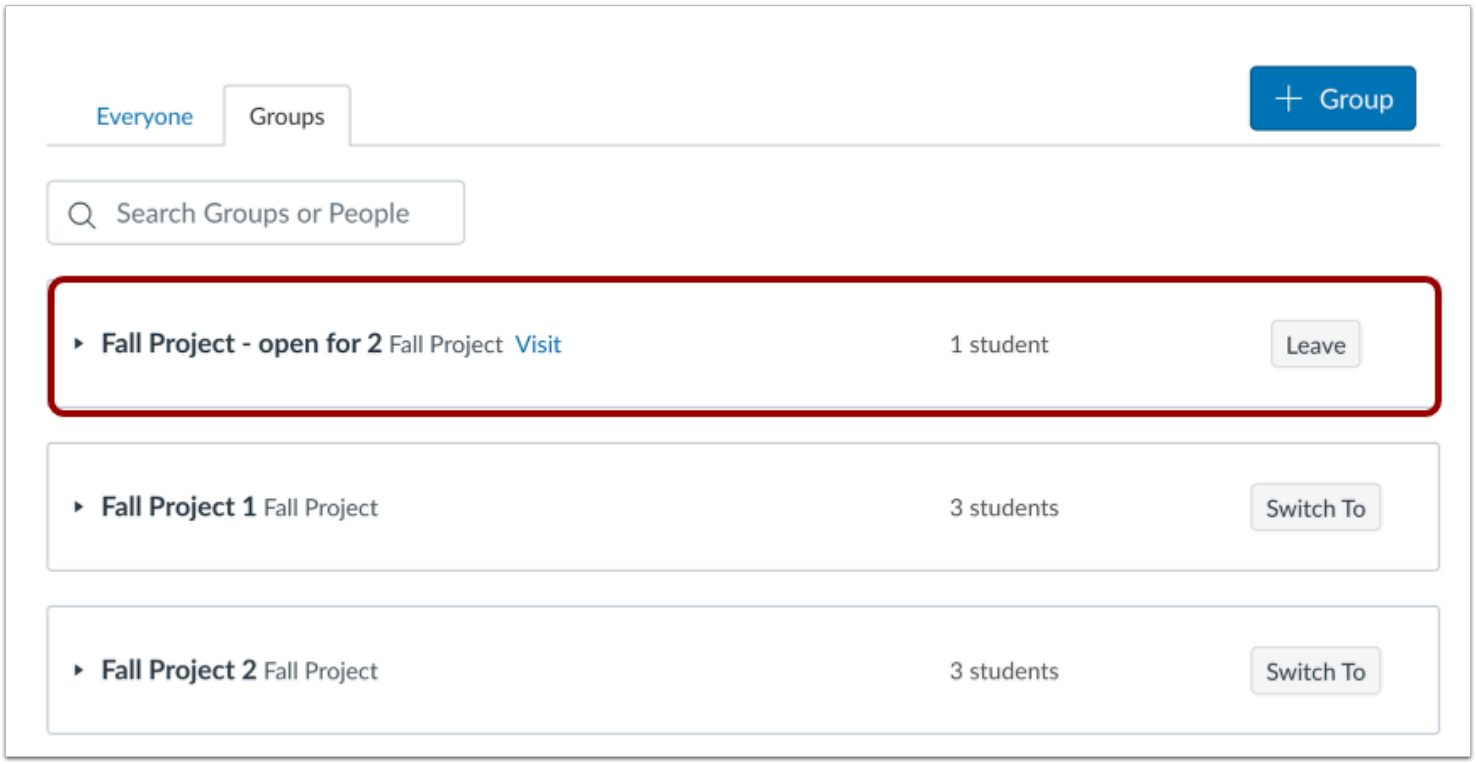
When multiple groups are within the same group set [1], you can switch groups to simultaneously leave your current group [2] and join another group in the set [3].

To switch to another group in the set, click the group **Switch To** button [4].

Verify Group Removal



A message appears at the top of your browser verifying you joined the other group.



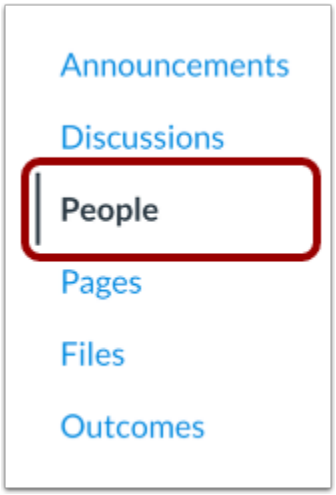
You are now a member of the group you switched to and you have left the other group.

How do I create a group as a student?

As a student, you can create your own Student Groups for study groups, discuss an assignment, etc. You can be part of more than one student group.

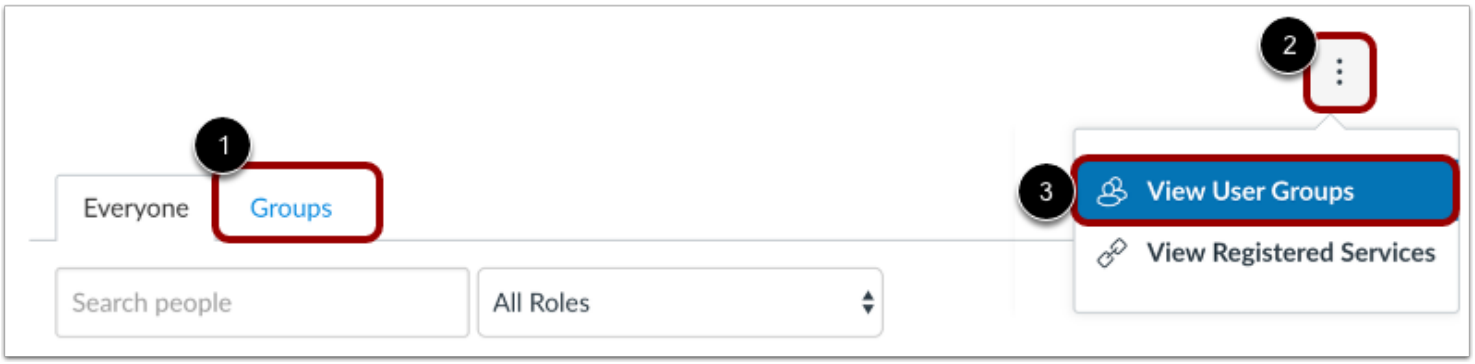
Note: If you cannot see the People tab in your course, or if you cannot see the Add Group button, your instructor has restricted this feature.

Open People



In Course Navigation, click the **People** link.

Open Groups



Click the **Groups** tab [1].

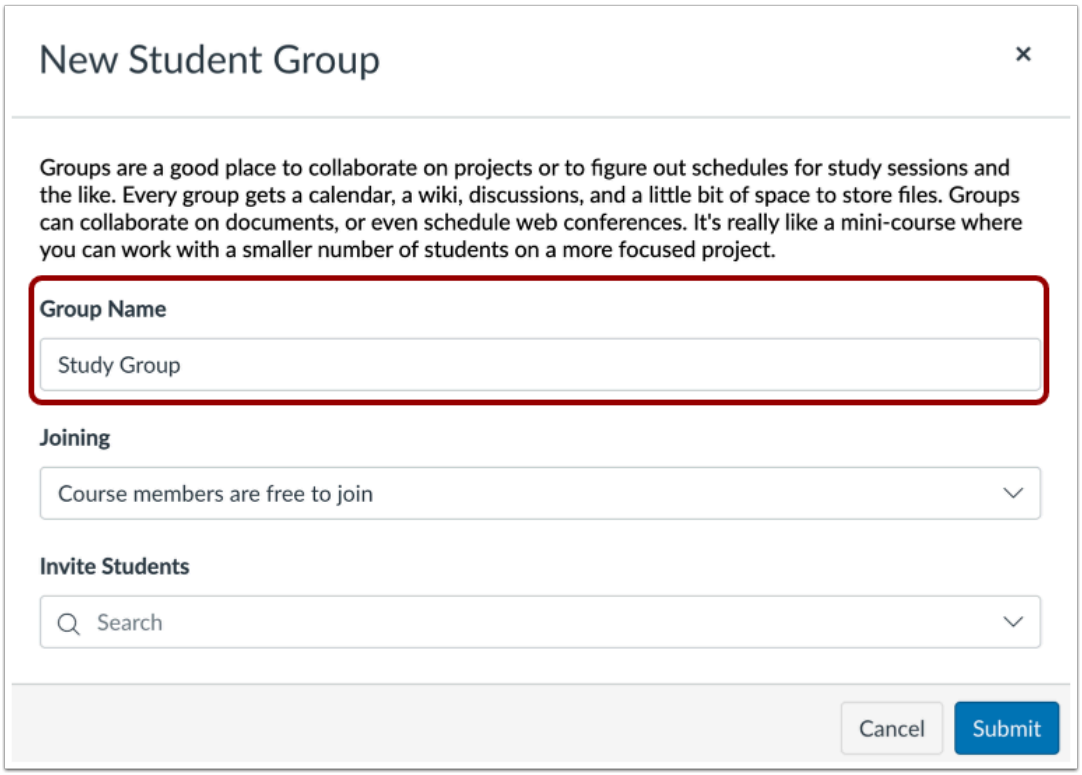
Or, to access groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Add Group



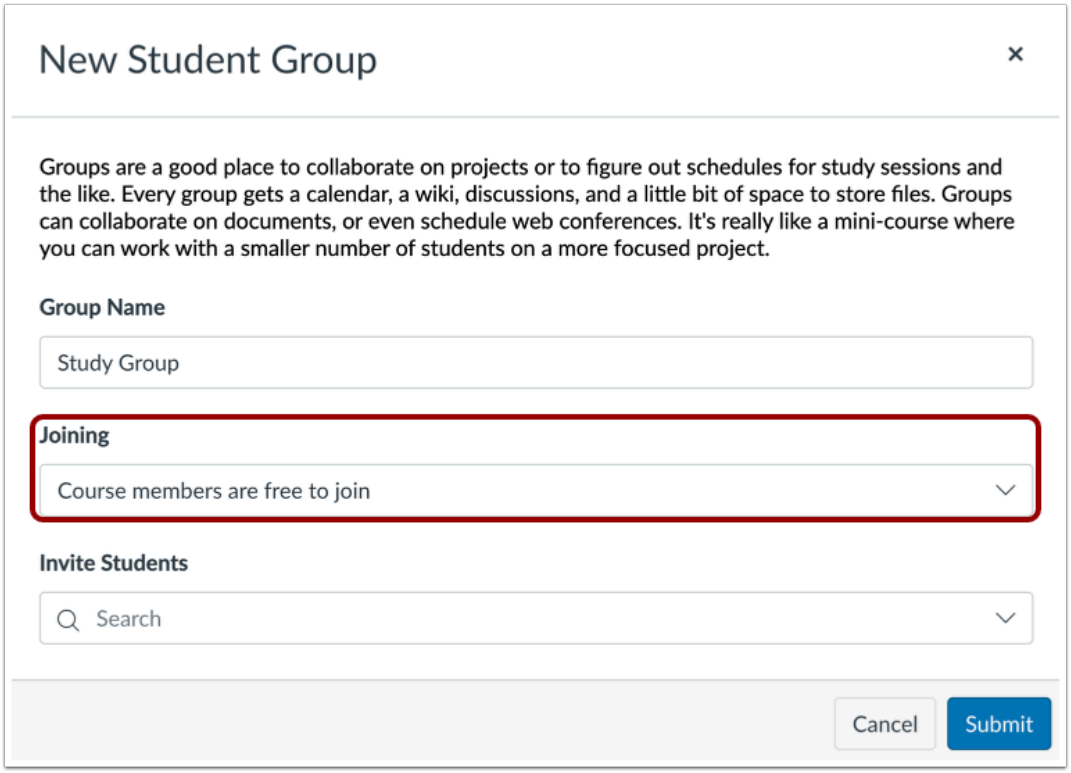
Click the **Add Group** button.

Enter Group Name

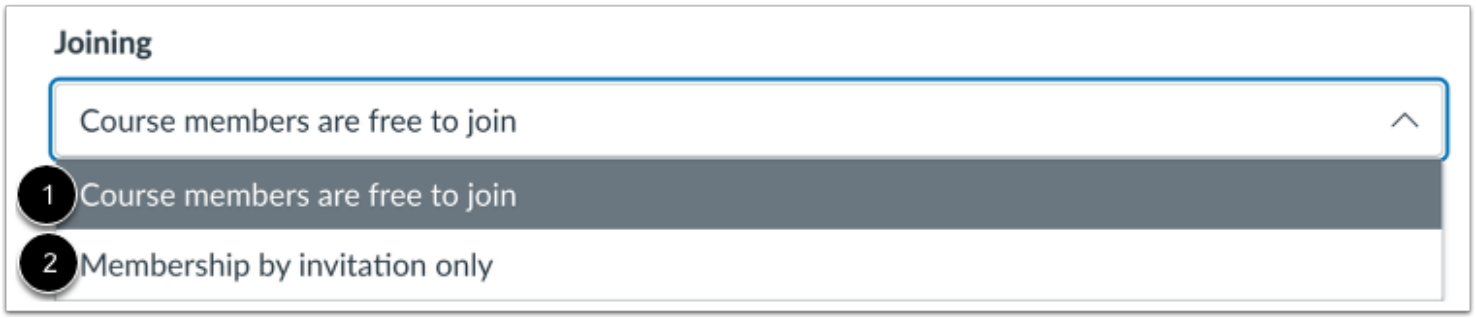


Name the group by entering a name in the **Group Name** field.

Choose Group Membership Option



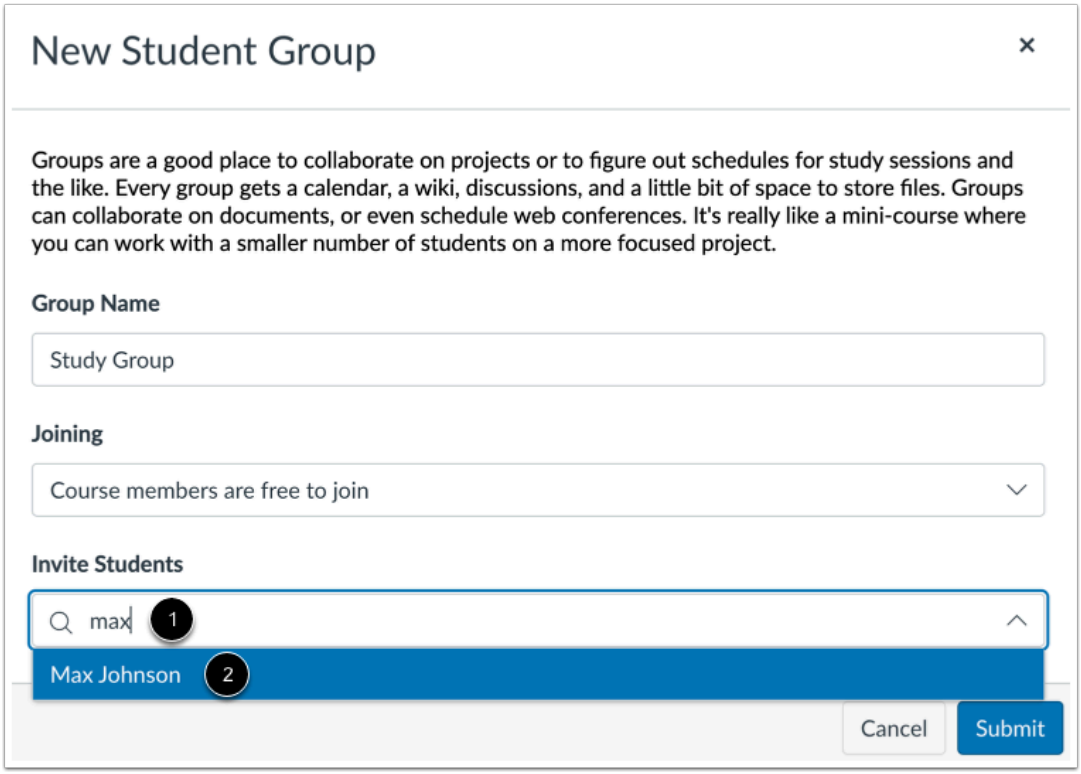
Determine who can join the group by clicking the **Joining** drop-down menu.



To allow anyone in the course to join the group, select the **Course members are free to join** option [1].

To allow only specific people to join the group, select the **Membership by invitation only** option [2].

Invite Students



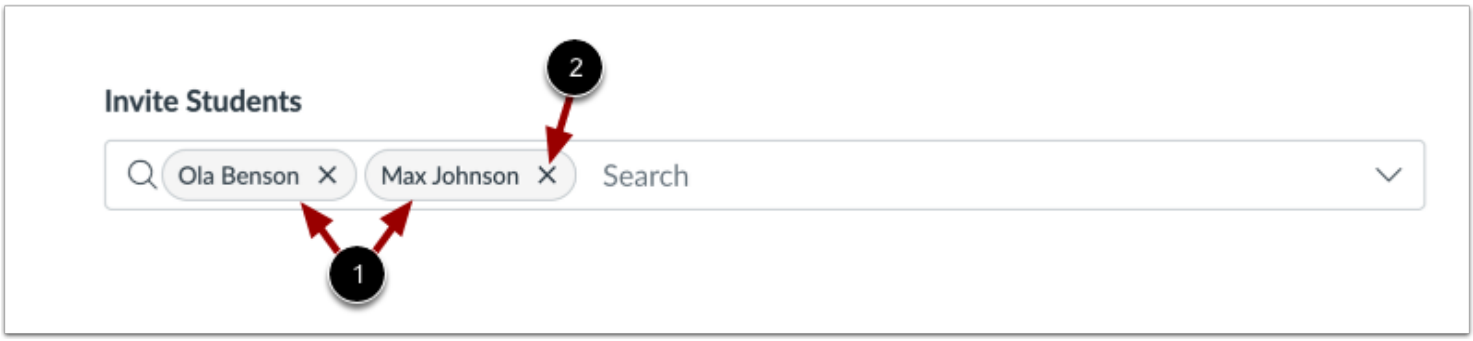
You can send group invitations to specific students. To invite a student, click in the empty **Invite Students** search field or enter a one or more letters of the student's first name [1]. Then select a student name from the list [2].

To invite multiple students, repeat this process.

Notes:

- If you set the group membership option so that anyone can join, but you select only a few of the students to invite to the group, the remaining students who were not invited can see the group in the student group list and can still join the student group.
- If you set the group membership option as invitation only, students who were not invited cannot see the group in the student group list.
- To add a new student to a group at a later time, contact your instructor for assistance. Your instructor can add or remove students, or your instructor can make you the student group leader so that you can manage the group membership.

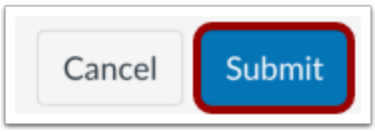
View Invited Students



In the Invite Students field, view invited student names [1].

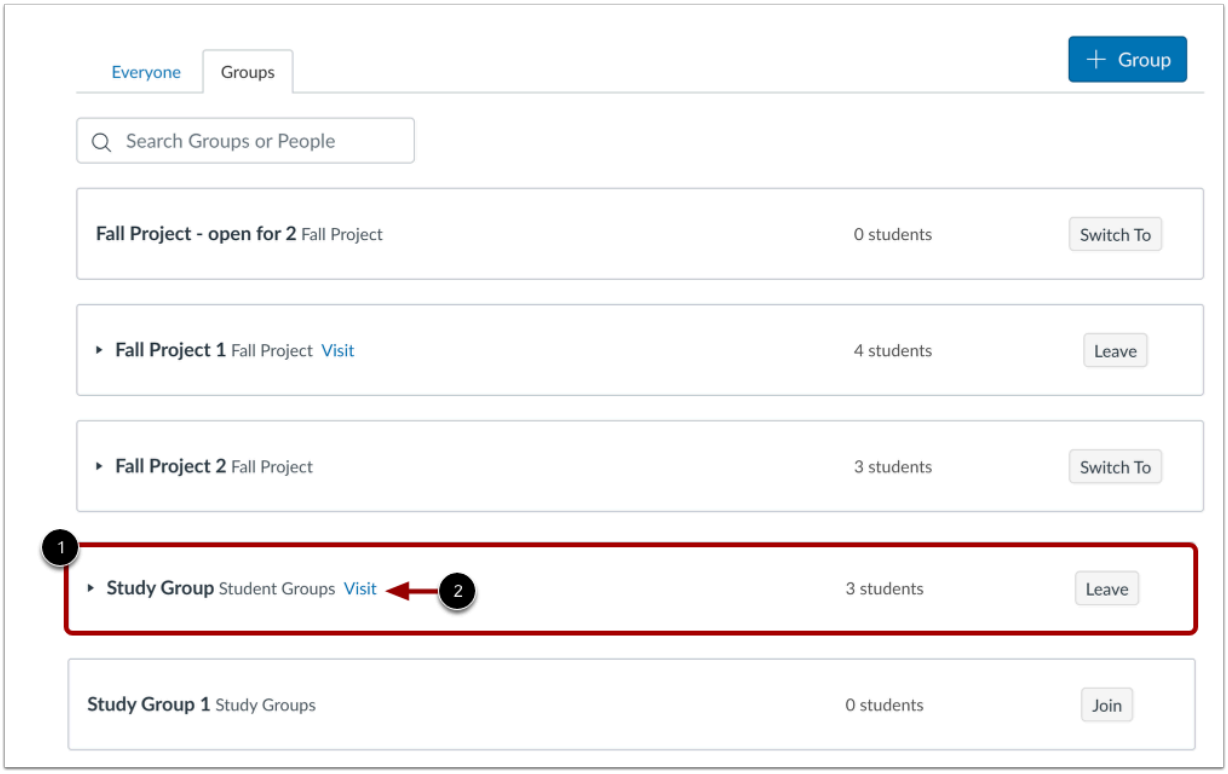
To remove a student name, click the **Remove** icon [2].

Save Group



To create the group, click the **Submit** button.

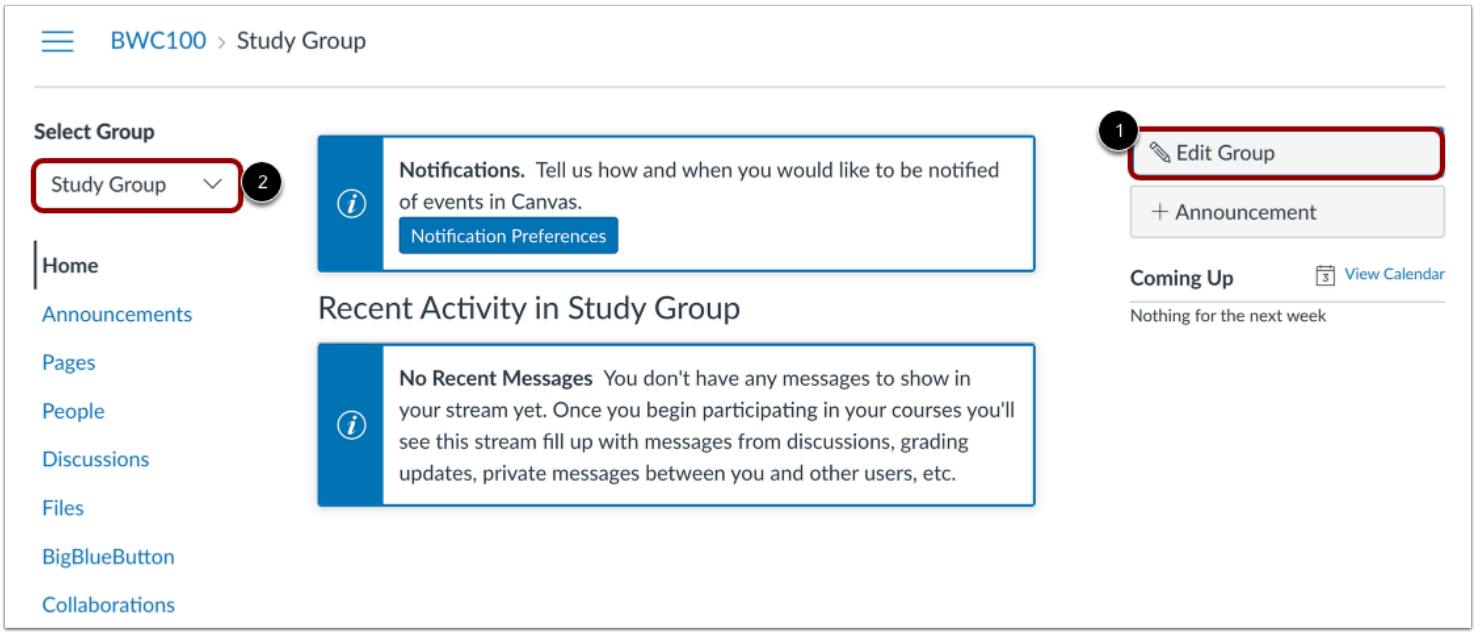
View Group



The new group you created is listed in your course groups [1].

To open Group details, click the **Visit** link [2].

Edit Group Details



If you need to change the group name, click the **Edit Group** button [1].

To switch between groups you have created, click the **Select Group** drop-down menu [2].

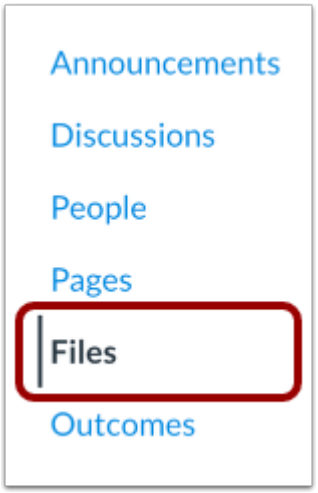
How do I upload a file to a group?

You can share files with members of your group.

Notes:

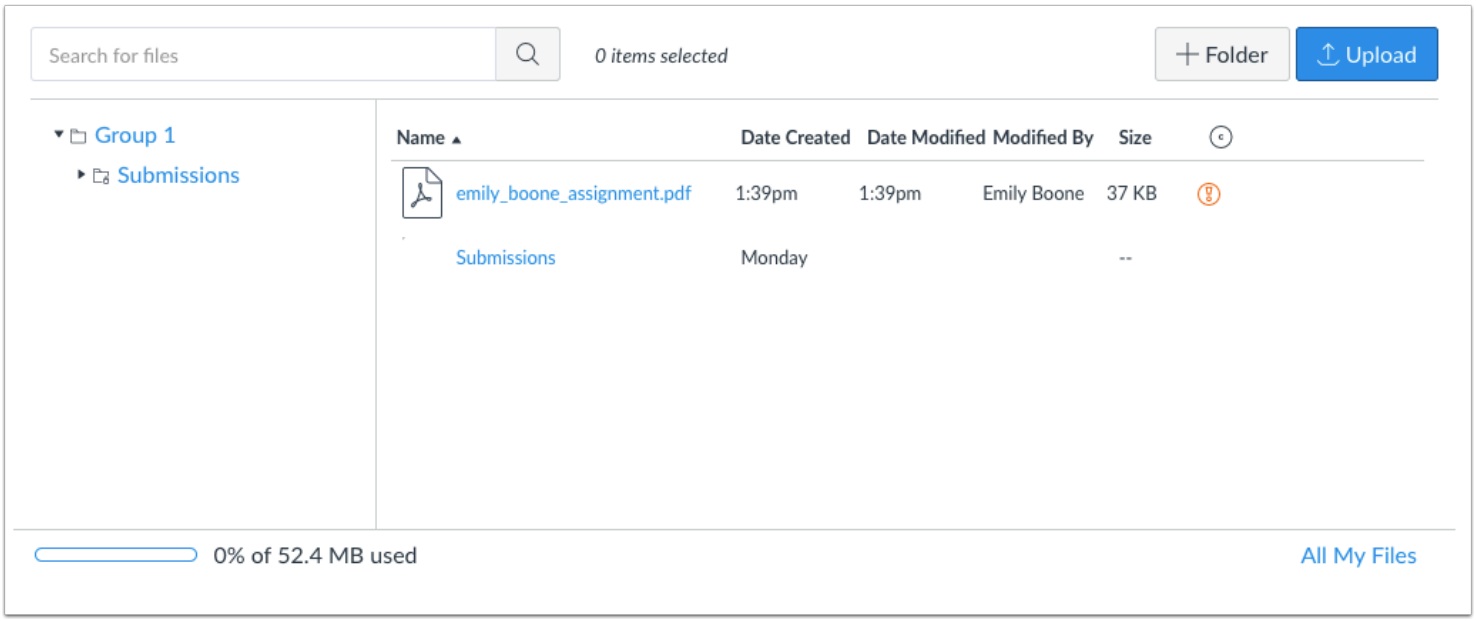
- Canvas does not support file uploads larger than 5 GB.
- All files added to the group will be accessible to all group members.

Open Files



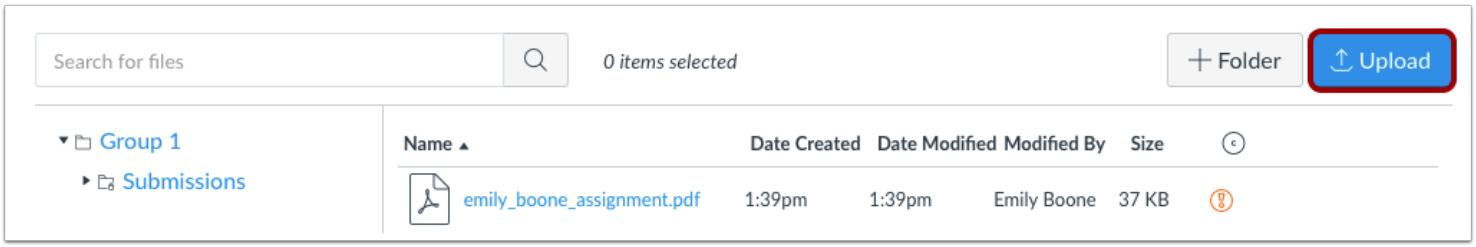
In Group Navigation, click the **Files** link.

View Files



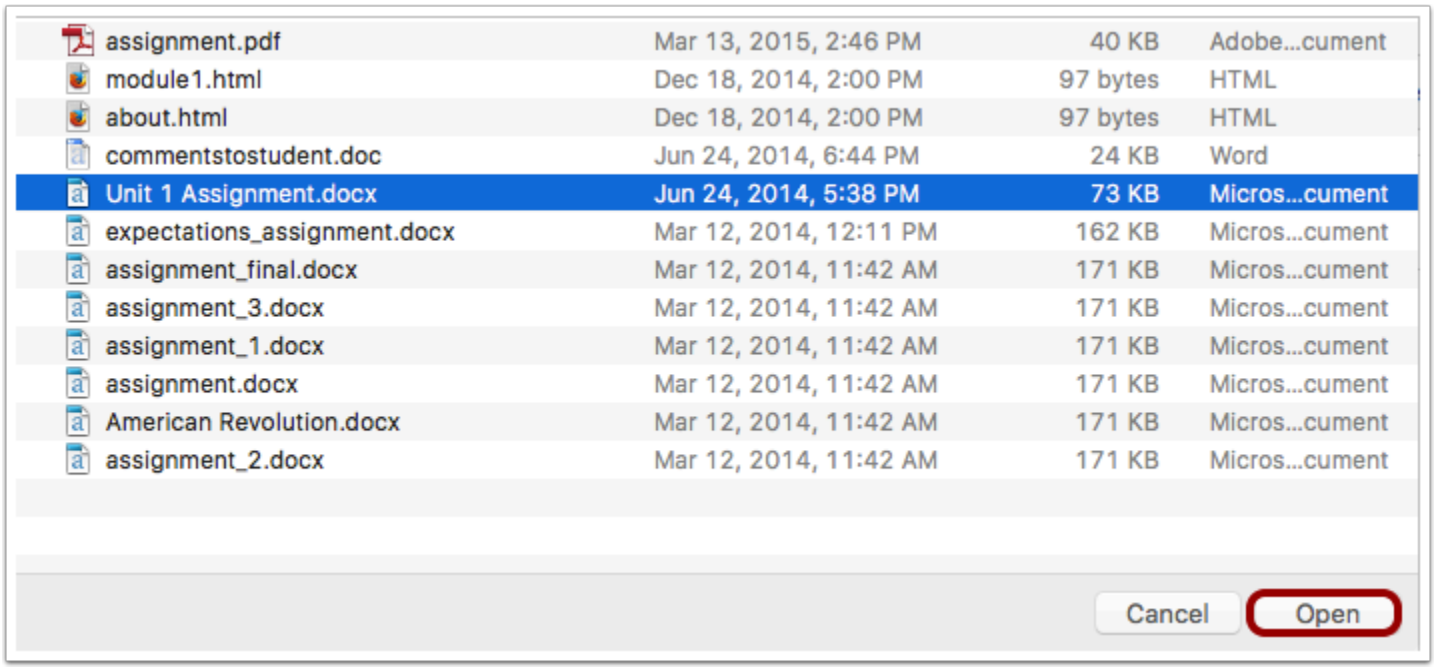
Once you click the **Files** navigation link, you will see where all the files are located for the group.

Add Files



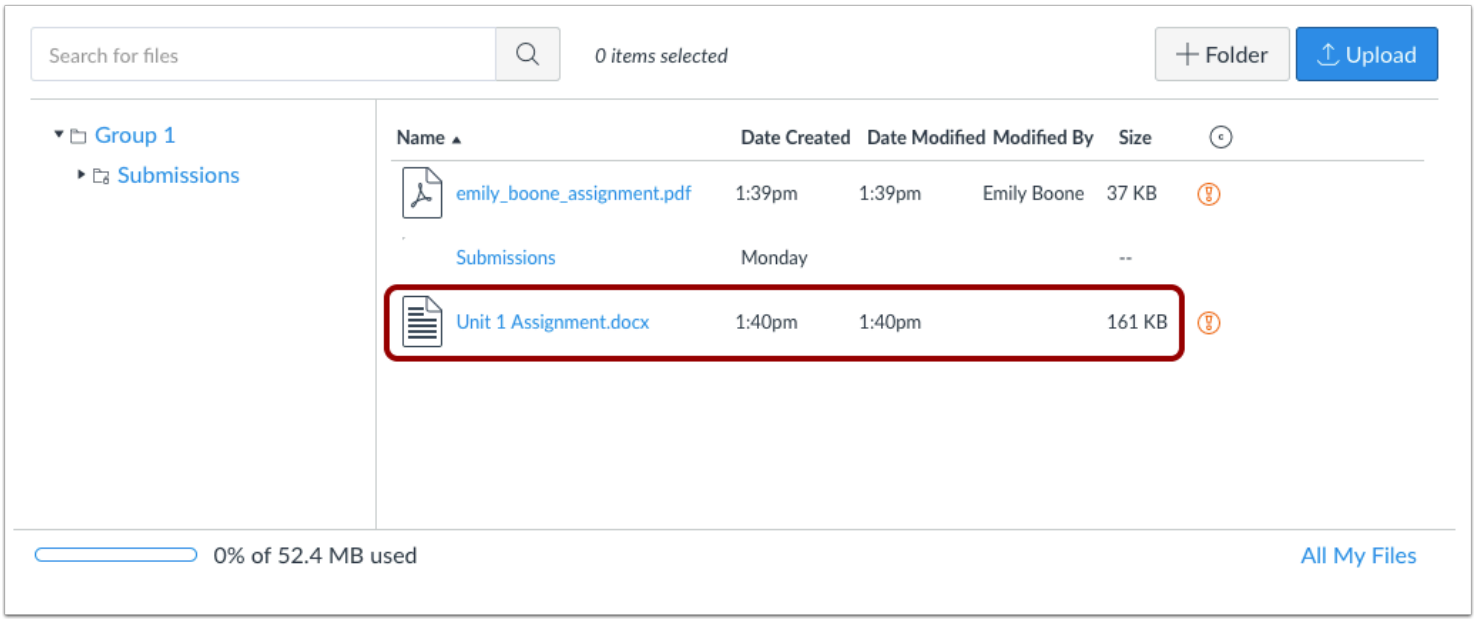
Click the **Upload** button to add new files to the group.

Choose File to Upload



Find the file you want to upload to the group. Click the **Open** button once to upload the file.

View Group Files



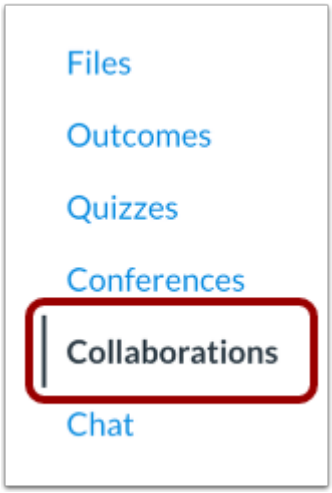
Once you upload the file you selected, it will show up in the Files section of the group navigation. This way all the group members will be able to access the file.

How do I start a collaboration in a group as a student?

You can create collaborations within your groups. Canvas defaults to using Google Docs. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.

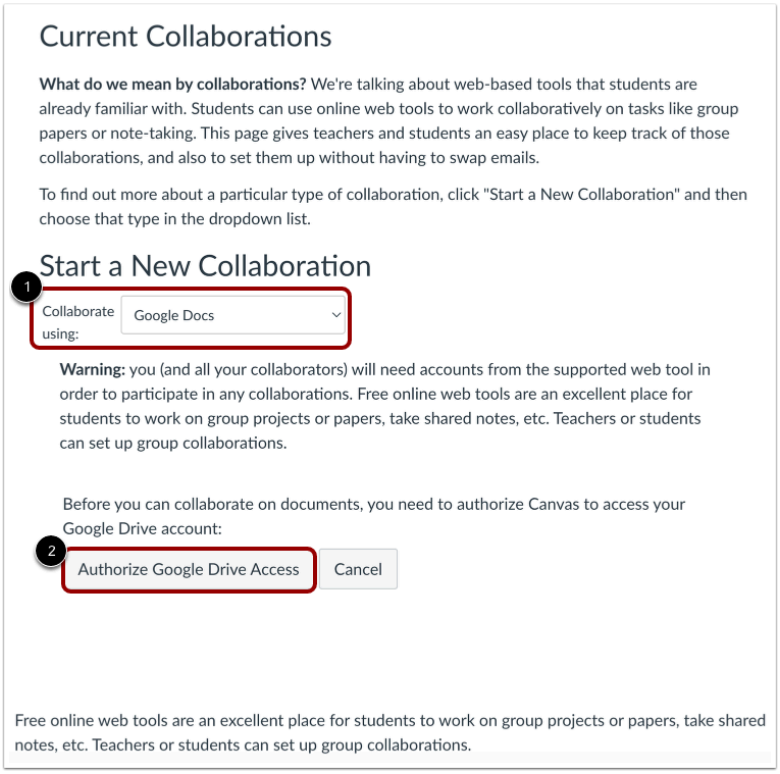
Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration in groups as well.

Open Collaborations



In Group Navigation, click the **Collaborations** link.

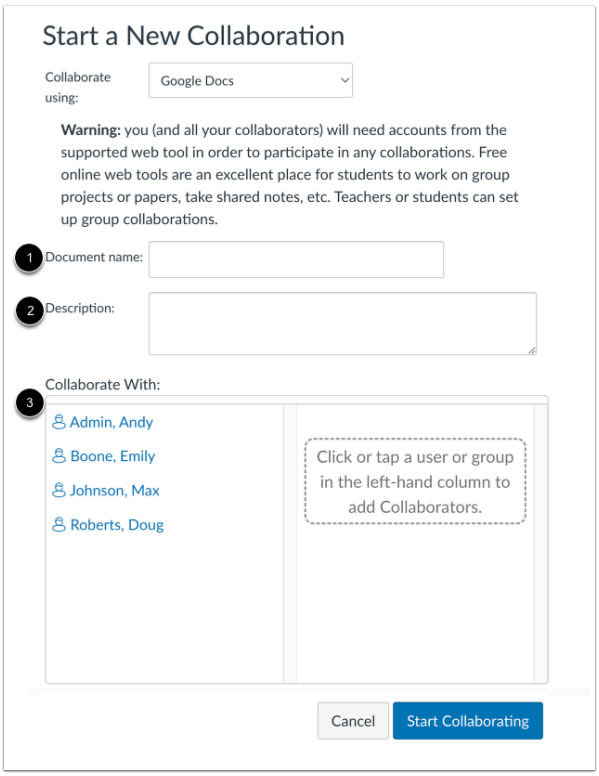
Authorize Access



By default, the **Collaborate using** drop-down menu is set to **Google Docs** [1].

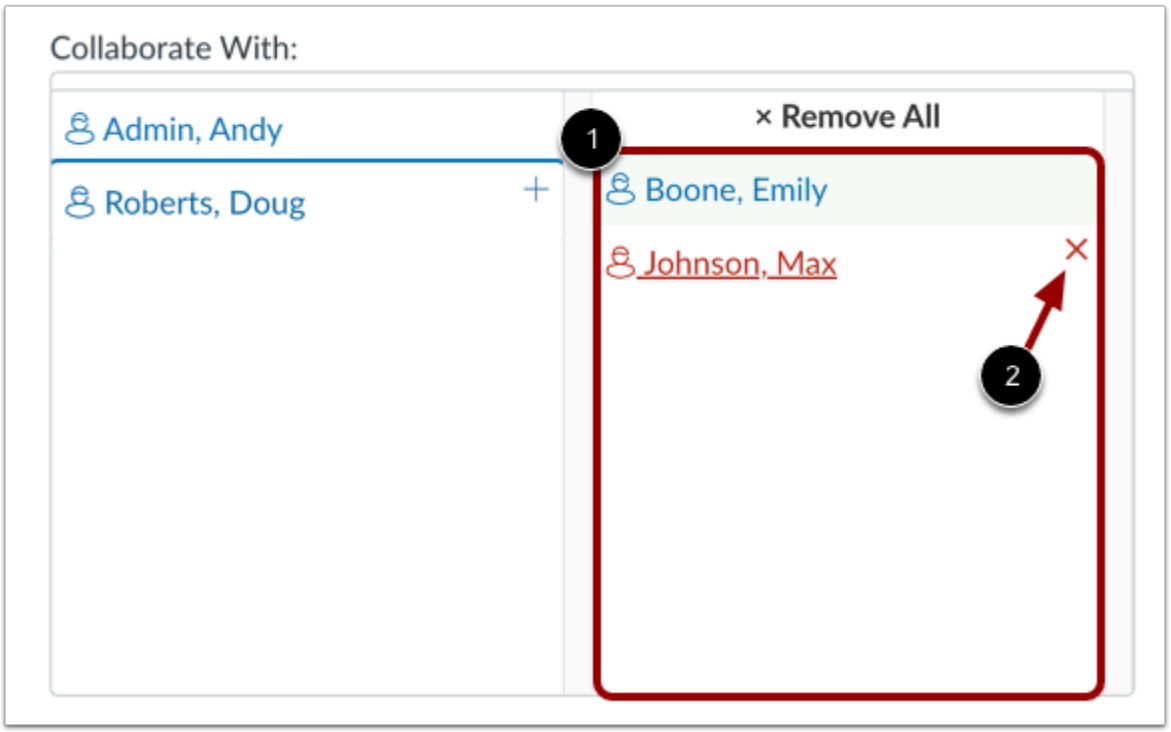
If you have not previously authorized a web tool access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button [2].

Create Collaboration



To create a collaboration document using Google Docs, enter a document name in the **Document name** field [1], create a description [2], and click the names of the people you want to collaborate with [3].

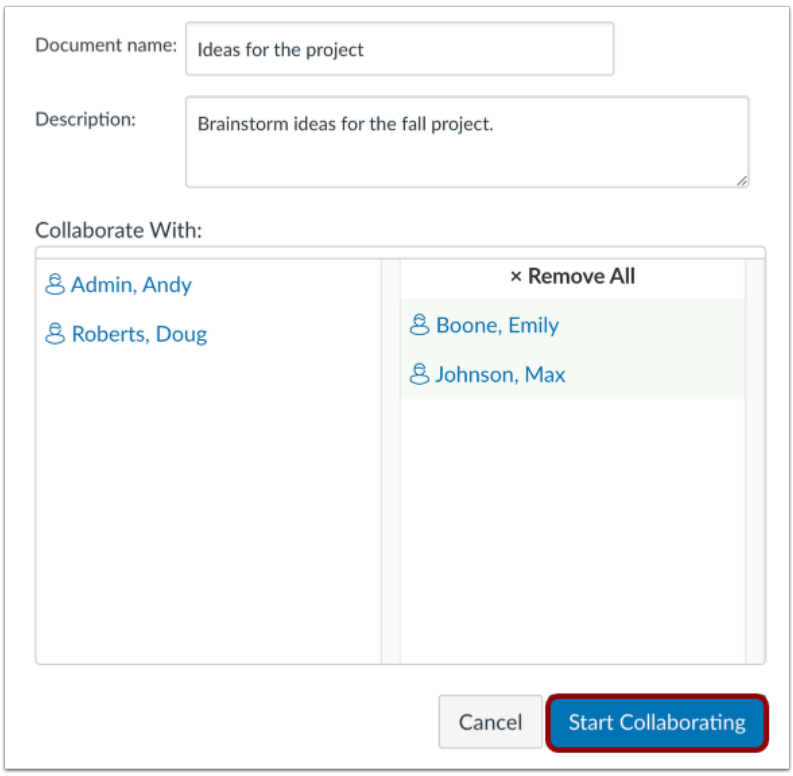
Verify Collaborators



Verify the users you want to collaborate with [1].

To remove any user, hover your cursor over the user name and click the **Remove** icon [2].

Start Collaborating



Click the **Start Collaborating** button.

How do I create a discussion in a group as a student?

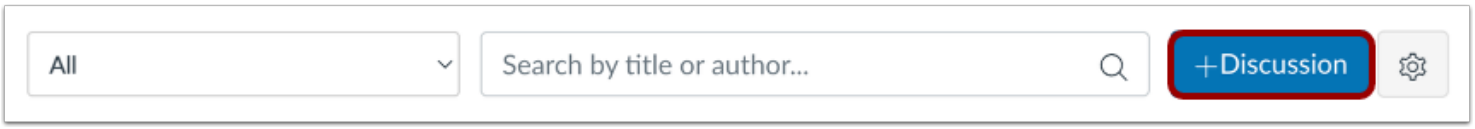
If you are a member of a group in your course, you can start discussions within the group.

Open Discussions



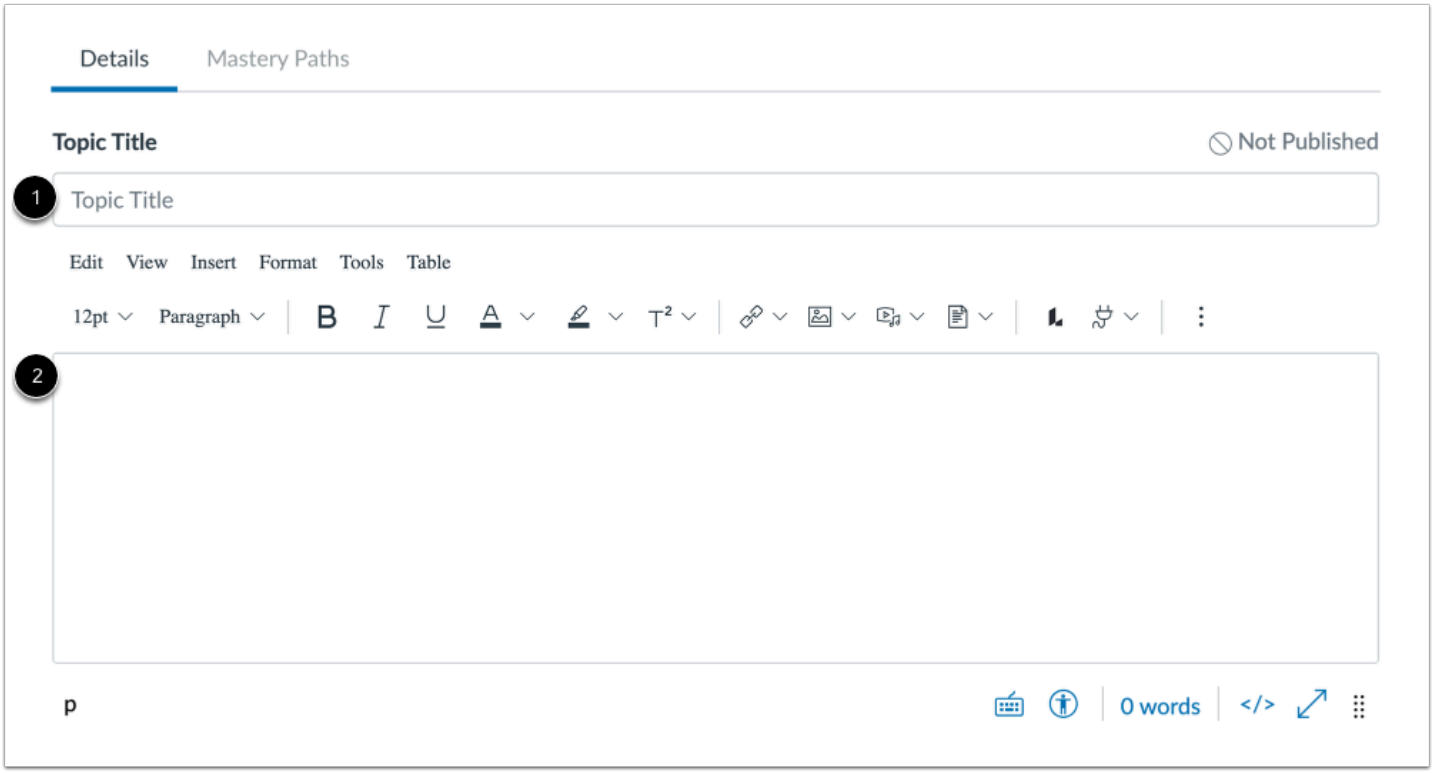
In Group Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

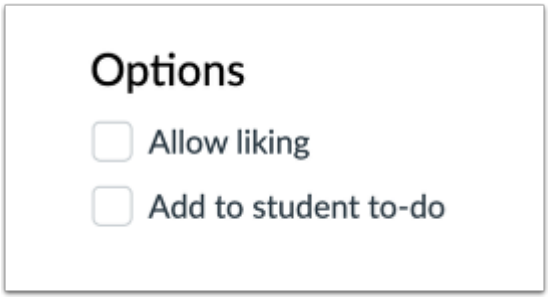
Create Discussion



Enter a discussion title in the **Topic Title** field [1].

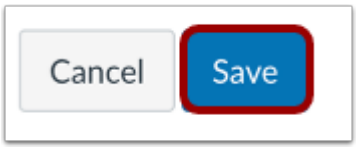
Add discussion content using the Rich Content Editor [2].

Set Discussion Options



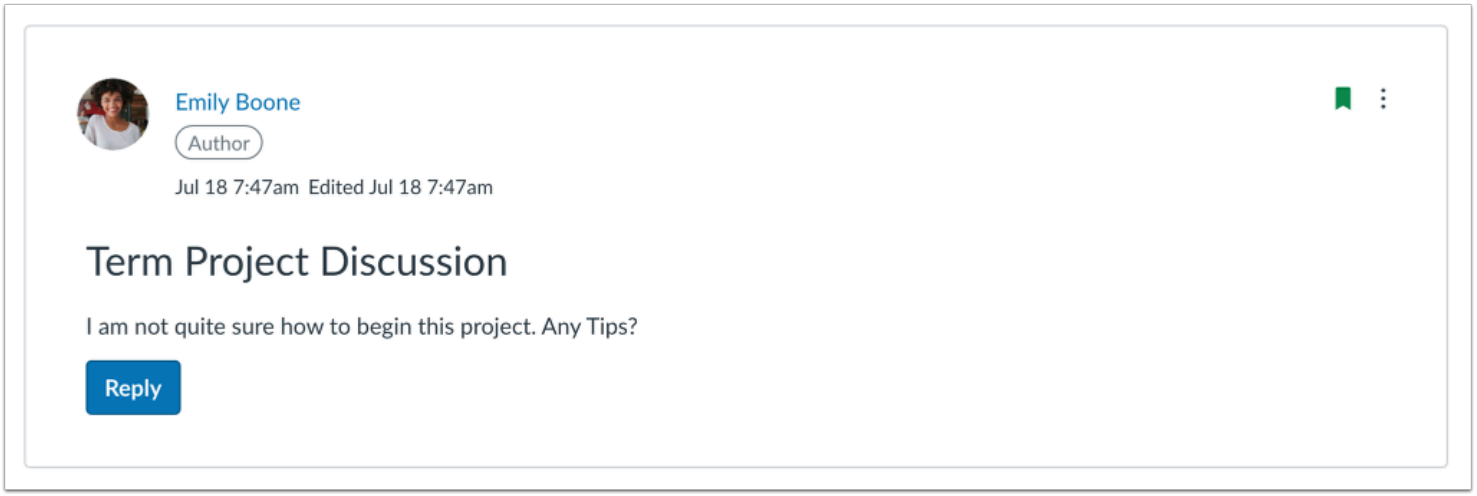
Select options for your discussion, such as allowing others to like it and adding it to other group members to-do lists.

Save Discussion



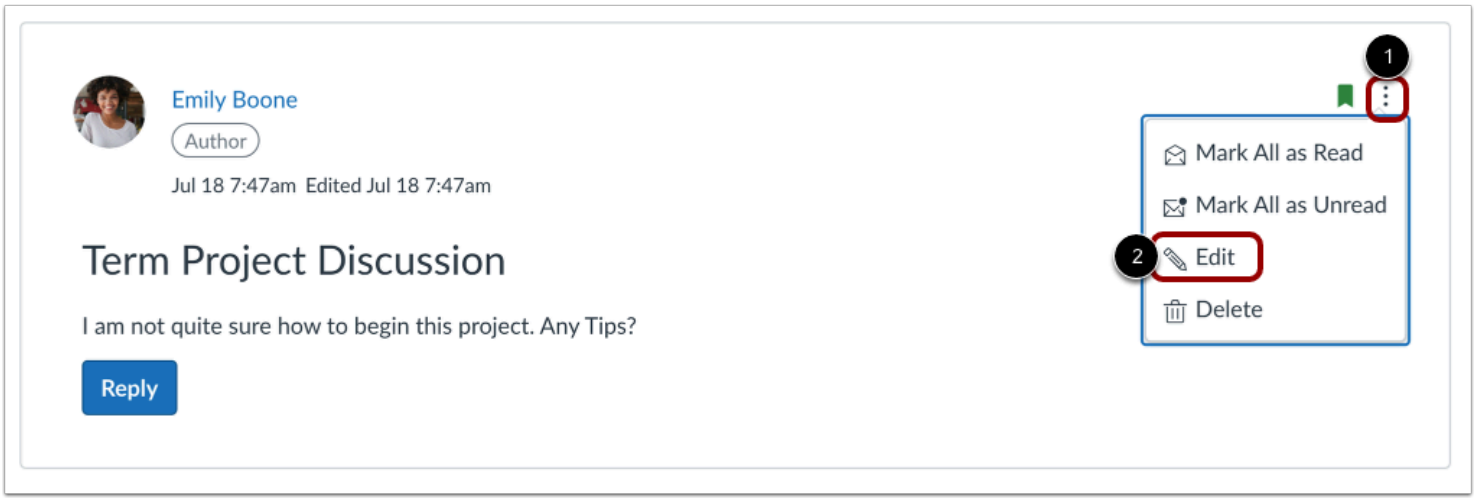
To start the discussion, click the **Save** button.

View or Edit Discussion



View the discussion you started in your group.

If you need to edit the discussion, click the **Edit** button.



If Discussions Redesign is enabled for your course and you need to edit the discussion, click the **Options** menu [1] and select the **Edit** link [2].

How do I close a discussion for comments in a group as a student?

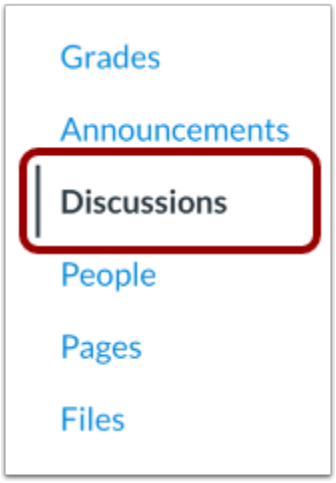
As a student in a group, you can close a discussion for comments if it meets the following conditions:

- You are the creator of the discussion.
- There are no replies to the discussion.

After a discussion is closed, no replies are allowed.

Note: Once a discussion is closed for comments, only instructors can re-open it.

Open Discussions



In Group Navigation, click the **Discussions** link.

View Discussions



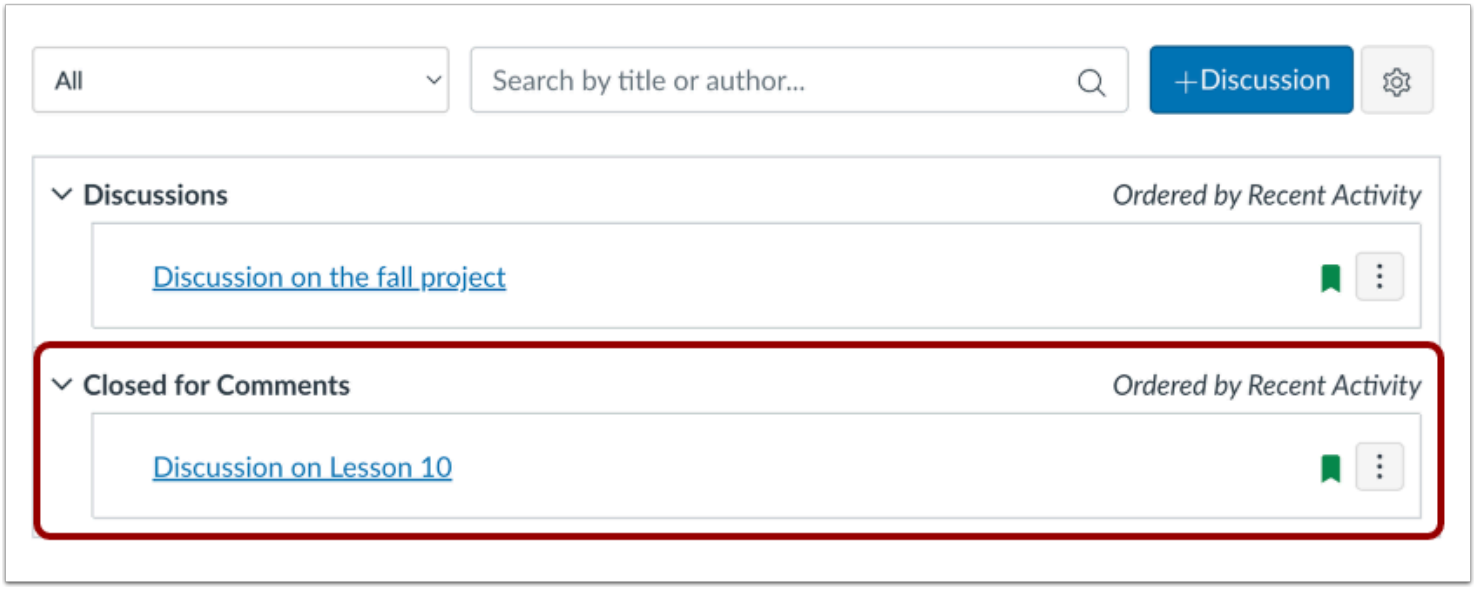
The group Discussions Index page is very similar to the course Discussions Index page. It displays a link to the discussion [1] and indicates whether the user is subscribed [2]. A green discussion icon indicates a subscription to the discussion.

Close for Comments



Click the **Options** icon [1] and select the **Close for comments** link [2].

View Discussion

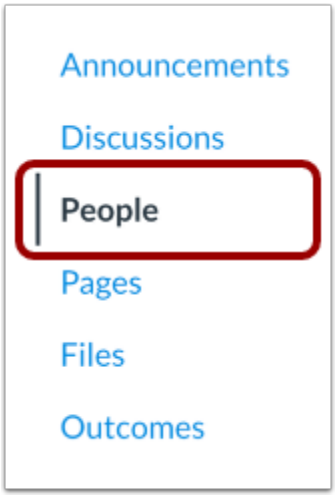


The discussion is listed on the Discussions Index page in the **Closed for Comments** section.

How do I manage groups as a student group leader?

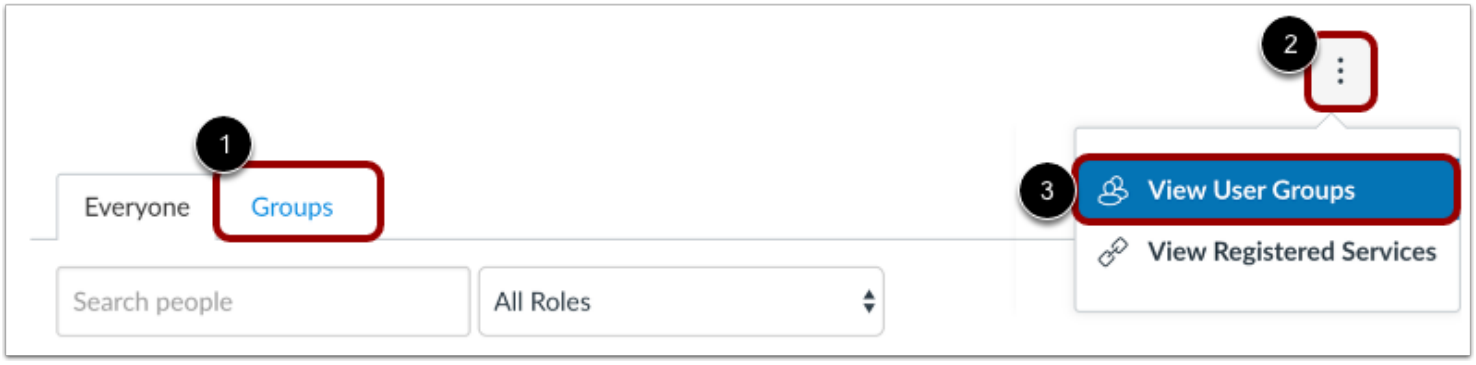
As a student group leader, you can help manage a group in a course. Group leaders are assigned automatically or manually by your instructor. You will not receive any notification that you have been added as a group leader.

Open People



In Course Navigation, click the **People** link.

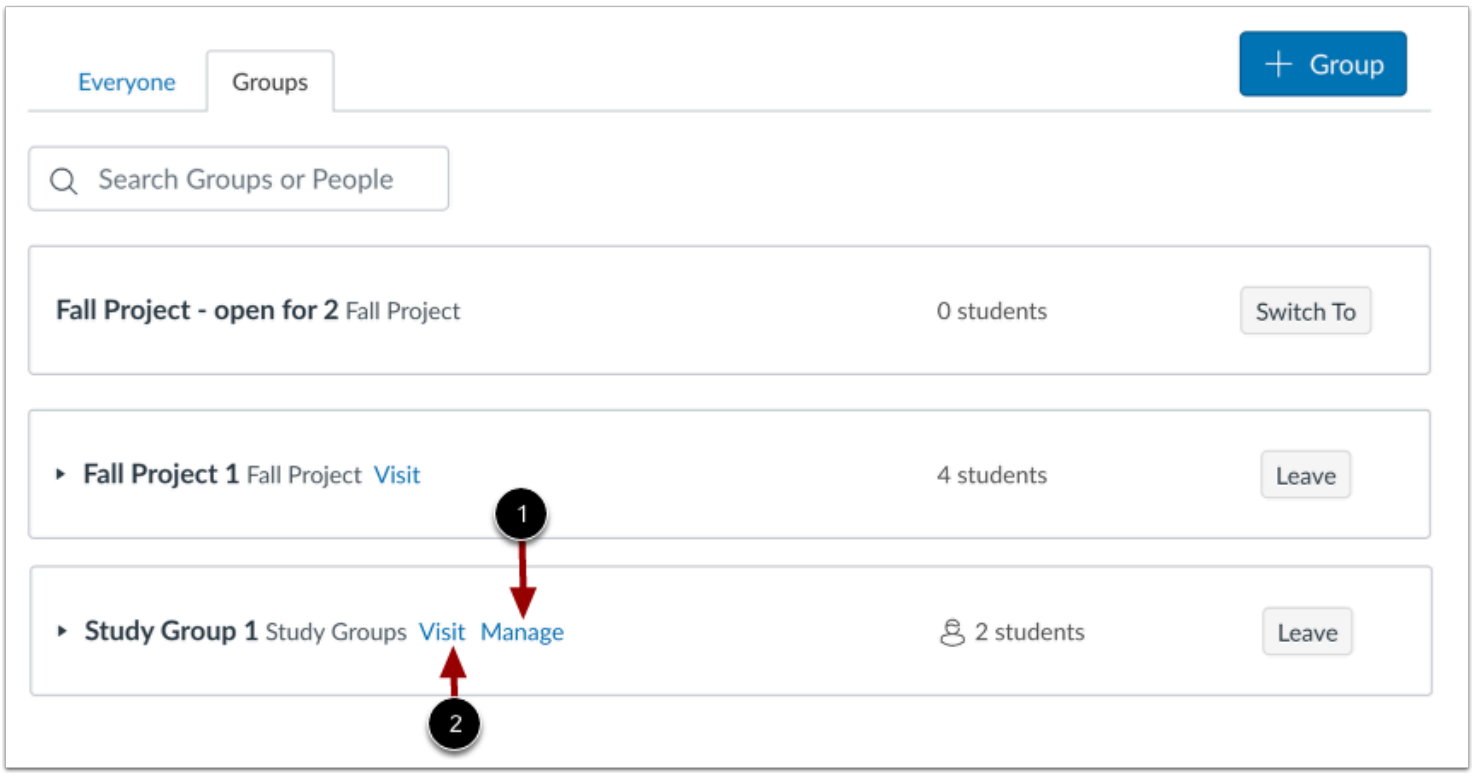
Open Groups



Click the **Groups** tab [1].

Or, to access groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Manage Group

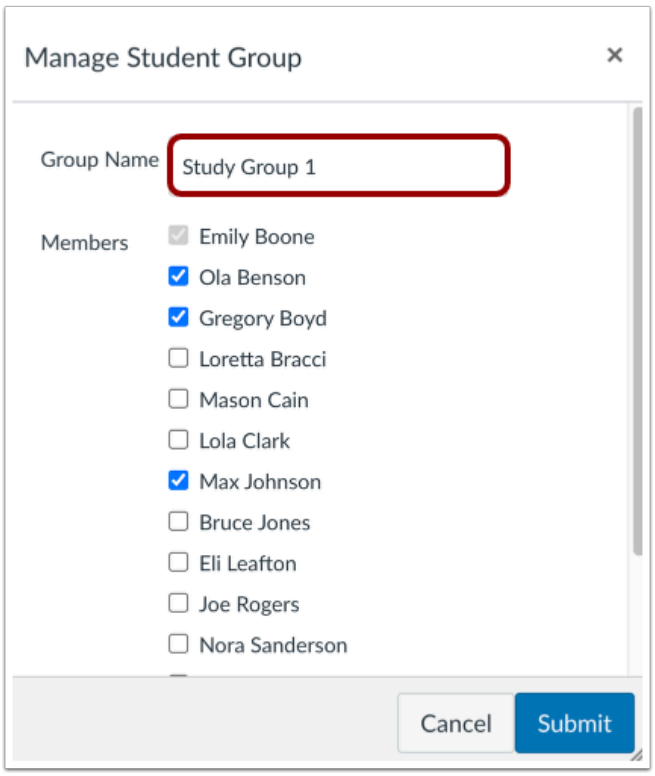


To edit the group name and add or remove members, click the **Manage** link [1].

To view the group Home page, click the **Visit** link [2].

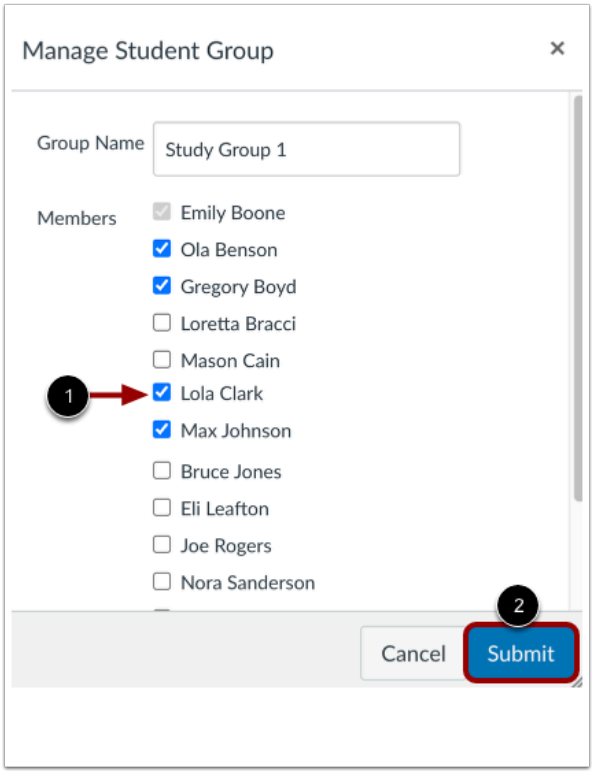
Note: If you visit the group Home page, you can click the **Edit Group** button to edit the group name.

Edit Group Name



To edit the group name, edit the text in the **Group Name** field.

Add or Remove Group Members

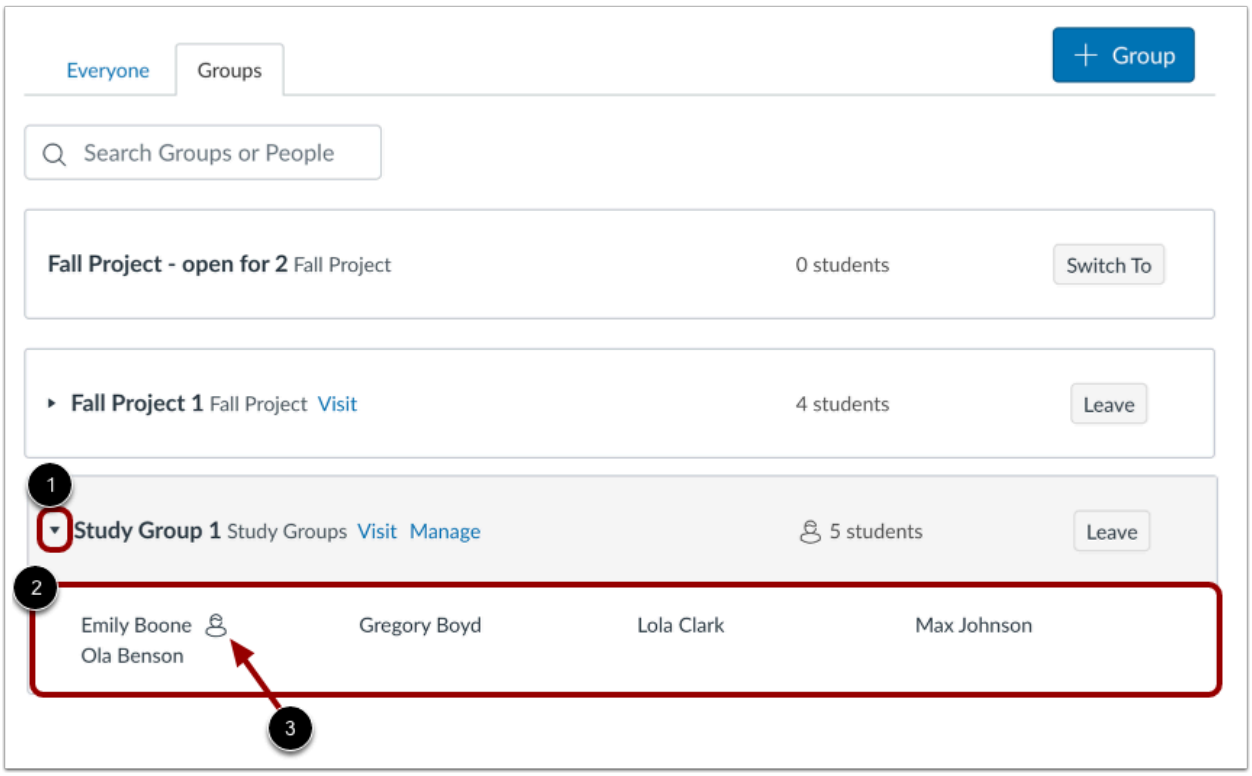


To add or remove group members, click the checkboxes next to their names [1].

When you are finished, click the **Submit** button [2].

Note: You cannot change the list of members to choose from.

View Group Changes



To view the updated group membership, click the group **Expand** icon [1]. View the group members [2].

Note: The person icon indicates the group student leader [3].

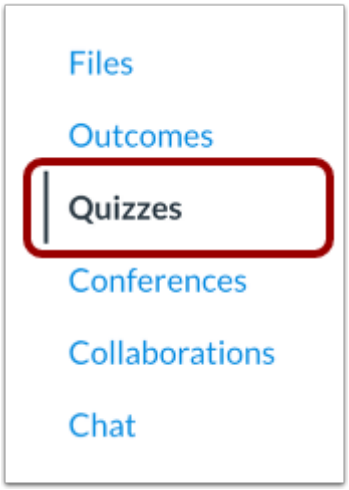
Quizzes

How do I view Quizzes as a student?

You can view quizzes in your course by accessing the Quizzes page. Learn how to view each type of quiz that may appear in your course.

Note: Your instructor may choose to hide the Quizzes link in Course Navigation. If the Quizzes link is not available, you can still access Quizzes through other areas of Canvas.

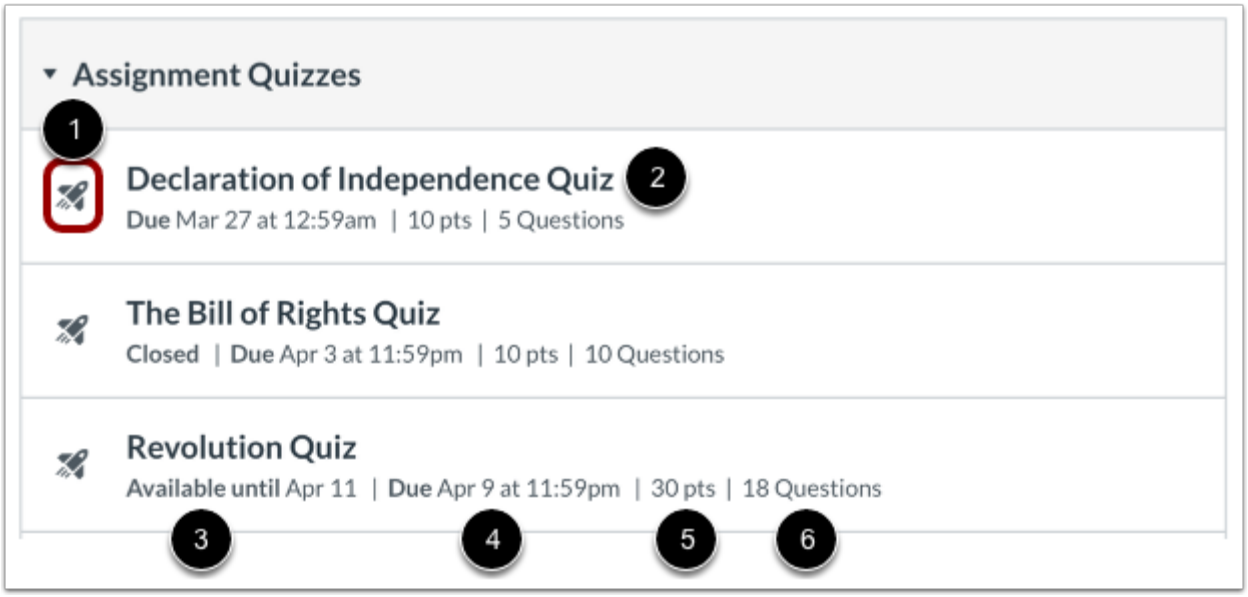
Open Quizzes



In Course Navigation, click the **Quizzes** link.

Note: If the Quizzes link is not available in Course Navigation, you can access course quizzes through the Modules page.

View Quizzes

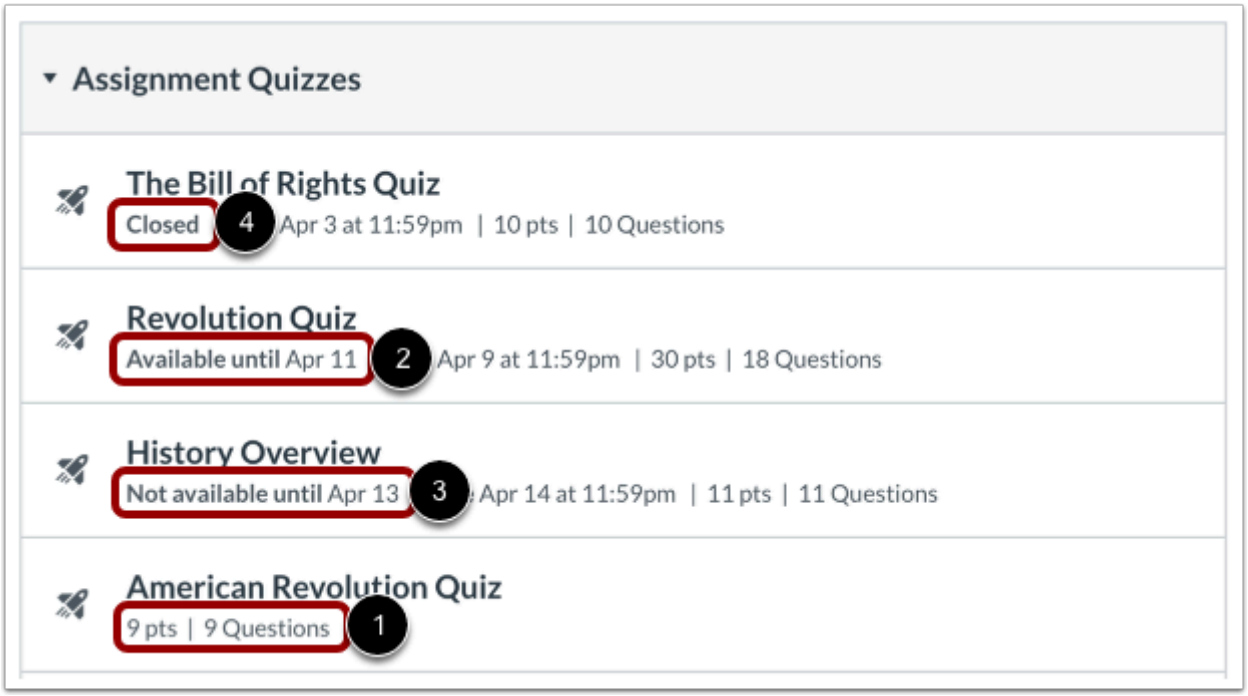


Quizzes are identified by the quiz icon [1].

In the Quiz Index Page, you can view the name of each quiz [2], the availability dates for the quiz [3], the due date for the quiz [4], the number of points the quiz is worth [5], and the number of questions in the quiz [6].

Quizzes are ordered by due date. Some quizzes may not include a due date.

View Availability Dates



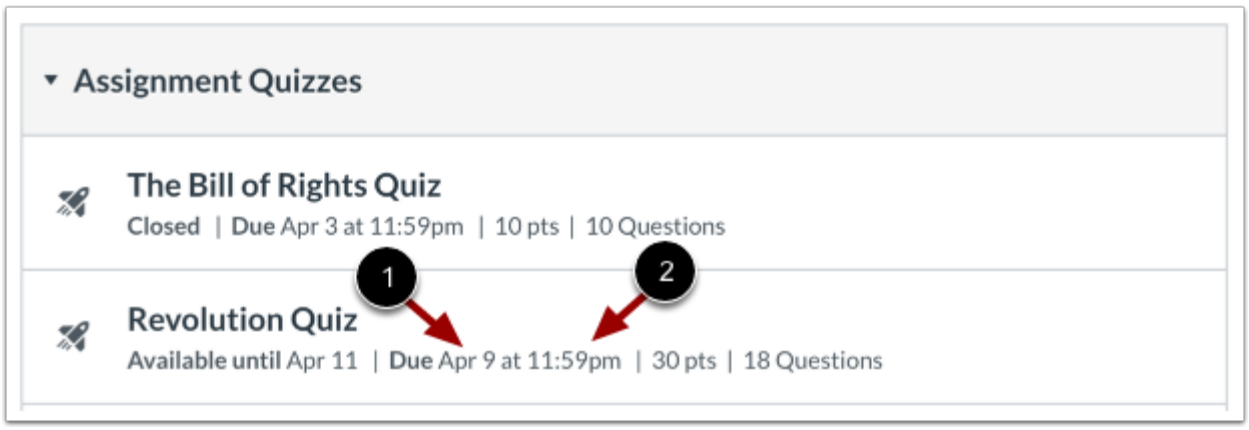
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit a quiz during a specified date range, so the available dates are the range of time that the quiz is accessible to you.

1. If the quiz does not have a date listed, the quiz is open; you can complete the quiz at any time during your course.
2. If the quiz says **Available until** [date], you can complete the quiz until the specified date.
3. If the quiz says **Not Available Until** [date], the quiz is locked until until the specified date.
4. If the quiz says **Closed**, the quiz cannot accept quiz submissions.

If you start a quiz but do not submit it, Quizzes includes an autosubmit feature that will submit the quiz for you on the **Available until** quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

Note: If the listed date is set to 12 am the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.

View Due Dates



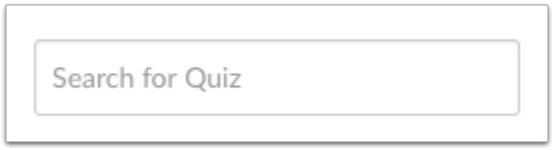
The second set of dates are the Due dates [1] for each respective quiz. Any quizzes submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all quizzes may include a Due date.

You can still submit late quizzes before the quiz **Available until** date (otherwise the quiz will be autosubmitted for you).

*Please be aware that the Due date may be **before or on** the Available date.*

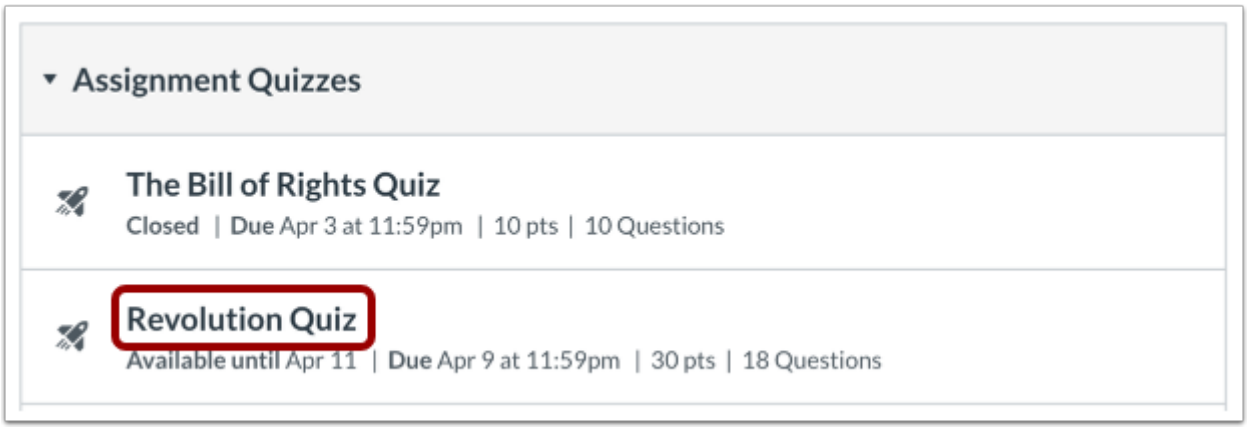
Due dates also include a time [2]. If your instructor does not set a due time, the listed date displays the course's default due time.

Filter Quizzes



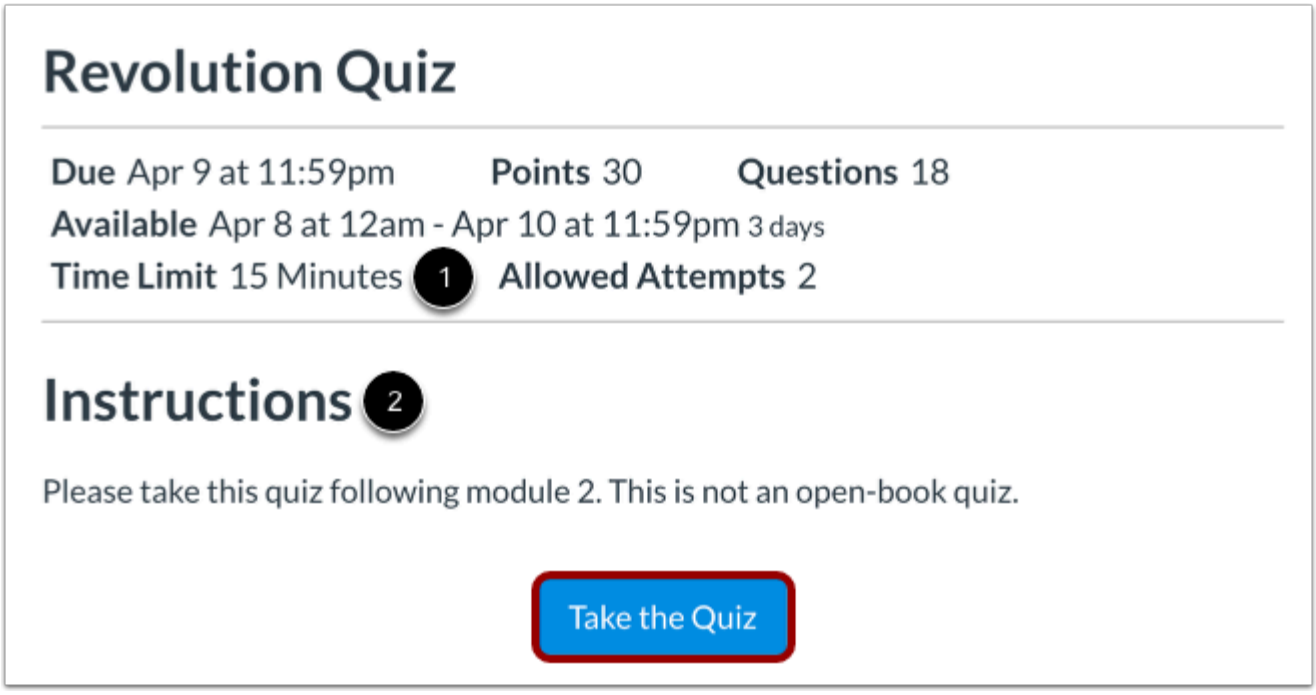
You can search for a quiz by typing a quiz title or a keyword in the **Search for Quiz** field.

View Quiz Details



To view the details of a quiz, click the name of the quiz.

View Open Quiz



When a quiz is open to you to take at any time, you can view the due date, points, and questions for the quiz.

You can also view additional details:

- **Time Limit** [1]: the length of time you have to complete the quiz. If your quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.
- **Instructions** [2]**:** any instructions that your instructor has about the quiz.

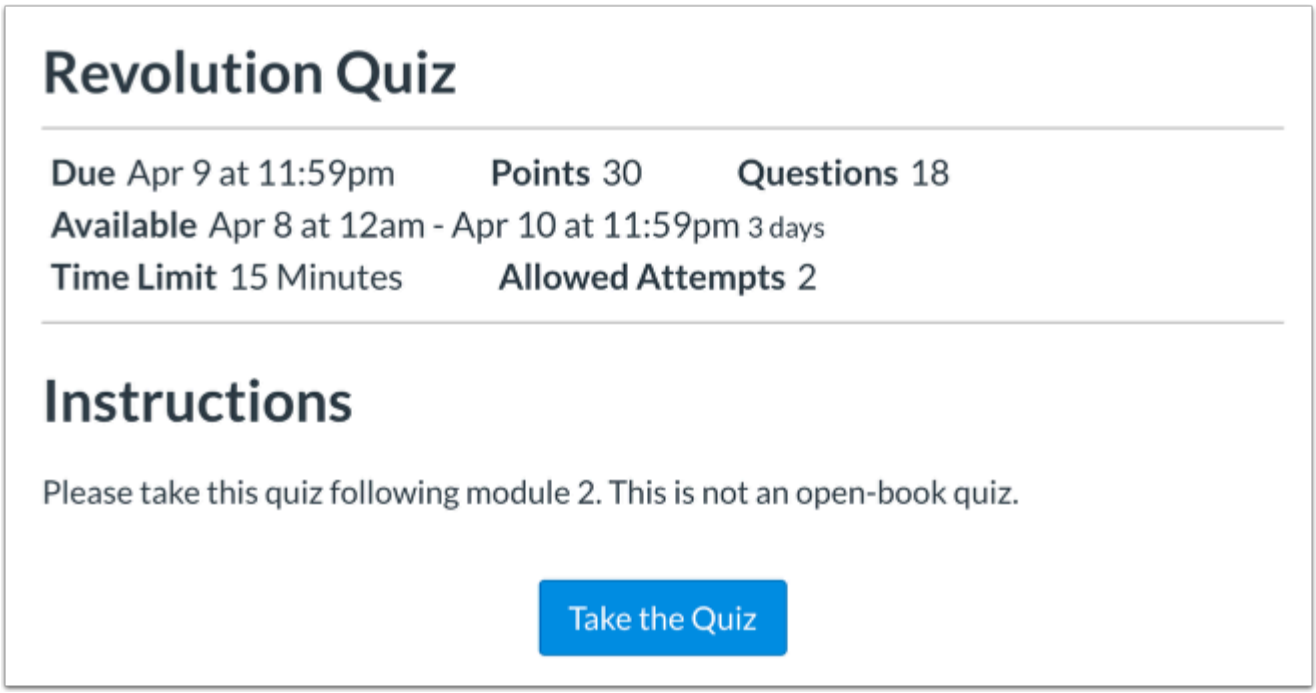
In the example above, the quiz is due by September 15. However, if you were to miss the due date, you could still take the quiz for late credit before the last day of the course.

To take the quiz, click the **Take the Quiz** button.

Notes:

- If you start a quiz that has a due date, but do not finish the quiz by the due date (as indicated in your local time zone), Canvas will automatically submit the quiz on the due date.
- Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz before it is marked late. Canvas will notify you regarding any time restrictions when you begin the quiz.

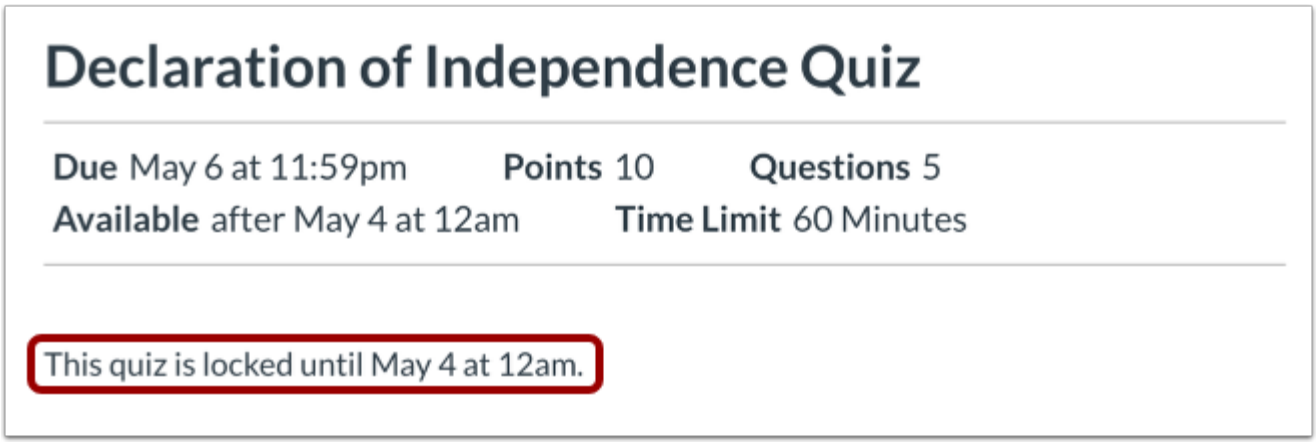
View Quiz with Availability Dates



When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

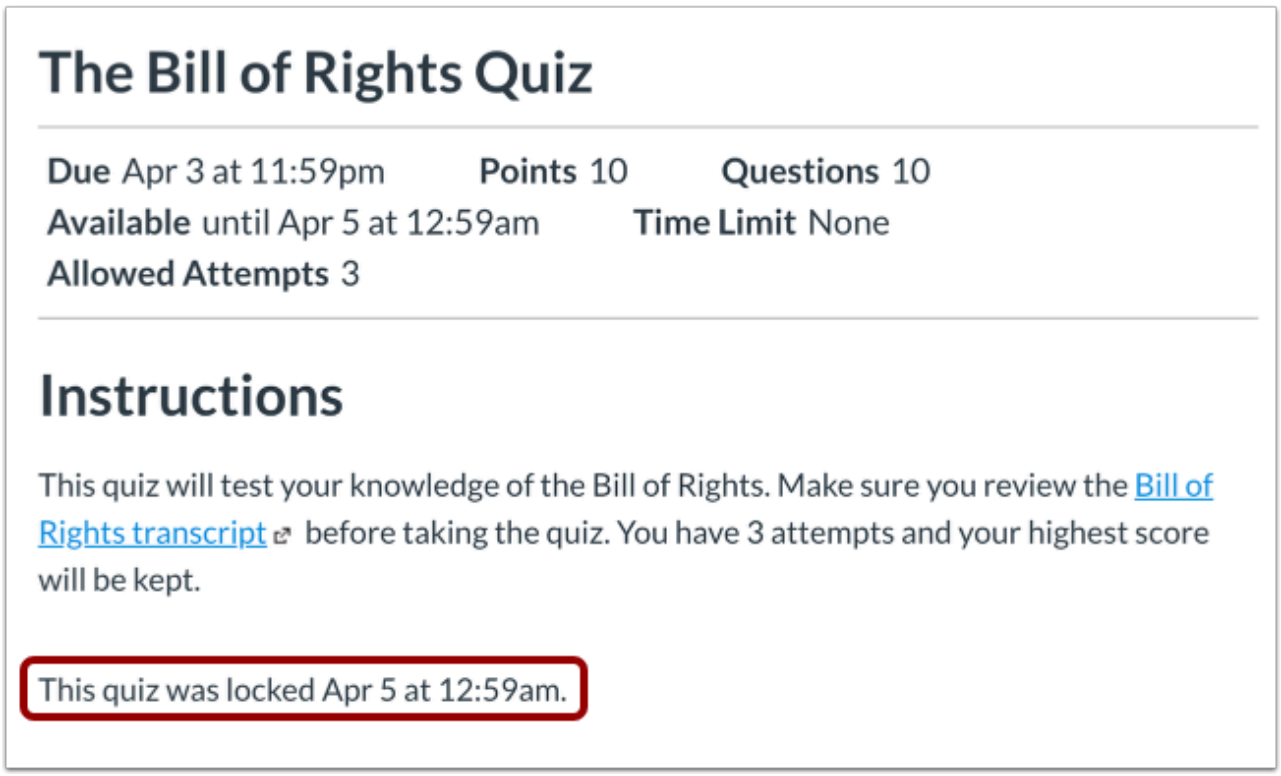
In the example above, the quiz is available to you starting April 8 at 12 am and is due by April 9 at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until April 10 at 11:59 pm for late credit. If you do not submit the quiz by the last available date of April 10 at 11:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On April 11 at 12 am, the quiz will not be available to you.

View Locked Quiz



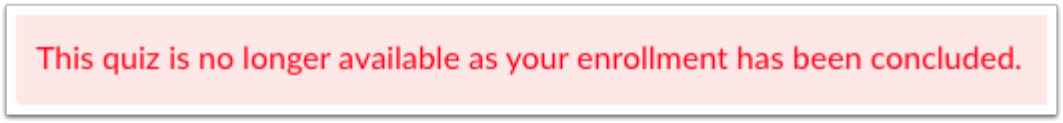
When a quiz is locked, you can view all details of the quiz. You can also view the date when you can take the quiz.

View Closed Quiz



When a quiz is closed, you can view all details of the quiz. You can also view the date the quiz was locked to submissions.

View Unavailable Quiz

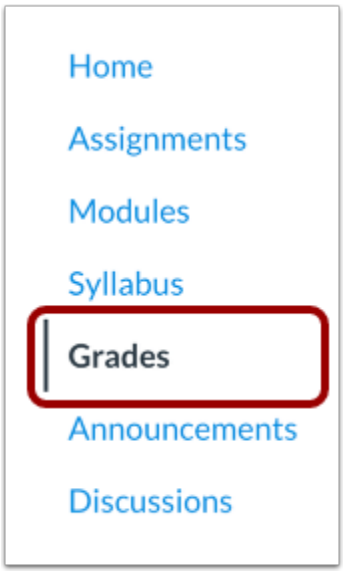


In New Quizzes, when your enrollment has been concluded in a course, a message displays that the quiz is no longer available.

How do I view the rubric for a quiz?

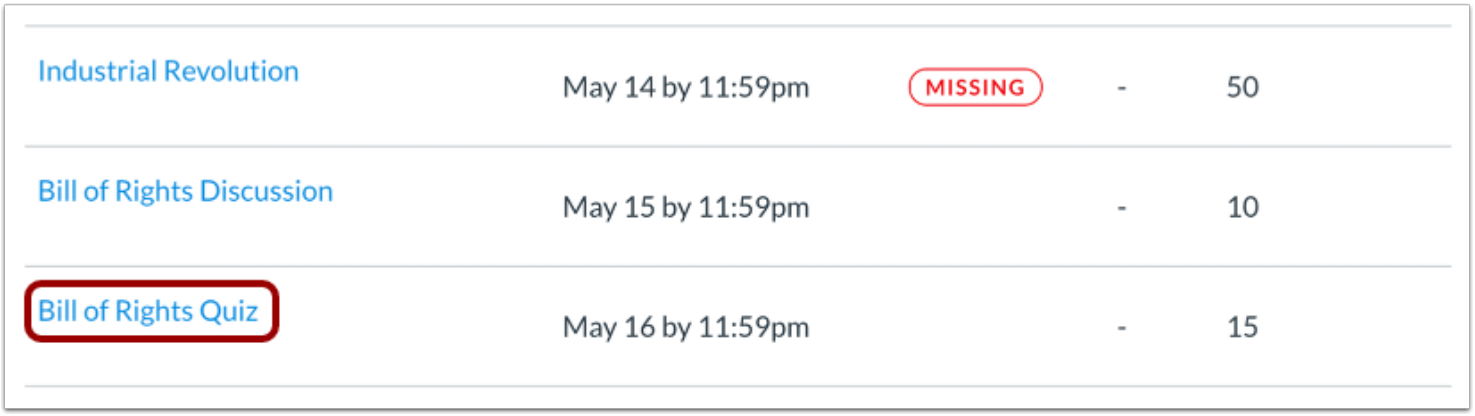
Your instructor may attach a rubric to a quiz. Before submitting your quiz, you can view the rubric's definitions.

Open Grades



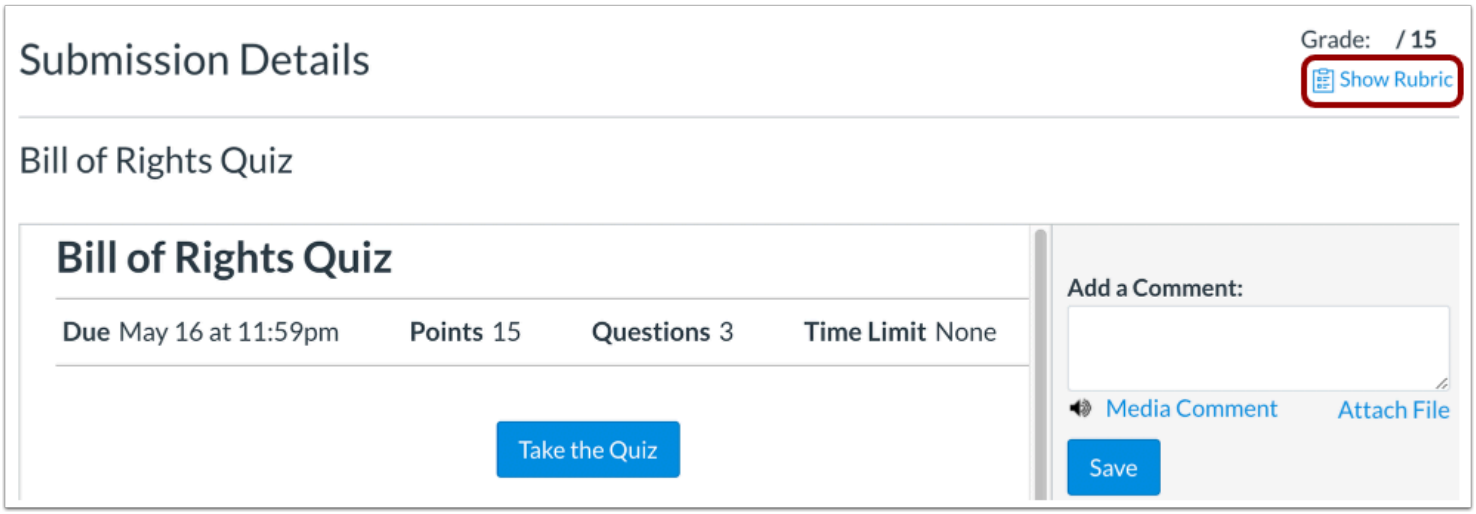
In Course Navigation, click the **Grades** link.

Open Quiz



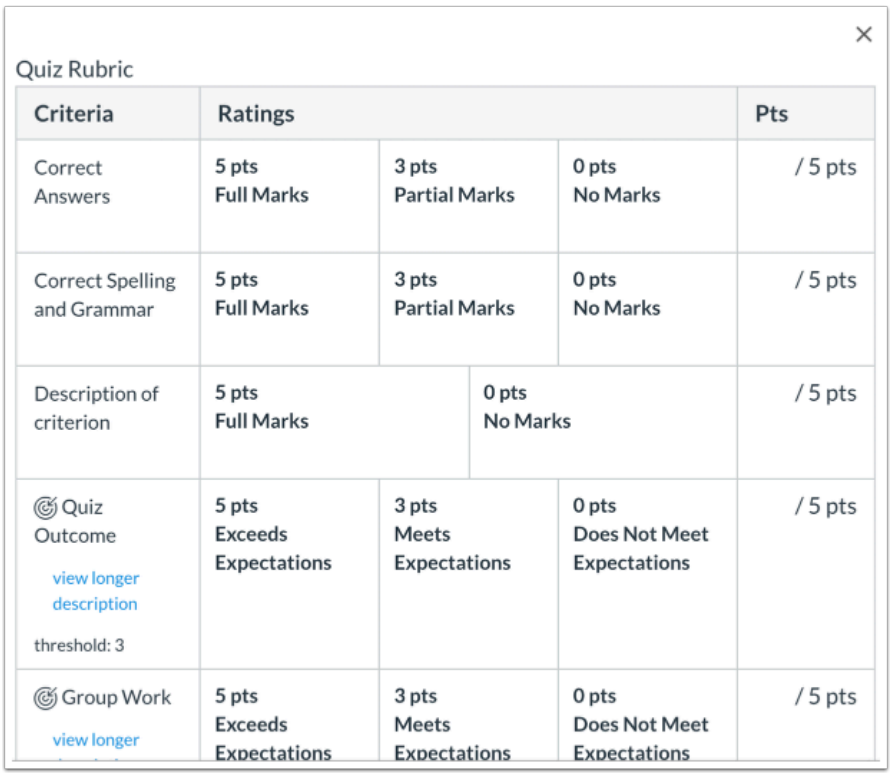
Click the name of a quiz.

Show Rubric



In the submission details page, click the **Show Rubric** link.

View Rubric



Quiz Rubric

Criteria	Ratings			Pts
Correct Answers	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	/ 5 pts
Correct Spelling and Grammar	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	/ 5 pts
Description of criterion	5 pts Full Marks		0 pts No Marks	/ 5 pts
Quiz Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
Group Work view longer	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts

View the rubric for your quiz.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your quiz.

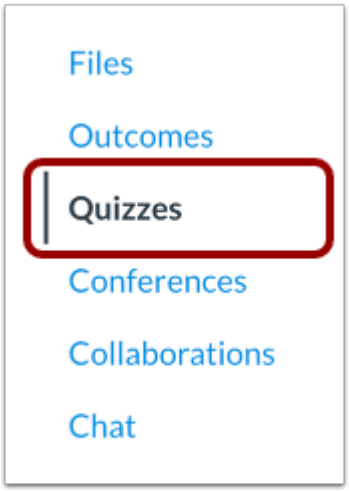
How do I take a quiz?

You can easily take a quiz by accessing the Quizzes page. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz you may be able to resume it at a later time.

Notes:

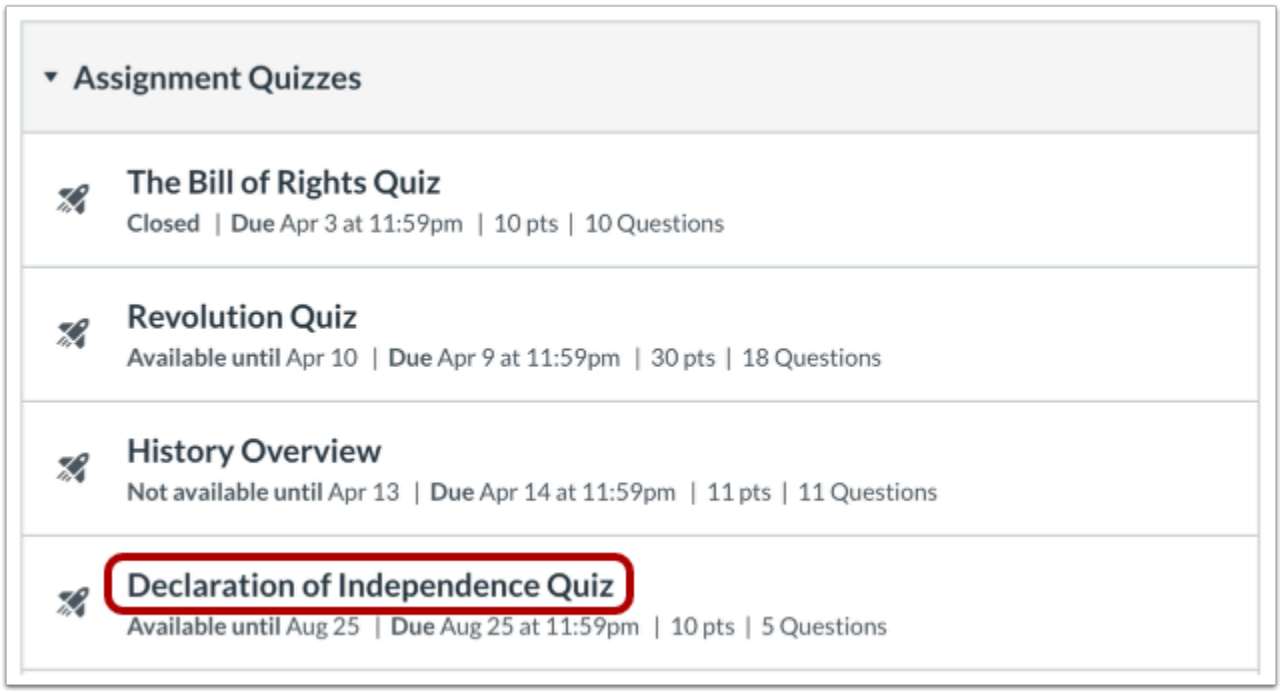
- Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are taking displays differently than what is shown in this lesson, your instructor may be using New Quizzes. For help with taking a New Quizzes quiz, please see How do I take a quiz in New Quizzes?
- Having multiple browser tabs or windows open while taking a quiz may cause issues when submitting answers or when completing a quiz.
- If you lose internet connectivity Canvas extends the time for five minutes, saving the answer entered before the timer runs out.
- If enabled by your instructor, your quiz might require the use of the Respondus Lockdown Browser.
- If your instructor has a Late Submissions policy that deducts points on late submissions, be aware that if a quiz allows multiple attempts and you make an attempt after the due date has passed, deductions are taken from all attempts, including attempts you may have made before the due date.

Open Quizzes



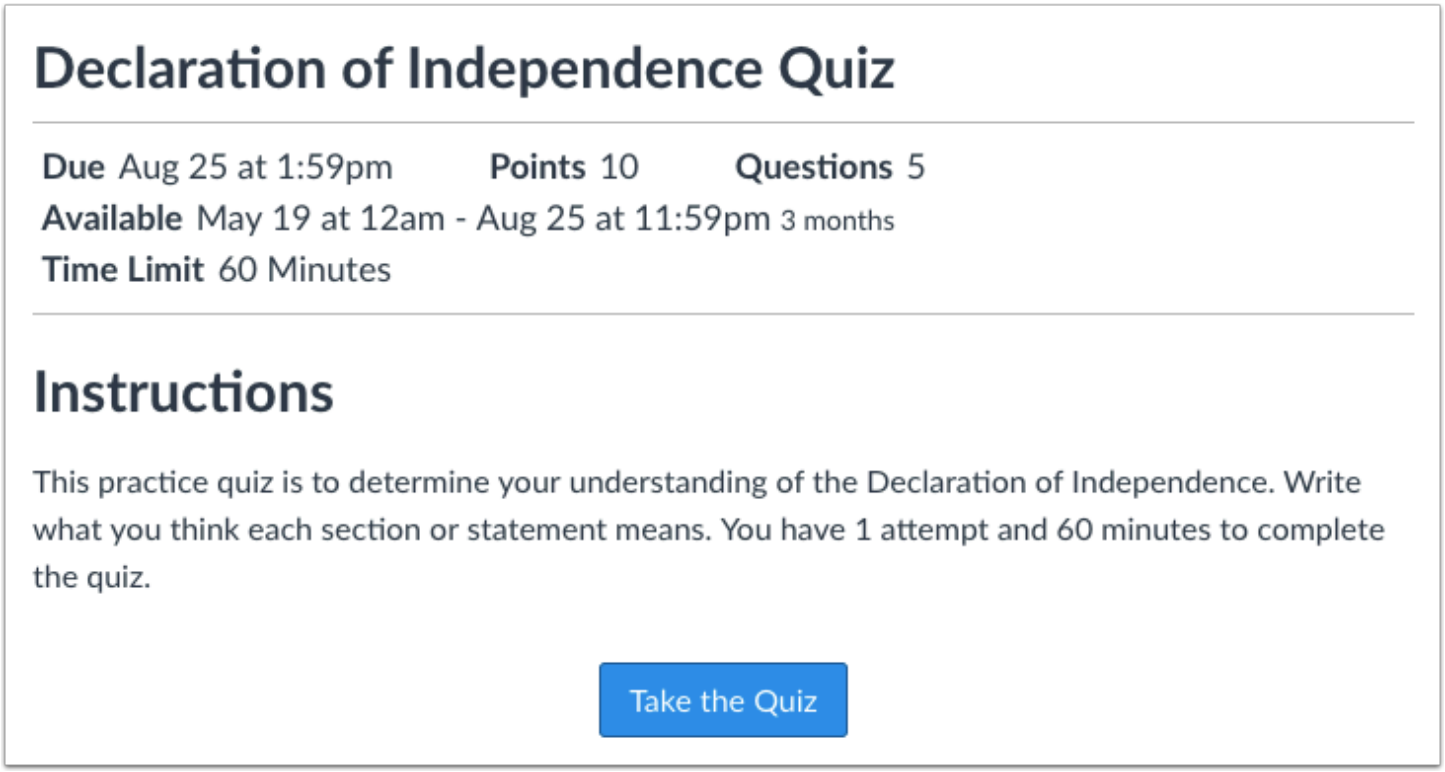
In Course Navigation, click the **Quizzes** link.

Open Quiz



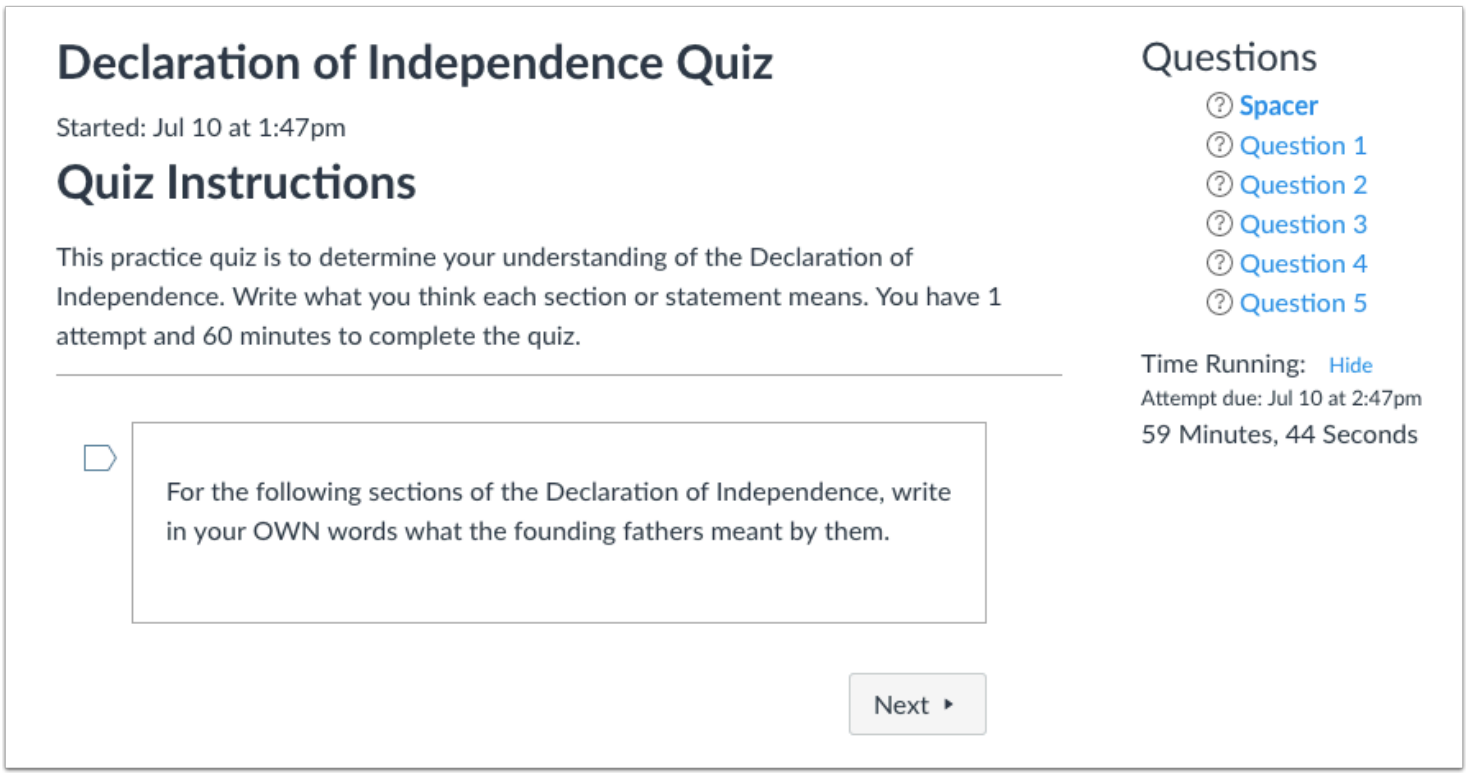
Find an available quiz you'd like to take and click the title of the quiz.

Take Quiz



To begin the quiz, click the **Take the Quiz** button.

View Quiz

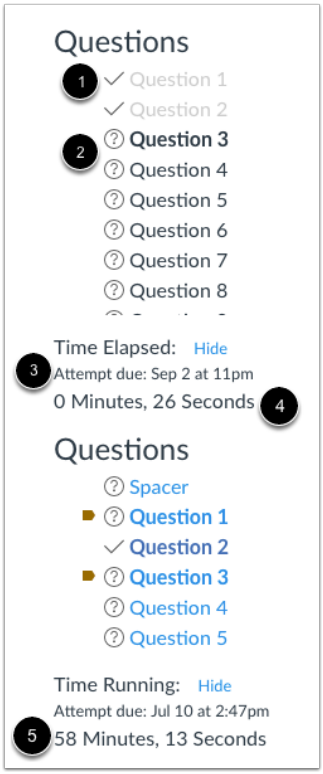


Complete the quiz per your instructor's instructions. Quizzes will either have all the questions on one page, or each question will be shown one at a time.

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. Questions can vary by question type. Each question will show in the top right corner the point value of the question. Each question will be divided from others by a box surrounding the question and answers.

You can use other areas in the quiz to help you navigate and complete quiz questions, including the sidebar and the flagging questions feature.

View Sidebar

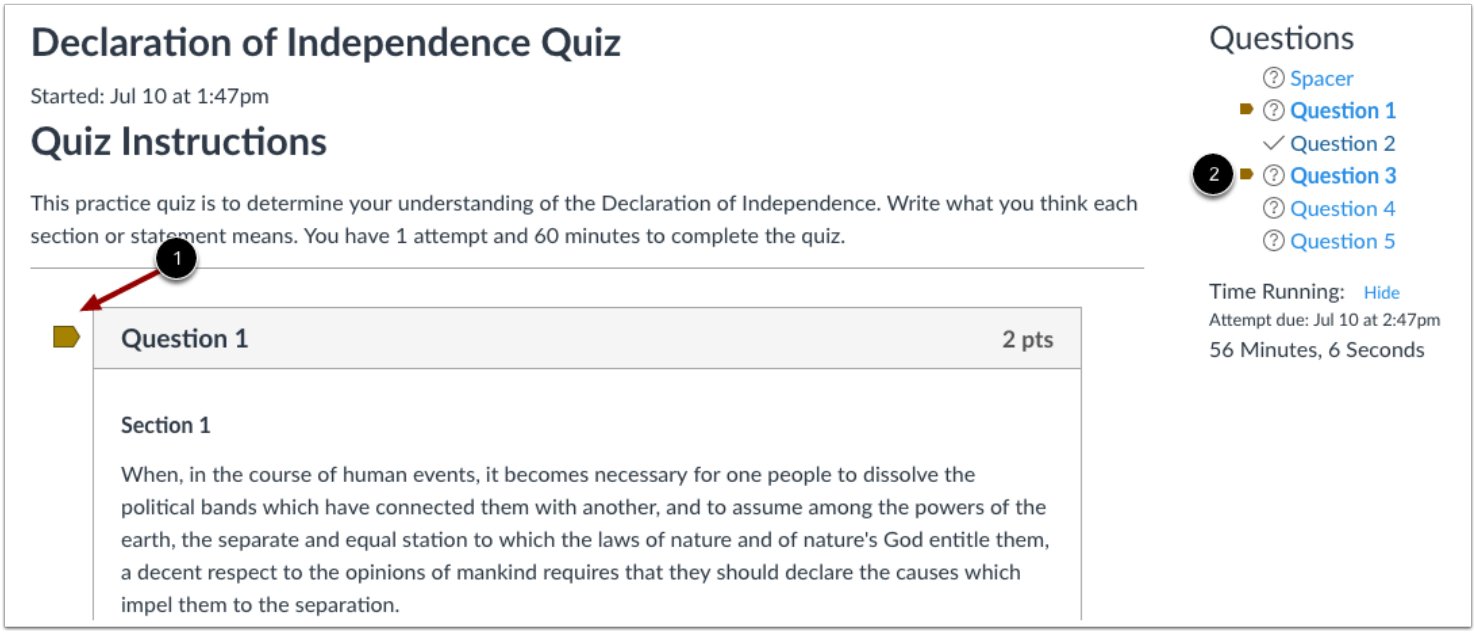


At any point during the quiz, you can view a summary of your quiz. Questions you've answered will be faded out and identified by a checkmark icon [1], while unanswered questions will be bolded and identified by a question mark icon [2].

You can also view the due date for the quiz [3]. In the sidebar, the quiz due date refers to the autosubmit date, which can be a specified Until date or the last day of the course. *This is not the due date set for when the quiz will be marked late.*

You'll also see a timer showing your progress on the quiz. For untimed quizzes [4], the quiz shows as the elapsed time. If you are taking a timed quiz [5], the timer shows the running time and counts down until the time expires.

Flag Questions

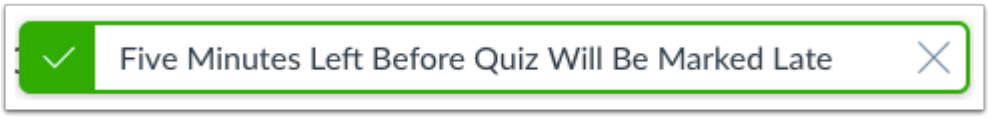


You can flag the questions you want to go back to by clicking the flag by the question [1]. The flag will change color to yellow to remind you to finish the question. The yellow flag will also appear in the question overview in the sidebar [2].

View Quiz Warning Notifications

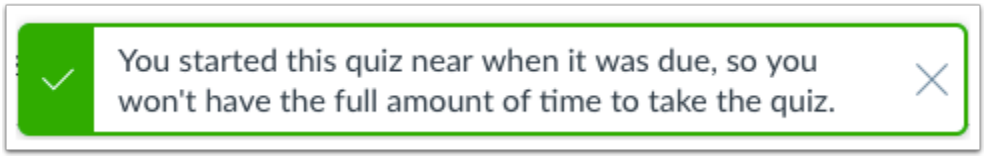
If you are taking a timed quiz, or you are taking a quiz close to the due date or lock date and time, Canvas generates warning messages to help you manage your time in the quiz. Canvas will also warn you if you lose your internet connection during the quiz.

View Due Date Warning



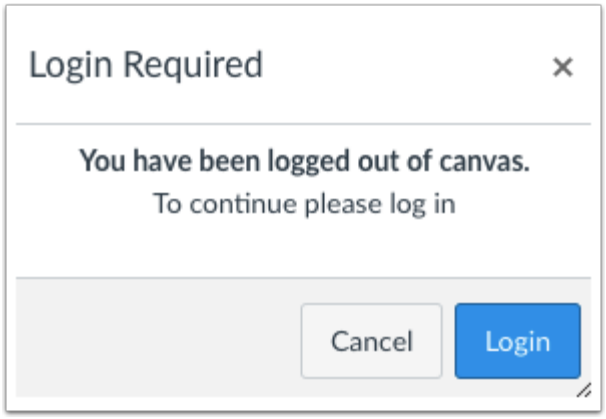
If you are taking a quiz with a set due date, you will see a warning popup banner as to how many minutes remain before the quiz will be marked late. Warnings appear 30 minutes prior, five minutes prior, and one minute prior.

View Time Restriction Warning



If you start a quiz near the time when it will be due, you will see a warning popup banner. Use the sidebar to view the time the quiz is due and how many minutes are remaining. In this sense, the quiz due date refers to the autosubmit date, which is either a specified lock (Available until) date or the last day of the course. Warnings appear 30 minutes prior, five minutes prior, one minute prior, and 10 seconds prior.

View Quiz Logout Warning



If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up banner. To resume your quiz, click the **Login** button.

Pause Quiz

If your browser allows you to leave the quiz, you can pause the quiz by leaving the quiz page. When you are ready to resume the quiz, the quiz will resume where you left off.

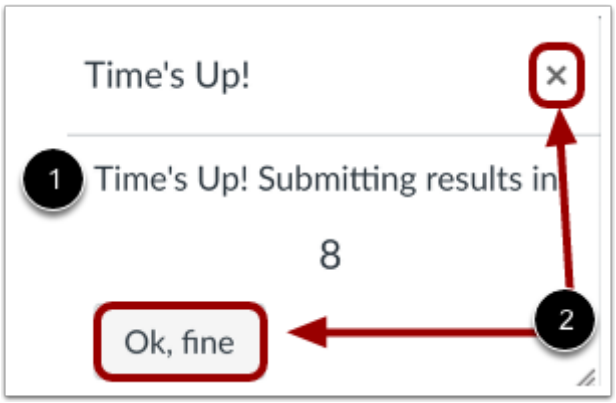
Note: If you leave a timed quiz, the timer will keep running and the quiz will be automatically submitted when time runs out.

Submit Quiz



Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.

View Auto Submit Warning



If you do not submit a timed quiz before the time runs out, Canvas displays a pop-up box telling you that your quiz time has expired. The quiz automatically submits after the ten-second countdown [1], or you can click the **Ok, fine** button, or **Close** icon to submit your quiz [2].

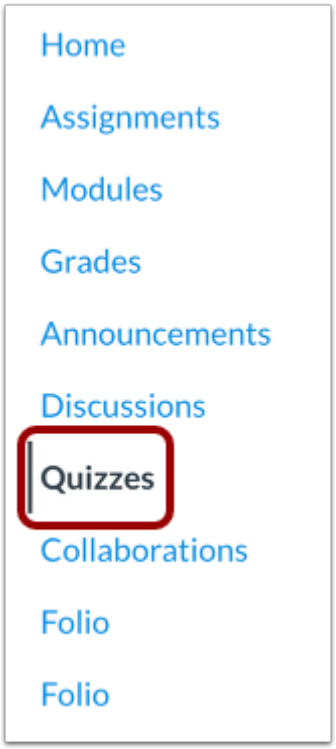
How do I take a quiz in New Quizzes?

You can take a New Quizzes quiz on the Quizzes page in Canvas. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz, you may be able to resume it at a later time.

Notes:

- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see How do I take a quiz?
- If enabled by your instructor, your quiz might require the use of the Respondus LockDown Browser.

Open Quizzes



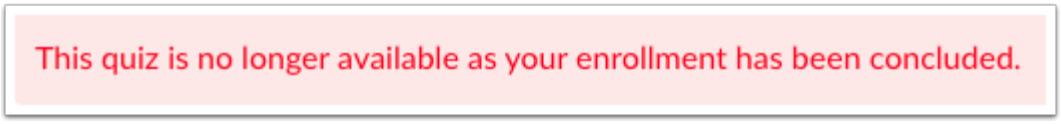
In Course Navigation, click the **Quizzes** link.

Open Quiz



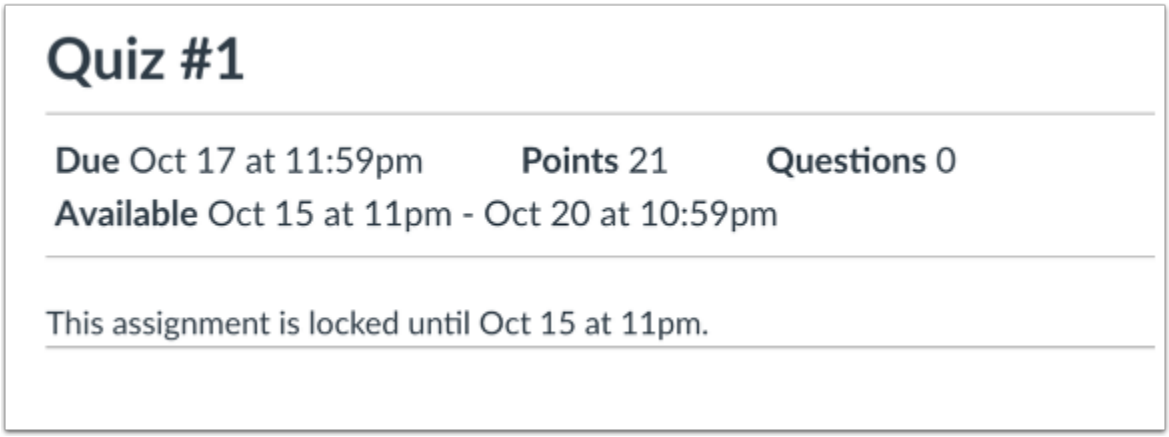
To open a quiz, click the title of a quiz.

View Unavailable Quiz



When your enrollment has been concluded in a course, a message displays that the quiz is no longer available.

View Quiz with Availability Dates

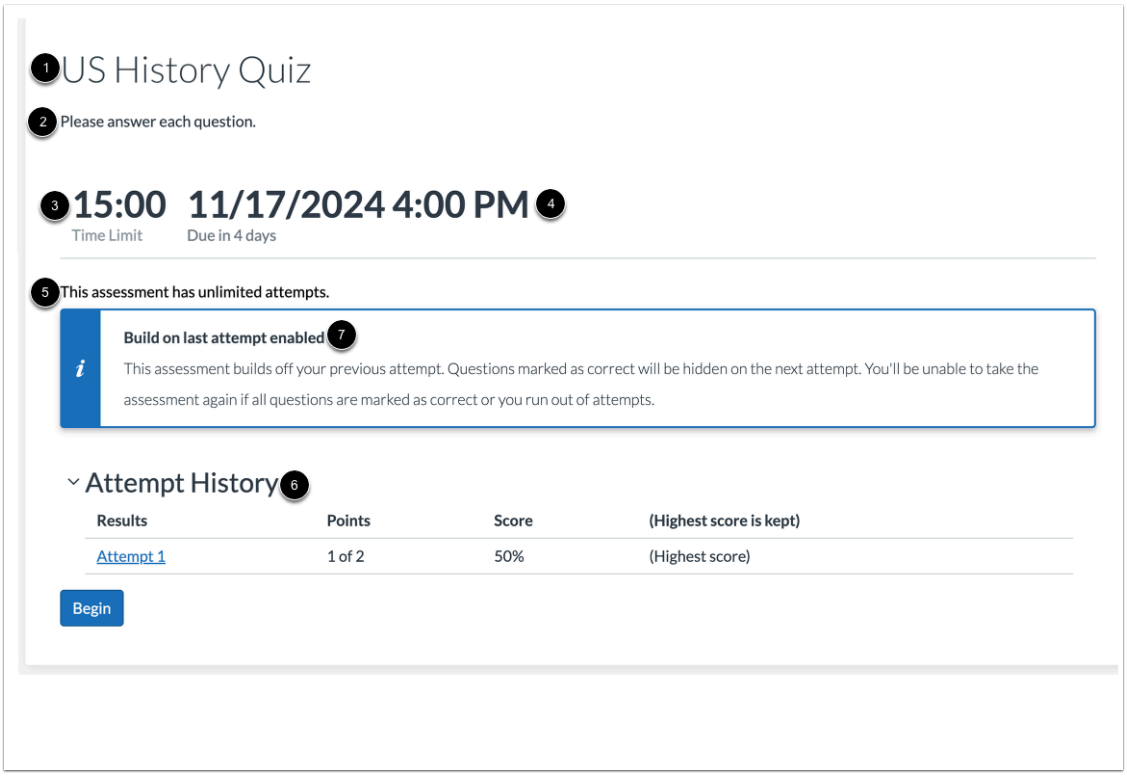


When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

In the example above, the quiz is available to you starting October 15 at 11 pm and is due by October 17th at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until October 20th at 10:59 pm for late credit. If you do

not submit the quiz by the last available date of October 20 at 10:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On October 20 at 11 pm, the quiz will not be available to you.

View Quiz

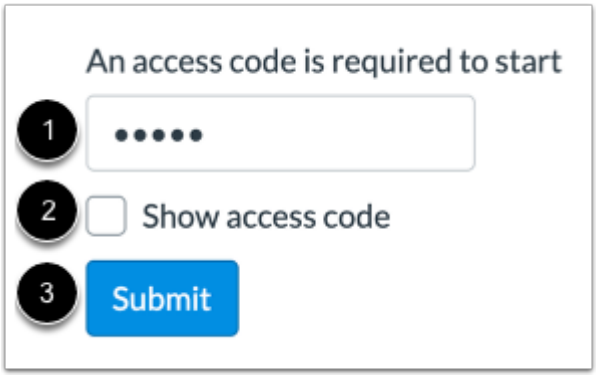


From the quiz page, you can view the title [1], introduction [2], time limit [3], and due date and time [4]. You can also view the number of attempts allowed [5] and previous attempts of the quiz [6].

If enabled by your instructor, the build on last attempt option allows you to reattempt incorrectly answered questions [7].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see How do I take a quiz?

Enter Access Code



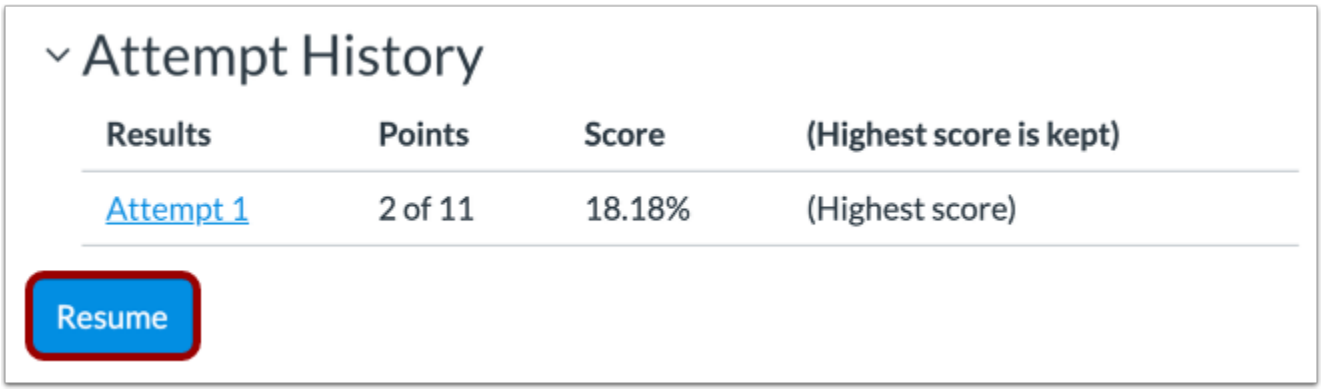
If your quiz includes an access code, enter the code in the **Access Code** field [1]. To display a masked access code, click the **Show access code** checkbox [2]. Then click the **Submit** button [3].

Take Quiz



To begin taking a quiz, click the **Begin** button.

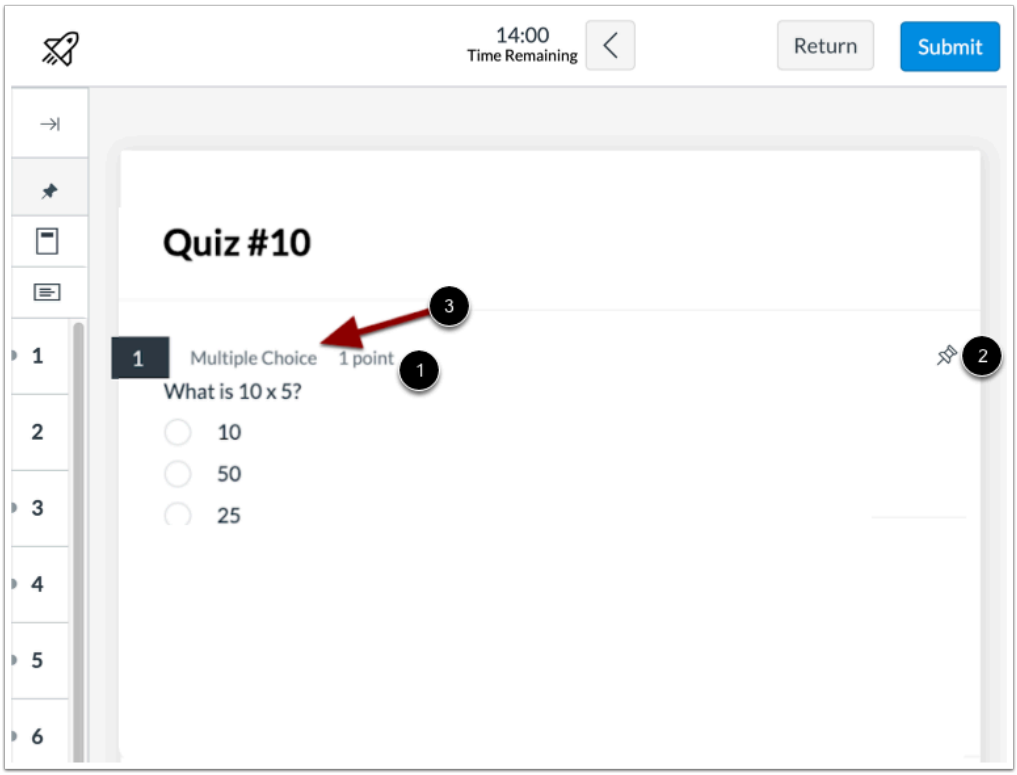
Resume Quiz



If you previously left your quiz and are still able to complete it, the page will display the Resume button.

To resume your quiz, click the **Resume** button.

View Quiz



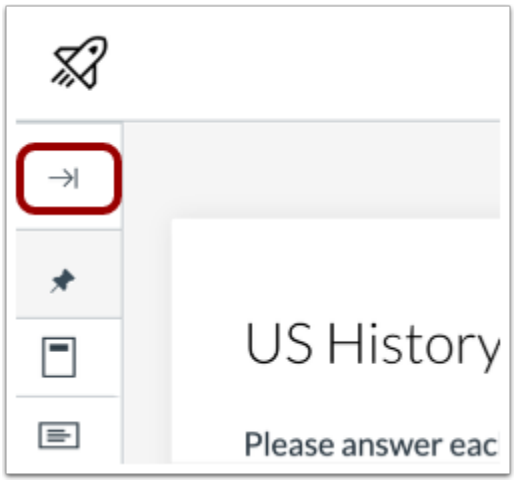
Complete the quiz per your instructor's instructions.

Your instructor may ask you to complete several types of questions. Each question will display its point value [1].

To pin a question to review later, click the **Pin** icon [2].

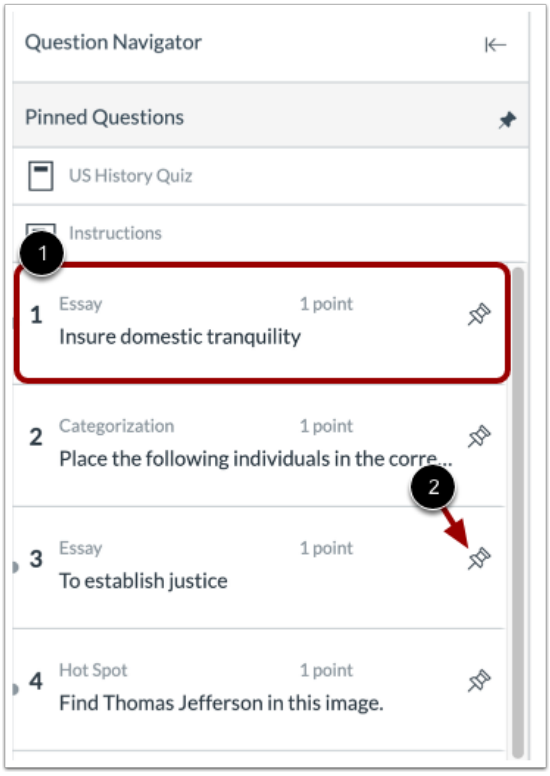
When taking a quiz, a label indicating the question type will display [3].

Open Question Navigator



To open the Question Navigator, click the **Expand** icon.

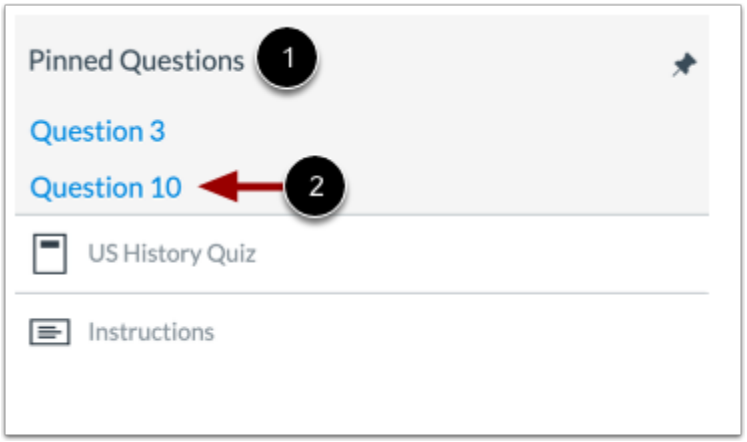
View Question Navigator



The Question Navigator allows you to easily view all questions included in a quiz. To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the **Pin** icon [2].

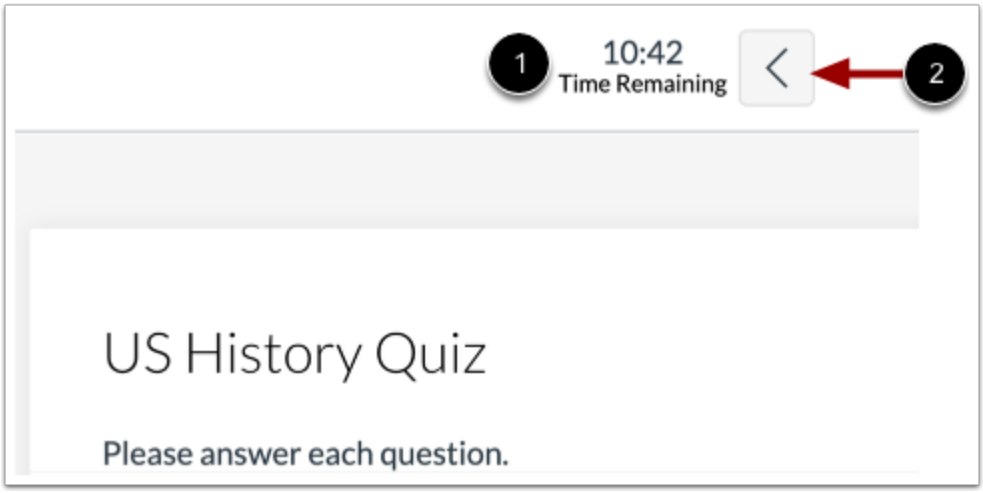
Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

View Pinned Questions



All pinned questions will display in the **Pinned Questions** section [1]. To view a pinned question, click the name of the question [2].

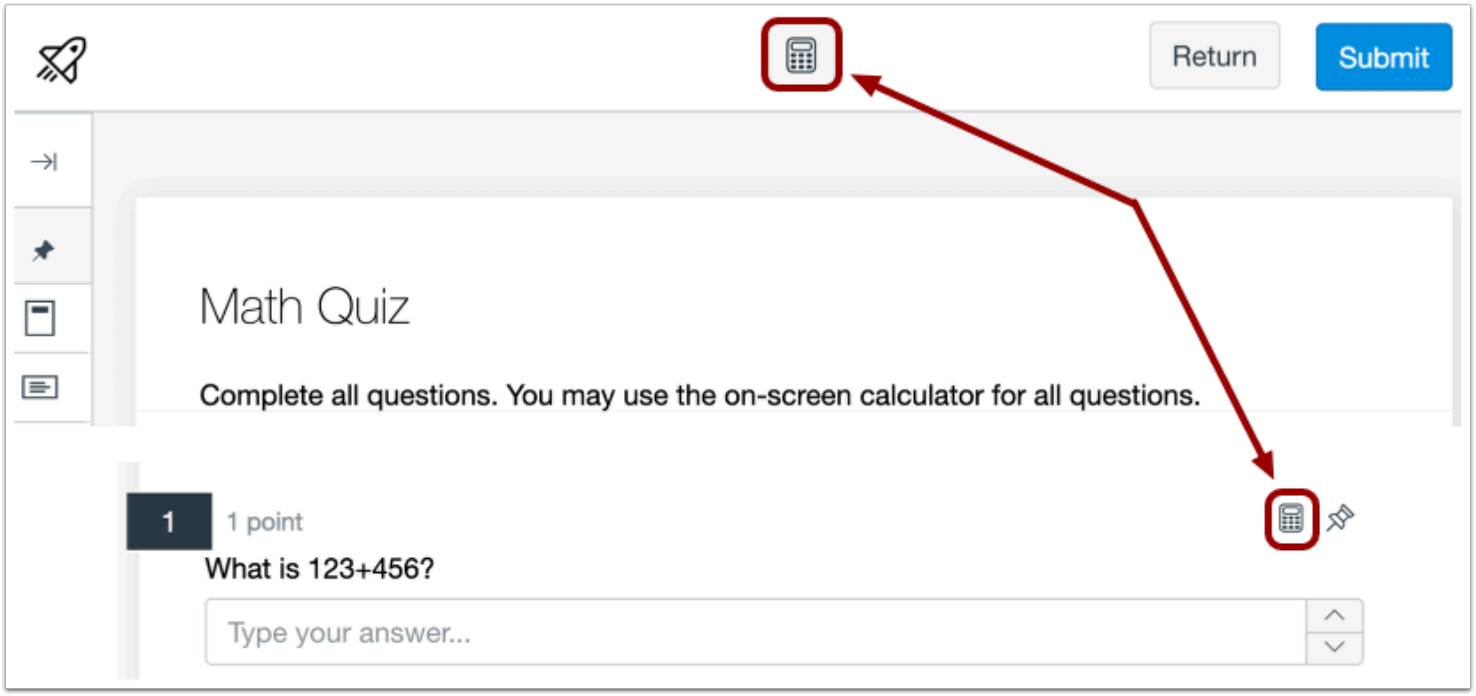
View Time Limit



If your quiz has a time limit, a countdown will appear on your screen [1]. To hide the time limit, click the **Hide** button [2].

Note: A warning displays when there are only two minutes left, and another warning displays 30 seconds before the timed quiz ends.

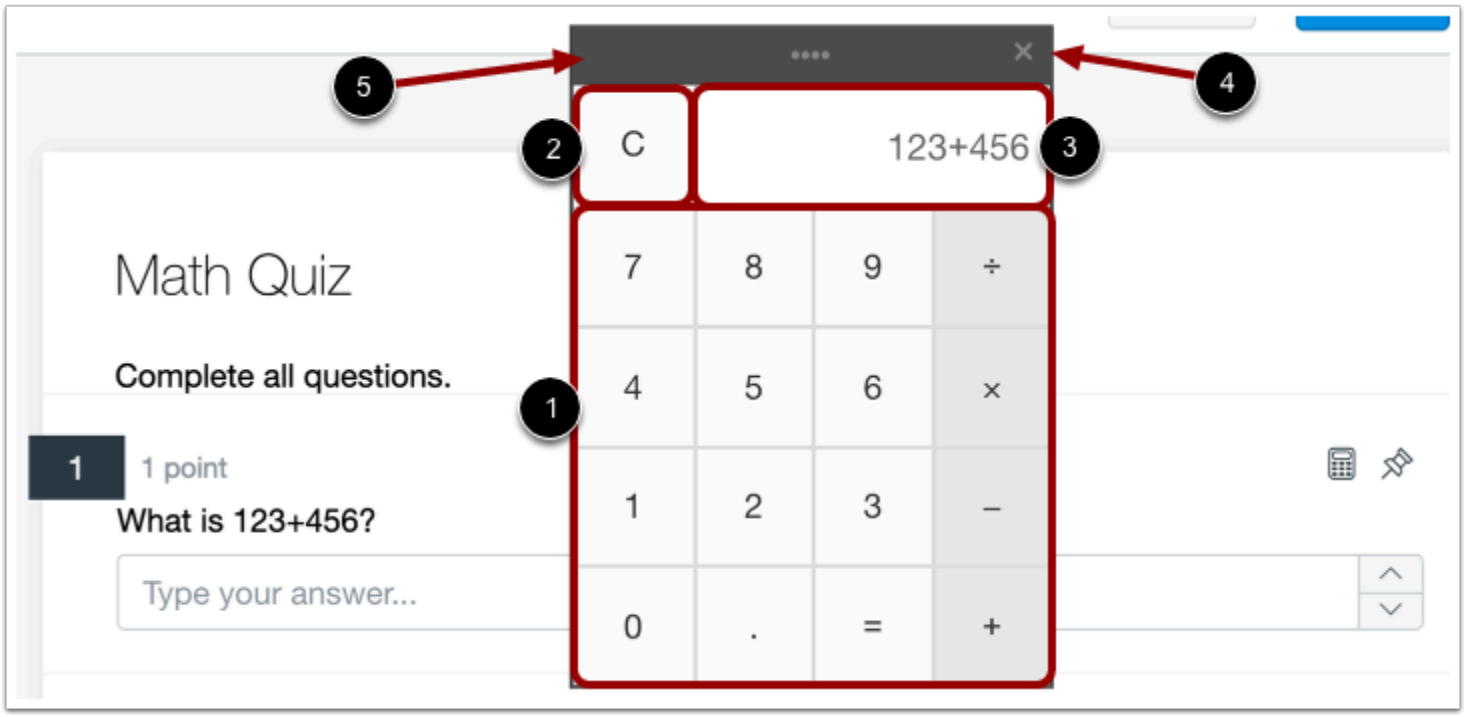
Open Calculator



Your instructor may allow you to use an on-screen calculator for the entire quiz or only for certain questions. To open the on-screen calculator, click the **Calculator** icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.

Use Calculator



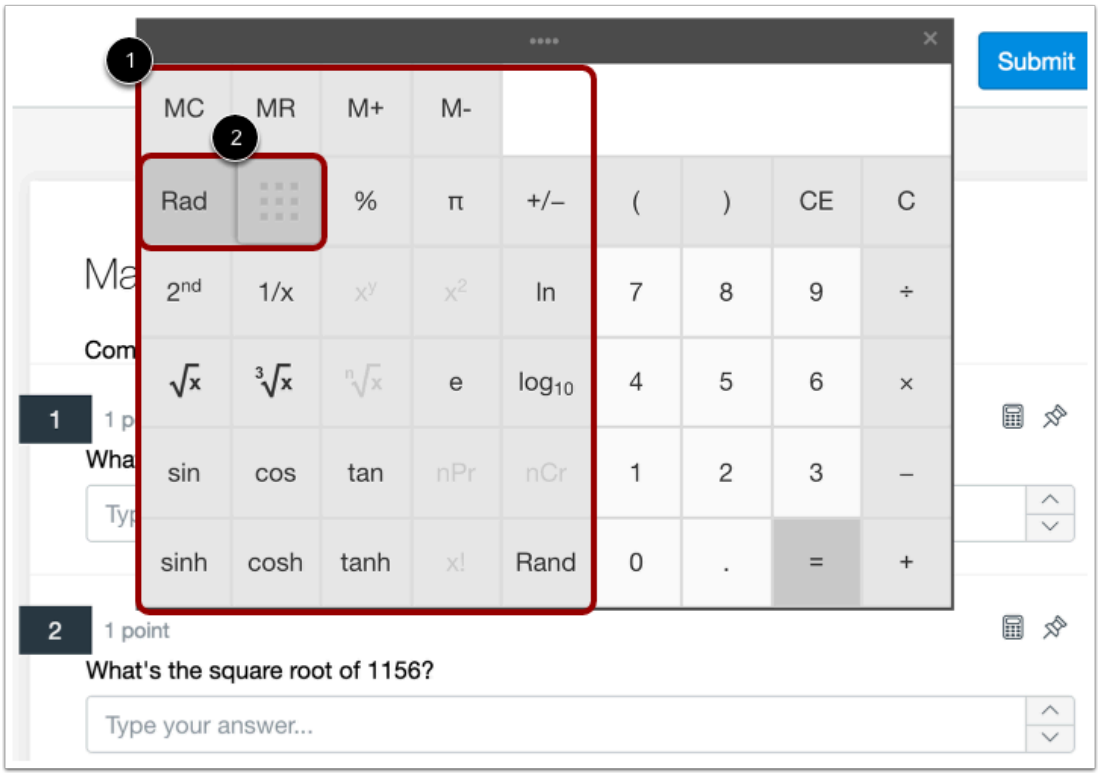
Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

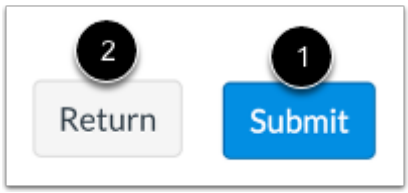
To move the calculator around the browser window, click and drag the calculator header [5].



The scientific calculator includes additional buttons for more advanced functionality [1].

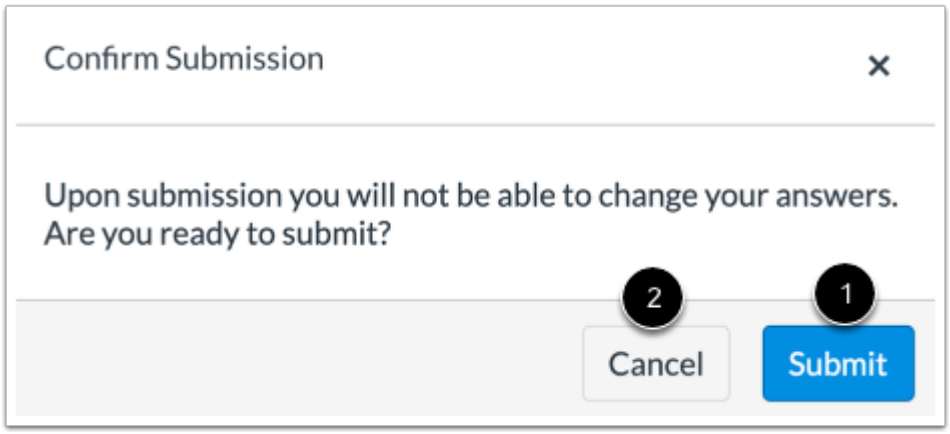
Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

Submit Quiz



To submit your quiz, click the **Submit** button [1]. To return to Canvas and resume your quiz at a later time, click the **Return** button [2].

Confirm Submission



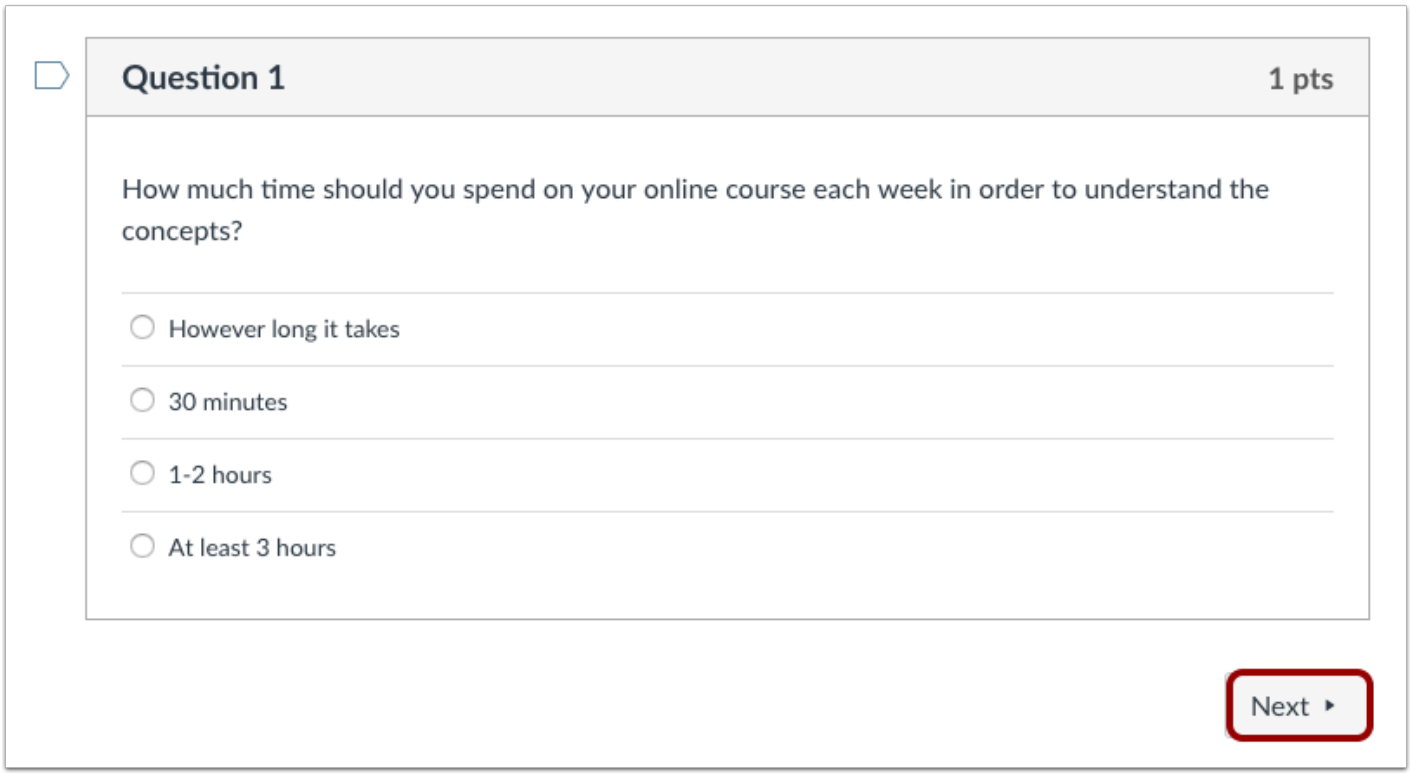
To confirm submission of your quiz, click the **Submit** button [1]. To continue working on your quiz, click the **Cancel** button [2]. If you have unanswered questions in your quiz, Canvas will display a message notifying you of unanswered questions.

How do I take a quiz where I can only view one question at a time?

Your instructor may choose to build quizzes that show one question at a time. This means you will receive only one quiz question on your screen at a time instead of all questions posted at once.

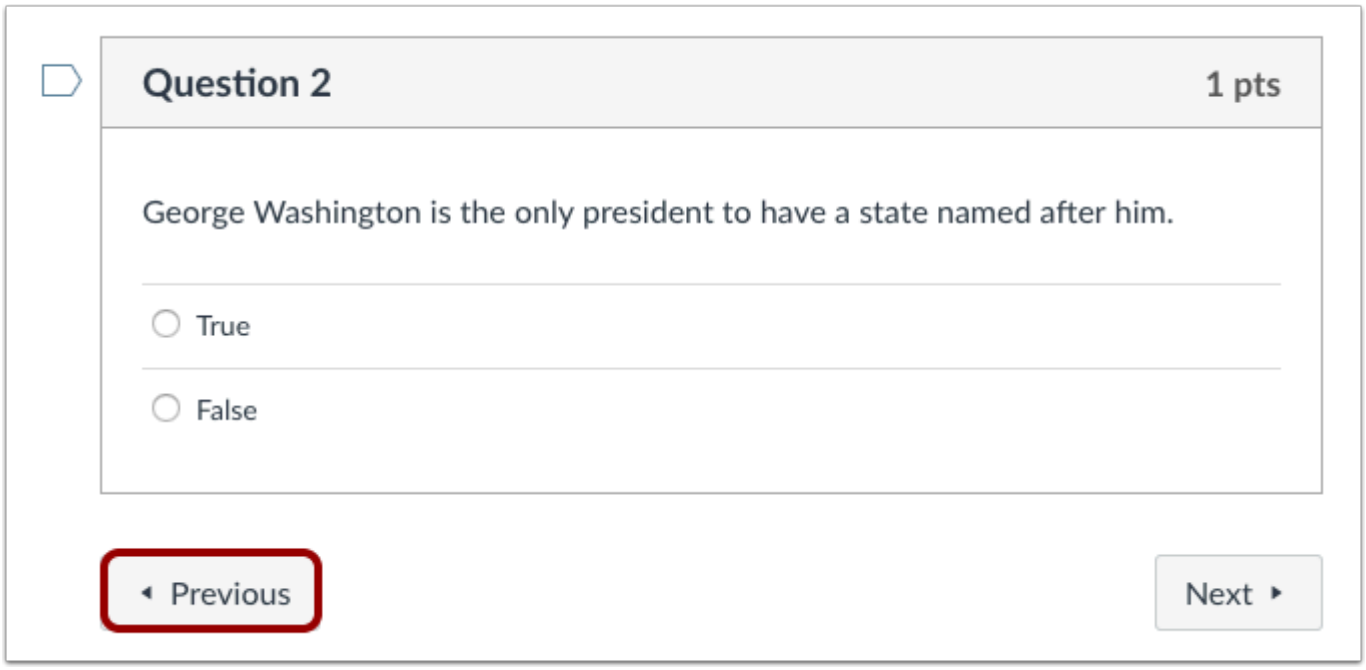
Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time in New Quizzes?.

Next Questions



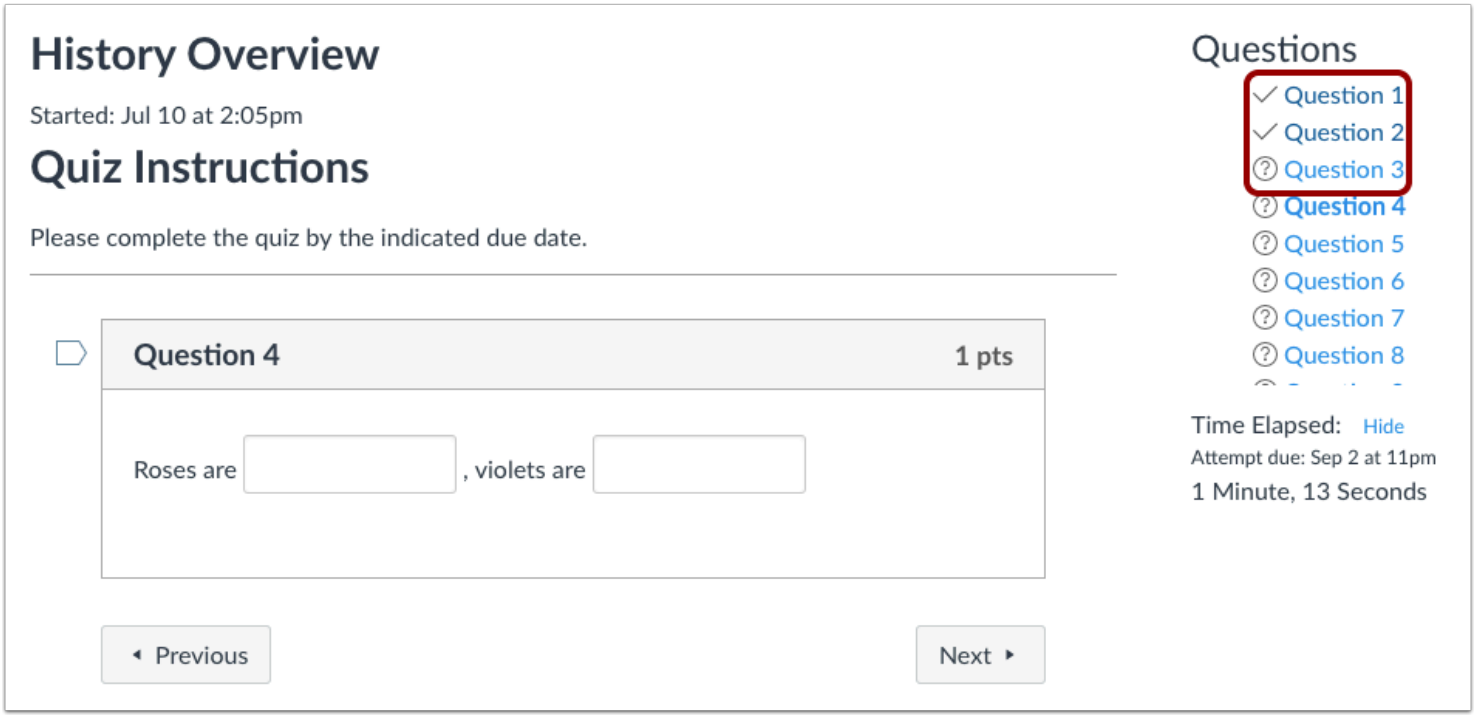
Each question will appear on the screen by itself. Once you have answered the question, the Next button will turn blue. Click the **Next** button to advance through the quiz.

Previous Questions



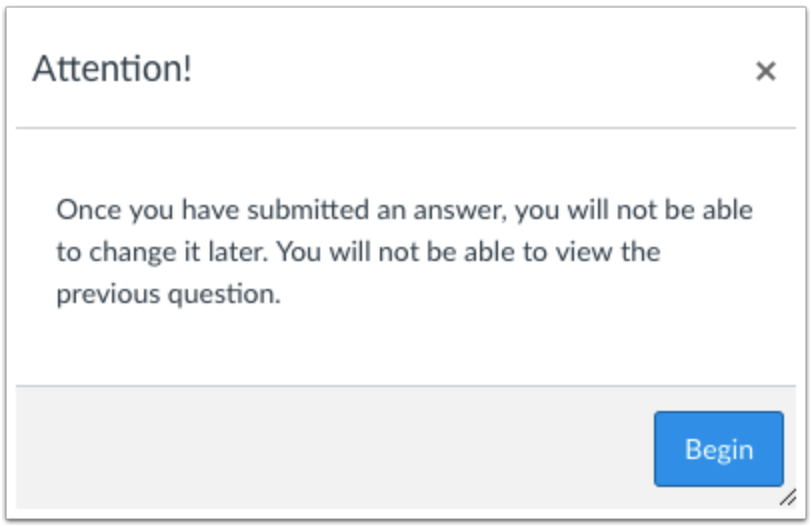
If your instructor allows you to return to prior questions, you can click the **Previous** button to check your answers or return to questions you left blank.

Navigate Questions in Sidebar



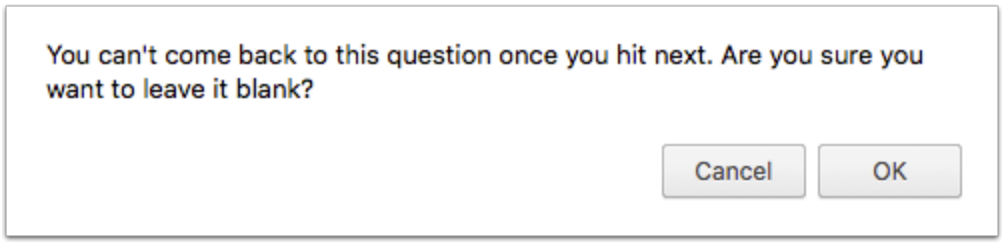
You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. If your instructor allows you to return to prior questions, you may return to a previously answered question by clicking the link to that question.

Lock Questions after Answering



If your instructor does not allow you to go back to questions after you answer them, a pop-up window will display a warning message when you begin your quiz.

Blank Responses



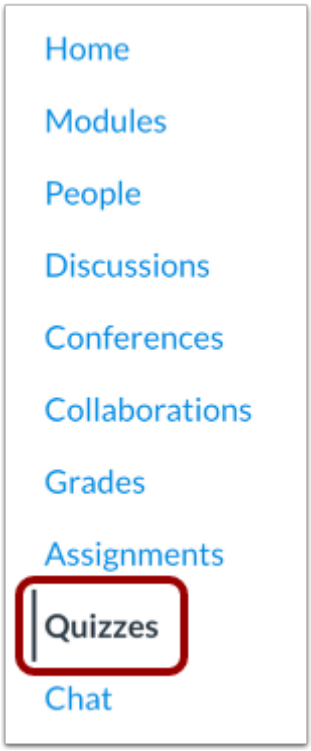
If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.

How do I take a quiz where I can only view one question at a time in New Quizzes?

Your instructor may choose to build quizzes that show one question at a time. This means you will view only one question on your screen at a time instead of all questions posted at once.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time?

Open Quizzes



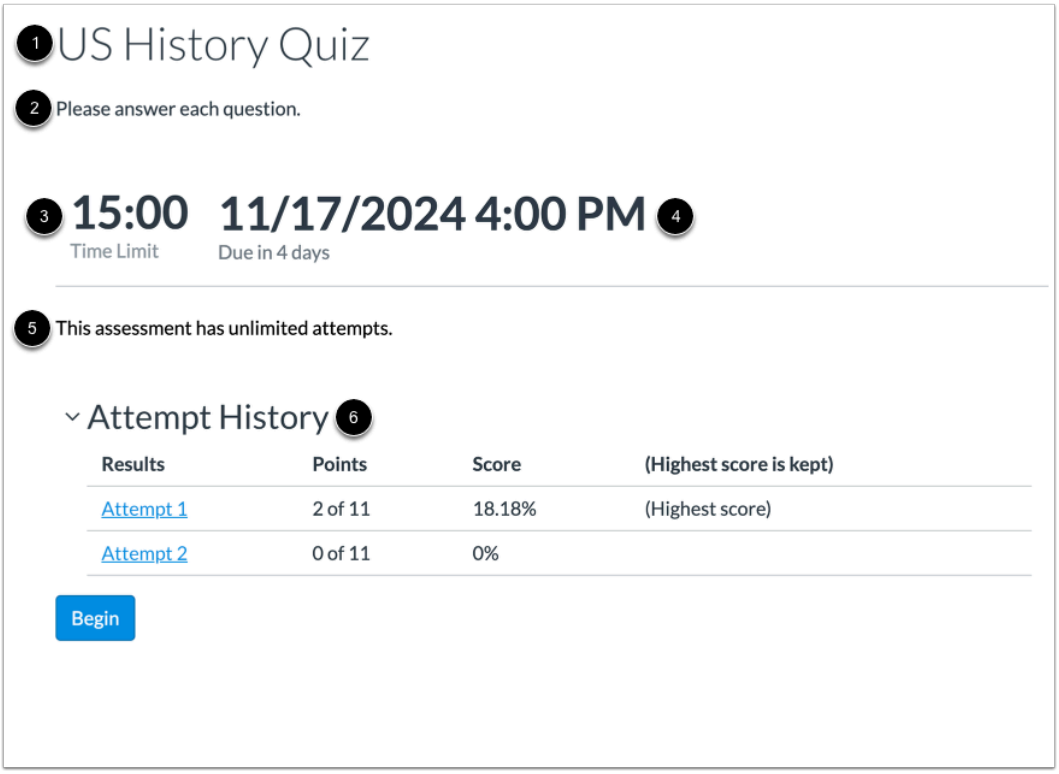
In Course Navigation, click the **Quizzes** link.

Open Quiz



To open an quiz, click the title of a quiz.

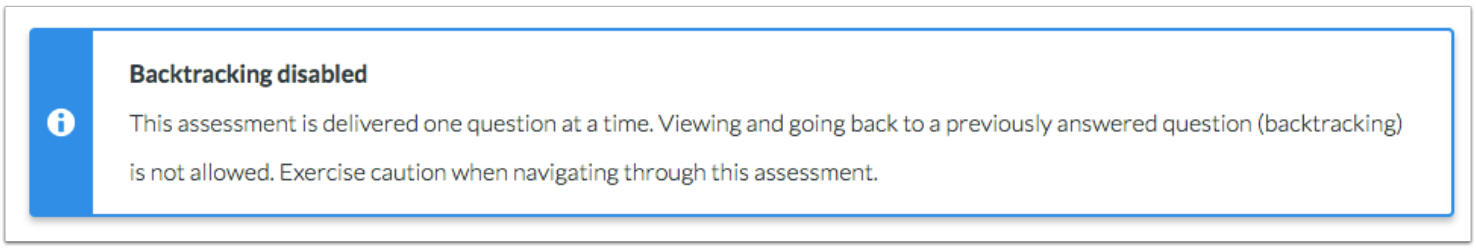
View Quiz



From the quiz page, you can view the title [1], introduction [2], time limit [3], and due date and time [4]. You can also view the amount of attempts allowed [5] and previous attempts of the quiz [6].

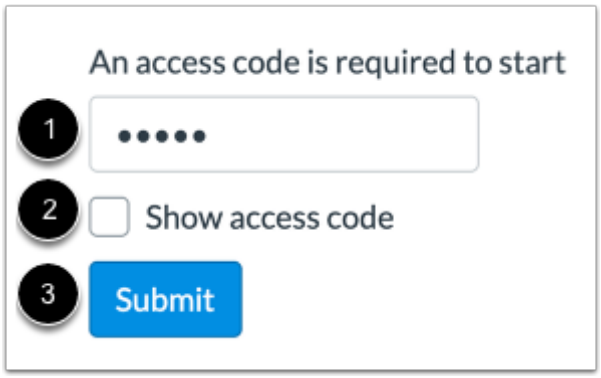
Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time?

View Backtracking Warning



If your instructor has disabled backtracking in your quiz, a warning message displays in the quiz page. The message states that the quiz is delivered one question at a time and going back to previously answered questions is not allowed.

Enter Access Code



If your quiz includes an access code, enter the code in the **Access Code** field [1]. To display a masked access code, click the **Show access code** checkbox [2]. Then click the **Submit** button [3].

Begin Quiz



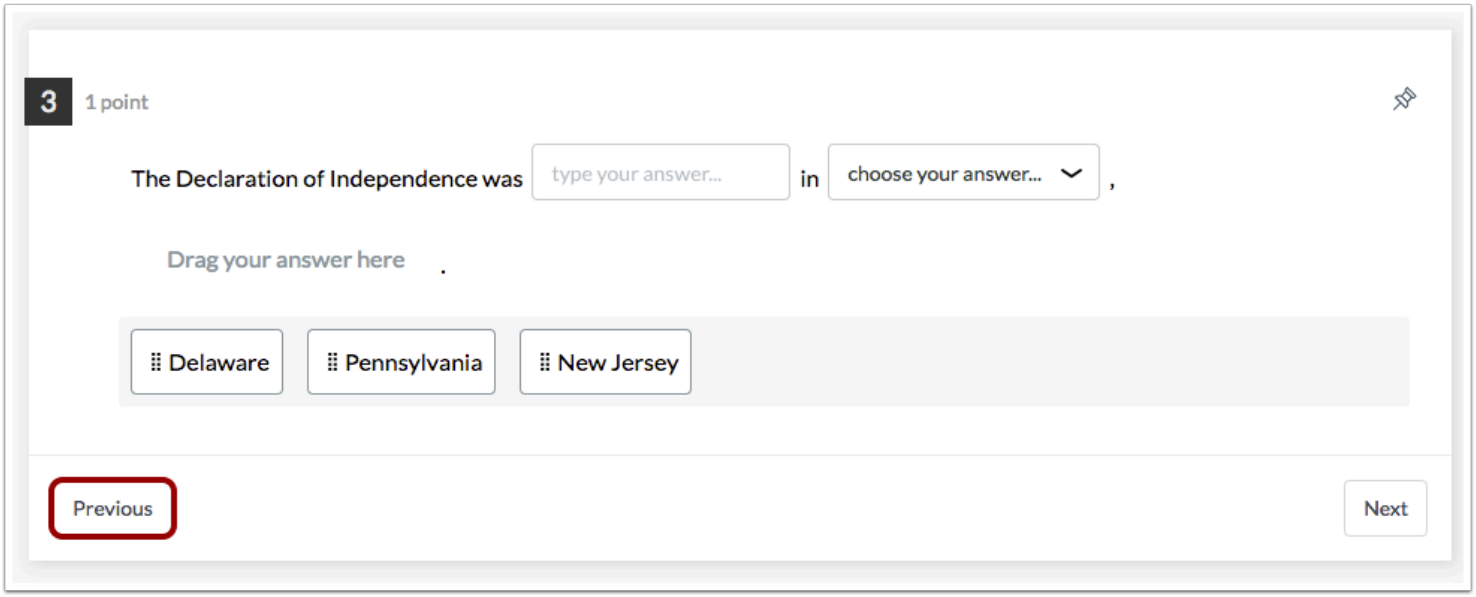
To begin taking a quiz, click the **Begin** button.

View Next Question



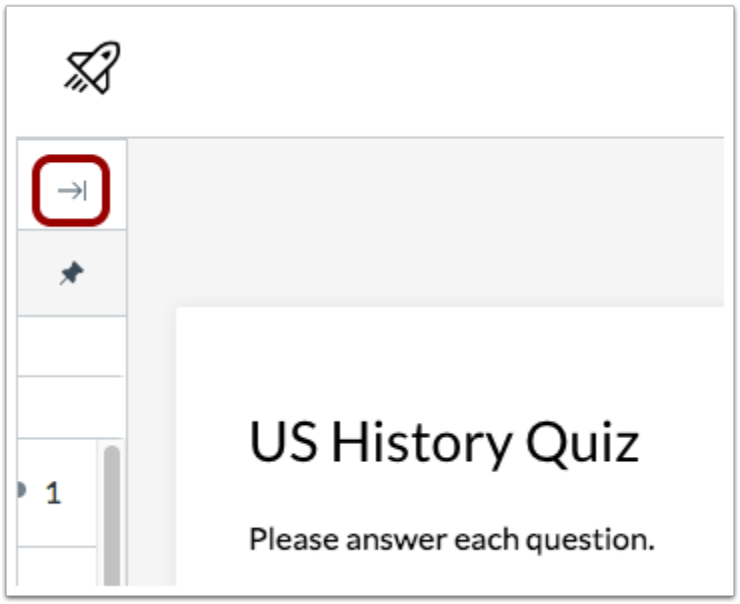
Each question displays one at a time. To advance through the quiz, click the **Next** button.

View Previous Question



If your instructor did not disable backtracking and allows you to return to prior questions, you can click the **Previous** button to check your answers or return to questions you left blank.

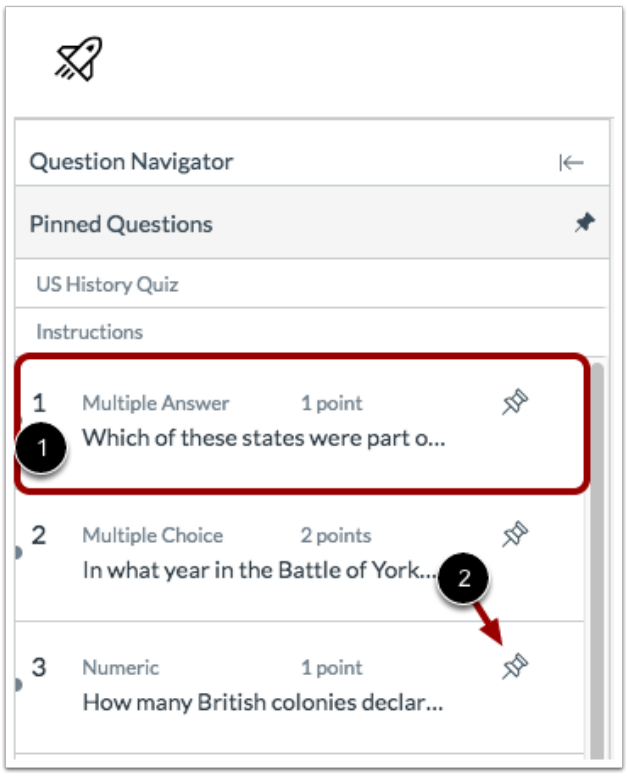
Open Question Navigator



You can also use the Question Navigator to move between questions in a quiz. To open the Question Navigator, click the **Expand** icon.

Note: If you cannot view the Question Navigator, your instructor has disabled backtracking in your quiz.

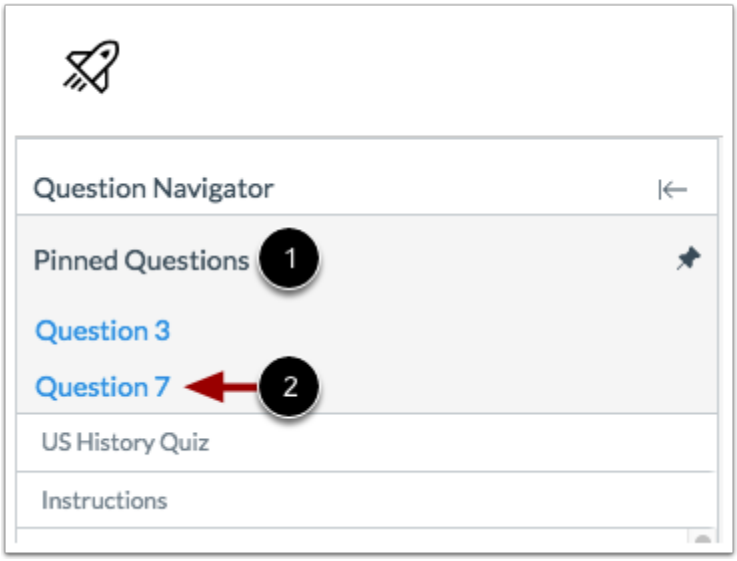
View Question Navigator



To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the **Pin** icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

View Pinned Questions



All pinned questions will display in the **Pinned Questions** section of the Question Navigator [1]. To view a pinned question, click the name of the question [2].

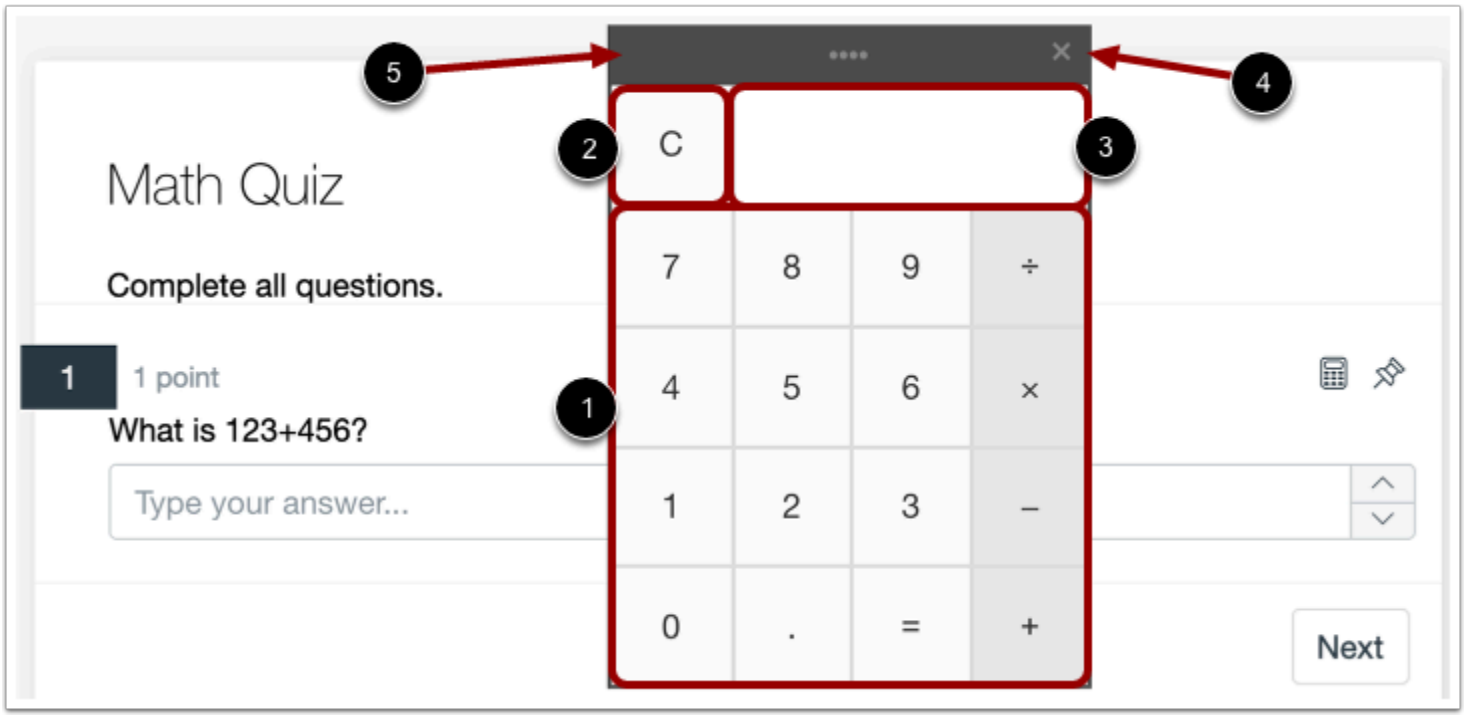
Open Calculator



To open the on-screen calculator, click the **Calculator** icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.

Use Calculator



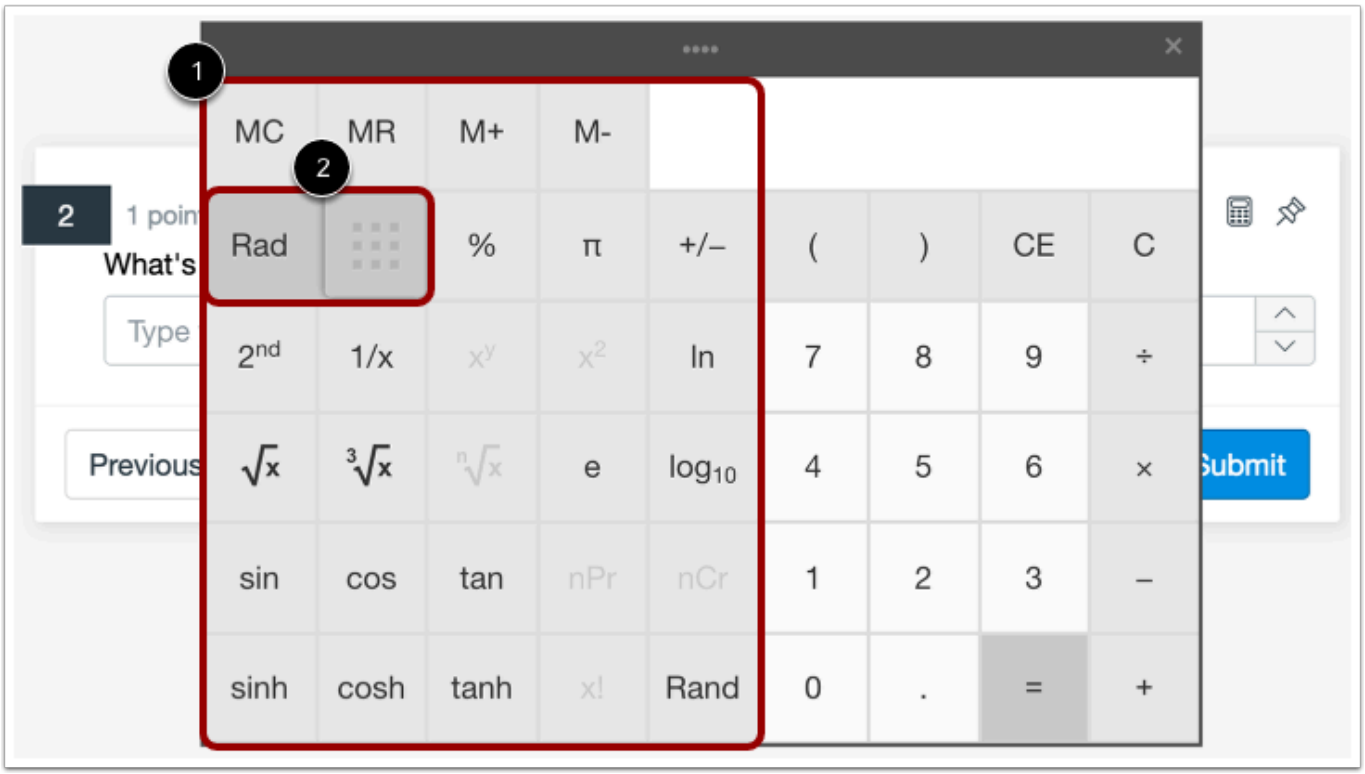
Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

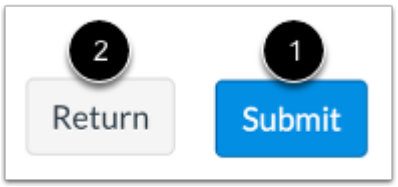
To move the calculator around the browser window, click and drag the calculator header [5].



The scientific calculator includes additional buttons for more advanced functionality [1].

Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

Submit Quiz



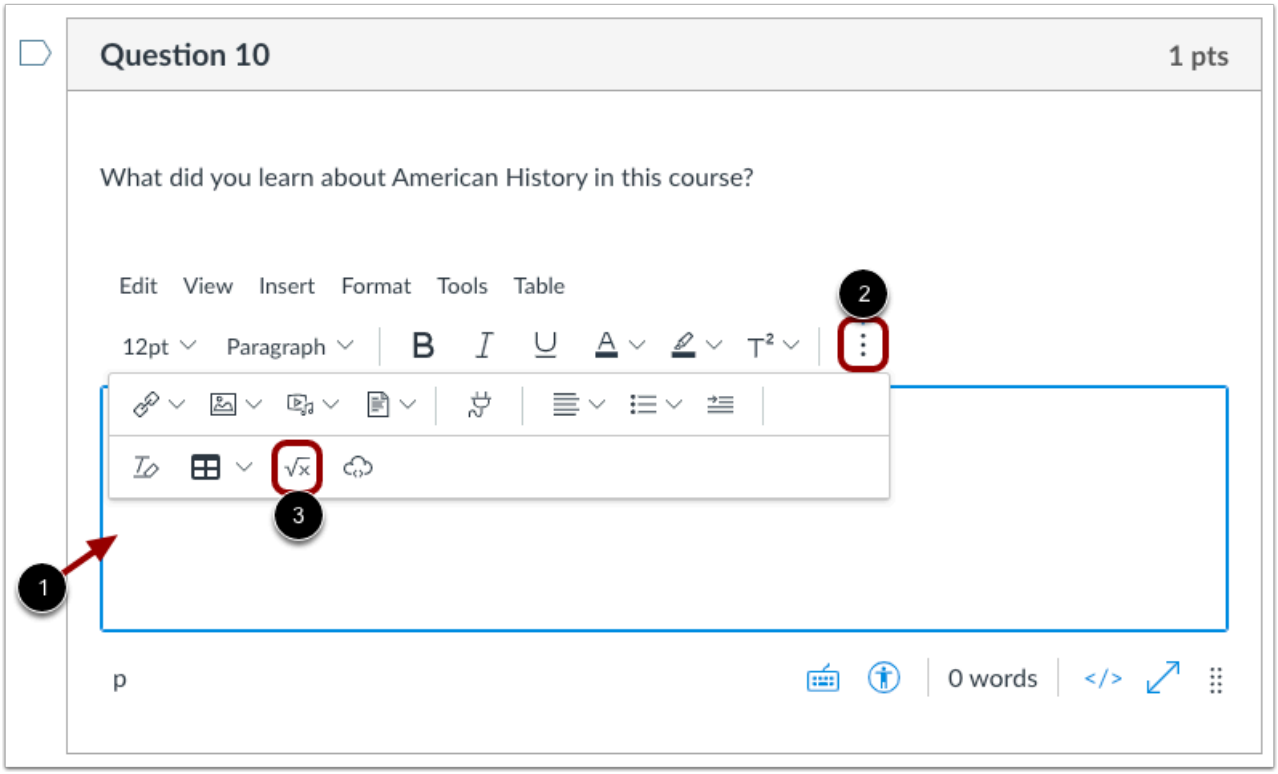
To submit the quiz, click the **Submit** button [1]. To return to Canvas and resume the quiz at a later time, click the **Return** button [2].

How do I answer each type of question in a quiz?

Instructors can choose from a variety of question types to add to a quiz.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course.If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see How do I answer each type of question in New Quizzes?.

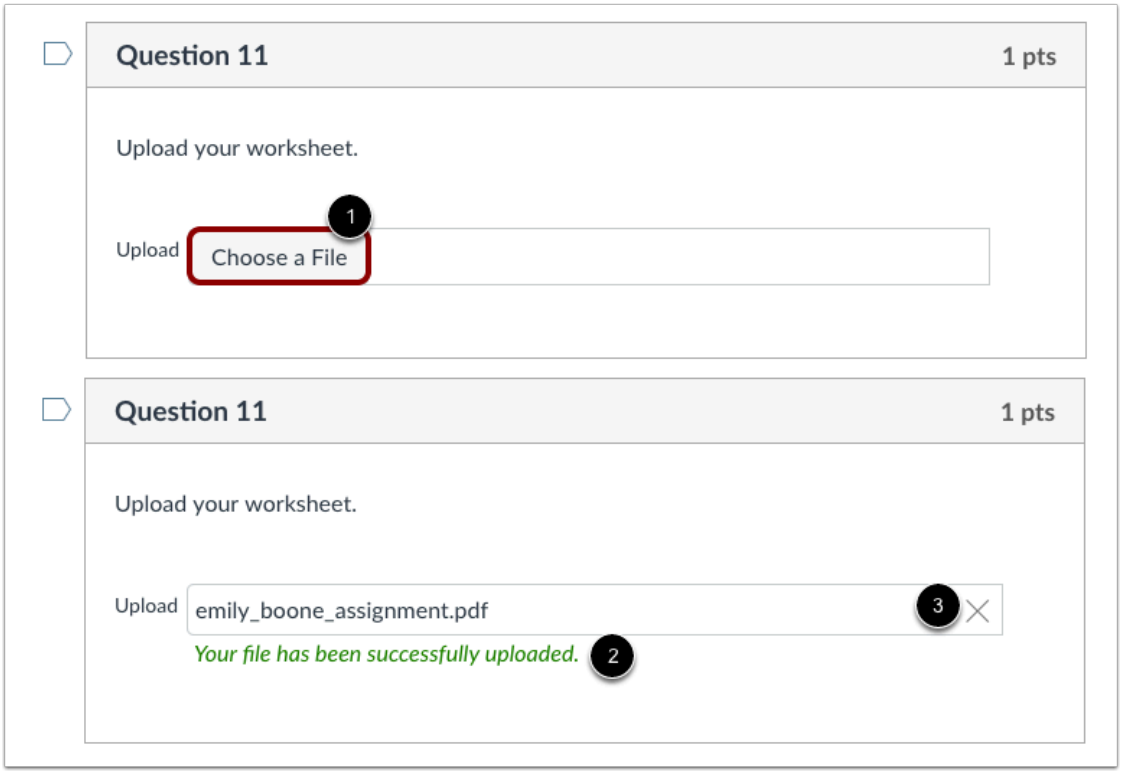
Essay Question



To answer an essay question, click the text box and type your content in the Rich Content Editor [1]. You can use the editor to format your content. The Rich Content Editor also includes a word count display below the bottom right corner of the text box

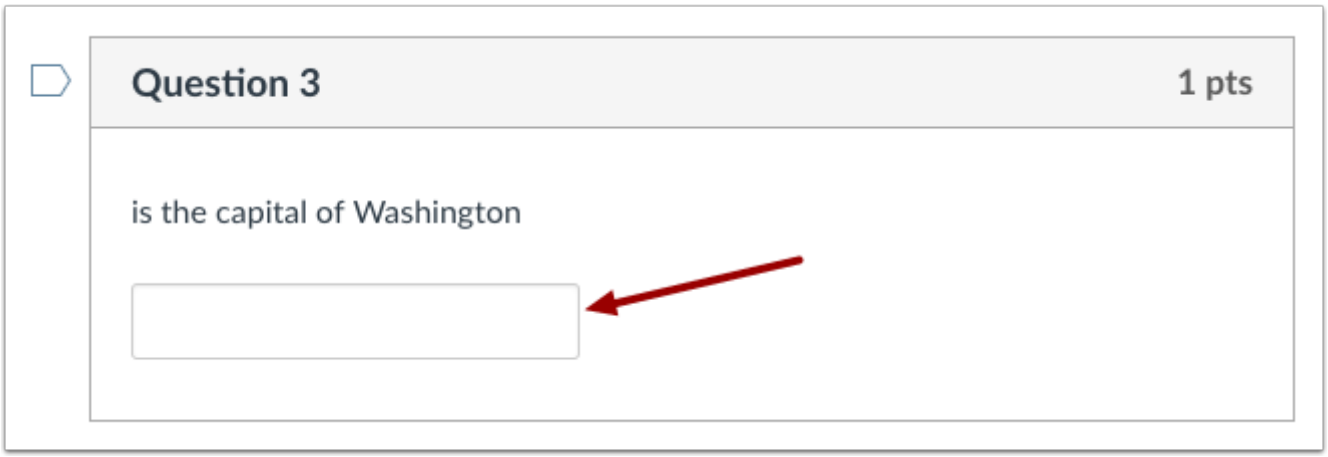
Note: Essay questions can also be used for mathematical questions that require the LaTex equation editor. To insert a mathematical equation, click the **Options** icon [2] and click the **Equation** icon [3].

File Upload Question



To answer a file upload question, click the **Choose a File** button. Canvas will open a file dialog box where you can locate the file on your computer. Select the file and it will be uploaded as your answer. Canvas will confirm that your file has been uploaded [2]. You can also remove your file by clicking the remove icon [3] and submit a new file.

Fill-in-the-Blank Question



To answer a fill-in-the-blank question, click the text box and type your answer.

Fill-in-Multiple-Blanks Question



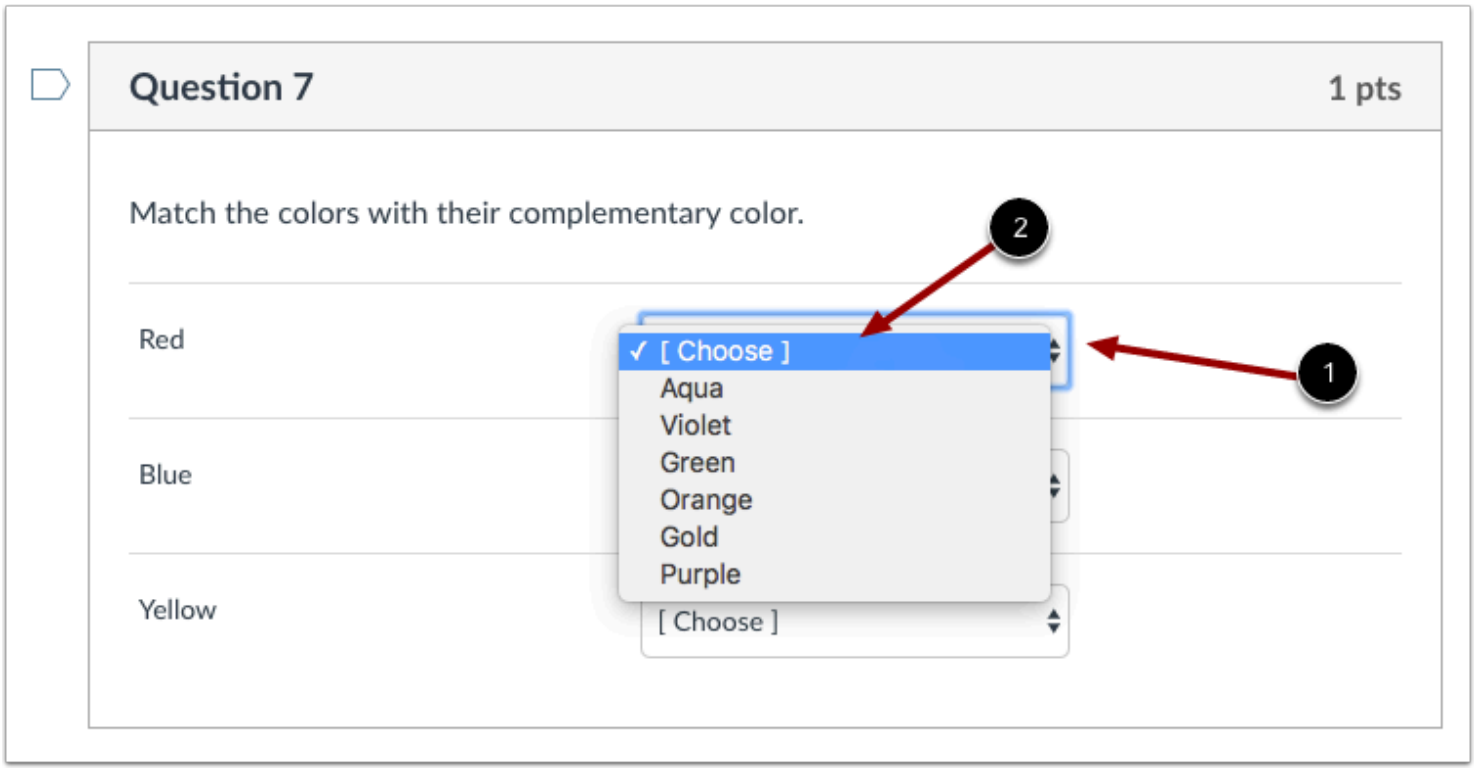
To answer a fill-in-multiple-blanks question, click the first text box [1] and type your first answer. Click the second text box [2] and type your second answer. Continue this process until you have answered the question.

Formula Question



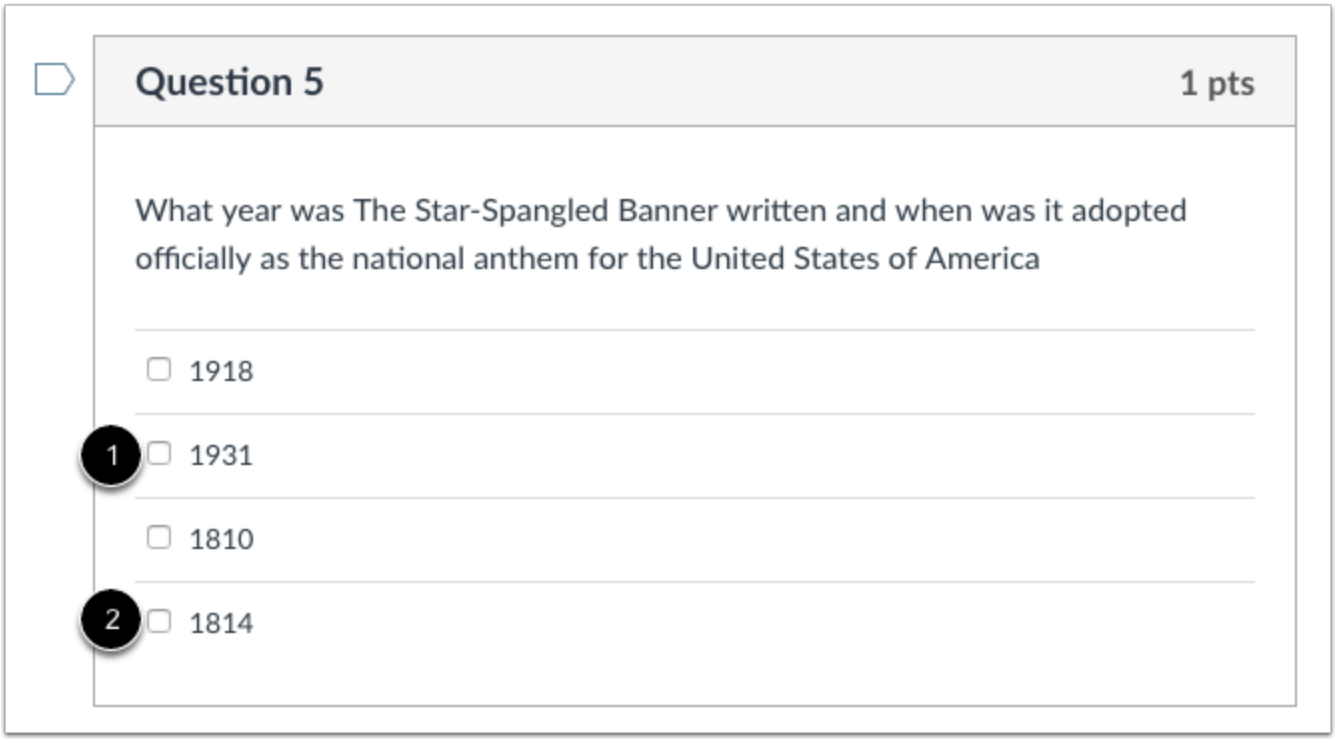
To answer a formula question, click the text box and type your answer.

Matching Question



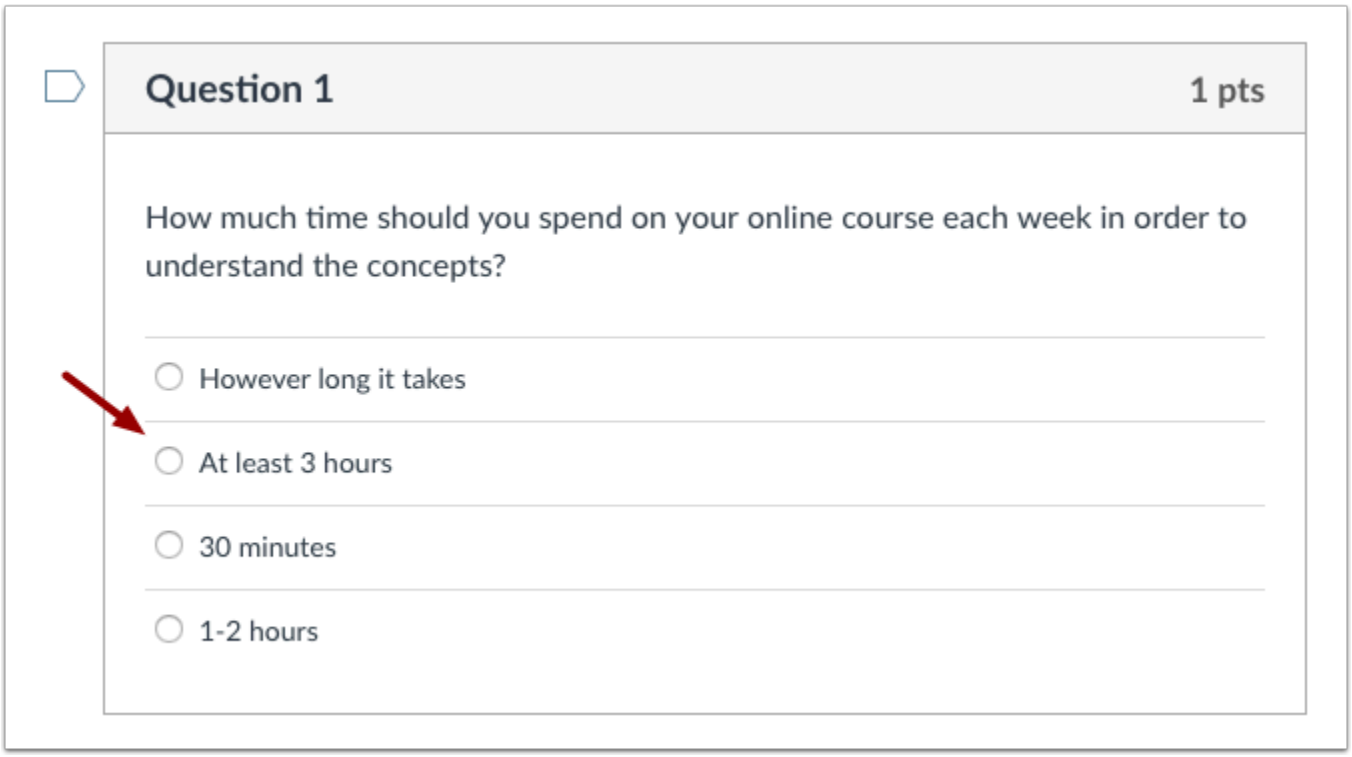
To answer a matching question, click the drop-down menu [1] and select your answer [2]. Continue until you have matched all the options.

Multiple Answers Question



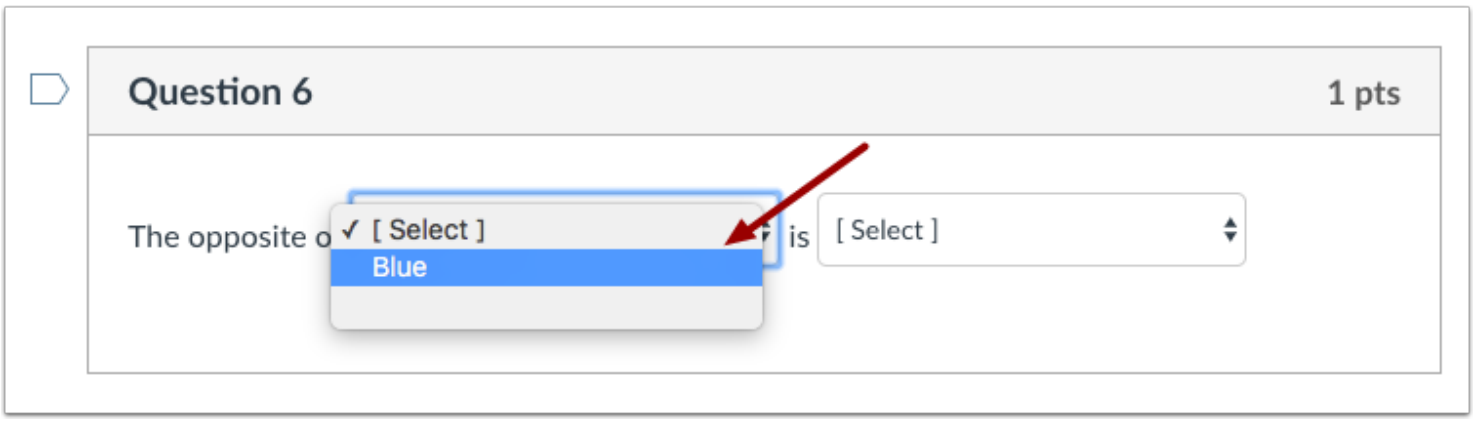
To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].

Multiple Choice Question



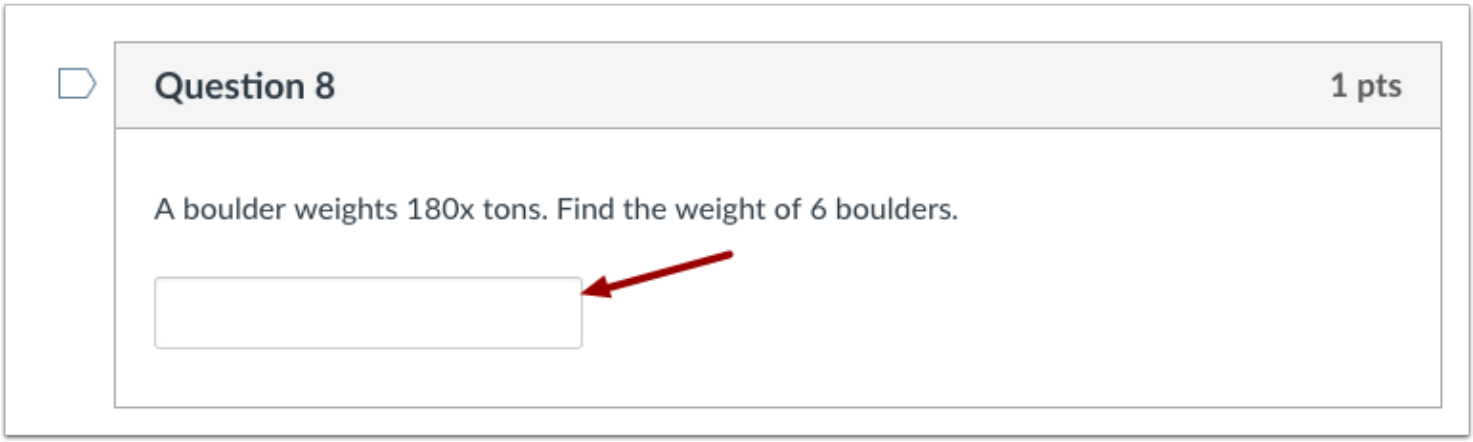
To answer a multiple choice question, click the radio button next to the answer.

Multiple Dropdowns Question



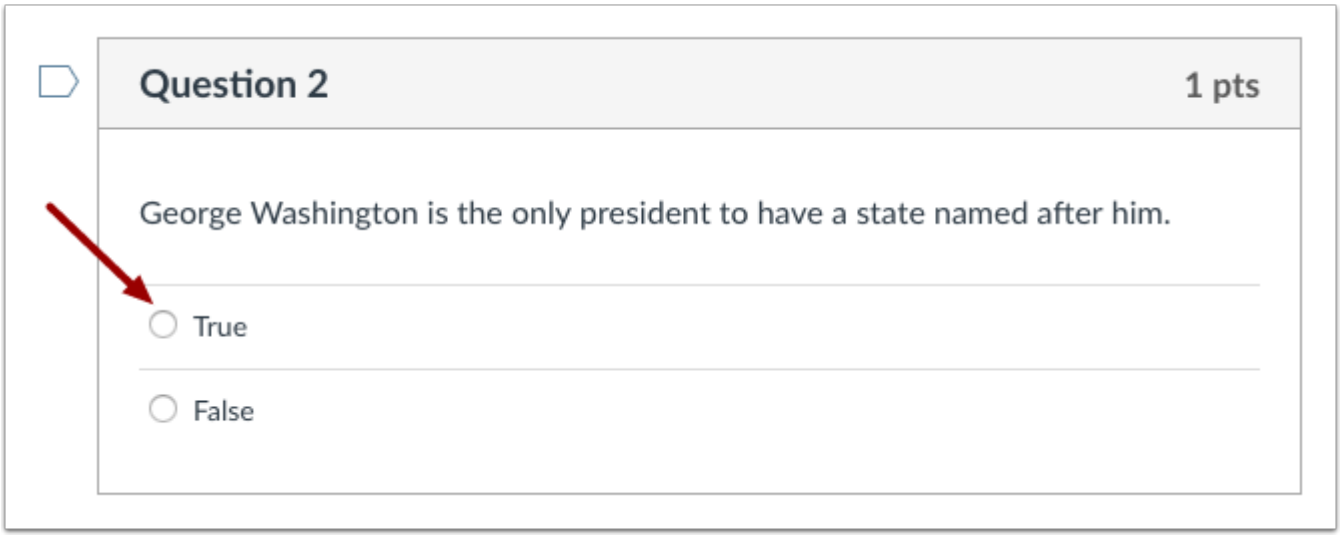
To answer a multiple drop-down question, click the the drop-down menu and select your answer. Continue until you have answered all parts of the question.

Numerical Answer Question



To answer a numerical question, click the text box and type your answer.

True/False Question



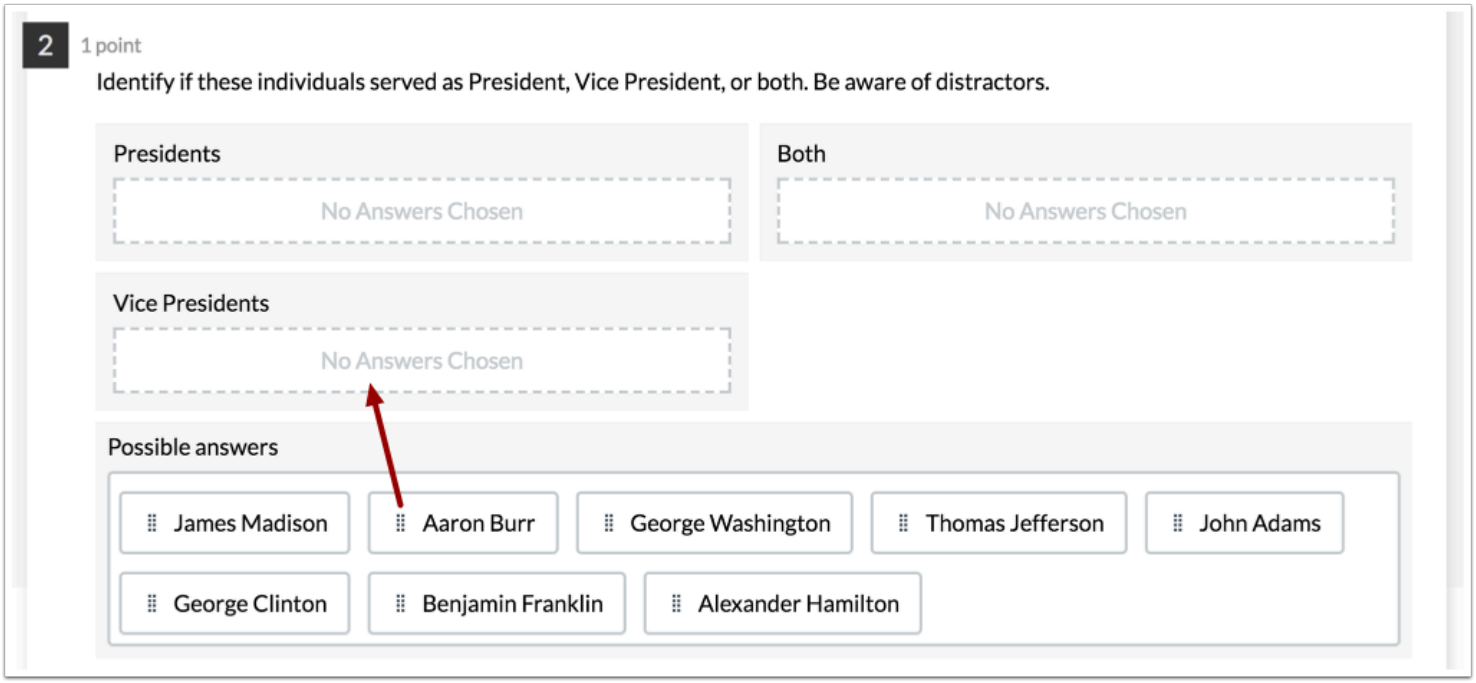
To answer a true/false question, click the radio button next to the answer.

How do I answer each type of question in New Quizzes?

You can answer a variety of question types in a quiz in New Quizzes.

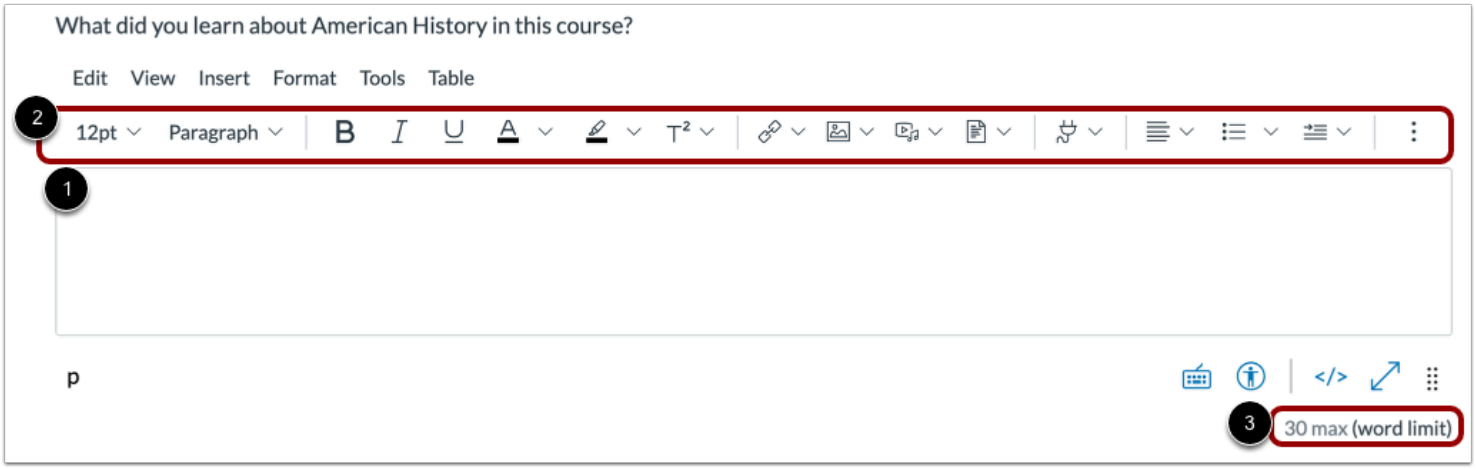
Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see How do I answer each type of question in a quiz?

Categorization Question



To answer a Categorization question, drag and drop the possible answers in the matching category.

Essay Question



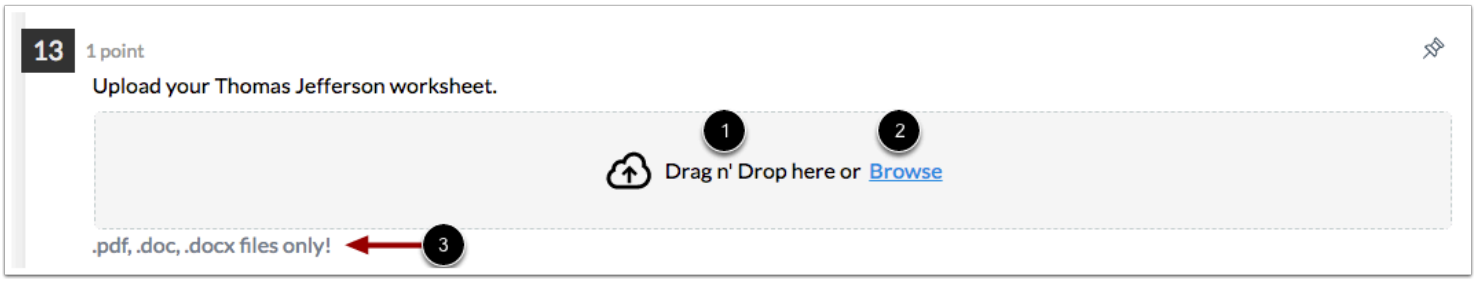
To answer an Essay question, click the text box [1] and type your content. Content can be formatted through the Rich Content Editor [2].

Your essay may also include a minimum and/or maximum word count [3].

Notes:

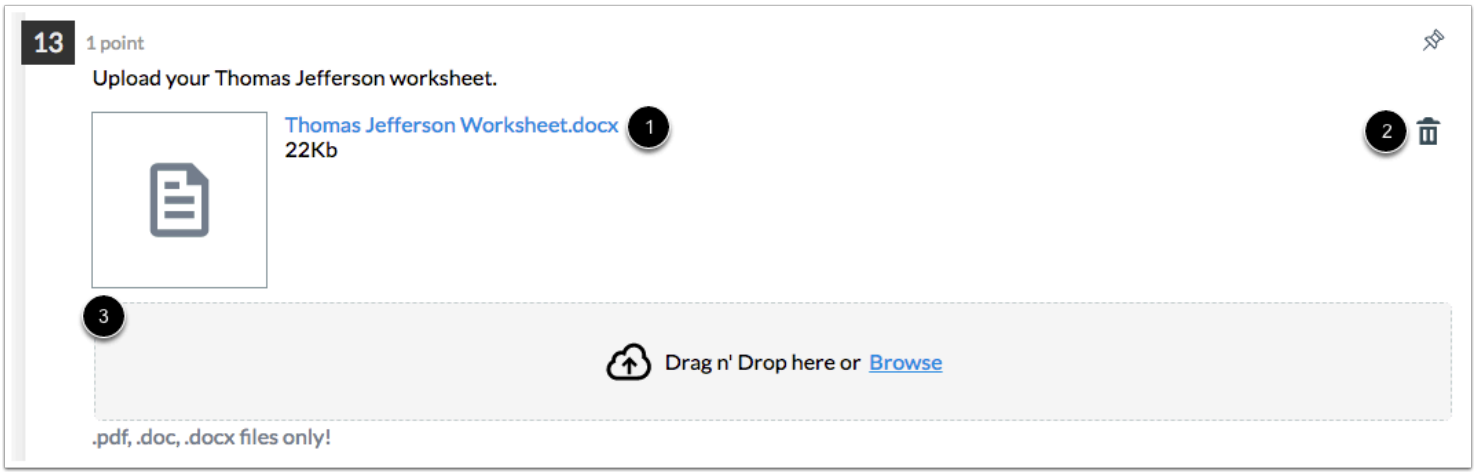
- When the Disable Document Uploads setting is turned on for a quiz, you can't use the Insert Media or Insert Document options in the Rich Content Editor.
- This setting is controlled by your instructor and is turned off by default.

File Upload Question



To answer a File Upload question, drag and drop the file [1] or select a file by clicking the **Browse** link [2].

If your instructor has limited the file types that can be uploaded, you can view the allowed file types for the question [3].

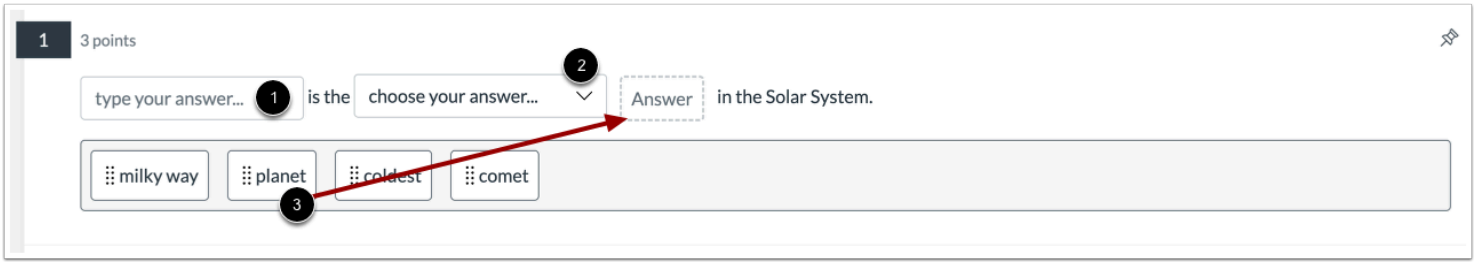


View your uploaded file [1]. To delete the file, click the **Delete** icon [2].

If your instructor allows multiple file uploads, you can upload additional files [3].

Note: If the option to upload a new file is not displayed, you have reached the file upload limit.

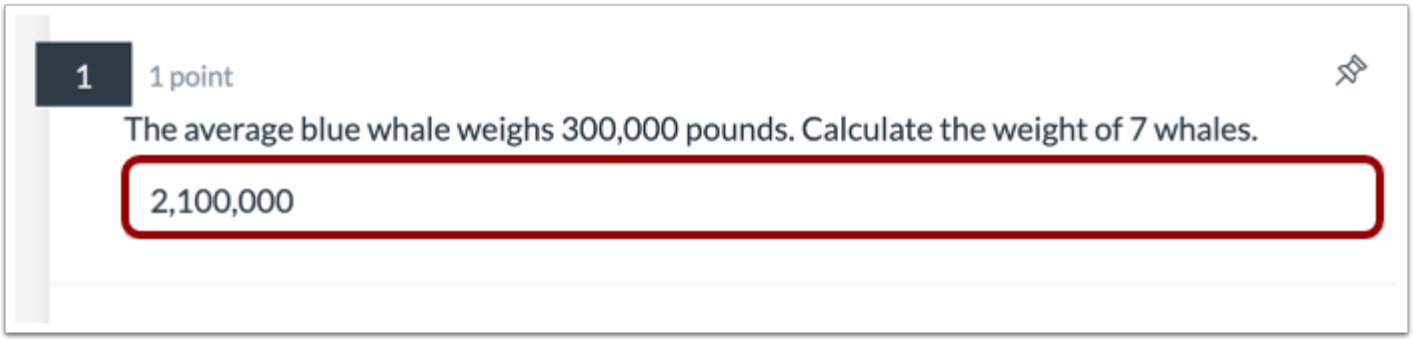
Fill in the Blank Question



Fill in the Blank questions include three answer types: text entry, drop-down, and drag and drop. To answer a text entry question, type your answer in the **Answer** field [1]. To answer a drop-down question, click the drop-down menu [2] and select the option that answers your question.

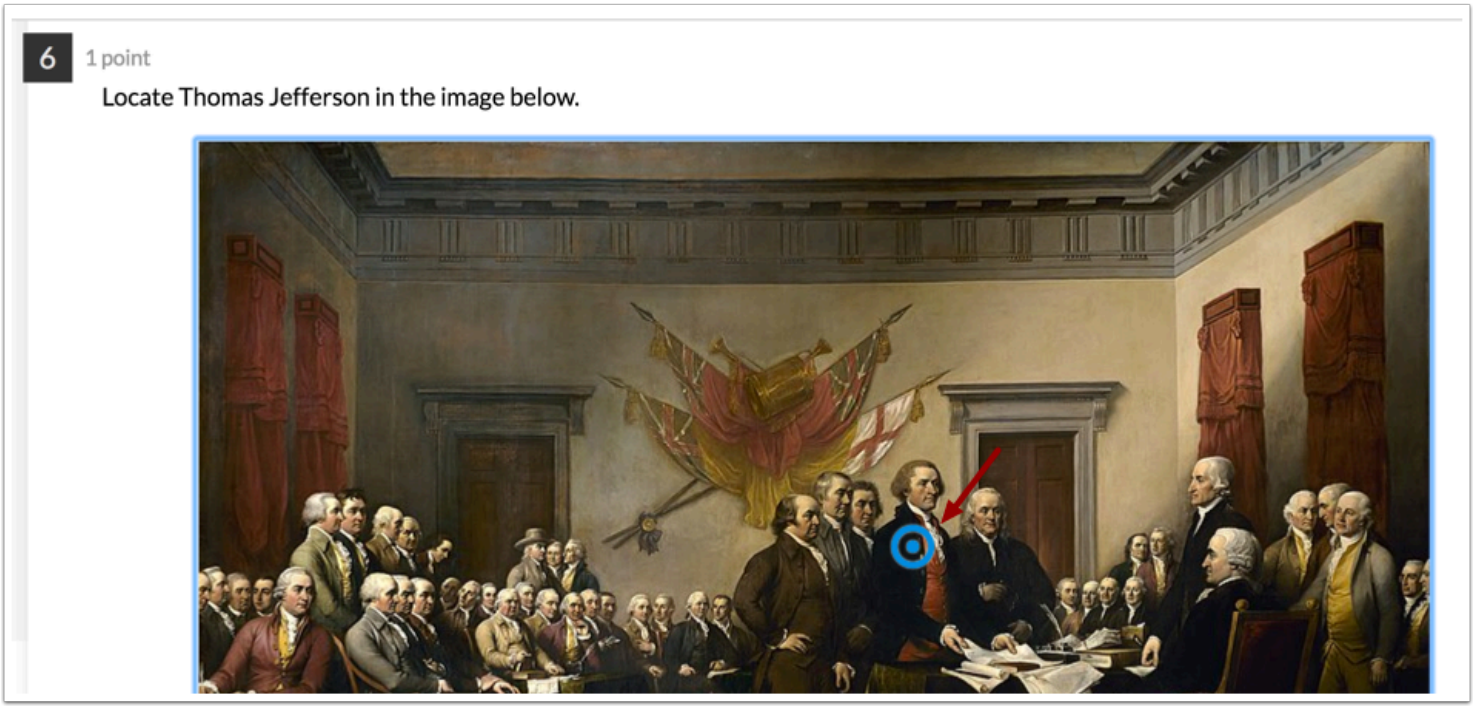
To answer a drag and drop question, drag your answer to the answer field [3].

Formula Question



To answer a Formula question, enter your response in the text box.

Hot Spot Question

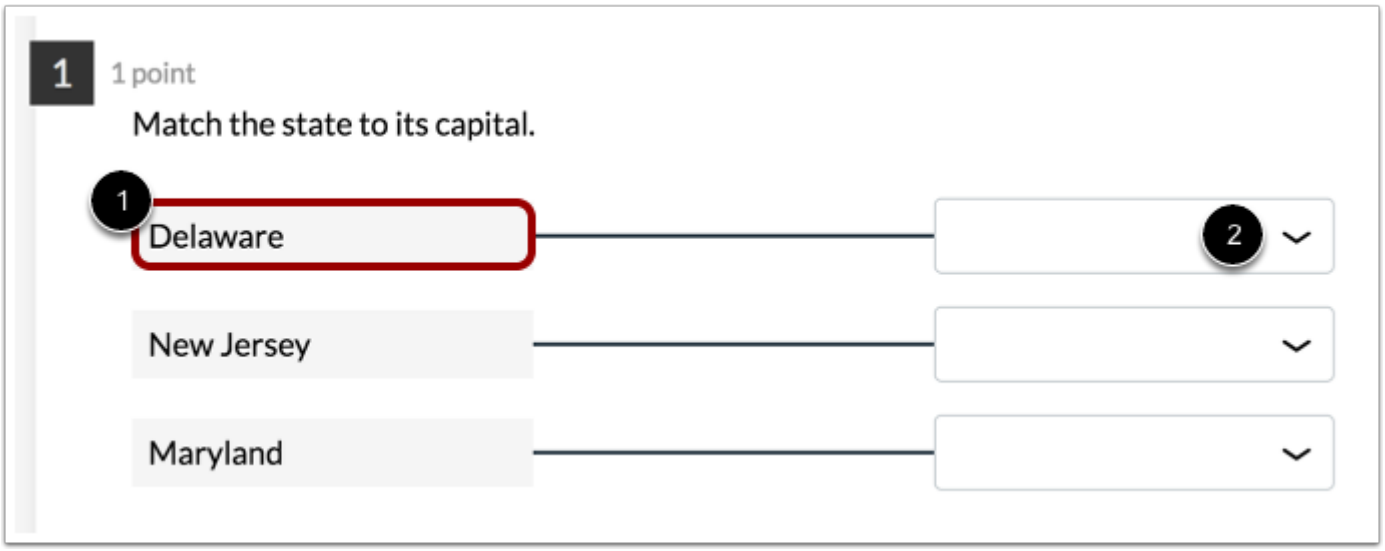


To answer a Hot Spot question, click the area of the image that answers the question.

Alternatively, press the **S** key and then use the **Arrow** keys to adjust the position of the pointer. To save your answer, press the **D** key.

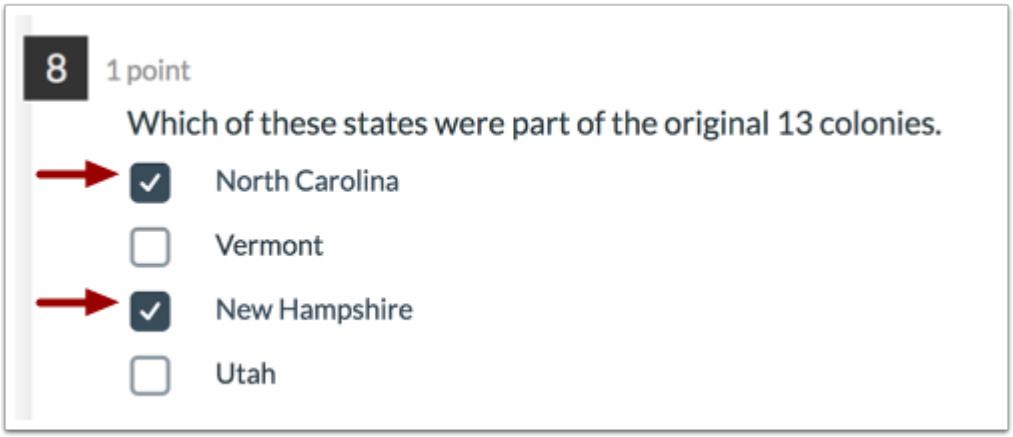
Note: You can select multiple hotspots, and your attempts are limited to the number of hotspots set by your instructor.

Matching Question



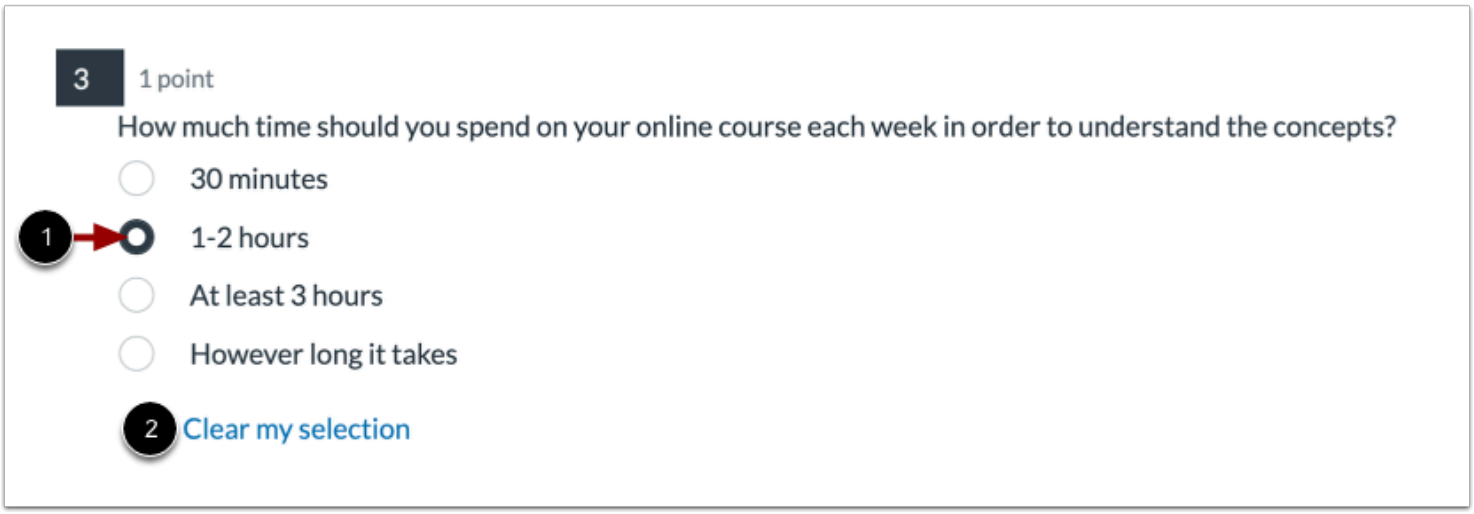
To answer a Matching question, view the question [1]. Then click the drop-down menu to select the matching answer [2].

Multiple Answer Question



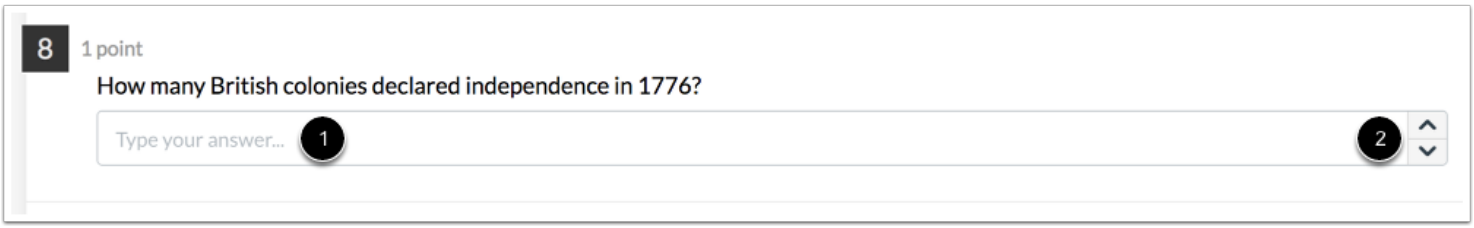
To answer a Multiple Answer question, click the checkboxes next to all applicable answers.

Multiple Choice Question



To answer a Multiple Choice question, click the button next to the answer [1]. You can clear your selection to leave the question unanswered by clicking **Clear my selection** [2].

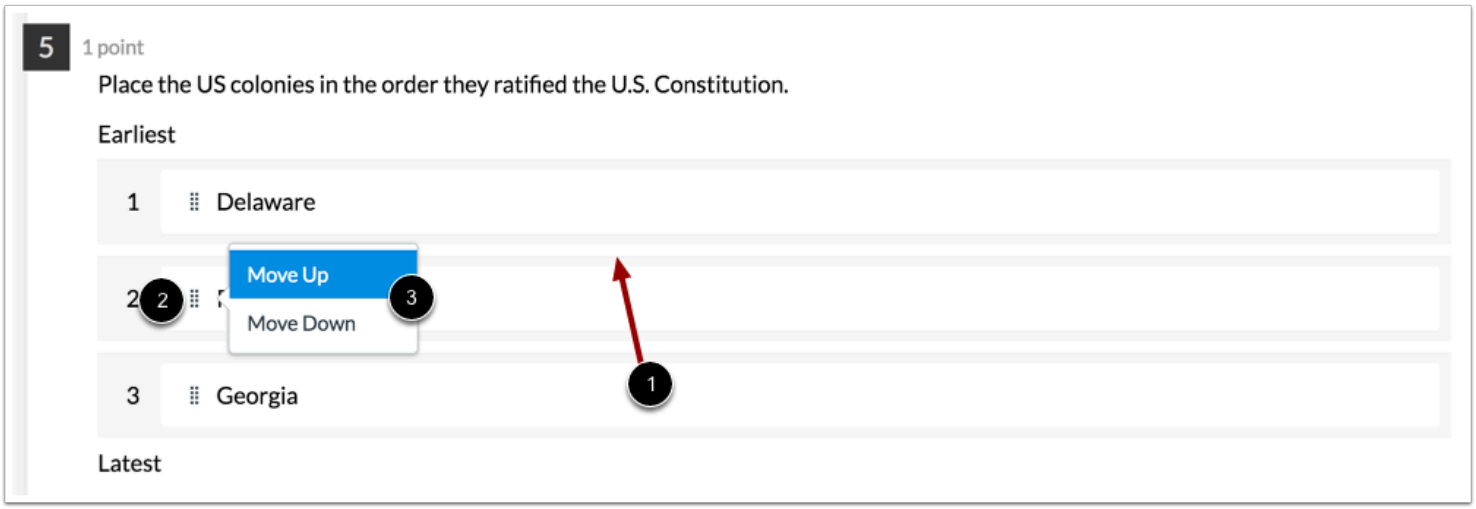
Numeric Question



To answer a Numeric question, type the answer in the **Answer** field [1] or use the arrow keys to increase or decrease the answer [2].

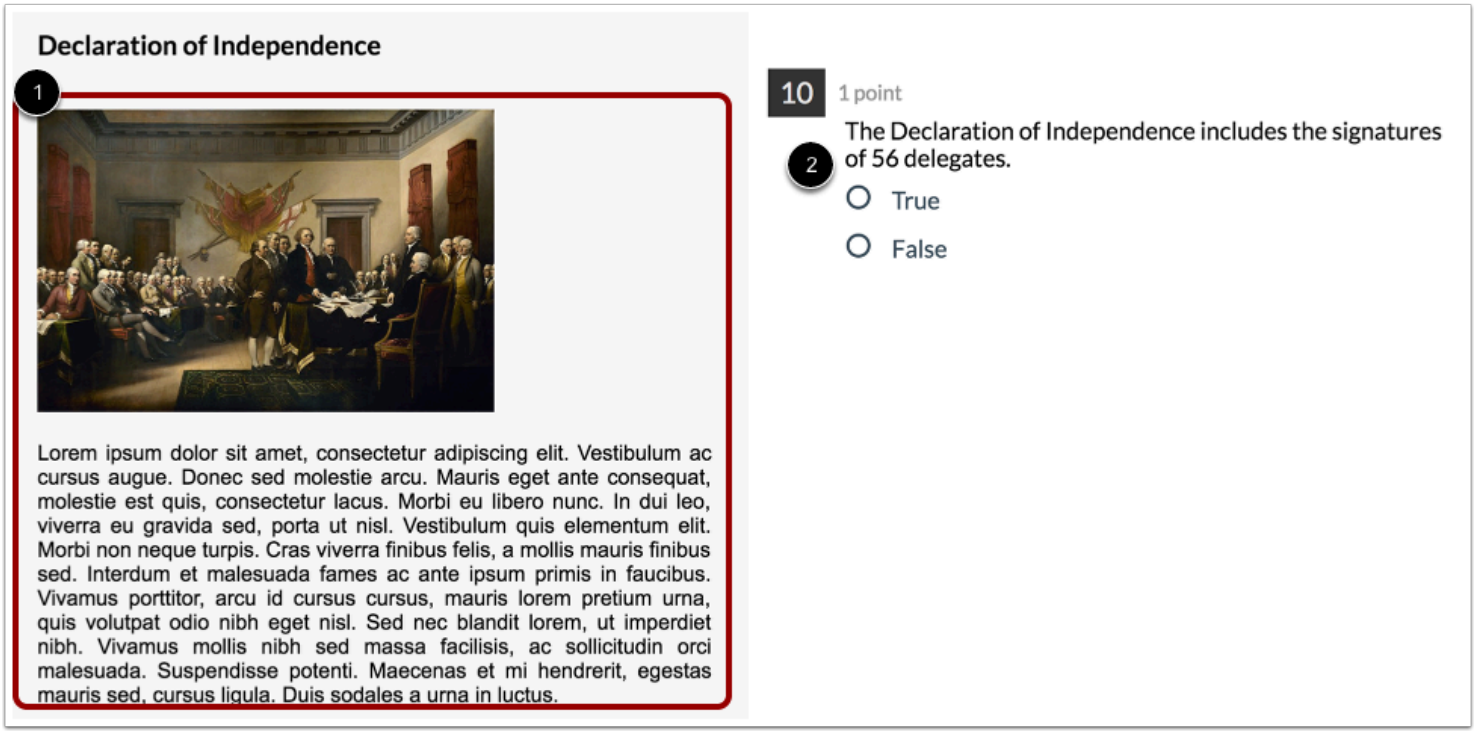
To answer a Numeric question in scientific notation, use the following format: m*10^n, where *m* represents the coefficient, the asterisk represents the multiplication function, and ^*n* represents the exponent.

Ordering Question



To answer an Ordering question, drag and drop the items in the correct order [1]. You can also click the **Move** icon [2] and move an item up or down [3].

Stimulus Question



To answer a question that includes content, view the content [1] to answer the related question(s) [2]. Associated questions can be any of the other questions available in New Quizzes.

True or False Question



To answer a True or False question, click the button next to the answer.

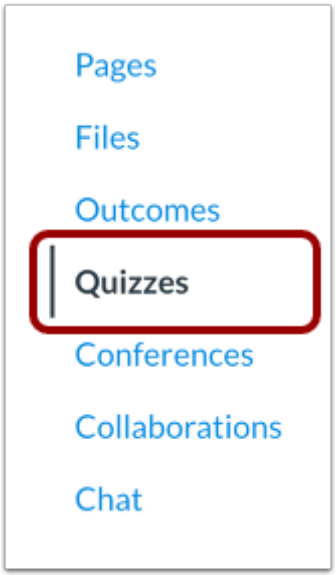
How do I resume a quiz that I already started taking?

You can resume a quiz you previously started.

Note:

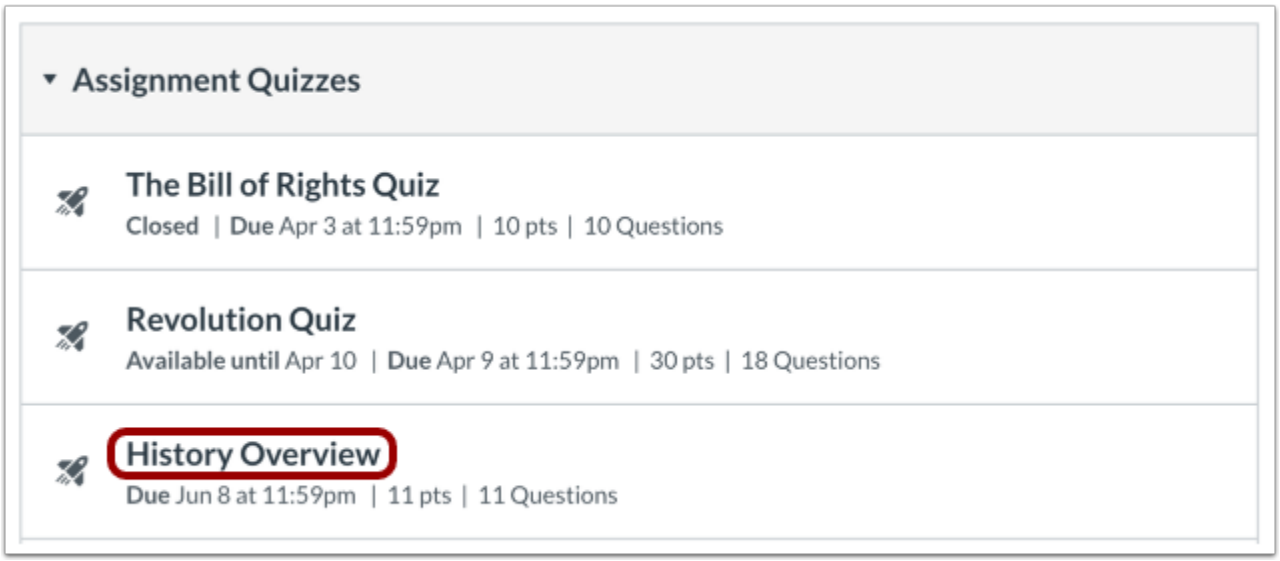
- If you navigate away from an unfinished timed quiz, the timer will continue running and the quiz will autosubmit when time runs out.
- If your instructor changes the due date of a quiz that you have already begun, the quiz will auto-submit based on the date and time of the original due date.

Open Quizzes



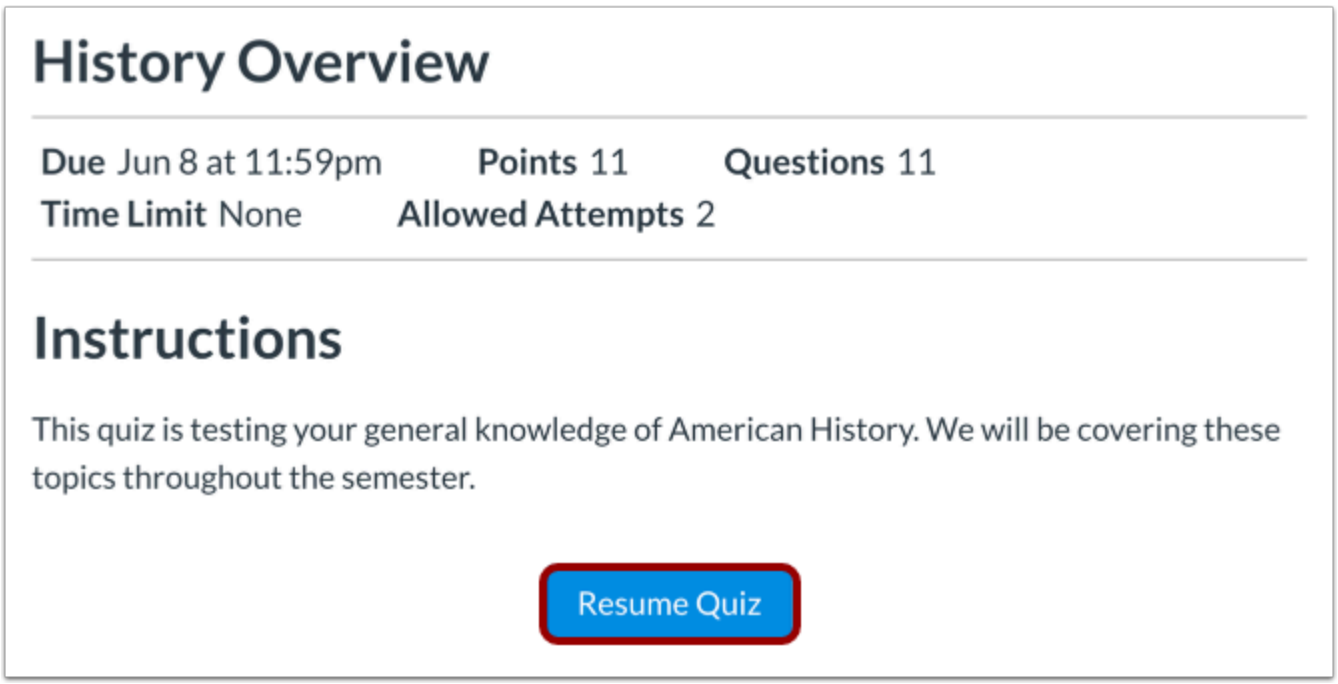
In Course Navigation, click the **Quizzes** link.

Open Quiz



Find the quiz you would like to resume and click the title of the quiz.

Resume Quiz

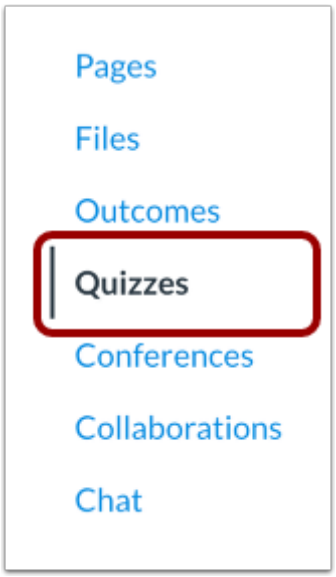


To resume the quiz, click the **Resume Quiz** button. The quiz will resume where you left off. When you are finished, you can submit the quiz.

How do I submit a quiz?

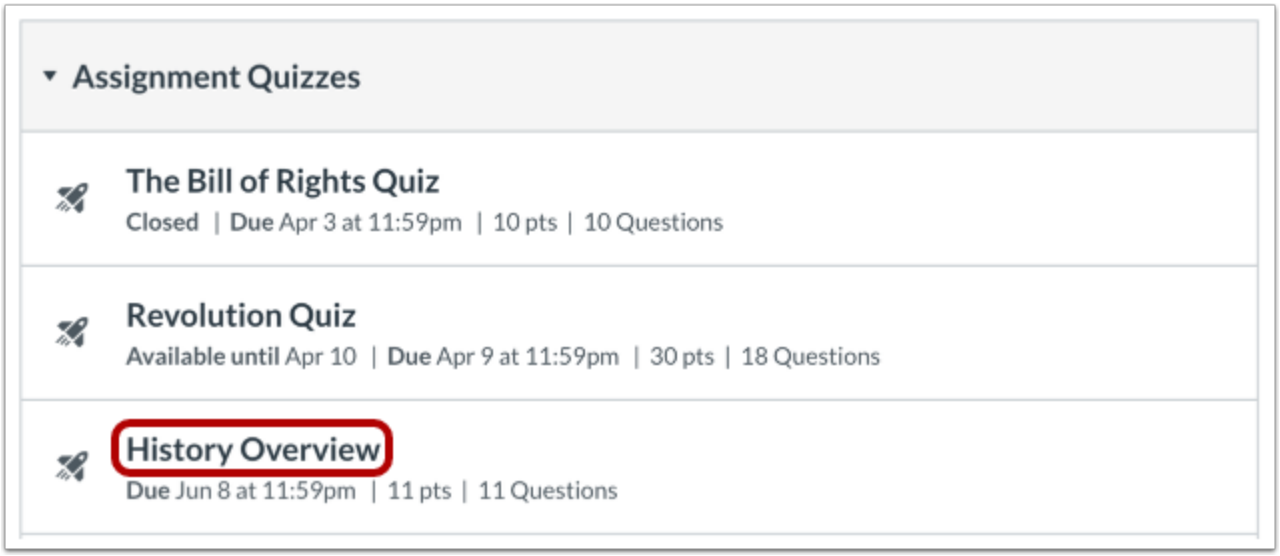
Learn how to submit a quiz in Canvas.

Open Quizzes



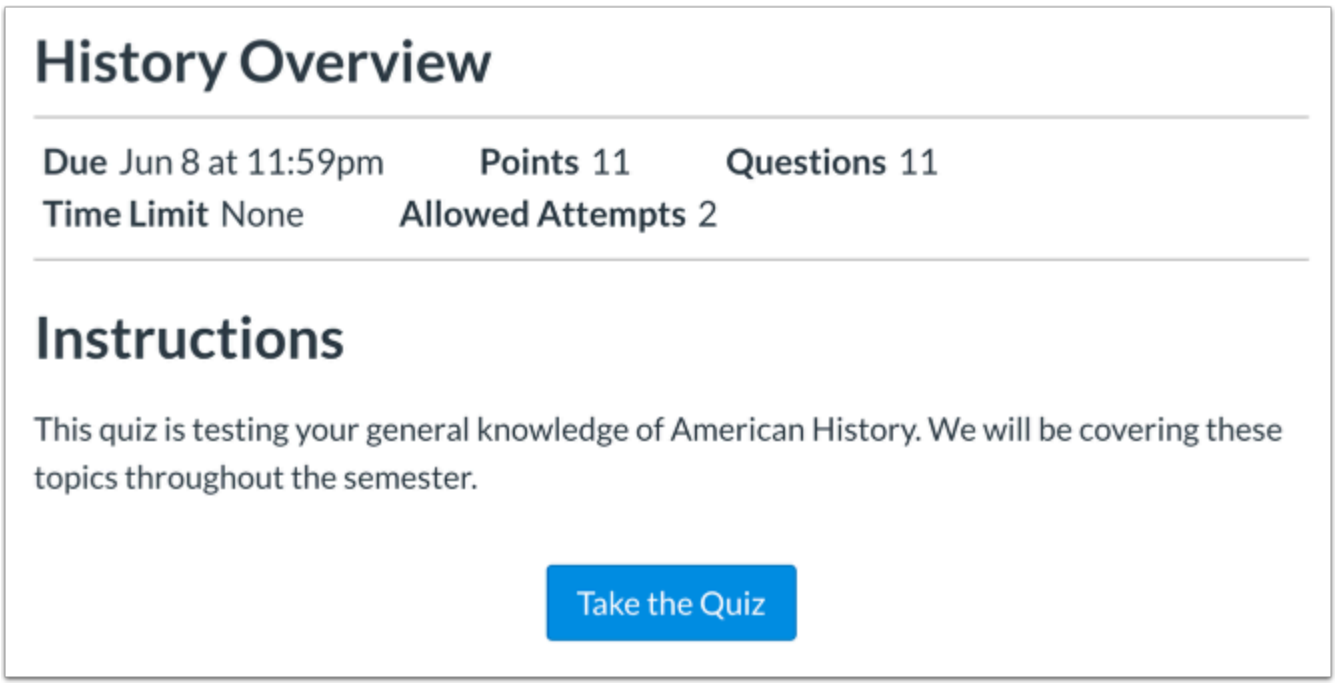
In Course Navigation, click the **Quizzes** link.

Open Quiz



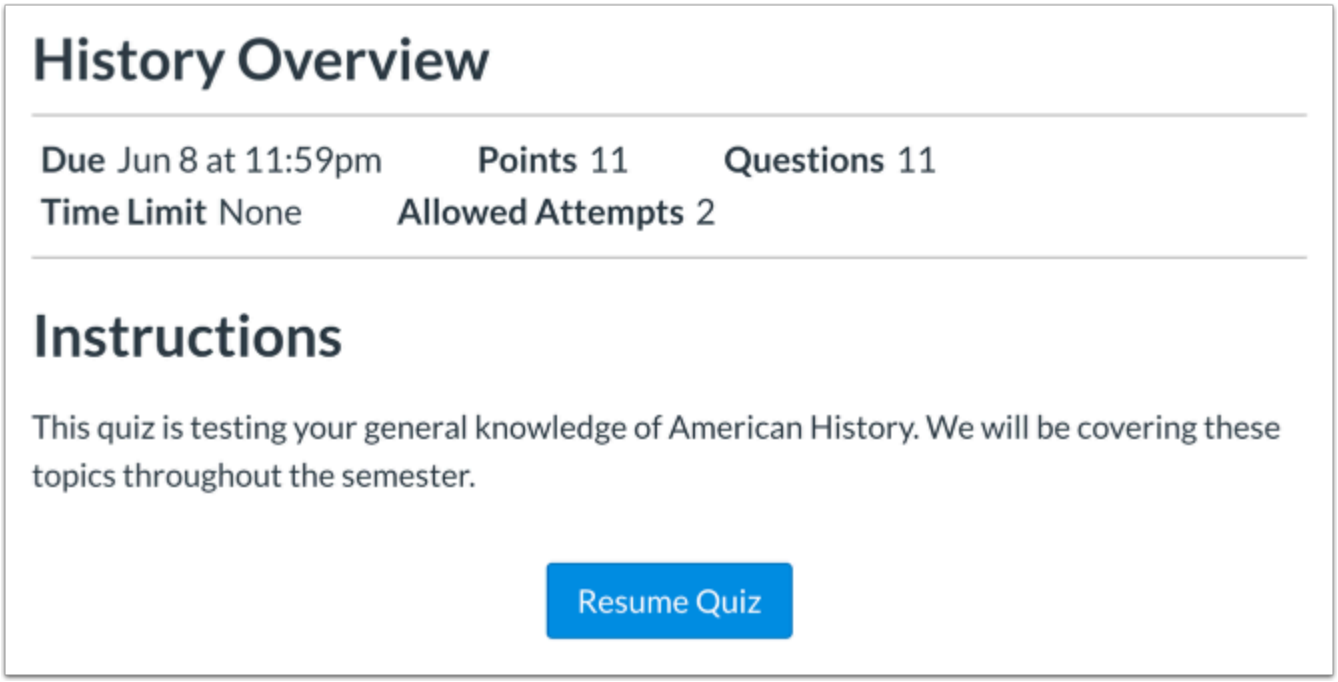
Click the quiz title to open quiz.

Take Quiz



Click the **Take the Quiz** button.

Resume Quiz



If you navigate away from the quiz, when you return to the quiz the button will show as **Resume Quiz**.

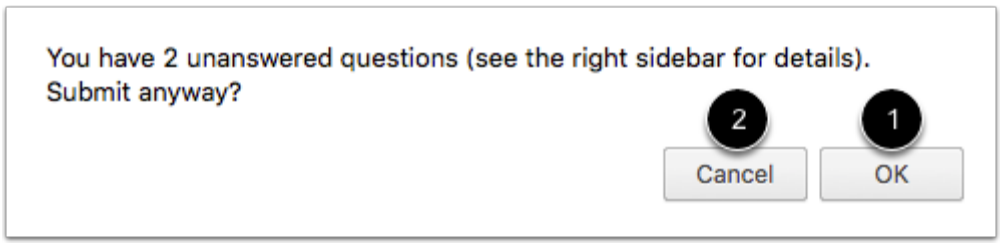
Submit Quiz



Answer the questions in the quiz. Learn how to view the quiz page.

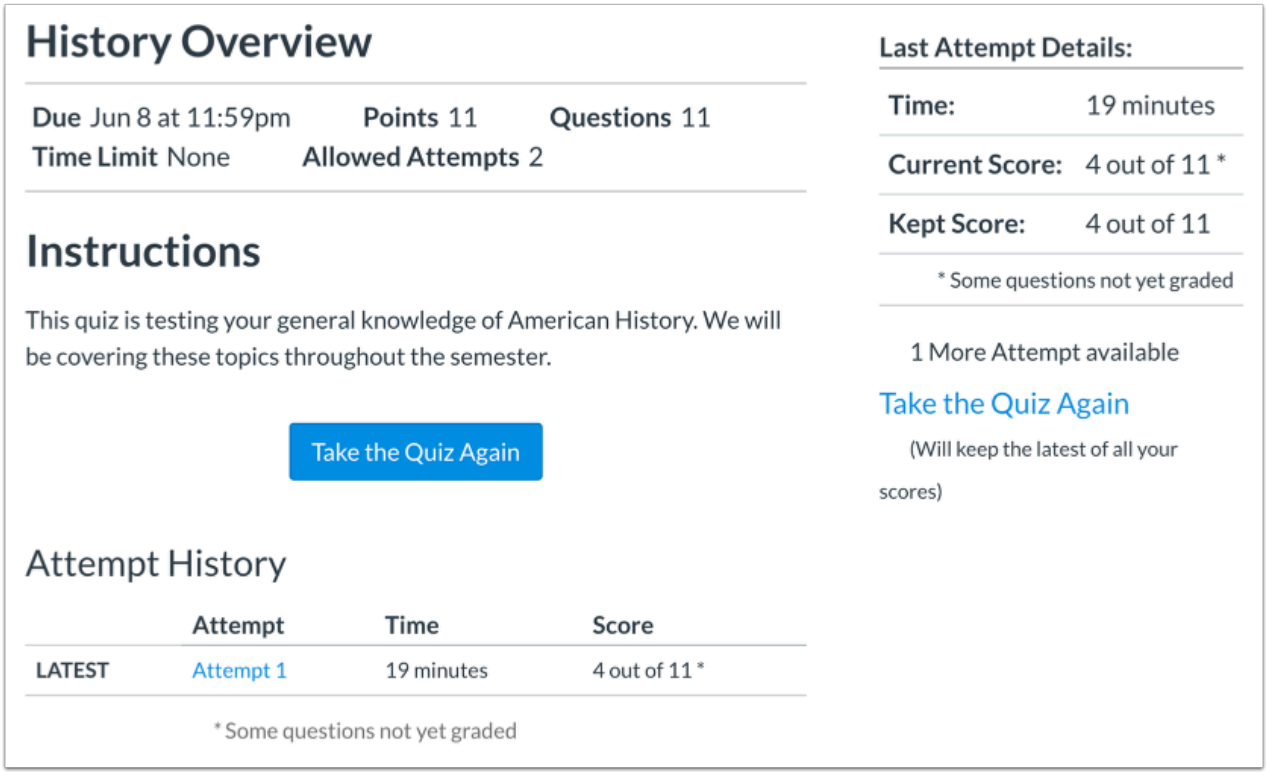
When you are finished, click the **Submit Quiz** button.

Unanswered Questions Warning



If you have forgotten to answer some of the quiz questions, Canvas will confirm your submission before submitting the quiz. To submit the quiz anyway, click the **OK** button [1]. To return to the quiz, click the **Cancel** button [2].

View Results



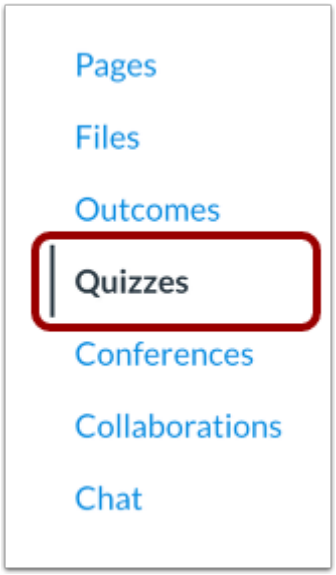
View the quiz results to find out your score.

How do I view quiz results as a student?

Quiz results are easy to read in Canvas. As a student, you can see different types of quiz results, depending on your instructor's preference.

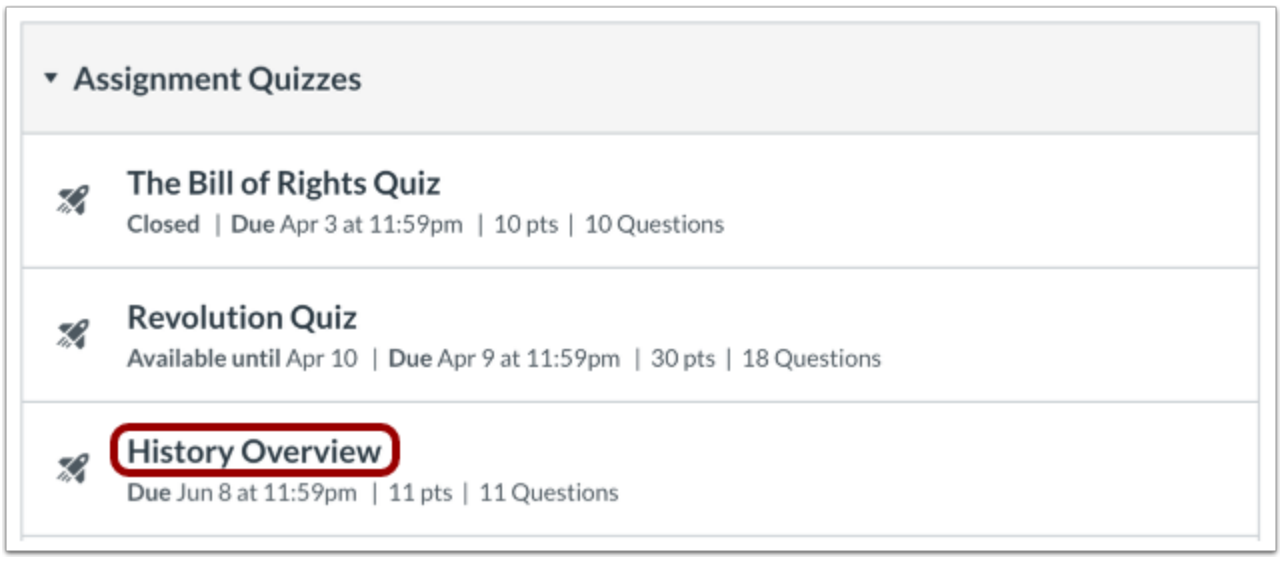
Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with quiz results, please see How do I view my quiz results as a student in New Quizzes?.

Open Quizzes



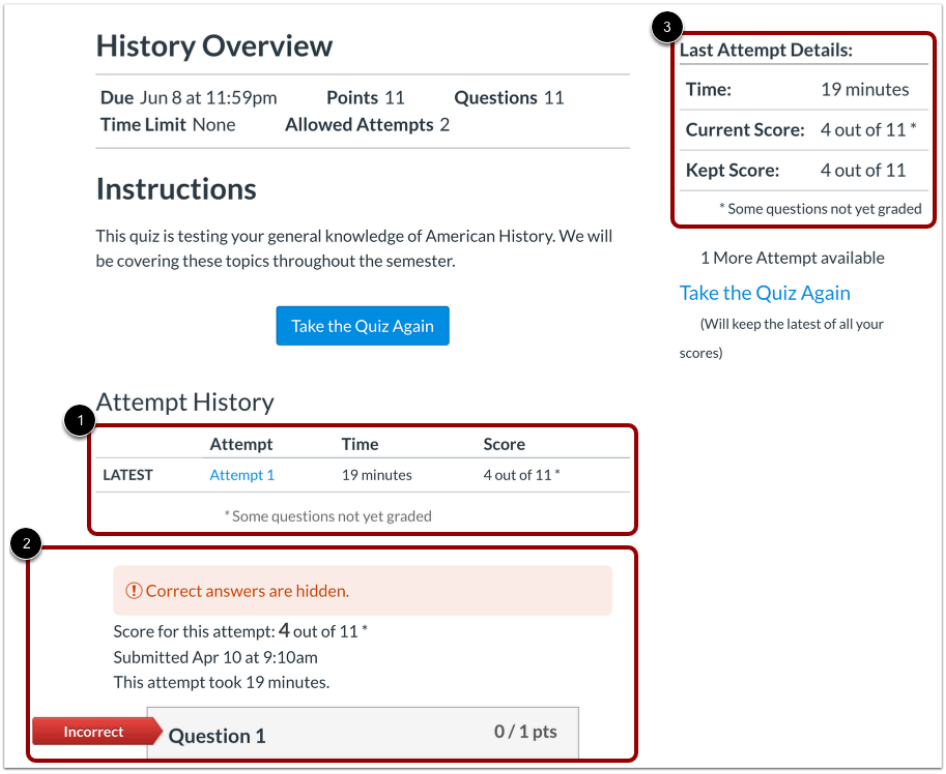
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the title of the quiz.

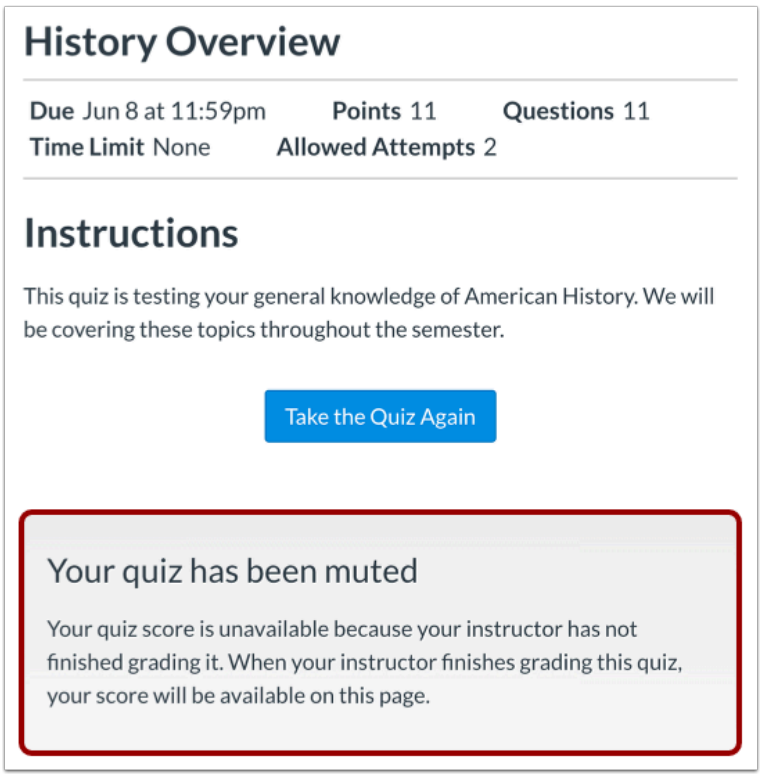
View Quiz Results



The quiz results screen consists of several areas:

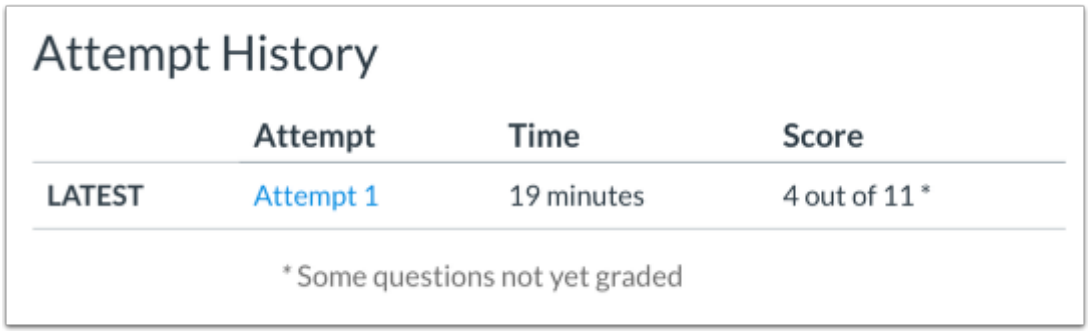
1. Attempt History
2. Quiz Results
3. Submission Details

Unavailable Quiz Results



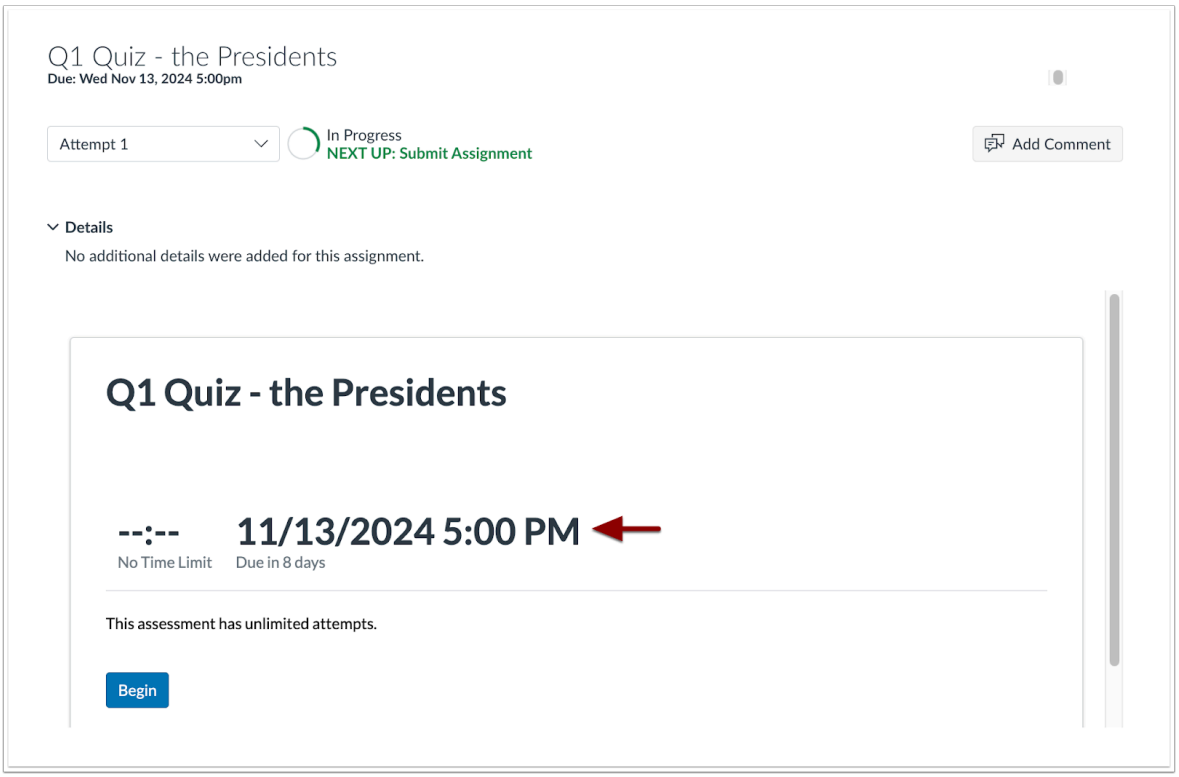
If your instructor has hidden your quiz grades, your results will be unavailable until grades are posted.

View Attempt History



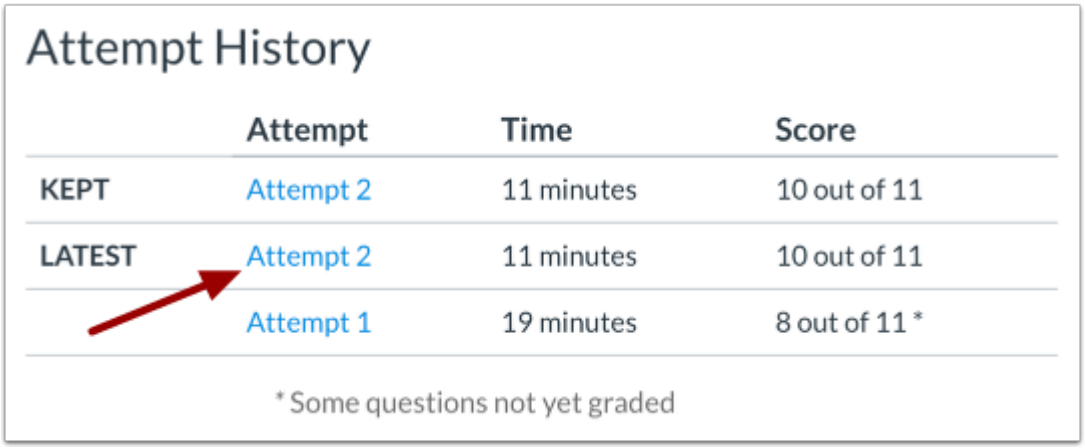
Attempt History shows your latest quiz attempt, the time it took to take the quiz, and your score.

View Quiz Due



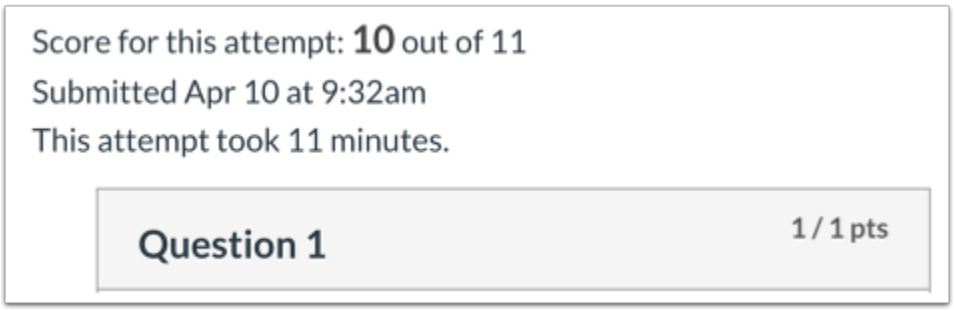
On the Quiz page, you can view the due time displayed alongside the due date when starting a New Quiz.

Attempt History with Repeated Quiz Attempts



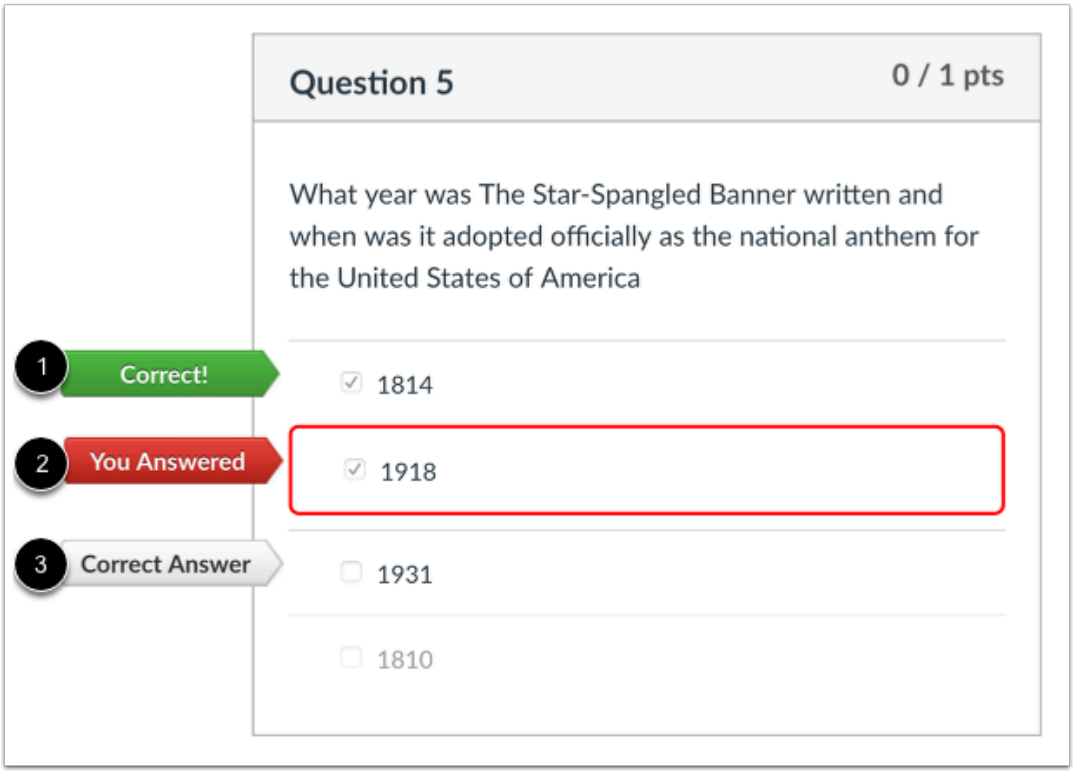
For repeated quiz attempts, the history will display the results of every attempt. Each attempt has a hyperlink that will display each quiz result, respectively.

View Quiz Results



If your instructor allows, you can view the results of your quiz along with the correct answers. This view will also show your total score, the time and date it was submitted, and how long it took to complete the quiz.

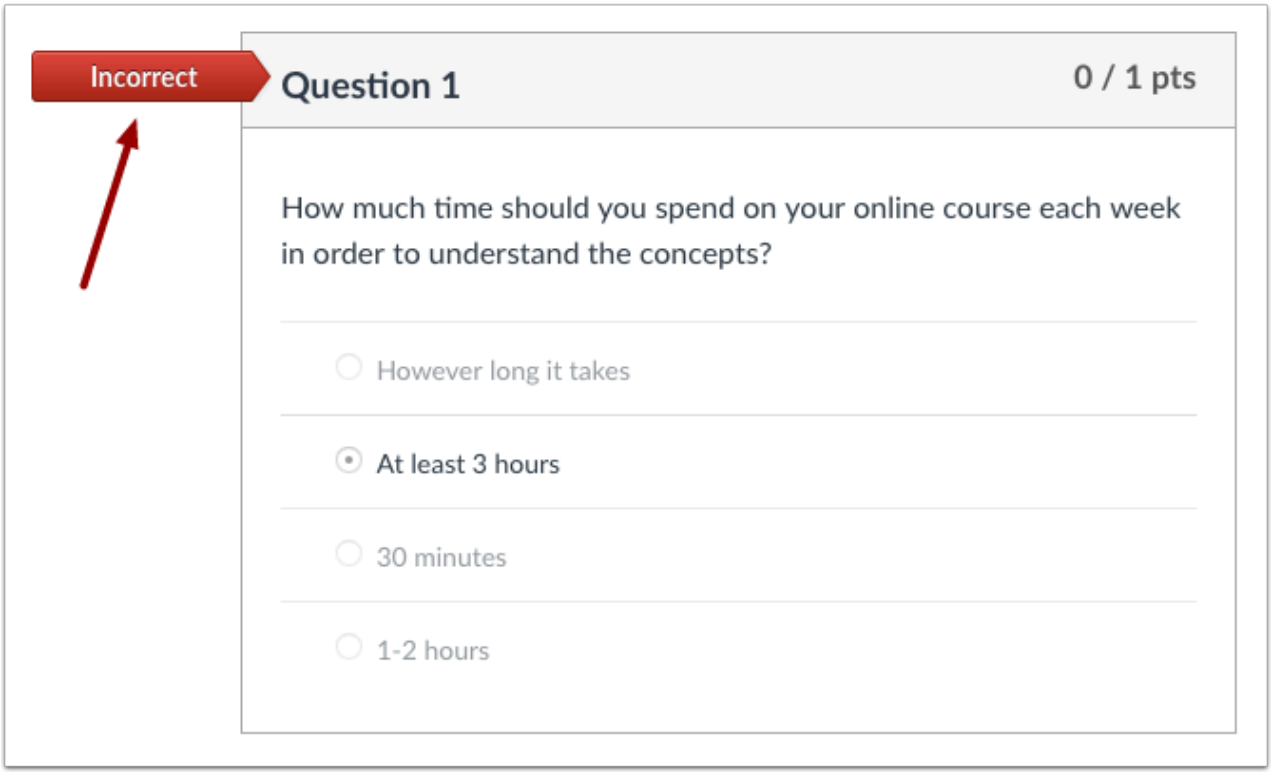
View Correct Answers



If your instructor allows you to see correct answers, the quiz results will display your answer along with the correct answer.

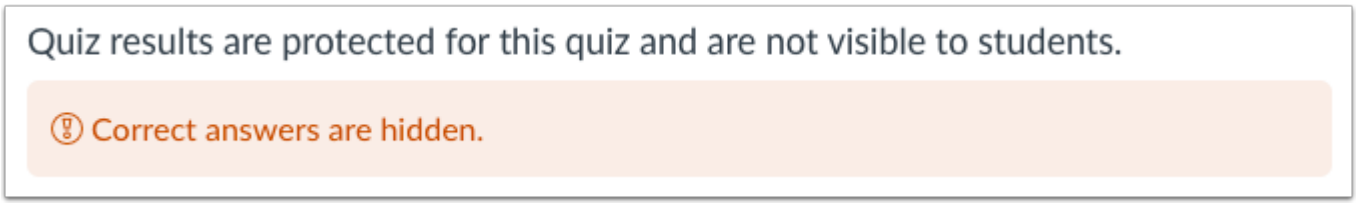
A correct answer that you marked will be indicated by a green flag [1]. A wrong answer will be indicated by a red flag pointing to your answer [2]. The correct answer will be indicated by a gray flag [3].

View Quiz Responses Only



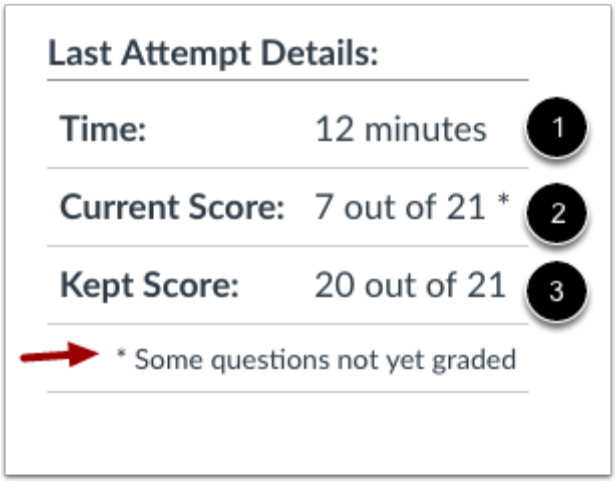
If your instructor does not allow you to view correct answers, the quiz results will only display your responses and note whether they were correct or incorrect.

View Protected Quiz Results



Some instructors will not allow you to view your quiz results at all. This setting is common for quizzes that are allowed multiple attempts.

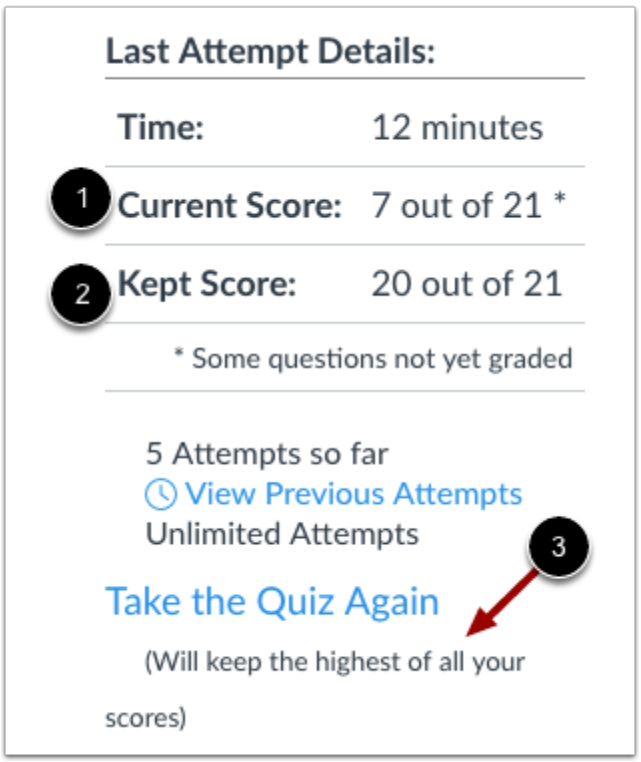
View Submission Details



Submission Details is another way to view your quiz results. Displayed in the sidebar, submission details will show the time it took to take the quiz [1], your current score [2], and your kept score [3], which is the score that Canvas records in the Gradebook.

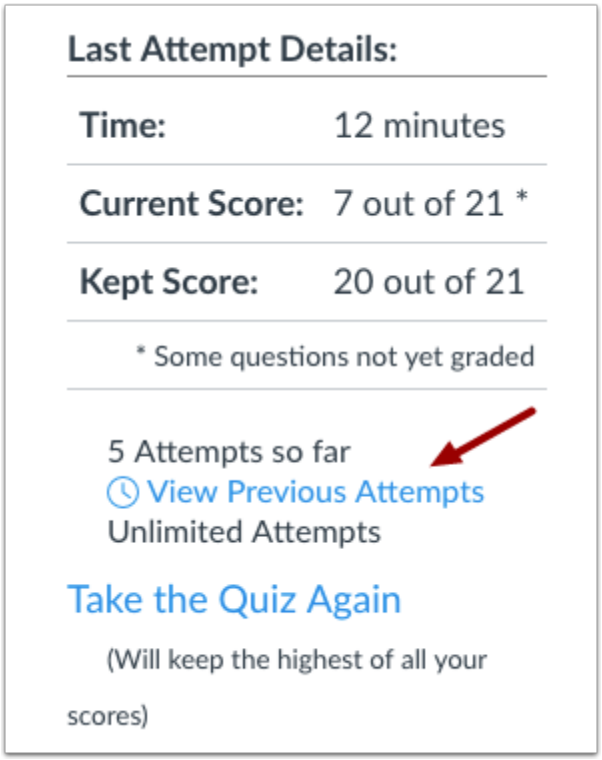
Note: If your current score includes an asterisk, some questions have not been graded by your instructor, such as essay and file upload questions. You can also view the status of your quiz on your Grades page.

Submission Details with Repeated Quiz Attempts



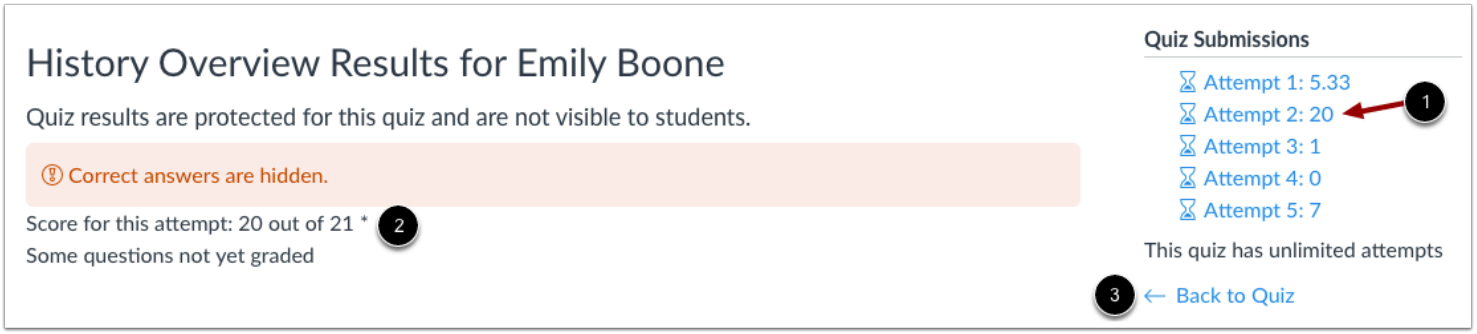
For repeated quiz attempts, the submission details will continue to display the current score [1] and the kept score [2]. However, in this case, the kept score is assigned by your instructor and can either be your latest quiz attempt score, the highest quiz score, or the average of all your scores. The kept score is indicated at the bottom of the submission detail area [3].

View Previous Attempts



You can also view previous attempts through the sidebar submission details. Click the **View Previous Attempts** link.

View Quiz Results for Previous Attempts



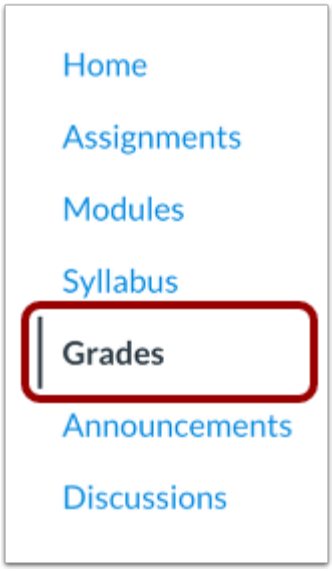
Each quiz attempt will be listed in the sidebar with a hyperlink to the quiz results. Click the attempt you wish to view [1]. The quiz results for that attempt will appear [2]. Keep in mind that the same settings will apply in the quiz results, meaning that you may only be able to view your responses or not view quiz results at all.

To return to the quiz, click the **Back to Quiz** link [3].

How do I view quiz comments from my instructor?

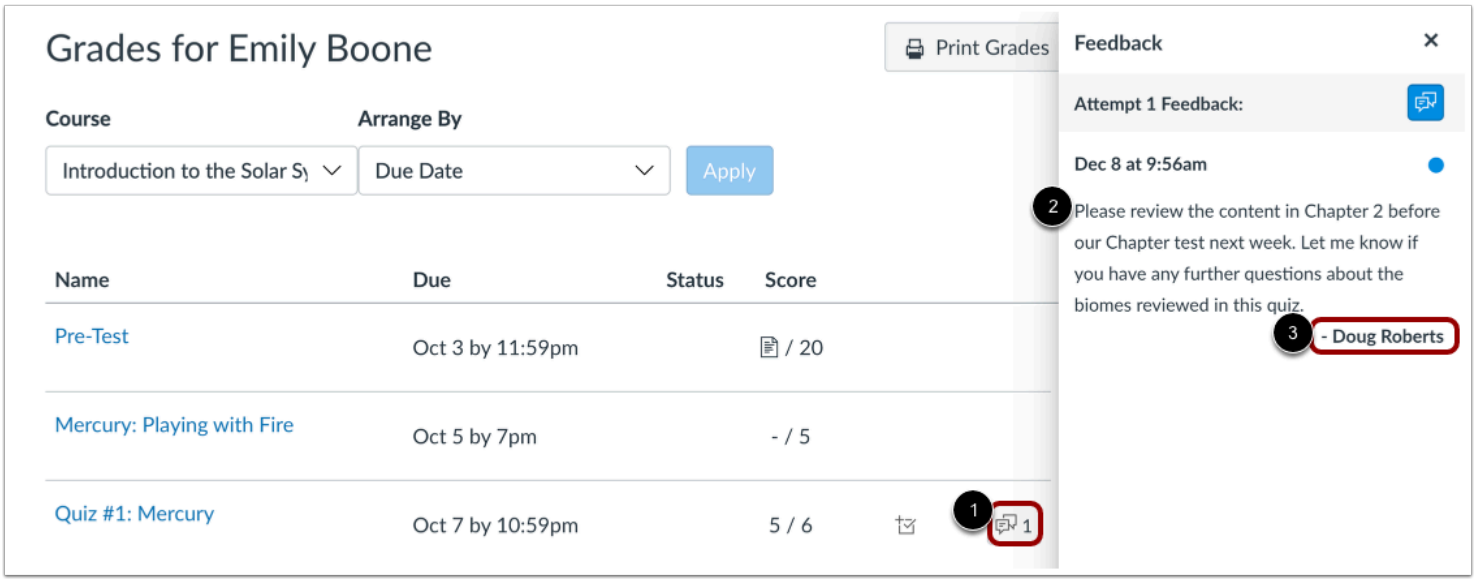
While grading your quiz, your instructor may leave comments for the whole quiz. You can view these comments on the Grades page and on the Submission Details page.

Open Grades



In Course Navigation, click the **Grades** link.

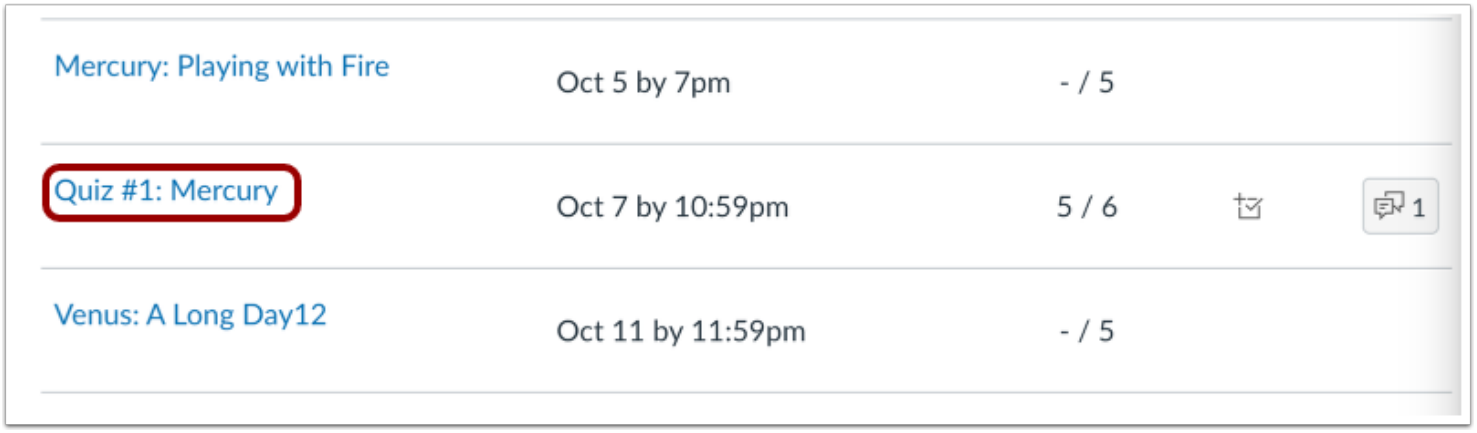
View Quiz Comments



Locate the quiz and click the **Comment** icon [1].

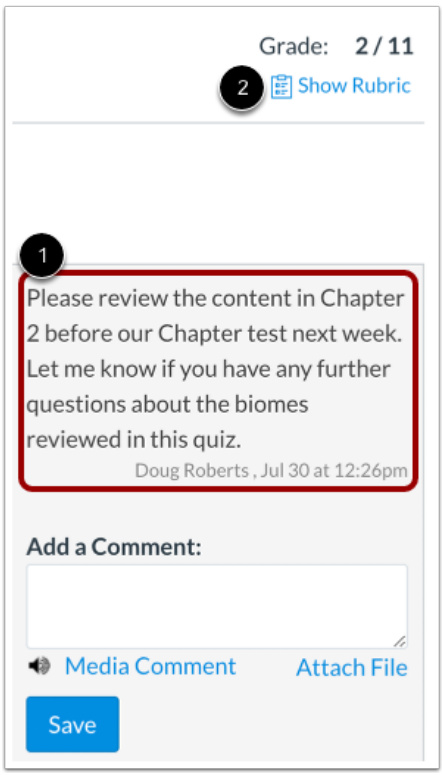
View the comments in the assignment [2]. You can also view the author [3].

Open Quiz



Your quiz submission also displays comments. Click the title of the quiz.

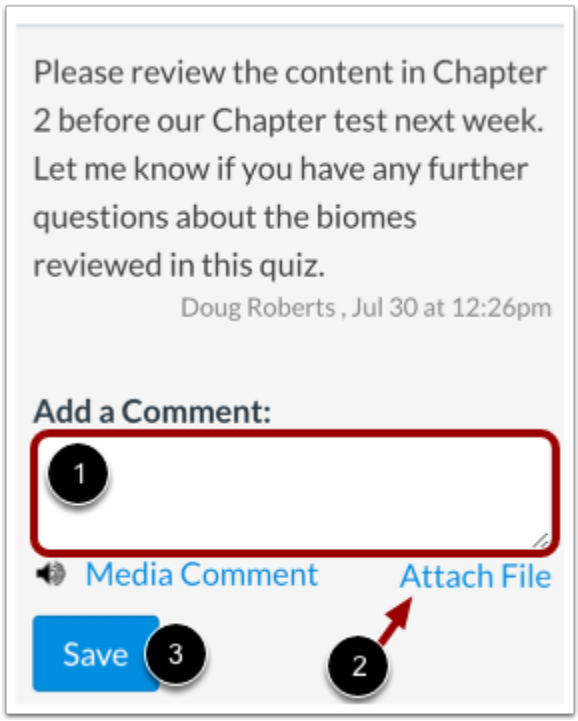
View Comments



Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

If your quiz includes a rubric [2], your instructor may also leave comments in the rubric.

Add Comments

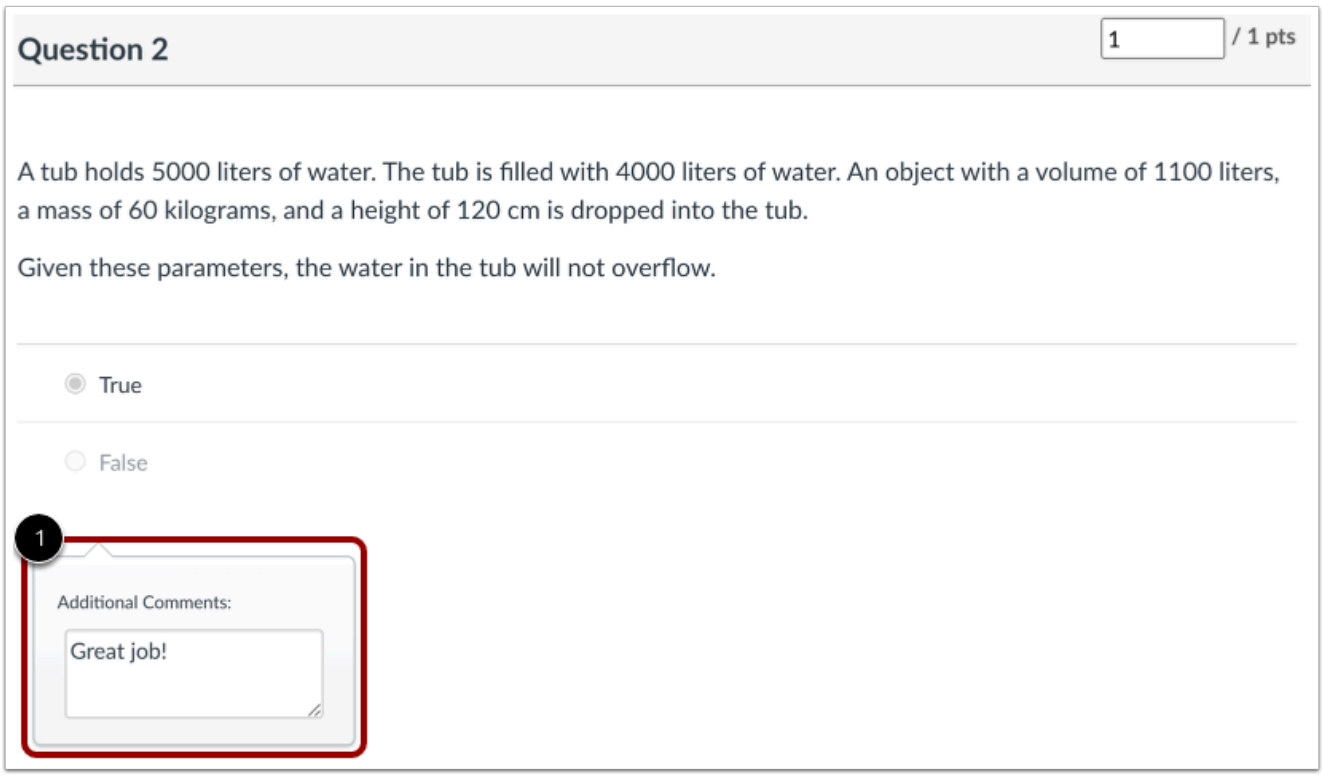


You can add comments to your assignment submission. Type your comment in the **Add a Comment** field [1].

To attach a file to your comment, click the **Attach File** link [2].

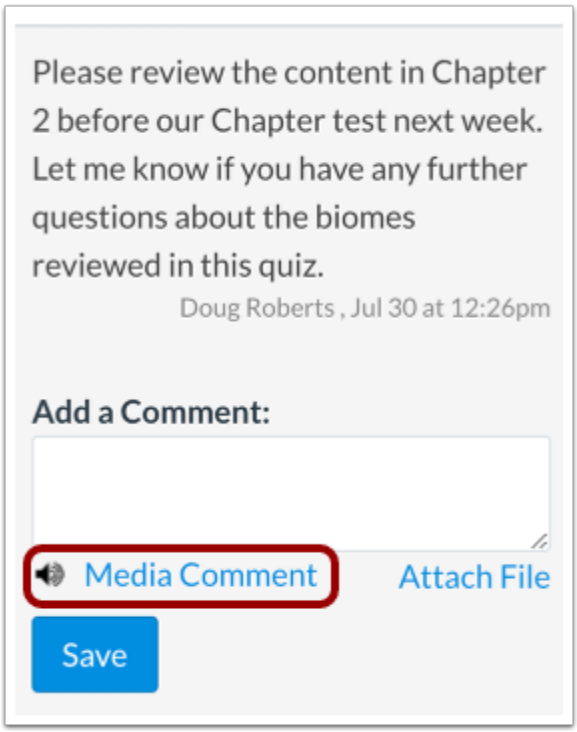
To submit your comment, click the **Save** button [3].

View Feedback



If your instructor has added general feedback to a question or specific feedback to an answer, you can view that feedback in your quiz results [1].

Add Media Comment



To add a media comment to your submission, click the **Media Comment** link. You can record a video or record an audio comment to send to your instructor.

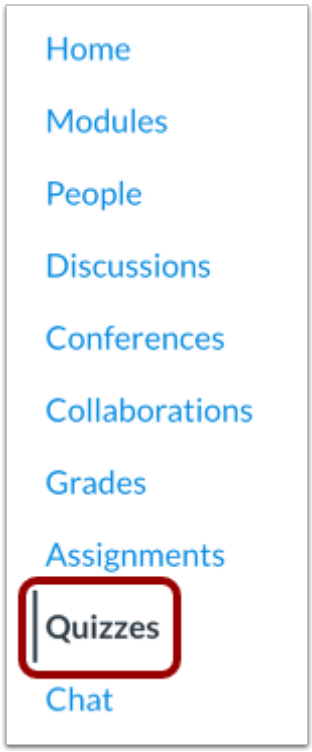
How do I view my quiz results as a student in New Quizzes?

Once you have taken a quiz, you can view your quiz results for any quiz created in New Quizzes. You can also view feedback left by your instructor for specific answers.

Notes:

- If your quiz results are different from the images in this lesson, your instructor has restricted view of the results page. Instructors can select to hide points awarded, points possible, quiz items, correct and incorrect indicators, and feedback.
- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see How do I view quiz results as a student?
- If you attempt to access New Quizzes after the deadline, you will find a locked assignment page instead.

Open Quizzes



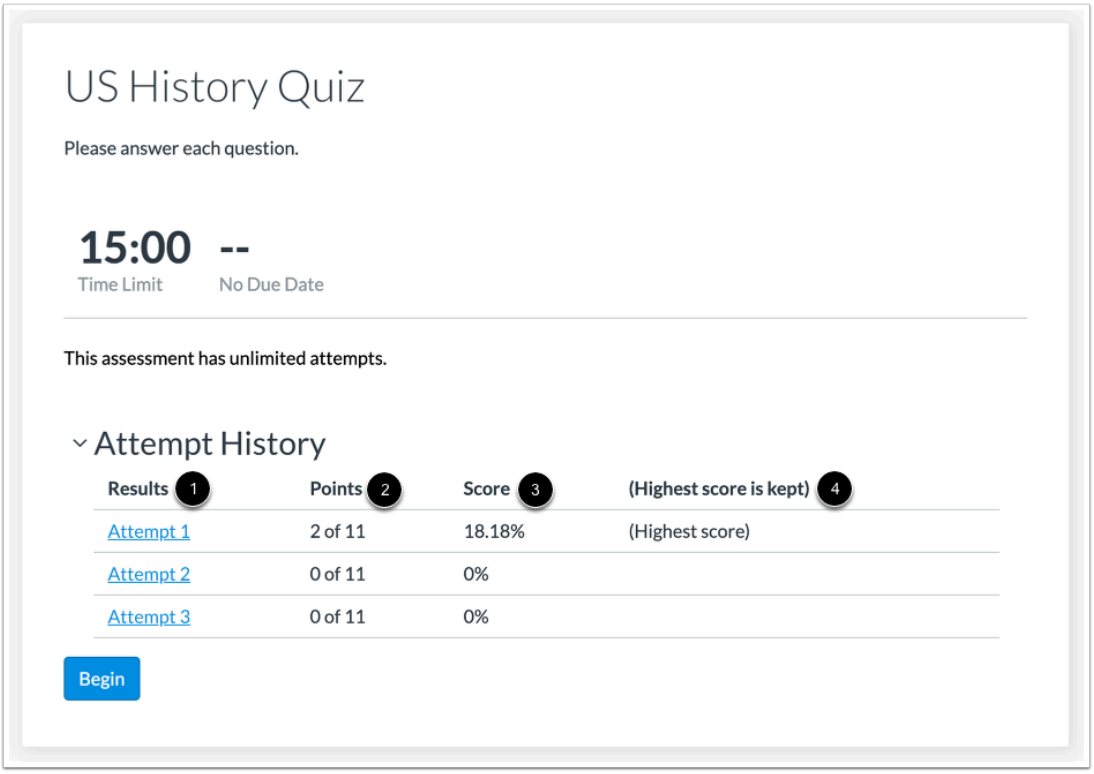
In Course Navigation, click the **Quizzes** link.

Open Quiz



To open a quiz, click the title of the quiz.

View Attempt History



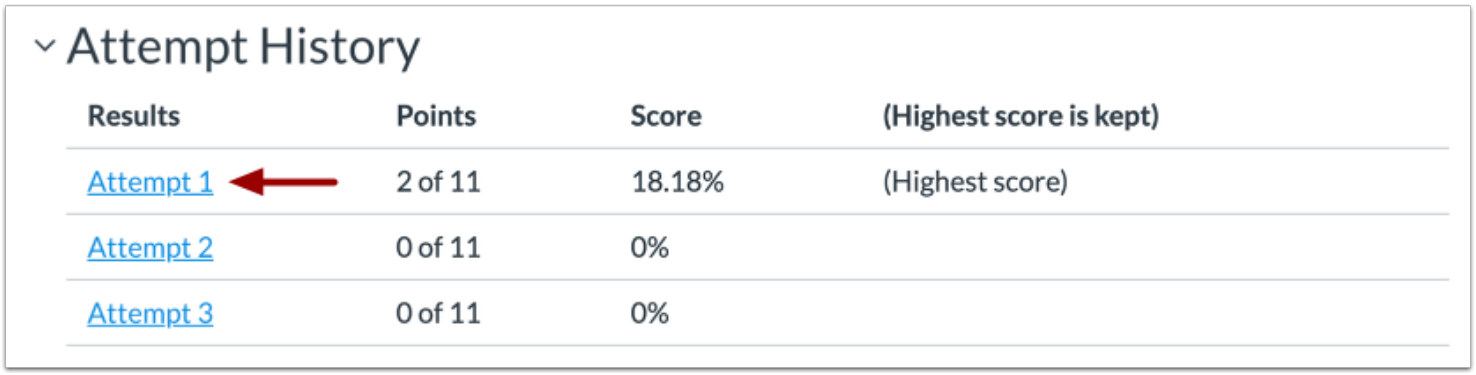
You can view the attempt history for each attempt you've completed for a quiz [1]. The Attempt History table includes the points [2] and score [3] earned for each attempt. You can also view which of your scores will be added to your grades [4].

Notes:

- If you cannot view points in your quiz results, your instructor has hidden points awarded and/or points possible.

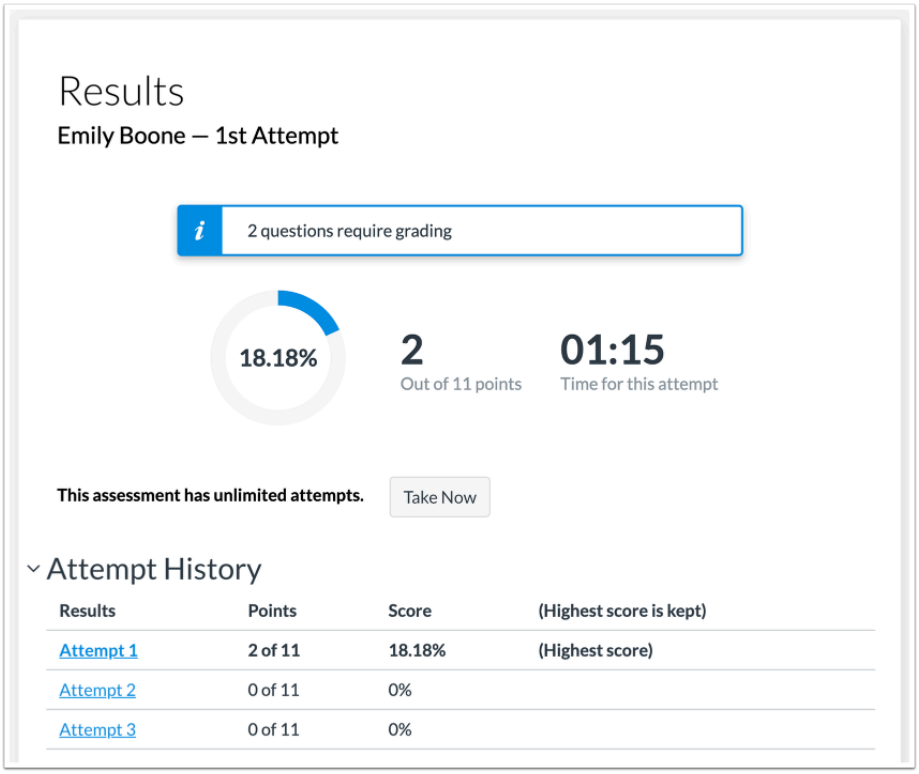
- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see How do I view quiz results as a student?

Open Results



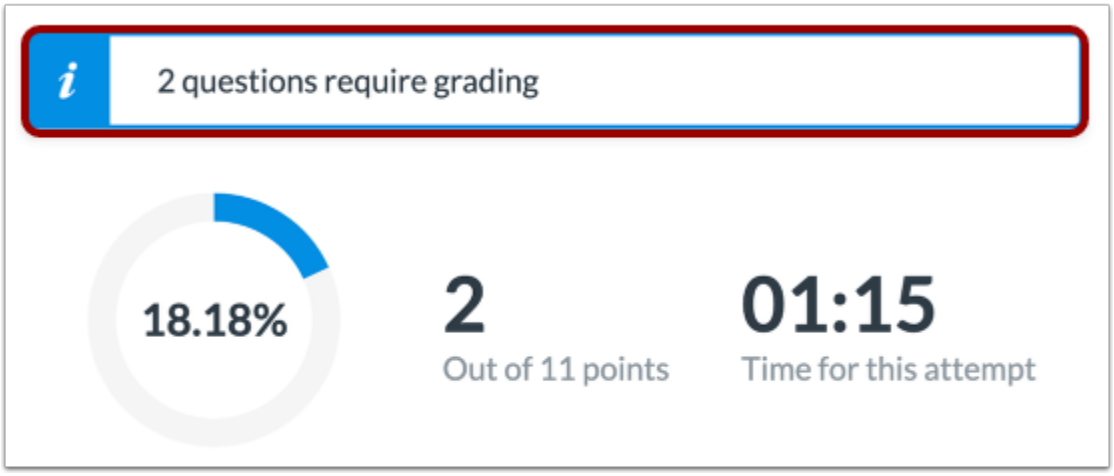
To open results for an attempt, click the link for that attempt.

View Results



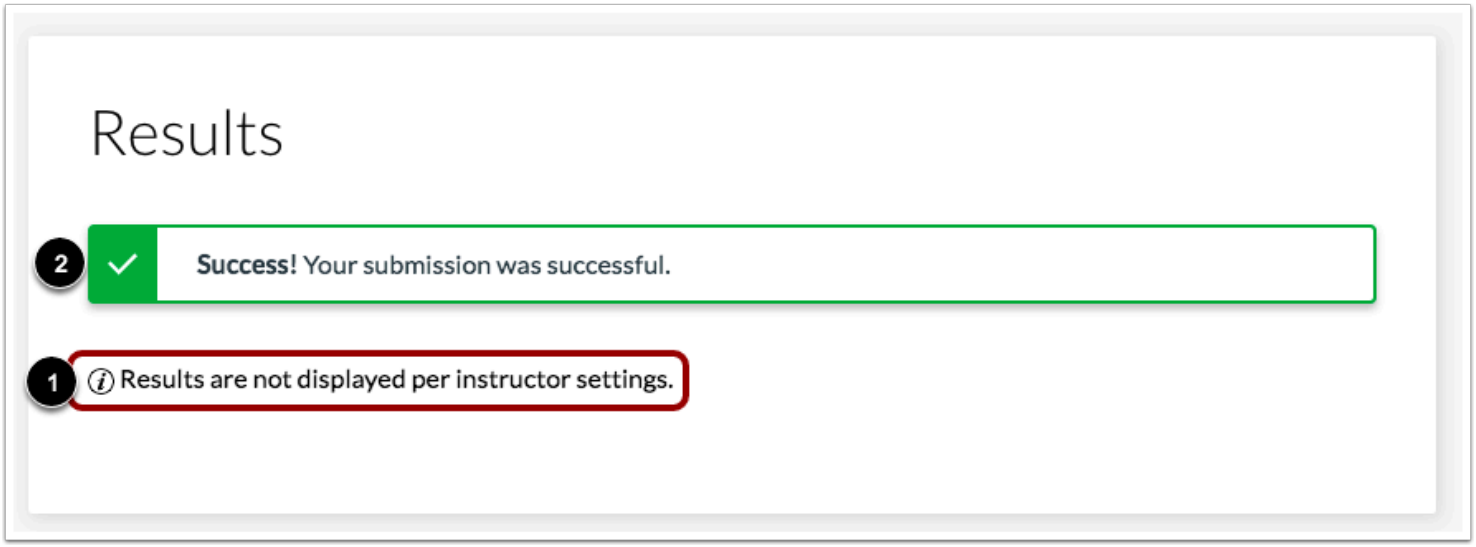
View the results for your quiz.

View Grading Message



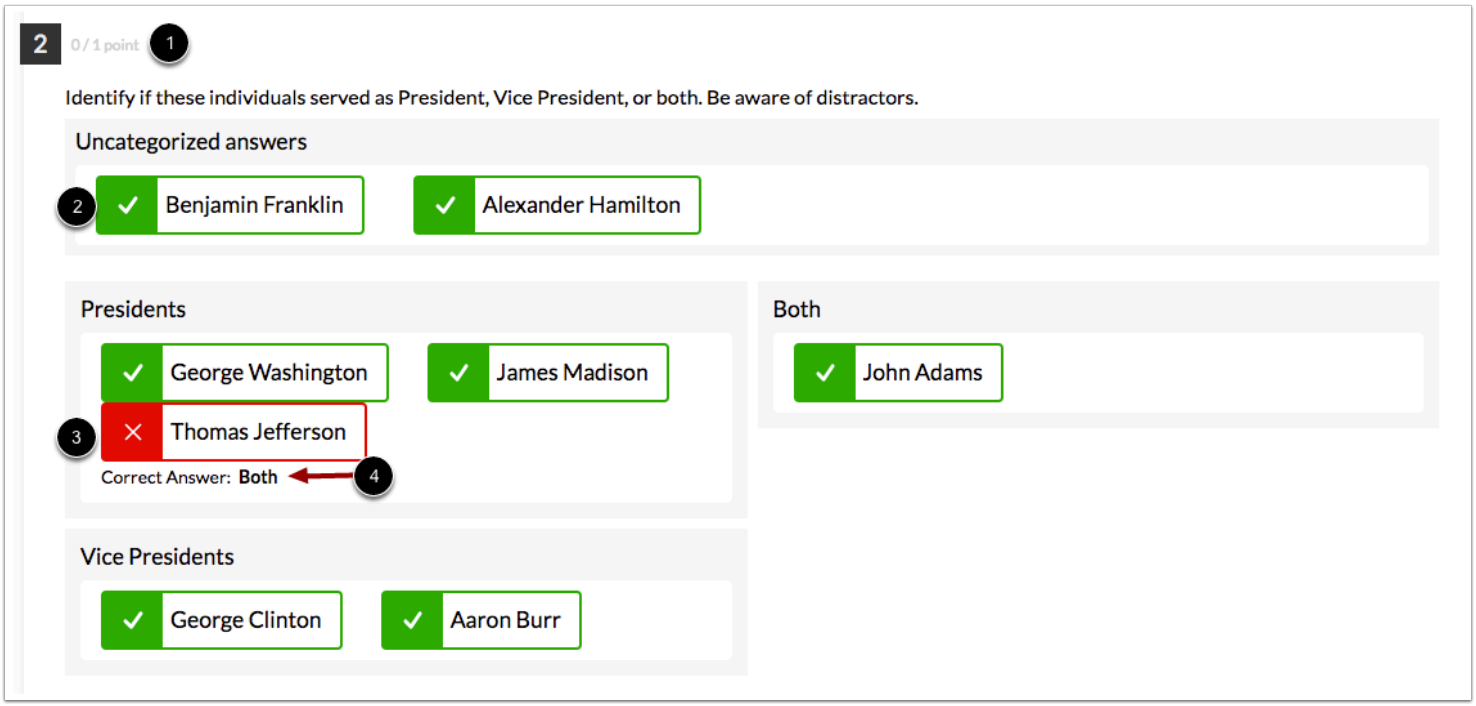
If any of your quiz questions require instructor grading, a notification displays in the Results page.

View Results Restriction Message



If you cannot view your results, your instructor has restricted view of the results page [1]. You can still view if your quiz submission was successful or not [2].

View Answers

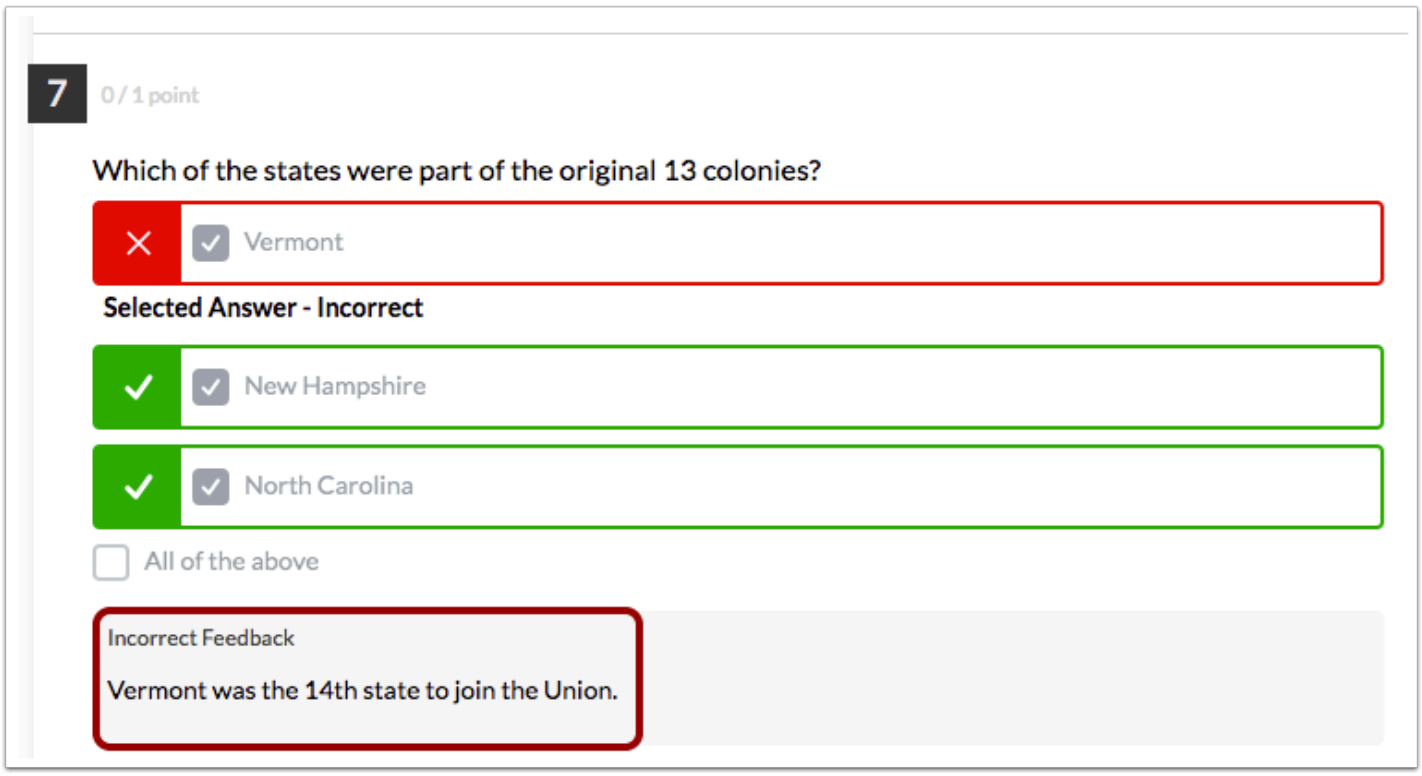


You can view the total points earned for each question [1].

Correct answers are indicated by a **green checkmark** icon [2]. Incorrect answers are indicated by a **red X** icon [3]. Incorrect answers include the solution for the correct response [4].

Note: If you cannot view answers for quiz items, your instructor has hidden quiz items or correct/incorrect indicators.

View Feedback



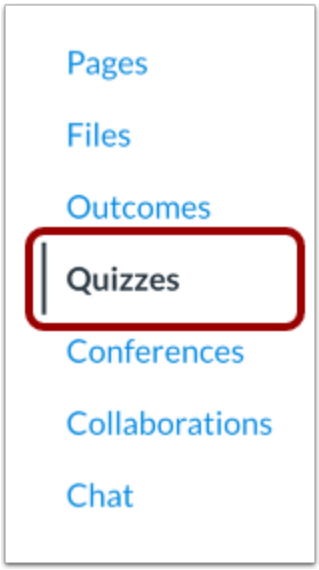
If your instructor has added feedback to a question, you can view that feedback in your quiz results.

How do I know if I can retake a quiz?

Some instructors will allow you to retake a quiz. The quiz will show you if you are allowed more attempts.

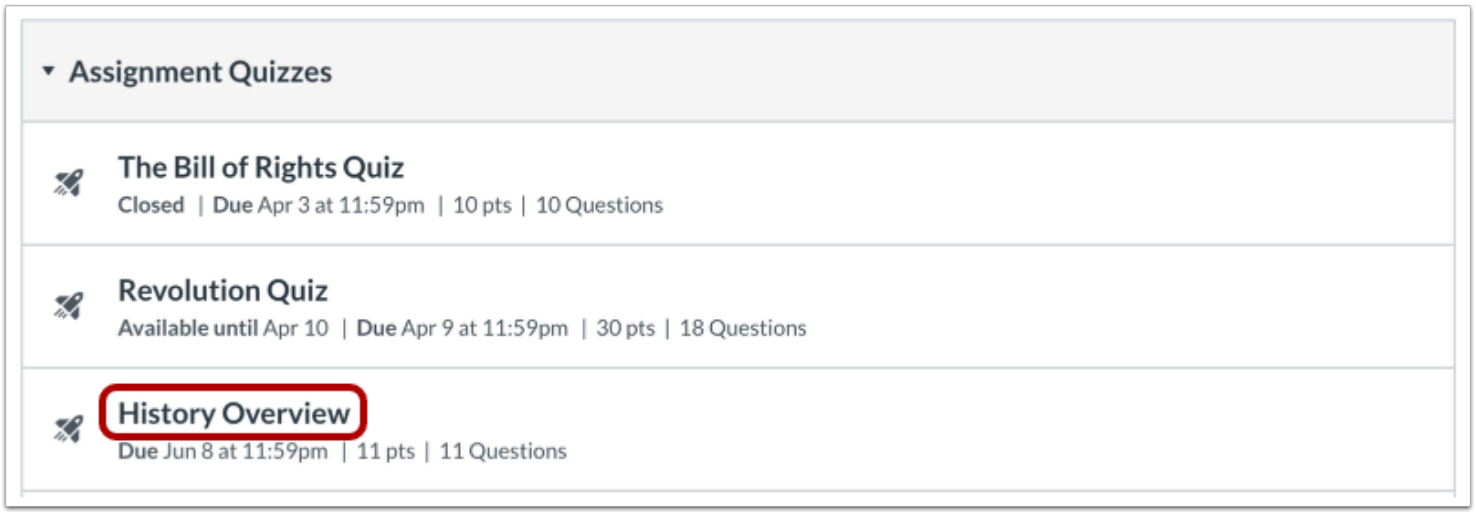
Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with retaking quizzes, please see How do I know if I can retake a quiz in New Quizzes?.

Open Quizzes



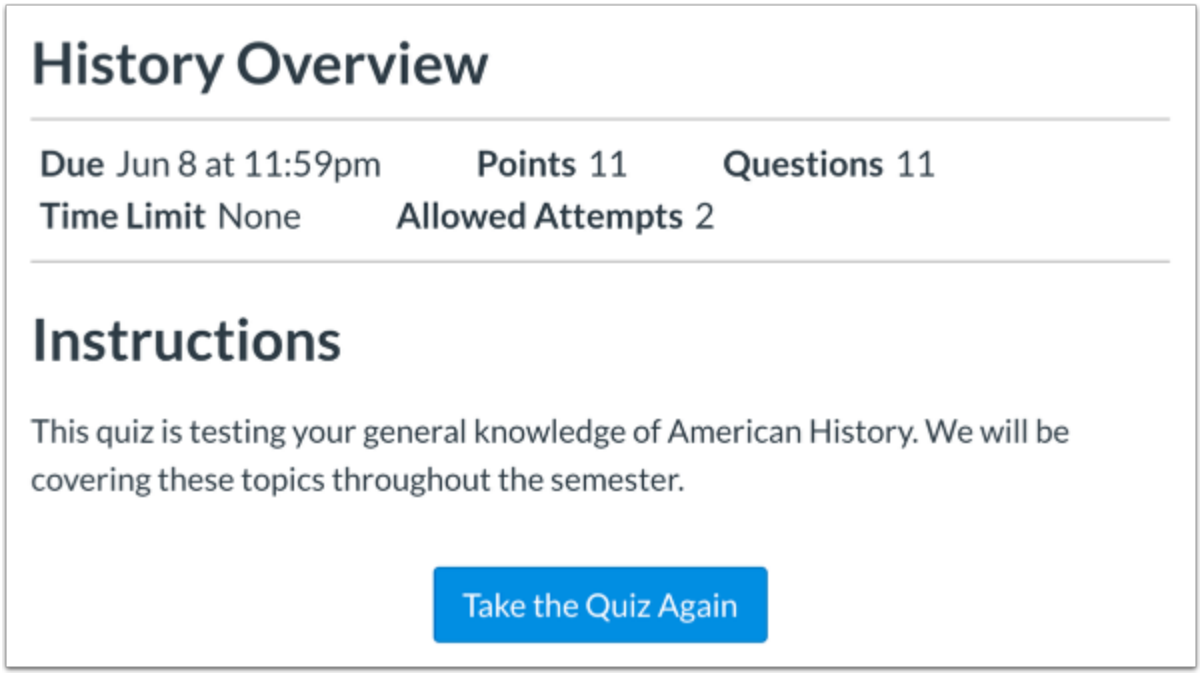
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the quiz title to open the quiz you want to retake.

View Quiz



If you can retake the quiz, you will see **Take the Quiz Again** button. Click the button to retake the quiz.

Contact your instructor if you have problems accessing the quiz.

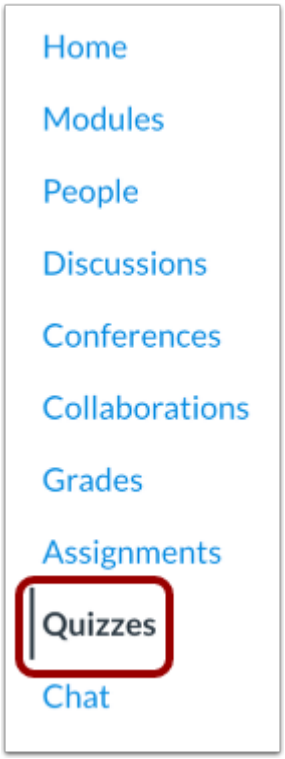
Note: You can see past attempts in your quiz results.

How do I know if I can retake a quiz in New Quizzes?

Some instructors will allow you to retake a quiz. The quiz displays if you are allowed multiple attempts.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between quizzes created using Classic Quizzes and New Quizzes. For help retaking a classic quiz, see How do I know if I can retake a quiz?

Open Quizzes



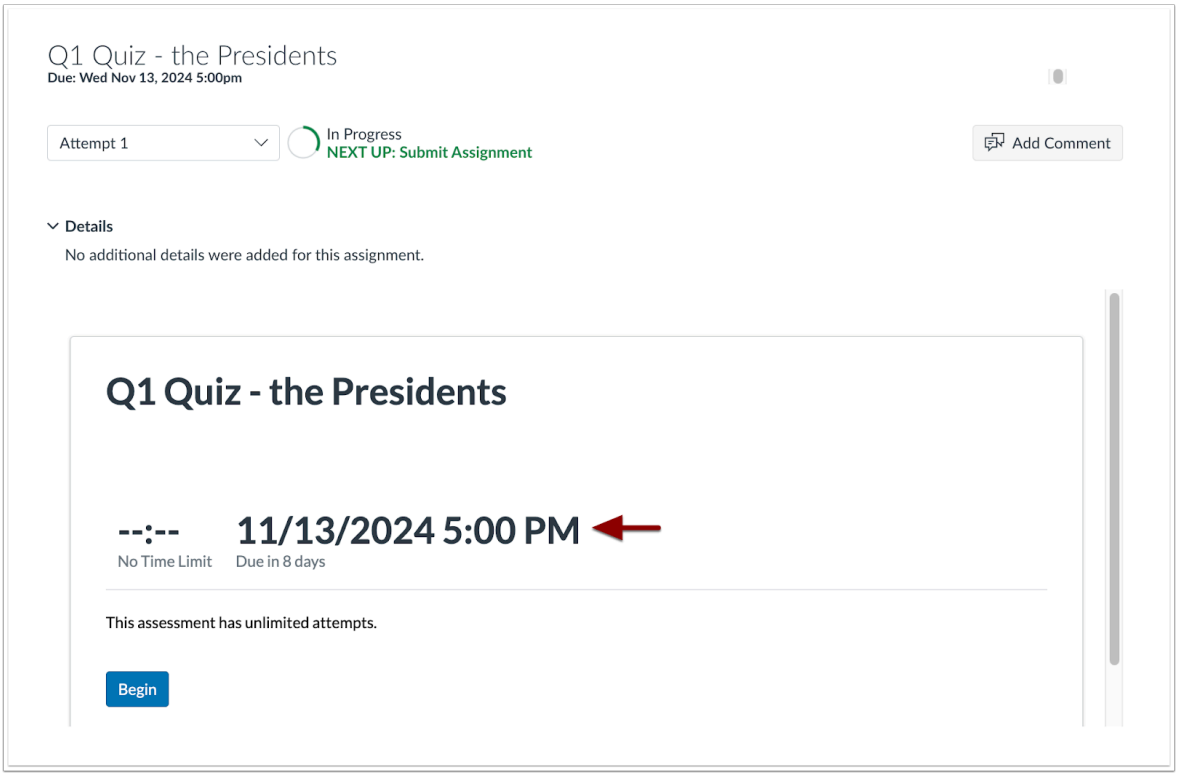
In Course Navigation, click the **Quizzes** link.

Open Quiz



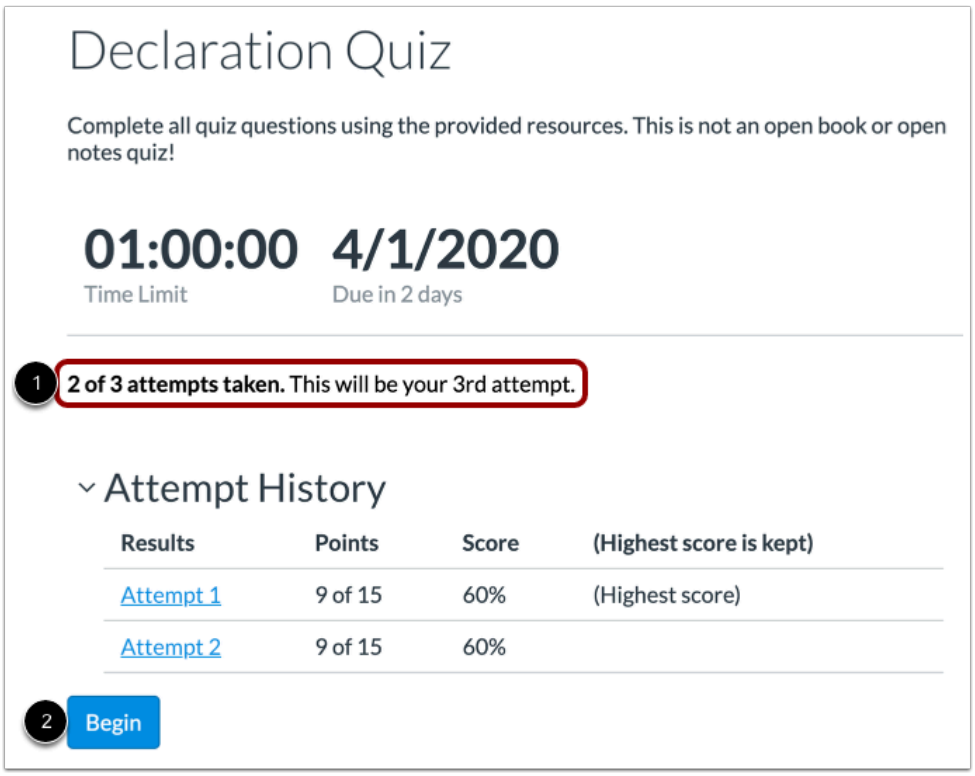
To open a quiz, click the title of the quiz.

View Quiz Due Date and Time



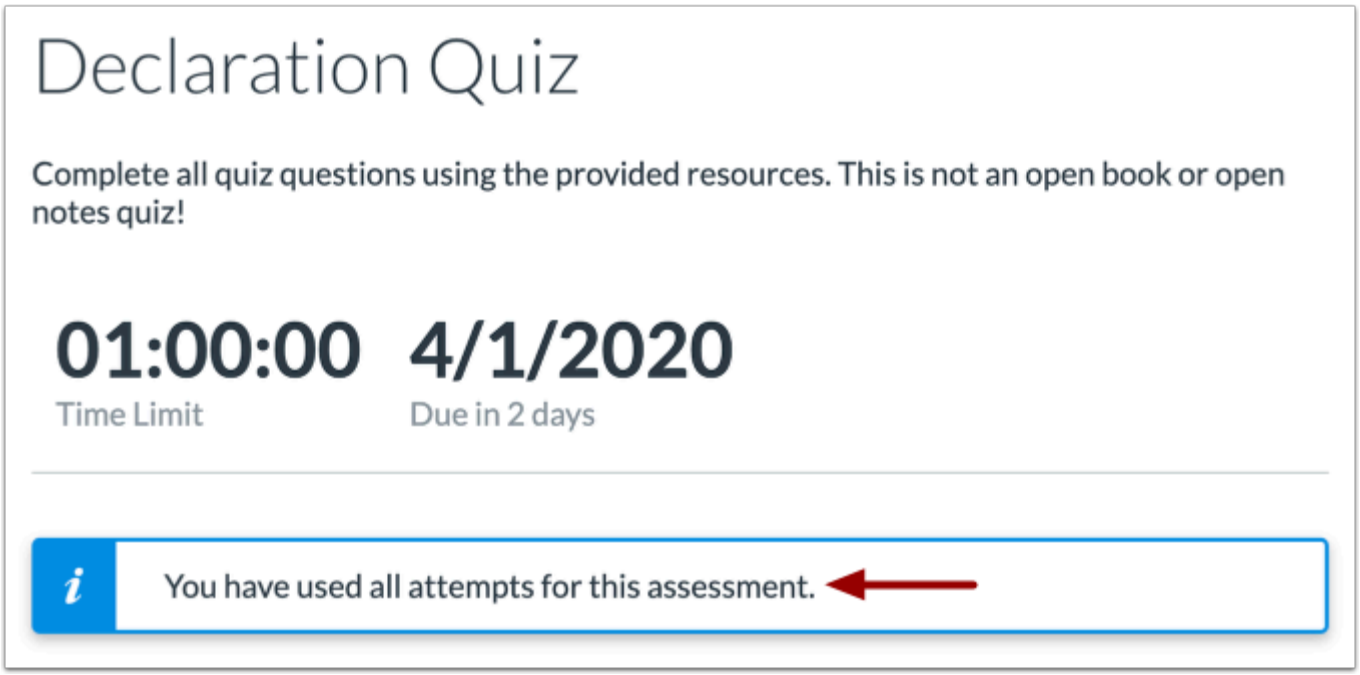
On the Quiz page, you can view the due time displayed alongside the due date when starting a New Quiz.

View Attempts



View the number of attempts you have taken [1]. To retake a quiz, click the **Begin** button [2].

Note: If the quiz displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. For help retaking a classic quiz, see How do I know if I can retake a quiz?



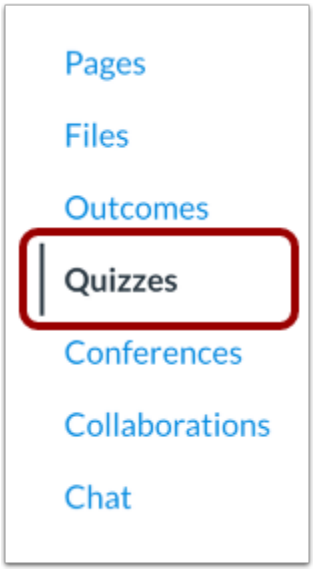
If you have no attempts remaining, a warning message will appear on the quiz page.

How do I submit a survey?

Your instructor may assign you a survey to complete in your course. Surveys are non-graded quizzes that may be used to gather your opinion on a topic in your course.

Note: Surveys are not currently supported in New Quizzes.

Open Quizzes



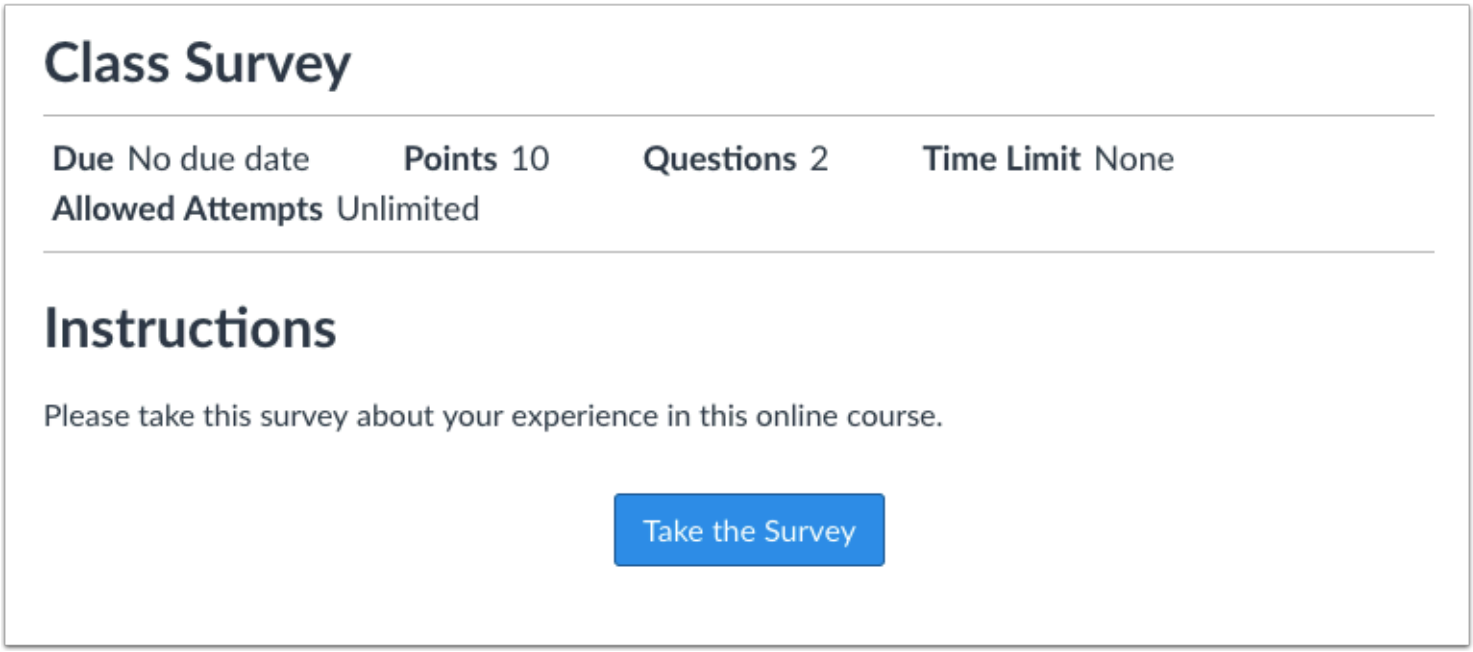
In Course Navigation, click the **Quizzes** link.

Open Survey



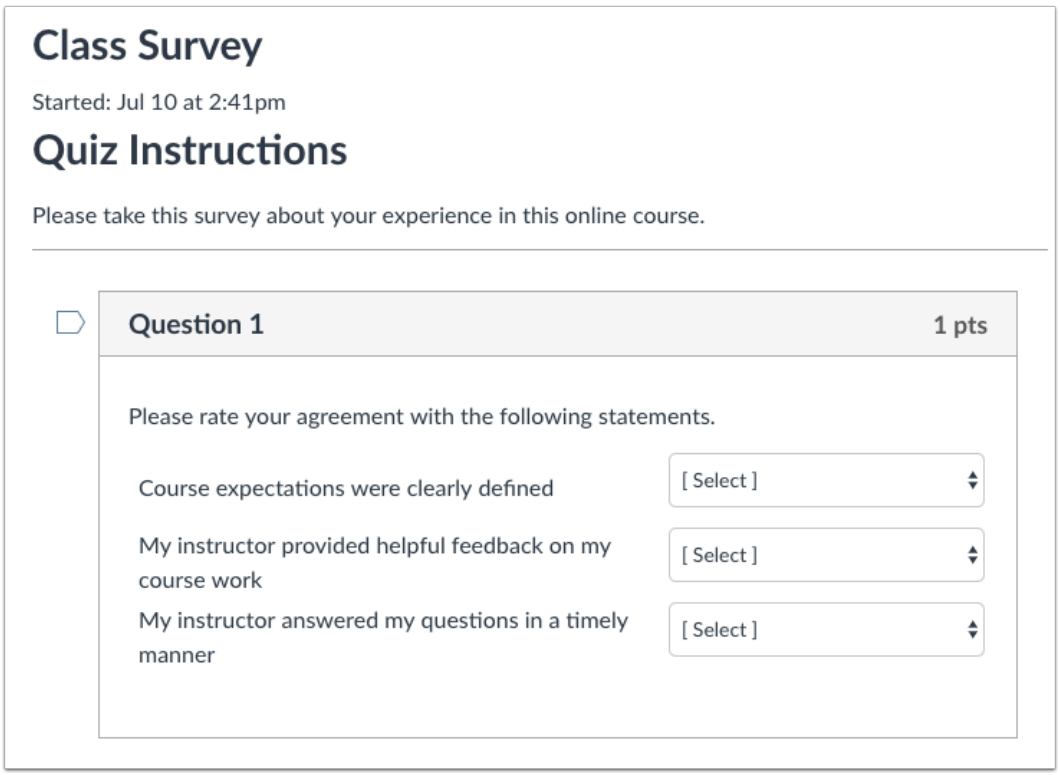
Click the Survey title to open the Survey.

Take Survey



Click the **Take the Survey** button.

Complete Survey



Answer the questions available.

Submit Survey



Click the **Submit Quiz** button.