Canvas User Guide (Students)

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Introduction
How do I log in to Canvas?

Directions for logging into Canvas for the first time will depend on how your institution has set the system up. Check with your institution to verify your login info.

Log into Canvas

To login to Canvas, visit canvas.instructure.com
[1] Here you'll enter your email address and [2] password and then Login. If you don't already have a Canvas account, click on the "Click to register" link.

Accept a course invitation

After you've been invited to or enrolled in a Canvas course, you will receive an email with information similar to this:

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**Subject:** Course Invitation
**From:** Instructure Canvas <notifications@instructure.com>
**Date:** Tue, Jan 04, 2011 11:27 am
You've been invited to participate in the course, Intro to Skateboarding, as a Student.
Name: Jessica Student
Email: yourid@institution.edu

Visit the course page here:
http://canvas-support.instructure.com/courses/course_id?invitation=longurlstring

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Click the link (or copy and paste the url into your web browser) to accept the course invitation.
How do I reset my password?

Some days and weeks may have passed since you first accepted your invitation to join a course and you may have forgotten your password. This lesson will walk you through how to reset your Canvas password.

**Canvas Login Screen**

At the Canvas login screen (canvas.instructure.com), click the "I don't know my password" link.

**Request Password page**

You will be taken to another page and prompted to enter your email. Enter the email address associated with your Canvas user name and click Request Password.
Check email

Return to your email account and sign in.

Open "Forgot Password" email

Open the email with the subject line "Forgot Password: Canvas"

Click reset password link

Click on the link sent to you in the email.
Password change page

Type in a new password and then confirm that password by typing it again. Click **Update Password**.

Canvas Dashboard

As soon as you click **Update Password**, you will be taken to the Dashboard in Canvas.
How do I get help and submit feedback?

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

Submitting Feedback and Getting Help

Your feedback is important to us. If you have an idea or a question, click Help from anywhere in Canvas to contact your instructor or Canvas Support.

Different Types of Feedback

After clicking Help, a window will pop-up with the following options:

1. Ask your instructor questions about course material or send them a message
2. This link will take you to guides.instructure.com where you can search Canvas documentation for information about features inside of Canvas.
3. Submit ideas about how to make Canvas even better
4. Questions and problems sent to Canvas Support

Ask Your Instructor a Question

Ask your instructor questions about course material or send them a message.

1. Select the relevant course in the drop-down
2. Add a subject to your message
3. Type your message here. When you're done, Send Feedback.
Search Canvas Guides

This link will take you to guid.es.instructure.com where you can search Canvas documentation for information about features inside of Canvas. Just like this lesson you’re reading right now.

Request a Feature

Submit ideas about how to make Canvas even better by clicking on this link or by visiting help.instructure.com/forums/337215-feature-requests

Report a Problem

Questions and problems sent to Canvas Support.
1. Add a subject to your message
2. Type your message here. Being as detailed as possible about your issue helps Canvas Support better troubleshoot the problem. When you're done, Send Feedback.
How are Students added to a course?

This lesson will describe what an Instructor must do to add an Student to a course. It will also summarize what the Student needs to do to accept the invitation. This article applies to courses and enrollments that are created manually. At most institutions, course shells and student enrollments will be created automatically.

Add new user

To add a Student to a course, Instructors should click on People in the Course Navigation and then Manage Users in the Sidebar. Click on Students [1] in the drop down and type the email address in the text box [2]. Click on Continue... and Canvas will parse the email address(es). Then click OK Looks Good, Add This 1 User [3].
Verify the course roster

Check under the "Students" heading in the course roster to verify that the new user has been added as an Student.

Student receives email invitation

The Student will receive an invitation to participate in a course.

Student Accepts Invitation

When the Student logs in, they will see an INVITATION window reminding them that they've been invited to a course. They need to click Accept Invitation twice— once to get into the course and once again from inside the course.
**Invitation is Accepted**

The Student will know that they have been accepted into a course when the INVITATION window disappears and a green status bar appears at the top of the screen with the message, "Invitation accepted!"
Editing my Profile
How do I change my Notification Preferences in Canvas?

Canvas gives users the ability to receive a variety of different notifications via email, text message, or other Registered Services. Users can also set different levels of frequency for each type of notification Canvas offers.

Students may wish to receive grade change Notifications via SMS text messaging. Instructors, on the other hand, may prefer to receive a daily digest of class activity via email only. Notification Preferences can be adjusted at any point during a course.

Open Canvas Profile

Notification settings are changed through your Canvas Profile. To begin, click on Profile in the upper right corner of your screen.

Open Notification Preferences

Click on Notifications in the Profile Navigation.

Select Email Notifications

For email notifications, the default address your notifications will be sent to is the email address you have set in your Canvas Profile.
Add New Email Address

To add a new email address click the drop-down next to your email address and select "New Email Address".

Register New Email Address

Enter the email address where you want to receive your notification, then click "Register Email". You will now have both email addresses in the drop-down menu.

Select Text Notifications

For text notifications, select "Text my Cell at" from the drop-down menu.

Select "New Cell Number"

Select "New Cell Number" from the drop-down menu to add your SMS number.

Register SMS Number

First, enter your Cell Number. Then, select your carrier from the "Select Carrier" drop-down menu. Finally, the "SMS Email" field will be automatically propagated if your carrier supports email to text.

After you've entered all of the required information, click Register SMS.
Confirm SMS Number

You should receive an activation code momentarily on your cell phone. Enter the confirmation code you received. Then click Confirm to complete the SMS registration process.

Select Notification Frequency

After you've selected your notification method, you need to select the level of frequency for which you want to receive the notification.

You have the option to send notifications Right Away, Daily, Weekly, or Never. Simply click on your preference to set the frequency for this notification. Proceed through the list of notifications setting your method of delivery and frequency of each.

Save Preferences

Once you have set all of your notifications, click "Save Preferences" at the bottom of the page to save your changes.

Communication Preferences updated

A green notification will flash at the top of the screen confirming that Notification Preferences have been updated.
Discussions and Announcements with Instructors and Peers
How do I reply to a Discussion or an Announcement?

Commenting

The Global Activity Stream is what you see on the left side of the Canvas Dashboard when you first log into Canvas. The Global Activity Stream shows you the most recent communication across all of your canvas courses, including course Announcements and Discussions. You can comment on these conversations from within the Dashboard.

The Course Activity Stream aggregates the most recent communication in a specific course. You can also comment on discussions directly from the Course Activity Stream.

Announcements

Inside the announcement menu, you'll see an option for commenting on Announcements that have been made. For instance, if your teacher has made an announcement about an assignment, it will take you there to ask questions or leave a comment.

Discussions

Discussions are meant to be just that—discussions. These are informal and formal conversations about specific topics. Discussions can be created and graded by your instructor. They can also be created by you and your peers to ask questions or receive additional clarification about the course.
How do I create a new Discussion?

Open Discussions

Click the **Discussions** link in the Course Navigation.

Start New Topic

Click **Start a New Topic** in the Sidebar.

Edit Discussion

1. Edit Topic Title
2. Write a discussion prompt using the **Rich Content Editor**.
3. Use the Content Page in the Sidebar to link to course Pages, Assignments, Discussions, etc.
4. Check "Make this post an announcement" if you want the Discussion to be an Announcement as well.
Save New Topic

Click Add New Topic.

Edit existing Discussion

Click on the title of the discussion to open the complete topic [1]. Click on the pencil to the right of the Discussion to edit the topic [2].
Conversations with Instructors and Peers
How do I adjust my Notification Preferences for Conversations?

Open Profile

Click the **Profile** link in the Help Corner.

Open Notification Preferences page

Click the **Notifications** link in the Profile Navigation.

Adjust Notification Preferences

Under "For conversations to which you're added" and "For new conversation messages" adjust the frequency of notifications sent.

For example, you may want to receive a notification "Right Away" [1] when you are first added to a conversation but want to see notifications about new messages in a Conversation sent to you in a daily digest. In this case you would set "For conversations to which you're added" to "Daily" [2].
Add Other Contact Methods

You can add other contact methods by clicking on the **Add Contact Method** link under **Ways to Contact**. Here you can add a cell phone number or another email address.
How do I access the Conversations Inbox?

Find the Conversations Inbox link

Click the **Inbox** link in the Help Corner to open your Conversations Inbox. If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
How is my Conversations Inbox organized?

View the Conversations Inbox

The Conversations Inbox is split into two windows. The Conversations preview window is on the right side [1]. It displays the options to create and send a new message or a selected conversation.

Conversations are listed on the left side [2]. It displays all Conversations sent and received.

View Conversations Inbox

The Conversation Inbox is organized chronologically from newest to oldest with the newest [1] conversations appearing on top and the older conversations [3] appearing towards the bottom.

Other ways to view Conversations

By clicking on the Inbox dropdown menu, the window can be changed to display archived conversations, color-labeled conversations, unread conversations, and discussion replies.
How do I find my unread messages?

Look for the blue dot

When you click on **Inbox** in the Help Corner, look for the blue dot to the left of a conversation. The blue dot signifies that you have unread messages in that Conversation. Click on the Conversation to open the expanded view on the right hand side.

![Image of Conversations]

Preview messages

The active Conversation will be highlighted light blue on the left [1] and you will be able to preview all of its messages on the right [2]. Messages are listed in reverse chronological order: the most recent message will appear at the top of the list. Each message is date- and time-stamped [3].

![Image of Conversations]
How many messages are in this Conversation?

Locate the Conversation

Locate the Conversation.

Select the Conversation Label

The total number of messages in a conversation is displayed in the right hand corner of the conversation label underneath the time stamp.
What do comments from the SpeedGrader™ look like inside Conversations?

In the previous Canvas messaging system, comments from the SpeedGrader™ appeared automatically. When this system was replaced with the new Conversations feature this changed slightly. Canvas will find assignment comments made by the teacher and will appear in context along with messages in any private Conversation between the instructor and the student. SpeedGrader™ comments will not appear if any other users are part of the Conversation.

In the example above, the student "Kevin Student" submitted Assignment 2 and "Teacher Hansen" made several comments on the assignment.

Assignment comments are slightly indented and placed inside the expanded view of a Conversation. This block shows all assignment comments exchanged between the instructor and a student. The Assignment name is bolded [1]. Clicking on the pop-out link next to the Assignment name links you to the SpeedGrader™ [2]. The score for the Assignment appears just below the message date [3].
How can I tell which course this Conversation belongs to?

Select the Conversation

Select the conversation.

Identify the course the Conversation belongs to

The name of the course is located next to the names of the people involved in the conversation.
How do I privately respond to an individual in a larger Conversation?

Open Inbox and locate Conversation

Click the Inbox link to open Conversations Inbox. If you right-click or option-click on the Inbox link, you can open your Conversations Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.

Once you open your Inbox, locate the Conversation you want to read.

Locate individual

Once you locate the individual you want to send a new, private message to, hover your mouse next to the individual's name until you see the pencil and paper icon with the New Message link. Click the New Message link.

Compose a new message

After you click the New Message link, you can compose a new message[1] and Send it [2].
How do I forward a message from this Conversation?

Select the Conversation

Select the Conversation you want to forward on the left side of the Conversations Inbox.

Select the Message

Select the message you want to forward by clicking the small check box underneath the timestamp.

Click on the Forward link

After you have selected the small check box [1], click on the **Forward** button [2] to forward your message.
Forward the Message

Type the name of the person you wish to forward the message to in the To: field [1]. If you want to you may add a personal note in the Message field [2]. This message can only be read by the people who are receiving your forward. Click the Send button to forward the message [3].

Select and Forward Multiple Messages

You can forward multiple messages in a conversation by selecting multiple boxes and repeating the steps above.
How do I delete a message from this Conversation?

Select the Conversation

Select the Conversation that contains the message you want to delete.

Select the Message

Select the message you want to delete by clicking the small check box underneath the timestamp.

Select the Delete Button

After you have selected the small check box [1], click on the delete button [2] to delete your message.
Delete the Message

A pop-up window will then appear in your browser asking if you want to delete the message. Select the **OK** button to delete the message. Select the **Cancel** button to avoid deleting the message.

Select and Delete Multiple Messages

You can delete multiple messages in a conversation by selecting multiple boxes and repeating the steps above.
How do I unsubscribe myself from a Conversation?

Select Conversation

Unsubscribe from a Conversation

Click the Gear Icon [1] and Unsubscribe [2] from the message. You will no longer receive new messages from that Conversation.
How do I archive a Conversation?

**Archive Conversations**

Archive old messages to hide them from the Inbox and clean things up a bit. Go to the gear icon and click on it to get the dropdown menu. Click on Archive to move the message.

**View Archived Conversations**

Archived messages can be viewed by clicking on Inbox > Archived.
Go to Archived Conversations

You will know you are in your **Archived** Conversations by seeing a checkmark next to Archived as well as being the Archived Conversations menu. The checkmark next to the word will tell you what Conversation section you are viewing.

Unarchive Conversations

To unarchive a message, go to your Archived Conversations and choose the message you want to unarchive. Select **Unarchived** from the gear icon menu and the message will return to your Inbox. To return to your Inbox, go to the Archived dropdown menu and select Inbox.
How do I use color labels in Conversations?

**Label Messages**
Label messages by color. Here are a few possible meanings that you might give to the 6 colors.

**Label Importance**
- Red = Urgent
- Orange = Important
- Yellow = Sometime

**Getting Things Done**
- Red = @Action
- Orange = @Next Actions
- Yellow = @Reference

**By Category**
- Green = Course Messages
- Blue = From other Instructors
- Orange = From other students

In the upper right-hand corner of each Conversation is a gear-type icon. Click on it and select a color to use to label this conversation.
**Locate the color label**

After you label a message with a color, it will appear in the corner of the message in your Inbox.

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**Filter by label**

As you label conversation by color, you can then filter your Conversations Inbox by those colors. Simply click on the color you chose, and all of those messages will show up in your Inbox, grouped together.
How do I compose a message?

Find the Inbox link

Click the **Inbox** link to open your Conversations Inbox. If you right-click or option-click on the Inbox link, you can open your Conversations Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.

View Inbox

Your inbox has two sides. One side is your Conversations Inbox which holds all the Conversations you are included in[1]. The other side contains all the Conversation Messages which are the messages within in Conversation[2].

Compose a new message

Click on the compose button (pencil and paper icon) to start a new message.

View a new message

This is the window you will see after you click on the compose button.

Type individual name

Start typing the individual's first name [1]. Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the student you want to message. Press Enter. The student's name will appear in the
"To:" field, highlighted in light blue. Write a message and click **Send** [2].

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s) from the To: field.

You can also hover over a recipient name and click on the white x to delete it from the To: field.

**Select individual name from a course roster**

The second way to select a recipient is to click on the Address Book icon to the right of the To: field [1]. Select a course name from the drop down list and click the arrow to the right to expand the course list. Then check the box next to the recipient's name [2].

You can also use the down arrow and space bar to add a recipient to the To: field.

Press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard) or **Escape** to exit out of the course roster menu.

Write a message and click **Send** [3].
How do I send a private message to my instructor?

**Type instructor name**

There are two ways to address a message to an instructor. The first is to start typing the instructor's first name. Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the student you want to message. Then press Enter. The student's name will appear in the "To:" field, highlighted in light blue.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s) from the To: field.

You can also hover over a recipient name and click on the white x to delete it from the To: field.

**Select instructor name from a course roster**

The second way to select an instructor is to click on the Address Book icon to the right of the "To:" field [1]. Select a course name from the drop down list and click the arrow to the right to expand the course list. Click on the teacher and then check the box next to the instructor's name [2].

You can also use the down arrow and space bar to add a recipient to the "To:" field.

Press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard) or **Escape** to exit out of the course roster menu.

If you accidentally select the wrong individual(s),
press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s) from the "To:" field. You can also click on the white x next to the name(s).

**Type message and attach file**

Type a message to your student [1]. If you wish, click **Attach** and **Browse...** to add a file to your message [2]. Click **Send** [3].

**Record or upload media to your message**

You can also click **Record** below the text field to record or upload an audio file. This makes it quick and easy for you to communicate with your student. Once you have recorded or uploaded your audio file, click **Send**. Students can reply to you with an audio recording as well.
How do I send a private message to an individual?

**Type individual name**

There are two ways to address a message to a classmate. The first is to start typing the student's first name. Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the student you want to message. Then press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard). The student's name will appear in the "To:" field, highlighted in light blue.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s) from the "To:" field. You can also click on the white x next to the name(s).

**Select individual name from a course roster**

The second way to select a recipient is to click on the Address Book icon to the right of the "To:" field [1]. Select a course name from the drop down list and click the arrow to the right to expand the course list. Then check the box next to the recipient's name [2].

You can also use the down arrow and space bar to add a recipient to the "To:" field.

Press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard) or **Escape** to exit out of the course roster menu.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace**
(on a PC keyboard) to remove the name(s) from the "To:" field. You can also click on the white x next to the name(s).

**Type message and attach file**

Type a message to your student [1]. If you wish, click **Attach** and **Browse...** to add a file to your message [2]. Click **Send** [3].

**Record or upload media to your message**

You can also click **Record** below the text field to record or upload an audio file. This makes it quick and easy for you to communicate with your student. Once you have recorded or uploaded your audio file, click **Send**. Students can reply to you with an audio recording as well.
How do I send a message to multiple individuals?

**Type student names**

The easiest way to address a message to multiple individuals is to start typing their names in the To: field. Canvas will bring up all the matching names. Just press Return (on a Mac keyboard) or Enter (on a PC keyboard) to select an individual from the list.

If you accidentally select the wrong individual, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove their name from the To: field.

You can also hover over the recipient's name and click on the white x to delete them from the To: field.

**Select student names from a course roster**

The second way to select multiple recipients is to click on the Address Book icon to the right of the "To:" field [1]. Select a course name from the drop down list and click the arrow to the right to expand the course list. Then click on the student list and make a mark on the checkboxes next to the recipient names [2]. To send a message to an instructor and multiple individuals, you do the same steps, but instead of clicking on the student list, you will click on the teacher list and select the instructor.

You can also use the down arrow and space bar to add a recipient to the To: field.
Press **Return** (on a Mac keyboard) or **Enter** (on a PC keyboard) or **Escape** to exit out of the course roster menu.

**Type message and attach file**

Type a message to your student [1]. If you wish, click **Attach** and **Browse...** to add a file to your message [2]. Click **Send** [3]. This is just like attaching a file to a regular email.

If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.

**Record or upload media to your message**

You can also click **Record** below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a group of students or teachers at one time. When you have recorded or uploaded your audio file, click **Send**. Students and teachers can reply to your message with audio recordings as well.
How do I send a message to a group?

Open Address Book

Click on the Address Book icon in the "To:" field [1]. Then click on the group name to select the group members [2]. After clicking on the group name, you have the option to choose who you want to send it to. Check the box next to Select All to send the message to your whole group [3]. Press Return (on a MAC keyboard) or Enter (on a PC keyboard) to exit the menu and begin composing your message.

Type Group Name

The easiest way to address a message to a group is to start typing the group name in the "To:" field. Canvas will bring up all the matching names. Click on the group name you want to send the message to. Check the box next to Select All to send the message to your whole group. Just press Return (on a Mac keyboard) or Enter (on a PC keyboard) to select the group from the list.

If you accidentally select the wrong group, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove their name from the "To:" field. You can also click on the white x next to the group's name.

Verify recipient list

The name of the group will appear in the "To:" field, along with the number of individuals who will receive your message. In this example, the message will be sent to 2 people in the group.
If you accidentally select the wrong group, press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove their name from the "To:" field. You can also click on the white x next to the group's name.

Type your message to the class [1]. If you wish, attach files [2]. Or leave a media comment [3]. Then click **Send** [4].

**Attach a file**

Type a message to your class [1]. If you wish, click **Attach** and **Browse...** to add a file to your message [2]. Click **Send** [3]. This is just like to attaching a file to a regular email.

If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.

**Record/upload a media comment**

You can also click **Record** below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a class at one time. When you have recorded or uploaded your audio file, click **Send**. Instructors and fellow classmates can reply to your message with audio recordings as well.

If you want to remove the comment, press the red x button. Start over if you desire.
How do I send a message to my class?

Open Address Book

Click on the Address Book icon in the To: field [1]. Then click on the course name to select the entire course [2]. After clicking on the course name, you have the option to choose who you want to send it to. Check the box next to Everyone to send the message to your whole class (including the teachers and teaching assistants) [3].

Use arrows to see dropdown menus

You can also use the arrows to get a new dropdown menu to select the people you want to send your message to. You can select Everyone, Teachers, Teaching Assistants, and Students. After clicking on the arrow, you get more options to choose from. Simply check the box next to the name to put it in the To: field.

Verify recipient list

The name of the course will appear in the To: field, along with the number of students who will receive your message. In this example, the message will be sent to 12 people. You will not be able to view the individual names you are sending the message to, unless you select the names one by one.

If you accidentally select the wrong class, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the course name from the To: field. You can also click on the white x
next to the course name.

Type your message to the class [1]. If you wish, attach files [2]. Or leave a media comment [3]. Then click Send [4].

**Attach a file**

Type a message to your class. If you wish, click **Attach** [1] and **Browse...** to add a file to your message [2]. Click **Send** [3]. This is just like attaching a file to a regular email.

If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.

**Record/upload a media comment**

You can also click **Record** below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a class at one time. When you have recorded or uploaded your audio file, click **Send**. Instructors and fellow classmates can reply to your message with audio recordings as well.

If you accidentally messed up or just want to remove the comment, press the red x button. Then you can start over if you desire.
How do I delete a name from the To: field?

Remove a name from the To: field

If you accidentally select the wrong individual(s), press **Delete** (on the MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s) from the To: field. You can also click on the white x next to the name.
Where is my original message in this Conversation?

Open the Inbox

Click on the **Inbox** button to open and view the Inbox.

Select the Conversation

Select the Conversation for which you would like to view the original message.

Scroll down to the bottom of the Conversation.

All Conversations are saved in chronological order from newest to oldest. The newest messages appear on the top and the oldest on the bottom. Scroll down to the bottom of the message to view the original message displayed.
How do I attach a file to a message?

**Create a new message**

To create a new message, simply click on the pencil and paper icon in the Conversation Inbox. In the New Message window, you will see the word **Attach** with the paperclip icon next to it. Attaching a file through a Canvas message is the same as attaching a file through your regular email.

**Select recipients and type a message**

Select the recipients you wish to send the message to [1]. Type a message to your classmate or teacher [2]. Click **Attach** and **Browse...** to add a file to your message [3]. You will see a blank box, this is where you will find the file you wish to attach.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s) from the "To:" field.

You can also hover over the recipient's name and click on the white x next to delete.
Find and select file

Find the file you want to upload and select it [1]. Click on **Open** to attach the file to the message [2].

Select multiple files and send message

You can also select multiple files to upload by clicking **Attach** [1] and **Browse...** to add more files [2]. After attaching the file(s), click on **Send** and the recipient(s) will receive the message with the attachment [3].

If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.
How do I attach a media comment to my message?

Create a new message

To create a new message, simply click on the pencil and paper icon in your inbox. In the New Message window, you will see the word Record with the microphone icon next to it. Recording/uploading a media comment through a Canvas message is the same as attaching a file through your regular email.

Select recipients and type a message

Select the recipients you wish to send the message to [1]. Type a message to your classmate or teacher [2]. Click Record [3].

Record a media comment

After clicking on Record and you will see a window with two option tabs at the top that say Record Media and Upload Media. If you see a pop-up window of Adobe Flash Player and instructure.com is requesting access, click Allow.

Once you see the red dot and the words "Click anywhere to start recording," you are good to go. You can change the "Title" of your recording by clicking in the box. All you are doing is renaming the file.
Create recording

Click anywhere to record. Once you click, there will be a red dot in the corner with a timer next to it. It keeps the time of how long your media comment is [1]. Once you are finished, simply click anywhere to stop the recording [2].

Save or delete recording

Before you attach the media comment, you have the chance to listen to it. If you are happy with the result, click Save [1]. If you want to re-do the recording, click on the red dot to start over [2]. You will only be able to record audio comments.
Send message with media comment

Once you save your recording, it will show up as an Audio Comment. Click Send.

If you want to remove the comment, press the red x button to remove it from the message.
Submitting Online Assignments
How do I submit an online assignment?

Submitting Online Assignments

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

Click on Submit Assignment to submit your work.

Your instructor will decide what kinds of submissions are acceptable. In this case, the instructor is allowing the student to upload a document, paste in text, or link to a GoogleDoc.
After you have submitted your work, you will see information in the Sidebar about your past submission. If the instructor allows it, you may resubmit a better version of your assignment.

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

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

This short video, produced by Utah State University, will walk you through the basics of submitting an assignment.
Giving and Receiving Feedback
Where are my grades?

Checking Grades

As a Student using Canvas, accessing your grades is simple and easy. Follow these simple steps below to access your gradebook.

In the left hand menu, select Grades.

Here you'll see a list of your grades on a 'per assignment' basis. First is the name of the assignment, second the due date, third is your score and the 4th item is the score that the assignment was worth.

At the end of the rows, there are a few extra icons:

The first icon notifies a student their teacher has left comments on the assignment. The second icon will show scoring details.
The last icon indicates a rubric.

On the right hand side of the gradebook, there is an overall snapshot of your course, the breakdown and how you're doing.

You can also quickly access a global summary of your grades from the Global Navigation Menu at the top of any page in Canvas:

This summary view uses the same icons as the gradebook.

1 - This icon means the teacher has left you some feedback on that assignment. Just click on the icon to see all the feedback.
2 - Click this icon to see the scoring details of your graded assignment.
3 - This shows that you have submitted the assignment, but it has not been graded yet.
Taking Quizzes
How do I take a quiz?

Taking a quiz in Canvas is simple and straightforward. Start by clicking on the 'Quizzes' link in the menu.

Here you'll see a list of quizzes for the course. For each of these quizzes you'll see a due date (if there is one) as well as the point value and some other details about it.

Find the quiz you'd like to take and click on the title of the quiz.
Here you'll see more details related to the quiz. Below the details is a link that says 'Take this Quiz.' This will start the clock to the quiz (if it's timed) and you will be actively taking the test.

At any point during the quiz, you'll see a high level look at what's happening with your quiz. Questions you've answered will be greyed out, unanswered questions will be represented in bold. You'll also see a timer showing you progress on the test.

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. 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.

When the test is complete, don't forget to hit the 'Submit Answers' button.
Viewing Quiz Results

Depending on how your professor has set up the quiz, you can usually see the results immediately upon completion. For objective results questions, such as an essay question, scores will be posted later as your professor grades them. They will show up as a 0 on your score until graded.

An overview of your results can be seen on the right hand side of the page.
Collaborating in Groups
How do I create a student group?

**Student Groups**

With Canvas, it's easy to form impromptu study groups and collaborations inside of a course. Any student can start a group and invite others to collaborate.

Click on **People** in the Course Navigation on the left hand side of your screen.

Click on **View Student Groups** in the Sidebar on the right.

Then click on **Start a New Group**.

You will see a text field and a list of students at the bottom of the screen:

Type the name of your group and select from the dropdown menu how you will manage group membership:

Select the names of peers you would like to include in your group.

Click on **Create Group** to save the group and send out invitations.
Now you will see your very own group workspace. Inside of Groups, you can build Pages, start Discussions, engage in real-time Chat, and store Files meant just for you and your peers.

Video Example
Managing Assignments and Events in the Calendar
How do I add a personal event to the Calendar?

**Navigate to Calendar**

Select Calendar from the Global Navigation menu.

**Select a Date**

You will be brought to a screen that looks similar to this one. To add a personal event, click the day for the event on the Calendar. In this example the 20th of October is selected.

**Enter event settings**

A window will appear. Here you will determine the settings of the event. Enter title [1], date [2], and times [3] for the event. If you double clicked the day on the Calendar the date will already be entered.
Select a Calendar

From the dropdown menu, choose which Calendar you want to add the event to.

Add Event Details

By clicking the more options link you will be able to add a description to the event. Use the Rich Content Editor to add images, files, or links to the Calendar event.

Click Submit

When you have finished editing the event settings, click Submit.
View Calendar Event

The event will now show on the Calendar. And you're done!
Uploading, Viewing and Sharing Files
How does file storage work?

About Files

There are 3 kinds of file repositories: personal files, course files, and group files.

Each student has their own file repository inside of Canvas. To access your personal files, click on your Profile link in the upper right hand corner. Then click on the Files link on the left hand side. You will see a new screen that looks like this.

Click on "Add Files" to upload and preview your own personal files.
Creating ePortfolios
What is an ePortfolio?

**Showcase your best work**

An ePortfolio is a place for you to showcase your good work from a course or academic program. ePortfolios can be used for course projects, but they can also be used by student organizations to create a simple web presence.

ePortfolios in Canvas are basic websites divided into Sections (left-hand navigation) [1] and Pages (right-hand navigation) [2] nested inside of each Section.