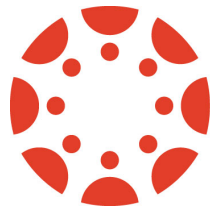


CANVAS STUDENT QUICKSTART GUIDE



canvas
BY INSTRUCTURE

Table of Contents

Get Started with Canvas.....	3
How do I log in to Canvas?	4
What is the Dashboard?	7
How do I view my courses?	11
How do I navigate a Canvas course?	17
What are Course Navigation indicators?	22
Why can't I access my Course?	23
Customize Canvas	24
How do I access my Profile and User Settings?	25
How do I set my Notification Preferences?	25
How do I connect to web services outside of Canvas?	36
How do I customize my Courses drop-down menu?.....	37
How do I change the language preference in my user account?	39
Participate in a Course	42
How do I submit an online assignment?	43
Where are my grades?	49
How do I view the Calendar?	55
How do I access the Conversations Inbox?	61
How do I reply to a Discussion?	62
More Help	68
Where do I find more help for students?	69
How do I get help and submit feedback?	70

Get Started with Canvas

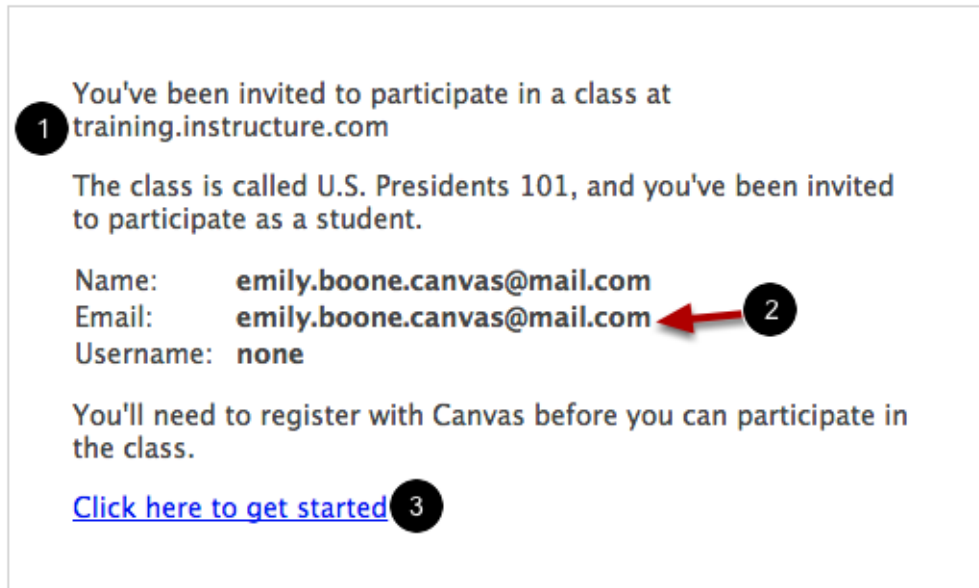
How do I log in to Canvas?

There are a few different ways to log in to Canvas. This lesson will show you how to log in to Canvas and how to log in on an Internet browser. (You can also log in using the Canvas Mobile apps; please visit the [Mobile Guides](#) for more information).

You must have an account to log in to Canvas. Depending on your institution, you may only need to use your current login credentials. If not, you can create an account when you are invited to a course. You can also create a free account (not through your institution) by visiting the lesson about [signing up for a free account as a student](#).

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

Accept a Course Invitation



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

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

Name: emily.boone.canvas@mail.com
Email: emily.boone.canvas@mail.com ← 2
Username: none

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

[Click here to get started](#) 3

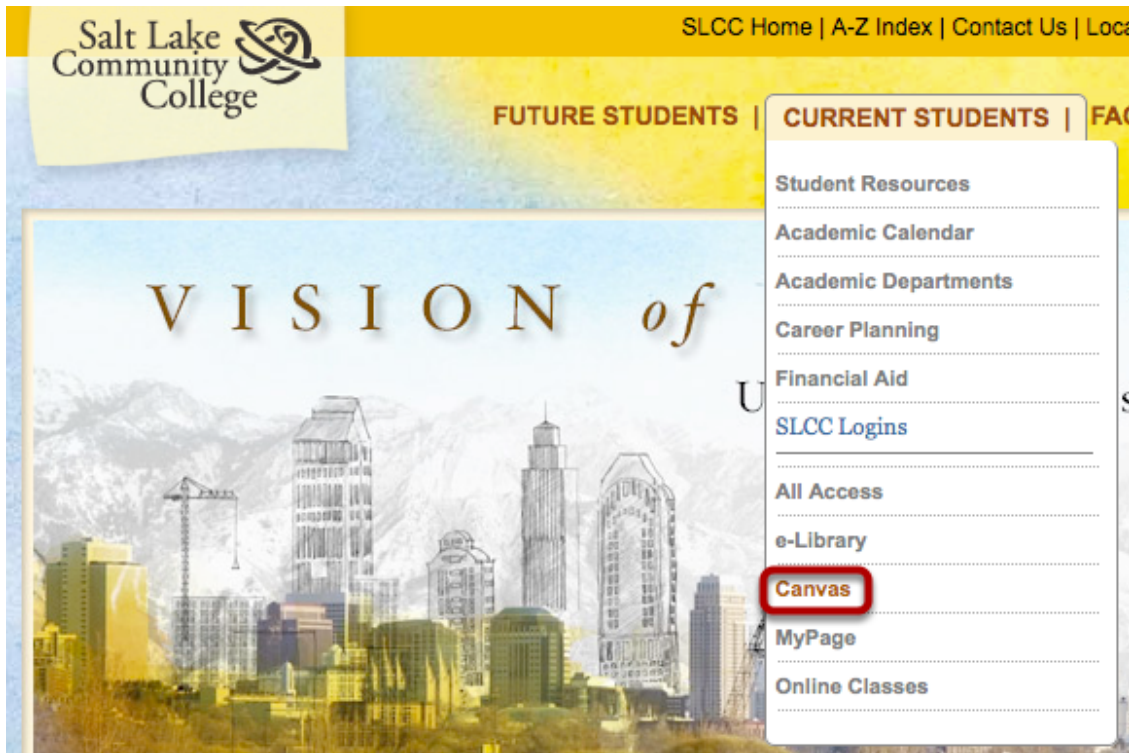
[Click here to edit your notification preferences](#)

© 2013 Instructure

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]. Click the course page link [3] (or copy and paste the url into your web browser) to accept the course invitation.

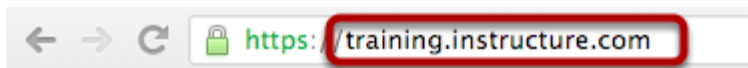
Note: You will need to know your institution's Canvas URL if you want to access Canvas on your mobile [phone](#) or [tablet](#).

Access Canvas via Institution



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

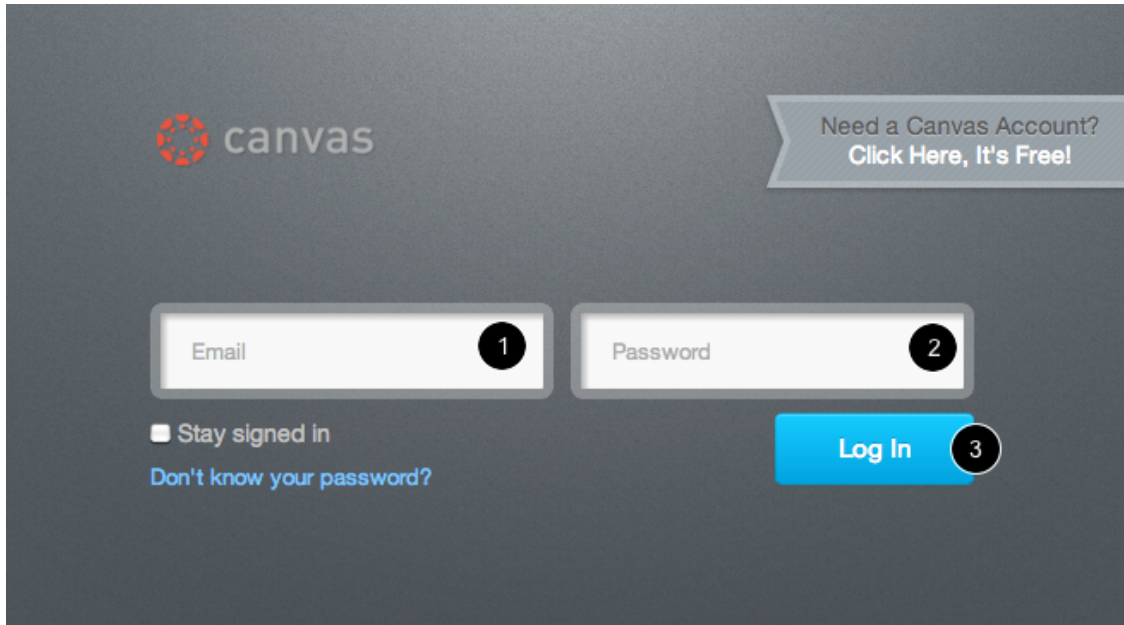
Access Canvas via Your Institution URL



Other institutions have you log in via a link to their Canvas URL.

Log in by typing your institution's Canvas URL or learn.canvas.net for Canvas Network courses in a browser address bar.

Log in to Canvas



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

Login Troubleshooting

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

- If your email address and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
- If you do not have an email address and password, you may need to [create an account](#).
- If you have forgotten your password, you can [reset your password](#).

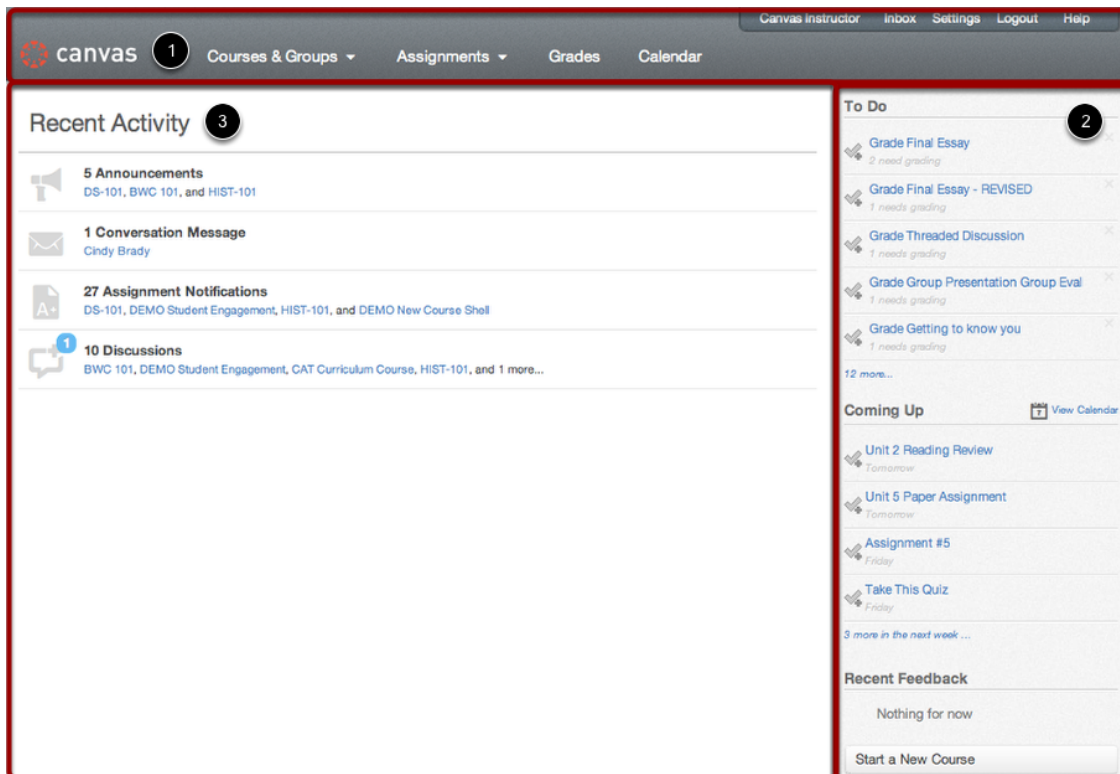
Each screenshot is acknowledged by its respective university for use in this lesson.

What is the Dashboard?

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

[Click here to view an overview video about the Canvas Interface.](#)

The Canvas Dashboard

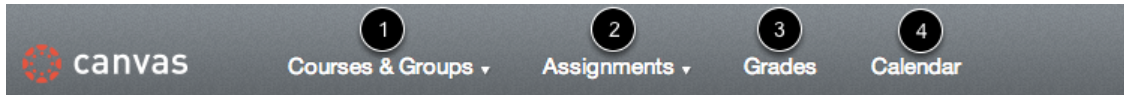


The Dashboard consists of three main elements:

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

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

Global Navigation

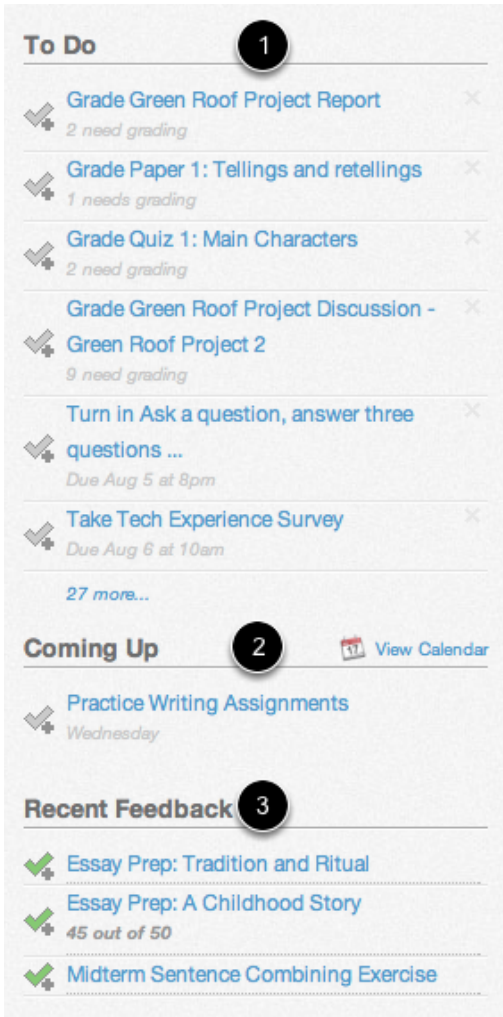


The Global Navigation directs users to menus or pages that display:

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

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

Sidebar



The screenshot shows the Canvas sidebar with three main sections:





- To Do** (1): A list of assignments with checkmarks and 'x' icons. Items include 'Grade Green Roof Project Report' (2 need grading), 'Grade Paper 1: Tellings and retellings' (1 needs grading), 'Grade Quiz 1: Main Characters' (2 need grading), 'Grade Green Roof Project Discussion - Green Roof Project 2' (9 need grading), 'Turn in Ask a question, answer three questions ...' (Due Aug 5 at 8pm), and 'Take Tech Experience Survey' (Due Aug 6 at 10am). A '27 more...' link is at the bottom.
- Coming Up** (2): A section with a calendar icon and 'View Calendar' link. It lists 'Practice Writing Assignments' due on Wednesday.
- Recent Feedback** (3): A section with checkmarks and plus icons. It lists 'Essay Prep: Tradition and Ritual', 'Essay Prep: A Childhood Story' (45 out of 50), and 'Midterm Sentence Combining Exercise'.

The Sidebar contains three helpful feeds:

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

Global Stream

Recent Activity

-  **5 Announcements**
DS-101, BWC 101, and HIST-101 SHOW MORE ▾
-  **1 Conversation Message**
Cindy Brady
-  **27 Assignment Notifications**
DS-101, DEMO Student Engagement, HIST-101, and DEMO New Course Shell
-  **10 Discussions**
BWC 101, DEMO Student Engagement, CAT Curriculum Course, HIST-101, and 1 more...

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

Return to Dashboard

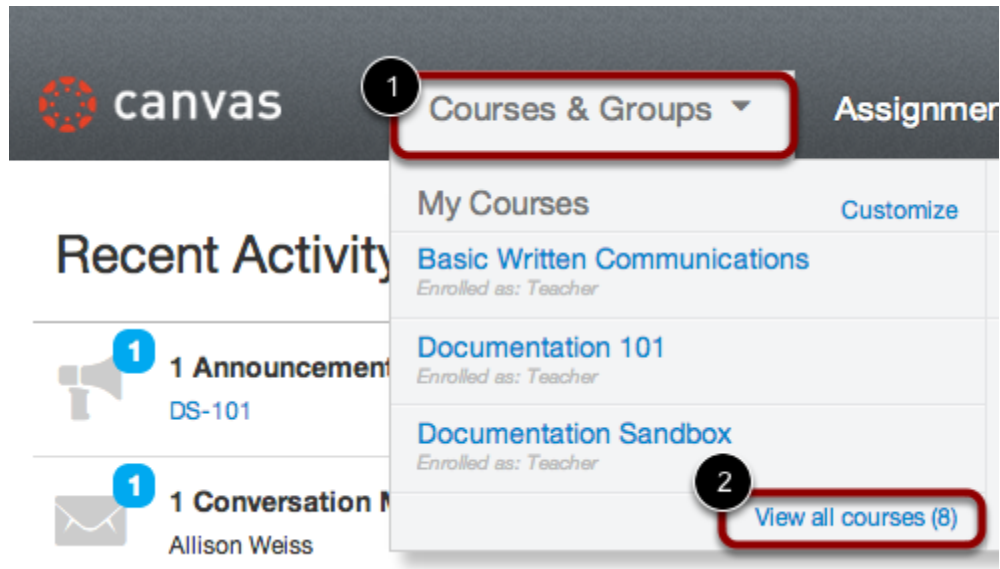


Click the Canvas logo in the Global Navigation to return to your Dashboard.

How do I view my courses?

After [logging in to Canvas](#), you can view your current, past, and future enrollment courses in Canvas.

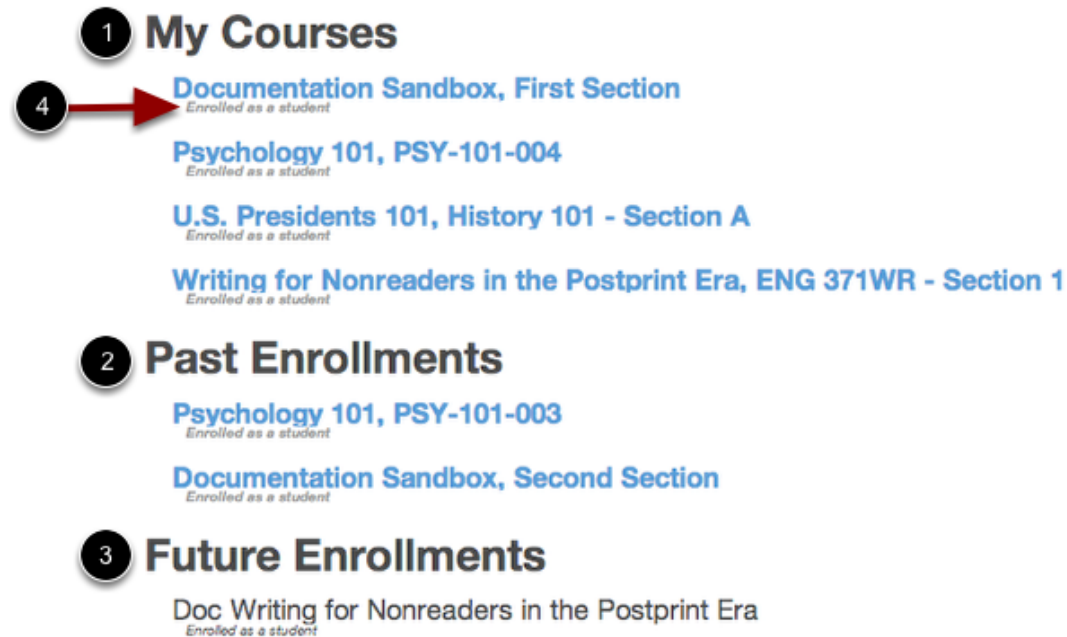
Access Courses on Dashboard



Open the Courses & Groups tab in Global Navigation [1]. At the bottom of the drop-down menu, click the **View all courses** link [2].

Note: You can [customize your courses](#) that appear in the drop-down menu.

Course Categories



1 My Courses

4 → **Documentation Sandbox, First Section**
Enrolled as a student

Psychology 101, PSY-101-004
Enrolled as a student

U.S. Presidents 101, History 101 - Section A
Enrolled as a student

Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1
Enrolled as a student

2 Past Enrollments

Psychology 101, PSY-101-003
Enrolled as a student

Documentation Sandbox, Second Section
Enrolled as a student

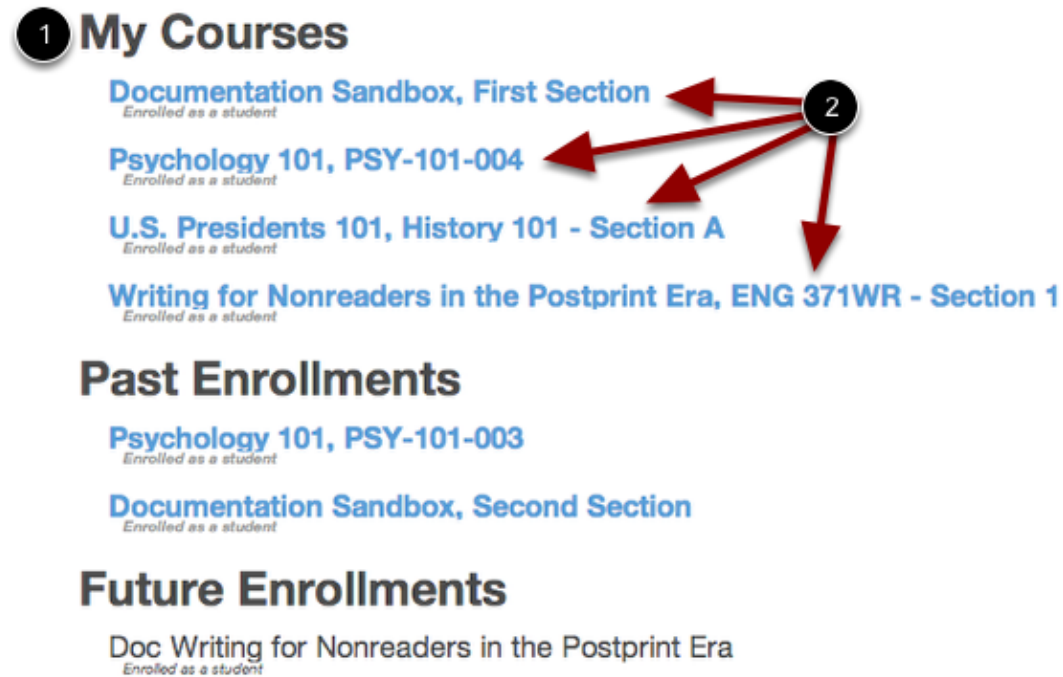
3 Future Enrollments

Doc Writing for Nonreaders in the Postprint Era
Enrolled as a student

Courses are organized into three categories: My Courses [1], Past Enrollments [2], and Future Enrollments [3].

Your enrollment status is displayed under each course name [4]. Statuses are student, teacher, TA, observer, or designer.

My Courses



1 My Courses

Documentation Sandbox, First Section
Enrolled as a student

Psychology 101, PSY-101-004
Enrolled as a student

U.S. Presidents 101, History 101 - Section A
Enrolled as a student

Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1
Enrolled as a student

2

Past Enrollments

Psychology 101, PSY-101-003
Enrolled as a student

Documentation Sandbox, Second Section
Enrolled as a student

Future Enrollments

Doc Writing for Nonreaders in the Postprint Era
Enrolled as a student

Active courses have been published by your institution, admin, or instructor and are in progress as part of the current semester or term. They are located under the **My Courses** heading [1]. Accessible courses are identified by blue text [2]; click a course name to open the course.

Past Enrollments

My Courses

Documentation Sandbox, First Section
Enrolled as a student

Psychology 101, PSY-101-004
Enrolled as a student

U.S. Presidents 101, History 101 - Section A
Enrolled as a student

Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1
Enrolled as a student

1 Past Enrollments

Psychology 101, PSY-101-003
Enrolled as a student

Documentation Sandbox, Second Section
Enrolled as a student

2

Future Enrollments

Doc Writing for Nonreaders in the Postprint Era
Enrolled as a student

Courses under the **Past Enrollments** heading [1] are courses that have concluded but are still accessible as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments. Click the course name to view the archived course [2].

Future Enrollments

My Courses

Documentation Sandbox, First Section

Enrolled as a student

Psychology 101, PSY-101-004

Enrolled as a student

U.S. Presidents 101, History 101 - Section A

Enrolled as a student

Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1

Enrolled as a student

Past Enrollments

Psychology 101, PSY-101-003

Enrolled as a student

Documentation Sandbox, Second Section

Enrolled as a student

1 Future Enrollments

Doc Writing for Nonreaders in the Postprint Era

Enrolled as a student



Future Enrollments [3] are courses that have not yet started. These courses appear in gray text [2] until they are accessible. Students cannot access these courses until they are published as an active course and move under the My Courses heading.

Viewing this section is a good way for students to confirm they are enrolled in future courses.

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

View Course

View your accessible course. Learn how to [navigate your Canvas course](#).

To return to the [Dashboard](#), click the Canvas logo [1].

To return to your course list, click the Courses & Groups link in [Global Navigation](#) [2].

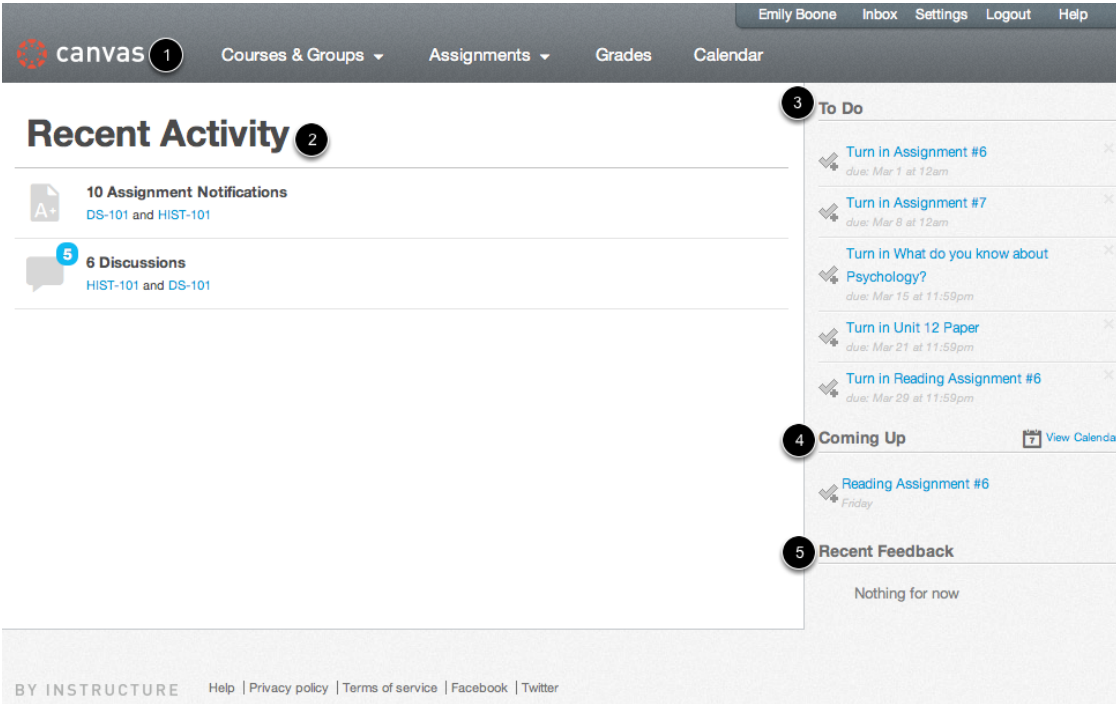
How do I navigate a Canvas course?

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

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

Click [here](#) to view an overview video of Canvas.

Dashboard Navigation

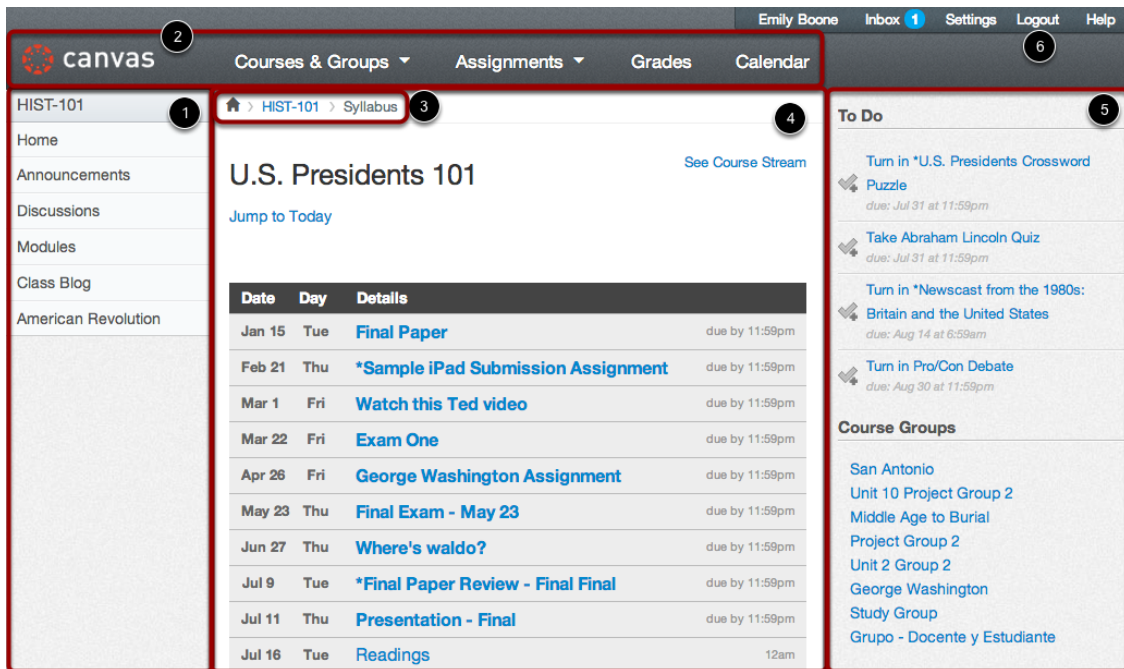


The screenshot shows the Canvas dashboard interface. At the top, there is a navigation bar with the Canvas logo (1), 'Courses & Groups', 'Assignments', 'Grades', and 'Calendar'. On the right side of the navigation bar, there are links for 'Emily Boone', 'Inbox', 'Settings', 'Logout', and 'Help'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Recent Activity' section (2) with two items: '10 Assignment Notifications' (DS-101 and HIST-101) and '6 Discussions' (HIST-101 and DS-101). On the right, there is a 'To Do' section (3) with five items: 'Turn in Assignment #6' (due: Mar 1 at 12am), 'Turn in Assignment #7' (due: Mar 8 at 12am), 'Turn in What do you know about Psychology?' (due: Mar 15 at 11:59pm), 'Turn in Unit 12 Paper' (due: Mar 21 at 11:59pm), and 'Turn in Reading Assignment #6' (due: Mar 29 at 11:59pm). Below the 'To Do' section is a 'Coming Up' section (4) with one item: 'Reading Assignment #6' (Friday). Below the 'Coming Up' section is a 'Recent Feedback' section (5) with the text 'Nothing for now'. At the bottom of the dashboard, there is a footer with the text 'BY INSTRUCTURE' and links for 'Help', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'.

When you first log in to Canvas, you will see the Global Dashboard.

1. Click the logo to return to this Dashboard
2. The Global Stream
3. Top Priority
4. Upcoming events and assignments
5. Feedback from instructors and peers

Canvas Course Navigation Overview



The screenshot shows the Canvas interface for a course titled "U.S. Presidents 101". The top navigation bar includes the user name "Emily Boone", "Inbox 1", "Settings", "Logout", and "Help". The main navigation bar contains "Courses & Groups", "Assignments", "Grades", and "Calendar". The left sidebar lists course navigation options: Home, Announcements, Discussions, Modules, Class Blog, and American Revolution. The main content area displays the course title, a "Jump to Today" link, and a table of assignments. The right sidebar shows a "To Do" list with tasks like "Turn in *U.S. Presidents Crossword Puzzle" and "Take Abraham Lincoln Quiz", along with "Course Groups" such as "San Antonio" and "Unit 10 Project Group 2".

Date	Day	Details	
Jan 15	Tue	Final Paper	due by 11:59pm
Feb 21	Thu	*Sample iPad Submission Assignment	due by 11:59pm
Mar 1	Fri	Watch this Ted video	due by 11:59pm
Mar 22	Fri	Exam One	due by 11:59pm
Apr 26	Fri	George Washington Assignment	due by 11:59pm
May 23	Thu	Final Exam - May 23	due by 11:59pm
Jun 27	Thu	Where's waldo?	due by 11:59pm
Jul 9	Tue	*Final Paper Review - Final Final	due by 11:59pm
Jul 11	Thu	Presentation - Final	due by 11:59pm
Jul 16	Tue	Readings	12am

There are six main sections in a Canvas course:

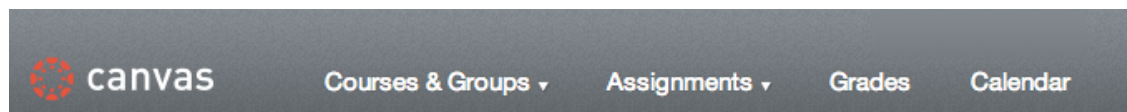
1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner

Course Navigation

DS-101
Home
Announcements
Assignments
Discussions
Grades
People
Syllabus
Quizzes
Modules
Collaborations
Pages
Files

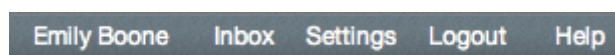
The Course Navigation links help you get to where you want to go within a Canvas course. Instructors can customize what links are shown in a course, so if you don't see certain links, your instructor has hidden them from your view.

Global Navigation Menu



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

Help Corner



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

Breadcrumbs

🏠 > [BWC 101](#) > [Pages](#) > [Front Page](#)

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

Content Area

U.S. Presidents 101

[See Course Stream](#)

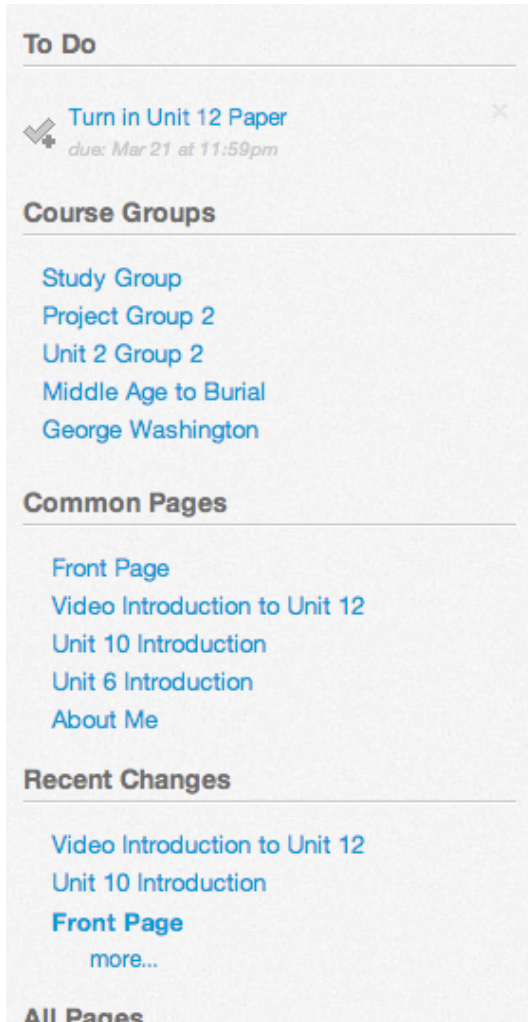
[Jump to Today](#)

Date	Day	Details	
Jan 15	Tue	Final Paper	due by 11:59pm
Feb 21	Thu	*Sample iPad Submission Assignment	due by 11:59pm
Mar 1	Fri	Watch this Ted video	due by 11:59pm
Mar 22	Fri	Exam One	due by 11:59pm
Apr 26	Fri	George Washington Assignment	due by 11:59pm
May 23	Thu	Final Exam - May 23	due by 11:59pm
Jun 27	Thu	Where's waldo?	due by 11:59pm
Jul 9	Tue	*Final Paper Review - Final Final	due by 11:59pm
Jul 11	Thu	Presentation - Final	due by 11:59pm
Jul 16	Tue	Readings	12am
Jul 23	Tue	Readings	12am

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

You can view the activity stream for your course by clicking the **Course Stream** link.

Sidebar



The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.

What are Course Navigation indicators?

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

Course Navigation Indicators

Home
Assignments
Syllabus
People
Grades 2
Announcements
Discussions
Pages
Quizzes

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

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

Student View of Indicators

● Paper #1	Nov 2 by 11:59pm	5		
● How addicted to Twitter are you?		15	15	✓+
Twistory Quiz		-	×	6
● Twitter Discussion		20		
● YouTube Discussion		8		💬

As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer. Remember, the indicators will disappear when you navigate away or refresh the page.

Why can't I access my Course?

Sometimes there are a few reasons why you cannot [access your courses](#).

My Courses

Documentation Sandbox, First Section

Enrolled as a student

Psychology 101, PSY-101-004

Enrolled as a student

U.S. Presidents 101, History 101 - Section A

Enrolled as a student

Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1

Enrolled as a student

Past Enrollments

Psychology 101, PSY-101-003

Enrolled as a student

Documentation Sandbox, Second Section

Enrolled as a student

Future Enrollments

Doc Writing for Nonreaders in the Postprint Era

Enrolled as a student

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

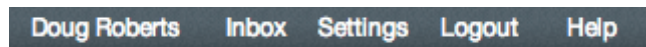
Customize Canvas

How do I access my Profile and User Settings?

Canvas lets you easily control your profile and personal settings.

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

Navigating to your Profile



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

Click the Settings link to:

- View and edit your [personal settings](#)
- View or add a [profile photo](#)
- Access links to your Notifications, Files, and ePortfolios
- Edit your [profile](#) information

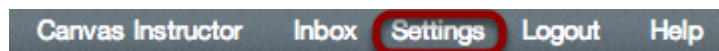
How do I set my Notification Preferences?

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

[Click here to view a video about Notification Preferences.](#)

Note: These settings apply to all of your courses.

Open Personal Settings



Click the **Settings** link.

View Settings

Mr. Instructor

Home

Profile

Notifications

Files

Settings

ePortfolios

Mr. Instructor's settings

Mr. Instructor's Settings

Full Name: Canvas Instructor
This name will be used for grading.

Display Name: Mr. Instructor
People will see this name in discussions, messages and comments.

Sortable Name: Instructor, Canvas
This name appears in sorted lists.

Default Email: canvasinstructor@gmail.com

Language: System Default (English)

Time Zone: Mountain Time (US & Canada)

Web Services

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

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

Registered Services

Google Docs
canvasinstructor@gmail.com

Twitter
view your profile

Other Services

Click any service below to register:

Skype

Facebook

LinkedIn

Delicious

Diigo

Approved Integrations:

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

App	Purpose	Dates
Canvas iOS Apps		Expires: never details Last Used: Nov 29, 2012 at 4:11pm

Ways to Contact

Email Addresses

★ canvasinstructor@gmail.com

canvasinstructor+personal@gmail.com

+ Add Email Address

Other Contacts

Other Contacts	Type
CNVInstructor	twitter
3456789012@vtext.com	sms

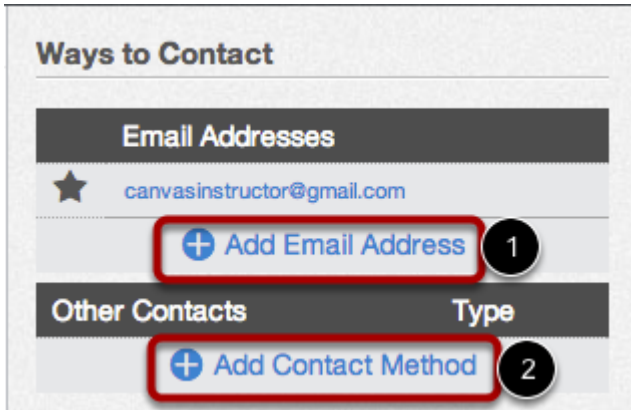
+ Add Contact Method

Edit Settings

Within your personal settings, you can:

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

Add Ways to Contact

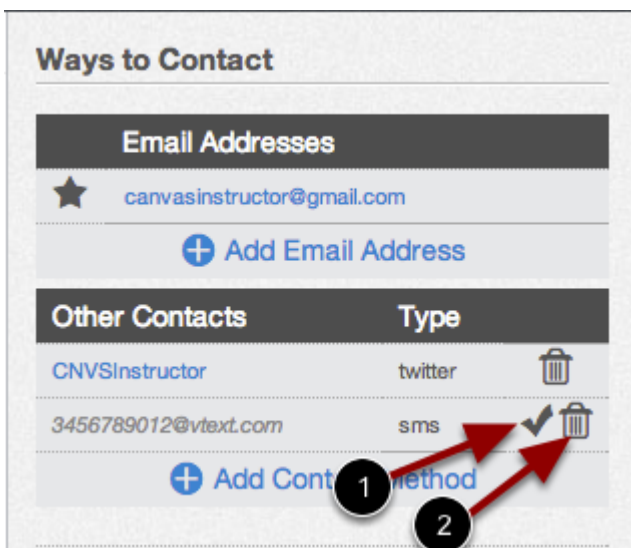


Before you can set your Notification Preferences, you will need to set the ways you want to be notified.

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

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

Edit Contact Methods



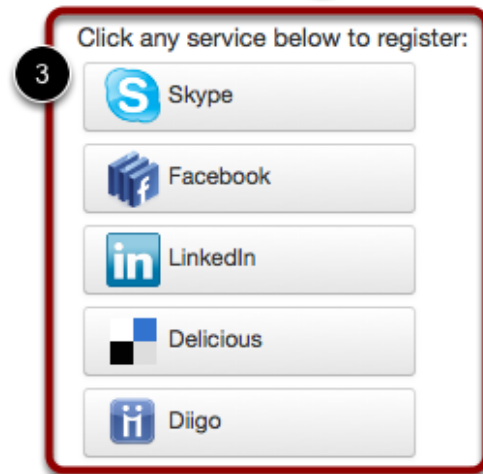
Canvas will ask to verify your additional contact methods. Once they have been verified, a checkmark will appear next to the method type [1]. You can delete additional contact methods at any time by clicking the **trash** icon [2].

Link to Web Services

Registered Services 1



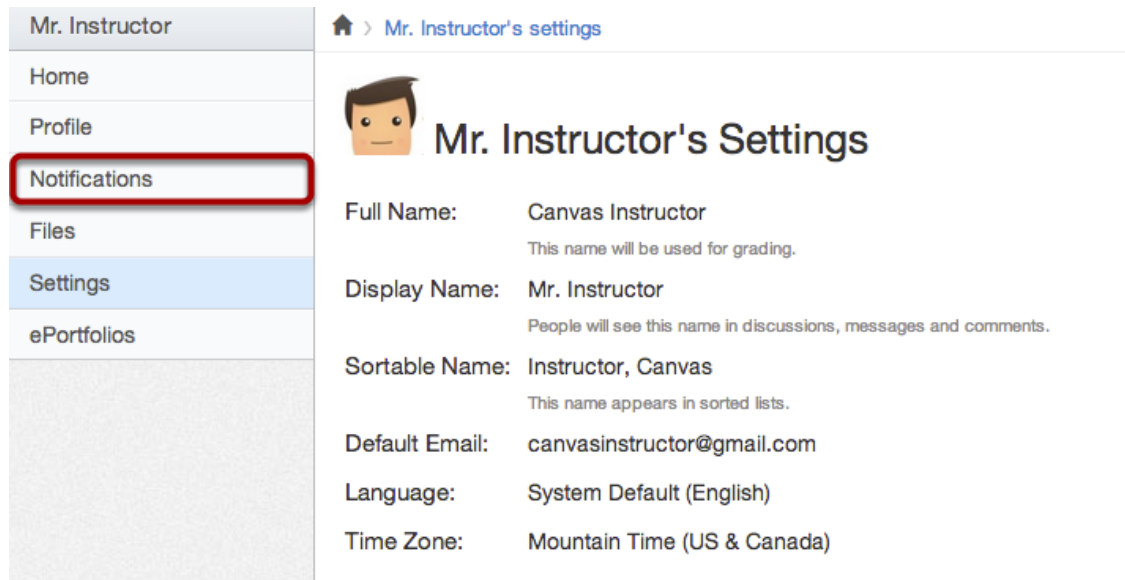
Other Services 2



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

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

View Notification Preferences



Mr. Instructor [Mr. Instructor's settings](#)

Home


Profile

Notifications

Files

Settings

ePortfolios

 **Mr. Instructor's Settings**

Full Name: Canvas Instructor
This name will be used for grading.

Display Name: Mr. Instructor
People will see this name in discussions, messages and comments.

Sortable Name: Instructor, Canvas
This name appears in sorted lists.

Default Email: canvasinstructor@gmail.com

Language: System Default (English)

Time Zone: Mountain Time (US & Canada)

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

View Notification Preferences

Notification Preferences

Course Activities	Email Address	Email Address
	canvas.instructor@gmail.com	canvas.instructor-personal@gmail.com
Due Date	Weekly	1
Grading Policies	✓ ASAP	
Course Content	✓ ASAP	
Files		
Announcement	Daily	
Grading	<input checked="" type="checkbox"/> Include scores when alerting about grade changes.	
Invitation	✓ ASAP	
All Submissions		
Late Grading	Daily	
Submission Comment	<input type="checkbox"/> Mark new submission comments as read.	
	✓ ASAP	
Discussions		2
Discussion	✓ ASAP	
Discussion Post	✓ ASAP	
Communications		3
Added To Conversation	✓ ASAP	
Conversation Message	✓ ASAP	
Scheduling		4
Student Appointment Signups		
Appointment Signups	✓ ASAP	
Appointment Cancelations	✓ ASAP	
Appointment Availability	✓ ASAP	
Calendar		
Groups		5
Membership Update	✓ ASAP	
Alerts		6
Alert	Daily	
Administrative Notifications	✓ ASAP	

Your weekly notifications will be sent Friday between 11pm and 1am.

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

The notifications are divided up into six categories:

1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

View Notification Descriptions

Notification Preferences

Course Activities	
Due Date	
Grading Policies	Course Content Change to course content: <ul style="list-style-type: none">• WikiPage• Quiz content• Assignment content
Course Content	
Files	
Announcement	
Grading	<input checked="" type="checkbox"/> Include scores when alerting about grade changes.
Invitation	All Submissions <i>Instructor and Admin only:</i> Assignment submission/resubmission
All Submissions	
Late Grading	
Submission Comment	<input type="checkbox"/> Mark new submission comments as read. 🕒 Daily

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. **Note:** Some notifications are for instructors and admins only as noted in the hover descriptions:

Course Activities

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

Discussions

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

Conversations

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

Scheduling

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




Groups

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

Alerts

- Administrative Notifications (*Instructor & Admin only*): includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group

View Set Notification Preferences

Course Activities	Email Address canvasinstructor@gmail.com	Email Address canvasinstructor+personal@gmail.com
Due Date	 Weekly	
Grading Policies	✓ ASAP	
Course Content	✓ ASAP	
Files		
Announcement	 Daily	
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	✓ ASAP	
All Submissions		
Late Grading	 Daily	
Submission Comment <input type="checkbox"/> Mark new submission comments as read.	✓ ASAP	

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

By default, your notifications will be set as follows:

Course Activities

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

- Submission Comments: Emailed daily

Discussions

- Discussion: Emailed daily
- Discussion Post: Emailed never

Conversations

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

Scheduling

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

Groups

- Membership Update: Emailed daily

Alerts

- Administrative Notifications: Emailed daily

View Weekly Notification Time

Your weekly notifications will be sent Friday between 11pm and 1am.

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

Edit Notification Preferences

Course Activities	Email Address	Email Address
	canvasinstructor@gmail.com	canvasinstructor-personal@gmail.com
Due Date		
Grading Policies		
Course Content		
Files		
Announcement	Daily	
Grading	<input checked="" type="checkbox"/> Include scores when alerting about grade changes.	

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

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

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

View Approved Integrations

Approved Integrations:

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

App	Purpose	Dates
Canvas iOS Apps		Expires: never details Last Used: Nov 29, 2012 at 4:11pm

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

How do I connect to web services outside of Canvas?

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

Integrate Web Services With Canvas

Web Services

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

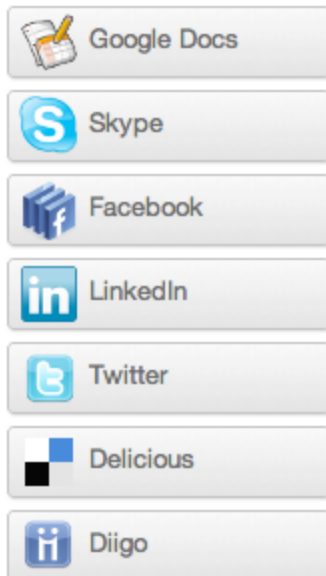
Let fellow course/group members see which services I've linked to my profile

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

Integrate Web Services with Canvas

Other Services

Click any service below to register:



Integrated web services include:

- [Google Docs](#)
- [Etherpad](#) (Typewith.me)
- [Facebook](#)
- [Twitter](#)
- [Scribd](#)
- [Skype](#)
- [LinkedIn](#)
- [Delicious](#)

Integrated education-centric web services include:

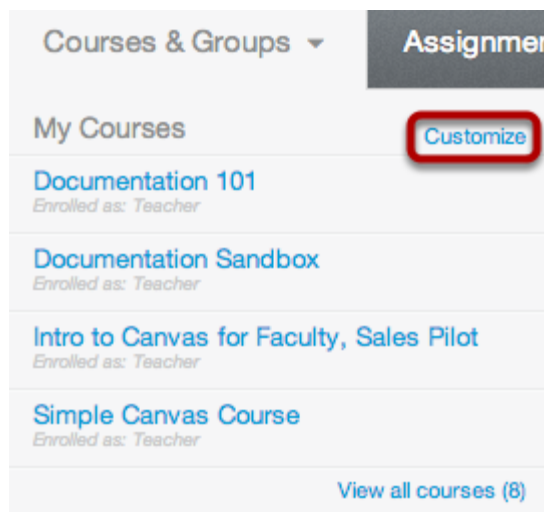
- [Diigo](#)
- [Turnitin](#)
- [Respondus](#)
- Wimba

How do I customize my Courses drop-down menu?

You can customize the courses you want to show in your Courses drop-down menu.

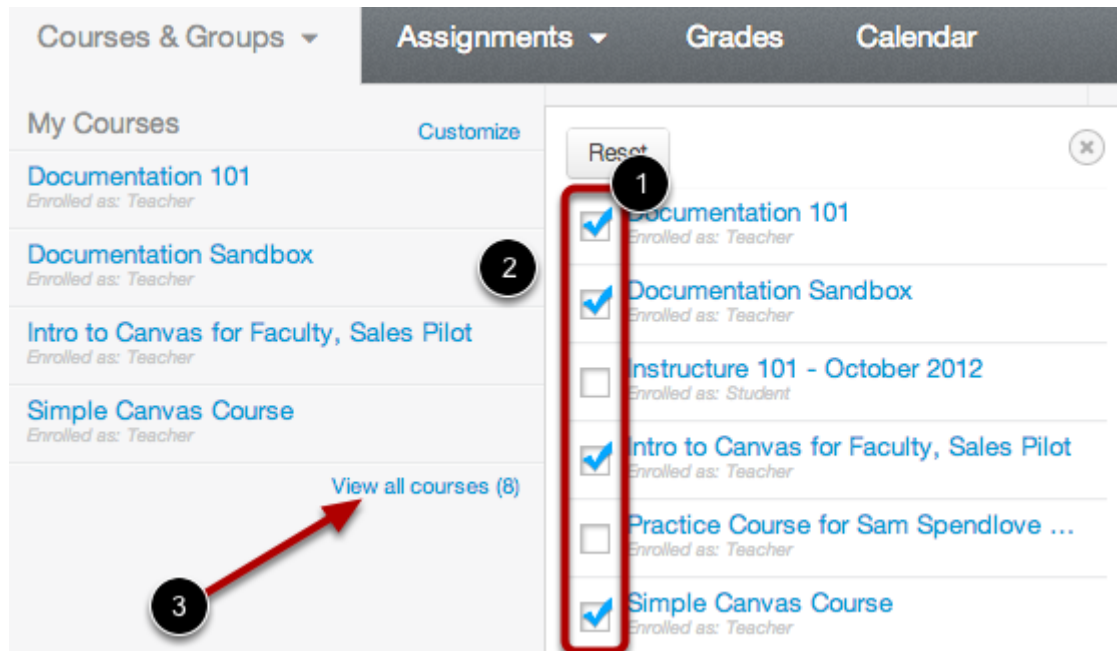
Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Select Courses from the Global Navigation



Click **Customize** on the Courses drop-down menu.

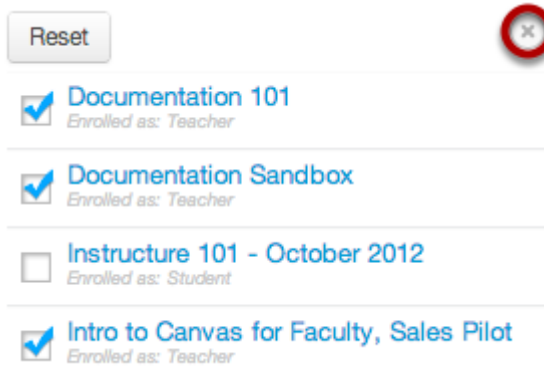
Choose Courses



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

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

Close the Customization Menu



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

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

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

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

Open Settings




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

Edit Settings



Click the **Edit Settings** button.

Select Language



Emily Boone's Settings

Full Name:*
This name will be used for grading.

Display Name:
People will see this name in discussions, messages and comments.

Sortable Name:
This name appears in sorted lists.

Language:

- ✓ System Default (English)
- Deutsch
- English
- English (Australia)
- English (United Kingdom)
- Español
- Français
- Nederlands (crowd-sourced)
- Polski
- Português
- русский
- العربية
- 中文
- 日本語
- 한국말 (crowd-sourced)

Time Zone:

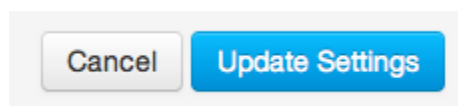
Password:

[Delete My Account](#)

Web Services

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


Update Settings



Click the **Update Settings** button.

View Preferred Language

[🏠](#) > [Профиль Jane Smith](#)



Профиль Jane Smith

Полное имя: Jane Smith
Это имя будет использоваться преподавателями для выставления оценок.

Отображаемое имя: Jane Smith
Пользователи будут видеть это имя в обсуждениях, сообщениях и комментариях.

Сортируемое имя: Smith, Jane
Это имя отображается в отсортированных списках.

Язык: русский

Часовой пояс: Mountain Time (US & Canada)

Веб-сервисы

Canvas может упростить вашу работу, связав вашу учетную запись с веб-инструментами, которые вы уже используете. Щелкните любой сервис в разделе "Другие сервисы", чтобы увидеть, что мы имеем в виду.

Разрешить членам курса/группы видеть, какие сервисы связаны с моим профилем

[Зарегистрированные](#) [Другие сервисы](#)

View Canvas in your preferred language.


[Click here to return to the Profile & Personal Settings chapter.](#)

Способы связи

Адреса электронной почты

★ jane.smith.canvas@gmail.com

[+ Добавить адрес электронной почты](#)

Другие контакты	Тип
5555555555@mobile.com	sms 

[+ Добавить способ связи](#)

[✎ Изменить настройки](#)

Participate in a Course

How do I submit an online assignment?

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

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

[Learn how to submit a Turnitin assignment.](#)

[View a video about Assignment Submissions.](#)

Third-Party File Application Submissions

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

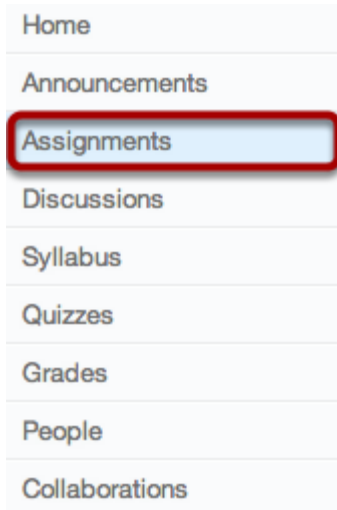
1. Download the file to your computer and [submit as a File Upload](#)
2. Share the file, copy the file URL, and submit as a Website URL

Mobile Submissions

You can also submit assignments using your [Android](#) or [iOS](#) device.

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

Open Assignments



Click the **Assignments** link.

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

View Course Assignments

Reading Assignment #6	Tomorrow at 11:59pm	out of 10
All the Quiz Question ...		out of 22
Extra Credit 1		out of 0

After clicking on the Assignments link, you will see all the Assignments you have for that course.

View Assignment

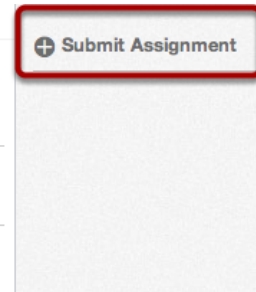
Home > DS-101 > Assignments > Reading Assignment #6

Reading Assignment #6

Due Today by 11:59pm **Points** 10

Submitting a text entry box, a website url, a media recording, or a file upload

Read chapters 7-8 and answer the questions at the end of each chapter for full credit.

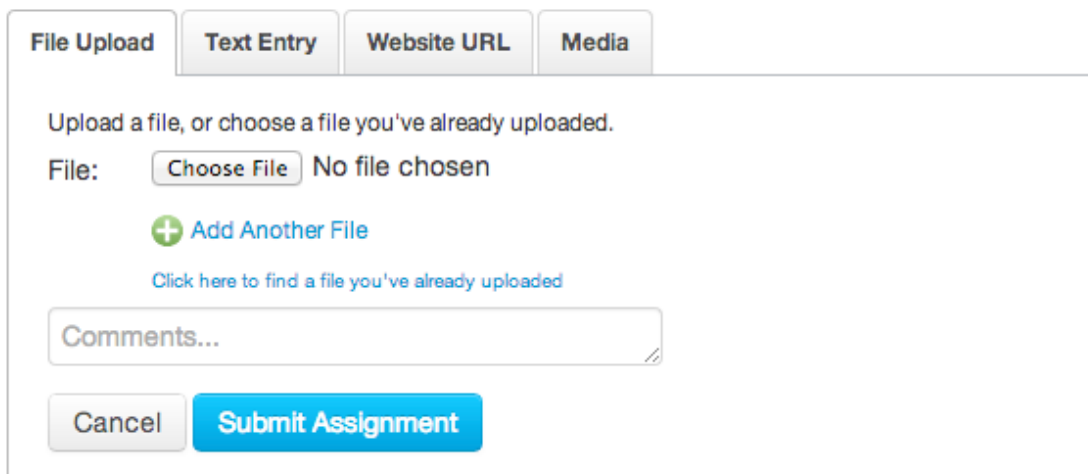


When you click an Assignment title, you will see a screen with assignment instructions. You may also see a rubric to help guide your work.

Click the **Submit Assignment** link to submit your work.

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

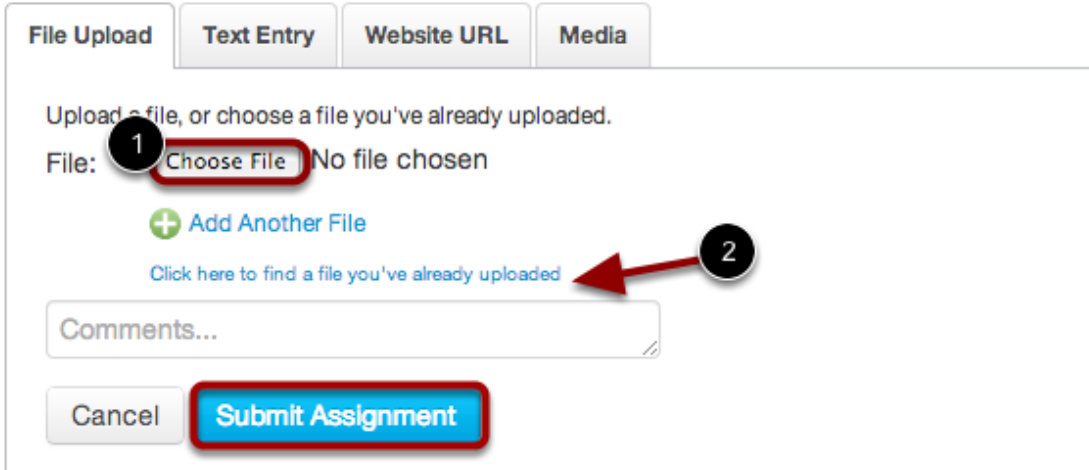
Submit Assignment



Your instructor will decide what kinds of submissions are appropriate for each Assignment. In this case, the instructor is allowing the student to use all submission types: upload a file, submit a text entry, enter a website URL, or submit media.

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

Submit a File Upload



File Upload Text Entry Website URL Media

Upload a file, or choose a file you've already uploaded.

File: **1** Choose File No file chosen

+ Add Another File

[Click here to find a file you've already uploaded](#) **2**

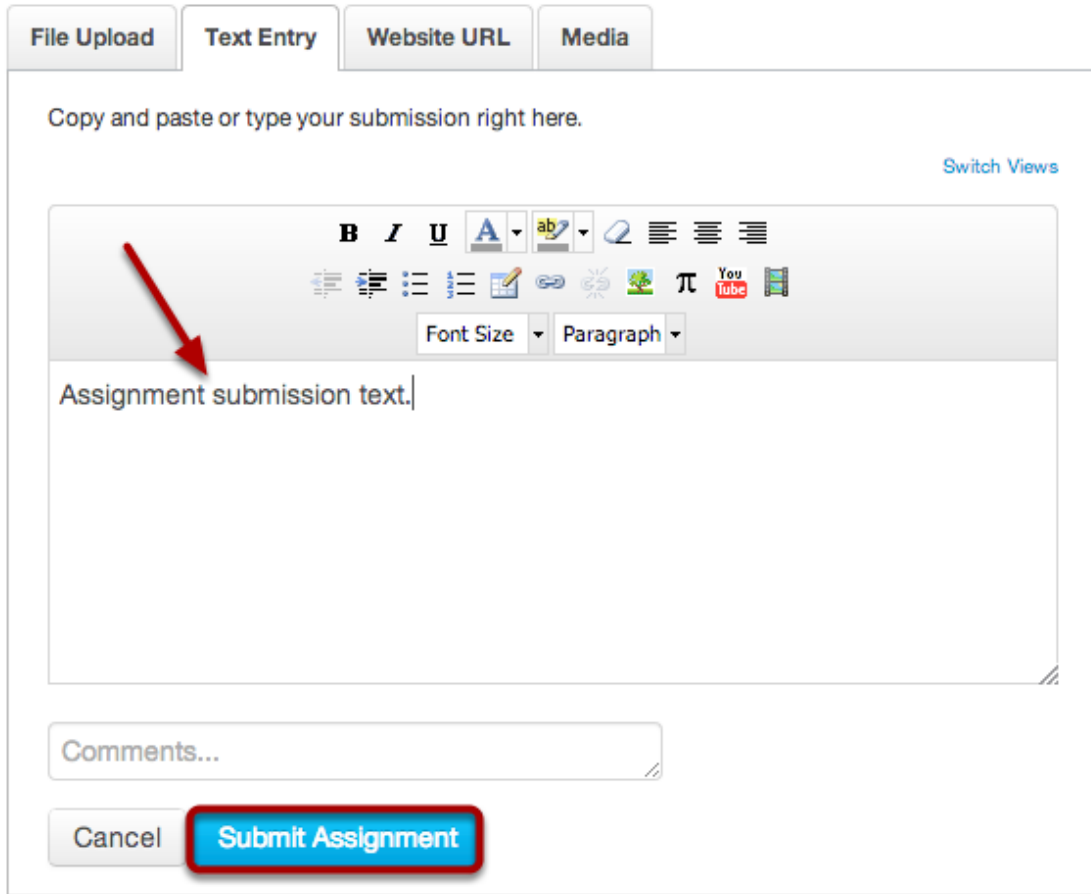
Comments...

Cancel **Submit Assignment**

To upload a file from your computer and submit as your assignment, click the **Choose File** button [1]. If you have already uploaded your assignment to Canvas and want to select it for your assignment submission, click the **Click here...uploaded** link [2].

For a step-by-step guide about uploading files from your computer as assignment submissions, please view the [How do I upload a file](#) lesson.

Submit a Text Entry

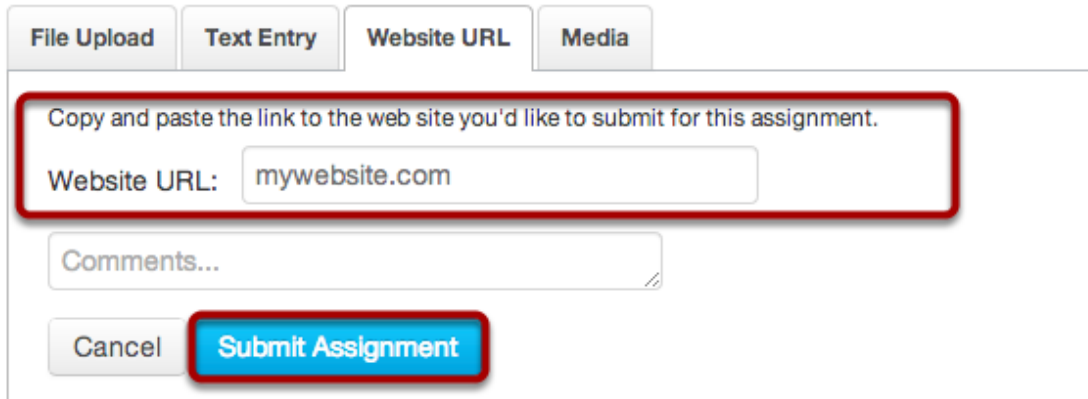


The screenshot shows the submission interface with four tabs: File Upload, Text Entry, Website URL, and Media. The Text Entry tab is active. Below the tabs, there is a text area with the instruction "Copy and paste or type your submission right here." and a "Switch Views" link. The rich content editor includes a toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, and indent. Below the toolbar are "Font Size" and "Paragraph" dropdown menus. The text area contains the text "Assignment submission text." with a red arrow pointing to it. Below the text area is a "Comments..." field. At the bottom, there are "Cancel" and "Submit Assignment" buttons, with the "Submit Assignment" button highlighted with a red border.

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

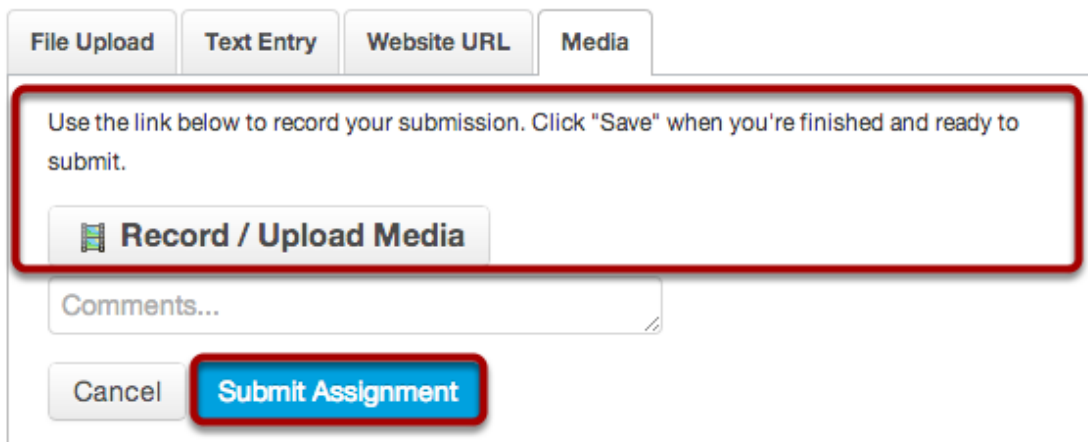
Note: You can submit up to 16384 characters in the Text Entry field.

Submit Website URL



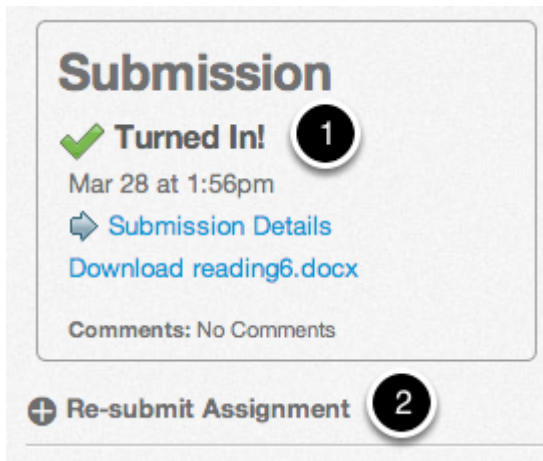
Type or copy and paste the URL into the Website URL field. Click **Submit Assignment**.

Submit Media Recording



Record or upload media. Follow the instructions given to you. Click **Submit Assignment** when you are done. [Click here](#) to learn more about adding media to an assignment submission.

View Submission



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

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

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

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

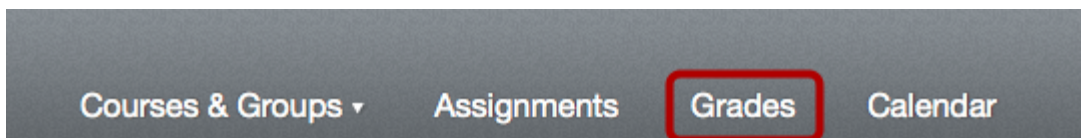
Note: Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.

Where are my grades?

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

[Click here to view a video about Grades.](#)

Open Grades in Global Navigation



Click the **Grades** link in the Global Navigation.

View Courses

Courses I'm Taking





Writing for Nonreaders in the Postprint Era	66.5%
Imperial Academy	102.4%
History of Middle Earth	84.3%
Documentation Sandbox	--

To view your grades, click the course link.

View Grades

Grades For Canvas Student

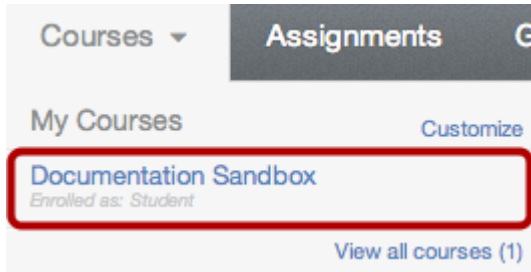
For the course, Documentation Sandbox

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  
Assignment #2	Feb 1 by 12am		5	
Assignments			97.5%	
Reading Assignments			100%	
Quizzes			100%	
Total			98.4%	

Grades are sorted chronologically by due date.

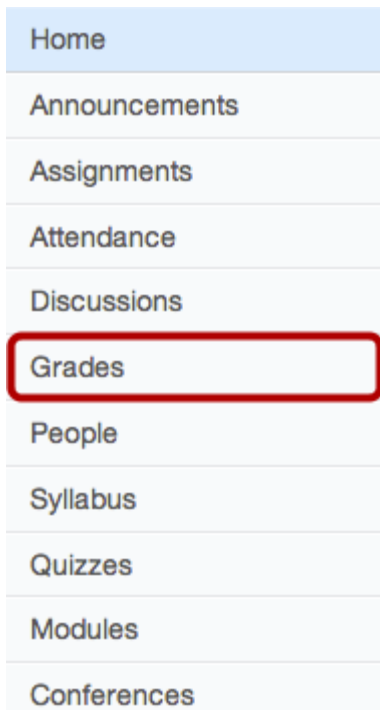
Note: If your course uses weighted assignment groups, your total grade will show as a percent. You can use your mouse to hover over the total grade to show points earned out of points possible.

Open Grades in Course Navigation



Click the course title.

Open Grades







Click the **Grades** link.

View Grades

Grades For Canvas Student

 Print grades




For the course, Documentation Sandbox

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  
Assignment #2	Feb 1 by 12am		5	
Assignments			97.5%	
Reading Assignments			100%	
Quizzes			100%	
Total			98.4%	

View your grades for that course.

Note: If your course uses weighted assignment groups, your total grade will show as a percent. You can use your mouse to hover over the total grade to show points earned out of points possible.

Open Scoring Details

Name	Due	Score	Out of	Details
Assignment #1	Jan 25 by 12am	10	10	  

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

You can also learn about [additional icons that may appear in the Gradebook](#).

View Comments

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

View Scoring Details

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

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

View Scoring Rubric

View your results on the scoring rubric by clicking on the **Rubric** icon [1].

View Rubric Results

Assignment #1				
Criteria	Ratings			Pts
Follow instructions Instructor Comments	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 / 5 pts
▶ Outcome 1 view longer description threshold: 3 pts Instructor Comments	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	--
Length Instructor Comments	Full Marks 5 pts	No Marks 0 pts		5 / 5 pts
Total Points: 10				

View your score based on the rubric.

View Grading Summary

Total: 100%

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	50%
Quizzes	0%
Discussions	25%
Quizzes	25%
Extra Credit	10%
Total	110%

Calculate based only on graded assignments

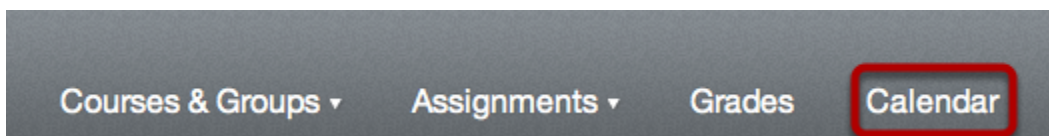
Click any score and enter a new value to see how the change will affect your total.

The grade summary allows you to show/hide all assignment details, see how assignment groups are weighted, and use what-if, or hypothetical, scores.

How do I view the Calendar?

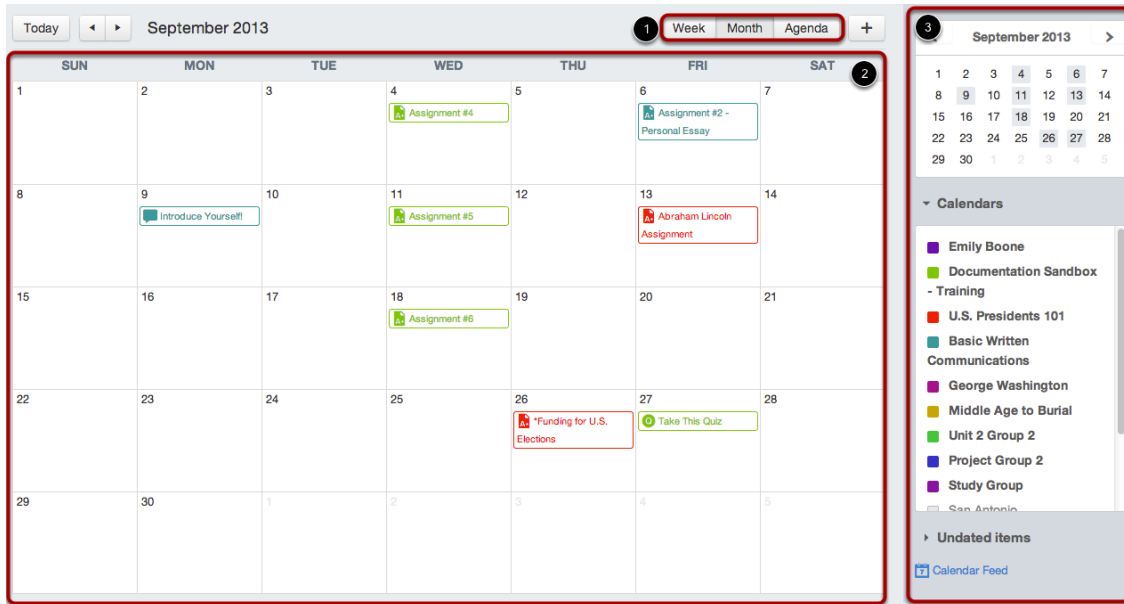
The Calendar is a great way to view everything you have to do for all your courses in one place.

Locate Calendar Link



Click the **Calendar** link in the Global Navigation menu.

View Calendar



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

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

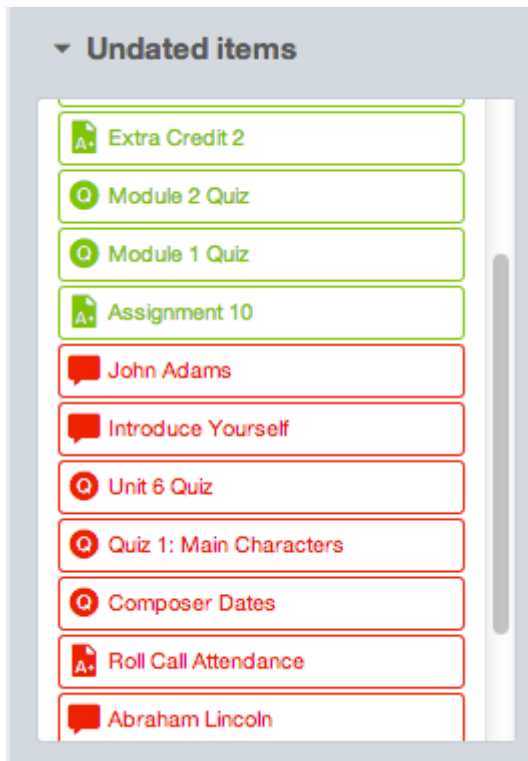
View Calendar List

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar. For instance, in the above example, assignments and events from the U.S. Presidents 101 course will appear as red in the calendar view [1].

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

Note: Colors are arbitrarily assigned to each course; they cannot be changed.

View Undated Events List



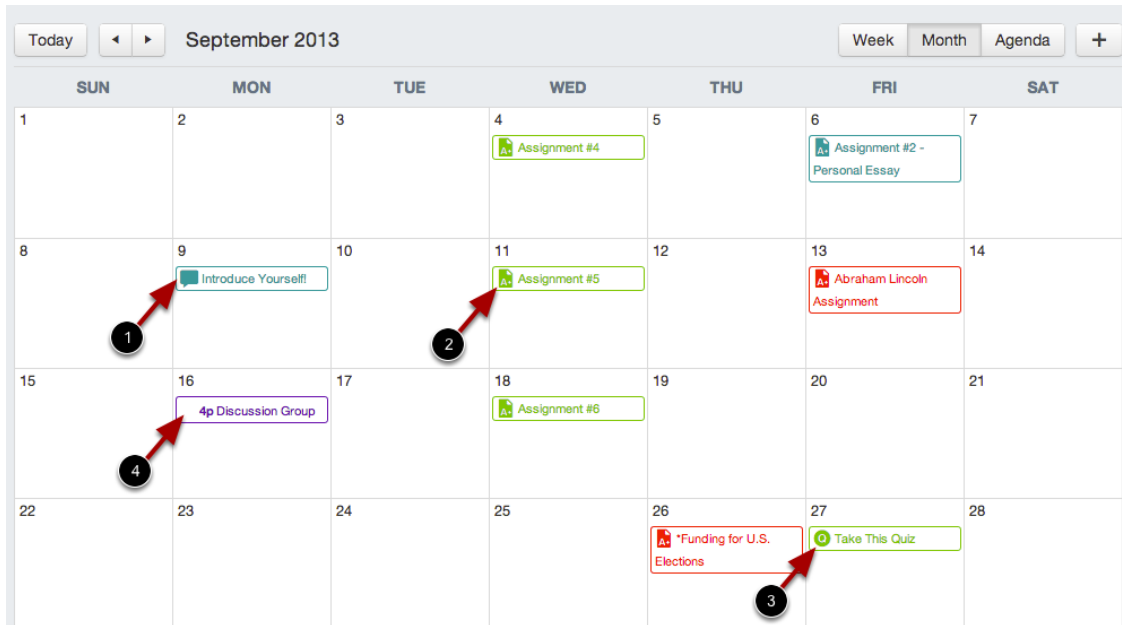
Expanding the **Undated events** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

View Calendar by Month



In month view, you can click the calendar buttons to move from month to month. You can also easily view the events for the current date.

View Due Dates

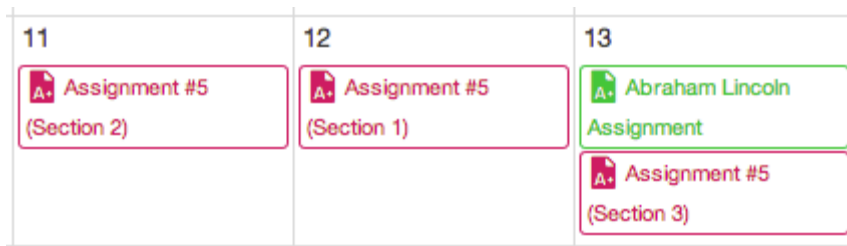


Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], or Quiz [3].

Calendar Events do not include an icon [4].

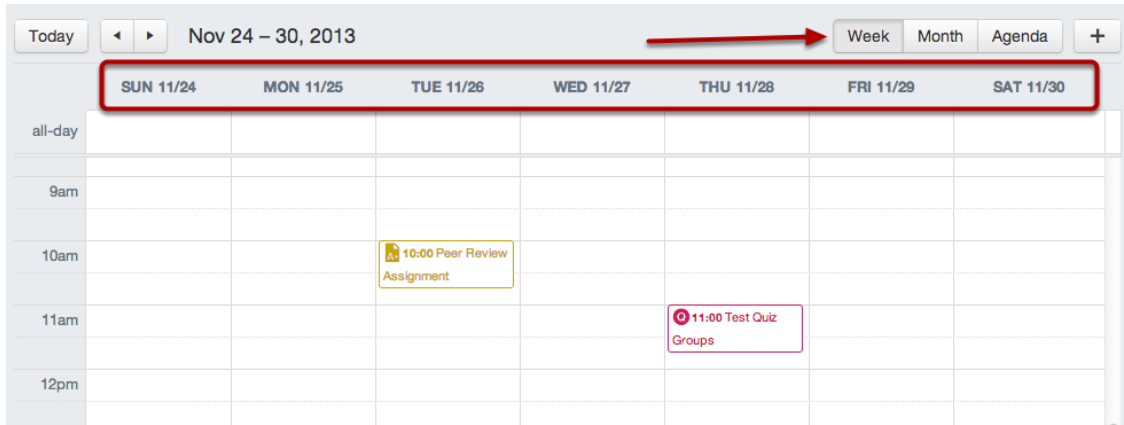
Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

View Varied Due Dates



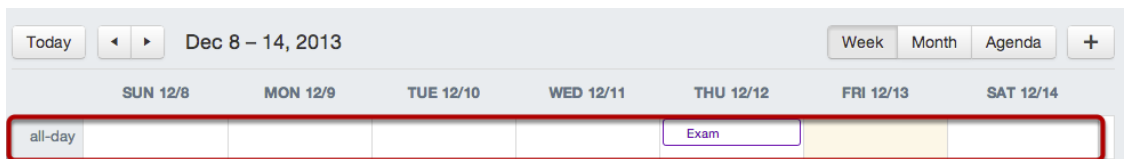
If a course has sections with varied due dates, instructors will see the multiple due dates. Students will only see their section's due date.

View Calendar by Week



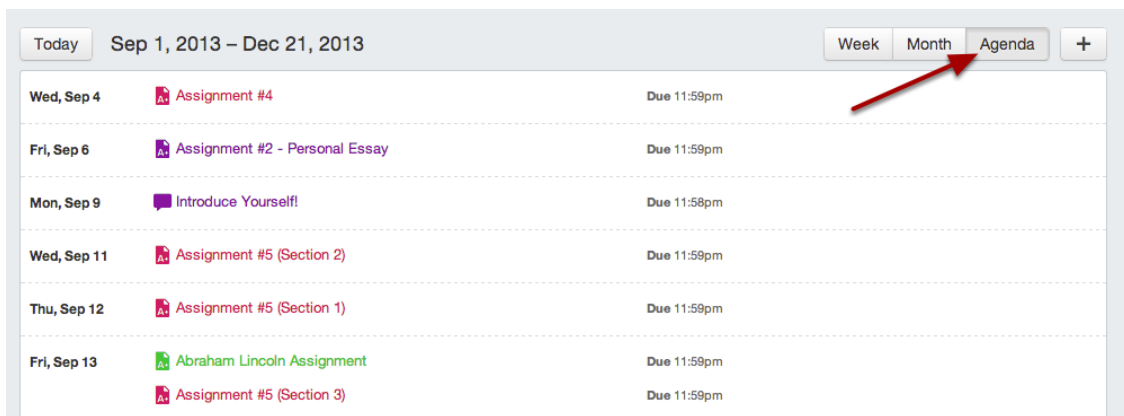
Click the Week button to see the calendar by week.

View All-day Events



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

View Calendar by Agenda



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

How do I access the Conversations Inbox?

Conversations is an email program directly within Canvas. You can communicate with other people in your course at any time. Conversations also compiles all messages sent throughout Canvas, including comments left on student assignments.

Find the Conversations Inbox Link



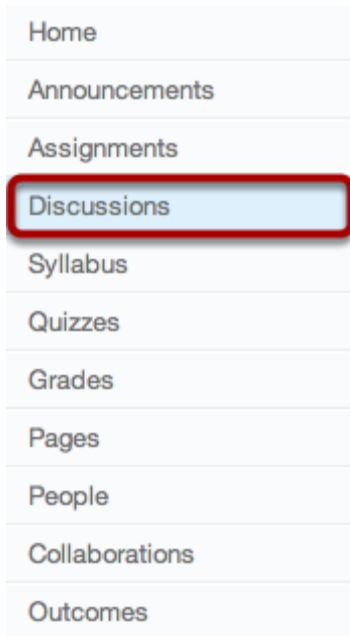
Click the **Inbox** link in the Help Corner to open your Conversations Inbox. The message indicator will let you know how many messages you have in your Inbox [1].

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

How do I reply to a Discussion?

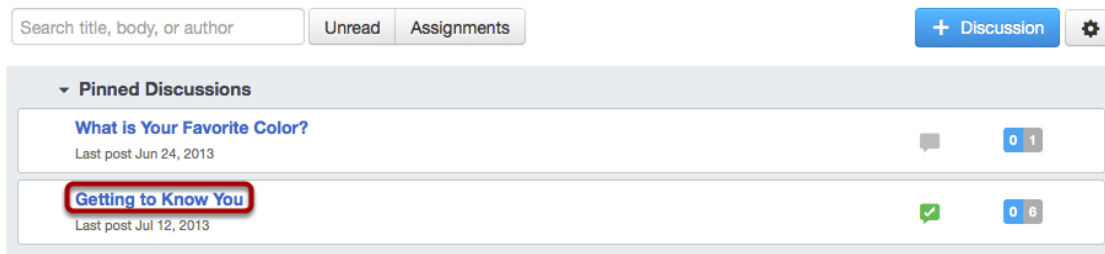
You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

Open Discussions



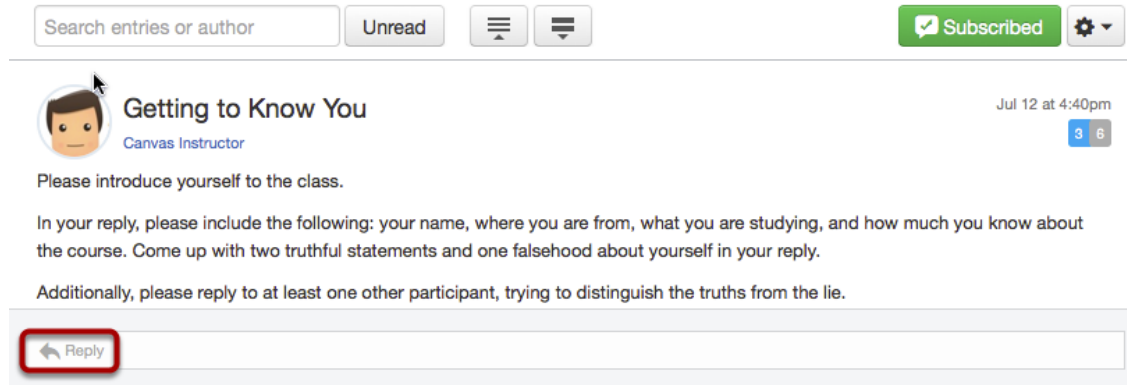
Click the **Discussions** link.

Open Discussion Topic



Click the title of the Discussion.

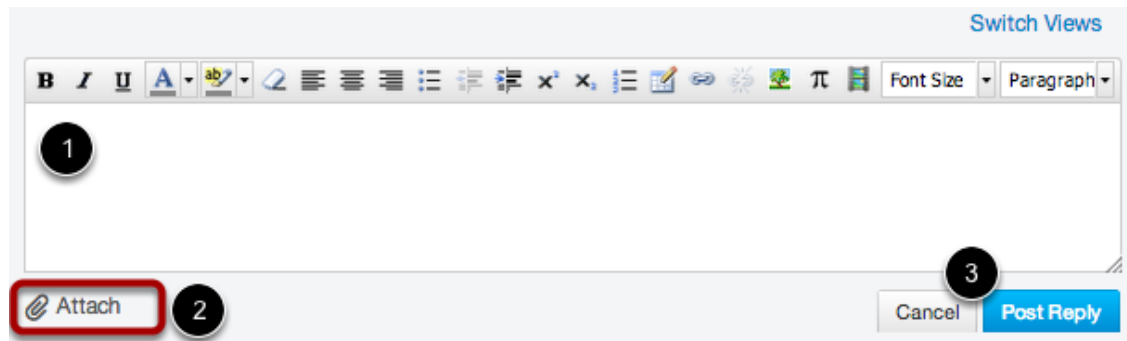
Reply to Discussion Topic



The screenshot shows a discussion topic interface. At the top, there is a search bar with the placeholder text 'Search entries or author', an 'Unread' button, and two menu icons. To the right, there is a green 'Subscribed' button and a settings gear icon. Below this is the discussion topic header, which includes a profile picture of a person, the title 'Getting to Know You', the role 'Canvas Instructor', and the date 'Jul 12 at 4:40pm'. There are also two small blue icons with the numbers '3' and '6'. The main content of the discussion is a text block that reads: 'Please introduce yourself to the class. In your reply, please include the following: your name, where you are from, what you are studying, and how much you know about the course. Come up with two truthful statements and one falsehood about yourself in your reply. Additionally, please reply to at least one other participant, trying to distinguish the truths from the lie.' At the bottom of the discussion, there is a 'Reply' button with a left-pointing arrow, which is highlighted with a red box.

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

Post a Message



The screenshot shows the Rich Content Editor interface. At the top right, there is a 'Switch Views' button. Below it is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert audio, insert table, and insert equation. To the right of the toolbar are 'Font Size' and 'Paragraph' dropdown menus. The main area is a large text input field with a '1' in a circle in the top left corner. At the bottom left, there is an 'Attach' button with a paperclip icon, which is highlighted with a red box and has a '2' in a circle next to it. At the bottom right, there are 'Cancel' and 'Post Reply' buttons, with the 'Post Reply' button highlighted in blue and having a '3' in a circle next to it.

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

View Your Reply

Search entries or author


Unread

☰

☷

✔ Subscribed

⚙️



Getting to Know You

Canvas Instructor

Jul 12 at 4:40pm


3
6

Please introduce yourself to the class.

In your reply, please include the following: your name, where you are from, what you are studying, and how much you know about the course. Come up with two truthful statements and one falsehood about yourself in your reply.

Additionally, please reply to at least one other participant, trying to distinguish the truths from the lie.

← Reply



Bruce Jones

Friday

⚙️

My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it.

Here are my two truths and a lie:

1. I love eating fish.
2. I loathe clam chowder.
3. I once went on a bike trip down part of the Oregon coast.

← Reply

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

Reply to a Comment in a Focused Discussion



Student

Jun 24, 2013

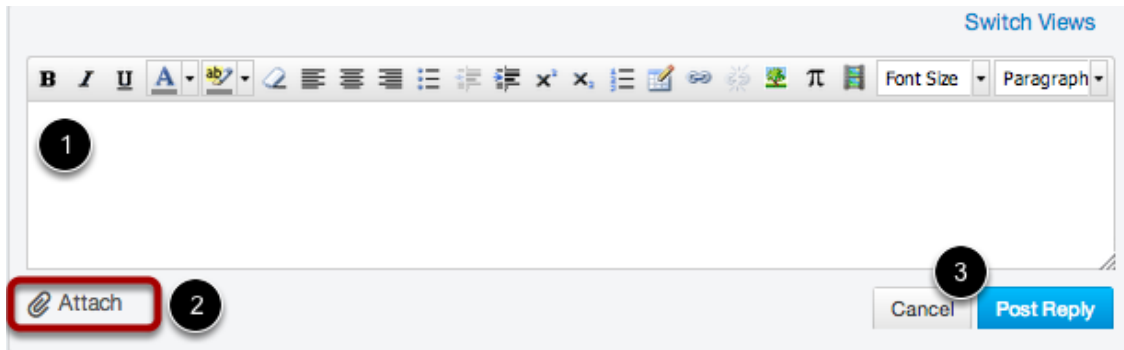
⚙️

I like George Washington. Without him, we wouldn't have the story about the cherry tree and how he was honest in telling his dad he cut it down. I try to be honest.

← Reply

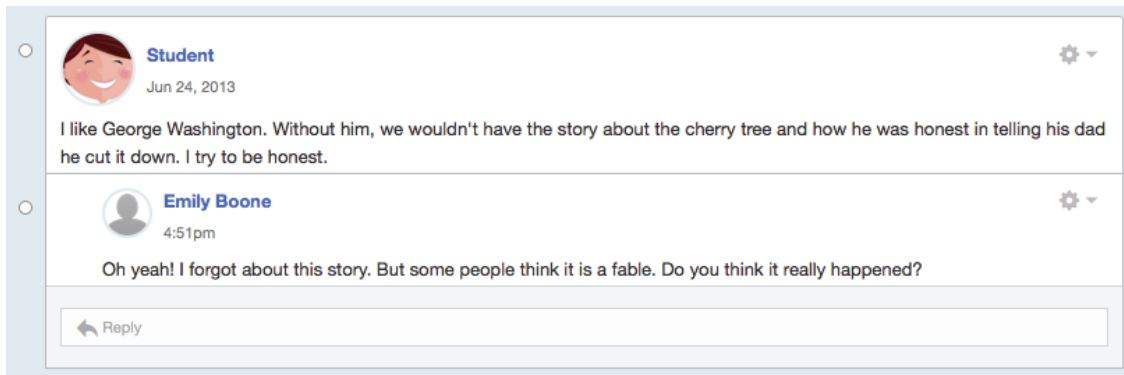
In a focused discussion, you can reply to a comment already posted by another student by clicking in the **reply** field below the post.

Post a Message



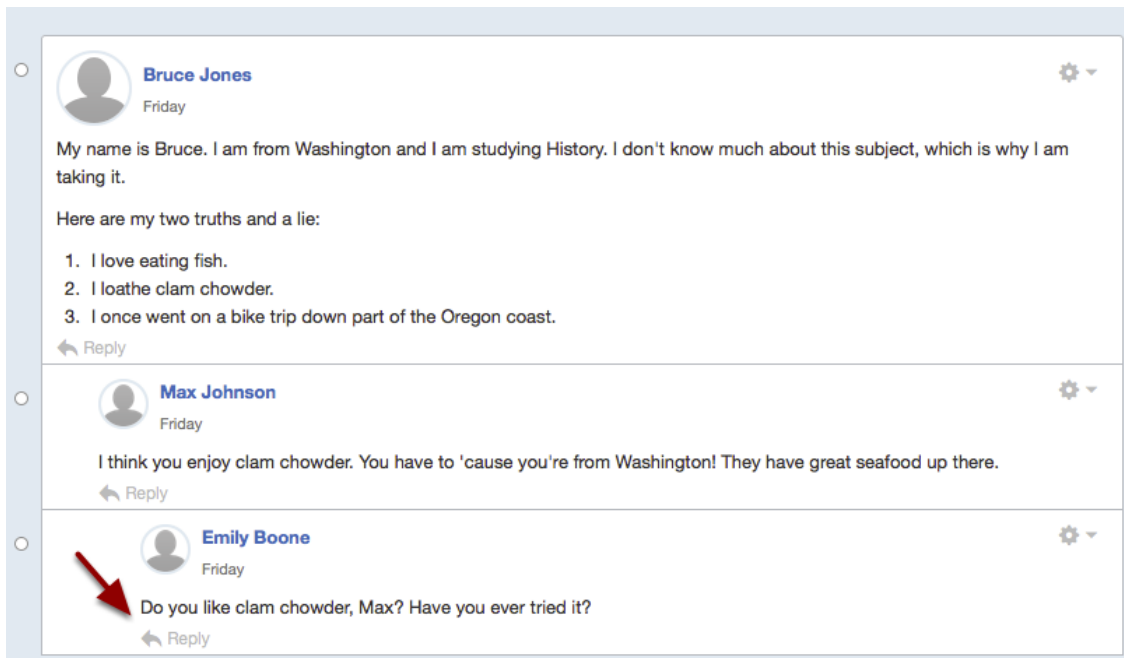
Write your response in the [Rich Content Editor](#) [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the **Post Reply** button [3].

View Your Reply



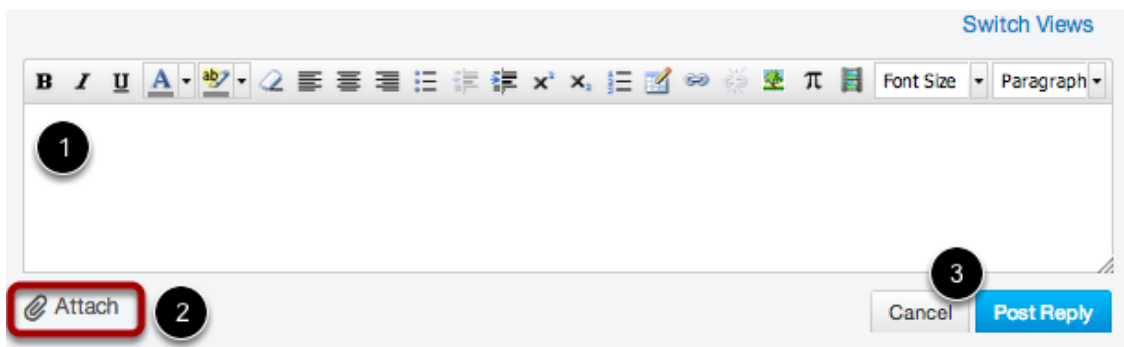
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas [automatically marks your posts as read](#). However, if you [manually mark your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

Reply to a Comment in a Threaded Discussion



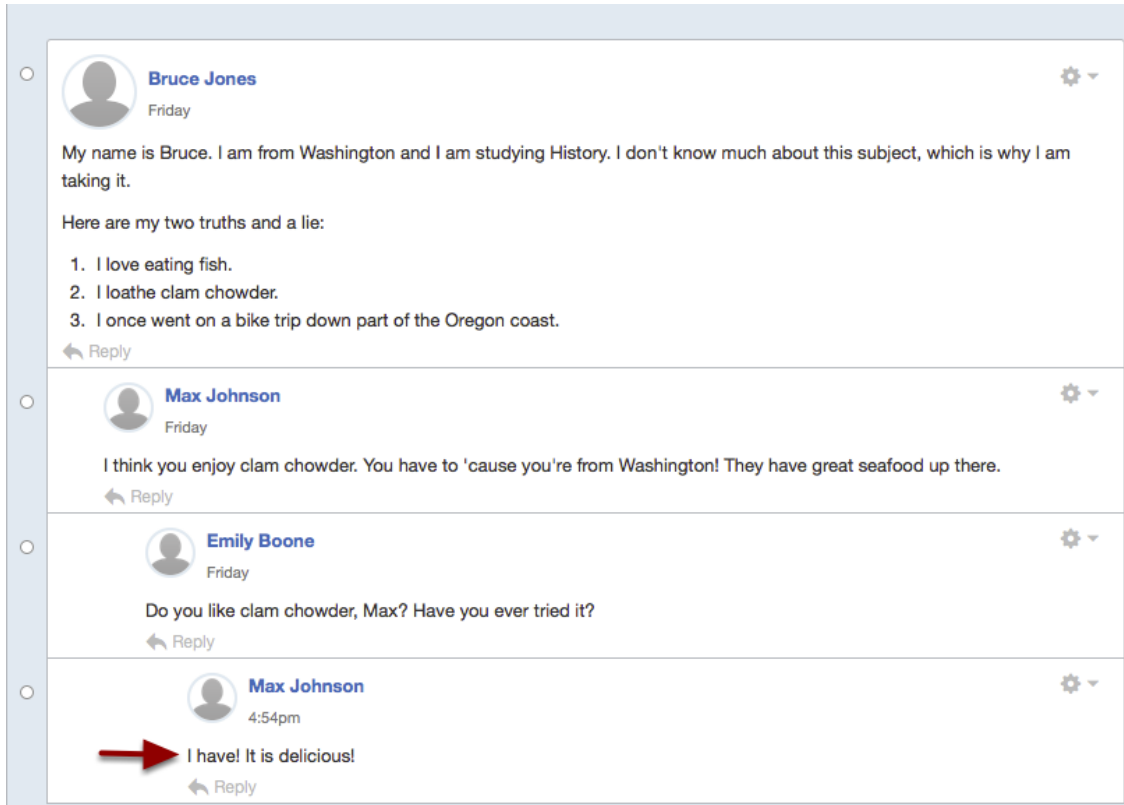
In a threaded discussion, you can reply to a comment already posted by another student. Locate the post you want to reply to and click the **reply** icon.

Post a Message



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

View Your Reply



The screenshot shows a vertical list of four replies in a discussion thread. Each reply is contained within a light blue-bordered box. On the left side of each box is a small white circle containing a blue dot, which serves as a read indicator. On the right side of each box is a gear icon for settings. The replies are as follows:

- Reply 1:** From Bruce Jones, posted on Friday. Text: "My name is Bruce. I am from Washington and I am studying History. I don't know much about this subject, which is why I am taking it. Here are my two truths and a lie: 1. I love eating fish. 2. I loathe clam chowder. 3. I once went on a bike trip down part of the Oregon coast." A "Reply" button is at the bottom left.
- Reply 2:** From Max Johnson, posted on Friday. Text: "I think you enjoy clam chowder. You have to 'cause you're from Washington! They have great seafood up there." A "Reply" button is at the bottom left.
- Reply 3:** From Emily Boone, posted on Friday. Text: "Do you like clam chowder, Max? Have you ever tried it?" A "Reply" button is at the bottom left.
- Reply 4:** From Max Johnson, posted at 4:54pm. Text: "I have! It is delicious!" A red arrow points to this reply. A "Reply" button is at the bottom left.

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

More Help

Where do I find more help for students?

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

You can also learn about Canvas through the video guide.

Canvas Student Quickstart Guide

[Click here to download the Canvas Student Quickstart Guide.](#)

Canvas Student Orientation (CNVS 100)



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

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

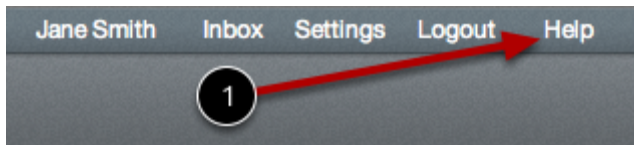
Guía de Inicio Rápido del Estudiante de Canvas

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

How do I get help and submit feedback?

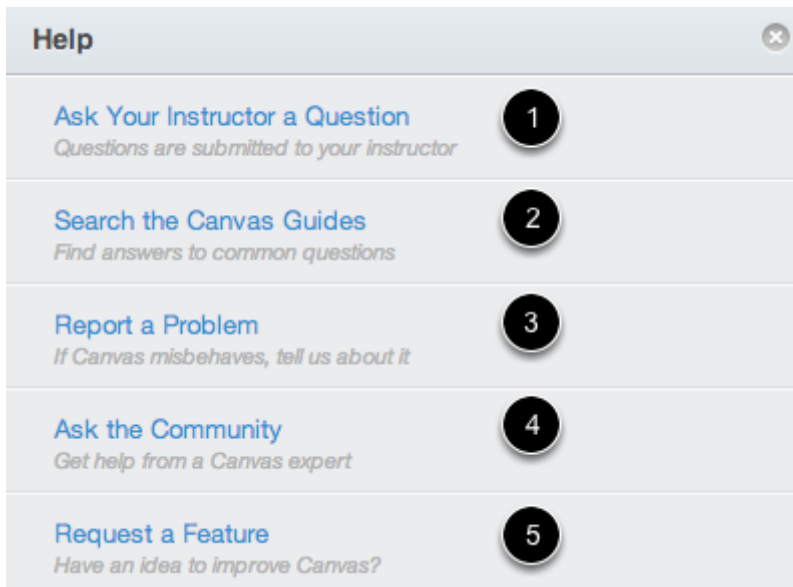
Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

Open Help



Click the **Help** link [1] from anywhere in Canvas to contact your instructor or Canvas Support. A popup window will appear in your browser.

View Different Types of Feedback



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

1. **Ask your instructor a question:** Ask your instructor questions about course material or send them a message
2. **Search the Canvas Guides:** This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.
3. **Report a problem:** Submit questions and problems to the Canvas Support Team

4. **Ask the Community:** Submit questions and problems to the community of [Canvas experts](#).
5. **Request a Feature:** Submit ideas about how to [make Canvas better](#).

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

Ask Your Instructor a Question

Ask Your Instructor a Question

Which course is this question about?
Message will be sent to all the Teachers / TA's in the course.

Writing for Nonreaders in the Postprint Era 1

Message

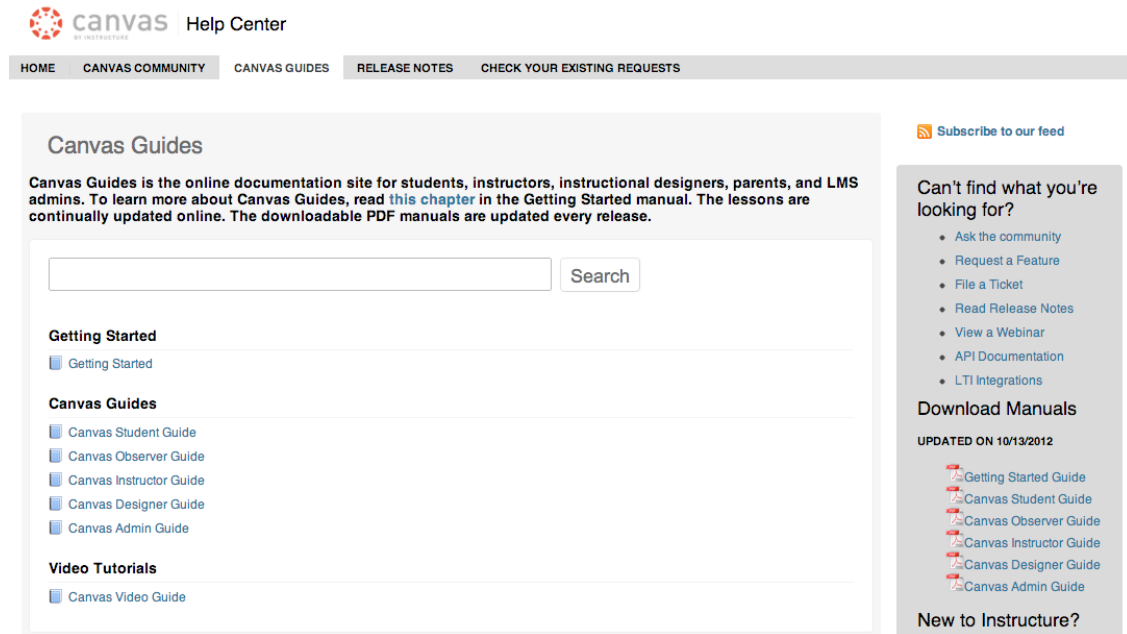
I missed class on Monday, can I do some extra credit work, please?
Thank you! 2

Send Message

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

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

Search Canvas Guides



Canvas Guides

Canvas Guides is the online documentation site for students, instructors, instructional designers, parents, and LMS admins. To learn more about Canvas Guides, read [this chapter](#) in the Getting Started manual. The lessons are continually updated online. The downloadable PDF manuals are updated every release.

HOME | CANVAS COMMUNITY | **CANVAS GUIDES** | RELEASE NOTES | CHECK YOUR EXISTING REQUESTS

Subscribe to our feed

Can't find what you're looking for?

- Ask the community
- Request a Feature
- File a Ticket
- Read Release Notes
- View a Webinar
- API Documentation
- LTI Integrations

Download Manuals

UPDATED ON 10/13/2012

- Getting Started Guide
- Canvas Student Guide
- Canvas Observer Guide
- Canvas Instructor Guide
- Canvas Designer Guide
- Canvas Admin Guide

New to Instructure?

To find an answer to your question, click the **Search Canvas Guides** link. This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.

Report a Problem

Report a Problem

File a ticket for a personal response from our support team

For an instant answer:
 See if your issue is addressed in the [Canvas Guides](#). 1

Subject

Webcam Not Working 2

Description
Include a link to a screencast/screenshot using something like Jing.

Can you please help me? I cannot get my webcam to work for my assignment. Here is what I see: <http://screencast.com/t/39ixduHpx>. Thank you! 3

How is this affecting you?

Something's broken but I can work around it for now 4

5
Submit Ticket

Reporting a problem in Canvas is simple, but before you do, please use the [Canvas Community](#) to see if you can find your answer(s).

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

6. When you're done, click **Submit Ticket** to send your problem. All questions and problems will be sent to the Canvas Support Team.

Ask the Community

Ask the Community
Get help from a Canvas expert

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

Request a Feature

Request a Feature
Have an idea to improve Canvas?

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