Canvas Instructor Quickstart Guide

Table of Contents

Get Started with Canvas

How do I log in to Canvas?

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

You must have an account to log in to Canvas:

- If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
- If you do not yet have an account, learn how to create a Canvas account as a student or instructor

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

Login Troubleshooting

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

- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login 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 a login and password, you may need to create an account.
- If you have forgotten your password, you may be able to reset your password.

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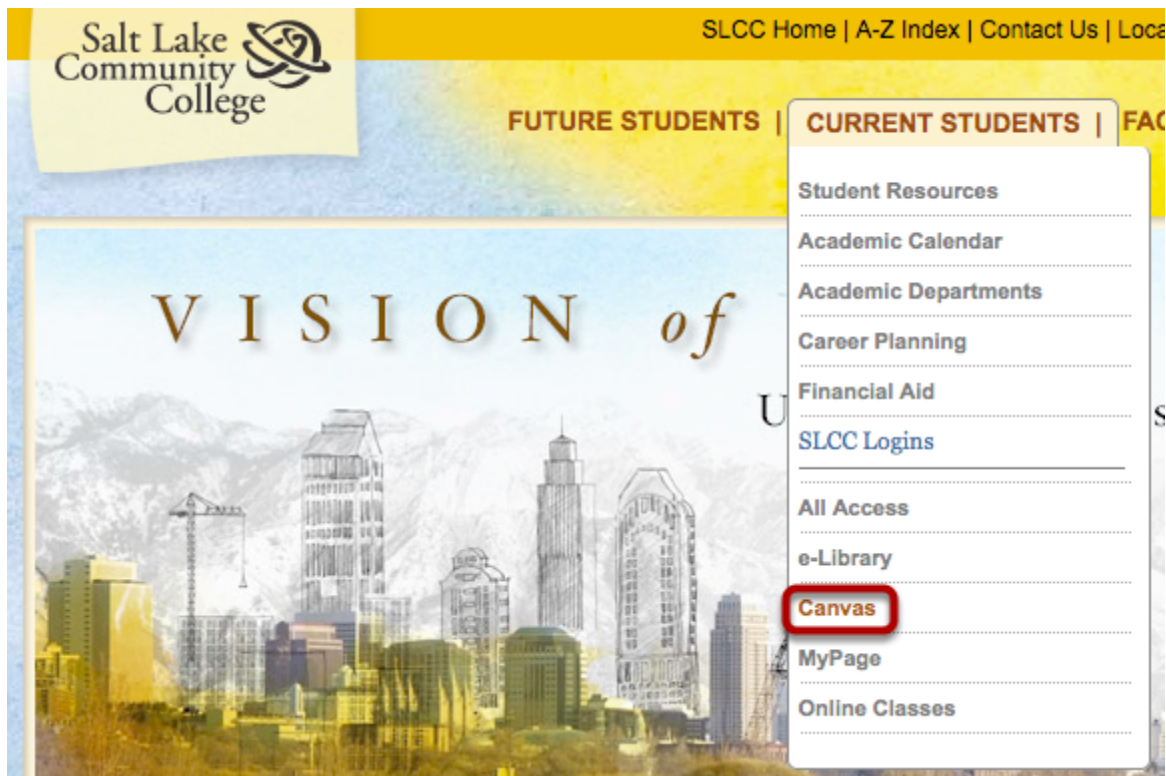
Some institutions host Canvas within their website, so you may only need to sign into your institution's internal system to access Canvas.

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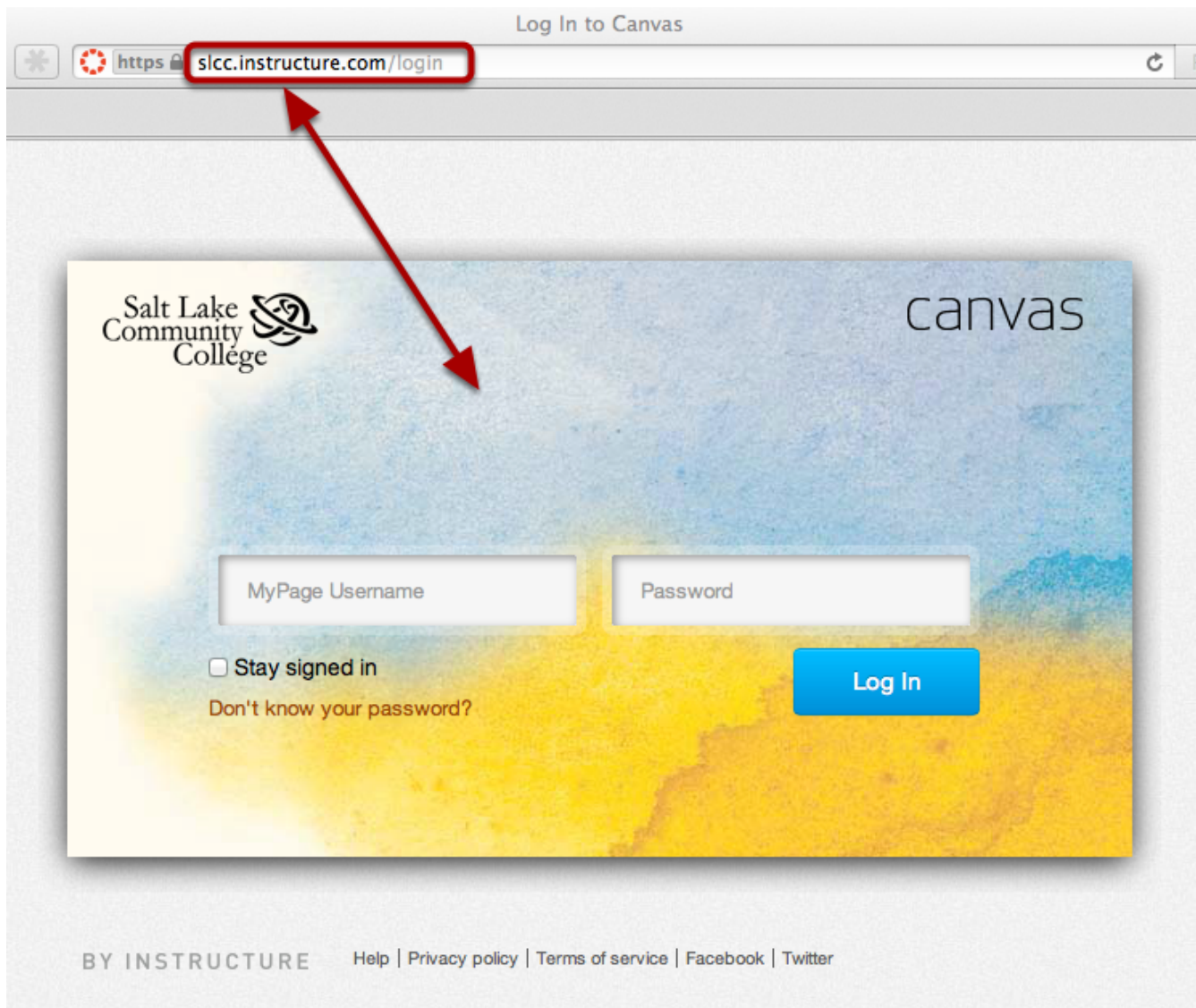
Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

Note: The URL for Canvas Network is learn.canvas.net. The URL for Free-For-Teachers (FFT) is canvas.instructure.com.

View Course Invitation

You've been invited to participate in the course, Canvas Instructor
Orientation , as a student.

Name: **Doug Roberts**
Email: doug.roberts.canvas@gmail.com

Get Started

canvas
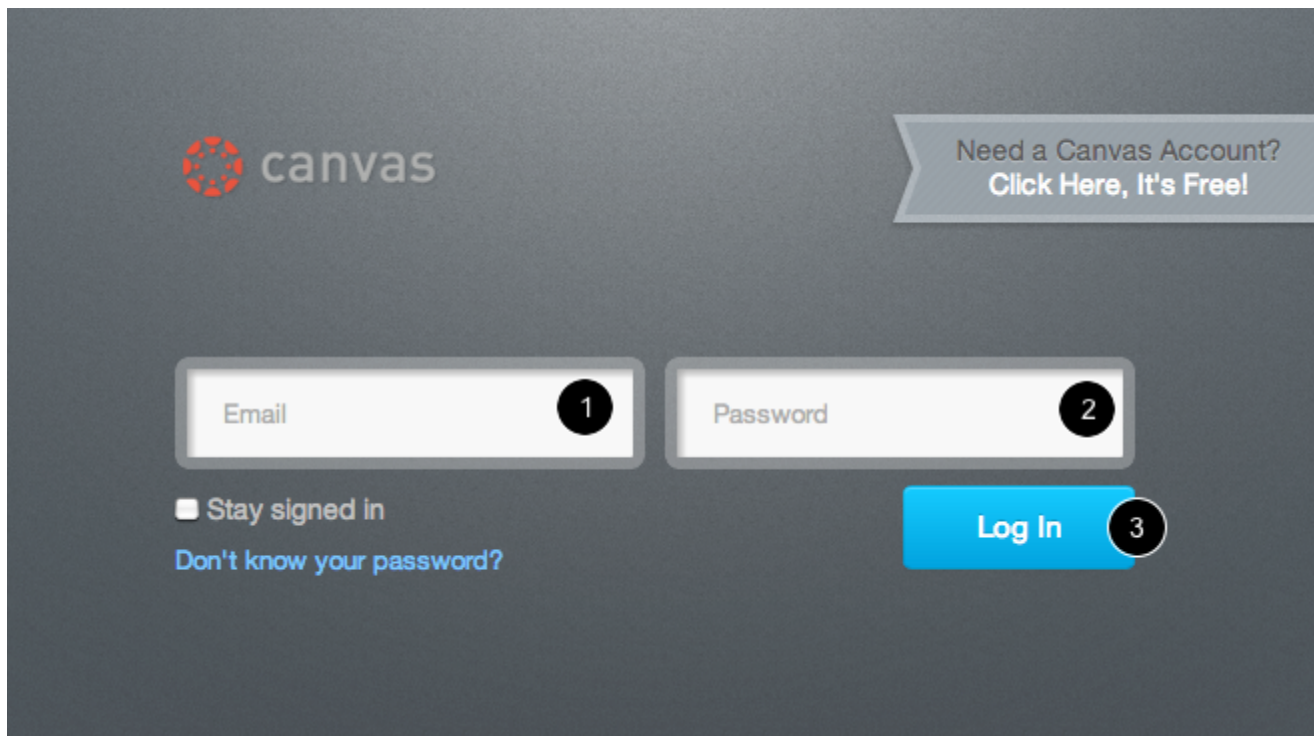
Click here to view the course page | Update your notification settings

If you do not know your institution's Canvas URL, you can find a link to the page in your course invitation email by clicking
the **Get Started** button.

Log in to Canvas

The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.
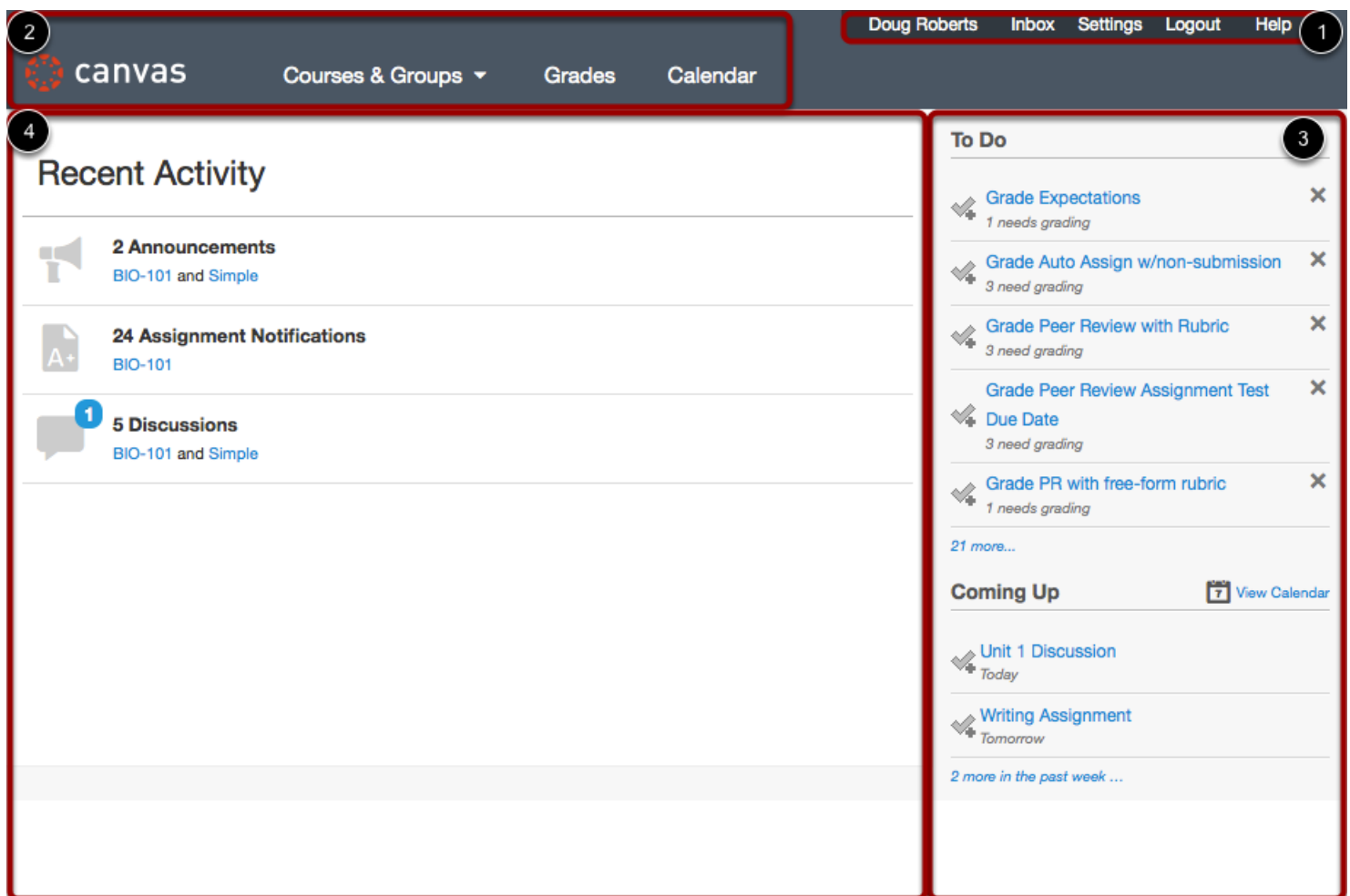
Click the **Log In** button [3].

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

What is the User Dashboard?

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

You can return to your User Dashboard at any time by clicking your institution's logo in Global Navigation. (For Canvas Catalog users, clicking your institution's logo will return you to your Catalog dashboard.)
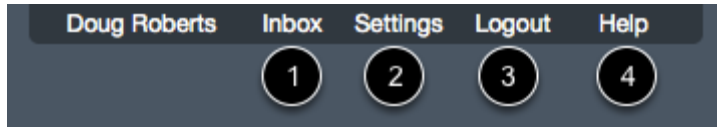
View User Dashboard

The User Dashboard consists of four main elements:

1. the Help Corner
2. Global Navigation
3. the Sidebar
4. the Activity Stream

Canvas Instructor Quickstart Guide Updated 12/20/14

View Help Corner

The Help Corner provides easy access to your personal user links and appears at the top of every page in Canvas. You can view your Conversations Inbox [1], view your user settings [2], log out of Canvas [3], and get help with Canvas [4].

Note: If your institution allows you to create a profile (as part of your user settings), you can click your name to view your profile directly.

View Global Navigation
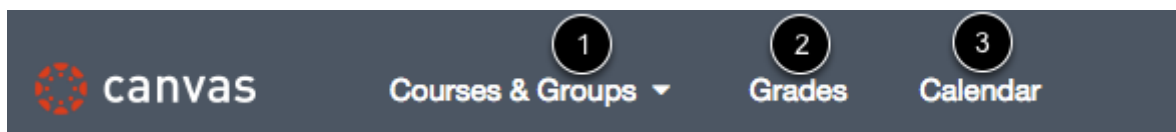
The Global Navigation menu provides you with quick access to all of your courses and groups [1], a summary page for all course grades [2], and the Canvas Calendar [3]. Global Navigation also appears at the top of every page in Canvas. Learn more about Global Navigation.

View Sidebar

To Do

✓ **Grade Expectations** ✕
  1 needs grading

✓ **Grade Auto Assign w/non-submission** ✕
  3 need grading

✓ **Grade Peer Review with Rubric** ✕
  3 need grading

✓ **Grade Peer Review Assignment Test** ✕
  Due Date
  3 need grading

✓ **Grade PR with free-form rubric** ✕
  1 needs grading

21 more...

Coming Up 📅 View Calendar

✓ **Unit 1 Discussion**
  Today

✓ **Writing Assignment**
  Tomorrow

2 more in the past week ...

To Do

✓ **Turn in Discussion** ✕
  due: Oct 17 at 10:59pm

✓ **Turn in Peer Assignment** ✕
  due: Oct 22 at 10:59pm

✓ **Turn in Photosynthesis** ✕
  due: Nov 7 at 10:59pm

✓ **Turn in Biosynthesis** ✕
  due: Nov 11 at 11:59pm

💬 **Peer Review for Peer Assignment** ✕
  due: Oct 22 at 10:59pm

💬 **Peer Review for Taxonomy Assignment 1** ✕
  due: Oct 1 at 11am

Coming Up 📅 View Calendar

✓ **Unit 3 Quiz**
  Tomorrow

✓ **Biosynthesis**
  Tomorrow

Recent Feedback

✓ **Pre-Assessment**
  25 out of 25 - "Great job on this assignment!"

The Sidebar helps you see what you need to do next across all your courses and can contain up to three helpful sections.

The **To Do** section [1] shows assignments or events that require your attention. If you are enrolled in a course as a student, the list shows assignments you need to turn in. If you are enrolled in a course as an instructor, the list shows assignments you need to grade. Items remain in this section for two weeks.

The **Coming Up** section [2] shows assignments and events coming due in the next seven days.

If you are enrolled in a course as a student, the **Recent Feedback** section [3] shows assignments with feedback from your instructor.

Manage Sidebar Items

Each section item displays an icon [1] to differentiate between assignments and peer review assignments. Items with green icons indicate the item has been completed as indicated by your user role.

If a section contains more items than are listed, click the **more** link [2].

If there are more than 25 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon [3].

View Recent Activity
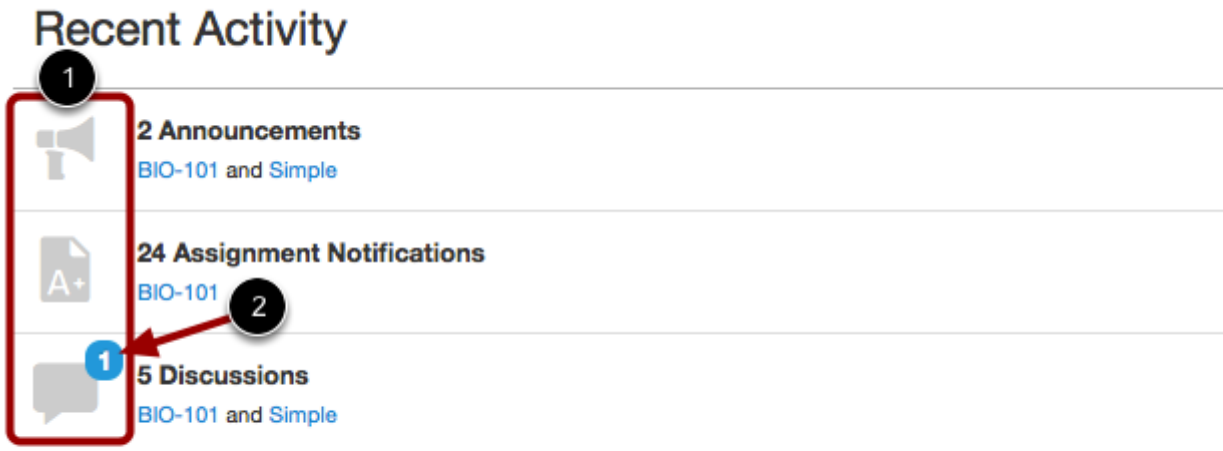
Recent Activity contains a stream of recent notifications from all of your courses, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your courses and easily ask questions and post to discussion forums.

Activities are indicated by activity type and display an icon [1] for the activity. New or unread activities are shown by the blue indicator number [2]. Recent Activity items remain for four weeks.

Expand and Collapse Notifications
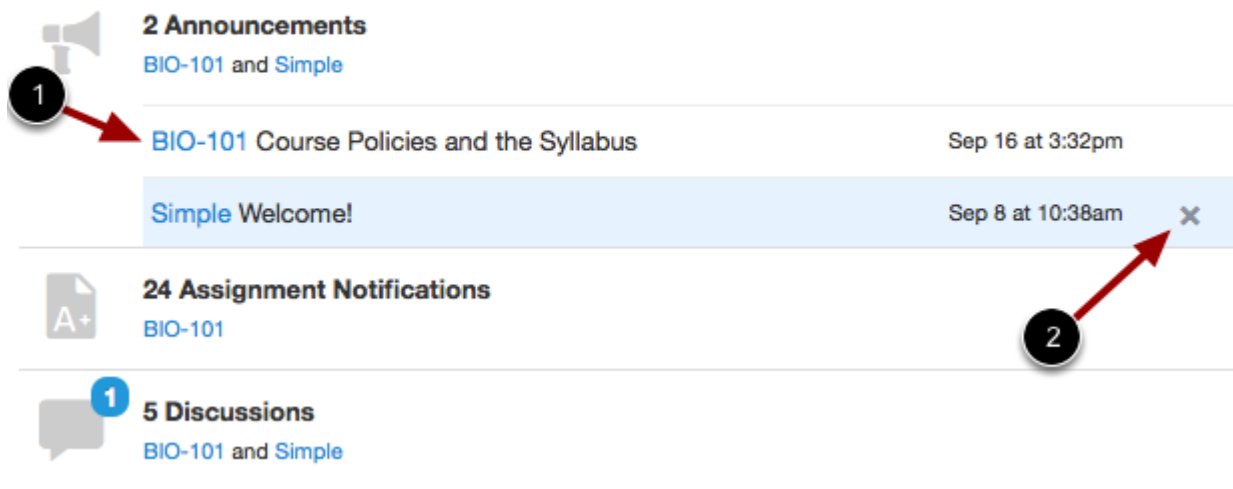
You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity

You can directly access your recent activities by clicking the course link [1]. To remove a notification, click the **remove** icon [2].

Return to User Dashboard
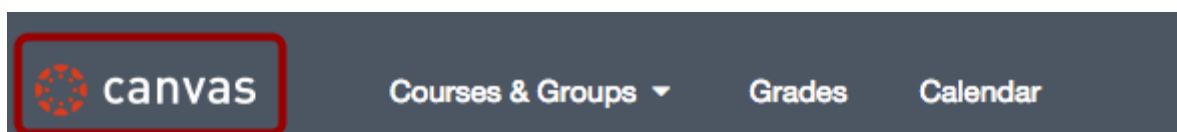
To return to your User Dashboard, click your institution's logo in Global Navigation.

Note: If you are taking a course through Canvas Catalog, clicking your institution's logo will return you to your Catalog dashboard.

How do I view my courses?

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

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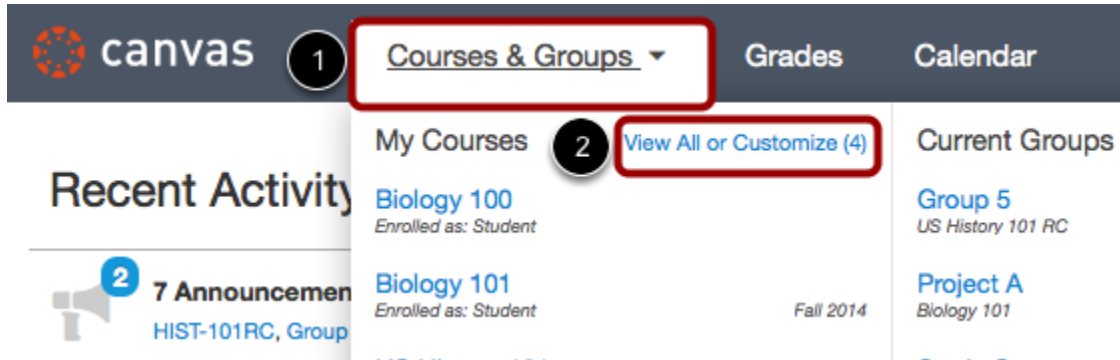
In Global Navigation, click the **Courses** link [1]. (If you are enrolled in any Groups, Global Navigation will show the link as **Courses and Groups**.)

Click the **View All or Customize** link [2].

Note: You can customize your courses that appear in the drop-down menu.

View Course Categories

My Courses ①

☆	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
☆	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100 , Lab		Enrolled as a student
★	Biology 101, Section 2 *Fall 2014*		Enrolled as a student
☆	US History 101 RC		Enrolled as a student
★	US History 101, History 101 *Fall 2014*		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*
Project A *Biology 101 (Fall 2014)*
Study Group *Biology 101 (Fall 2014)*
Group 5 *US History 101 RC*

Past Enrollments ②

☆	Simple Canvas Course	Enrolled as a student

Future Enrollments ③

☆	Biology 102 *Winter 2015*		Enrolled as a student
☆	Design 101 *Winter 2015*	unpublished	Enrolled as a student

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

View Course Status

Courses that are available to you are listed in blue text [1]. These courses have been published by your institution, admin, or instructor and include a link to the course.

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

Your enrollment status [3] is displayed next to each course name. Statuses can be student, teacher, TA, observer, or designer.

If there is a term date [4] associated with a course, it will appear next to the course name.

View My Courses

My Courses

☆	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
☆	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100 , Lab		Enrolled as a student
★	Biology 101, Section 2 *Fall 2014*		Enrolled as a student
☆	US History 101 RC		Enrolled as a student
★	US History 101, History 101 *Fall 2014*		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*
Project A *Biology 101 (Fall 2014)*
Study Group *Biology 101 (Fall 2014)*
Group 5 *US History 101 RC*

Past Enrollments

☆	Simple Canvas Course	Enrolled as a student

Future Enrollments

☆	Biology 102 *Winter 2015*		Enrolled as a student
☆	Design 101 *Winter 2015*	unpublished	Enrolled as a student

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

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

View Past Enrollments

My Courses

☆	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
☆	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100 , Lab		Enrolled as a student
★	Biology 101, Section 2 *Fall 2014*		Enrolled as a student
☆	US History 101 RC		Enrolled as a student
★	US History 101, History 101 *Fall 2014*		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*
Project A *Biology 101 (Fall 2014)*
Study Group *Biology 101 (Fall 2014)*
Group 5 *US History 101 RC*

Past Enrollments

☆	Simple Canvas Course	Enrolled as a student

Future Enrollments

☆	Biology 102 *Winter 2015*		Enrolled as a student
☆	Design 101 *Winter 2015*	unpublished	Enrolled as a student

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

View Future Enrollments

My Courses

☆	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
☆	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100 , Lab		Enrolled as a student
★	Biology 101, Section 2 *Fall 2014*		Enrolled as a student
☆	US History 101 RC		Enrolled as a student
★	US History 101, History 101 *Fall 2014*		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*
Project A *Biology 101 (Fall 2014)*
Study Group *Biology 101 (Fall 2014)*
Group 5 *US History 101 RC*

Past Enrollments

☆	Simple Canvas Course	Enrolled as a student

Future Enrollments

☆	Biology 102 *Winter 2015*		Enrolled as a student
☆	Design 101 *Winter 2015*	unpublished	Enrolled as a student

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

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

Open Course

My Courses

☆	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
☆	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100 , Lab		Enrolled as a student
★	Biology 101, Section 2 *Fall 2014*		Enrolled as a student
☆	US History 101 RC		Enrolled as a student
★	US History 101, History 101 *Fall 2014*		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*
Project A *Biology 101 (Fall 2014)*
Study Group *Biology 101 (Fall 2014)*
Group 5 *US History 101 RC*

Past Enrollments

☆	Simple Canvas Course	Enrolled as a student

Future Enrollments

☆	Biology 102 *Winter 2015*		Enrolled as a student
☆	Design 101 *Winter 2015*	unpublished	Enrolled as a student

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

View Course

View the course dashboard.

How do I use the Course Dashboard as an instructor?

If you are enrolled in a course as an instructor, the Course Dashboard helps you manage your course. You can also customize several areas to create a specific workflow for your students.

To help you learn how to navigate a Canvas course, this lesson uses a course that has already been populated. To learn how to build a new course, visit the create a new course shell lesson.

Note: If you are trying to navigate a Canvas course on a mobile device, please see our iOS Phone, iOS Tablet, Android Phone, or Android Tablet guides.

View Course Dashboard

The Course Dashboard consists of four main elements:

1. Course Navigation
2. Breadcrumbs
3. Sidebar
4. Content Area

View Course Navigation

The Course Navigation links help you get to where you want to go within a Canvas course. As an instructor, you can customize what links are shown in your course. Learn how to use the Course Navigation menu.

View Breadcrumbs

Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

To return to the User Dashboard, click the breadcrumbs **Home** icon.

View Sidebar
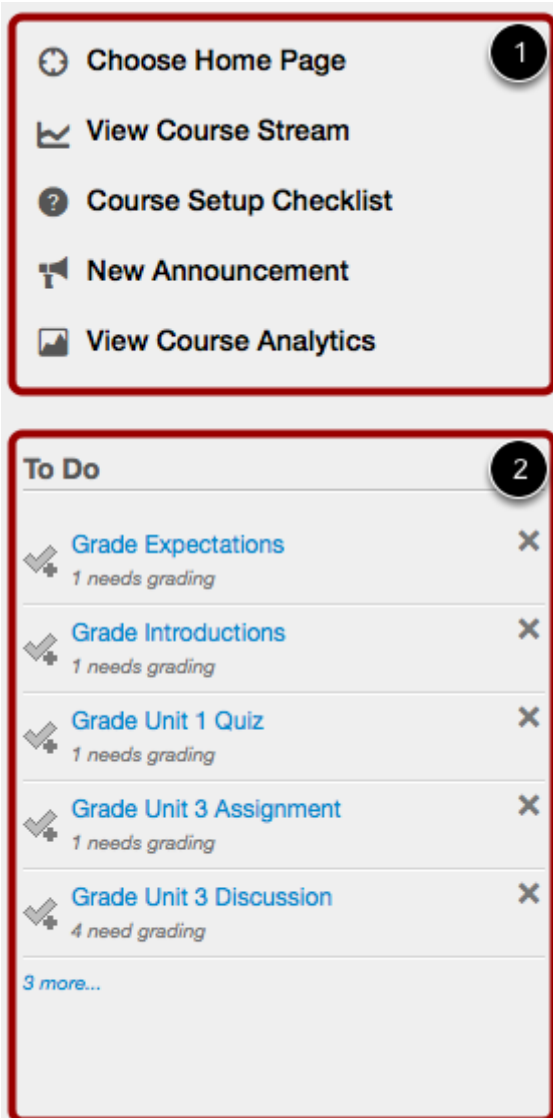
The Sidebar helps you see what you need to do next in your course. The top of the sidebar contains links for managing your course [1]. Depending on the layout you set for the Course Home Page, the sidebar can also display several section3s of content for you and your students [2].

Learn how to use the Course Home Page sidebar.

View Content Area

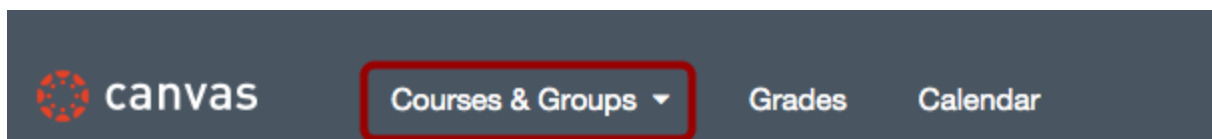The content of the course is displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content as set by your Course Home Page. The content can also show the Course Activity Stream.

View Another Course

To view another course, click the Courses & Groups menu in Global Navigation.

How do I create a new course shell?

Admins or instructors can create a course shell in Canvas to host courses for their institution. Some institutions will have this option disabled and instead provide course shells to faculty automatically via SIS (Student Information System) imports.
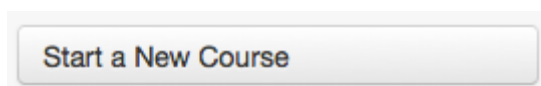
Note: If you are not able to create your own course shell as shown in these instructions, your institution has disabled this feature. Contact your Administrator for assistance.

Log in to Canvas
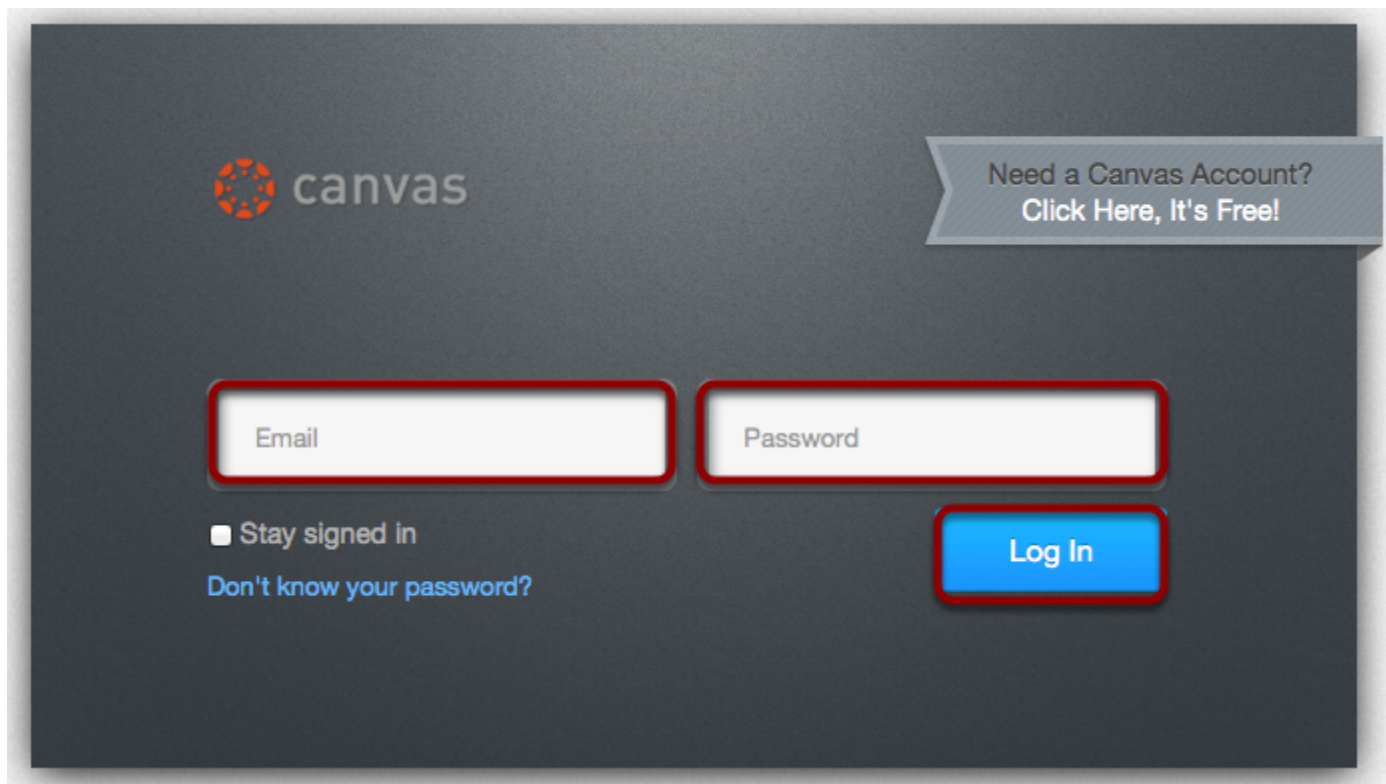
Login to your Canvas instance by entering your username and password in the appropriate fields.

Start a New Course

In the Sidebar, click the **Start a New Course** button.

Note: If you do not see this button in Canvas, your institution has disabled this feature.

Add Course Details

Add your course name by typing in the course name field [1].

If your course name is longer than 21 characters, you can create a course code in the Short Name field [2].

Note: If your course name is too short to create a Short Name, you can create a course code later in your Course Settings.
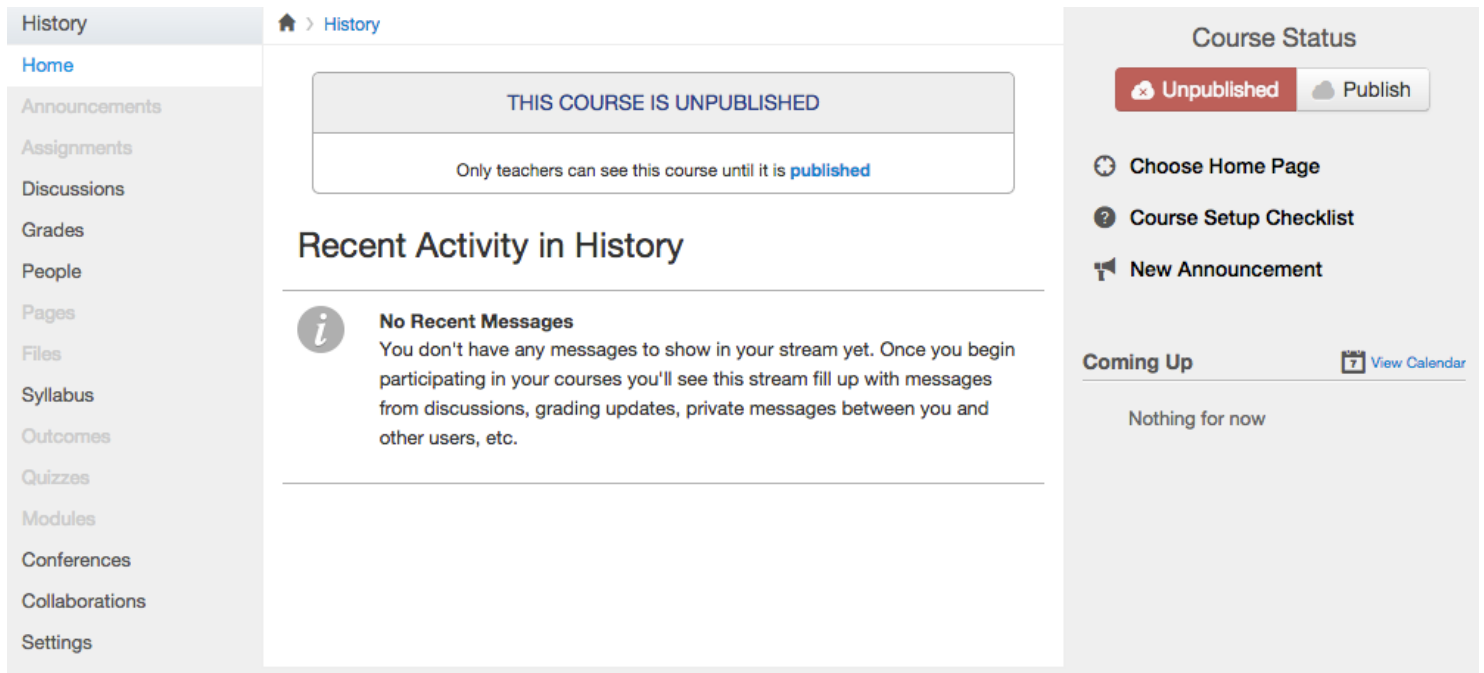
Set the content license by selecting the content license drop-down menu [3]. This setting will help Canvas can track of the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. Learn more about Creative Commons licenses. You can also change the license in Course Settings.

If you want to make the course publicly visible, click the **Make course publicly visible (student data will remain private)** checkbox [3].

Create Course

Click the **Create course** button.

View Course Shell

View the new course shell.

Repeat these steps to create additional course shells.

Will Canvas work on my mobile device?

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

Mobile Browsers

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

Mobile Applications

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

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

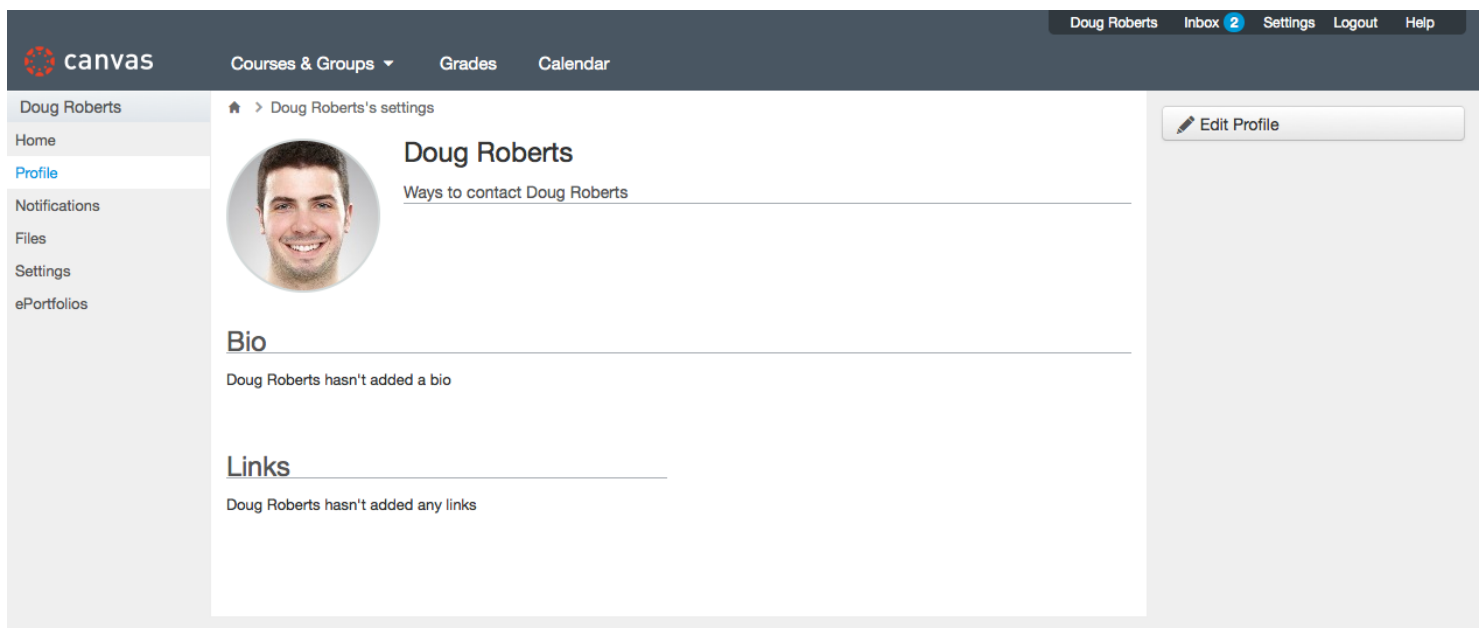Learn more about mobile applications in the Canvas Mobile Guides.

Customize Canvas

What are my Profile and User Settings?

Profile and User Settings let you control your personal information in Canvas. You can control this information in the Help Corner.

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

Note: Your institution may restrict one or more settings options.

When would I use my profile and user settings?

You can use your profile and user settings to:

- View and edit your user settings, such as display name, language preference, and time zone
- View or add a profile picture
- Set Notifications for your favorite communication channels
- Upload personal Files
- Create and manage ePortfolios of your course work
- Manage new user features

If your institution has enabled profiles, you can also edit your profile information.

Note: Your institution may restrict one or more of these options.

How do I set my Notification Preferences?

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

View a [video about Notification Preferences](#).

Note: These settings apply to all of your courses.

Open Personal Settings

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

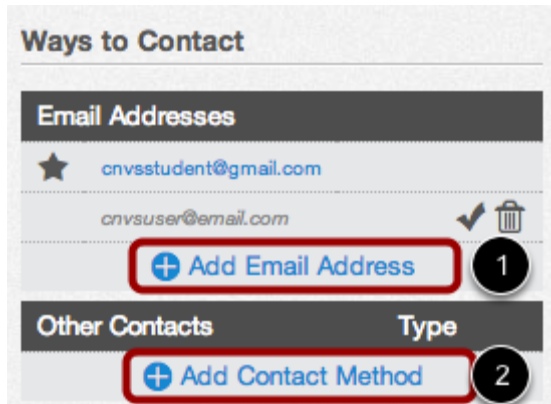## View Settings

Within your personal settings, you can:

- Add ways for your fellow classmates to contact you
- Link to web services

- View and set notifications preferences
- View approved integrations

Add Ways to Contact

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

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

If you want to add any other type of contact method such as Twitter or text messages, click the **Add Contact Method** [2].
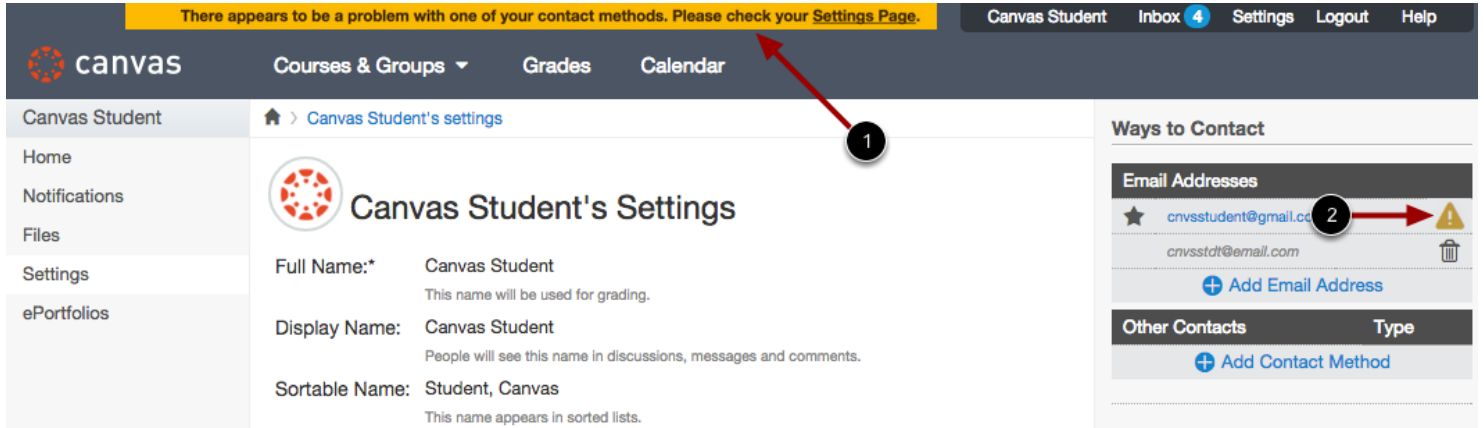
Edit Contact Methods
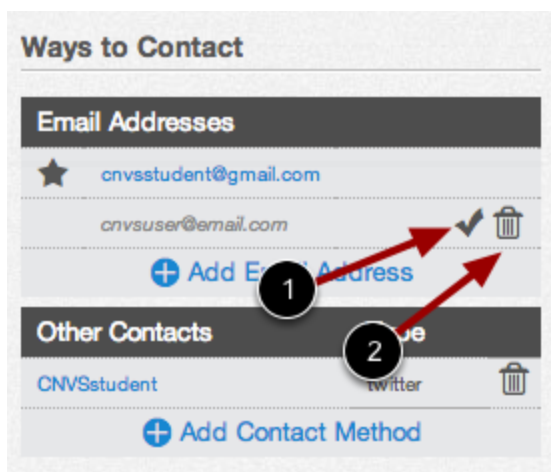
Canvas will ask to verify your additional contact methods. Once they have been verified, a checkmark will appear next to the method type [1]. You can delete additional contact methods at any time by clicking the **trash** icon [2].

Bounced Communication Warnings

Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

You will be notified in Canvas when one of your communication channels has bounced. If you are on a Canvas page outside of your User Settings, Canvas displays a warning banner at the top of your browser window [1].
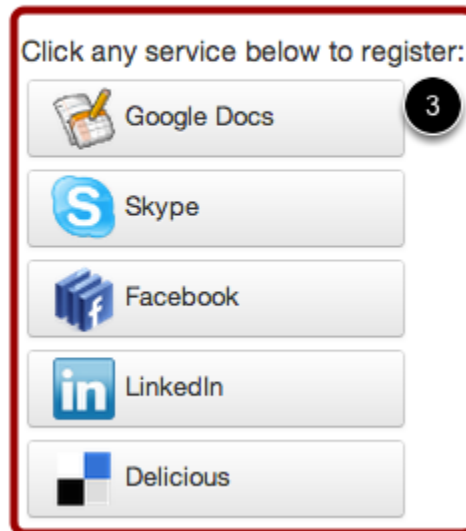
In User Settings, the bounced contact method displays a warning icon [2]. To correct the error, you can remove then re-add the contact method to your profile.
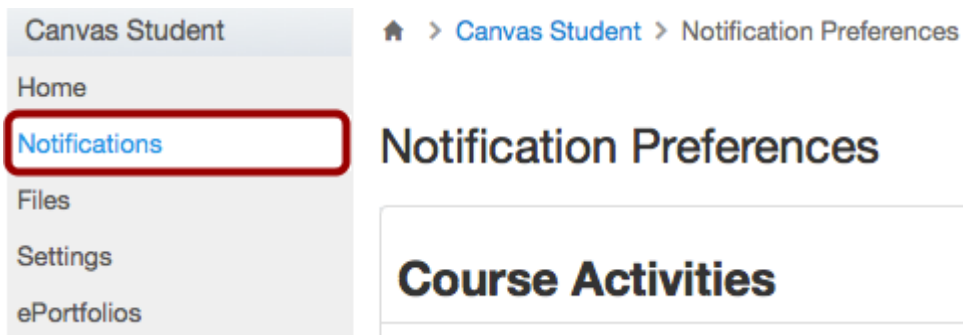
Link to Web Services

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

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

View Notification Preferences

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

View Notification Preferences

Notification Preferences

Course Activities ①	Email Address cnvsstudent@gmail.com	Email Address student@email.com
Due Date	📅 Weekly	
Grading Policies	📅 Weekly	
Course Content		
Files		
Announcement	✔ ASAP	
Announcement Created By You	🕐 Daily	
Grading ☐ Include scores when alerting about grade changes.	✔ ASAP	
Invitation	✔ ASAP	
Submission Comment	🕐 Daily	
Discussions ②		
Discussion		
Discussion Post	🕐 Daily	
Conversations ③		
Added To Conversation	✔ ASAP	
Conversation Message	✔ ASAP	
Conversations Created By Me		
Scheduling ④		
Student Appointment Signups		
Appointment Signups	✔ ASAP	
Appointment Cancelations	✔ ASAP	
Appointment Availability	✔ ASAP	
Calendar		
Groups ⑤		
Membership Update	🕐 Daily	
Alerts ⑥		
Administrative Notifications	🕐 Daily	

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

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. Conversations
4. Scheduling
5. Groups
6. Alerts

View Notification Descriptions

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
- Announcement Created By You: You can see what announcements you have sent. Also, if you allow replies, a notification will be sent for announcement replies.
- Grading: Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed. Check **Include scores when alerting about grade changes** checkbox if you want to see your grades in your notifications. If you aren't using your institutional email address, be aware that sensitive information will be sent outside the institution.

- Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders
- All Submissions (*Instructor & Admin only)*: Assignment submission/resubmission
- Late Grading (*Instructor & Admin only):* Late assignment submission
- Submission Comment: Assignment submission comment.

Discussions

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

Conversations

- Added to Conversation: You are added to a conversation
- Conversation Message: New Inbox message
- Conversations Created By Me: You created a conversation

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 student group

View Set Notification Preferences

Notification Preferences

Course Activities	Email Address cnvsstudent@gmail.com	Email Address student@email.com
Due Date	📅 Weekly	
Grading Policies	📅 Weekly	
Course Content		
Files		
Announcement	✔ ASAP	
Announcement Created By You	🕐 Daily	
Grading ☑ Include scores when alerting about grade changes.	✔ ASAP	
Invitation	✔ ASAP	
Submission Comment	🕐 Daily	

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
- Announcement Created By You: Emailed daily
- 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
- Conversations Created By Me: Never

Scheduling

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

Groups

- Membership Update: Emailed daily

Alerts

- Administrative Notifications: Emailed daily

View Weekly Notification Time

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

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

Edit Notification Preferences

Notification Preferences

Course Activities	Email Address cnvsstudent@gmail.com
Due Date	✔ ⏱ 📅 ✕
Grading Policies	📅 Weekl
Course Content	
Files	① ② ③ ④
Announcement	✔ ASAP

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

How do I connect to web services outside of Canvas?

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

Integrate Web Services With Canvas

Web Services

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

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

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

Integrate Web Services with Canvas

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- LinkedIn
- Twitter
- Delicious
- Diigo
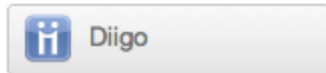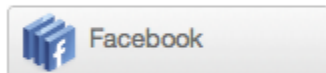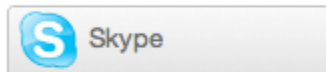
Integrated web services include:

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

Integrated education-centric web services include:

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

How do I customize my Courses drop-down menu?

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

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

Select Courses from the Global Navigation
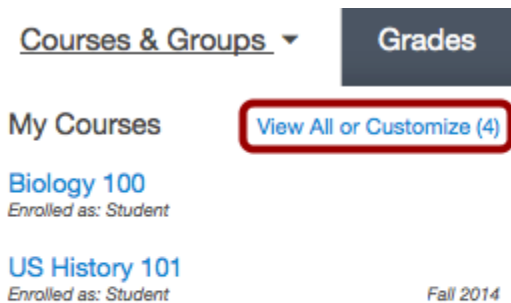
In the Courses drop-down menu, click the **View All or Customize** link.

Choose Courses

My Courses

☆	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
☆	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100, Lab		Enrolled as a student
	Biology 101, Section 2 *Fall 2014*		Enrolled as a student
☆	US History 101 RC		Enrolled as a student
★	US History 101, History 101 *Fall 2014*		Enrolled as a student

Click to add to the courses menu.

Click the star next to a course to add or remove the course from the Courses drop-down menu. Courses with yellow stars indicate a favorite course and are included in the Courses and Groups drop-down menu. You can toggle the stars to favorite or unfavorite a course. You can only favorite current courses.

Your favorite courses will appear in your Courses and Groups drop-down menu after you make your selection(s).

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

Unpublished Courses

Only instructors can favorite unpublished courses [1]. Students can hover over a star icon for an unpublished or concluded course and view a message indicating that the course cannot be added as a favorite [2].

Past Enrollments

Depending on course configuration, some favorited courses may still display the favorite icon even after the course has ended. If a past enrollment course shows the favorite icon, users can unfavorite the course by toggling the star icon.

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

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

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

Open Settings

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

Edit Settings
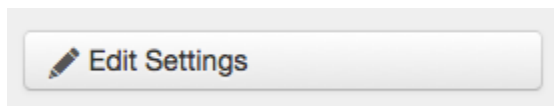
Click the **Edit Settings** button.

Select Language

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

Update Settings

Click the **Update Settings** button.

View Preferred Language

View Canvas in your preferred language.

Click here to return to the **Profile & Personal Settings** chapter.

Organize a Course

What is the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course

Course Setup Checklist

A course originally starts in an unpublished state allowing instructors to set up your course and ready the content while concealing it from students. Instructors, designers, and admins can add students, teachers, and TAs to the course. As soon as you're ready then you can publish your course and make it available to the students.

When would I use the Course Setup Checklist?

Next Steps

- Import Content
- Add Course Assignments
- **Add Students to the Course**
- Select Navigation Links
- Choose a Course Home Page
- Add Course Calendar Events
- **Add TAs to the Course**
- **Publish Course**

Great, so you've got a course... Now what? Well, before you go publishing it to the world, you may want to check and make sure you've got the basics laid out. Work through the list on the left to ensure that your course is ready to use.

This course is visible only to teachers until it is published

The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course in Canvas. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course via the People page
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Add TAs to the course via the People page
- Publish the course, which will automatically send invitation emails to any students you have already added to the course

Note: Once you course contains a graded submission, you cannot unpublish your course.

How do I change the Course Home Page?

You can change your Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus. Learn about Course Home Page options.
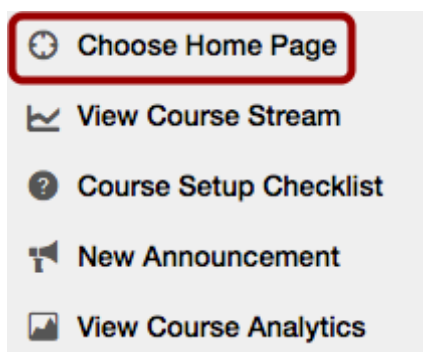
Note: You must set a Front Page before selecting the Pages Front Page option. Additionally, only Published pages can be set as the Front Page.

Open Course
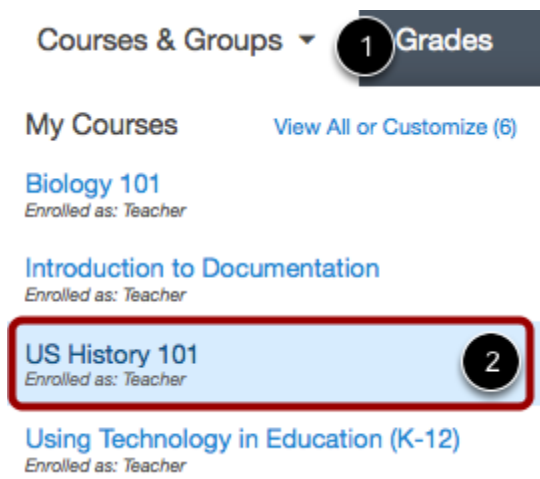
In the Courses drop-down menu [1], click the name of the course [2].

Choose Home Page

In the Home Page sidebar, click the **Choose Home Page** link.

Select Home Page Layout

Click the radio button next to the Home Page layout you prefer.

Set Front Page

If you want to select a Pages Front Page but have not set a Front Page, you must set a Front page before choosing this option.

Note: Only Published pages can be set as the Front Page. Make sure the page you want to set as the Front Page is published.

Update Layout

Choose Home Page ⊗

Select what you'd like to display on the home page.

- ○ Course Activity Stream
- ○ Pages Front Page   Welcome   [Change]
- ○ Course Modules
- ● Assignments List
- ○ Syllabus

| Cancel | **Save** |

Click the **Save** button to save the changes made to the Course Home Page.

How do I reorder and hide Course Navigation links?

By default, all links are enabled for all courses. Please note that links cannot be renamed.

Links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

Note: Configured External Apps may create additional Course Navigation links. You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation menu, drop the link at the top. By default the link will appear as the second link in the list. Then move the top link down below your preferred link.

Open Settings
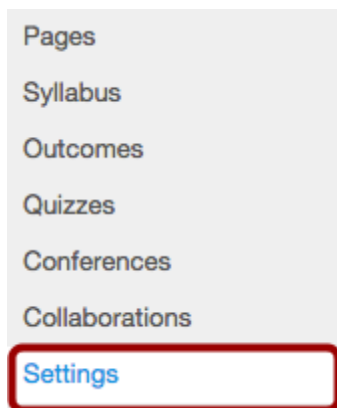
In Course Navigation, click the **Settings** link.

Open Navigation

Click the **Navigation** tab.

Reorder Navigation Links

Drag and drop items to reorder them in the course navigation.

Navigation links in blue text [1] are displayed to students. Navigation links in gray text [2] are hidden from students. Course Navigation links cannot be renamed.

Drag and drop items to reorder them in the Course Navigation. You can drag and drop course navigation links from each section—to hide them from or show them to students [3]. You can also use the **Settings** icon [4] to disable/enable and move course navigation links. This is useful for keyboard users. Click the **Save** button [5] when you are finished reordering everything.

Note: You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation

menu, drop the link at the top. By default the link will appear as the second link in the list. Then move the top link down below your preferred link.

How do I use Course Settings?

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course.

Open Settings
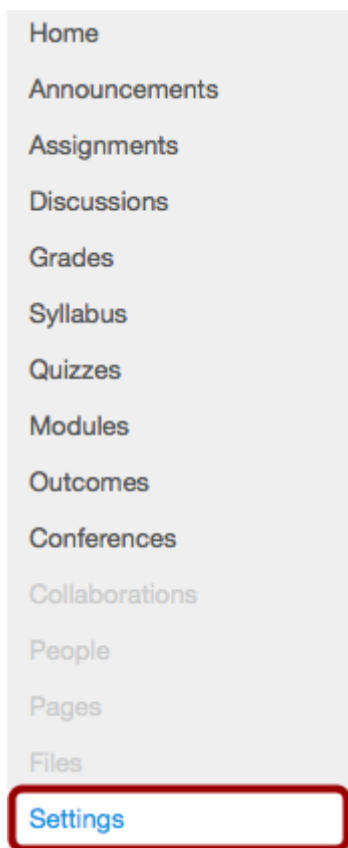
The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

View Settings

Depending on your permissions, you can edit differing levels of the course settings.

1. In the **Course Details** tab, you can view the details of your course, its name, what your quota is, and what license that you've attached to this content inside of your course. You can also view the course status. If the course cannot be unpublished, the hover text will notify you accordingly.
2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. In the **Navigation** tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of of the links. You can also hide specific links from students. Any configured **External Apps** (LTI Toolsthat appear in Course Navigation also appear here as well.
4. The **Apps** tab allows you to view installed apps and link apps enabled by your institution to your course.

5. The **Feature Options** tab allows you to enable and disable Canvas features within your course as made available by your account admin.

Add Course Content

How do I add a file to my course?

You can add a file to your course by uploading a file. You can also import files using the course import tool.

Note: Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

If you are not using the New Files feature option, please view an archived version of this lesson.

Open Files

Home

Announcements

Modules

Assignments

Discussions

Files

Grades

People
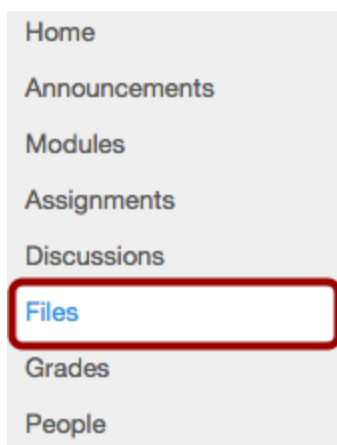
In Course Navigation, click the **Files** link.

Add Files

🏠 › **HIST-101** › Files

| Search for files | | | | +Folder | ☁Upload |

Name ▲	Date Created	Date Modified	Modified By	Size	
📁 Assignments	1:01pm	1:03pm		--	☁
📄 Early US History.docx	Apr 10, 2013	Dec 4, 2014		35 KB	☁
📁 Music	Oct 1, 2014	Oct 2, 2014		--	☁
📁 Private Files	Feb 6, 2014	Sep 30, 2014		--	☁
📁 Public Files	Feb 6, 2014	Oct 2, 2014		--	☁
📁 Quiz Files	Feb 6, 2014	Feb 6, 2014		--	☁
📄 Unit 1 Assignment.docx	Feb 5, 2014	11:14am	Doug Roberts	24 KB	☁
📄 Unit 2 Assignment.docx	Feb 5, 2014	11:14am	Doug Roberts	22 KB	☁

Left sidebar navigation:
- ▼ 📁 US History 101
  - ▼ 📁 Assignments
  - ▼ 📁 Music
  - ▶ 📁 Private Files
  - ▶ 📁 Public Files
  - ▶ 📁 Quiz Files
  - ▶ 📁 unfiled

Click the **Upload** button to upload files.

Select Files

Click the title of the file you wish to upload [1] and click the **Open** button to upload the file.

Monitor Uploads

A progress bar will appear at the top of screen tracking the progress of your file upload.

View Files

All files will be organized in alphabetical order.

Add Files via Drag and Drop
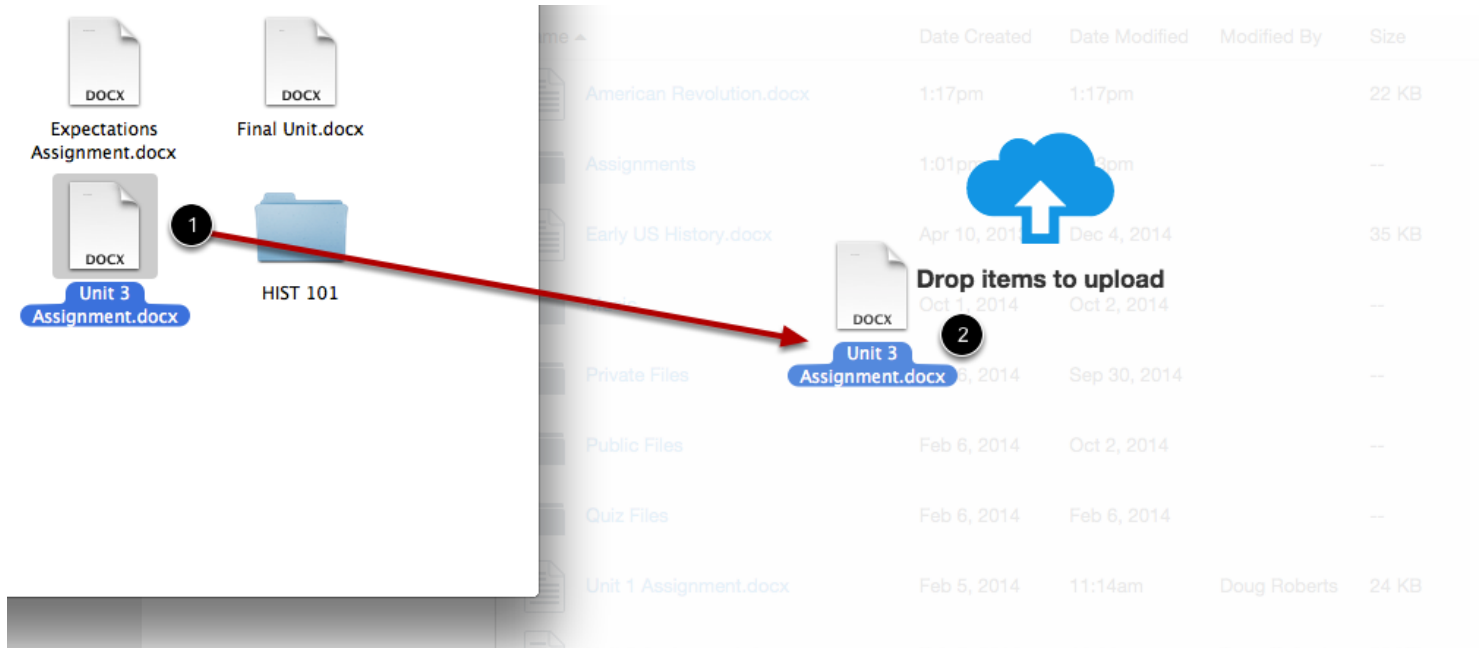
Some web browsers contain a unique feature that allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.

How do I create a new Page?

Creating new Pages is easy in Canvas courses.

Open Pages
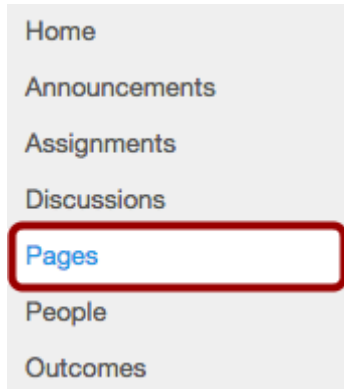
In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.
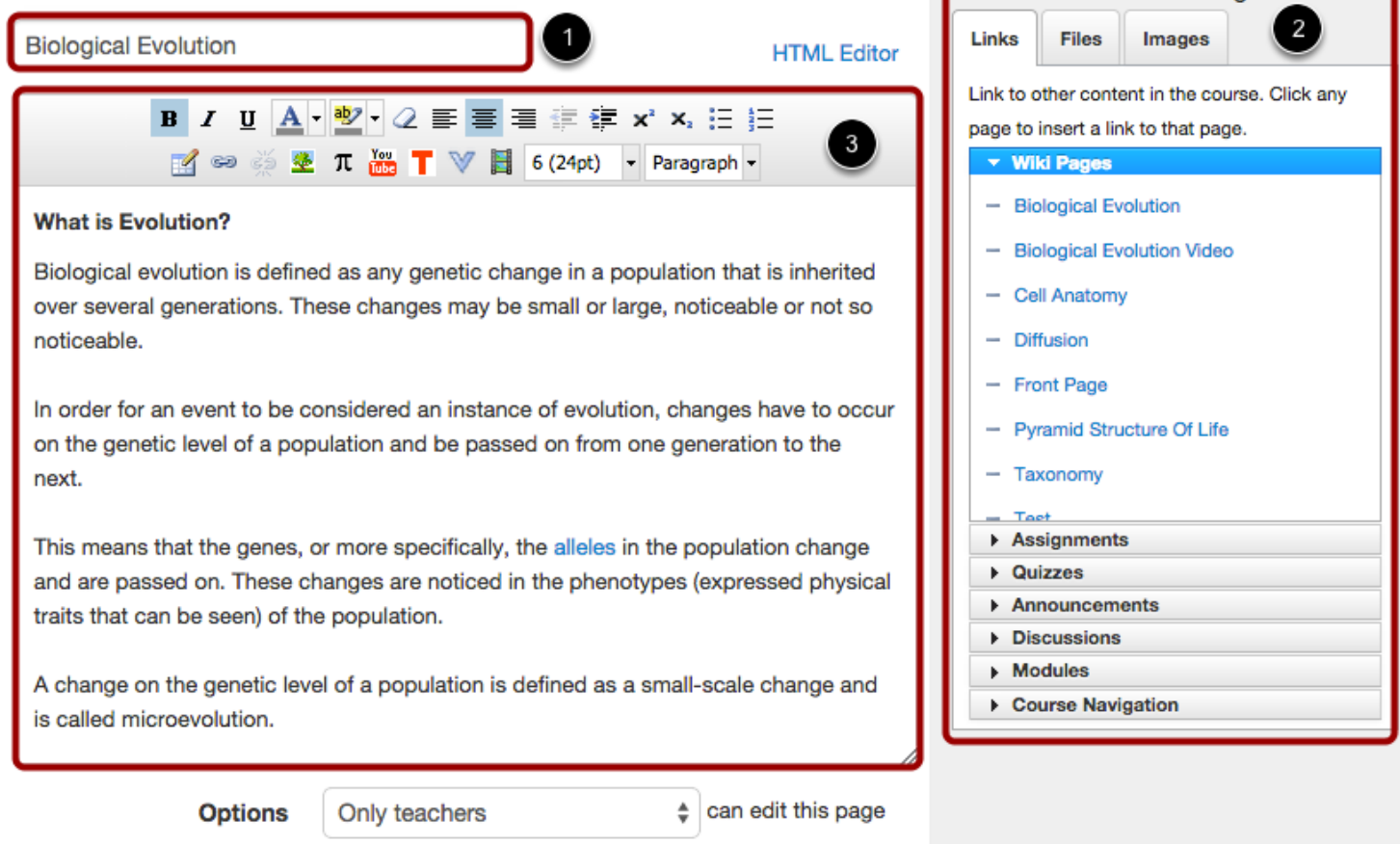
Create a New Page

+ Page

Click the **Add Page** button.

Add Content

Type a name for your page [1]. Add content to your page using the Content Selector [2]. Edit the content and add links and media using the Rich Content Editor [3] or switch to the HTML Editor.

Click a link below to learn more about adding audio and video media comments to a Page:

- How do I record a video using the Rich Content Editor?
- How do I record audio using the Rich Content Editor?
- How do I upload a video using the Rich Content Editor?

- How do I upload an audio file using the Rich Content Editor?

Edit Page Settings

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].
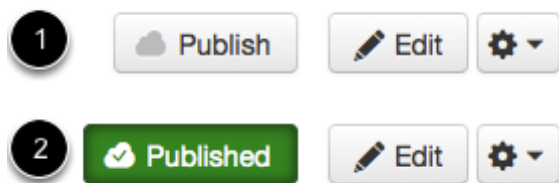
Save Changes

Click the **Save** button.

Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.

Publish Page

To publish a page, click the **Publish** button [1]. The button will change from gray to green [2].

View Page

View All Pages   Published   Edit   ⚙ ▾

Biological Evolution

Evolution

What is Evolution?

Biological evolution is defined as any genetic change in a population that is inherited over several generations. These changes may be small or large, noticeable or not so noticeable.

In order for an event to be considered an instance of evolution, changes have to occur on the genetic level of a population and be passed on from one generation to the next.

This means that the genes, or more specifically, the alleles ⤢ in the population change and are passed on. These changes are noticed in the phenotypes (expressed physical traits that can be seen) of the population.

A change on the genetic level of a population is defined as a small-scale change and is called microevolution.

Biological evolution also includes the idea that all of life is connected and can be traced back to one common ancestor. This is called macroevolution.

What is not Evolution?

Biological evolution is not defined as simply change over time.

Many organisms experience changes over time, such as weight loss or gain. These changes are not considered instances of evolution because they are not genetic changes that can be passed on to the next generation.

View the page you created.
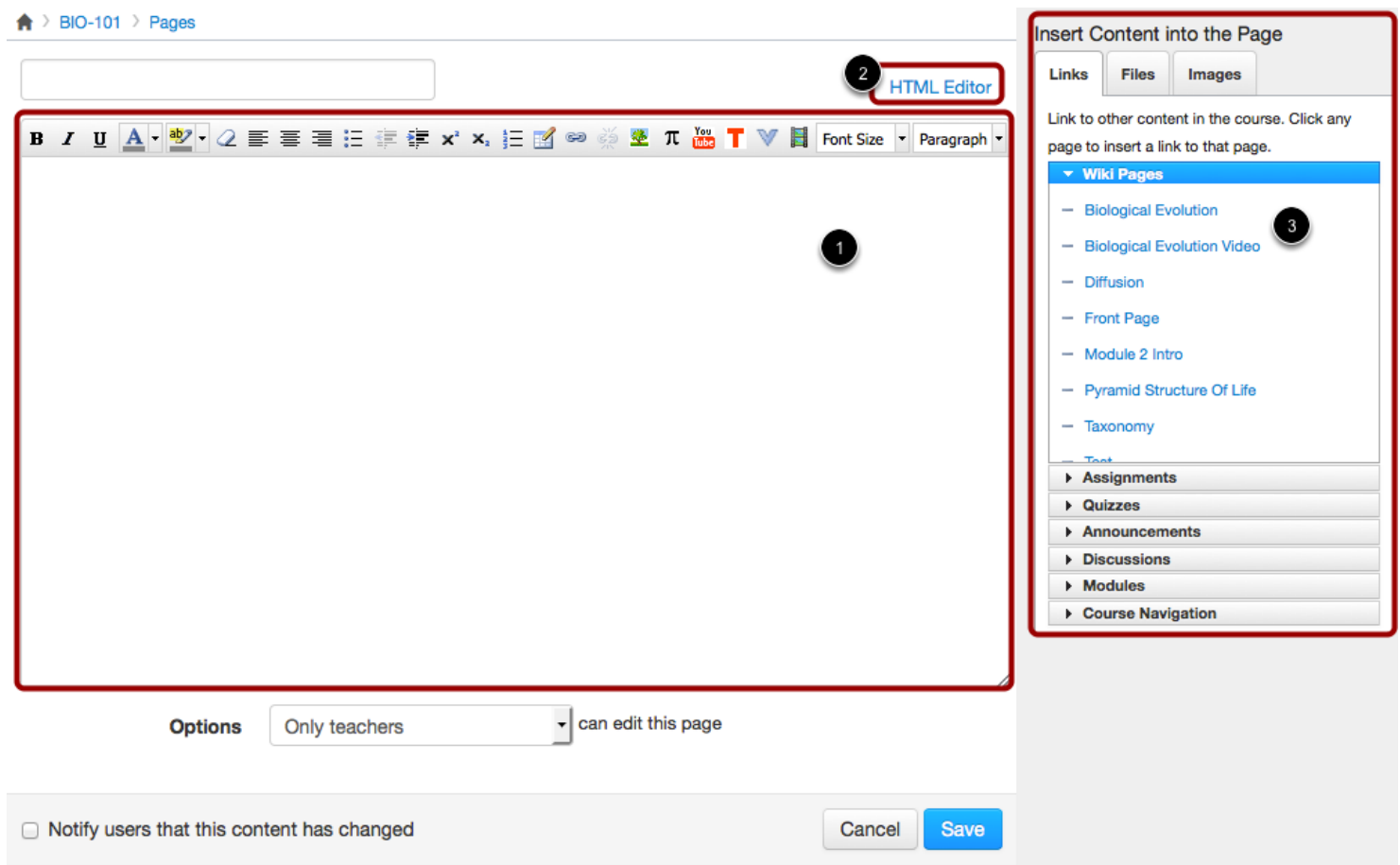
What is the Rich Content Editor?

Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

Click here to view a video about the Rich Content Editor.

Note: Configured External (LTI) Tools may create additional buttons in the Rich Content Editor.

Open the Rich Content Editor

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the HTML Editor link [2]. Users can also easily link to course content using the Content Selector [3].
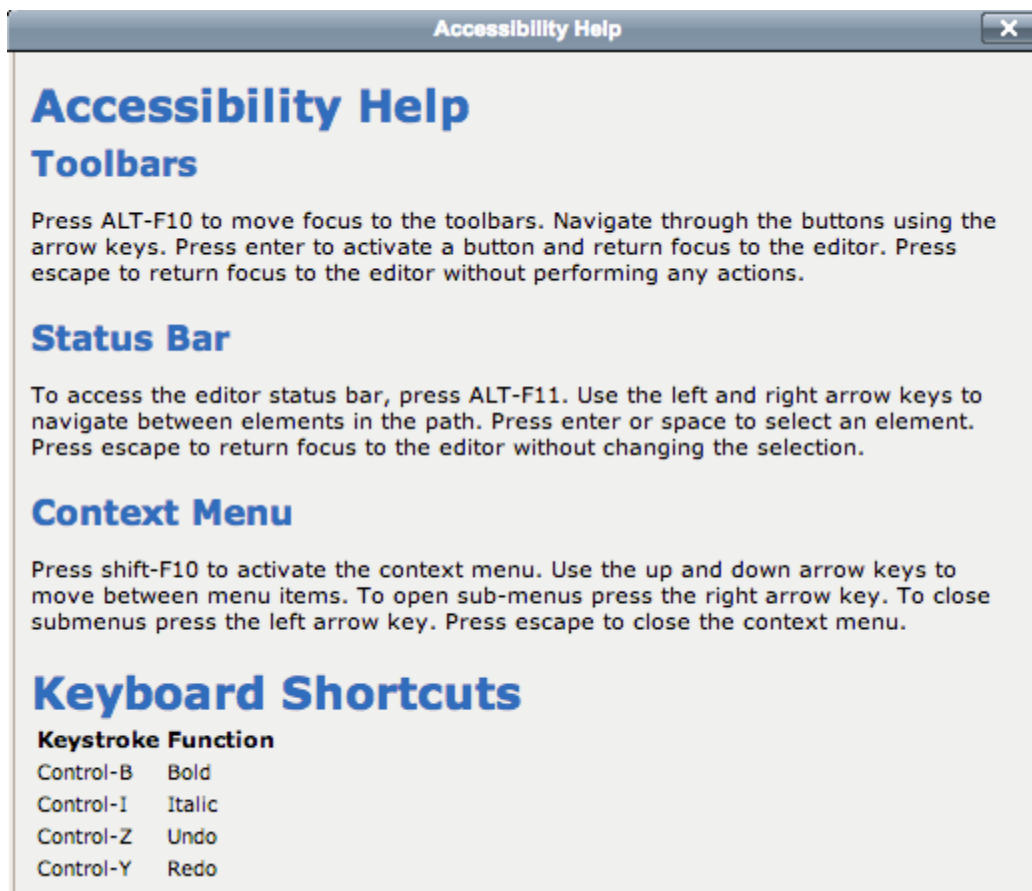
What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

Click here to go to the **Rich Content Editor** chapter.

Accessibility Help Menu

Canvas users can use keyboard navigation in the Rich Content Editor. Press **ALT + F8** (on a PC keyboard) or **ALT + FN + F8** (on a MAC keyboard) to open the accessibility help menu in the Rich Content Editor.

How do I create a new Module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, set prerequisites, and add requirements.

Open Modules

Assignments

Discussions

People

Grades

Syllabus

Quizzes

Modules

Outcomes

Conferences
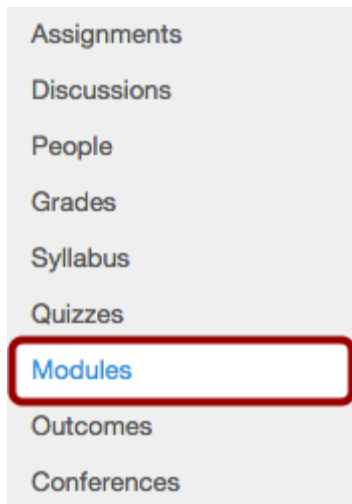
In Course Navigation, click the **Modules** link.

Create a Module

View Progress   Create a Module

Click the **Create a Module** button.

Name the Module

Type a name in the **Module Name** field.

Lock Module Until a Given Date

Select the **Lock module until a given date** checkbox [1] to lock the module until a set date. Select the **Calendar** icon [2] to set the date and time.

Add Module Requirements

Select the **Students must move through requirements...** checkbox [1] to require students to move through the content in the modules in sequential order.

Add Modules

Click the **Add Module** button to create the module.

View Module

View your created module. To publish a module, click the unpublished icon. The hover text will confirm you want to publish the module.

What are the different Assignment types?

Assignments can be placed within different assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

Assignment

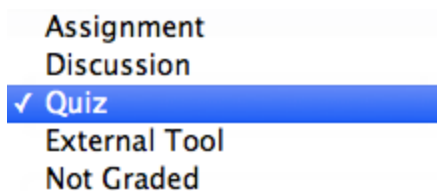| ✓ Assignment |
| --- |
| Discussion |
| Quiz |
| External Tool |
| Not Graded |
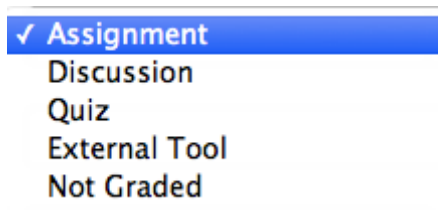
An **Assignment** is a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the User Dashboard.

Discussion

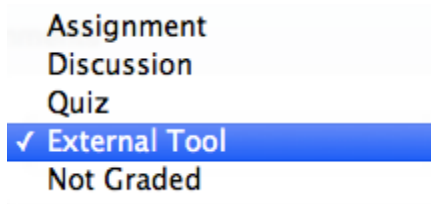| Assignment |
| --- |
| ✓ Discussion |
| Quiz |
| External Tool |
| Not Graded |
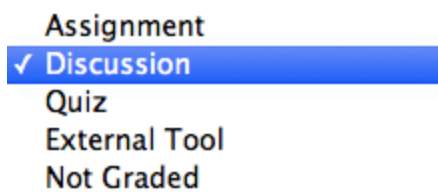
A **Discussion** is a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the User Dashboard.

Quiz

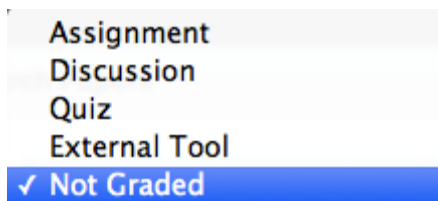| Assignment |
| --- |
| Discussion |
| ✓ Quiz |
| External Tool |
| Not Graded |

A **Quiz** is a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the User Dashboard.

External Tool

An **External Tool** is an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the User Dashboard.

Not Graded

Not Graded is a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment type can be used for practice assignments as well. This assignment will show up on the Syllabus page and the User Dashboard.

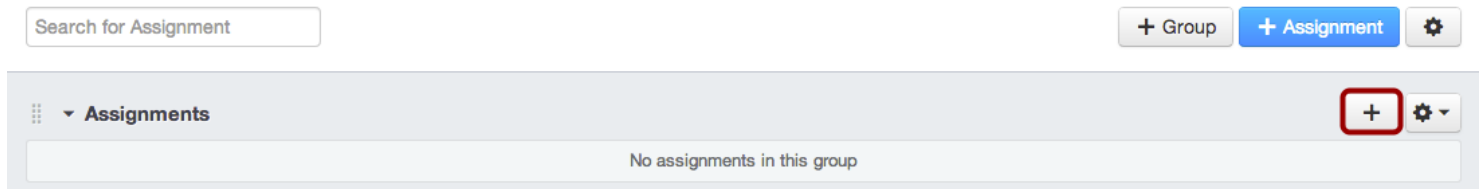## How do I create an Assignment shell in an Assignment Group?

You can create an Assignment shell on the Assignments index page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details.
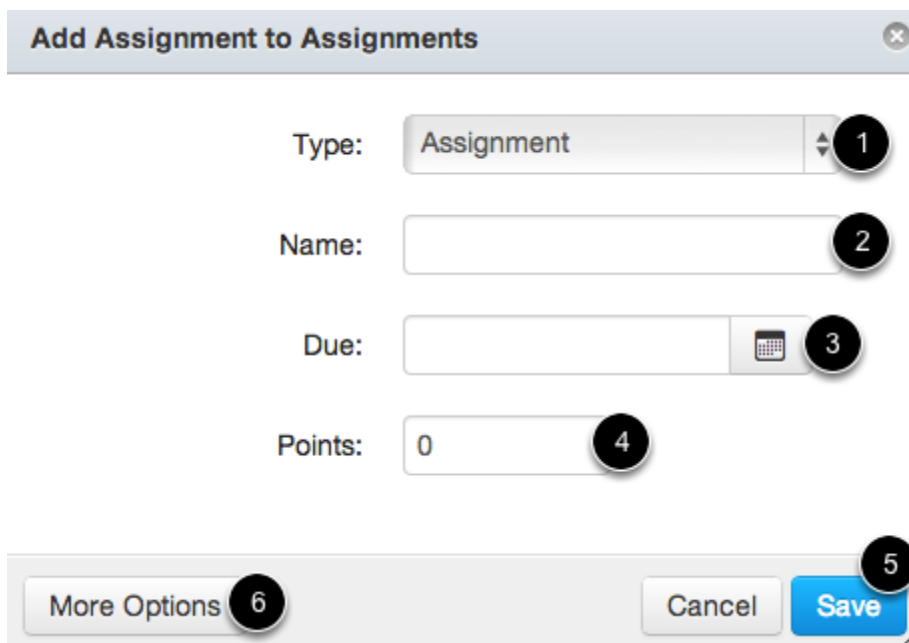
Open Assignments
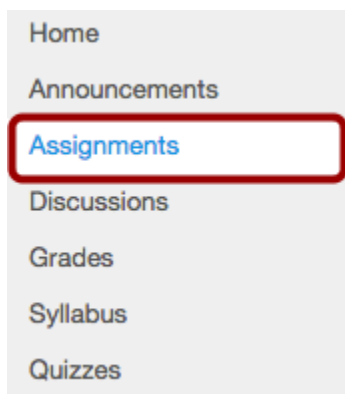
In Course Navigation, click the **Assignments** link.

Create Assignment Shell

In an Assignment Group header, click the **Add** icon.

Enter Assignment Shell Details

Set the Assignment type by selecting the type drop-down menu [1], enter the Assignment title in the **Name** field [2], click the **Calendar** icon to select a due date [3] or manually enter a due date, and enter the number of points for the assignment in the points field [4]. Click the **Save** button [5].

Note: If you want to edit the assignment details now, click the **More Options** button [6].

Visit the Assignments chapter to learn about the different types of assignments you can create within Canvas.

What are the different types of Quizzes?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Create Graded Quiz

Quiz Type	Graded Quiz	⬍

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Create Practice Quiz

Quiz Type	Practice Quiz	⬍

A practice quiz can be used as a learning tool to help students see how well they understand the course material. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quizzes do not appear in the Syllabus or the Gradebook.

Create Graded Survey

Quiz Type	Graded Survey	⬍

A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous.

Create Ungraded Survey

Quiz Type	Ungraded Survey	⬍

An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys do not appear in the Syllabus or the Gradebook.

How do I create a Quiz with individual Questions?

You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

Open Quizzes
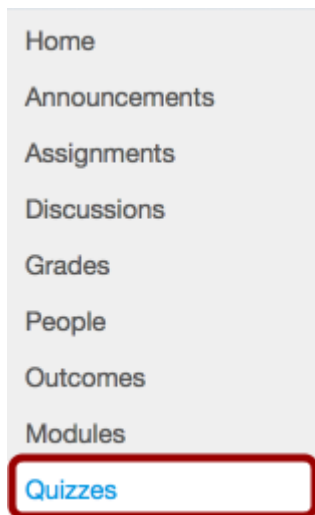
In Course Navigation, click the **Quizzes** link.

Create New Quiz

Click the **Add Quiz** button.

Edit Quiz Settings

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.

Add New Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].
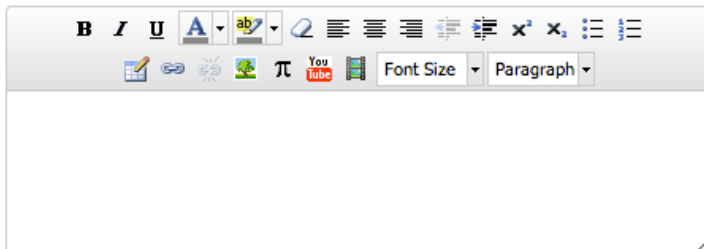
Complete Question

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)

- **Essay**
- **File Upload**

You can link course content to create Quiz questions, such as linking a diagram image.

Save Quiz

Click the **Save** button to save your work on your quiz.

Publish Quiz

Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].

Note: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
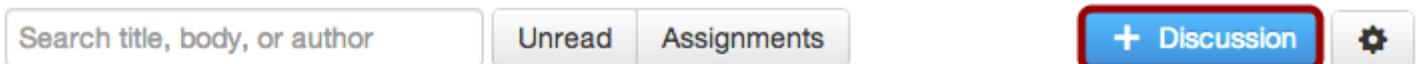
How do I start a Discussion?

Learn how to create and start a Discussion in your course.

Open Discussions

Home
Announcements
Modules
Assignments
Discussions
Files
Grades
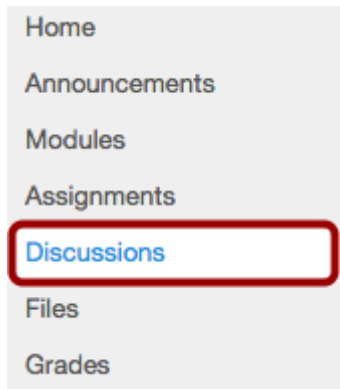
In Course Navigation, click the **Discussions** link.

Start Discussion

Click the **Add Discussion** button.

Create Discussion

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Attach a file to your discussion.
4. Create a threaded replies by clicking the **Allow threaded replies** checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** button.
6. Create a podcast feed for the discussion by clicking the **Enable podcast feed** checkbox.
7. Create a graded discussion by clicking the **Graded** checkbox.
8. Create a Group Discussion by clicking the **This is a Group Discussion** checkbox.

9. Make your discussion available on a certain date by filling out the **Available From** and **Until** fields.

Save Discussion

Save

Click the **Save** button to start the discussion.

Publish Discussion

☁ Publish   ✏ Edit   ⚙ ▾

Start a New Discussion   Apr 28 at 4:57pm
Doug Roberts

Use this thread to interact with your peers. I will be monitoring this discussion thread if you have any general course questions or insights.

Click the **Publish** button.
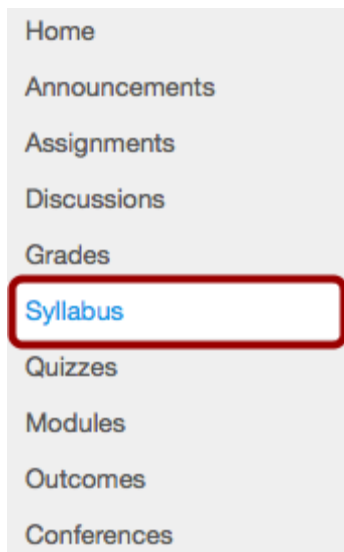
View Discussion

Start a New Discussion   Apr 28 at 4:57pm
Doug Roberts

Use this thread to interact with your peers. I will be monitoring this discussion thread if you have any general course questions or insights.

| Search entries or author | Unread | ≡ | ≡ | ✓ Subscribed |

↩ Reply

View the discussion.

Canvas Instructor Quickstart Guide Updated 12/20/14   **Page 88**
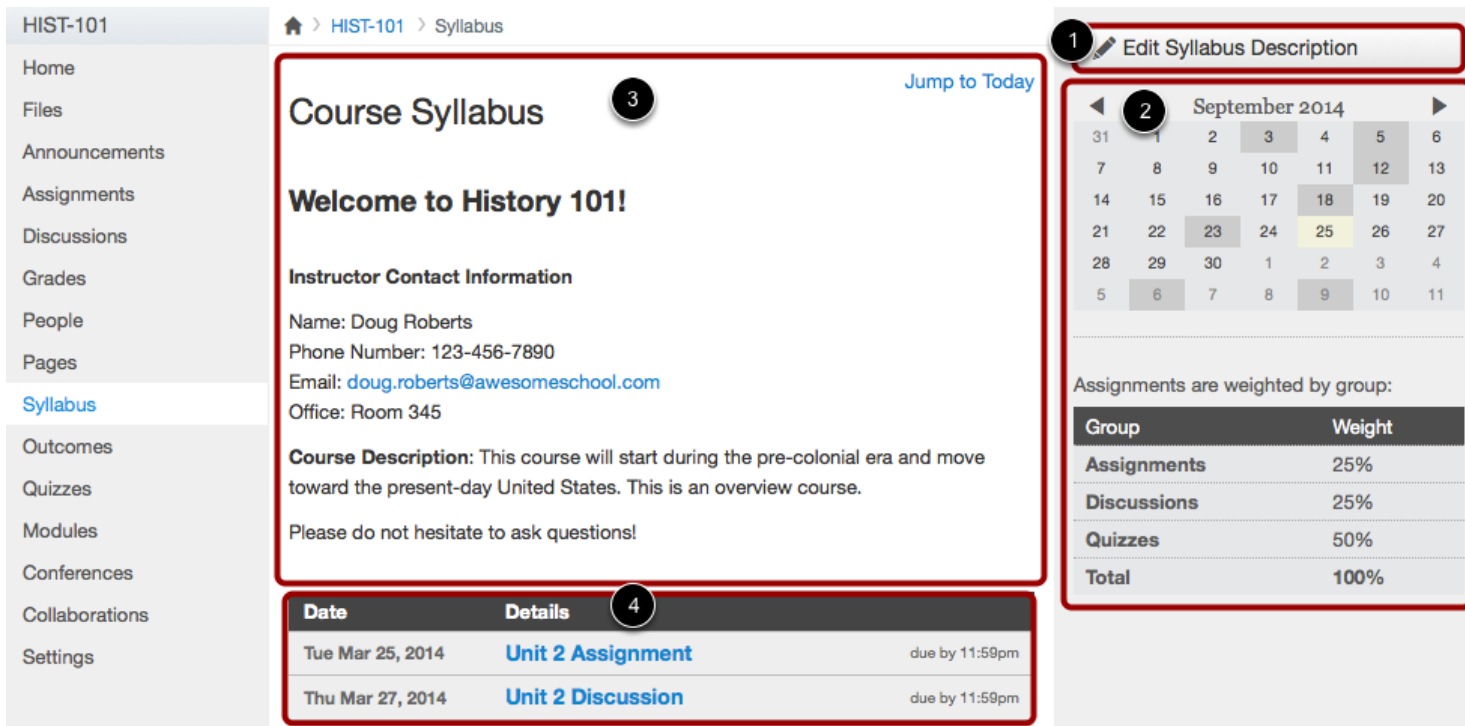
What is the Syllabus?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

Locate Syllabus Link

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

View Syllabus

To edit the Syllabus, click Edit Syllabus Description [1]. There are three main parts: a calendar and weighted assignment groups [2], a syllabus description [3], and a syllabus table automatically managed by Canvas [4].

View Syllabus Description

Jump to Today

Course Syllabus

Welcome to History 101!

Instructor Contact Information
Name: Doug Roberts
Phone Number: 123-456-7890
Email: doug.roberts@awesomeschool.com
Office: Room 345

Course Description: This course will start during the pre-colonial era and move toward the present-day United States. This is an overview course.

Please do not hesitate to ask questions!

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

View Calendar and Weighted Assignment Groups

The Calendar and Weighted Assignment Groups section will display information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.

View Syllabus Table

Date	Details	
Fri Mar 28, 2014	Unit 2 Quiz	due by 11:59pm
Tue Aug 26, 2014	Introductions	due by 11:59pm
Thu Aug 28, 2014	Information Survey	due by 11:59pm
Wed Sep 3, 2014	Course Evaluation	due by 11:59pm
Fri Sep 5, 2014	Introduce Yourself	due by 11:59pm
Fri Sep 12, 2014	Unit 1 Assignment	due by 11:59pm
Thu Sep 18, 2014	Unit 1 Discussion	due by 11:59pm
Fri Sep 19, 2014	Unit 2 Assignment	due by 11:59pm
Tue Sep 23, 2014	Unit 1 Quiz	due by 11:59pm
Fri Sep 26, 2014	Unit 2 Discussion	due by 11:59pm
Mon Oct 6, 2014	Unit 3 Assignment	due by 11:59pm
Thu Oct 9, 2014	Unit 3 Discussion	due by 11:59pm
Wed Oct 22, 2014	Peer Assignment	due by 11:59pm
Thu Nov 13, 2014	Unit 3 Quiz	due by 10:59pm
Fri Nov 28, 2014	Unit 4 Assignment	due by 11:59pm
Thu Dec 4, 2014	Final Discussion	due by 11:59pm
Wed Dec 10, 2014	Final Unit Quiz	due by 10:59pm
Mon Dec 15, 2014	Final Assignment	due by 10:59pm
Thu Dec 18, 2014	End of Semester Survey	due by 10:59pm
(1)	Course Survey	
	Expectations	

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom [1]. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

View Public Syllabus Course Setting


You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. In your course settings, you can select the **Make the syllabus for this course publicly visible** check box to make your syllabus public.

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
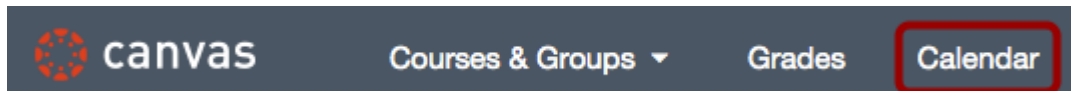
In Global Navigation, click the **Calendar** link.

View Calendar

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

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

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 Biology 101 course will appear as green in the calendar view.

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

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

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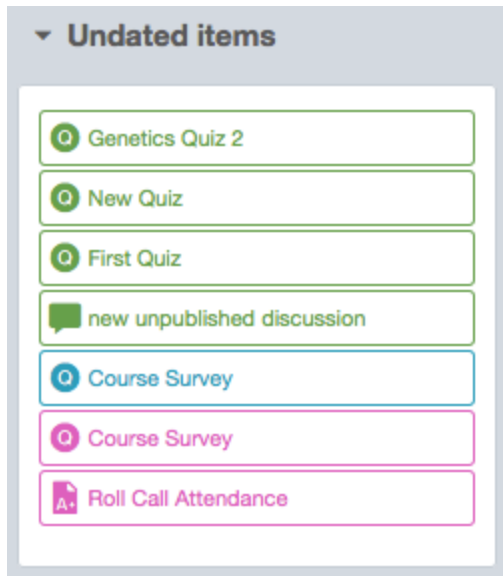
Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

View Calendar by Month

In month view, click the arrow buttons [1] to move from month to month. Click the Today button [2] to view the events for the current date.
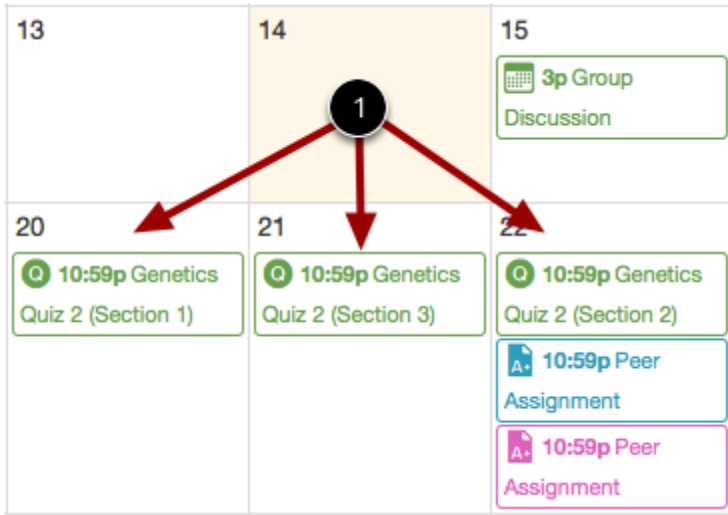
View Due Dates

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

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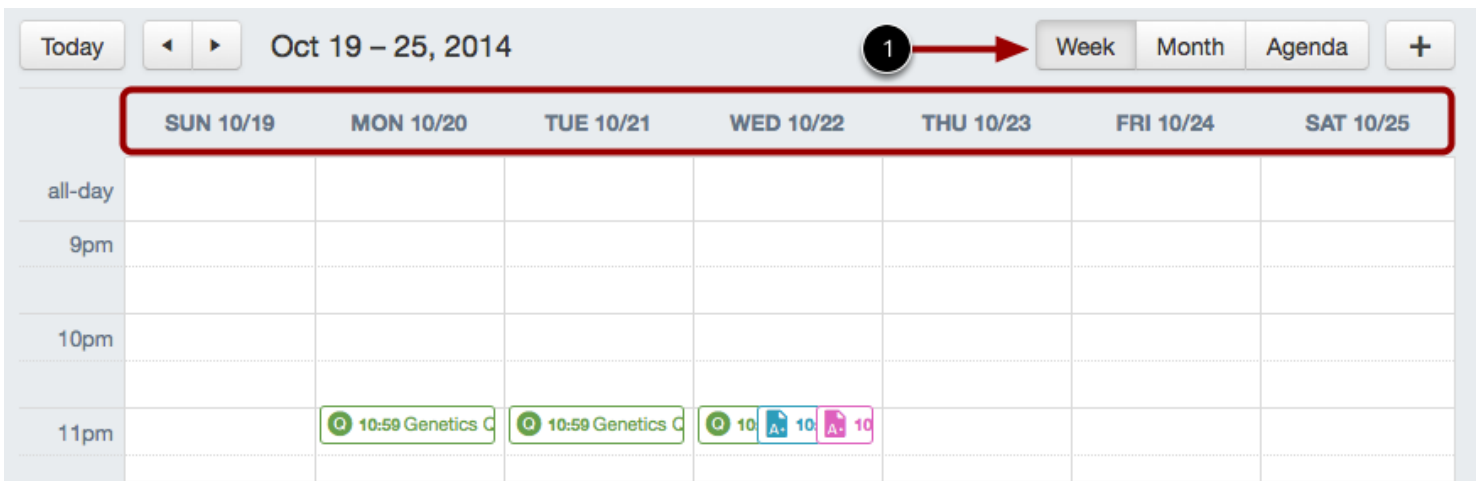
View Varied Due Dates

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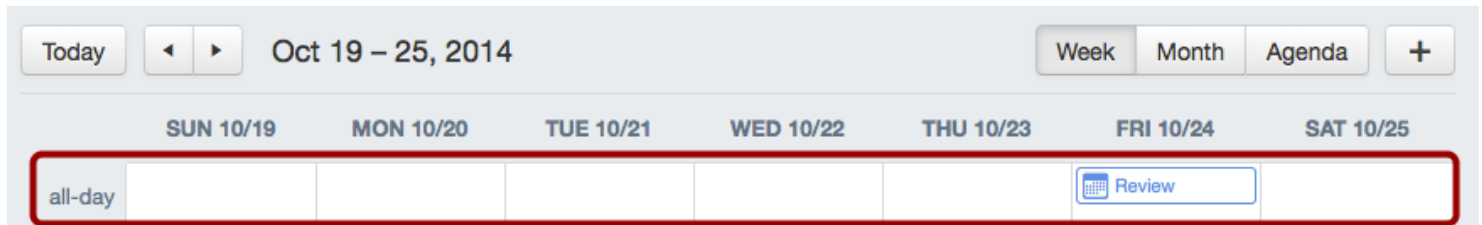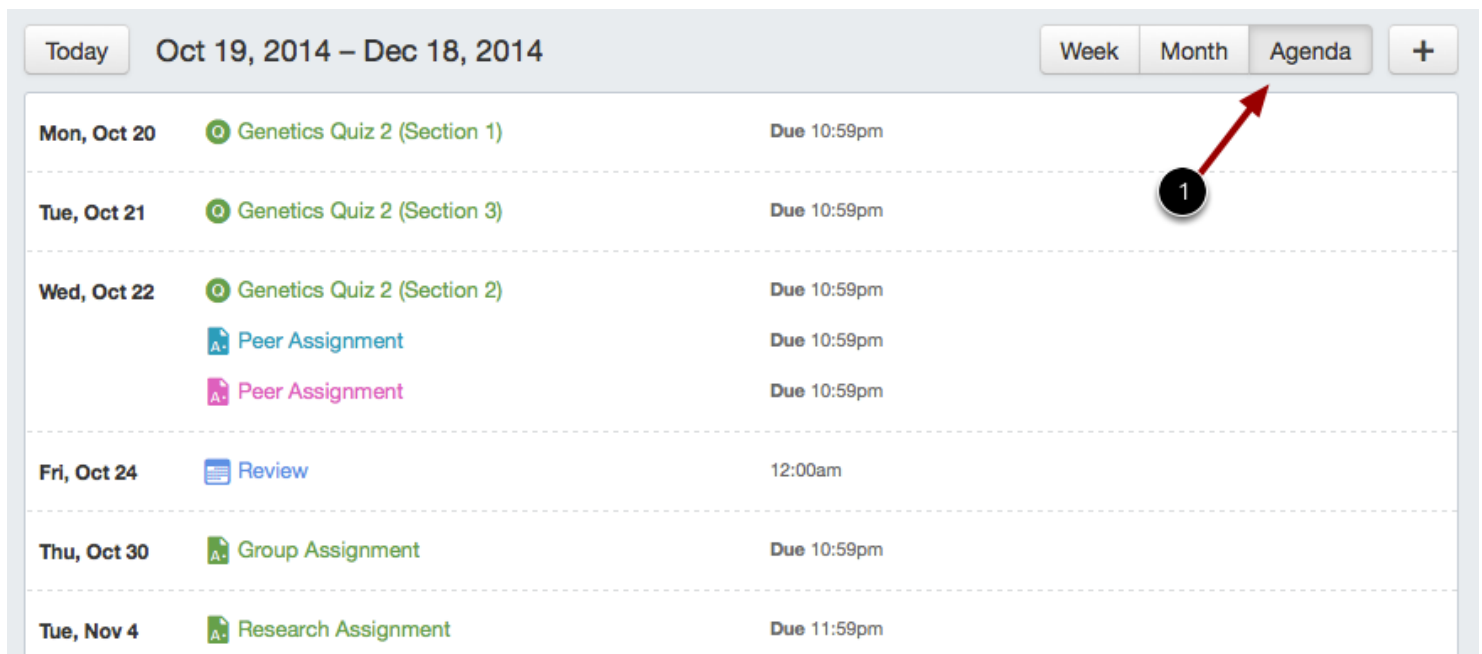
View Calendar by Week

Click the **Week** button [1] to see the calendar by week.

View All-day Events

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

View Calendar Agenda

Click the **Agenda** button [1] to view all of your calendar items, beginning with the month selected in Month view.

Work with Grades and People

How do I enter and edit scores in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit scores in the Gradebook.

You can also use a CSV file to upload and download scores.

Open Grades

Home

Announcements

Assignments

Discussions

Grades

People

Outcomes

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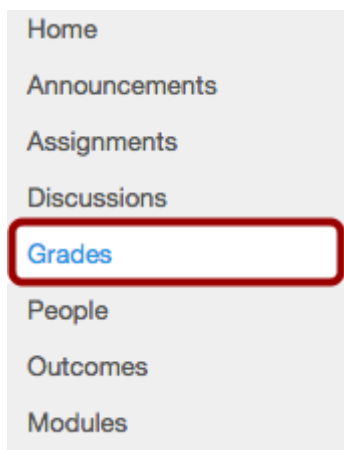
In Course Navigation, click the **Grades** link.

Locate Student Score

Showing All Sections ▾	⚙ ▾	
Student Name	**Secondary ID**	**Assignment #1** Out of 10
Emily Boone Documentation Sandbox	emily.boone.canva...	10
Jessica Doe Section 3	jessica.doe.canvas...	-
Max Johnson Section 3	max.johnson.canv...	10
Bruce Jones Section 3	bruce.jones.canvas...	9
Chief Pearson Documentation Sandbox	the.chief.canvas@g...	-
Jane Smith Documentation Sandbox,	jane.smith.canvas...	9.5

Click the assignment cell located in the row of the student whose score you want to enter.

Enter New Score

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard). New scores are saved automatically.

View New Score

View the new score.

Edit Score

Student Name ▲	Secondary ID	Notes	Information Survey Out of 5
Emily Boone	emily.boone.canvas@		5
Jessica Doe	jessica.doe.canvas@g		-
Max Johnson	max.johnson.canvas@		5
Bruce Jones	bruce.jones.canvas@g		5
Joe Rodgers	captain.america.canva		5 /5
Nora Sanderson	nora.sanderson.canva		-
Jane Smith	jane.smith.canvas@gn		5
Canvas Student	cnvsstudent@gmail.cc		5

To edit an existing score in the Gradebook, click the assignment cell for the score and enter the new score. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Delete Score

Student Name ▲	Secondary ID	Notes	Pre-Assessment Out of 25	First Quiz Out of 8
Emily Boone Section 2	emily.boone.canvas@	excellent.	25	4
Jessica Doe Section 3	jessica.doe.canvas@g		20	-
Max Johnson Section 1	max.johnson.canvas@		21	-
Bruce Jones Section 2	bruce.jones.canvas@g		T	-
Joe Rodgers Section 3	captain.america.canva		8	-
Nora Sanderson Section 1	nora.sanderson.canva	schedule mtg with pa	8 /25	-
Jane Smith Section 3	jane.smith.canvas@gn		25	-
Canvas Student Section 2	cnvsstudent@gmail.cc		14	-

To manually delete a score from the Gradebook, click the assignment cell for the score and click the delete key. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).

View New Score

Student Name	Secondary ID	Notes	Pre-Assessment Out of 25
Emily Boone Section 2	emily.boone.canvas@	excellent.	25
Jessica Doe Section 3	jessica.doe.canvas@g		20
Max Johnson Section 1	max.johnson.canvas@		21
Bruce Jones Section 2	bruce.jones.canvas@g		T
Joe Rodgers Section 3	captain.america.canva		8
Nora Sanderson Section 1	nora.sanderson.canva	schedule mtg with par	T
Jane Smith Section 3	jane.smith.canvas@gn		25
Canvas Student Section 2	cnvsstudent@gmail.cc		14

View the deleted score and the ungraded submission.

Click here to return to the **Grades** chapter.

How do I use SpeedGrader™?

As an instructor, SpeedGrader™ allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

Access SpeedGrader
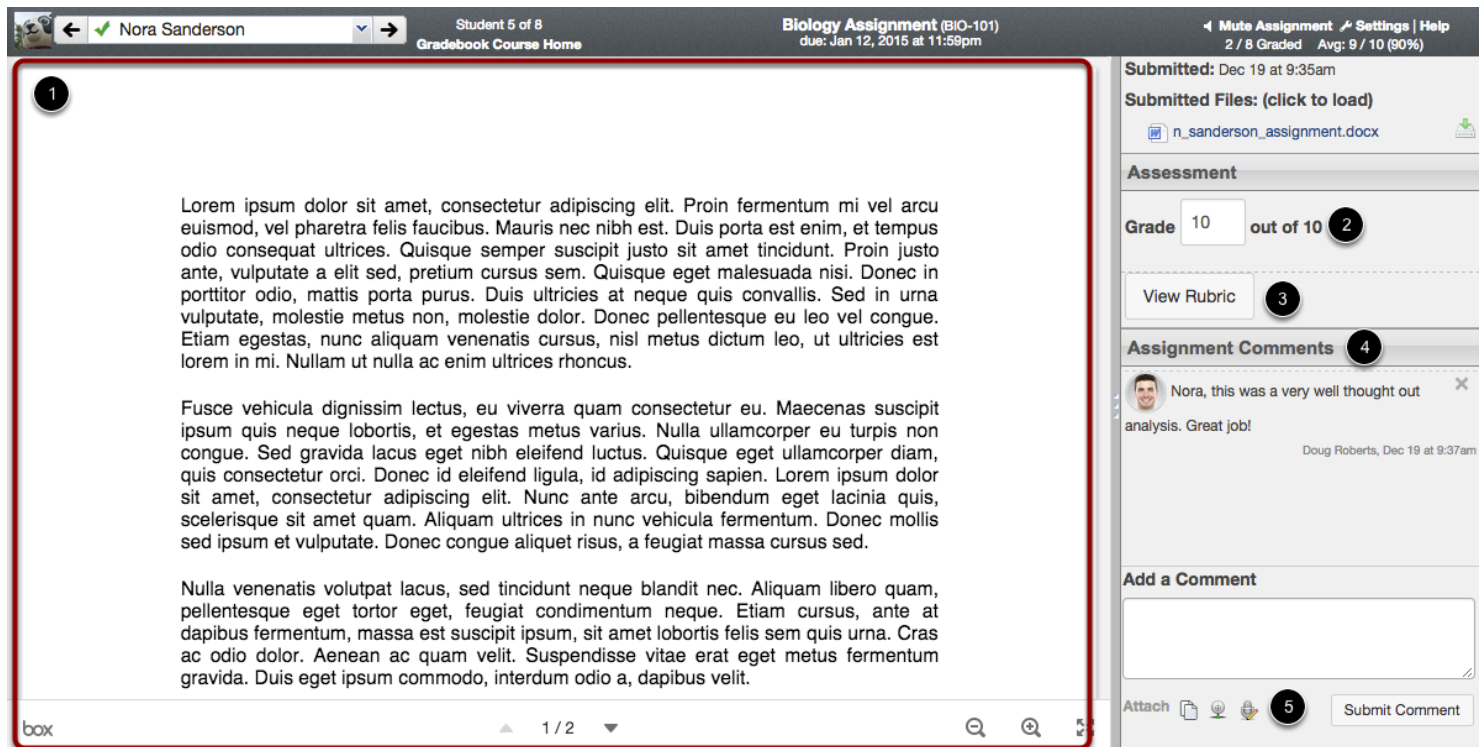
You can access SpeedGrader in several ways:

- Access via the Gradebook
- Access via Assignment, Quiz, or Graded Discussion

View SpeedGrader

You can use SpeedGrader™ to:

- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading

For each student, SpeedGrader™ has five areas:

1. View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf submissions using Crocodoc; review other file format submissions using the document previewer or Google Preview
2. Assign a grade based on your preferred assessment method (points or percentage)
3. View Rubric to assist with grading (if one is added to the assignment)
4. View comments created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

Note: You can use keyboard shortcuts to navigate SpeedGrader™. Press the **comma key** and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

Click here to return to the **SpeedGrader™** chapter.

How do I add students to my course shell?

As part of the course setup process, Canvas will invite you to add students to your course shell. As soon you have finished building your course and it is published, Canvas will automatically send course invitations via email to all added users.

If your institution uses **SIS imports**, your student list will be populated by your admin, so you will not need to invite students to join your course. However, you may need to manually invite users who may not officially part of your institution's records for the course, such as an [observer](#), [TA](#), or [designer](#).

Note: Adding students is a course permission. If you cannot add students to your course, your institution has restricted this feature.

Open People

In Course Navigation, click the **People** link. You can also use the Course Setup Checklist; click one of the **Add Students to the Course** links [2].

Add People

Click the **Add People** button.

Submit Email Addresses

The Add People page shows you how to submit an email address to Canvas and invite them to your course. Names are not required as part of this process.

Note: If you are copying and pasting from a spreadsheet or other type of list where names are included with email addresses, you may want to check that they are formatted in the same way as one of the gray examples in the text field. Otherwise the names may not import correctly.

Add People

Type or paste a list of email addresses below:

emily.boone.canvas@gmail.com [1]

Role: Student [2]

Section History of the performing arts [3]

[4] Next

To submit an email address, type or paste the user's email address in the type field [1]. You can also type or paste several email addresses at one time.

In the Role drop-down menu [2], assign the user(s) a role for the course: Student, Teacher, TA, Designer, or Observer.

In the Section drop-down menu [3], assign the user(s) a Section in the course.

Note: If you are submitting multiple email addresses at the same time, all email addresses inherit the same role and section.

Click the **Next** button [4].

Check People

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the **Start Over** button [2]. Otherwise click the **Add Users** button [3].

Note: If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field [4]. Otherwise the name field will remain blank.

Confirm Enrollment

Canvas will verify the student enrollment and automatically send an invitation to the course.

To send more invitations to your course, click the **Add More Users** button [1]. If you are finished inviting students, click the **Done** button [2] to return to the People page.

View Pending Enrollment

Until the user accepts the course invitation, the student's status will display as pending.
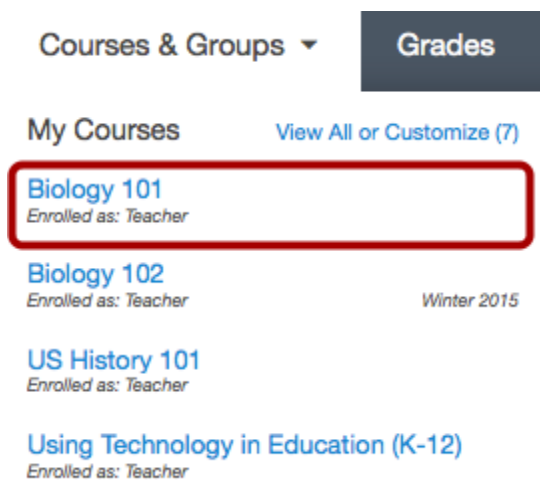
Once the user has accepted the course invitation, you can interact with the student in the course. You can also send messages to the student via Conversations.

Note: It could take up to 24 hours for users to receive their invitations. Canvas will not consider the student to be enrolled—and won't recognize the student anywhere in Canvas—until the invitation has been accepted. If necessary, you can resend course invitations.

How do I access People?

You can access details about the people, or users, in your course using the People page.

Open Course

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

Open People

Home

Announcements

Assignments

Discussions

People

Grades

Syllabus

Quizzes

Modules

Outcomes

Conferences

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

View People

In People, instructors can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Resend course invitations to all students who have not yet accepted.
5. Manually add people to the course.
6. View user groups in the course.
7. View prior enrollments in the course.
8. View registered services for course users.
9. Manage users in the course by hovering over a user's name.
10. View last activity for each user in the course. This allows you to see how often students interact with the course.
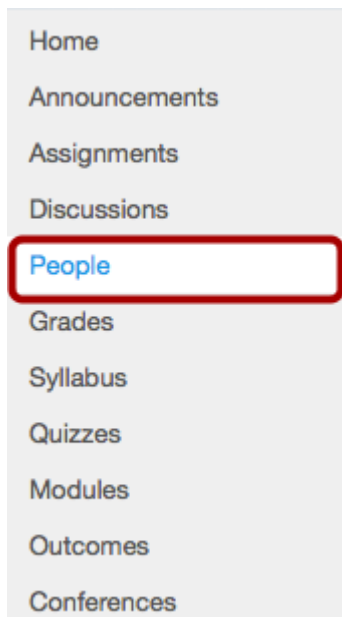11. View total activity for each user in the course. This allows you to see how long students interact within a course and is associated with page views. Total activity requires a two-minute page view minimum for performance. **Note**: This does not capture page views for videos that do not include intermediate page requests, such as a half-hour recorded lecture.
12. View group tabs. All users in the course will be displayed in the Everyone tab. Any existing user groups will be listed as additional tabs for easy access to the group information. If you do not have any user groups in your course, Canvas will display a Groups tab that will take you to the student groups creation page.
13. Add a new group set.

Students can view users [1], use the search bar [2], use the drop-down menu [3], view user groups [6], and view registered services for course users [8].

To learn more about the People page, read the lesson about [people in the course](#).

More Help

Where do I download a copy of the Instructor Quickstart Guide?

You can view the Canvas Instructor Quickstart Guide online or download a PDF version.

Canvas Instructor Quickstart Guide

Click here to download the Instructor Quickstart Guide.

Guía de Inicio Rápido del Instructor de Canvas

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

Which browsers does Canvas support?

Learn more about basic computer specifications and accessibility.

Supported Browsers

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the last two versions of every browser release. We highly recommend updating to the **newest version** of whatever browser you are using as well as the most up-to-date Flash plug-in.

As of **December 15, 2014,** we support the most recent versions of Flash and popular web browsers:

- **Internet Explorer** 10 and 11
- **Chrome** 38 and 39
- **Safari** 6 and 7
- **Firefox** 33 and 34 (Extended Releases are not supported)
- **Flash** 14 and 15 (for recording or viewing audio/video and uploading files)
- **Respondus Lockdown Browser** (supporting the latest system requirements)

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

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

Required Components

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

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

Update Your Desktop Browser

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

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

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

- Internet Explorer
- Chrome
- Safari (Safari 6 is only included with OS X Mountain Lion; Safari 7 is only included with OS X Mavericks)
- Firefox
- Flash
- Respondus

Browser Privacy Settings

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

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

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

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

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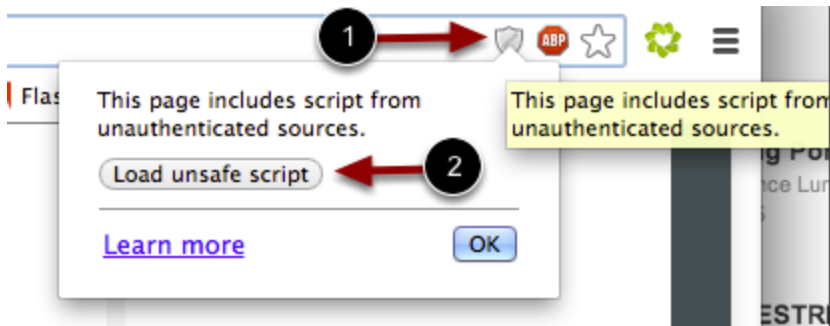
Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Chrome will display a shield icon in the browser address bar.

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

Chrome Media Permissions

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

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

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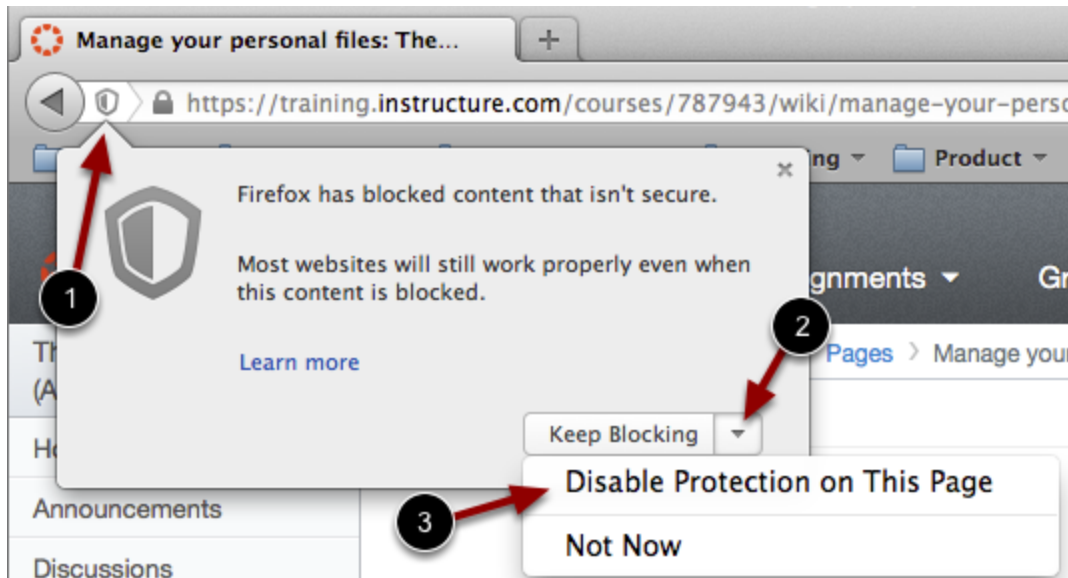
Firefox verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Firefox will display a shield icon in the browser address bar [1].

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

Canvas on Mobile Devices

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

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

Mobile Browsers

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

iOS

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

Android

- Internet
- Firefox
- Chrome

**Note**: Android default browser varies per mobile device.

How do I get help with Canvas?

You can get help with Canvas by using the Help link. Depending on your user role, the Help link generates a list of resources to help you with Canvas, such as how to search Canvas Documentation and report a problem.
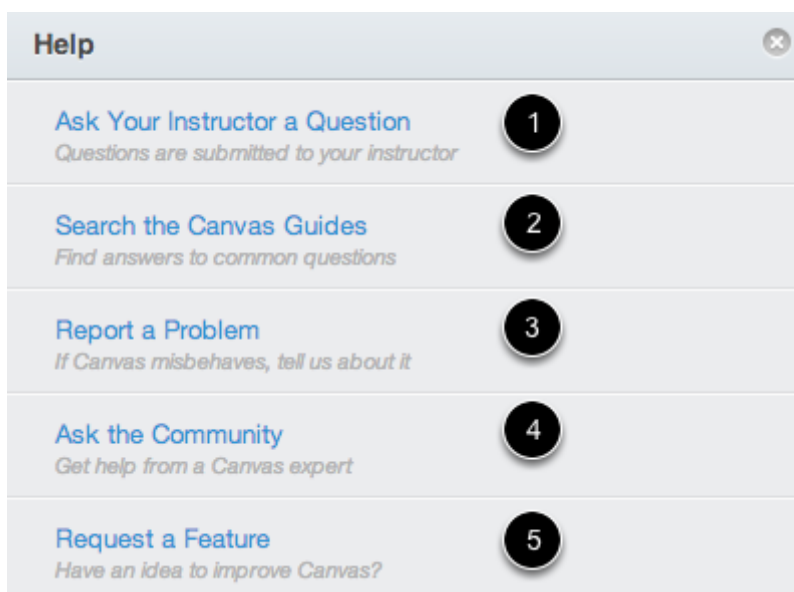
Notes:

- Depending on your institution, the help link may not be available. Admins may also create additional custom help links.
- Before reporting a problem with Canvas, please Ask the Canvas Community or search the Canvas Guides for help.

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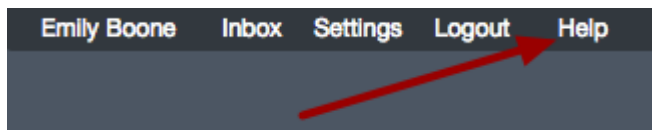
In the Help Corner, click the **Help** link.

View Help Resources

Depending on your user role, there are five main links 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**: Search the Canvas Guides for information about features inside of Canvas
3. **Report a problem**: Submit problems with Canvas to our support team
4. **Ask the Community**: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
5. **Request a Feature**: Submit ideas about how to make Canvas better

Note: If you are an instructor, the Ask your instructor a question help link is not available to you.
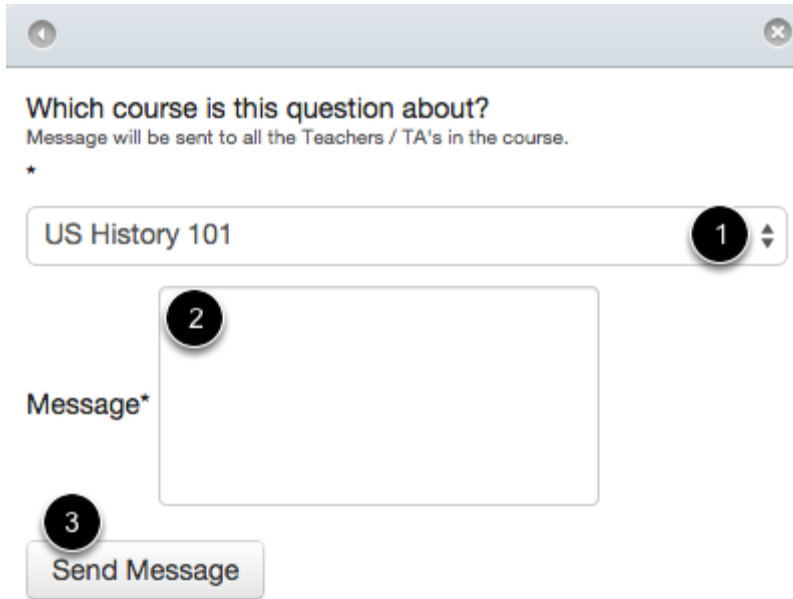
Ask Your Instructor a Question
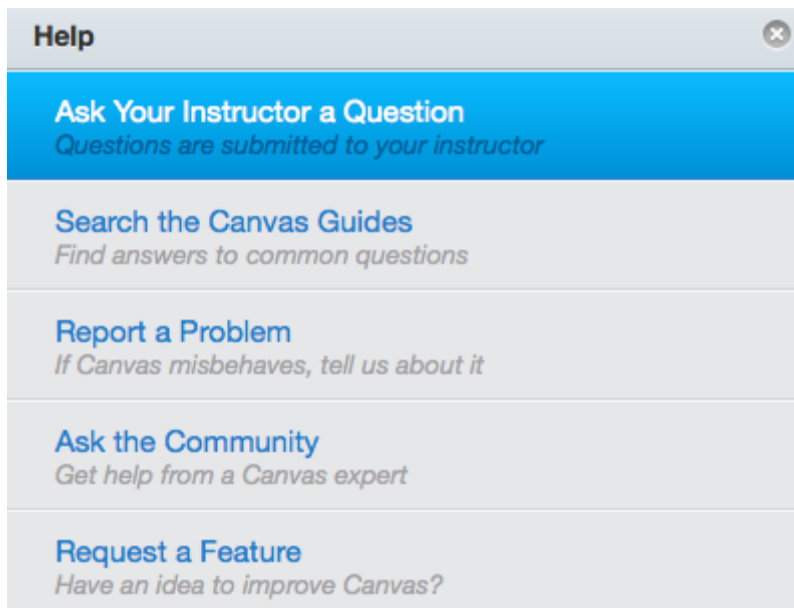
To ask your instructor or TA questions about course material or send them a message, click the **Ask your instructor a question** link.

Note: If you are an instructor, the Ask your instructor a question help link is not available to you.
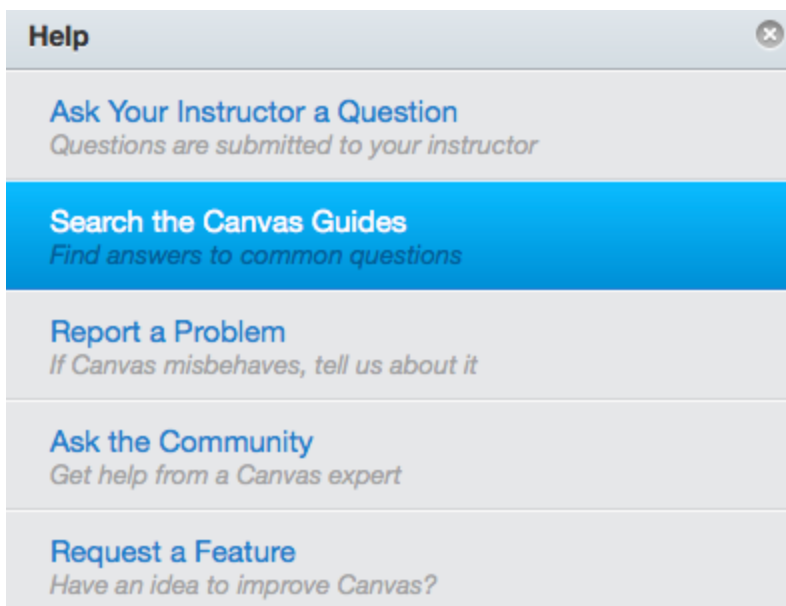
Send Message

Select the relevant course in the drop-down menu [1] and type your message in the description field [2]. When you're done, click the **Send Message** button [3].
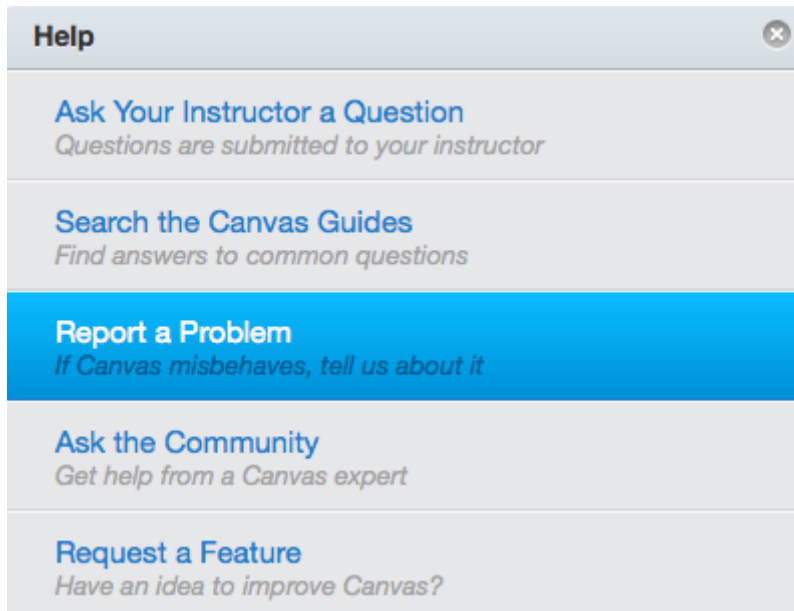
Search Canvas Guides

To find an answer to a question about a Canvas feature, 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
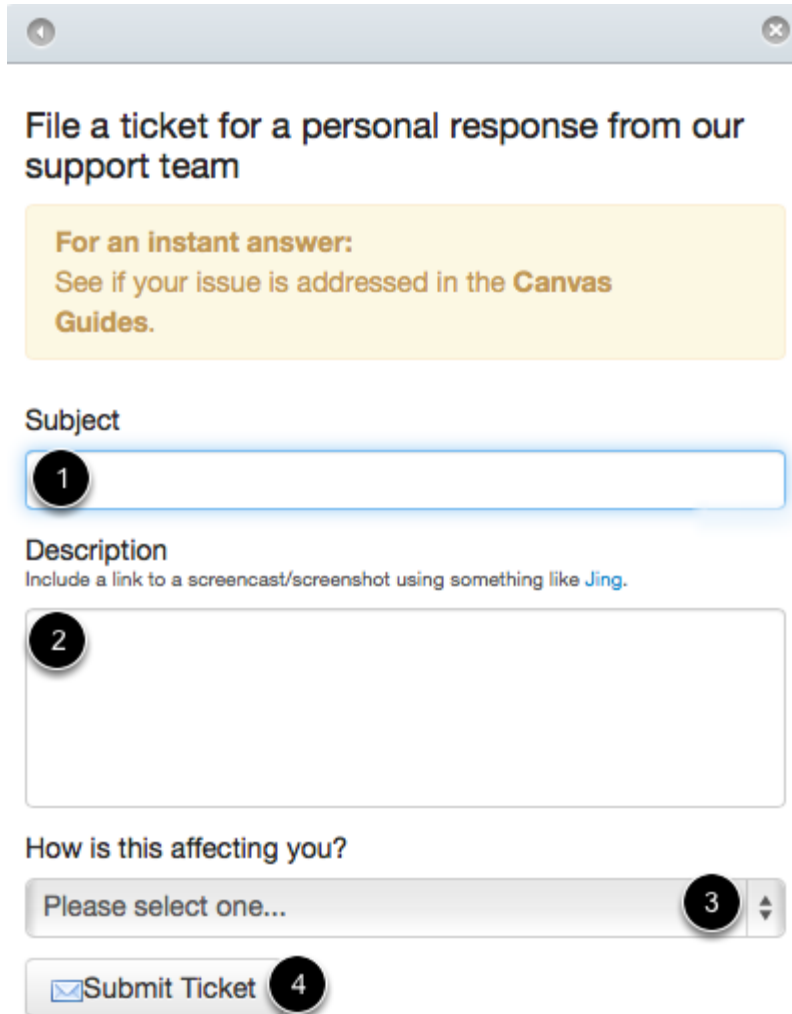
To report a problem with Canvas, click the **Report a Problem** link.

Note: Before reporting a problem with Canvas, please Ask the Canvas Community or search the Canvas Guides for help.

Submit Ticket

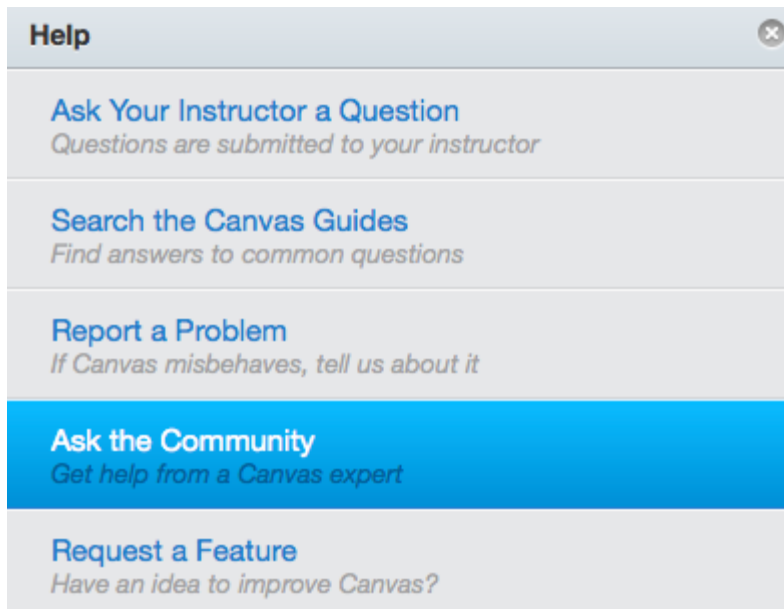In the subject field [1], create a subject for your ticket.

In the description field [2], describe the problem your are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem.

In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

- 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

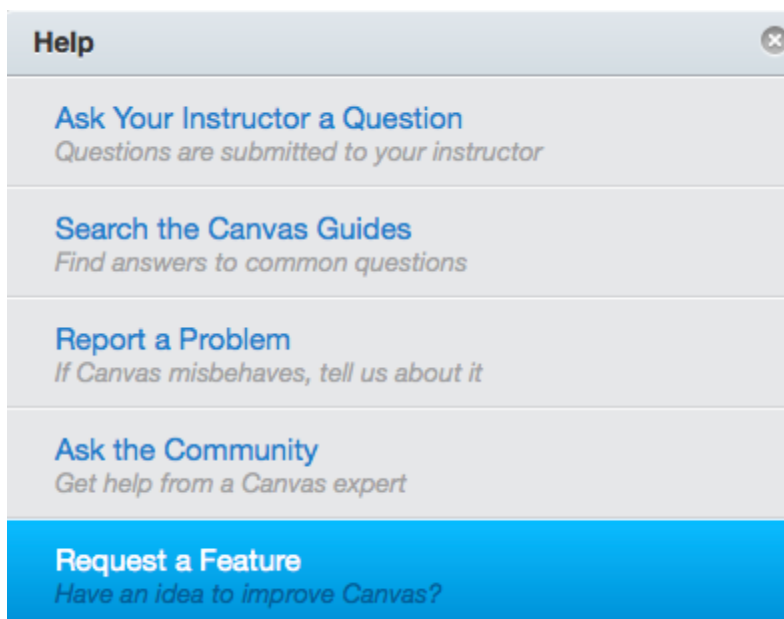When you're done, click the **Submit Ticket** button [4].

Ask the Community

To ask a question or get feedback about Canvas from a community of experts, click the **Ask the Community** link. This link will take 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

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](#).