

CANVAS INSTRUCTOR QUICKSTART GUIDE



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Get Started with Canvas

How do I sign up for a Canvas account as an instructor?

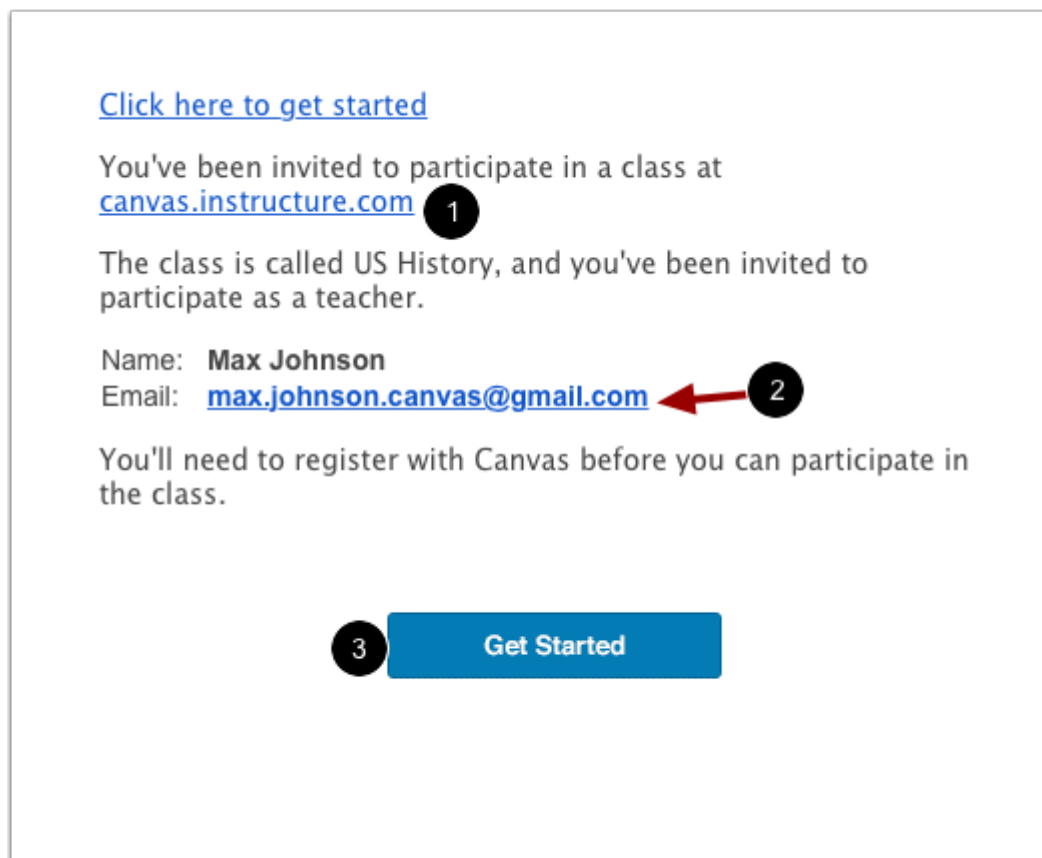
If you do not already have a Canvas account, you need to create an account before you can [log in to Canvas](#).

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

If your institution is not using Canvas, you can create your own account, also known as a free-for-teacher account, to create your own courses.

Note: Free-for-Teacher accounts are always free. However, they do not contain all features available to institutional users of Canvas. Learn more in the [Canvas Account Comparison PDF](#).

Accept a Course Invitation



[Click here to get started](#)

You've been invited to participate in a class at [canvas.instructure.com](#) **1**

The class is called US History, and you've been invited to participate as a teacher.

Name: **Max Johnson**
Email: max.johnson.canvas@gmail.com **2**

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

3 [Get Started](#)

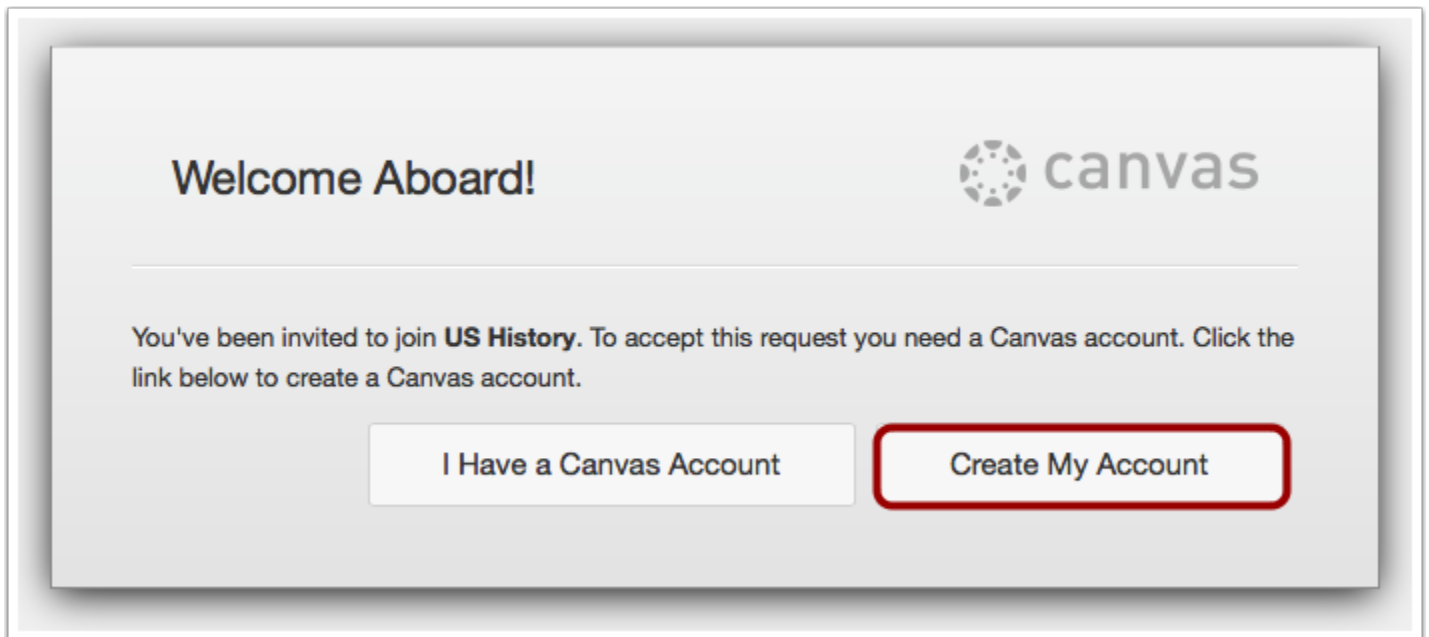
If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2]. To accept the course invitation, click the **Get Started** button [3].

Accept Course



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

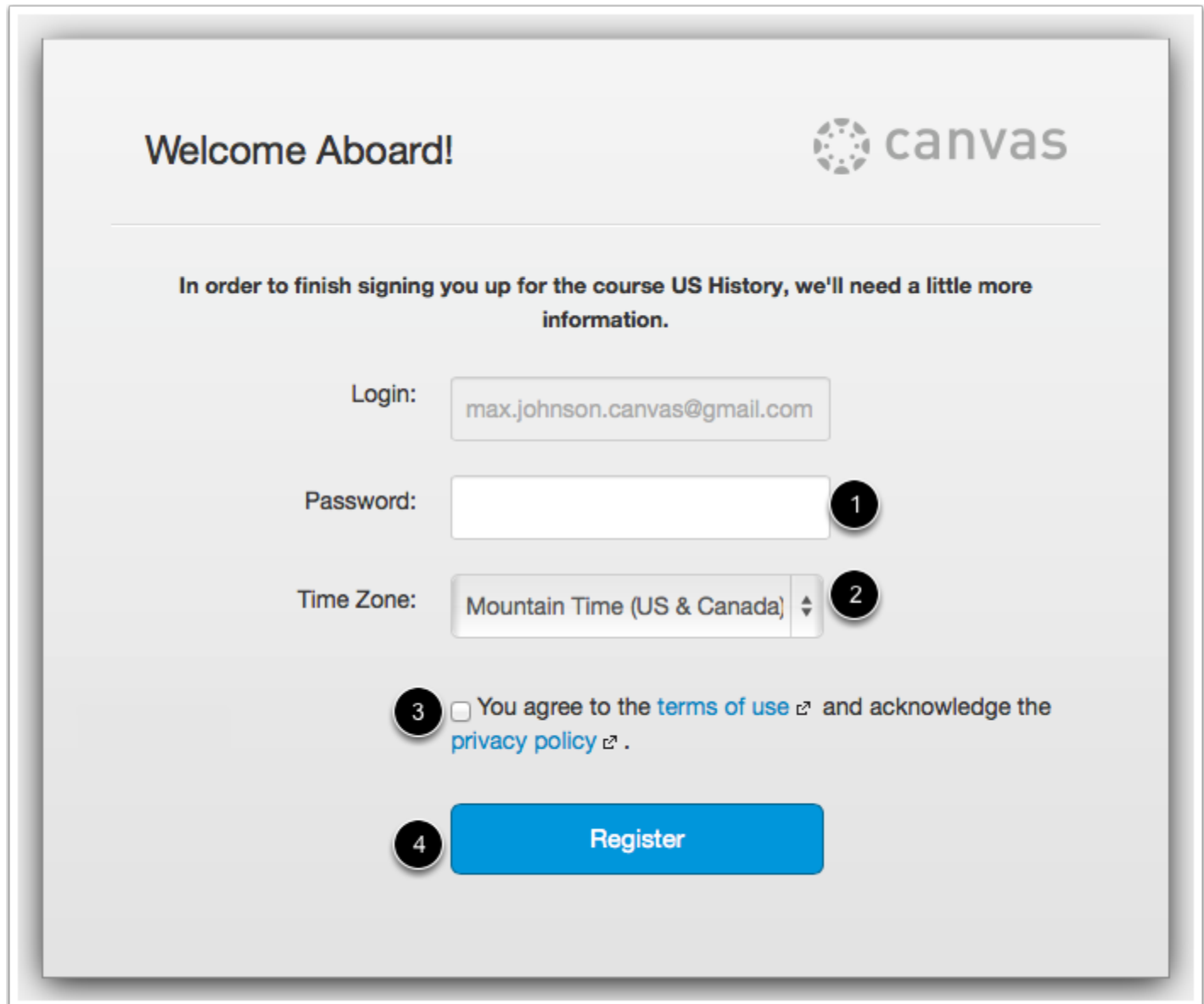
Create Canvas Account



Click the **Create My Account** button.

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

Complete Registration

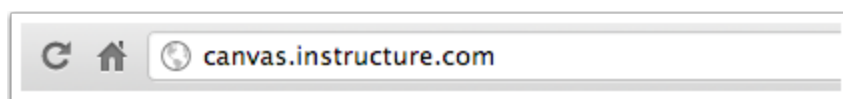


The image shows a screenshot of the Canvas 'Welcome Aboard!' registration page. The page has a light gray background with the Canvas logo in the top right. The main heading is 'Welcome Aboard!'. Below it, a message states: 'In order to finish signing you up for the course US History, we'll need a little more information.' The form contains the following fields and elements:

- Login:** A text input field containing 'max.johnson.canvas@gmail.com'.
- Password:** A text input field, marked with a circled '1'.
- Time Zone:** A dropdown menu showing 'Mountain Time (US & Canada)', marked with a circled '2'.
- Agreement:** A checkbox, marked with a circled '3', followed by the text 'You agree to the [terms of use](#) and acknowledge the [privacy policy](#)'.
- Register:** A blue button, marked with a circled '4'.

Create a password [1], enter your time zone [2], and click the terms of use checkbox [3]. Then click the **Register** button [4].

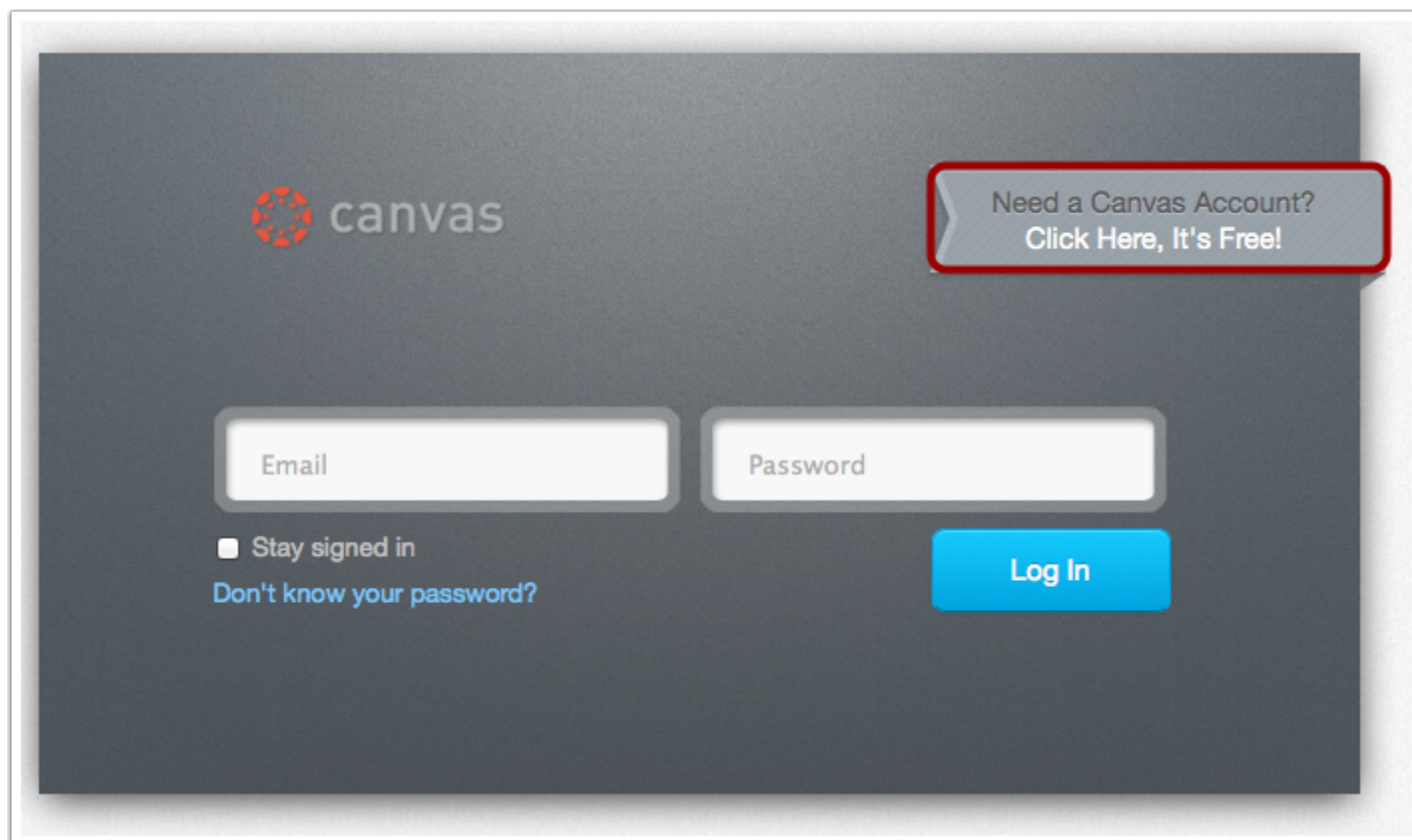
Create Your Own Account



The image shows a browser address bar with the URL 'canvas.instructure.com' entered. The address bar includes back, forward, and home icons on the left.

Enter your Canvas registration URL (e.g. canvas.instructure.com) into your browser.

Create Canvas Account



Click the **Need a Canvas Account? Click Here, It's Free!** banner.

Sign Up As a Teacher



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

Sign Up for Your Account

Teacher Signup

Organization Type

-- Choose One --

1

Title

-- Choose One --

2

School / Organization

3

Name

4

Phone Number

5

School Email (.edu)

6

Location

-- Choose One --

7

8

☐ You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

9

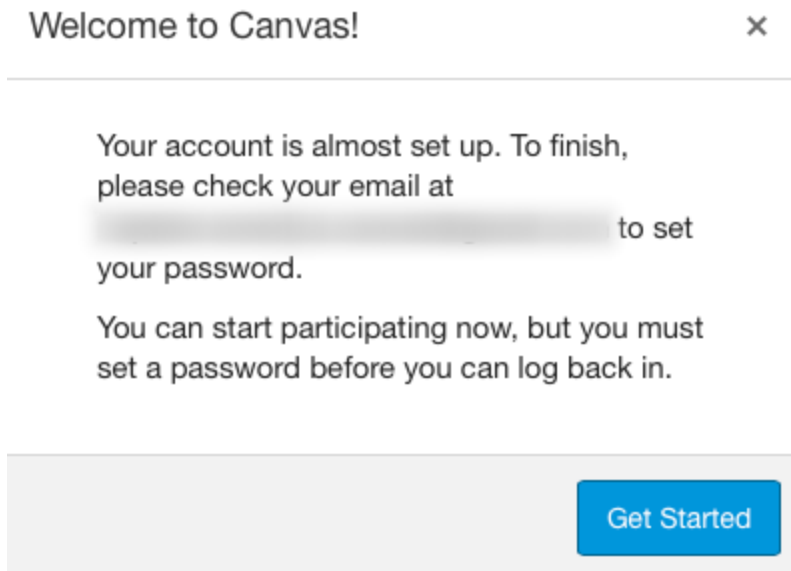
Start Teaching

Complete the following fields:

1. Select your organization type
2. Select your title
3. Enter the name of your School/Organization
4. Enter your name

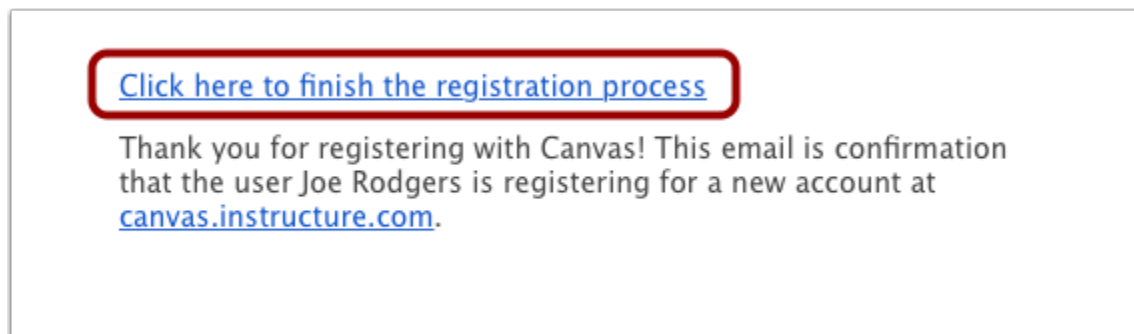
5. Enter your phone number
6. Enter your institutional email address (.edu)
7. Select your location
8. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox
9. Click the **Start Teaching** button.

Verify Account



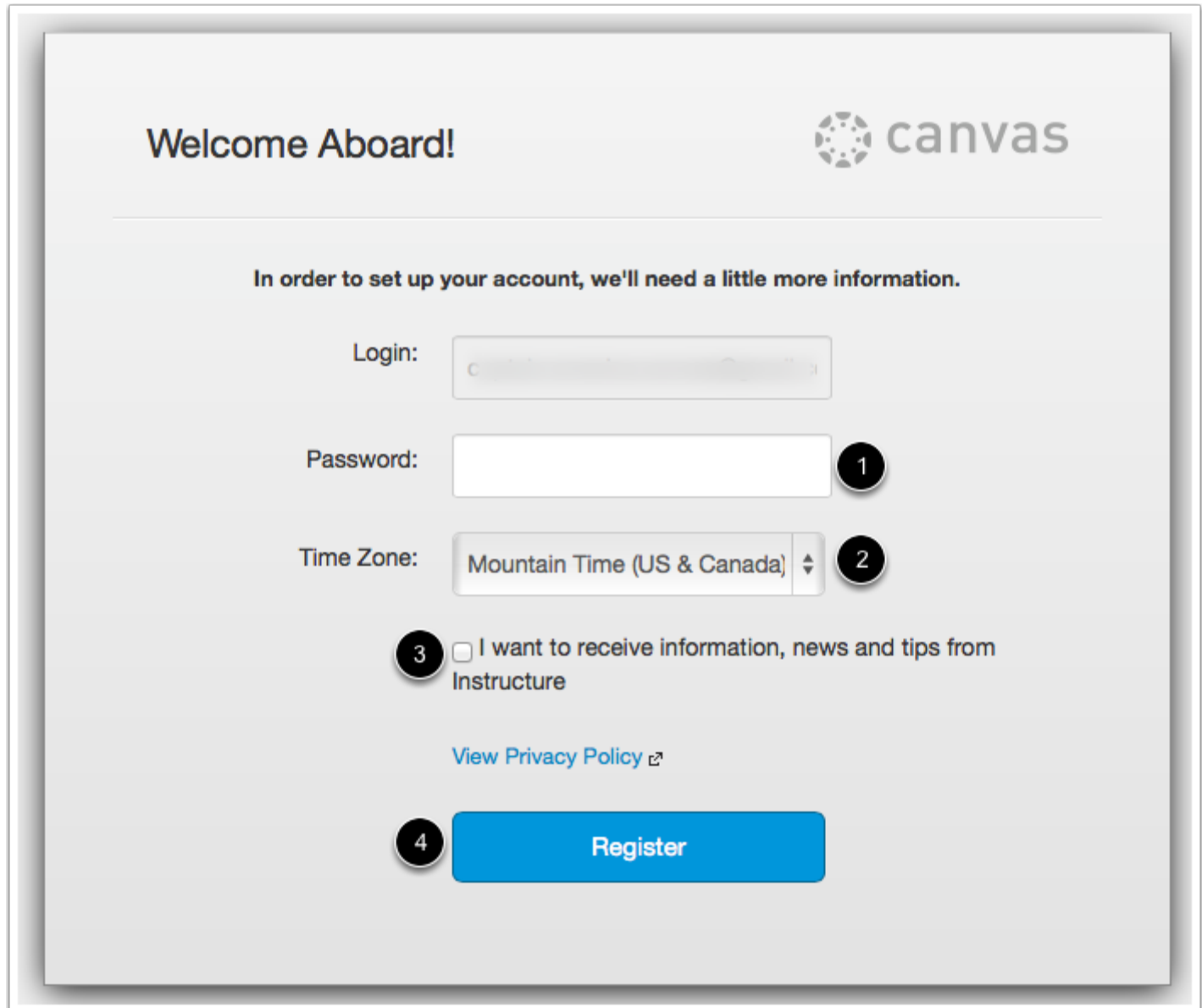
While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button.

Finish Registration



To finish registering for Canvas, log into your email account. Locate the registration email and click the **Click here to finish the registration process** link.

Create Password



The image shows a screenshot of the Canvas 'Welcome Aboard!' registration page. The page has a light gray background with the Canvas logo in the top right. The main heading is 'Welcome Aboard!'. Below it, a message states: 'In order to set up your account, we'll need a little more information.' The form contains the following elements:

- Login:** A text input field.
- Password:** A text input field with a circled '1' next to it.
- Time Zone:** A dropdown menu showing 'Mountain Time (US & Canada)' with a circled '2' next to it.
- 3** ☐ I want to receive information, news and tips from Instructure
- [View Privacy Policy](#) with an external link icon.
- 4** **Register** (a blue button)

Create a password [1] and enter your time zone [2]. If you want to receive more information from Instructure, click the **I want to receive...** checkbox [3]. Then click the **Register** button [4].

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](#)

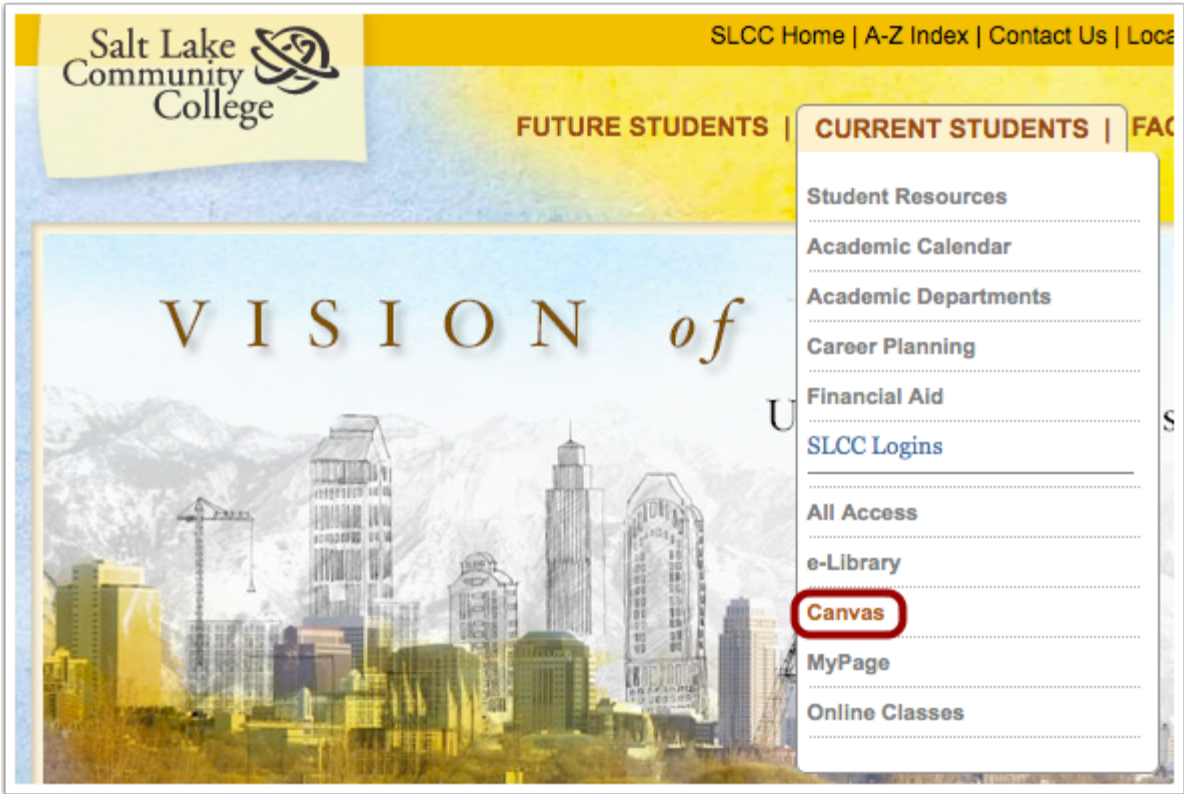
Note: If you are having trouble signing into Canvas, please see the troubleshooting section at the end of this lesson.

Login Troubleshooting

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

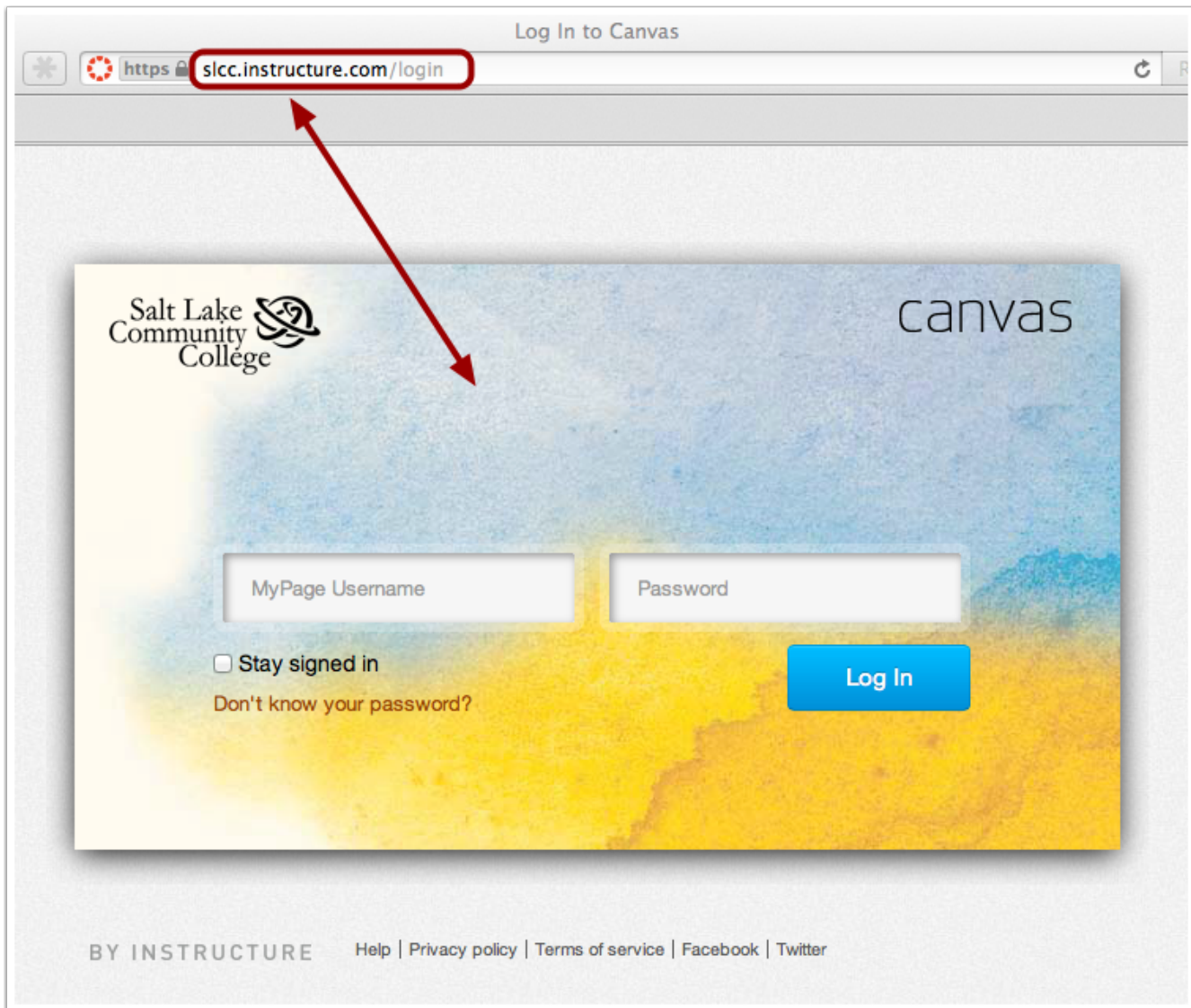
- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you from your institution 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.

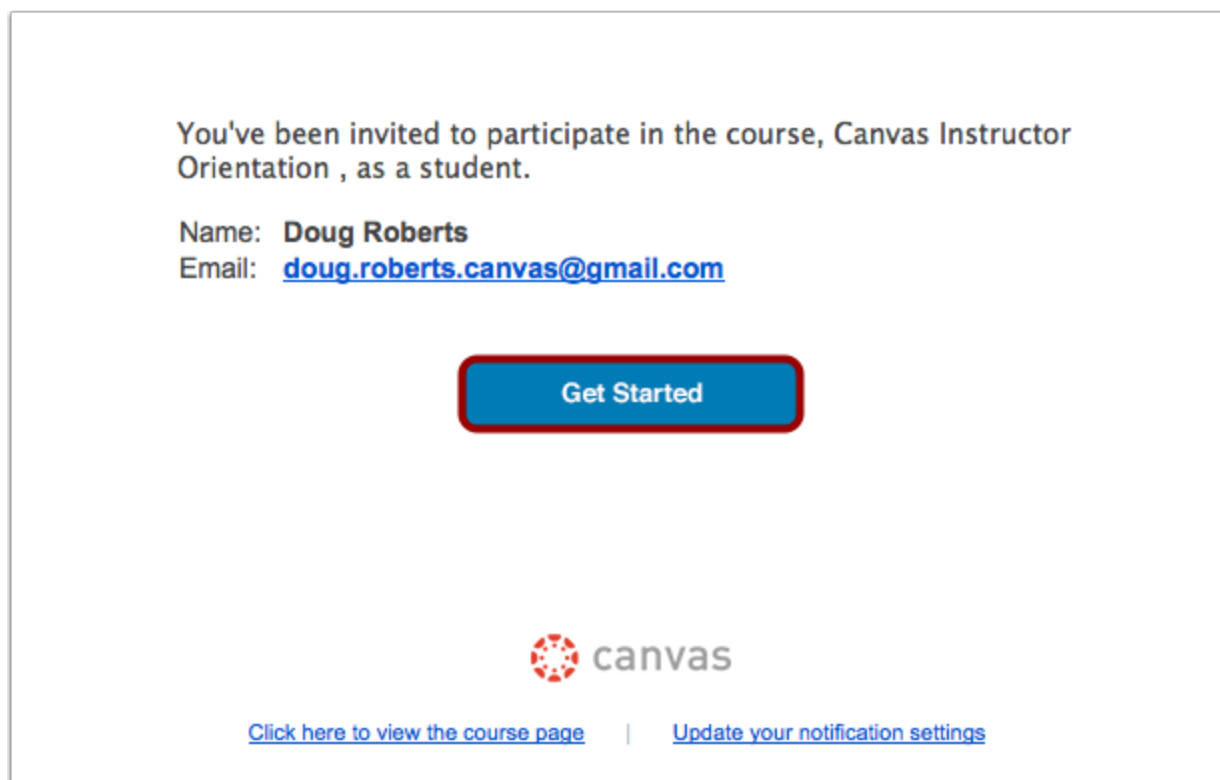
Access Canvas via Canvas URL



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.

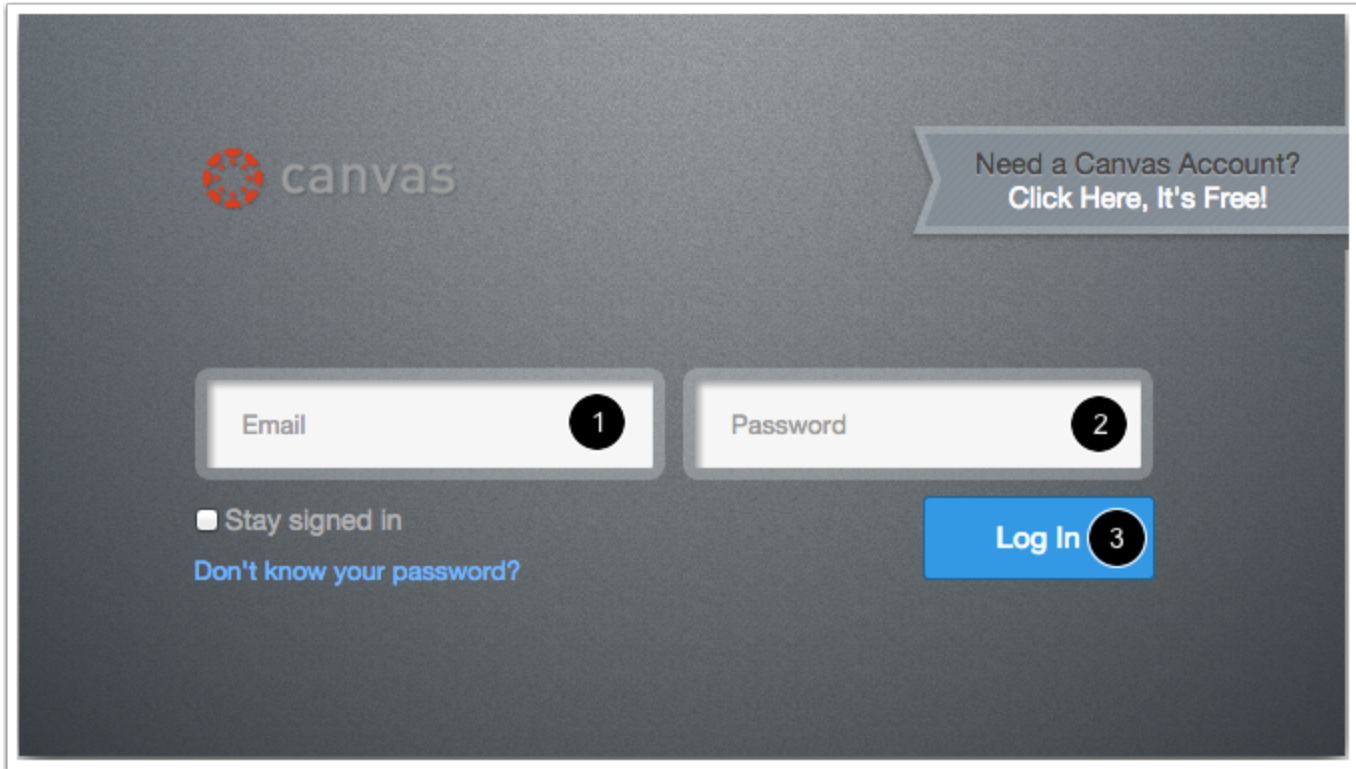
Note: The URL for [Canvas Network](https://learn.canvas.net) is learn.canvas.net. The URL for [Free-For-Teachers \(FFT\)](https://canvas.instructure.com) is canvas.instructure.com.

View Course Invitation



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].

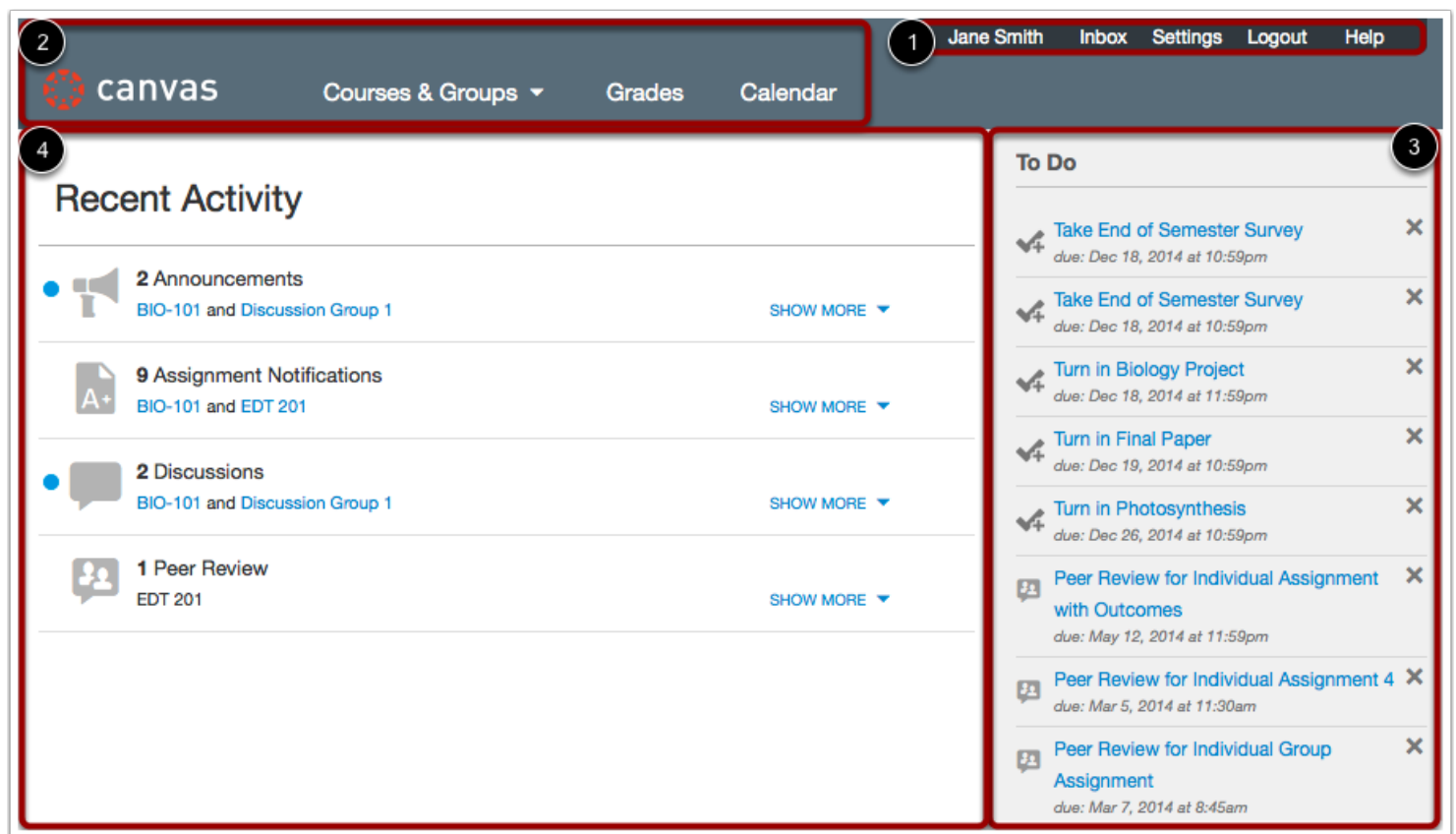
Each screenshot is acknowledged by its respective university for use in this lesson.

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 screenshot shows the Canvas User Dashboard interface. It is divided into four main sections, each highlighted with a red border and a numbered callout:

- 1. Help Corner:** Located at the top right, containing links for Jane Smith, Inbox, Settings, Logout, and Help.
- 2. Global Navigation:** Located at the top left, containing the Canvas logo, Courses & Groups (with a dropdown arrow), Grades, and Calendar.
- 3. To Do:** Located on the right side, listing tasks with due dates and completion status. Tasks include: Take End of Semester Survey (due Dec 18, 2014 at 10:59pm), Turn in Biology Project (due Dec 18, 2014 at 11:59pm), Turn in Final Paper (due Dec 19, 2014 at 10:59pm), Turn in Photosynthesis (due Dec 26, 2014 at 10:59pm), Peer Review for Individual Assignment with Outcomes (due May 12, 2014 at 11:59pm), Peer Review for Individual Assignment 4 (due Mar 5, 2014 at 11:30am), and Peer Review for Individual Group Assignment (due Mar 7, 2014 at 8:45am).
- 4. Activity Stream:** Located on the left side, titled "Recent Activity", showing notifications for Announcements (2), Assignment Notifications (9), Discussions (2), and Peer Review (1).

The User Dashboard consists of four main elements:

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

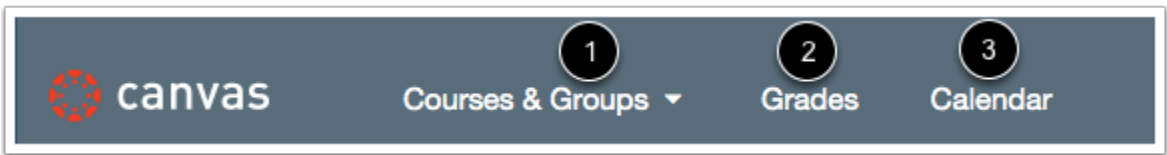
View Help Corner



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].

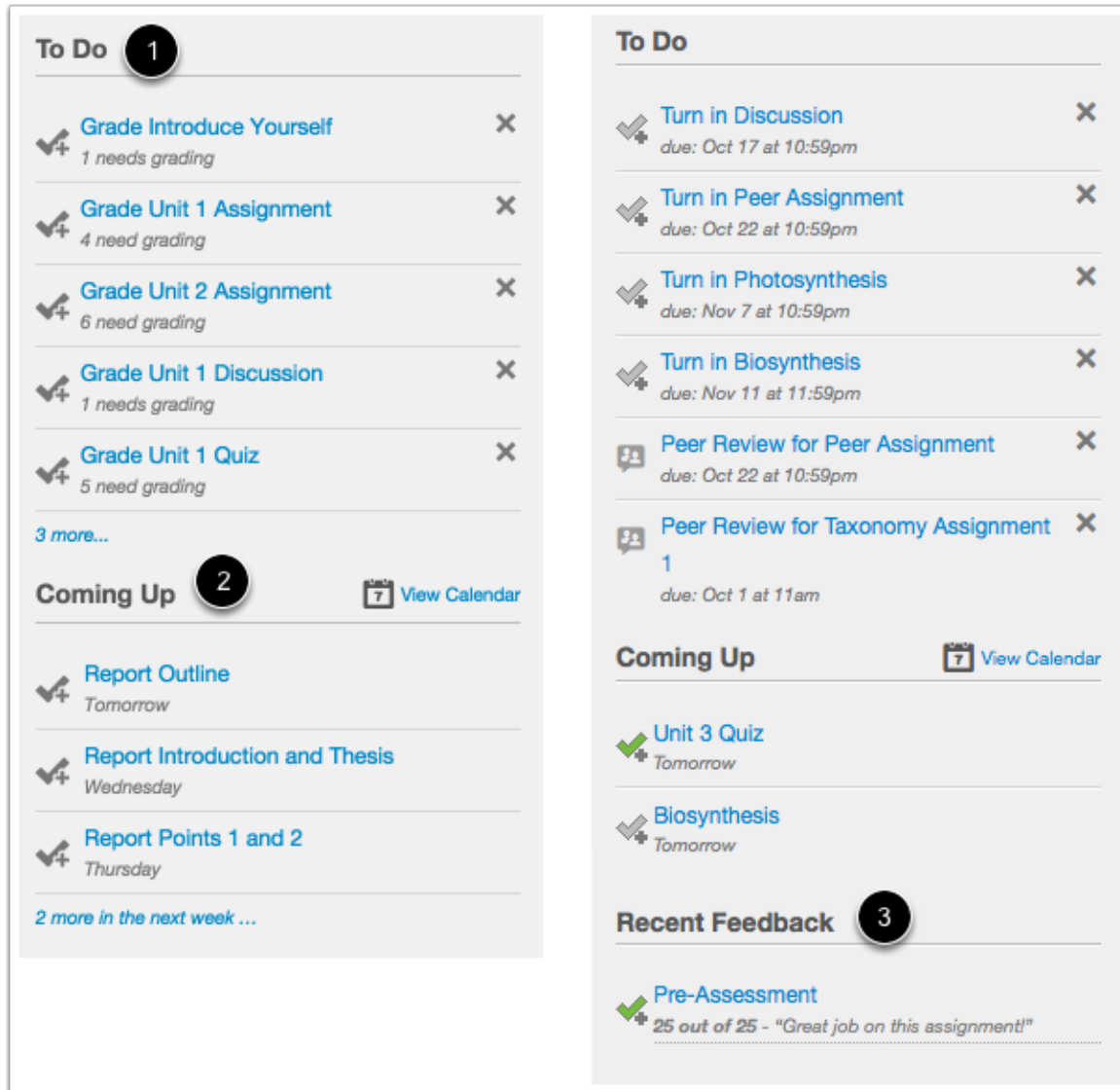
Note: If your institution allows you to create a [profile](#) (as part of your user settings), you can click your name to view your profile directly.

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



The screenshot displays the Canvas sidebar with three numbered sections:

- To Do [1]**: A list of assignments requiring attention. For an instructor, this includes grading tasks like "Grade Introduce Yourself" (1 needs grading), "Grade Unit 1 Assignment" (4 need grading), "Grade Unit 2 Assignment" (6 need grading), "Grade Unit 1 Discussion" (1 needs grading), and "Grade Unit 1 Quiz" (5 need grading). For a student, it includes "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), and "Peer Review for Taxonomy Assignment" (due Oct 1 at 11am).
- Coming Up [2]**: A list of upcoming assignments. For an instructor, this includes "Report Outline" (Tomorrow), "Report Introduction and Thesis" (Wednesday), and "Report Points 1 and 2" (Thursday). For a student, it includes "Unit 3 Quiz" (Tomorrow) and "Biosynthesis" (Tomorrow).
- Recent Feedback [3]**: A section showing feedback on recent assignments, such as "Pre-Assessment" with a score of "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

To Do

✓+

Grade Introduce Yourself

1 needs grading

✕

✓+

Grade Unit 1 Assignment

4 need grading

✕

✓+

Grade Unit 2 Assignment

6 need grading

✕

✓+

Grade Unit 1 Discussion

1 needs grading

✕

✓+

Grade Unit 1 Quiz

5 need grading

✕

3 more...

2

Coming Up

7 View Calendar

✓+

Report Outline

Tomorrow

✓+

Report Introduction and Thesis

Wednesday

✓+

Report Points 1 and 2

Thursday

2 more in the next 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

Nov 11 at 11:59pm

✕

1

✕

Peer Review for Peer Assignment

due: Oct 22 at 10:59pm

✕

✕

Peer Review for Taxonomy Assignment

1

due: Oct 1 at 11am

✕

Coming Up

7 View Calendar

✓+

Unit 3 Quiz

Tomorrow

✓+

Biosynthesis

Tomorrow

Recent Feedback

✓+


Pre-Assessment

25 out of 25 - "Great job on this assignment!"

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].

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View Recent Activity

Recent Activity

1

2 Announcements

BIO-101 and Discussion Group 1

SHOW MORE ▼

9 Assignment Notifications

BIO-101 and EDT 201

SHOW MORE ▼

2 Discussions

BIO-101 and Discussion Group 1

SHOW MORE ▼


1 Peer Review

EDT 201

SHOW MORE ▼

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 dot [2]. Recent Activity items remain for four weeks.




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Expand and Collapse Notifications

Recent Activity




2 Announcements

BIO-101 and Discussion Group 1

SHOW MORE


1



9 Assignment Notifications

BIO-101 and EDT 201

SHOW MORE




2 Discussions

BIO-101 and Discussion Group 1

SHOW LESS


2



BIO-101 Group Project Discussion

Jan 6 at 11:55am

X



Discussion Group 1 New Project


Dec 17, 2014 at 2:49pm

X

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


Recent Activity



2 Announcements

BIO-101 and Discussion Group 1


SHOW MORE



9 Assignment Notifications

BIO-101 and EDT 201

SHOW MORE




2 Discussions

BIO-101 and Discussion Group 1

SHOW LESS


2



BIO-101 Group Project Discussion

Jan 6 at 11:55am


X



Discussion Group 1 New Project

Dec 17, 2014 at 2:49pm

X

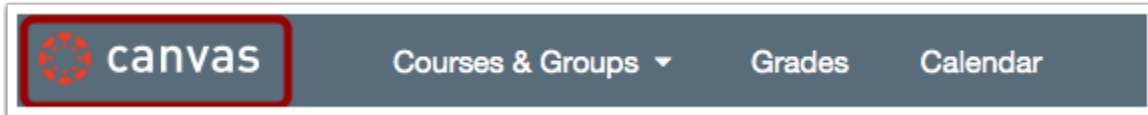


Canvas Instructor Quickstart Guide Updated 2015-05-26

Page 23

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



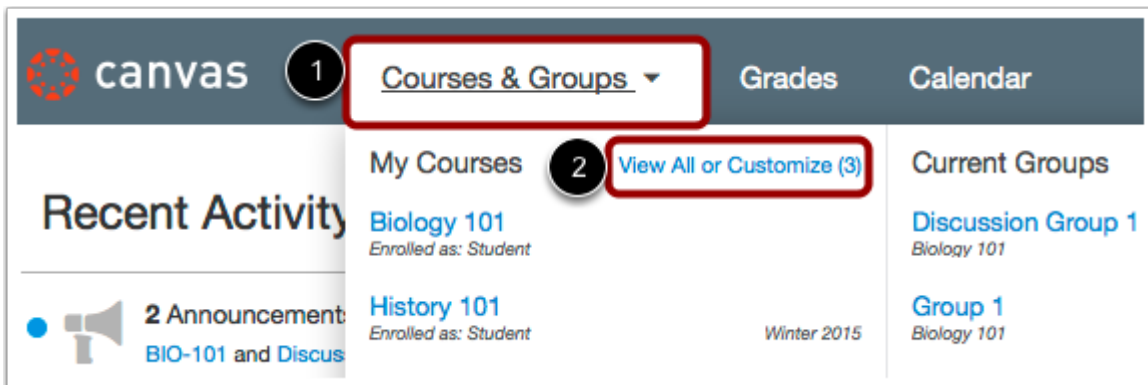
To return to your User Dashboard, click your institution's logo in Global Navigation.

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 Courses1

★	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 Enrollments2

★ Simple Canvas Course

Enrolled as a student

Future Enrollments3

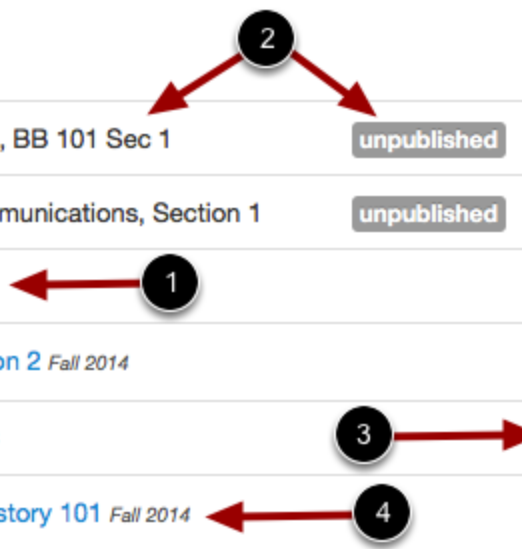
★	Biology 102 Winter 2015		Enrolled as a student
★	Design 101 Winter 2015	unpublished	Enrolled as a student

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

View Course Status

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 <i>Fall 2014</i>		Enrolled as a student
★ US History 101 RC		Enrolled as a student
★ US History 101, History 101 <i>Fall 2014</i>		Enrolled as a student



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

BIO-101

Home

Announcements

Assignments

Discussions

Grades

People

Outcomes

Modules

Quizzes

Collaborations

Conferences

Pages

Syllabus

Files

Settings

Home > BIO-101

Biology 101

Edit

Welcome to Biology 101!

In this course you will learn the major principles of general biology as they relate to the cellular, organismic and population levels of organization.

Course topics include:

- cell ultrastructure and function
- energy transfer
- reproduction
- genetics
- evolution
- diversity of organisms
- ecology

Begin by taking the pre-test to assess your knowledge of Biology as it now stands.

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

View Course Analytics

To Do

Grade Biology History

3 need grading

Grade Biology Project

3 need grading

Grade Taxonomy Assignment 1

4 need grading


Grade Taxonomy Assignment 2

3 need grading

Grade Theory

2 need grading

View the course dashboard.



Canvas Instructor Quickstart Guide Updated 2015-05-26

Page 31

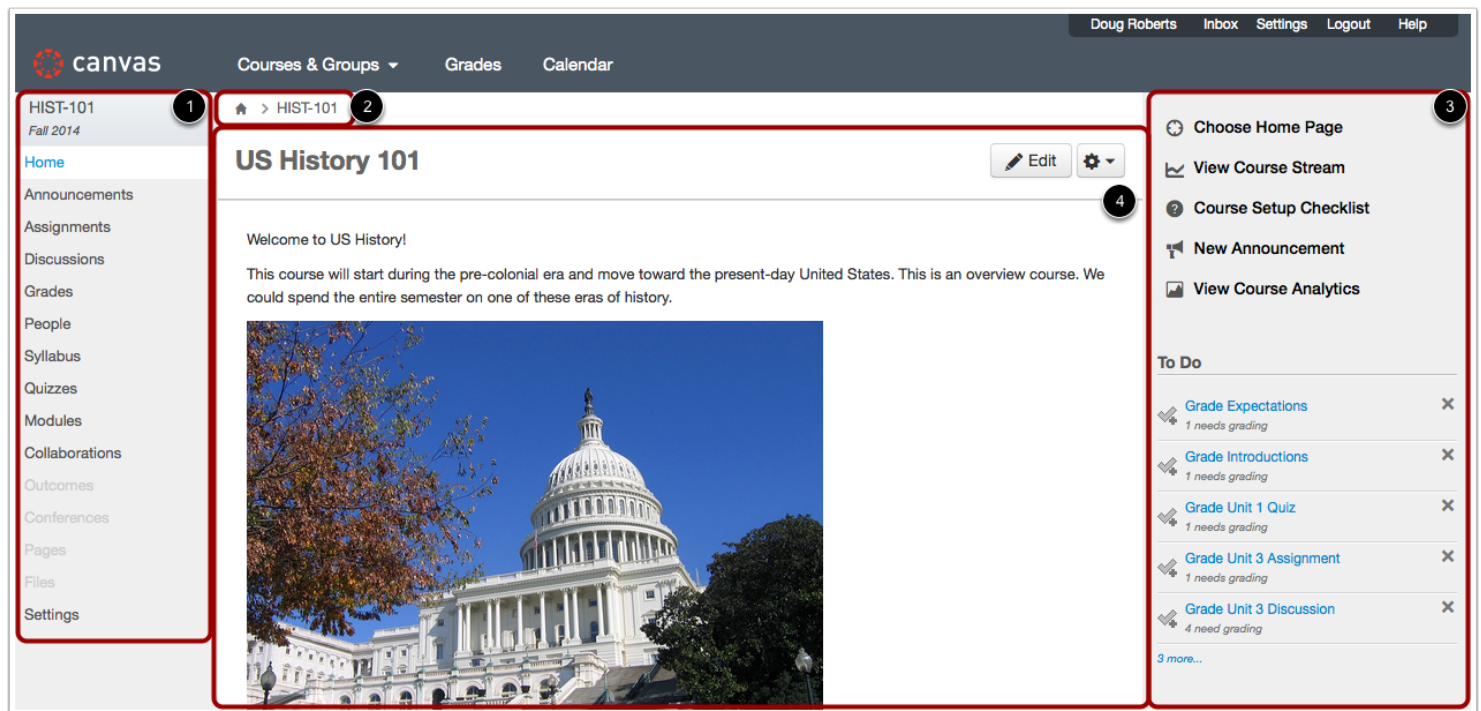
How do I use the Course Dashboard as an instructor?

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.

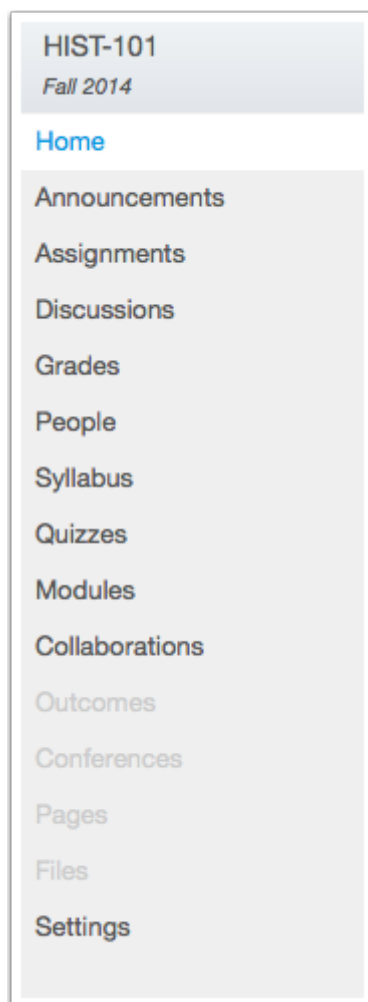
View Course Dashboard



The Course Dashboard consists of four main elements:

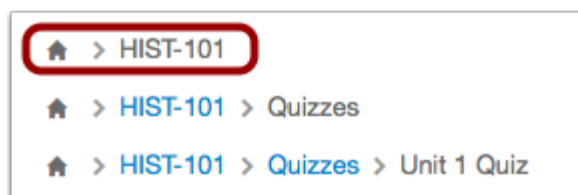
1. Course Navigation
2. Breadcrumbs
3. Sidebar
4. Content Area

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

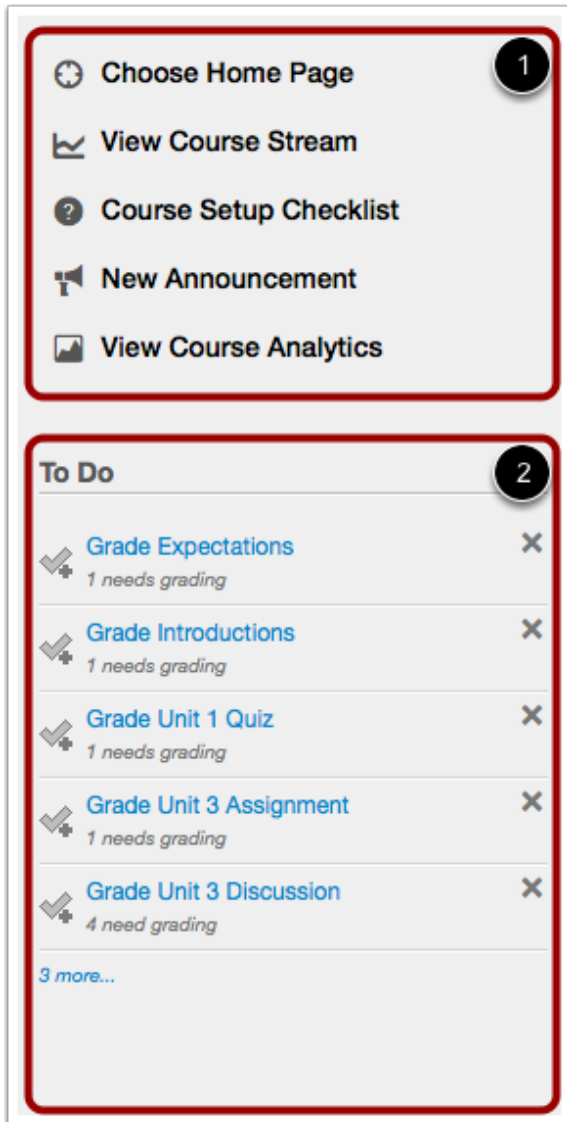


Breadcrumbs appear above the course content area.

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 sections of content for you and your students [2].

Learn how to use the [Course Home Page sidebar](#).

View Content Area

 > HIST-101

US History 101

 Edit 


Welcome to US History!

This course will start during the pre-colonial era and move toward the present-day United States. This is an overview course. We could spend the entire semester on one of these eras of history.



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

 canvas

Courses & Groups

GradesCalendar

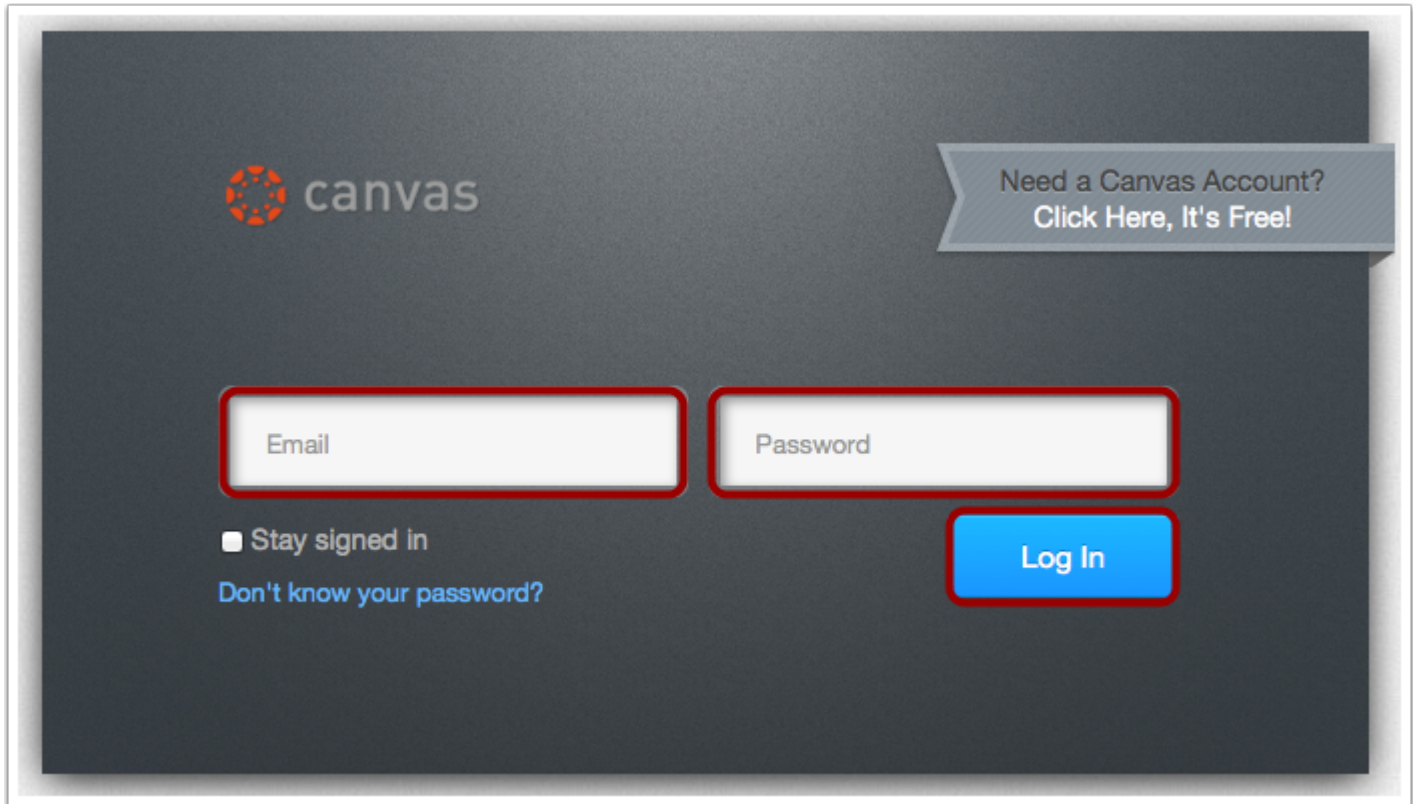
To view another course, click the Courses & Groups menu in [Global Navigation](#).

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.

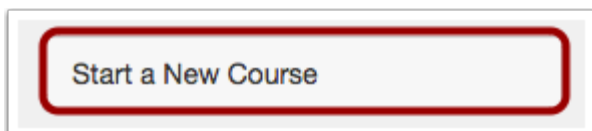
Note: If you are not able to create your own course shell as shown in these instructions, your institution has disabled this feature. Contact your Administrator for assistance.

Log in to Canvas

The image shows the Canvas login page. At the top left is the Canvas logo. In the top right, there is a grey banner that says "Need a Canvas Account? Click Here, It's Free!". Below the banner are two input fields: "Email" and "Password". Below the "Email" field is a checkbox labeled "Stay signed in" and a link "Don't know your password?". To the right of these fields is a blue "Log In" button. All the input fields and the "Log In" button are highlighted with red rectangular borders.

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

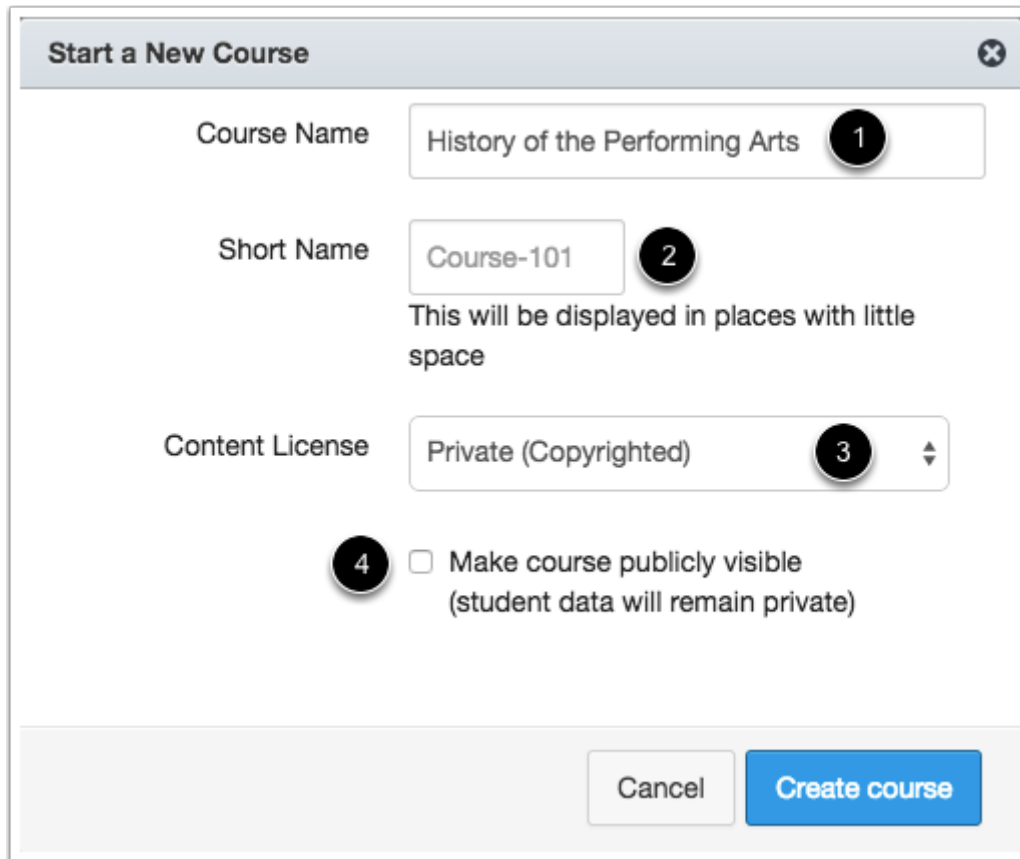
Start a New Course

The image shows a single button labeled "Start a New Course". The button is light grey with a red border and is highlighted with a red rectangular border.

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.

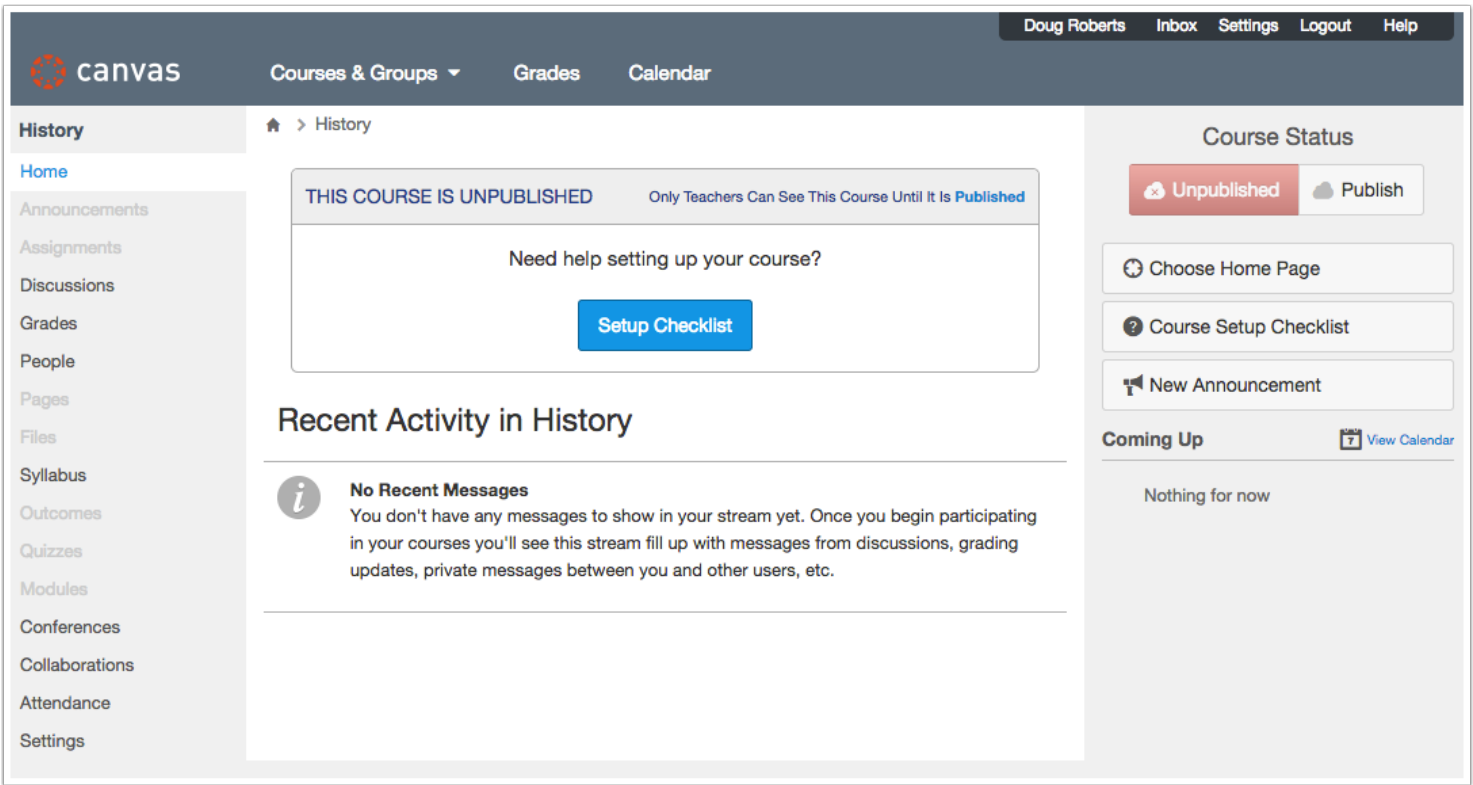
If you want to make the course publicly visible, click the **Make course publicly visible (student data will remain private)** checkbox [3].

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** (iOS 7.0+ iPad only). 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** (iOS 8.0+ iPad only; Android 4.0.3+). This app is specifically designed for instructors and allows them to grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. View [SpeedGrader mobile features](#) by version and device.

You can learn more about mobile applications in the Canvas Mobile Guides.

Customize Canvas

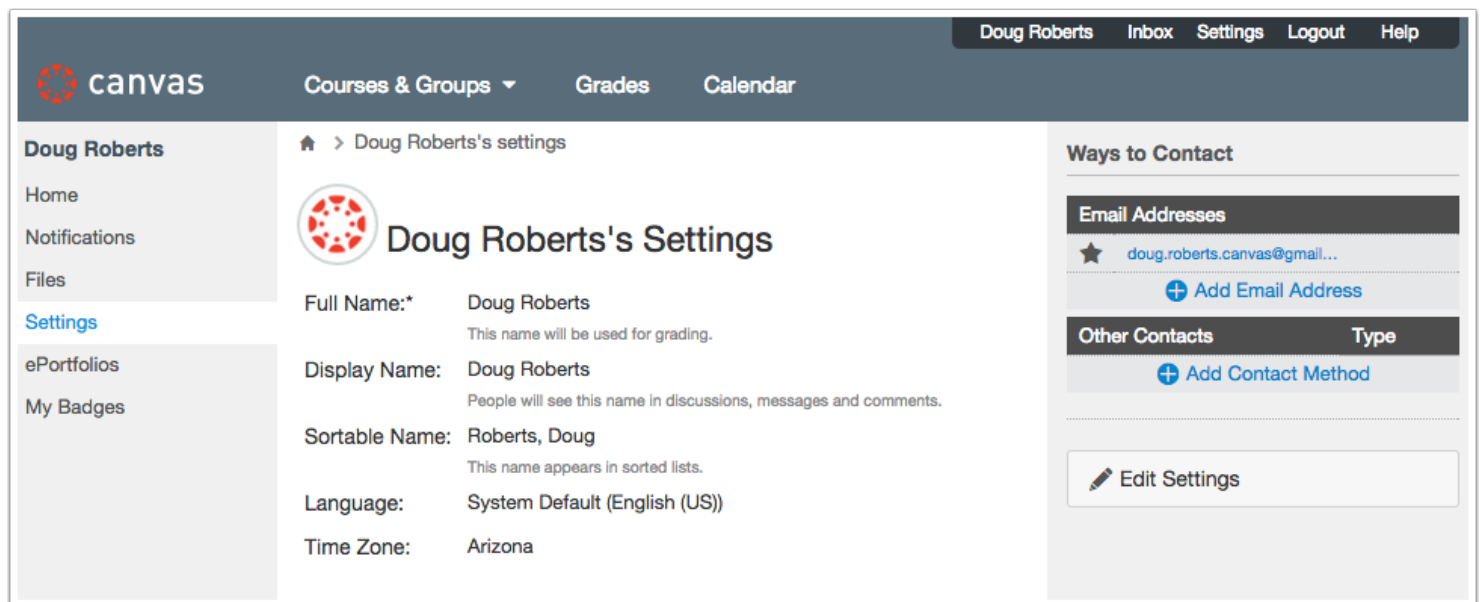
What are my Profile and User Settings?

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 the [User Settings and Profile Picture video](#).

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

When would I use my profile and user settings?



The screenshot displays the 'Doug Roberts's Settings' page in the Canvas LMS. The top navigation bar includes 'Doug Roberts', 'Inbox', 'Settings', 'Logout', and 'Help'. The left sidebar shows 'Doug Roberts' with links to 'Home', 'Notifications', 'Files', 'Settings' (highlighted), 'ePortfolios', and 'My Badges'. The main content area is titled 'Doug Roberts's Settings' and lists the following settings:

- Full Name:** Doug Roberts (Note: This name will be used for grading.)
- Display Name:** Doug Roberts (Note: People will see this name in discussions, messages and comments.)
- Sortable Name:** Roberts, Doug (Note: This name appears in sorted lists.)
- Language:** System Default (English (US))
- Time Zone:** Arizona

On the right, the 'Ways to Contact' section shows 'Email Addresses' with one listed: 'doug.roberts.canvas@gmail...'. There is a '+ Add Email Address' button. Below that, 'Other Contacts' has a '+ Add Contact Method' button. At the bottom of this section is an 'Edit Settings' button.

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?

Canvas includes a set of default notification preferences for your account. However, you can set your own Canvas notification preferences that connect with your linked web services and other contact methods in in your [Profile](#) and [User Settings](#).

Notes:

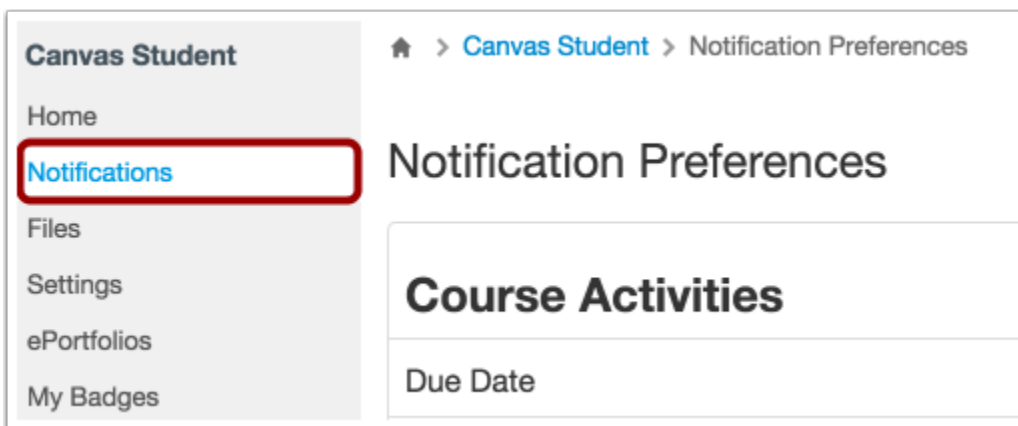
- These settings apply to all of your courses; you cannot change settings for individual courses.
- The Canvas by Instructure Android app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and some preferences are not supported. Learn about setting preferences in the Canvas app for [Android phones](#) and [Android tablets](#).

Open Personal Settings



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

Open Notifications



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

Edit Notification Preferences

Notification Preferences

Course Activities	Email Address cnvsstudent@gmail.com
Due Date	<div><div>✓</div><div>🕒</div><div>📅</div><div>✕</div></div>
Grading Policies	<div><div>📅</div>Weekly</div>
Course Content	
Files	
Announcement	<div><div>✓</div>ASAP</div>

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 **Check mark** 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 automatically apply to all of your courses. They cannot be set individually.

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

 LinkedIn

 Twitter

 Yo

 Delicious

Integrated web services include:

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

Integrated education-centric web services include:

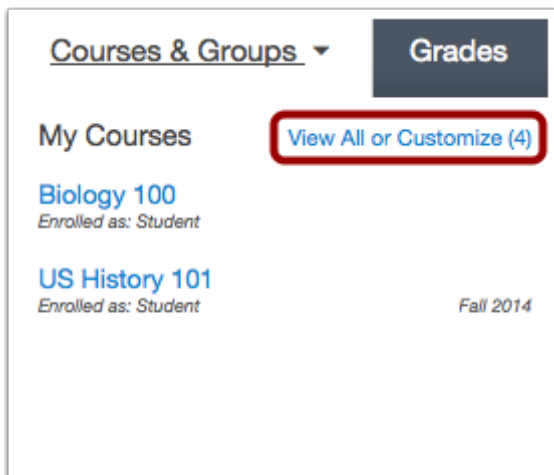
- Diigo
- [Turnitin](#)
- [Respondus](#)
- Wimba

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 <i>Fall 2014</i>		Enrolled as a student
★ US History 101 AC		Enrolled as a student
★ US History 101, History 101 <i>Fall 2014</i>		Enrolled as a student

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

My Courses

★ Basic Written Communications, Section 1	unpublished	Enrolled as a teacher
★ Biology 101, Section 1 Fall 2014		Enrolled as a teacher
★ Design 101	unpublished	Enrolled as a teacher

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

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

My Courses

★ Biology 101, Section 2 Fall 2014	Enrolled as a student
★ Simple Canvas Course	Enrolled as a student

Past Enrollments

★ US History 101 RC	Enrolled as a student
★ Using Technology in Education (K-12), Section A for Awesome	Enrolled as a student

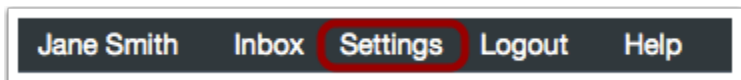
Depending on course configuration, some favorited courses may still display the favorite icon even after the course has ended. If a past enrollment course shows the favorite icon, users can unfavorite the course by toggling the star icon.

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.

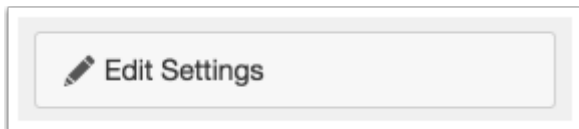
Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open Settings




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

Edit Settings



Click the **Edit Settings** button.

Select Language



Jane Smith's Settings

Full Name:*

Jane Smith

This name will be used for grading.

Display Name:

Jane Smith

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

Sortable Name:

Smith, Jane

This name appears in sorted lists.

Language:

✓ System Default (English (US))

Deutsch

English (Australia)

English (US)

English (United Kingdom)

Español

Français

Nederlands

Norwegian (Bokmål)

Polski

Português

Português do Brasil

Türkçe (crowd-sourced)

Time Zone:

Password:

Update Settings

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


Update Settings


Cancel

Update Settings

Click the **Update Settings** button.

View Preferred Language

 > Jane Smiths Profil



Jane Smiths Profil

Vollständiger Name:* Jane Smith

Dieser Name wird von den Dozenten bei der Leistungsbewertung verwendet.

Name anzeigen: Jane Smith

Andere Benutzer sehen diesen Namen in Diskussionen, Nachrichten und Kommentaren.

Sortierbarer Name: Smith, Jane

Dieser Name wird in sortierten Listen angezeigt.

Sprache: Deutsch

Zeitzone: Mountain Standard Time (USA und Kanada)

Webdienste

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

Kontaktmöglichkeiten

E-mailadressen

★ jane.smith.canvas@gmail.c...

+ E-mailadresse hinzufügen

Sonstige Kontakte

Typ

+ Kontaktmöglichkeit hinzufügen

Einstellungen bearbeiten

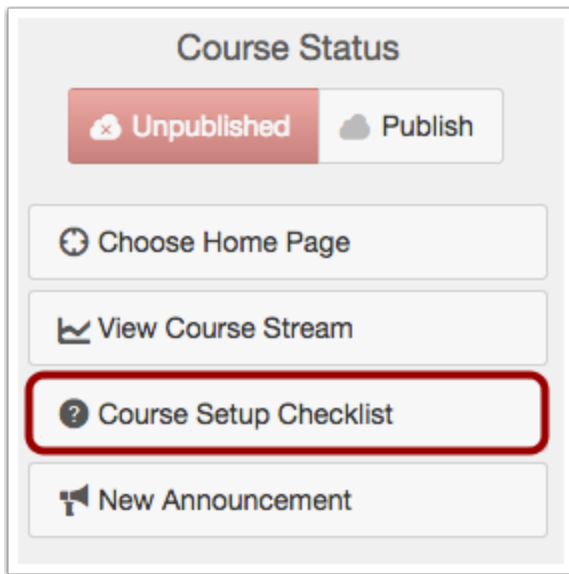
View Canvas in your preferred language.

Organize a Course

What is the Course Setup Checklist?

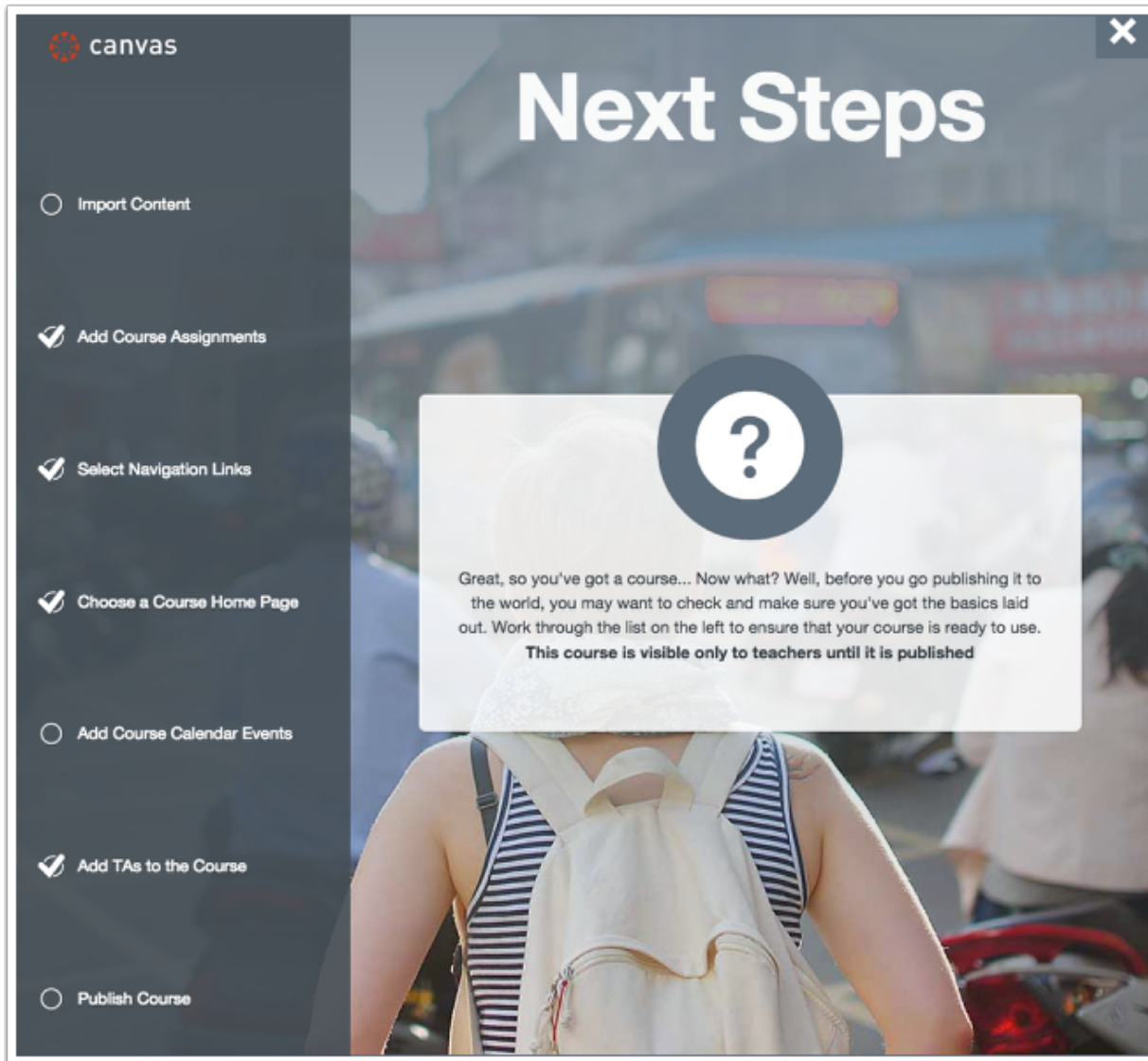
The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course



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?



The Course Setup Checklist will help you create a new course in Canvas. Open the checklist by clicking the Course Setup Checklist button. 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

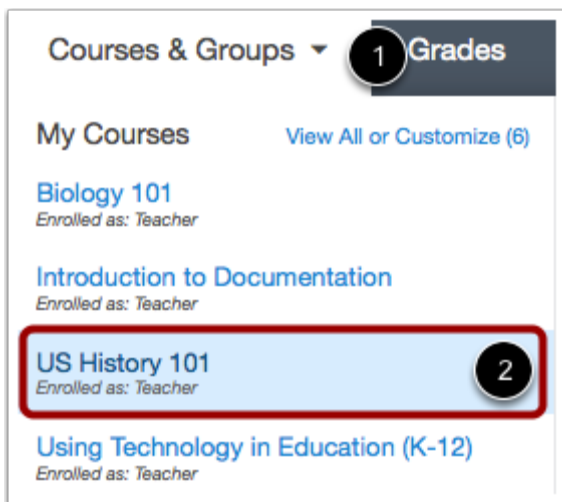
Note: Once your course contains a graded submission, you cannot unpublish your course.

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](#).

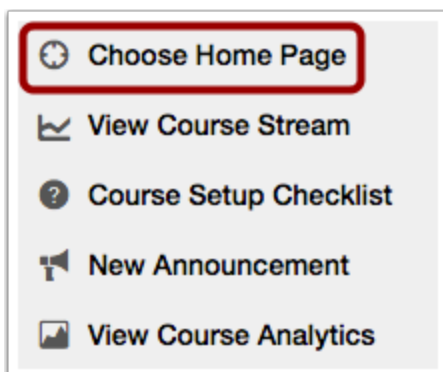
Note: You must set a Front Page before selecting the [Pages Front Page](#) option. Additionally, only Published pages can be set as the Front Page.

Open Course



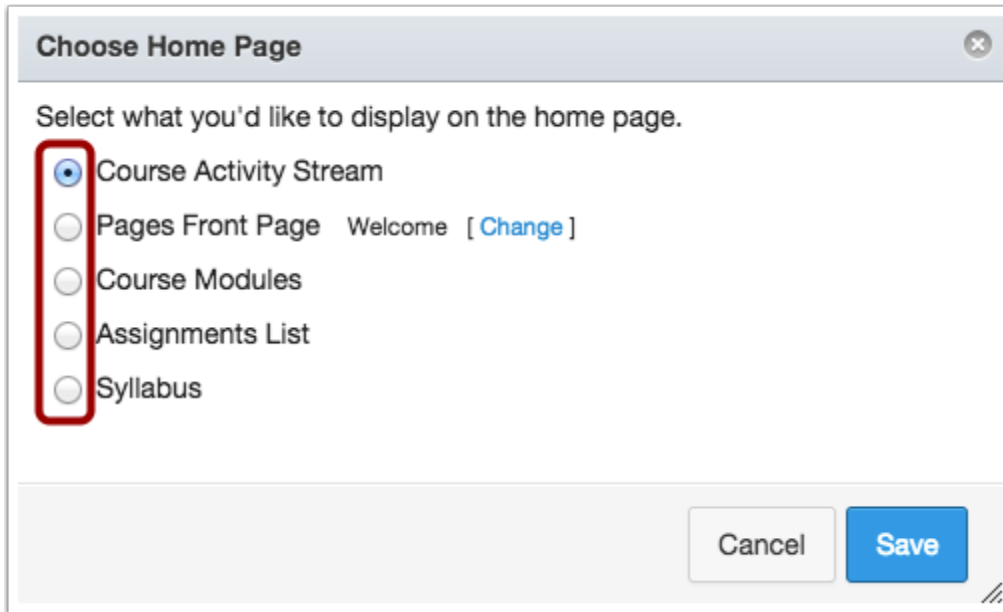
In the Courses drop-down menu [1], click the name of the course [2].

Choose Home Page



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

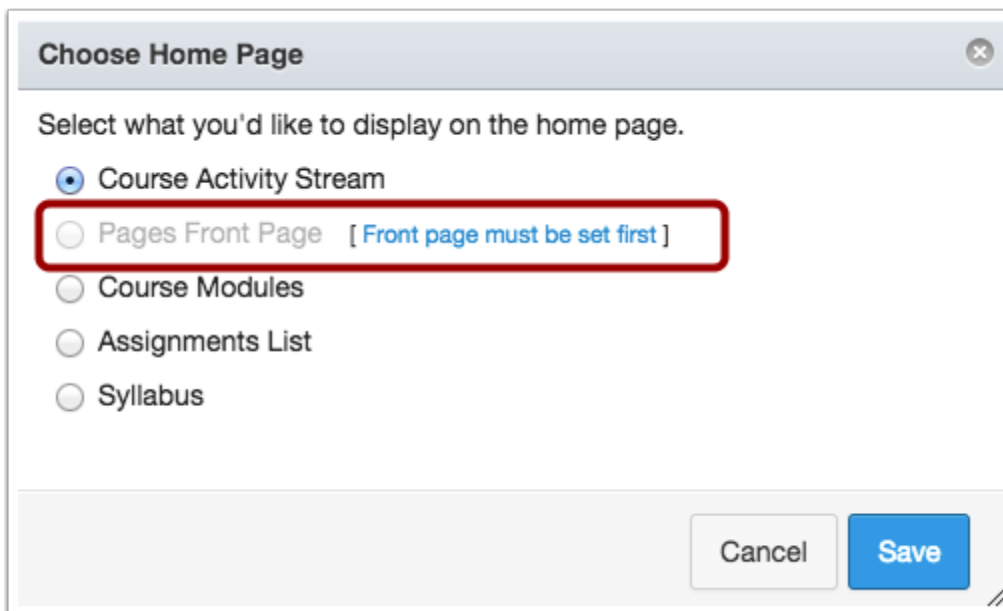
Select Home Page Layout



The 'Choose Home Page' dialog box is shown. It has a title bar with a close button. Below the title bar, it says 'Select what you'd like to display on the home page.' There are five radio button options: 'Course Activity Stream' (selected), 'Pages Front Page' (with 'Welcome' and a '[Change]' link), 'Course Modules', 'Assignments List', and 'Syllabus'. A red rectangle highlights the first four options. At the bottom right are 'Cancel' and 'Save' buttons.

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

Set Front Page

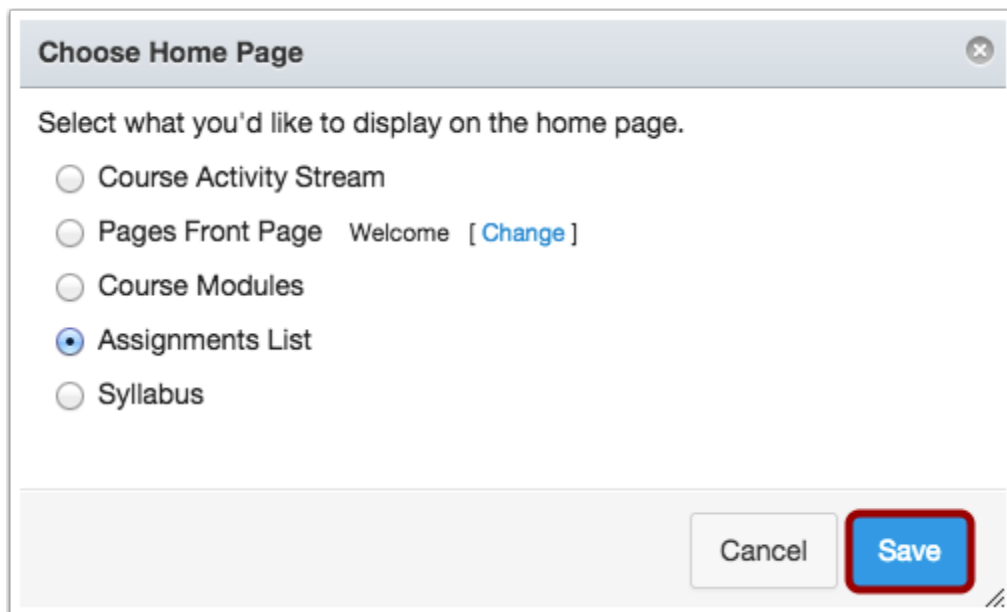


The 'Choose Home Page' dialog box is shown. It has a title bar with a close button. Below the title bar, it says 'Select what you'd like to display on the home page.' There are five radio button options: 'Course Activity Stream' (selected), 'Pages Front Page' (with a message '[Front page must be set first]' in blue), 'Course Modules', 'Assignments List', and 'Syllabus'. A red rectangle highlights the 'Pages Front Page' option and its message. At the bottom right are 'Cancel' and 'Save' buttons.

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



The image shows a 'Choose Home Page' dialog box. It has a title bar with a close button. The main area contains the text 'Select what you'd like to display on the home page.' followed by five radio button options: 'Course Activity Stream', 'Pages Front Page Welcome [Change]', 'Course Modules', 'Assignments List' (which is selected), and 'Syllabus'. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red border.

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

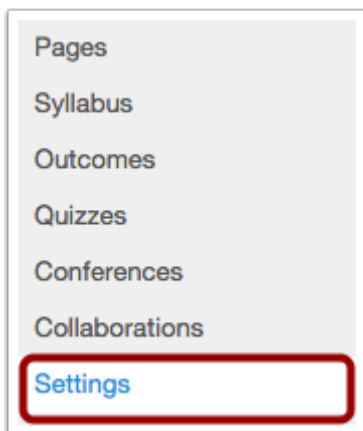
How do I reorder and hide Course Navigation links?

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.

1	Home	
	Announcements	
	Assignments	
	Discussions	
	Grades	
	Collaborations	
	Syllabus	
	Quizzes	
	Modules	
	Pages	
	Conferences	

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

3	People	
---	--------	-------------------------------------------------------------------------------------

2	Files	
	Outcomes	

Page disabled, will redirect to course home page

Page disabled, will redirect to course home page

Save 5

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.

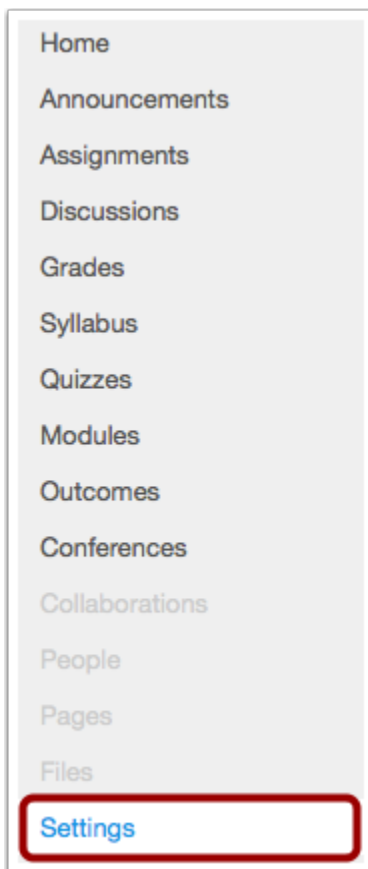
Note: You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation

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.

What are the Canvas settings at the course level?

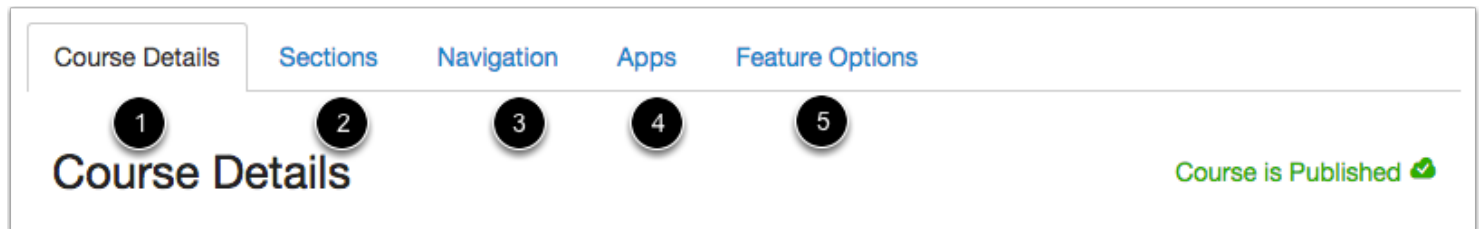
The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course.

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 the links. You can also hide specific links from students. Any configured [External Apps](#) (LTI Tools) that 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

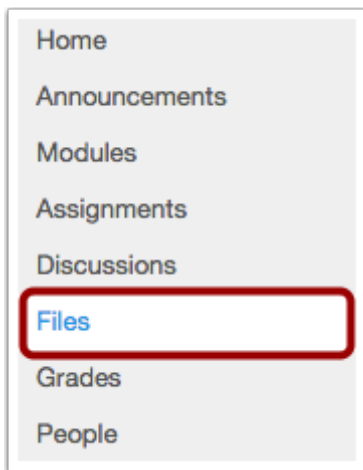
How do I add a file to my course?

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 Usage Rights feature option (part of the New Files feature option), please view the [New Files version](#) of this lesson. If you are not using the New Files feature option, please view the [archived version](#) of this lesson.

Open Files



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

Add Files

HIST-101B

Files

Search for files

History 101

Assignments

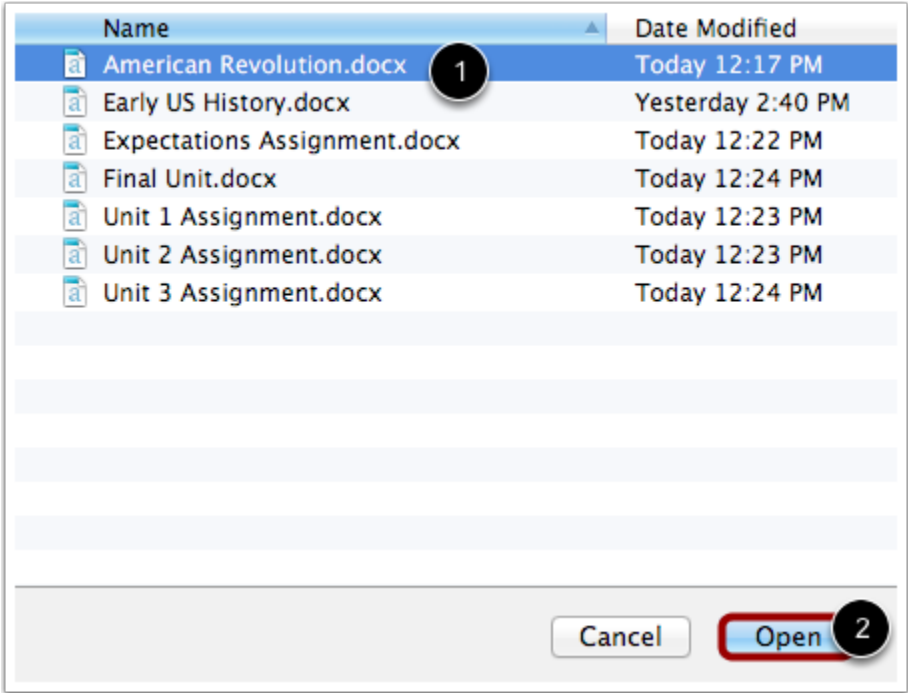
Public Files

Quiz Files

Name	Date Created	Date Modified	Modified By	Size	
Assignments	Feb 6, 2014	Dec 19, 2014		--	
Early US History.docx	Apr 10, 2013	Jan 9, 2015		35 KB	
Public Files	Feb 6, 2014	Dec 19, 2014		--	
Quiz Files	Tuesday	Tuesday		--	
Unit 1 Assignment.docx	Jul 3, 2014	Tuesday		73 KB	
assignment.docx	10:55am	10:55am	Doug Roberts	166 KB	
commentstostudent.doc	10:56am	10:56am	Doug Roberts	24 KB	

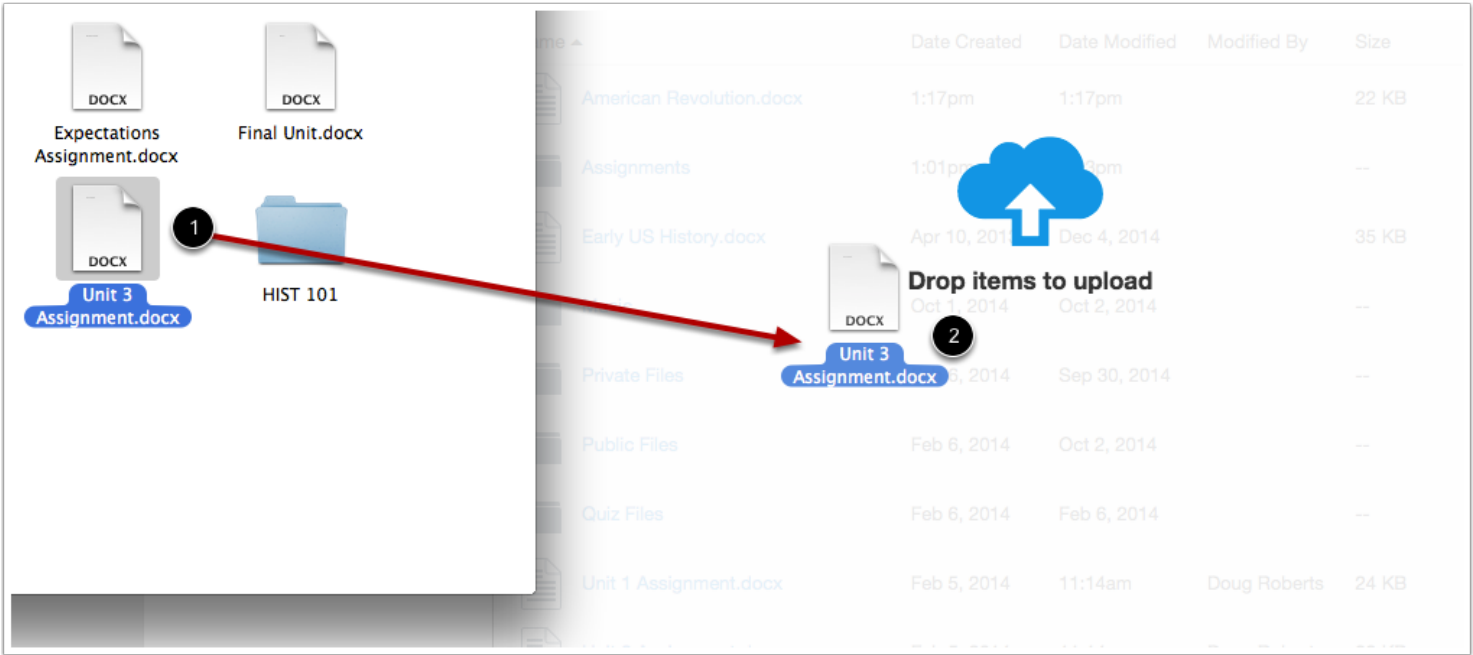
Click the **Upload** button.

Select Files



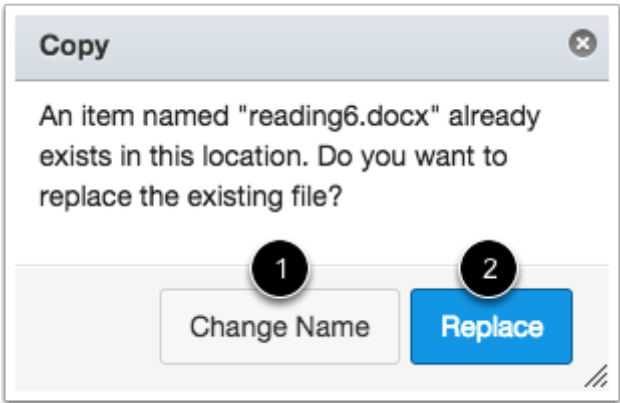
Click the title of the file you wish to upload [1] and click the **Open** button [2] to upload the file.

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.

Replace Duplicate File

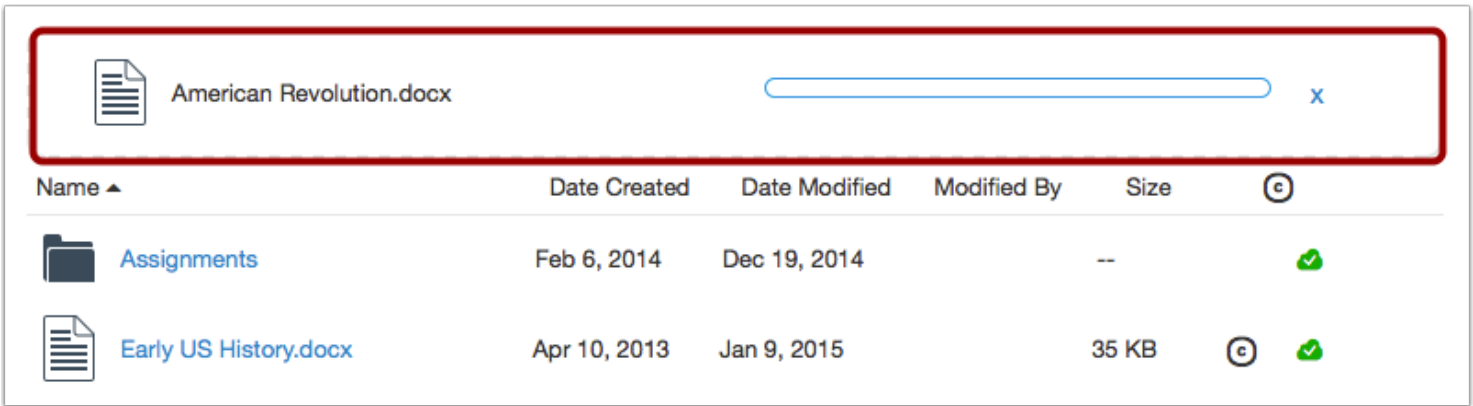


If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click **Change Name** button [1].

To replace the file, click the **Replace** button [2].

Monitor Uploads



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

View Files

Home

> HIST-101B

> Files

Search for files

1 item selected

+Folder

Upload

History 101

- Assignments
- Public Files
- Quiz Files

Name	Date Created	Date Modified	Modified By	Size	
American Revolution.docx	11:38am	11:38am		171 KB	
Assignments	Feb 6, 2014	Dec 19, 2014		--	
Early US History.docx	Apr 10, 2013	Jan 9, 2015		35 KB	
Public Files	Feb 6, 2014	Dec 19, 2014		--	
Quiz Files	Tuesday	Tuesday		--	

View your new file in the course.

How do I create a new page in my course?

As an instructor, you can create a new page to add to your course.

When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone.

Open Pages

Home

Announcements

Assignments


Discussions

Pages

People


Outcomes

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

 Canvas Instructor Quickstart Guide Updated 2015-05-26


Page 66


View Pages


 > HIST-101B > Pages

View All Pages

Front Page


 Published

 Edit



Front Page

Welcome to US History!



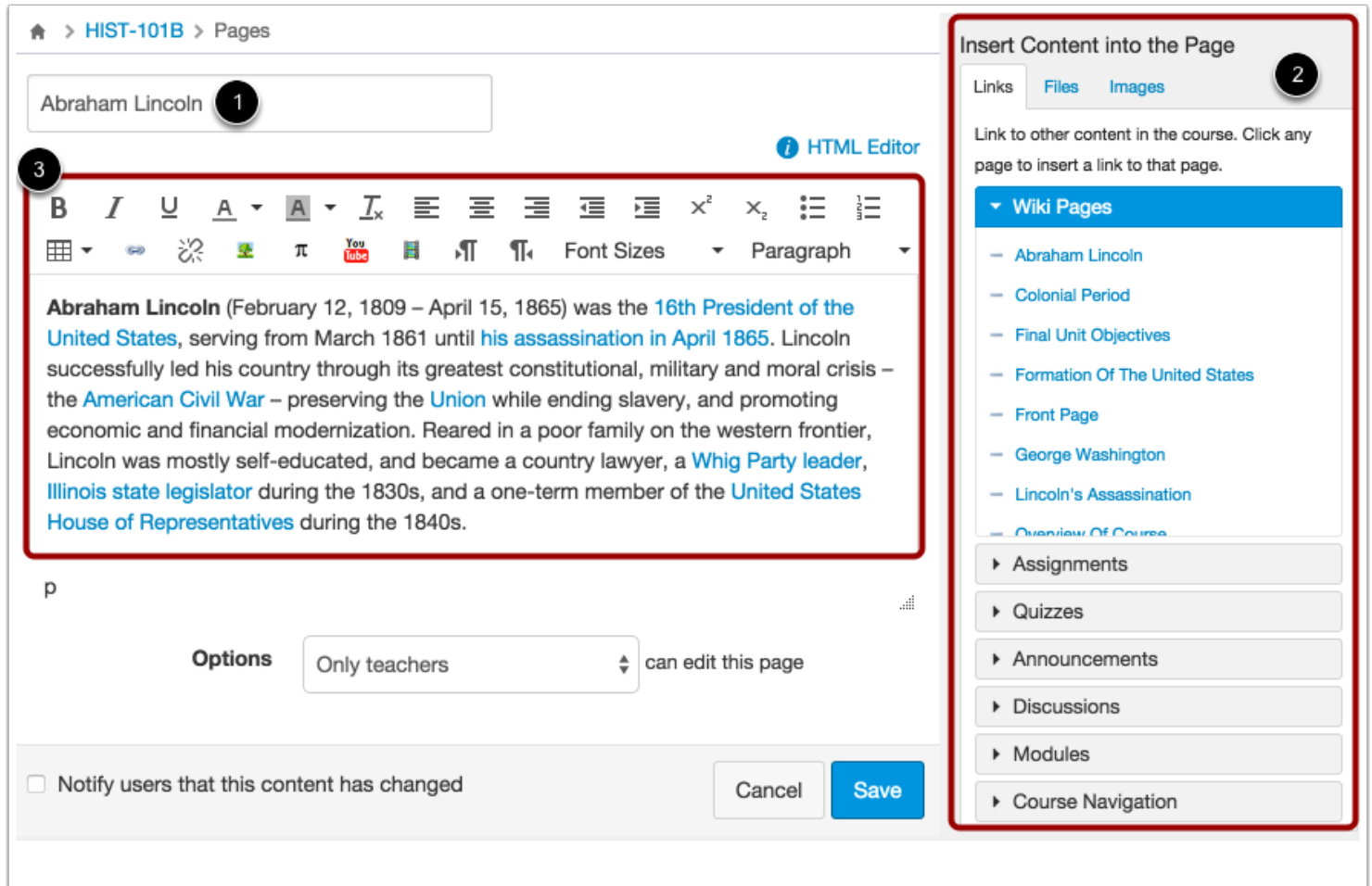
Pages is designed to open to the front page for the course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Create a New Page



Click the **Add Page** button.

Add Content



Abraham Lincoln

HTML Editor

Abraham Lincoln (February 12, 1809 – April 15, 1865) was the 16th President of the United States, serving from March 1861 until his assassination in April 1865. Lincoln successfully led his country through its greatest constitutional, military and moral crisis – the American Civil War – preserving the Union while ending slavery, and promoting economic and financial modernization. Reared in a poor family on the western frontier, Lincoln was mostly self-educated, and became a country lawyer, a Whig Party leader, Illinois state legislator during the 1830s, and a one-term member of the United States House of Representatives during the 1840s.

Options: Only teachers can edit this page

☐ Notify users that this content has changed

Cancel Save

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Abraham Lincoln
- Colonial Period
- Final Unit Objectives
- Formation Of The United States
- Front Page
- George Washington
- Lincoln's Assassination
- Overview Of Course

Assignments

Quizzes

Announcements

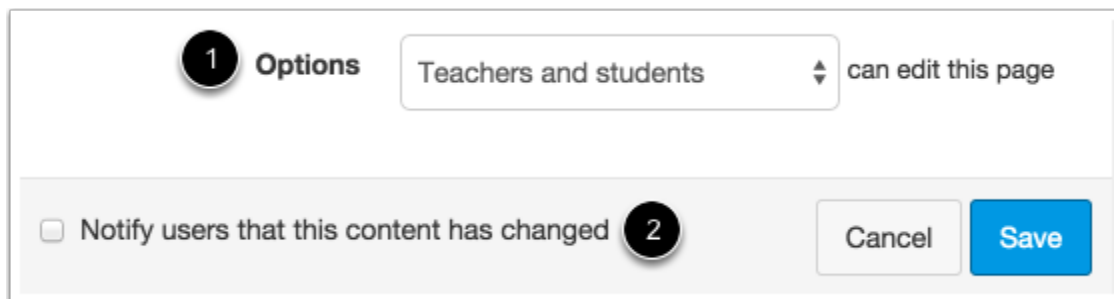
Discussions

Modules

Course Navigation

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](#).

Edit Page Settings



Options Teachers and students can edit this page

☐ Notify users that this content has changed

Cancel Save

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. Options include only teachers, teachers and students, or anyone.

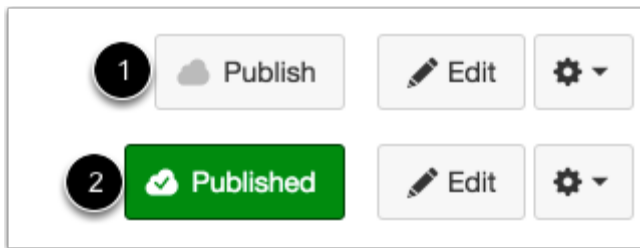
You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].

Save and Publish



If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].


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





When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

View Page

[View All Pages](#)

 Published

 Edit



Abraham Lincoln

Abraham Lincoln (February 12, 1809 – April 15, 1865) was the [16th President of the United States](#) , serving from March 1861 until [his assassination in April 1865](#) . Lincoln successfully led his country through its greatest constitutional, military and moral crisis – the [American Civil War](#) – preserving the [Union](#) while ending slavery, and promoting economic and financial modernization. Reared in a poor family on the western frontier, Lincoln was mostly self-educated, and became a country lawyer, a [Whig Party leader](#) , [Illinois state legislator](#) during the 1830s, and a one-term member of the [United States House of Representatives](#) during the 1840s.

After a series of debates in 1858 that gave national visibility to his opposition to the expansion of slavery, Lincoln lost a Senate race to his arch-rival, [Stephen A. Douglas](#) . Lincoln, a moderate from a swing state, secured the [Republican Party](#) nomination. With almost no support in the [South](#) , Lincoln swept the [North](#) and was [elected president in 1860](#) . His election was the signal for seven southern slave states to declare their [secession from the Union](#) and form the [Confederacy](#) . The departure of the Southerners gave Lincoln's party firm control of Congress, but no formula for compromise or reconciliation was found. Lincoln explained in his [second inaugural address](#) : "Both parties deprecated war, but one of them would make war rather than let the Nation survive, and the other would accept war rather than let it perish, and the war came."

[Source: [Wikipedia](#)]

View the page you created.

What is the Rich Content Editor?

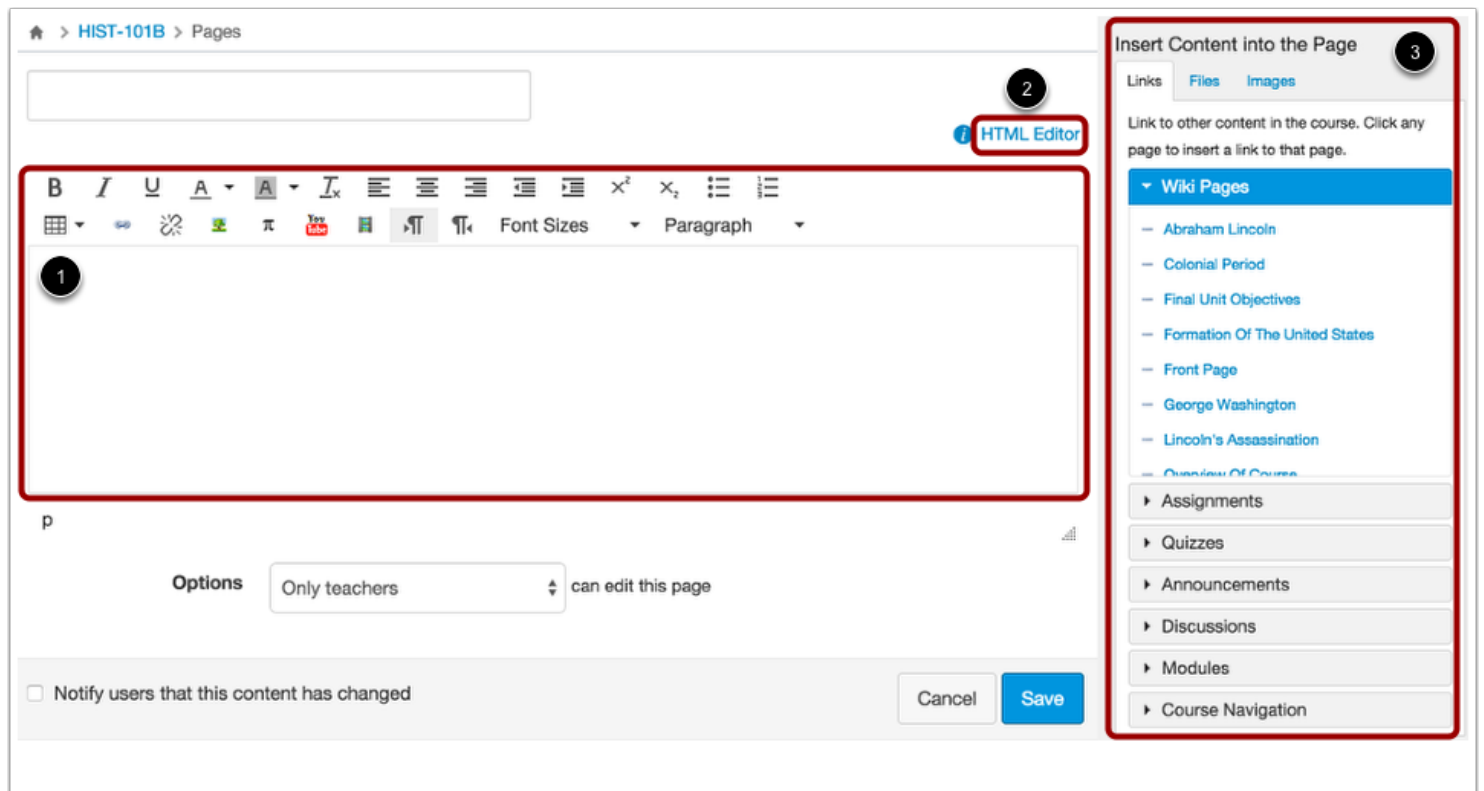
Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

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

[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



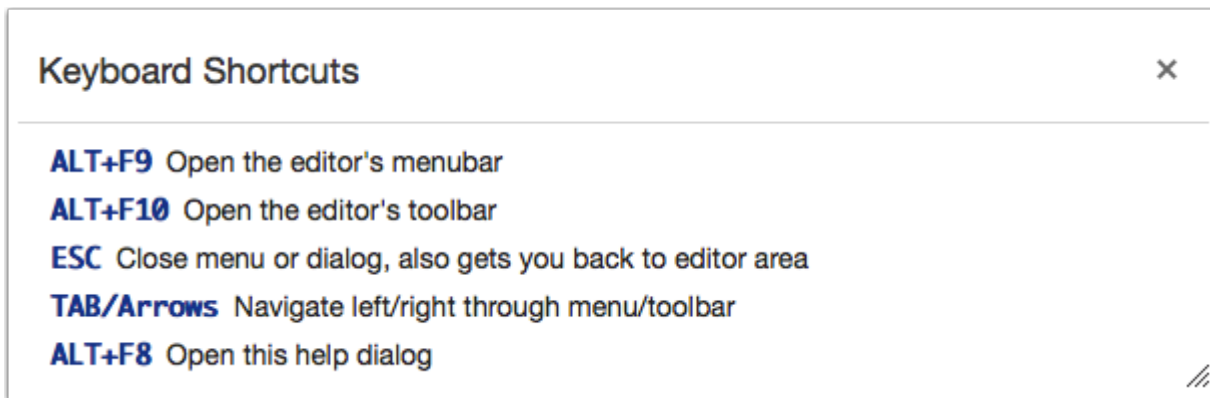
Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the HTML Editor link [2]. Users can also easily link to course content using the Content Selector [3].

What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

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

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.

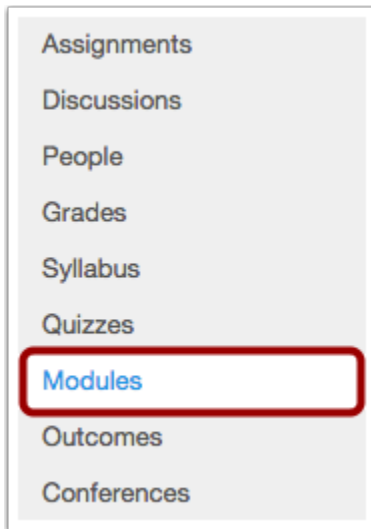
The following shortcuts are supported in the Rich Content Editor:

- **ALT + F9** (on a PC keyboard) or **ALT + FN + F9** (on a Mac keyboard)
- **ALT + F10** (on a PC keyboard) or **ALT + FN + F10** (on a Mac keyboard)

How do I create a new Module?

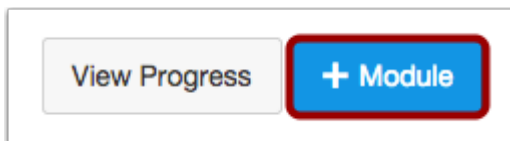
Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can [add content items](#), [set prerequisites](#),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

Open Modules



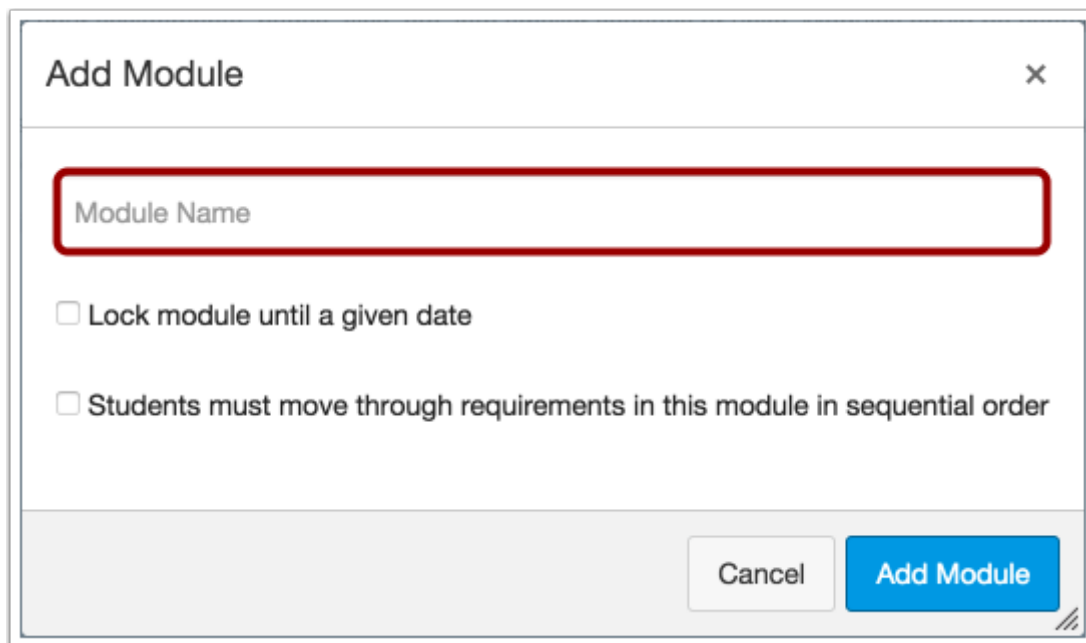
In Course Navigation, click the **Modules** link.

Create a Module



Click the **Add a Module** button.

Name the Module



The image shows a dialog box titled "Add Module" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Module Name" which is highlighted with a red rectangular border. Below the input field, there are two checkboxes: the first is labeled "Lock module until a given date" and the second is labeled "Students must move through requirements in this module in sequential order". At the bottom right of the dialog, there are two buttons: a "Cancel" button and an "Add Module" button. A small icon of three diagonal lines is located at the bottom right corner of the dialog box.

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

Lock Module Until a Given Date

Add Module

Module Name

☒ Lock module until a given date

Unlock At:

Calendar icon

☐ Students must complete this module in sequential order

Cancel

Add Module

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Time:

:

Done

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

Add Module

Module Name

☒ Lock module until a given date

Unlock At:

Jan 12, 2015

Mon Jan 12, 2015

☒ Students must move through requirements in this module in sequential order

Cancel

Add Module

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

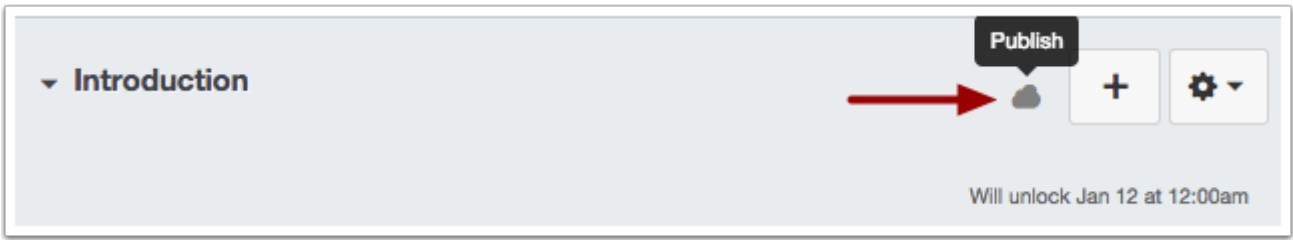
Add Modules

Cancel

Add Module

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 available to instructors in Canvas courses?

Canvas supports five assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

As an instructor, you can select an assignment type when creating an [assignment shell](#). However, you can also create assignments within an assignment type by visiting each type's respective Index Page.

Assignment

Add Assignment to Assignments

Type: Assignment

Name:

Due:

Points: 0

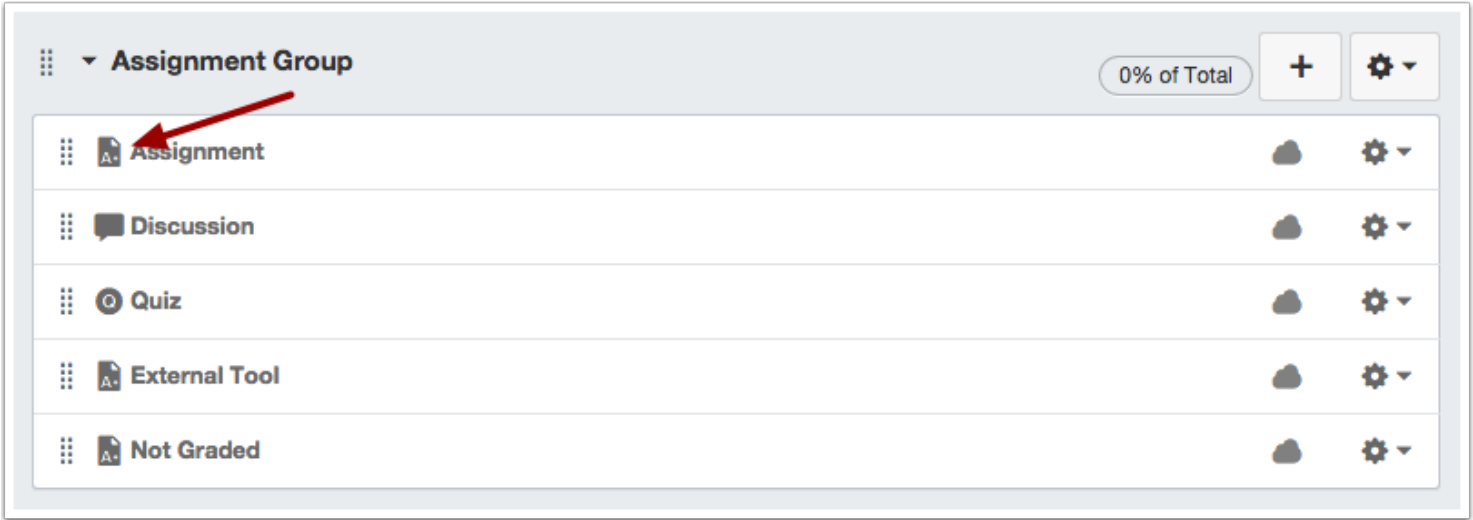
More Options

Cancel

Save & Publish

Save

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 appears on the [Assignments Index Page](#), the Gradebook, the Syllabus, and on the User Dashboard.



Throughout Canvas, users can recognize assignments with the Assignment icon.

Discussion

Add Assignment to Assessments

Type: Discussion

Name:

Due:

Points: 0

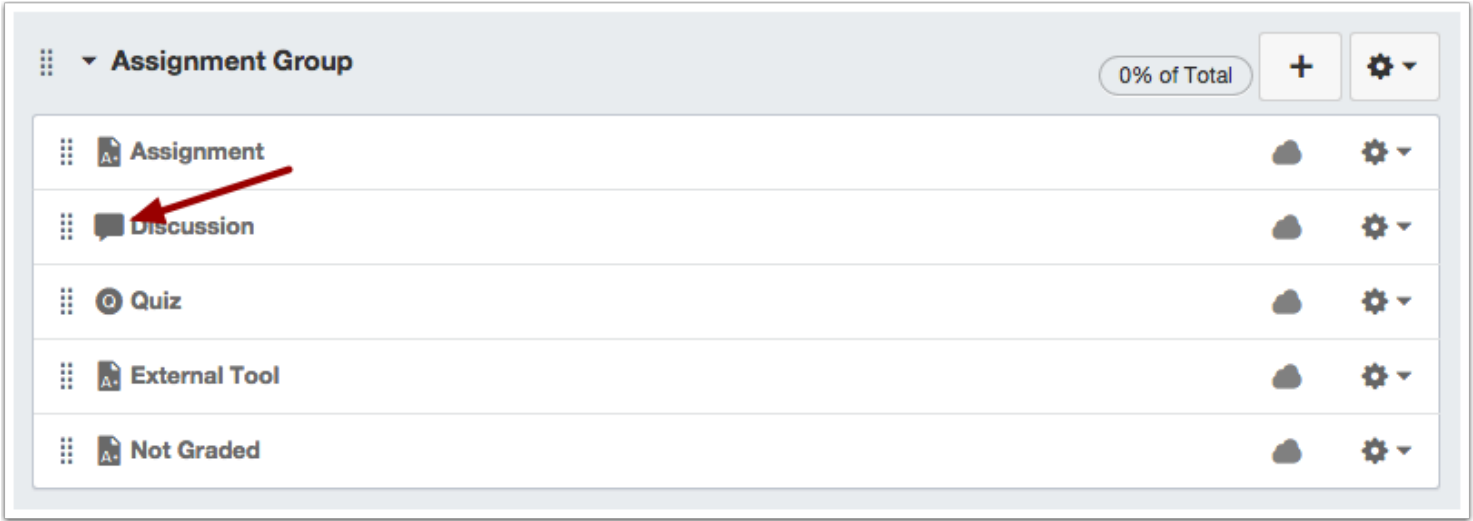
More Options

Cancel

Save & Publish

Save

A **Discussion** is a Canvas assignment that will grade student response to discussion topics. This assignment will appear on the Assignment Index Page, the [Discussions Index Page](#), the Gradebook, the Syllabus, and on the User Dashboard.



Throughout Canvas, users can recognize discussions with the Discussion icon.

Quiz

Add Assignment to Assessments

Type: Quiz

Name:

Due:

Points: 0

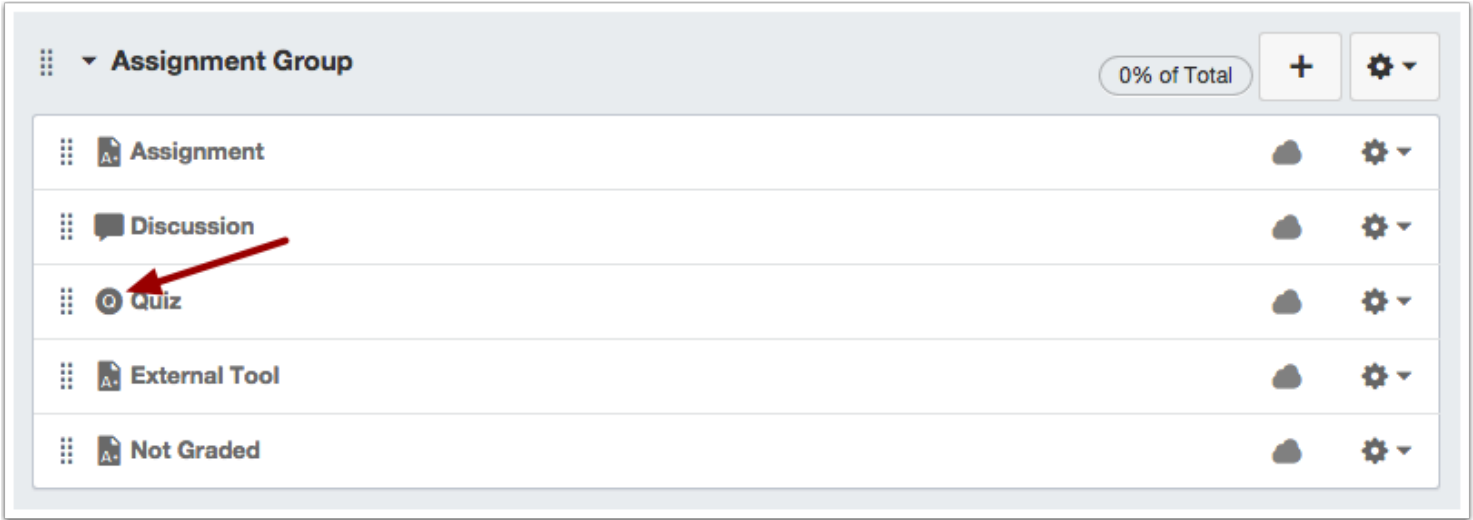
More Options

Cancel

Save & Publish

Save

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 appear on the Assignments Index Page, the [Quizzes Index Page](#), the Gradebook, the Syllabus, and on the User Dashboard.



Throughout Canvas, users can recognize quizzes with the Quiz icon.

External Tool

Add Assignment to Assessments

Type:

External Tool

Name:

Due:

Points:

0

More Options

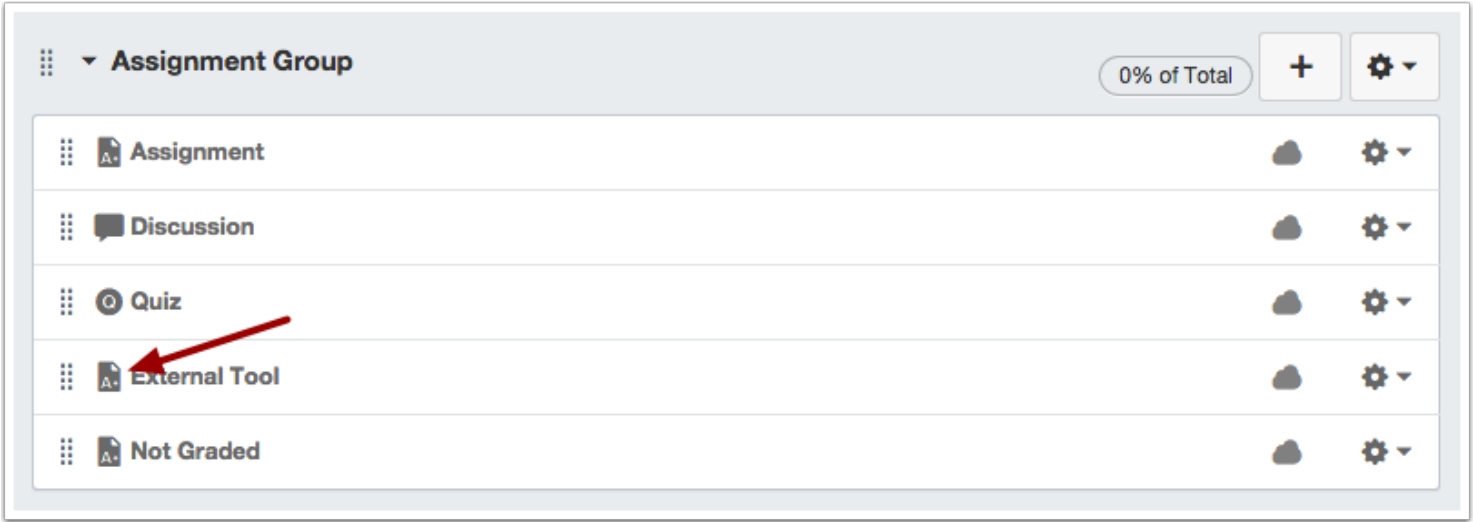
Cancel

Save & Publish

Save

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

External Tools must be configured in your course before they can be added as an assignment. Learn how to [find External Tools](#) to use as assignments.



External Tool assignments are identified as assignments, which users can recognize with the Assignment icon.

Not Graded

Add Assignment to Assessments

Type:

Not Graded

Name:

Due:

Points:

0

More Options

Cancel

Save & Publish

Save

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 appear on the Assignments Index Page, the Syllabus, and the User Dashboard.

Assignment Group

0% of Total

+

Assignment		
Discussion		
Quiz		
External Tool		
Not Graded		

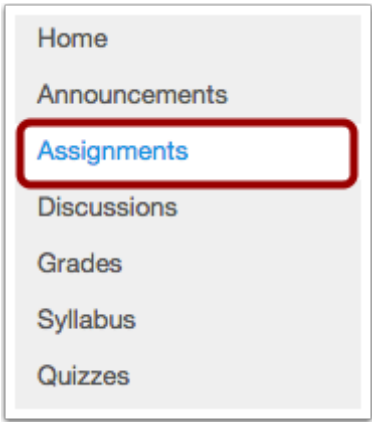
Not Graded assignments are also identified as assignments.

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

Assignment shells are placeholders for Assignments until you [edit the Assignment details](#). You can create an Assignment shell on the Assignments index page. Assignment shells are saved as unpublished assignments.

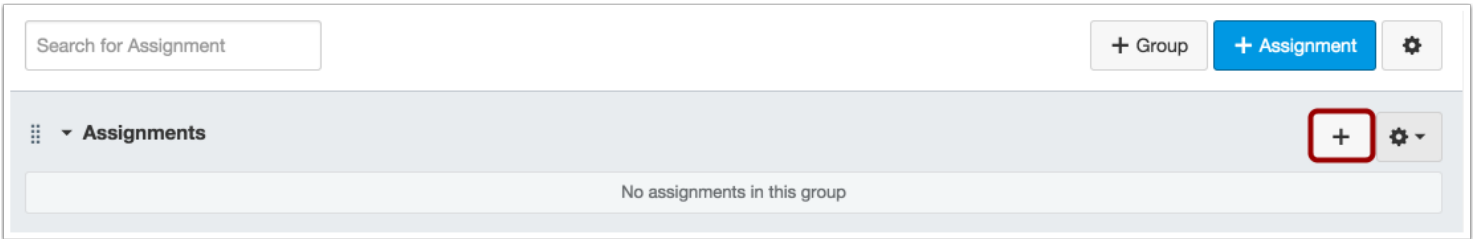
Assignment shells can only be created as part of an assignment group. Learn how to [add assignment groups](#).

Open Assignments



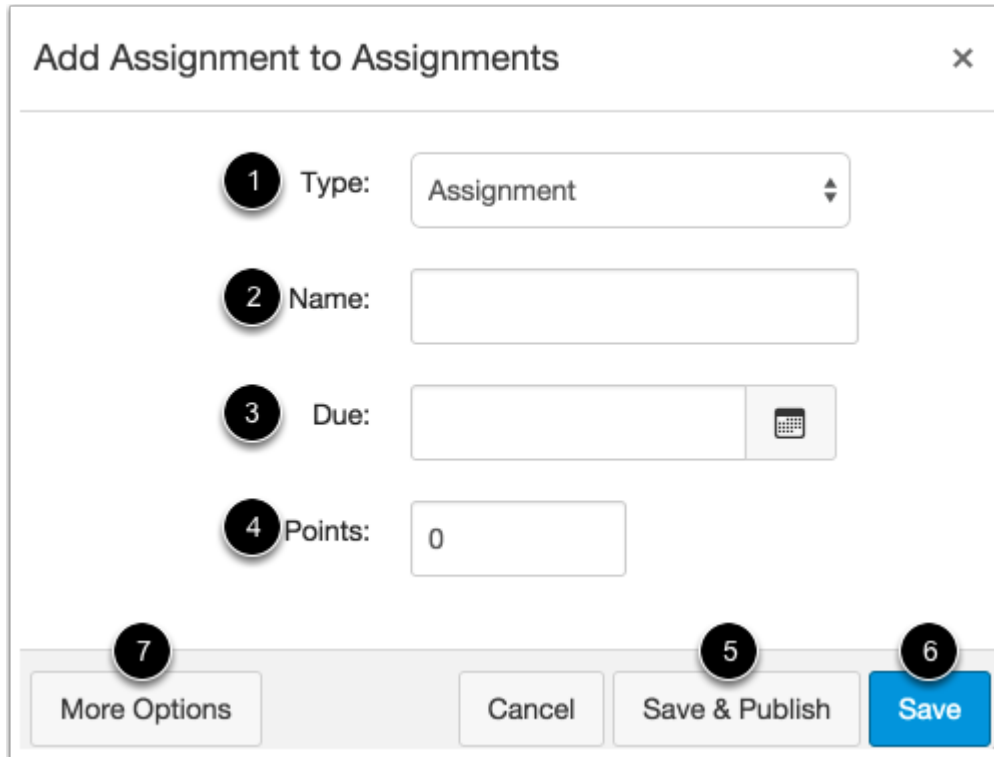
In Course Navigation, click the **Assignments** link.

Create Assignment Shell



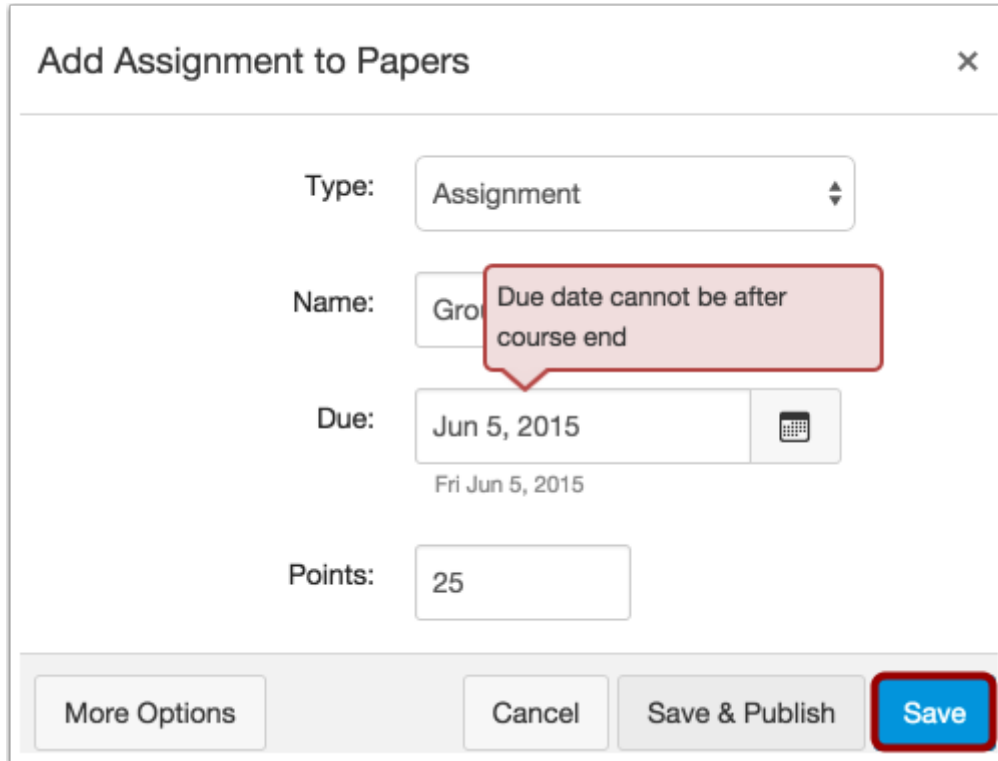
In an Assignment Group header, click the **Add** icon.

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]. If you are ready to publish your assignment shell, click the **Save & Publish** button [5]. If you want to create a draft of your assignment shell and publish it later, click the **Save** button [6].

Note: To [edit the assignment details](#), click the **More Options** button [7].

View Course or Term Date Error

The screenshot shows a dialog box titled "Add Assignment to Papers" with a close button (X) in the top right corner. The form contains the following fields:

- Type:** A dropdown menu set to "Assignment".
- Name:** A text input field containing "Gro".
- Due:** A date picker set to "Jun 5, 2015". Below the date, it says "Fri Jun 5, 2015".
- Points:** A text input field containing "25".

A red callout box points to the "Due" date field with the message: "Due date cannot be after course end".

At the bottom of the dialog are four buttons: "More Options", "Cancel", "Save & Publish", and "Save". The "Save" button is highlighted with a red border.

If you have set a date that is outside the course dates, the assignment will display an error message.

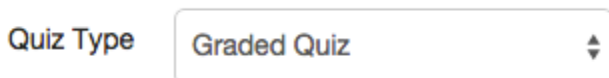
Correct the date and then save the assignment again.

Note: If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.

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



The screenshot shows a dropdown menu labeled "Quiz Type" with "Graded Quiz" selected.

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

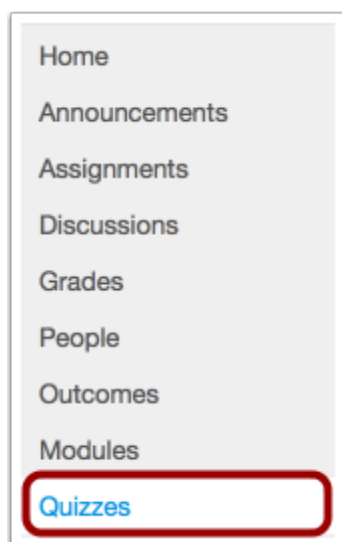
Quiz Type Ungraded Survey

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?

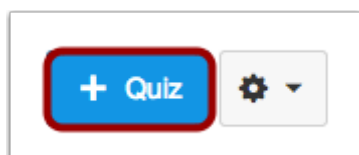
You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to [question groups](#).

Open Quizzes



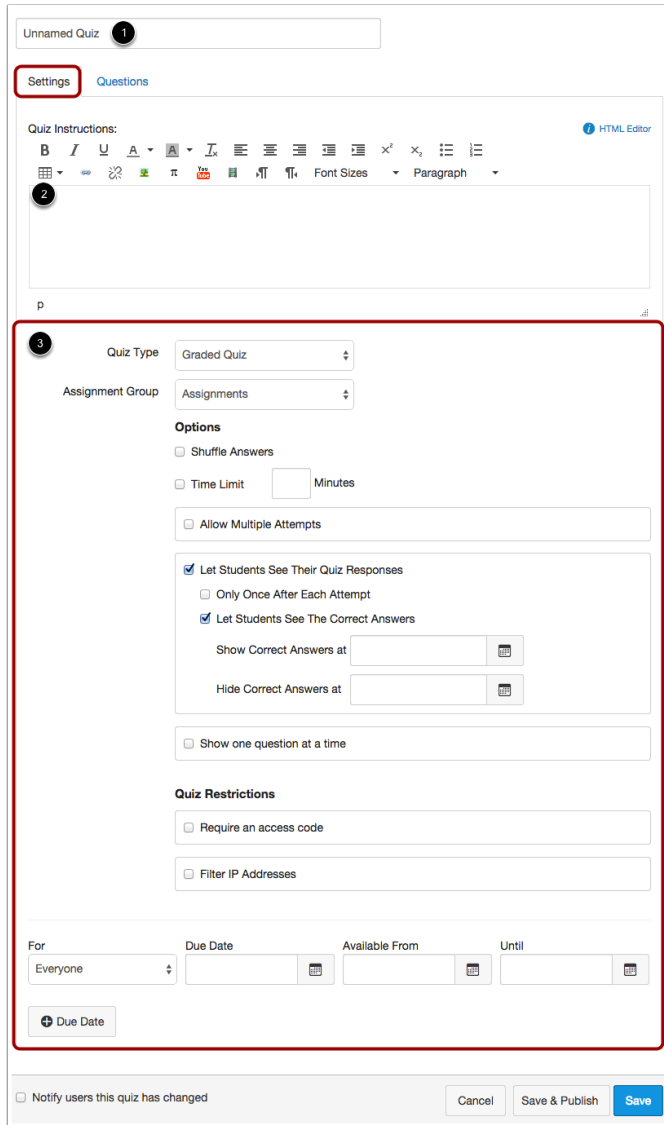
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

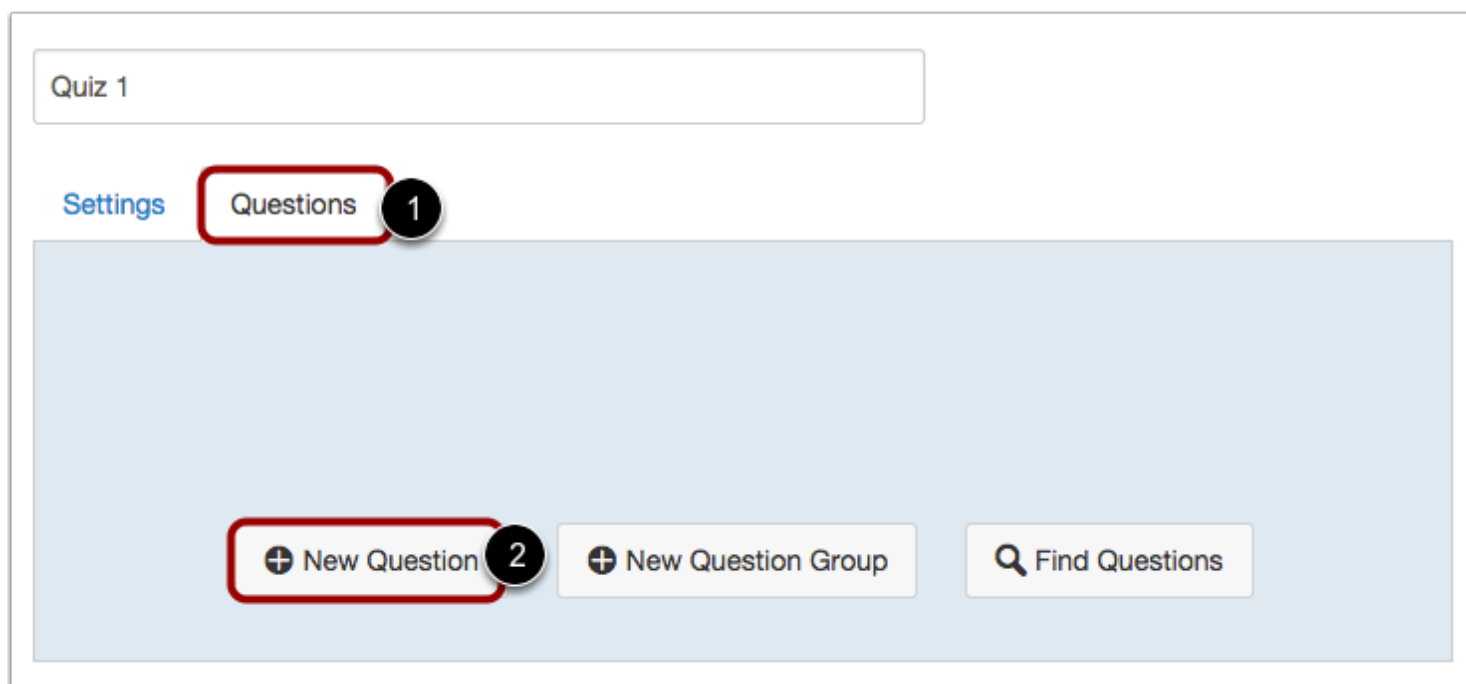
Edit Quiz Settings



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.

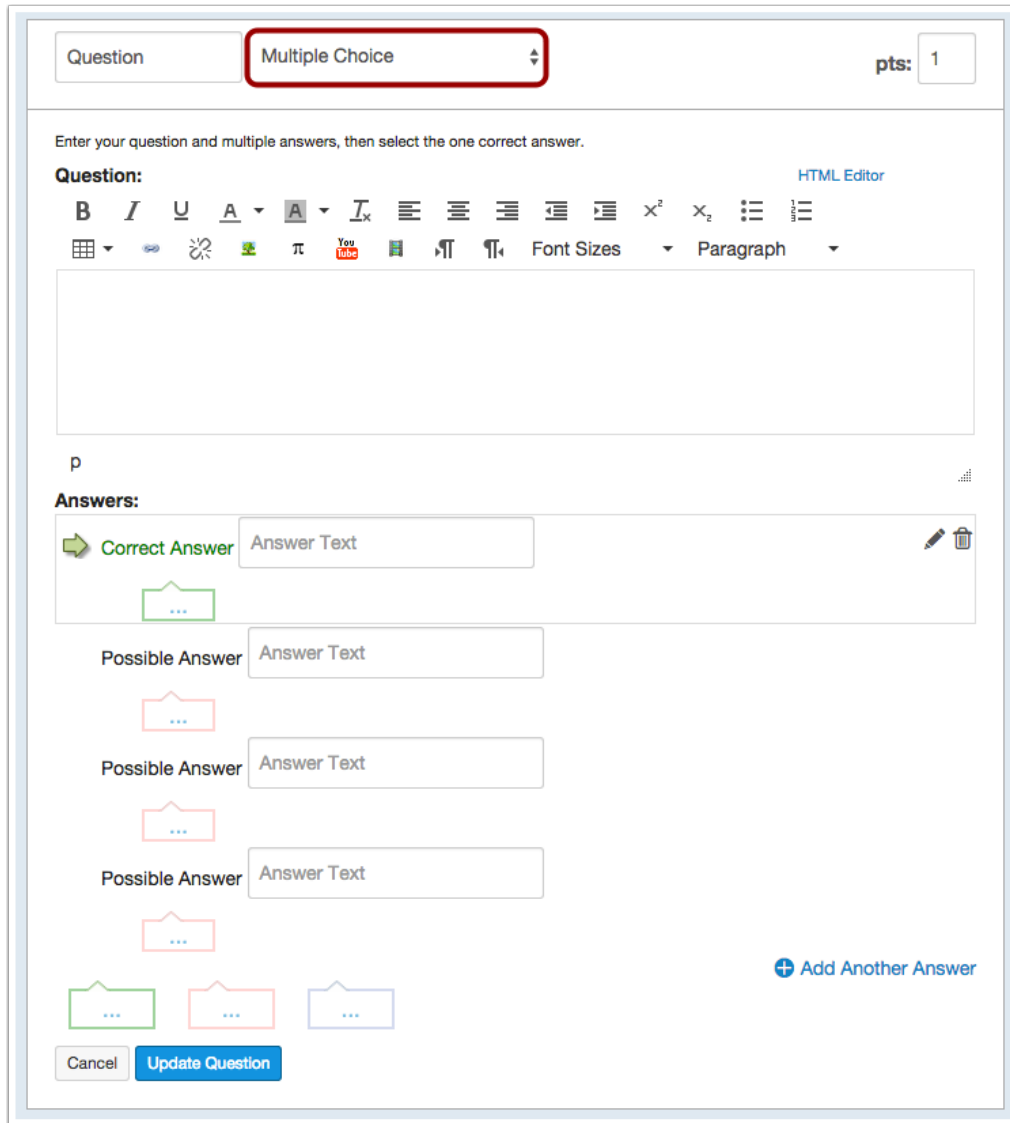
Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on [Quiz options](#).

Add Question



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

Complete Question



The screenshot shows the 'Complete Question' interface in Canvas. At the top, there is a 'Question' tab and a dropdown menu set to 'Multiple Choice', which is highlighted with a red box. To the right of the dropdown is a 'pts: 1' field. Below this, a text area for the question is shown with a rich text editor toolbar. The toolbar includes buttons for bold (B), italic (I), underline (U), text color (A), background color (A), link (x), unlink (x), list (bulleted and numbered), indent (left and right), outdent (left and right), font size (x² and x₂), paragraph (list), and a 'Font Sizes' dropdown. A 'Paragraph' dropdown is also visible. Below the question text area is a section for 'Answers'. It starts with a 'Correct Answer' field, indicated by a green arrow icon. Below this are three 'Possible Answer' fields, each with a red outline icon. At the bottom right of the answers section is a '+ Add Another Answer' button. At the bottom left are 'Cancel' and 'Update Question' buttons.

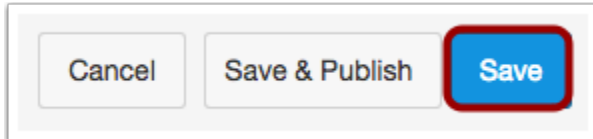
In the question type drop-down menu, you can create the following types of quiz questions:

- [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 and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



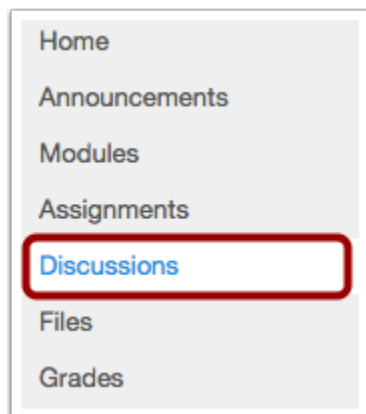
Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].

Note: 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 create a Discussion as an instructor?

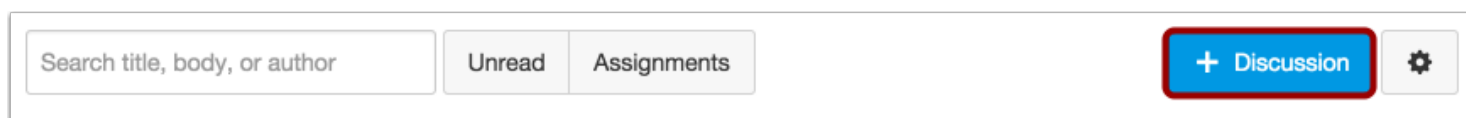
As an instructor, you can create a discussion for your course.

Open Discussions



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

Add Discussion



Click the **Add Discussion** button.

Home

>

BIO-101

>

Discussions

>

Create new

Not Published

Topic Title

B

I

U

A

A

*I*_x

x^2

x_2

π

Font Sizes

Paragraph

HTML Editor

2

Attachment

Choose File

No file chosen

Insert Content into the Page

Links

Files

Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

Biological Evolution

Biological Evolution Video

Cell Anatomy

Diffusion

Front Page

Pyramid Structure of Life

Taxonomy

Welcome

Assignments

Quizzes

Announcements

Discussions

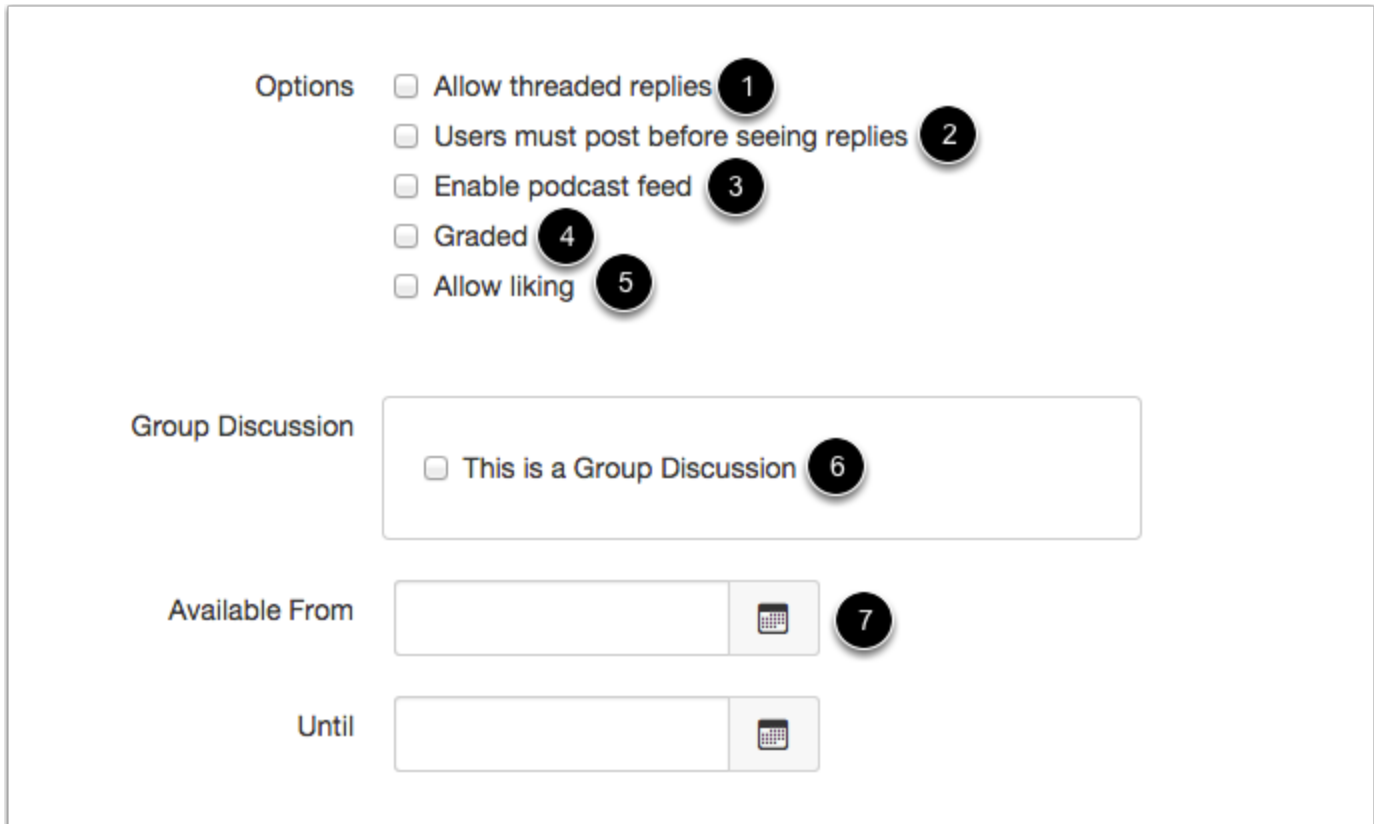
Modules

Course Navigation

Use the [Rich Content Editor](#) [2] to create content for your discussion. You can also add links, files, and images to the discussion using the [content selector](#) [3].



Add Discussion Options



The screenshot shows the 'Add Discussion Options' form. It includes a section for 'Options' with five checkboxes: 'Allow threaded replies' (1), 'Users must post before seeing replies' (2), 'Enable podcast feed' (3), 'Graded' (4), and 'Allow liking' (5). Below this is a 'Group Discussion' section with a checkbox 'This is a Group Discussion' (6). At the bottom are 'Available From' and 'Until' date fields, each with a calendar icon (7).

By default, discussions are created as focused discussions. To create a threaded discussion, click the **Allow threaded replies** checkbox [1]. Learn more about [focused and threaded discussions](#).

To [require users to reply to the discussion](#) before they can see any other replies, click the **Users must post before seeing replies** checkbox [2].

To [enable a discussion podcast feed](#), click the **Enable podcast feed** checkbox [3].

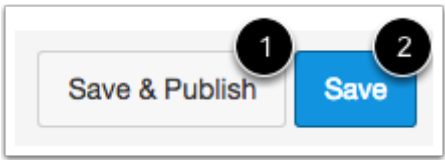
To [create a graded discussion](#), click the **Graded** checkbox [4].

To allow students to [like discussion replies](#), click the **Allow liking** checkbox [5].

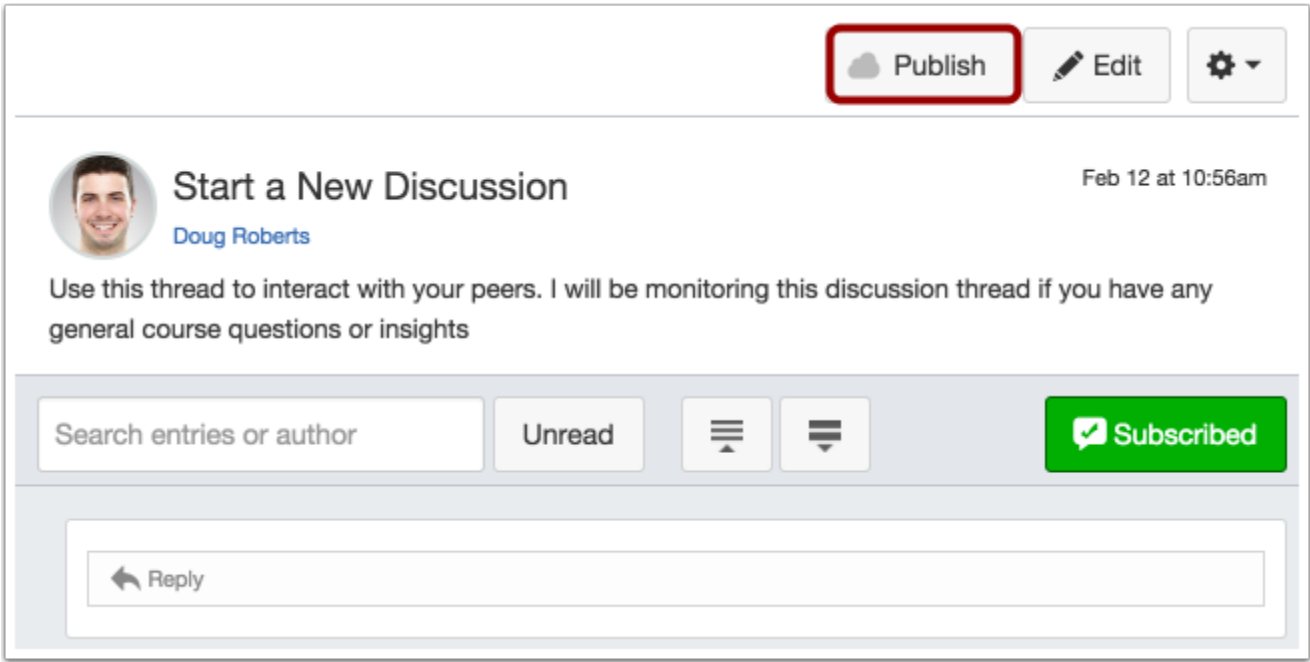
To make the discussion be a [group discussion](#), click the **This is a Group Discussion** checkbox.

To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available From** and **Until** fields, or click the calendar icons to select dates.

Save and Publish



If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].




When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

View Discussion

Published

Edit



Start a New Discussion

Feb 12 at 12:12pm

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

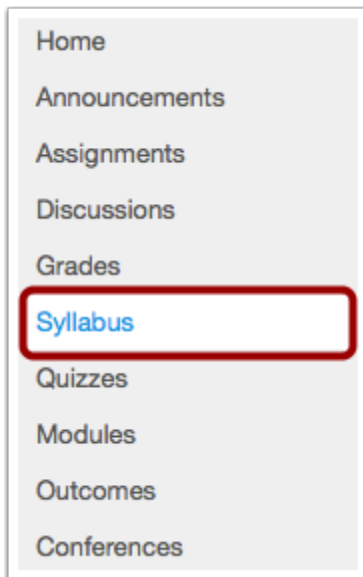
View the discussion.

How do I use the Syllabus as an instructor?

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. You can also set the syllabus as your [course home page](#).

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. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the [public course index](#).

Locate Syllabus Link



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

View Syllabus

HIST-101

Home

Files

Announcements

Assignments

Discussions

Grades

People

Pages

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Settings

HIST-101 > Syllabus

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!

Date

Details

Tue Mar 25, 2014

[Unit 2 Assignment](#)

due by 11:59pm

Thu Mar 27, 2014

[Unit 2 Discussion](#)

due by 11:59pm

1

Edit Syllabus Description

2


September 2014

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Assignments are weighted by group:

Group	Weight
Assignments	25%
Discussions	25%
Quizzes	50%
Total	100%

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].



Canvas Instructor Quickstart Guide Updated 2015-05-26

Page 99

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 Course Files](#) as a PDF and [linking it in the content selector](#). 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

◀September 2014▶

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Assignments are weighted by group:

Group	Weight
Assignments	25%
Discussions	25%
Quizzes	50%
Total	100%

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

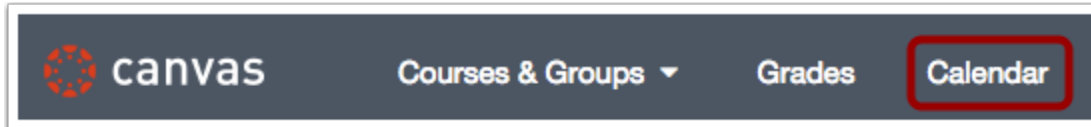
Date	Details	
Fri Mar 28, 2014	Unit 2 Quiz	due by 11:59pm
Tue Aug 26, 2014	Introductions	due by 11:59pm
Thu Aug 28, 2014	Information Survey	due by 11:59pm
Wed Sep 3, 2014	Course Evaluation	due by 11:59pm
Fri Sep 5, 2014	Introduce Yourself	due by 11:59pm
Fri Sep 12, 2014	Unit 1 Assignment	due by 11:59pm
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
	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. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

How do I view the Calendar?

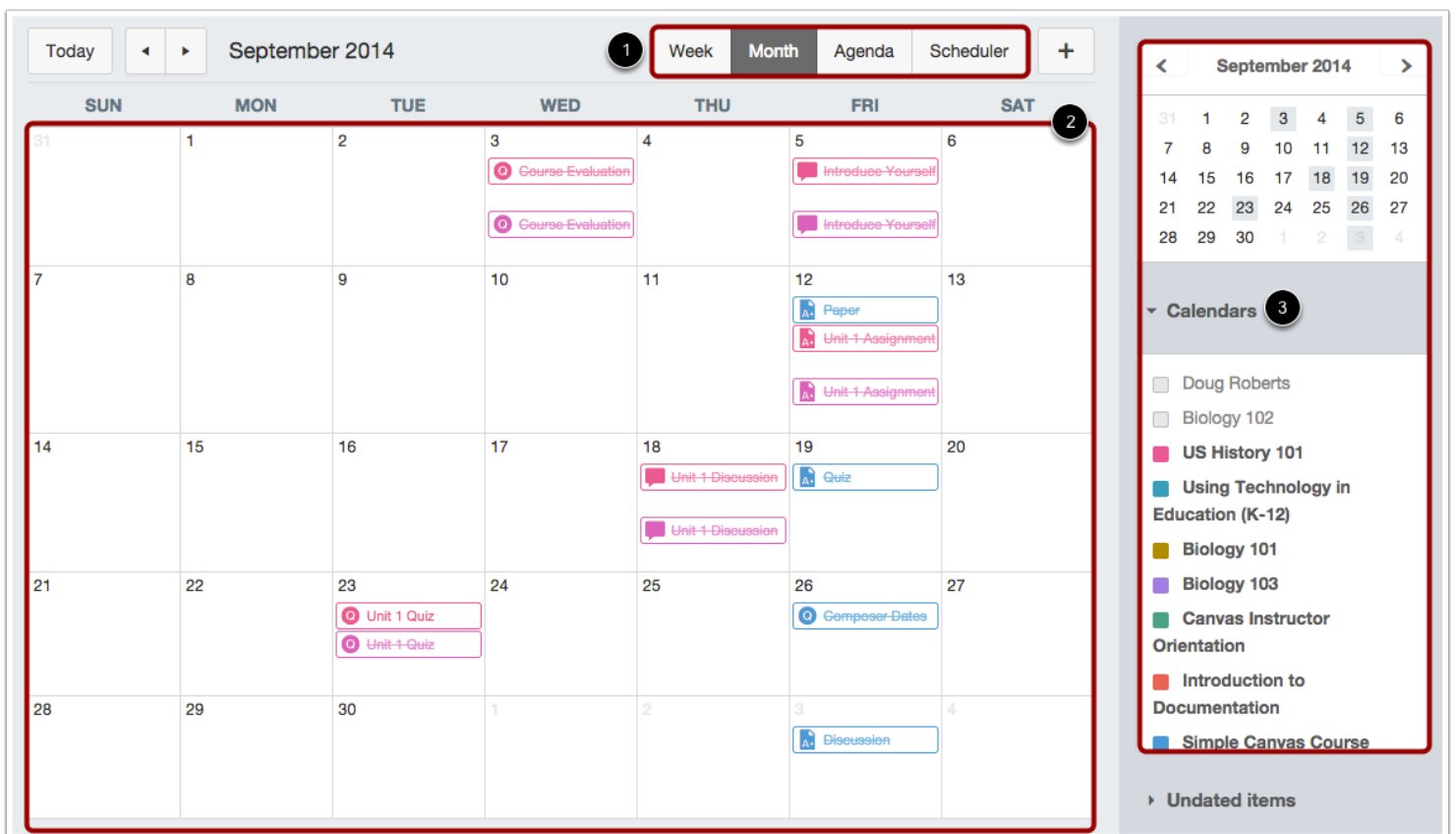
The Calendar is a great way to view everything you have to do for all your courses in one place.

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 Week, Month, Agenda, or Scheduler 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

Today◀▶October 2014

WeekMonthAgendaScheduler+

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3 Discussion	4
5	6 Unit 3 Assignment Unit 3 Assignment	7	8	9 Unit 3 Discussion Unit 3 Discussion	10 Unit 3 Discussion (History 101 - Section C)	11
12	13	14	15	16	17 Discussion	18
19	20	21	22 Peer Assignment Peer Assignment	23	24	25
26	27	28	29	30	31	1

<October 2014>

2829301234

567891011

12131415161718

19202122232425

262728293031

1

Calendars

3

☐ Doug Roberts

☐ Biology 102

☒ US History 101

☒ Using Technology in Education (K-12)

☒ Biology 101

☒ Biology 103

☒ Canvas Instructor Orientation

☒ Introduction to Documentation

☒ Simple Canvas Course

2

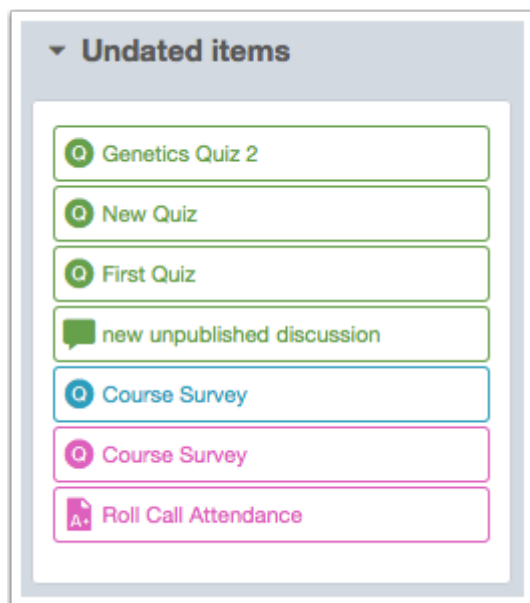
Undated items

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 US History 101 course will appear as pink 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



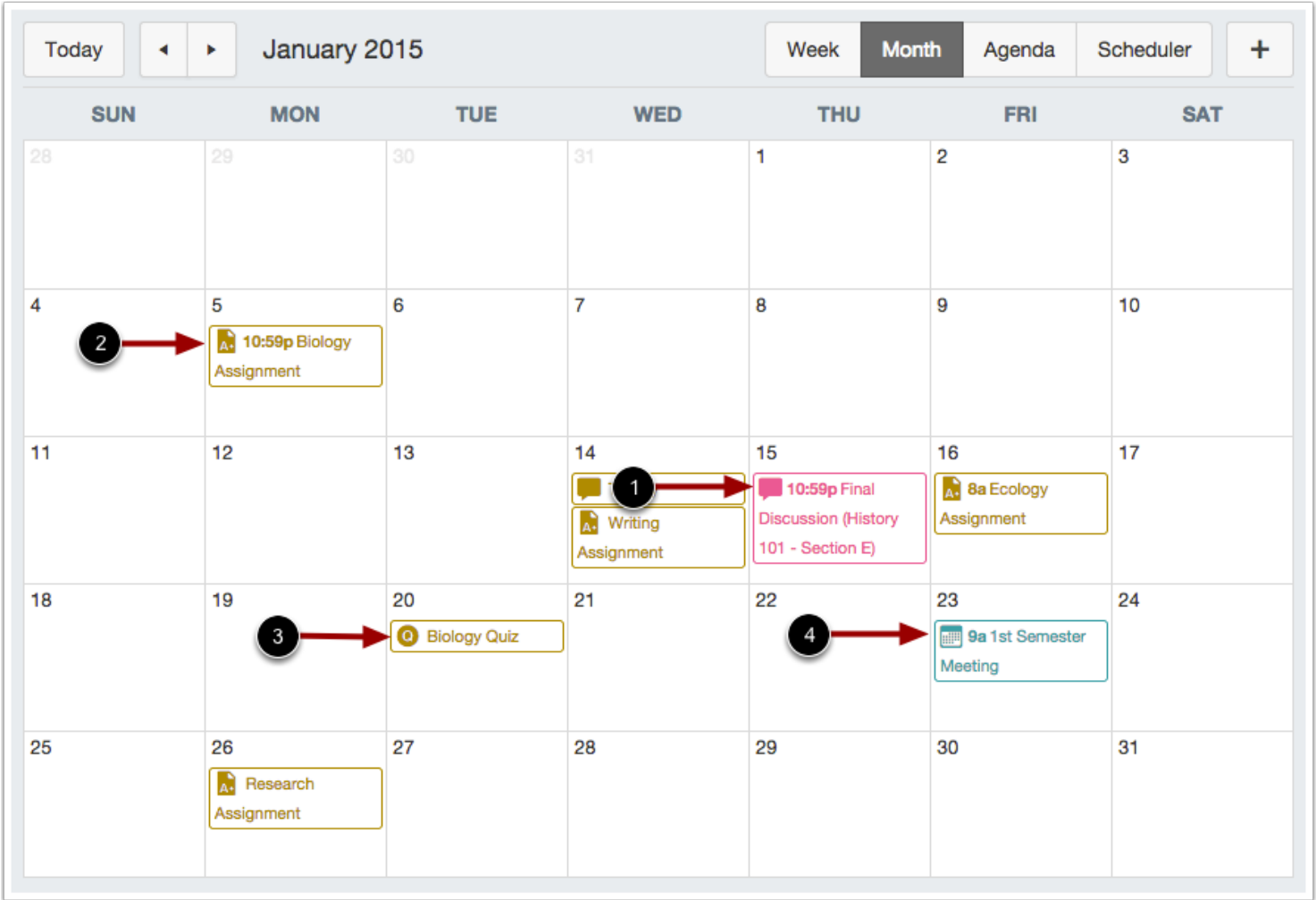
Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

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.

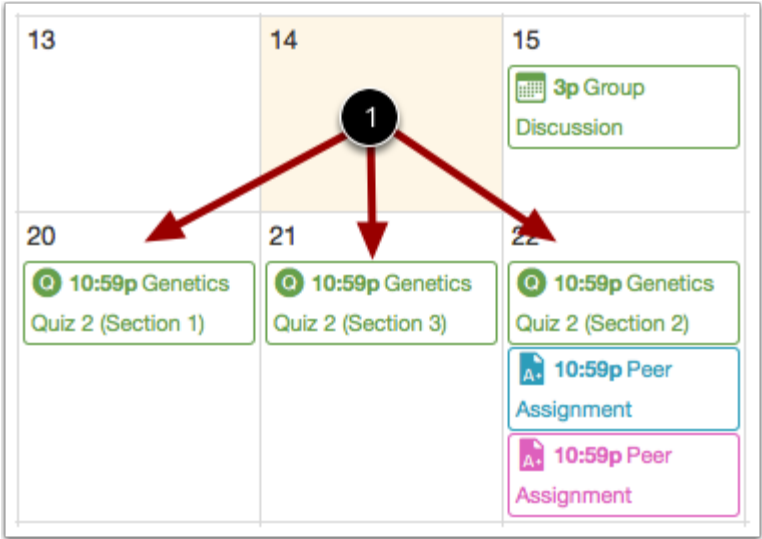
View Due Dates



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].

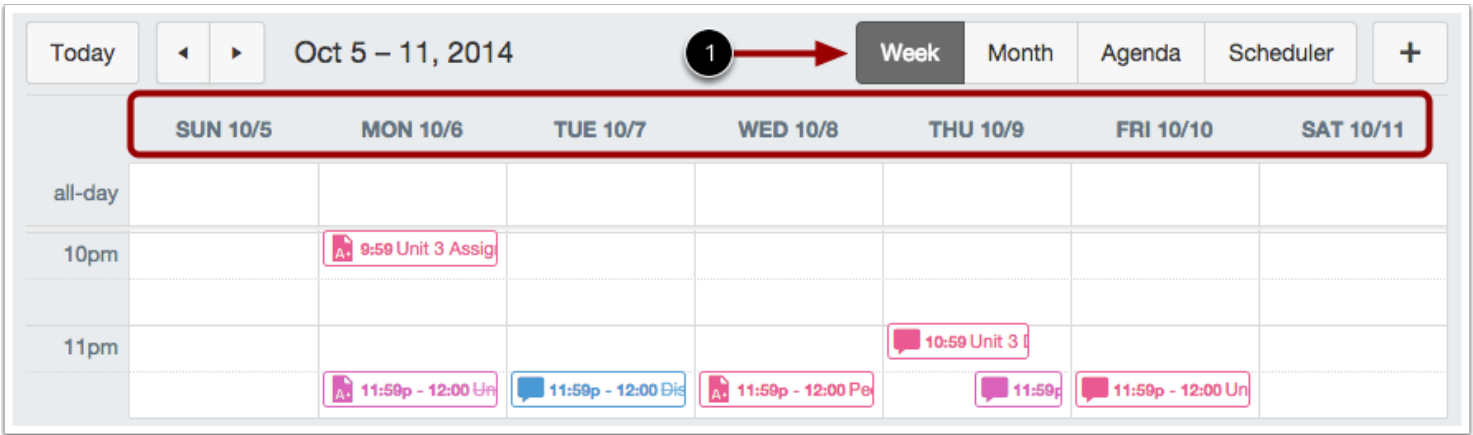
Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

View Varied Due Dates



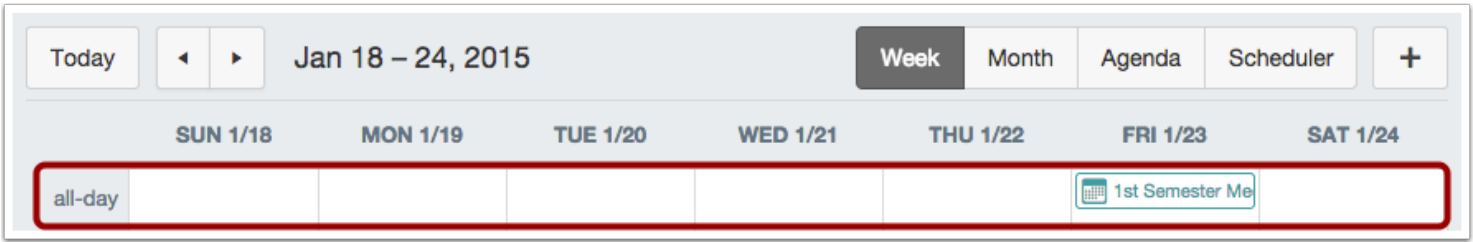
If a course has sections with varied due dates, instructors will see the multiple due dates [1]. Students will only see their section's due date.

View Calendar by Week



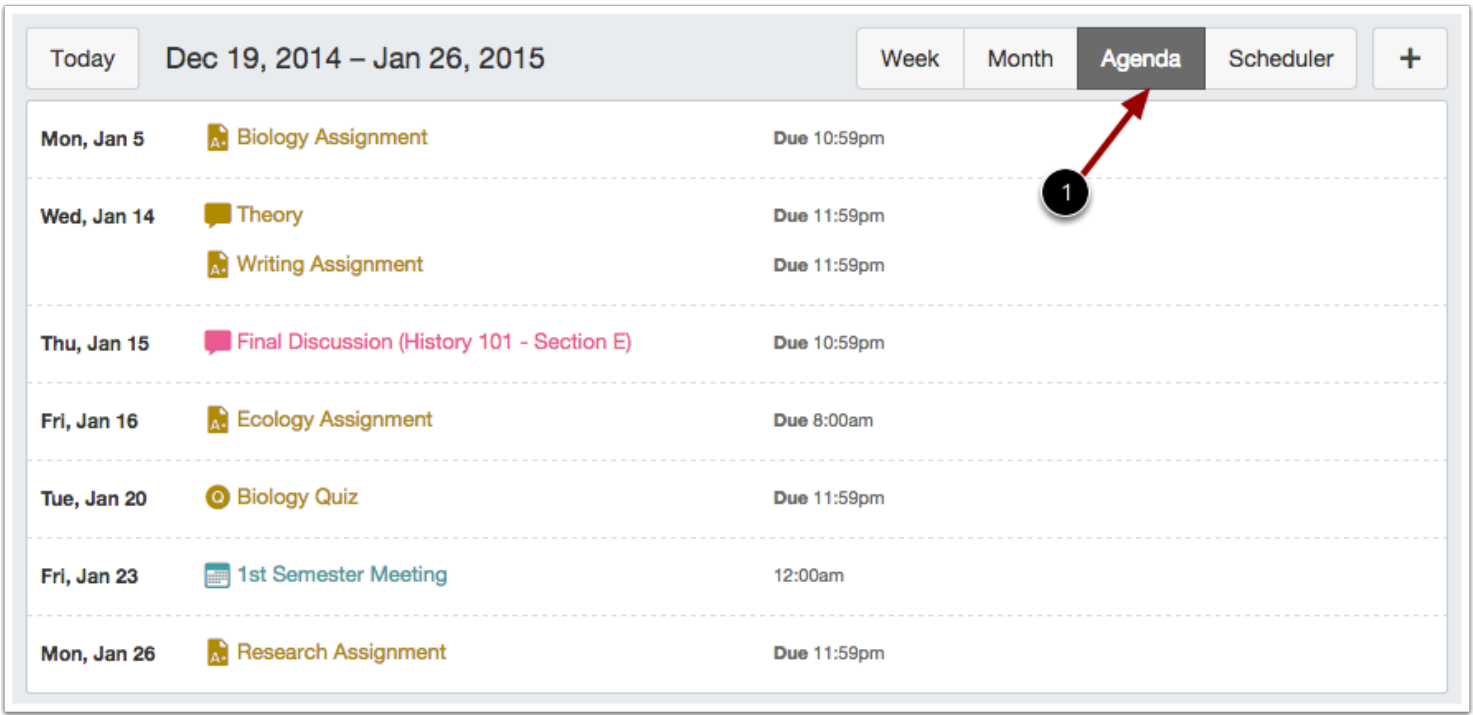
Click the **Week** button [1] to see the calendar by week.

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.

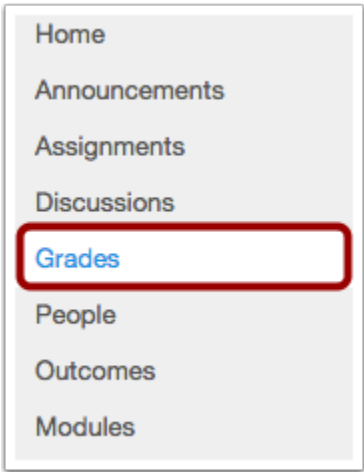
Work with Grades and People

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











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

Locate Student Score

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

Student Name	Secondary ID	Assignment #1 Out of 10	Assignment #2 Out of 5
 Emily Boone Documentation Sandbox	emily.boone.canva...	10	5
 Jessica Doe Section 3	jessica.doe.canvas...	7  10	-
 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	

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.









Note: When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.

View New Score

Student Name	Secondary ID	Assignment #1 Out of 10	Assignment #2 Out of 5
 Emily Boone Documentation Sandbox	emily.boone.canva...	10	5
 Jessica Doe Section 3	jessica.doe.canvas...	7	-
 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	









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@y	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.canvaschedule 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@y	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.canvaschedule mtg with pa		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.

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

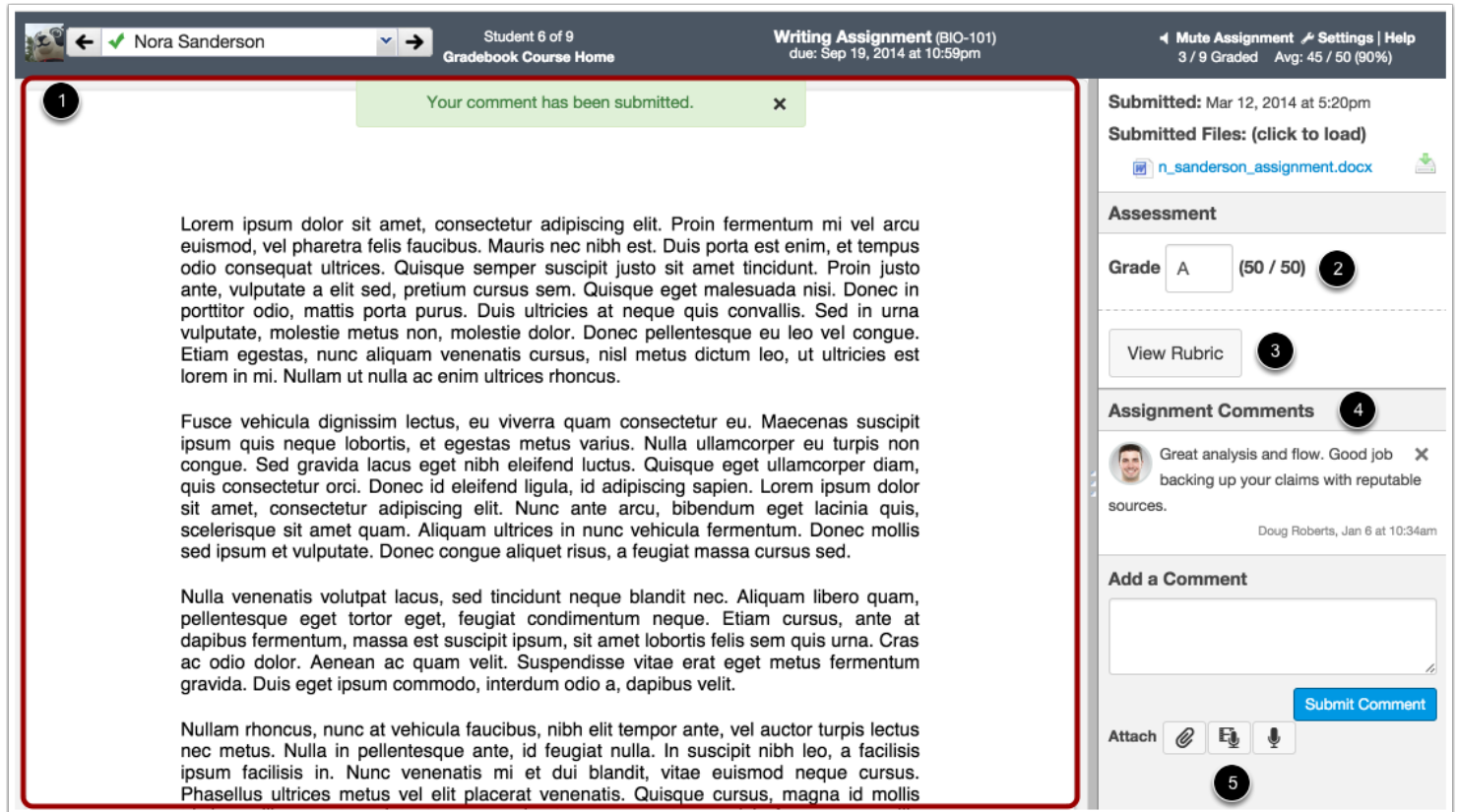
You can access SpeedGrader in several ways:

- 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



The screenshot displays the Canvas SpeedGrader interface for a 'Writing Assignment (BIO-101)'. The top navigation bar shows the student's name 'Nora Sanderson', the assignment title, and submission details (due: Sep 19, 2014 at 10:59pm). A green notification banner at the top states 'Your comment has been submitted.' The main content area shows the student's submission, which consists of three paragraphs of placeholder text (Lorem ipsum). On the right sidebar, the 'Assessment' section shows a grade of 'A' (50 / 50) with a circled '2'. Below this is a 'View Rubric' button with a circled '3'. The 'Assignment Comments' section shows a comment from 'Doug Roberts' dated 'Jan 6 at 10:34am' with a circled '4'. At the bottom of the sidebar is an 'Add a Comment' section with a text input field, a 'Submit Comment' button, and an 'Attach' section with icons for file, image, and audio, with a circled '5' below it.

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.

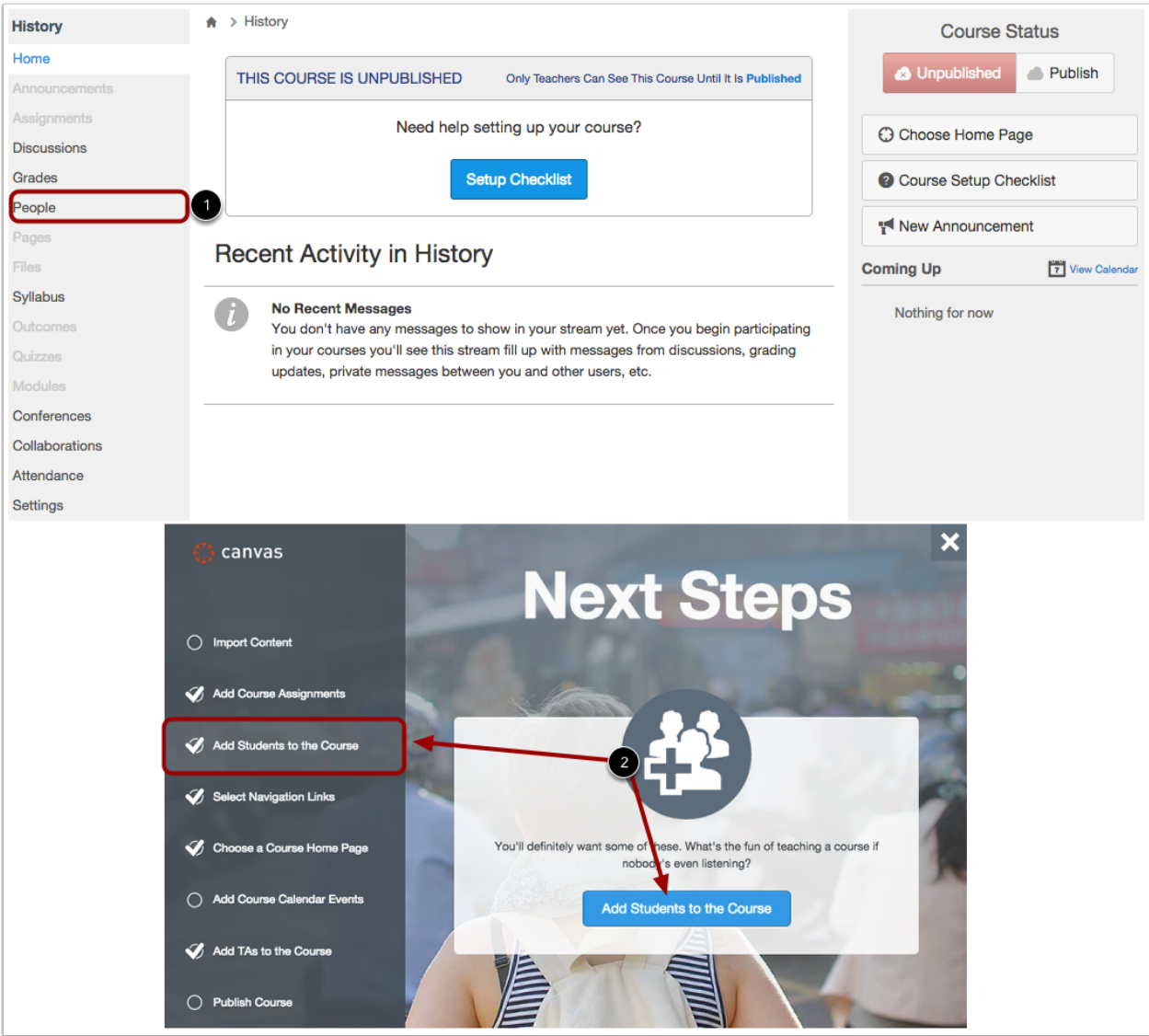
How do I add students to my course shell?

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 be 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 [1]. You can also use the Course Setup Checklist; click one of the **Add Students to the Course** links [2].

Note: Checklist items are moderated by user permissions and display appropriately. For instance, if an institution does not allow instructors to add students to the course, the Add Students checklist item will not appear.

Add People

Everyone


Groups

+ Group Set

Search people

All Roles

+ People

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
 Doug Roberts	doug.roberts.canvas@gmail.com	Biology 103	Teacher	Dec 23 at 2:07pm	03:00

Click the **Add People** button.

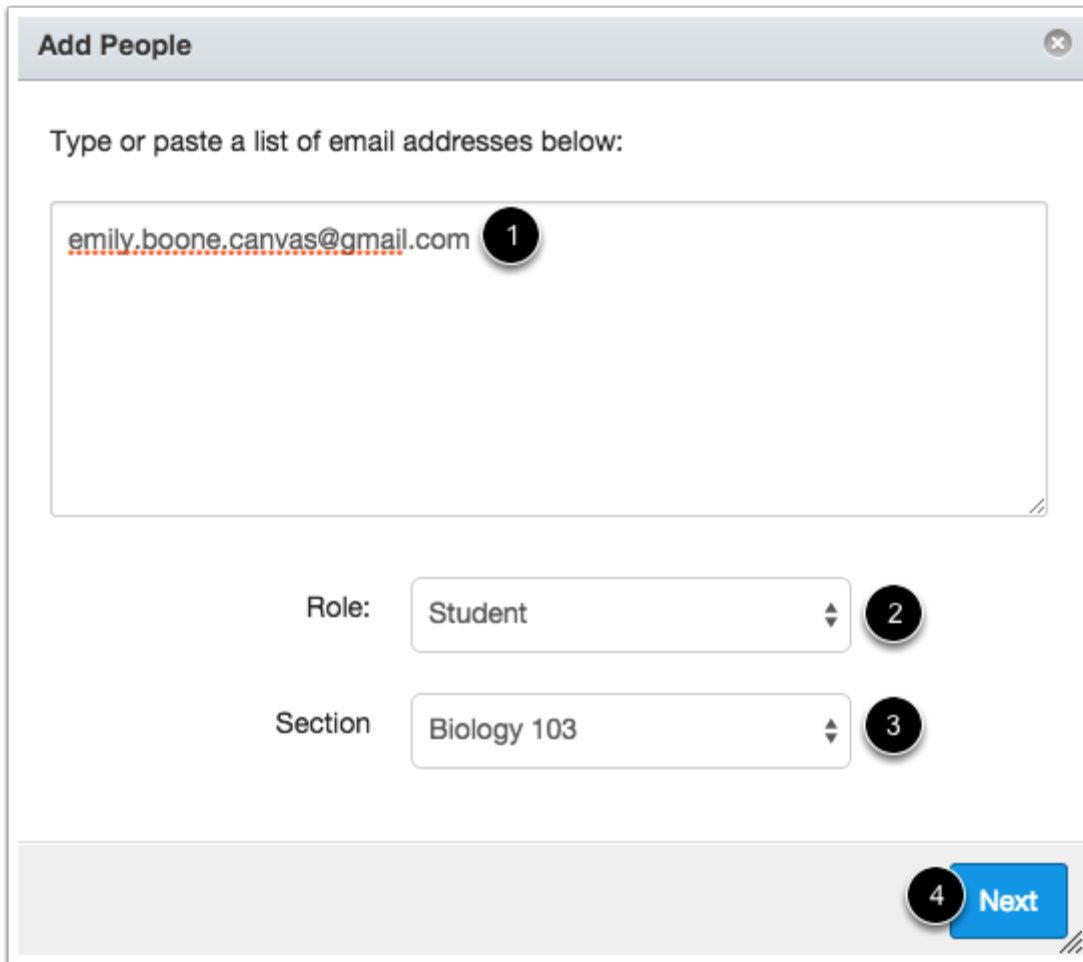
Submit Email Addresses

Type or paste a list of email addresses below:

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

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.



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

Add People

Validated and ready to add 1 users:

Name	Email
Emily Boone 4	emily.boone.canvas@gmail.com 1

2

Start Over

3

Add Users

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

Add People

The following users have been enrolled

Name	Email	Section
Boone, Emily	emily.boone.canvas@gmail.com	Biology 103

1

Add More Users

2



Done

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

1 invitations haven't been accepted.

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
 Emily Boone pending	emily.boone.canvas@gmail.com	Biology 103	Student		
 Doug Roberts	doug.roberts.canvas@gmail.com	Biology 103	Teacher	Dec 23 at 2:10pm	06:04

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 the People page as an instructor?

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

Open Course

Courses & Groups ▾

Grades

My Courses [View All or Customize \(7\)](#)

Biology 101
Enrolled as: Teacher

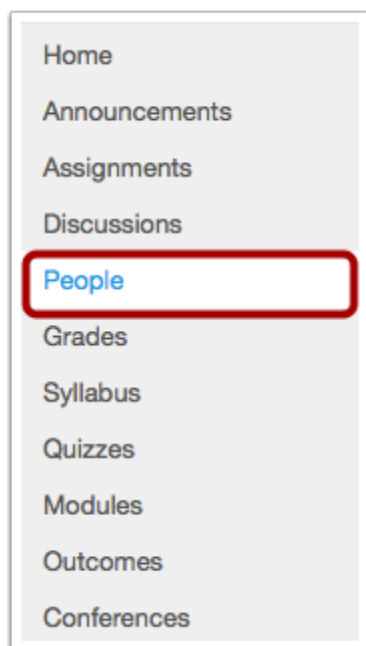
Biology 102
Enrolled as: Teacher Winter 2015

US History 101
Enrolled as: Teacher

Using Technology in Education (K-12)
Enrolled as: Teacher

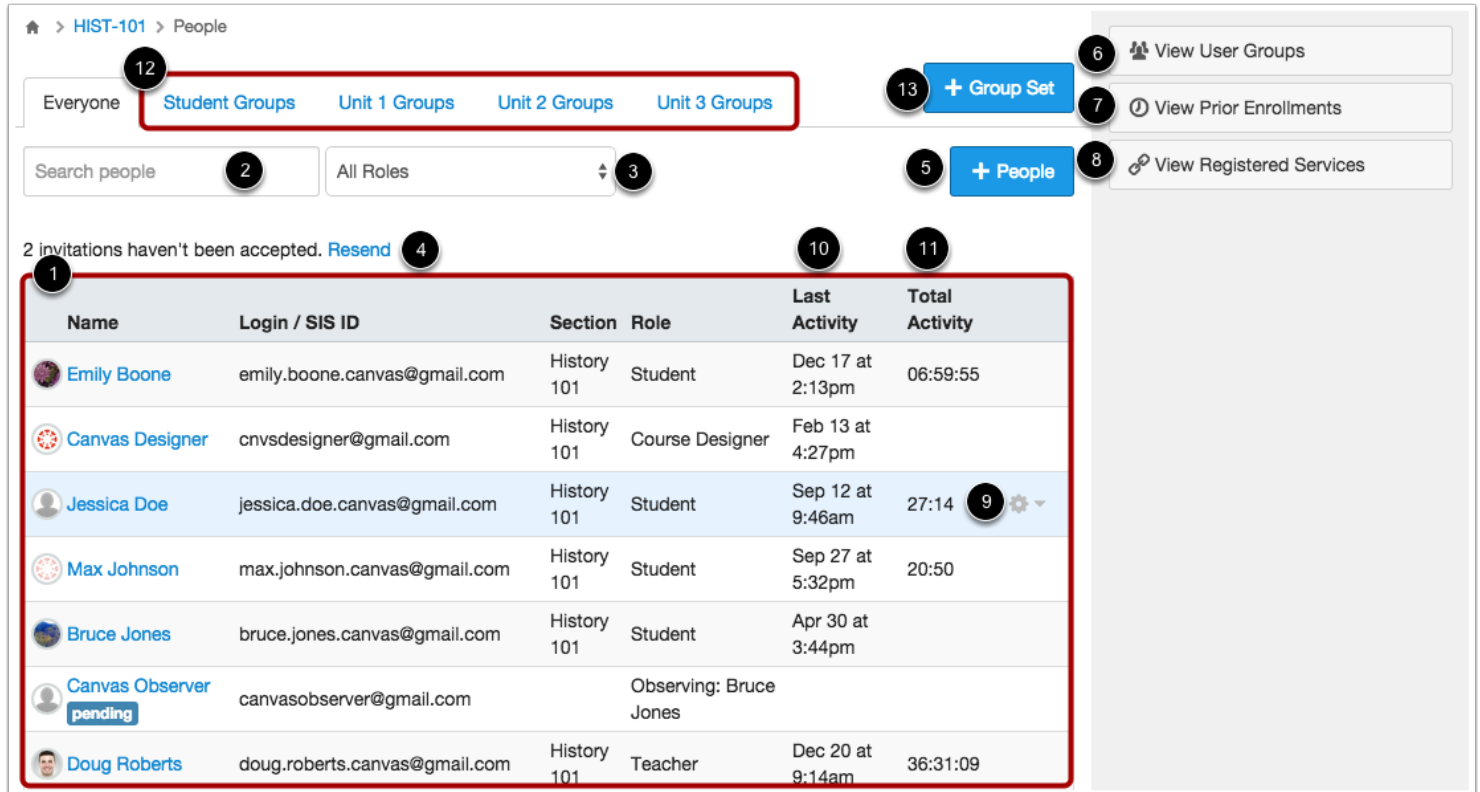
In the Courses & Groups drop-down menu, click the course title.

Open People



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

View People



12

Everyone **Student Groups** Unit 1 Groups Unit 2 Groups Unit 3 Groups

13 + Group Set

6 View User Groups

7 View Prior Enrollments

Search people 2 All Roles 3

5 + People

8 View Registered Services

2 invitations haven't been accepted. [Resend](#) 4

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
Emily Boone	emily.boone.canvas@gmail.com	History 101	Student	Dec 17 at 2:13pm	06:59:55
Canvas Designer	cnvsdesigner@gmail.com	History 101	Course Designer	Feb 13 at 4:27pm	
Jessica Doe	jessica.doe.canvas@gmail.com	History 101	Student	Sep 12 at 9:46am	27:14 9
Max Johnson	max.johnson.canvas@gmail.com	History 101	Student	Sep 27 at 5:32pm	20:50
Bruce Jones	bruce.jones.canvas@gmail.com	History 101	Student	Apr 30 at 3:44pm	
Canvas Observer pending	canvasobserver@gmail.com		Observing: Bruce Jones		
Doug Roberts	doug.roberts.canvas@gmail.com	History 101	Teacher	Dec 20 at 9:14am	36:31:09

10

11

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 time is displayed in hours:minutes:seconds. If a user has not yet reached an hour of activity, total activity time is displayed as minutes:seconds. 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

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 **May 25, 2015**, we support the most recent versions of Flash and popular web browsers:

- **Internet Explorer** 10 and 11
- **Chrome** 42 and 43
- **Safari** 7 and 8
- **Firefox** 37 and 38 ([Extended Releases](#) are not supported)
- **Flash** 16 and 17 (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. Learn how to clear your cache on a [Mac](#) or a [PC](#).

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 7 is only included with OS X Mavericks; Safari 8 is only included with OS X Yosemite)
- [Firefox](#)
- [Flash](#)
- [Respondus](#)

Browser Privacy Settings

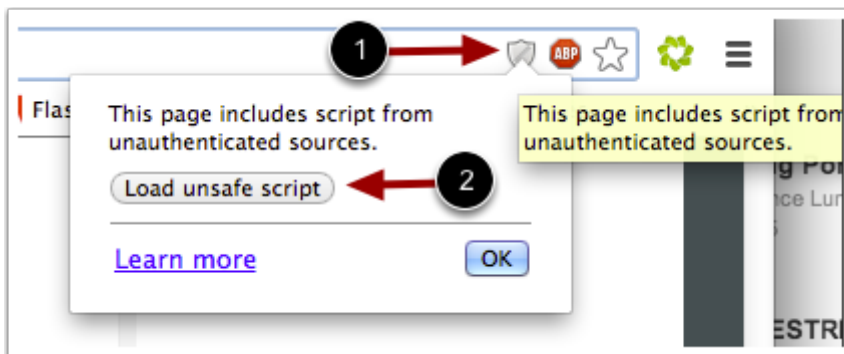
Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix [http://](#) in the URL and can create mixed content in your Canvas Page. Secured content is identified with the [https://](#) prefix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

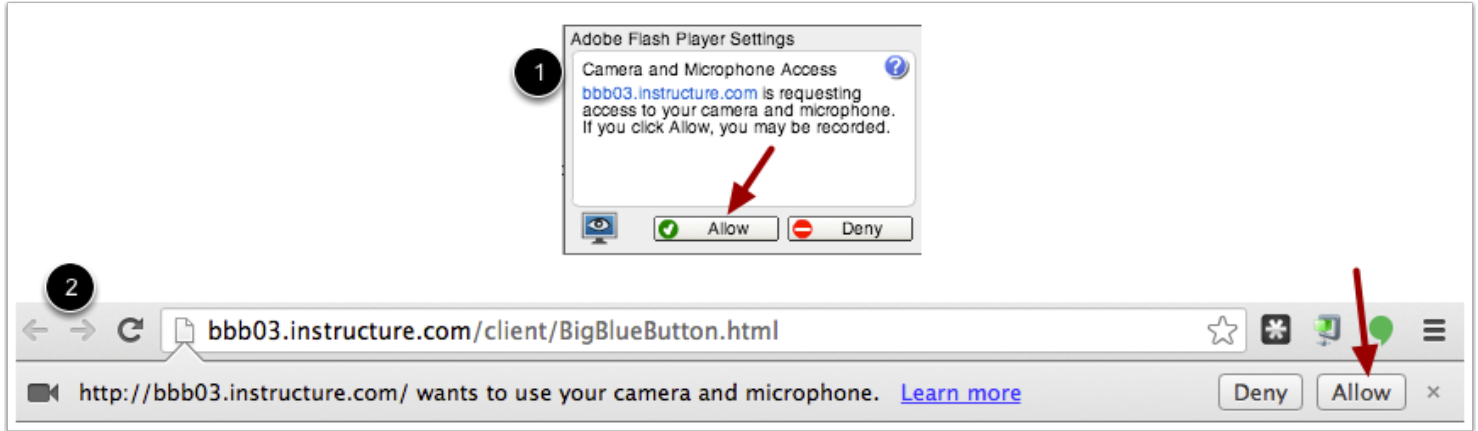
Chrome Security



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.

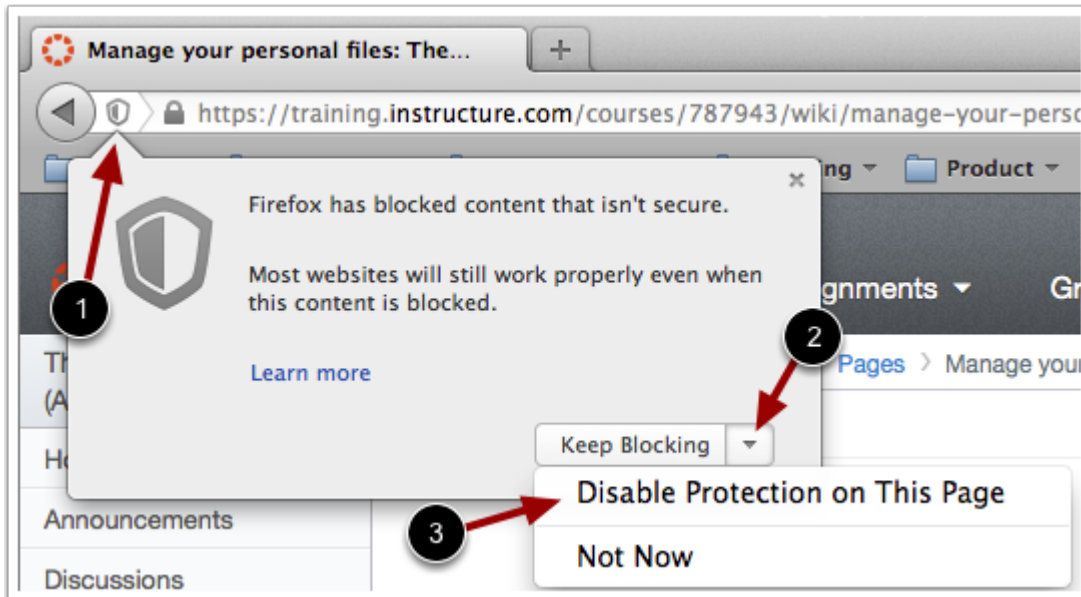
Chrome Media Permissions



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.

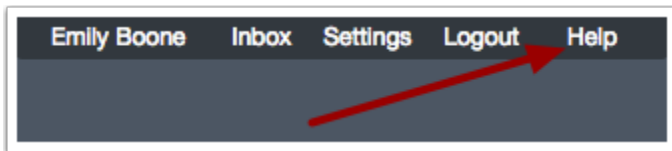
How do I get help with Canvas?

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:

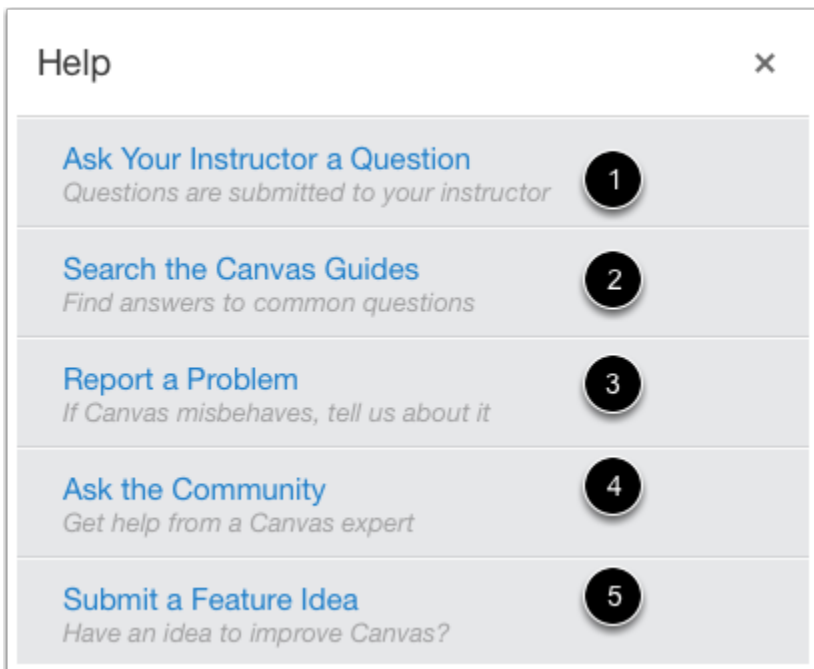
- Depending on your institution, the help link may not be available. Admins may also create additional [custom help links](#).
- Before reporting a problem with Canvas, please [Ask the Canvas Community](#) or search the [Canvas Guides](#) for help.

Open Help



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

View Help Resources

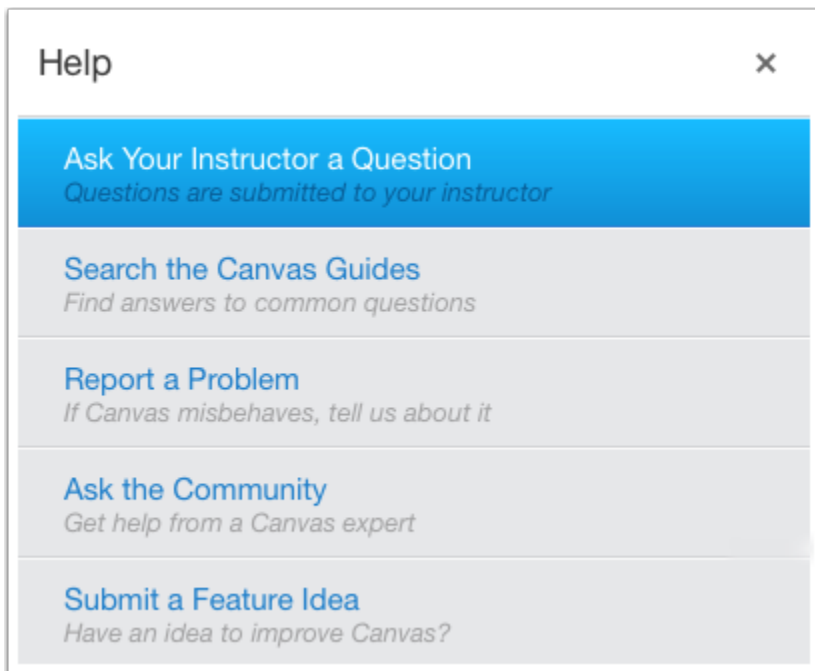


Depending on your user role, there are five main links for help or feedback:

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. **Submit a Feature Idea:** 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.

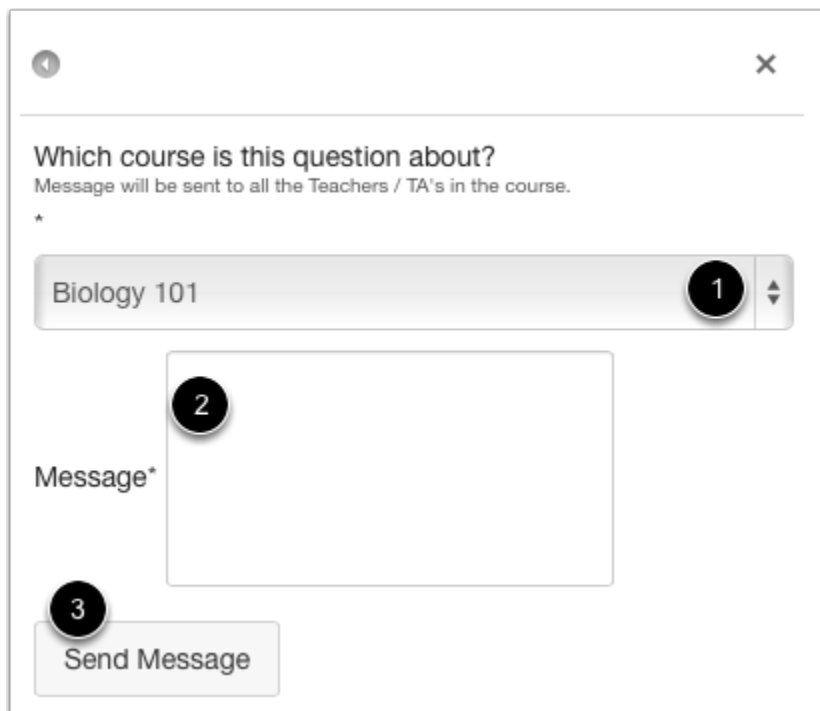
Ask Your Instructor a Question



To ask your instructor or TA questions about course material or send them a message, click the **Ask your instructor a question** link.

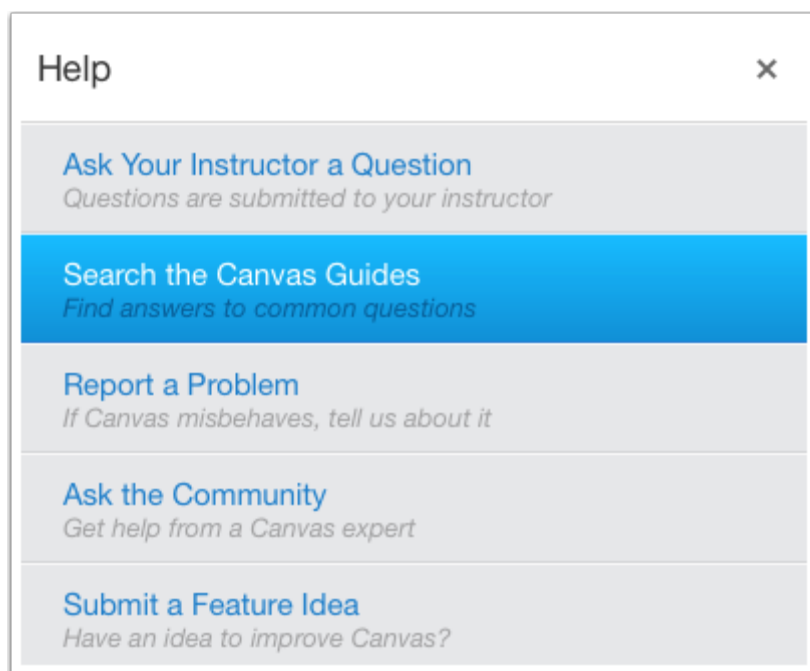
Note: If you are an instructor, the Ask your instructor a question help link is not available to you.

Send Message



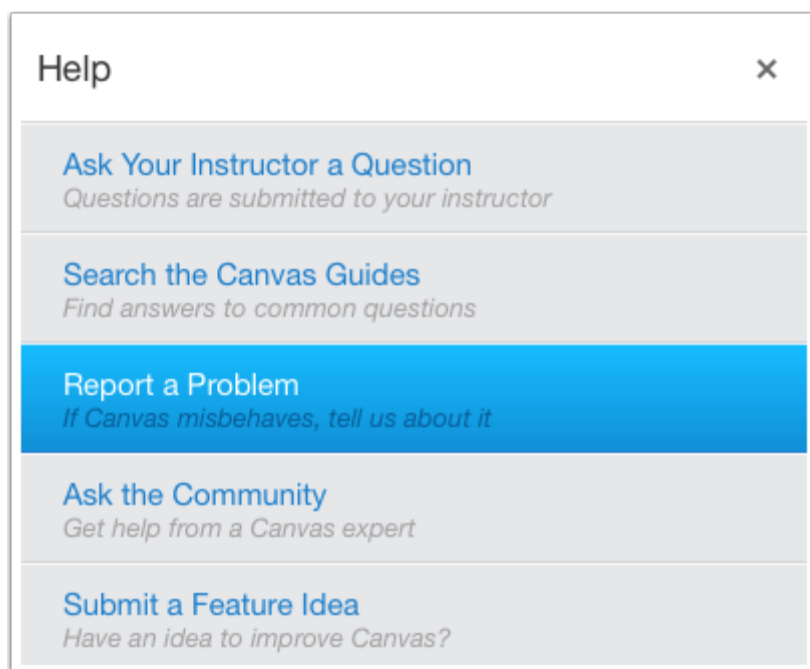
Select the relevant course in the drop-down menu [1] and type your message in the description field [2]. When you're done, click the **Send Message** button [3].

Search Canvas Guides



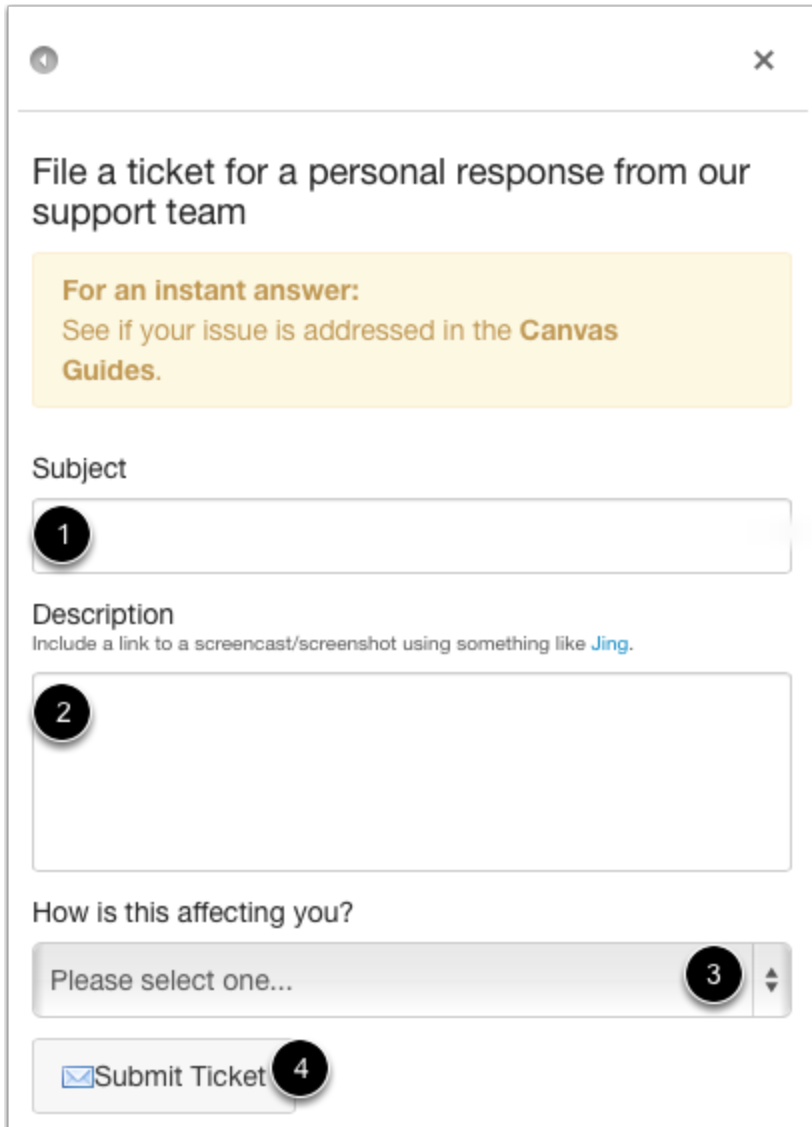
To find an answer to a question about a Canvas feature, click the **Search Canvas Guides** link. This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.

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.

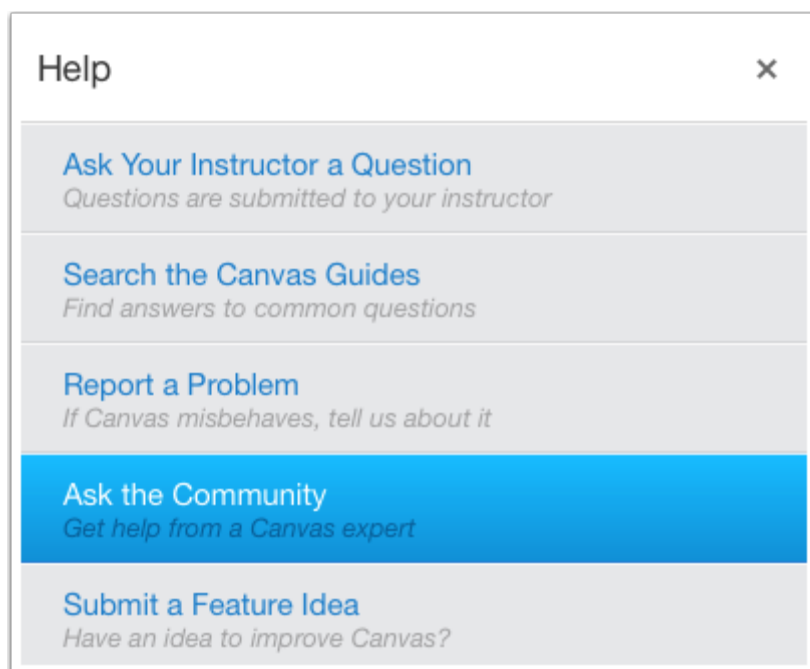
In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem.

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

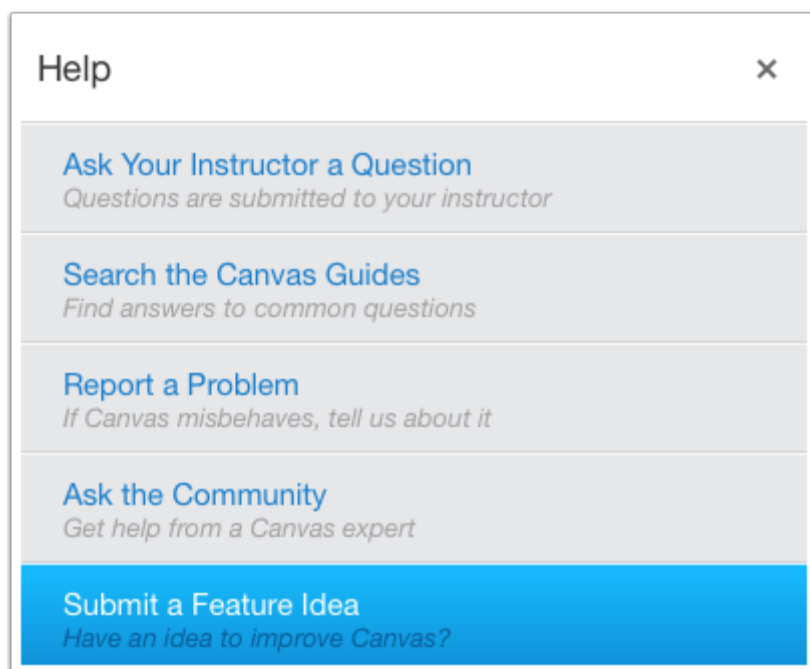
When you're done, click the **Submit Ticket** button [4].

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 you to [Find Answers](#) 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 this link or by visiting [Canvas Feature Ideas](#).