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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

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

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

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 and your email address to use for your login. To accept the course invitation, click the Get Started button.
Accept Course

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

Create Canvas Account

Click the **Create My Account** button.

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

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

Create Your Own Account

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

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

8. You agree to the terms of use and acknowledge the privacy policy.

9. Start Teaching
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**

**Welcome to Canvas!**

Your account is almost set up. To finish, please check your email at [your email] to set your password.

You can start participating now, but you must set a password before you can log back in.

![Get Started button]

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

**Finish Registration**

**Click here to finish the registration process**

Thank you for registering with Canvas! This email is confirmation that the user Joe Rodgers is registering for a new account at [canvas.instructure.com](https://canvas.instructure.com).

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

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

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

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

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

Get Started

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

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

The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.

Click the Log In button [3].

*Each screenshot is acknowledged by its respective university for use in this lesson.*
What is the User Dashboard?

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

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

View User Dashboard

The User Dashboard consists of four main elements:

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

<table>
<thead>
<tr>
<th>To Do</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Image" /></td>
<td><img src="image2" alt="Image" /></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

**Return to User Dashboard**

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

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

**How do I view my courses?**

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

**Open Courses**

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

Click the View All or Customize link [2].

**Note:** You can customize your courses that appear in the drop-down menu.
Courses are organized into three categories: My Courses [1], Past Enrollments [2], and Future Enrollments [3].
View Course Status

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

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

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

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

<table>
<thead>
<tr>
<th>My Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>★ Basic Bookbinding, BB 101 Sec 1</td>
<td>unpublished Enrolled as a student</td>
</tr>
<tr>
<td>★ Basic Written Communications, Section 1</td>
<td>unpublished Enrolled as a student</td>
</tr>
<tr>
<td>★ Biology 100, Lab</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>★ Biology 101, Section 2 Fall 2014</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>★ US History 101 RC</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>★ US History 101, History 101 Fall 2014</td>
<td>Enrolled as a student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Groups: US History 101 (Fall 2014)</td>
</tr>
<tr>
<td>Project A: Biology 101 (Fall 2014)</td>
</tr>
<tr>
<td>Study Group: Biology 101 (Fall 2014)</td>
</tr>
<tr>
<td>Group 8: US History 101 RC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Past Enrollments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>★ Simple Canvas Course</td>
<td>Enrolled as a student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Future Enrollments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>★ Biology 102 Winter 2015</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>★ Design 101 Winter 2015</td>
<td>unpublished Enrolled as a student</td>
</tr>
</tbody>
</table>

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

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**

**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

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

View the course dashboard.
How do I use the Course Dashboard as an instructor?

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

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

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

View Course Dashboard

The Course Dashboard consists of four main elements:

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

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

View Breadcrumbs

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

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

**View Sidebar**

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

Learn how to use the Course Home Page sidebar.
View Content Area

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
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**

![Canvas login screen](image)

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

**Start a New Course**

![Start a New Course button](image)
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**

![Start a New Course](image)

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 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 [4].
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 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?

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 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

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

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

Integrated web services include:
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

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

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

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

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

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

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

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

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

**Open Settings**

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

**Edit Settings**

Click the **Edit Settings** button.
Select Language

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

Update Settings

Click the Update Settings button.
View Preferred Language

JANE SMITHS PROFIL

Vollständiger Name: Jane Smith
Name anzeigen: Jane Smith
Sortierbarer Name: Smith, Jane
Sprache: Deutsch
Zeitzone: Mountain Standard Time (USA und Kanada)

Kontaktmöglichkeiten

E-Mailadressen
- jane.smith.canvas@gmail.com
  - E-Mailadresse hinzufügen

Sonstige Kontakte
  - Kontaktmöglichkeit hinzufügen

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.

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**

```plaintext
Choose Home Page

Select what you’d like to display on the home page.
- Course Activity Stream
- Pages Front Page  Welcome [Change]
- Course Modules
- Assignments List
- Syllabus
```

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

**Set Front Page**

```plaintext
Choose Home Page

Select what you’d like to display on the home page.
- Course Activity Stream
- Pages Front Page  [Front page must be set first]
- Course Modules
- Assignments List
- Syllabus
```

If you want to select a Pages Front Page but have not set a Front Page, you must set a Front page before choosing this option.
**Note:** Only Published pages can be set as the Front Page. Make sure the page you want to set as the Front Page is published.

**Update Layout**

![Choose Home Page](image)

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

- Course Activity Stream
- Pages Front Page [Welcome](#) [Change](#)
- Course Modules
- Assignments List
- Syllabus

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**

![Settings](#)

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

**Open Navigation**

![Navigation](#)

Click the **Navigation** tab.
Reorder Navigation Links


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

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

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

In Course Navigation, click the Pages link.
View Pages

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

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
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].
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]
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

Type a name in the **Module Name** field.
Lock Module Until a Given Date

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

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

Add Modules

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

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

What are the different Assignment types 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
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](image-url)
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**

![Quiz interface](image)
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
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

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.

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

Add Assignment to Assignments

1. Type: Assignment
2. Name:
3. Due:
4. Points: 0
5. Save & Publish
6. Save
7. More Options

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

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

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

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

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

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].
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).
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)
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.
Create Discussion

In the Title field [1], create a title for your discussion.

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].

You can also add an attachment to your discussion by clicking the Choose File button [4].
Add Discussion Options

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

Start a New Discussion

Doug Roberts

Feb 12 at 12:12pm

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

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

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Mar 28, 2014</td>
<td>Unit 2 Quiz</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Tue Aug 26, 2014</td>
<td>Introductions</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Thu Aug 28, 2014</td>
<td>Information Survey</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Wed Sep 3, 2014</td>
<td>Course Evaluation</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Fri Sep 5, 2014</td>
<td>Introduce Yourself</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Fri Sep 12, 2014</td>
<td>Unit 1 Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Thu Sep 16, 2014</td>
<td>Unit 1 Discussion</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Fri Sep 19, 2014</td>
<td>Unit 2 Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Tue Sep 23, 2014</td>
<td>Unit 1 Quiz</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Fri Sep 26, 2014</td>
<td>Unit 2 Discussion</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Mon Oct 6, 2014</td>
<td>Unit 3 Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Thu Oct 9, 2014</td>
<td>Unit 3 Discussion</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Wed Oct 22, 2014</td>
<td>Peer Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Thu Nov 13, 2014</td>
<td>Unit 3 Quiz</td>
<td>10:59pm</td>
</tr>
<tr>
<td>Fri Nov 28, 2014</td>
<td>Unit 4 Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Thu Dec 4, 2014</td>
<td>Final Discussion</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Wed Dec 10, 2014</td>
<td>Final Unit Quiz</td>
<td>10:59pm</td>
</tr>
<tr>
<td>Mon Dec 15, 2014</td>
<td>Final Assignment</td>
<td>10:59pm</td>
</tr>
<tr>
<td>Thu Dec 16, 2014</td>
<td>End of Semester Survey</td>
<td>10:59pm</td>
</tr>
</tbody>
</table>

| 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.
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.
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

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

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

**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

View the new score.
Edit Score

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Notes</th>
<th>Information Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>emily.boone.canvas@</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>jessica.doe.canvas@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>max.johnson.canvas@</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.canvas@</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Joe Rodgers</td>
<td>captain.america.canvas@</td>
<td></td>
<td>5 /5</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>nora.sanderson.canvas@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas@</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Canvas Student</td>
<td><a href="mailto:cnvsstudent@gmail.cc">cnvsstudent@gmail.cc</a></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

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

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
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
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

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

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

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

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

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

1 invitations haven't been accepted.

<table>
<thead>
<tr>
<th>Name</th>
<th>Login / SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>Biology 103</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Roberts</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
<td>Biology 103</td>
<td>Teacher</td>
<td>Dec 23 at 2:10pm</td>
<td>06:04</td>
</tr>
</tbody>
</table>

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

**Open People**

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

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

[Help menu]

- **Ask Your Instructor a Question**
  *Questions are submitted to your instructor*
- **Search the Canvas Guides**
  *Find answers to common questions*
- **Report a Problem**
  *If Canvas misbehaves, tell us about it*
- **Ask the Community**
  *Get help from a Canvas expert*
- **Submit a Feature Idea**
  *Have an idea to improve Canvas?*

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].
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

File a ticket for a personal response from our support team

For an instant answer: See if your issue is addressed in the Canvas Guides.

Subject

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

How is this affecting you?

Please select one...

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**

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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.