Canvas Basics Guide

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General Information

What is Canvas?

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement.

Canvas includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

Institutions may provide users with a Canvas account, or individual users can try the free version by signing up for their own account.

Learn more about how institutions around the world use Canvas to increase student engagement and success.

Canvas Defined

Condensing something as robust as Canvas into a simple definition is quite a challenge but we'll try.

> Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.

Additionally, while Canvas is primarily a web-based software, any user can access Canvas on a mobile device from the Canvas Teacher, Canvas Student, and Canvas Parent apps. Learn more about the Canvas mobile apps.

Basic Canvas Features

Canvas includes a variety of built-in course construction and management tools that can be customized to create unique and accessible teaching and learning experiences.

- Instructional designers and instructors may create and share course content using Assignments, Discussions, Modules, Quizzes, and Pages. They may also choose to foster a collaborative learning experience using Collaborations, Conferences, and Groups. Additionally, course creators can use the Course Import Tool to bulk-upload pre-existing LMS course packages and/or course materials.
- Students use Canvas to view and interact with course materials, view feedback, communicate with their instructor, and interact with other course users.
- Students and instructors can showcase their work by creating their own ePortfolios.

- Canvas also allows institutions and instructors to add state and institutional learning outcomes to rubrics in order to measure and track student skill development and learning achievement. Optionally, instructors can customize the learning experience using Mastery Paths.
- Instructors can provide students with comprehensive feedback on assignment and quiz submissions using SpeedGrader and manage grade reporting in the Canvas Gradebook. Instructors can also allow peer reviews to encourage student-to-student feedback.
- Instructors can facilitate real-time course interactions using Chat and communicate course news and updates with students using Announcements as well as the Calendar and Syllabus. Additionally, all course participants can use the Canvas Inbox to send and receive messages.
- Instructors and admins can gain greater insight into student success and make informed instructional decisions using data provided in Canvas Analytics. Admins can also access SQL data about their Canvas user and usage details from Canvas Data Services.
- Canvas also includes the Canvas App Center, where admins, designers, and instructors can enable a variety of External Apps (LTI Tools) and services. The ever-growing app library offers a wide array of interactive resources, content repositories, assessment tools, social media integrations, and other digital learning and teaching resources.

Learn more about all Canvas features, review the Canvas Guides, and compare Canvas Free for Teacher features with features included in a paid account.

Additional Canvas Features

Institutions may choose to include additional Canvas features specifically designed to meet a variety of institutional, educational, and learning needs.

Canvas Catalog is a digital marketplace where students can register, enroll, and pay for courses.

Canvas Studio is an interactive video management platform that enhances student engagement and collaboration.

Canvas Commons is a learning object repository where instructors can store course content for their own use and for collaboration with colleagues both within and outside of their institution.

Canvas Credentials provides features for going beyond the badges/credentials within Canvas.

Mastery Connect allows designers and instructors to build, deploy, and manage standards-based formative and summative assessments across an institution. It provides institutions with actionable data to improve teaching and learning.

Canvas Student ePortfolios is an academic ePortfolio platform that allows you to showcase your education and work accomplishments and connect with other professionals. Although it integrates directly inside Canvas, students will always have access to their Canvas Student ePortfolios outside of Canvas even after they lose access to Canvas.

Canvas Student Pathways gives instructors more advanced features for guiding students through defined activities, milestones, and achievements.

Canvas Users

Canvas includes the following six standard user roles: Admins, Designers, Teachers/Instructors, Teacher Assistants, Students, and Observers. However, institutions may create any number of custom course-level or account-level user roles with varied Canvas access.

A user's assigned role permissions determines their Canvas access and interactions. For example, Canvas administrators may have access to create user accounts, add course enrollments, and manage institutional grading periods. Instructional designers may use Canvas to create and manage course content and review course analytics to identify areas for improvement in teaching and learning. School counselors may use Canvas to review student course progress and assess student achievement. Parents and guardians may use Canvas to review and communicate with instructors about student course progress, including assignment submissions and grades.

Using Canvas

Anyone can use Canvas! Are you just getting started?

- New admins, refer to the Admin Getting Started Resources
- Instructors, refer to the Instructor Getting Started Resources
- Students, refer to the Student Getting Started Resources
- Observers and parents, refer to the Observers/Parents Getting Started Resources

To try a free version of Canvas called Free-for-Teacher, sign up for a free Canvas account.

You can find more information about using Canvas in the Canvas Community, including how-to guides, question and answer forums, and special interest groups.

Where do I find my institution's URL to access Canvas?

You can access Canvas through an institution-specific Canvas URL, your institution's website, or a Canvas Mobile app.

You can access Canvas Network and Free-For-Teacher accounts through URLs that are not institution-specific.

Learn more about computer and browser requirements for Canvas, accessibility standards, and the languages Canvas supports.

Notes:

- To learn more about Canvas, visit the Canvas Basics guides or Canvas Video guides.
- You can also learn more about Canvas through the following: Student Getting Started Resources, Instructor Getting Started Resources, Observer/Parent Getting Started Resources, and Admin Getting Started Resources.

Find Your Institution's Canvas URL

To search for and find your institution or institution's Canvas URL, use the Canvas URL search page. Enter your institution's name in the search page and be as specific as possible. You can also try alternative names for your institution, such as the name of your school district, abbreviations, or longer institution names.

Canvas Web Access

You can access Canvas through an institution-specific Canvas URL. Canvas URLs use one of the following structures: **[your institution's name].instructure.com** or **canvas.[your institution's name].edu**.

Some institution's may also allow access to Canvas via an institution-specific authentication system which redirects to Canvas, such a school student portal or website.

Canvas Network and Free-For-Teacher Accounts

Canvas Network and Free-For-Teacher accounts do not follow an institution-specific URL structure.

- You can access Canvas Network accounts at learn.canvas.net.
- You can access Free-For-Teacher accounts at canvas.instructure.com.

Mobile App Access

Instructure products are optimized for desktop displays. However, if you are using a mobile device, you can access Instructure products using a mobile application (app) or mobile browser. For the best user experience, please download and use the product mobile app applicable to your user role: Canvas Teacher, Canvas Student, or Canvas Parent using an Android or iOS device.

Within a mobile app, you can search for your institution on the app login page or manually enter your institution's Canvas URL.

Mobile App Access via QR Code

To navigate to your institution's Canvas instance and log in to a Canvas app, scan your Canvas profile QR code from Canvas web. View QR code login instructions.

What are the browser and computer requirements for Instructure products?

For best performance, Instructure products should be used on the current or previous major releases of Chrome, Firefox, Edge, or Safari. Because Instructure products are built using web standards, Instructure products run on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Instructure products require an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Note: Vanity Canvas URL users may encounter SSL validation errors when they open Canvas if their browser or any other tools interacting with Canvas are not Server Name Indication (SNI) compatible. All browser versions listed in this guide are SNI compatible.

Supported Browsers

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available. Cookies and JavaScript should be enabled.

Unsupported Browser Banner in Canvas

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 clearing your browser's cache and cookies.

Enterprise Extended Release Browsers in Canvas

Chrome and Firefox offer extended release versions for organizations that manage client desktops. Chrome ESR can be kept up-to-date with the existing full version of Chrome at any time. However, Firefox ESR is only updated with every seventh major version, which causes Firefox ESR to overlap with outdated versions. The Firefox ESR webpage notes that ESR may not be supported in every web application because of this version release delay. Institutions who use Firefox ESR should consider deploying the latest release to ensure the best Canvas user experience.

*For extended release browser versions, the warning banner still applies and displays in Canvas for any browser below the minimum version requirement.

Known Browser Behaviors

Like all Instructure product features, contrary behaviors relating to browsers are prioritized by our product teams, and some behaviors in the previous version may not be resolved. If a behavior exists in the previous

version of the browser that does not exist in the current version, the best solution is to update to the newest browser version.

The Safari browser does not support recording media.

Recording media in Studio or Canvas SpeedGrader is not supported in the Safari or Firefox browsers.

Accessibility

Instructure is committed to W3C's Web Accessibility Initiative. To learn about supported screen reader and browser combinations, please see the Canvas accessibility standards, accessibility within Studio, and Mastery Connect accessibility options documents.

JavaScript

JavaScript must be enabled to run Canvas.

Cookies

Cookies must be enabled. Additionally, some Canvas functionality requires third-party cookies to be enabled. You can learn how to enable third-party cookies.

Browser Plugins and Extensions

Some browser plugins or extensions may conflict with Instructure products and affect functionality. If you experience behavior that does not allow you to view or participate in Instructure products, please ensure you have disabled any extensions or plugins that interact directly with your web browser.

For troubleshooting, consider logging in to Instructure products using an incognito or private browser window, which provides a browser session without any prior browsing or search history, associated browser cookies, or other factors that may interfere with the browser. If you are able to view and participate in an Instructure product using an incognito or private browser window, the behavior you are experiencing is likely related to the browser and not the Instructure product.

Browser Privacy Settings

To ensure browser security, follow all browser security policies established by your institution, especially if you are using Instructure products on a computer provided by your institution.

When displaying content, Instructure products default to the preference set by a specific browser. Some browsers may occasionally make modifications to privacy settings to protect users from possible insecure content. Insecure content is identified with the prefix http:// in the URL and can create mixed content in your

product page. Secured content is identified with the https:// prefix in the URL. For the best user experience, content should be secure to avoid browser conflicts.

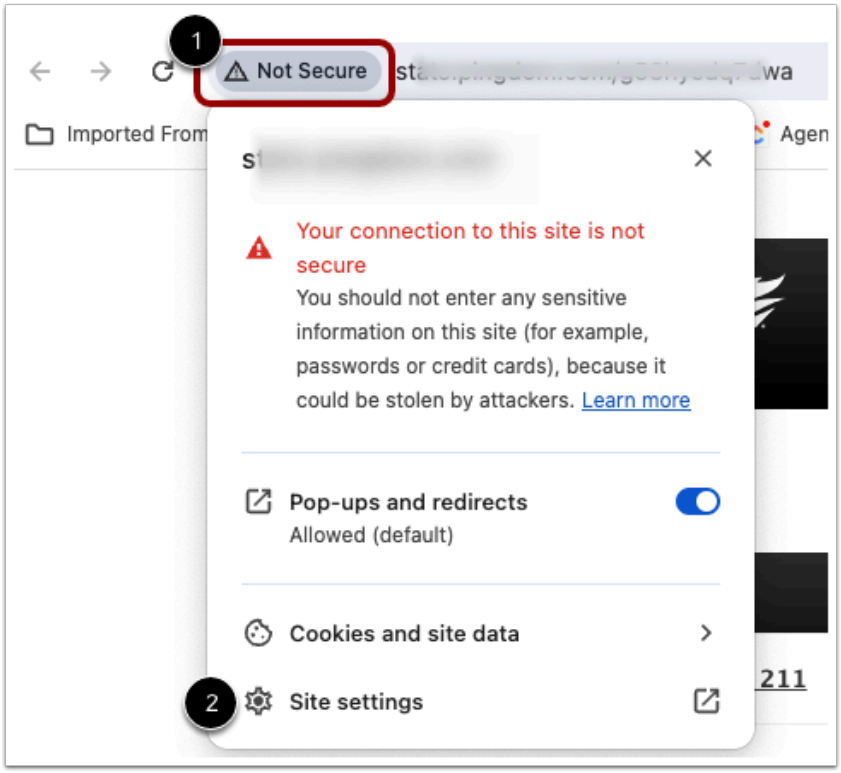
- If you are a Canvas admin, insecure content may be caused by hosting an insecure JS/CSS file outside of Canvas. If custom uploads are supported for your account, you can host your file in the Canvas Theme Editor, which will resolve any browser conflicts.
- If you are a Canvas instructor who embeds Canvas lessons inside your course, you can prevent browser issues with mixed content using secured Canvas Guides URLs.

Known Browser Behaviors

Chrome, Edge, Firefox, and Safari use HTML5 to display website content, promoting a faster, more secure browsing experience. For best performance in Instructure products, content should be designed to support HTML5.

In browsers such as Safari, insecure content never displays in the browser. However, in Chrome and Firefox, you may be able to view insecure content. Please be aware of possible restrictions and view insecure content with caution.

Chrome Security

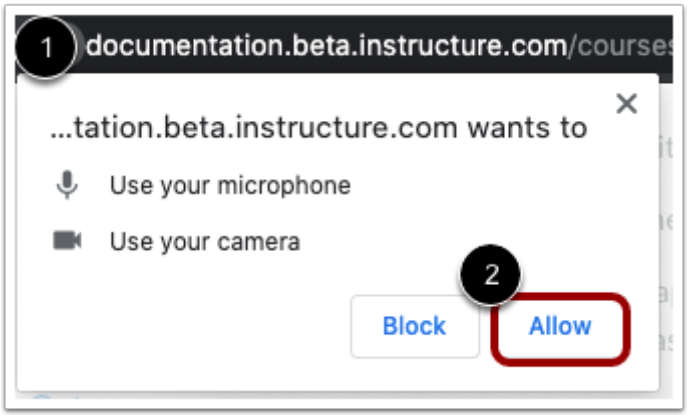


Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Instructure product that is linked to insecure content, Chrome displays a **Not Secure** security symbol in the browser address bar [1].

To select any needed permissions for a page, you can override security restrictions by clicking the Not Secure symbol and then clicking the **Site settings** link [2].

For more information about Chrome security, visit the Google Chrome Help Center.

Chrome Media Permissions



Chrome has its own media permission within the browser. To use your computer camera and microphone within any Instructure product feature, allow access to Instructure products via Chrome's media permission settings. This prompt appears just below the address bar [1]. To allow access, click the **Allow** button [2].

Firefox Security

Firefox verifies that the website content you view is transmitted securely. If you visit a page in your Instructure product that is linked to insecure content, Firefox displays a crossed-out lock icon in the browser address bar [1].

To enable any needed permissions for a page, you can override security restrictions. Click the crossed-out lock icon, then click the **Connection not secure** option [2]. Click the **More Information** link and select the **Permissions** tab.

Computer Specifications

For best performance, access Instructure products with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

Operating System

Instructure products require an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Internet Speed

Along with compatibility and web standards, Instructure products have been carefully crafted to accommodate low bandwidth environments.

It is recommended to have a minimum Internet speed of 512 kbps.

Mobile Devices

Instructure products are optimized for desktop displays. However, if you are using a mobile device, you can access Instructure products using a mobile application (app) or mobile browser.

Mobile Apps

For the best user experience, please download the product mobile apps. Mobile apps are currently available for Canvas and Mastery Connect.

The Canvas mobile apps require Android 8.0 or later and iOS 16.0 or later. Canvas offers limited support for native mobile browsers on tablet devices. For additional details, please reference the limited-support mobile browser guidelines.

Mastery Connect mobile apps require Android 8.0 or later and iOS 16.0 or later. For additional details, please reference Mastery Connect Requirements.

Mobile Browsers

Visit the App Store or the Play Store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari (default browser with limited Canvas support)
- Chrome

Android

- Chrome (default browser with limited Canvas support)*
- Internet
- Firefox

*Android default browser varies per mobile device.

What are the limited-support guidelines for mobile browsers on tablet devices?

Canvas supports the latest two versions of the most popular desktop browsers for Canvas. Many users also rely on mobile devices. Native Canvas apps support a limited set of features on mobile, but the apps don't cover all Canvas functionality.

Canvas engineering teams do not fully support mobile browsers for Canvas but will ensure that critical features and functions work for tablet devices (screen sizes 7.9" or higher used in landscape mode) running the most recent version of Safari (iOS) and Chrome (Android).

What is Limited Browser Support?

Canvas engineering will reactively address critical issues with core features that affect the most recent version of the native browser on iOS and Android tablet devices in landscape mode.

Key Terms

- Native browsers: Safari (iOS) and Chrome (Android)
- Reactive: Quality assurance teams test against each fully-supported browser before every Canvas release. For mobile browsers, Canvas responds to problems reported by Canvas users.
- Critical issue: An issue that makes an important feature or function unusable.
- Core feature: A feature needed for a key teaching and learning interaction.
- Most recent version: If theres a more recent version of the mobile browser and updating solves the problem, that solution will be suggested as the solution.
- Tablet devices: Devices with 7.9" or larger screens.
- Landscape mode: The device is held so the display is wider than its height.

How quickly will qualifying mobile-browser issues be fixed?

Canvas treats qualifying mobile browser issues as bugs. Engineering teams triage these bugs by severity and resolve them on the following schedule:

Severity	Description	Resolution Time
Level 1	Users can't access Canvas	Resources will be assigned immediately and will work uninterrupted until the problem is solved.
Level 2	Users can't use a core feature; no workaround	Resources will be assigned within two hours and will work uninterrupted until the problem is solved.

Severity	Description	Resolution Time
	exists	
Level 3	Users can't use a core feature, but a workaround exists	Resources will be assigned within two business days and will develop and deploy a fix within two full release cycles.
Level 4	All other issues affecting only mobile browsers	Resources will review the problem within five business days, assessing impact, resource availability, and development priorities. A given problem may not be fixed when the impact is minor, when the affected workflow is seldom used, or when a workaround exists.

Caveats—

Screen size and orientation

The Canvas web application is not fully responsive yet. Engineers are basing all **new** development on responsive-design best practices. This initiative will take some time to touch all parts of Canvas. In the meantime, Canvas will generally work better when viewed on a larger screen. Canvas teams may not choose to address issues that affect only devices with smaller screens or that affect larger-screen devices only when in portrait mode, even if they meet other criteria described above.

Big Blue Button conferencing

Screen-sharing in Canvas Conferences currently requires the Java plugin for desktop browsers. However, Big Blue Button (whose software powers Canvas Conferences) has created a mobile-friendly HTML5 version of their application for participants (primarily students). Other adjustments for additional user roles and features may be announced in future releases.

Partners and third-party tools

Many customers use third-party tools in Canvas, including LTI apps. Partner networks are encouraged to build tools that work well in mobile browsers, and any reported problems will be reported back to them. Some third-party tools will work better than others on mobile, and some may not work at all.

How do I clear my browser cache and cookies?

As you use Canvas and other websites, your browser stores data to make the online experience go more smoothly. A browser cache stores copies of web pages you visit, which allows the pages to load faster. Cookies are files created by sites you visit, and they contain browsing data. Sometimes clearing the cache and cookies helps fix certain problems with websites, such as loading or formatting issues.

You can clear your browser cache and cookies whether you are using a PC, a Mac, or a Chromebook.

Note: You can learn more about Instructure's use of cookies.

Chrome

To learn more about clearing your cache in Google Chrome, visit Google Support.

1. In the Chrome browser toolbar, click the **More** menu icon.
2. Select the **Clear browsing data** link.
3. In the data drop-down menu, select the time range where you want to clear browsing data.
4. Select the **Cookies and other site data** and **Cached images and files** checkboxes.
5. Click the **Clear data** button.

Chrome - Clearing Canvas Cookies Only

Chrome also offers users a way to delete cookies for a single website such as Canvas:

1. In the Chrome browser toolbar, click the **More** menu icon.
2. Click the **Settings** link.
3. Click the **Privacy and security Third-party cookies** option.
4. Click the **See all site data and permissions** link.
5. At the top right, search for **instructure.com** or the name of your institution's URL.
6. To the right of the site name, click the **Delete** icon.
7. To confirm, click the **Delete** button.

Edge

To learn more about clearing your cache in Edge, visit Microsoft Support.

1. In the Edge menu bar, click the **Settings** icon.
2. Select **Privacy, Search and Services** link.
3. Click the **Choose What to Clear** button.

4. Choose the types of data or files you want to remove. Select the **Cookies and other site data** and **Cached images and files** checkboxes.
5. Click the **Clear Now** button.

Firefox

To learn more about clearing your cache in Firefox, visit Firefox Support.

1. In the Firefox menu bar, click the **Firefox menu** icon.
2. Select the **Settings** link.
3. Click the **Privacy & Security** tab.
4. In the **Cookies and Site Data** section, click the **Clear Data...** button.
5. Select both the **Cookies and Site Data** and the **Cached Web Content** checkboxes.
6. Click the **Clear** button.

Safari

To learn more about clearing your cache in Safari, visit Apple Support.

1. In the Safari menu bar, click the **Safari** option.
2. Click the **Clear History** link.
3. In the Clear drop-down menu, select the time range where you want to clear browsing data.
4. Click the **Clear History** button.

Can I repurpose content from the Guides for my institution's use?

The Guides (and all resources including printed guides, tutorial videos, and Canvas New Feature Screencasts) are a resource for the entire Community and are designed to help everyone understand and learn about Instructure products.

You are welcome to share links to any content in the Community.

The Canvas Guides and associated resources are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. Content may be downloaded and repurposed as long as you adhere to the following characteristics:

Attribution—You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

NonCommercial—You may not use the material for commercial purposes.

ShareAlike—If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

Where can I download the Guides PDF manuals?

PDF manuals are updated twice a year. For the most updated content, view the online version of the Guides.

PDF links last updated 2025-06-27

Canvas LMS

- Canvas Basics Guide
- Canvas Admin Guide
- Canvas Instructor Guide
- Canvas Student Guide
- Canvas Observer Guide

Canvas Catalog

- Canvas Catalog Guide

Canvas Studio

- Canvas Studio Guide

Canvas Student App

- Canvas Student Android Guide
- Canvas Student iOS Guide

Canvas Teacher App

- Canvas Teacher Android Guide
- Canvas Teacher iOS Guide

Canvas Parent App

- Canvas Parent Android Guide
- Canvas Parent iOS Guide

Canvas Badges/Credentials

- Canvas Badges/Credentials Guide

Impact Guide

- Impact Guide

What are the Canvas accessibility standards?

Ensuring an accessible and pleasant experience to all users, regardless of disability, is a key element of Canvas software. The Canvas platform was built using the most modern HTML and CSS technologies, and is committed to W3C's Web Accessibility Initiative and Section 508 guidelines.

The Voluntary Product Accessibility Template, or VPAT, is a tool that administrators and decision-makers can use to evaluate Canvas' conformance with the accessibility standards under Section 508 (U.S.), EN 301 549 (EU), and W3C/WAI WCAG. View the latest Canvas Voluntary Product Accessibility Template.

General accessibility design guidelines can be found in the General Accessibility Design Guidelines document.

You can read more about the most recent accessibility and feature enhancements in the Canvas Product Release Notes. If you have additional suggestions, please contact accessibility@instructure.com.

Screen Readers and Browsers

Each Canvas feature and release is manually tested with the following screen reader and browser combinations:

- JAWS (latest version for Chrome/Firefox on Windows)
- NVDA (latest version for Chrome/Firefox on Windows)
- VoiceOver (latest version for Safari/Chrome on Macintosh and iOS mobile)
- Talkback (latest version for Android mobile)

Browser and screen reader pairing is selected based on current screen reader and browser usage statistics, ensuring that preferred combinations are always maintained for the widest range of Canvas users. As preferences shift and stabilize over time, Canvas testing and support shift to match them.

Canvas is designed so that screen reader users can confidently utilize their preferred screen reader and browser. However, the variety of browser and screen reader combinations means that only the above-listed combinations are tested and confirmed to work well in Canvas. If you experience issues using your preferred browser and screen reader combination, please review and utilize the officially supported combinations listed above. If you experience issues with the officially supported screen reader and browser combinations, please report your experience to Canvas Support.

Learn more about supported Canvas browsers.

Canvas Navigation with Screen Readers

Canvas makes extensive use of ARIA landmark regions. Accessible Rich Internet Applications (ARIA) defines ways to make web content and web applications more accessible to people with disabilities. Therefore, the best way to get around in Canvas is to navigate via regions. Within regions, Canvas uses HTML headings, so navigating between headings can be helpful.

When using a screen reader, the Canvas page navigation menu is as follows:

1. Main navigation

2. Context navigation

3. Breadcrumbs navigation

4. Main region

5. Complimentary information

6. Content information

Canvas Accessibility Components

Canvas contains several unifying accessibility features that can be found on various pages in Canvas.

Moving Content in Canvas

Wherever drag and drop is used to reorder components, the Move-to option is also available and allows both screen readers and keyboard users to move Canvas content. The Move-to option is available in the following features:

- Course Navigation
- Modules
- Discussions
- Assignments
- Outcomes
- Quizzes
- New Quizzes

Keyboard Shortcuts

To view a window with a list of keyboard navigation shortcuts in an individual discussion, announcement, or in the Rich Content Editor, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on

your keyboard. To view a window with a list of keyboard navigation shortcuts in the Assignments Index page, Modules Index page, Gradebook, and SpeedGrader, press Shift+? on your keyboard. Keyboard shortcuts are available on the following Canvas pages:

- Announcement Threads
- Assignments Index Page
- Course Settings: Navigation Tab
- Discussion Threads
- Gradebook
- Modules Index Page
- New Quizzes
- Rich Content Editor
- SpeedGrader

Notes:

- For more information, view the Canvas Keyboard Shortcut resource document and general keyboard accessibility tips.
- You can also view additional keyboard shortcuts and tips specific to the following screen readers: JAWS, NVDA, and VoiceOver.

Canvas Feature Accessibility

Several Canvas features have been specifically improved for accessibility. Other features may be limited at this time. This section highlights several feature areas and accessibility behaviors.

Calendar: The Calendar supports Agenda View, which lists all assignments and events in a list or agenda format. Learn how to access the Calendar Agenda View.

Chat: The Chat Tool has an option to enable audio notifications when new messages are posted.

Font Sizing: The Canvas interface uses rem sizing for fonts so any typography will zoom when the browser is zoomed and will scale if a custom browser-sized font is chosen or set from a browser's setting.

Gradebook: Both the Gradebook and the Learning Mastery Gradebook support an individual view, where instructors can view assignments and grades for one student at a time. Learn more about individual view in the Gradebook and Learning Mastery Gradebook.

Quizzes: Quizzes allows instructors to moderate a quiz for individuals requiring more time or who need multiple attempts. Learn how to grant extra time or attempts in a quiz.

New Quizzes: New Quizzes allows instructors to moderate a quiz for individuals requiring more time or who need multiple attempts. Learn how to grant extra time or attempts in a New Quiz.

Rich Content Editor: The Rich Content Editor supports multiple accessibility features for easy creation of accessible content:

- The Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is located in the Rich Content Editor menu bar. Learn how to use the Accessibility Checker in the Rich Content Editor.
- Alt text should be added when embedding external images. Learn how to embed images from the web in the Rich Content Editor.
- Closed captions should be embedded for videos uploaded to Canvas. Learn how to view and manage captions using the Rich Content Editor.
- Headings for table columns and rows can be changed in either the Rich Content Editor or the HTML Editor view.

SpeedGrader/DocViewer/Annotations: Students can now access annotations and comments with a screen reader, including information about the annotation type, author name, comment, and any reply comments at the end of the document.

The **User Settings** page hosts feature options to enhance accessibility. Learn how to change user settings.

- **Course Set-Up Tutorial:** When enabled, this feature only displays for new users enrolled as instructors and is set to Off.
- **Disable Alert Notification Timeouts:** When enabled, alert notifications in Canvas display until you manually dismiss the alert.
- **Disable Celebration Animations:** When enabled, setting allows you to turn off all celebration animations.
- **Disable Keyboard Shortcuts:** When enabled, this feature allows you to disable keyboard shortcuts in Modules, Discussions, the Gradebook, and SpeedGrader.
- **High Contrast UI:** When enabled, this feature offers higher contrast in buttons, tabs, and other areas throughout Canvas.
- **Microsoft Immersive Reader:** When enabled, the course home page, assignments, pages, and syllabus display an Immersive Reader button.
- **Open To-Do Items in a New Tab:** When enabled, this feature allows you to open Grade Assignment links from your Dashboard To Do list in the existing browser tab.
- **Underline Links:** When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars.

Third-party (LTI) Integration Accessibility

Canvas offers many optional LTI app integrations as part of our commitment to open education. When we review new integration tools, accessibility features are always an important consideration. Unfortunately, as integrations are created by third-party developers and offered to Canvas clients as an optional service, we cannot always ensure that these integrations meet the same standards that we hold for core Canvas.

Therefore, if an institution wants to incorporate an integration where additional features may be required, we recommend the institution contact the developer directly with any specific concerns.

Some integrations are non-optional hosted services within Canvas. Any accessibility issues for Canvas-hosted services should be submitted as a help ticket via the institution's support process. We are open to suggestions for new integrations and have an area in the Instructure Community forums for feature requests.

Additional Accessibility Resources

Universal Design Online content Inspection Tool (UDOIT): (pronounced, You Do It) enables faculty to identify accessibility issues in their Canvas course content. It will scan a course, generate a report, and provide resources on how to address common accessibility issues. It was created by the Center for Distributed Learning (CDL) at the University of Central Florida (UCF).

Significant contributions to this guide were made by:

- John Raible: Instructional Designer for the Center for Distributed Learning at the University of Central Florida
- Nancy Swenson: Instructional Designer for the Center for Distributed Learning at the University of Central Florida

How do I reset my Canvas password?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:

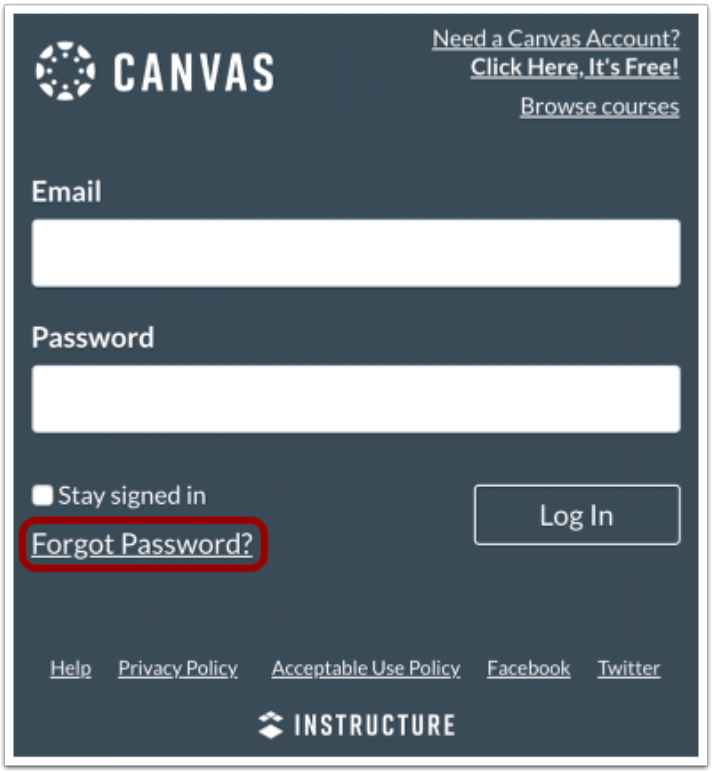
- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in your User Settings page.
- For some users, the user interface may appear differently if the New Login/Registration UI for Identity feature option is enabled at the root account level.

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- **Have you typed your email address correctly?** Sometimes email addresses can be misspelled. Email addresses need to be entered exactly as they were registered.
- **Are you accessing the correct Canvas URL?** You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- **Is your Canvas email sponsored by your institution?** If your email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- **Are you the owner of your email address?** If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.

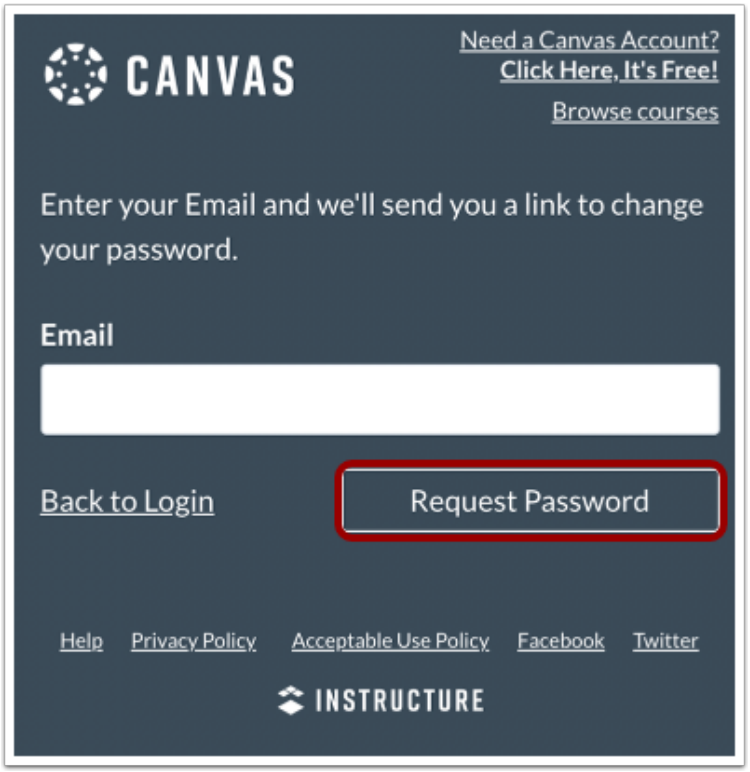
Reset Password



In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

Note: If your login screen does not show the password reset link, contact your institution for assistance.

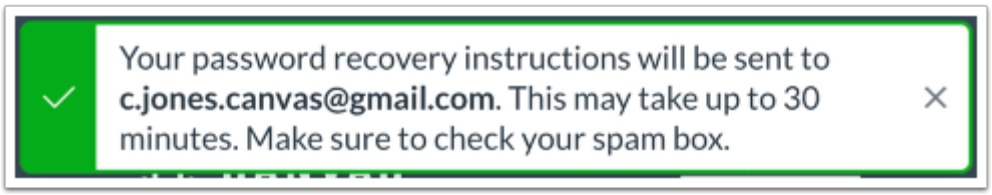
Request Password



Enter the login information associated with your Canvas account and click the **Request Password** button**.**

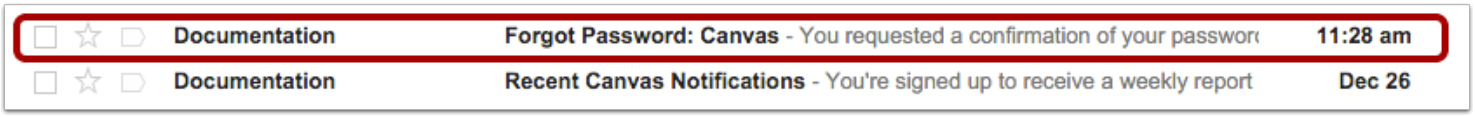
Note: The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

View Password Recovery Notification



A notification displays stating that it may take up to 30 minutes to send password recovery instructions to your email and you may need to check your Spam folder to locate the email.

Check Email

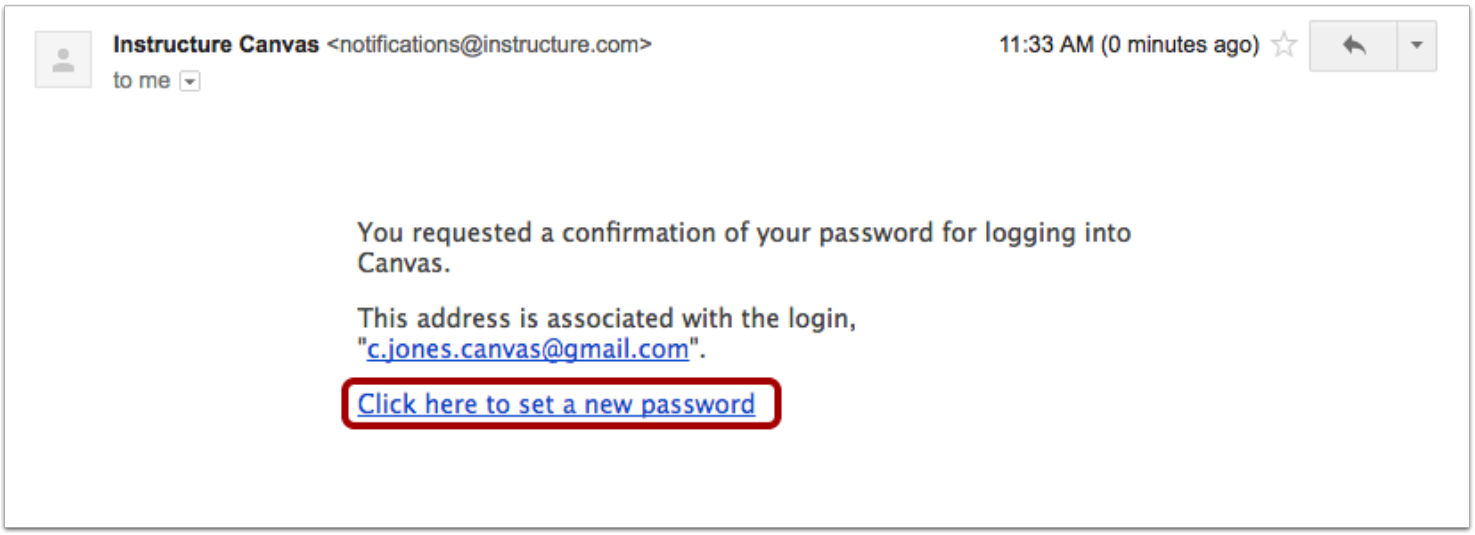


Return to your email account and sign in. Open the **Forgot Password** email.

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

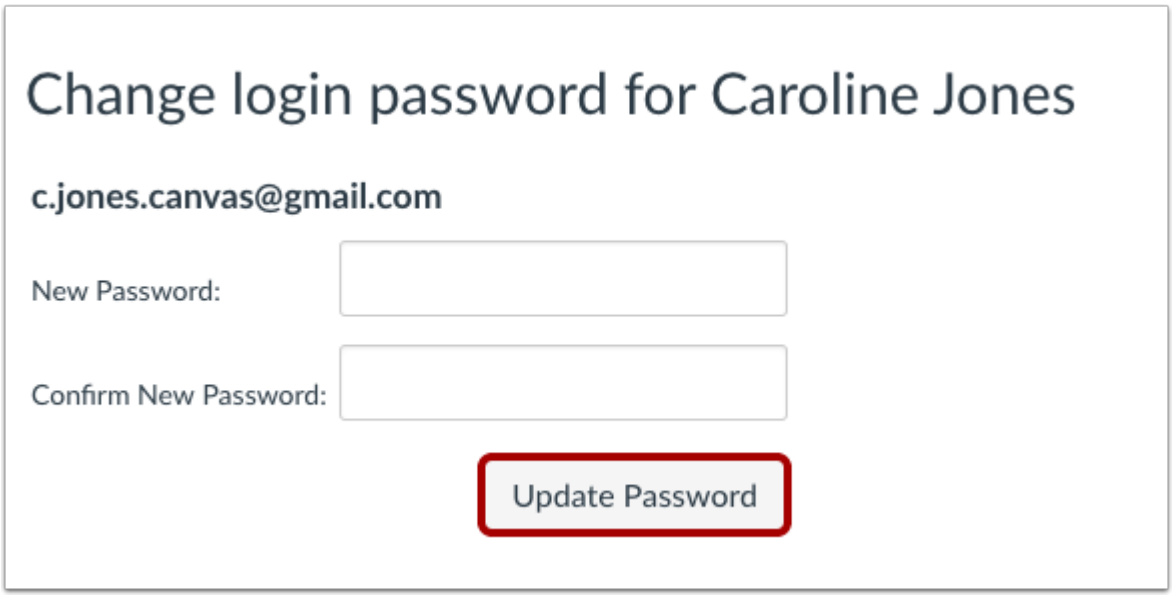
Note: If the Forgot Password email is not in your Inbox, check your Spam folder.

Open Password Link



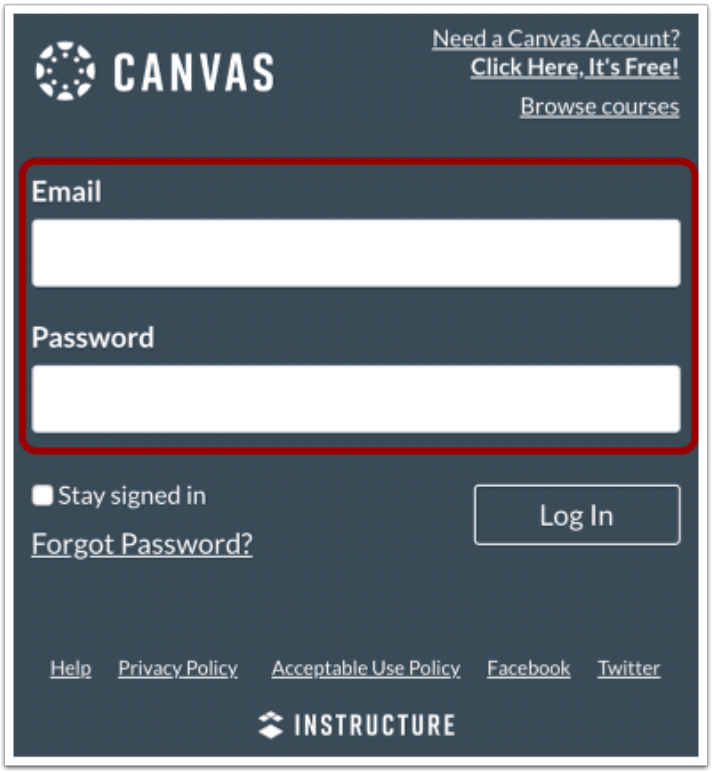
Click the **Click here to set a new password** link.

Change Password



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

Log in to Canvas



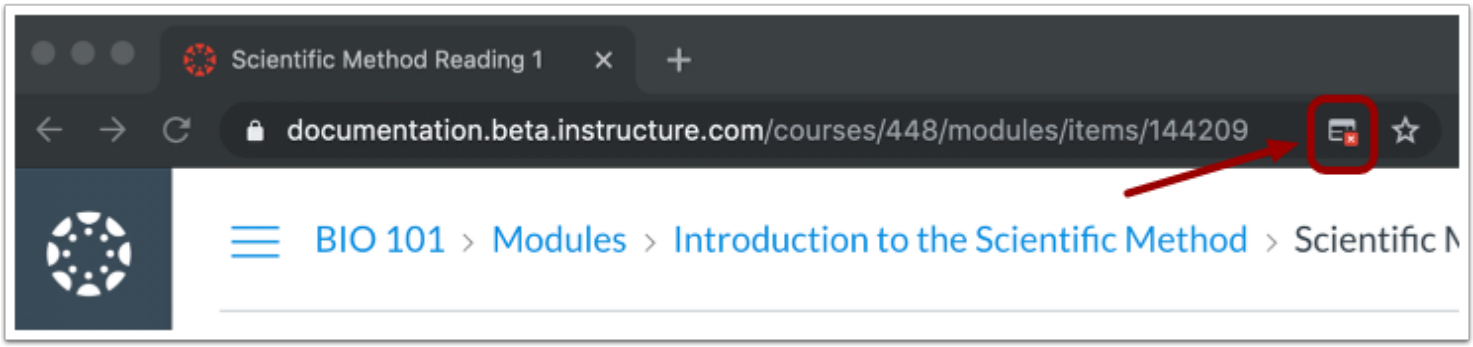
Log in to Canvas with your login credential and new password.

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. You can search for your Canvas URL by using the lookup tool on the Instructure website or from the Free-for-Teacher login page.

How do I allow pop-ups for Canvas in my browser?

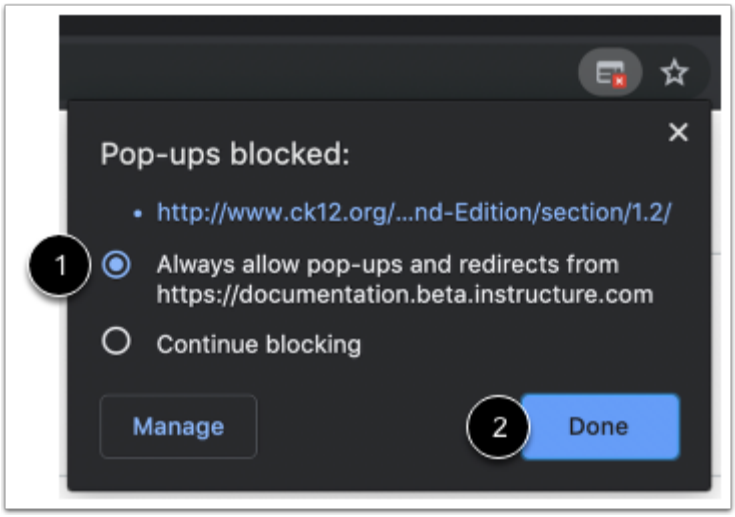
Some features and course content in Canvas require pop-ups to be allowed in your web browser. In order to view the course content, links, or external tools, you need to allow pop-ups for Canvas.

View Blocked Pop-ups in Chrome



Chrome displays a pop-up icon when a pop-up window is blocked.

Allow Pop-ups in Chrome

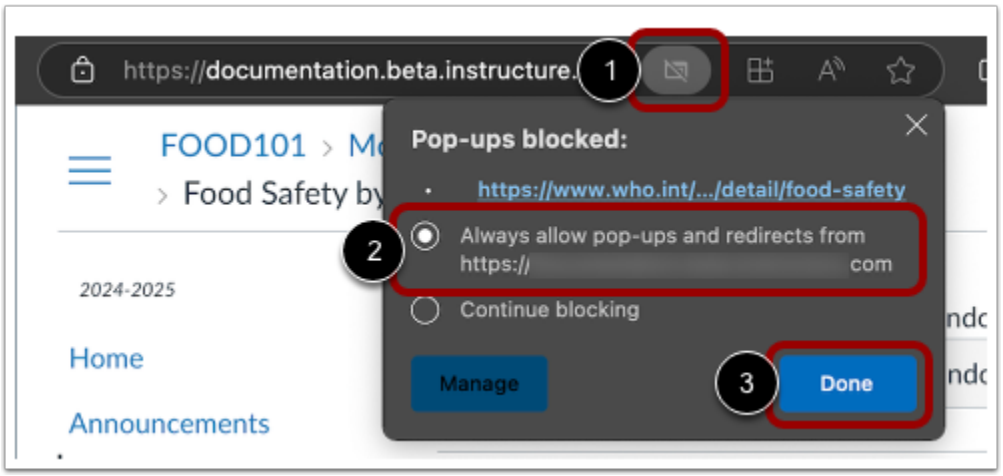


To allow pop-ups for Canvas in Chrome, click the pop-up icon. Select the **Always allow pop-ups and redirects from** option [1]. To save your preference, click the **Done** button [2].

View Blocked Pop-ups in Microsoft Edge

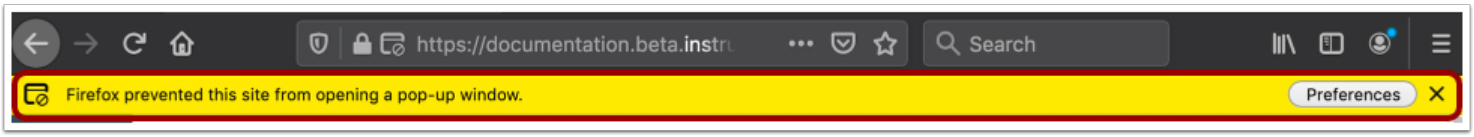
Microsoft Edge displays a message in the browser's address bar when a pop-up window is blocked.

Allow Pop-ups in Microsoft Edge



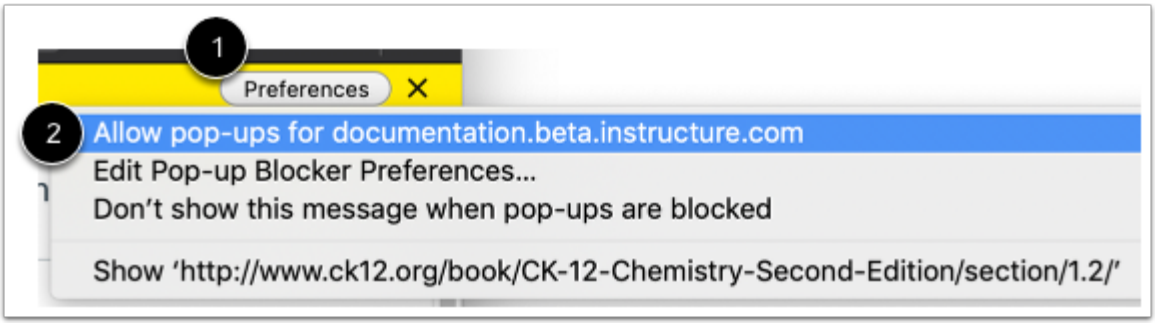
To allow pop-ups in Microsoft Edge, click the pop-up icon [1]. Select the **Always allow pop-ups and redirects from** option. To save your preference, click the **Done** button [3]. Learn more about allowing pop-ups in Microsoft Edge.

View Blocked Pop-ups in Firefox



Firefox displays an alert message when a pop-up window is blocked.

Allow Pop-ups in Firefox

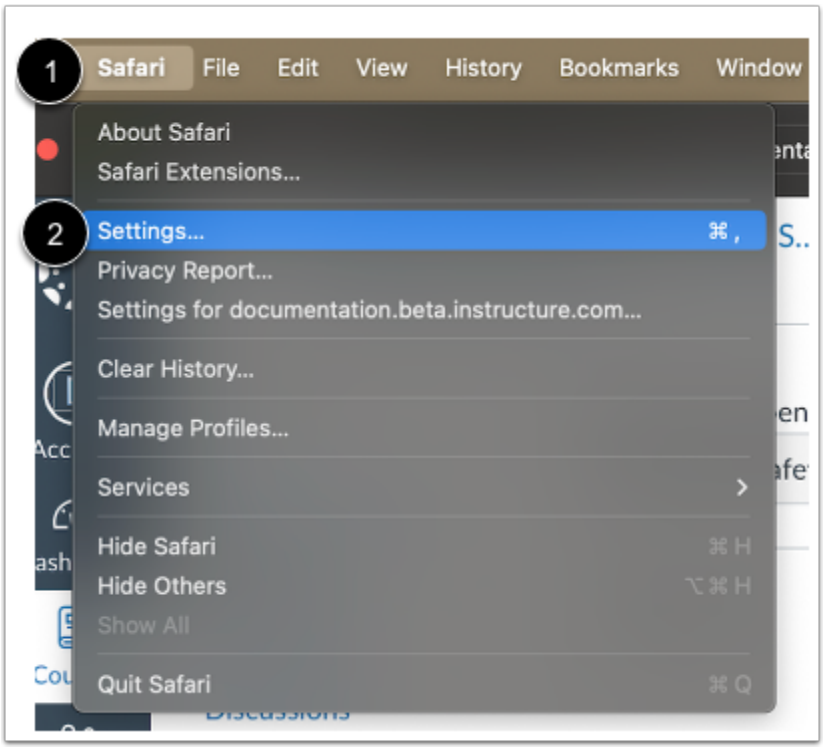


To allow pop-ups for Canvas, click the **Preferences** button [1], then select the **Allow pop-ups for** option [2].

View Blocked Pop-ups in Safari

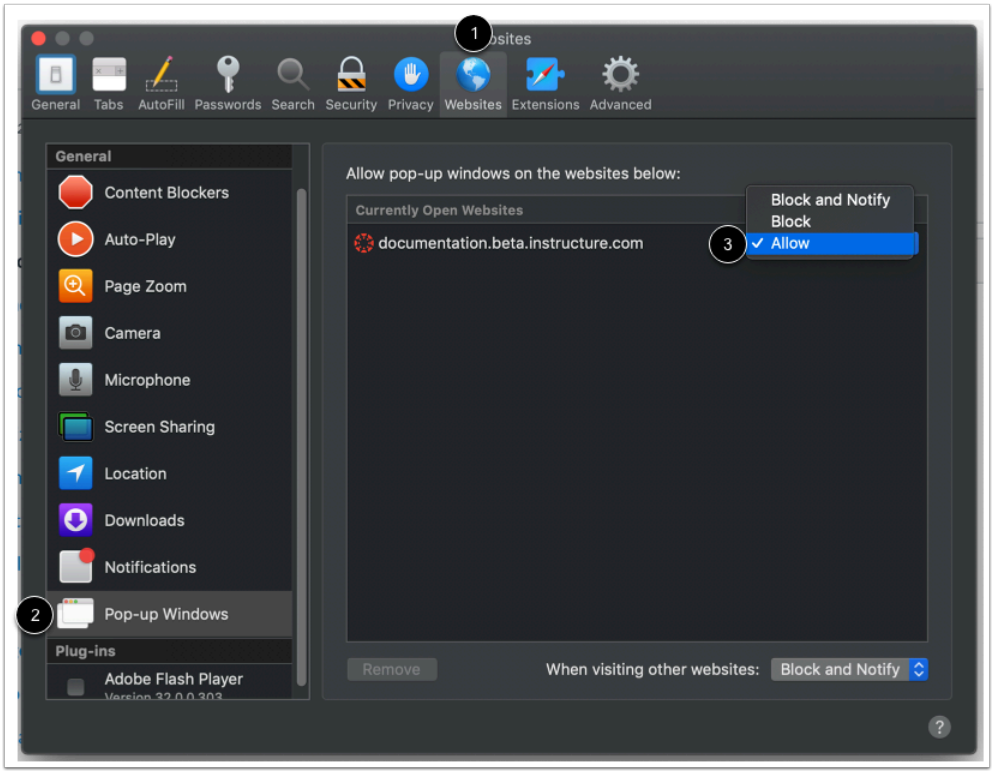
Safari displays the pop-up icon in the address bar when a pop-up is blocked.

Open Safari Settings



To allow pop-ups for Canvas in Safari, click the **Safari** menu [1], then click the **Settings** option [2].

Allow Pop-ups in Safari



In the Settings window, click the **Websites** tab [1]. In the sidebar, click the **Pop-up Windows** link [2]. Locate your institution's Canvas URL. In the Block and Notify drop-down menu, select the **Allow** option [3].

Which languages does Canvas support?

Language preferences can be set by the user, the instructor in a specific course, or the admin for the entire account. However, depending on the Canvas area, some language preferences can be overridden.

Language translations are either professionally translated and maintained by Instructure or translated through crowdsourcing. Crowdsourced translations may be incomplete and items that have not been translated will display in English (United States).

If no language is set, Canvas defaults to English (United States).

Supported Languages

Canvas supports the following languages:

- Arabic (العربية) *
- Armenian (Հայերեն)#
- Catalan (Catalá)
- Danish (Dansk)
- Dutch (Nederlands)
- English—Australia
- English—Canada
- English—United Kingdom
- English—United States
- Finnish (Suomi)
- French (Français)
- French—Canadian (Français Canada)
- Gaelic-Ireland
- German (Deutsch)
- Greek (Ελληνικά)#
- Haitian Creole (Kreyòl Ayisyen)
- Hebrew (עִבְרִית)*#
- Hindi (हिन्दी)
- Hungarian (Magyar)#
- Icelandic (Íslenska)
- Indonesian
- Irish-Gaelic
- Italian (Italiano)
- Japanese (日本語)

- Korean (한국말)#
- Maori (Reo Māori)
- Malaysian (Bahasa Melayu)
- Northern Sami (se) #
- Norwegian—Bokmål (Norsk Bokmål)
- Norwegian—Nynorsk (Norsk Nynorsk)#
- Persian / Farsi (فارسی)*#
- Polish (Polski)
- Portuguese (Português)
- Portuguese—Brazil (Português do Brasil)
- Russian (Русский)
- Simplified Chinese (简体中文)
- Slovene/Slovenian (Slovenščina)
- Spanish (Español)
- Swedish (Svenska)
- Thai (ไทย)
- Traditional Chinese (繁體中文)
- Turkish (Türkçe)#
- Ukrainian (український)#
- Vietnamese
- Welsh (Cymraeg)

* These languages support right-to-left interface functionality.

These languages are translated via crowdsourcing.

Which countries are restricted from using Canvas?

Due to government regulations, Instructure prohibits the unauthorized use of its products and services in specific countries and regions.

Instructure complies with United States regulations related to embargoed countries and regions. As required by the U.S. Department of Treasury's Office of Foreign Assets Control, Instructure currently prohibits the unauthorized use of its products or services.

The exportation, re-exportation, sale or supply, directly or indirectly, from the United States, or by a U.S. person wherever located, of any Instructure products, services, or technology (including technical data) to any of these countries or regions is strictly prohibited without the prior authorization by the U.S. government.

Due to the evolving nature and wide reach of U.S. sanction programs, customers and their users are urged to consult applicable U.S. export control laws and regulations for further information.

How does Canvas define the terms used to describe its features and functions?

New Canvas users may encounter new terminology throughout Canvas. This lesson is a glossary that identifies the most common terms used in Canvas.

Account

An Account represents an administrative organization unit within Canvas. Every instance of Canvas has the potential to contain a hierarchy of accounts but begins with just one account (referred to as the root account). An account can also contain a subaccount. Canvas admins can manage all accounts and subaccounts for their institutions.

Account also refers to a user account, which houses a user's profile, notifications, files, settings, and ePortfolios.

Act as User

Act as User refers to viewing Canvas as another user. Unless granted specific permission, only admins can act as other Canvas users.

Activity Stream

An Activity Stream displays all recent activity in Canvas. There are two types of Activity Streams in Canvas: Global and Course. The Global Activity Stream is part of the Dashboard and shows recent activity for all courses. The Course Activity Stream is part of a Course Home Page and shows recent activity for a specific course.

Analytics

Analytics is a tool that can be used to evaluate individual components of a course as well as student performance. Canvas currently offers two options for Analytics: Classic Analytics and New Analytics.

Learn more about New Analytics and Classic Analytics.

Announcements

Announcements is a communication tool that allows instructors to post announcements for all users in a course. Announcements can be created in courses and groups. Canvas admins can also make announcements for an entire Canvas account. Instructors can allow students to reply to announcements.

Learn more about Announcements.

Assignments

An assignment is any activity assessment that is created by the instructor. Assignments can include Assignments, Discussions, and Quizzes. Some assignments are submitted for no grade. Other assignments may be submitted offline but tracked in the Canvas Gradebook or be submitted online.

Assignments is a link in Course Navigation. The Assignments page lists all assignment types in a course.

Learn more about Assignments.

Beta

Beta means a version of a product that is used for testing. Each Canvas account has a beta environment to use for exploring new features before they are released in the production environment. Canvas does not require customers to test products but feedback is always welcome.

Blueprint Course

A Blueprint Course is a course that serves as a template for other courses. A course is set as a Blueprint Course in Course Settings. Courses that are linked to the Blueprint Course are called associated courses. When a Blueprint Course is synced, Blueprint Course content is copied to associated courses to match the Blueprint Course content. A Blueprint Course can include admin and instructor enrollments but not student enrollments. A course can only be associated with one Blueprint Course at a time.

Breadcrumbs

Breadcrumbs are the trail at the top of a page window that helps users see what page they are viewing in the course hierarchy.

Calendar

The Calendar is a communication tool that shows users all events and assignments in their courses and groups.

The Calendar is a link in Global Navigation. Learn more about the Calendar.

Canvas Community

The Canvas Community is an external resource provided by Canvas for all Canvas customers. The Canvas Community includes the Canvas Guides, which provides all Canvas documentation and videos, idea conversations, community groups, and more.

Celebrations

Celebrations are animations that display in the Canvas interface to congratulate a user for completing a task. Once they are enabled at the account level, celebration animations can be managed by individual users from the User Settings page.

Students can view celebration animations in the assignment submissions page for on-time submissions. Instructors can view celebration animations when they run the link validator and no invalid links are found.

Chat

The Chat tool provides synchronous video, audio, and text communication between students enrolled in a course.

When added to a course, Chat is a link in Course Navigation.

Collaborations

Collaborations is a tool that allows students and instructors to create and edit documents that can be edited by the entire course or any subset of the course roster.

Collaborations is a link in Course Navigation.

Conferences

Conferences allow instructors to create virtual classrooms and interact with their students in real time using audio, video, desktop sharing, and presentation tools. Students can also create conferences in groups.

Conferences is a link in Course Navigation. Learn more about Conferences.

Course Code

The course code is a short name for a course. The course code is displayed at the top of the Course Navigation Menu and as part of course cards in the dashboard.

The course code is also known as the reference code or the short name.

Courses

Courses are units of instruction in one subject that typically last one term. Courses can be created by Canvas admins or instructors.

Course Home Page

The Course Home Page is the first page that students see in a course. The Course Home Page can be customized to display content based on an instructor's preference.

The Home Page is a link in Course Navigation.

Course Import Tool

The Course Import Tool allows content to be imported from existing Canvas courses and content packages from other LMS and textbook publishers. The Course Import Tool is located in Course Settings.

Learn more about the Course Import Tool.

Course Navigation

Course Navigation is a menu on the left side of a Canvas course. Course Navigation consists of navigation links directed to all the feature areas within a course. Instructors can customize Course Navigation for each course.

Course Setup Checklist

The Course Setup Checklist is a tool for instructors who are new to Canvas and need help setting up a Canvas course. The Course Setup Checklist is located on the Course Home Page.

Some accounts may be configured to use the New User Tutorial instead of the Course Setup Checklist.

Course Statistics

Course Statistics are an instructor tool that summarizes overall student participation in the course.

Course Status

Course Status refers to the state of a Canvas course. All new Canvas courses begin in an unpublished state, where admins can manage course enrollments and instructors can prepare content and assignments for

students. A published state means the course is available to students. A concluded state means the course has ended and users can access content in a read-only format.

CSV File

A comma separated value (CSV) file is a file type designed for importing and exporting content. Instructors can create a CSV file from Excel or Google Docs.

Dashboard

The Dashboard is a panel of content that acts as the Canvas default landing page and provides an overview of all Canvas activity for a user. The Dashboard shows all courses and groups, recent activity, to-do items, upcoming assignments, and recent feedback.

Direct Share

Direct Share is a Canvas feature that allows instructors to copy content to another course or share content with another user. Direct Share can be used in Assignments, Discussions, Modules, Pages, Quizzes, and New Quizzes.

Discussions

Discussions is a forum designed to facilitiate informal communication between students in a course. Discussions can also be created as assignments for grading purposes. Students can also respond to informal and graded discussions in the context of a group. All Discussions content is public, and all course students can view and reply to a discussion.

Discussions is a link in Course Navigation. Learn more about Discussions.

DocViewer

Canvas DocViewer is a document preview tool that displays file previews for supported file types. Some file types may need to be downloaded for viewing if they cannot be previewed through DocViewer.

DocViewer also allows annotations in online assignment submissions in Canvas. This tool can be used by both students and instructors. Students can access DocViewer for annotations and comments in the assignment details page, and instructors can access DocViewer in SpeedGrader.

ePortfolios

ePortfolios allow students to showcase their best work to colleagues and prospective employers. They also make it possible for students to create light-weight websites or presentations.

ePortfolios is a link in User Navigation.

Equations

Equations are an expression of mathematical functions that can be entered and viewed in various areas of the Canvas interface. Equations can be added using the Math Editor in the New Rich Content Editor or MathQuil in New Quizzes. Equations are also accepted in other Canvas text fields, including assignment titles and calendar events.

Files

Canvas provides a file repository for each user, group, and course. Files can be public or private.

Files is a link in User Navigation or Course Navigation. Learn more about Files.

Free for Teacher

Free for Teacher is a free Canvas account that provides essential functionality of the learning management platform**.**

Learn more about Free-for-Teacher accounts.

Global Navigation

Global Navigation is the menu that appears on every Canvas page. Global Navigation consists of navigation links that direct users to frequently-used features in Canvas.

In the New Canvas User Interface (UI), Global Navigation is located on the left of every Canvas page.

Gradebook

The Gradebook stores information about student progress in Canvas. Canvas includes two types of gradebooks: a standard gradebook that provides a collection of numerical or letter-grade assessments, and a Learning Mastery Gradebook that compiles assessments based on learning standards and outcomes.

The Gradebook is a link in Course Navigation for instructors. Learn more about the Gradebook.

Grades

Grades are a measurement of student performance. Students can calculate hypothetical grades on this page. Instructors can quickly edit grades for any course or section in the Gradebook.

Grades is a link in Course Navigation for students.

Groups

Groups is a tool that helps instructors separate students into smaller course units. Groups can be created for students or by students to enable efficient collaboration.

Groups is a link in the Global Navigation Menu. Learn more about Groups.

Help

The Help feature is part of Global Navigation and helps users get help in Canvas at any time. The Help link can be customized by a Canvas admin for the institution and may display as a different name.

Inbox

The Inbox is a messaging tool used in Canvas to communicate with a course, a group, an individual student, or a group of students. Messages created in the Inbox can be sent to one user or multiple users.

Inbox is a link in Course Navigation. Learn more about the Inbox.

Learning Mastery

Learning Mastery maintains that students must achieve a level of mastery (e.g. 90% on a knowledge test) in prerequisite knowledge before moving forward to learn subsequent information. Learning mastery is commonly measured through outcomes.

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students. Individual student scores within each outcome are based on outcome values.

MasteryPaths

MasteryPaths is a feature enabled through Modules that supports learning mastery. If students do not achieve mastery for an assignment, they are given additional support in learning and reviewing the information, then tested again. This cycle will continue until learners accomplishes mastery and may move to the next stage.

Math Editor

The Math Editor is a Latex-compatible toolbar in the Rich Content Editor that makes it easy for instructors to write math expressions and equations. Instructors and students can use the Math Editor when creating and taking quizzes.

Moderated Grading

Moderated Grading allows multiple reviewers to grade student submissions and create draft or provisional grades. For instance, an instructor may want two TAs to grade all assignments before the instructor determines the final grade.

Modules

Modules is a tool that can unify all course content into structural components. Module content can be grouped by week, topic, or day. Modules can be set up to require students to complete materials in a sequential fashion.

Modules is a link in Course Navigation. Learn more about Modules.

New User Tutorial

The New User Tutorial shows new instructors using Canvas for the first time how to become familiar with Canvas using sidebars built into each Canvas feature area.

Some accounts may be configured to use the Course Setup Checklist instead of the New User Tutorial.

Notifications

Notifications allow users to determine where and when they will be notified about activity in Canvas. Each Canvas user can adjust the Notification Settings in their Profile to contact them via email on a schedule that fits their individual needs. Some users will want to be notified of course events on a more regular basis than others. Notifications are set for an entire user's account, not on an individual course basis.

Outcomes

Outcomes are statements that describe skills, understandings, and attitudes that learners will develop during a course or program. Instructors can specify learning outcomes for their courses and track student progress based on measured standards rather than letter grades.

Outcomes is a link in Course Navigation. Learn more about Outcomes.

Pages

Pages comprises all pages created in a course. A page allows instructors to create content for a Canvas course. Students can also create and edit pages in Groups.

Pages is a link in Course Navigation. Learn more about Pages.

Pages Front Page

In Pages, instructors can select a page to display as the Front Page. A Front Page is the first page that displays when users navigate to Pages in Course Navigation. When set, a Front Page can also be used as the Course Home Page.

Pairing Codes

Pairing codes are six-digit alphanumeric codes used to link an observer to a student. Students can generate pairing codes from their User Settings page, or instructors can generate them from a student's User Details page. Once the code is generated, observers can enter the pairing code to link to the student from their User Settings page or in the Canvas Parent app.

People

People displays all users enrolled in a course. Instructors can click a student's name to view a summary of their activity in a course.

People is a link in Course Navigation.

Posting Policies

Posting policies is a setting in the Gradebook that designates whether newly-entered grades are visible or hidden to students by default. When grades are hidden, instructors can manually post grades at a later time. Policies can be set at the course level or assignment level.

Learn more about posting policies.

Production

Production is the Canvas environment that contains all live data and where users interact with their Canvas courses. New and updated Canvas features are released into the production environment every three weeks.

Profile

A profile is a description that provides information about a person. Admins can choose to enable the Profile feature, which allows users to create biographies and link to social networks as part of their user account.

Quizzes

Quizzes displays all quiz assessment types in a course. Canvas currently offers two quiz engines, Classic Quizzes and New Quizzes. Classic Quizzes is the legacy quizzing tool which provides security from third-party tools, Speedgrader, or CSV exports for student response analysis. New Quizzes is an upgraded quizzing tool with an improved interface, additional question types, and advanced features for moderation and accommodation.

Quizzes is a link in Course Navigation. Learn more about New Quizzes and Classic Quizzes.

Rich Content Editor

The Rich Content Editor (RCE) is a word processor that supports creation and formatting of content in Announcements, Assignments, Discussions, Pages, Syllabus, Quizzes.

Learn more about the Rich Content Editor.

Role

A role describes the permissions granted to a given user in a given context (course, account, and subaccount). Canvas includes both course-level and account-level roles; the base role types are Student, Teacher Assistant (TA), Teacher, Designer, Observer, and Admin. (In Canvas terminology, teachers are also referred to as instructors.) Customized versions of any of these roles can also be created by an admin.

RSS Feed

Really Simple Syndicate (RSS) is a computer document format that allows electronic content distribution. Audio RSS feeds are also referred to as podcasts. RSS Feeds can be imported into a Canvas course via Announcements.

Rubrics

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

Learn more about Rubrics.

Sandbox

A Canvas sandbox is a course without student enrollments where instructors can create, modify, and preview course content and structure without student interference. They can then share or import sandbox content into live courses. Instructors may be able to start a new course as a sandbox course from their Canvas dashboard.

A Canvas sandbox may also refer to an institution's beta environment where admins and instructors can enable and use upcoming Canvas features. Admins may use the Canvas beta environment to review how feature options impact users and courses in their account. Instructors may use the Canvas beta environment to test features and build course content.

Scheduler

Scheduler is a Calendar tool that creates appointment groups within a course or group.

Sections

Sections are divisions of students within a course. All course sections view the same course content.

Settings

Settings allow admins and instructors to customize the Account or Course Navigation, add users, import content, and link to external tools.

Settings is a link in Account and Course Navigation.

SIS ID

A SIS ID is a unique identifier for an object in Canvas. SIS IDs can be assigned to accounts, courses, terms, sections, users, and groups for a student information system.

SIS Imports

SIS Imports allows admins to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets. Imports can be done manually via the SIS Imports link in Account Navigation or automatically via the API.

These integrations also allow institutions to post grades from the Canvas Gradebook into the institution's SIS.

SpeedGrader

SpeedGrader is a grading tool that helps instructors evaluate student work. Instructors can use rubrics for fast assessment and leave text, video, and audio comments for their students. SpeedGrader is also available as a Canvas mobile app on iOS and Android devices.

Learn more about SpeedGrader.

Student View

Student View is a tool used by instructors to see how their course appears to students. Activating Student View generates a Test Student that appears in a canvas course and can be used to submit assignments, reply to discussions, and upload files as a test method in the course.

Service Cloud

Service Cloud is the Canvas Support system. A support case is a formal request from a Canvas admin to receive help or direction from Canvas Support. Support Cases can be accessed by institutions using Service Cloud.

Syllabus

The Syllabus is a piece of content that outlines activities in a course.

The Syllabus is a link in Course Navigation.

Term

A term is a period of time assigned to academic instruction. In Canvas, course dates generally align with term dates, though course dates can extend beyond or be shorter than default term dates.

Test

Test is the environment used for testing real data in Canvas without affecting the production environment. The test environment is overwritten with data from the production environment every third Saturday of the month.

User Navigation

User Navigation (in Account) refers to the full list of links available after clicking Account in the Global Navigation menu. This includes Settings, as well as other options like Profile, Files, and Notifications.

Web Services

Web Services are a collection of third-party services that users can use for notifications. Web Services currently support integrations with Google Drive, Skype, Twitter, Delicious, and Diigo.

Welcome Tour

The Welcome tour is a series of tutorials that display in the Canvas interface for new users and provide an overview of Canvas functionality for students, instructors, and administrators.

What is the Admin role?

In Canvas, the Admin role is the administrator role. Users assigned the Admin role oversee and manage an institution's Canvas account or a Canvas sub-account within an institution. Admin permissions allow users to manage terms, create courses, view and moderate enrollments and content for all courses within an account, and view course and account data. Additionally, Admins can direct communication within an account and its courses. Account-level permissions vary for sub-accounts and from institution to institution. For more information about account-level permissions, view the Canvas Account Permissions resource document.

Only Admins may manage account-level permissions. Other Canvas user roles exist, each with varying levels of Canvas access. Teachers (instructors) oversee Teacher Assistants, and together they create course content with which Students and Observers engage. For more information about course-level user permissions, view the Canvas Course Permissions resource document.

Currently, Canvas does not support a specific mobile app for the Admin role. However, an administrator may log in to any of the Canvas mobile apps and act as any user in the account. Admins with teacher (instructor) or student roles can also view courses through the appropriate mobile app.

Admin Role Use

The main uses of the Admin role are to allow a user to create and moderate terms, upload and manage SIS data, manage account- and course-level features, and manage course-level user roles and permissions. Depending upon the institution, Admins may also access and manage Canvas courses with permissions similar to those of the Teacher role.

Administrators may be added to an account or to a subaccount with specific account-level permissions configured to best fit their roles. For example, an academic advisor may be added to a Canvas subaccount with access to view SIS, account, and course data and with restricted access to courses and course content.

In general, Admin permissions and account configurations reflect an institution's structure. Administrative user roles and permissions may be configured to meet the needs of an institution's administrative needs. A user can only be added as an Admin to an account by another administrator.

Learn more about getting started as an admin.

Admin Access in Canvas

An institution may modify admin permissions based on user roles. To learn more about Admin participation in Canvas, view the Canvas Admin Guide.

Admins can:

- Act as users
- Add and remove other other administrators for the account
- Add and remove course designers, observers, students, teachers (instructors), and teacher assistants to courses
- Add, edit, and delete events on the course calendar
- Create and manage course templates
- Create student collaborations and web conferences
- Generate observer pairing codes for students
- Import, manage, and read SIS data
- Manage account-level settings and features, developer keys, external applications (LTIs) permissions, storage quotas, and webhooks
- Manage courses (including Blueprint courses), course sections, global announcements, and student groups
- Manage learning outcomes and rubrics and view and link to question banks
- Modify login details for users
- Send messages to individual course members and to all members in a course
- View account- and course-level statistics, account and course analytics pages, and usage reports for courses
- View and comment on student submissions and moderate and post to discussions
- View and manage alerts, assignments, notifications, quizzes, and all other course content
- View course and grade change logs
- View the list of courses, change course states, and undelete courses
- View the answer matrix in Quiz Submission Logs
- View the list of users in a course and view the group pages of all student groups
- View, moderate, and edit grades

The following permissions never apply to subaccounts:

- Act as users
- Manage Blueprint courses
- Manage developer keys and SIS data
- Access View Notification tab in Admin Tools

Admin Role Limitations

- Some account-level permissions are locked by default and cannot be changed by anyone. Other permissions may be locked by administrators within an institution.

- Administrators who are given any course level role such as student or teacher (instructor) in a course may still be able to view admin features and options. To avoid permission conflicts, admins should create a separate account.

What is the Designer role?

In Canvas, the Designer role is used to enroll users responsible for course creation and management. In general, users with the Designer role have permissions that allow them to create and curate course content and view course usage data. However, these permissions may vary among institutions.

Other course-level user roles with varying course-level access exist in Canvas. Designers may work with Teachers (who oversee Teacher Assistants) and together they manage course content with which Students and Observers engage. For more information about course-level user permissions, view the Canvas Course Permissions PDF.

Designers may also use the Canvas Teacher app to view some course content including announcements, assignments, discussions, and Classic Quizzes.

A designer may be enrolled in a course manually by an administrator or automatically by SIS import.

Designer Role Use

Designers may create course materials, view course usage data, and access and manage all areas of a Canvas course. For example, a designer may be added to a course with the Designer role to construct a course on behalf of an instructor.

The Designer role allows a user to:

- Create and modify course content
- Manually add student enrollments in the course
- Communicate with course participants
- Access course usage reports
- Monitor and moderate the participation and interactions of all enrolled users in a course

Designer Access in Canvas

By default, users with the Designer role may access all content areas of a Canvas course. However, these permissions may vary among institutions. To learn more about Designer participation in Canvas, view the Canvas Course Permissions PDF.

A Designer can:

- Add and delete external applications (LTI) for a course
- Add, edit, and delete assignments, Classic Quizzes, course files and pages, and all other course content
- Add, edit, and delete items in a course calendar, including Scheduler appointments

- Add, edit, and delete learning outcomes associated with course content
- Create, view, and post to course announcements and discussions
- Create and edit rubrics
- Create conferences and student collaborations
- Create, edit, and delete course sections and student groups
- Delete and lock discussions and edit others' discussion posts
- Publish, conclude, and delete courses
- Send messages to other course users and to all members of a course
- View all student group pages for a course
- View and comment on student submissions
- View and link to question banks
- View and manage student course enrollments
- View usage reports for a course

A Designer cannot:

- Build or edit New Quizzes
- Create a Blueprint course
- Change the associated course term
- Generate observer pairing codes for students
- Masquerade as another user in a course
- Read SIS data
- Set up third-party authentication for a course
- Unconclude a course
- Upload student enrollments via SIS imports
- View and manage the enrollment of instructors, other course designers, and teacher assistants in a course
- View course analytics
- View course change logs
- View grade audit trail
- View, moderate, and edit all grades

Designer Role Limitations

- Designers cannot modify availability of any of the above permissions. Only administrators can modify access to these functions.
- Designers can only create, modify, and moderate content for a course they are enrolled in.
- Only users with administrative permissions may import SIS data. Designers cannot import SIS data.

What is the Teacher role?

In Canvas, the Teacher role is used to enroll users responsible for course creation, instruction, and management. Teachers are also referred to as instructors in Canvas. In general, users with the Teacher role have permissions that allow them to moderate a course, view course data, and direct daily course communications. However, these permissions may vary among institutions.

Other course-level user roles with varying course-level access exist in Canvas. Designers may work with Teachers (who oversee Teacher Assistants) and together they create course content with which Students and Observers engage. For more information about course-level user permissions, view the Canvas Course Permissions PDF.

Teachers (instructors) may also use the Canvas Teacher app to view some course content including announcements, assignments, discussions, and quizzes.

Teacher Role Use

Teachers (instructors) may create course materials, view course data, and access and manage all areas of a Canvas course. For example, an instructor may be added to a course with the Teacher role to lead a course.

The main uses of the Teacher role are to allow a user to:

- Create and modify course content
- Moderate and submit grades
- Manually invite others to the course
- Communicate with course participants
- Access course analytics and student data
- Monitor and moderate the participation and interactions of all enrolled users in a course

When a user manually creates a course, Canvas automatically enrolls that user as a Teacher in the course. A teacher may also be enrolled in a course manually by an administrator or automatically by SIS import.

Teacher Access in Canvas

By default, instructors with the Teacher role may access all areas of a Canvas course. However, these permissions may vary among institutions. To learn more about Teacher participation in Canvas, visit the Canvas Instructor Guide.

A Teacher can:

- Add and delete external applications (LTI) for a course

- Add, edit, and delete assignments, quizzes, course files and pages, and all other course content
- Add, edit, and delete items in a course calendar, including Scheduler appointments
- Add, edit, and delete learning outcomes associated with course content
- Create, view, and post to course announcements and discussions
- Create and edit rubrics
- Create conferences and student collaborations
- Create, edit, and delete course sections and student groups
- Delete and lock discussions and edit others' discussion posts
- Generate observer pairing codes for students
- Publish, conclude, and delete courses
- Read SIS data
- Send messages to other course users and to all members of a course
- View all student group pages for a course
- View and comment on student submissions
- View and link to question banks
- View and manage course enrollments, including the enrollment of other instructors, course designers, teacher assistants, and students
- View course analytics
- View grade audit trail
- View, moderate, and edit all grades
- View usage reports for a course

A Teacher cannot:

- Create a Blueprint course
- Change the associated course term
- Masquerade as another user in a course
- Set up third-party authentication for a course
- Unconclude a course
- Upload student enrollments via SIS imports
- View course change logs

Teacher Role Limitations

- Teachers (instructors) cannot modify availability of any of the above permissions. Only administrators can modify access to these functions.
- Teachers (instructors) can only create, modify, and moderate content for a course in which they are enrolled.
- Only users with administrative permissions may import SIS data. Teachers (instructors) cannot import SIS data.

What is the Teacher Assistant role?

In Canvas, the Teacher Assistant role is most commonly used to enroll individuals who will work with and support a teacher in a course and who do not need to earn course credit. Teachers are also referred to as instructors in Canvas. Teacher assistants may view and moderate a course and direct daily course communications under a Teacher's supervision. However, these permissions may vary among institutions.

Other course-level user roles with varying course-level access exist in Canvas. Designers may work with Teachers (who oversee teacher assistants) and together they create course content with which Students and Observers engage. For more information about course-level user permissions, view the Canvas Course Permissions PDF.

Teacher assistants may also use the Canvas Teacher app to view and participate in courses.

Teacher Assistant Role Use

The main use of the Teacher Assistant role is to support a course instructor. Teacher assistants can create course materials, access and manage Canvas course materials, and engage with others enrolled in the course. For example, instructors sometimes use teacher assistants to grade assignments in courses with large student enrollments.

Teacher assistant access to Canvas courses depends on the institution. Teacher assistants may have access to all past, current, and future courses. Alternately, Teacher assistants may only be enrolled in and granted access to individual courses. A teacher assistant may be enrolled in a course automatically by SIS import or manually by an instructor.

Teacher Assistant Access in Canvas

An institution may modify some Teacher assistant course-level permissions. Teacher assistants have access to Canvas courses as outlined in the Canvas Instructor guide.

Teacher Assistants can:

- Add and delete external applications (LTI) for a course
- Create conferences and student collaborations
- Create and edit rubrics
- Customize Course Navigation links
- Delete and lock discussions and edit others' discussion posts
- Generate observer pairing codes for students
- Manage assignments, quizzes, course files and pages, and all other course content

- Manage items in a course calendar, including Scheduler appointments
- Manually add students to a course
- Send messages to other course users and to all members of a course
- View a list of users in a course
- View all student group pages for a course
- View and comment on student submissions
- View and edit grades
- View and link to question banks
- View course analytics
- View course announcements and discussions
- View usage reports for a course

Teacher Assistants cannot:

- Add, edit, and delete learning outcomes associated with course content
- Create, edit, and delete course sections
- Create, edit, and delete student groups
- Publish, conclude, and delete courses
- Read SIS data
- View grade audit trail

Teacher Assistant Limitations

- Teacher assistants can only view content for a course in which they are enrolled.
- Teacher assistants cannot submit work on behalf of students, nor can they submit final grades for students.

What is the Student role?

In Canvas, the Student role is most commonly used to enroll users who will participate in a course for course credit. Users enrolled as Students can view course content and participate in course assignments and communications. Students cannot view and participate in a course until it is published and the course has started.

Other course-level user roles with varying course-level access exist in Canvas. Designers may work with Teachers (who oversee Teacher Assistants) and together they create course content with which Students and Observers engage. For more information about course-level user permissions, view the Canvas Course Permissions PDF.

Students may also use the Canvas Student app to view and participate in courses.

Student Role Use

The main use of the Student role is to link Canvas users to courses where they may access course content in order to receive course credit. For example, Students in a Canvas course often take quizzes and tests and submit assignments for a course grade.

Students can participate in any Canvas area their instructor has enabled for the course. Students can be linked to one or multiple courses and may submit work, see grades, assignments, and events, and interact with other course members.

Depending on the institution, students may have different levels of access to Canvas courses. Students may have access to all past, current, and future courses. Alternately, students can be enrolled in individual courses. Students may be enrolled in a course automatically by SIS import, manually by an instructor, or by self-enrollment.

Student Access in Canvas

Listed below are the default Canvas permissions for the Student role. However, institutions may modify Student role permissions as needed. To learn more about Student participation in Canvas, view the Canvas Student Guide.

Students can:

- View course announcements
- Submit assignments
- View the course calendar
- View and and post to open discussions

- View and participate in Chat
- Create conferences and student collaborations
- Upload and manage files
- Create ePortfolios
- Create and manage group pages
- View their course grades
- View a list of users in a course
- Send messages to other users in a course

Students cannot:

- Add, edit, and delete items in a course calendar
- Add or remove others in a course
- Publish, conclude, and delete courses
- View other course participants' grades
- Add and delete external applications (LTI) for a course
- Add, edit, and delete course content, sections, or student groups
- Create and edit rubrics
- Add, edit, and delete learning outcomes associated with course content
- Delete and lock discussions and edit others' discussion posts
- Read SIS data
- View course analytics and usage reports for a course
- View and link to question banks
- View all student group pages for a course
- View grade audit trail

Student Role Limitations

- Students can only view content for a course in which they are enrolled.
- Students cannot view locked or unpublished course materials.
- If enabled at the account level, students may be able to create, edit, and delete Scheduler appointments in the course calendar that are visible to other course members.
- Students may be able to view and comment on other students' submissions if an instructor has enabled this option for an assignment.
- Each instructor can customize the links in the Course Navigation and limit the number of features that Students and Observers can see. Students may or may not see links to certain features.

What is the Observer role?

In Canvas, the Observer role can be used to enroll parents, mentors, and guests who would like to participate in a Canvas course but do not need to earn course credit. Observers have limited permissions that allow them to see what is going on in a course without interrupting the flow of daily course communication. Like students, Observers cannot view a course until it is published and the course has started.

To learn more about the observer role, view the Parent Registration and Student Observation video.

Observers may be able to view assignments, course events, and grades for a student in the Canvas Parent app. For more information about course-level user permissions, view the Canvas Course Permissions resource document.

Observer Role Use

Observers can view course data but cannot participate in all Canvas areas. Observers may be added to a course to observe course data. For instance, instructors sometimes invite guests to join their courses, such as for a web conference. Enrolling the guest with an observer role allows access to the course without being able to affect any course data or participation.

The main use of the observer role is to link a user to a student. Observers can be linked to a student or multiple students and view the student's data in the course. Parents are often enrolled as observers and linked to students, especially in K12 environments. Observers cannot submit work on behalf of the students they observe, but they can see student grades, assignments and events, and course interactions.

Depending on the institution, observers can have different levels of access. Observers can be linked to a single student or multiple students. These links can be at the account or course levels.

- A user-account level link will ensure the observer is linked to a student and will enroll the observer in each student's past, current, and future courses automatically.
- A course-level link is a link between an observer's enrollment in a course and the student's enrollment in that same course. These links have to be created each time the student and observer are enrolled in a course.

Observer Access in Canvas

To learn more about observer participation, view the Observers Visibility and Participation resource document.

Observers can

- View and read announcements
- View assignments index page
- View the calendar
- Join conferences, if invited
- Join collaborations, if invited
- View personal inbox
- Send conversation messages to instructor and student they are observing
- View the dashboard
- View and read discussions
- View files unless they are locked
- View grades, view assignment due dates and comments, and print grades
- View modules and see due dates and point values
- View pages and contribute if the instructor enables the Anyone can edit it setting
- View profile pictures, if available
- View syllabus
- View outcomes
- View quizzes index page

Observers cannot

- Comment on announcements or discussions
- Submit assignments or quizzes
- View course rosters
- Send conversation messages to students in the course they are not observing
- View locked files or folders
- Join groups
- View unpublished courses
- Access the Chat tool
- Reserve appointment slots in the Scheduler
- View grade audit trail

Observer Limitations

- Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.
- Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.
- Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.

- Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may not see links to certain features.
- Courses restricted to term dates are accessible to observers during the term dates. Student access dates do not apply to observers.

How do term dates, course dates, and section dates work in Canvas?

Term dates, course dates, and section dates are very symbiotic. All of them flow together in all aspects of Canvas. Various dates allow different users to participate in the course.

The hierarchy of dates include the following:

- Section dates can override course dates
- Course dates can override term dates

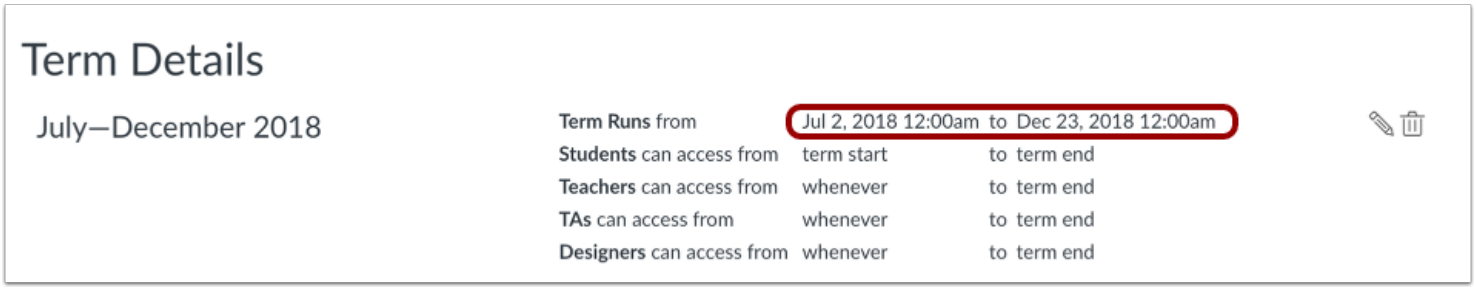
Additionally, some overrides may leave the course open for participation.

Term dates, course dates, and section dates can also be added through SIS imports. SIS enrollment CSV files that include start_date and end_date values override term dates, course dates, and section dates.

In conjunction with this lesson, to see an example of how term dates, course dates, and section dates work together, view the Terms, Courses, and Section Enrollments resource document.

Notes: End dates occur at precisely the minute they are set. For example, a course with an end time at 11:59pm will end at 11:59:00.

View Term Details

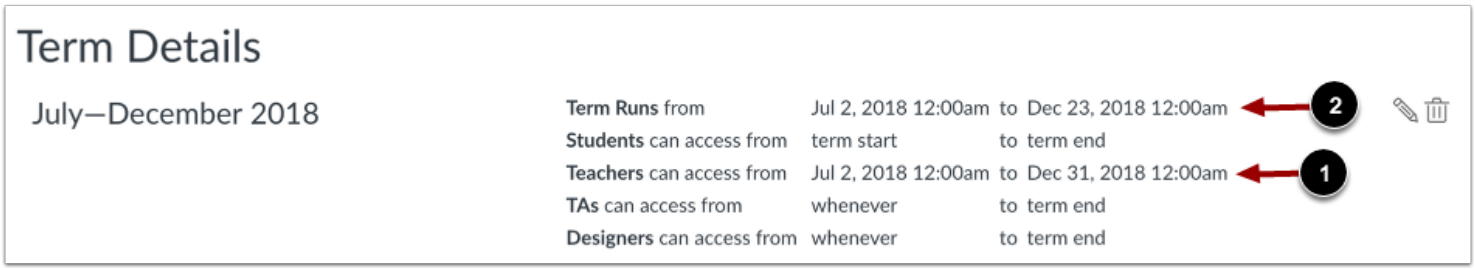


In the Terms page, administrators can view term dates. Term dates define a fixed period of time for an institution where users can participate in a course. Term dates can also be used for semesters, trimesters, or quarters. In this example, the term runs from July 2, 2018, to December 23, 2018.

Administrators have control over when specific users can participate in the courses. Unless otherwise specified, Students inherit the term start and term end date, while Teachers, TAs and Designers dates inherit a *whenever* start date to the term end date. *Whenever* means that these user roles can always access a course before the term begins.

Note: Instructors and students cannot view the Terms page. However, instructors can view term dates in Course Settings. Admins should make sure instructors and students are aware of term dates for their institution publicly, such as through a course catalog, website posting, or other distribution method.

Warning about End Term Dates



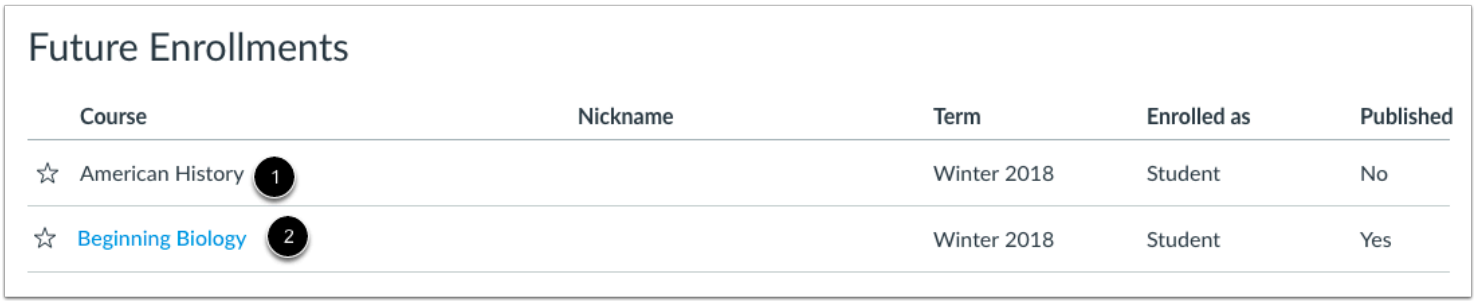
Again, in the example about access dates, the ending dates would be as follows:

- Instructors (teachers) [1] can access courses until 12:00 am on December 31, 2018 (last full day is December 30).
- Everyone else with a *term end* date [2] can access courses until 12:00 am on December 23, 2018 (last full day is December 22).

When a term has concluded, associated courses are placed in a read-only (archived) state. Read-only means that a course is not available for submitting assignments, posting discussions, uploading files, grading, or any other action-based task within a course.

Note: Canvas currently does not generate a warning about term dates as it does for course dates.

View Future Enrollments



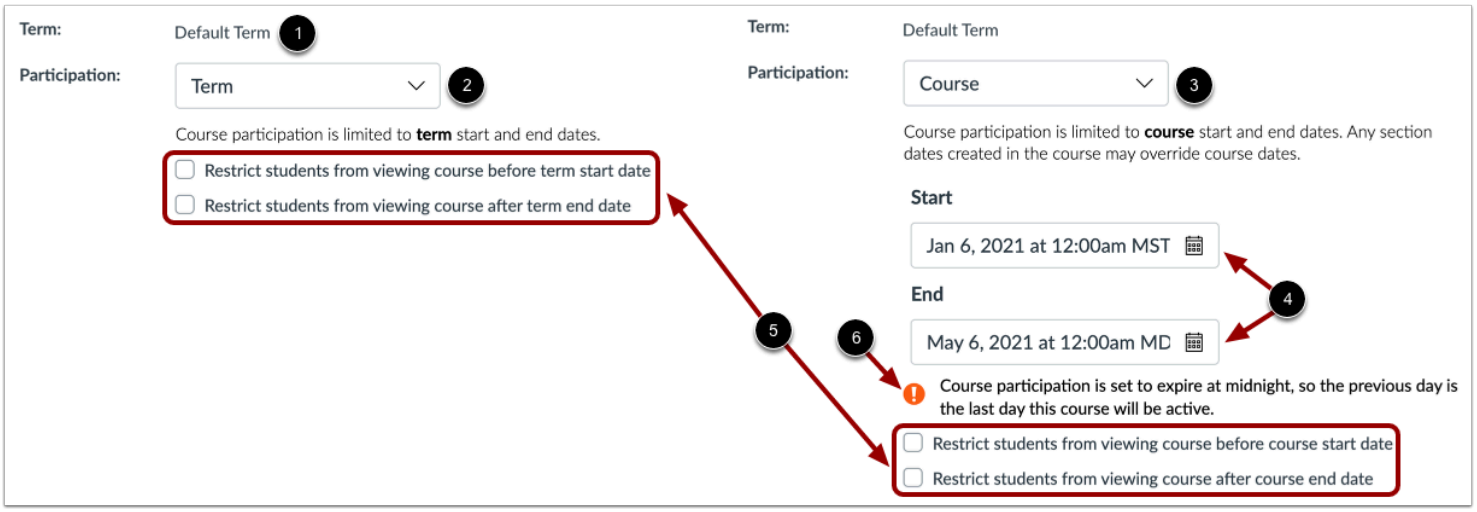
Once a user is added to a course, terms set default dates for when users have access to courses assigned to that term. *Access* relates to published courses.

If a course is unpublished or does not include a link [1], students cannot have access to any course content until the start date of the term.

If a course is published [2], students are able to view content before the start of the term. However, they cannot fully participate in the course, such as submitting an assignment or contributing to a discussion topic. On the start date of the term, students can fully participate in the course.

Some institutions may choose to publish their courses on the same day as the term start date, so prior access to course content is not an issue. However, some prefer to allow instructors to publish their own courses ahead of the term start date and restrict student access to the course completely before the course begins. Students can also be restricted from being able to view a course after it has ended.

View Course Dates



Courses may be assigned to the Default Term or a specific term [1]. By default, course dates default to the term dates [2]. However, course dates can be set to override the term dates or compliment the term dates. Both admins and instructors can manage these dates.

To override the term dates, select the **Course** option from the Participation dropdown [3]. Course participation dates can be set within the term or extend past the term [4]. Adding a course participation start or end date adds or removes the course to or from the Card View Dashboard (if the course is marked as favorite), and students can still participate in the course by accessing their Courses list until the end of the term. The course is in a read-only state for students and observers outside of the course participation dates.

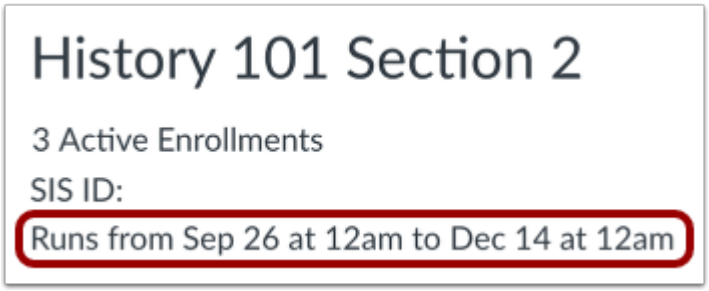
For example, if the term dates were August 31 to December 20, the instructor could set access to the course a week later and end the course a week earlier. By shortening the course participation start and end dates, students will only have read-only access to the course before and after those dates. The instructor can still manage course content and grades before the term end date set for instructors.

Admins and instructors can also change student access settings to allow or restrict students from viewing the course before the start or end date [5].

Notes:

- If a course participation end date is set to midnight, a warning message displays [6].
- Course dates determine placement in a student's Courses list (past, current, or future enrollment).

View Section Dates



The Section dates are the most mobile. Sections can be moved from term to term or course to course. If section enrollments need to be moved, such as for cross-listing a section into another course, section enrollments should be moved before students submit any coursework, as course participation cannot be transferred across sections.

Section dates default to the course dates, unless you also set up section override dates.

Override dates are only created if the Student Participation checkbox is selected as part of creating section start and end dates (both dates are required).

Sections can have various start and end dates. For example, Section 2 could be set with a start date of September 26, 2018, and an end date of December 14, 2018. Sections within the same course can share course material and have varied due dates.

What tools and computer skills do I need to use Canvas?

Canvas is a learning management system, or LMS, that can be accessed from a web browser or one of the Canvas mobile apps. In order to use Canvas, you will need some basic skills to use a computer or mobile device.

This lesson lists some of the tools and skills you may need to use Canvas LMS software. You may be asked by your institution or instructor to learn other skills that are specific to your courses.

Required Tools

Canvas Web

- Computer, laptop, or other device that meets the Canvas basic computer requirements
- Supported web browser (Chrome, Firefox, Edge, or Safari) that has been updated to the current or first previous major version

Canvas Mobile Apps

- Mobile device that supports the latest version of any Canvas mobile app
- App download of Canvas Student (Android/iOS), Canvas Teacher (Android/iOS), or Canvas Parent (Android/iOS)

Required Skills

You will likely need the following skills in order to use Canvas. Other skills may be required by your institution or instructor in order to provide or complete coursework.

- Connect to the Internet using wireless or wired network
- Enter a URL/web address
- Enter text using a keyboard or other software
- Navigate Canvas using a mouse, keyboard, or other device
- Understand file extensions
- Download and upload a file

Resources

Computer Basics

If you want to complete an online tutorial to learn computer skills, try one of these courses:

- Computers & the Internet - Khan Academy
- Basic Computer Skills Courses - GCF Global
- Internet Basics - GCF Global
- Smartphones & Tablets - GCF Global

In addition to the resources above, you may be able to find computer skills training from your institution, local library, or other community resource.

Note: The resource links above are external links that are not managed by the Canvas Community team or Instructure.

Browser Download

To download a web browser or update your browser to the most recent version, use one of these options:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari (only available for Mac computers and iOS devices)

Device Support

If you are having issues using your device or want to learn more about it, use one of these links:

- Mac Support (Apple computers)
- Microsoft Support (Windows computers)
- iPhone Support (Apple devices)
- Android Help (Android mobile devices)

How do I enable third-party cookies in my browser?

Some features and functionality in Canvas, such as Zoom, other tools, and New Analytics, may require third-party cookies. Refer to the steps outlined below for basic instructions on allowing third-party cookies in your browser.

Enable Third Party Cookies in Chrome

1. Open Google Chrome**.**
2. From the top right, click the **More** icon (three vertical dots) and select the **Settings** option.
3. On the left side navigation, click the **Privacy and security** link.
4. Click the **Third-party cookies** option.
5. To enable third party cookies, select either the **Allow third-party cookies** option or the **Block third-party cookies in Incognito mode** option.

For more information, see Clear, enable, and manage cookies in Chrome.

Enable Third Party Cookies in Edge

1. Open your Edge browser.
2. From the top right, click the **Menu** icon (three dots**)** on the tool bar and select the **Settings** option.
3. Under Advanced Settings, click **View Advanced Settings**.
4. Under Cookies, select **Don't block cookies**.

For more information, see Allow or Block Cookies in the new Microsoft Edge.

Enable Third Party Cookies in Firefox

1. Open Firefox browser.
2. From the top right, click the **three vertical lines** and then select the **Settings** link.
3. From the left side navigation bar, click the **Privacy & Security** link.
4. Under Browser Privacy, select the **Standard** option.

For more information, see Third-party cookies and Firefox tracking protection.

Enable Third Party Cookies in Safari

1. Open your Safari browser.
2. From the top navigation menu, click the **Safari** link and then select the **Settings** link.

3. Click on the **Privacy** tab.
4. Make sure the **Prevent cross-site tracking** checkbox is unchecked**.**
5. Click the **Advanced** tab and make sure the **Block all cookies** checkbox is unchecked.

For more information, see Manage cookies and website data in Safari on Mac.

How do I set up the Lucid Education Suite in my course?

If enabled by your institution, you can access the Lucid Education Suite apps Lucidchart and Lucidspark. Lucidchart is an intelligent diagramming application that allows you to visualize complex ideas, systems, and processes. Lucidspark is a virtual whiteboard application that enables teams to ideate, design, and build better ideas.

When using Lucid for the first time, you must confirm information about student age. You must also connect your Lucid account to your Canvas account before using Lucid in Canvas.

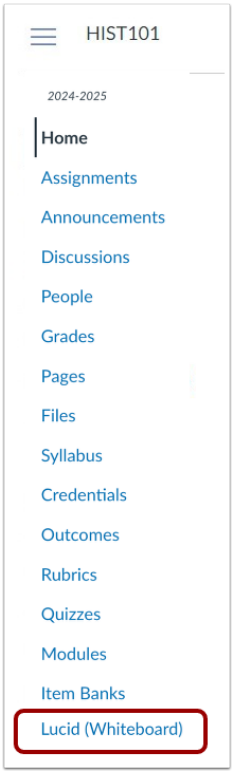
Notes for Students:

- Once Lucid is set up, you can submit Lucid documents in assignments or embed Lucid documents. You may also be able to access Lucid by clicking the Lucid (Whiteboard) link in Course Navigation.
- If you cannot access Lucid, it may not be enabled for your region or by your institution. Contact your instructor for more information.

Notes for Instructors:

- Once Lucid is set up, you can create Lucid assignments; students can submit Lucid documents; you can embed Lucid documents; and Lucid (Whiteboard) displays as a link in Course Navigation.
- If your Canvas instance is hosted in a non-US region, contact your Canvas admin to enable Lucid.
- When testing the Lucid integration, authenticate or create your own account. You should not test the integration when masquerading as any other user.

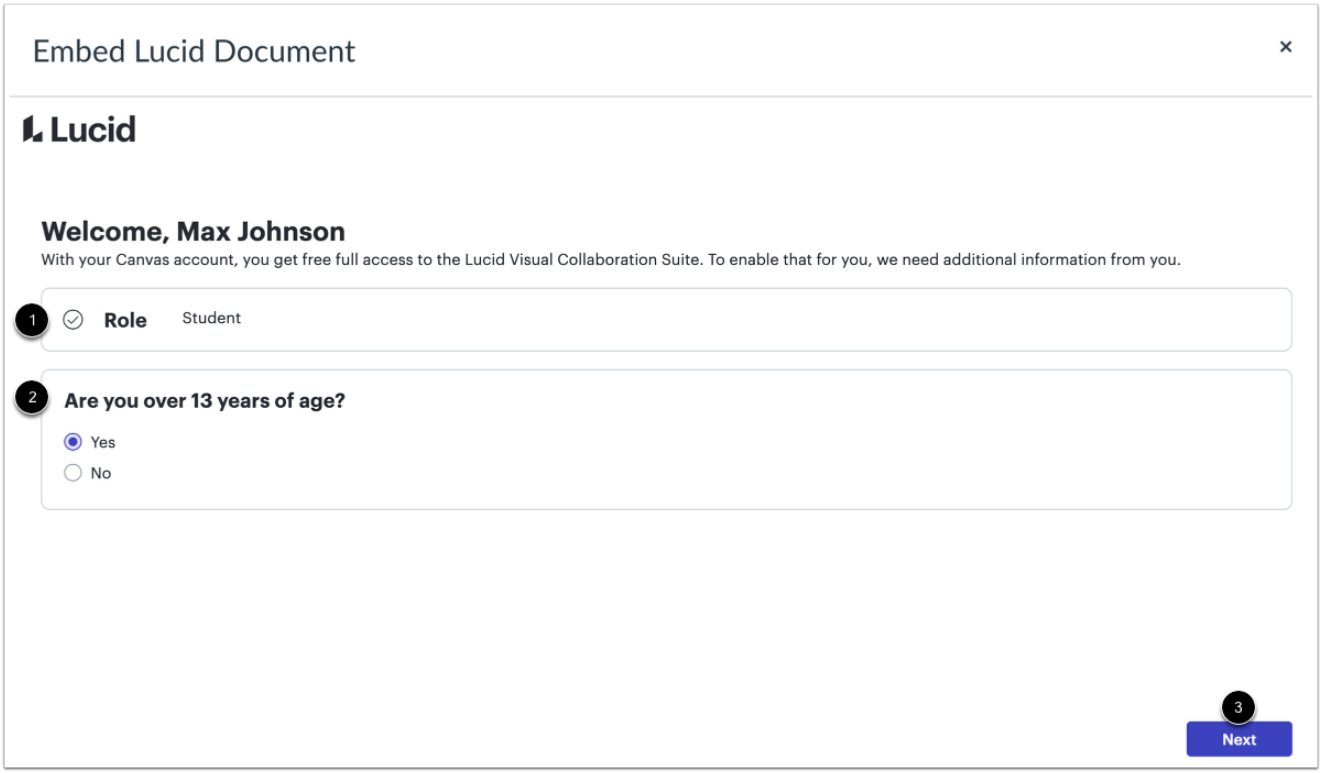
Open Lucid



In Course Navigation, click the **Lucid (Whiteboard)** link.

Note: You can also begin the set up for Lucid when embedding a Lucid document in the Rich Content Editor, when creating a Lucid assignment, or when submitting a Lucid assignment.

Verify Role and Age

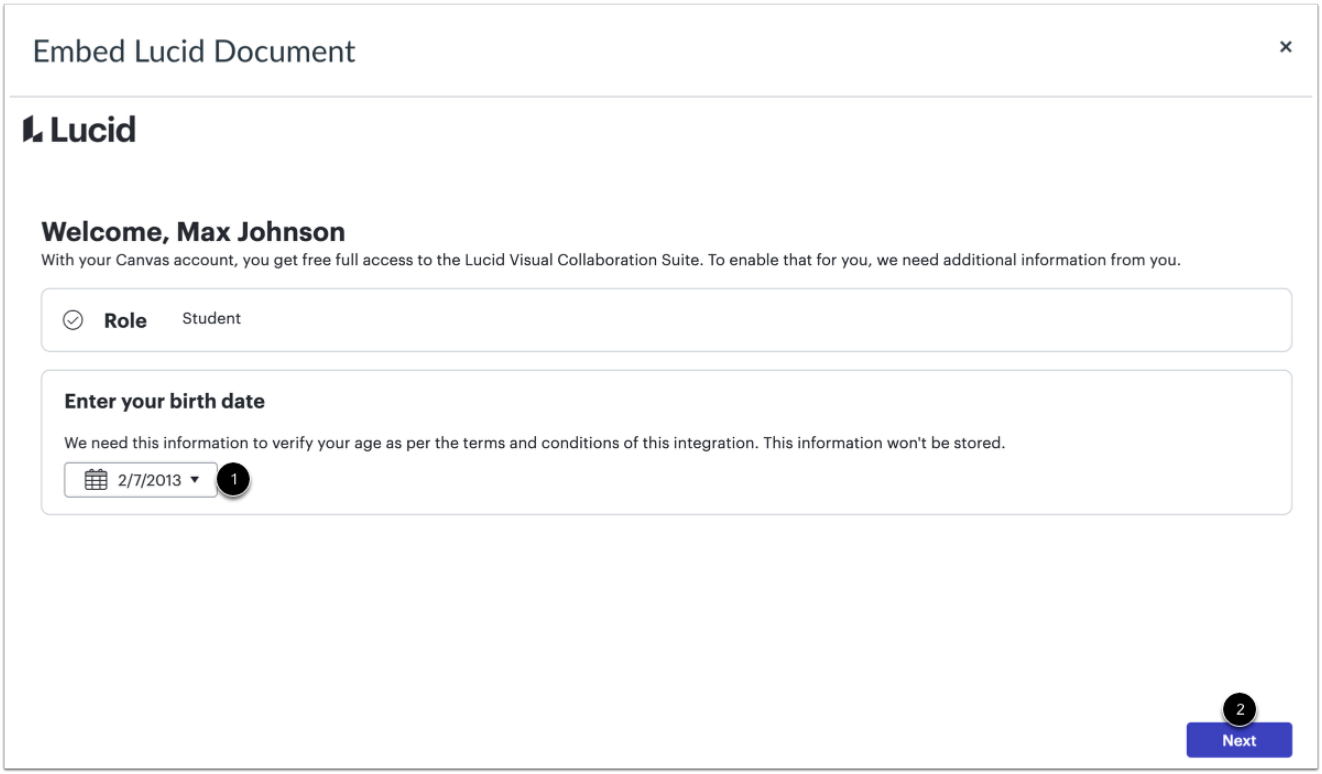


When accessing Lucid for the first time in Canvas, you must verify information before you can use Lucid in your Canvas account.

Review your role [1] and select if you are over 13 years of age [2]. Then click the **Next** button [3].

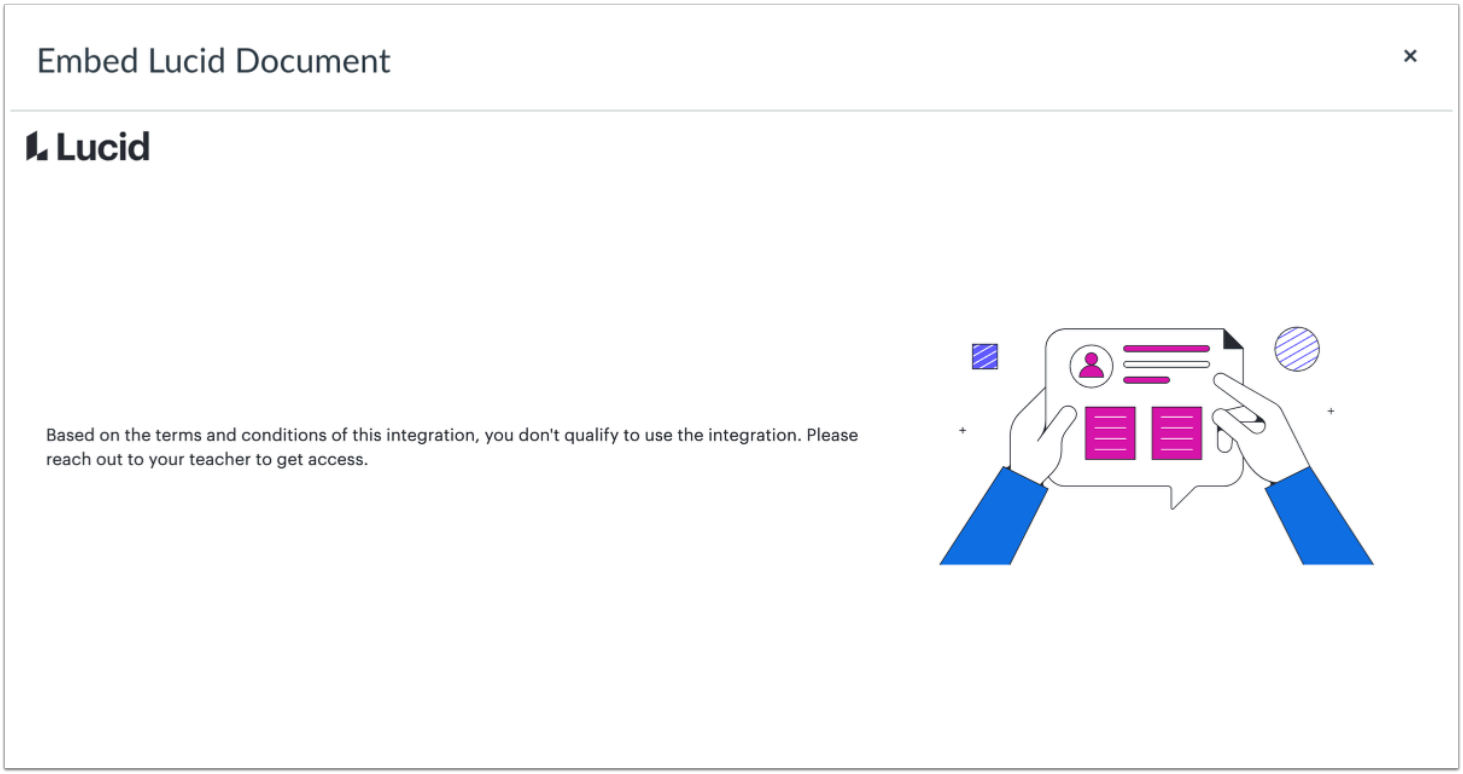
Note: If you are an instructor, you may be asked whether your classroom includes students are younger than 13 years of age.

Verify Age



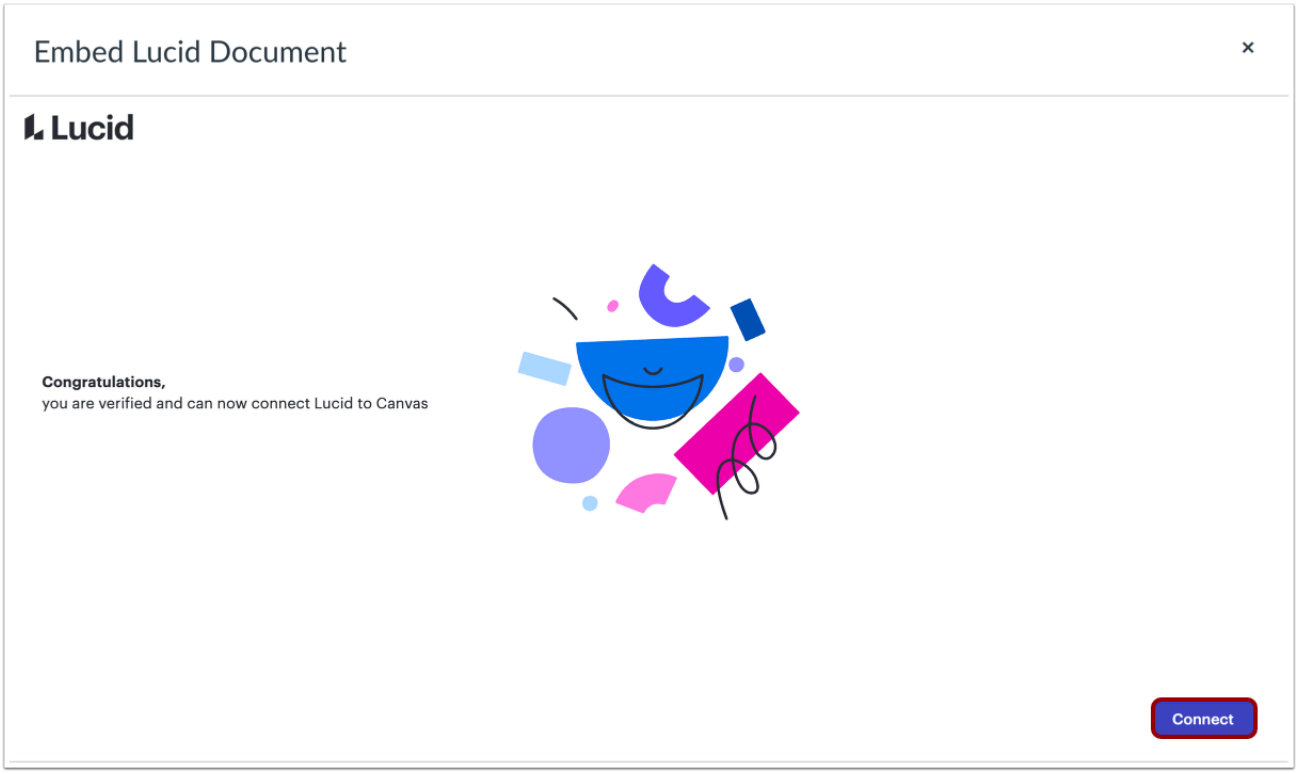
If you select that you are under 13 years of age, a prompt displays to confirm your age. To confirm your age, enter your birth date in the **Birth Date** field [1]. Then click the **Next** button [2].

Contact Instructor



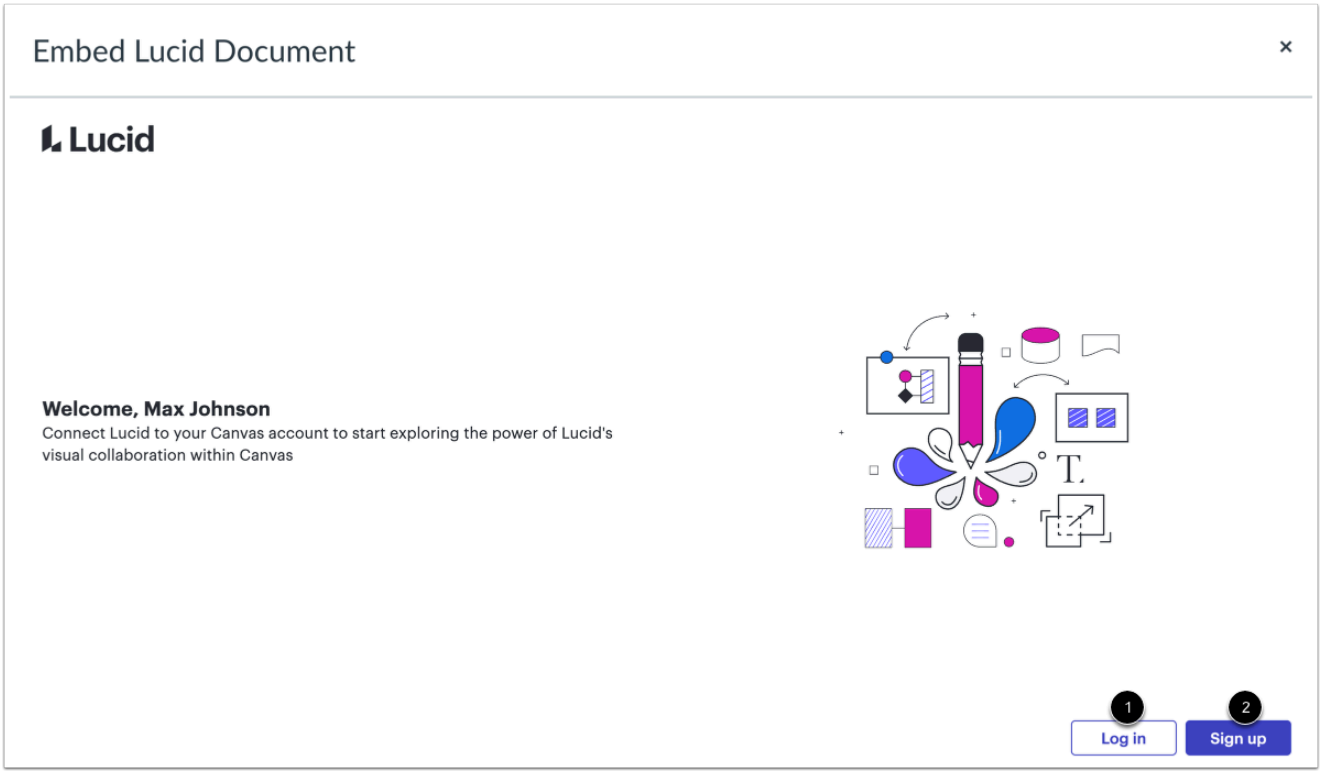
If you have confirmed that you are younger than 13, you cannot access Lucid without permission from your institution. For help accessing Lucid, reach out to your instructor.

Connect Lucid to Canvas



If you have confirmed you are over the age of 13 or have received permission to access the app from your institution, connect your Lucid account to your Canvas account by clicking the **Connect** button.

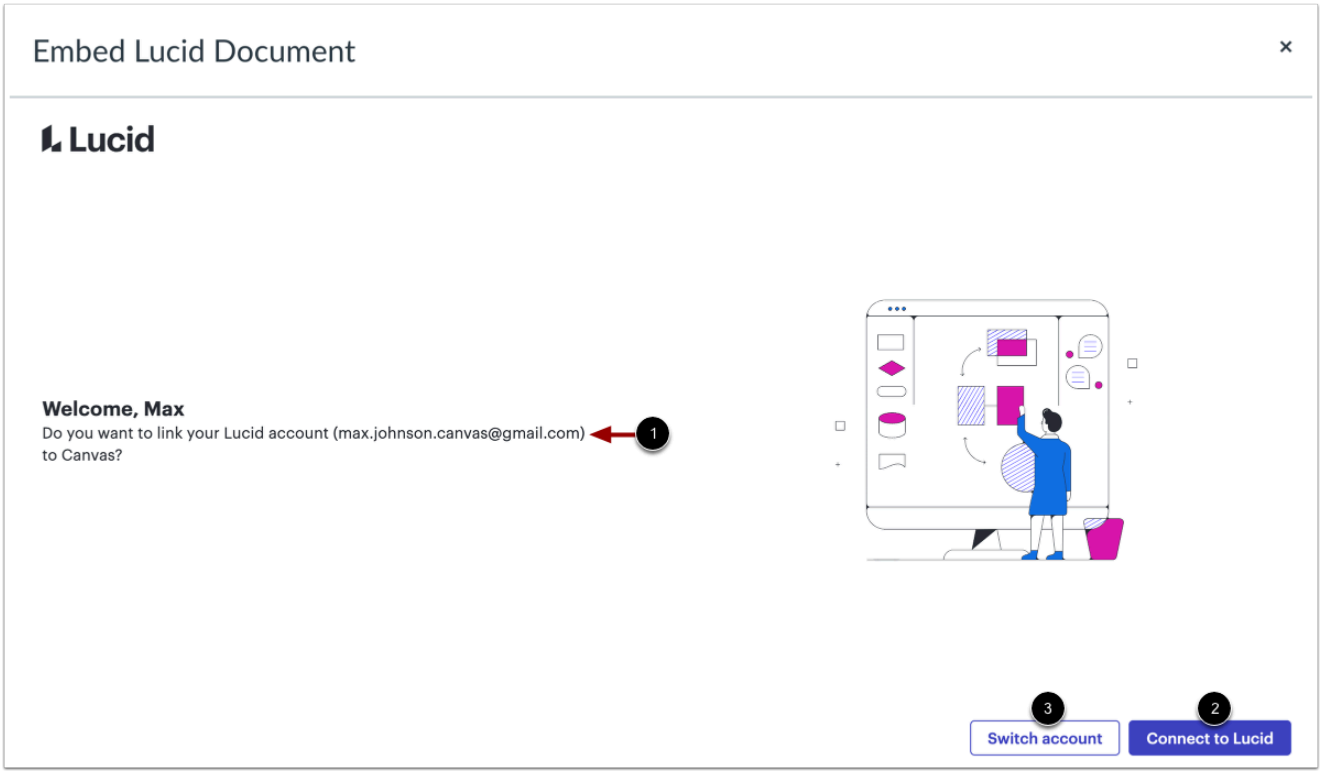
Log In to Lucid



If you have an existing Lucid account, click the **Log in** button to sign in [1]. A new browser tab opens in which you can sign in to your account.

If you do not have a Lucid account, click the **Sign up** button and follow prompts to sign up for a free Lucid account [2].

Confirm Lucid Connection

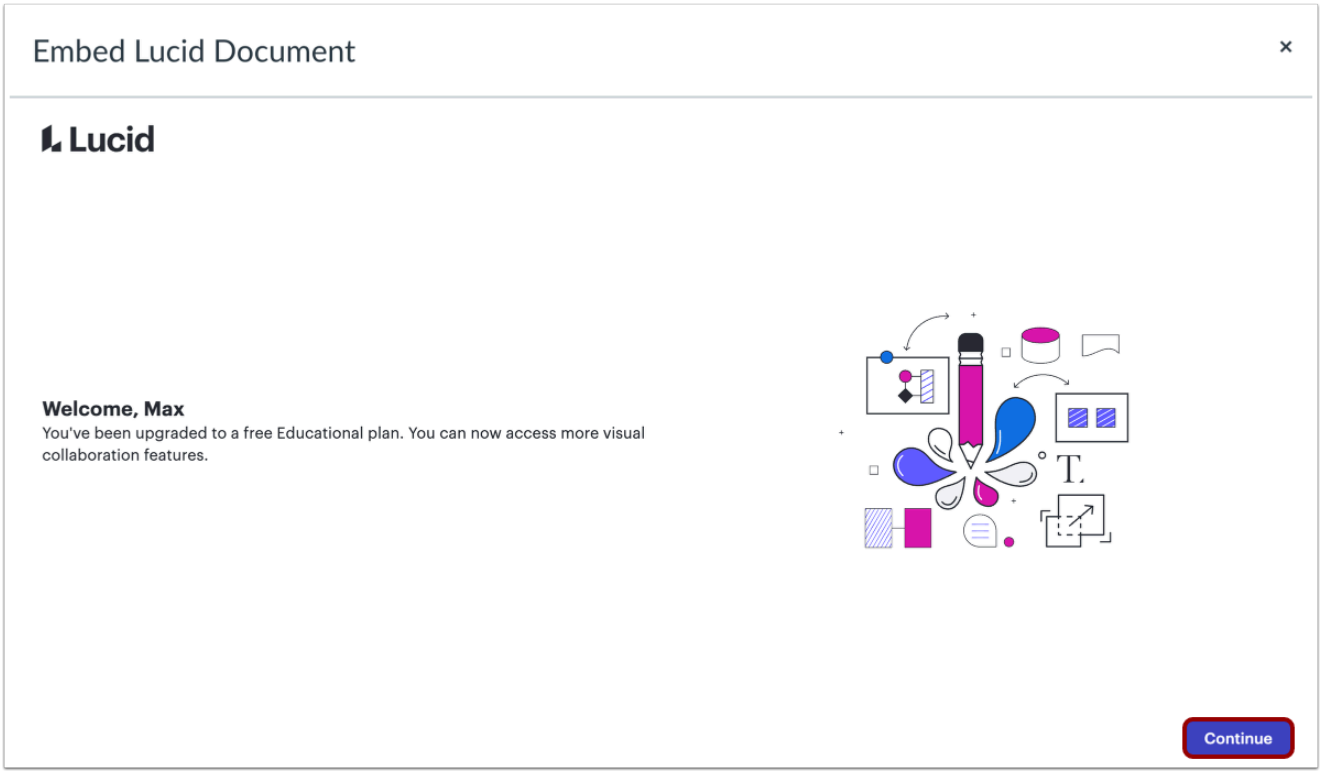


After logging in to Lucid, your Lucid account name displays [1]. To connect your Lucid account to your Canvas account, click the **Connect to Lucid** button [2].

To switch to a different Lucid account, click the **Switch account** button [3].

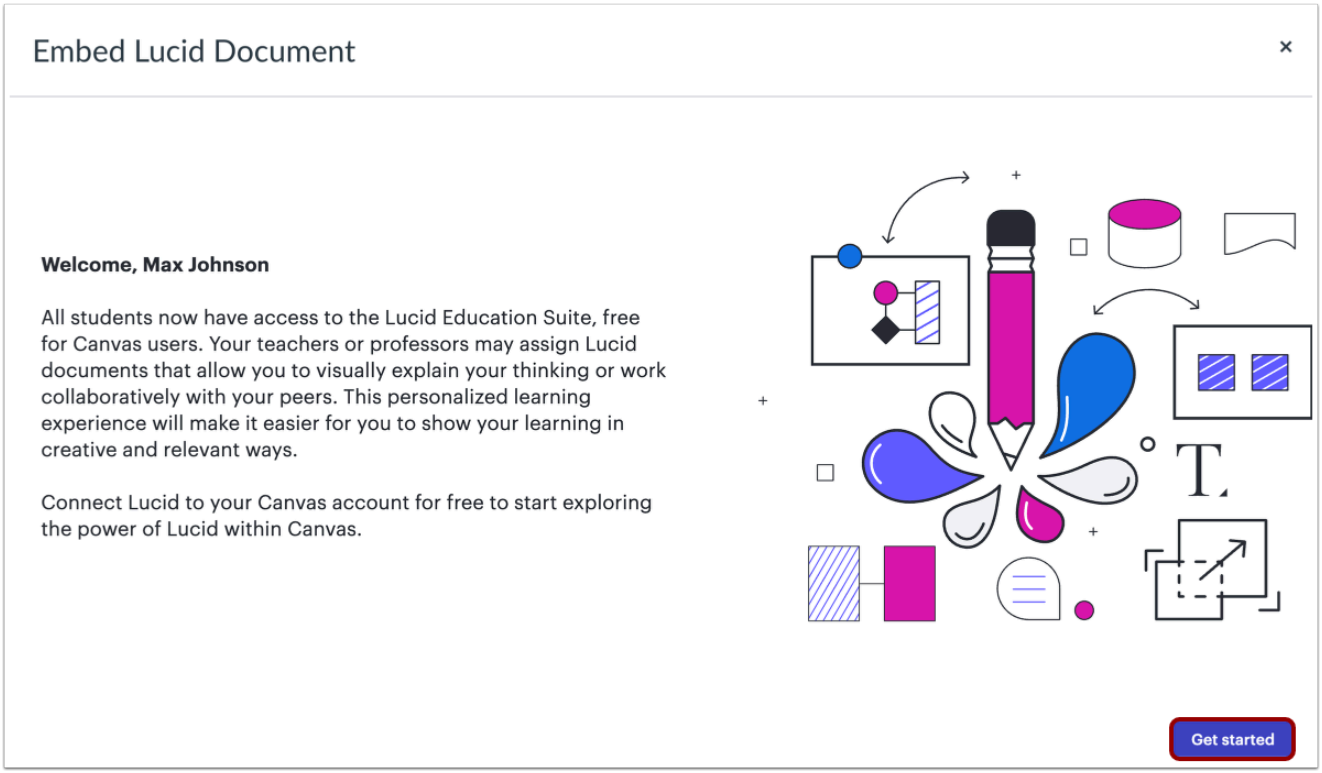
Note: To view this page after logging in to Lucid, you may need to refresh your Canvas browser tab.

Confirm Lucid Educational Plan



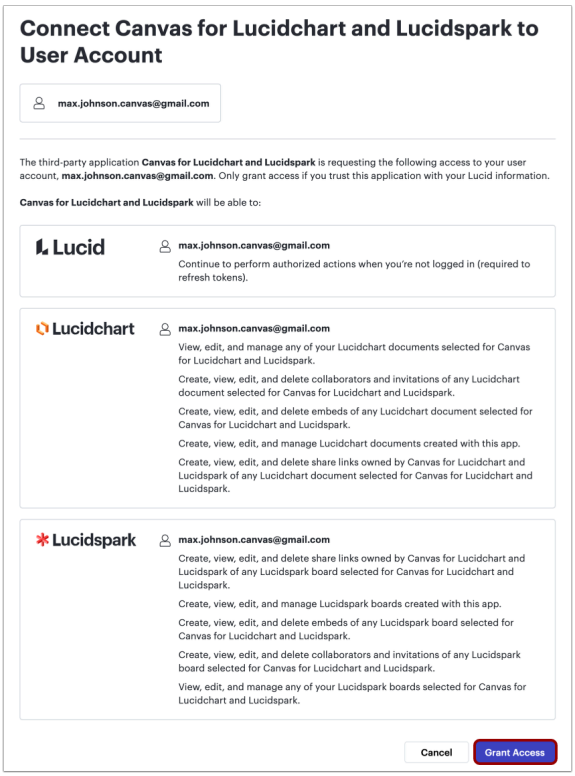
Your Lucid account is upgraded to a free educational plan. To acknowledge, click the **Continue** button.

Connect Canvas to Lucid



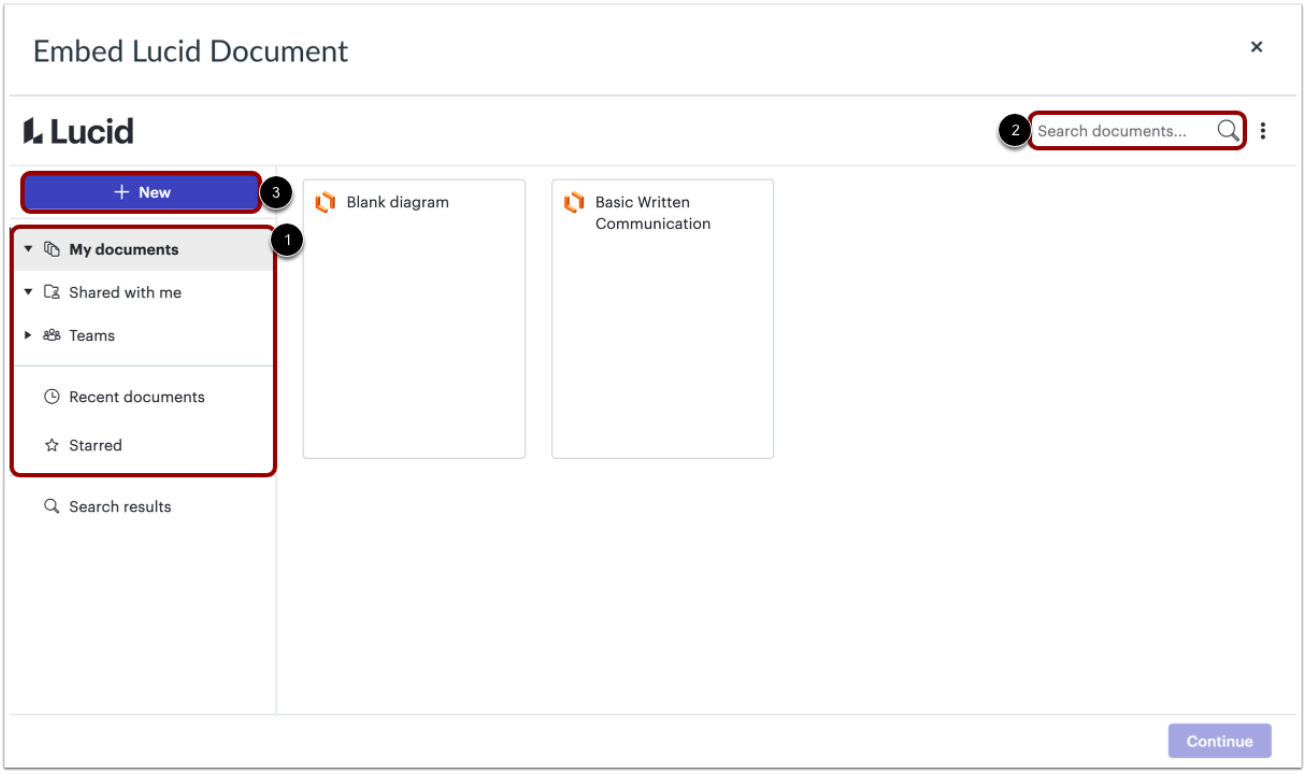
To complete the connection between your Canvas and Lucid accounts, click the **Get Started** button.

Grant Account Access



A new browser tab displays. After reviewing the request for access, click the **Grant Access** button.

View Lucid in Canvas



Once your Lucid and Canvas accounts have been connected, you can view existing Lucid documents [1] and search existing documents [2].

To create a new Lucidchart document or new Lucidspark board, click the **Add New** button [3].

Learn more about using Lucid in Canvas.

Canvas Features

What is Course Analytics?

Course Analytics provides interactive graphs and tables that allow instructors and students to track data related to course grades, activity, and communication. Instructors can track student grades, submission status, weekly course activity, individual student participation, and online attendance. Instructors can also use Course Analytics to message students based on their submission status or grade.

Students can use Course Analytics to view and download data about their course grades, weekly online activity, and Inbox communication.

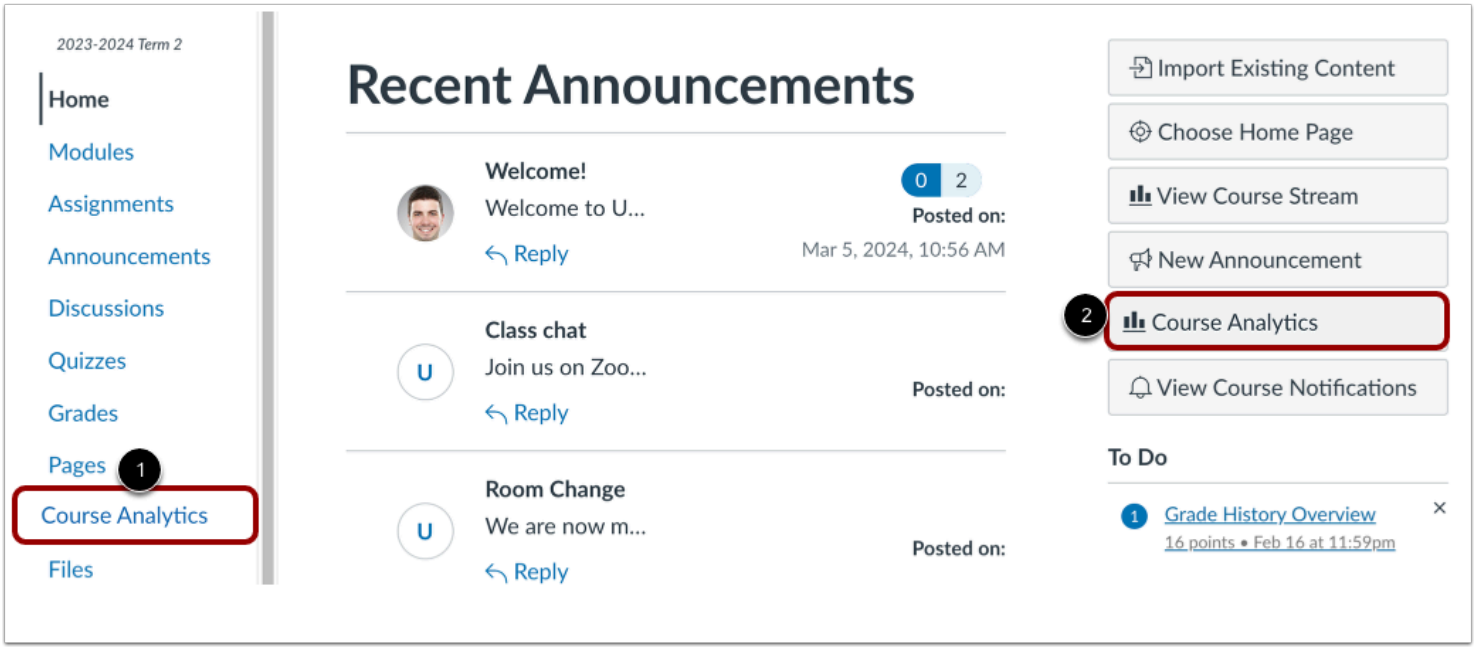
Data displays in interactive chart graphs or tables. You can also download the data.

This transition offers increased load schedule frequency (every 8 hours instead of the current 24-48 refresh), ensures consistency in metrics with other data products across Canvas, and improves data quality and availability.

Notes:

- Currently, Course Analytics is managed at the account and course levels through the New Course and User Analytics feature option. Course Analytics will replace the current analytics feature at the course and user levels in a future release.
- In order for Course Analytics to display in Canvas, you may need to enable third-party cookies in your browser settings.
- Course Analytics data does not display for unpublished courses.
- Users can view Course Analytics only if their course role permission includes *Analytics - view pages*.
- Because mobile page view data is based on device settings and network connection, it may vary from the time the page views actually occurred. Page view data should not be used to assess academic integrity.
- Unposted assignments are not included in Course Analytics course grade tab.

Course Analytics Access

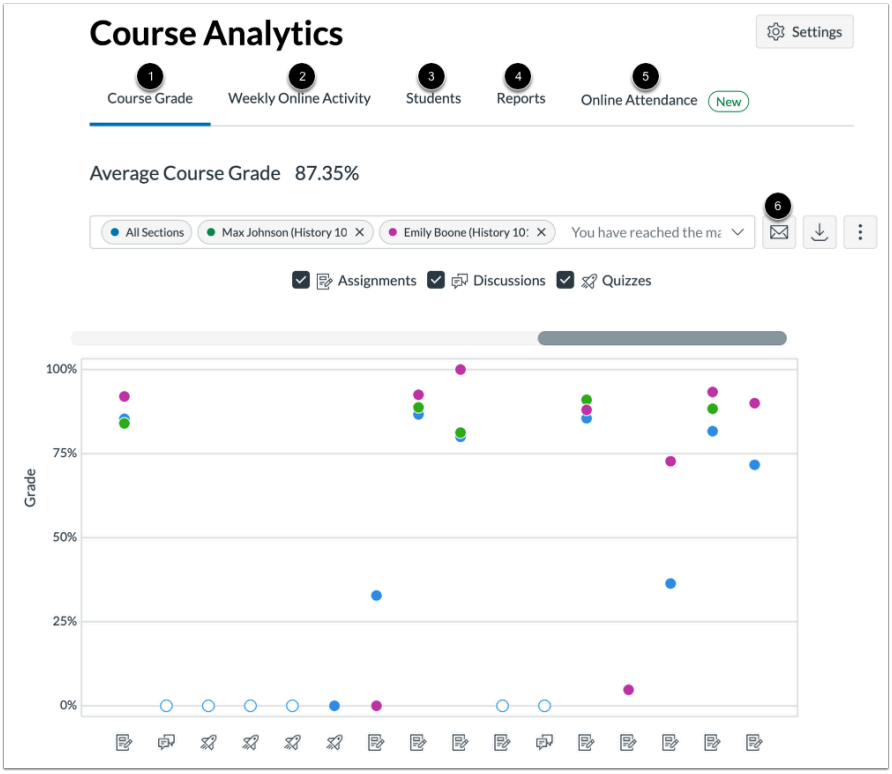


To access Course Analytics from Course Navigation, click the **Course Analytics** link [1].

You can also access Course Analytics from the **Course Analytics** button in the Course Home Page [2].

Note: If you do not see Course Analytics in Course Navigation, an instructor may need to enable Course Analytics in your Course Navigation.

When would I use Course Analytics as an Instructor?



You can use Course Analytics to track course grades for student submissions, course activity, individual student data, communication data, submission status data, and online attendance.

As an instructor, you can perform various activities using the following tabs in Course Analytics:

- **Course Grade** [1]: View average course grade analytics as an interactive chart graph or a data table. You can also compare the course average with an individual assignment, course section, or student filter using the chart graph comparison or data table comparison.
- **Weekly Online Activity** [2]: Access page view and participation data as an interactive chart graph or a data table. You can also compare the course average weekly online participation analytics with an individual student or section using the chart graph comparison or data table comparison.
- **Students** [3]: View grade and participation analytics for individual students. You can also view message communication data between you and individual students.
- **Reports** [4]: Run and download reports on missing, late, or excused assignments. The Class Roster report provides a list of enrolled students along with their contact information. The Course Activity report provides a list of daily user interactions in course resources.

- **Online Attendance** [5]: Discover whether students have met online attendance criteria that has been selected by an admin. Admins must enable and configure this report.

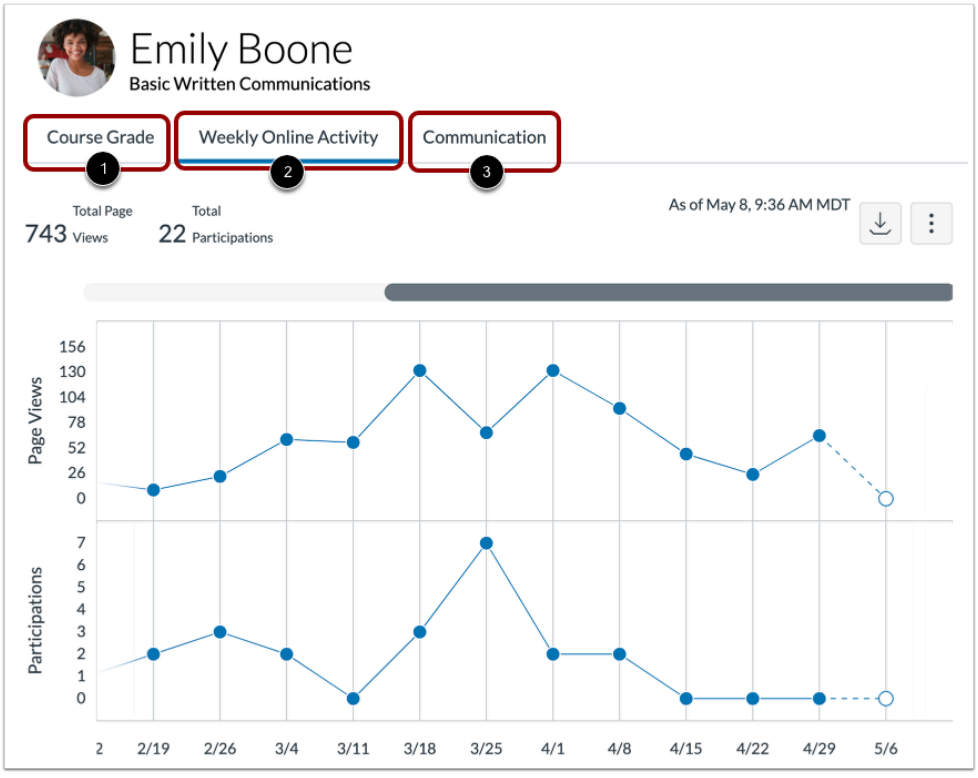
You can also use Course Analytics to communicate with students based on the analytics [6]. You can:

- Send a message to all students based on specific course grade or participation criteria.
- Send a message to an individual student based on specific course grade or participation criteria.

Notes:

- Data is for viewing only and cannot directly be changed.
- Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.
- Courses with a course weight higher than 50,000 may not load properly. For courses with a course weight under 50,000, any loading issues should be reported to Canvas Support. Additionally, courses with a section weight over 100,000 (calculated as the number of sections multiplied by the number of students) cannot load Course Analytics and will display a message indicating the course is too large to load.

When would I use Course Analytics as a Student?



You can use Course Analytics as a student to view and/or download data about your grades, course activity, and communication. To access data, click the following tabs:

- **Course Grade** [1]: View a graph or table displaying your grades and submissions
- **Weekly Online Activity** [2]: View a graph or table displaying page views and participation activities
- **Communication** [3]: View a graph or table displaying Inbox message data

What are Page Views and Participations?

A "page view" is when you open a page in a course. Page views can indicate how a user has been accessing course resources. However, because page view data is based on requests to the server, use page view data only as a good approximation to activity and not an absolute metric. Page view data is most valuable for understanding whether activity occurred, and to make comparisons across students within a course or when viewing trends week to week.

Several actions define "participation" in Canvas and collectively describe events where a user takes an action within a course. The following student actions generate analytics course participation:

- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- New Quizzes: submits a new quiz
- Pages: creates a page
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz

What are Announcements?

Announcements allow instructors to communicate with students about course activities and post interesting course-related topics. Course announcements are designed to allow instructors to broadcast information to all members of a course or to all members of sections within a course.

Students may be able to reply to announcements, but replies are not considered to be a conversation and do not appear in the Inbox. Students may also be able to create announcements in a student group.

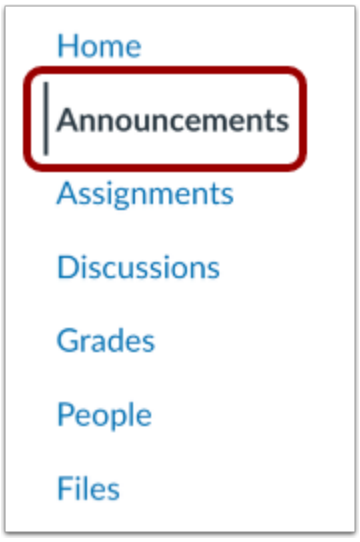
View the Announcements Overview video or learn more from:

- Announcements lessons for instructors
- Announcements lessons for students
- Announcements lessons for observers

Notes:

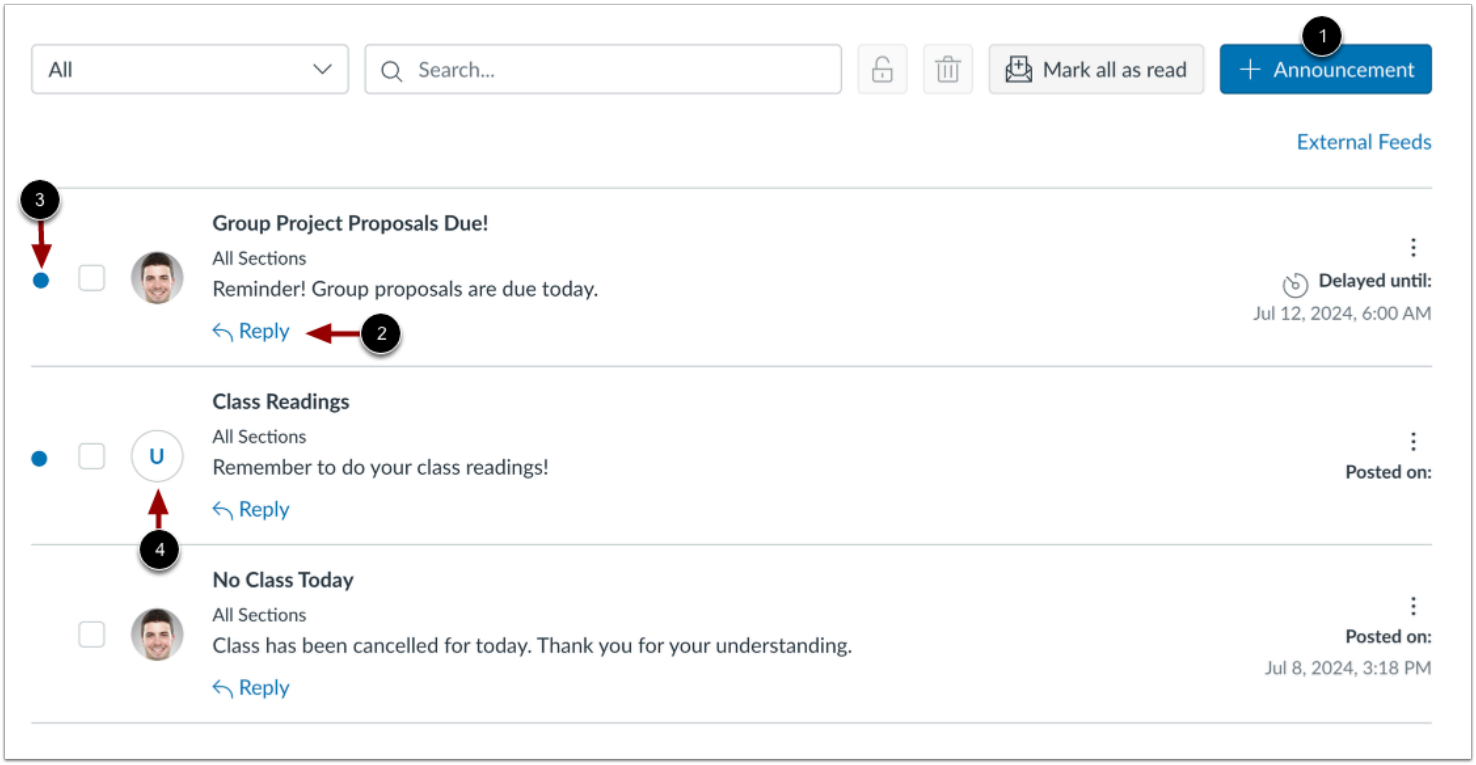
- Admins can create global announcements for account-wide communication.

Open Course Announcements



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

View Announcements



Course announcements display on the Announcements Index page. To communicate with students about the logistics of a course, instructors can add an announcement [1]. Instructors can format and add content to announcements using the Rich Content Editor features. Instructors can also use announcement options to allow others to reply/comment [2], enable podcast feeds, allow liking, and specify a time frame for the announcement.

As soon as an instructor creates an announcement, Canvas takes care of notifying students according to their preferred notification settings. There are also unread and read indicators next to the announcements [3].

Instructors have the option of feeding posts from a blog or other information sources directly into their Announcements page using RSS. RSS feeds can be filtered by keyword to prevent irrelevant content from entering the course. Students who use RSS readers can subscribe to course announcements outside of Canvas.

Notes:

- You can use keyboard shortcuts to navigate individual announcements. To view a window with a list of keyboard navigation shortcuts, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.
- If an announcement was imported using a course copy, the Course Import Tool, or a blueprint course, the profile picture displays the letter U in place of a user's profile picture [4]. Additionally, copied announcements do not include a posted date and time.

When would I use Announcements?

As an instructor, use Announcements to:

- Remind your students what they need to accomplish to stay on track.
- Point students to internal and external resources that will help them achieve course Outcomes.
- Leave a message for the entire class with video or audio comments.
- Celebrate student success and important events that may be of interest to your students.
- Feed a custom RSS feed related to the topic of the course to your students.
- Automatically share blog posts written by your students on Wordpress, Blogger, etc. with custom RSS feeds.

As a student, you may be able to view and reply to course announcements. You may also be able to add announcements in a student group.

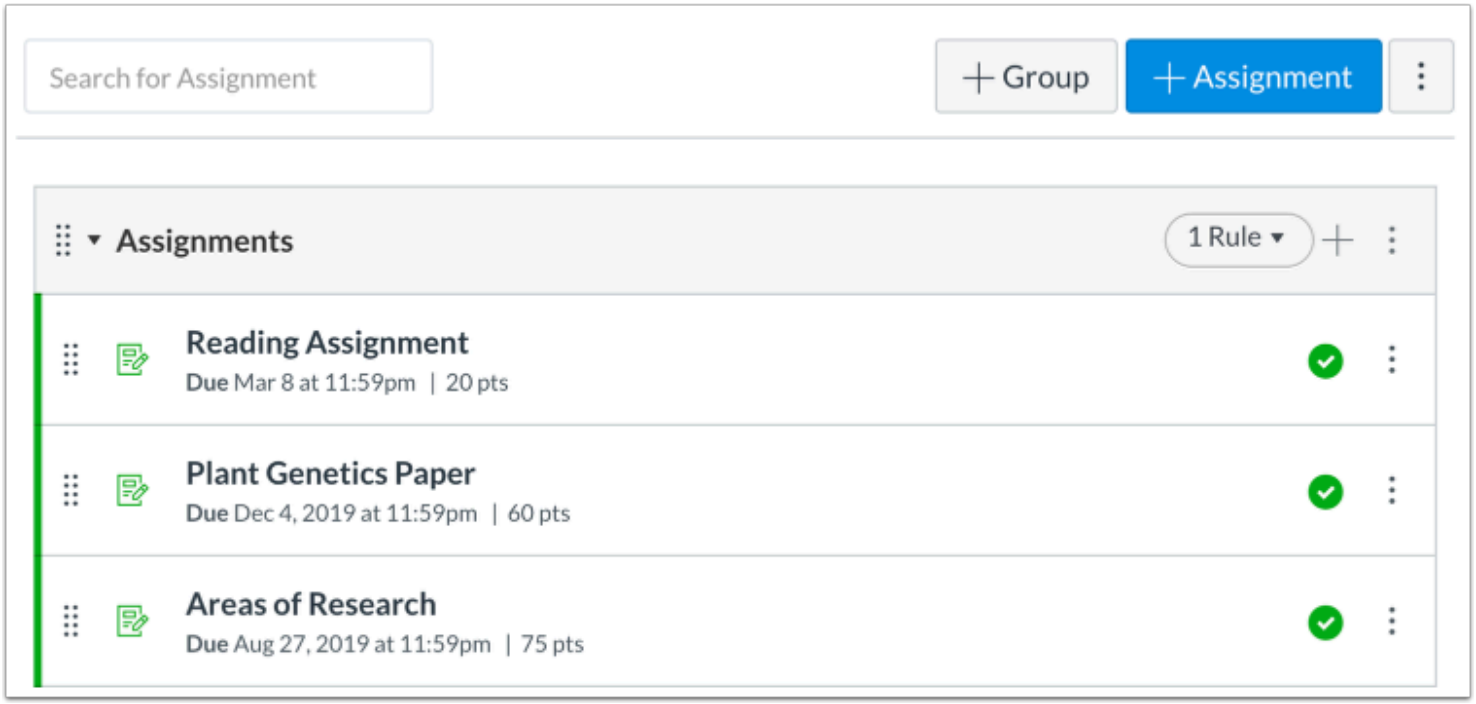
What are Assignments?

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page shows students all of the Assignments that will be expected of them and how many points each is worth.

Assignments can be assigned to everyone in the course or differentiated by section or user.

The Assignments page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

Instructor View



Any assignment created and published in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view them. Additionally, any assignments created in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

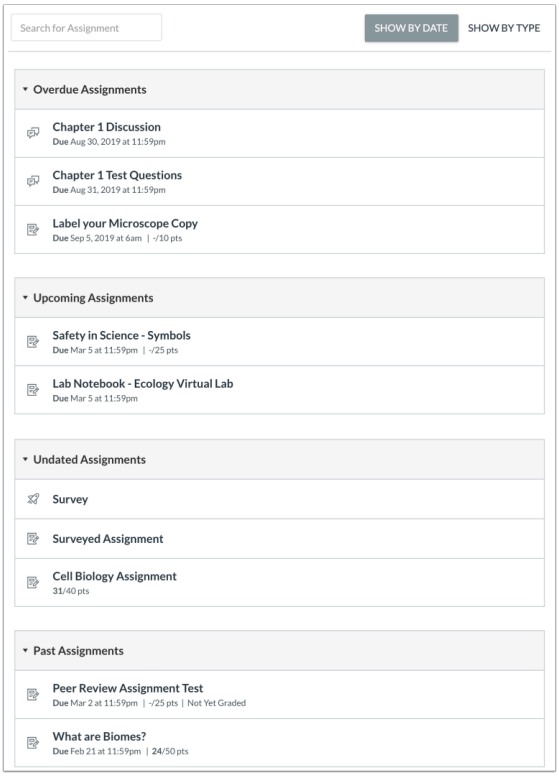
Assignments can also be organized in Modules.

When would I use Assignments?

Assignments can be used to:

- Assess how well students are achieving course Outcomes
- Set up online submissions that can be quickly graded in the SpeedGrader
- Grade online as well as student work submitted "on-paper"
- Create differentiated assignments for sections
- Set up peer reviews
- Grade Discussions, either by the whole class or student groups
- Open Quizzes for a limited amount of time
- Record attendance
- Create ungraded activities that align with course Outcomes
- Assess submissions with moderated grading and multiple reviewers

Student View



Any assignment created by an instructor in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features.

To access an assignment, click the name of the assignment.

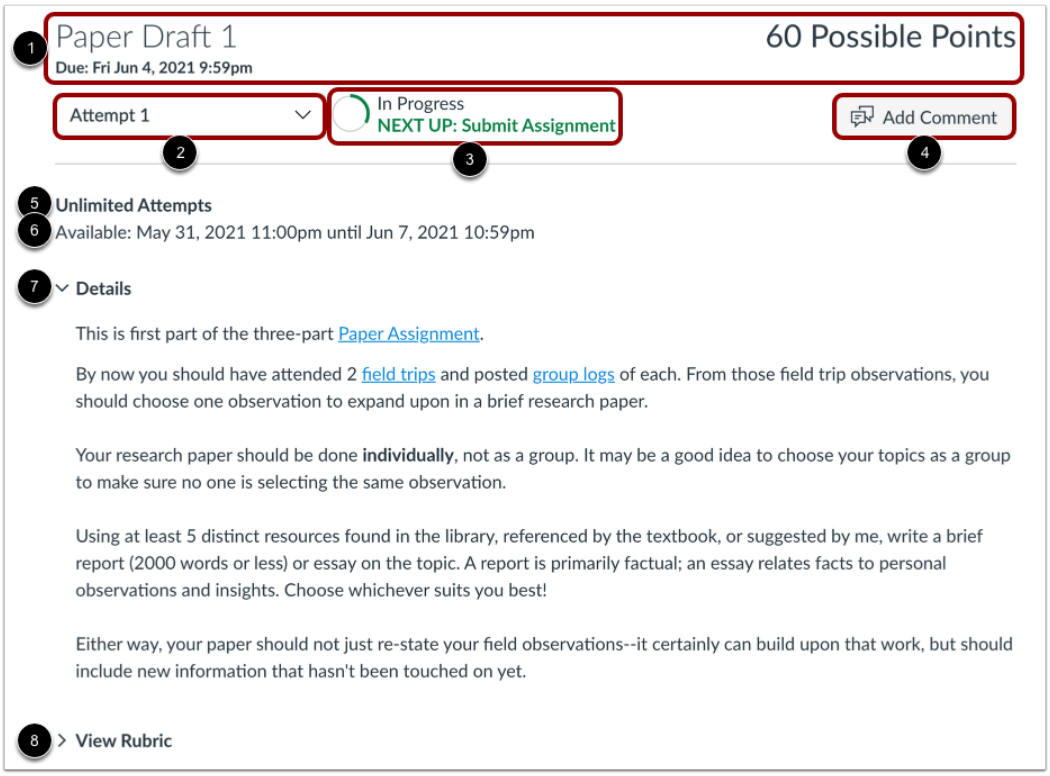
What is Assignment Enhancements?

Assignment Enhancements is an update to the Classic Assignment Details page that improves the assignment interface and submission workflow for students.

Admins can enable the Assignment Enhancements - Students feature preview. If enabled and locked, Assignment Enhancements is enabled in all courses in the account. If enabled and unlocked, teachers can manage the feature preview from the course level. If disabled, the Classic Assignment Details is used for all courses in the account.

Note: If students are not able to view an assignment with Assignment Enhancements, the Assignment Enhancements - Student feature preview has not be enabled or the assignment type is not supported. Please view how to view assignments for more information.

View Assignment Details Using Assignment Enhancements



The Assignment Enhancements page displays assignment information.

The **Assignment Summary** header displays the assignment title, due date, and points possible [1]. Not all assignments may have a due date.

The **Attempt** drop-down allows you to view submission attempts for the assignment [2]. By default, the Attempt drop-down displays your most recent submission attempt.

The **Progress Tracker** displays the assignment submission and grading status [3].

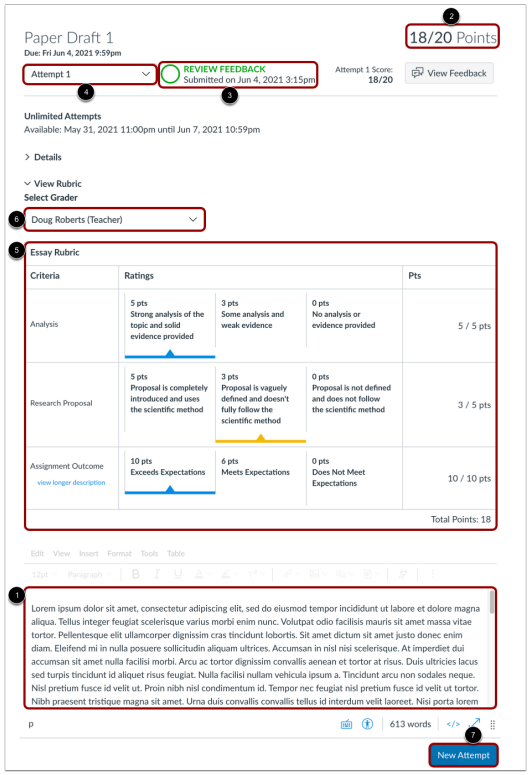
To view assignment feedback or add an assignment comment for your instructor, click the **Add Comment** button [4].

View the number of allowed attempts [5] and availability dates [6].

Any added assignment instructions display in the **Details** section [7].

If a rubric was added to the assignment, view it by clicking the **View Rubric** link [8].

View Graded Assignment Using Assignment Enhancements



The most recent submission displays [1].

When a submission has been graded, the grade displays [2] and the Progress Tracker displays the Review Feedback status [3].

If multiple submissions have been added, they can be previewed by selecting the attempt from the **Attempt** drop-down [4].

If a rubric was used to grade the assignment, the completed rubric displays [5]. If multiple graders scored your submission with a rubric, you can view how individual grader's completed the rubric using the **Select Grader** drop-down [6].

If permitted, students may resubmit another attempt using the **New Attempt** button [7].

Note: If students are not able to resubmit work, the instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.

What is the Calendar?

One of the challenges facing both students and instructors is keeping track of all of the assignments planned throughout the term. Instructors are teaching multiple courses and students are learning in multiple courses. Every course has its own timeline for when things need to be done. The Calendar helps everyone stay on schedule and up to date.

The Calendar in Canvas is a global feature, meaning users can see all courses assignments and events in one place. Calendars can be filtered by selecting or deselecting courses in the sidebar.

To help manage user calendars, courses customized in the courses drop-down menu as a favorite course will always be listed at the top of the user's calendar list in the calendar sidebar. By default, the Calendar displays a maximum of 10 course calendars. To increase the amount of course calendars that can display to users in your Canvas account, contact your Customer Success Manager.

Instructor View

The Calendar is used for reminding students of graded Assignments with specific due dates. To provide students with detailed descriptions of how synchronous class time will be used, consider using Pages or customizing the Course Home Page.

The Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if you create, change, or delete the due date of an Assignment on the Calendar, it will show up in all the others and vice versa. You can change dates easily by dragging and dropping assignments from one date to another.

When would I use the Calendar as an instructor?

As an instructor, use the Calendar to:

- View and create activities in your course as well as events and personal reminders; you can also filter the calendar view to only see specific calendars.
- Quickly add Assignments to a blank course. Fill in the details of those Assignments later.
- Adjust the dates of Assignments that have been imported from previous terms. Canvas makes it easy to drag and drop events across multiple months.
- Copy the iCal feed for all of your courses and import it to your preferred personal Calendar, such as Google or Outlook.
- Set recurring calendar events.
- Schedule appointments with students using the Scheduler (optional feature).
- Subscribe to Account Calendars made by admins (optional feature).

Student View

Students can use the calendar to view their upcoming course events and assignments. They can also create personal events such as study groups.

When would I use the Calendar as a student?

When would I use the Calendar as a student?

- View course calendars and group calendars.
- Create personal calendar reminders.
- Filter the calendar view to only see specific calendars.
- Copy the iCal feed for all of your courses and import it to your preferred personal Calendar, such as Google or Outlook.
- Set recurring calendar events.
- Subscribe to Account Calendars made by admins (optional feature).

What is Canvas Portfolio?

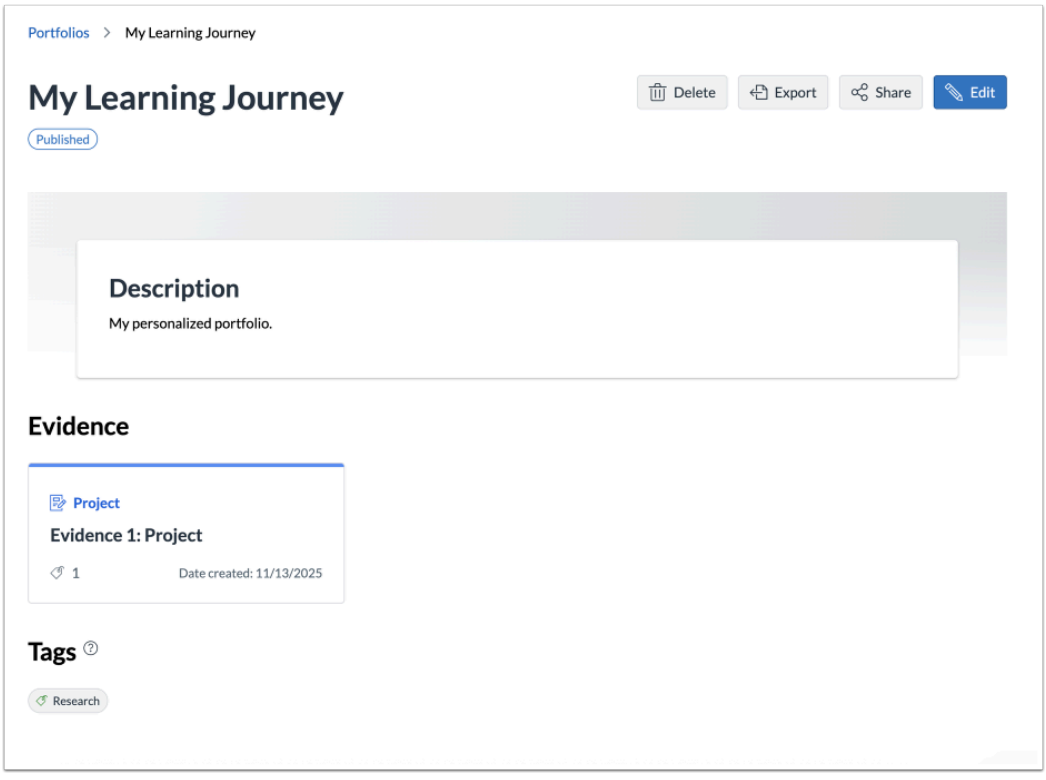
Canvas offers two types of portfolios to support both learner-driven and instructor-guided use cases: Showcase Portfolios and Evaluation Portfolios. These tools support storytelling, assessment, and the validation of competencies.

In Portfolios, instructors can assign structured, competency-based portfolios, enabling learners to submit work aligned with the institutions defined requirements and skills. Learners can also create their own showcase portfolios, curating evidence of academic and co-curricular work with more flexibility, including reflections, tags, and shareable links.

Notes:

- If the Portfolio feature does not display in your account, it hasn't been enabled by your institution.
- Email and In app notifications are not currently supported.

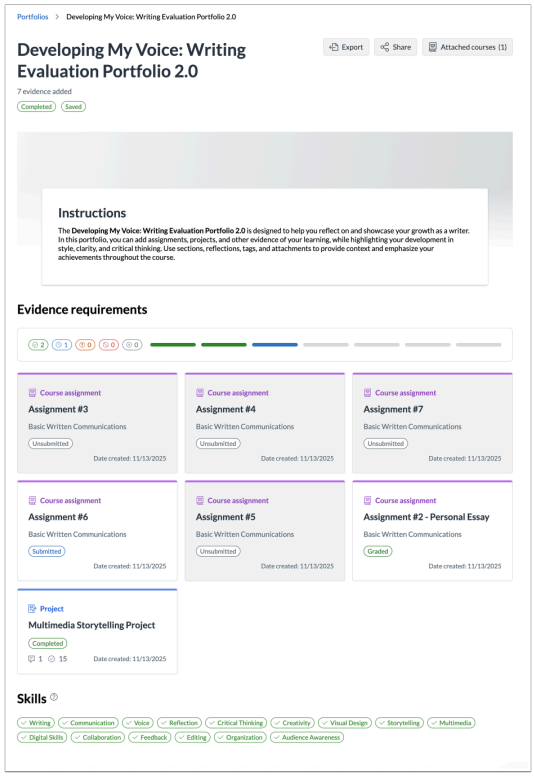
View Showcase Portfolios



Showcase Portfolios help learners tell their own stories and highlight growth beyond the classroom.

- Enable learners to build personalized portfolios organized by theme, experience, or timeline.
- Support multiple evidence types, including submitted Canvas assignments and custom portfolio evidence (e.g., projects), allowing learners to submit artifacts directly in the portfolio and reflect on their work.
- Let learners use tags to emphasize competencies and themes, aligning their work with personal or professional goals.
- Offer export options as PDF or HTML, and allow bulk downloading of uploaded portfolio files.
- Facilitate external sharing through public links or direct publishing to LinkedIn.

View Evaluation Portfolios



Evaluation Portfolios allow instructors to support structured assessment and track learner progress over time.

- Portfolios can be generated using one or more Canvas courses as their foundation, with links to key assignments and competencies.
- Educators can establish evidence requirements to align expectations and support consistent demonstration of competencies.
- Align portfolio evidence with institutional competencies to help learners demonstrate specific skills and knowledge.
- Monitor progress with real-time visibility into submission status and portfolio completion.

- Streamline grading by using Canvas assignments with SpeedGrader or by reviewing Portfolio evidence, such as projects, extracurricular activities, and professional experiences, directly within the portfolio.
- Portfolio evidence can only be marked as Complete or Not Complete, and educators can leave comments on custom evidence to provide feedback to learners.
- Review learner reflections and narratives to better understand learning and growth.
- Support feedback and iteration with options for revisions and resubmissions.

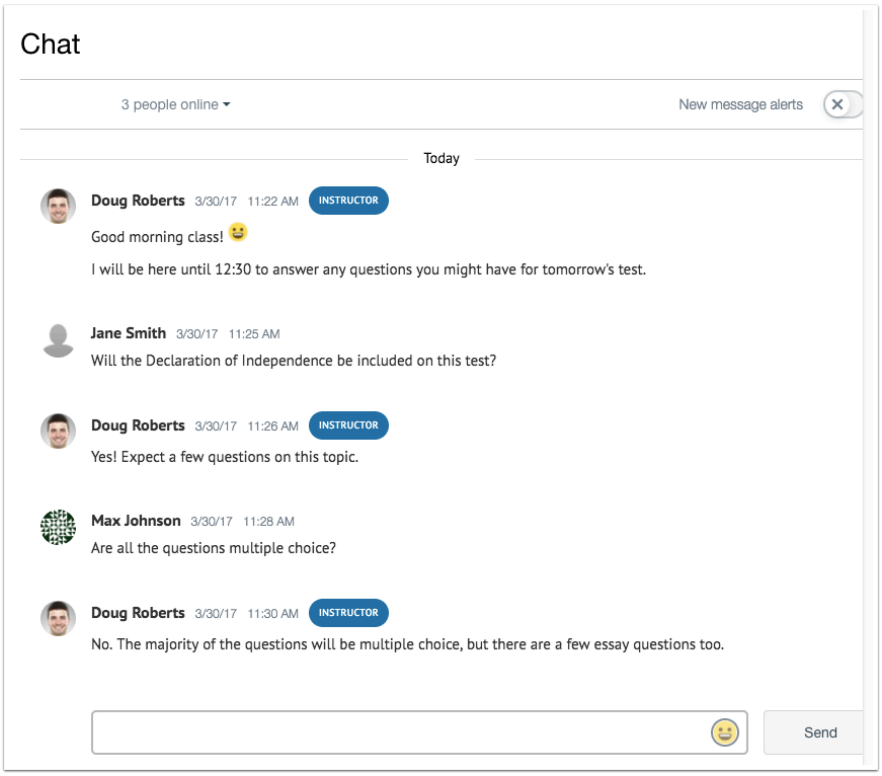
What is Chat?

The Chat tool in Canvas allows students and teachers to interact in real time.

Notes:

- The Chat tool must be enabled for your institution before it can be used in Canvas courses. If you are an admin, contact your Customer Success Manager for assistance.
- When Chat is enabled at the account level, it is enabled by default in all courses within the account.
- Chat is not available when masquerading.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by disabling cross-site tracking prevention in Safari when using Canvas.

View Course Chat



Chat is a course tool that is available to all students in the course. Chats cannot be limited to specific students.

Instructors can use the chat tool to allow students to contact them when online, create virtual office hours, conduct group discussions or study sessions.

All users in the course can also access the chat history.

Note: Students cannot delete chat comments.

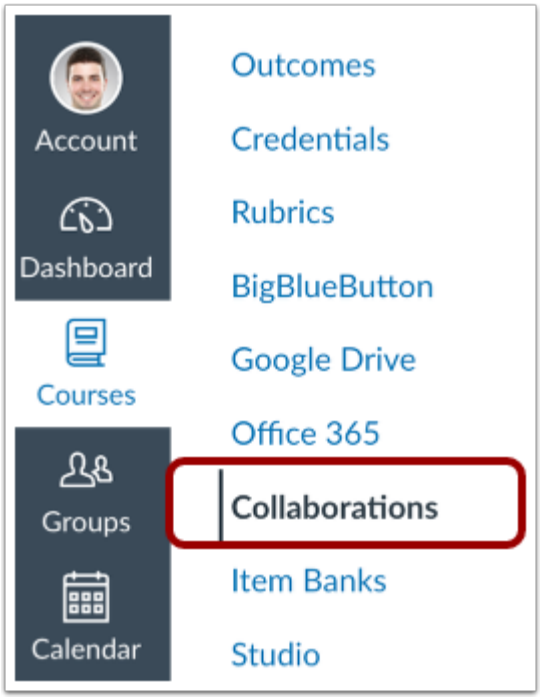
What are Collaborations?

Collaborations allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users is immediately visible to everyone.

As an admin, you can configure External Apps (LTI) and manage collaboration tools.

Depending on your institution and course settings, you can collaborate using Google Docs, Google Assignments, Google Drive files, and Microsoft Office files.

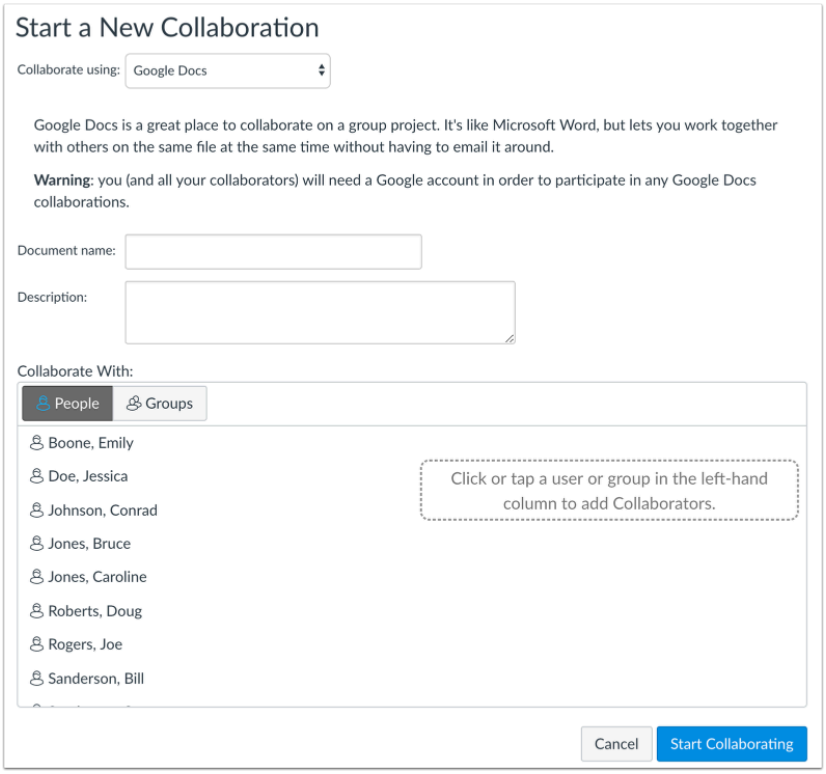
When would I use Collaborations?



You can use Collaborations to:

- Copy and paste notes that everyone can access.
- Share bullet-point lists or agendas for upcoming synchronous class or group time or meetings.
- Create a text-based whiteboard that everyone in the classroom can see and refer to later.
- Assign student groups a collaborative assignment as a graded assignment (instructor feature).

View Google Docs Collaborations

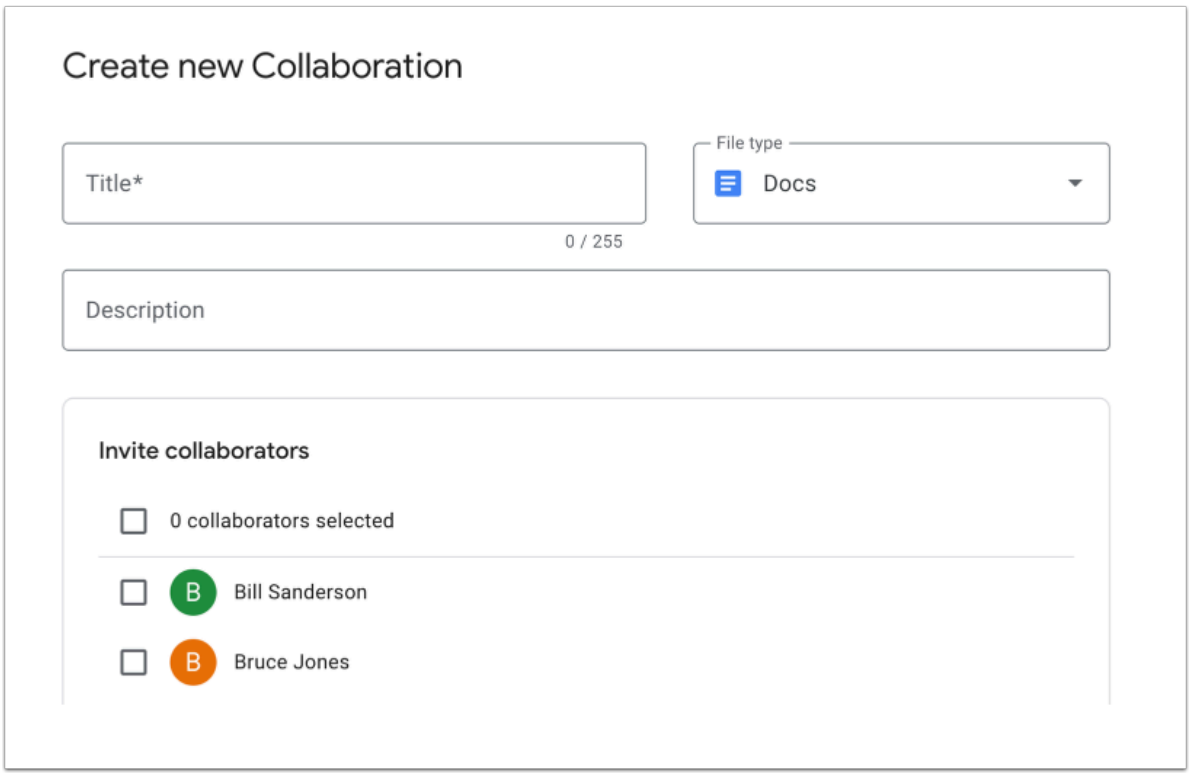


All Canvas courses support Google Docs as the default collaborations tool. Collaborations that leverage Google Docs require that all participating students have created and linked their Google account to their personal Settings.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, Google collaborations has a limit as to the number of users who can access a collaboration at any time.

Learn how to create a Google Docs collaboration as an instructor and create a Google Docs collaboration as a student.

View Google Assignments LTI 1.3 Collaborations

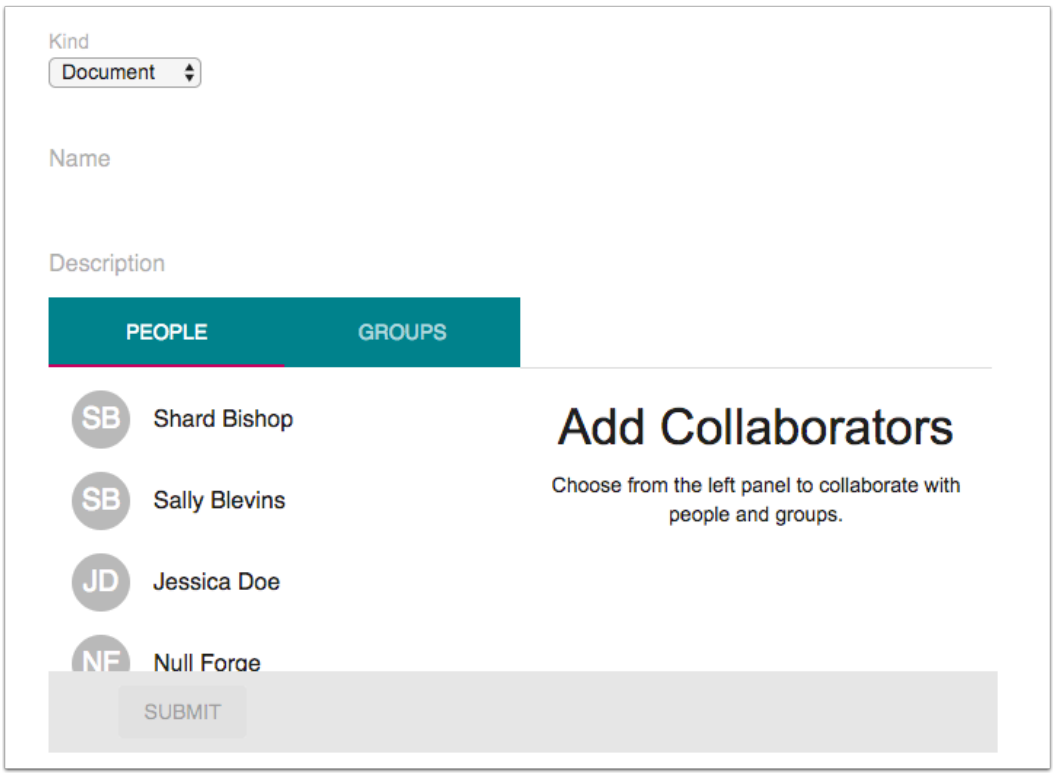


Collaborations also supports the Google Assignments LTI 1.3, which is enabled in a course as an external app. Google collaborations not only allow users to create Google Docs, but they can also create other Google Workspace files.

In order to use collaborations, Canvas admins need to enable the Google Assignments LTI 1.3 integration and configure it with the necessary credentials.

Learn how to create a Google Assignments LTI 1.3 collaboration as an instructor and create a Google Assignments LTI 1.3 collaboration as a student.

View Google Drive Collaborations

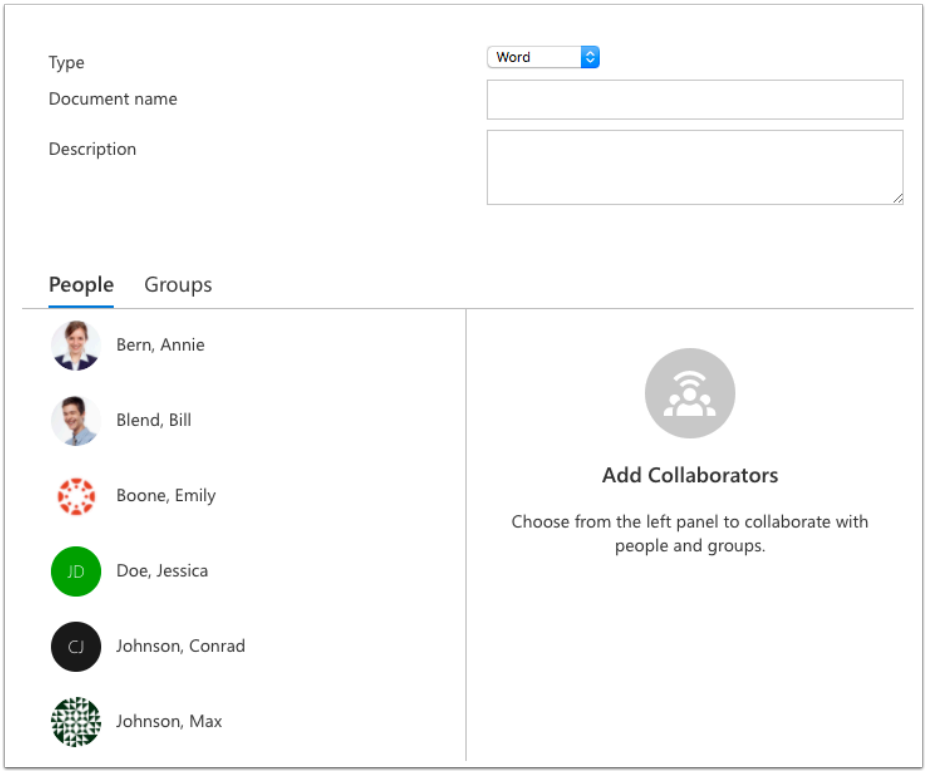


You can also create collaborations through the Google Apps LTI, which is enabled in a course as an external app. Google Drive collaborations allow you to collaborate on Google Spreadsheets and Google Presentations.

The Google Apps integration requires enabling the External Collaborations Tool account feature option. However, enabling this feature changes the Collaborations interface and removes any existing Google Docs collaborations.

Learn how to create a Google Drive collaboration as an instructor and create a Google Drive collaboration as a student.

View Microsoft Office Collaborations



When the Microsoft Office 365 LTI is enabled in a course as an external app, you can collaborate using a Microsoft Word, Excel, or PowerPoint file.

Learn how to create a Microsoft LTI collaboration as an instructor and create a Microsoft LTI collaboration as a student.

What are Conferences?

Conferences are primarily used for virtual lectures, virtual office hours, and student groups. They can also be used to demonstrate technologies or troubleshoot technology issues online. For best performance, Conferences should be limited to 25 users or fewer. By default, Canvas integrates with the conferencing tool BigBlueButton.

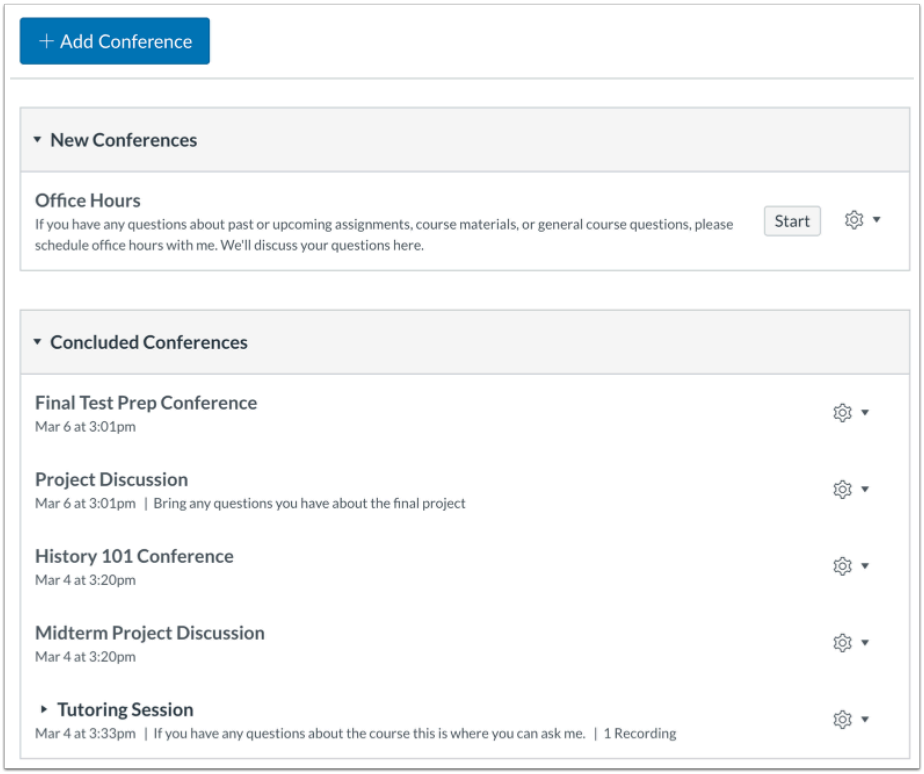
Notes:

- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- If you use BigBlueButton Premium Tier, you can allow Canvas user profile pictures to display as user avatars in BigBlueButton. To enable this feature, contact your Customer Success Manager. Learn more about the BigBlueButton integration with Canvas.
- For more information on web conferencing options in Canvas, view Web Conferencing Resources.
- BigBlueButton has recently had updates to their product. For more information see the polling/quizzing article and a look at the new Quizzing capabilities coming in BigBlueButton 3.0 video.

Instructor View

Conferences makes it easy to conduct synchronous (real-time) lectures for all users in a course. Conferences allows users to broadcast real-time audio and video, demo applications, share presentation slides, or demo online resources.

When would I use Conferences as an instructor?



Use Conferences to:

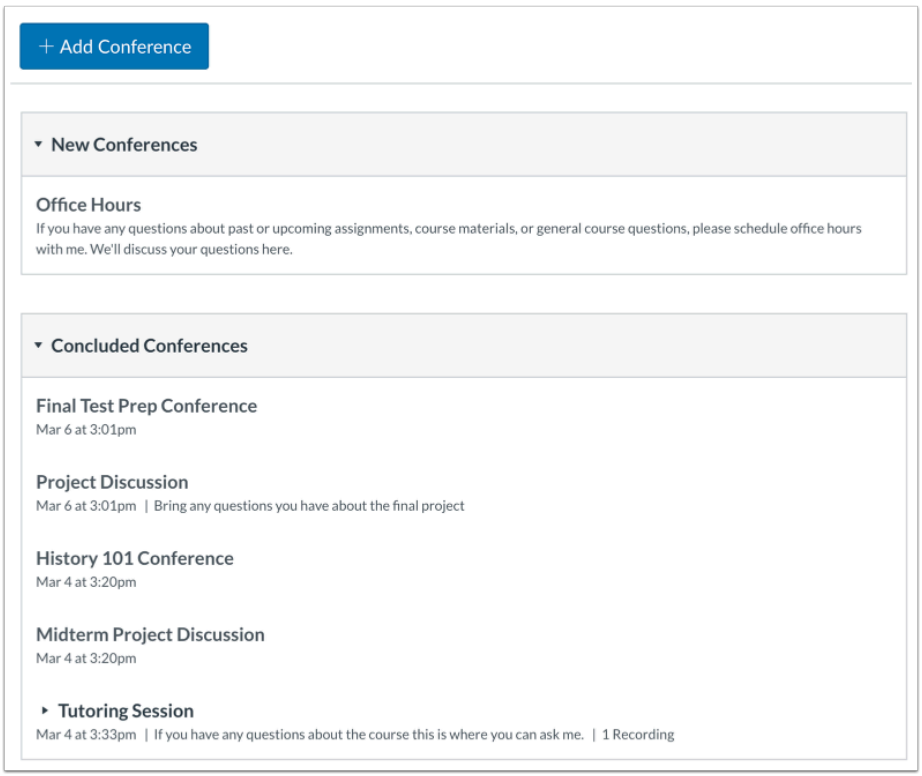
- Connect with your students for online office hours or study sessions designed to help them prepare for a test.
- Connect with your colleagues for professional development webinars.
- Practice presenting online. Students can set up practice presentations in their student Groups.
- Invite special guests to your classroom by adding them as a student or observer to your course.
- Broadcast a live event or lecture to the students that can't be onsite.
- Record your conferences so students can view them at a later date. Recordings are automatically deleted 7 days after the conference ends.

Learn more about conferences as an instructor.

Student View

Students can create conferences to talk about course assignments, host study groups, and collaborate on projects.

When would I use Conferences as a student?



Use Conferences to:

- Connect with your instructor for online office hours or study sessions
- Connect with fellow students for guest speakers or professional development webinars
- Practice presenting online in student groups or with your instructor in a class conference
- Collaborate in student groups for group projects or other coursework

Learn more about using conferences as a student.

What is the Course Import Tool?

The Course Import Tool makes it easy to extract course content, assignments, and quizzes from previous terms and quickly import them into existing courses. The same tool is used to import course materials from different Learning Management Systems. Some limitations apply to course imports.

Notes:

- Importing courses and course files count against course file quotas. However, copying existing Canvas courses and course files reference the original Canvas course file quota and do not count against course file quotas.
- If you import LTI content from a course, the external tool may need to be reconfigured in the course that receives the content in order for that content to be accessible.

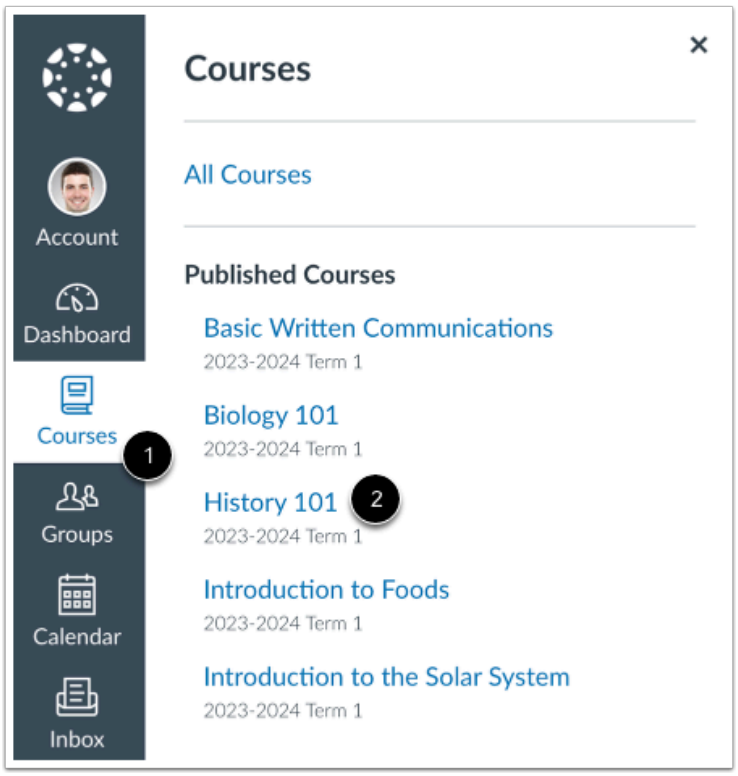
When would I use the Course Import Tool?

You can use the Course Import Tool to:

- **Copy course content** from term to term, including Announcements and Discussions. You can adjust the events and due dates to coordinate with your current term.
- **Select specific content** you want copied. You can select individual Assignments, Pages, Files, and anything else from previous courses you or your colleagues have taught. The Course Import Tool supports keyboard navigation when selecting content to import.
- **Import course materials** from different Learning Management Systems. The Course Import Tool does not import user content.

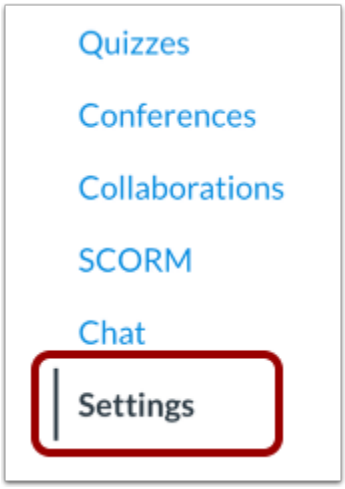
Note: Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.

How do I use the Course Import Tool?



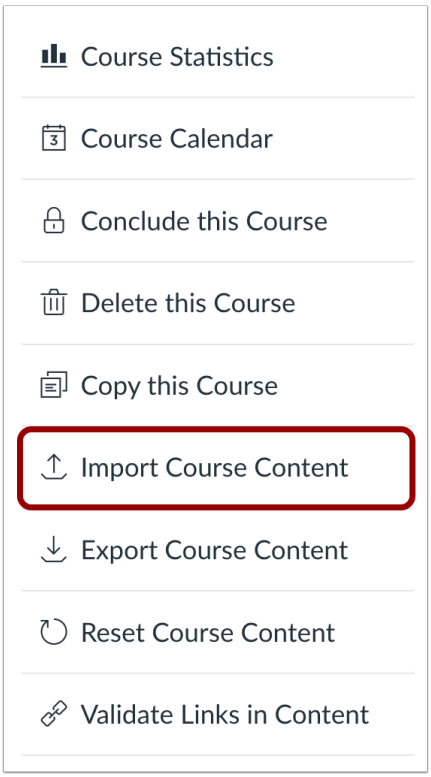
In Global Navigation, click the **Courses** link [1], then click the name of the course into which you want to import content [2].

Open Settings



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

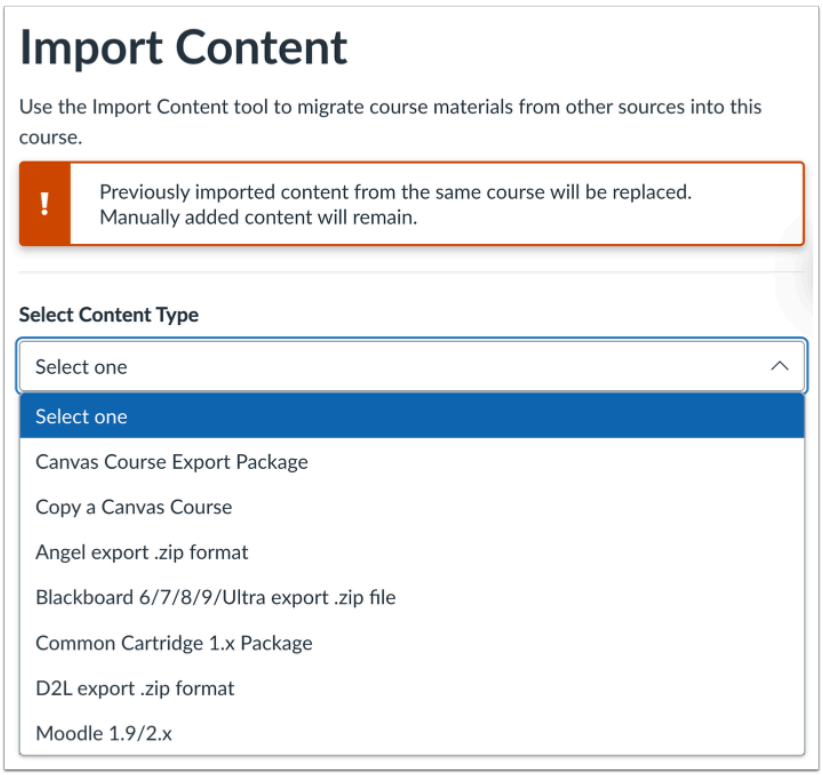
Open Course Import Tool



Click the **Import Course Content** button.

Note: You can also open the Course Import Tool from Course Navigation by clicking the **Home** link, then clicking the **Import Existing Content** button.

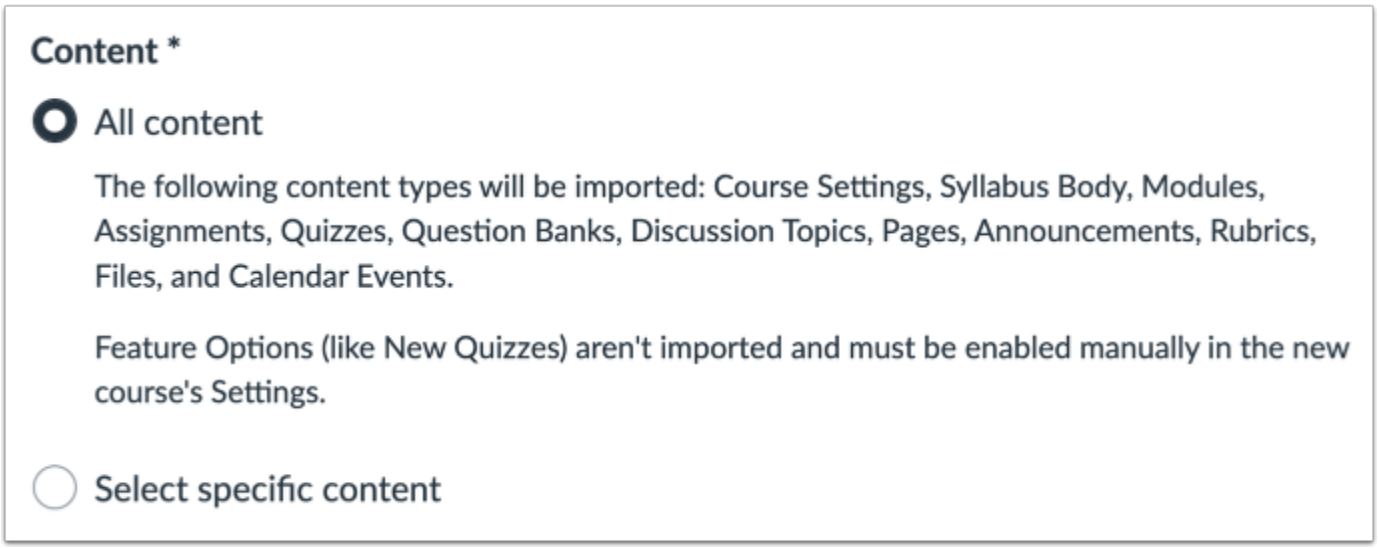
Choose Import Source



The Course Import Tool allows you to do any of the following:

- Import all content or choose specific content to copy from another Canvas course
- Import a Canvas Course Export Package (courses that were previously exported from Canvas)
- Import a ZIP file of assignments, files, course content, etc. into an existing folder
- Import an Angel export ZIP format
- Import a Blackboard 6/7/8/9 export ZIP file
- Import a Blackboard Vista/CE, Web CT 6+ Course
- Import a Common Cartridge 1.0/1.1/1.2 package
- Import a Desire2Learn (D2L) export ZIP format
- Import a Moodle 1.9/2.x ZIP file
- Import a QTI ZIP file

Import Content



When importing content, the tool allows you to import all content or select specific content. This feature is useful for institutions or instructors who only want to copy specific elements of a course, such as assignments or modules.

The following behaviors currently apply to Canvas copies or imports:

- Draft State settings are retained in course imports. If an assignment is unpublished in a course when it was copied or exported, the assignment will also be unpublished in the content import.
- Mastery Paths conditional items are not retained in course imports, and paths must be re-created after the import is completed.
- Copying content retains any links or files associated with the content, such as in an assignment.
- When selecting assignments only, Canvas imports all assessment items within the Assignments page (including any associated quizzes and discussions). Assignments will remain in their assignment groups if an entire assignment group or all assignments are imported.
- SCORM content is included in course copies. SCORM content should only be copied within accounts that use the same key and secret configuration.
- When manually copying a course, the user who copies the course will automatically be added to the course with an instructor role.
- When selecting specific content and only importing a New Quiz with stimulus questions, the images associated with the stimulus question do not automatically import and need to be selected for import at the same time.

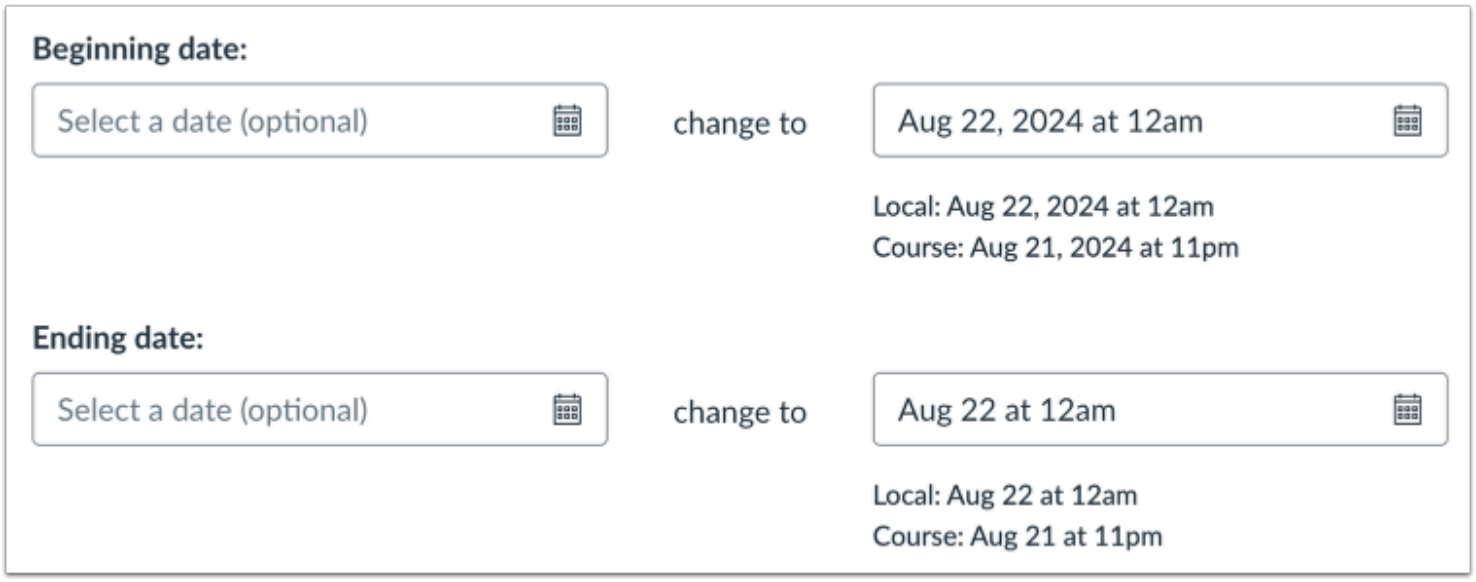
Import Limitations

The following behaviors also apply to Canvas copies or imports:

- Group sets do not copy as part of the import. Any existing group sets in the new course will be linked to the group set with the same name. However, if there are no group sets with the same name in the new course, the assignment will be linked to a new Project Groups set.
- Importing specific content from a Canvas course export package does not retain images and linked files in the content, such as in an assignment, page, or discussion.
- When selecting individual assignments, assignments are placed in an assignment group called Imported Assignments. However, assignments can be moved into other assignment groups as necessary.
- Enrollment-related data, which includes course users, collaborations, conferences, groups, and sections, and feature option settings are not included in course content imports.
- Announcements and Discussions do not retain the name of the user who originally created the course content. Additionally, students do not receive announcement notifications for imported announcements. However, a badge indicating a new announcement displays on the Card View and Recent Activity Dashboards.
- Assignments with a manual grade posting policy and anonymous assignments retain the manual grade posting policy and their anonymous settings as part of the course import.
- Calendar item locations (e.g., office hours slots with an assigned office location) are not included in course imports.

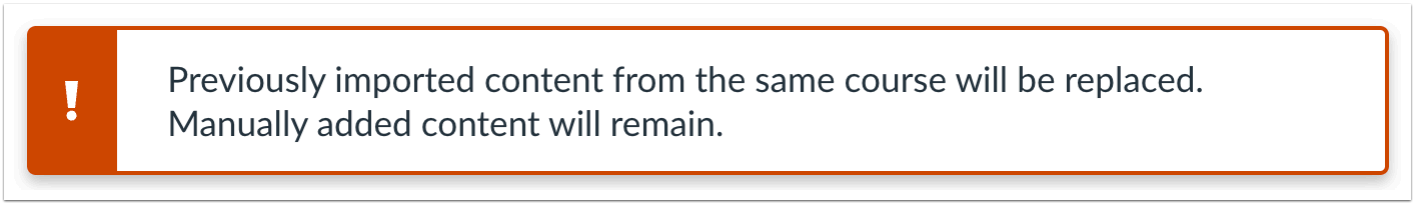
Note: To prevent 0s (zero grades) from being automatically entered into the Gradebook when importing content into a course with a late/missing policy set up, it is recommended that you temporarily disable your late/missing policy before importing the content. You can re-enable it once the import is complete.

Adjust Events and Due Dates



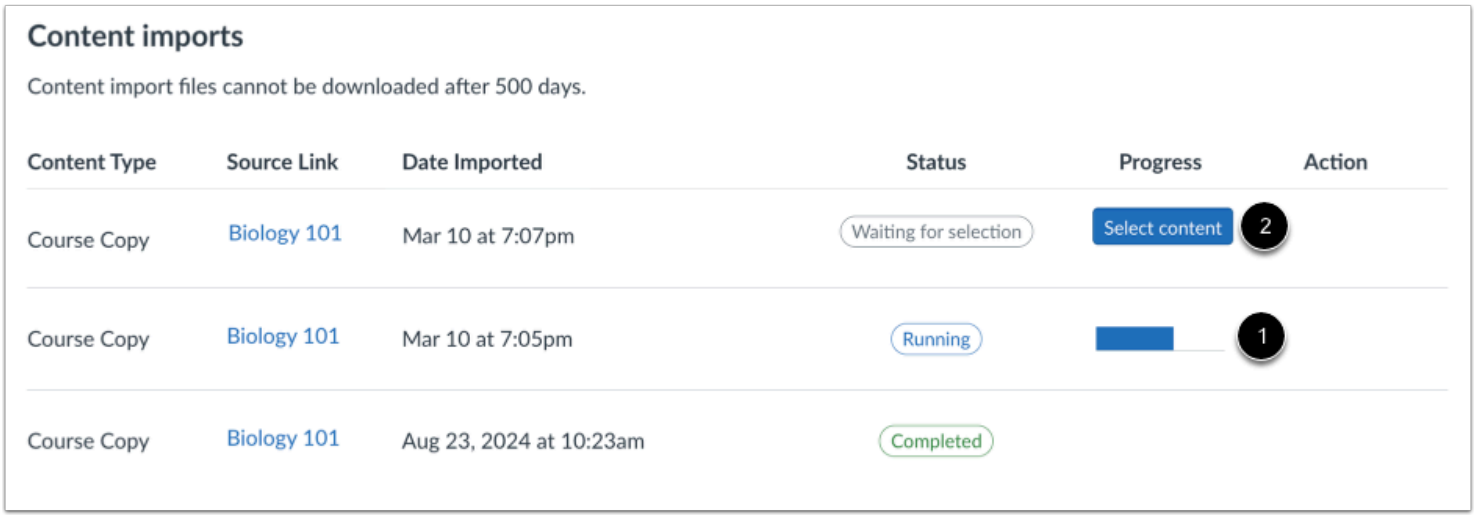
In addition to recreating the structure and content of the course, the Course Import Tool can adjust events and due dates to the new date ranges of the new term.

View Content Import Warning Message



When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

View Current and Prior Imports



The Content imports section displays the status of your import, as well as any prior import history. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import. View the other content from any completed imports by accessing any link in Course Navigation.

The import may also display other status indicators as part of the import process.

What are Discussions?

Canvas Discussions provide a built in system for class conversations. Instructors and students can create and participate in as many discussion topics as needed. Discussions support interactive communication for individuals, full classes, and groups.

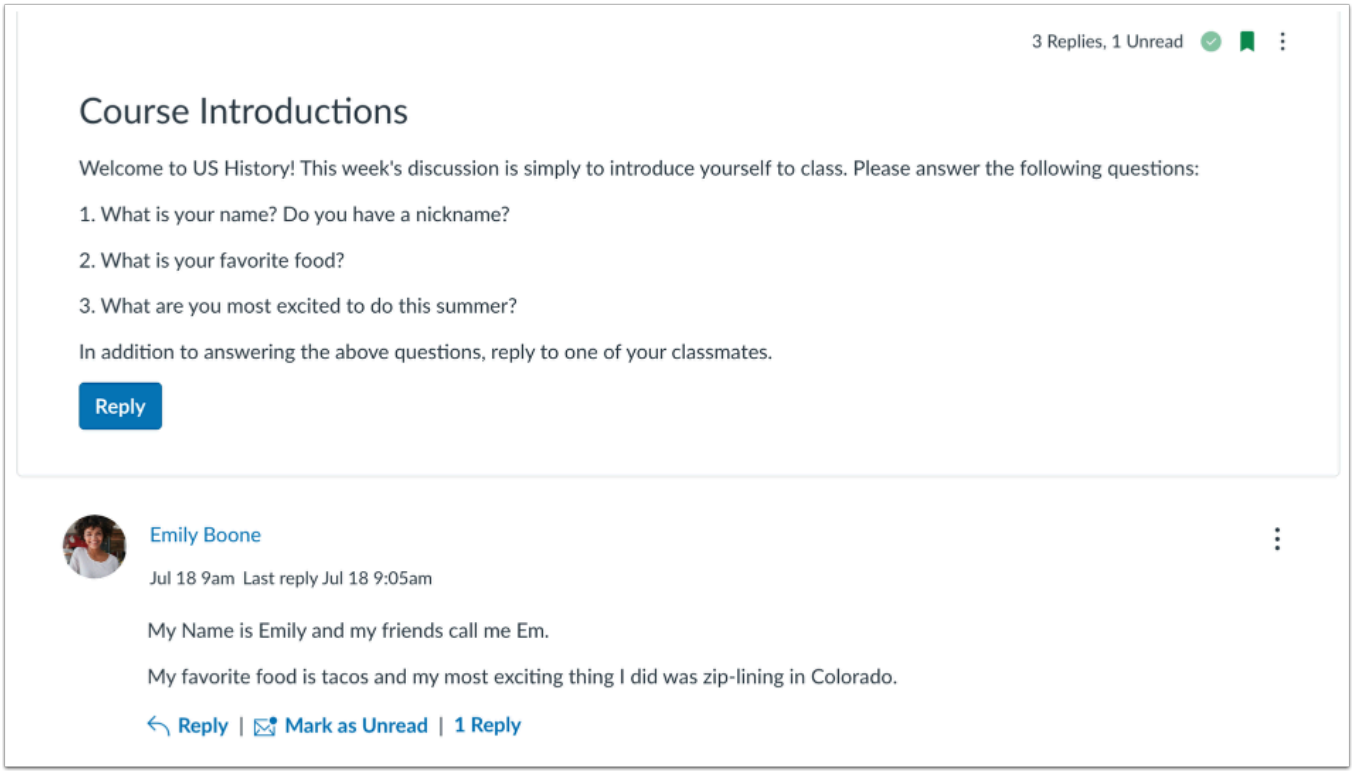
Discussions can be set up as graded assignments that connect to the Canvas Gradebook. They can also be used for ungraded conversations, topical forums, or current event discussions.

Discussion topics can be structured as focused or threaded discussions. Focused discussions allow only two levels of replies. These work best for short conversations.

Threaded discussions support unlimited reply nesting, making them suitable for longer and more detailed exchanges.

Note: Threaded discussions can grow large over time, especially in active courses. Consider using focused discussions when you want quicker and more contained interaction.

Focused Discussions



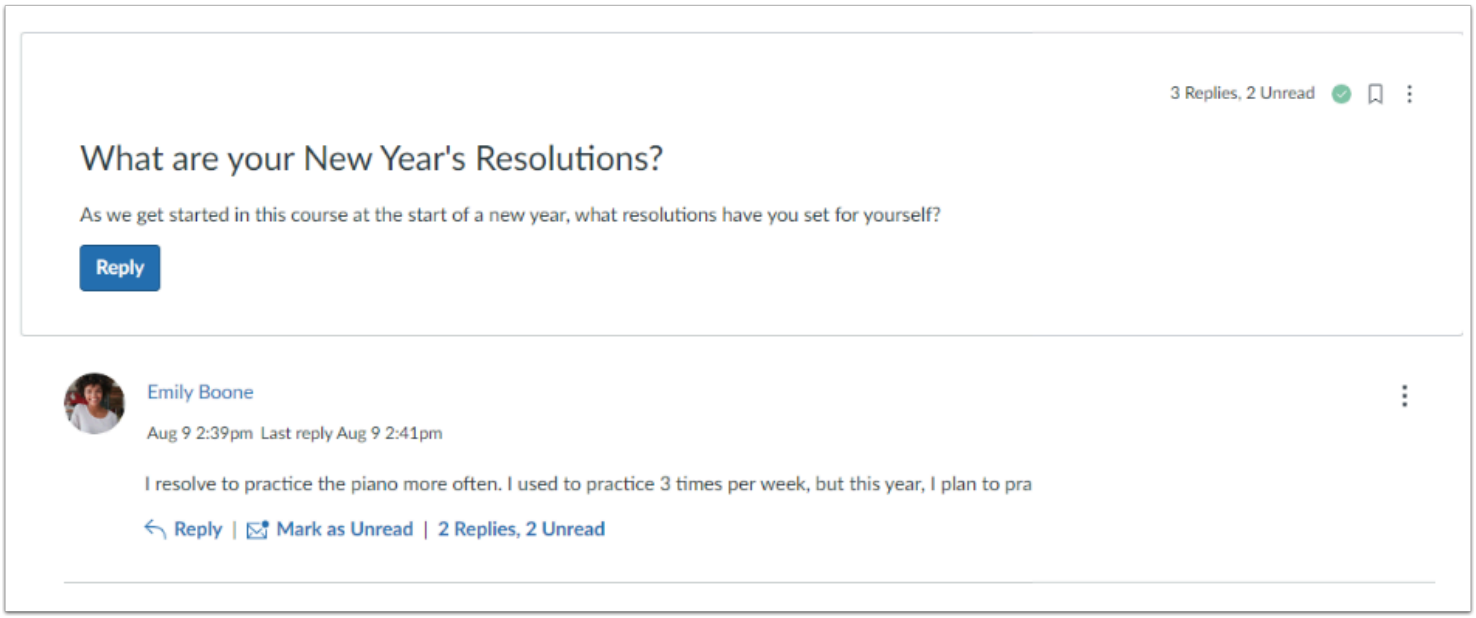
Focused discussions are relatively short-lived interactions that tend to disappear as the course progresses, such as a weekly forum for questions related to that week's activities.

Use a focused discussion for single posts and related comments. One discussion leader typically posts a message and multiple learners comment on it. Participants may leave a side comment to a reply, but cannot develop the conversation beyond two layers of nesting.

Focused discussions might also be used to:

- Answer a single question.
- Share resources amongst peers.
- Collect results from a simple research activity.
- Share solutions to a single problem.
- Correct misconceptions.
- Clarify course policies.
- Get feedback on a work in progress.
- Share insights about a single reading.

Threaded discussions



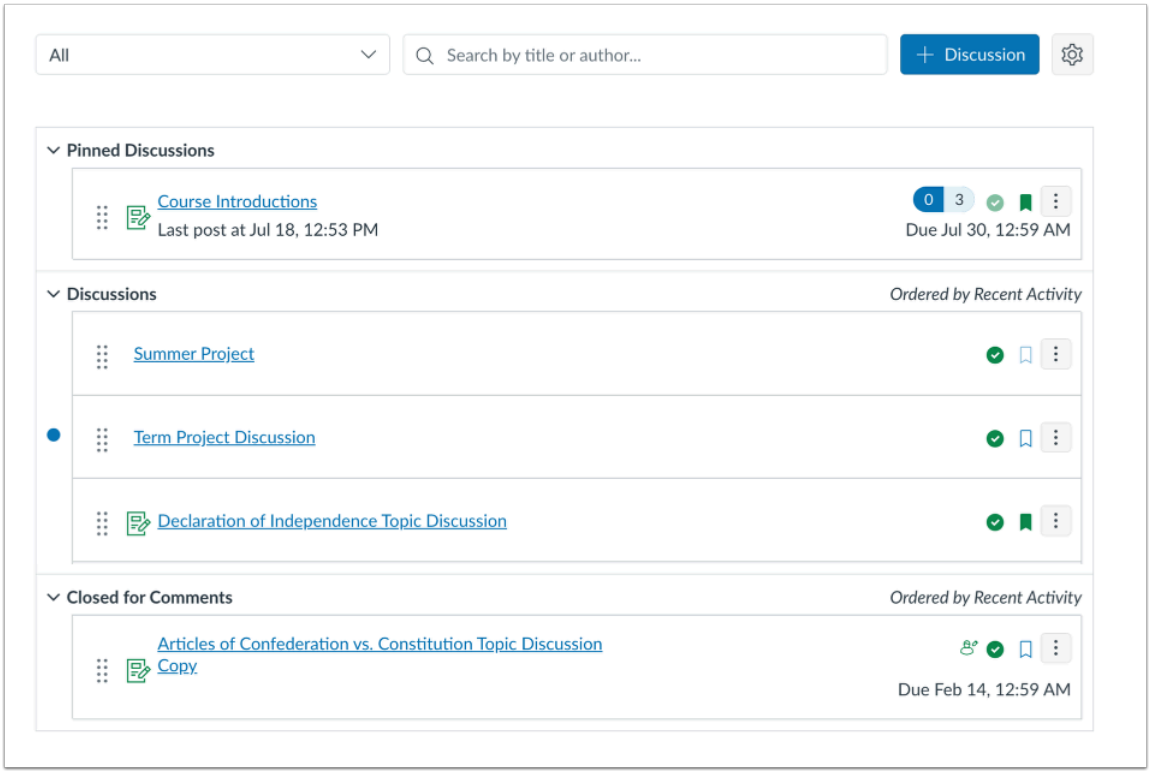
Threaded discussions include infinite layers of response nesting, allowing commenters to continue responding on a single nested thread. Threaded discussions lend themselves to the refining of complex ideas. Responses and different lines of inquiry can be quickly navigated due to its hierarchical structure. Threaded discussions may be long-standing spaces for thoughts that persist throughout an entire course.

Use a threaded discussion for multiple posts and related comments. One or more discussion leaders post a message and multiple learners comment on it with the freedom to create any number of related discussion topics and comments.

Threaded Discussions might also be used to:

- Post and answer multiple related or unrelated questions.
- Organize results from a complex research activity.
- Share and iterate upon ideas shared by each student in the course.
- Debate the pros and cons of a single issue or multiple issues.
- Ask multiple questions of a single discussion leader.
- Refine ideas between multiple discussion leaders and multiple learners.
- Facilitate group discussions around multiple topics.
- Facilitate discussions around a discussion (fishbowl conversations).
- Explore at length the feasibility of different solutions to a complex problem.

How do I use Discussions as an Instructor?



Within Discussions you can:

- Create, edit, and delete discussion topics. You can also reply to, edit, and delete individual student discussion posts.
- Create threaded or focused discussions within your course. (Private discussions can be initiated within student groups, which are not viewable by others outside that group.)
- Create discussions with varied due dates for different sections within your course.
- Create a group discussion as an assignment.
- Create a graded discussion for everyone, individual students, course sections, or course groups. When a discussion is marked as a graded assignment, the Canvas SpeedGrader™ isolates each student's comments from the thread and combines them into one easily readable view for grading.
- Subscribe to a discussion and be notified of replies.
- Enable podcast feeds within your discussions.
- Embed or attach files, images, and YouTube videos.
- Add course content directly from your course.
- Delay discussion posts until a defined date.
- Pin discussion threads that you want your students to see at the top of the Discussions page.

Notes:

- You can learn more about using Discussions as an instructor.
- You can embed an image directly into the post (visible inline) by simply **dragging the file** into the reply text box, or by clicking the **Image** icon in the Rich Content Editor toolbar.
- You can also use keyboard shortcuts to navigate individual discussion threads. To view a window with a list of keyboard navigation shortcuts, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.

What settings can I control in Discussions?

If you are an instructor, you can control certain settings within Discussions:

- Tell Canvas how to mark your discussion posts as read and unread. You can also manually mark posts as read.
- Require students to reply to a discussion before viewing other replies.
- Allow students to edit or delete their own discussion posts.
- Allow students to create new discussions and attach files in your course discussions (this setting does not apply to student groups).
- Allow students to like discussion replies in your course discussions.
- Close discussion threads to comments.
- Allow or disallow threaded replies.

How do I use Discussions as a Student?

Within Discussions, you can:

- Create, edit, and delete discussion topics.
- Reply to individual student replies, unless your instructor has disallowed threaded replies.
- Subscribe to a discussion and be notified of replies.
- Subscribe to podcast feeds within discussions.
- Embed or attach files, images, and YouTube videos.

Notes:

- Your instructor may have some of the above options disabled in your course.
- You can embed an image directly into the post (visible inline) by simply **dragging the file** into the reply text box, or by clicking the **Image** icon in the Rich Content Editor toolbar.
- You can learn more about using Discussions as a student.

How do I use Discussions as an Observer?

Within Discussions, you can:

- View your student's course discussions.
- Filter your student's course discussions.
- Subscribe to a discussion and be notified of replies.

Notes:

- Your student's instructor may have some of the above options disabled in your student's course.
- You can learn more about using Discussions as a parent/observer.

What are IgniteAI Summaries for Discussions?

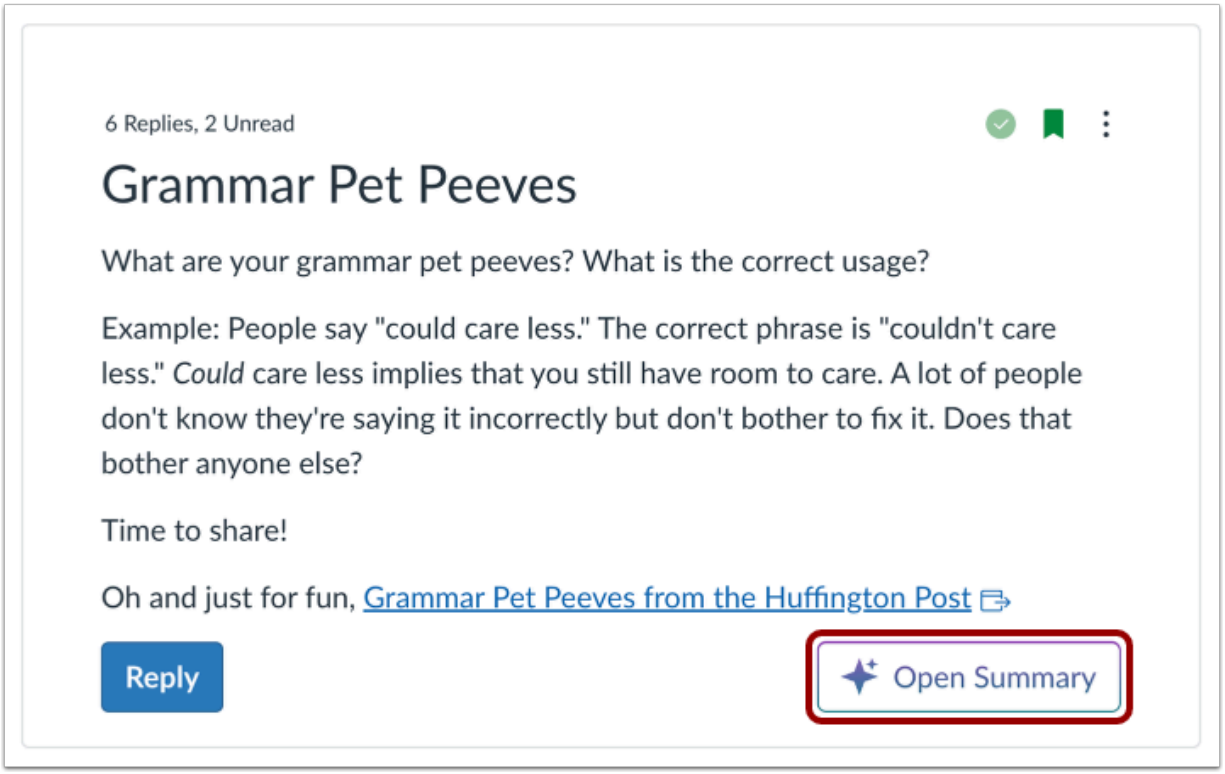
IgniteAI Summaries for Discussions use a Generative AI model to provide summaries of the main points, questions, and ideas in a discussion thread. These summaries are only available to instructors and administrators.

Admins can enable the IgniteAI Summaries for Discussion feature preview at the account level. If the feature is enabled and locked, IgniteAI Summaries for Discussion is enabled in all courses in the account. If enabled and unlocked, instructors can manage the feature preview at the course level.

If you are an instructor and your user interface displays differently, the feature has not been enabled at your institution. To learn more about the feature preview, ask questions, or comment on functionality, navigate to the IgniteAI Summaries for Discussion user group.

To learn more about feature options, refer to the Canvas Feature Option Summary resource document.

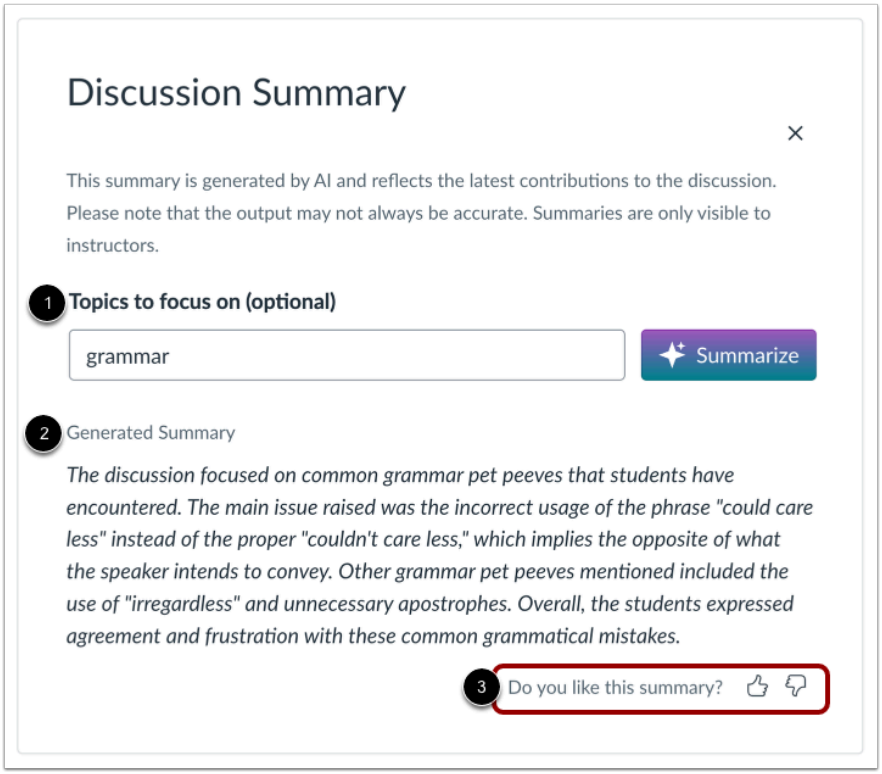
Open IgniteAI Summaries for Discussion



When the Discussion Summary feature option is enabled, the Open Summary button displays in the discussion topic.

As an instructor, you can use Discussion Summary to generate a summary of the main points, questions, and ideas in a discussion.

View IgniteAI Summaries for Discussion

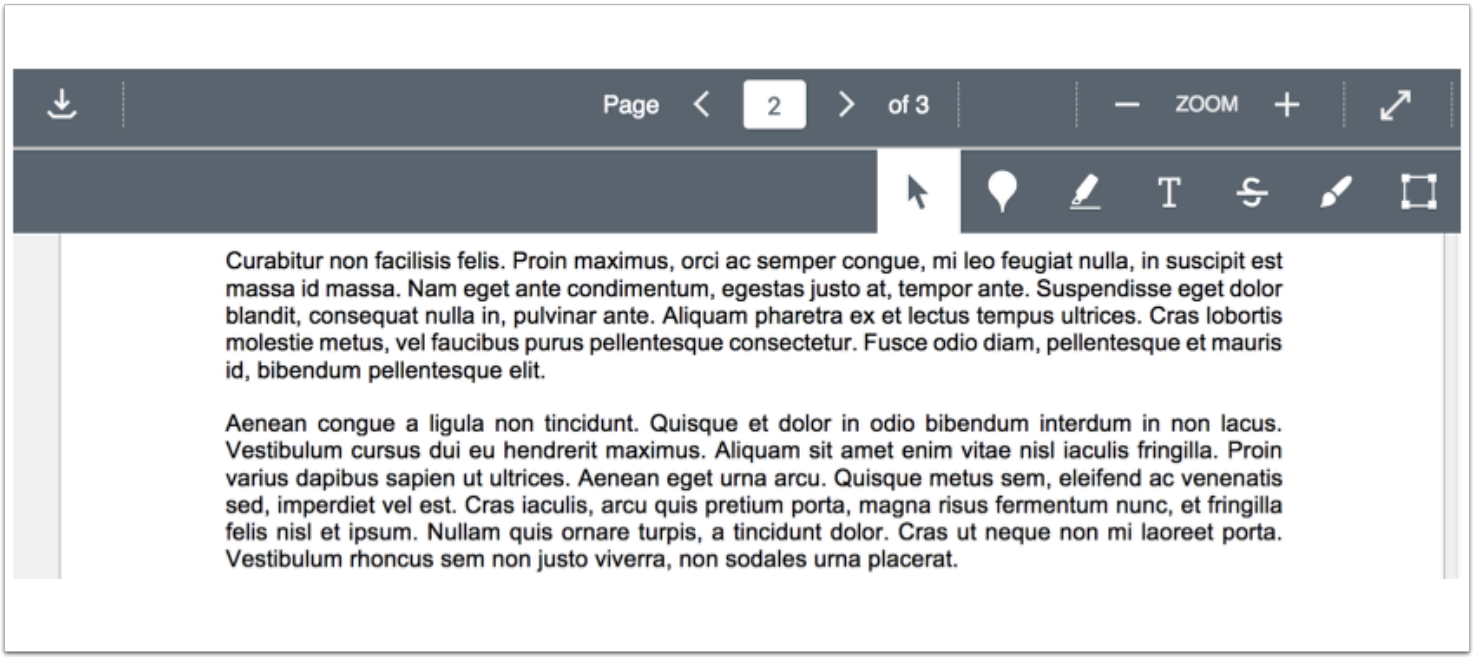


You can specify which topics to focus on [1]. You can also generate a summary of the main points, questions, and ideas in the discussion [2]. To rate the summary, you can click either the **Like** or **Dislike** button [3].

What is DocViewer?

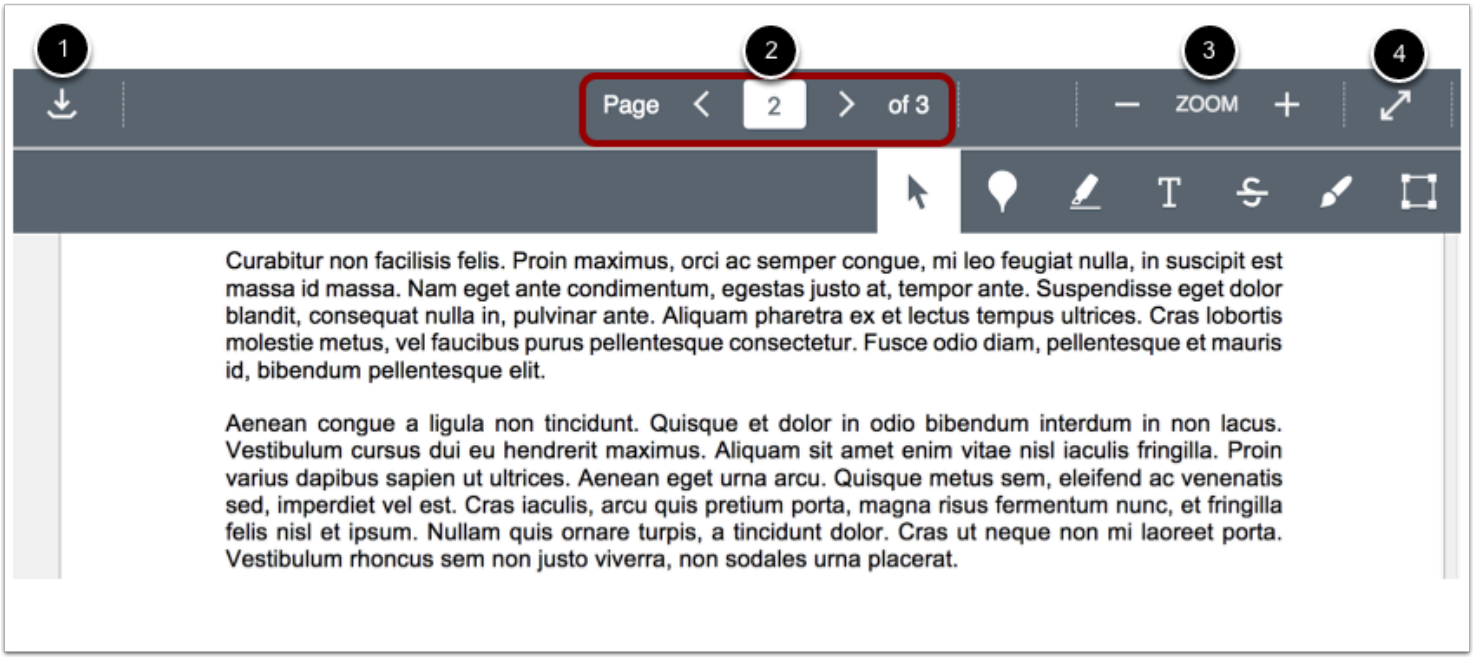
DocViewer allows users to view and annotate various types of submitted documents. It includes standard navigation controls like paging and zooming, and allows for downloading an annotated version of the file as a PDF. The feature provides a suite of annotation tools, allowing you to leave comments on specific points, add text boxes, highlight or strikeout existing text, draw freehand, or select entire areas for feedback. These annotations support threaded replies to facilitate dialogue, and any markup can be easily deleted.

View DocViewer



DocViewer is only compatible with specific file types and includes some viewing limitations. The navigation options in the DocViewer toolbar allow you to easily view a submission.

DocViewer Toolbar



To download a PDF of the annotated submission, click the **Download** button [1]. Any annotated comments are included in a submission download.

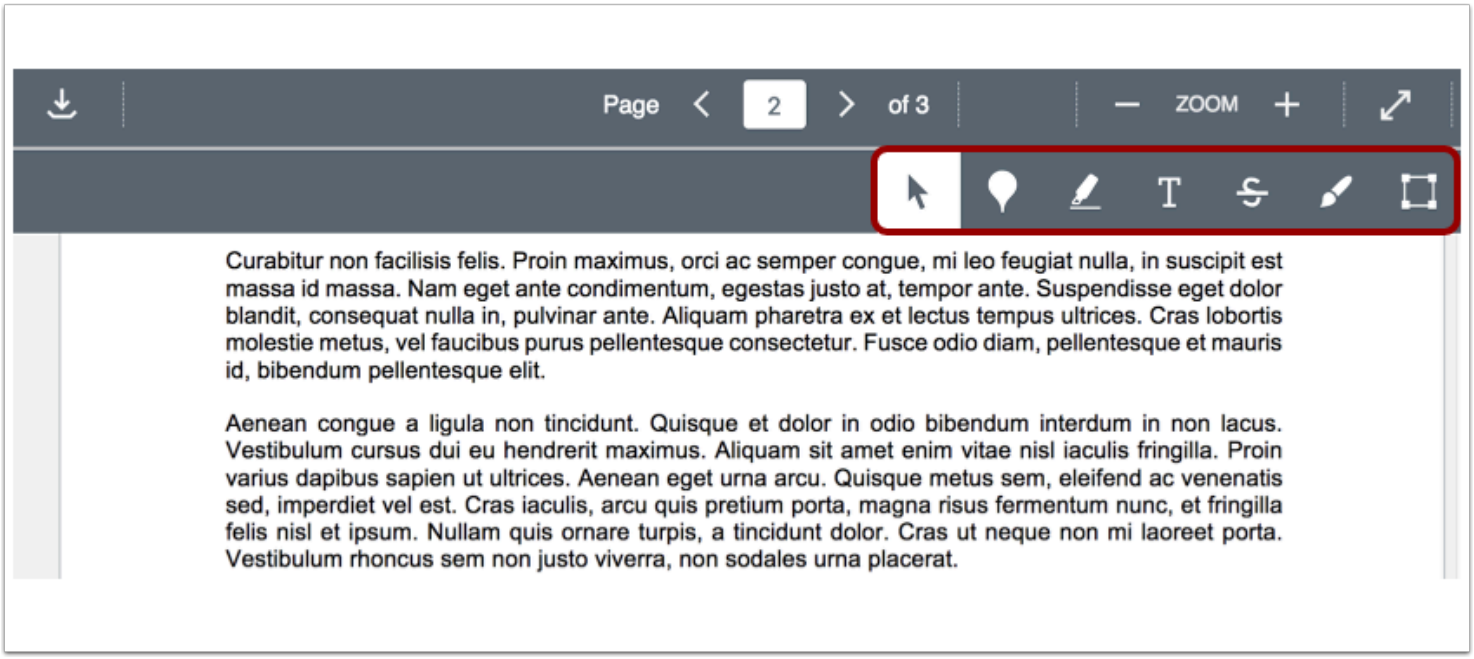
You can move to any page within a multi-page submission using the arrow icons or by entering a number in the page number field [2].

To zoom in and out on the submission, use the **Zoom** buttons [3].

To view the submission in full screen, click the **Full Screen** button [4].

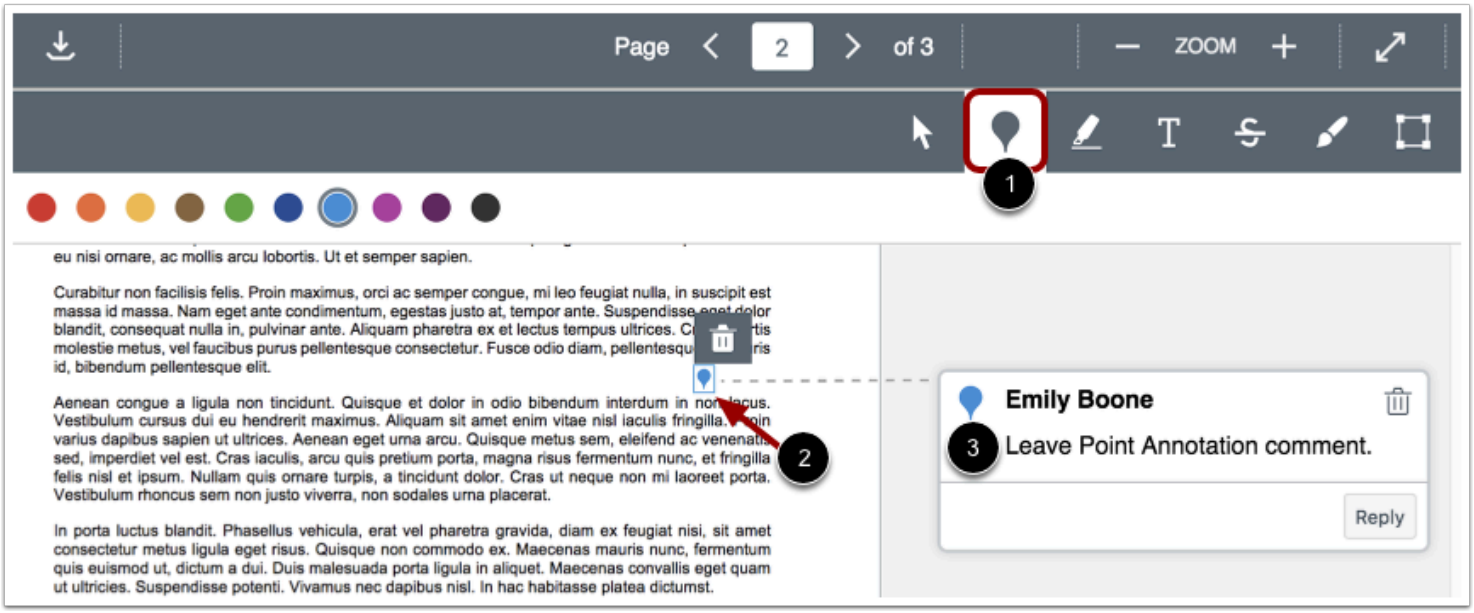
Note: In the DocViewer, users can edit documents using a touch input (finger) or stylus on ChromeOS devices.

Annotation Tools



To annotate the submission, use the annotation tools.

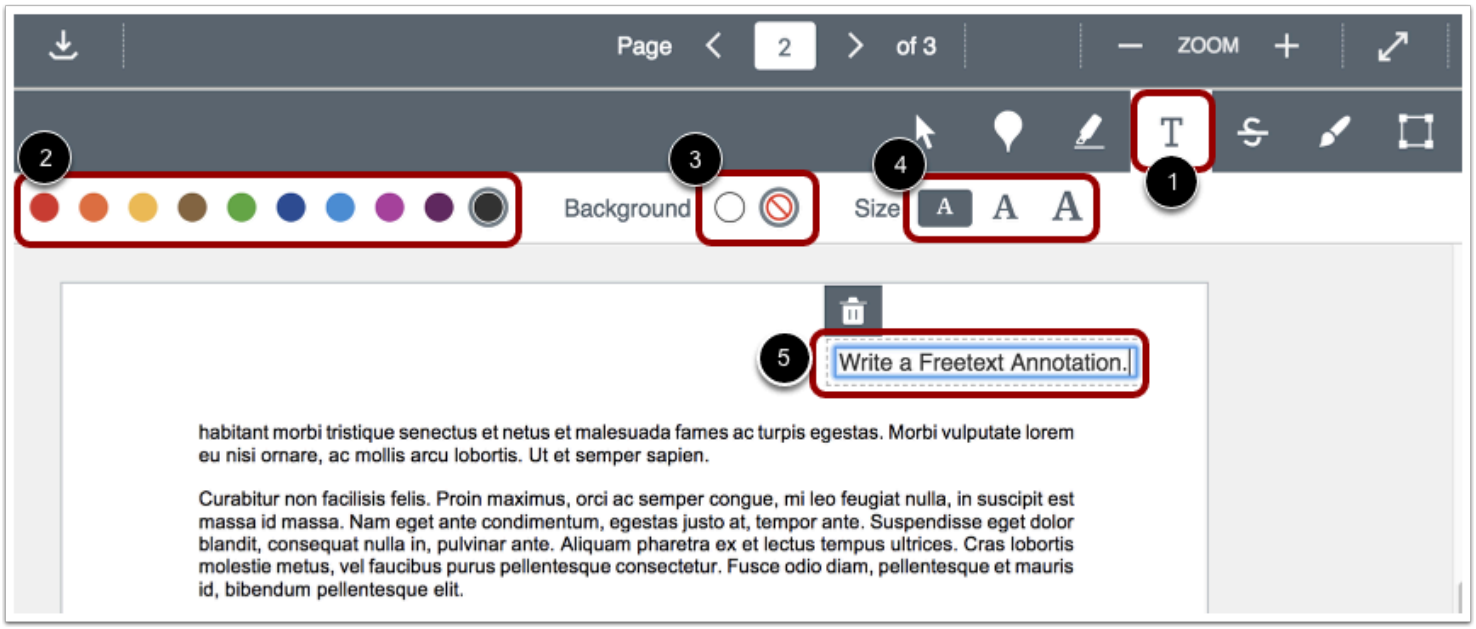
Point Annotation



The **Point Annotation** tool [1] allows you to leave a comment in a specific place in the document.

To leave a Point Annotation, click the place in the submission where you want to leave a comment [2], and type your comment [3].

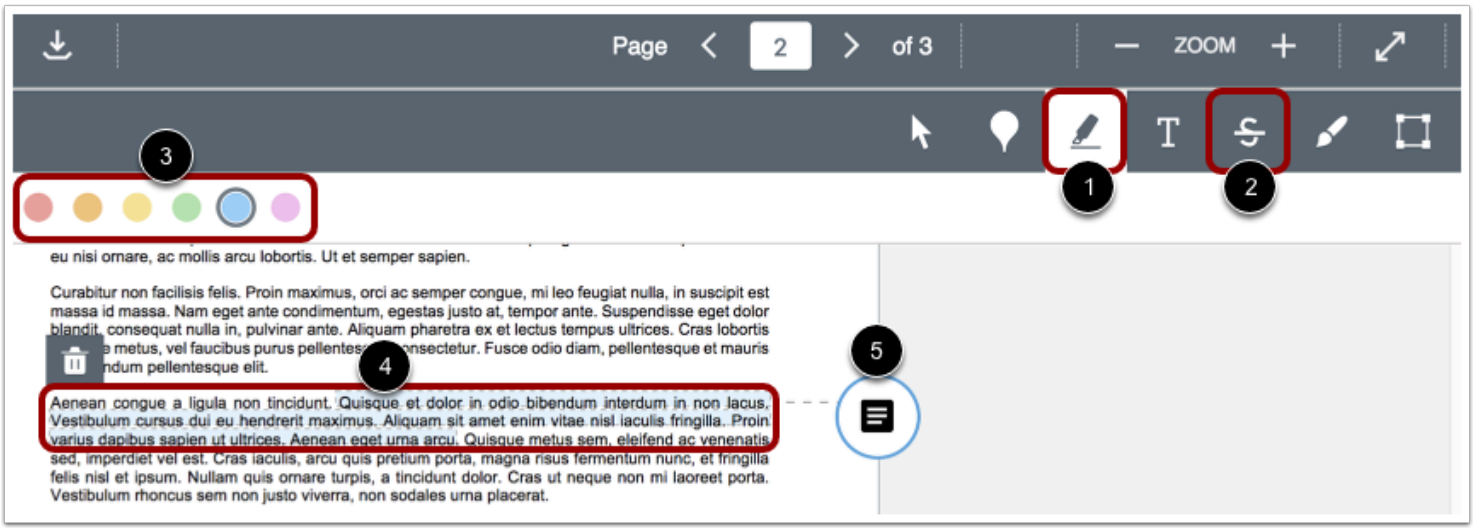
Freetext Annotation



To leave a **Freetext** annotation [1], select a text color from the color panel [2] and select a white or transparent background [3] and font size [4].

Then click the desired area of the submission and type your entry [5]. To save your comments, click anywhere in the page, or press the Enter key on your keyboard. You can move your point annotation by clicking the annotation icon and dragging and dropping.

Highlight and Strikeout Annotation



The **Highlight** [1] and **Strikeout** [2] tools allow you to call attention to specific text within a submission.

Select a color in the color panel [3] and click and drag to select text [4].

You can add comments to your annotation by clicking the comment icon [5].

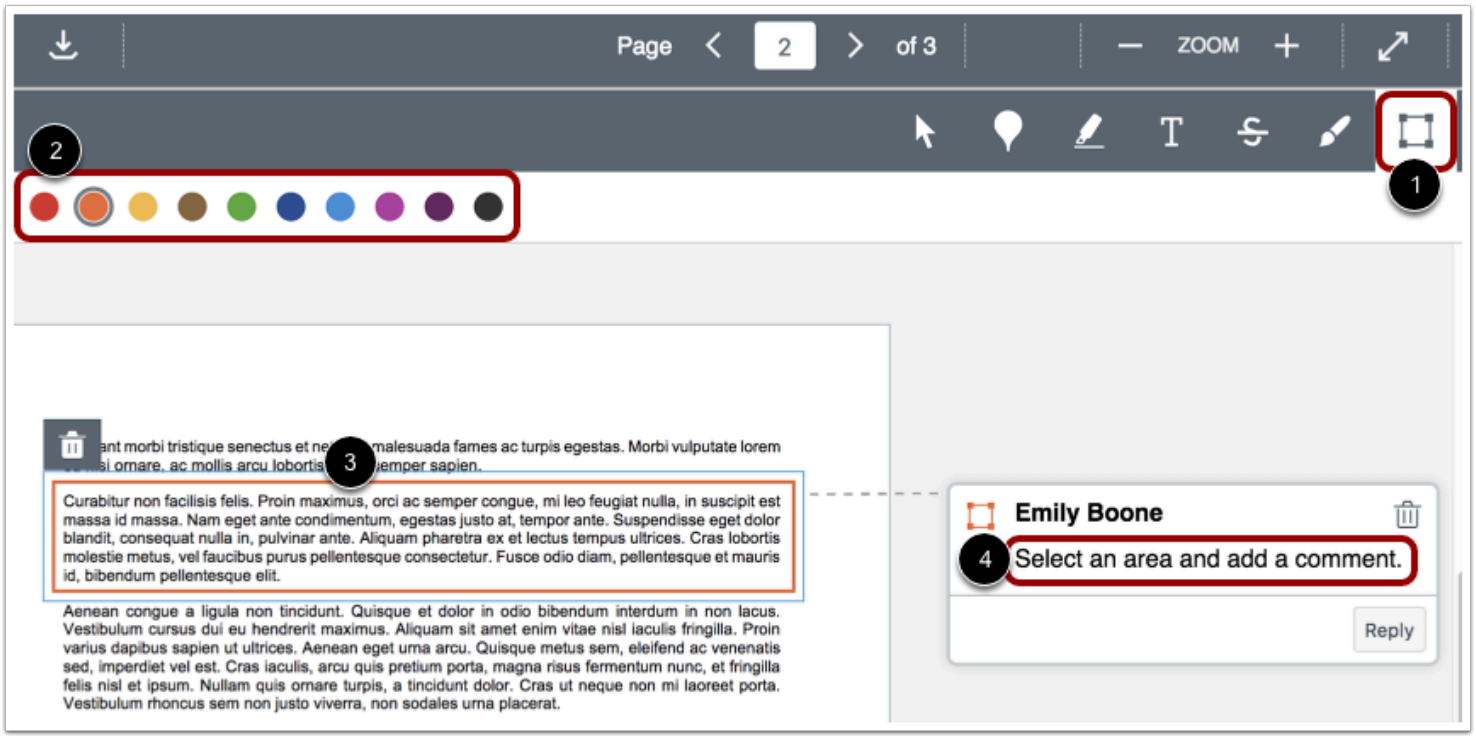
Draw Annotation

The **Draw** annotation tool [1] allows you to make freehand drawings and annotations on a submission. Select a color [2] and stroke width [3] in the tool panel.

Click and drag [4] to start a drawing and then click the **Check** icon [5] to accept the drawn annotation. Move drawn annotations by clicking and dragging it to a new location.

To add a comment to your annotation, click the comment icon [6].

Area Annotation

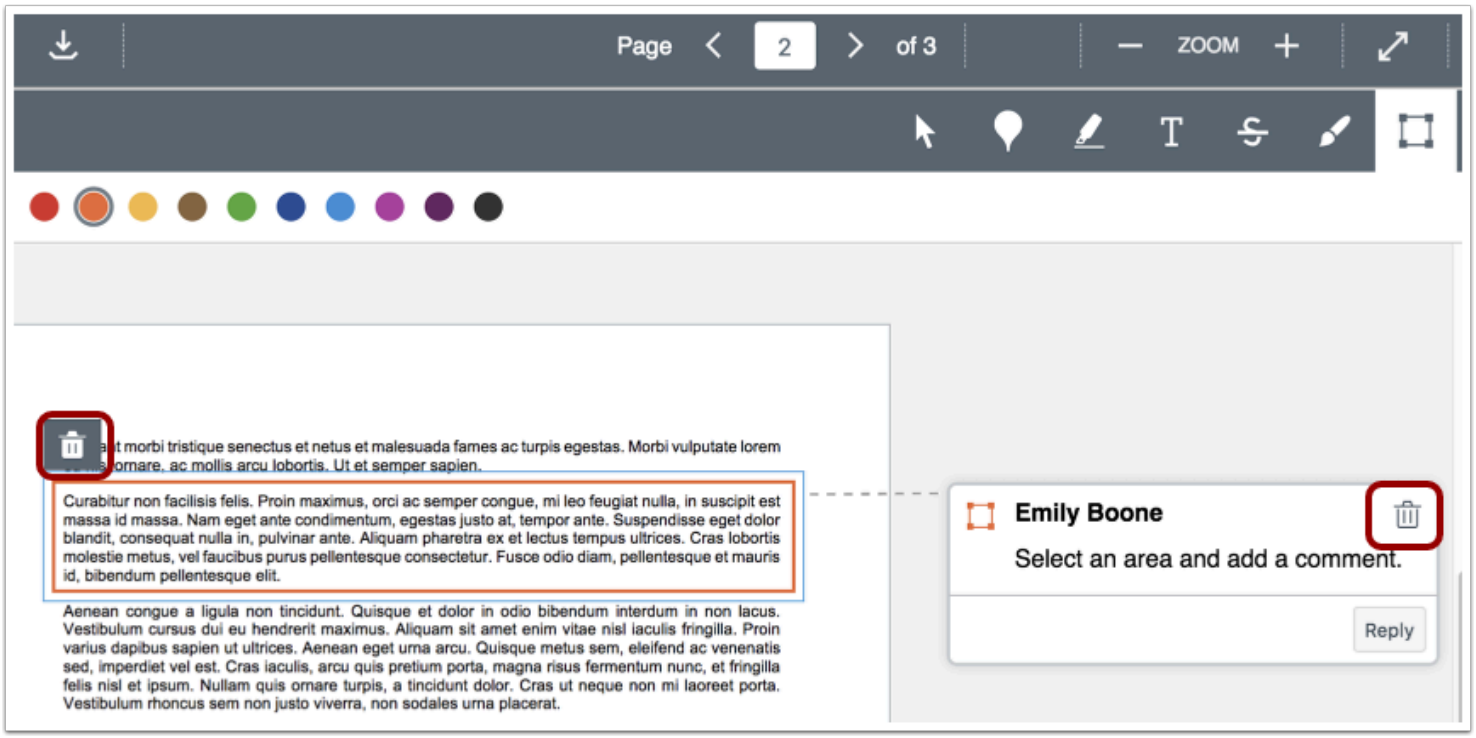


The **Area** annotation tool [1] allows you to leave a comment around a specific area in the document. Select a color for the annotation [2].

Then use the cross-hairs to create a box around an area within the submission [3] and type a comment in the comment field [4].

You can move an area annotation by clicking the annotation and dragging it to a new location.

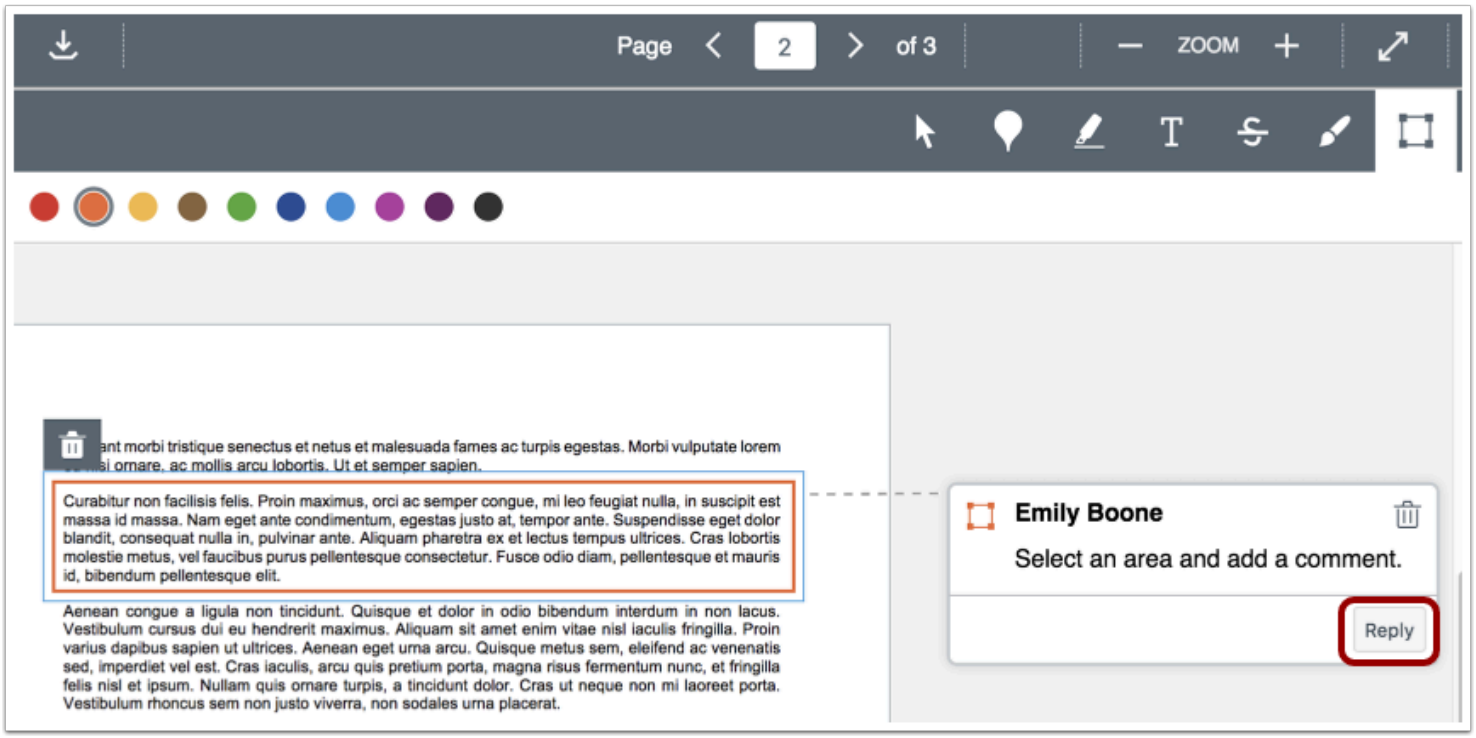
Delete Annotation or Comment



To delete any comment or annotation previously mentioned, click the annotation within the submission or click the comment box and click the **Delete** icon.

Or, click the annotation and press the Delete or Backspace key on your keyboard.

Reply to Comment



Users can respond to comments and annotations by clicking the comment box and clicking the **Reply** button.

What are ePortfolios?

An ePortfolio is a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. If you are a student or instructor enrolled in a course, you can build an unlimited number of ePortfolios in which to collect and document your educational projects, submissions, experiences, and other work products. You can keep ePortfolios private or share them with other students, instructors, and/or future employers.

In Canvas, ePortfolios remain active as long as you are in the institution's SIS and maintain an institution login. ePortfolios are tied to your user profile and not to a specific course.

When would I use ePortfolios?

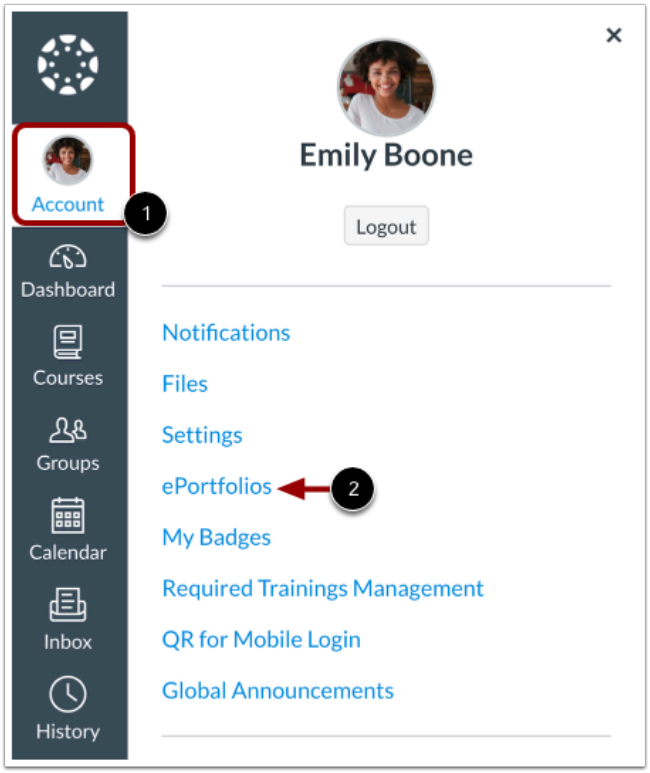
Use ePortfolios to:

- Create an online educational journal for reflection
- Create an online site that can be turned in as an online Assignment
- Demonstrate mastery of course Outcomes
- Share your best work from multiple courses
- Showcase professional-quality work for prospective employers

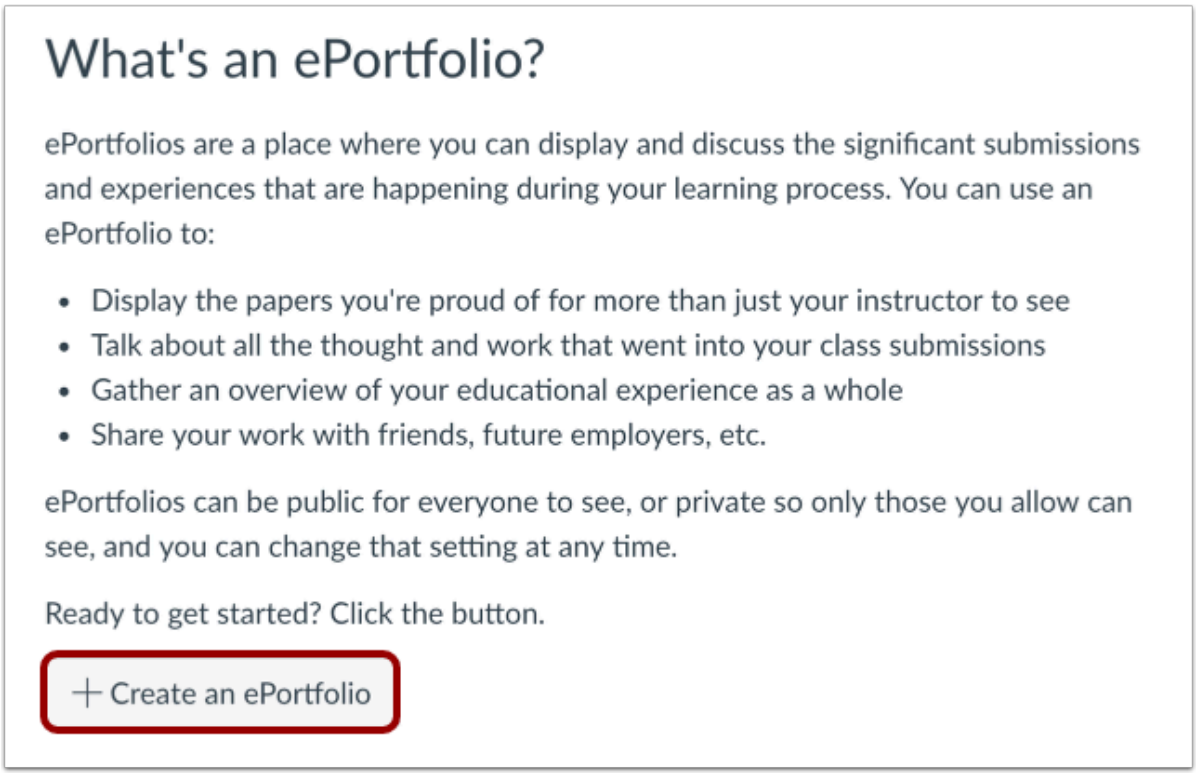
Can I export ePortfolios?

Yes. Students and instructors can export ePortfolios to a zip file. Admins can download a report of all ePortfolios in an account from the Account Settings page.

How do I get started?



In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].



Click the **Create an ePortfolio** button.

You can learn more about creating an ePortfolio as a student or creating an ePortfolio as an instructor.

Note: If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.

What are External Apps (LTI Tools)?

LTI provides a framework through which an LMS (Canvas) can send some verifiable information about a user to a third party. By default, most user information is anonymized, but this can be changed when the configuration is first set up.

External Apps can be configured on the account or course level.

How Standardization Enhances EdTech Integration Across LMS Platforms

The EdTech ecosystem includes multiple learning management systems (LMSs) such as Canvas, D2L, Blackboard, Moodle, and others. Each LMS may use its own data model and terminology for organizing information. For example, a student's ID field might be labeled as StudentID, LearnerID, or StudentIdentification, depending on the platform.

When a tool integrates with multiple LMSs, these differences present a challenge. If each LMS has its own way of identifying information, the tool must create separate, customized integrations for each platform. This is a significant expense, both in initial development and ongoing maintenance.

How LTI Streamlines EdTech Integration

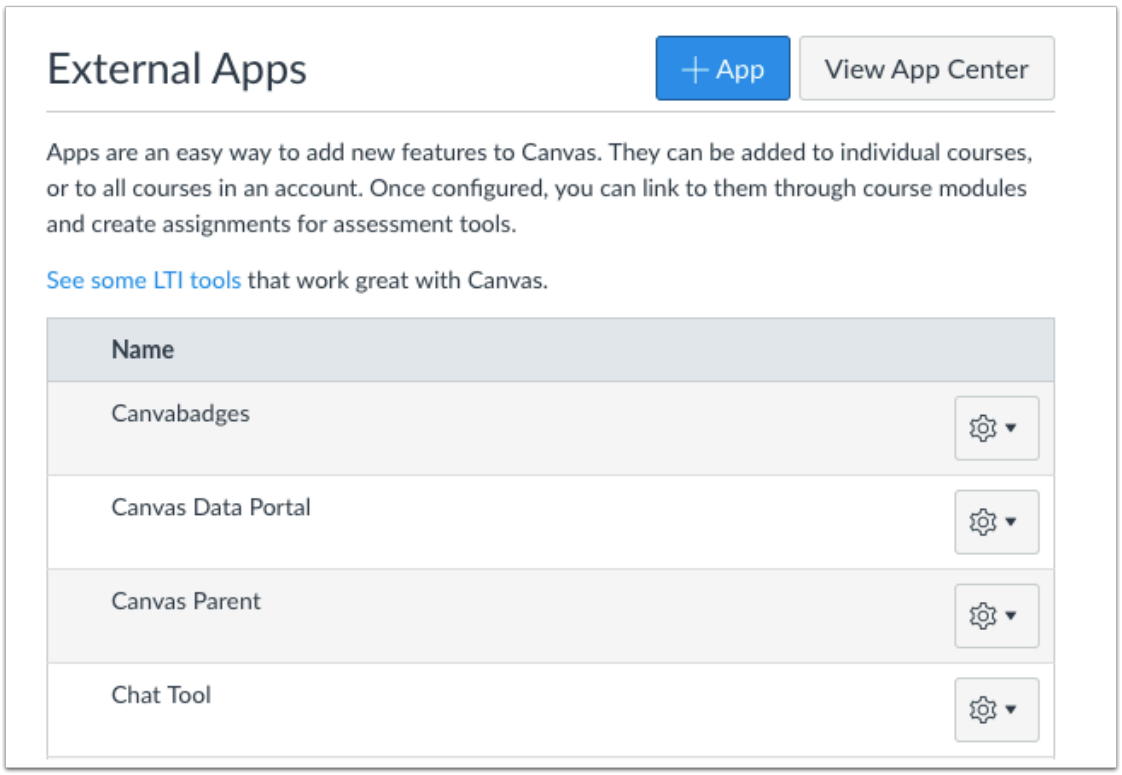
Learning Tools Interoperability (LTI) is a set of standards that enables LMSs to share a common endpoint. This allows a single educational tool to be developed once and used across multiple platforms, eliminating the need for custom integrations. LTI enhances the EdTech ecosystem by making a wider array of tools available in all environments. The LTI specifications are developed and maintained by 1EdTech (formerly IMS Global).

How LTI works

LTI provides a framework that allows an LMS, such as Canvas, to send verifiable user information to a third-party tool. For LTI to function, the third party must provide a consumer key and shared secret, which Canvas uses to generate a signature verifying the authenticity of the transmitted data.

By default, most user information is anonymized, but these settings can be adjusted during the initial configuration.

When Would I Use An External App?



External Apps add functionality to a Canvas course. For example, an instructor may want to include a study aid (flashcards, mini-quizzes, etc.) to help students better understand the concepts being taught.

Admins can add external apps for accounts and subaccounts via XML, URL, or manual configuration.

If apps do not already exist for a course, instructors can add external apps in their courses to create additional learning paths for students. External apps can be added to Modules, Course Navigation, the Rich Content Editor, and Assignments.

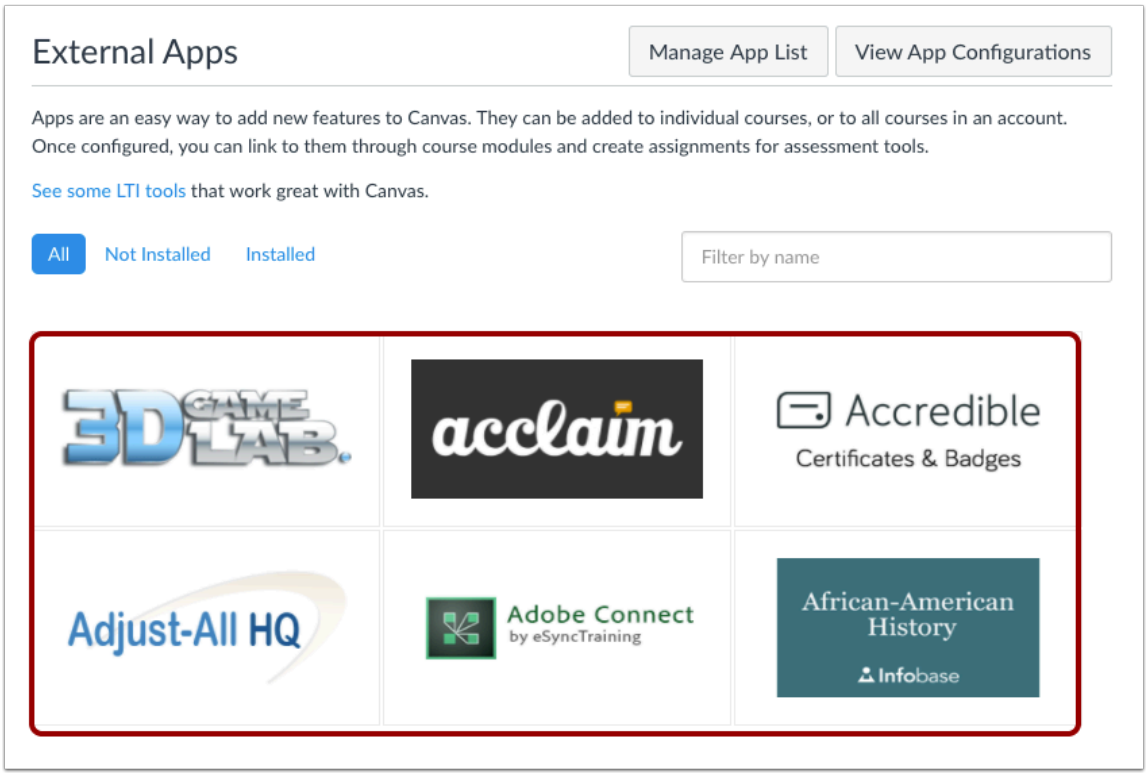
In the Rich Content Editor, external apps can be accessed from the Apps icon or added to the toolbar for an account.

How to Configure External Apps

External apps using LTI can be configured at either the account level or the course level, providing flexibility in how tools are deployed within an institution.

By standardizing integrations across LMS platforms, LTI streamlines the implementation of educational tools, reducing costs and increasing the availability of resources for educators and learners alike.

When Would I Use The Canvas App Center?



Admins and instructors can also enable apps through the App Center, which is integrated directly in Canvas.

The Canvas App Center is part of the Apps tab in both Account and Course Settings. It allows you to:

- Add new features to Canvas at the account or course level
- Configure apps to link to modules or assessments
- Install apps without the help of IT
- Create a customized teaching experience
- Open the door to more possibilities
- Filter apps by name
- View installed apps

The App Center is part of the Apps tab in both Account and Course Settings.

Admins can manage the apps that can be used in courses for accounts and subaccounts by creating an allow list in the Edu App Center and managing the allow list in Canvas.

What Does LTI Have to Do With Canvas?

Canvas is considered an LTI platform. This means that tools can be launched from within Canvas. The places tools can be launched from are called Placements—some examples include the Rich Content Editor, assignments, and the left-hand navigation bar.

When a tool is launched from one of these locations, it receives information about the context from which it was launched, such as the placement location, the user who launched it, and the course it was launched from. The tool can then use this information to determine what the user should see and what actions they should be able to perform.

A tool can send information back to Canvas through the Assignments and Grade Service (AGS) or Deep Linking. Both of these methods are described in more detail in the LTI documentation linked below. Data sent back through these methods is stored in Canvas databases as appropriate.

The image below may help you visualize the connections between the different pieces.

Account Vs Course Level Installs

LTI tools can be installed at the account or course levels. The same features are generally available for both, though installations at the course level cannot use global placements. Account-level installations are available in all courses, whereas course-level installations are only available in the specified course.

For LTI 1.3 tools, the developer key must be installed at the account level, but the actual installation can occur at the course, account, or subaccount level.

Differences between LTI 1.1 And 1.3

LTI 1.1 was the original Learning Tools Interoperability specification. LTI 1.1 tools can be installed via EduAppCenter or by accessing Canvas and going to Settings > Apps > View App Configurations, then clicking + App and adding a tool manually, by URL, or by pasting XML.

LTI 1.3 is a newer version of the specification that improves the security of the authentication process. It is also extensible, meaning that 1EdTech can add more features to it without breaking the existing specification. These features are called services or specifications. There is a required set for all platforms, including the Core Service, Names and Roles Provisioning Service, Assignments and Grade Service, and Deep Linking. Other services are optional and can be added depending on specific needs.

In Canvas, LTI 1.3 requires an admin to set up a developer key in Settings, and then a user can add the tool at either the account or course level by pasting in the Client ID. Canvas' implementation of LTI 1.3 supports all placements from LTI 1.1, and our public documentation reflects LTI 1.3 as the standard moving forward. We are continuing to add support for new LTI 1.3 specifications.

Process	LTI 1.1	LTI 1.3
Authentication	OAuth 1	OIDC flow built on OAuth 2
Support	Deprecated by 1EdTech, still supported in Canvas	Supported by both 1EdTech and Canvas
Placements	All placements supported	All placements supported
Installation	EduAppCenter or via +App	Dev Key and then +App by ClientID

What are Files?

The Files area of Canvas can house course files, assignments, syllabi, readings, or other documents, as well as profile pictures and user-specific files. Instructors can lock folders and files so they can only be viewed by direct links or only unlock on a specific date.

Files can be placed in Modules, Assignments, or Pages. Files and folders are put in alphabetical order and cannot be rearranged.

You can view files (documents, images, media, etc.) in three different places:

- **Account Files**: view and manage personal user files (all users)
- **Course Files:** view and manage files located in a course (students, instructors, and TAs unless files are locked by the instructor)
- **Group Files**: view and manage files located in a group (students and instructors who are enrolled in groups)

You can learn more about using Files.

To learn about specific file quota details for each user role, view the Course Files Quota resource document.

When would I use Files as an Instructor?

As an instructor, you can use Files to:

- Share course documents and syllabi with your students
- Copy documents from one Canvas course to another
- Organize course documents by day, week, or unit
- Store personal documents that you don't want to share with others

Within Files, you can:

- Add folders
- Upload files
- Download or upload a ZIP file
- Move files
- Preview files
- Restrict files
- View your storage
- Set usage rights for files and folders

When would I use Files as a Student?

As a student, you can use Files to:

- Share documents with your group or other students in a course
- Store personal documents or assignment submissions
- Store profile pictures (if allowed by your institution)

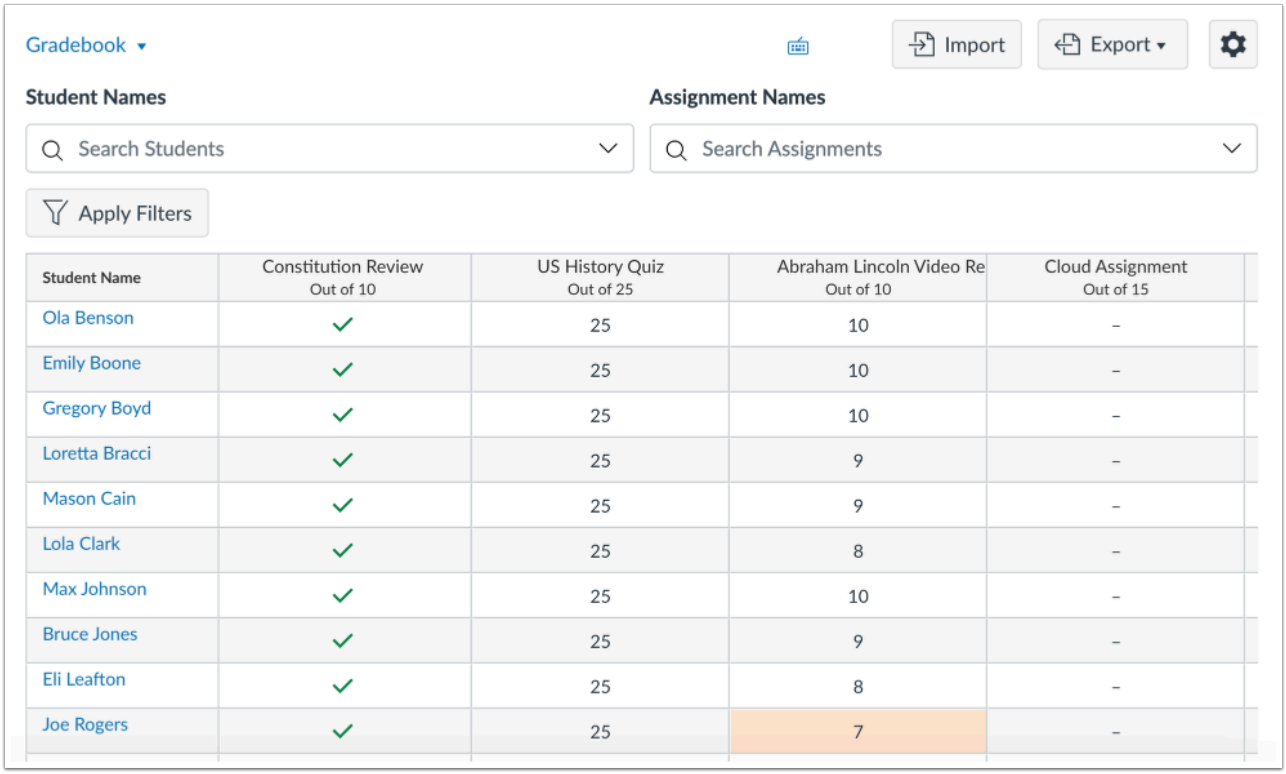
What are Grades and the Gradebook?

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

View an overview video about the Gradebook

What is the Gradebook?



Student Name	Constitution Review Out of 10	US History Quiz Out of 25	Abraham Lincoln Video Re Out of 10	Cloud Assignment Out of 15
Ola Benson	✓	25	10	-
Emily Boone	✓	25	10	-
Gregory Boyd	✓	25	10	-
Loretta Bracci	✓	25	9	-
Mason Cain	✓	25	9	-
Lola Clark	✓	25	8	-
Max Johnson	✓	25	10	-
Bruce Jones	✓	25	9	-
Eli Leafton	✓	25	8	-
Joe Rogers	✓	25	7	-

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

You can also use SpeedGrader to help you assign out grades.

Columns are automatically created in the Gradebook when you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

When would I use the Gradebook?

Use the Gradebook to:

- View grades by grading periods
- View assignment submission notifications and assignment details
- Sort the gradebook by assignment due dates, student names, secondary id, total scores, or group scores (if applicable)
- Create and apply specific gradebook filters that may be used once or saved for future use
- Download assignment submissions from students to grade or view them offline when no internet connection is available
- Manually enter student grades
- Automatically calculate total and final grades
- Assign zeros after deadline
- Simultaneously view grade information across all courses
- Notify students when an assignment has been graded
- View Grade history and revert updated assignment scores to previous scores (including grades from multiple submissions and/or regraded quizzes)
- Download or upload Grades as a CSV file
- Hide grades from students until they are published
- Create custom curving and grade ranges
- Message students who have submitted an assignment, who haven't submitted an assignment yet, have not been graded, who scored more than X or less than Y on an assignment, or had an assignment reassigned.
- Leave private grading notes/comments for the student
- Excuse an assignment, discussion, or quiz for a student

Note: To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

What is the Learning Mastery Gradebook?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses rather than letter grades. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

When would I use the Learning Mastery Gradebook?

Use the Learning Mastery Gradebook to:

- Measure student progress and student learning
- View student scores based on learning standards and outcomes
- Filter students based on mastery learning levels
- View course statistics
- Assess course curriculum and teaching methods

What are grading schemes?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Account-level grading schemes are grading schemes that can be defined at the account or sub-account level for the entire institution. On a course level, instructors can apply grading schemes to both students' final grades and individual assignments. Without a grading scheme, scores are not measured against any specific standard.

Notes:

- Account-level grading schemes automatically appear within all courses in the account. When an instructor links a grading scheme created at the account level, the grading scheme is linked, not imported, as a new scheme on the course level. Grading schemes imported from the account level can only be modified by users with grading scheme permissions.
- Grading schemes created at the account level automatically appear on the sub-account level.

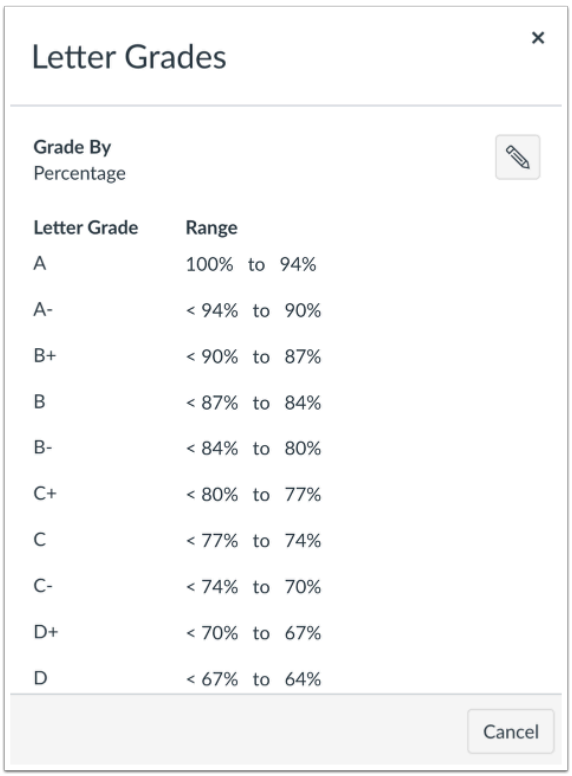
Common Grading Schemes

Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. You can create any type of grading scheme by editing the name and percentage range for each item.

Notes about Grading Schemes:

- Grading schemes only support two decimal places.
- The only scores allowed in the Gradebook are those defined in the grading scheme.
- Gradebook entries that are not specifically defined in the grading scheme display a dash.
- A grading scheme in use can be archived and then restored to an active state.
- An archived grading scheme cannot be leveraged in the future by a course or assignment unless the scheme is restored.
- The default Canvas grading scheme cannot be archived.
- When copying or exporting a course, archived default grading schemes are not copied or exported.
- Editing the name and description of grading schemes currently in use does not allow edits to percentages or points in the grading scheme.
- A grading scheme established at the course level cannot be deleted, archived, or edited at the account level.
- A grading scheme created at the account level cannot be deleted, archived, or edited at the course level.

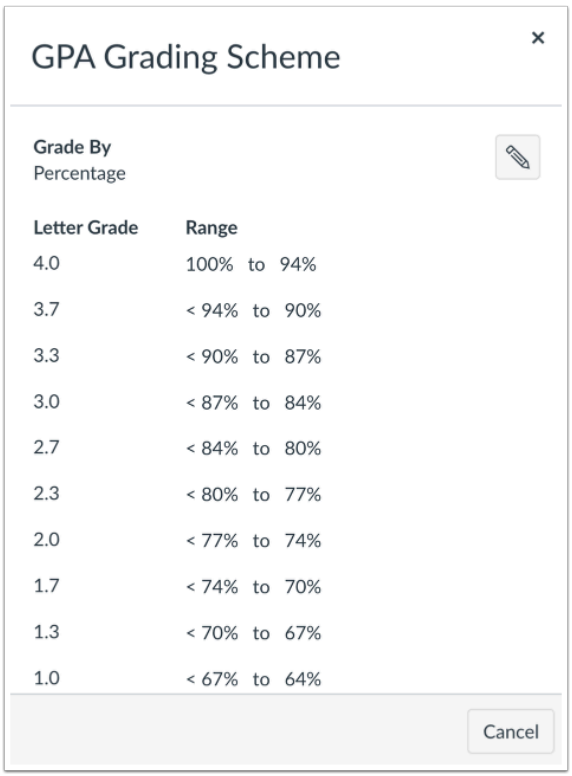
Letter Grades



Letter Grades is the most traditional type of grading scheme and is the default format for new grading schemes. Remember, only supported scores are allowed in the Gradebook, so if you build a letter grade scheme with name values for only A, B, and C, you cannot enter a score that converts to an A- or B+.

In the Gradebook, scores are inputted by point value, percentage, or letter grade. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which will display as an A- as defined in the percentage range). You can also input an A- directly.

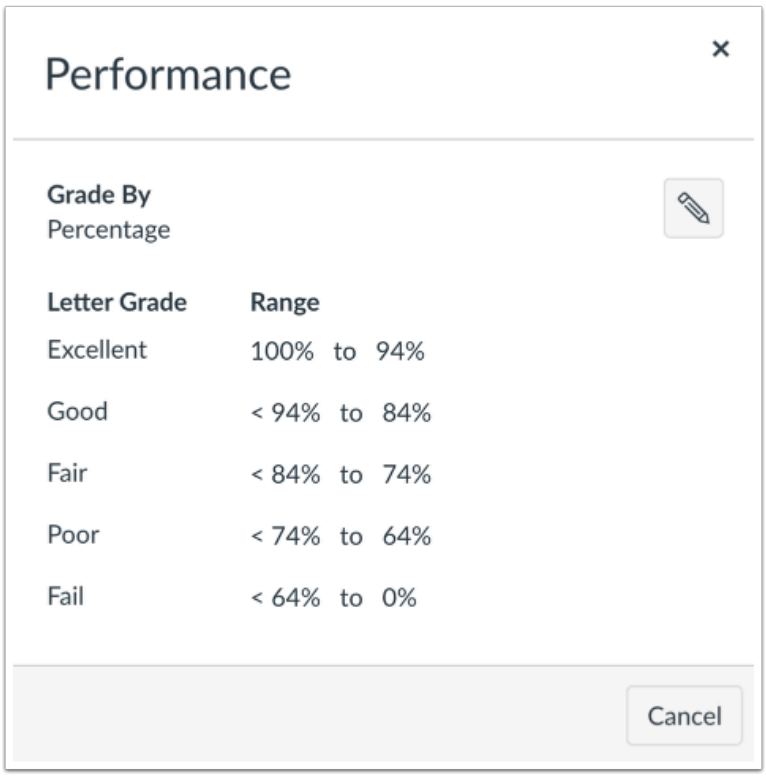
GPA Scale



GPA Scale Grading is designed for schools that use a 4.0 scale (or 5.0/6.0). GPA Scale calculations may vary by institution. This scheme is similar to the Letter Grade scheme, but letter grades can also be used. Remember, only supported scores are allowed in the Gradebook, so if you build a GPA scheme with name values for only 4.0 and 3.9, you cannot enter a score of 3.95.

In the Gradebook, scores are inputted by percentage or GPA value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 90% (which will display as a 3.7 as defined in the percentage range). You can also input 3.7 directly. Inputting a 9 will not work.

Performance



Performance grading schemes are based on a standard of individual performance. Remember, only supported scores are allowed in the Gradebook, so if you build a performance scheme with the name values of only Excellent and Poor, you cannot enter a score of Good.

In the Gradebook, scores are inputted by points, percentage, or performance value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which will display as Excellent as defined in the percentage range). You can also input Excellent directly.

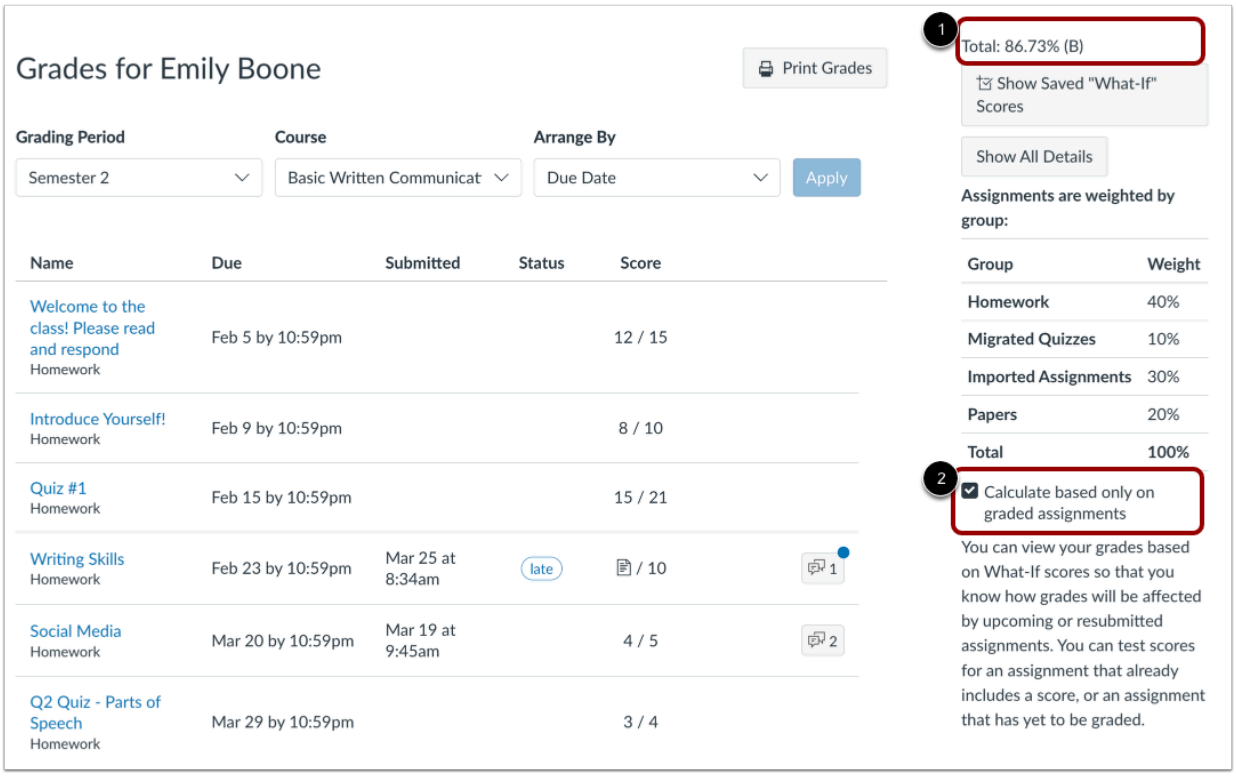
What are What-If Grades?

What-If Grades allow students to calculate their total grade by entering hypothetical grades for assignments. Only students can enter and view What-If scores. If you are a student, you can learn how to use What-If Scores.

Notes:

- If Multiple Grading Periods are enabled in your course and users cannot view total grades, or if an instructor has hidden student grade totals in Course Settings, students cannot view their current or total grade in the student Grades page.
- Instructors cannot create hypothetical scores for students using What-If scores. However, instructors can view current and total scores for students by viewing the Student Interactions Report.

View Current Grade

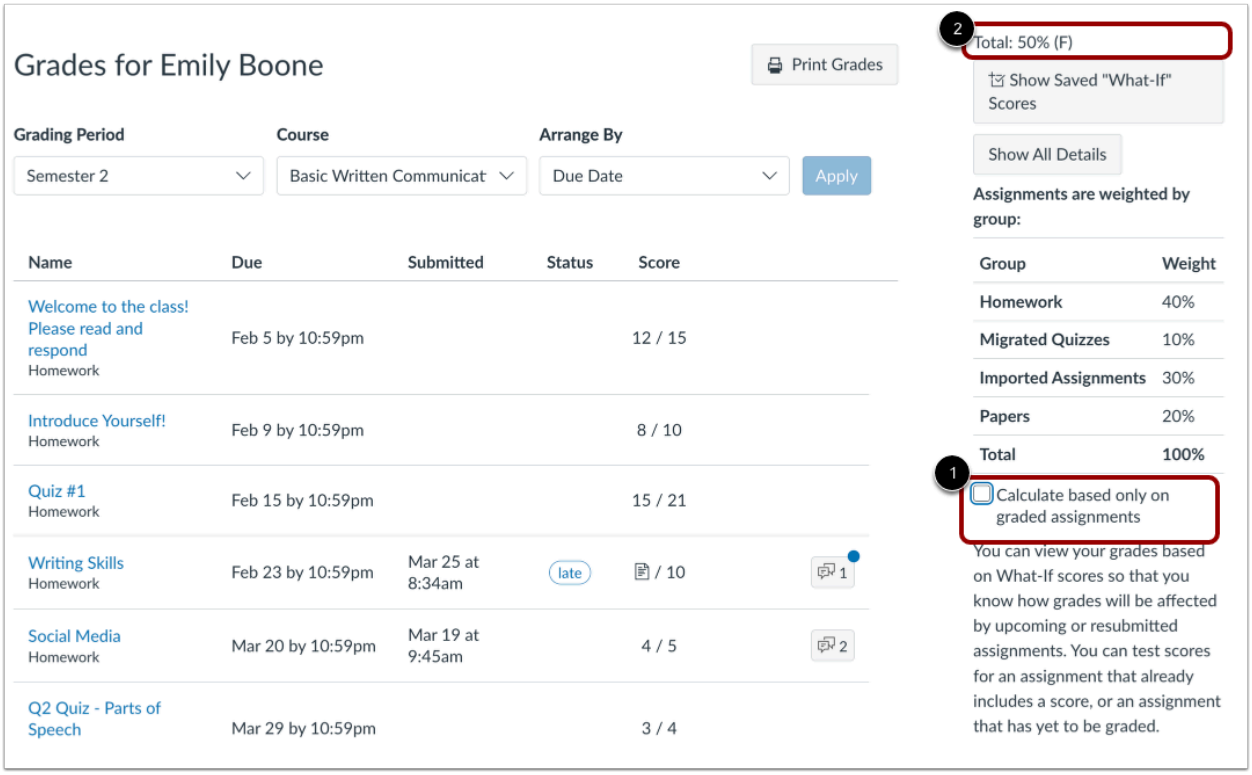


Canvas is always calculating two grades for students: the current grade (based on graded assignments) and the total grade (based on all assignments).

When students view their grades, the current grade displays [1]. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. The current grade is calculated with the **Calculate based only on graded assignments** checkbox selected [2].

Note: If an instructor has hidden total grades in Course Settings, students cannot view their current grade or any percentages in assignment groups.

View Total Grade

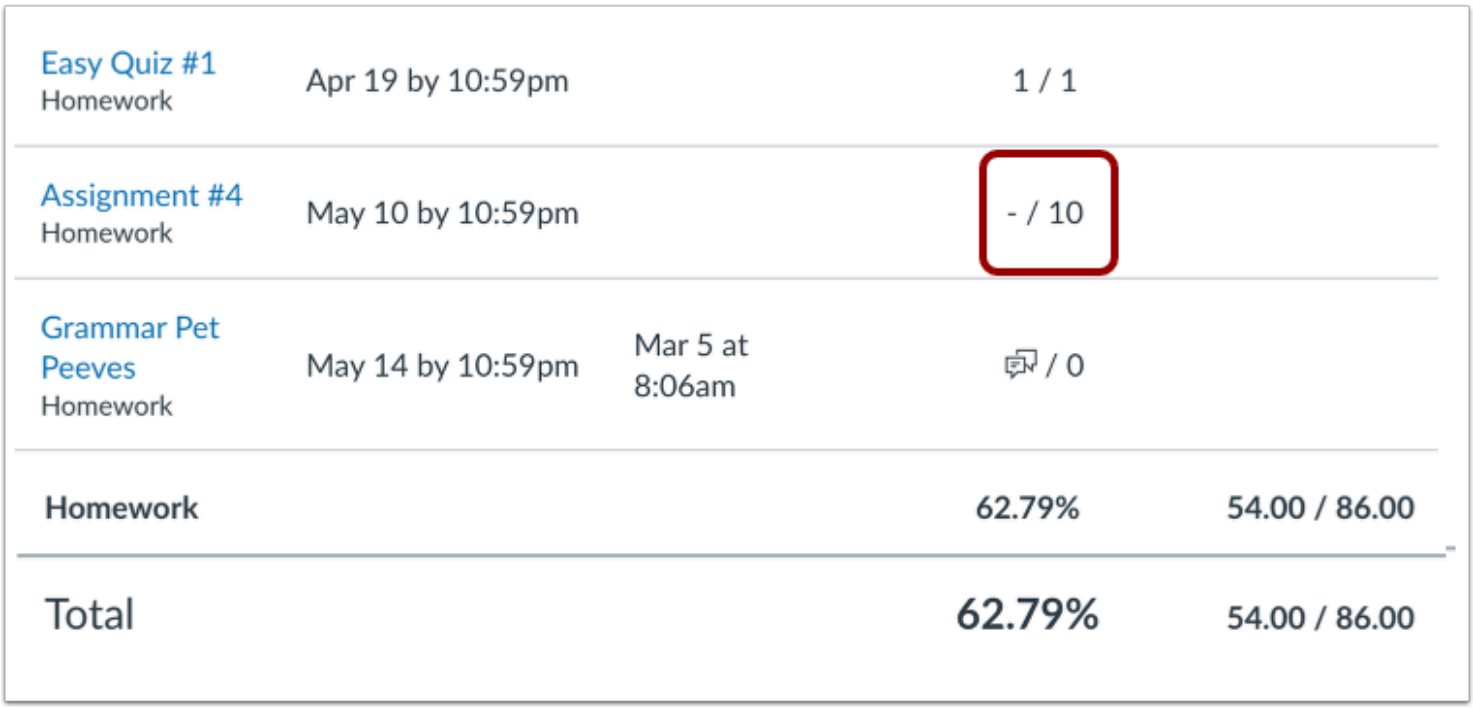


To view the total grade in the course based on all assignments, students can de-select the **Calculate based only on graded assignments** checkbox [1].

The total grade displays [2]. The total grade is calculated by adding up all the assignments according to their weight in the course grading scheme. If a course is using weighted assignment groups, students can also see how each assignment is weighted in the course.

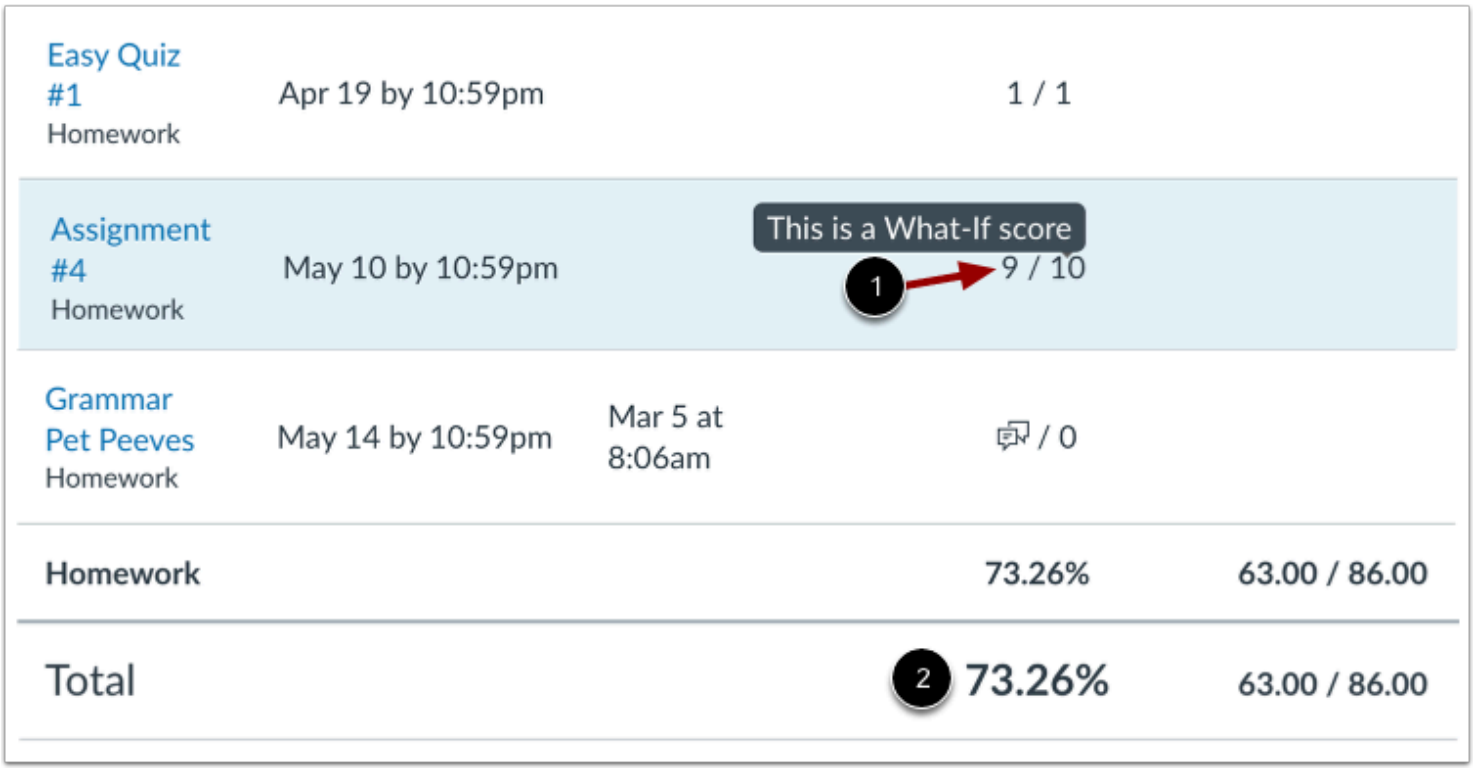
Note: If an instructor has hidden total grades in Course Settings, students cannot view their total grades or any percentages in assignment groups. However, toggling the calculation checkbox still affects individual assignments, such as if an assignment group contains a drop rule.

Enter What-If Grades



The What-If tool allows students to calculate their total grade by entering hypothetical grades for any assignment. To test a different score for an assignment, students can click an assignment grade and enter a score in the score column.

View Updated Total

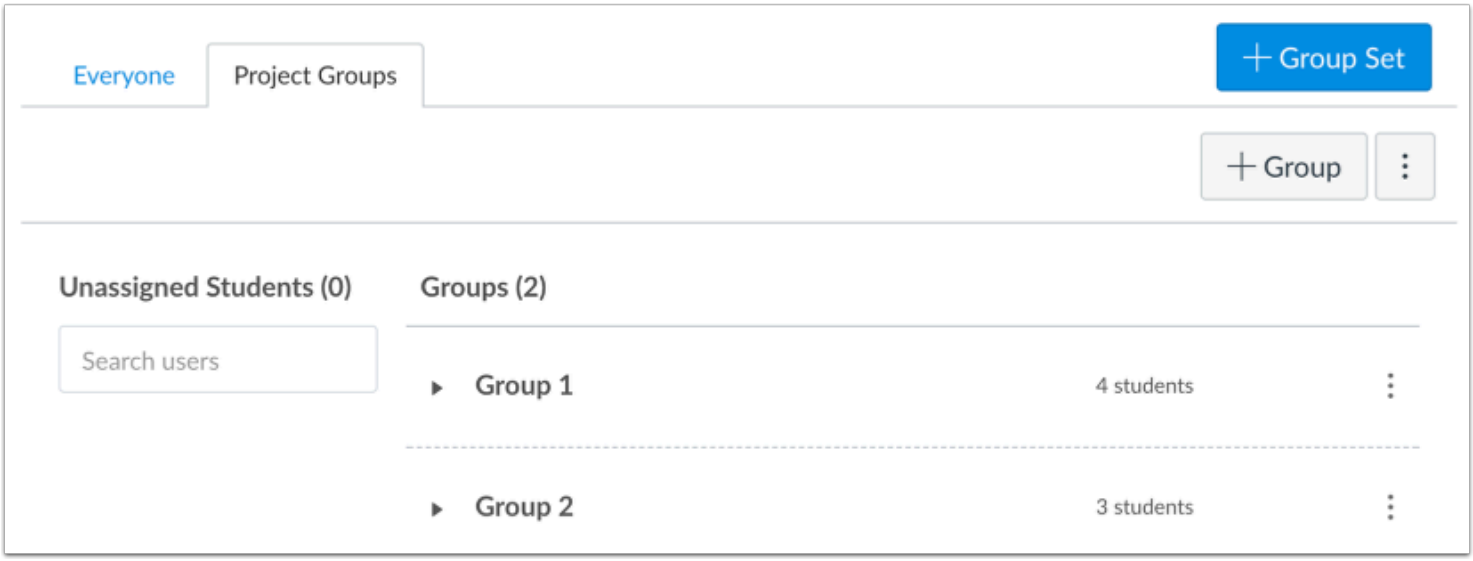


Students can view the hypothetical What-If score [1] and the newly calculated total [2].

What are Groups?

Groups are a small version of a course and used as a collaborative tool where a minimum of two students can work together on group projects and assignments.

Instructor View



Instructors can create groups for students to collaborate on group assignments, pages, collaborations, and more. Instructors can also allow students to create their own groups.

Learn more about Groups

Within Groups, instructors can:

- View all activity within all the groups within their course, including groups created by students as noted in the instructor's Student Groups tab (by default students will be allowed to create their own groups as noted in the Course Details tab)
- View all created groups within the course
- Manually or automatically create groups within a group set
- Manually or automatically assign students to groups within a group set
- Assign group leaders to each group
- Allow students to sign up for their own groups
- Expand and collapse subgroups
- Move students into different subgroups

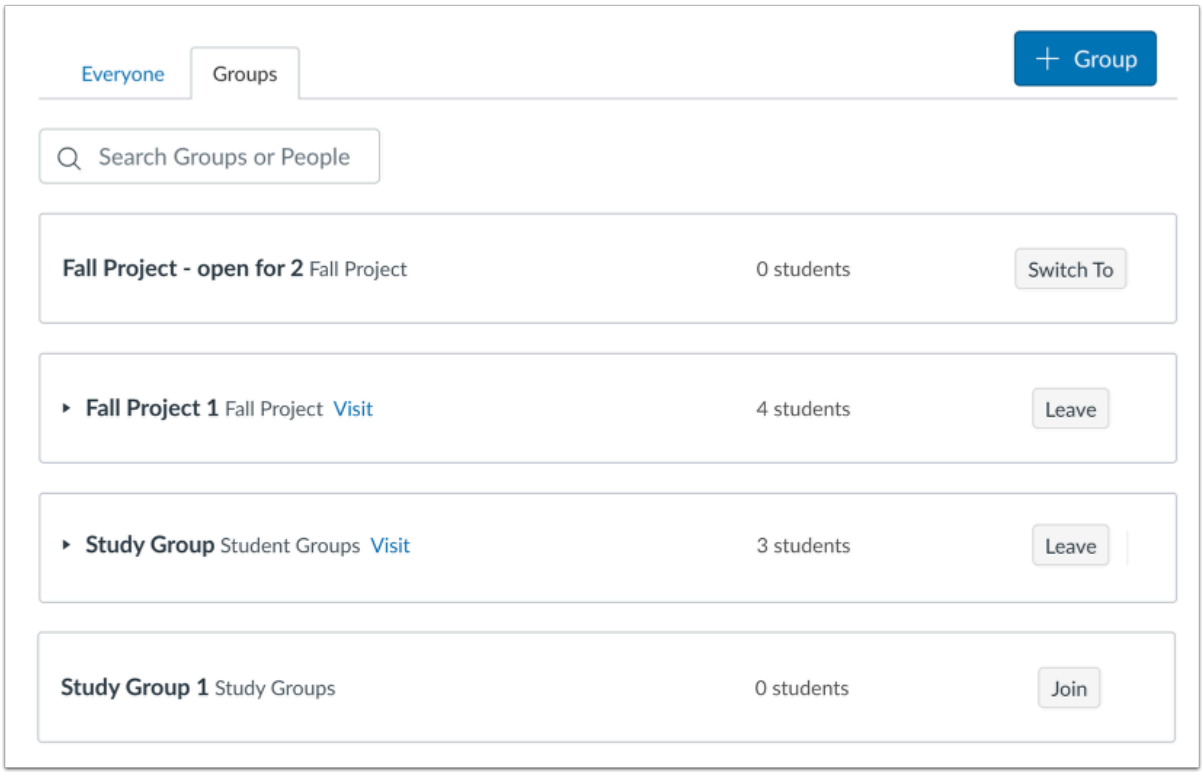
- Create group collaborations

When Should I Use Groups as an Instructor?

As an instructor, create groups to:

- Set up student group configurations at the course level for assignments and in-class work, both graded and ungraded.
- Facilitate semester-long projects so that students can communicate and iterate on documents together.
- Facilitate faculty professional development and institutional committees or activities.
- Facilitate student-run study groups within courses or at the account level.

Student View



Students can use groups as a collaborative tool to work with classmates on group projects and assignments.

Learn more about Groups

Within groups, students can:

- View the groups list

- View the groups they are enrolled in
- Join a student group
- Create a student group
- Store and share Files
- Start a Discussion
- Send a message
- Create group collaborations

When Should I Use Groups as a Student?

As a student, create groups to:

- Create study groups
- Collaborate on projects and assignments

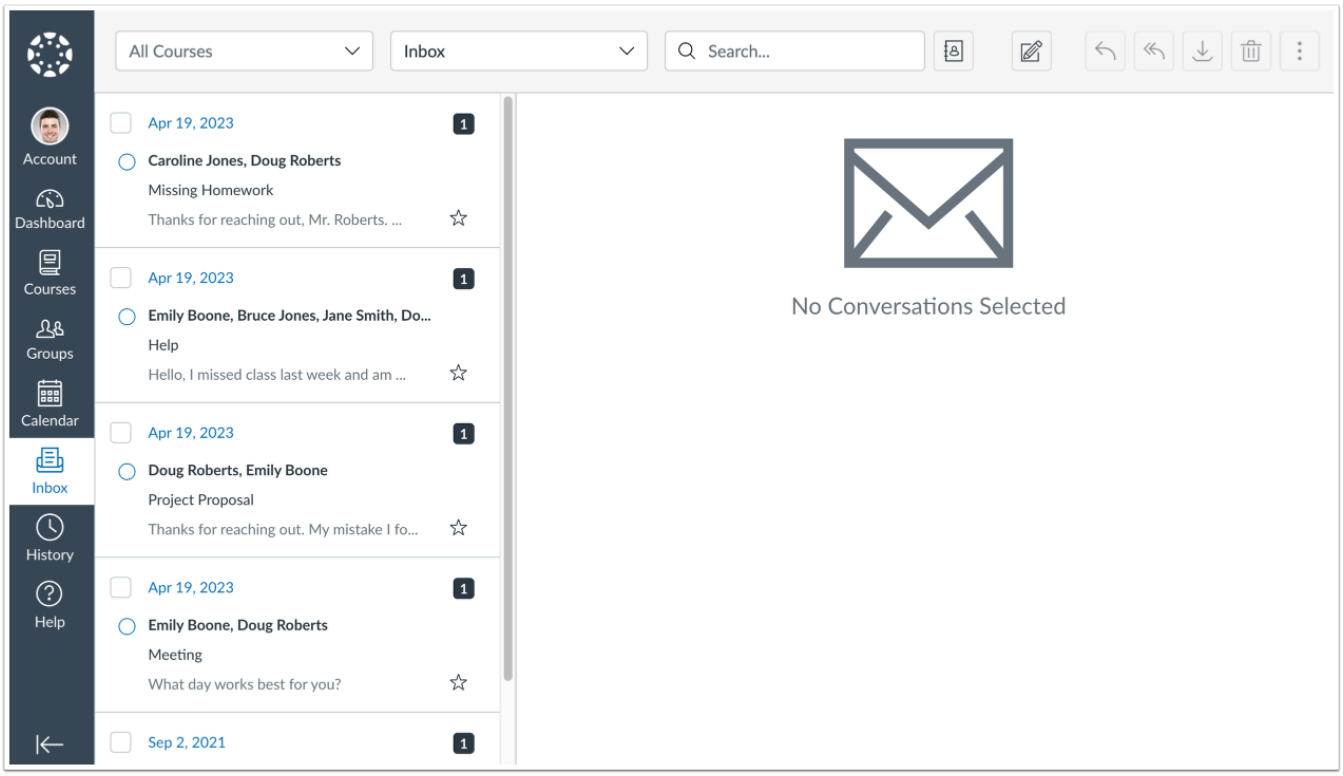
What is the Inbox?

The Inbox is a messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can use the Inbox to communicate with others in your course.

Notes:

- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded and its term date has passed, you can no longer message students in that course.
- If your institution has enabled personal pronouns and users have selected their pronouns, the pronouns display within message details and alongside names in the Inbox search fields.

When would I use the Inbox?



Use the Inbox to:

- Send a message to someone in your course or group

- Send a message to yourself (displays in your Sent folder)
- Reply to messages from others in your course
- Filter conversations by course or type
- View and reply to assignment submission comments

Learn more about using the Inbox.

Note: You can adjust your notification settings to receive messages using external channels.

What are Mastery Paths?

Mastery Paths allows instructors to configure differentiated learning content that is automatically delivered to students based on their individual source assignment scores. Any graded assignment, graded discussion, or graded quiz may be used as the source content for a Mastery Path.

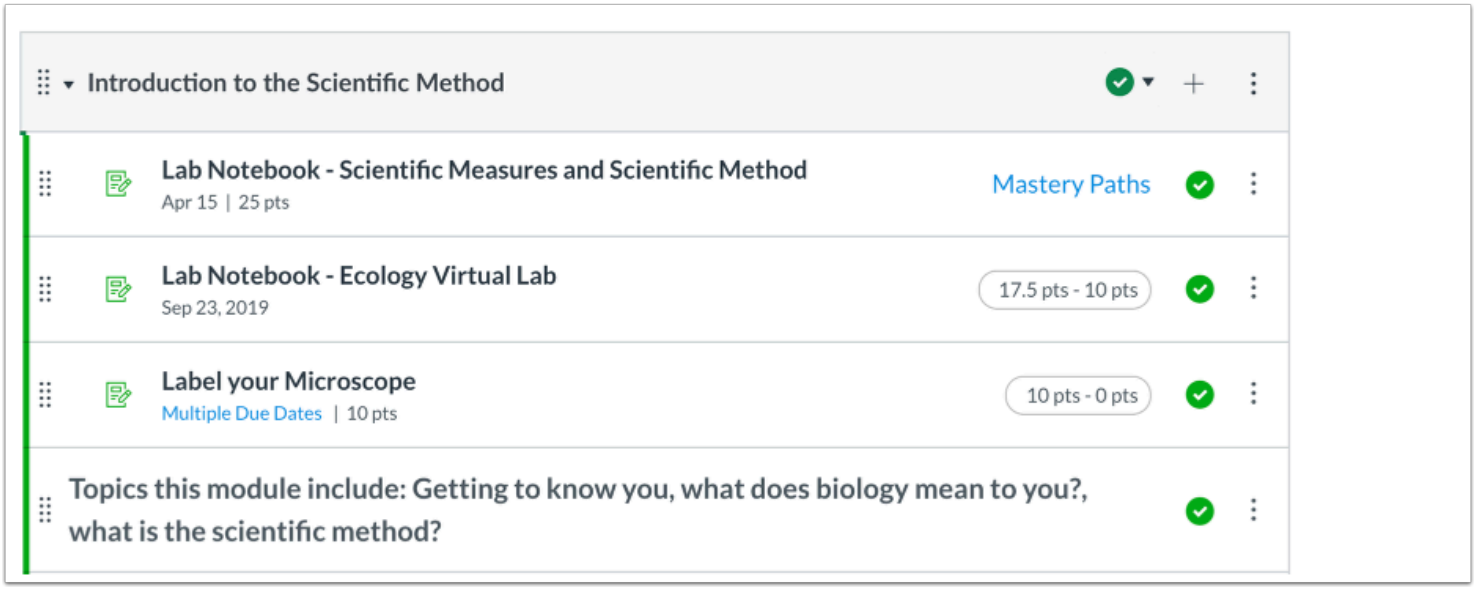
After the source assignment is graded (either manually or automatically), Mastery Paths releases conditional content to students based on scoring-range rules. A student's score determines their assigned learning path. For instance, a student who scores above 90% on an assignment could be assigned more advanced work, while a student who scores below 60% could view assignments designed for content clarification and improvement.

Any course item except for practice quizzes, ungraded surveys, and external tool assignments may be designated as a conditional item in a Mastery Path. Course items such as links, files, and media content must be embedded in a page or assignment to be used as conditional content in Mastery Paths.

Notes:

- The Mastery Paths setting can be managed in a course if the setting has been enabled by an institution.
- If your institution uses a student information system (SIS) and requires due dates for assignments, any Mastery Path assignment assigned to one or more students are currently not validated. Please use this with caution when syncing to an SIS.
- If a course has a large number of students and/or if a Mastery Path has a large number of associated conditional items, students may experience a delay before they are assigned a path.
- Currently, Mastery Paths does not support association with outcomes.
- Files, External URLs, and External Tool module items cannot be used as conditional items in Mastery Paths.
- Mastery Paths pages are only accessible to students from within Mastery Paths and not in the course Pages page.

Instructor View

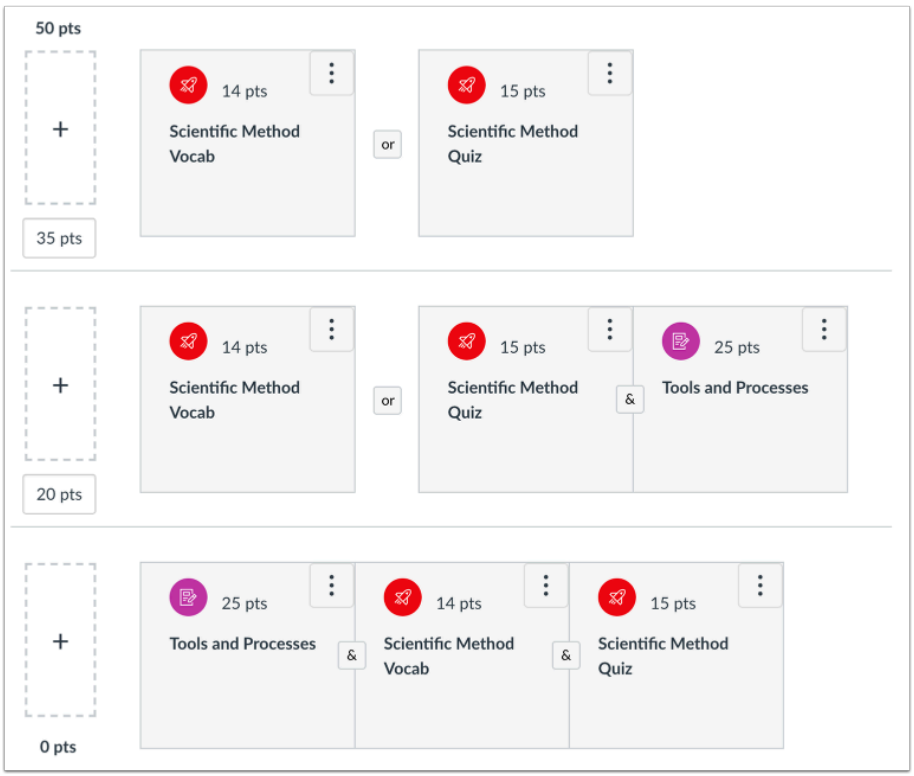


Instructors create and manage Mastery Paths in the course Modules page.

Any graded assignment, graded discussion, or graded quiz may be used as the source content for a Mastery Path. A student's source content score determines their next assignment(s).

Note: Before building Mastery Paths in the Modules page, instructors should create or add all course assignments, activities, and pages, and then add them in modules. Learn more about creating Mastery Paths in course modules.

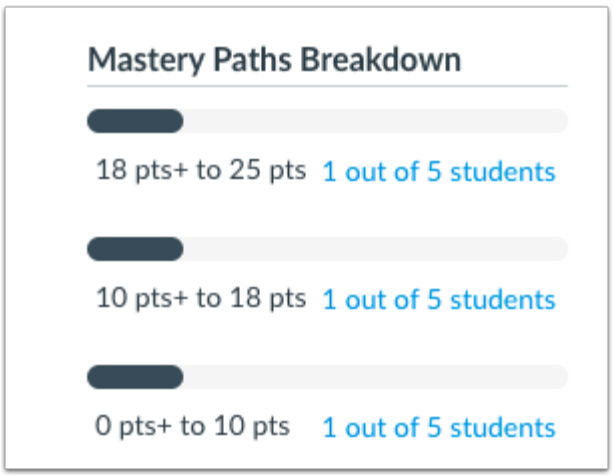
Source Content Learning Paths



For each source assignment, instructors add conditional content within scoring ranges. Conditional items and requirements can vary for each scoring range.

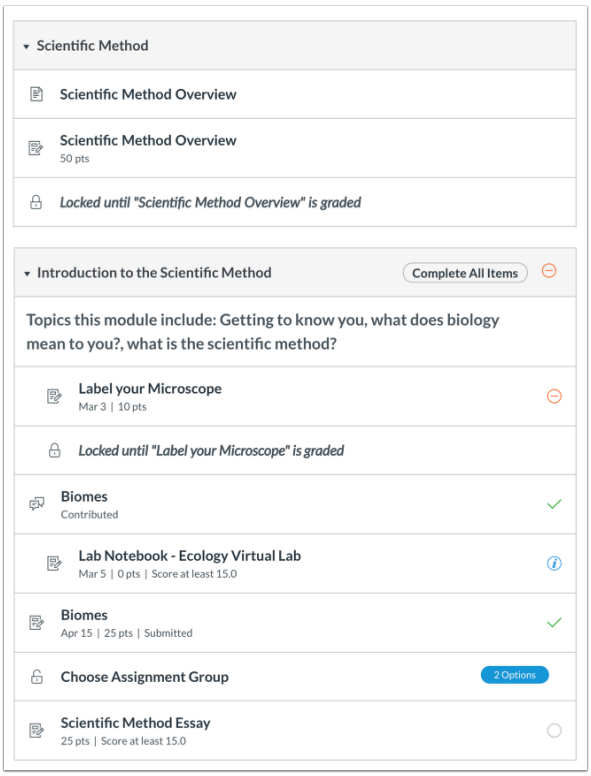
Note: To differentiate an assignment for students based on scoring ranges, instructors must also assign conditional content items to Mastery Paths.

Mastery Paths Breakdowns



Once students complete source assignments, instructors can view Mastery Paths range breakdowns that show the number of students who scored in each range.

Student View



When students view course modules in a Mastery Path course, they may see that module items are restricted until source assignments are graded. When unlocked, students may be able to choose their learning path assignments.

What are Modules?

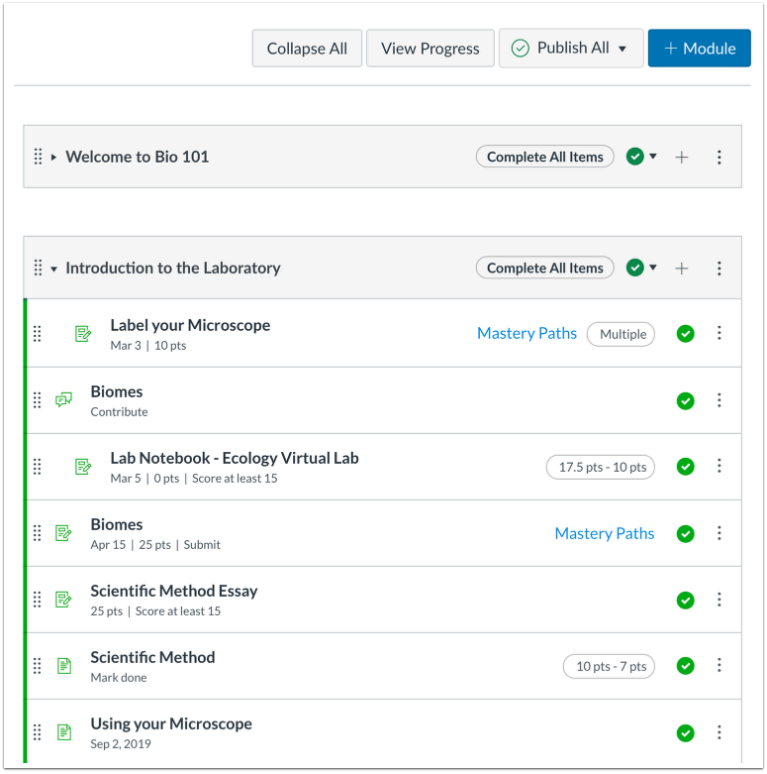
Modules allow instructors to organize content to help control the flow of the course.

Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a one-directional linear flow of what students should do in a course.

Each module can contain files, discussions, assignments, quizzes, and other learning materials. Module items can be added to the course from existing content or new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.

Note: Keyboard shortcuts can be used to navigate the Modules page. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

Instructor View

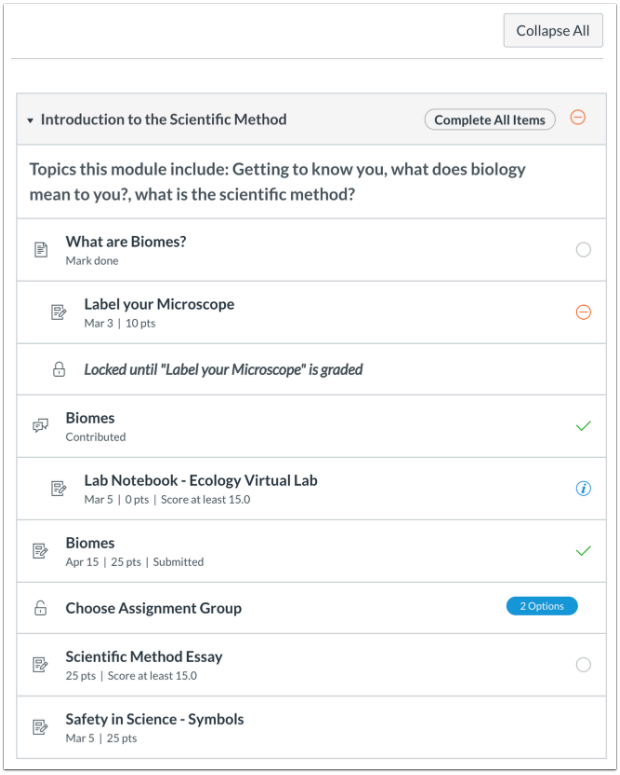


Instructors can add all course materials in modules, even if they are assigned to specific students, sections, or groups.

Use Modules to:

- Create prerequisite activities that students must complete before moving on in the course
- Track student progress through a sequence of learning activities
- Organize course content by unit, day, week, topic or outcome

Student View

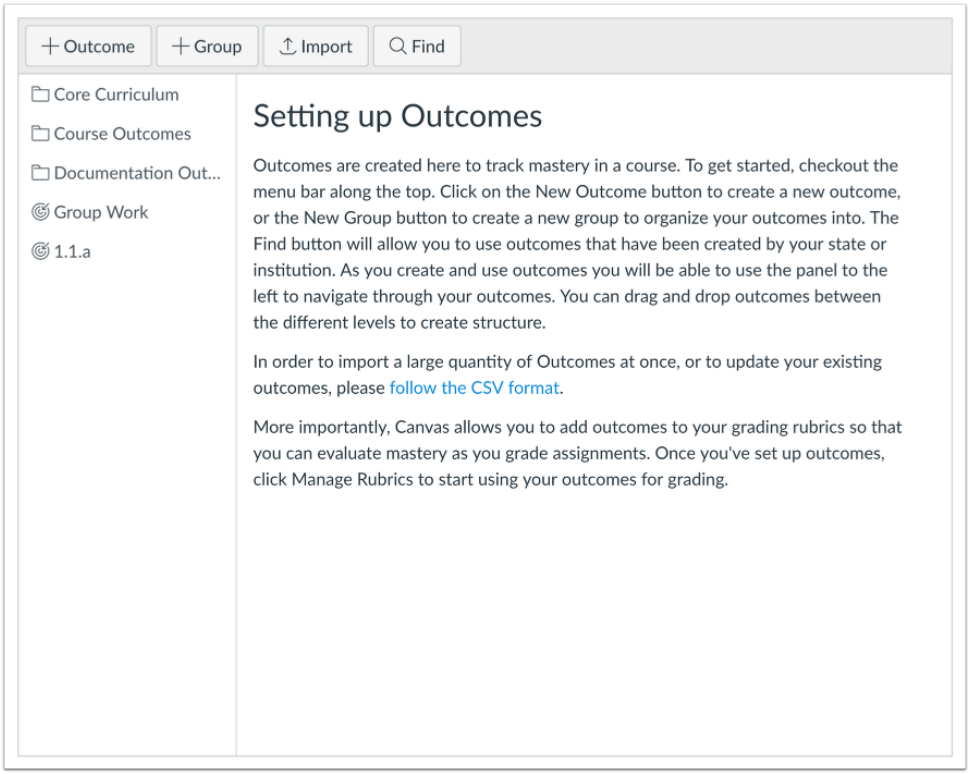


Students only view module content that has been published and assigned to them. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Modules can be expanded and collapsed.

What are Outcomes?

Outcomes allow the administration and faculty to track mastery in a course. Users can import Account, State, and Common Core Standards into an account and course.

Account or Course Outcomes



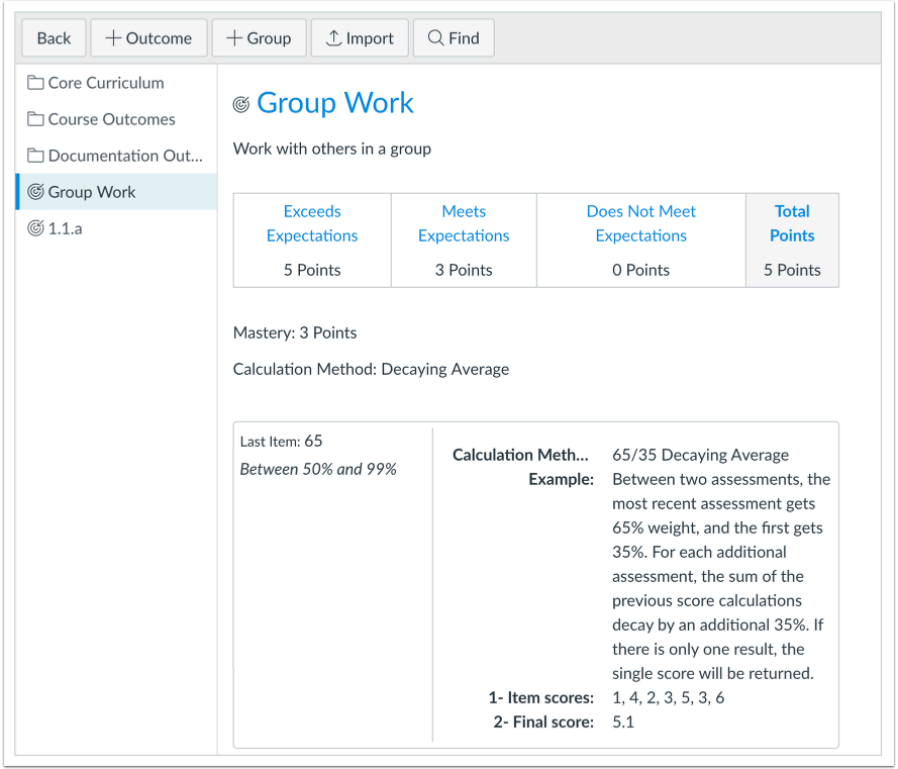
Outcomes enables the administration and faculty to track students' progress as measured by pedagogical goals or desired outcomes.

Assessments created to test student knowledge or to require students to demonstrate a specific skill resulting from a learning activity can be aligned to learning outcomes using rubrics (which can be used for grading simultaneously).

Grading student work automatically collects and compiles data on student progress for the Outcomes. The data is available for reporting to support teaching improvement, identify at-risk students, and support the accreditation process. This unified, streamlined approach dramatically reduces the amount of work required

to implement Learning Outcomes through the intelligent reuse of assessment workflows in the grading process.

When would I use Outcomes?



Use Outcomes to:

- Focus students' attention on the most important skills and activities in your course (find existing outcomes or create new ones)
- Align Quizzes and Assignments to different kinds of mastery
- Run reports at the account-level about student artifacts of learning mastery
- Assess student progress through calculation methods
- Track student progress on a learning outcome or overall in the Learning Mastery Gradebook
- Align accreditation or other core standards to programs of study, courses, or student assessments

Calculation Methods

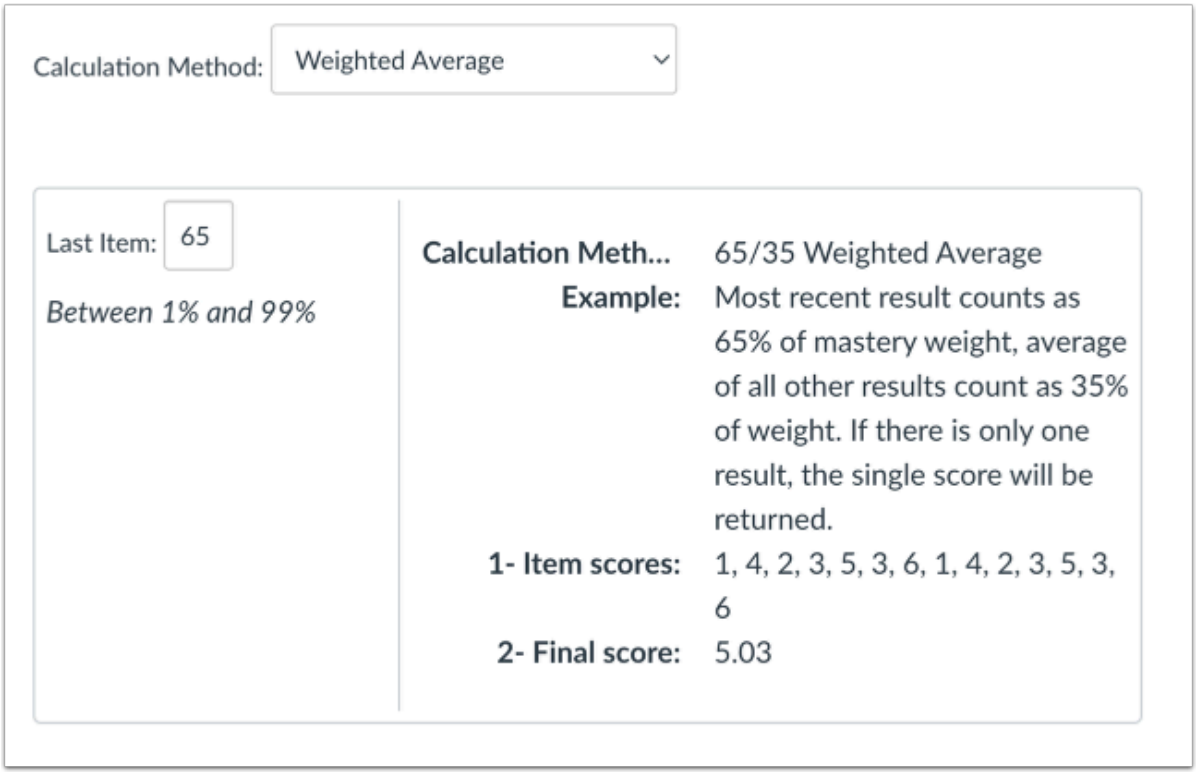
When users create an outcome, users can set one of four calculation methods used for student mastery: Weighted Average, Decaying Average, n Number of Times, Most Recent Score, and Highest Score. Calculation methods are used in conjunction within the Learning Mastery Gradebook.

Calculation methods can be set when creating custom course outcomes (instructors) or creating custom account outcomes (admins).

Notes:

- For new Outcomes created in the Canvas interface, the default calculation is Weighted Average unless changed to another calculation.
- For new Outcomes created using the Outcomes API, the default calculation is set as Highest Score but can be modified with the appropriate parameters.
- If a user imports an outcome but does not have permission to modify the calculation method, the calculation method cannot be changed.
- Common Core outcomes are always calculated as Highest Score; however, the calculation method can be modified using the Outcomes API by any user with appropriate admin permissions.

Weighted Average



The **Weighted Average** calculation factors the average of all assessment items while weighing the most recent (current) submission to any assignment associated with this outcome at a higher percentage.

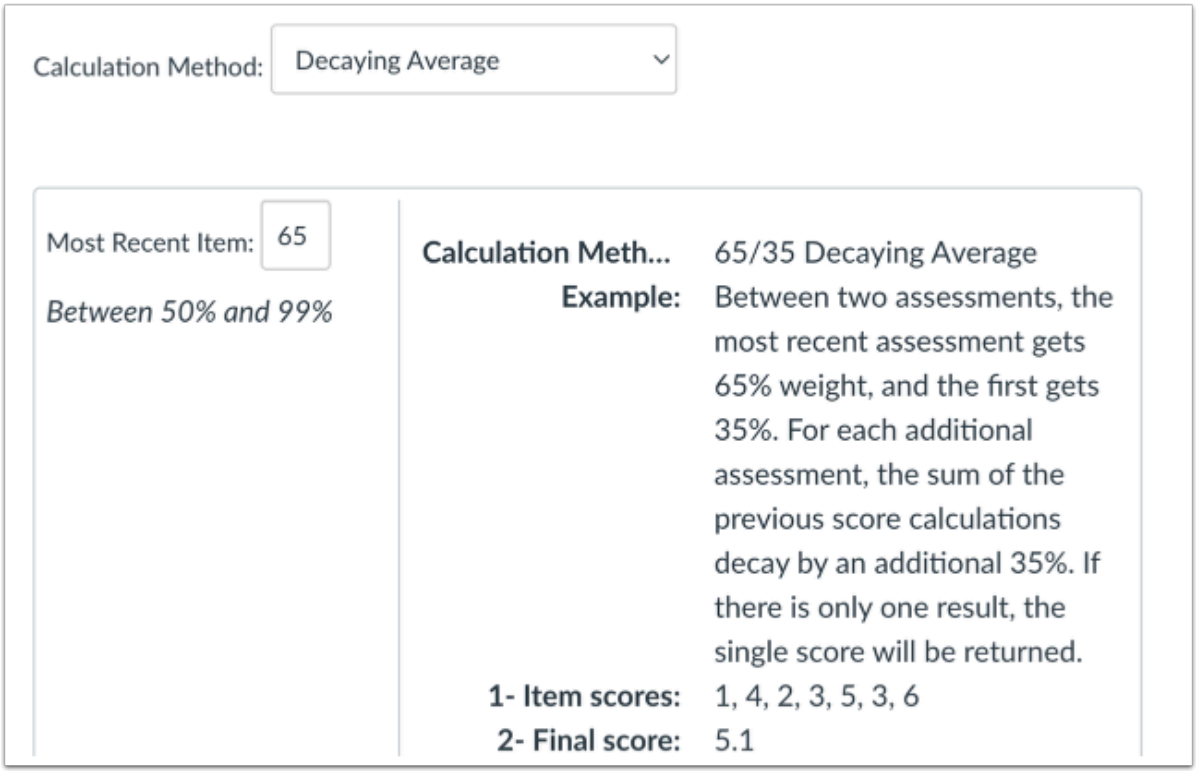
By default, the Canvas weighted average is set at 65/35, meaning the current item is weighted at 65%, and the average of all other user scores is weighted at 35%. However, users can specify between 1% and 99% for the

current percentage, and prior scores are weighted against the percentage difference. Note that the average is rounded to the next two decimals. If there is only one result, then the single score will be displayed.

For example, a student has four aligned items with scores of 4, 3, 2, and 5 (scores listed chronologically from oldest to most recent). If the current item is set to be weighted at 65% of mastery, prior scores are weighted at 35%:

- Current item score: 5
- Average of prior item scores: (4 + 3 + 2) / 3 = 3
- Calculated score: 5 (.65) + 3 (.35) = 3.25 + 1.05 = 4.3

Decaying Average



The **Decaying Average** calculation uses a formula to determine proficiency based on students' average scores, giving more weight to the most recent scored. To determine the weight given to the most recent score, the formula uses a decay rate. The higher the formula's decay rate, the more heavily the most recent assessment is weighted.

By default, the decay weight is set at 65%. However, you can adjust the rate to any percentage between 50% and 99%. Between two assessments, the most recent assessment gets 65% weight and the first gets 35%. For each additional assessment, the sum of the previous score calculations decay by an additional 35%.

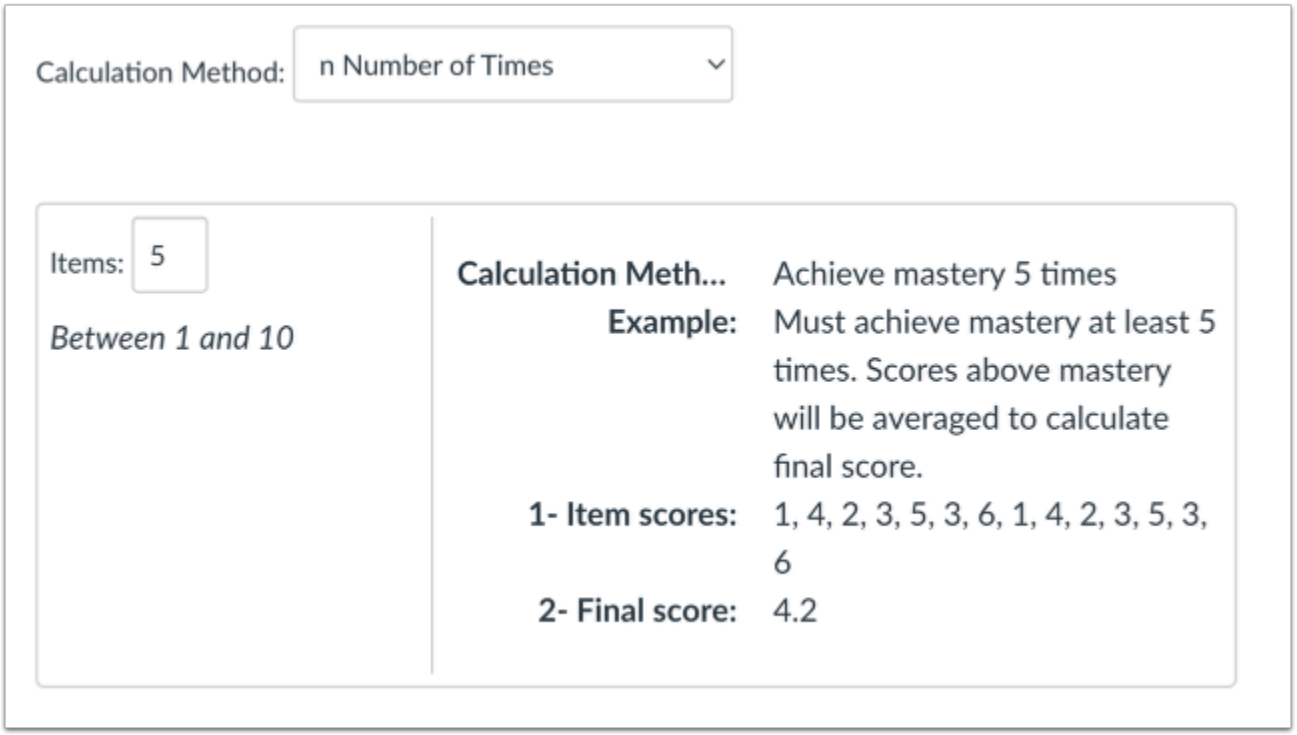
For example, a student has scores of 1, 2, 3, 4 (scores listed chronologically from oldest to most recent):

(1 × .35) + (2 × .65) = X

(X × .35) + (3 × .65) = Y

(Y × .35) + (4 × .65) = Z (this being the current standard score; 3.48)

n Number of Times



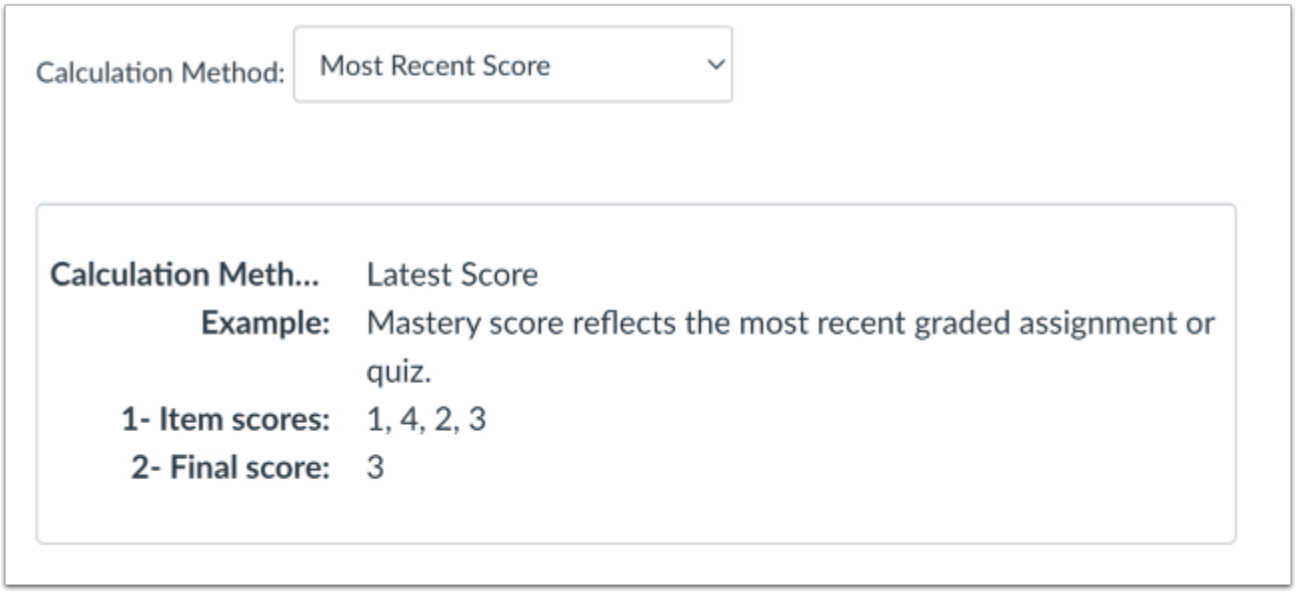
The **n Number of Times** calculation requires a specific number of times that mastery must be met or exceeded, and the number of aligned items that must be completed for calculation eligibility. Any scores that do not meet mastery are not part of the calculation.

Users can specify between 1 and 10 items required for mastery.

For example, a student is required to achieve mastery 2 times with a mastery score of 5. If the student has scores of 1, 3, 2, 4, 5, 3, and 6, only the scores of 5 and 6 would be part of the calculation.

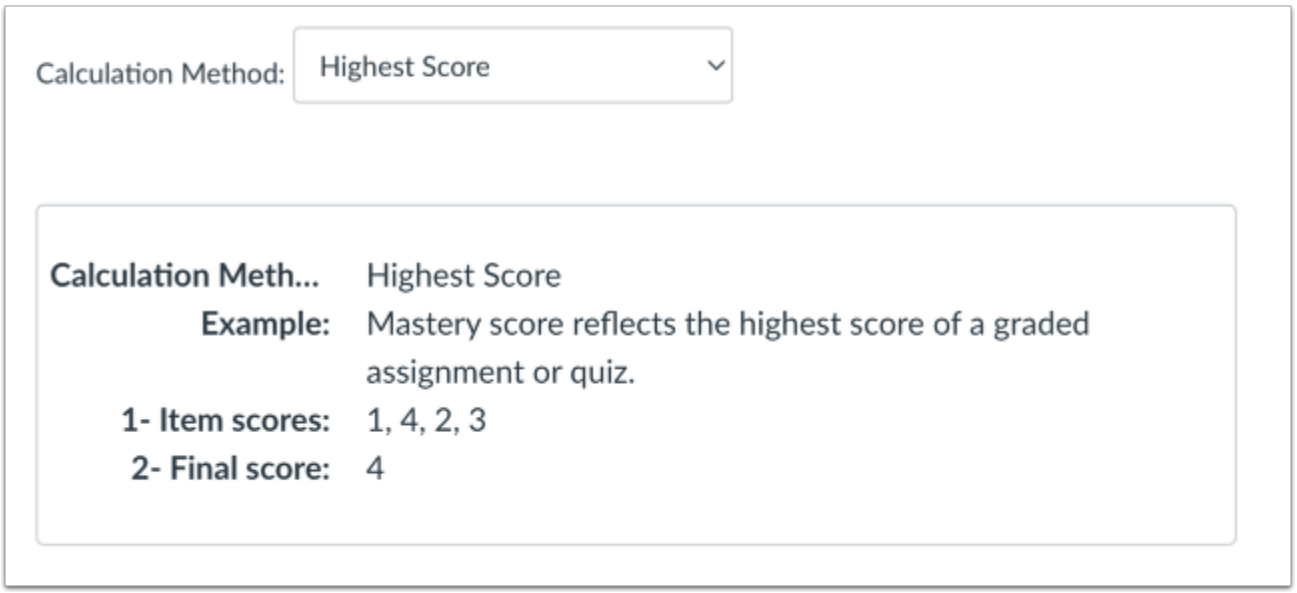
- Average score of eligible items: 5 + 6 = 11
- Calculated score: 11 / 2 = 5.5

Most Recent Score



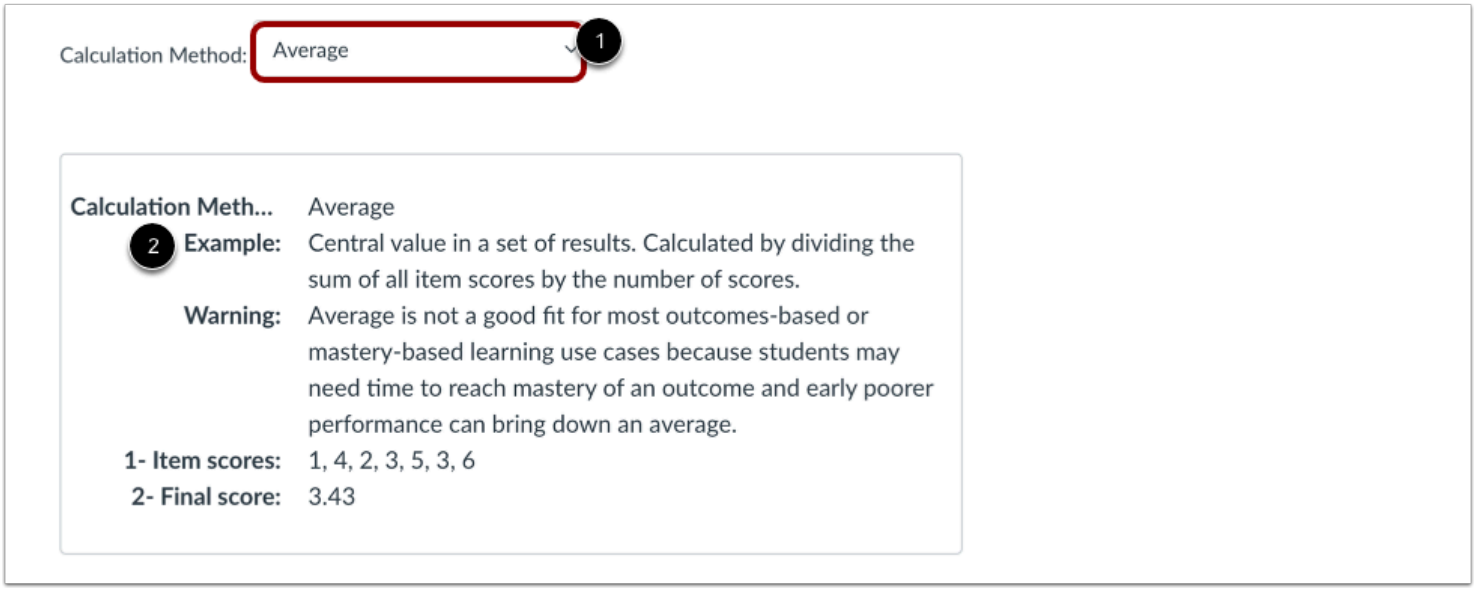
The **Most Recent Score** calculation always selects the most recent score for all assessment items.

Highest Score



The **Highest Score** calculation always selects the highest score for all assessment items.

Select Average

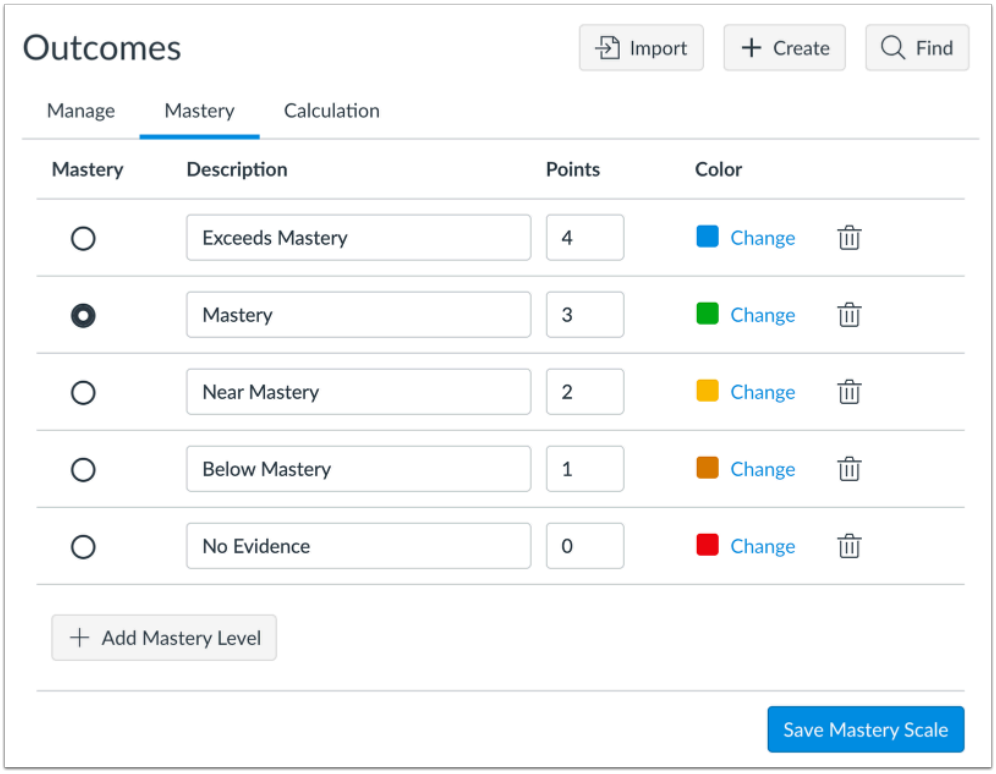


To select the average score from all assessment items, select the **Average** option [1].

You can view an example of the Average calculation in the **Example** section [2].

Note: Average is not a good fit for most outcomes-based or mastery-based learning use cases because students may need time to reach mastery of an outcome and early poorer performance can bring down an average.

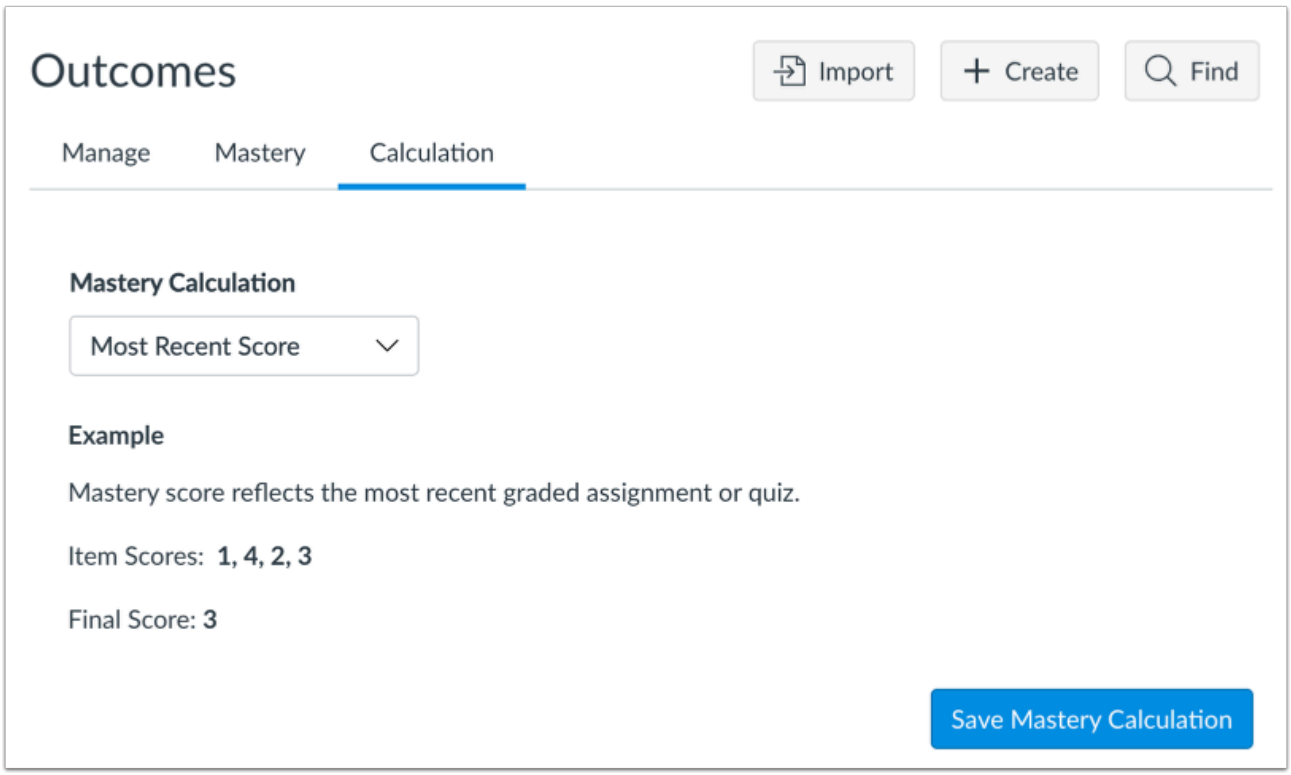
Outcome Mastery Scales



If the Account and Course Level Outcome Mastery Scales feature option is enabled for your account, you can set mastery scales for the entire account.

Learn more about mastery scales in an account or in a course.

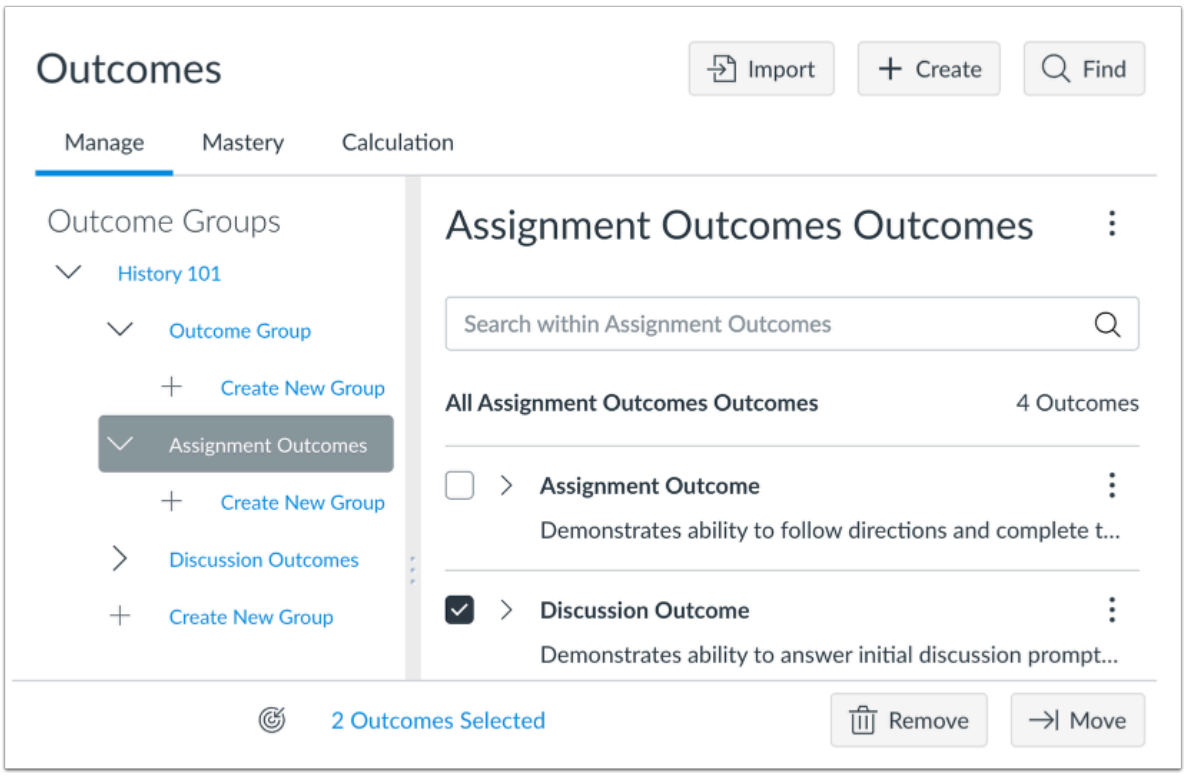
Outcome Mastery Calculations



If the Account and Course Level Outcome Mastery Scales feature option is enabled for your account, you can set mastery calculations for the entire account.

Learn more about mastery calculations in an account or in a course.

Improved Outcomes Management



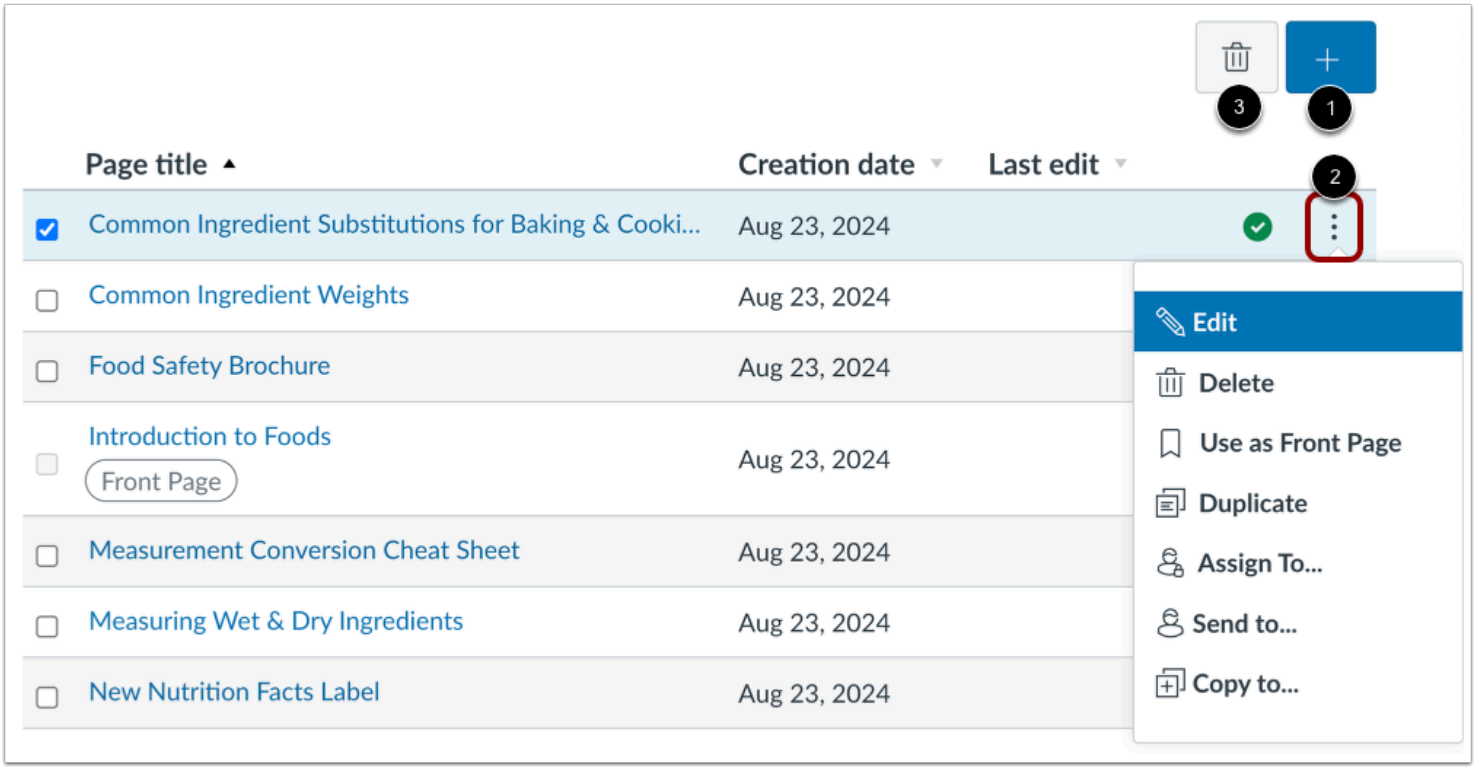
If the Account and Course Level Outcome Mastery Scales feature option and the Improved Outcomes Management feature option are enabled for your account, the Outcomes page displays an improved interface for viewing and managing outcomes.

Learn more about the Improved Outcomes Management in an account or in a course.

What are Pages?

Pages store content and educational resources that are part of a course or group but don't necessarily belong in an assignment. Pages can include text, video, and links to files and other course or group content. Pages can also be linked to other pages. They can also be used as a collaboration tool for course or group wikis where only specific users can have access. Canvas keeps the entire history of the page to account for changes over time.

Instructor View

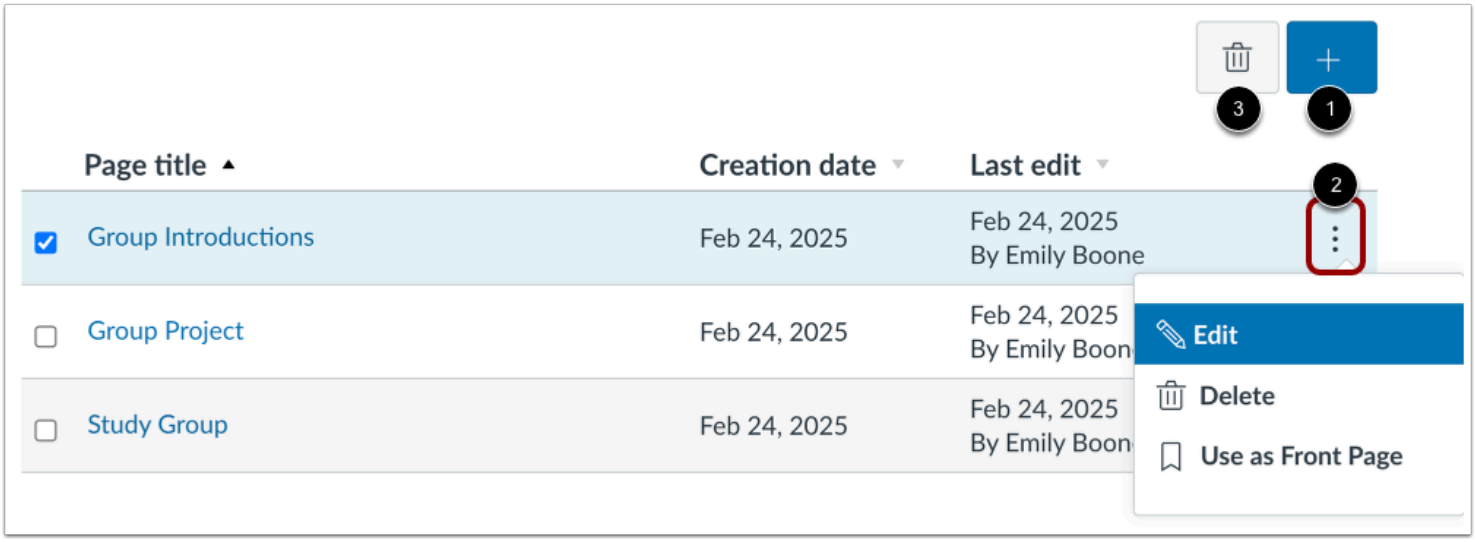


In a course, instructors can create a new page with text, images, media, links, and/or other files [1].

The **Options** icon allows instructors to edit the title of a page, delete a page, use it as the front page, duplicate the page, send a copy of the page to another instructor at their institution, or copy the page to one of their other courses [2].

The **Delete** button allows instructors to delete selected pages [3].

Student View



Students can view pages in courses. However, instructors can allow students to edit and contribute to course pages. Students can always create pages in their student group.

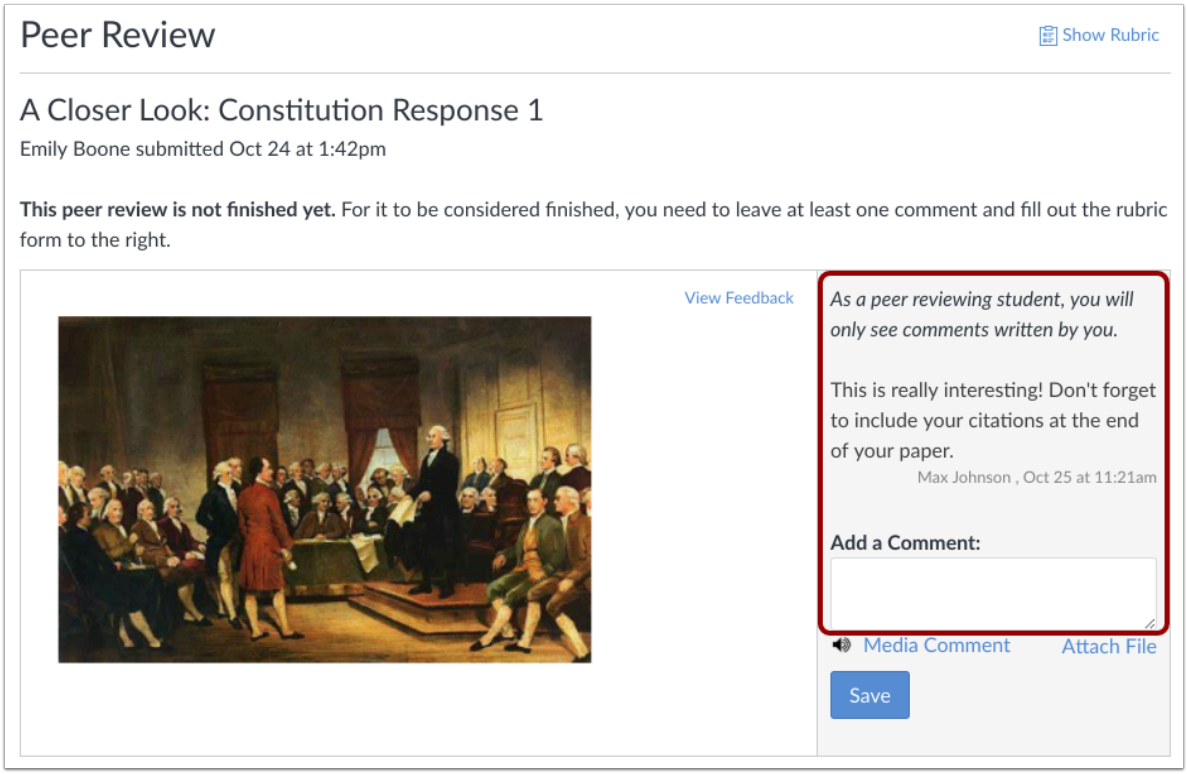
In groups, students can view the same page layout with the name of the page, creation dates, and edit dates. They can also add new pages in a group [1]. In the **Options** icon, they can edit, delete, or use a page as the front page for a group [2]. Students can use the **Delete** button to delete selected pages for a group [3].

What are Peer Reviews?

A peer review assignment or discussion enables students to provide feedback on another student's submission. Peer reviews allow communication between students and can help students master the concepts of a course and learn from each other. Peer reviews can be assigned to show student names or display anonymously.

Note: Students can only view peer review assignments or discussions after they have submitted their own work for the assignment or replied to the discussion themselves.

When Would I Use Peer Reviews?



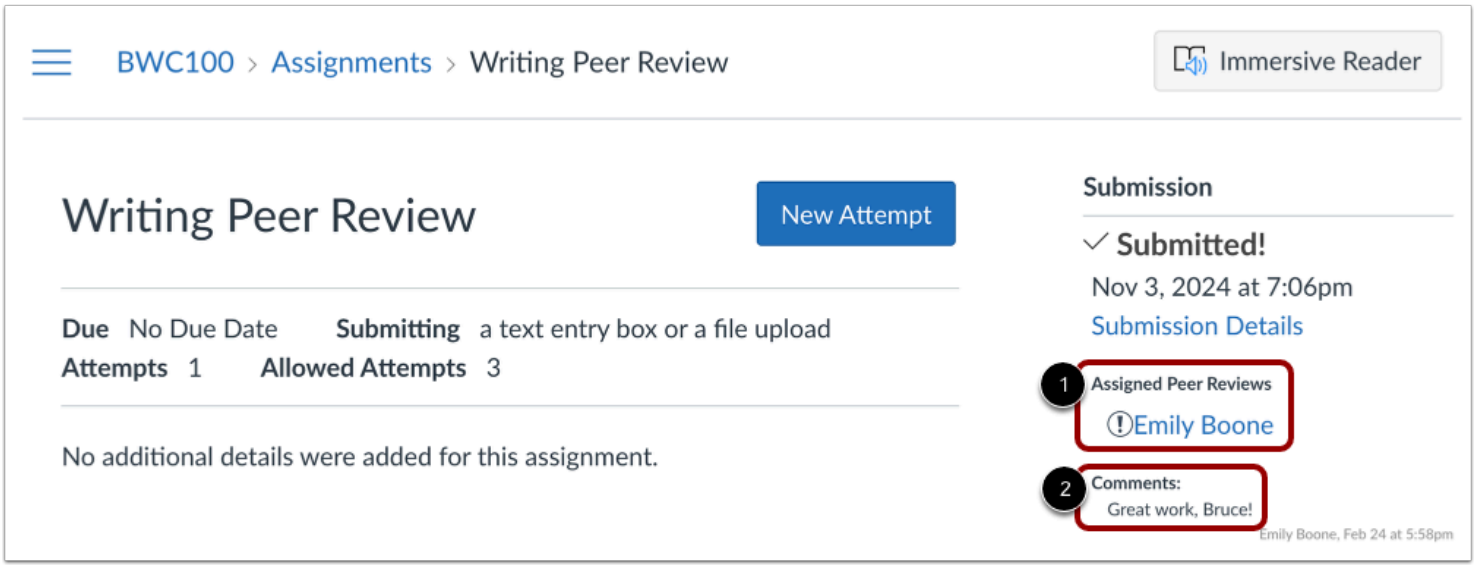
Student peer review assignments and discussions can:

- Help students develop critical thinking skills by evaluating and providing feedback on their peers' work.
- Enhance understanding of the subject matter.
- Improve communication skills.
- Promote a collaborative learning environment.

- Teach students to give and receive constructive criticism.

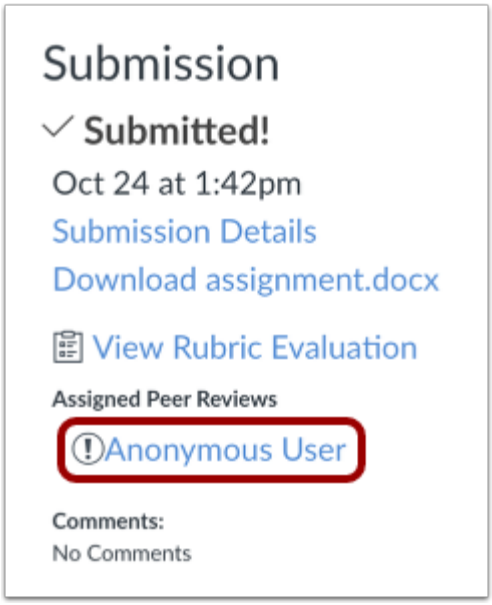
Instructors can create a peer review assignment or create a peer review discussion.

Perform Peer Reviews



After submitting their own work, students can submit a peer review [1]. The student whose work was reviewed can then view their peer's feedback [2].

Anonymous Peer Reviews



As part of creating a peer review, the anonymous option allows you to hide the name of the student reviewer from the student with the submission. The reviewer cannot see the name of the assigned person whose work is to be reviewed, and the student who submitted the assignment cannot view names associated with any comments.

Creating an anonymous peer review can reduce bias, encourage honest feedback, promote fairness, minimize pressure, and focus on learning.

Notes:

- Email notifications sent to students about peer reviews are anonymous. Student reviewers cannot view the name of the person whose work they are reviewing.
- Once a peer review has been assigned, the viewing setting cannot be changed. For instance, a regular peer review cannot later be made anonymous—and appear anonymous—unless the peer review is deleted and re-assigned.
- Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.
- When anonymous peer reviews are enabled, instructors and TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.

What are Profile Settings?

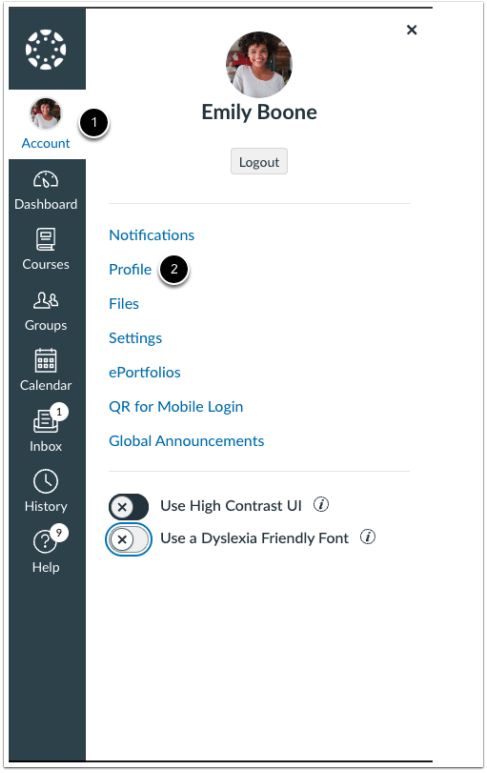
Profile are user account options that let you control your personal information in Canvas.

To learn more about managing profile settings, view lessons about profile and user settings.

Note(s):

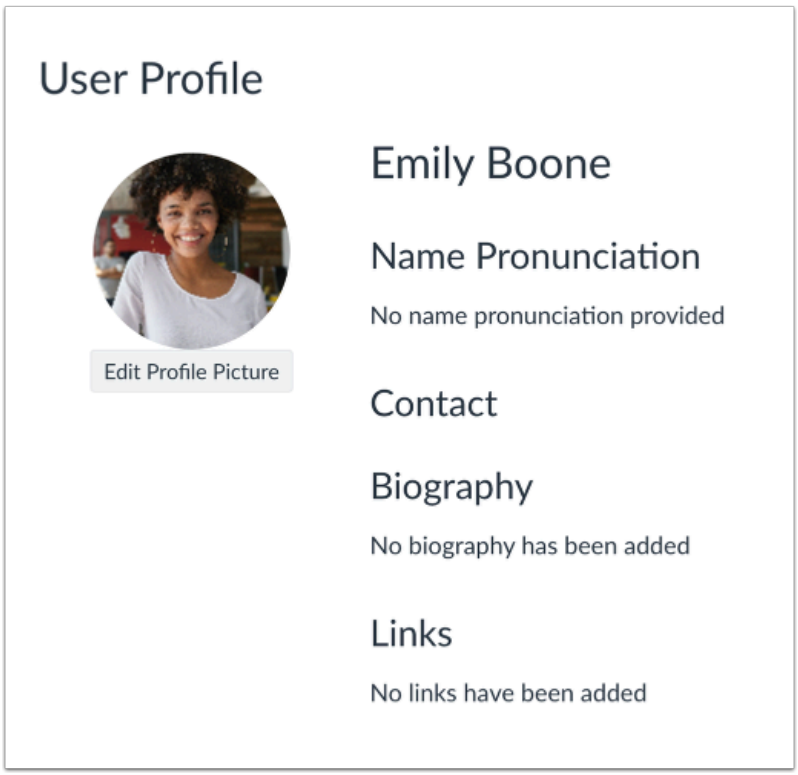
- Your institution may restrict one or more settings options.
- For more information on user settings, visit What are User Settings?

Open Profile Settings



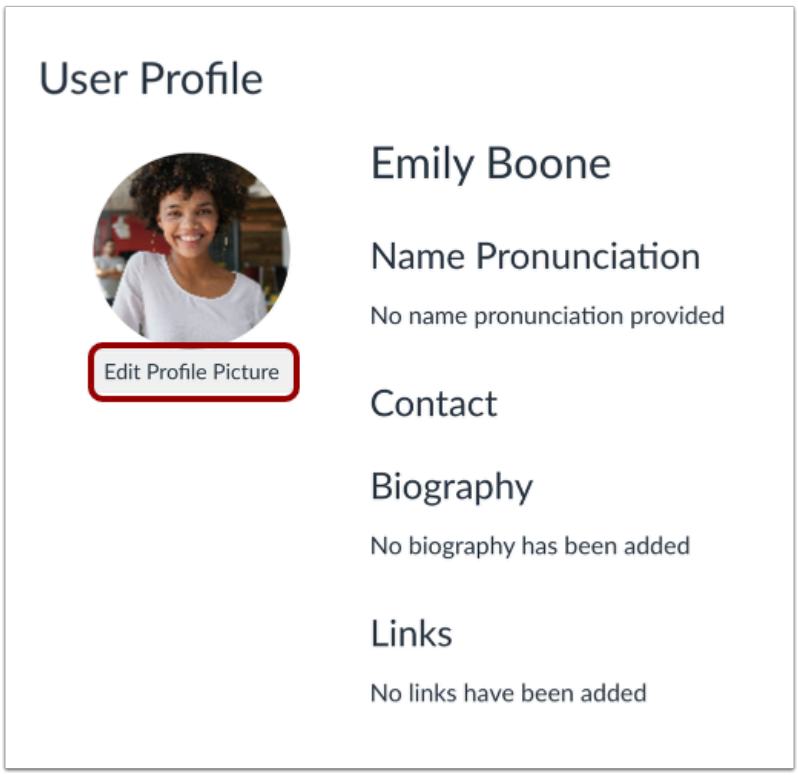
In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].

Profile Settings



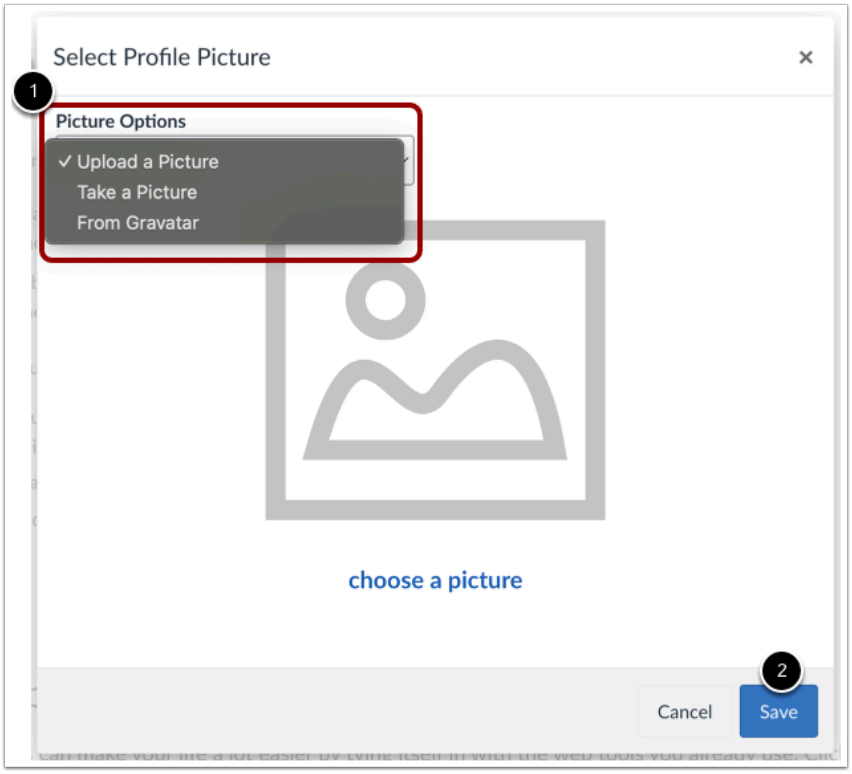
You can view your user profile settings such as your profile picture, name pronunciation, contact, biography, and links.

Open Profile Picture



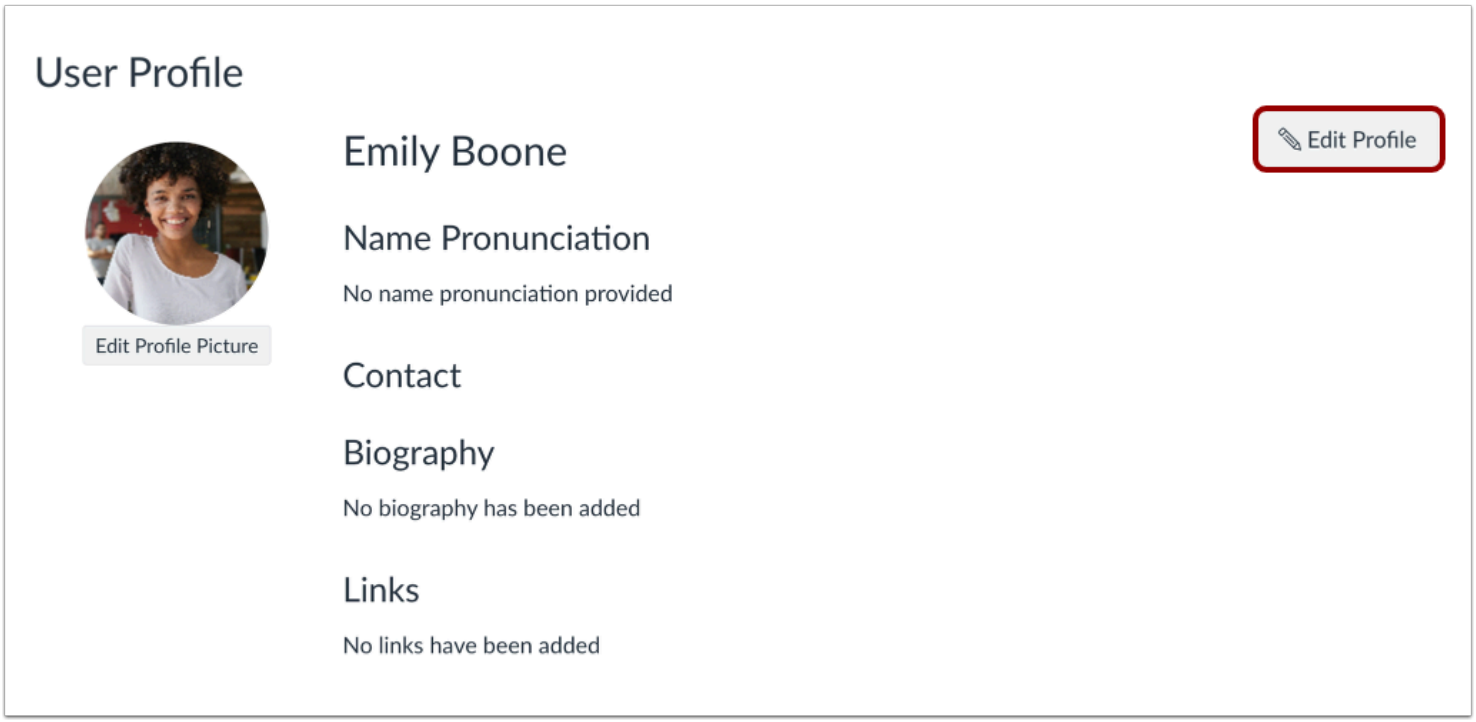
If your institution has enabled profile pictures, to add or modify your profile picture, click the **Edit Profile Picture** button.

Select Profile Picture



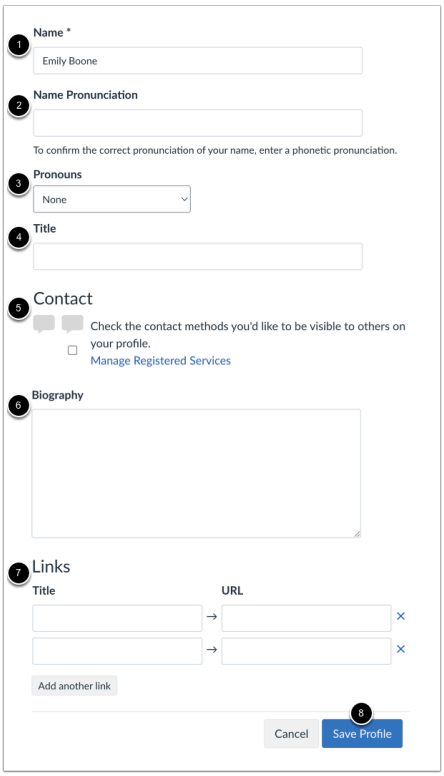
You can upload a picture from your computer, take a picture using your computer's camera, or import an image from an existing Gravatar account [1]. When you're finished, click the **Save** button [2].

Open Profile Settings



If allowed by your institution, you may edit your profile settings by clicking the **Edit Profile** button.

Edit Profile Settings



You can edit your **Name** [1], **Name Pronunciation** [2], **Pronouns** [3], **Title** [4], **Contact** [5], **Biography** [6], and **Links** [7].

To save your changes, click the **Save Profile** button [8]

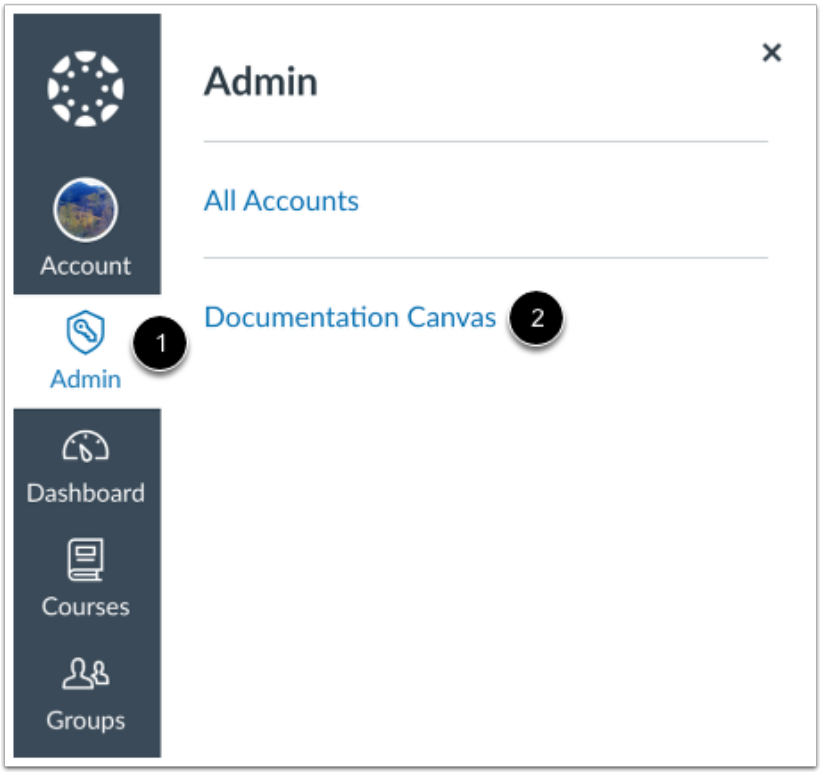
Note(s):

- Some settings may not be available to you. If you are not able to edit your profile settings, you will need to contact your institution to change this information.
- For more information on changing profile settings, visit How do I edit my profile in my user account?

What are question banks?

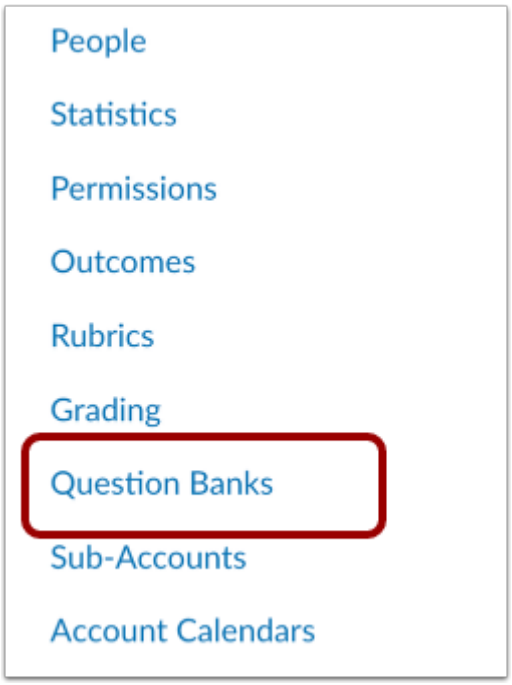
You can create account and sub-account level Question Banks in your Canvas instance. This allows anyone in the account to have access to the questions.

Open Account



To view Question Banks, click the **Admin** link [1], then click the name of the account [2].

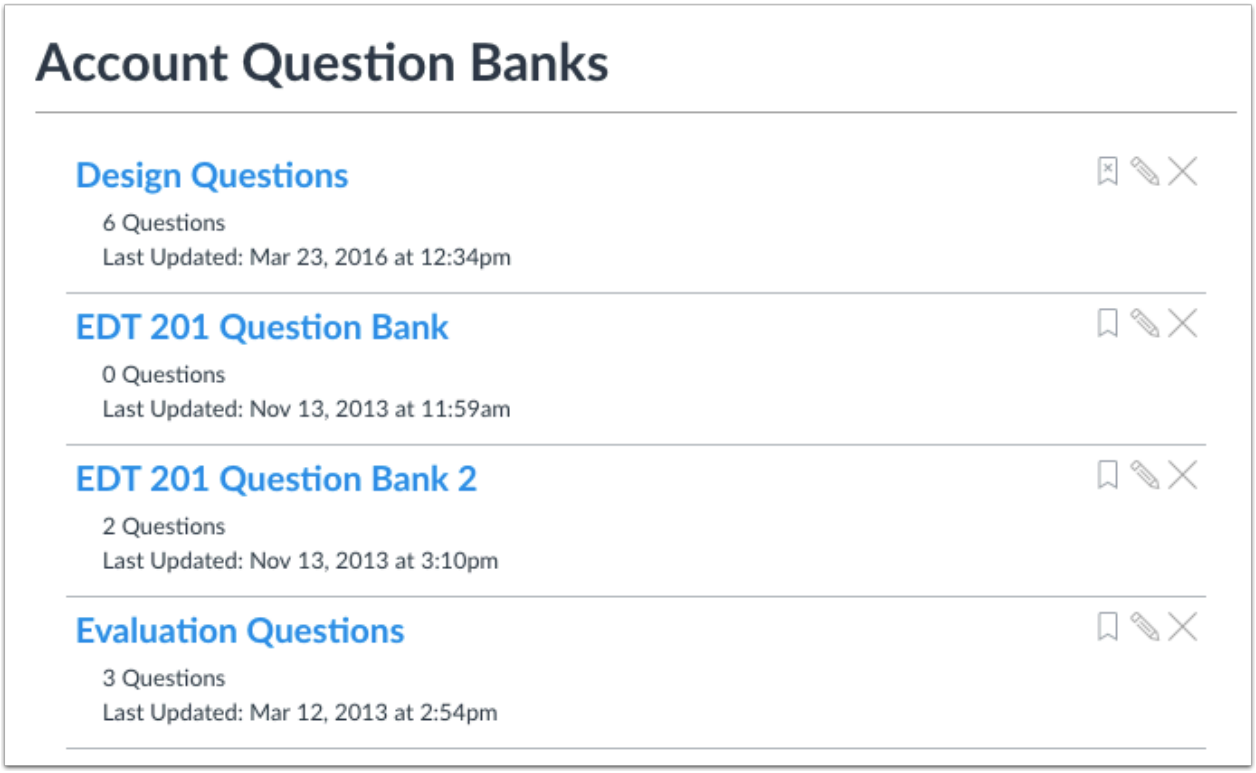
Open Question Banks



In Account Navigation, click the **Question Banks** link.

Account-level question banks are question banks created and stored at the account level. This allows users to access and use general content for quizzes.

When Would I Use Account-Level Question Banks?



Account-level questions banks can be used to create institutional or departmental question repositories. For example, if the English department offers several courses to teach basic grammar rules to students, the department can create a sub-account level question bank. Instructors can then access the question banks to offer the same evaluation to students in different courses.

What are Quizzes?

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. Quizzes can also be used to conduct and moderate exams and assessments, both graded and ungraded.

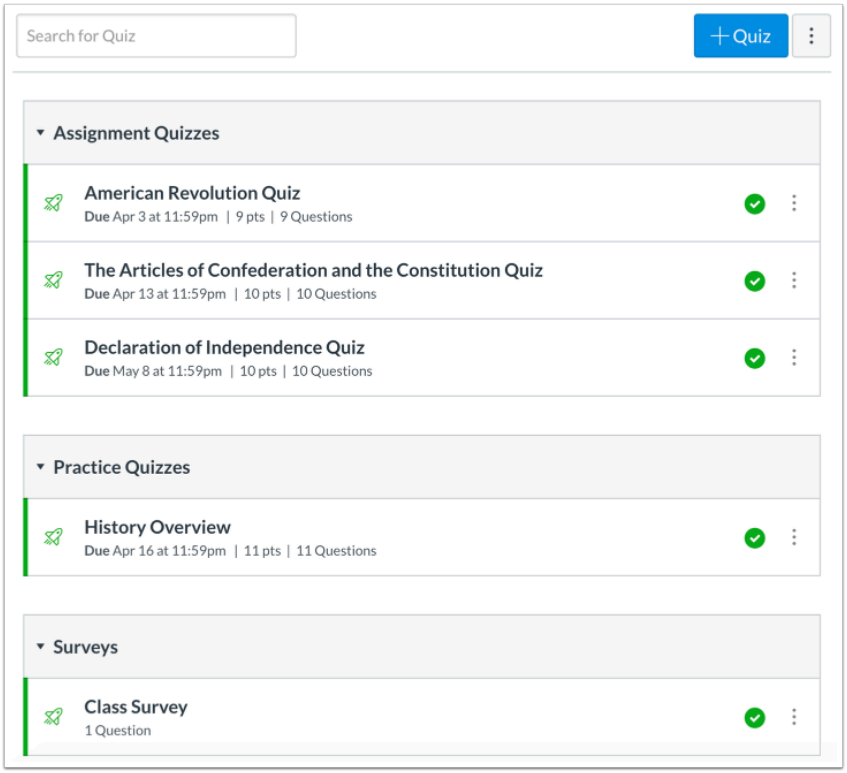
Canvas has four different types of quizzes:

- A graded quiz is the most common quiz and rewards students points based on their quiz responses.
- A practice quiz is a learning tool to see how well users understand course material without providing a grade.
- A graded survey rewards students with points for completing a survey but grading is not based on right or wrong answers.
- An ungraded survey obtains opinions or other information without providing a grade.

To know more about using New Quizzes, refer to the dedicated guides for instructors and students.

To see a breakdown of how Classic Quizzes compares to New Quizzes, refer to the Classic Quizzes vs. New Quizzes Feature Comparison resource document.

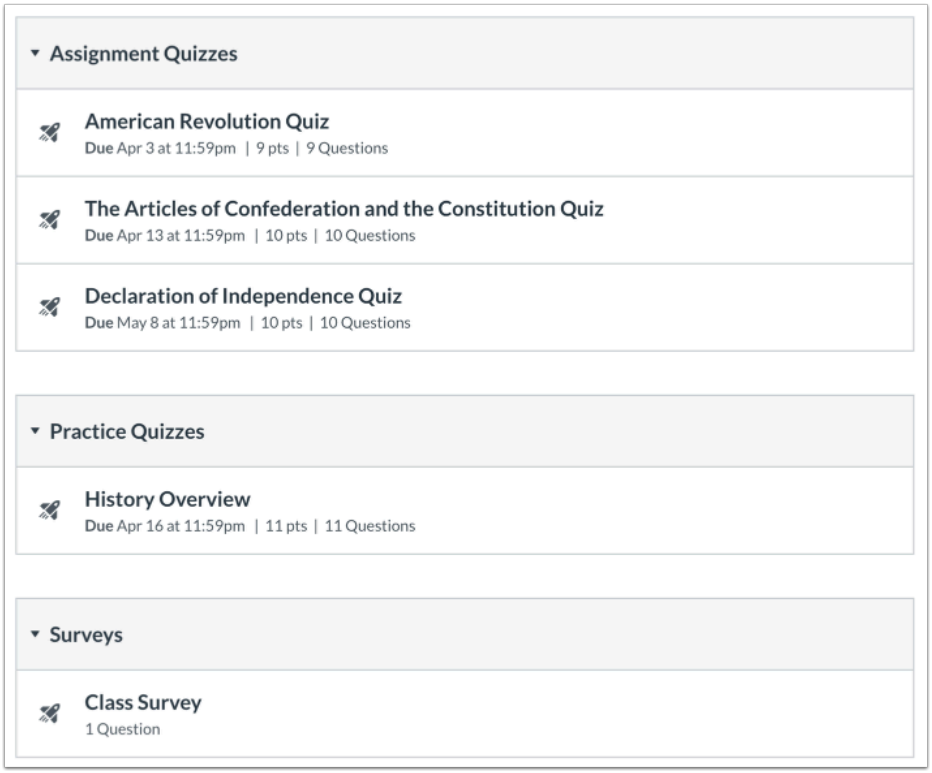
When would I use Quizzes as an instructor?



You can use Quizzes to:

- Create new quizzes with individual questions and question groups
- Set up question banks
- Import external quizzes
- Show one quiz question at a time
- Create quizzes for all students, individual students, or course sections

When would I use Quizzes as a student?



You can use Quizzes to:

- Test your knowledge of course material
- View all available quizzes in your course
- Submit quizzes in your course
- View quiz questions one at a time or all at once (depending on instructor preference)
- Review quiz results

What is New Quizzes?

New Quizzes is a quiz engine that integrates with Canvas and replaces the classic quizzes functionality currently existing in Canvas.

Instructors can use New Quizzes to create quizzes using a variety of questions types. Students can take New Quizzes quizzes within their Canvas courses.

New Quizzes:

- displays as assignments in the Assignments page
- can be duplicated
- is available in beta and production environments
- uses the Rich Content Editor to format and add content to certain quiz questions
- meets VPAT WCAG 2.1 accessibility requirements
- can be used alongside Classic Quizzes in a course

The following New Quizzes features are not supported in the Canvas beta environment:

- Reports
- Statistics
- Item bank search
- Item bank tagging

Outcomes added to Canvas in the beta environment after the beta refresh will not display in the New Quizzes beta environment. Outcomes must be added to the production environment to display in the beta environment.

If you do not have access to New Quizzes:

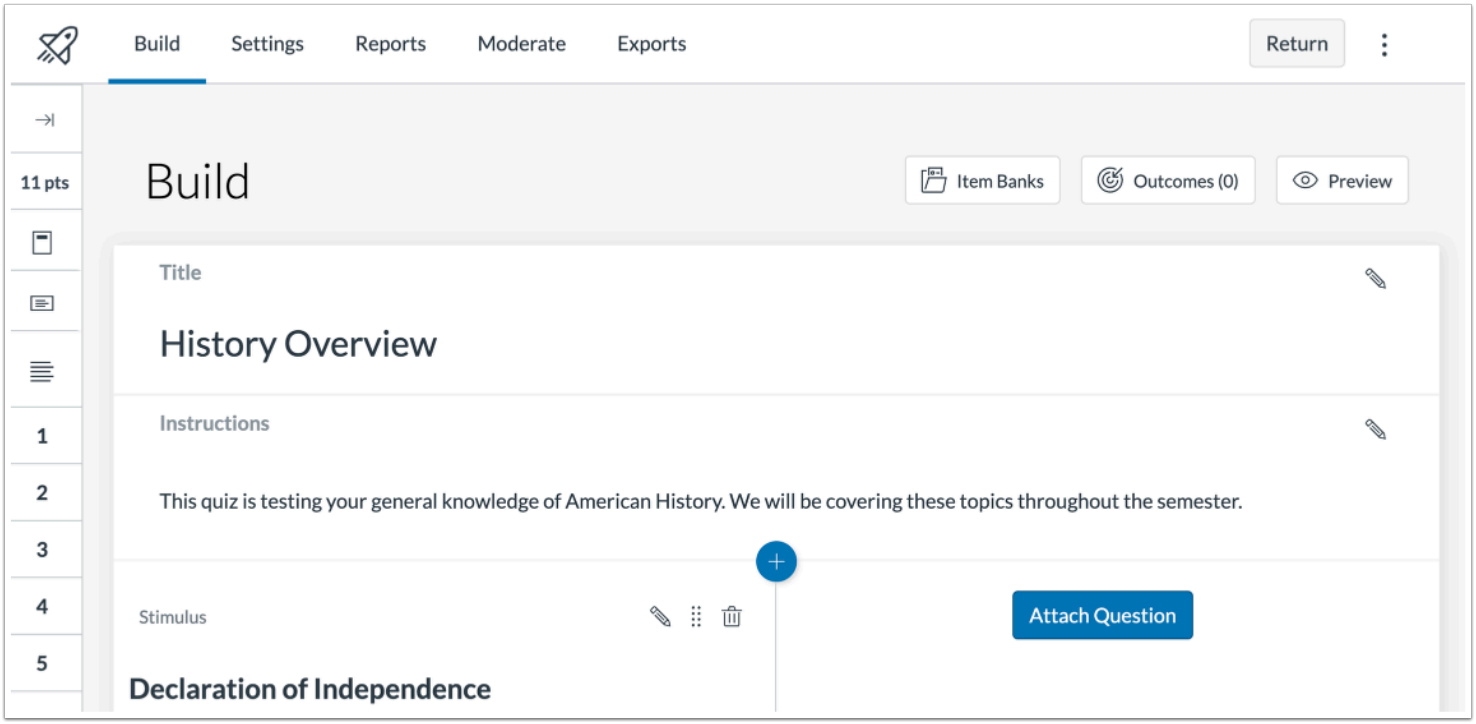
- As an instructor, contact your Canvas LMS Admin team.
- As a Canvas LMS Admin, you can enable New Quizzes under your root account's Feature Options.

To know more about using New Quizzes, refer to the dedicated guides for instructors and students.

To see a breakdown of how New Quizzes compares to Classic Quizzes, refer to the Classic Quizzes vs. New Quizzes Feature Comparison resource document.

Instructors

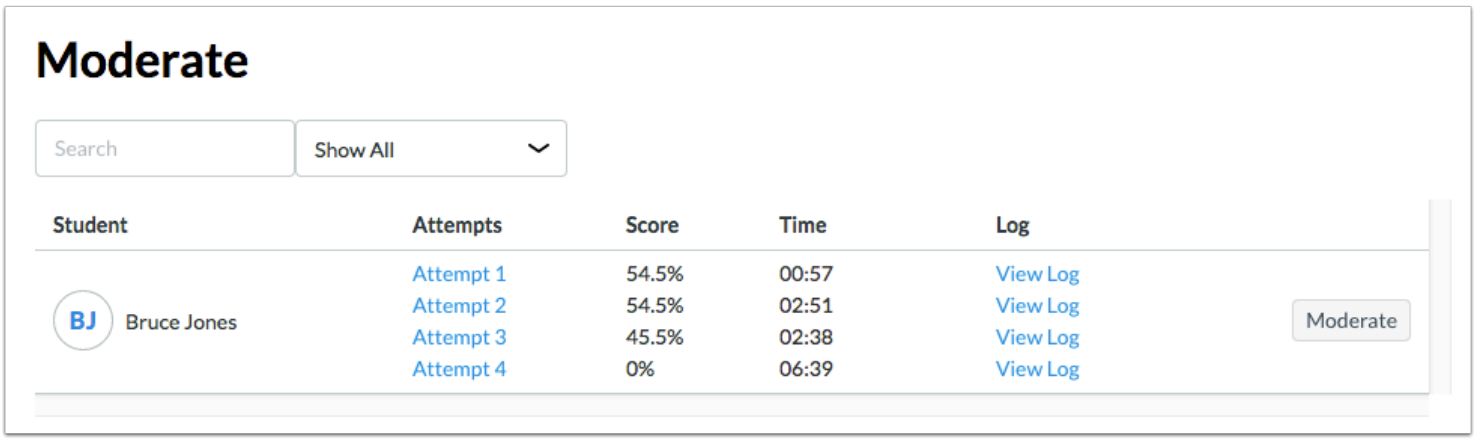
Build Quizzes



Instructors can use New Quizzes to build quizzes with several item types that measure student competency in a variety of subjects. Quizzes can be modified using various quiz settings and aligned to outcomes at the quiz or question level.

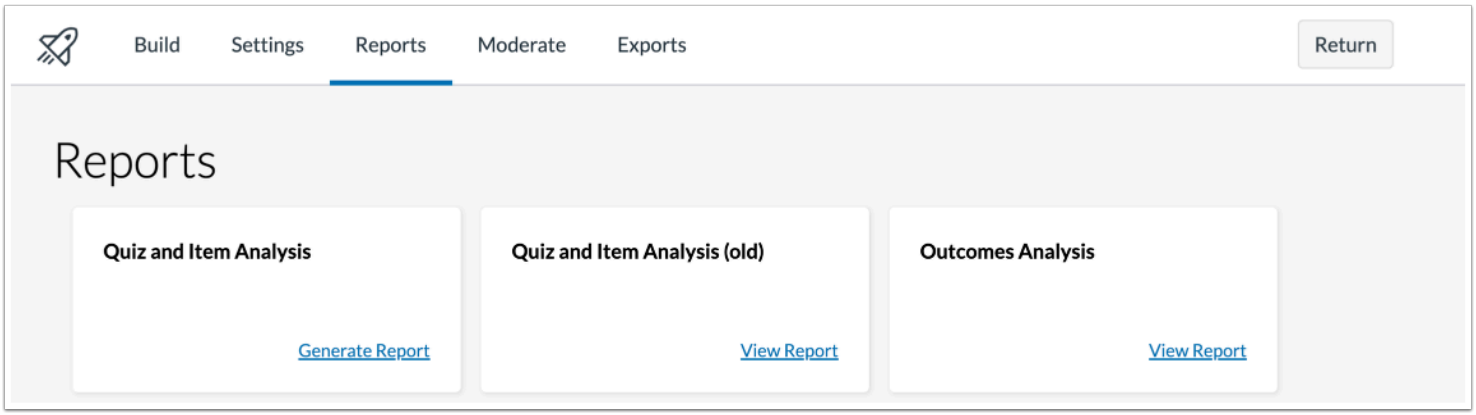
Note: Currently, New Quizzes is not available in Free-for-Teacher accounts.

Moderate Student Attempts



Instructors can moderate student attempts and review students' answers.

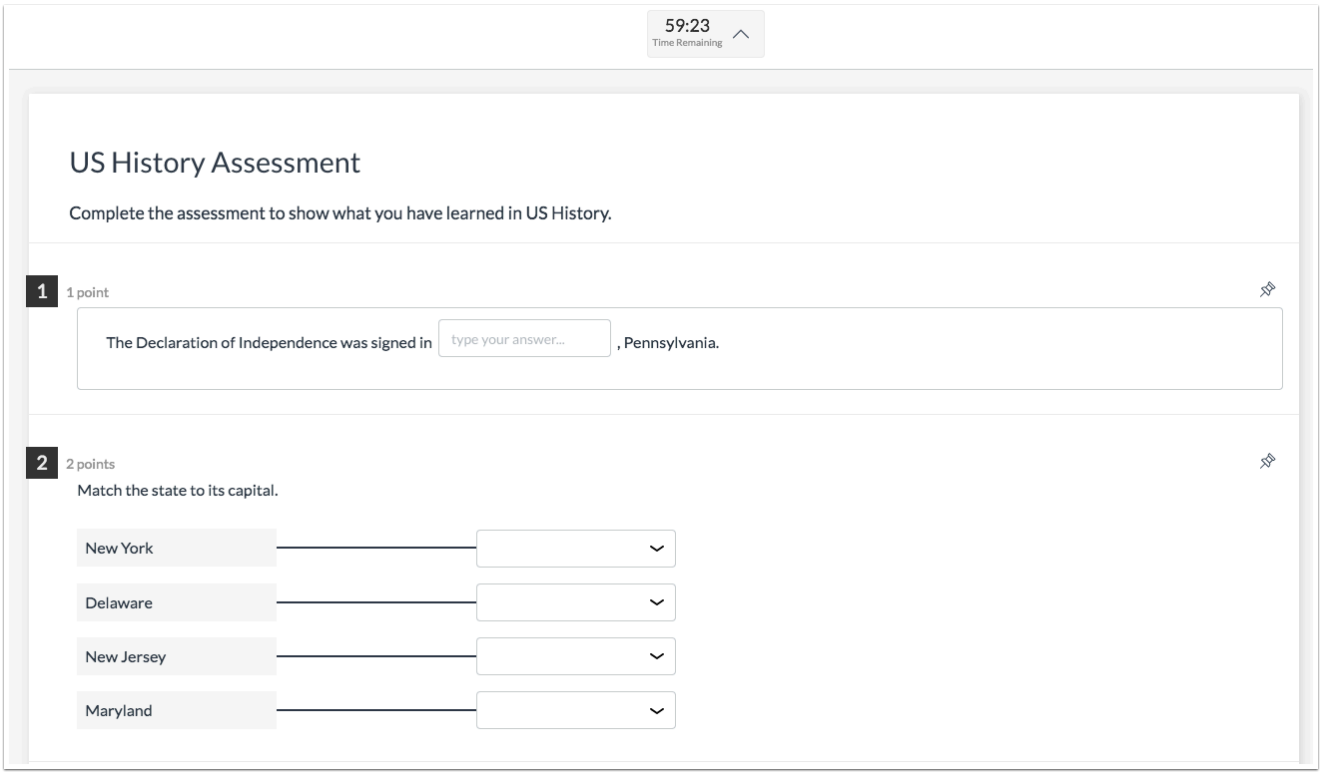
View Reports



New Quizzes includes quiz reports for admins and instructors to view student performance, including mastery of learning outcomes.

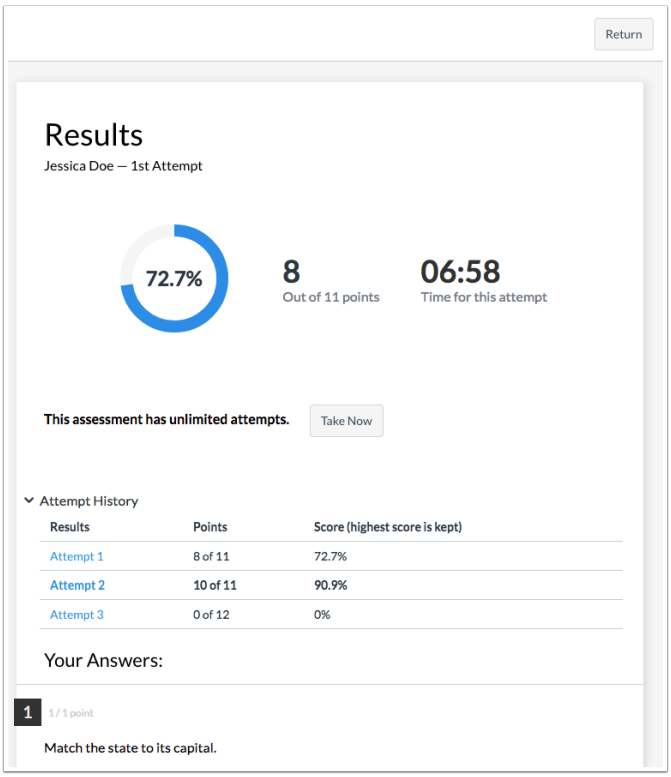
Students

Complete Quizzes



Students can access New Quizzes from a Canvas course to take a quiz.

View Quiz Results



Students can view their results from New Quizzes quizzes. Quiz results include overall and individual questions scores. They may also include instructor feedback.

What is the Rich Content Editor (RCE)?

The Rich Content Editor (RCE) is an online editing tool for creating content. It includes a menubar, toolbar, content space, and other features that allow you to create content containing formatted text, hyperlinks, images, media, mathematical formulas, embedded objects, tables, and more.

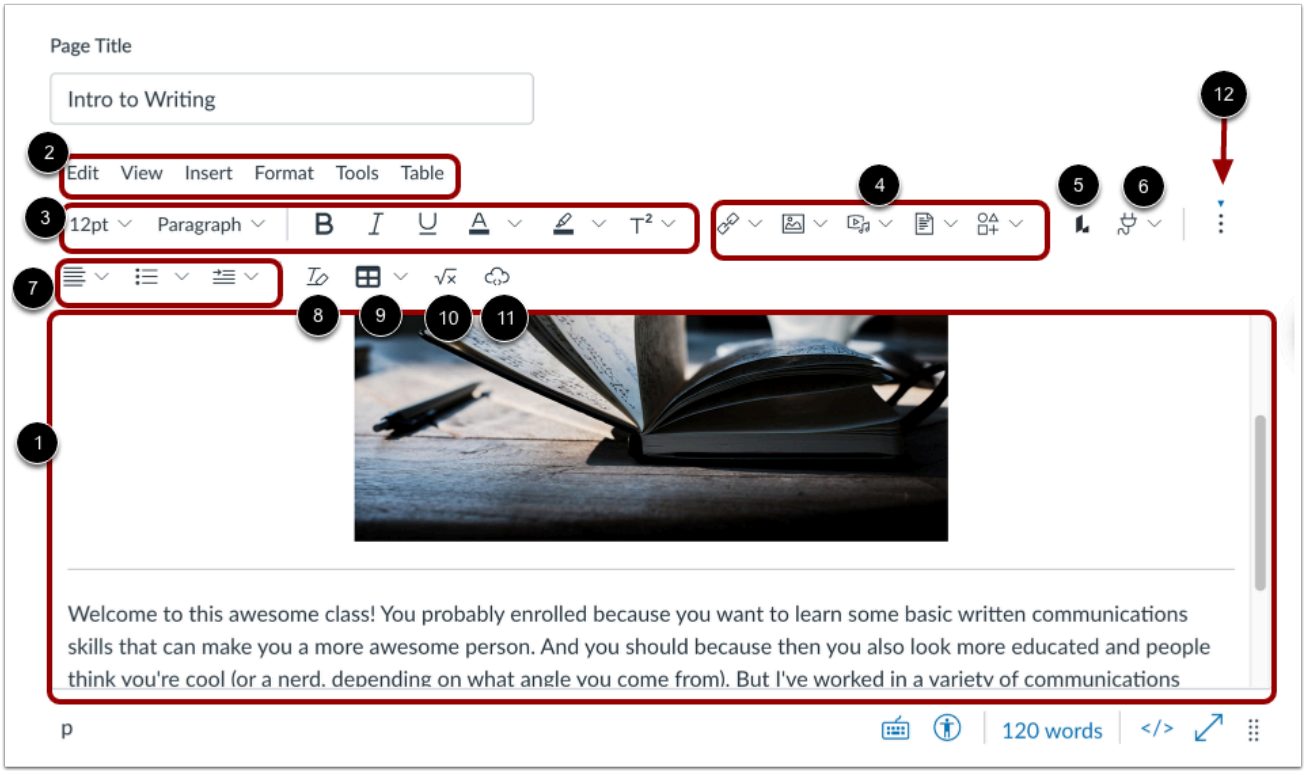
You can use the Rich Content Editor in the following Canvas features:

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

Learn more through the following resource:

- Rich Content Editor video

View Rich Content Editor



The Rich Content Editor includes the content area, the menubar, and the toolbar.

You can add and preview content in the content area [1].

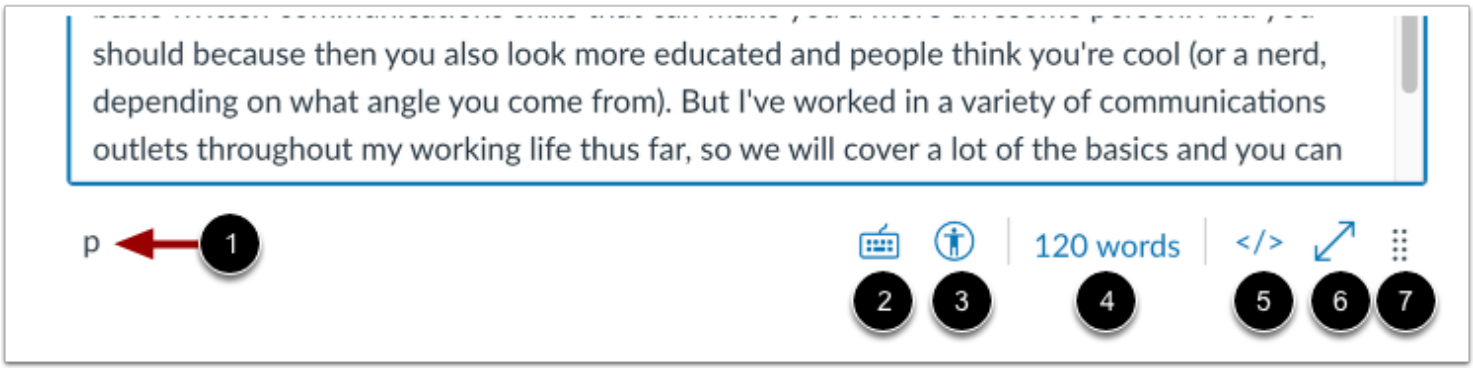
To format the page content, use the menubar options [2].

You can use the toolbar options to format text [3]; insert links, images, media recordings, documents, or icons [4]; access the Lucid EDU suite [5]; open external tools [6]; format paragraphs [7]; clear formatting [8]; add tables [9]; insert math using the Equation Editor [10]; and embed media [11].

To view all toolbar options, you may have to click the **Options** icon [12].

Note: If icon creation is enabled by your institution, you can create icons and insert them using the Icon Maker.

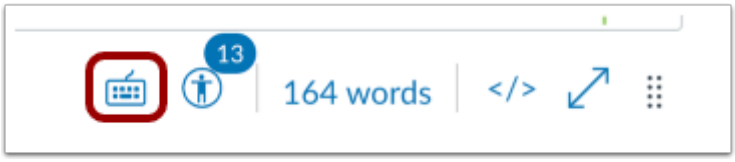
View Content Features



The Rich Content Editor also provides general content management features. You can:

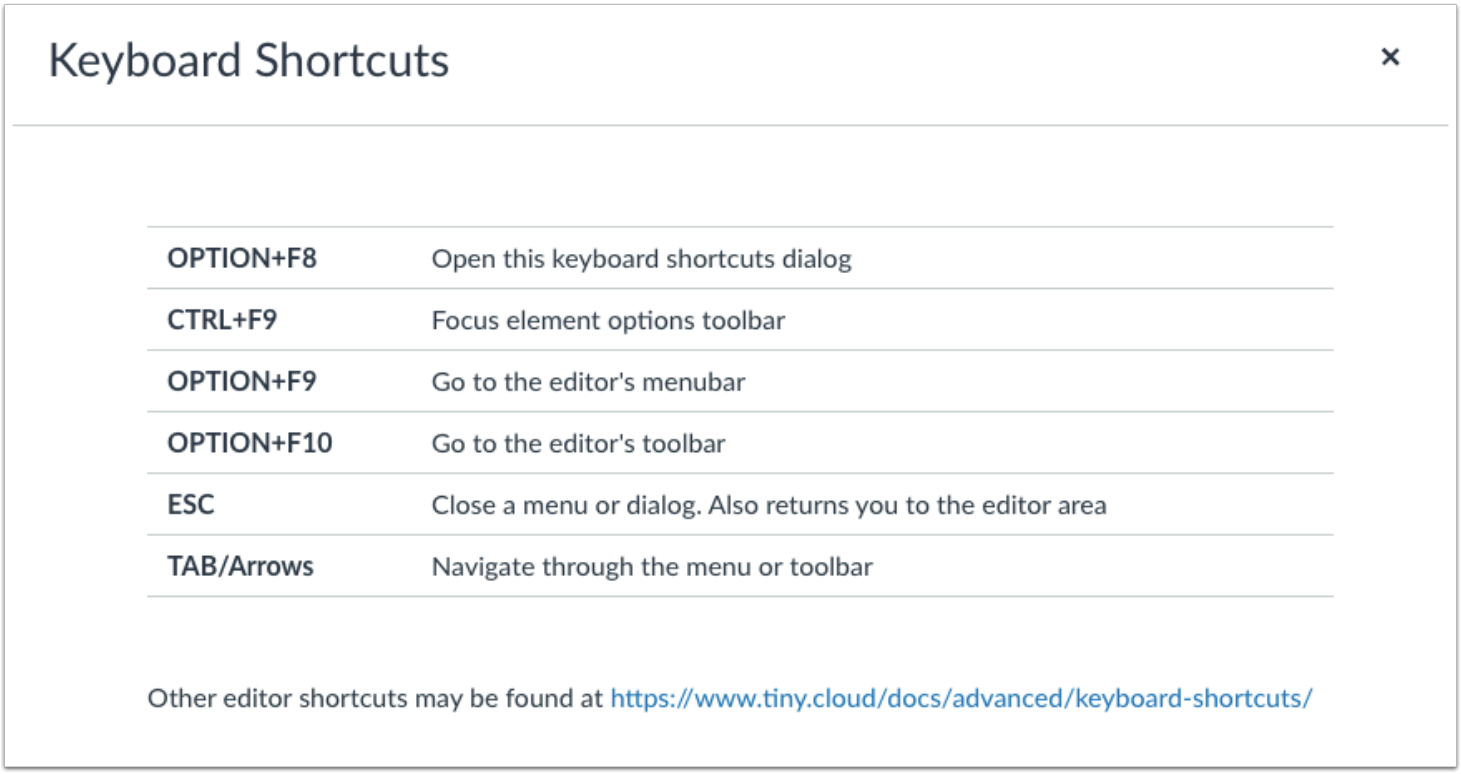
- view the HTML format code being used in selected text [1]
- open a list of keyboard shortcuts [2]
- open an accessibility checker [3]
- view a total word count [4]
- view and edit the content in HTML [5]
- open the Rich Content Editor to full screen [6]
- change the size of the content area by clicking and dragging the **Resize** icon [7]

Open Keyboard Shortcuts



You can use keyboard navigation in the Rich Content Editor. To view the Keyboard Shortcuts menu, click the **Keyboard** icon or press the **Shift+Question Mark** keys simultaneously. You can also open the menu by pressing the **Alt+F8** keys (PC keyboard) or **Option+F8** keys (Mac keyboard) simultaneously.

View Keyboard Shortcuts Menu



The following shortcuts are supported in the Rich Content Editor:

- To open the Keyboard Shortcuts dialog, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously
- To focus the element options toolbar, press **Ctrl+F9** (on a PC keyboard) or **Cmd+F9** (on a Mac keyboard) simultaneously
- To focus on the editor's menubar, press **Alt+F9** (on a PC keyboard) or **Option+F9** (on a Mac keyboard) simultaneously
- To open the editor's toolbar, press **Alt+F10** (on a PC keyboard) or **Option+F10** (on a Mac keyboard) simultaneously
- To close a menu or dialog and return to the editor area, press the **Esc** key
- To navigate through a menu or toolbar, press the **Tab** key or the **arrow** keys
- You can also use other keyboard shortcuts

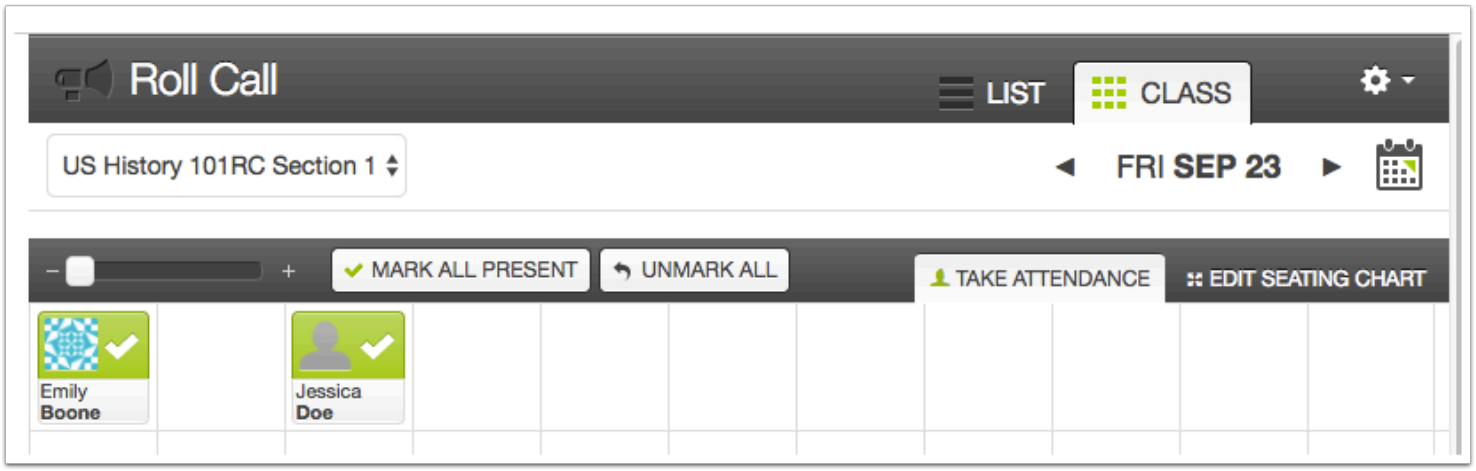
What is the Roll Call Attendance Tool?

The Attendance (Roll Call) tool is an external app (LTI) used for taking attendance in Canvas courses. The Attendance tool can be used for online or face-to-face courses. Enabled at the account level, the Roll Call Attendance tool can be used by all courses in the Canvas account.

The Attendance tool always appears as a visible Course Navigation link, but it cannot be viewed by students, so hiding the link in Course Settings is not necessary. If instructors do not want to use the Attendance tool in their courses, no action is required. However, if you do use the Attendance tool, students can view their attendance report in the Gradebook through the Roll Call Attendance submission details page.

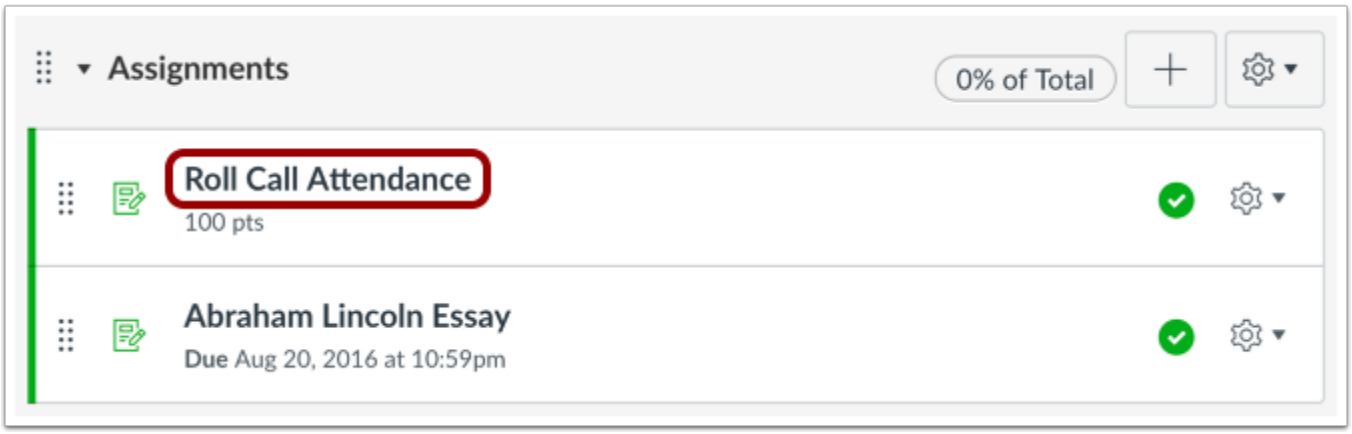
Note: The Attendance tool must be enabled for your institution before it can be used in Canvas courses. If you are an admin, contact your Customer Success Manager for assistance.

View Attendance



With the Attendance tool, instructors can keep track of course attendance by taking roll electronically. Instructors can choose to view the tool in a list or grid format and can customize the placement of each student in the seating chart.

View Attendance Assignment

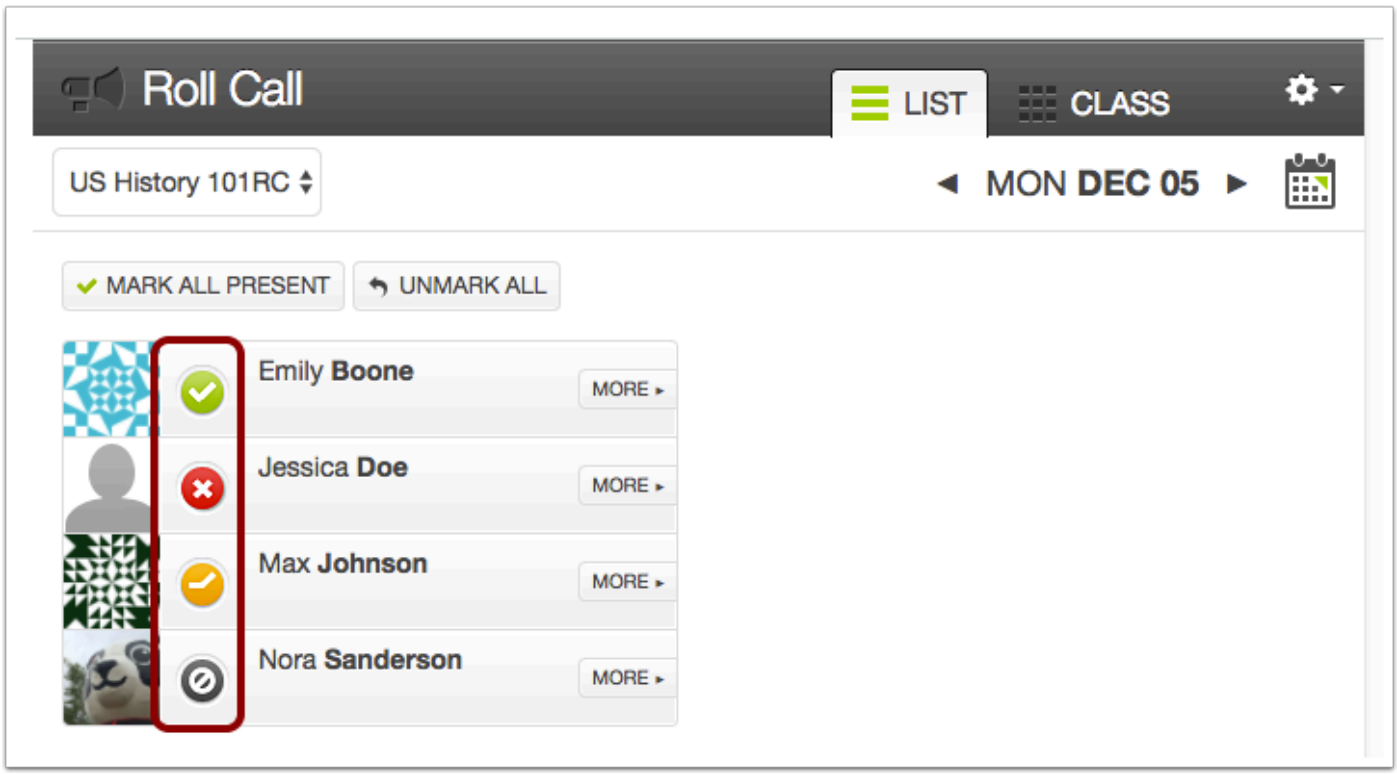


When you take attendance using Roll Call, Canvas automatically adds Attendance as an assignment. The default point value for attendance is 100 points.

To avoid Attendance calculation errors, **never delete, rename, or unpublish** the Attendance assignment.

Note: Although students cannot view the actual attendance tool, they can still view the attendance assignment in the Assignments page. This assignment cannot be hidden from students.

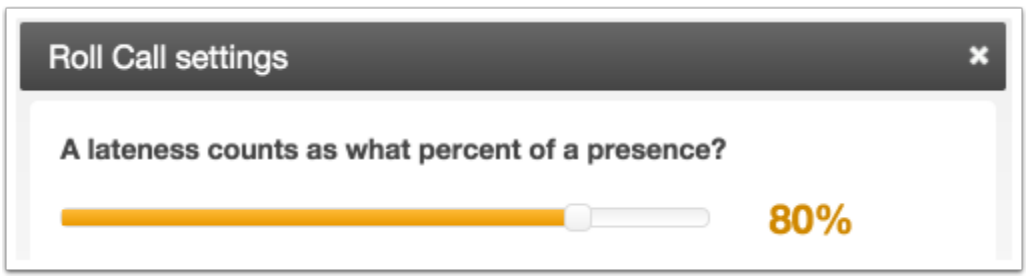
Take Attendance



The status set for each student is associated with a percentage value. Statuses include present and on time, not present, late, and unmarked (excused absence).

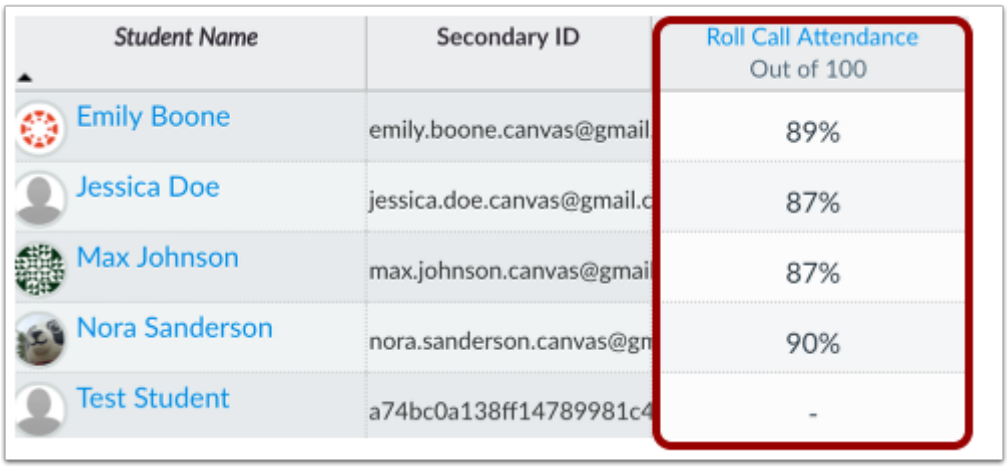
The Attendance tool also creates an assignment in the Gradebook and calculates attendance as a percentage of a student's grade.

View Lateness Value



By default, the value of being late is 80% of the present value. So if a student is late, the student will receive 80% for the day instead of the full 100%. The late value can be adjusted in Roll Call settings.

View Gradebook Scores

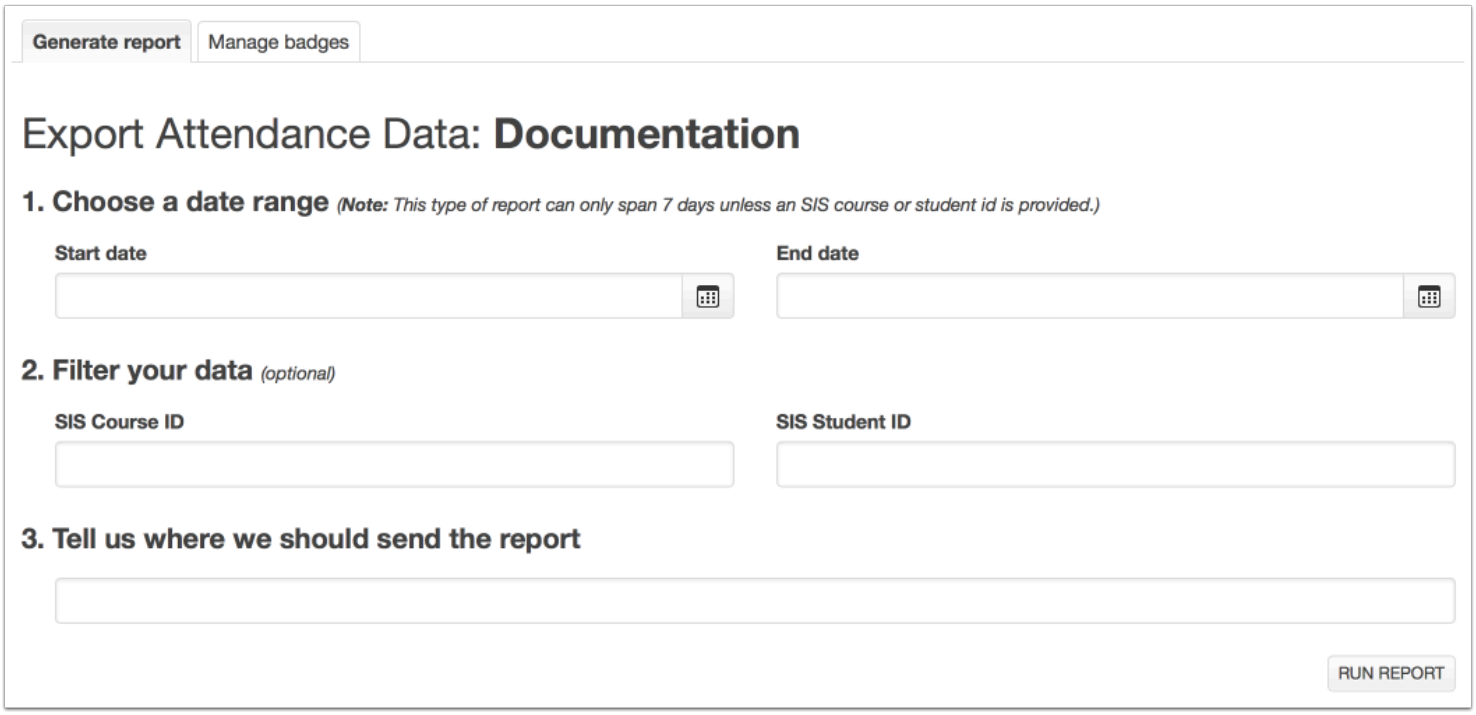


In the Gradebook Attendance column, by default, Canvas displays the assignment based on percentage of the point value. For instance, if the point value is 100, and roll call has been taken twice, a student with one present value (100%) and one lateness value (calculated at 80%) will have a score of 90 points, or 90%.

The Attendance Gradebook column will update every time you take roll call in the Attendance tool.

Note: Although students cannot view the actual attendance tool, if you are using attendance for grading, they can still view their attendance score in their Grades page and view their attendance report. You can prevent the assignment from triggering notifications by setting a manual posting policy for the assignment.

Export Attendance Data

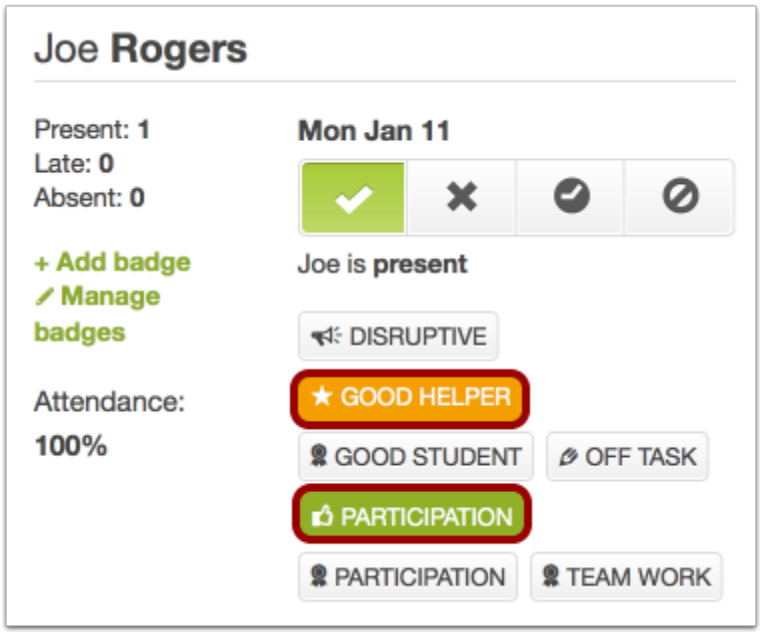


At both the account and course levels, the Attendance tool allows users to create attendance reports.

Note: Admins can also filter reports by SIS Course ID.

Create and Manage Badges

At the account level, admins can create and manage badges used in the Attendance Tool.



At the course level, any badges added by a Canvas admin automatically appear for the course. However, instructors can also create additional badges for their course as needed.

What are Rubrics?

Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring.

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

Rubrics can be set up as non-scoring rubrics, which allows for assessment-based and outcome-based grading without points.

View a video about account-level rubrics or view a video about course-level rubrics.

If enabled, the Rubric Enhancements feature option provides visual and functional enhancements to rubrics across Canvas.

Account Rubrics

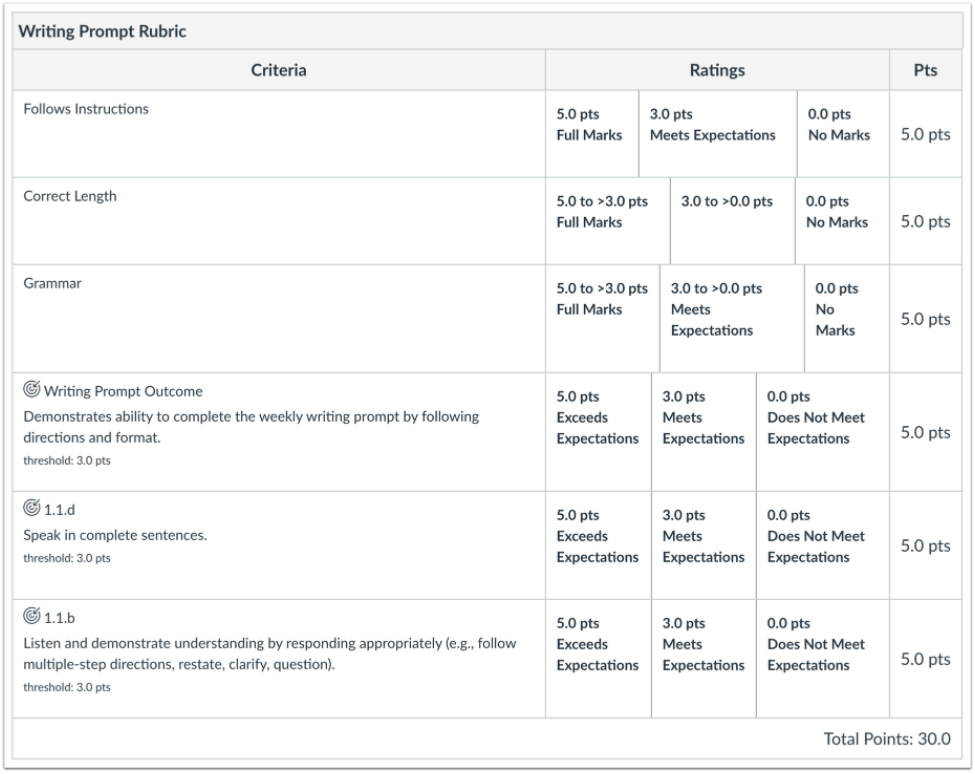
Account-level rubrics are rubrics that are created at the account or sub-account level. They can be used by any course within that account or sub-account for assignments, discussions, or quizzes. If an account-level rubric is used in more than one place, it becomes uneditable, but is still usable.

Account-level rubrics can be used to create institutional or departmental question repositories. The purpose of account-level rubrics is to provide resources for teachers, not control content. For example, if the English department offered several courses to teach basic grammar rules to students, a department could create a sub-account level rubric. Instructors could then access the rubric to offer the same evaluation standards to students in different courses.

Course Rubrics

Course-level rubrics are either created at the course level or copied from the account or sub-account level. Once a rubric has been used to assess a student, the rubric cannot be edited. However, existing rubrics can be recopied and used on other assignments.

When would I use a Rubric?



Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts	0.0 pts No Marks	5.0 pts
Grammar	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Writing Prompt Outcome Demonstrates ability to complete the weekly writing prompt by following directions and format. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
1.1.d Speak in complete sentences. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
1.1.b Listen and demonstrate understanding by responding appropriately (e.g., follow multiple-step directions, restate, clarify, question). threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
				Total Points: 30.0

Use a Rubric to:

- Communicate assessment expectations to users.
- Align pre-defined learning Outcomes to your course assignments and assessments.
- Assess online submissions in the SpeedGrader.

What is the Scheduler?

Scheduler is a Calendar tool that creates appointment groups within a course or group. Instructors can create appointment time slots, and students can sign up for a time slot within the appointment group. Some appointment time slots may only allow one student to sign up at a time, while others may allow an entire group to sign up.

If a student signs up for an appointment slot, an observer who is observing the student can view the appointment in the student's calendar. Observers cannot sign up for an appointment on behalf of a student. If enabled at the account level and allowed by the instructor, observers can also sign up for an appointment.

Note: The Scheduler tool is optional in the Calendar. If you are an instructor and Scheduler is not available to you, please contact your Canvas admin. If you are an admin, contact your Customer Success Manager.

When Would I Use the Scheduler?

Instructors can use Scheduler to:

- Create office hours
- Schedule TA sessions
- Schedule lunches
- Assign presentation times
- Host Student-Teacher conferences (students could also bring a parent or guardian)
- Host other appointments

What are SIS Imports?

The SIS Imports feature allows you to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets as comma separated value (CSV) files. Admins can use this feature to create users, accounts, courses, enrollments, logins, and more.

Only admins with the correct permissions can import and manage SIS data. For more information please see the Canvas Account Permissions resource document.

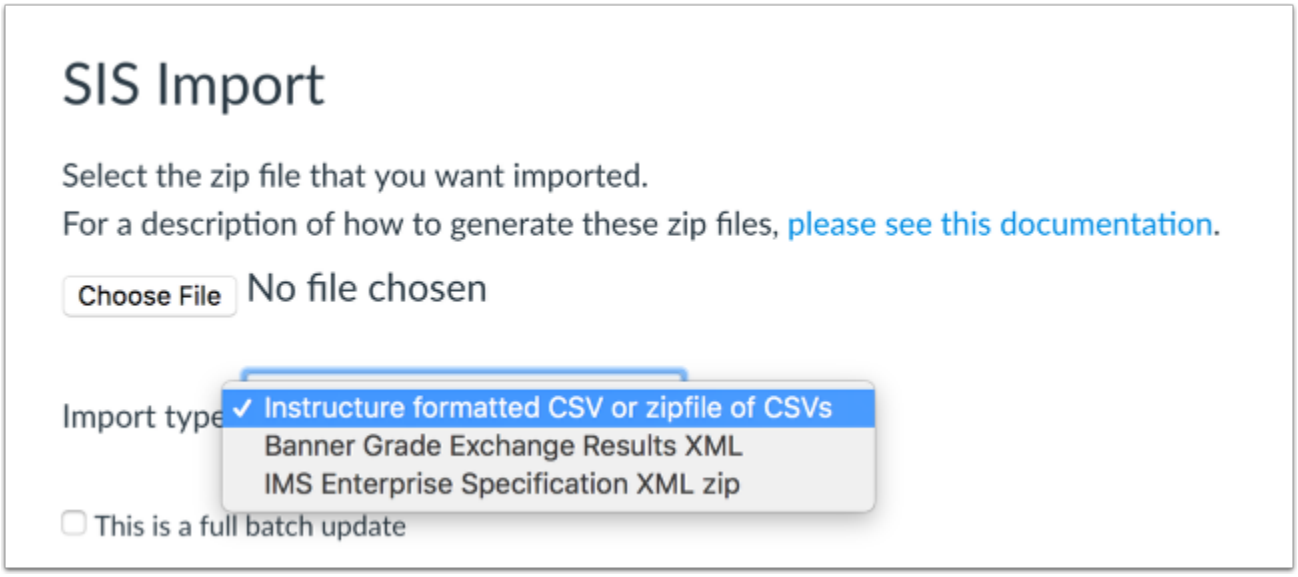
View a video about SIS Imports.

When would I use SIS imports?

With SIS imports, you can:

- Import SIS data with CSV files or automatically import via the Canvas API
- Import SIS data with IMS Enterprise Specification XML zip files
- Import SIS data with Banner Grade Exchange Results XML
- Create an automated data integration with Canvas

Import Types

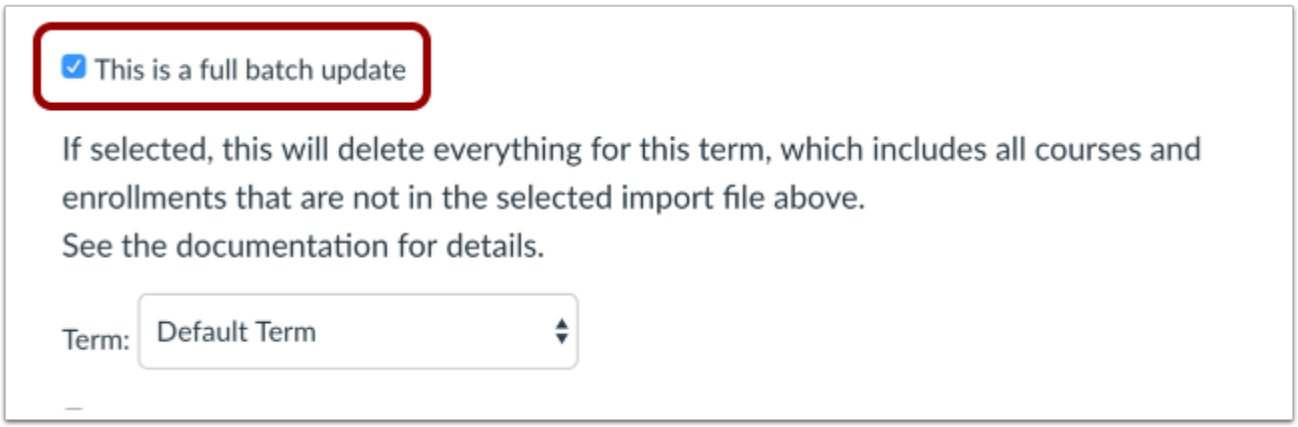


The SIS Import page supports a few formats for standard imports to Canvas: Instructure formatted CSV or zipfile of CSVs, IMS Enterprise Specification XML zip, or Banner Grade Exchange Results XML.

A standard import only processes changes that are specifically listed in the upload file and is an efficient way to upload a few records. For example, if a student enrollment was listed as active in a prior import but not present in the current enrollment, no change will take place to the student enrollment. The enrollment will remain active until marked as deleted or completed in a standard import (or is marked as not present in a Full Batch update for the term where the course is listed). During the beginning of a term, course enrollments change regularly; submitting a standard import frequently helps keep enrollments current in an account.

When uploading SIS data with CSV files, you may import an individual CSV text file or you may compress multiple files into a single ZIP file to bulk import data. If you are using the Instructure format for importing files, the files should be in the following order: users, accounts, terms, courses, sections, enrollments, and logins.

Full Batch Updates



Canvas supports full batch updates for each import type. This option will only affect data that has been involved in a previous SIS job – either created by a previous import, or referenced by a SIS job after a SIS ID was manually added. Manually created courses with no SIS ID, for example, won't be deleted even if they don't appear in the new SIS import.

For enrollments, this option means the linked user and course/sections require SIS IDs. A Canvas record will be deleted if it is not included in the current import file.

This option can delete large data sets without any prompt or warning for confirmation and affects data created in previous SIS imports.

Full batch updates are useful if:

- Your source SIS software doesn't have a way to send delete records as part of an import, and you need to remove a fair portion of the imported data
- You want to be sure your current enrollment and data set are consistent with your SIS enrollment and course data

- Your SIS doesn't track changes to course state or enrollments for students and/or teachers
- You want to delete courses that you have migrated to Canvas from another LMS

Multi Term Batch Mode

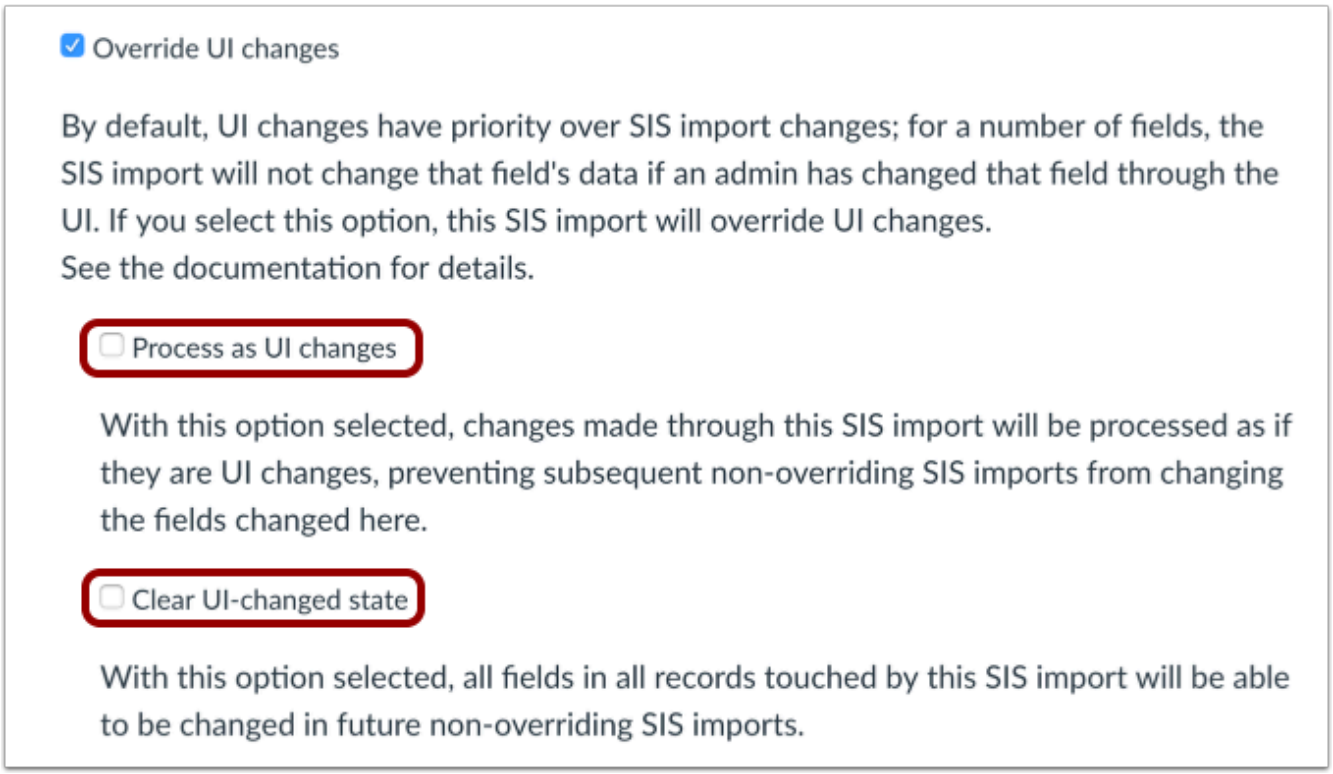
If you want to run a batch against all terms in the same import, you can enable multi term batch mode. This mode can only be enabled in the API and requires a change threshold as noted in the SIS Import Format Documentation.

UI Overrides

Canvas supports user interface (UI) overrides through SIS imports. When a user makes changes to certain data fields in Canvas (e.g., a user's name), this change is "sticky" and is set as the new default. Selecting the Override UI option allows Canvas to overwrite any "sticky" data updated in the Canvas UI. Otherwise, attempting an import with conflicting data would be disregarded and the existing user data would not be changed. To view the full list of "sticky" data fields, see the SIS Imported Format Documentation.

This option may be useful if:

- You forgot to restrict user options in account settings, such as allowing users to change their names, delete their institution-assigned email address, etc., and you want to run an update to be sure they are in sync. Note that this will NOT impact the user's display name if they changed it. Only the full name and sortable name would be changed.
- You allowed them to change their names (above example) on purpose, but want to periodically sync with your current data.
- You want to maintain control over the names of users and courses, or if you know a name change occurred for a user or course.



Overriding UI changes also allows one of two additional options: process as UI changes or clear UI-changed state.

Process as UI changes. This option overrides changes that have taken place in the UI as "sticky" data; all data acts as if the changes were actually manually updated in the UI.

This option may be useful if:

- You don't want subsequent imports to overwrite the data you are currently importing.

Clear UI-changed state. This option removes the "stickiness" of all data that exists in this import; future imports with this data will not indicate any data in the UI as "sticky".

This option may be useful if:

- You accidentally checked the "Process as UI changes" option and you need to fix the affected data.
- You forgot to remove the ability for users to rename themselves, course names, or remove the institutional email and you want to clear the stickiness of the UI changes that have occurred.

What is IgniteAI Search for Courses?

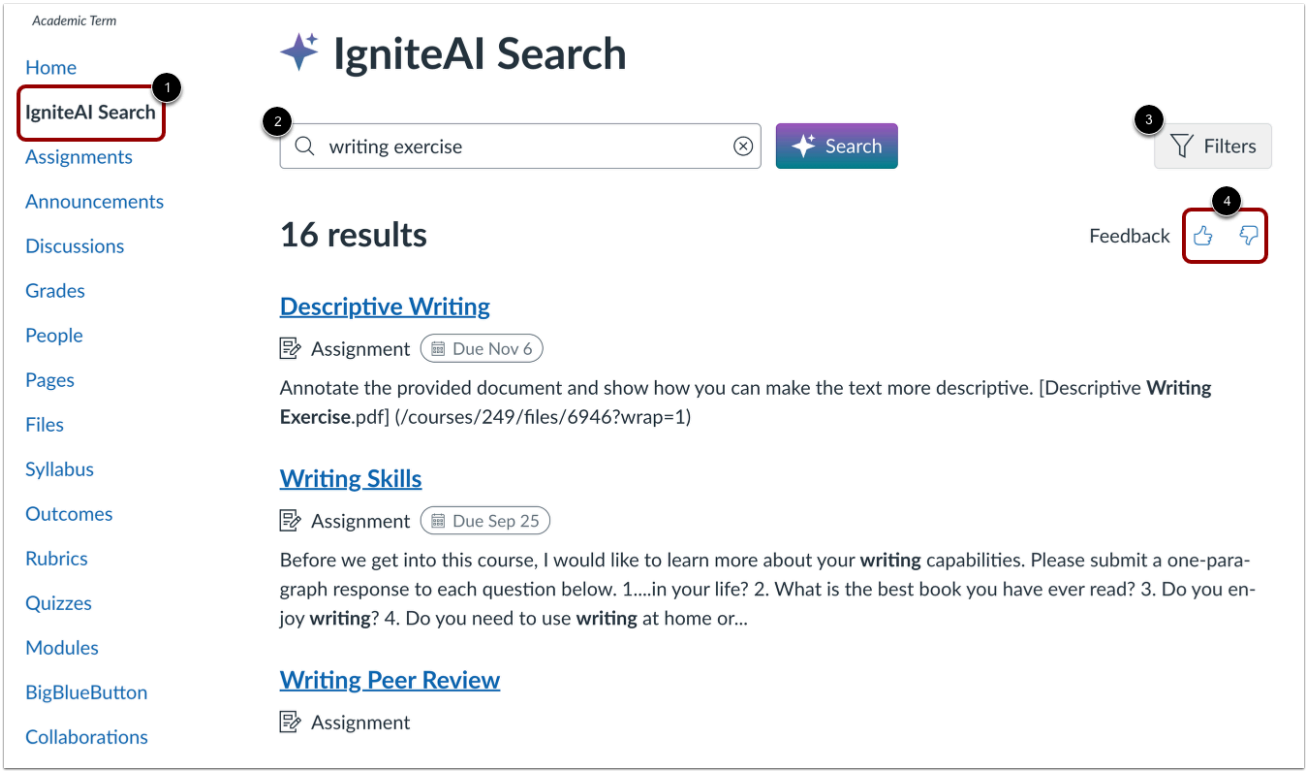
This guide applies to institutions that have opted in to the Search for Courses feature option. If your user interface displays differently, the feature has not been enabled at your institution. To learn more about the feature option, ask questions, or comment on functionality, navigate to the IgniteAI Search for Courses user group.

Leveraging semantic algorithms and AI, IgniteAI Search allows users to search Canvas course content by understanding the context of queries and finding relevant results based on that context.

Admins can enable the Search for Courses setting at the account or sub-account level. This setting can also be locked for sub-accounts. If enabled and locked, Search for Courses is enabled in all courses in the account. If enabled and unlocked, teachers can manage the feature option from the course level.

To learn more about Feature Options, refer to the Canvas Feature Option Summary resource document.

Search Keywords



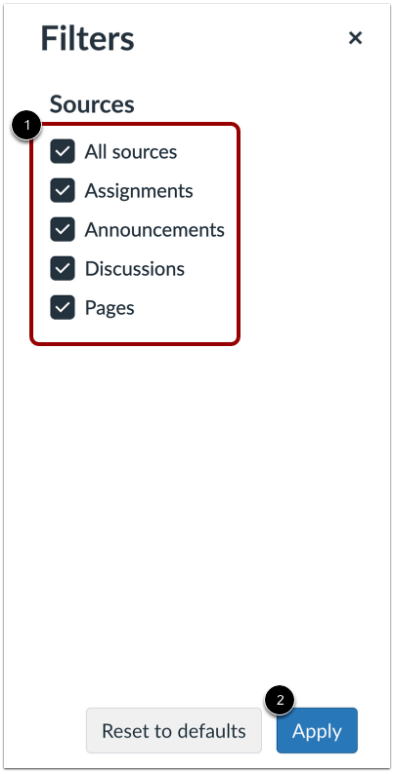
In Course Navigation, click the **IgniteAI Search** link [1].

To find an assignment, announcement, discussion, or page, enter a keyword in the **Search** field [2]. Then, click the **Search** button [3].

A list of relevant results displays. To filter the search results, click the **Filters** button [4].

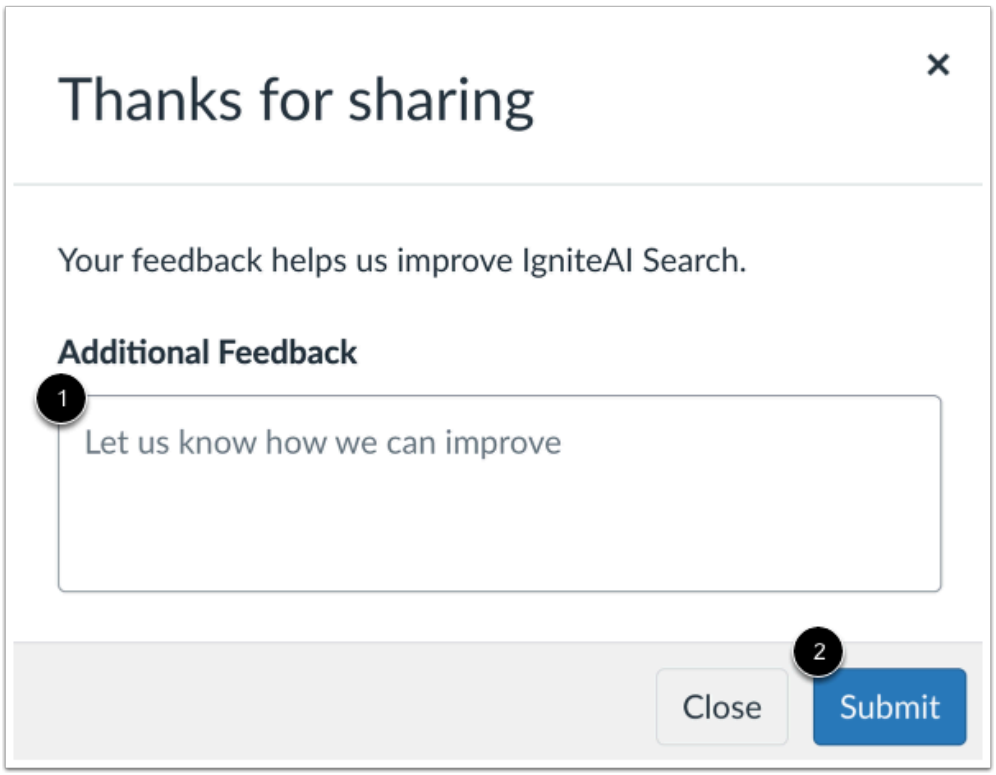
To provide feedback, click the **Like** or **Dislike** icon [5].

Filter Search Results



Select the type of content you want to display in search results [1]. Then, click the **Apply** button [2].

Provide Feedback



If you previously clicked the Dislike button, a pop-up window displays where you can add additional feedback [1]. To save your response, click the **Submit** button [2].

What is 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.

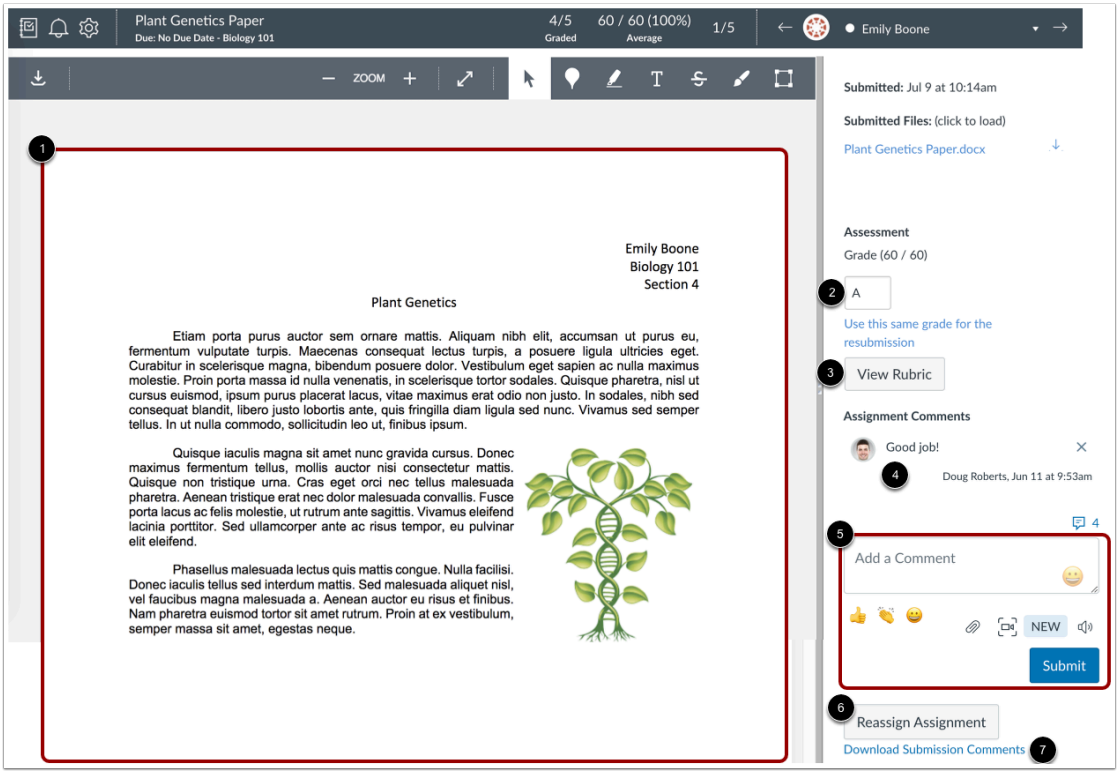
Note: You can control when students submission comments become visible by selecting a grade posting policy.

When Would I Use SpeedGrader?

You can use SpeedGrader to:

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

View SpeedGrader



For each student, you can use the areas in SpeedGrader to do the following:

- View student submissions (text entries, website URLs, media recordings, and/or file uploads); preview supported file types in Canvas DocViewer; review other file format submissions using the document previewer or Google Preview.
- Assign a grade based on your preferred assessment method (points or percentage).
- View the Rubric to assist with grading (if one is added to the assignment).
- View comments created by you or the student about the assignment.
- Leave feedback comments by entering text, selecting emojis, selecting pre-made comments from the comment library, attaching files, recording or uploading media, recording screen captures, or adding audio commentary.
- Reassign the assignment.
- Download or print submission comments.

Note: You can use keyboard shortcuts to navigate SpeedGrader. To view a window with a list of keyboard navigation shortcuts, press the **Shift+Question Mark** keys simultaneously on your keyboard.

Access Modernized SpeedGrader Platform

If the Modernized SpeedGrader Platform is enabled at your institution and in the course, you can view and use an updated SpeedGrader interface. This feature enhances performance for a faster, smoother experience for users handling larger courses or complex assignments.

SpeedGrader interface updates include:

- A streamlined interface for the Section drop-down menu
- A clearer and more prominent No Submission alert
- An improved interface for courses without content
- The Submission Status is updated to a drop-down menu
- Rubrics are automatically displayed in the traditional view
- Media attachments and submission comments are moved and the delete icon is changed

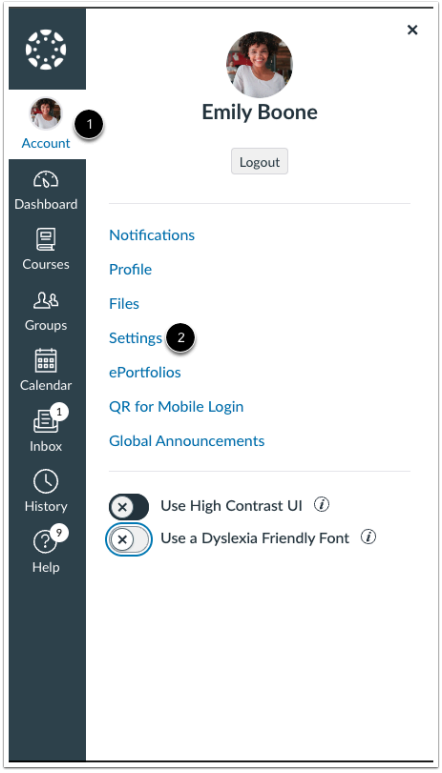
Note: When the Enhanced Rubric feature option is enabled, instructors can choose additional rubric views.

What are User Settings?

In Canvas, you can manage your personal user settings to customize how you interact with and appear within Canvas. The settings area allows you to modify personal details like your profile picture and name. You can also adjust localization and account settings such as language, time zone, and login credentials, as well as enable optional features related to accessibility and interface preferences.

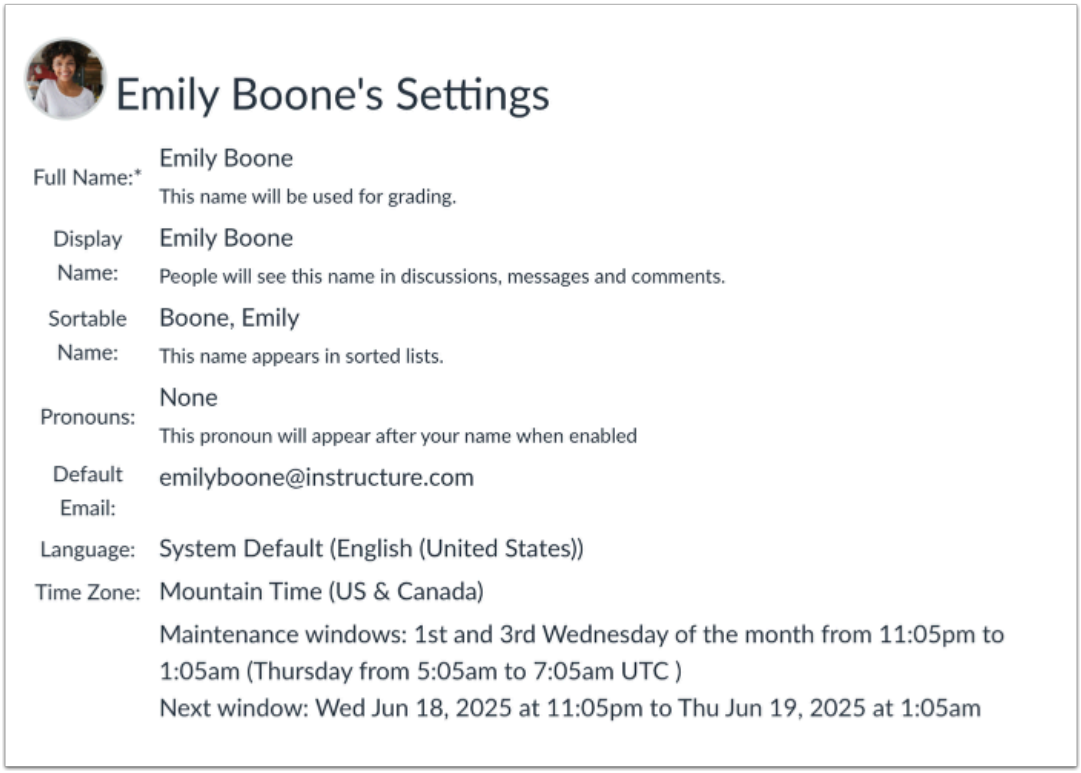
Note: The ability to modify certain settings is dependent on what your institution has enabled.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

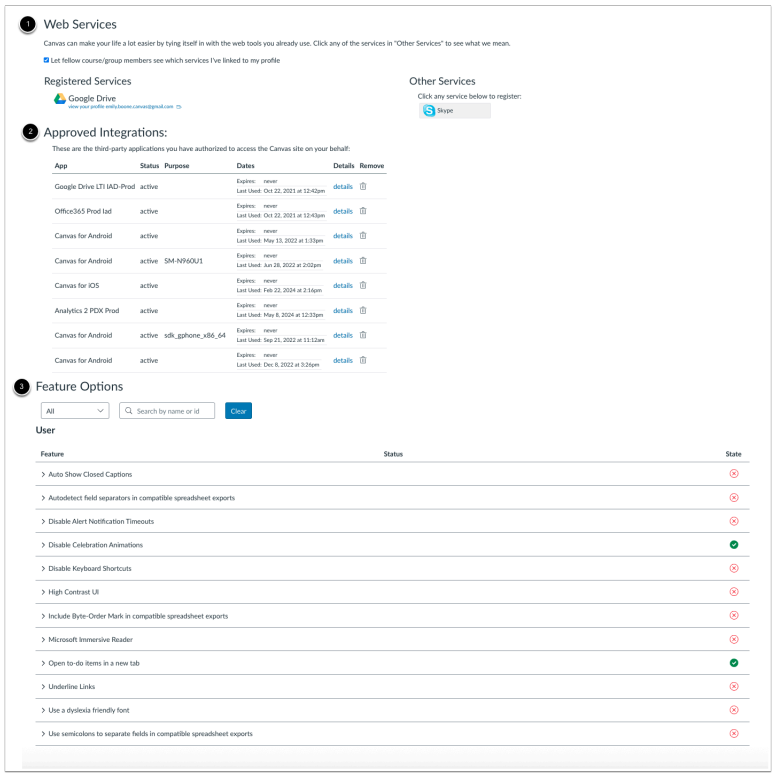
Personal User Settings



You can view all of your personal user settings such as your profile picture, name preferences, pronouns, default email, language, and time zone.

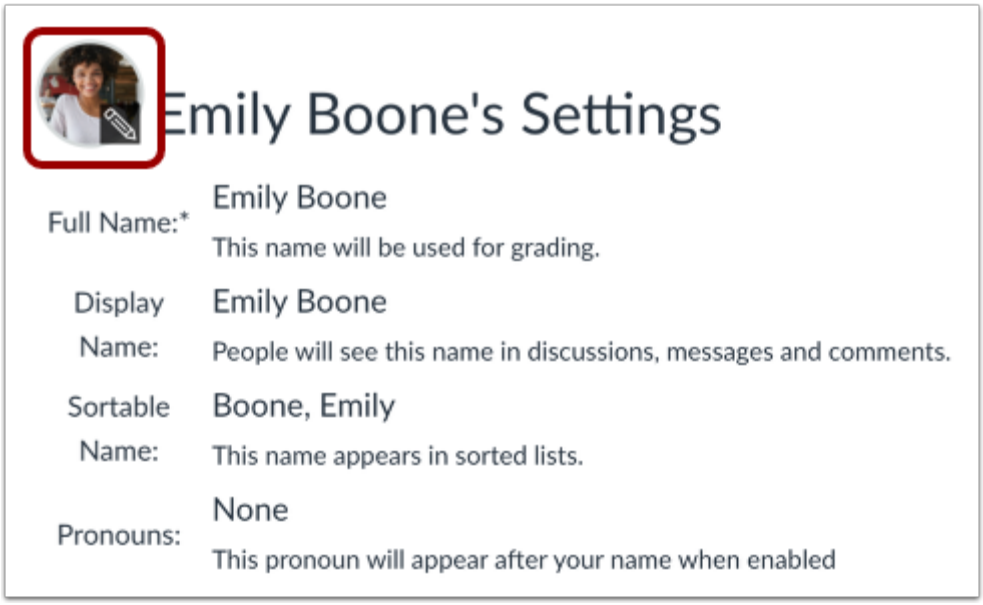
Note: Personal pronouns are displayed only if enabled by your institution.

Web Services, Approved Integrations, and Feature Options



You can also view your **Web Services** [1], **Approved Integrations** [2], and **Feature Options** [3].

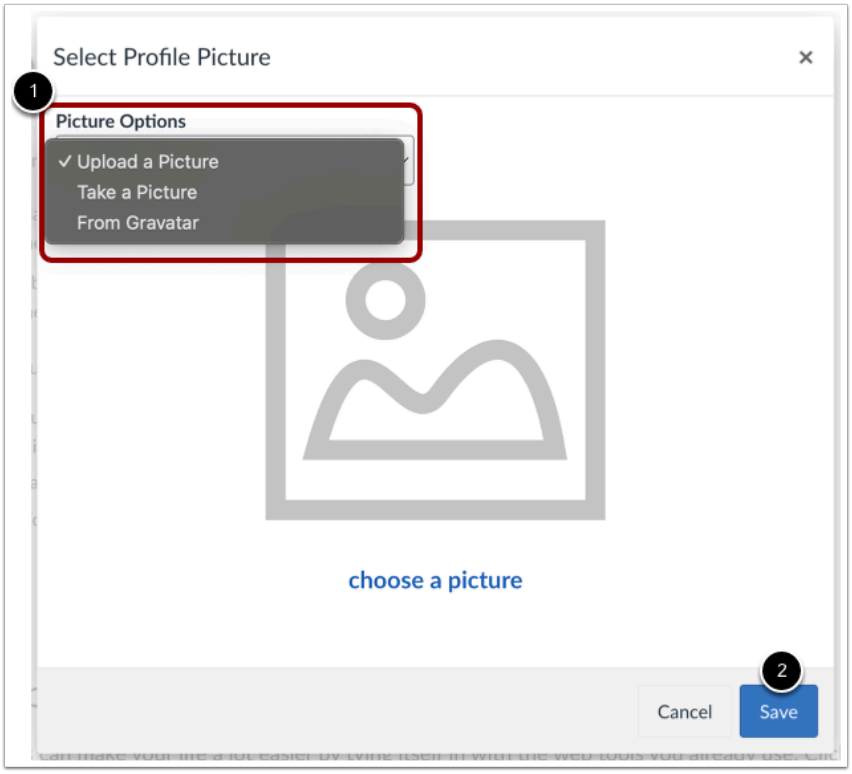
Open Profile Picture



If your institution has enabled profile pictures, you can add or modify your profile picture by hovering over your current image and clicking the **Edit** icon.

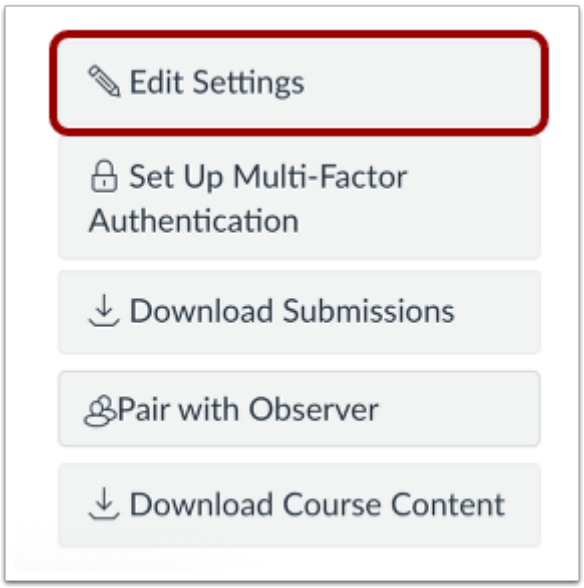
Note: For more information on adding or editing a profile picture, visit How do I add a profile picture in my user account?

Select Profile Picture



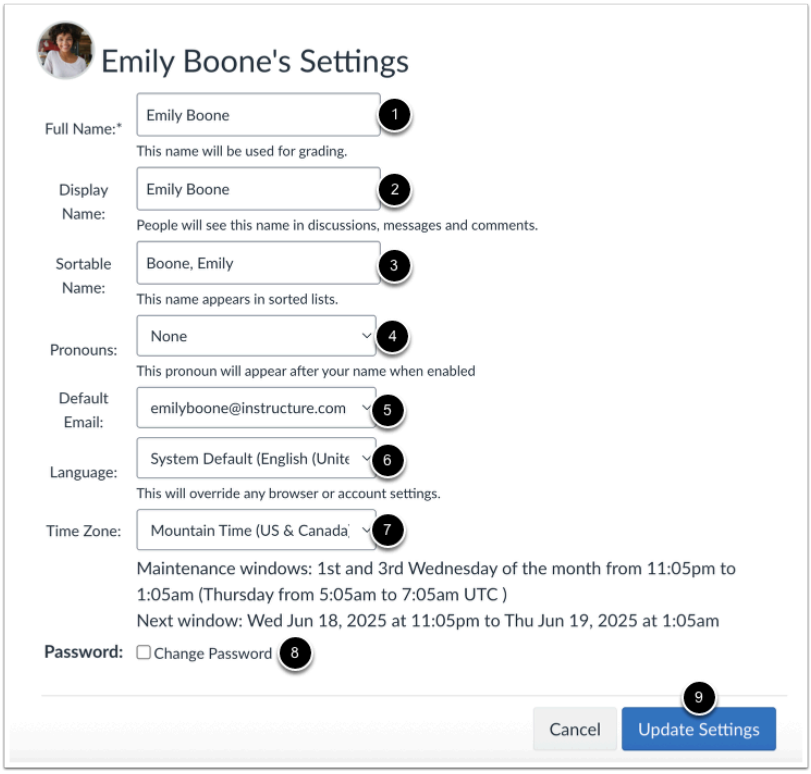
You can upload a picture from your computer, take a picture using your computer's camera, or import an image from an existing Gravatar account [1]. When you're finished, click the **Save** button [2].

Open Edit Settings



If allowed by your institution, you may edit your user settings by clicking the **Edit Settings** button in the sidebar.

Edit Settings



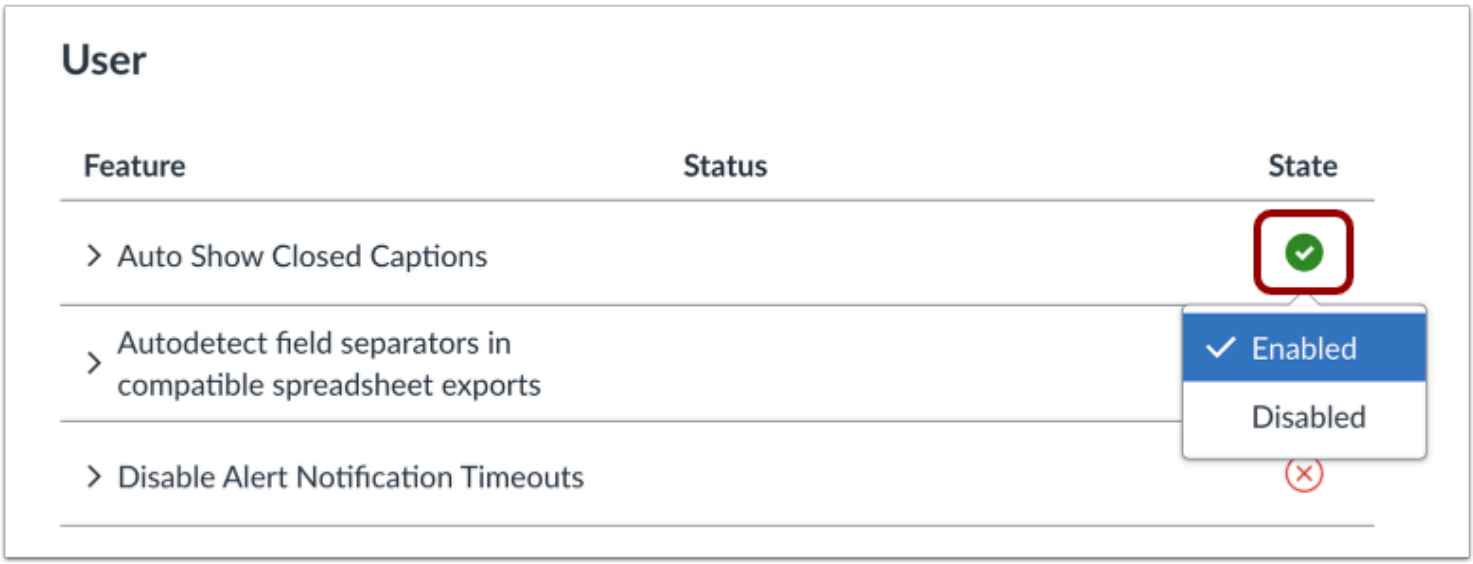
You can edit your **Full Name** [1], **Display Name** [2], **Sortable Name** [3], **Pronouns** [4], **Default Email** [5], **Language** [6], **Time Zone** [7], and **Password** [8].

To save your changes, click the **Update Settings** button [9].

Note(s):

- Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.
- For more information on changing user account settings, visit How do I change the settings in my user account?

Edit Feature Options



You can edit your Feature Options, which controls Canvas features related to accessibility, spreadsheet exports, and celebration animations. To enable or disable a feature, click the **State** icon for the feature.

Note: For more information on managing feature options, visit How do I manage feature options in my user account?

Canvas Help

How do I use the Canvas Welcome Tour?

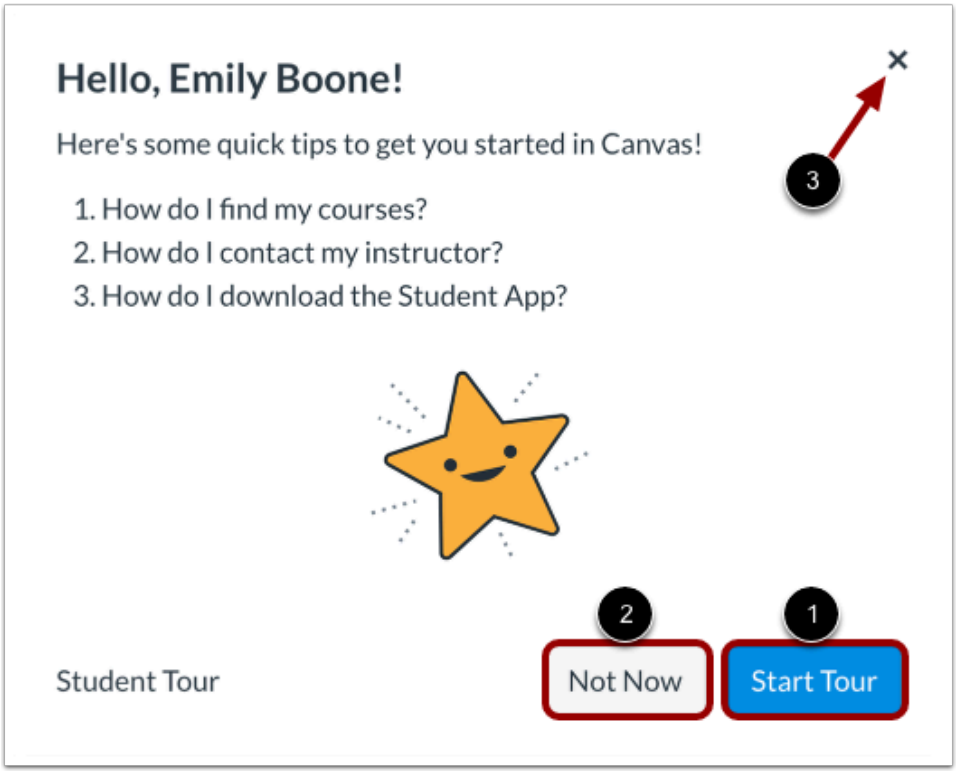
Canvas provides an optional welcome tour that provides quick tips to get started with a Canvas course. The content of the welcome tour depends on your user role:

- If you are a student, the Canvas Welcome Tour shows you how to find your courses, contact your instructor, download the Canvas Student app, and get help with Canvas.
- If you are an instructor, the Canvas Welcome Tour shows you how to set up your notifications, get your content online, and learn about video conferencing with Zoom, Google Meet, and Microsoft Teams.
- If you are an admin, the Canvas Welcome Tour shows you how to add people and courses to Canvas, share course content and templates with teachers, set up video conferencing and other tools, and find training resources and more help.

Notes:

- The Canvas Welcome Tour for admins only displays for users with account admin permissions. It does not display for sub-account admins.
- If you are new to Canvas, you can also get started by reviewing the Instructor Getting Started Resources, Student Getting Started Resources, or Observer/Parent Getting Started Resources. You can also view videos on a variety of topics.

Start Canvas Welcome Tour



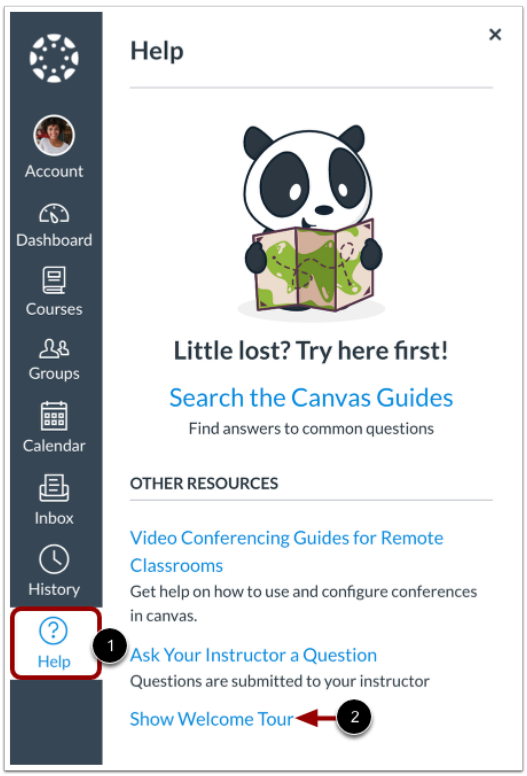
After logging in to Canvas, you can view a short message about the Canvas Welcome Tour.

To start the Canvas Welcome Tour, click the **Start Tour** button [1].

To dismiss the Canvas Welcome Tour, click the **Not Now** button [2] or the **Exit** icon [3].

Note: Dismissing the tour disables the tour for your account.

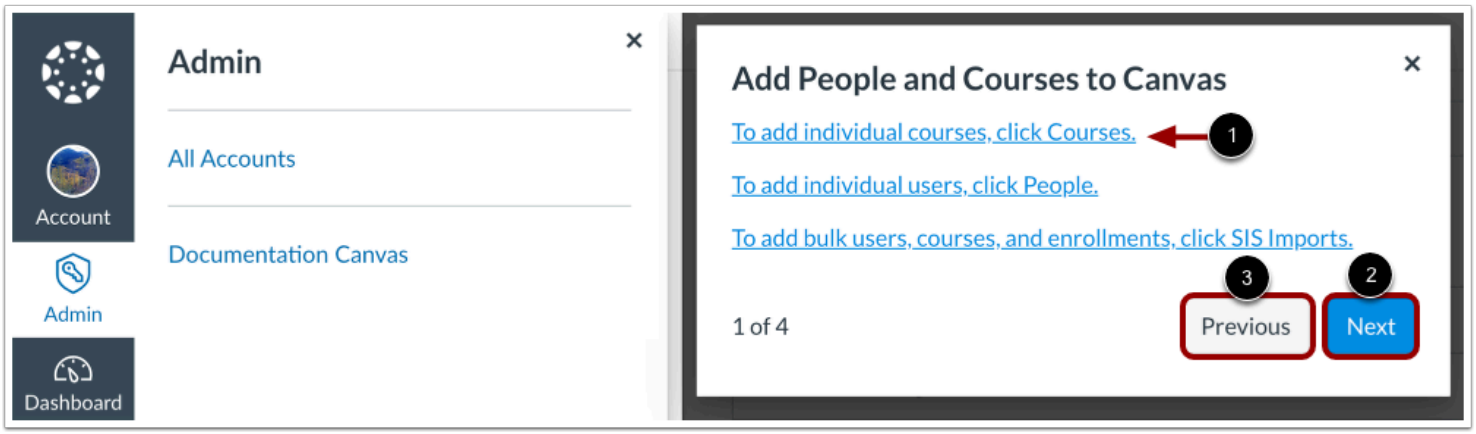
Reopen Canvas Welcome Tour



If you previously dismissed the Canvas Welcome Tour, you can reopen the tour by clicking the **Help** link in Global Navigation [1] and clicking the **Show Welcome Tour** link [2].

Note: Depending on your institution, the Help menu and links within the Help menu may not display or may display differently.

Proceed Through Tour

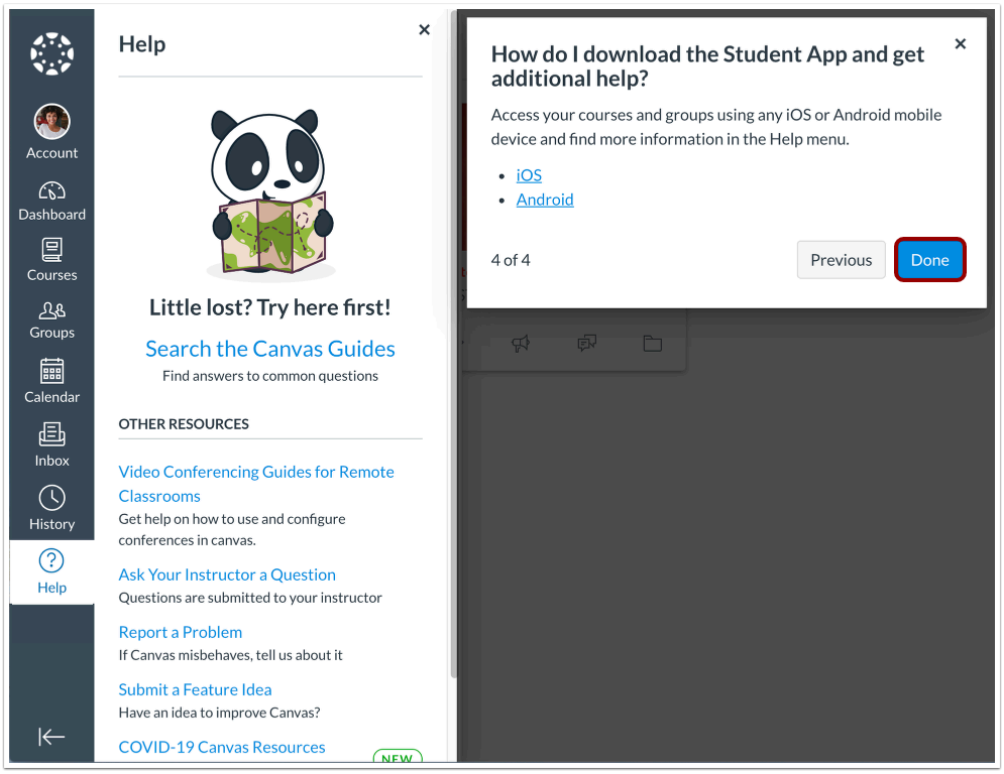


To view details on linked text during the tour, click the link [1].

To proceed to the next item on the tour, click the **Next** button [1].

To go to a previous item on the tour, click the **Previous** button [2].

Complete Welcome Tour



After viewing the last tour item, you can complete the tour. To complete the tour, click the **Done** button.

Note: Depending on your institution, the Help menu and links within the Help menu may not display or may display differently.

How do I use the Training Services Portal?

As an instructor or an admin, you may be able to access the Training Services Portal, also known as the On-Demand Training Portal, to complete self-paced training resources on a variety of Canvas topics. If your institution has a paid training subscription, you may also have access to live trainings and webinars.

Notes:

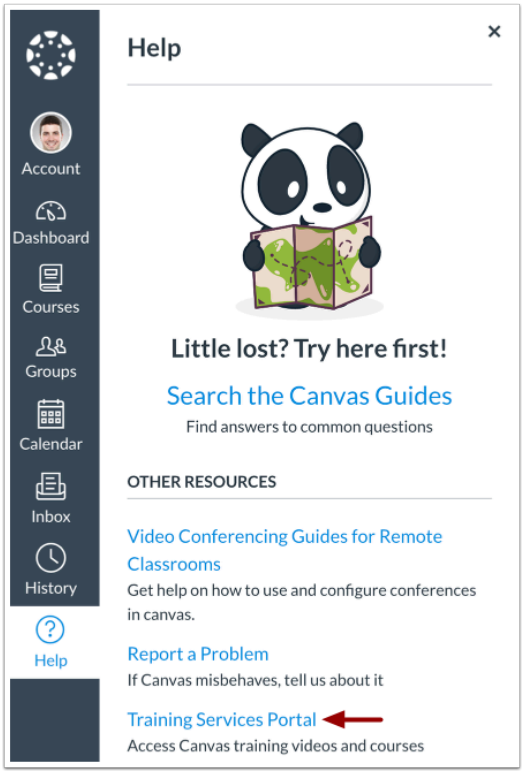
- The Training Services Portal is available to the following: United States institutions; Europe, the Middle East, and Africa (EMEA) institutions; Asia-Pacific (APAC) region institutions; and select Canadian institutions that have chosen to participate.
- If you cannot access the Training Services Portal, your institution may have hidden the Help Menu link. If you are an admin, you can enable it for the account.
- The Training Services Portal is only available to admin-, instructor-, and designer-based roles or users without an assigned role.

Open Help Menu

In the Canvas Global Navigation menu, click the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.

Open Training Services Portal

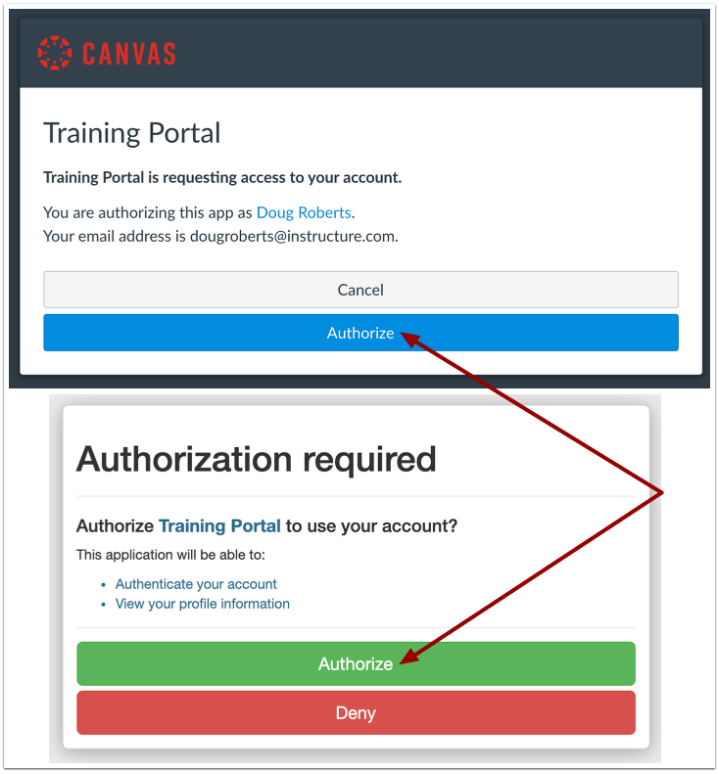


Click the **Training Services Portal** link.

Notes:

- The Training Services Portal is available to the following: United States institutions; Europe, the Middle East, and Africa (EMEA) institutions; Asia-Pacific (APAC) region institutions; and select Canadian institutions that have chosen to participate.
- If you cannot access the Training Services Portal, your Canvas admin may have hidden the Help Menu link.

Authorize Account

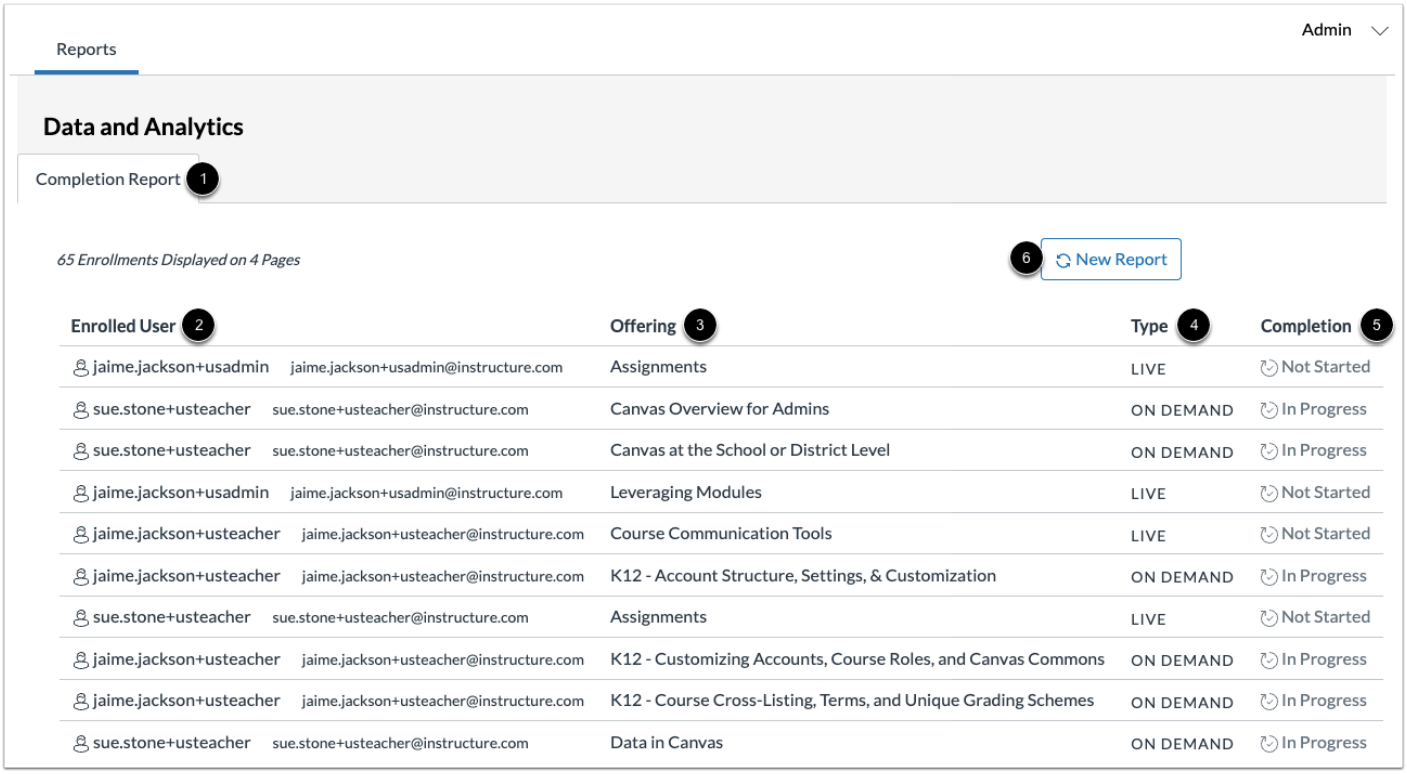


To use the Training Services Portal, you must authorize the Training Portal to access your Canvas account.

Two modals display when accessing the Training Portal the first time. To authorize use of your account, click the **Authorize** buttons. In the future, only the Canvas Training Portal Authorization modal will display.

Note: If you are not authenticated in your Canvas Instance, you will be prompted to enter your Canvas URL before accessing the Training Portal.

View Completion Report as Admin



If you are an admin, the Data and Analytics page displays by default.

On the **Completion Report** tab [1], you can view completion data such as the enrolled user [2], the offering [3], type [4], and completion status [5].

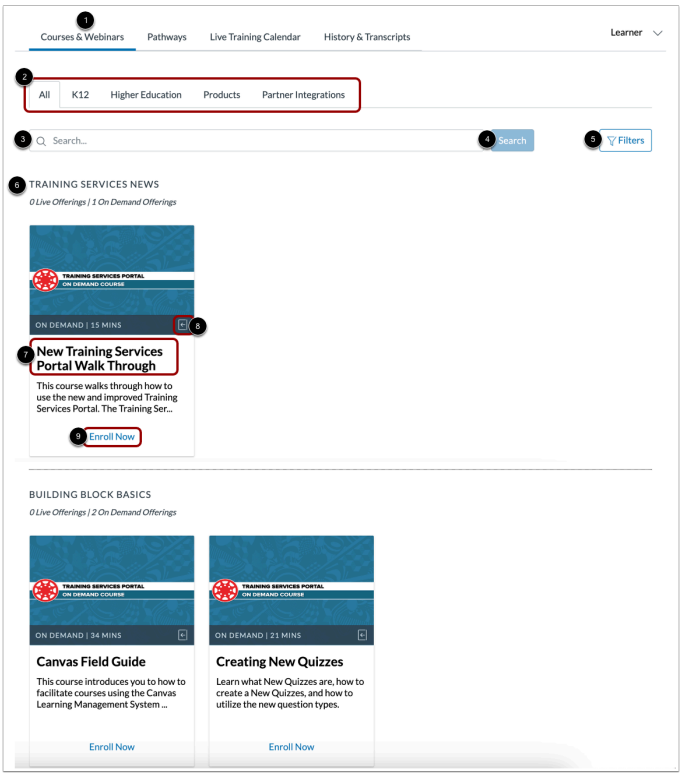
To generate a new report, click the **New Report** button [6].

View Training Portal as Learner

If you are an admin, the Training Portal displays contents to you by default as an Admin [1].

To view the Training Portal as a learner, click the **User** drop-down [2] and select the **Learner** option [3].

View Courses & Webinars



If you are an instructor or an admin learner, the **Courses & Webinars** page displays by default [1].

Available training material displays based on your institution's subscription training package. Depending on your institution's subscription training package, you may see On Demand offerings. On Demand offerings are asynchronous learning pathways or courses comprising written content and videos. If purchased by your institution, you may also view Product Training courses, which include detailed training on a specific product.

Offerings may be filtered using the section tabs [2]:

- The **All** tab displays all courses and webinars.
- The **K12** tab displays offerings specific to K12 institutions.
- The **Higher Education** tab displays offerings specific to higher education institutions.
- The **Products** tab displays offerings for Instructure products.
- The **Partner Integrations** tab displays partner offerings that are non-Instructure education solutions that integrate with Canvas.

To locate a specific offering, enter a keyword in the **Search** field [3] and click the **Search** button [4].

To filter offerings by type, duration, or tag, click the **Filter** button [5].

Each content section has categories that separate the offerings into themes [6].

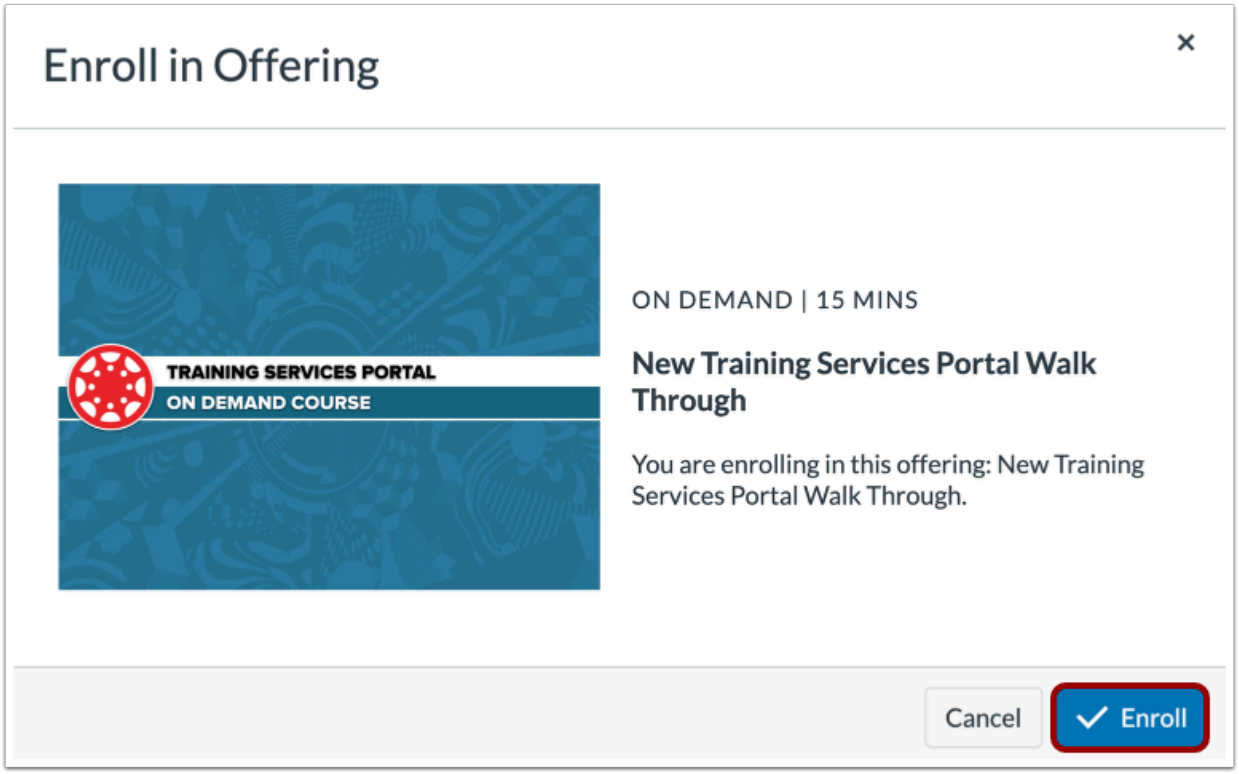
To view course or webinar details, click the course or webinar title [7].

To view more information about the offering, click the **Details** icon [8].

To enroll in a course, click the **Enroll Now** link [9].

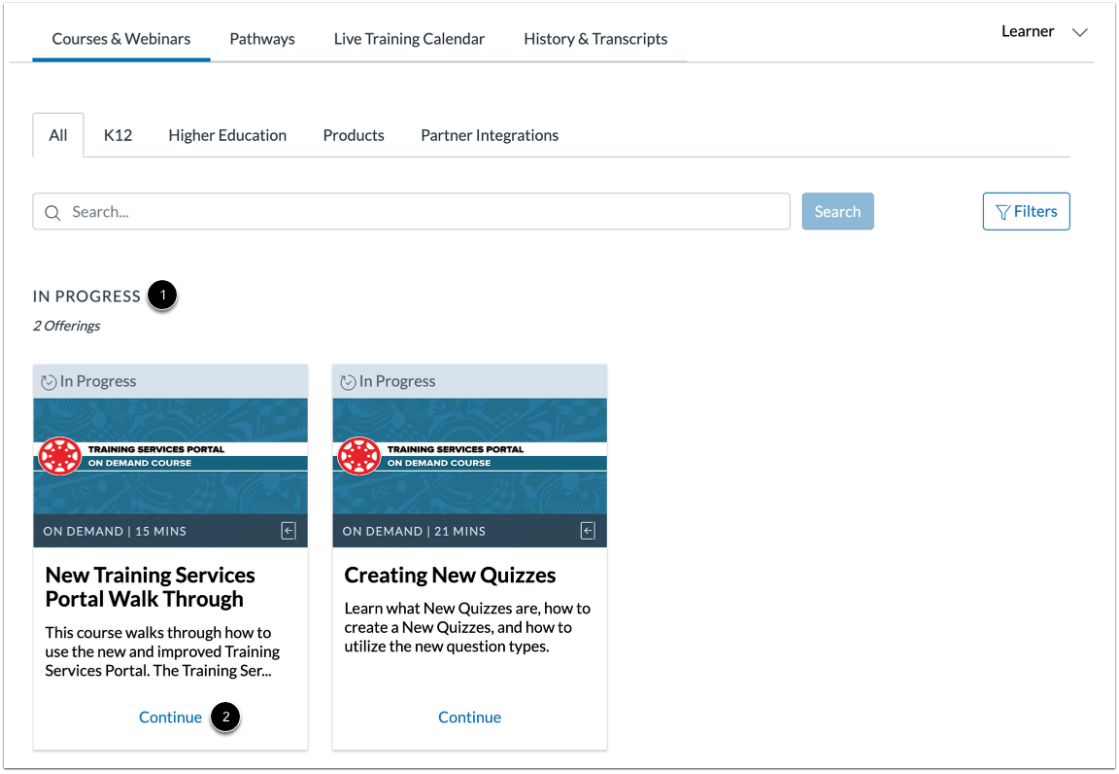
Note: To enroll in a pathway, click the **Pathways** tab, locate the pathway, and click the **Enroll In Pathway** link.

Enroll in Offering



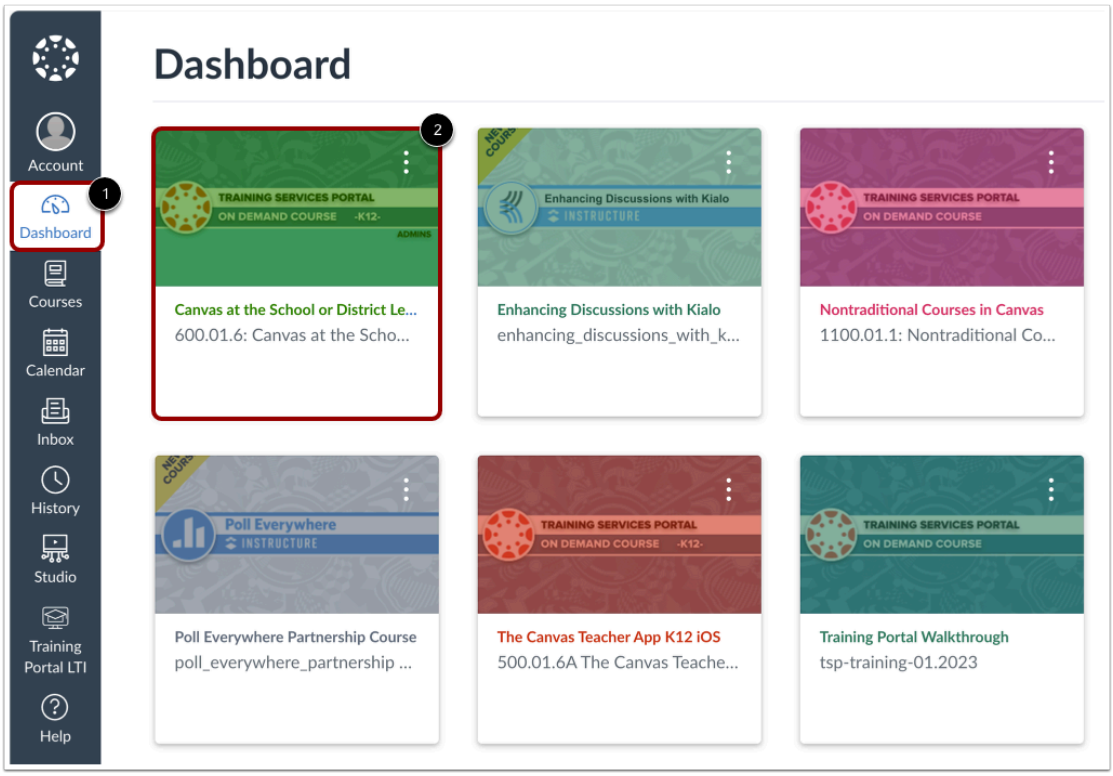
Click the **Enroll** button.

Open Course



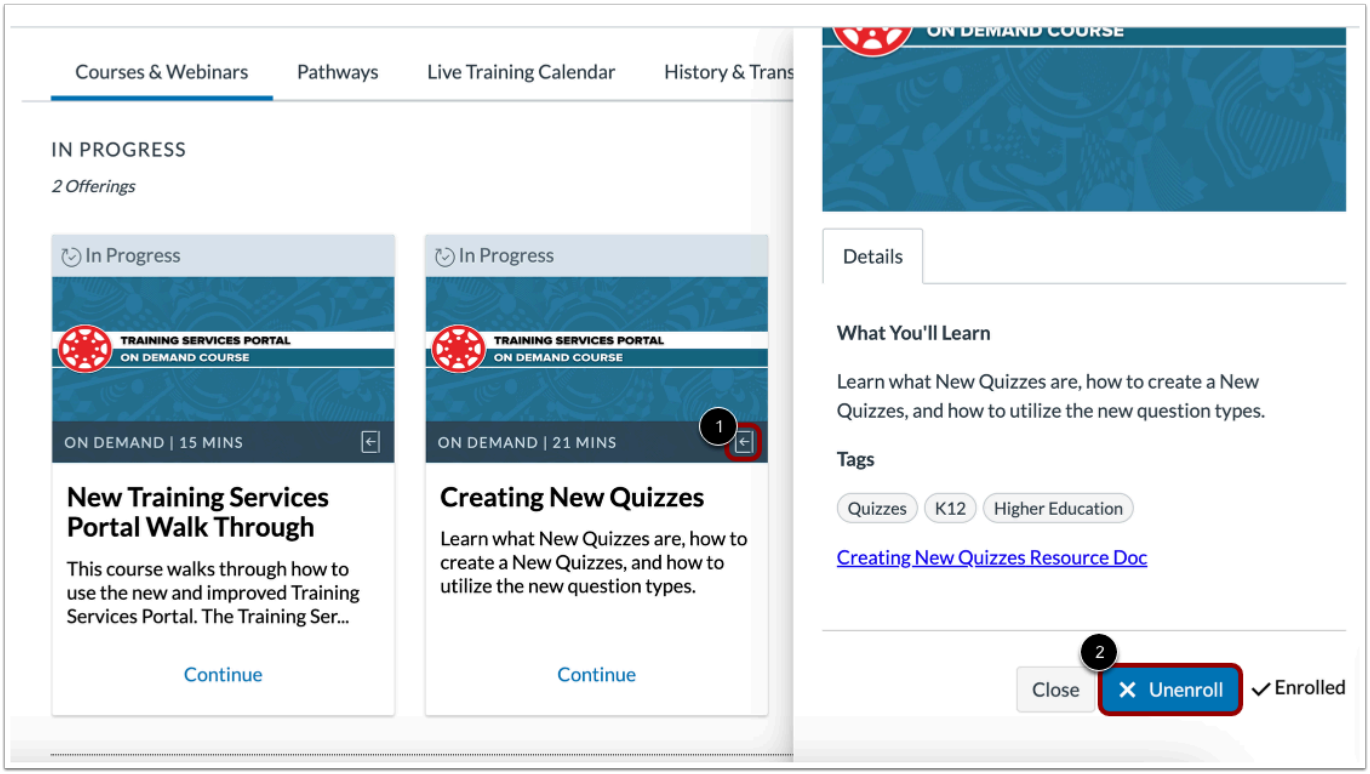
Courses you have enrolled in display in the **In Progress** section [1].

To open a course in which you are enrolled, click the **Continue** link [2]. The course opens in a new tab.

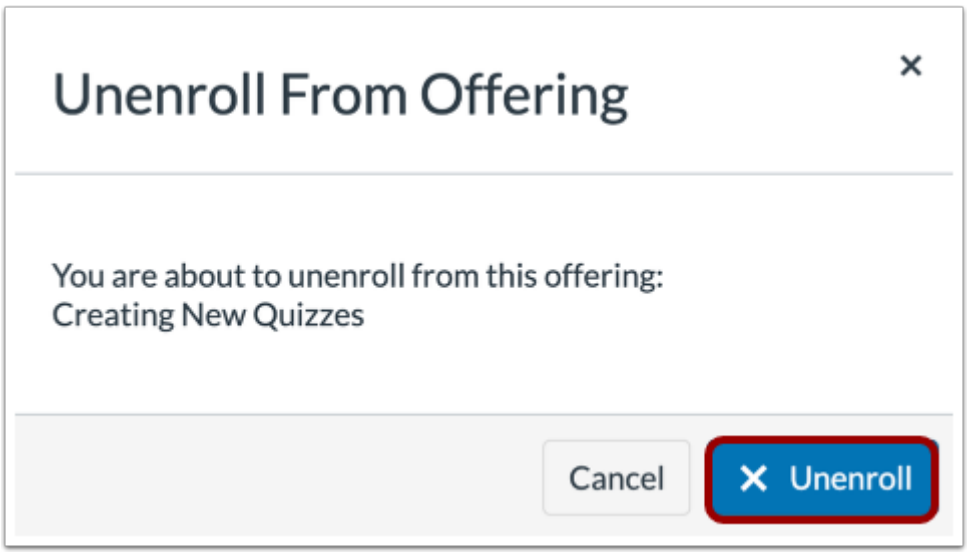


To open a course in the **Global Navigation** menu, click the **Dashboard** icon [1], and then click on the course [2].

Unenroll in Offering

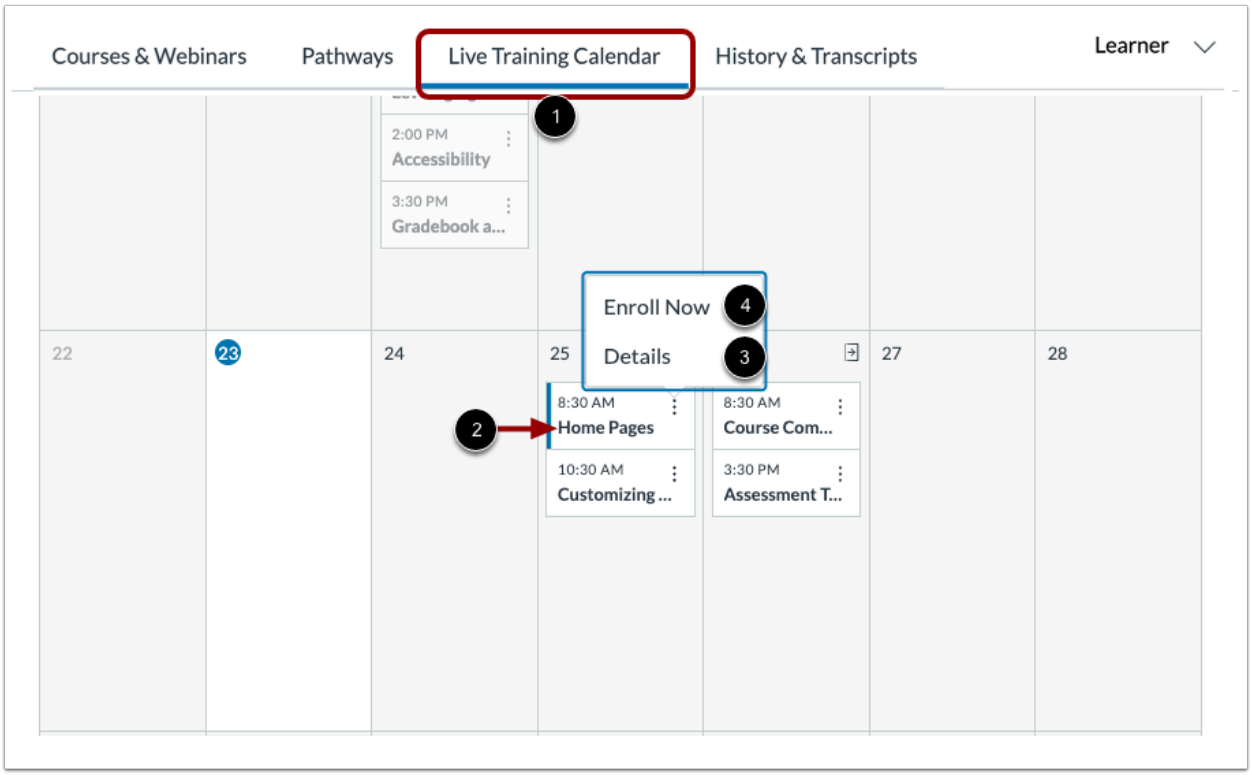


To unenroll from an offering, click the **Details** icon [1] and then click the **Unenroll** button [2].



To confirm your unenrollment, click the **Unenroll** button.

View Live Training Calendar

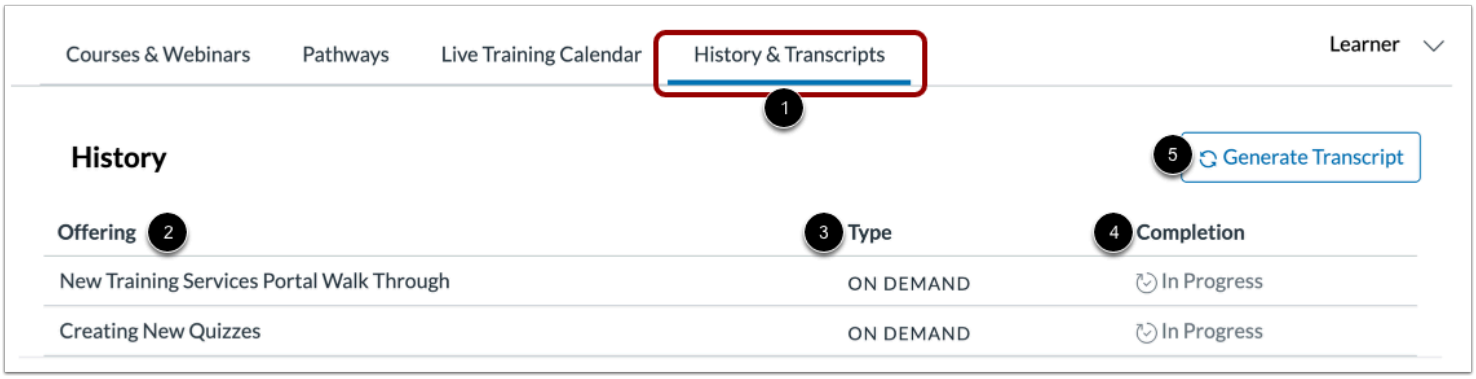


To view the training calendar, click the **Live Training Calendar** tab [1]. The Training Calendar displays pre-scheduled live webinars delivered by Canvas trainers.

To view information about a live training, click the session title [2]. To view live training details, click the **Details** option [3]. To register for the training, click the **Enroll Now** option [4]. After registering, you will receive a Canvas Inbox message with the session invite and details. You can invite other Premium subscription members to join the training by sharing the link included in the message. You can also access the session from the Training Calendar 15 minutes prior to the start of the webinar.

Note: Live trainings are only available to Premium subscription clients.

View History & Transcripts



To view your training history and transcriptions, click the **History & Transcriptions** tab [1].

You can view past enrolled offerings [2], the offering type [3], and completion status [4].

To generate a transcript, click the **Generate Transcript** button [5].

How do I get help with Canvas?

You can get help with Canvas by using the Help menu. The Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one courses with an instructor-based role, the Help menu will show you links available to students and instructors.

This lesson outlines the default help links that may be included in the Help menu for your institution. However, your institution may customize the Canvas Help menu to hide default links and create custom links as resources.

Notes:

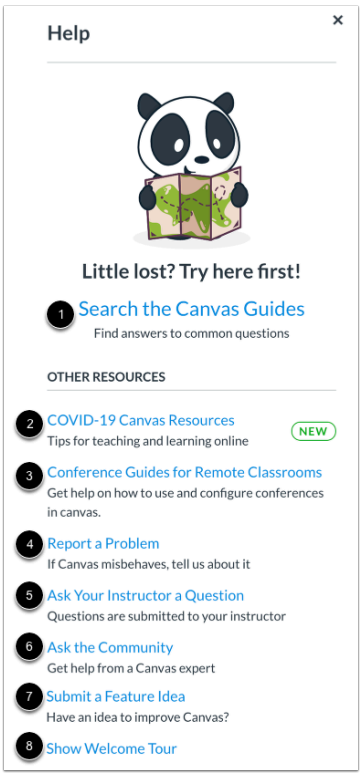
- Depending on your institution, the Help menu may not be available.
- If you are an admin, you can customize links in the Help menu.
- To learn more about support tiers available to Canvas customers, please view the Support Terms webpage.

Open Help

At the bottom of Global Navigation, click the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.

View Default Links

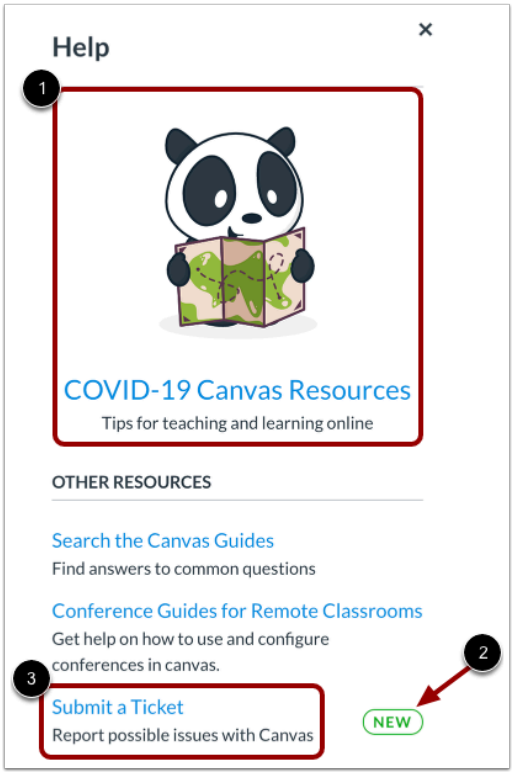


Depending on your user role, there are several default links for help or feedback:

- **Search the Canvas Guides** [1]: Search the Canvas Guides for information about features inside of Canvas
- **COVID-19 Canvas Resources** [2]: Users can view resources for teaching and learning online
- **Conference Guides for Remote Classrooms** [3]: Users can view and search guides and resources for using Conferences in remote classrooms and online learning
- **Report a Problem** [4]: Submit problems with Canvas to our support team
- **Ask your Instructor a Question** [5]: Ask your instructor questions about course material or send them a message
- **Ask the Community** [6]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers in the Community
- **Submit a Feature Idea** [7]: Submit ideas about how to make Canvas better
- **Show Welcome Tour** [8]: Learn more about Canvas by viewing the Welcome Tour

If you are an instructor, click the **Training Services Portal** link to access the Training Services Portal, which contains self-paced training resources on a variety of Canvas topics.

View Custom Links



Your institution may reorder or remove the default links.

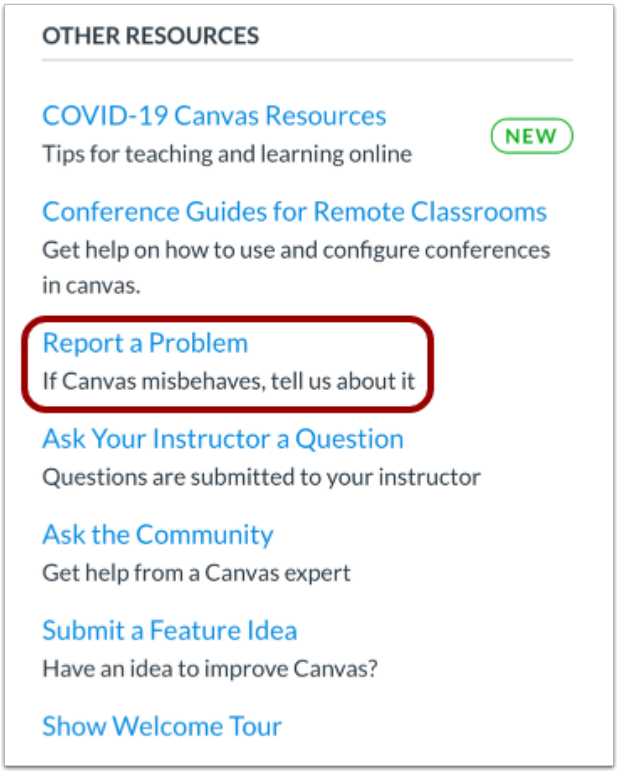
Your institution may remove or modify which link displays as the featured link [1] and which link displays the New label [2].

Lastly, your institution can include custom links in the Help menu [3]. Custom links may include pages to phone numbers, support information, and other resources.

Search Canvas Guides

The **Search the Canvas Guides** link helps you search Canvas documentation for information about features in Canvas.

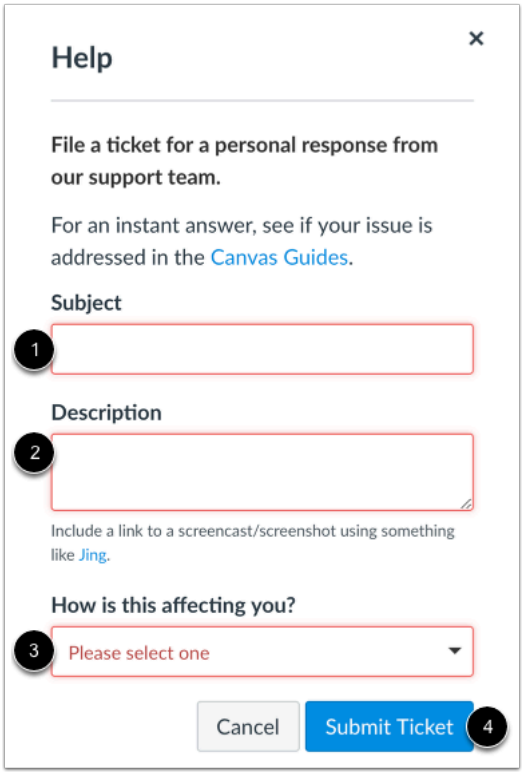
Report a Problem



The **Report a Problem** link helps you report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support 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.

The following information helps the Canvas support team more quickly resolve your question(s):

- A link to the user or name and email of the user.
- A link to the location where the error is occurring.
- A summary of what is occurring.
- A screencast or screenshot of what is occurring.
- The steps you have taken for the Canvas support team to replicate what you are experiencing.
- What resolutions you have already tried (i.e. cleared cache and cookies).

If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you'll receive an email from the support team. You can reply to the email with any attachment as needed.

Additional information to help the Canvas support team:

- If any files are involved, please provide a copy of the file.
- If it is a custom tool issue, please provide the name of the tool.
- If there are any previous cases that may pertain to your question, please provide those case numbers.

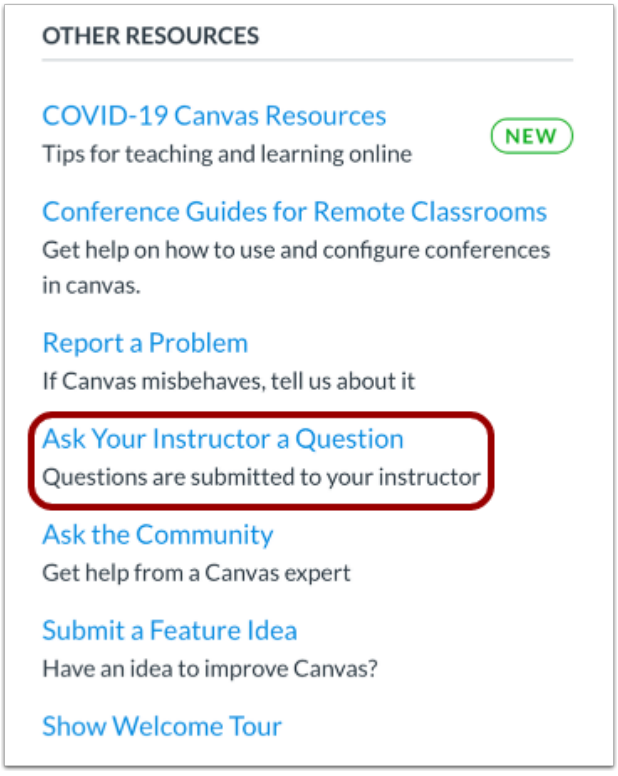
In the **How is this affecting you?** drop-down menu [3], select the statement that best describes how the problem is affecting you:

- 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].

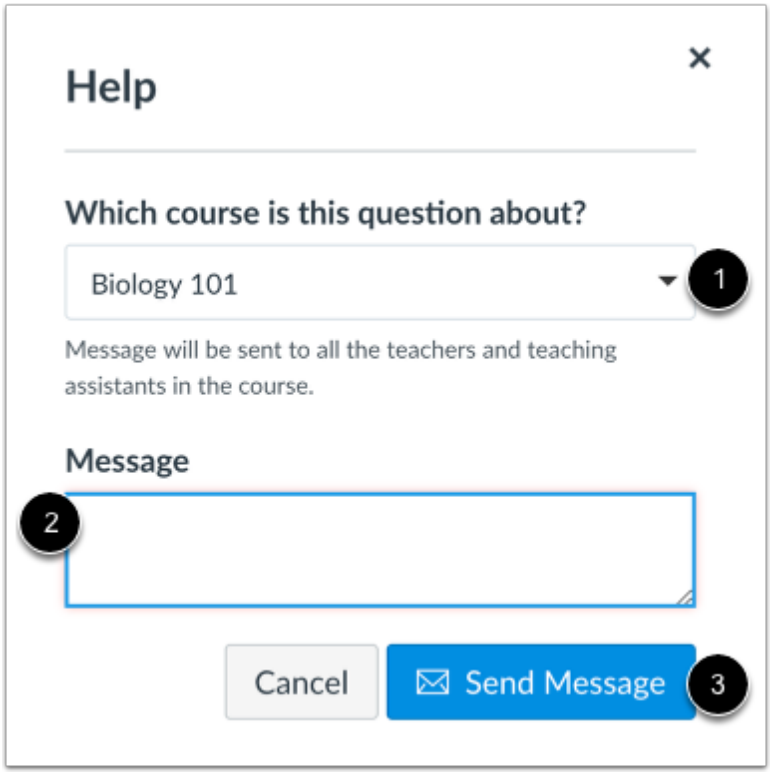
Depending on your institution's support schedule, you'll receive a reply as soon as possible.

Ask Your Instructor a Question



The **Ask Your Instructor a Question** link allows you to contact an instructor or TA in any of your active courses directly from the help page.

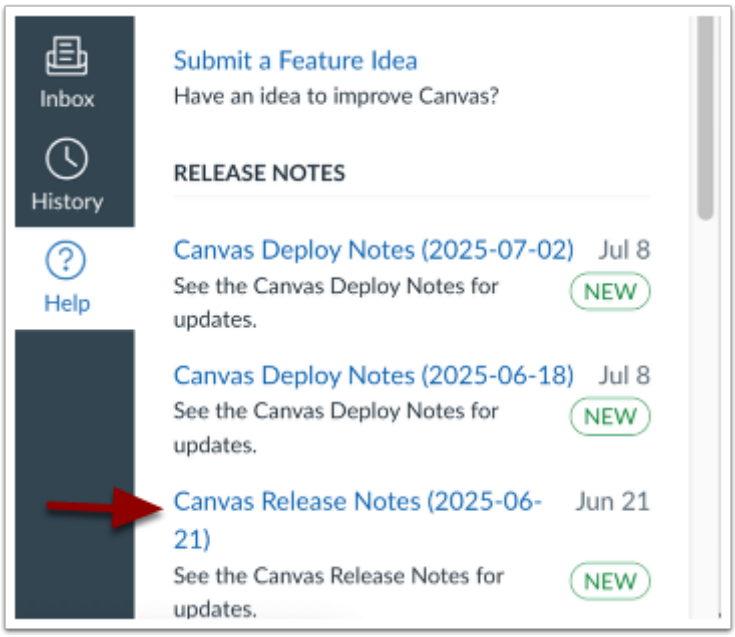
Send Message



In the courses drop-down menu [1], select the course that relates to your question. In the **Message** field [2], enter the message for your instructor(s).

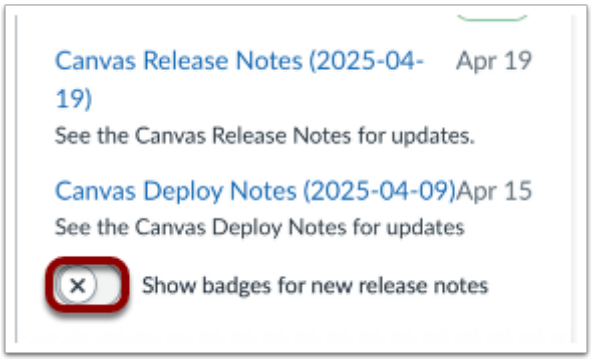
When you're done, click the **Send Message** button [3]. Replies will be sent to your Conversations Inbox. If your course includes more than one instructor or TA, your message will be sent as a group message to all instructors/TAs in the course.

View Release Notes



If Release Notes are enabled by your institution, you can view release note links from the Help Menu. Release notes describe new and updated features added to the Canvas interface. The Help Menu displays the last ten release notes posted.

To view a release note document, click the link for the release [1]. This link leads you directly to the release and deploy notes in the Community. The Help Menu displays a New badge for any release/deploy notes that have not been viewed [2].



To hide the numbered badge, click the **Show badges for new release notes** button.

Note: You can also view Release Notes in the Community.

How do I contact Canvas Support?

Depending on the institution, Canvas users can contact Canvas Support through the Help menu in Canvas Global Navigation on the web or the Help option in the User menu from one of the Canvas mobile apps. Canvas Support agents are trained to assist all Canvas user roles, including students, instructors, and observers/parents/caregivers. However, K12 students and observers are not supported directly by Canvas Support and should reach out to their school for assistance.

Note: Institutions can customize their Help menu with the help resources they want their users to access. Canvas documentation displays the default menu options, but your institution can choose to customize options in the Help menu or remove the Help menu altogether. The options that display in Canvas for you may therefore be different from the screenshots shown in the reference lessons below.

Canvas Web

Students, Instructors, and Observers: How do I get help with Canvas?

Admins: To report any problems with Canvas, contact Canvas Support. For assistance with managing your institution's Canvas account, contact your Customer Success Manager (CSM).

Canvas Mobile Apps

Instructors/Teachers/Course Facilitators:

- How do I get help with the Teacher app on my Android device?
- How do I get help with the Teacher app on my iOS device?

Students:

- How do I get help with the Student app on my Android device?
- How do I get help with the Student app on my iOS device?

Parents/Observers:

- How do I get help with the Canvas Parent app on my Android device?
- How do I get help with the Canvas Parent app on my iOS device?

What if there is no Help button in my Global Navigation?

In some cases, the Help Menu may be disabled altogether. If you do not see a Help menu in Canvas, use the support resources provided by your institution or contact your institution's IT department. If your question can be shared publicly, you may consider asking the Canvas Community.

You can also use the Instructure Community resources to access the Canvas user guides, release notes, known issues, Canvas questions and answers, resource documents, and more.

Learn more about using the Instructure Community in the Community Guides.

How do I learn more about Canvas support tiers?

Learn more about available support tiers by viewing the Canvas Support Terms webpage.

Canvas Mobile

How can I use Canvas on my mobile device?

Canvas is built on open web standards, so most features are supported on mobile devices.

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

Mobile Browsers

You can access Canvas from any supported browsers on your Android/iOS device. However, mobile browsers are not fully supported, and features may not function as expected compared to when viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is optimized for use within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the limited-support mobile browser guidelines.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has a native mobile application for students free for download on both phones and tablets.

- **Canvas Student:** The Canvas Student app provides access to Canvas while on the go. Depending on the device, not all Canvas features may be available on the app at this time. View the Canvas Student mobile features document by version and device.
- **Canvas Parent:** The Canvas Parent app is designed for observers, parents, and guardians to engage in their students' education and view assignments, events, and grades. Access to Canvas Parent is managed by a student's institution. View the Canvas Parent mobile features document by version and device.
- **Canvas Teacher:** The Canvas Teacher app allows instructors to manage course content and grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. With the growing use of mobile devices, instructors should develop their courses with best practices for mobile in mind. View the Canvas Teacher mobile features document document by version and device.

How do I access Canvas using a mobile browser on my Android device?

You can access Canvas from any browser on your Android device. However, for the best user experience, you should view Canvas via the mobile app for Android devices.

Please note that mobile browsers are not supported by Canvas, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the limited-support mobile browser guidelines.

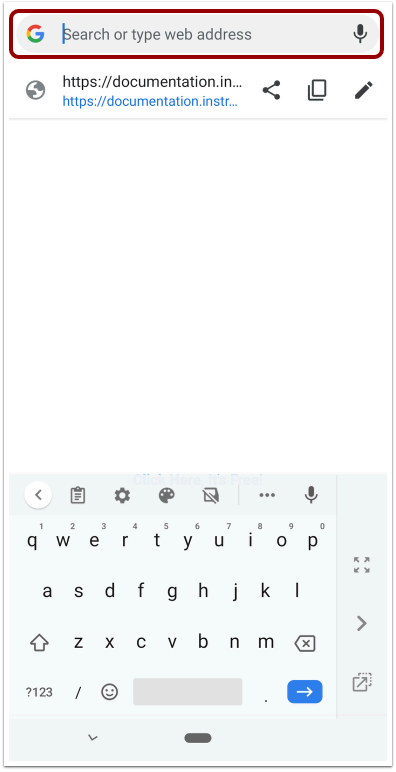
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Mobile Browser

Tap the icon for your preferred mobile browser.

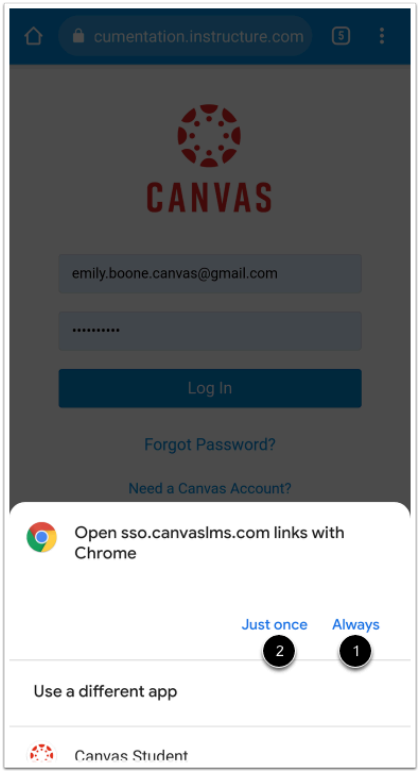
Note: Mobile browser options will vary per Android device.

Enter Canvas URL



Enter your institution's Canvas URL in the URL field.

Open Using Internet

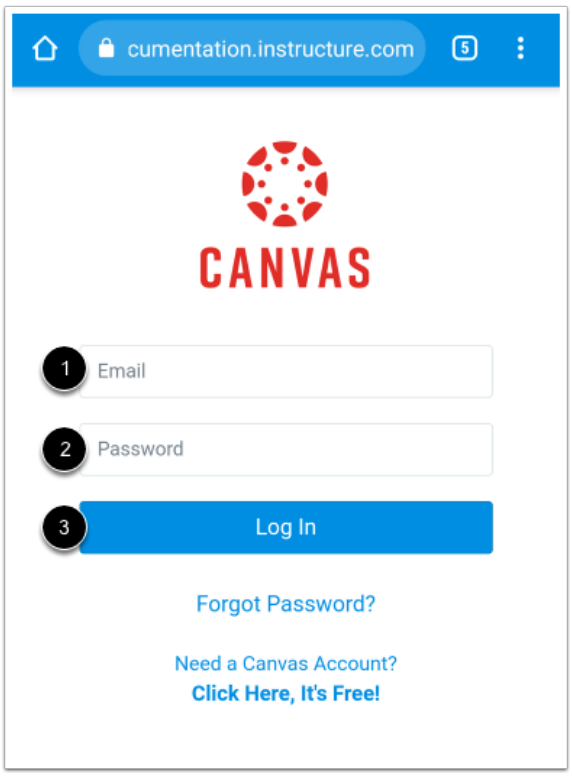


If you already have the Canvas app installed on your device, a pop-up window will appear asking you whether you want to open Canvas using the Canvas app or the Internet.

Then you will need to tell your device how often to ask for this action:

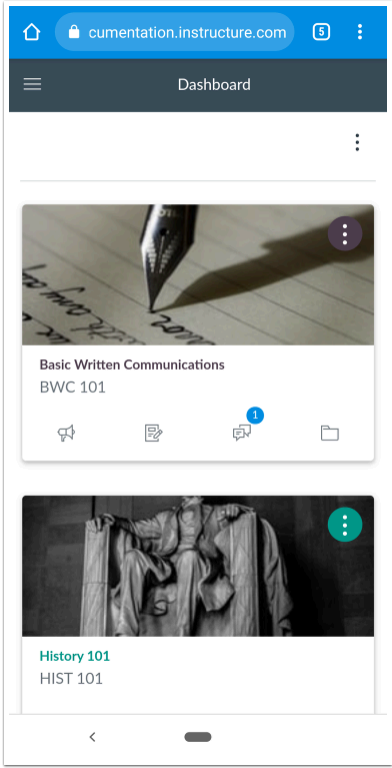
- To have your device never ask again and always open to your browser, select the **Always** button [1].
- If you regularly use the Canvas app and only want to use your browser sparingly, tap the **Just once** button [2].

Log In to Canvas



Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the **Log In** button [3].

View Canvas



You can interact with Canvas as you would on the regular web version of Canvas.

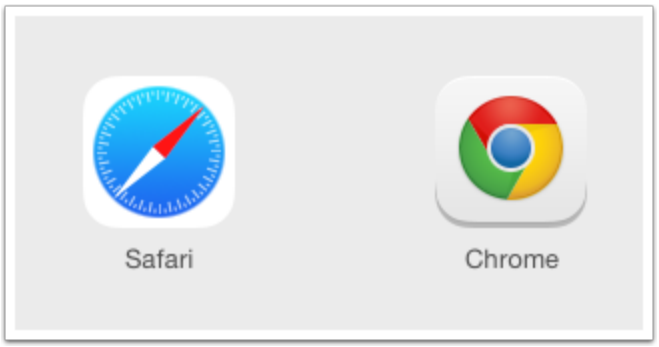
How do I access Canvas using a mobile browser on my iOS device?

You can access Canvas from any browser on your iOS device. However, for the best user experience, you should view Canvas via the mobile app for iOS devices.

Please note that mobile browsers are not supported by Canvas, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the limited-support mobile browser guidelines.

Open Mobile Browser

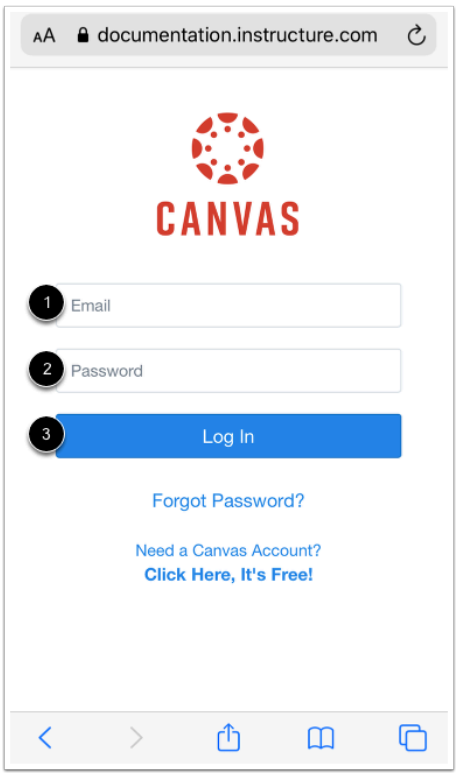


Tap the icon for your preferred mobile browser.

Enter Canvas URL

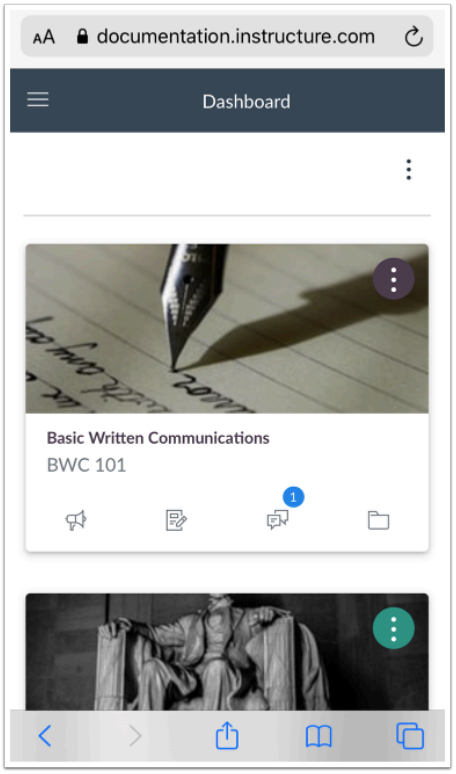
In the URL field, enter your institution's Canvas URL.

Log In to Canvas



Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the **Log In** button [3].

View Mobile Browser



View Canvas in your mobile browser.

What is the Canvas Student app?

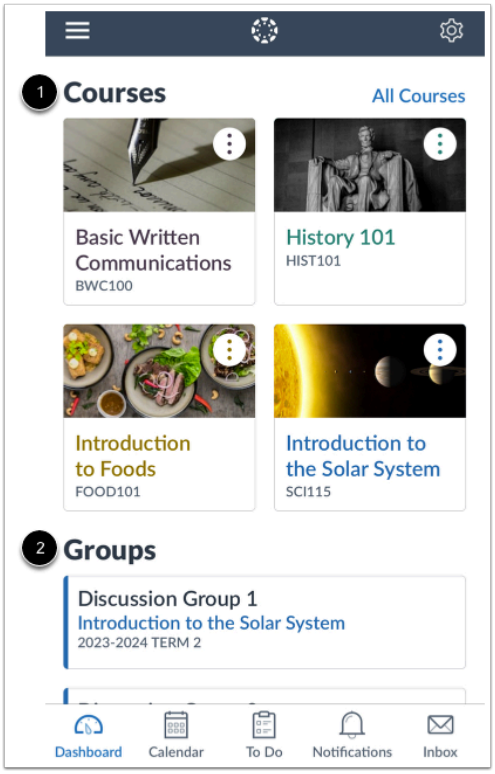
The Canvas Student app allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades, and access course materials. The app also provides access to course calendars, To Do items, notifications, and Inbox messages.

Canvas Student requires a Canvas account and is available for both Android and iOS devices. Before downloading the Canvas Student app, you may want to review the Canvas mobile device requirements.

Notes:

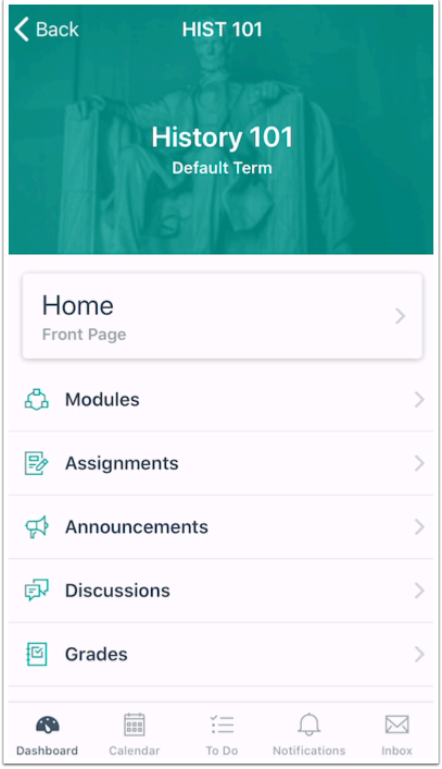
- Not all Canvas features are supported on the Canvas Student app at this time. For more details, refer to the Canvas Student Mobile Features resource document.
- Depending on your institution, you may need to log in to additional apps to view certain course content (e.g., Google Drive).
- Other mobile apps are available for parents/observers as well as instructors.
- If you do not want to use the Canvas Student app or are not on a mobile device, you can use a browser to access Canvas through your institution's URL.

View Courses and Groups



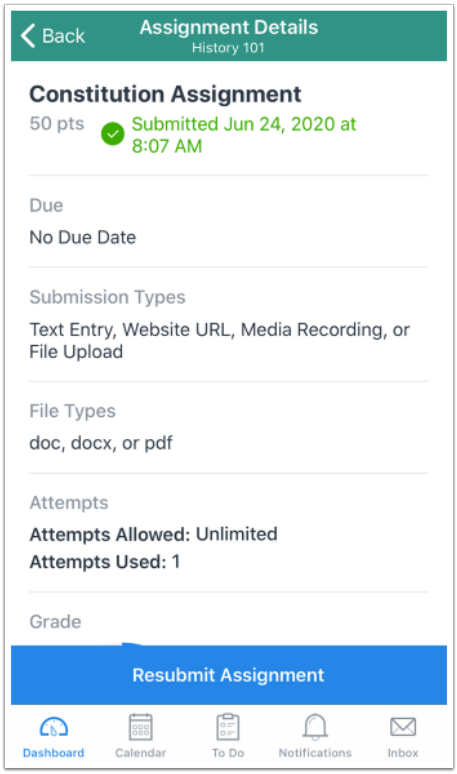
Students can access their courses [1] and groups [2] from the Dashboard.

View Course or Group Navigation



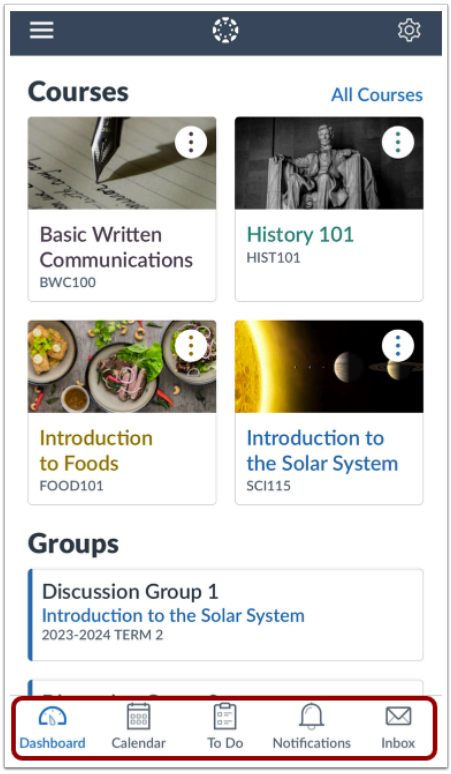
Courses and groups include the same navigation items that can be viewed in the browser version of Canvas.

View Assignments



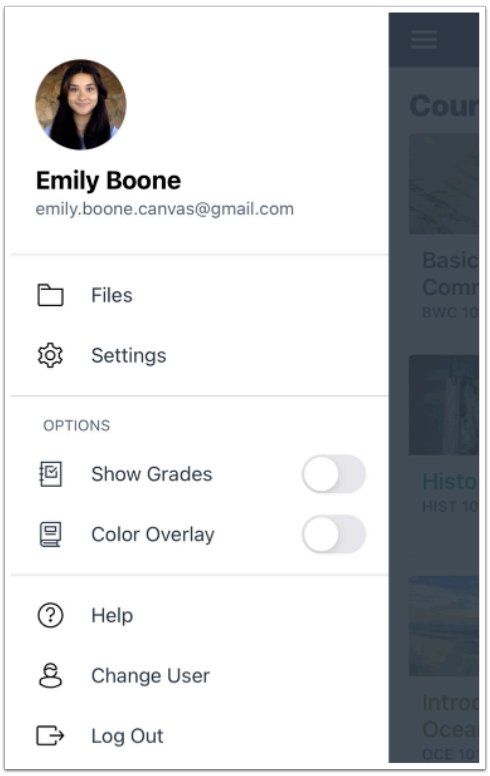
Students can view details on assignments, quizzes, and discussions and submit these items from the app.

Navigate App



Students can use the Navigation Bar to access their dashboard, calendar, To Do list, notifications, or Inbox.

Manage Account



Students can manage their Canvas account using the Student app. Students can manage their files, display course grades, get help from Canvas Support, change users, and log out of the app.

What is the Canvas Teacher app?

Canvas Teacher is a mobile app that allows instructors to facilitate their courses on the go, both inside and outside the classroom. This app provides quick access to grading, communicating, and updating—three of the most frequent course facilitation tasks for instructors through Announcements, Assignments, Discussions, and Quizzes. You can learn more about Canvas Teacher mobile features.

Canvas Teacher requires a Canvas account. If you are an instructor and your institution does not use Canvas, sign up for a Free for Teacher account.

Canvas Teacher is available for both Android and iOS devices.

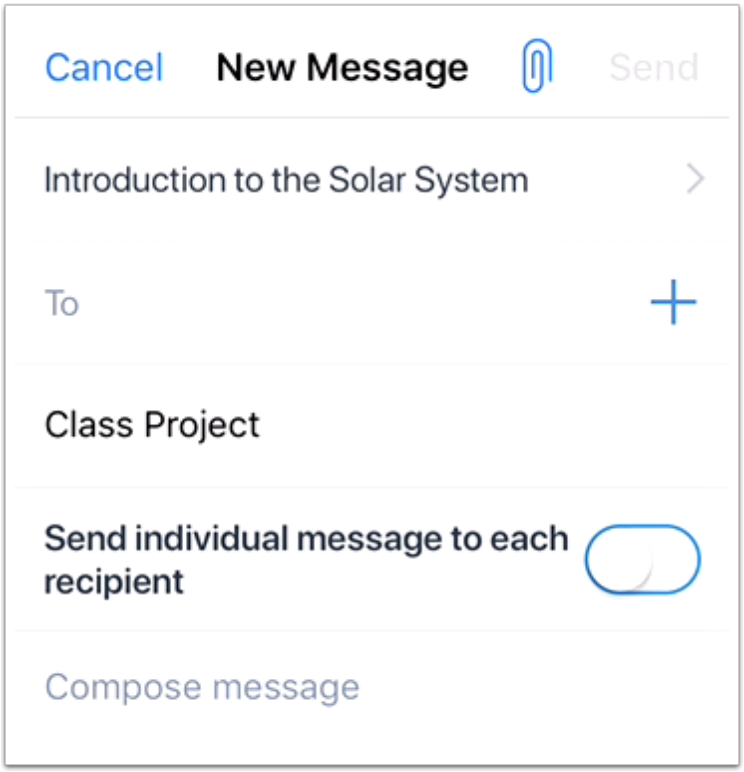
Notes:

- Depending on your institution, you may need to log in to additional apps to view certain course content.
- If you are unable to access a desktop device and need to add course content using a mobile device, you can access Canvas and add or modify course content through your device's web browser.

Grading

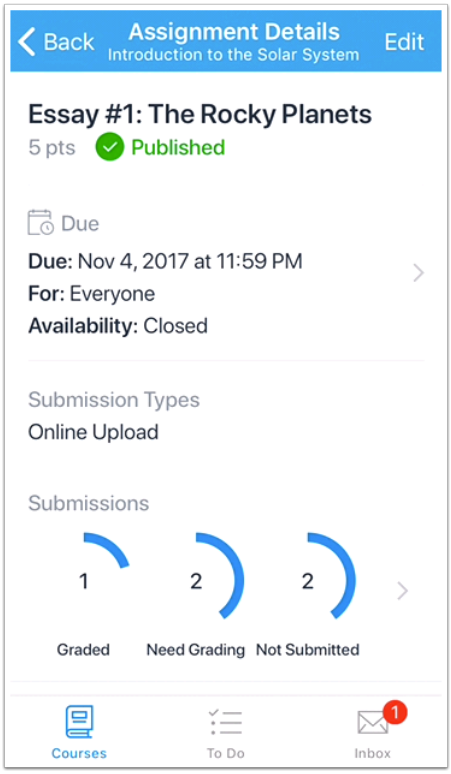
Instructors can browse submissions and provide feedback to their students with a new and improved mobile SpeedGrader embedded in the app.

Communicating



Instructors can post announcements, send messages, and participate in course discussions. Canvas Teacher includes the Message Students Who feature from the web version of Canvas and allows instructors to easily send messages to students about specific course assignments.

Updating



Instructors can easily update course content such as due dates and spelling errors. They can also publish assignments, manage discussion settings, and adjust quiz options.

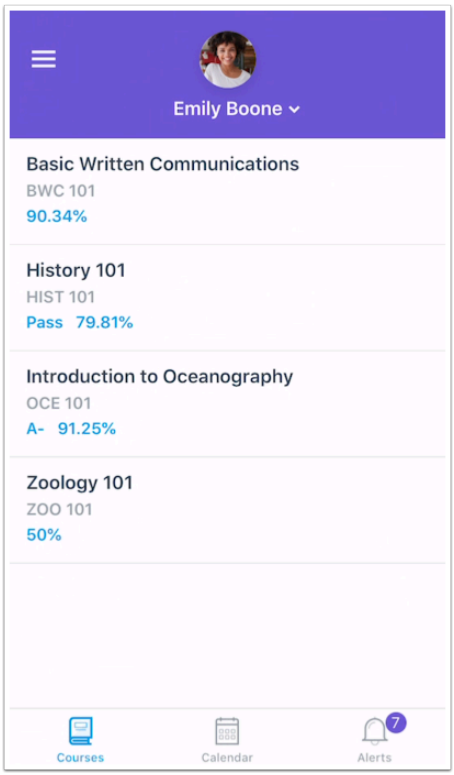
What is the Canvas Parent app?

Canvas Parent enhances the potential for parents to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.

Canvas Parent can be used by any Canvas user with an observer account and is available for both Android and iOS devices.

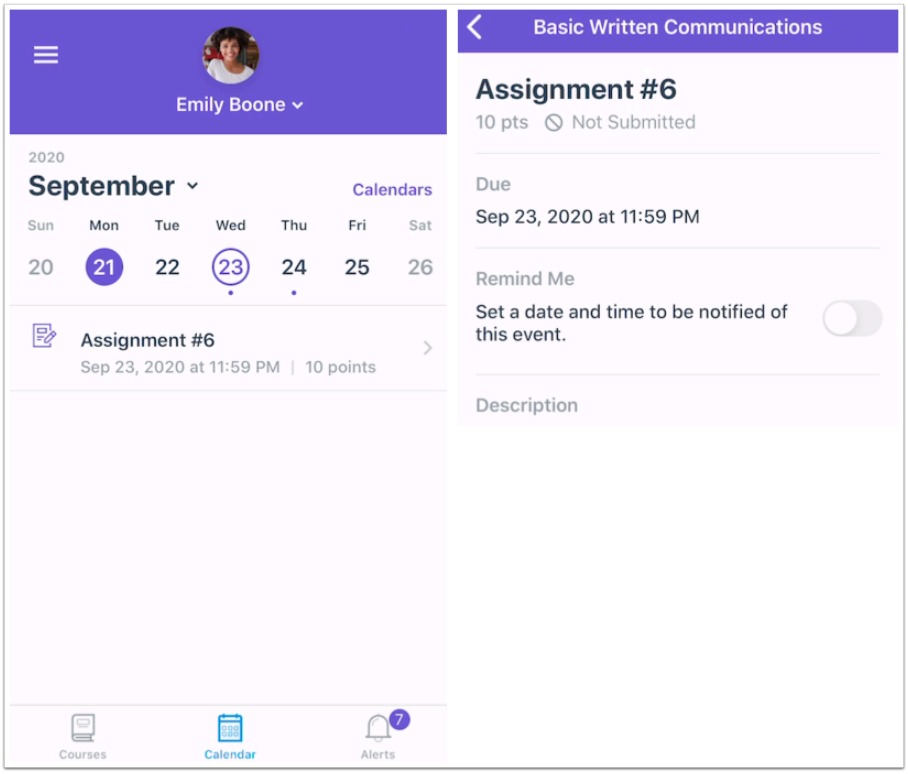
Note: Depending on your institution, you may need to log in to additional apps to view certain course content.

View Student Courses and Grades



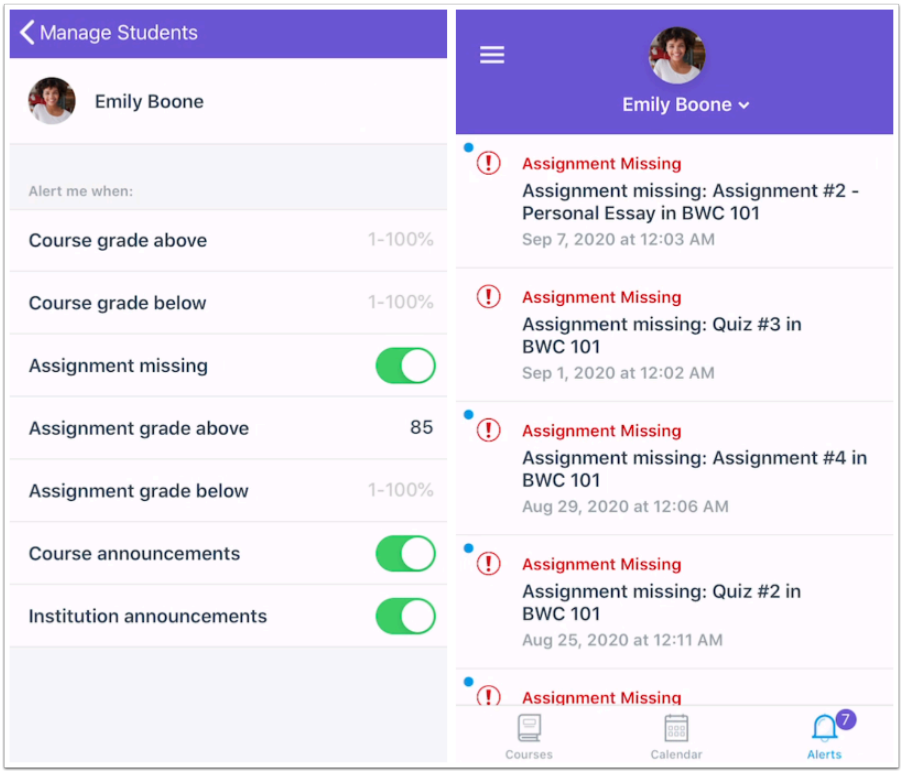
The Courses tab displays the list of courses that their students are enrolled in. For each course, parents can see course grades, syllabus, assignments, and events. Grades display according to the course grading scheme.

View Student Assignments and Events



Assignments and events can be viewed by course or week. Parents can set reminders for a specific assignment or event, which are sent to mobile devices as push notifications.

Set Alerts for Student Activity



Parents can set alerts for specific assignment and grade activity. Alerts are displayed in the Alerts page in the app.

Calendar

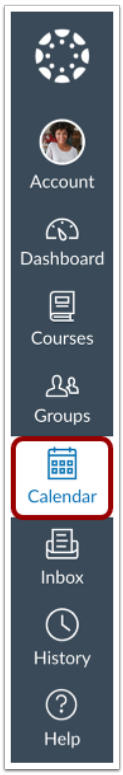
How do I use the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Notes:

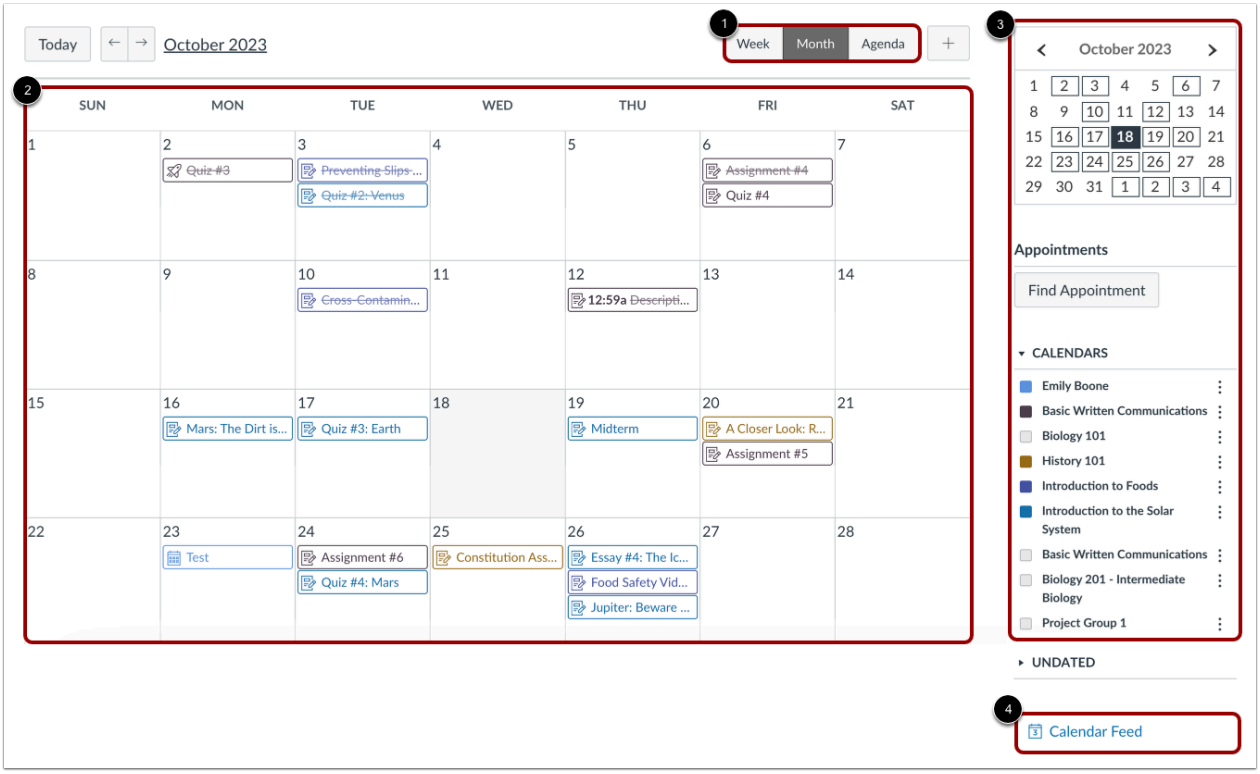
- If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.
- Observers cannot reserve Scheduler appointments on behalf of a student.
- Observers cannot view events in a student's personal calendar or appointments reserved through the Scheduler. However, an observer can view a student's reserved appointment(s) in the Canvas Parent app.

Open Calendar



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

View Calendar

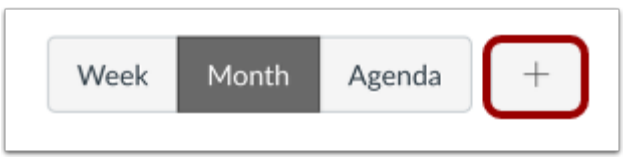


The Calendar spans all courses and displays information for each of your enrolled courses and groups. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

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

To view the iCal feed link for exporting your Canvas calendar to other calendar apps, click the **Calendar Feed** link [4].

Add Calendar Items



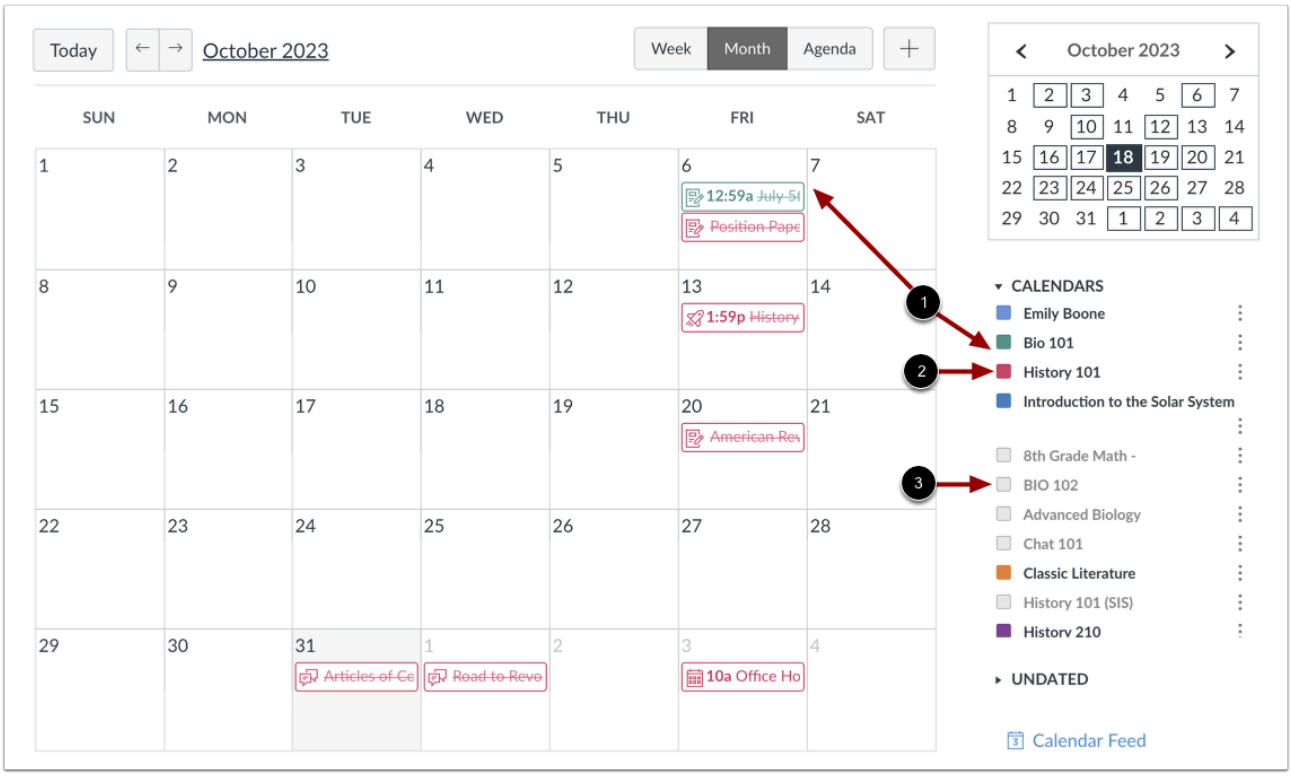
Each calendar view shows any assignments or events that have been added to the calendar. To add to the calendar, click the **Add** button.

As a student, you can add events, including recurring events, and to-do items to your personal calendar at any time in the navigation bar.

As an instructor, you can add assignments and add course events, including recurring events and duplicate events for course sections. If your institution is using the Scheduler tool, you can also create Scheduler appointment groups.

All users can add add personal events.

View Calendar List

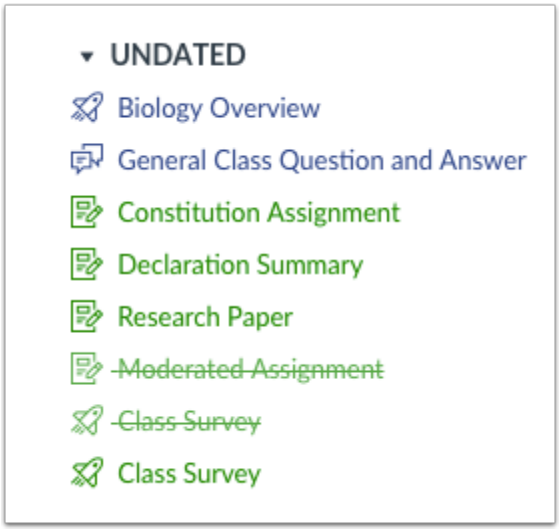


Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated calendar items for each course or group display when selected in the calendar view [1].

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.

View Undated Events List

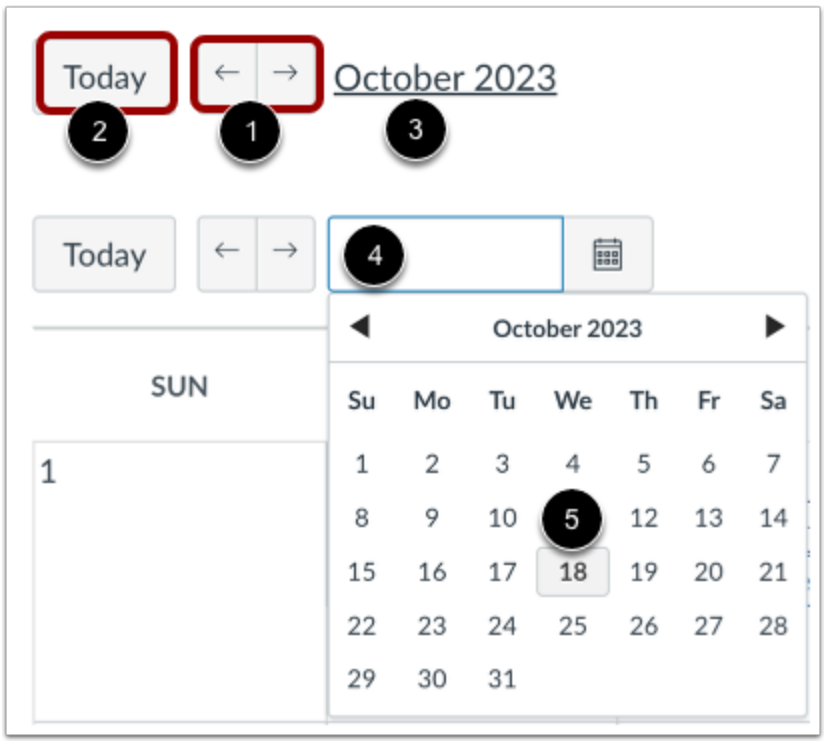


Expanding the **Undated items** link displays a list of events and assignments that are not dated. The assignments and events are differentiated by icons and by the personal, course, or group calendar color.

To assign due dates to undated items as an instructor, drag and drop them into the Calendar.

Note: The drag-and-drop functionality is available in the Week and Month calendar view, but not in the Agenda view.

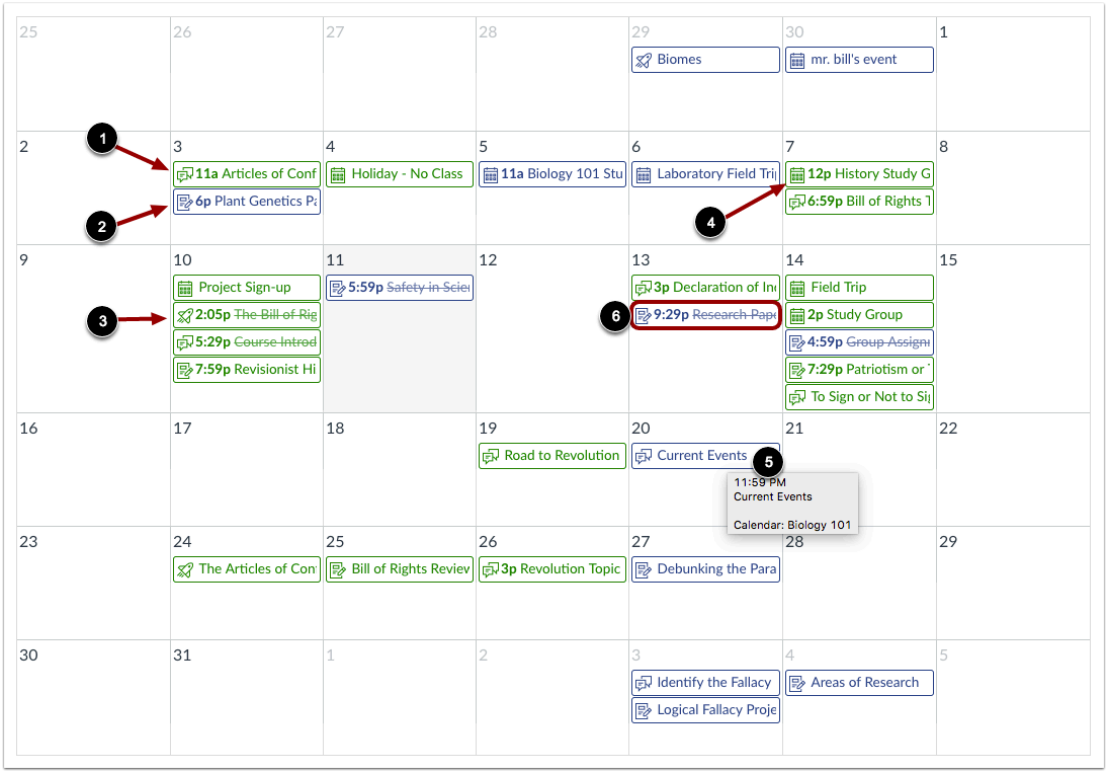
View Calendar by Month



In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].

To view a specific date, click the month link [3] and enter a date in the date field [4] or select a date from the calendar [5].

View Assignments and Events



Calendar items display an icon next to the titles. The icon reflects the calendar item type:

- Discussion [1]
- Assignment [2]
- Quiz [3]
- Event [4]

Non-graded items with a to-do date may display in the calendar for a course.

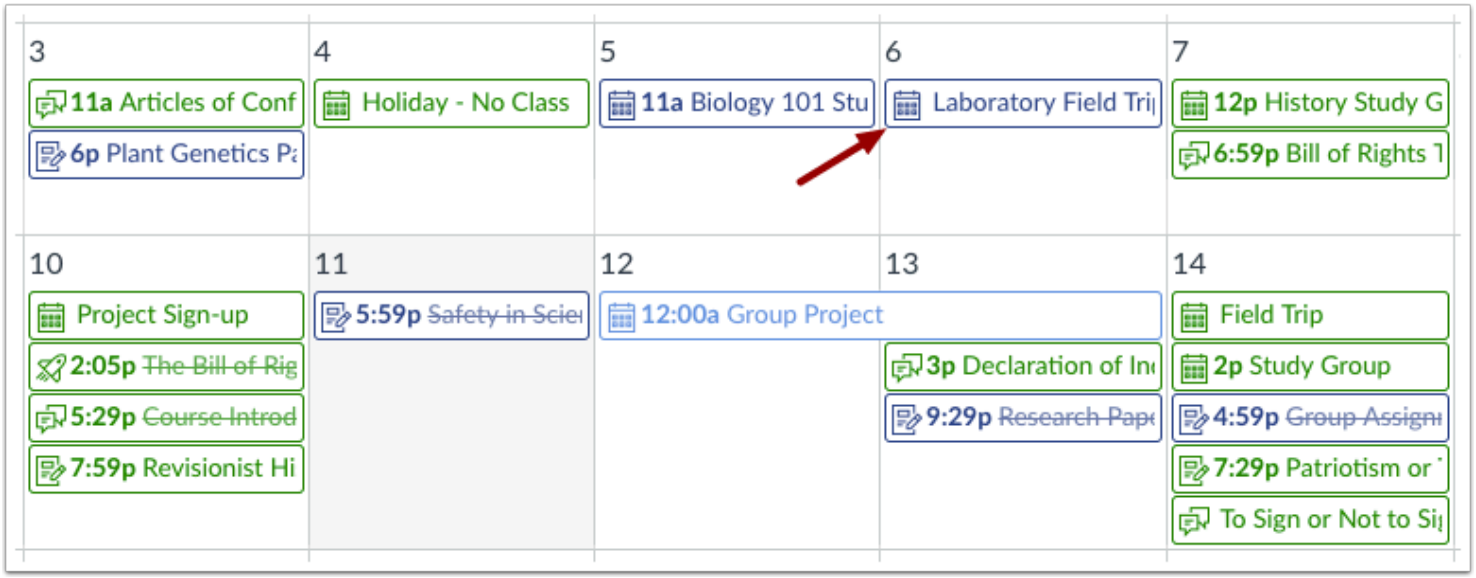
Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. Assignments are crossed out once the assignment has been submitted. In an instructor's calendar, assignments are crossed out when the due date has passed and all submissions have been graded.

Note: Assignments that have been awarded a grade but do not contain an actual submission are not crossed out.

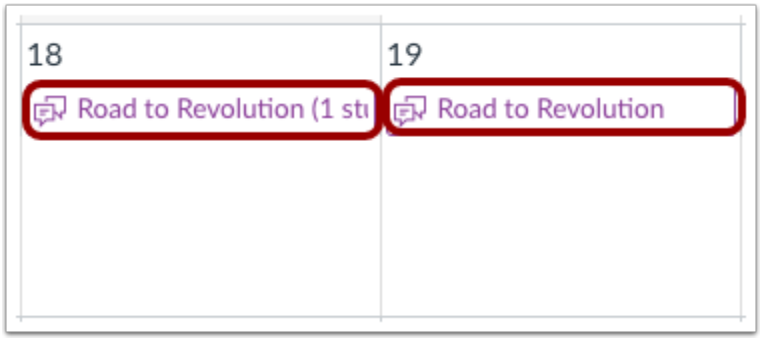
View All-Day Events



All-day events display the Events icon and do not include a specific event time.

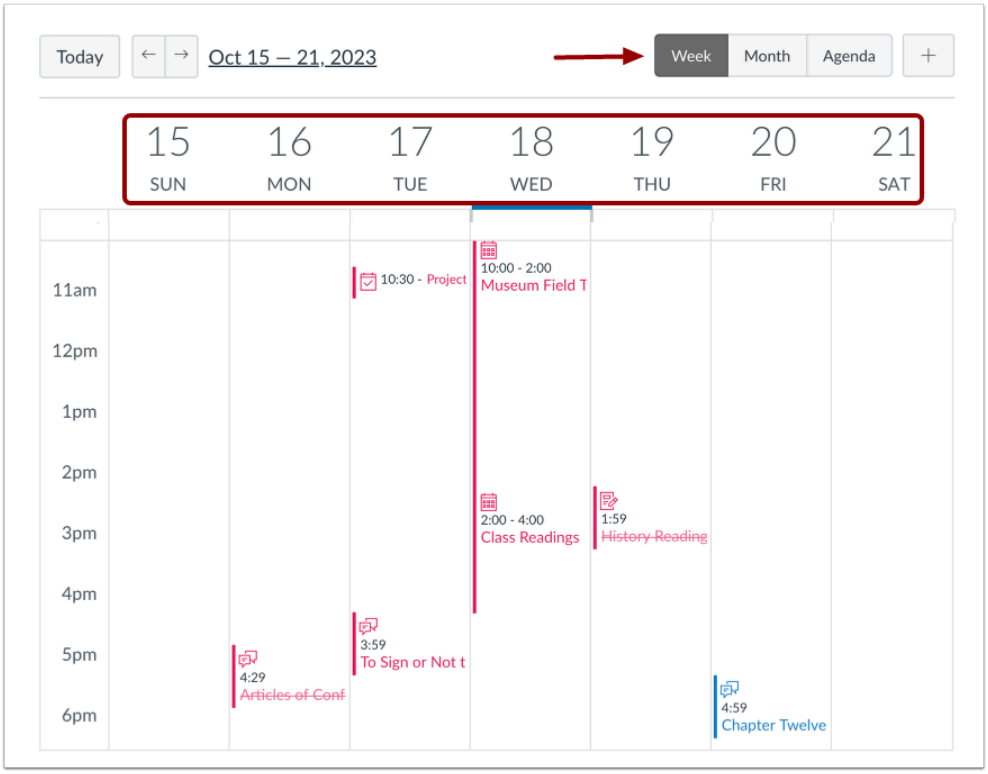
If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.

View Varied Due Dates



If a course has sections or individual students with varied assignment due dates, you will see the same assignment shown multiple times. Depending on the assignment setup, the assignment may appear on the same date or on multiple dates. Students will only see their specific assignment due date.

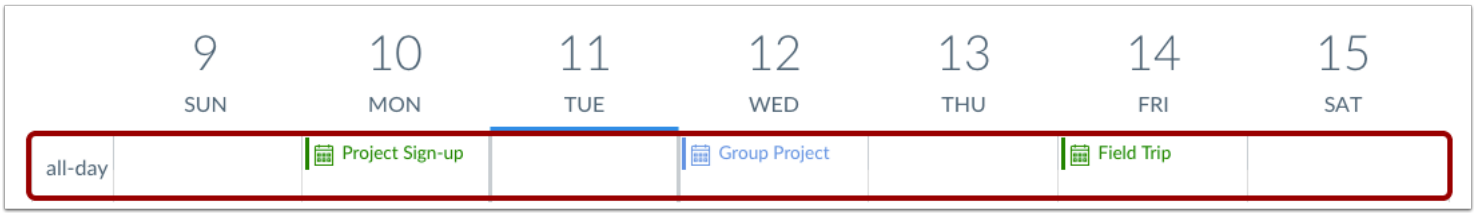
View Calendar by Week



To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time.

Note: Some assignments may be due at 11:59 pm; these display at the bottom of the calendar view.

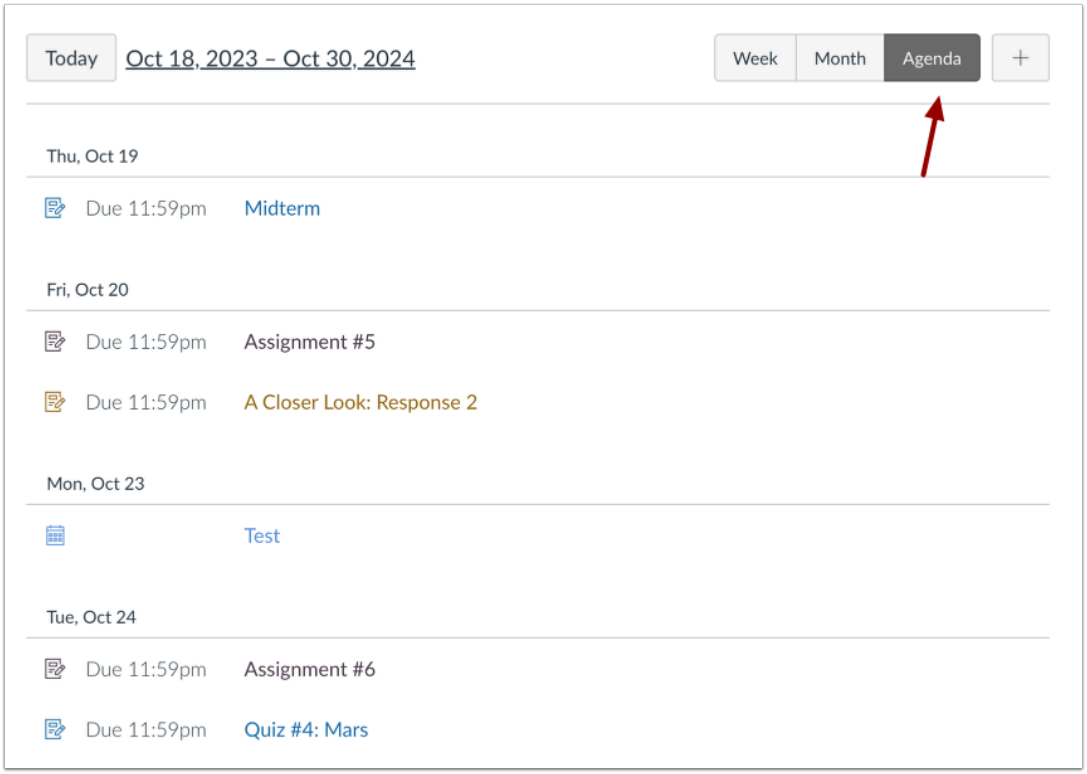
View All-Day Events



All-day events appear at the top of the calendar week. These events do not include a specific event time.

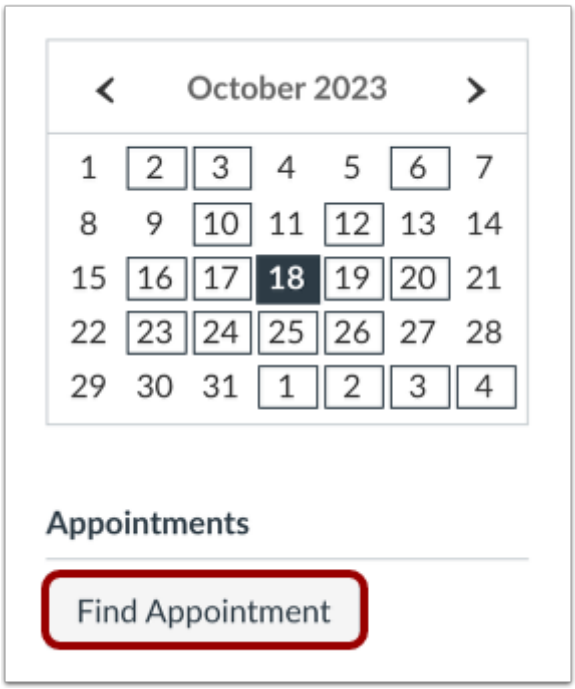
Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.

View Calendar Agenda



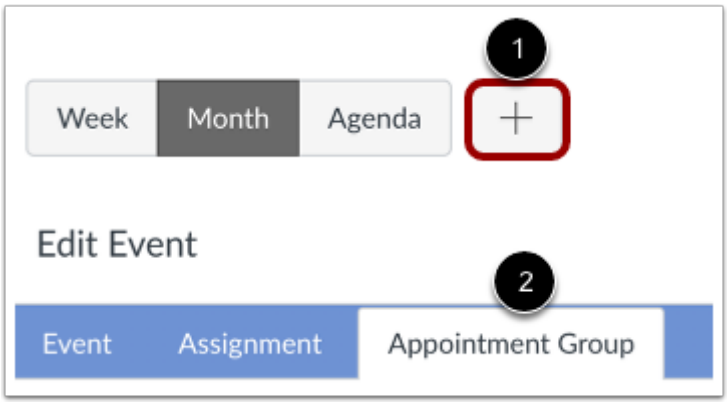
To view all your calendar items in an agenda format, click the **Agenda** button.

Find Appointments



If you are a student and your institution has enabled Scheduler appointment groups, you can sign up for an appointment in the Calendar sidebar. Click the **Find Appointment** button.

View Scheduler



If you are an instructor and your institution has enabled Scheduler, you can manage Scheduler events directly in each course calendar. To add an appointment group, click the **Add** button [1] and select the **Appointment**

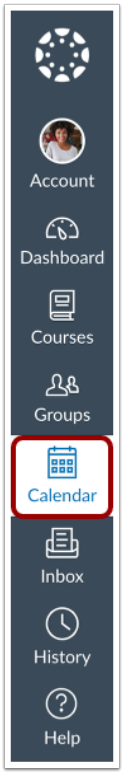
Group tab [2]. Once created, the appointment group will display in your calendar. You can view or edit groups and remove students directly from the course calendar as well.

How do I add an event to my personal calendar?

You can add a personal reminder to your own Calendar for an upcoming event.

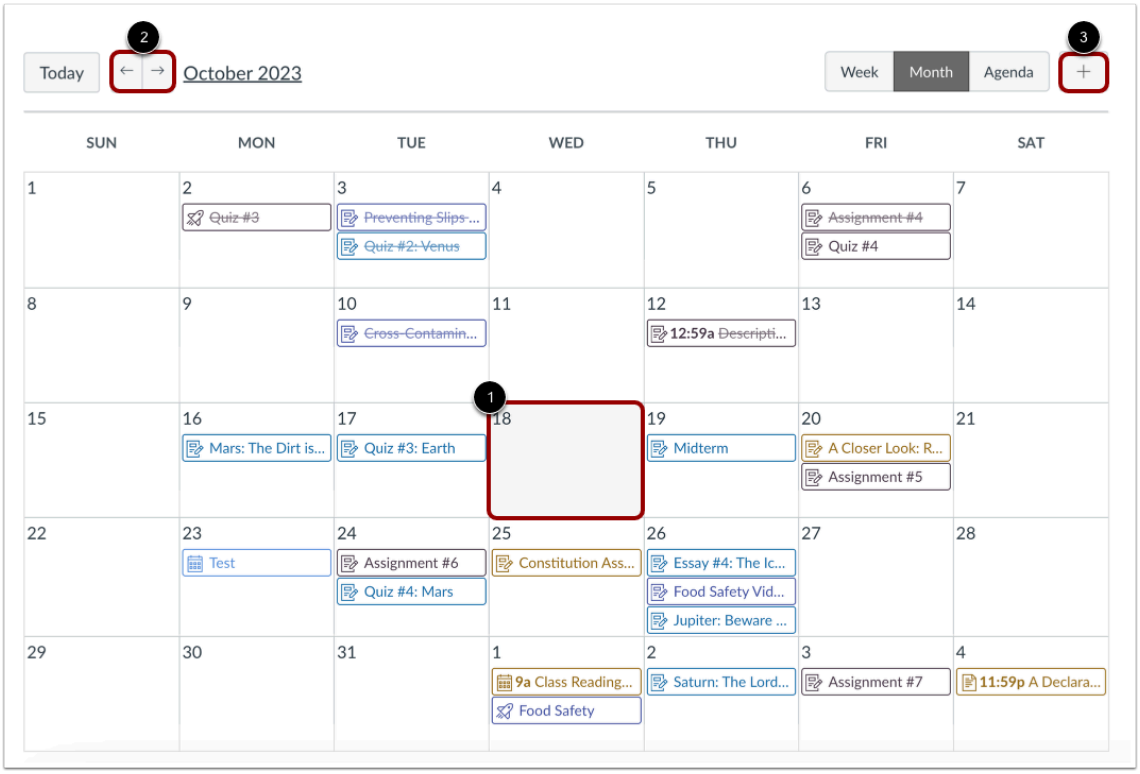
Note: As a student, you can also add a to-do item to your Calendar.

Open Calendar



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

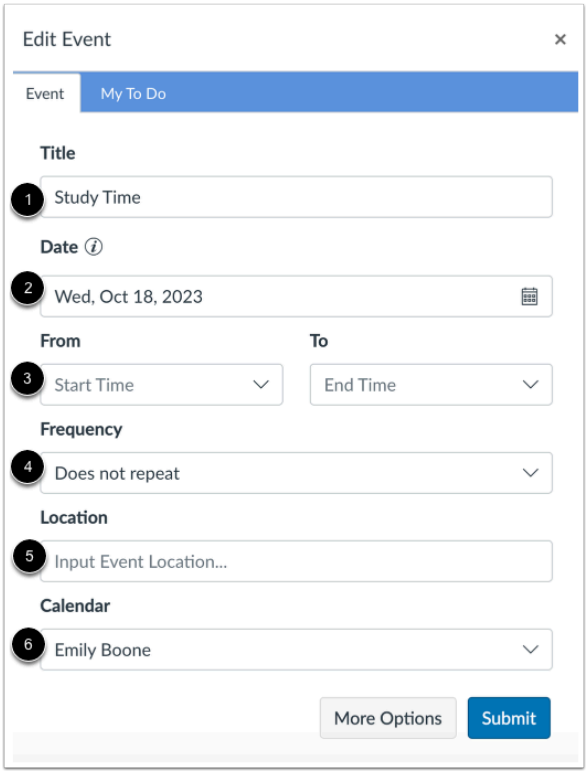
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Add Event Details



Enter a title for the event in the **Title** field [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the **Date** field [2].

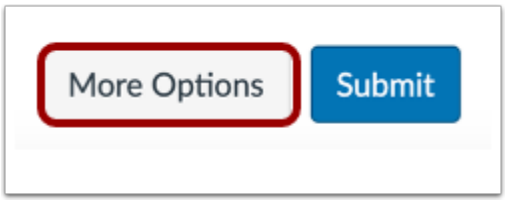
The calendar times may also be populated for you in the **From** and **To** fields [3]. To edit, use the drop-down menus or enter the start and end time for your event. To create an all-day event, leave the From and To fields blank so there is no start or end time for your event.

To select repeating options for creating recurring events, click the **Frequency** drop-down menu [4].

If a location is required, enter a location for the event [5].

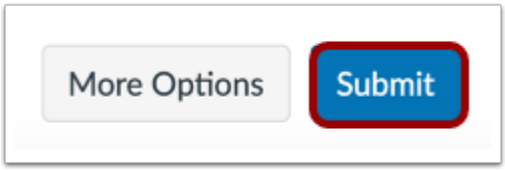
To make sure you are adding the event to your personal calendar, view or click the **Calendar** drop-down menu [6].

More Options



To add a detailed description, location, or address to your event, click the **More Options** button. Use the Rich Content Editor to add content or resource links.

Submit Event



Click the **Submit** button.

How do I add an event to a course calendar?

As an instructor, you can add a Canvas event to a course calendar. A Canvas event is a non-graded Canvas activity. Events you create on the Calendar will not appear in the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

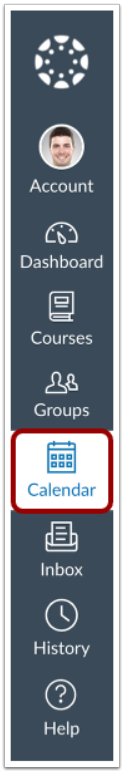
For example, you may create a course event with a link to the readings that you want students to do in preparation for a class discussion in the Calendar. You will not grade students on whether or not they have done the reading, but you are providing the readings on a specific day to help them organize their time more efficiently.

You can also create a recurring event.

Note:

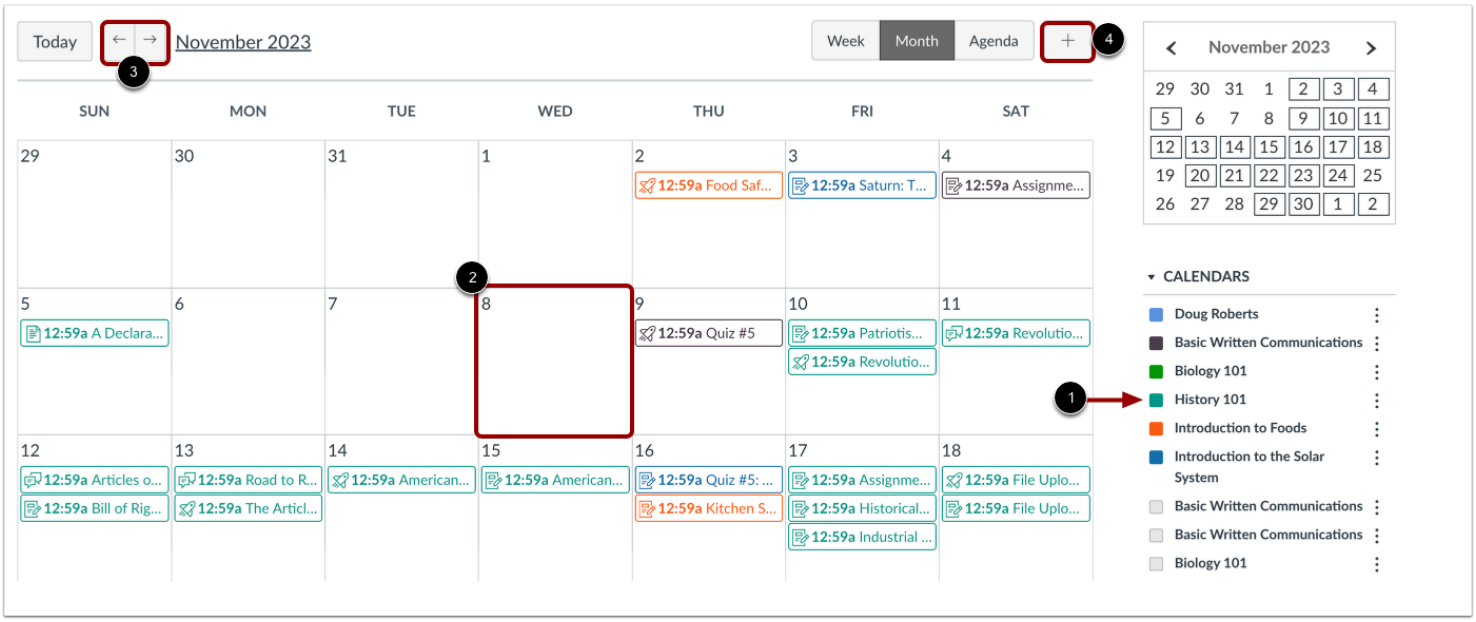
- Events that include a conferencing link in the description or location field display a Join button on students' List View Dashboard.
- Both instructors and students can add personal events to their own calendars.

Open Calendar



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

Add Event

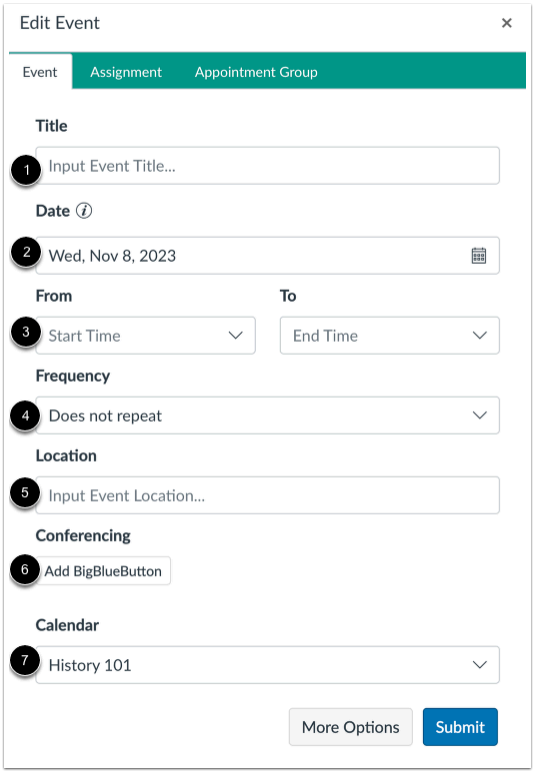


Make sure the checkbox of the course in which you're making an event is selected [1].

Click any date on the calendar to add an event [2]. Or, click the arrows next to the month name to navigate to a different month [4] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [4].

Add Event Details



Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2].

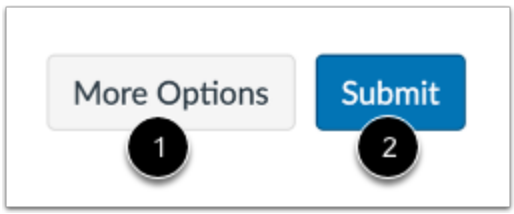
The calendar times may also be populated for you in the From fields [3]. To edit, use the dropdown or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

In the **Frequency** drop-down menu, you can set recurring calendar events [4].

You can enter a location [5].

In the **Calendar** drop-down menu [6], select the course calendar [7].

Submit Event



To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links.

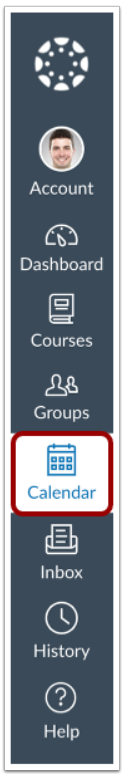
If you only want to create the event as a placeholder and add details later, click the **Submit** button [2]. You can edit your event at any time.

How do I add an assignment from the Calendar?

As an instructor, you can create assignment shells from the Calendar. Assignment shells are placeholders for the assignment until you fill in the assignment details. You can also create assignments with differing due dates for specific students.

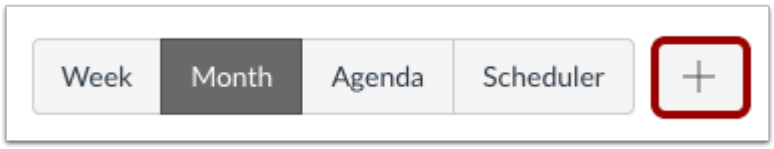
Note: Currently assignments added from the calendar are not validated against course or term start and end dates.

Open Calendar



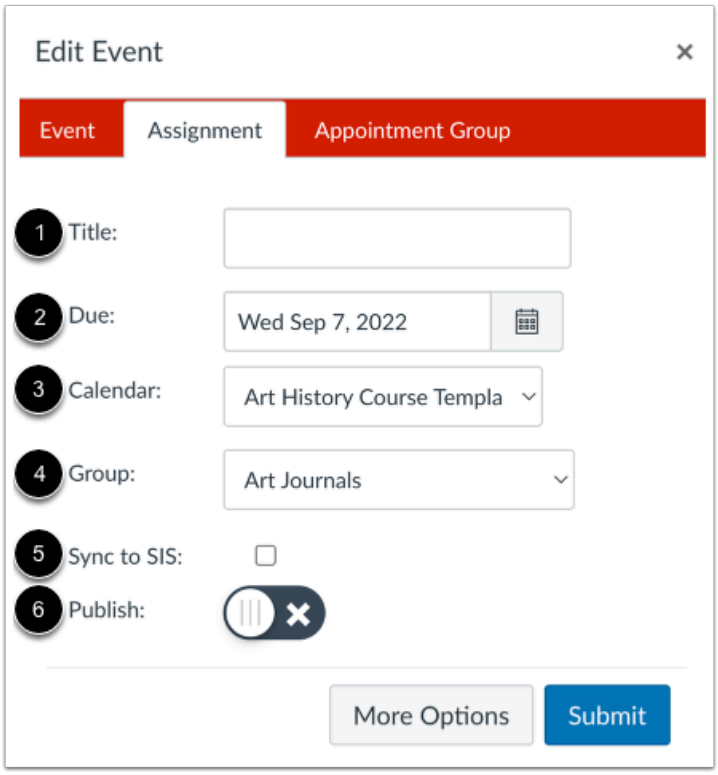
In Global Navigation, click the **Calendar** link.

Add Assignment



Click the **Add** icon.

Enter Assignment Details

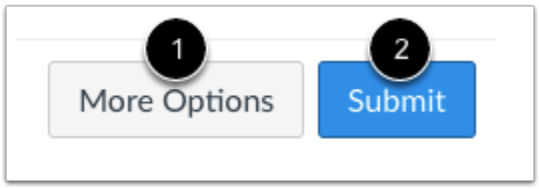


Enter a title [1] and due date [2] for the new assignment. In the **Calendar** drop-down menu [3], select the course for the assignment. In the **Group** drop-down menu [4], select the assignment group.

If your institution has enabled a student information system (SIS) integration, you can enable the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [5].

To publish the assignment, toggle the **Publish** icon [6]. If you choose not to publish, the assignment will still be created and remain unpublished.

Submit Assignment



To view the assignment page and edit the assignment details, click the **More Options** button [1]. Otherwise, click the **Submit** button [2].

How do I add a to-do item in the Calendar?

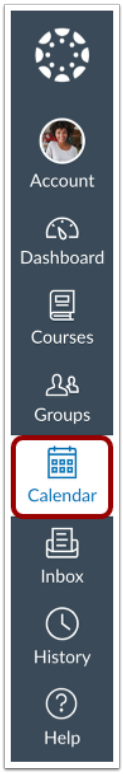
As a student, you can add a to-do item to your Calendar.

You can also create to-do items from the Dashboard List View.

Notes:

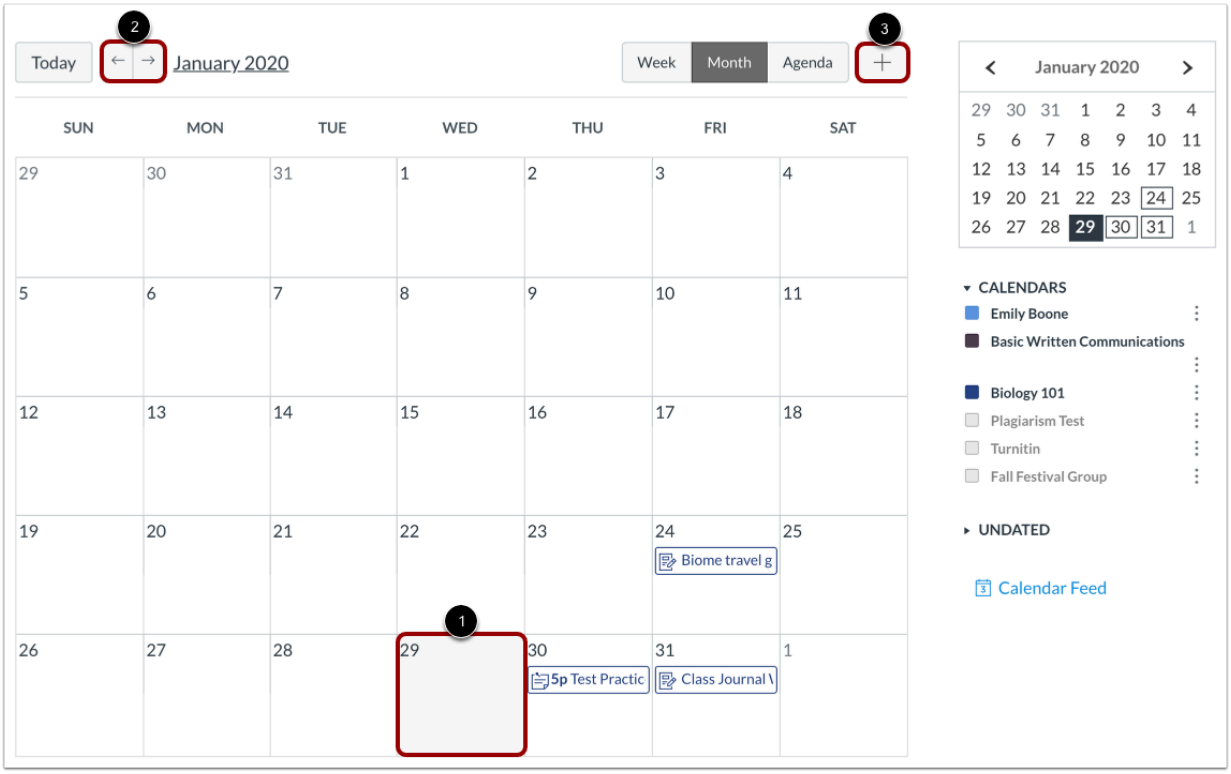
- To Do items are not included in the Calendar iCal feed.
- Your personal calendar must be selected before you can add a to-do item in the Calendar.

Open Calendar



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

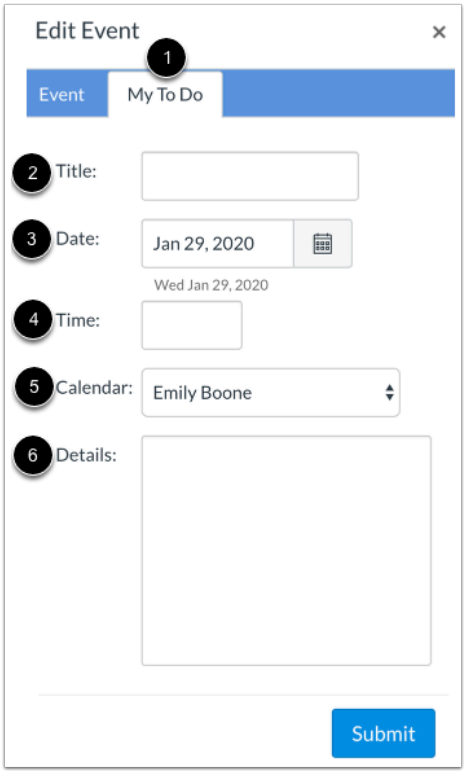
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Add To Do Details



Click the **My To Do** tab [1].

In the **Title** field [2], enter a title for the To Do [2].

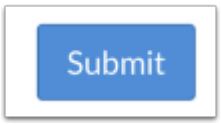
The **Date** field defaults to the current date [3]. To change the date when you want to complete the item, type the new date or select a date by selecting the Calendar icon.

If you want to set a specific time for the item, enter the time in the **Time** field [4]. If no time is entered, the Time field defaults to 11:59 p.m.

The To Do will associate with your personal calendar by default if your calendar is selected in the sidebar. You can also associate a To Do with a specific course. To select a course calendar for your To-Do item, click the **Calendar** drop-down menu [5].

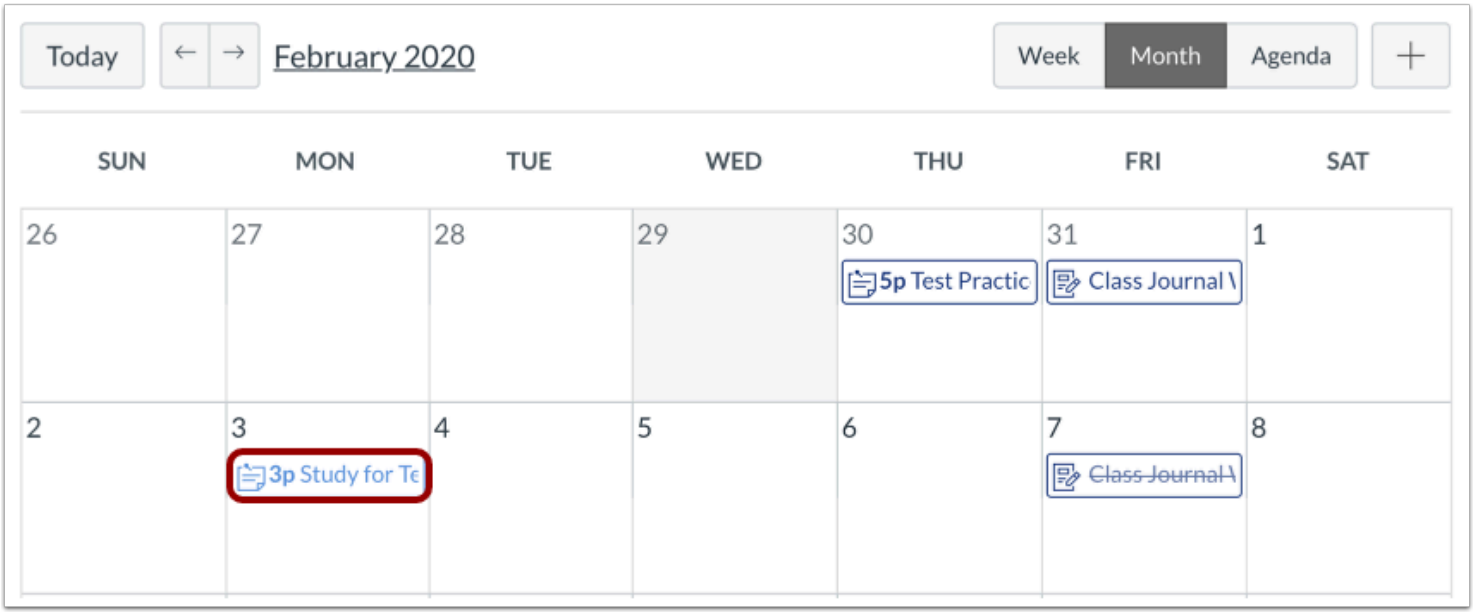
In the **Details** field [6], add any other details about your to-do item.

Submit To Do



Click the **Submit** button.

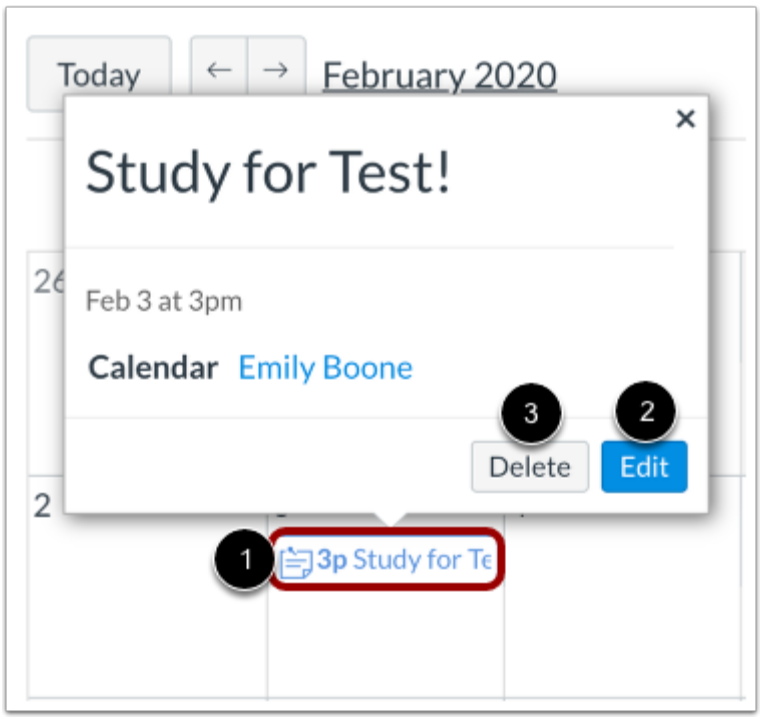
View To Do



View your to-do item in the calendar.

You can also view your to-do item in the List View Dashboard.

Manage To Do



To edit or delete a to-do item, click the name of the item [1] and click the **Edit** button [2] or **Delete** button [3].

How do I add a recurring event in a calendar?

When creating a new event, if you want to create the same event multiple times for yourself or for a group, you can create a recurring (or repeating) event. Repeating events creates multiple copies of the event every day, week, or month. For example, you may create a recurring group event for a weekly study group. This may help keep you organized and prepared for your course.

If you are an instructor, you can also create duplicate calendar events for course sections.

Tips for recurring events:

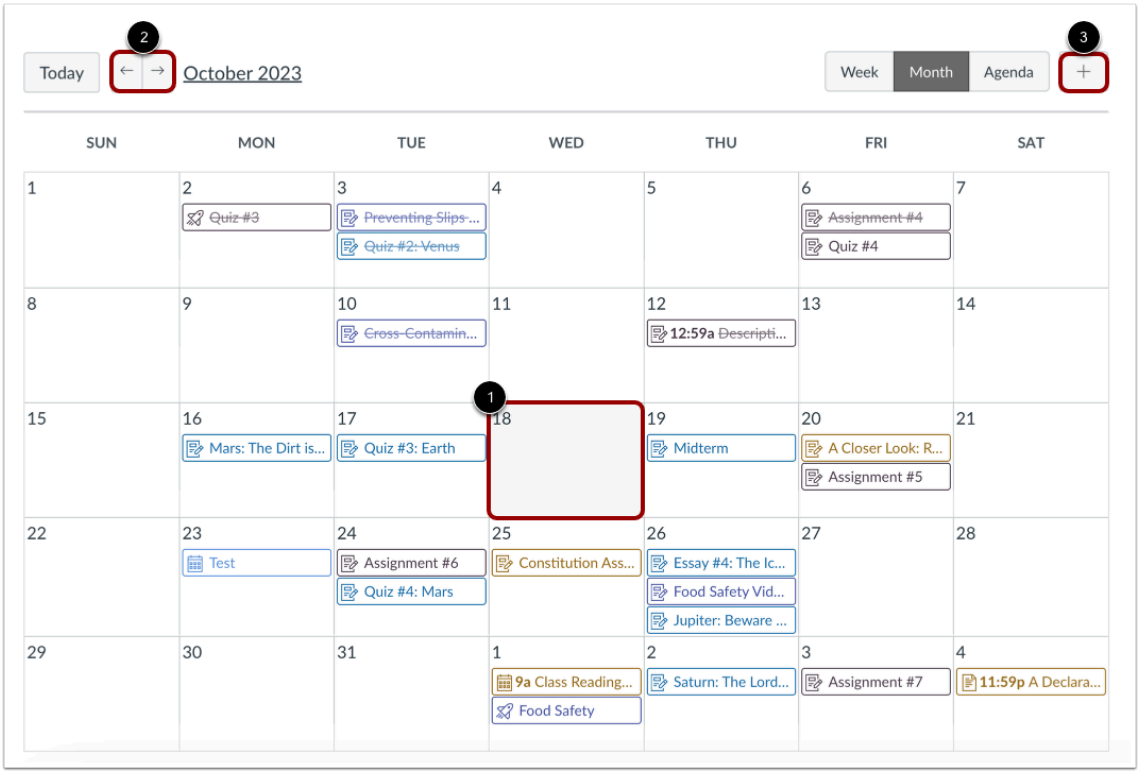
- Weekly events are repeated on the day of the week of the first event. For example, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.
- Monthly events are repeated on the day of the month of the first event. For example, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.

Note: Events that include a conferencing link in the description or location field display a Join button on each student's List View Dashboard.

Open Calendar

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

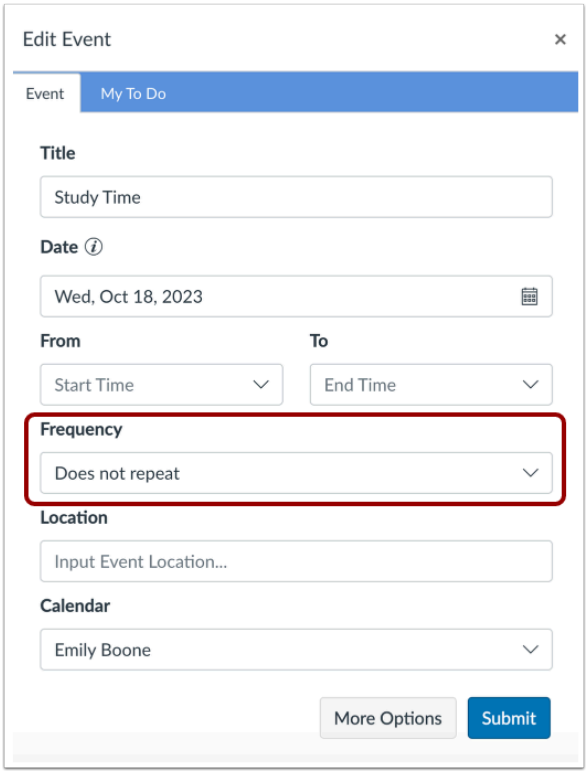
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Select Frequency

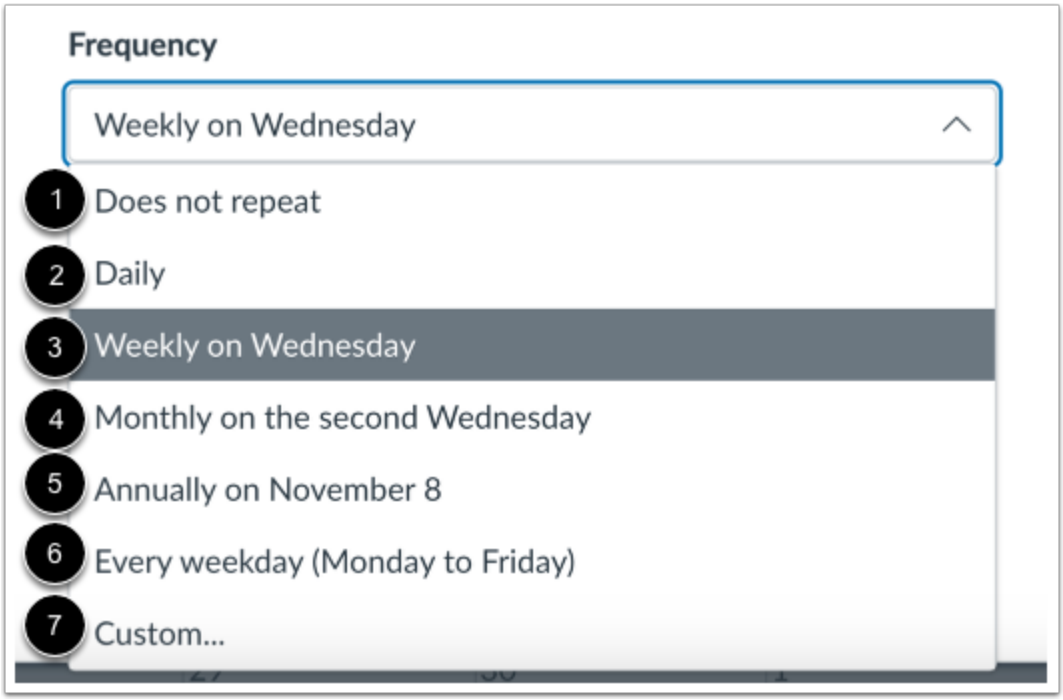


Enter a title, date, times, and location to create the event.

To make the event repeat, click the **Frequency** drop-down menu.

Note: For details on event options, learn about creating an event in your calendar or in a course calendar.

Add Event Frequency

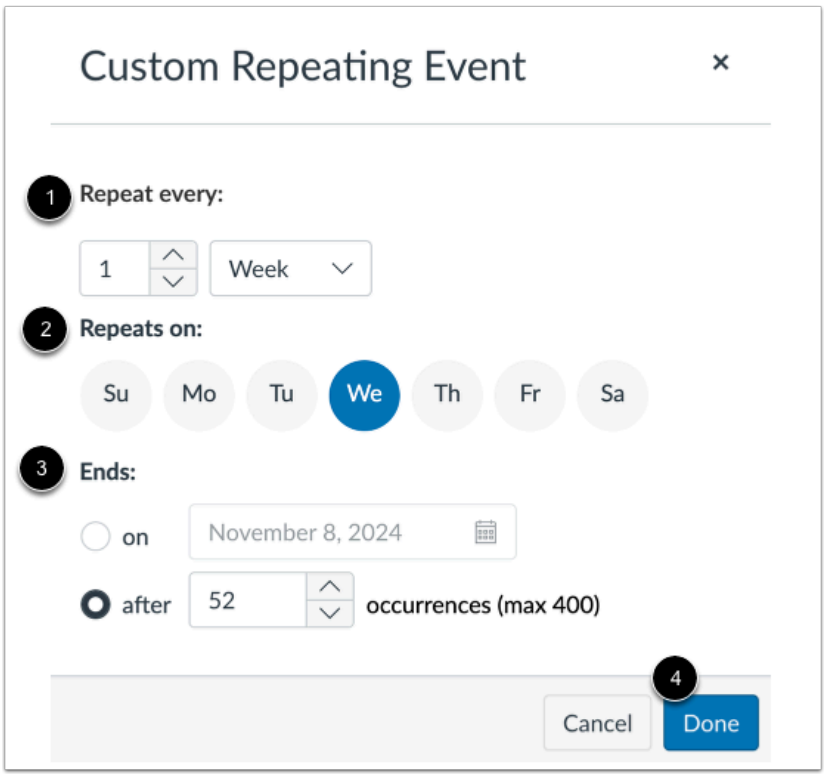


In the **Frequency** drop-down menu, select from multiple repeating options, including no repeat [1], daily [2], weekly [3], monthly [4], annually [5], every weekday [6], or a custom frequency [7].

Notes: Each frequency selection has an occurrence default:

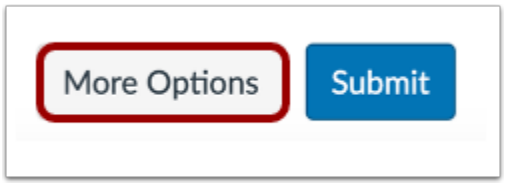
- daily = 365 (days in a year)
- weekly = 52 (weeks in a year)
- monthly = 12 (months in a year)
- annually = 5 (The event will occur for five years)
- every weekday = 52 * 5 (weeks in a year * weekdays)
- Additionally, users can have a maximum of 400 occurrences.

Add Event Custom Frequency



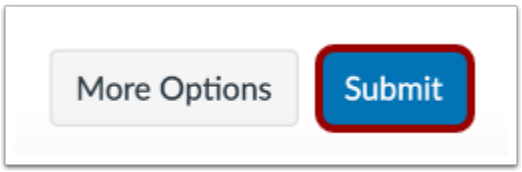
To create a custom recurring event, select how often the event repeats [1], which day(s) it repeats on [2], and when it ends [3]. Click the **Done** button [4].

More Options



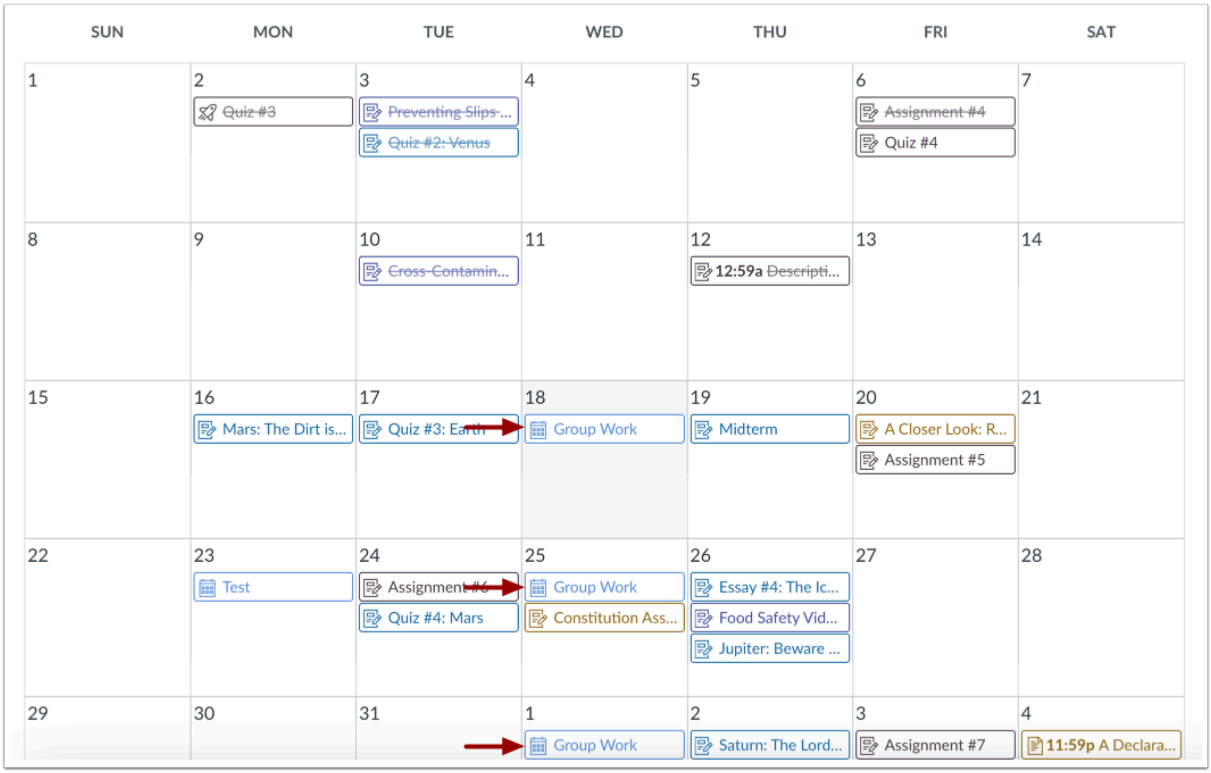
To add event details such as a description, location, or address, click the **More Options** button. Use the Rich Content Editor to add content or resource links.

Submit Event



Click the **Submit** button.

View Events



View the events in your calendar.

You can edit your event at any time.

How do I edit or delete an event or assignment in the Calendar?

Using the Calendar, you can change the date of an Event or Assignment by clicking on the event or assignment or by dragging and dropping the event or assignment to a different date.

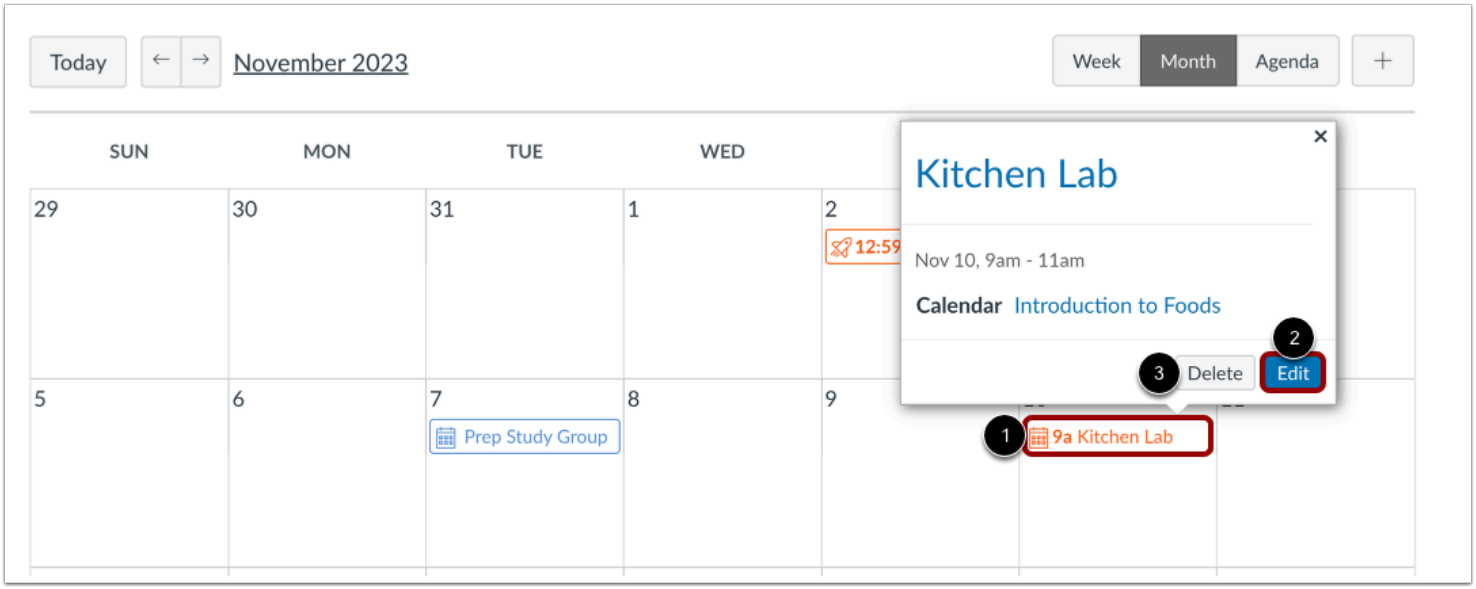
You can also delete items from the Calendar. Please be aware that deleting a Calendar entry also deletes the associated content elsewhere in Canvas.

Note: To edit an assignment from the Calendar, you must be an instructor.

Open Calendar

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

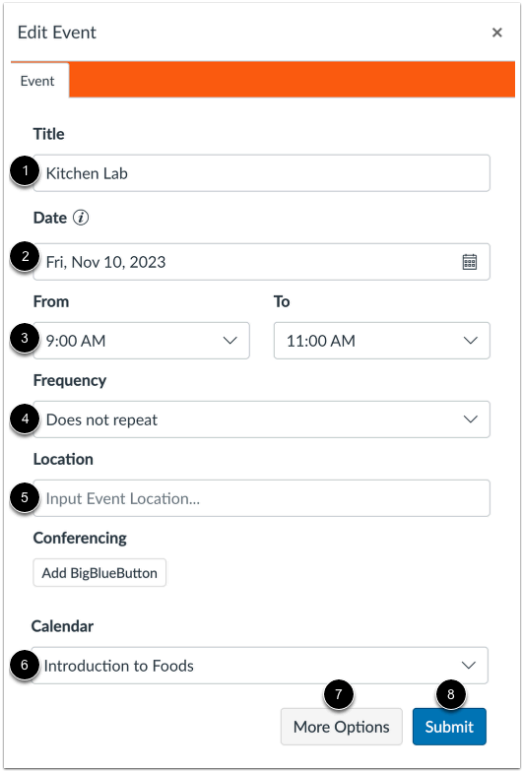
Edit Event



To edit or delete an event, click the event link [1].

Then, to edit, click the **Edit** button [2]. Alternatively, to delete the event, click the **Delete** button [3].

Edit Event Details



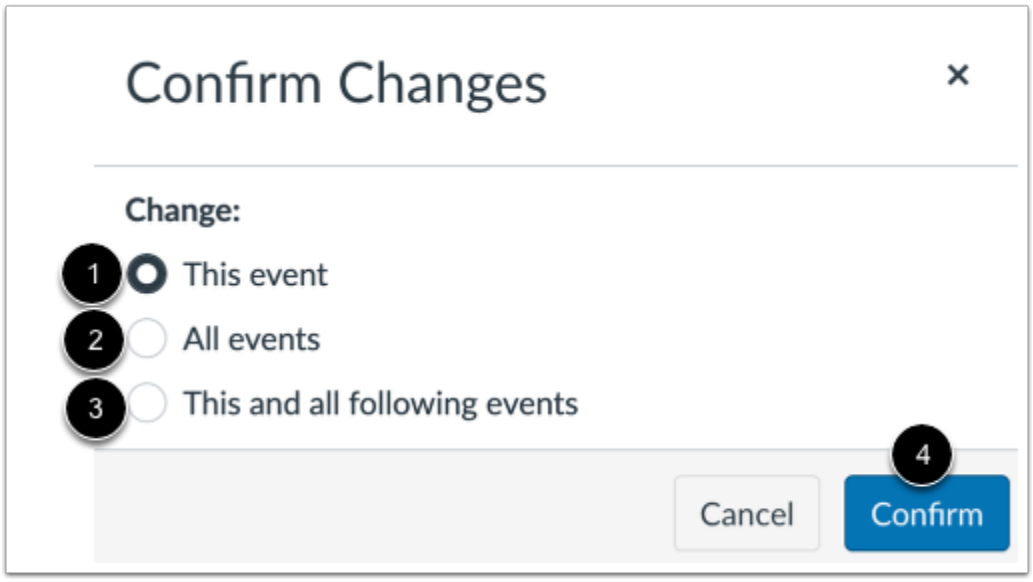
In the Edit Event window, you can edit the event title [1], date [2], specify a time range [3], change the frequency [4] and location [5].

You can move the event to a different calendar using the **Calendar** drop-down menu [6].

To add a location address or use the Rich Content Editor to add additional event details or links, click the **More Options** button [7]. Otherwise, click the **Submit** button [8].

Note: Events that include a conferencing link in the description or location field display a Join button on students' List View Dashboard.

Confirm Repeating Events

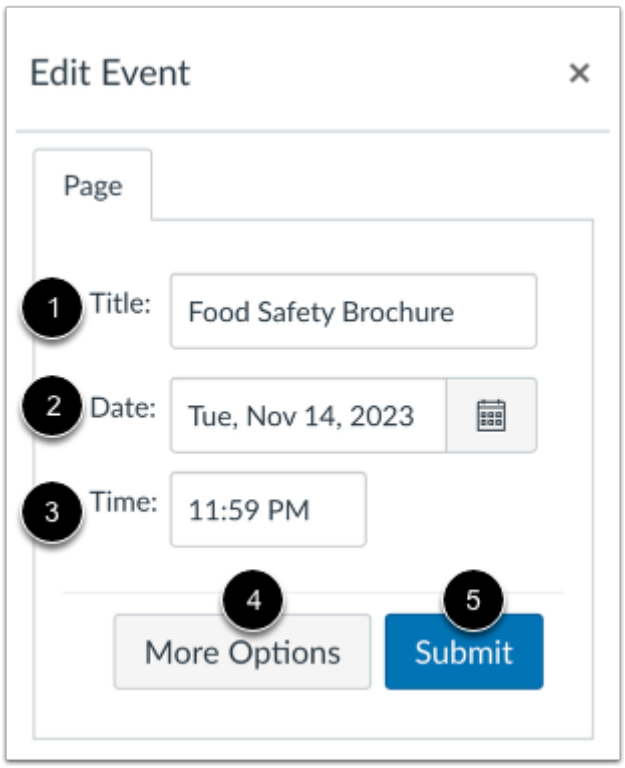


If you edited a repeating event, choose which event instances you want to change by selecting one of the following radio buttons:

- **This event** [1]: change only the selected instance
- **All events** [2]: change all the instances
- **This and all following events** [3]: change the selected instance and all instances thereafter

Then click the **Confirm** button [4].

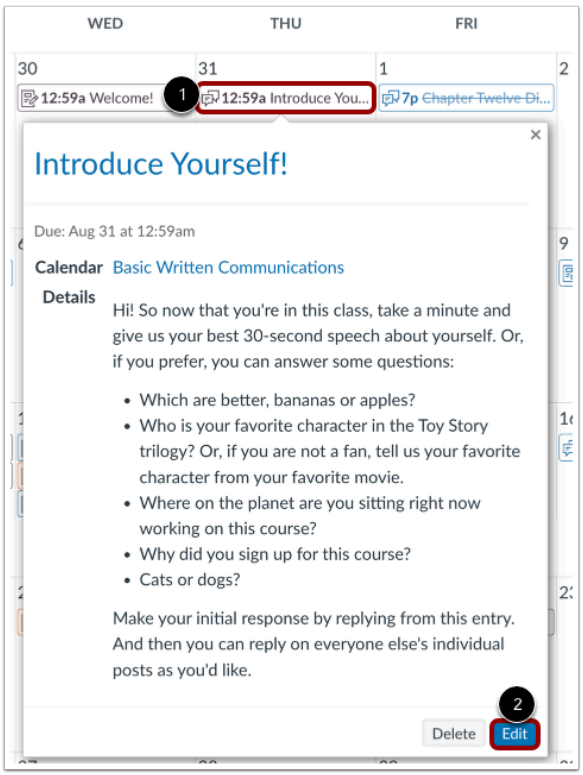
Edit To-do Item Details



If you assign student to-do dates to a page or ungraded discussion, the item displays in the course calendar. You can edit the to-do item Title [1] and Date [2], and specify a time [3].

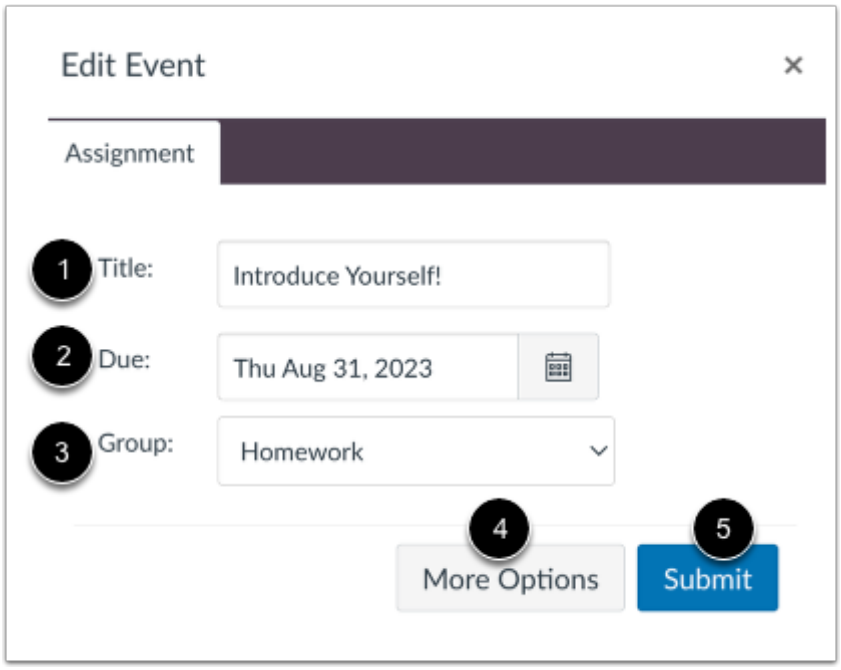
To edit the discussion or page, click the **More Options** button [4]. Otherwise, click the **Submit** button [5].

Edit Assignment



View assignment details by clicking the event you want to view [1] and clicking the **Edit** button [2].

Edit Assignment Details

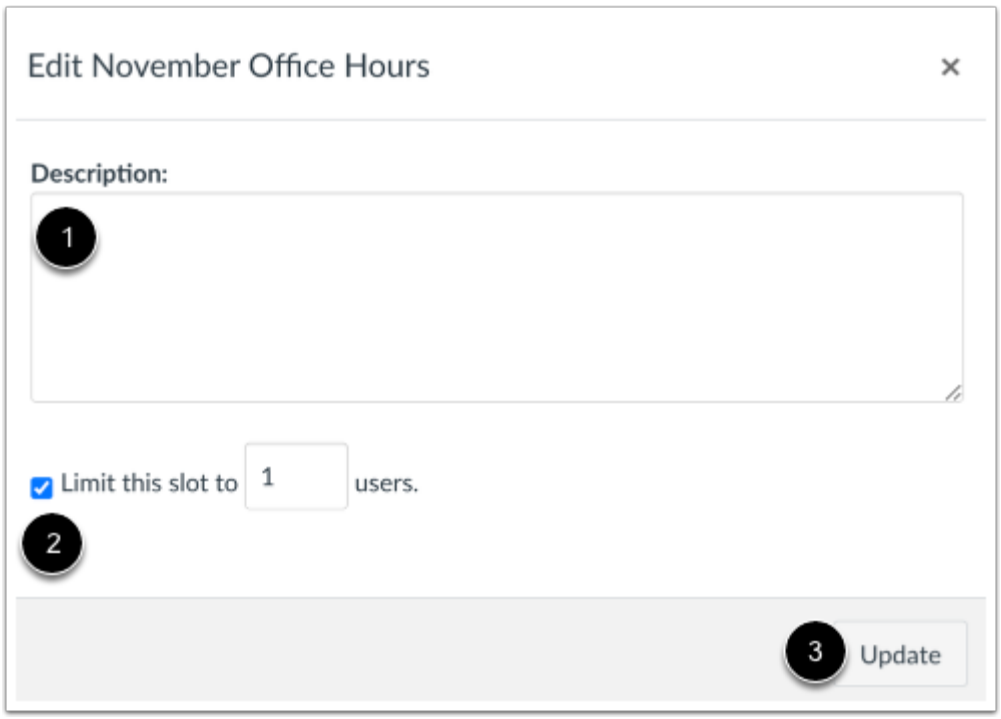


You can edit the assignment title [1], due date [2], and assignment group [3].

To edit assignment details, click the **More Options** button [4]. Otherwise, click the **Submit** button [5].

Note: If your institution has enabled a student information system (SIS) integration, you can manage the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox.

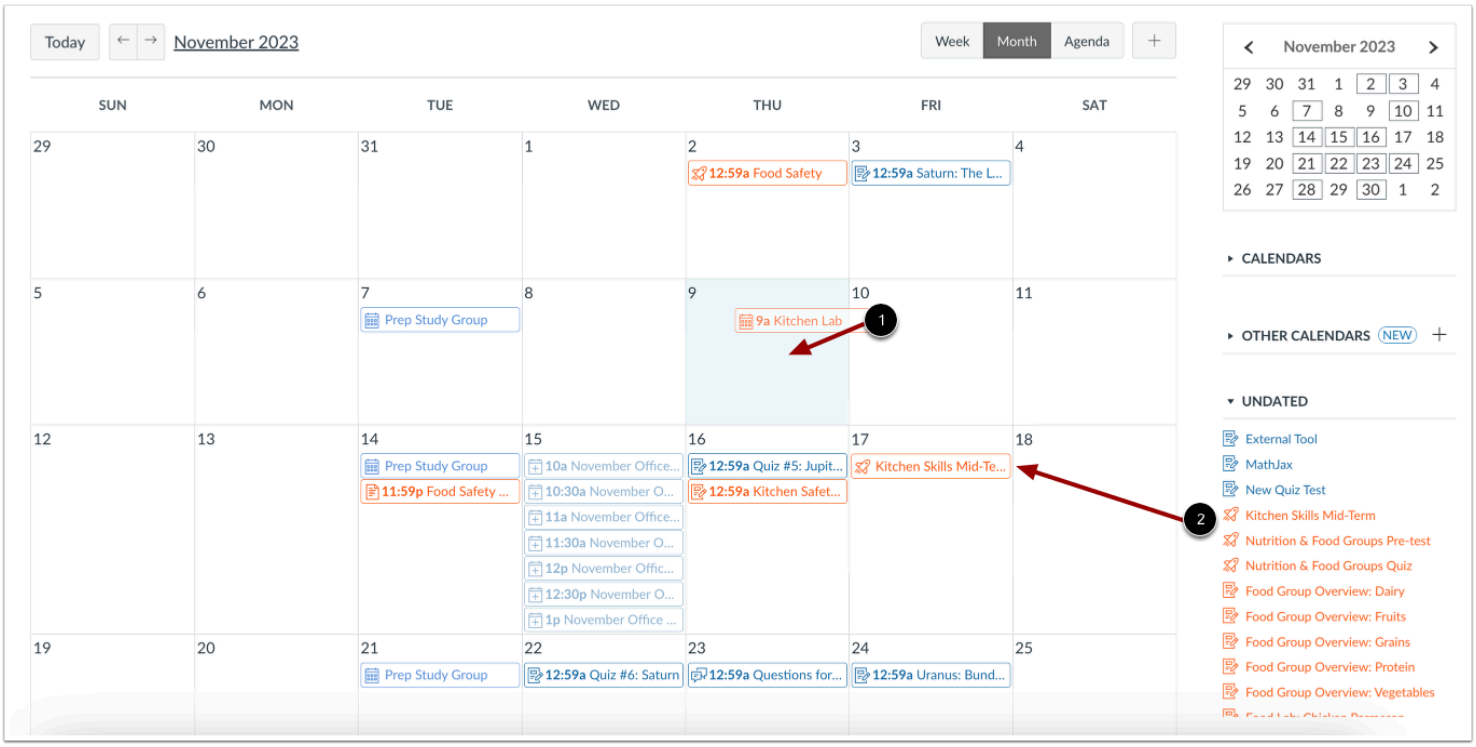
Edit Appointment Details



When editing an appointment created in the Scheduler, the Edit Appointment menu displays.

You can edit the description [1] or limit the amount of users for this appointment [2]. To submit your changes, click the **Update** button [3].

Drag and Drop Event or Assignment

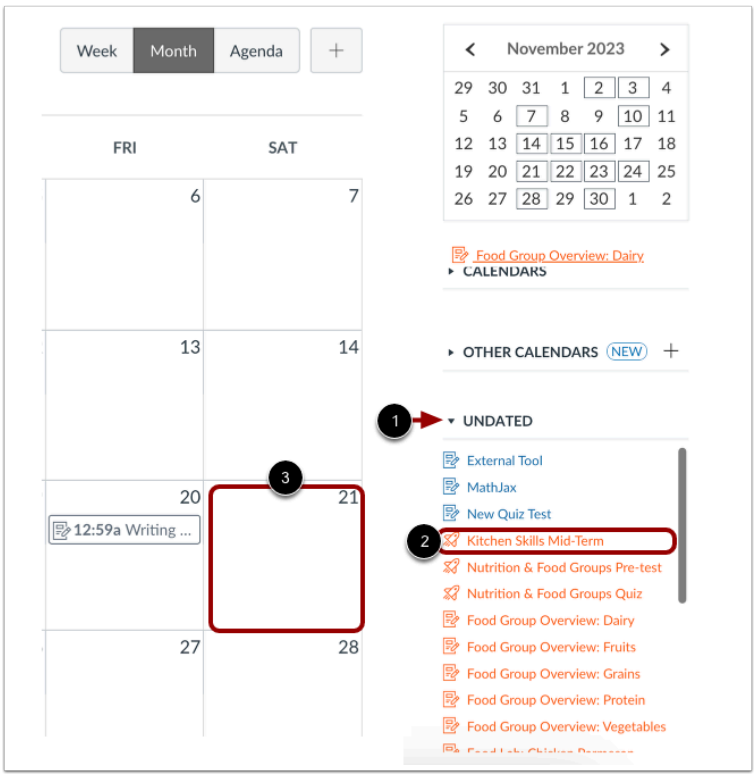


You can also change the date of an event or assignment in the same calendar by dragging and dropping the event or assignment to a different date on the month view or mini calendar [1]. Click the event or assignment, drag to the new date, and release your mouse.

You can add items from the Undated list to the course calendar by dragging and dropping the item to a desired calendar date [2]. Adding items from the Undated item list to the calendar assigns them a due date and removes the item from the Undated list. The item displays on the student-specific List View dashboard and in the global and course home page to-do lists.

Note: You cannot drag and drop appointments created in the scheduler.

Manage Undated Items



Undated events or assignments are listed in the Undated section. To view undated items, click the Undated **Expand/Collapse** icon [1].

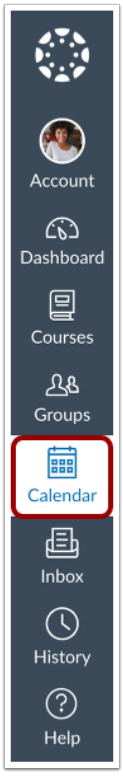
To assign a date to an undated itme, drag and drop undated assignments [2] to and from a day on the month view of the calendar [3]. When undated assignments move to the calendar, the due date of the assignment changes to 11:59pm on that day.

Moving events or assignments to the Undated section removes the due dates.

How do I filter the Calendar view by course?

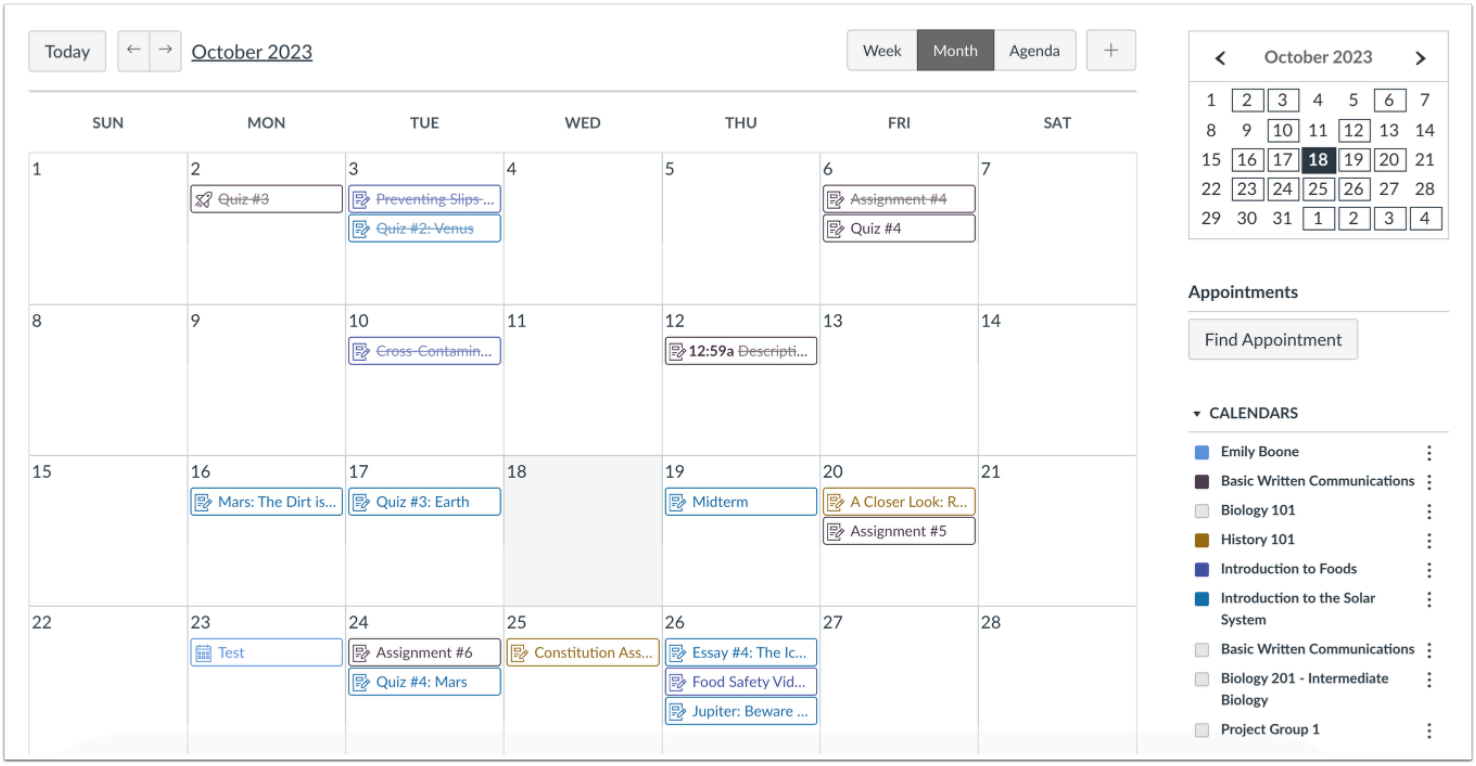
By default, the Calendar displays your personal calendar and course calendars for each class in which you are enrolled. However, you can filter which calendars display, including group and course calendars as well as your personal calendar.

Open Calendar



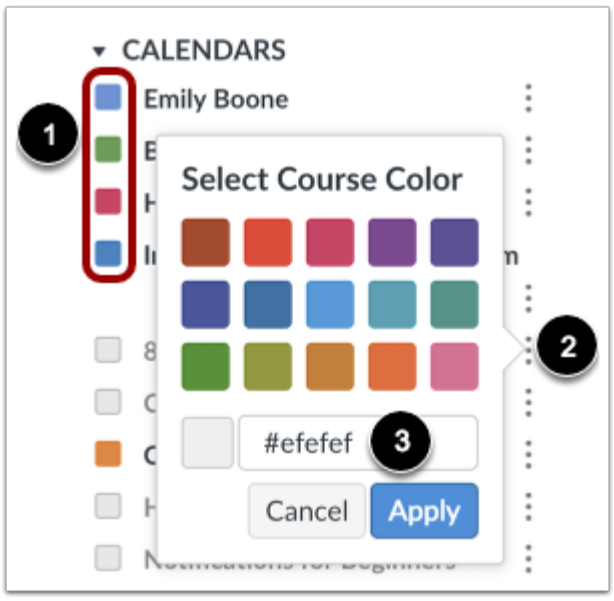
In Global Navigation, click the **Calendar** link.

View Calendar



After clicking the Calendar link, you see the Calendar for all your enrolled courses and groups.

Choose Courses to View



To filter your Calendar by courses or groups, click the color box next to the Calendar [1]. The calendar can display up to 10 courses and/or groups at a time. In this example, not all of the calendars are being shown.

Note: Canvas assigns an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can create any color of your choice by clicking the **More** icon [2] and inserting a Hex code [3].

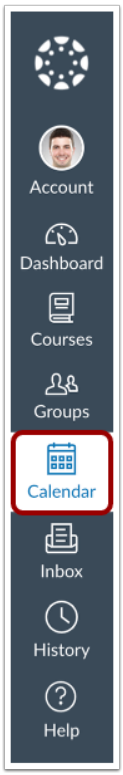
How do I set a different event date for each section in a course calendar?

If you are an instructor and your course has sections, you can set different event dates for each section in the Calendar.

Notes:

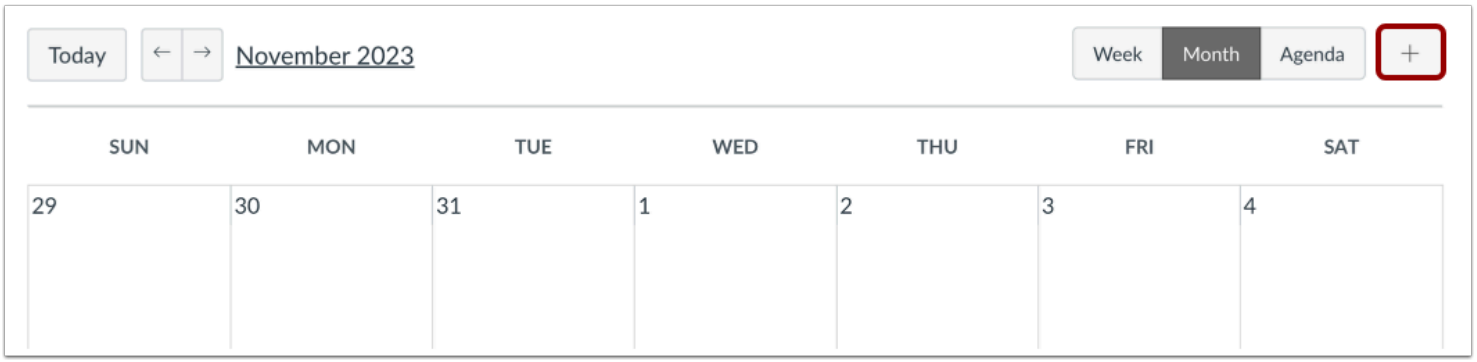
- You need to add sections to your course before you can set a different date for an event for each section.
- You can also add duplicate calendar events for course sections.

Open Calendar



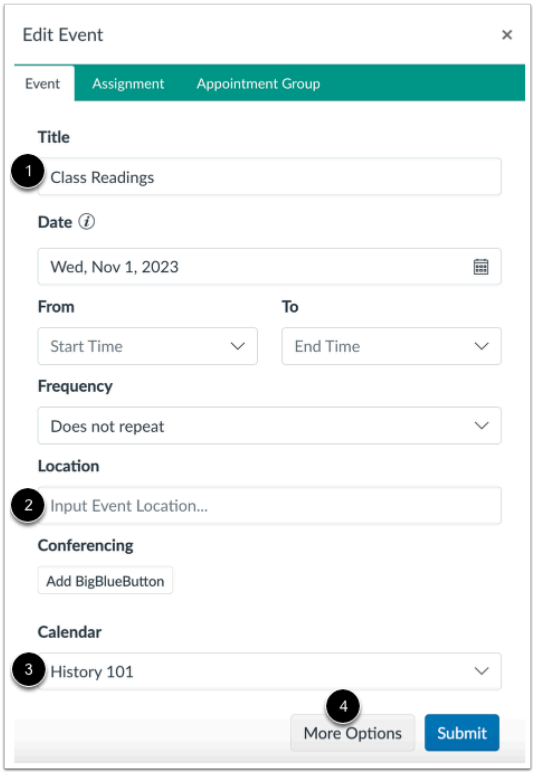
In Global Navigation, click the **Calendar** link.

Add Event



Click the **Add** icon.

View More Options

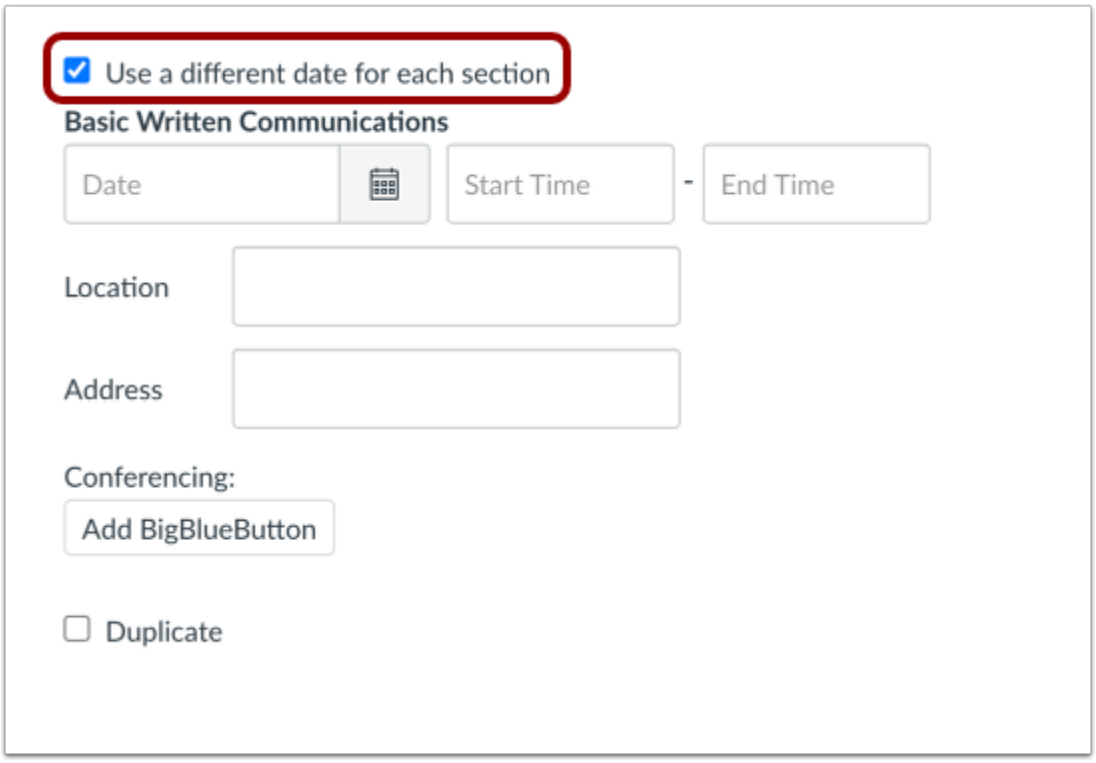


Add a title [1] and location for the event [2]. The date and time fields are automatically populated based on the current date but do not need to be removed.

In the **Calendar** drop-down menu [3], select the course calendar for the event.

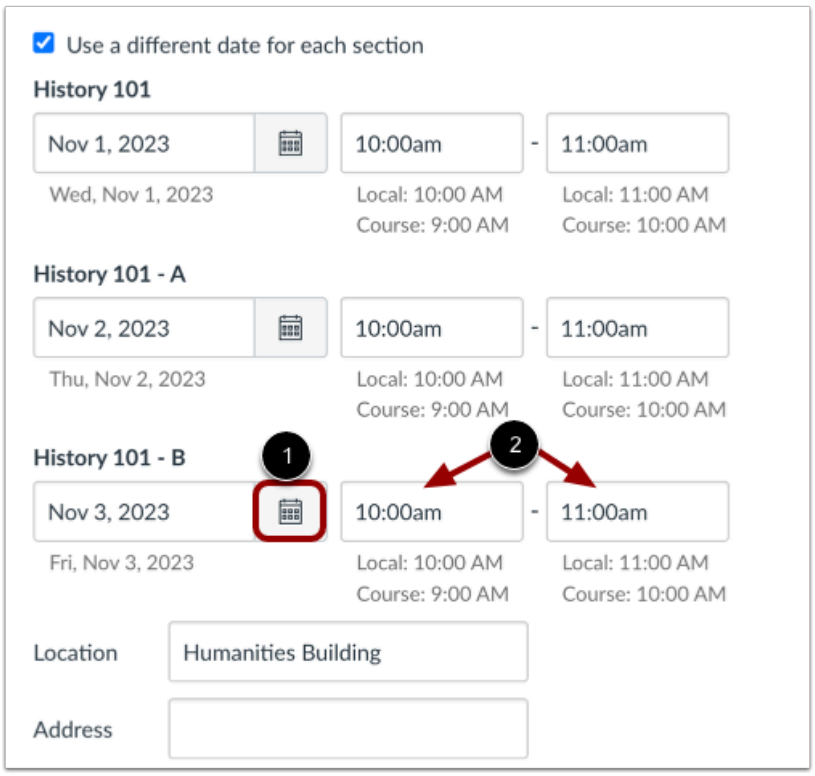
To add different dates for each section, click the **More Options** button [4].

Use Different Date



Click the **Use a different date for each section** checkbox.

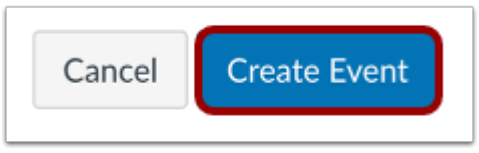
Set Section Dates



The default date is removed and replaced with all the sections in your course.

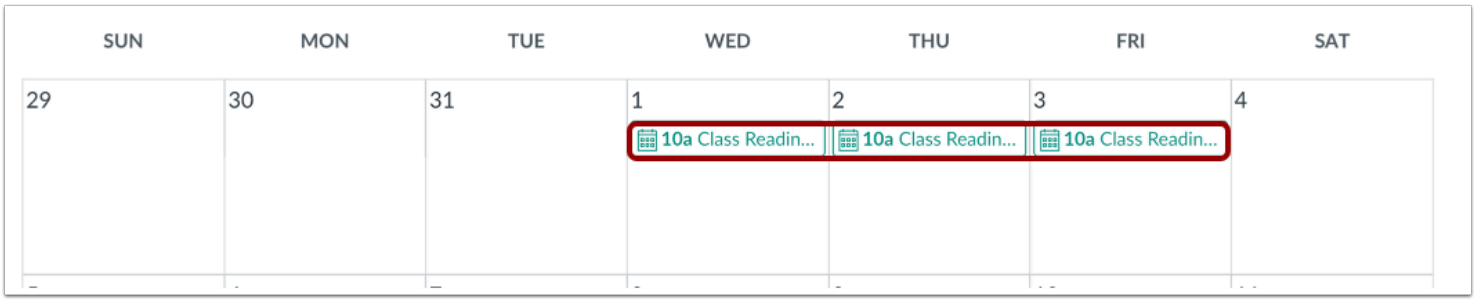
For each section, type in a date, or select a date by clicking the **Calendar** icon [1], and specify the start and end time [2]. If you don't want one section to see the event, leave the date and time fields blank.

Create Event



Click the **Create Event** button.

View Events



View the events in your course calendar. Each section will have a separate Calendar event.

Notes:

- Events that include a conferencing link in the description or location field display a Join button on students' List View Dashboard.
- You cannot edit the Location field when editing separate events. The Location field can only be edited by editing the main calendar event.

How do I add and duplicate an event for course sections in the Calendar?

When creating a calendar event as an instructor, if you want to create the same event multiple times for a course, you can create a duplicate event. Duplicating events creates multiple copies of the event every day, week, or month. For example, you may create a duplicate course event for student study groups every week. You will not grade students on whether or not they have participated in the study group, but you are providing a resource activity on a specific day to help them organize their time and prepare for your course more efficiently.

Once created in a course calendar, duplicate events are not linked together and are independent events. Therefore, if users need to modify an event, each event has to be modified individually. Additionally, duplicate events can only be created when creating a new event; editing an existing event does not display the duplicate option.

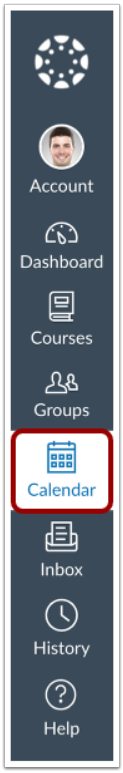
You can also create recurring calendar events.

Tips for duplicate events:

- Weekly events are duplicated on the day of the week of the first event. For instance, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.
- Monthly events are duplicated on the day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.

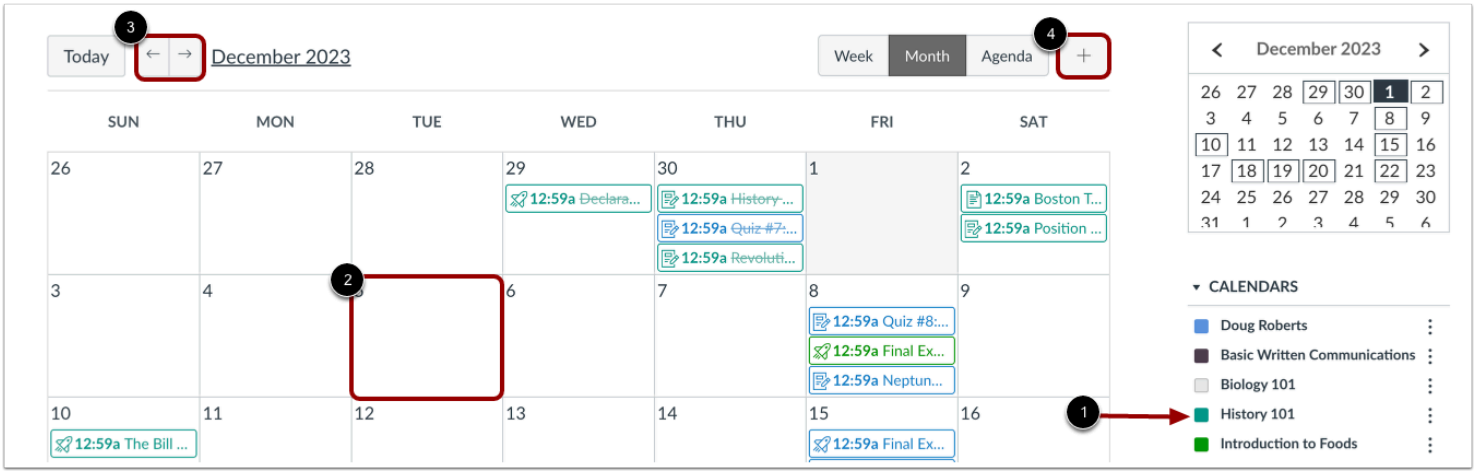
Note: Events that include a conferencing link in the description or location field display a Join button on students' List View Dashboard.

Open Calendar



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

Add Event

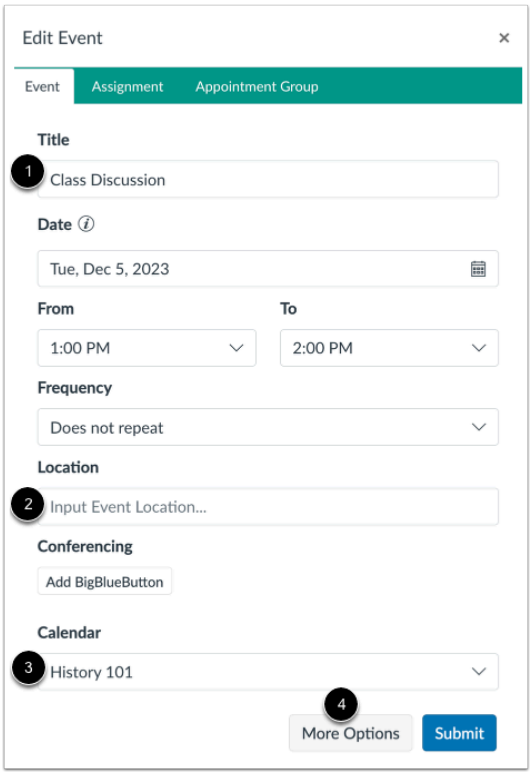


Make sure the checkbox of the course in which you're making an event is selected [1].

Click any date on the calendar to add an event [2]. Or, click the arrows next to the month name to navigate to a different month [3] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [4].

View More Options

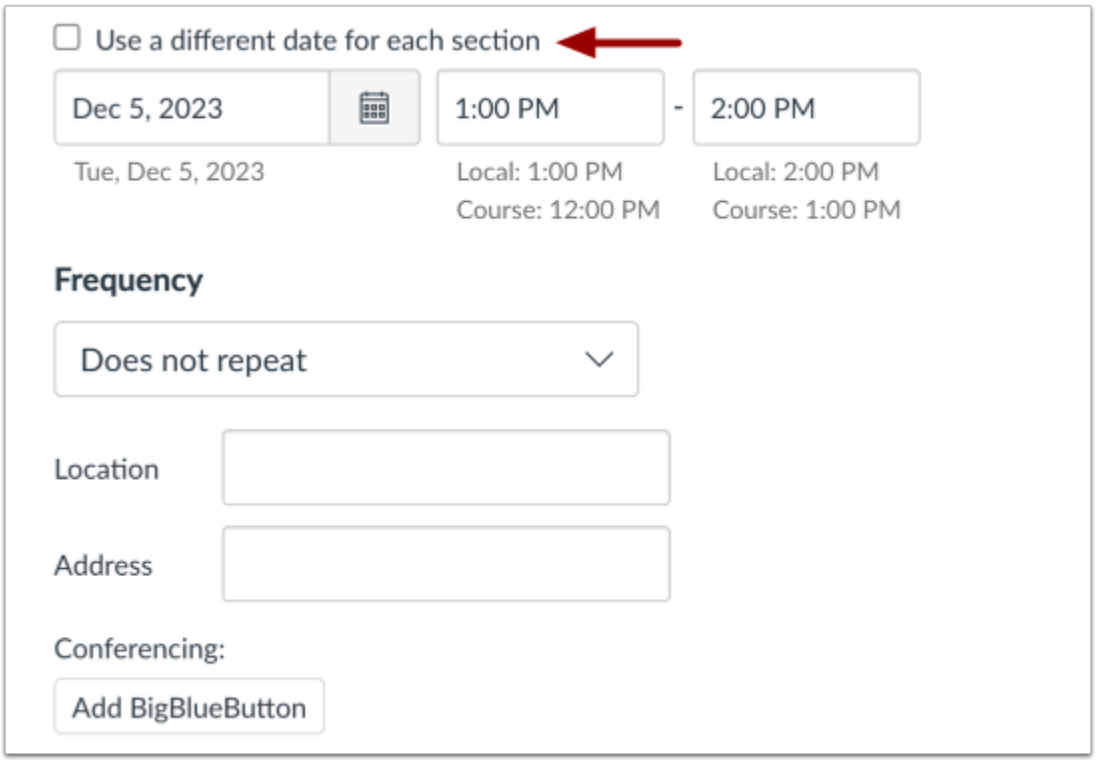


Add a title [1] and location for the event [2]. The date and time fields are automatically populated based on the current date but do not need to be removed.

In the **Calendar** drop-down menu [3], select the course calendar for the event.

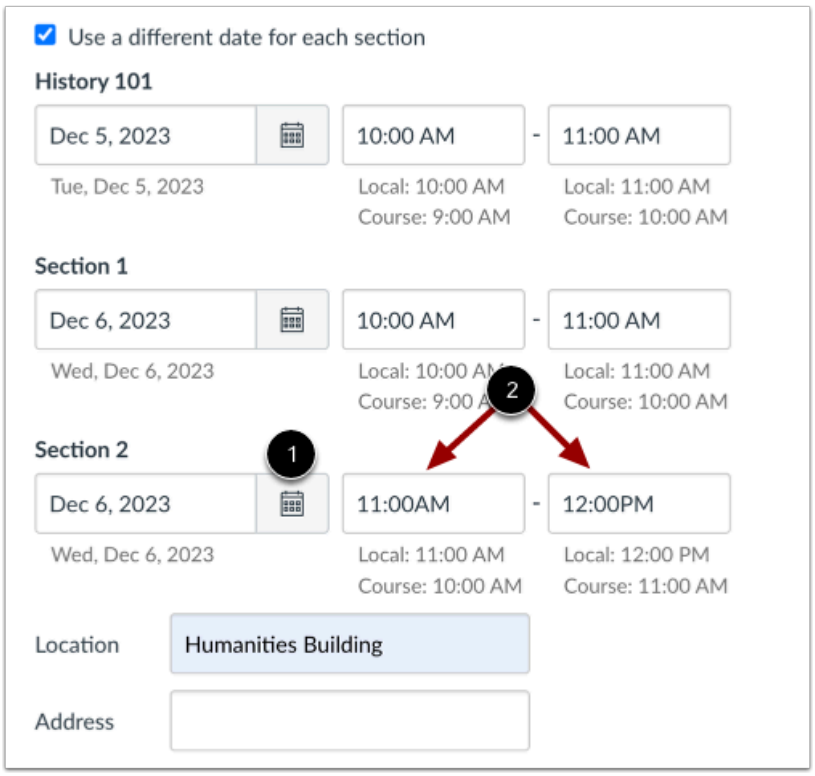
To add different dates for each section, click the **More Options** button [4].

Use a Different Date



Click the **Use a different date for each section** checkbox.

Set Section Dates

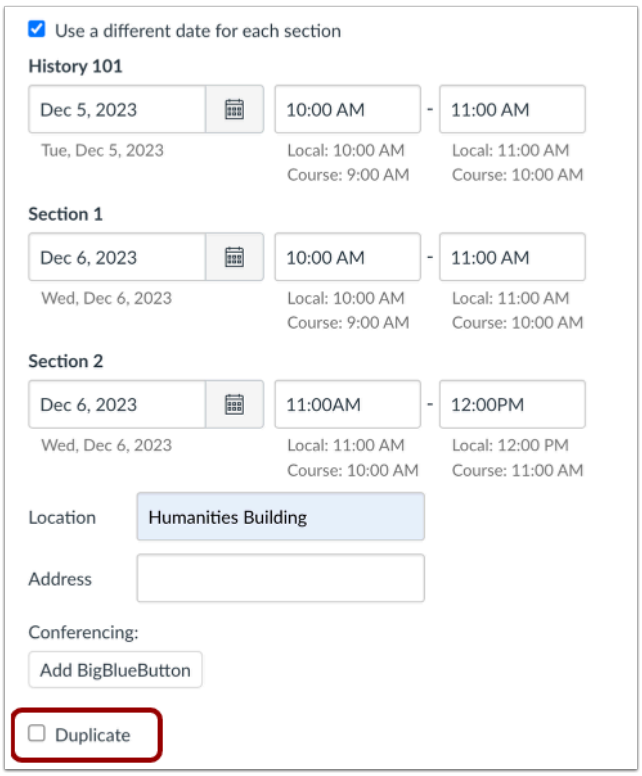


The default date is removed and replaced with all the sections in your course.

For each section, type in a date, or select a date by clicking the **Calendar** icon [1], and specify the start and end time [2]. If you don't want one section to see the event, leave the date and time fields blank.

Note: When the Use a different date for each section checkbox is selected, the Frequency drop-down menu is removed.

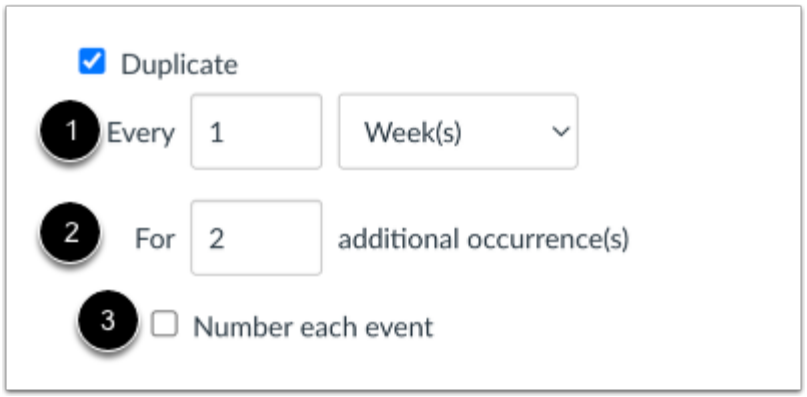
Duplicate Event



Click the **Duplicate** checkbox.

Note: If you cannot see the checkbox, you selected the wrong course calendar when creating the new event.

Add Duplicate Details



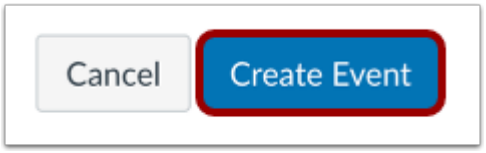
By default, events are set to repeat every week [1].

If you want to change the repeating event to daily or monthly, click the **Week(s)** drop-down menu and select your preferred time range. You may also have to change the number that precedes the time period.

By default, events are set to create one occurrence [2], meaning it will create the initial event plus one additional (two total events). If you want to change the number of additional occurrences, enter the number in the text field. The calendar event supports up to 200 additional occurrences.

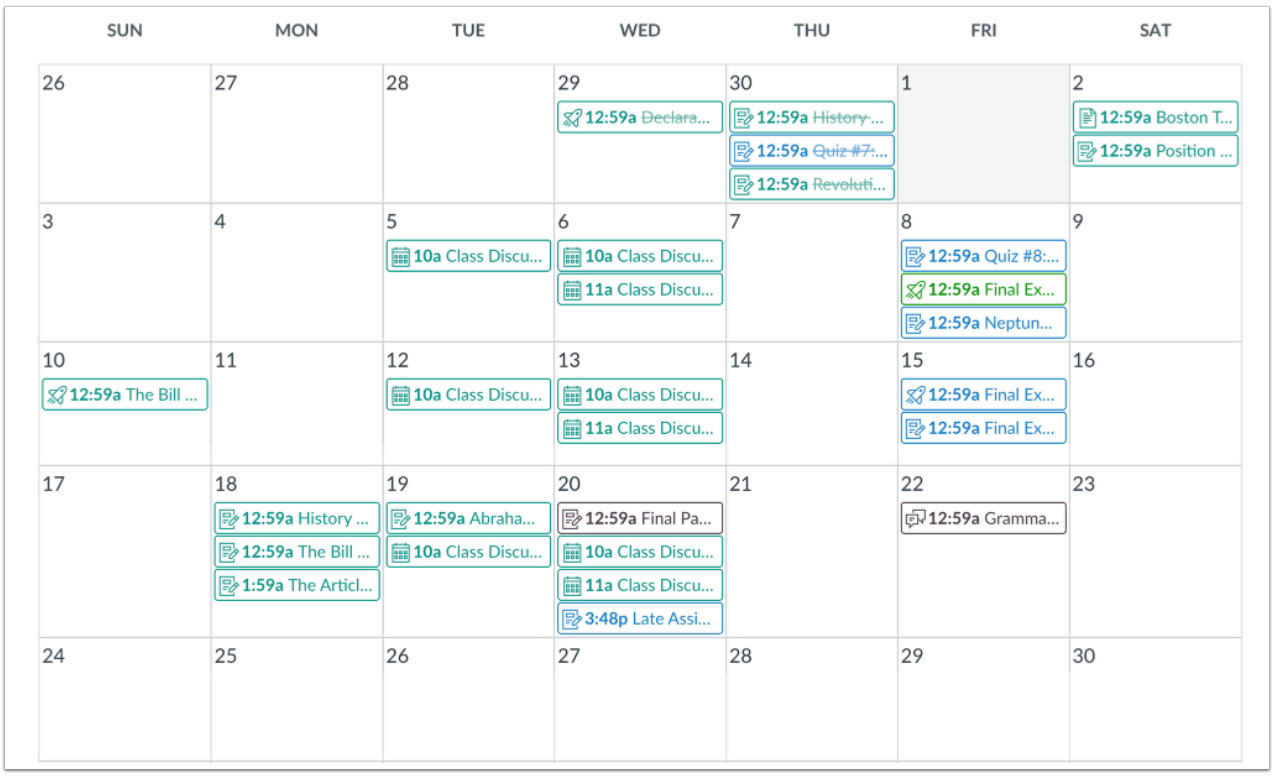
If you want to automatically add a number to the end of each event title (such as Event 1, Event 2, etc.), click the **Count** checkbox [3].

Create Event



Click the **Create Event** button.

View Events



View the events in your course calendar.

Remember, once created, duplicate events are not linked together and are independent events. Therefore, if you need to modify an event, each event has to be edited individually.

How do I subscribe to the Calendar feed using Google Calendar?

You can import your Canvas calendar to Google Calendar. The calendar feed contains events and assignments from all of your Canvas calendars.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the Google Edu website.

Once you have subscribed to the calendar feed, you can remove or unsubscribe from the calendar feed at any time.

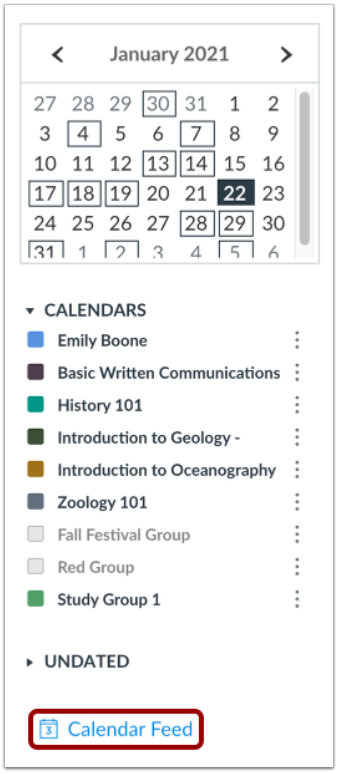
Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar. The calendar feed includes up to 1,000 items.
- Google Calendar periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Google Calendar.
- To Do items are not included in the Calendar iCal feed.
- After you import your calendar feed and are enrolled in a new course, you must re-import your calendar feed to include the new course calendar.

Open Calendar

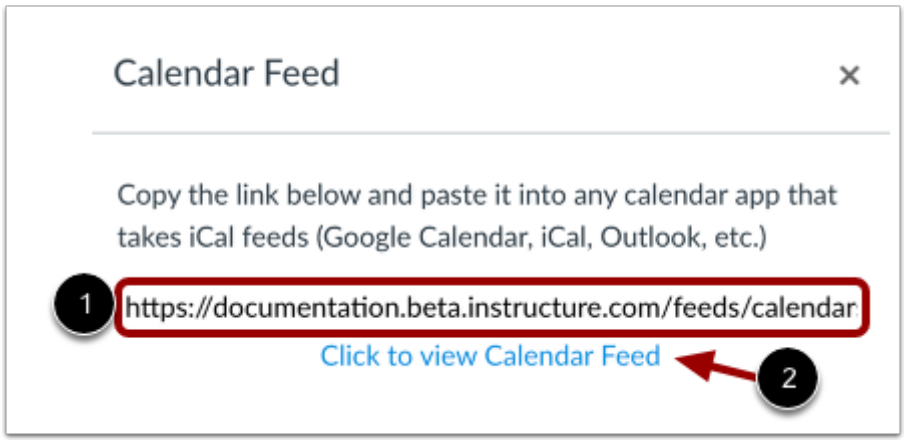
In Global Navigation, click the **Calendar** link.

Open Calendar Feed



Click the **Calendar Feed** link.

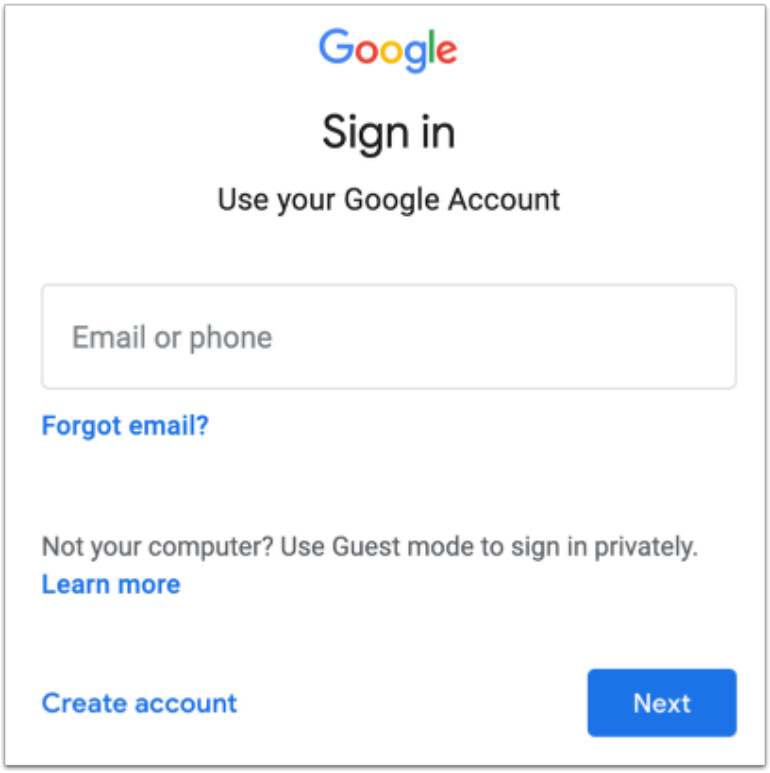
Copy Calendar Feed



To copy the link, copy the text in the URL field [1].

To download the feed as an ICS file, click the **Click to view Calendar Feed** link [2].

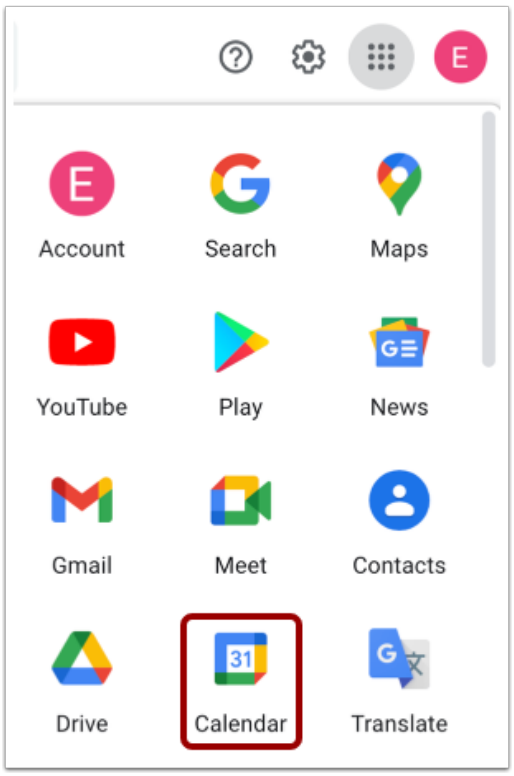
Log in to Google Account



In a new browser, log in to your Google Account.

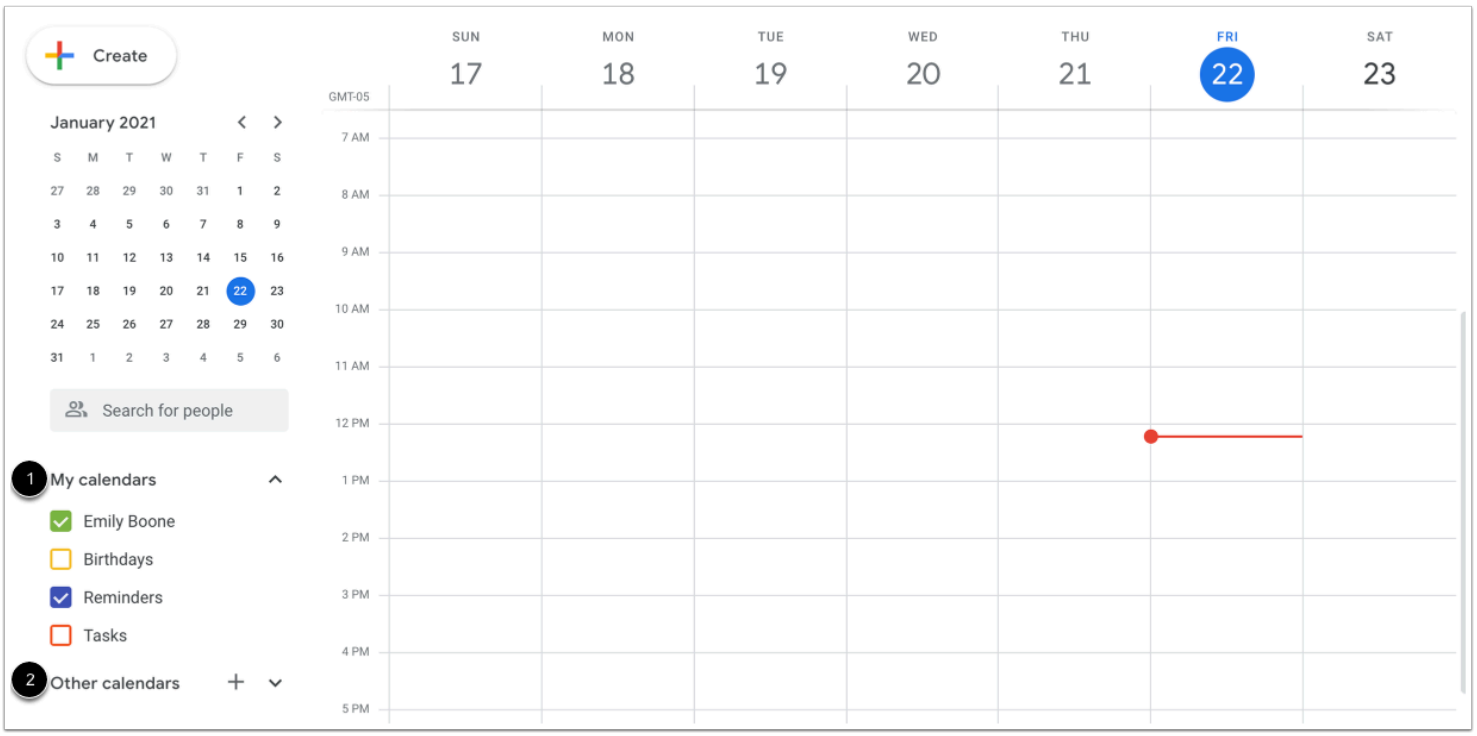
Note: If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.

Locate Calendar



Click the **Calendar** link.

View Calendar



Your calendar displays your calendars [1] and other calendars [2].

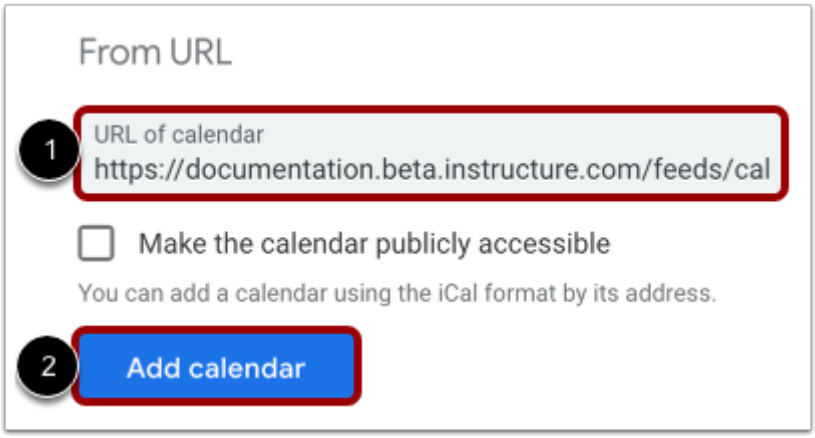
Add Other Calendars

Click the Other Calendars **Add** icon [1].

To paste a copied calendar feed, click the **From URL** link [2].

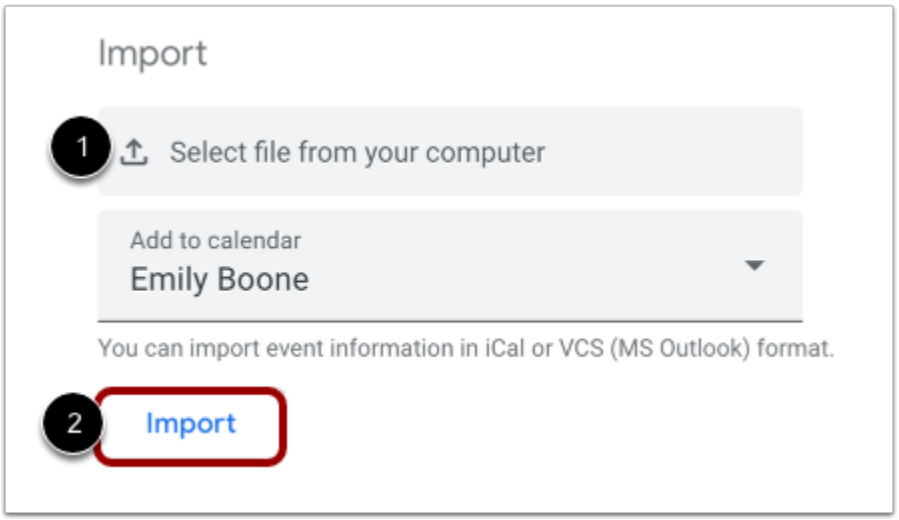
To import a downloaded ICS file, click the **Import** link [3].

Add Calendar by URL



Take the copied URL from Canvas and paste it into the **URL of calendar** field [1]. Click the **Add Calendar** button [2].

Add Calendar by File



To import a downloaded ICS file, click to select the file [1]. Then click the **Import** button [2].

How do I add an appointment group in a course calendar?

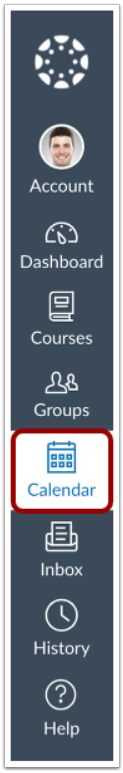
For the Canvas for Elementary feature, if Scheduler is enabled for your institution and you are an instructor, you can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars. You can also allow observers to sign up.

Appointments display in your calendar after a student or group has reserved a time slot. Appointment details are also included when you export the calendar using the Calendar feed.

Notes:

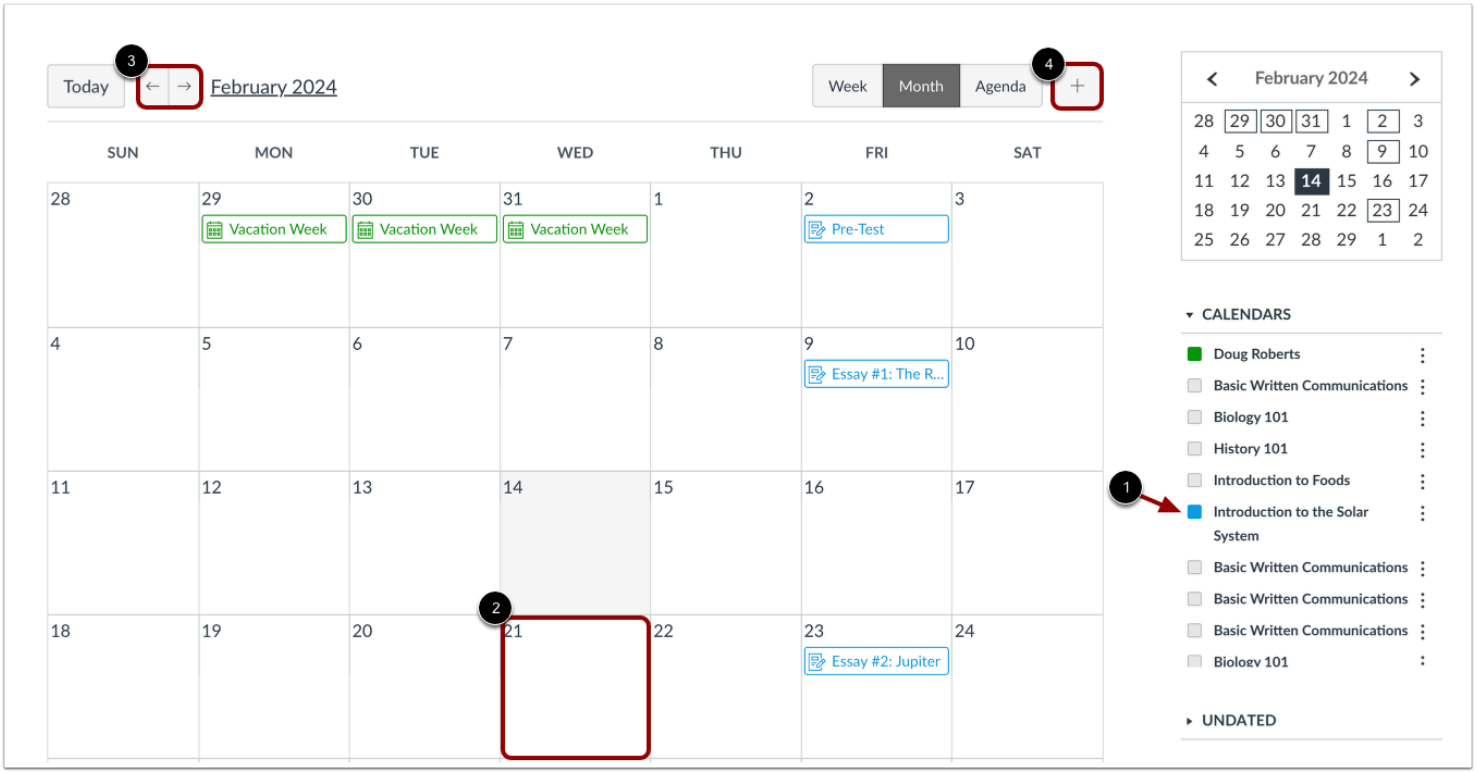
- If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
- The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.
- When an instructor or TA creates an appointment group for an entire course, all course section users can view the appointment group. However, if an appointment group is made for a specific section or is added by a section-restricted instructor or TA, only users in that section can view the appointment group.

Open Calendar



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

Add Event

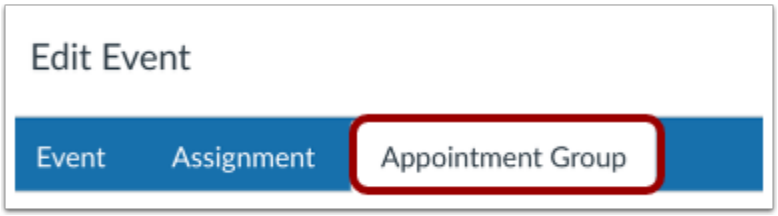


In the Calendars list, click the checkbox for the calendar in which you want to add the appointment group [1]. Appointment groups can be added to multiple calendars.

Click any date on the calendar to add an event [2]. Or, click the arrows next to the month name to navigate to a different month [3] and select a date.

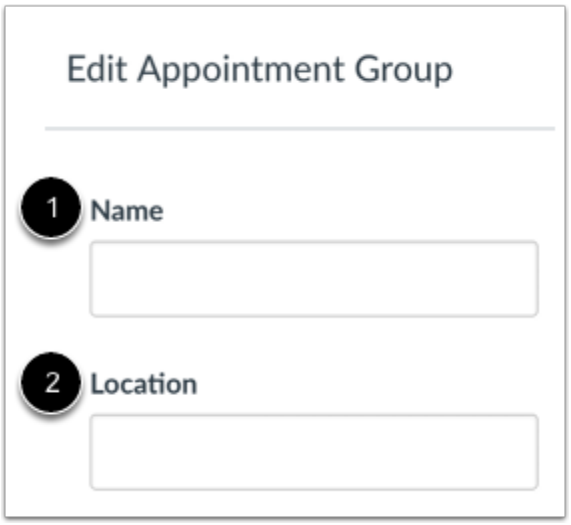
If you don't want to manually locate the date, you can click the **Add** icon [4].

Open Appointment Group



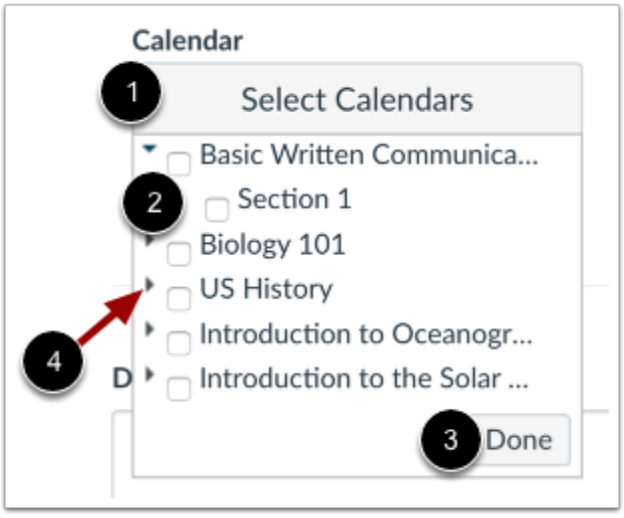
Click the **Appointment Group** tab.

Create Name and Location



Type the name of the appointment in the name field [1]. Type the location of the appointment in the location field [2].

Select Calendars



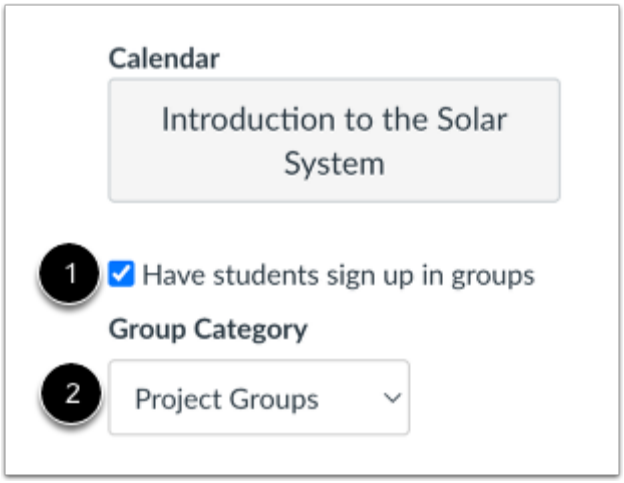
Click the **Select Calendars** button [1]. To select the course(s) or section(s) where you want to show the appointment group, click the checkbox next to the course name or section name [2]. To close the Calendar list, click the **Done** button [3].

If you want to select certain sections from your course, click the arrow icon [4].

Notes:

- The calendar cannot be modified once the appointment group is saved. However, additional calendars can be added to the original appointment group.
- If the course or section you want to select does not display in the Select Calendars list, return to the calendar and click the checkbox for the course or section in the Calendars list.

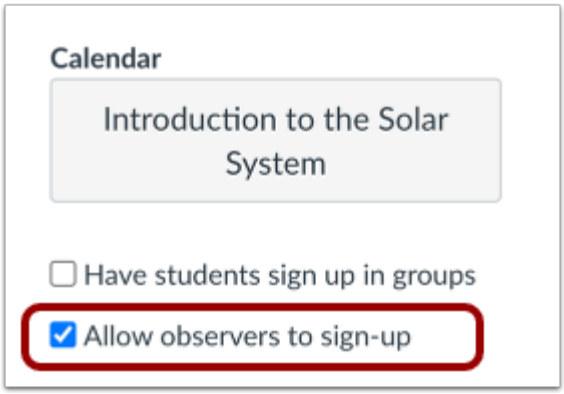
Allow Group Signup



If you have created at least one group set in your course, you can have students sign up in groups by clicking the **Have students sign up in groups** checkbox [1]. Then select the name of the group category you want to use for the group signup [2].

Note: The groups option is only available if you previously selected the calendar for the entire course. You cannot select a calendar for a specific section because Canvas does not currently support sections in groups.

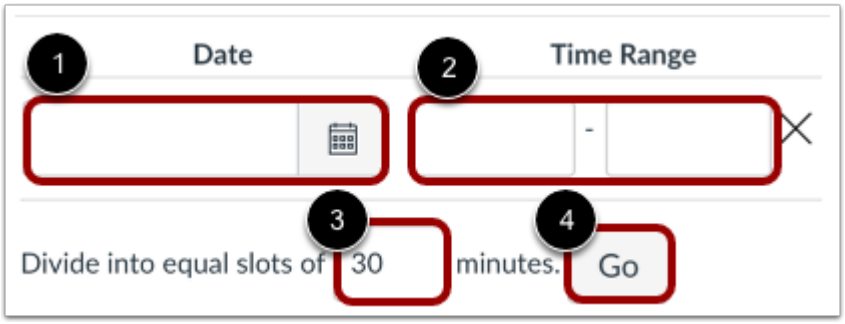
Allow Observer Signup



To allow observers to sign-up for appointments, click the **Allow observers to sign-up** checkbox.

Note: You can only allow observers to sign up if your admin has enabled the **Allow observers to sign-up for appointments when enabled by the teacher** option in account Settings.

Set Appointment Time Range



Enter the date of the appointment in the **Date** field [1]. You can also select a date by clicking the **Calendar** icon.

Set the time range for the appointment by typing in the **Time Range** field [2]. You must include at least one time slot.

You can split the time range into multiple time slots by entering the division length into the slots field [3]. For instance, if you want to create 15-minute meeting times from 2:00 pm until 5:00 pm, enter the number 15.

To create the time slots, click the **Go** button [4].

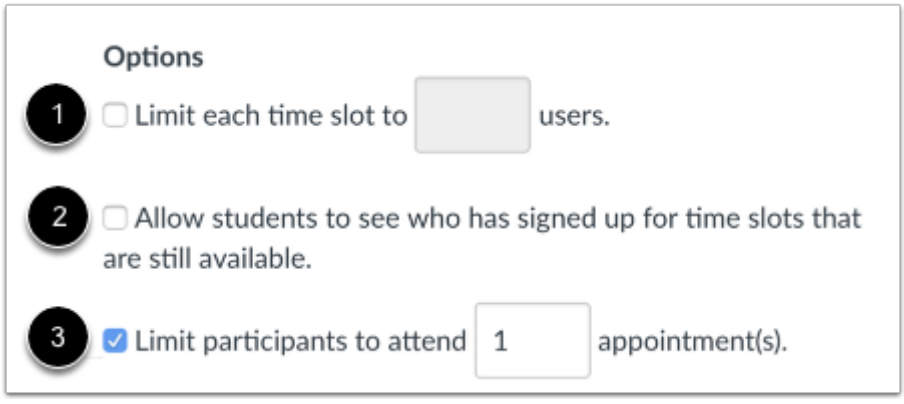
Modify Appointment Times

You can manually change any appointment time created by the division. If you want to remove an appointment time, click the **Remove** icon.

Notes:

- The appointment date, time range, and appointment slots cannot be modified after the appointment group is saved. However, additional dates, time ranges, and appointment slots can be added to the original appointment group.
- You must create at least one time slot for each appointment group.

Set Appointment Options



You can limit the number of users who can sign up for a time slot by clicking the **Limit each time slot** checkbox and typing the number of time slots in the limit field [1]. If you selected the option to have students sign up in groups, this field reads as *Limit each time slot for x groups*.

To make the appointment slots public to students in the course, click the **Allow students to see who has signed up for time slots that are still available** checkbox [2]. Selecting this option also allows students to see comments other students add to their appointments.

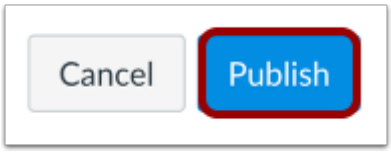
If you want to limit the number of appointments available, click the **Limit participants to attend [number] appointment(s)** checkbox [3].

Note: When using the group sign-up option, only one group member needs to sign up for a time slot on behalf of their group. Each member in the group will see the appointment on their own group calendar.

Add Appointment Details

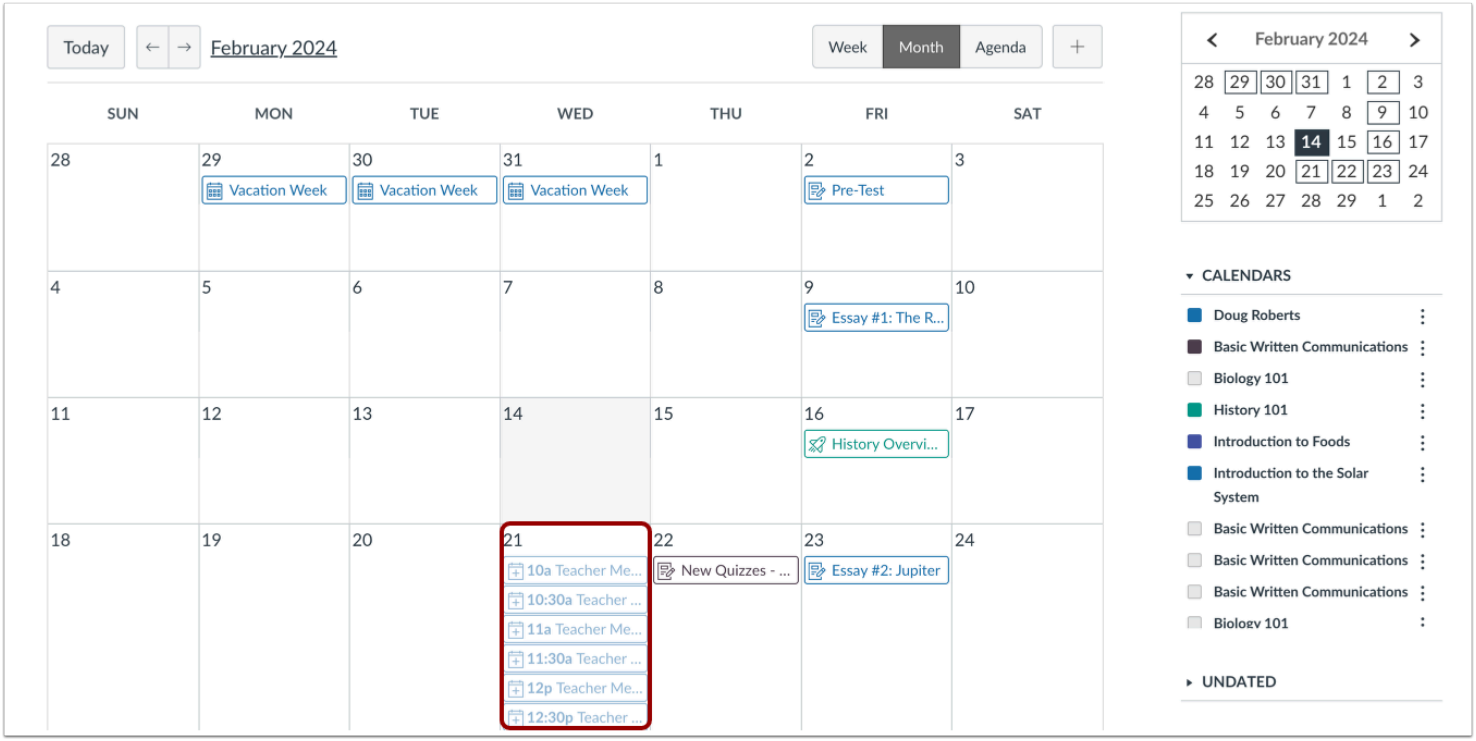
If you want to add details about the appointment group, enter them in the **Details** field.

Publish Appointment Group



Click **Publish** button.

View Calendar



View the appointment dates and times in your course calendar. Students can reserve time slots. Observers, if allowed, can also reserve time slots. Time slots that have been reserved by users display as a solid color.

Note: If you added an appointment group to more than one course, appointment slots only display in the calendar for the first course shown in the appointment group.

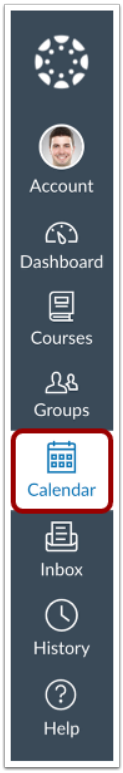
How do I view or edit an appointment group in a course calendar?

If you are an instructor who previously created an appointment group in the Scheduler, you can view and edit existing appointment group descriptions or the number of people that can use the slot. You can also send messages to students in a group or to individual students who have signed up for a time slot.

Notes:

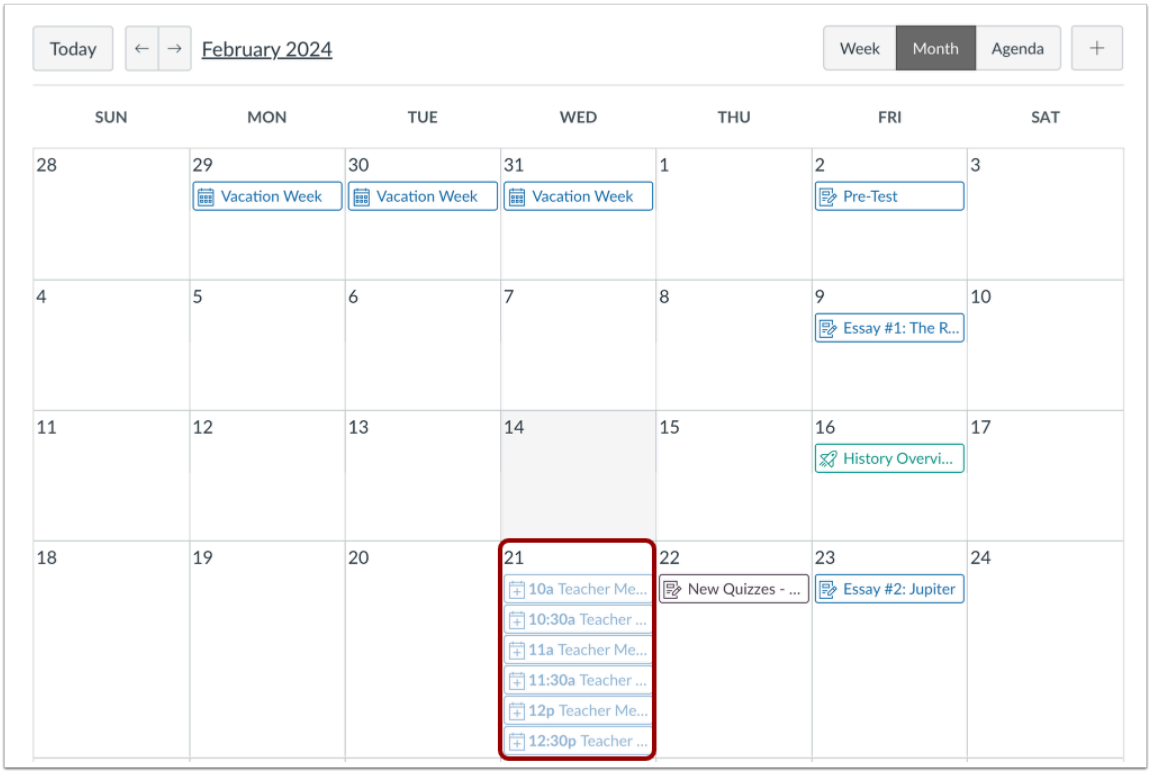
- Dates and times cannot be edited on individual appointment slots.
- The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.
- When an instructor or TA creates an appointment group for an entire course, all course section users can view the appointment group. However, if an appointment group is made for a specific section or is added by a section-restricted instructor or TA, only users in that section can view the appointment group.
- If user participation is limited to dates between the course start and end dates, appointments cannot be edited or deleted after the date the course ends.

Open Calendar



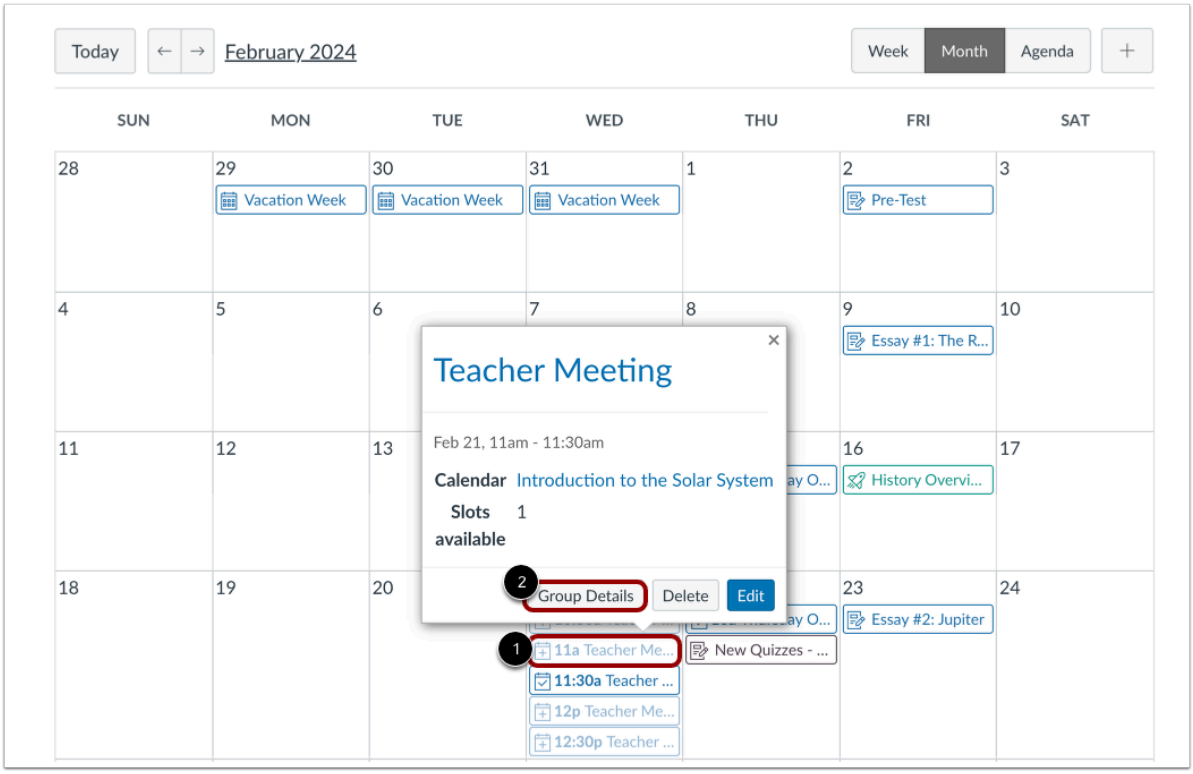
In Global Navigation, click the **Calendar** link.

View Appointment Group



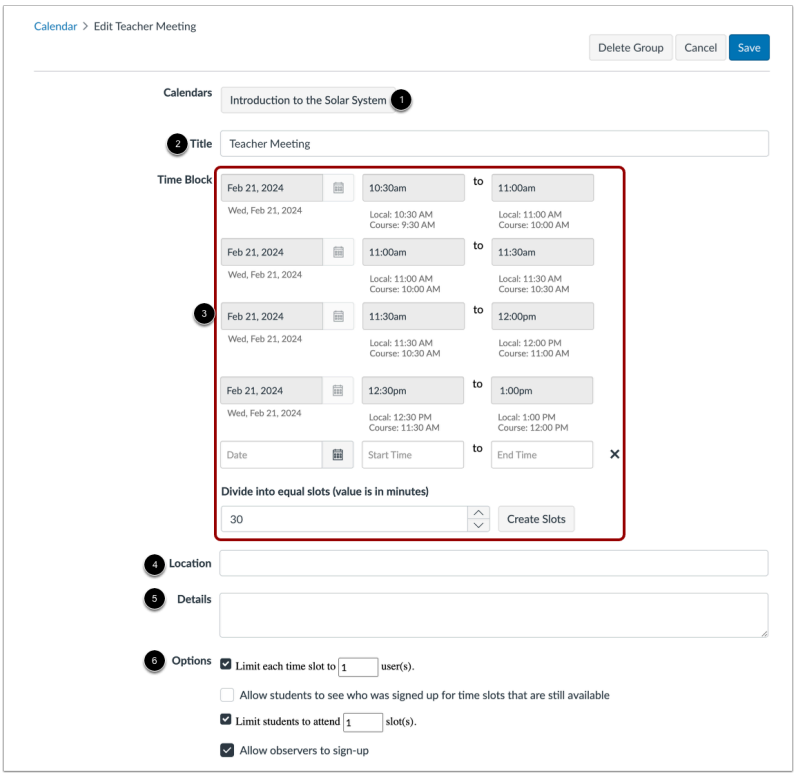
Locate the appointment group in your calendar. Appointment slots that have been reserved are shown in a solid color.

Open Appointment Group



To open the appointment group, click any time slot in the appointment group [1]. In the appointment window, click the **Group Details** button [2].

Edit Appointment Group Details



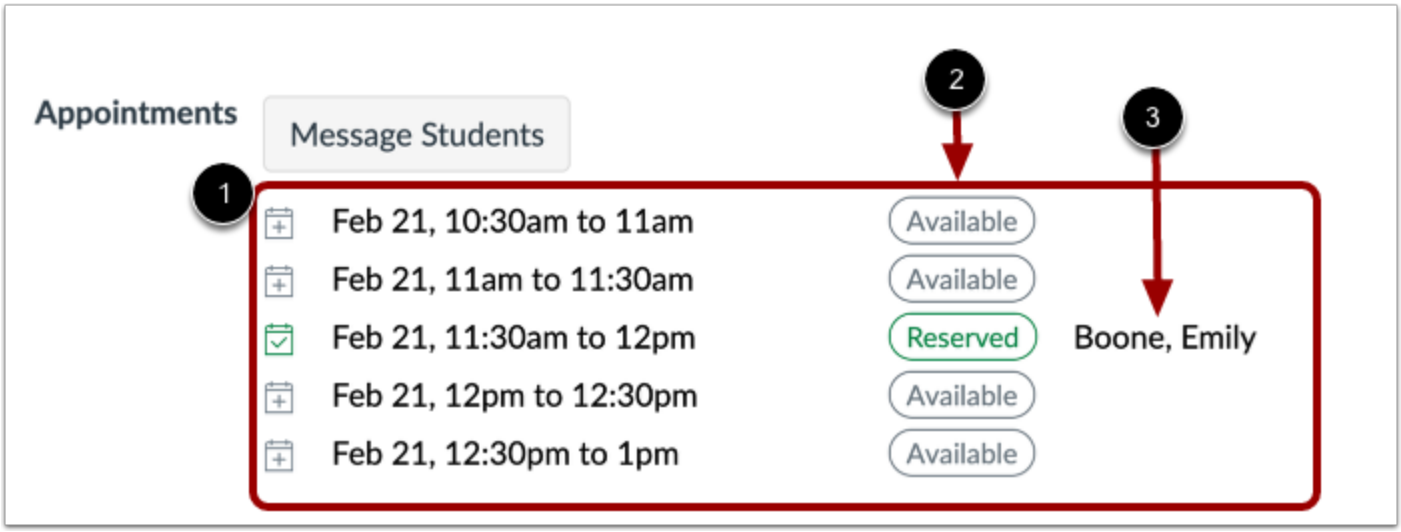
In the appointment group page, you can view the course associated with the appointment group [1], and you can edit the group details.

For each appointment group, you can edit the name of the group in the **Title** field [2]. You can add new appointment group sets and additional time slots to the entire group in the **Time Block** field [3], and you can add or modify the assignment group location [4], group details [5], and group options [6]. Learn more about creating an appointment group.

Notes:

- You cannot edit or delete existing time slots.
- The option to have students sign up in groups can only be selected when an appointment group is created.

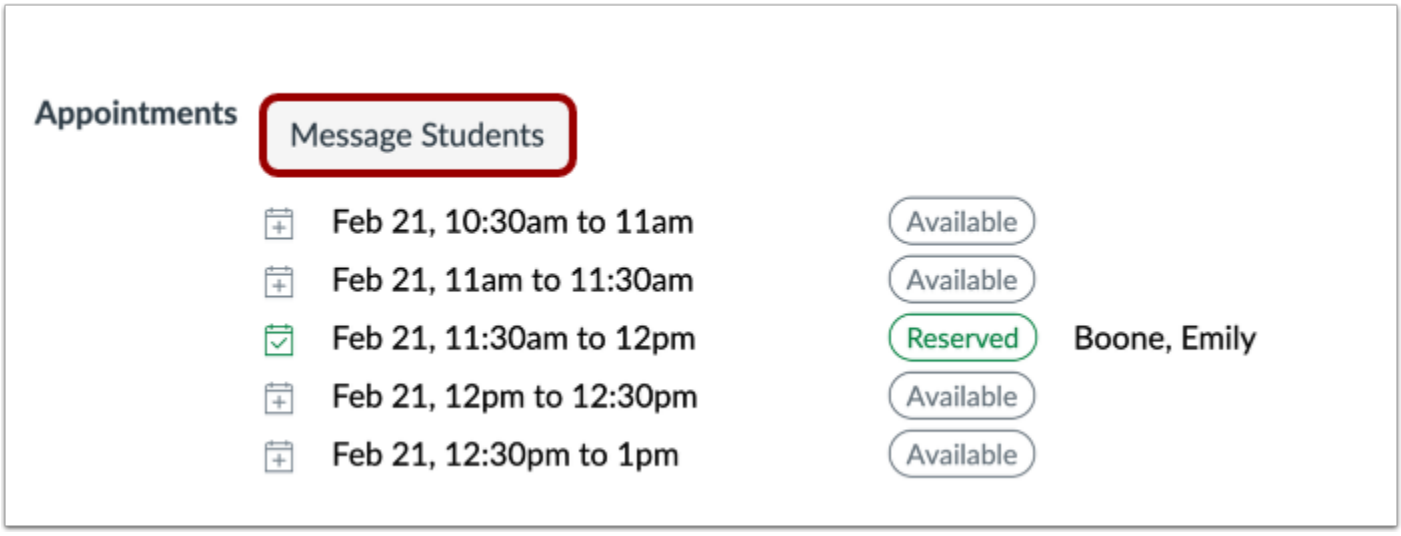
View Appointment Slots



At the bottom of the Appointment Group details page, you can view all appointments in the group [1]. Each time slot shows the date and time and whether or not the time slot is available or reserved [2]. You can also view the name of each student who signed up for the time slot [3].

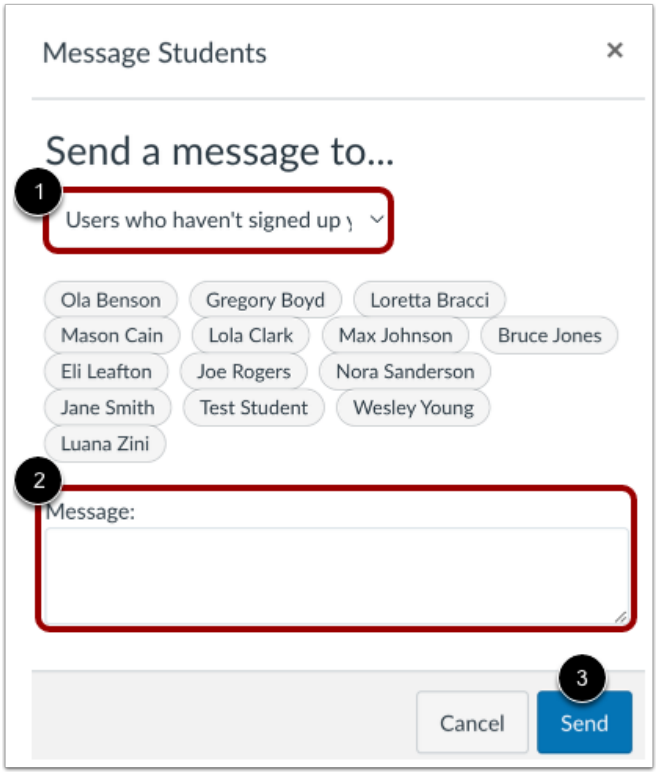
If a time slot has been reserved by a student but also includes the word *Available*, the time slot includes an additional slot that can be filled by another student.

Message Students



If you want to send a message to students in the appointment group, click the **Message Students** button.

Enter Message Details



In the Message Students window, click the **Sent a message** to drop-down menu and select a group of students to message [1]. You can send a message to the following students:

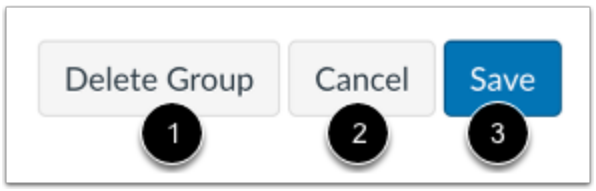
- all users in the appointment group
- users who haven't signed up for a time slot
- users who have signed up

Enter a message in the **Message** field [2].

Click the **Send** button [3].

Note: Messages are sent as individual messages.

Manage Appointment Group



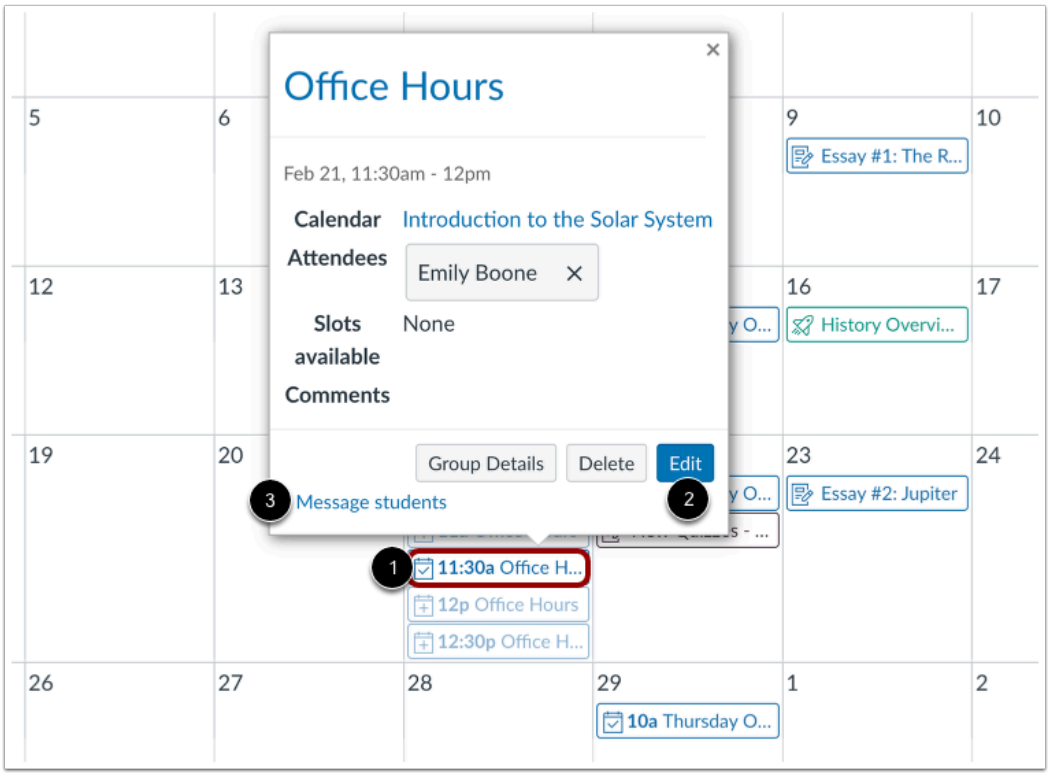
To delete the appointment group, click the **Delete Group** button [1].

To cancel changes in the assignment group, click the **Cancel** button [2].

To save changes in the assignment group, click the **Save** button [3].

Note: Deleting a group does not provide a warning and cannot be undone. This action also deletes any appointments that have been reserved by students.

Manage Appointment Slot



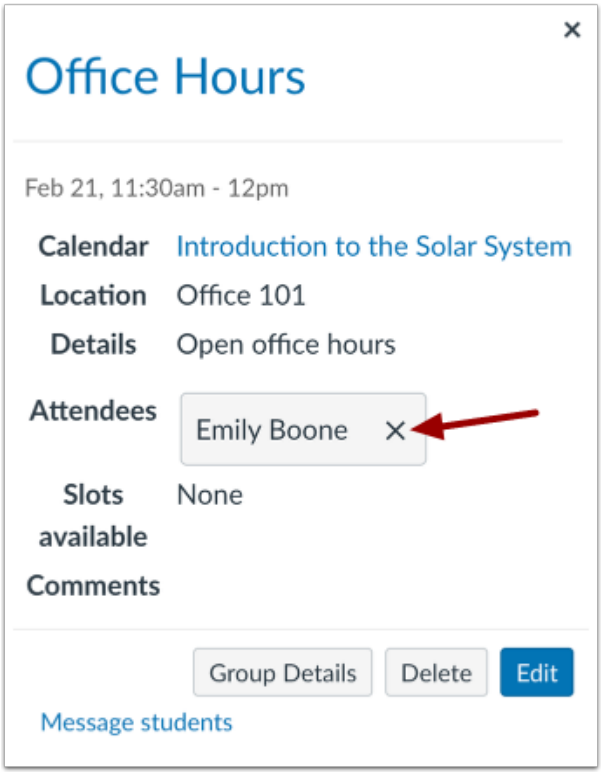
In the calendar, you can manage time slots individually. To view details about a time slot, including who signed up in the time slot, click the appointment link [1].

If you want to edit a specific time slot, click the **Edit** button [2]. Editing a time slot allows you to edit the description of the appointment. You can also limit the slot to a specific number of users. Changing either of these values in an individual time slot does not affect the description or user signup limit for the entire group. For instance, if the assignment group limited each slot to one user, and you individually edit a specific time slot to allow three users, only that time slot is affected by the user limit change.

In time slots that have been reserved, you can send a message to the user(s) in the time slot [3].

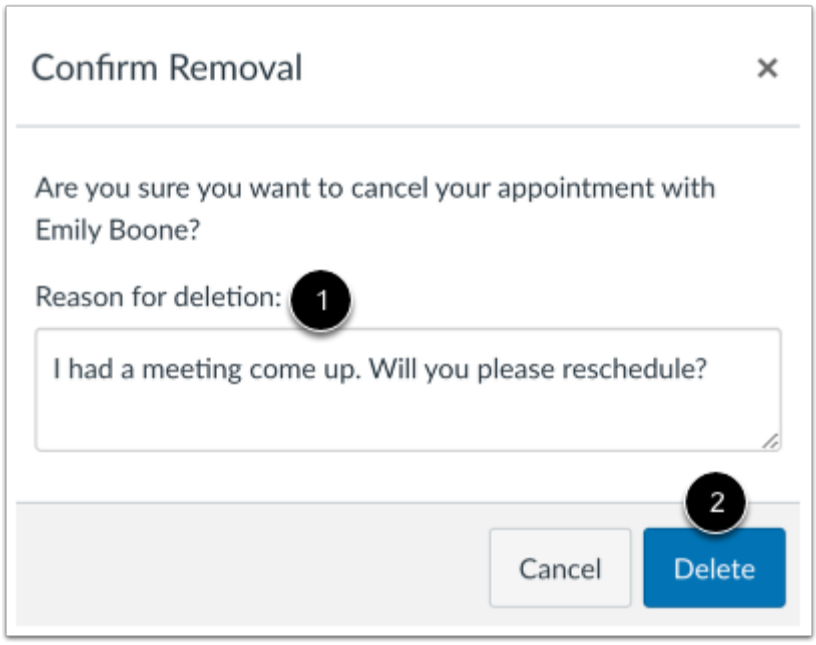
Note: Dates and times cannot be edited on individual appointment slots

Remove Attendees



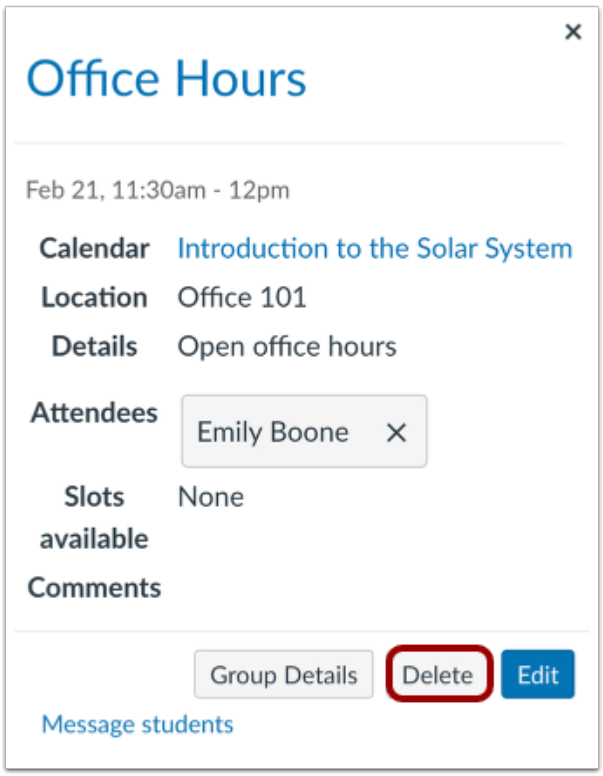
If you want to retain the appointment time slot but need to cancel with the specific student, click the **Remove** icon.

Confirm Removal



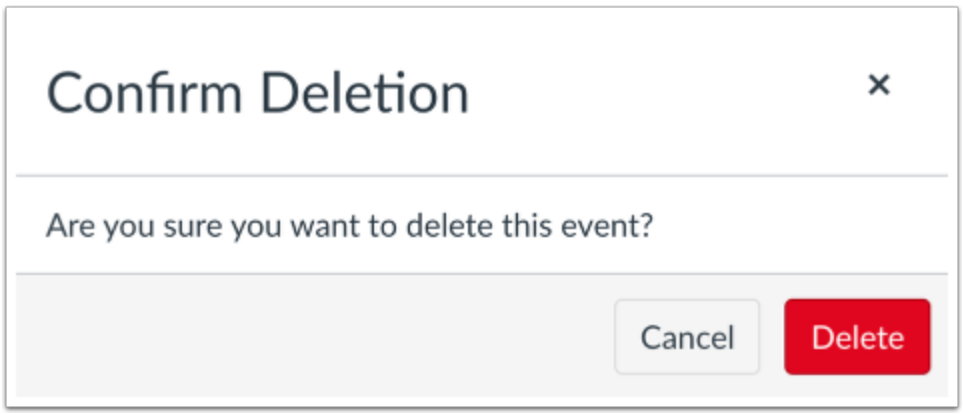
Type the reason for cancellation in the **Reason for deletion** field [1]. Click the **Delete** button [2].

Delete Time Slot



If you need to remove the entire time slot, click the **Delete** button.

Confirm Deletion



Click the **Delete** button.

How do I sign up for an appointment in the Calendar?

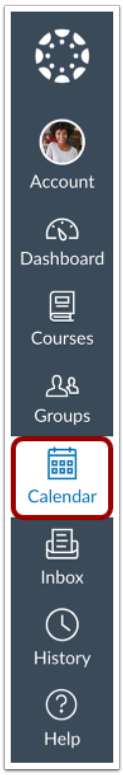
If your institution has enabled the Scheduler tool and you are a student, you can sign up for any appointments that are created for your course using the Calendar sidebar. Appointments can include office hours, group presentation time slots, and lunch with an alumnus.

If you are an observer, you may also sign up for appointments if allowed by the instructor.

If necessary, you can cancel appointments or change appointments.

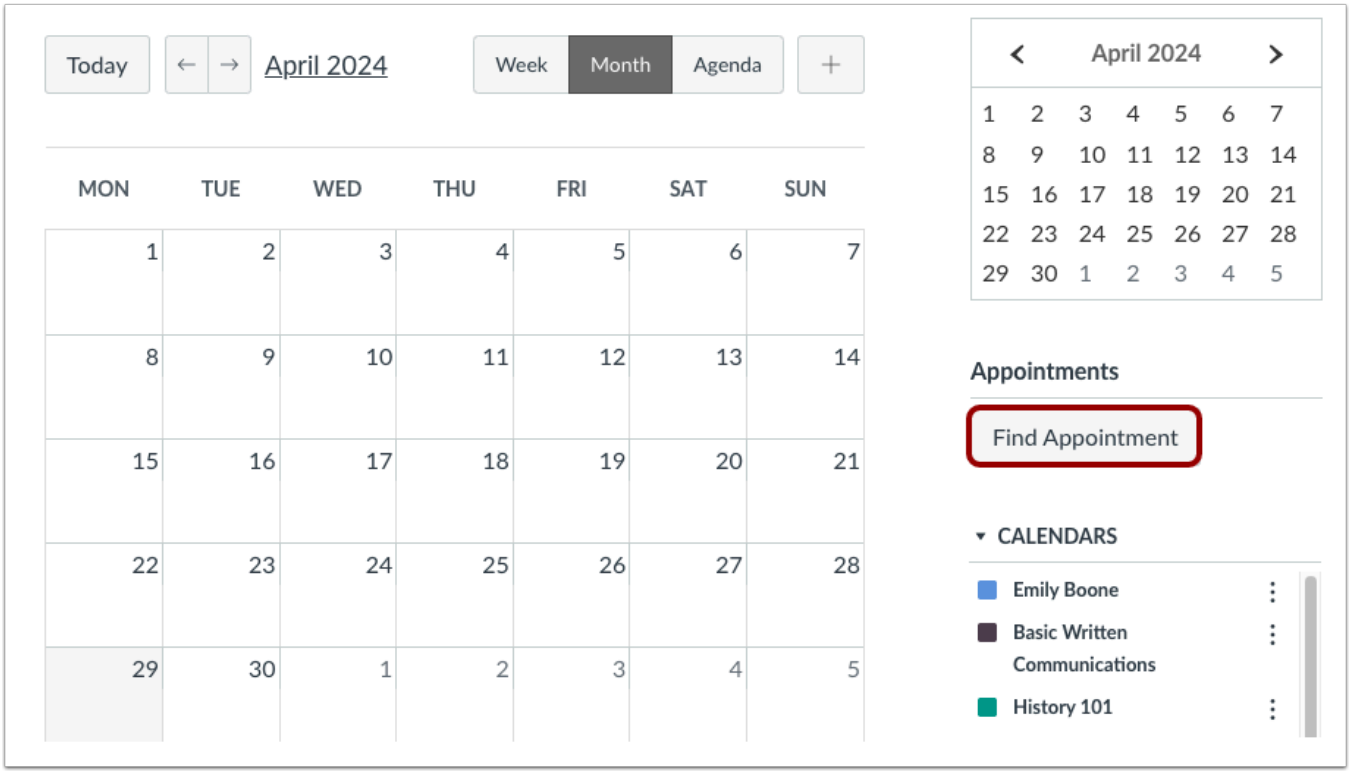
Note: Scheduler is an optional feature that may not be available to you.

Open Calendar



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

Find Appointment

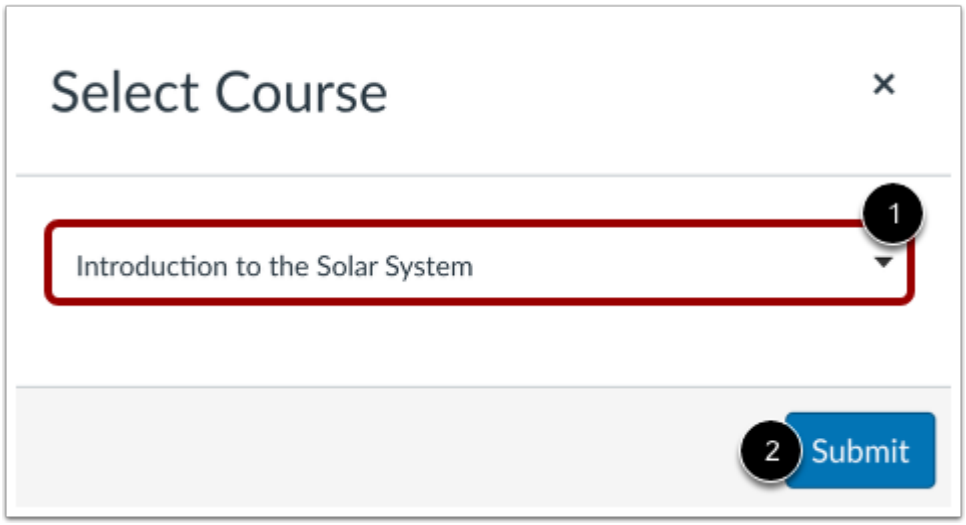


In the Calendar sidebar, click the **Find Appointment** button.

Notes:

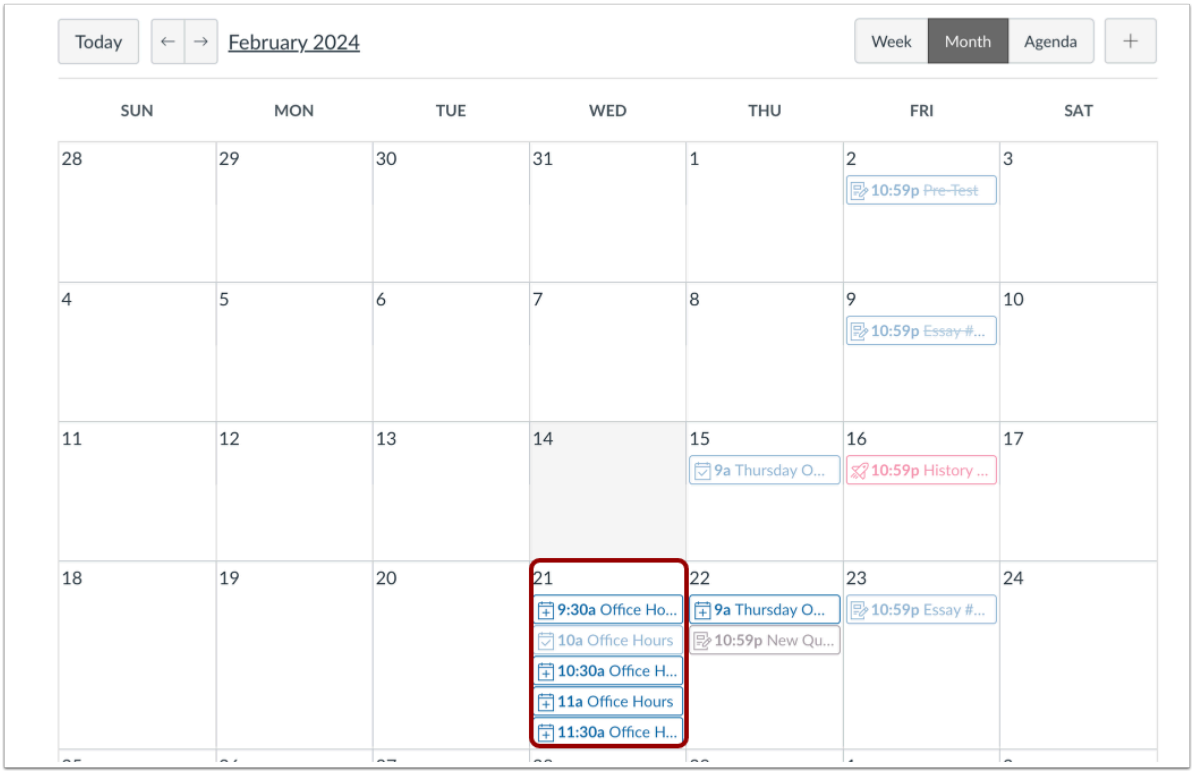
- The Scheduler tool is an optional feature that must be enabled by your institution. If you do not see the Find Appointment button, your institution has not enabled this feature.
- When an instructor or TA creates an appointment group for an entire course, all course section users can view the appointment group. However, if an appointment group is made for a specific section or is added by a section-restricted instructor or TA, only users in that section can view the appointment group.

Select Course



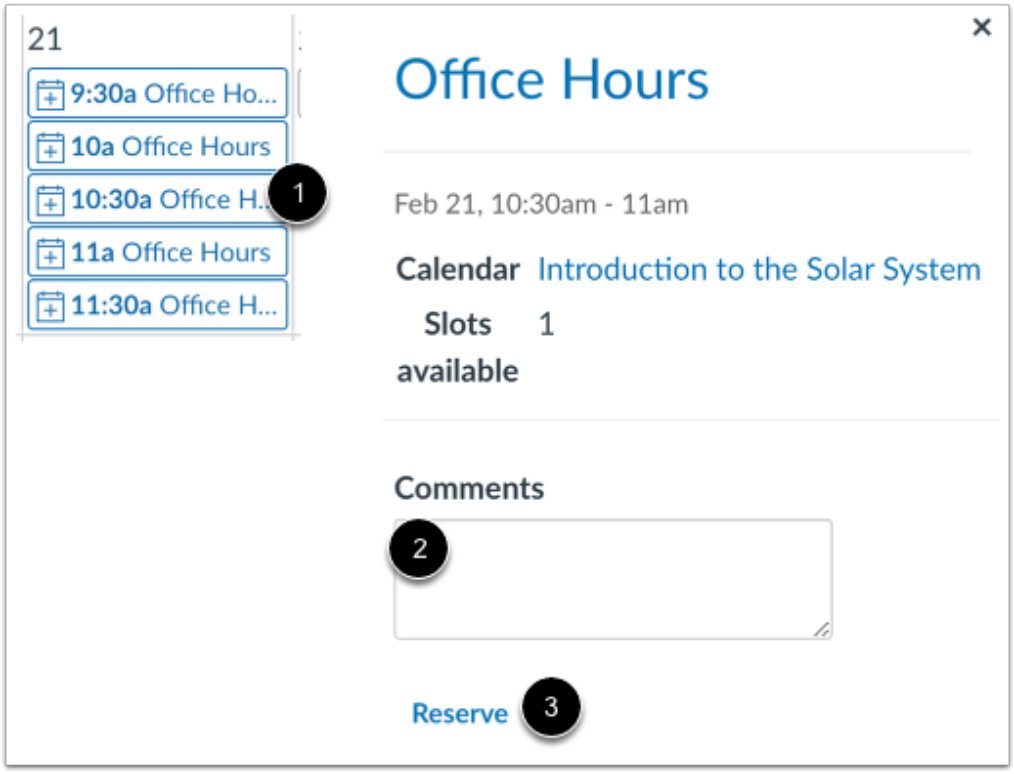
If a course includes an appointment, the name of the course displays in the Course drop-down menu. Select the course where you want to look for an appointment [1], then click the **Submit** button [2].

View Appointments



View the appointments available for the course. Faded time slots indicate the time slot has been reserved.

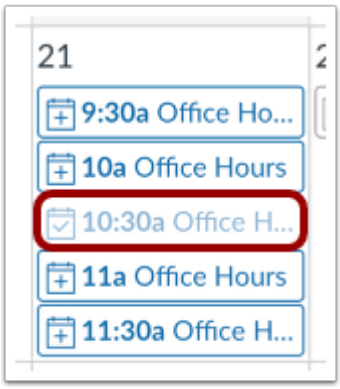
Reserve Appointment



In the calendar, click the time slot you want to reserve [1]. In the appointment window, you can view the appointment time, calendar, and details. If you want to leave any comments for your instructor, you can enter them in the **Comments** field [2].

To sign up for the time slot, click the **Reserve** link [3].

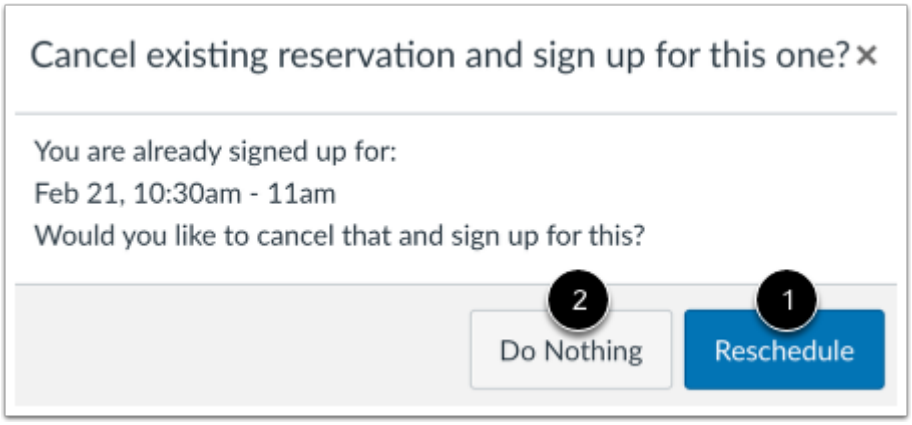
View Updated Appointments



Once you have reserved a time slot, the time slot fades in the calendar.

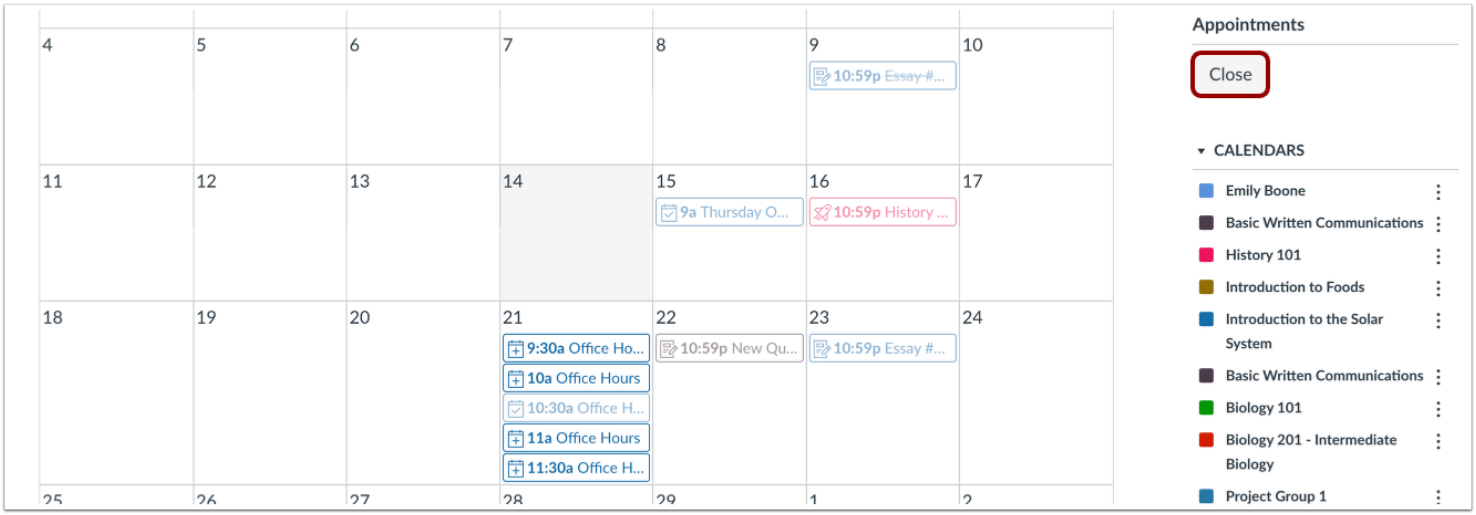
If you want to choose another time slot instead, click the new time slot and repeat the reservation process.

Confirm New Appointment



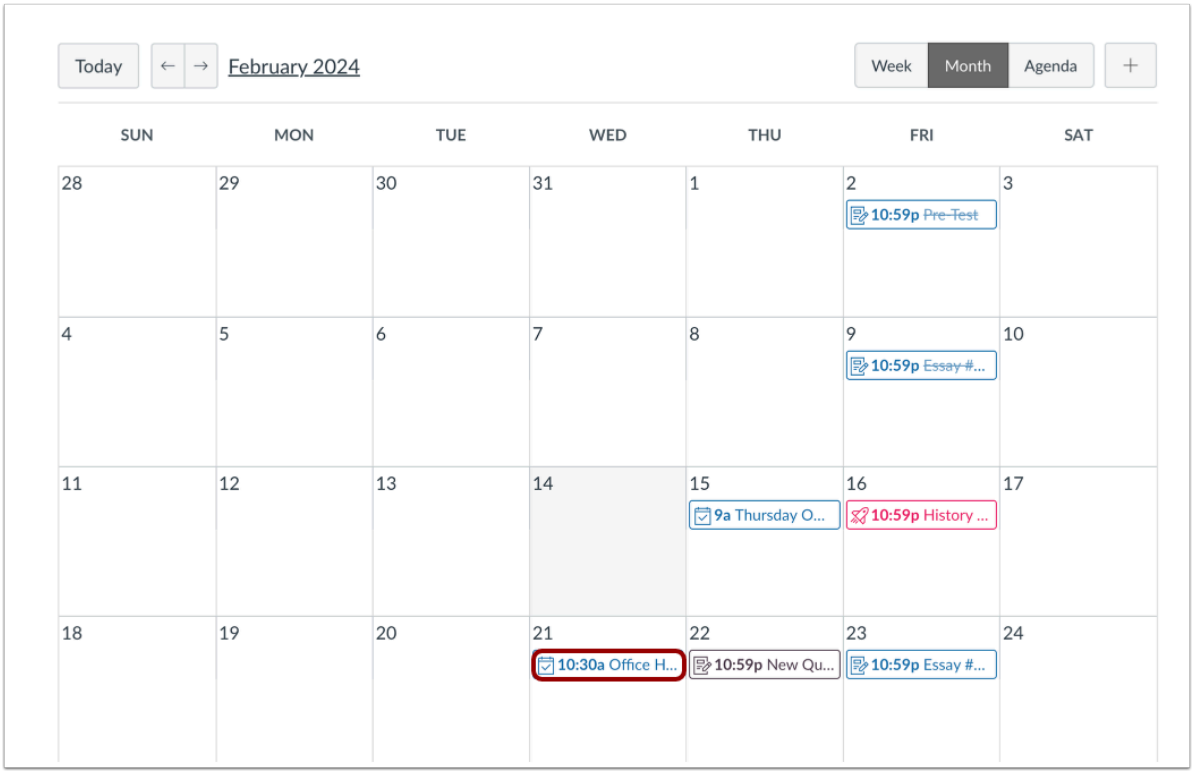
If you choose another time slot, the Calendar will confirm you already have a reserved appointment. If you want to reschedule with the new appointment time, click the **Reschedule** button [1]. However, if you want to keep your original appointment, click the **Do Nothing** button [2].

Close Appointments



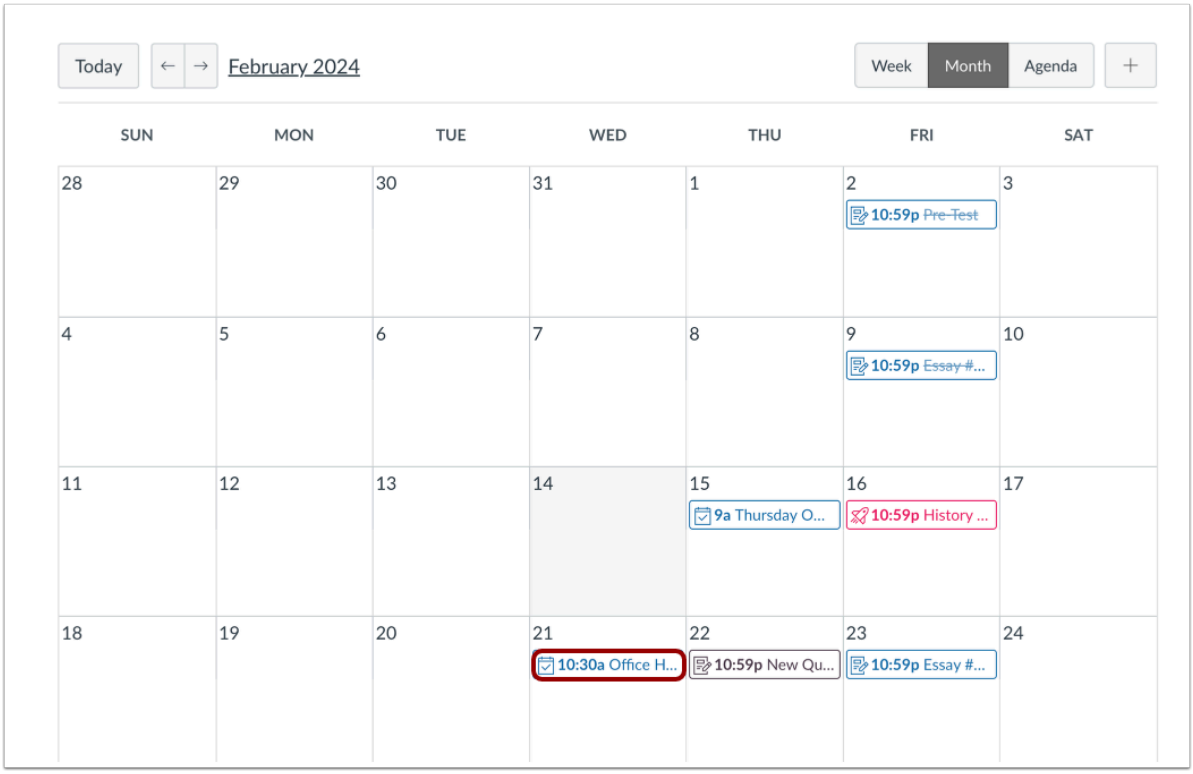
When you are finished with course reservations, click the **Close** button.

View Calendar



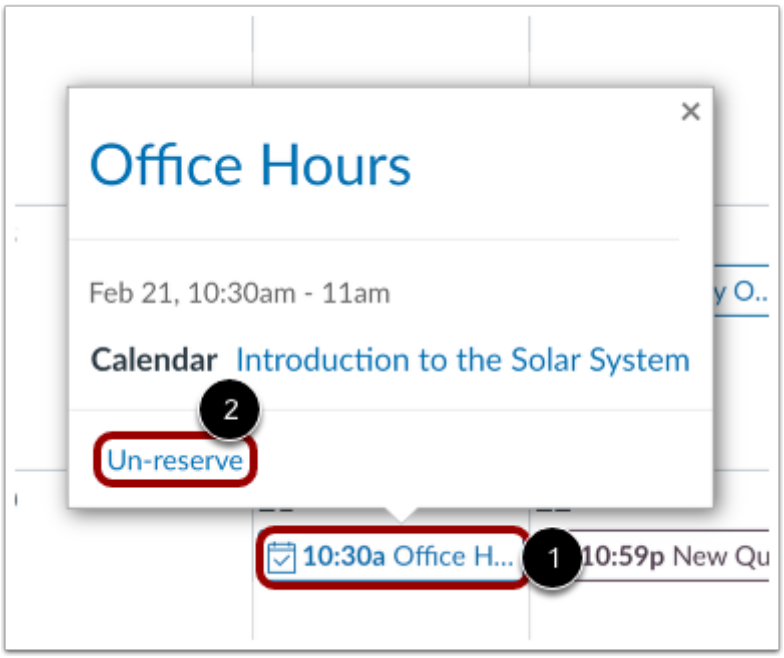
View the appointment added to your course calendar.

Change Appointment



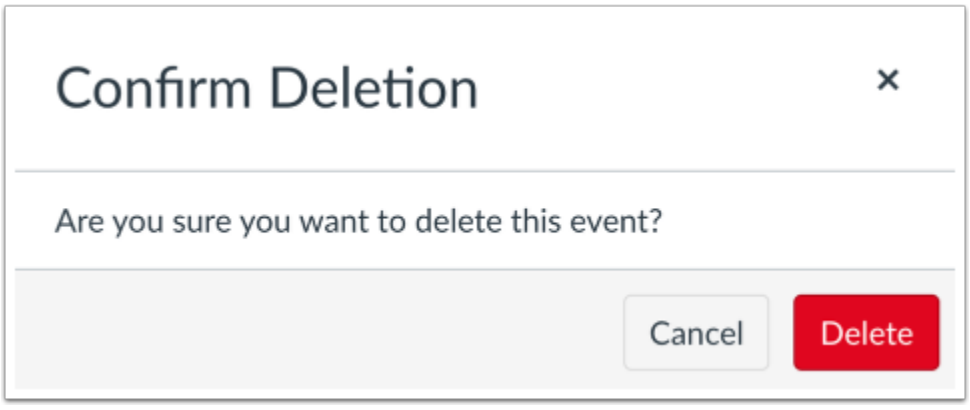
To change your appointment, click the appointment on your course calendar.

Unreserve Appointment



To completely cancel your appointment, click the appointment time [1] and click the **Un-reserve** link [2].

Delete Reservation



Click the **Delete** button.

How do I subscribe to the Calendar feed using Outlook.com?

You can subscribe to the Canvas Calendar Feed using the Outlook.com website. The calendar iCal feed contains events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots.

Once you have subscribed to the calendar feed, you can remove the calendar feed at any time from Outlook.com by clicking the More Options icon and selecting the Remove option from the menu.

You can also add and import calendars into the Outlook desktop program.

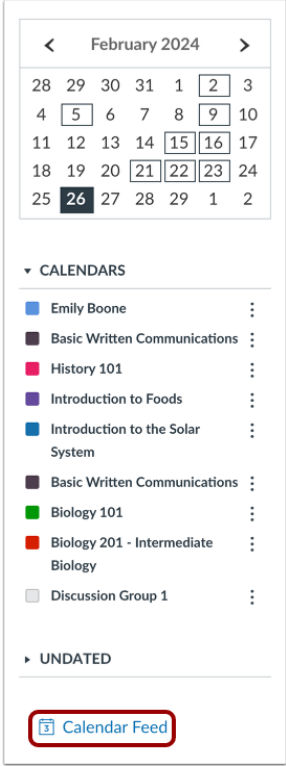
Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.com. The calendar feed includes up to 1,000 items.
- Outlook.com may take up to 24 hours to sync with the Canvas Calendar. Canvas updates may not be immediately visible in the Outlook.com calendar.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
- Student To Do items are not included in the Calendar iCal feed.
- After you import the calendar feed and you are enrolled in a new course, you must re-import the calendar feed to include the new course calendar.

Open Calendar

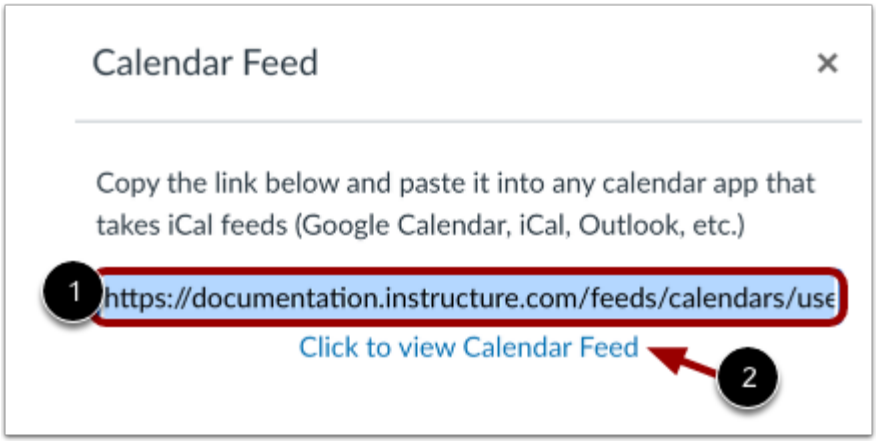
In Global Navigation, click the **Calendar** link.

Open Calendar Feed



Click the **Calendar Feed** link.

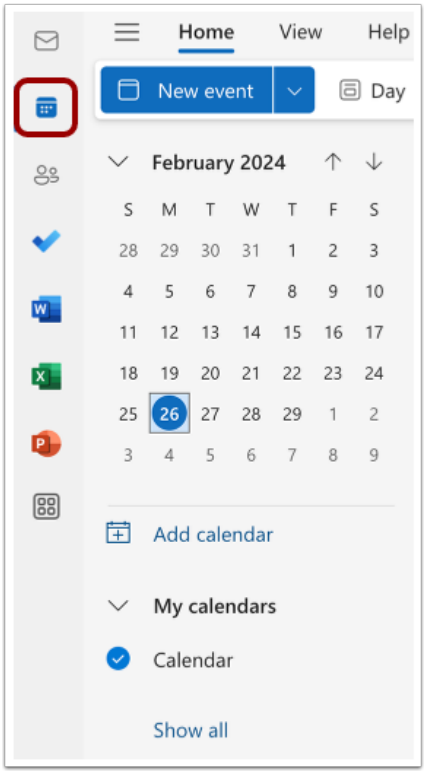
Copy Calendar Feed



To copy the calendar feed link, copy the text in the URL field [1].

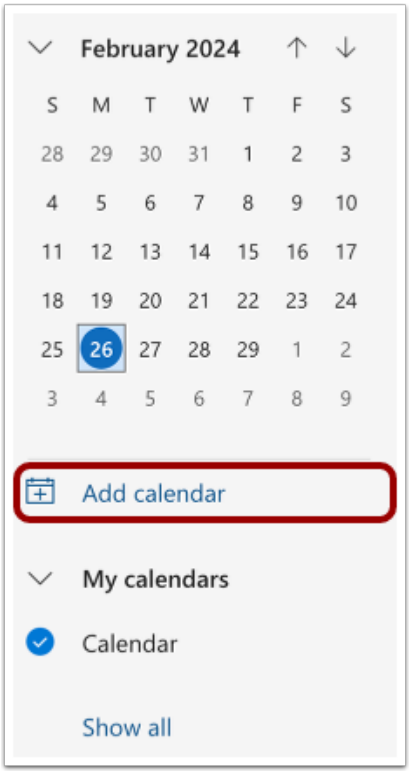
To download the feed as an ICS file, click the **Click to view Calendar Feed** link [2].

Open Outlook.com Calendar



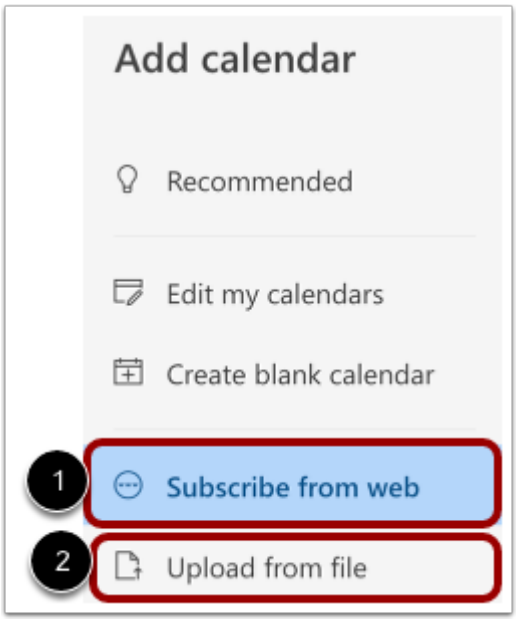
Open Outlook.com. In the sidebar, click the **Calendar** icon.

Add Calendar



In the sidebar, click the **Add calendar** link.

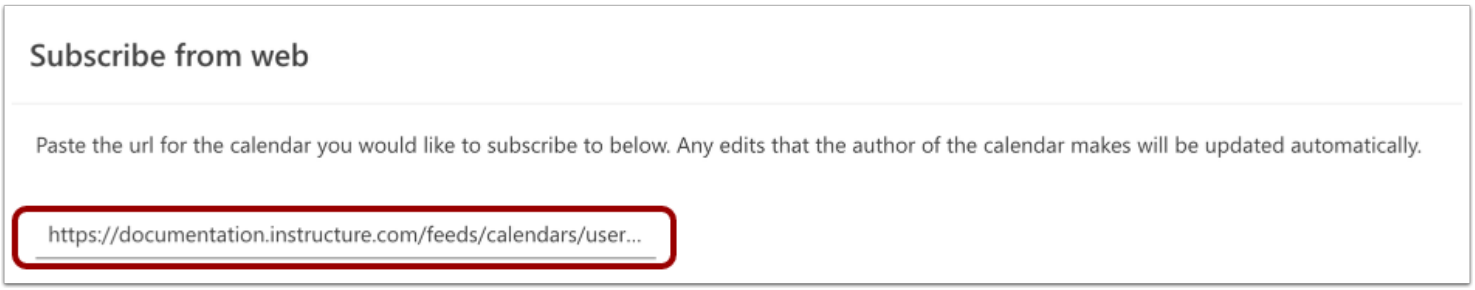
Subscribe to Calendar from Web



To subscribe to a calendar from the web, click the **Subscribe from web** link [1].

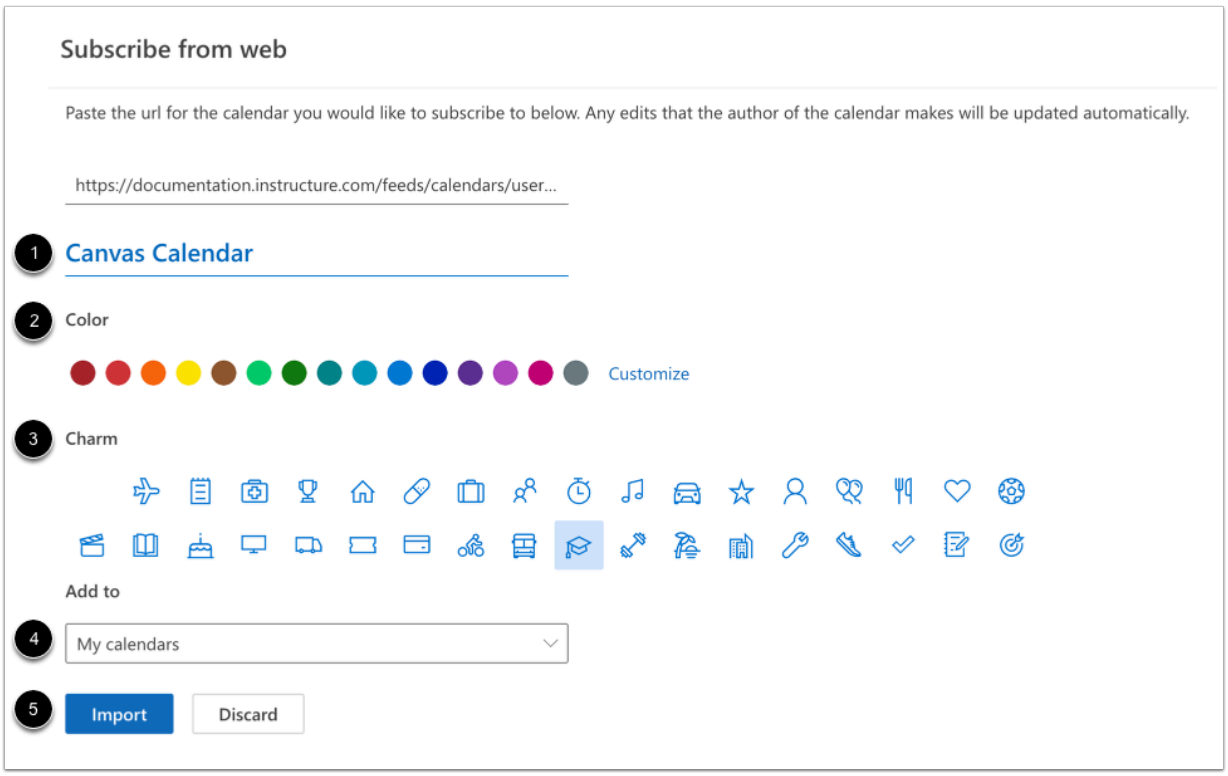
To import a downloaded ICS file, click the **Upload from file** link [2].

Paste Calendar Feed Link



Paste the calendar feed link from Canvas in the **calendar url** field.

Import Calendar



Customize your calendar subscription with a calendar name [1], calendar color [2], and calendar charm (icon) [3]. Select an option from the **Add to** drop-down menu [4].

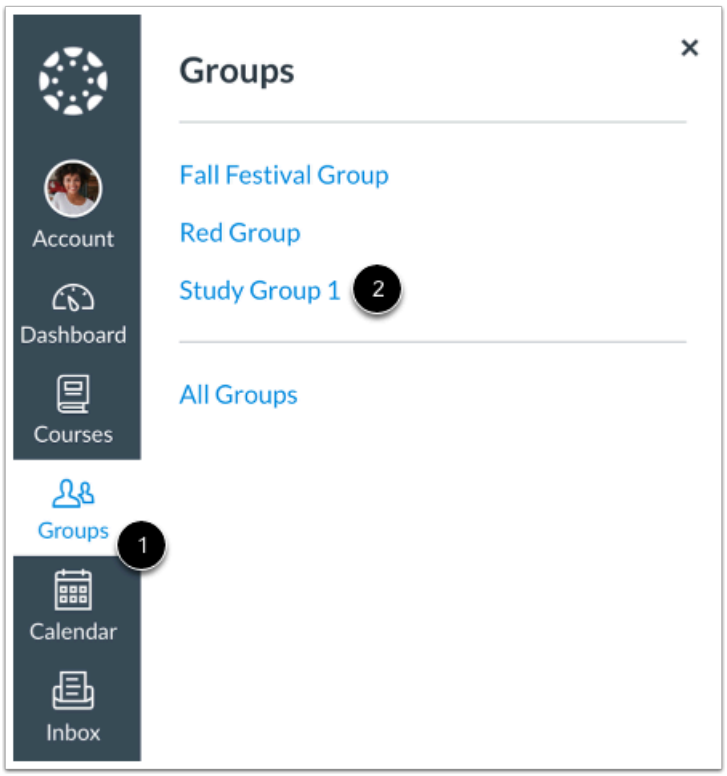
To import the calendar, click the **Import** button [5].

How do I view a group calendar?

If you have been added to a student group, you can view the group calendar.

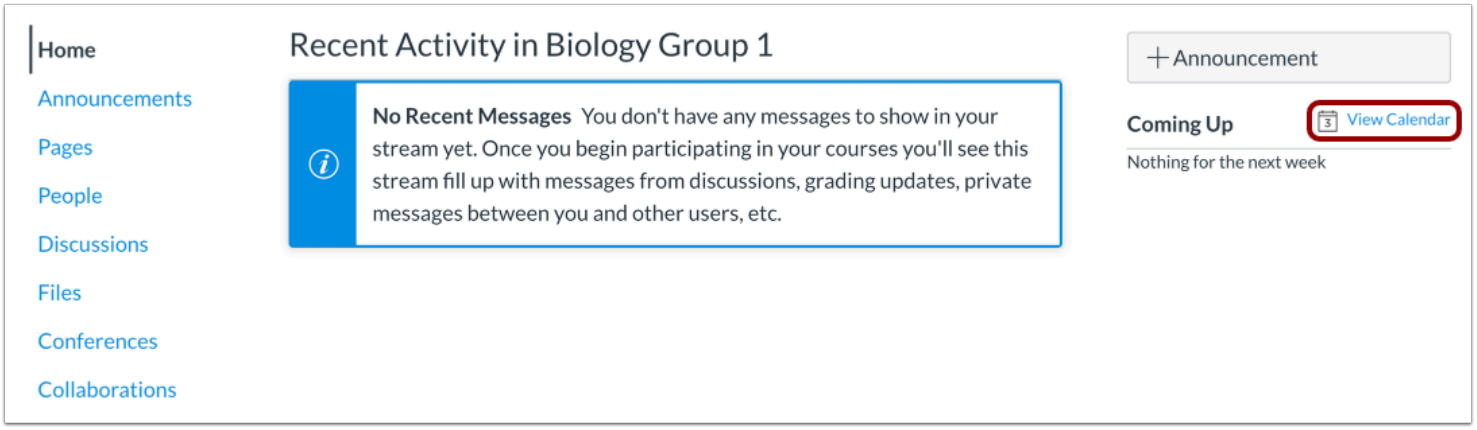
Note: As an instructor, you can also view a student group calendar by navigating to the group homepage. Learn more about viewing group content as an instructor.

Open Groups

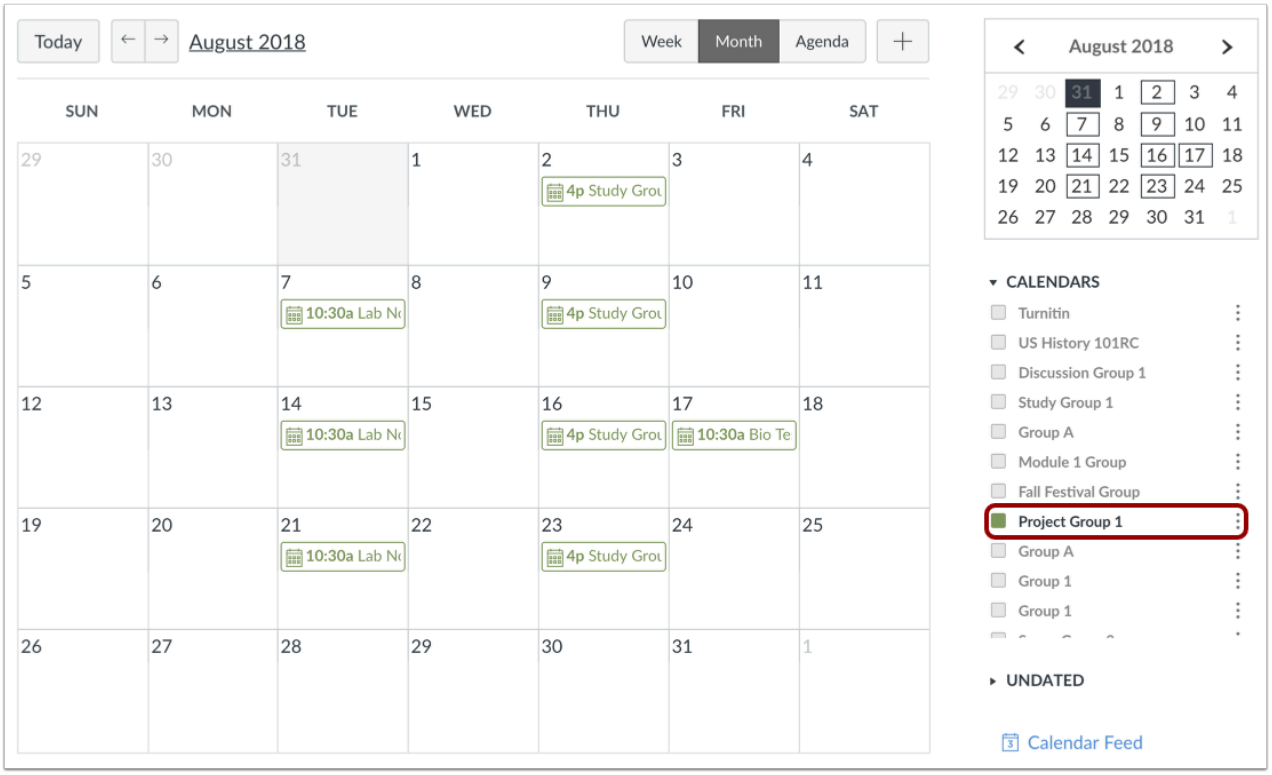


In Global Navigation, click the **Groups** link [1], then click the name of the group [2].

View Calendar



In the Group sidebar, click the **View Calendar** link.

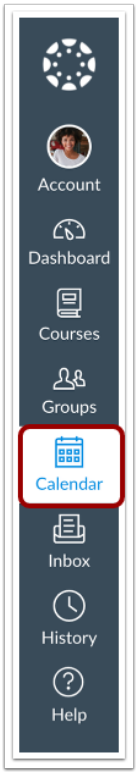


Only your group calendar is visible in the list of Canvas calendars. Feel free to add events or reminders to your group calendar.

How do I view and manage Account Calendars?

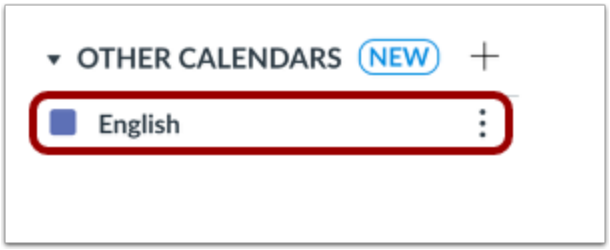
In Canvas Calendars, you have the option to subscribe to Account Calendars in the Other Calendars section.

Open Calendar



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

View Account Calendars

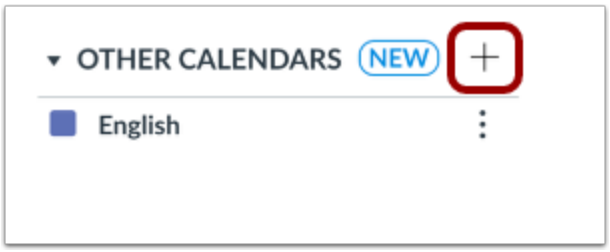


In the Other Calendars section, the Account Calendars you have subscribed to are displayed.

Notes:

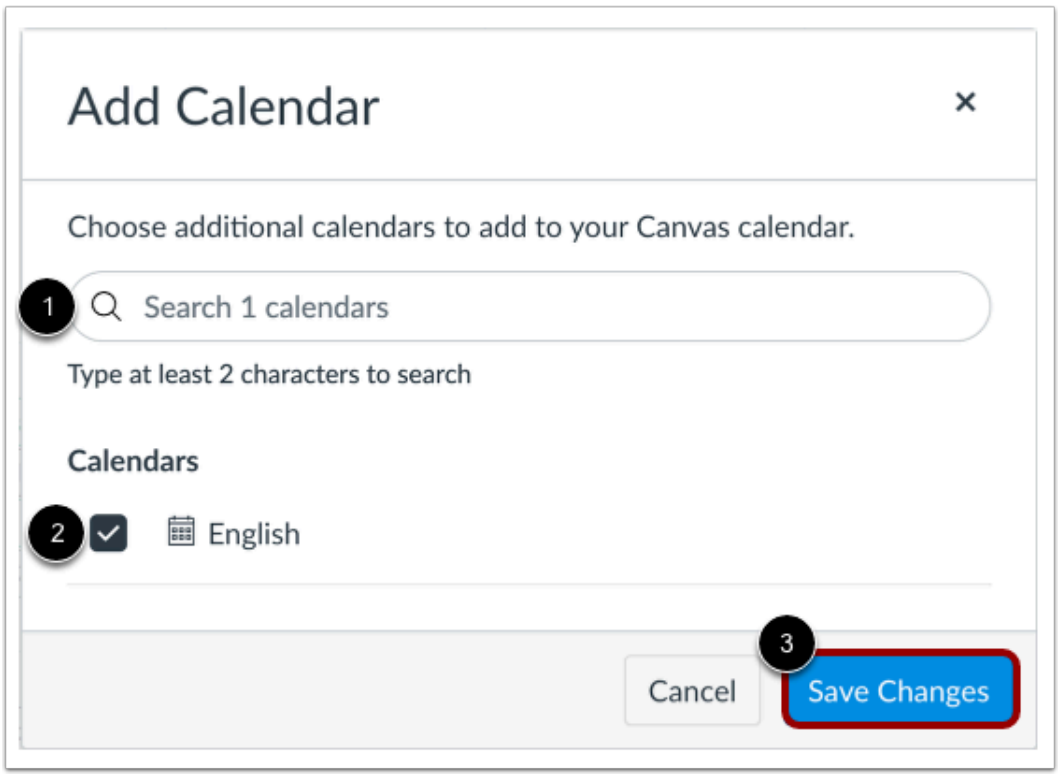
- You are not automatically added to Account Calendars and must subscribe to the Account Calendars to view important dates.
- If your admin automatically subscribes you to an account calendar, it displays in the Other Calendars list.

Subscribe to Account Calendars



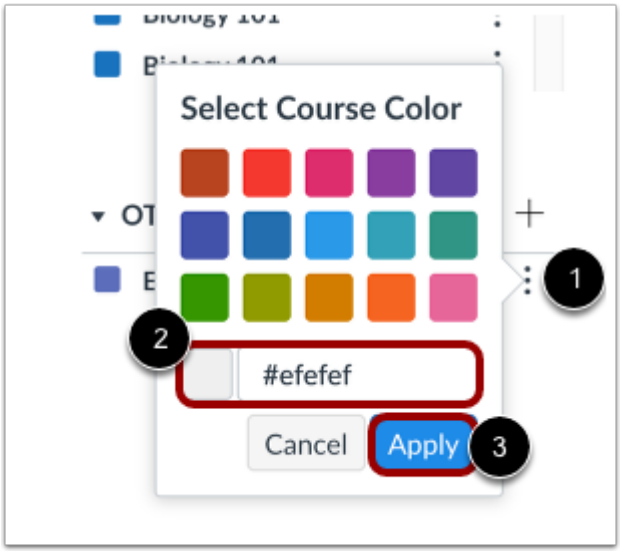
To subscribe to a new calendar, click the **Add** icon.

Add Additional Calendars



To subscribe to calendars, you can find calendars by using the **Search Calendars** field [1] or by clicking the checkbox next to the calendar's name [2]. Click the **Save Changes** button [3].

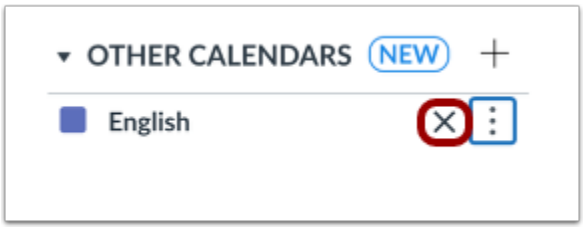
Manage Account Calendar Color



To change the color of the Account Calendar, click the **Options** icon next to the calendar name [1].

Note: Each calendar contains 15 default colors, but you can create any color of your choice by inserting a Hex code [2]. To save your changes, click the **Apply** button [3].

Unsubscribe to Account Calendars



To unsubscribe from an Account Calendar, click the **Remove** icon.

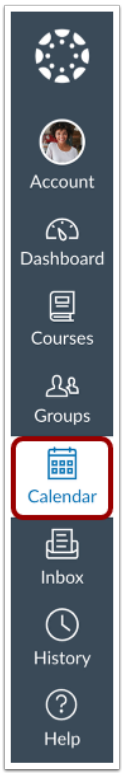
How do I view the Calendar iCal feed to import and subscribe to an external calendar?

The Calendar iCal feed is located in the sidebar of your Calendar. You can import the iCal feed URL into any calendar app that accepts the iCal format, such as Google Calendar, Apple Calendar, Outlook, and Yahoo Calendar. You can also download the calendar feed as an ICS file and import it into an external calendar. The calendar feed contains events and assignments from all of your Canvas calendars.

Notes:

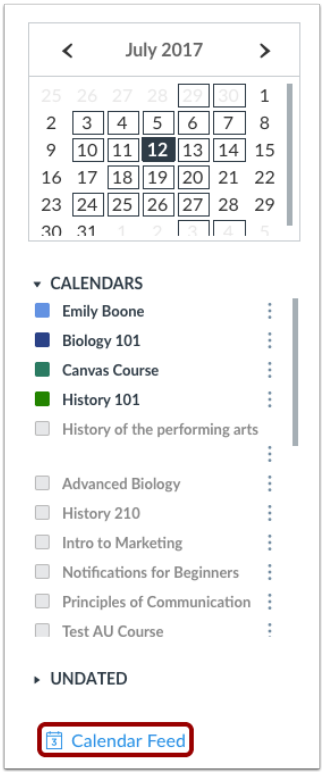
- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program. The calendar feed includes up to 1,000 items.
- To Do items are not included in the Calendar iCal feed.
- After you import your calendar feed and are enrolled in a new course, you must re-import your calendar feed to include the new course calendar.

Open Calendar



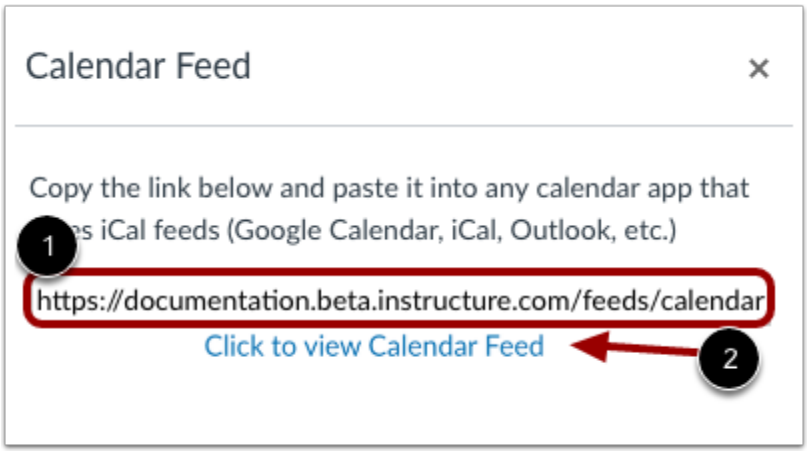
In Global Navigation, click the **Calendar** link.

Open Calendar Feed



Click the **Calendar Feed** link.

Copy Calendar Feed



To copy the link, copy the text in the URL field [1].

To download the feed as an ICS file, click the **Click to view Calendar Feed** link [2].

To subscribe to an external calendar, paste the URL.

How do I add an event to the schedule in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

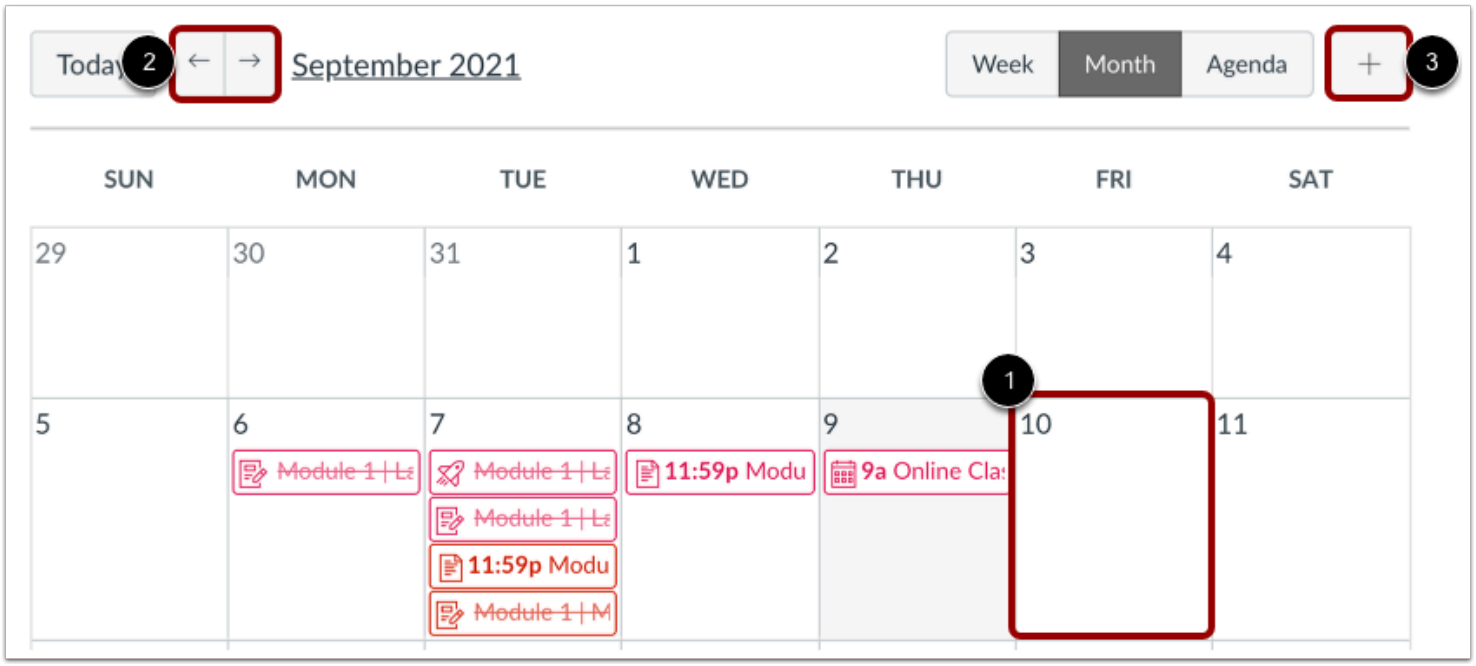
A Canvas event is a non-graded Canvas activity. Events created on the Calendar appear in the Homeroom and subject Schedule tabs and student calendars. You can create events with due date times as well as all-day events. You can also duplicate an event.

You can include Zoom, Microsoft Teams, WebEx, or Google Meet conferencing links in the event description or location. If a conferencing link is added to the event description or location, students can join the meeting from the Homeroom Schedule tab or subject's Schedule tab.

Open Calendar

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

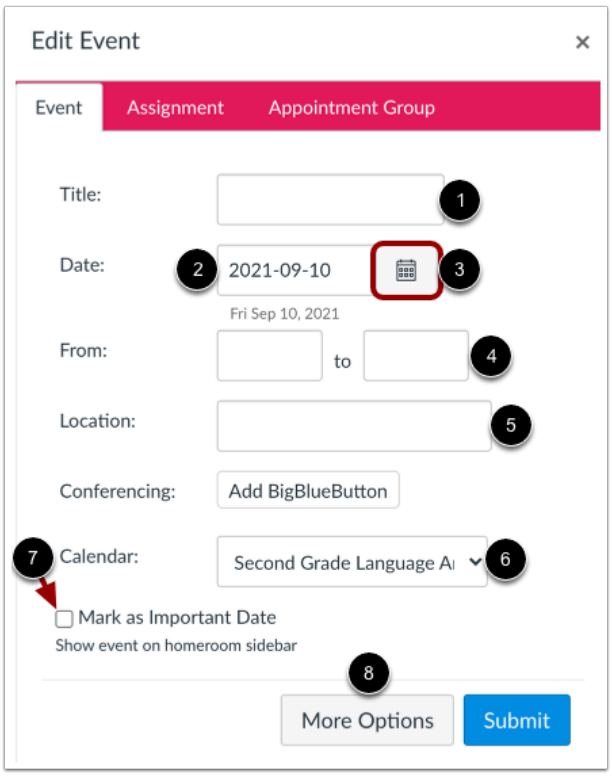
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you do not want to manually locate the date, you can click the **Add** icon [3].

Add Event Details



Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2] or select a date from the calendar by clicking the **Calendar** icon [3].

The calendar times may also be populated for you in the From fields [4]. Edit or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

To add a physical event location or conferencing link, use the **Location** field [5].

In the Calendar drop-down menu [6], select the subject calendar for the event. Events added to your personal Calendar or the Homeroom Calendar do not display for students in the Schedule tab.

To mark the event as an important date, click the **Mark as Important Date** checkbox [7].

You can add more details to your event, such as an event description, address or duplicate the event by clicking the **More Options** button [8].

Note: If a Zoom, Microsoft Teams, WebEx, or Google Meet conferencing link is added to the event description or location, students can join the meeting from the Homeroom Schedule tab or subject's Schedule tab.

Submit Event

To save your event, click the **Submit** button.

How do I mark an assignment or calendar event with an important date in Canvas for Elementary as an instructor?

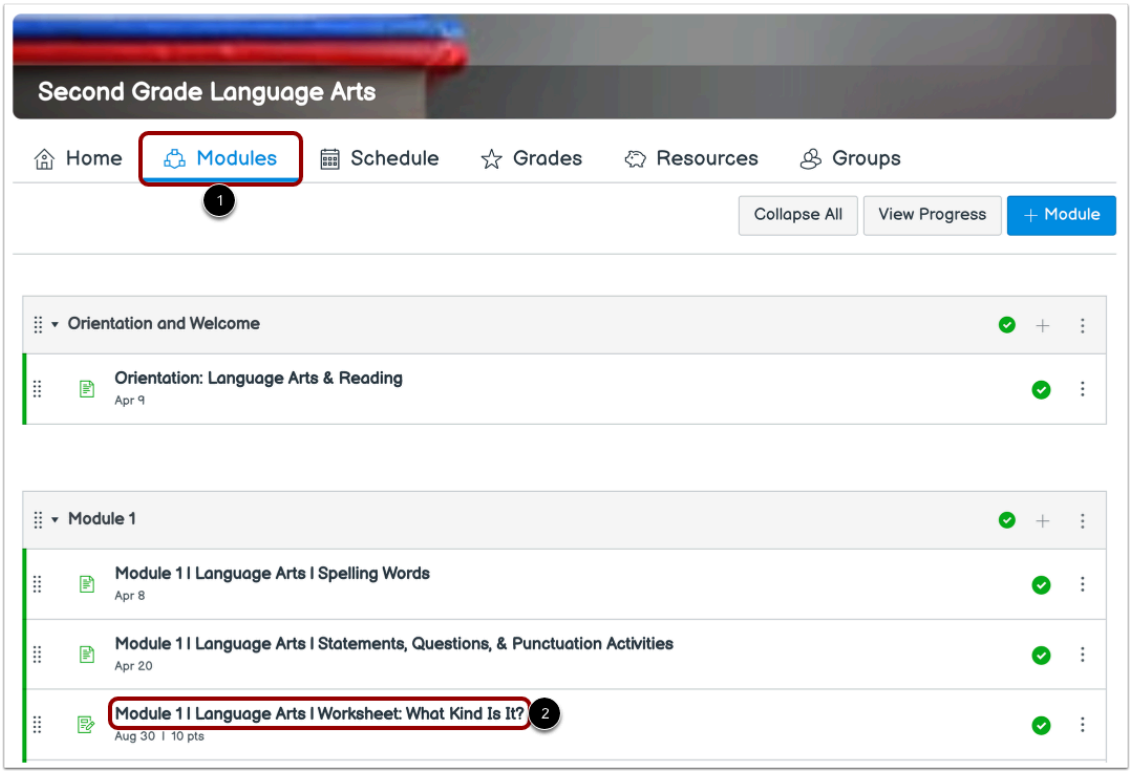
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

As an instructor, you can mark assignments, graded discussions, quizzes, and calendar events with an important date. Important date items display in the Homeroom sidebar.

Notes:

- User calendar events do not support important dates.
- Differentiated assignments marked with an important date display the due date assigned to the student in the Homeroom sidebar.

Open Assignment, Graded Discussion, or Quiz

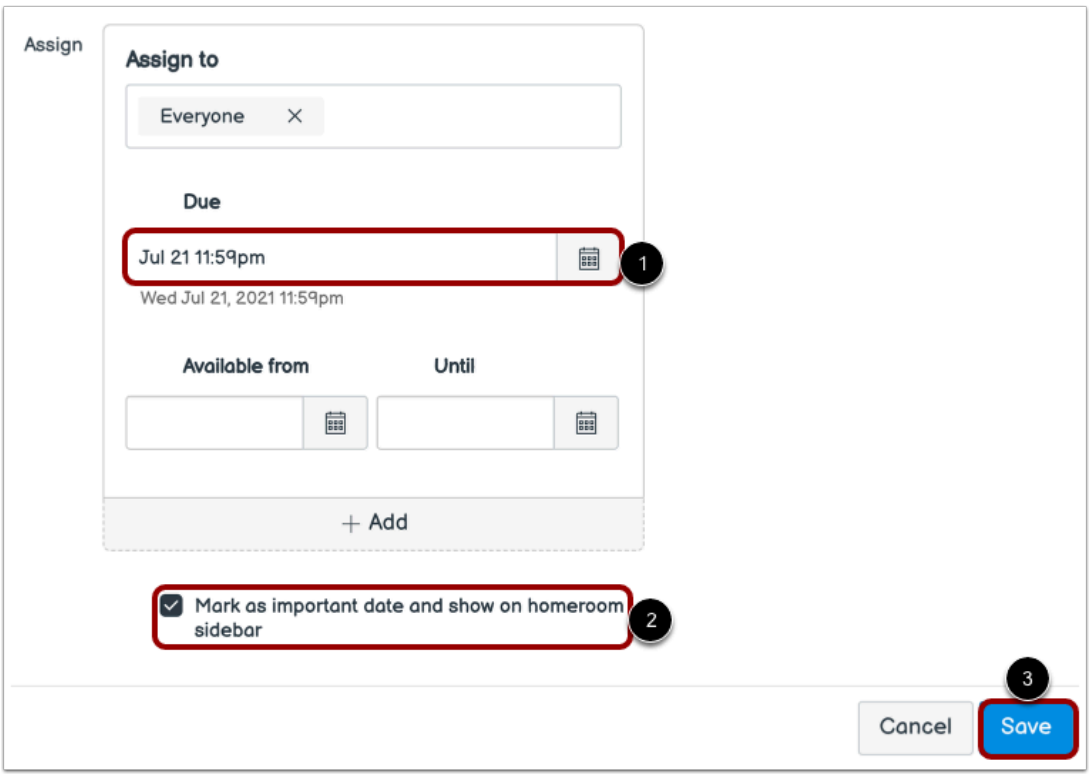


From the subject's **Modules** tab [1], click the title of the assignment, graded discussion, or quiz you'd like to mark with an important date [2].

Edit Item

Click the **Edit** button.

Add Important Date



Add a due date [1].

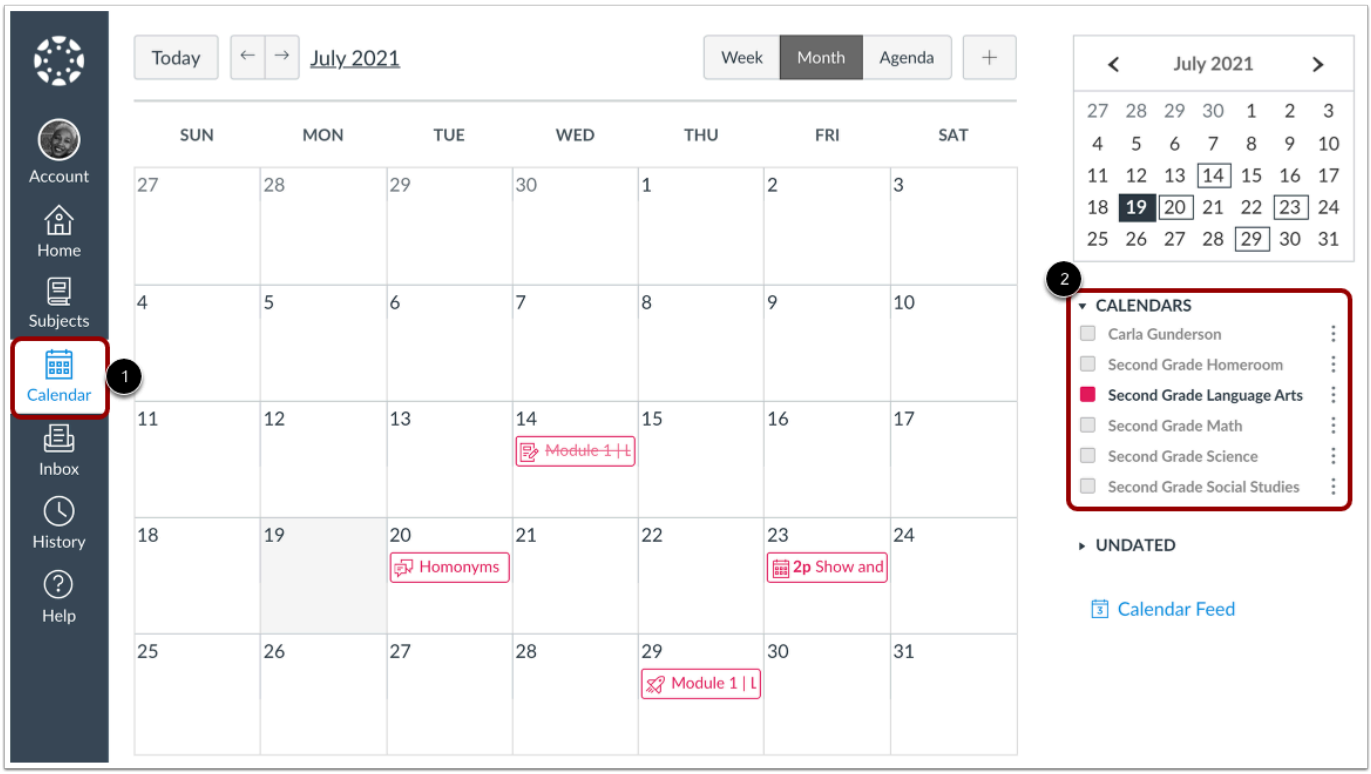
To mark the due date as an important date and display the item in the Homeroom sidebar, click the **Mark as important date and show on homeroom sidebar** checkbox [2].

To save your changes, click the **Save** button [3].

Notes:

- Important dates can only be marked for assignments, graded discussions, quizzes, and calendar events.
- A due date must be added to mark an assignment, graded discussion, or quiz with an important date.
- Differentiated assignments marked with an important date display the due date assigned to the student in the Homeroom sidebar.

Open Calendar



You can mark a calendar event with an important date.

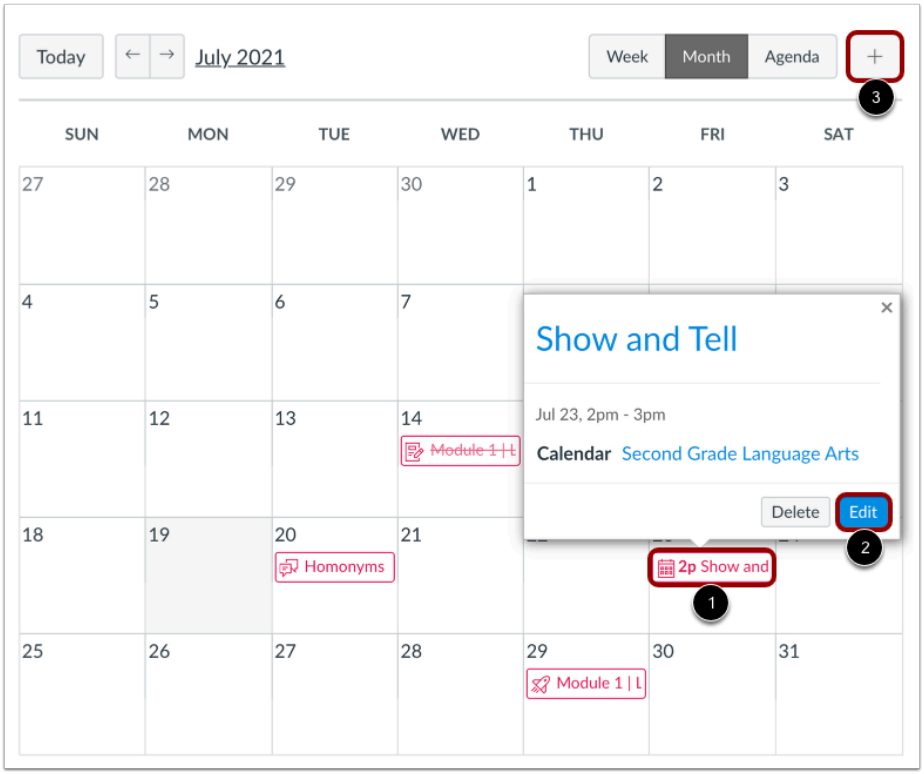
To open the Calendar, click the **Calendar** icon in Global Navigation [1].

In the Calendar sidebar, select the Canvas for Elementary course calendar in which you'd like to mark an event with an important date [2].

Notes:

- User calendar events do not support important dates.
- Important dates are hidden 24 hours past the specified date.

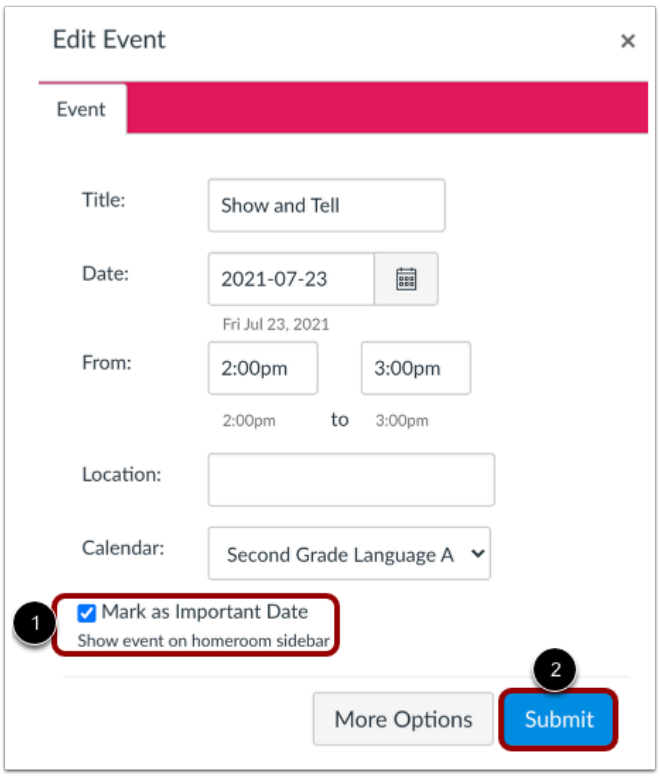
Open Calendar Item



To mark an existing calendar event, assignment, or graded discussion with an important date, click the calendar item [1] and click the **Edit** button [2].

Alternatively, you can add a new event by clicking the **Create New Event** button [3].

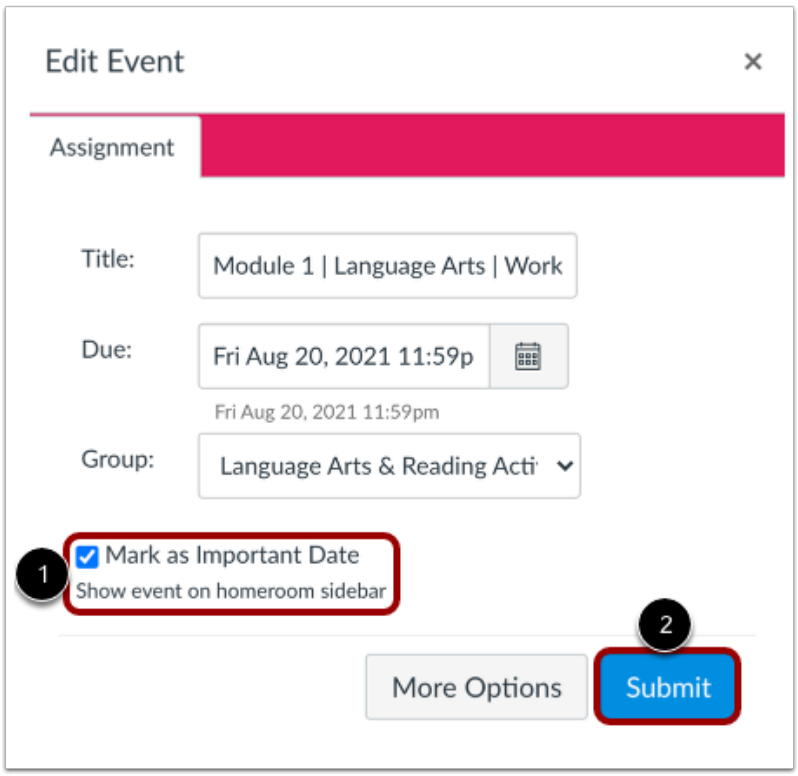
Manage Calendar Event



To mark the event date as an important date and show the event in the Homeroom sidebar, click the **Mark as Important Date** checkbox [1].

To save your changes, click the **Submit** button [2].

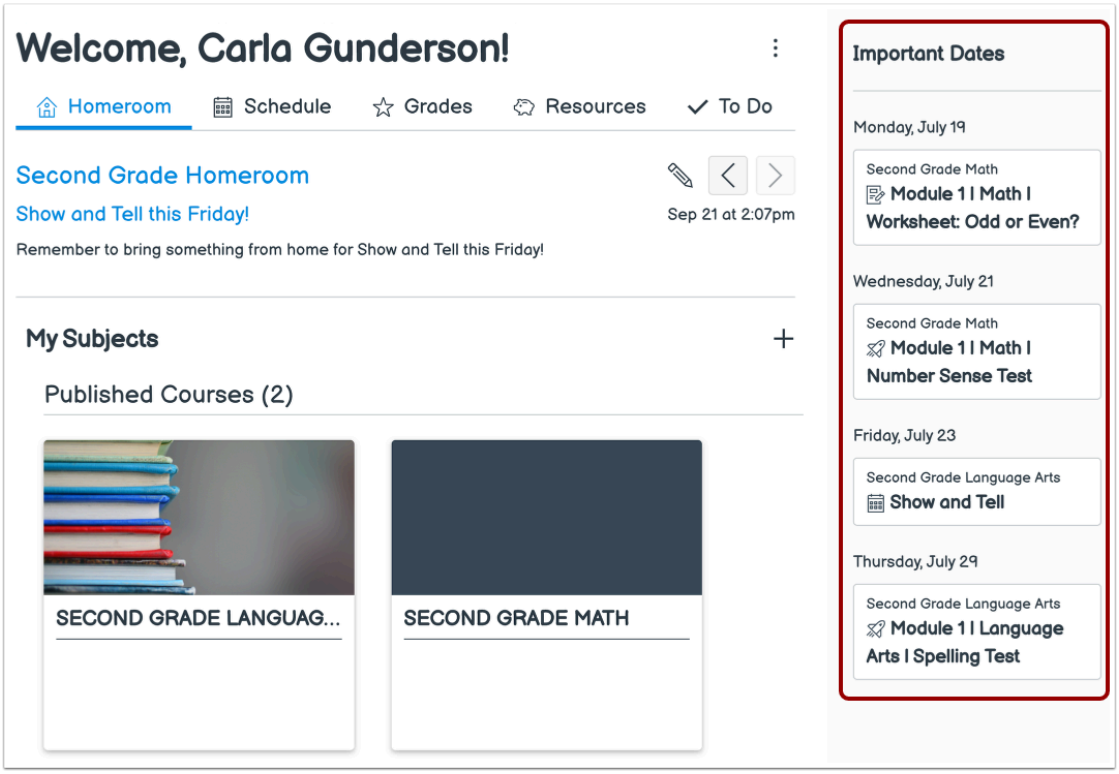
Manage Assignment or Graded Discussion



To mark an assignment or graded discussion as an important date and show the event in the Homeroom sidebar, click the **Mark as Important Date** checkbox [1].

To save your changes, click the **Submit** button [2].

View Important Date Items



Important date items display in date order in the Homeroom sidebar.

Notes:

- The important date displays immediately after saving.
- The Homeroom sidebar displays up to 100 items.

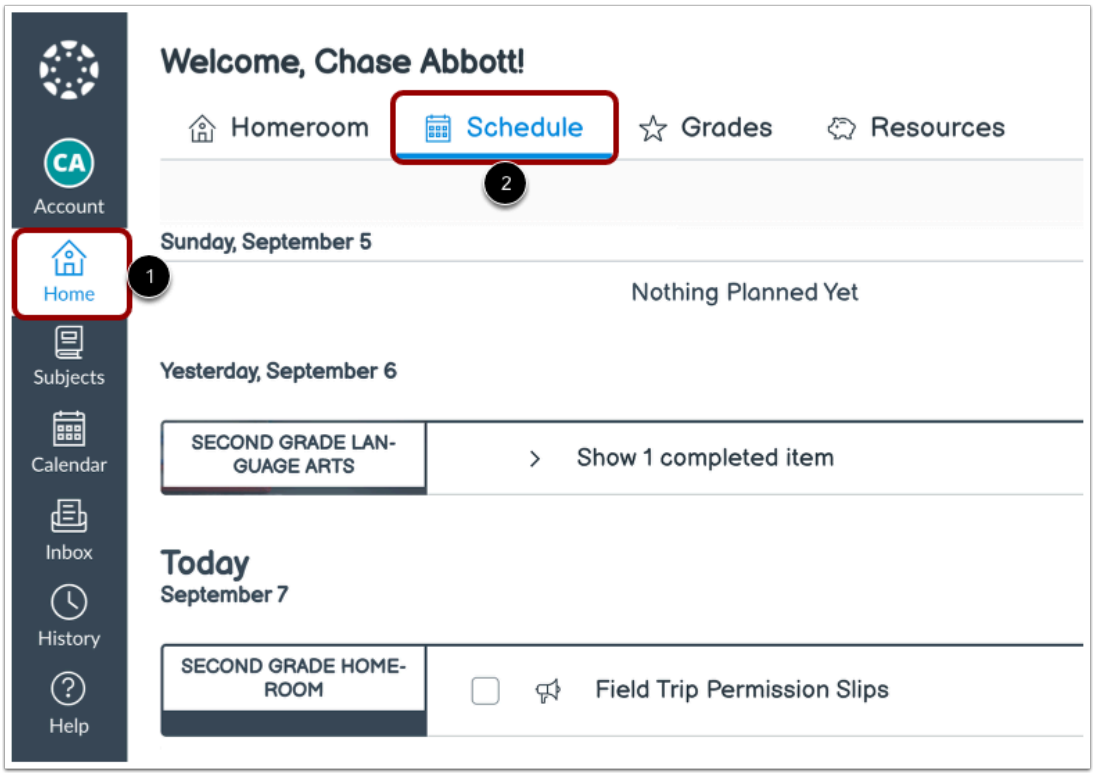
How do I view my schedule as a student in Canvas for Elementary?

You can view upcoming assignments, discussions, quizzes, and events for each of your subjects in the Homeroom Schedule.

You can view upcoming assignments, discussions, quizzes, and events for a subject in the Subject Schedule.

Note: If the Schedule tab does not display in your homeroom or subject, it has been hidden by your instructor.

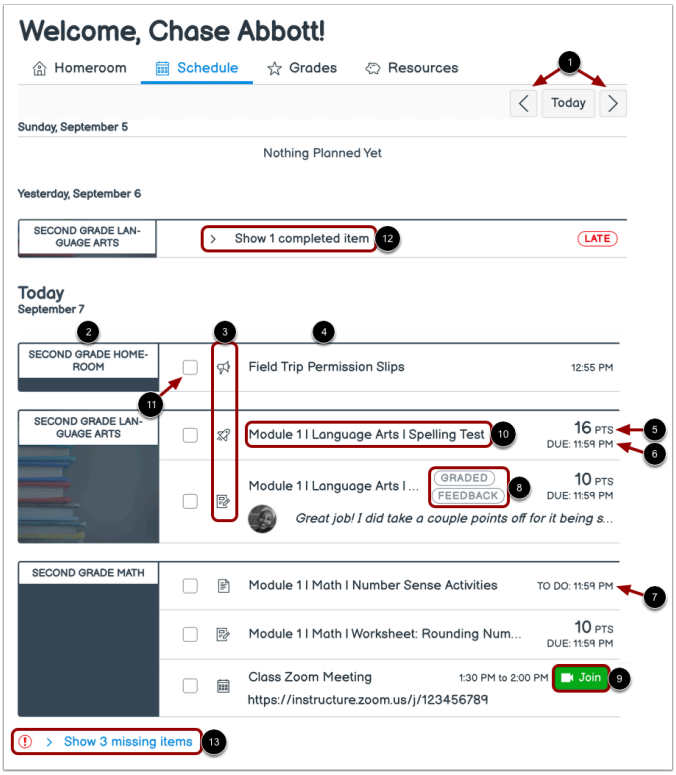
Open Homeroom Schedule



You can view various action items scheduled for all of your subjects this week in the Homeroom Schedule.

To view the Homeroom Schedule, click the **Home** link in Global Navigation [1], then click the **Schedule** tab [2].

View Homeroom Schedule



To view previous or future week schedules, use the **Previous** or **Next** buttons [1].

Each item displays the subject name [2], an icon to indicate the item type [3], and the item name [4].

If assigned, items may display the number of points [5], due date [6] or To Do date [7].

Labels display for graded assignments or assignments that include instructor feedback [8].

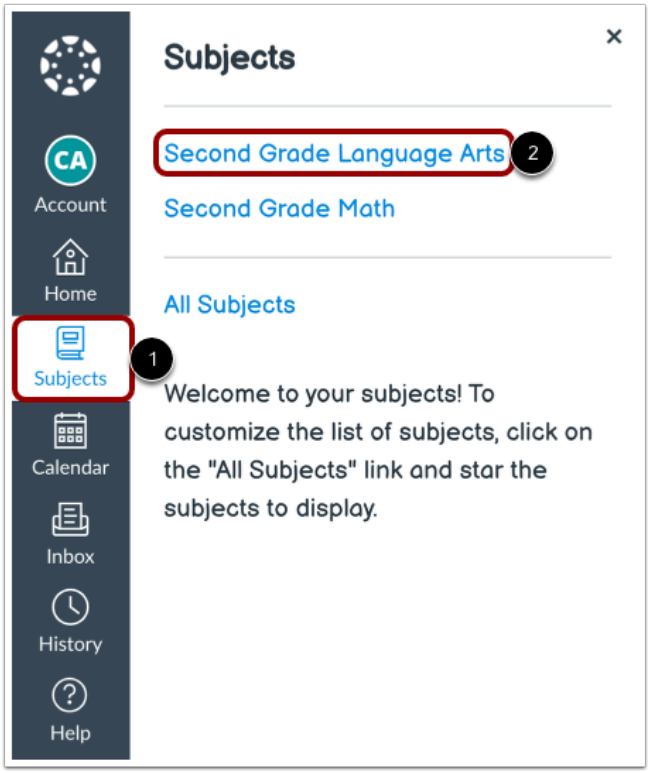
If your instructor included a Zoom, Microsoft Teams, WebEx, or Google Meet conferencing link in an event's description or location, you can join the meeting by clicking the **Join** button [9]. If an event is within its set time, the Join button displays in green. A grey Join button displays if the event is outside of the set time.

To view item details, click the name of the item [10].

When an online assignment is submitted, the item is automatically marked as completed. You can manually mark non-submission items as complete by clicking the item's checkbox [11]. To view completed assignments, click the **Show completed item** dropdown [12].

To view past tasks you have not completed, click the **Show missing items** dropdown [13].

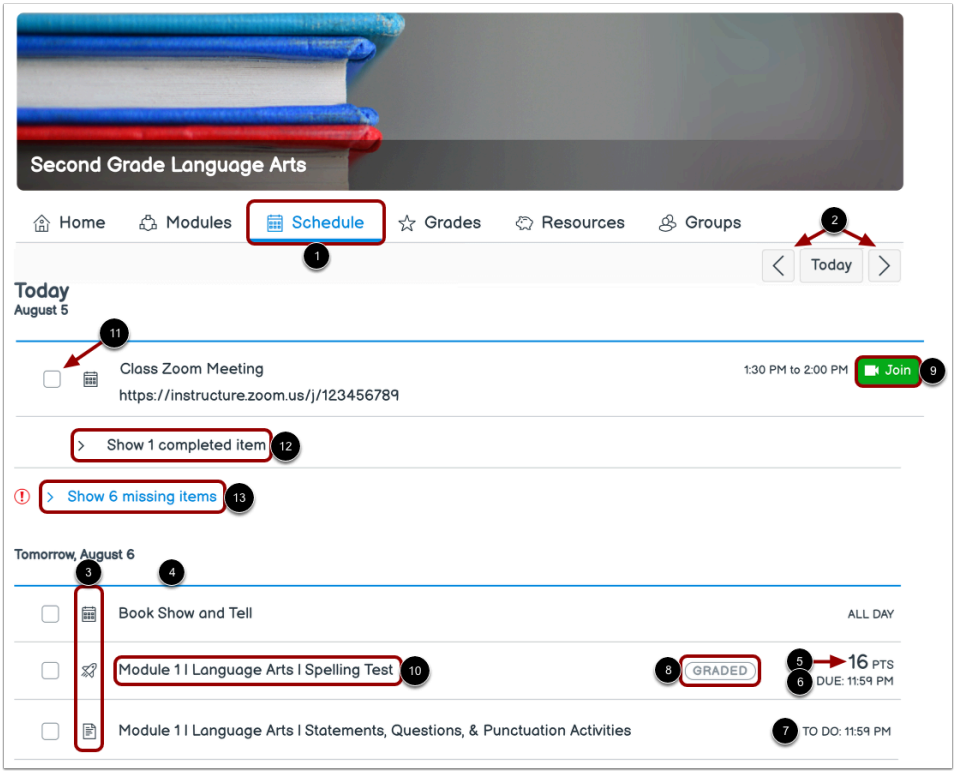
Open Subject



You can view upcoming tasks for an individual subject in the subject.

To open your subject, click the **Subjects** link in Global Navigation [1]. Then click the subject name link [2].

View Subject Schedule



In the **Schedule** tab [1], you can view various action items for your subject this week.

To view previous or future week schedules, use the **Previous** or **Next** buttons [2].

Each item displays an icon to indicate the item type [3] and the item name [4].

If assigned, items may display the number of points [5], due date [6] or To Do date [7].

Labels display for graded assignments or assignments that include instructor feedback [8].

If your instructor included a Zoom, Microsoft Teams, WebEx, or Google Meet conferencing link in an event's description or location, you can join the meeting by clicking the **Join** button [9]. If an event is within its set time, the Join button displays in green. A grey Join button displays if the event is outside of the set time.

To view item details, click the name of the item [10].

When an online assignment is submitted, the item is automatically marked as completed. You can manually mark non-submission items as complete by clicking the item's checkbox [11]. To view completed assignments, click the **Show completed item** dropdown [12].

To view past tasks you have not completed, click the **Show missing items** dropdown [13].

How do I view the schedule for a student as an observer in Canvas for Elementary?

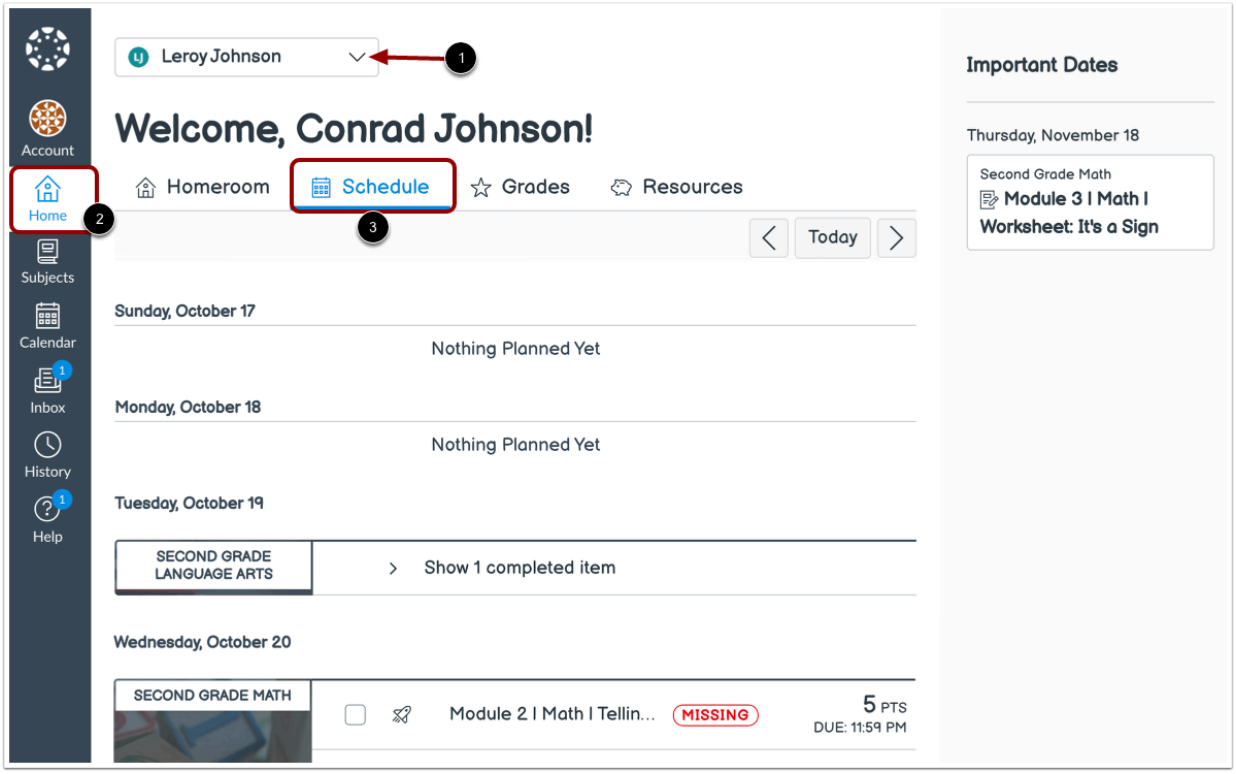
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can view upcoming assignments, discussions, quizzes, and events for each of your student's subjects in the Homeroom Schedule.

You can view upcoming assignments, discussions, quizzes, and events for a subject in the Subject Schedule.

Note: If the Schedule tab does not display in your homeroom or subject, it has been hidden by your student's instructor.

Open Homeroom Schedule

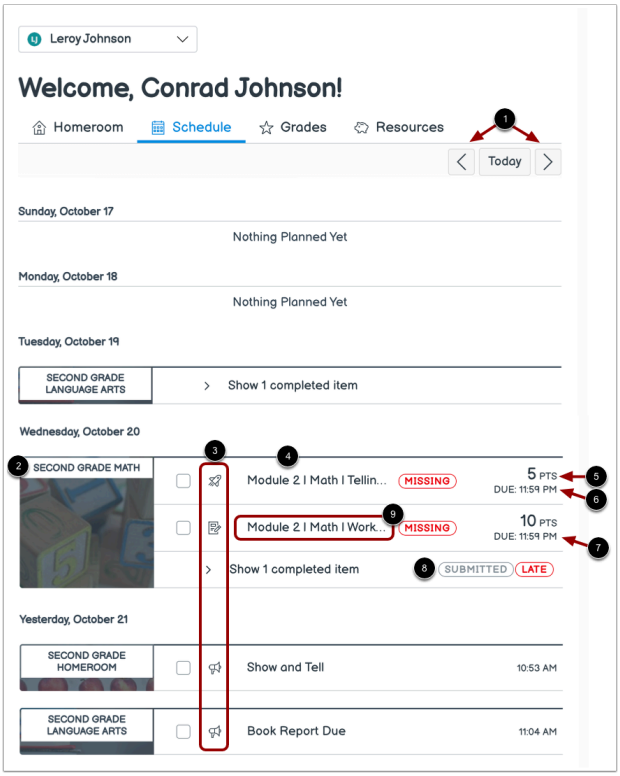


You can view various action items scheduled for all of your student's subjects this week in the Homeroom Schedule.

To view the Homeroom Schedule, click the **Home** link in Global Navigation [1], then click the **Schedule** tab [2].

The schedule displays for the selected student. If you are observing more than one student, use the **Observing** drop-down menu to switch between students [3].

View Homeroom Schedule



To view previous or future week schedules, use the **Previous** or **Next** buttons [1].

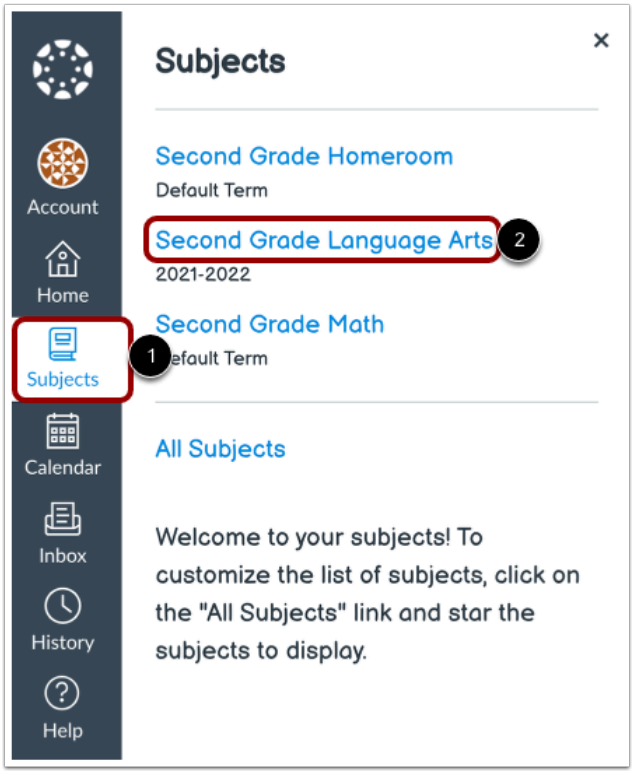
Each item displays the subject name [2], an icon to indicate the item type [3], and the item name [4].

If assigned, items may display the number of points [5], due date [6] or To Do date [7].

Labels display for graded assignments [8].

To view item details, click the name of the item [9].

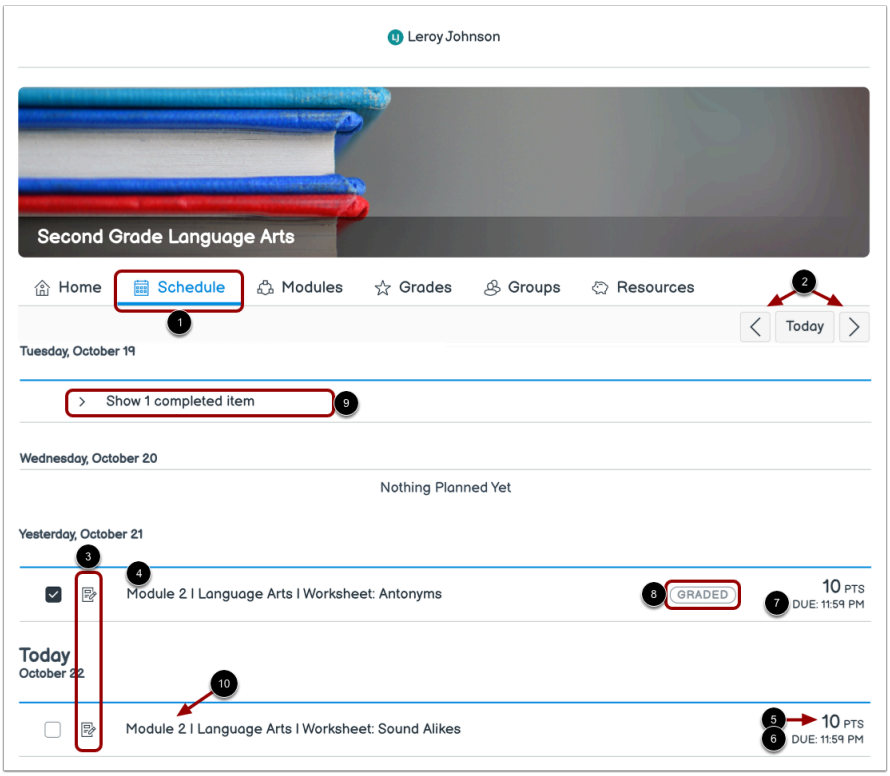
Open Subject



You can view upcoming tasks for an individual subject in the subject.

To open your student's subject, click the **Subjects** link in Global Navigation [1]. Then click the subject name link [2].

View Subject Schedule



In the **Schedule** tab [1], you can view various action items for your student's subject this week.

To view previous or future week schedules, use the **Previous** or **Next** buttons [2].

Each item displays an icon to indicate the item type [3] and the item name [4].

If assigned, items may display the number of points [5], due date [6] or To Do date [7].

Labels display for graded assignments [8].

To view completed assignments, click the **Show completed item** dropdown [9].

To view item details, click the name of the item [10].

Courses

How do I view all my Canvas courses?

After logging into Canvas, you can view your current courses on the All Courses page. You may also be able to view past and future enrollment courses in Canvas.

The All Courses page displays information about each course including its original name, a nickname, its term, your role in the course, and whether the course is published.

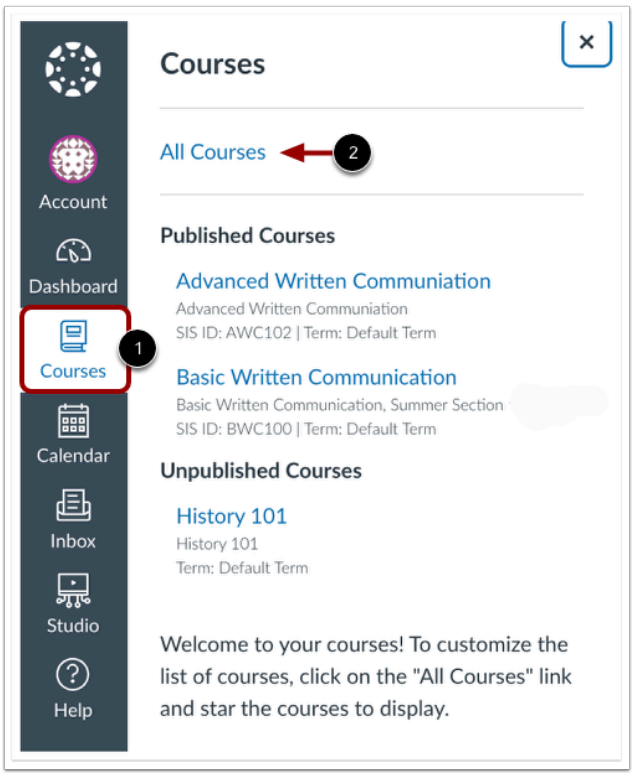
To find a course ID, open a course and view the course URL.

Note: Some institutions may restrict the option to view or access future enrollment courses before the participation dates and/or restrict the option to access concluded courses after the course has ended. For more information, refer to Course Participation Access During and After Course Dates.

Troubleshooting Tips: If you cannot access a course, review the following:

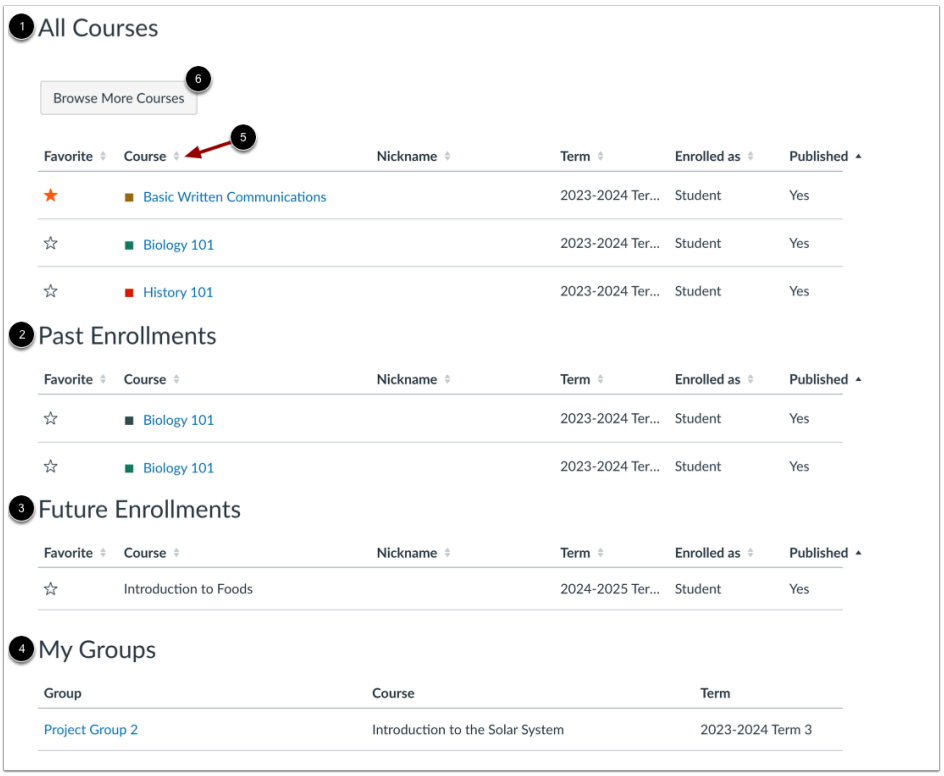
- If you are self-enrolling in a course using a join code or URL, you may not have completed the registration process. Check your email for information from your institution or instructor as to how to enroll in the course.
- If your institution enrolled you in a course, your enrollment may not have been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

Open Courses



In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

View Courses

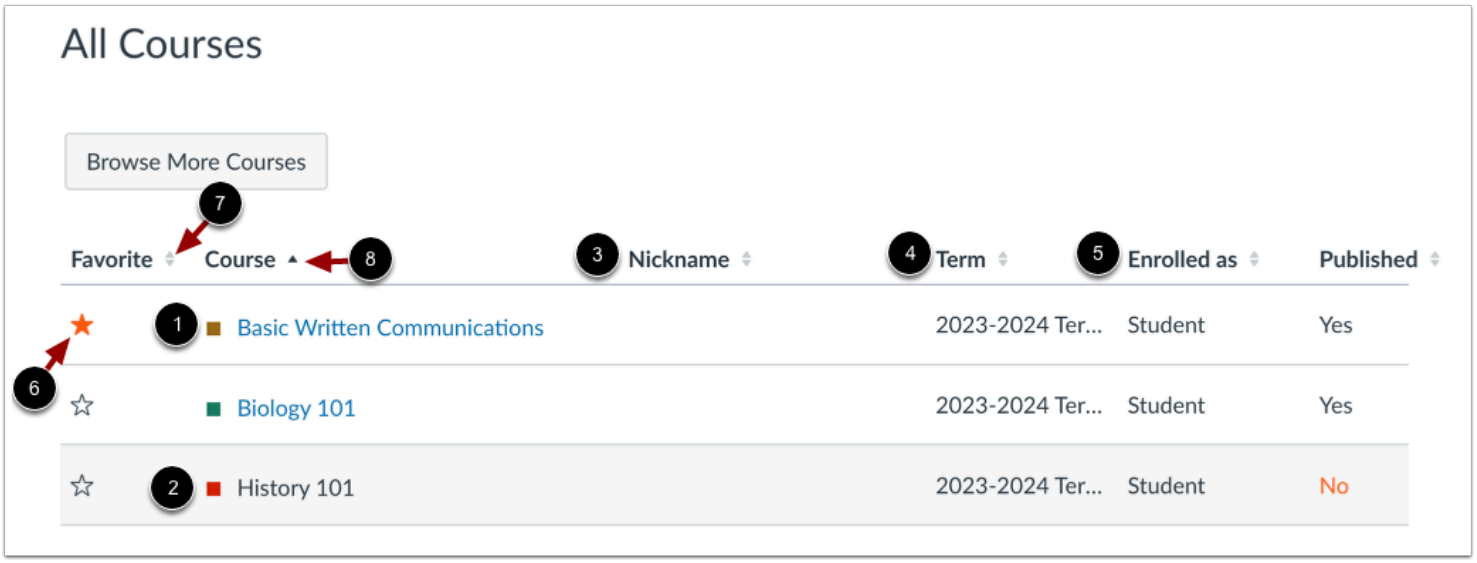


Courses are organized into All Courses [1], Past Enrollments [2], Future Enrollments [3], and Groups [4].

Courses can be sorted by Favorite status, Name, Nickname, Term, enrollment status, and Published status by selecting the **Sort** icon in the header [5]. Groups are sorted alphabetically by group name.

If allowed by your institution, you can view the institution's public course index in a catalog format by clicking the **Browse More Courses** button [6].

View All Courses



All 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.

Active courses that are available to you are listed in blue text [1]. These courses have been published and include a link to the course. To open a course, click the name of the course.

Courses that are within the current term dates but are not yet available are listed in black text [2]. These courses have not been published and no link is available.

You can also view any nicknames you have created for courses [3].

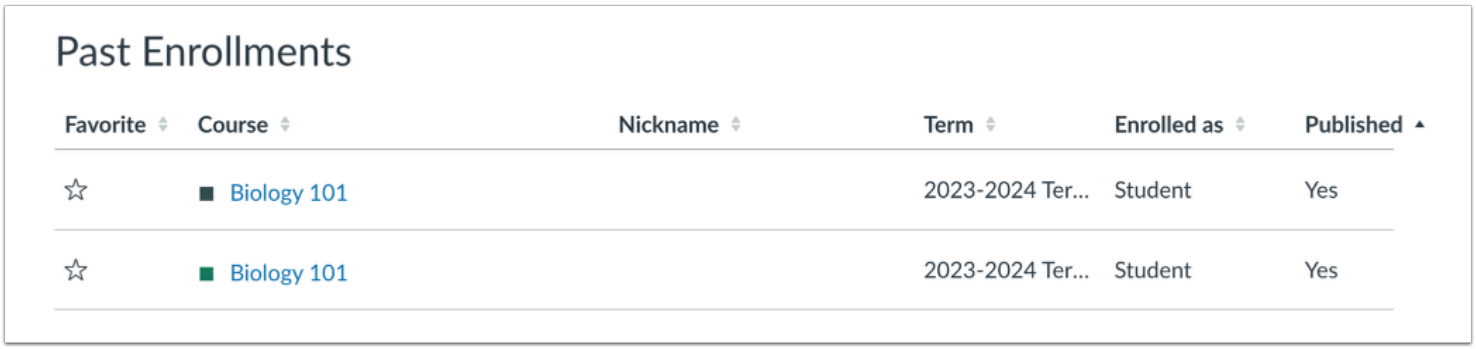
If a course includes a term date, the term date displays [4].

Each course includes your role in the course [5]. Your role can be student, teacher (instructor), TA, observer, designer, or a custom role created by your institution.

In the All Courses section, you can customize the courses list and mark courses as favorites [6]. Favorite courses are display in the Card View Dashboard.

You can change the order courses are listed by clicking the **Sort** icon in the header [7]. The column currently used for sorting displays either the ascending or descending icon to indicate the sort order [8].

View Past Enrollments



Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. You can view course material and grades but can no longer participate in the course.

Note: Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments

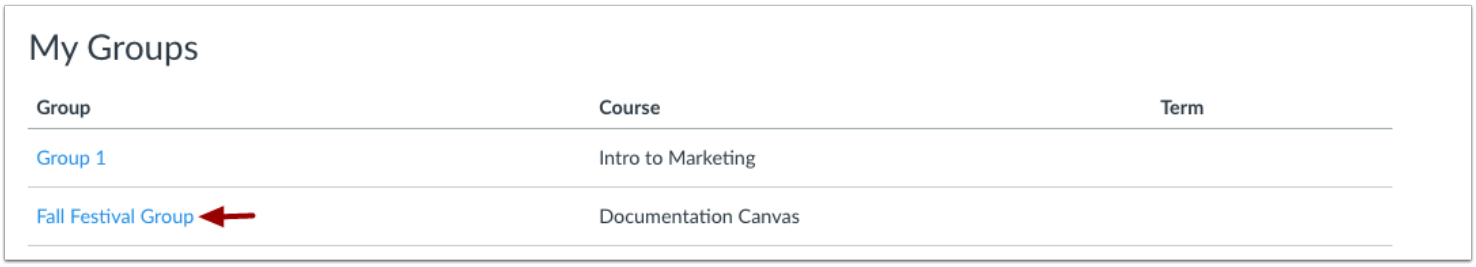
Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date. Future courses may be published or unpublished. However, some institutions may restrict you from viewing published courses before the start date.

If a future course includes a link [1], you can view course content but cannot fully participate in the course until the start date. Participation includes submitting assignments and replying to discussions.

If a future course does not include a link [2], the course cannot be viewed until the start date.

Note: Some institutions may not allow future enrollments to display in the Courses page.

View Groups

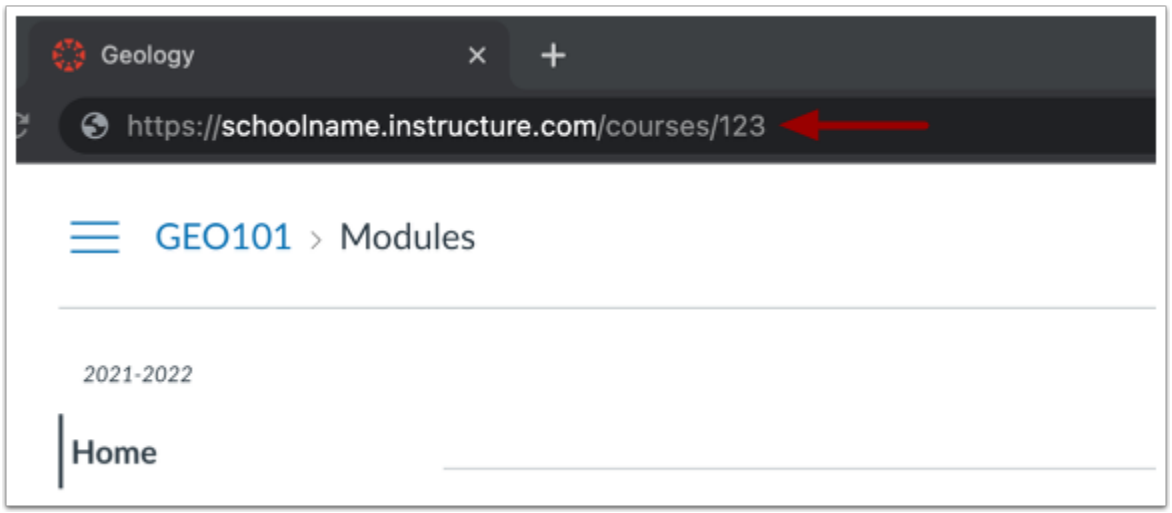


If you are enrolled in groups, the Groups section displays any groups within your current courses. You can view all your groups in your groups list.

To view a group home page, click the group name link.

Learn how to view groups as a student or how to view instructor groups as an instructor.

Find Course ID



You can locate your Course ID number at the end of your course URL (e.g., canvas.instructure.com/courses/XXXXXX).

How do I customize my Courses list?

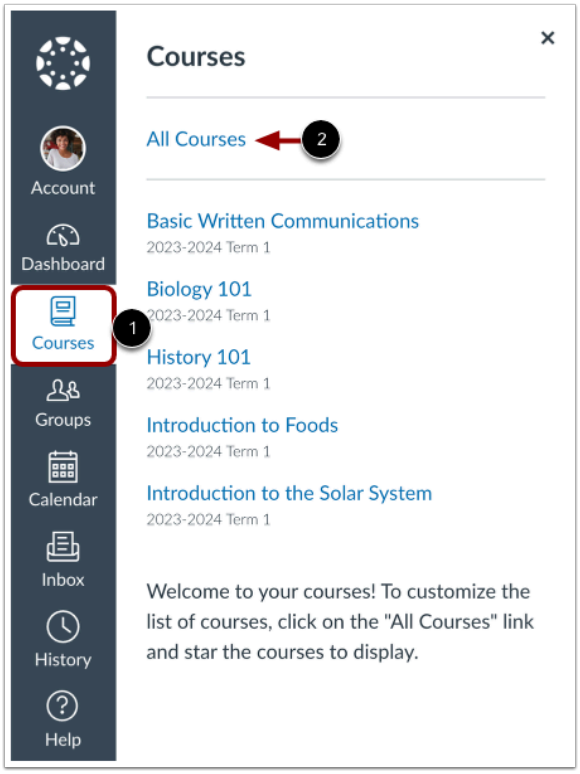
When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the Card View Dashboard.

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

By default, active course cards are automatically added to your Dashboard. When you are enrolled in more than 20 courses, newer enrollments will replace older ones. This means the Dashboard prioritizes the 20 most recently added active courses. Additionally, if you hold multiple roles in a course, the course with a higher-priority role will be listed.

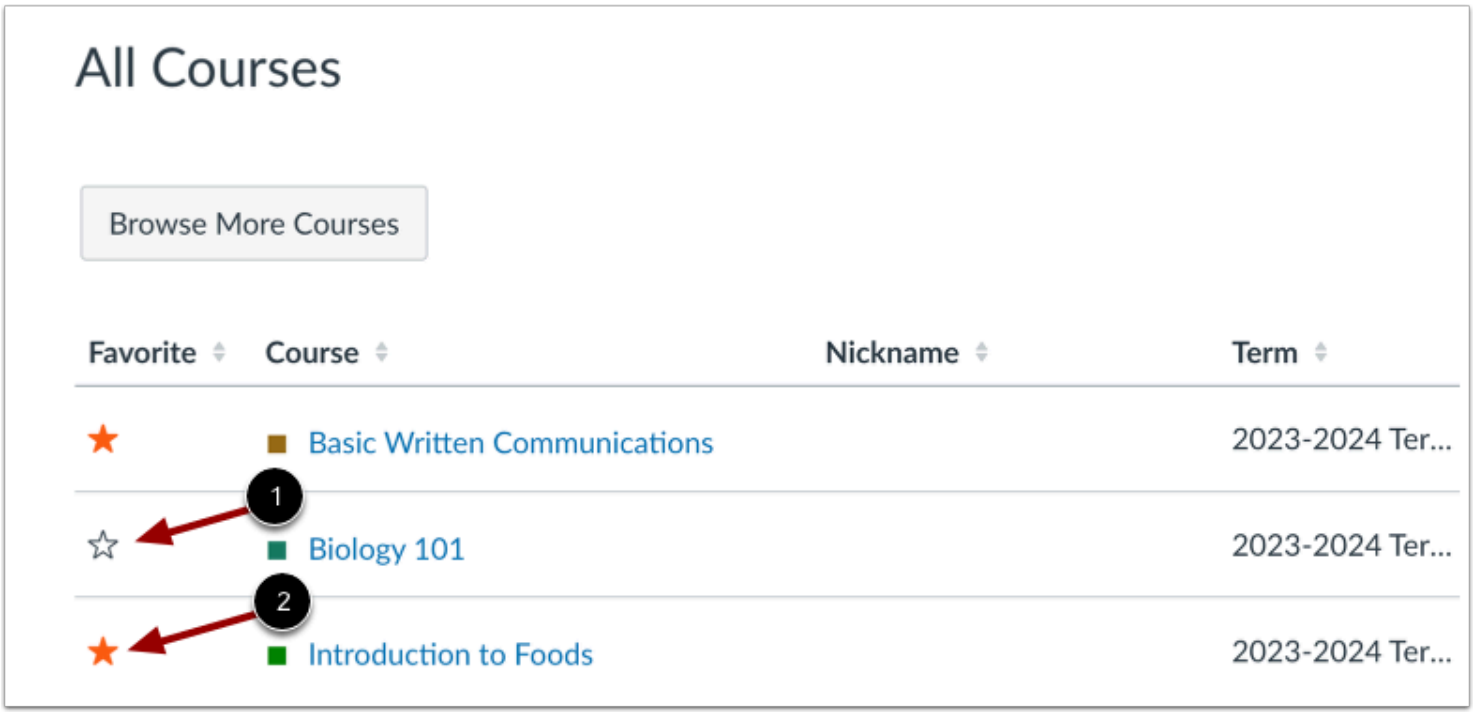
Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Open Courses



In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Favorite Courses

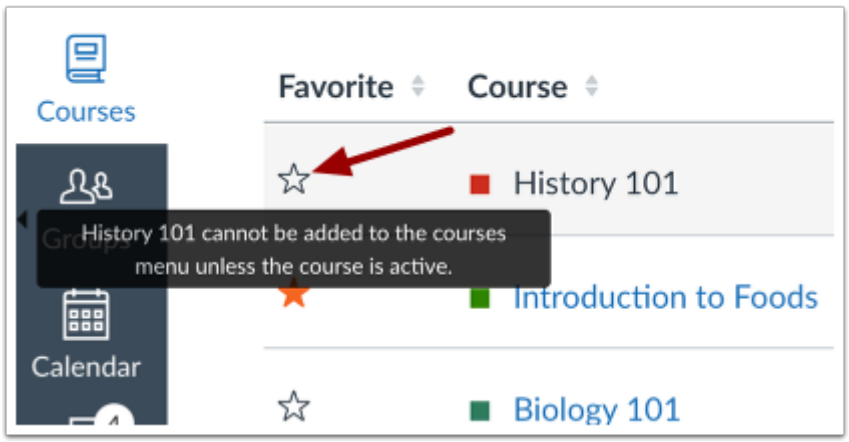


To favorite a course, click the star next to a course [1]. Filled stars show that the course is a favorite [2].

Notes:

- After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
- You can only favorite active courses.

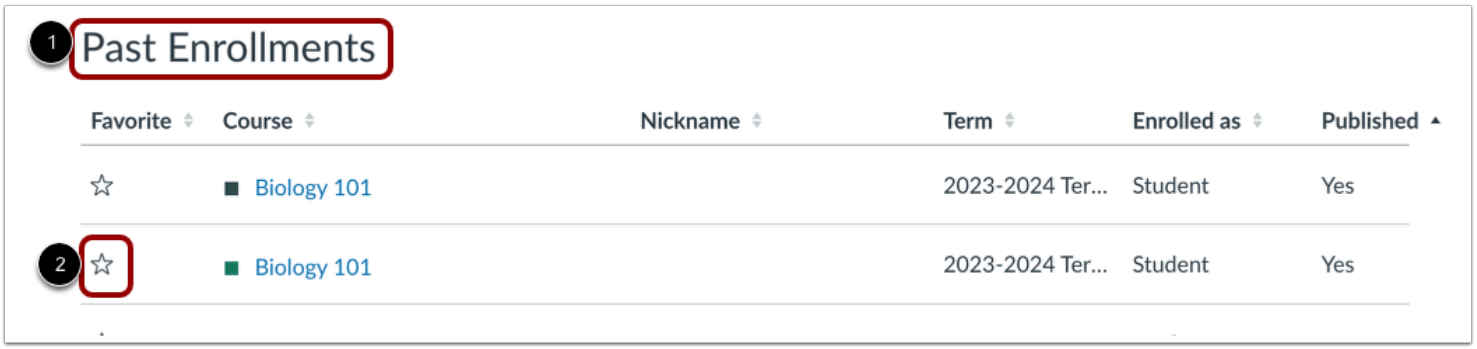
View Unpublished Courses



If a course is unpublished and you are allowed to view unpublished courses before the course participation dates, you cannot favorite the course. If you hover over a star icon for an unpublished course, you can view a message indicating that the course cannot be added as a favorite.

You cannot favorite future and past enrollments.

View Past Enrollments



Depending on course configuration, you may still be able to view your concluded courses under the Past Enrollments heading [1]. However, a favorited course is *not* automatically removed as a favorite when the course concludes.

If a past enrollment course still shows as a favorite, you can unfavorite the course by clicking the star icon [2].

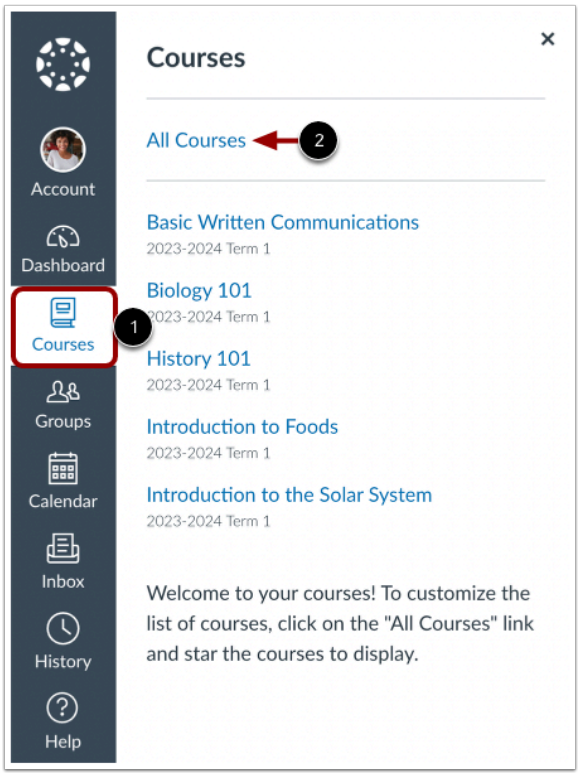
How do I view my institution's Public Course Index?

The Public Course Index allows all users within an institution to publicly view the institution's course index in a catalog format. You can view a link to the Public Course Index on the My Courses page.

Notes:

- The Public Course Index is currently an account setting. If you cannot see the courses link, your institution has not enabled this feature.
- If the Public Course Index is enabled and you are an instructor, learn how to include your course in the public course index.

Open Courses

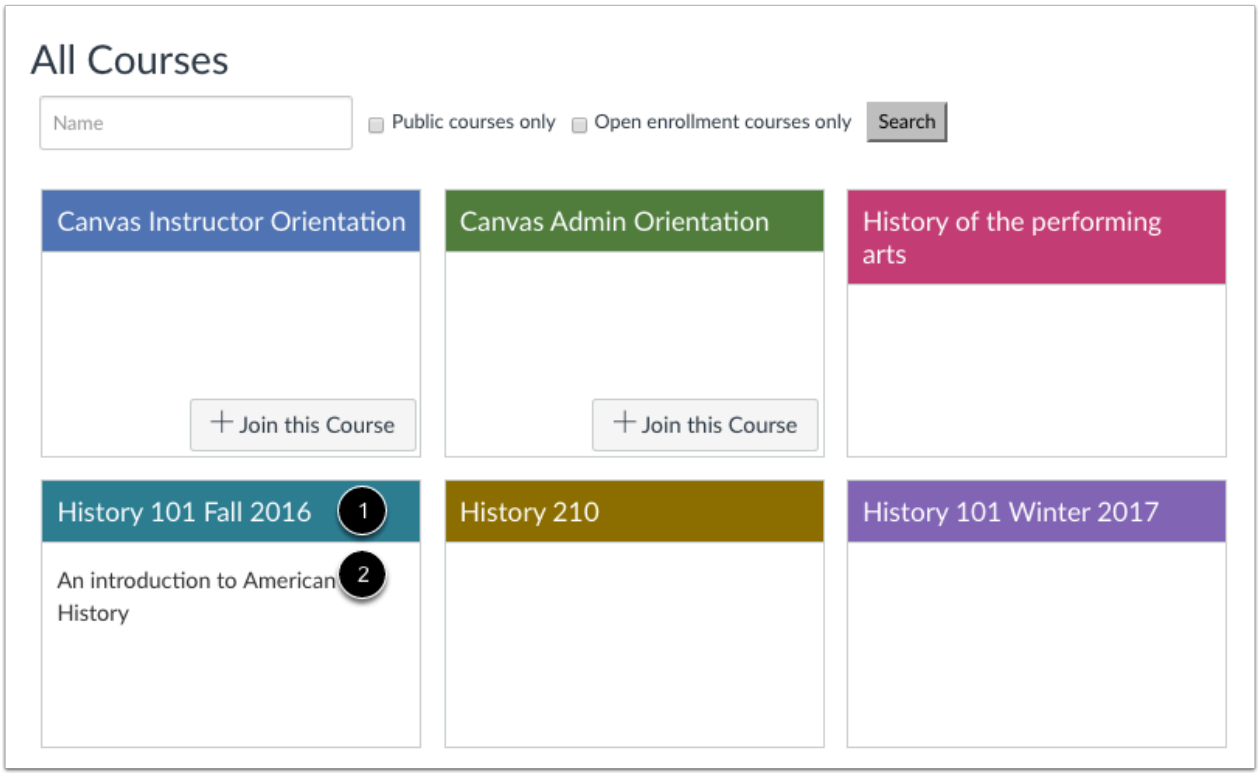


In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Browse More Courses

In the My Courses page sidebar, click the **Browse More Courses** link.

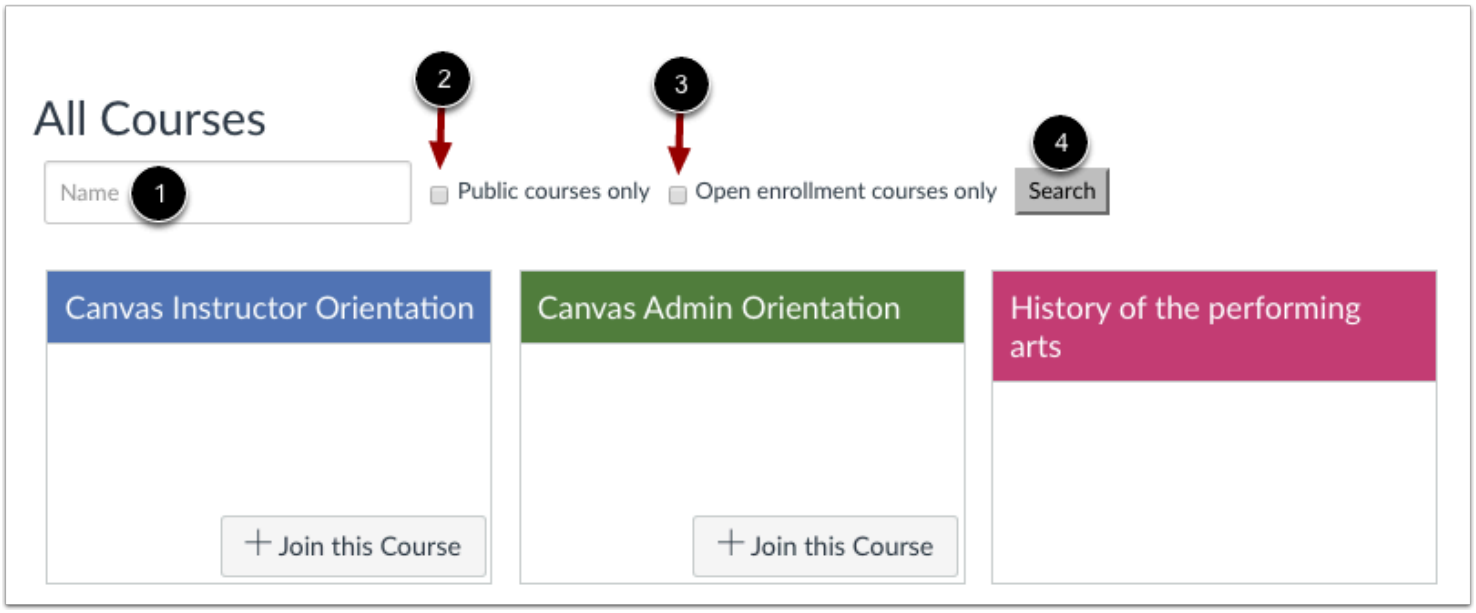
View All Courses



You can view all courses that have been included in the public course index, with the most recently created courses shown first.

You can view the name of the course [1] and a description, if any [2].

Search Courses

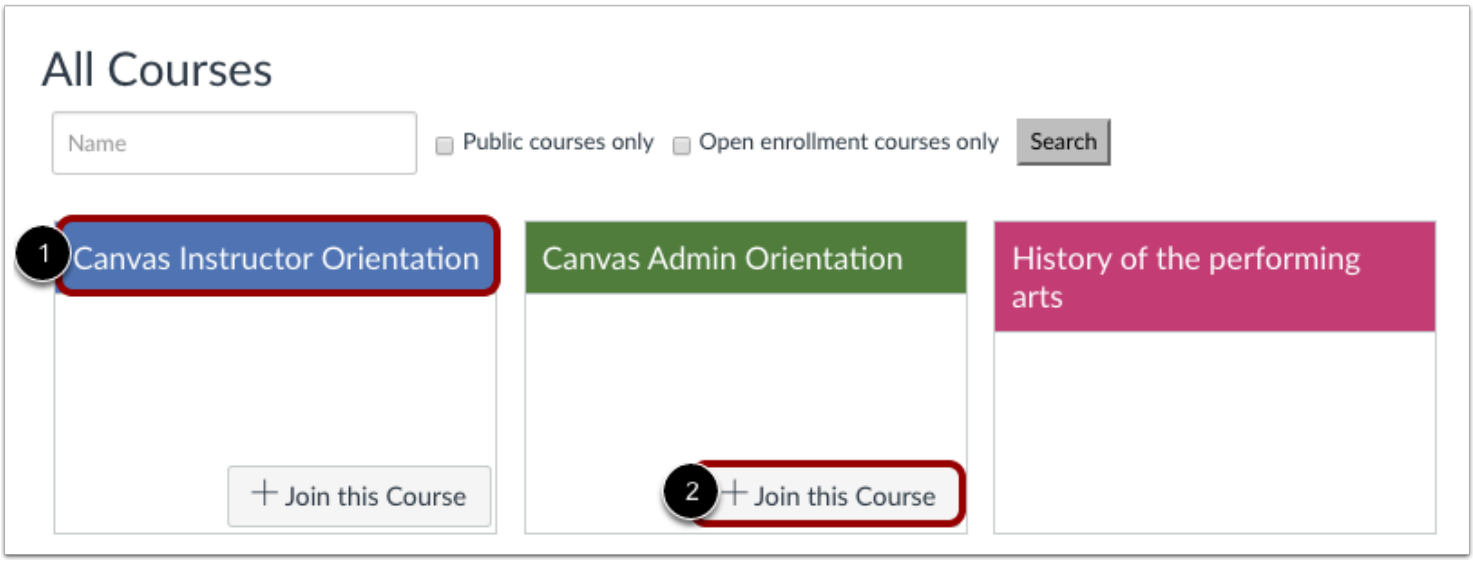


You can search for courses in several different ways. In the **Name field** [1], you can type the name of a course.

You can also search for courses by status. If you want to view only public courses, click the **Public courses only** checkbox [2]. If you want to view only open enrollment courses, click the **Open enrollment courses only** checkbox [3]. Open enrollment courses are courses that you can join at any time.

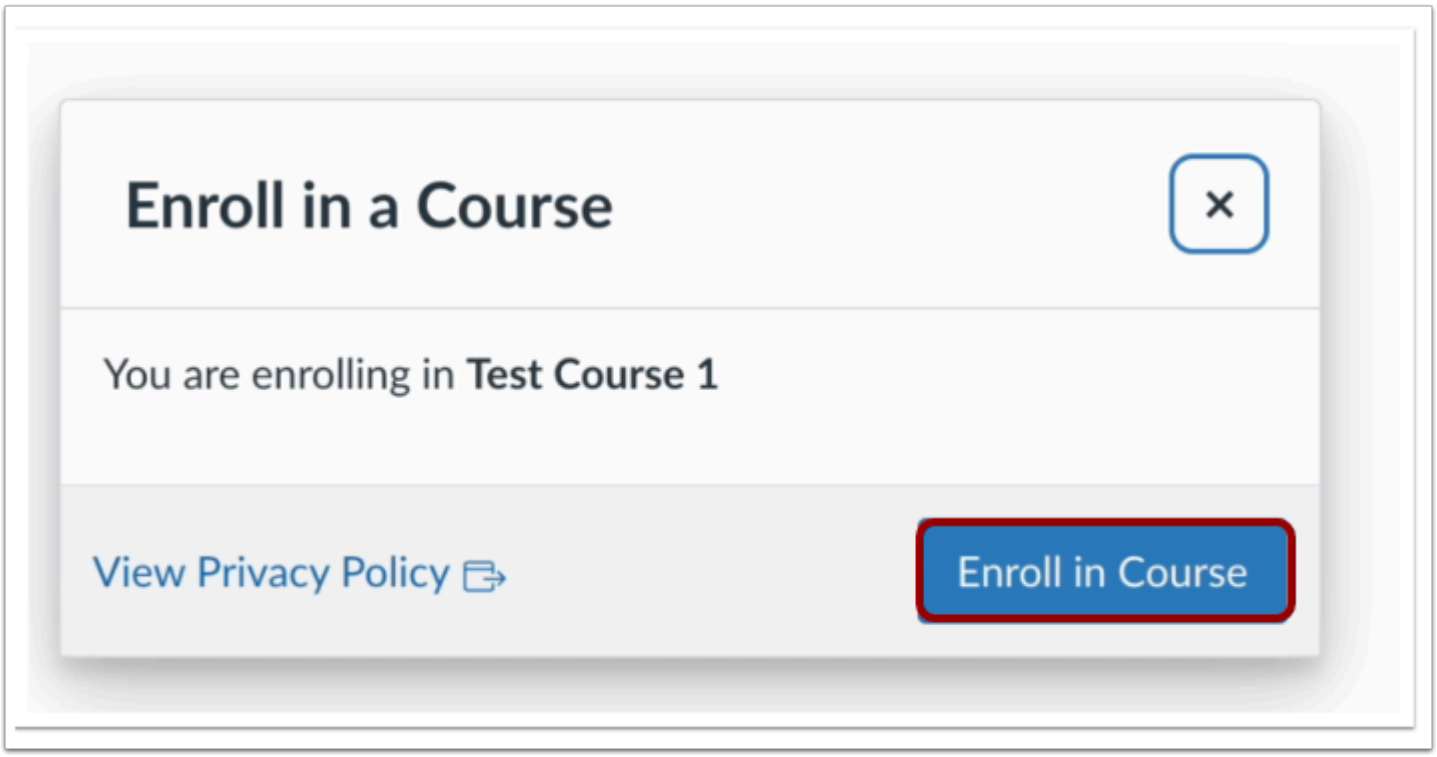
When you are finished selecting your search options, click the **Search** button [4].

View Course



To view a course, click the name of the course [1]. If a course lets students self-enroll, you can join the course at any time by clicking the **Join this Course** button [2]. However, you can also view the course first and enroll in the course home page.

Enroll Course



Click the **Enroll in Course**.

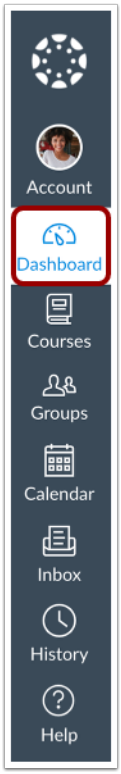
Dashboard

How do I use the Dashboard as a student?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

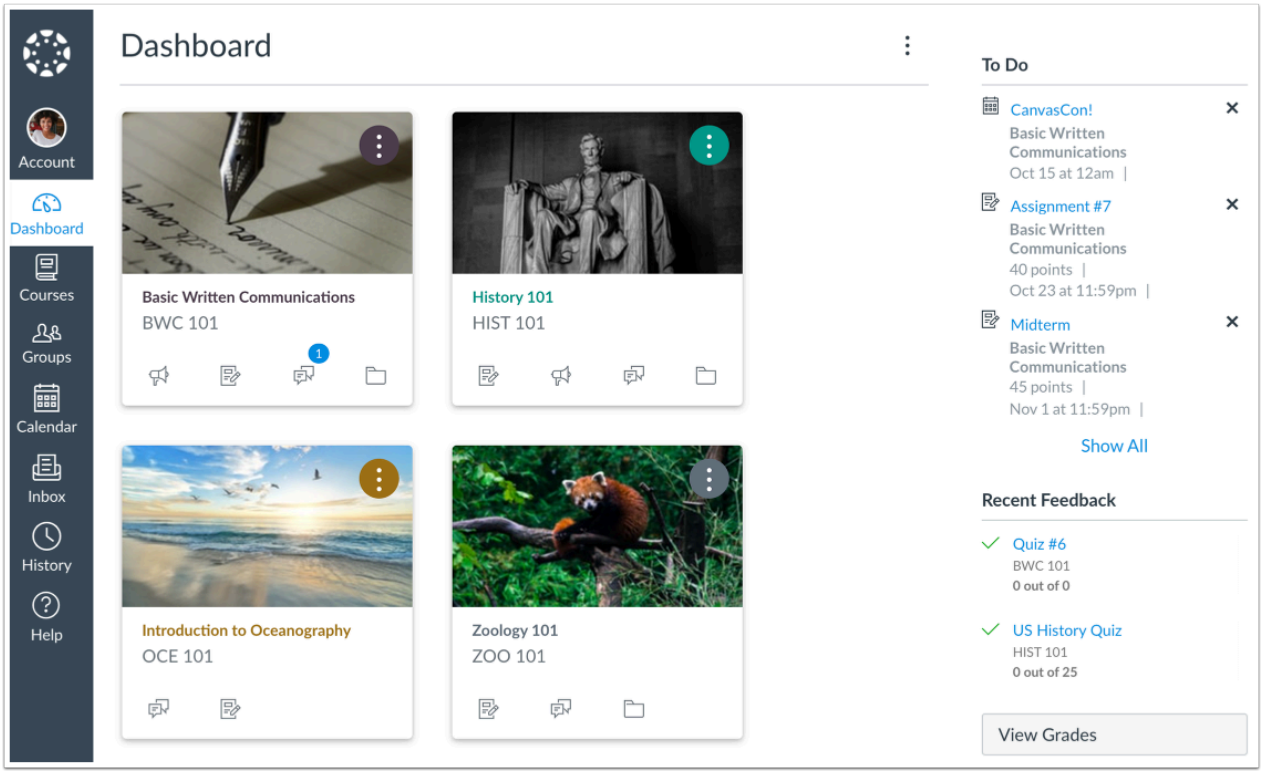
You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard



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

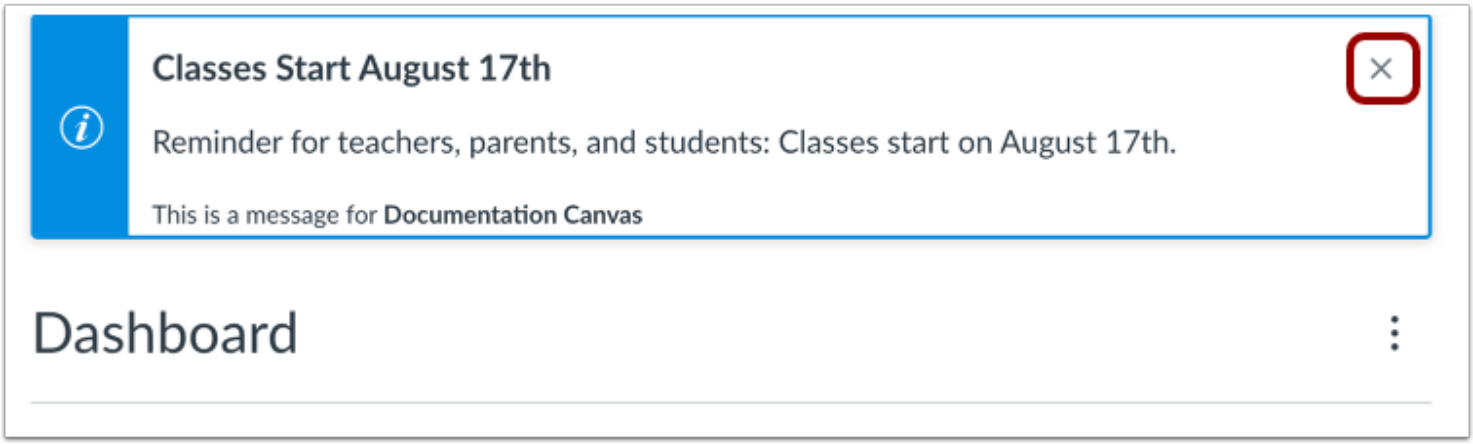
View Dashboard



The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of three views: Card View, List View, or Recent Activity View.

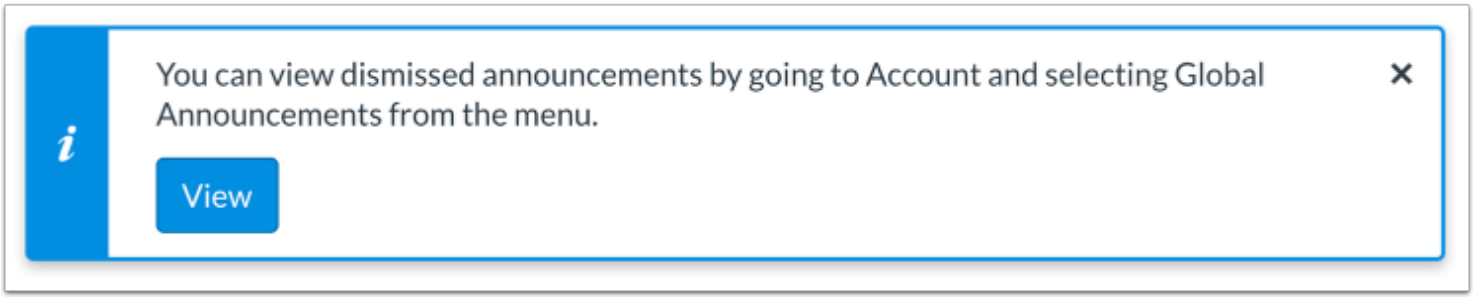
- Card View: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- List View: displays all course to-do items in an agenda view
- Recent Activity View: displays all recent activity for all courses

View Global Announcement



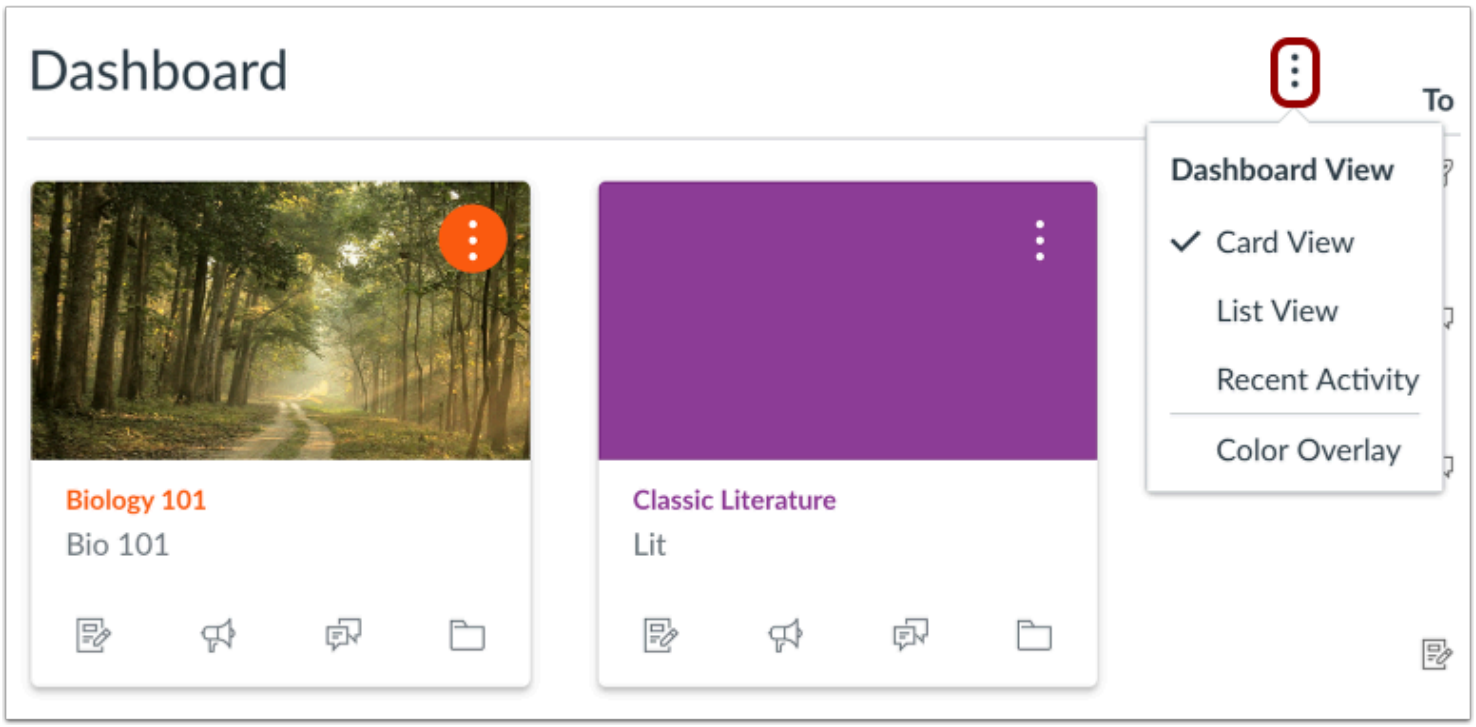
The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

View Dismissed Announcement



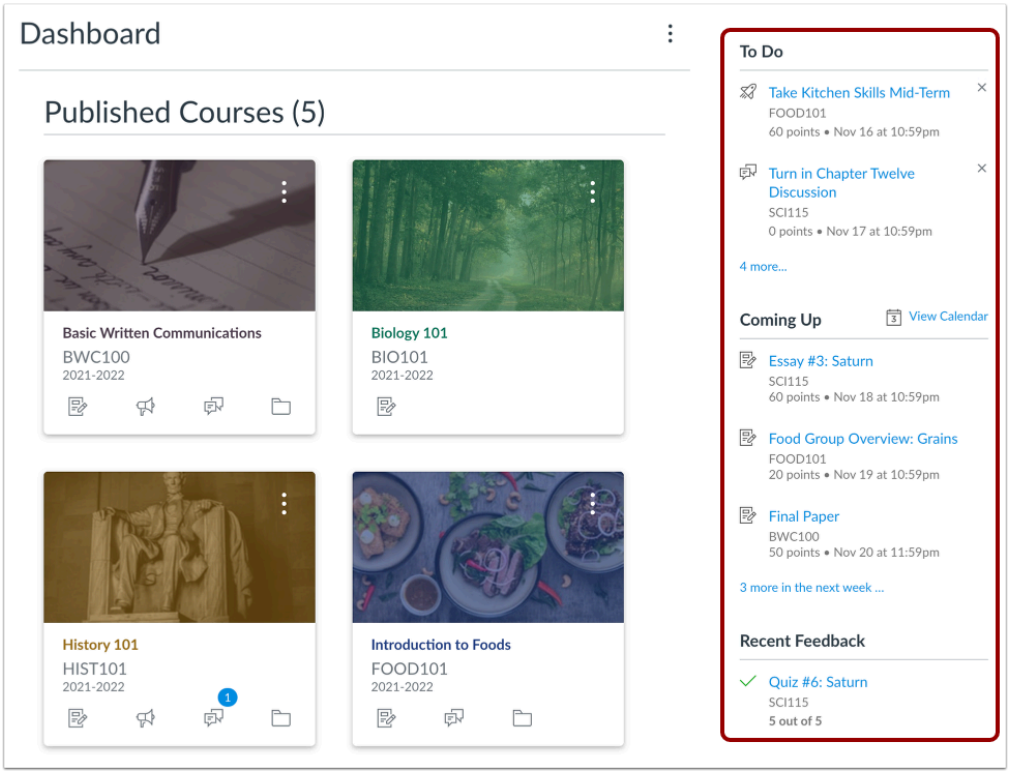
If you dismiss a global announcement, you can view dismissed announcements on the Global Announcements page.

Change Dashboard View



To change your Dashboard view, click the **Options** menu and select your preferred viewing option.

View Dashboard Sidebar



When set to Card View or Recent Activity View, the Dashboard also includes a sidebar. The sidebar includes a To Do list, upcoming assignments, links to recent feedback, and buttons for creating a course or viewing grades. Learn more about using the sidebar.

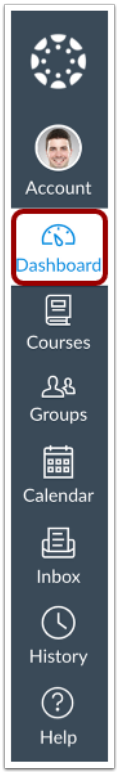
How do I use the Dashboard as an instructor?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

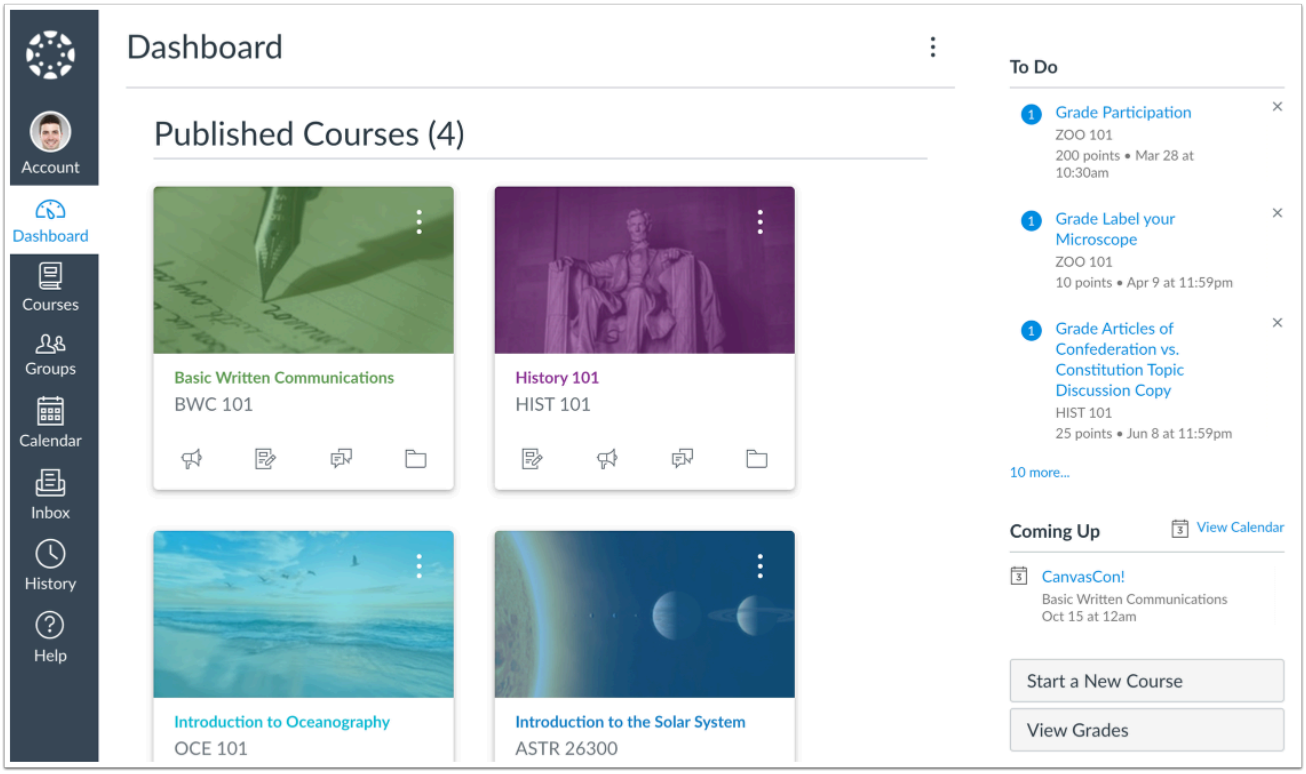
Note: If your institution has enabled the Course Setup Tutorial, the Dashboard is responsive to the full width of the browser.

Open Dashboard



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

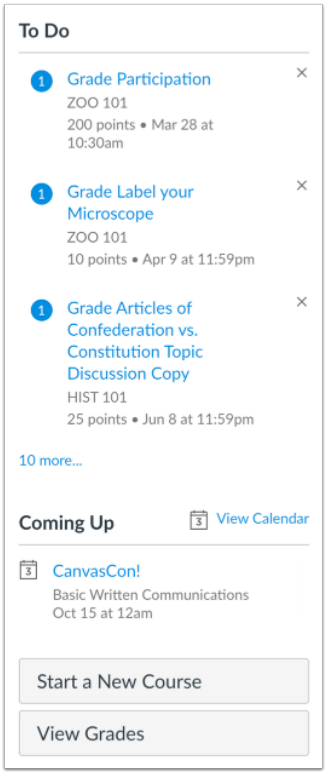
View Dashboard



The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of two views: Card View or Recent Activity View.

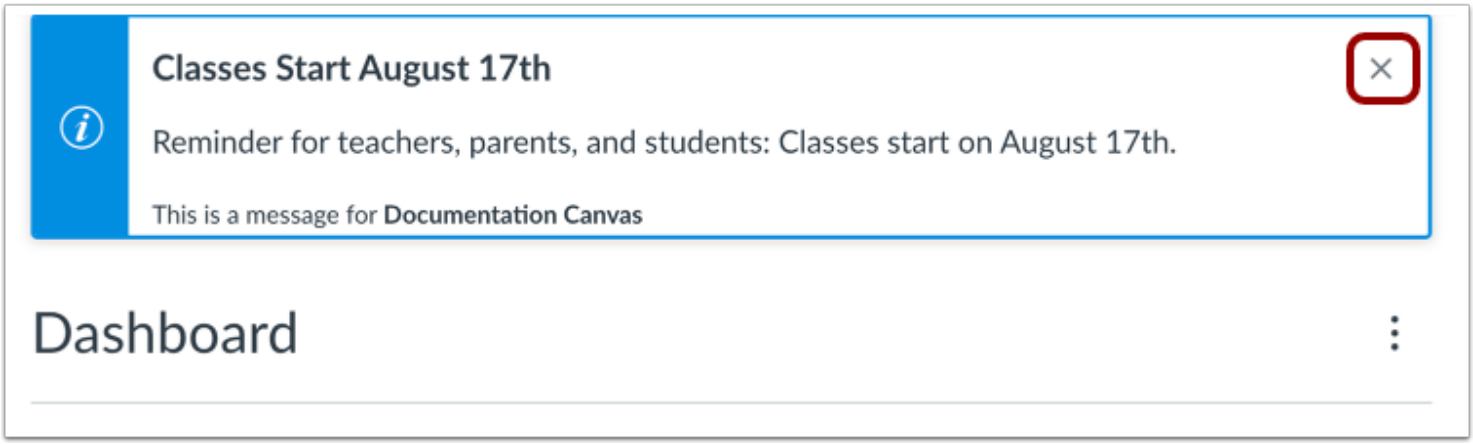
- Card View: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- Recent Activity View: displays all recent activity for all courses

View To Do List & Sidebar



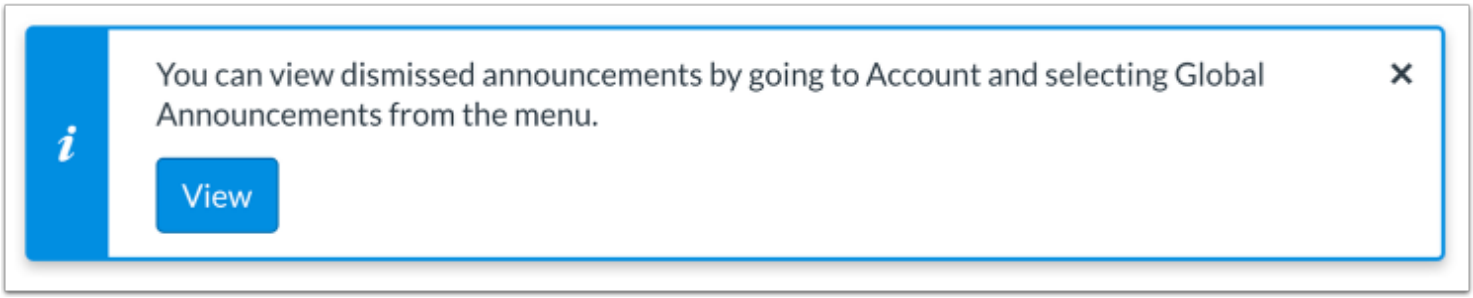
In the Card View Dashboard and the Recent Activity Dashboard, the sidebar contains a To Do list and other sections that help you know what assignments and events are coming up in all of your courses. Learn more about the dashboard sidebar.

View Global Announcement



The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

View Dismissed Announcement



If you dismiss a global announcement, you can view dismissed announcements on the Global Announcements page.

Change Dashboard View

To change your Dashboard view, click the **Options** menu [1]. You can view the Dashboard in Card View [2] or Recent Activity view [3]. If Canvas for Elementary has been enabled in your institution, you can also view the Dashboard in Homeroom View [4].

How do I use the Dashboard as an observer?

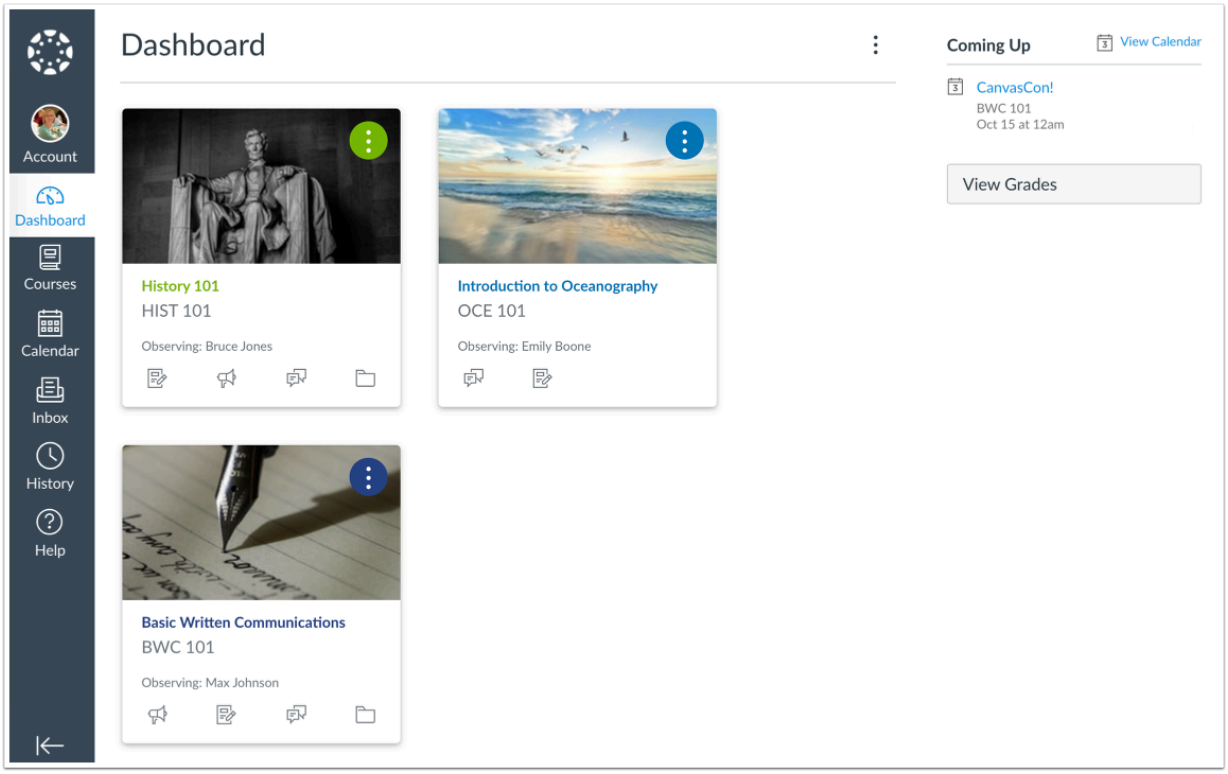
The Dashboard is the first thing you see when you log into Canvas. The Dashboard displays at-a-glance information about what is happening in all current courses for students you are observing.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard

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

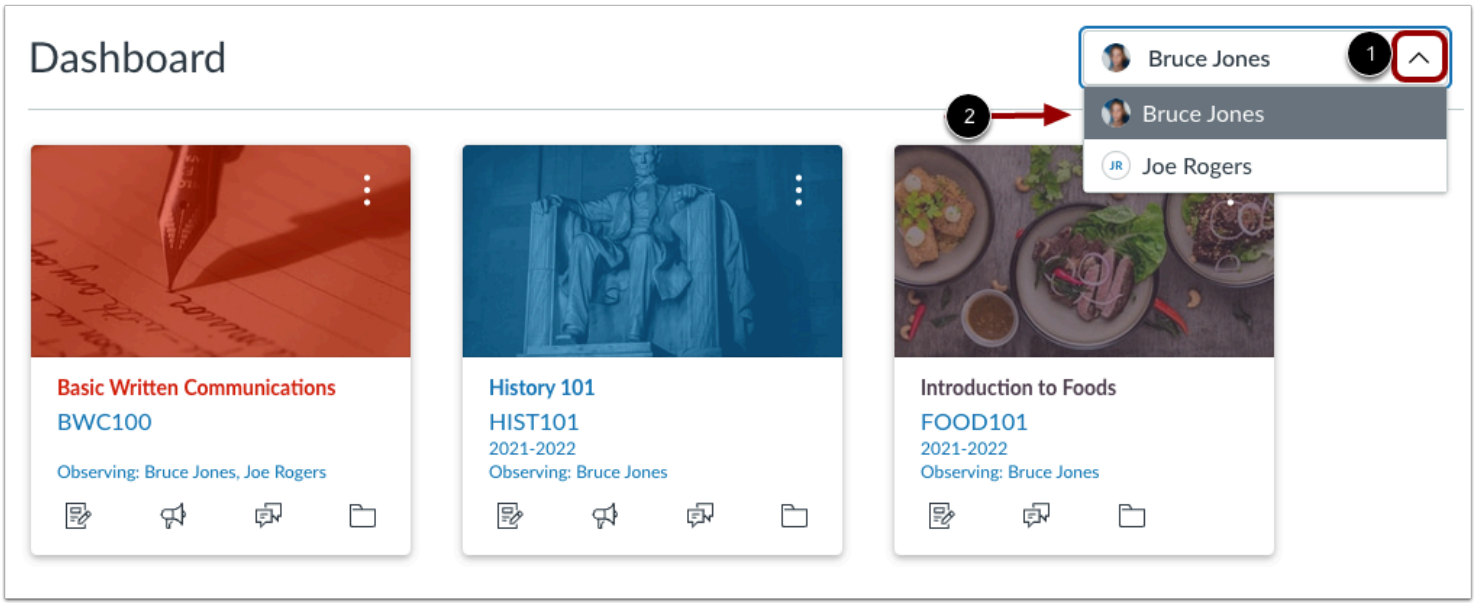
View Dashboard



The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of two views: Card View or Recent Activity View.

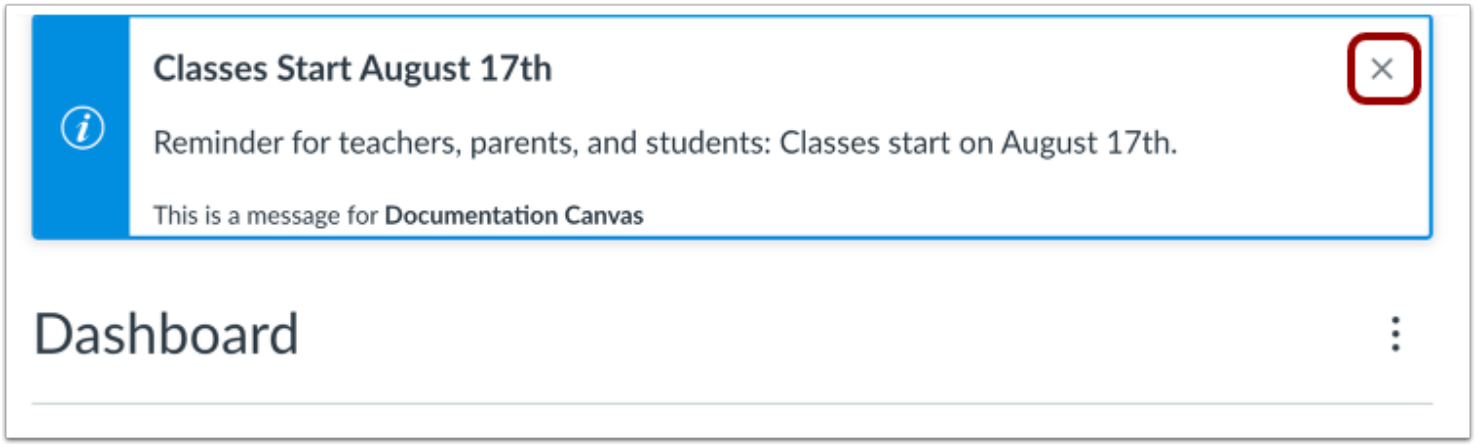
- Card View: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- Recent Activity View: displays all recent activity for all courses

View Student Dashboards



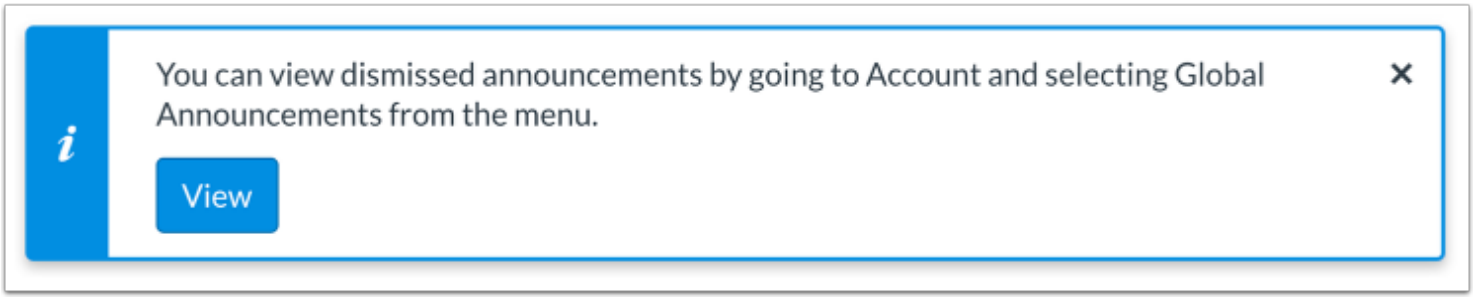
To filter your dashboard by student, click the **Student** drop-down menu [1], then click the student's name [2]. The dashboard view displays based on your student's dashboard view.

View Global Announcement



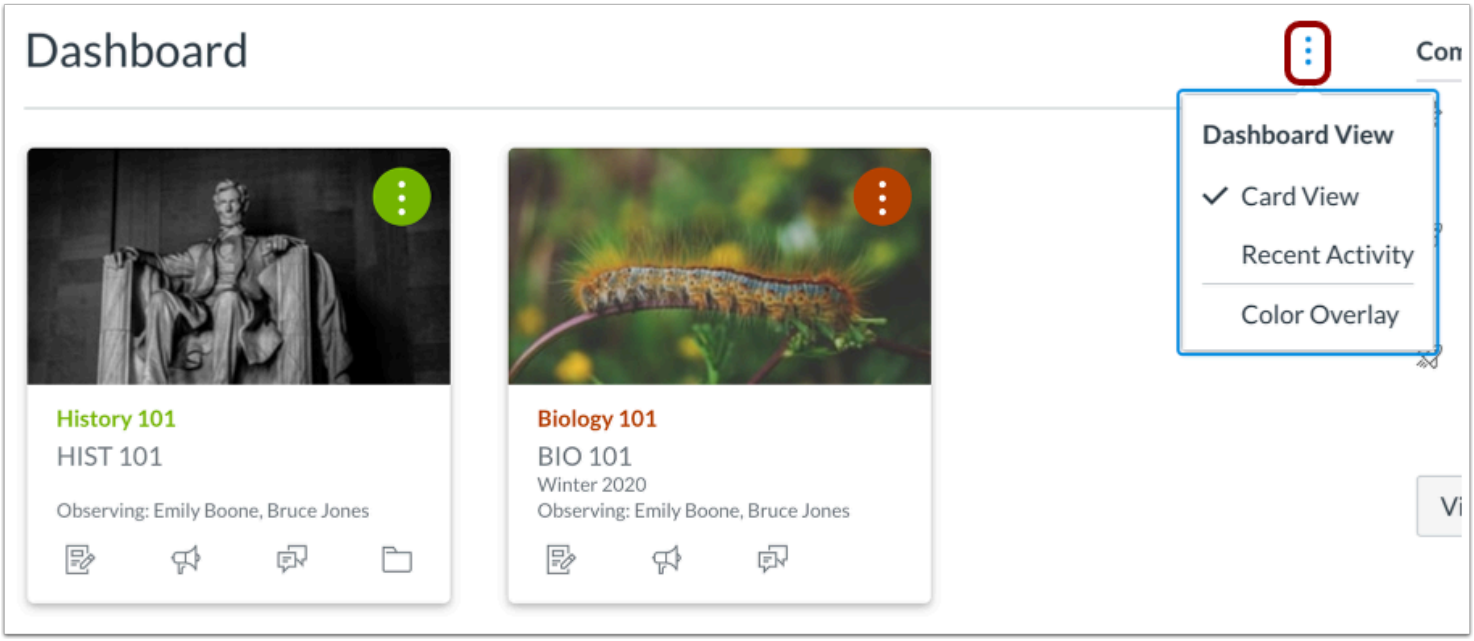
The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

View Dismissed Announcement



If you dismiss a global announcement, you can view dismissed announcements on the Global Announcements page.

Change Dashboard View



To change your Dashboard view, click the **Options** menu and select your preferred viewing option.

How do I view my courses in the Card View Dashboard?

The Card View Dashboard displays course cards for all your customized favorite or active courses. Course Cards can help you organize your courses by allowing you to add a nickname or customize the color, which is synced with the color shown for the course in the Calendar.

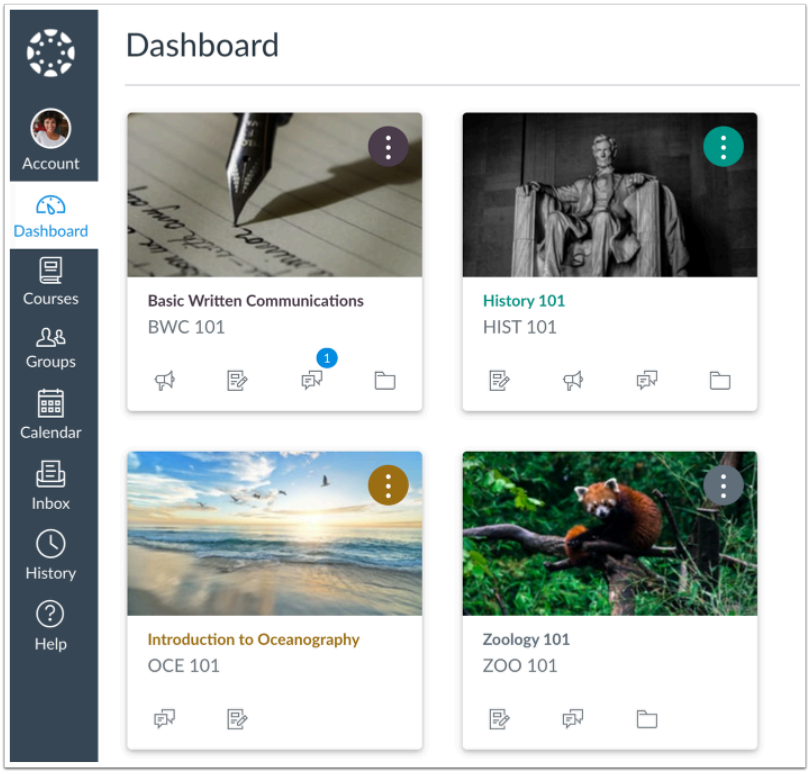
The Card View Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

Favorited courses are removed from the Card View Dashboard when the courses are concluded. Concluded courses that were previously favorited are still shown as favorited in the Courses list.

By default, active course cards are automatically added to your Dashboard. When you are enrolled in more than 20 courses, newer enrollments will replace older ones. This means the Dashboard prioritizes the 20 most recently added active courses, all listed in alphabetical order. Additionally, if you hold multiple roles in a course, the course with a higher-priority role will be listed.

Note: Depending on your institution's preference, the Card View may be your default Dashboard. If it is not, you can change your Dashboard view to Card View. Learn about changing the Dashboard view as a student, as an instructor, or as an observer/parent.

View Course Cards



By default, the dashboard displays up to 20 course cards. These are prioritized based on the 20 recent courses you were added to, along with any courses you have marked as favorites.

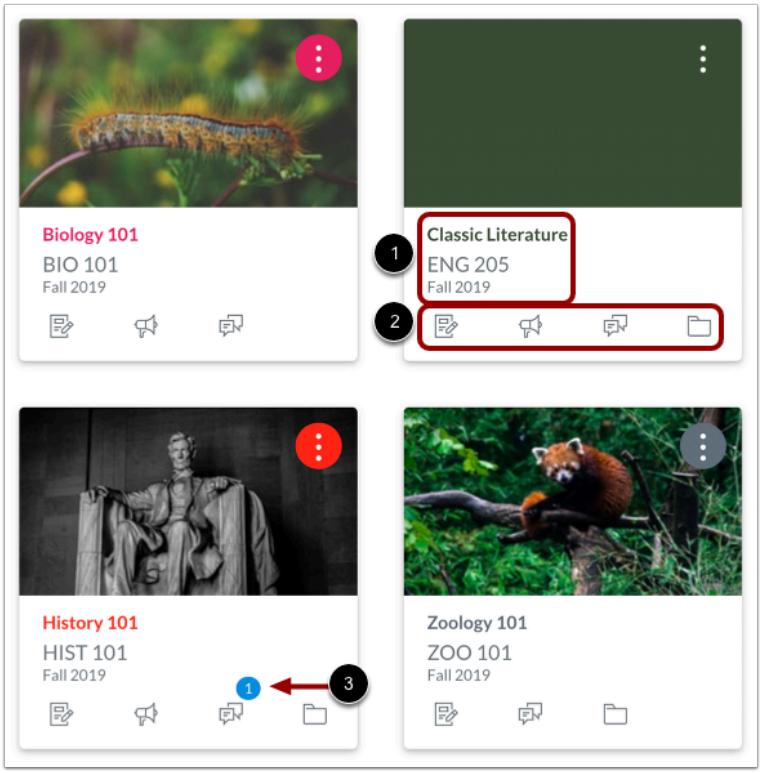
You can also choose to customize the course card display by adding or removing courses as favorite courses.

Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. Courses with instructor roles are listed first, followed by TA roles and student roles.

If you are an instructor, course cards may be organized by published courses and unpublished courses.

Note: If you customize the course list and manually select at least one course as a favorite, the Dashboard will only display favorite courses. Canvas will also continue to automatically favorite new published course enrollments.

View Card Details

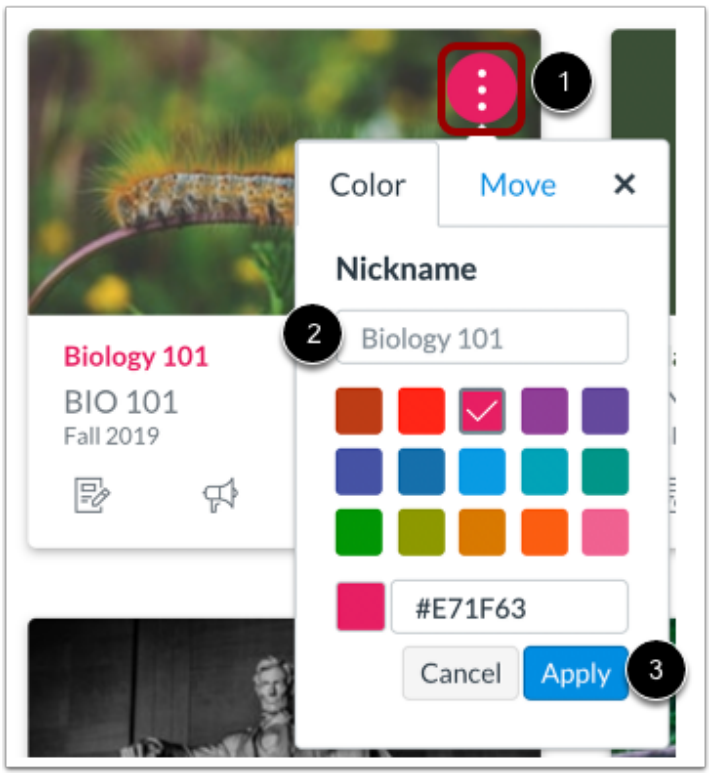


Course cards show an overview of course information including the course name (or nickname), course code, and term [1].

Each card can include up to four tabs [2], which represent the four main Canvas features for student course activity: Assignments, Announcements, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.

An unread icon on the Discussions or Announcements tab indicates that there is a new discussion or announcement in the course [3]. The number in the icon indicates the number of new items.

Create Nickname



If a course has a long or confusing name, you can create a nickname for your course. Most courses are created using Student Information Systems (SIS) that generate course names based on terms, departments, and section numbers, and courses with similar names may be hard to distinguish.

To add a nickname, click the **Options** icon [1], then enter the name in the **Nickname** field [2]. Click the **Apply** button [3].

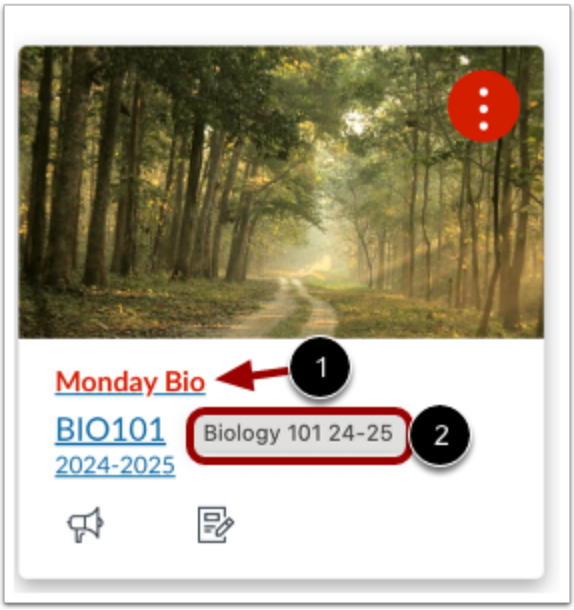
To remove a nickname, open the card options and delete the nickname. The Nickname field will display the original name of the course. Then, click the Apply button.

Notes:

- A course nickname does not affect the course code, which always displays on the course card for course reference.
- A course nickname does not affect the course name at the account or course level; it only changes the name of the course for the individual user who created the nickname.

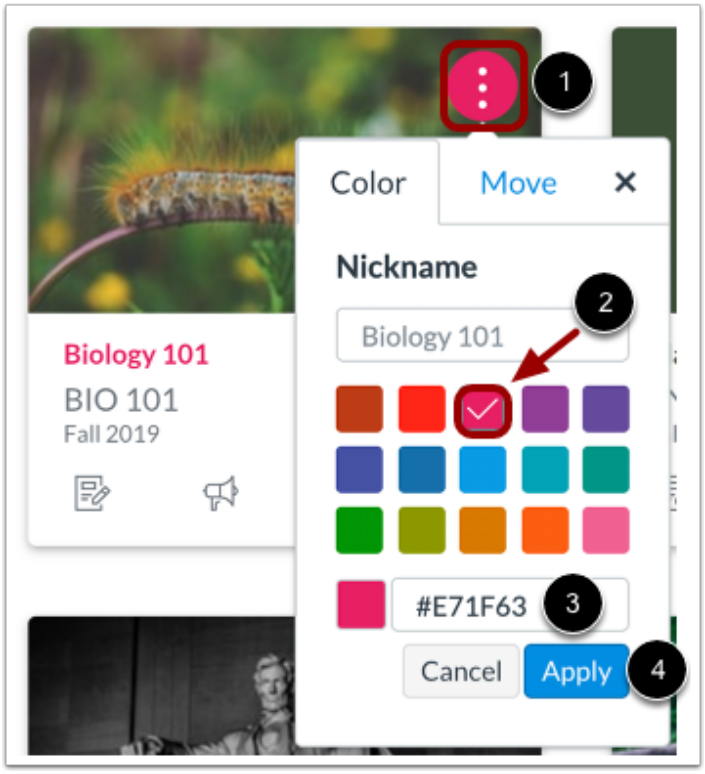
- Course nicknames appear in the Dashboard, Course Navigation Menu, course breadcrumbs, and notification emails. Nicknames do not display in the global Grades page and Dashboard sidebar elements such as the To Do list.
- Course nicknames are limited to 59 characters.

View Original Name



If you added a nickname but need to know the original name of the course, hover the cursor over the nickname [1]; view the original course name in the tooltip hover text [2].

Change Course Color



You can customize the color of course cards, which is synced with the color shown for the course in the Calendar. To change the color of a course card, click the card's **Options** icon [1], then select a new color. The check mark indicates the selected color [2], and the associated hex color code displays in the **Hex Code** field [3].

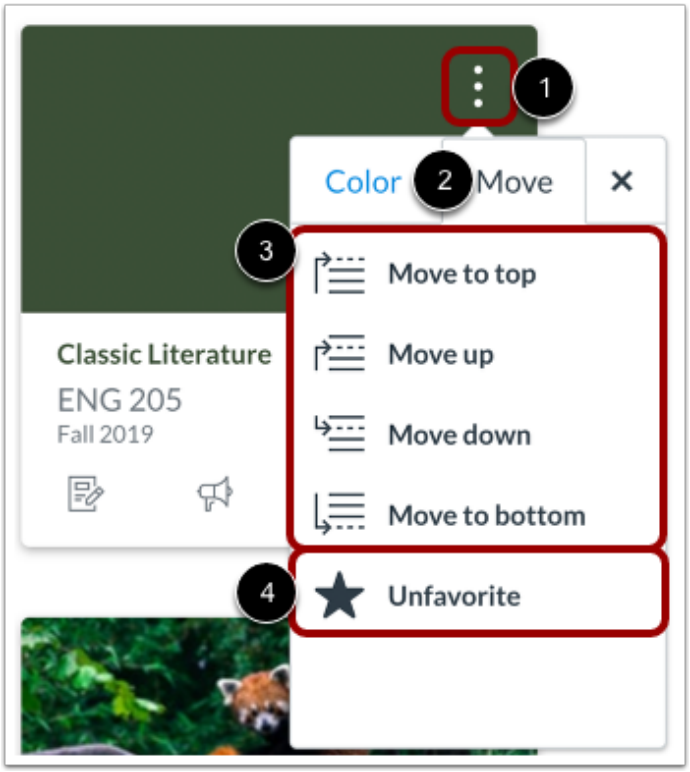
To use a color not shown in the window, enter the color's hex code directly in the Hex Code field.

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

Notes:

- Any variation of white is not accepted as a course color.
- If you enter an invalid hex code, a warning icon displays.
- If you change the color for a course in the Calendar, the color also updates in the Dashboard.

Move Course Cards



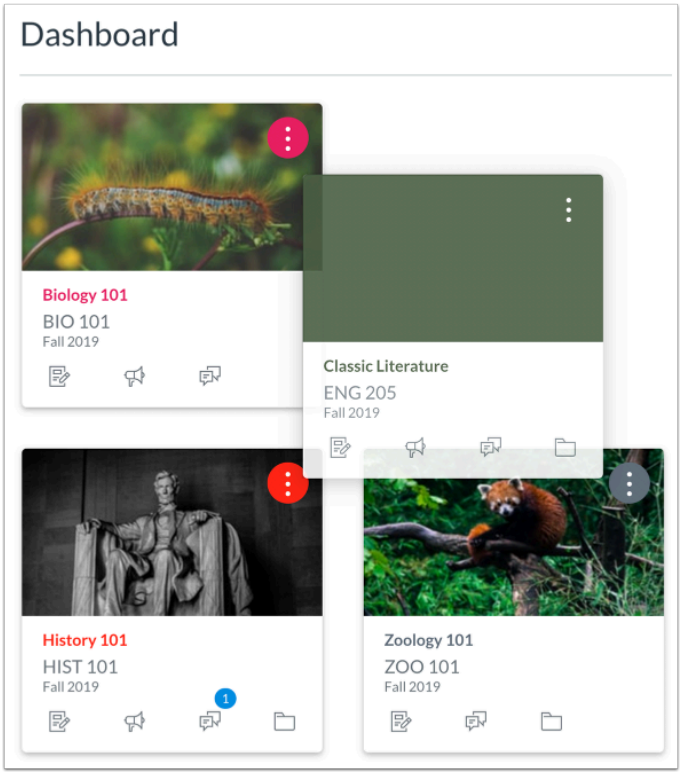
You can also move a course card to another location in the Dashboard or remove a card from the Dashboard. Click the **Options** icon [1] and select the **Move** tab [2]. Depending on the placement of the existing card, you can move the card to the top of the Dashboard, ahead or behind a specific card, or to the bottom of the Dashboard [3].

Once a dashboard card has been reordered, new courses added to the Dashboard always display at the end of all existing courses.

To remove the course card from the Dashboard, click the **Unfavorite** option [4].

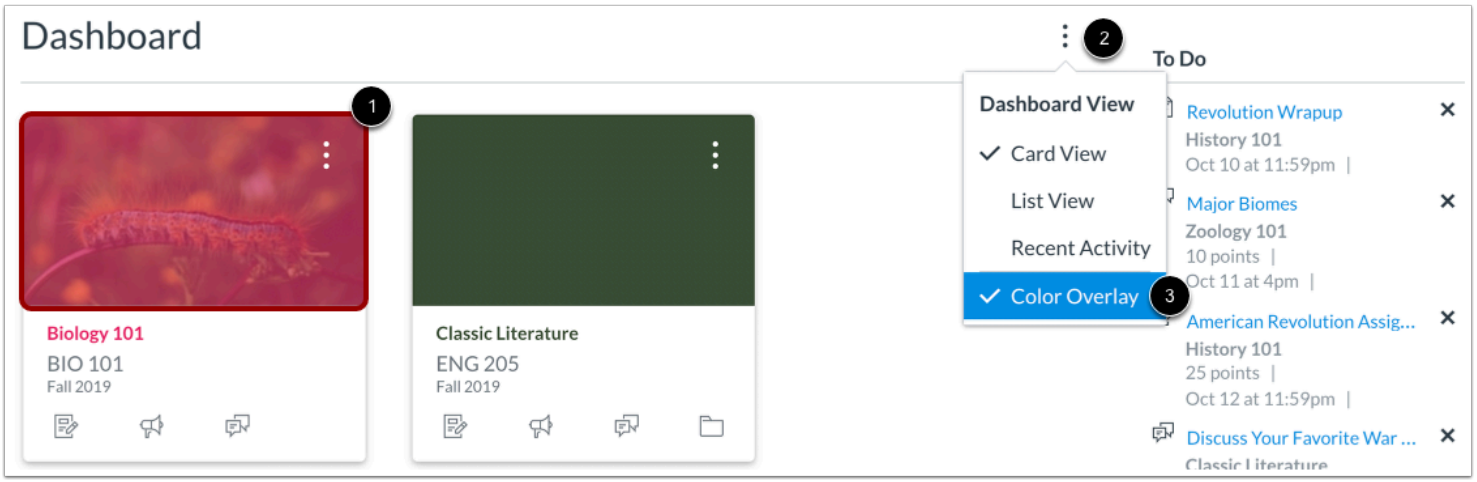
Note: The Unfavorite option only displays if you previously selected favorite courses.

Drag and Drop Course Cards



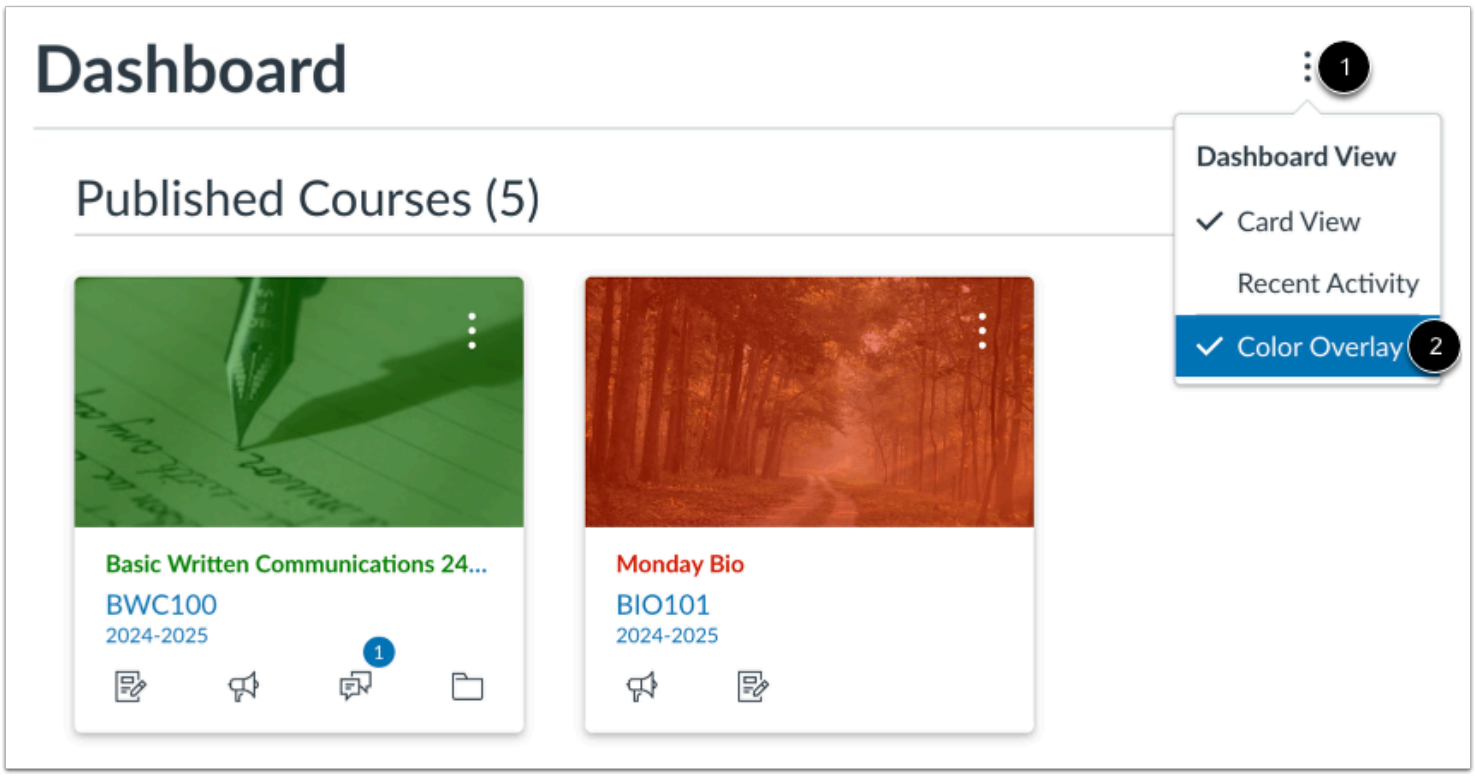
You can also manually drag and drop a course card to another location in the Dashboard. Click a course card and drag it to the desired location.

View Color Overlay

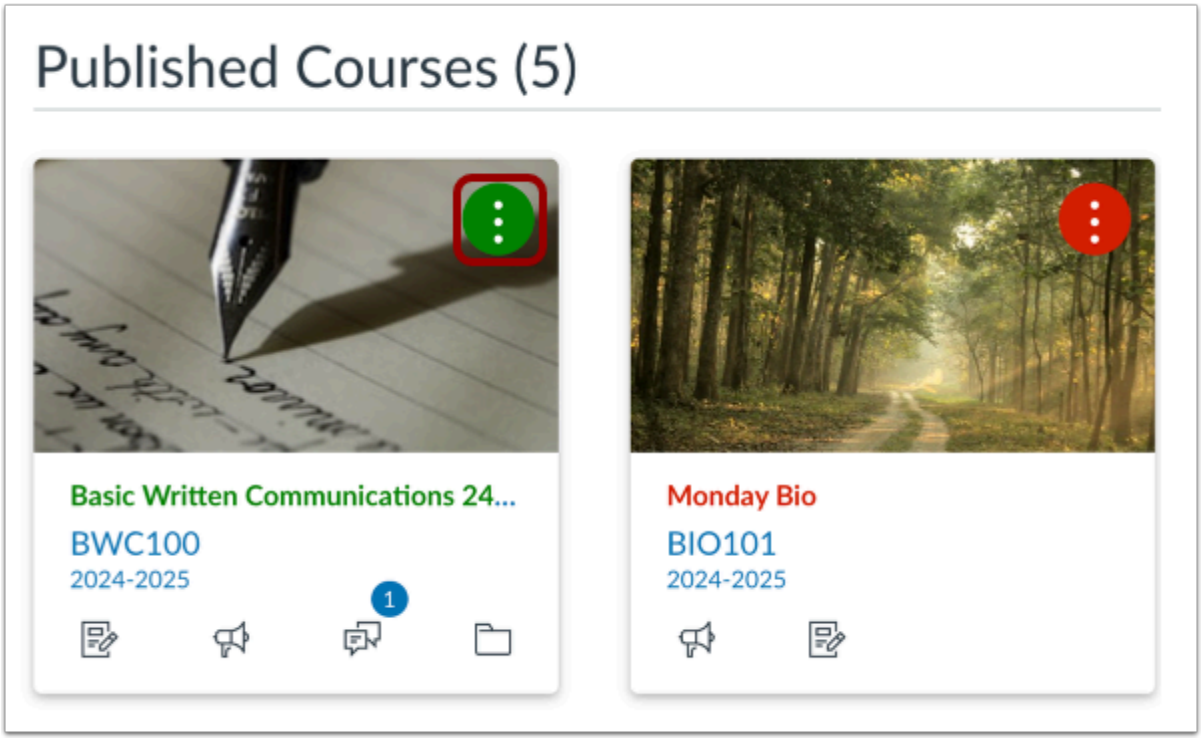


Some courses may include an image for the course behind the course color [1]. By default, course cards with an image include a color overlay.

Remove Color Overlay



To remove the color overlay from all course cards that contain an image, click the **Options** icon [1] and then deselect the **Color Overlay** option [2].



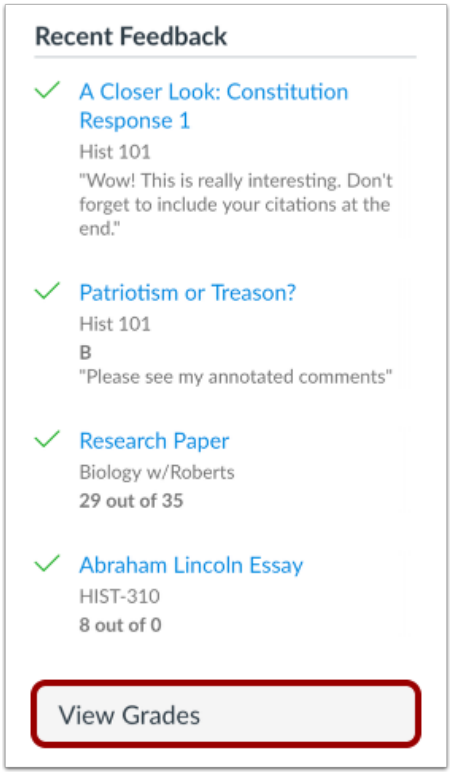
When the Color Overlay is removed, the course color will display as a circle behind the card's **Options** icon.

How do I view grades for all courses in the Card View Dashboard?

You can view overall course grades in the Card View Dashboard. All users may view grades for both courses being taken and courses being taught, if any.

Note: You may not be able to view grade totals.

Open Grades



In the Dashboard sidebar, click the **View Grades** button.

View Courses as Student

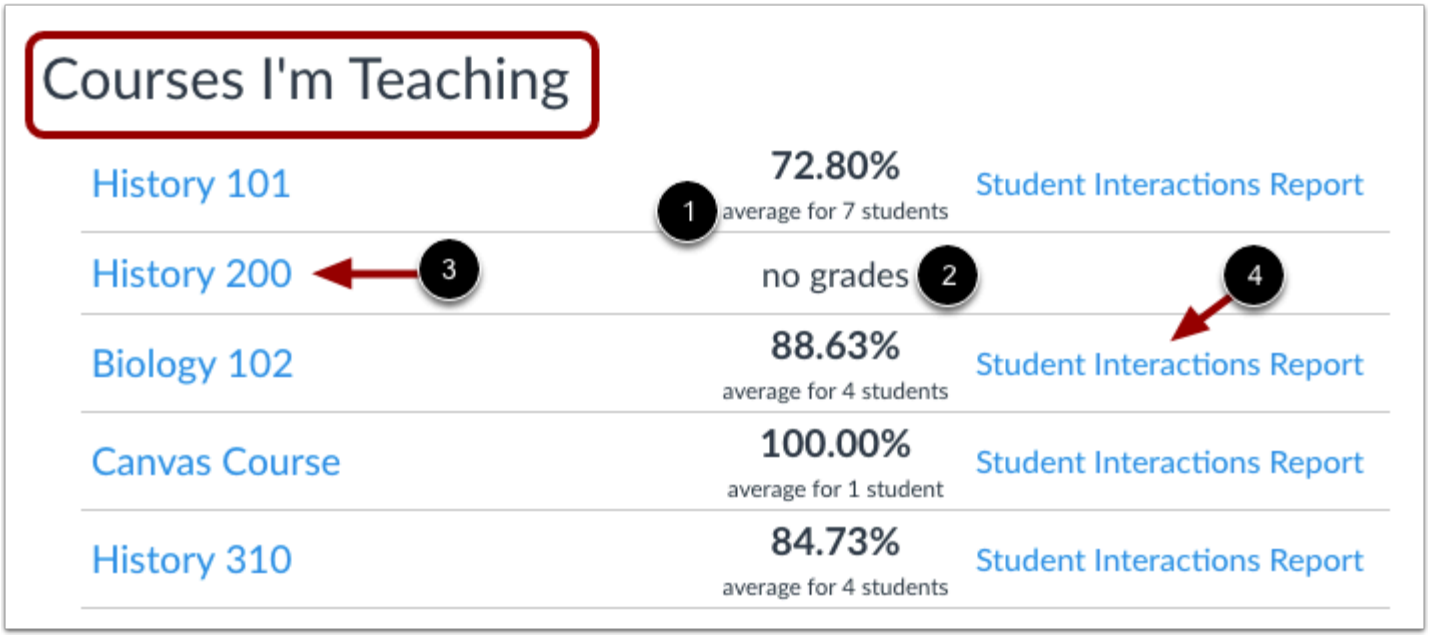
If you are a student, the **Courses I'm Taking** section displays the name of each course and a current overall grade, if available [1]. If no grades have been assigned, the grade appears as *no grade* [2].

To view grading details, click the name of the course [3].

Notes:

- Your instructor may restrict you from viewing grade totals.
- If enabled by your institution, you may only have the ability to view qualitative data, such as letter grades and grading comments.

View Courses as Instructor



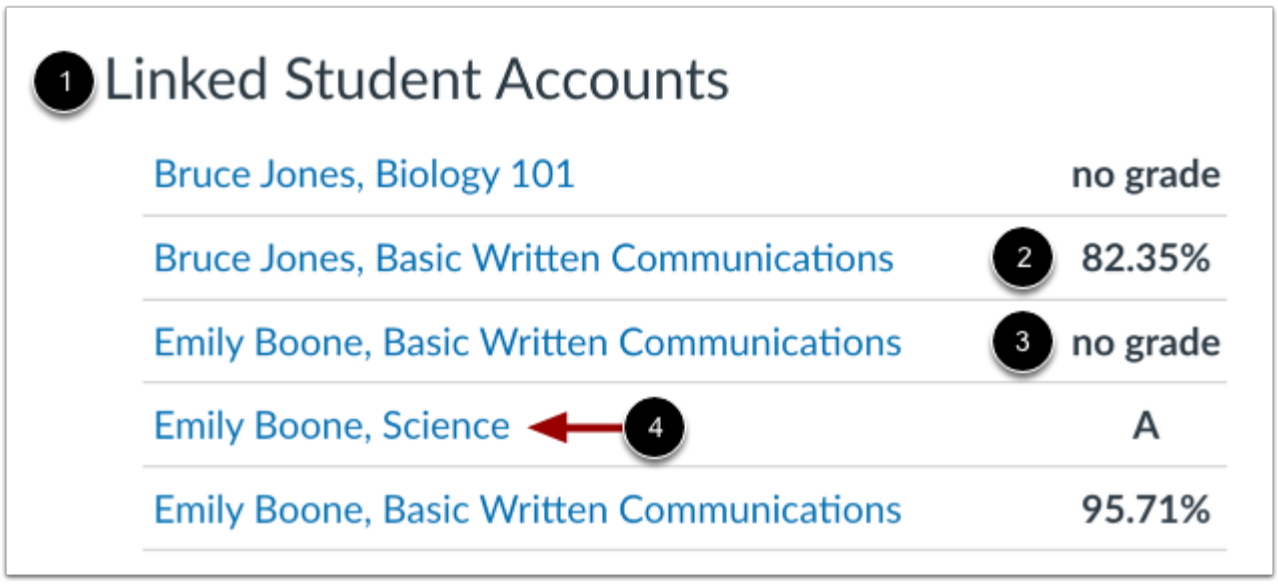
If you are an instructor, the **Courses I'm Teaching** section shows the name of each course and the current overall grade average [1], which displays the number of students who are part of the average score. If no grades have been assigned, the grade appears as *no grade* [2].

To view grading details in the Gradebook, click the name of the course [3].

To view interactions with your students and student activity in the course, click the **Student Interactions Report** link [4].

Note: You can also access the Student Interactions Report from the People page in a specific course.

View Courses as Observer/Parent



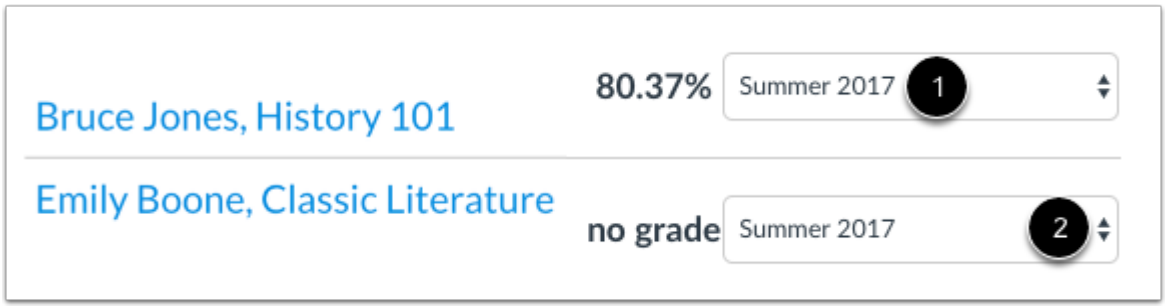
The **Linked Student Accounts** heading displays the name of each student and their linked courses [1], as well as their current overall grade. [2]. If no grades have been assigned, the grade appears as *no grade* [3].

To view grading details for a student in a course, click the student name and course link [4].

Notes:

- Your student's instructor may restrict you from viewing grade totals.
- If enabled by your student's institution, you may only have the ability to view qualitative data, such as letter grades and grading comments.

View Grading Periods



If a course is using multiple grading periods, the course displays the name and grade of the current grading period [1]. To view grades for another grading period, click the grading period drop-down menu [2].

Note: Your instructor may restrict you from viewing grade totals.

How do I view global activity for all courses in the Recent Activity Dashboard?

The Recent Activity Dashboard shows you important recent activities from all of your courses including announcements, discussions, assignments, and conversations. The activity notification list is similar to the Course Activity Stream for an individual course.

The following activities cause notifications for each course to appear in the Recent Activity Dashboard:

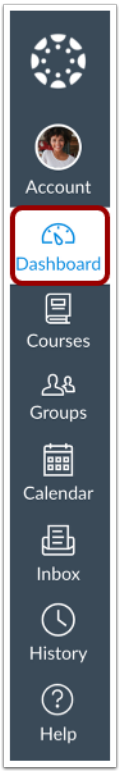
- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

The Recent Activity Dashboard also displays the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

Notes:

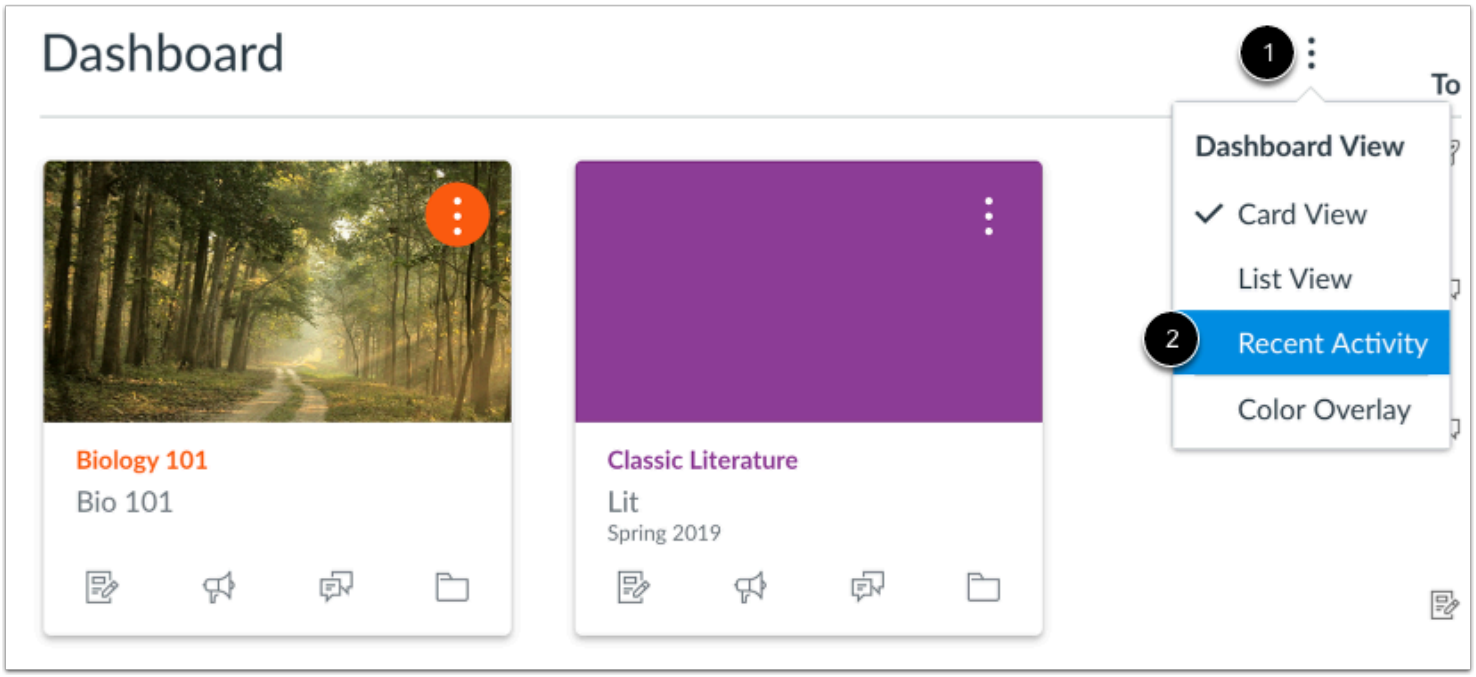
- Notifications do not display in the Recent Activity Dashboard for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only display in the Recent Activity Dashboard when the **Notify users that this content has changed** button has been selected in a course.
- To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Open Dashboard



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

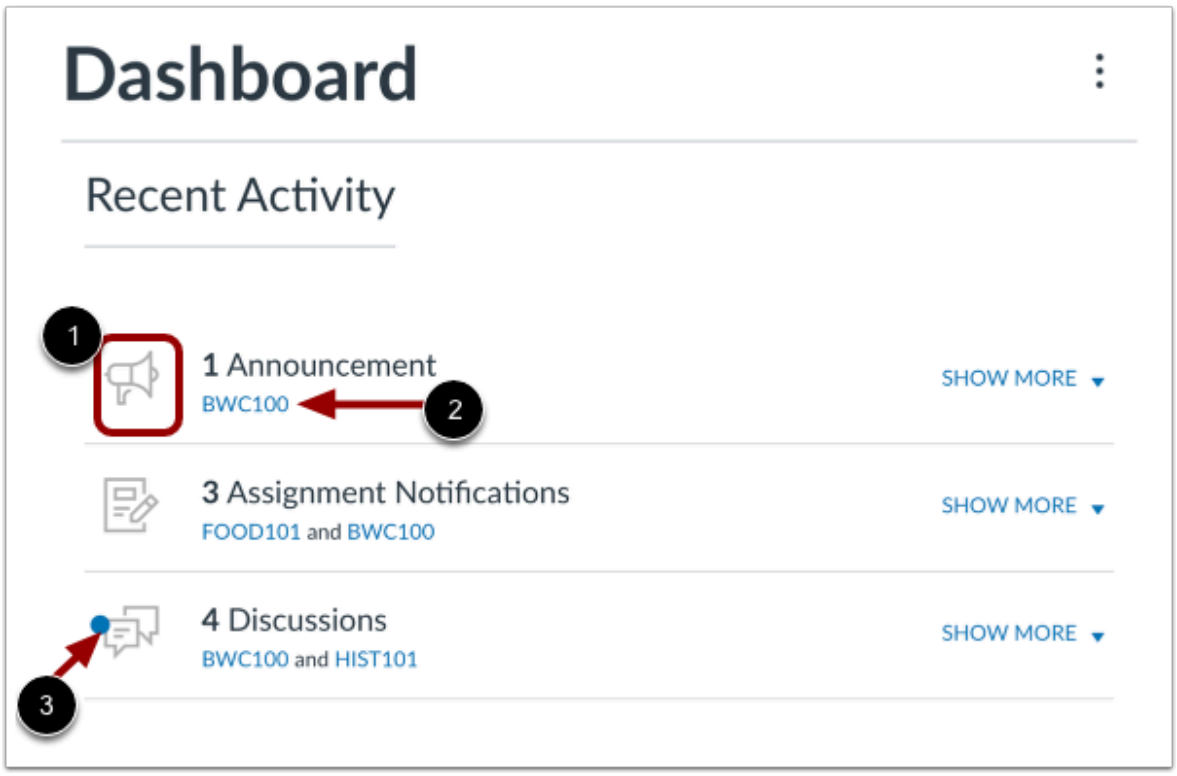
Open Recent Activity Dashboard View



Click the **Options** icon [1] and then click the **Recent Activity** link [2].

Note: If you are an observer/parent, you may need to view your student's Dashboard.

View Global Activity



The Global Activity Stream contains recent notifications from all of your courses, including announcements, discussions, assignments, and conversations.

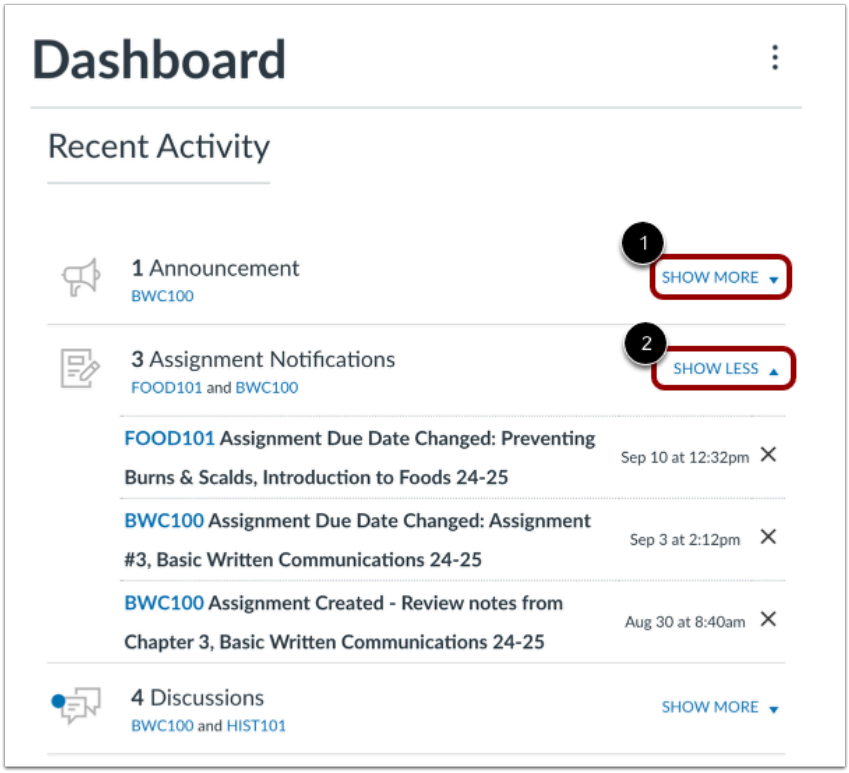
Activities are indicated by activity type and display an icon for the activity [1]. Each activity also includes the name of its associated course [2].

New activity in your account is indicated by an unread icon [3]. Discussions and Announcements indicate new activity items published in a course, and Conversation Messages indicate new messages received in your Inbox.

Notes:

- Recent Activity items remain for four weeks.
- Unlike course cards in the Card View Dashboard, the activity stream does not reflect the visibility of Course Navigation links.

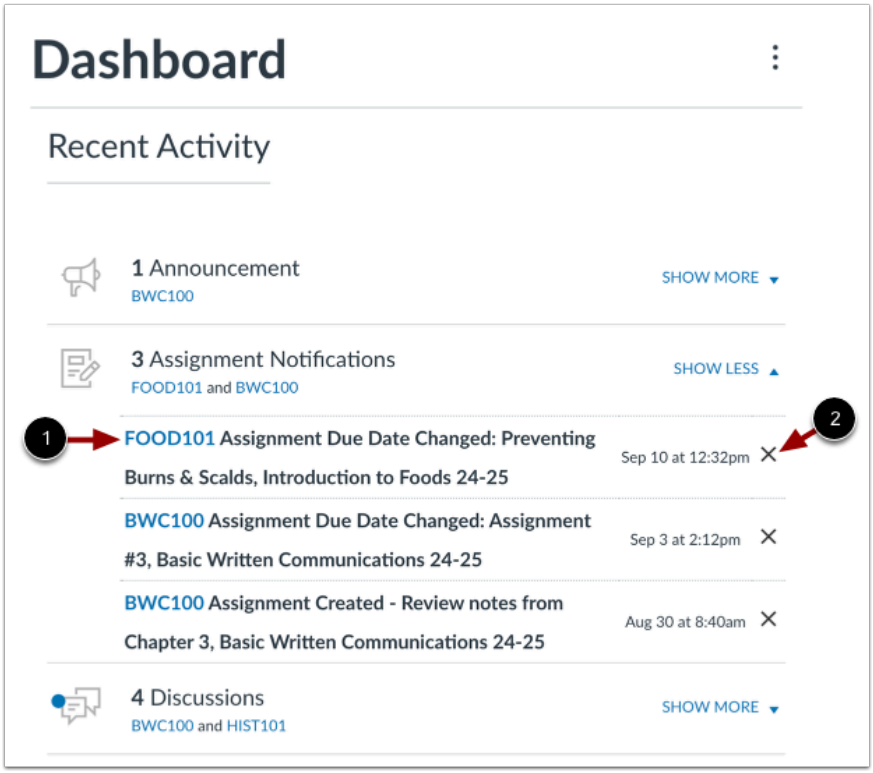
Expand and Collapse Notifications



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



To directly access your recent activities, click the course link [1].

To remove a notification, click the **remove** icon [2].

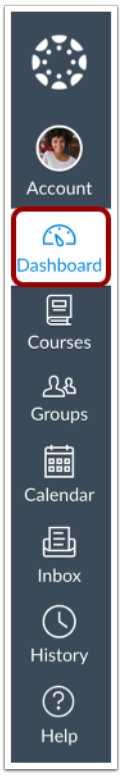
How do I use the To Do list and sidebar in the Dashboard as a student?

In the Card View Dashboard and the Recent Activity Dashboard, the sidebar contains a To Do list and other sections that help you know what assignments and events are coming up in all of your courses. The sidebar includes specific items for instructor and student roles. If you are enrolled in Canvas courses with more than one user role, your sidebar may show items for both roles.

The sidebar is similar to the sidebar that displays in your Course Home Page, but the course sidebar only includes items for the specific course. Depending on the setup of your Course Home Page, the sidebar in a course may contain additional sections than shown in the sidebar.

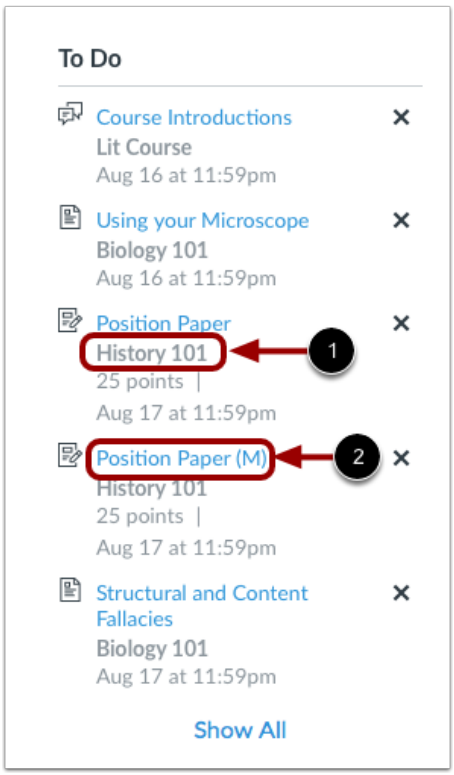
Note: You can also view items on the To Do list from the List View Dashboard.

Open Dashboard



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

View Sidebar Course Items



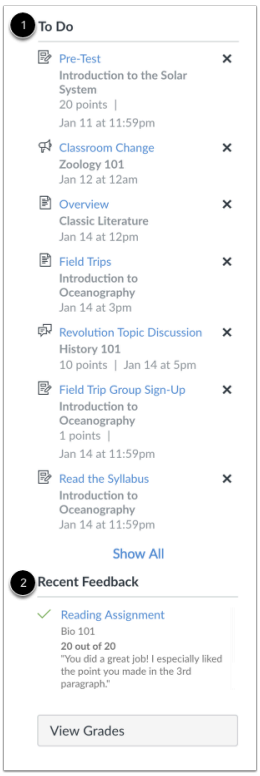
The sidebar shows various action items in all your courses. Each item is associated with a specific course. All items from all your active courses display in the sidebar—not just favorited courses in the Dashboard.

For course identification, each sidebar item displays the course name or nickname [1].

To open a To Do item, click the link [2].

Note: If you create a nickname for a course, the nickname displays in the sidebar instead of the course name. However, the original course name and code are available in the course card in the Card View Dashboard.

View Student Sections

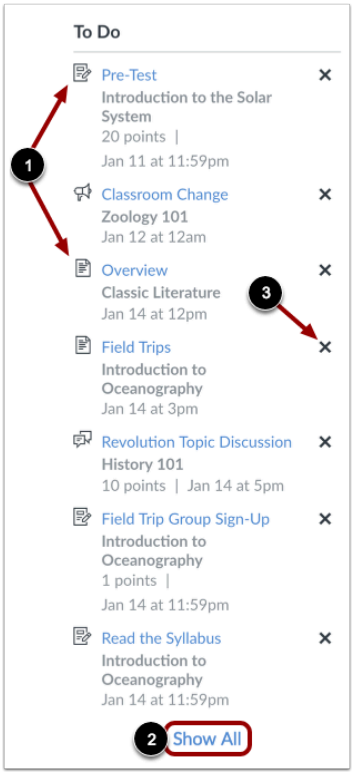


The sidebar helps you see what you need to do next and what feedback you've received across all your courses. However, assignments that are not graded or do not require an online submission only display until the due date.

The **To Do** section shows up to seven items with due dates or event dates in the upcoming weeks, including ungraded quizzes, assignments that do not require a Canvas submission, and course announcements [1]. Each item in the To Do list displays the assignment name, the course name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The **Recent Feedback** section shows assignments with feedback from your instructor or a peer during the last four weeks [2].

Manage Sidebar Items



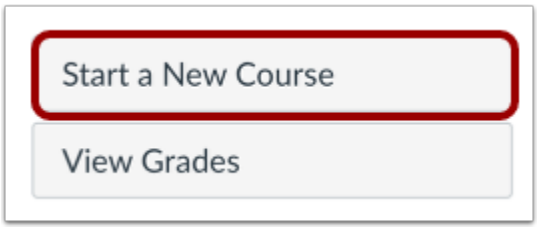
Each section item displays an icon to differentiate between different assignment types and other items in the To Do list [1].

If a section contains more items than can be shown, you can view all to-do items using the **Show All** link [2]. This link directs you to the List View Dashboard.

To remove a To Do item, click the **remove** icon [3]. The item(s) remain removed from the list.

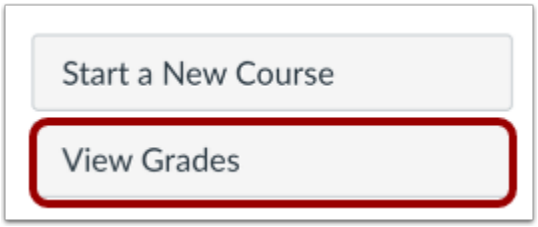
Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.

Create New Course



If allowed by your institution, you may also be able to create a new course from the Dashboard.

View Grades



To view your grades for all active courses on the Dashboard Grades page, click the **View Grades** button.

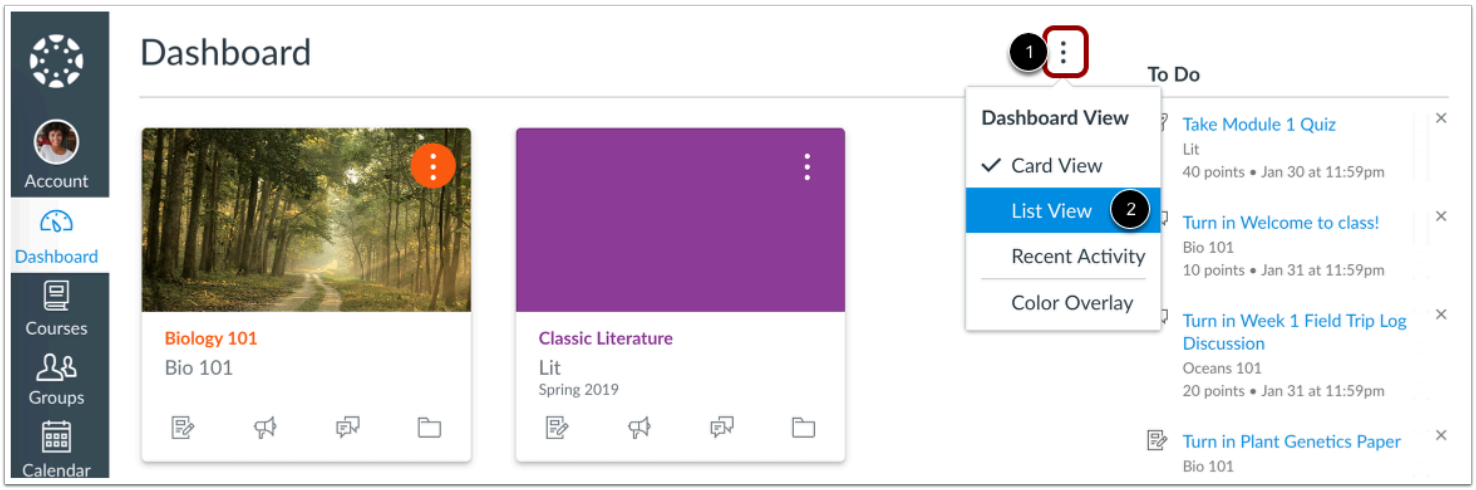
How do I use the To Do list for all my courses in the List View Dashboard as a student?

The List View Dashboard displays all course To Do items in an agenda view to help you easily manage tasks across all of your courses. The To Do list contains graded as well as any non-graded To Do items your instructor designates for a course To Do list. You can also add and view your own To-Do items in the Dashboard. The List View Dashboard also displays calendar events and course announcements.

Notes:

- The List View Dashboard does not account for course favorites and displays all items based on date, course ID, due date, and due time.
- To-do items can also be viewed in the Card View Dashboard and the Recent Activity Dashboard.

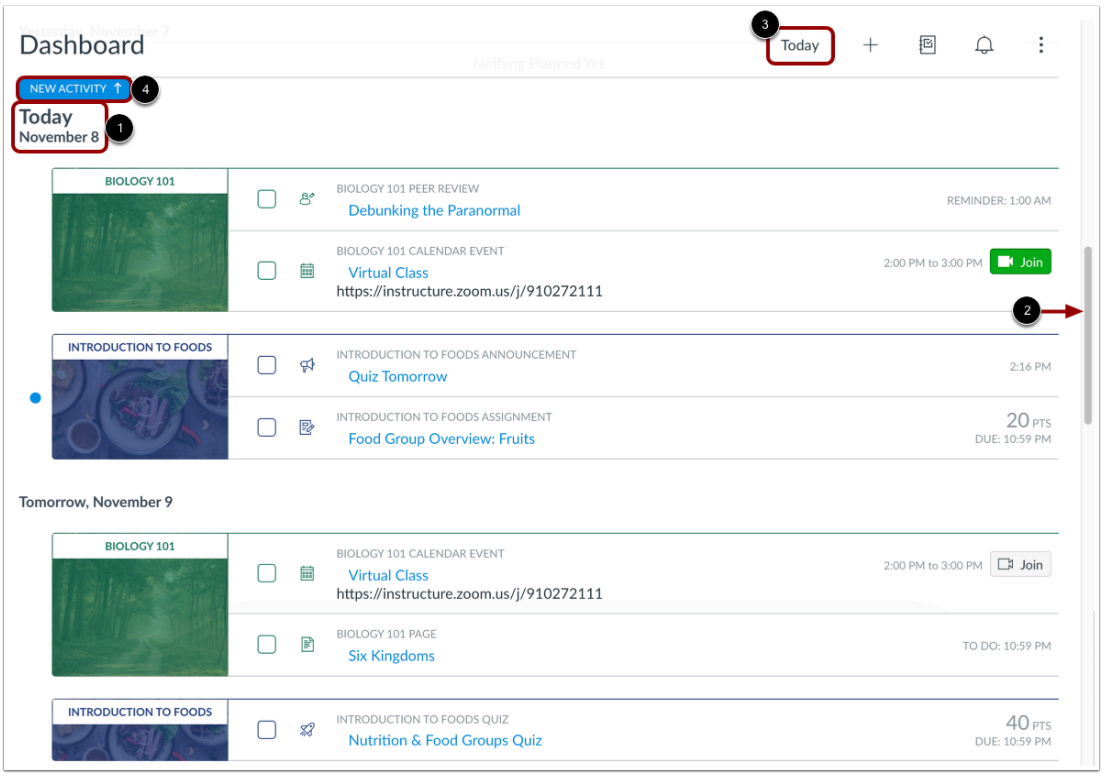
Open List View



To open Dashboard List View, click the **Options** icon [1] and select the **List View** option [2].

Note: Depending on your institution's settings, your dashboard may default to List View.

View List View



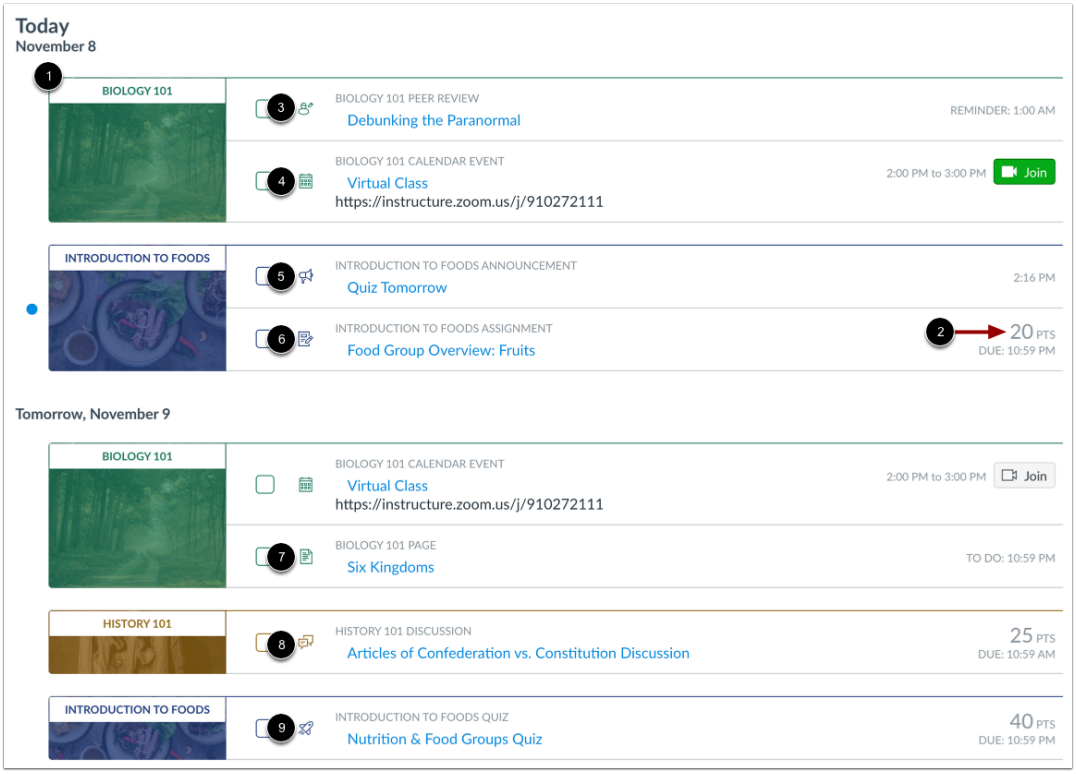
The List View Dashboard defaults to the current date [1].

To view previous and future dates, scroll up and down the page [2].

To quickly return to the current day's To Dos, click the **Today** button [3].

To quickly access prior items with new activity, click the **New Activity** button [4].

View Item Details



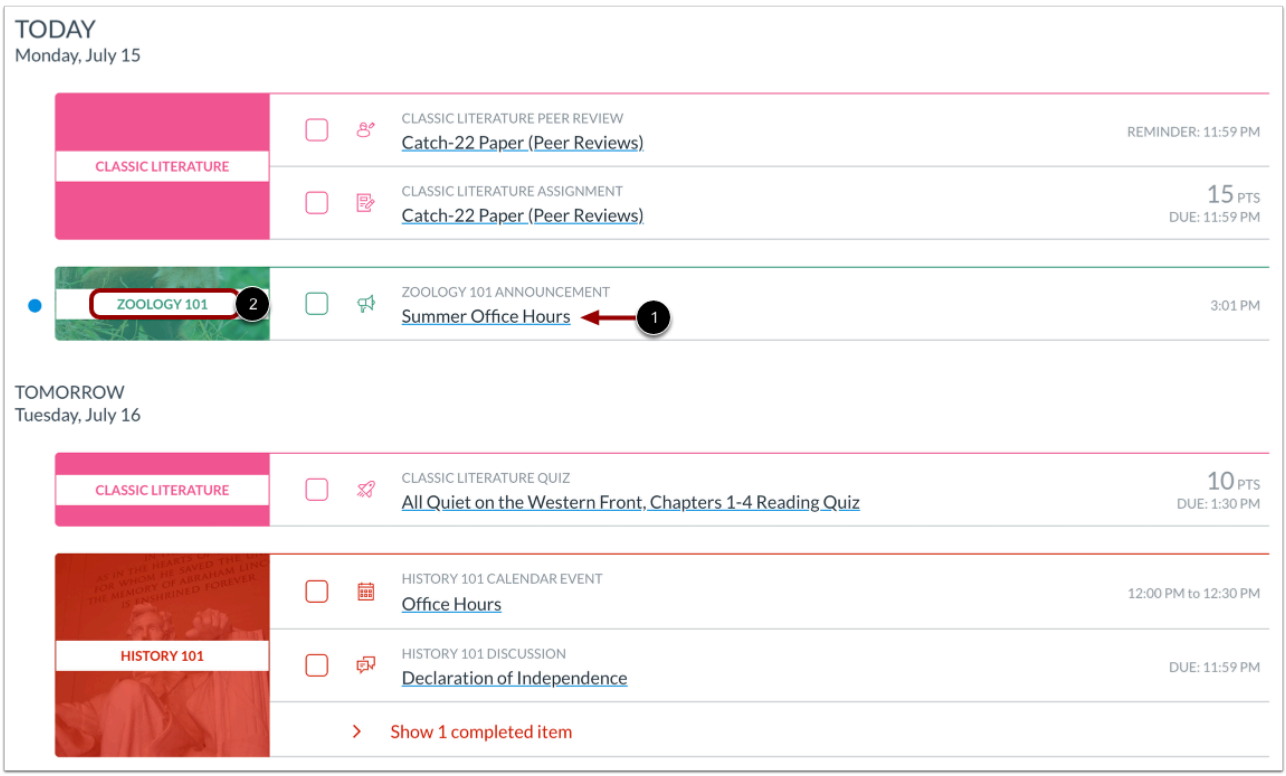
When multiple courses include To Do items on a single date, courses are listed by Course Name and items are are listed by due time [1].

Graded items display the point value for the graded item [2].

To Do items include icons that represent the item type:

- Peer Review [3]
- Calendar Event [4]
- Announcement [5]
- Assignment [6]
- Page [7]
- Discussion [8]
- Quiz [9]

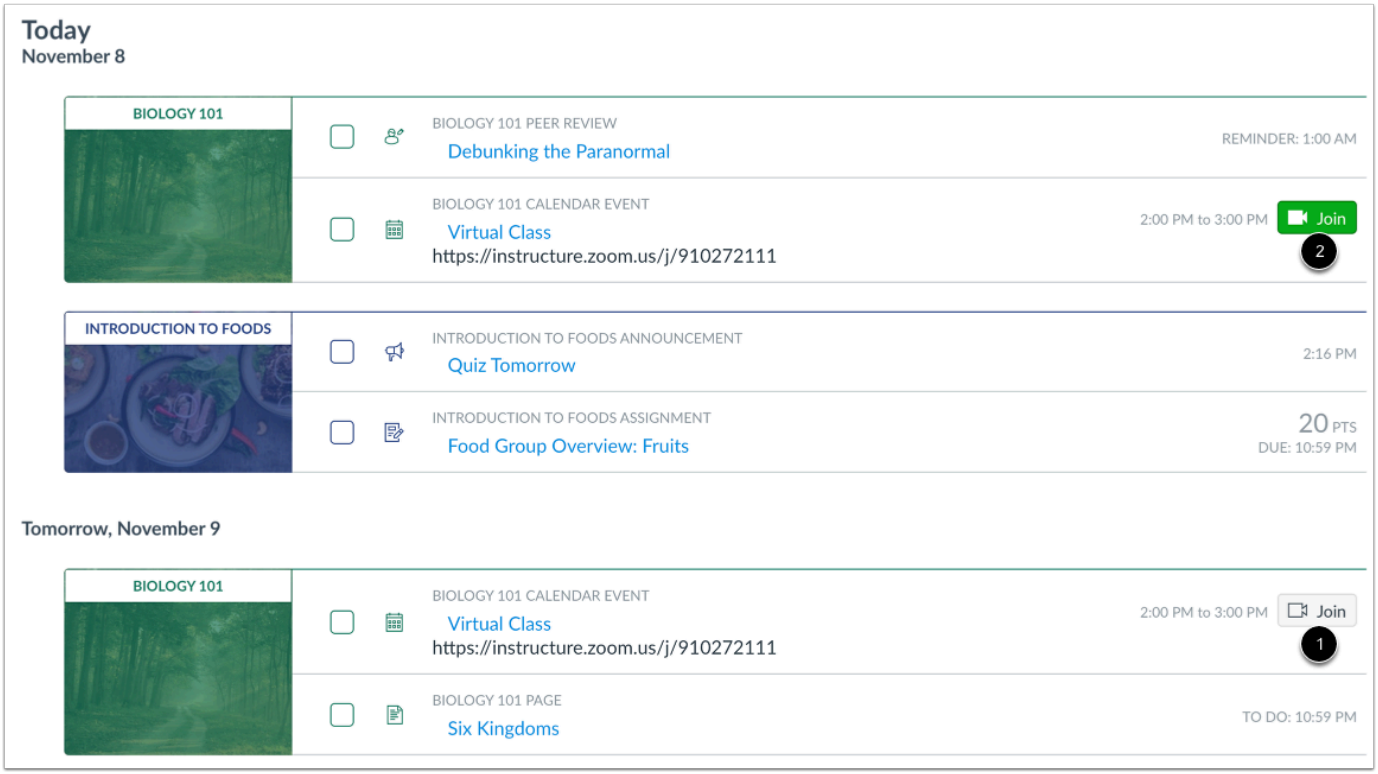
Open Item



To access a To Do item, click the item name [1].

To view the home page for a course, click the name of the course [2].

Join Conference Event

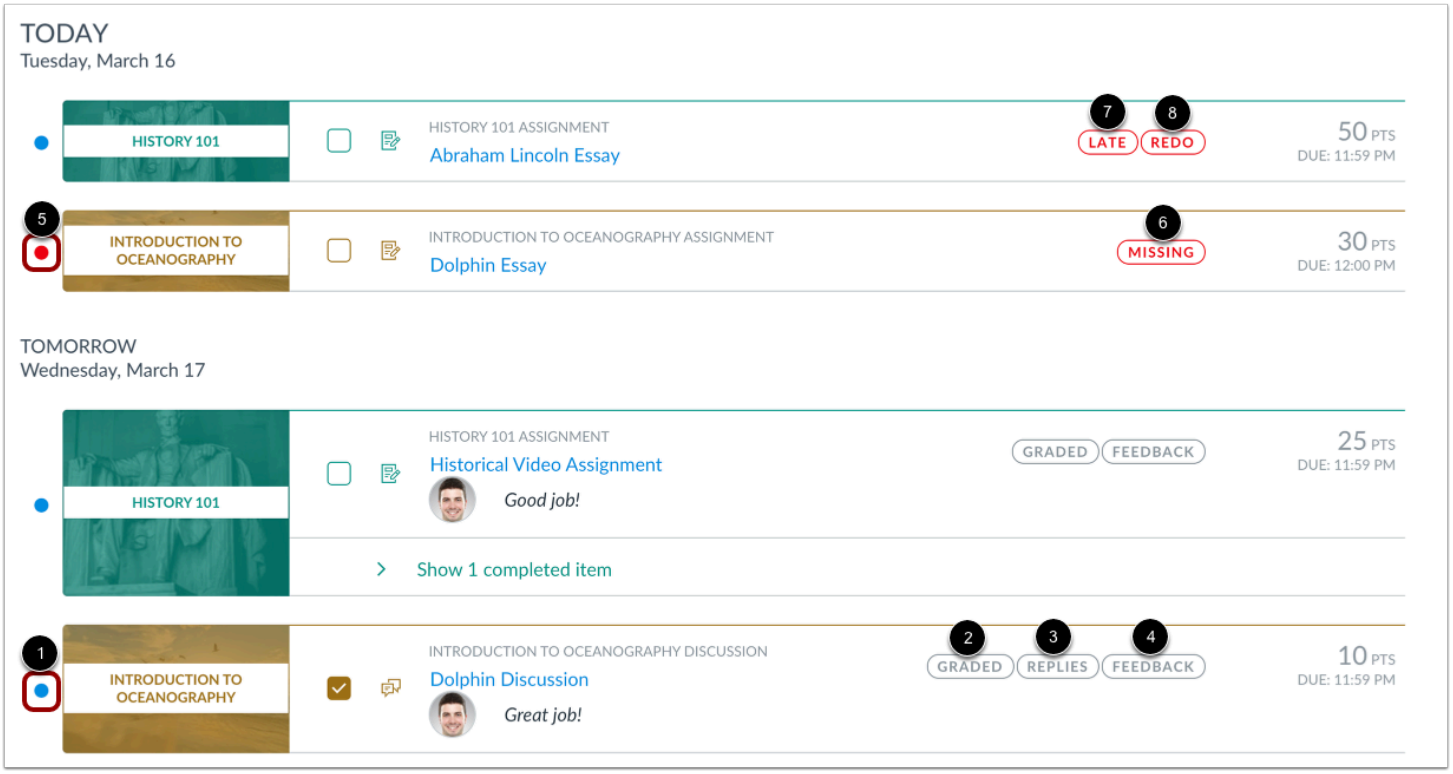


If your instructor added a conferencing link to a calendar event, you can join the conference from the List View Dashboard.

Conferences which have passed or have not began display a grey Join button [1].

To join an active conference, click the green **Join** button [2].

View Item Status and Activity



List View includes labels and icons to quickly communicate an item's status and activity.

Items with new activity display an Unread indicator [1] and include an activity label. New activity can include one or all of the following labels:

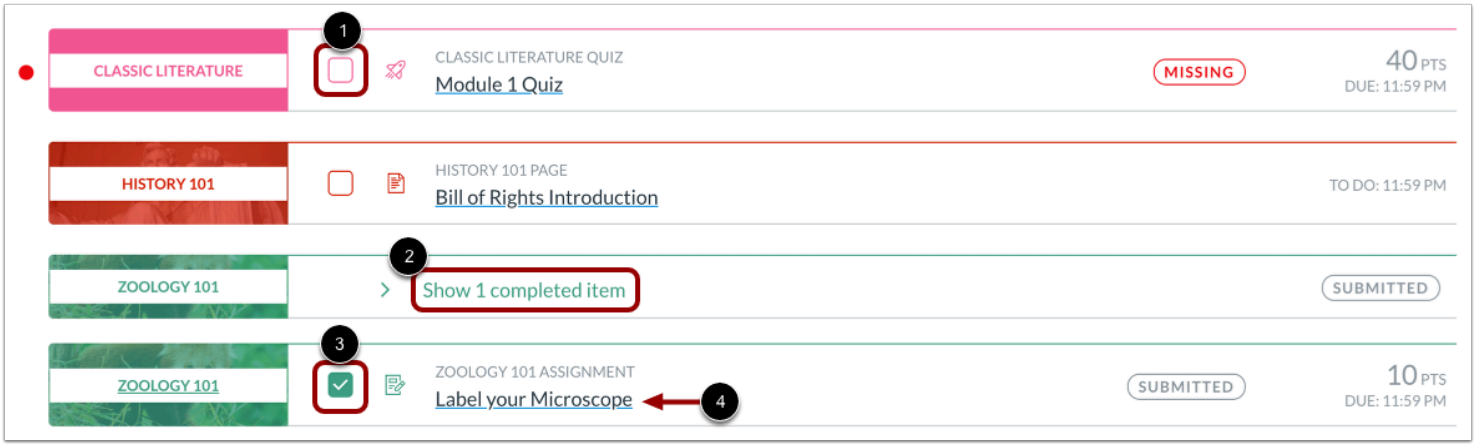
- **Graded** [2]: a submission is graded
- **Replies** [3]: an announcement or discussion has new replies
- **Feedback** [4]: a graded item has new instructor feedback via submission comments (does not display if feedback is only via DocViewer annotations)

Once a graded item is past the due date, the item displays a Missing indicator [5] and a Missing label [6].

Missing items submitted after the due date display a Late label [7].

If your instructor has reassigned an assignment to you, the item displays a Redo label [8]. You must resubmit your assignment.

Mark Item as Complete

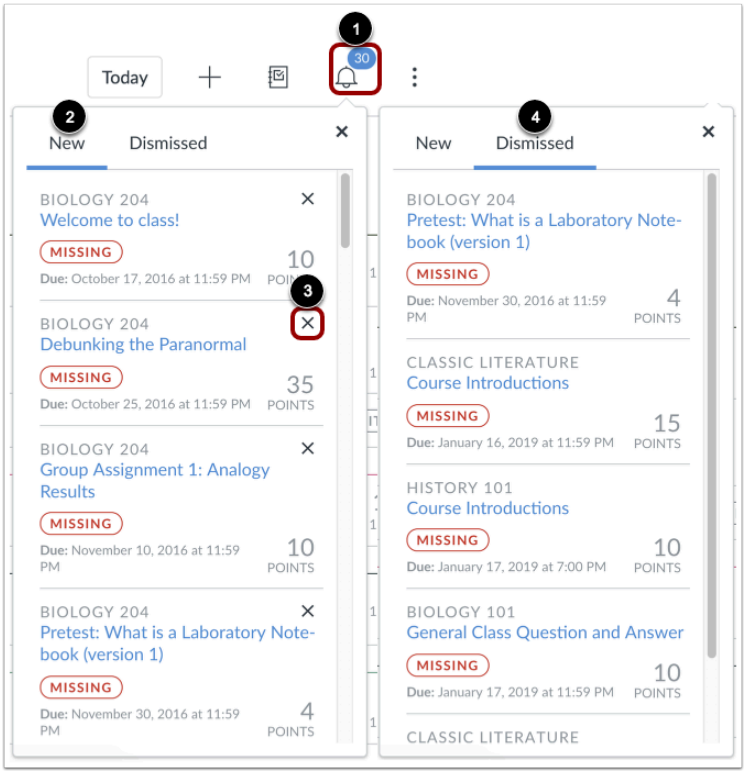


Graded items are automatically marked as completed once they are submitted. Non-graded items must be manually marked as completed.

To manually mark an item as complete, click the **checkbox** for the item [1]. When you manually mark an item, the item's status will update when you refresh the page.

Completed To Do items remain in the To Do list for you to view at any time. To view information about completed To Do items, click the **Show completed item** link [2]. The completed items display a completed checkbox [3]. To view completed item information, click the item name [4]. The next time you refresh the page, the completed items will once again be hidden within the completed link.

View Alerts Menu

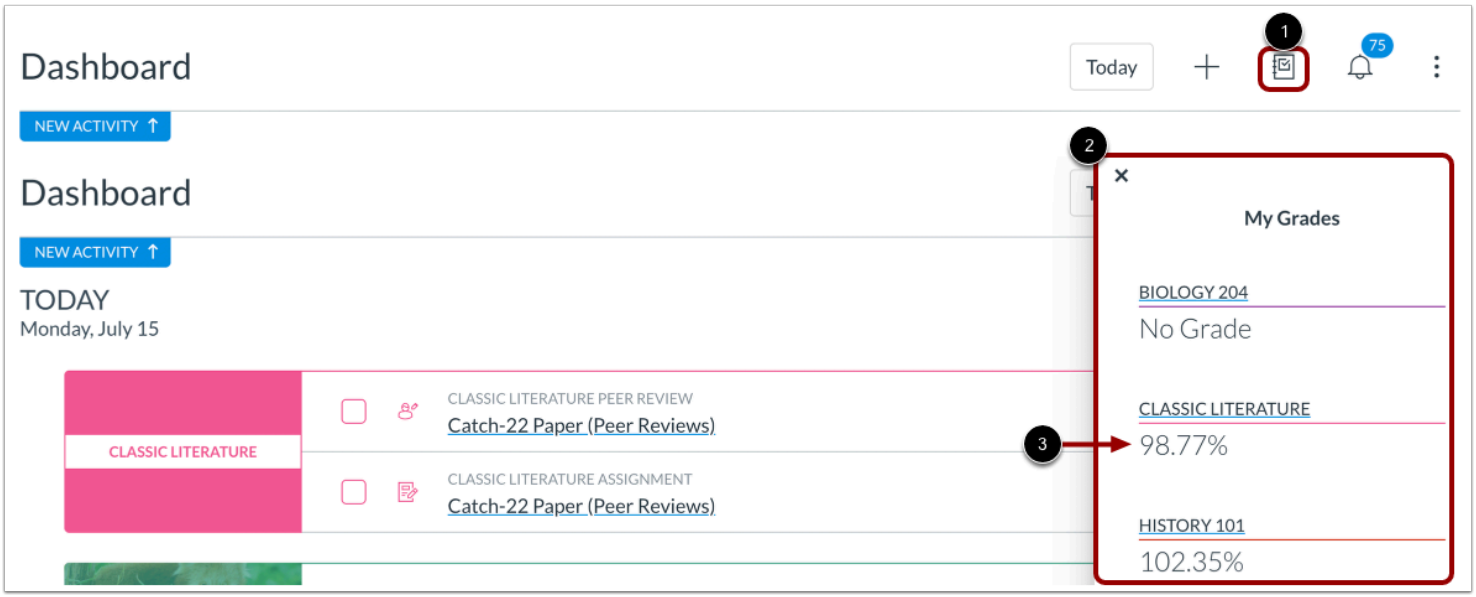


To view a list of graded past-due items across all your courses, click the **Alert Menu** button [1]. The Alert menu helps you see what opportunities are available to you to improve your course grades.

To view new alert items, click the **New** link [2]. You can dismiss new alert items by clicking the **Remove** icon [3]. Dismissing a new alert item does not affect its status or mark it as completed.

To view dismissed alert items, click the **Dismissed** link [4].

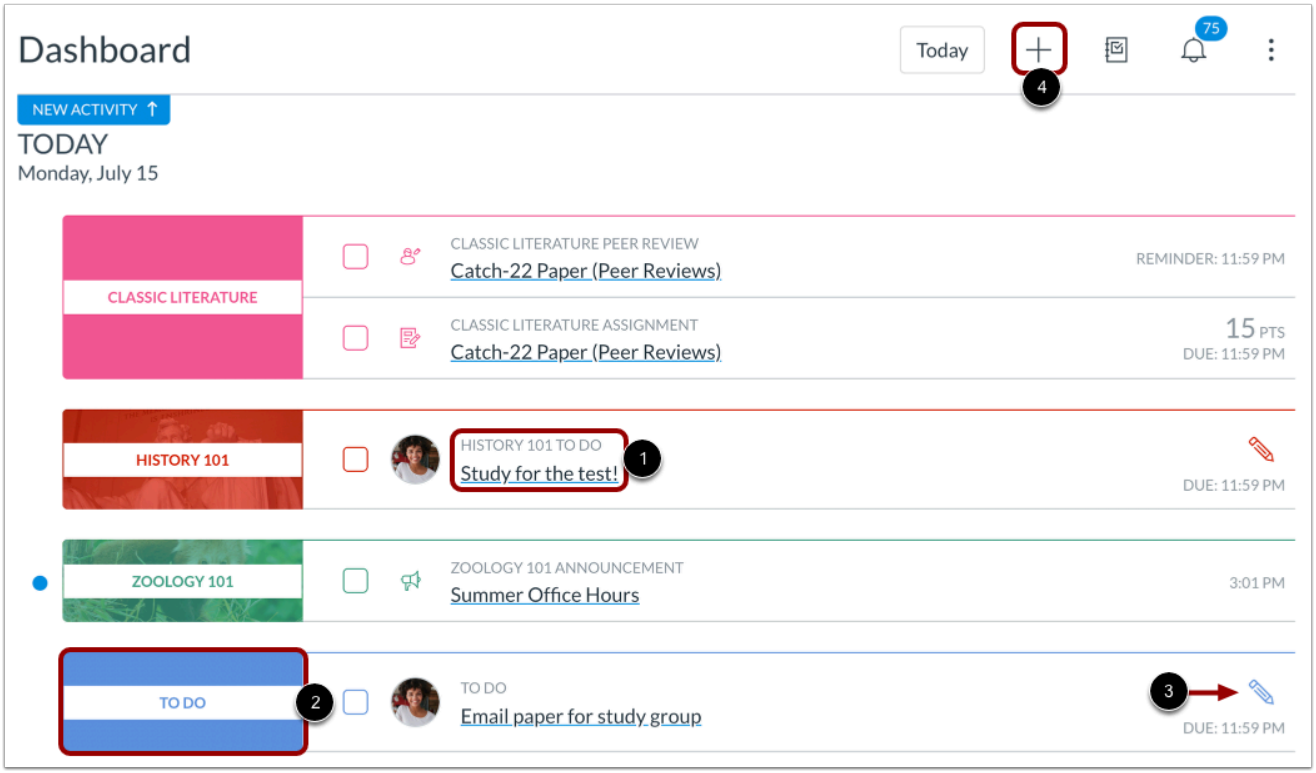
View Grades



To view your current course grades, click the **Gradebook** icon [1]. The My Grades menu displays your current course grades [2]. Click the course name link to view the Grades page for your course [3].

Note: If one of your courses uses grading periods, the grade displayed is the grade for the current grading period.

View To Do Items

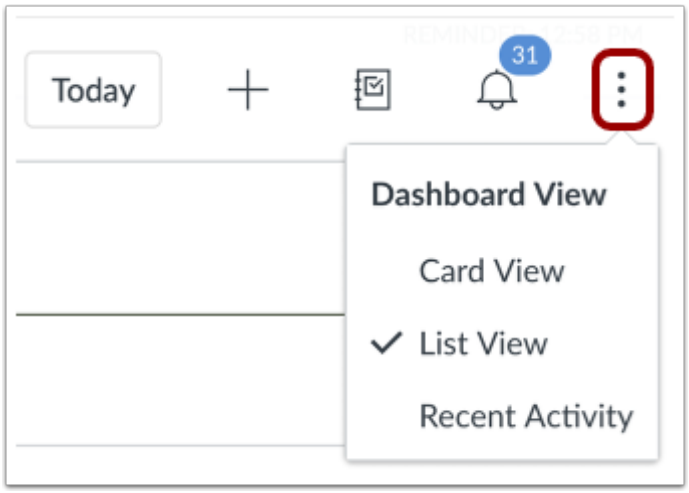


You can add your own To-Do items to the Dashboard. Items associated with a course display as part of the course items and arranged by due date [1]. General to-do items always display below all courses [2]. To-do items can be edited at any time by clicking the **Edit** icon [3].

To add a To-Do item, click the **Add Item** icon [4].

Note: You can also use the Calendar to add to-do items, which will also display in the List View Dashboard.

Change Dashboard



To change the Dashboard view at any time, click the **Options** menu.

How do I add a To Do item in the List View Dashboard as a student?

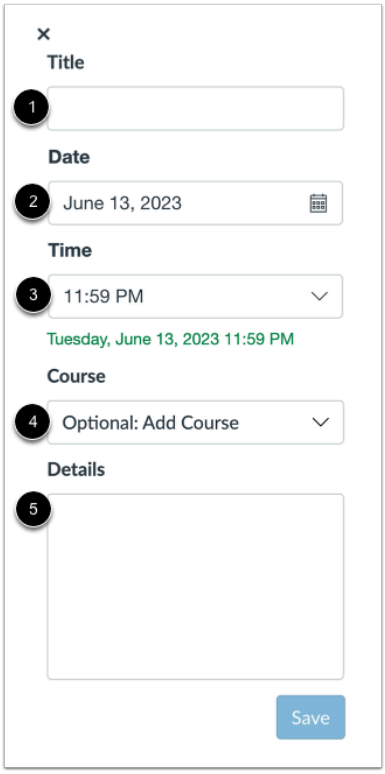
You can create to-do items that display in the List View Dashboard agenda. When you create a to-do item, the new item displays your profile picture to differentiate it from other to-do list items. Any to-do item you create also displays in the Course Card Dashboard View sidebar and Global Activity Stream Dashboard sidebar.

You can also create to-do items from the calendar.

Add To-do Item

Click the **Add To Do** button.

Add To-do Details



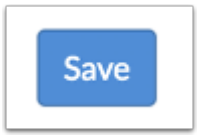
In the To Do sidebar **Title** field [1], type a name for the to-do item.

The **Date** field defaults to the current date [2], and the **Time** field defaults to 11:59pm [3]. To change the date and/or time when you want to complete the item, modify the date or time appropriately.

Items default as general to-do items, but you can associate the item with a course by selecting a course from the **Course** drop-down menu [4].

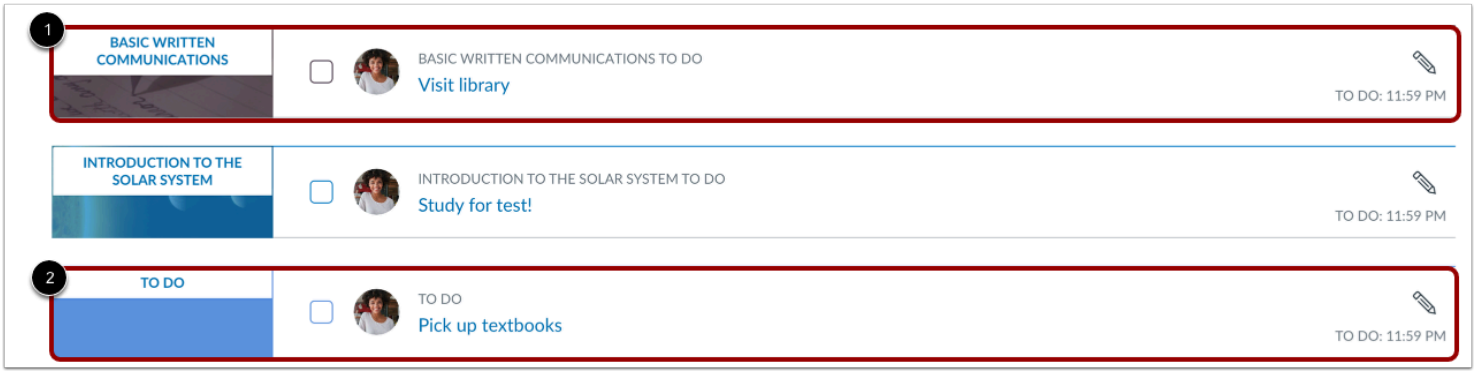
In the **Details** field [5], any other details about your to-do item.

Save To-do



Click the **Save** button.

View To-do Item

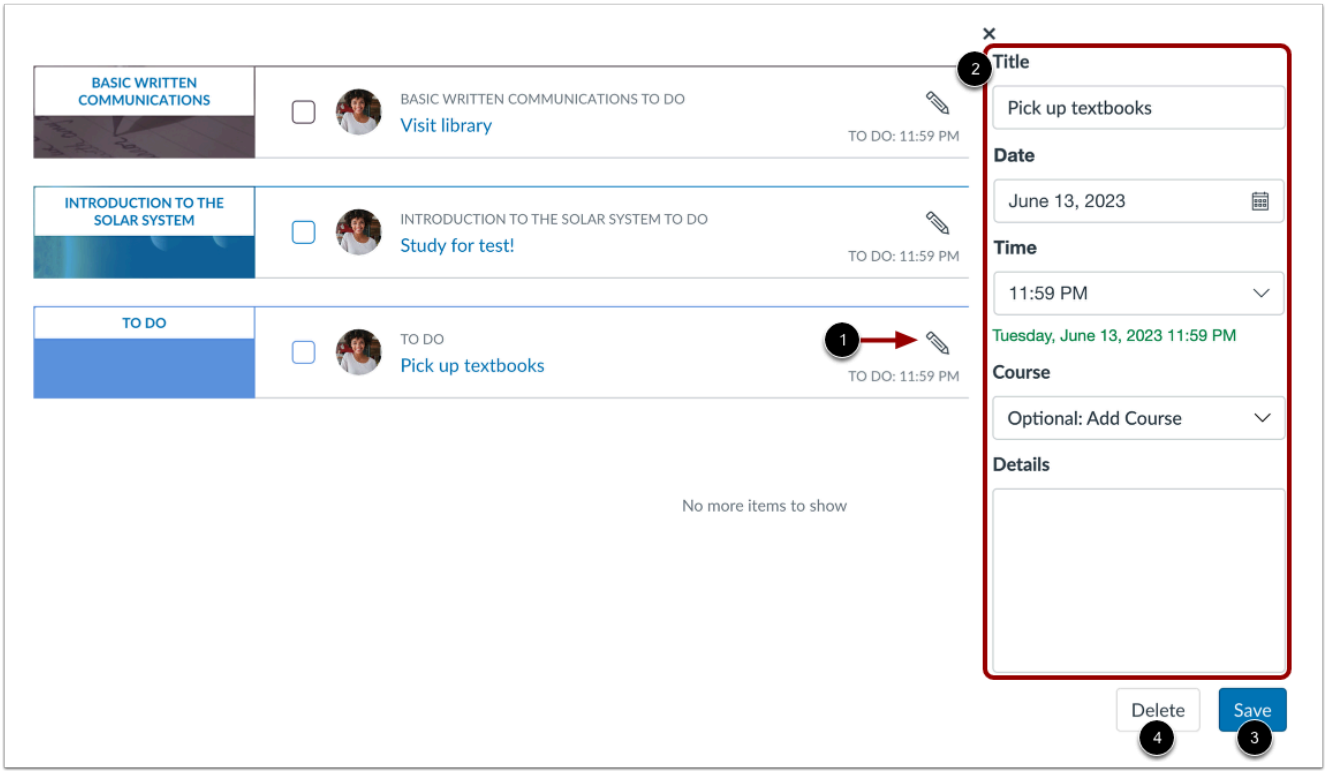


View your to-do item.

Items that you associate with a course display on the to-do list with other course to-do items [1].

Items that are not associated with a specific course display at the bottom of the day's to-do list [2].

Manage To-do Item



To edit or delete a To-Do item, click the **Edit** icon [1].

To edit the item, edit the information in the To Do details sidebar [2]. To save your edits, click the **Save** button [3].

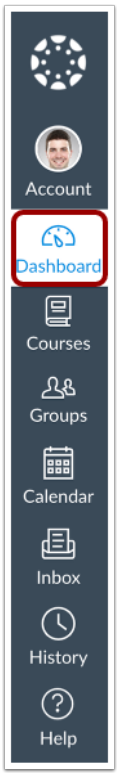
To delete the item, click the **Delete** button [4]. When the delete confirmation window displays, click the **OK** button.

How do I use the To Do list and sidebar in the Dashboard as an instructor?

In the Card View Dashboard and the Recent Activity Dashboard, the sidebar contains a To Do list and other sections that help you know what assignments and events are coming up in all of your courses. The sidebar includes specific items for instructor and student roles. If you are enrolled in Canvas courses with more than one user role, your sidebar may show items for both roles.

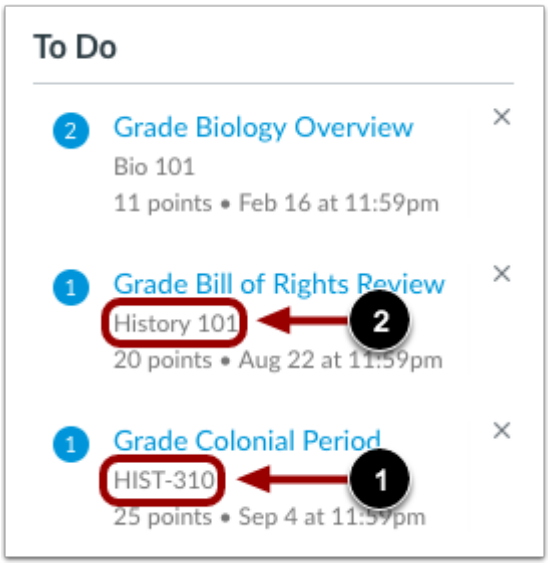
The sidebar is similar to the sidebar that displays in your Course Home Page, but the course sidebar only includes items for the specific course. Depending on the setup of your Course Home Page, the sidebar in a course may contain additional sections than shown in the sidebar.

Open Dashboard



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

View Sidebar Course Items

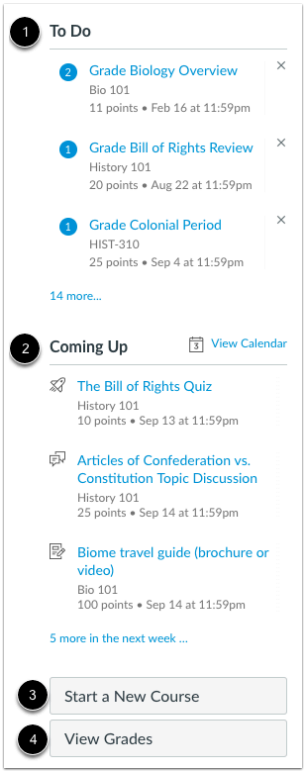


The sidebar shows various action items in all your courses. Each item is associated with a specific course. All items from all your active courses display in the sidebar—not just favorited courses in the Dashboard.

For course identification, each sidebar item displays the course code, or short name, for the course [1]. The course code is located directly below the full course name.

Course nicknames can be set in place of sidebar course codes that are long or otherwise confusing to remember which courses they represent. If you have created a nickname for a course, the nickname displays in the sidebar instead of the course code [2]. However, the original course code always displays in the course card.

View Instructor Sections



The sidebar helps you manage grading in all of your courses. However, assignments that are not graded or do not require an online submission only display until the due date.

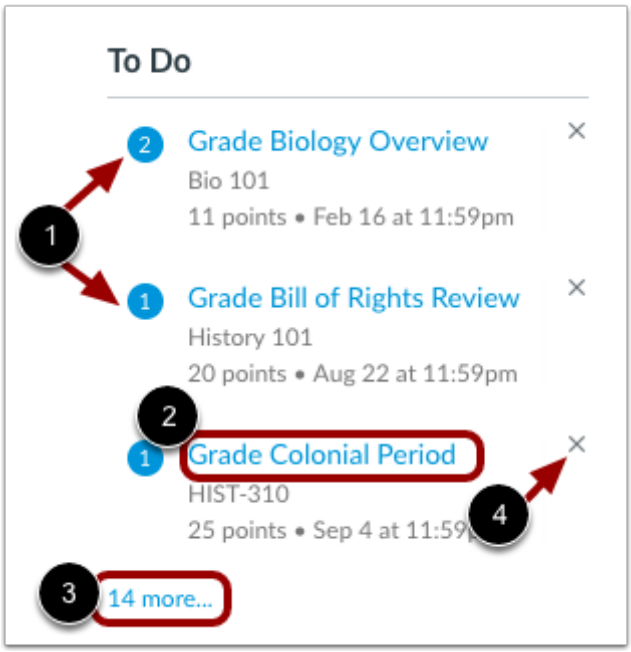
The **To Do** section shows all items that require grading in Canvas, regardless of due date [1]. Each item in the To Do list displays the assignment name, the course name, the number of points, and the due date for the assignment. Some assignments may display multiple due dates.

The **Coming Up** section shows assignments and events coming due in the next seven days [2]. Items can include ungraded quizzes and assignments that do not require a submission, though these assignment types do not display in the To Do grading list for instructors. Some items may display multiple due dates. The Coming Up section displays up to 20 items ordered according to date.

If your Canvas admin has granted you permission to create courses, you may see the **Start a New Course** button [3], which would allow you to create a new Canvas Course.

The **View Grades** button links to the Dashboard Grades page and displays the overall grade average for all your active courses [4].

Manage Sidebar Items



Each section item indicates how many items need to be graded [1]. By default, Grade Assignment links open to SpeedGrader in a new browser tab [2]. You can prevent Grade Assignment links from opening in a new tab in your User Account Feature Option Settings.

If a section contains more items than are listed, a link will appear under the list that you can use to view all to-do items [3].

The To Do section shows up to seven items with due dates in the upcoming weeks. To view more items, you must manually remove items from the list. To remove a To Do item, click the **remove** icon [4].

Note: When an item is removed, the item can only be restored to the To Do section if a new submission is received for that assignment.

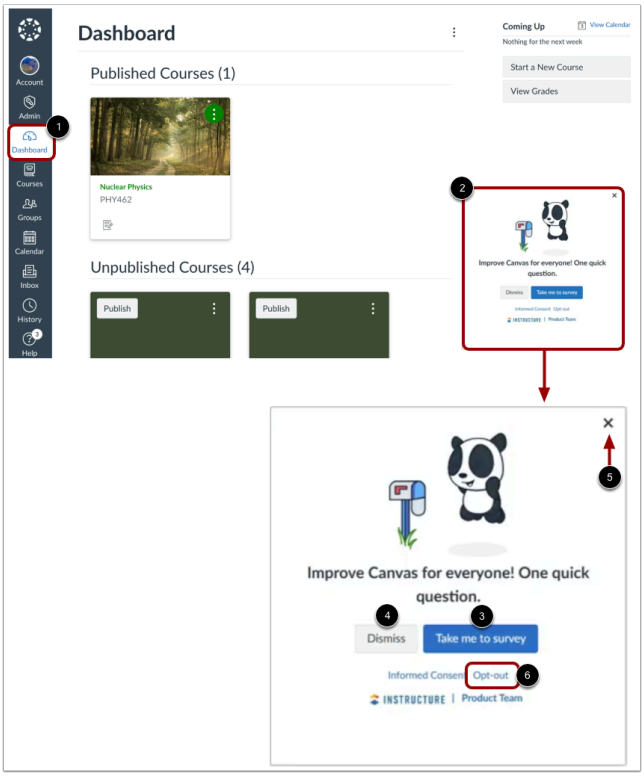
How do I share feedback using Instructure's Net Promoter Score (NPS) survey from the Dashboard?

Eligible users with Instructor or Admin roles can provide feedback for Canvas once a year through the Instructure Net Promoter Score (NPS) survey.

Currently, only Canvas instances linked to a billing address within the United States are eligible for surveys. Additionally, users with multiple roles will receive a survey as long as one of their roles is not Student. Users with only the Student role will not receive a survey.

To learn more about using the in-app NPS survey in Canvas, you can visit the In-App Canvas NPS Survey FAQ resource document.

View Survey Window



If you are selected to take the survey, in your Dashboard [1], the survey window displays as a widget [2].

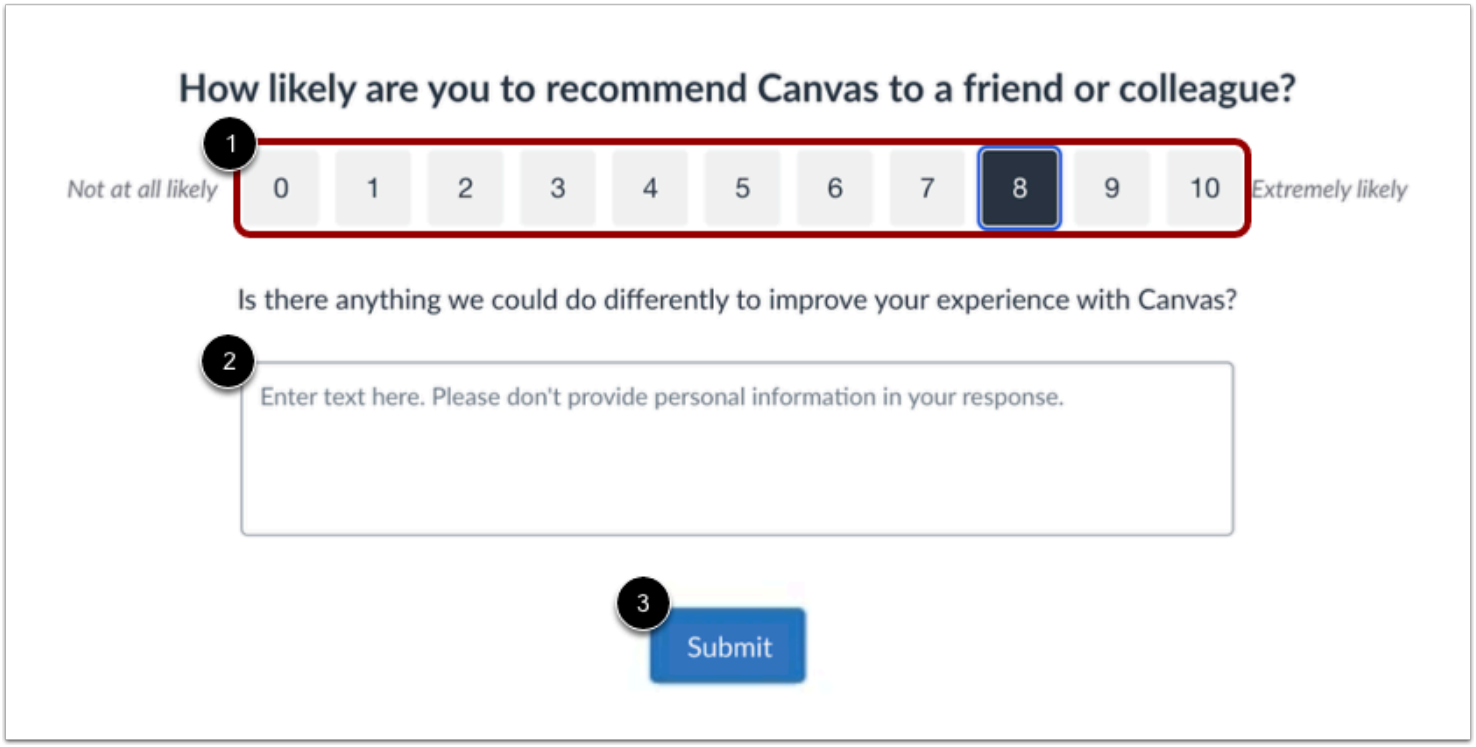
To launch the survey, click the **Take me to survey** button [3].

To skip the current survey, click the **Dismiss** button [4] or the **Close** icon [5].

To opt out of the survey, click the **Opt-out** link [6].

Note: If you opt out of the survey, you will be permanently removed from all future in-app surveys.

Take Survey

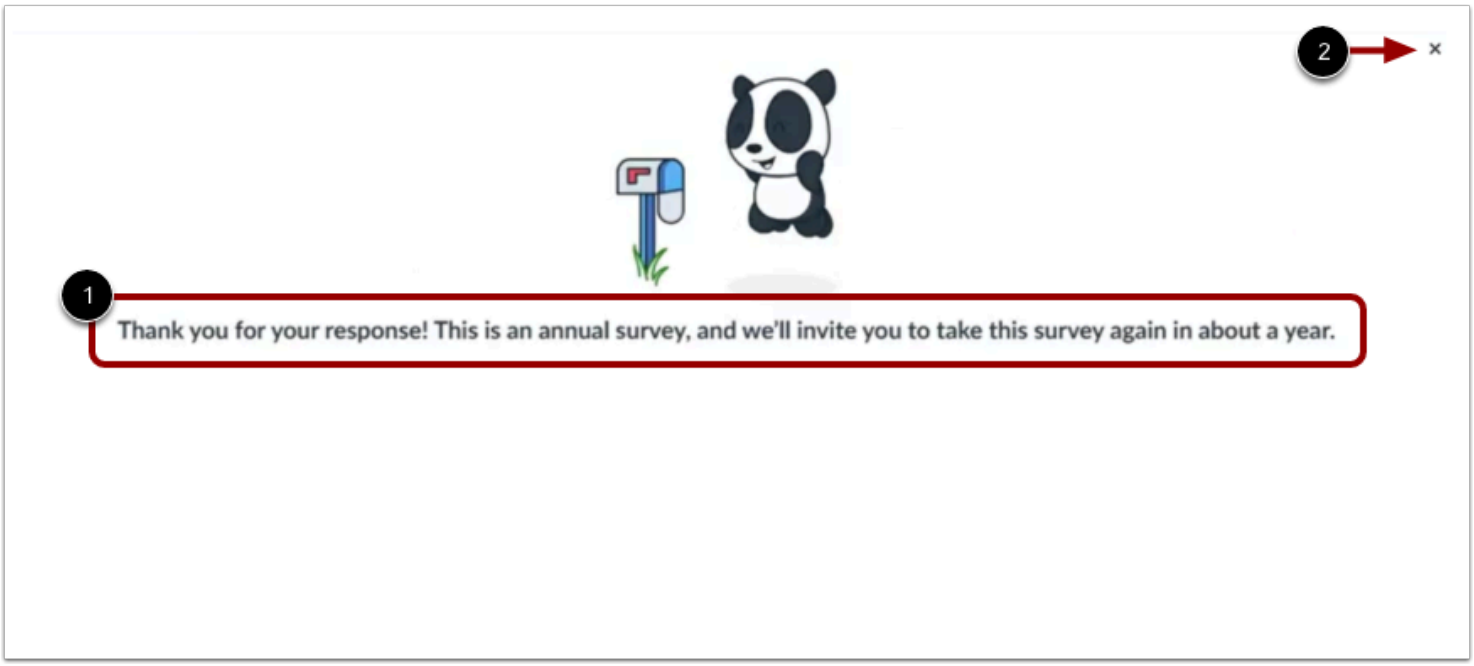


To respond to the survey questions, select the number on the scale that best reflects your opinion [1].

Depending on the score you selected, a follow-up question displays. You can add your answer in the text field [2].

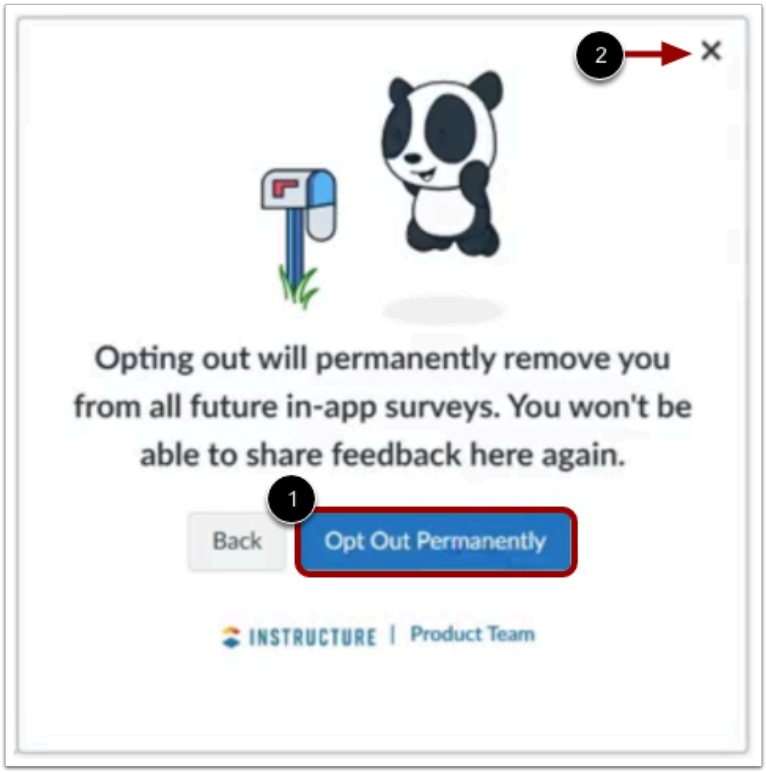
To complete the survey, click the **Submit** button [3].

View Submission Confirmation Window



A submission confirmation window displays [1]. To dismiss the pop-up window, click the **Close** icon [2].

Opt Out Permanently or Dismiss Survey



If you selected to opt out of the survey, another window displays.

To opt out the survey permanently, click the **Opt Out Permanently** button [1].

To dismiss the survey until the next year, click the **Close** icon [2].

ePortfolios

How do I create a new ePortfolio?

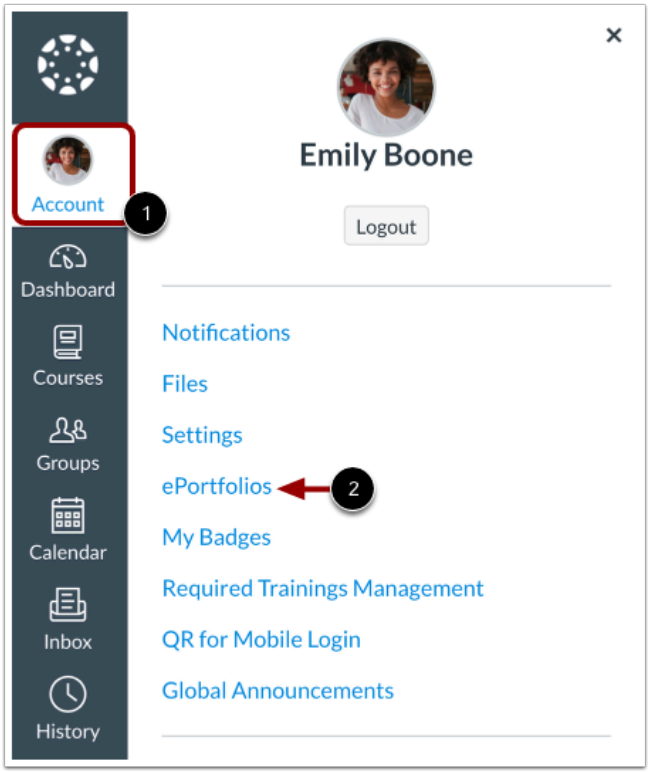
Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

You can create a new ePortfolio in your user settings. You must be enrolled in a course to create an ePortfolio.

Notes:

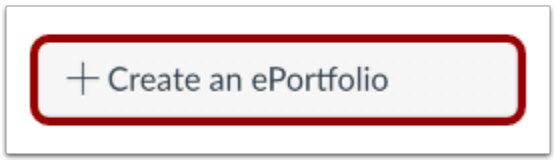
- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you do not see the Create an ePortfolio button, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.
- This lesson covers how to use Canvas ePortfolios in your user account. If ePortfolios in your user account display differently than the images in this lesson, learn how to use Canvas Student ePortfolios.

Open ePortfolios



In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Create an ePortfolio

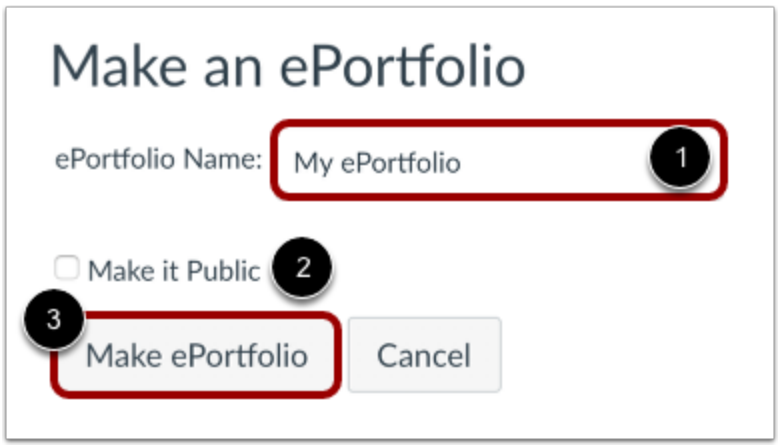


Click the **Create an ePortfolio** button.

Notes:

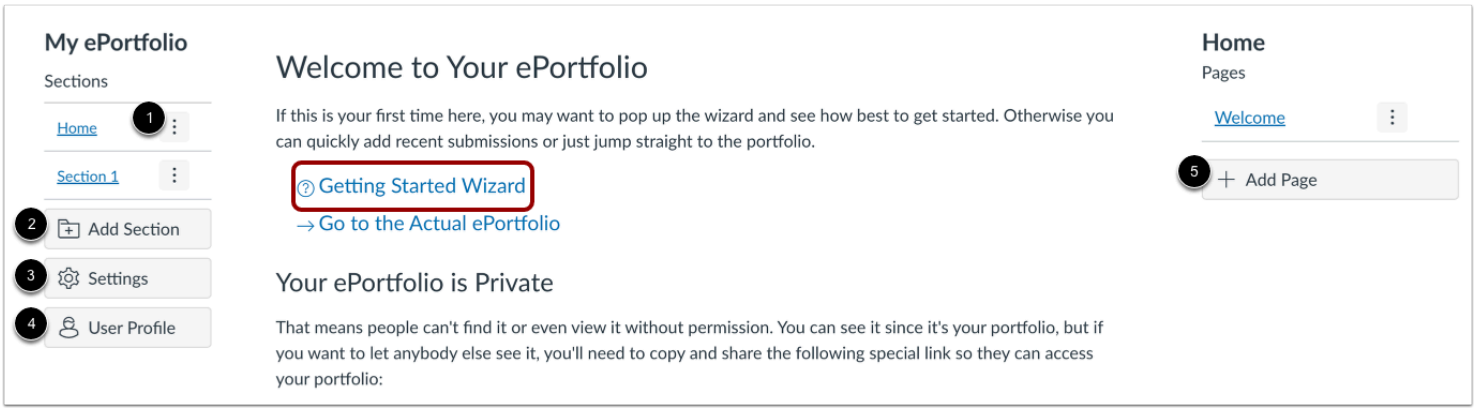
- You must be enrolled in a course to create a new ePortfolio.
- If the Create an ePortfolio button does not display, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.

Create ePortfolio



Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click the **Make ePortfolio** button [3].

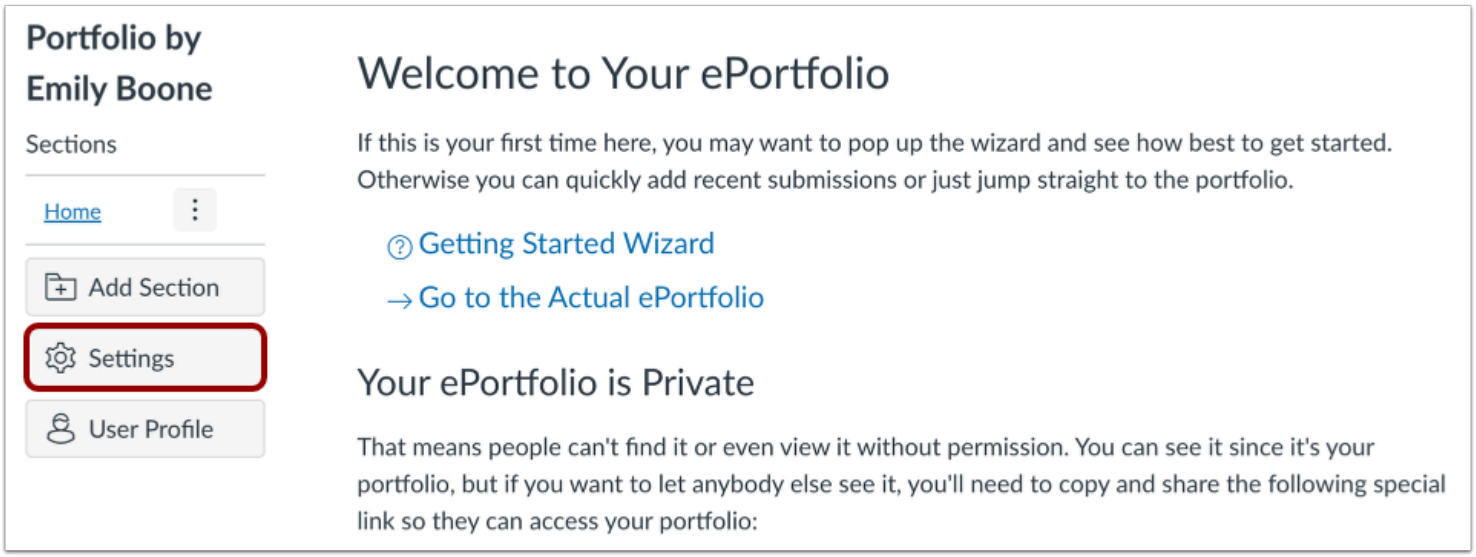
View ePortfolio



Once the ePortfolio is created, there are several options for creating content for your portfolio, including a wizard that will walk you through your creation, step by step.

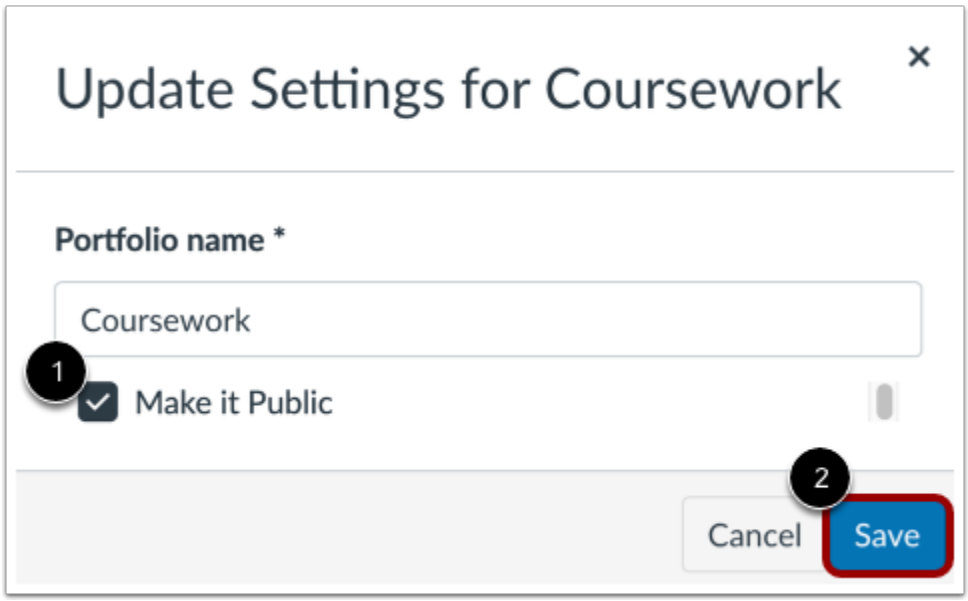
To rename, move, or delete a section, click the options button [1]. To add a section to a portfolio, click the **Add Section**
button [2]. Click the **Settings** button [3] to update the profile settings. To return to the User Profile, click the **User Profile** button [4]. Click the **Add Page** button [5] to create a new page.

Edit ePortfolio



To edit your ePortfolio settings, click the **Settings** link.

Update Settings



Edit the Portfolio name or visibility option [1]. Click the **Save** button [2].

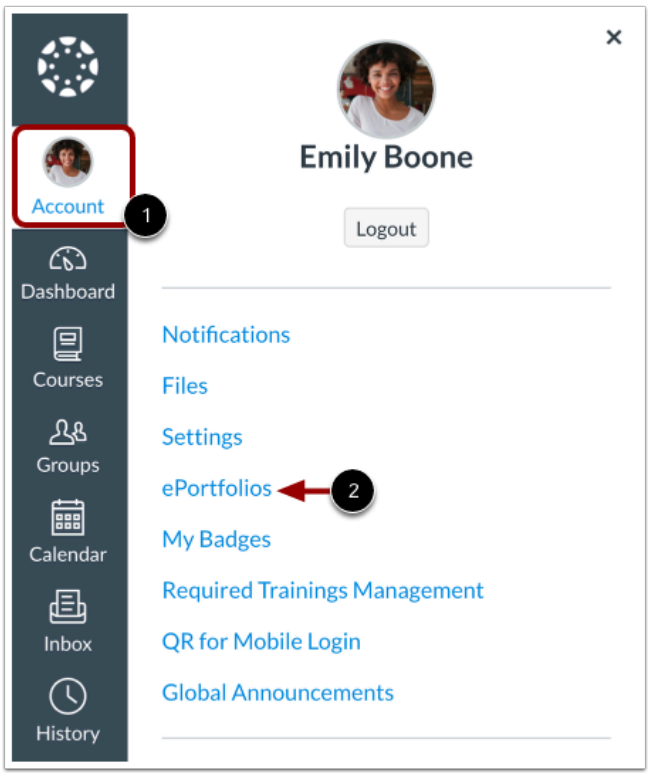
How do I use the ePortfolio Getting Started Wizard?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

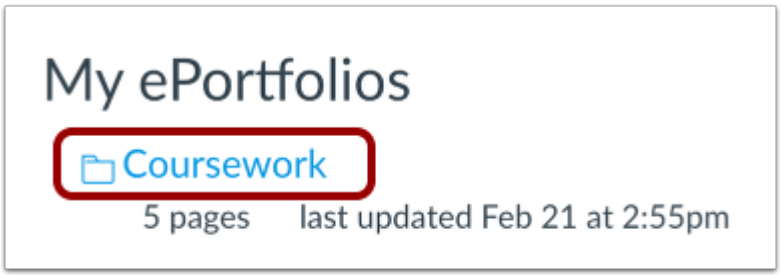
Note: This lesson displays how to use Canvas ePortfolios in your user account. If ePortfolios in your user account displays differently than the images in this lesson, learn how to use Canvas Student Pathways and ePortfolios.

Open ePortfolios



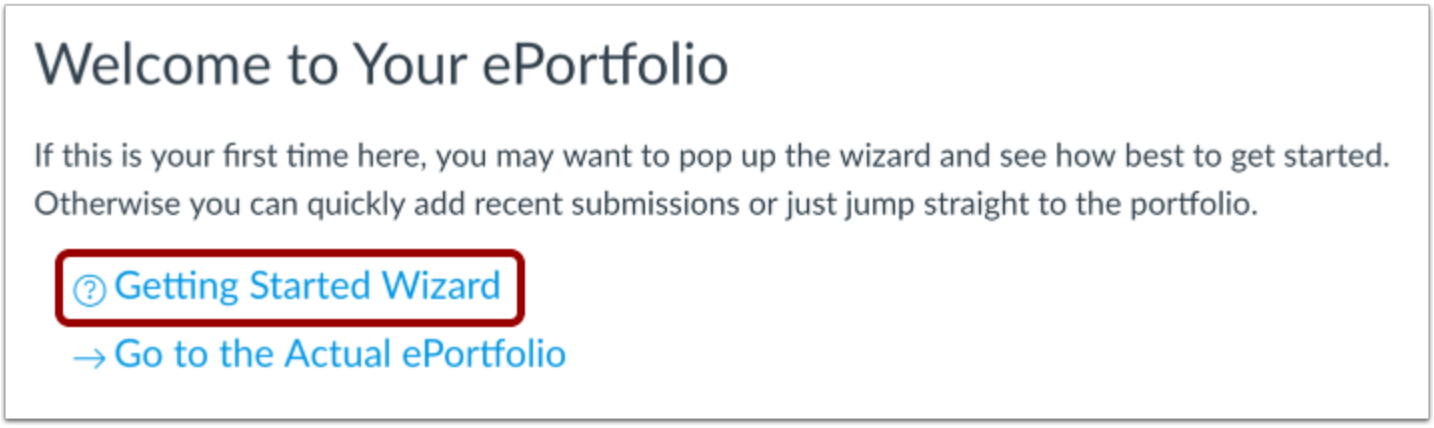
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



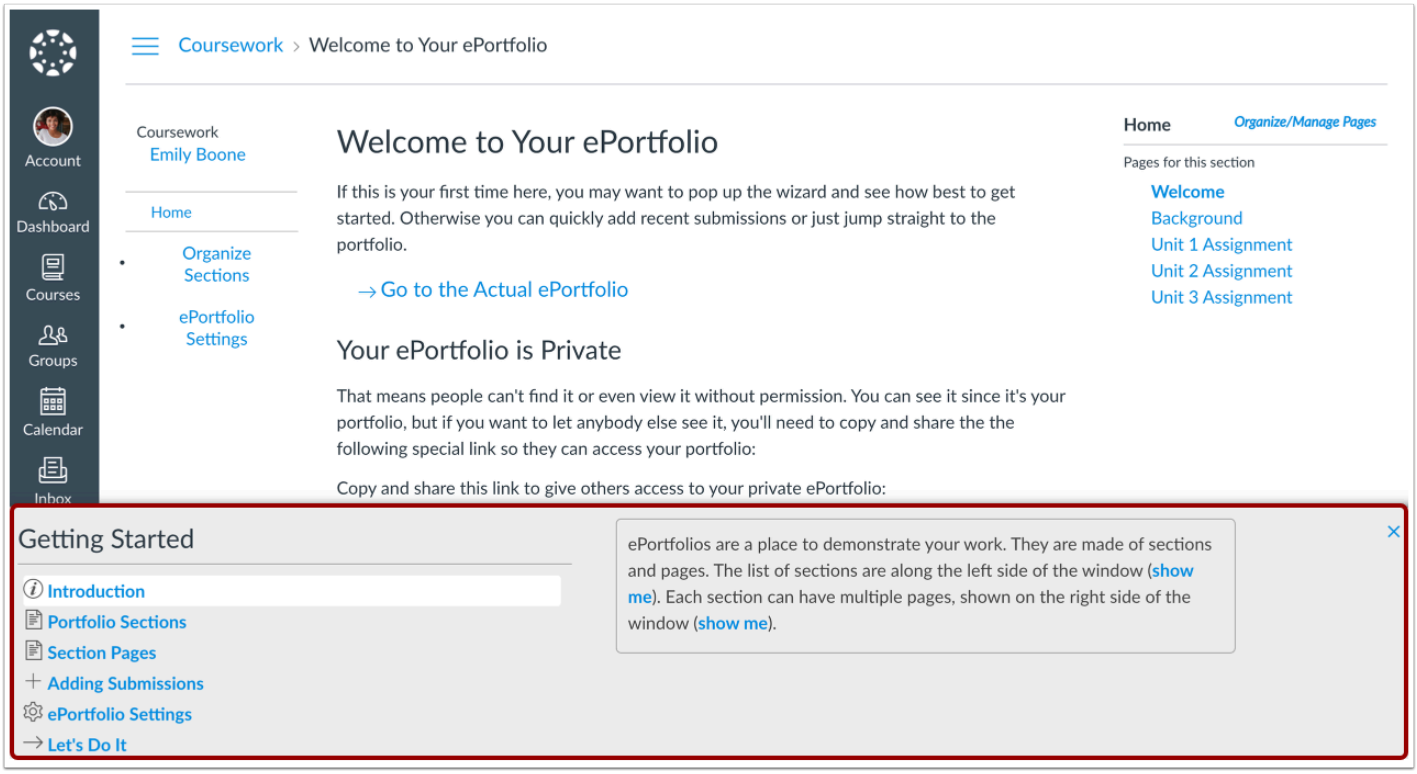
Click the name of an ePortfolio.

Open Getting Started Wizard



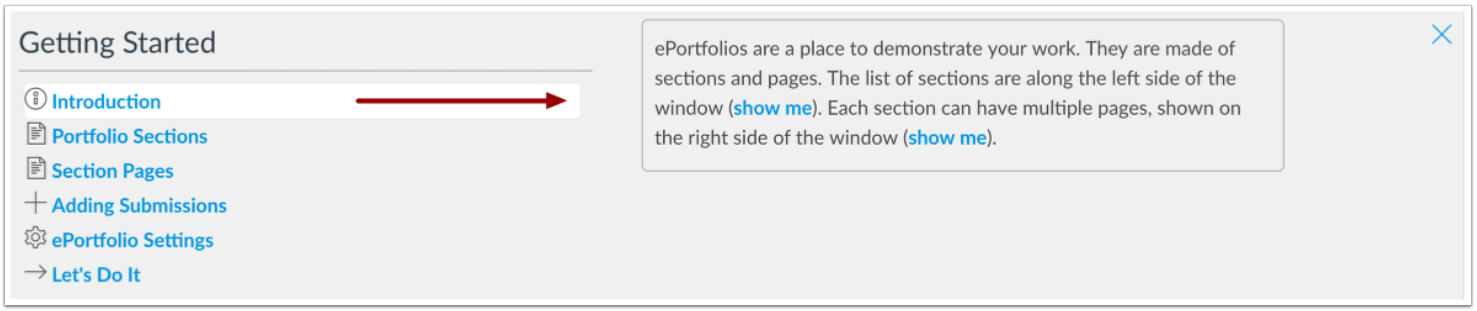
Click the **Getting Started Wizard** link.

View Getting Started Wizard



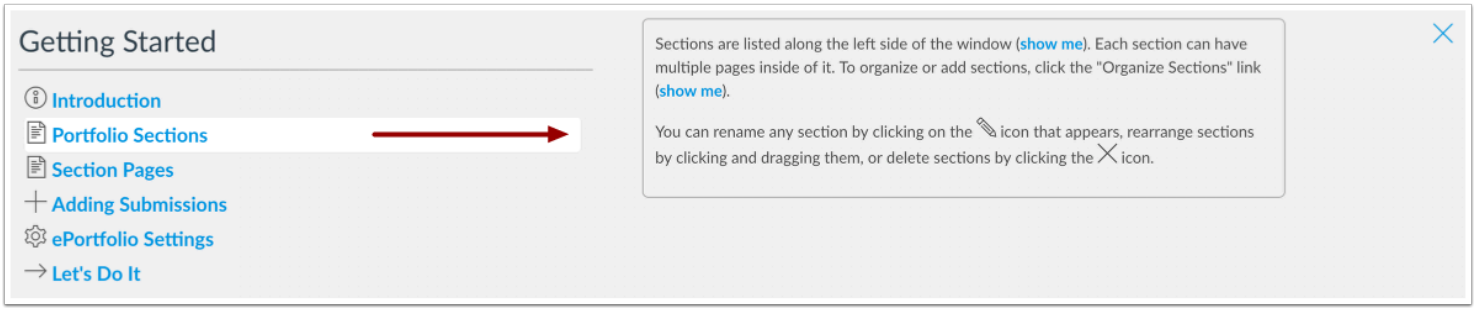
The Getting Started Wizard will pop up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let's Do It. To close the Getting Started Wizard, click the close icon.

View Introduction



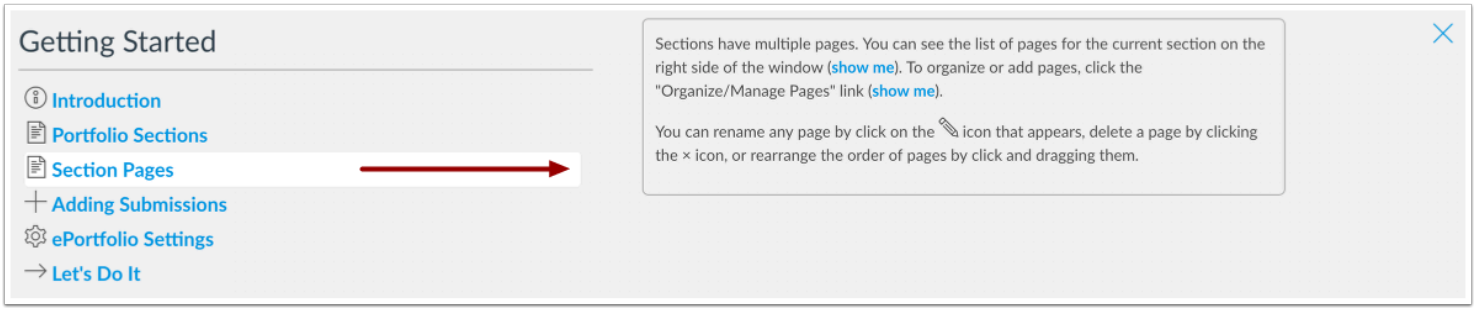
Your ePortfolio is a way to show off your work to your peers, instructors, and possible employers. They are made of sections and pages that are customizable and you are able to add and remove different types of information.

View Portfolio Sections



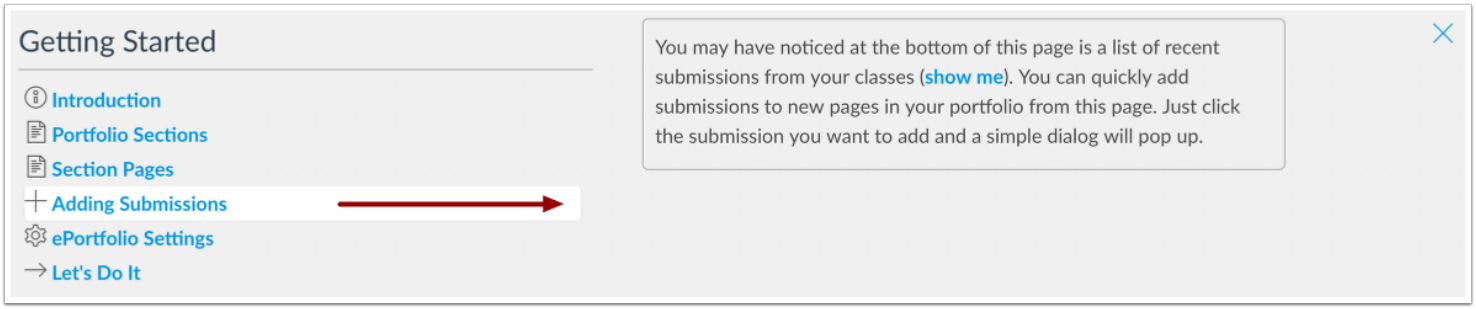
The portfolio sections are your navigation links for your portfolio. Each section can have multiple pages inside of it. You can organize the sections by clicking the **Organize Sections** link. You can also rename a section by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

View Section Pages



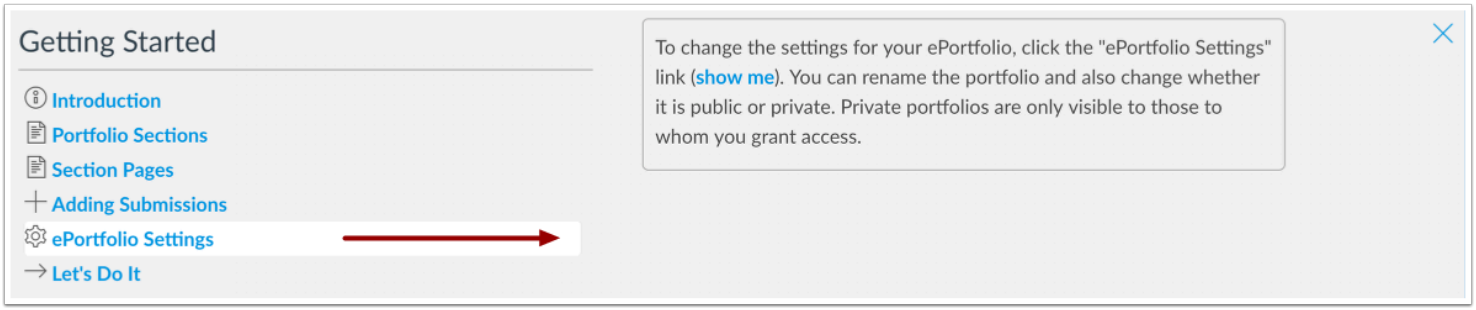
The section pages are part of the section links. To organize or add pages, click on the **Organize/Manage Pages** link. You can also rename a page by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

View Adding Submissions



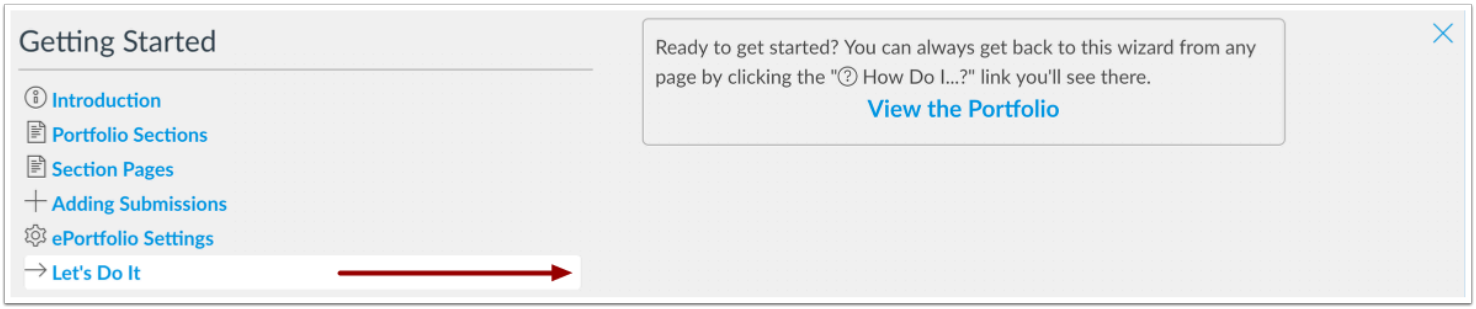
You can add assignments to your portfolio from classes you are taking and classes you have taken. You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.

View ePortfolio Settings



To change the settings for your ePortfolio, click the **ePortfolio Settings** link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.

View Let's Do It



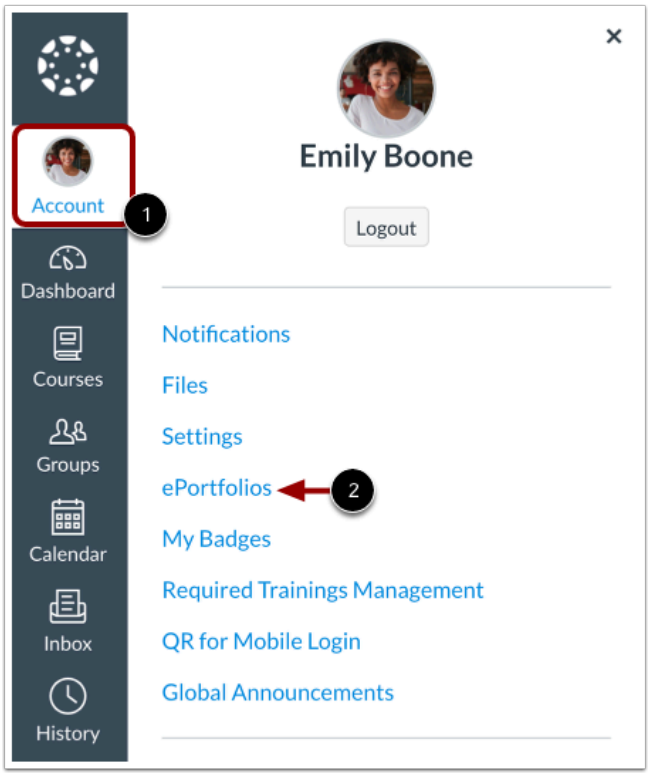
Ready to get started? You can always get back to this wizard from any page by clicking the **"Help How Do I...?"** link.

How do I organize my ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

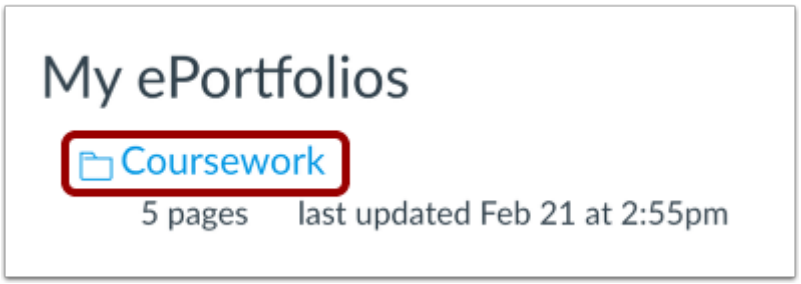
You can organize your ePortfolio by renaming, reordering, or moving sections.

Open ePortfolios



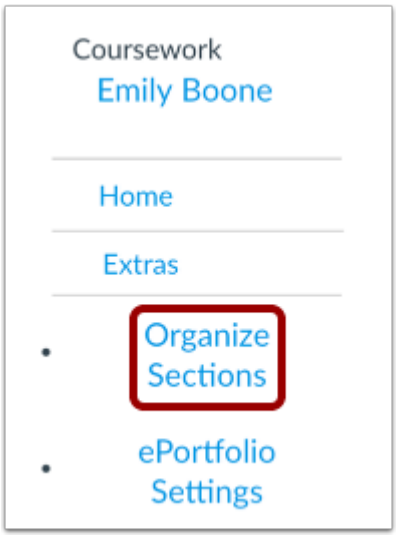
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



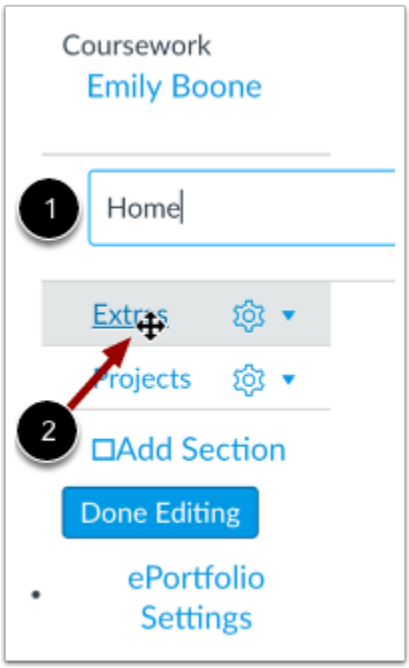
Click the title of the ePortfolio.

Organize Sections



Click the **Organize Sections** link.

Manage Sections

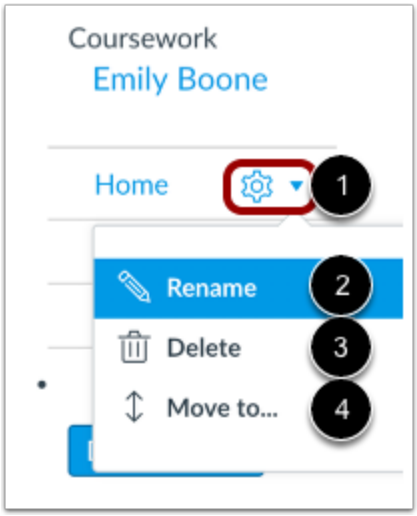


You can organize your ePortfolio sections in the menu.

To rename a section, click the name of the section and type the new name in the field [1].

To reorder a section, hover over the section name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your ePortfolio organization.

View Section Settings

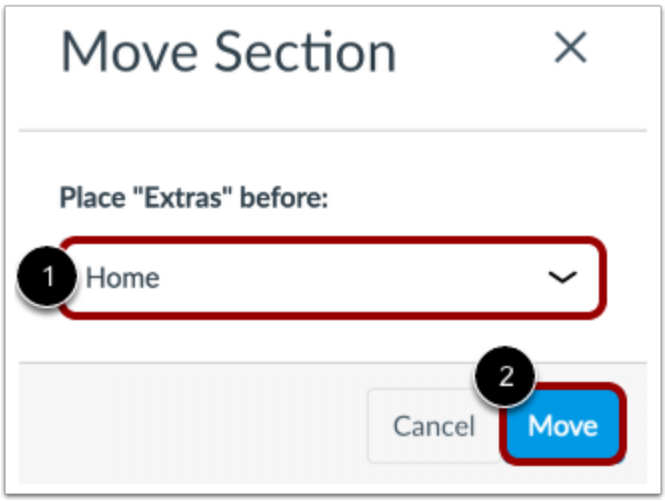


You can also use the Settings icon to organize ePortfolio sections.

To view your options, click the **Settings** icon [1]. To rename a section, click the **Rename** link [2]. To delete a section, click the **Delete** link [3].

To move a section, click the **Move To...** link [4].

Move Section



In the section drop-down menu [1], select the section that should come after the section you are moving. Click the **Move** button [2].

Save Changes

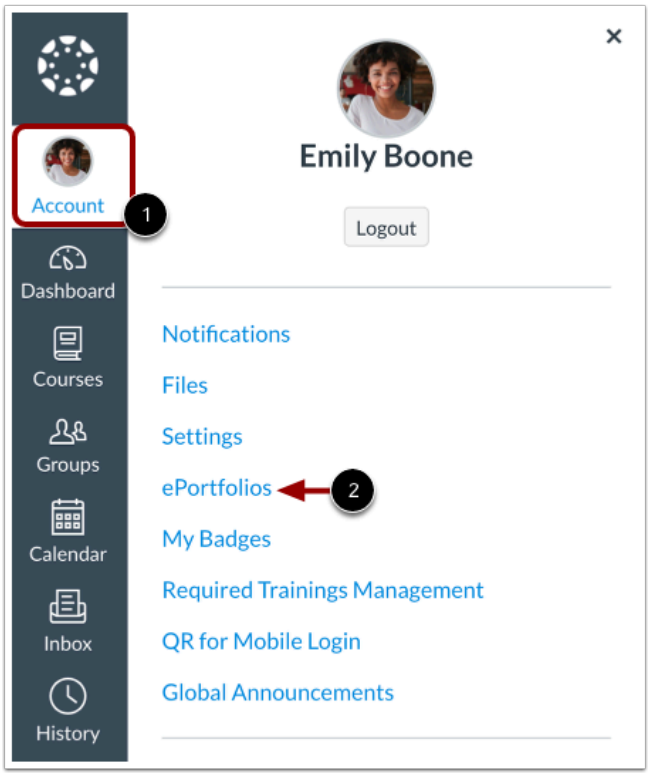
Click the **Done Editing** button.

How do I create a new ePortfolio section?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

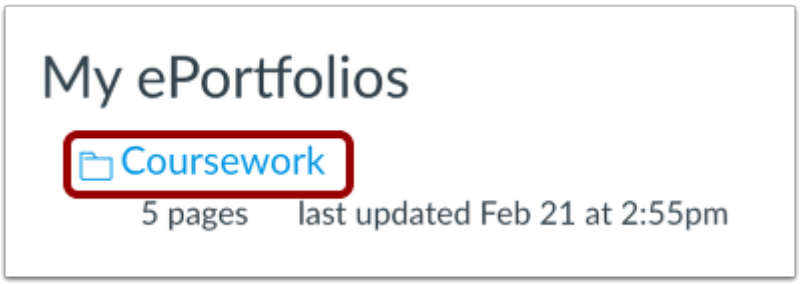
You can organize your ePortfolio by creating multiple sections.

Open ePortfolios



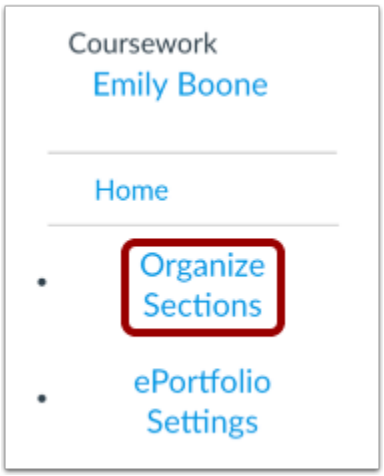
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



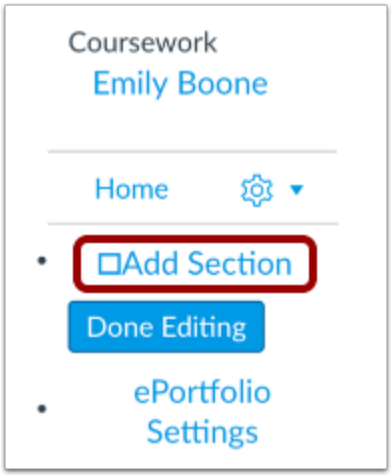
Click the title of the ePortfolio.

Open Sections



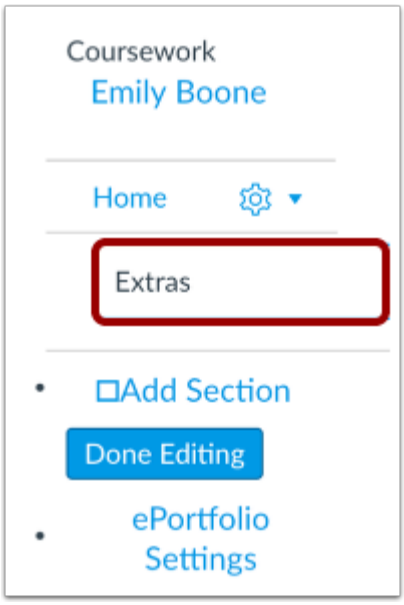
Click the **Organize Sections** link.

Add Section



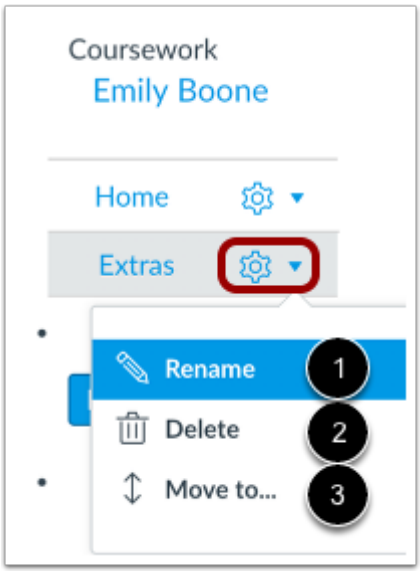
To create a new ePortfolio section, click the **Add Section** link.

Add Section Name



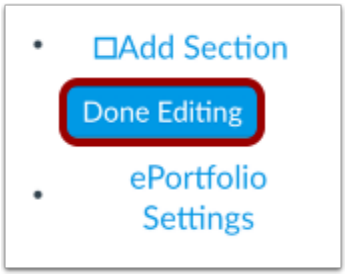
Type your new section name in the section name field. Press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Manage Sections



To edit any section, click the **Settings** menu. To rename a section, click the **Rename** link [1]. To delete a section, click the **Delete** link [2]. To move a section, click the **Move to...** link [3]. You can also rearrange sections by clicking and dragging them.

Save Section



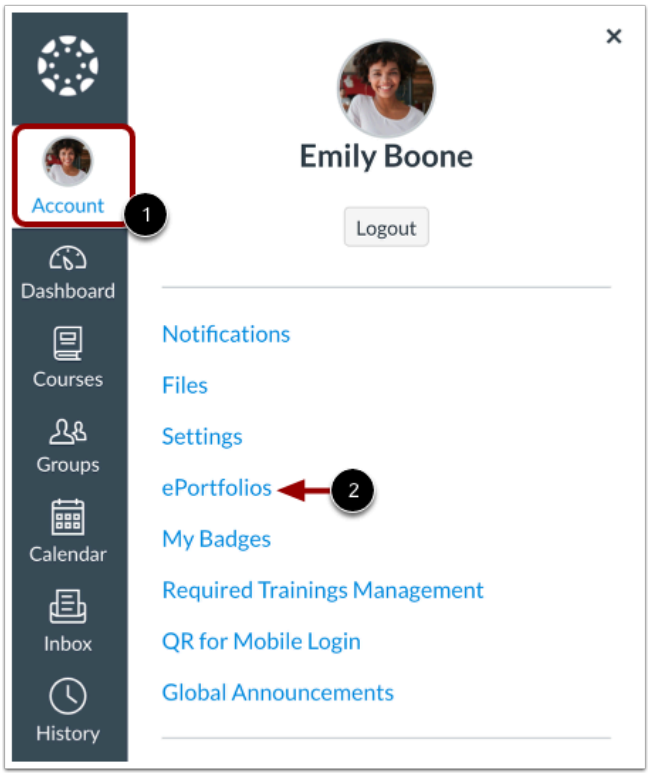
When you are finished adding and/or editing your new ePortfolio sections, click the **Done Editing** button.

How do I organize my ePortfolio pages?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

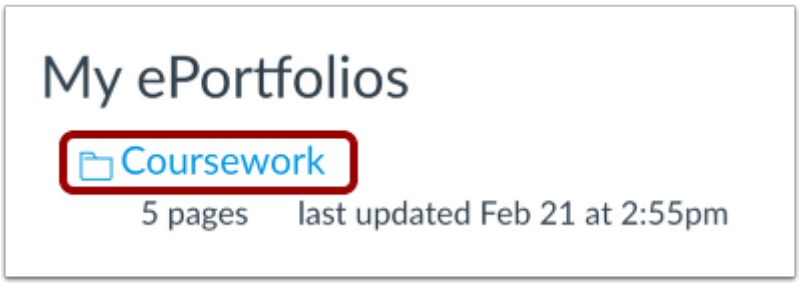
You can organize your ePortfolio pages within your sections. You can also rename, reorder, and move pages.

Open ePortfolios



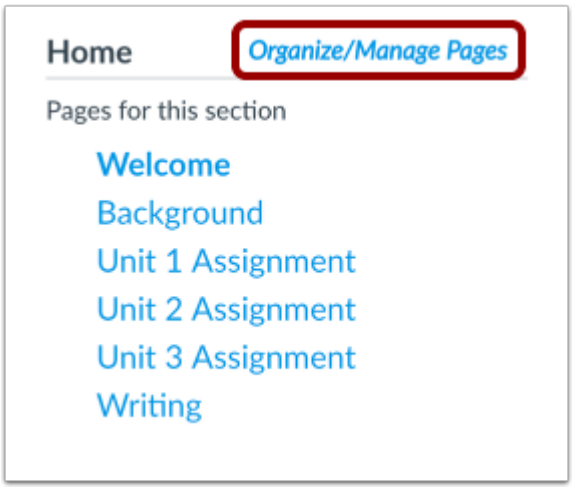
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



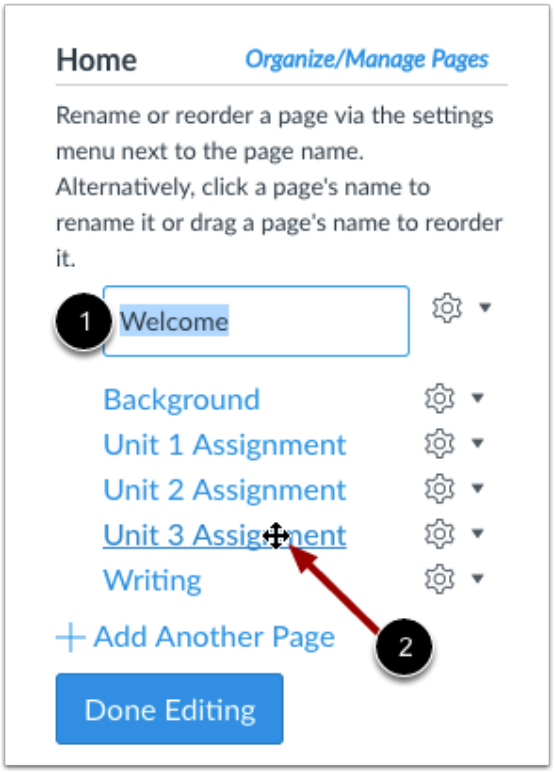
Click the title of the ePortfolio.

Organize/Manage Pages



Click the **Organize/Manage Pages** link.

Manage Pages

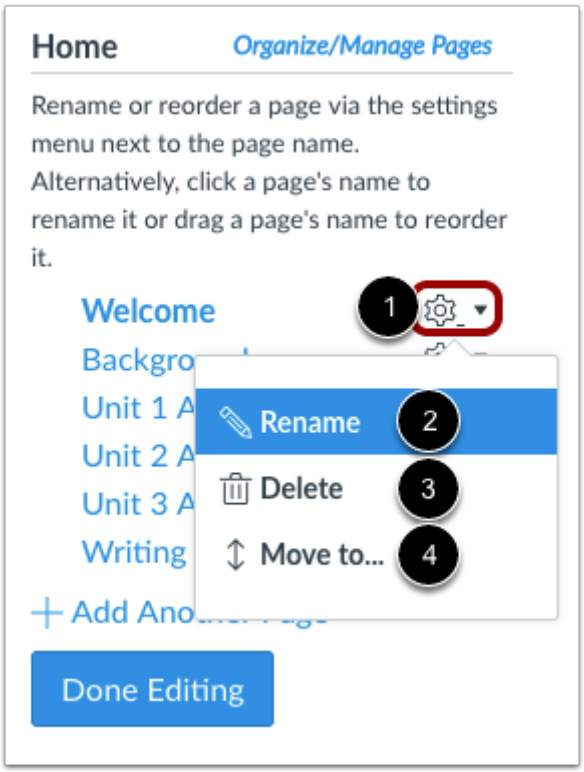


You can organize your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your section organization.

View Page Settings

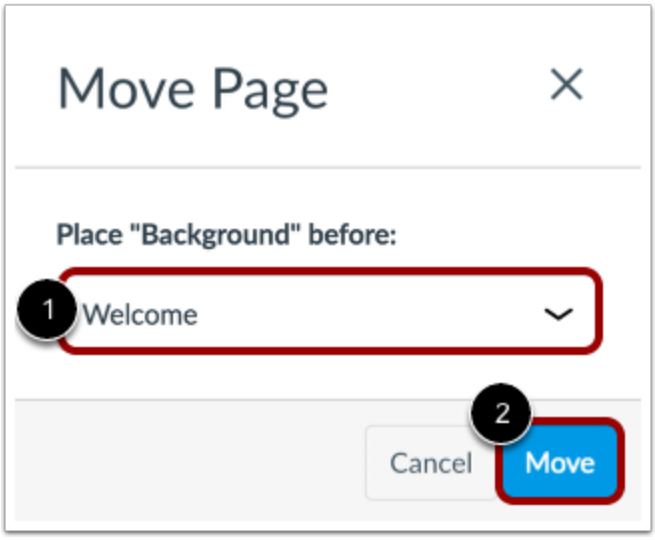


You can also use the Settings icon to organize ePortfolio pages.

To view your options, click the **Settings** icon [1]. To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3].

To move a page, click the **Move To...** link [4].

Move Page



In the page drop-down menu [1], select the page that should come after the page you are moving. Click the **Move** button [2].

Save Changes

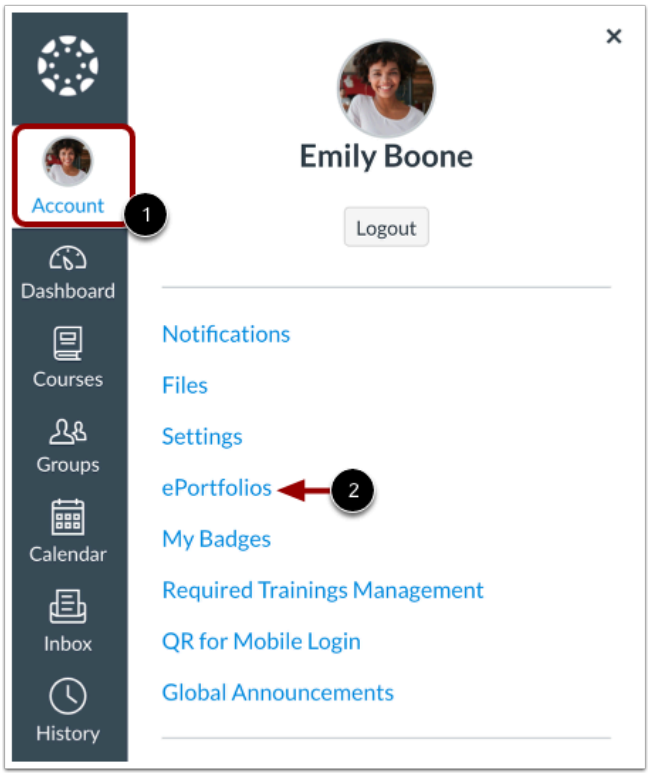
Click the **Done Editing** button.

How do I edit the default page in my ePortfolio section?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

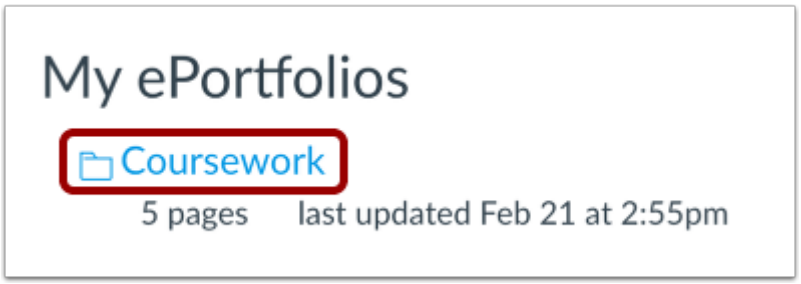
The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

Open ePortfolios



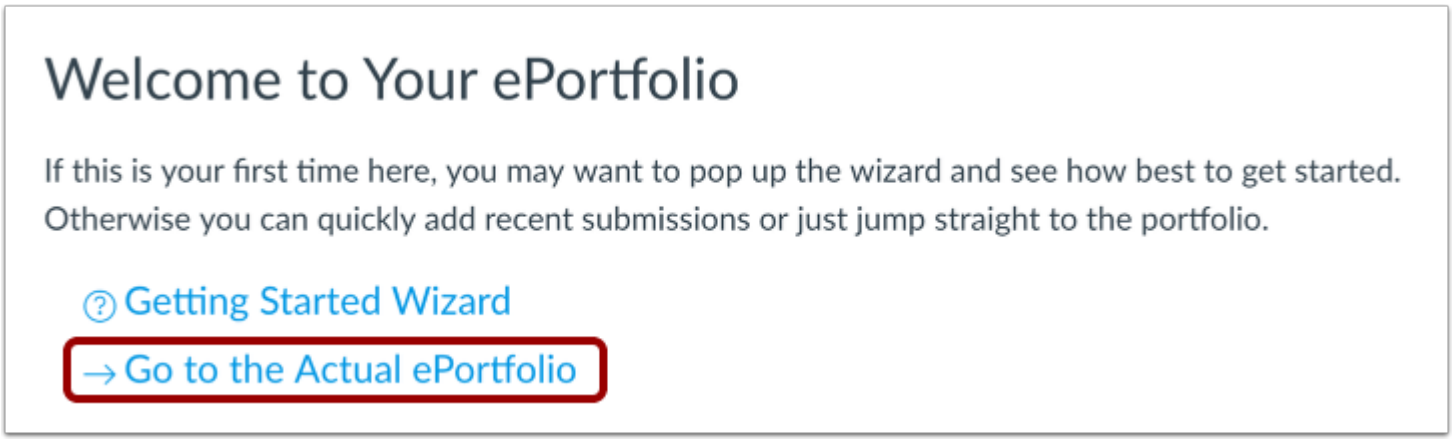
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



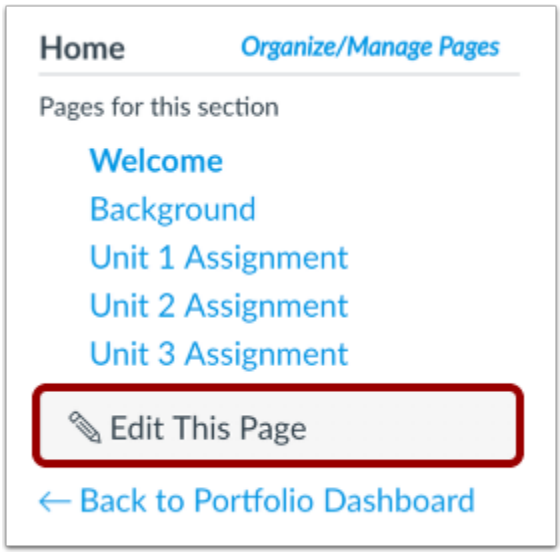
Click the title of the ePortfolio.

Go to ePortfolio



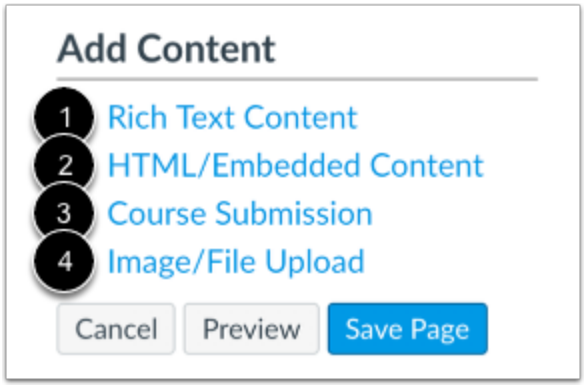
Click the **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

Edit Page



Click the **Edit This Page** button to add or change content on the default page.

Add Content

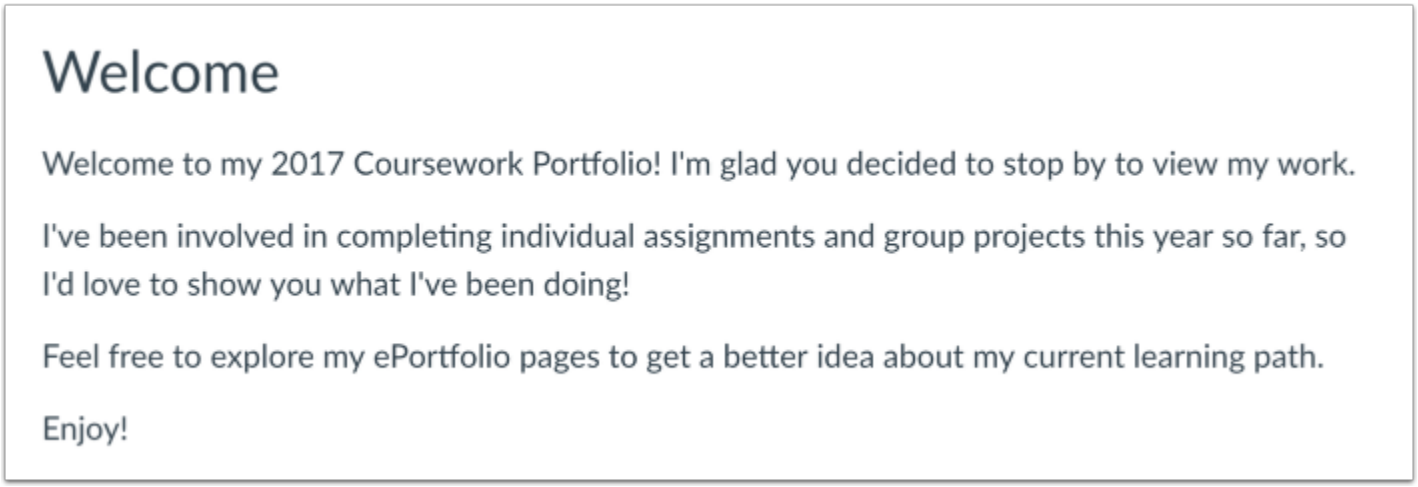


Content can be edited by using the Add Content links. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

Save Page

Click the **Save Page** button.

View Page



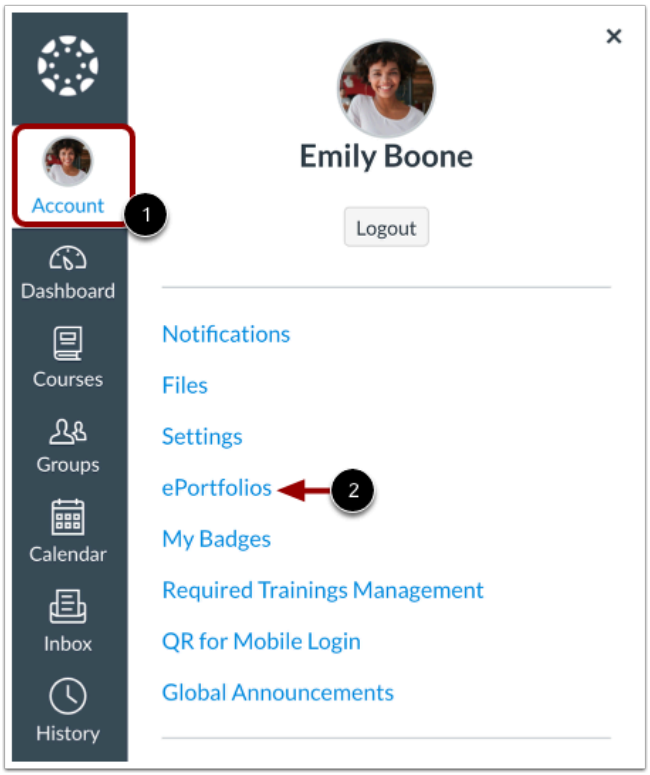
View your changes to the default page.

How do I create a new page in my ePortfolio section?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

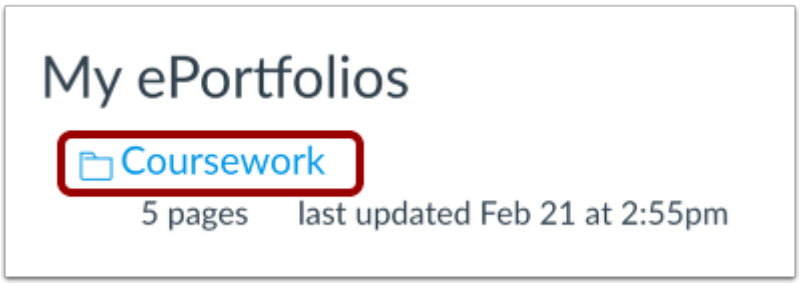
Within an ePortfolio section, you can create pages to add to the section. You can also add content to each page in the section. Please note that any content added to an ePortfolio can only be viewed by users who have permission in Canvas to view it, even if your ePortfolio is made public. For instance, if you add a quiz submission to your ePortfolio, your instructor can view the submission, but you do not have permission to view other student submissions.

Open ePortfolios



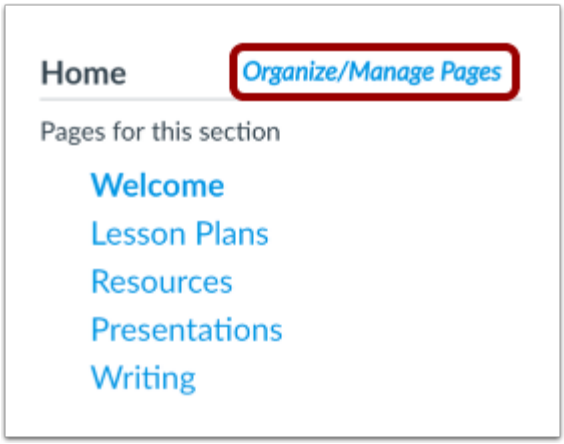
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



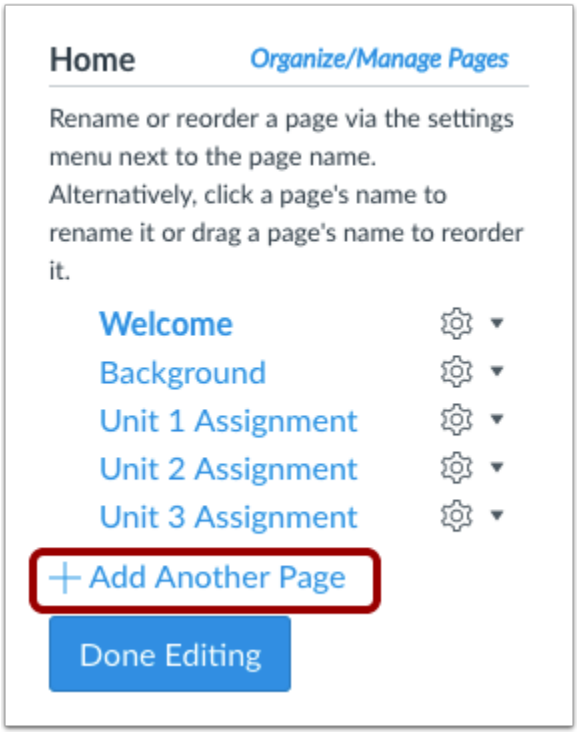
Click the title of the ePortfolio.

Organize/Manage Pages



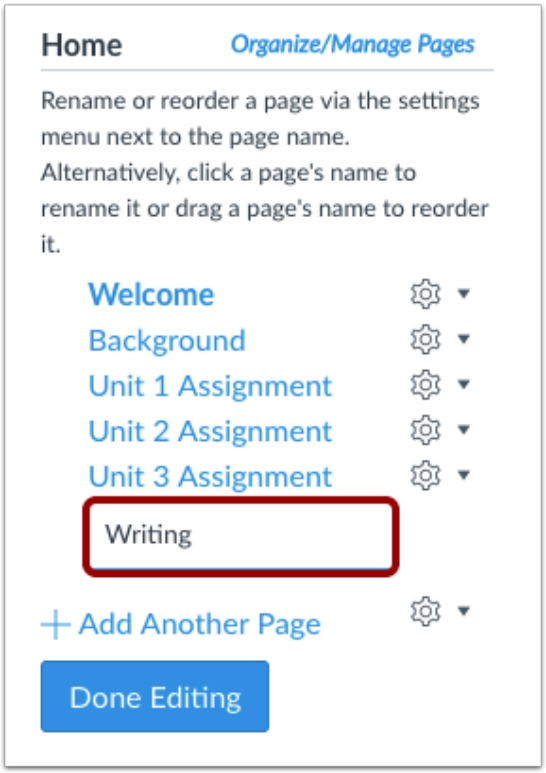
Click the **Organize/Manage Pages** link.

Add Another Page



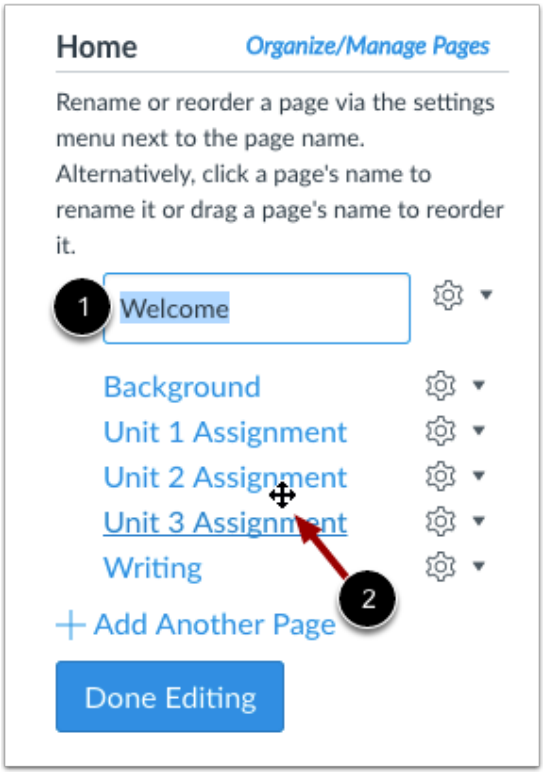
Click the **Add Another Page** link.

Add Page



Type the name of the new page in the page name field and press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Manage Page

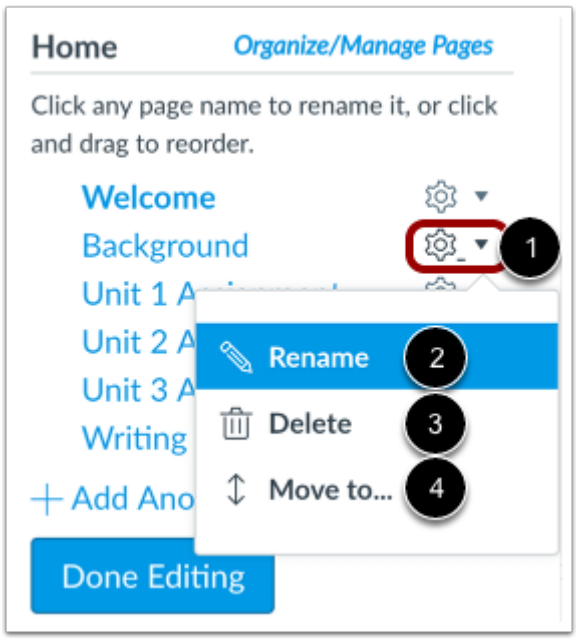


You can edit your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location.

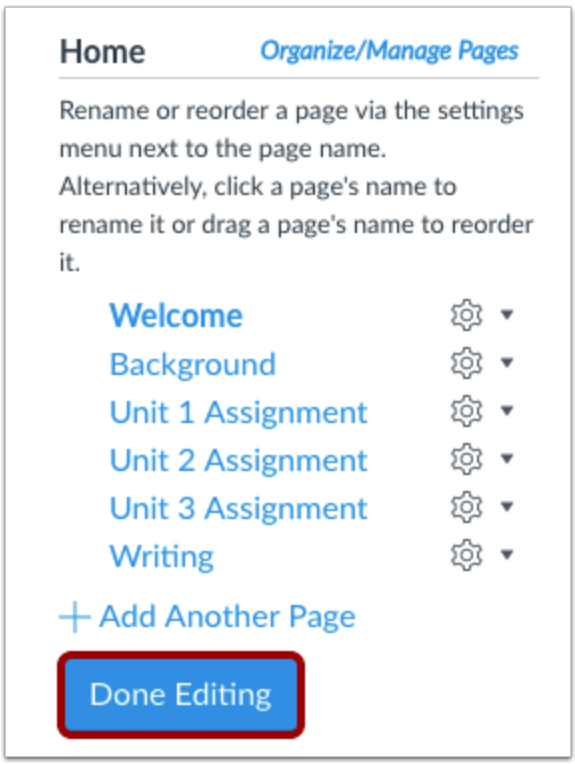
View Page Settings



You can also edit your ePortfolio pages through the **Settings** menu [1].

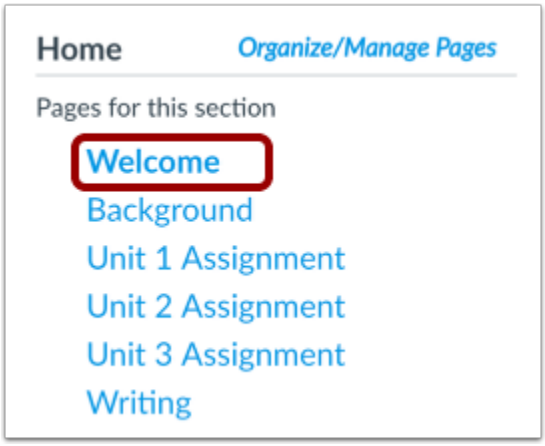
To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3]. To move a page, click the **Move to...** link [4].

Save Page



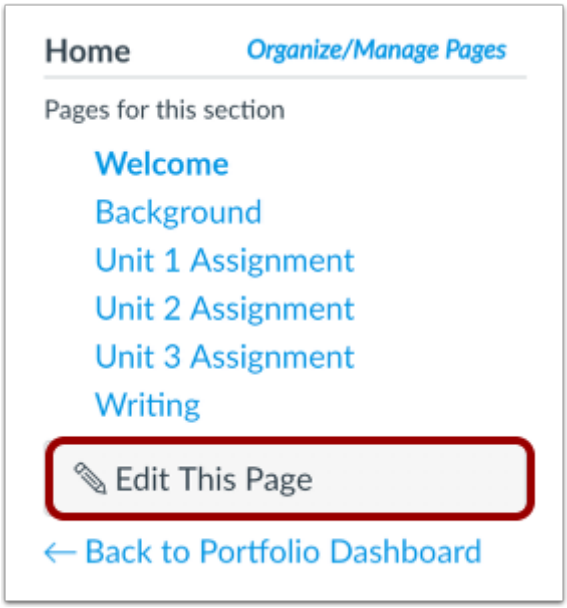
Click the **Done Editing** button.

Add Page Content



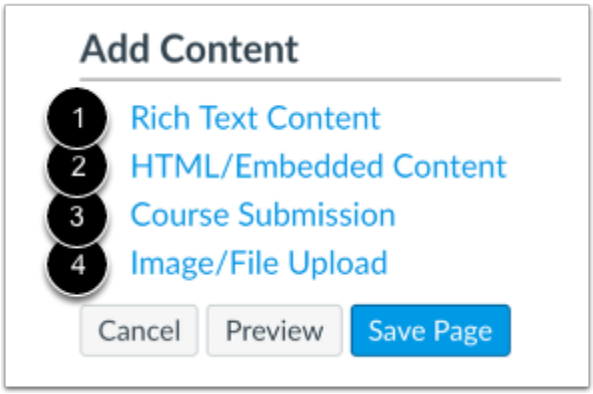
To add content to your page, click the name of the page.

Edit Page



Click the **Edit This Page** button.

Add Content



You can add content to your ePortfolio in several different ways. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

Save Page

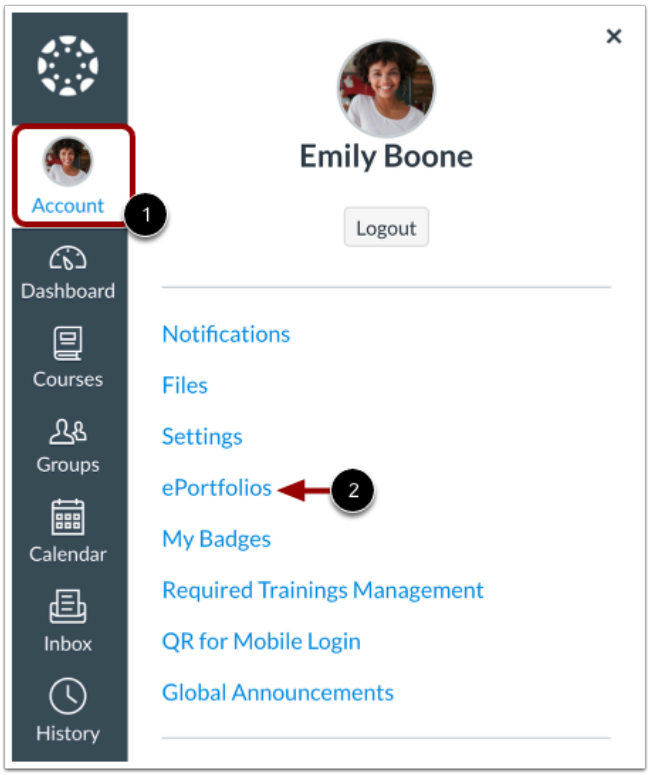
Click the **Save Page** button.

How do I preview a page in my ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

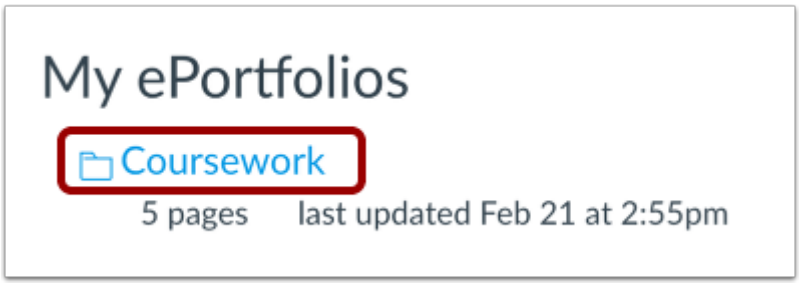
You can preview a page before saving and publishing it.

Open ePortfolios



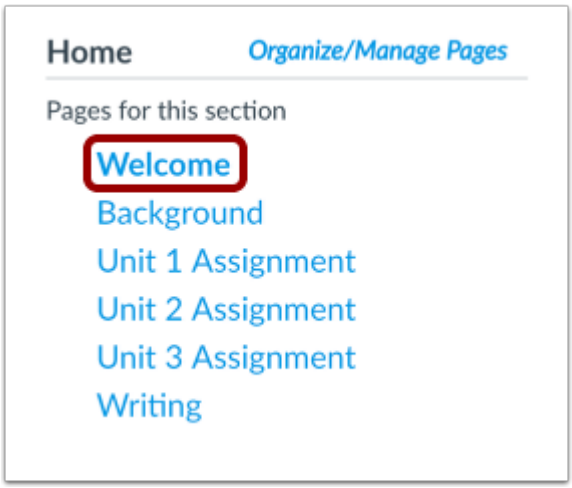
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



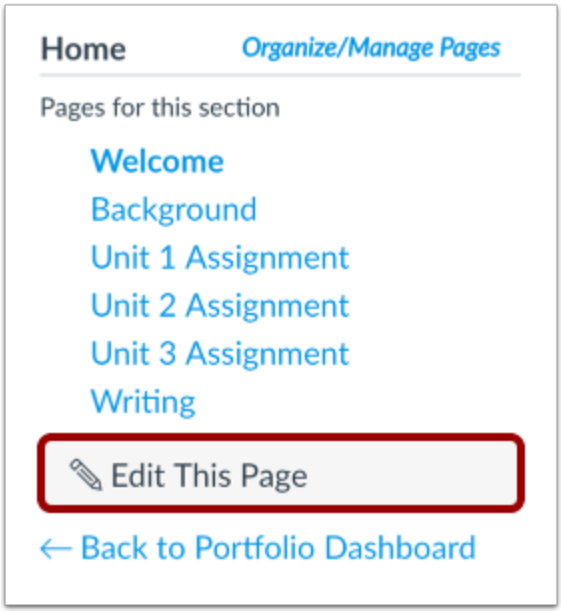
Click the title of the ePortfolio.

Select Page



Click the page you want to edit.

Edit This Page

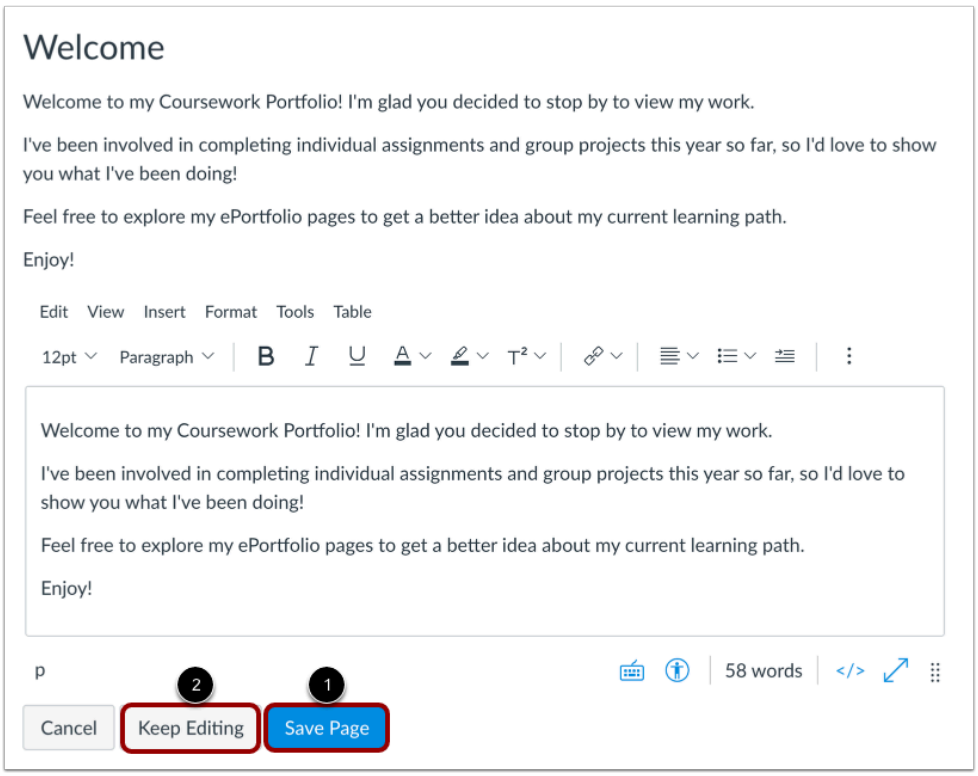


Click the **Edit This Page** button.

Preview Page

Click the **Preview** button.

Save Page



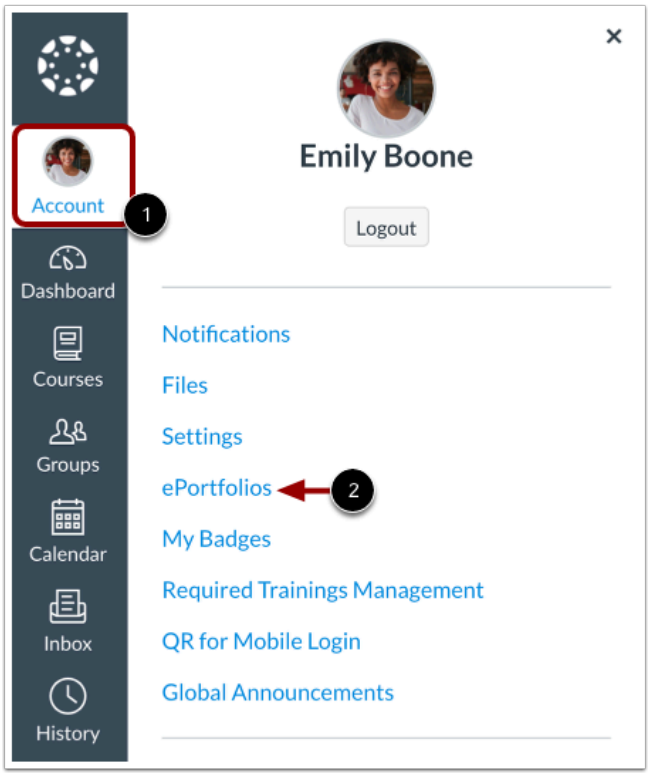
You can save the changes you made by clicking the **Save Page** button [1]. If you would like to continue making changes, click the **Keep Editing** button [2].

How do I add rich text content to my ePortfolio page?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

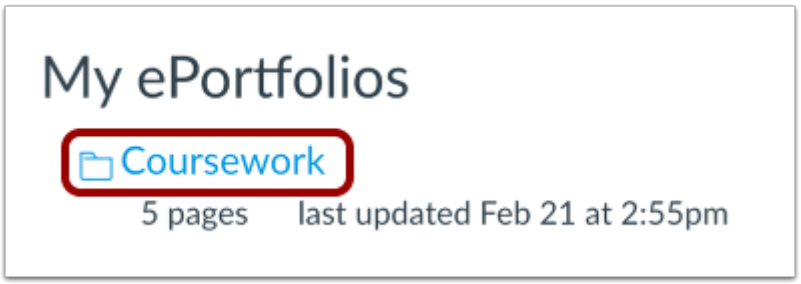
You can use the Rich Content Editor to add content to pages in your ePortfolio.

Open ePortfolios



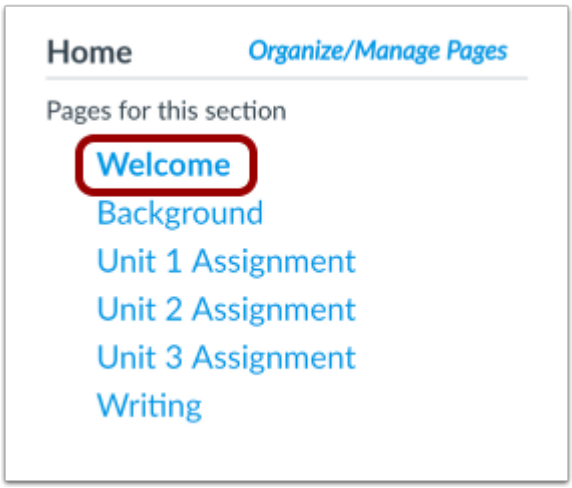
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



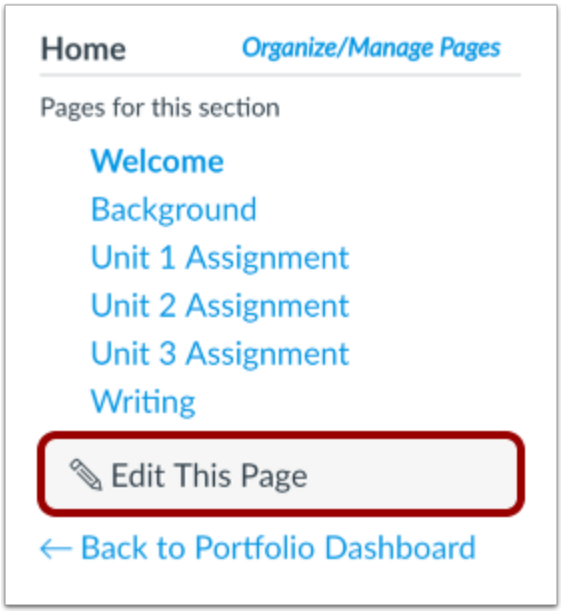
Click the title of the ePortfolio.

Select Page



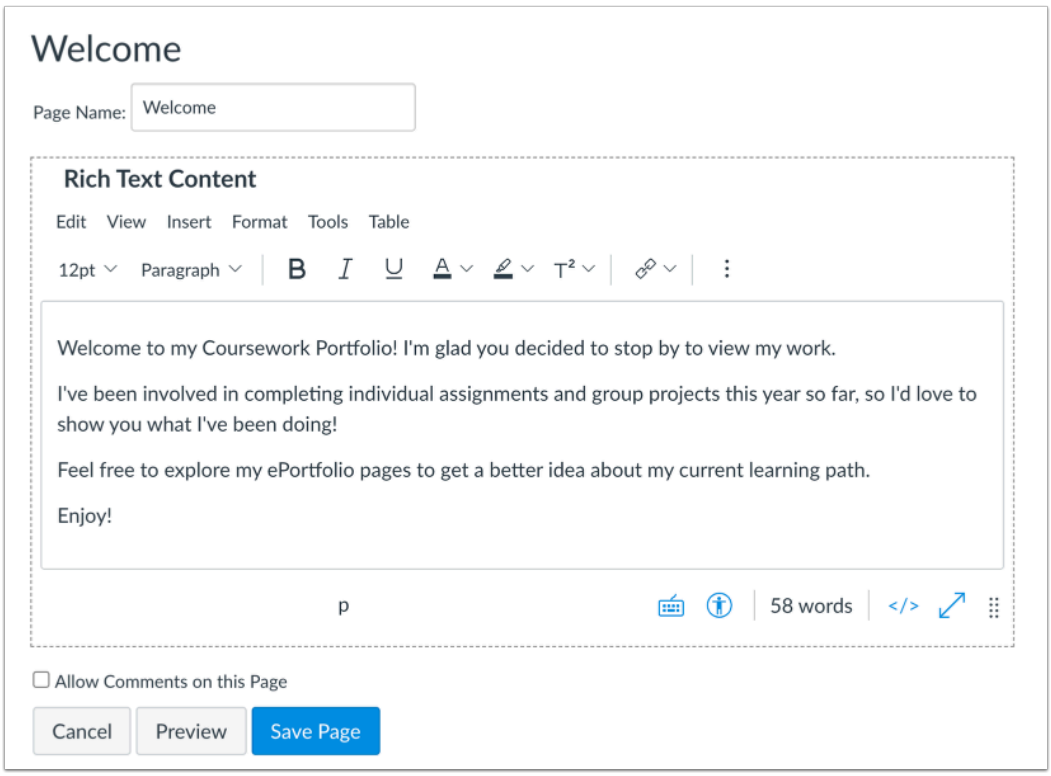
Click the title of the page you wish to edit.

Edit Page



Click the **Edit This Page** button.

Add Content



Canvas already creates a rich text content box for each page. Type your content in the text box and use the toolbar to format your text.

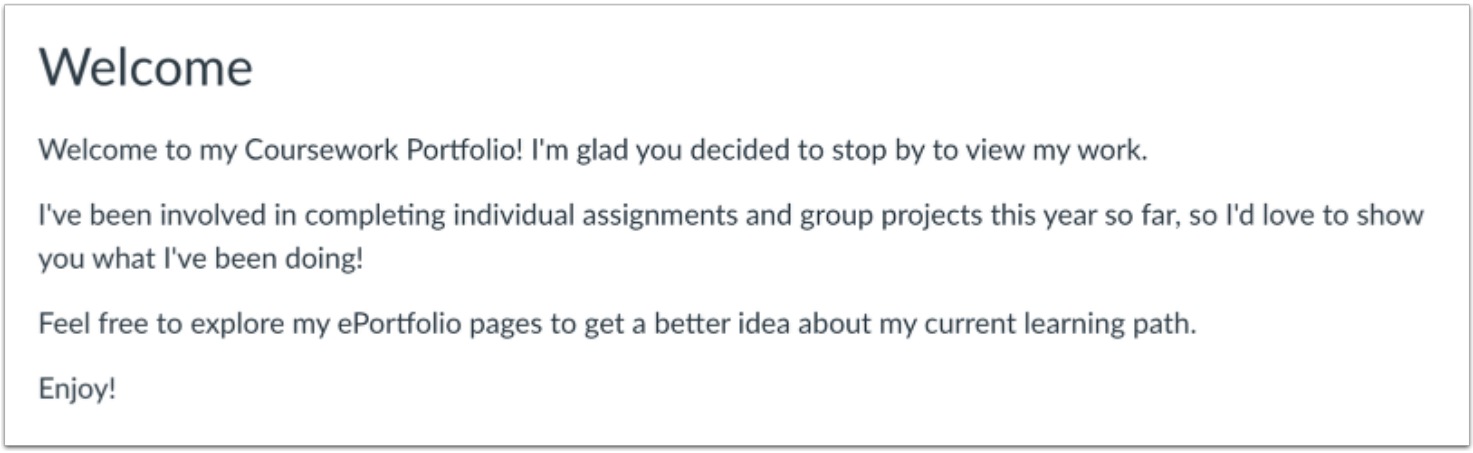
Notes:

- The Rich Content Editor includes a word count display below the bottom right corner of the text box.
- Math equations must be added using the Math Editor in the Rich Content Editor.

Save Changes

Click the **Save Page** button.

View Page



View the changes you made to the page.

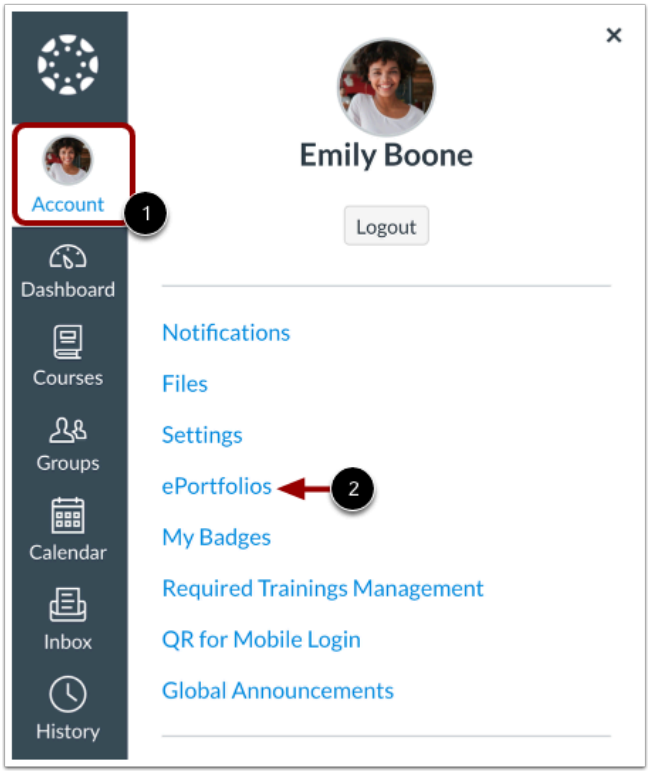
How do I add HTML/embedded content to my ePortfolio page?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

You can add HTML or embed cotent to your ePortfolio page.

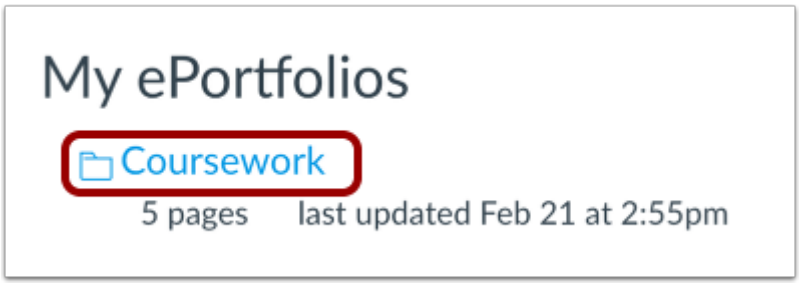
Note: Canvas only supports secure video URLs (HTTPS) for embedding.

Open ePortfolios



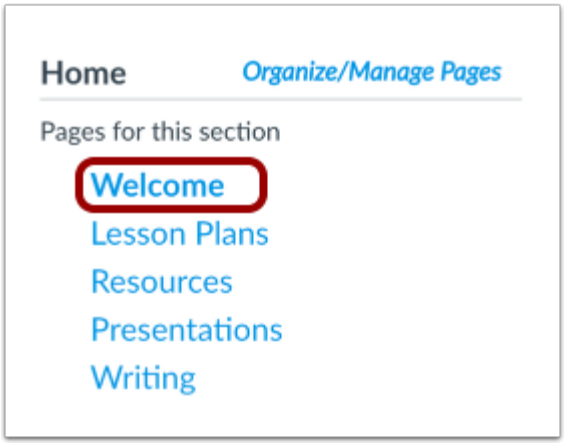
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



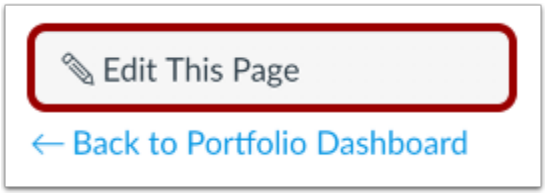
Click the title of the ePortfolio.

Open Page



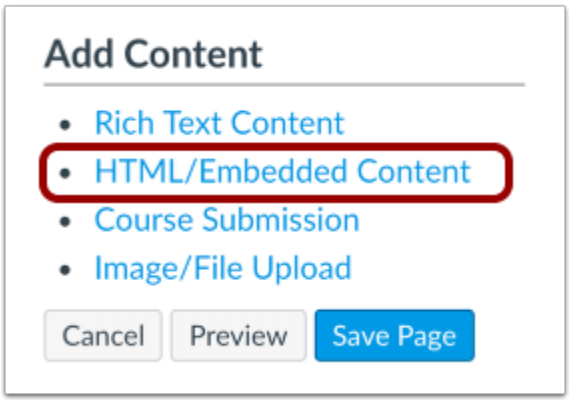
Click the page you want to edit.

Edit Page



Click the **Edit This Page** button.

Add HTML/Embedded Content Box



Click the **HTML/Embedded Content** link.

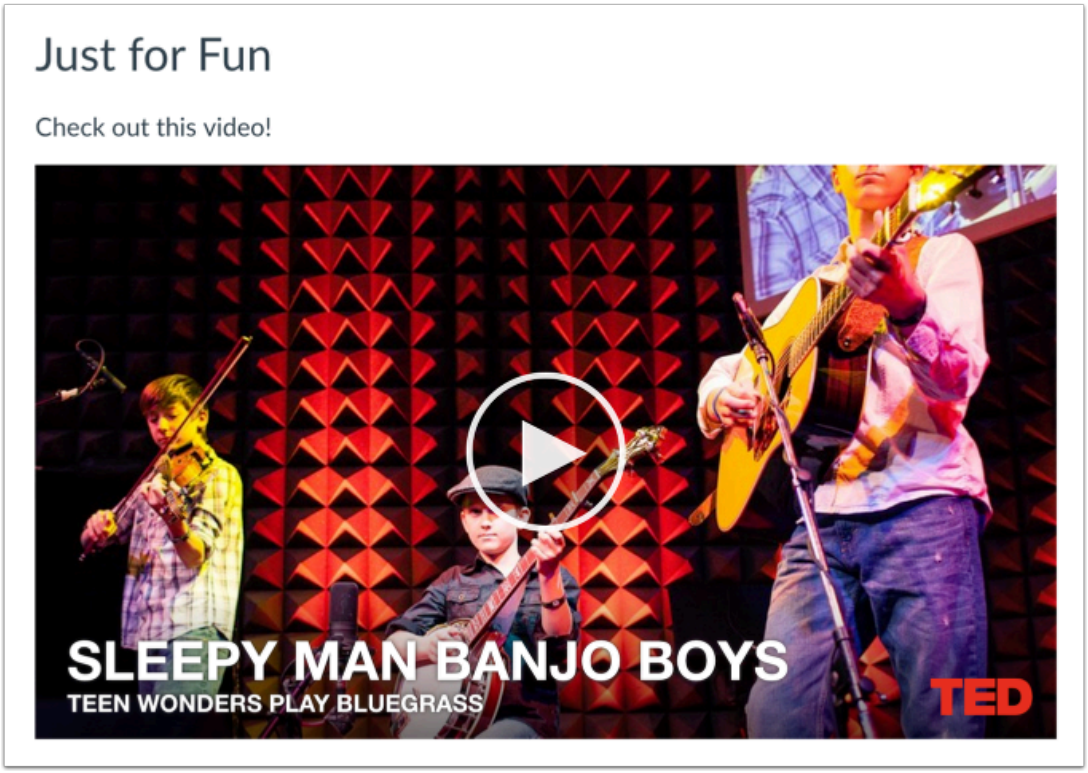
Edit Content Box

Edit the HTML content box by typing in the text box.

Save Changes

Click the **Save Page** button.

View Page



View the changes you made to the page.

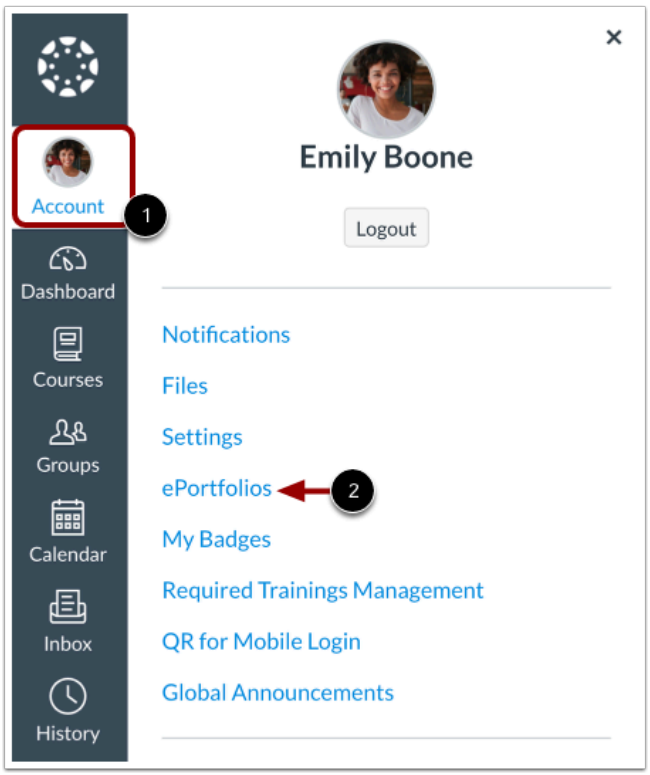
How do I retrieve assignments from previous courses in my ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.

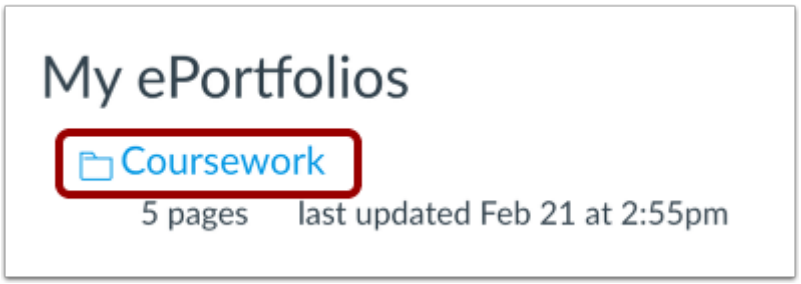
Note: Users without access to a concluded course may not be able to access Assignments in your ePortfolio from that course. Links to deleted courses will not remain active.

Open ePortfolios



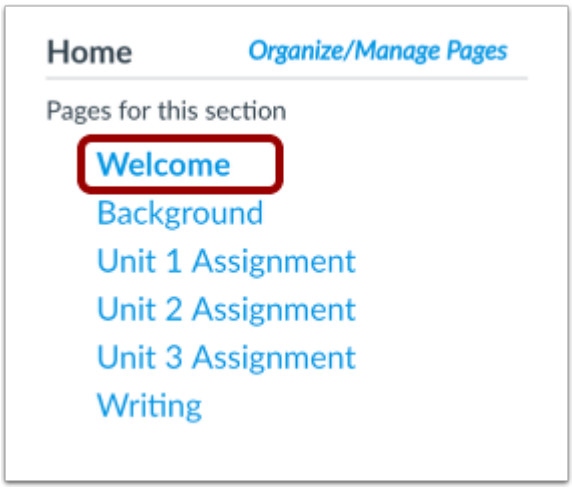
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



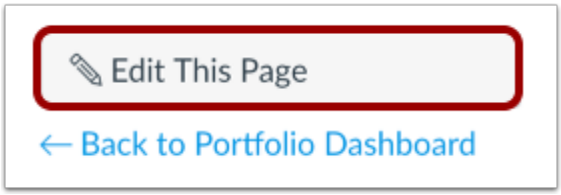
Click the title of the ePortfolio.

Open Page



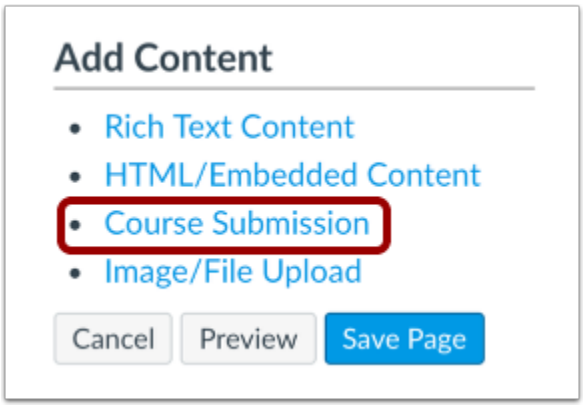
Click the title of the page.

Edit Page



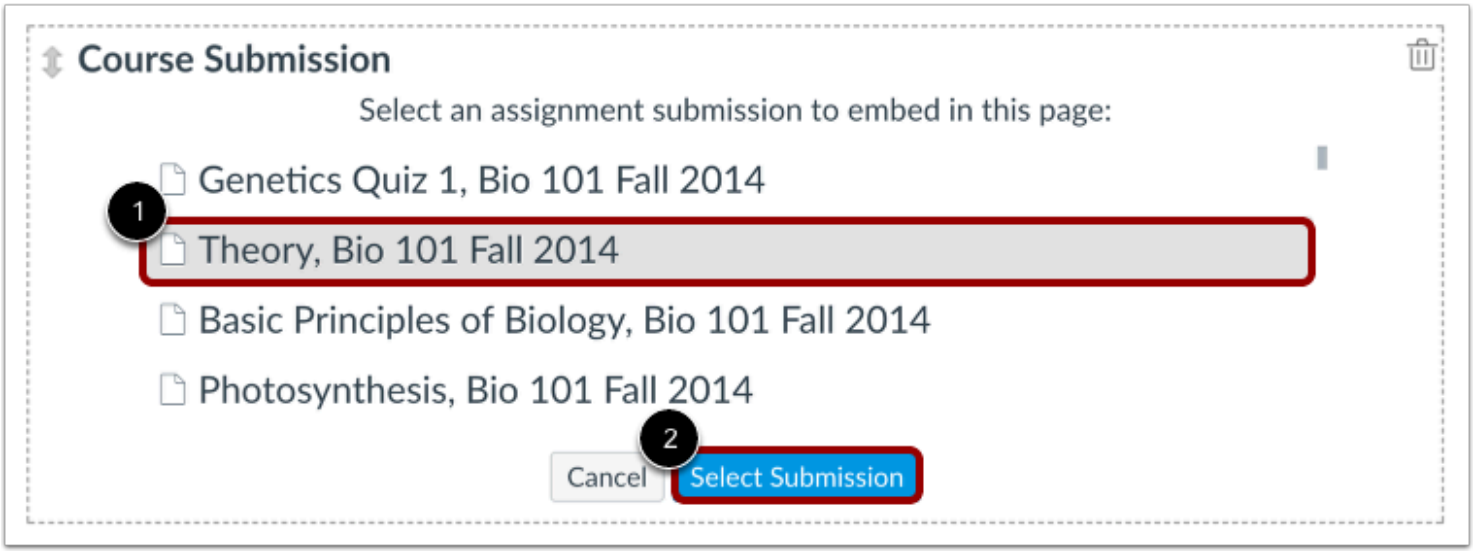
Click the **Edit This Page** button.

Open Course Submission



Click the **Course Submission** link to retrieve assignments from previous courses.

Select Assignment



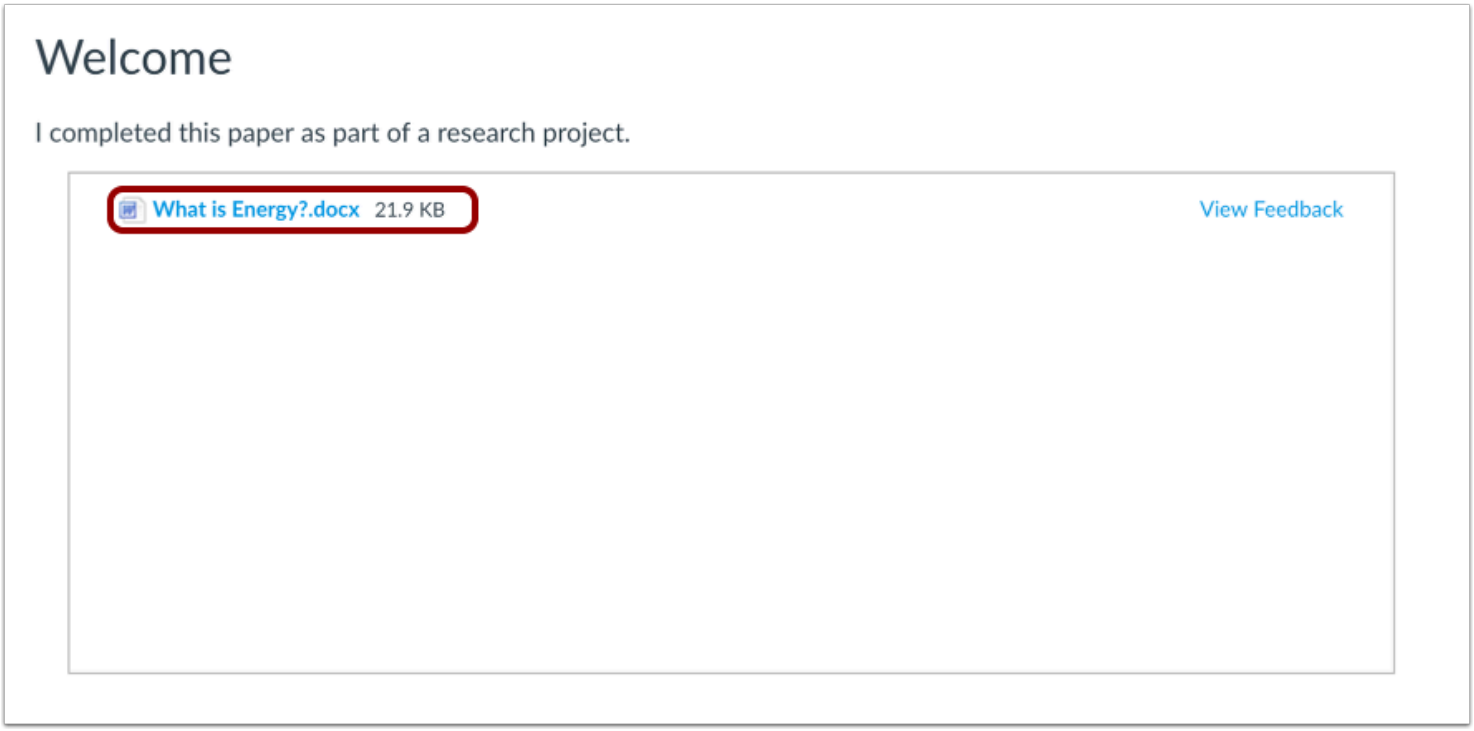
Click the assignment [1] to add it to the page. You can only select one assignment submission at a time, but you can choose to add more than one submission to the page.

All assignments you have ever submitted will be listed in chronological order with the newer assignments appearing at the top and the older assignments appearing near the bottom. Click the **Select Submission** button [2].

Save Page

Click the **Save Page** button.

View Page



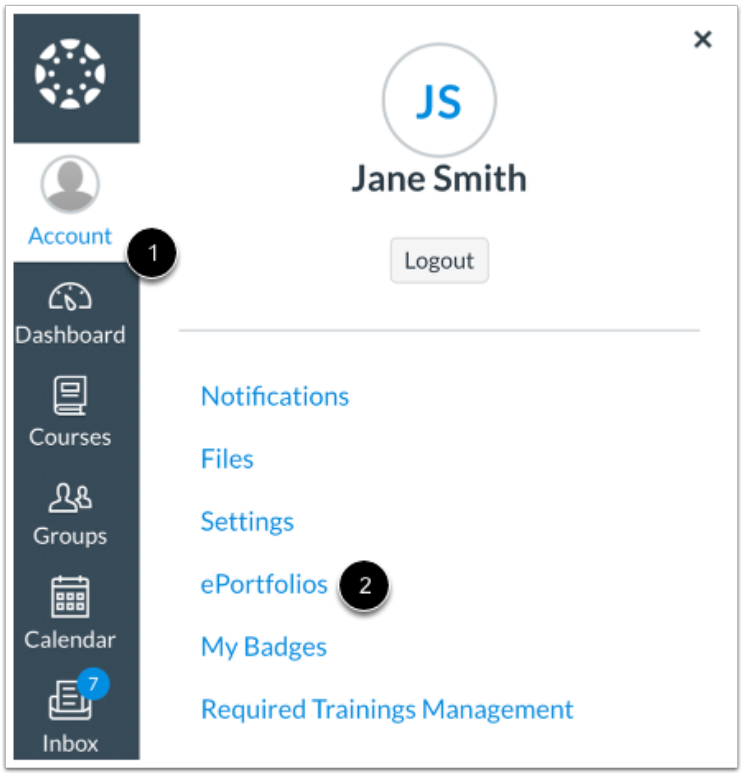
The assignment submissions can now be viewed on your page. Assignments that were submitted as a file can be downloaded by clicking the file name.

How do I upload a file or image to my ePortfolio page?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

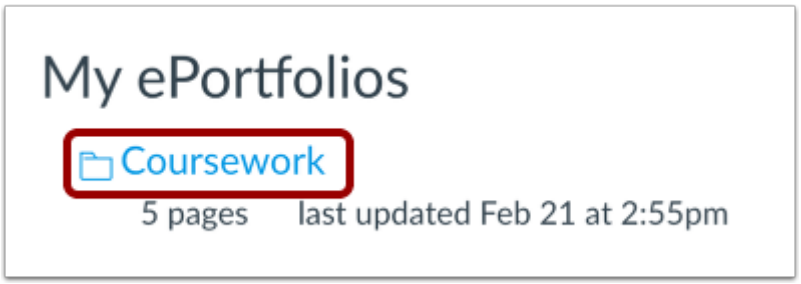
You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio. You can upload any file type to your ePortfolio. Files uploaded to your ePortfolio count against your user storage quota set by your institution. Image files uploaded to your ePortfolio will render as an image on the ePortfolio page; all other file types will display a download link for the file.

Open ePortfolios



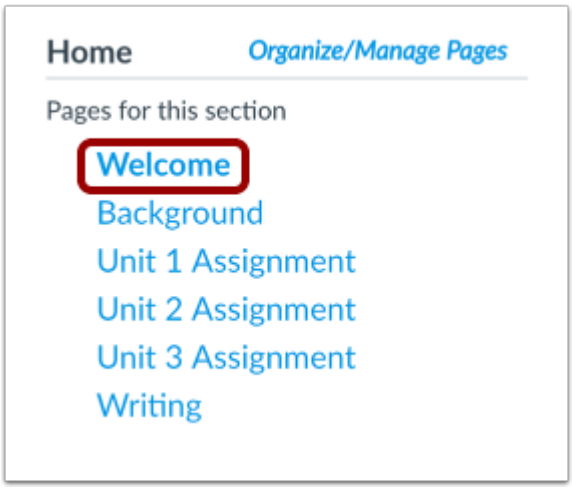
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



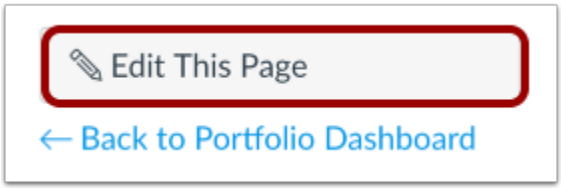
Click the title of the ePortfolio.

Select Page



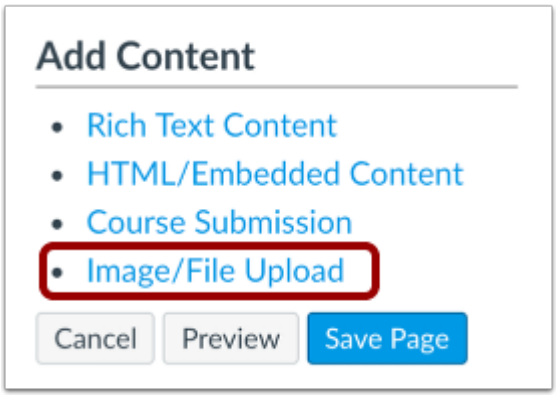
Click the title of the page you wish to edit.

Edit Page



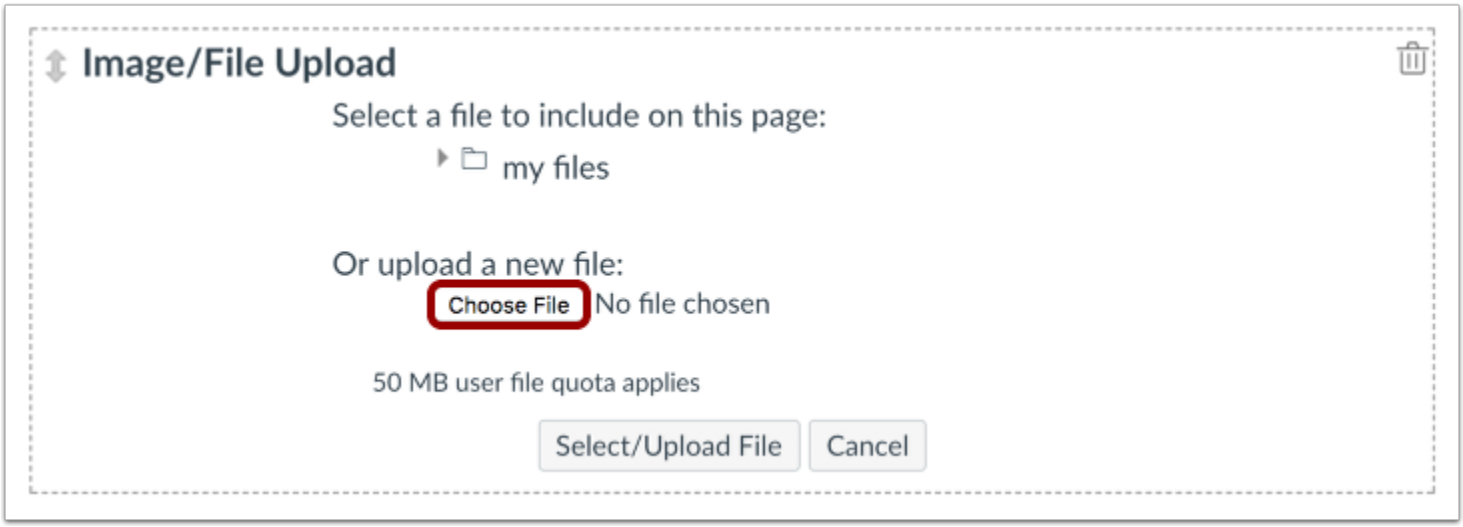
Click the **Edit This Page** button.

Add Image or File



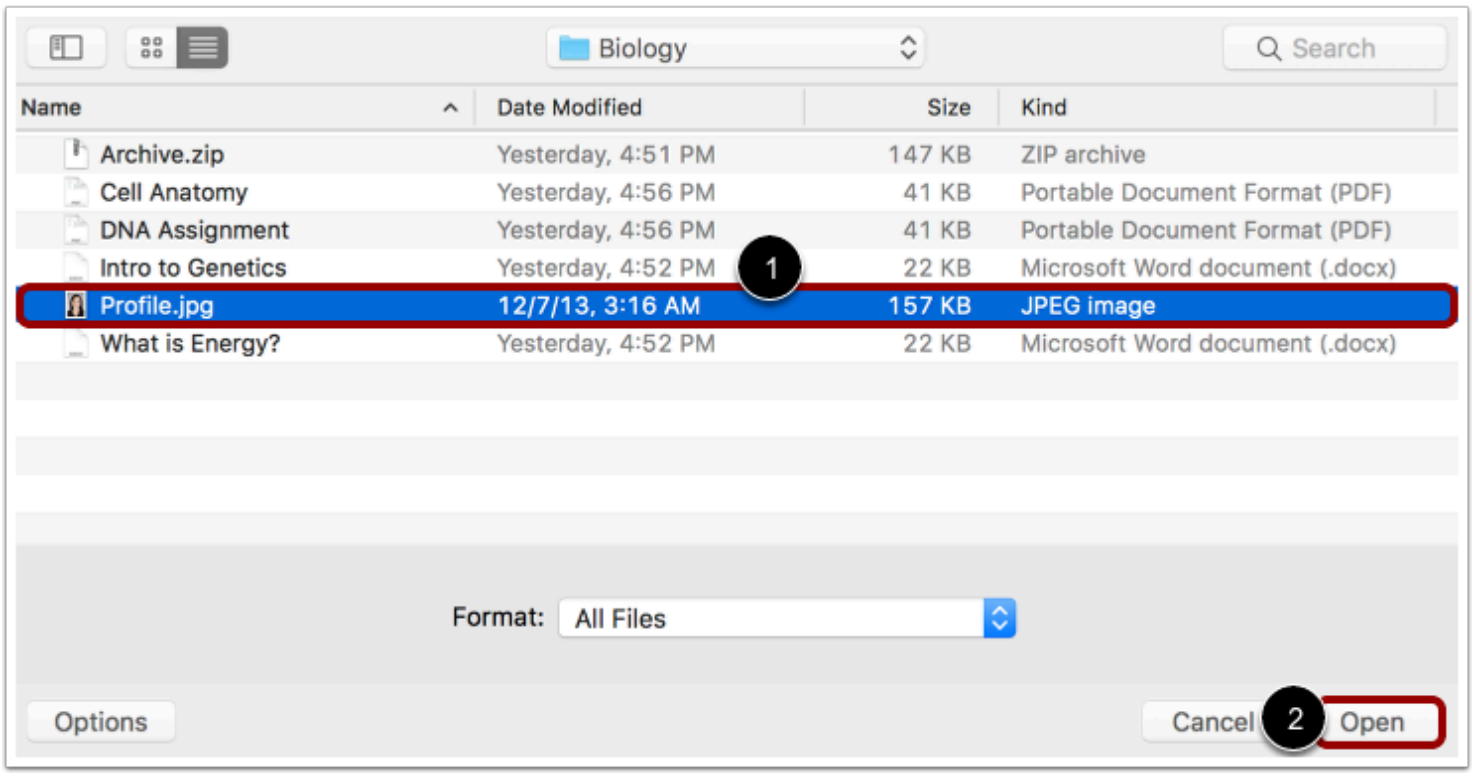
Click on the **Image/File Upload** link.

Choose File



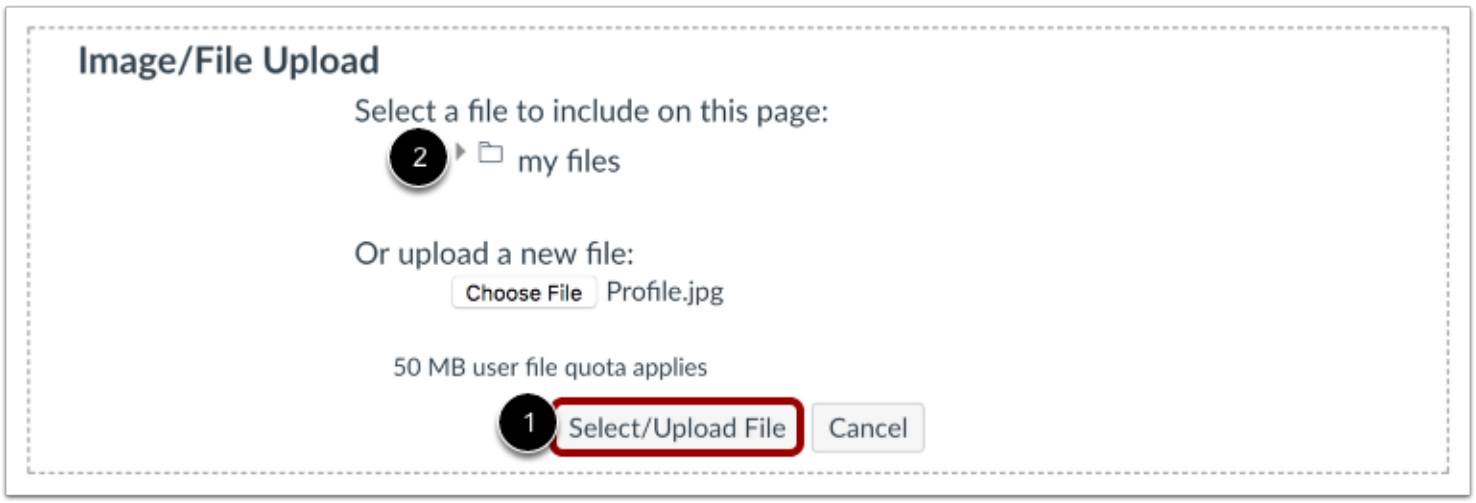
Click the **Choose File** button.

Select File



Locate the file [1] and click the **Open** button [2].

Upload File



Click the **Select/Upload File** button [1] to upload the file.

Notes:

- You can also use the files you have previously uploaded to your personal files by clicking on the **my files** icon [2].
- Multiple files and different file types can be uploaded to the same ePortfolio page.

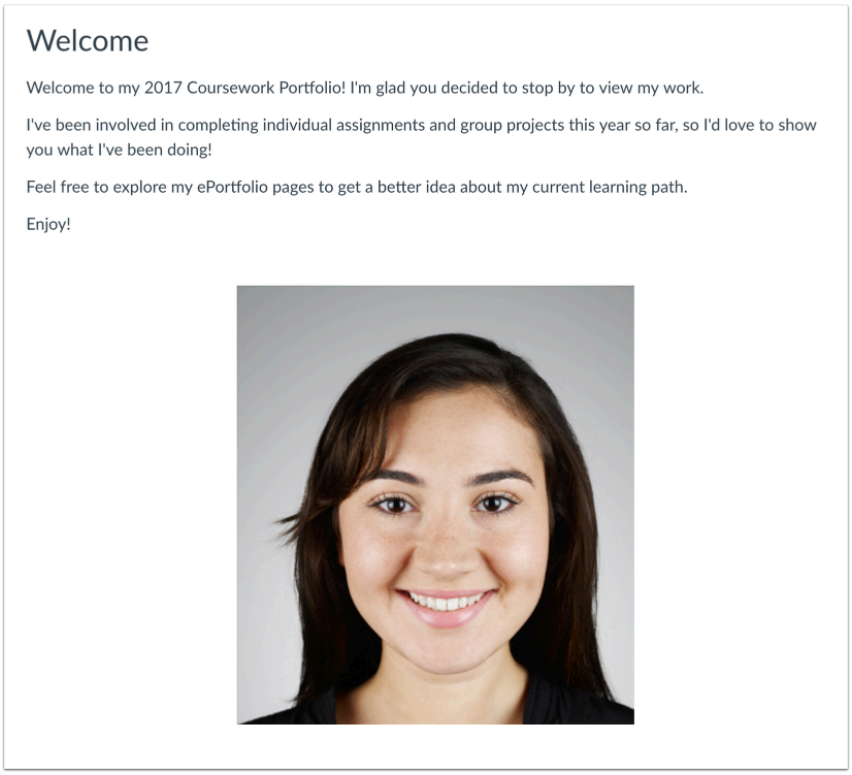
Delete File

You can delete a file or image by selecting the **Delete** icon.

Save Changes

Click the **Save Page** button to save the changes you made.

View Page



View the changes you made to the page.

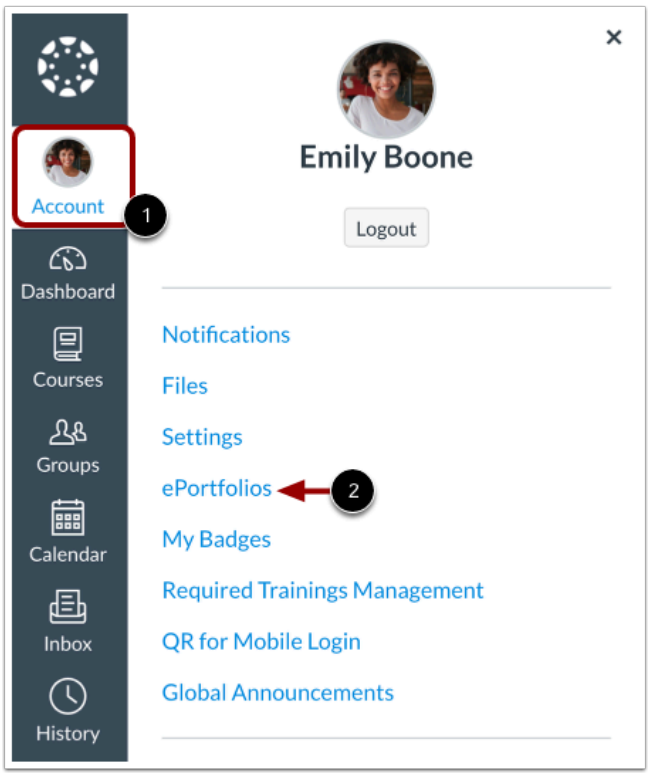
How do I enable comments in my ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

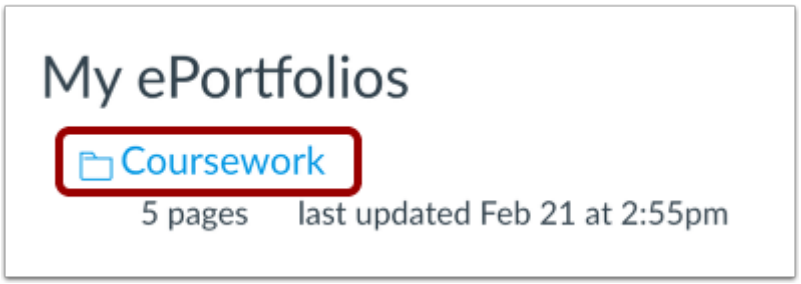
Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

Open ePortfolios



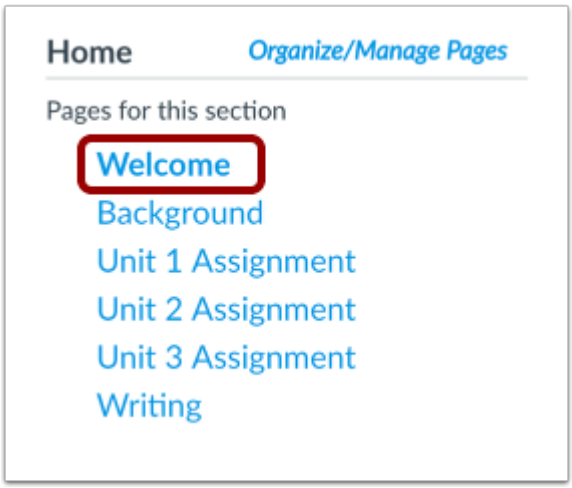
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



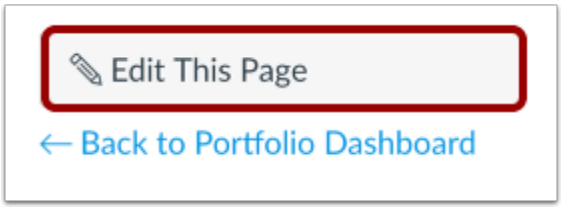
Click the title of the ePortfolio.

Select Page



Click the title of the page you want to enable comments on.

Edit Page



Click the **Edit This Page** button.

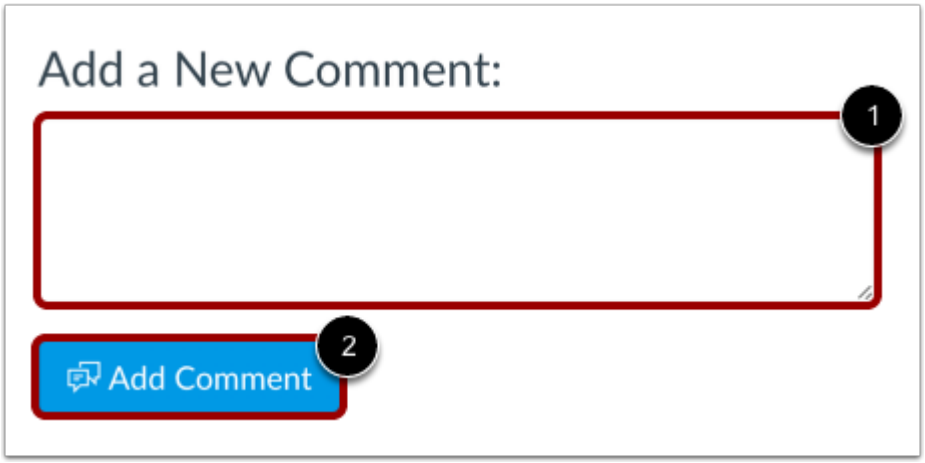
Enable Comments

Click the **Allow Comments on this Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

Save Page

Click the **Save Page** button.

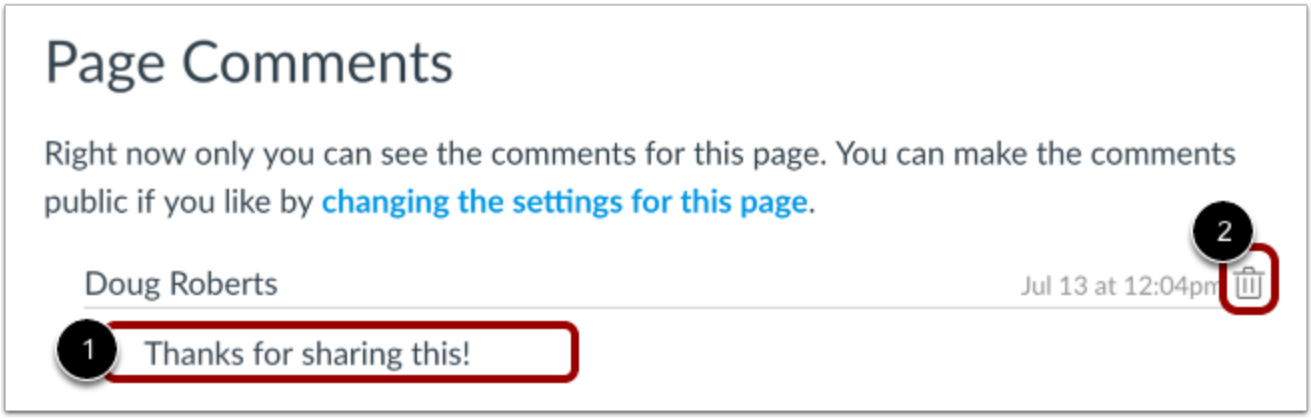
Add Comment



Below the content of the page, there is a place for comments. You can add a comment by typing in the text box [1] and clicking the **Add Comment** button [2].

Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

View Comment



You can view the comment at the bottom of the page [1]. Delete a comment by clicking the **Delete** icon [2].

Note: Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

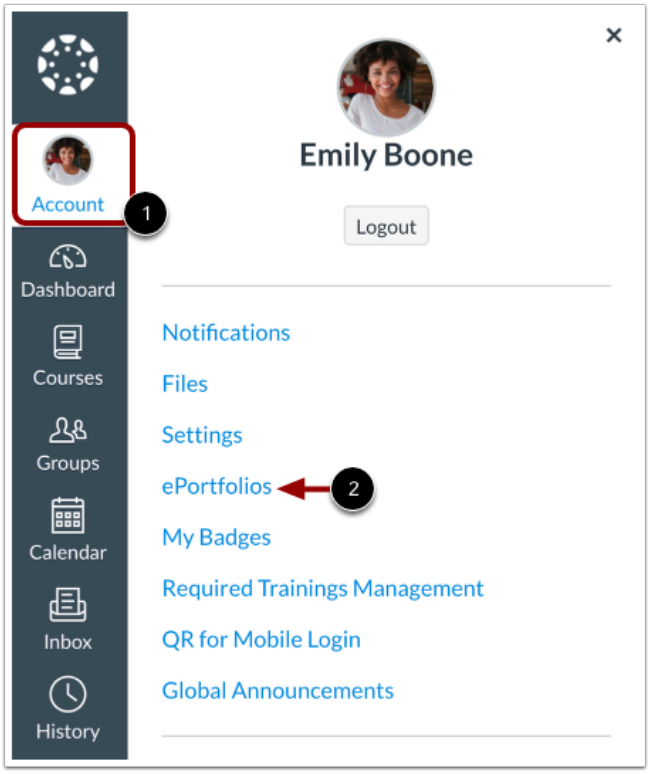
How do I download the contents of my ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

You can download the contents of your ePortfolio as a zip file.

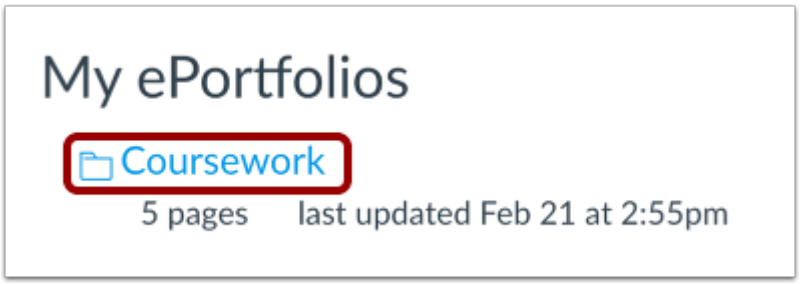
Note: ePortfolio downloads do not include comments.

Open ePortfolios



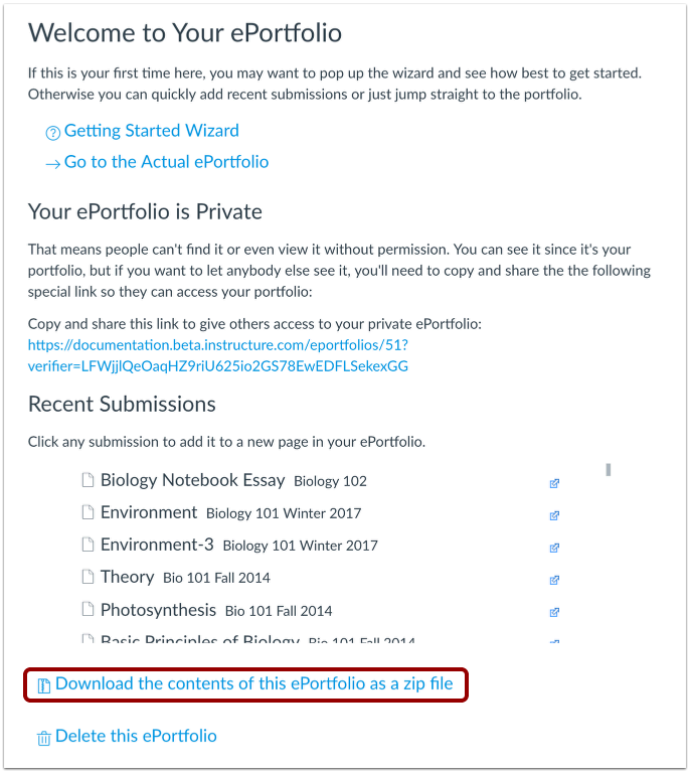
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



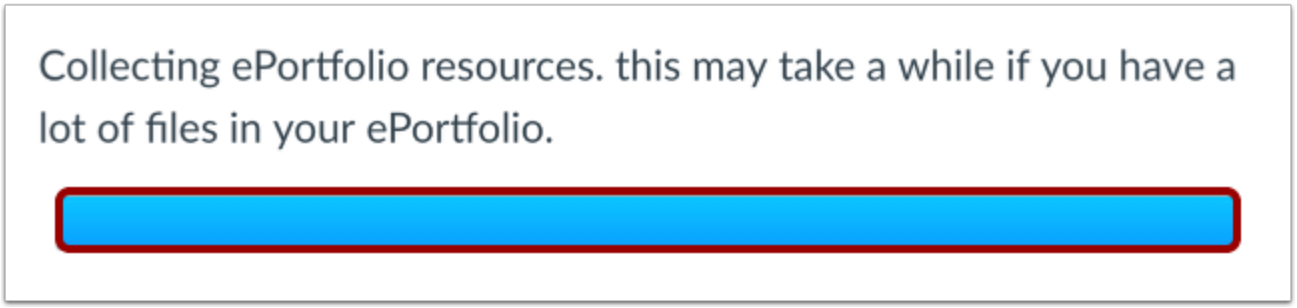
Click the title of the ePortfolio.

Download ePortfolio



To download your ePortfolio, click the **Download the contents of this ePortfolio as a zip file** link.

View Download Process



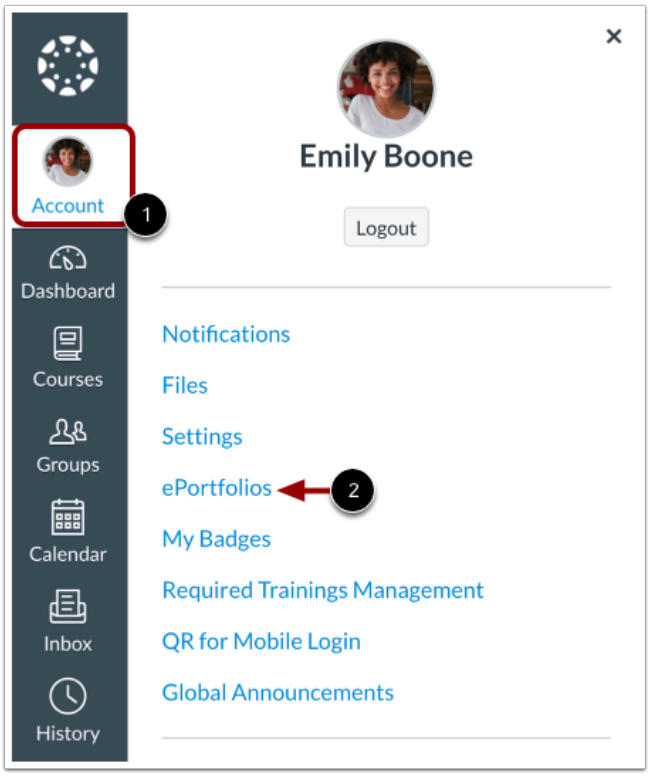
You can monitor the download through the progress bar. It will download as a .zip file to your browser's set download location.

How can I share a private ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

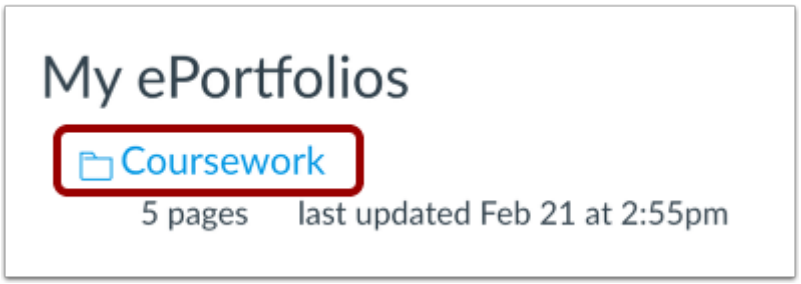
Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Open ePortfolios



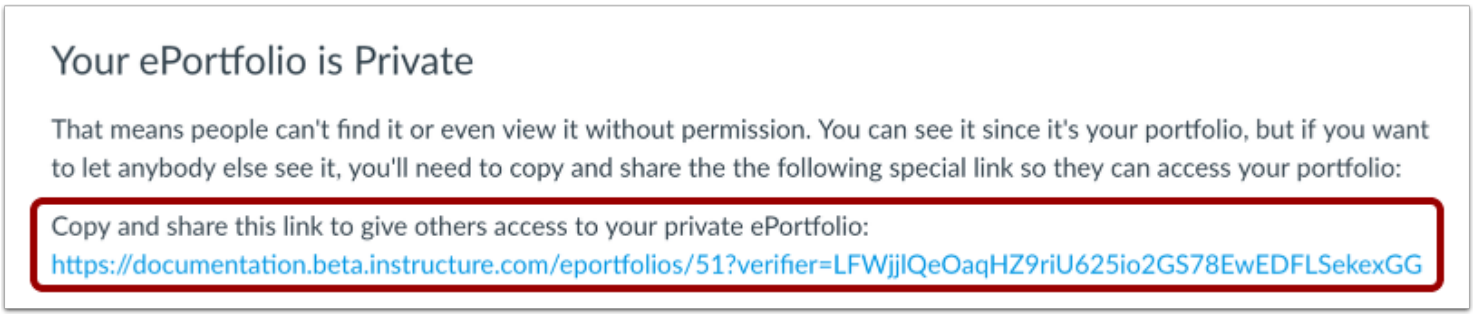
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



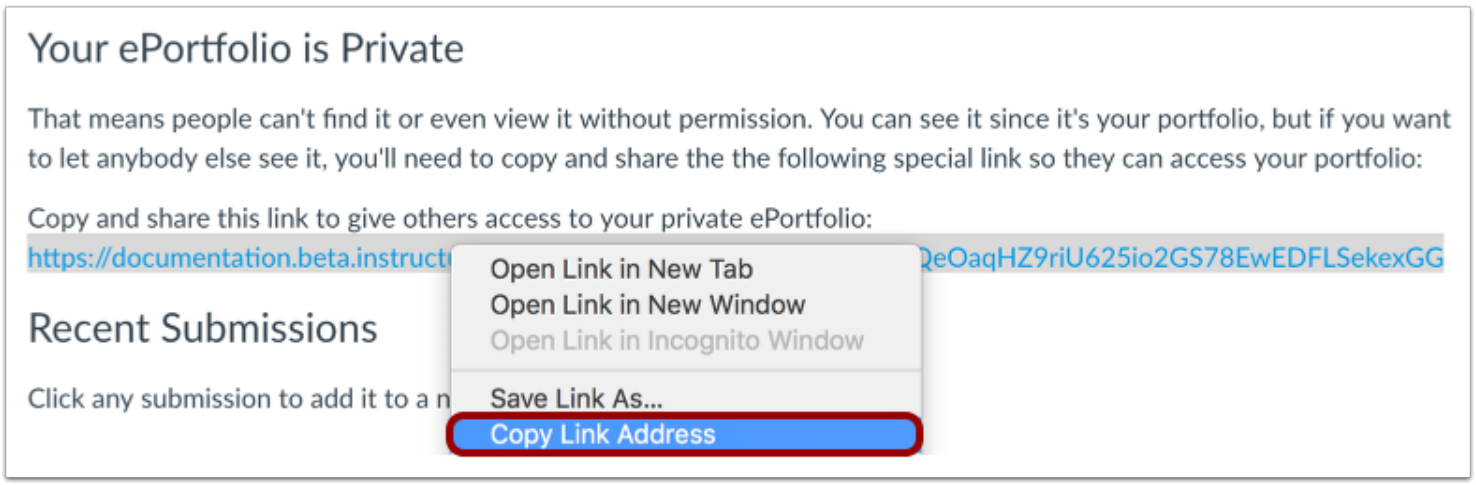
Click the title of the ePortfolio.

Share ePortfolio



All ePortfolios are, by default, private. This means that only you can see the contents of the portfolio. To share your ePortfolio, you will need to copy and paste the link into an email or other sharing utility.

Copy ePortfolio Link



To copy the ePortfolio link, right click the share link and select the **Copy** link.

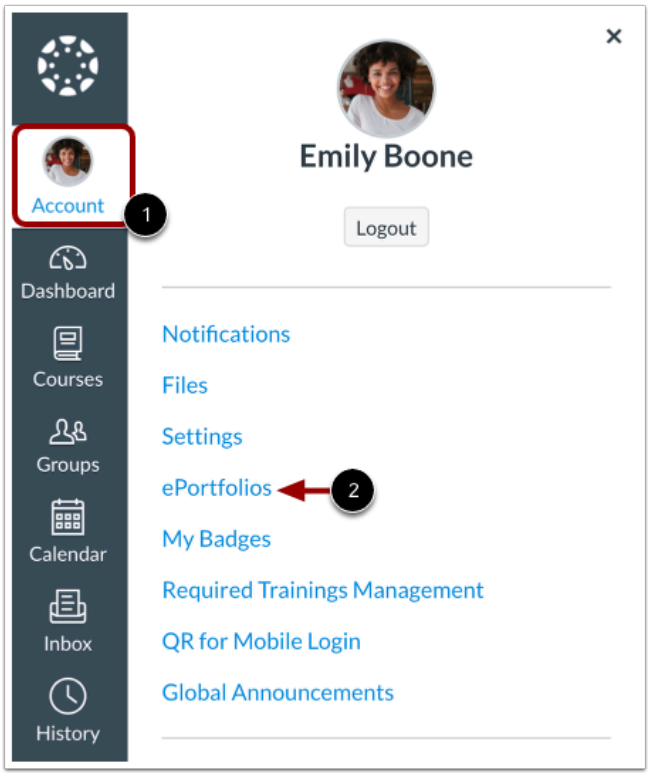
You can also click the share link and the URL will appear in your address bar. Highlight the link, right click, and select the **Copy** link.

How do I make my ePortfolio public?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

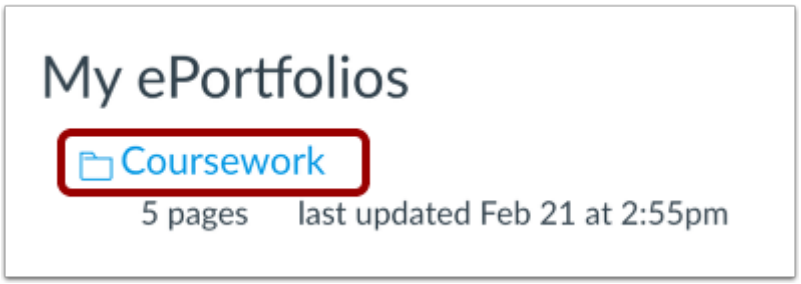
Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about sharing a private ePortfolio.

Open ePortfolios



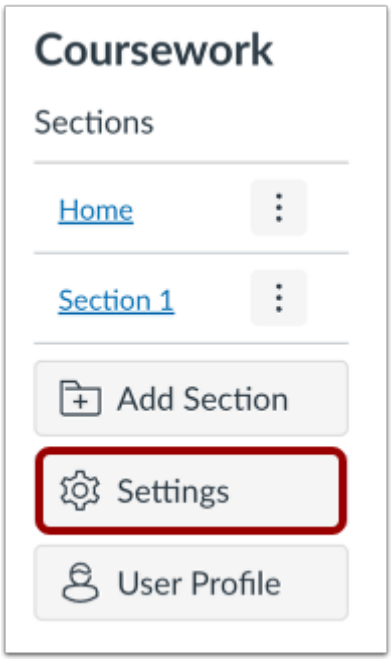
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



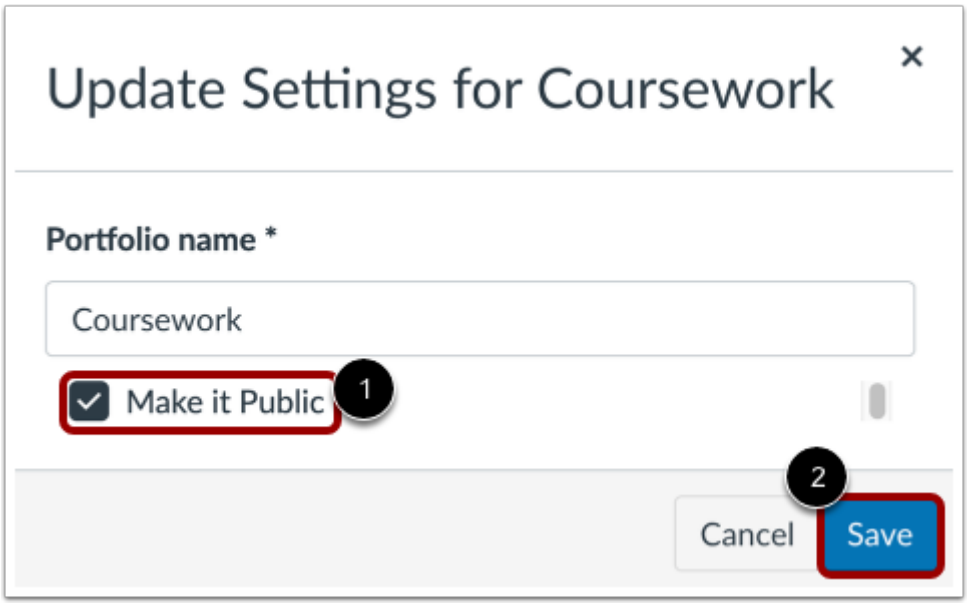
Click the title of the ePortfolio.

Open ePortfolio Settings



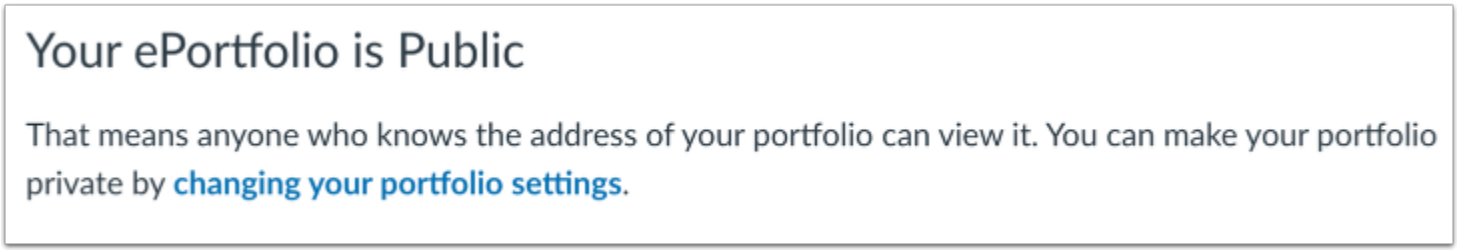
Click the **Settings** link to change the privacy settings on your ePortfolio.

Set Privacy



Click the **Make it Public** checkbox [1] and click the **Save** button [2] to save changes to your Portfolio settings.

View Privacy



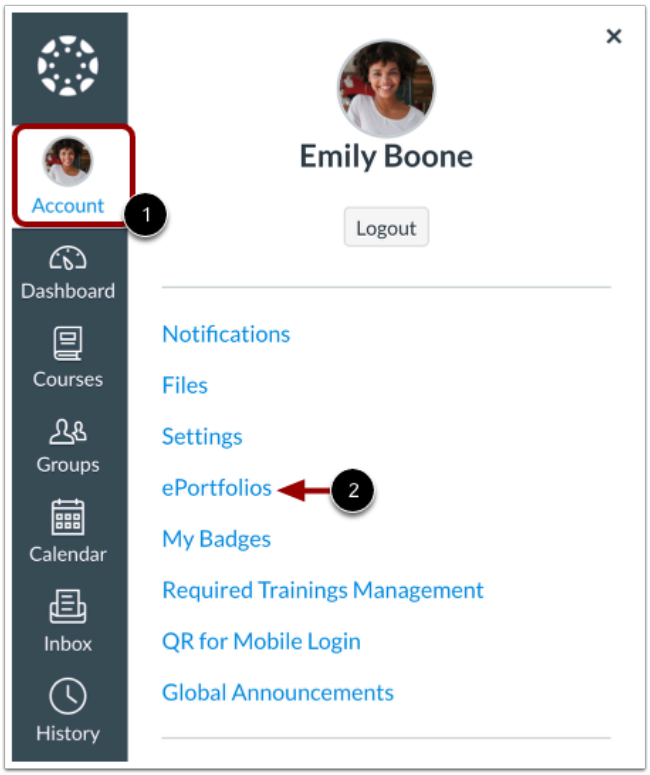
By making your ePortfolio public, anybody who has the URL address to your ePortfolio can view its contents.

How do I delete my ePortfolio?

Canvas ePortfolios will be retired on June 30, 2026. For more information, see the Introducing Canvas Portfolio blog post.

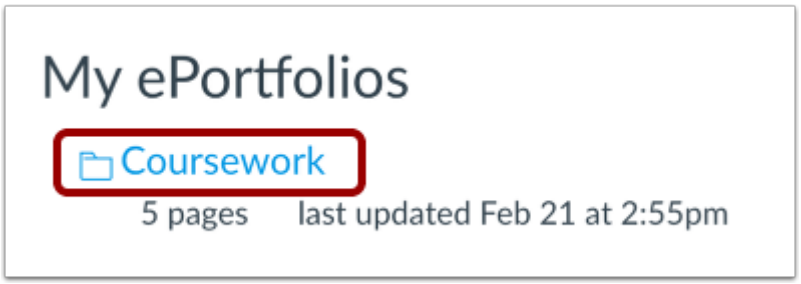
You can delete your ePortfolios in Canvas if you need to remove them.

Open ePortfolios



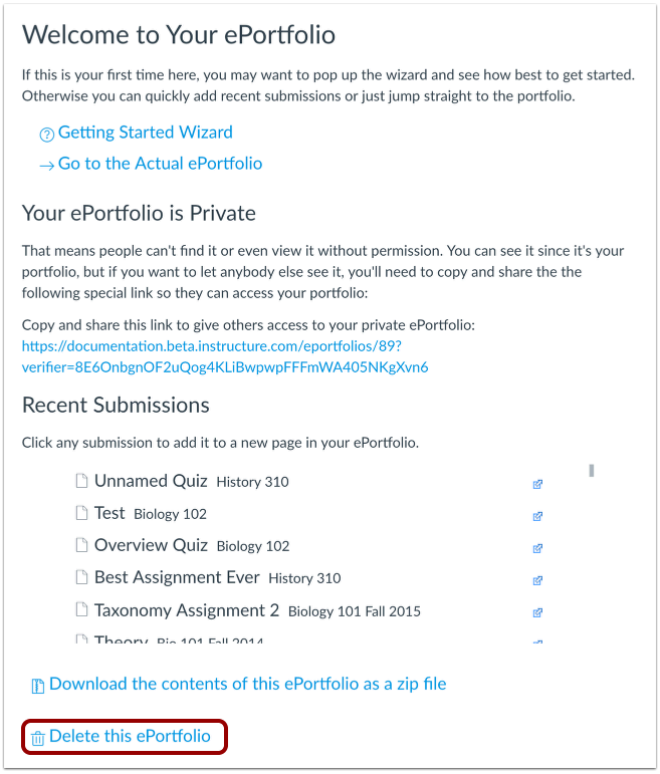
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



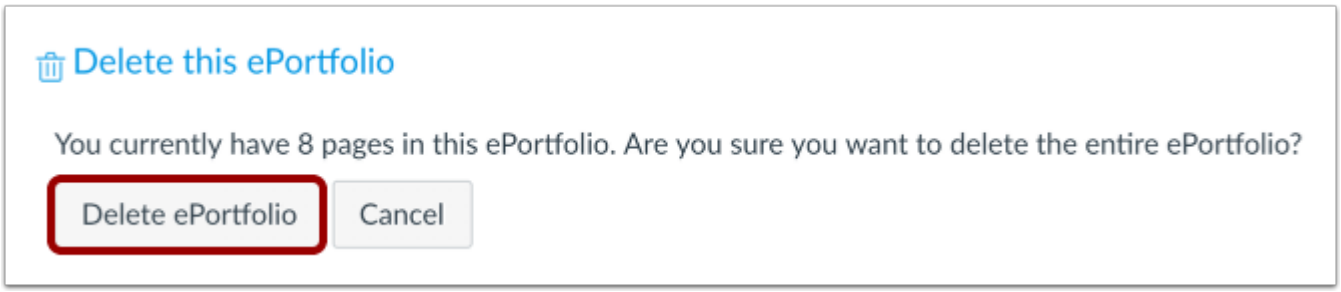
Click the title of the ePortfolio.

Delete ePortfolio



Click the **Delete this ePortfolio** link.

Confirm Deletion



Click the **Delete ePortfolio** button.

Files

How do I use Files?

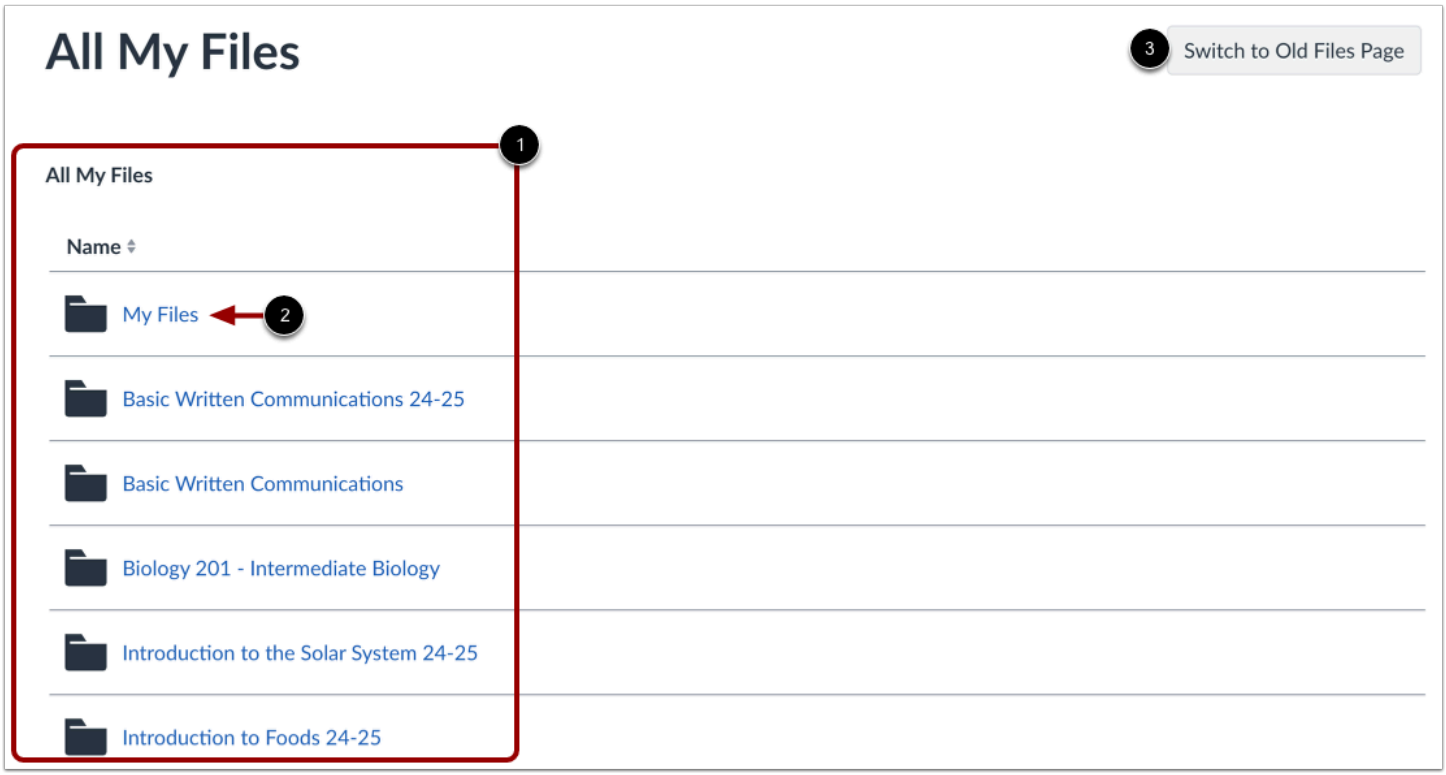
The Files feature in Canvas allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files.

Depending on your role, you have access to files (documents, images, media, etc.) in three different feature areas:

- User files, located in your user profile
- Course files, located in each course where you are enrolled
- Group files, located in each group where you are a member

Note: Some files count against file quotas and affect the amount of available storage used by files.

View All Files



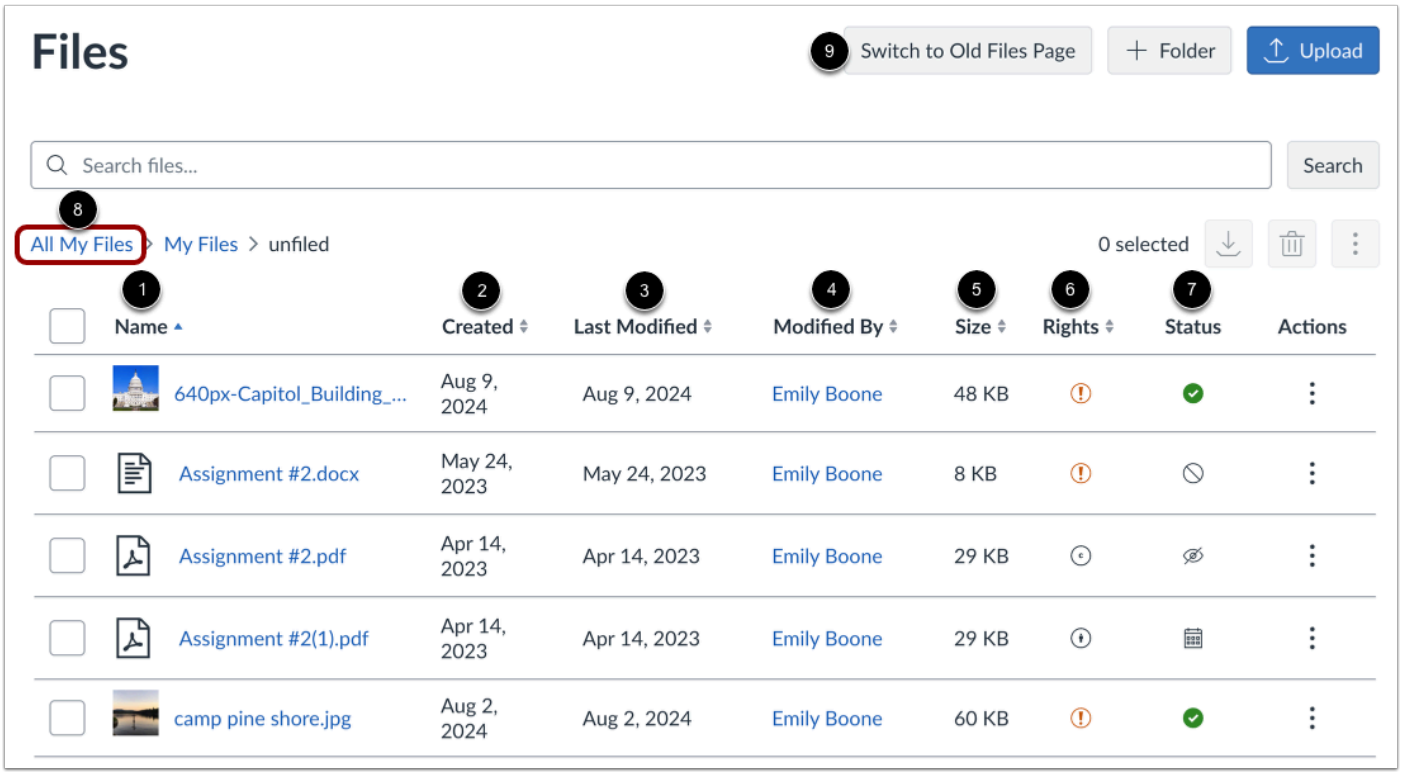
The basic functionality within Files is the same within each location, but some features may differ according to feature area.

In the All My Files page, all folders for your own files and course files display [1]. Some folders may be housed within other folders.

To view the contents of a folder, click the folder name [2].

To switch to the old view, click the **Switch to Old Files Page** button [3].

View File Folder



Within a folder, you can view the name of each file or folder [1], the date it was created [2], the date it was modified [3], the name of the person who modified the file or folder [4], and the file size [5].

Courses and groups may display a column for usage rights. If enabled, the column displays the user right (copyright) for the file [6].

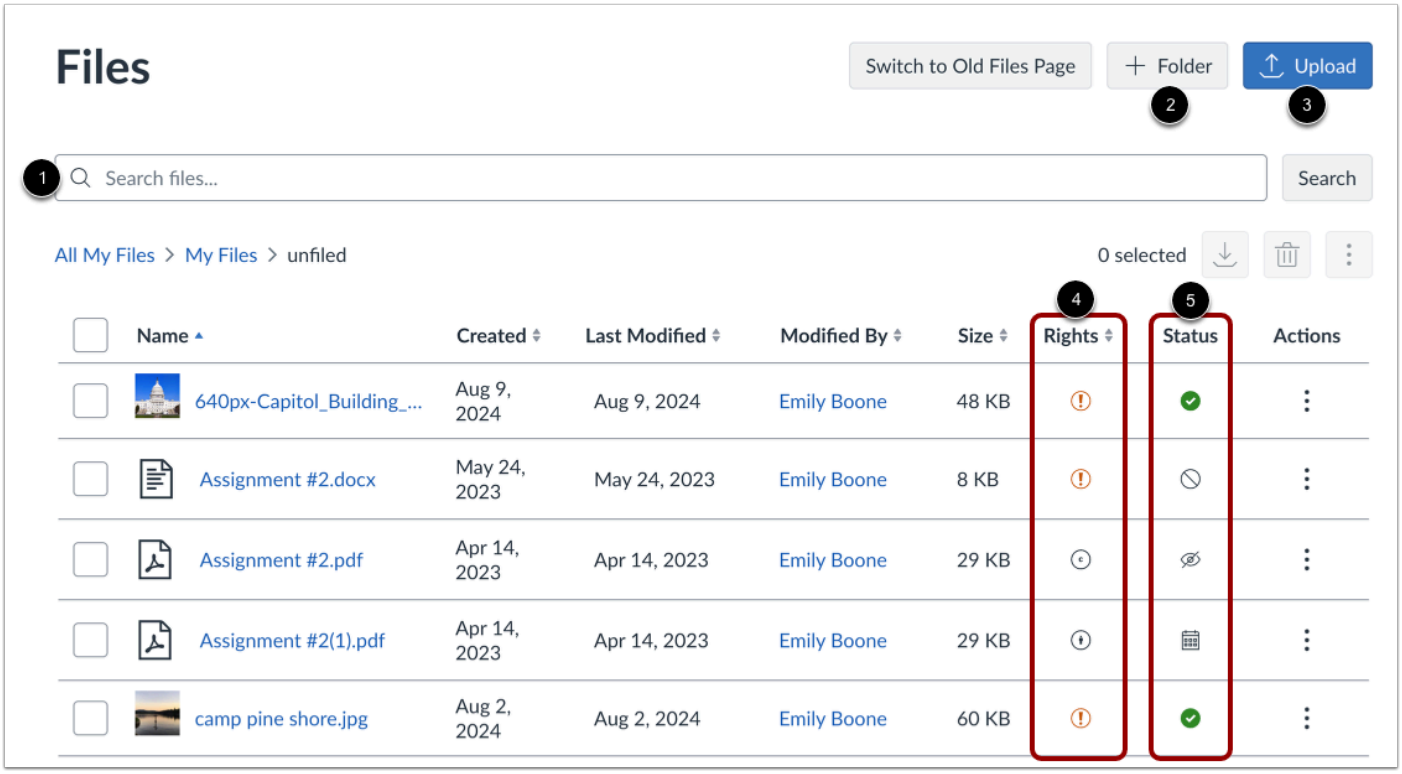
You can also view or change the published status of files or folders [7].

If you are viewing course or group files and you want to view all files you have access to, click the **All My Files** link [8].

To switch to the old view, click the **Switch to Old Files Page** button [9].

Files are sorted alphabetically. To sort files, click the name of any column heading.

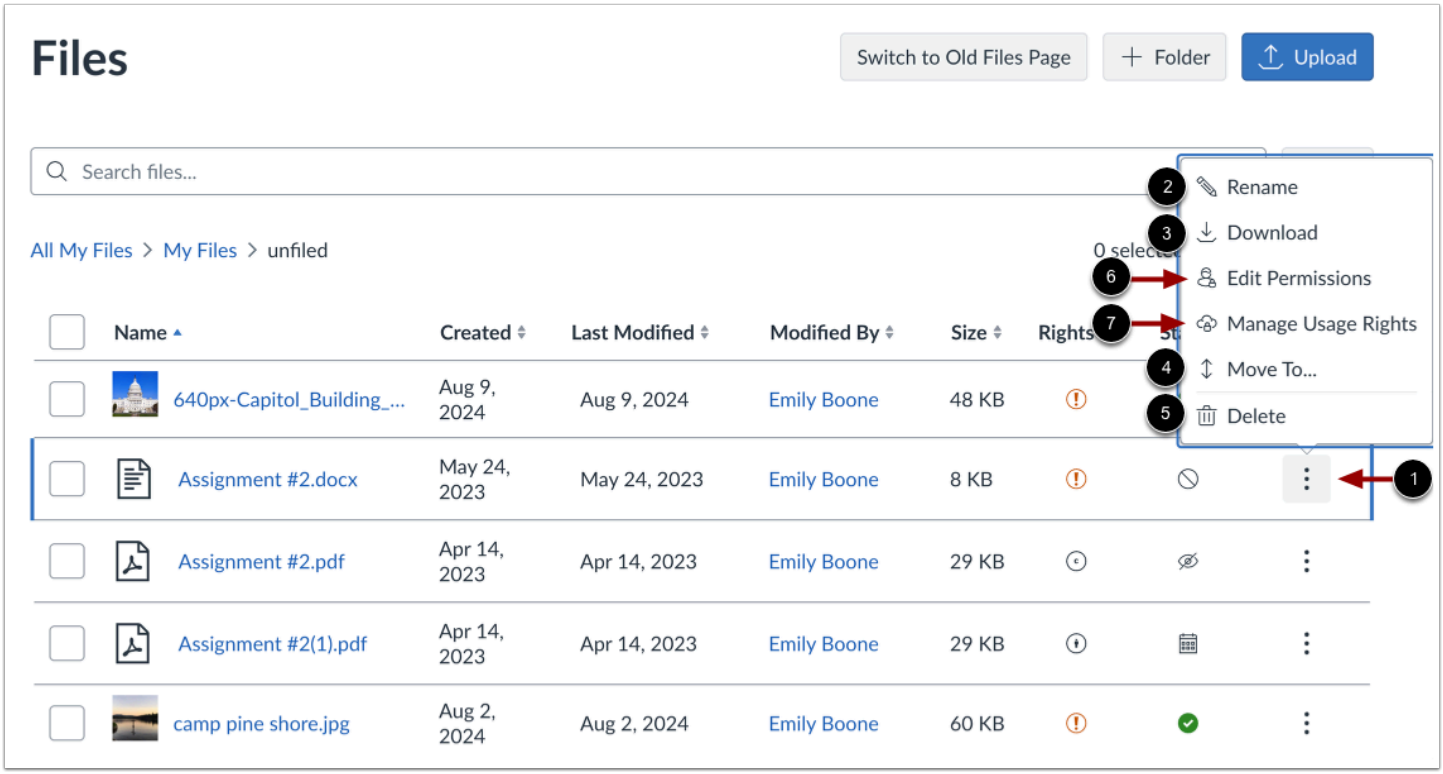
Manage Files or Folders



Depending on the file area, there may be several options to manage files:

- Search for files by file name [1].
- Add a folder. Folders can also house other folders [2].
- Upload a file [3].
- Set usage rights (copyright) for a file [4]. For courses and groups using usage rights, you must set usage rights for a file before it can be published. Files that do not contain a usage right display as a warning icon.
- Change the state of the file [5]. Files can be published, unpublished, or include a restricted status.

Manage Individual File or Folder



To manage an individual file or folder, click the **File Options** icon [1]. You can rename [2], download [3], move [4], or delete [5] the file or folder. You can also edit permissions [6] or manage usage rights [7].

Bulk Manage Files or Folders

You can select multiple files or folders at the same time by clicking the checkboxes next to the file or folder names [1]. Alternatively, you can use the following keyboard shortcuts:

- To select all rows, press the **Control**+**A** (PC) or **Command**+**A** (Mac) keys simultaneously.
- To select individual rows, press the **Control**+**Click** (PC) or **Command**+**Click** keys simultaneously.
- To select a range of rows, press **Shift**+**Click** simultaneously.
- To deselect all, press the **Control**+**Shift**+**A** (PC) or **Command**+**Shift**+**A** (Mac) keys simultaneously.

From the toolbar, you can download [2] or delete [3] the files or folders. To view more settings, click the **Options** icon [4].

You can bulk edit the permissions [5] or manage the usage rights [6] of the files or folders you selected.

To move the files or folders, select the **Move To...** option [7].

Note: When selecting more than one file, the option appears to download as a zip file.

View Blueprint Course

If you are an instructor and your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

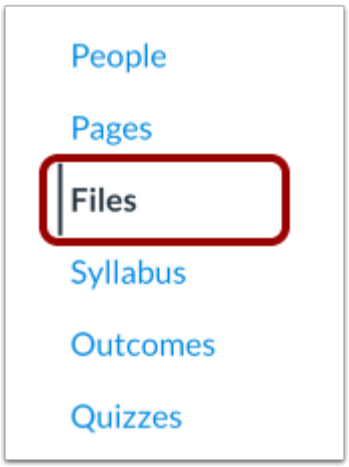
The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

How do I view course files?

Course files include any content uploaded to a course. By default, each course has 500 MB of storage space in Canvas (Free-for-Teacher accounts are limited to 250 MB). Administrators can change the quota for the entire institution or on a course-by-course basis. Files uploaded to a course do not count towards your personal file quota.

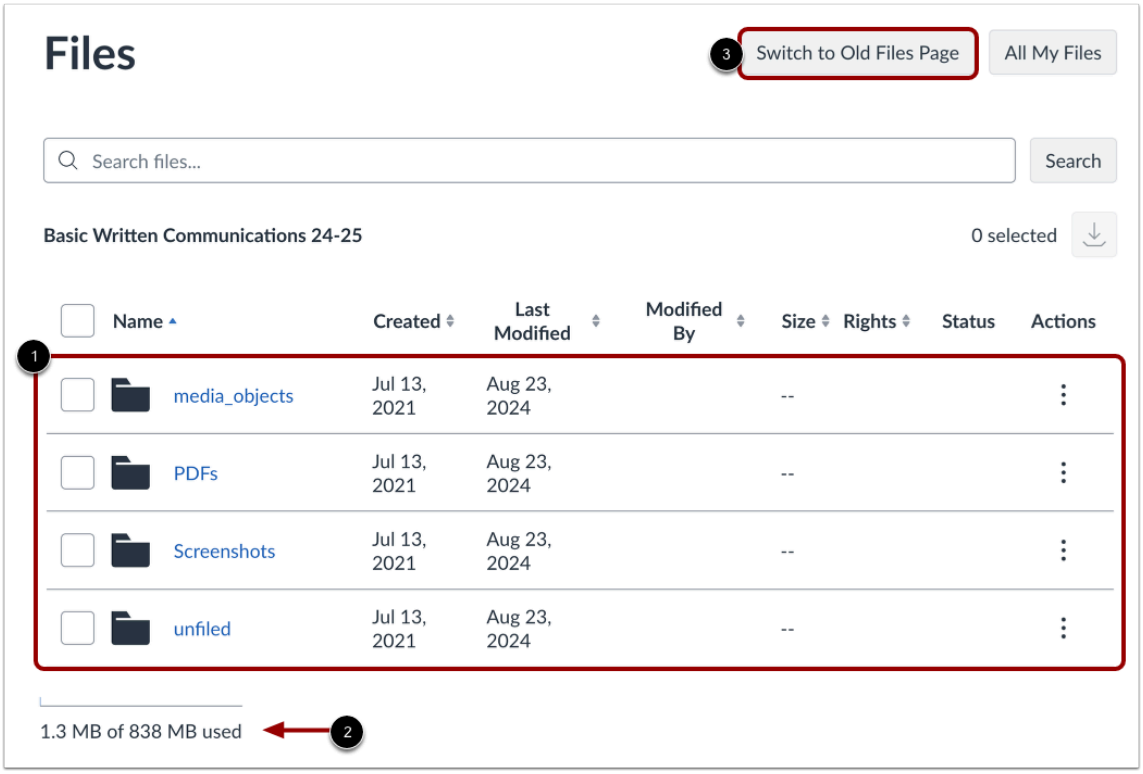
If the Course Files link is shown in the Course Navigation menu, any user in the course can view course files. If you are an instructor, you can learn how to manage Course Navigation links. However, parents/observers may only be able to access certain course files.

Open Files



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

View Course Files

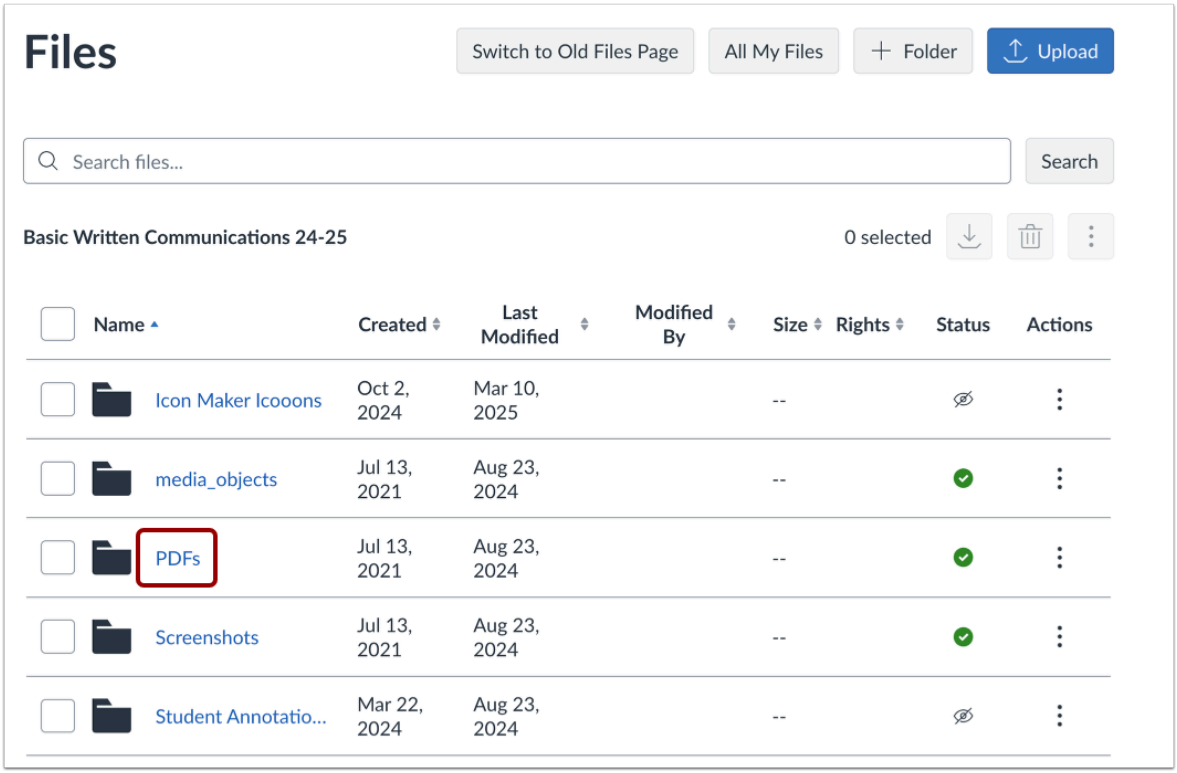


All published course files can be viewed by all course users [1]. However, some files may restrict access to specific users.

You can view your user quota and what percentage of that quota has been used [2].

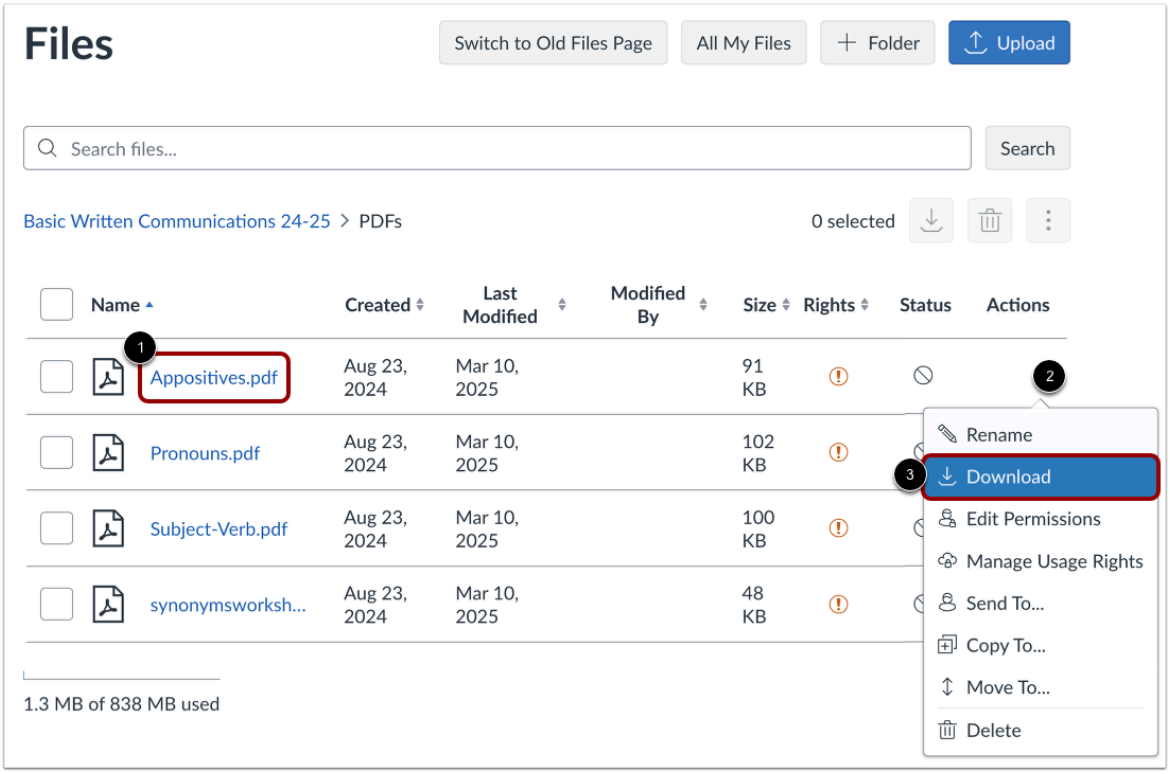
If you want to switch to the old view, click the **Switch to Old Files Page** button [3].

Open Folder



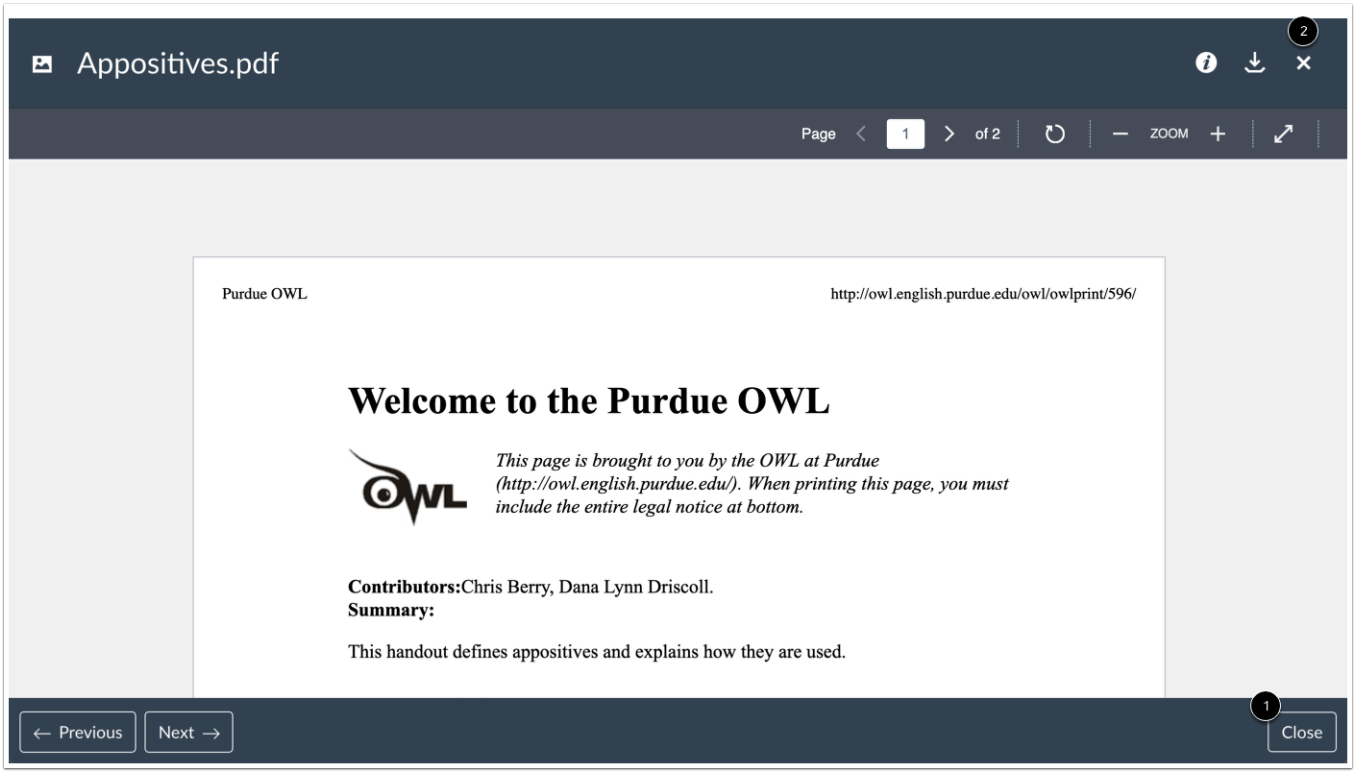
To view folder contents, click the folder name.

Open File



To open a file, click the name of the file [1]. To download the file, click the **File Options** icon [2], then click **Download** [3].

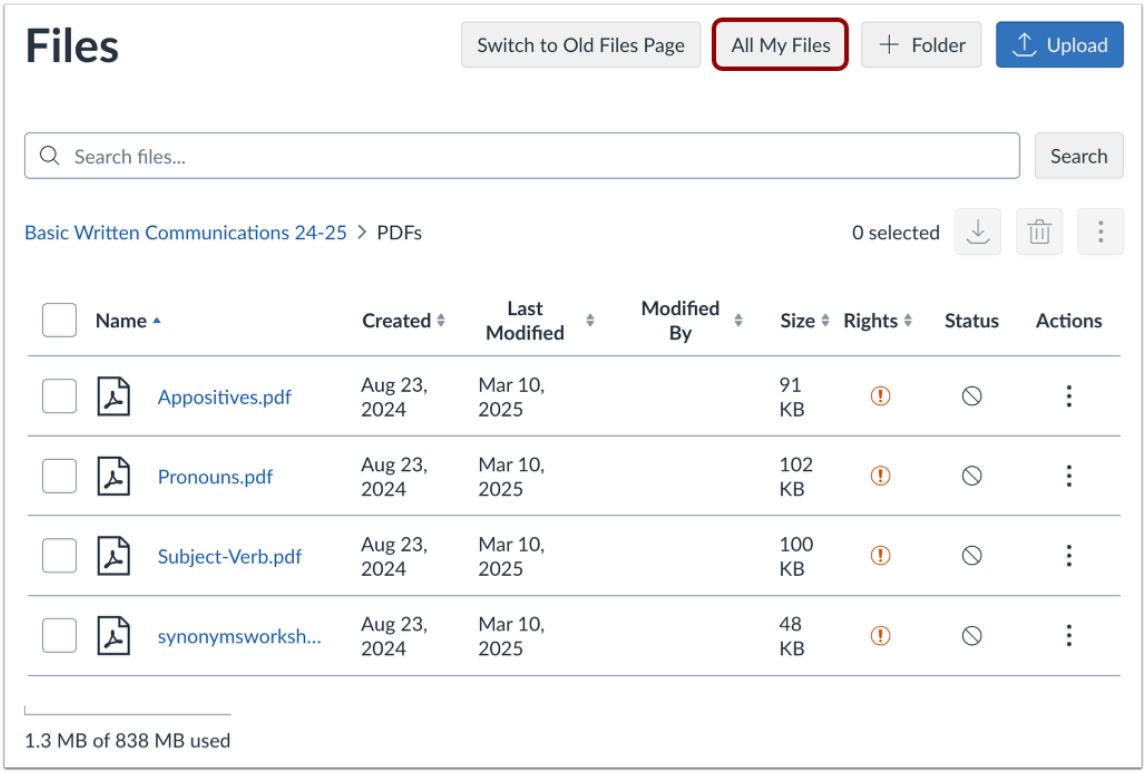
Preview File



The file preview displays the file and file information details, as well as a link to download the file. You can scroll through the document, zoom in and out, and view the document in full screen.

To exit the preview, click the **Close** button [1] or the **Close** icon [2].

View All Files



To view the files for all your courses and your personal user files, click the **All My Files** button.

How do I view group files?

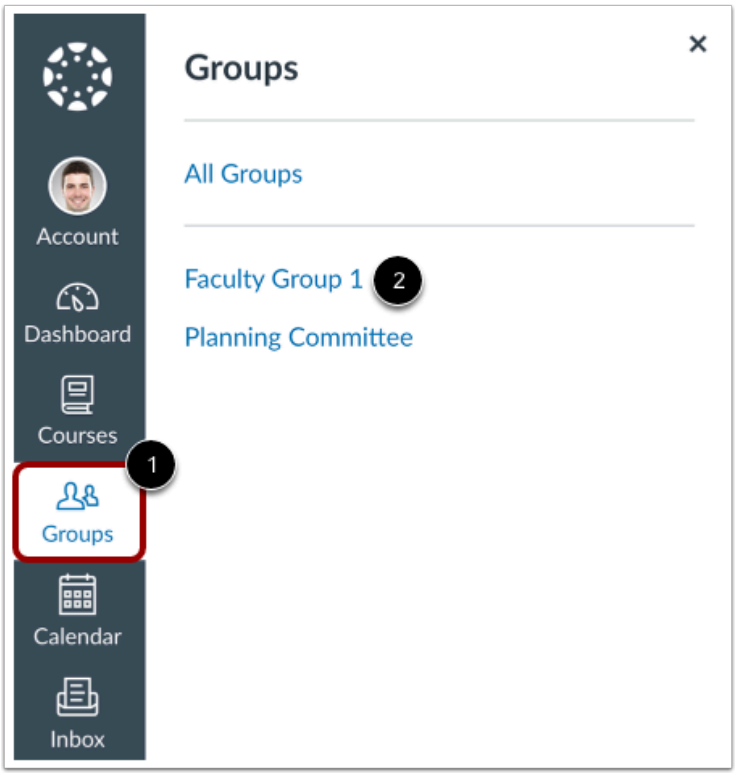
Student groups have their own associated files. As a student, you may be added to a group within your course. Groups files include any content uploaded to your group workspace. As an instructor, you may be added to a group within your institution.

Group files include uploaded assignment submissions, files for projects, and other group-related items uploaded to your group storage area.

Notes:

- By default, each group has 50 MB of storage space in Canvas. Administrators can change the quota for the entire institution or on a group-by-group basis.
- Group files are automatically published when they are uploaded to the group.
- All group members have the same permissions to moderate files, including uploading files, publishing files, restricting access, and deleting files.

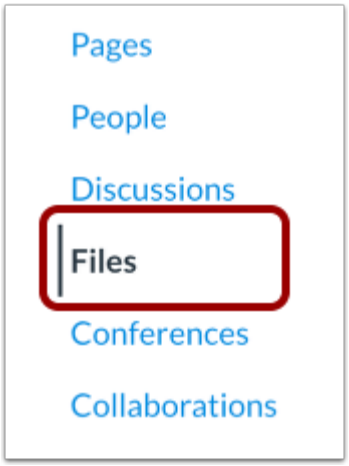
Open Groups



In Global Navigation, click the **Groups** link [1], then click the name of the group in which you are a member [2].

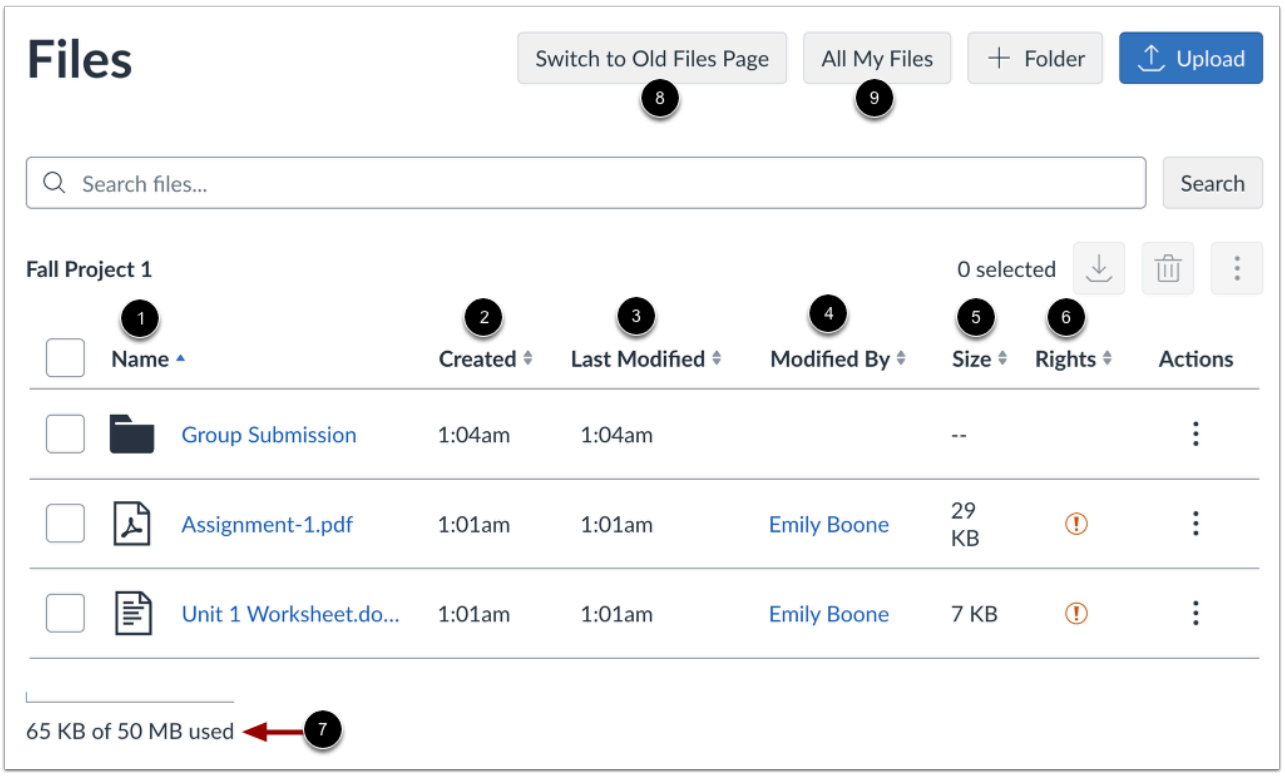
Note: If you are an instructor, you can also access student groups through the People link in Course Navigation.

Open Files



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

View Group Files



In the Files page, you can view the name of each file or folder [1], the date it was created [2], the date it was modified [3], the name of the person who modified the file or folder [4], the file size [5], usage rights (if enabled) [6], and the quota for your group and what percentage of that quota has been used [7].

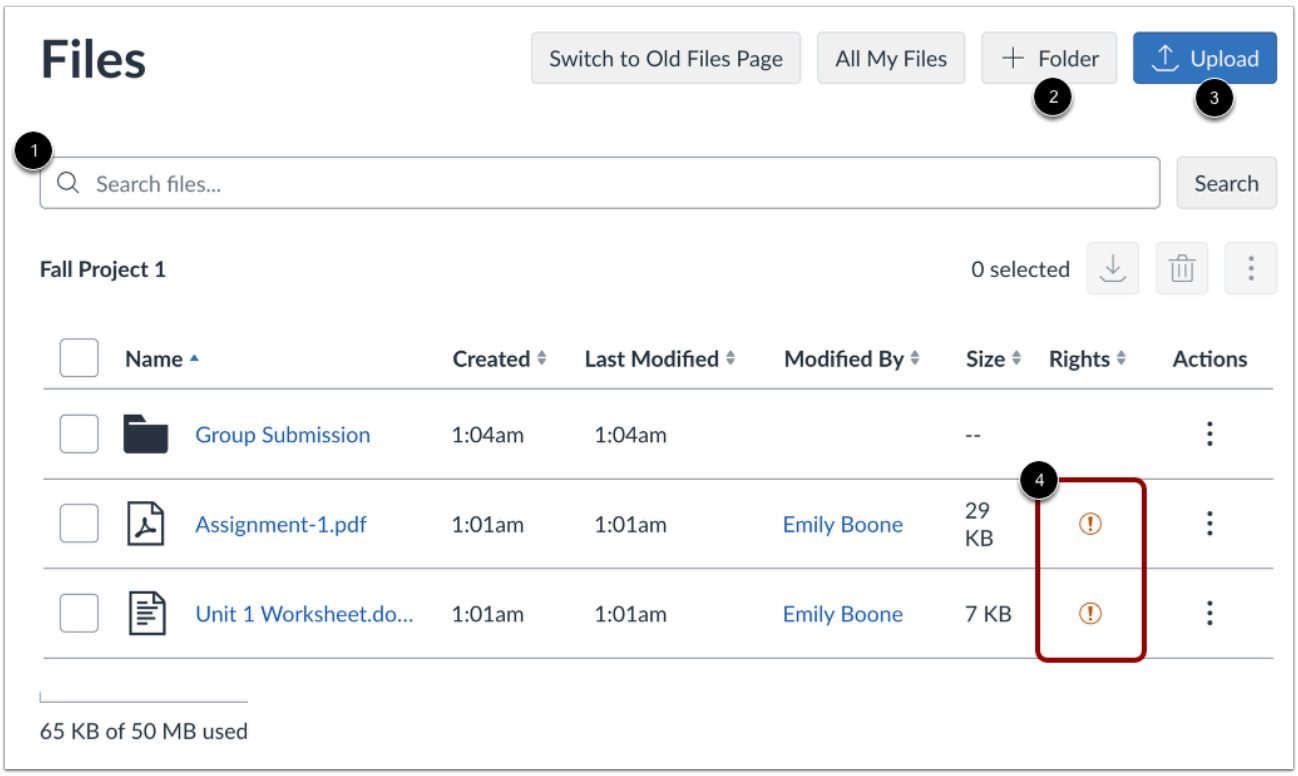
To switch to the old view, click the **Switch to Old Files Page** button [8].

If you want to view the Files for all your groups, click the **All My Files** button [9]. Canvas will display your User Files page with all group folders displayed below your user files.

Notes:

- All files can be viewed by all group members.
- Group files are published by default.
- Files that have been submitted as group assignments do not apply to the group quota.

Manage Group Files



You can do the following:

- Search for files by file name [1].
- Add a folder. Folders can also house other folders [2].
- Upload a file [3].
- Set usage rights (copyright) for a file [4]. You must set usage rights for a file before it can be published. Files that do not contain a usage right display as a warning icon.

You can also rename, download, move, or delete files or folders.

Notes:

- All group members hold the same permissions, so one group member can delete or move files uploaded by another group member.
- Group files can only be moved to folders within the group.

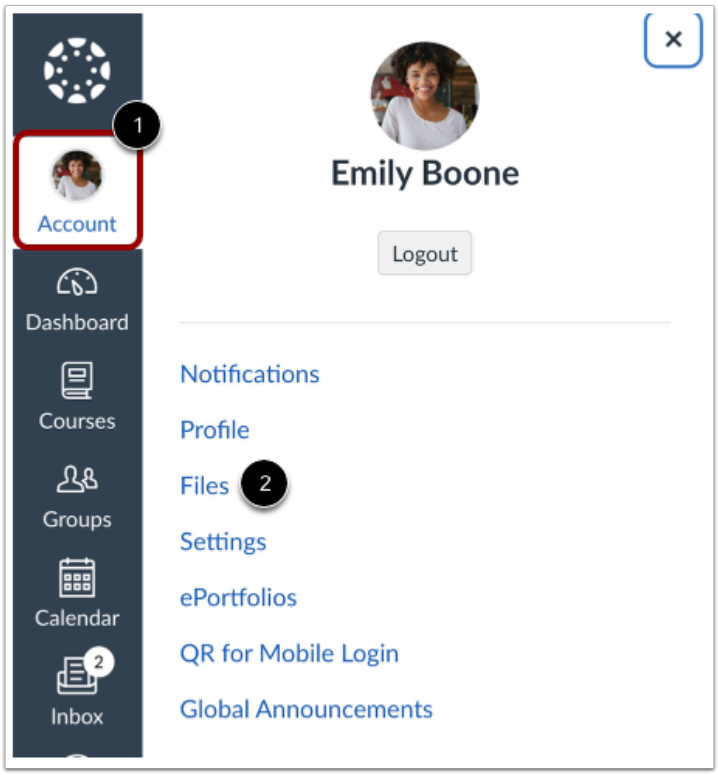
How do I view my user files?

You can view your personal user files in your account Files area. User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area.

Notes:

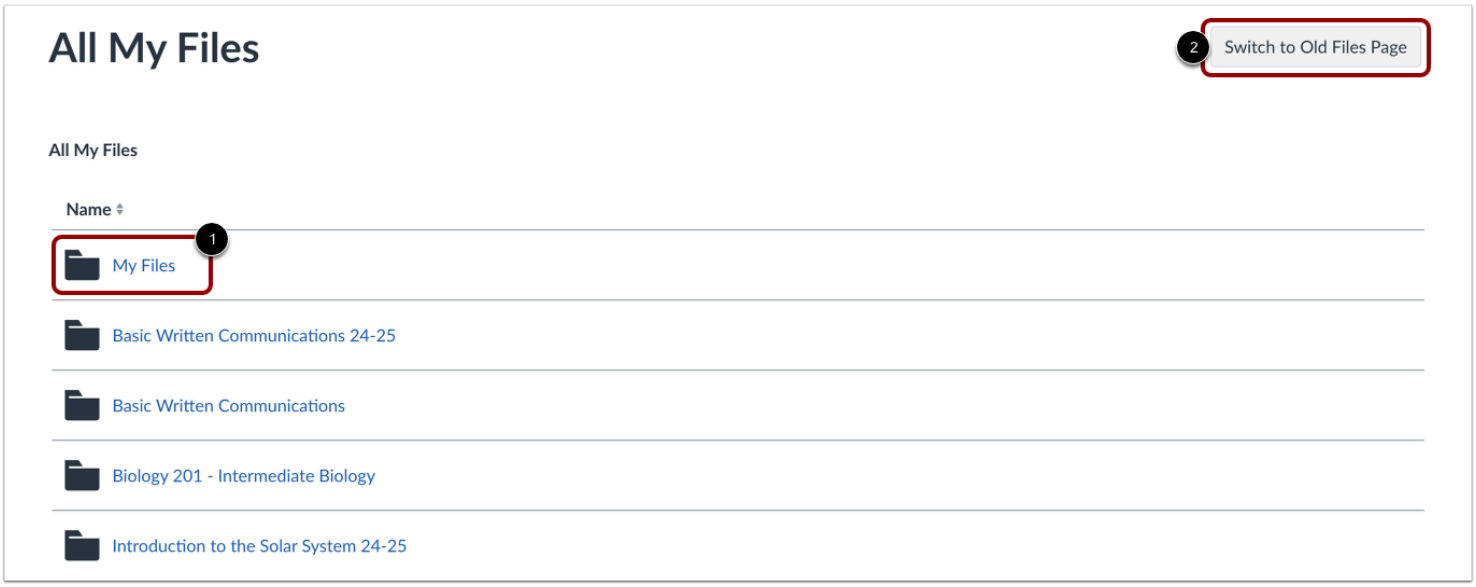
- No other users can view files in your user files.
- By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution. Learn more about file quotas.
- You can also view course files and group files.

Open User Files



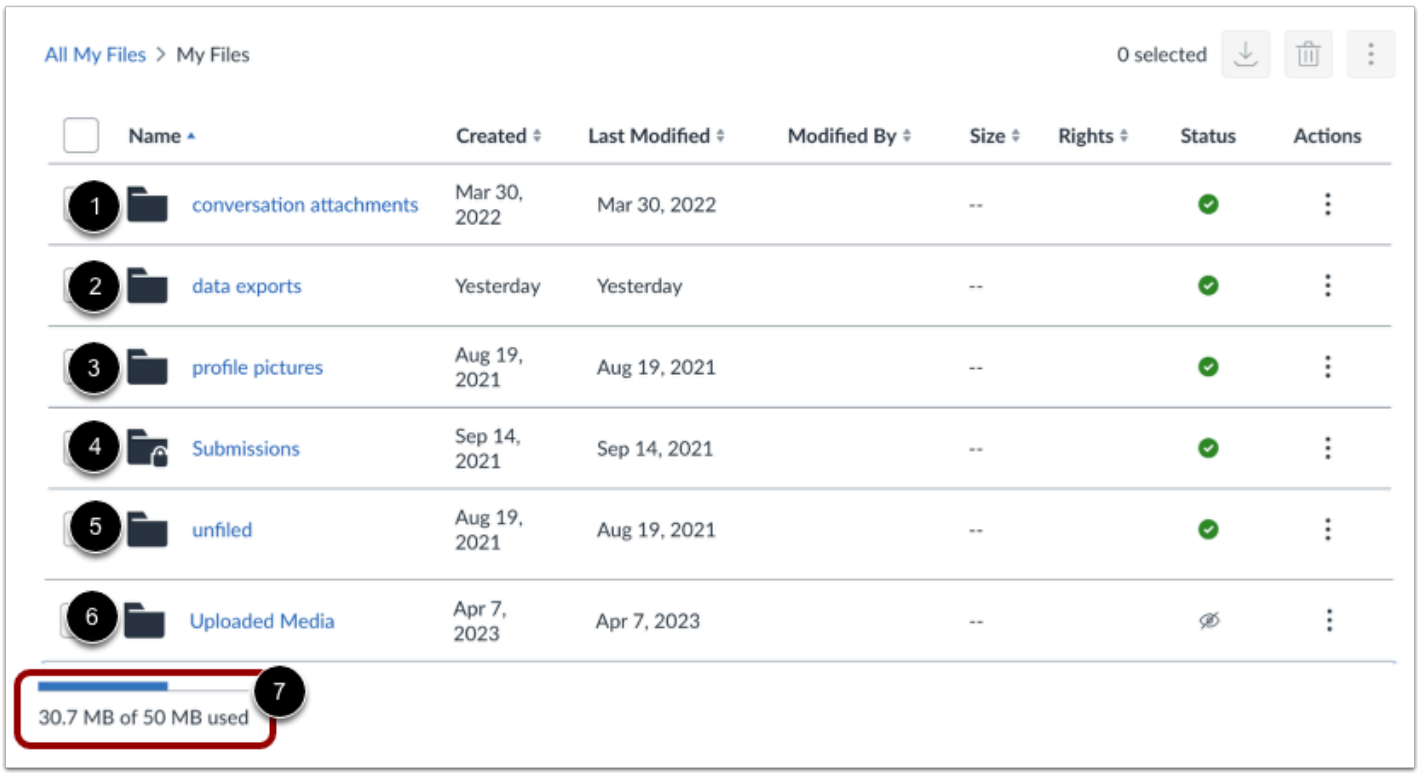
In Global Navigation, click the **Account** link [1], then click the **Files** link [2].

View User Files



In the All My Files page, all folders for your own files and course files display. To view your personal files, click the **My Files** folder [1]. To switch to the old view, click the **Switch to Old Files Page** button [2].

View My Files



The My Files folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file is created for you.

- The **Conversation attachments** folder [1]: Stores files that you attach to Conversations messages.
- The **Data Exports** folder [2]: Contains ZIP files created when you download assignment submissions from all your courses.
- **Profile pictures** folder [3]: If your institution enables you to upload a profile picture, this folder stores photos that you upload as a profile picture.
- The **Submissions** folder [4]: Contains copies of your assignment submissions; assignment are organized by course folder and displayed alphabetically. However, assignments submitted through an external tool are not copied to the Submissions folder.
- The **Unfiled** folder [5]: Stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).
- The **Uploaded Media** folder [6]: Stores media recordings and files you insert, create, or upload.

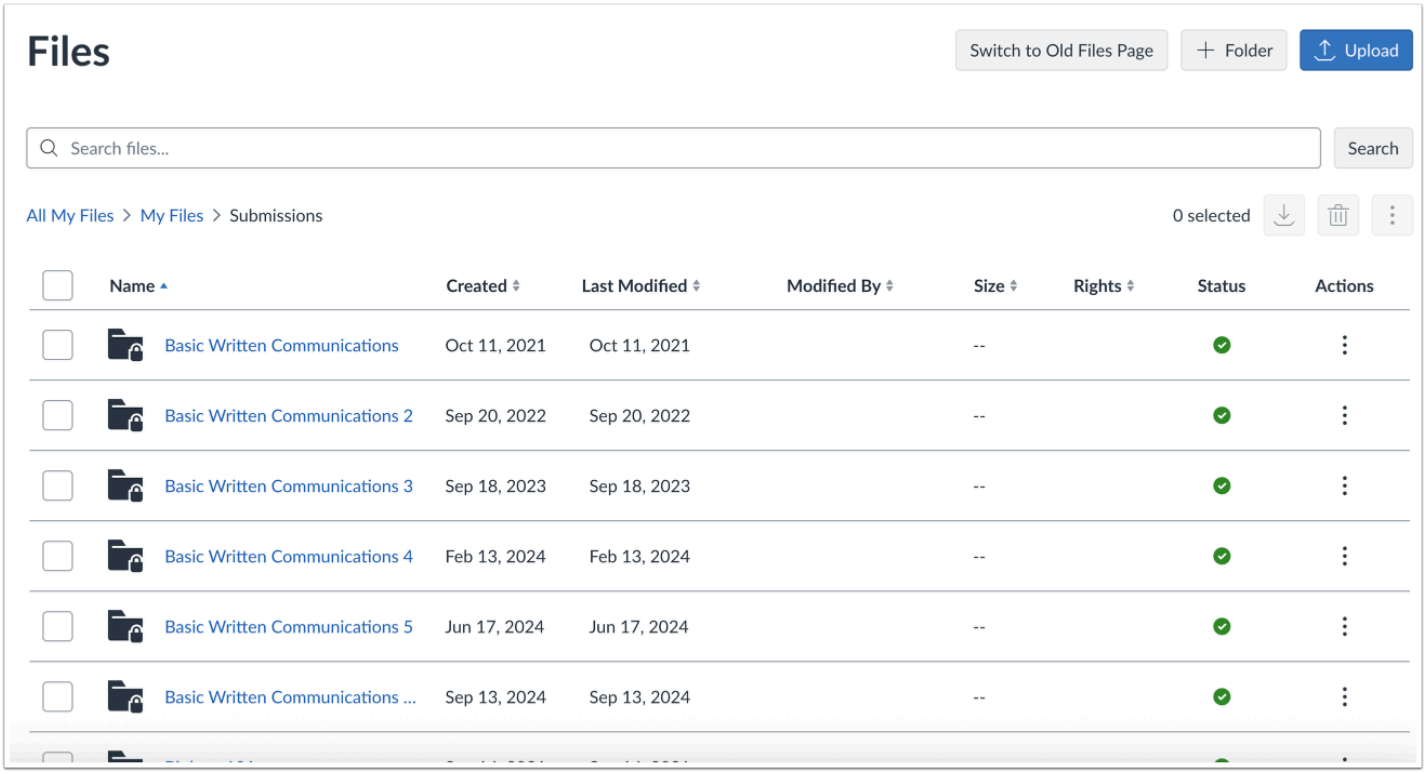
You can view your user quota and what percentage of that quota has been used [7].

My Files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the My Files folder that are not related to assignment submissions count toward your user quota.

Notes:

- As a student, files uploaded using the Rich Content Editor count toward your user storage quota. However, files uploaded as an assignment submission do not count toward your user quota.
- For online assignment submissions, if you submit a file that you've previously uploaded, you can delete the previously uploaded file after it has been submitted and free up extra storage in your user files.

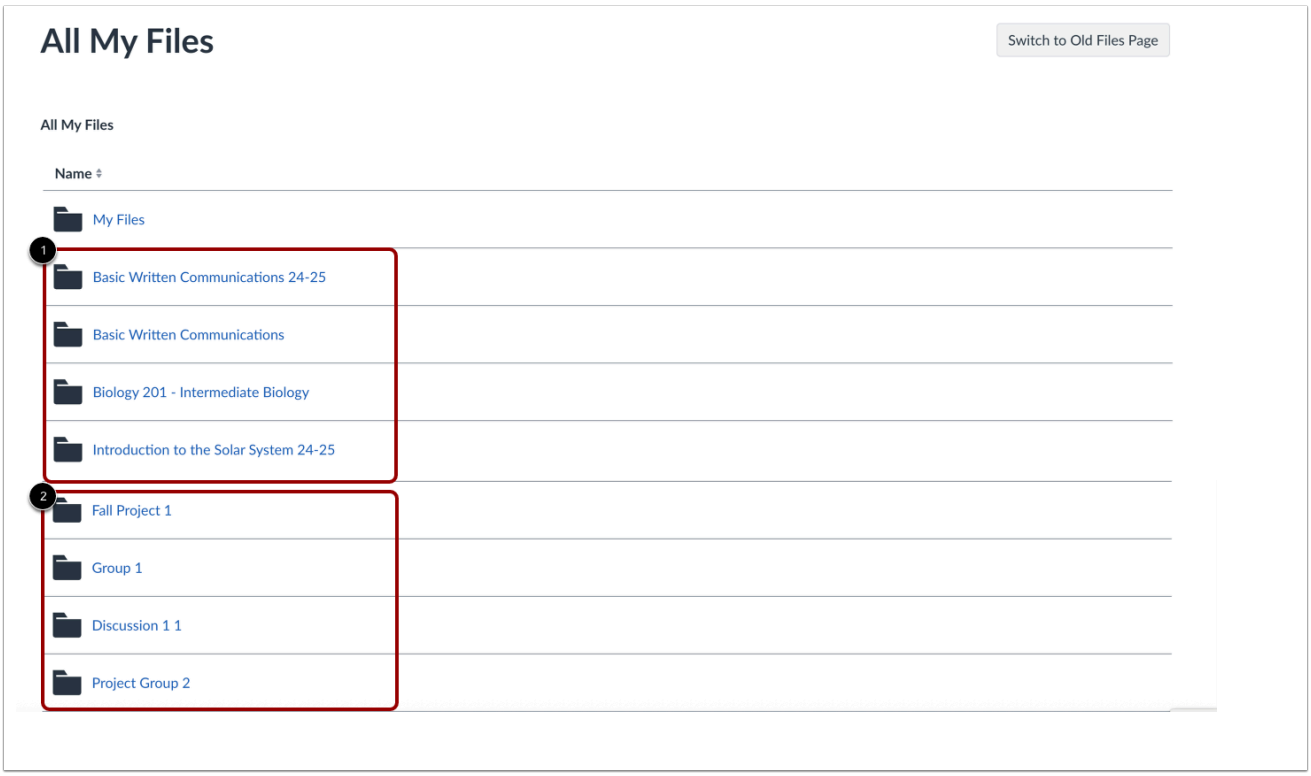
View Assignment Submission Folders



If you are an instructor and have a student role in any courses, the Submissions folder contains copies of your assignment submissions; assignment are organized by course folder and displayed alphabetically. However, assignments submitted through an external tool are not copied to the Submissions folder.

Note: For online assignment submissions, if you submit a file that you've previously uploaded, you can delete the previously uploaded file after it has been submitted and free up extra storage in your user files.

View Course and Group Files



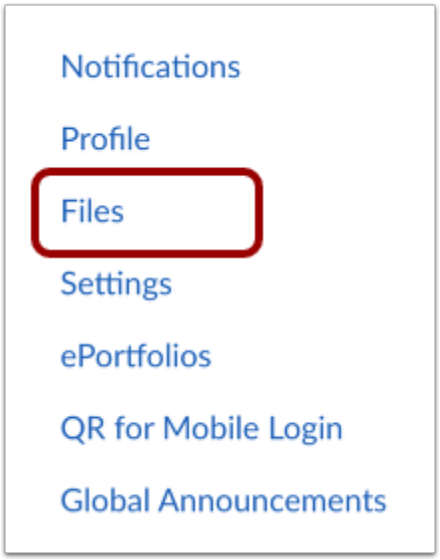
Your course folders display below your user files [1]. If your Canvas admin added you to a group, group folders also display below the course folders [2].

You can easily move and organize files from your group, course, and user files. You can also view course files and group files directly from the course or group.

How do I preview a file in Files?

You can preview a file in a course, group, or personal user file storage areas.

Open Files

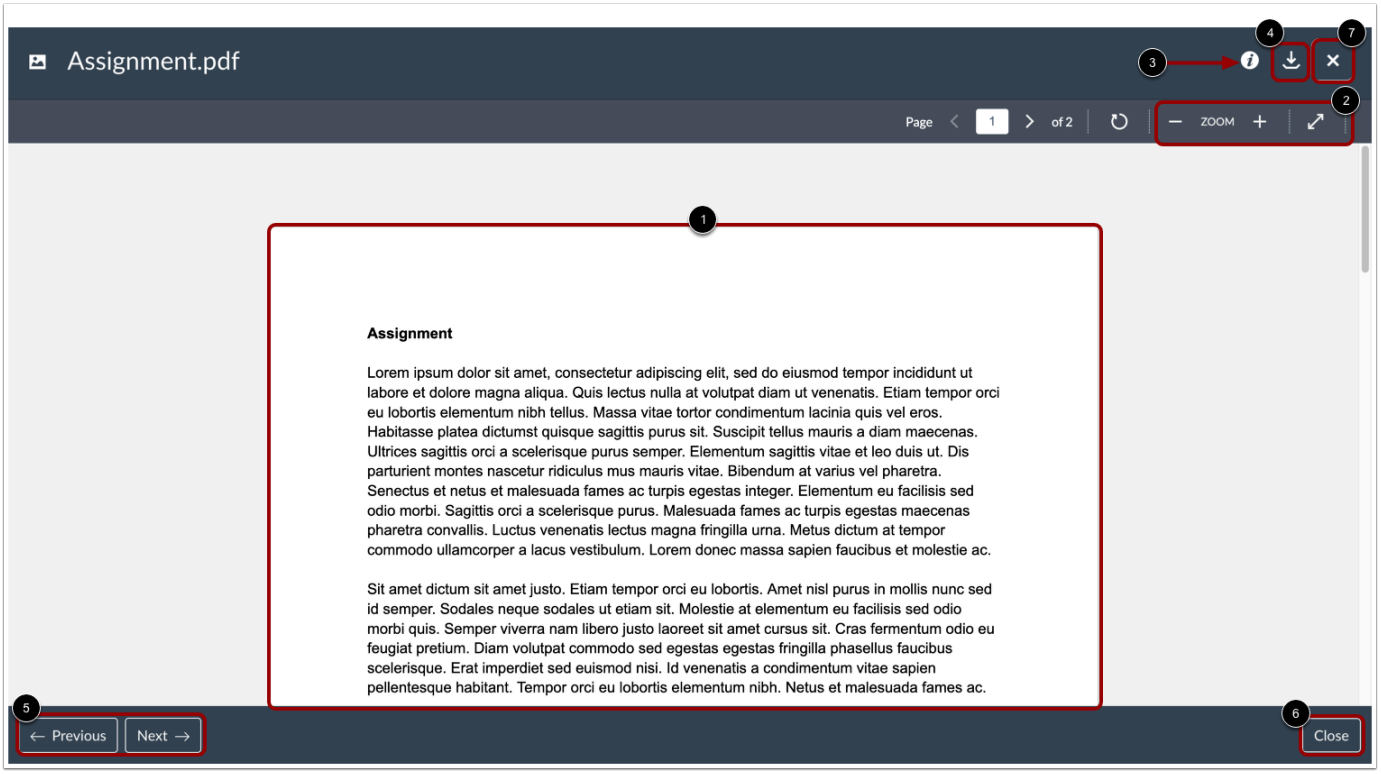


In Course, Account, or Group Navigation, click the **Files** link.

Open File

Click the name of the file you want to preview.

Preview File



The preview displays the file contents [1]. You can scroll through the document, zoom in and out, and view the document in full screen [2].

To view file information details, click the **Information** icon [3].

To download the file, click the **Download** icon [4].

You can also view other files by clicking the **Previous** or **Next** buttons [5].

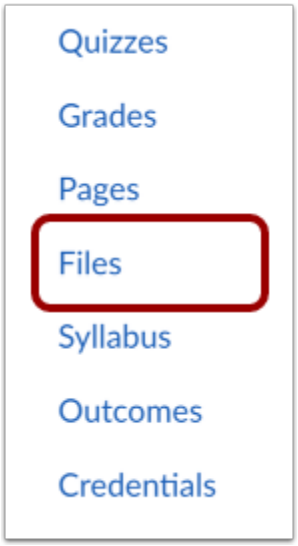
To close the preview, click the **Close** button [6] or the **Close** icon [7].

How do I move and organize files?

You can move and organize the files you have access to by dragging and dropping files or using the Move options for each file. Files are always organized in alphabetical order, so you are not able to rearrange the organizational structure of files, but to locate a file you can always sort files by column.

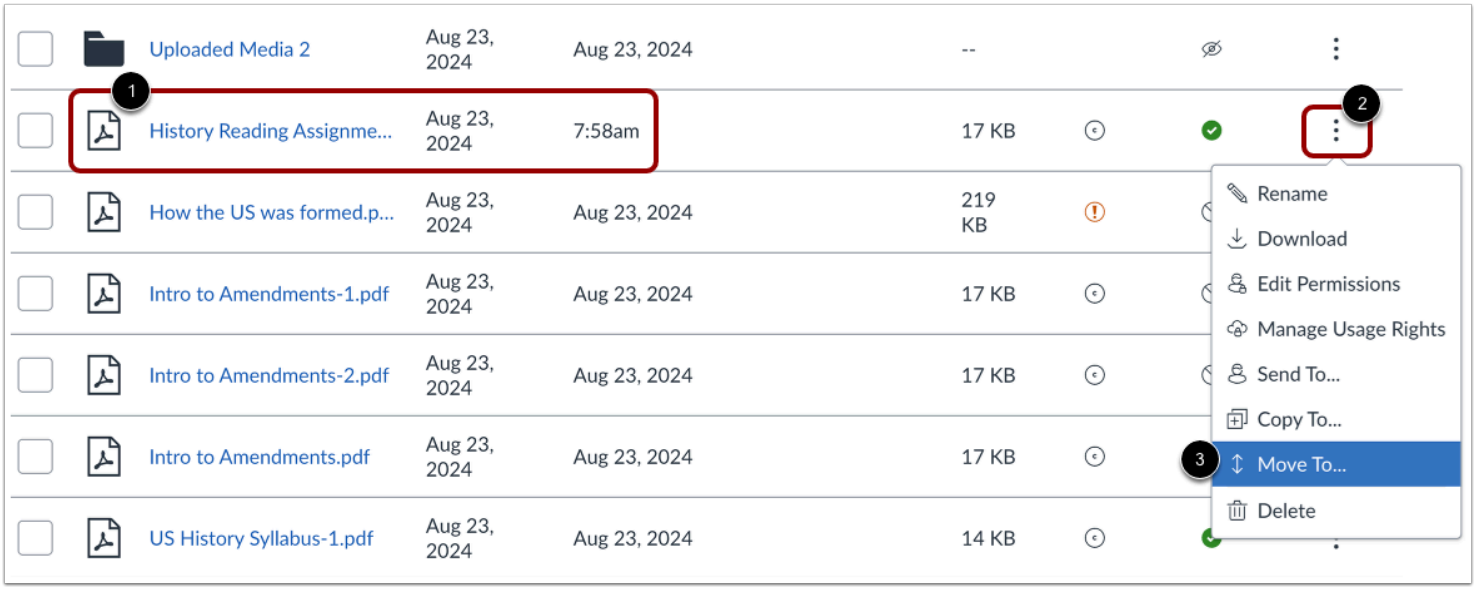
Learn how to view your user files, group files, and course files.

Open Files



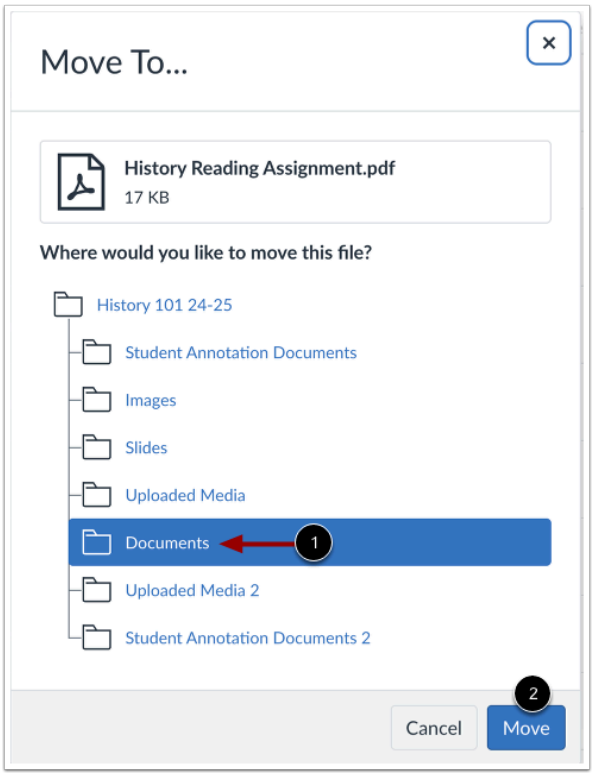
In Course Navigation, click the **Files** link.

Move File via Move Button or Options Icon



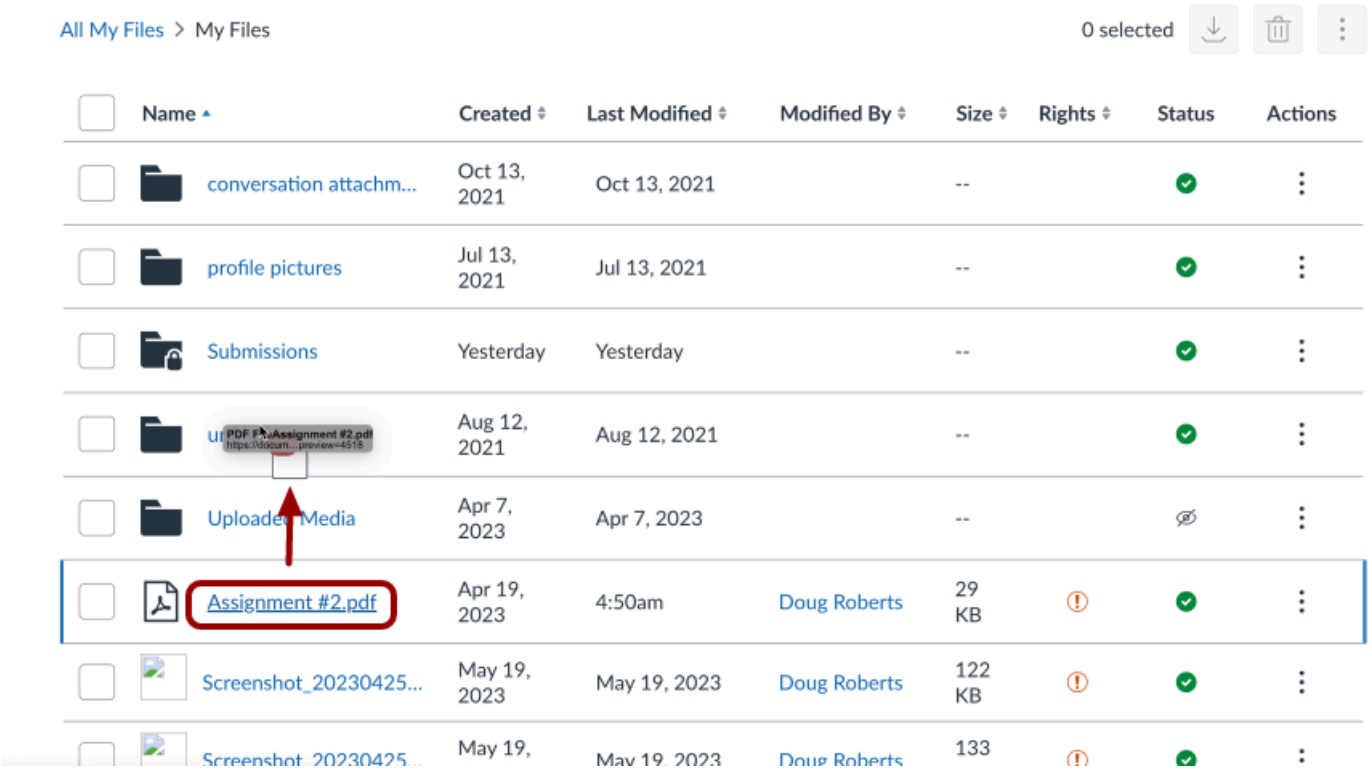
Locate the file you want to move. Click the line item for the file [1].

To move the file via file settings, click the **Options** icon [2], then click the **Move To...** link [3].



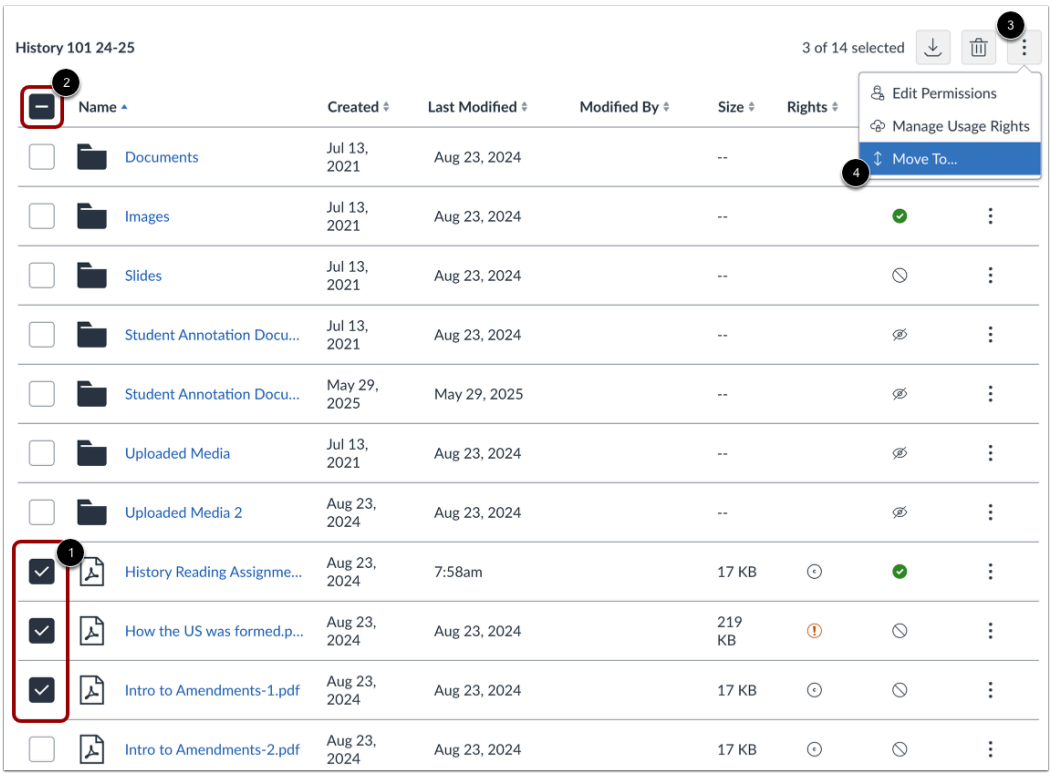
Select the folder where you want to move the file [1] and click the **Move** button [2].

Move File via Drag and Drop



To move a file using drag and drop, click the file name, then drag it to the desired folder. When the folder is highlighted, release your mouse. The file will be moved.

Move Multiple Files



To move multiple files, click the checkboxes next to the files you want to move [1].

To select all files, click the Select All checkbox [2].

You can also use keyboard shortcuts to select files:

- To select all files, press **Control+A** (PC) or **Command+A** (Mac) keys simultaneously.
- To select individual files, press **Control+Click** (PC) or **Command+Click** (Mac) keys simultaneously.
- To select a range of files, press **Shift+Click** keys simultaneously.
- To deselect all files, press **Control+Shift+A** (PC) or **Command+Shift+A** (Mac) keys simultaneously.

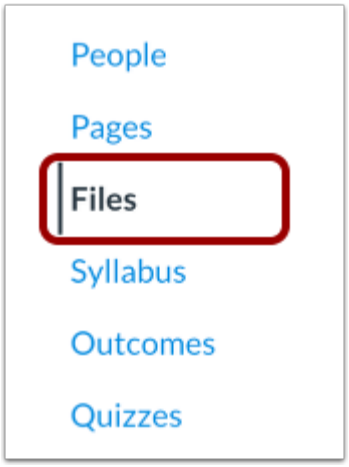
Click the **Options** icon [3], then select **Move To...** link [4].

How do I create a folder in Files?

You can create folders to organize files in your course, group, or personal files.

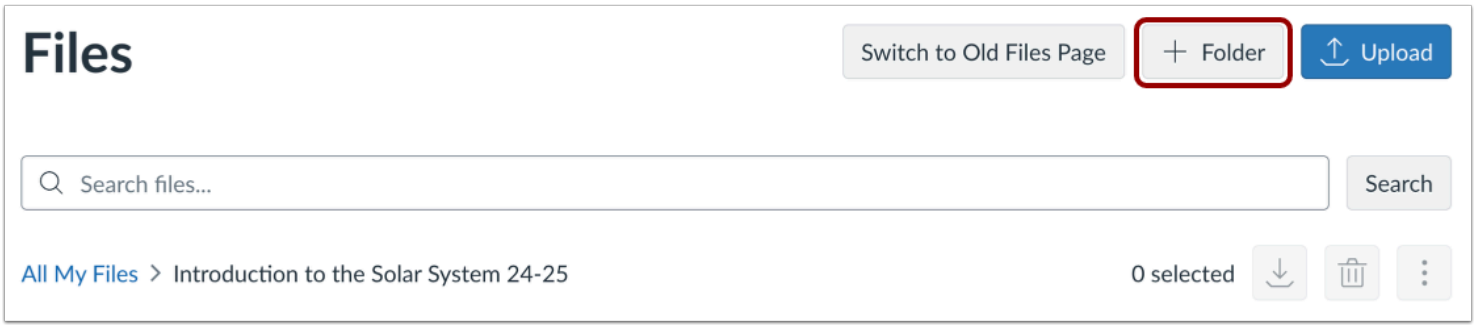
Learn how to view your user files, group files, or course files.

Open Files



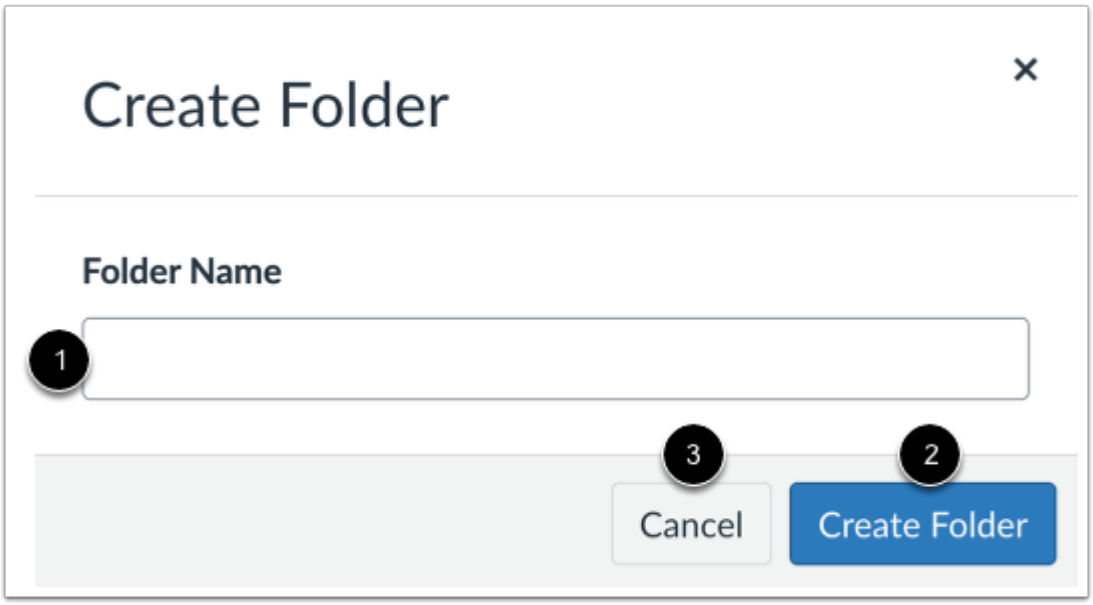
In Course, User, or Group Navigation, click the **Files** link.

Add Folder



Click the **Add Folder** button.

Name Folder



Type the name of the folder in the **Folder Name** field [1]. To save the name of the file, press **Return** (Mac) or **Enter** (PC) key or click the **Create Folder** button [2]. To return to the previous title, click the **Cancel** button [3].

View Folder

Your folder displays in Files. You can organize your files by moving them to folders.

Delete Folder

To delete a folder, click the **Folder Options** icon [1] and then click the **Delete** link [2].

Note: Deleting a folder also deletes all files in that folder.

How do I delete a file or folder in Files?

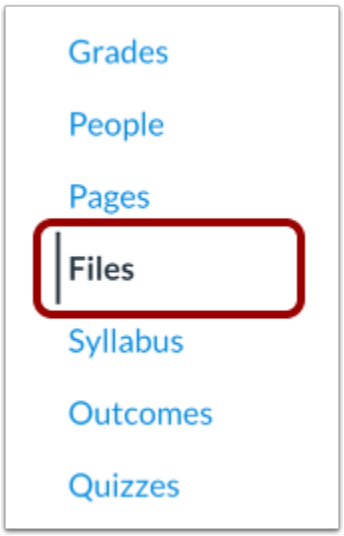
In Files, you can delete a file or folder in courses, groups, or personal files. Once a file or folder is deleted, it cannot be recovered.

You can also locate your user files, group files, or course files.

Notes:

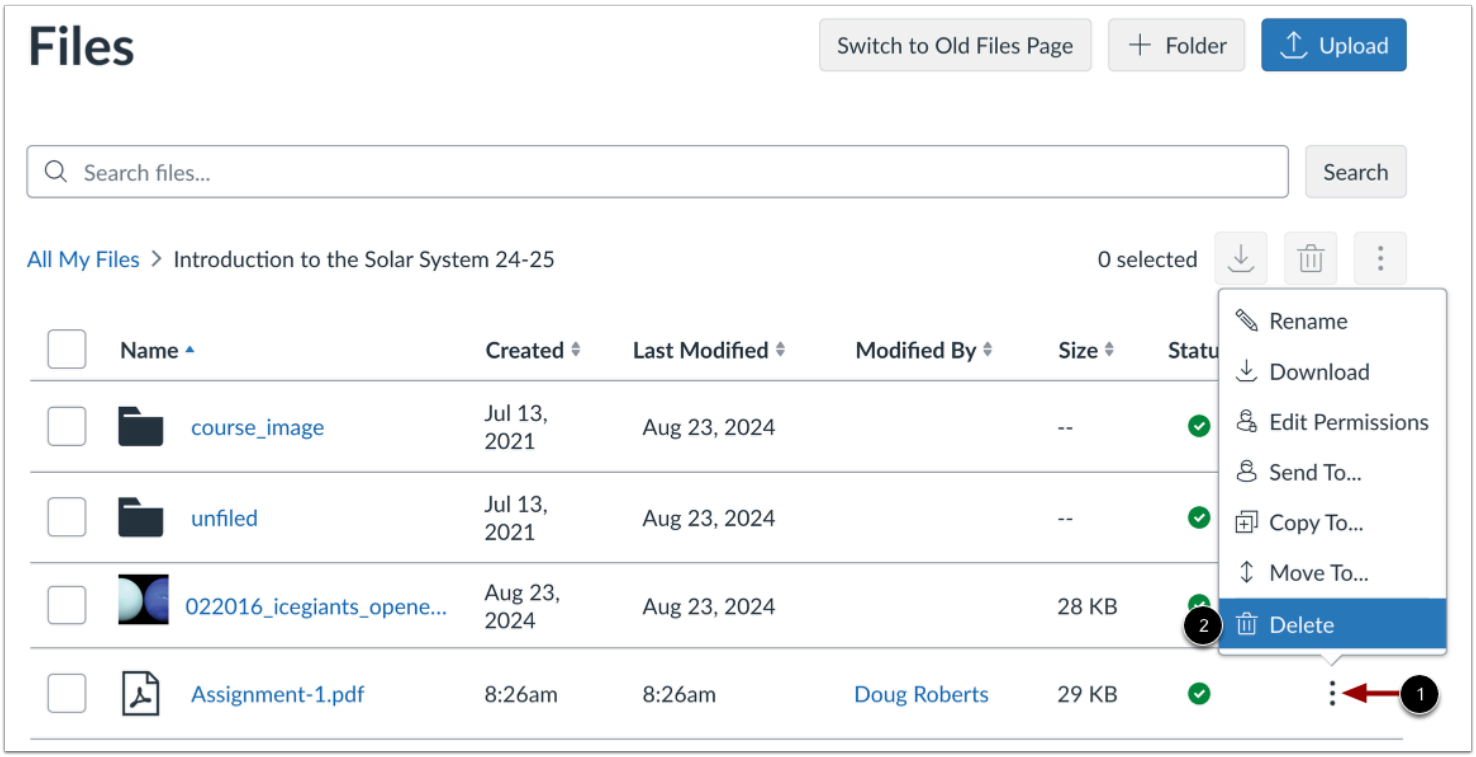
- You cannot delete files that have been submitted as part of an assignment.
- The Unfiled folder stores documents, graphics, and any other files from your account that you have posted to different areas of Canvas, such as Discussions. Deleting these items within current courses may create broken links and submissions.

Open Files



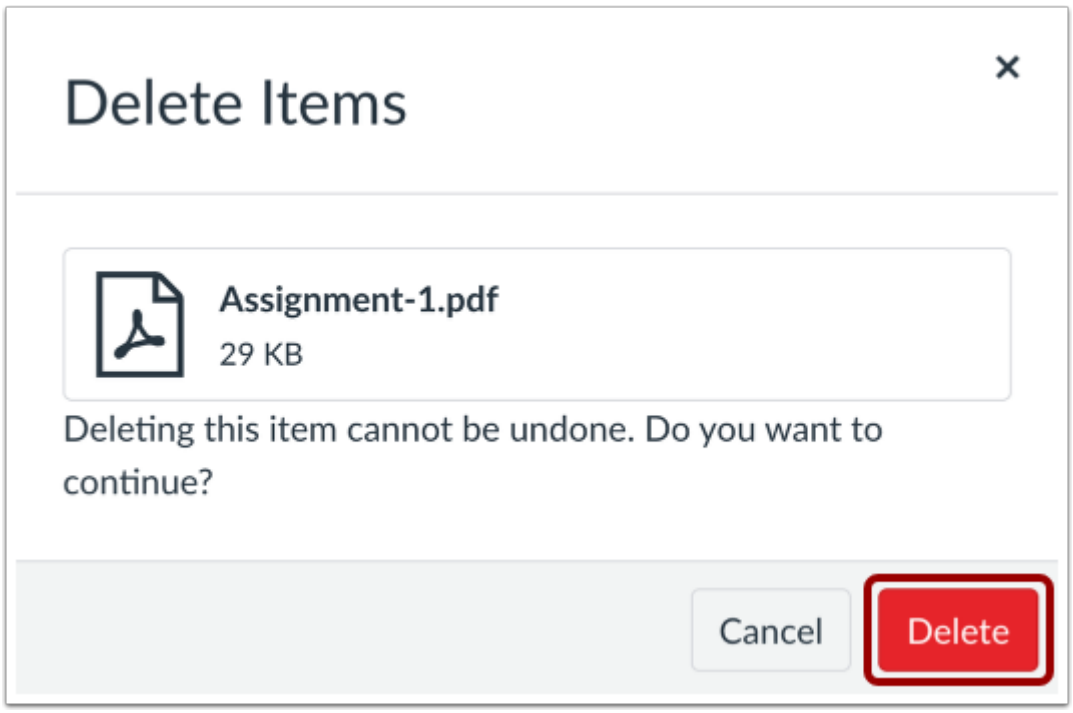
In Account, Group, or Course Navigation, click the **Files** link.

Delete File



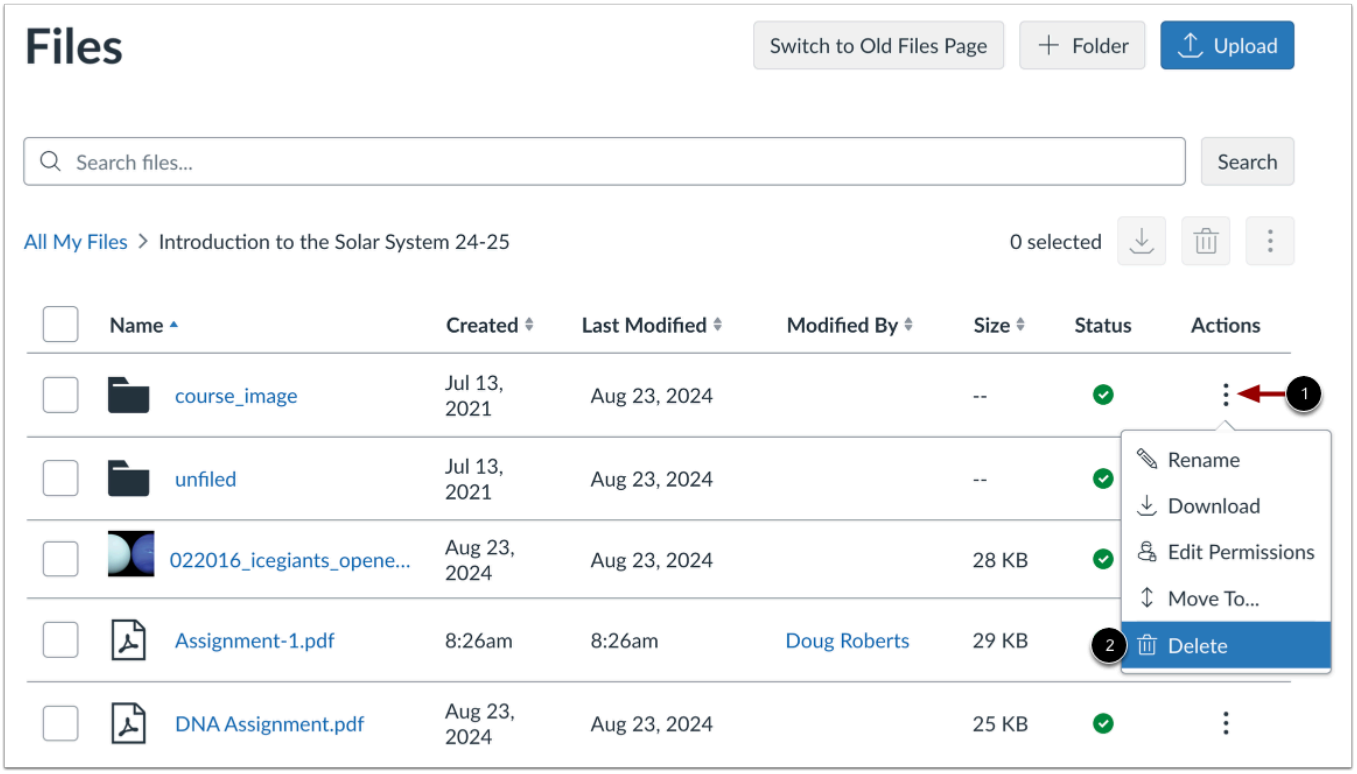
To delete a file, click the **File Options** icon [1] and then click the **Delete** link [2].

Confirm Delete



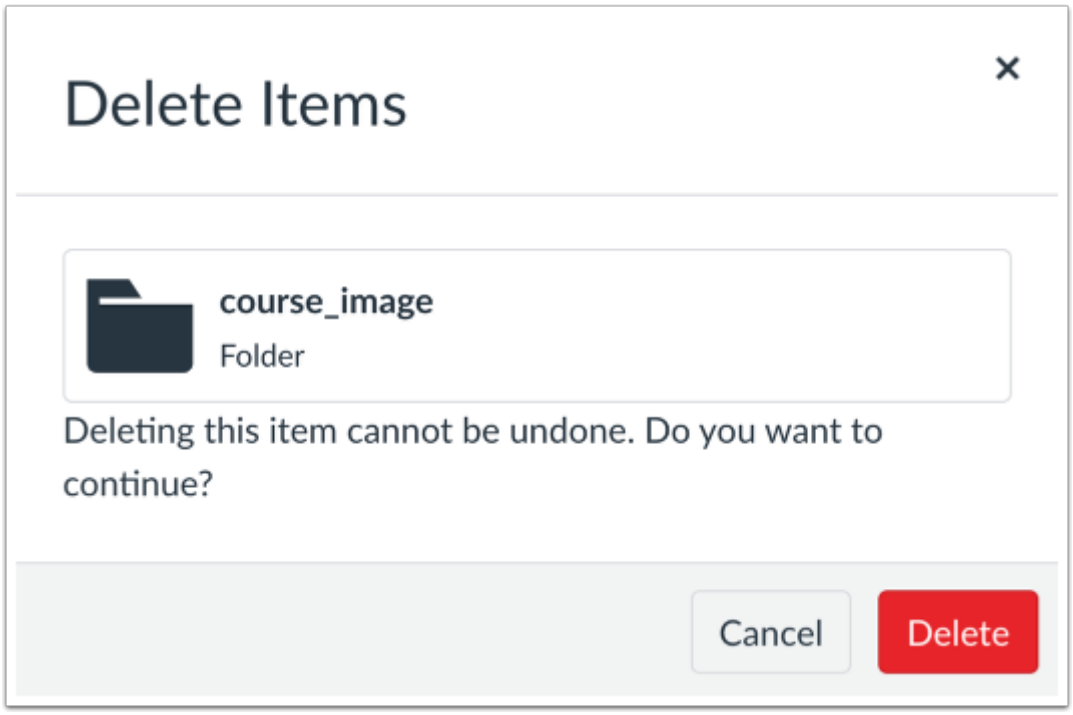
Click the **Delete** button.

Delete Folder



To delete a folder, click the **Folder Options** icon [1] and then click the **Delete** link [2].

Confirm Delete



Click the **Delete** button.

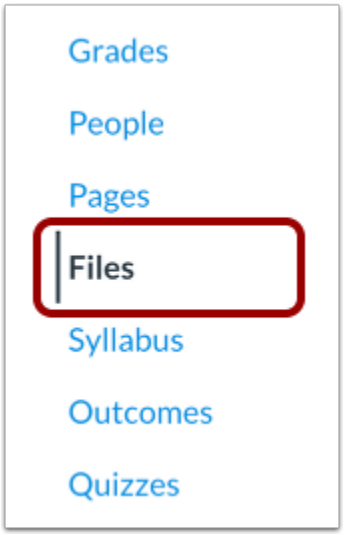
Note: Deleting a folder also deletes all files in that folder.

How do I download a file or folder?

In Files, you can download a file or folder from any file storage area in Canvas.

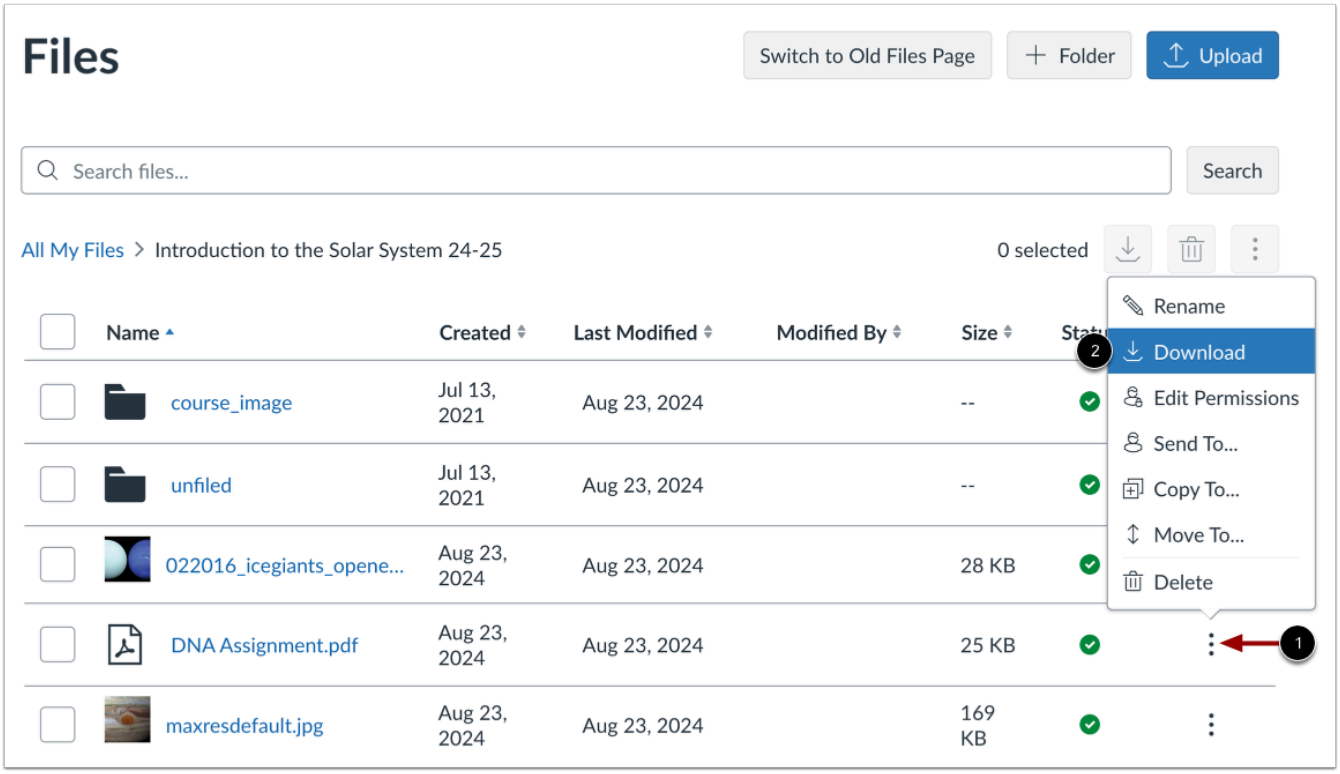
Learn how to locate your user files, course files, and group files.

Open Files



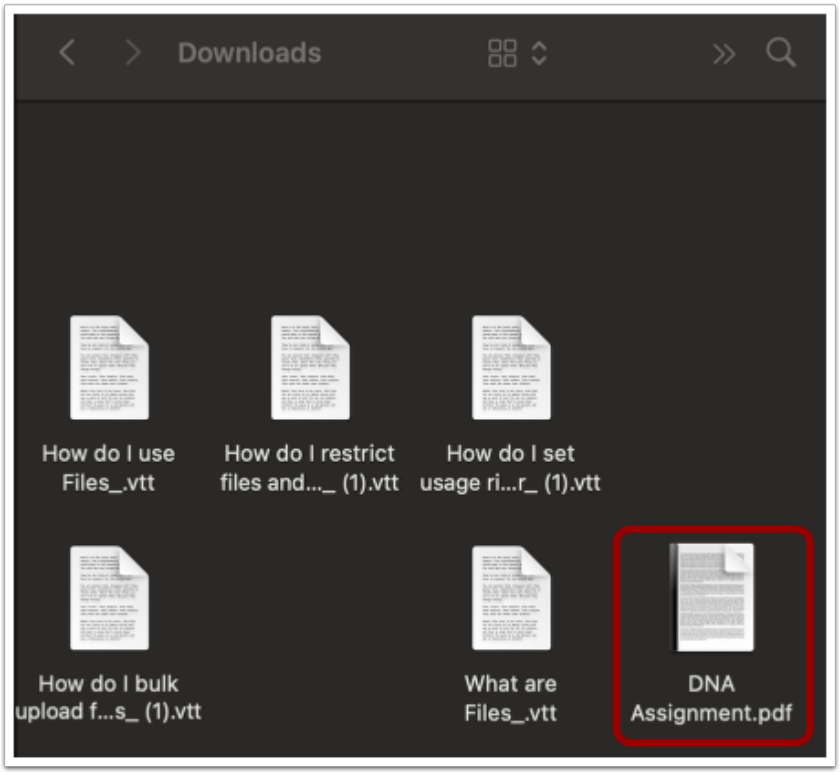
In Account, Group, or Course Navigation, click the **Files** link.

Download File



To download a file, click the **Options** icon [1] and then click the **Download** link [2].

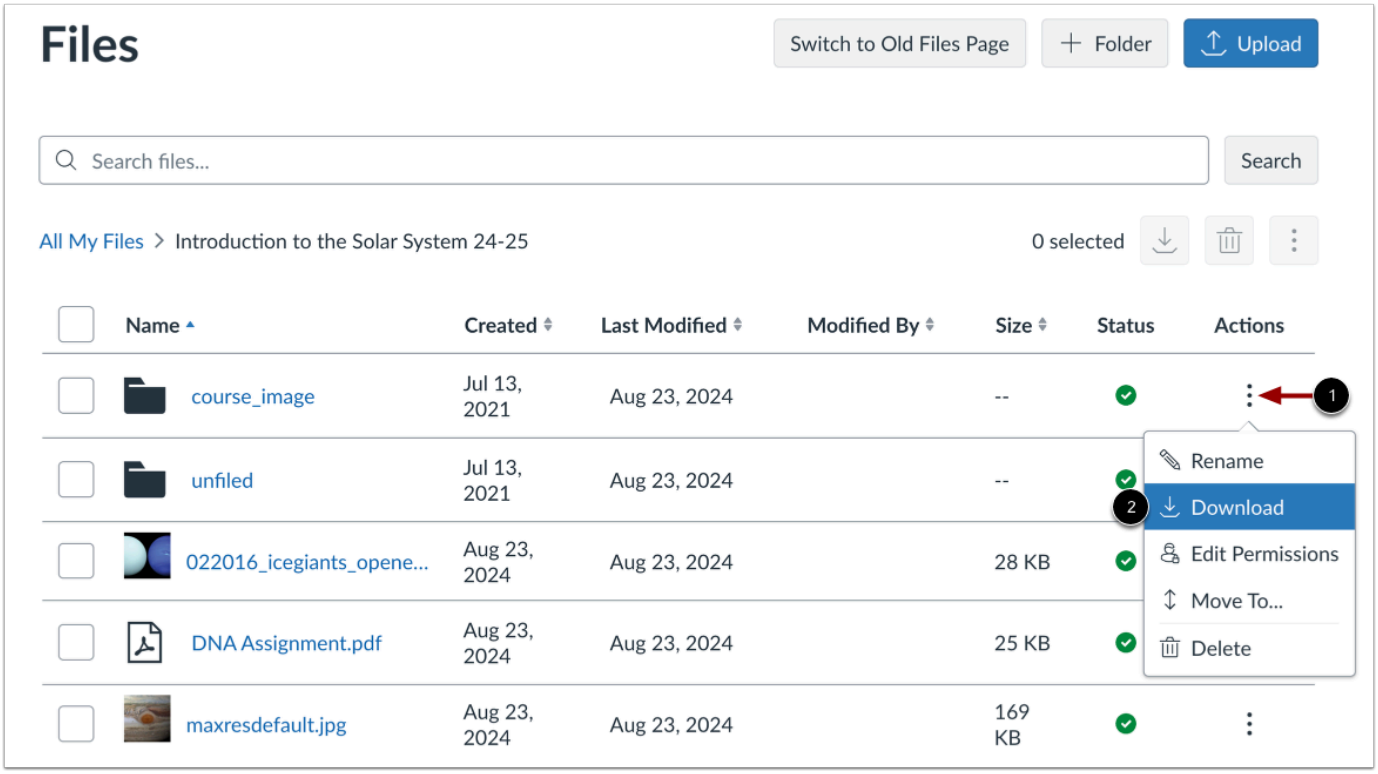
Open File



Single files download as individual files. Open the appropriate folder to view the file.

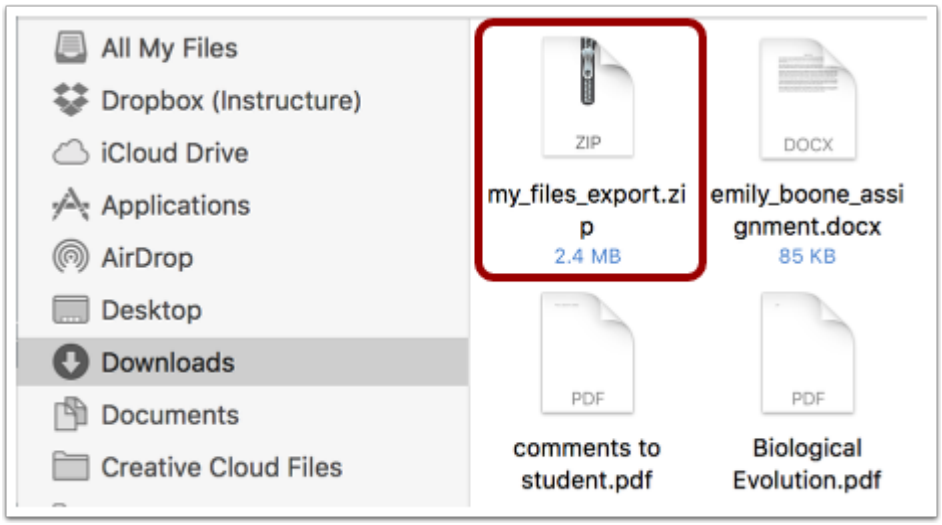
Note: Files download to the location where your browser saves downloads, which may be the Downloads folder on your computer.

Download Folder



To download a folder, click the **Options** icon [1] and then click the **Download** link [2].

Open Folder ZIP File

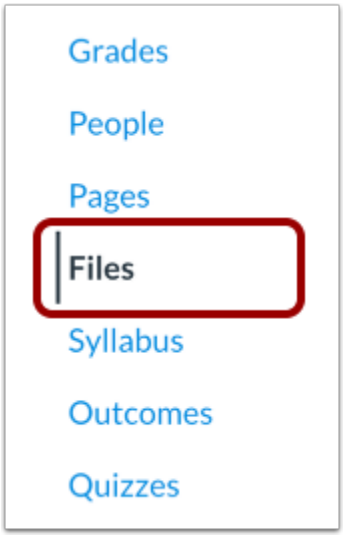


Folders download as ZIP files. To open the files within the ZIP file, either double click the ZIP file (MAC users) or right-click the file and select **Extract All** (PC users).

How do I edit a file in Files?

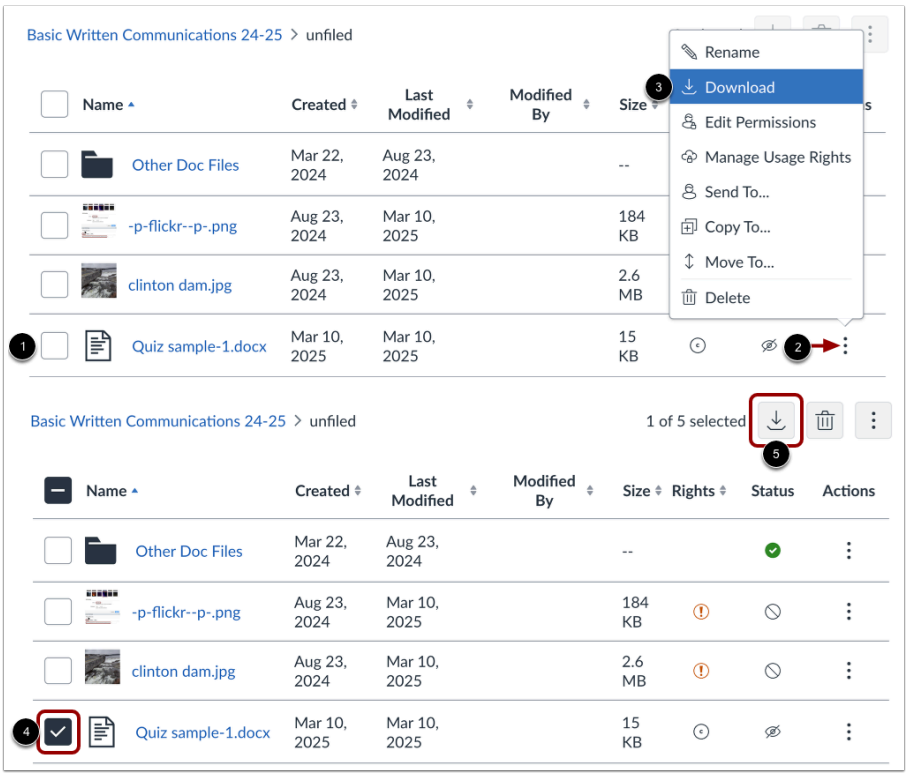
To edit a file stored in Files, you need to download the file, edit the file, save, and then upload the edited file.

Open Files



In Account, Group, or Course Navigation, click the **Files** link.

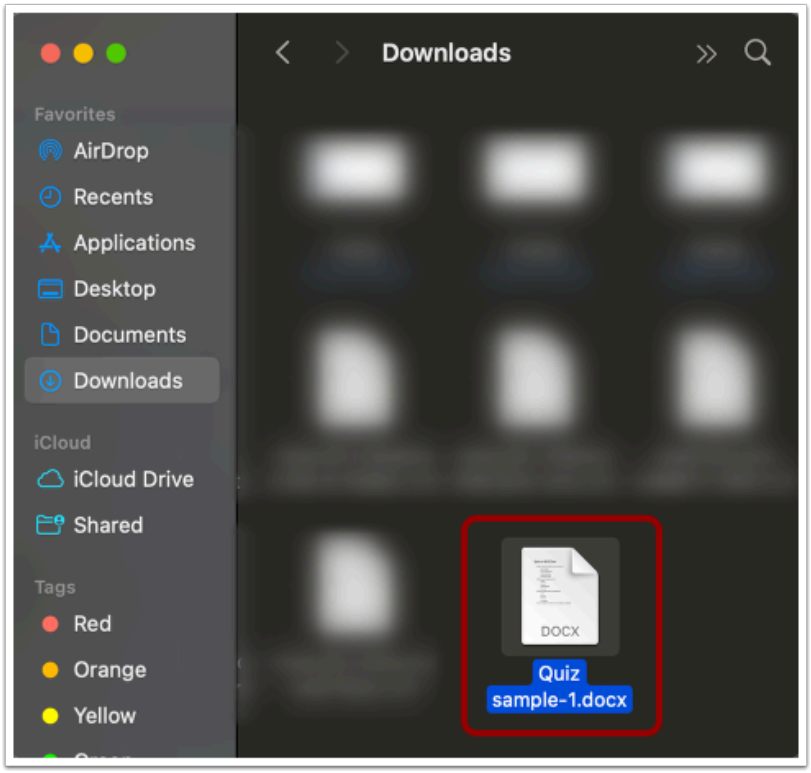
Download File



Locate the line item for the file [1]. Then, click the **Options** icon [2] and click the **Download** link [3].

Alternatively, you can click the checkbox next to the file name [4] and then click the **Download** icon [5].

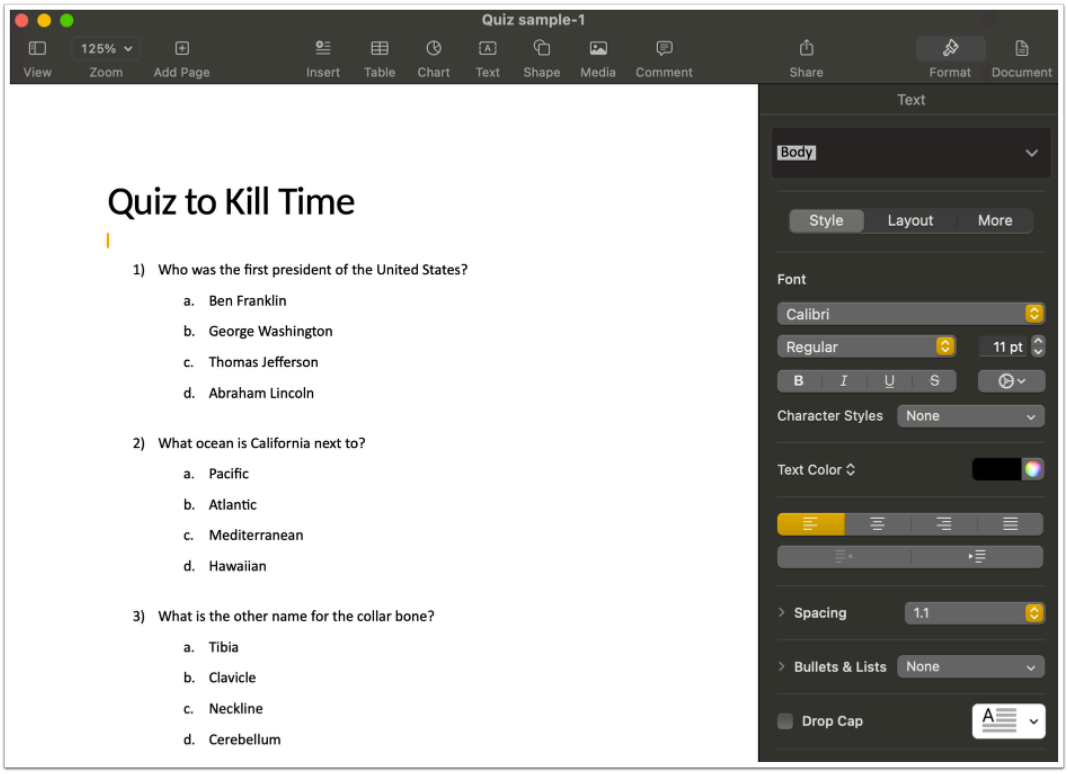
View File



Your file downloads. Open the appropriate folder to view the file.

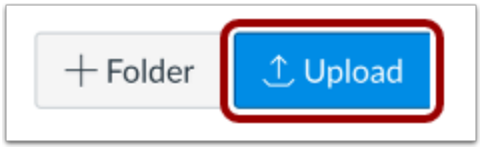
Note: The file downloads to wherever your browser downloads files, which may be the Downloads folder on your computer.

Edit File



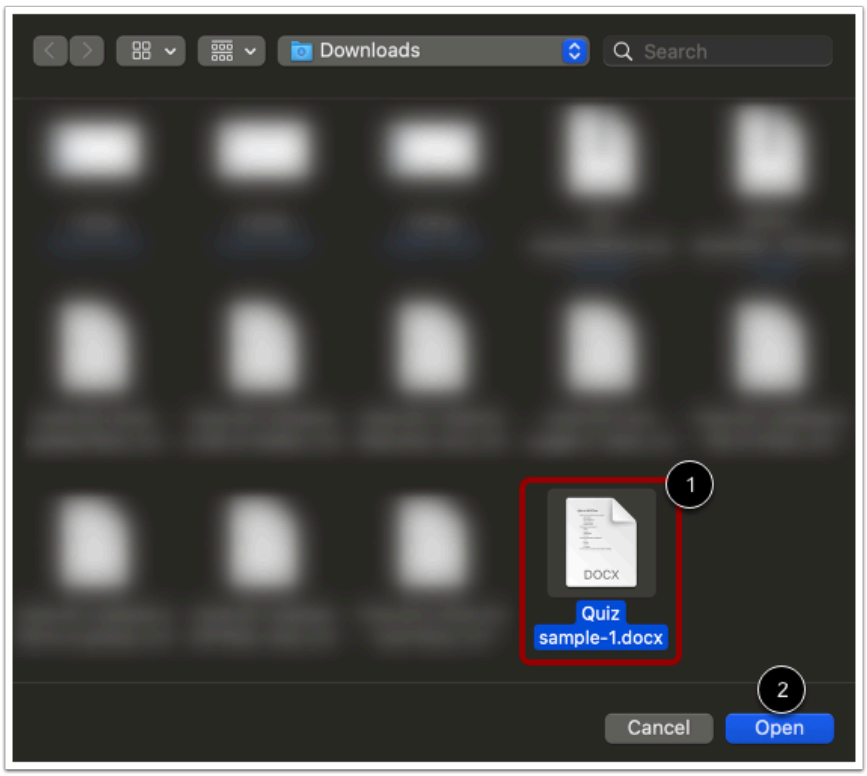
Open and edit the file using an appropriate editor on your computer. Save the file.

Upload Edited File



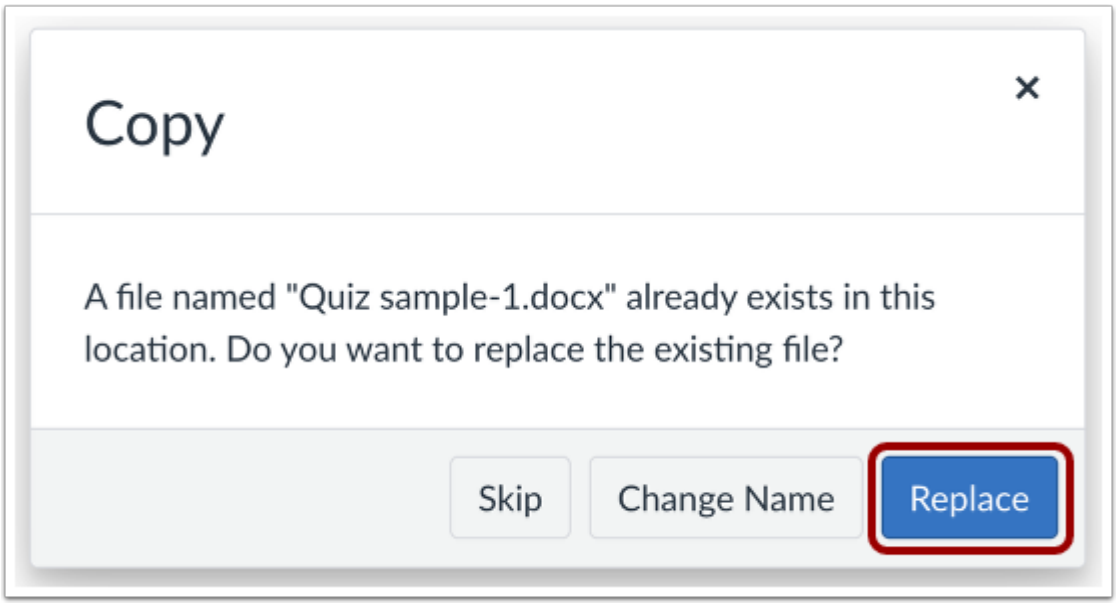
In Files, click the **Upload** button.

Select File



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

Replace Duplicate File



To replace the existing file with the edited file, click the **Replace** button.

How do I rename a file or folder?

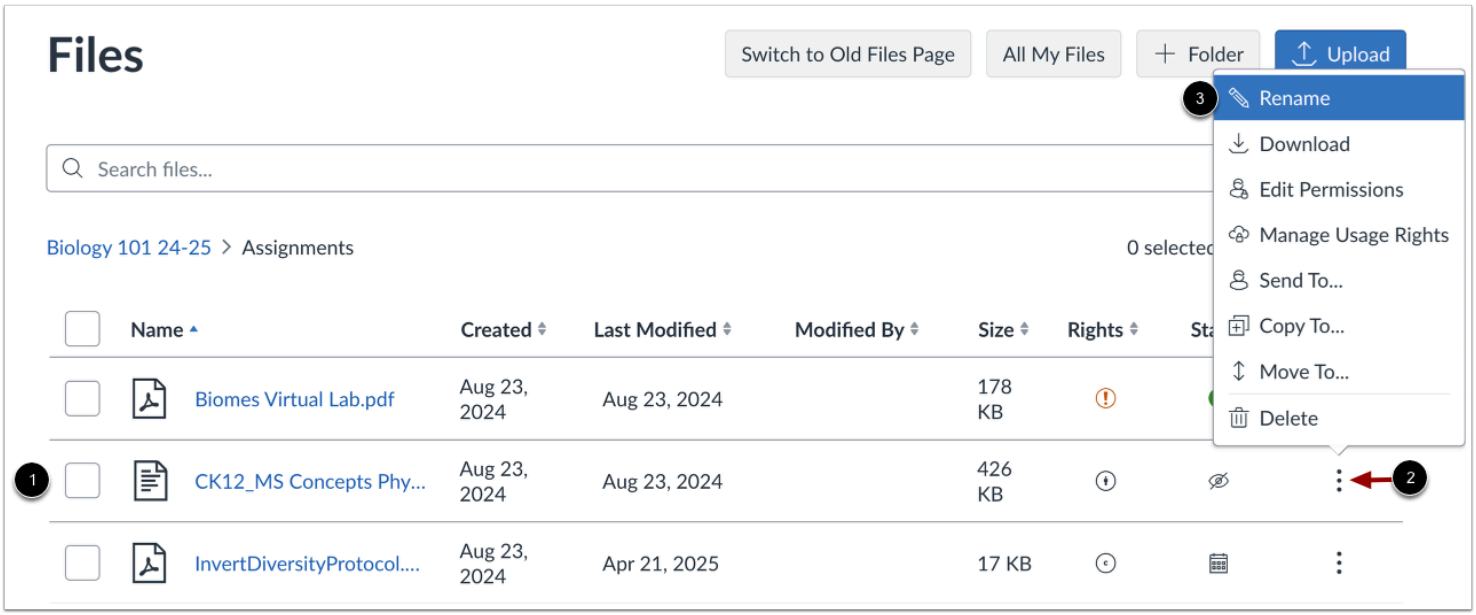
You can rename your files at any time using the Rename option in the file's Options menu.

Learn how to view your user files, group files, and course files.

Notes:

- If you add a file to another area of Canvas (e.g. Modules or Assignments) and then rename the file in Course Files, the file rename will not update in any other Canvas location and must be changed manually. Please ensure that your file names are correct in Course Files before adding them to other content areas.
- You cannot rename files that were submitted as part of an assignment.
- You cannot rename files with a lock icon.

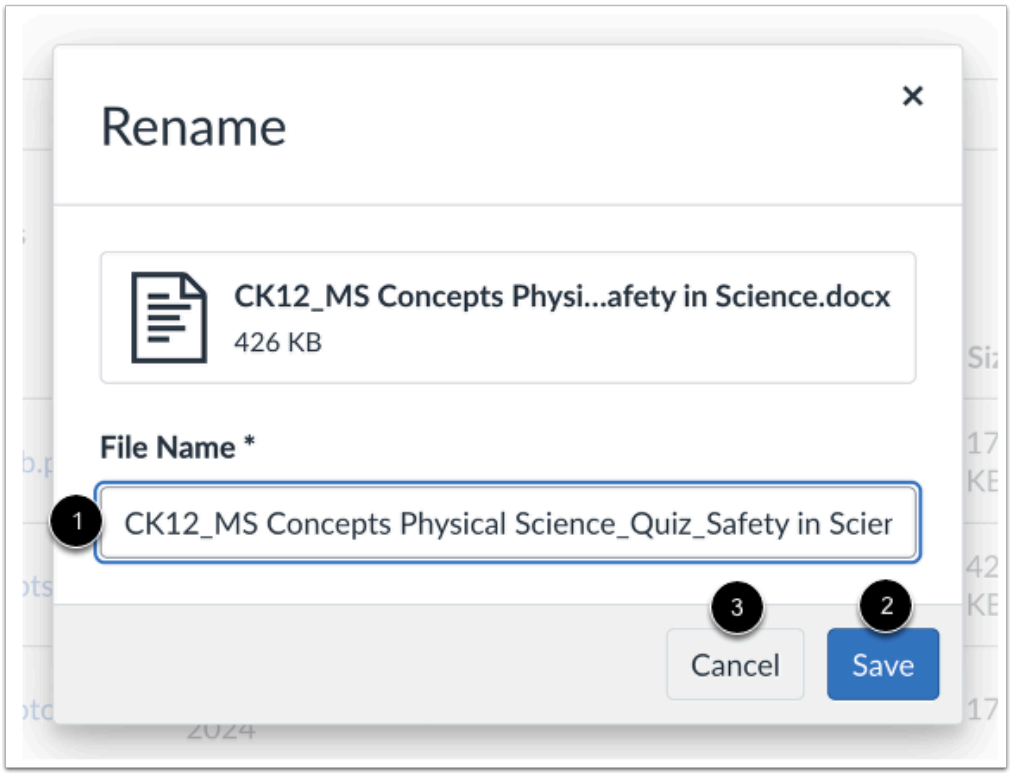
Rename File or Folder



Open and view your personal user files, group files, or course files.

To rename a file or a folder, locate the line item for the file or folder [1].

Click the **Options** icon [2] and then click the **Rename** link [3].



In the **File Name** field, change the name of the file or folder [1]. To save the changes, press the **Return** (Mac) or **Enter** (PC) key or click the **Save** button [2]. To return to the previous title, click the **Cancel** button [3].

Note: Renaming or removing the extension in the file name may strip the extension from the file when it is downloaded.

View File or Folder

View the new name of your file or folder.

How do I restrict files and folders?

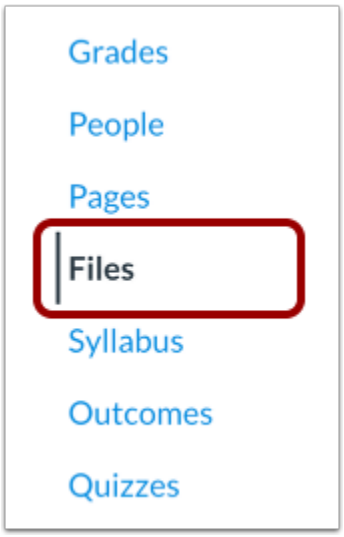
If you have access to a file in Files, you can edit permissions for files by:

- setting the state of the file (published or unpublished)
- restricting file access to only users who have the link
- scheduling availability dates for the file

Notes:

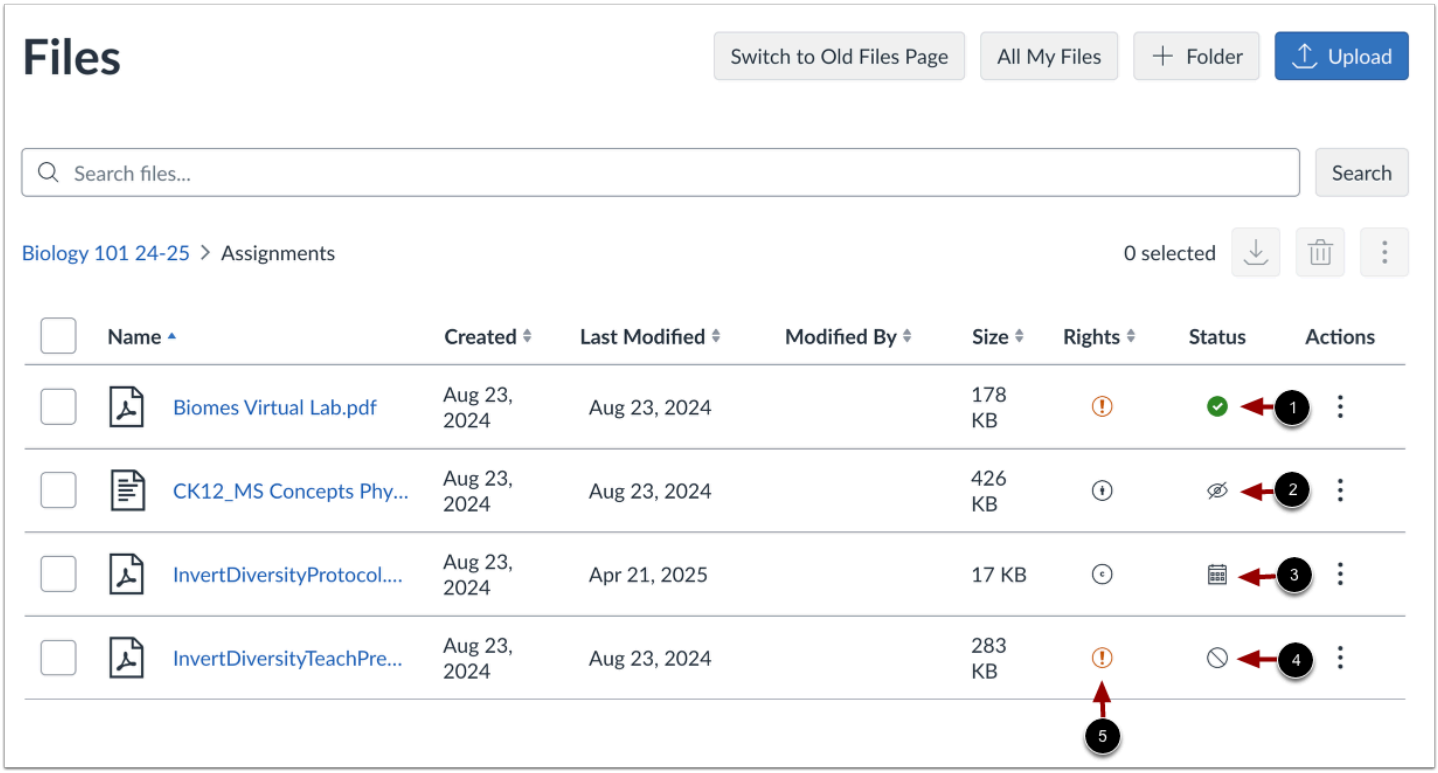
- You can also restrict a file or folder as part of setting usage rights for files or setting usage rights for folders.
- The Bulk Unpublish Supports Simple Published Files feature allows faster bulk management of published files while preserving complex availability settings, reducing manual effort for content adjustments.

Open Files



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

View Availability



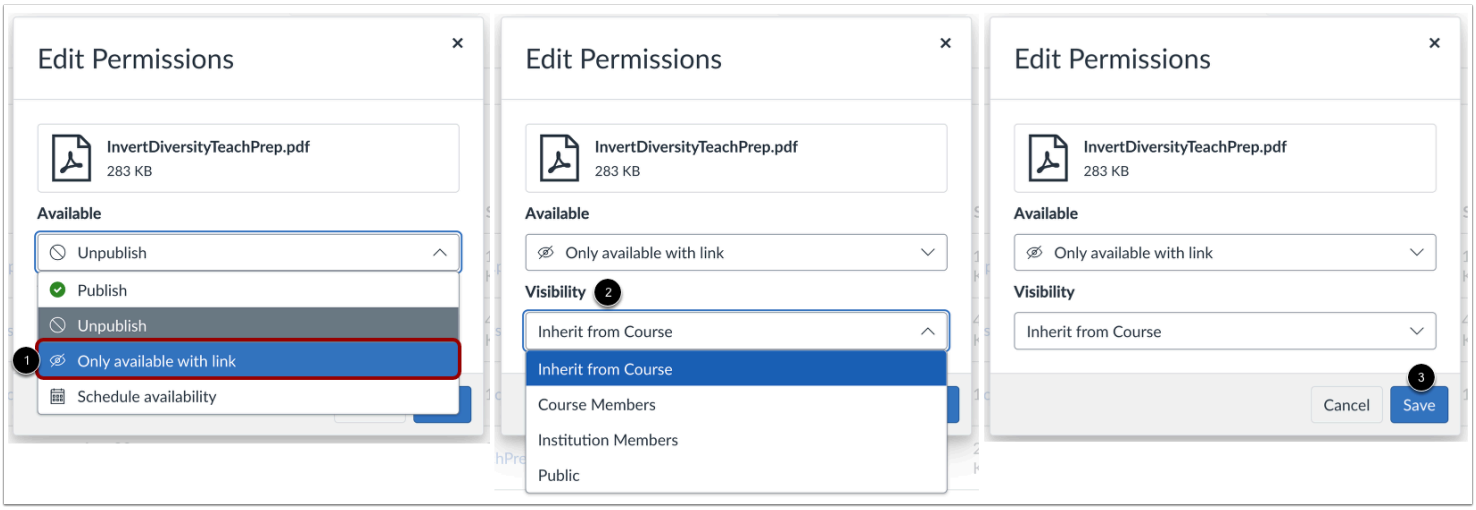
The following icons may display next to files and folders to indicate their availability:

- **Published** [1]: file or folder is visible, published, and accessible to all users (default).
- **Restricted Availability** [2]: file or folder is visible to only those with a link to the file.
- **Scheduled Availability** [3]: file or folder is only available during certain dates and times.
- **Unpublished** [4]: file or folder is not visible.

To edit file visibility, click the file's visibility icon.

If required by course or account settings, you may need to manage file usage rights before publishing [5].

Manage Visibility



To make a file available to only users with a link to the file, in the Available drop-down menu, select the **Only available with link** option [1].

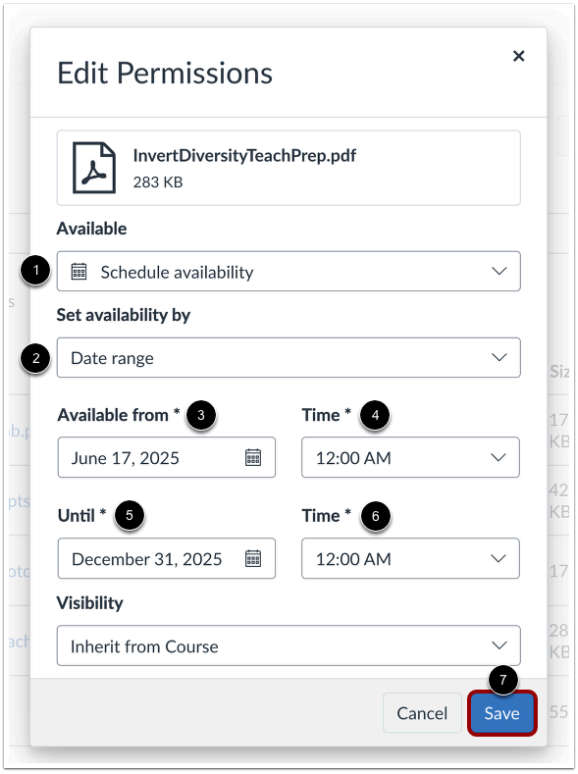
When new files are uploaded, the file visibility matches the setting specified in Course Settings. However, you can click the **Visibility** drop-down menu [2] and select another visibility option. Options may include the following: Inherit from Course, Course Members, Institution Members, and Public.

To apply the changes, click the **Save** button [3].

Notes:

- For course files, the option to make a file only available with a link applies to a file only when it is accessed through Course Files; if you add the file to another area of Canvas, such as Assignments or Modules, all students can view the file.
- If a file is only available with a link, course users who have enabled the Files notification preference still receive a notification when the file is added to the course.

Schedule Availability



By scheduling availability of a file or folder, you can give users a window of time to view the file. Students can view the file in Course Files as well as other areas of Canvas where the file has been added during the availability window. If students attempt to access the file outside the availability window, the file is inaccessible.

To set availability dates, in the Available drop-down menu, select the **Schedule availability** option [1]. Then, set the availability by start date, end date, or date range [2].

In the **Available from** field, set the start date when users can view the file [3]. To specify when the file will be available, select a time from the **Time** drop-down menu [4].

If applicable, in the **Until** field, set the date when users can no longer view the file [5]. To specify when the file will no longer be visible, select a time from the **Time** drop-down menu [6].

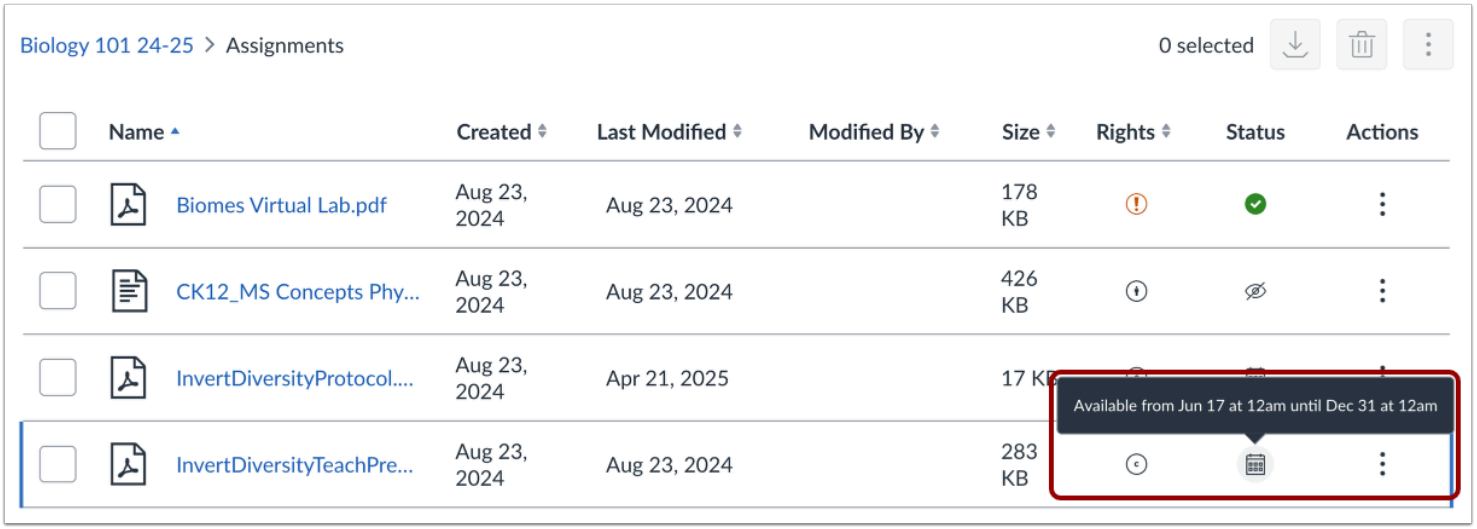
You can select a date from the calendar, or you can enter a date manually.

To apply the changes, click the **Save** button [7].

Notes:

- If a file with scheduled availability is linked in another area of Canvas (such as Modules or Assignments), students will be able to see the name of the file, but if they click the file, they will see a message stating that the file has been locked and cannot be viewed until the specified date.
- Course users who have enabled the Files notification preference will not receive a notification when a file is added to a course if the student availability date restriction is selected.
- The time fields are optional and default to 12 a.m. if left blank.

View File



View the restricted status for the file. Hover over the Calendar icon to view the details.

How do I set usage rights and user access for a file or folder?

If the copyright and license information requirement is enabled in your course or account, you have to set a usage right (copyright) for each file you upload to your course. Usage rights must be assigned to files before files can be published to the course.

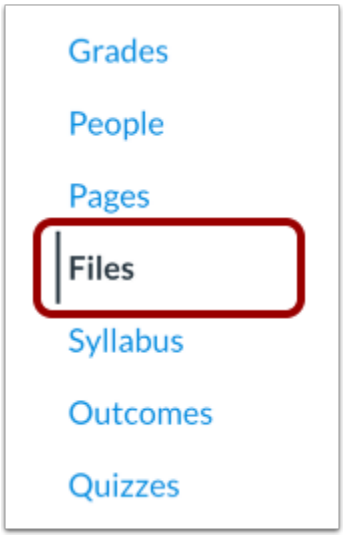
If the copyright and license information requirement is enabled in your course, you can set usage rights for all files that currently exist within a folder. Folders themselves cannot hold a usage right attribute, so the folder passes the usage right to the existing files in the folder at the time the usage right is defined. Therefore, you can create a folder, add all files to the folder, and then define the usage right for the folder and apply the right to all files at once.

This action does not apply to any files added to the folder after the usage right is set. If additional files are added at a later time, you will have to reset the usage right for the folder or set file usage rights individually.

Notes:

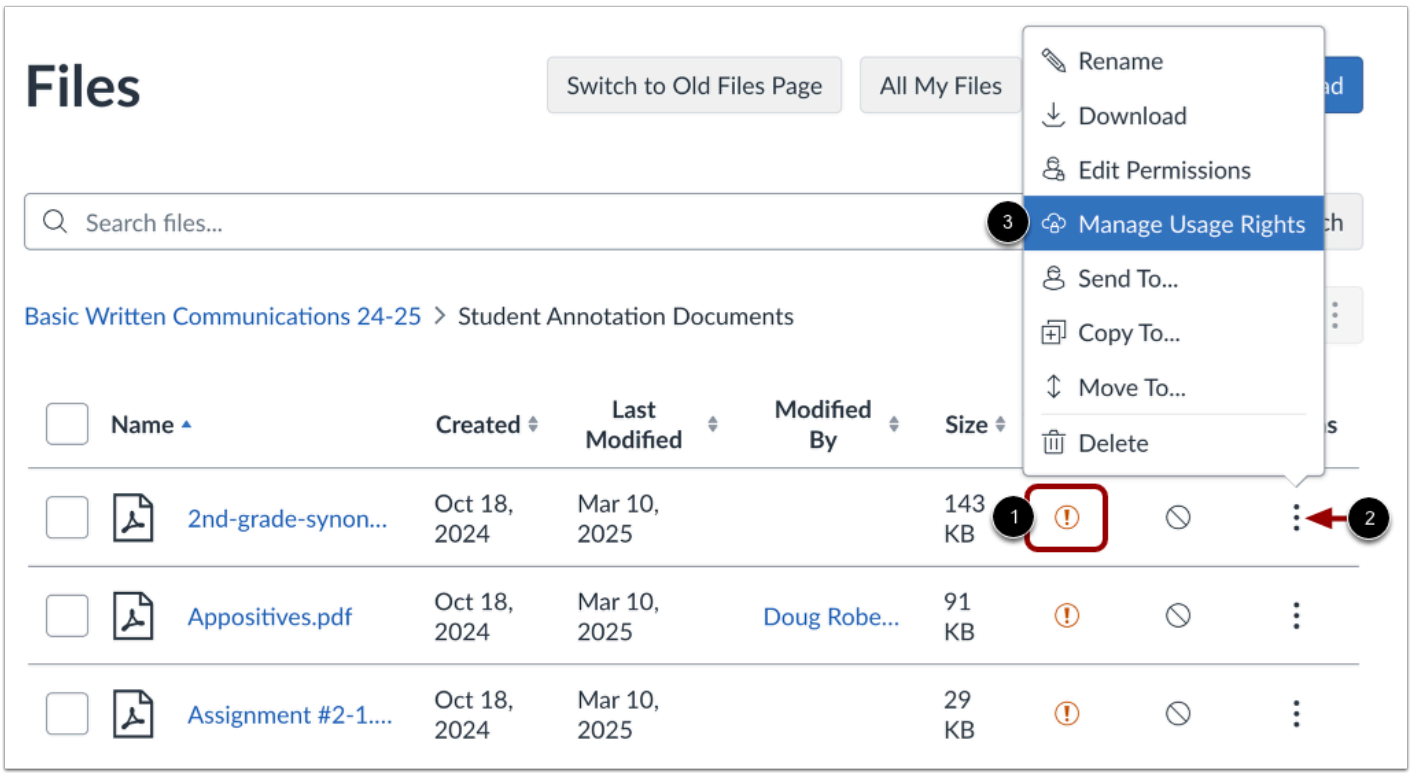
- If you are an instructor, you can manage course file usage rights requirements through the File Copyright course details setting.
- If you are an admin, you can manage file copyright and license requirements in Account details.

Open Files



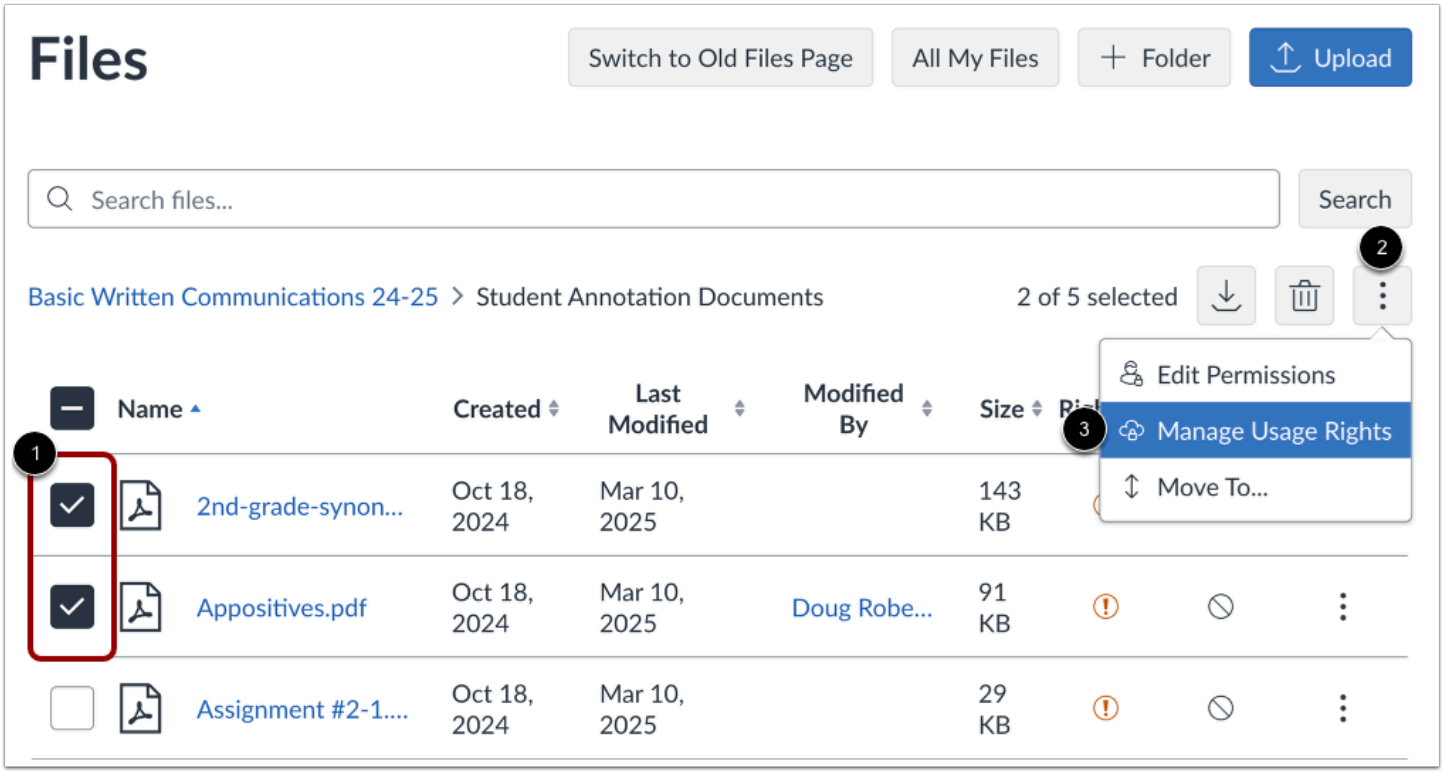
In Course Navigation, click the **Files** link.

Manage Usage Rights of Individual File or Folder



To manage an individual file or folder, locate the file or folder's line item and then click the **Usage Rights** icon [1]. Alternatively, you can click the **File Options** icon [2] and then select the **Manage Usage Rights** option [3].

Manage Usage Rights of Multiple Files or Folders



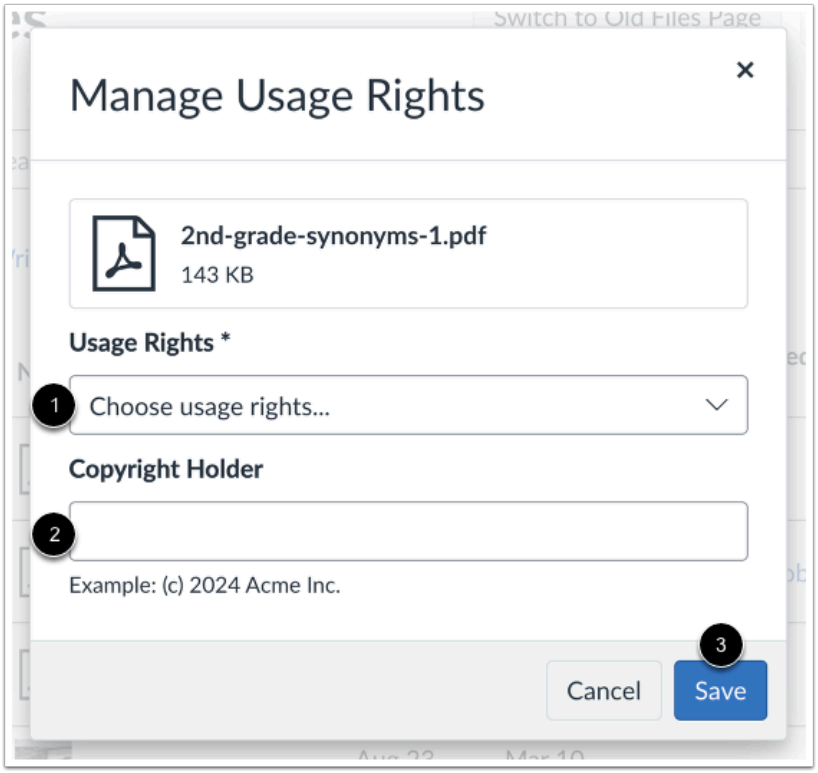
To manage multiple files or folders, click the checkboxes next to the files or folders you wish to manage [1].

Alternatively, you can use the following keyboard shortcuts:

- To select all rows, press the **Control**+**A** (PC) or **Command**+**A** (Mac) keys simultaneously.
- To select individual rows, press the **Control**+**Click** (PC) or **Command**+**Click** keys simultaneously.
- To select a range of rows, press **Shift**+**Click** simultaneously.
- To deselect all, press **Control**+**Shift**+**A** (PC) or **Command**+**Shift**+**A** (Mac) keys simultaneously.

In the toolbar, click the **Options** icon [2] and then select the **Manage Usage Rights** option [3].

Select Usage Right



In the **Usage Rights** drop-down menu [1], select one of the following five usage rights:

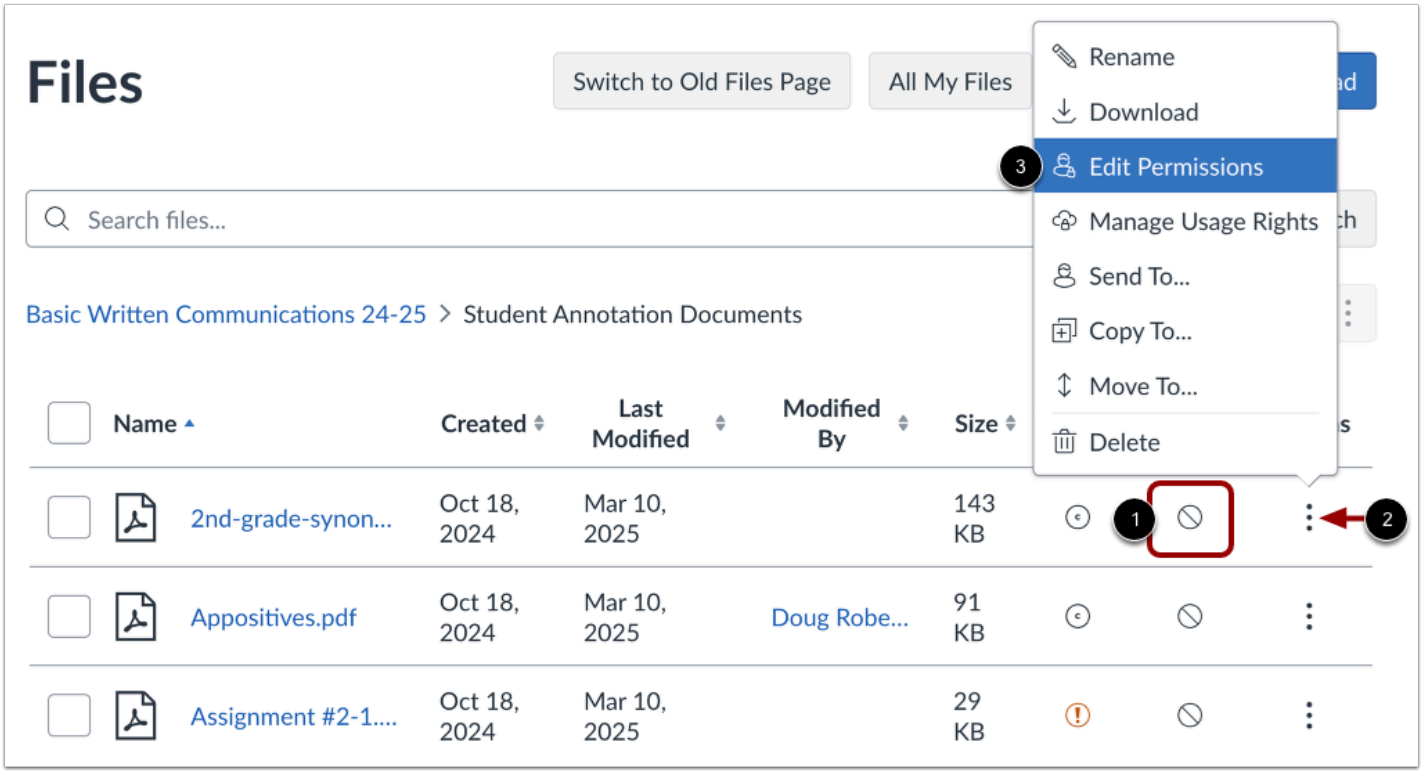
- **I hold the copyright**: file contains original content created by you
- **I have obtained permission to use this file**: file has authorized permission by the author
- **The material is in the public domain**: material is explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright
- **The material is subject to an exception** - e.g. fair use, the right to quote, or others under applicable copyright laws: the file is an excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons**: this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

To apply the changes, click the **Save** button [3].

Note: If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance.

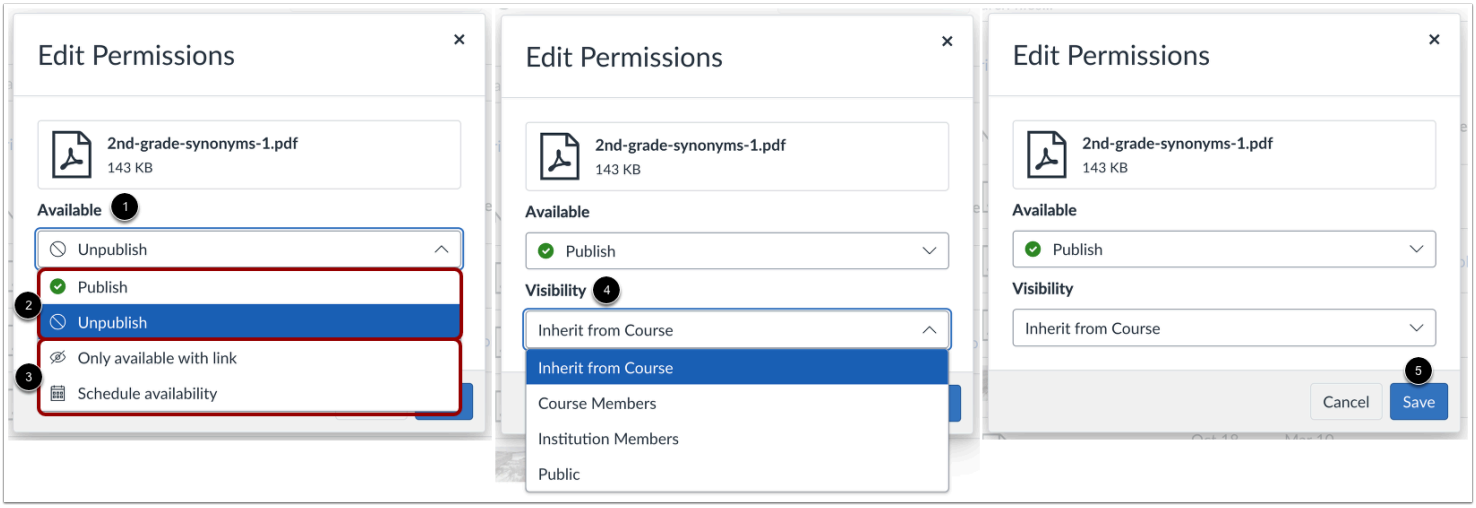
Set Availability of Individual File or Folder



By default, the file is unpublished. To set the availability of an individual file or folder, locate the file or folder's line item and then click the **Status** icon [1].

Alternatively, you can click the **File Options** icon [2] and then select the **Edit Permissions** option [3].

Select File or Folder Availability and Visibility



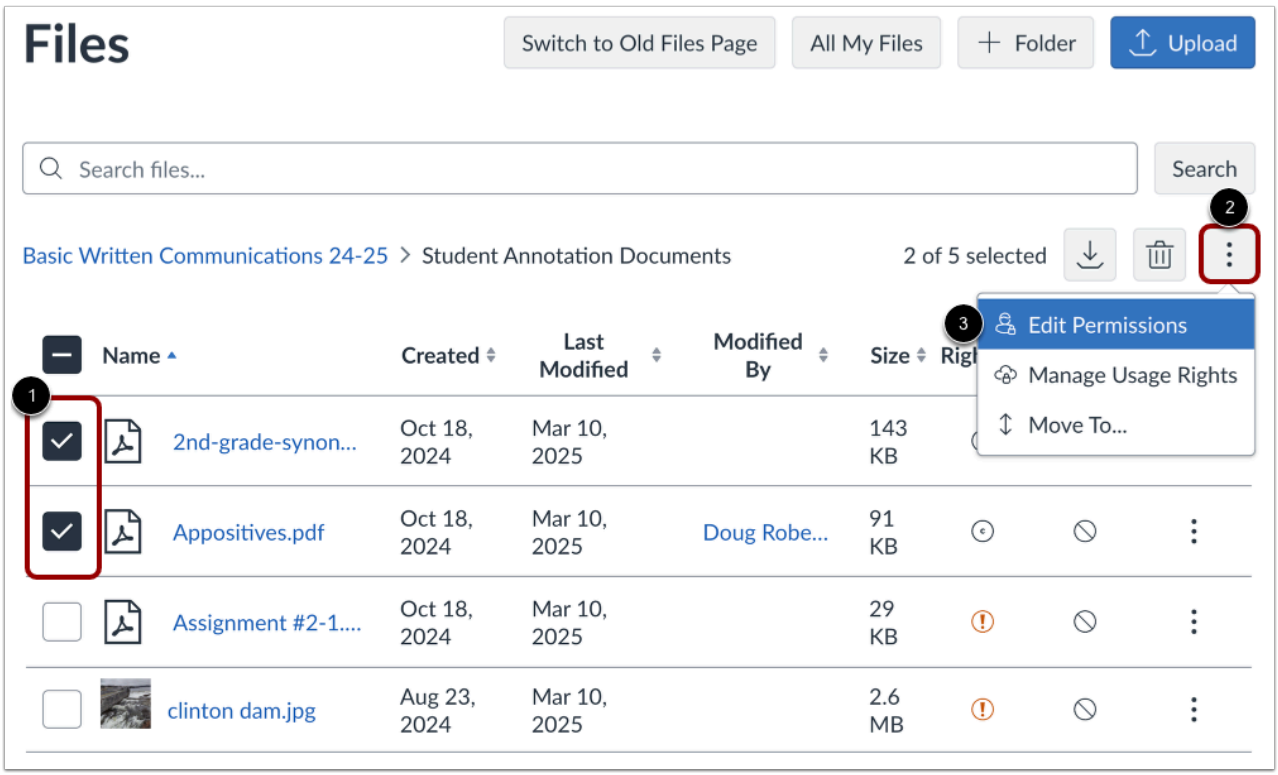
In the **Available** drop-down menu [1], you can publish or unpublish the file or folder [2]. If you wish to restrict the file or folder, select the **Only available with link** or **Schedule availability** options [3].

Select your preferred visibility setting [4].

To apply the changes, click the **Save** button [5].

Note: In Course Settings, visibility defaults to course visibility. However, for individual files, the default is whatever the instructor selected in Course Settings.

Set Availability of Multiple Files or Folders



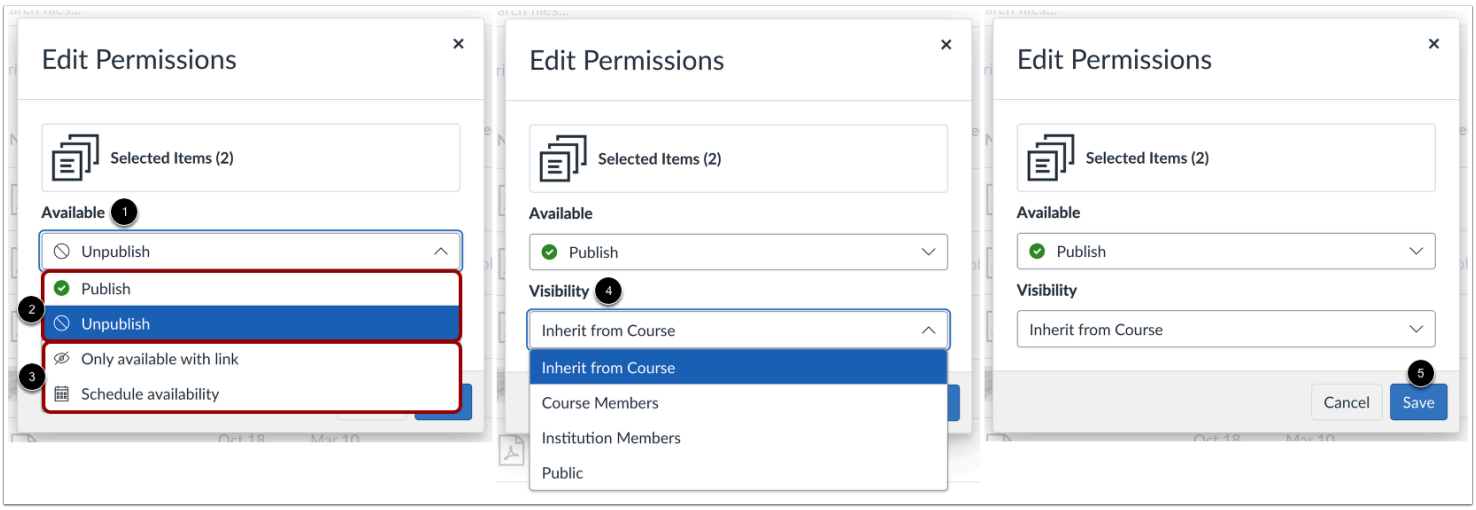
To set the availability of multiple files or folders, click the checkboxes next to the files or folders you wish to manage [1].

Alternatively, you can use the following keyboard shortcuts:

- To select all rows, press the **Control**+**A** (PC) or **Command**+**A** (Mac) keys simultaneously.
- To select individual rows, press the **Control**+**Click** (PC) or **Command**+**Click** keys simultaneously.
- To select a range of rows, press **Shift**+**Click** simultaneously.
- To deselect all, press **Control**+**Shift**+**A** (PC) or **Command**+**Shift**+**A** (Mac) keys simultaneously.

In the toolbar, click the **Options** icon [2] and then select the **Edit Permissions** option [3].

Select Availability and Visibility of Multiple Files or Folders



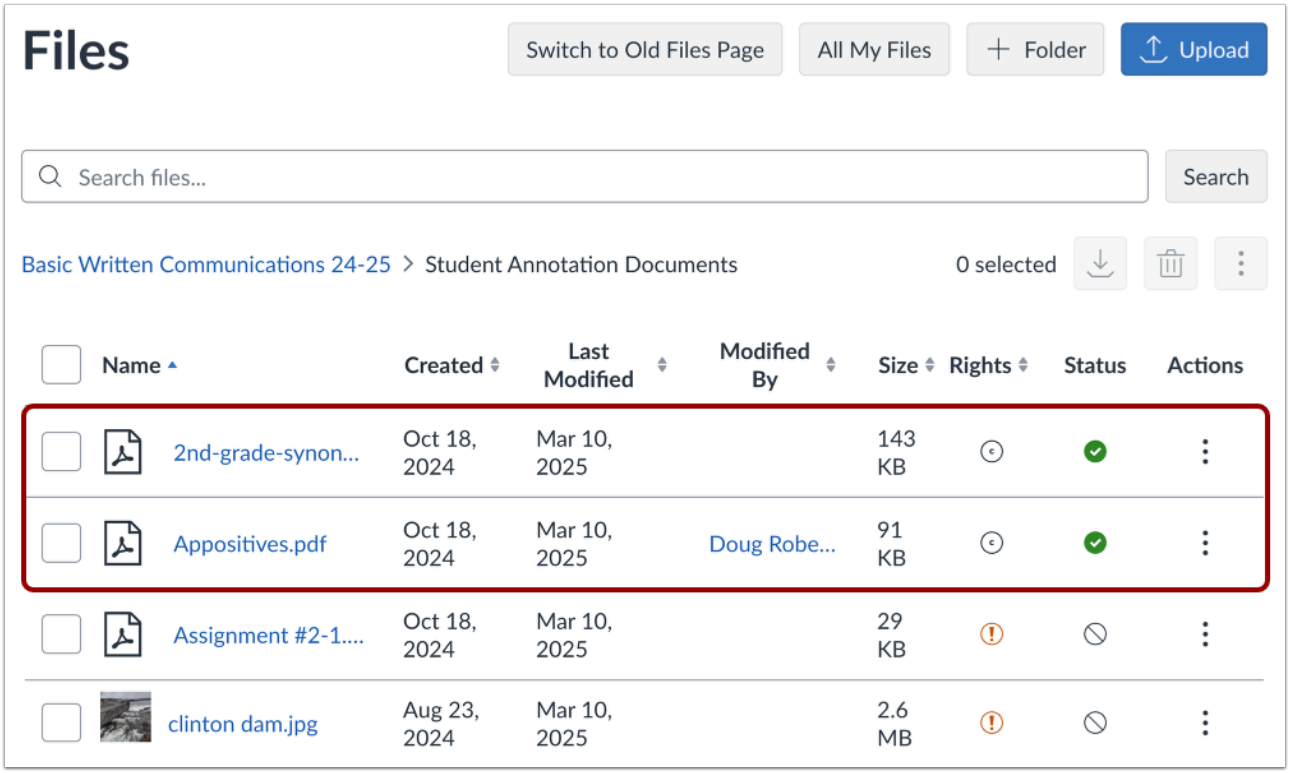
In the **Available** drop-down menu [1], you can publish or unpublish the files or folders [2]. If you wish to restrict the files or folders, select the **Only available with link** or **Schedule availability** options [3].

Select your preferred visibility setting [4].

To apply the changes, click the **Save** button [5].

Note: In Course Settings, visibility defaults to course visibility. However, for individual files, the default is whatever the instructor selected in Course Settings.

View Updated Files



View the updated files or folder.

Note: To view files in the folder, click and open the folder name you set user rights and user access.

How do I upload a file in Files?

You can add to your Files by uploading a file. As a student, you can upload files to both user and group files. Files can be used for assignments, discussion replies, and conversation attachments. Additionally, files in your user or group files can always be embedded in Canvas using the Rich Content Editor.

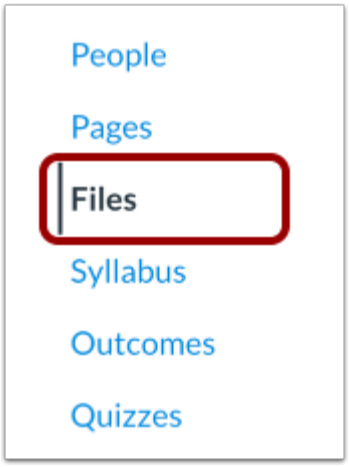
As an instructor, you can upload a file to your user files and course files or move files from your personal files into course files. You can also import files using the Course Import Tool in Course Settings.

Learn how to view your user files, group files, and course files.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.
- For assignment submissions, you can upload a file from your computer or select a file that has been previously uploaded to your user files. If you select a previously uploaded file, you can delete the file after it has been submitted and free up extra storage in your user files.
- Group files are automatically published when they are uploaded to the group.
- By default, files are published and visible to all users, however, if you are using Usage Rights, you must set the file usage rights before you can publish the file.
- You can learn how to bulk upload multiple files.

Open Files

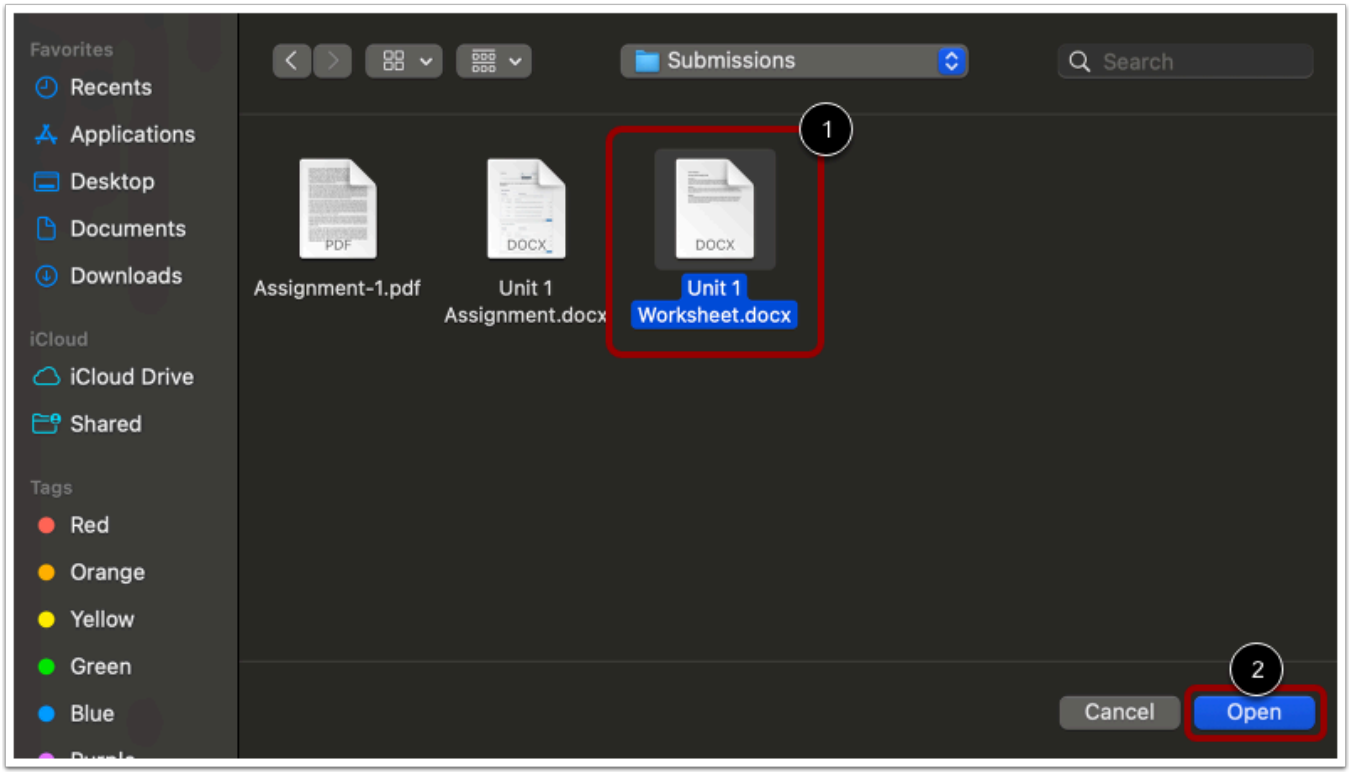


In Account, Group, or Course Navigation, click the **Files** link.

Upload File

Click the **Upload** button.

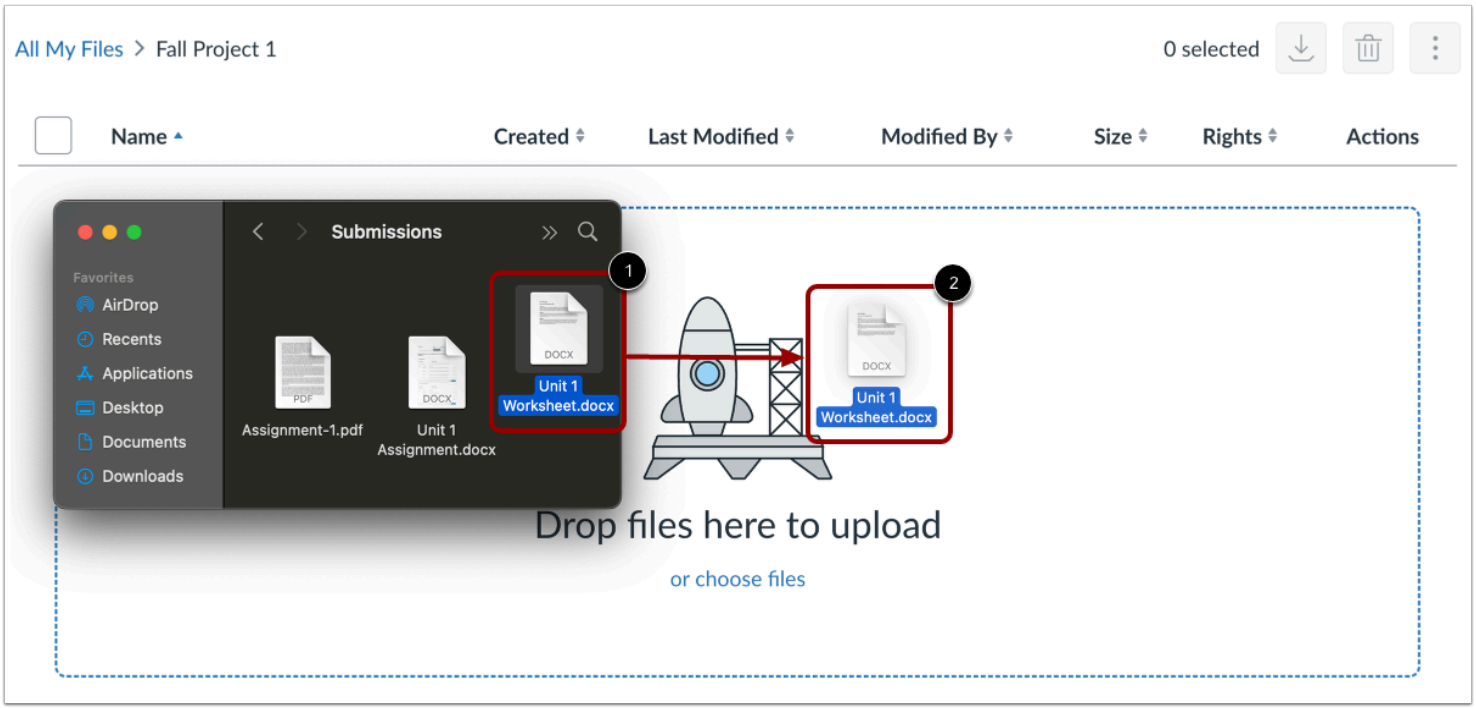
Open File



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

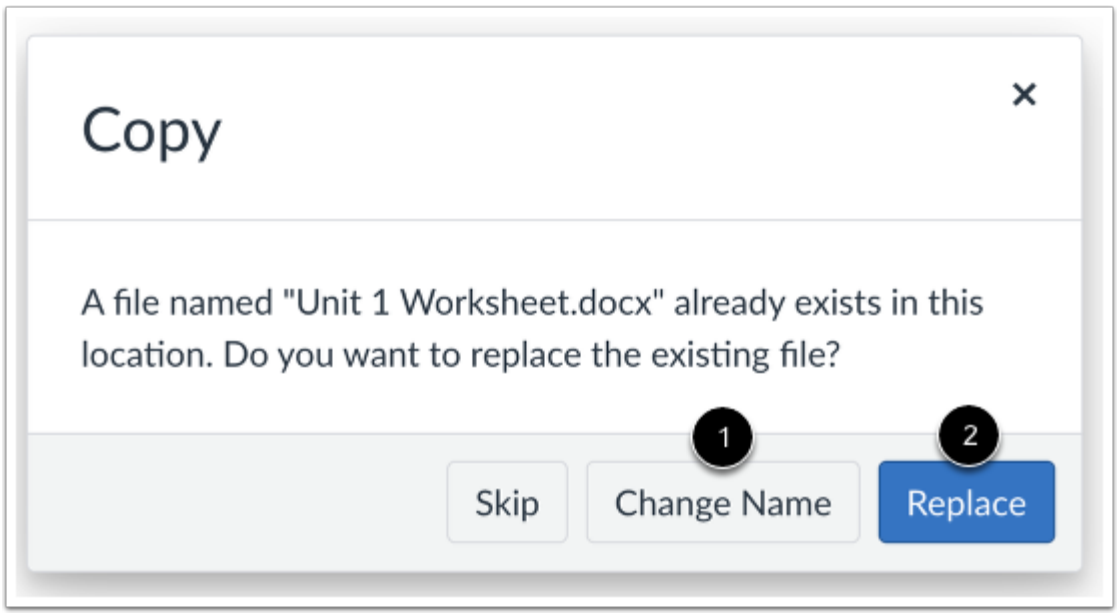
Note: You can also upload multiple files at once.

Upload 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

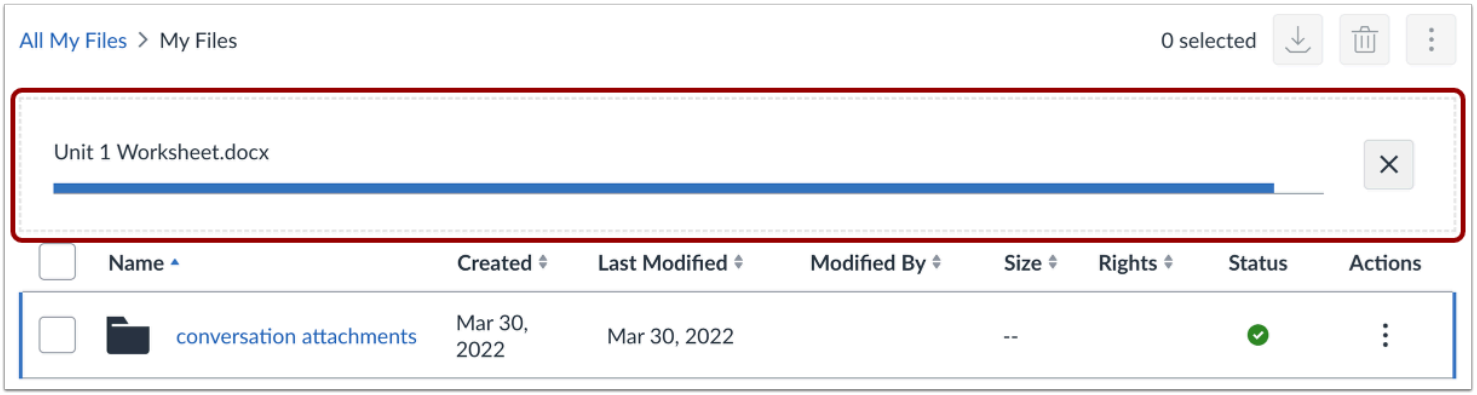


If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click **Change Name** button [1]. This option creates a duplicate copy of the file with a different name.

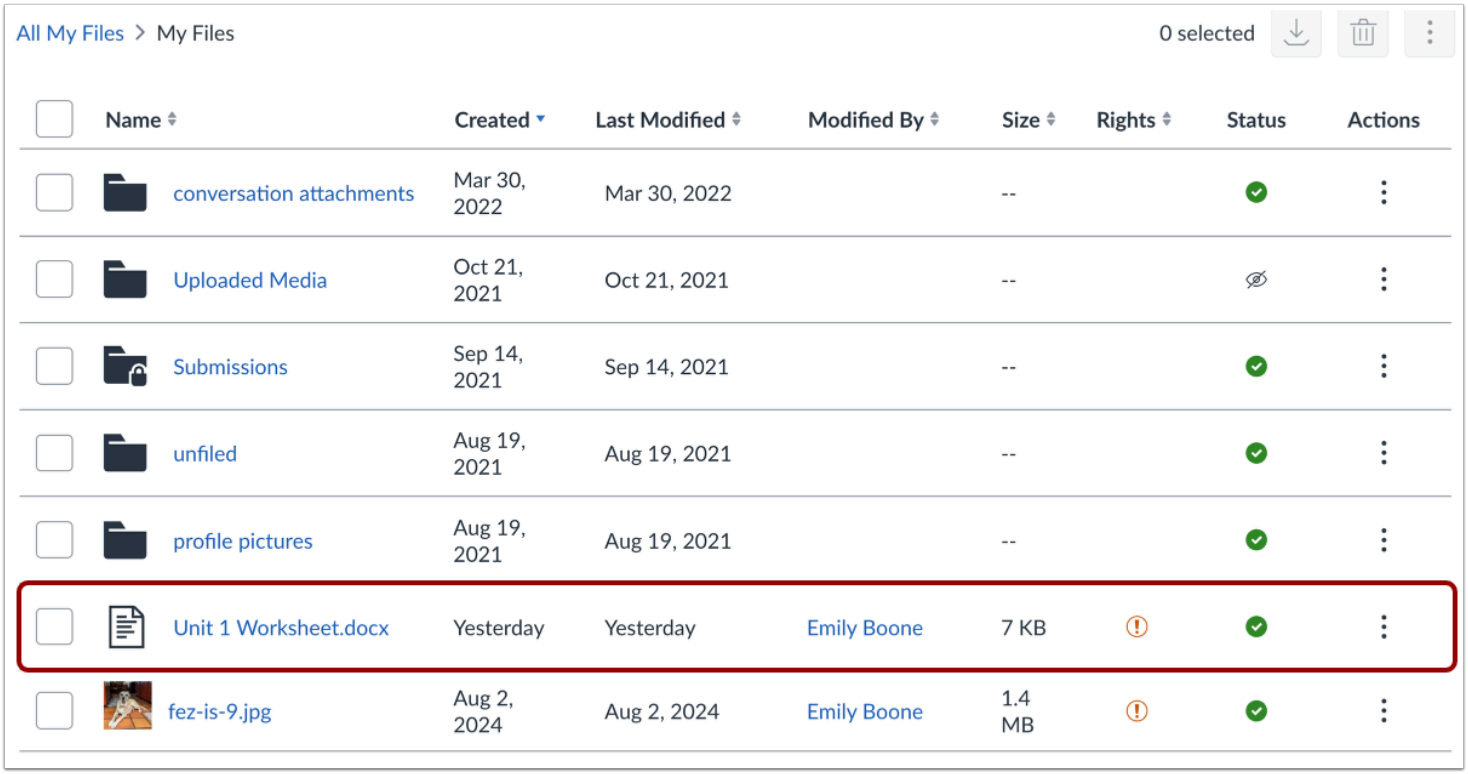
To replace the file, click the **Replace** button [2].

View Upload Progress



A progress bar displays to track the progress of your file upload.

View Uploaded File



View your file in the your account, course or group files page.

Note: If you are using Usage Rights, you must set the file usage rights before you can publish the file.

How do I upload ZIP files in Files?

Depending on your role, you can upload ZIP files to your personal user files, group files, or course files. If you are an instructor, you can also import ZIP files to an existing folder through the Course Import Tool.

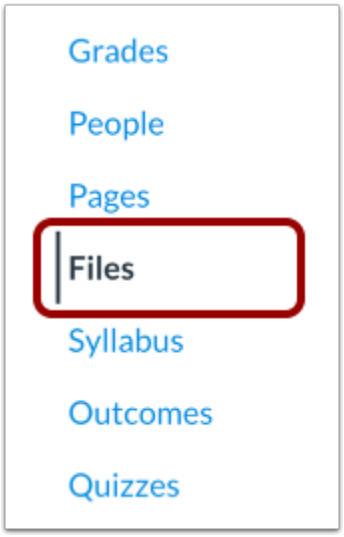
ZIP files containing internal folder structure retain that folder structure upon upload.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

Notes:

- If you are using Usage Rights, you must set the file usage rights before the files can be published.
- Canvas does not support file uploads larger than 5 GB.

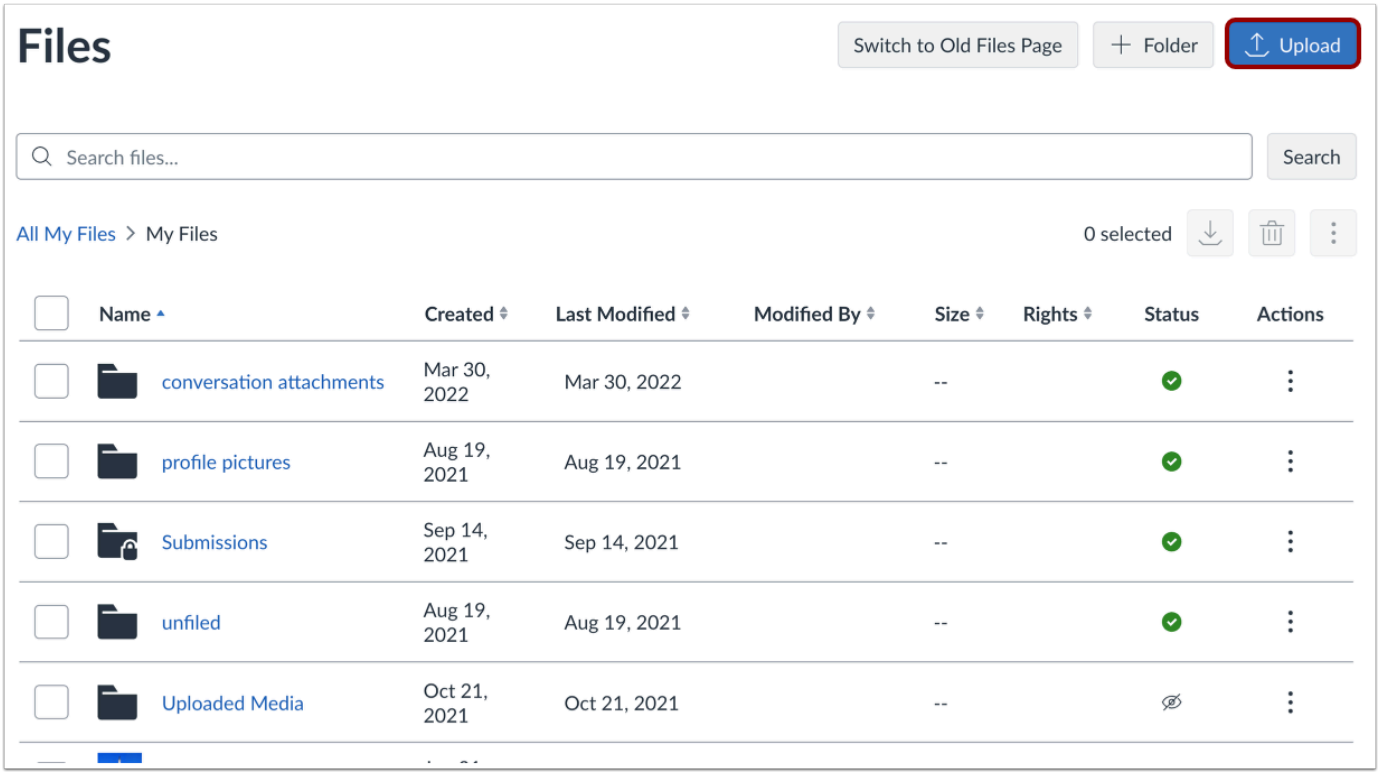
Import through Files



You can import a ZIP file directly in Files. To access Files, you can open your personal user files, group files, or course files.

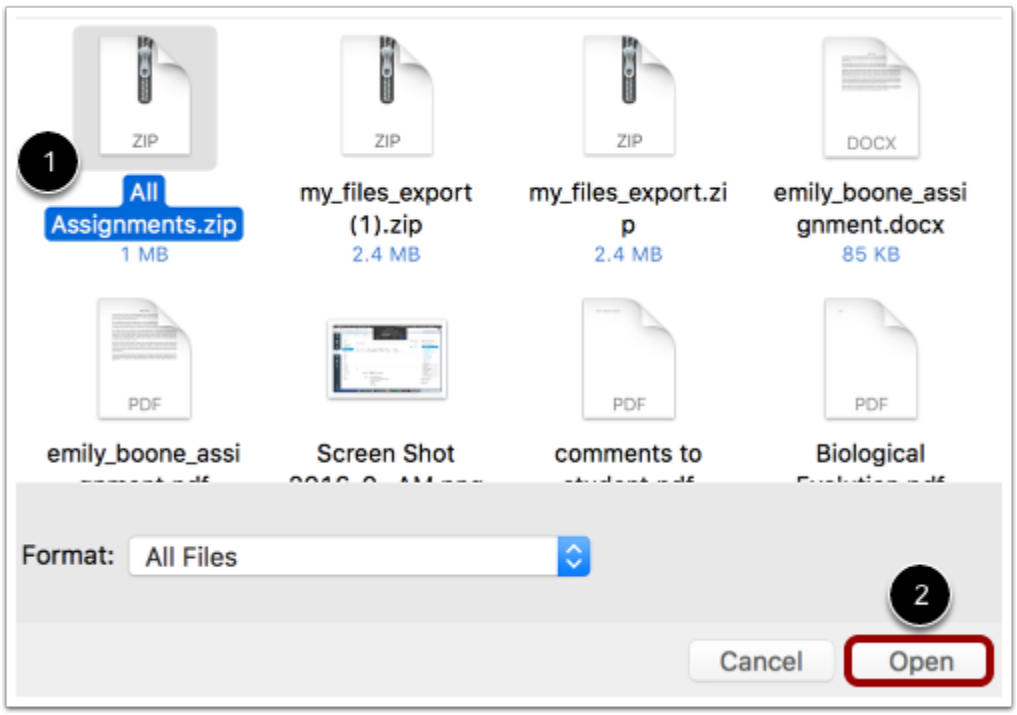
In Account, Group, or Course Navigation, click the **Files** link.

Upload Files



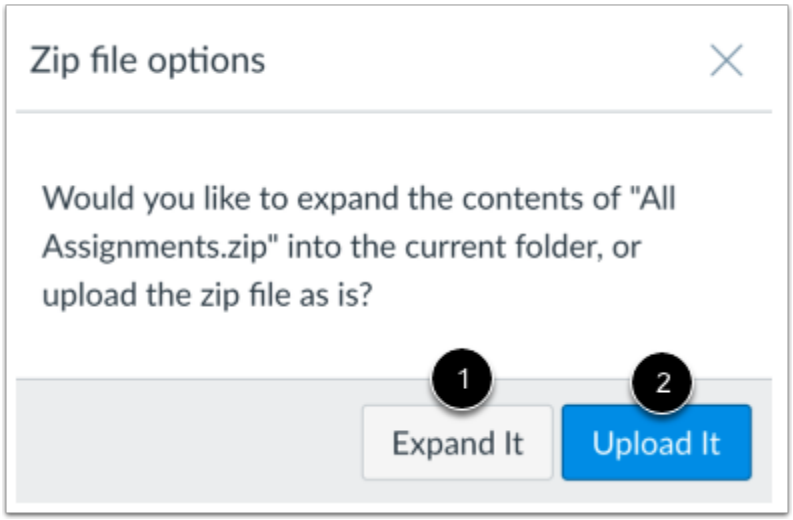
Click the **Upload** button.

Open File



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

Choose ZIP Option

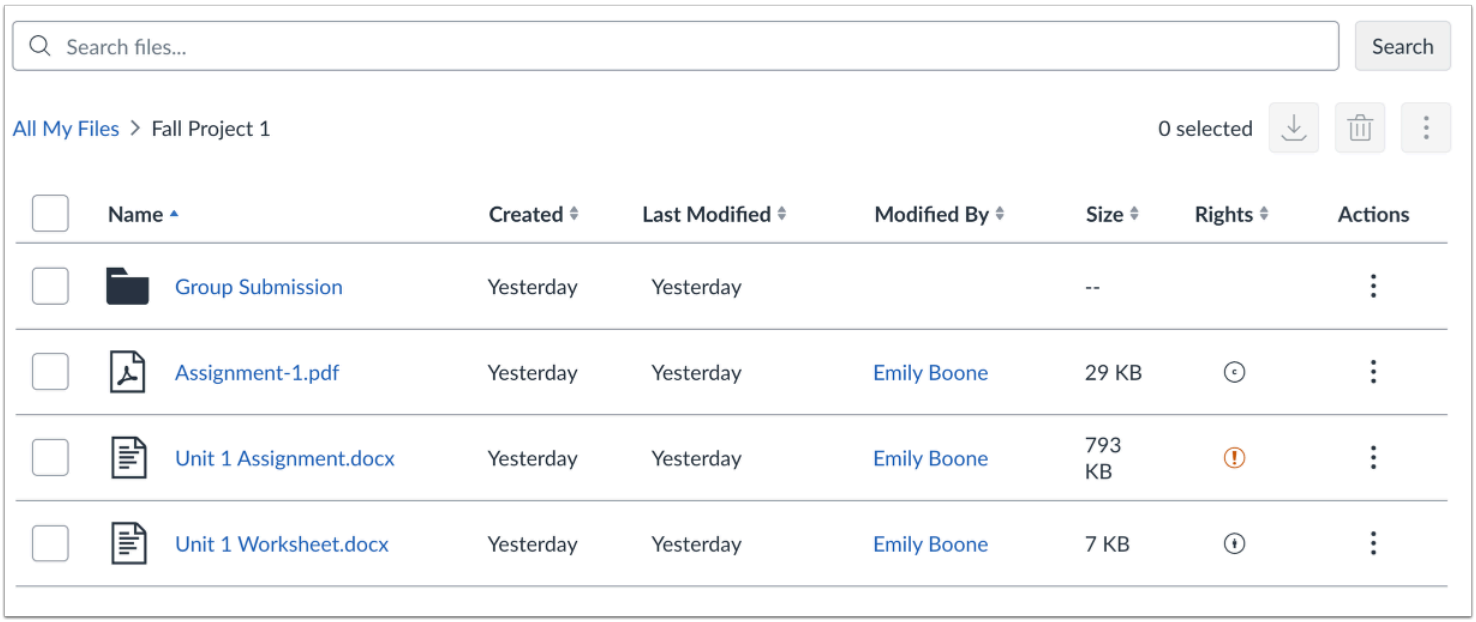


If you want to expand all the contents of the ZIP file, click the **Expand It** button [1]. If you want to upload the ZIP file intact, click the **Upload It** button [2].

View Upload Progress

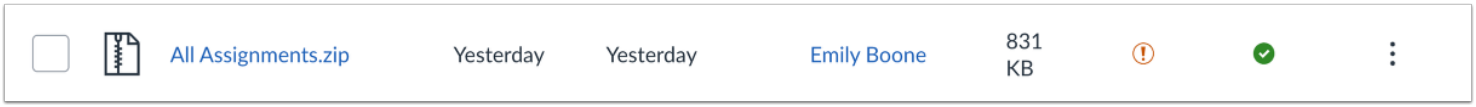
You can track the progression of the upload by monitoring the progress bar.

View Expanded Files



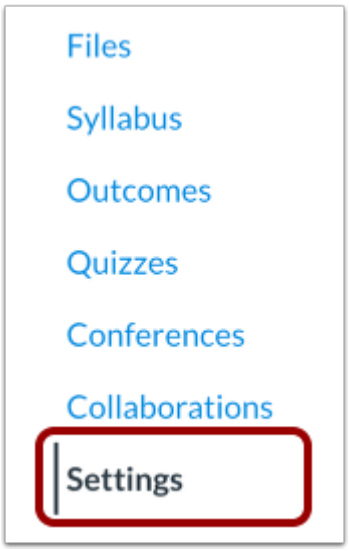
If you selected to expand the ZIP file, the individual files display in Files.

View Uploaded ZIP File



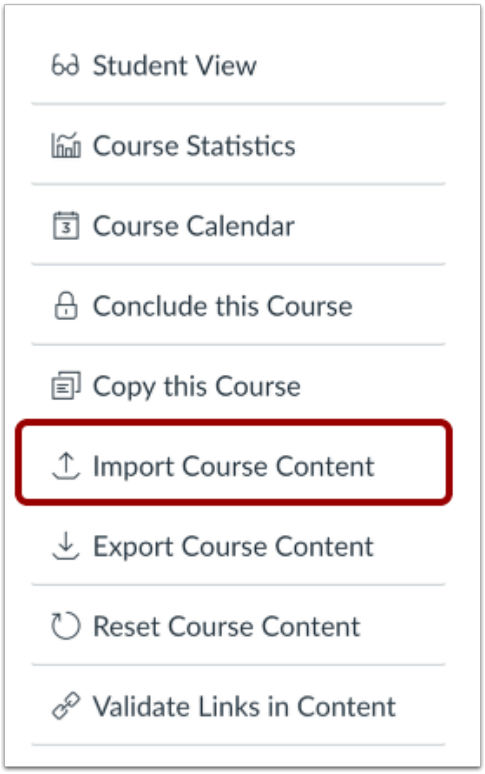
If you selected to upload it as is, the file displays as ZIP file.

Import through Course Settings



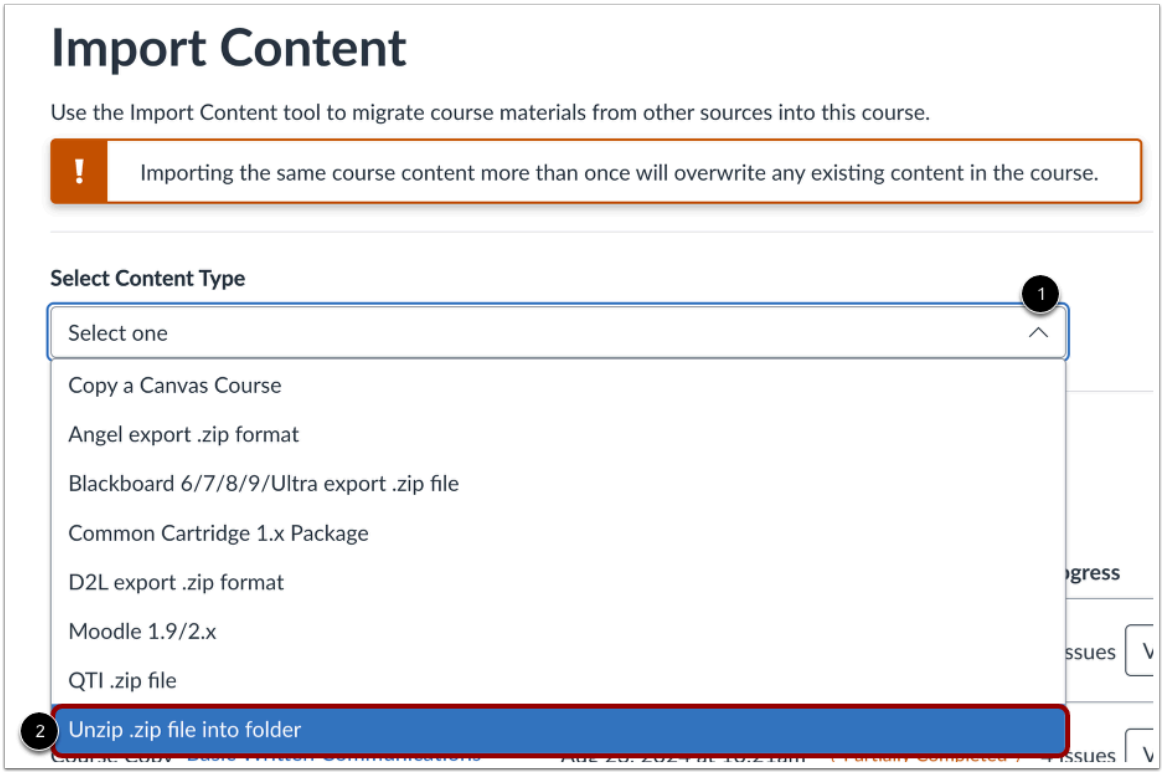
You can also import files through the Course Import Tool in Course Settings. In Course Navigation, click the **Settings** link.

Import Content into this Course



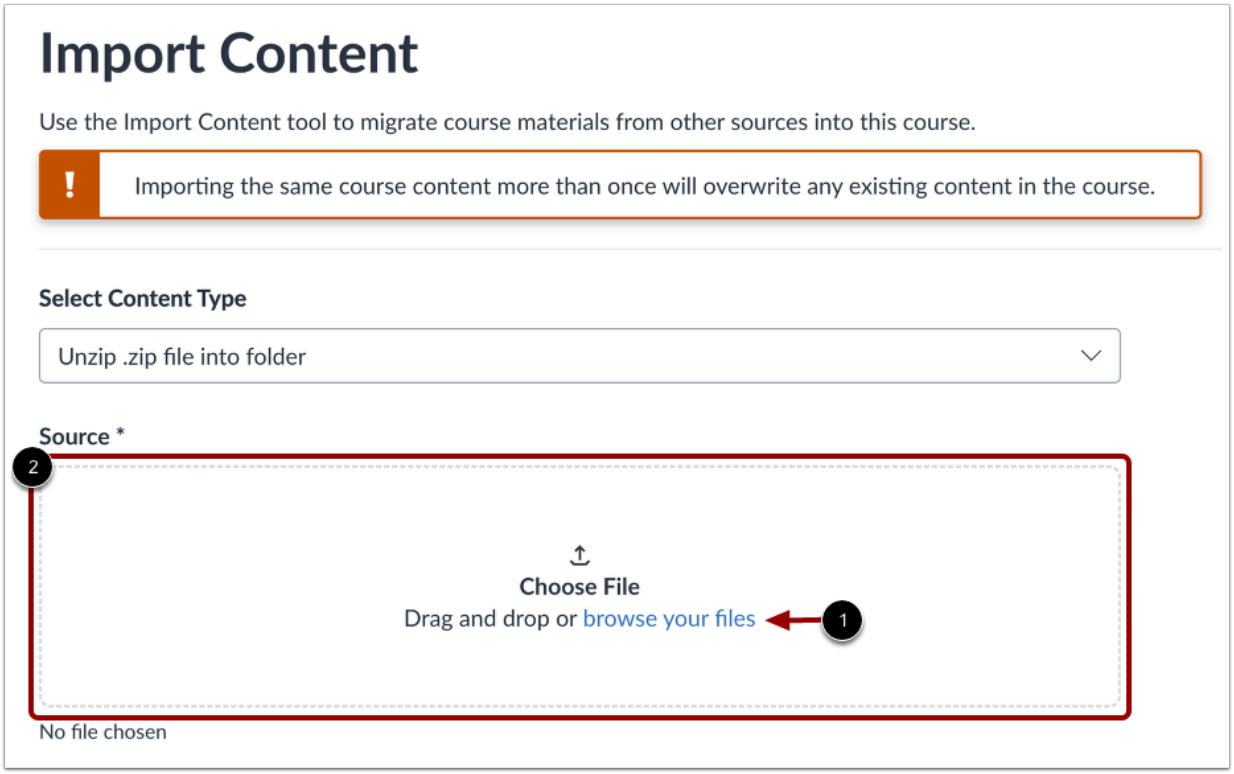
Click the **Import Course Content** button.

Select Content Type



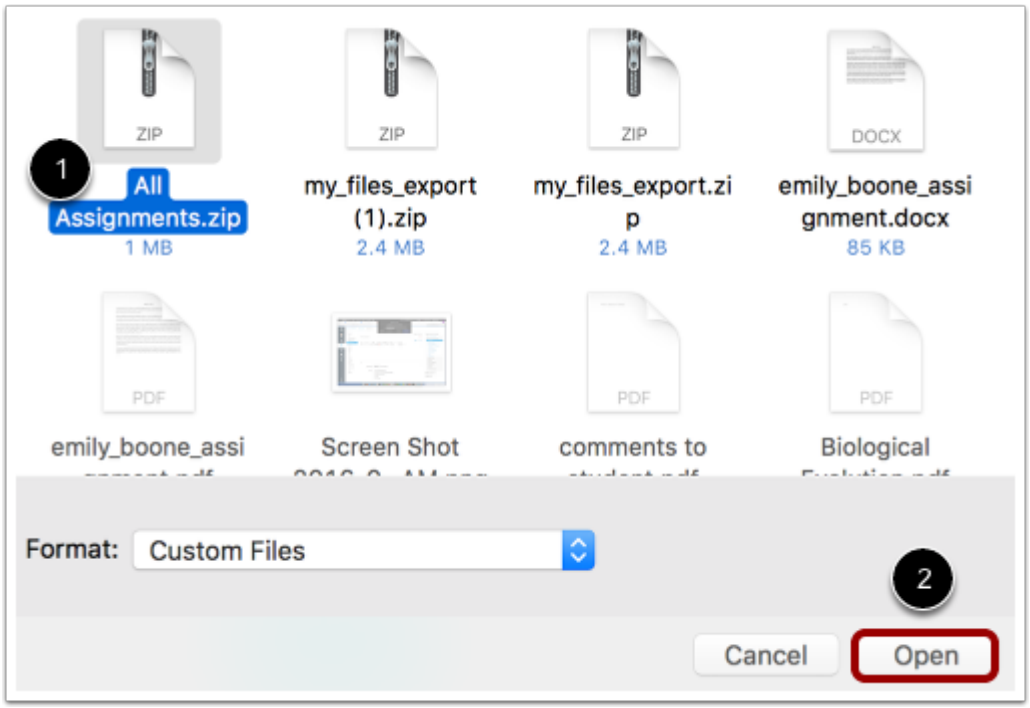
In the **Select Content Type** drop-down menu [1], select the **Unzip .zip file into folder** option [2].

Choose File



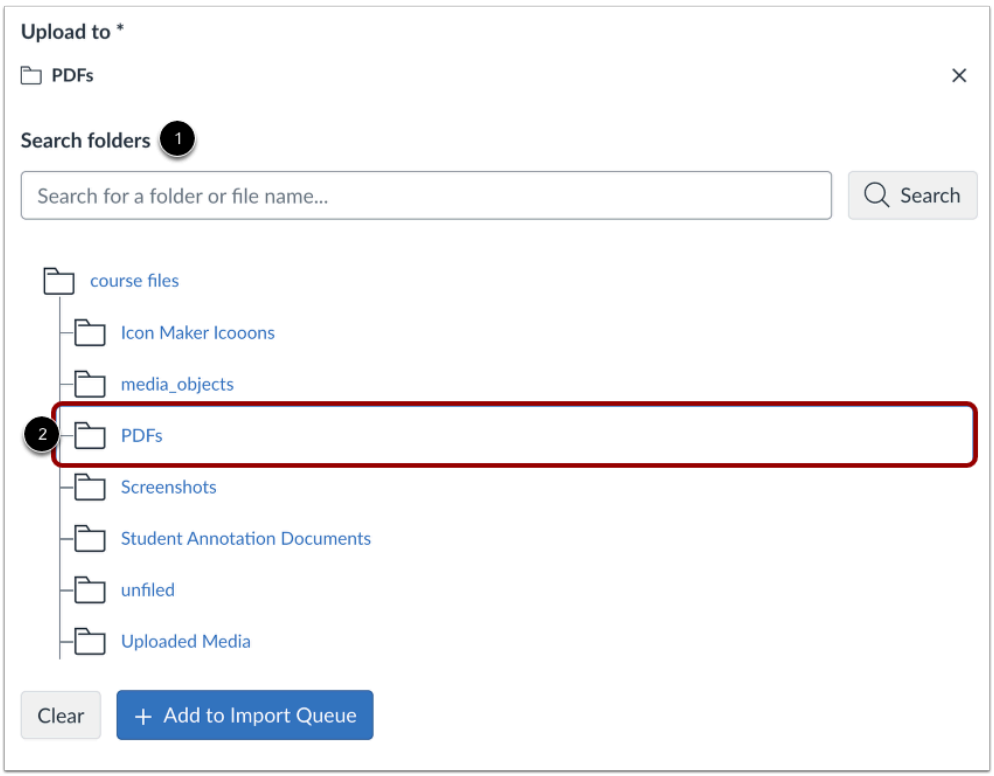
Click the **browse your file** link [1] or drag and drop the ZIP file to the **Choose File** tile [2].

Open File



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

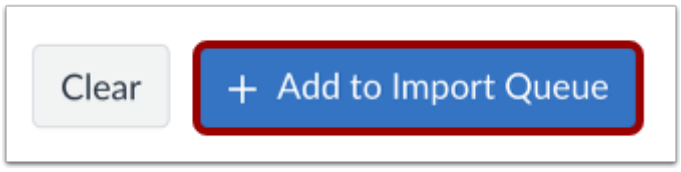
Select Folder



Search for a folder [1] or select a folder [2].

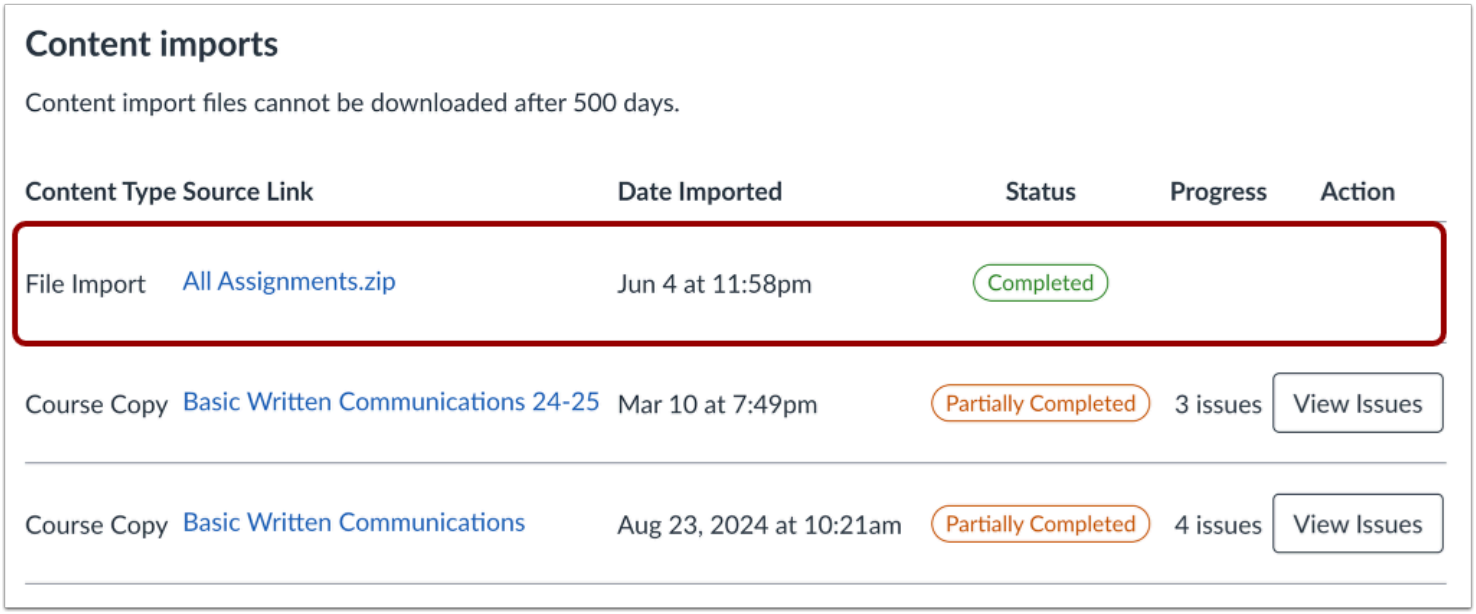
Note: You must upload the file to an existing folder. Create a new folder prior to uploading.

Import File



Click the **Add to Import Queue** button.

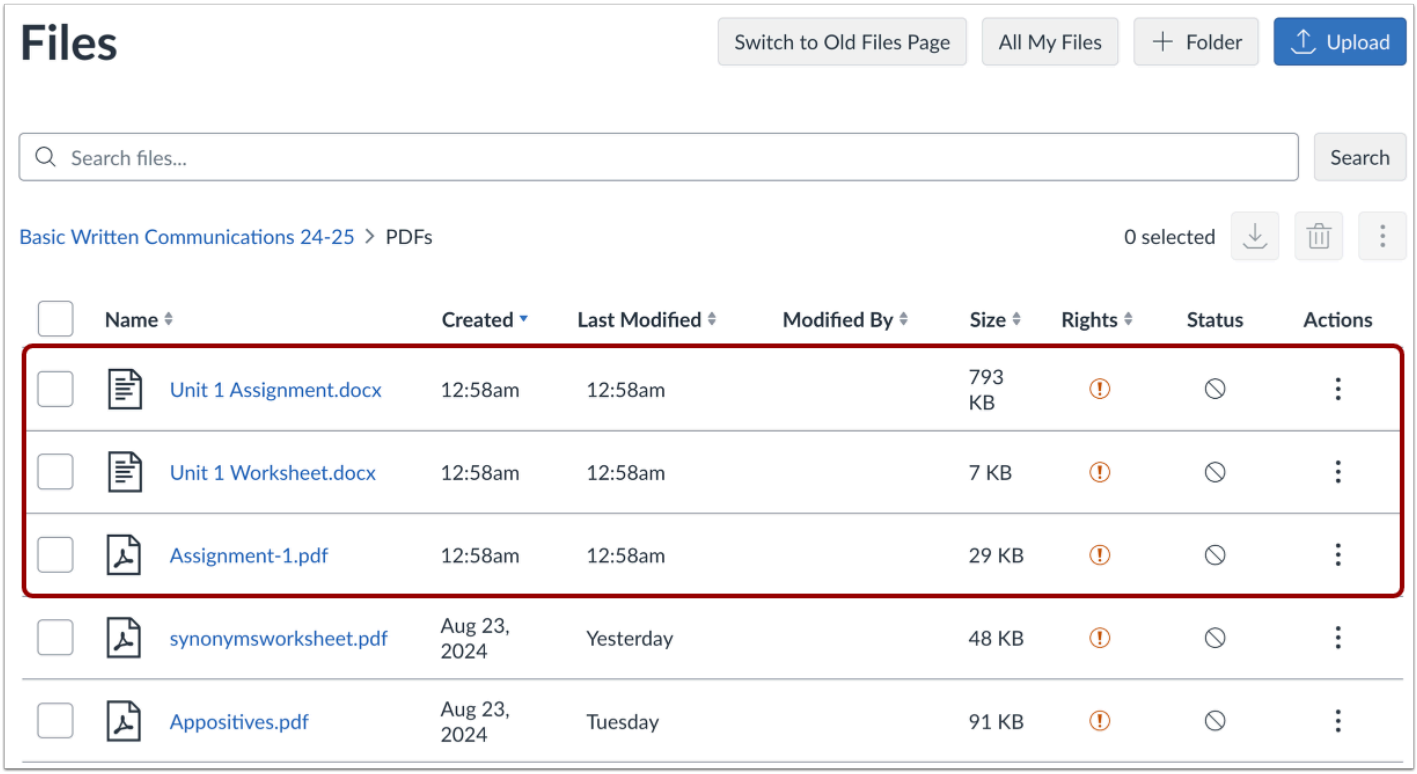
View Import Progress



The Content imports section displays the status of your import. Running reports display a menu bar with the time remaining to generate the report.

Import statuses include queued, running, completed, and failed.

View Files



Open Files and view your imported files.

How do I bulk upload files?

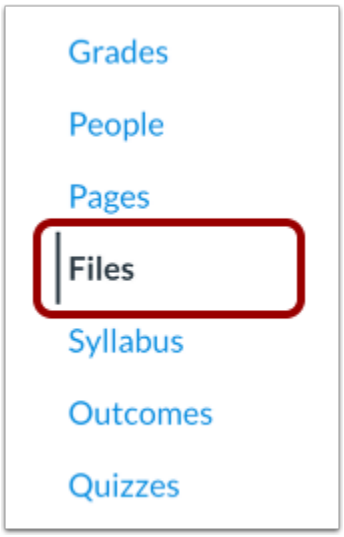
If you have a lot of files to add, you can bulk upload them in Files.

You can also access your personal user files, course files, or group files.

Notes:

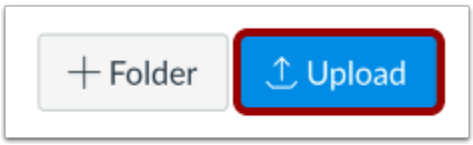
- You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the ZIP file into your course.
- If you are using Usage Rights, you must set the file usage rights before the files can be published.
- Canvas does not support file uploads larger than 5 GB.
- You can also upload a single file.

Open Files



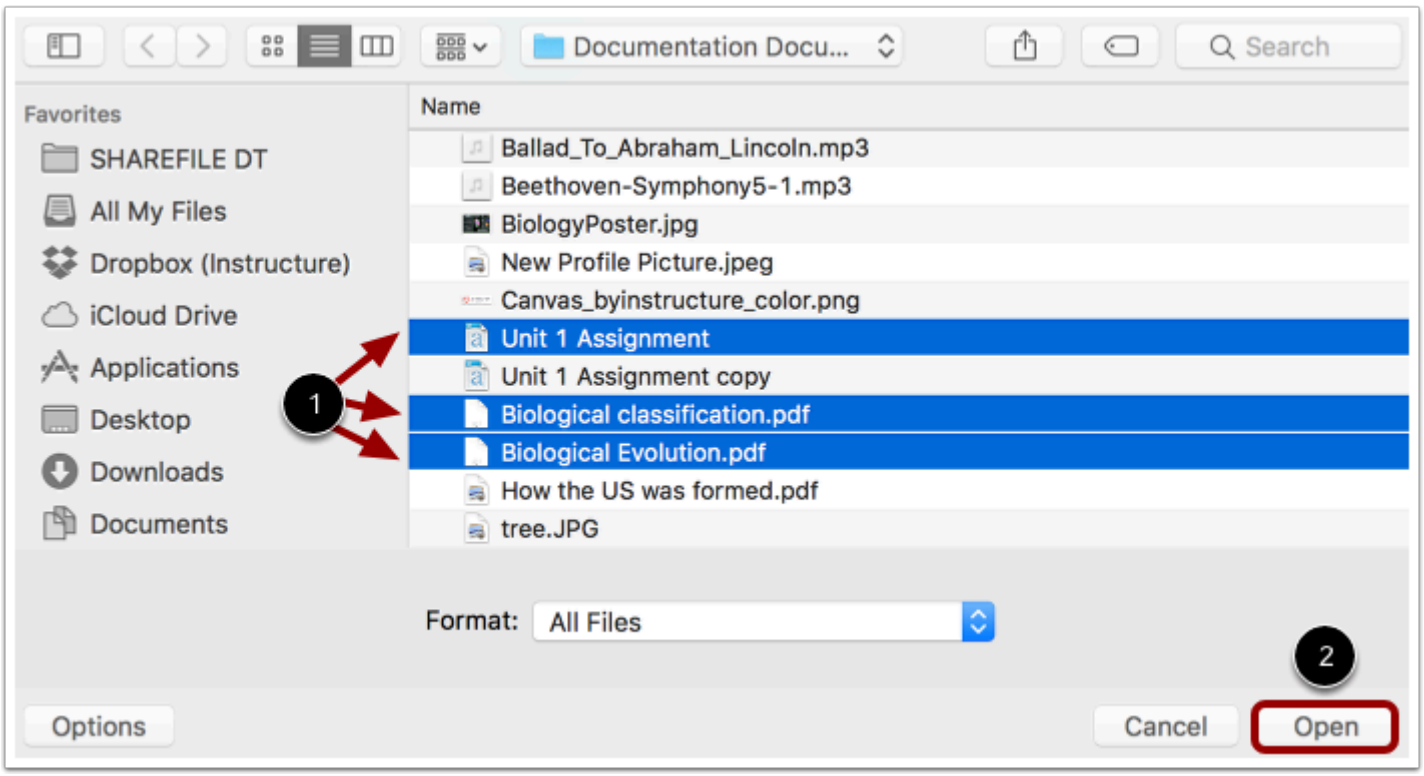
In Account, Group, or Course Navigation, click the **Files** link.

Upload Files



Click the **Upload** button.

Open Files



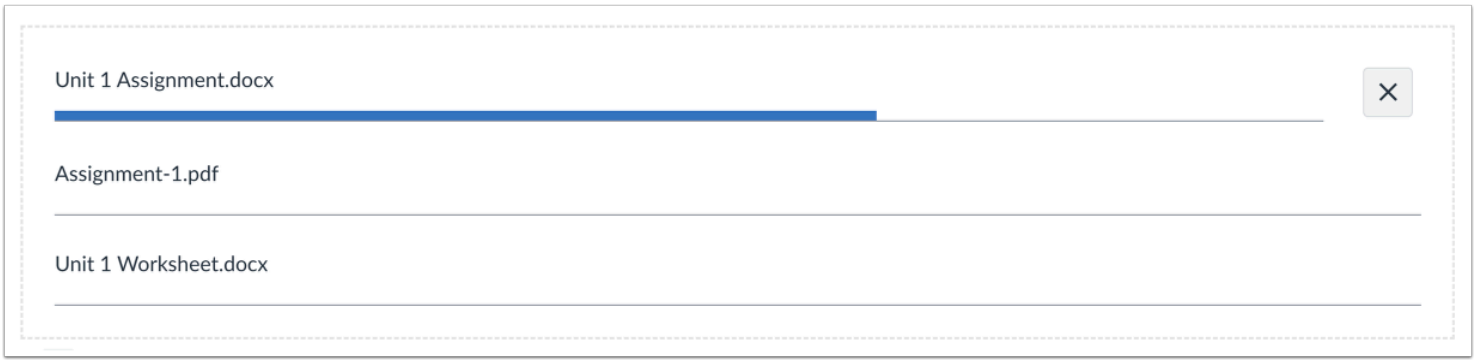
Select the files you want to upload to your course [1].

To select a group of files, hold down the **Shift** key on your keyboard and click the first and last files in the group.

To select multiple files, hold down the **Control** (Windows) or **Command** (Mac) key on your keyboard and click each file.

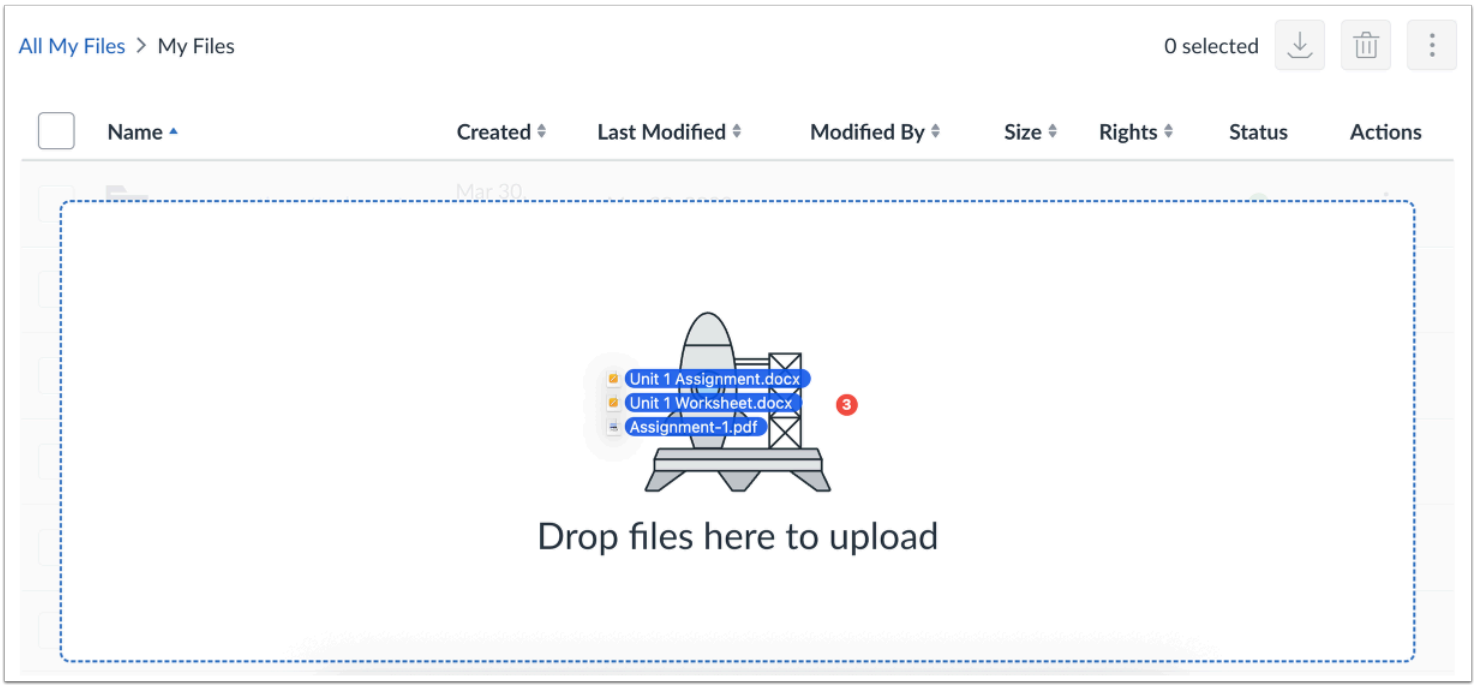
Click the **Open** button [2].

View Upload Process



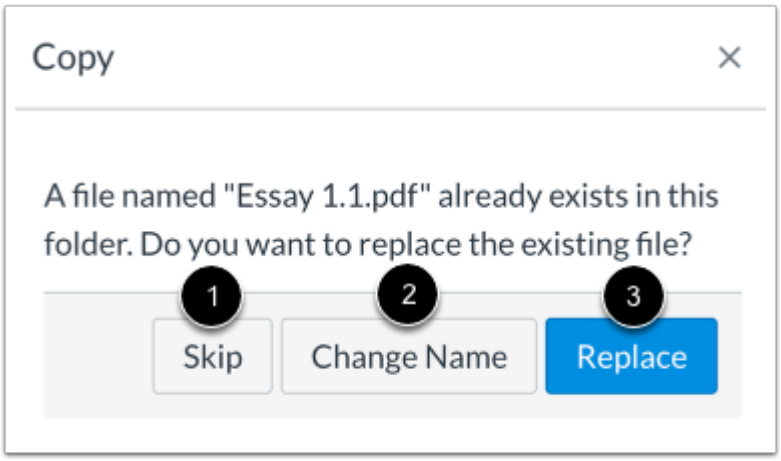
View the progress bars for the file uploads.

Drag and Drop Multiple Files



You can also drag and drop multiple files to upload to your user or group files. Select multiple files and drag them to the files pane to upload them.

Replace Duplicate File



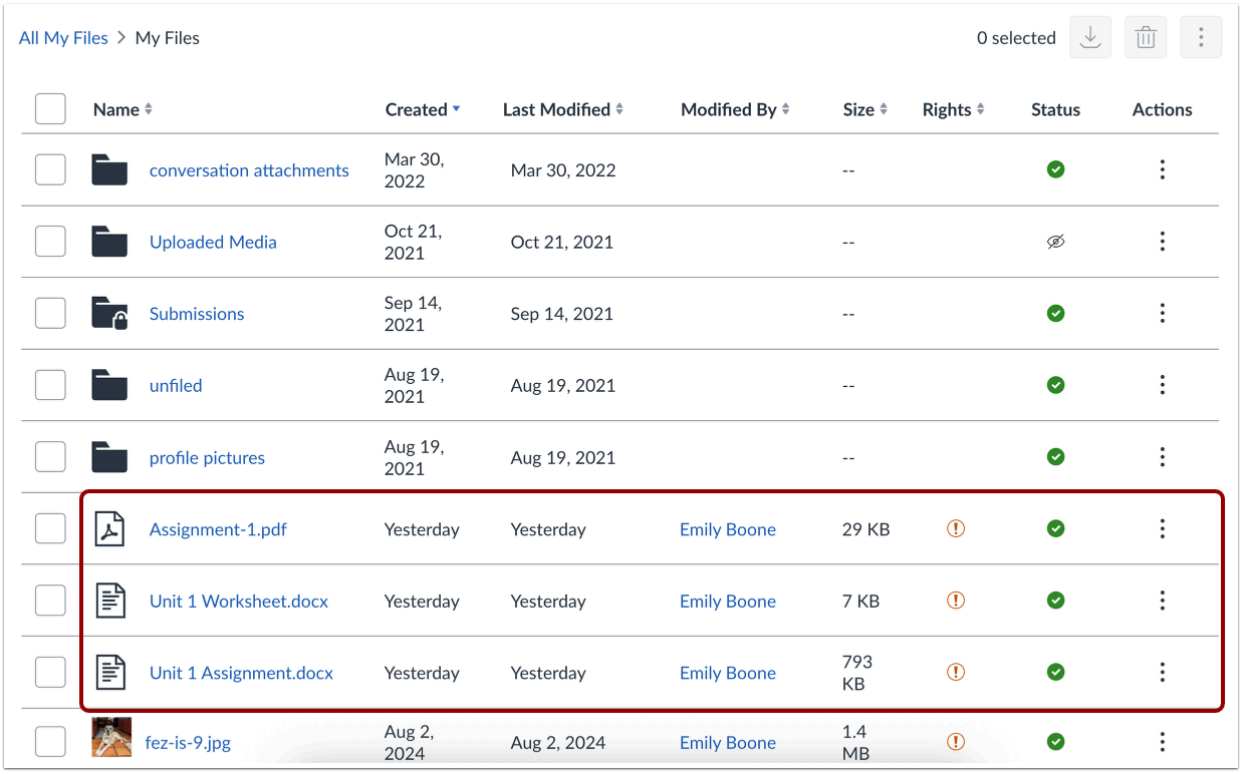
If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to skip, replace, or rename it.

To skip the file, click the **Skip** button [1].

To rename the file, click **Change Name** button [2]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [3].

View Files



View the added files.

How do I view my Google Drive files in Canvas?

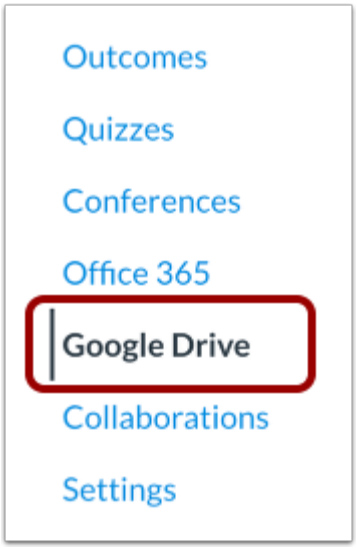
If you have enabled Google Apps, you can view all files in your Google Drive account in Canvas. The Google Drive folder is accessed from the Course Navigation menu.

Notes:

- You can only view one Google Drive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary, you can log out of your account and authenticate with a different account.
- If you are already logged into a Google account in Chrome, Canvas uses that Google account to authorize Google Drive access. If you want to authenticate using a different Google Drive account, you must log out of the Google account in Chrome and sign in to the account you want to use with Canvas.
- The location where you access your Google account may affect your access to Canvas. If you successfully authenticate with your account at your institution, you may have to reauthenticate when you log in to Canvas at home.
- Currently, you cannot access Google Drive files from course, user, or group Files in Canvas. You can only access Google Drive files from the Google Drive link in Course Navigation.

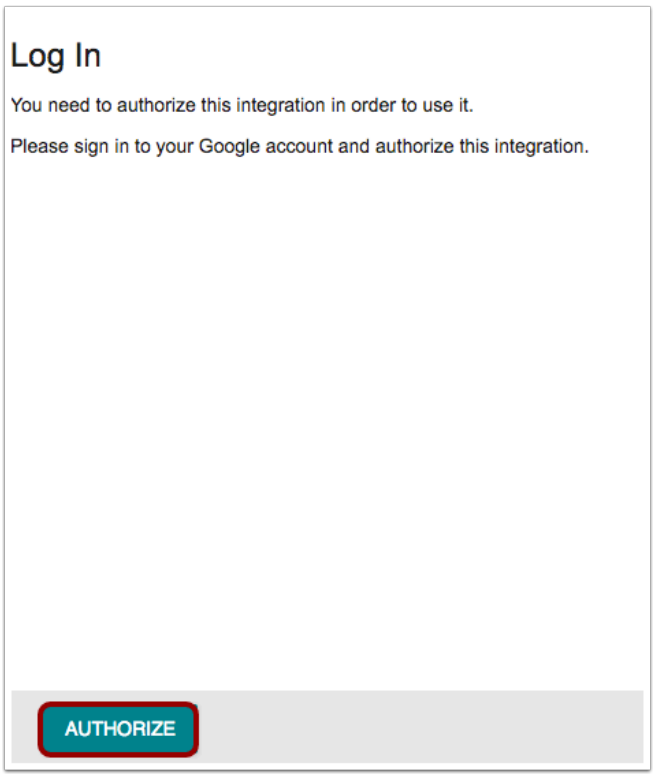
Troubleshooting Tip: If your Canvas authorization fails, try logging in to Google Drive in Canvas using an incognito browser, which removes all browser cookies and extensions. If you are able to log in with the incognito browser, you are most likely logged in to Google Drive and/or Canvas with a different Google account. Confirm the account you are using for each location and try again. You may also need to confirm any Google extensions installed in your browser's settings.

Open Google Drive



In Course Navigation, click the **Google Drive** link.

Log in to Google Drive

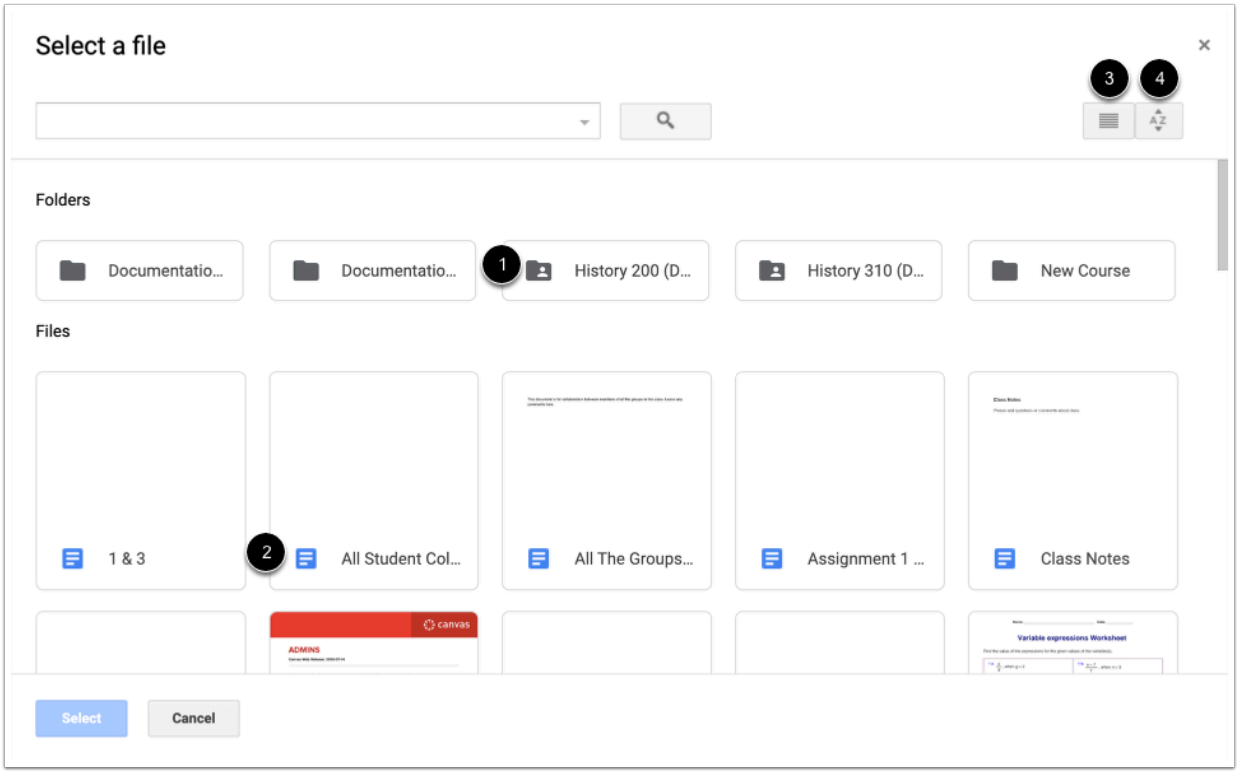


You may be asked to authenticate your account. Click the **Authorize** button.

In an external window, enter your Google App email and password.

Note: If you are unable to authenticate, please see the troubleshooting information in the description of this lesson.

View Google Drive



View your Google Drive files and folders.

To view contents of a Google Drive folder, click the folder's name [1].

To open a file, click the file name [2].

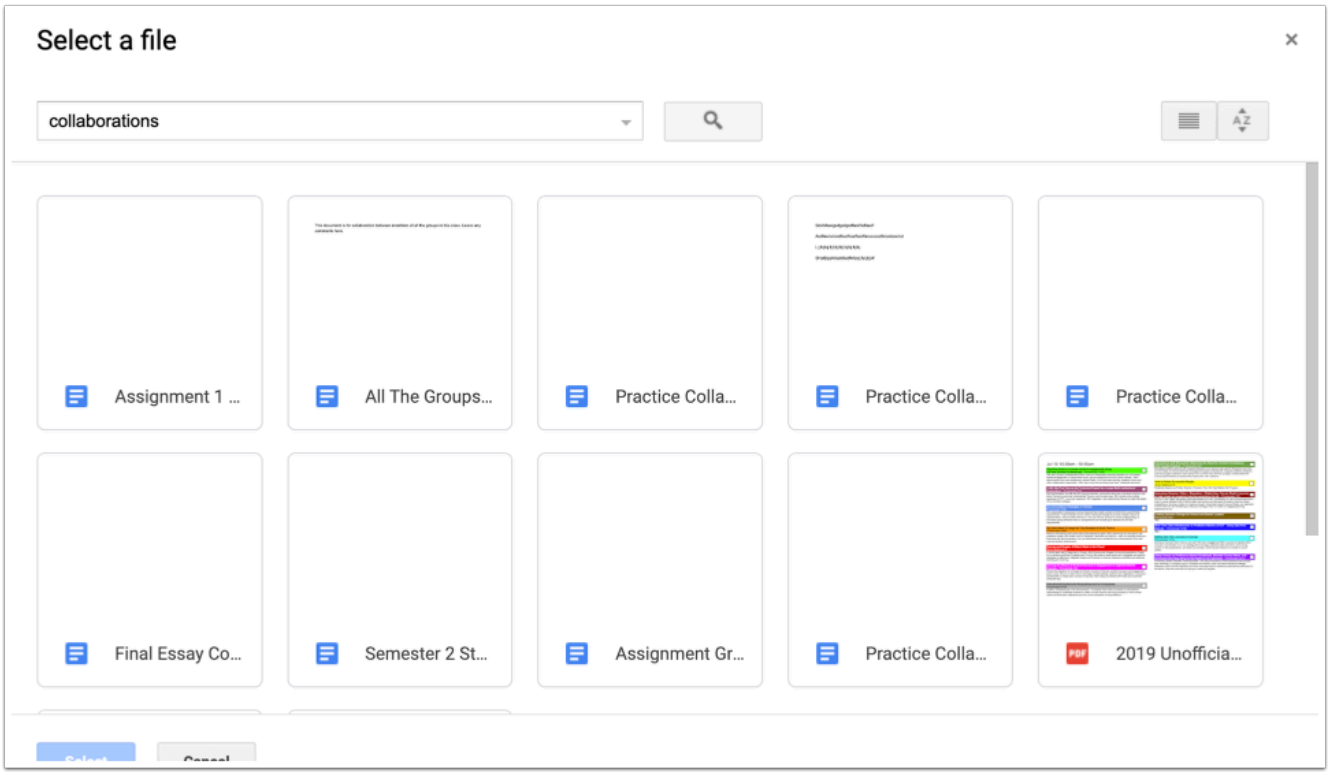
To view your files in a list view, click the **List View** icon [3].

To sorting options, click the **Sort** icon [4].

Select a File

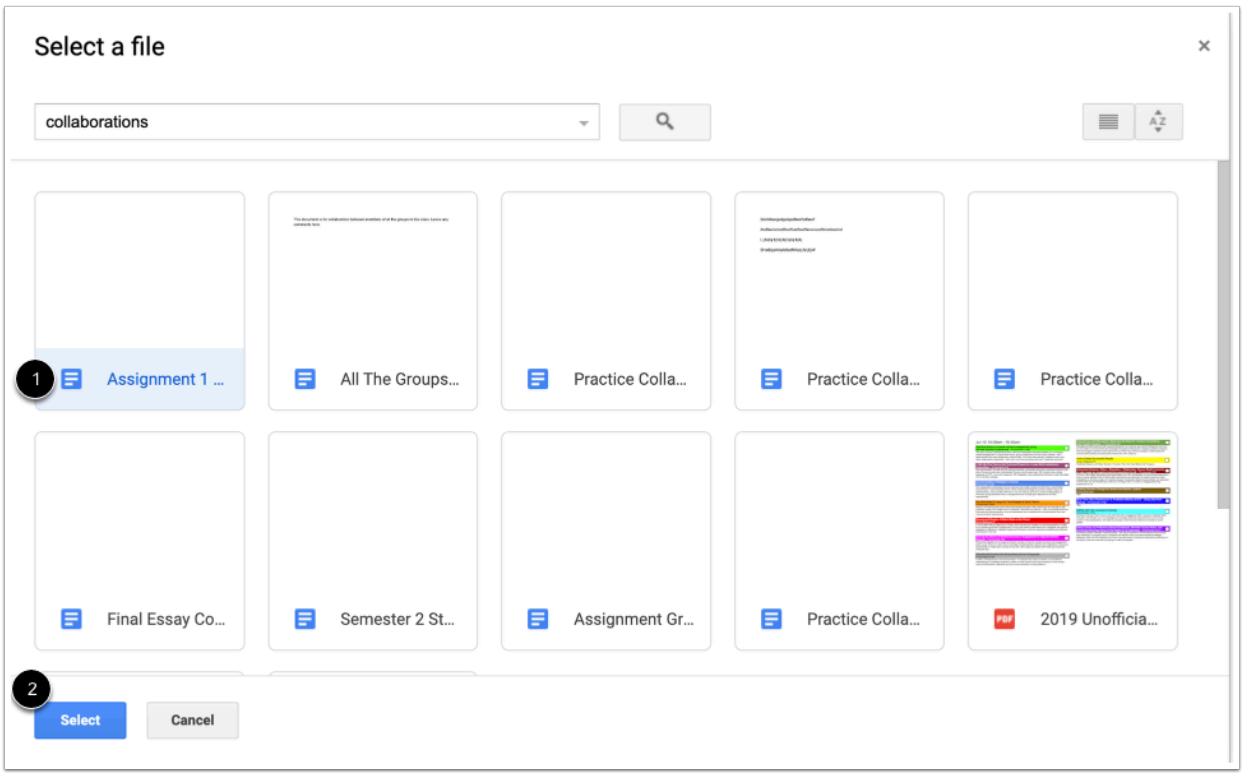
To search for a file, enter the name of the file and click the **Enter** (Return) key on your keyboard.

View Search Results



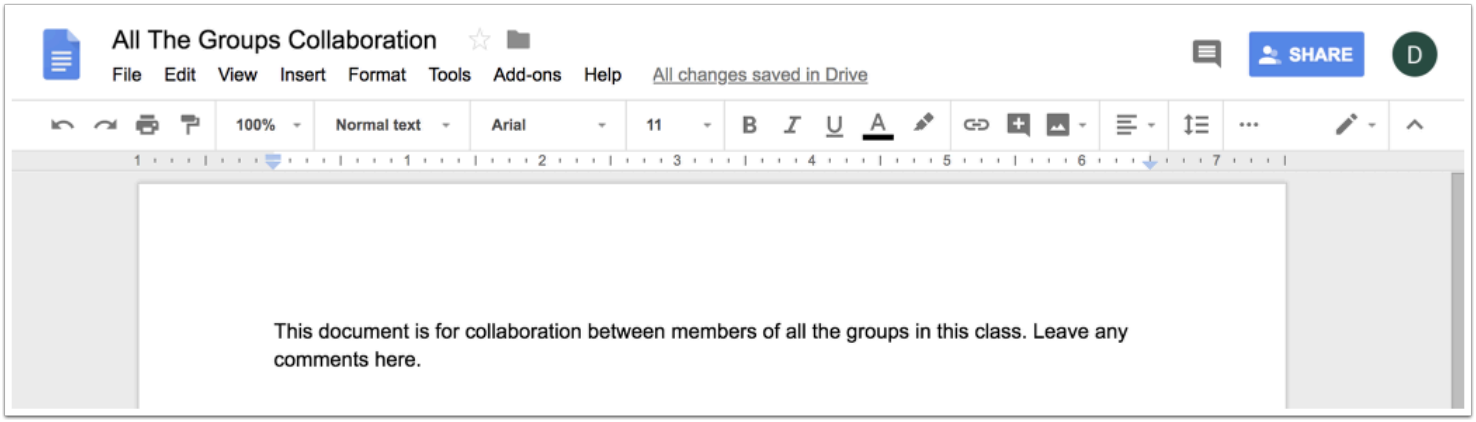
Google Drive returns file results related to your search.

Open File



To open a file, click the name of the file [1]. At the bottom of the window, click the **Select** button [2].

View File



In a new browser window, view the file in your Google account.

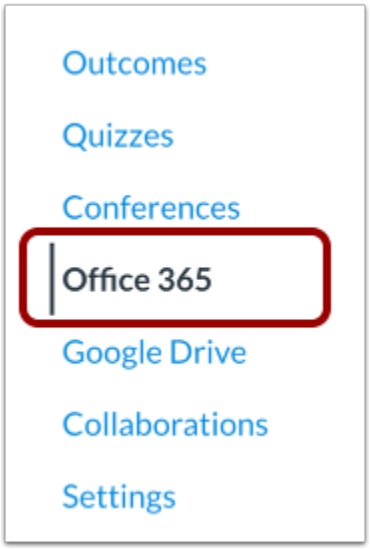
How do I view my Microsoft Office 365 files in Canvas?

If you have enabled Microsoft Office 365, you can view all files in your Microsoft Office 365 (OneDrive) folder in Canvas. You can access the OneDrive folder from the Course Navigation menu.

Notes:

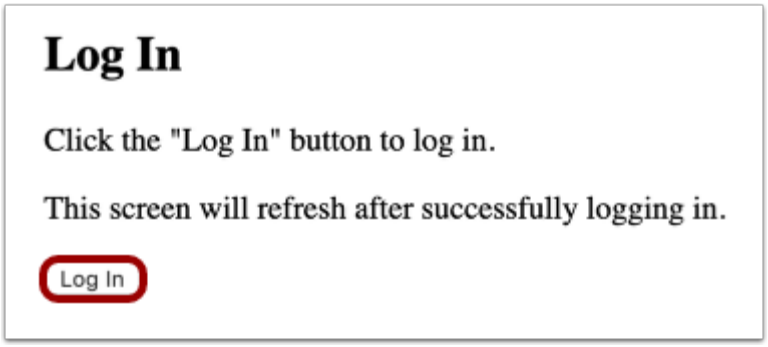
- You can only view one OneDrive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary, you can log out of your account and authenticate with a different account.
- Currently, you cannot access OneDrive files from course, group, or personal Files in Canvas.

Open Office 365



In Course Navigation, click the **Office 365** link.

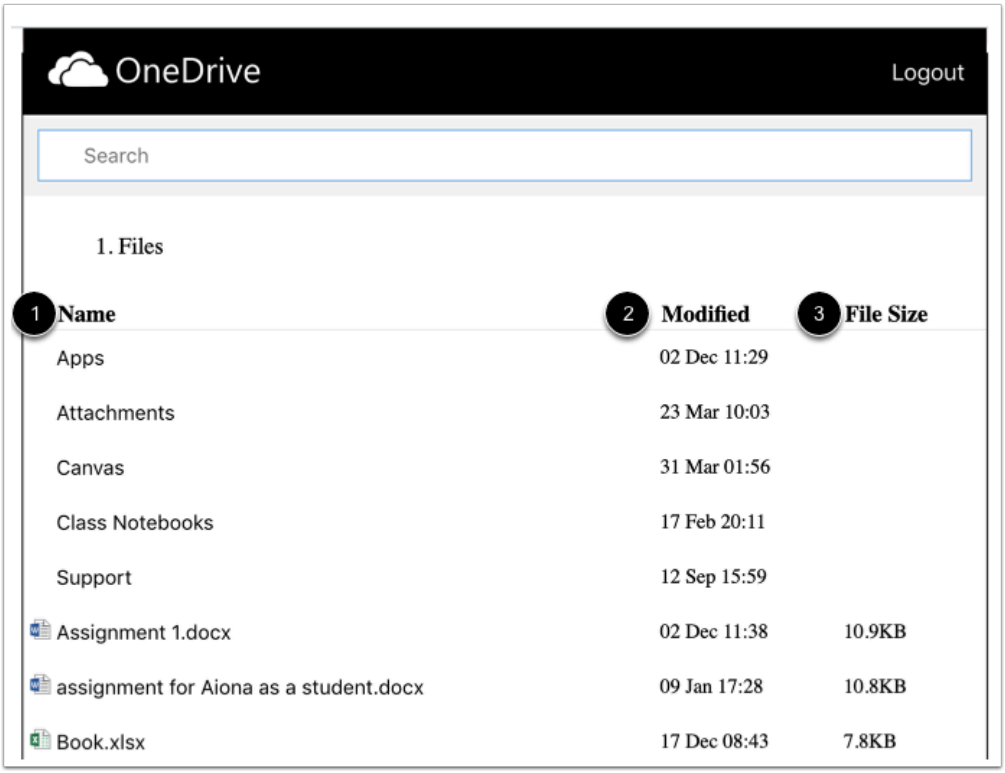
Log in to Office 365



You must authenticate your account. Click the **Log In** button.

In an external window, enter your Office 365 email (or phone number) and password.

View OneDrive



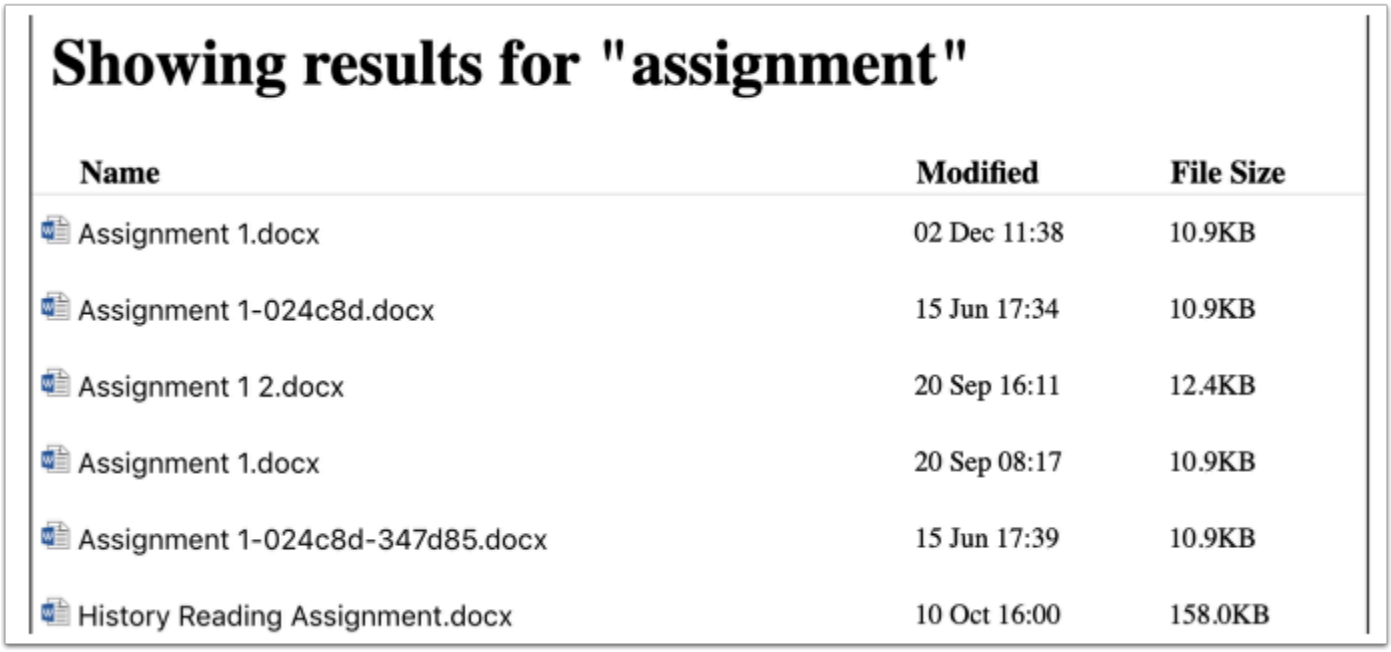
View the files and folders in your OneDrive folder.

OneDrive displays file name [1] and the date it was modified [2]. Files display the file size [3].

Search for Files

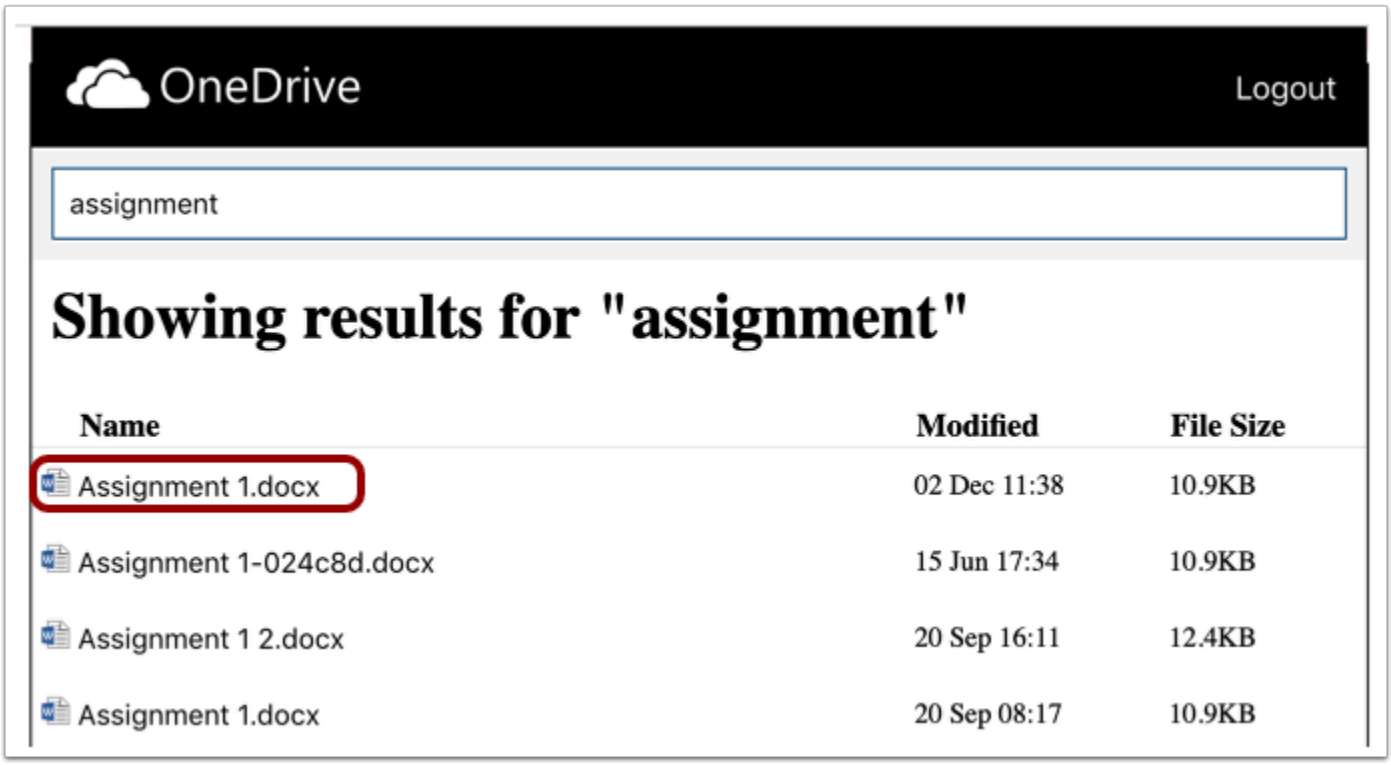
To search for a file, enter the name of the file and press the Enter (Return) key.

View Search Results



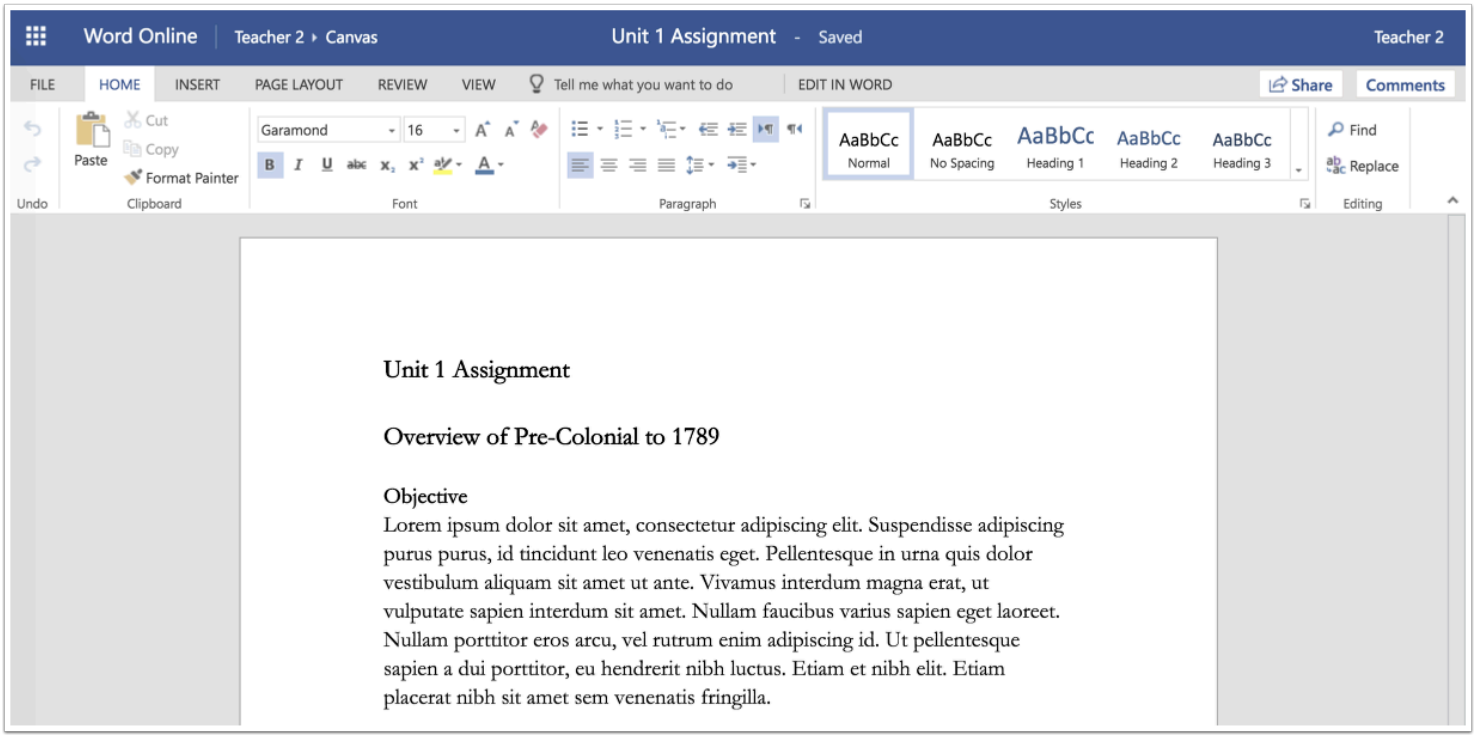
OneDrive returns file results related to your search.

Open File



To open a file, click the name of the file.

View File



View the file in Microsoft Word online. You can edit the document directly in your browser if necessary.

Log Out

If you have multiple OneDrive accounts and need to log out, click the **Logout** link. You can log in again using a different OneDrive account and view those files in Canvas.

What types of files can I preview in Canvas?

You can preview a variety document types in Canvas. If the submitted file is an assignment and a Canvas DocViewer supported file type, the file is rendered by DocViewer in SpeedGrader. If the submitted file is not an assignment or a DocViewer supported file type, the file is rendered by Google Previewer.

Canvas supports previews for documents up to 100 MB and 999 pages.

Notes:

- SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- Files over 30 MB need to be downloaded to view.

Troubleshooting Tip: If an uploaded file does not display a preview, try uploading it as a different file type.

Document Preview Files

The following file types are supported by Canvas DocViewer:

.doc	.ods	.sxc
.docx	.odt	.sxi
.key	.pages	.sxw
.numbers	.pdf	.txt
.odf	.ppt	.xlsx
.odg	.pptx	.xls
.odp	.rtf	

Notes:

- HTML located within a text file (.txt) cannot be previewed or annotated in DocViewer and must be downloaded to view the content.

- Audio and video located within Powerpoint files (.ppt/.pptx) cannot be previewed in DocViewer and must be downloaded to view the content.
- In the Canvas Teacher and Canvas Student apps, OpenDocument files (.ods/.odt) cannot be previewed in DocViewer. However, if you have a third party app installed on the device, you can use that app to view OpenDocument formats.
- To preview Apple iWork files (.pages, .numbers, and .key), your Canvas account must be located within the United States.

Document Preview Fonts

The following fonts are supported by Canvas DocViewer:

AR PL UMing Light (CN, HK, TW, TWE)	**DejaVu Sans** Extra Light Book Bold Oblique Bold Oblique Condensed	**IPA Mincho** Regular
AR PL UKai Book (CN, HK, TW, TWE)	**DejaVu Sans Condensed** Book Bold Oblique Bold Oblique Condensed Condensed Bold Condensed Oblique Condensed Bold Oblique	**Times New Roman** Regular Italic Bold Bold Italic
Arial Regular Bold Italic Bold Italic	**Georgia** Regular Italic Bold Bold Italic	**Verdana** Regular Italic Bold Bold Italic
Arial Narrow Regular Italic Bold Italic	**IPAP Mincho** Regular	**Un Batang** Regular Bold

Arial Unicode Regular Bold	**IPA Gothic** Regular	**Un Dinaru** Regular Bold Light
Calibri Regular Bold Italic Bold Italic	**IPAP Gothic** Regular	**Un Dotum** Regular Bold
DejaVu Serif Book Bold Italic Bold Italic	**Meiryo** Regular	**Un Graphic** Regular Bold
Dotum Regular	**M Hei PRC** Regular	**Un Gungseo** Regular
Cambria Regular Bold Italic Bold Italic	**M Hei HK Medium** Regular	**Un Pilgi** Regular Bold
Cambria Math Regular	**MingLiu** Regular	**Wingdings 1** Regular
Comic Sans Regular Bold	**Monotype Sorts** Regular	**Wingdings 2** Regular
Courier New Regular Italic Bold Bold Italic	**Palace Script MT** Regular	**Wingdings 3** Regular

DejaVu Serif Condensed Book Bold Italic Bold Italic Condensed Condensed Bold Condensed Italic Condensed Bold Italic	**SimSun** Regular	
DejaVu Sans Mono Book Oblique Bold Bold Oblique	**Symbol** Regular	

Image Preview Files

The following image files are supported by Canvas DocViewer:

.bmp	.png	.tiff
.jpeg	.svg	
.jpg	.tif	

Note: TIF and TIFF file previews are not native to most browsers and may not preview in Canvas.

What types of media files can I upload in Canvas?

Canvas can upload specific image, video, and audio files as user content.

When you upload audio and video files in the Rich Content Editor, Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison resource document.

When you upload a file to your course, group, or user files, Canvas converts the file into a format supported by your browser. However, Canvas does not support uploading files larger than 5 GB to your user files.

Canvas files have quota limits set for each user area: user (personal) files, course files, and group files. Files uploaded directly to your user files or group files count against each specific quota, except for uploading a profile picture. All files uploaded into a course count against the course quota. For students, any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

Note: If you upload a file that is not supported by the Canvas media player, users can download the file to view outside of Canvas.

Troubleshooting Tip: Media playback is determined according to browser, so if you cannot view a media file, you may need to try to view the file in another browser.

Supported Image Formats

Canvas accepts the following image files:

- BMP - Windows Bitmap
- GIF - Graphics Interchange Format
- JPEG - Joint Photographic Experts Group
- SVG - Scalable Vector Graphics
- TIFF - Adobe Systems
- PNG - Portable Network Graphics

Note: TIF and TIFF file previews are not native to most browsers and may not preview in Canvas.

Supported Video Formats

The Canvas media player supports H.264 video playback. Canvas accepts the following video files for playback:

- FLV – Flash Video
- ASF – Windows Media
- QT – Apple QuickTime
- MOV – Apple QuickTime
- MPG – Digital Video Format
- MPEG – Digital Video Format
- AVI – Digital Video Format
- M4V – Digital Video Format
- WMV – Windows Media
- MP4 – Digital Video Format
- 3GP – Multimedia Mobile Format

For tips about media compressions and playback quality, view Vimeo's Video Compression Guidelines.

Supported Audio Formats

Canvas accepts the following audio files for playback:

- MP3 – Digital Audio Format
- WAV - Waveform Audio File
- WMA – Windows media audio
- WMV – Windows Media

Global Navigation

How do I log in to Canvas?

You can access Canvas through the following:

- An institution-specific Canvas URL
- Your institution's website
- A course invitation email

Additionally, you can log in through a Canvas mobile app designed for your role:

- Students: Learn how to log in to the Canvas Student iOS app or Canvas Student Android app
- Instructors: Learn how to log in to the Canvas Teacher iOS app or Canvas Teacher Android app
- Observers/Parents: Learn how to log in to the Canvas Parent iOS app or Canvas Parent Android app

You must have an account to log in to Canvas.

Notes:

- If you are a student and were given a join code or a secret URL to join a course, learn how to create a Canvas account.
- If you are not associated with an institution using Canvas and need an account, learn how to create a Free-for-Teacher Canvas account.
- If you are an observer and do not have an account, learn how to create a Canvas account.
- For some users, the user interface may appear differently if the New Login/Registration UI for Identity feature option is enabled at the root account level.

Troubleshooting Tip: If you are unable to log into Canvas, view logging in troubleshooting steps.

Open Canvas URL

Using a supported Web browser, you can access Canvas through an institution-specific Canvas URL. Canvas URLs use one of the following structures:

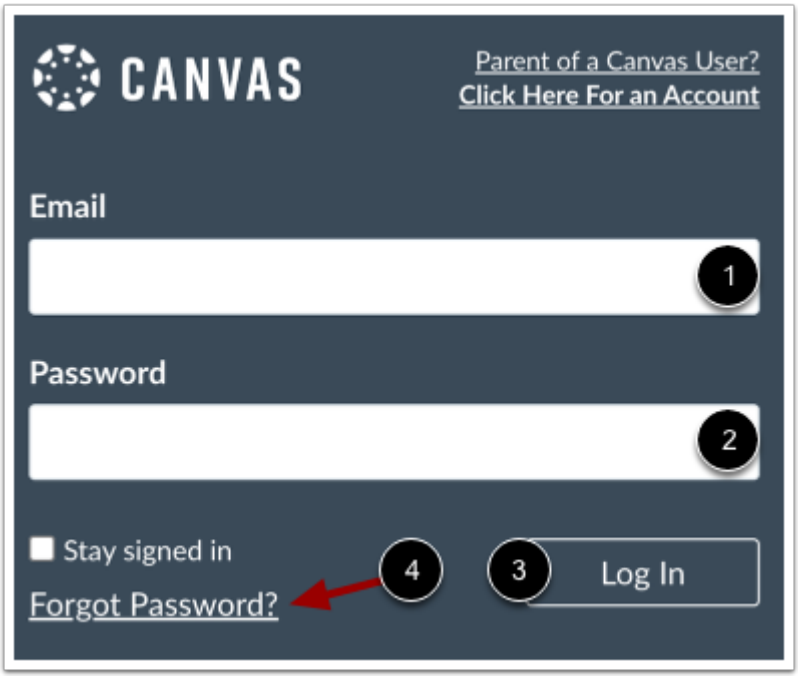
[your institution's name].instructure.com or **canvas.[your institution's name].edu**.

Learn more about where to find your institution's URL.

Some institutions may also allow access to Canvas via an institution-specific authentication system which redirects to Canvas, such as a school student portal or website.

Note: Canvas Network and Free-For-Teacher accounts do not follow an institution-specific URL structure. Canvas Network accounts can be accessed at learn.canvas.net. Free-For-Teachers accounts can be accessed at canvas.instructure.com.

Log in to Canvas



After locating your institution's Canvas URL, you can log in to your Canvas account using your credentials (or login information). Enter your email address, username, or login ID in the **Email** field [1]. Enter your password in the **Password** field [2]. Then, click the **Log In** link [3].

If needed and depending on your institution's settings, you may be able to reset your password by clicking the **Forgot Password** link [4].

Notes:

- If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
- The Login page may display differently depending on your instititution or if you are logging in via a Canvas mobile app.

Get Started

If you are new to Canvas, you can learn about the Global Navigation Menu or about all the getting started resources available for students, instructors, observer/parents, and admins.

You can also watch Canvas video guides on a variety of topics.

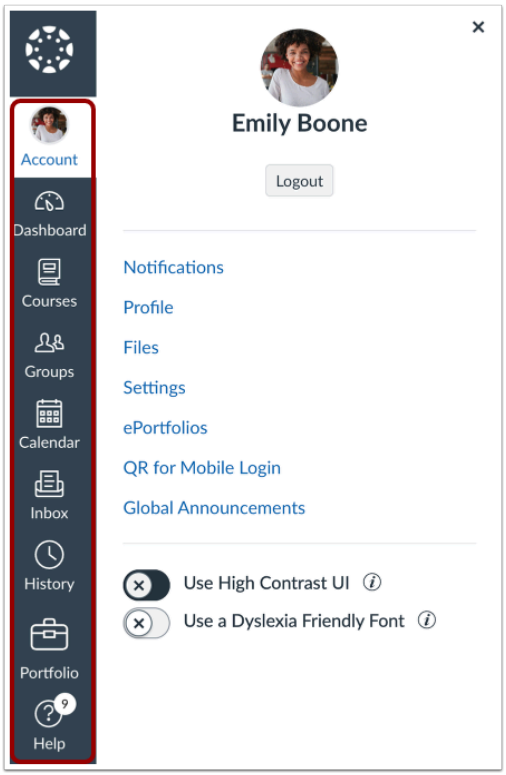
How do I use the Global Navigation Menu?

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help.

Depending on your institution account settings, other links may display in the Global Navigation Menu.

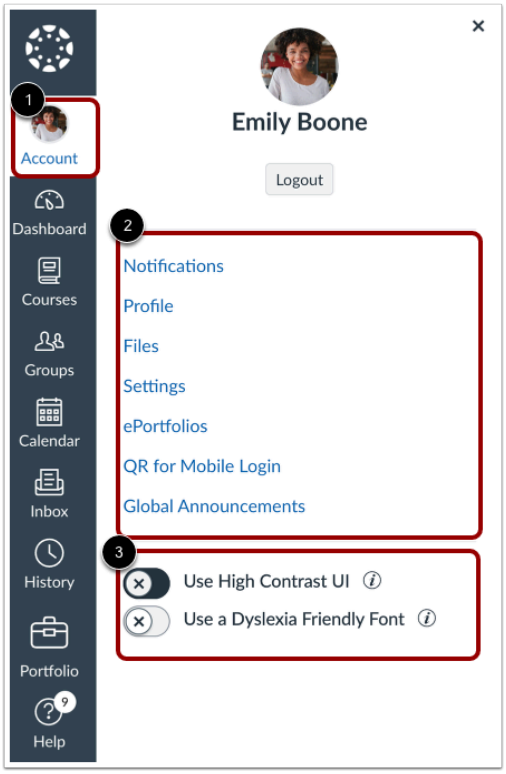
Note: Depending on course settings, the Global Navigation Menu may use a different font for one or more of your courses. For example, Canvas uses a different font when displaying courses that use the Canvas Elementary Theme.

View Global Navigation Menu



After logging into Canvas, view the Global Navigation Menu.

View Account

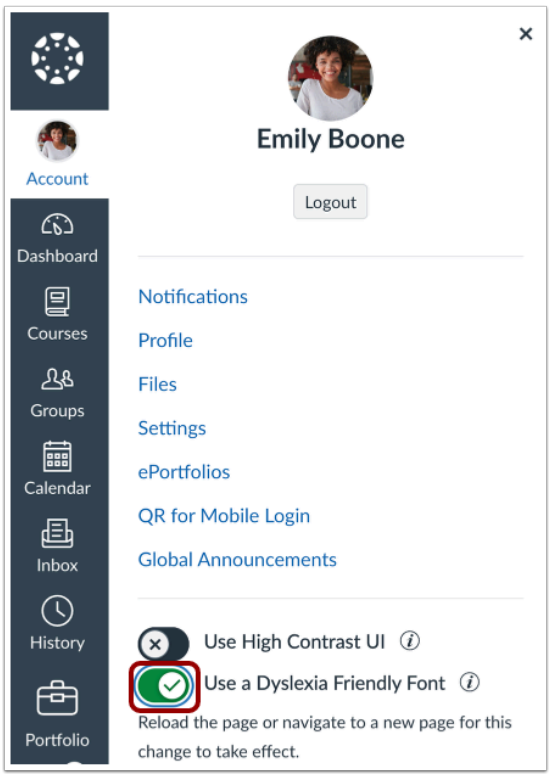


To view your user information, click the **Account** link [1]. A menu tray expands and displays links to access your user settings, notification settings, personal files, and ePortfolios (if enabled) [2]. If your institution has enabled Profiles, you can access your profile.

You can access additional feature options [3] and can also use the Account link to log out of Canvas.

Note: You can enable the high contrast user interface feature option.

Enable Dyslexia-friendly Font



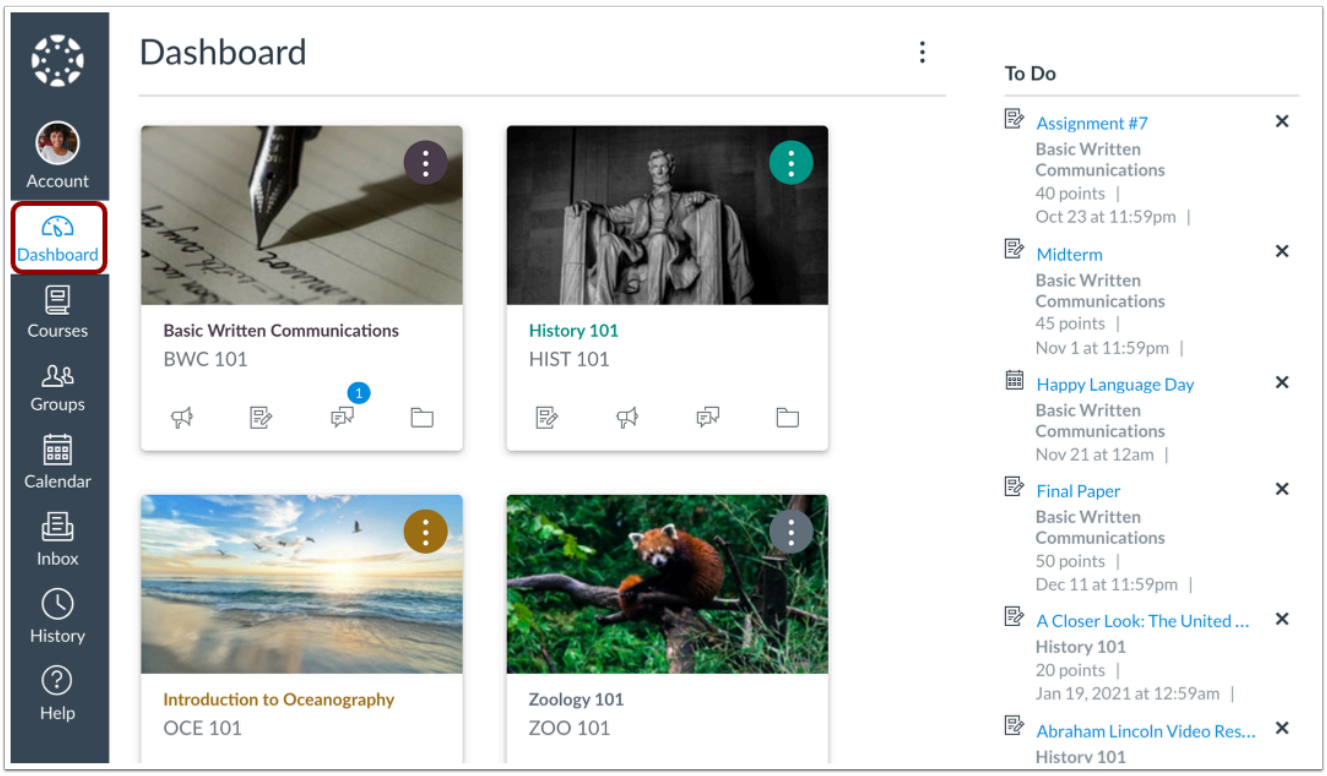
To enable dyslexia-friendly font, click the **Dyslexia-Friendly Font** toggle on.

View Dyslexia Font Set

The Canvas interface displays the OpenDyslexic font.

Note: You can also enable the **Use a dyslexia friendly font** feature option in User Settings.

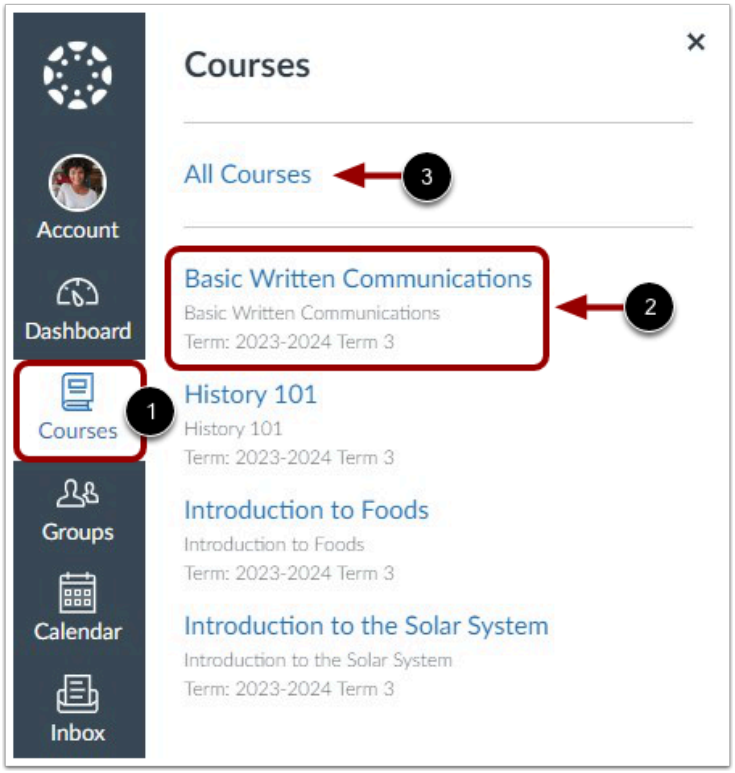
View Dashboard



The Dashboard is the landing page after you log in to Canvas. You may be able to view the Dashboard in a course view, list view, or recent activity view.

Learn more about using the Dashboard as a student, as an instructor, or as an observer/parent.

View Courses



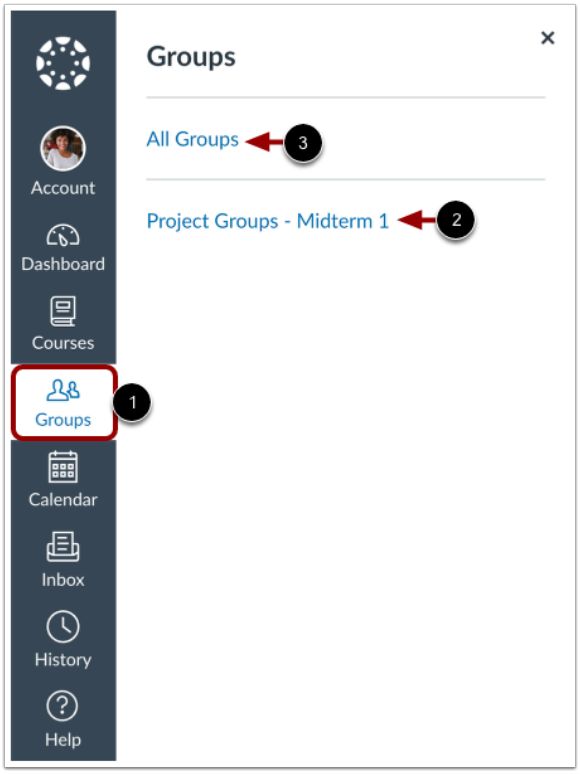
To view your courses, click the **Courses** link [1]. The Courses menu displays a list of your favorite courses, or, if you haven't selected any favorite courses, the menu displays current courses where you are enrolled.

If you are an instructor, the Courses menu is organized by published courses and unpublished courses.

For each course, you can view the course name, term details, associated Student Information System ID (SIS ID), and section enrollment details [2]. To view a course, click the course name link.

To customize your courses list or view all your Canvas courses, click the **All Courses** link [3].

View Groups



If you are enrolled in Groups, view your groups in the **Groups** link [1]. A menu will expand and display all groups in current courses where you are enrolled as a member.

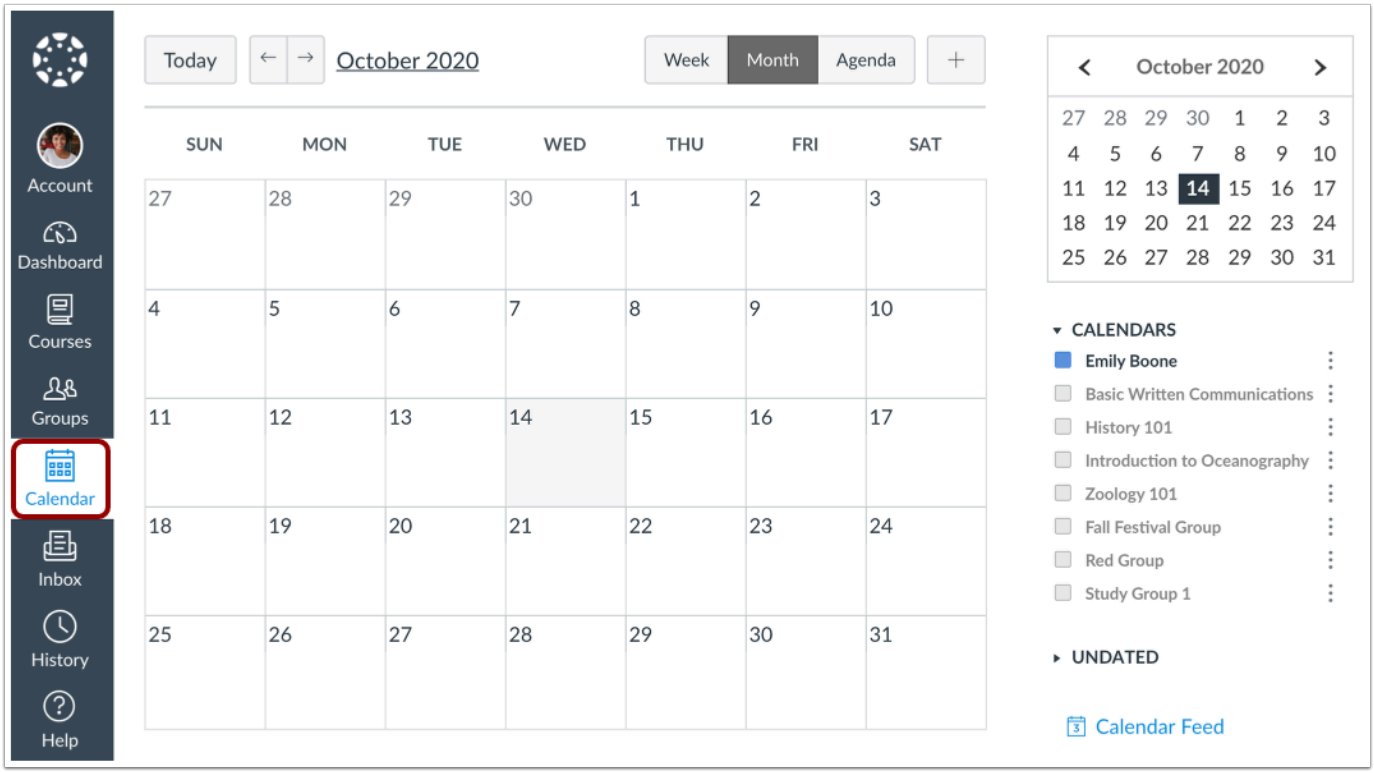
To view a group, click the name of the group [2].

To view all your groups, click the **All Groups** link [3].

As a student, you can learn more about viewing student groups and using groups.

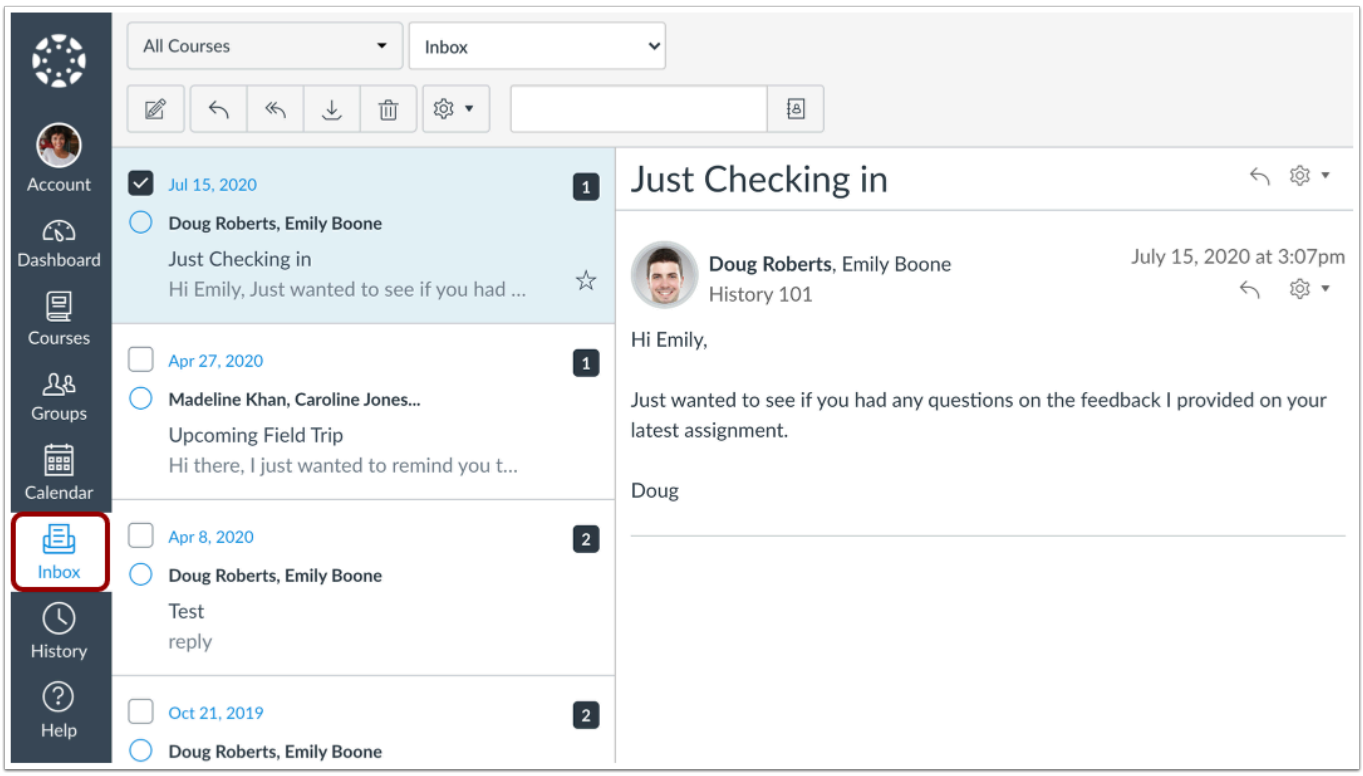
As an instructor, you can learn more about viewing instructor groups as an instructor and viewing course groups.

View Calendar



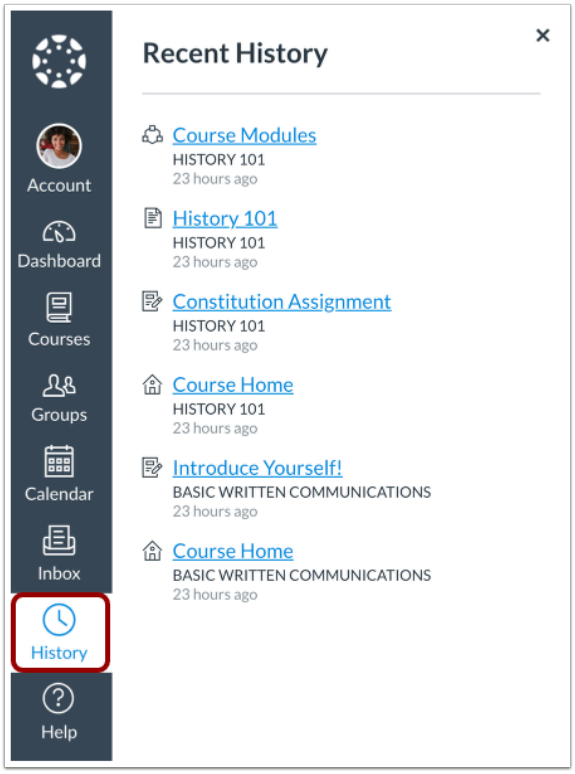
To view your Calendar, click the **Calendar** link.

View Inbox



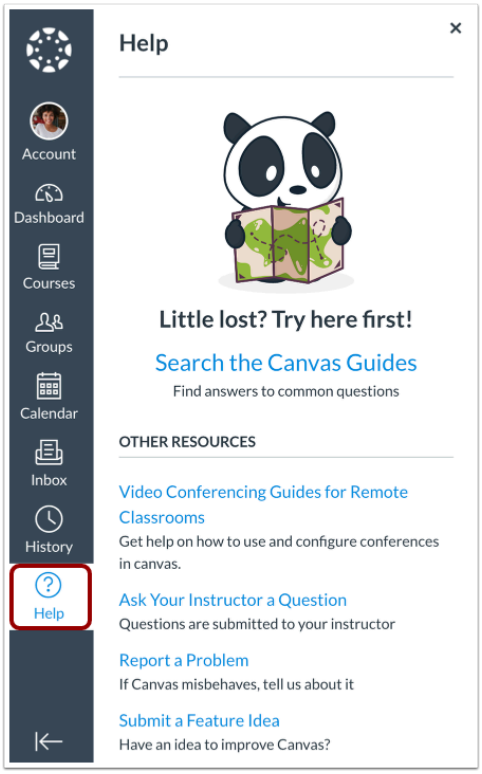
To view your Conversations Inbox, click the **Inbox** link. Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.

View History



To view your recent Canvas course page view history, click the **History** link. Recent History displays up to three weeks of your Canvas course page view history.

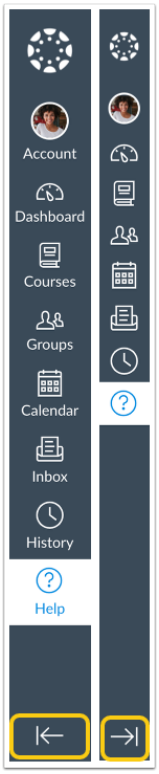
View Help



To get help with Canvas, click the **Help** link. Select the help option that is relevant to your needs.

Note: Depending on your institution settings, the Help menu may display different options.

Collapse Global Navigation Menu



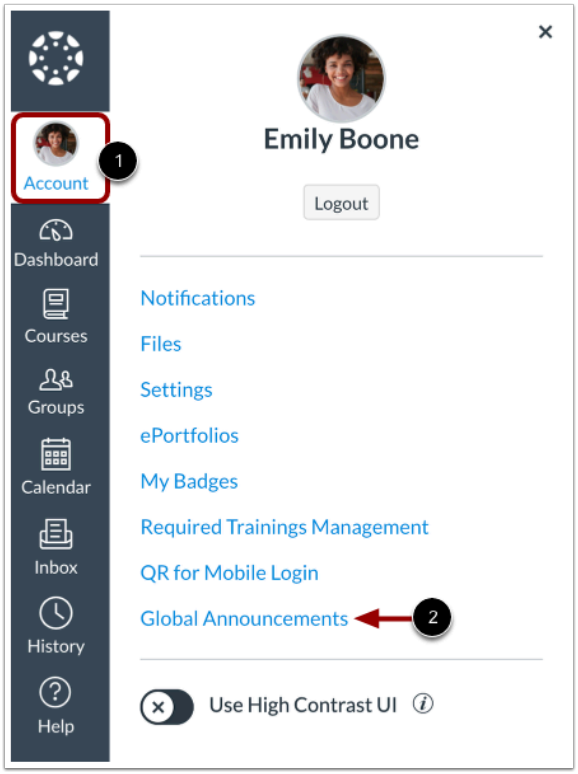
To expand or collapse the Global Navigation menu, click the **arrow** icon.

The Global Navigation Menu automatically collapses for tablet screens.

How do I view the Global Announcements page?

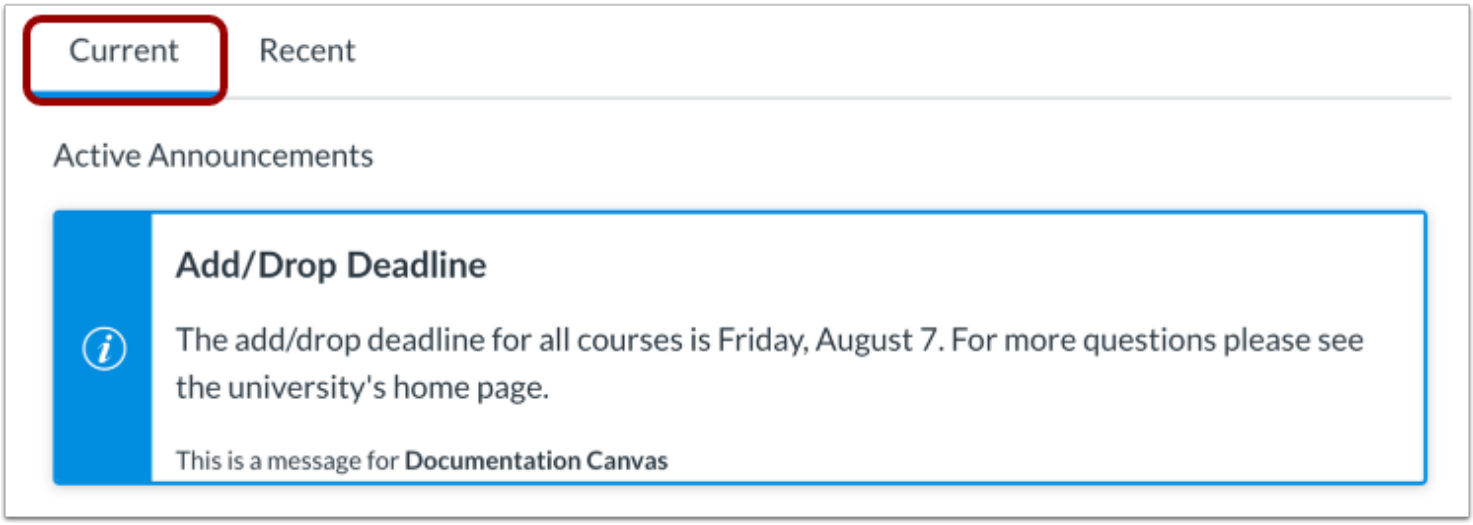
You can view current and recent global announcements on the Global Announcements page. Global announcements are announcements created by an admin user at your institution and display on the Dashboard to all applicable user roles. The Global Announcements page displays global announcements that are currently active, announcements that you dismissed from the dashboard, and announcements from the past four months.

Open Global Announcements



In the Global Navigation menu, click the **Account** link [1], then click the **Global Announcements** link [2].

View Current Announcements

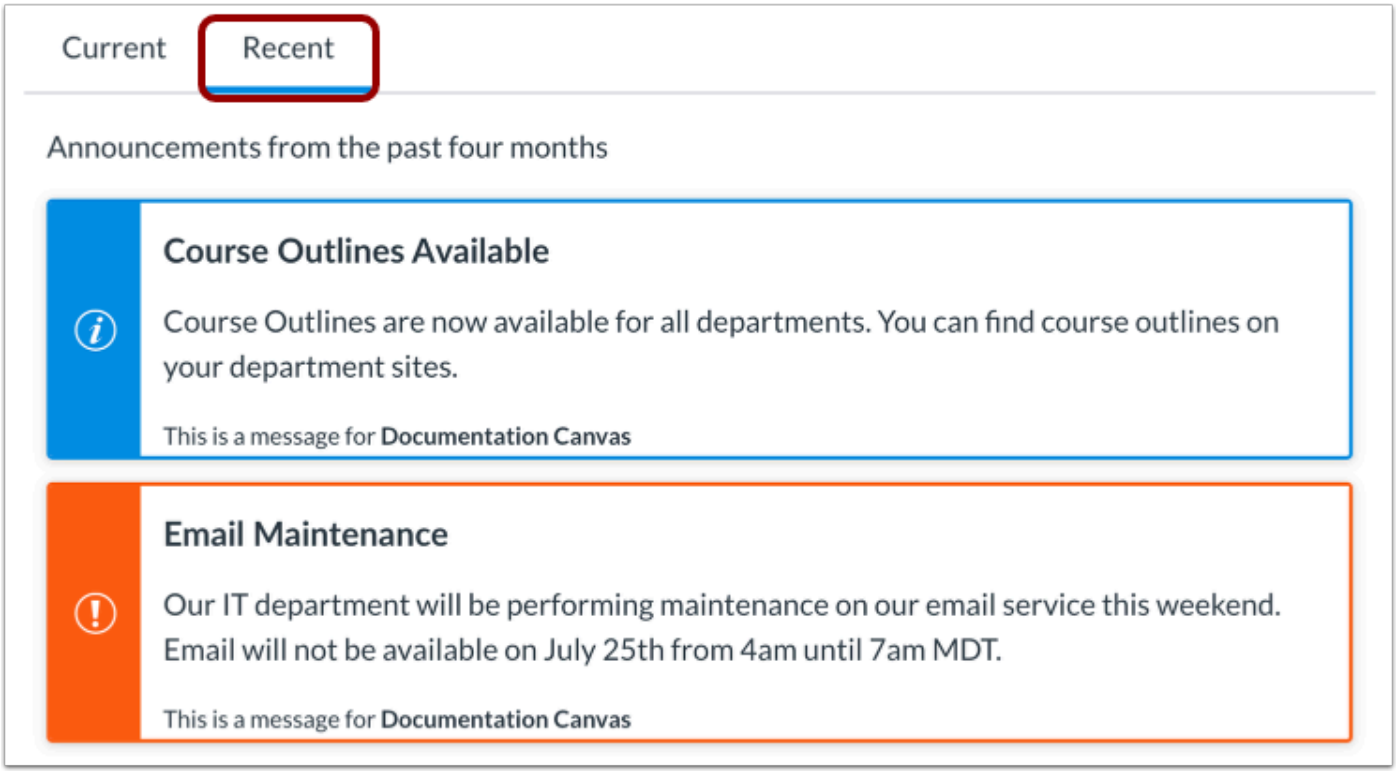


To view currently active announcements, click the **Current** tab.

There are five announcement types for global announcements:

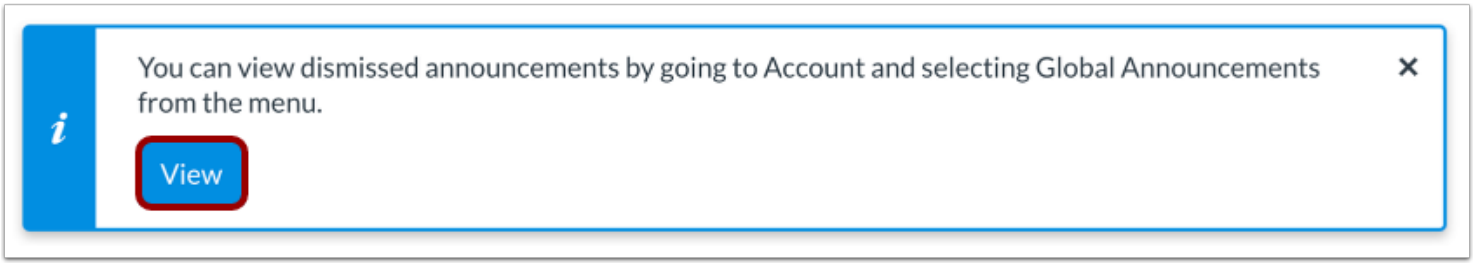
- A blue announcement with an *i* icon indicates an information announcement type.
- A red announcement with an exclamation icon indicates an error announcement type.
- An orange announcement with an exclamation icon indicates a warning announcement type.
- A blue announcement with a question icon indicates a question announcement type.
- A blue announcement with a calendar icon indicates a calendar announcement type.

View Recent Announcements



To view announcements from the past four months, click the **Recent** tab.

View Dismissed Announcement



When you dismiss a global announcement, Canvas displays a message notifying you that you can view the announcement on the Global Announcements page. To view the announcement, click the **View** button.

How do I view my recent page view history in Canvas?

As a student, you can view a list of your recent Canvas course page views from the History link in Global Navigation. The Recent History list displays your page view activity from the last 30 days.

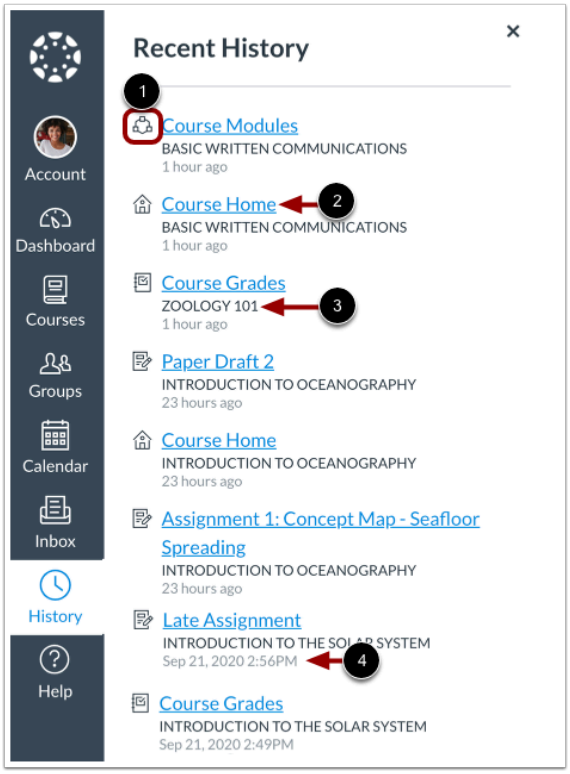
Notes:

- If you are an instructor and you remove a page from a course, Recent History displays the page view, but the link is no longer valid. Course content should be completed and verified before the course is published for students.
- If you are an admin, your Recent History displays a list of pages you have viewed for yourself directly in Canvas courses. Additionally, acting as a user displays the recent history for the user, not the page views you create.
- Page history displayed in Recent History is the same as what's found in a user's page views or the user access report.
- Recent History is not available in the Canvas Beta or Test environments. If accessed in those environments, the page will instead link to the Canvas Guides article about using Beta or Test instances.

Open History

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

View Recent History

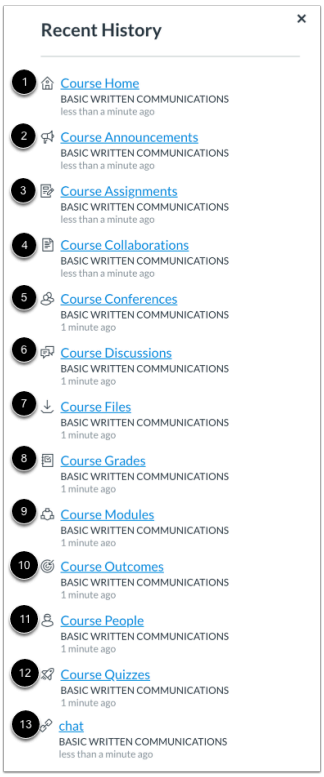


Recent History displays your page view activity from the last 30 days.Page views are shown in chronological order, with the most recent activity listed first.

List items display the following information:

- **Activity Icon** [1]: the Canvas feature or course activity type
- **Course Link** [2]: the name of the course content area or content item name
- **Course Name** [3]: the name of the course in which you viewed the item; if set, the course nickname displays
- **Viewed Date** [4]: the date and time when you viewed the page; if the page view occurred within the last 24 hours, a time stamp of [n] hours ago displays

View Recent History Icons



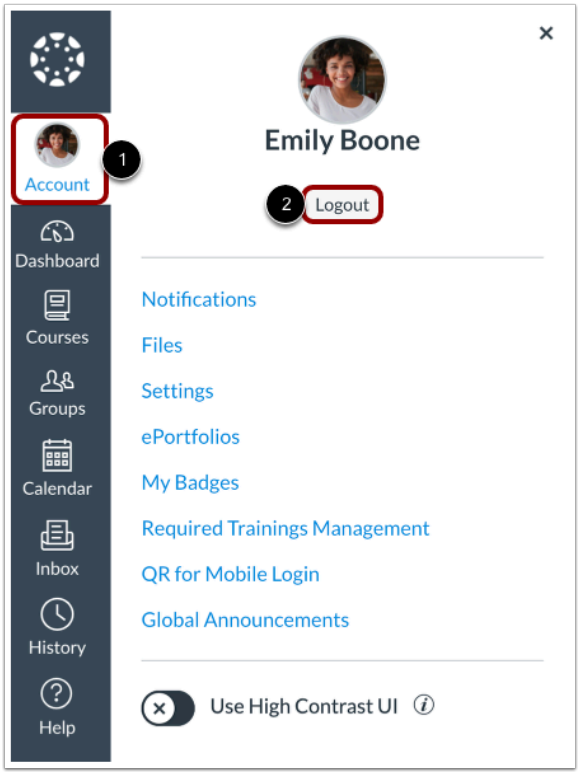
The following icons display in Recent History:

- **Home** [1]: viewed a course home page
- **Announcements** [2]: viewed a course or group Announcements page or a course or group announcement
- **Assignments** [3]: viewed a course Assignments Index page or an assignment
- **Pages/Collaborations** [4]: viewed a course or group Pages Index page, Collaborations page, course or group page, or course or group collaboration
- **Conferences** [5]: viewed a course or group Conferences page
- **Discussions** [6]: viewed a course or group Discussions page or a course or group discussion
- **Files** [7]: viewed a course, group, or user Files page or a course, group, or user file
- **Grades** [8]: viewed a course grades page
- **Modules** [9]: viewed a course Modules page
- **Outcomes** [10]: viewed a course Outcomes page
- **People** [11]: viewed a course People page
- **Quizzes** [12]: viewed a course Quizzes page or a quiz
- **External Tools (LTI)** [13]: viewed an external tool from Course Navigation or opened an LTI in the course

How do I log out of Canvas?

When you are finished accessing Canvas, you can log out of your account.

Log Out



In Global Navigation, click the **Account** link [1], then click the **Logout** button [2].

Inbox

How do I use the Inbox?

The Canvas Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type.

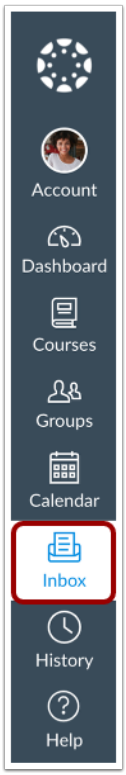
The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

Learn more about the Inbox.

Notes:

- If you right-click or option-click on the Inbox link, you can open your Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
- Users display in conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you cannot message users in that course.

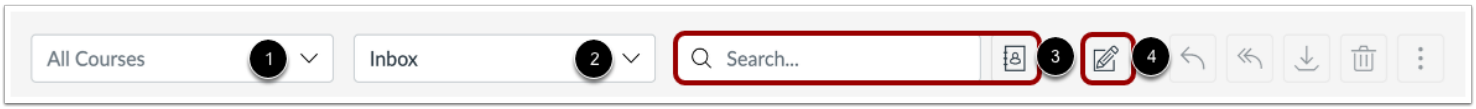
Open Inbox



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

If the Inbox link includes a numbered indicator, the indicator shows how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Inbox Toolbar

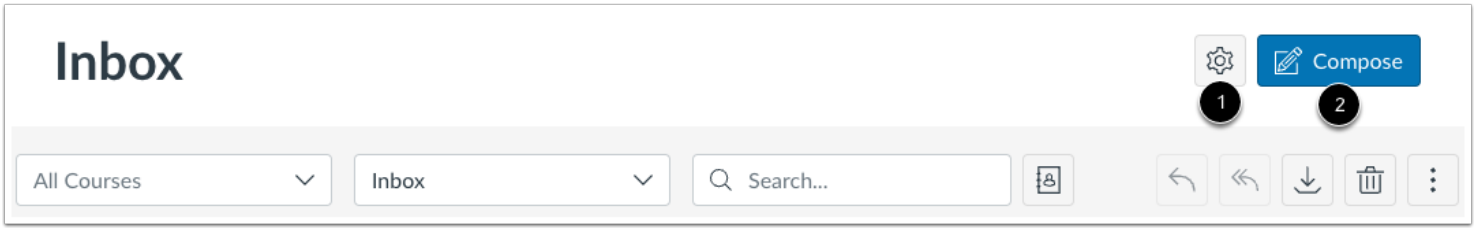


The toolbar includes global message options. To load conversations, filter your messages by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments.

You can search for conversations by user in the **Search by user** field [3].

To compose a message, click the **Compose** icon [4].

View Optional Toolbar

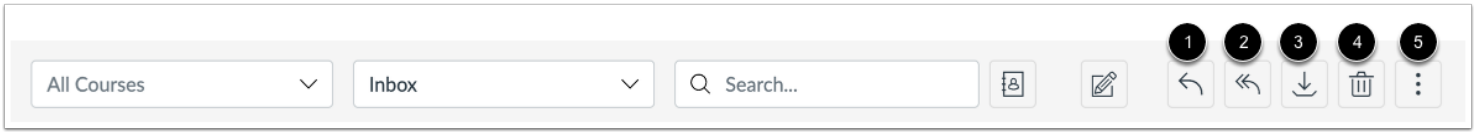


If your admin has enabled Inbox settings, the toolbar displays a Settings icon and a Compose button. Inbox settings allow you to generate automatic replies or add a signature.

To manage Inbox settings, click the **Settings** icon [1].

To compose a message, click the **Compose** button [2].

Manage Conversations

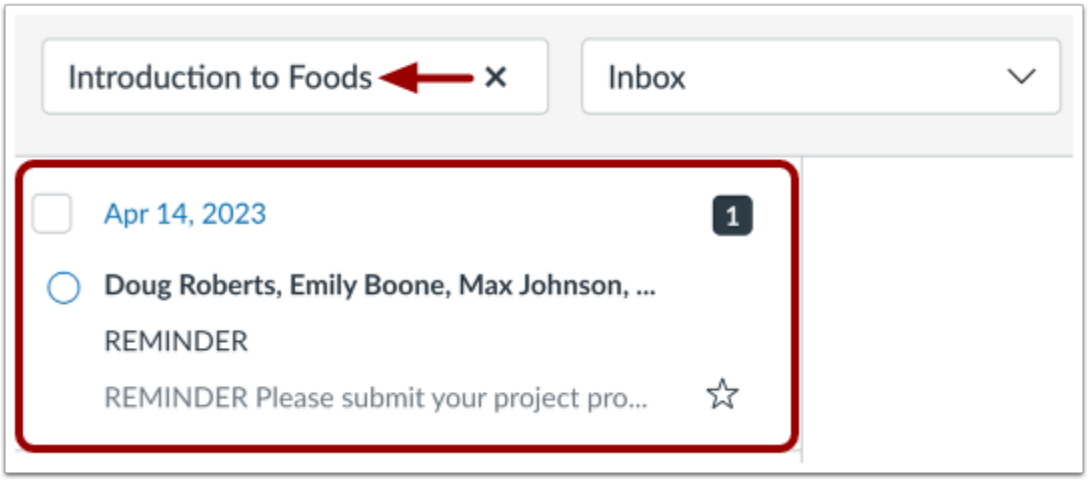


Once you have selected a conversation, you can use the other options in the toolbar to:

- Reply to a conversation [1]
- Reply-all to a conversation [2]
- Archive a conversation [3]
- Delete a conversation [4]

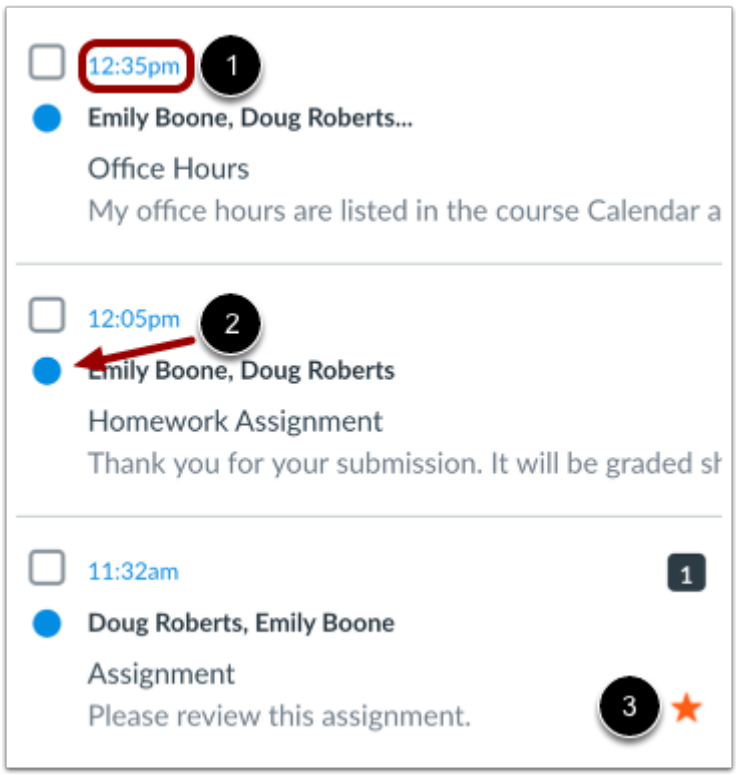
To forward a conversation, mark a conversation as read or unread, and star conversations, click the **More Options** icon [5].

View Inbox Panels



Conversations for your selected course and Inbox filter appear in the left Inbox panel.

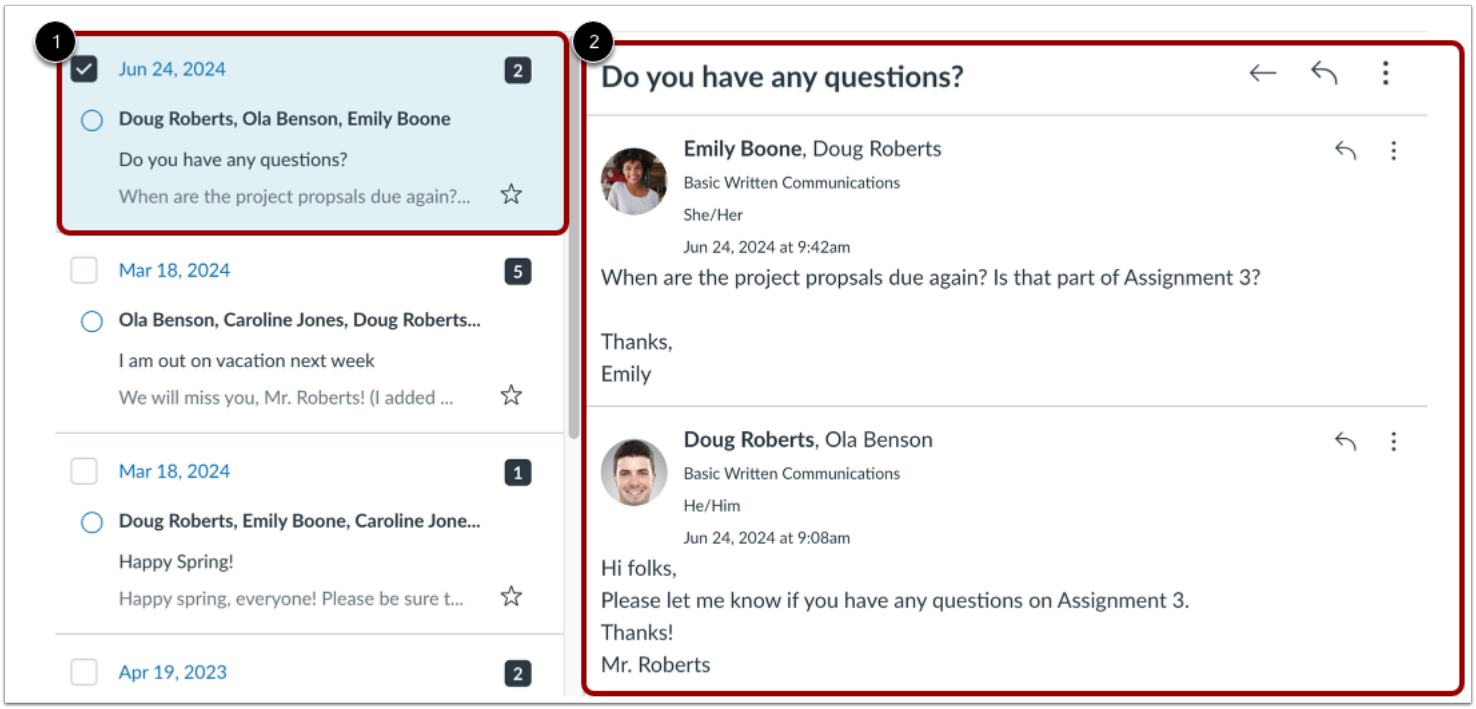
View Conversations



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

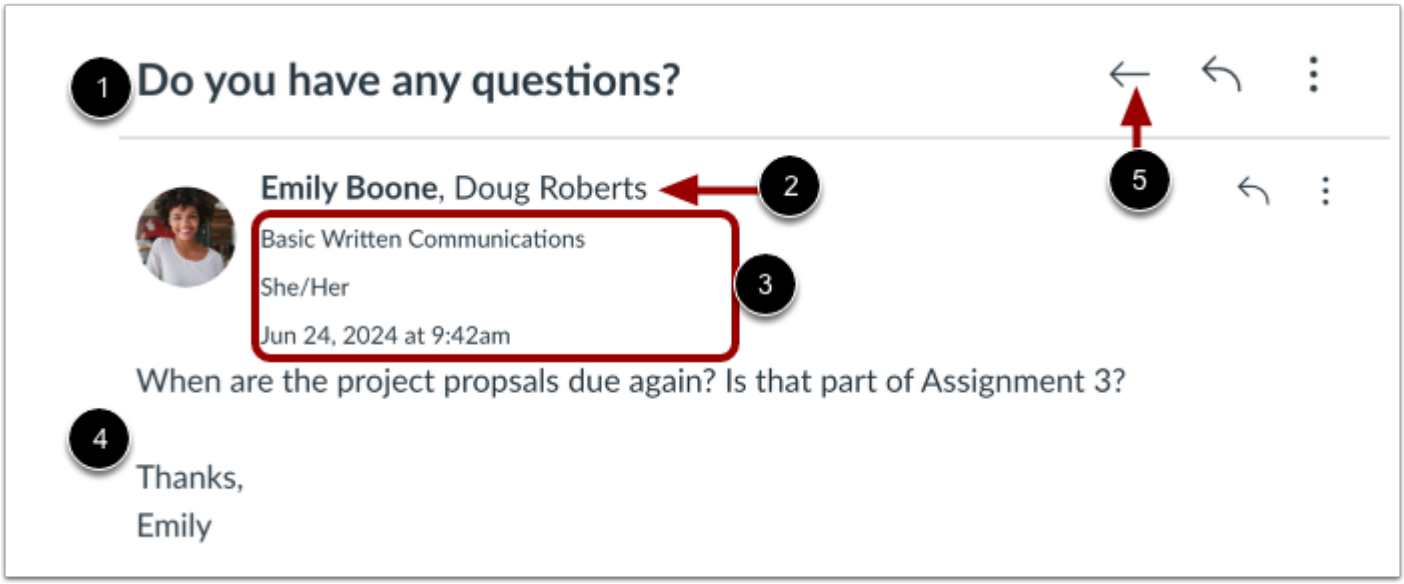
You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation [2]. To star a conversation, hover over the conversation and click the star to the right of the conversation [3].

View Conversation Thread



When you select a conversation [1], all messages in the conversations thread display in the right Inbox panel [2].

View Message Details



The conversation thread displays the title of the conversation [1].

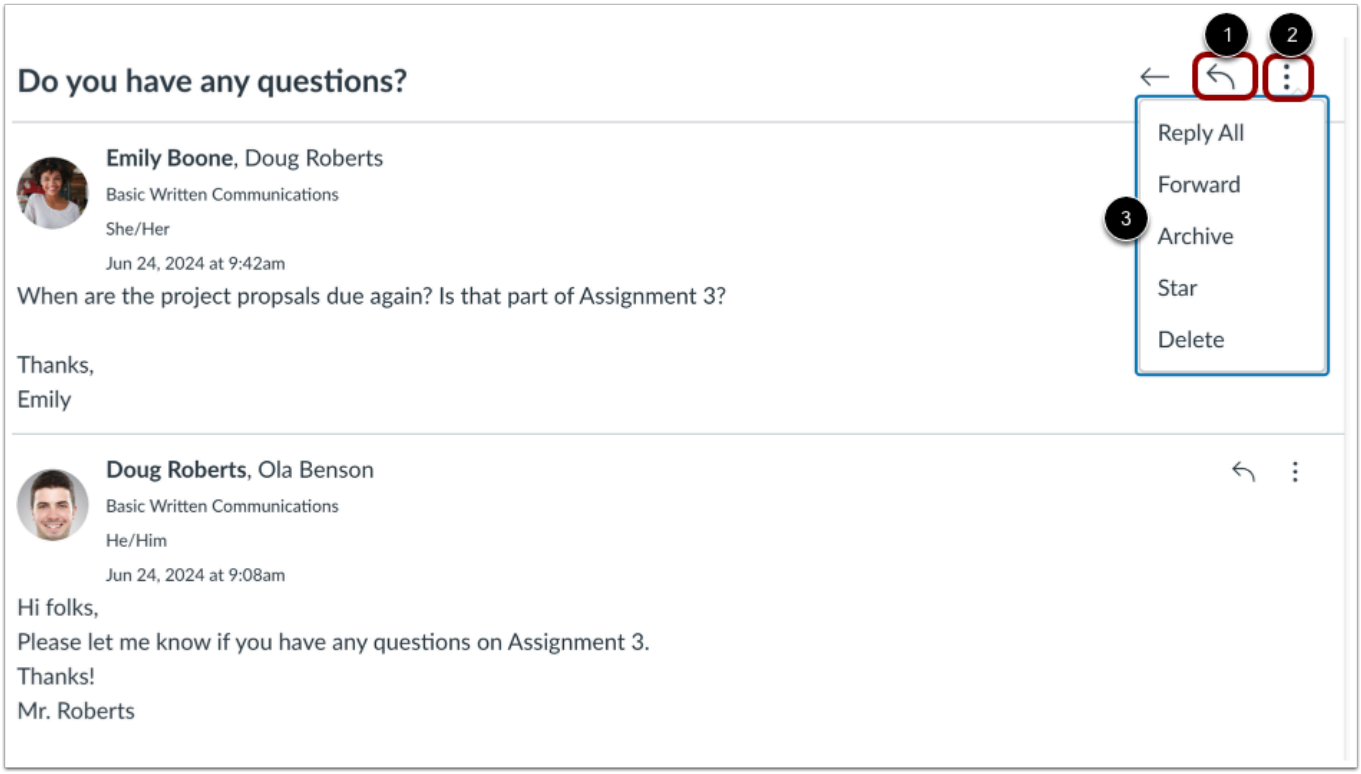
Each message within a conversation displays the names of the message participants, with the name of the sender in bold [2].

You can view the course name, the author's personal pronouns (if enabled), and the date and time the message was sent [3].

You can also view the message content [4].

To de-select a conversation, click the **Return** icon [5].

Manage Conversation Thread

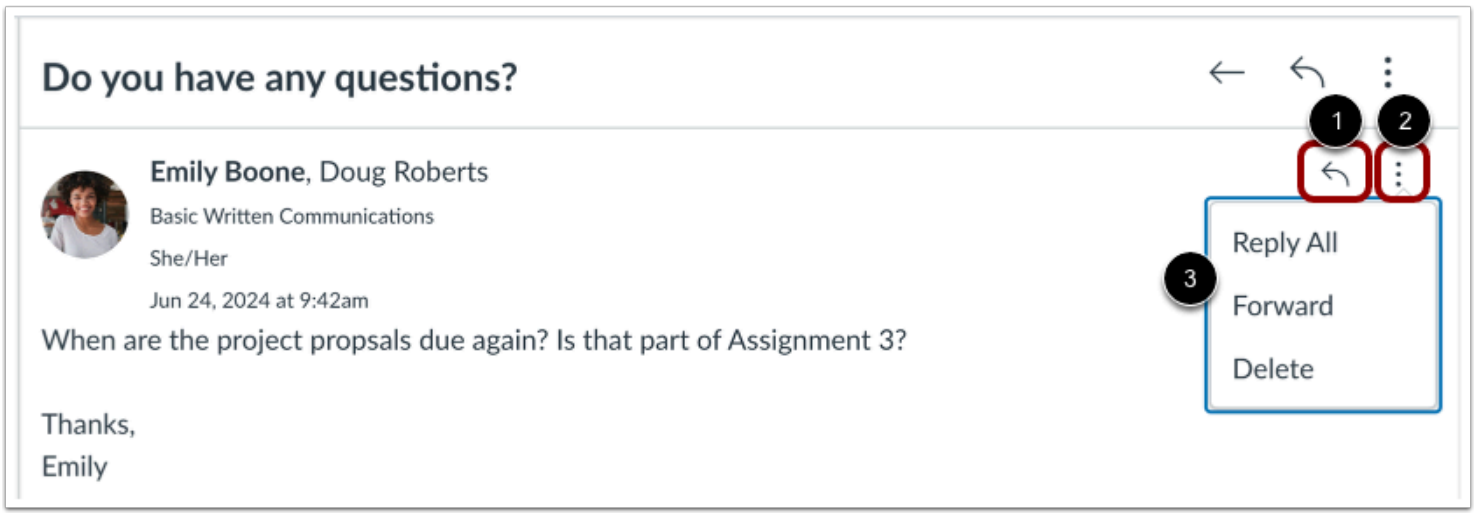


Within each conversation thread, you can reply, reply-all, forward, archive, star, or delete the entire conversation thread.

To reply to the latest message in a conversation, click the **Reply** icon [1].

To reply-all, forward, archive, star, or delete the entire conversation thread, click the **More Options** icon [2]. Then click one of the options [3].

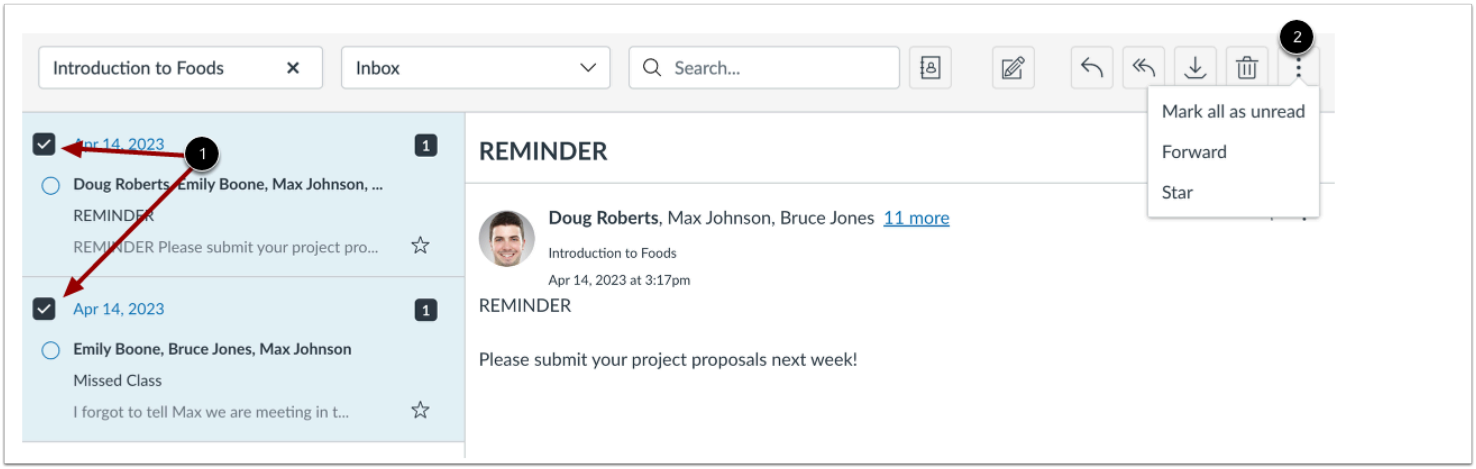
Manage Individual Message



You can manage an individual message within a conversation. To reply to a message within a conversation, click the **Reply** icon [1].

To reply-all, forward, or delete a message within a conversation thread, click the **More Options** icon [2]. Then click one of the options [3].

Select Multiple Conversations



To select multiple message conversations to archive, delete, mark as read, mark as unread, or star, click the checkbox for each message [1]. Then click the Inbox toolbar **More Options** icon [2], and select an option.

Note: To select or deselect conversations, you can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select or deselect.

How do I send a message to a user in a course in the Inbox?

In the Inbox, you can send a message to one user or multiple users in a course. If enabled by your institution, you can send a message to users with differentiation tags.

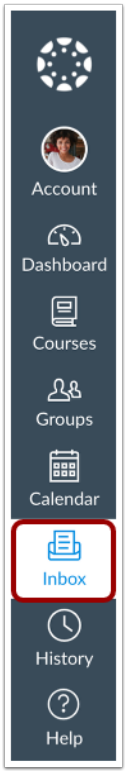
If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Learn more about the Inbox.

Notes:

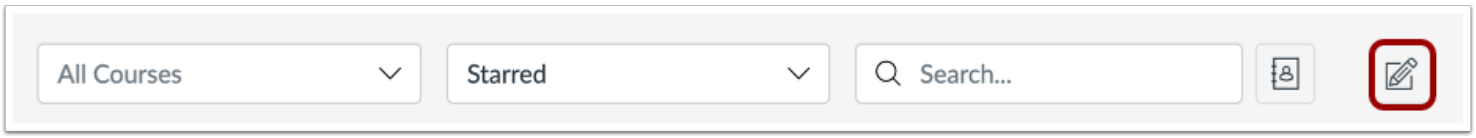
- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- You cannot send messages to users in concluded courses.

Open Inbox



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

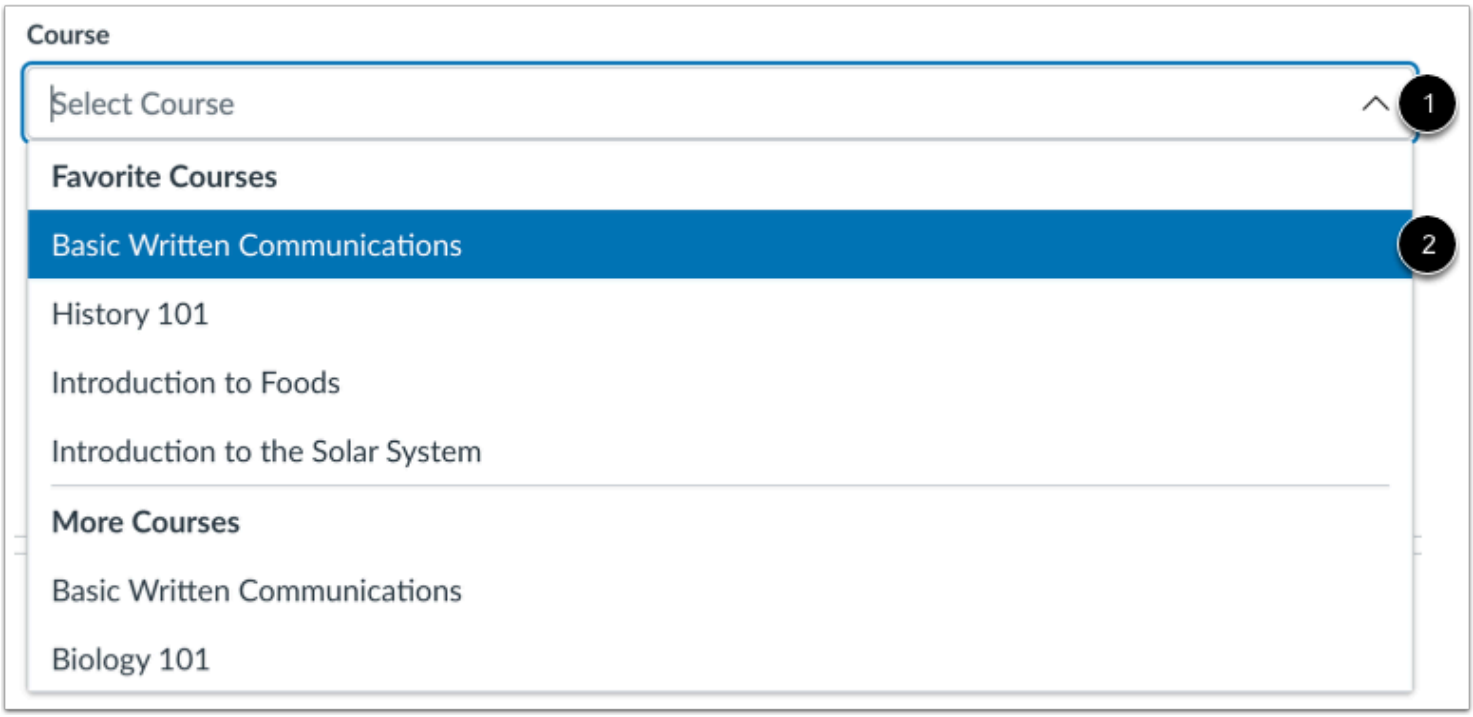
Compose Message



Click the **Compose** icon.

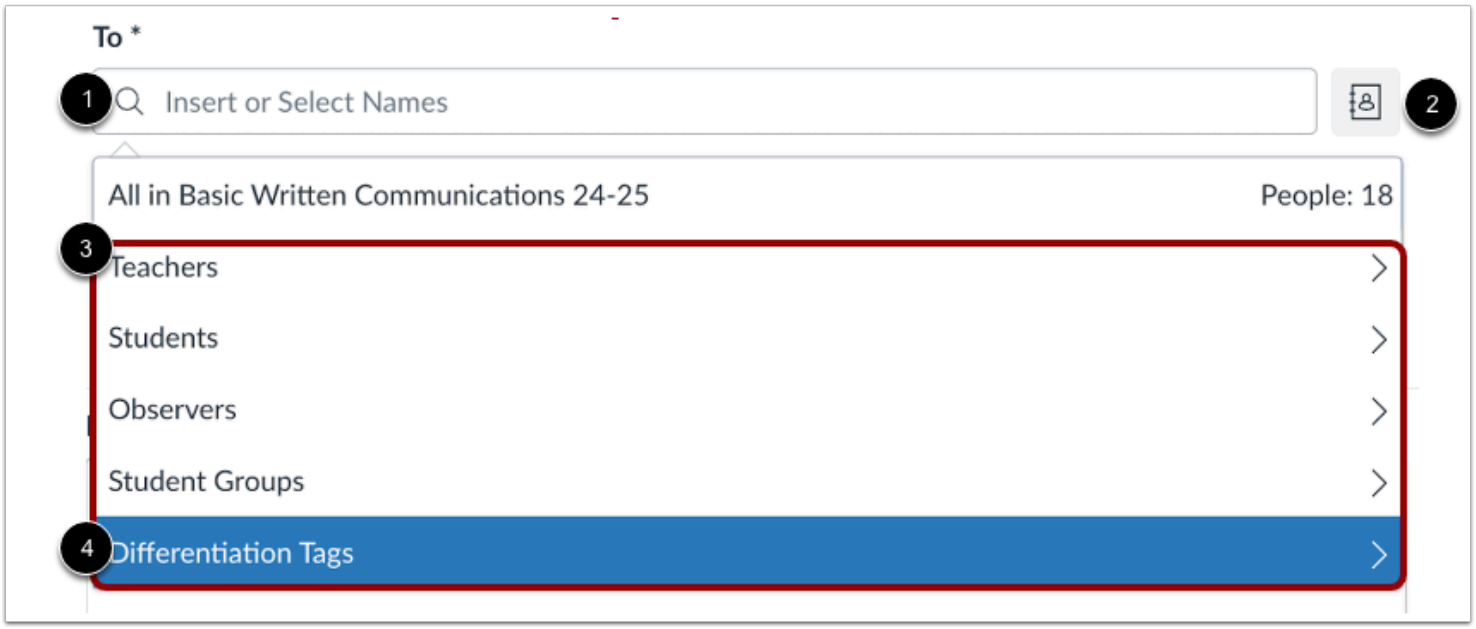
Note: The toolbar may appear different if your admin has enabled settings that allow the auto-response or signature. For more information, visit How do I manage my Inbox settings?

Select Course



In the **Course** drop-down menu [1], select the course where you want to send your message [2].

Add User

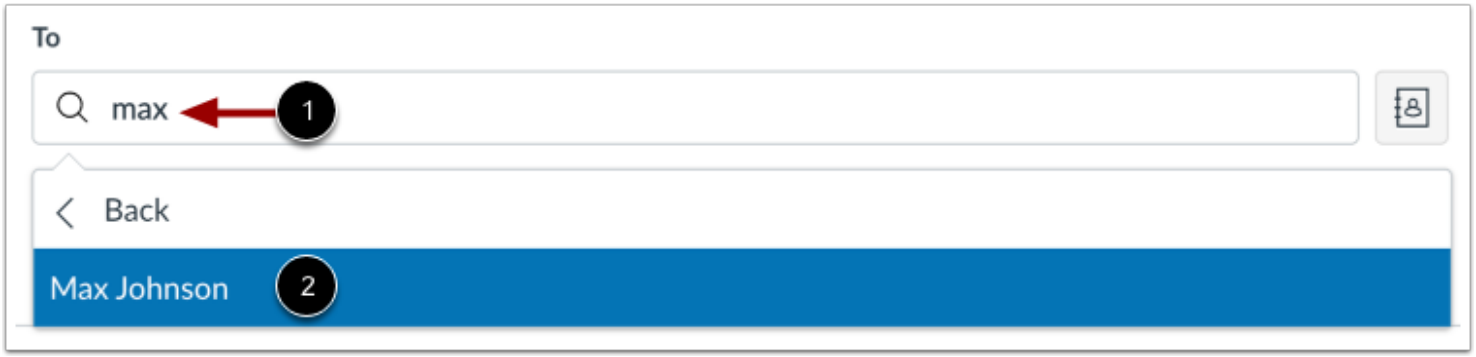


Search for the user in the **To** field [1]. Alternatively, you can locate and select a user by clicking the **Course Roster** button [2] or you can send messages to specific tag groups [3].

If enabled by your institution, you can send a message to users with differentiation tags [4].

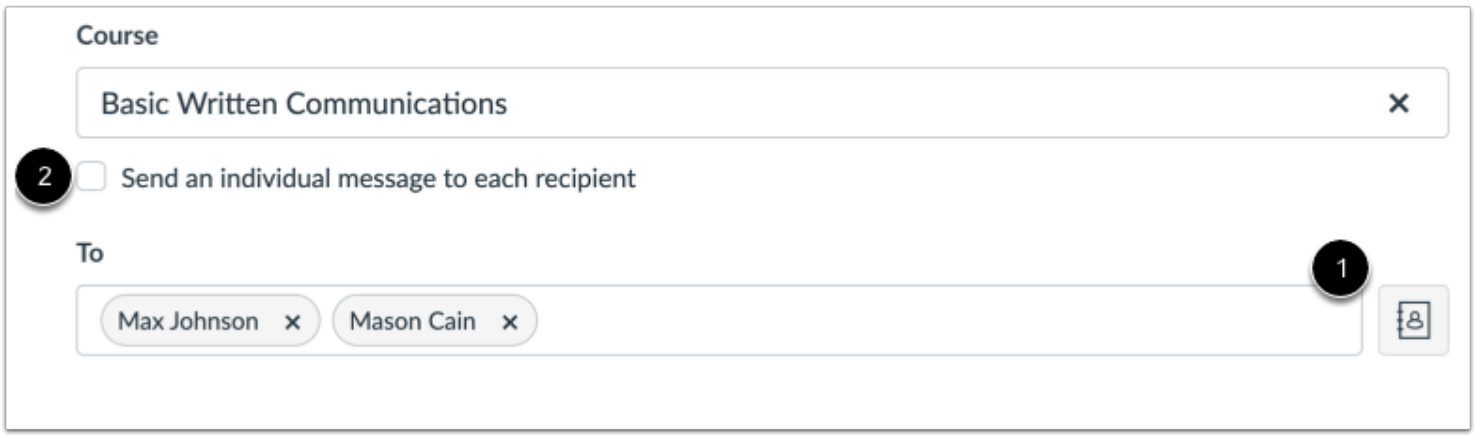
Note: When sending a message to students with differentiation tags, the Send an individual message checkbox is disabled. This prevents accidental exposure of which students are associated with a tag.

Search for User



To search for a user, type the user's name in the **To** field [1]. Select the user's name from the list [2].

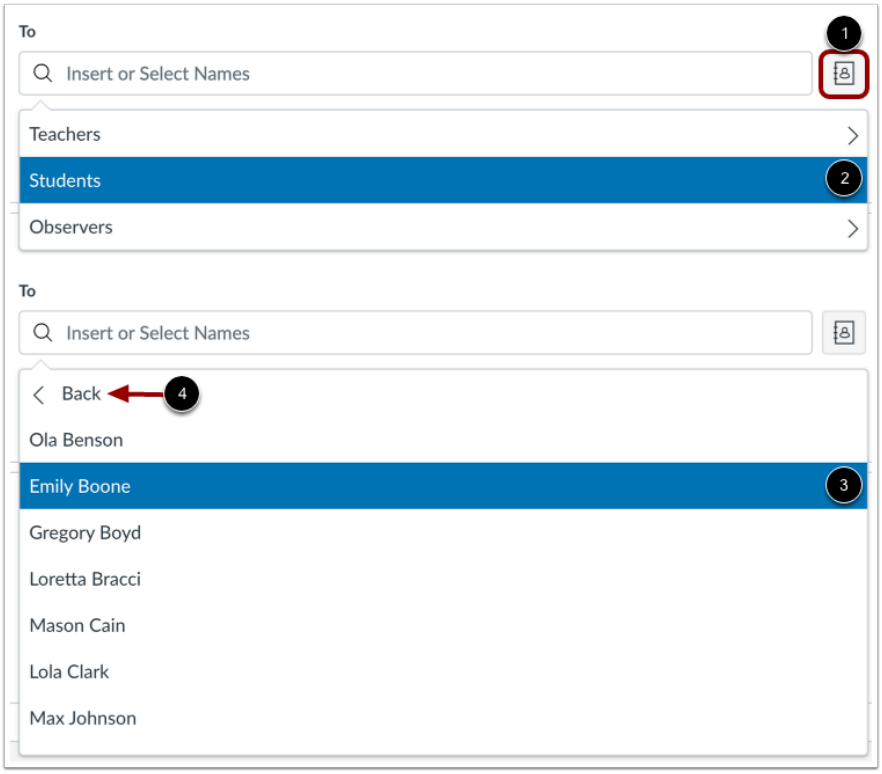
Add Multiple Users



To send a message to multiple users, add names of the users in the **To** field [1].

You can send an individual message to each recipient by clicking the **Send an individual message to each recipient checkbox** [2].

Use Address Book

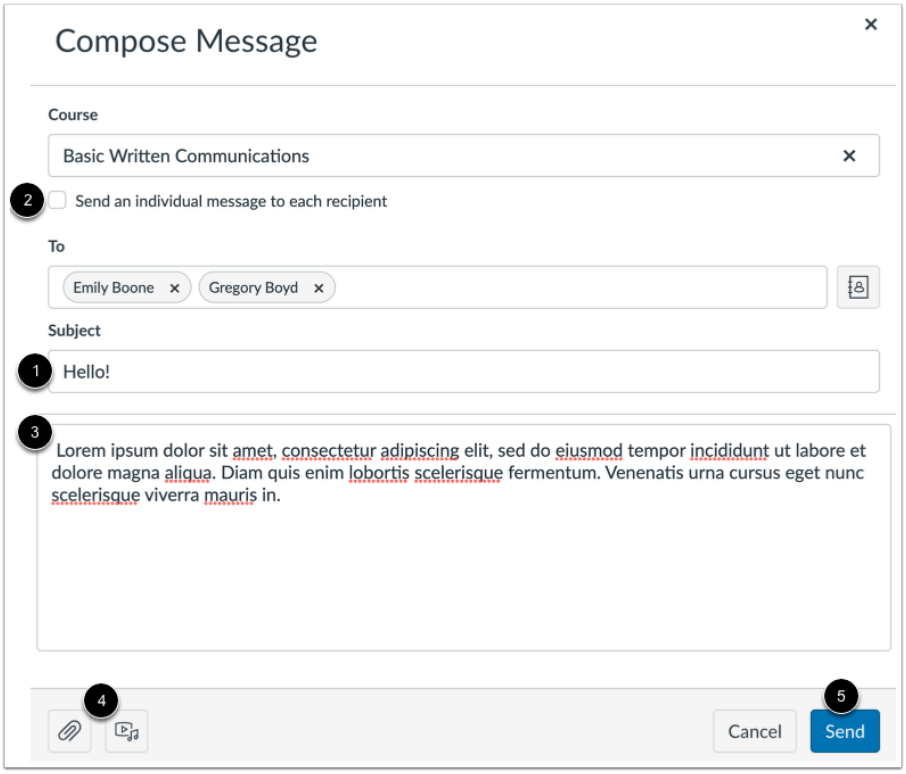


To add a user from the course roster, click the **Address Book** button [1]. Select the role of the user you'd like to add [2]. Then select the user's name [3]. Names are listed in alphabetical order by last name.

To add multiple users to your message, press the command key (Mac) or the control key (Windows) and click the name of the applicable users.

To navigate back to the course roster, click the **Back** option [4].

Send Message



In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. URLs included in a message automatically become clickable links after the message is sent.

To include an attachment or media file, click the **Attachment** or **Media File** buttons [4].

When you are finished, click the **Send** button [5].

How do I send a message to all course users in the Inbox?

You may be able to use the Inbox to send a message to all users in a course, all users in a specific role, or all users in a group.

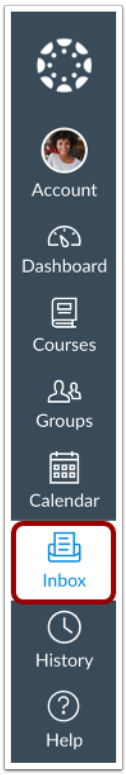
If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Learn more about the Inbox.

Notes:

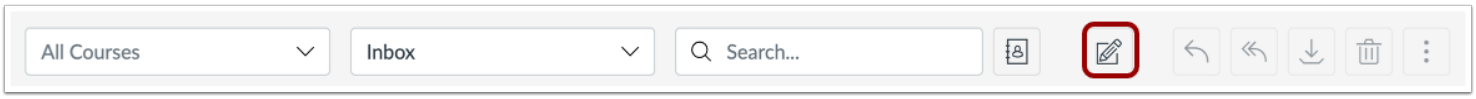
- Messaging all users is a course permission. If you cannot send a message to all users, your institution has restricted this feature.
- Once your course has concluded, you cannot send a message to all users.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.

Open Inbox



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

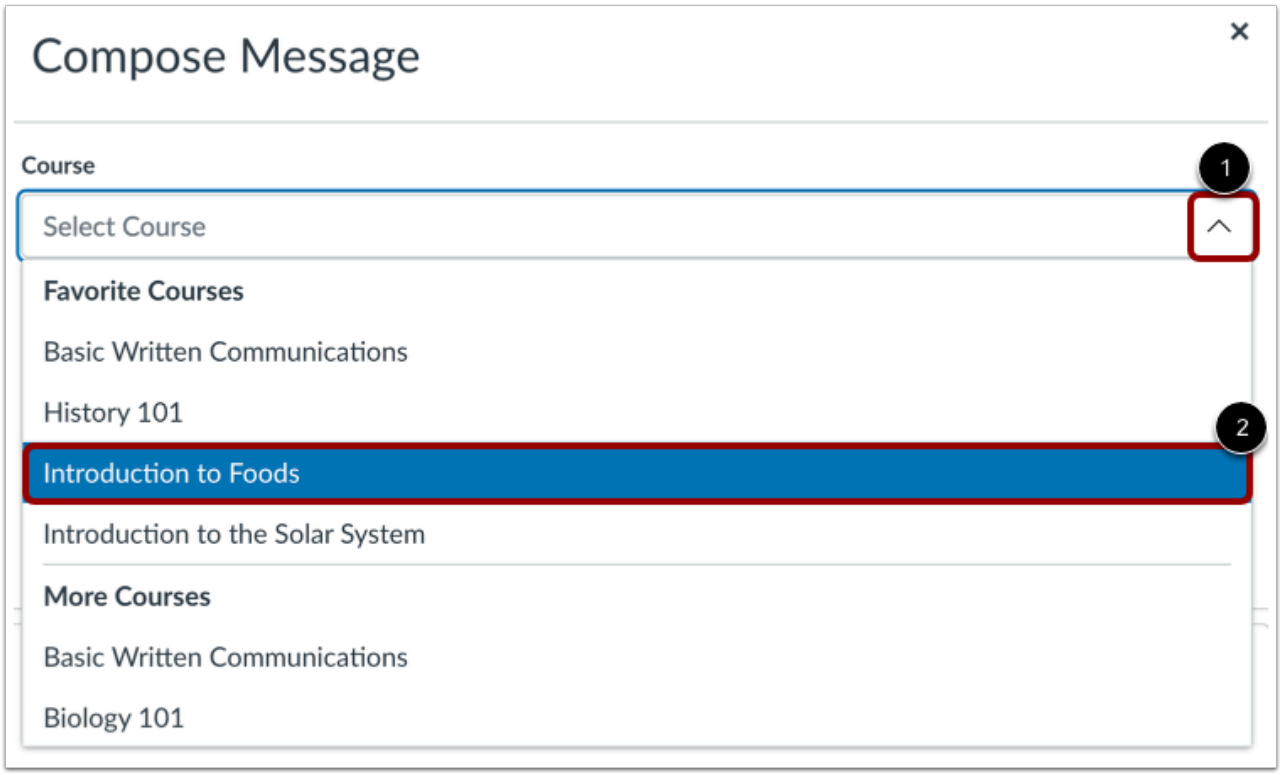
Compose Message



Click the **Compose** icon.

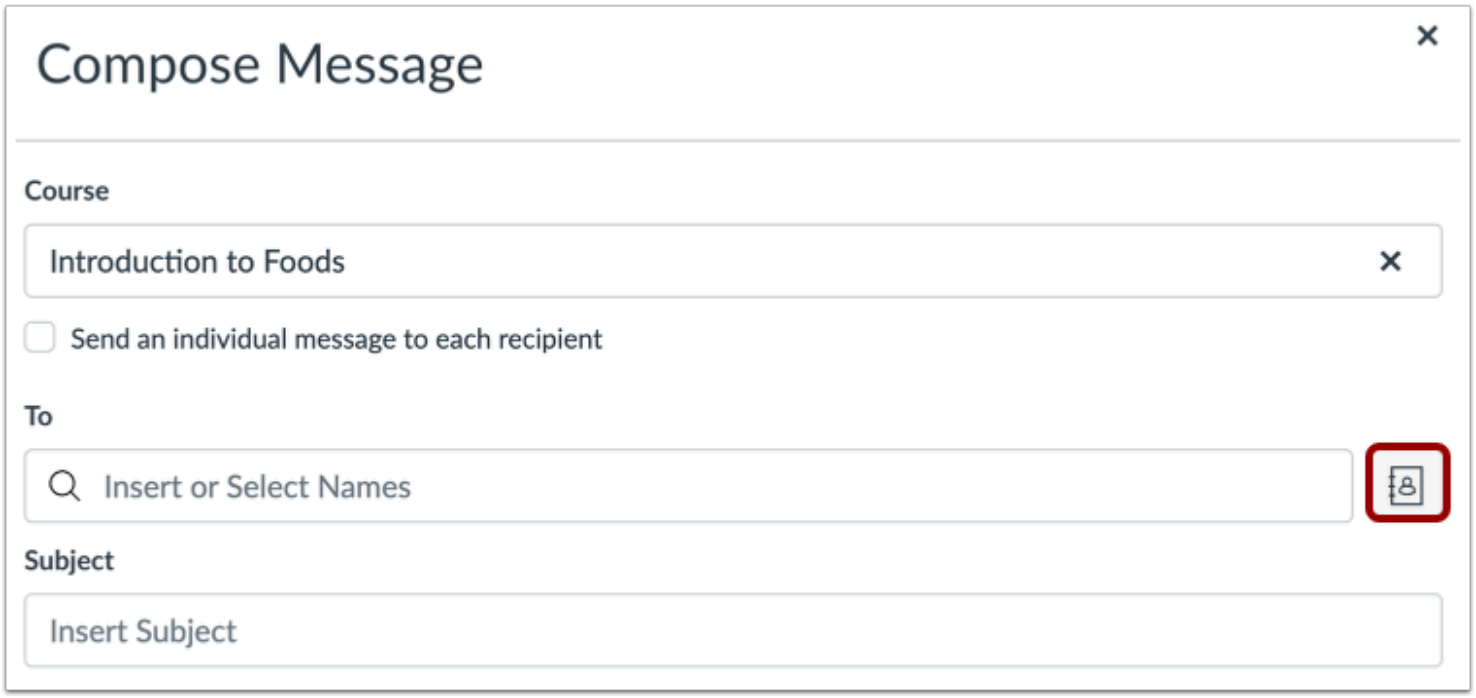
Note: The toolbar may appear different if your admin has enabled the auto-response or signature. For more information, visit How do I manage my Inbox settings as a student?

Select Course



In the **Course** drop-down menu [1], select the course where you want to send a message [2].

Open Address Book

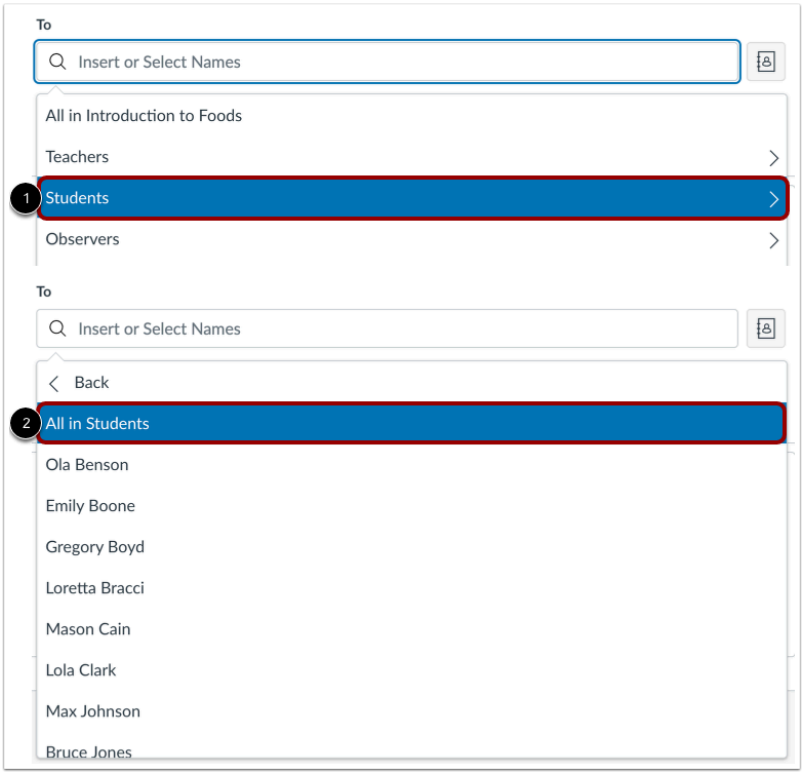


Click the **Address Book** button.

Select All Users in Course

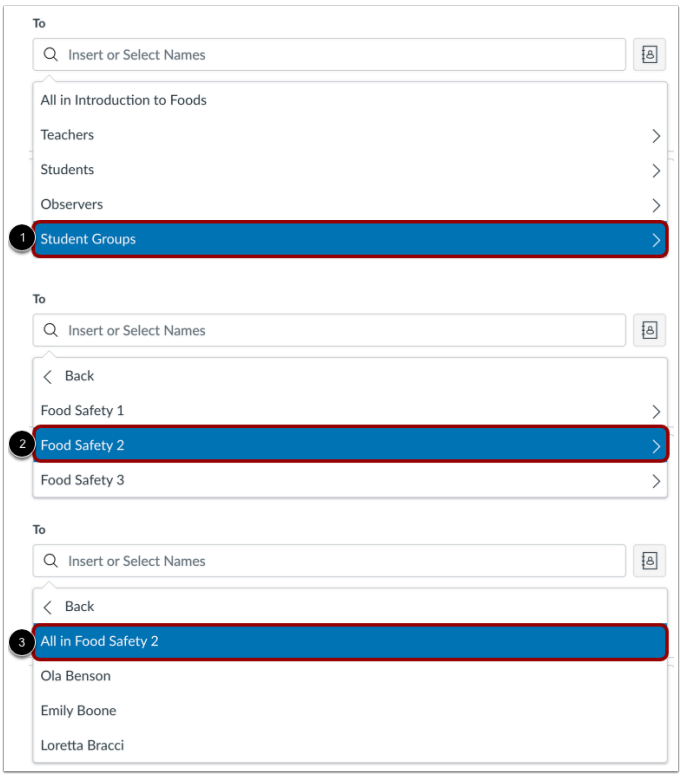
To send a message to all users in the course, select the **All in [course name]** option.

Select User Role



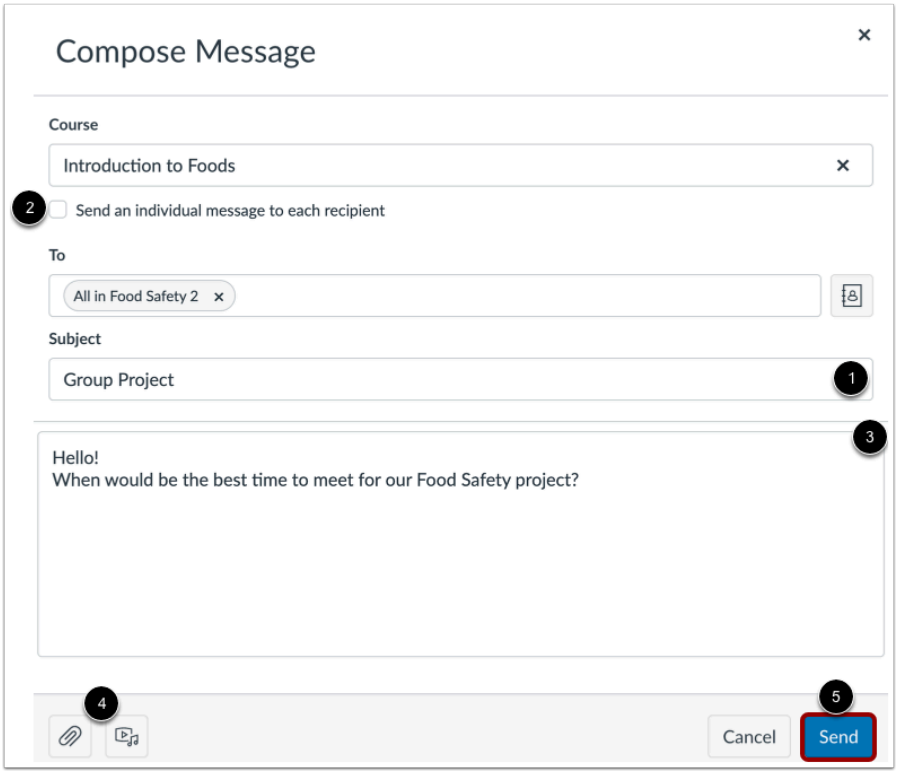
To send a message to all members with a specific user role, click the name of that role [1] and then click the link for all users with that role [2].

Select Group



To send a message to all members with a specific group, click the **Student Groups** option [1], click the name of the group [2], and then click the **All in [group]** option [3].

Send Message



In the subject line field [1], enter a subject line for your message.

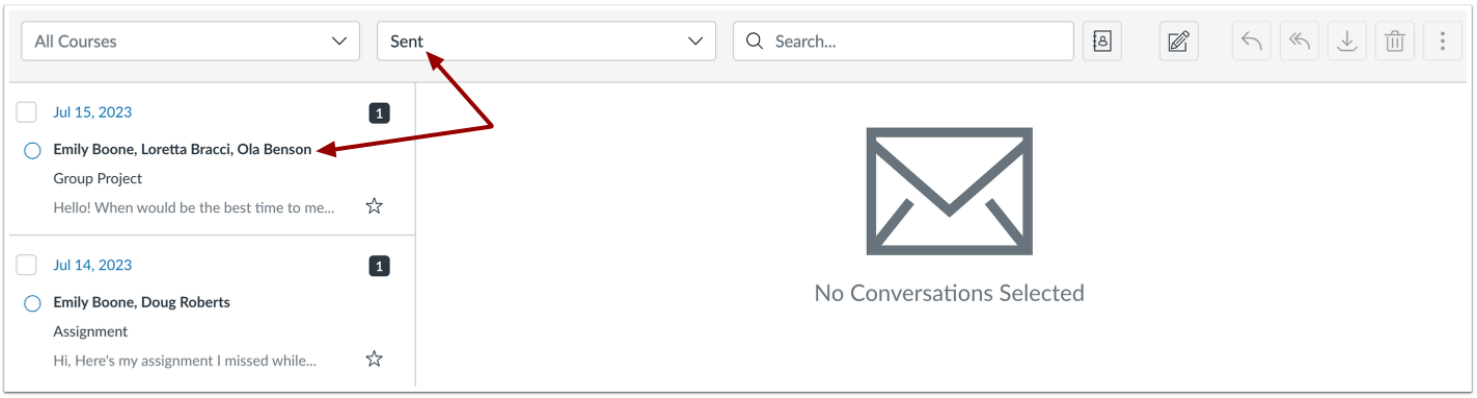
If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox is selected by default.

In the message field [3], type your message. All content is sent in plain text. URLs included in a message automatically become clickable links after the message is sent.

If you want to include an attachment or media file, click the **Attachment** or **Media File** buttons [4].

When you are finished, click the **Send** button [5].

View Message



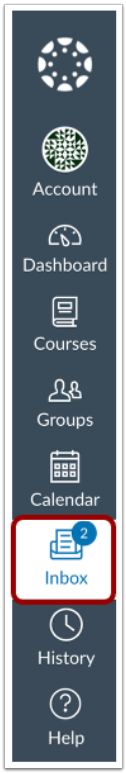
Your message will appear at the top of your **Sent** folder. When someone replies to your message, the message will be shown in the Inbox.

Note: You can reply to the recipient or reply-all to everyone in the class.

How do I find my unread messages in the Inbox?

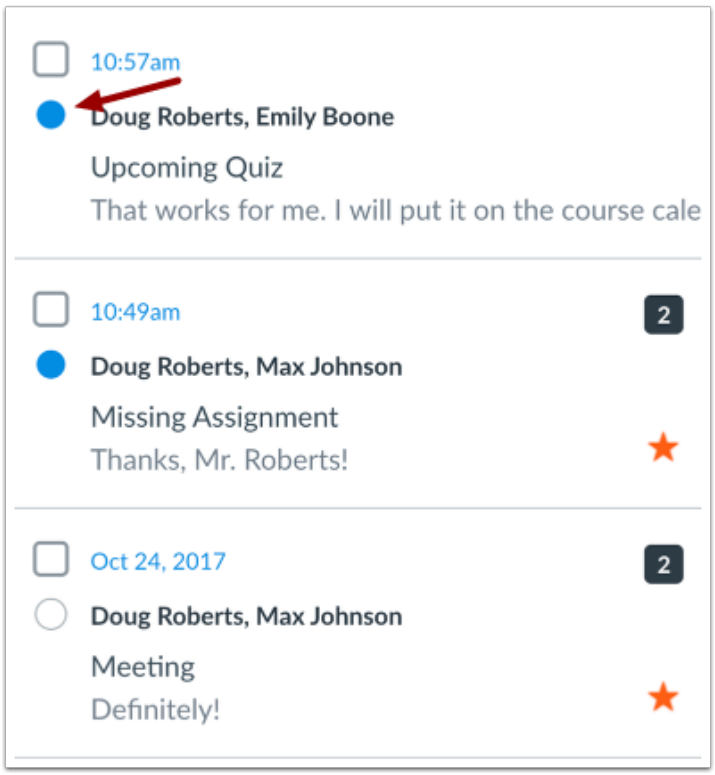
You can view all unread messages in your Inbox. You can also filter messages to show only unread messages.

Open Inbox



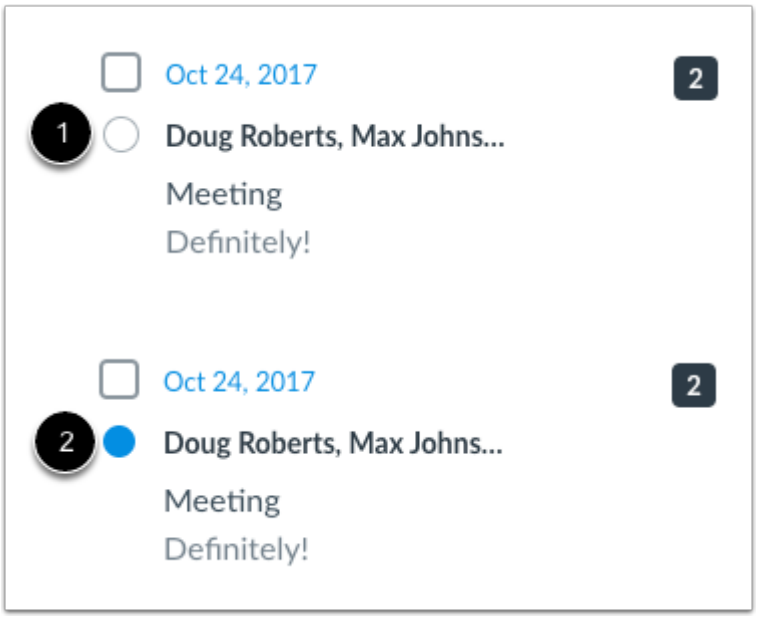
In Global Navigation, click the **Inbox** link.

View Unread Message



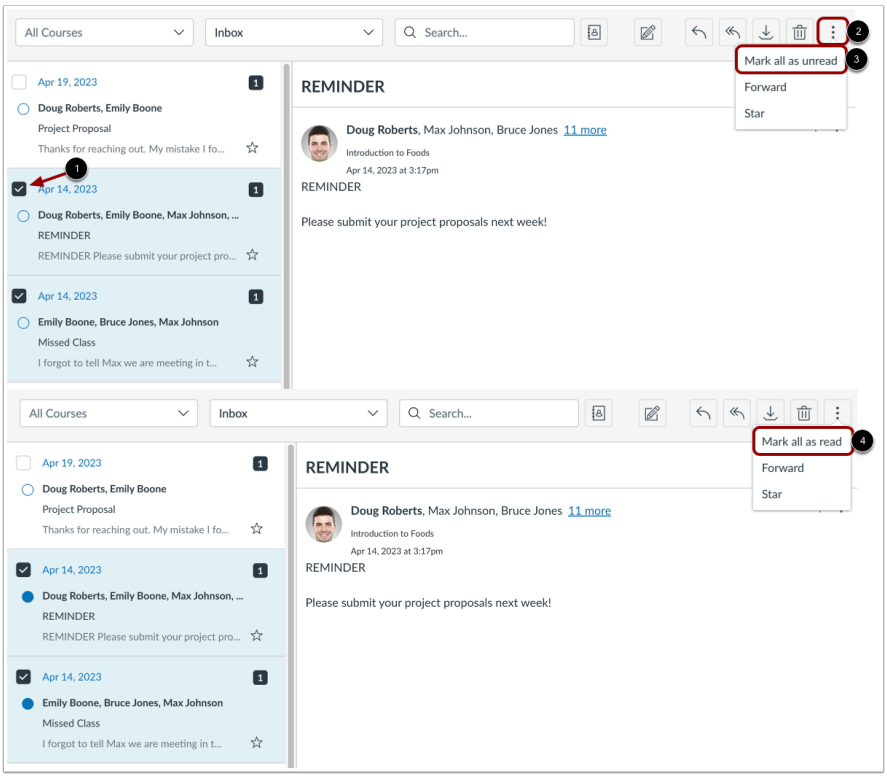
All unread messages have an indicator next to the message. Once a Conversation has been read, the blue dot changes to a gray circle.

Mark as Unread



If you want to mark a conversation as unread, click the read indicator [1]. The message will now show the unread indicator [2].

Mark Multiple Messages

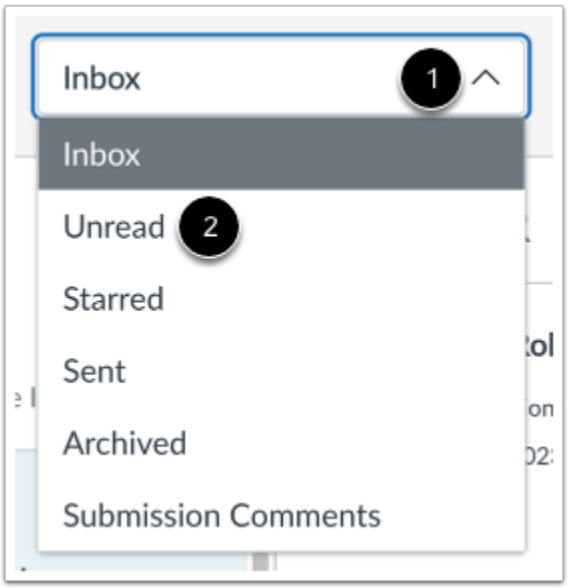


You can mark multiple conversations as unread or read by pressing the command key (Mac) or the control key (Windows) while clicking multiple messages, or by selecting the message checkbox [1].

Click the **More Options** icon [2] and select the **Mark all as unread** link [3].

To mark unread conversations as read, select the **Mark all as read** link [4].

Select Unread Conversations



To view only unread messages, open the the Inbox drop-down menu [1]. Select the **Unread** link [2].

How do I send a message to a user in a student group in the Inbox?

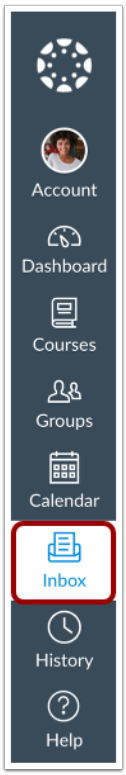
In the Inbox, you can send a message to one user or multiple users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:

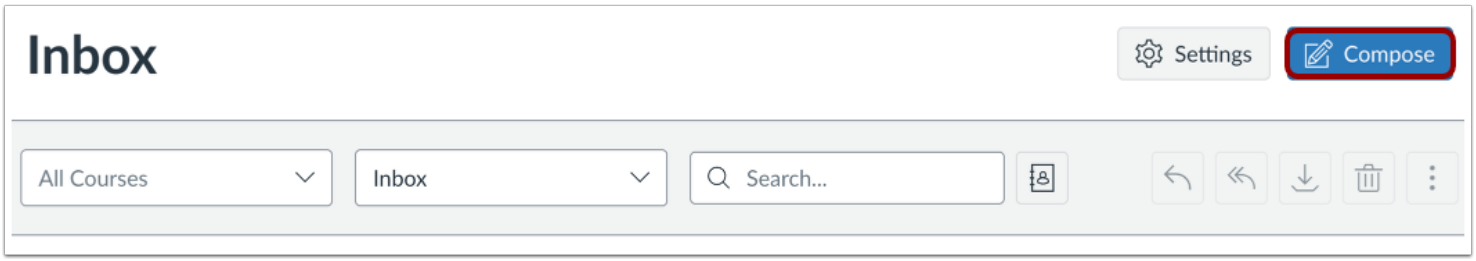
- Currently you cannot message users in multiple groups.
- Once a course has concluded, you cannot message groups in that course.

Open Inbox



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

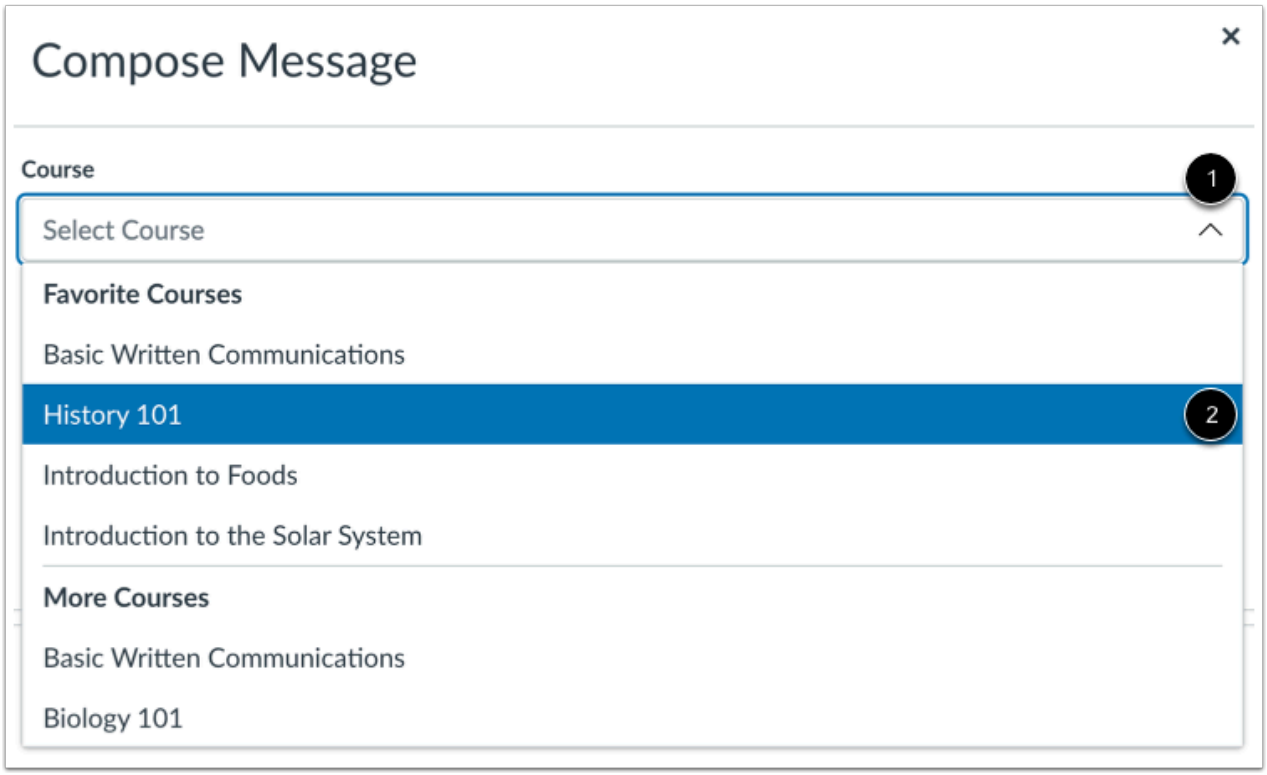
Compose Message



Click the **Compose** icon.

Note: The toolbar may appear different if your admin has enabled the auto-response or signature. For more information, visit How do I manage my Inbox settings as a student?

Select Course



Click the **Course** drop-down menu [1], then select the course name [2].

Add Users

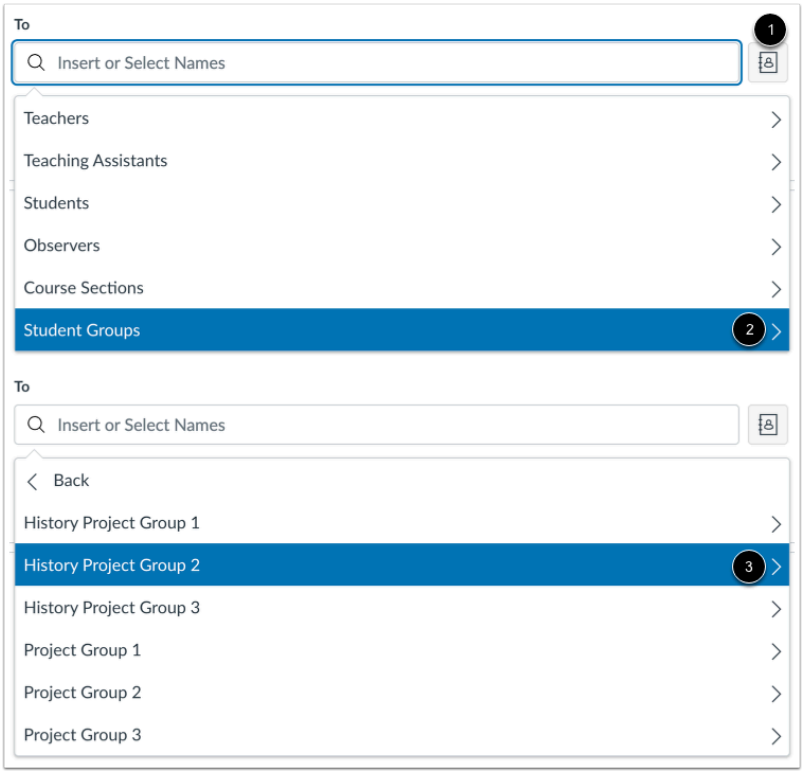
To add a user, you can search for the user in the **To** field [1] or use the **Address Book** [2].

Search for Users

To search for a user, type the user's name in the **To** field [1]. Canvas automatically populates matching names. Select the user's name [2].

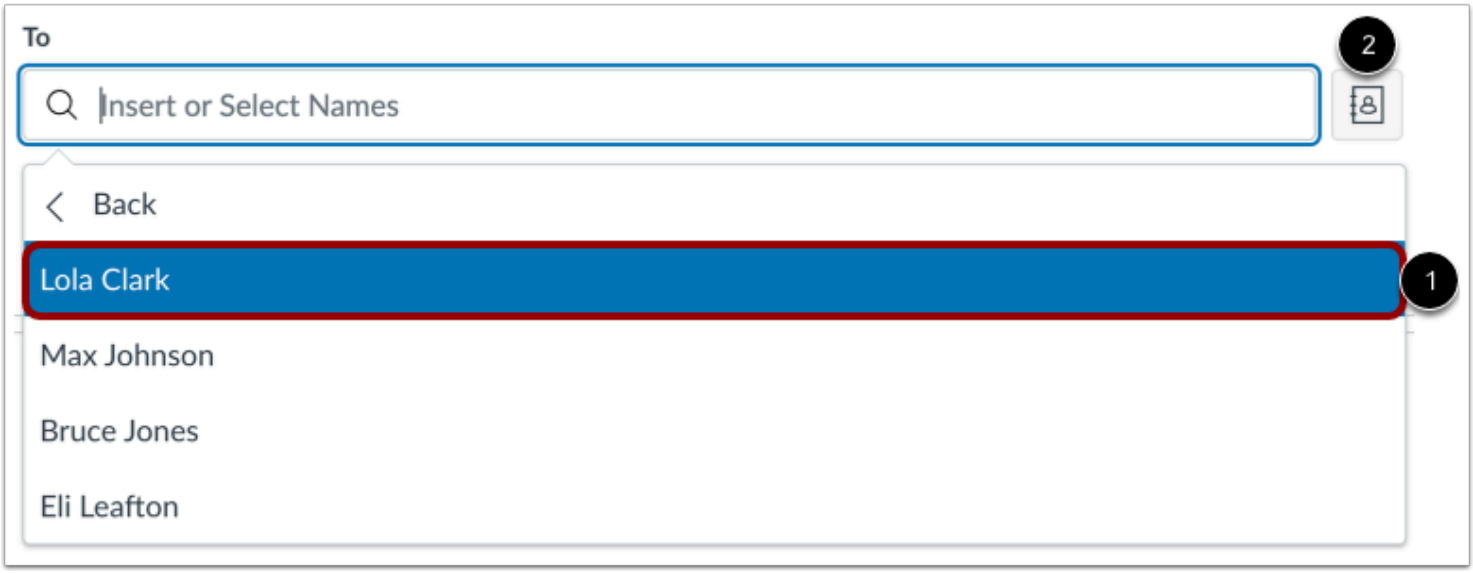
To send a message to multiple users, type the names of additional users in the To field.

View Student Groups



To view and add a user in a student group, click the **Address Book** button [1], then the **Student Groups** option [2]. Select the group name [3].

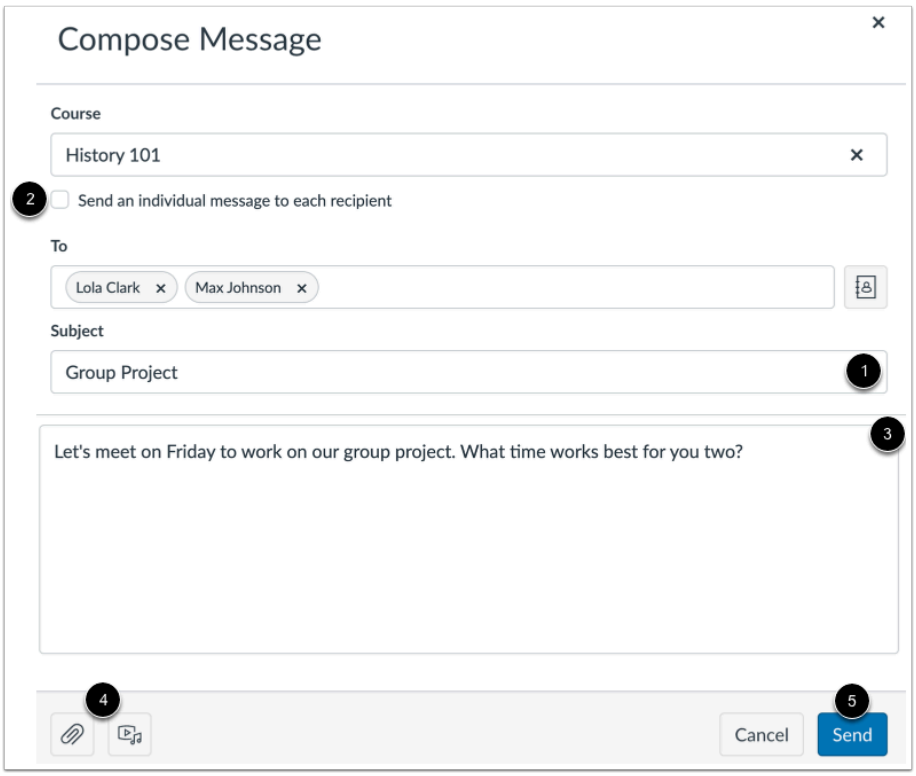
Add Group Member



Group members' names display in alphabetical order by last name. Select the user's name which you would like to add to the message [1].

To send a message to multiple users, navigate back to the group member list by clicking the **Address Book** button [2].

Send Message



In the **Subject** field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox is selected by default.

In the message field [3], type your message. All content is sent in plain text. URLs included in a message automatically become clickable links after the message is sent.

If you want to include an attachment or media file, click the **Attachment** or **Media File** buttons [4].

When you are finished, click the **Send** button [5].

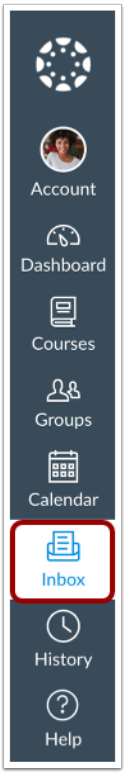
Note: If enabled at your institution, you can access AI-supported translations for Inbox.

How do I attach a file to a message in the Inbox?

You can upload supplemental files as part of your Inbox messages.

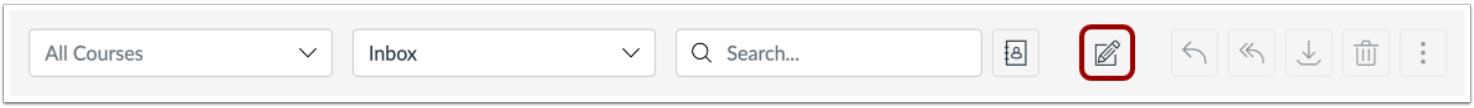
Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Open Inbox



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

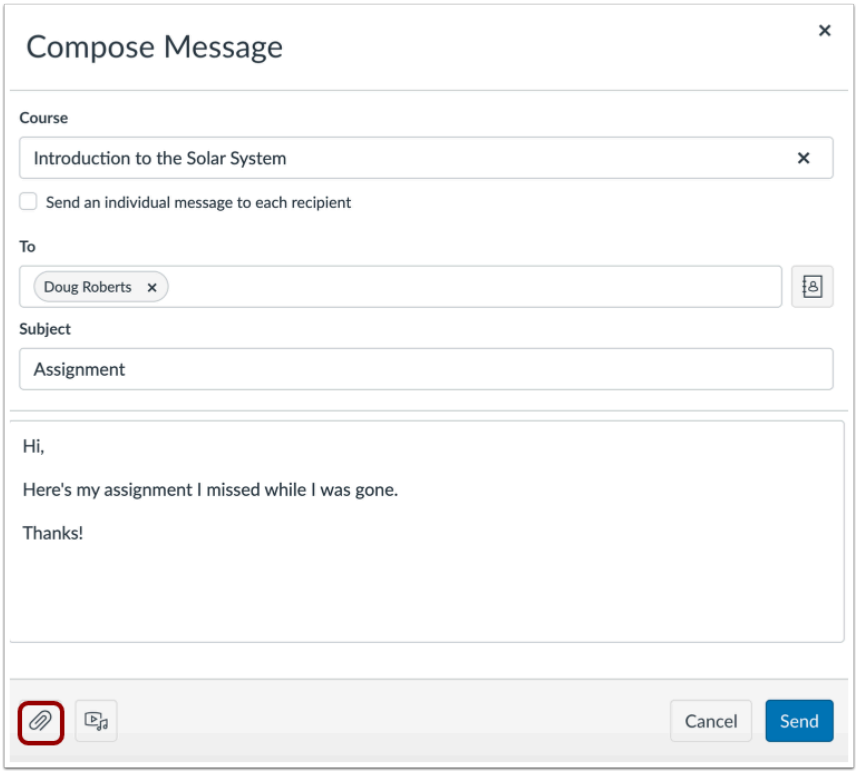
Compose Message



To start a new message, click the **Compose** icon.

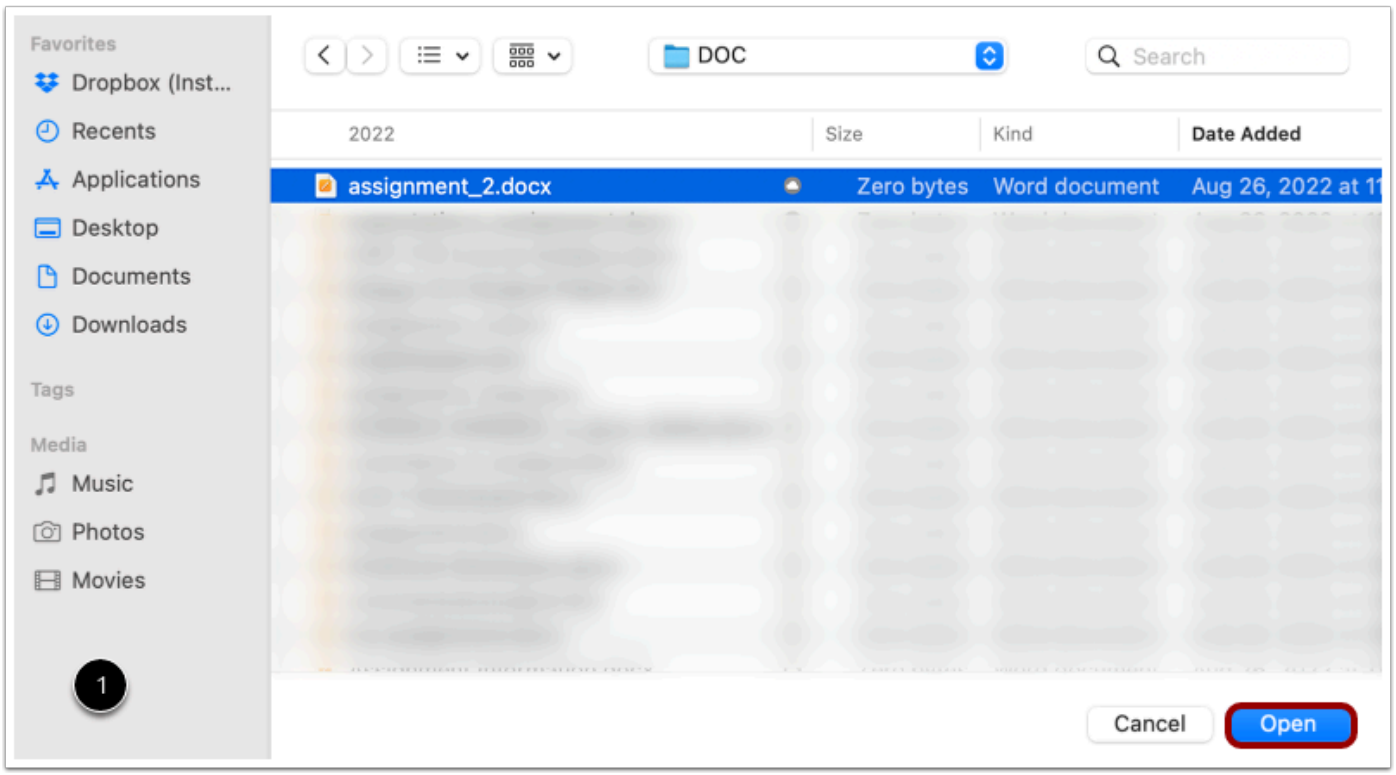
Note: The toolbar may appear different if your admin has enabled the auto-response or signature. For more information, visit How do I manage my Inbox settings as a student?

Browse for Attachment



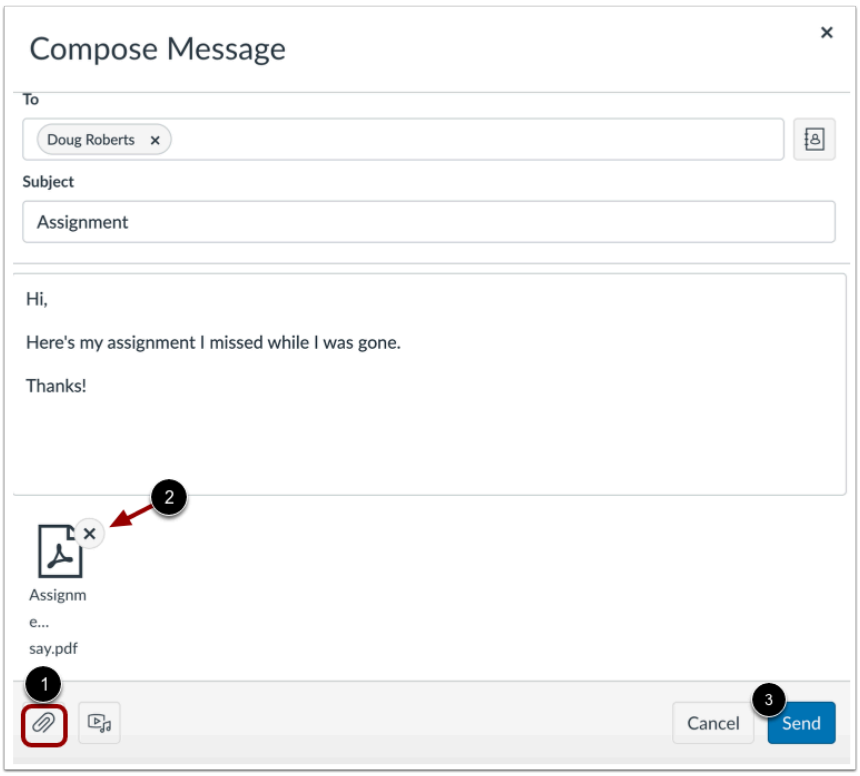
To attach a file, click the **Attachment** icon.

Select File(s)



Select the file and click the **Open** button.

Select Multiple Files



You can upload additional files by clicking the **Attachment** icon [1].

If you accidentally select the wrong file, click the **Remove** icon to remove it [2], or click the Attachment icon, or double click the file to select a different file.

When you are finished, click the **Send** button [3].

View Attachment(s)

The attachments display below the message. To view the file, click the link.

How do I record or upload media to a message in the Inbox?

You can record or upload video and audio files as part of your Inbox messages.

For more information about supported media types, please see the Canvas Media Files lesson.

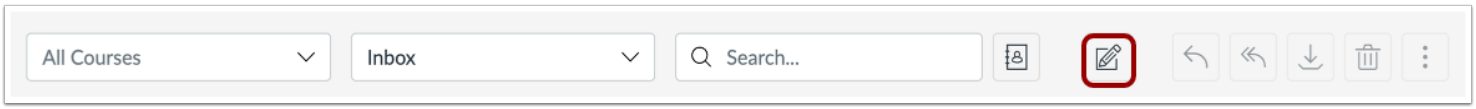
Notes:

- Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.
- You can also learn how to attach files to messages.

Open Inbox

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

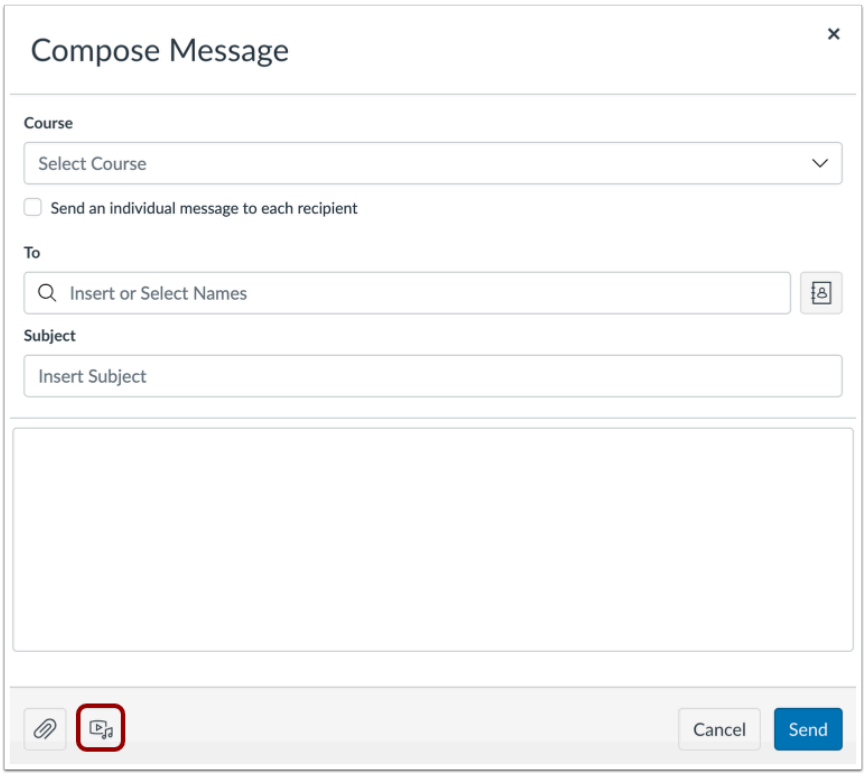
Compose Message



To start a new message, click the **Compose** icon.

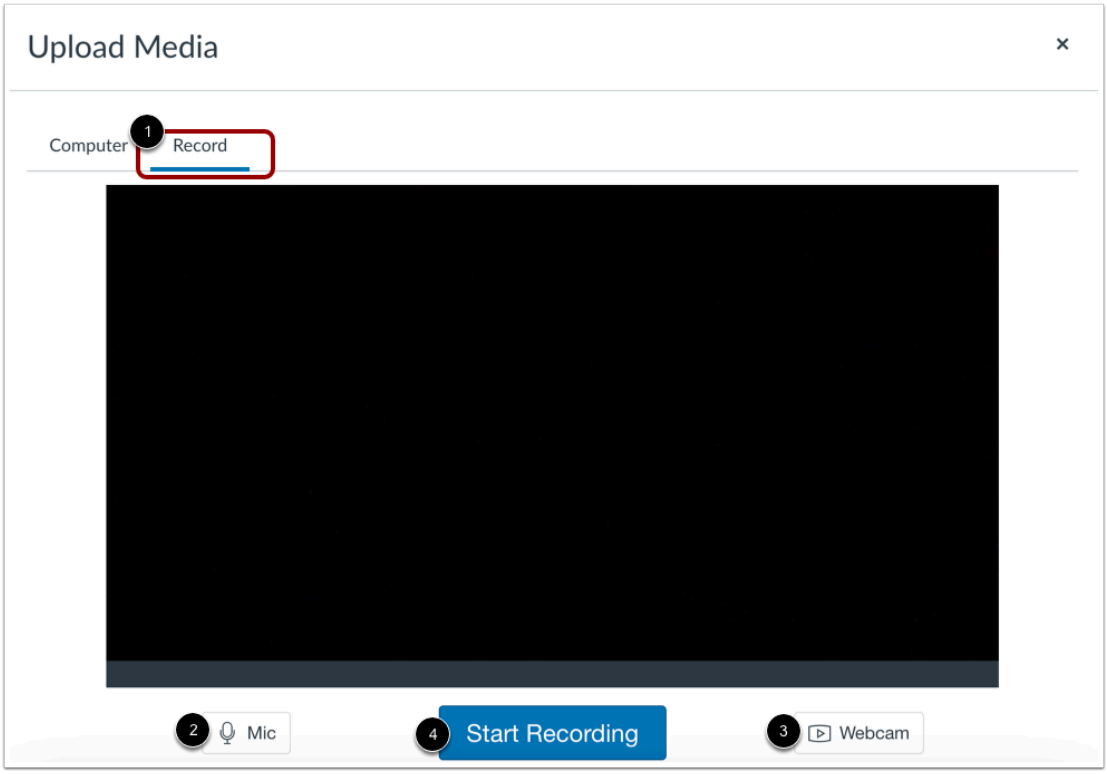
Note: The toolbar may appear different if your admin has enabled settings for auto-response or signature. For more information, visit How do I manage my Inbox settings?

Open Media



To record or upload a media comment or file, click the **Media** icon.

Record Media Comment

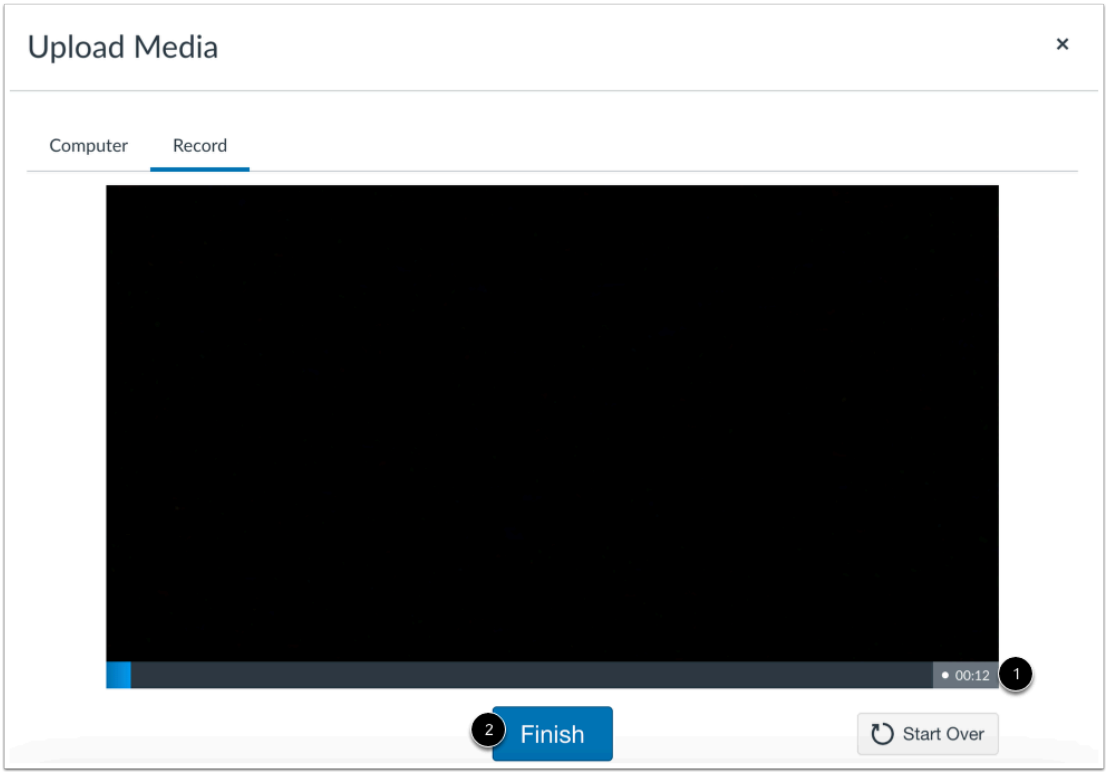


A pop-up window appears in your browser. If you see a message from instructure.com requesting access, click the **Allow** button.

Click the **Record** tab [1]. Select your preferred media method: record with microphone [2] or record with webcam [3].

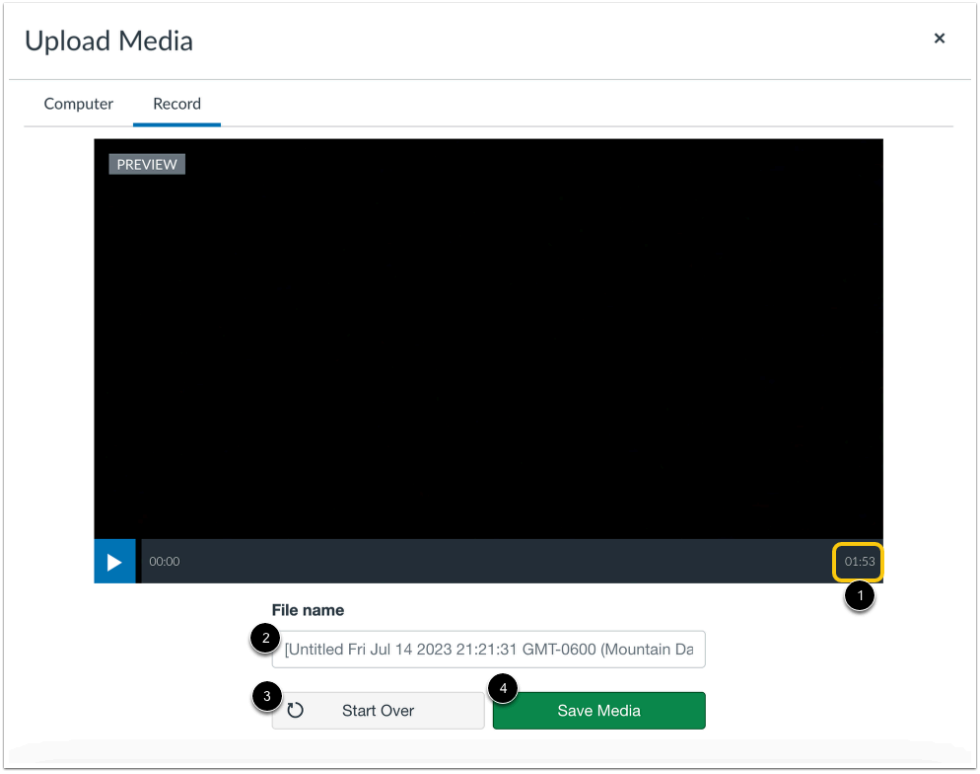
When you're ready to record, click the **Start Recording** button [4].

Create Recording



The timer with the dot indicates you are recording your media comment, as well as the length of the comment [1]. Once you are finished recording, click the **Finish** button [2].

Save Recording

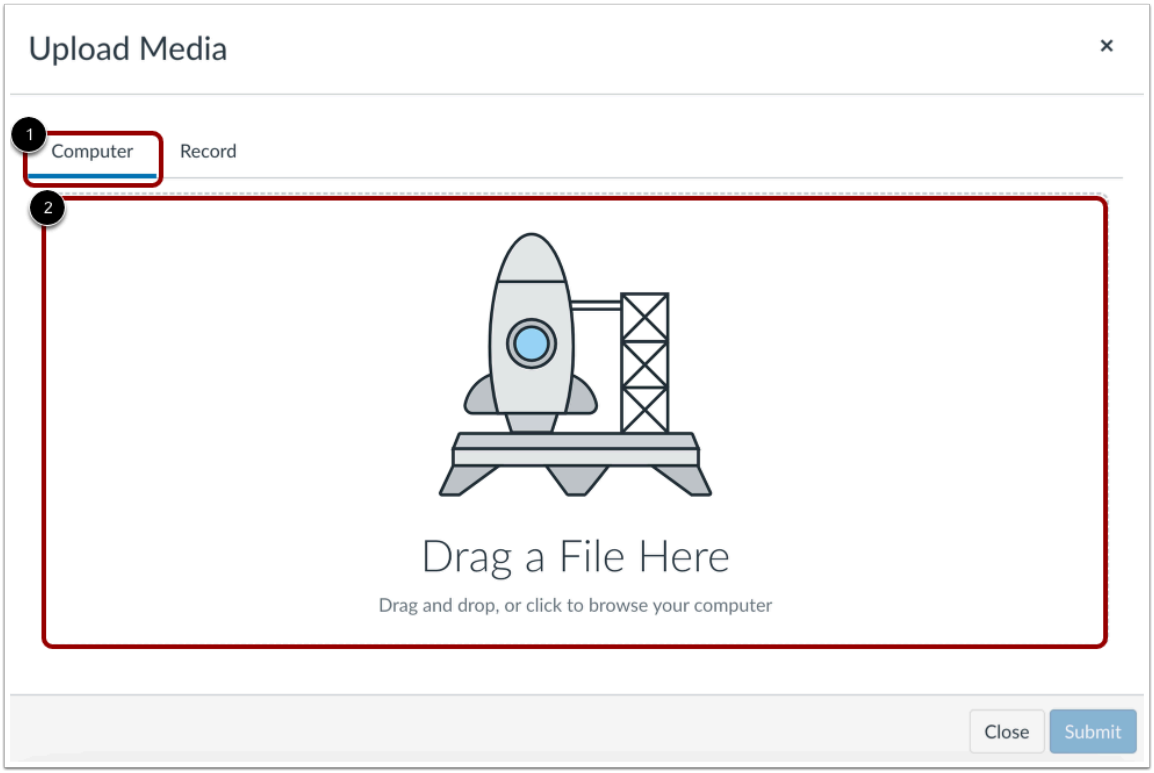


Before you attach the media comment, you have the chance to review it. The length of your recording displays [1].

In the **File name** field, enter a name for your media comment [2].

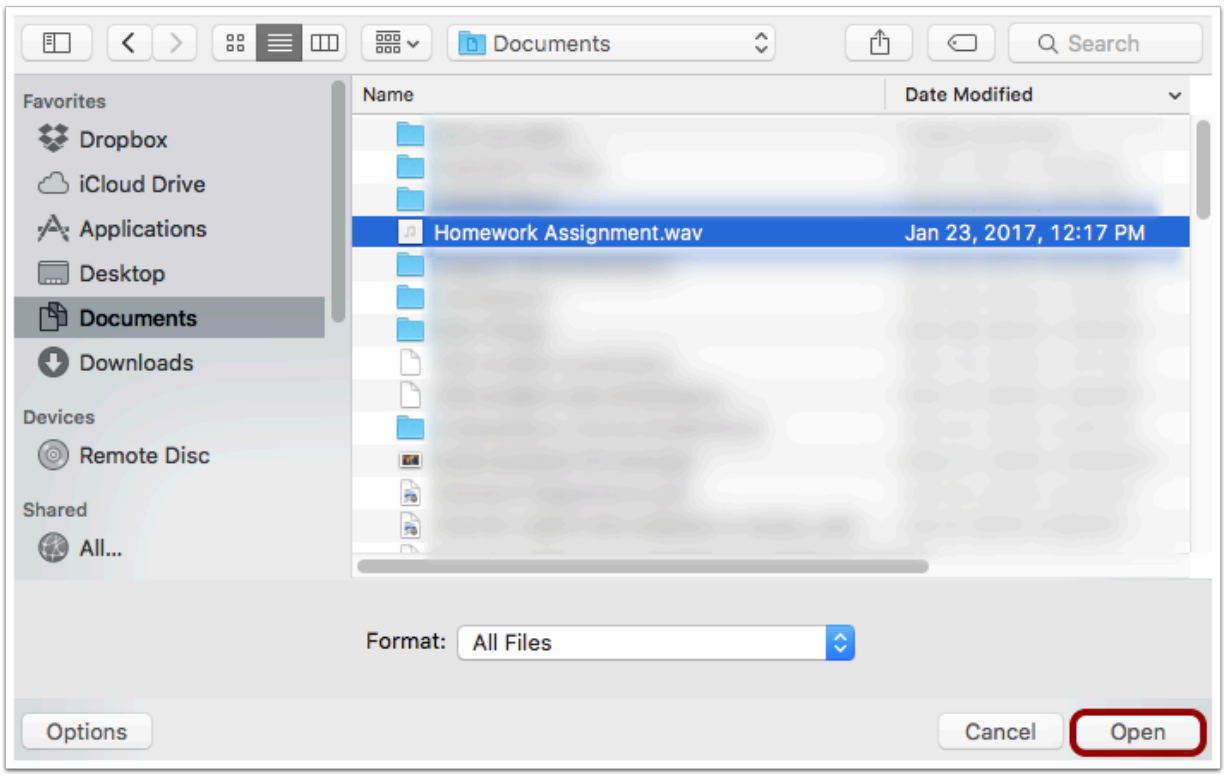
If you want to re-record the recording, click the **Start Over** button [3]. If you are happy with the result, click the **Save Media** button [4].

Upload Media Comment



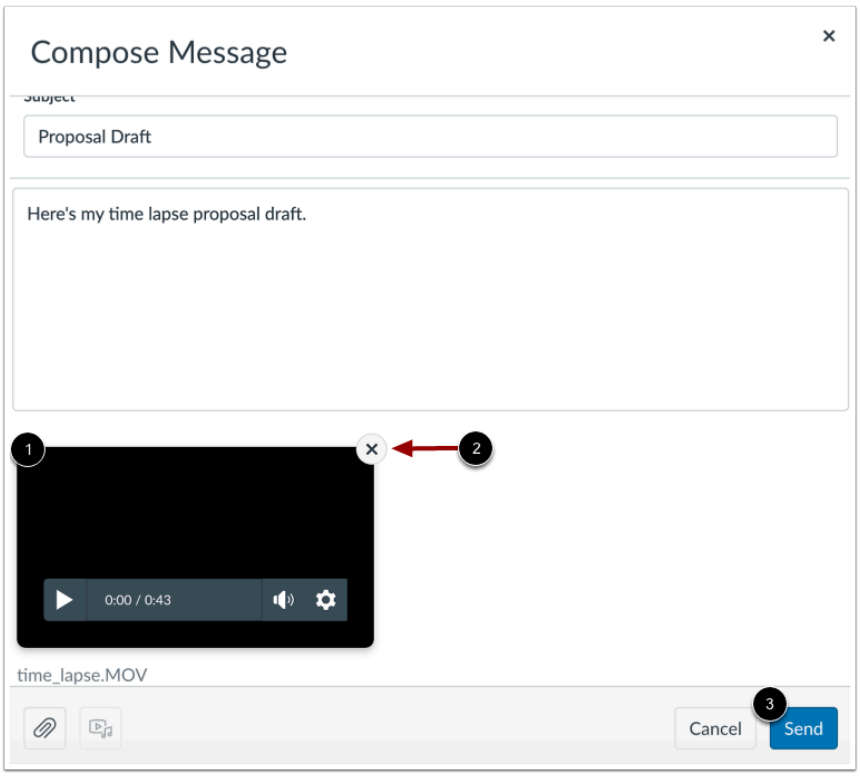
If you have a previously recorded media file, you can upload it as part of your message. Click the **Computer** tab [1]. Click or drag and drop a media file to media uploader to upload a file from your computer [2].

Upload Media File



Locate the media file on your computer. Click the **Open** button.

Send Message



Your media comment displays in your message [1]. If you want to remove the comment, click the **Remove** icon [2] to remove it from the message. When you are finished, click the **Send** button [3].

View Media Comment

The media comment displays below the message.

How do I reply to a message in the Inbox?

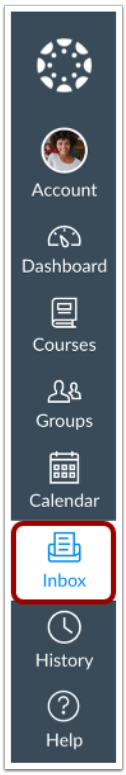
Canvas makes it easy to reply to messages from other users in your Inbox.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

If you want to reply to a submission comment, you can reply using submission comments in your Inbox or directly from your assignment or quiz.

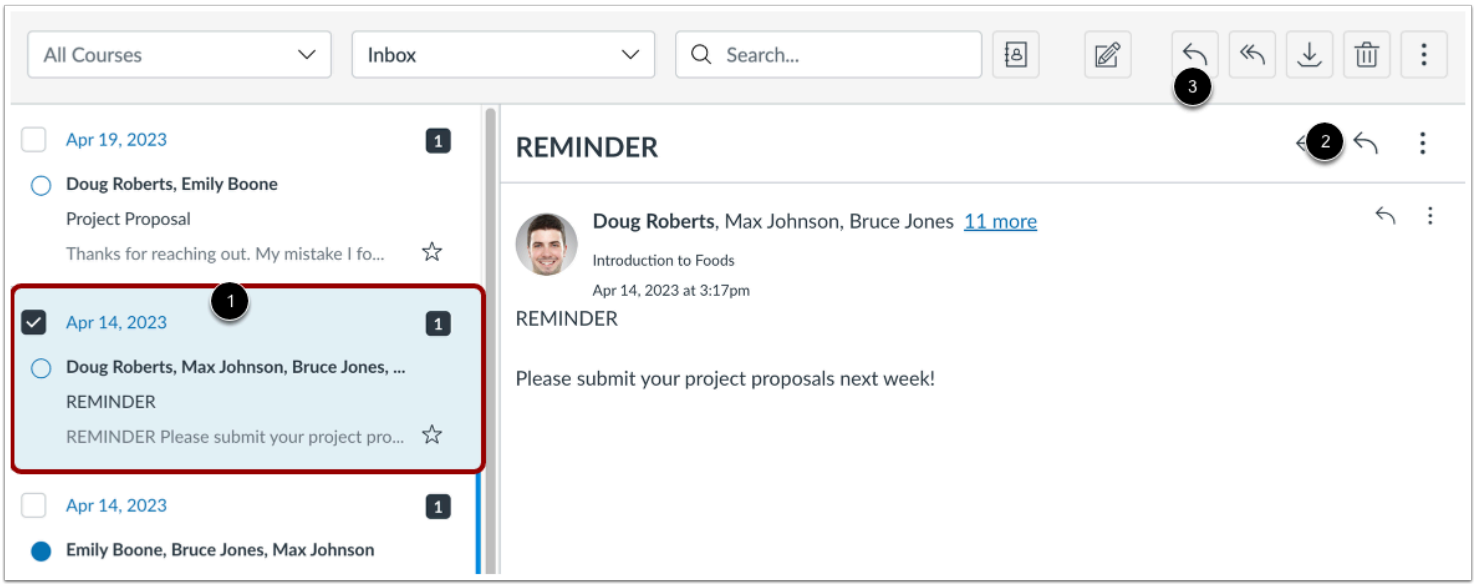
Note: If enabled at your institution, you can access AI-supported translations for Inbox.

Open Inbox



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

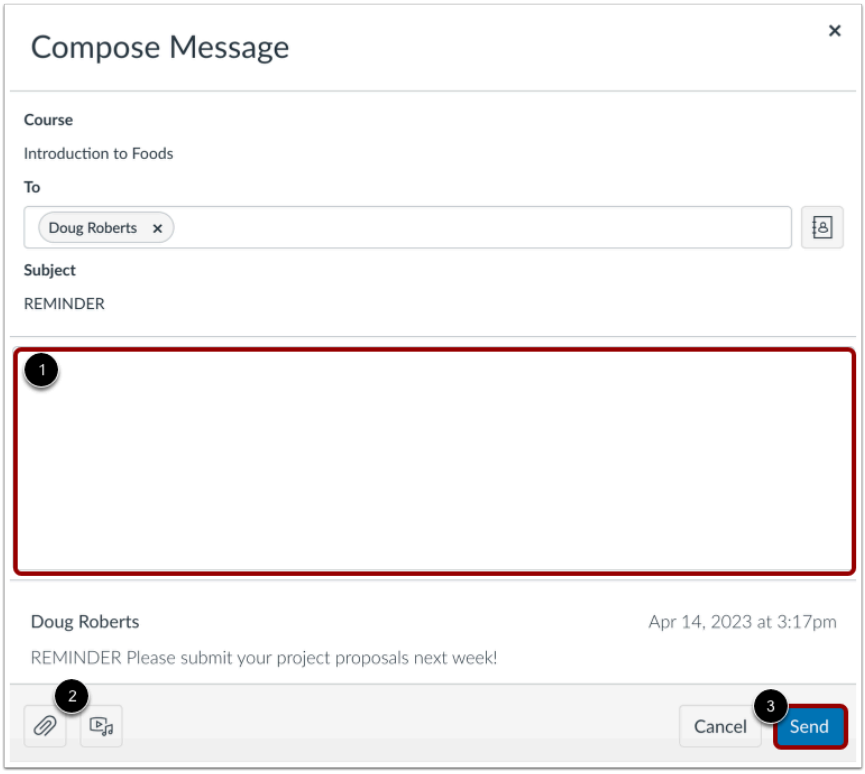
Select Conversation



Click the Conversation you want to respond to [1]. Click the **Reply** icon in the message header, or hover over the timestamp and click the **Reply** icon within the message [2]. You can also click the **Reply** icon in the toolbar [3].

Note: If there is more than one recipient, you can reply-all to the conversation and everyone included will see your reply.

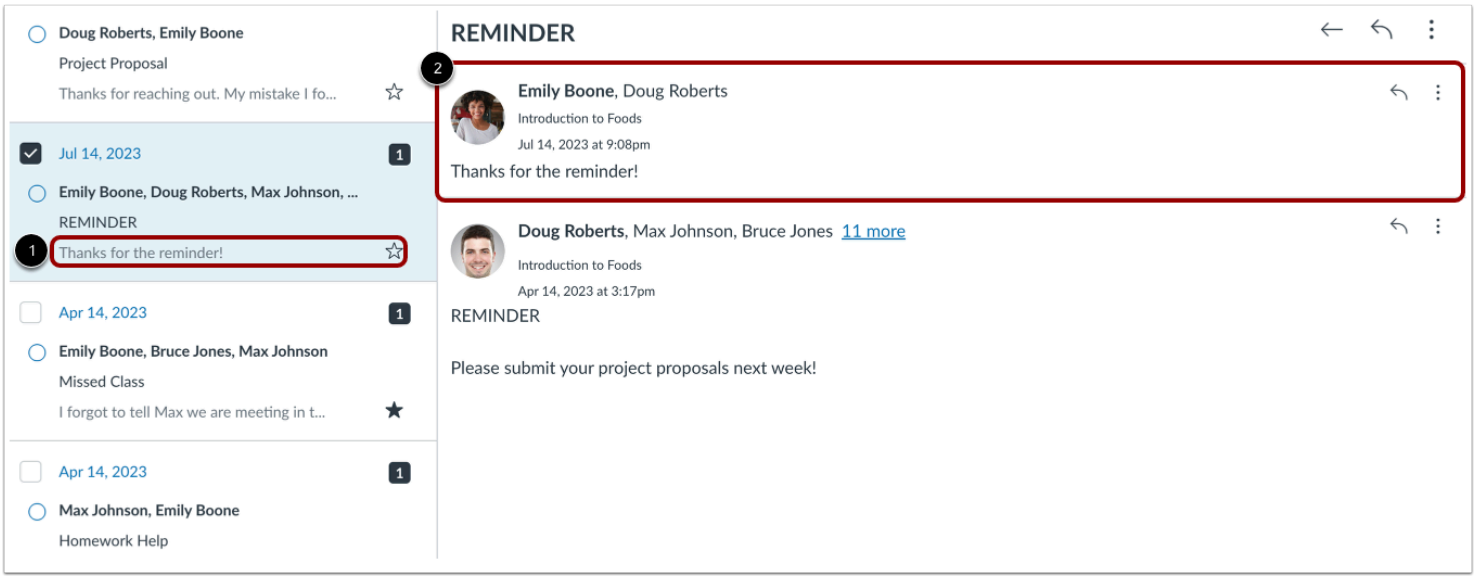
Reply to Message



Type your reply in the message field [1]. You can attach a file or media [2]. When you are ready, click the **Send** button [3].

Note: If enabled at your institution, you can access AI-supported translations for Inbox.

View Sent Message

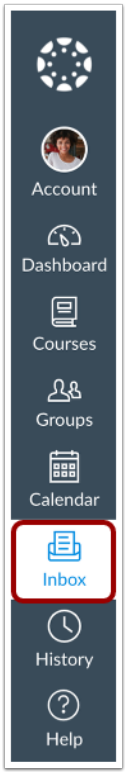


Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].

How do I privately reply to one individual in a group message in the Inbox?

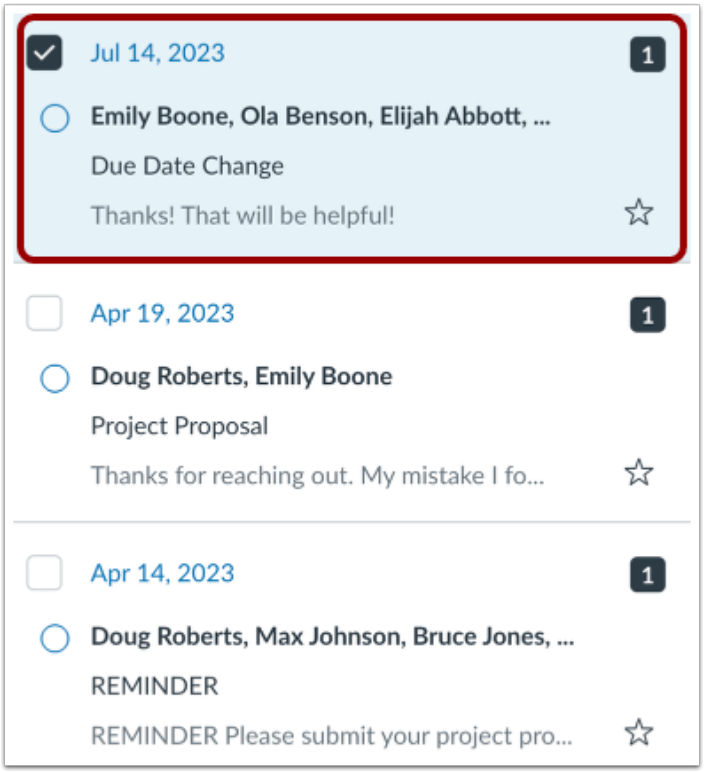
Even when you are part of a group conversation, you can privately respond to another individual.

Open Inbox



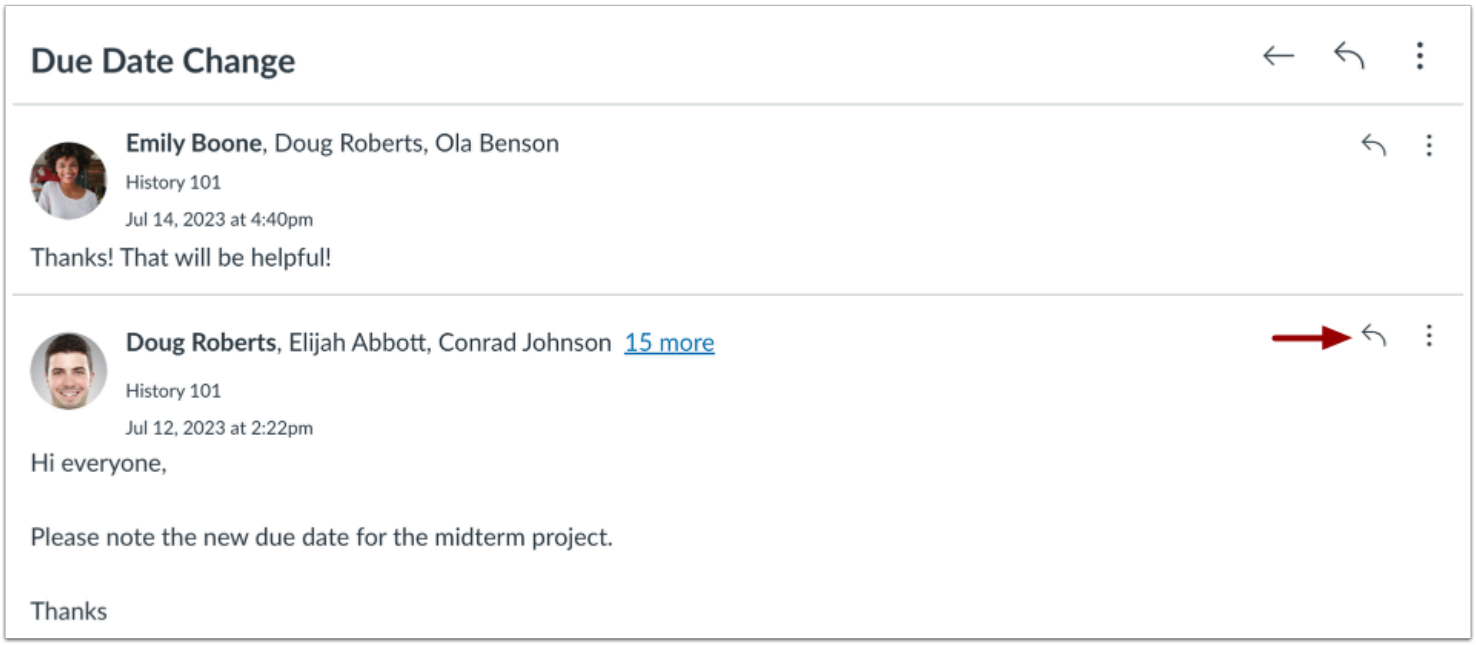
In Global Navigation, click the **Inbox** link.

Select Conversation



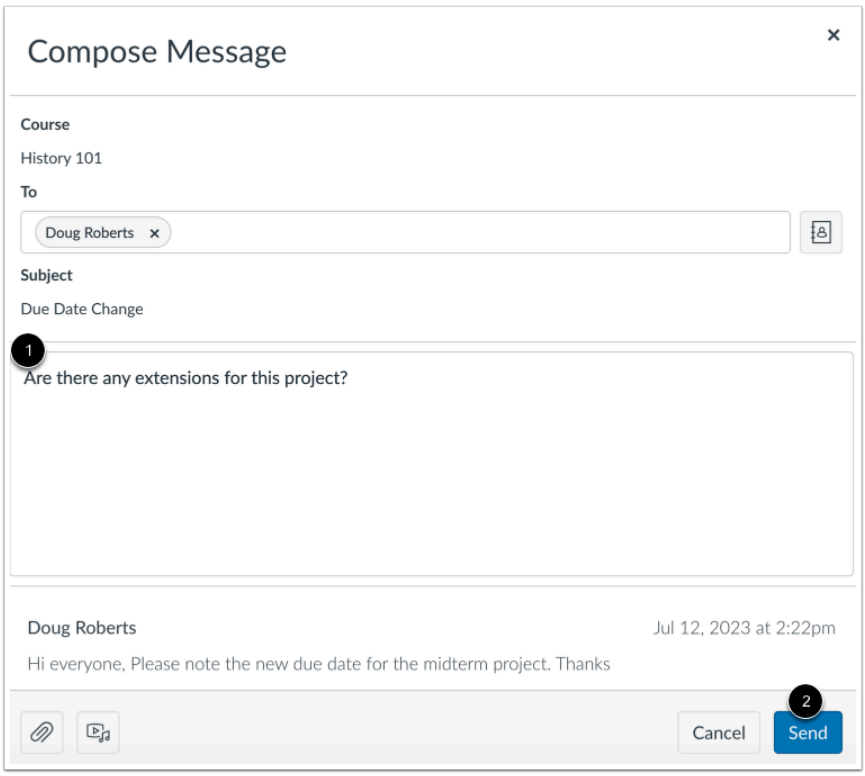
Select the conversation.

Locate Message



Locate the individual you want to send a private message to. Hover your mouse under the timestamp until you see the **Reply** icon.

Compose Message



Type a message in the message field [1]. When you are finished, click the **Send** button [2].

The message will send to the person in the To field and not to everyone else. If you want to reply to everyone, click the settings icon and select reply-all. Or use the reply-all button in the toolbar.

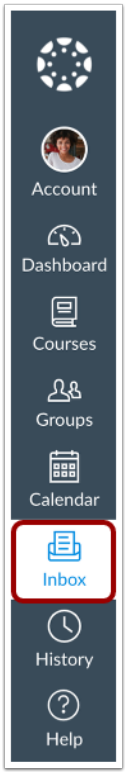
How do I reply to submission comments in the Inbox?

Submission Comments allows users to view all assignment submission comments sent and received within the last four weeks. You can reply to submission comments directly from the Inbox.

You can also reply to comments directly from assignment submissions. Learn how to view assignment comments from your instructor.

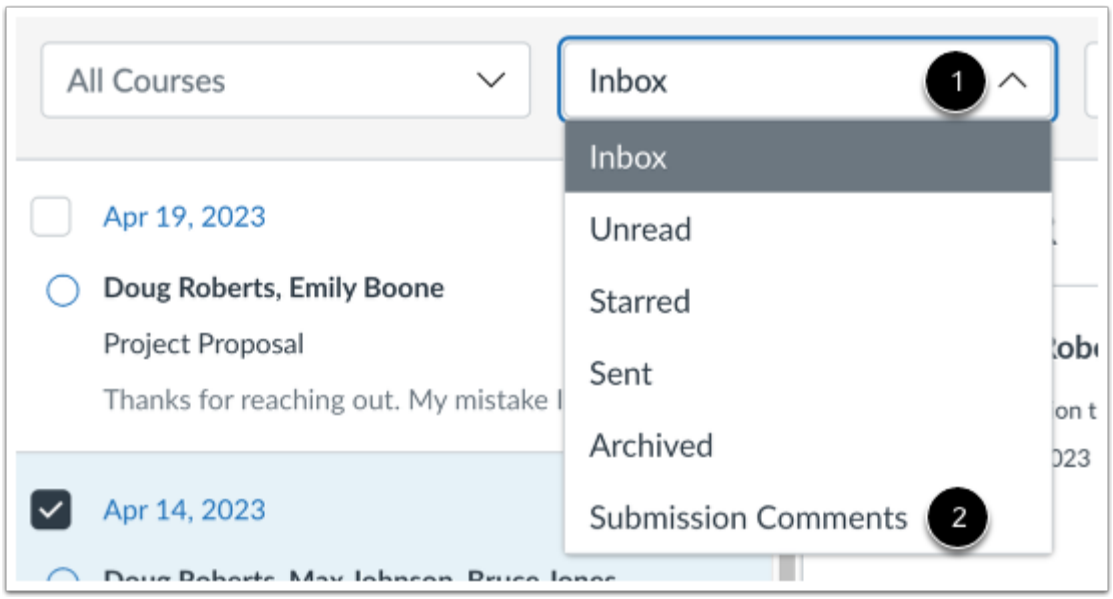
Note: For muted assignments, submission comments are not displayed until the assignment is unmuted.

Open Inbox



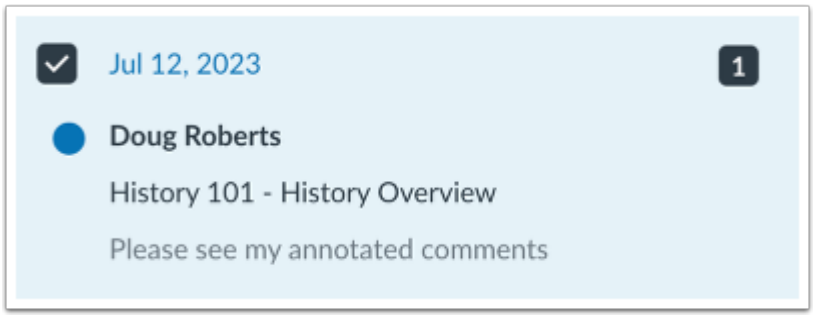
In Global Navigation, click the **Inbox** link.

Open Submission Comments



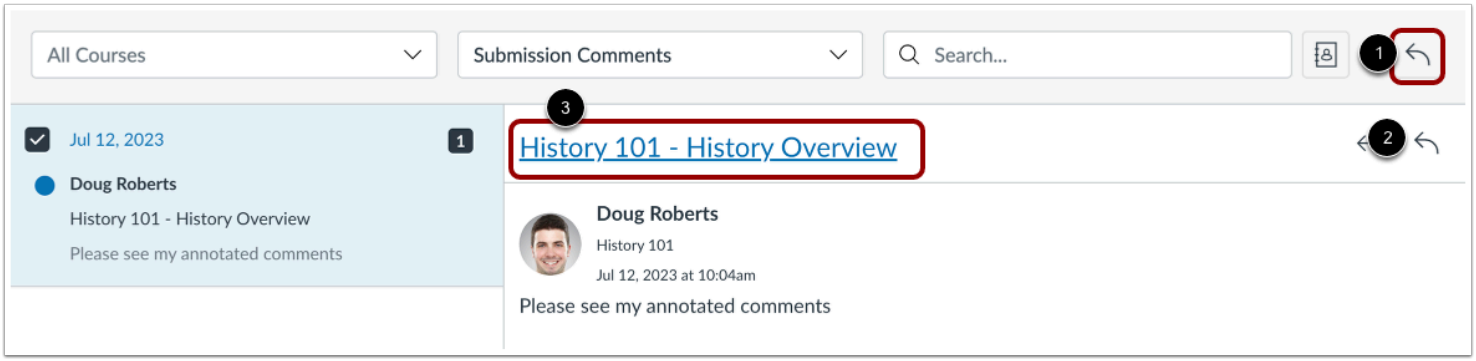
Click the **Inbox** filter [1] and select the **Submission Comments** option [2].

Select Submission Comment



Each message contains the name of the course and the name of the submission. Click the submission comment where you want to reply.

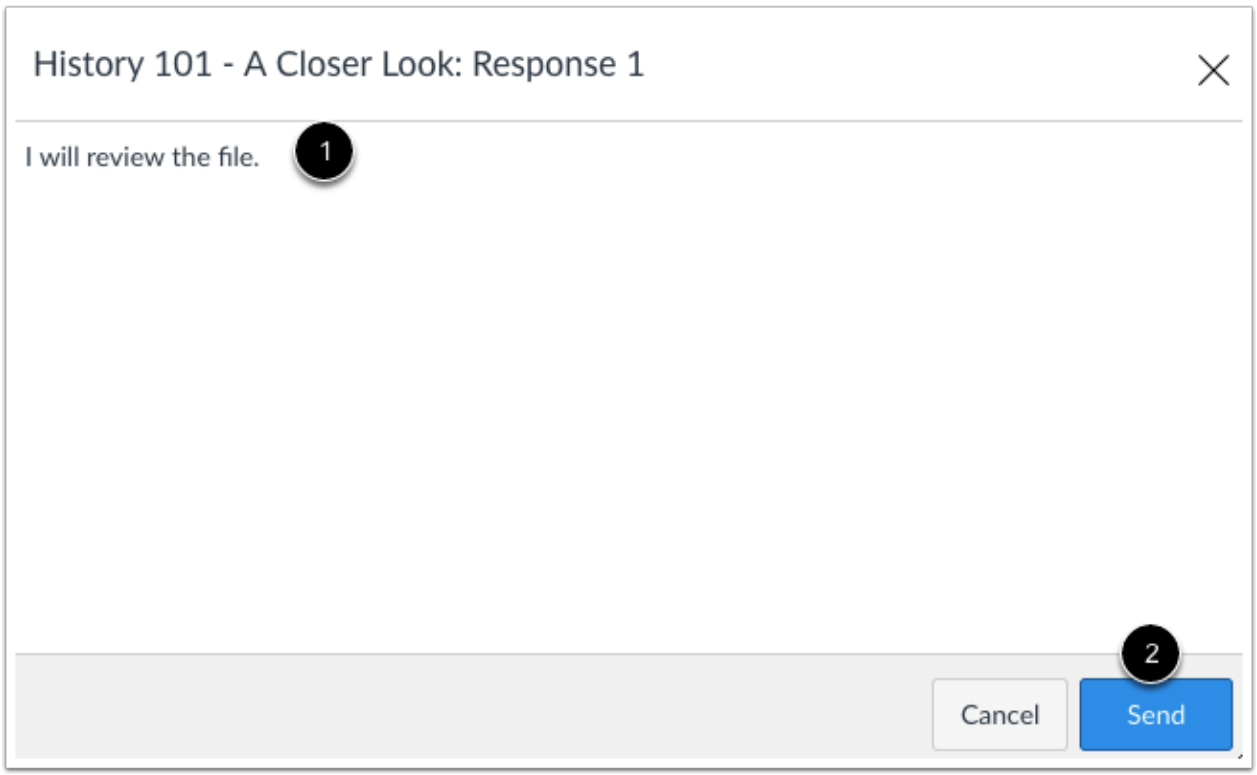
Reply to Comments



In the toolbar, click the **Reply** icon [1]. You can also click the reply icon in the conversation thread [2].

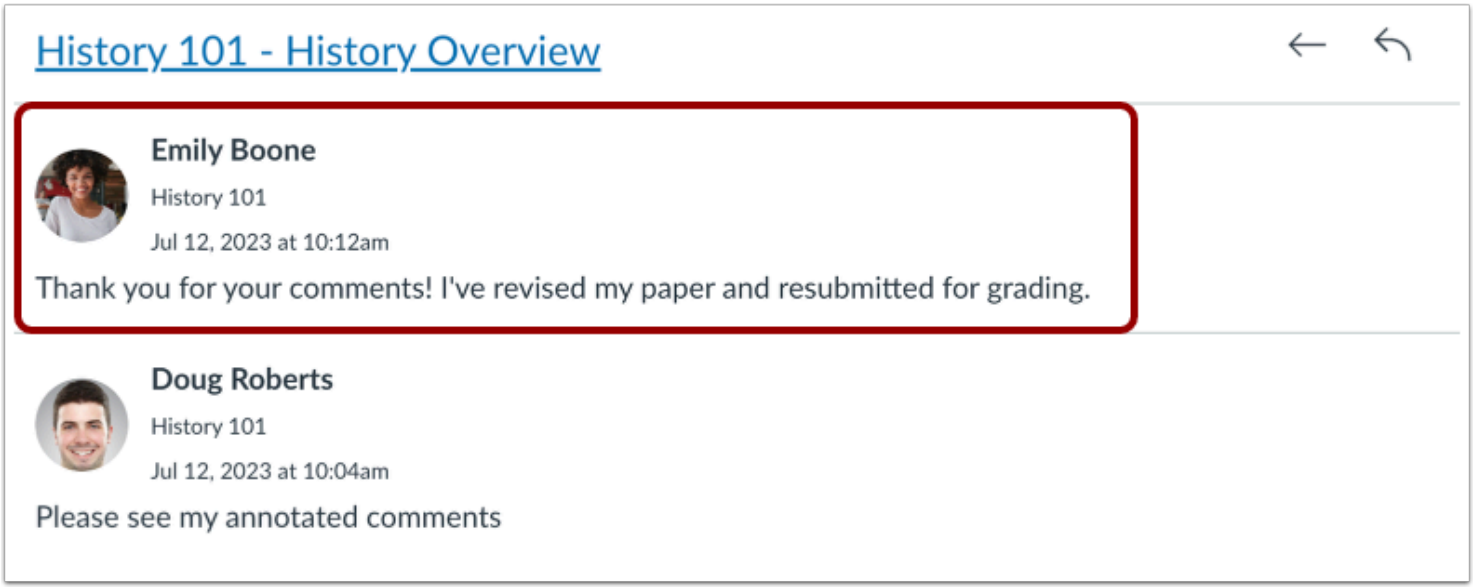
Note: In Submission Comments, the name of the course assignment links to the assignment [3]. This link allows you to access the assignment submission and view any associated attachments that may be part of the submission comment.

Write Comment



In the text window, type your comment for the submission [1]. Click the **Send** button [2].

View Comment



View your reply in the conversation thread.

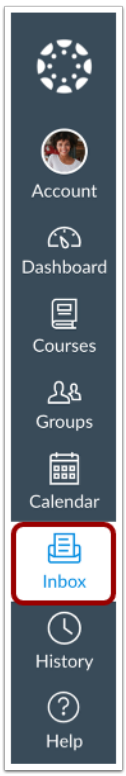
Replies are also posted back to the assignment and can be viewed in the Grades page and the assignment submissions page.

How do I forward a message from a conversation in the Inbox?

You can forward conversations to other individuals in your courses.

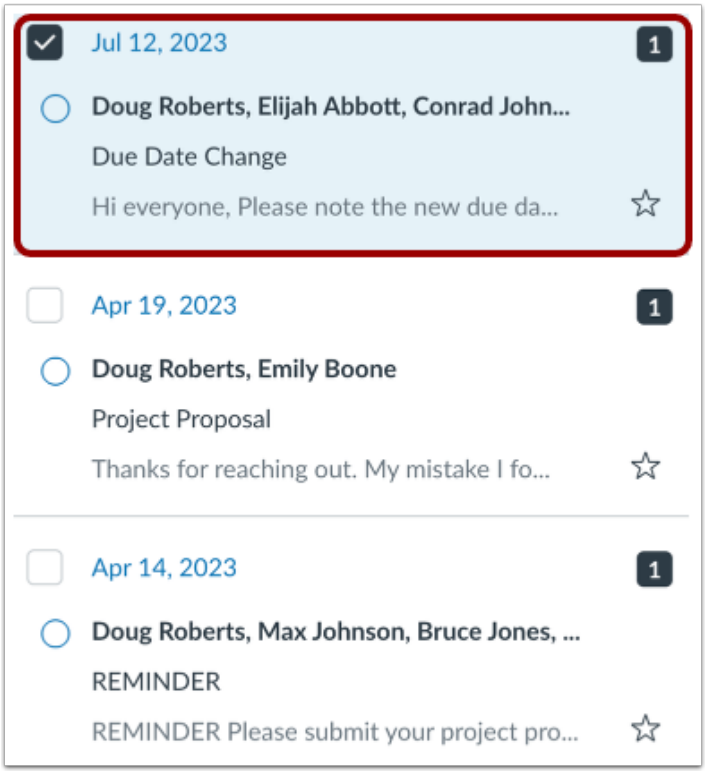
If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Open Inbox



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

Select Conversation



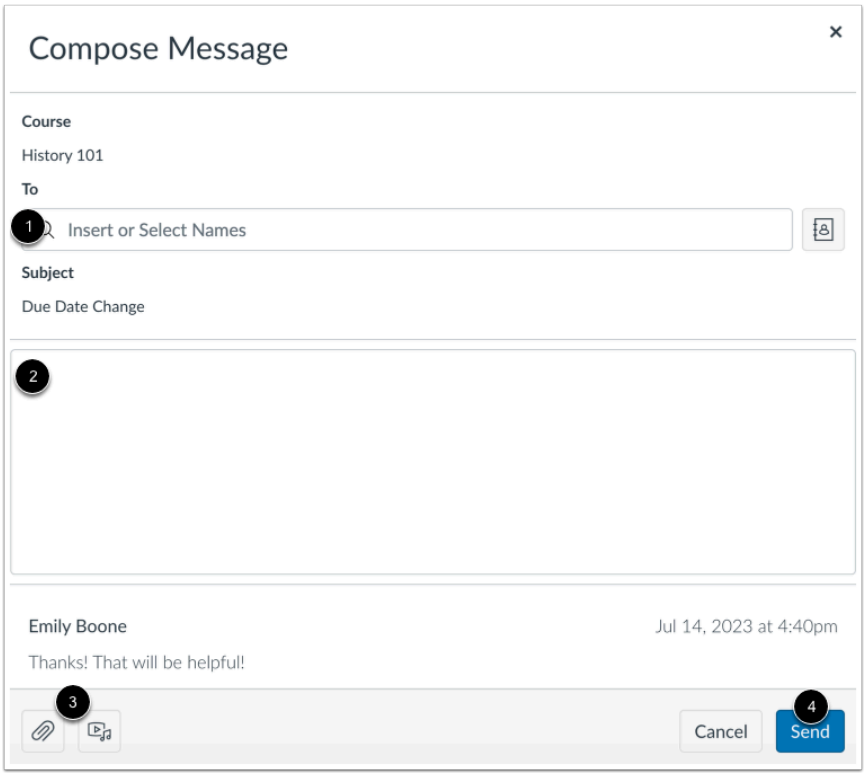
Select the conversation.

Select Message

Click the **Options** icon [1] and then click the **Forward** option [2].

Note: You can only forward one message at a time.

View Compose Window



In the compose message window, you can:

- Add recipients [1]
- Type a message [2]
- Attach files or media [3]
- Click the **Send** button [4]

Note: You cannot change the course or the subject line if you are forwarding a message.

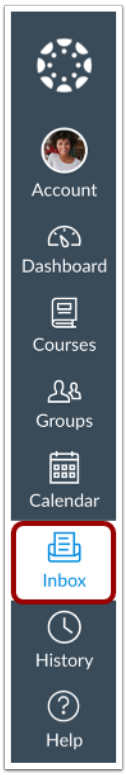
How do I delete a message from a conversation in the Inbox?

You can delete individual messages within a conversation in Canvas.

You can also delete an entire conversation.

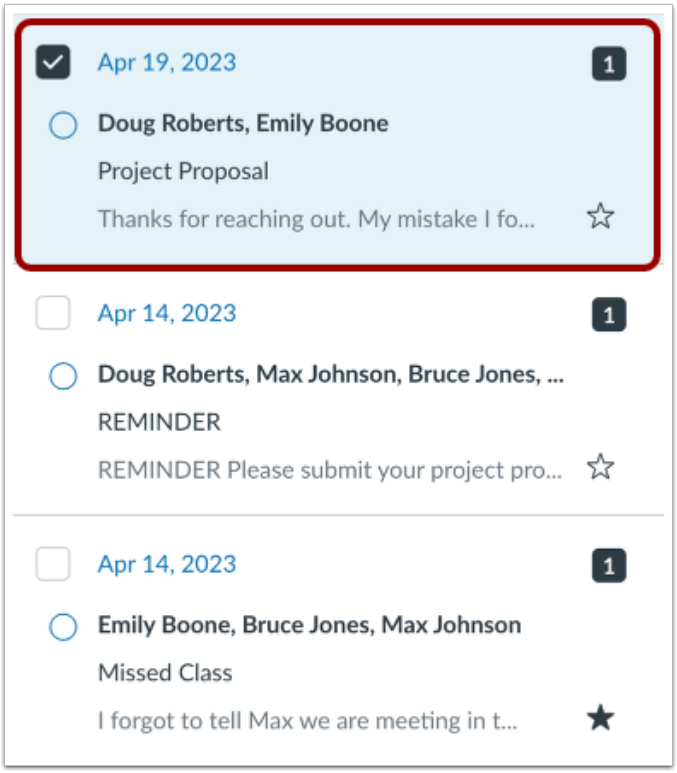
Note: When you delete a message from a conversation involving multiple participants, you are removed as a recipient on that message within the conversation. If another recipient replies to all through the deleted message, you will not receive the reply. However, your Inbox continues to display messages within the conversation prior to the deletion. Additionally, any messages you sent within the conversation remain visible to other participants in the conversation.

Open Inbox



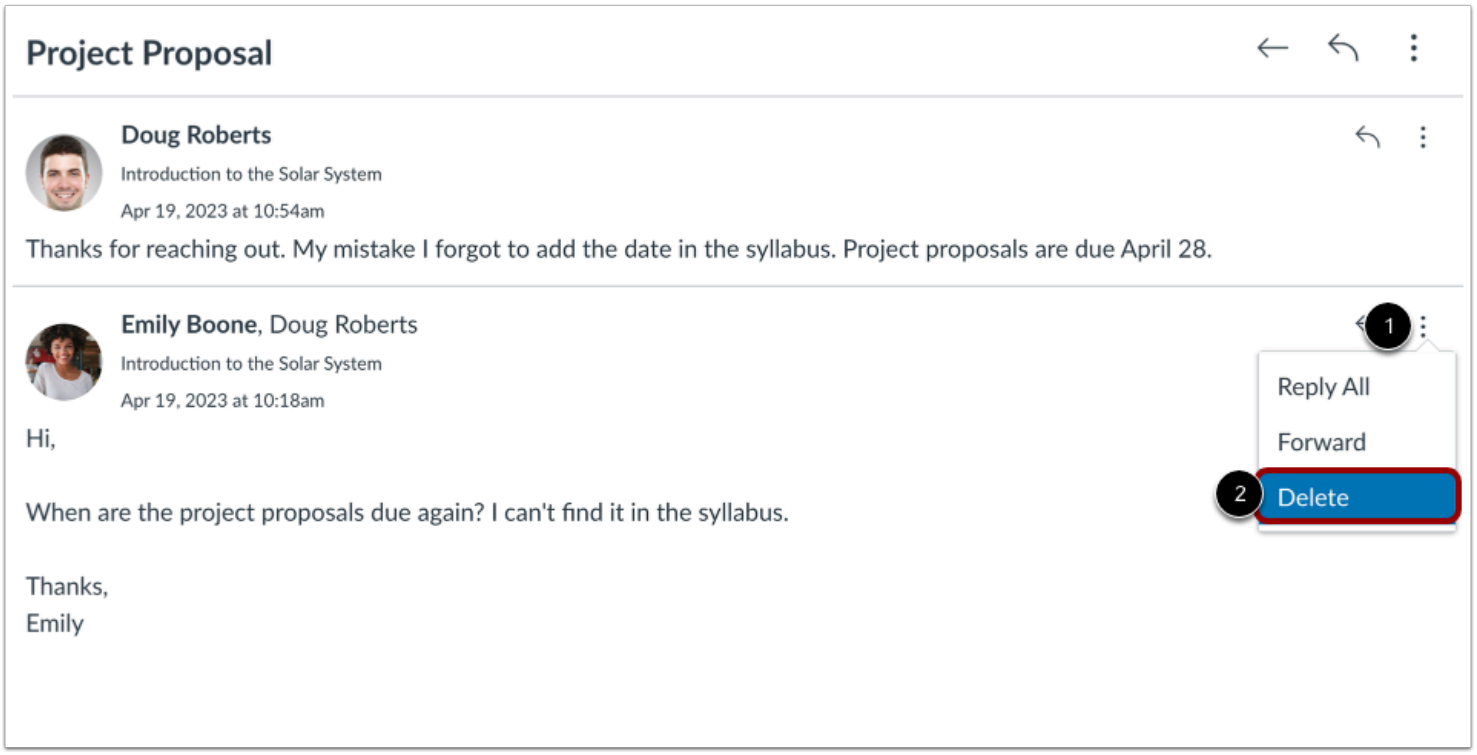
In Global Navigation, click the **Inbox** link.

Select Conversation



Select the conversation.

Select Message



Click the **Options** icon [1] and then click the **Delete** option [2].

Note: You can only select one message to delete at a time.

Confirm Deletion

Click the **OK** button to delete the message.

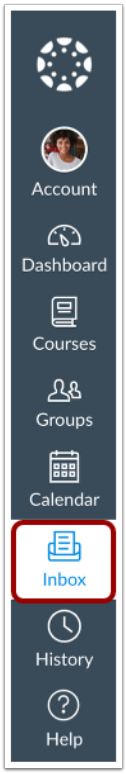
Note: You can only delete your copy of the message. You cannot delete the message for all recipients.

How do I archive a conversation in the Inbox?

You can archive messages if you want to keep them but remove them from your Inbox.

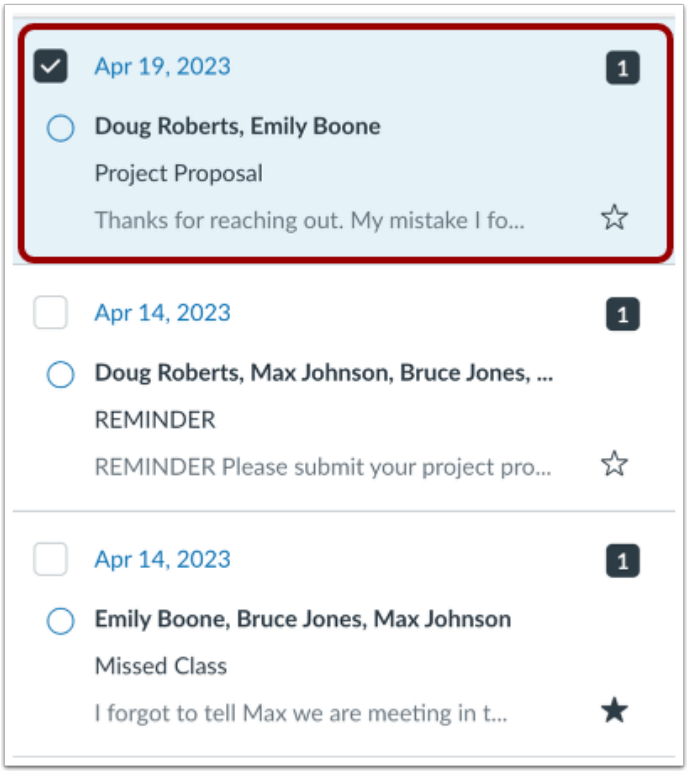
Note: You cannot archive sent messages.

Open Inbox



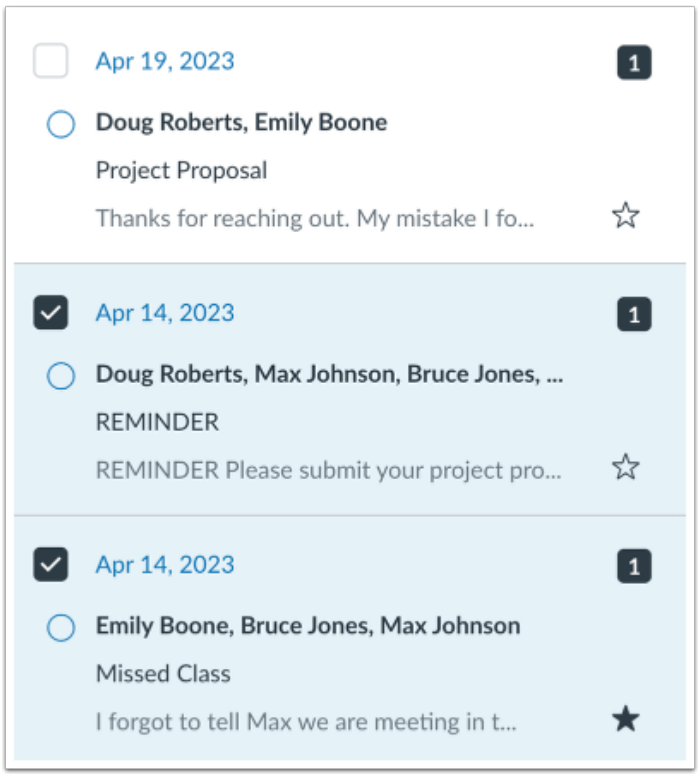
In Global Navigation, click the **Inbox** link.

Select Conversation



Select the conversation.

Select Multiple Messages

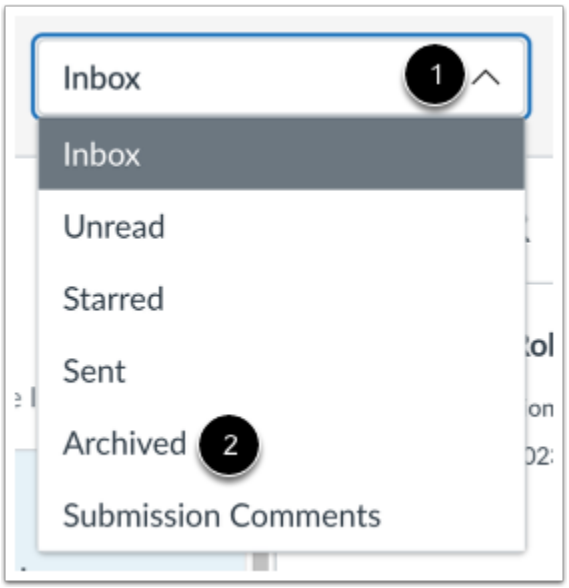


To select multiple messages to archive, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

Archive Conversations

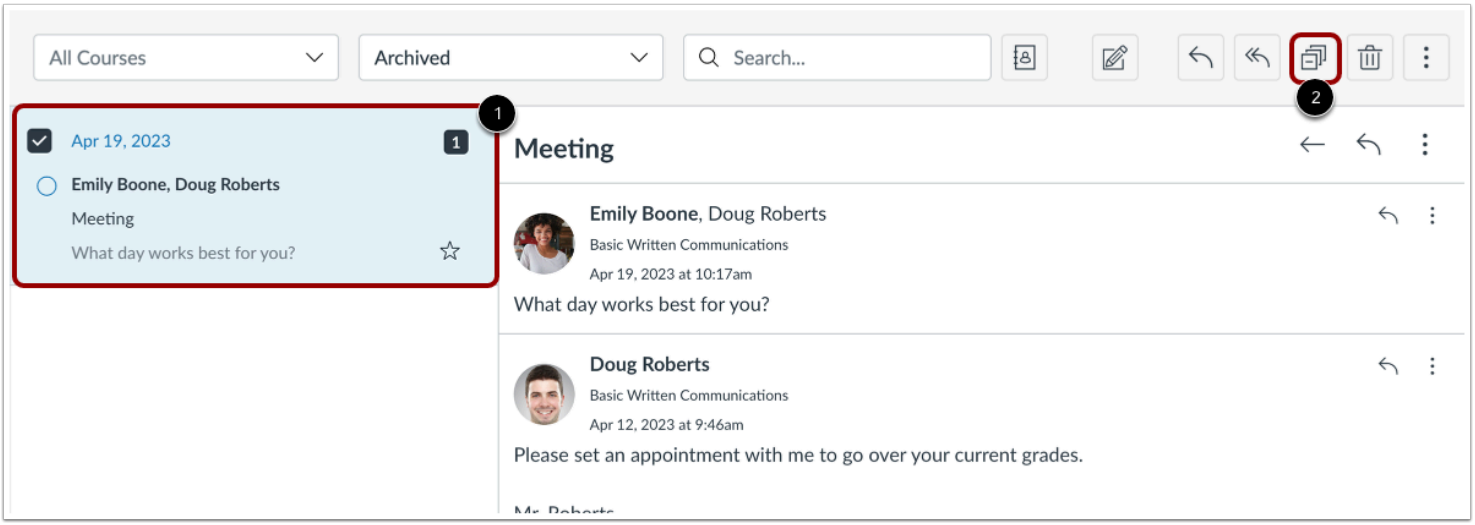
Click the **Archive** icon.

View Archived Conversations



To view archived messages, click the **Inbox** drop-down menu [1]. Select the **Archived** link [2].

Unarchive Conversations



To unarchive a message, click the message you want to unarchive [1]. Click the **Unarchive** icon [2].

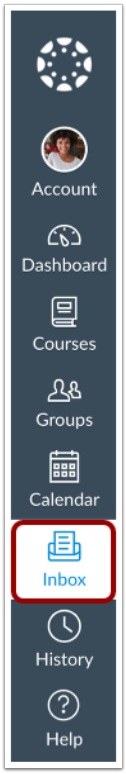
How do I add new people to an existing conversation in the Inbox?

You can add people to an existing thread in the Inbox.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

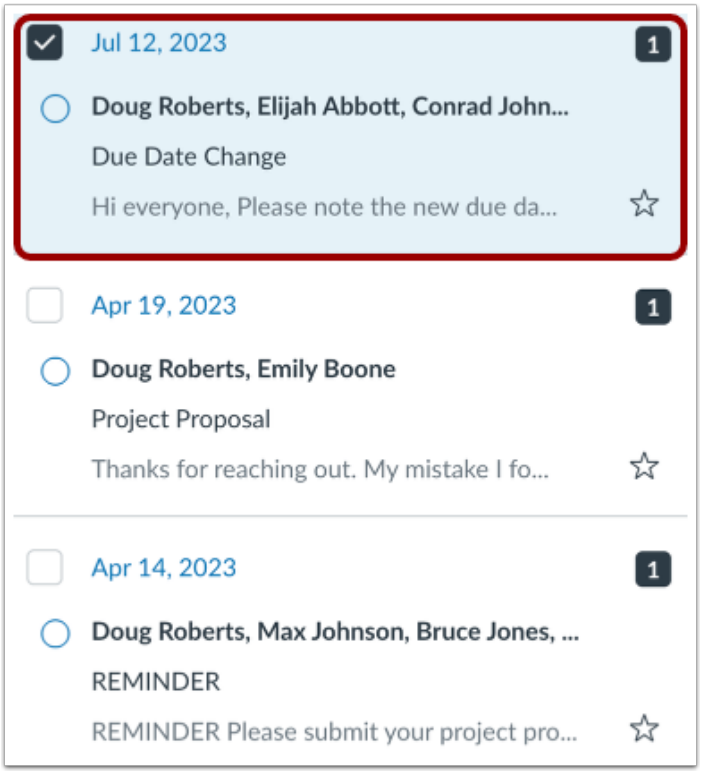
Note: When adding users to an existing conversation, you cannot change the course or the subject line.

Open Inbox



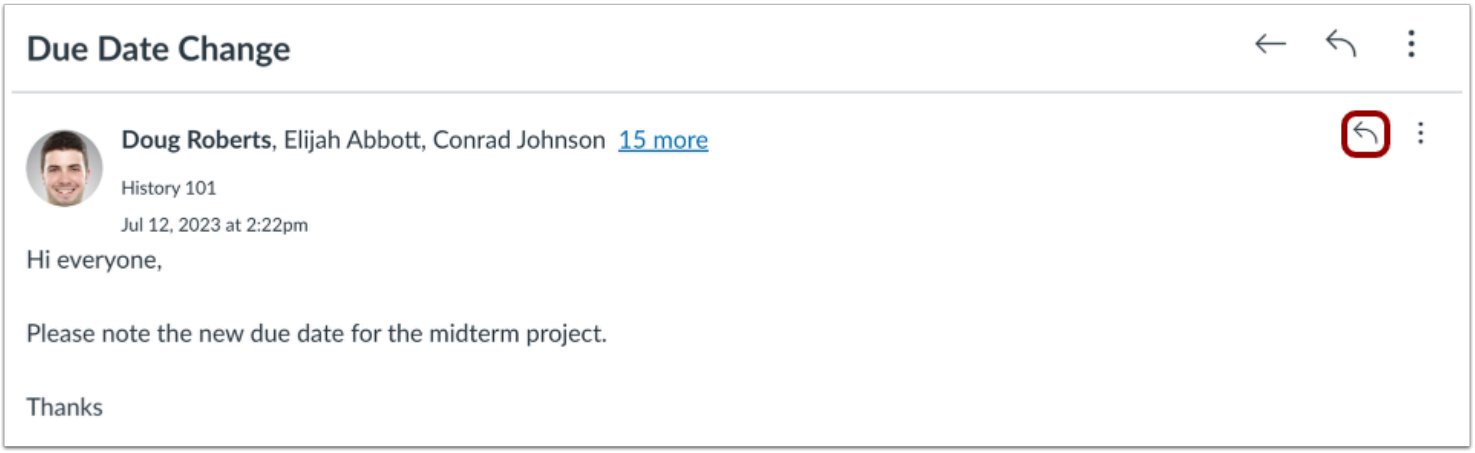
In Global Navigation, click the **Inbox** link.

Select Conversation



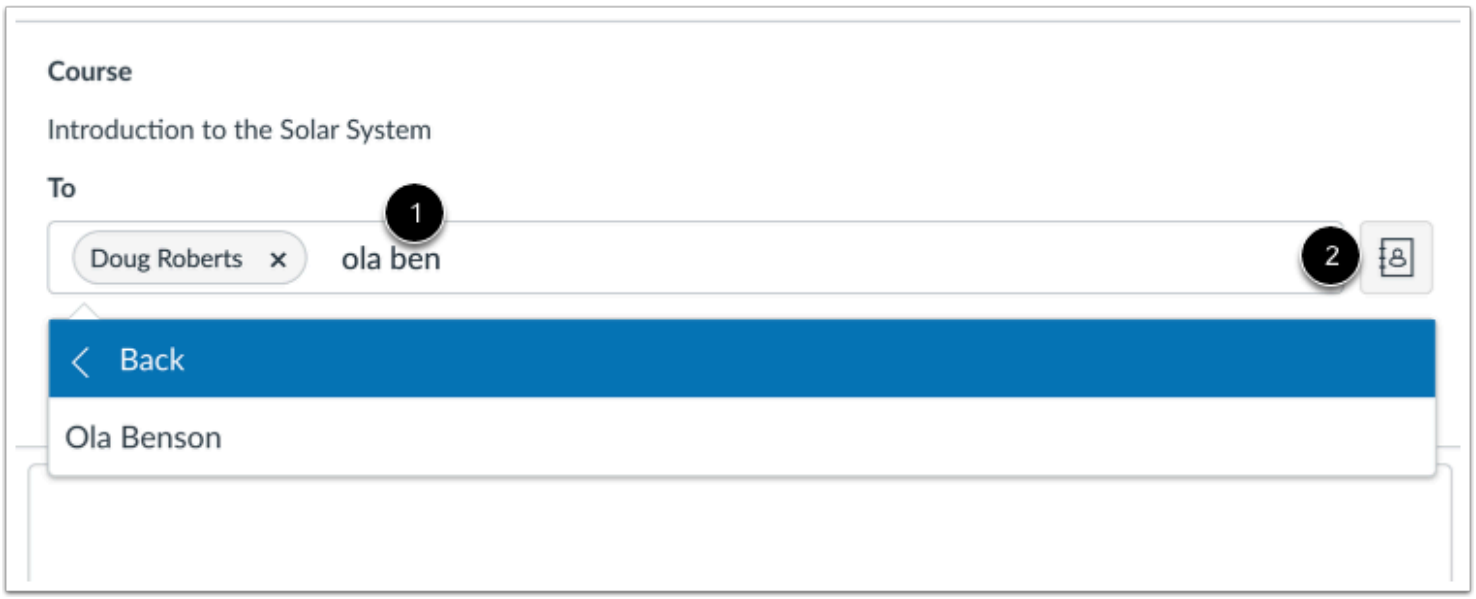
In the Inbox filter, select an existing conversation.

Reply to Conversation



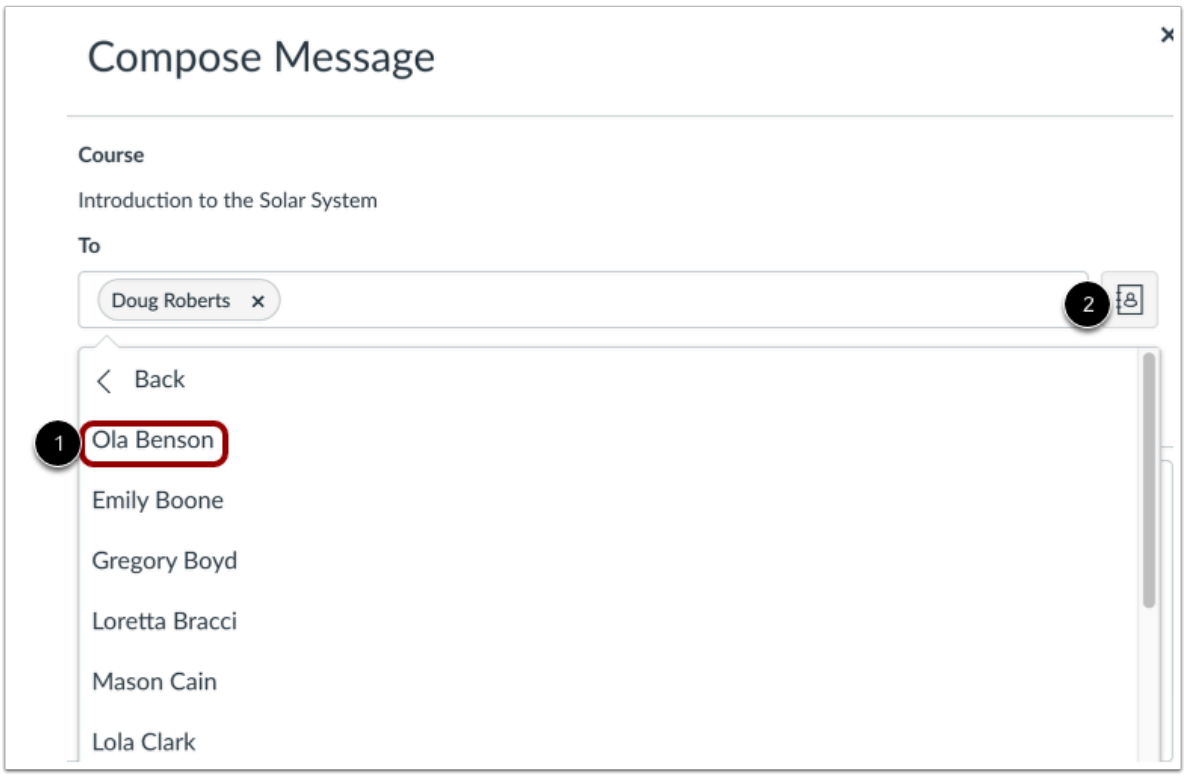
Locate the message thread and click the **Reply** icon.

Add Recipients



Start to type a name in the text field [1], or click the **Address Book** icon [2] to filter by users or course groups.

Use Address Book



Locate the individual and select his or her name [1]. Names are sorted by last name.

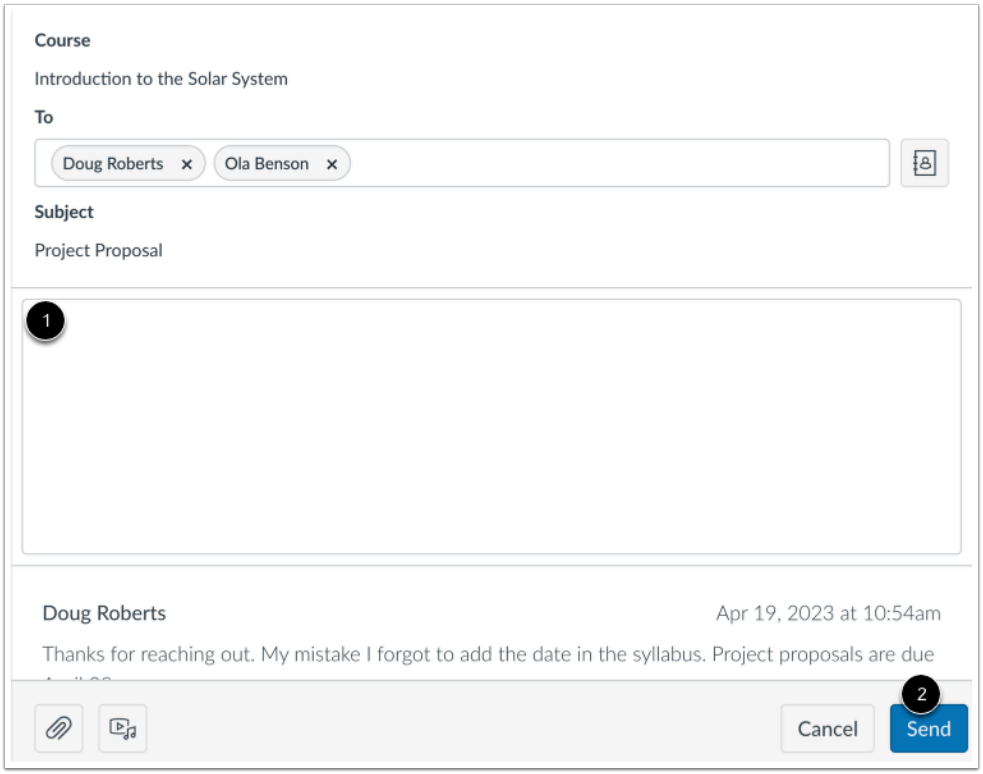
To navigate back to the address book, click the **Address Book** button [2].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

Verify Recipient

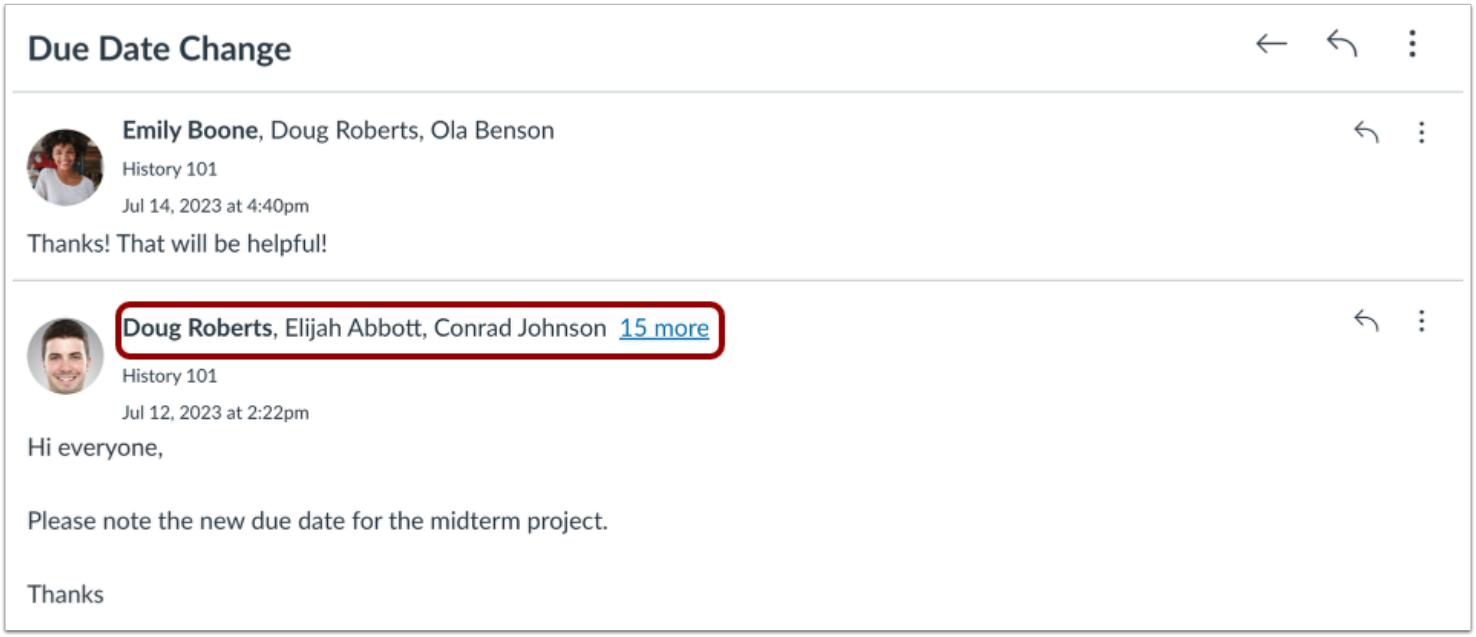
Verify you added the correct person.

Send Message



Enter a reply in the text field [1]. Then click the **Send** button [2].

View Message



The link will update the total number of people involved in the conversation.

Newly added participants will be able to read and comment on the entire conversation, even the messages that were posted before they were added.

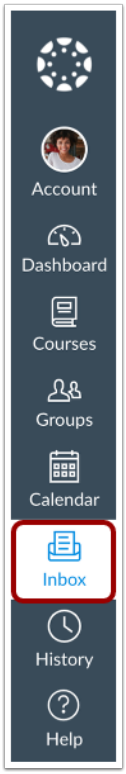
How do I delete a conversation in the Inbox?

You can delete entire conversations from your Inbox when you no longer need them.

You can also delete individual messages from a conversation instead of deleting the entire thread.

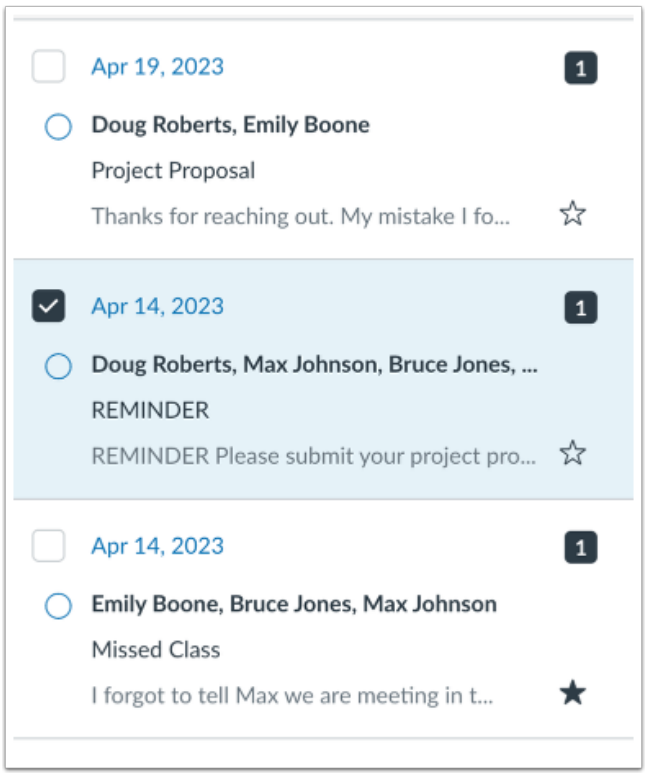
Note: If you delete an entire conversation involving multiple participants, you are removed from the conversation thread as a recipient and will not receive any further messages sent within the conversation. However, any messages you sent within the conversation remain.

Open Inbox



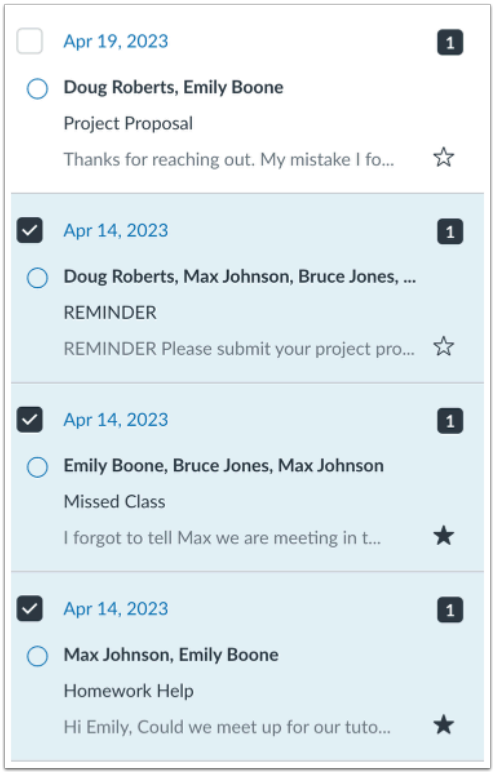
In Global Navigation, click the **Inbox** link.

Select Conversation



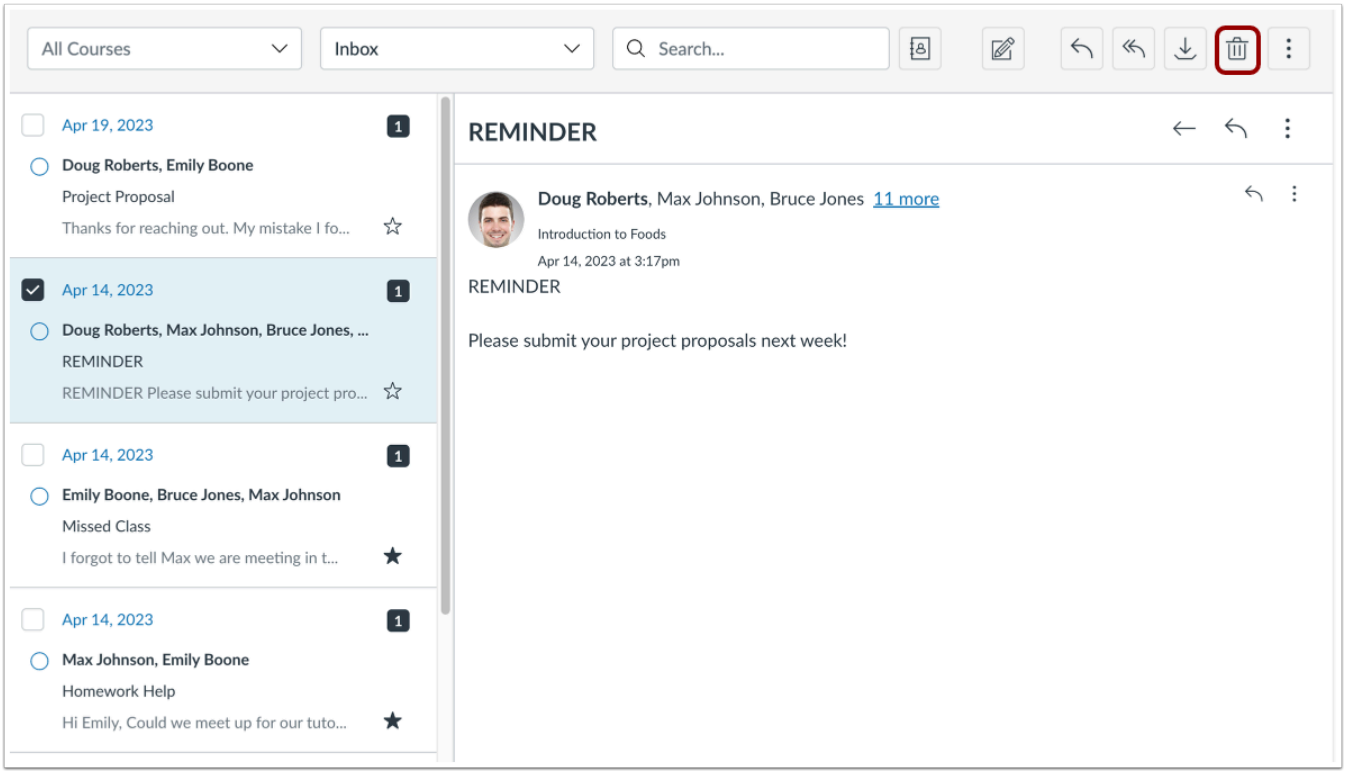
Select the conversation.

Select Multiple Conversations



To select multiple messages to delete, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

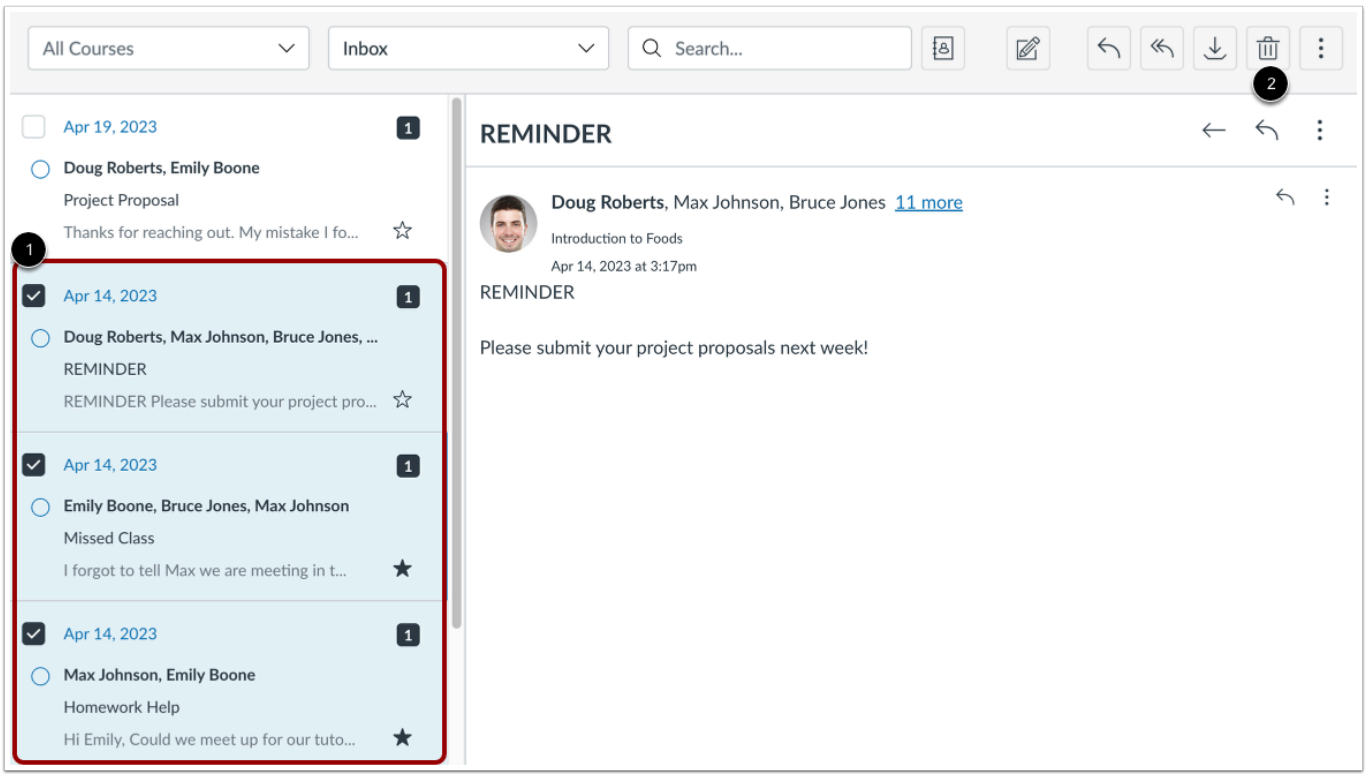
Delete Conversation



Click the **Delete** icon.

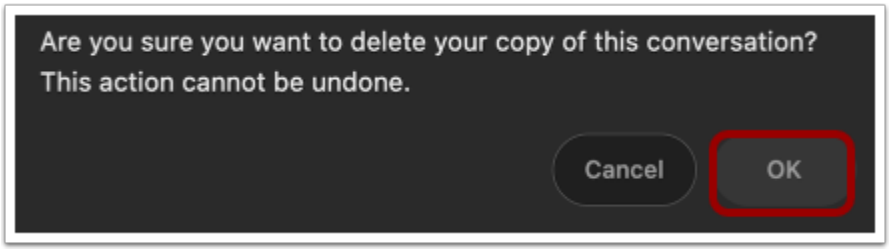
Note: You can only delete your copy of the conversation. You cannot delete the conversation for all recipients.

Delete Multiple Conversations



To delete multiple conversations, select the message checkbox or press the command key (Mac) or control key (Windows) while clicking each message you want to delete [1]. Then click the **Delete** icon [2].

Confirm Deletion

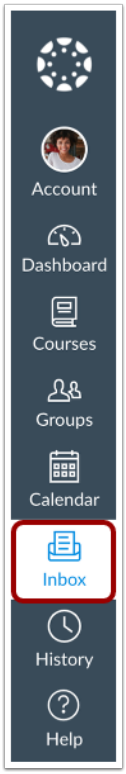


Select the **OK** button. All messages from that conversation are deleted.

How do I filter conversations in the Inbox?

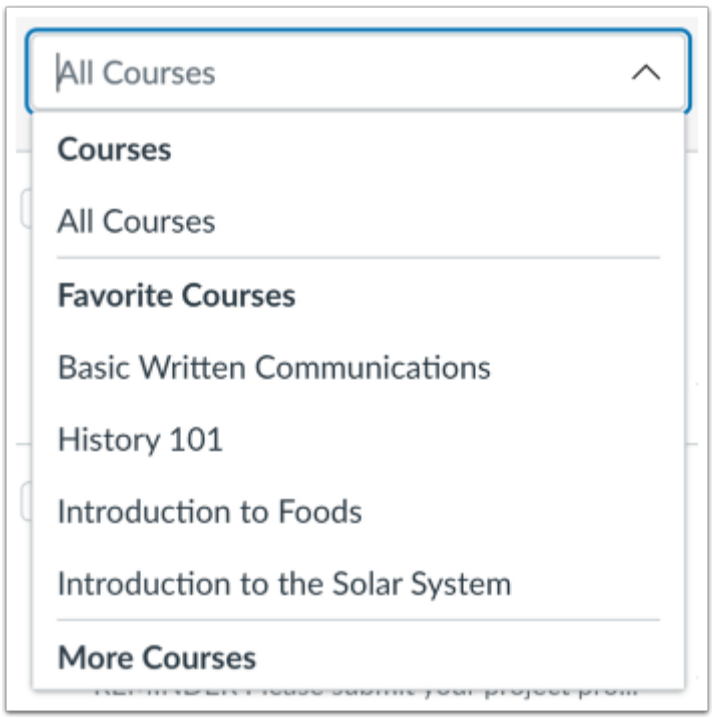
You can filter the conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering conversations allows you to selectively view conversation messages by course, inbox, or user.

Open Inbox



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

Filter by Course



You can filter your inbox by types of courses. Your Inbox may contain the following options:

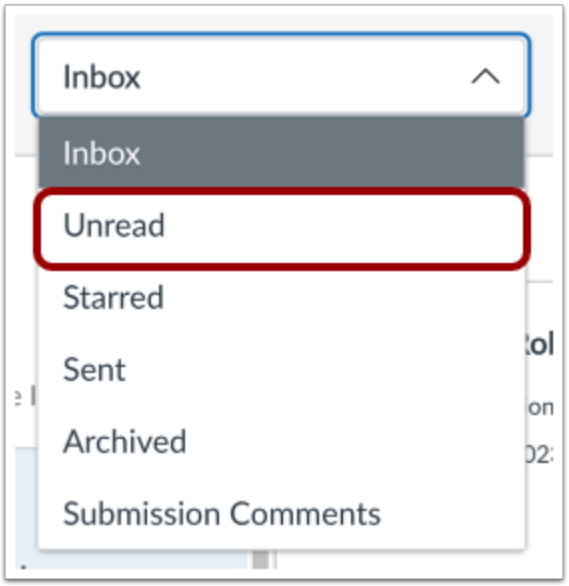
- Current courses in your Favorites menu
- Other courses that you haven't favorited
- Concluded courses
- Current or concluded groups

Note: You cannot send messages to users in concluded courses.

Filter by Inbox

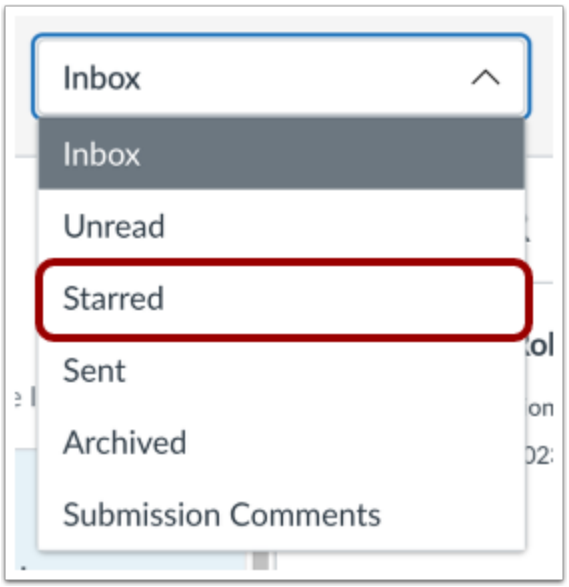
You can also filter by Inbox type. By default, the Inbox displays all messages.

View Unread Messages



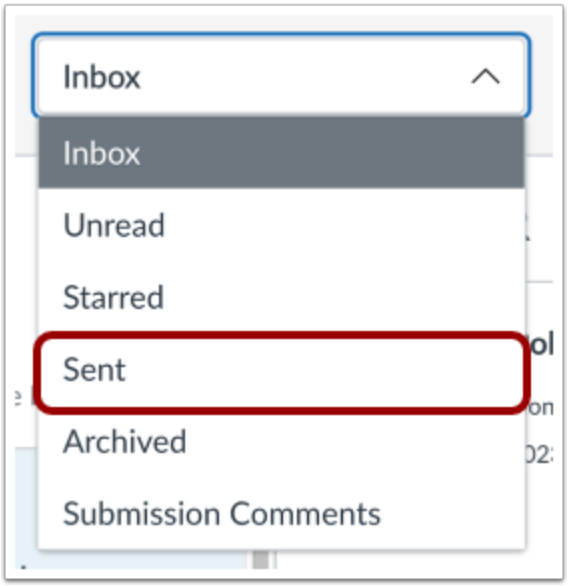
The **Unread** filter displays all unread conversations in your Inbox. Learn how to view and manage unread messages.

View Starred Messages



The Starred filter displays all starred messages in your Inbox. Starred messages are marked as important so you can locate them later. Learn how to star a message.

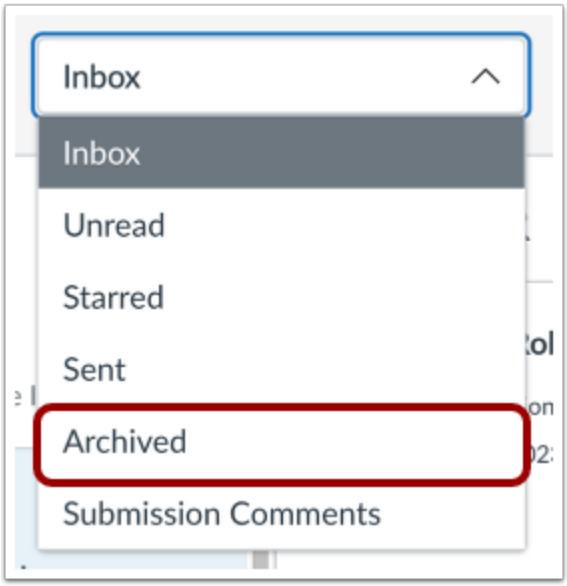
View Sent Messages



The Sent filter displays all your sent messages, both to individual users or multiple users.

Note: The Sent filter only includes sent messages from the first user to send a message in a conversation thread. Replies from recipients of the original message will appear in their Inboxes, but not in their Sent filters.

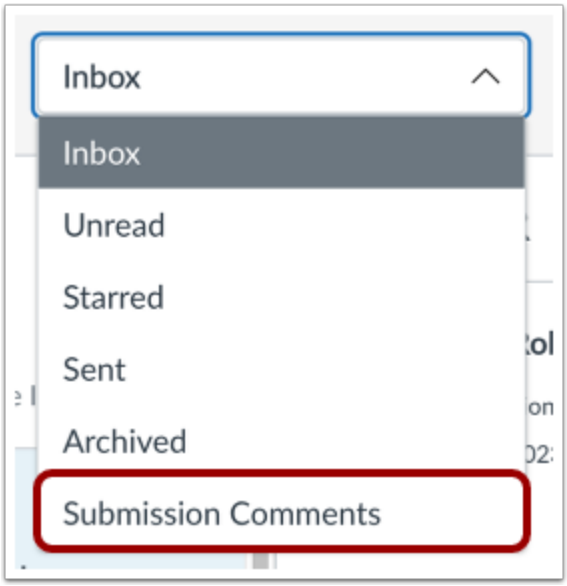
View Archived Conversations



The Archived filter displays all archived conversations. Learn how to archive a conversation.

Note: Sent messages cannot be archived. Additionally, archived messages do not include deleted messages, which are completely removed from the Inbox.

View Submission Comments



The Submission Comments filter displays all comments associated with course assignments and feedback. Learn how to reply to submission comments.

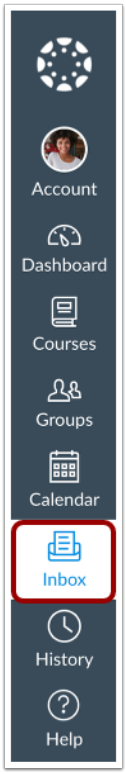
Filter by User

To filter by user, type the name of a user in the search field [1], or browse for the course, group, or user by selecting the **Address Book** icon [2].

How do I star a conversation in the Inbox?

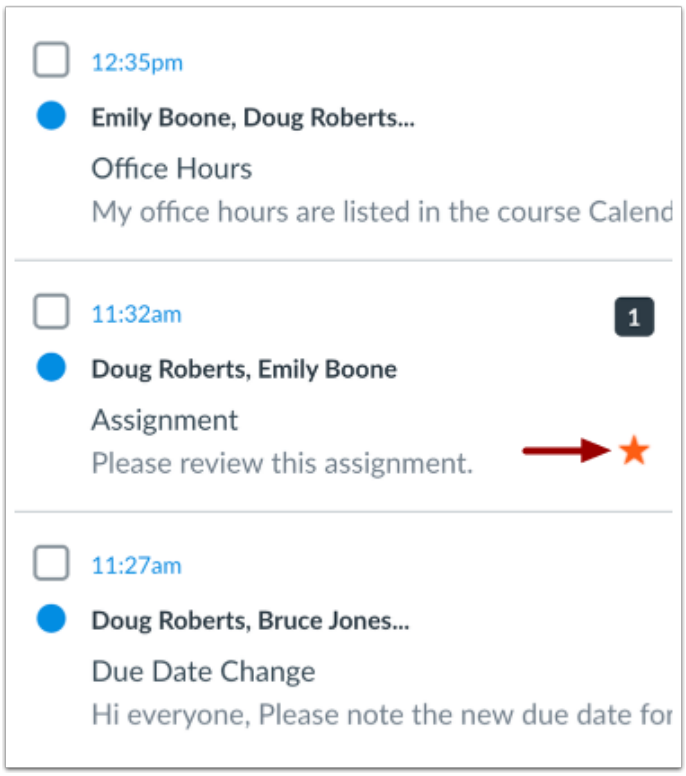
Starring conversations allows you to see important messages at a glance.

Open Inbox



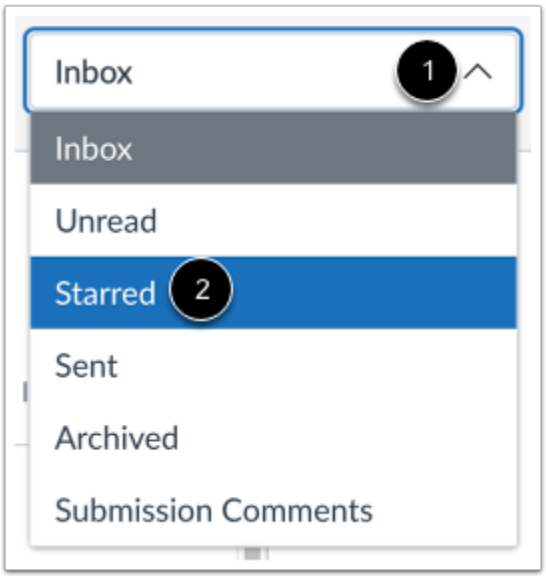
In Global Navigation, click the **Inbox** link.

Star and Unstar Conversations



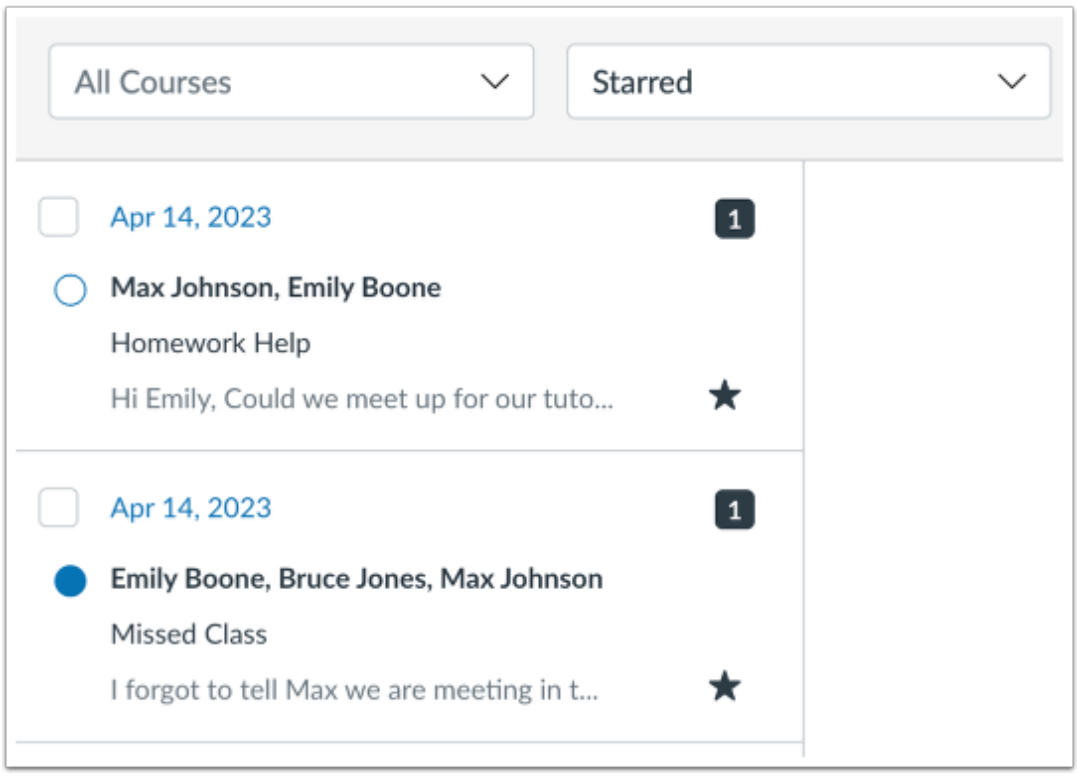
To create a starred message, click the **Star** icon. If you want to remove the star, click the star icon again.

View Starred Conversations



To view only starred conversations, click the **Inbox** drop-down menu [1]. In the drop-down menu, select the **Starred** link [2].

View Starred Conversations Only



View all the conversations you have starred.

How do I manage my Inbox settings?

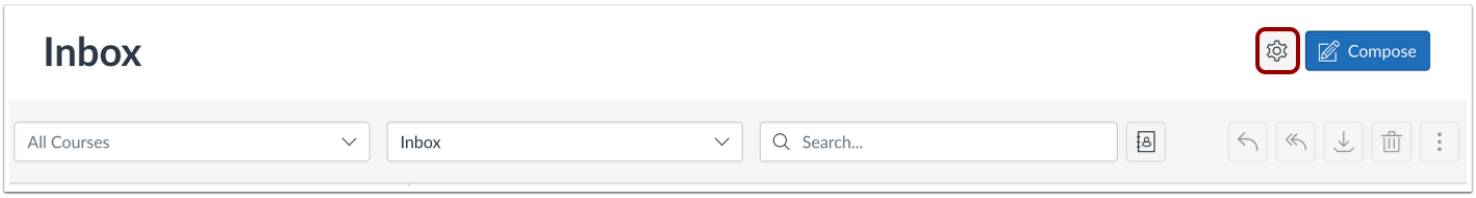
The Student Inbox settings provides you with the ability to automate responses to messages and personalize your outgoing messages with a signature.

Note: The visibility of the auto response and signature features depends on the settings enabled by your admin.

Open Inbox

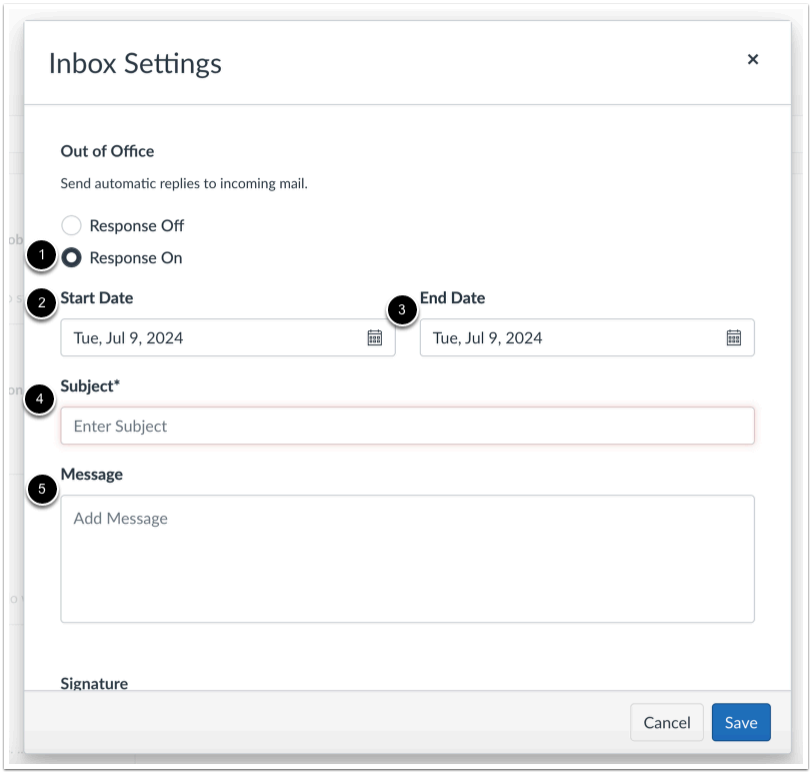
In Global Navigation, click the **Inbox** link.

Open Inbox Settings



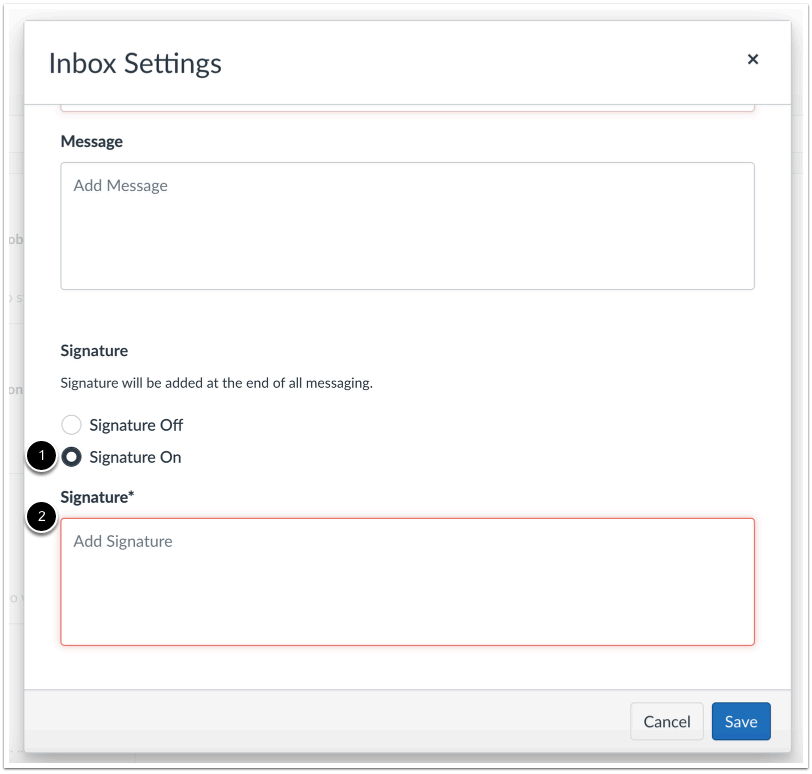
Click the **Inbox Settings** icon.

View Out of Office Settings



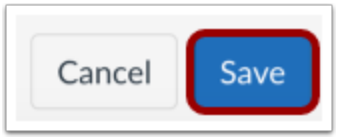
To create an auto-response message, select the **Response On** radio button [1] and enter the **Start Date** [2], **End Date** [3], **Subject** [4], and **Message** [5].

View Signature Settings



To create a signature, select the **Signature On** radio button [1] and enter the desired signature in the Signature field [2].

Save Settings



Then click the **Save** button to save your settings.

How do I use Differentiated Tags in the Inbox as an instructor?

This guide applies to institutions who have opted-in to the Differentiation Tags feature preview. If your user interface displays differently, the feature has not been enabled at your institution. To learn more about the feature preview, ask questions, or comment on functionality, navigate to the Differentiation Tags user group.

A Canvas administrator will need to enable Differentiation Tags setting at the account level or sub-account level. This setting can also be locked for sub-accounts.

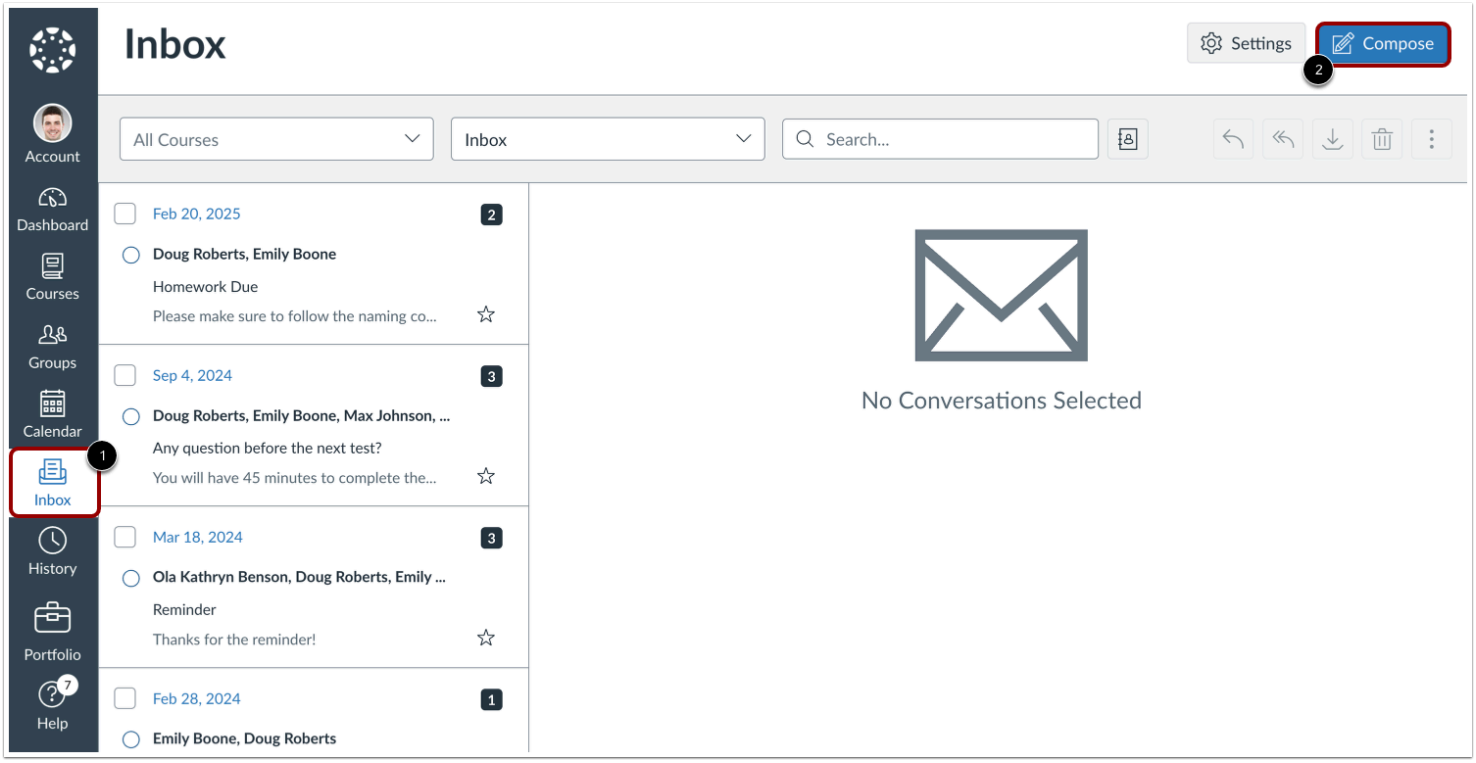
You can use differentiation tags to assign specific content to customized sets of students. These sets are not visible to students. Additionally, admins can access differentiation tags through Canvas Data for reporting and analysis.

As an instructor, you can create and manage Differentiation Tags from the People page.

Notes:

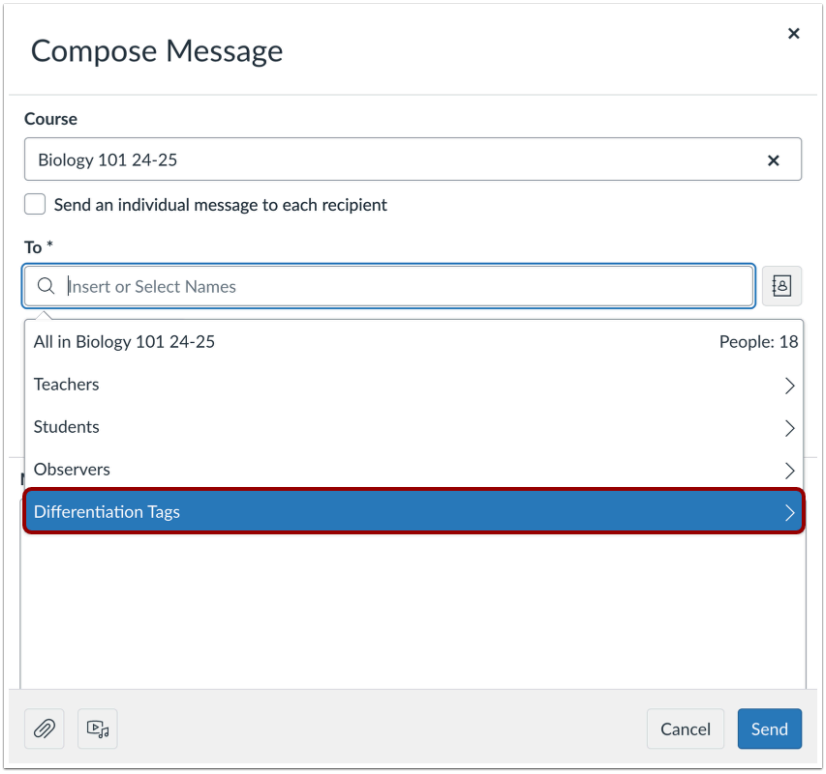
- If the Differentiation Tags feature option is enabled and locked at the root account, the sub-account setting will display. However, if the feature option is enabled and unlocked at the root account but disabled in the sub-account, the sub-account setting will not be displayed.
- Both the Differentiation Tags Feature Option and Account setting must be enabled.
- Differentiation tags are not retained during course exports or imports.
- Each course is limited to 40 tags total and 10 variants per tag set.
- There is no limit to the total number of tags a student can have; however, a student can only be assigned one tag per tag set.

Open Inbox



In Global Navigation, click the **Inbox** link. To compose a message, click the **Compose** button [2].

View Inbox



In the Inbox, you can send messages to specific tag groups.

Note: When sending a message to students with differentiation tags, the Send an individual message checkbox is disabled. This prevents accidental exposure of which students are associated with a tag.

How do I translate an Inbox Message using IgniteAI Translations?

This guide applies only to institutions that have enabled the AI Translation feature preview. If your user interface differs from what is shown, the feature is not enabled at your institution.

To learn more about the feature preview, ask questions, or comment on functionality, navigate to the IgniteAI Translations for Inbox, Discussions and Announcements user group.

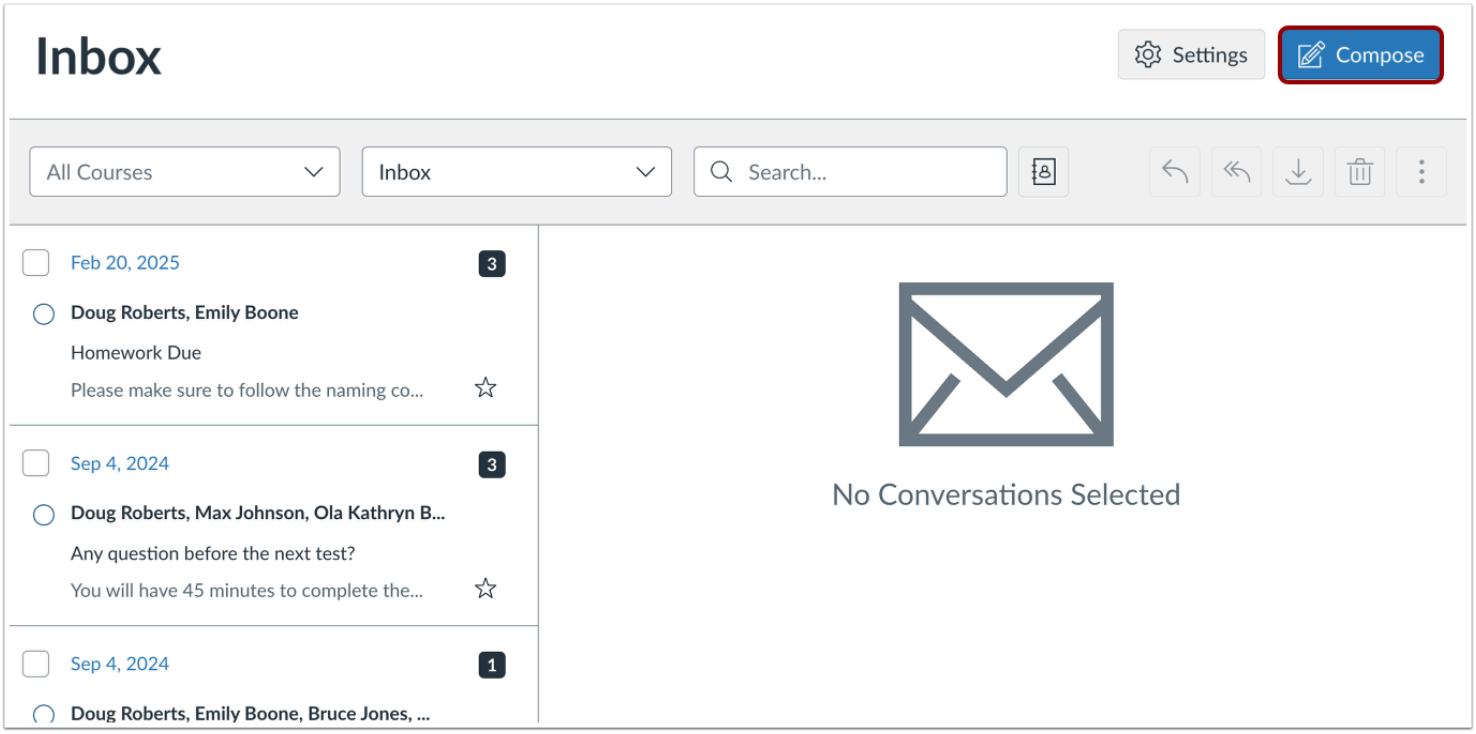
This feature currently supports the following languages:

- Catalan
- Chinese (Simplified)
- Dutch
- English
- French
- German
- Portuguese (Brazil)
- Russian
- Spanish
- Swedish

Open Inbox

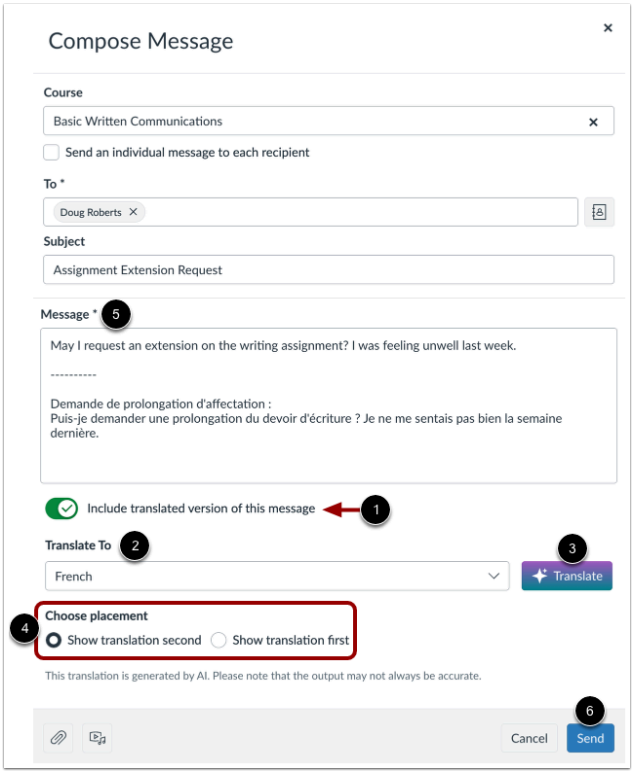
In Global Navigation, click the **Inbox** link.

Compose Message



To compose a new message, click the **Compose** button.

Enable Translation

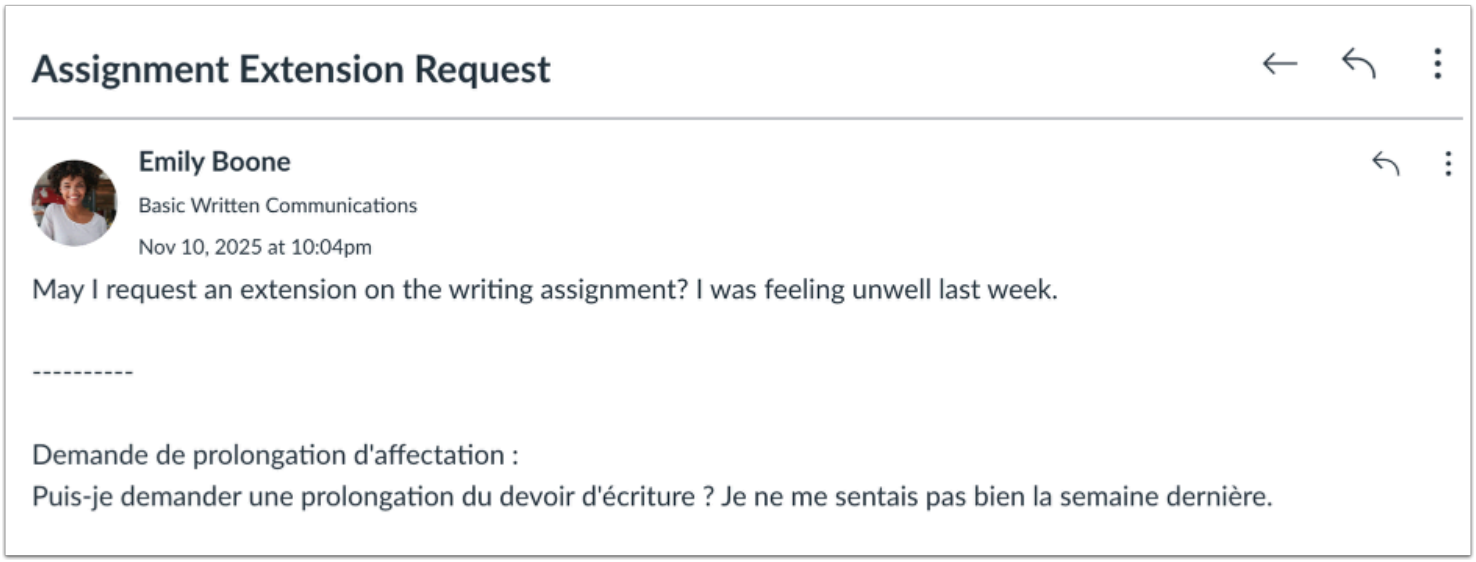


To include translations in an Inbox message, click the **Include translated version of this message** toggle on [1]. Select the preferred language [2], then click the **Translate** button [3]. Choose whether to display the translation first or second [4].

The translated message displays along with the original text [5].

Click the **Send** button [6].

View Translated Inbox Message



The user receiving the message can see both the original text and the translated text in the message field.

Profile and User Settings

How do I add a profile picture in my user account?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

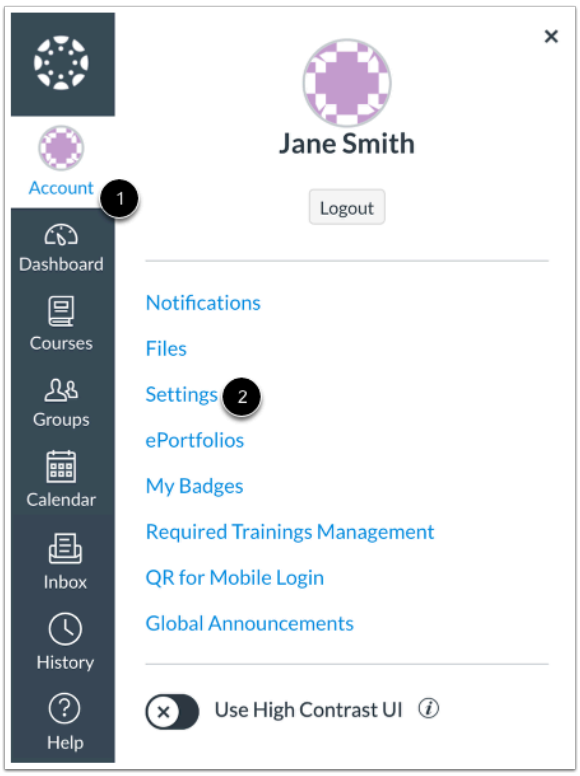
There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer's camera (not supported when using Safari or Internet Explorer)
- **Import** from an existing Gravatar account (this feature may be restricted by your institution and only G-rated images are supported)

Tips for profile pictures:

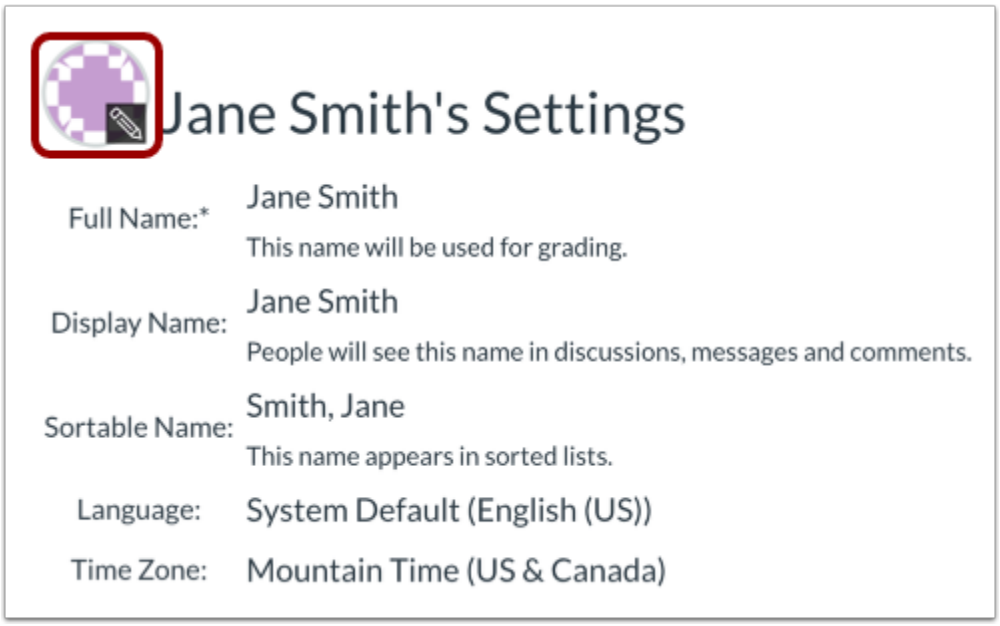
- Choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your user files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

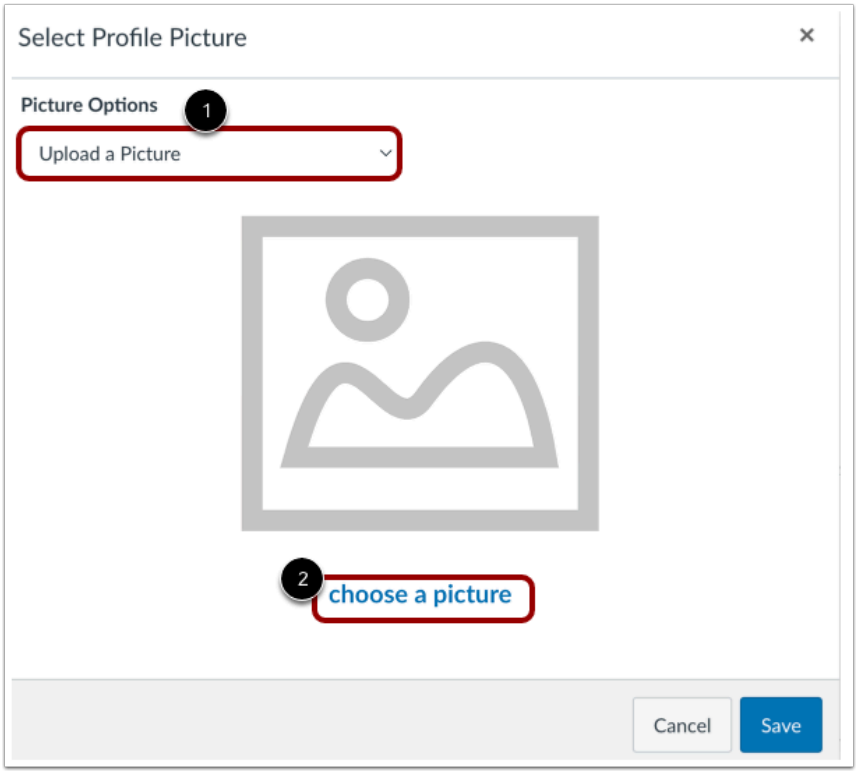
Open Profile Picture



Click the profile picture icon.

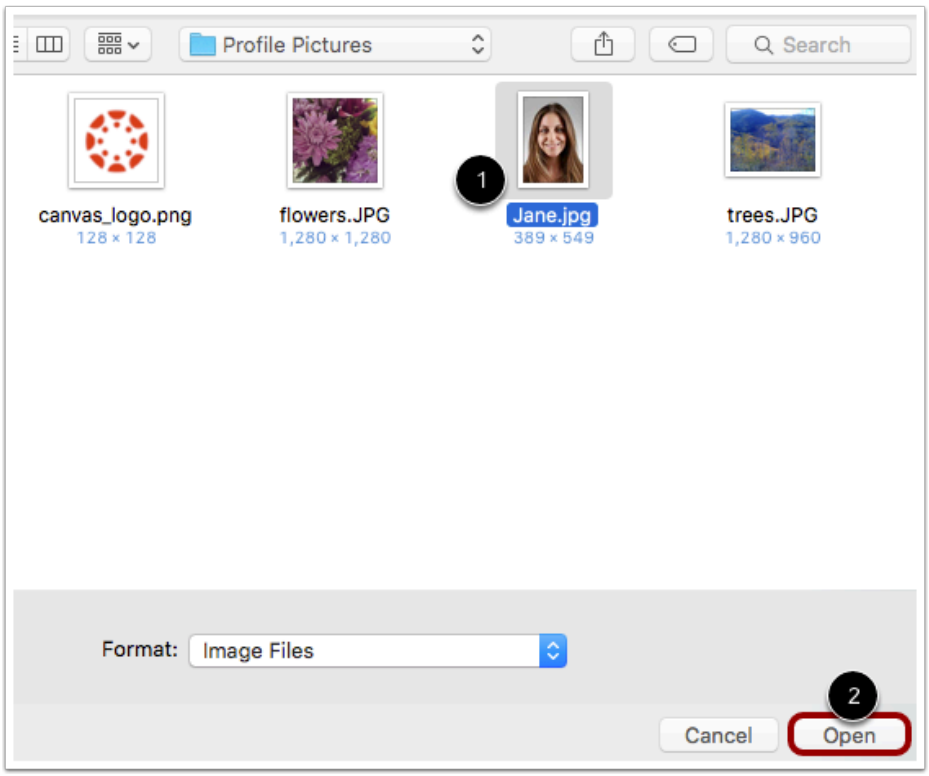
Note: If you don't see a placeholder profile picture icon, your institution does not allow you to add or change your profile picture.

Upload Picture



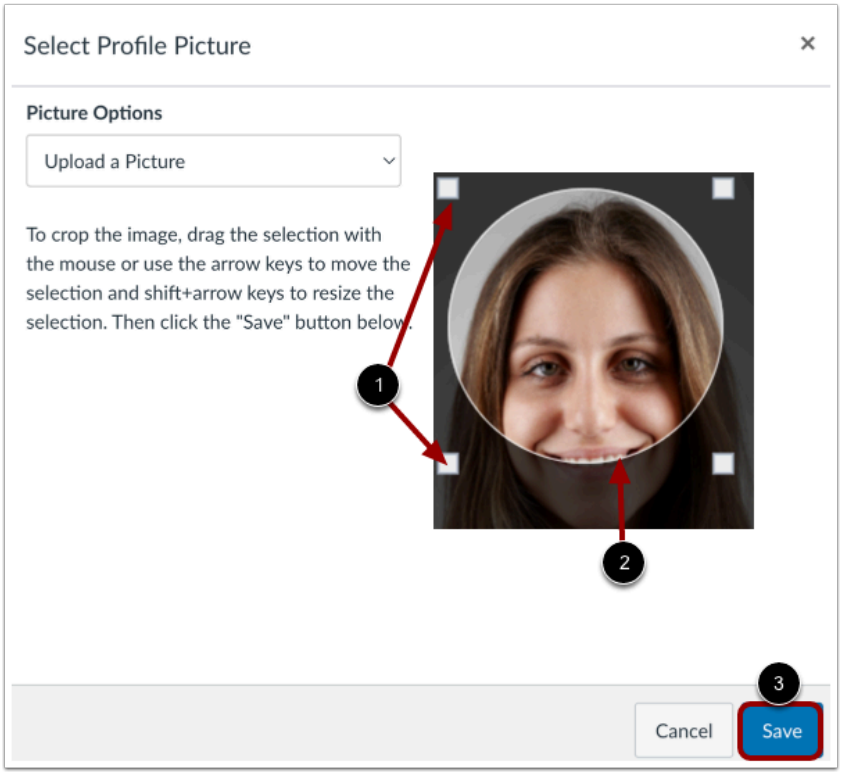
To upload a new profile picture file, click the **Picture Options** drop-down menu and select the **Upload a Picture** option [1]. Then click the **choose a picture** link [2]. You can also drag a picture from your desktop and drop it into the window.

Choose Profile Picture



Find the image you want to upload and click the **Open** or **Browse** button.

Crop or Resize Picture

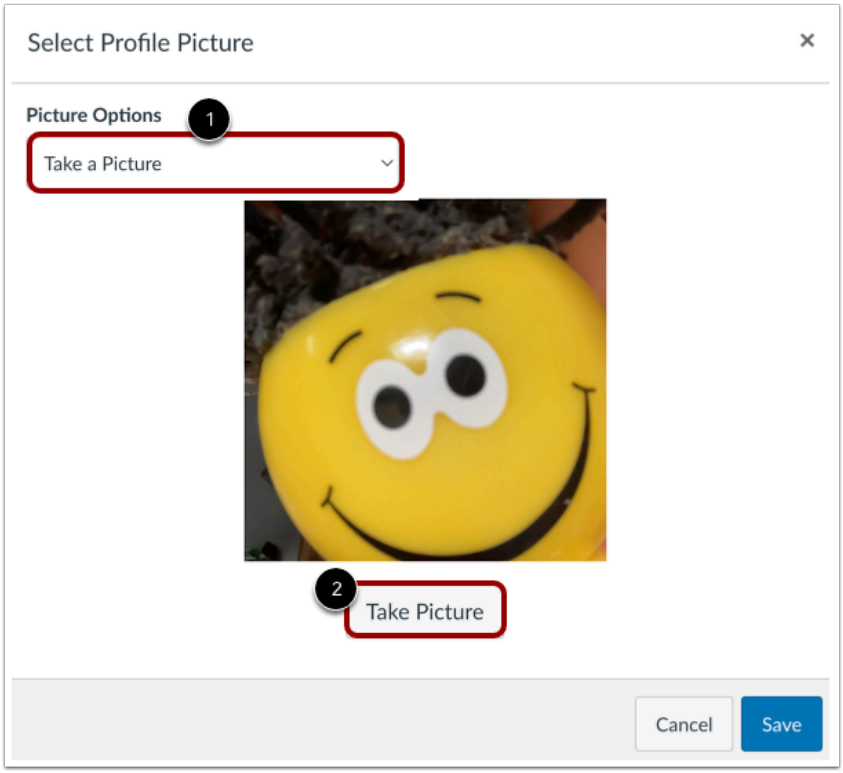


To crop your image, use the selection handles [1]. To recenter the image, hover the cursor over the image, then click and drag the circle selector to a new location [2].

When you are finished, click the **Save** button [3].

Note: Canvas automatically stores a copy of the saved profile picture in your personal user files. When you save a new picture in your profile, the new picture overrides the existing picture file in your personal files.

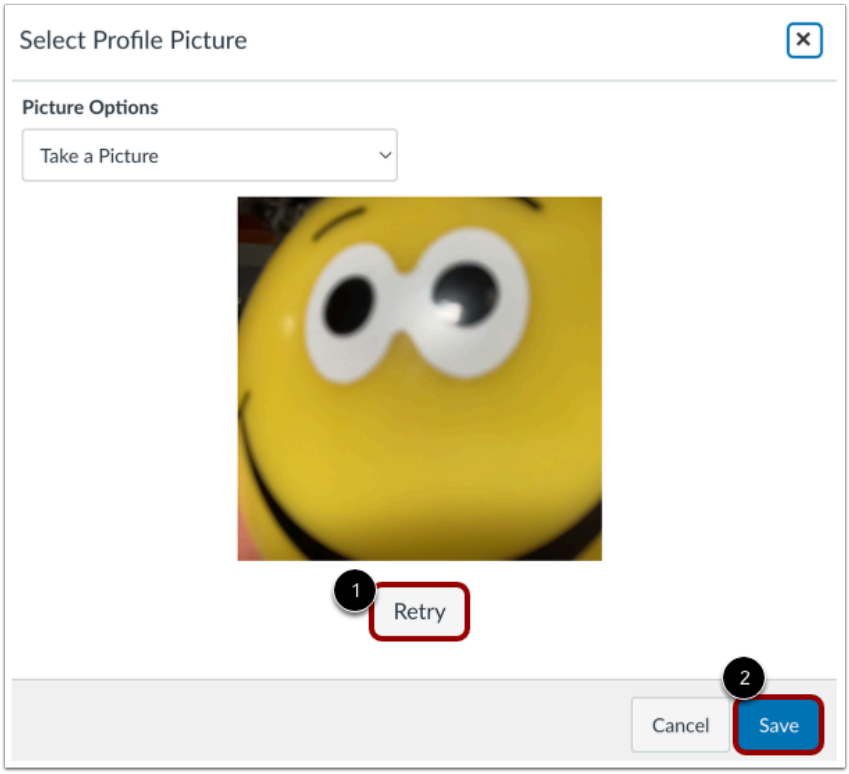
Take Picture



To take a picture to use as your profile picture, click the **Picture Options** drop-down menu and select the **Take a Picture** option [1]. Then click the **Take Picture** button [2].

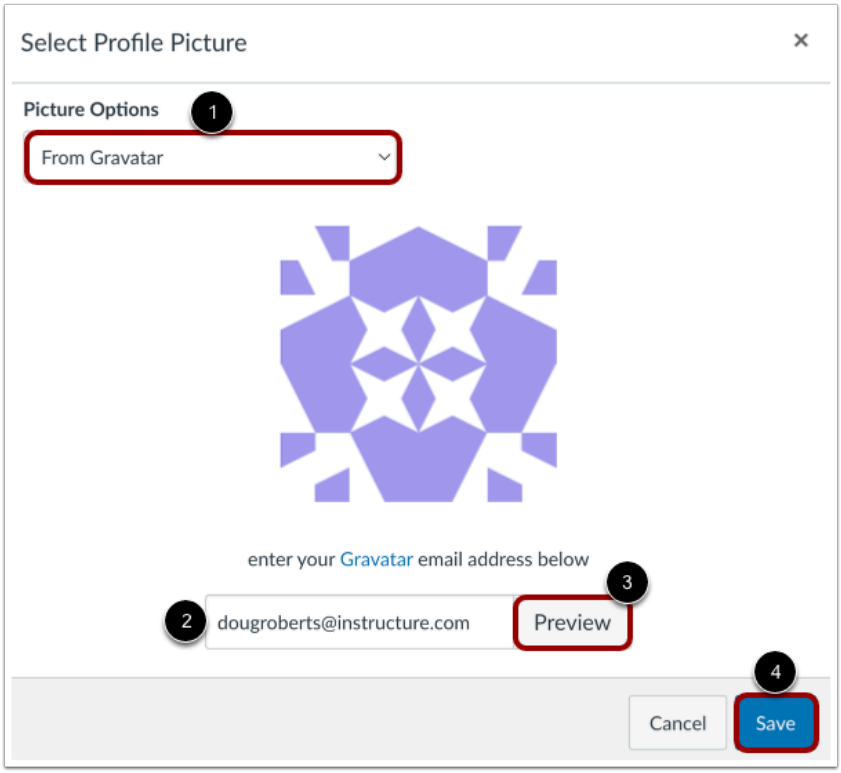
Note: Depending on your browser, you may need to allow Canvas to access your camera. The Take a Picture option is not supported when using Safari or Internet Explorer.

Save Picture



To take another picture, click the **Retry** button [1]. When you are finished, click the **Save** button [2].

Import from Gravatar

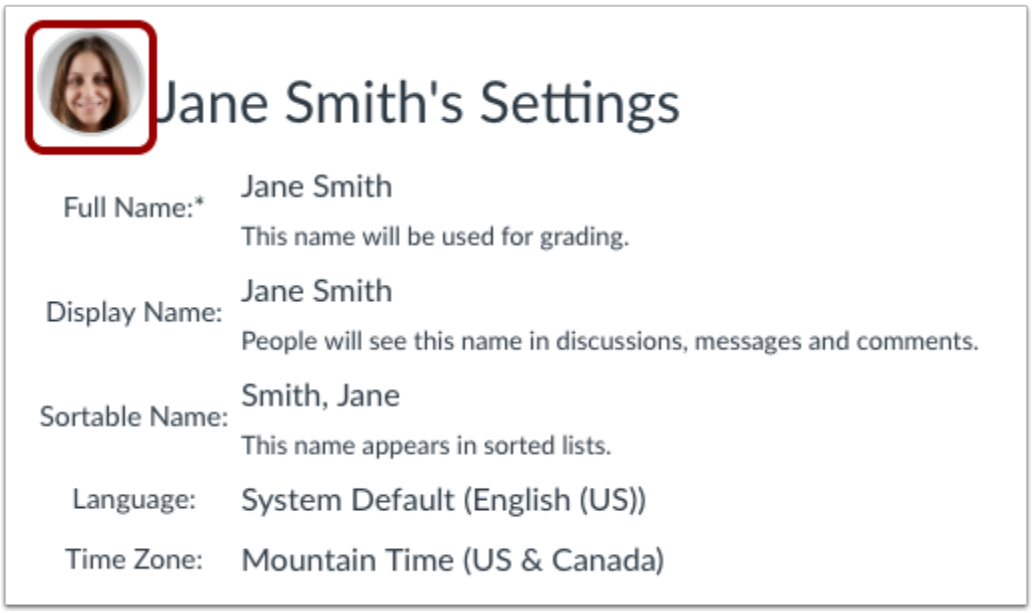


If your institution allows Gravatars and you have a Gravatar account, you can import an existing Gravatar to use as your profile picture.

Click the **Picture Options** drop-down menu and select the **From Gravatar** option [1]. Enter your Gravatar email address in the field provided [2]. Click the **Preview** button to view your Gravatar [3]. When you are finished, click the **Save** button [4].

Note: Before adding a photo in your Gravatar account, you must rate the photo. Please note that you can use only a G-rated Gravatar photo as a Canvas profile picture.

View Profile Picture



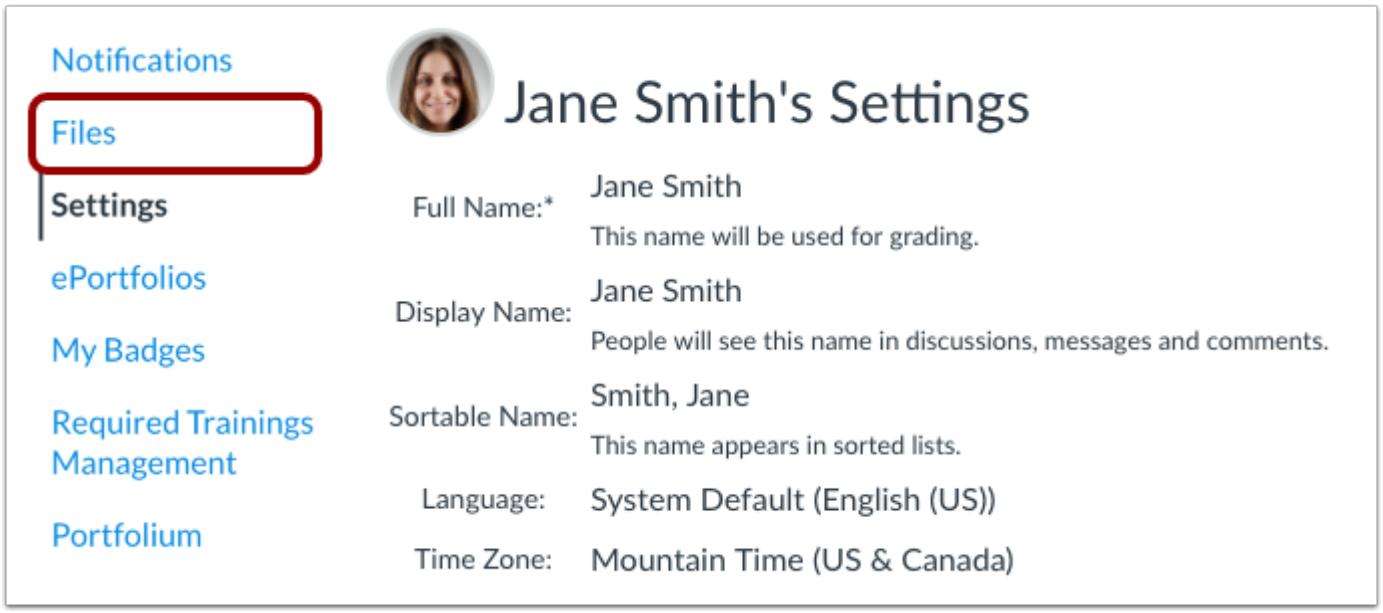
The profile picture you selected displays instead of the placeholder profile picture.

Delete Profile Picture

Profile pictures are linked to your personal files, so you can easily delete them to remove old profile pictures.

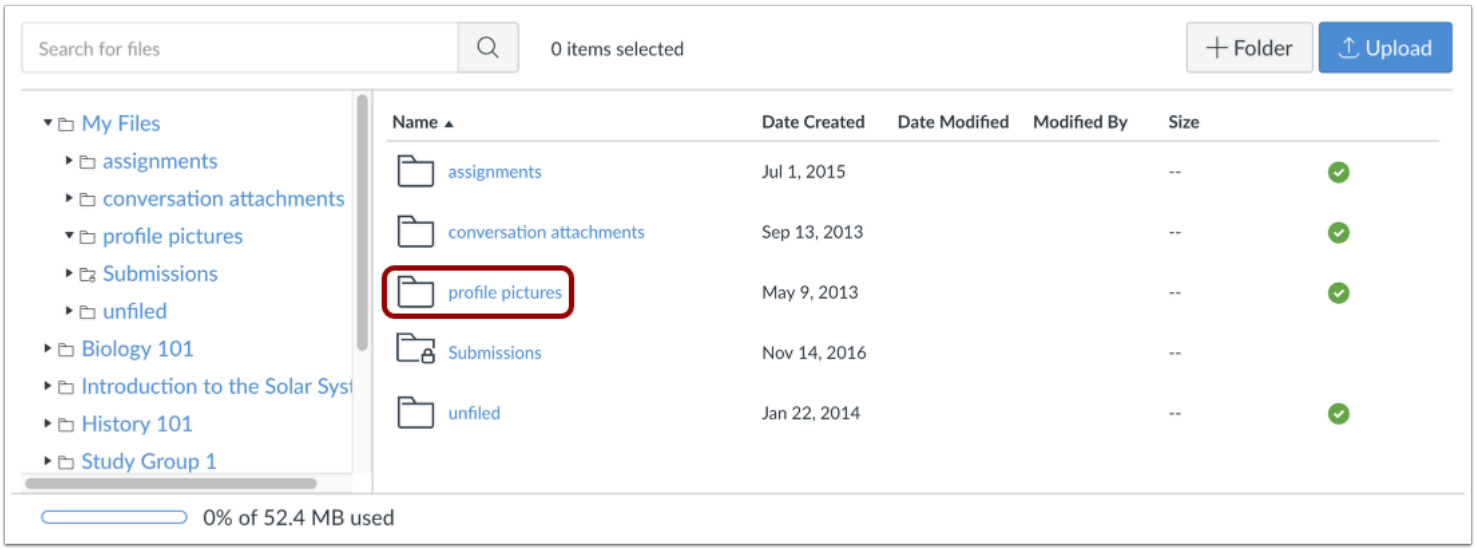
Note: Gravatar images cannot be deleted from your account through your personal files. However, Gravatar images may be replaced with an uploaded image or with a captured image using the Take a Picture option.

Open Files



To delete a profile picture, click the **Files** link.

Open Profile Pictures



Click the **profile pictures** folder.

Delete Profile Picture

Next to the file you want to delete [1], click the **Options** icon [2] then click the **Delete** link [3].

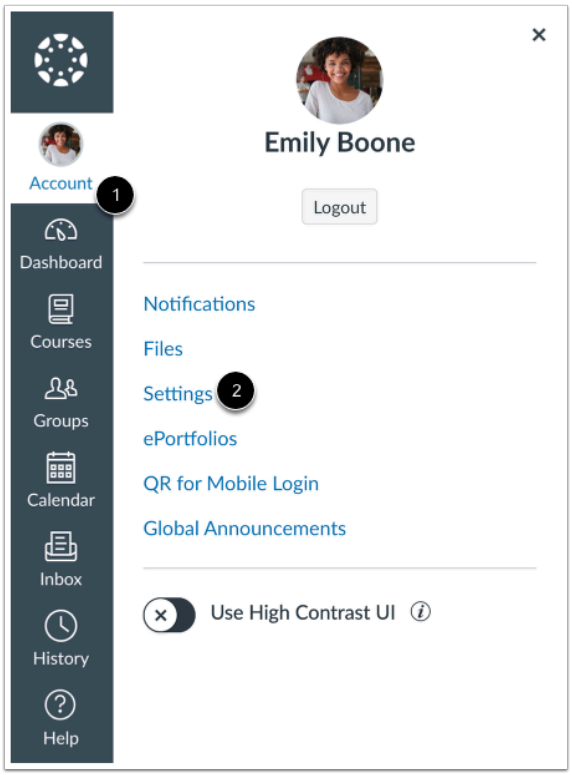
How do I add contact methods to receive Canvas notifications?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, Slack, and various web services.

Once you add contact methods, you can set your own Notification Settings to select how often you want to be notified of course events.

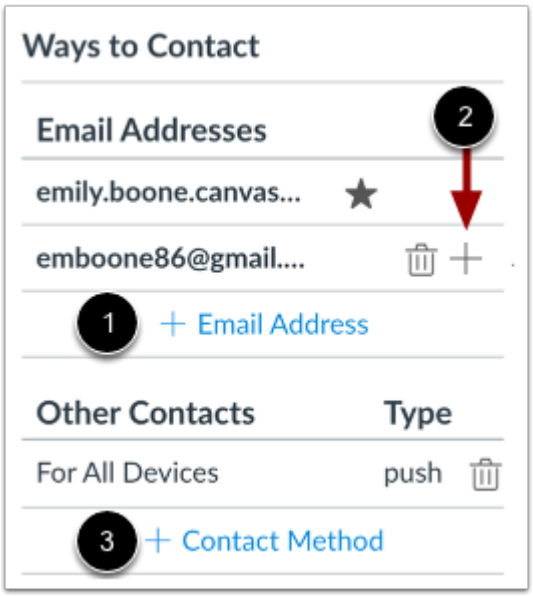
View a video about Notification Settings.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Ways to Contact

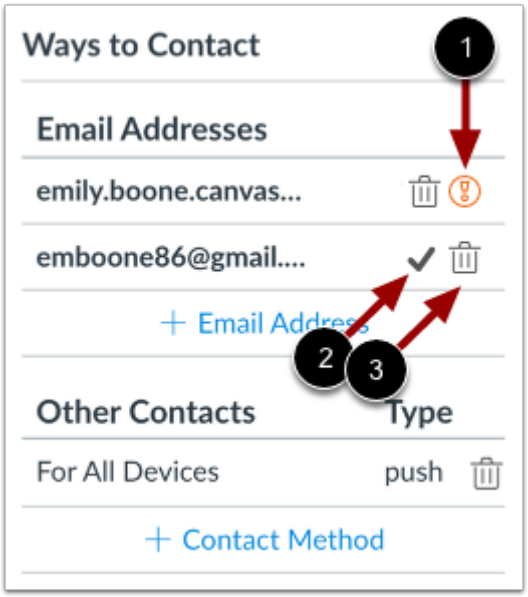


In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the **Add Email Address** link [1].

If you have multiple Canvas accounts, you can view the **Add** icon [2], which allows you to merge the address with another Canvas account that uses the same email address.

If you want to add Slack as a contact method, click the **Add Contact Method** link [3].

View Communication Warnings



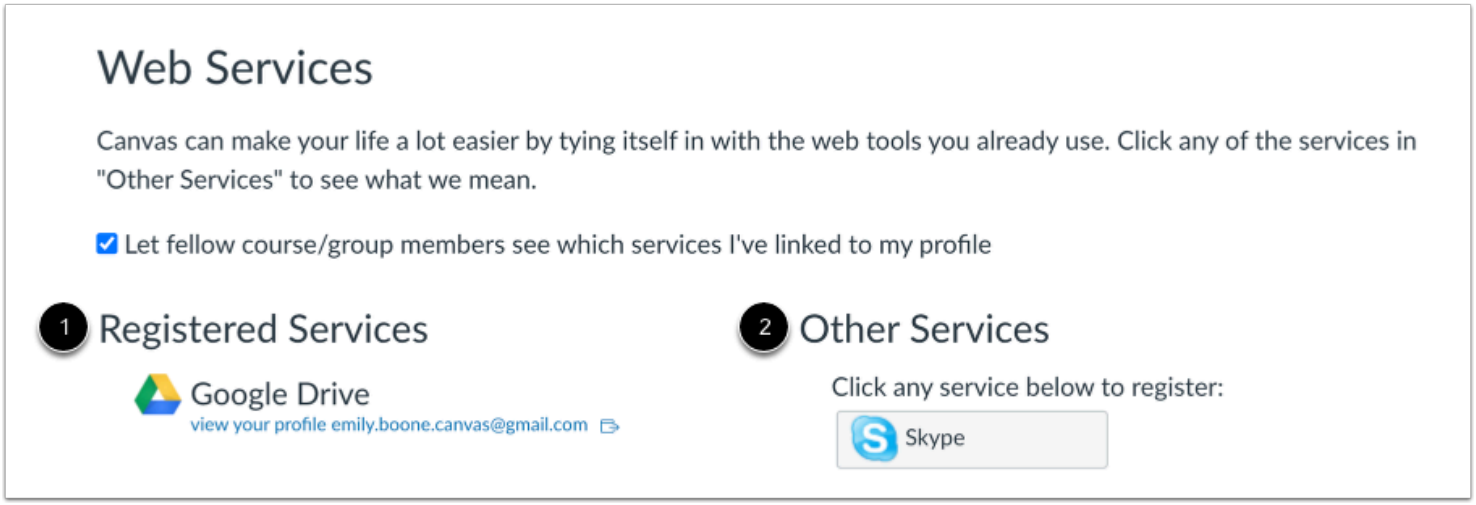
Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- **Warning** [1]: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- **Check Mark** [2]: notifies you of an unconfirmed email address.

To delete a contact method, click the **Delete** icon [3].

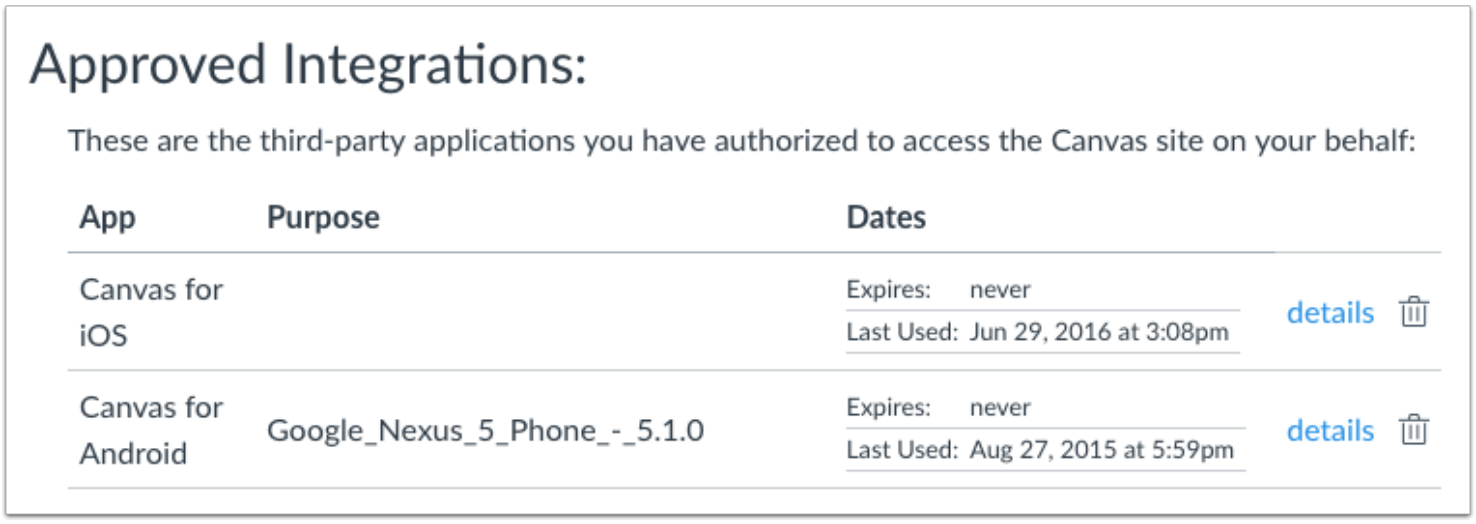
Link to Web Services



The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1]. Other services that are available for registration appear in the right column under the **Other Services** heading [2].

Learn how to add web services in Canvas.

View Approved Integrations



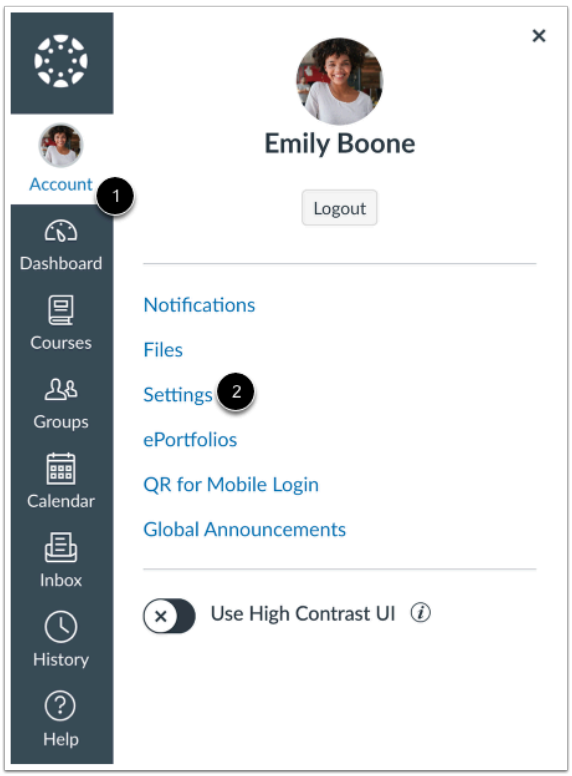
When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link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

How do I add an additional email address as a contact method in Canvas?

When you create a contact method in Canvas, you can use that contact method as a way to receive Canvas notifications. By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.

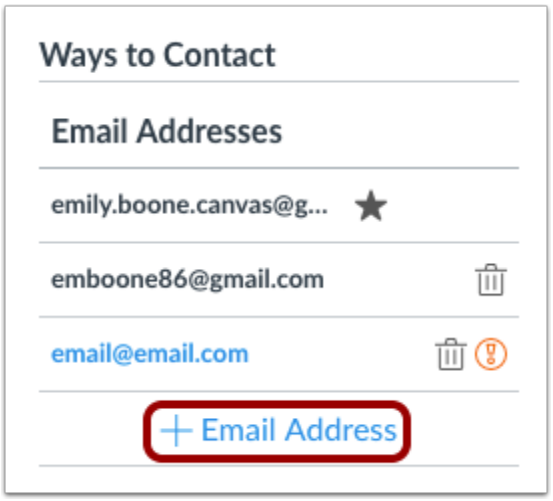
Learn how to set notification settings.

Open User Settings



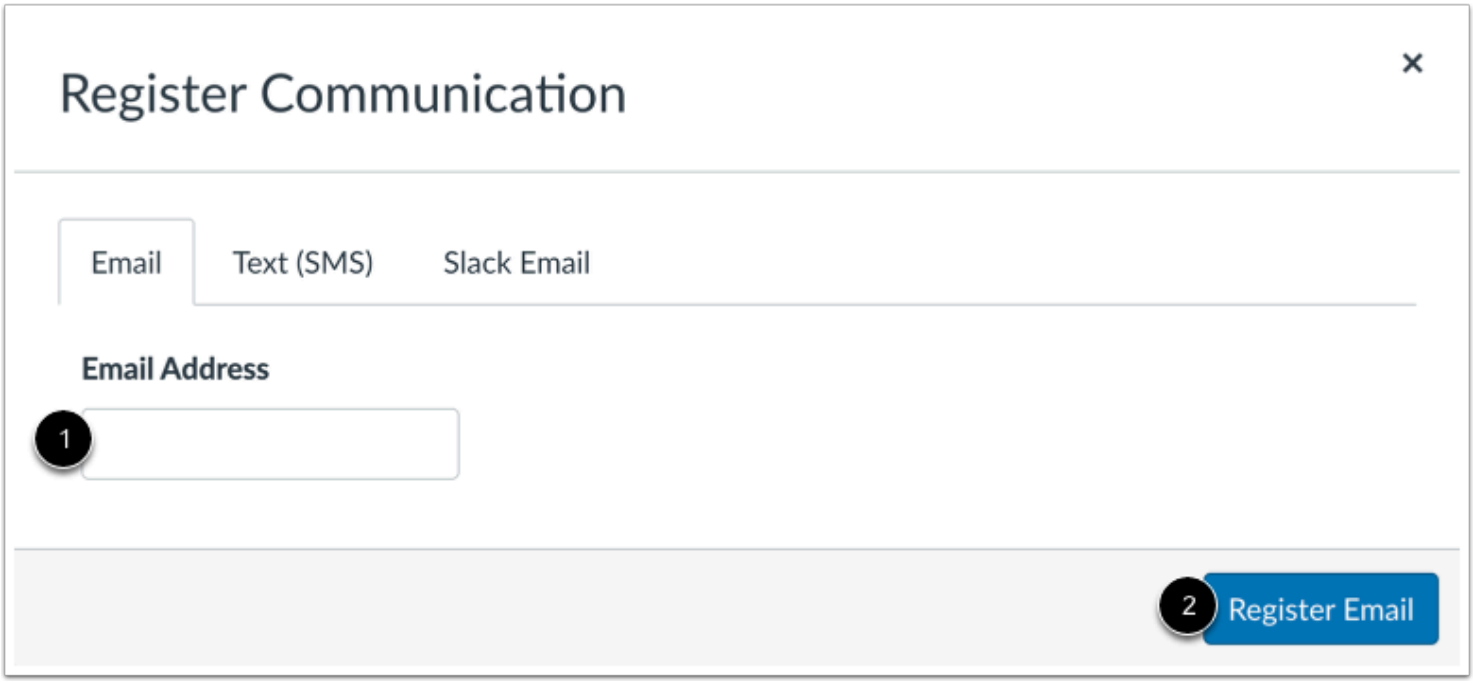
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Email Address



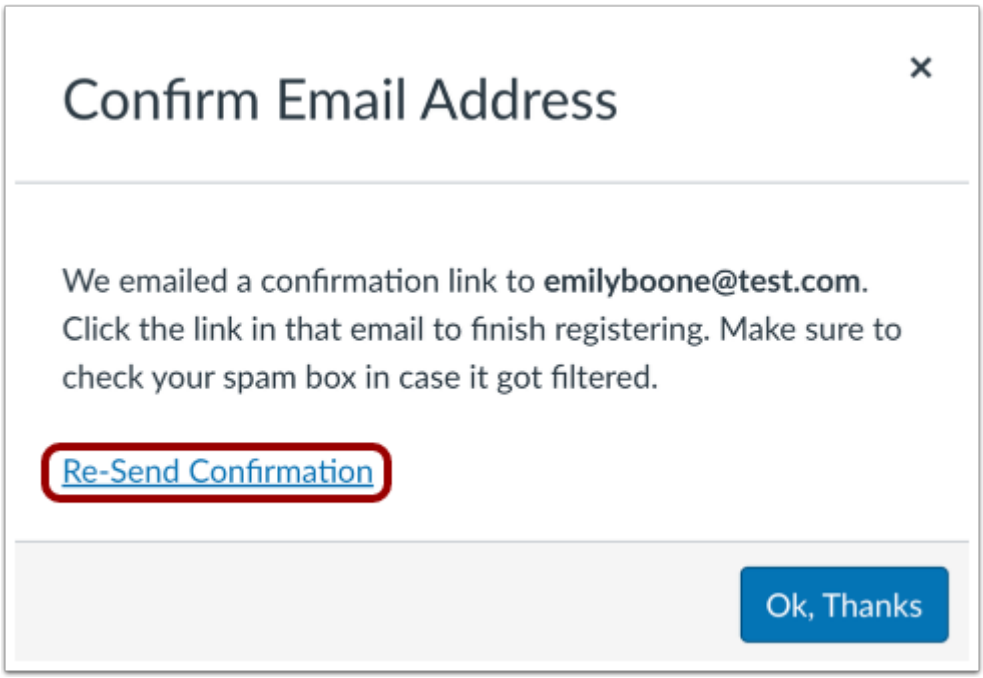
In the Email Addresses section, click the **Add Email Address** link.

Register Email



Enter the email address you want to add in the **Email Address** field [1]. When you are finished, click the **Register Email** button [2].

Confirm Email Address



Open your email account you just added. Click the link that is in the email to finish registering the additional email address. You may have to check your junk mail folder.

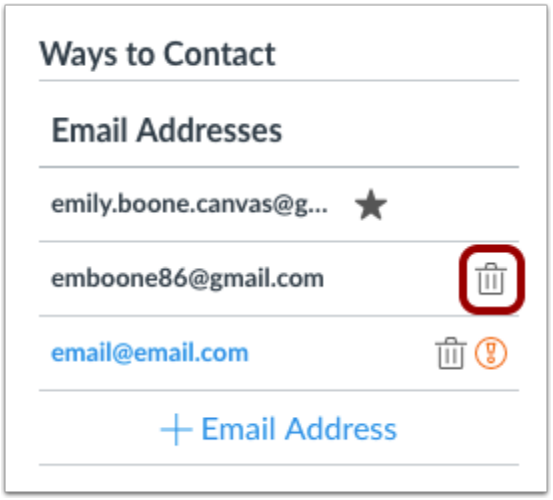
If you need to resend the confirmation, click the **Re-Send Confirmation** link.

Not receiving a confirmation email in Canvas? Try the following steps to resolve the issue:

- Check your email folders. Look in your inbox, spam, and junk folders for an email from Canvas asking you to confirm your email address. The subject line often includes Confirm Email: Canvas on the subject.
- Re-add your email address in Canvas. If you do not see the confirmation email, log in to Canvas, go to **Account** > **Settings**, and remove the unconfirmed email address. Then add it again to trigger a new confirmation email.
- Resend the confirmation manually. If the unconfirmed email still appears under your profile, click it to bring up the option to resend the confirmation email.

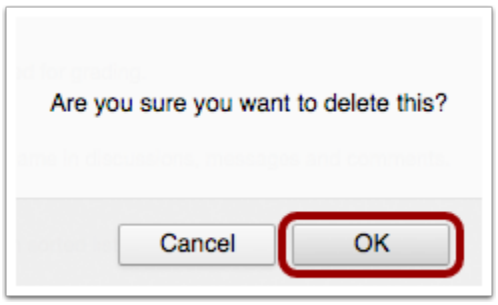
- Try resetting your password. Go to the Canvas login page, click **Forgot Password**, and enter your email. This can sometimes trigger a confirmation or reset email if your address is linked to an account.
- Contact Canvas Support or your IT team if none of the above works. The email may be on a bounce or suppression list, which Canvas Support can resolve, or it may be blocked by an email filter or firewall, which your IT team can address.
- If you're a Canvas admin, check the delivery status. You can verify whether the confirmation email was sent and whether it bounced using the following guides:
  - How do I see which notifications have been sent to a user in an account?
  - How do I view bounced email notifications for users in an account?

Delete Email Address



To delete the email address, click the **Delete** icon.

Confirm Delete



Click the **OK** button.

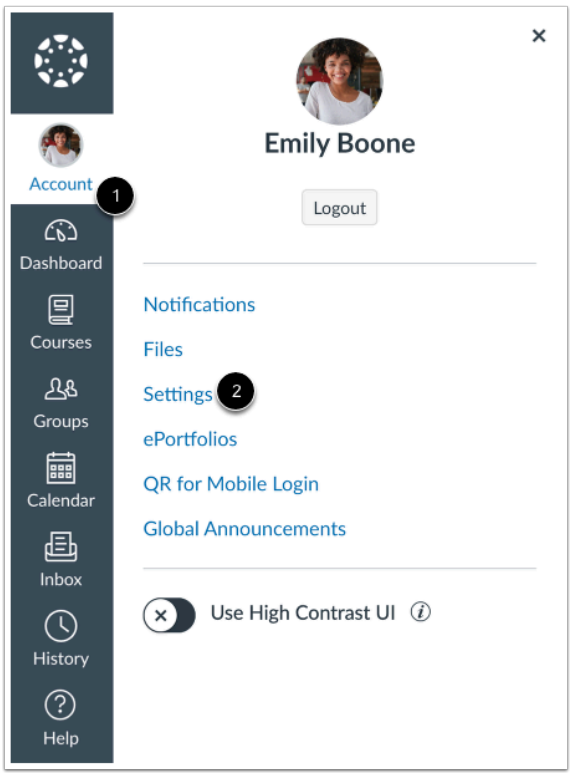
How do I add a text (SMS) contact method in Canvas?

If your institution allows you to add other communication channels, you may be able to add a text or Short Message Service (SMS) communication channel to receive Multi-Factor Authentication (MFA) codes (if enabled for your account) on your cellular device. Text or SMS channels appear under the **Other Contacts** sidebar heading.

Notes:

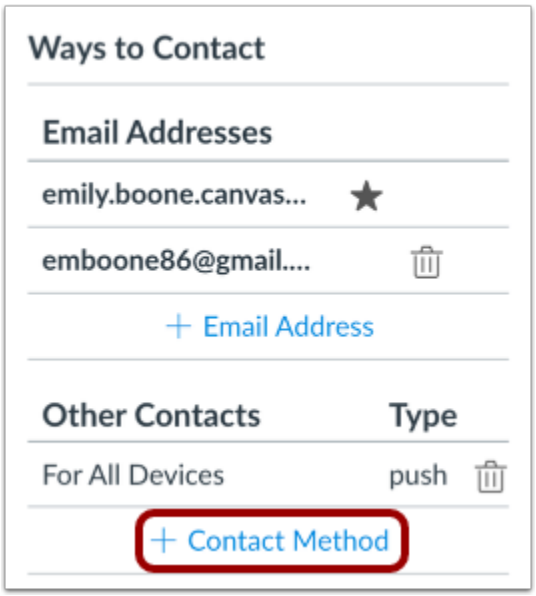
- Standard text message rates may apply.
- SMS is only used for Multi-Factor Authentication (if enabled for your account).
- If notifications are not enabled by your institution or are not available in your country, you can use the Canvas Student app or Canvas Teacher app and receive push notifications.
- When you log into the mobile app, a push notification channel is automatically created. If the ability to receive push notifications has been enabled by your institution, a push notification column displays when you log into the mobile app.
- MFA is exclusively available for users in the United States.

Open User Settings



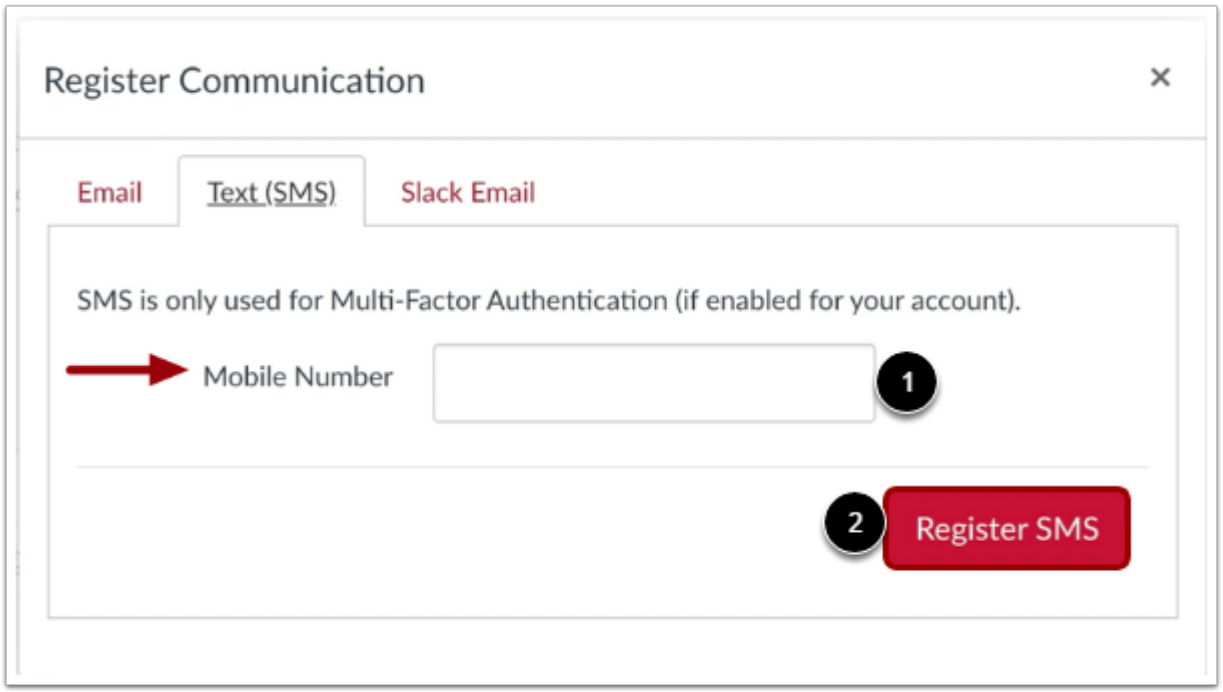
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Contact Method



In the Other Contacts section, click the **Add Contact Method** link.

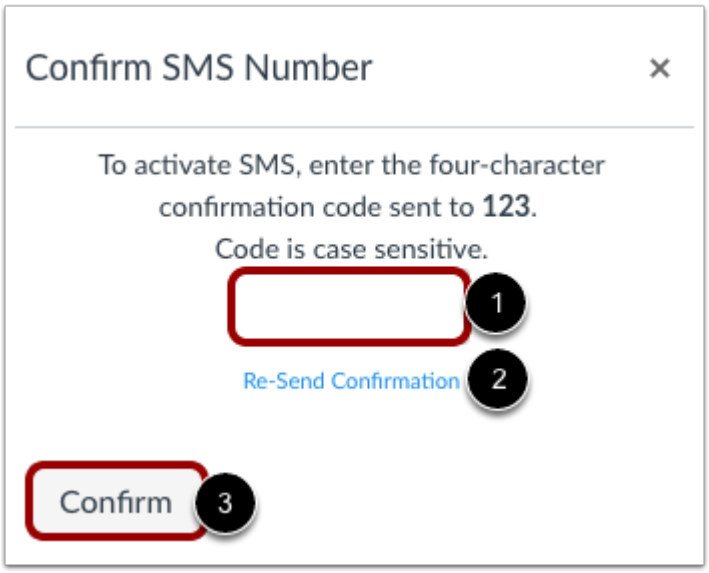
Register SMS: United States



If you are in the United States, enter your 10-digit cell phone number [1], and click the **Register SMS** button [2].

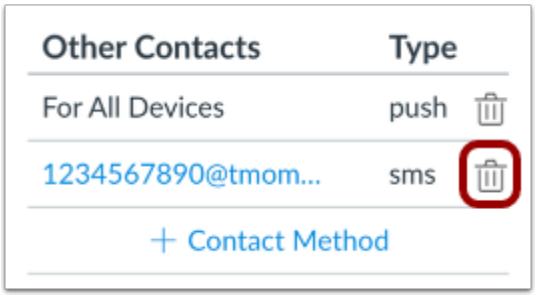
Note: SMS is only used for Multi-Factor Authentication (if enabled for your account).

Confirm SMS Number



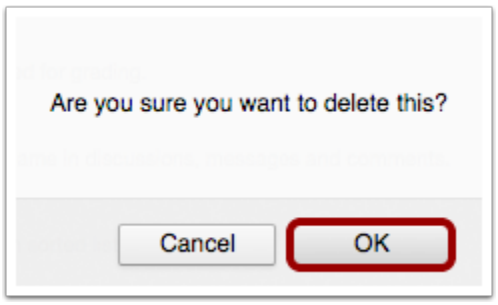
Check your cell phone for a confirmation code from canvas. Enter the code into the text field [1]. To resend the confirmation again, click the **Re-Send Confirmation** link [2]. Click the **Confirm** button [3].

Delete SMS



To delete the contact method, click the **Delete** icon.

Confirm Deletion



Click the **OK** button.

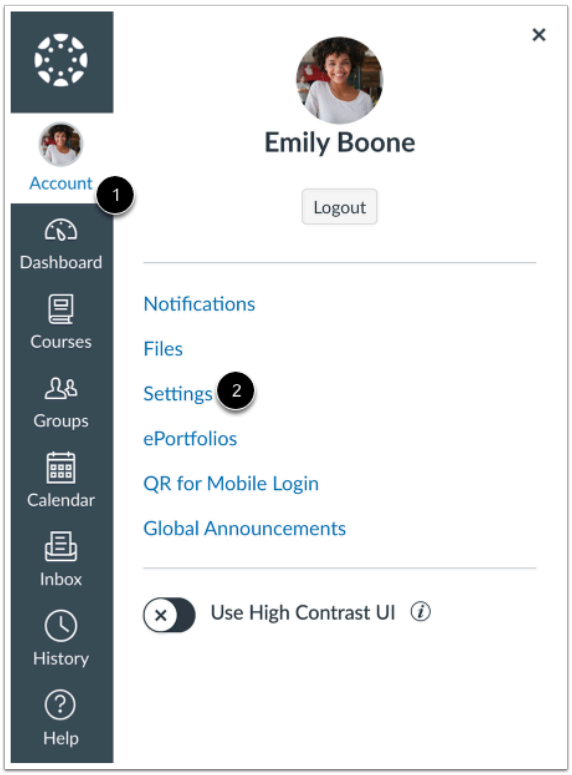
How do I change my default email address in my user account?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users.

If you add another email address as a contact method, you can change your default email address in Canvas.

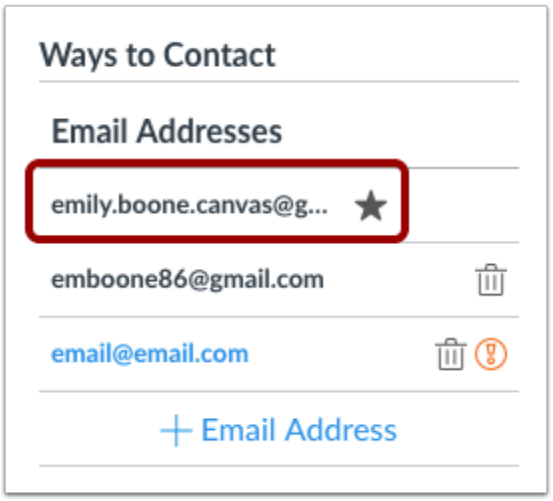
Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open User Settings



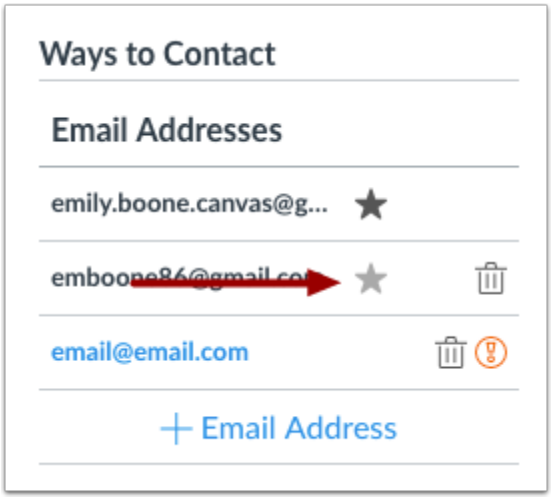
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Email Addresses



In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.

Choose Default Email Address



To choose a new default email address, hover over the email address and a faint star icon will appear. Click the **Star** icon.

How do I change my login password in my user account?

You may be able to change your password in your user settings.

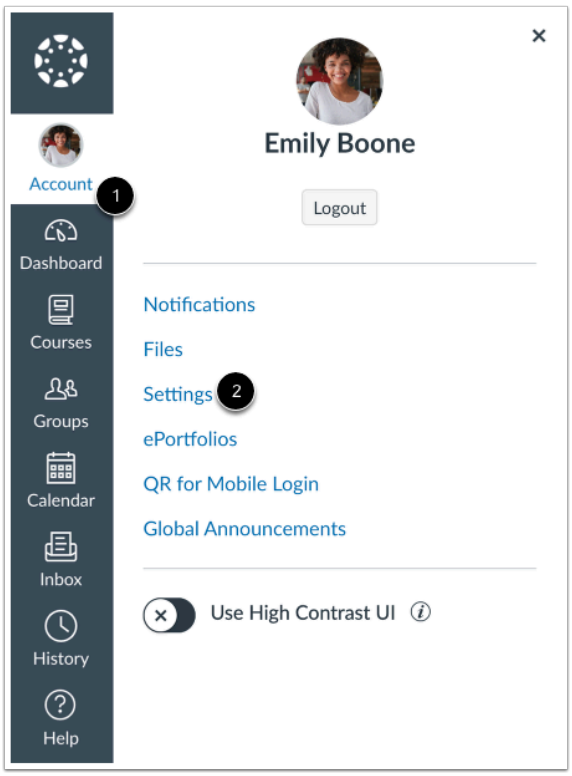
If you do not have access to change your password, your password is controlled through your institution. Contact your institution to learn how to change your password.

If you can change your password, there are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often. Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

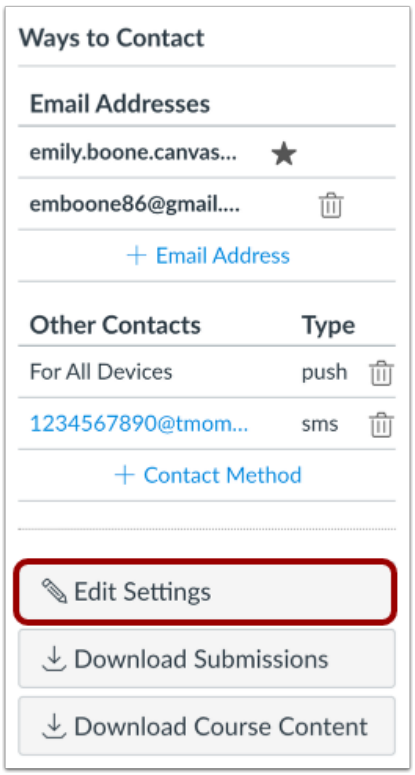
Note: If you forget your password, you may be able to reset it. Learn how to reset your password.

Open User Settings



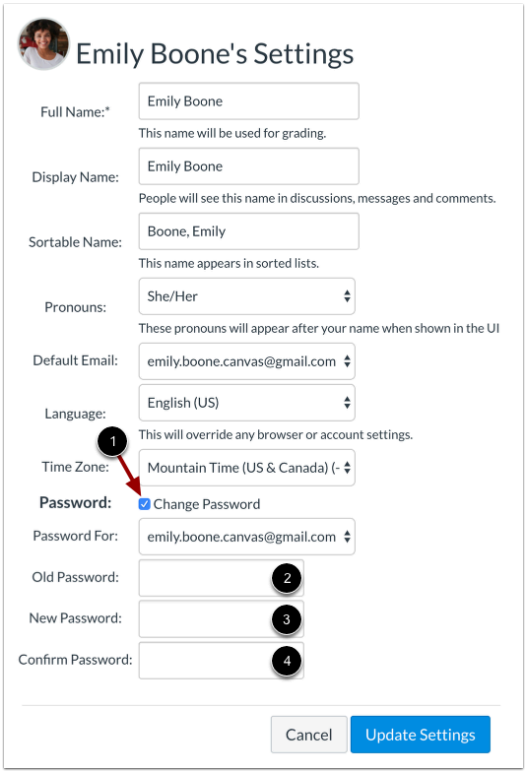
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

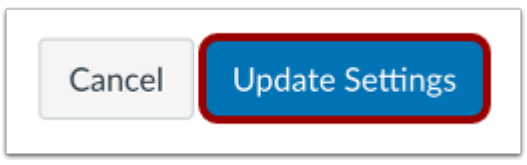
Change Password



Click the **Change Password** checkbox [1] to create a new password. Type your old password in the **Old Password** field [2]. Type your new password in the **New Password** field [3]. Type your new password again in the **Confirm Password** field [4].

Note: If you do not have access to change your password, please contact your institution. Your institution will help you change your password.

Update Settings



Click the **Update Settings** button.

How do I change the settings in my user account?

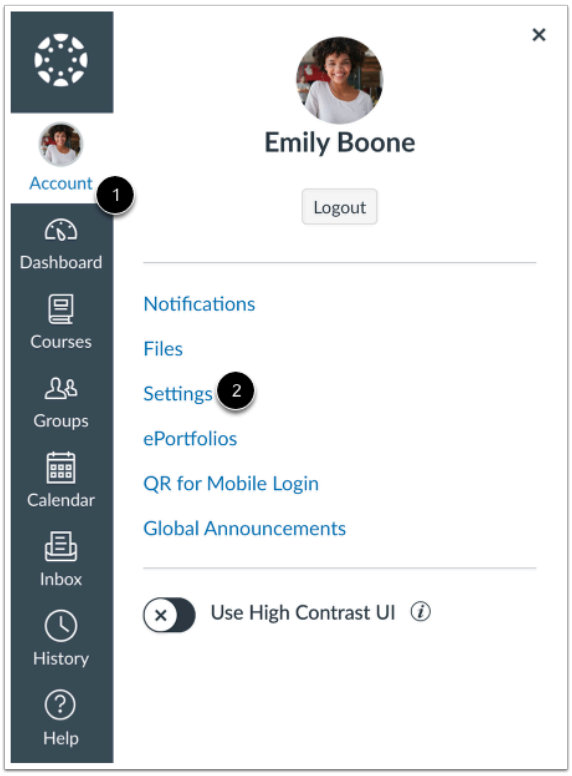
Depending on how your Canvas account was created, you may be able to make changes to your name, pronouns, default email, language, time zone, and password.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Learn more about your profile and user settings.

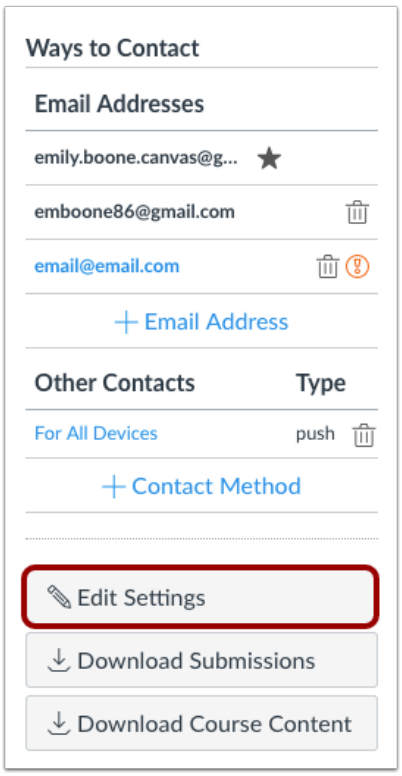
Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Open User Settings



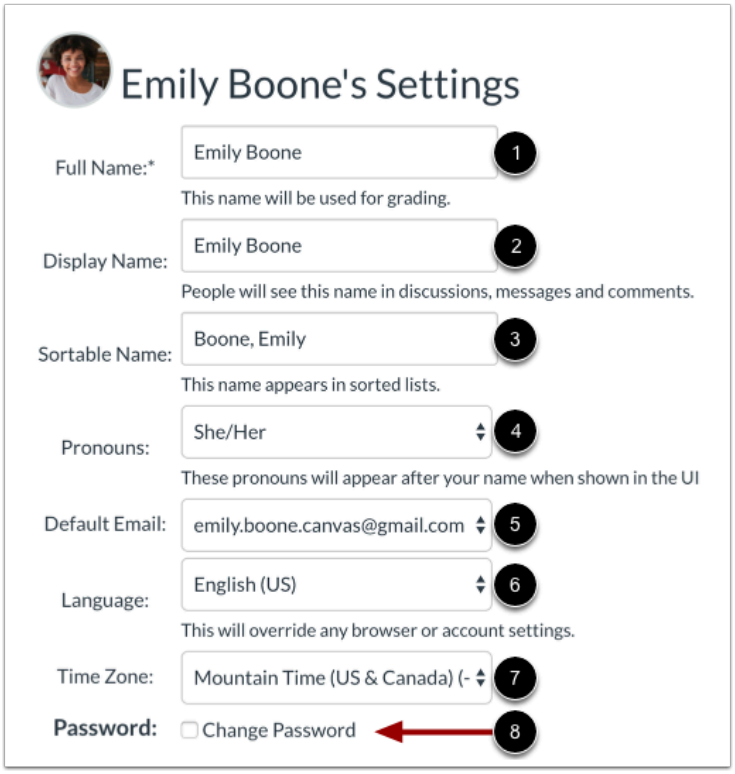
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Change Settings



If enabled, edit the appropriate settings:

- **Full Name** [1] is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
- **Display Name** [2] is how other users will see your name in Announcements, Conferences, Conversations, and Discussions.
- **Sortable Name** [3] defaults to your last name, first name and appears in sorted lists so admins can search for it.
- **Pronouns** [4] display after your name in various areas throughout Canvas.
- **Default Email** [5] can be set when you have multiple Notification email addresses associated with your account.
- **Language** [6] can be set to your native language and is the language you want to use in Canvas (does not apply if an instructor sets a specific language for a course).
- **Time Zone** [7] can be set to where you are located and displays assignments in your local time.
- **Password** [8] is the combination of characters you choose to use to log in to your Canvas account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Update Settings

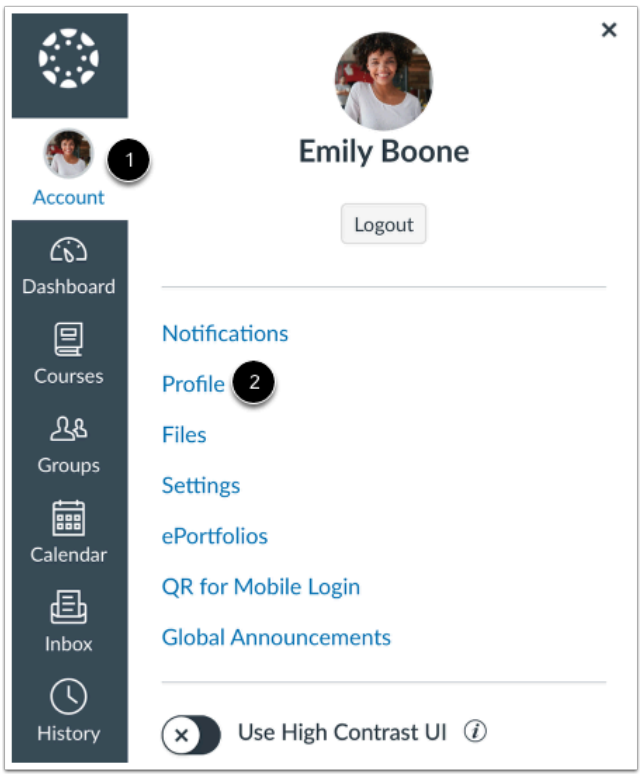
Click the **Update Settings** button.

How do I edit my profile in my user account?

Some institutions may enable a feature in Canvas called **Profiles**. **Profiles** allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

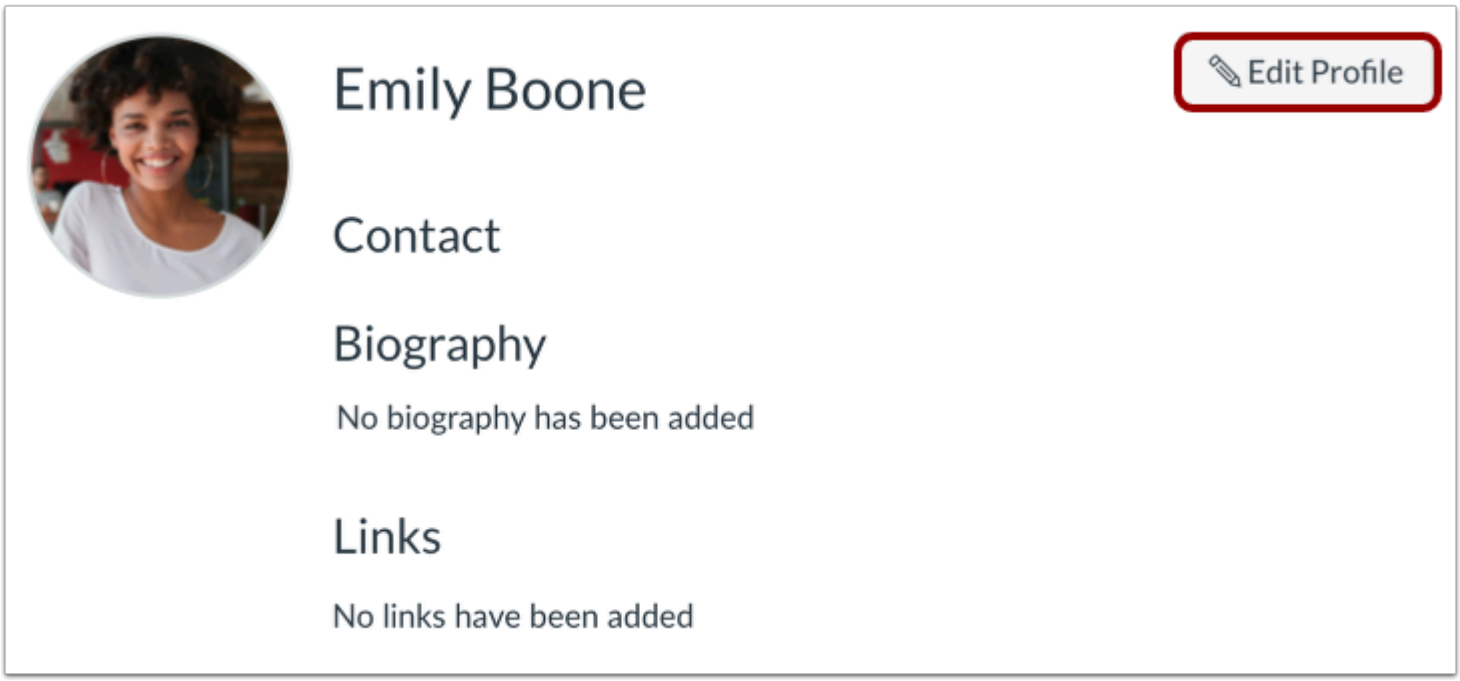
Note: If you do not see the **Profiles** tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile



In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].

Edit Profile



Click the **Edit Profile** button.

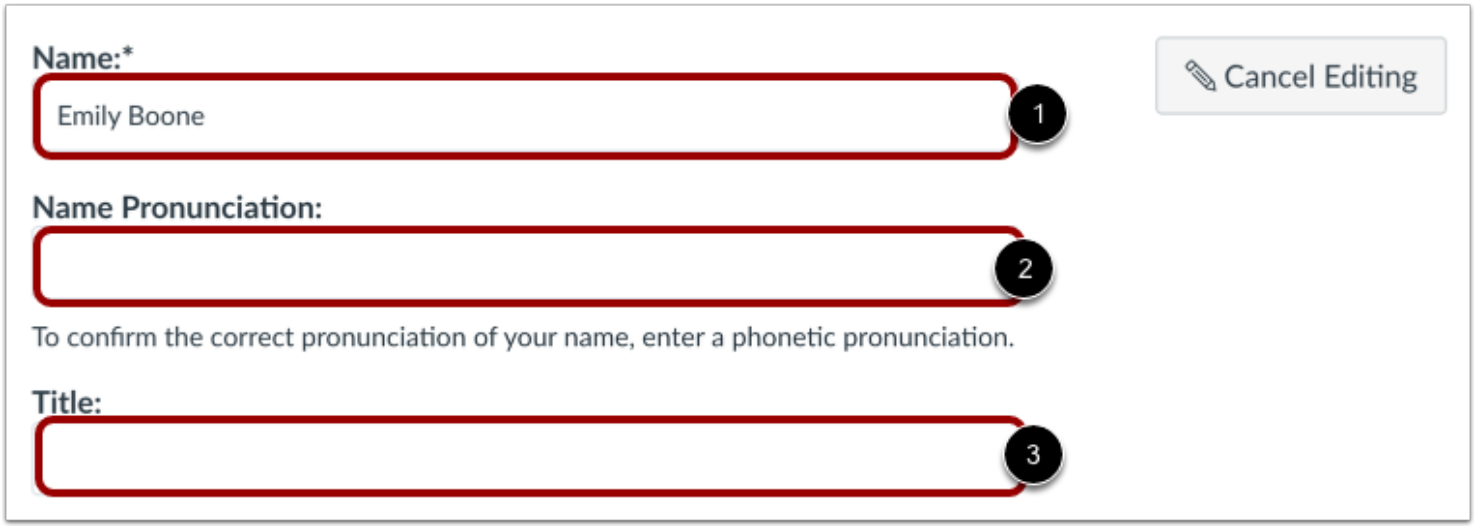
Note: If you can't edit your profile or communication channels, it's been disabled by your institution.

Edit Profile Picture

To add a profile picture, click the profile picture icon. You can add a profile picture by uploading a file, taking a picture, or uploading a Gravatar image.

Note: Profile pictures are a separate permission from **Profiles**. If you do not see a placeholder picture, your institution has not enabled this feature.

Edit Name and Title

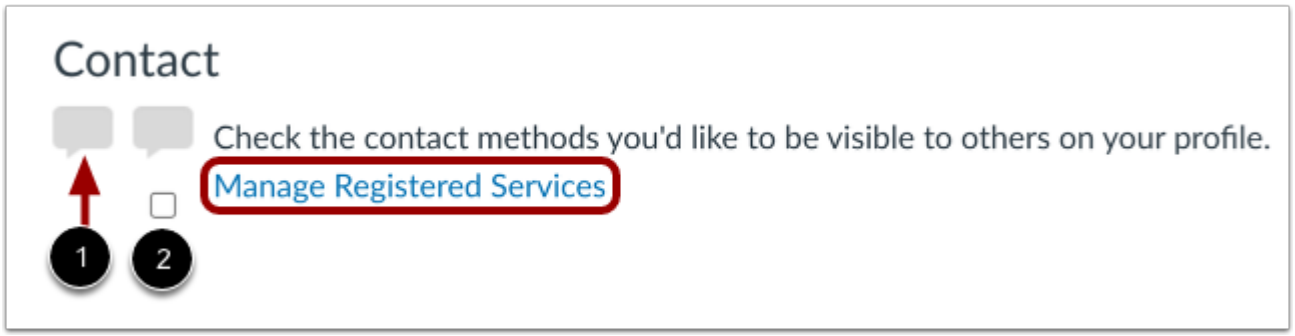


If you are allowed to change your name, type your name in the **Name** field [1].

If enabled by your admin, you can add a name pronunciation to your profile. To add a pronunciation, type your pronunciation in the **Name Pronunciation** field [2].

Type your title in the **Title** field [3].

Add Contact Methods



If you have been connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the **Manage Registered**

Services link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the **Manage Registered Services** page.

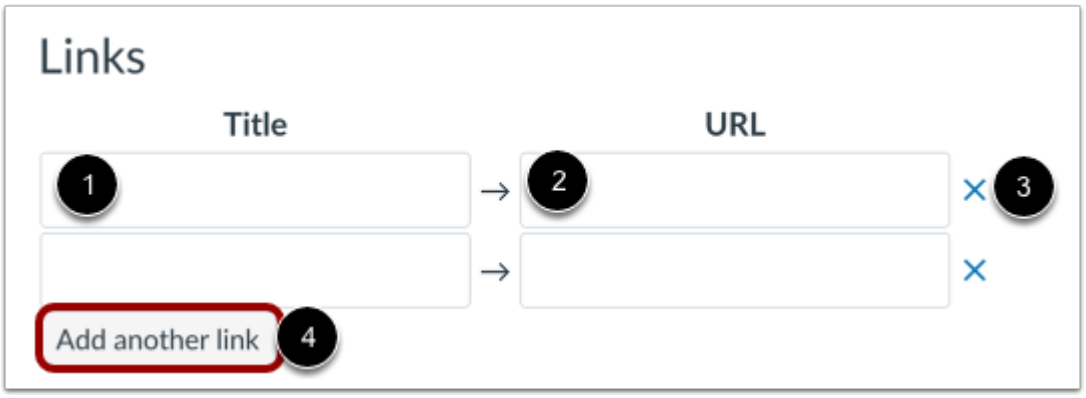
The Discussion icon automatically appears as a contact method for admins so users can contact them through Canvas Conversations [2]. It cannot be selected by any other users.

Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio

In the **Biography** field, add hobbies, interesting facts, and any other items about yourself.

Edit Links



You can add personal links to your profile, such as personal websites, blogs, or portfolios.

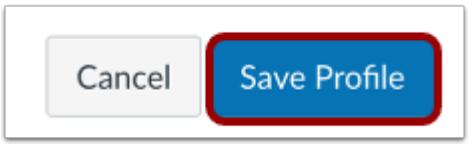
In the **Title** field, enter the link title [1].

In the **URL** field, enter the URL [2].

To delete the link, click the **remove** icon [3].

To add another link, click the **Add another link** button [4].

Save Profile



Click the **Save Profile** button.

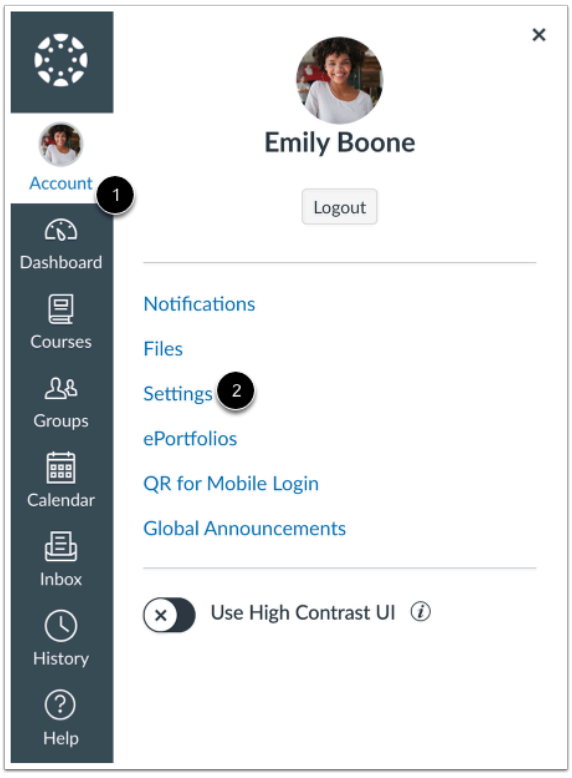
How do I change the language preference in my user account?

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

Notes:

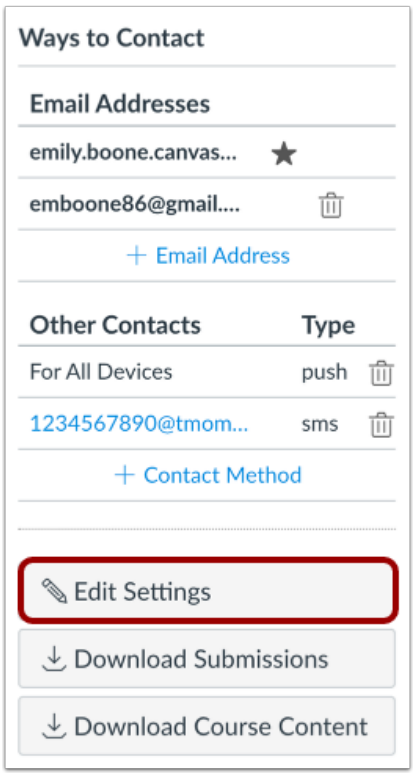
- Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.
- If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

Open User Settings



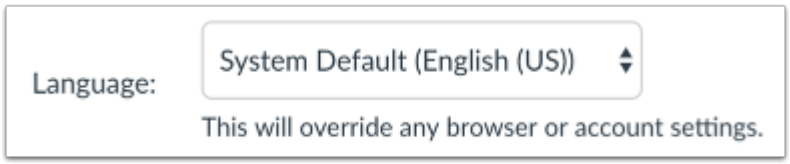
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Select Language

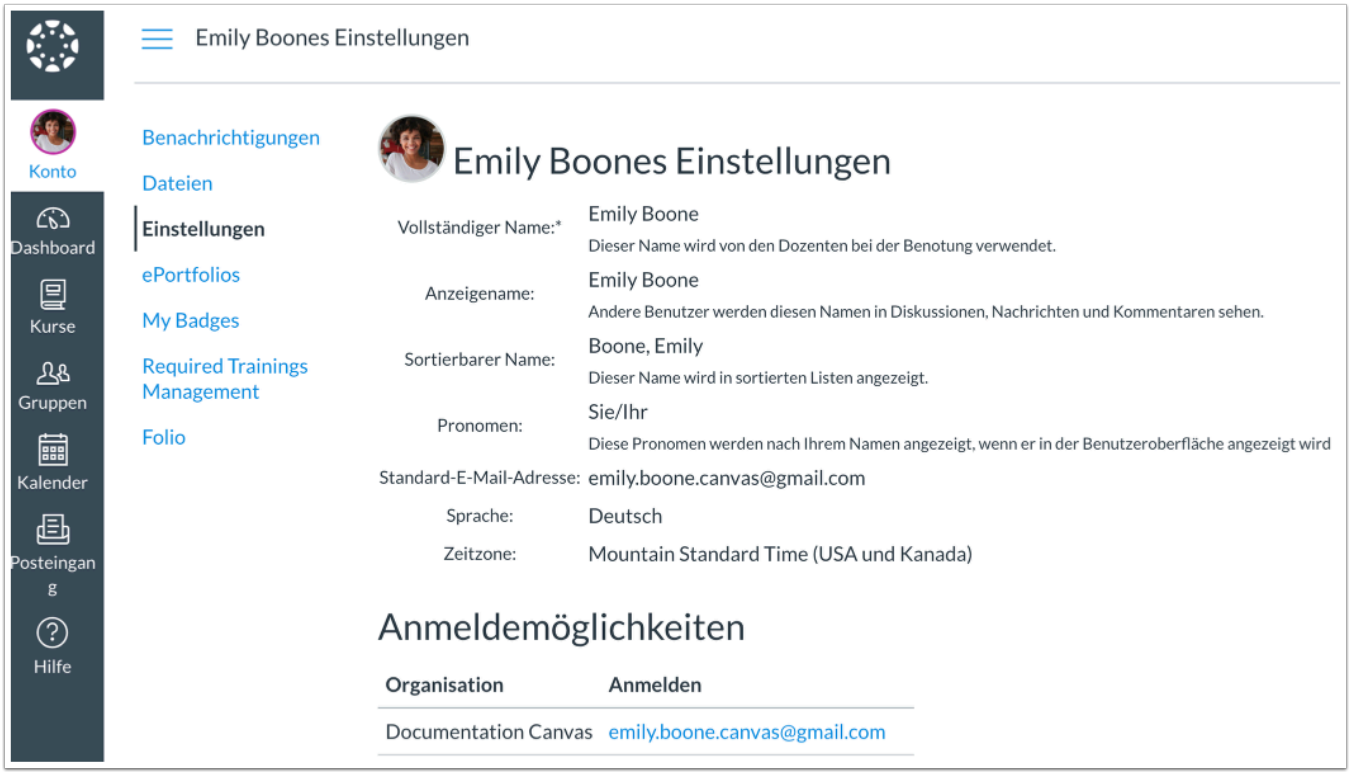


In the Language drop-down menu, choose your preferred language.

Update Settings

Click the **Update Settings** button.

View Preferred Language



View Canvas in your preferred language.

How do I manage my Canvas notification settings?

Canvas includes a set of default notification settings you can receive for your courses. However, you can change the default settings by setting your own notification settings. These settings only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications resource document.

Notifications are sent as one of four delivery types:

- Notify immediately
- Daily summary
- Weekly summary
- Notifications off

If you change a setting, the change is made immediately to your account.

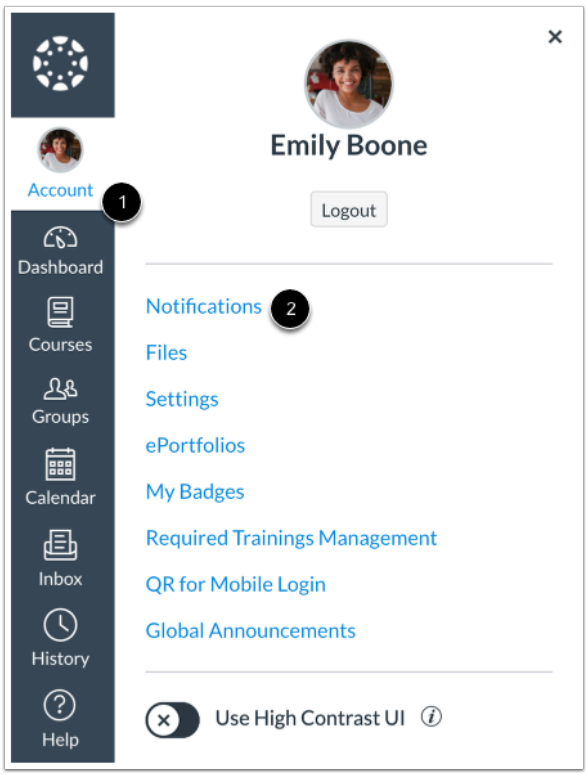
Notification settings apply to all of your courses unless you set notification settings for individual courses.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, attachments added as part of an external reply are not included with the message shown in Canvas.

Notes:

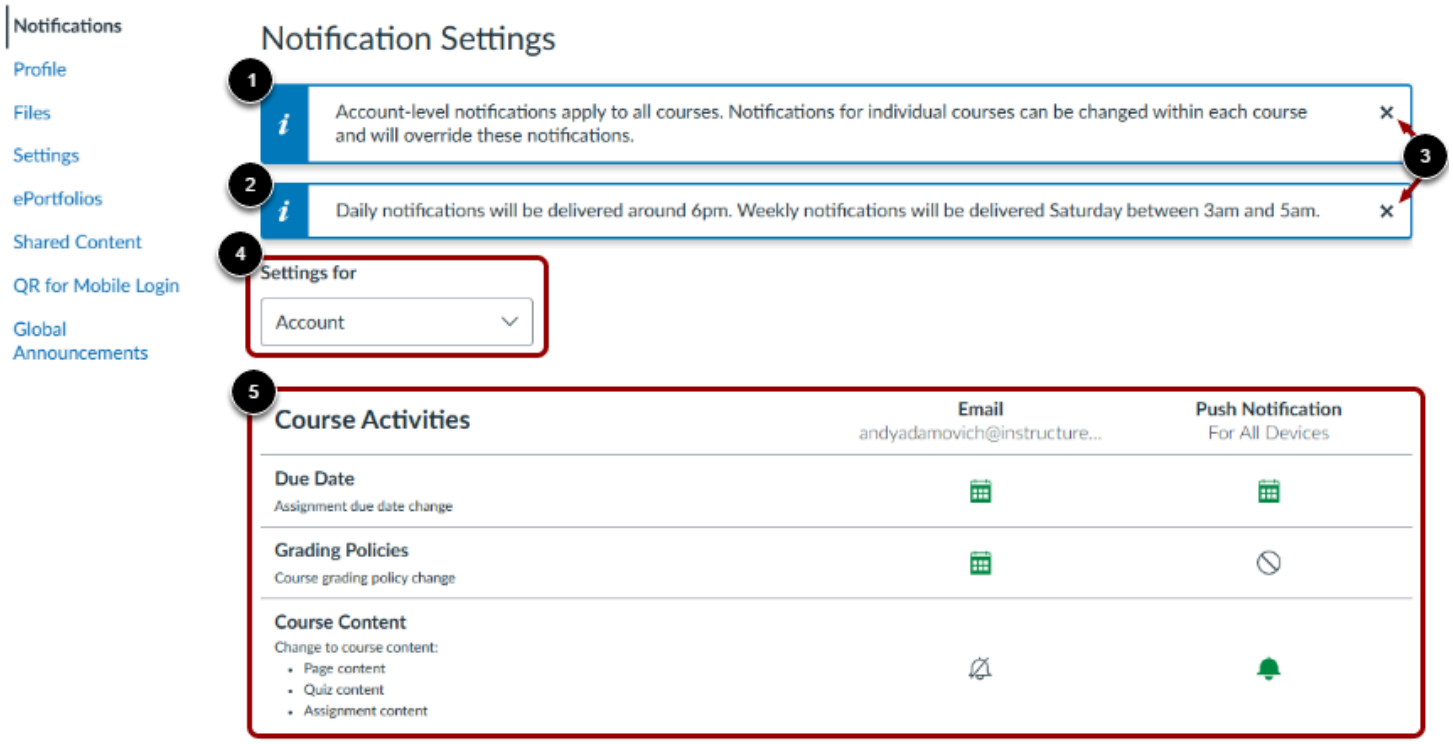
- Canvas sends notifications using your confirmed contact methods. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please confirm your Canvas contact methods.
- You can also manage notification settings in the Canvas Student app on an Android device or on an iOS device. However, managing settings inside the app will override settings in the browser version of Canvas.
- You may be able to select notification settings for an individual course. Learn more about managing notifications for a single course.
- Some notifications may not apply to the observer role. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications resource document.

Open Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

View Account Notification Settings



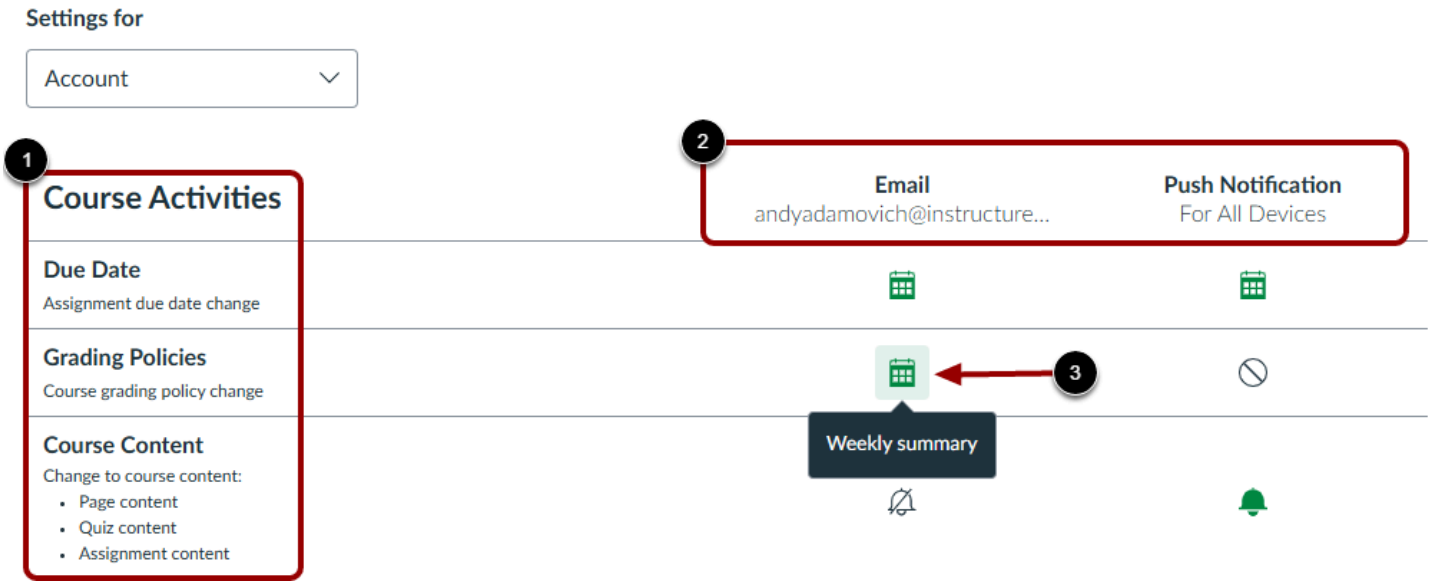
On the Notification Settings page, you can manage how you receive notifications for your Canvas account and/or manage how you receive notifications for individual courses.

A banner describes the settings you are managing [1]. Another banner indicates the times when daily and weekly notifications will be delivered [2]. To dismiss a banner message, click the **Close** icon [3].

By default, the **Settings for** drop-down menu displays the **Account** option [4]. Account-level notification settings apply to all of your Canvas courses. However, any course-specific notification settings override account notification settings.

You can view your current account-level settings [5].

View Notification Types and Methods

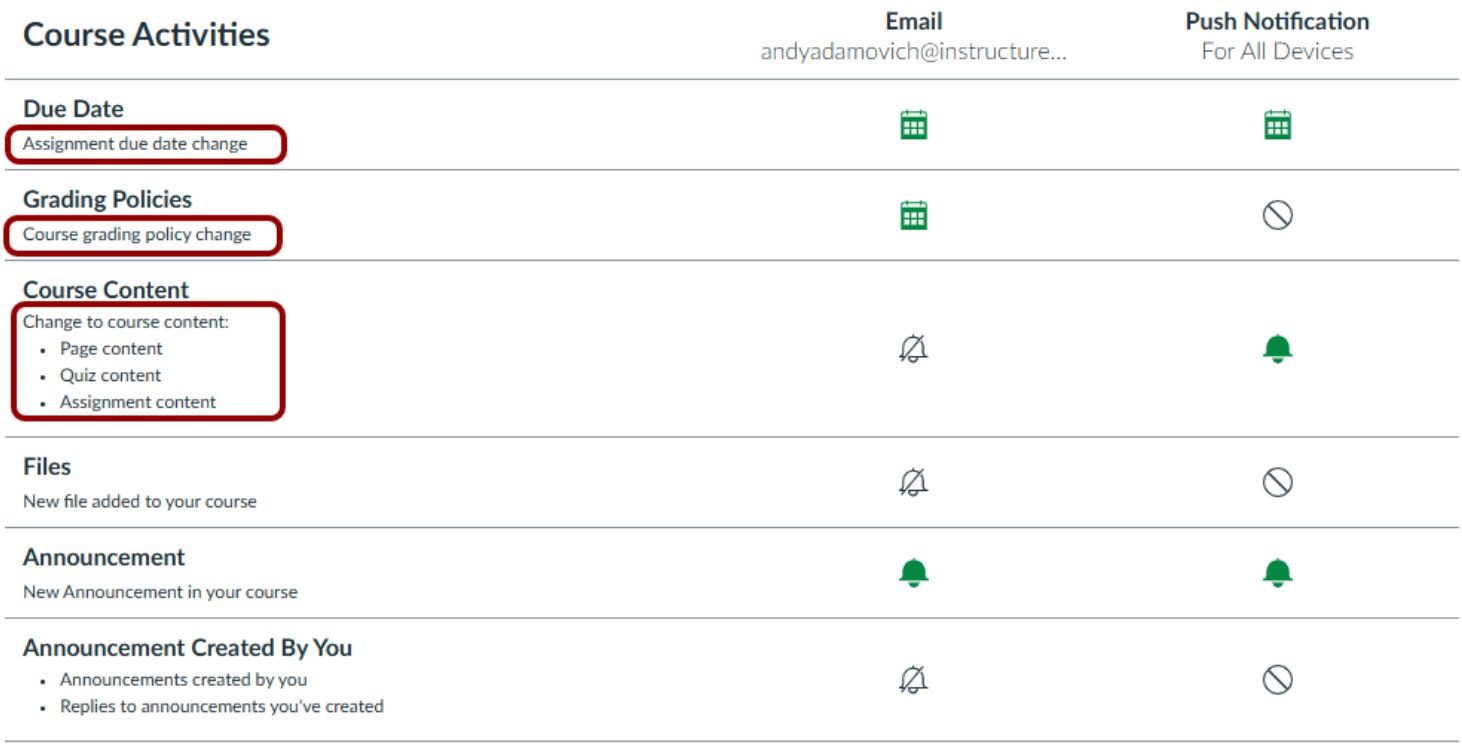


Account-level notification types are listed by category [1]. There are notifications for course activities, discussions, conversations, groups, scheduling, and conferences.

You can also view your contact methods such as email addresses and push notifications for mobile devices [2].

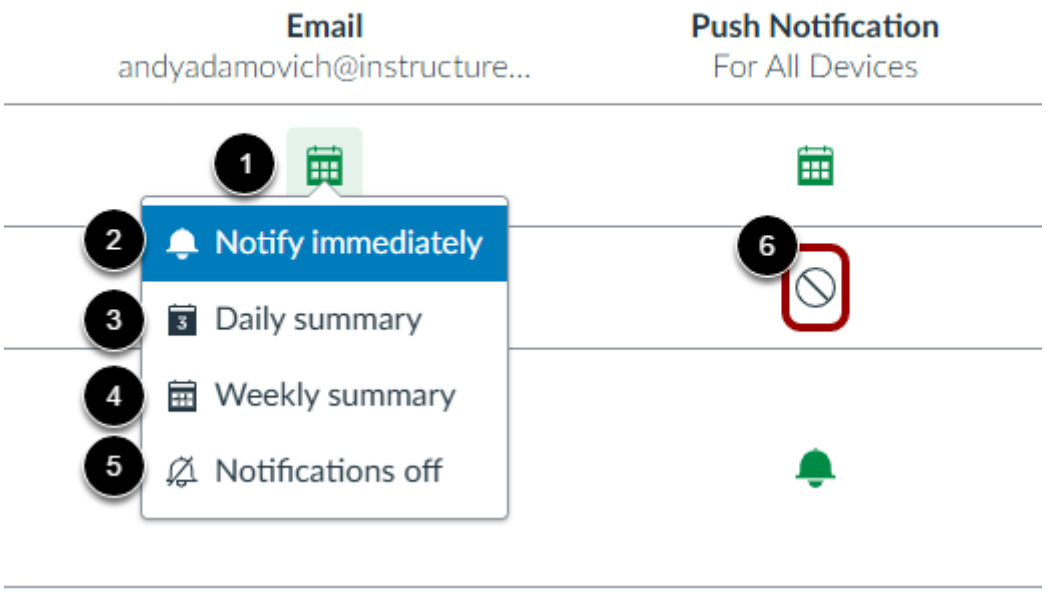
Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [3].

View Notification Details



Review the description provided for each notification type.

Manage Email Notification Frequency



Each notification is set to a default setting. To change a notification for a contact method, locate the notification and click the icon for the contact method [1].

To receive a notification right away, select the **Notify immediately** option [2]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, select the **Daily summary** option [3]. The date and time of your daily notifications are posted in a banner at the top of the Notification Settings page.

To receive a weekly notification, select the **Weekly summary** option [4]. The date and time of your weekly notifications are posted in a banner at the top of the Notification Settings page.

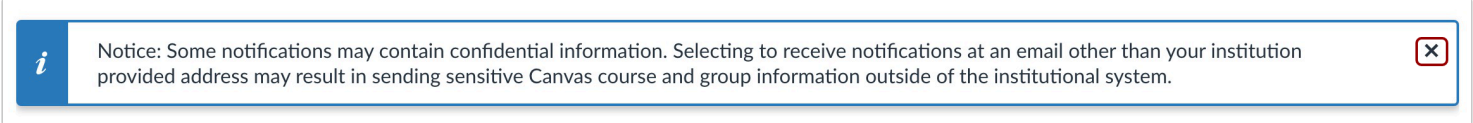
If you do not want to receive a notification, select the **Notifications off** option [5].

Unsupported notification types display the **Unsupported** icon [6]. You cannot manage unsupported notifications.

Notes:

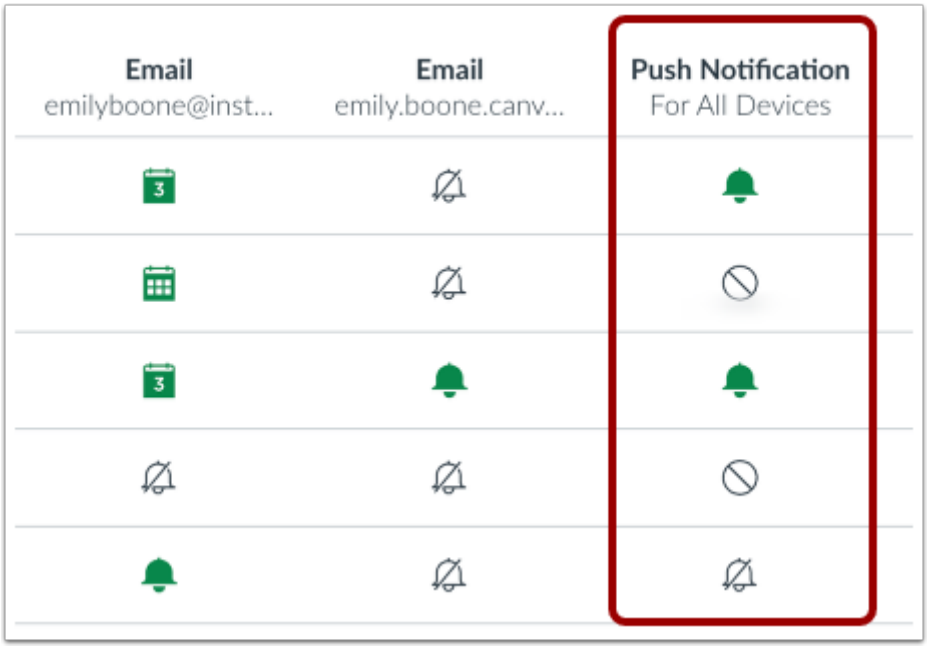
- Each set notification setting automatically applies to all of your courses. However, if you manage notification settings for a single course, notifications for that course must continue to be managed in the course.
- Although unregistered contact methods display in notification settings, they will not receive notifications until you confirm the registration.

View Privacy Notice



If the *Display one time pop-up warning on Notification Preferences page* is enabled in your institution's notification settings, and you set a notification preference for an email address outside your institution, you may see a privacy warning. You can dismiss the warning by clicking the **Close** icon. Once the warning has been displayed, it will not display again.

Set Push Notifications



If you have enabled push notifications in the Canvas Student mobile app on an Android device or on an iOS device, you can manage your settings in the **Push Notification** column.

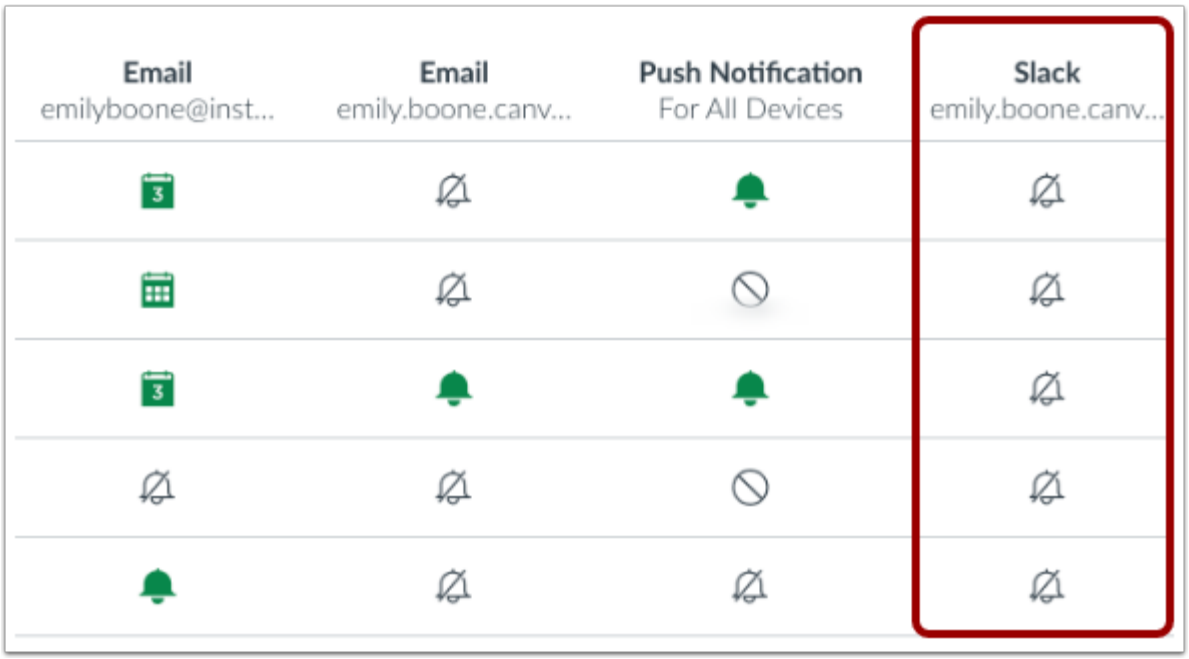
Push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Some categories include limited availability for push notifications. For full details about supported notifications for push notifications, refer to the Canvas Notifications resource document.

Notes:

- Managing notification settings inside the Canvas Student mobile app will override settings selected in the Notification Settings page of the browser version of Canvas.
- When you log into the mobile app, a push notification channel is automatically created. If the ability to receive push notifications has been enabled by your institution, a push notification column displays when you log into the mobile app.

Set Slack Notifications



If your institution uses the third-party messaging application Slack, you can add Slack as a contact method and receive direct-message notifications from Canvas via Slack.

Slack notifications may vary depending on your Slack notification settings.

How do I view course content offline as an ePub file?

If one or more of your courses have enabled ePub exports, you can view your course offline as an ePub file. You can download the ePub file and upload it into any eReader software for viewing, such as iBooks or Azardi.

ePub content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In an ePub file, you can view assignment details, availability dates, and point values. Discussions include the discussion topic. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the ePub. Any files that aren't supported in the ePub format, such as file attachments or PDFs, can be downloaded to be viewed in the file's native environment.

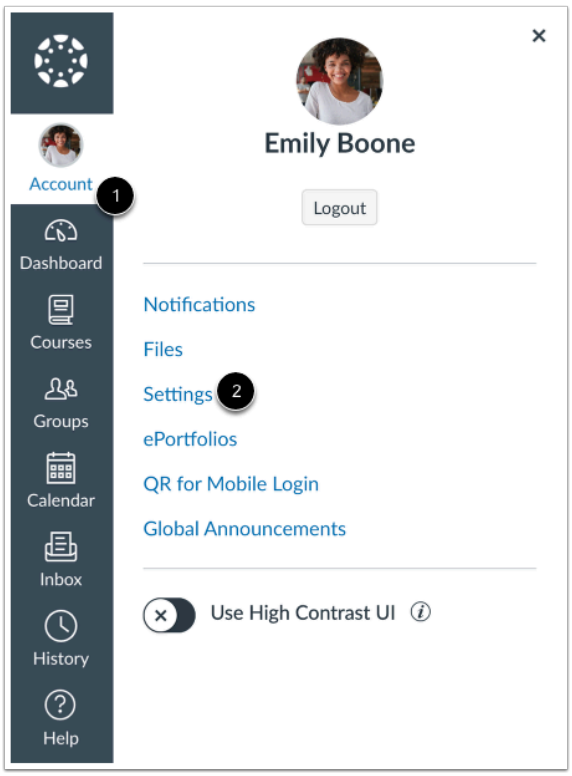
Currently ePub files and any associated files can only be generated in the browser version of Canvas, but the files can be transferred for viewing on any supported device.

Depending on the course setup, the ePub may be organized by modules or content type (assignments, discussions, quizzes, etc.). When viewing by module, only items you have access to view in each module will be included in the ePub file. Locked modules list either their prerequisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

Notes:

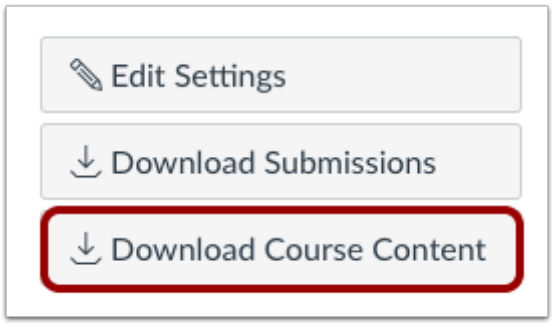
- You cannot generate ePub files for concluded courses, however, previously generated ePub files for concluded courses are available to download.
- If you can view the **Download Course Content** button but cannot download an ePub file for a specific course, the feature has not been enabled for that course.
- If your account does not display the **Download Course Content** button, your institution may only allow you to export content offline as an HTML file in Modules.

Open User Settings



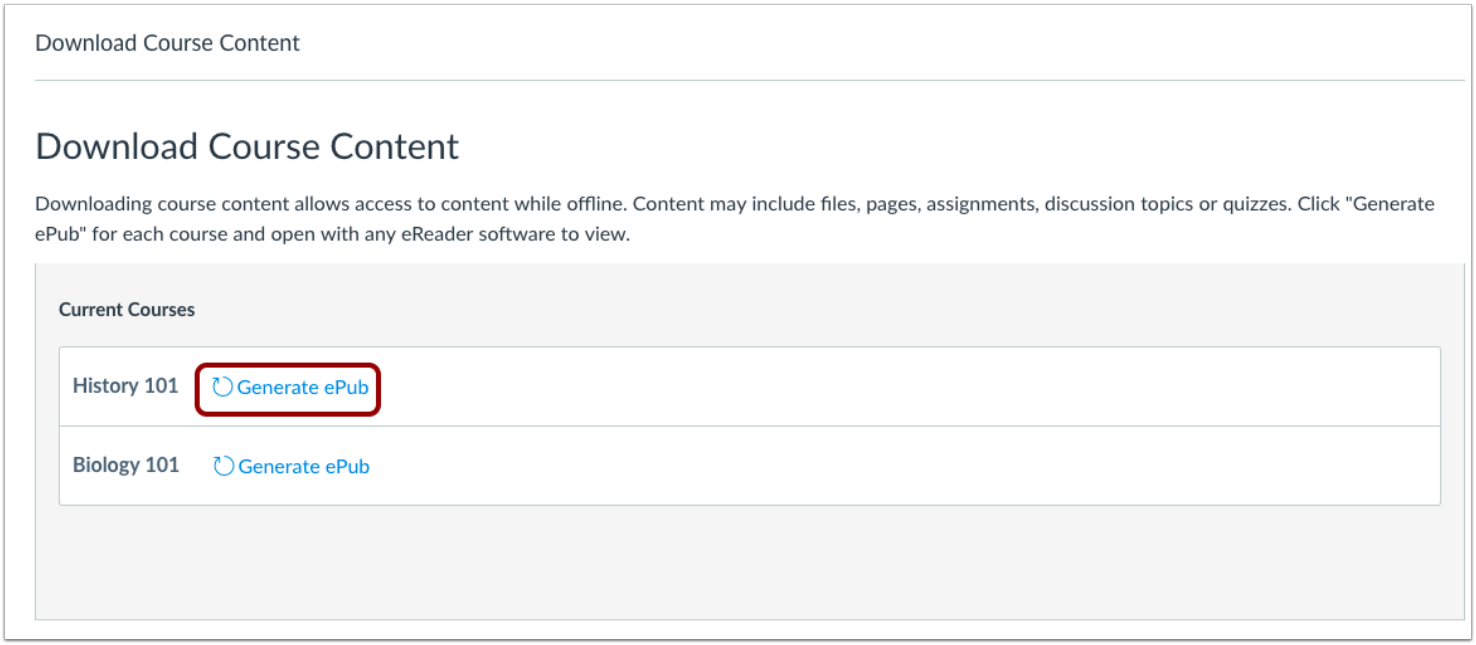
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Download Course Content



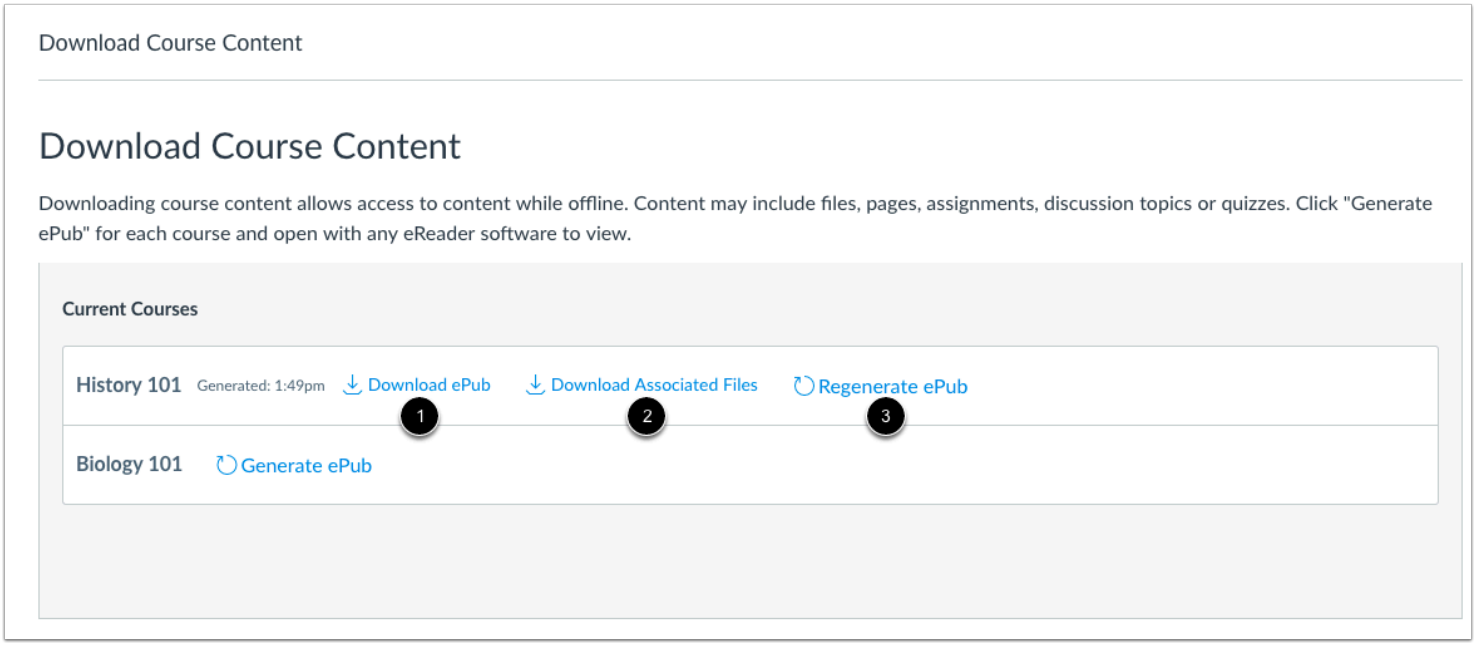
Click the **Download Course Content** button.

Generate ePub



View the courses available as ePub exports. To generate an ePub, locate the course and click the **Generate ePub** link.

Download ePub



Once the export has completed, download the ePub by clicking the **Download ePub** link [1]. You can upload the ePub file into any eReader for viewing.

If the course includes files that aren't supported in the ePub, click the **Download Associated Files** link [2]. Associated files download in a ZIP file and contain all unsupported files, such as media files and Microsoft Office documents.

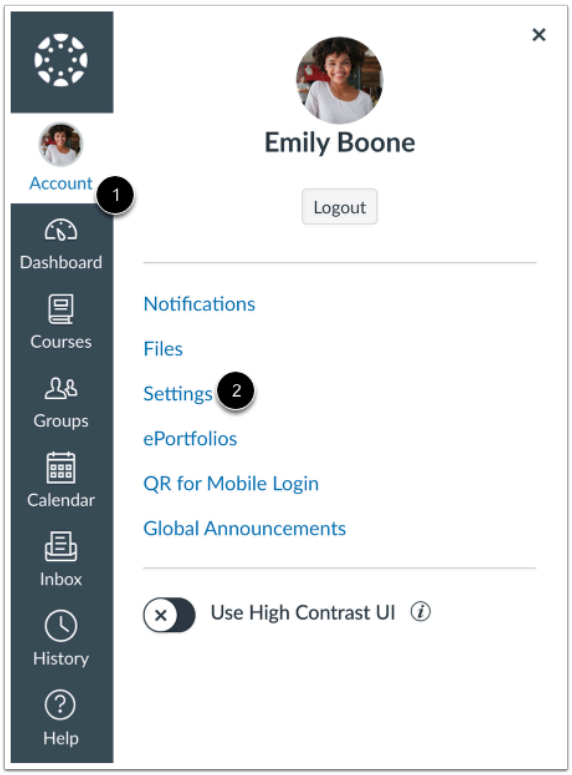
To regenerate the ePub file, click the **Regnerate ePub** link [3].

How do I set a time zone in my user account?

All dates and times throughout your Canvas courses are displayed according a course's respective time zone. However, you can set your own time zone for your user account and have your local time zone display throughout Canvas. Displaying dates in your local time may help you stay up to date on assignments and due dates, especially if your course time zone differs significantly from where you reside.

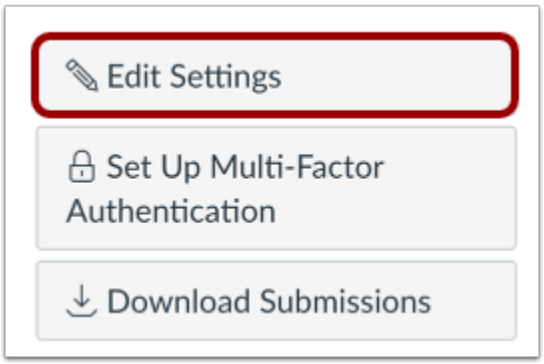
Note: If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

Open User Settings



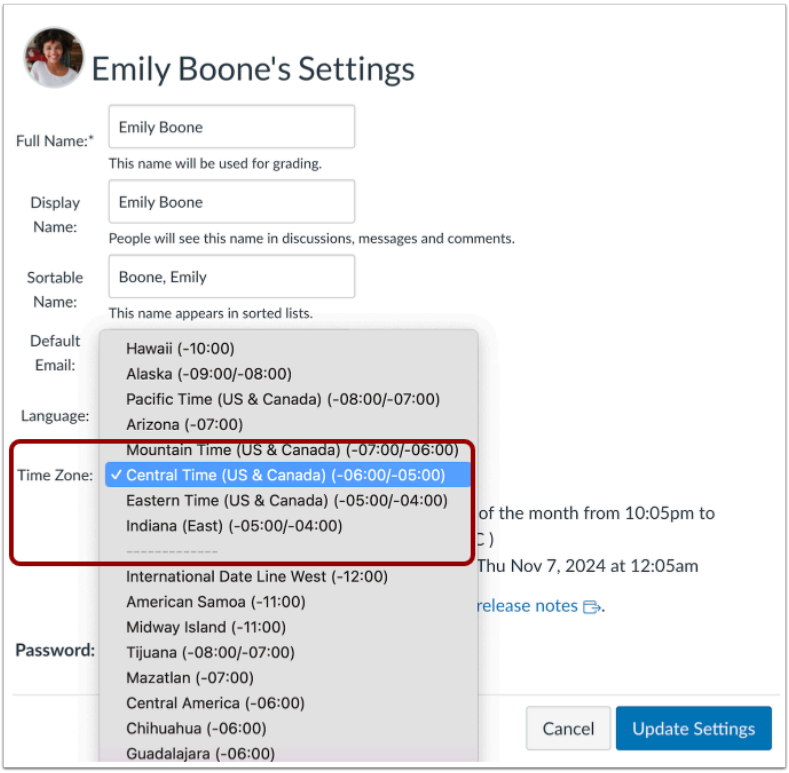
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Set User Time Zone

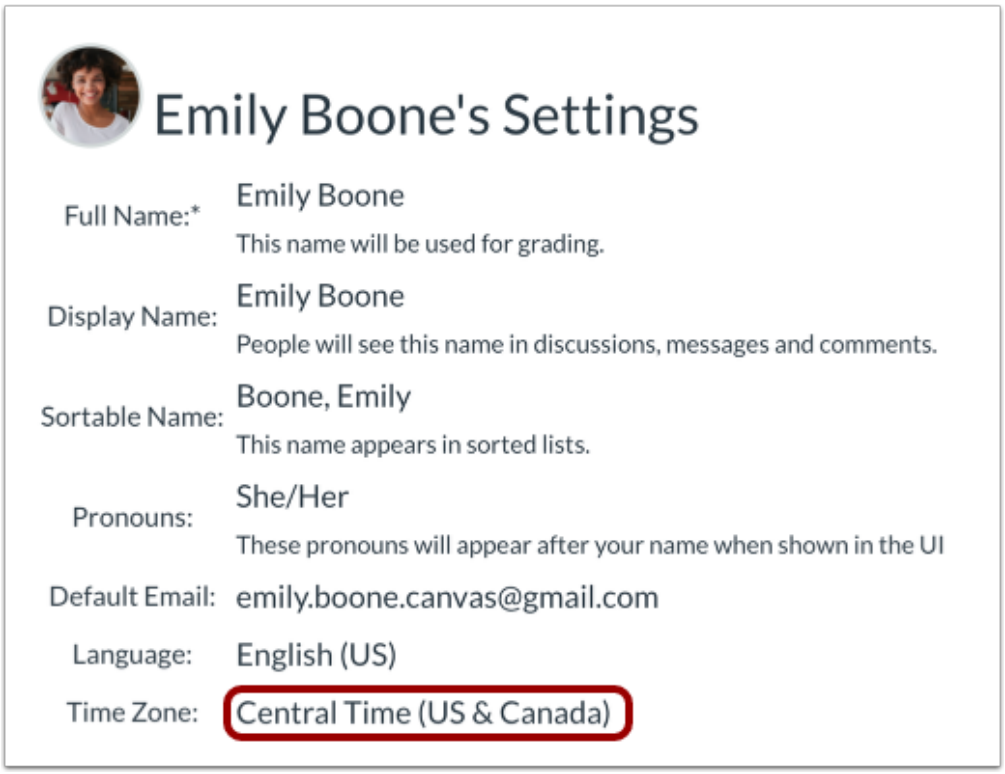


In the **Time Zone** drop-down menu, select a time zone for your user account.

Update Settings

Click the **Update Settings** button.

View Time Zone



View the time zone for your user account.

How do I merge my user account with an account using the same email address?

If you have an email address registered in two Canvas accounts, you can merge these accounts. Merging accounts combines the logins, contact methods, and enrollments for the two accounts.

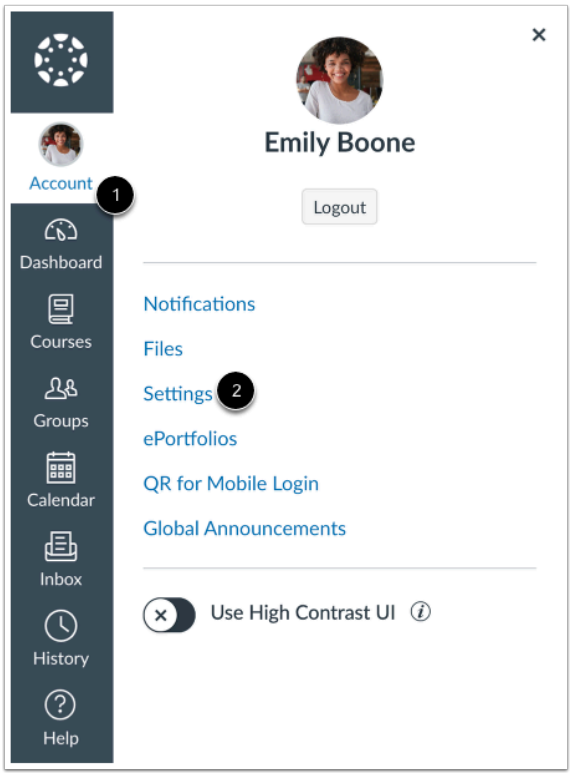
The icon to complete this process will only appear in User Settings if there are two or more email addresses on the account and the email address that appears on both accounts has been registered.

In order to complete this process, you must have the Canvas username and password for both accounts.

Notes:

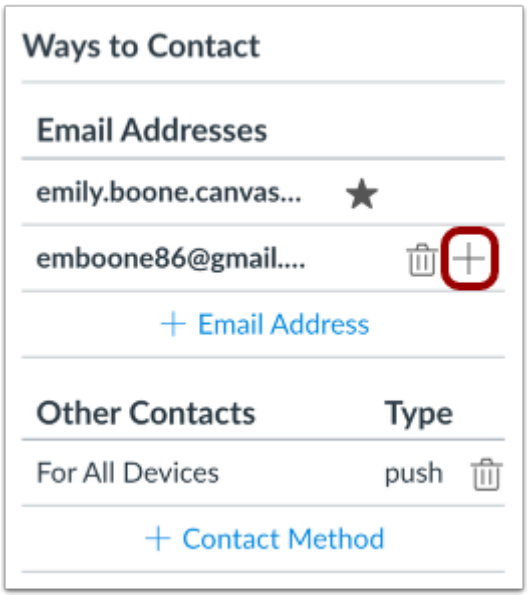
- If you cannot merge accounts, this option has not been enabled by your institution.
- Merging user accounts cannot be undone.

Open User Settings



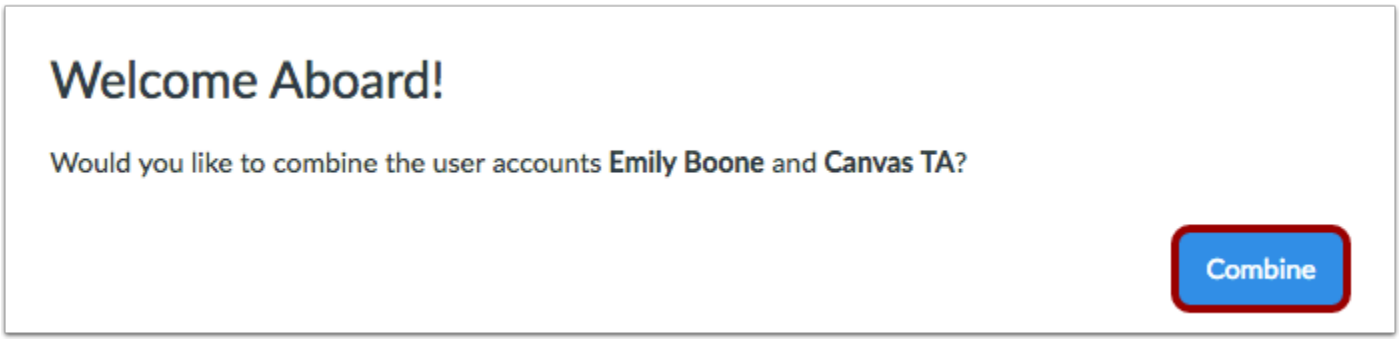
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Combine User Accounts



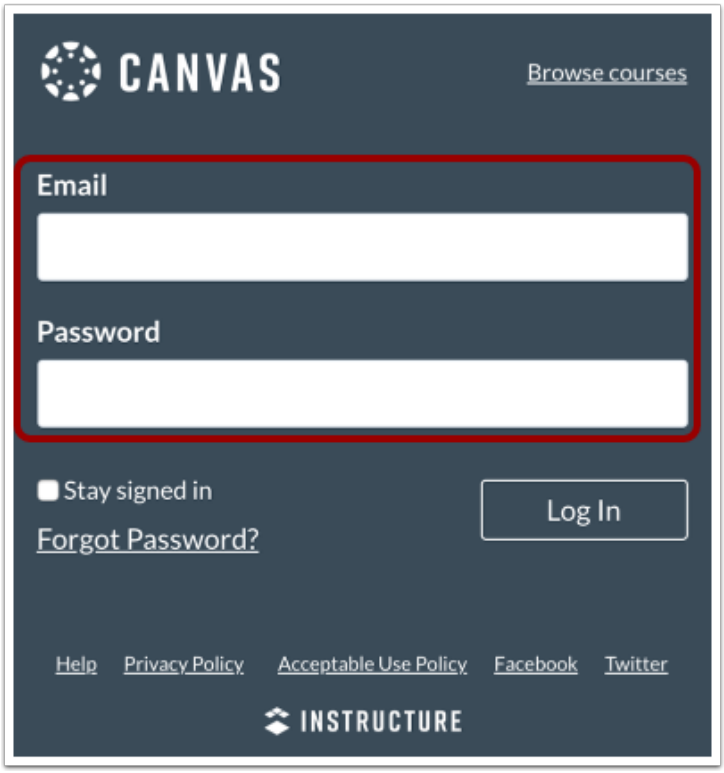
To merge user accounts, click the **Merge** icon in the Ways to Contact sidebar.

Confirm Account Merger



To confirm that you would like to merge accounts, click the **Combine** button.

Enter Credentials



Enter the email address and password for the second account.

View Confirmation Message

Confirm the merge was successful.

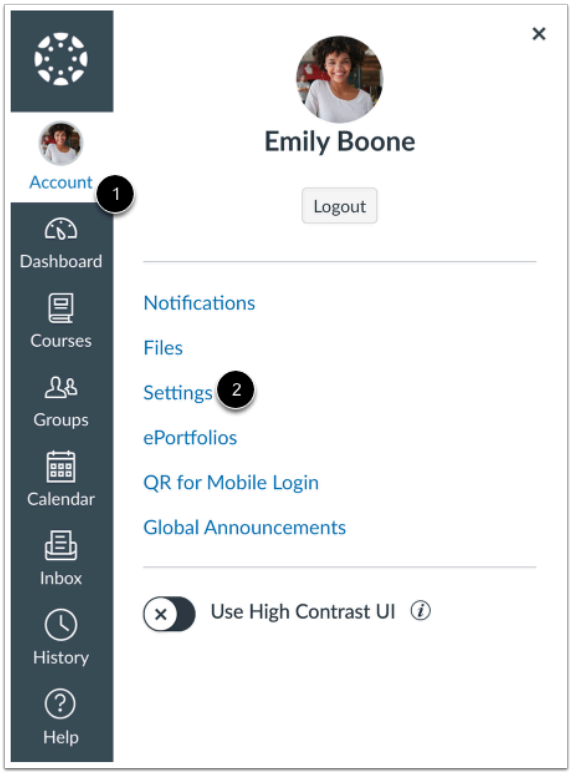
How do I manage feature options in my user account?

Some Canvas features are optional or new and can be turned on or off. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas.

This lesson gives an overview of how to manage user-level feature options for your user account.

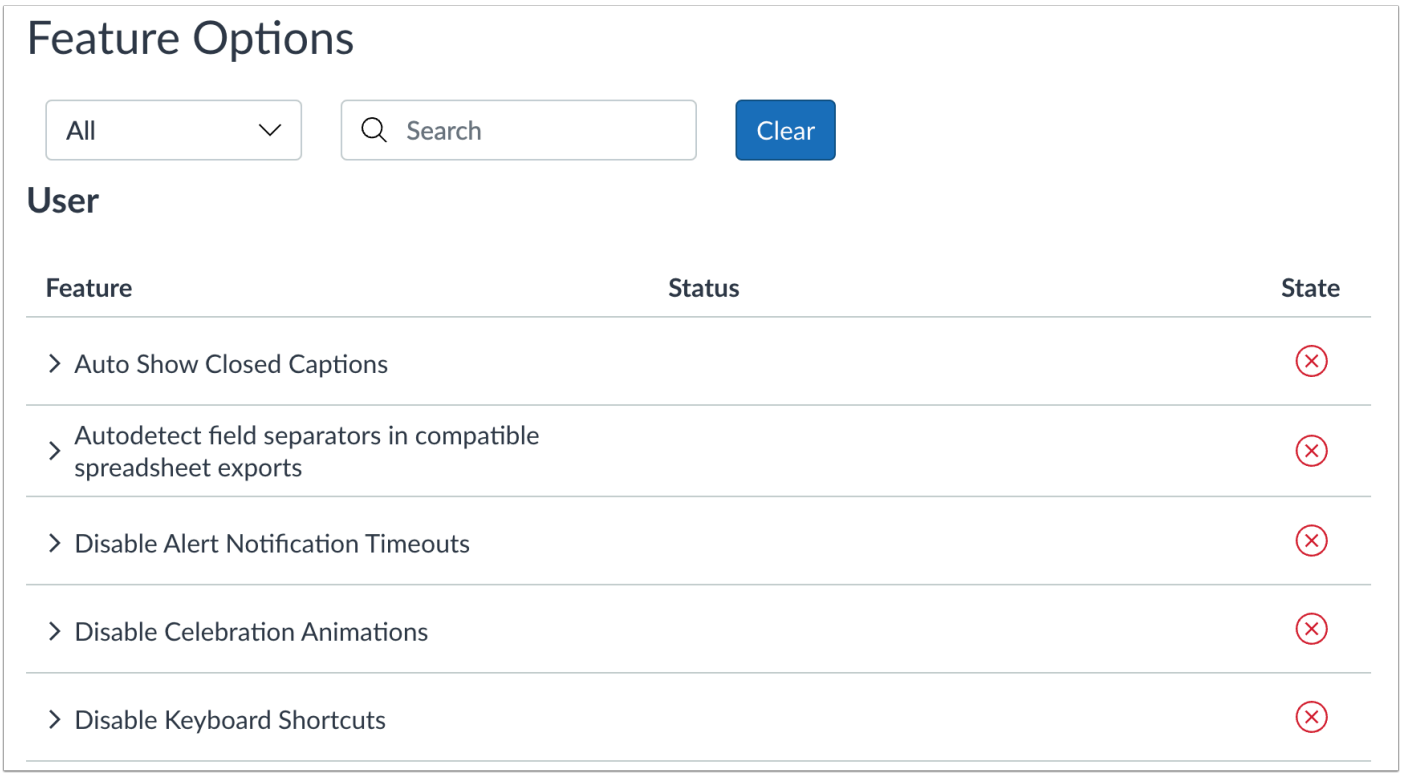
To view specific user-level feature options available in Canvas, visit the user account features lesson.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

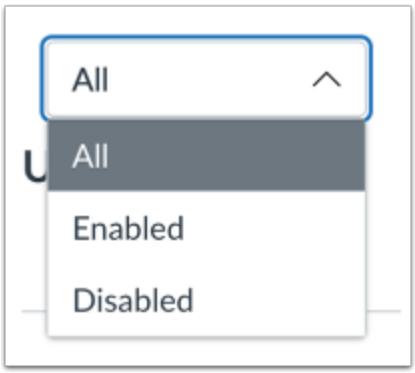
View Feature Options



Available features display in the Feature Options section.

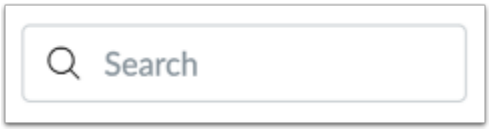
To view specific user-level feature options available in Canvas, visit the user account features lesson.

Filter Feature Options



To filter by all features, enabled features or disabled features, click the **Filter** drop-down menu.

Search Feature Options

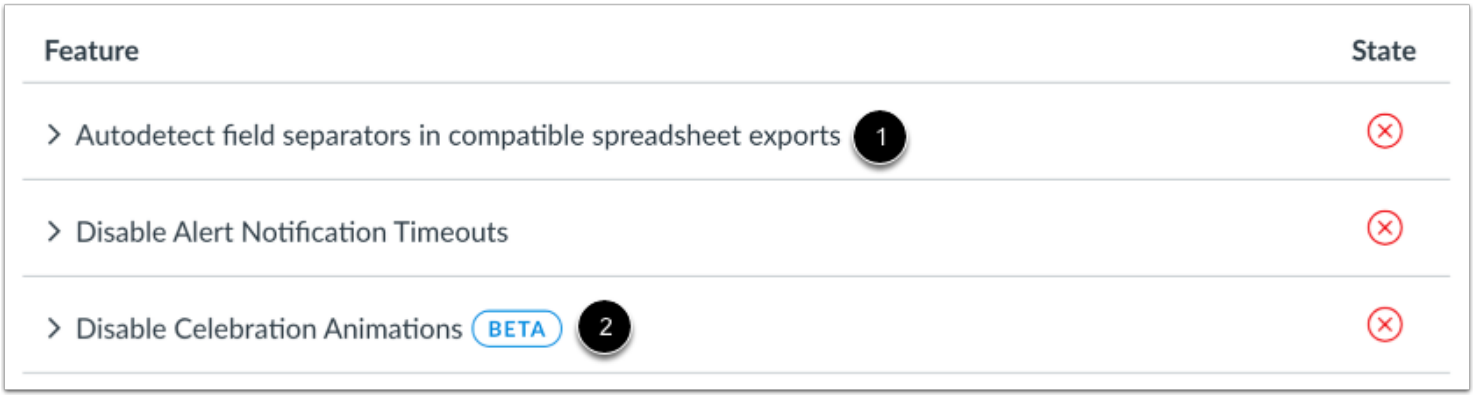


To search for a feature option, enter a keyword in the **Search** field.

View Types of Features

Each feature includes a feature description. To expand the feature box and display the description, click the **Arrow** icon.

View Feature Tags



Feature tags help identify the state of each feature. A feature with no label means the feature is stable and ready for use in your production environment [1]. Features may also include a beta tag [2], which means the feature is available for use in your production environment but is still being tested for usability and accessibility behavior. Enabling a beta feature may create unintended behavior within your Canvas account.

View Feature States

You can choose to enable or disable feature options.

To enable or disable a feature, click the feature's **State** icon [1].

To turn the feature on, click the **Enabled** option [2]. Enabled features display the **Enabled** icon [3].

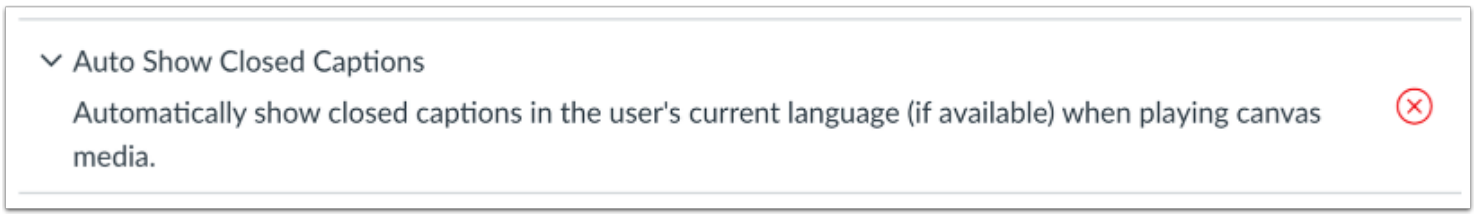
To turn the feature off, click the **Disabled** option [4]. Disabled features display the **Disabled** icon [5].

What feature options can I enable in my user account?

Some Canvas features are optional or new and can be turned on or off. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Options and how to enable them in the manage feature options lesson.

Note: Unless otherwise noted, all users can access the user-level feature options.

Auto Show Closed Captions

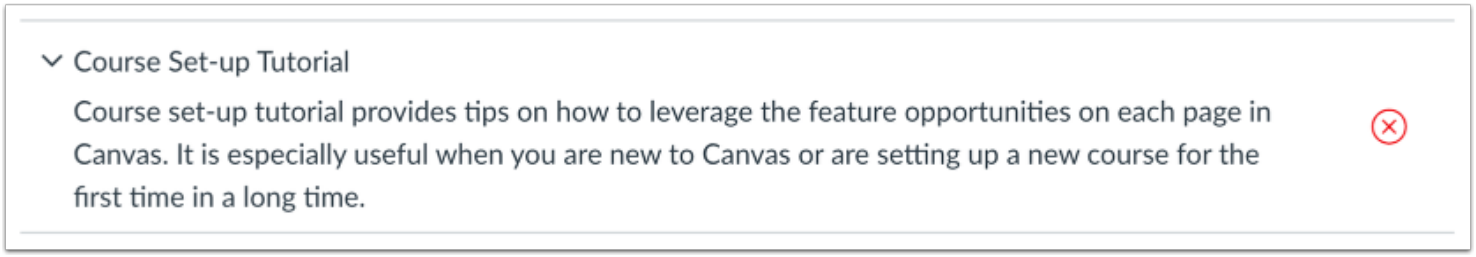


By default, this feature is set to Off.

The **Auto Show Closed Captions** feature setting allows you to enable captions added to videos by default for your Canvas account.

Note: Videos embedded from third-party tools, such as Youtube, are not supported. Additionally, embedded Canvas Studio videos are not yet supported.

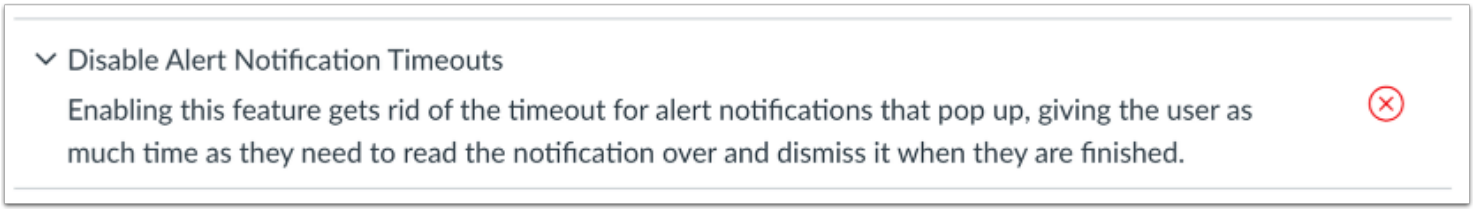
Course Set-Up Tutorial



This feature only displays if your institution has enabled the Canvas course setup tutorial. By default, this feature only displays for new users enrolled as instructors and is set to Off.

The **Course Set-up Tutorial** feature setting allows you to view the course set-up tutorial. When enabled, this feature displays a tutorial in each Course Navigation index page that shows you the purpose of the page and what to do next. The tutorial applies to all of your courses in Canvas where you are enrolled as an instructor.

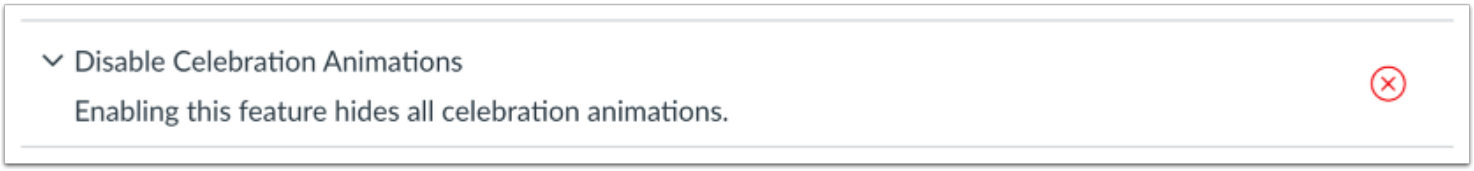
Disable Alert Notification Timeouts



By default this feature is set to Off.

The **Disable Alert Notification Timeouts** feature setting prevents alert notification pop-ups from timing out. When this feature setting is enabled, alert notifications in Canvas display until you manually dismiss the alert.

Disable Celebration Animations



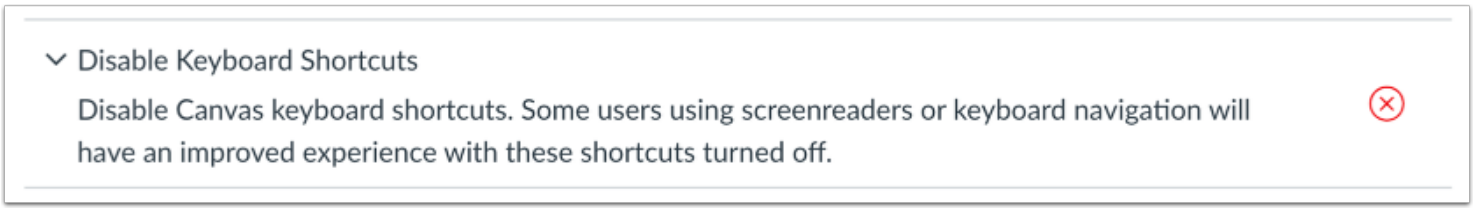
By default this feature is set to Off.

The **Disable Celebration Animations** setting allows you to turn off all celebration animations. The Celebration feature must be enabled by a Canvas admin at your institution. If this feature is not enabled, the Disable Celebration Animations setting will not display in your user Feature Settings. Learn how to manage confetti animations.

Notes:

- If you are a student, celebration animation confetti displays when you submit an assignment on time.
- If you are an instructor, celebration animation confetti displays when you validate links in a course, if the link validator celebrations feature option is enabled by your institution's Canvas admin.

Disable Keyboard Shortcuts

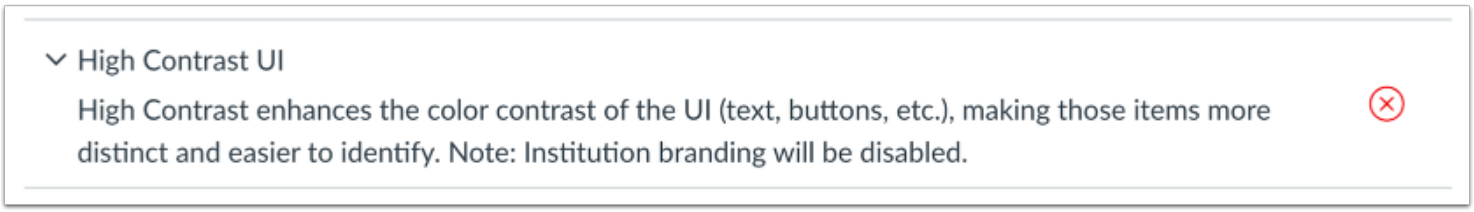


By default this feature is set to Off.

The **Disable Keyboard Shortcuts** feature setting allows you to disable keyboard shortcuts in Modules, Discussions, the Gradebook, and SpeedGrader. Other areas of Canvas will be updated at a future date.

This setting allows users who rely on screen readers or keyboard navigation to control their experience in Canvas with keyboard shortcuts.

High Contrast UI

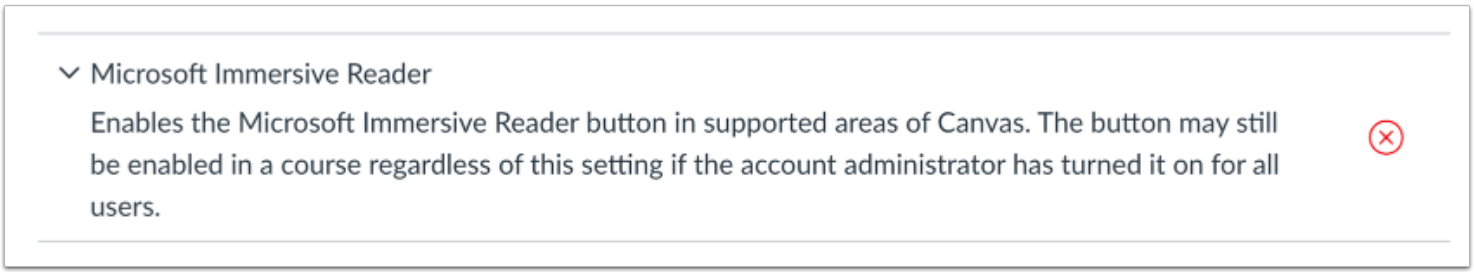


By default this feature is set to Off.

The **High Contrast UI** feature setting allows you to view Canvas using high contrast styles. This feature enhances the color contrast of the user interface (text, buttons, etc.) so they are more distinct and easier to identify in Canvas. However, institutional branding is not supported when this feature is enabled, so you will not be able to view the institution's logo or other elements.

You can also enable High Contrast UI from your User Navigation Menu.

Microsoft Immersive Reader



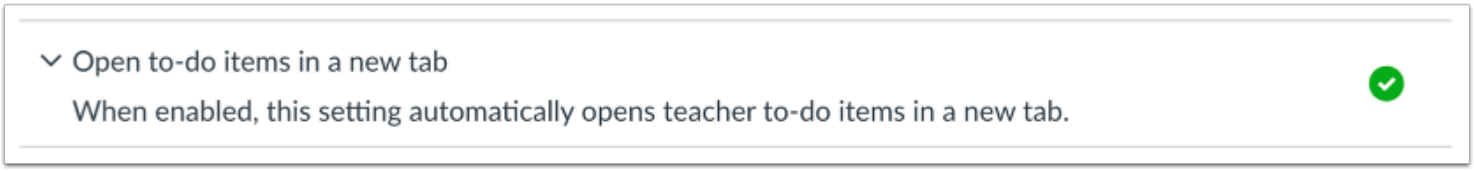
By default this feature is set to Off.

The Microsoft Immersive Reader enhances accessibility and comprehension for any reader. When enabled, the course home page, assignments, pages, and syllabus display an Immersive Reader button.

Microsoft Immersive Reader is available for you to enable individually, regardless of the preference set at the account level. However, if the feature is on for the entire account, the account preference overrides your user preference, and your user setting has no effect.

To learn more about this feature, see the Microsoft Immersive Reader website.

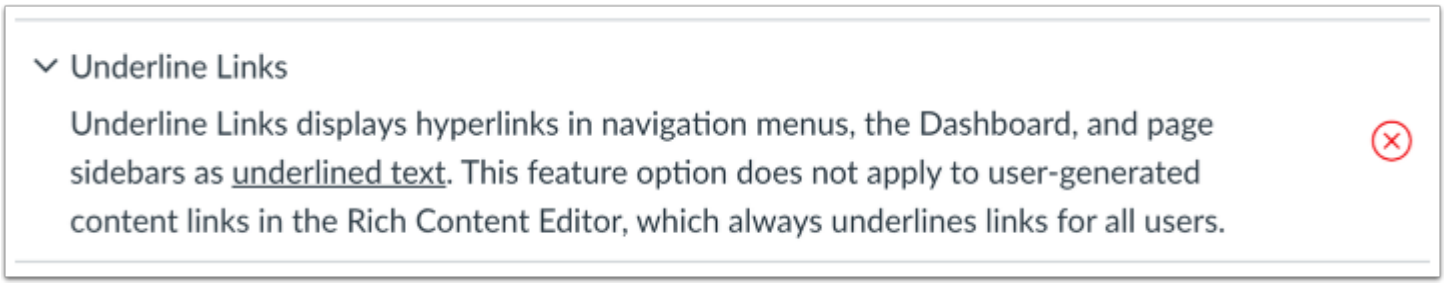
Open To-Do Items in a New Tab



By default this feature is set to On. This feature only displays for users enrolled as instructors.

The **Open to-do items in a new tab** feature setting allows you to open Grade Assignment links from your Dashboard To Do list in a new browser tab. Disabling this feature allows you to open Grade Assignment links from your Dashboard To Do list in the existing browser tab.

Underline Links



By default this feature is set to Off.

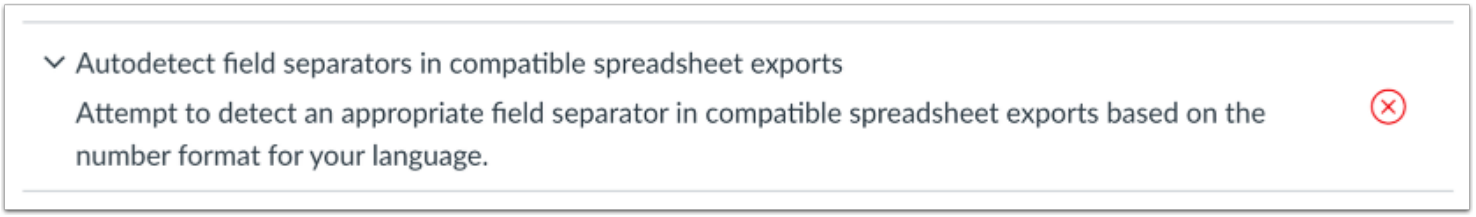
The **Underline Links** feature setting allows you to view Canvas interface links as underlined text. When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars. This feature setting does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.

CSV Separator Preferences

You can set how you want to view separators in CSV export files, depending on your locale or preference.

Separator settings are managed through one of three feature settings in User Settings. These settings only apply to compatible spreadsheet exports.

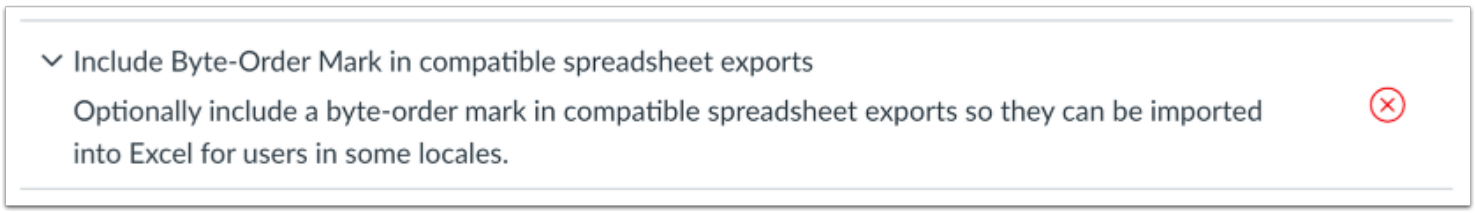
Autodetect Field Separators in Compatible Spreadsheet Exports



The **Autodetect field separators** feature settings attempts to determine the appropriate field separator as indicated by the language set in the user's account. For languages where the decimal separator is a dot, (e.g. 1,234.56), autodetection will choose a comma as the field separator. For languages where the decimal separator is a comma, (e.g. 1.234,56), autodetection will choose a semicolon as the field separator. For all other cases, autodetection will choose a comma as the field separator as a default.

Note: This feature is automatically disabled if the Use semicolons to separate fields setting is enabled.

Include Byte-Order Mark in Compatible Spreadsheet Exports



The **Include Byte-Order Mark** feature setting generates a specific set of three characters at the beginning of the CSV file. These characters, known as a byte-order mark, help some versions of Microsoft Excel understand that the CSV file is a UTF-8 encoded file. It also tells some localized versions of Excel that they should treat the incoming CSV file as if it were semicolon-separated by default. Because some versions of Excel do not understand or honor the byte-order mark, this feature allows all users to disable generation of this byte-order mark.

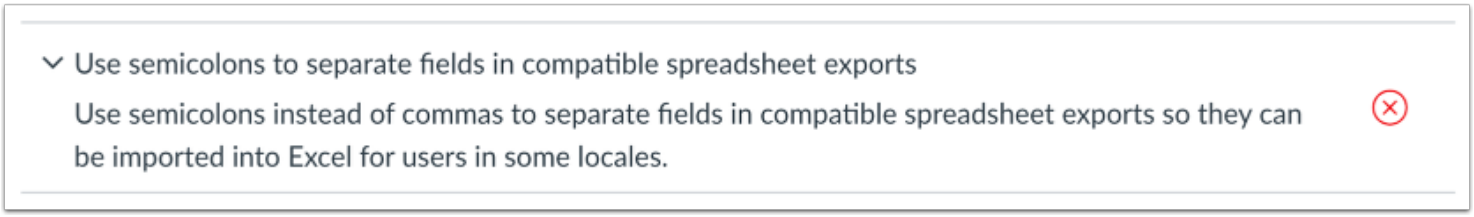
Use a Dyslexia Friendly Font

The **Use a dyslexia friendly font** feature enables the Canvas interface and the Rich Content Editor to display text using the OpenDyslexic font by default. If the feature is disabled, both OpenDyslexic and OpenDyslexic Mono are available as font options within the Rich Content.

Notes:

- OpenDyslexic font does not include Hebrew or Arabic characters. Additionally, if content is created using the Dyslexia Friendly Font, it will display in the default Canvas font for users who do not have the feature enabled.
- If this settings is enabled, you can toggle to enable dyslexia-friendly font in your User Navigation Menu.

Use Semicolons to Separate Fields in Compatible Spreadsheet Exports



The **Use semicolons to separate fields** feature setting generates CSV files with semicolons as the field separators instead of the default comma. When disabled, this feature falls back to behavior determined by the state of the Autodetect field separators setting.

Note: This feature is automatically disabled if the Autodetect Field Separators setting is enabled.

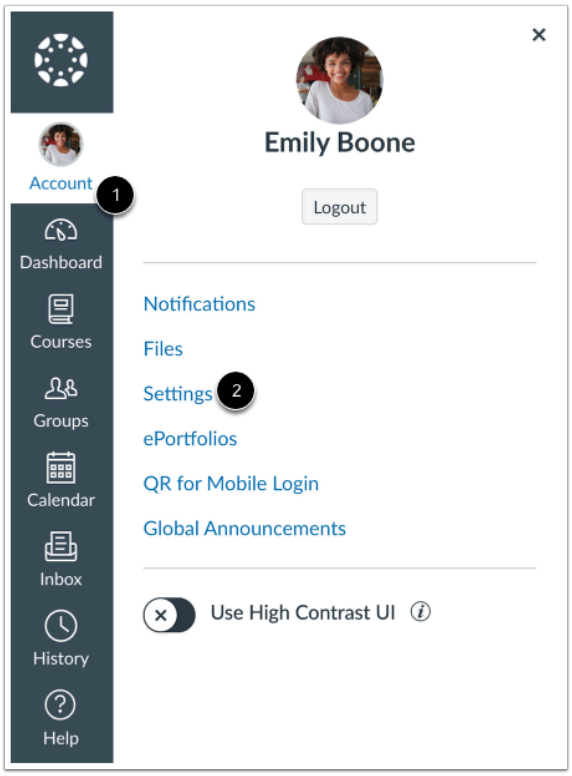
How do I set up multi-factor authentication for my user account?

Your institution may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

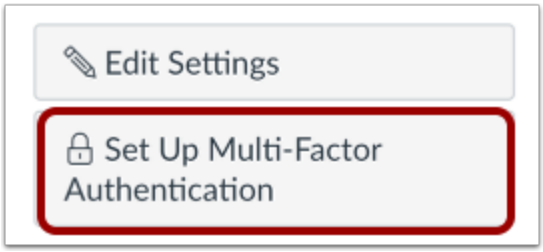
Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is *required* by your institution, you will be shown the multi-factor authentication page directly after you log in to Canvas.

Open User Settings



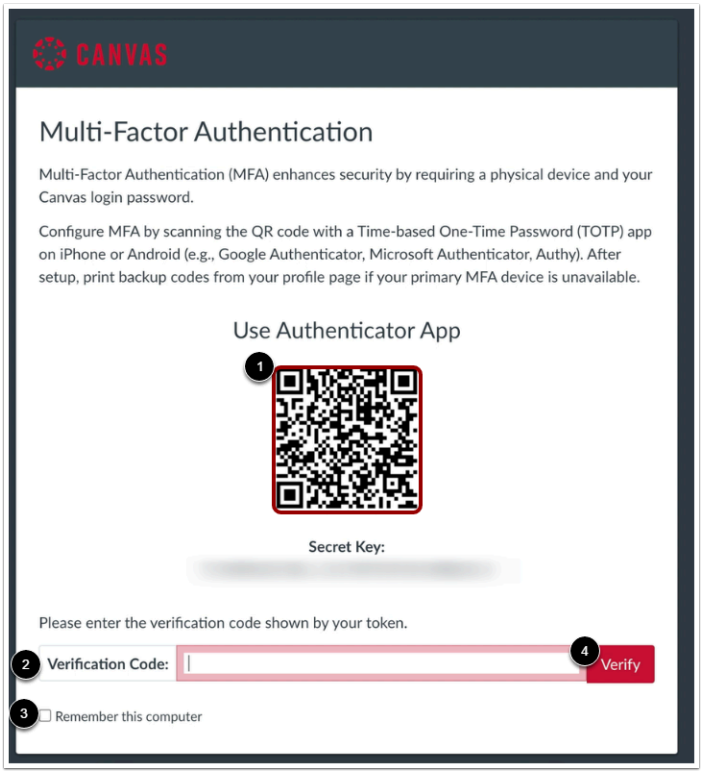
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Set Up Multi-Factor Authentication



Click the **Set Up Multi-Factor Authentication** button.

Verify via Authenticator App



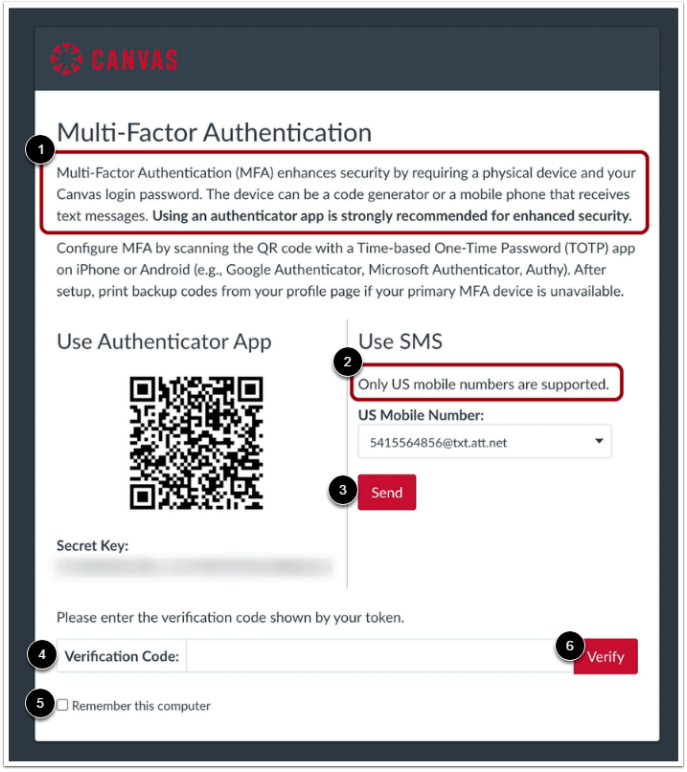
To verify multi-factor authentication a time-based one-time password (TOTP) authenticator app on iPhone or Android (ex: Google Authenticator, Microsoft Authenticator, Authy), download the app for your device.

Use the app to scan and generate the QR code [1]. Enter the code in the **Verification Code** field [2].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [3].

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

Verify via Text Message



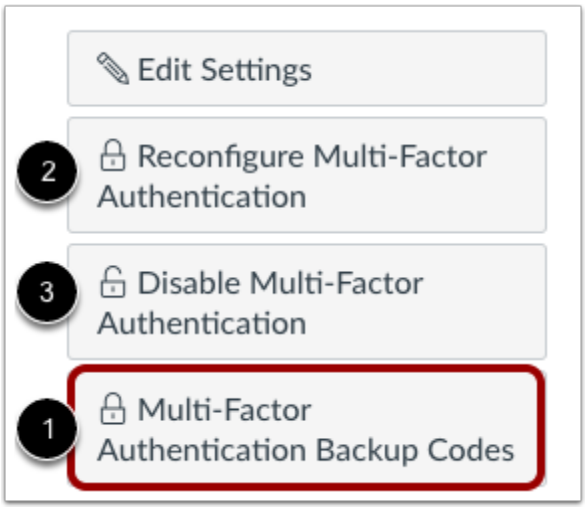
To verify multi-factor authentication via text message, enter your phone number [1] and select your carrier [2]. This is the number where your multi-factor verification code will be sent.

Once you have set up your new phone number, or selected an existing phone number, click the **Send** button [3]. Your mobile device will receive a verification code. Enter the code in the **Verification Code** field [4].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [5].

Click the **Verify** button [6].

Manage Multi-Factor Authentication



Once multi-factor authentication is enabled, your User Settings page may display additional options to manage your authentication.

You can choose to create multi-factor authentication codes to use as backup in case your authentication device is not available [1]. This option is available to all users with multi-factor authentication.

If multi-factor authentication is *optional* for your account, you can also choose to reconfigure authentication [2] or disable authentication [3].

How do I manage API access tokens in my user account?

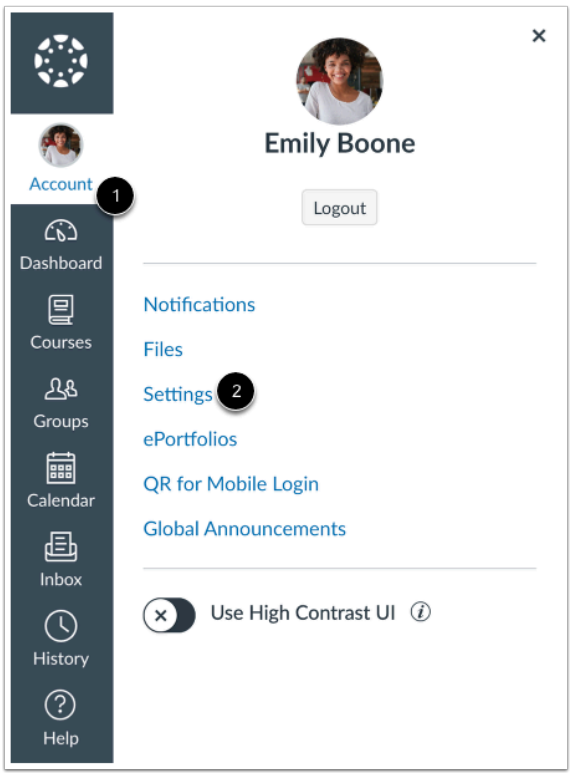
You can manage API access tokens from your User Settings. Access tokens provide access to Canvas resources through the Canvas API. Access tokens can be generated automatically for third-party applications or created manually.

Using the Canvas API allows the access token holder to access the same Canvas resources that you can access. For example, third-party applications, including devices you have used to open the Canvas Student app, are authorized to access Canvas on your behalf. For more information on using the Canvas API, view the Canvas API documentation.

Notes:

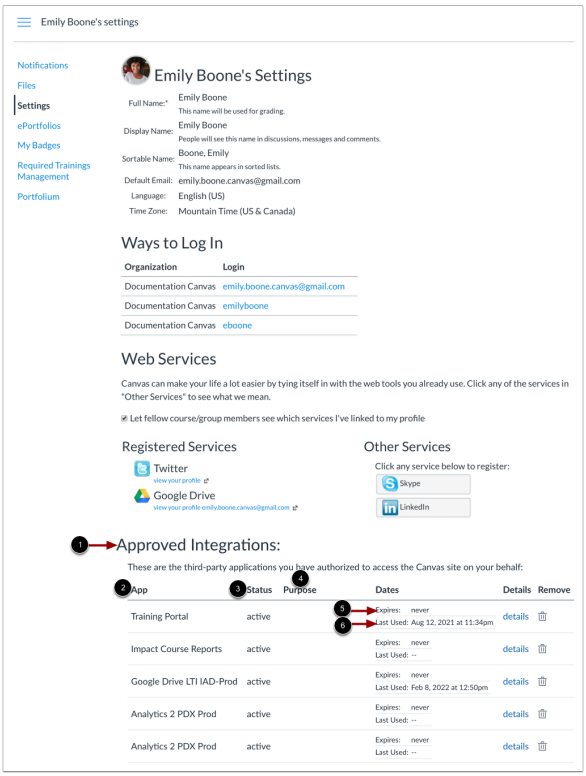
- If you are an admin, you can limit the ability to manage access tokens to admins only. Access tokens should be treated with the same level of security as your account password. Never share your access token, and immediately revoke a token if you suspect it has been exposed or compromised. It is a violation of Canvas API policy for a user to generate an access token to insert into an application. Applications must use approved authentication methods instead.
- The Users-manage Access Tokens permission is required when managing access tokens.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Access Tokens

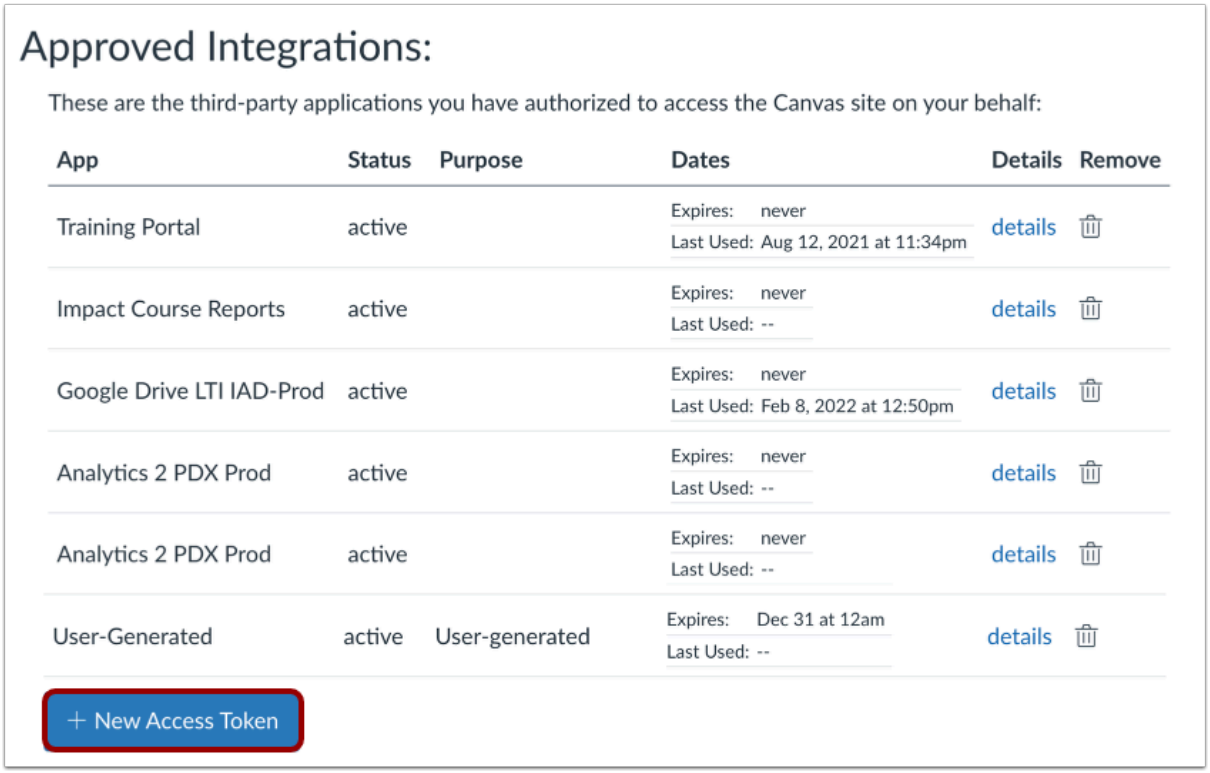


Third-party applications with access tokens and user-generated access tokens are listed in the Approved Integrations section [1].

For each access token, you can view the name [2], status [3], purpose [4], expiration date [5], and date of last use [6].

Note: Mobile access tokens are generated for you when you log in to a Canvas mobile app and never expire. To remove access for a mobile application, the access token must be deleted.

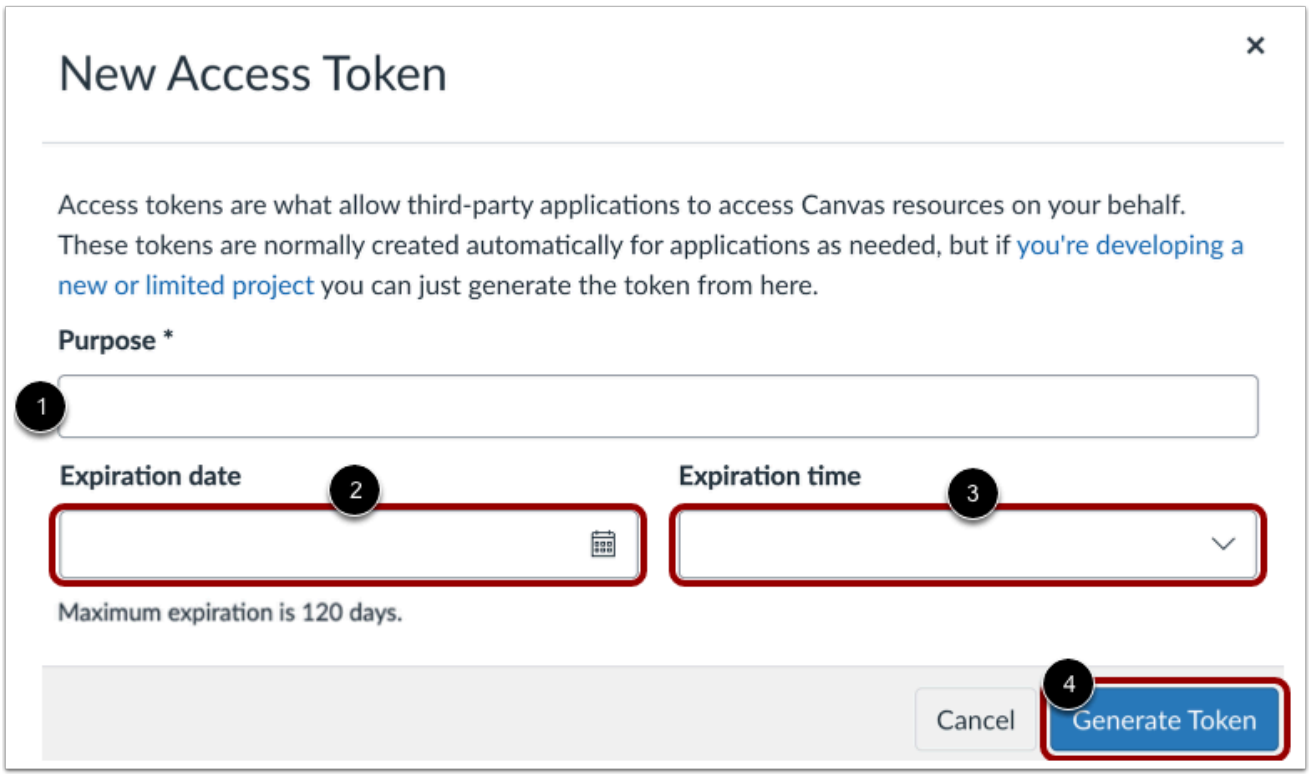
Add Access Token



To manually add an access token, click the **Add New Access Token** button.

Note: The add New Access Token button will be disabled if the user doesn't have the Users-manage Access Tokens permission or if generating access codes is limited to admins.

Add Token Details



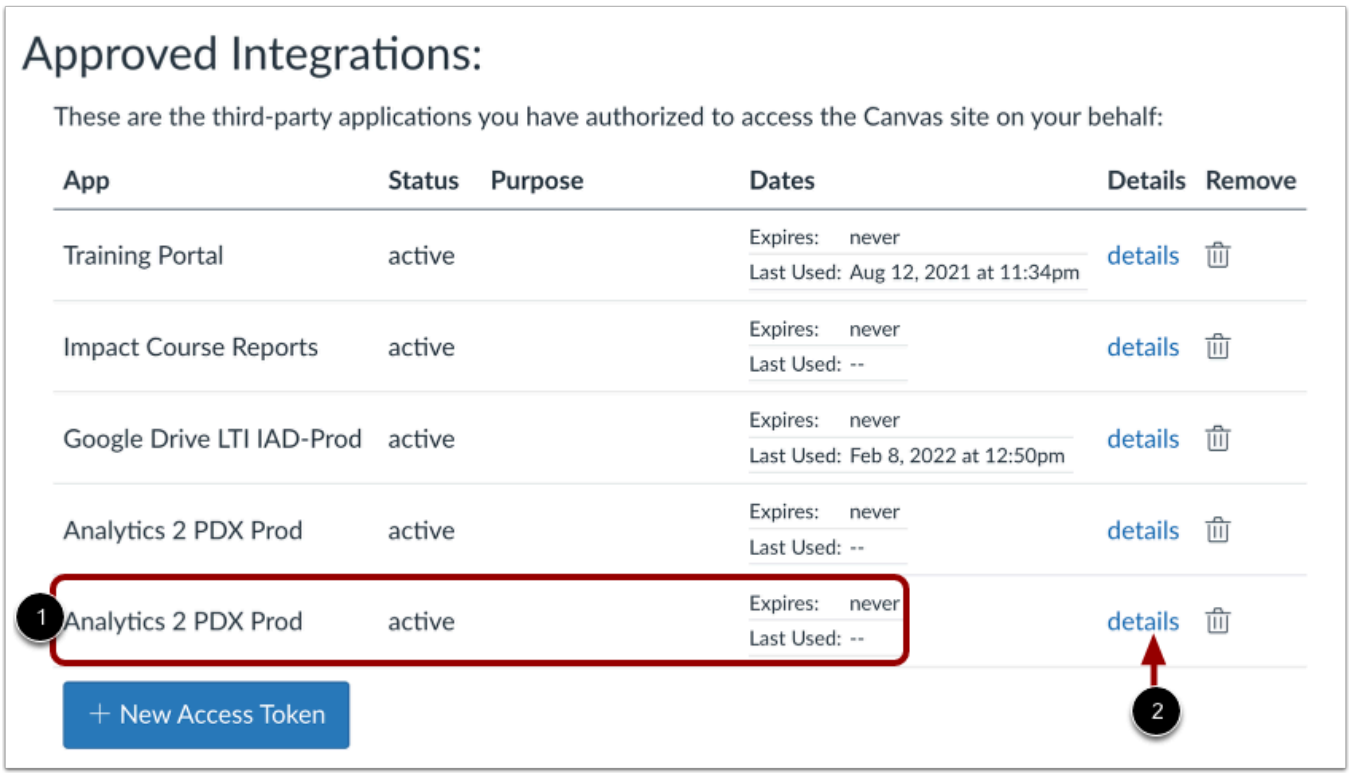
Enter a description for your access token in the Purpose field [1]. You can select an expiration date by clicking the **Expiration date** field or the **Calendar** icon [2]. You can also select an expiration time from the **Expiration time** drop-down menu [3]. To generate a token with no expiration, leave the expiration fields empty.

To generate a new access token, click the **Generate Token** button [4].

Notes:

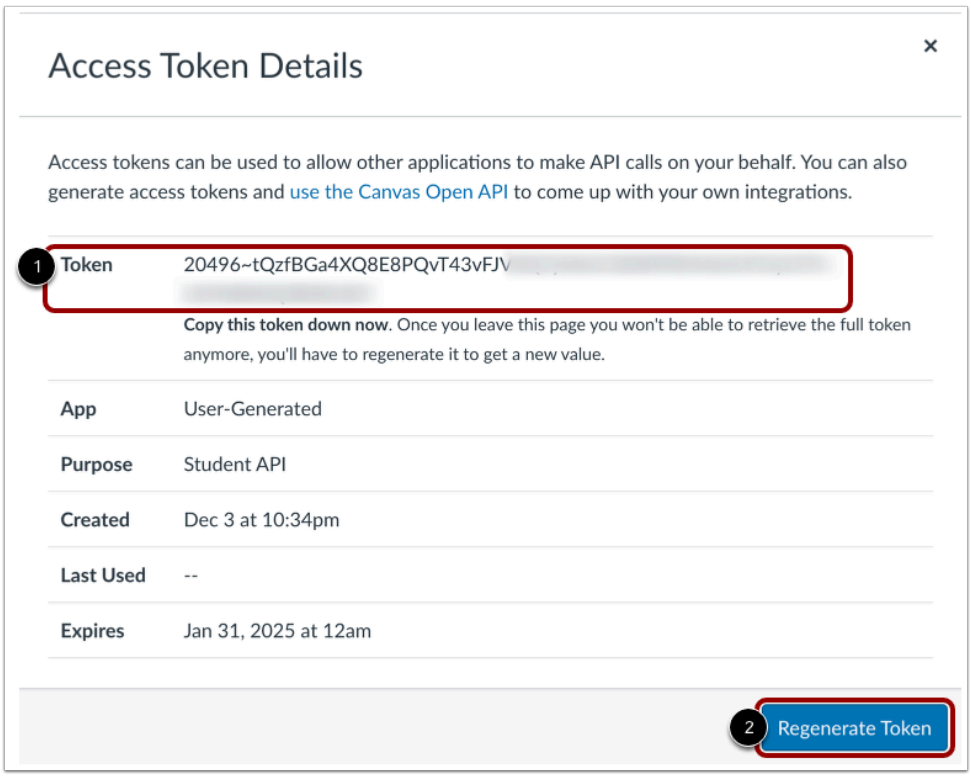
- An indicator "*" displays to notify users that the field is required.
- When creating a New Access Token, the **Expiration date** field is required for students. This helps protect academic integrity by limiting the lifespan of student-generated access tokens, reducing the risk that students can use them to bypass assignments or cheat.

View Access Token



View the token description [1]. To view details for the token, click the **details** link [2].

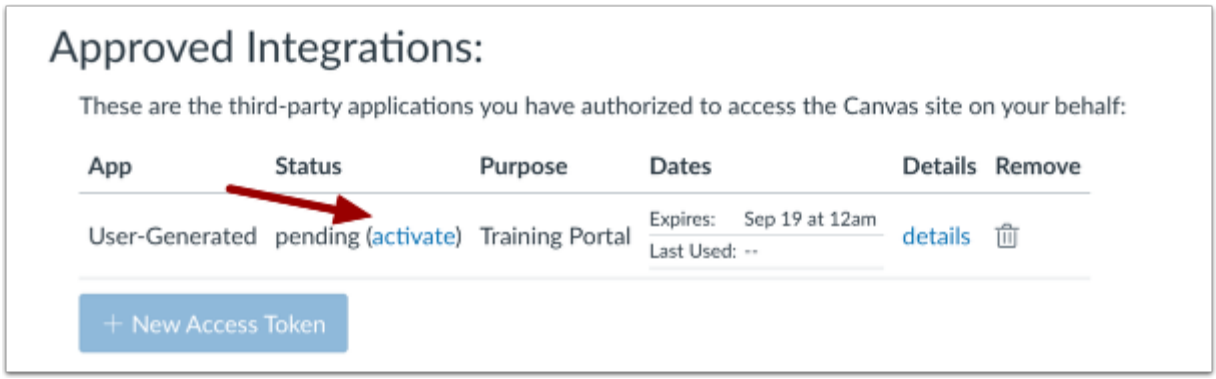
View Token Details



The access token details include a token that can be used to make API calls on your behalf [1].

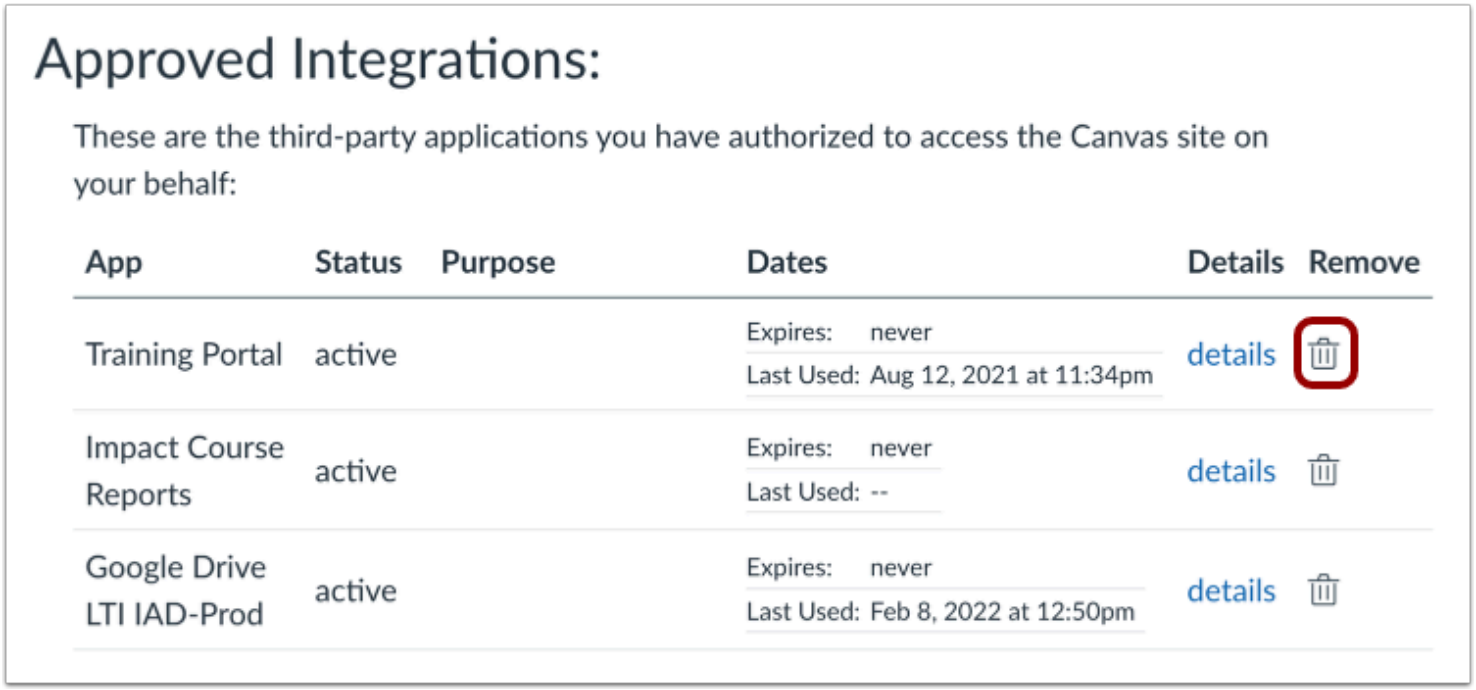
To regenerate an access token, click the **Regenerate Token** button [2].

View Token Status Activate Link



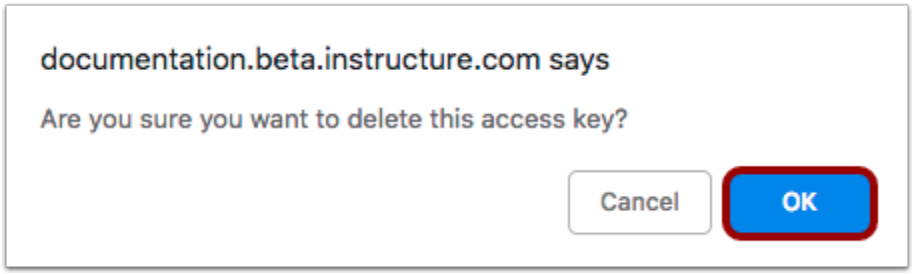
When you generate a token on behalf of a user, the user must click the **Activate** link. This changes the status to **Pending (Activating)**. Afterward, the user should refresh the screen to see the updated status as **Active**.

Delete Access Token



To delete an access token, click the **Delete** icon.

Confirm Deletion



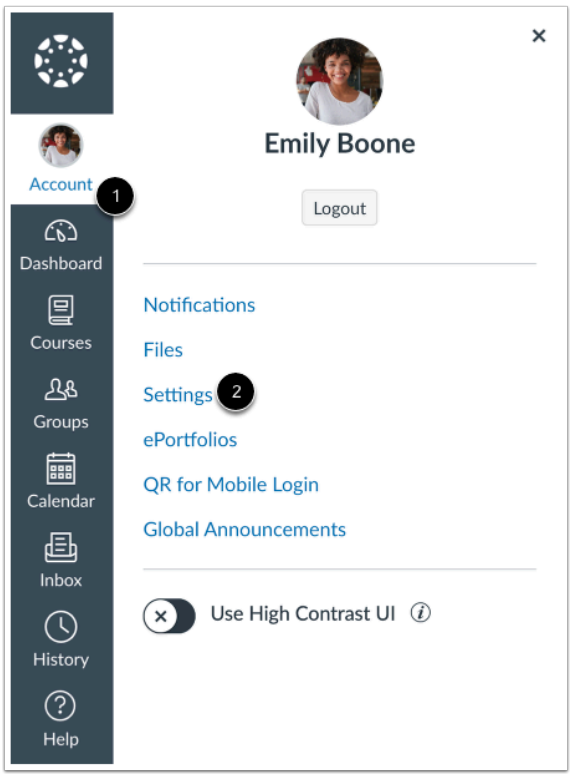
To confirm the deletion, click the **OK** button.

How do I add Slack as a contact method in Canvas?

If your institution allows, you may be able to add Slack as a contact method in Canvas. Notifications from Canvas are received via message in the Slack app. Slack appears under the Other Contacts sidebar heading.

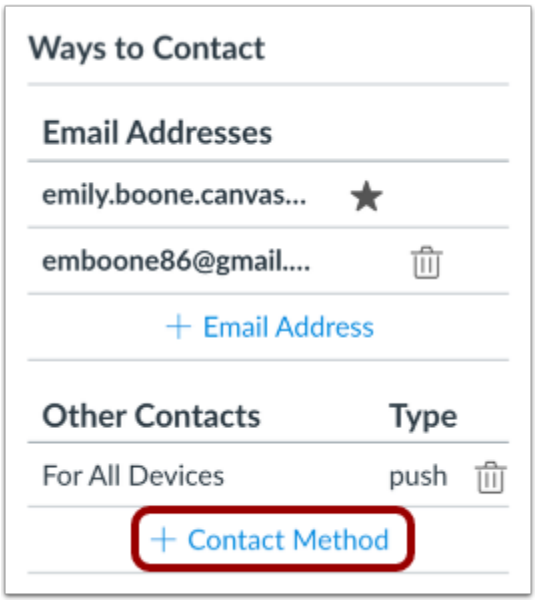
Once you have enabled the contact method, learn how to set notification settings.

Open User Settings



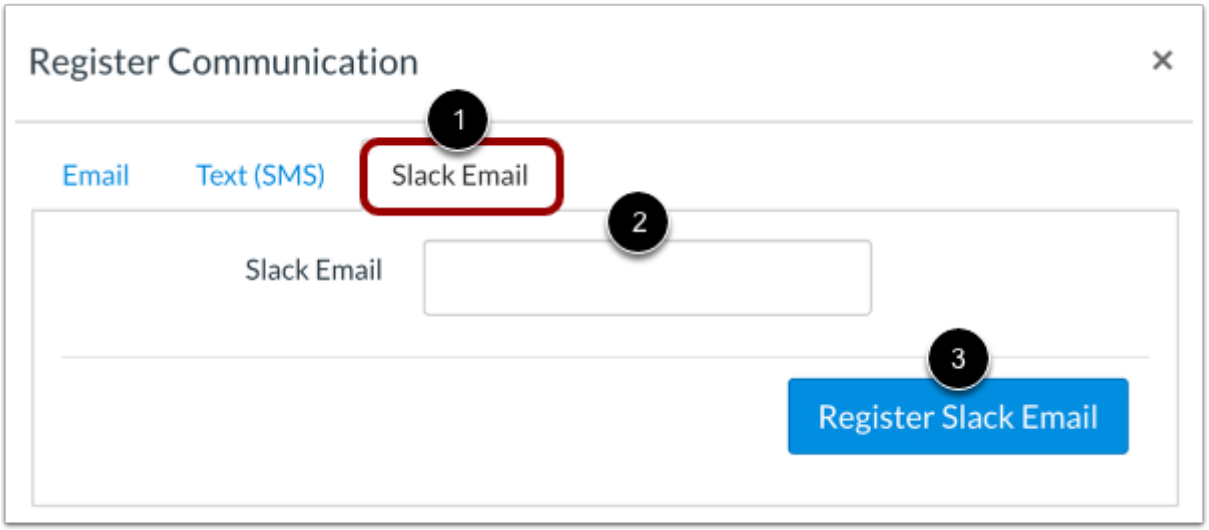
In Global Navigation, click the **Account** link [1]. Then click the **Settings** link [2].

Add Contact Method



In the Other Contacts section, click the **Add Contact Method** link.

Register Slack Email

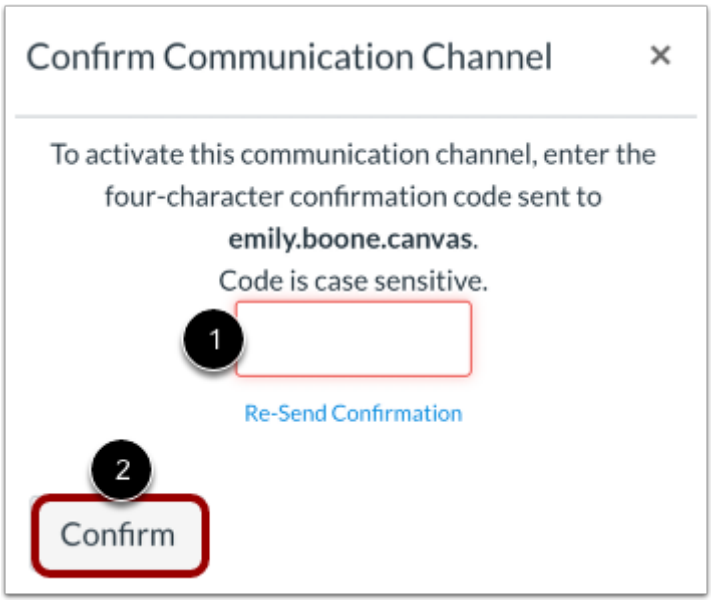


Click the **Slack Email** tab [1].

Enter the email address associated with your Slack account in the **Slack Email** field [2].

Click the **Register Slack Email** button [3].

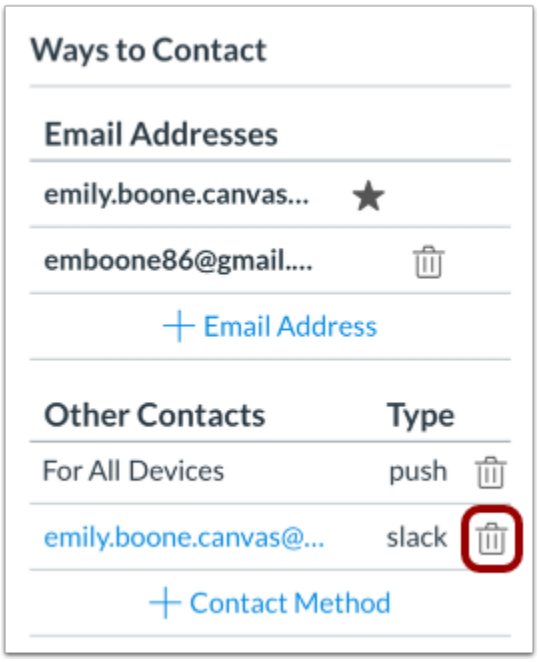
Confirm Slack Email



You will receive a Slack notification with a four-character confirmation code. Enter the code in the confirmation field [1].

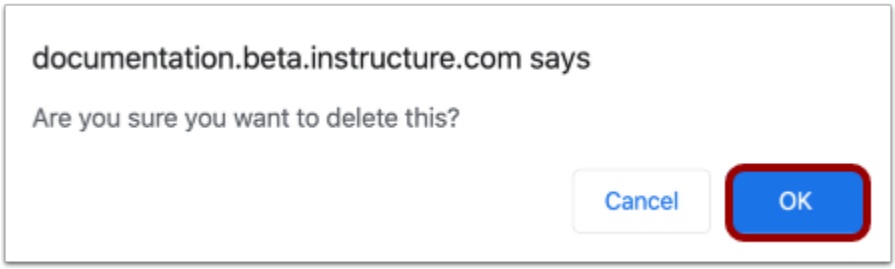
To confirm the communication channel, click the **Confirm** button [2].

Delete Slack



To delete Slack as a contact method, click the **Delete** icon.

Confirm Deletion



Click the **OK** button.

How do I select personal pronouns in my user account?

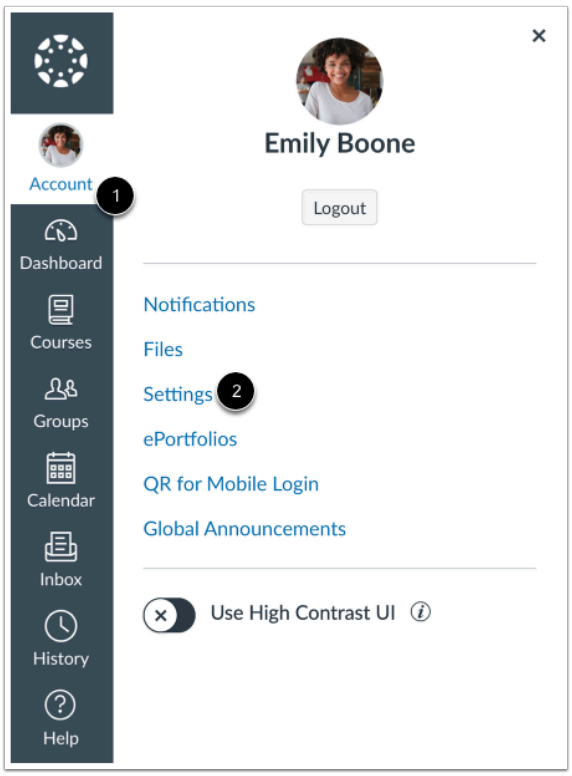
If enabled by your institution, you can select personal pronouns to add to your user account. Personal pronouns display after your name in various areas in Canvas, including:

- Assignment Creation Menu
- Assignment Peer Review Page
- Course Sections List
- Discussions
- Inbox
- People Page (Course and Groups)
- Student Context Card
- User Navigation Menu
- User Profile Page
- User Settings Page

Notes:

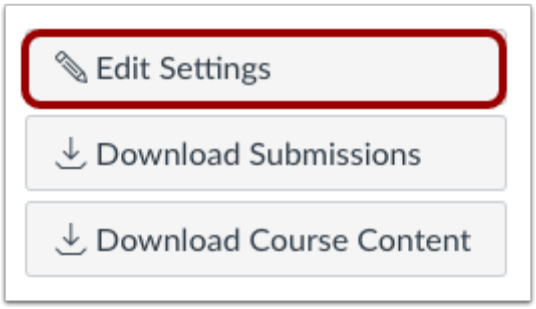
- If you cannot view pronouns in your User Settings, your institution has not enabled this feature.
- LTI tools, such as New Quizzes and Analytics, do not currently support displaying pronouns.

Open User Settings



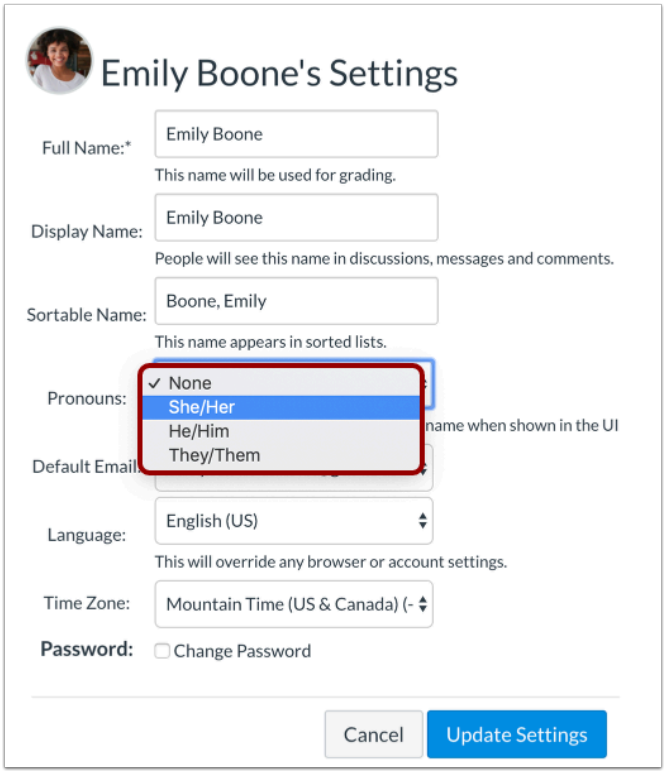
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Select Pronouns

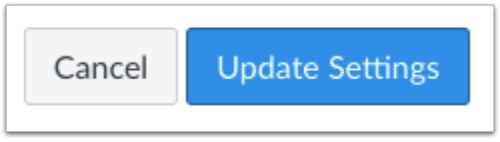


In the **Pronouns** drop-down menu, select your personal pronouns.

Notes:

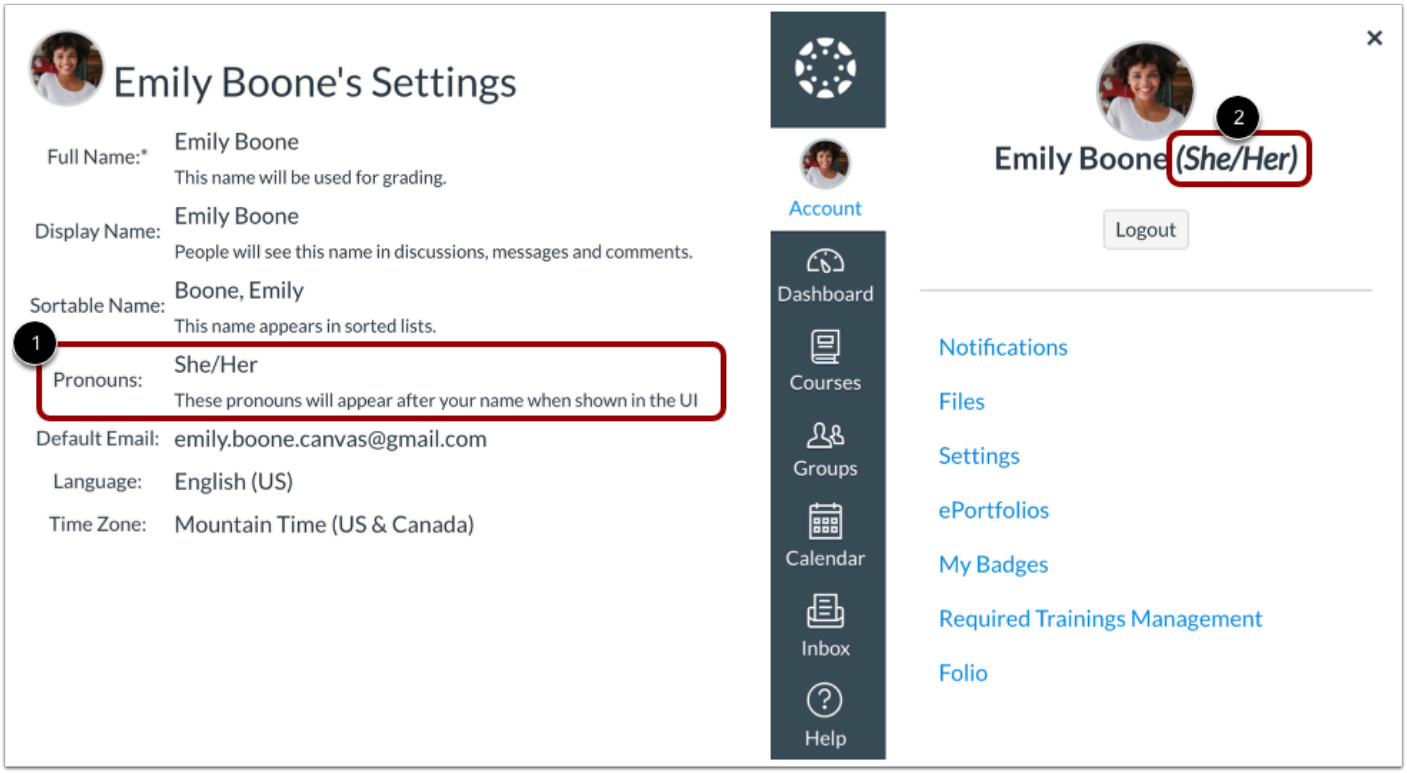
- If the Pronouns drop-down menu does not display in your User Settings, your institution has not enabled this feature.
- Pronoun options are managed by your institution. You cannot add pronoun options.

Update Settings



Click the **Update Settings** button.

View Pronouns



You can view your personal pronouns in your User Settings [1]. Your personal pronouns will also display after your name in many areas throughout Canvas [2].

How do I view a QR code to log in to the Canvas mobile apps?

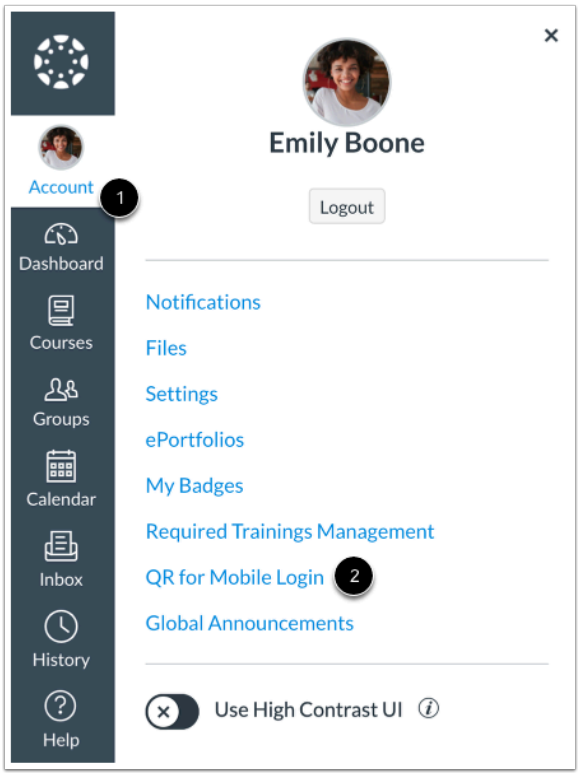
You can view a Canvas login QR code in your Canvas web browser. You can scan this QR code with your mobile device to log in to the Canvas apps without entering your institution URL and user credentials.

You can use the QR code to access the Canvas Student app, Canvas Teacher app, or Canvas Parent app.

Notes:

- If you cannot view QR codes, your institution has not enabled this feature.
- QR codes should be kept as confidential as passwords.
- No other users should be in the surrounding area to capture the QR code.
- Codes should also never be generated while sharing a screen via a screen sharing service.

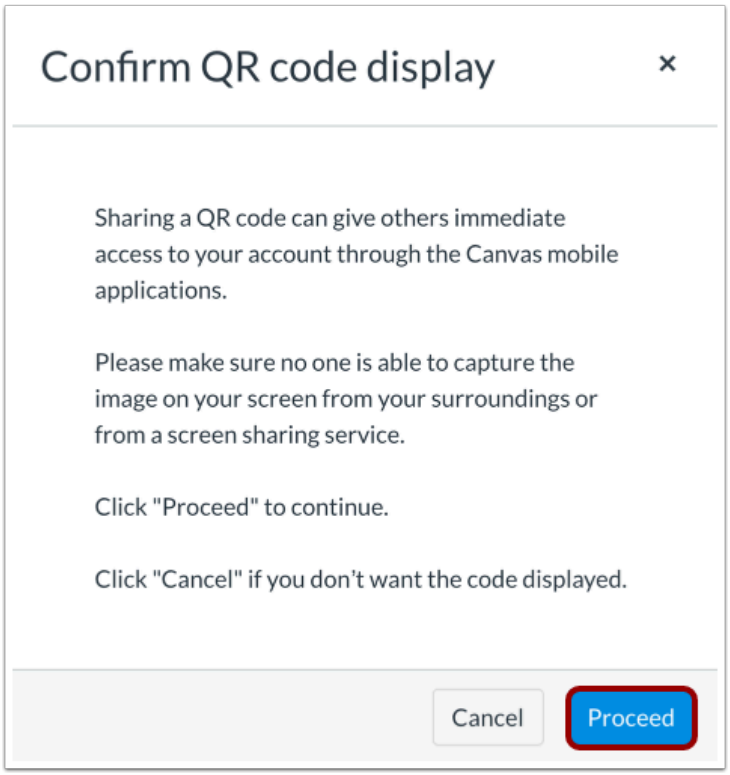
Open QR Code



In Global Navigation, click the **Account** link [1], then click the **QR Code for Mobile Login** link [2].

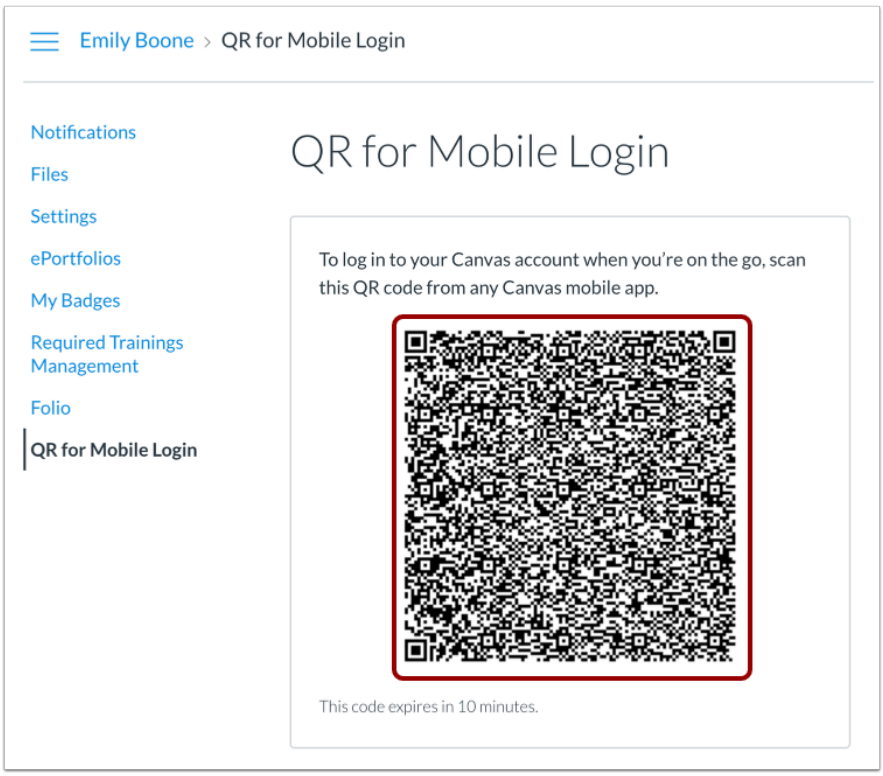
Note: If you cannot view the QR for Mobile Login link, your institution has not enabled this feature.

Confirm QR Code Display



To display your mobile login QR code, click the **Proceed** button.

View QR Code



View your QR code. The QR code can be scanned to log into the Canvas apps from an Android device or an iOS device.

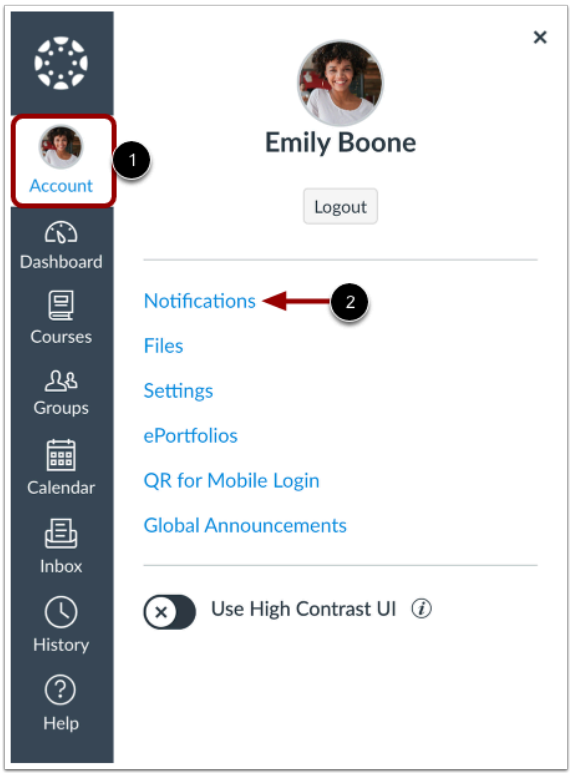
Note: Mobile login QR codes expire 10 minutes after they are generated.

How do I manage notifications for a single course?

This lesson shows how to manage notification settings from your account Notifications page. You can also access course notifications by clicking the View Course Notifications button from the Course Home Page. Course notification settings only apply to the course in which they are set. To receive course notifications, you must first set your Canvas notification settings.

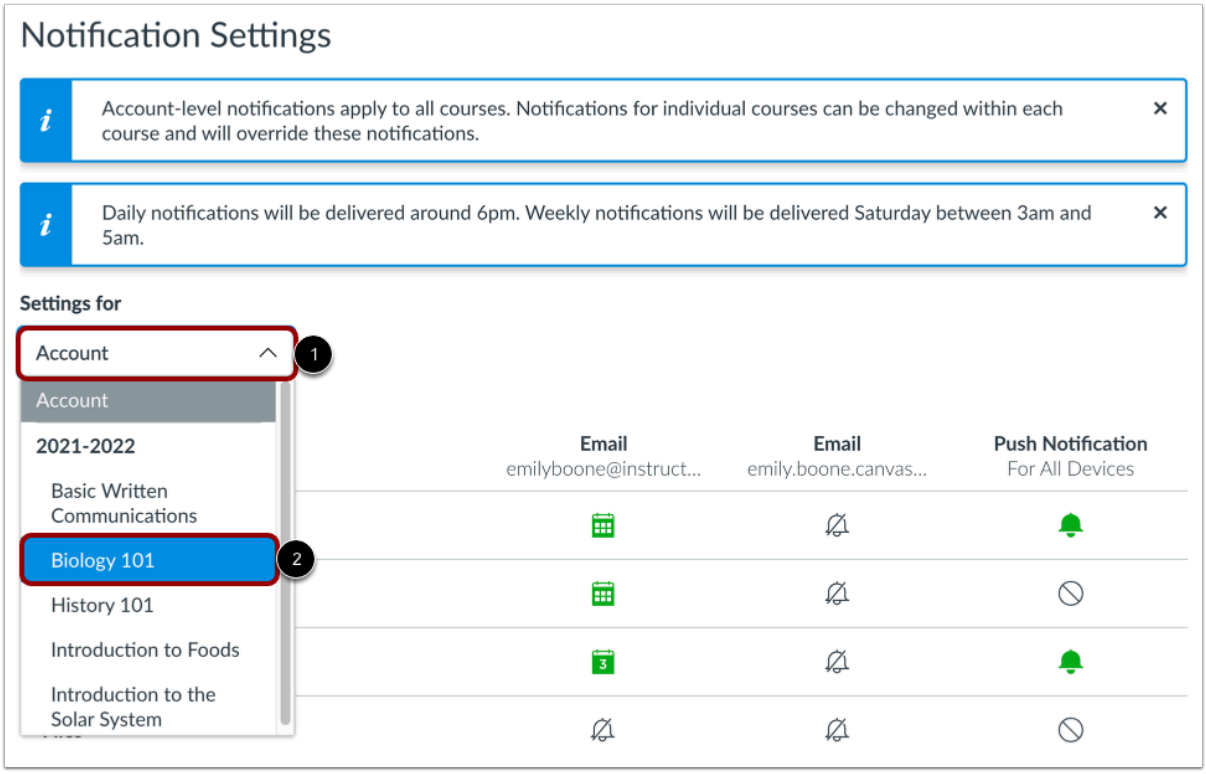
Note: Once a notification setting is changed in your course, the course notification setting will override settings set in your Account Settings. You must continue to manage that notification type within your course.

Open Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

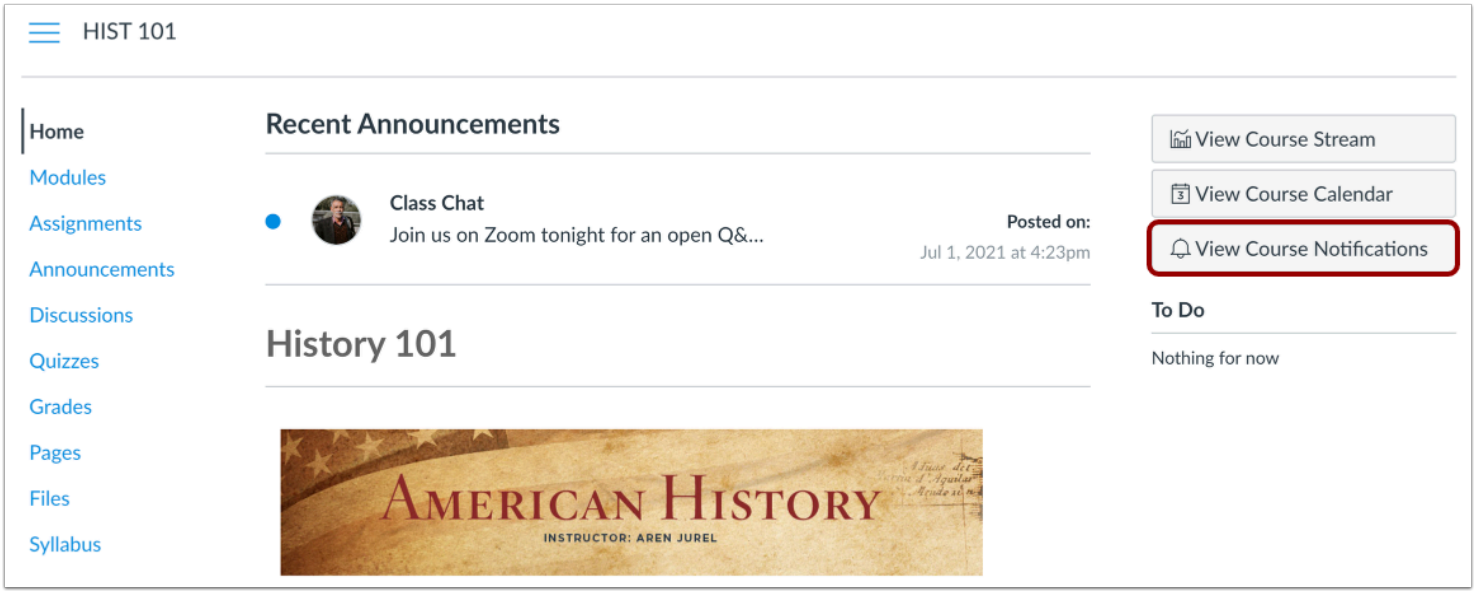
Open Course Notification Settings



You can manage notification settings for your Canvas account and/or for individual courses.

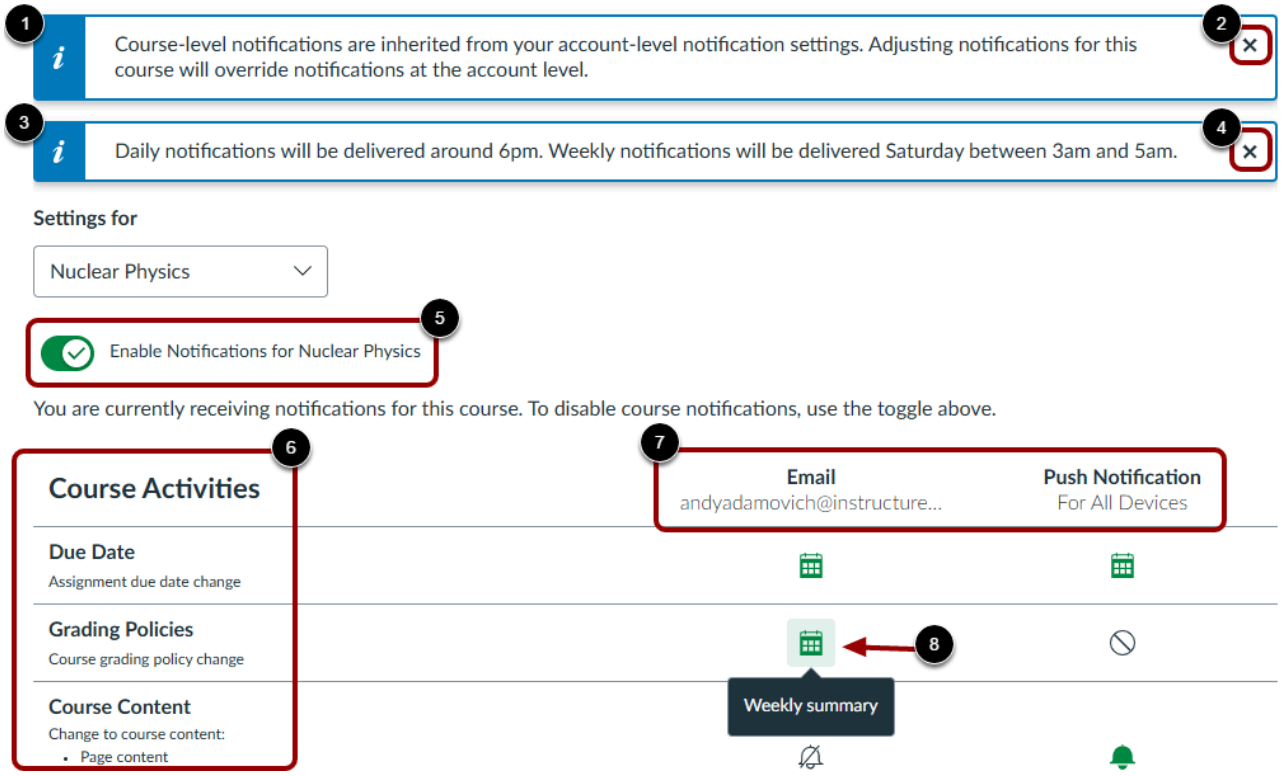
To manage notification settings for an individual course, click the **Settings for** drop-down menu [1]. Then click the course name [2].

Open Notifications from Course Home Page



Alternatively, you can access course notifications from the Course Home Page by clicking the **View Course Notifications** button.

View Course Notification Settings



A banner displays stating course-level notification settings apply override any account-level notifications you may have set [1]. To dismiss the message, click the **Close** icon [2].

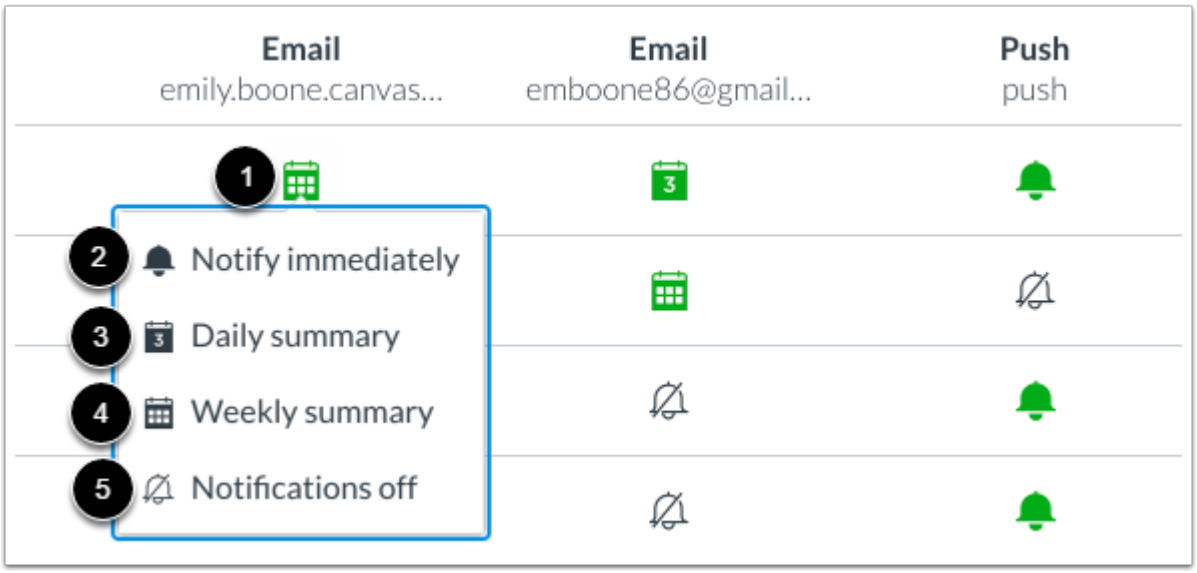
A banner displays noting when daily and weekly messages are delivered [3]. To dismiss the message, click the **Close** icon [4].

To enable or disable all notifications for the course, click the **Enable Notifications** toggle [5].

View the course-level notification types [6] and your listed contact methods [7].

Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [8].

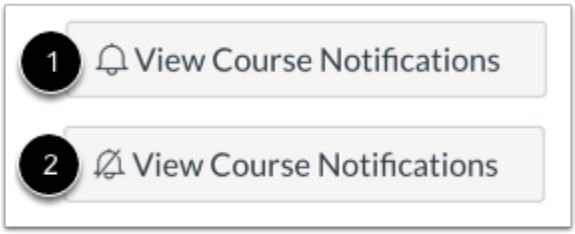
Manage Individual Notifications



To manage notification frequency for a course notification, locate the notification and contact method. Then click the notification icon [1]. You can select one of four delivery frequency types:

- **Notify immediately** [2]: receive these notifications right away for this course. *These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*
- **Daily summary** [3]: receive a daily summary for this notification type.
- **Weekly summary** [4]: receive a weekly summary for this notification type.
- **Notifications off** [5]: no notifications sent for this notification type.

View Course Notifications Status



You can view your course notification status on your course home page. The View Course Notifications button icon displays if course notifications are enabled [1] or disabled [2].

How do I enable the high contrast user interface in Canvas?

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

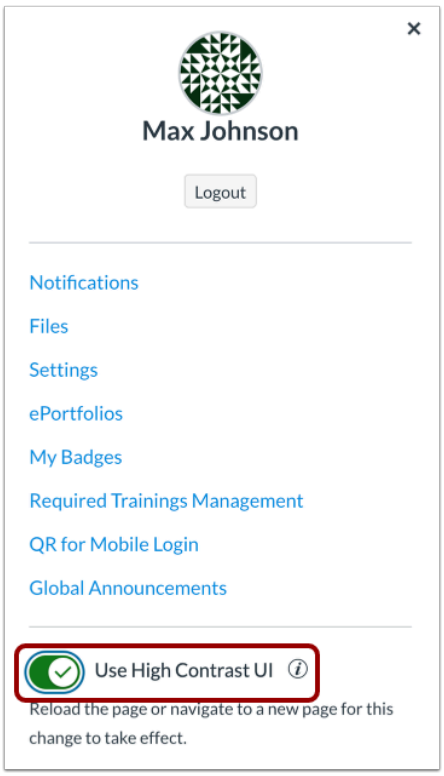
High contrast UI can also be enabled from the feature settings in your User Settings.

Note: The High Contrast UI setting does not support Institutional branding.

Open User Navigation Menu

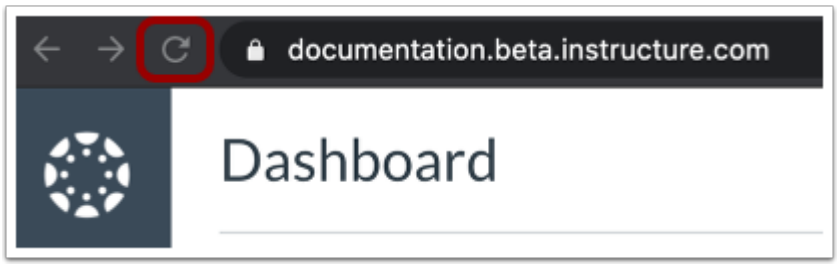
In User Navigation, click the **Account** link.

Enable High Contrast UI



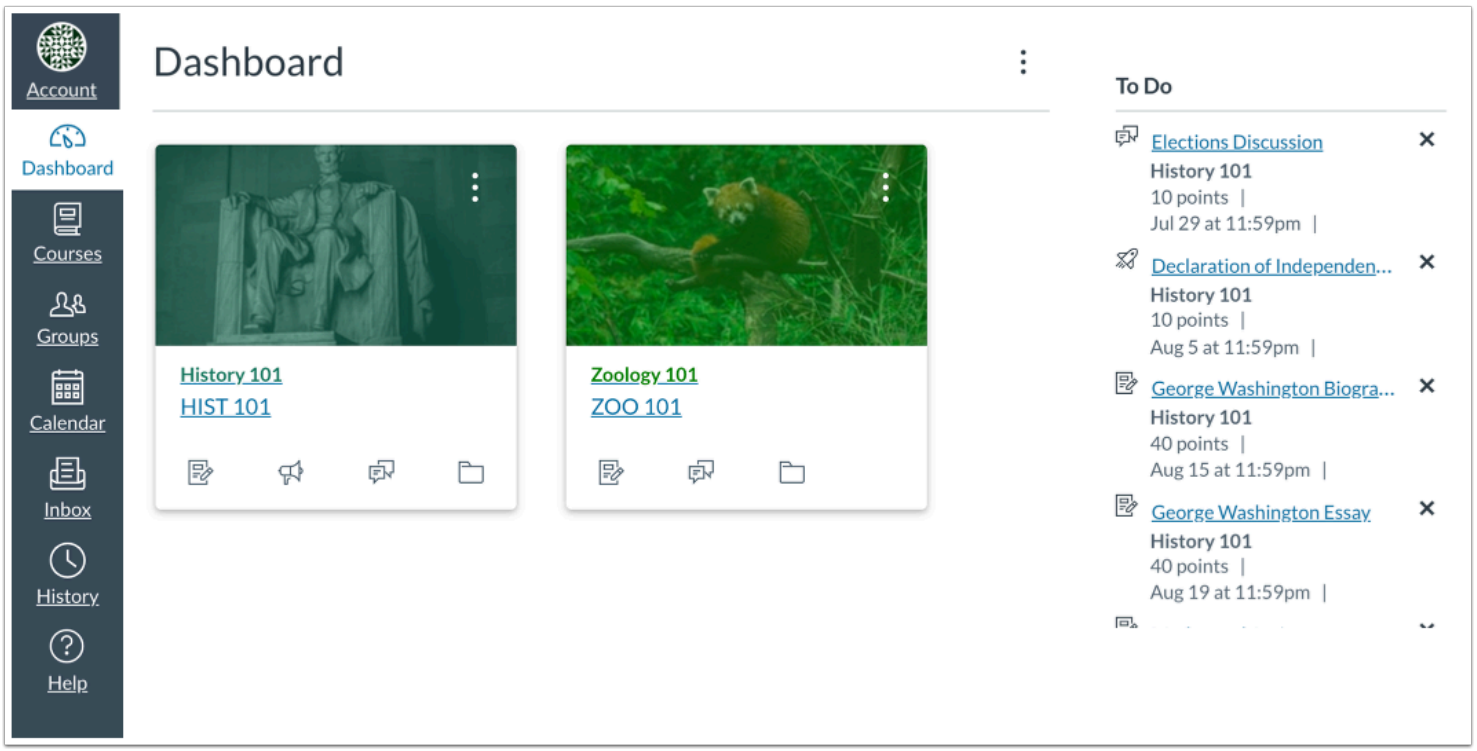
Click the **Use High Contrast UI** toggle.

Reload Page



For the high contrast UI to take affect, reload the page or navigate to another page in Canvas.

View High Contrast UI



View the high contrast user interface (UI).

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

Note: The High Contrast UI setting does not support Institutional branding.

How do I manage confetti animations in Canvas?

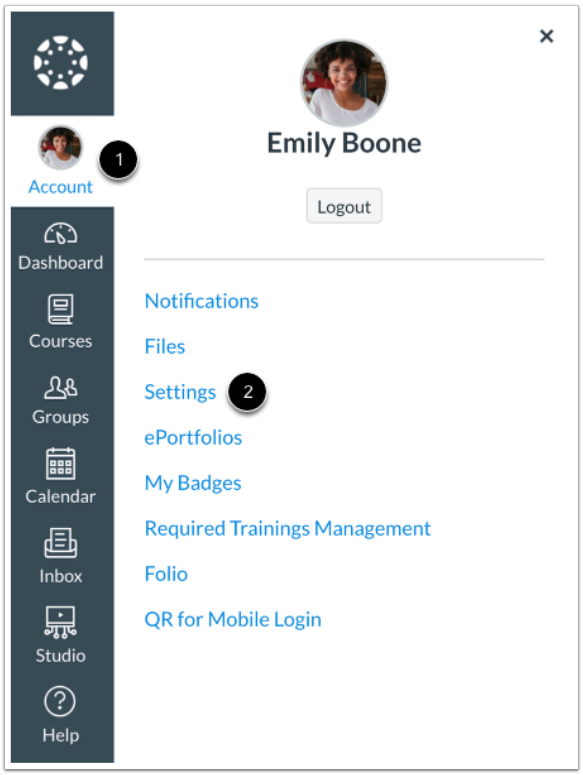
If enabled by your institution, you can choose to have celebration animation confetti display.

If you prefer not to see confetti or would like to re-enable this feature, you can manage the feature option in your user settings.

Notes:

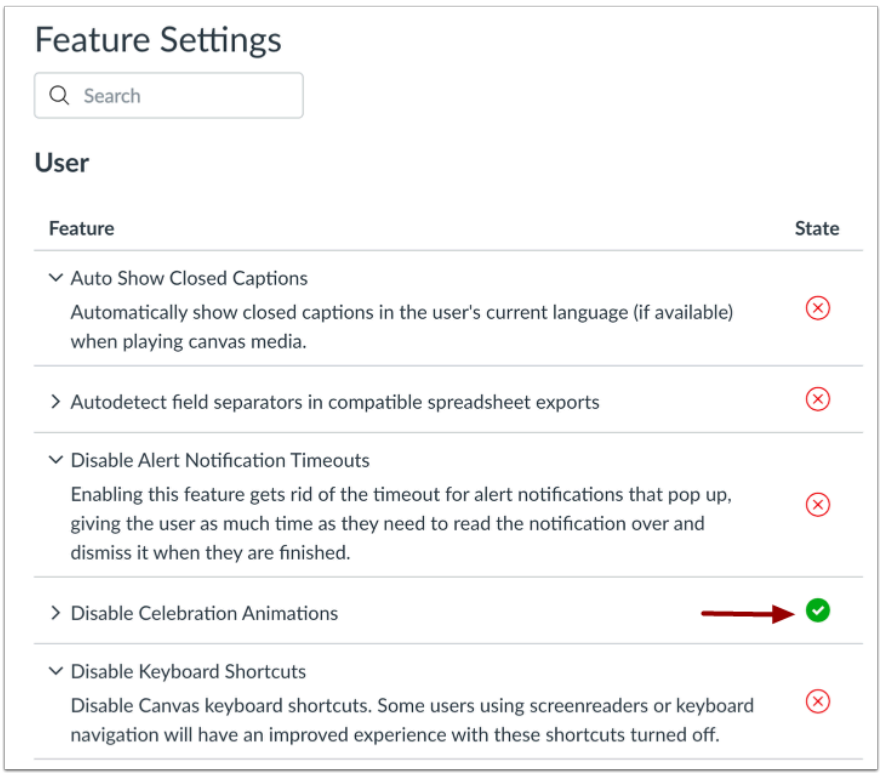
- If you are a student, celebration animation confetti displays when you submit an assignment on time.
- If you are an instructor, celebration animation confetti displays when you validate links in a course, if the link validator celebrations feature option is enabled by your institution's Canvas admin.
- Assignments set up with external tools as the submission type do not display confetti animation upon a student's submission.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Manage Celebration Animations



In the Feature Settings section, use the **Disable Celebration Animations** icon to enable or disable this feature.

Rich Content Editor (RCE)

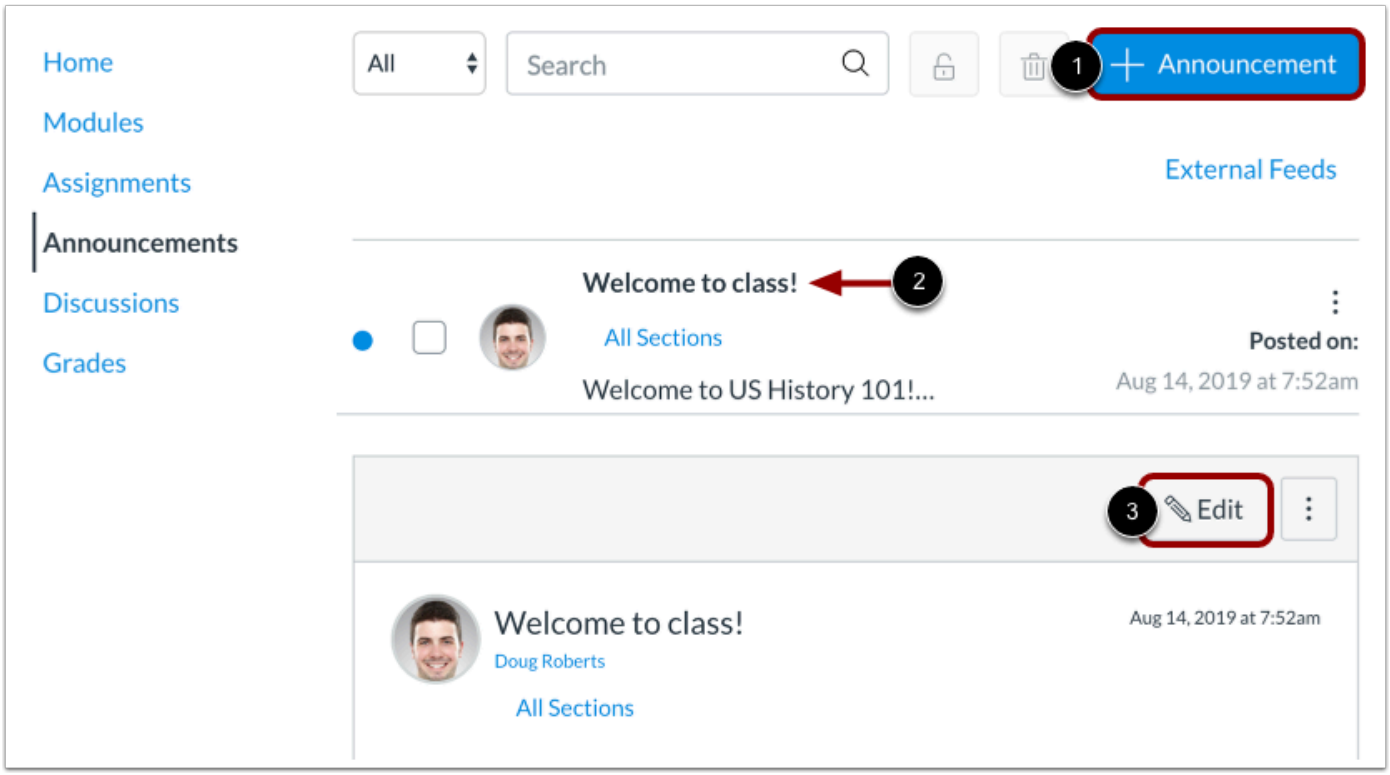
How do I access the Rich Content Editor?

You can access the Rich Content Editor from Announcements, Assignments, Discussions, Pages, Classic Quizzes, New Quizzes, and the Syllabus. This lesson explains how to access the Rich Content Editor from each of those areas.

Learn more about the Rich Content Editor.

Note: Depending on your user role, you may or may not be able to access the Rich Content Editor in certain areas.

Announcements

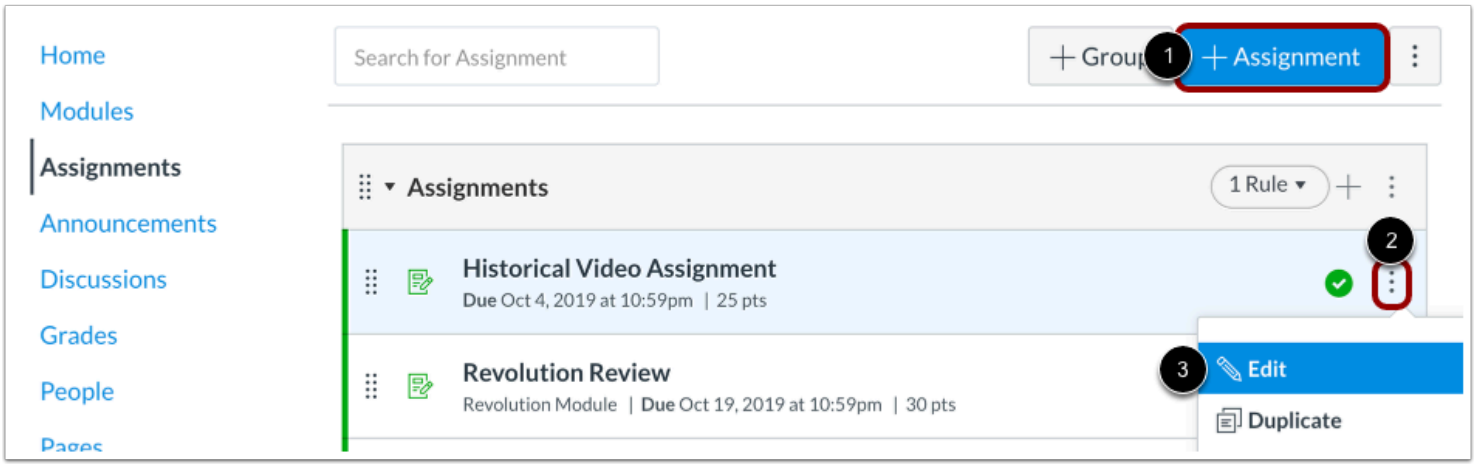


In Announcements, you can access the Rich Content Editor by creating or editing an announcement.

To create an announcement, click the **Add Announcement** button [1].

To edit an announcement, click the announcement title [2] then click the **Edit** button [3].

Assignments

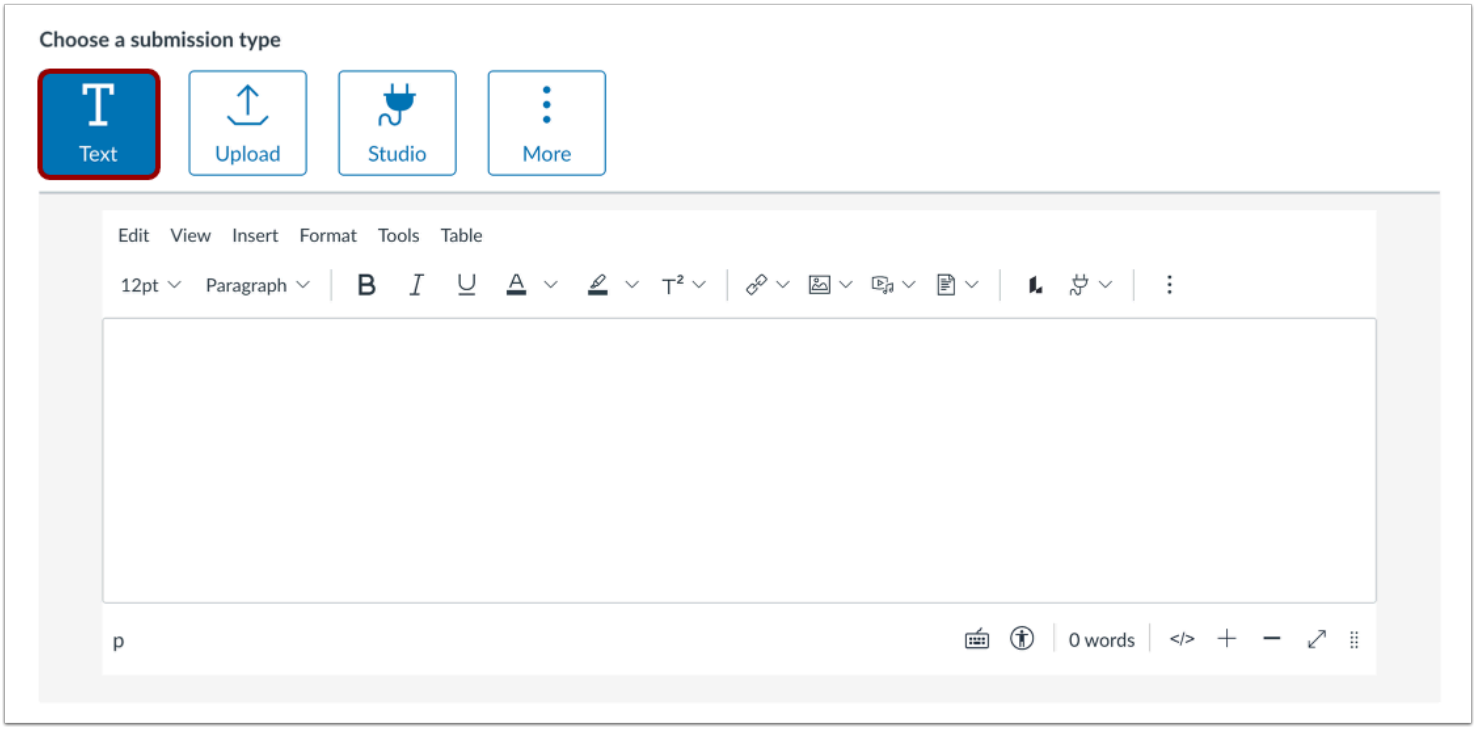


In Assignments, as an instructor, you can access the Rich Content Editor by creating or editing an assignment.

To create an assignment, click the **Add Assignment** button [1].

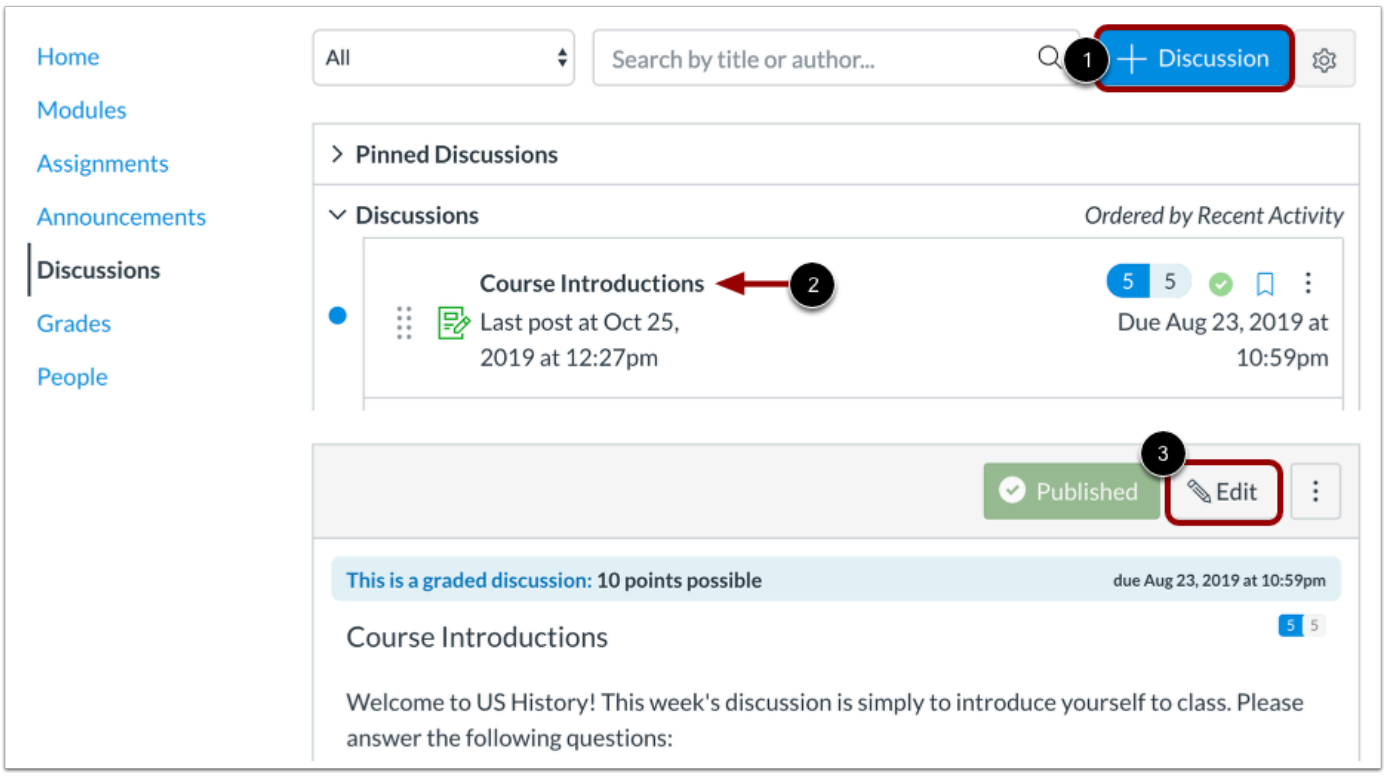
To edit an assignment, click the assignment's **Options** icon [2] and click the **Edit** option [3].

Text Entry Assignment Submission



In Assignments, as a student, you can access the Rich Content Editor by submitting a text entry assignment.

Discussions

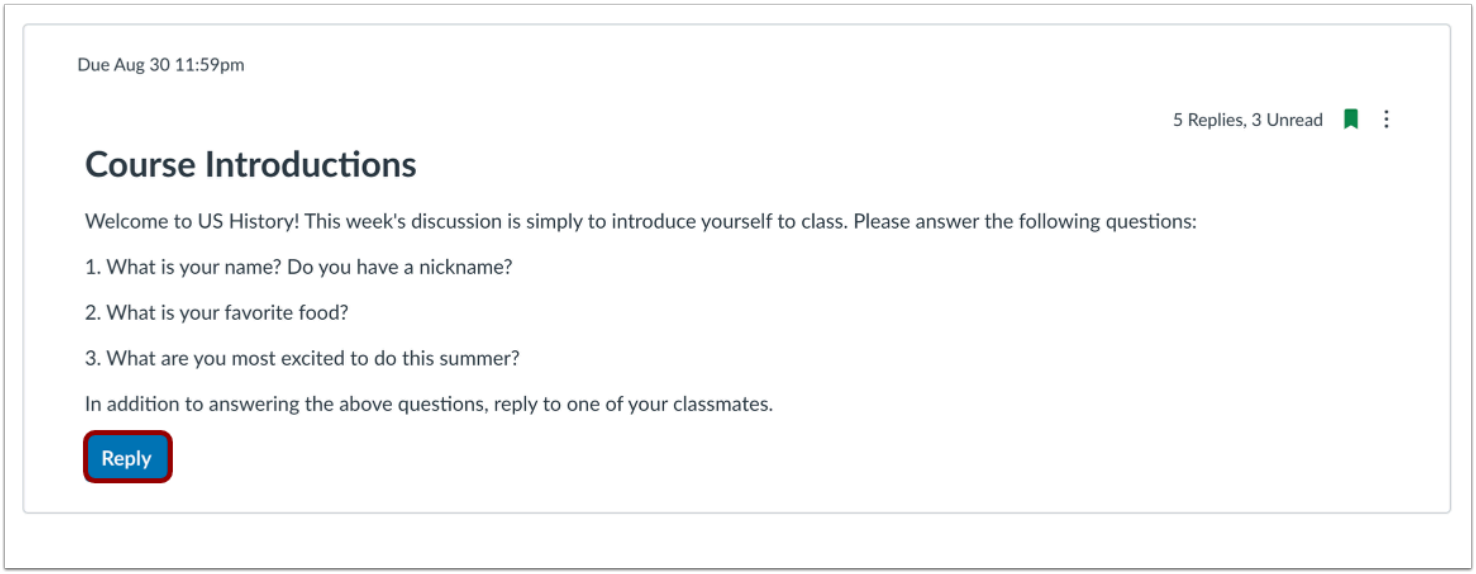


In Discussions, as an instructor, you can access the Rich Content Editor by creating, editing or replying to a discussion.

To create a discussion, click the **Add Discussion** button [1].

To edit a discussion, click the discussion title [2] then click the **Edit** button [3].

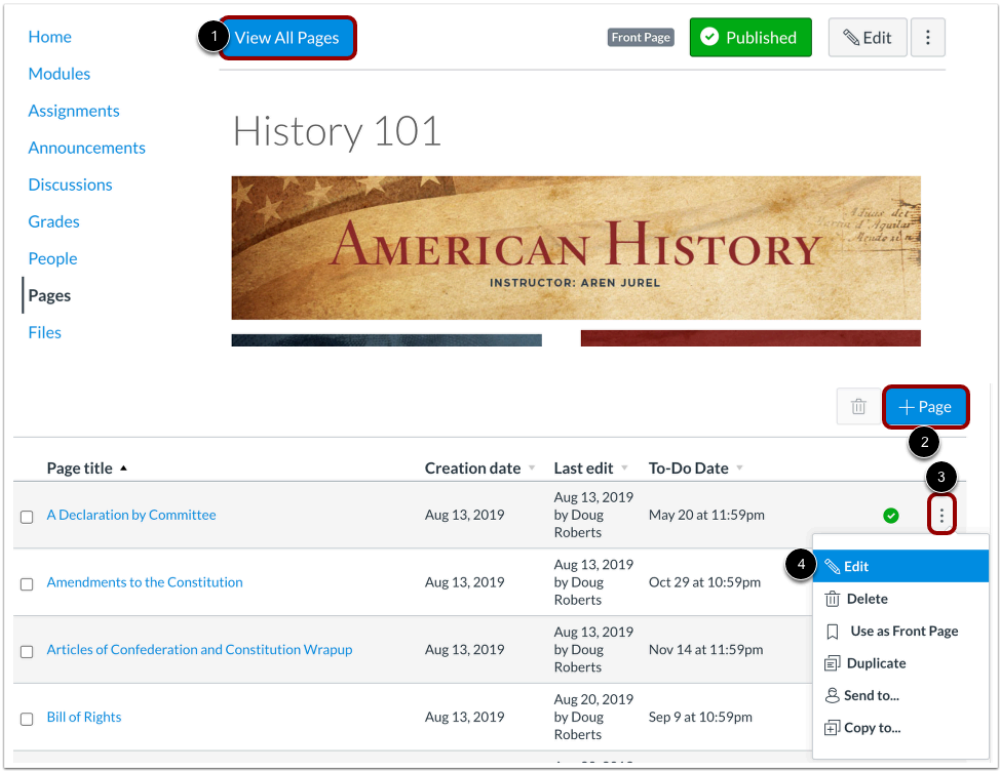
Discussion Reply



In Discussions, you can access the Rich Content Editor by adding a discussion reply.

To reply to a discussion, click the **Reply** button.

Pages



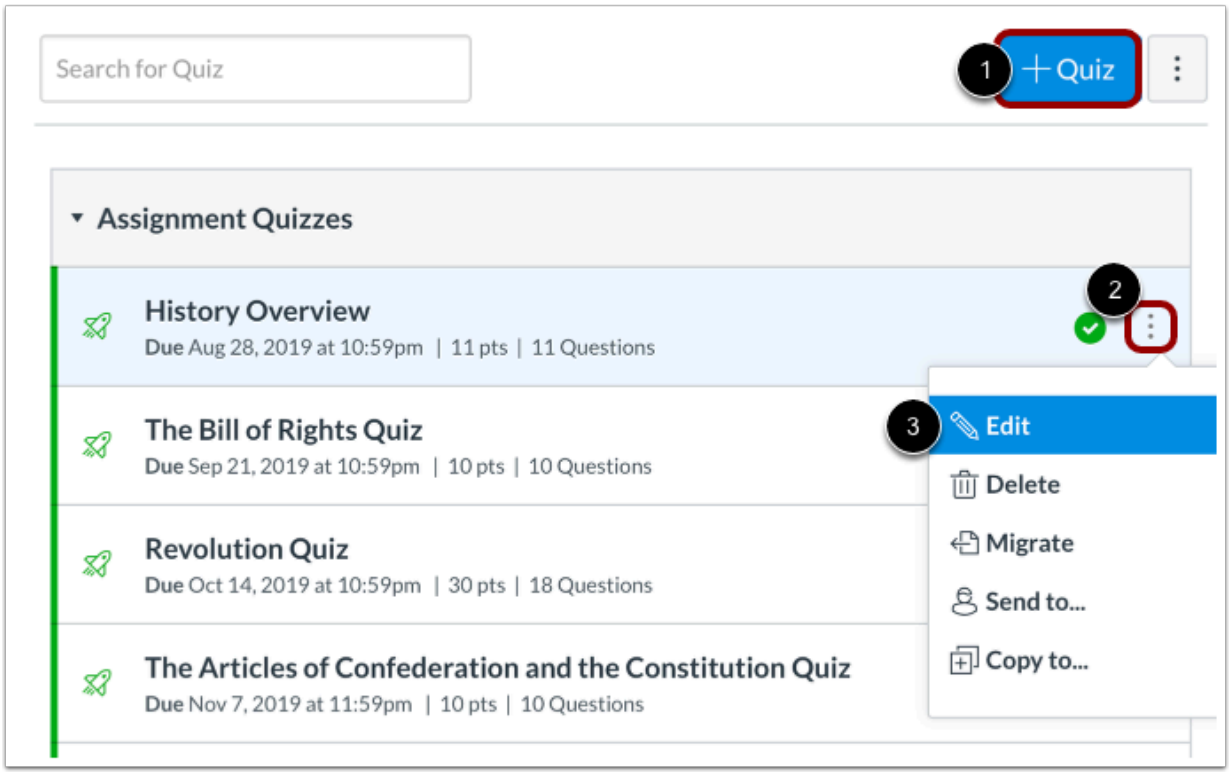
In Pages, you can access the Rich Content Editor by creating or editing a page. To view all pages in a course, click the **View All Pages** button [1].

To create a new page, click the **Add Page** button [2]. To edit a page, click the page's **Options** icon [3] and click the **Edit** option [4].

Note: You can only create or edit pages if allowed.

Classic Quizzes

Quiz Description

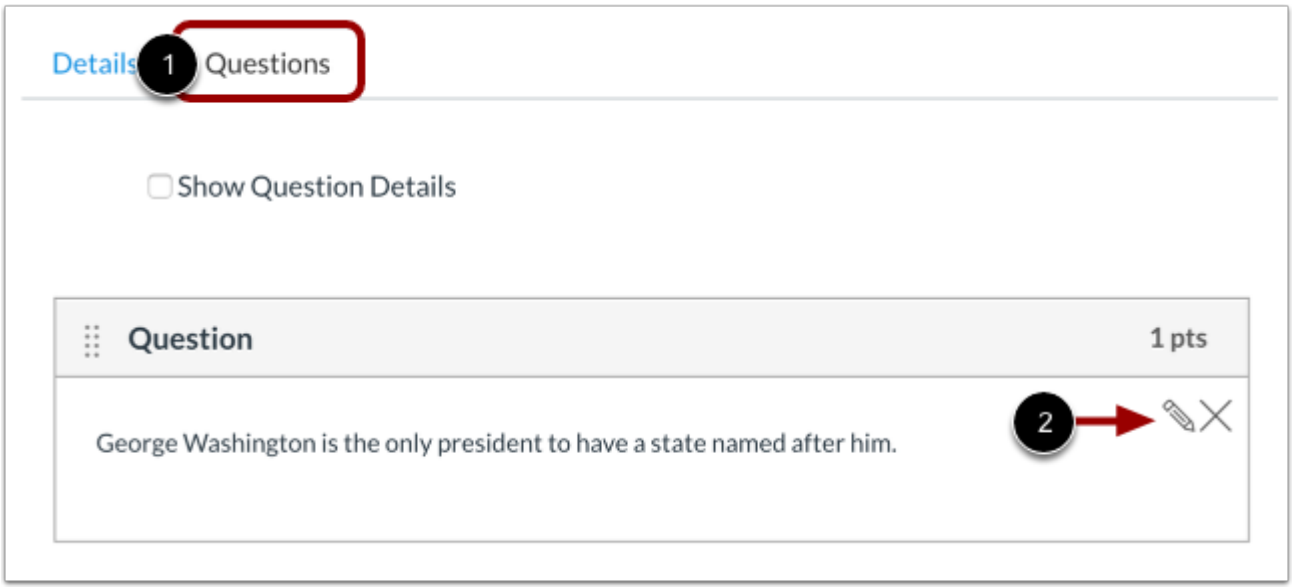


In Classic Quizzes, as an instructor, you can use the Rich Content Editor to edit the quiz description or quiz questions.

You can access the Rich Content Editor to edit a quiz description when adding a new quiz or editing a quiz.

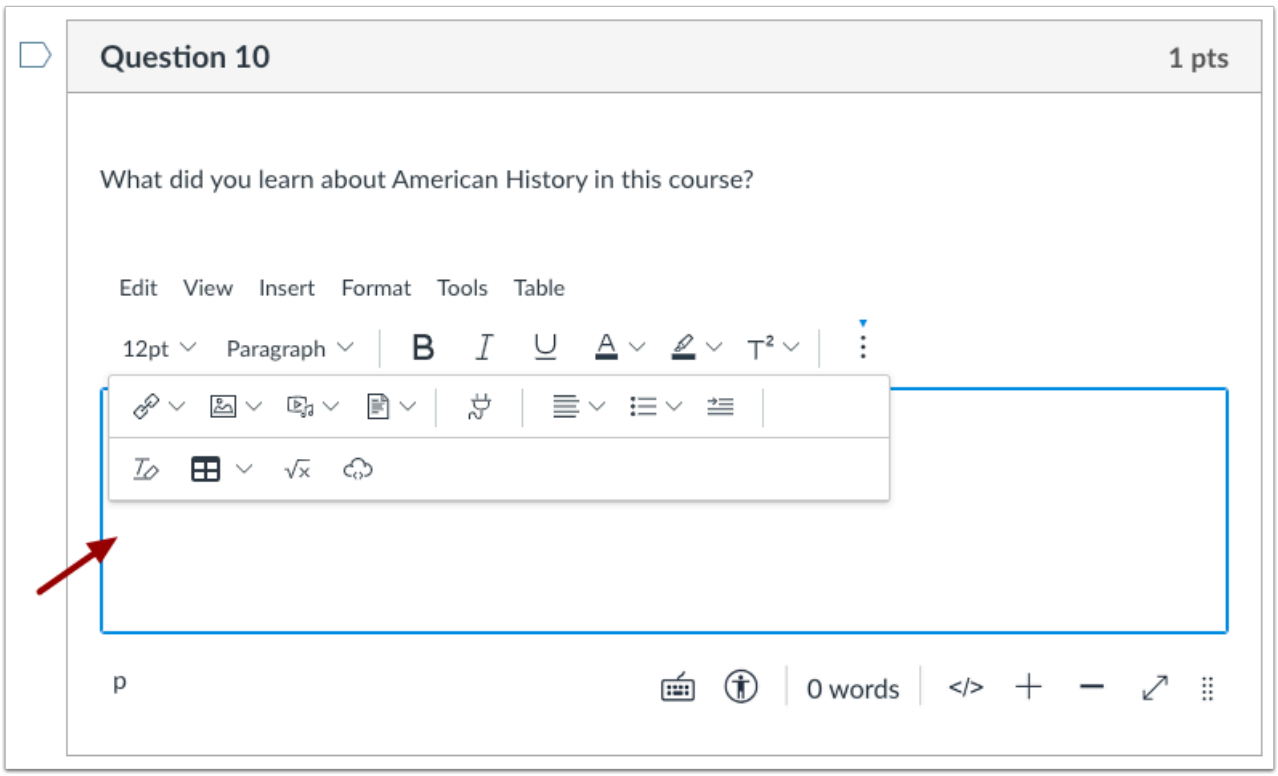
To add a new quiz, click the **Add Quiz** button [1]. To edit a quiz, click the quiz's **Options** icon [2] and select the **Edit** option [3].

Quiz Questions



To use the Rich Content Editor to edit a question, click the **Questions** tab [1]. Then click the **Edit** icon for the question you want to edit [2].

Essay Classic Quiz Question



In Classic Quizzes, as a student, you can use the Rich Content Editor when answering essay questions. You can use the editor to format your content.

New Quizzes

Build Quiz

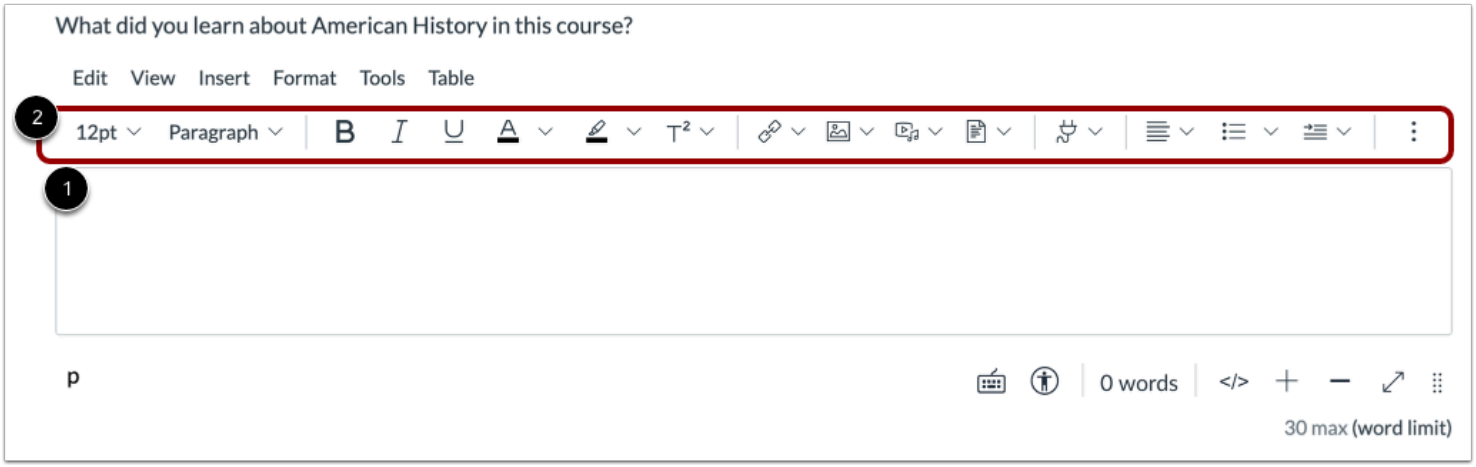
In New Quizzes, as an instructor, you can use the Rich Content Editor to edit the quiz description or quiz questions.

To add a new quiz, click the **Add Quiz** button [1]. To edit a quiz, click the quiz's **Options** icon [2] and select the **Build** option [3].

Quiz Question

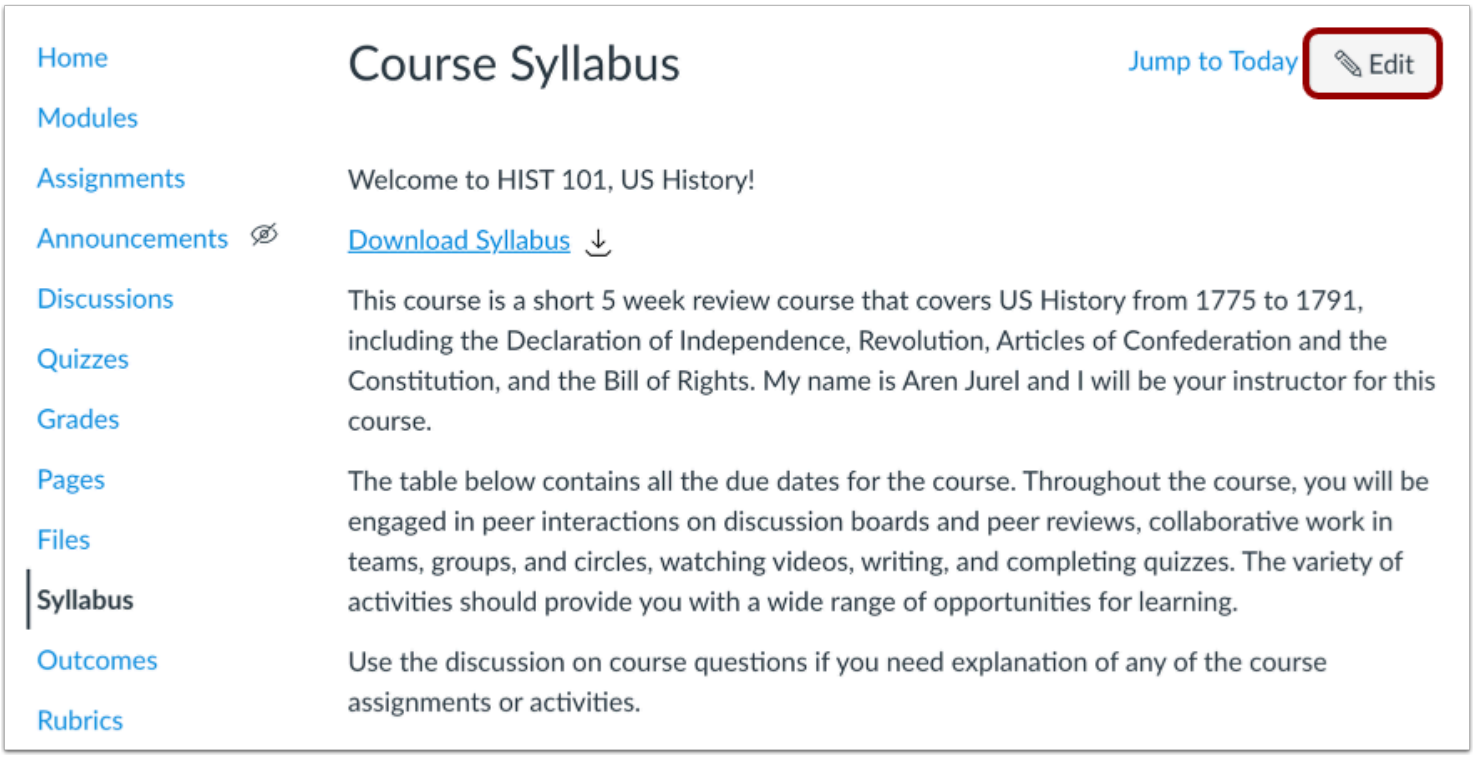
To use the Rich Content Editor to edit a question, click the **Edit** icon for the question you want to edit.

Essay New Quiz Question



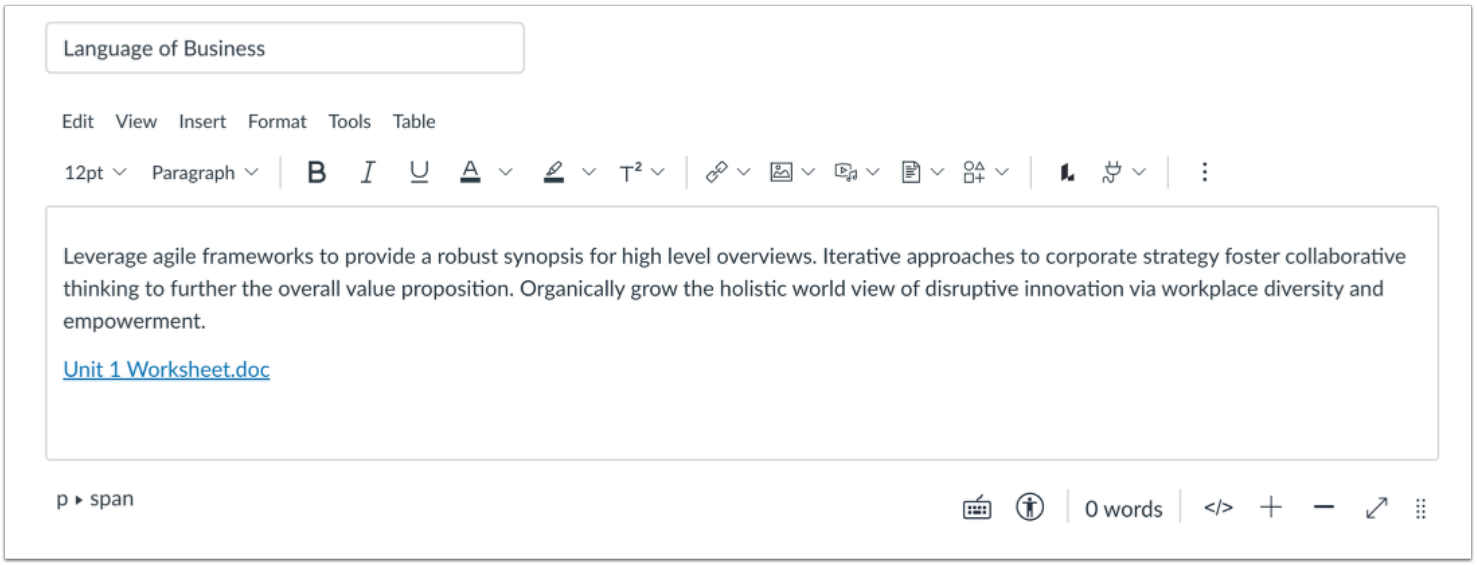
In New Quizzes, as a student, you can use the Rich Content Editor when answering essay questions. To answer an Essay question, click the text box and enter your content [1]. Content can be formatted through the Rich Content Editor [2].

Syllabus



In the Syllabus, as an instructor, you can use the Rich Content Editor to edit your course syllabus. To edit the syllabus, click the **Edit** button.

View Rich Content Editor



View the Rich Content Editor.

Learn how to add and modify text in the Rich Content Editor.

How do I add and modify text in the Rich Content Editor?

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

You can type text and you can copy and paste text from other sources into the Rich Content Editor. The Rich Content Editor also includes several formatting tools that allow you to modify your text.

The Rich Content Editor supports keyboard shortcuts for copying and pasting text.

Copy and Paste Using a PC

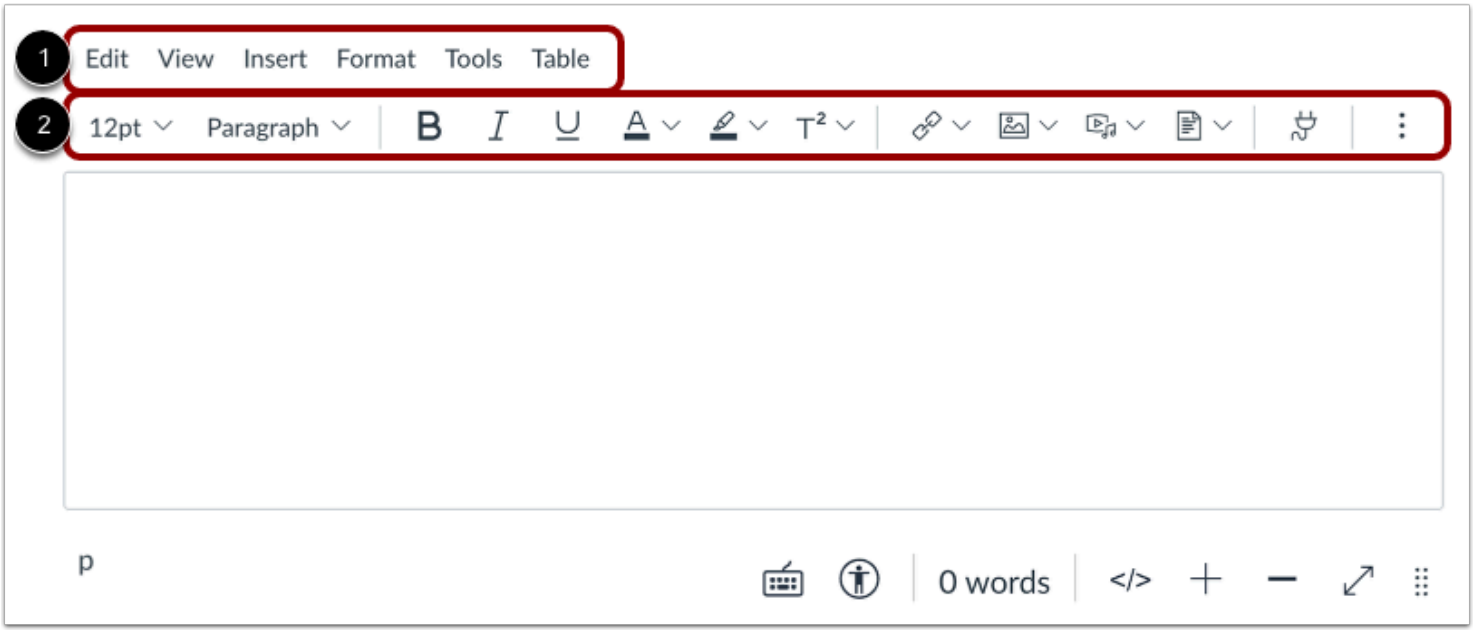
- Copy (Ctrl+C) and Paste (Ctrl+V)
- Copy (Ctrl+C) and Paste-without-formatting (Ctrl+Shift+V)

Copy and Paste Using a Mac

- Copy (Command+C) and Paste (Command+V)
- Copy (Command+C) and Paste-without-formatting (Command+Option+Shift+V)

Note: Your instructor may choose to display a different font for your course. This font will display when entering text the Rich Content Editor.

View Rich Content Editor



When creating or editing an announcement, assignment, discussion, or page, the Rich Content Editor opens by default.

You can add and format content using the menubar [1] or toolbar [2].

Open Keyboard Shortcuts

The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.

View Word Count

You can view the total word count. To view the total word count, characters, and characters excluding spaces, click the **Word Count** link.

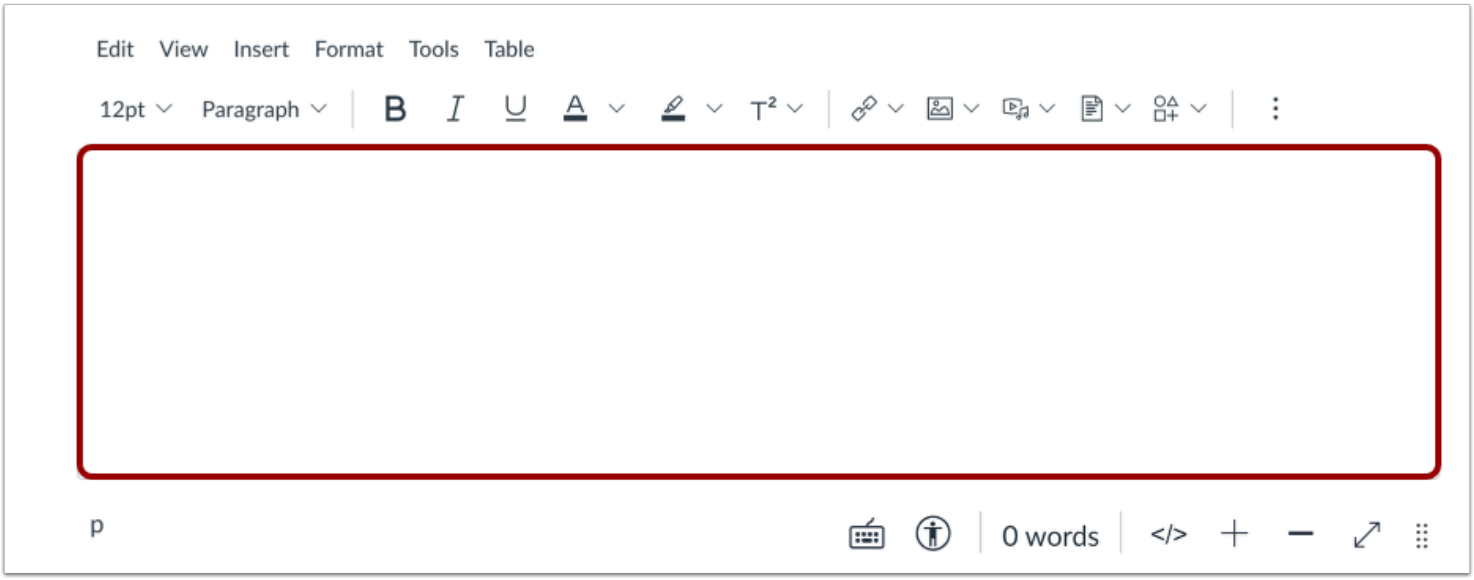
Resize Icons

Click the **Plus** (+) and **Minus** (-) icons to resize the Rich Content Editor.

Resize Editor Window

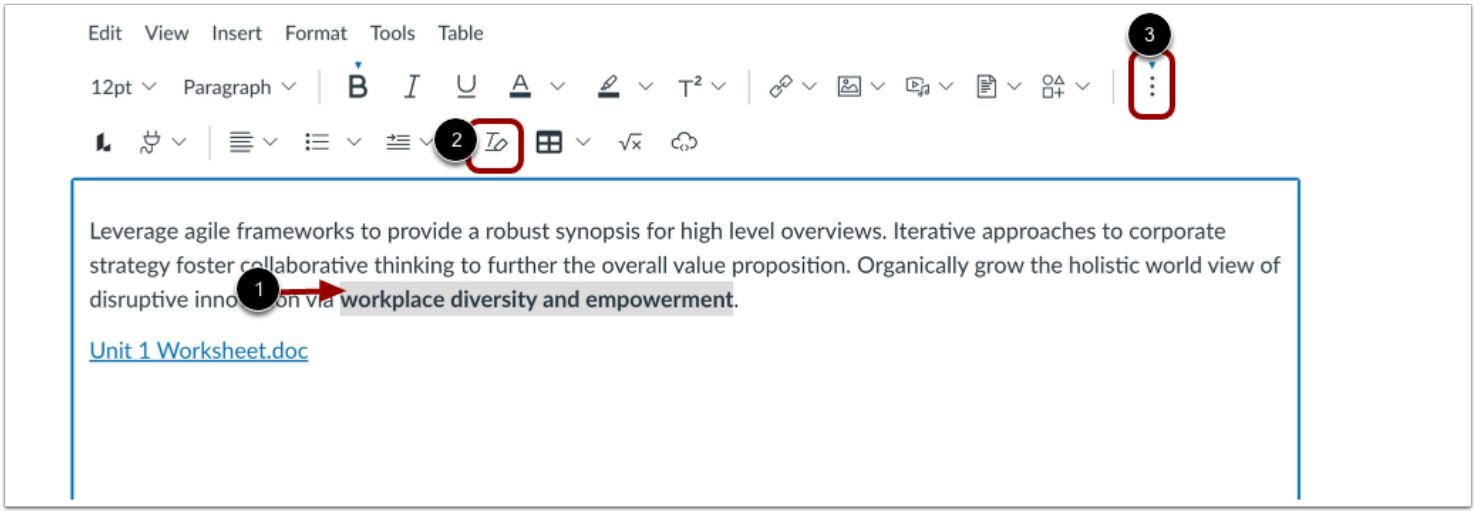
You can also resize the editor window or open the editor in fullscreen view.

Enter Text



Type or paste copied text into the Rich Content Editor.

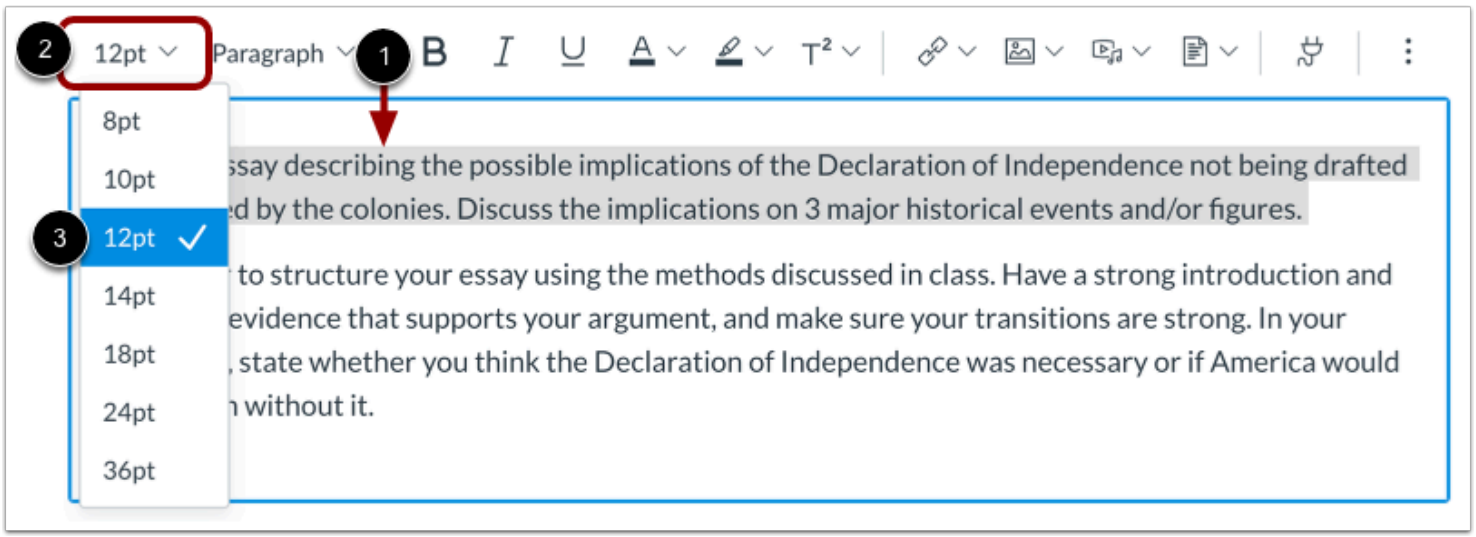
Remove Text Formatting



To remove text formatting, select the text [1], then click the **Clear Formatting** icon [2].

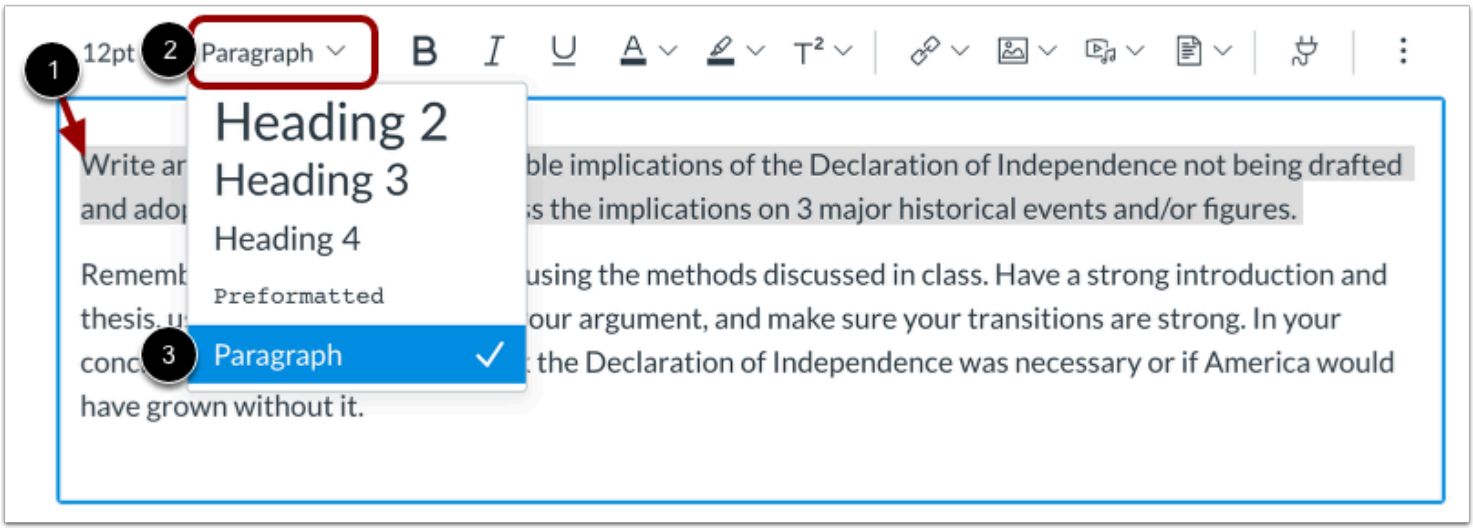
Note: To view the Clear Formatting icon, you may have to click the **Options** icon [3].

Change Font Size



Select the text you wish to modify [1]. Then click the **Font Size** drop-down menu [2], and select the font size you want to use [3]. You can choose from 8, 10, 12, 14, 18, 24, or 36pt sized fonts.

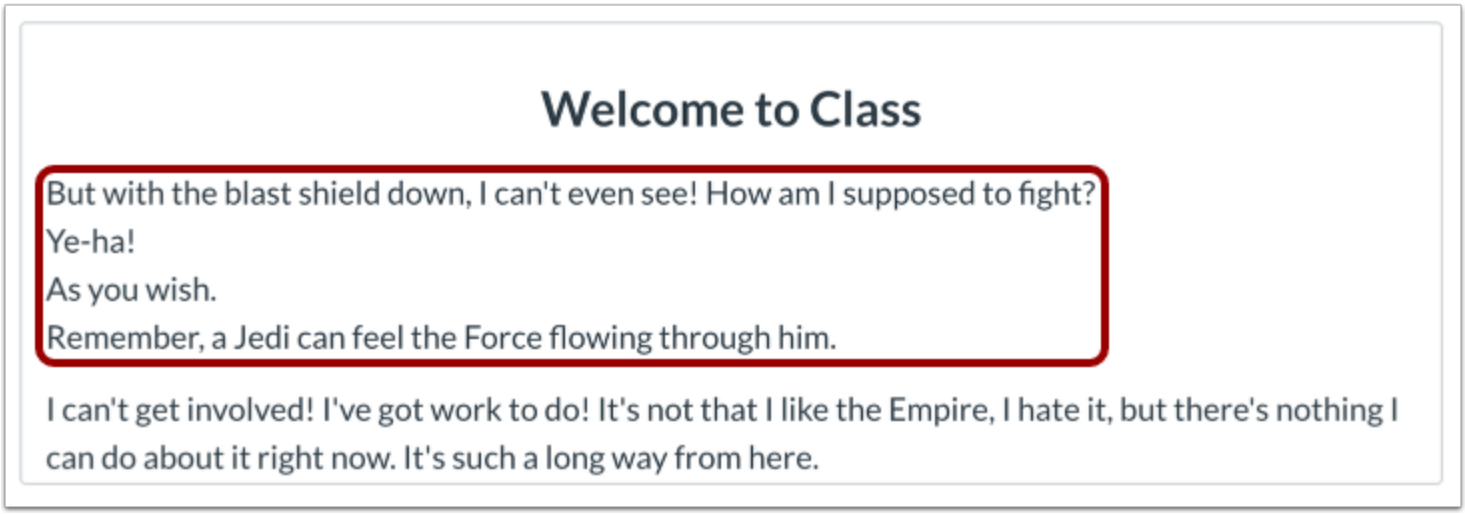
Change Text Style



Select the text you wish to modify [1]. Then click the **Paragraph** drop-down menu [2], and select the text style you want to use [3]. Choose from Heading 2, Heading 3, Heading 4, Preformatted, and Paragraph styles.

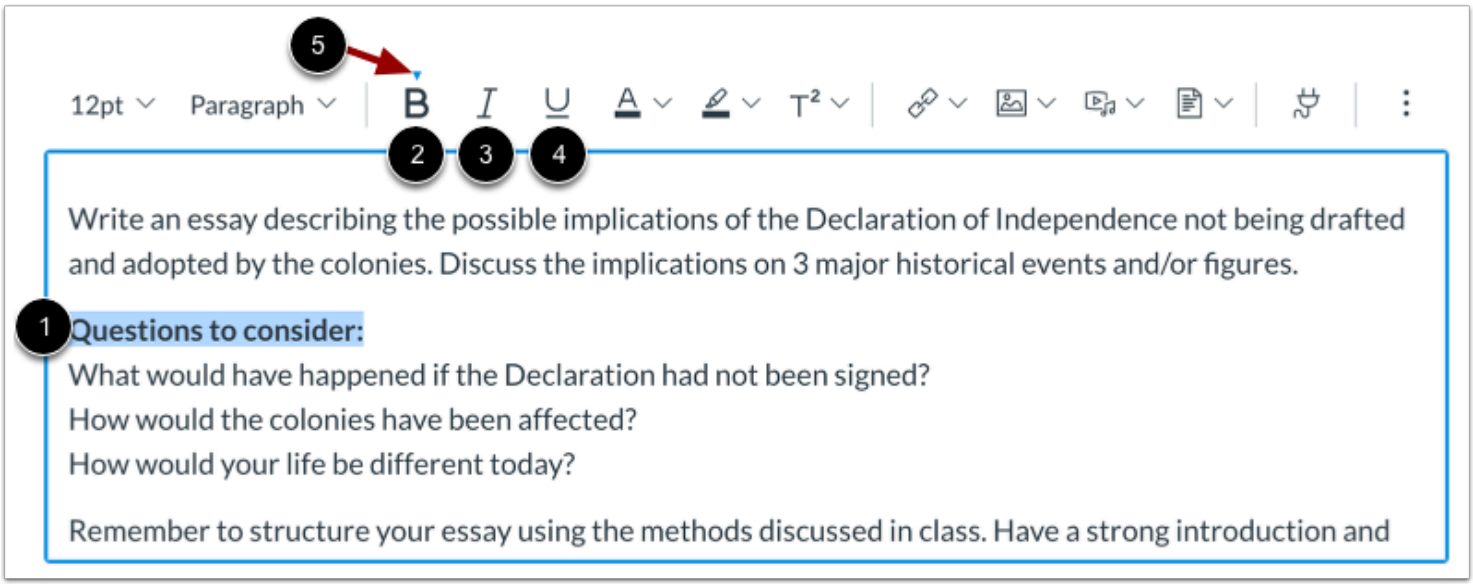
Note: By default, the primary heading for the announcement, assignment, discussion, page, or quiz is the same as the title or name you enter when creating the item.

Single Space Text



To create single spacing in the Rich Content Editor, press **Shift+Enter** (on a PC keyboard) or **Shift+Return** (on a Mac keyboard). This creates a line break instead of a paragraph break.

Format Text Emphasis



Select the text you wish to format [1].

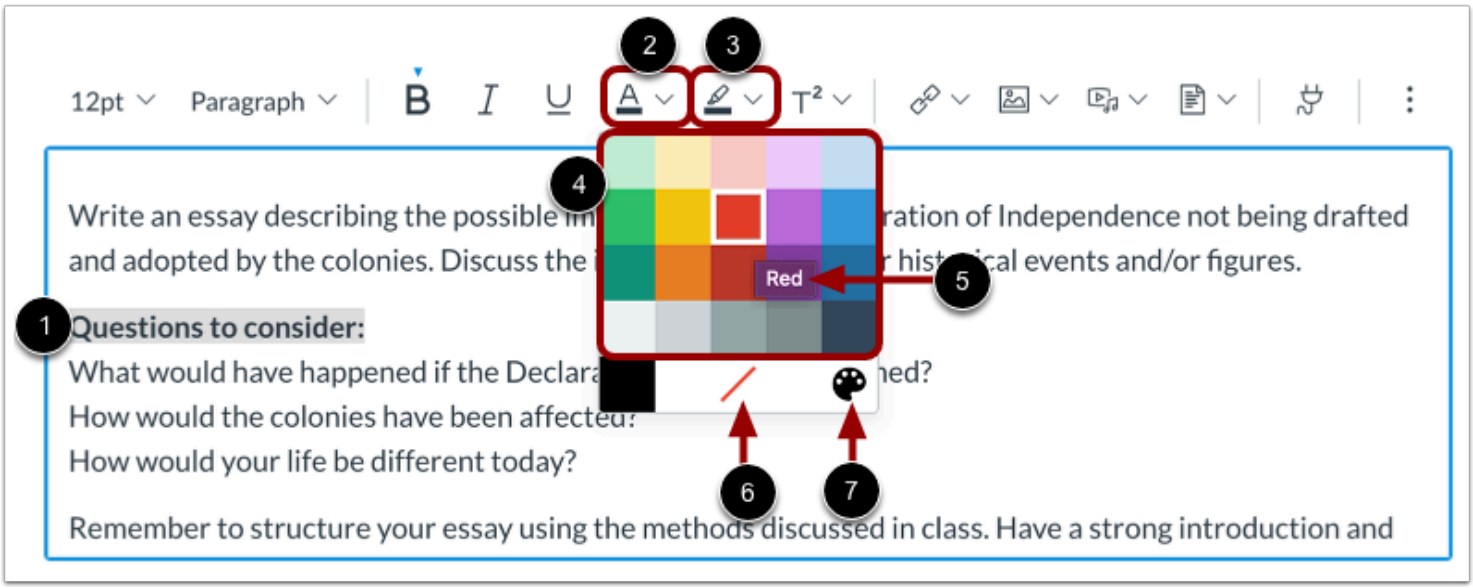
To bold the selected text, click the **Bold** icon [2], or press **Command+B** (Mac keyboard) or **Ctrl+B** (PC keyboard).

To italicize the selected text, click the **Italic** icon [3], or press **Command+I** (Mac keyboard) or **Ctrl+I** (PC keyboard).

To underline the selected text, click the **Underline** icon [4], or press **Command+U** (Mac keyboard) or **Ctrl+U** (PC keyboard).

When selected text is formatted, an arrow displays above the selected option [5].

Color and Highlight Text



Select the text you wish to color [1].

To change the color of the text, click the **Text Color** icon [2].

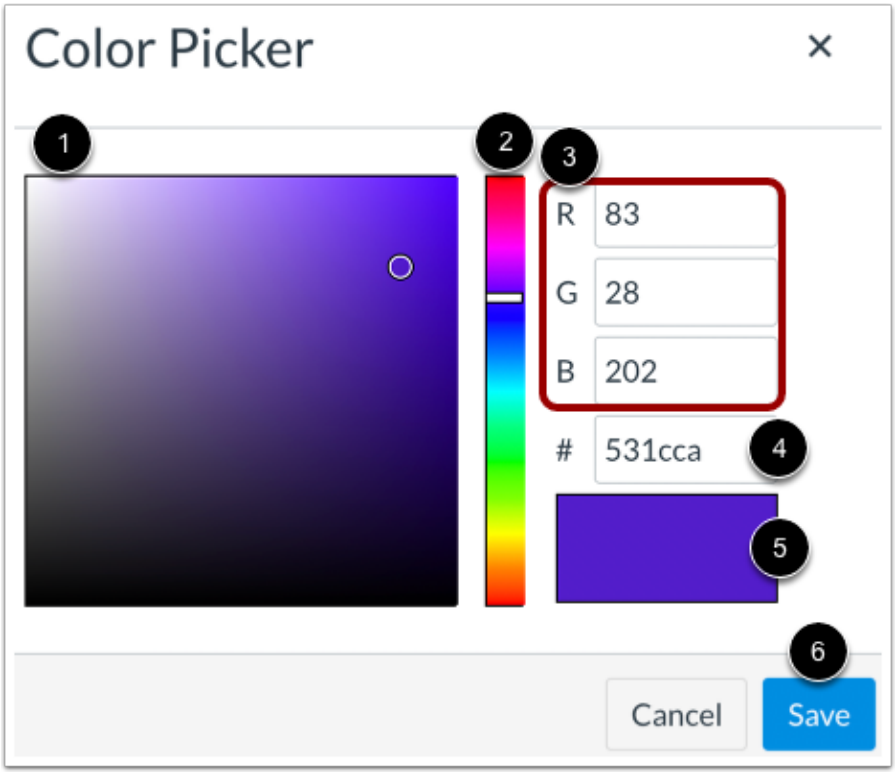
To highlight the text, click the **Background Color** icon [3]

Select a color from the color drop-down menu [4]. You can view the color name by hovering your mouse over the color tile [5].

To remove color formatting, click the **Remove Color** icon [6].

To select a custom color for the text, click the **Custom Color** icon [7].

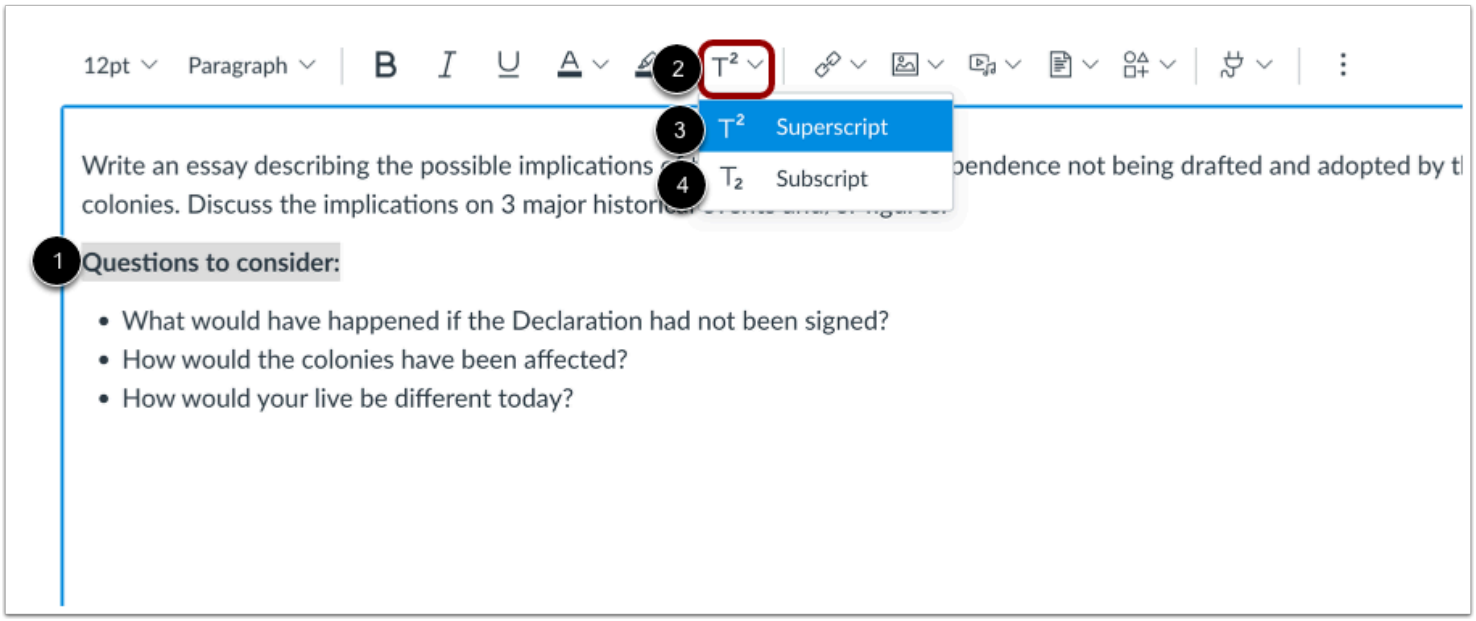
Select Custom Color



Use the color picker palette to select a color tone [1] and hue [2]. You can also enter RGB color codes [3] or enter a HEX color code [4]. View your custom color in the color display window [5].

To apply the color to your text, click the **Save** button [6].

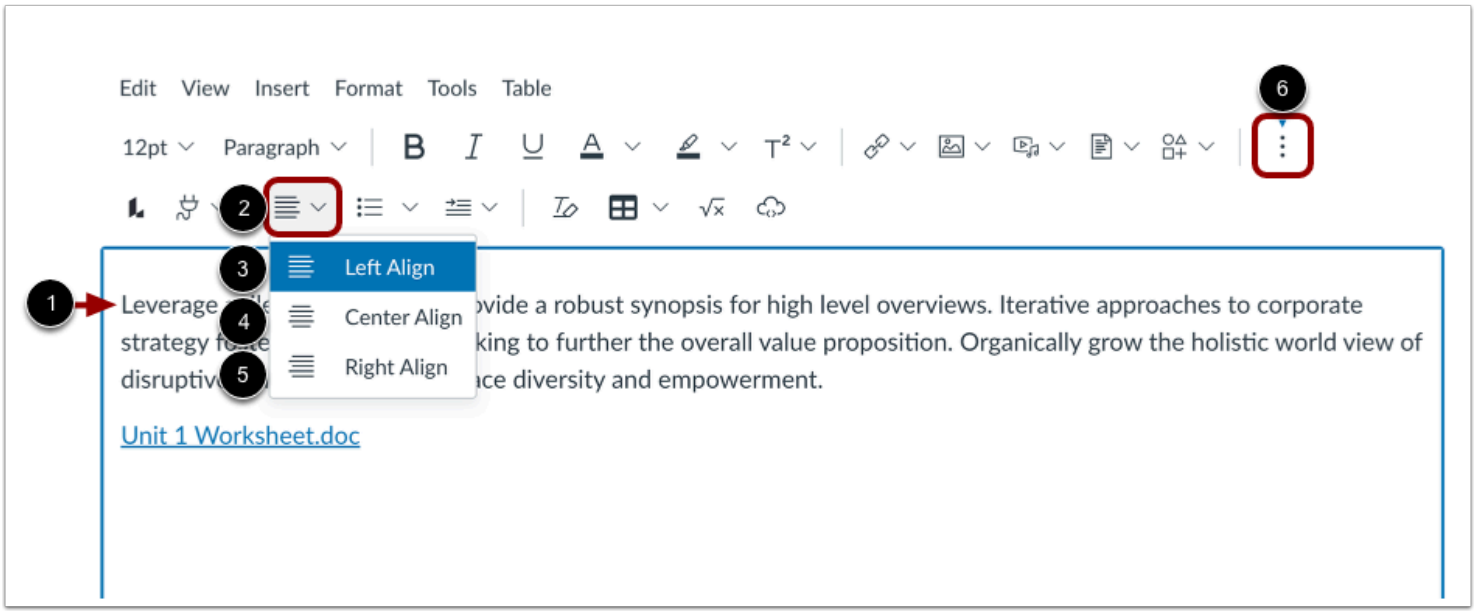
Superscript and Subscript Text



You can format your text to appear as superscript or subscript. Select the text you wish to modify [1].

Click the **Superscript** icon [2]. To format your text as superscript, select the **Superscript** option [3] from the drop-down menu. To format your text as subscript, select the **Subscript** option [4].

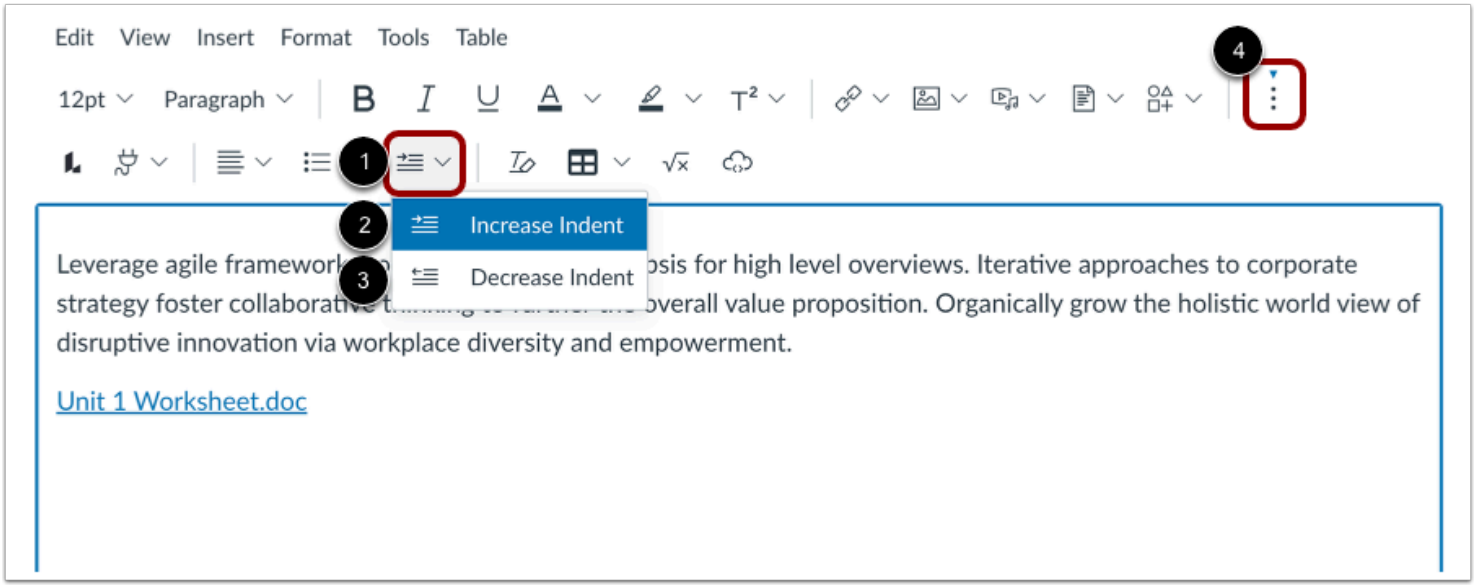
Align Text



To align text, place the cursor in front of the text you wish to align [1], then click the **Alignment** icon [2]. From the drop-down menu you can select to align the text to the **Left** [3], **Center** [4], and **Right** [5].

Note: To view the Alignment icon, you may have to click the **Options** icon [6].

Increase or Decrease Indent Text



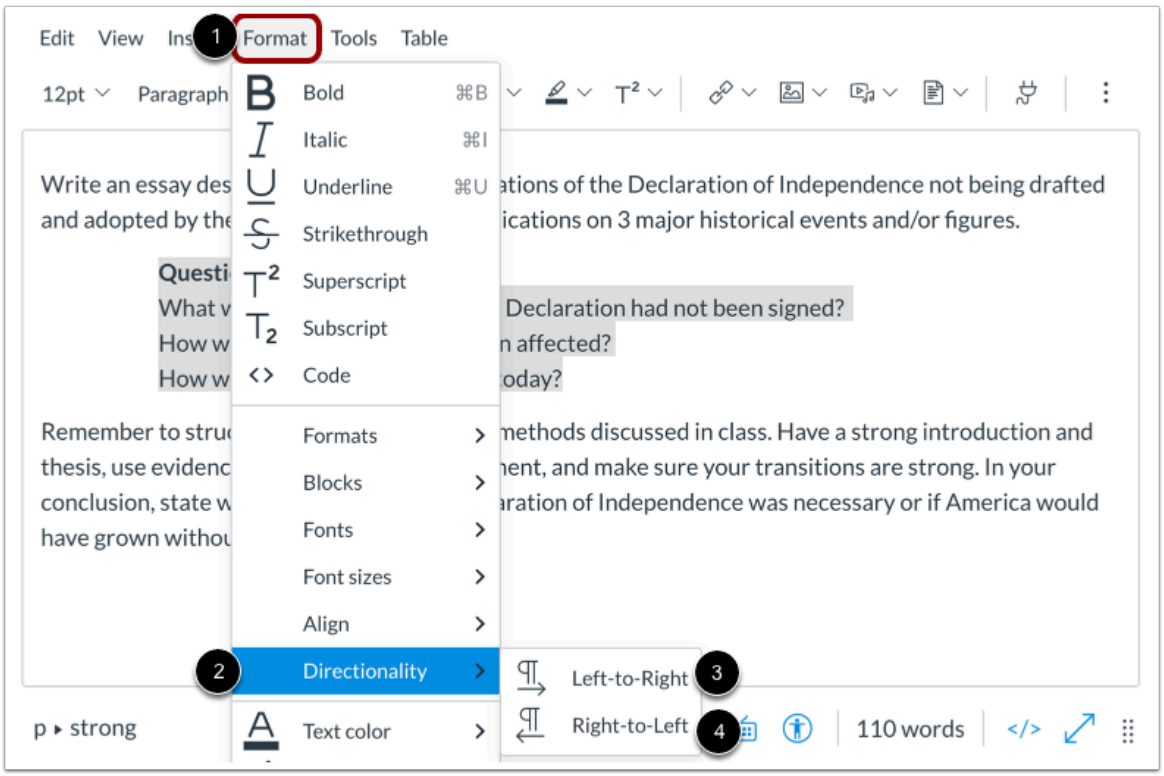
To indent text, click the **Indent** icon [1].

If your text is indented, you can decrease your idented text. To decrease your indented text, click the **Increase Indent** icon [2] and click the **Decrease Ident** option [3].

You can click the Increase Indent and Decrease Ident options multiple times to increase or decrease the text indentation.

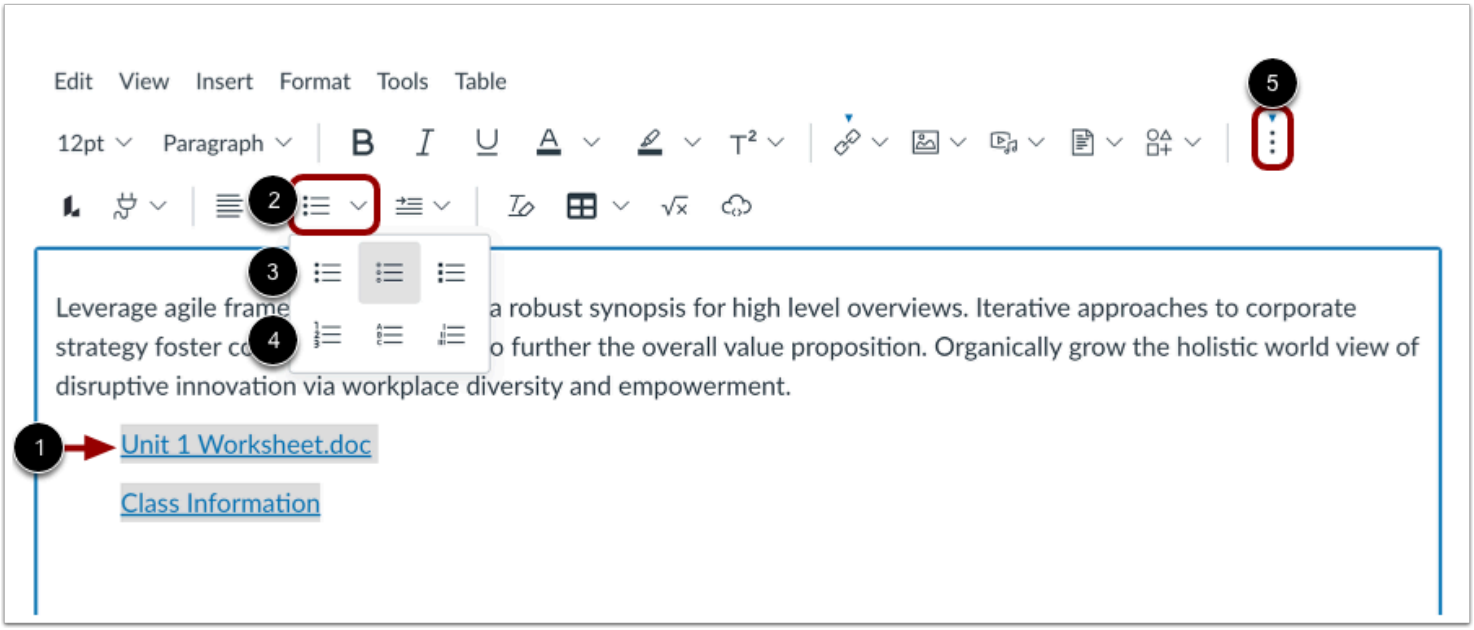
Note: To view the Indent icon, you may have to click the **Options** icon [4].

Align Directional Text



To align the direction of your text, click the **Format** link in the menubar [1], then select the **Directionality** option [2]. You can align your text from Left to Right [3] and from Right to Left [4].

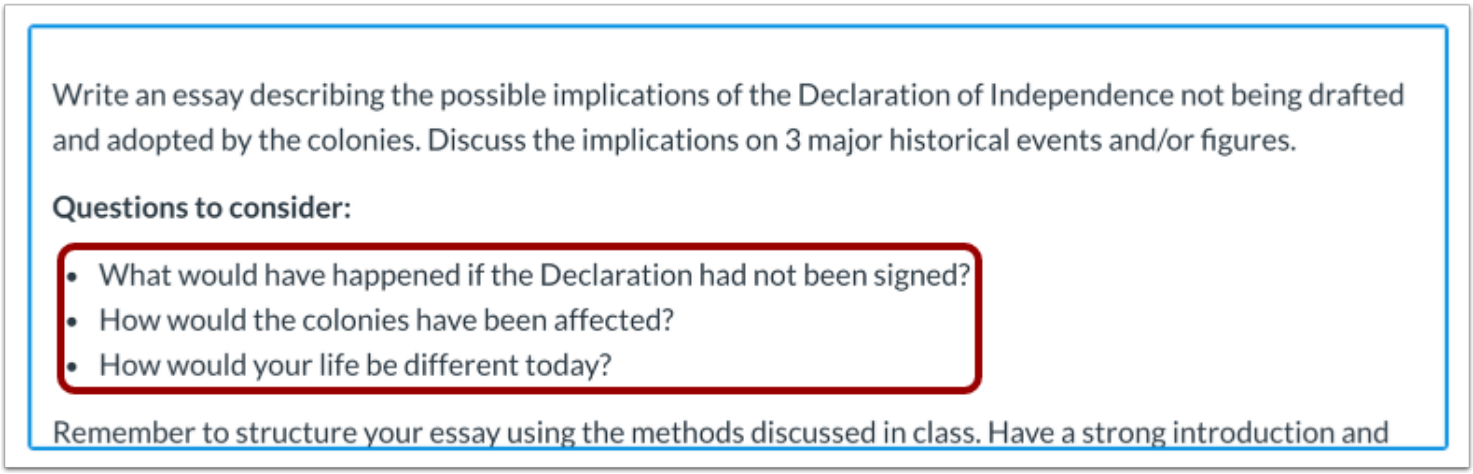
Create Bulleted or Numbered List



Select the text you wish to include in your list [1], then click the **List** icon [2]. You can select a bulleted list style [3], or a numeric or alphabetic list style [4].

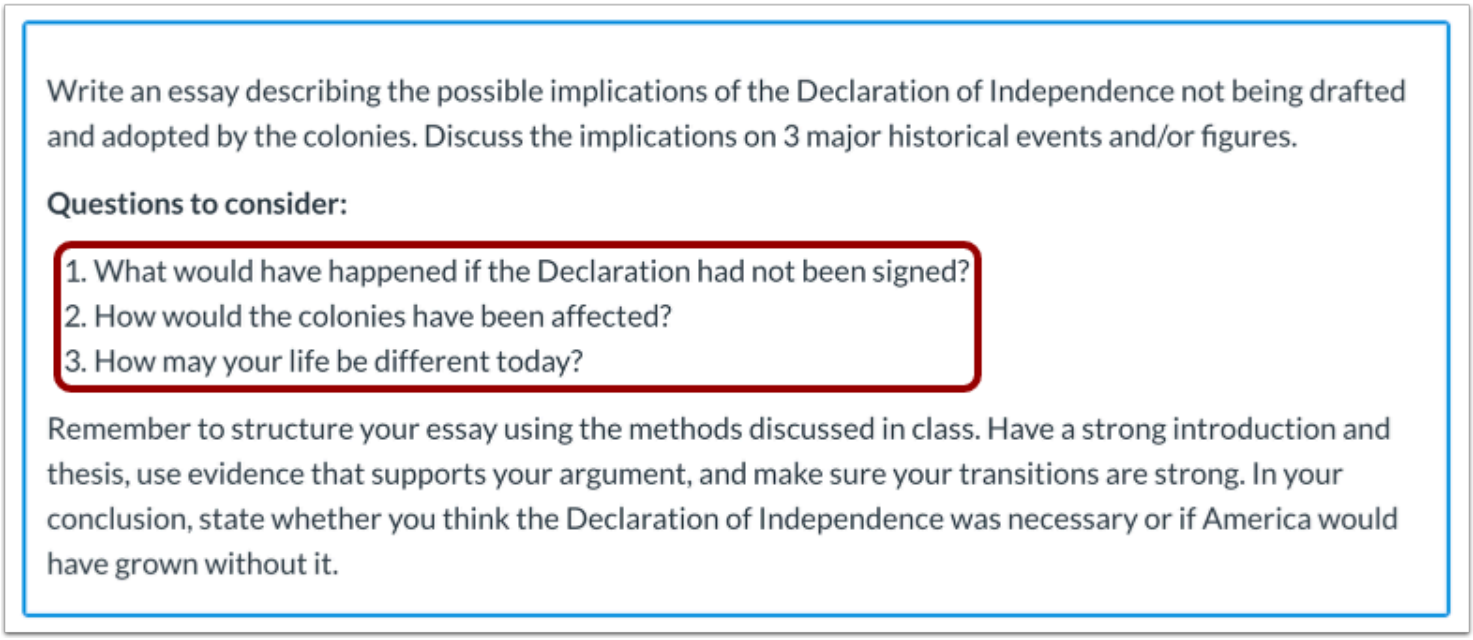
Note: To view the List icon, you may have to click the **Options** icon [5].

View Bulleted List



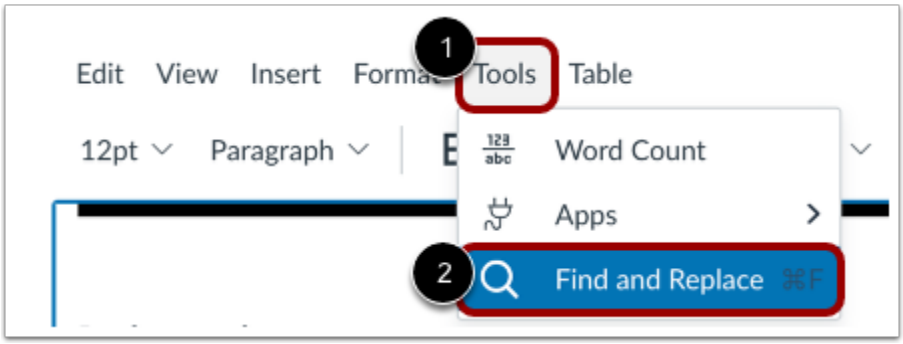
View the bulleted list.

View Numbered List

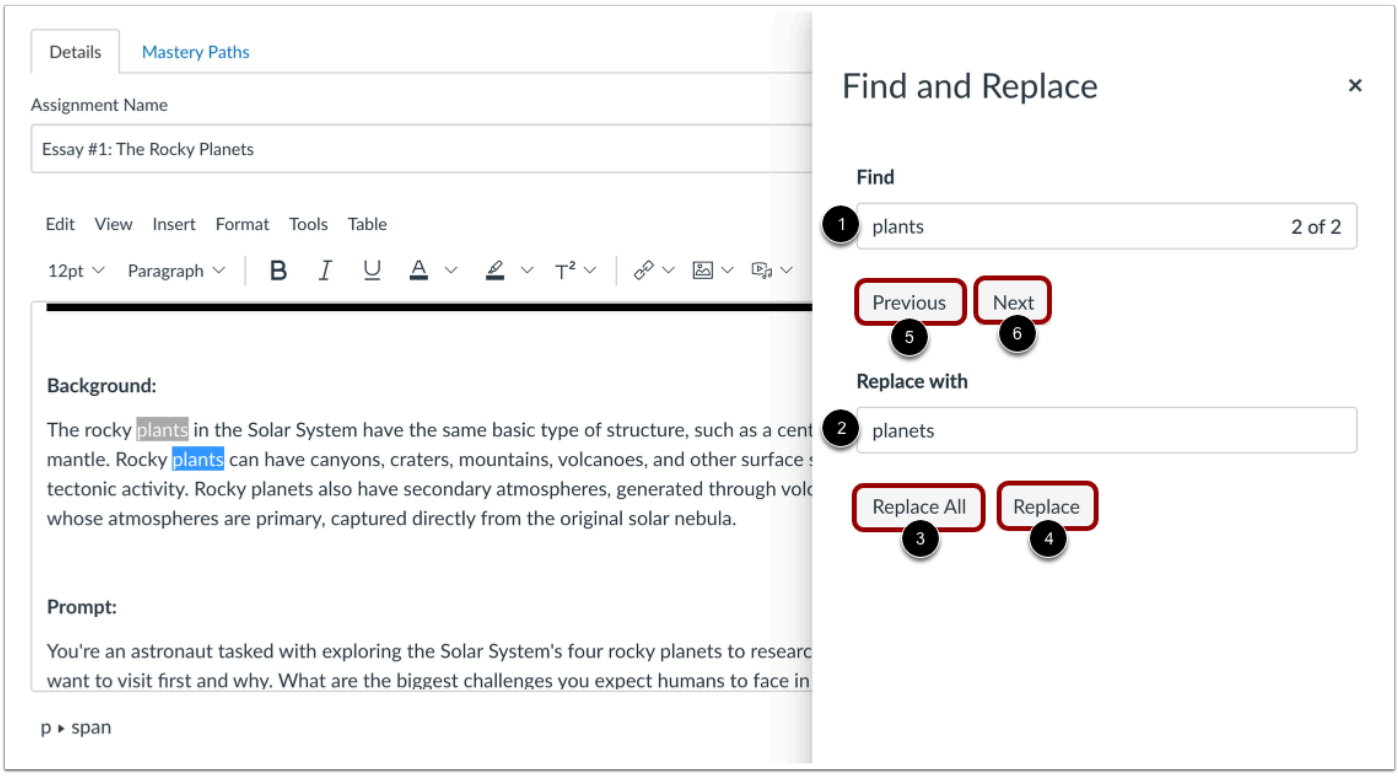


View the numbered list.

Find and Replace Content



In the **Tools** menu [2], click the **Find and Replace** option [2]. You can also press **Command+F** (on a Mac keyboard) or **Control+F** (on a PC keyboard).



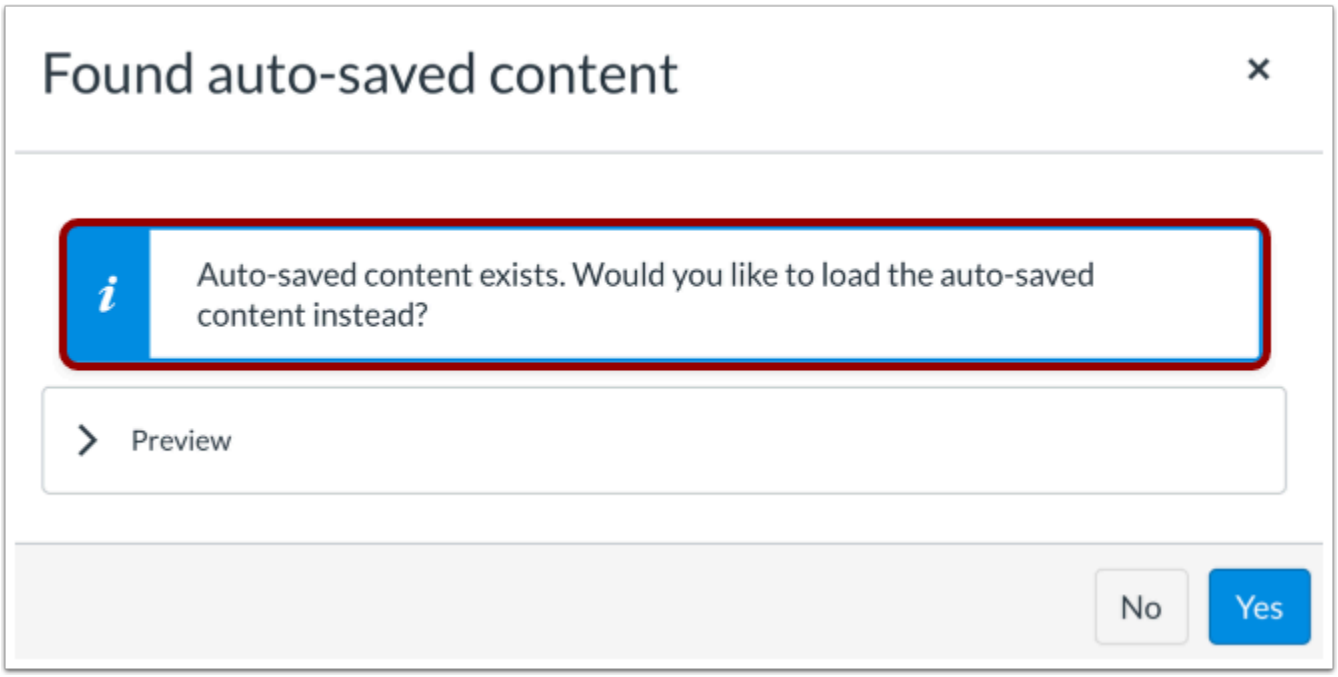
In the **Find and Replace** modal, enter the content to replace in the **Find** field [1]. In the **Replace with** field [2], enter the desired replacement content.

To replace all content at once, click the **Replace All** button [3].

To replace individual content, click the **Replace** button [4].

If there is multiple content to replace, you can scroll through each individual item by clicking the **Previous** button [5] and **Next** button [6].

View Auto-Saved Content

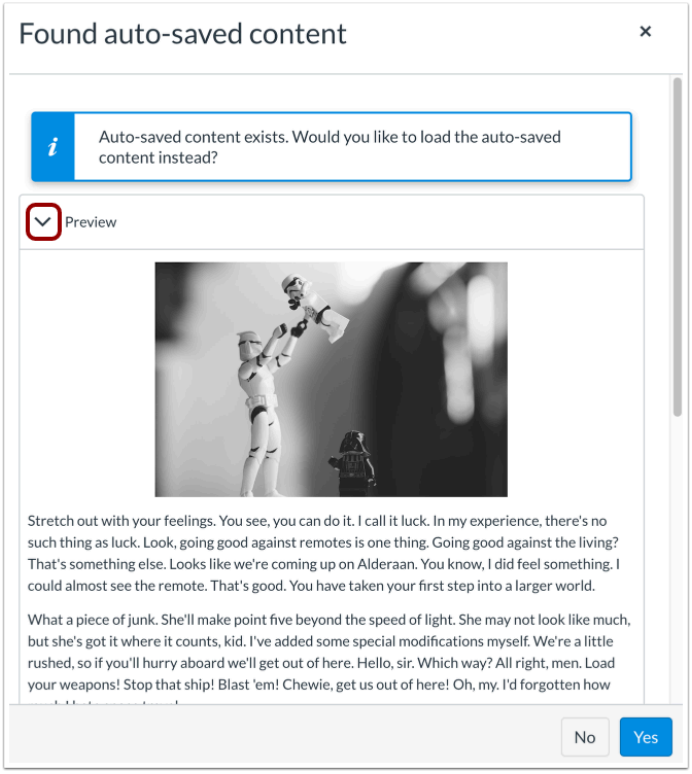


If you reload or navigate away from a page while editing content in the Rich Content Editor, Canvas automatically saves your content in the browser cache for up to one day. When you reload the page or navigate back to the page you were editing, Canvas displays a message indicating that auto-saved content exists. You can preview the content, discard the content, or load the content into the Rich Content Editor.

Notes:

- Autosave works when a user replies to just one thread or comment at a time. If multiple replies are opened at once (with different RCE IDs), autosave may not work.
- Auto-saved content is not a guaranteed feature and may not save content in certain situations.
- The amount of local storage available may vary depending on which browser you use.
- Auto-saved content is only available on pages that only include one Rich Content Editor window.
- Auto-saved content is only available in the same browser and computer you were using when you created the original content.

Preview Auto-Saved Content

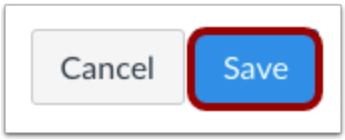


To preview content auto-saved by Canvas, click the **Preview** button.

Load Auto-Saved Content

To load the auto-saved content into the Rich Content Editor, click the **Yes** button [1]. To discard the auto-saved changes, click the **No** button [2].

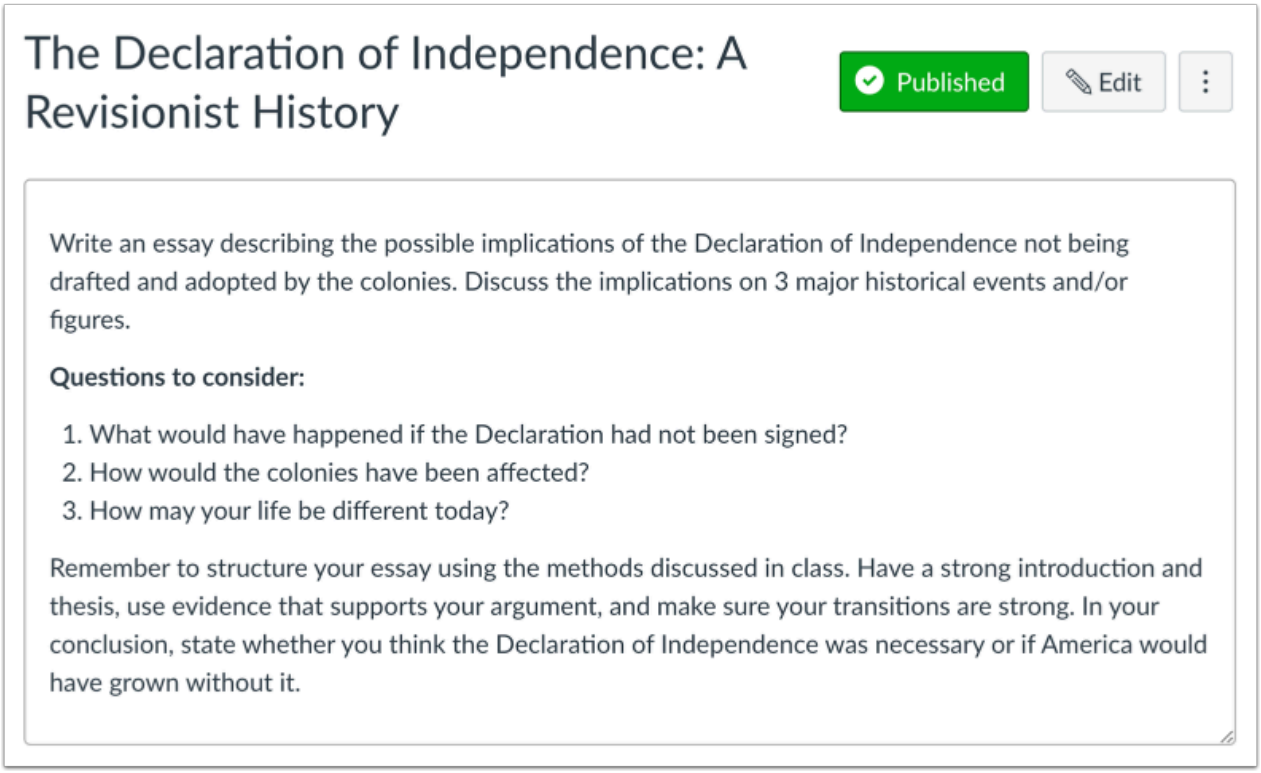
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content

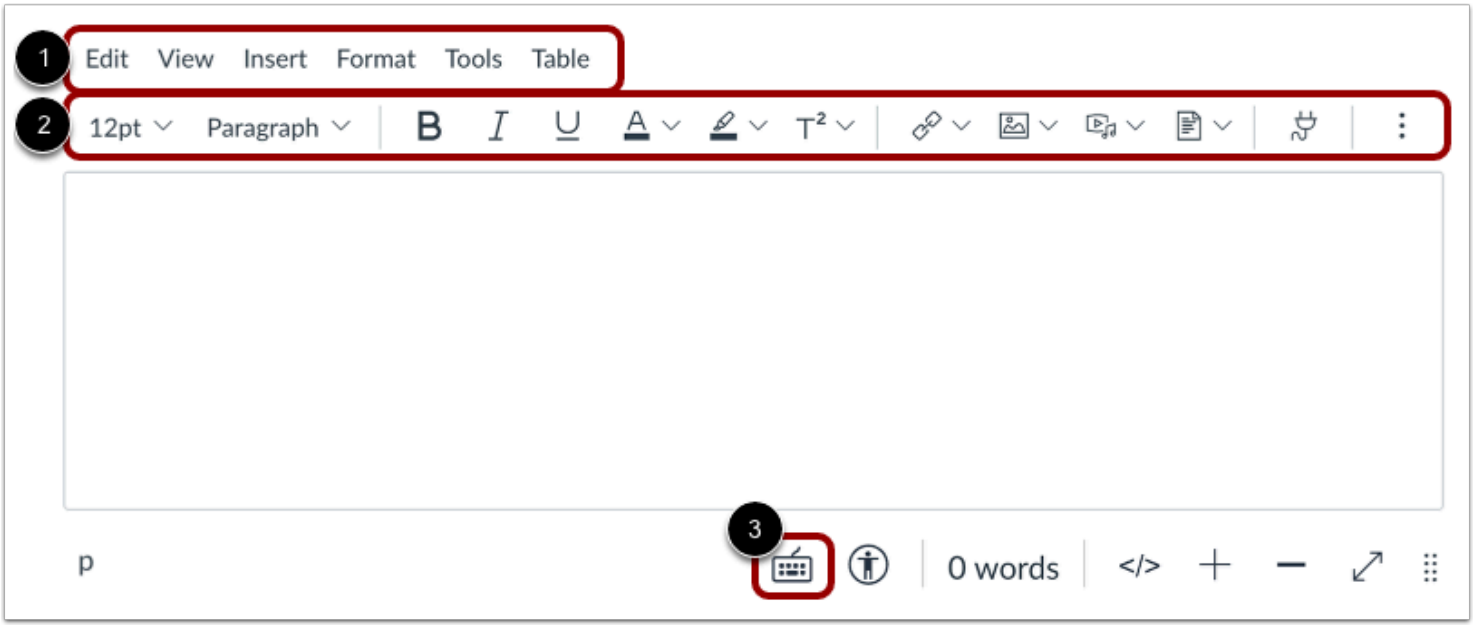


View the content created in the Rich Content Editor.

How do I use the menubar in the Rich Content Editor?

You can use the menubar to easily access several of the tools and features available in the Rich Content Editor. The menubar is accessed using the mouse or pressing **Alt+F9** keys or **Option+Fn+F9** keys simultaneously on your keyboard.

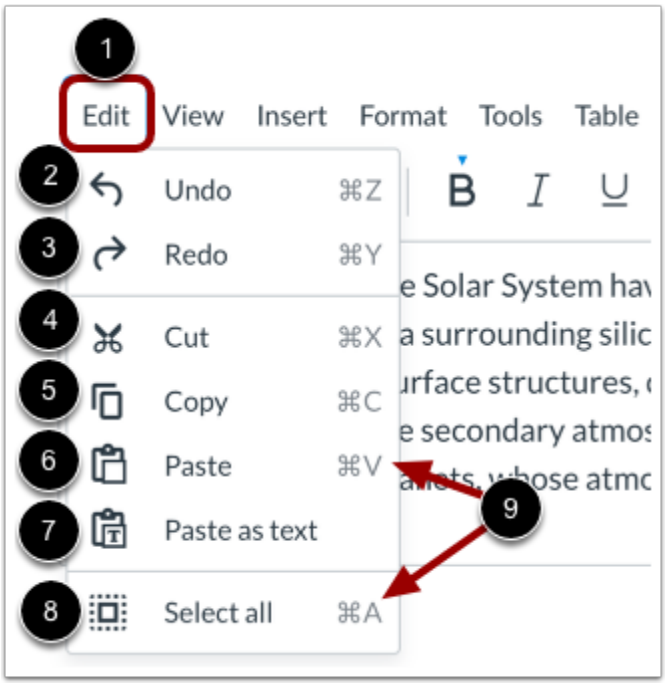
View Menubar



The menubar displays above the Rich Content Editor [1]. The menubar includes the same tools as found in the toolbar [2], but in a format that is easier to navigate with a keyboard.

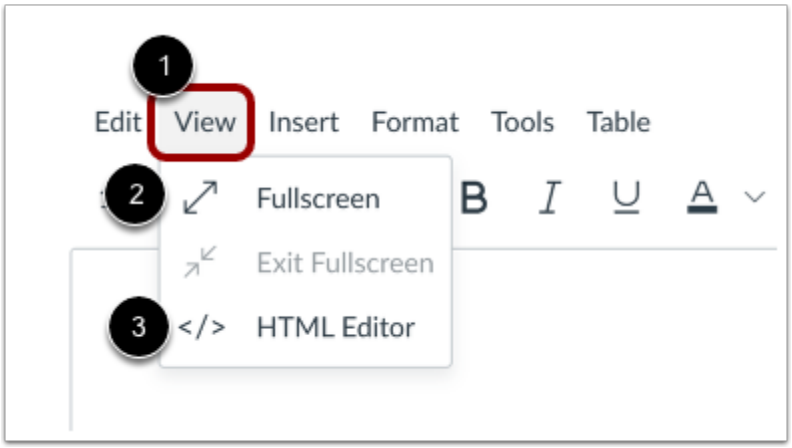
To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon [3] or press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.

View Edit Menu



To view the Edit menu, click the **Edit** link [1]. From the Edit menu, you can undo content changes [2], redo content changes [3], cut [4], copy [5], paste [6], paste as text [7], and select all content [8]. You can also view the keyboard shortcuts for each edit option [9].

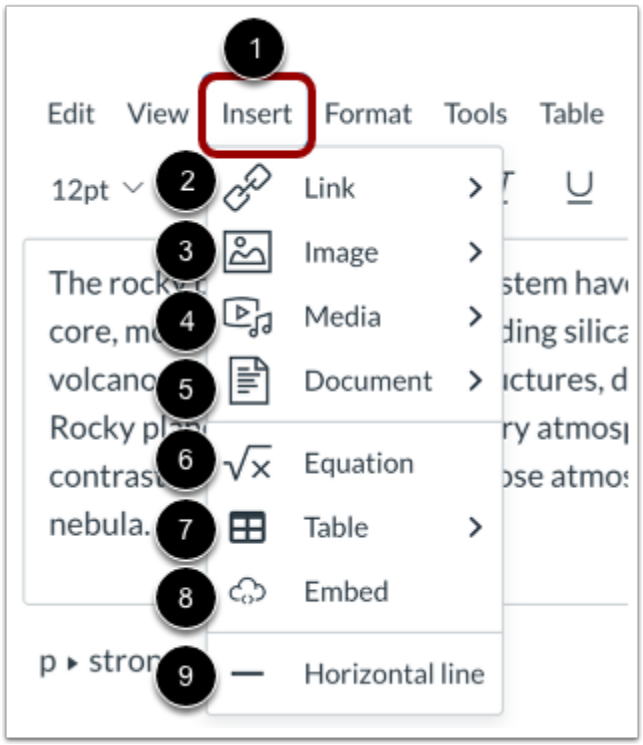
View View Menu



To view the View menu, click the **View** link [1]. From the View menu, you can expand the editor content area to the width of your browser [2] and open the HTML editor [3].

Note: Fullscreen is not supported for the HTML editor.

View Insert Menu



To open the Insert menu, click the **Insert** link [1]. To insert a link, click the **Link** option [2]. You can link to an external URL or course content.

To insert an image, click the **Image** option [3]. You can upload a new image or insert an image from your course or user files.

To insert media, click the **Media** option [4]. You can record media, upload media, or insert media from your course or user files.

To insert a document, click the **Document** option [5]. You can upload a document or insert a document from your course or user files.

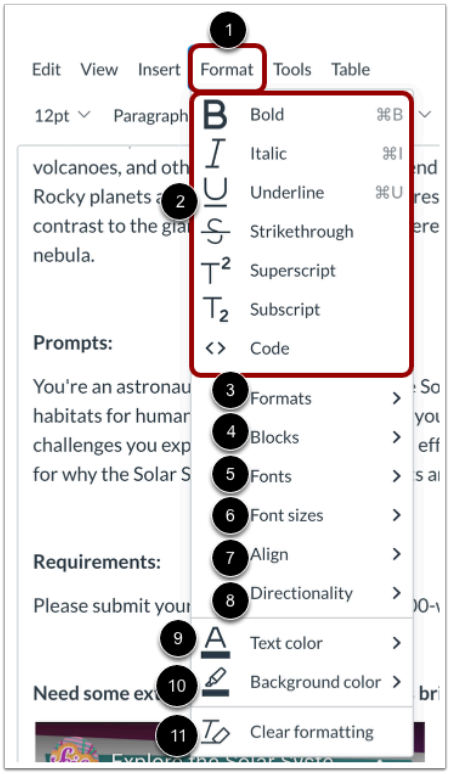
To insert a math equation, click the **Equation** option [6].

To insert a table, click the **Table** option [7].

To embed content using an embed code, click the **Embed** option [8].

To insert a horizontal line, click the **Horizontal Line** option [9].

View Format Menu



To open the Format menu, click the **Format** link [1]. You can select several formatting options [2], including bold, italic, underline, strikethrough, superscript, subscript, and code.

To open the Formats menu, click the **Formats** option [3]. The Formats menu includes options for headings, inline text, blocks, and alignment.

To view and manage blocks, click the **Blocks** option [4].

To select a font, click the **Fonts** option [5].

To change the font size, click the **Font sizes** option [6].

To manage text alignment, click the **Align** option [7].

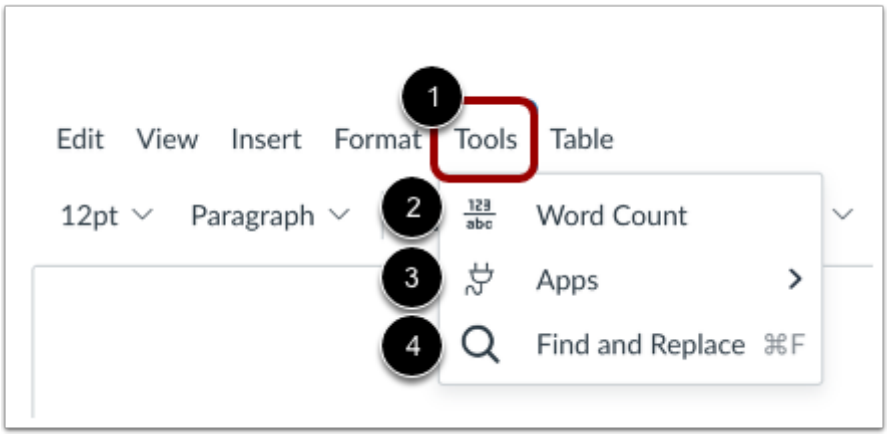
To change the direction of the text, click the **Directionality** option [8]. You can format text from left to right and from right to left.

To select a text color, click the **Text color** option [9].

To select a background color, click the **Background color** option [10].

To clear formatting, click the **Clear formatting** link [11].

View Tools Menu



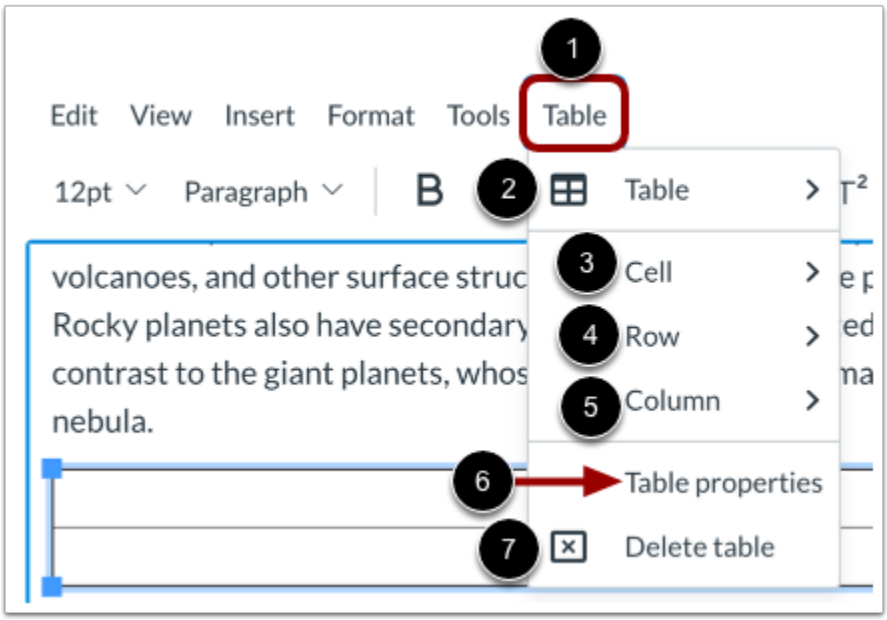
To open the Tools menu, click the **Tools** link [1].

To view word count statistics, click the **Word count** option [2].

To embed content from an external tool, click the **Apps** option [3].

To find and replace content, click the **Find and Replace** option [4]. You can also press **Command+F** (on a Mac keyboard) or **Control+F** (on a PC keyboard).

View Table Menu



To view the Table menu, click the **Table** link [1].

To add a new table, click the **Table** option [2].

To format the table rows, click the **Row** option [3]. To format the table columns, click the **Column** option [4]. To format the table cells, click the **Cell** option [5].

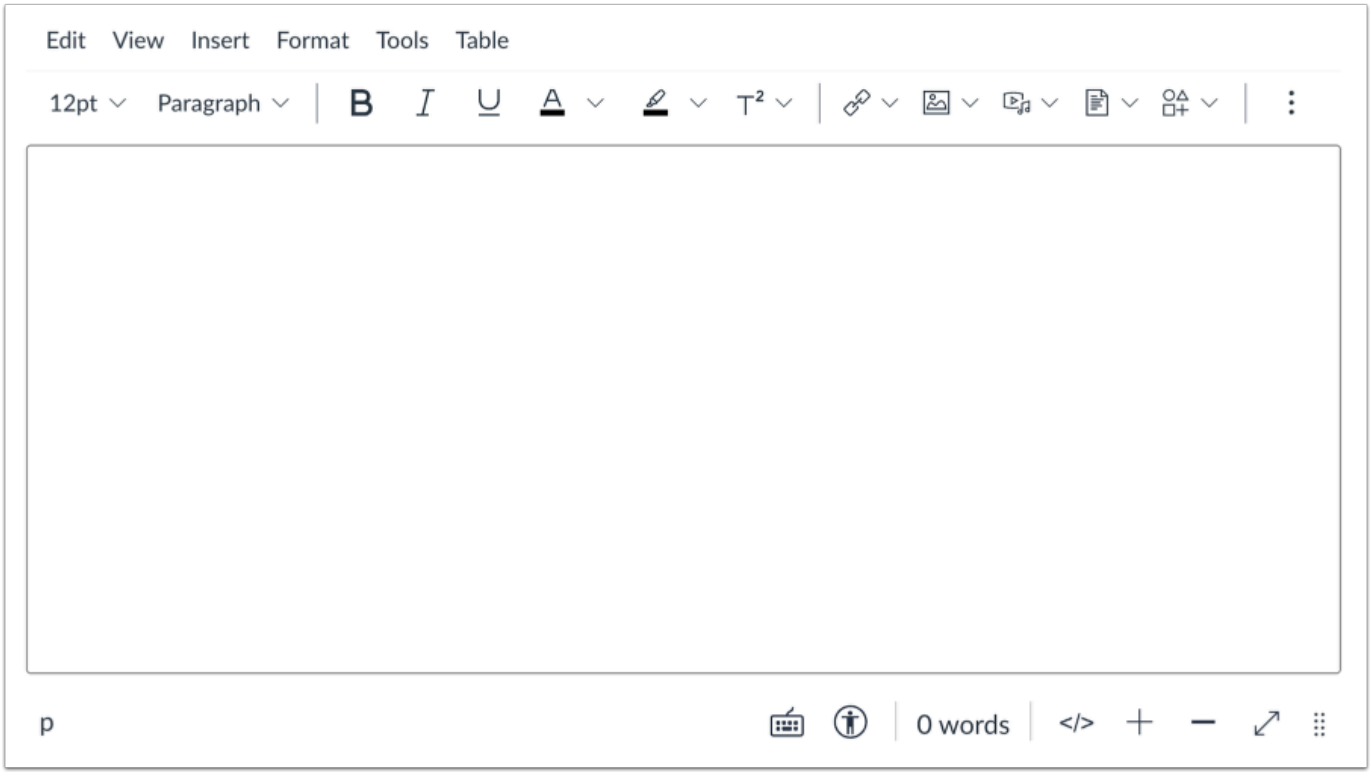
To view table properties, click the **Table properties** link [6]. To delete the table, click the **Delete table** option [7].

How do I insert a table using the Rich Content Editor?

In the Rich Content Editor, you can use the table editor to insert, format, edit, and delete a table.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

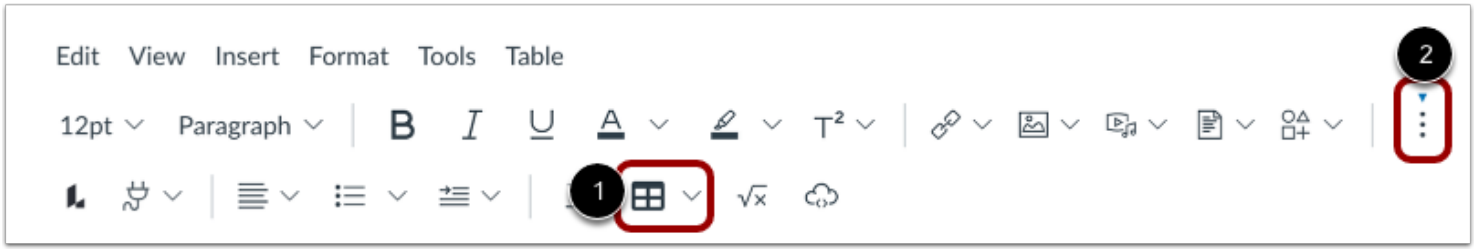
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

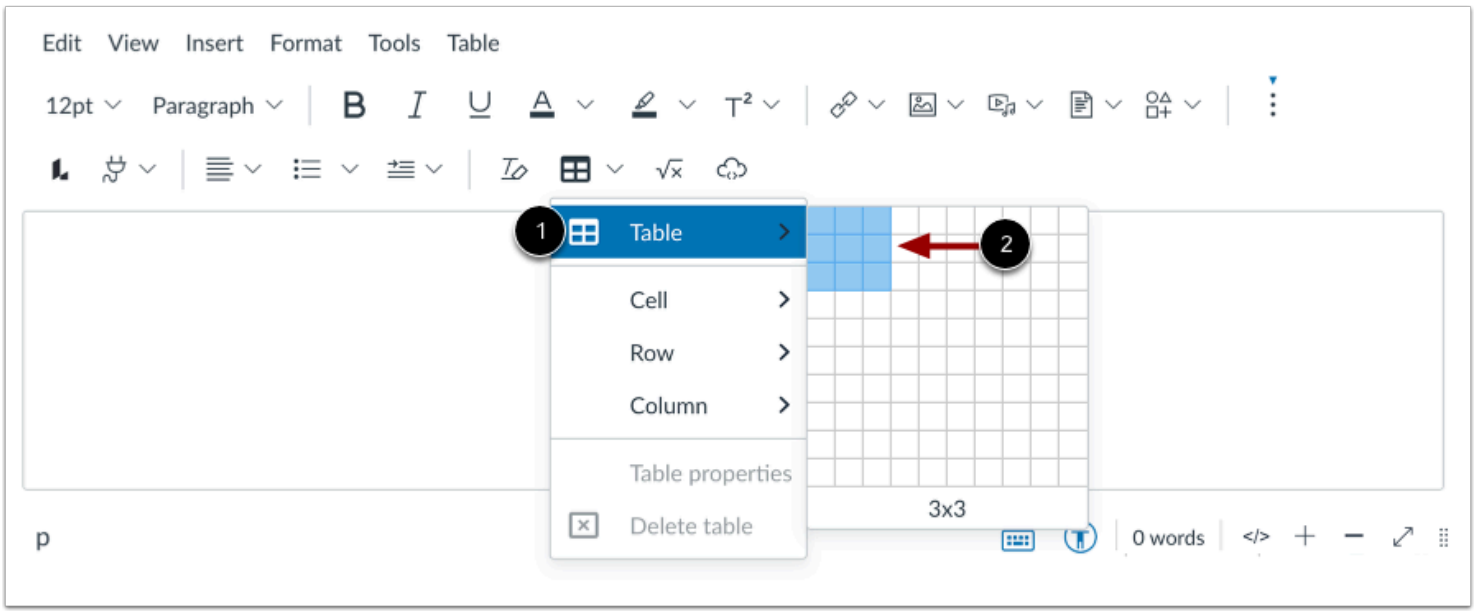
Open Table Editor



To use the table editor, click the **Table** icon [1].

Note: To view the Table icon, you may have to click the **Options** icon [2].

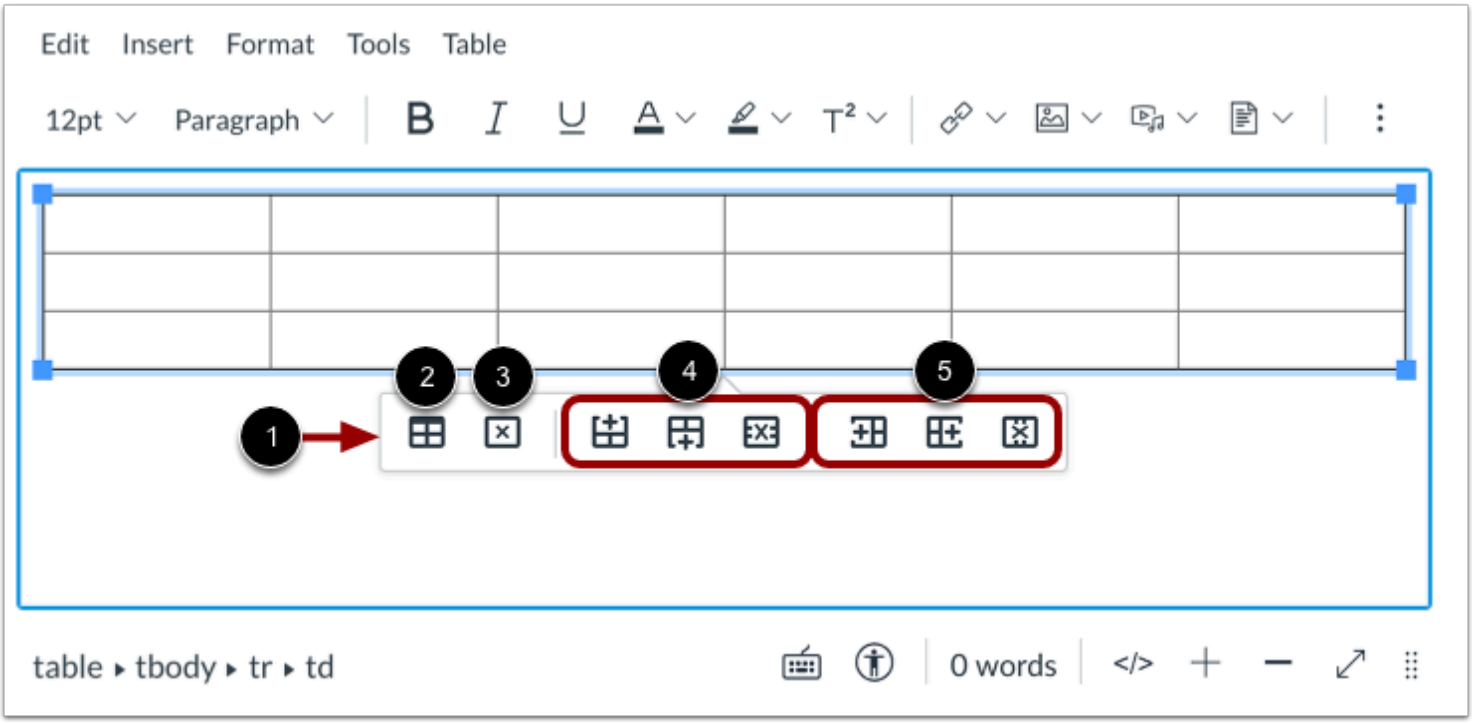
Insert Table



To expand the table creator, hover over the **Table** option in the drop-down menu [1]. Then, to specify the table dimensions, drag your cursor over the grid [2].

Note: The largest table you can create using the table creator is 10x10. However, additional columns and rows can be added manually.

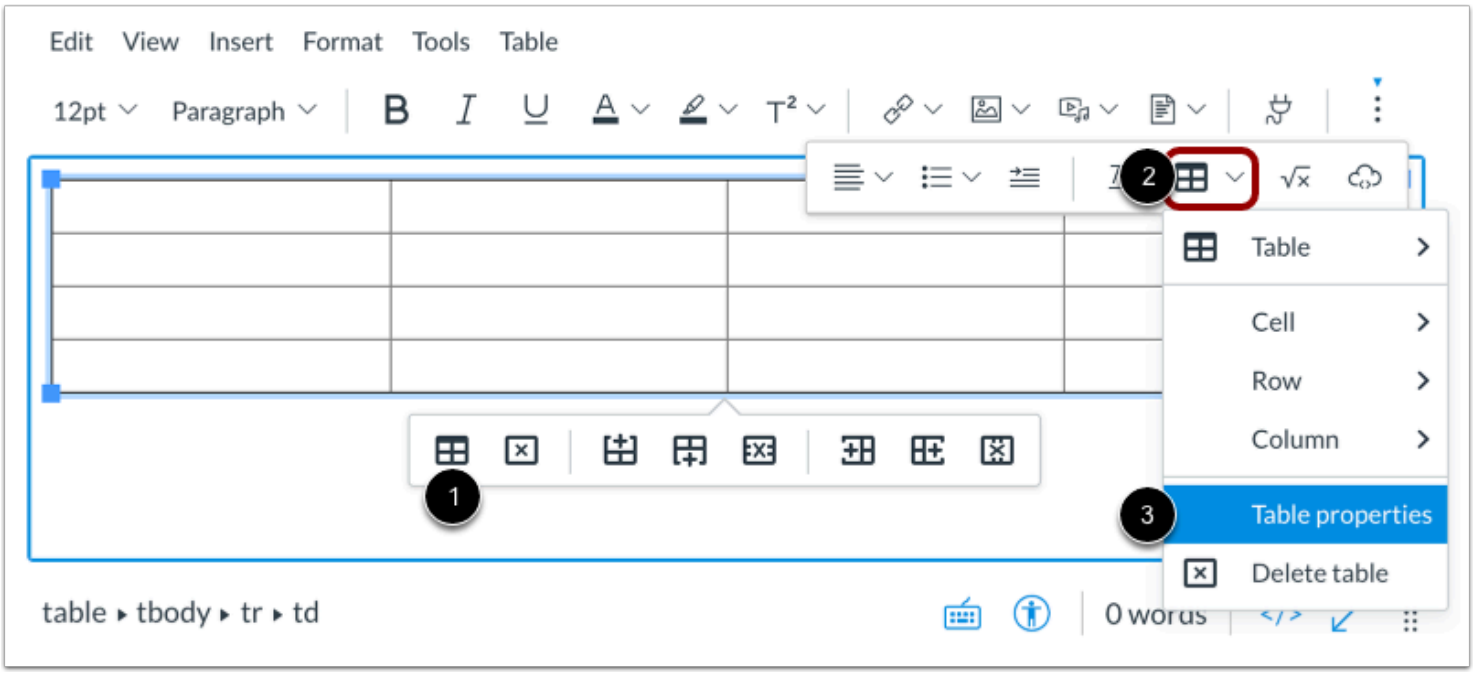
View Table Layout Tools



When you click on the table in the Rich Content Editor, the **Table Context Menu** displays [1].

You can edit the table properties [2], delete the table [3], add or delete rows [4], and add or delete columns [5].

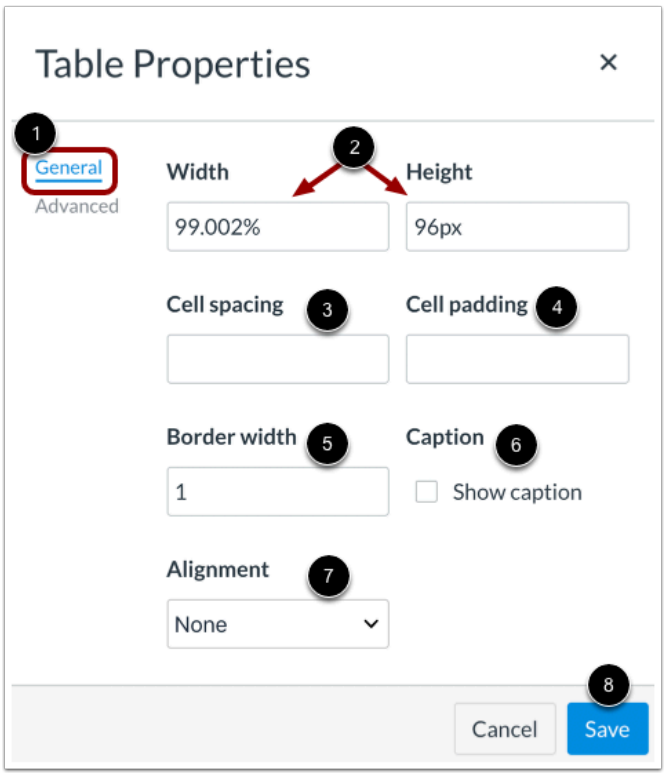
Open Table Properties



In the Table Context Menu, click the **Table Properties** icon [1].

You can also click the toolbar **Table** icon [2], and select the **Table Properties** option [3].

Edit General Table Properties

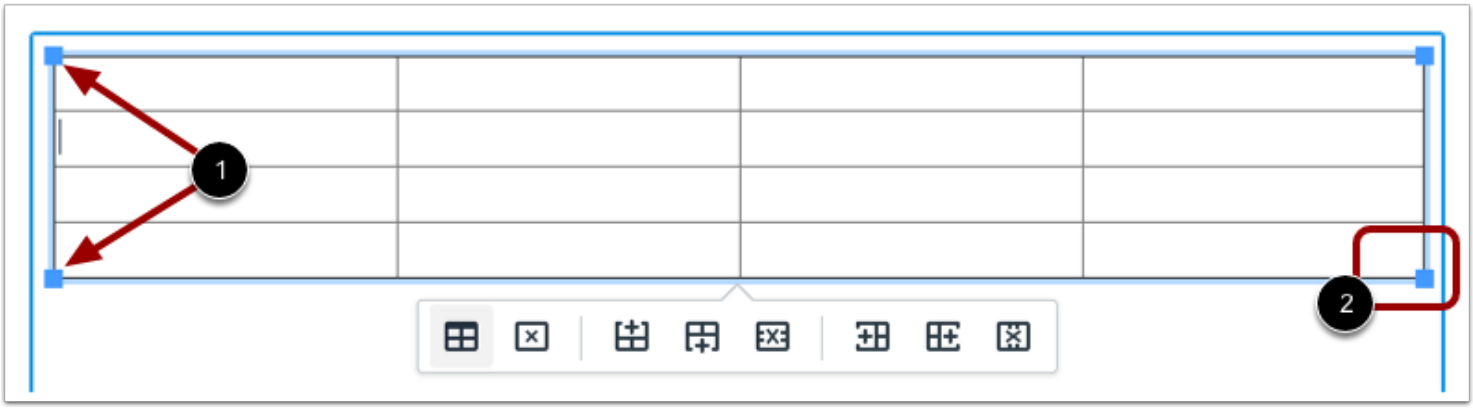


By default, the table properties editor displays the **General** tab [1]. Type in the appropriate fields to edit these general table properties.

- **Width and Height** [2]: enter the width and height of your table (in pixels or percent, e.g. 500px, 50%).
- **Cell Spacing** [3]: enter the space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- **Cell Padding** [4]: enter the space between the cell border and its content (in pixels, e.g. 5px).
- **Border** [5]: enter the thickness of the table border (in pixels, e.g. 5px).
- **Caption** [6]: select to display a caption above the table.
- **Alignment** [7]: select the alignment of your table in the Rich Content Editor.

To apply edits, click the **Save** button [8].

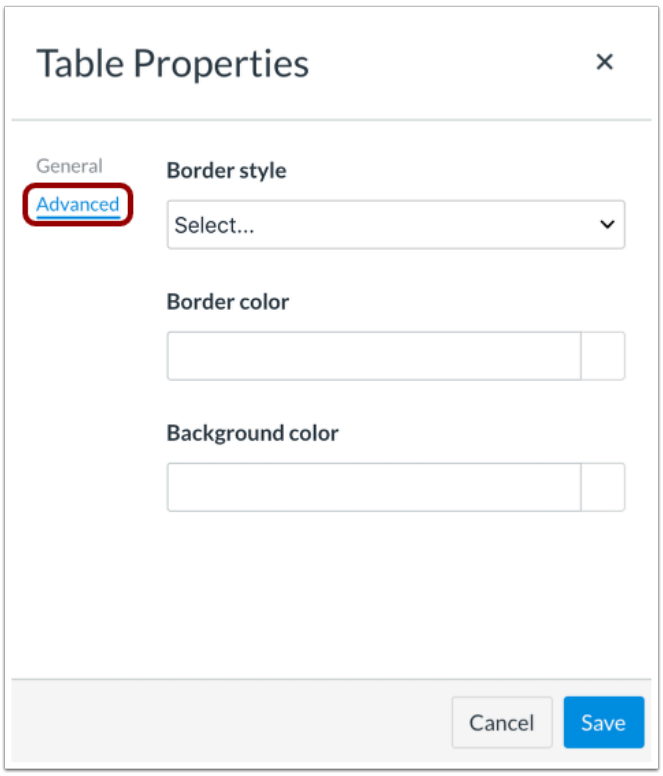
Manually Edit Table Size



You can also manually adjust the width and height of your table in the Rich Content Editor.

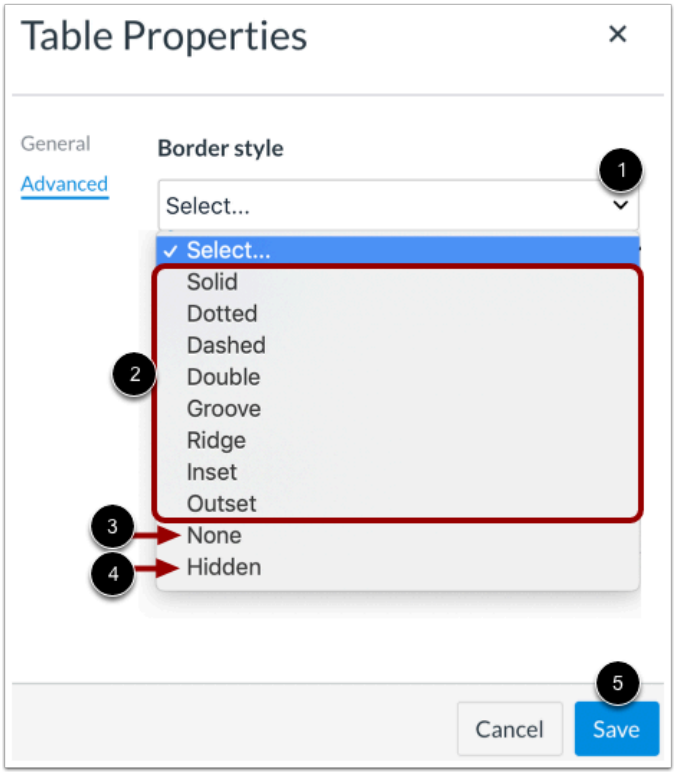
When you click the table, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the size [2].

Edit Advanced Table Properties



To view additional customization options, click the **Advanced** tab.

Edit Border Style

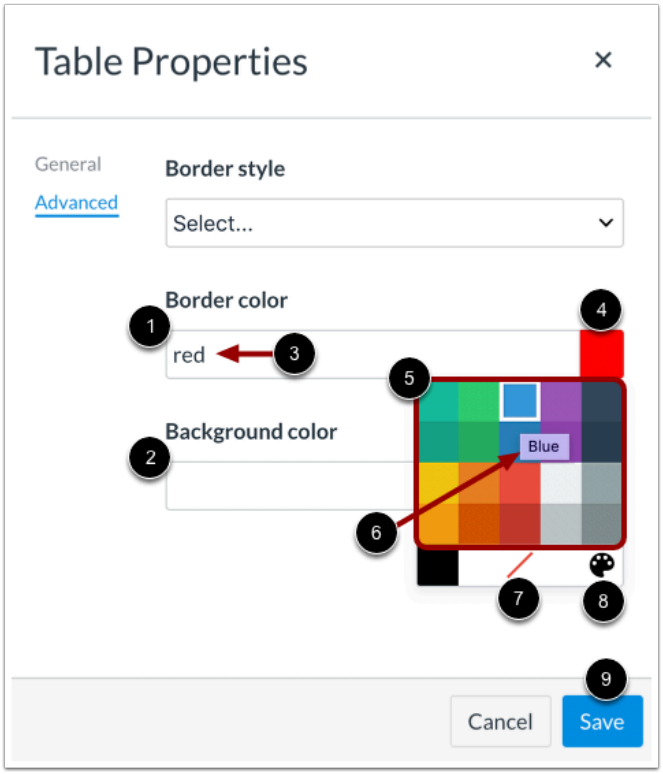


To edit the border line style, click the **Border Style** drop-down menu [1].

Select a border line style from the displayed options [2]. For your table to display without lines, select the **None** option [3]. You can also select to hide table lines [4].

To apply the border style, click the **Save** button [5].

Edit Border and Background Colors



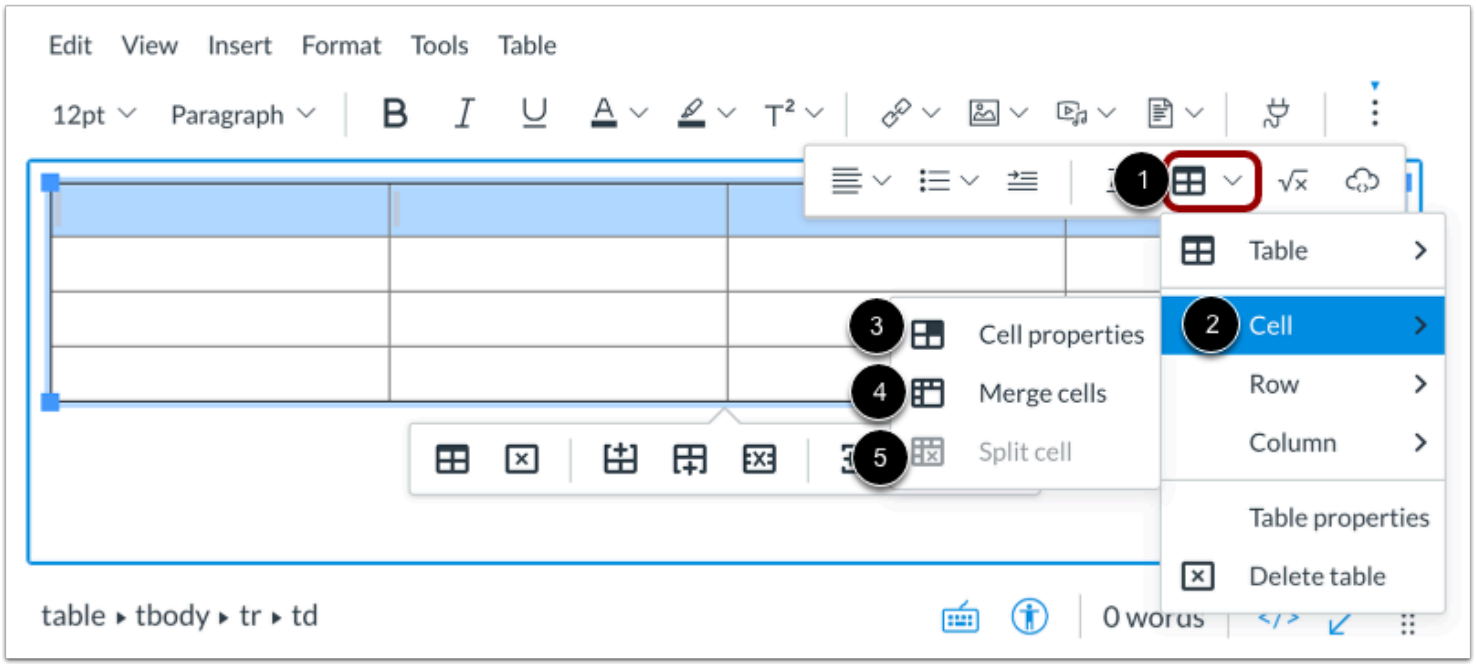
You can edit the table colors using the **Border Color** [1] and **Background Color** [2] options.

Enter a color name or HEX code (in #nnnnnn format) in the color field [3].

You can also click the **Color Swatch** button [4] and select a color from the color drop-down menu [5]. View the color name by hovering your mouse over the color tile [6]. To remove color formatting, click the **Remove Color** icon [7]. To select a custom color, click the **Custom Color** icon [8].

To apply the colors, click the **Save** button [9].

View Cell Format Options



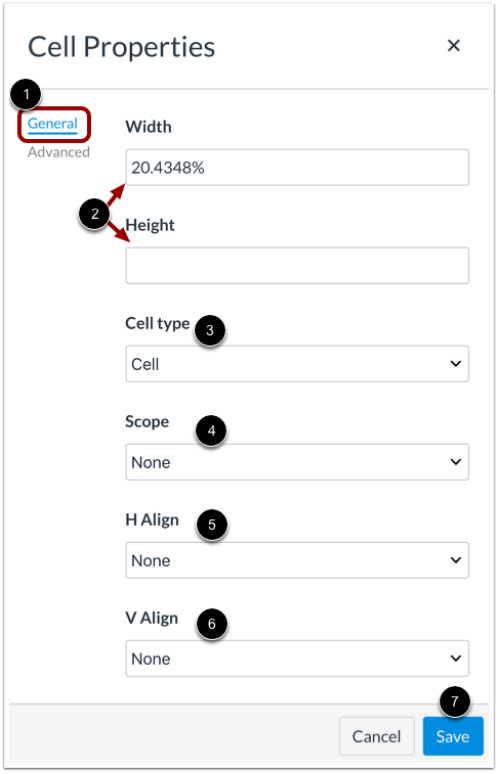
With one or more cells selected within the table, click the **Table** icon [1], then hover over the **Cell** option [2].

To edit the cell properties, click the **Cell properties** option [3].

To merge cells, click the **Merge cells** option [4].

To split merged cells, click the **Split cell** option [5].

Edit General Cell Properties

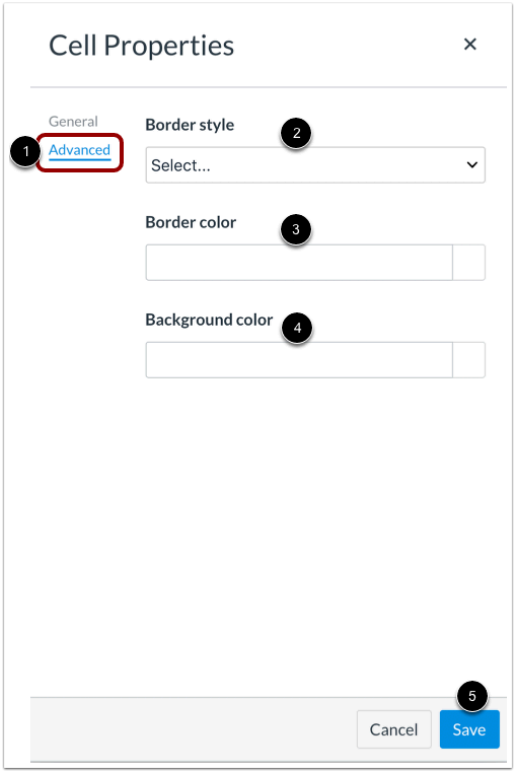


By default, the Cell properties editor displays the **General** tab [1]. You can edit the following general cell properties:

- **Width and Height** [2]: adjust the width and height of your cell or cells (in pixels or percent, e.g. 500px, 50%).
- **Cell Type** [3]: select from header cell or general cell options.
- **Scope** [4]: select whether the cell or cells is a header for a column, row, or group of columns or rows.
- **H Align** [5]: select the horizontal alignment for text in the cell or cells
- **V Align** [6]: select the vertical alignment for text in the cell or cells

To apply edits, click the **Save** button [7].

Edit Advanced Cell Properties

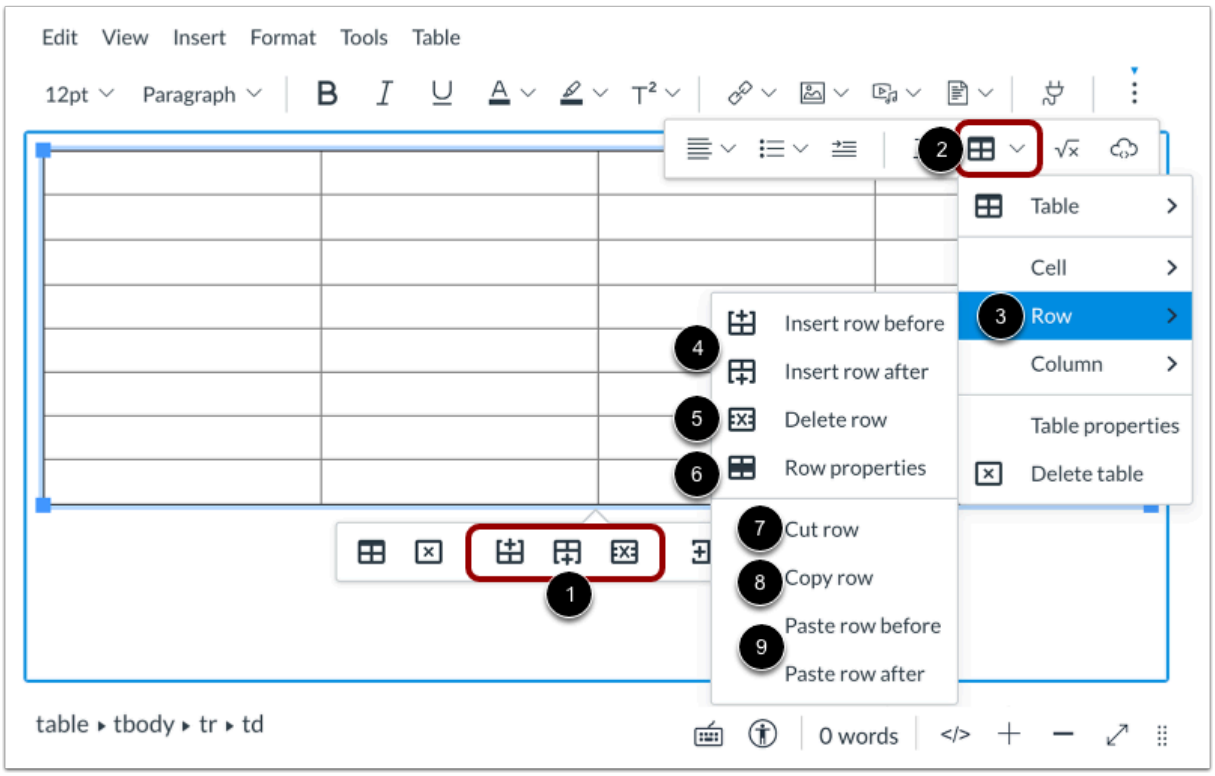


To view additional customization options, click the **Advanced** tab [1]. Edit cells using the following options:

- **Border style** [2]: select a border line style, or hide or remove cell border lines.
- **Border color** [3]: enter a color name or HEX code (in #nnnnnn format), or use the Color swatch to select a border color for the cell or cells.
- **Background color** [4]: enter a color name or HEX code (in #nnnnnn format), or use the Color swatch to select a cell background color.

To apply edits, click the **Save** button [5].

Edit Row Options

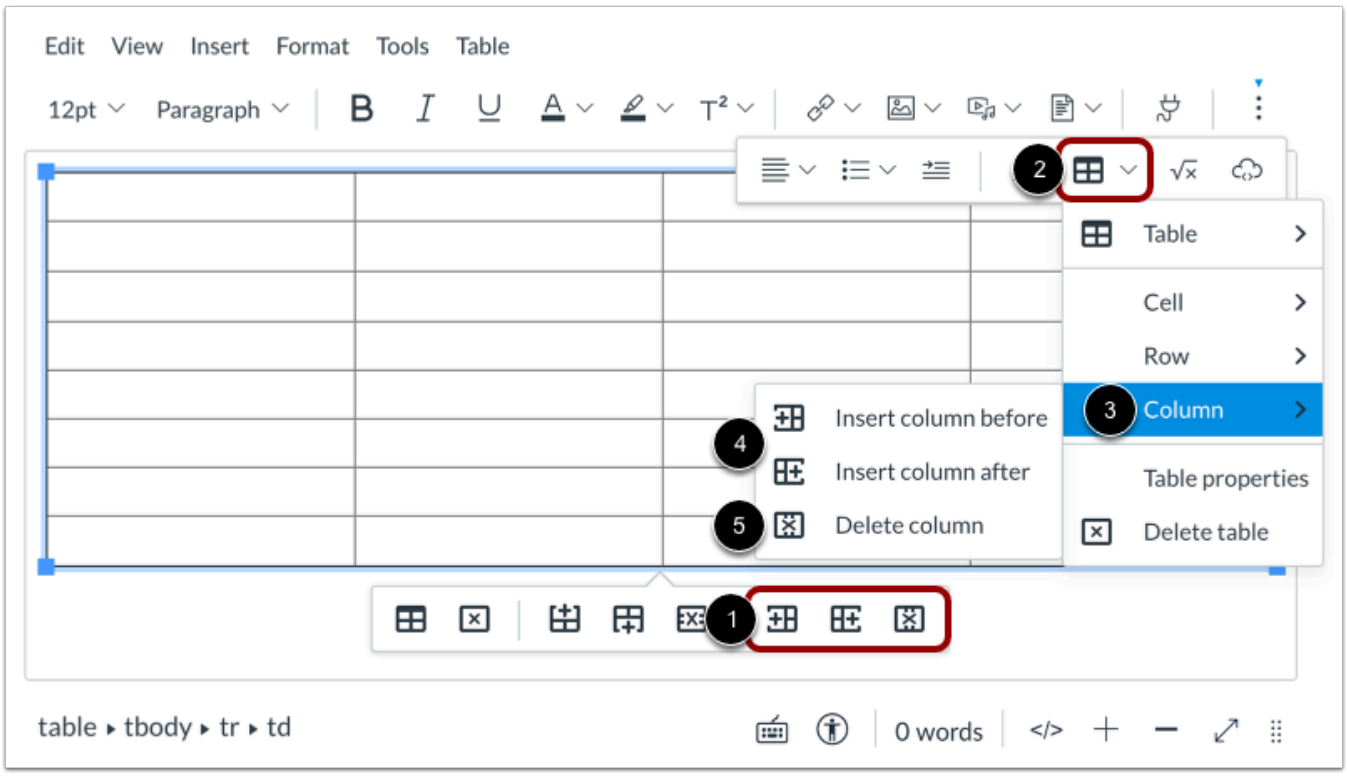


With the table selected or with a specific row selected, use the **Table Context Menu** row options to add or remove a row [1].

To view more row options, click the **Table** icon [2], then hover over the **Row** option [3]. Edit rows by clicking the appropriate option.

- **Insert row** [4]: select to enter a row before (above) or after (below) the selected row
- **Delete row** [5]: delete the row and its content
- **Row properties** [6]: view options for row type, alignment, height, and colors.
- **Cut row** [7]: cut the row and place it in the clipboard, ready to be pasted.
- **Copy row** [8]: copy the row and place it in the clipboard, ready to be pasted.
- **Paste row** [9]: After cutting or copying a row, select to enter the row before (above) or after (below) the selected row.

Edit Column Options

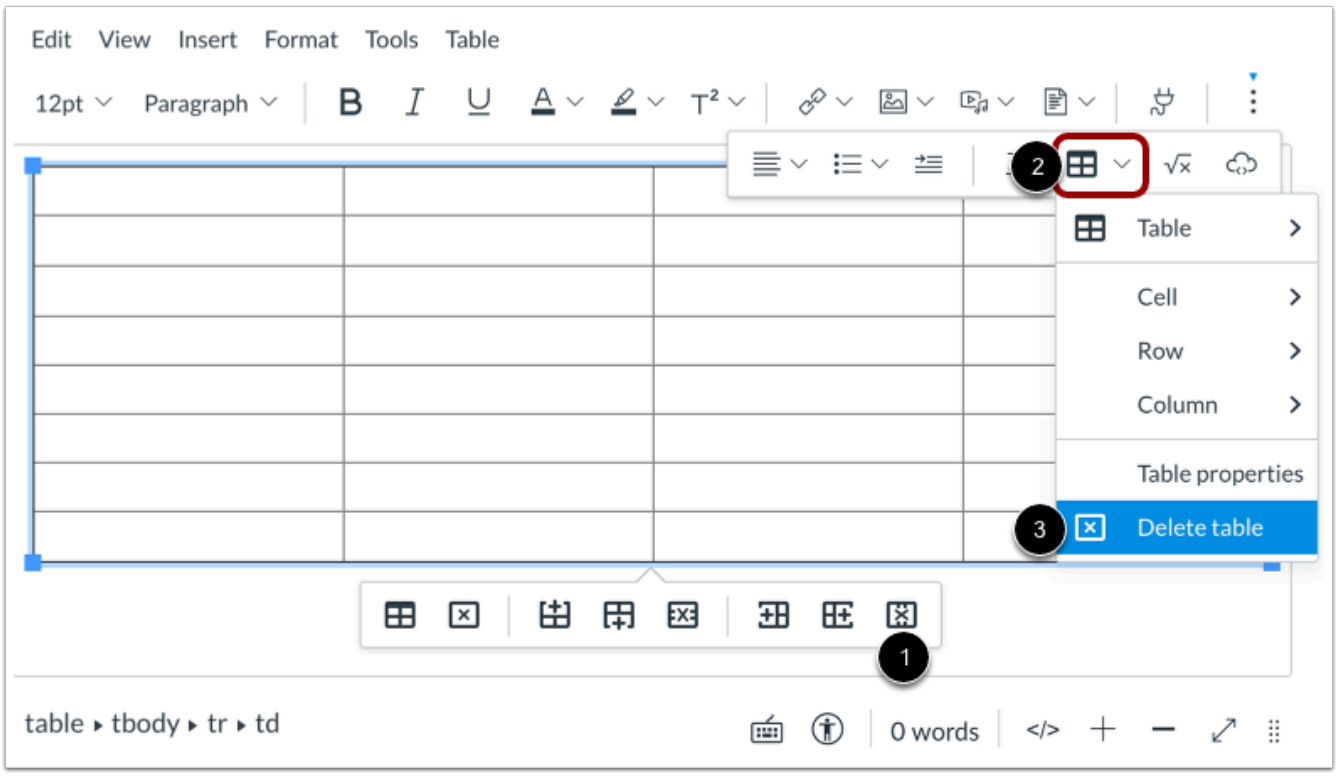


With the table selected or with a specific column selected, use the **Table Context Menu** column options to add or remove a column [1].

Alternatively, you can click the **Table** icon [2], then hover over the **Column** option [3]. Edit columns by clicking the appropriate option.

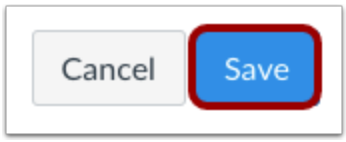
- **Insert column** [4]: select to enter a column before (left) or after (right) the selected column
- **Delete column** [5]: delete the column and its content

Delete Table



With the table selected, click the Table Context Menu **Delete** icon [1]. You can also click the toolbar **Table** icon [2], and then click the **Delete table** option [3].

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

How do I use the HTML view in the Rich Content Editor?

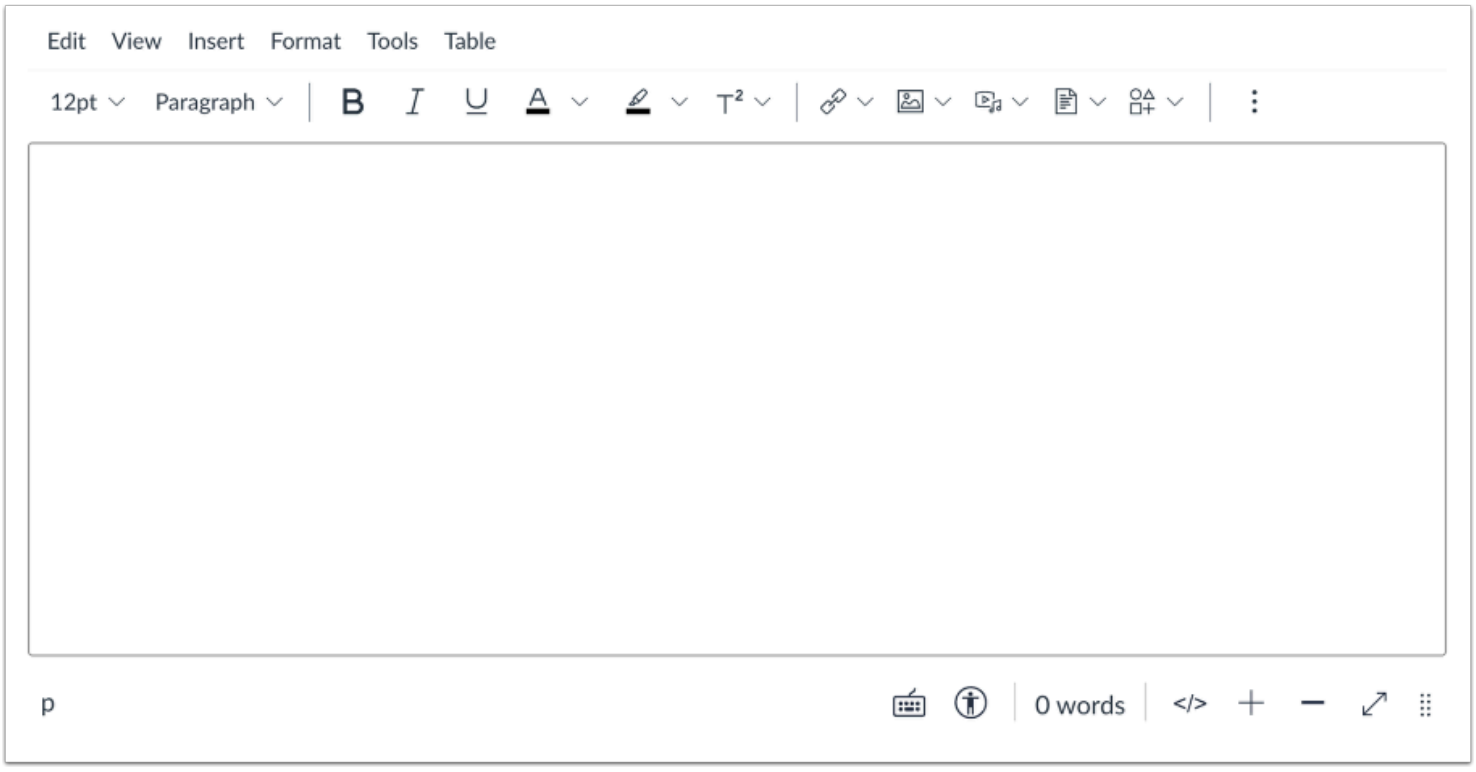
You can embed HTML in the Rich Content Editor. When creating custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas only supports certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the Rich Content Editor when you save your work. For more information, view the Canvas HTML Editor Allowlist resource document.

The HTML Editor in the Rich Content Editor can display HTML in either a pretty HTML editor with numbered lines and syntax highlighting or a raw HTML editor that displays HTML as raw text.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The Rich Content Editor saves the last used HTML editor state (raw or pretty). This persists across browser tabs and windows.

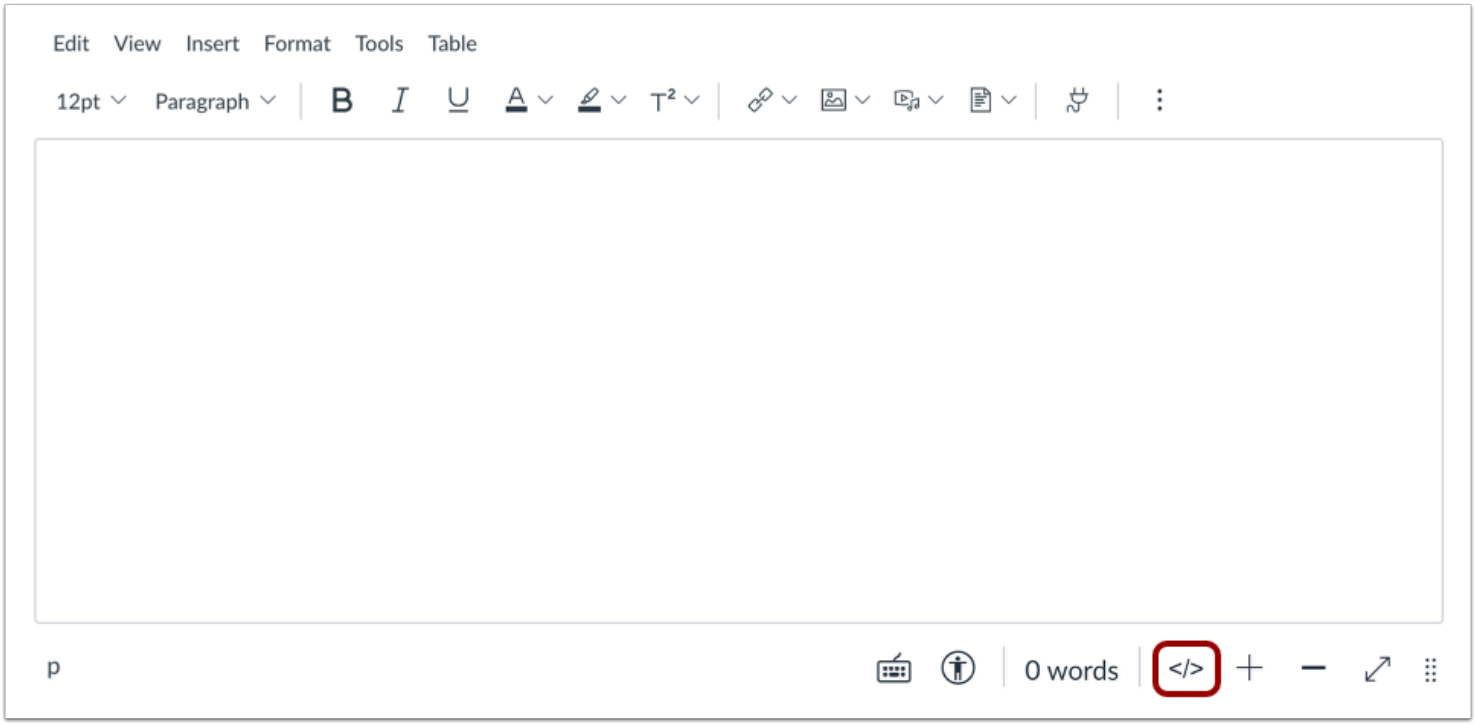
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

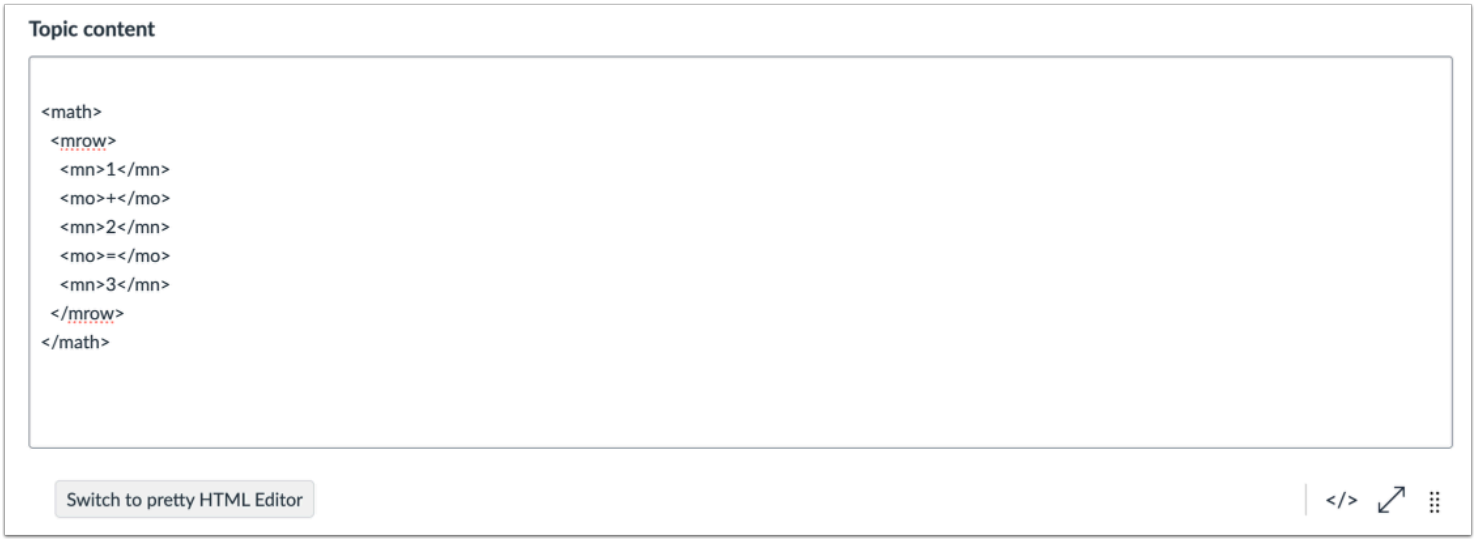
Open HTML Editor



Click the **HTML Editor** icon.

Note: When in HTML view, you can click the HTML Editor icon to return to the Rich Content Editor.

Edit MathML



You can use MathML code by switching the Rich Content Editor to HTML for the question stem.

Edit HTML Content

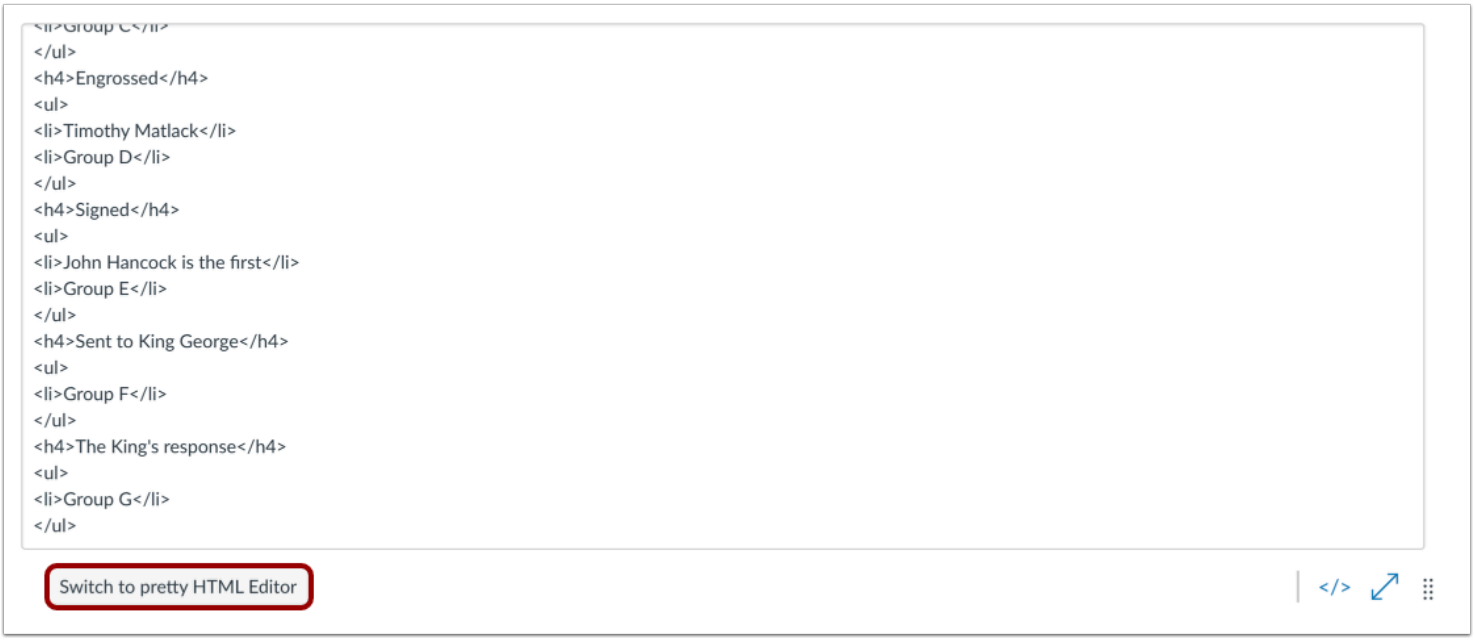
The HTML editor displays the pretty HTML editor by default. The pretty HTML editor displays line numbers and syntax highlighting.

Enter content in the HTML editor or edit existing content using HTML.

View Raw HTML Editor

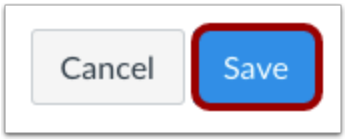
To switch to the Raw HTML Editor and edit your HTML in plain text, click the **Switch to raw HTML Editor** button.

Edit Raw HTML



Edit your HTML in plain text without line numbers or syntax highlighting. To switch back to the Pretty HTML Editor, click the **Switch to pretty HTML Editor** button.

Save Changes



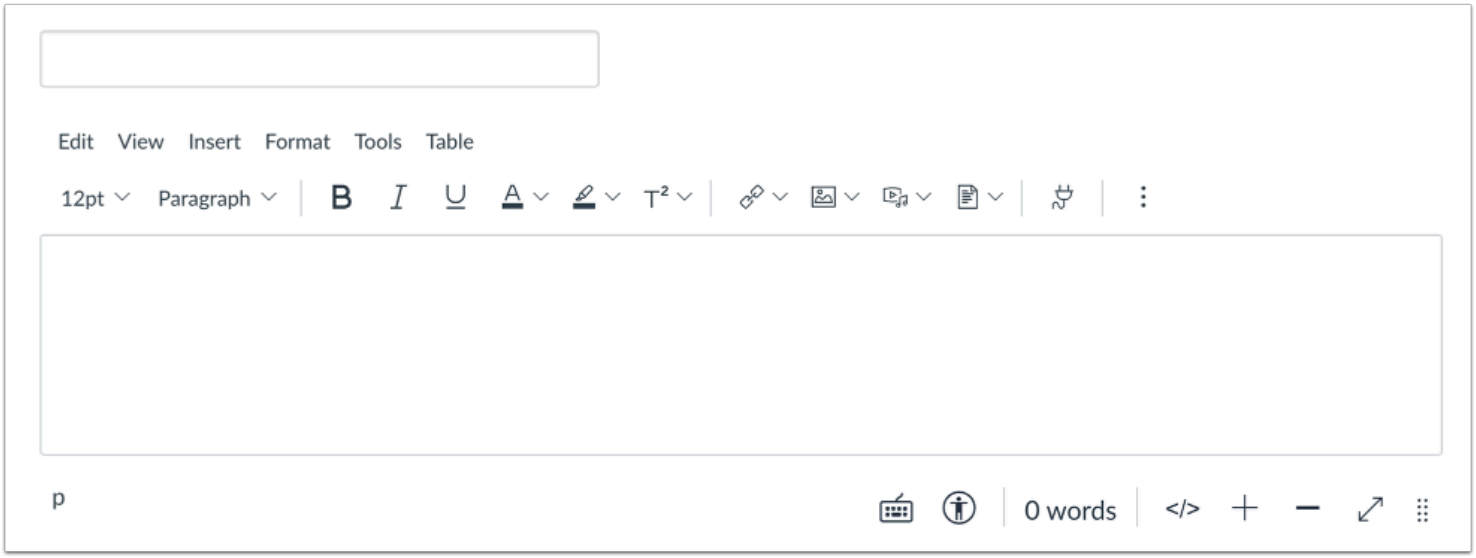
Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

How do I resize the Rich Content Editor?

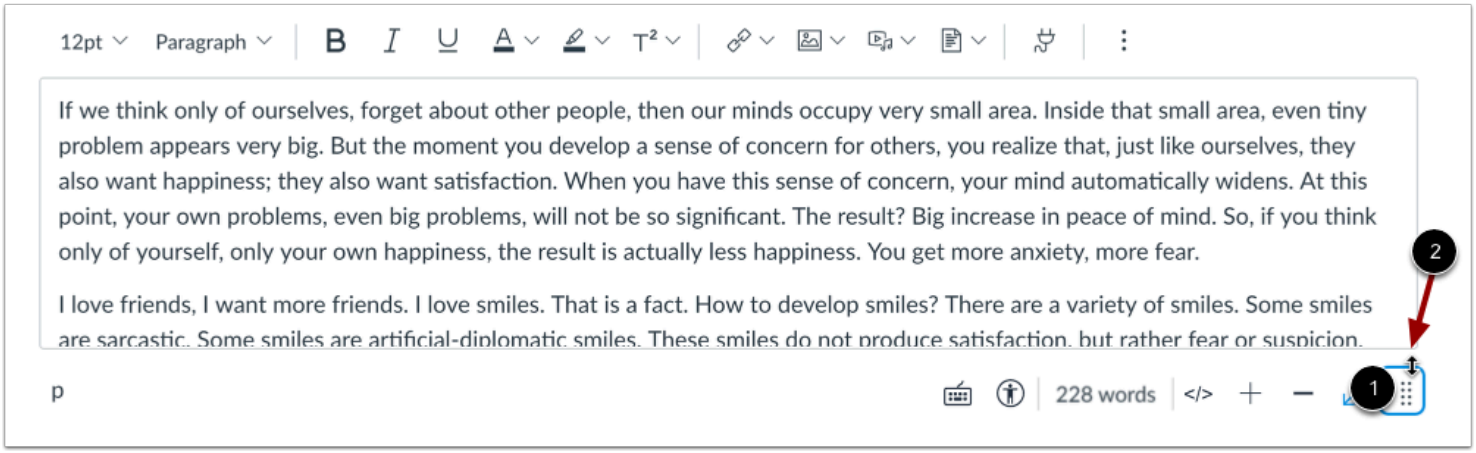
When using the Rich Content Editor, you can resize the window manually or expand the entire Rich Content Editor to fullscreen view.

Open Rich Content Editor



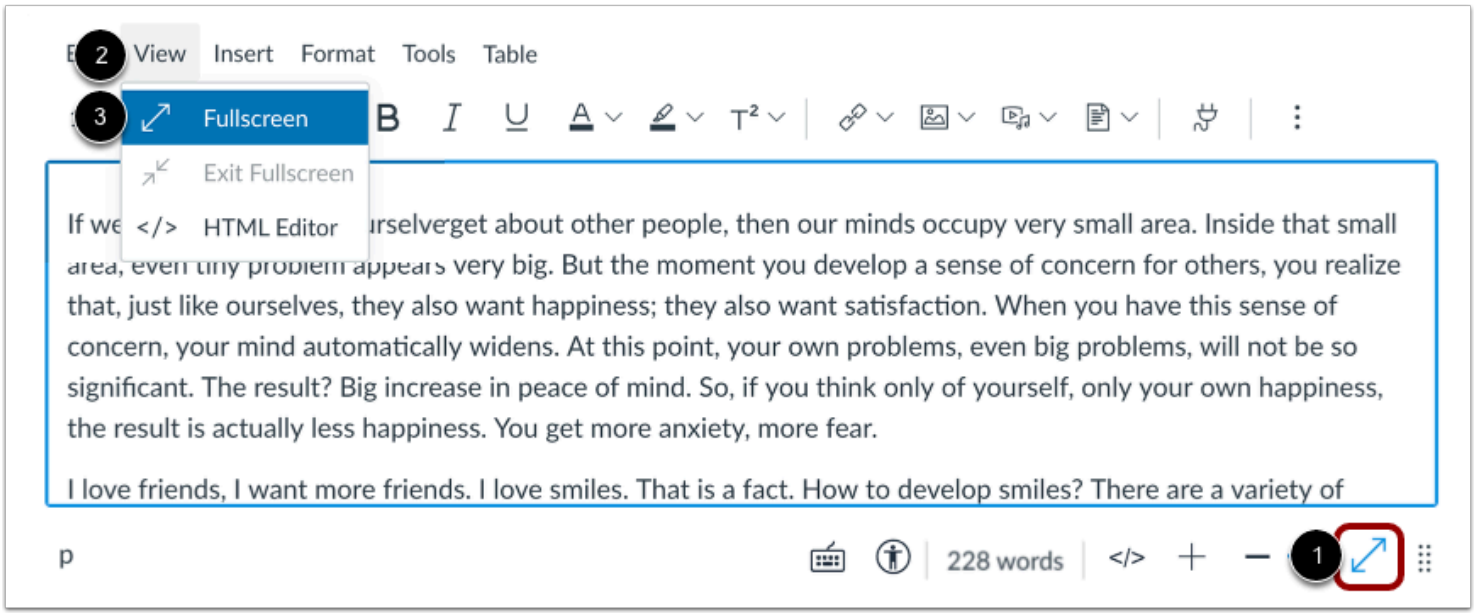
Open the Rich Content Editor. You may view the Rich Content Editor in Announcements, Assignments, Discussions, Pages, or Quizzes.

Resize Window



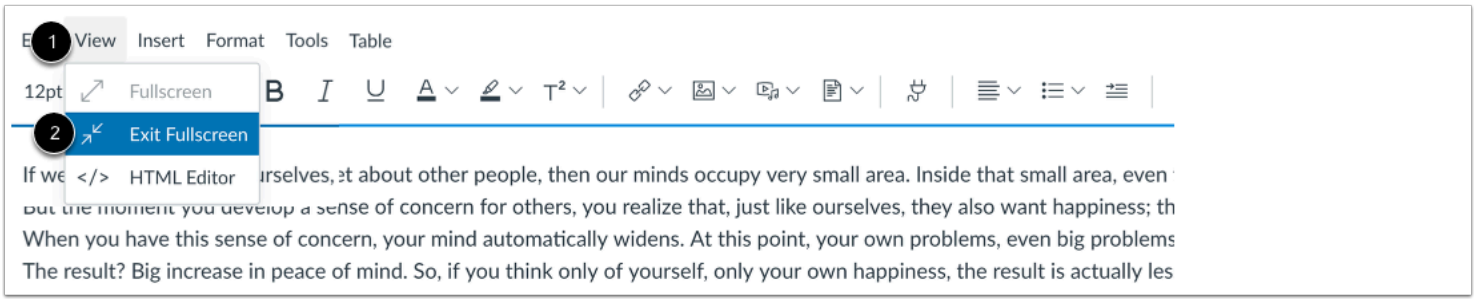
To resize the window manually, click and hold the **Resize** icon [1]. Then drag the Rich Content Editor window to the desired size [2].

View in Fullscreen



To expand the Rich Content Editor to fullscreen view, click the **Fullscreen** icon [1]. You can also click the **View** menu [2] and select the **Fullscreen** option [3].

Exit Fullscreen



To exit fullscreen view, click the **View** menu [1] and select the **Exit Fullscreen** option [2]. You can also exit fullscreen by pressing the **Esc** key on your keyboard.

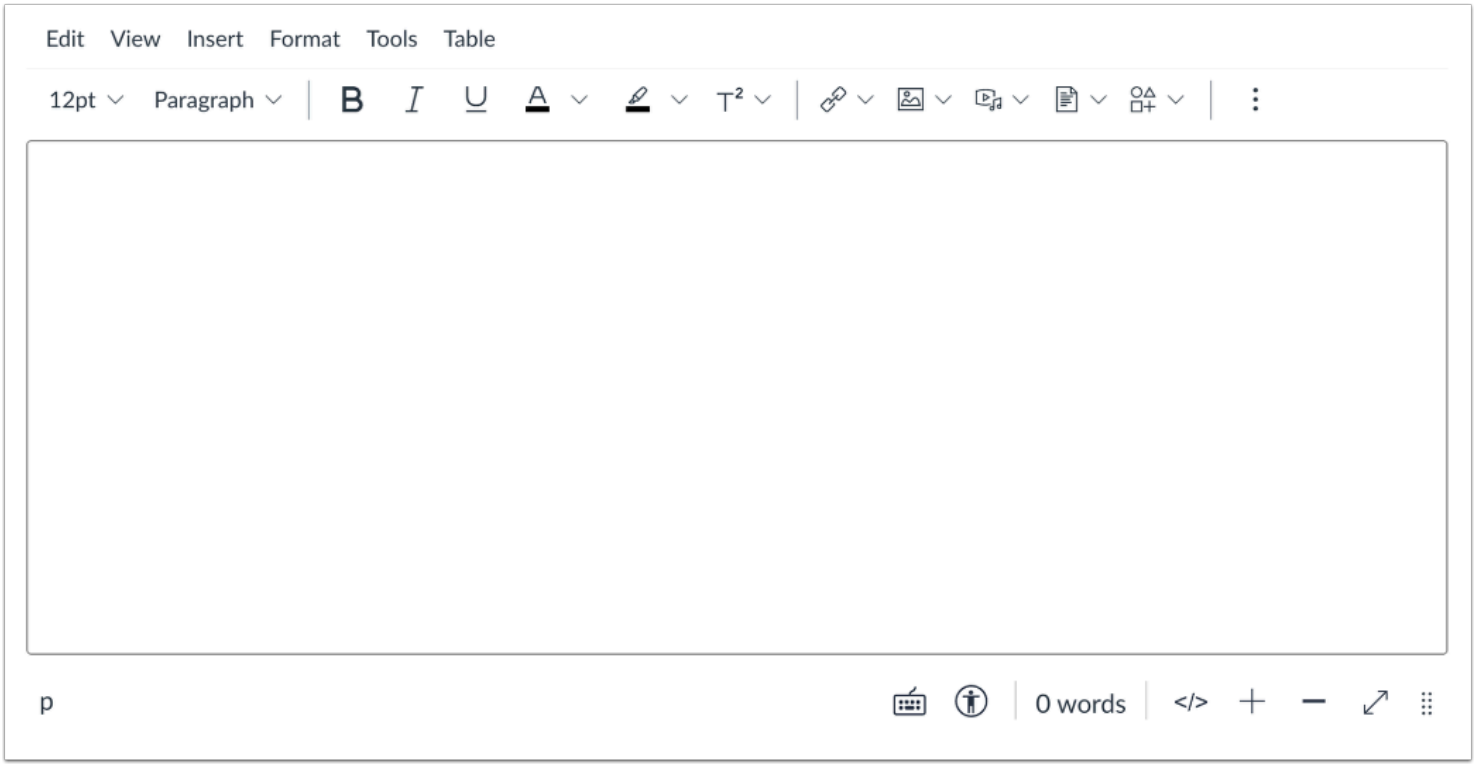
Resize Icons

Click the **Plus** (+) and **Minus** (-) icons to resize the Rich Content Editor.

How do I create hyperlinks to external URLs in the Rich Content Editor?

Using the Rich Content Editor, you can create hyperlinks to external resources. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

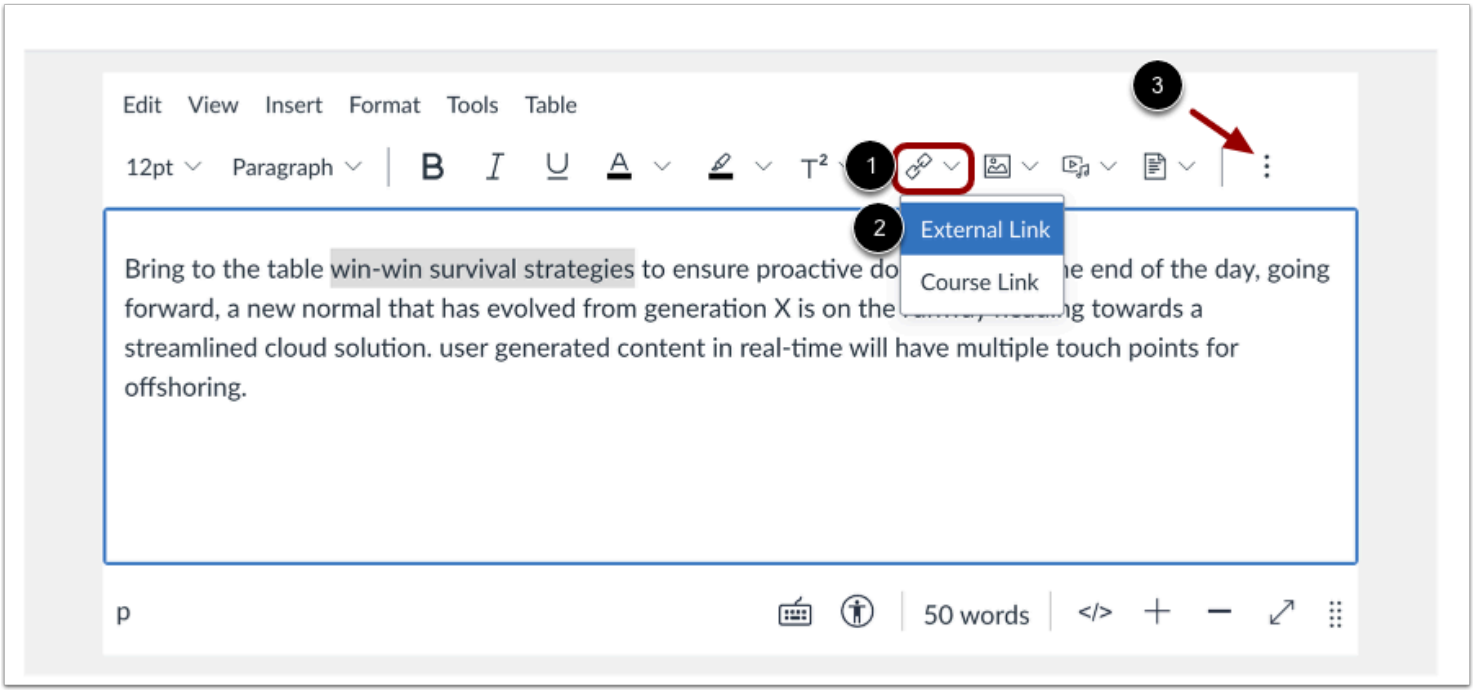
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

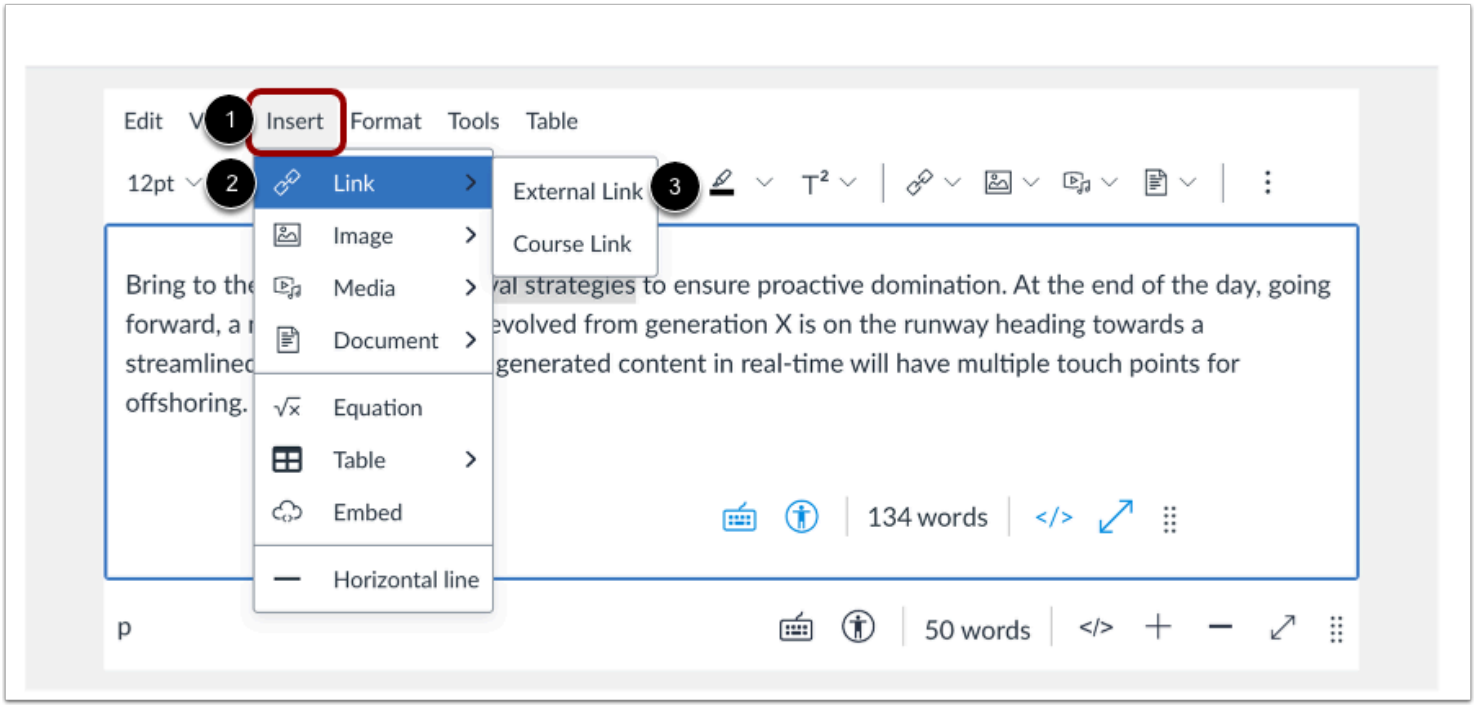
Create Hyperlink from Toolbar



To insert a link from the toolbar, click the **Link** icon [1]. From the drop-down menu, select the **External Link** option [2].

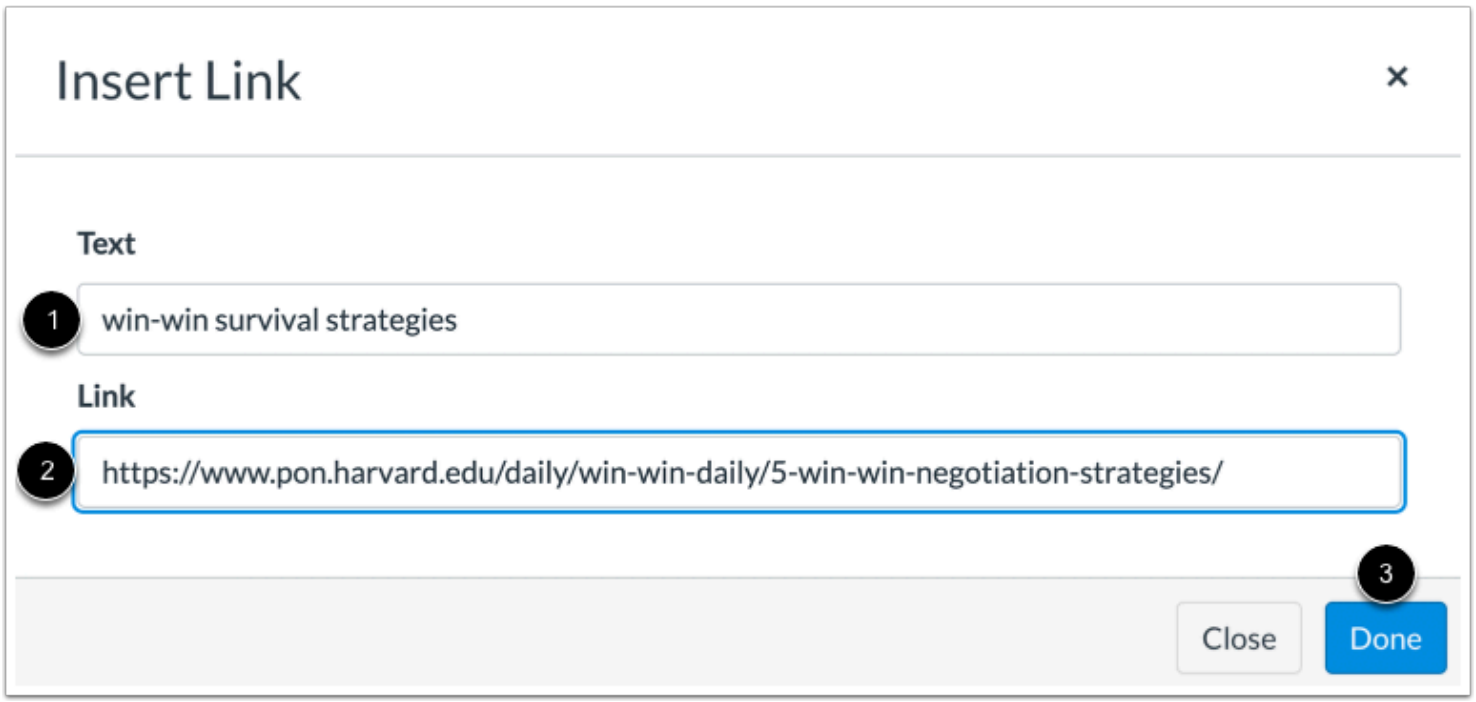
Note: To view the Link icon, you may have to click the **Options** icon [3].

Create Hyperlink from Menubar



Click the **Insert** link [1]. Navigate to view the **Link** options [2], and select the **External Link** option [3].

Insert Link



Enter the text for your hyperlink in the **Text** field [1].

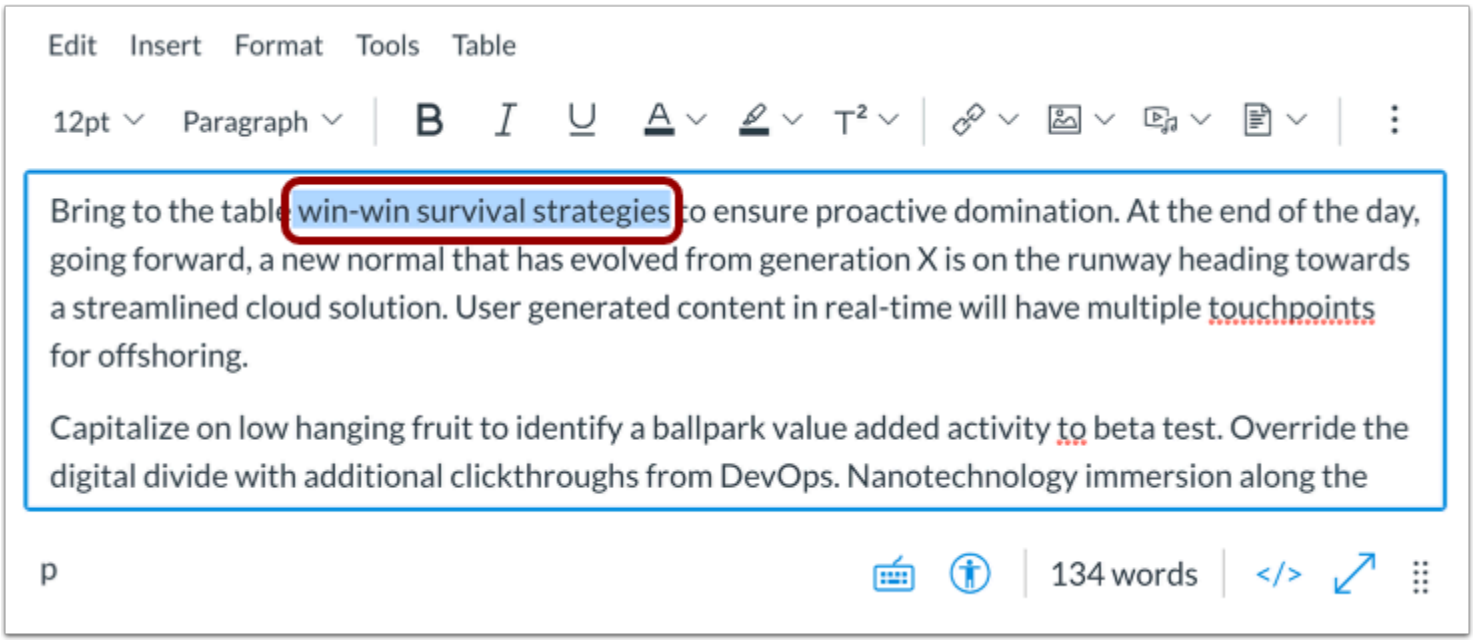
Paste or type the URL for your hyperlink in the **Link** field [2].

Click the **Done** button [2].

Notes:

- The text will flash before turning into the hyperlink.
- When clicked, external hyperlinks automatically open in a new browser tab.

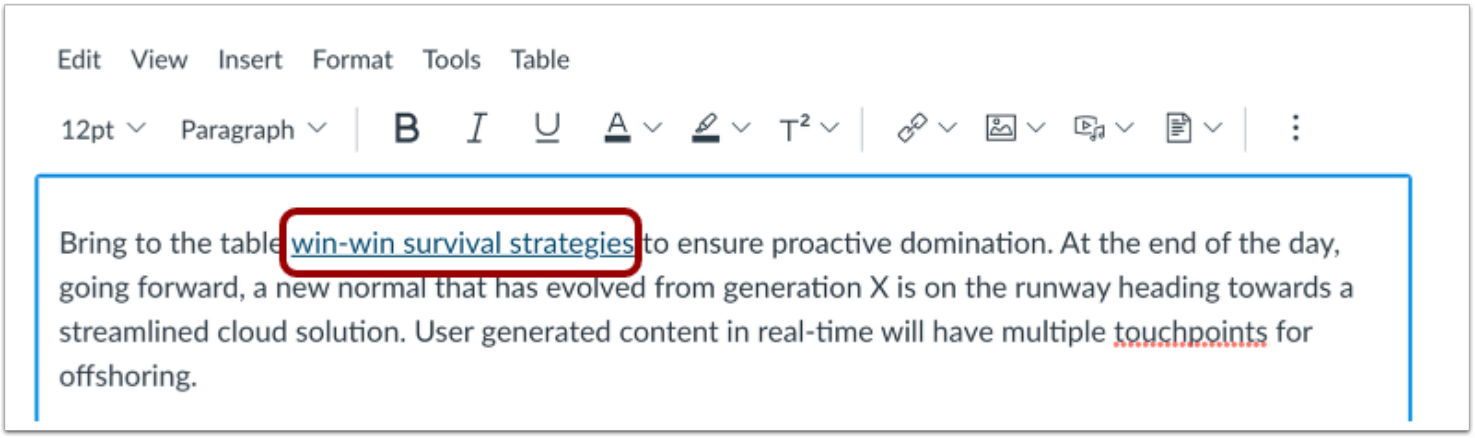
Create Link Using Keyboard Shortcut



Alternatively, you can create external hyperlinks using keyboard shortcuts. After adding content in the Rich Content Editor, select the text for your hyperlink.

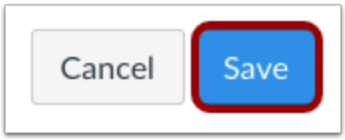
Then press **Cmd+K** (Mac keyboard) or **Ctrl+K** (PC Keyboard).

View Hyperlink



View the hyperlink in the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content

View the hyperlink in your content.

Note: When clicked, external hyperlinks automatically open in a new browser tab.

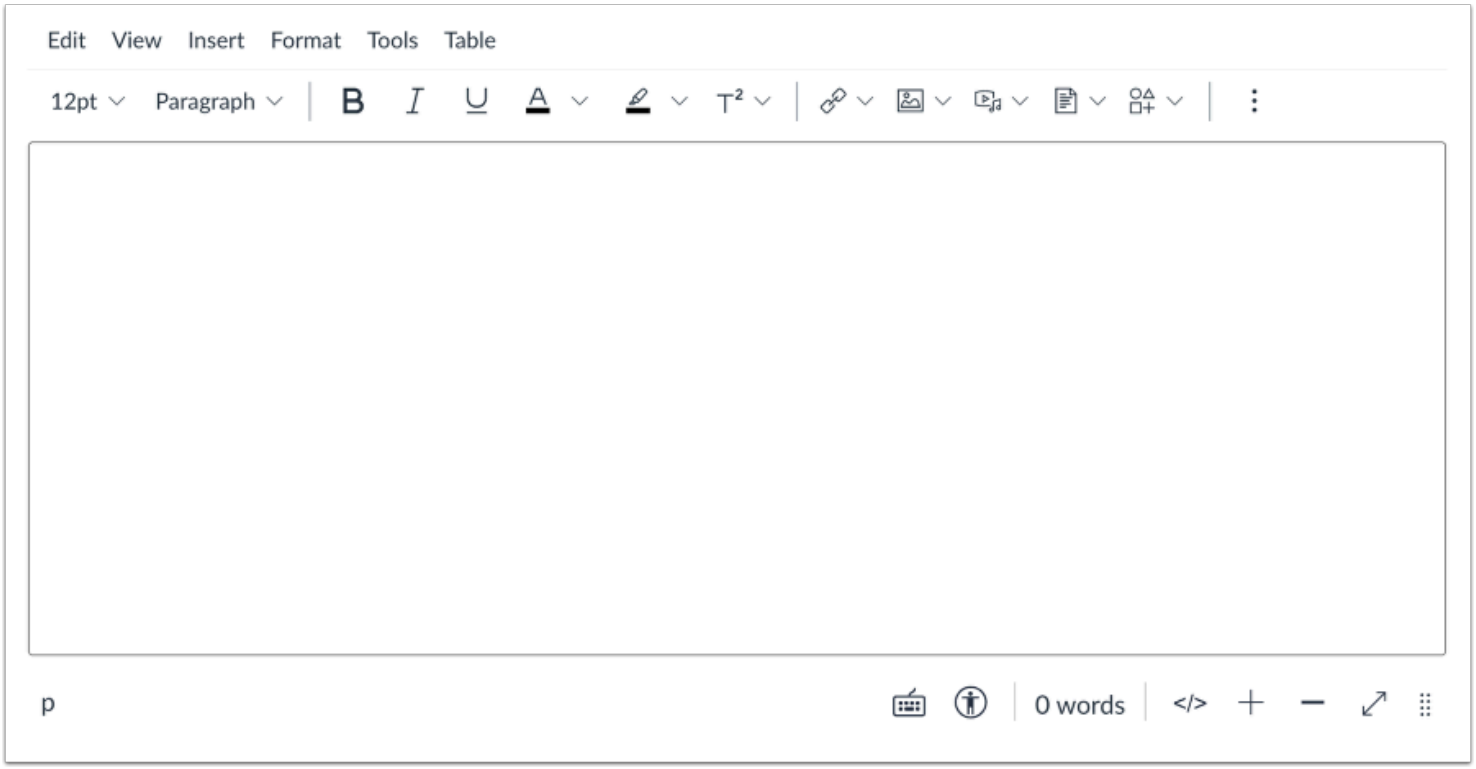
How do I create hyperlinks to user, group, or course files in the Rich Content Editor?

You can use the Rich Content Editor to insert hyperlinks to document, image, and media files stored in your course, group, or user files. If you are using the Rich Content Editor in a group, you can access files in the Group Files and User Files folders. If you are using the Rich Content Editor in a course, you can access files in the Course Files and User Files folders.

Notes:

- To create hyperlinks to group files, you must open the Rich Content Editor within a group.
- If you set a file as restricted and link to that file in the Rich Content Editor in a group, other group members will be able to view that file using the link in the Rich Content Editor.
- If you set a file as not visible to students in Course Files and link to that file in the Rich Content Editor, students will be able to view that file using the link in the Rich Content Editor.

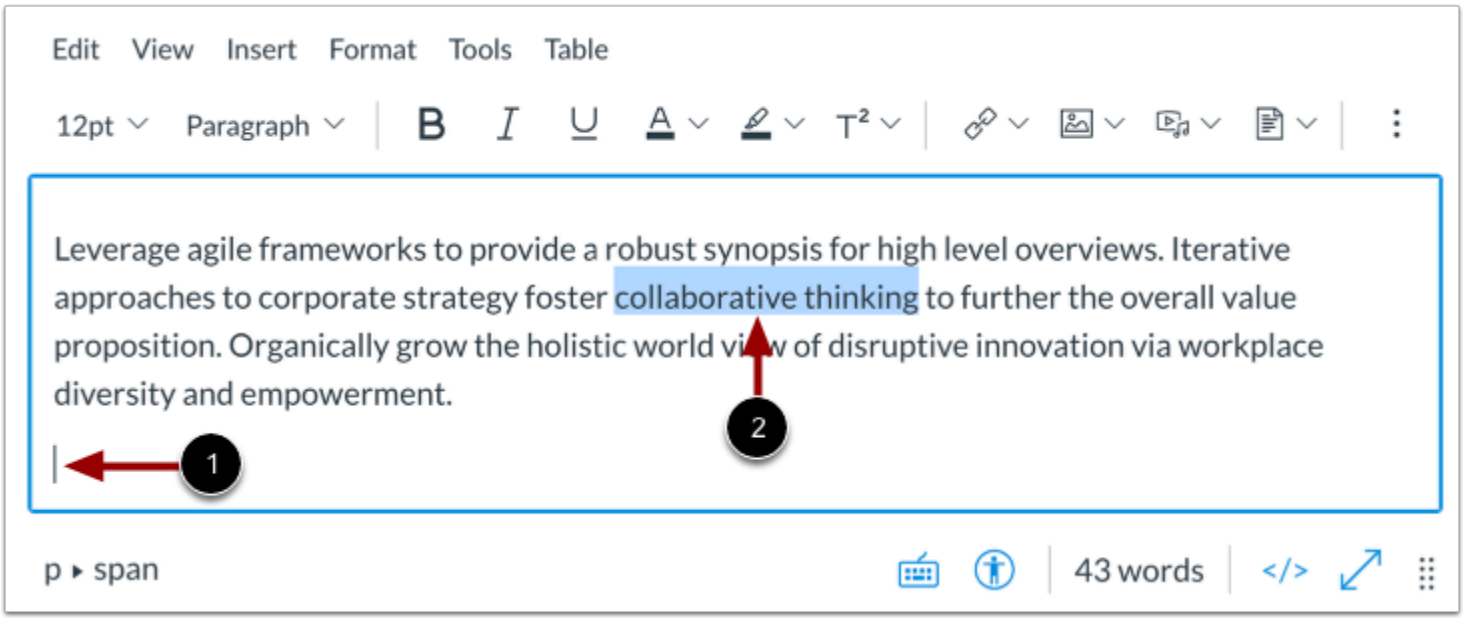
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

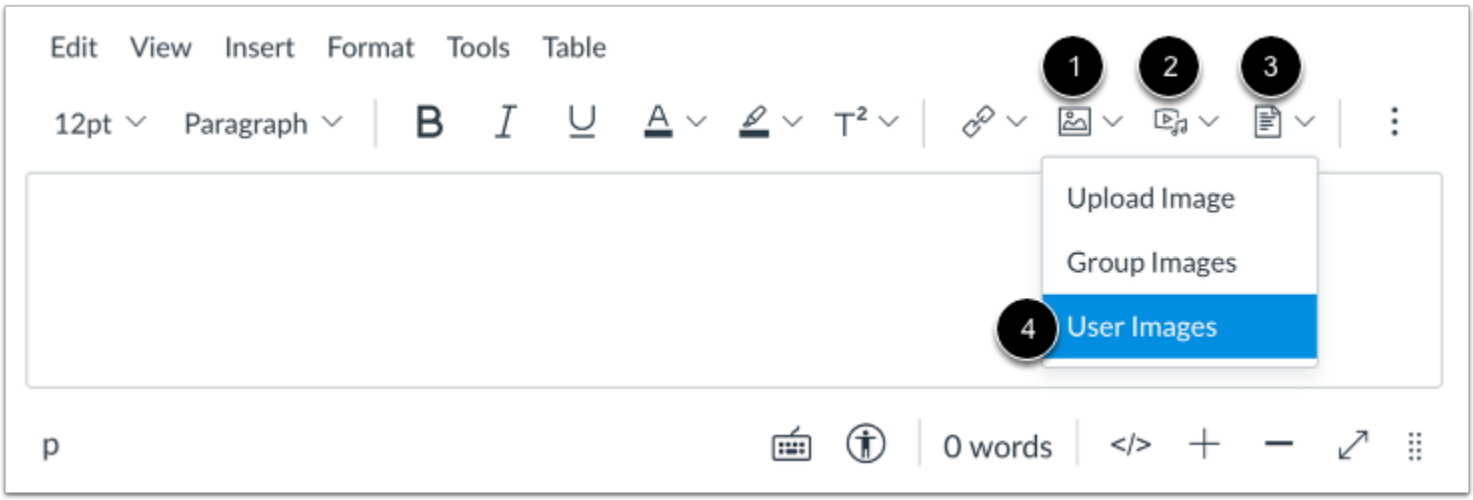
Select Link Location



To insert a hyperlink to a user or group content item, select the text for your hyperlink [1].

If you want to insert a link to a document and display the name of the file, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [2]. This method only applies when inserting a user or group document and will not work for images or multimedia files.

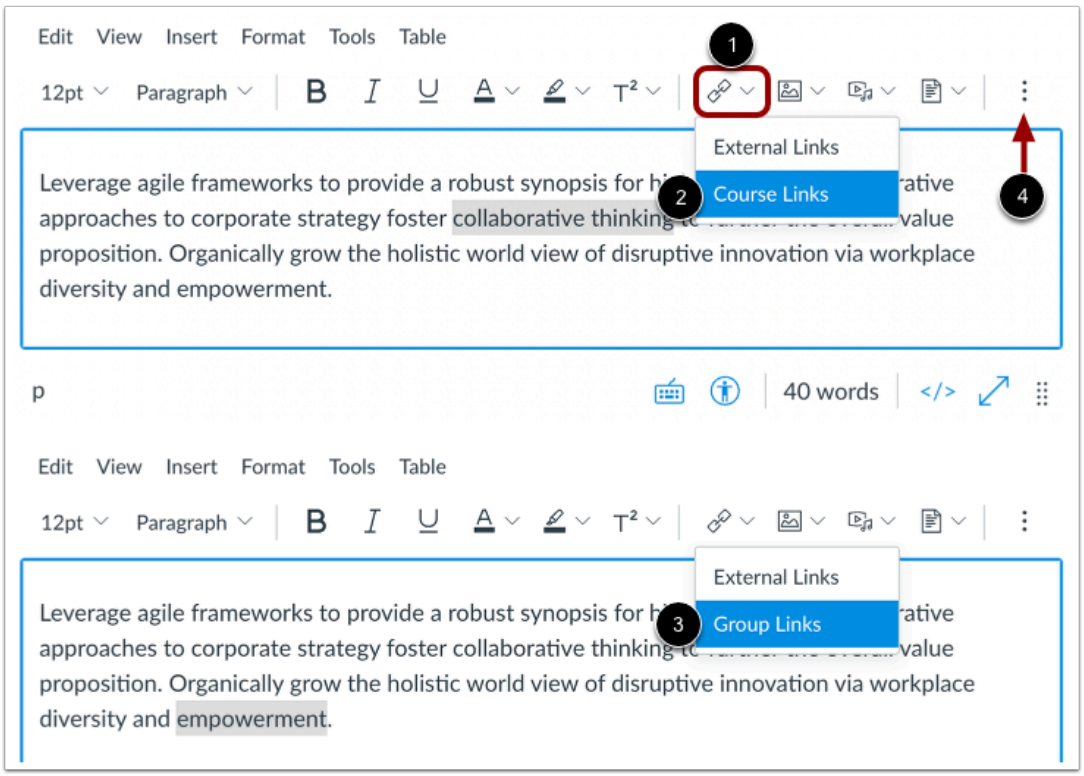
Open User Links



To link to an image, media, or document in your User Files, click either the **Images** icon [1], **Record/Upload Media** icon [2], or the **Documents** icon [3] and select the **User** option for the desired file type [4]. The option name will display as User Images, User Media, or User Documents.

Note: To view these icons, you may have to click the **Options** icon [5].

Open Links Menu

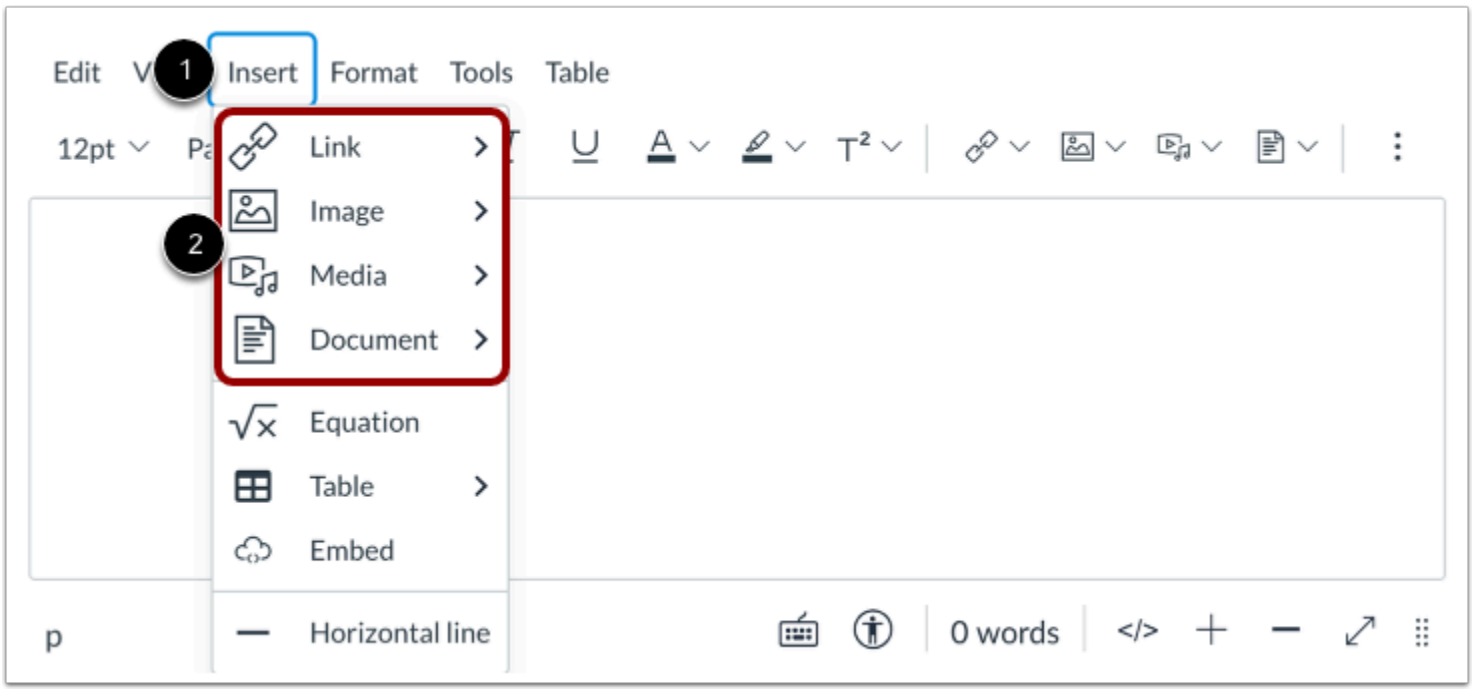


To view all links and files available in course and user files, click the **Link Options** icon [1] and select the **Course Links** option [2].

If you are accessing the Rich Content Editor from within a group, select the **Group Links** option [3].

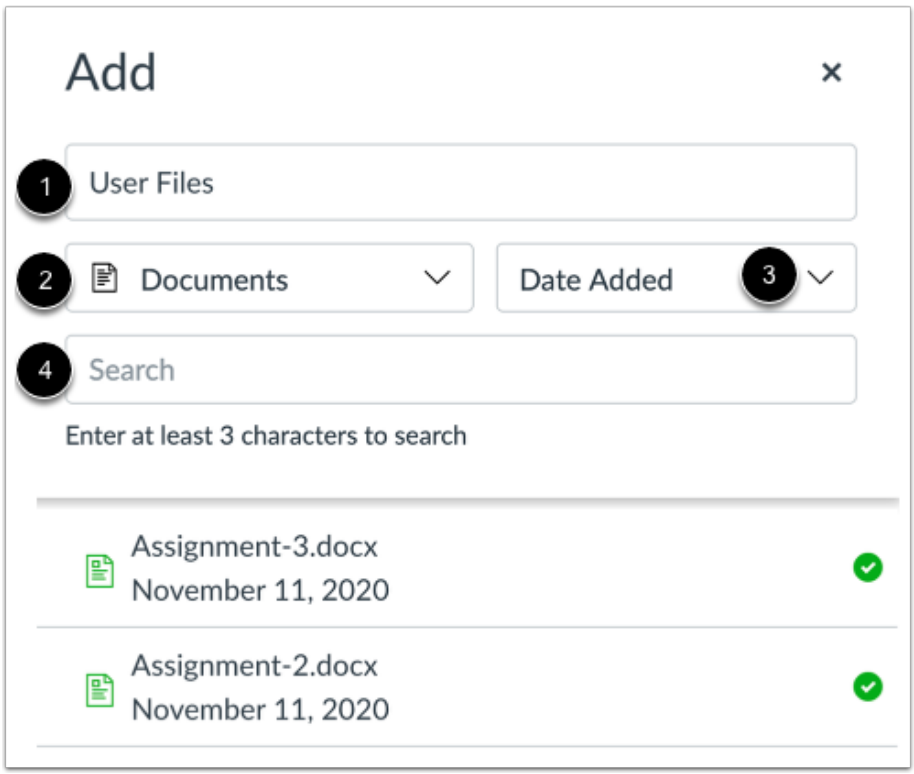
Note: To view the Links icon, you may have to click the **Options** icon [4].

Open Insert Menu



In the menubar, click the **Insert** link [1]. You can navigate to view the Link, Image, Media, and Document options [2].

View and Sort Files



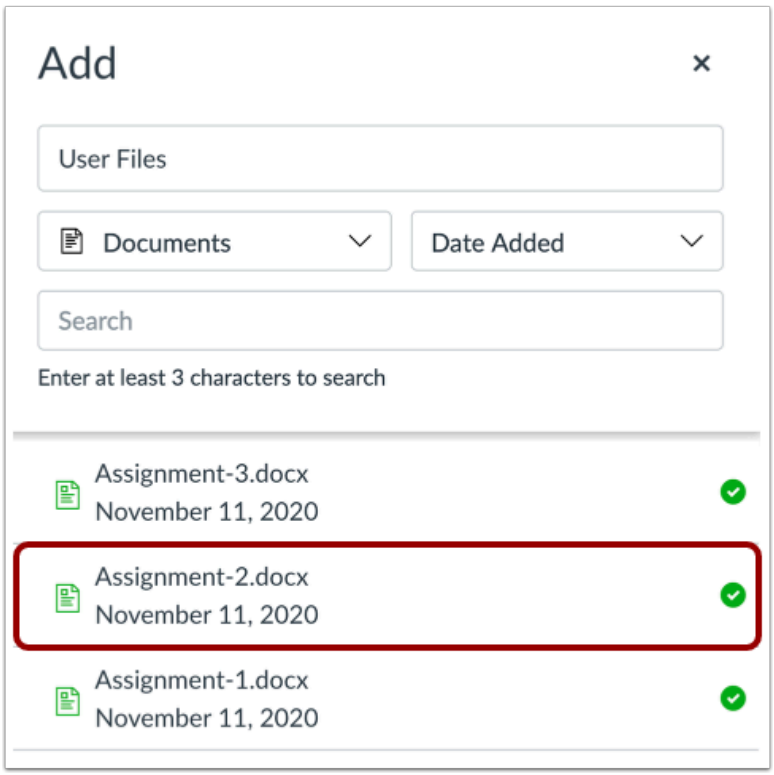
By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the **Type** drop-down menu [2].

To sort the displayed files by date added, date published, or alphabetically, click the **Sort by** drop-down menu [3].

To search for a file, enter the file name in the **Search** field [4]. You must enter at least three characters for search results to display.

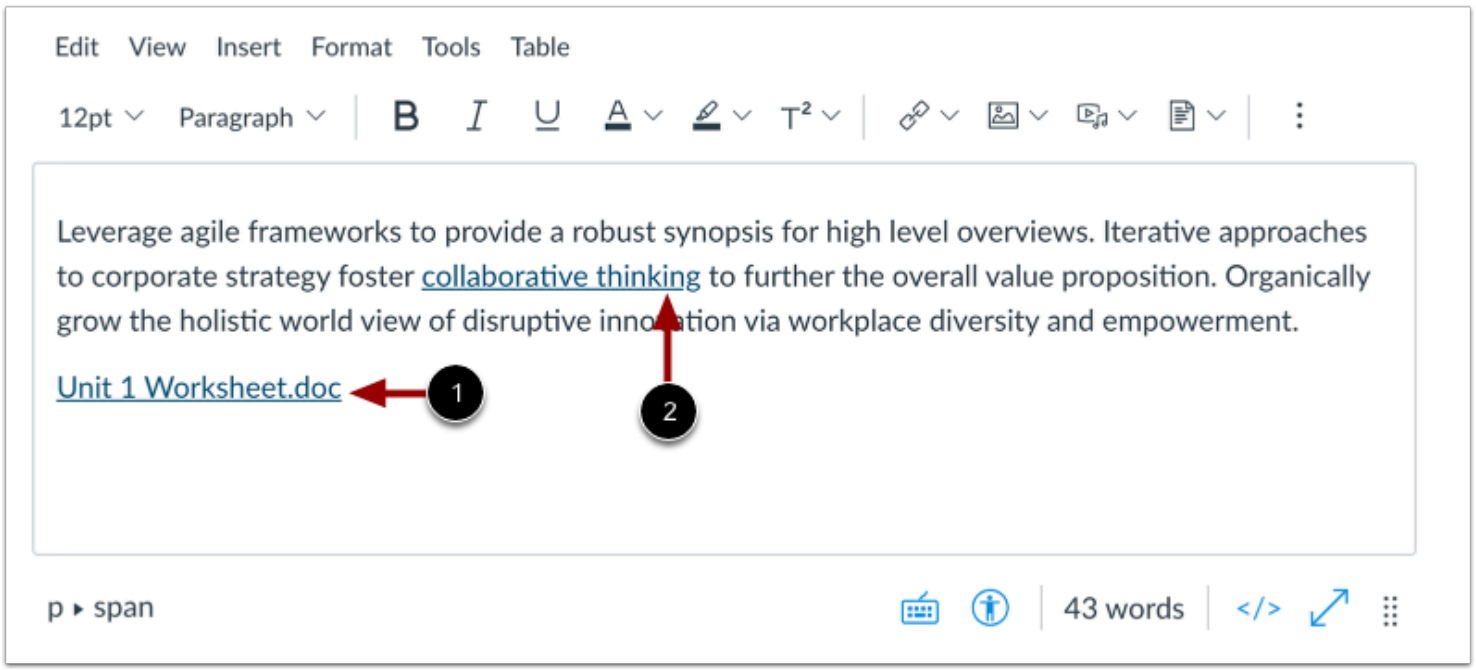
Select File



Click the name of the file you want to link in the Rich Content Editor.

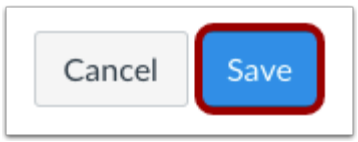
Note: The text will flash before turning into a hyperlink.

View Link



View the link displaying the hyperlinked text [1] or the name of the file [2].

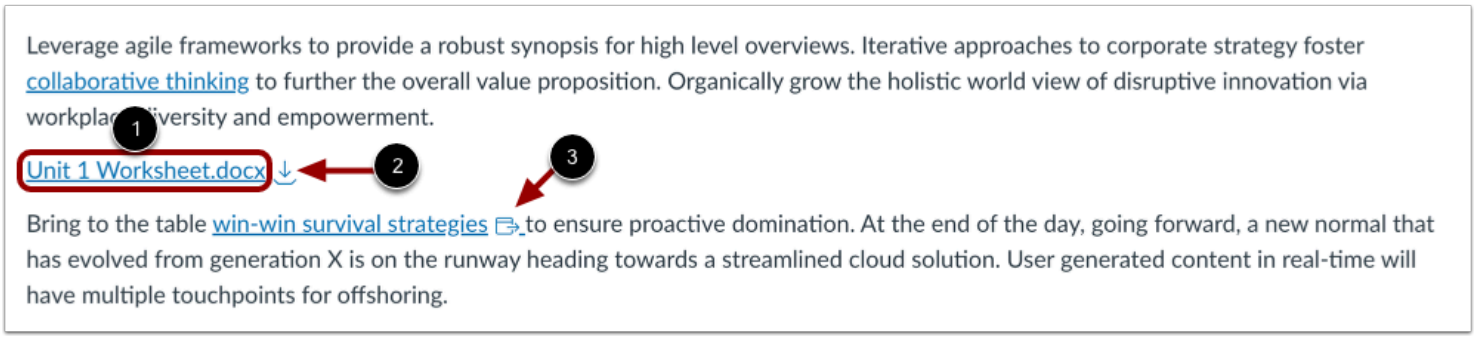
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content



View the content. To view the linked file, click the link [1].

To download the file, click the **Download** icon [2].

Note: Links to external URLs display an Open icon [3].

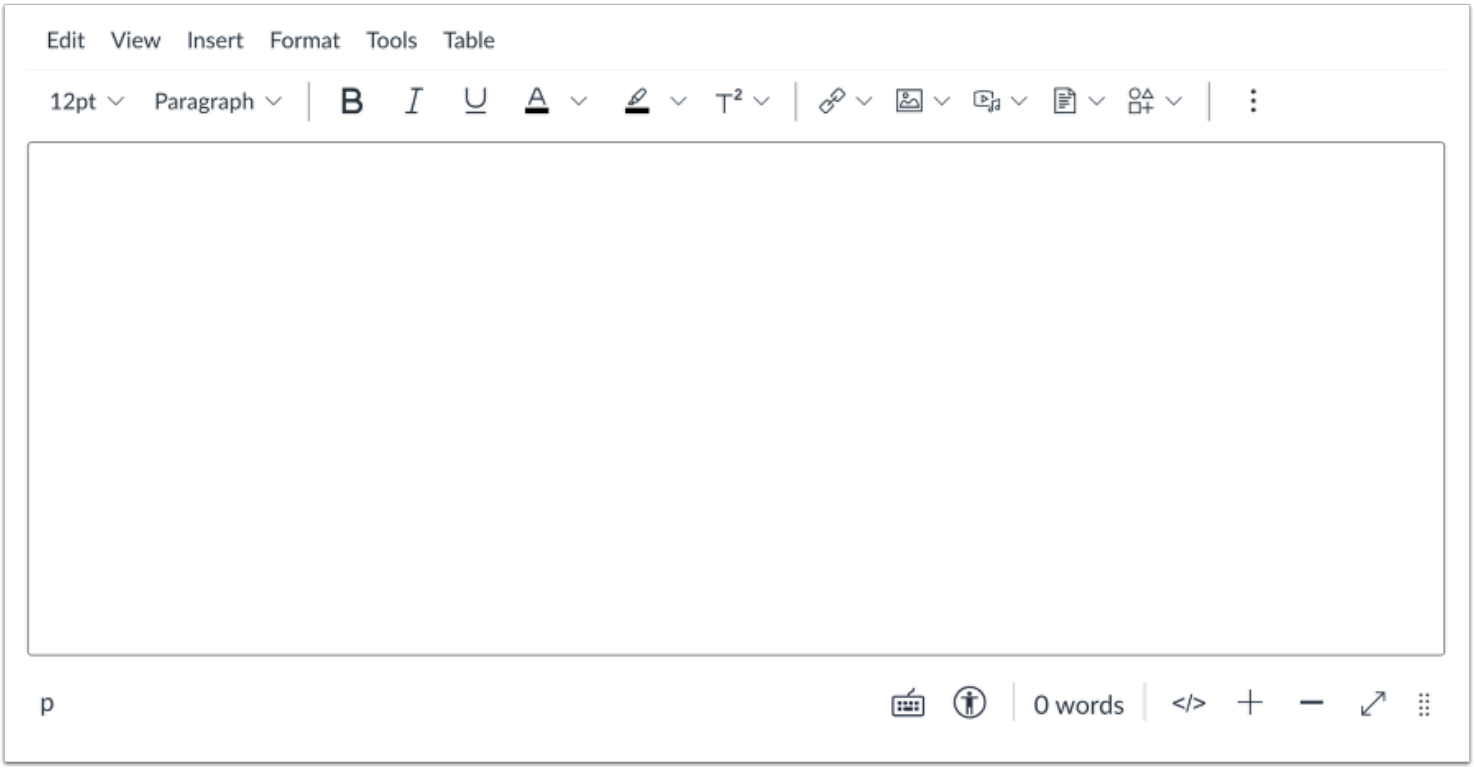
How do I create hyperlinks to course or group content in the Rich Content Editor?

When using the Rich Content Editor, you can insert links to course or group content. You may be able to link to content in Pages, Assignments, Quizzes, Announcements, Discussions and Modules. You can also insert links that, when clicked, act like Navigation links.

To create links to documents, images, or media files, learn about adding document, image, and media file links.

Note: To create hyperlinks to group content or Group Navigation links, you must open the Rich Content Editor within a group.

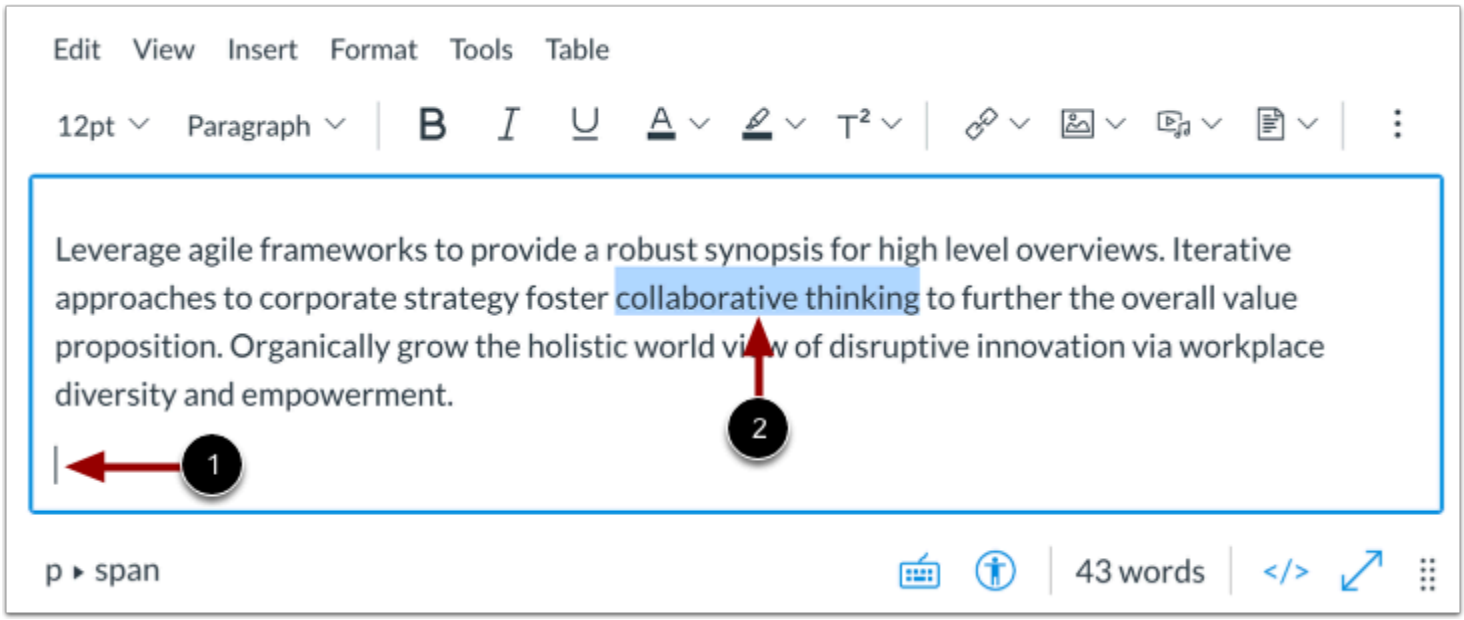
Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, discussion, or page.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

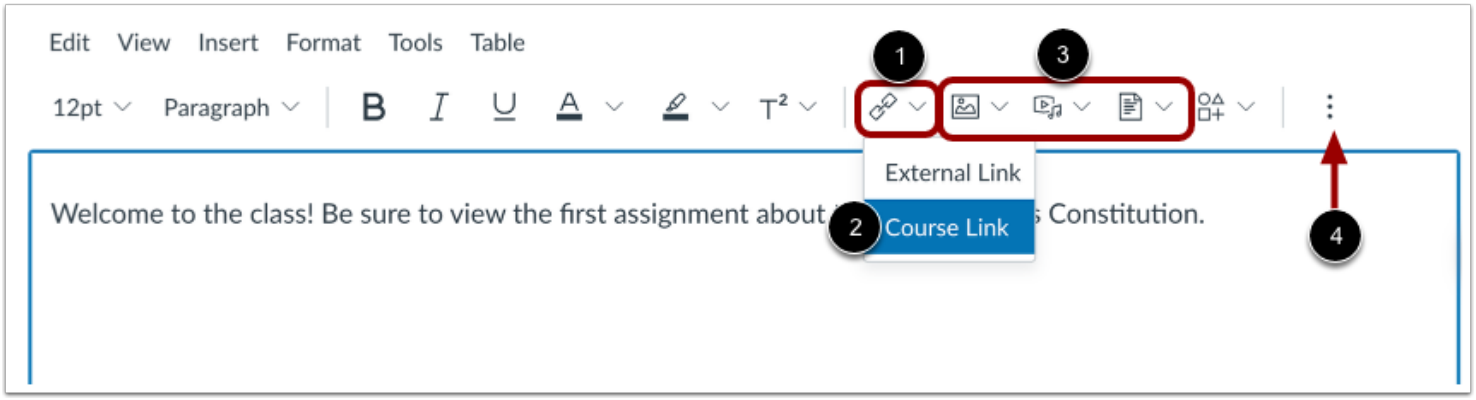
Select Link Location



To insert a link displaying the name of a course or group content item, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [1].

To insert a hyperlink on text to a content item, select the text for the hyperlink [2].

Open Course Link

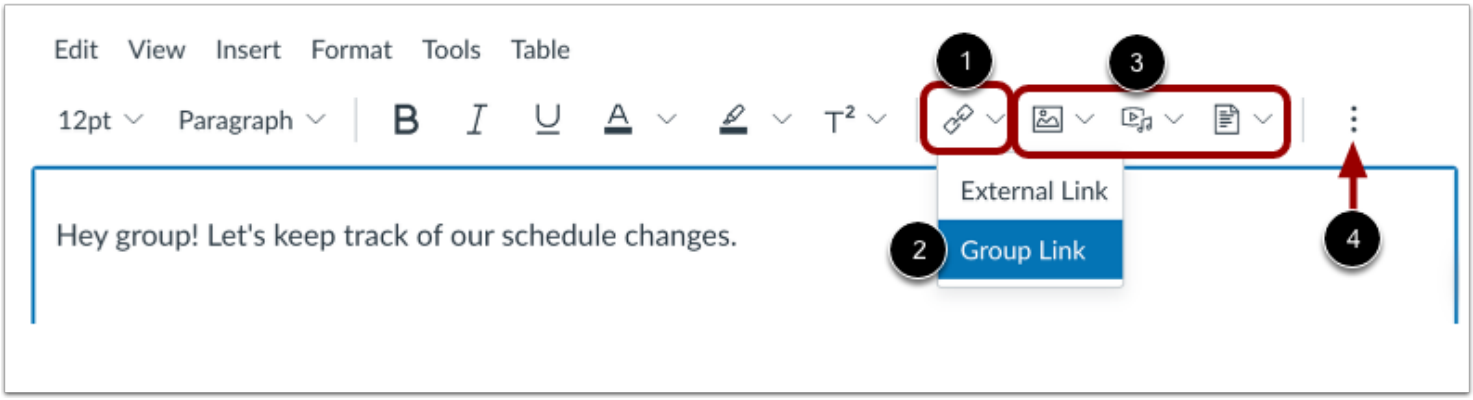


In the toolbar, click the **Links** icon [1] and select the **Course Link** option [2].

Notes:

- You can also link to course files such as images, media files, and documents [3].
- To view the Links icon, you may have to click the **Options** icon [4].

Open Group Link



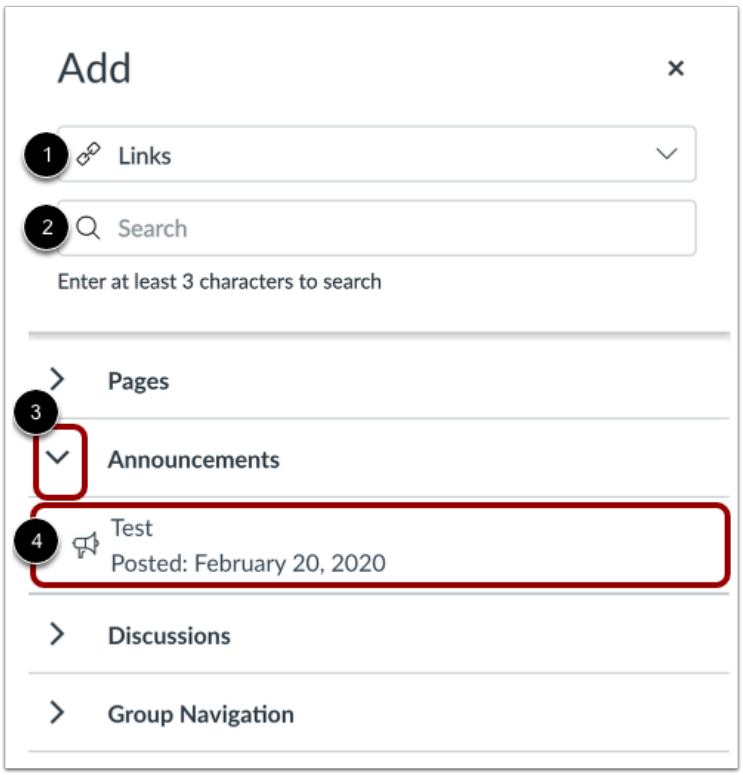
When using the Rich Content Editor within groups, you can create a link to group content.

In the toolbar, click the **Link** icon [1] and select the **Group Link** option [2].

Notes:

- You can also link to group files such as group images, group media files, and group documents [3].
- To view the Links icon, you may have to click the **Options** icon [4].

Select Course or Group Content



Use the Add menu to select the linked content. By default, the Add drop-down menu displays **Links** for content [1]. You can also add document, image, and media file links.

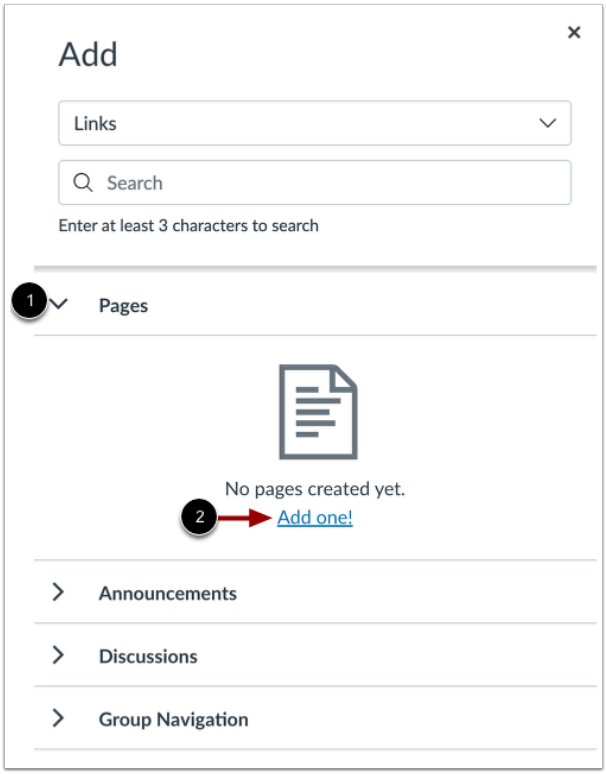
To search for course or group content, type at least three characters in the **Search** field [2].

Content items are grouped by content type. To view a list of group content items, click the arrow icon next to the content type [3]. Then click the name of the item you want to link in the Rich Content Editor [4].

Notes:

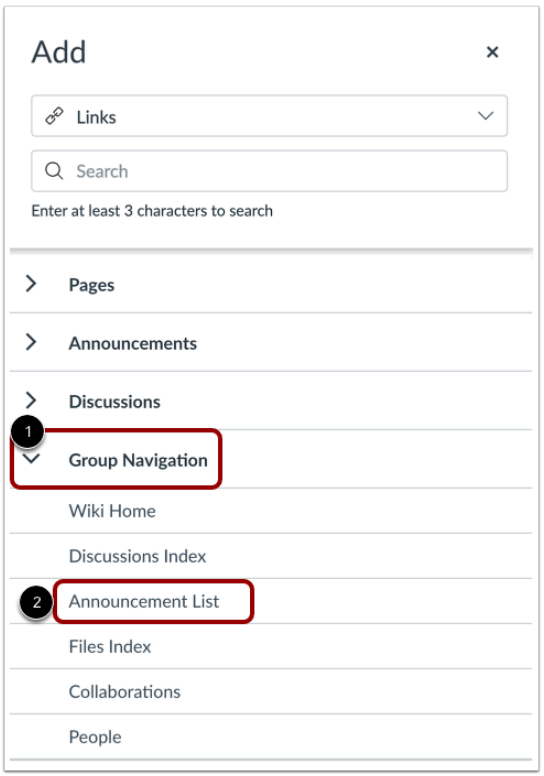
- The text flashes before turning into the hyperlink.
- You may be able to link to course or group content in Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Navigation items.

Add Course or Group Content



To add a content item, open the group content section [1] and click the **Add one!** link [2].

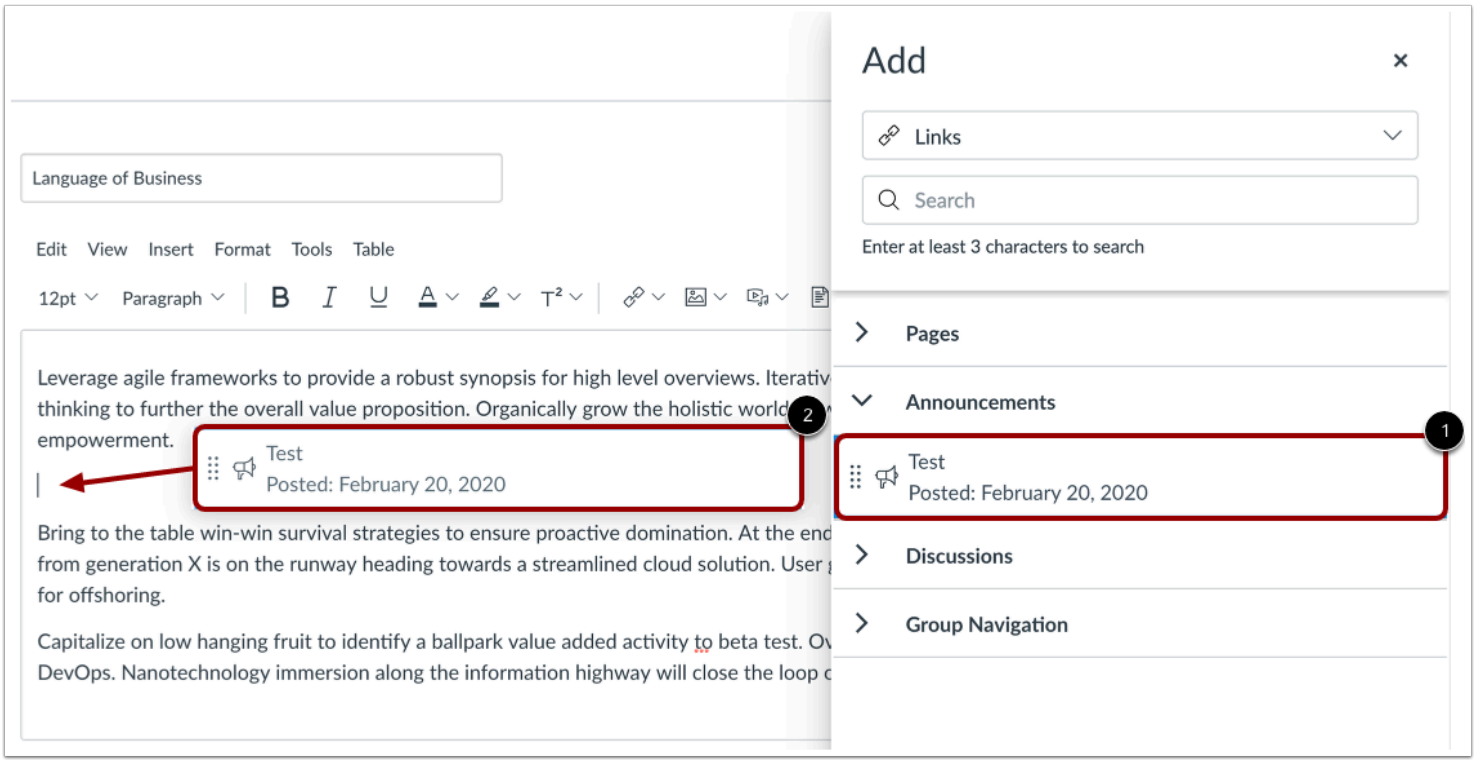
Insert Navigation Link



You can also insert Navigation links from the Add menu. To insert a Navigation link, click the **Group Navigation** or **Course Navigation** drop-down menu [1]. Then select the navigation link [2].

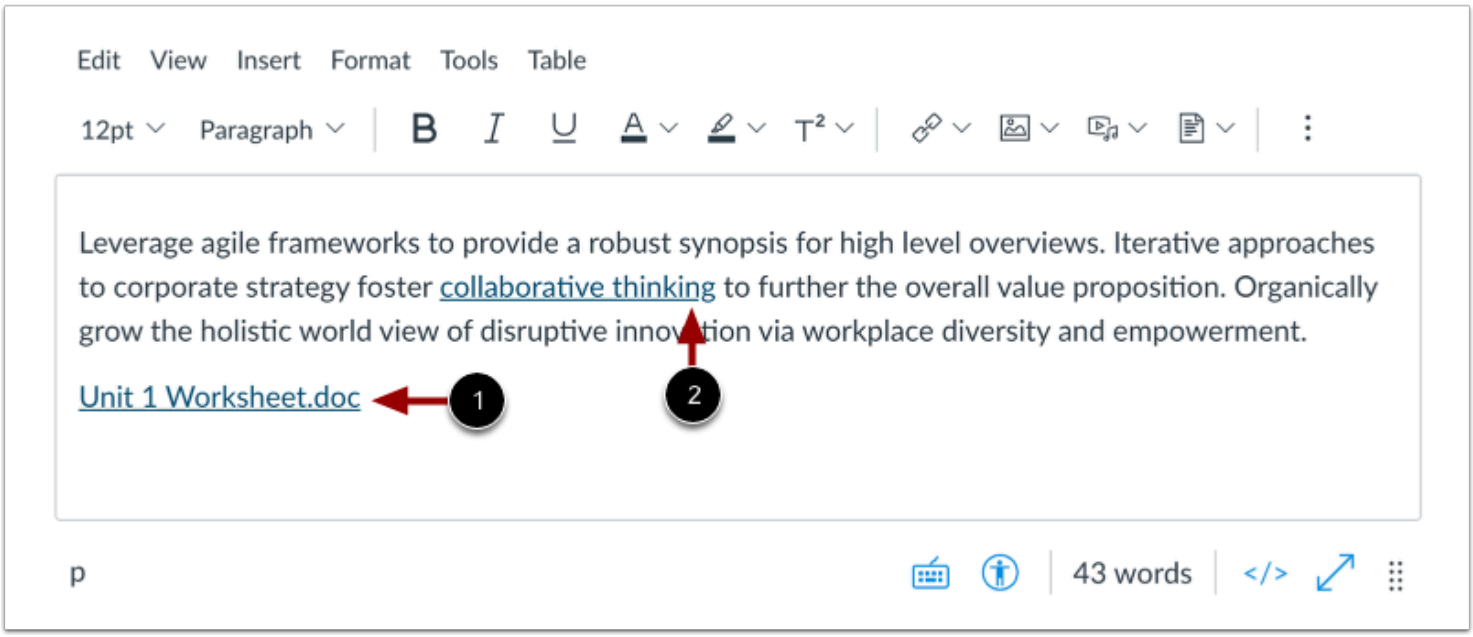
When a user clicks on an inserted Navigation link, Canvas navigates them to that feature area page.

Drag and Drop Content Links



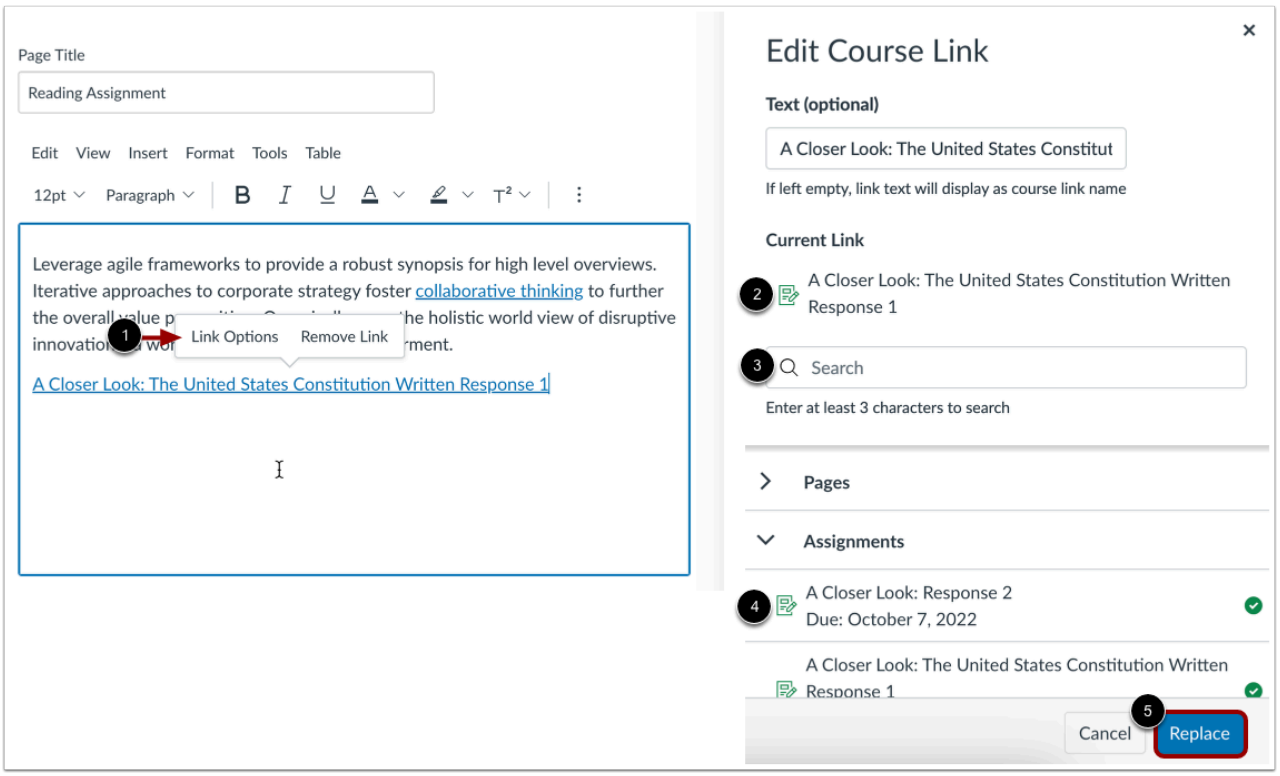
You can also choose to drag and drop content links from the Add menu by selecting the item [1] and dragging and dropping it to the desired location in the Rich Content Editor [2].

View Link



View the link displaying the name of the content item [1] or the hyperlinked text [2].

Edit Hyperlink



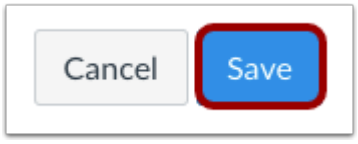
To edit a content link, hover over the text for your hyperlink and click the **Link Options** link [1].

View the current linked course or group content [2].

To replace the course or group content link, enter at least three characters in the **Search** field [3]. Or you can use the feature area sections to find and replace the content [4].

Click the **Replace** button [5].

Save Changes

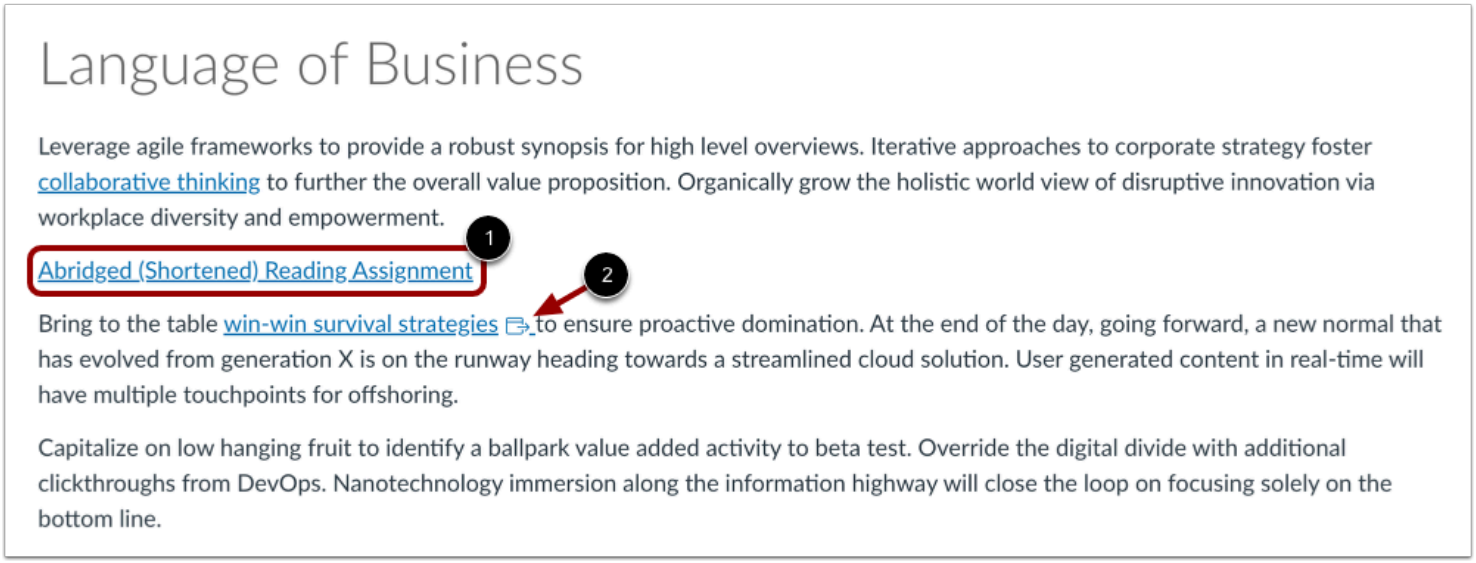


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Reply** button.

View Content Link



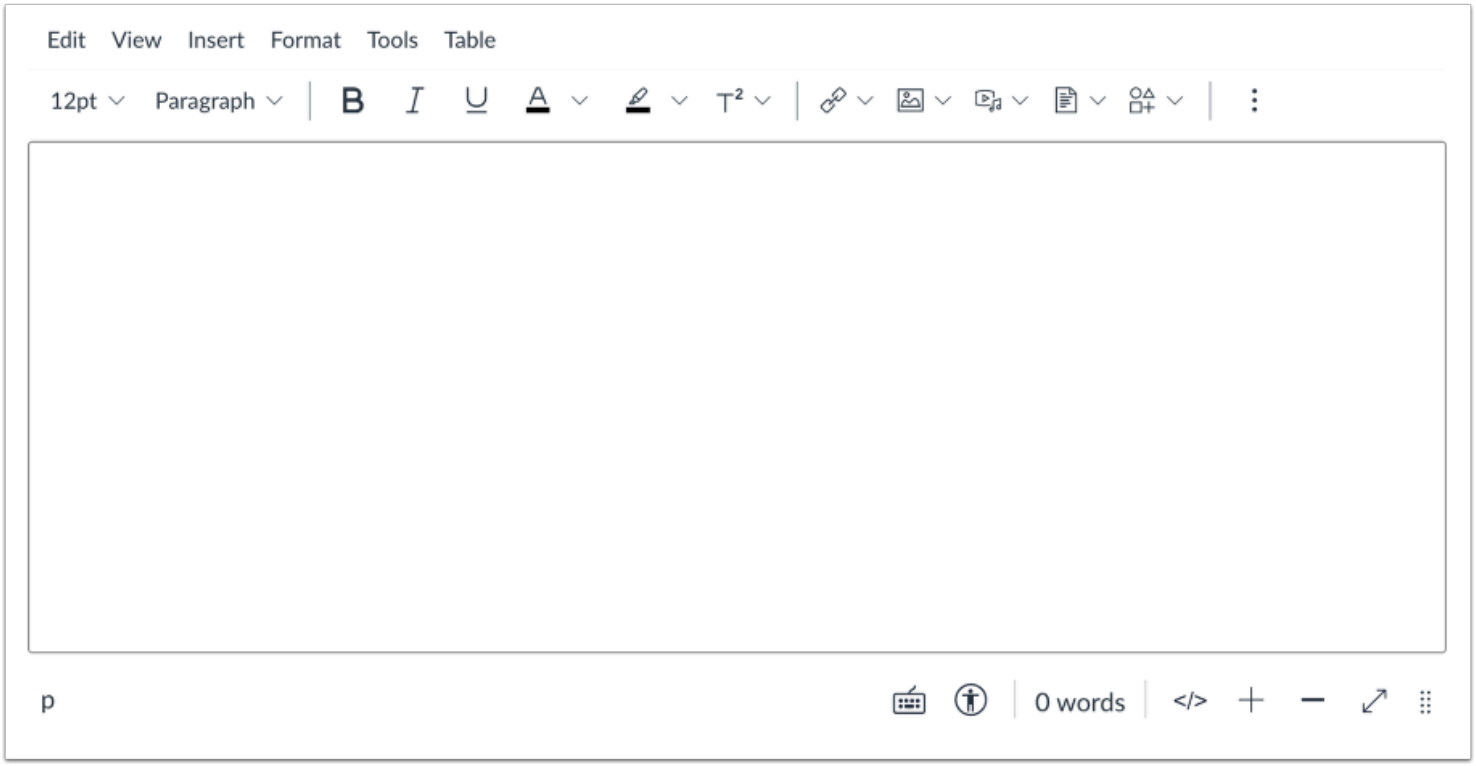
View the content. To view the linked course content, click the inserted link [1].

Note: Links to external URLs display an Open icon [2].

How do I edit or remove hyperlinks in the Rich Content Editor?

After adding a hyperlink to external URLs, group content, course content, or files in the Rich Content Editor, you can edit the link from the Link Options menu. You can also remove hyperlinks.

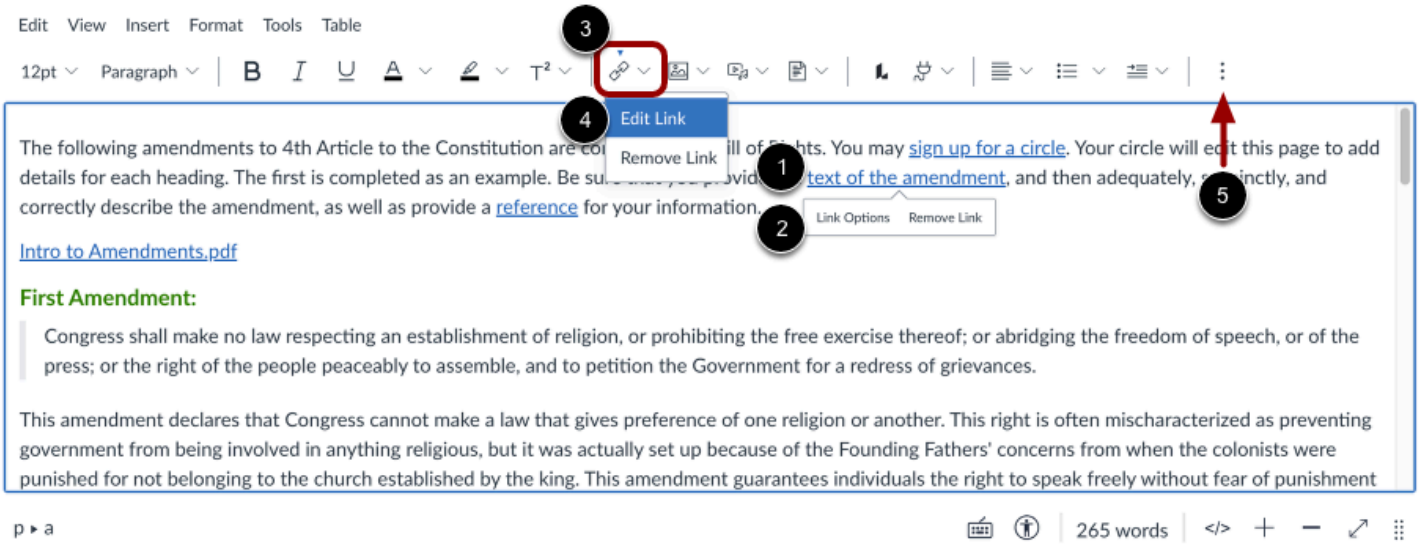
Open Rich Content Editor



Open the Rich Content Editor when creating or editing a group announcement, discussion, or page, or when completing an assignment or quiz.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Edit Link

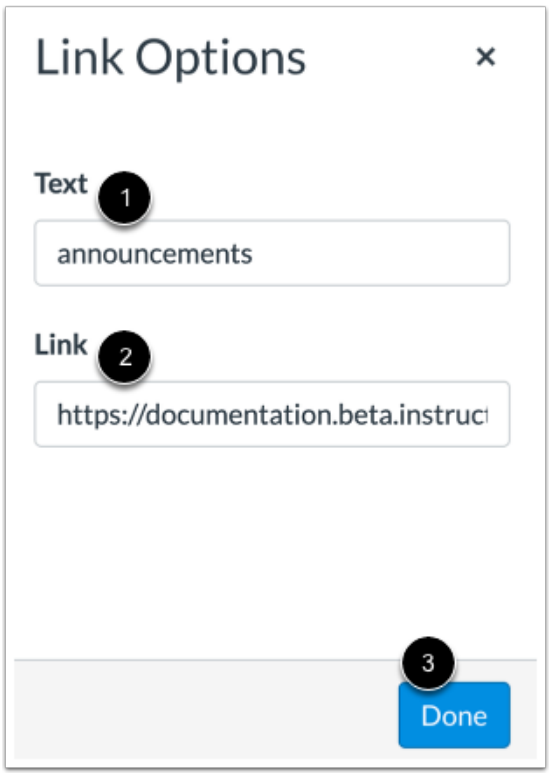


Click the link in the Rich Content Editor [1]. Then click the **Link Options** link [2].

You can also click the **Link Options** icon [3] and select the **Edit Link** option [4].

Note: To view the Links icon, you may have to click the **Options** icon [5].

View Link Options

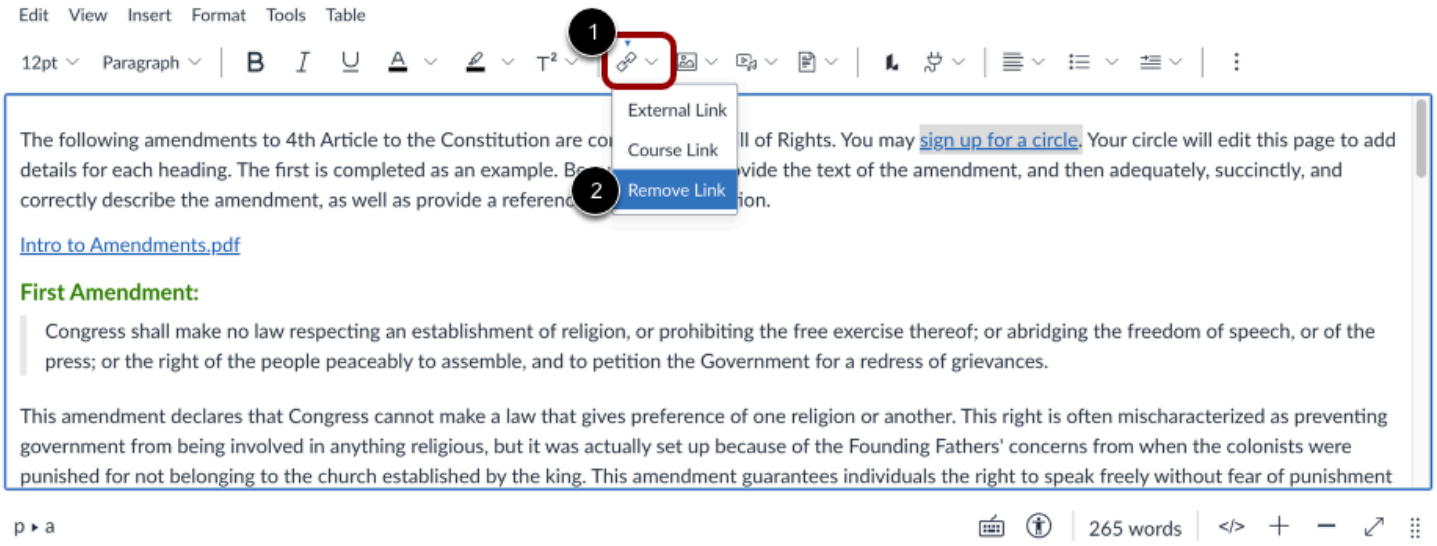


In the Link Options menu, you can edit the hyperlinked text in the **Text** field [1]. You can edit the URL in the **Link** field [2].

To save your changes, click the **Done** button [3].

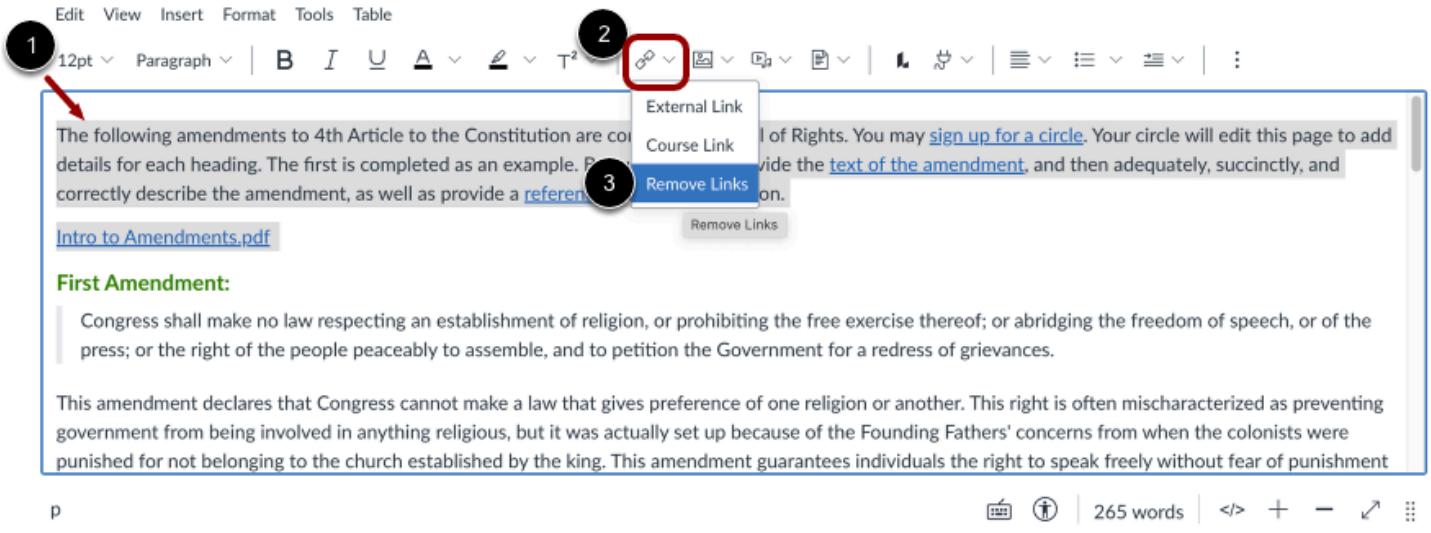
Note: When clicked, external hyperlinks automatically open in a new browser tab.

Remove Link



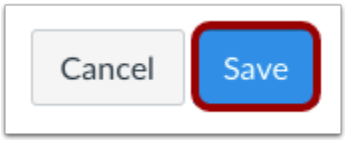
To remove a link, click the **Link Options** icon [1] and select the **Remove Link** option [2].

Remove Multiple Links



To remove multiple links, highlight the text that contains the links you want to remove [1]. Then click the **Link Options** icon [2] and select the **Remove Links** option [3].

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

How do I upload and embed an image in the Rich Content Editor?

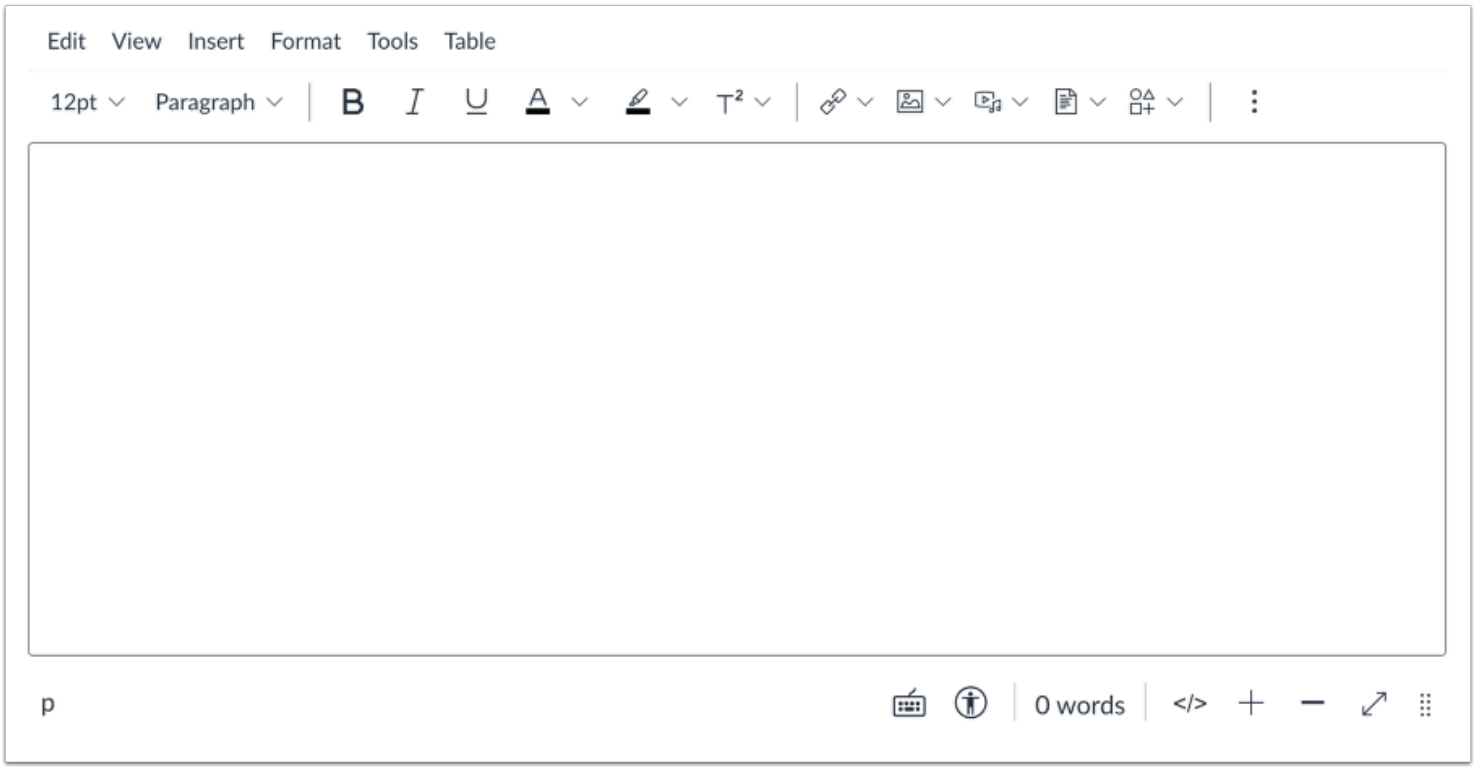
You can embed images in the Rich Content Editor. Image files can be uploaded from your computer or added using a URL. You can also embed images from your course and user files.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

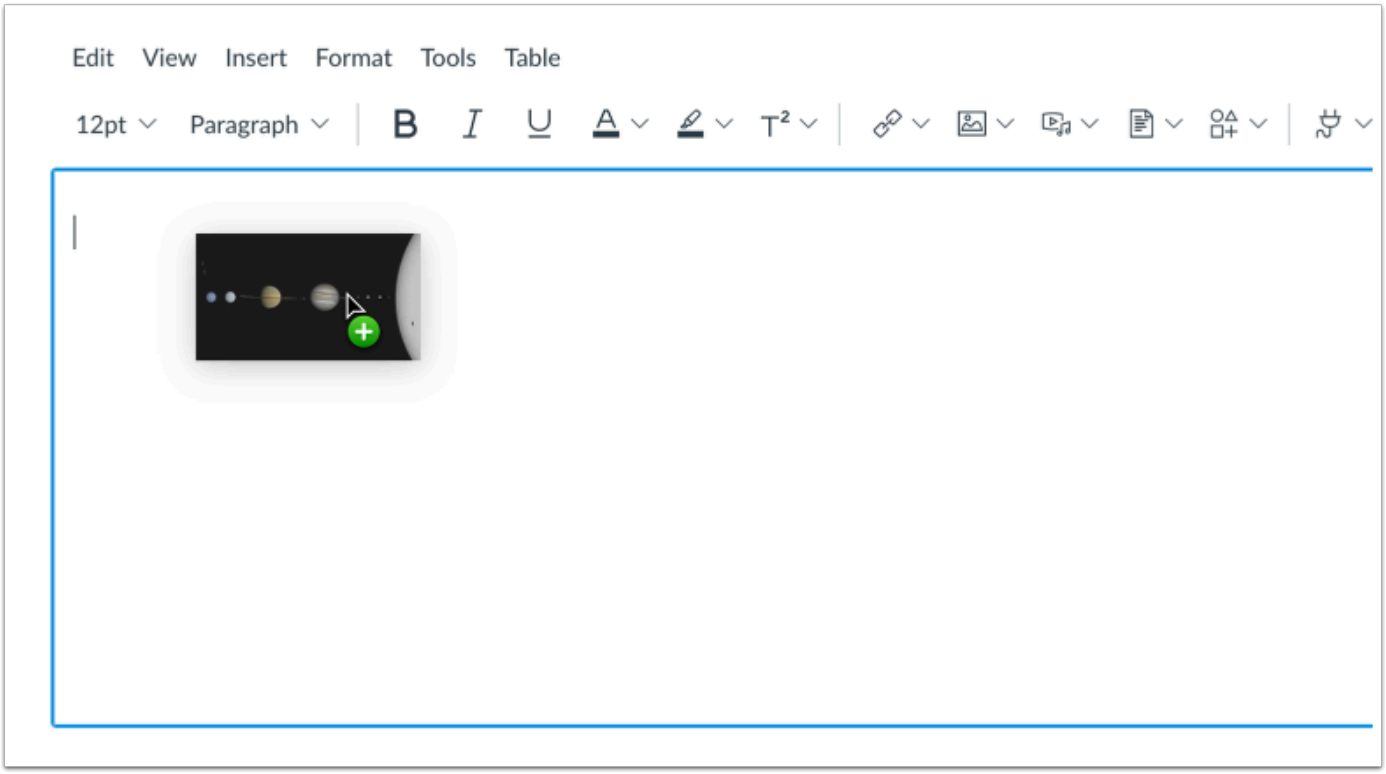
Notes:

- You can embed a variety of image file types (e.g. image formats, video formats, audio formats).
- Images uploaded from your computer are added to your course files.
- If you are using Usage Rights, you must set the file usage rights before the file will be accessible to students.

Open Rich Content Editor



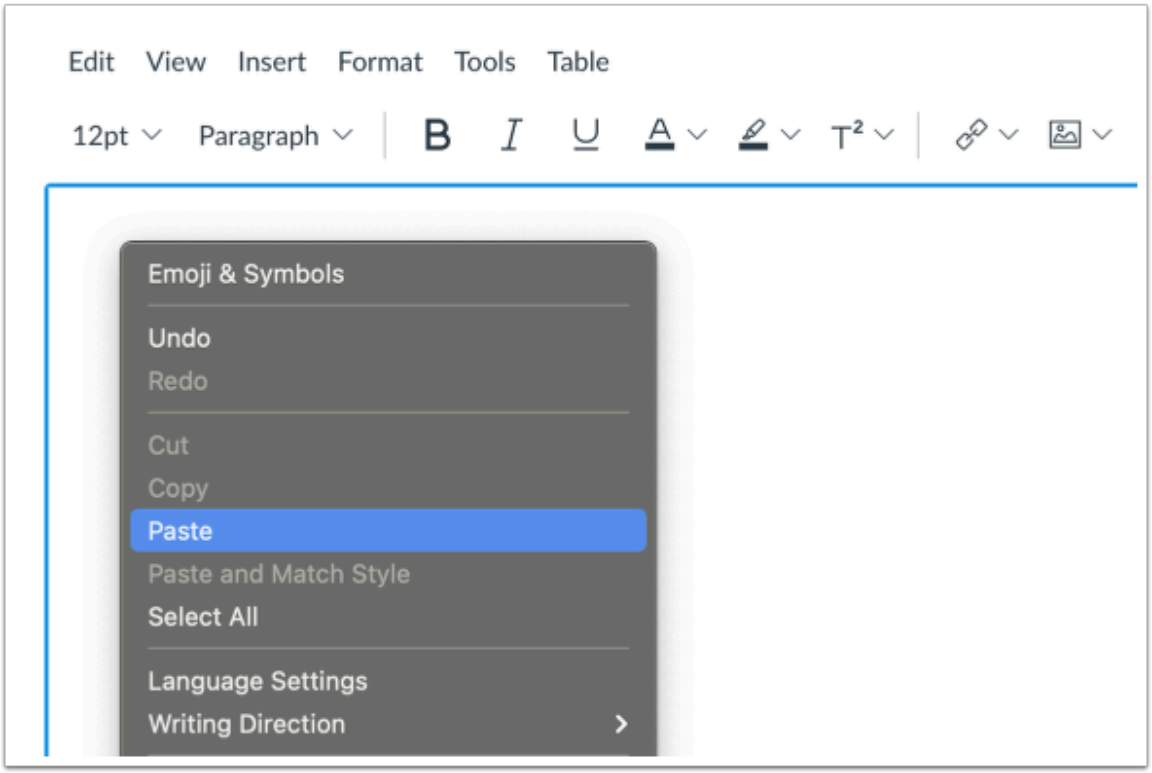
Upload Image by Drag and Drop



You can upload and embed an image by dragging and dropping from a web browser or a file saved to your computer. If you drag and drop an image from a web browser, the source URL for the image populates in the File URL field in the Image Options.

Note: You can upload and embed multiple images by dragging and dropping the files from a web browser or saved to your computer.

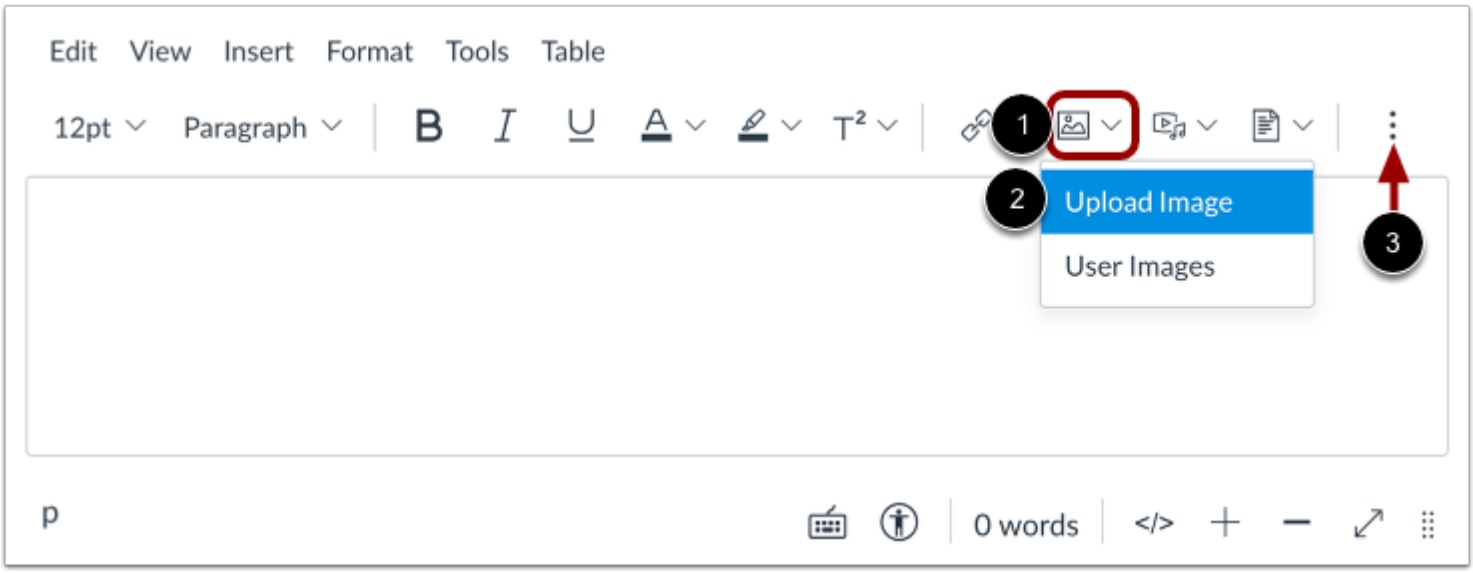
Upload Image by Copy and Paste



You can upload and embed an image by copying and pasting it. To copy an image to your clipboard, right-click the image and select Copy. You can paste it by right-clicking into the Rich Text Editor and selecting Paste or using the keyboard shortcut **CTRL**+**V** on a PC or **Command**+**V** on a Mac.

Note: If you copy and paste images from one course to another, they may not appear for students due to course permissions or usage rights. To ensure images are visible and compliant, upload them directly to the destination course instead of copying and pasting.

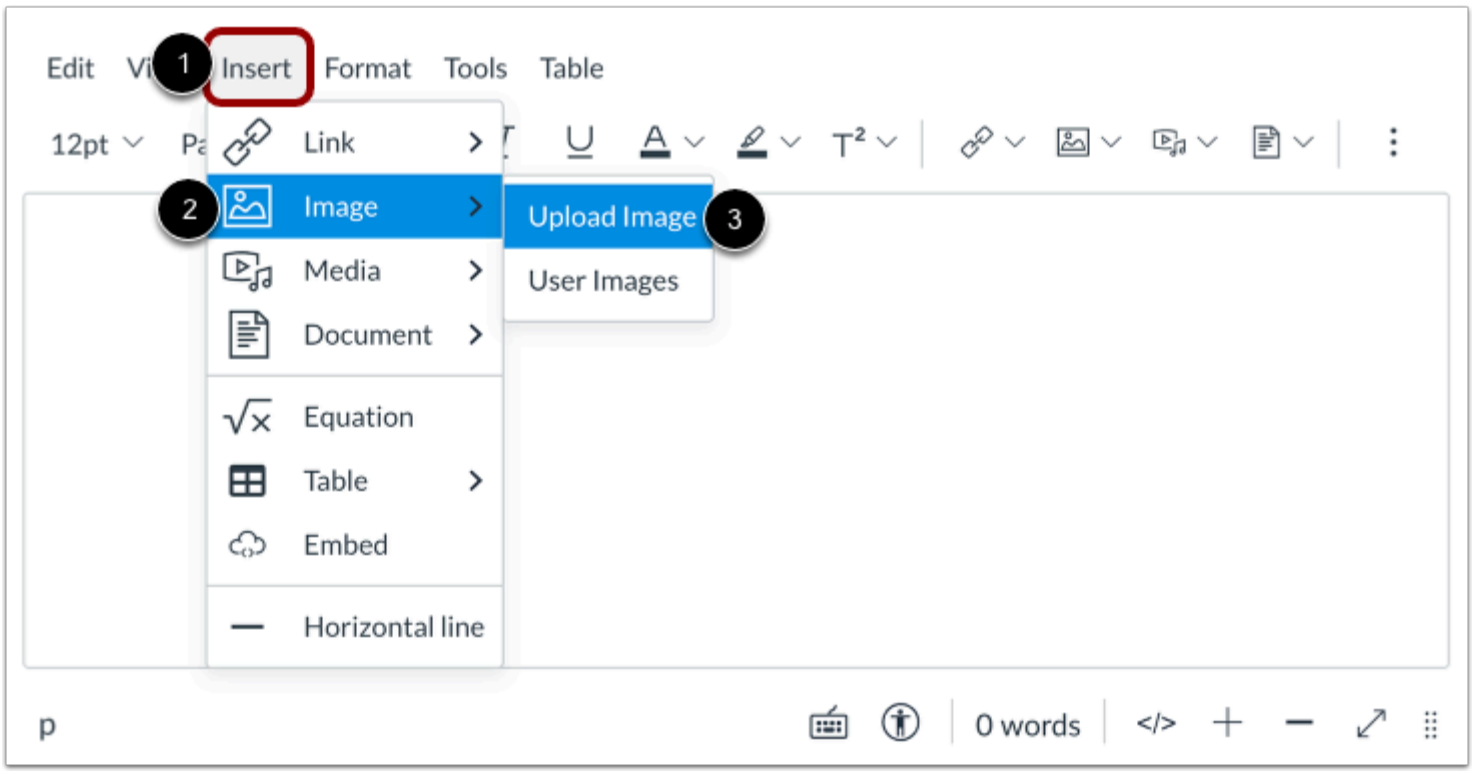
Upload Images from Toolbar



To upload an image from the toolbar, click the **Image** icon [1]. From the drop-down menu, select the **Upload Image** option [2].

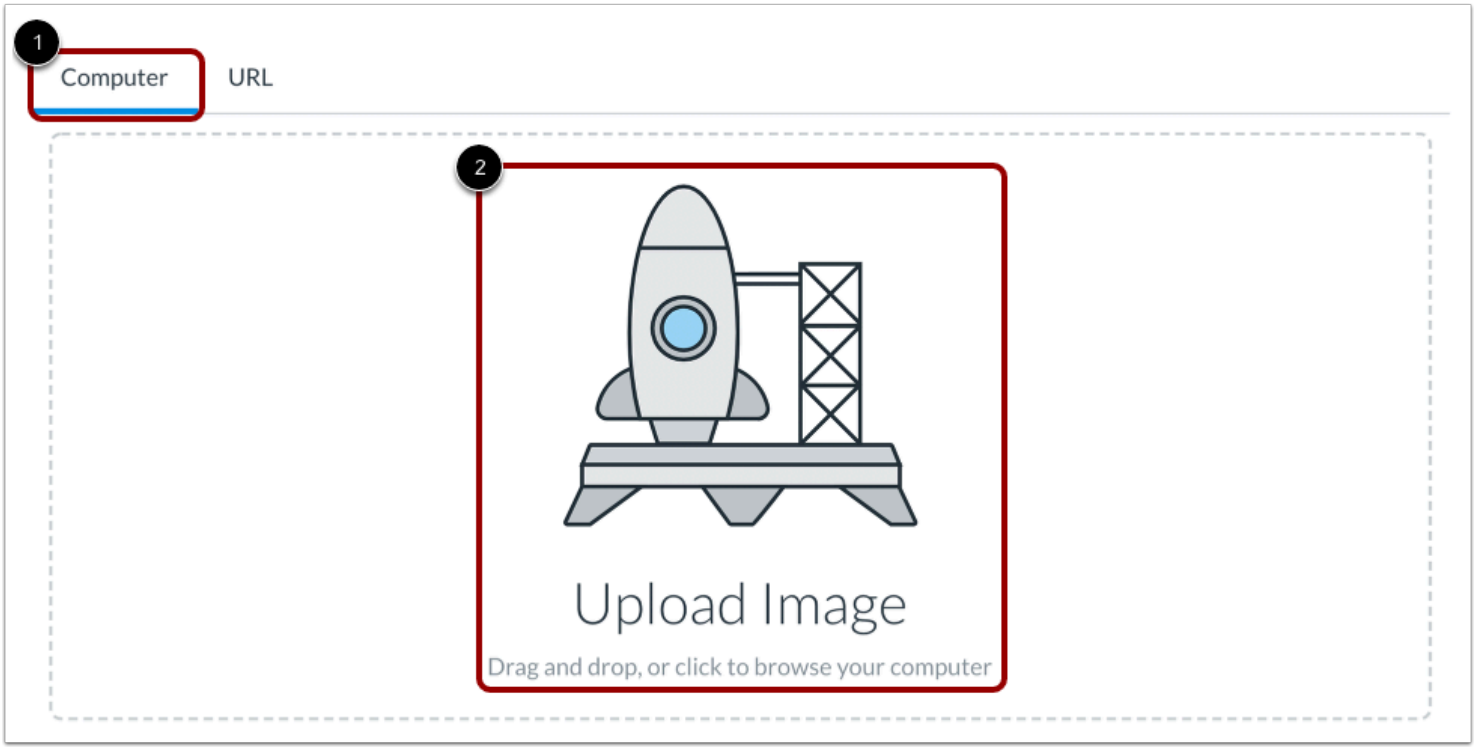
Note: To view the Image icon, you may have to click the **Options** icon [3].

Upload Images from Menubar



Alternatively, you can embed images from the menubar. Click the **Insert** link [1]. Navigate to view the **Image** options [2], then select the **Upload Image** option [3].

Upload Image from Computer

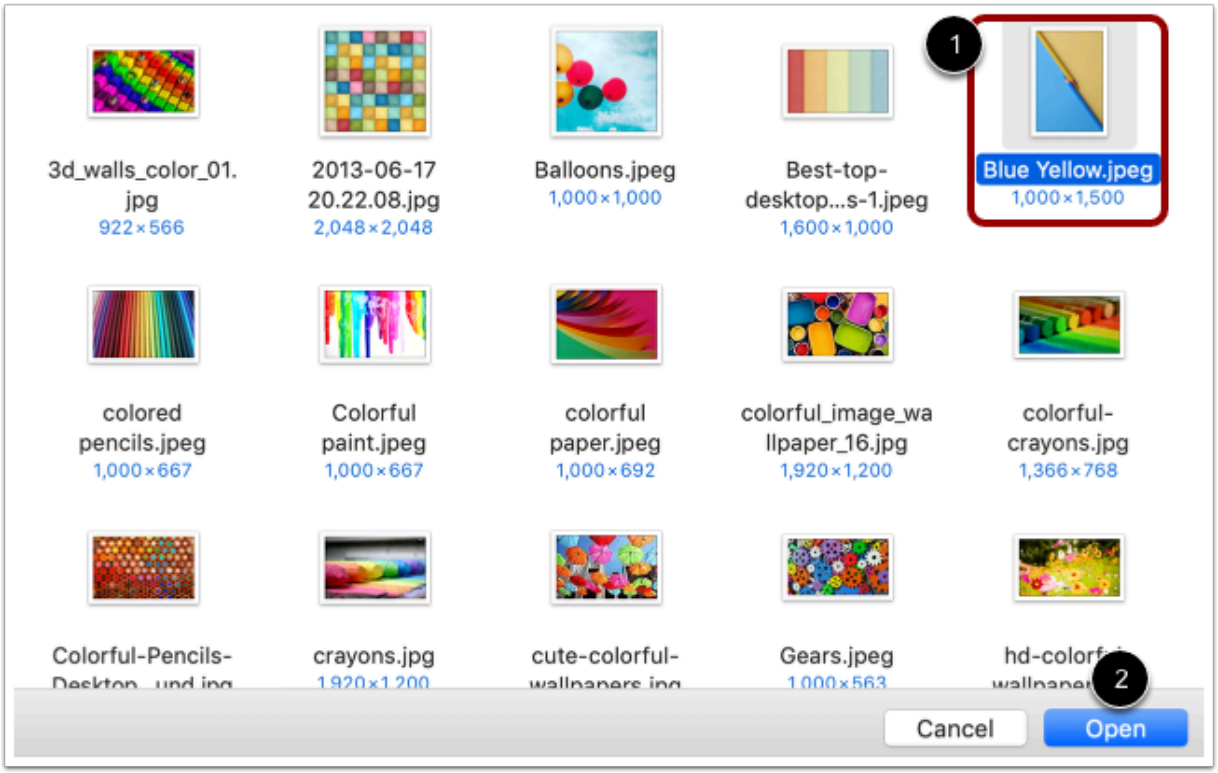


By default, the Image Uploader displays the **Computer** tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].

Notes:

- Images uploaded from your computer using the image uploader within a group are added to your group files.
- Images uploaded from your computer are added to your course files.

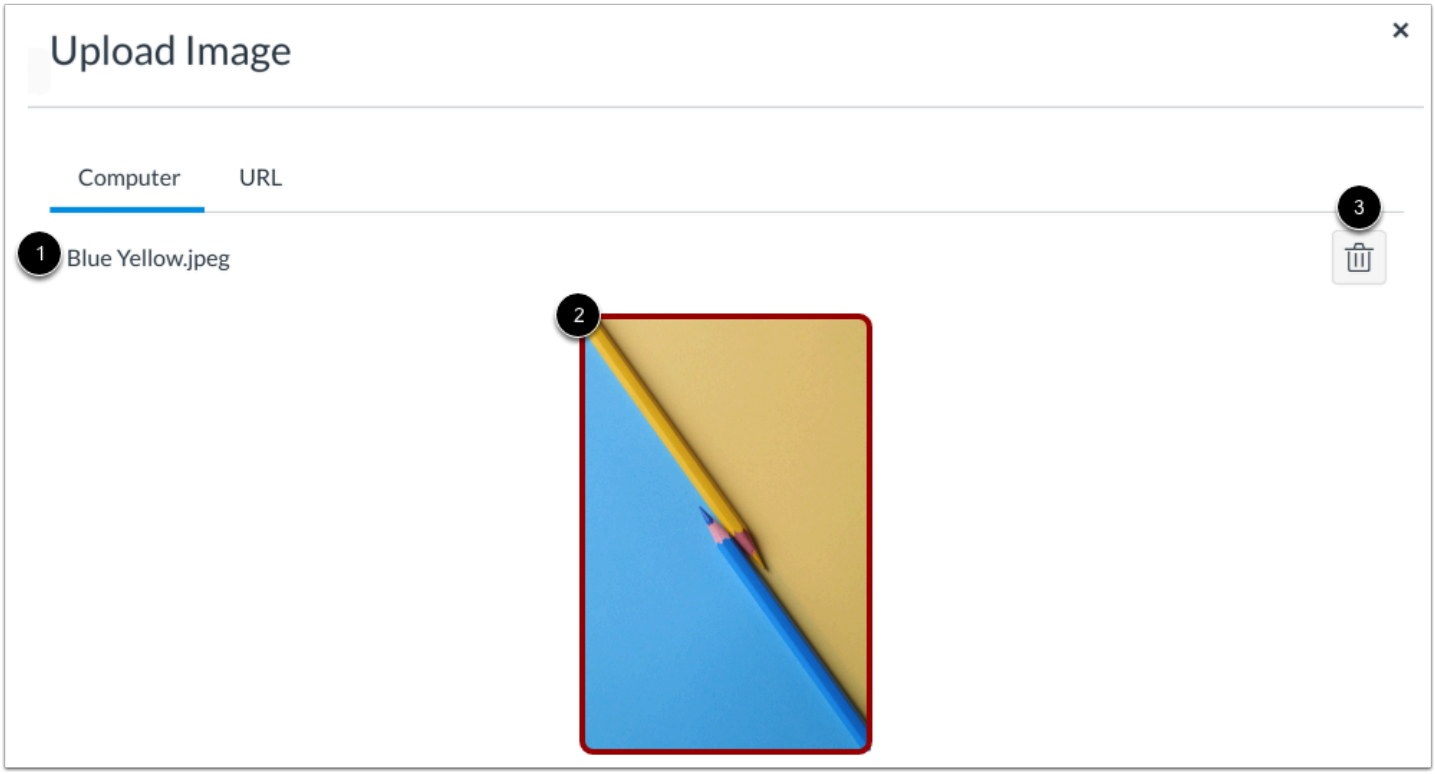
Select File



Select the image file [1] and click the **Open** button [2].

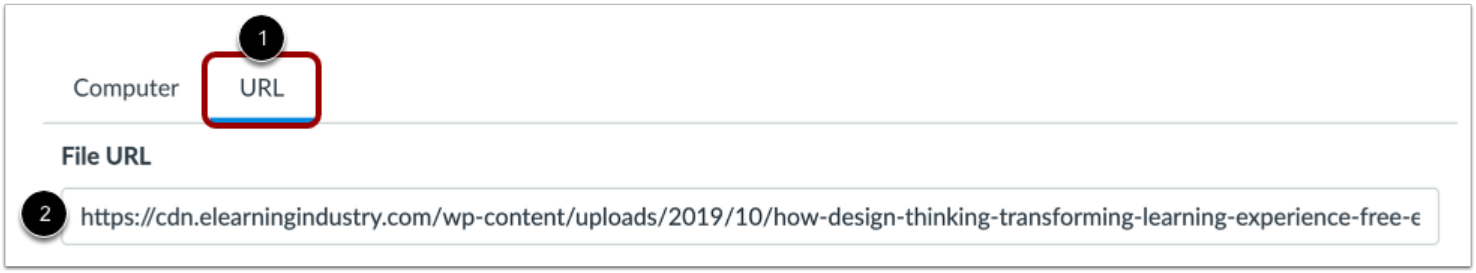
Learn about supported image file types.

View Selected File



The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the **Delete** icon [3].

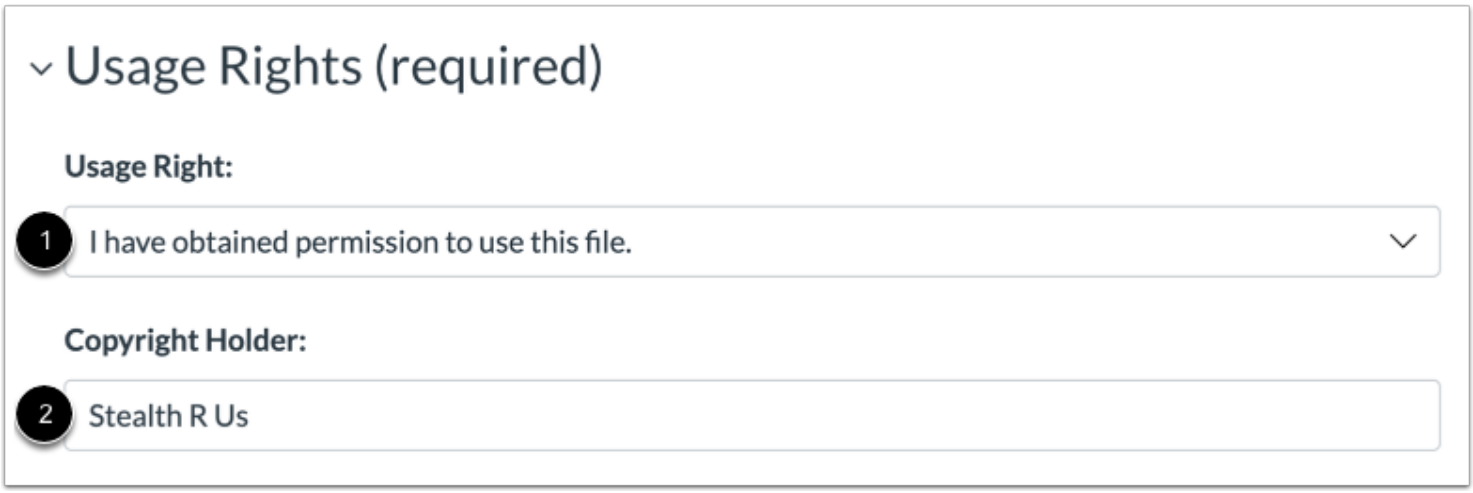
Upload Image from URL



To upload an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

Manage Usage Rights



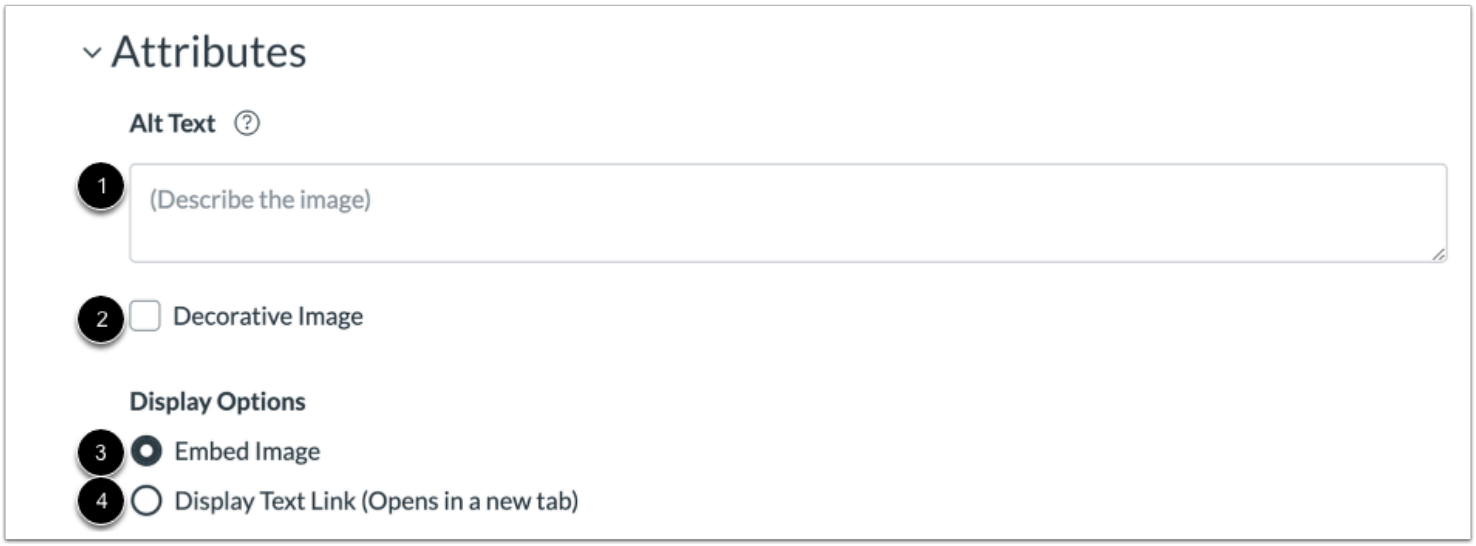
If required in your course, you may need to select usage right settings for your image.

In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **I hold the copyright:** original content created by you
- **I have obtained permission to use this file:** authorized permission by the author
- **The material is in the public domain:** explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright
- **The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws:** excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons**: this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Manage Image Attributes



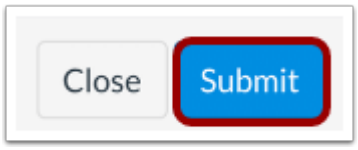
To add Alt Text to your image, type an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the **Decorative Image** checkbox [2].

By default, the **Embed Image** display option is selected for embedded images [3].

To display the image file link, select the **Display Text Link** display option [4]. The file link will replace the image in the Rich Content Editor.

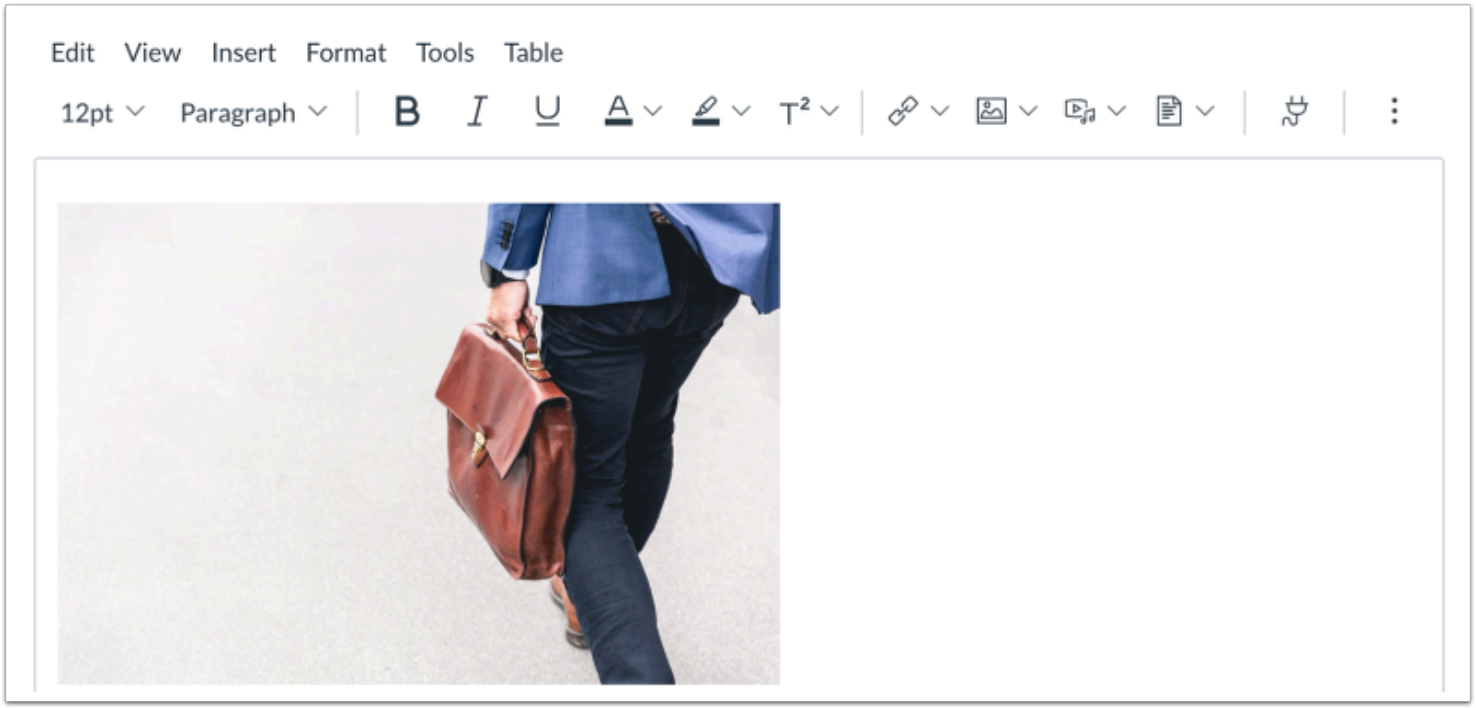
Embed Image Upload



To embed your selected image, click the **Submit** button.

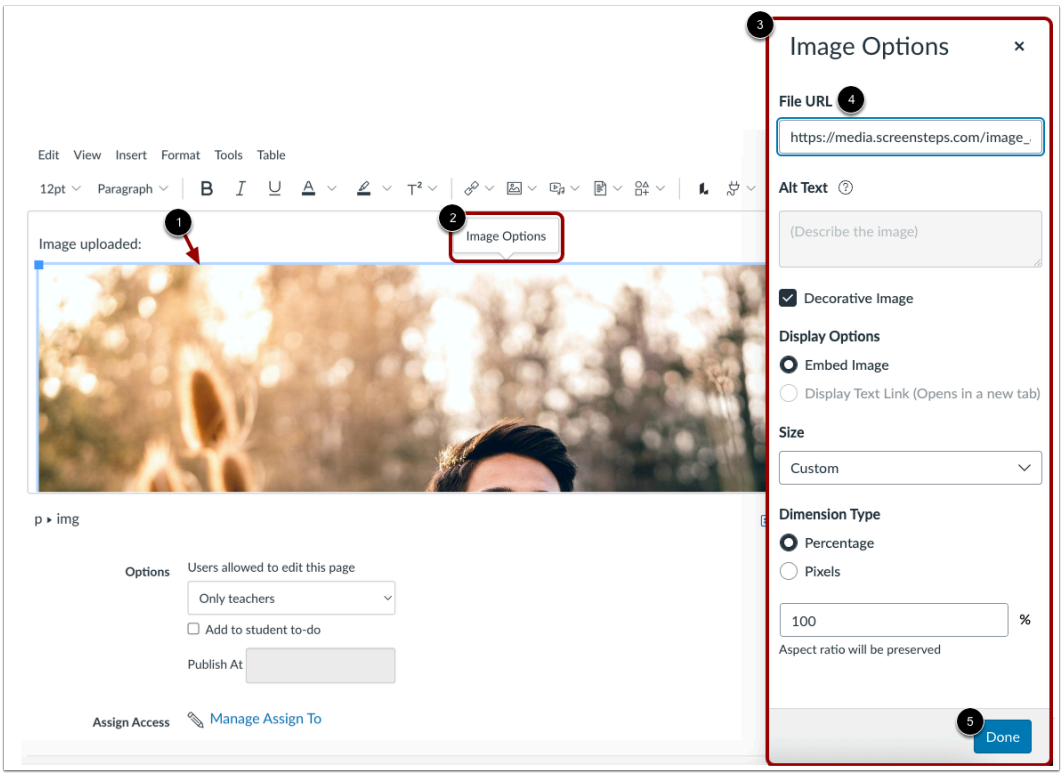
Note: The image will flash before it embeds in the Rich Content Editor.

View Embedded Image



View your uploaded image in the Rich Content Editor. You can also add alt text tags and manage the image display options.

Update Image Options



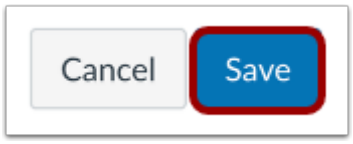
To manage image options from an embedded image file, click the image [1], then click the **Image Options** link [2].

You can manage display options for embedded images in the **Image Options** menu [3]. You can manage the image Alt Text, the image size, and other display options.

To replace or update an image added via URL, enter an updated image URL in the **File URL** field [4].

Click the **Done** button [5].

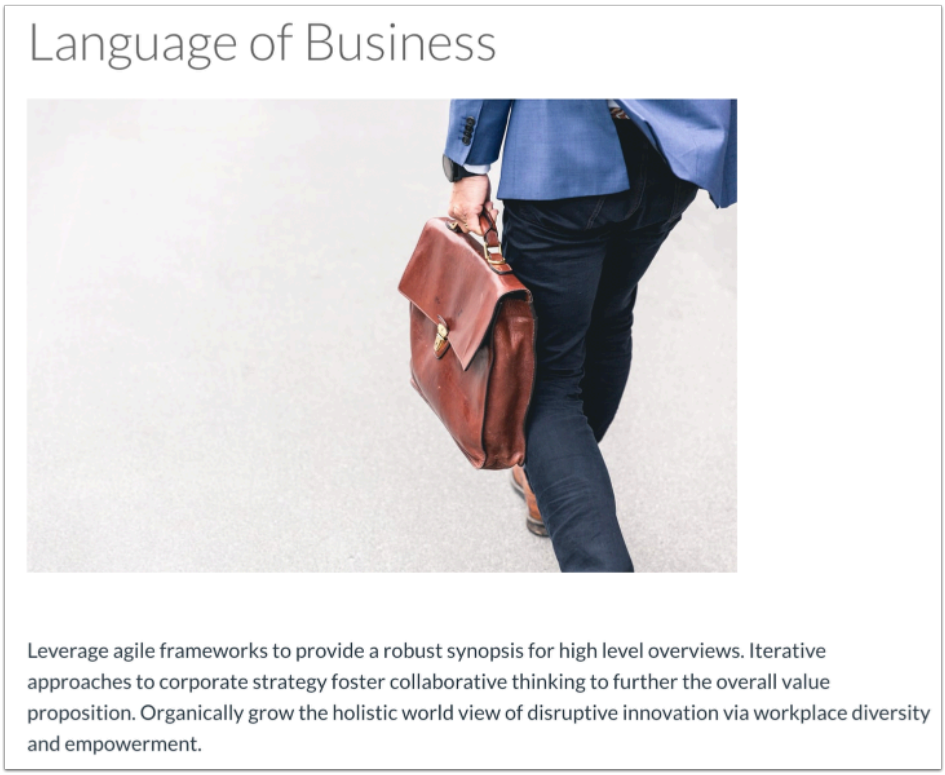
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content



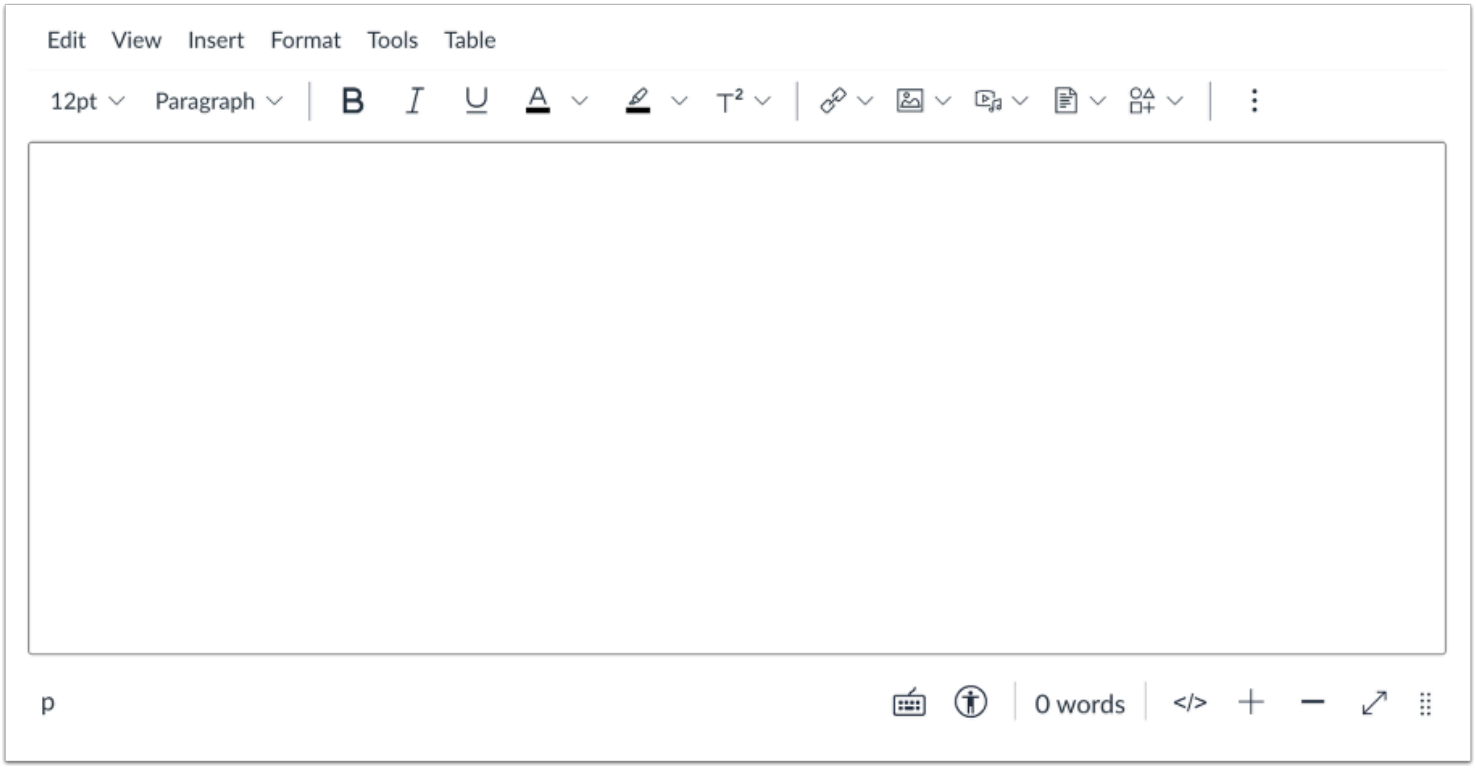
View the content created in the Rich Content Editor.

How do I embed images from Canvas into the Rich Content Editor?

You can embed uploaded image files from your user files in Canvas in the Rich Content Editor. After embedding an image, you can also edit the image display options and add alt tags to your images for better accessibility.

Note: Before you can embed an image from Canvas, the image must first be uploaded to your user files.

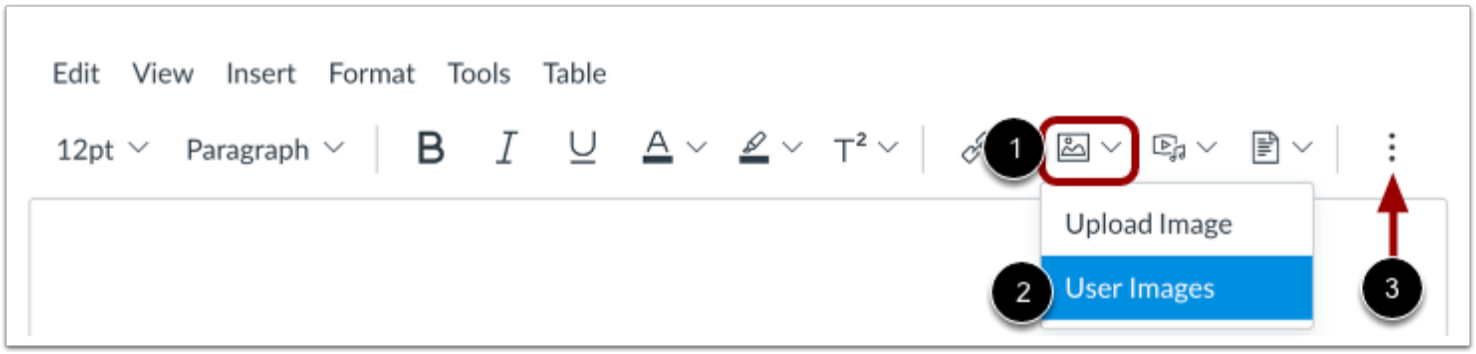
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.

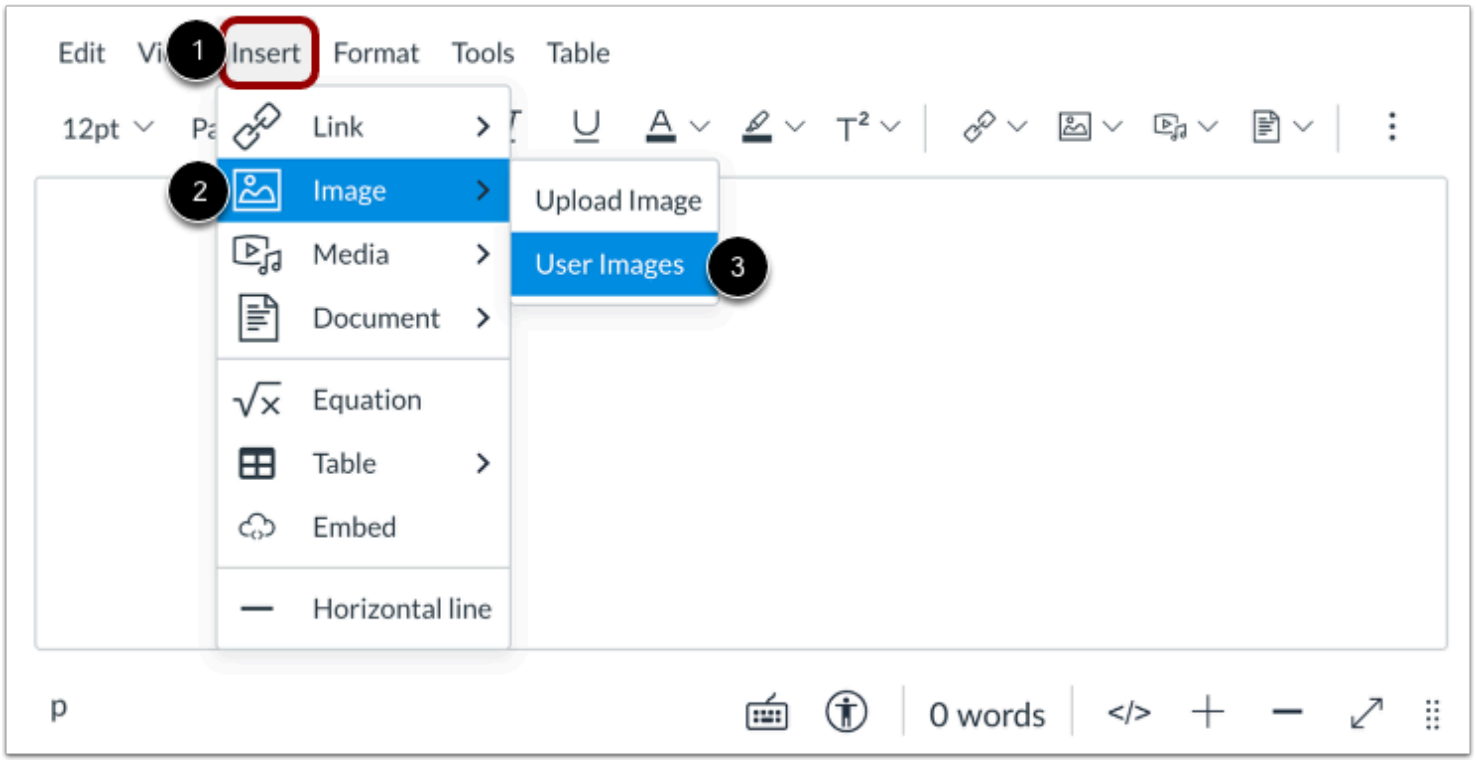
Embed Images from Toolbar



Click the **Image** icon [1]. To view images saved in your Canvas user files, select the **User Images** option [2].

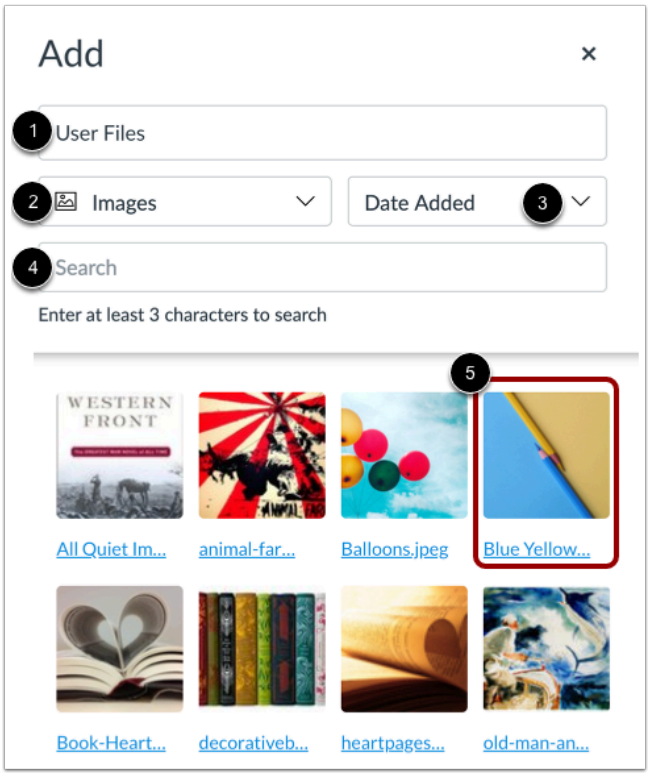
Note: To view the Images icon, you may have to click the **Options** icon [3].

Embed Images from Menubar



Alternatively, you can embed images from the menubar. Click the **Insert** link [1]. Navigate to view the **Image** options [2], then select the **User Images** option [3].

Select Image File



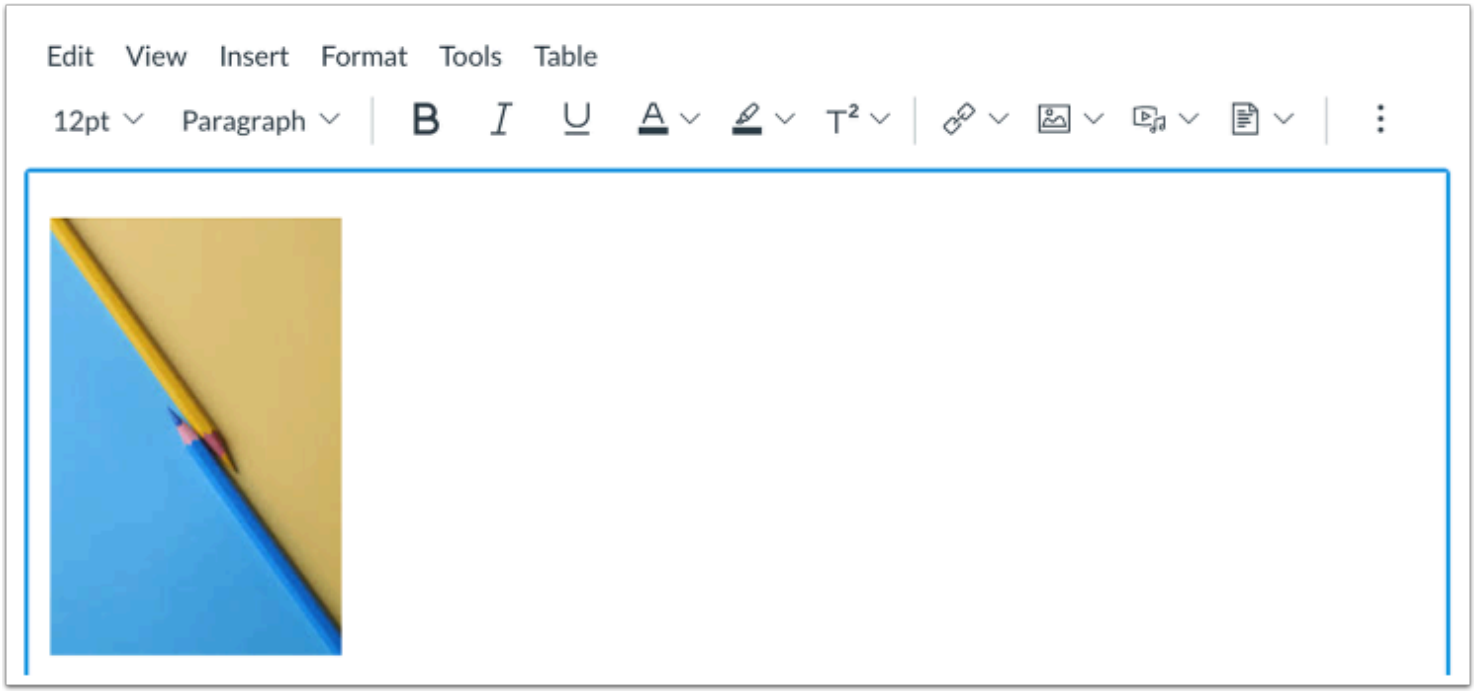
By default, when embedding an image in the Rich Content Editor, the Add menu displays image files from your selected source [1]. To change the image file source, click the **Source** drop-down menu [2].

To sort image files by date added or alphabetically, click the **Sort by** drop-down menu [3]. To search for an image, enter the file name in the **Search** field [4]. You must enter at least three characters for search results to display.

Click the image file to embed [5].

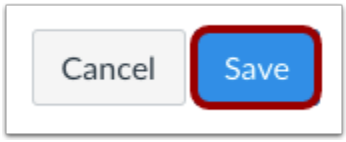
Note: The image will flash before it embeds in the Rich Content Editor.

View Embedded Image



View the image embedded in the Rich Content Editor. You can also edit the size of the image and add alt tags for improved accessibility.

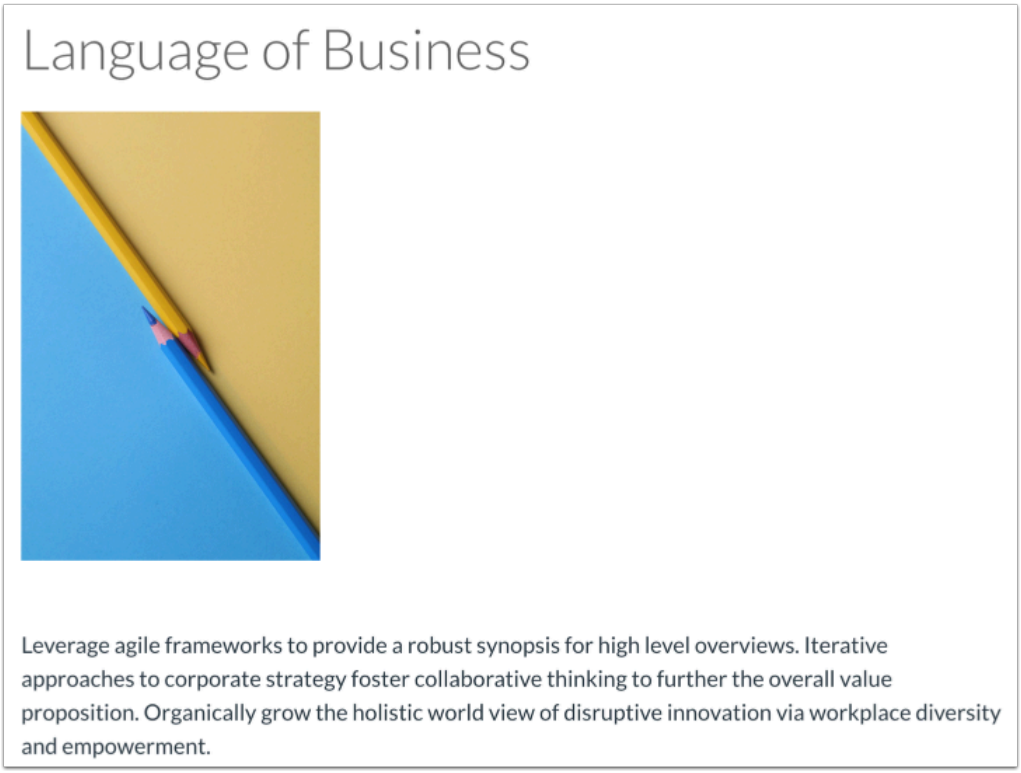
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content



View the content created in the Rich Content Editor.

How do I upload and embed a media file from my computer in the Rich Content Editor?

Using the Rich Content Editor, you can upload and embed media files from your computer. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Canvas allows you to upload supported media types.

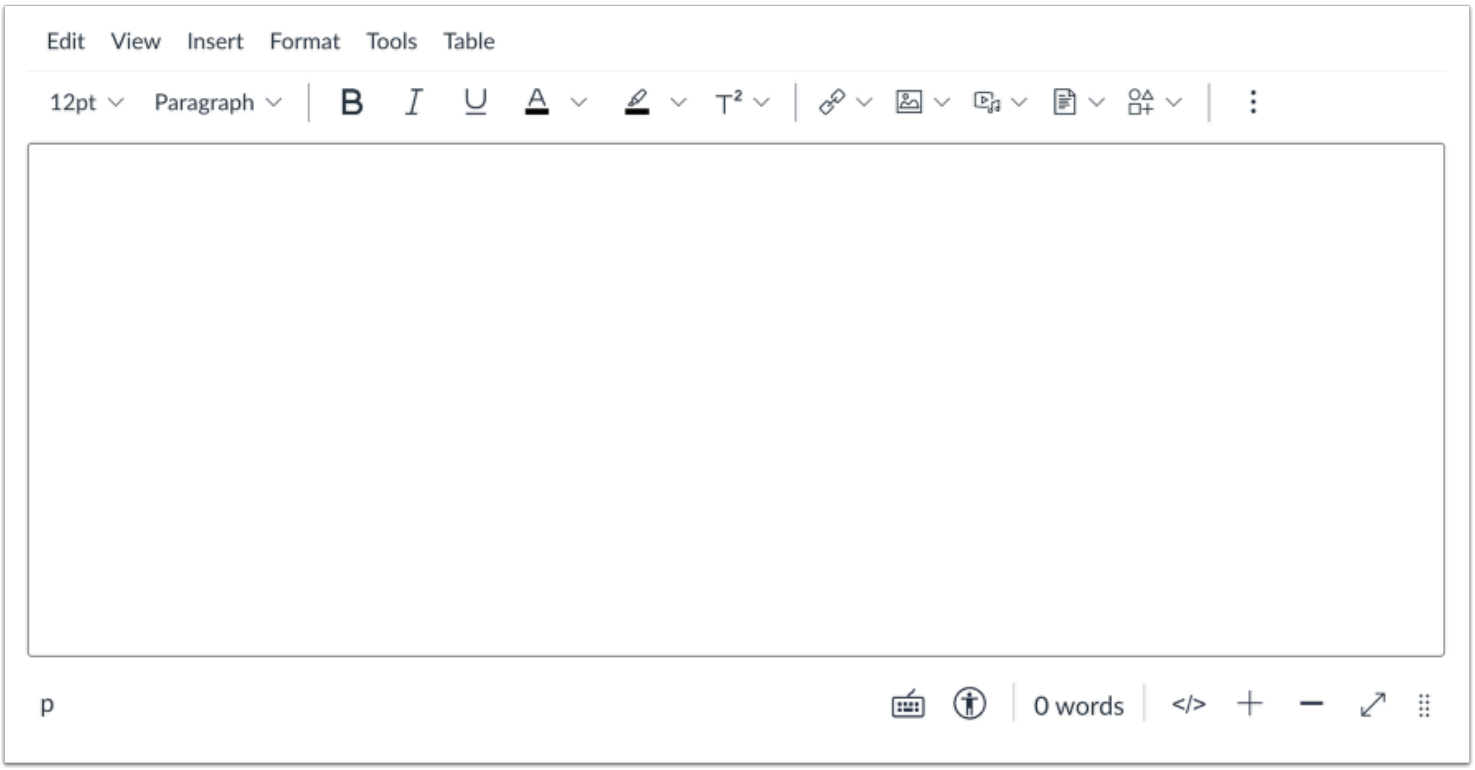
Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Notes:

- Media uploaded in the Rich Content Editor is saved in the Uploaded Media folder in your User Files or Group Files, depending on where it is recorded. If media is uploaded for an assignment submission, the media file is stored in your User Files.
- If you are using Usage Rights, you must set the file usage rights before the file will be accessible to students.
- Students cannot view media files uploaded to the Rich Content Editor which have an unpublished restriction setting or are outside of the file's visibility dates. View file restriction settings.

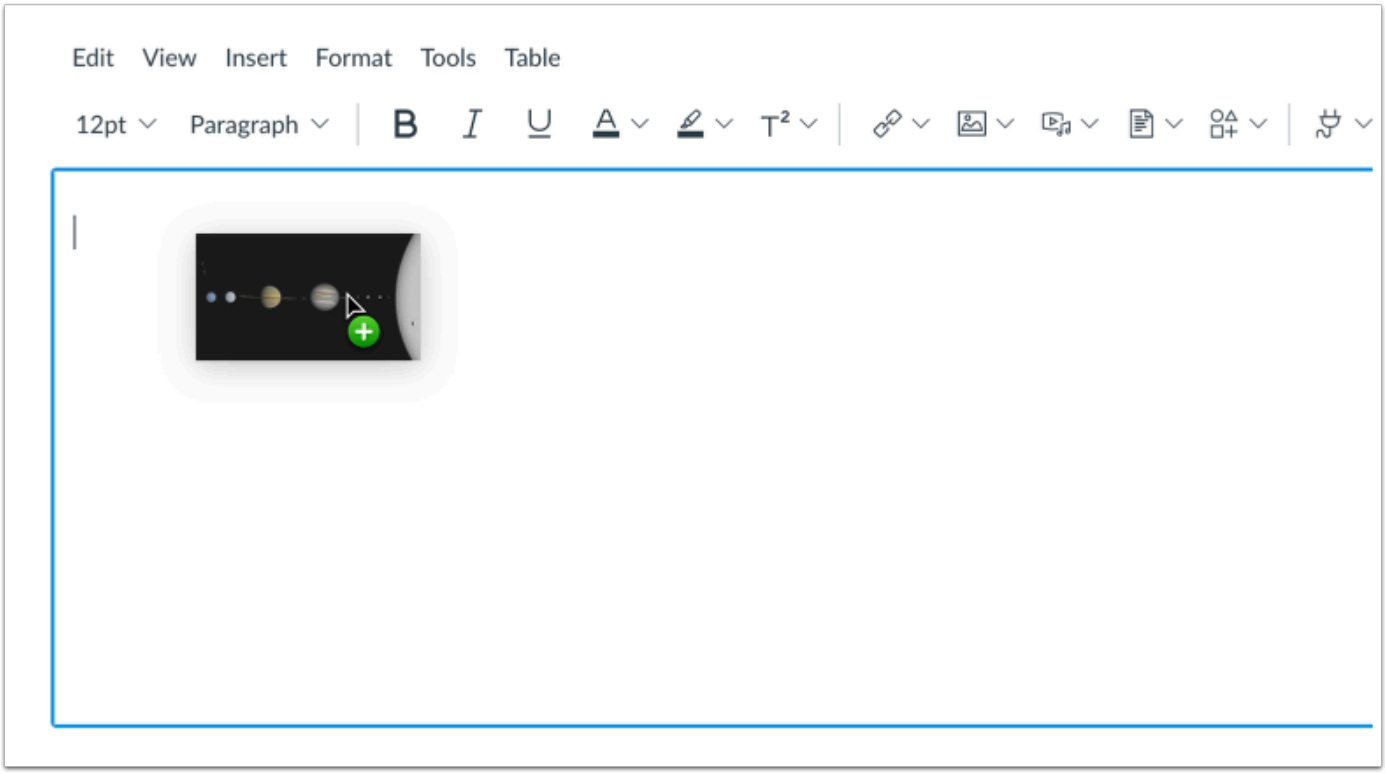
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

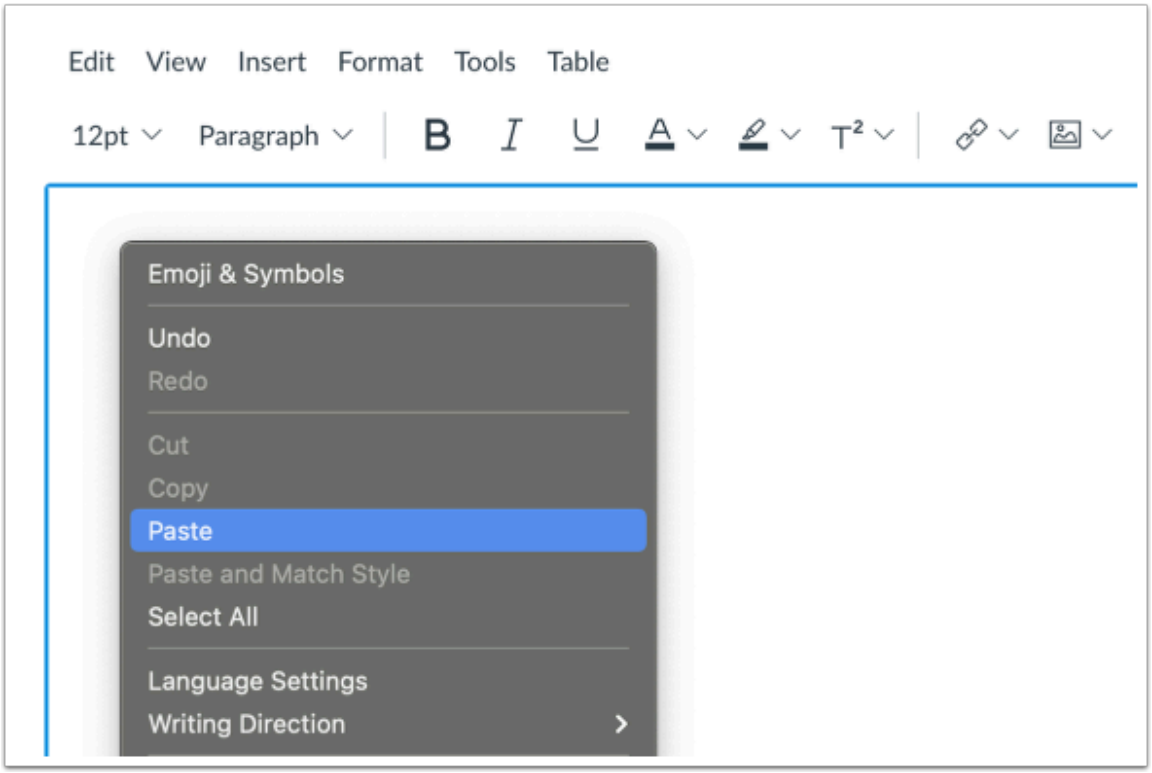
Upload Image by Drag and Drop



You can upload and embed media by dragging and dropping a media file saved to your computer.

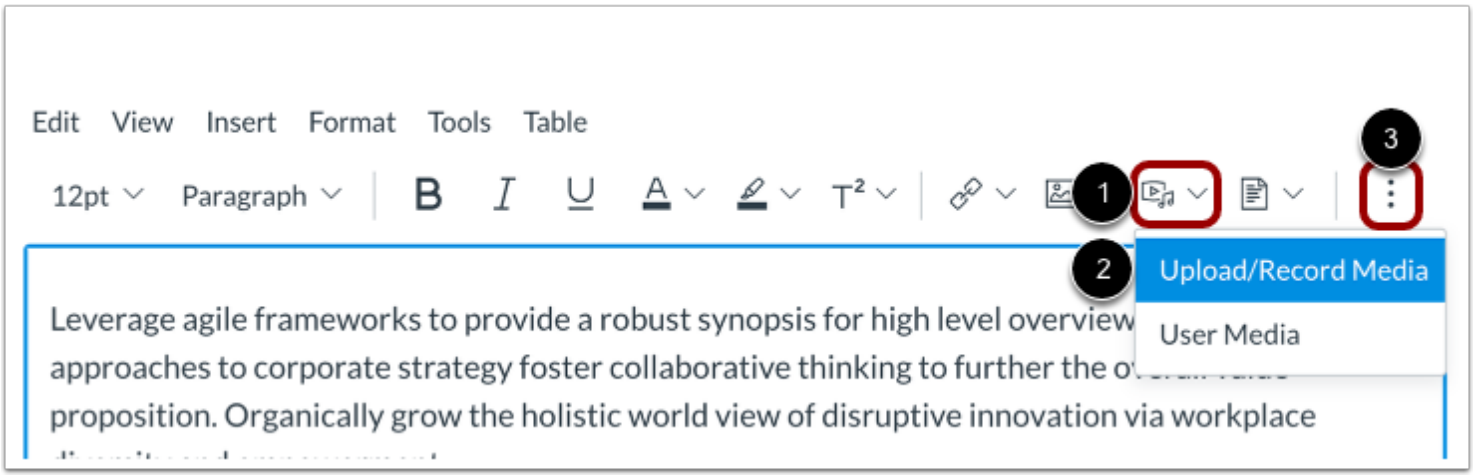
Note: You can upload and embed multiple media files by dragging and dropping the files saved to your computer

Upload Image by Copy and Paste



You can upload and embed an image by copying and pasting it. To copy an image to your clipboard, right-click the image and select Copy. You can paste it by right-clicking into the Rich Text Editor and selecting Paste or using the keyboard shortcut CTRL+V on a PC or Command+V on a Mac.

Record Media from Toolbar

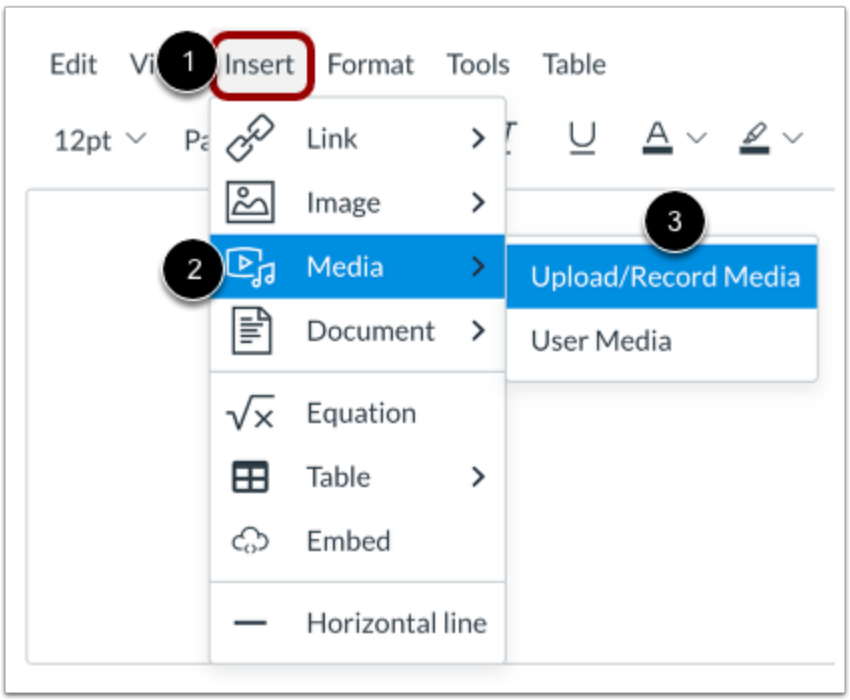


To upload media from the toolbar, click the **Media** icon [1]. From the dropdown menu, select the **Upload/ Record Media** option [2].

To view the Media icon, you may have to click the **Options** icon [3].

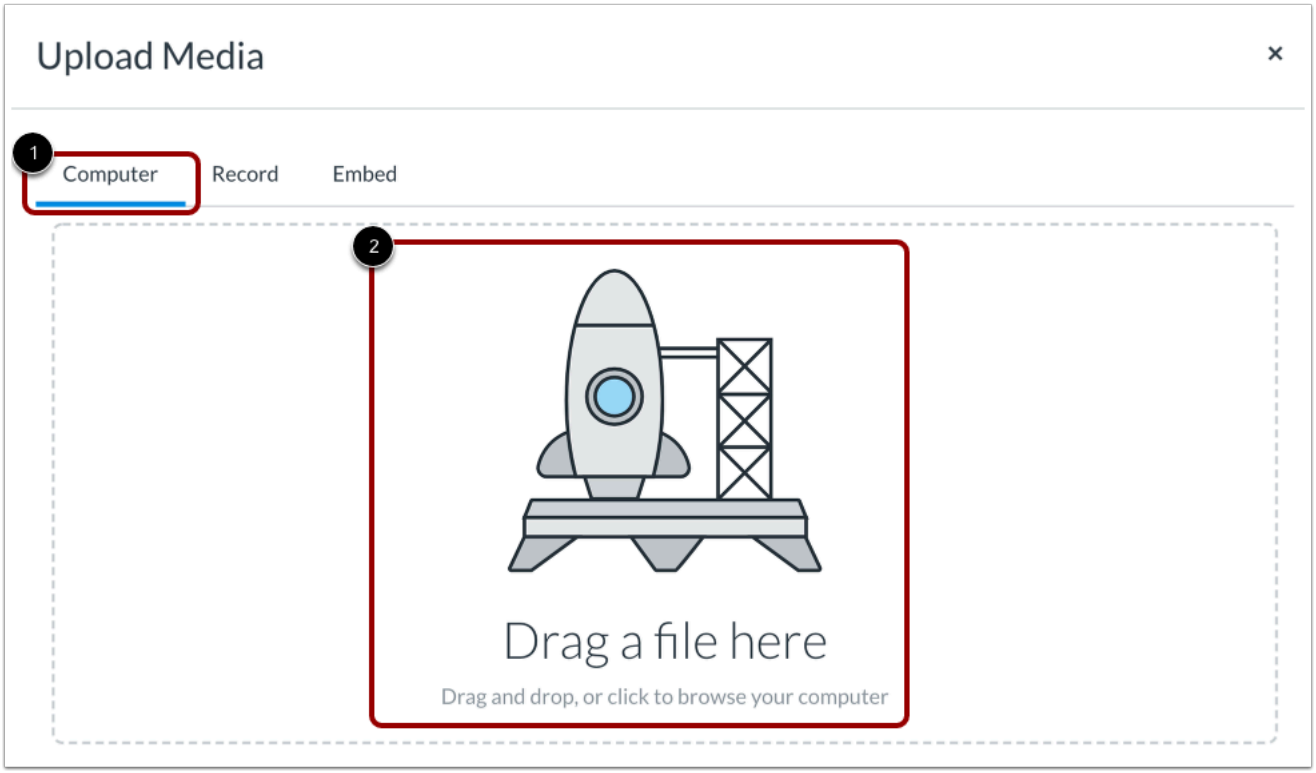
Note: If the Media icon does not display in the toolbar, media uploads have been disabled by your institution.

Record Media from Menubar



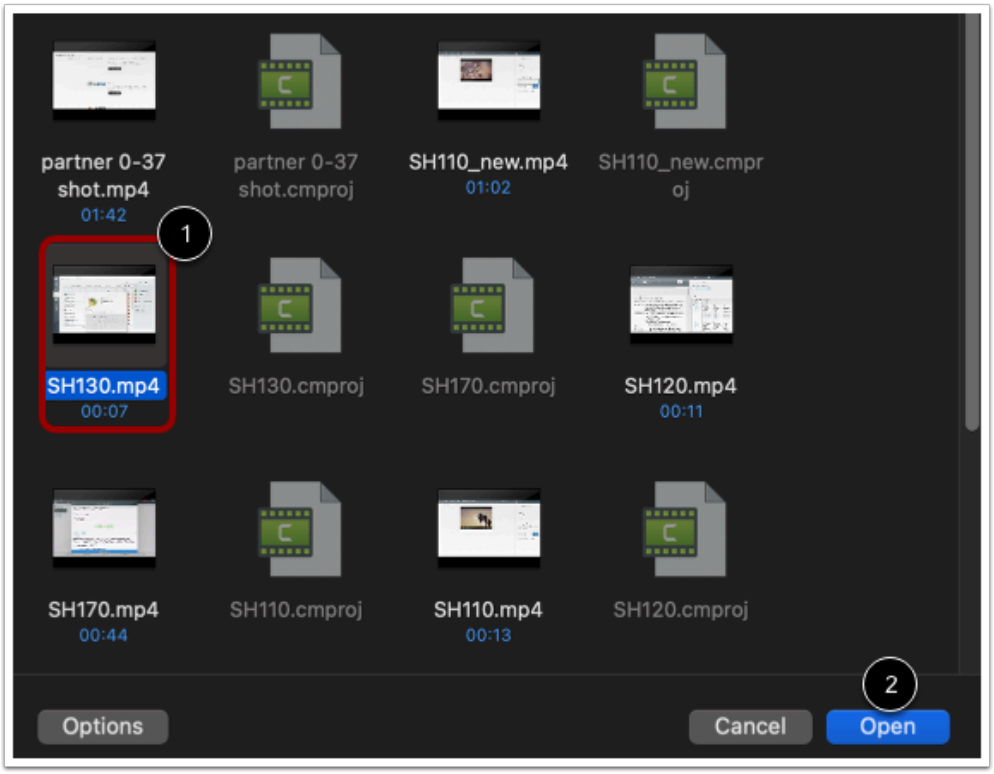
Alternatively, you can open the media recorder from the menubar. Click the **Insert** icon [1]. Navigate to view the **Media** options [2], and select the **Record/Upload Media** option [3].

Upload Media from Computer



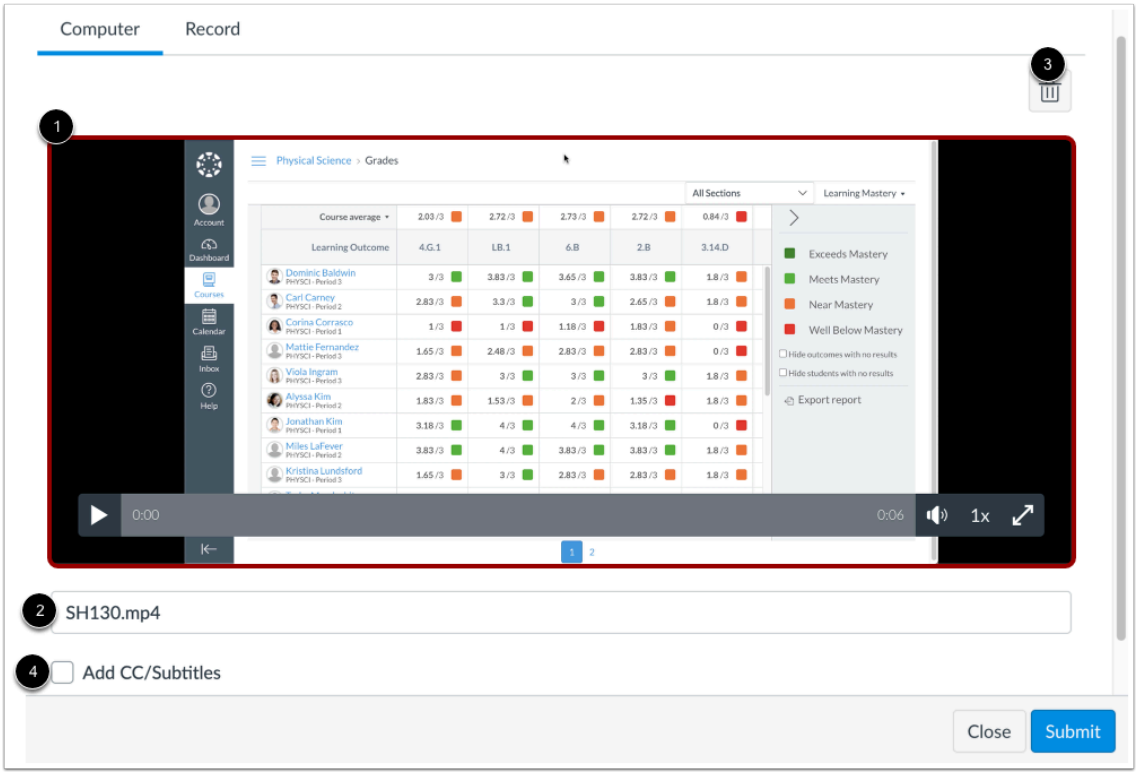
By default, the Media Uploader displays the **Computer** tab [1]. To upload a file, click or drag and drop a media file to media uploader to upload a file from your computer [2].

Select File



Select the media file [1] and click the **Open** button [2].

View Selected File



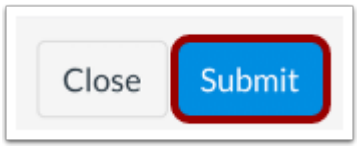
The uploader displays a file preview [1].

The uploader also displays the media file name [2]. To change the file name, type a new file name in the media file name field. The name of the file also acts as the alt text for the media file.

To remove the file, click the **Delete** icon [3].

To add a caption file, click the **Add CC/Subtitles** checkbox [4].

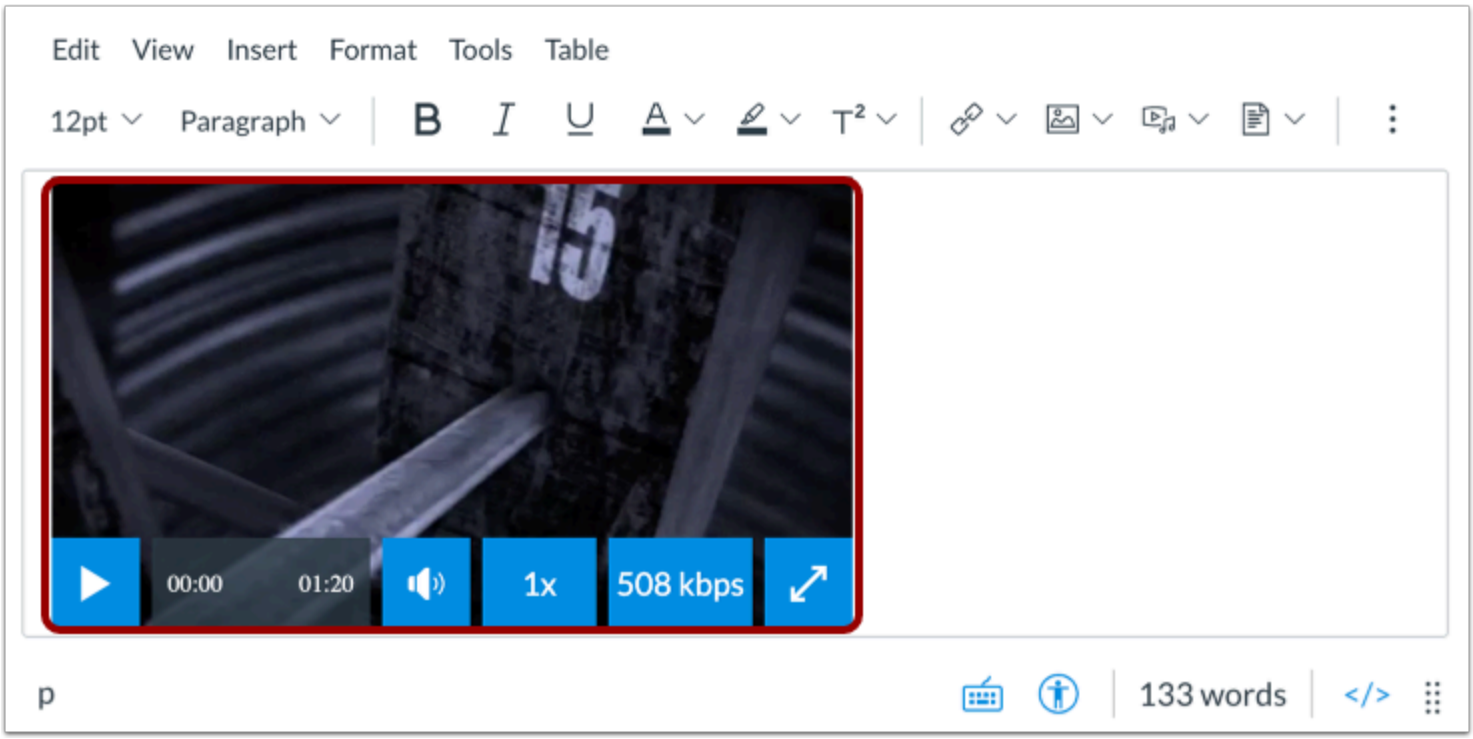
Submit Media File Upload



To upload your selected media file, click the **Submit** button.

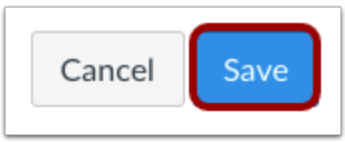
Note: The file will flash before it embeds in the Rich Content Editor.

View Embedded Media



View your uploaded media file in the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content

View the content created in the Rich Content Editor.

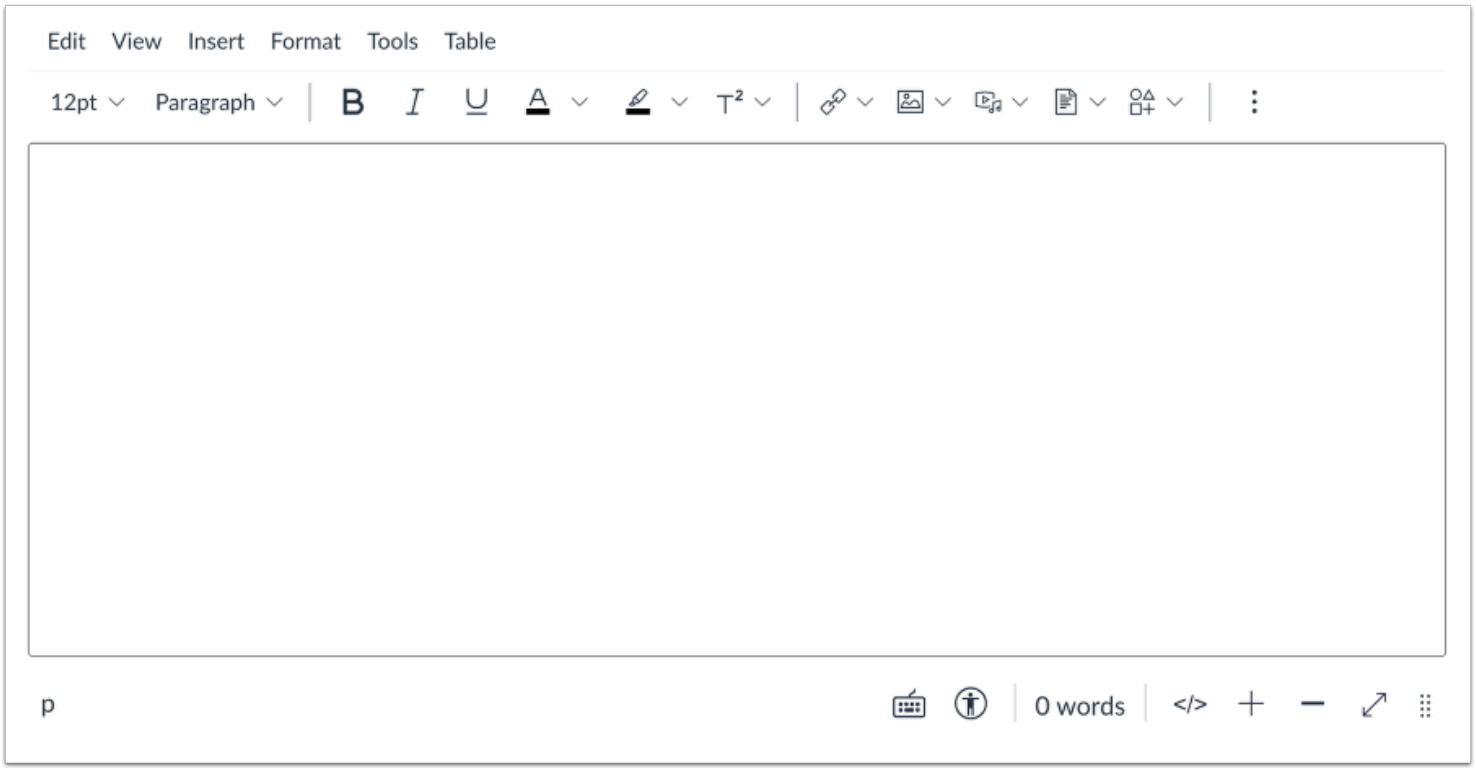
How do I manage alt text and display options for images embedded in the Rich Content Editor?

The Rich Content Editor allows you to add alt text tags to embedded images. You can also manage image display options and resize the image.

Alt text is read by screen readers, and it displays when an embedded image cannot display.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

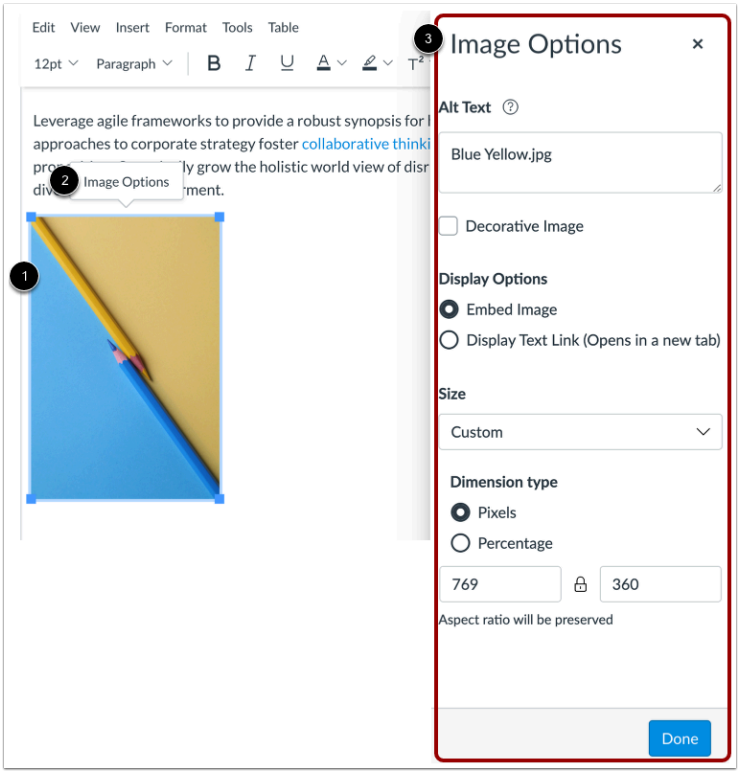
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.

Open Image Options



Click the image [1], then click the **Options** link [2].

You can manage display options for embedded images in the **Image Options** menu [3].

Update File URL

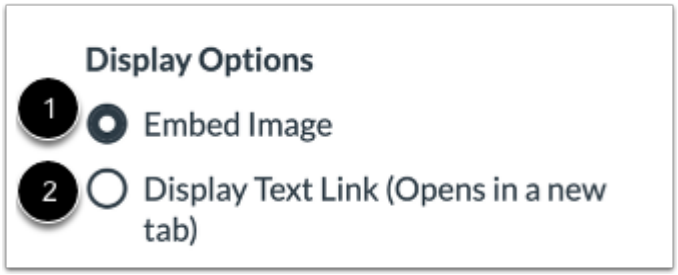
If an image is added to the Rich Content Editor via URL, the Image Options menu includes the File URL field. The URL can be updated to change the image displayed in the editor.

Add Alt Text

Enter an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name.

If the image is decorative and does not require alt text, select the **Decorative Image** option [2].

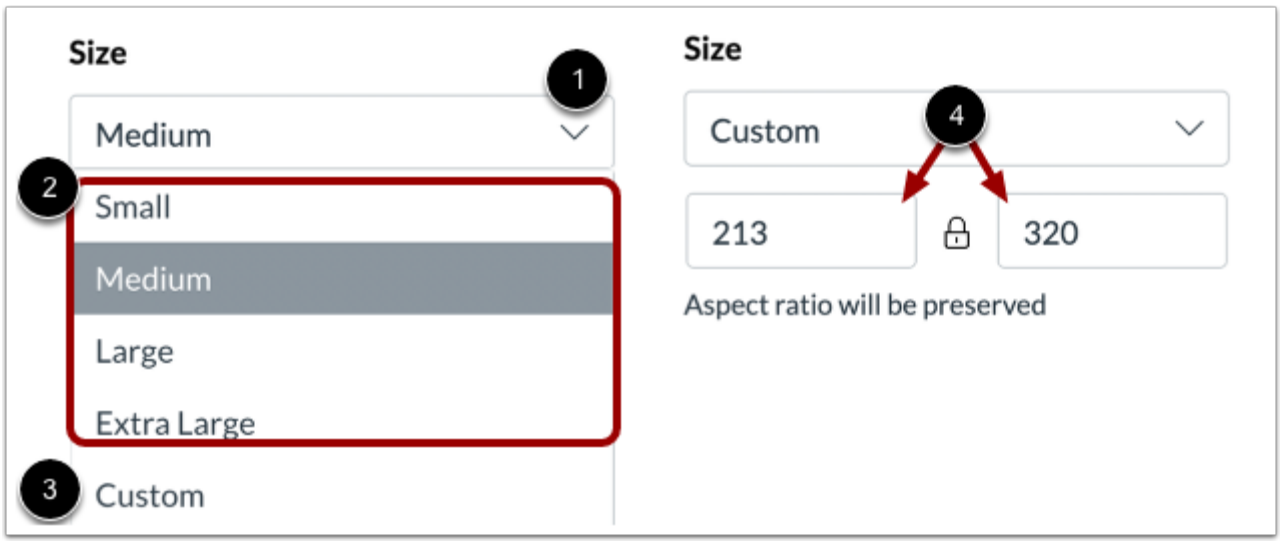
Select Display Options



By default, the **Embed Image** display option is selected for embedded images [1].

To display the image file link, select the **Display Text Link** display option [2]. The file link will replace the image in the Rich Content Editor.

Select Image Size

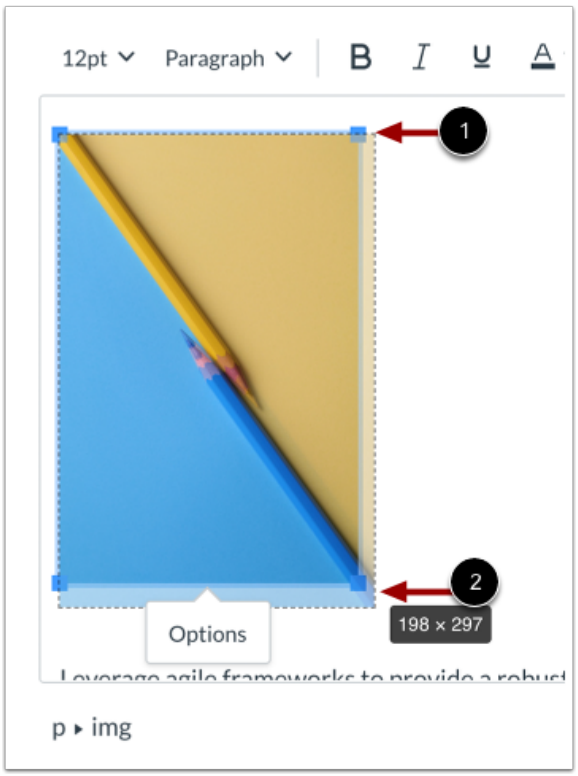


Click the **Size** drop-down menu [1]. You can select a small, medium, large, or extra large image size [2], or you can select to enter custom dimensions [3].

To customize the size of your image, enter the custom height or width dimension in one of the two **dimension** fields [4]. As you enter a value in one field, the other field's value changes in order to retain the image aspect ratio.

Note: Custom image size must be at least 10x10px.

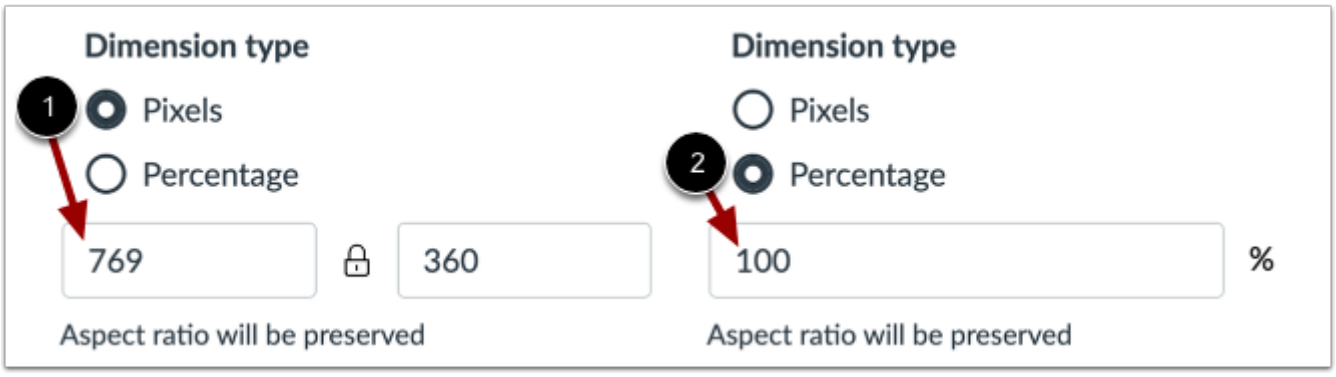
Manually Adjust Image Size



You can also manually adjust the image size in the Rich Content Editor.

When you click the image, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the image size [2].

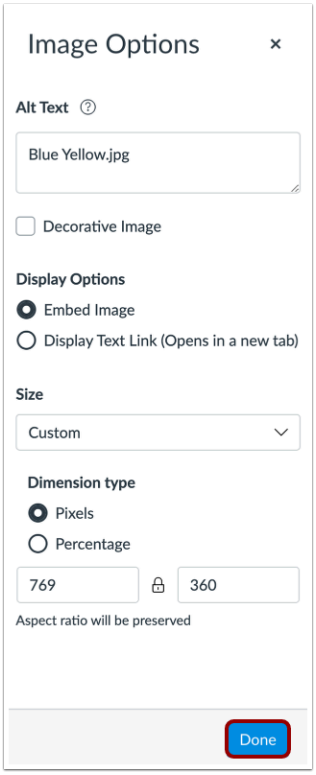
Select Dimension Type



If you select a custom image size, you can change the size selecting the **Pixels** dimension type radio button and changing one of the two dimension type fields [1].

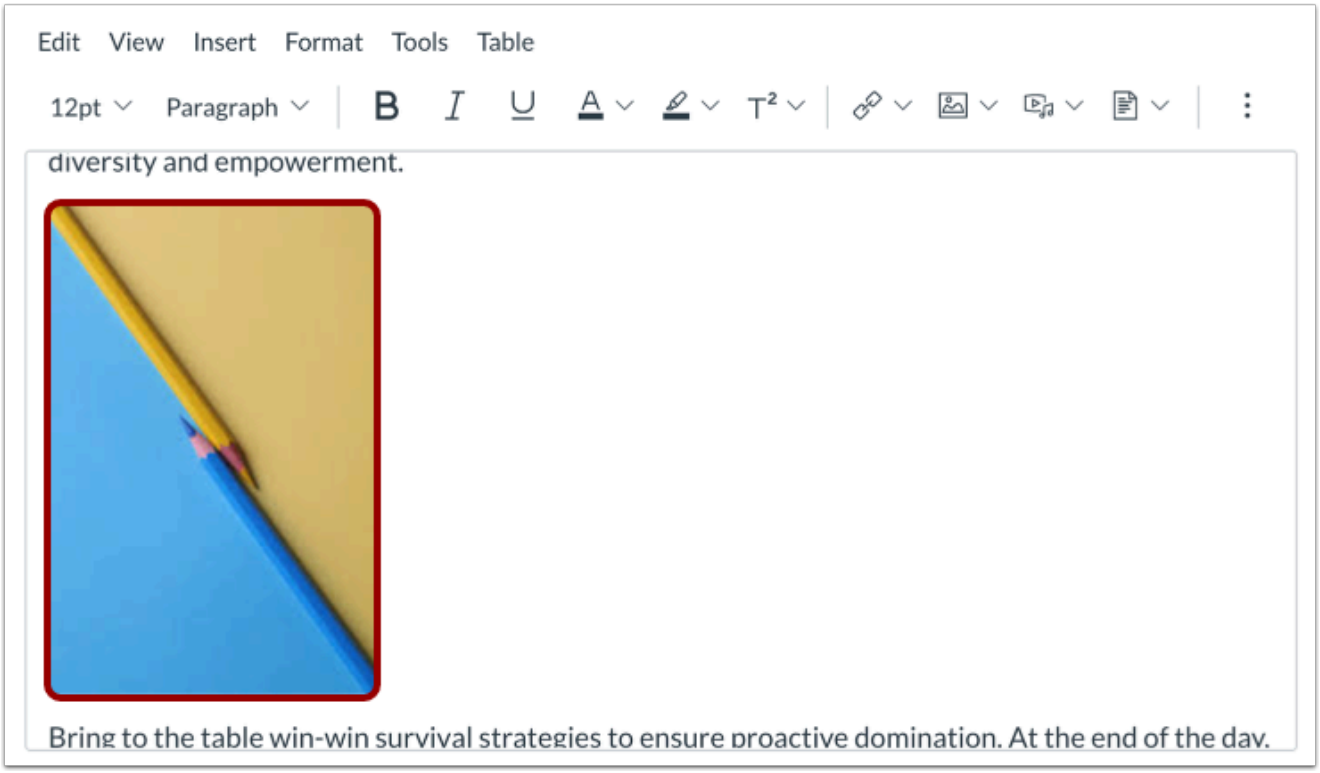
You can also change the custom image size by selecting the **Percentage** dimension type radio button and changing the percentage field [2].

Save Changes



Click the **Done** button.

View Embedded Image



View the image embedded in the Rich Content Editor.

How do I upload a document in the Rich Content Editor?

You can upload files from your computer to link in the Rich Content Editor.

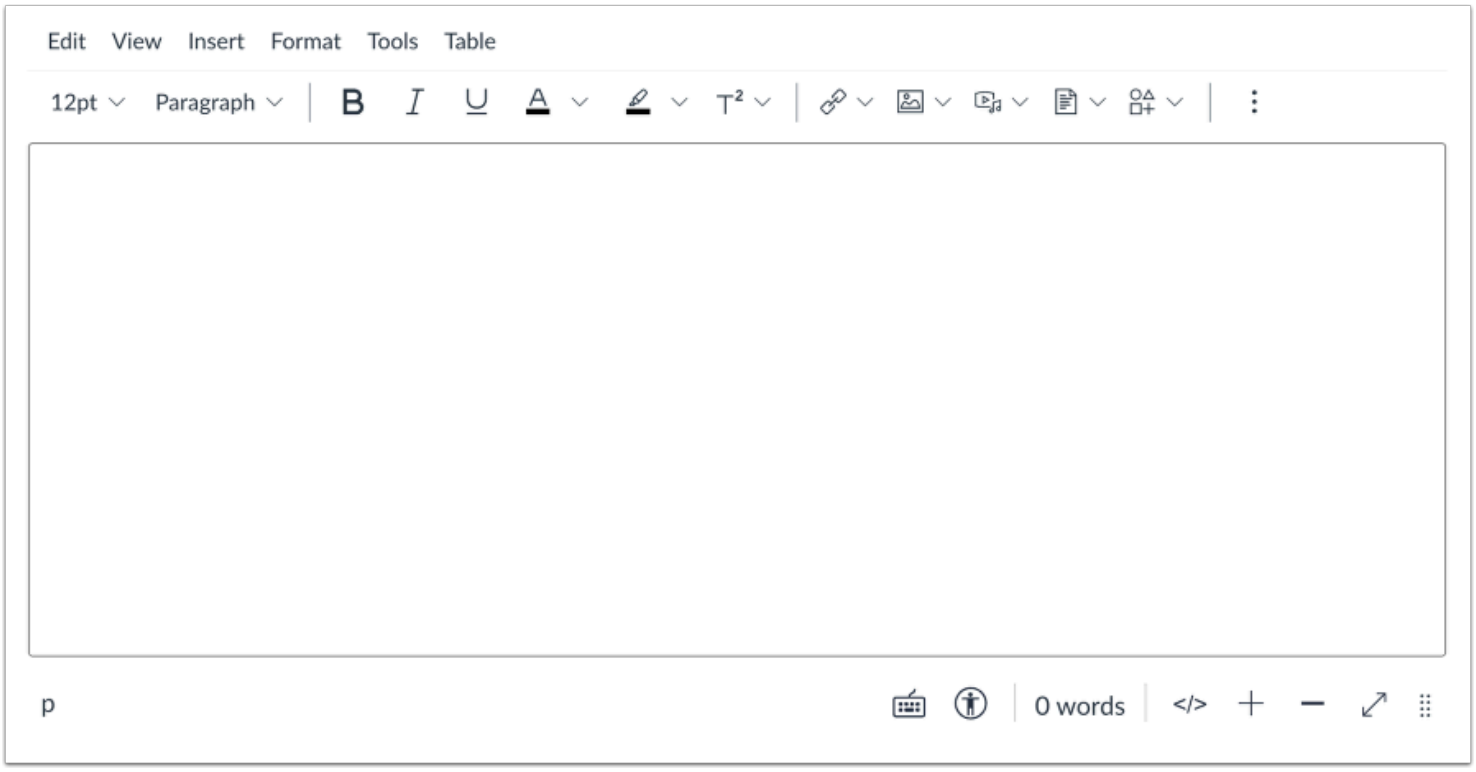
Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

By default, embedded document links display an icon that allows users to preview the document in the Rich Content Editor. You can disable the in-line preview or open the in-line preview automatically.

Notes for Instructors:

- If you are using Usage Rights, you must set the file usage rights before the file is accessible to students.
- When a document is uploaded to the Rich Content Editor, the file is saved to the Uploaded Media folder in Course Files and defaults to the same visibility status as the folder.

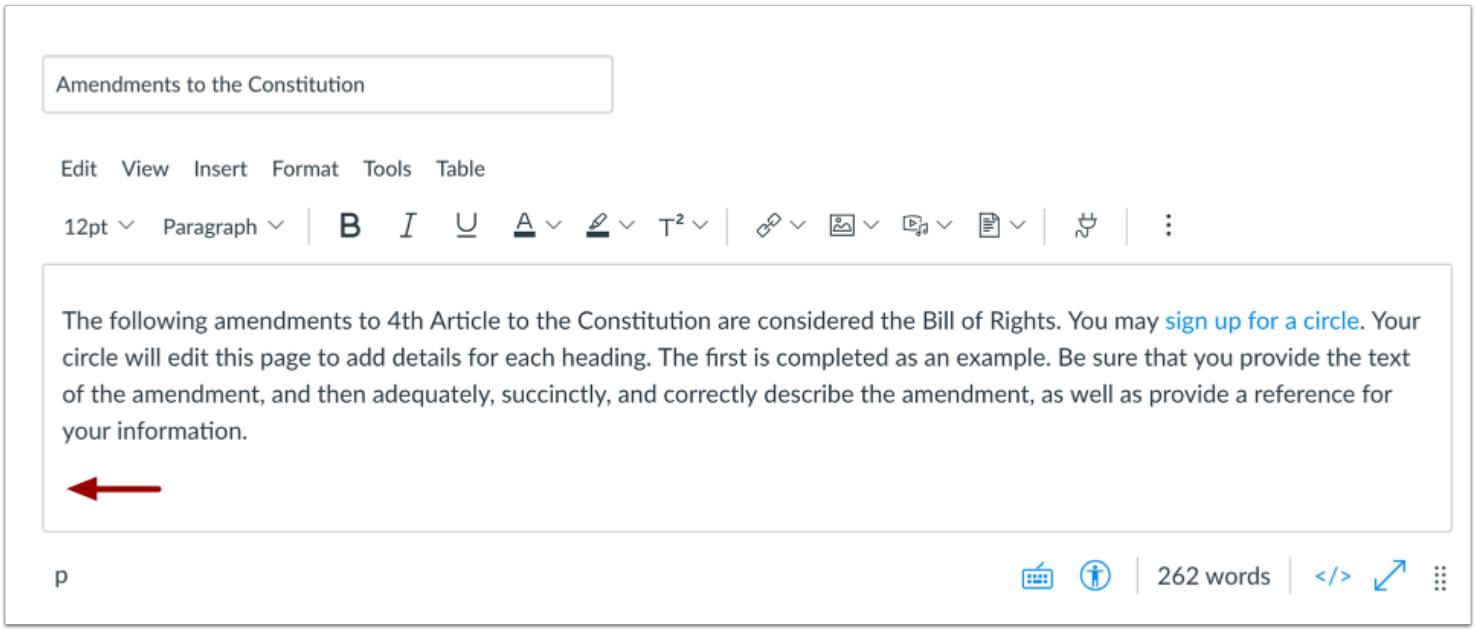
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features that supports the Editor.

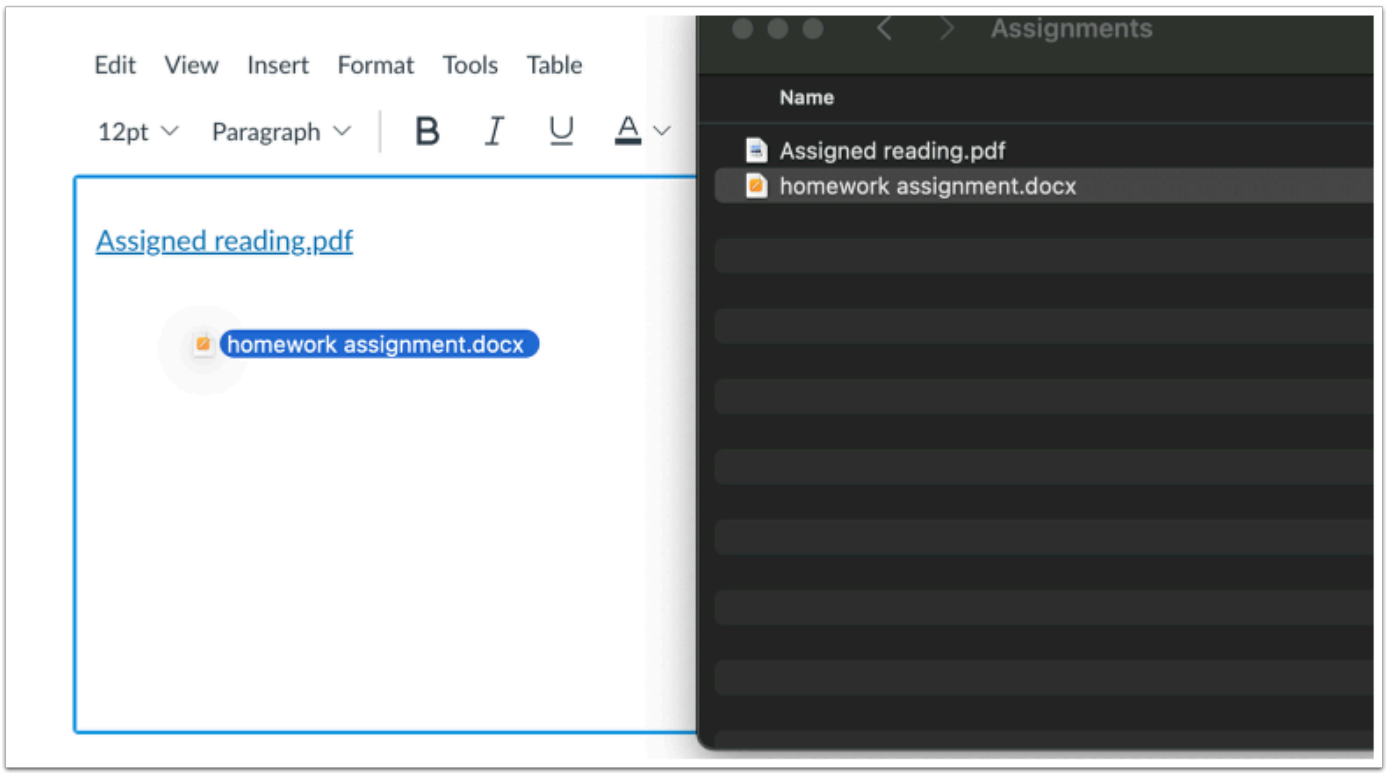
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Select Link Location



In the Rich Content Editor, place your cursor where you wish to insert the document.

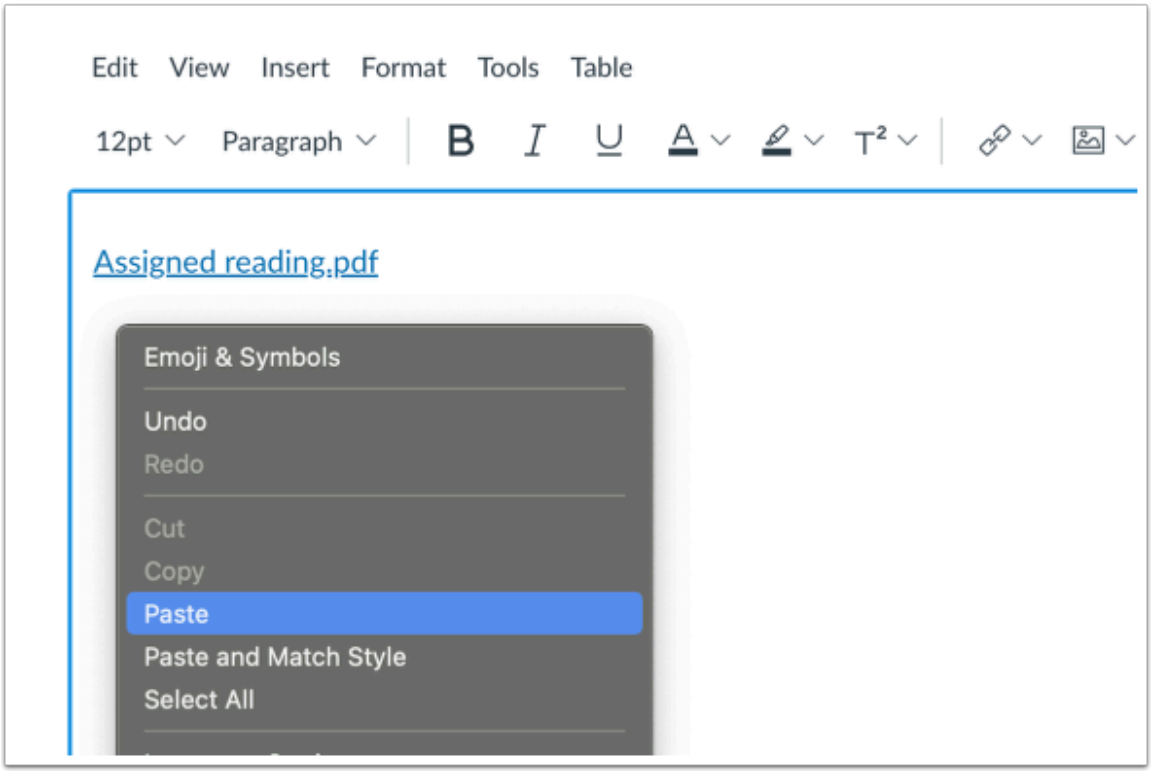
Upload Document by Drag and Drop



You can upload and embed a document by dragging and dropping the file saved to your computer.

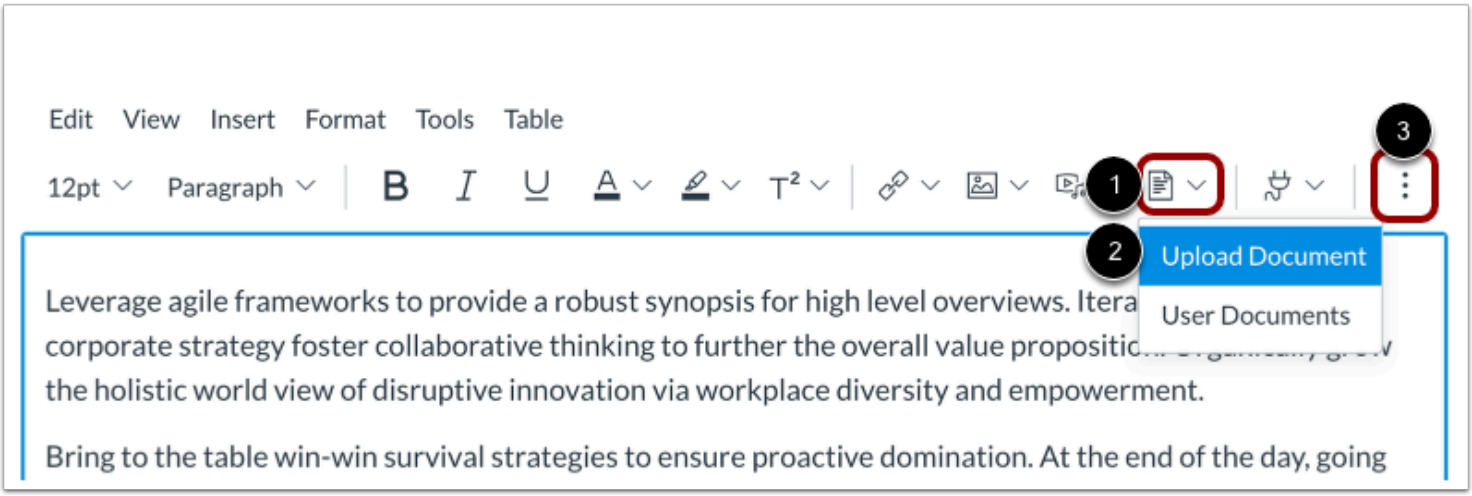
Note: You can upload and embed multiple documents by dragging and dropping the files saved to your computer.

Upload Document by Copy and Paste



You can upload and embed a document by copying and pasting a file located on your computer. To copy a file to your clipboard, open the file location. Right-click the file and select the **Copy** option or click the file and use the keyboard shortcut **CTRL+C** on a PC or **Command+C** on a Mac. Then, paste the file by right-clicking into the Rich Content Editor and selecting the **Paste** option or using the keyboard shortcut **CTRL+V** on a PC or **Command+V** on a Mac.

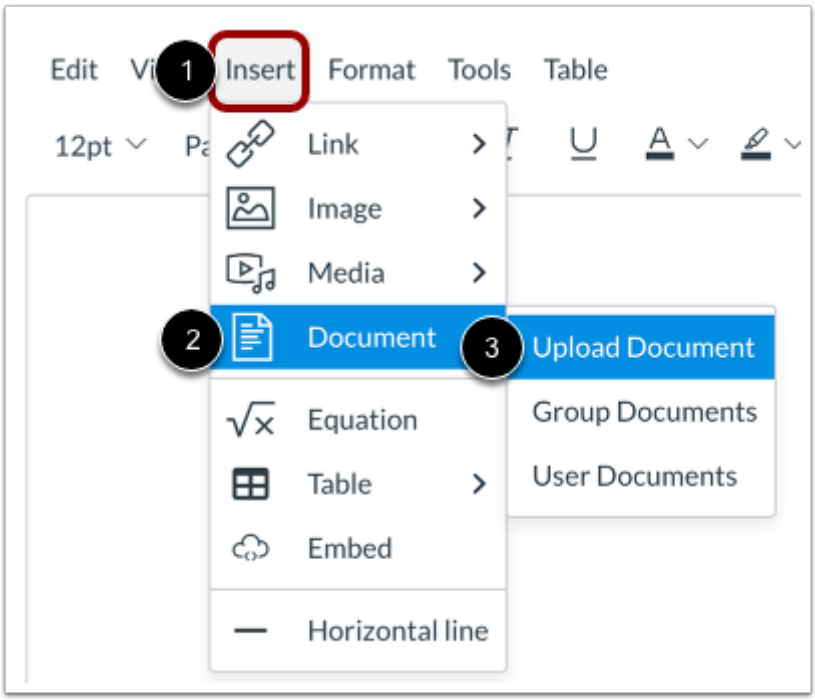
Upload Document from Toolbar



To upload a document from the toolbar, click the **Document** icon [1]. From the drop-down menu, select the **Upload Document** option [2].

To view the Document icon, you may have to click the **Options** icon [3].

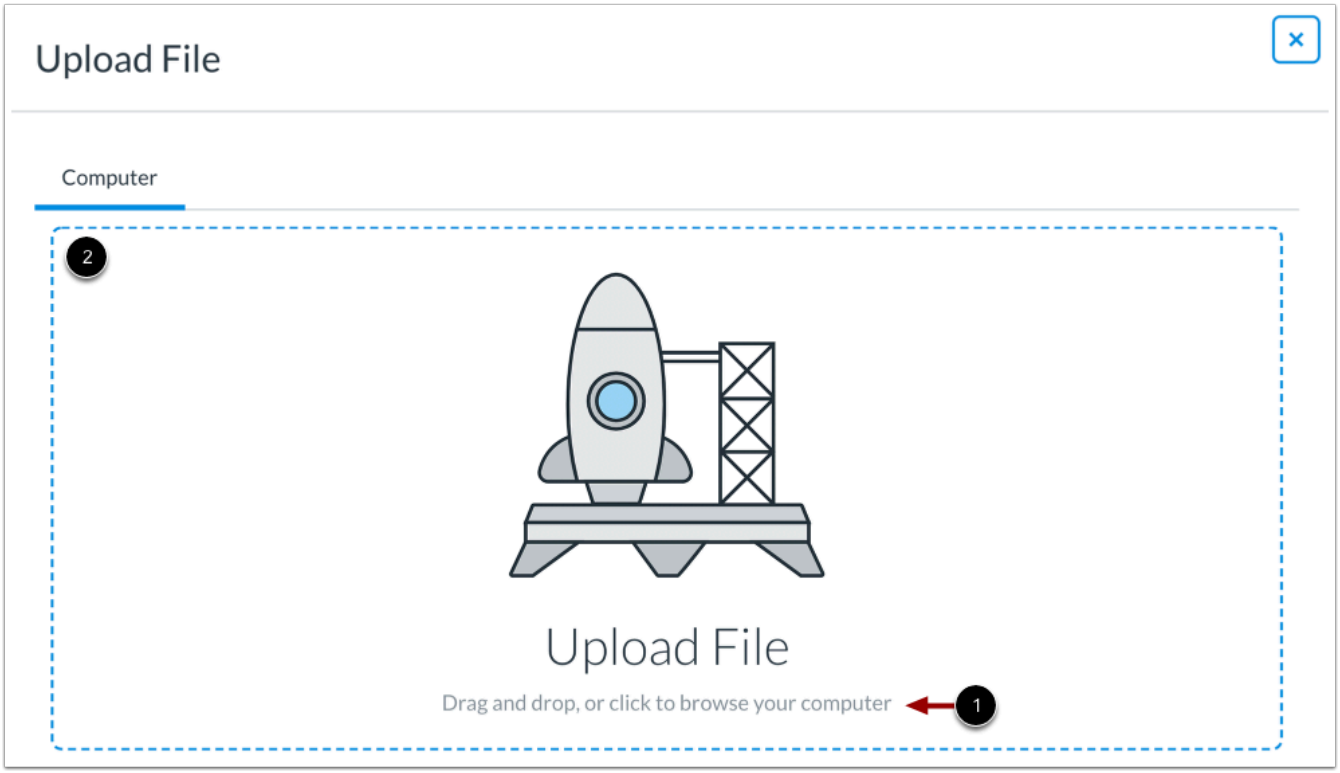
Upload Document from Menubar



Click the **Insert** link [1]. Navigate to view the **Document** options [2], and select the **Upload Document** option [3].

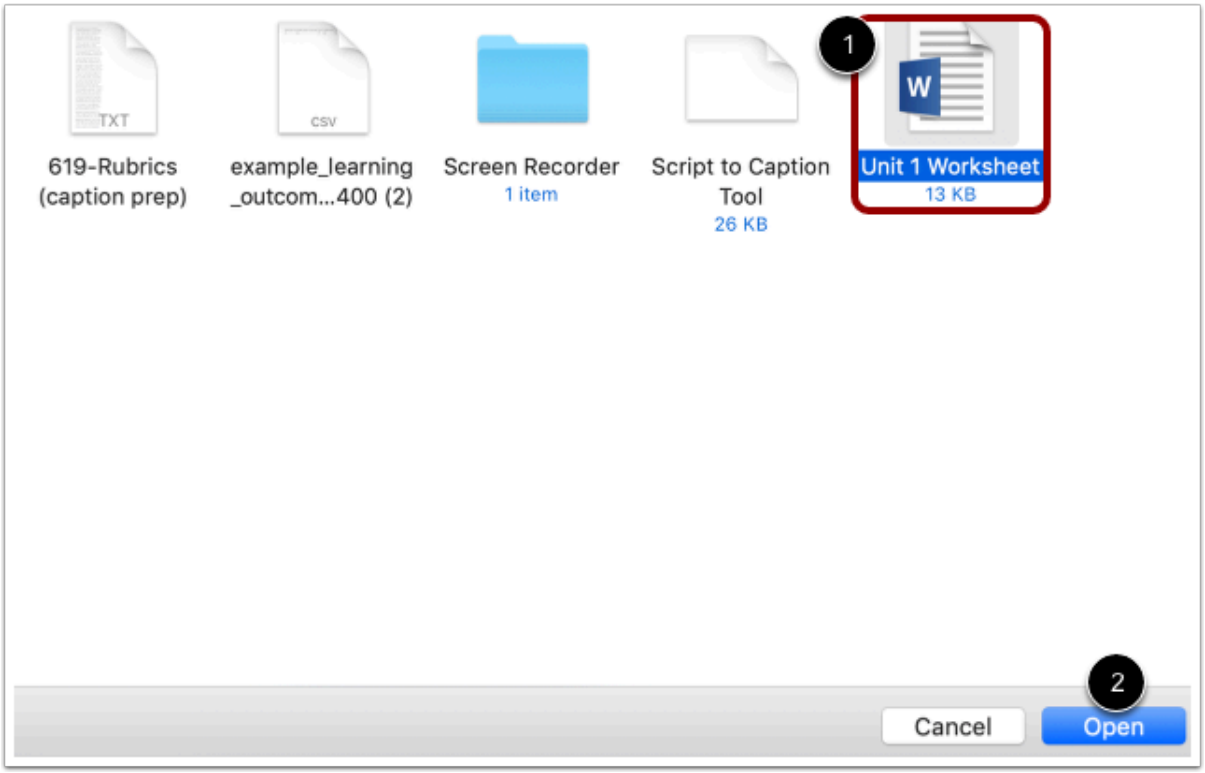
Note: You can also link to documents you already uploaded to Canvas.

Upload File



Click to browse your files [1] or drag and drop a media file to the media uploader [2] to upload a file from your computer.

Select File

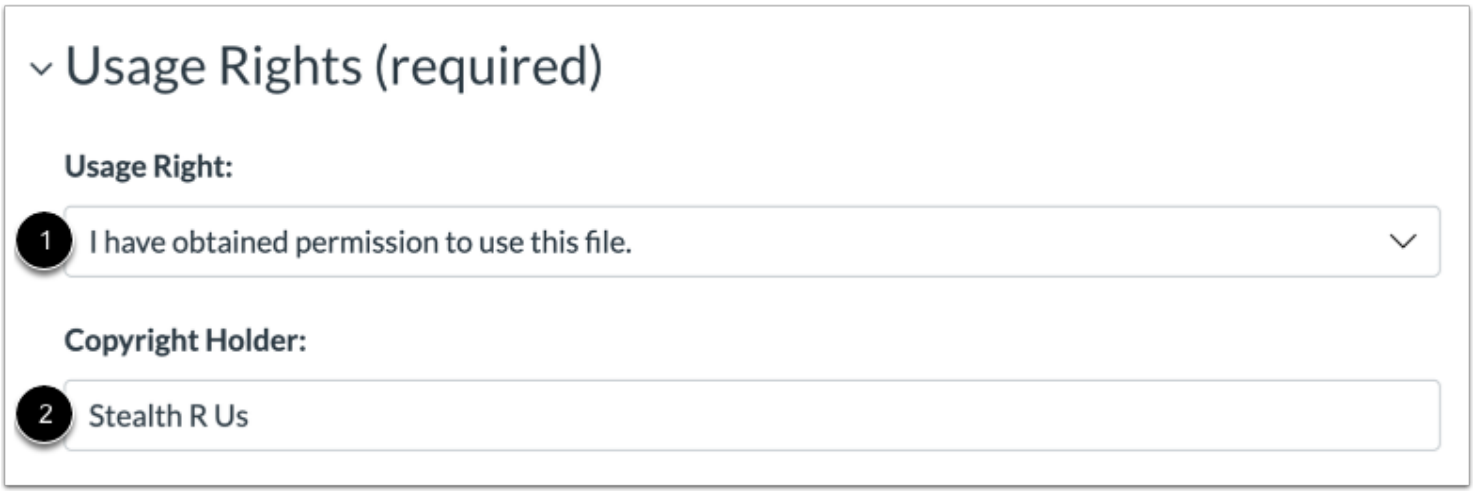


Select the document file [1] and click the **Open** button [2].

View Selected File

The uploader displays the document file name [1]. To remove the file, click the **Delete** icon [3].

Manage Usage Rights



If required by your institution, you will need to select usage right settings for your document.

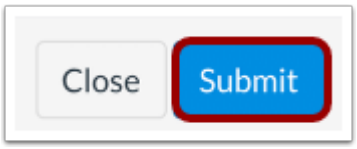
In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **I hold the copyright:** original content created by you
- **I have obtained permission to use the file:** authorized permission by the author
- **The material is in the public domain:** explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright
- **The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws:** excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons:** this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Note: If you are an instructor and are not sure which usage right applies to your document, please consult your institutional admin for guidance.

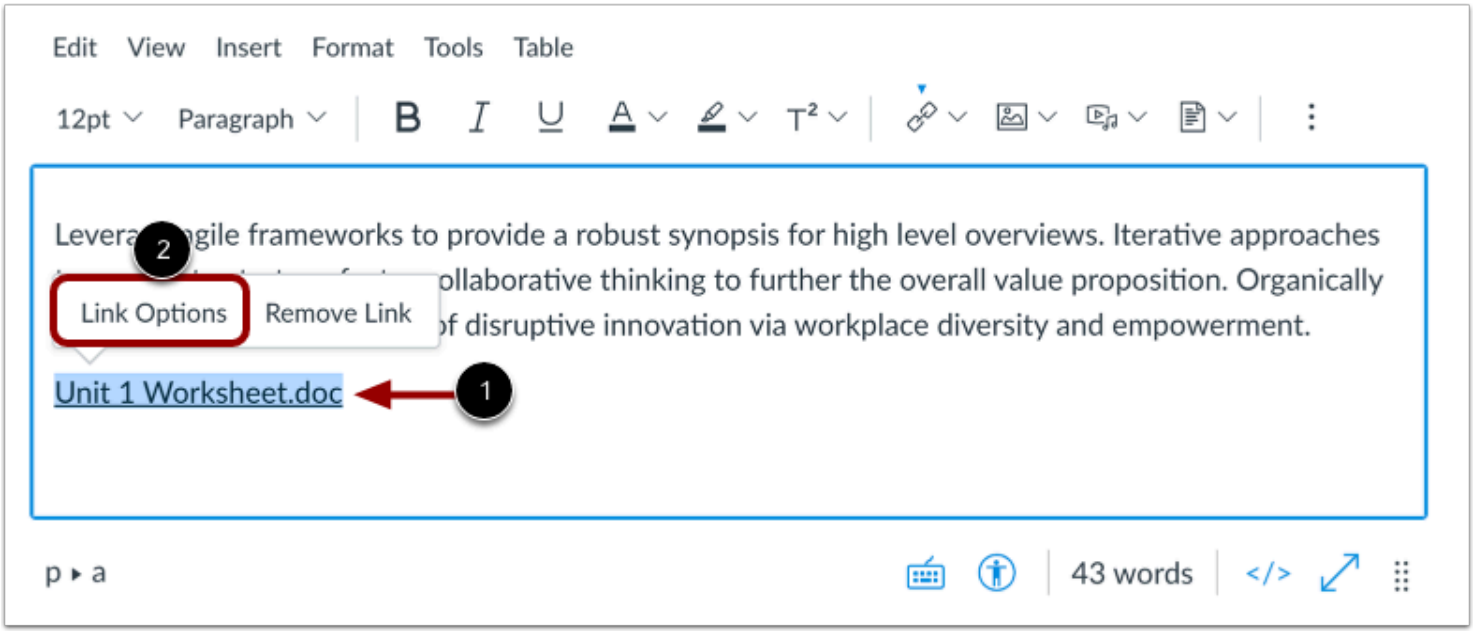
Submit Upload



To upload your selected document, click the **Submit** button.

Note: The file flashes before it embeds into the Rich Content Editor.

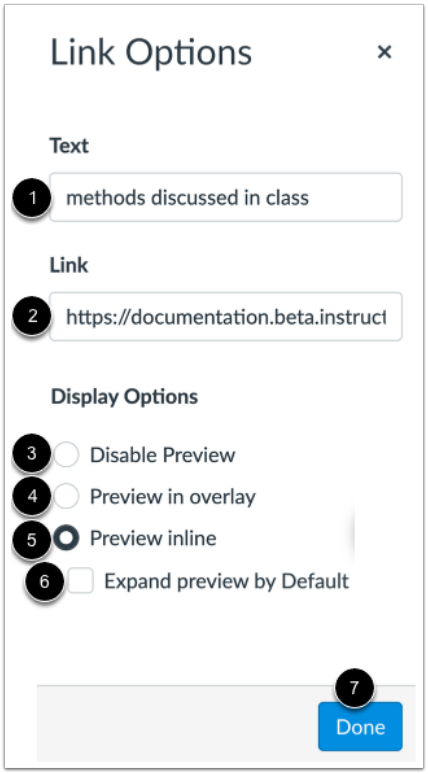
View Document Link



View a link to your uploaded file in the Rich Content Editor [1].

To manage options for the link, click the link title and click the **Link Options** link [2].

View Link Options



You can edit the link text in the **Text** field [1] or link URL in the **Link** field [2].

To disable users from seeing a file preview, select **Disable Preview** option [3].

You can choose to display a file preview in a pop-up window or in-line preview when the link is clicked. You can also choose to expand an in-line preview by default.

To allow users to view a file preview in a pop-up window when the link is clicked, select the **Preview in overlay** option [4].

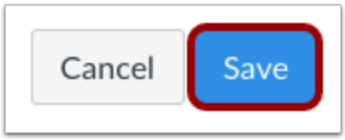
To allow users to view an in-line preview when the link is clicked, click the **Preview inline** option [5]. To expand the in-line preview by default, click the **Expand preview by Default** checkbox [6].

To save link options, click the **Done** button [7].

Notes:

- Inline preview is not supported in the Canvas beta environment.
- Inline preview does not display in Edit mode.

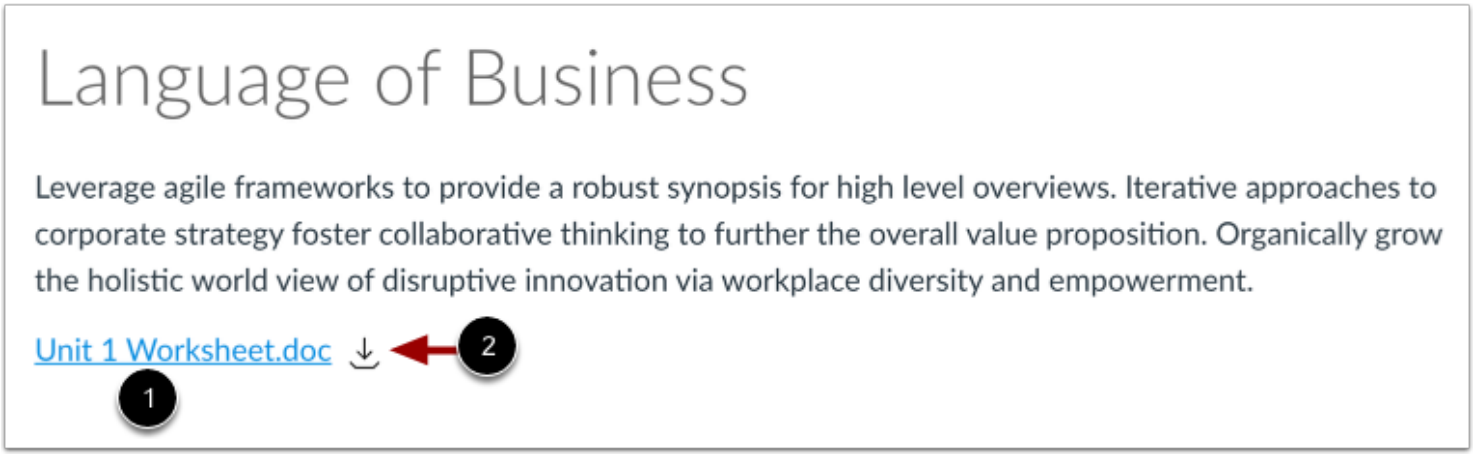
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content



View the content created in the Rich Content Editor.

To preview the file, click the file link [1].

To download the linked document, click the **Download** icon [2].

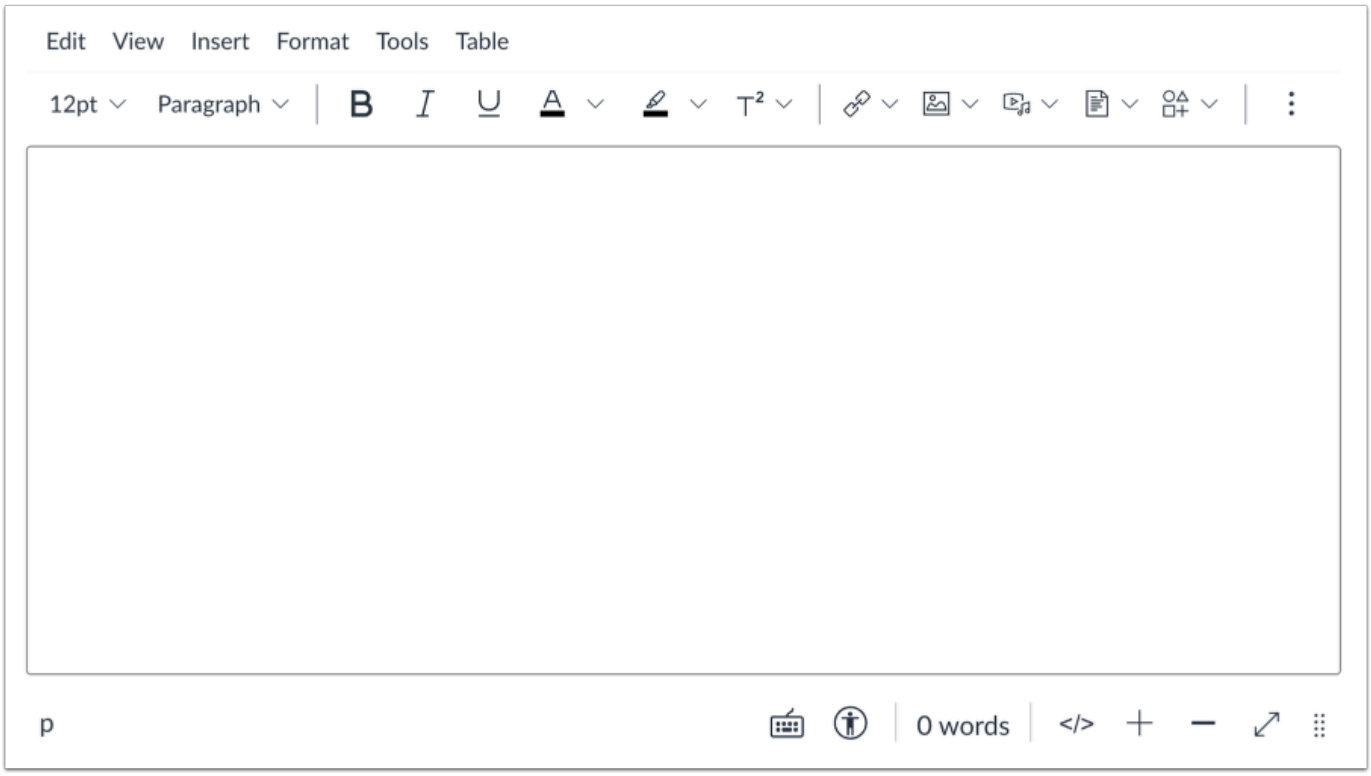
How do I embed a file from Google Drive into the Rich Content Editor?

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes. When embedded, Google slide presentations default to presentation mode.

In Google, you can embed files. Any time you edit the Google file, the edits also display in Canvas.

Note: If you cannot view the Google Drive option in the Rich Content Editor LTI Tools menu, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

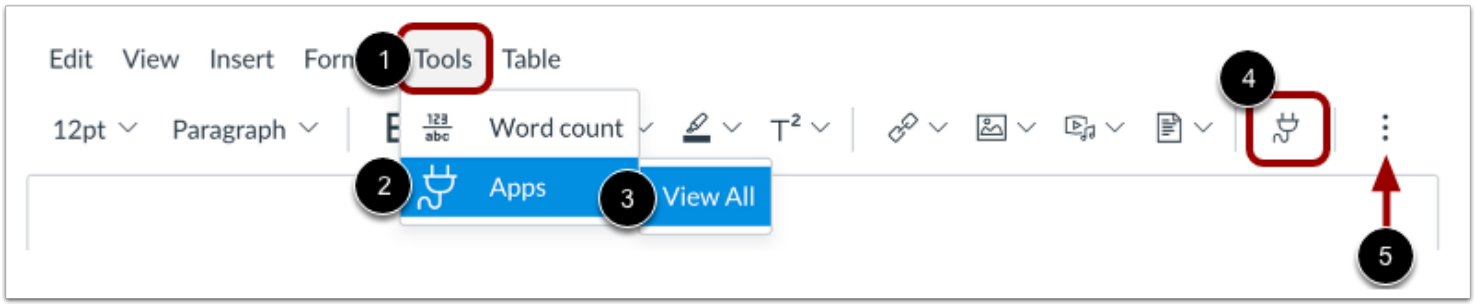
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Open Apps

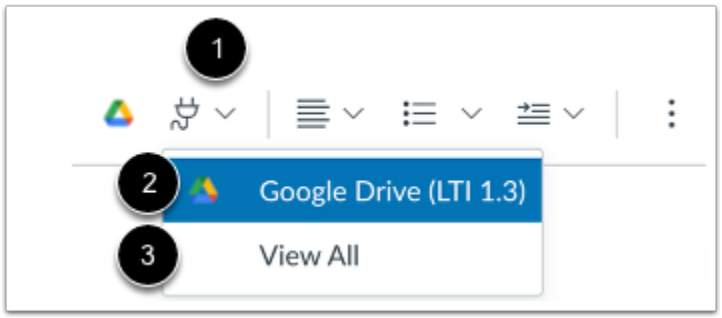


You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

Note: To view the App icon, you may have to click the **Options** icon [5].

View Recently Used Apps

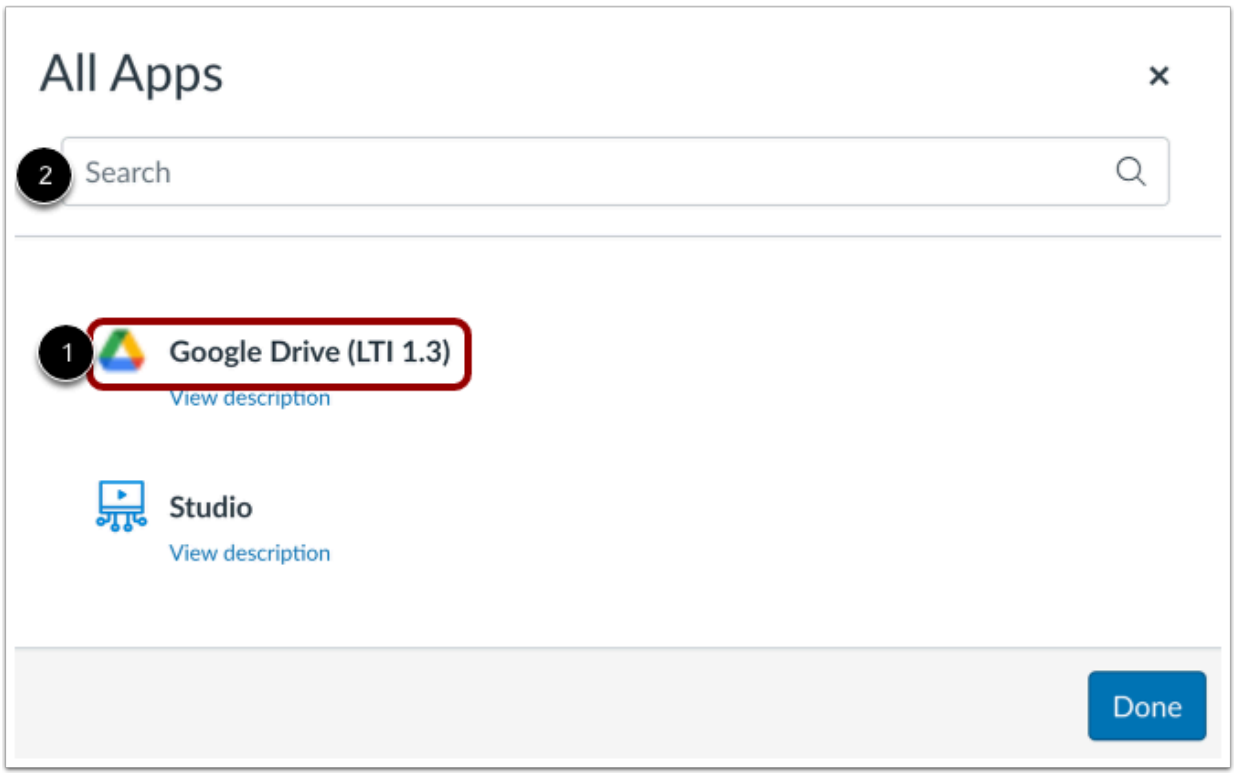


If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].

Open Google

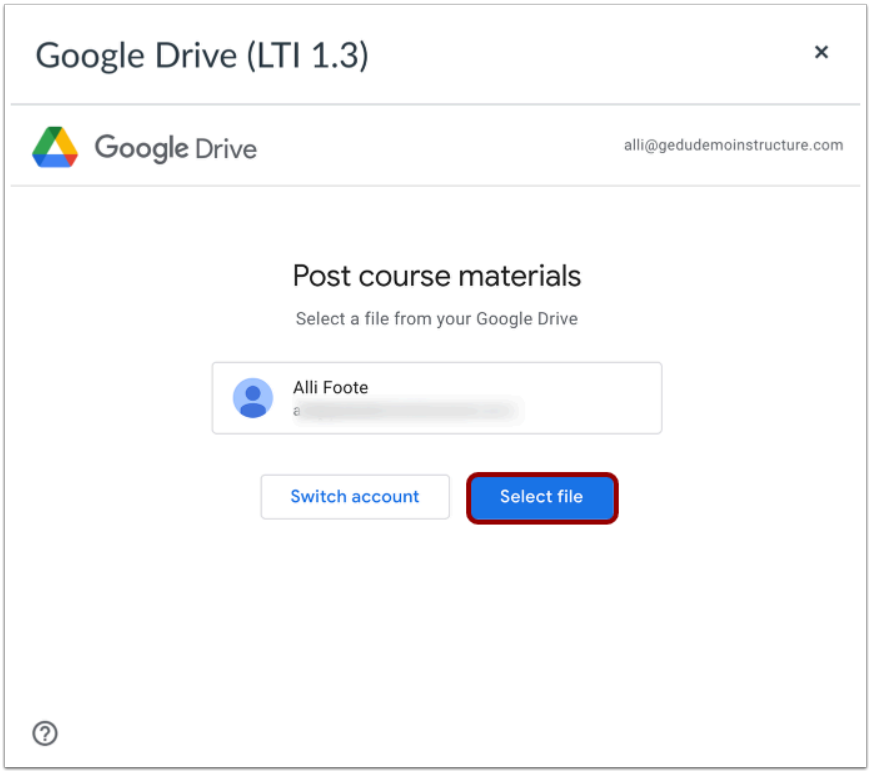


Click the **Google Drive (LTI 1.3)** link [1].

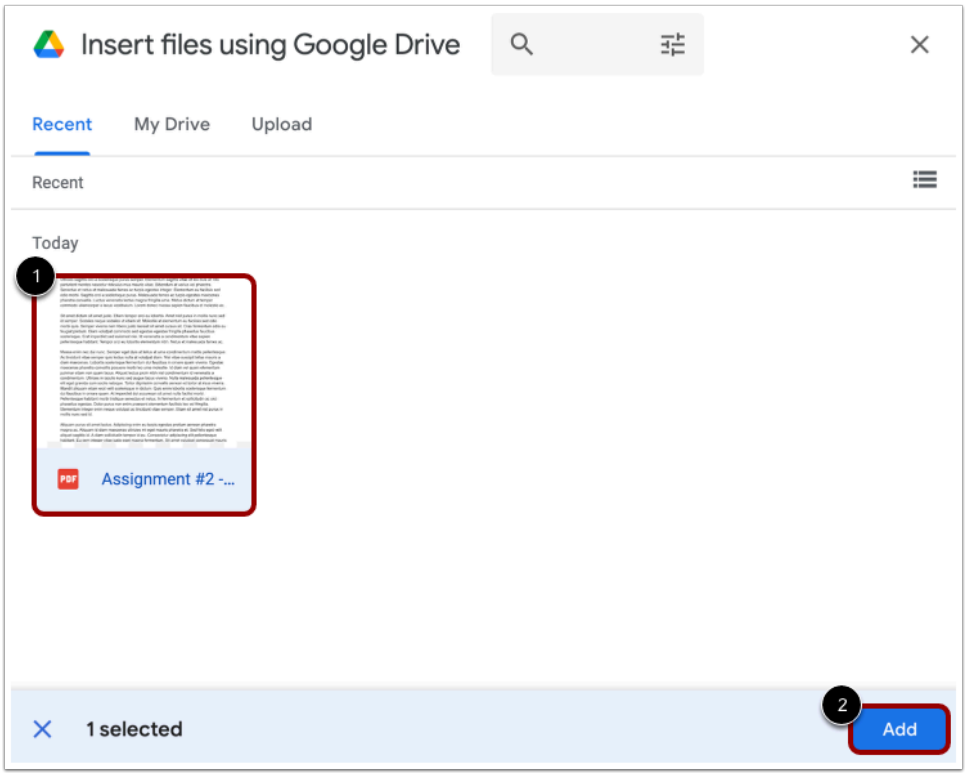
You can also filter menu options using the **Search** field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Select File

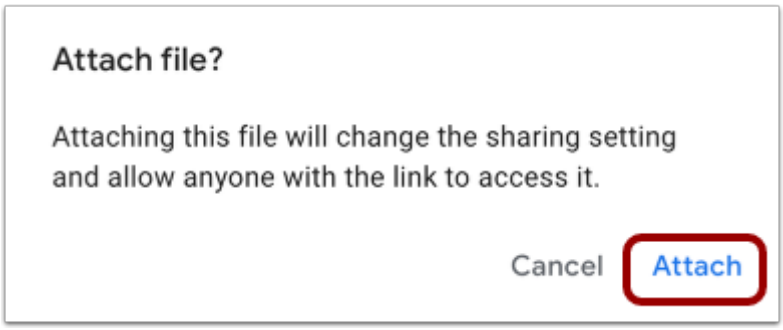


Click the **Select file** button.



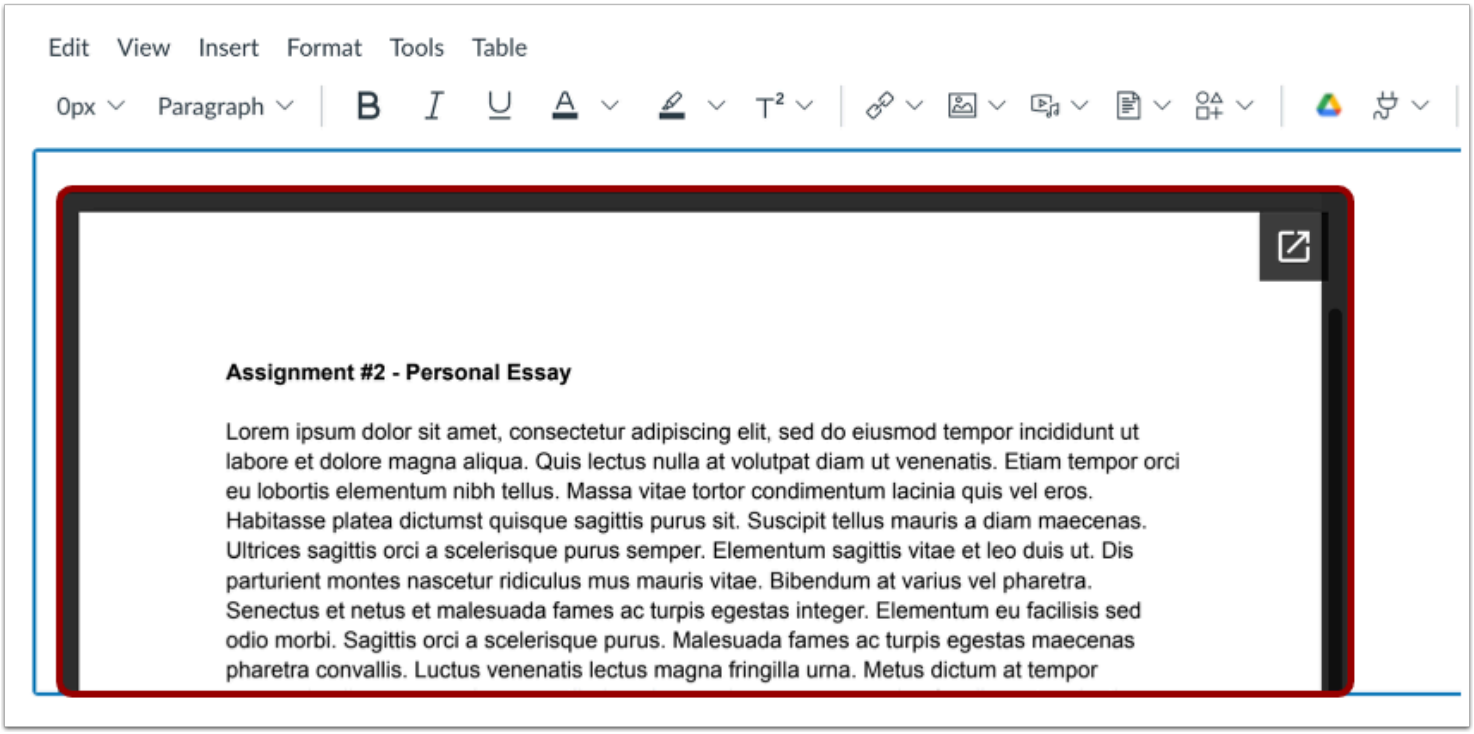
Locate and select the file you want to embed [1]. Click the **Add** button [2].

Attach File



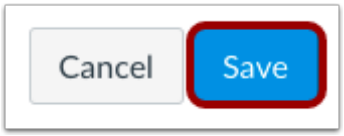
Click the **Attach** link.

View Embedded File



View the embedded Google file in the Rich Content Editor.

Save Changes



Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages may display a Save & Publish button or a Submit Assignment button.
- The Syllabus page displays an Update Syllabus button.
- Discussion replies display a Reply button.

How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor?

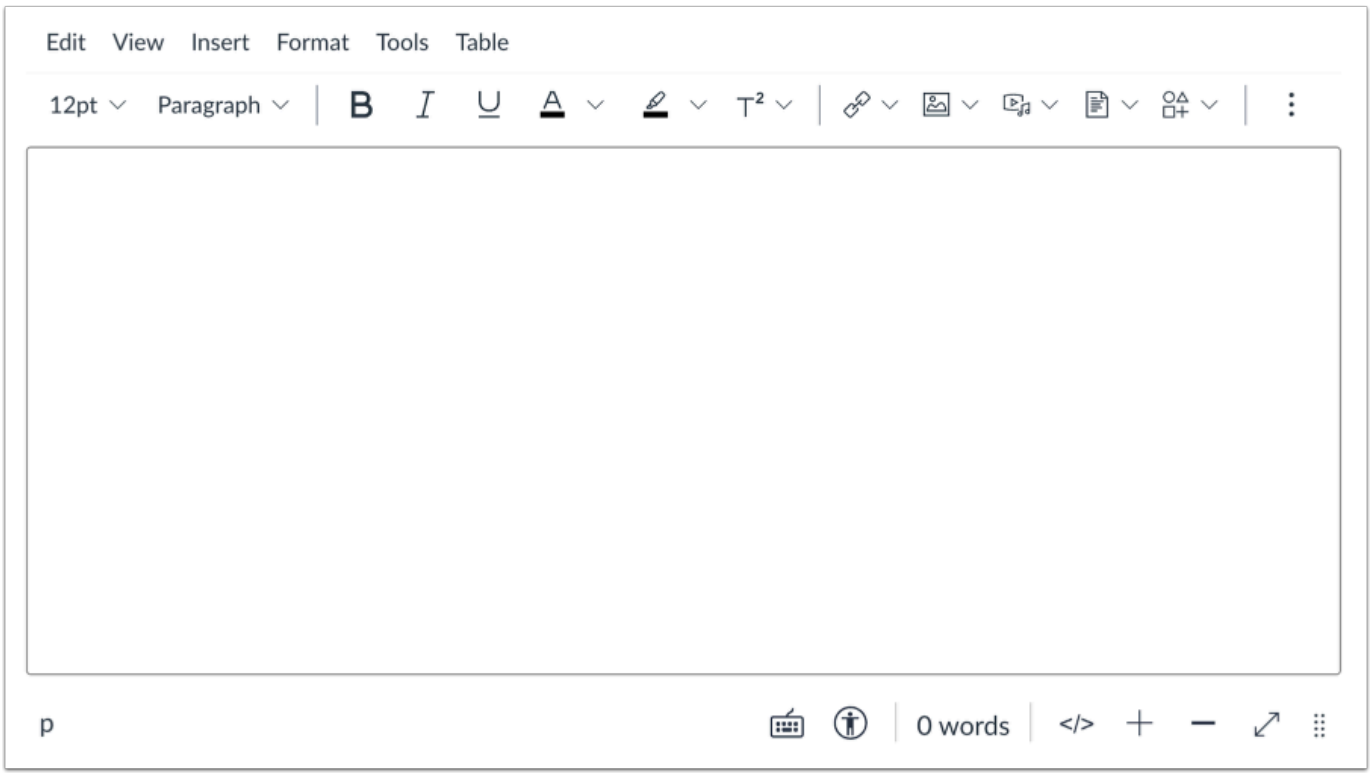
If your course has enabled Microsoft Office 365, you can create a document, slide presentation, or spreadsheet in your OneDrive and then create a hyperlink to that document anywhere you can use the Rich Content Editor in Canvas. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file.

Notes:

- If you cannot view the Microsoft Office 365 option in the Rich Content Editor LTI Tools menu, you can still include your file by creating a hyperlink or publishing your Microsoft Office 365 content to the web and pasting the embed code in the HTML editor.
- PDF files added through Microsoft Office 365 that cannot be previewed in Sharepoint are not supported to preview in Canvas. To preview the PDF files, you will need to add them to course files and link to them in the Rich Content Editor.

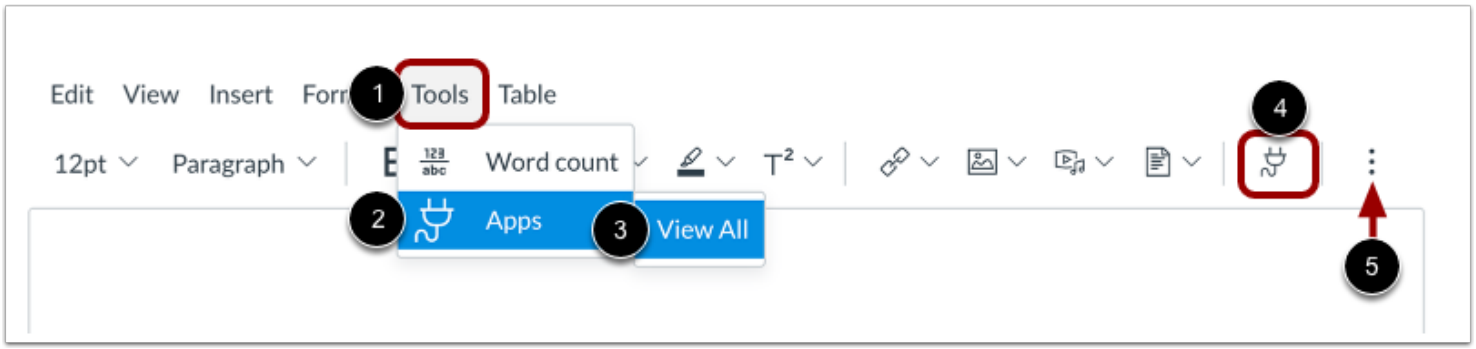
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Open Apps

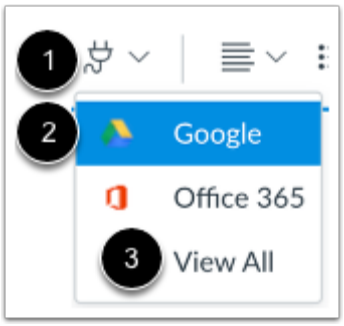


You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

Note: To view the App icon, you may have to click the **Options** icon [5].

View Recently Used Apps

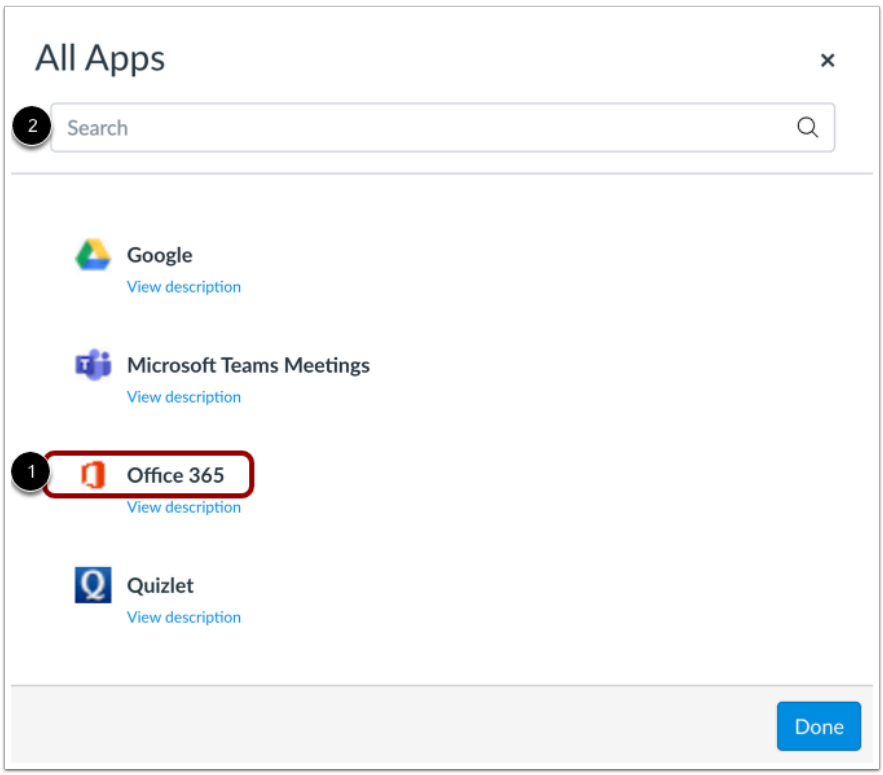


If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].

Open Microsoft Office 365

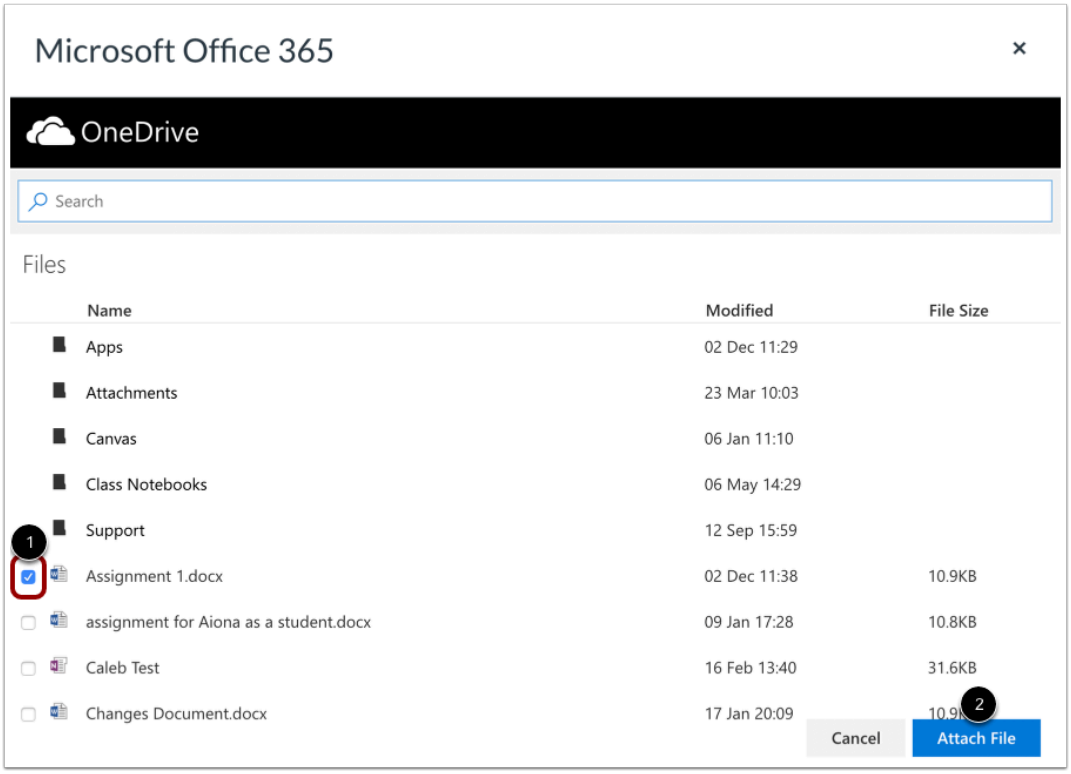


Click the **Microsoft Office 365** link [1].

You can also filter menu options using the **Search** field [2].

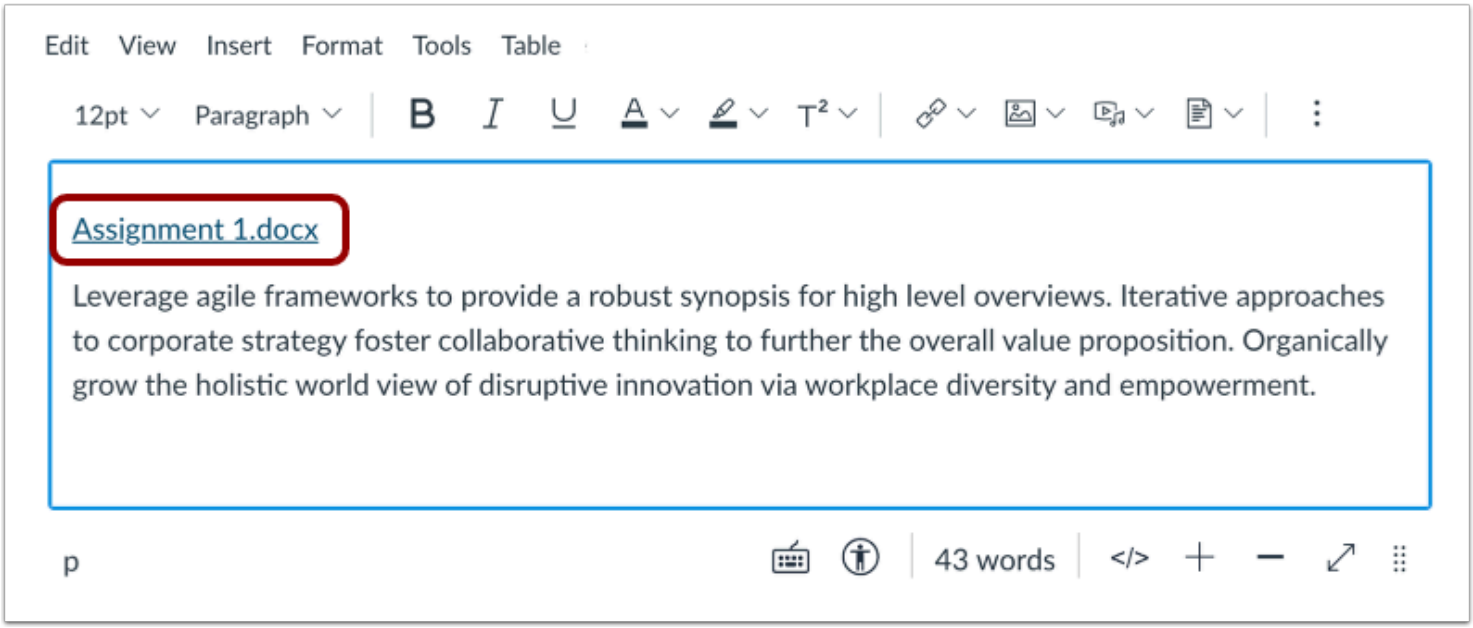
Note: If the Microsoft Office 365 link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your content to the web and pasting the embed code in the HTML editor.

Attach File



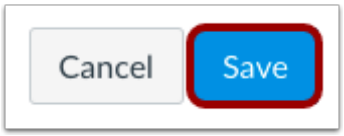
Locate the file you want to link and click the checkbox next to the file name [1]. Click the **Attach File** button [2].

View File Link



View the file link in the Rich Content Editor

Save Changes



Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages may display a Save & Publish button.
- The Syllabus page displays an Update Syllabus button.
- Discussion replies display a Reply button.

View Content

View the content.

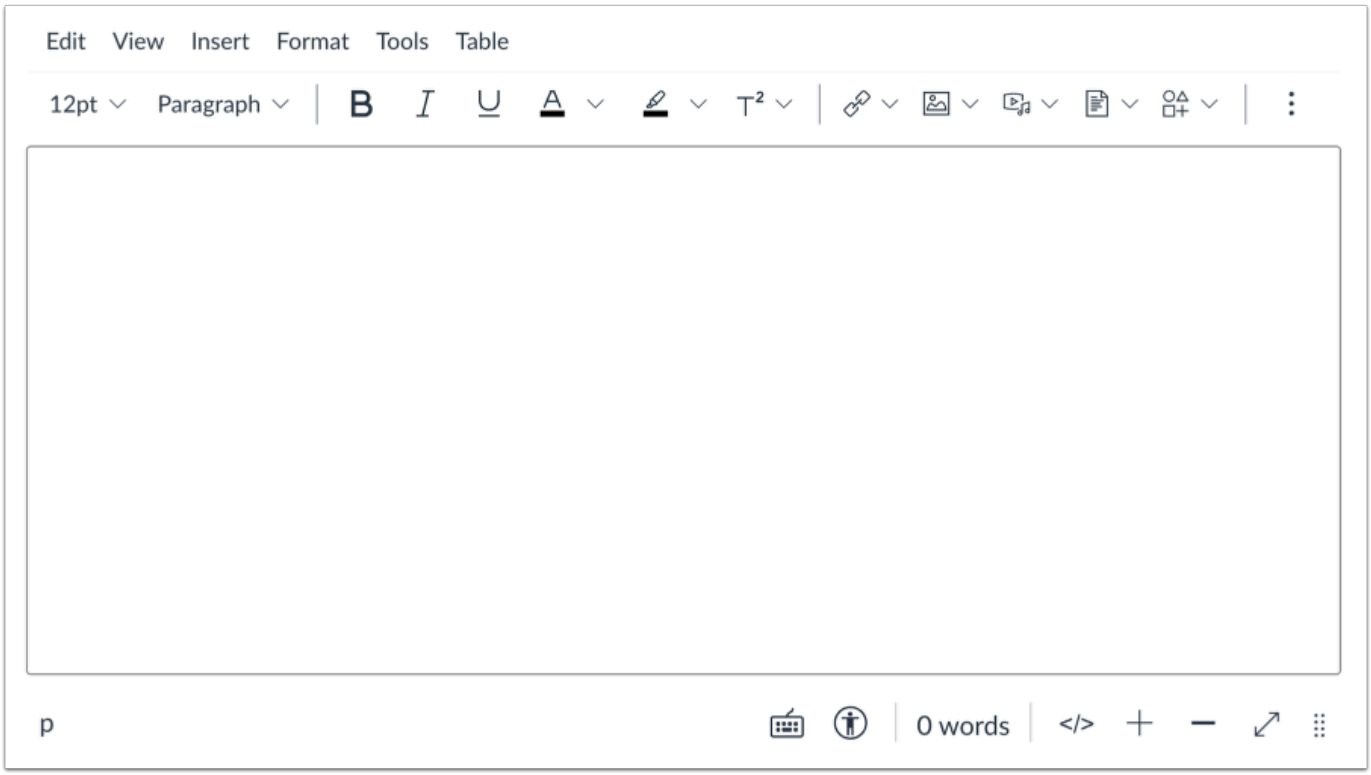
How do I link to or embed a YouTube video in the Rich Content Editor?

In the Rich Content Editor, you can add YouTube videos by inserting a URL or embedding the video using embed code. Additionally, if your course has enabled YouTube as an external app (LTI tool), you can embed a YouTube video using the LTI Tool.

Notes:

- YouTube videos added to Canvas may display ads. For more information, visit the YouTube Player for Education FAQs resource document.
- If the YouTube Content Overlay feature option is enabled at your institution, an overlay message displays in Canvas for YouTube videos not hosted in Canvas Studio. This is to alert viewers that ads may appear. The message displays in the browser before the video plays. Instructure is not associated with these ads; they are managed by YouTube.
- To block unsuitable ads on YouTube used within your Canvas instance, the owner of your institution's domain can tag your institution's URL for child-directed treatment.

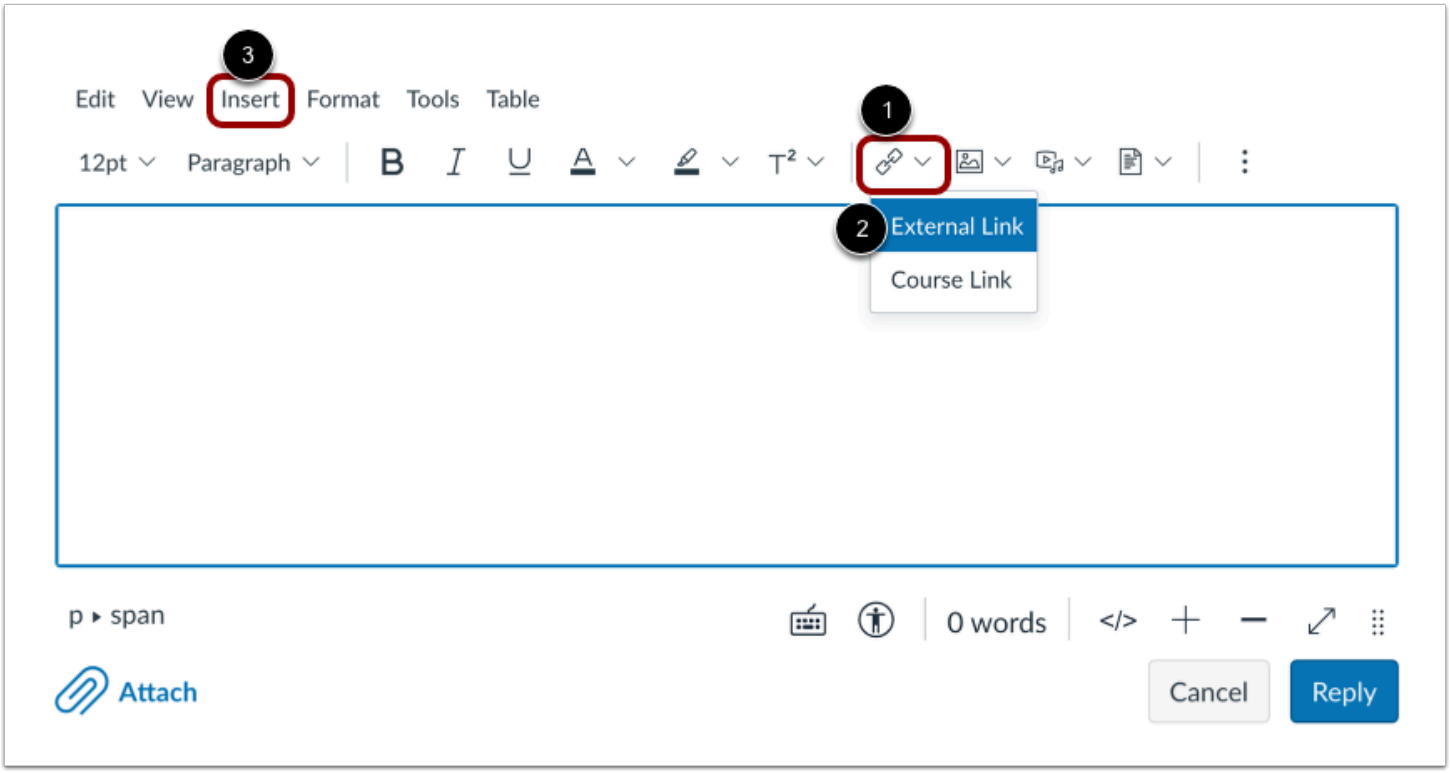
Open Rich Content Editor



When using one of the Canvas features such as Discussions and Assignments, open the Rich Content Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

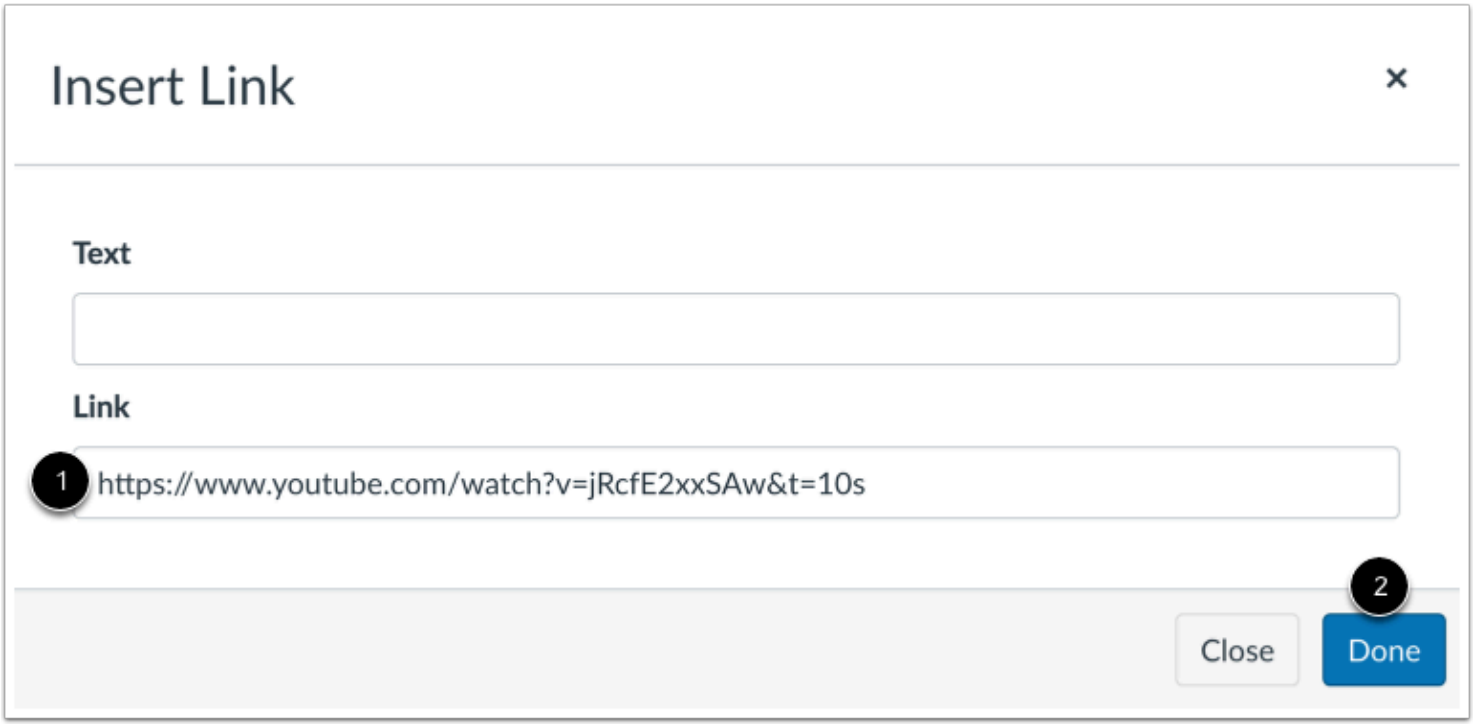
Insert External Link



To insert a URL, click the **Link** icon [1] and select the **External Link** option [2].

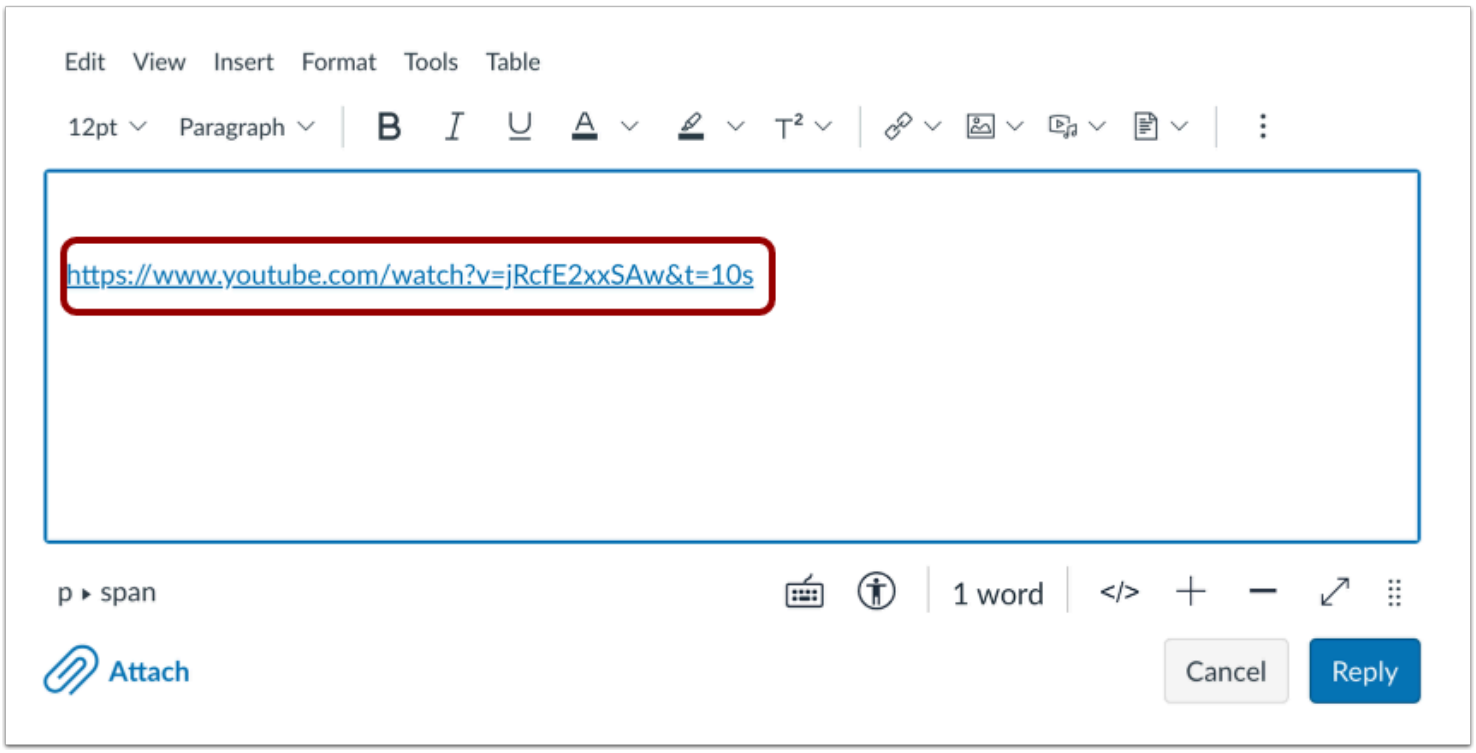
Note: You can also insert a link using the **Insert** menu options [3].

Insert URL



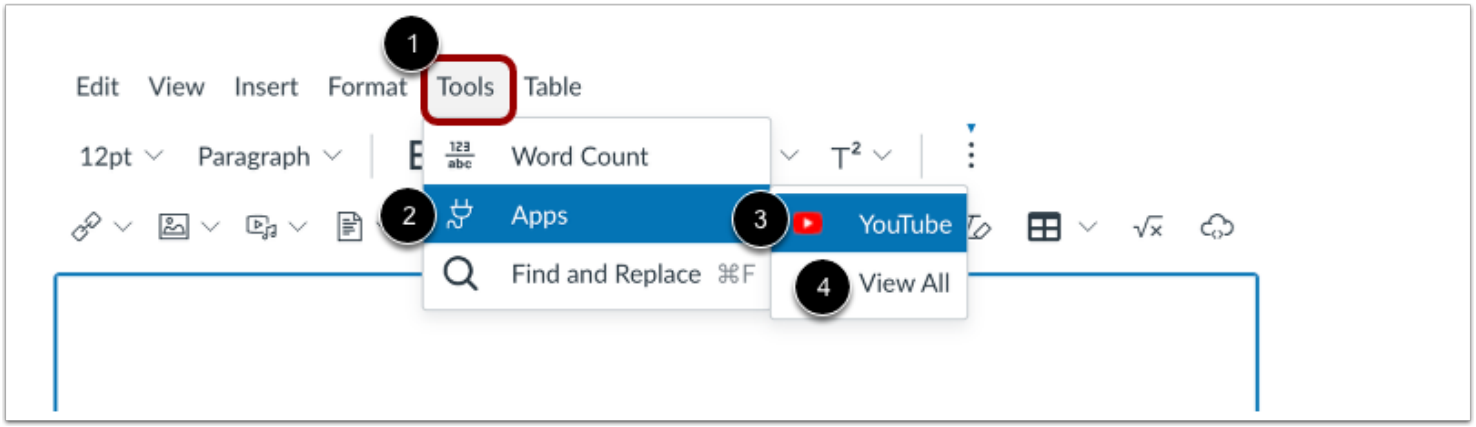
Enter the video link in the **Link** field [1]. Then, click the **Done** button [2].

View Video Link



View the video link in the Rich Content Editor.

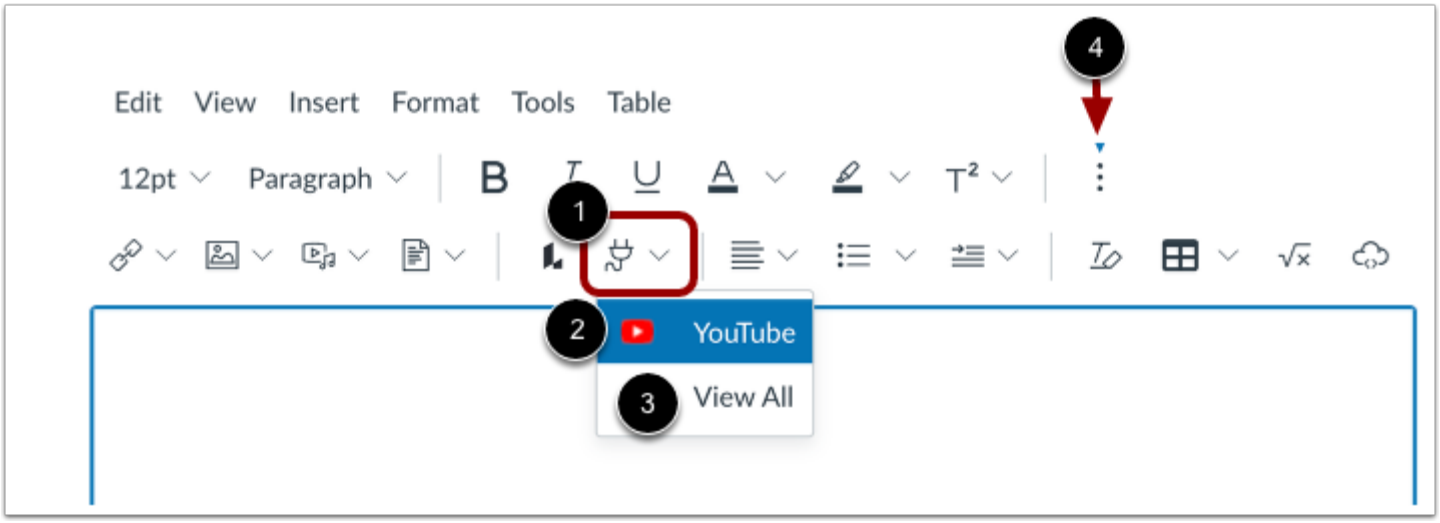
Embed External App



If your course has enabled YouTube as an external app (LTI tool), you can add linked YouTube videos in the Rich Content Editor.

Click the Tools link [1]. Then, select the Apps option [2].

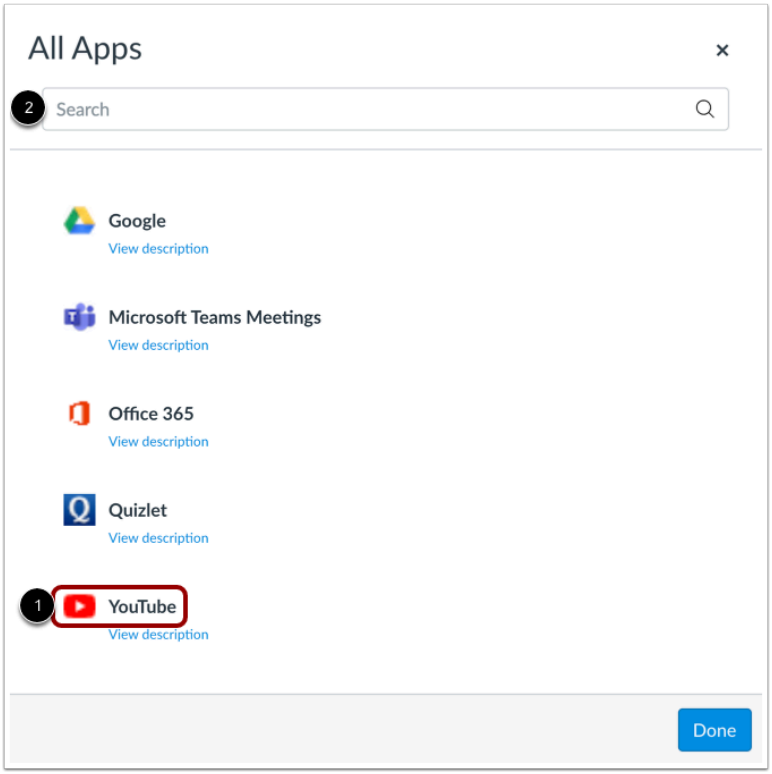
If you have previously inserted a YouTube video through the apps, you can select the YouTube app option from the Recently Used list [3]. If the YouTube app is not listed, view all apps by clicking the **View All** link [4].



You can also add a linked YouTube video by clicking the **Apps** icon [1], then selecting the **YouTube** app link [2] or the **View All** link [3].

Note: To view the Apps icon, you may have to click the Options icon [4].

Open YouTube

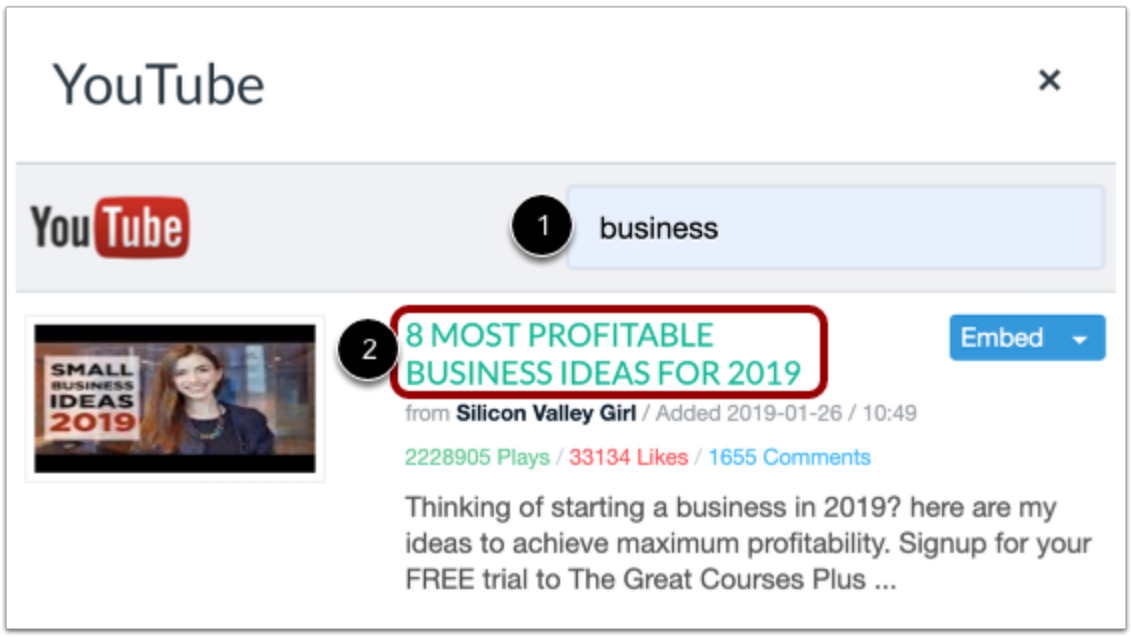


Click the **YouTube** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

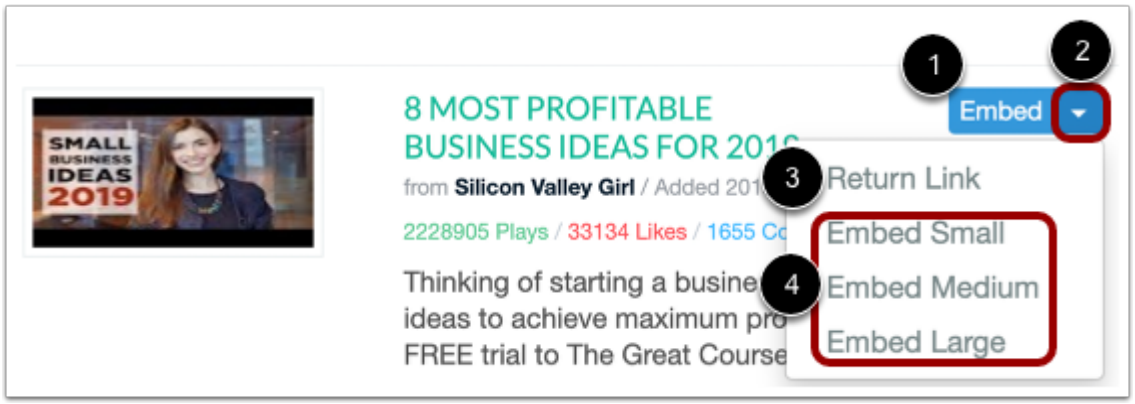
Search Videos



Enter a search term in the **Search** field [1]. Then, press **Return** (Mac) or **Enter** (PC) on your keyboard.

To view more information about a search option, click the video name [2].

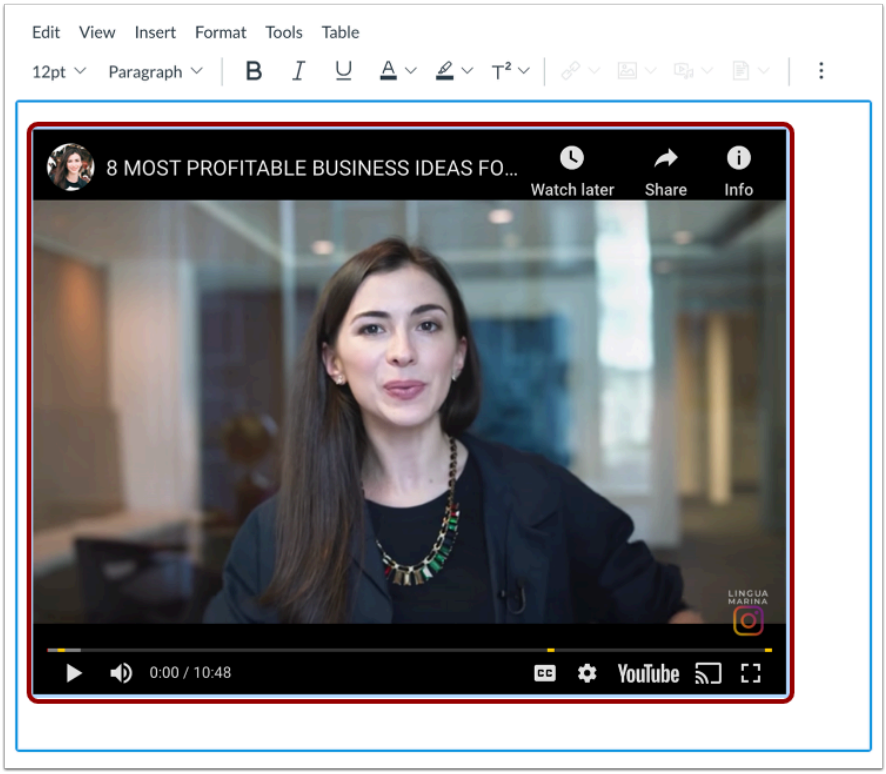
Embed Video



To embed the video in the Rich Content Editor, click the **Embed** button [1].

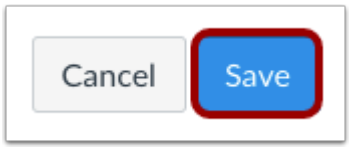
To manage the video embed options, click the **Embed** drop-down menu [2]. You can either embed a video hyperlink [3] or choose to embed a small, medium, or large version of the video in the Rich Content Editor [4].

View Embedded Video



View the embedded video in the Rich Content Editor.

Save Changes



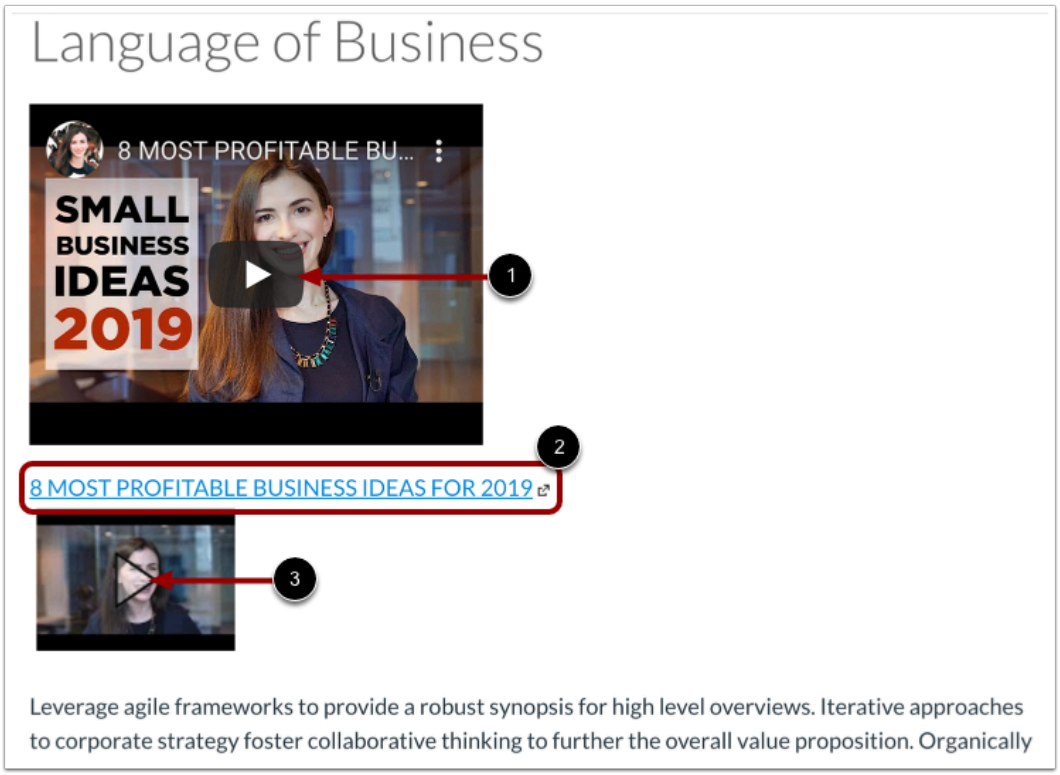
To apply the changes, click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a Save & Publish button.
- The Syllabus page displays an Update Syllabus button.

- Discussion replies display a Reply button.

View Content



To view the embedded video, click the **Play** icon [1].

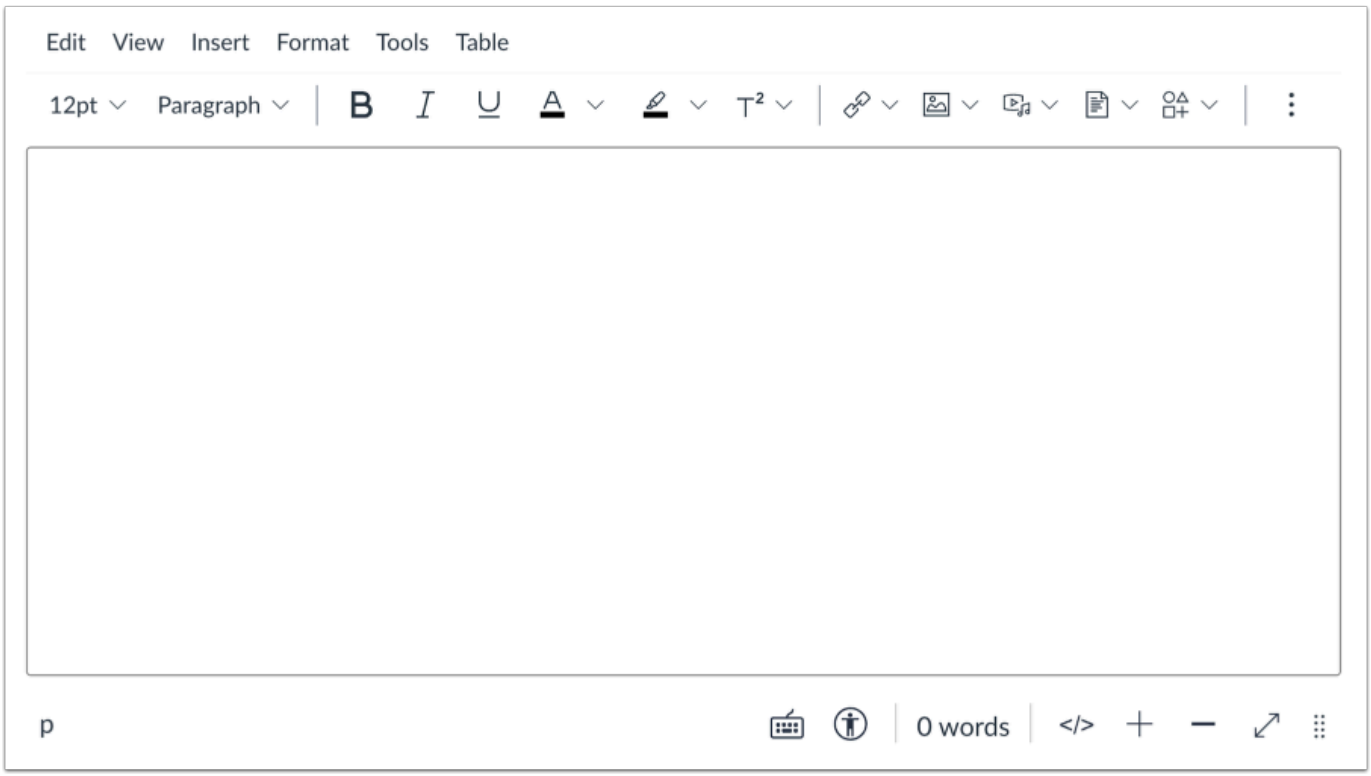
To view the linked video in a new browser tab, click the video link [2]. To expand the linked video to view in Canvas, click the **Play** icon [3].

How do I embed media files from Canvas into the Rich Content Editor?

You can embed media files from your user files in Canvas in the Rich Content Editor. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: Students cannot view media files uploaded to the Rich Content Editor which have an unpublished restriction setting or are outside of the file's visibility dates. View file restriction settings.

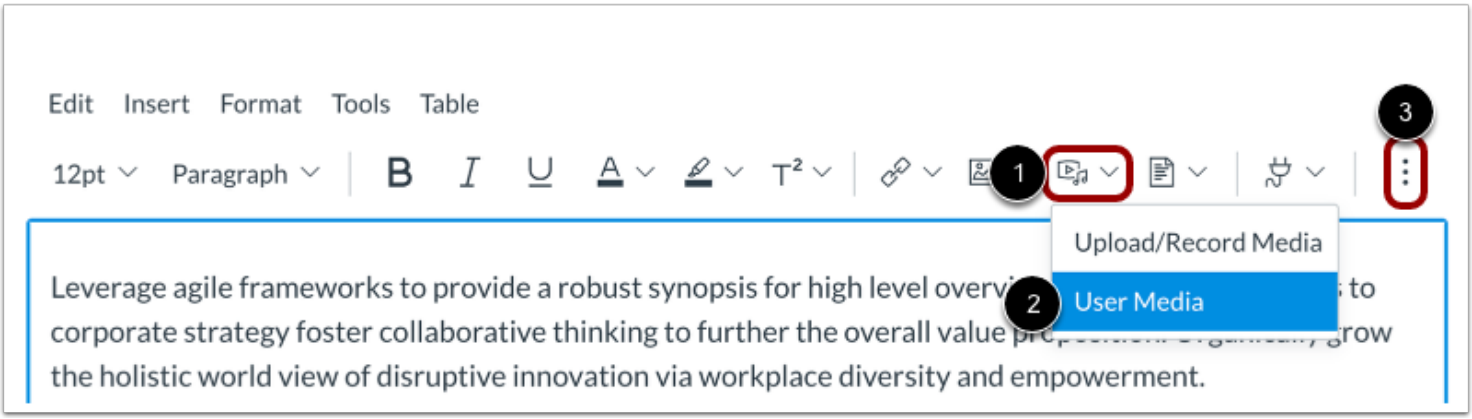
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Upload Media from Toolbar

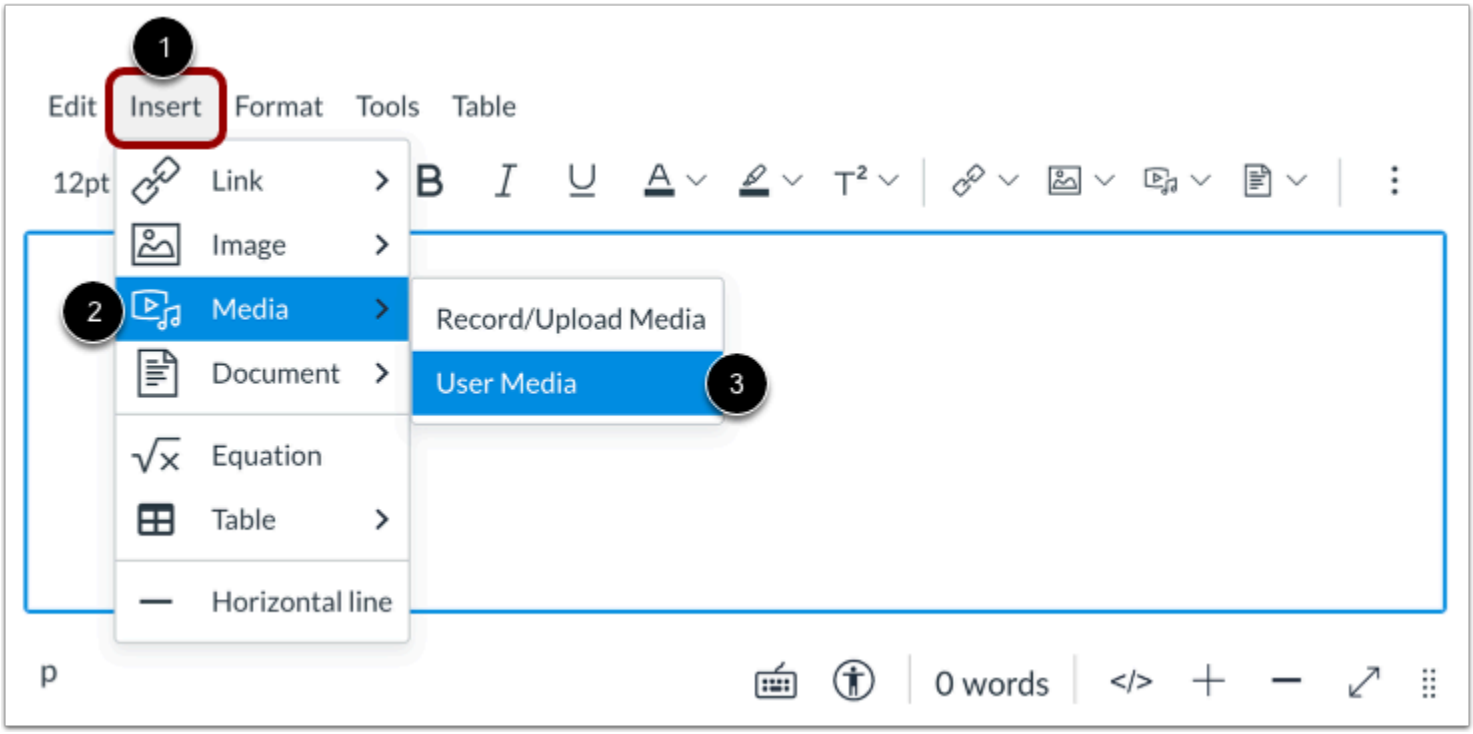


You can embed your media files from the toolbar. Click the **Media** icon [1]. To view images saved in your Canvas user files, click the **User Media** option [2].

To view the Media icon, you may have to click the **Options** icon [3].

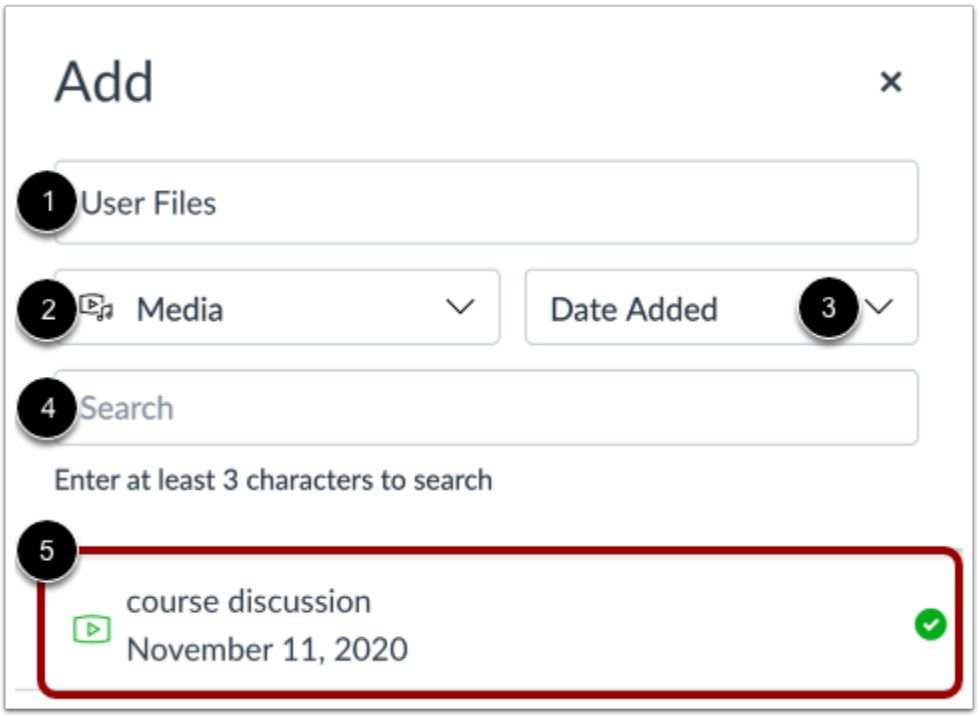
Note: If the Media options do not display in the toolbar, media uploads have been disabled by your institution.

Upload Media from Menubar



Click the **Insert** link [1]. Navigate to view the **Media** options [2], and select the **User Media** option [3].

Select Media File



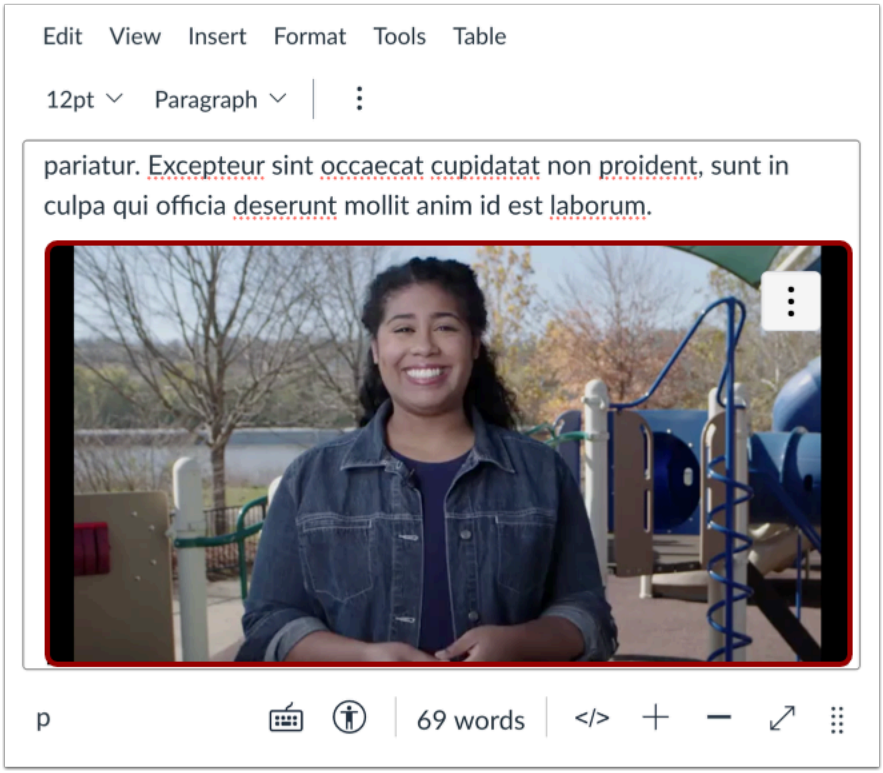
By default, when embedding a media file in the Rich Content Editor, the Add menu displays media files from your selected source [1]. To change the media file source, click the **Source** drop-down menu [2].

To sort media files by date added or alphabetically, click the **Sort by** drop-down menu [3]. To search for a media file, enter the file name in the **Search** field [4]. You must enter at least three characters for search results to display.

Click the media file to embed [5].

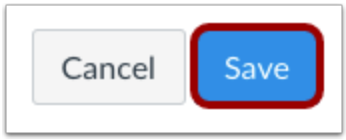
Note: The file will flash before it embeds in the Rich Content Editor.

View Embedded Media



View your embedded media file in the Rich Content Editor.

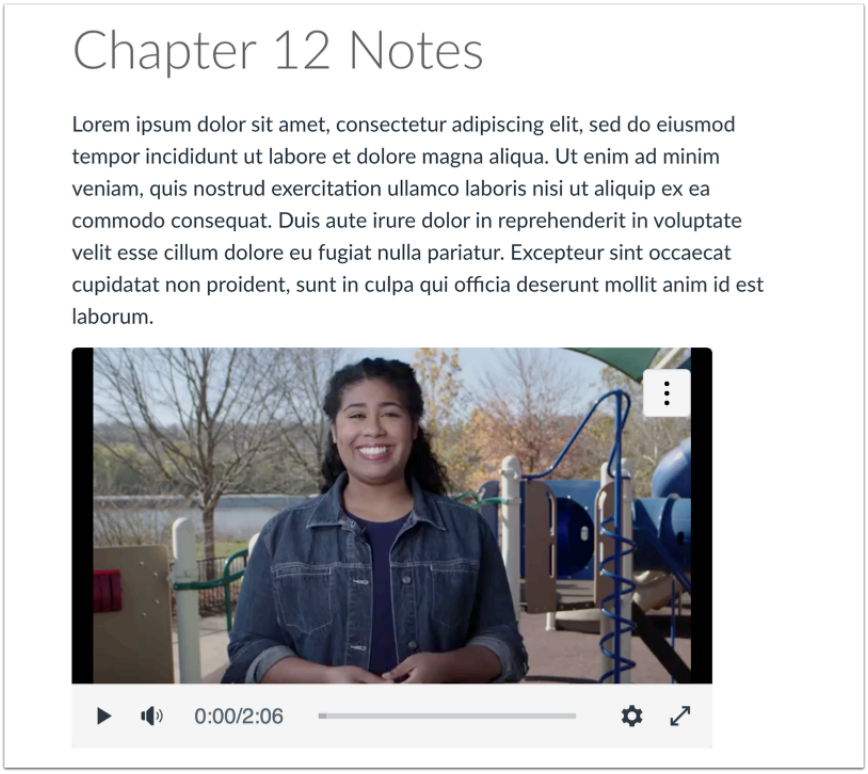
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content



View the content created in the Rich Content Editor.

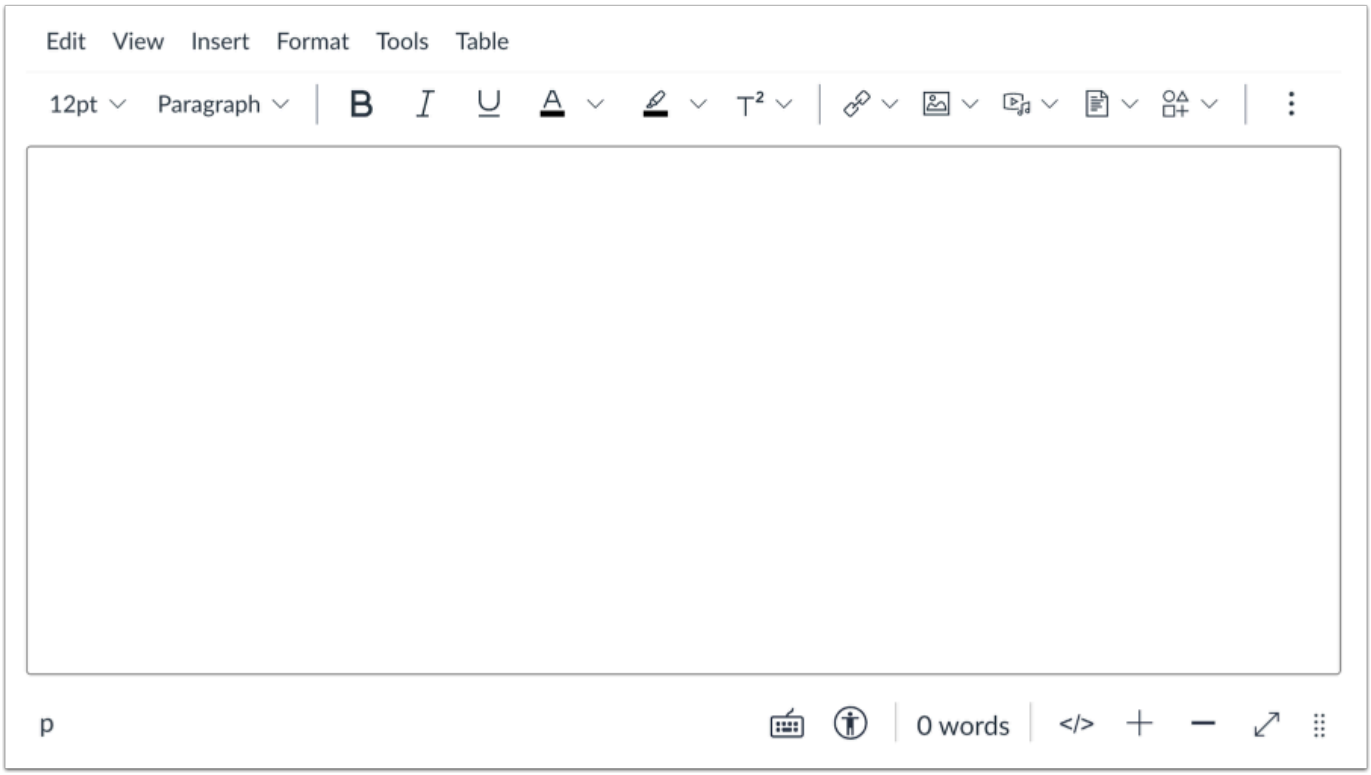
How do I link to a document from Canvas in the Rich Content Editor?

You can link documents from your user files in Canvas in the Rich Content Editor. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

By default, linked document links display an icon that allows users to preview the document in the Rich Content Editor. You can disable the in-line preview or open the in-line preview automatically.

Note: If you set a file as not visible to students in Course Files and link to that file in the Rich Content Editor, students will be able to view that file using the link in the Rich Content Editor.

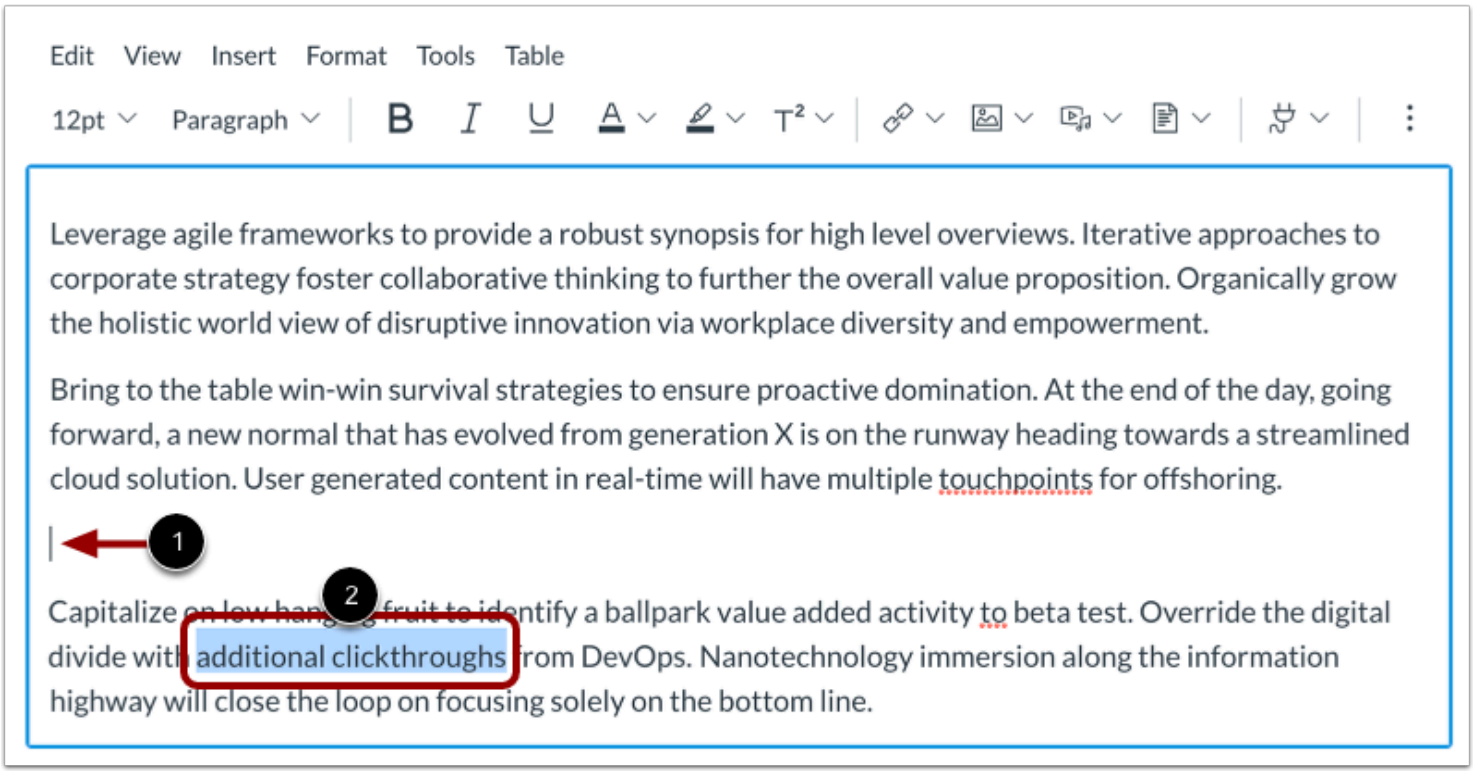
Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

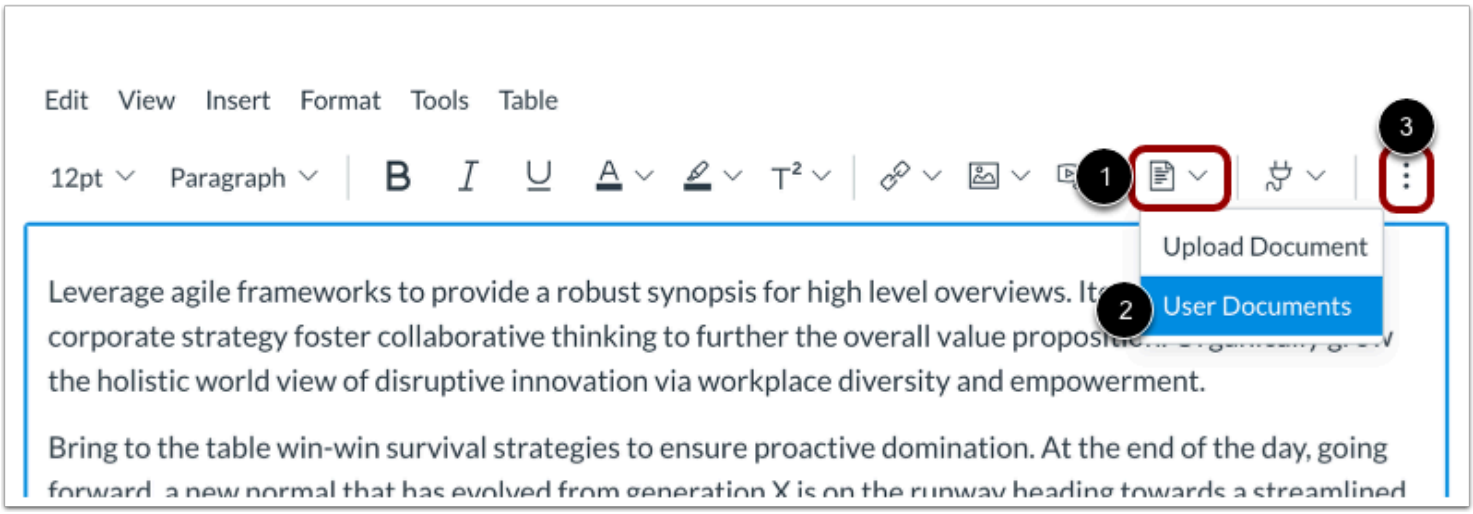
Select Link Location



To insert a link displaying the name of the file, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a course content item, select the text for your hyperlink [2].

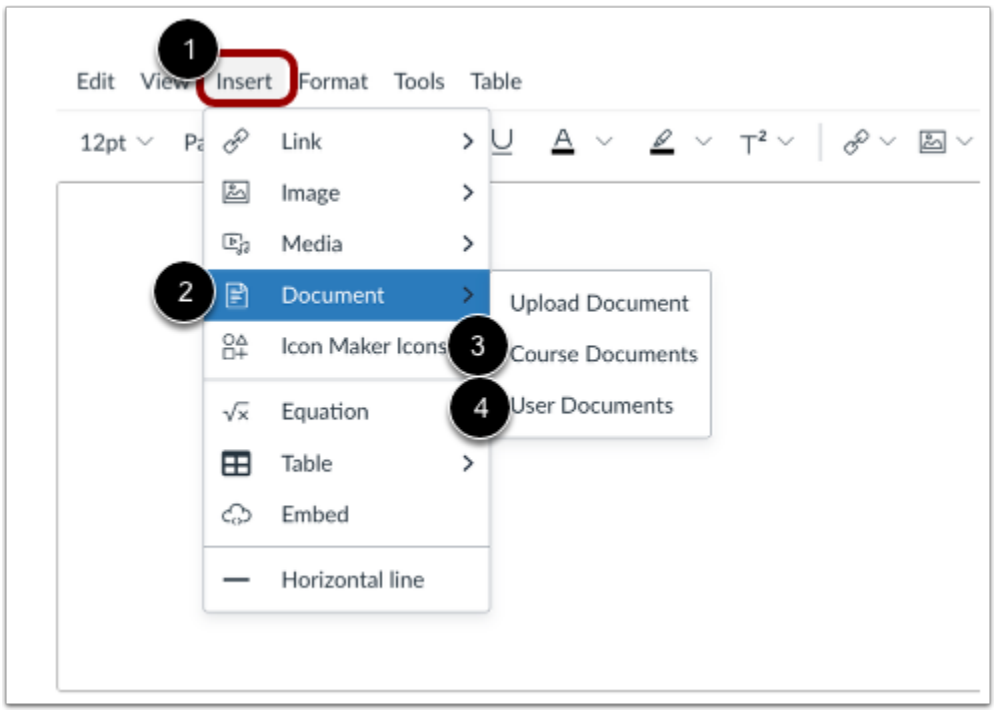
Insert Documents from Toolbar



Alternatively, you can insert documents from the toolbar. Click the **Documents** icon [1]. To view your user documents, click the **User Documents** option [2].

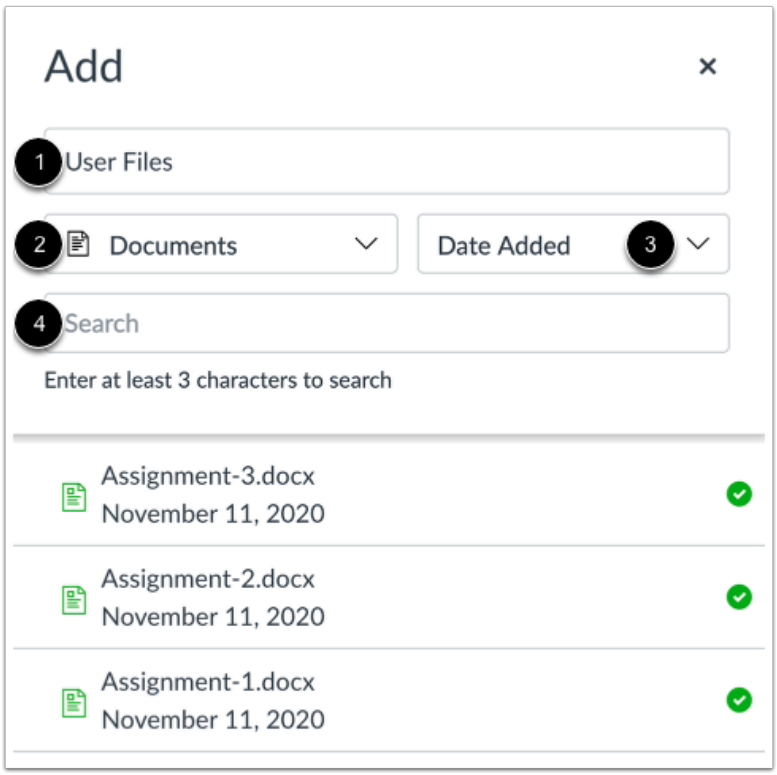
Note: To view the Documents icon, you may have to click the **Options** icon [3].

Insert Documents from Menubar



To insert a document from the menubar, click the **Insert** link [1]. Navigate to view the **Document** options [2], then select the **Course Documents** option [3] or **User Documents** [4]. If you are accessing the Rich Content Editor from a group, the Course Documents is replaced by a Group Documents option.

View and Sort Files

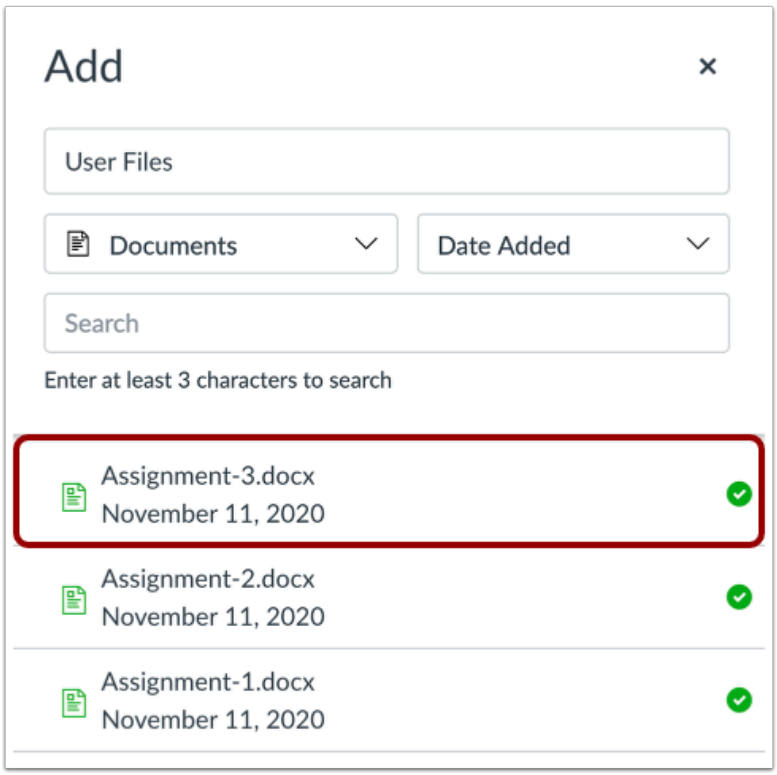


By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the **Type** drop-down menu [2].

To sort the displayed files by date added or alphabetically, click the **Sort by** drop-down menu [3]**.** To search for a document, enter the file name in the **Search** field [4]. You must enter at least three characters for search results to display.

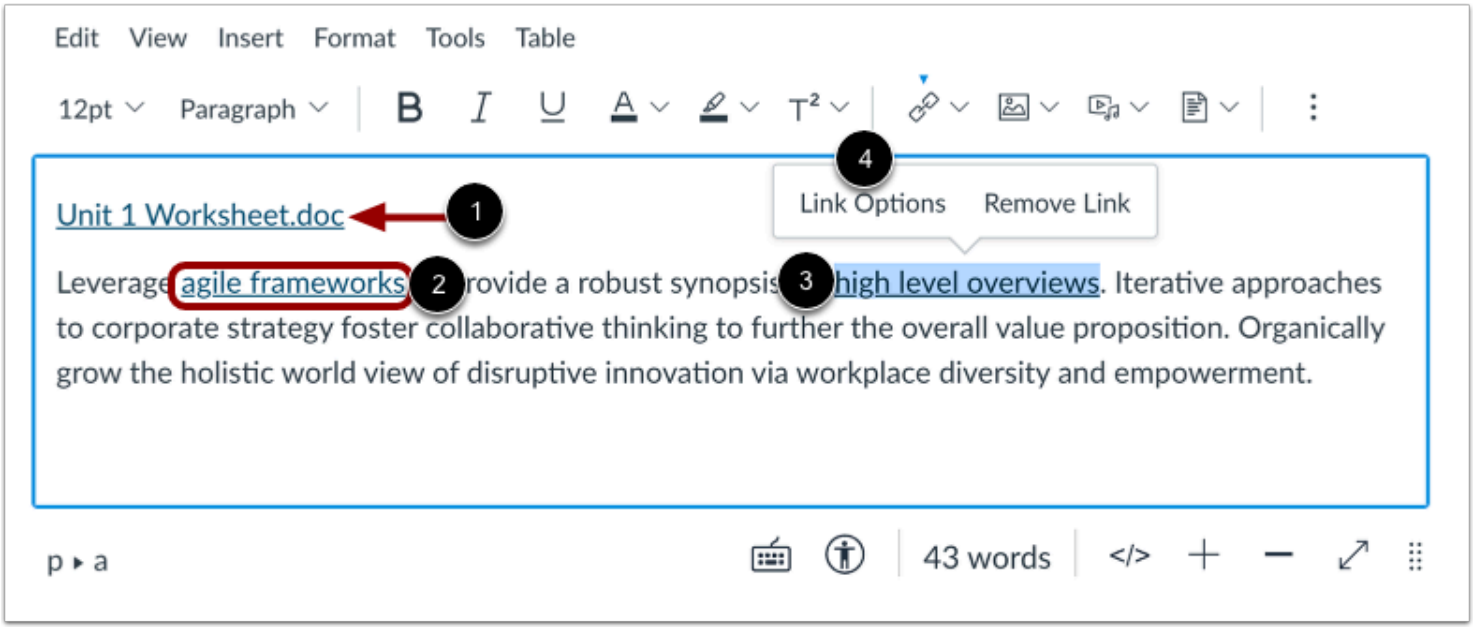
Select File



Click the name of the file you want to link in the Rich Content Editor.

Note: The text will flash before turning into the hyperlink.

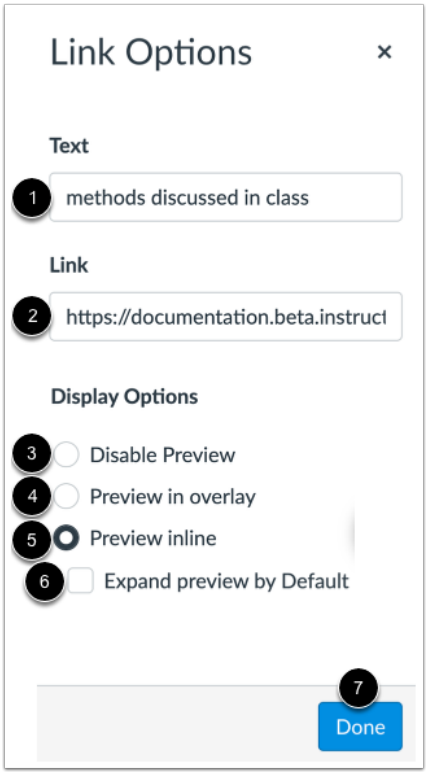
View Link



View the link displaying the name of the file [1] or the hyperlinked text [2].

To manage options for the link, click the link title [3] and click the **Link Options** link [4].

View Link Options



You can edit the link text in the **Text** field [1] or link URL in the **Link** field [2].

To disable users from seeing a file preview, select **Disable Preview** option [3].

You can choose to display a file preview in a pop-up window or in-line preview when the link is clicked. You can also choose to expand an in-line preview by default.

To allow users to view a file preview in a pop-up window when the link is clicked, select the **Preview in overlay** option [4].

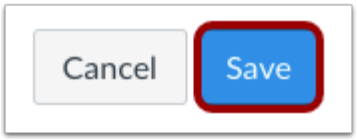
To allow users to view an in-line preview when the link is clicked, click the **Preview inline** option [5]. To expand the in-line preview by default, click the **Expand preview by Default** checkbox [6].

To save link options, click the **Done** button [7].

Notes:

- Inline preview is not supported in the Canvas beta environment.
- Inline preview is not supported in Edit mode.

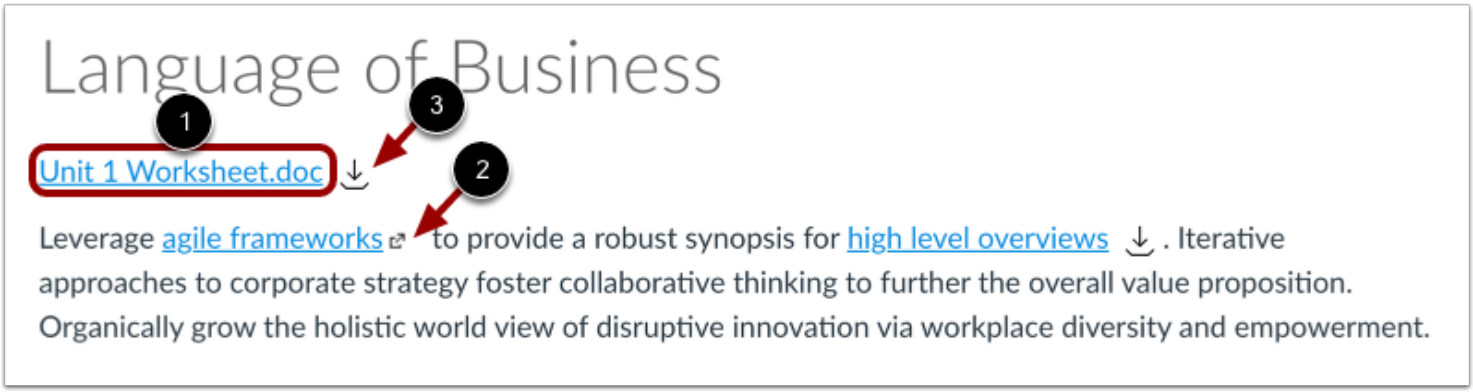
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the **Reply** button.

View Content



View the content.

To preview the file, click the file link [1]. Links to external URLs display an **Open** icon [2].

To download the linked file, click the **Download** icon [3].

How do I use the math Equation Editor in the Rich Content Editor?

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Equation Editor is built into the Rich Content Editor. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

You can use the Equation Editor for introductory math courses or for more advanced mathematics for higher-level math courses.

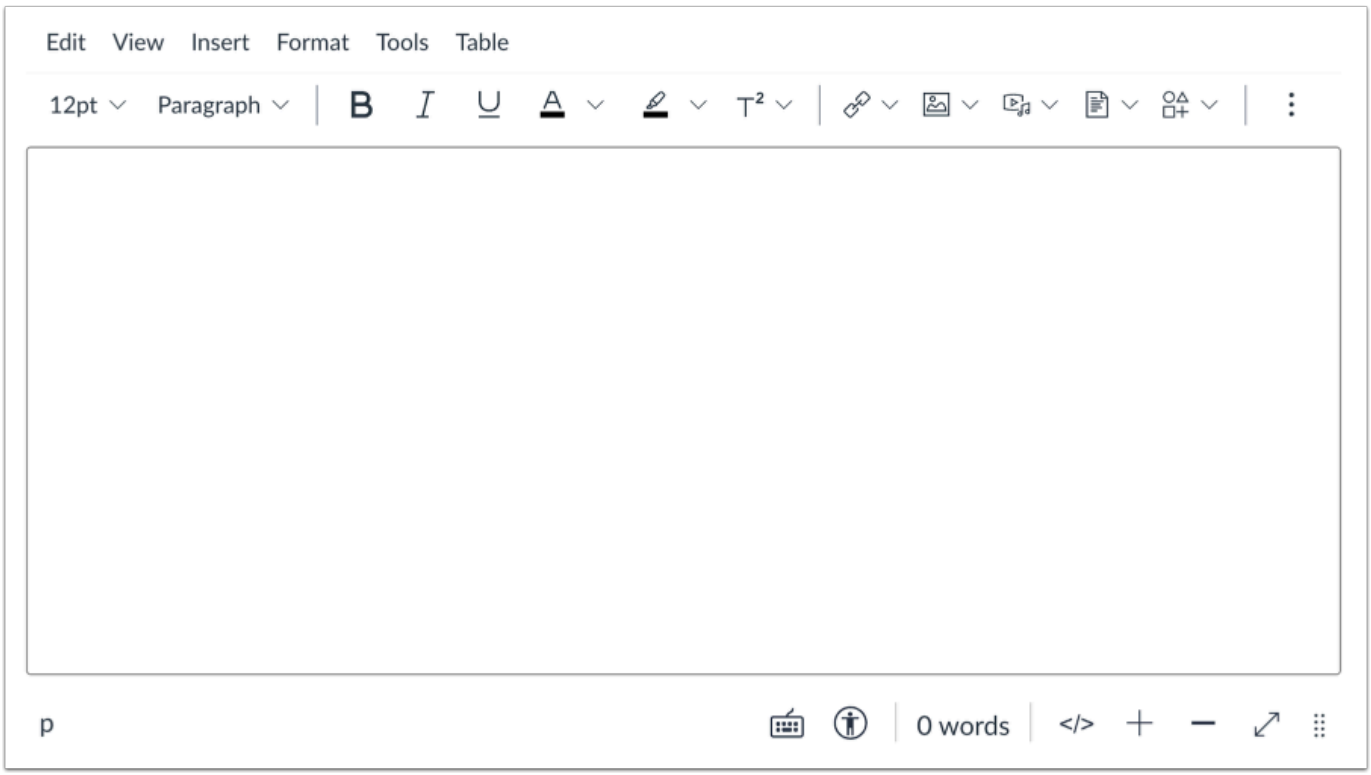
To enter mathematical or chemical expressions, you can use the Equation Editor toolbar buttons, or you can enter LaTeX code directly. For more help using LaTeX, view the following resource documents:

- Canvas Equation Editor Tips: Math Expressions Using LaTeX
- Canvas Equation Editor Tips: Chemistry Using LaTeX

Notes:

- To have characters #, $, &, ^, and _ appear in the Rich Content Editor when your equation is inserted, you must type a backslash (\) before the character. The ~ character can be inserted by typing \~~.
- Equation images are stored as absolute (full website) URLs which may affect course copies.

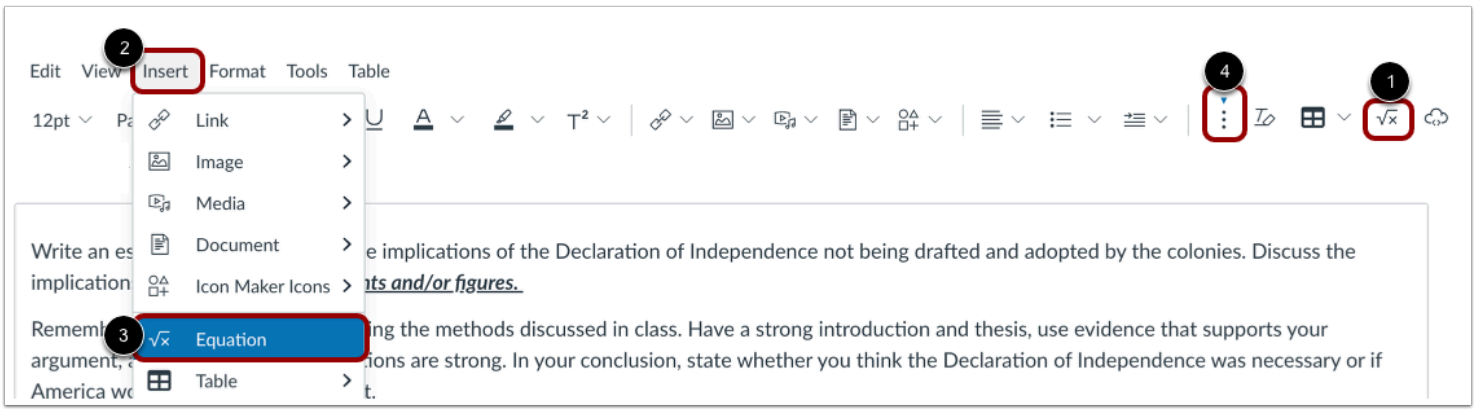
Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Open Equation Editor

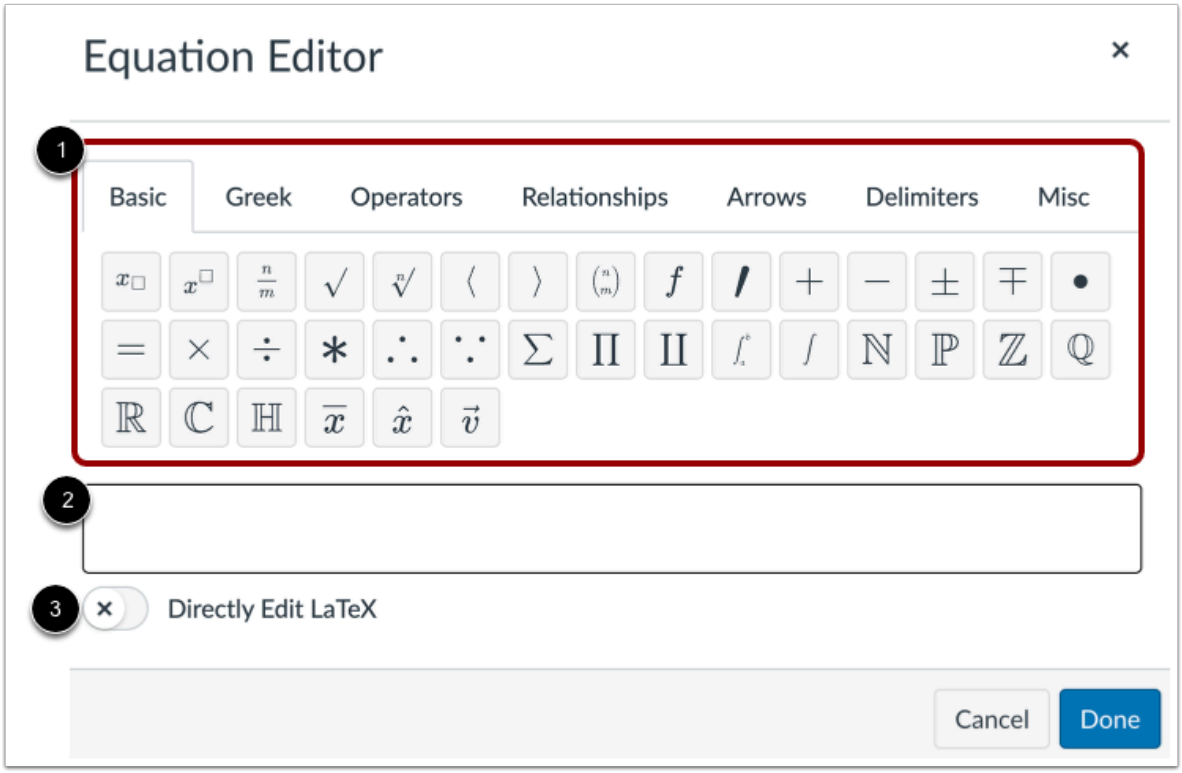


To open the Math Editor, click the **Insert Math Equation** icon [1].

You can also open the Math Editor from the Rich Content Editor menubar. Click the **Insert** link [2], then select the **Equation** option [3].

Note: To view the Insert Math Equation icon, you may need to click the **Options** icon [4].

View Equation Editor

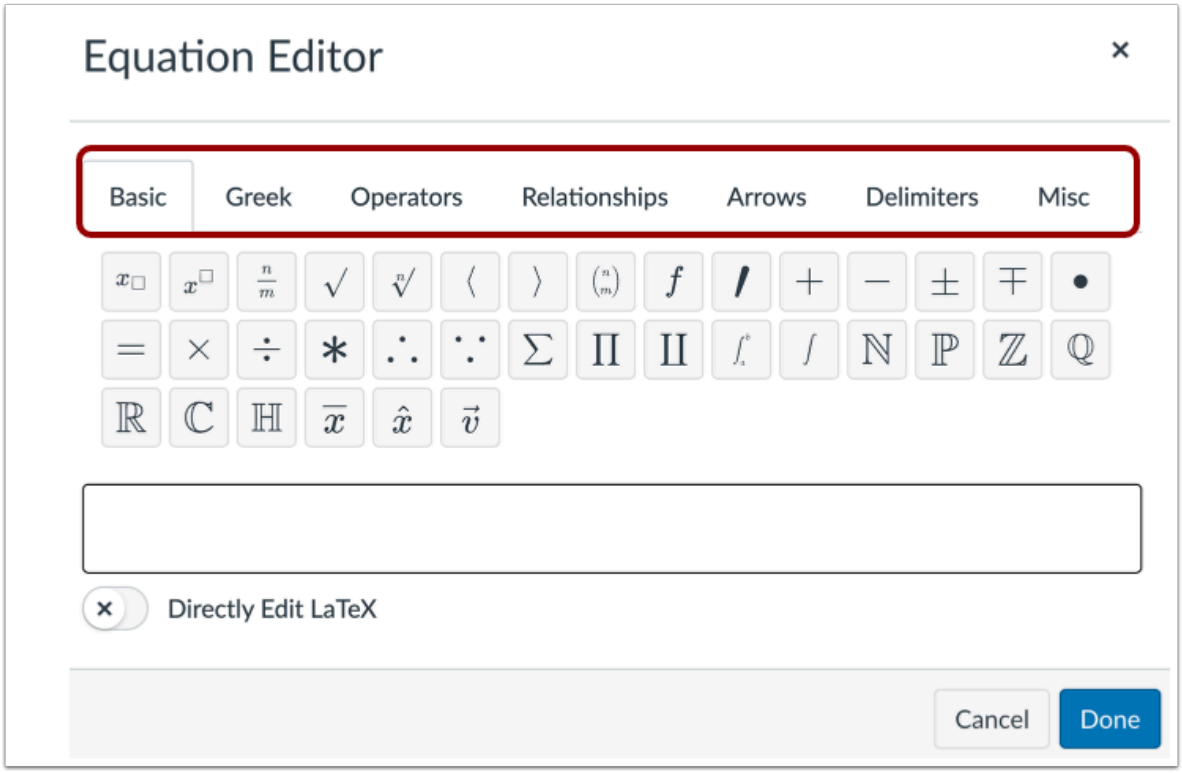


The Equation Editor provides a toolbar for inserting various operators and symbols [1].

You can enter expressions in the equation field [2].

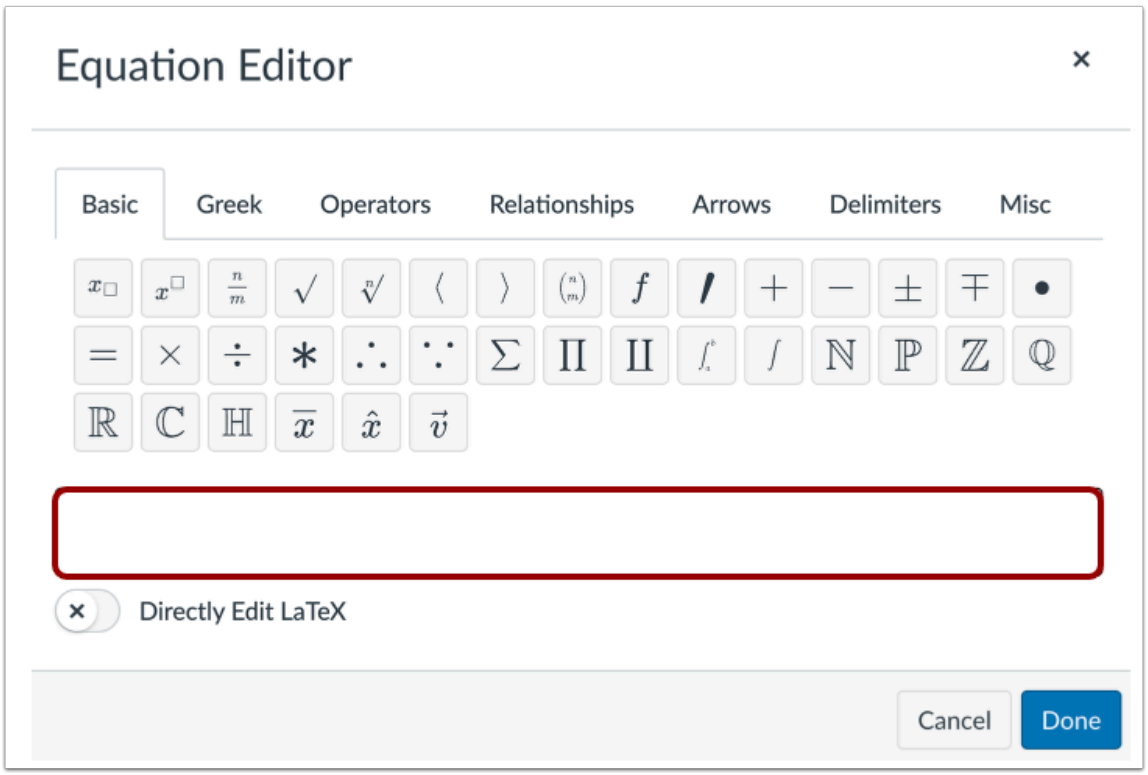
You can view and edit or hide the LaTeX code behind an expression by clicking the **Directly Edit LaTeX** toggle [3].

View Toolbar Tabs



By default, the toolbar displays the **Basic** tab. To access other operators and symbols, click any of the following tabs: **Greek**, **Operators**, **Relationships**, **Arrows**, **Delimiters**, and **Misc**.

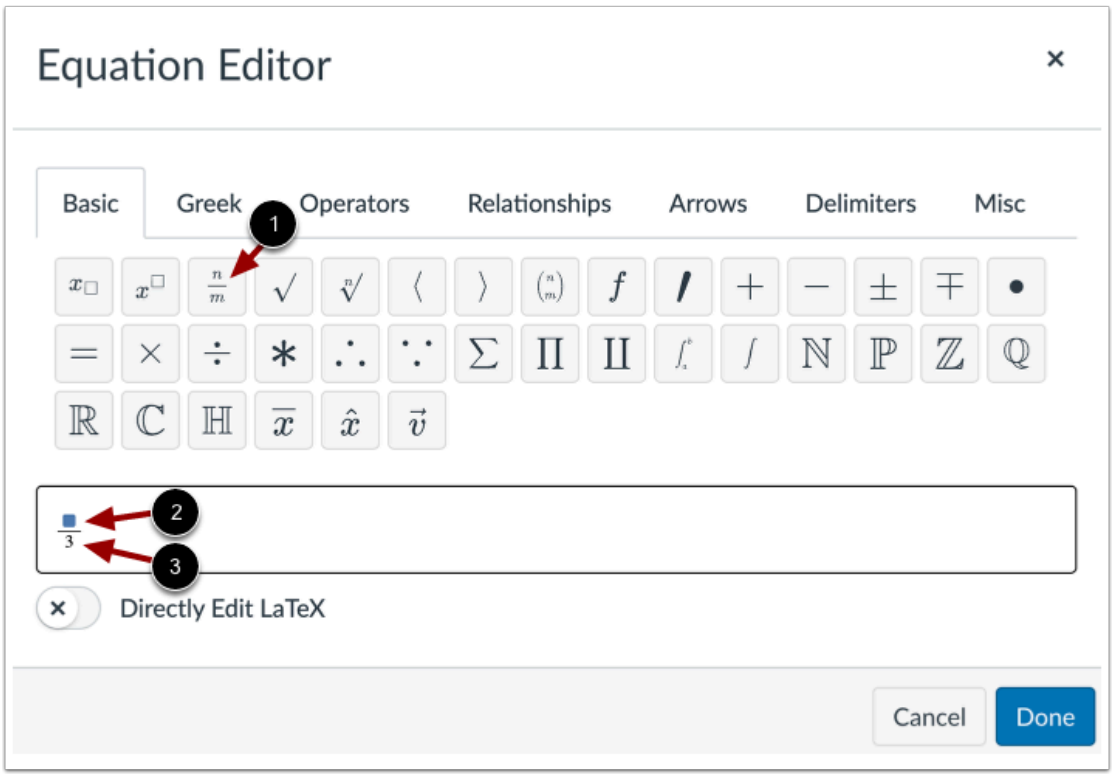
Create Math Expression



To enter expressions, press keys on your keyboard, click the toolbar buttons, or enter LaTeX code in the equation field.

Note: To position the cursor in the correct spot as you enter an expression, you can press the arrow keys on your keyboard.

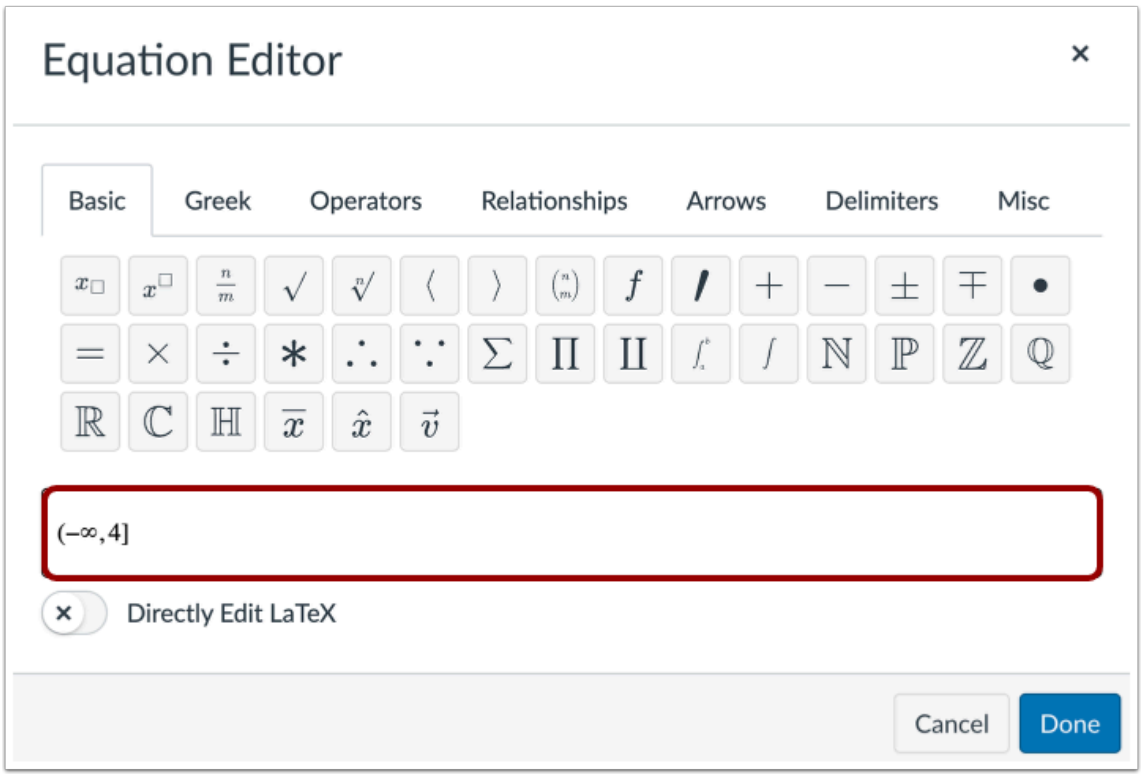
Fill Math Toolbar Placeholders



When you click a Math Editor toolbar button [1], placeholders may display [2].

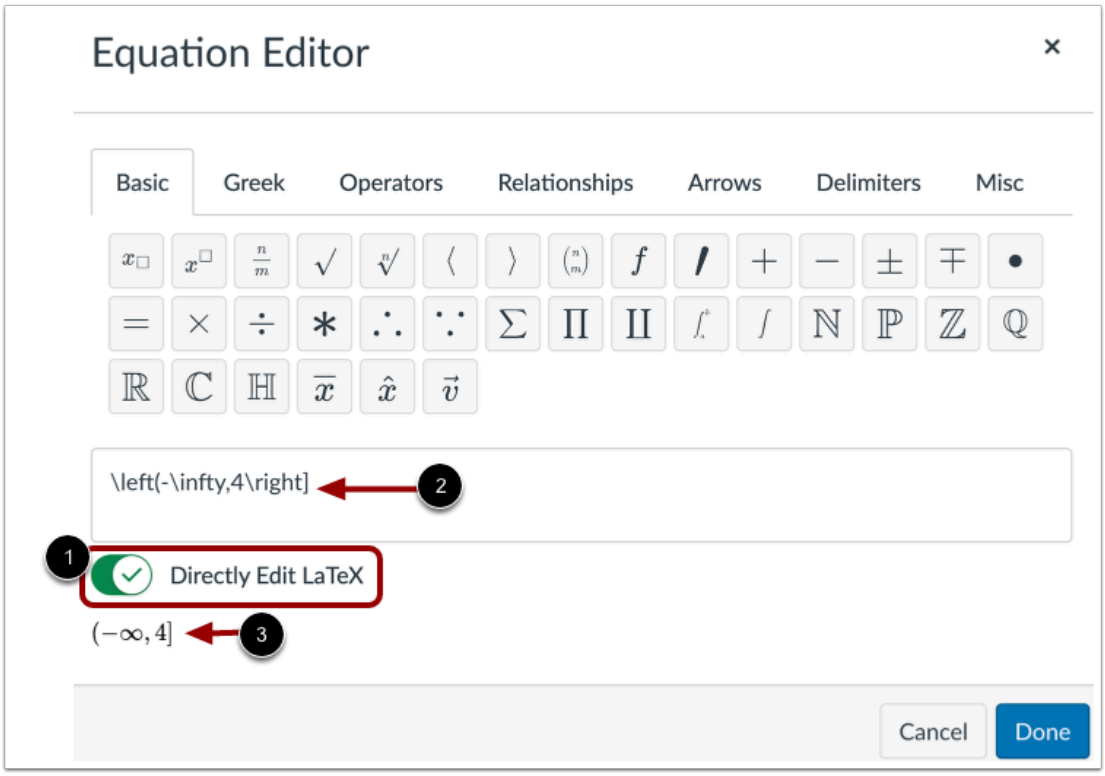
To fill in a placeholder, click it and enter a value from your keyboard or click a toolbar button. The value overwrites the placeholder [3].

Enter LaTeX Code



If you know the LaTeX code of an expression you want to enter, paste it or type it in the equation field. The code is automatically rendered. For example, if you enter \left(-\infty,4\right], the rendered code automatically displays.

View LaTeX Code



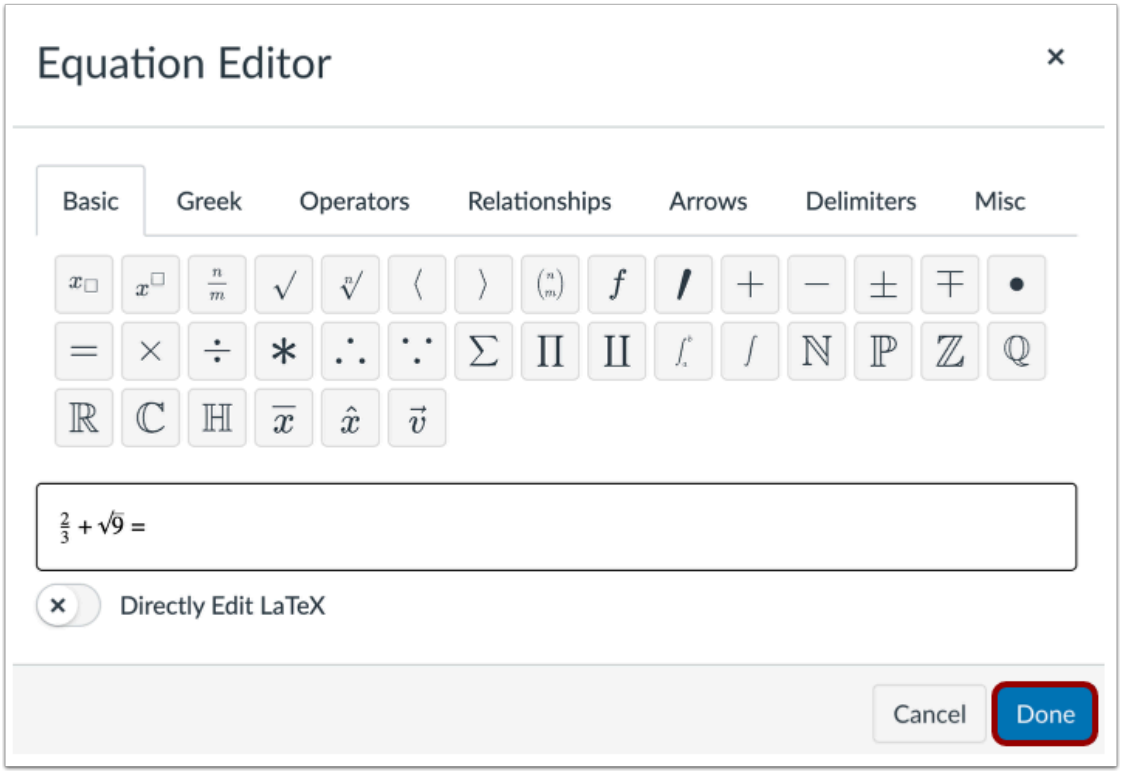
To view or edit the LaTeX code, click the **Directly Edit LaTeX** toggle on [1].

The LaTeX code displays in the equation field [2].

Edit the code as needed. As you edit, the LaTeX rendering updates automatically [3].

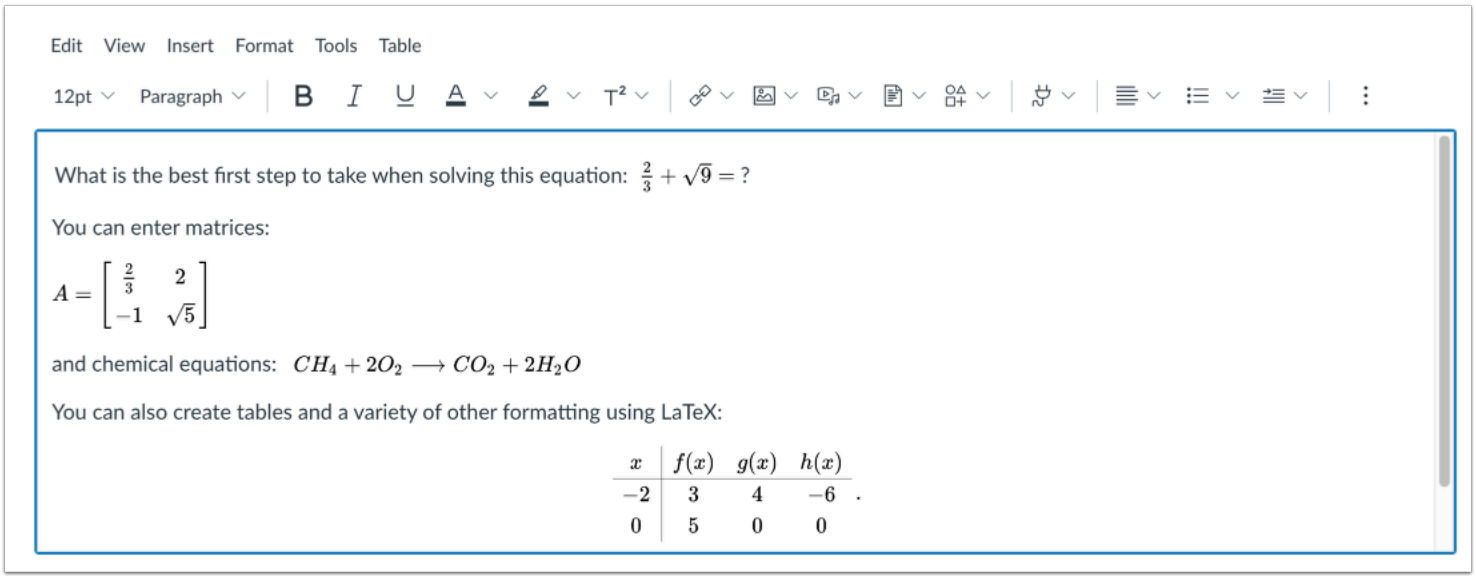
Note: You can learn more about using LaTeX code for advanced math or for chemistry and scientific notation.

Insert Expression



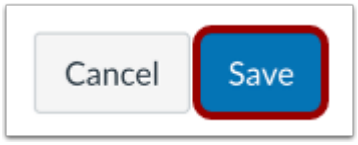
To add your mathematical expression to the Rich Content Editor, click the **Done** button.

Format



You can add text around your math expressions and insert additional math equations. Format them using the options in the Rich Content Editor.

Save Changes

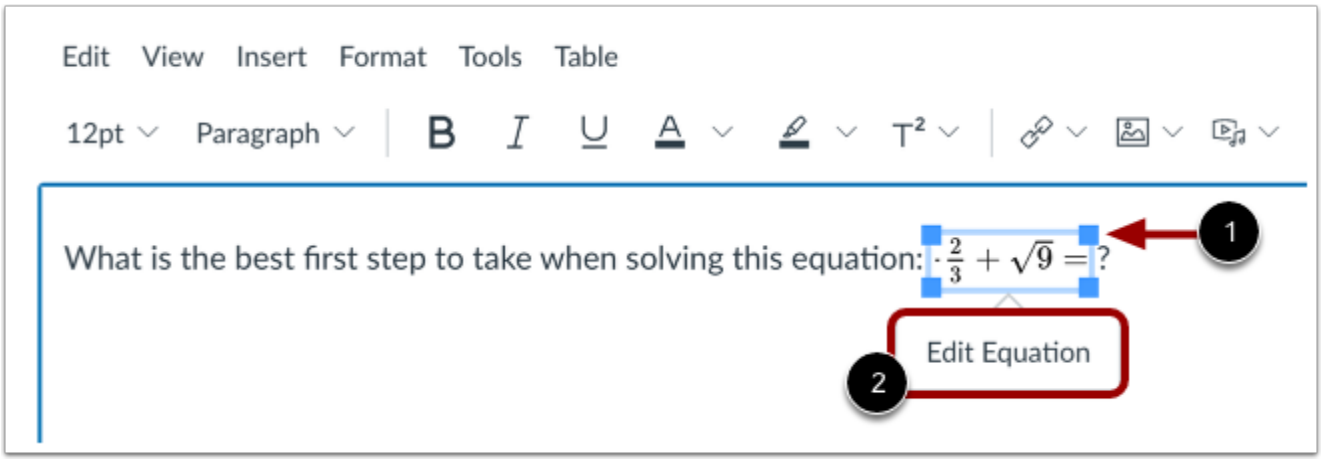


To save any changes made in the Rich Content Editor, click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a Save & Publish button.
- The Syllabus page displays an Update Syllabus button.
- Discussion and announcement replies display a Post Reply or Reply button.

Edit or Resize Equation



To resize or edit a math expression, click it to view the edit controls. Then, to resize the expression, hover the cursor over a resize handle [1], click, and drag to a new size.

To open the Equation Editor and make edits, click the **Edit Equation** link [2].

How do I record media using the Rich Content Editor?

You can use the Rich Content Editor to record video and audio media. You can record media for any length of time, but shorter media recordings are recommended. If your media is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media recordings require more time to render and may be interrupted without a stable internet connection.

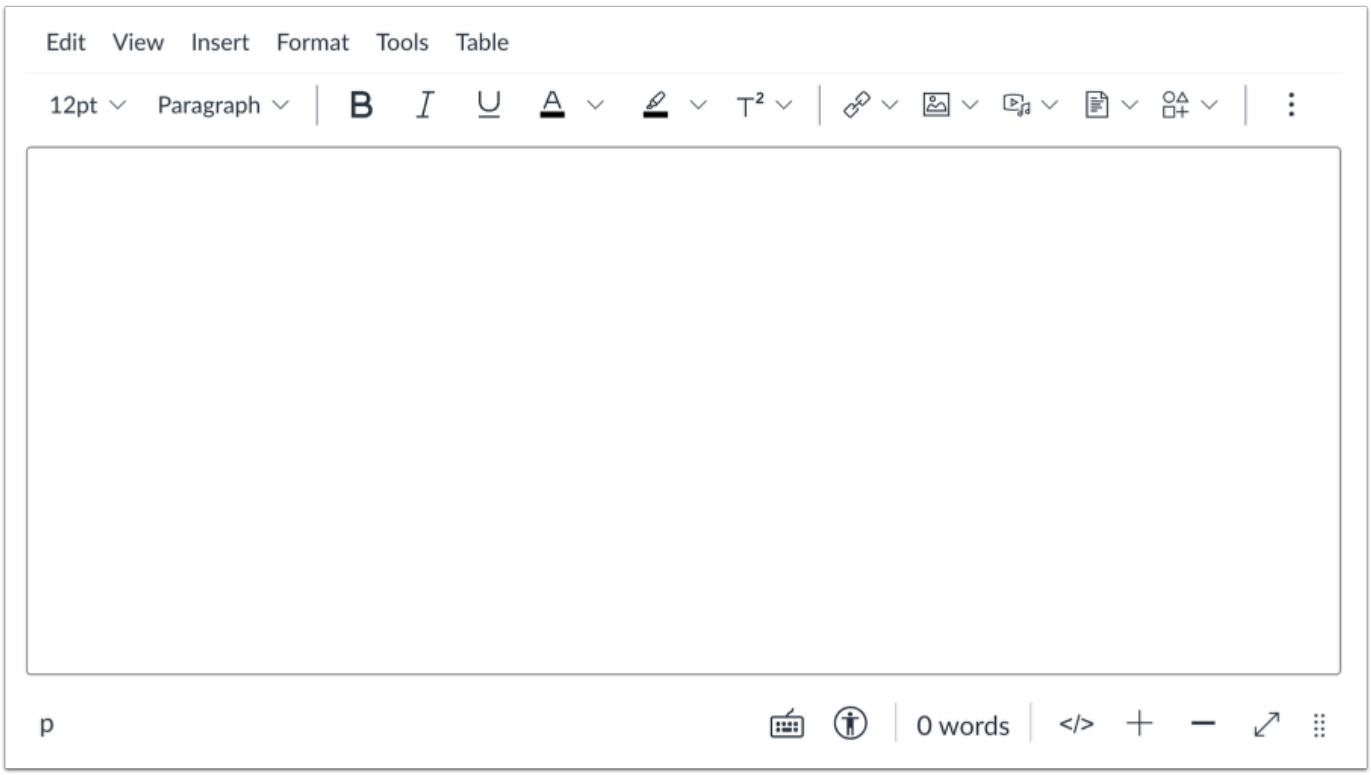
Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Notes:

- The Safari browser does not support recording media. Please use Chrome or Firefox to record media from the Rich Content Editor.
- Media recorded in the Rich Content Editor is saved in the Uploaded Media folder in your User Files or Group Files, depending on where it is recorded. If media is recorded for an assignment submission, the media file is stored in your User Files.
- By default, recorded media files added to the Rich Content Editor are visible to students within the announcement, assignment, discussion, page, quiz, or syllabus. However, if recorded file's restriction settings were changed to unpublished or are outside of the file's visibility dates, student will not be able to view the file. View file restriction settings.

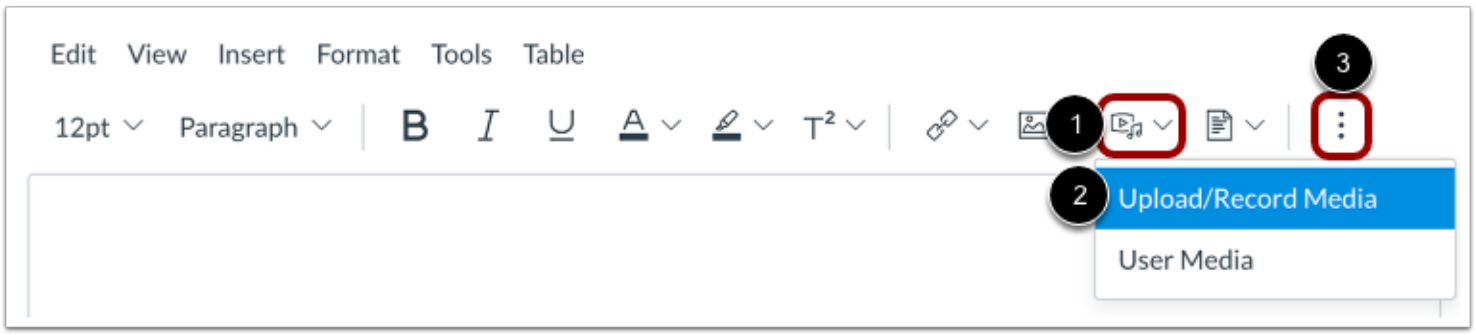
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features that support the Editor. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Record Media from Toolbar

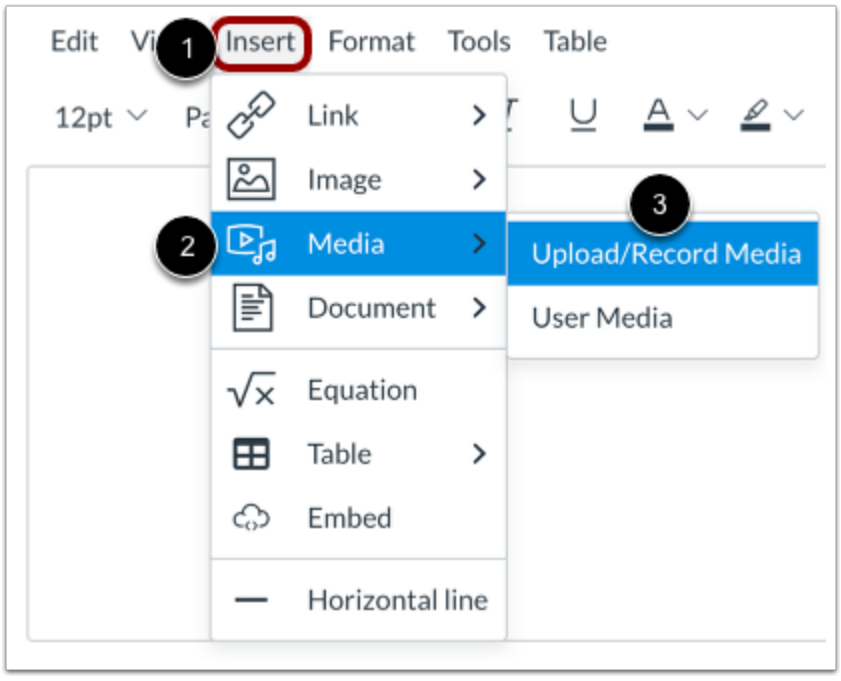


To upload media from the toolbar, click the **Media** icon [1]. From the drop-down menu, select the **Upload/ Record Media** option [2].

To view the Media icon, you may have to click the **Options** icon [3].

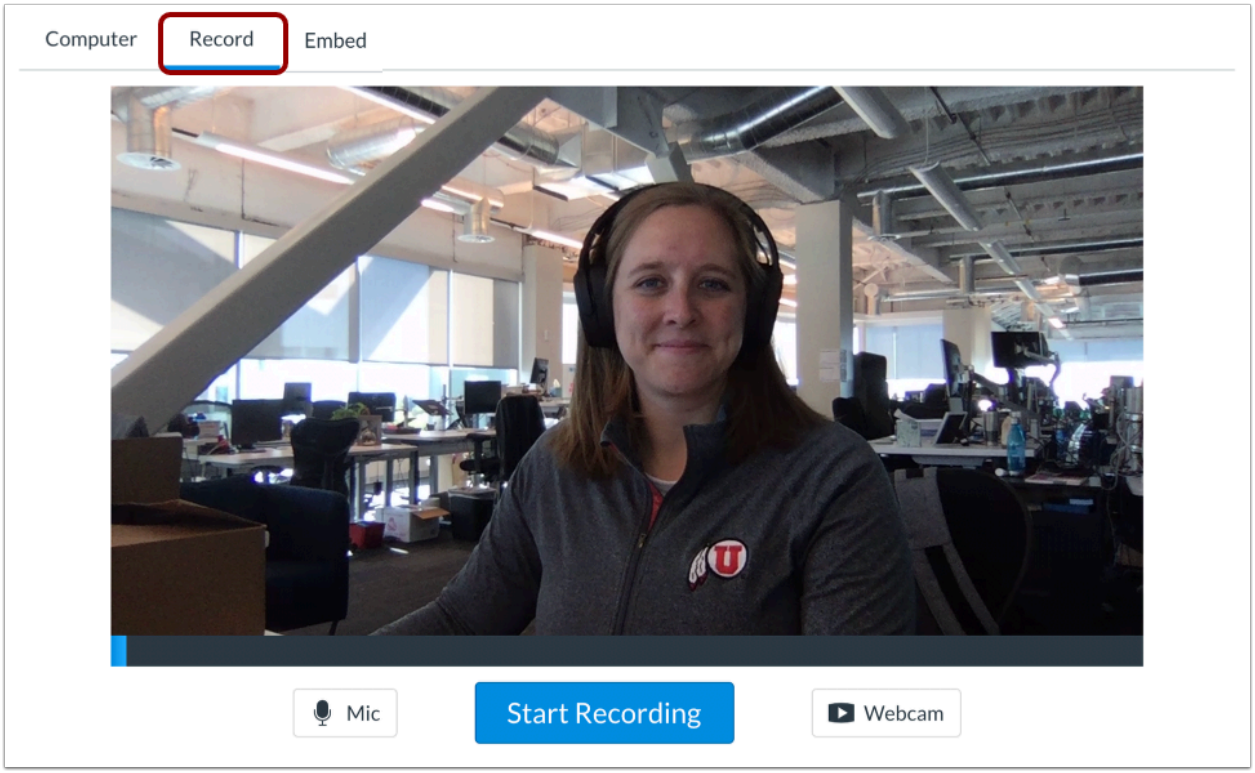
Note: If the Media icon does not display in the toolbar, media uploads have been disabled by your institution.

Record Media from Menubar



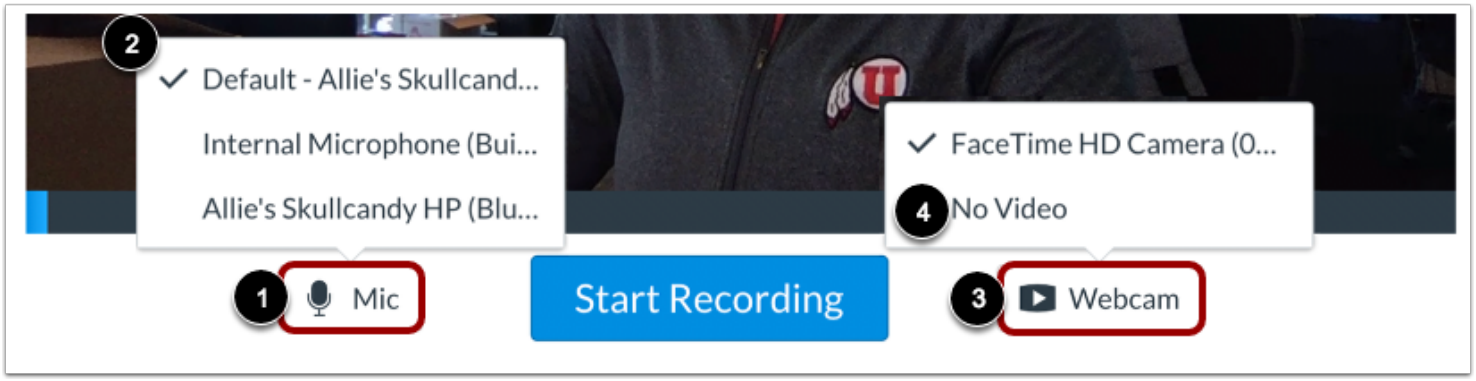
Click the **Insert** link [1]. Navigate to view the **Media** options [2], and select the **Upload/Record Media** option [3].

Open Media Recording Tool



Click the **Record** tab.

Select Mic and Webcam Options



The media recorder connects to your computer's default microphone and web cam.

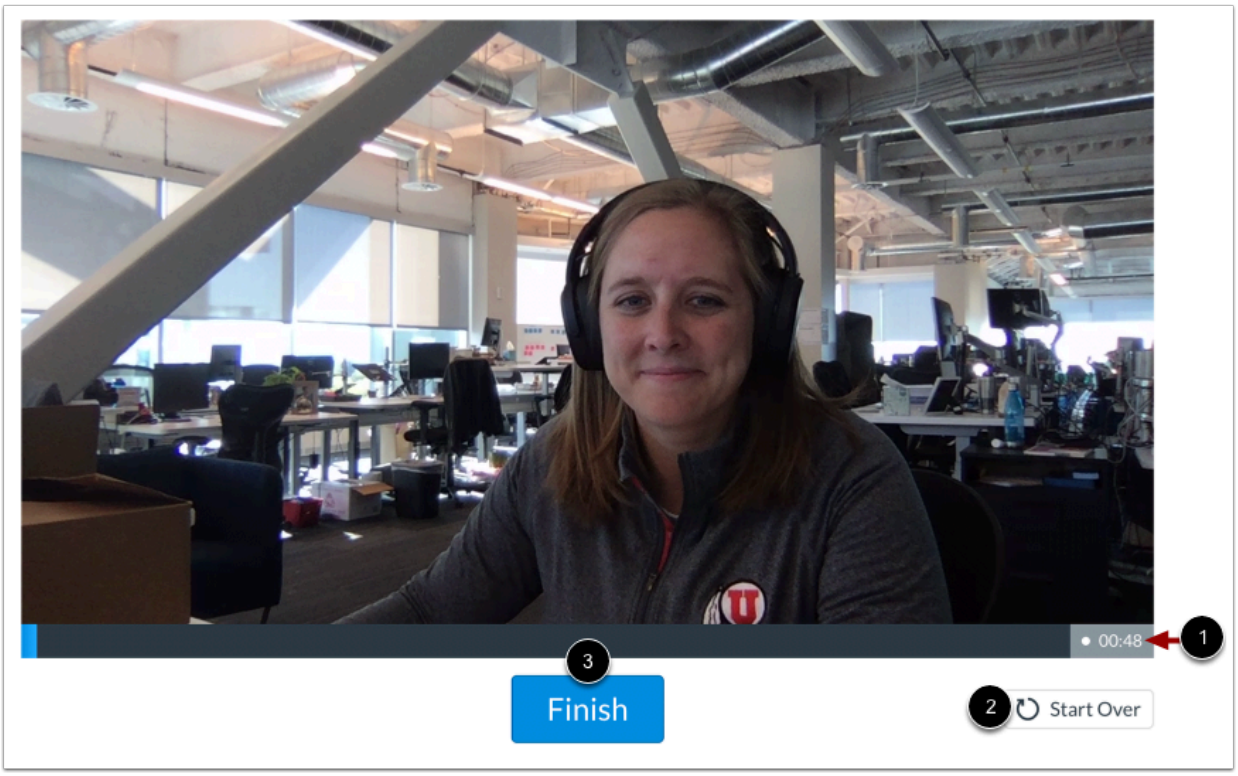
To change your microphone settings, click the **Mic** button [1]. Then select from the displayed options [2].

To change your webcam settings, click the **Webcam** button [3]. To disable video recording, select the **No Video** option [4].

Record Media

Click the **Start Recording** button.

Finish Media Recording

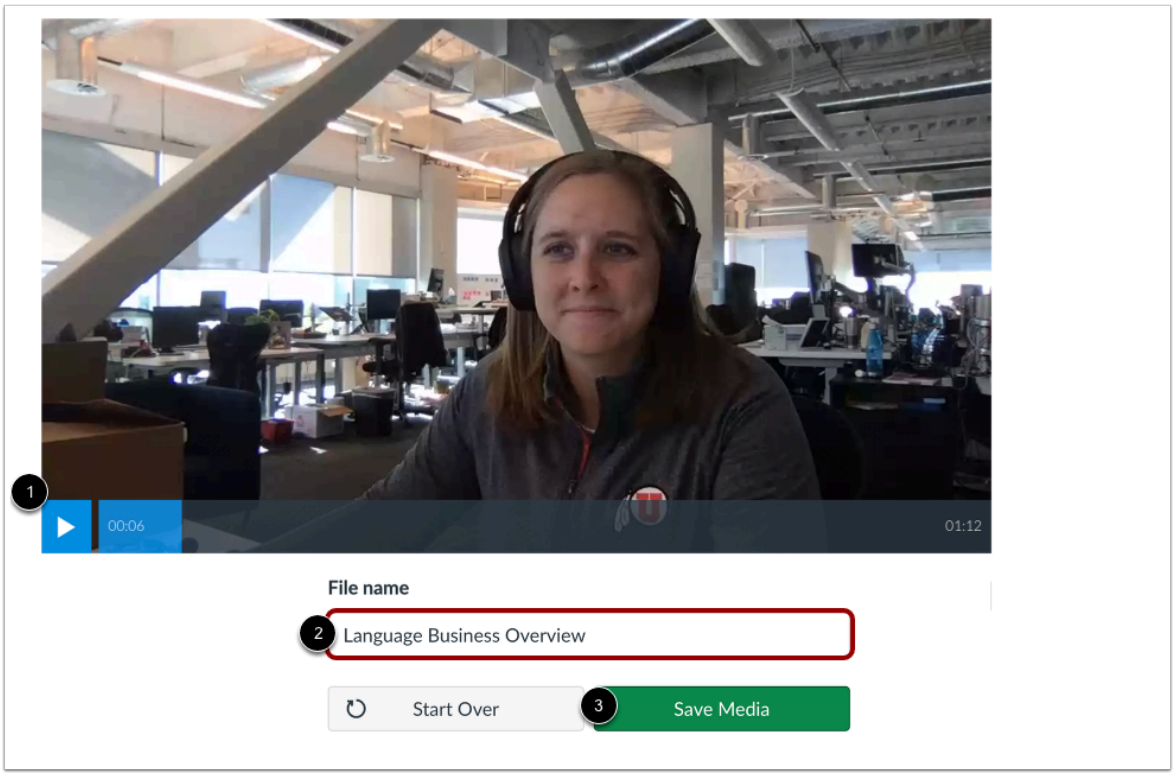


The media recorder displays the length of your current recording [1].

To restart your recording, click the **Start Over** button [2].

To finish your recording, click the **Finish** button [3].

Preview Recorded Media

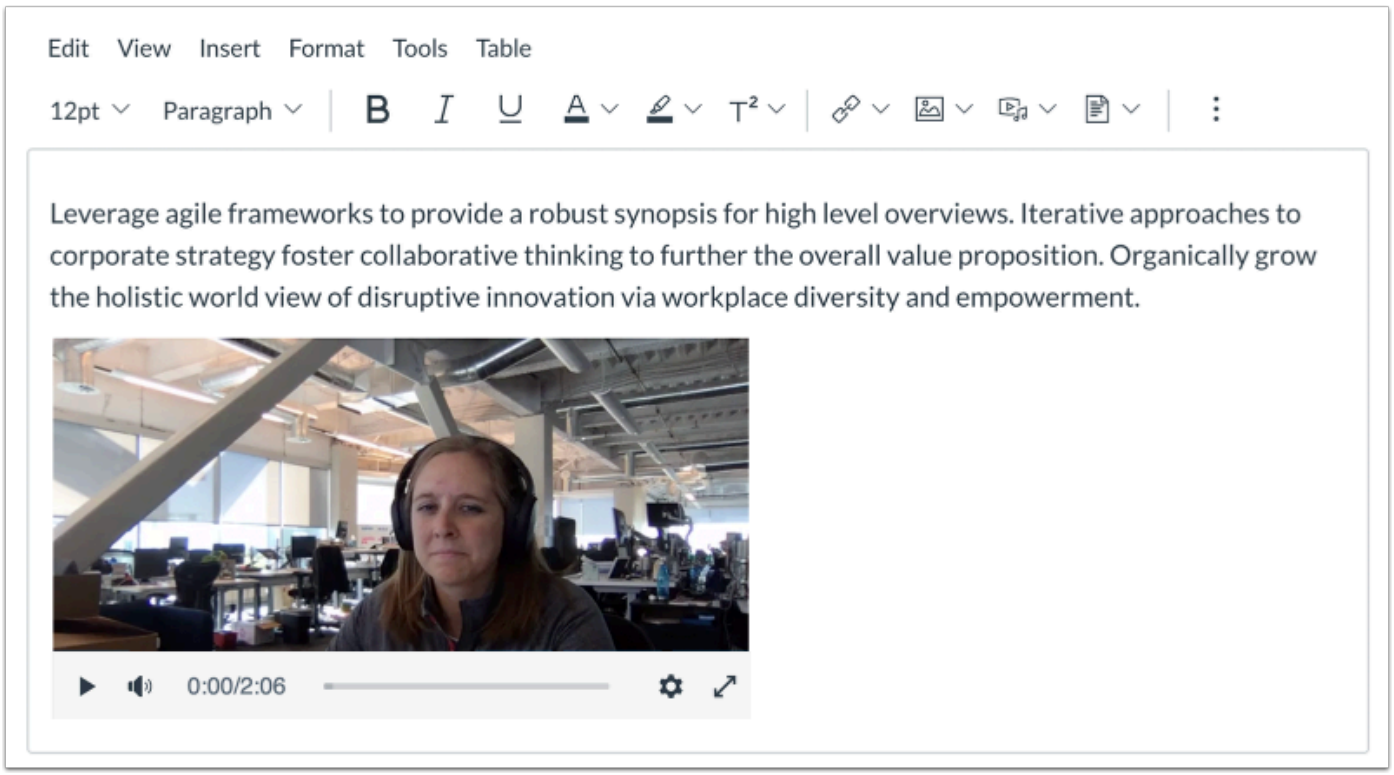


Preview your recorded media in the media recorder [1].

To title your media, type in the **File Name** field [2].

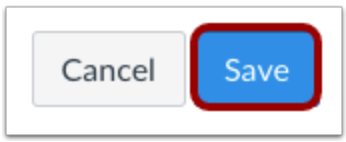
To embed your media in the Rich Content Editor, click the **Save Media** button [3].

View Embedded Media



View your uploaded media file in the Rich Content Editor.

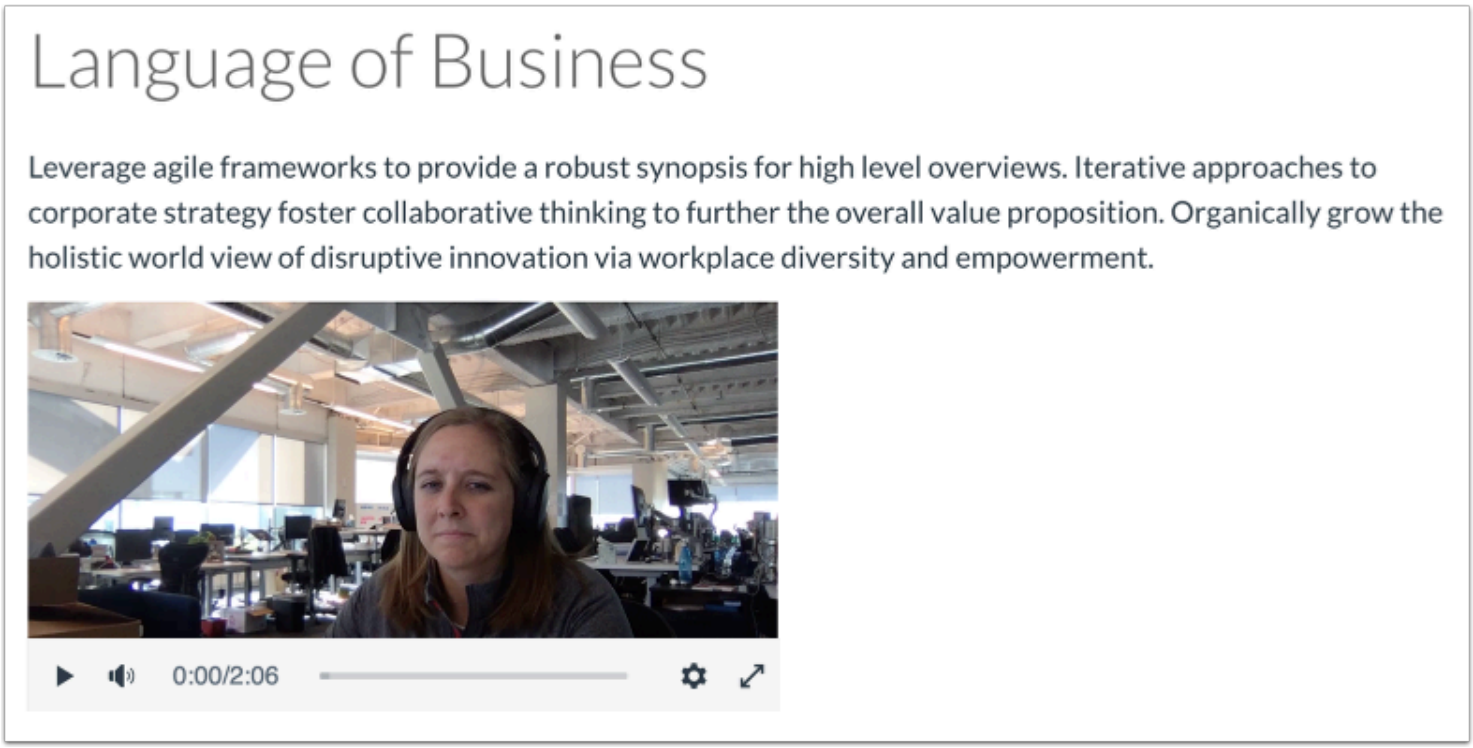
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content



View the content created in the Rich Content Editor.

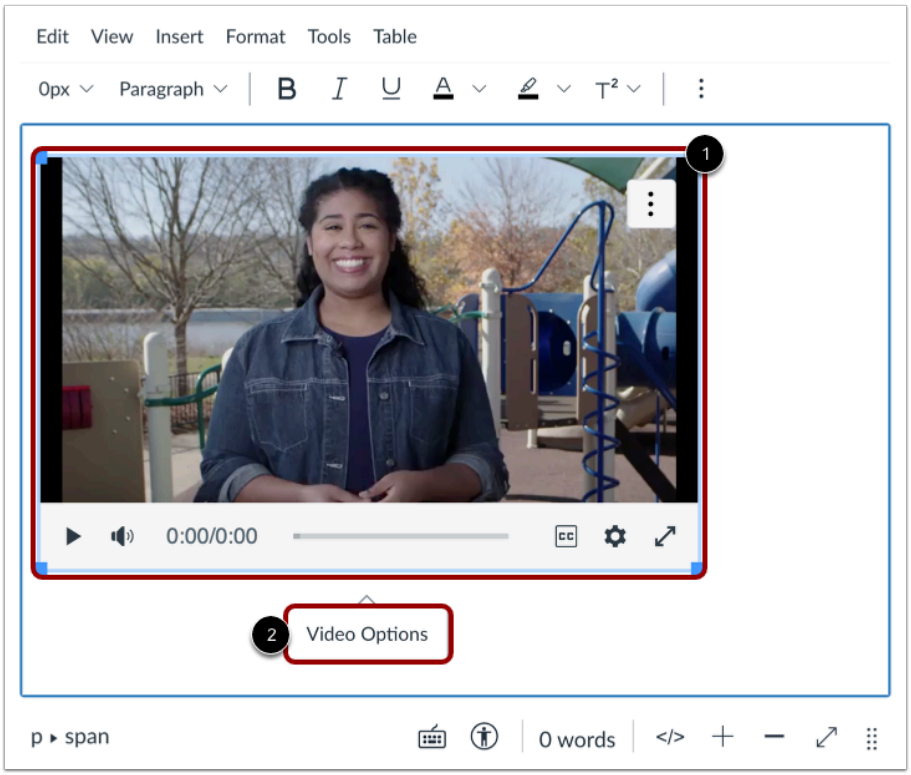
How do I add captions to new or uploaded videos in the Rich Content Editor in Canvas?

You can easily create and upload caption files when you record a new video or upload an existing video in Canvas using the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

You can create a SRT or WebVTT caption file using an external captioning tool such as Amara or YouTube. However, it is important to consult with your administrator on the appropriate use of these cloud services or check with your institution/organization for alternative solutions, such as downloadable software, to ensure compliance with copyright policies and protect sensitive or proprietary content.

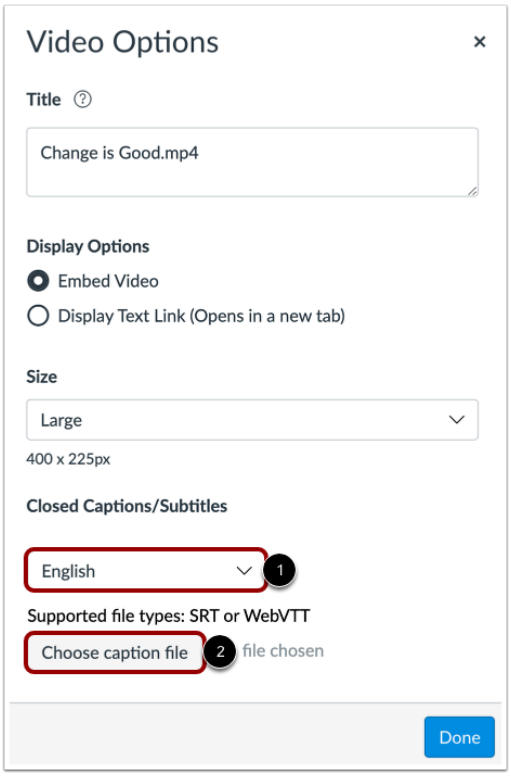
Note: Users can view video captions in the Canvas apps. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Open Video Options



Click your newly recorded media or uploaded media [1]. Then click the **Video Options** link [2].

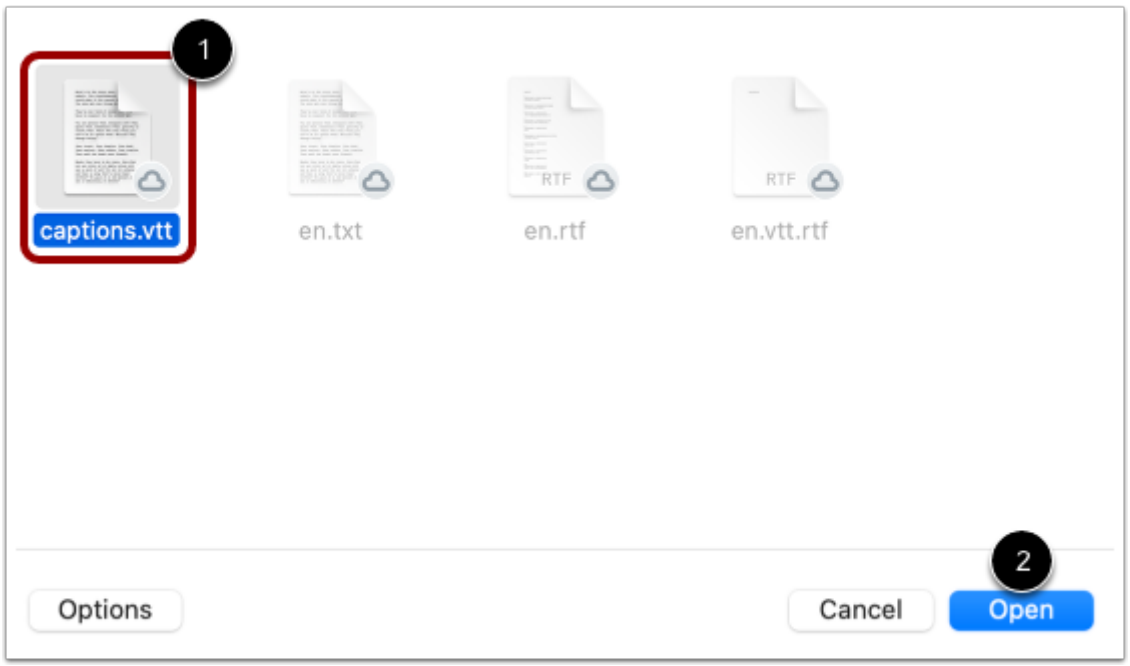
Select Language and File



To specify the language for your captions, click the **Closed Captions/Subtitles** drop-down menu [1].

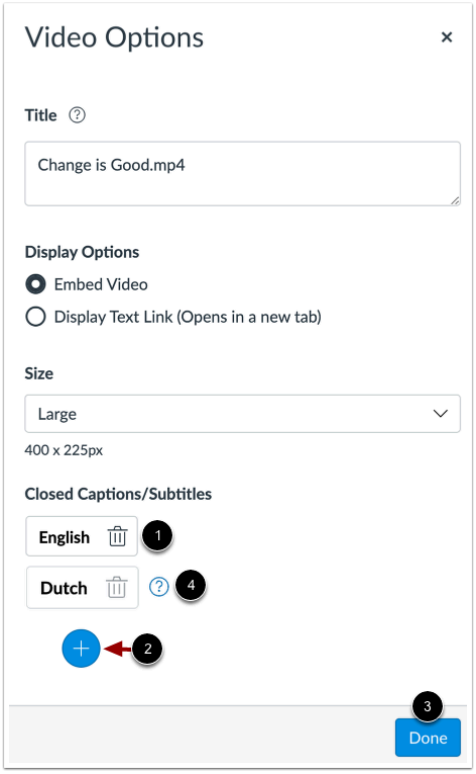
To attach your caption file, click the **Choose caption file** button [2]. You can upload SRT or VTT files.

Open File



Select your caption file [1], then click the **Open** button [2].

View Selected File



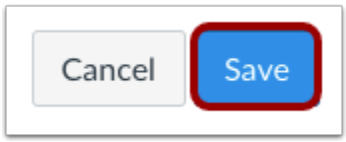
View your caption file [1].

To attach additional caption files, click the **Add** button [2].

When finished adding media and caption files, click the **Done** button [3].

Note: If the video has been copied from another course and includes captions, a tooltip displays noting that inherited captions cannot be edited [4].

Save Changes

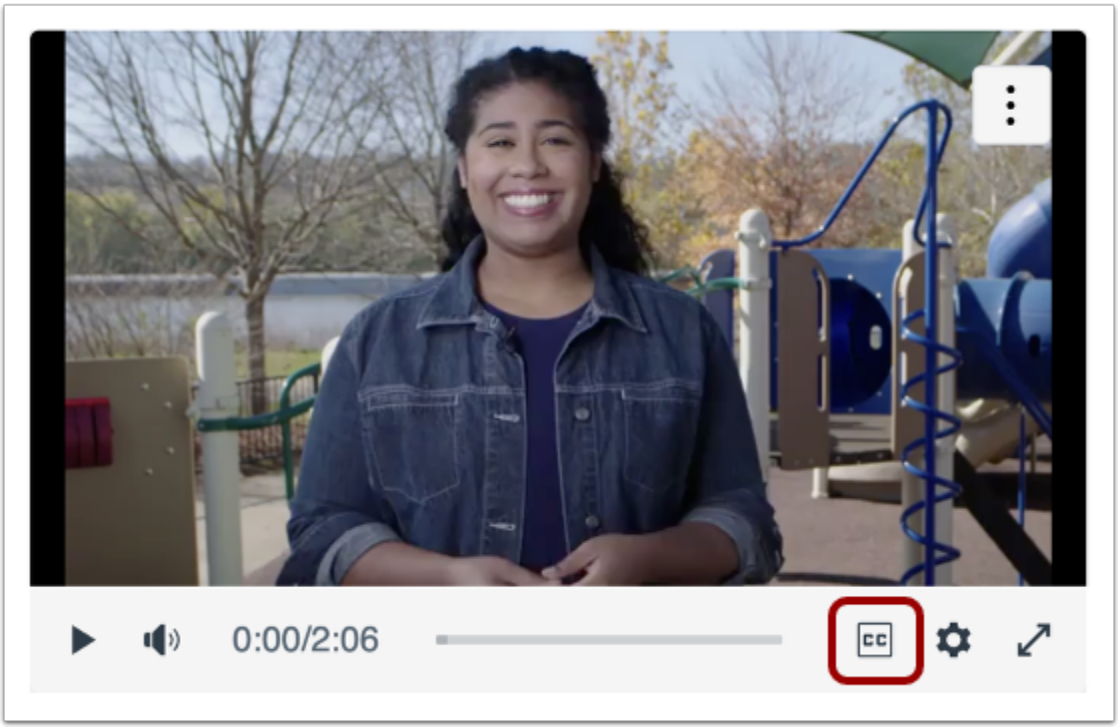


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a Save & Publish button.
- The Syllabus page displays an Update Syllabus button.
- Discussion replies display a Reply button.

View Media with Captions



View captions.

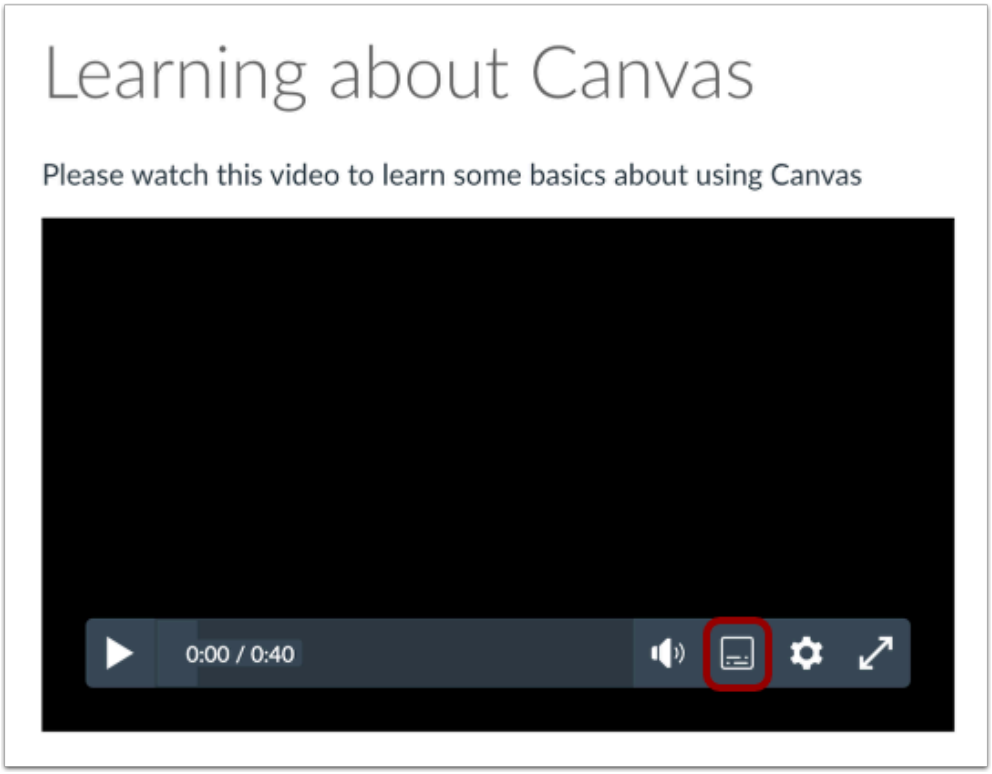
Note: Videos that are embedded as extra large size or larger with captions display a **Captions** icon.

How do I view captions in a video in the Rich Content Editor?

Some videos within Canvas may contain closed captioning. You can enable captions in the video options menu.

Note: If you view a video in a Canvas app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

View Embedded Video



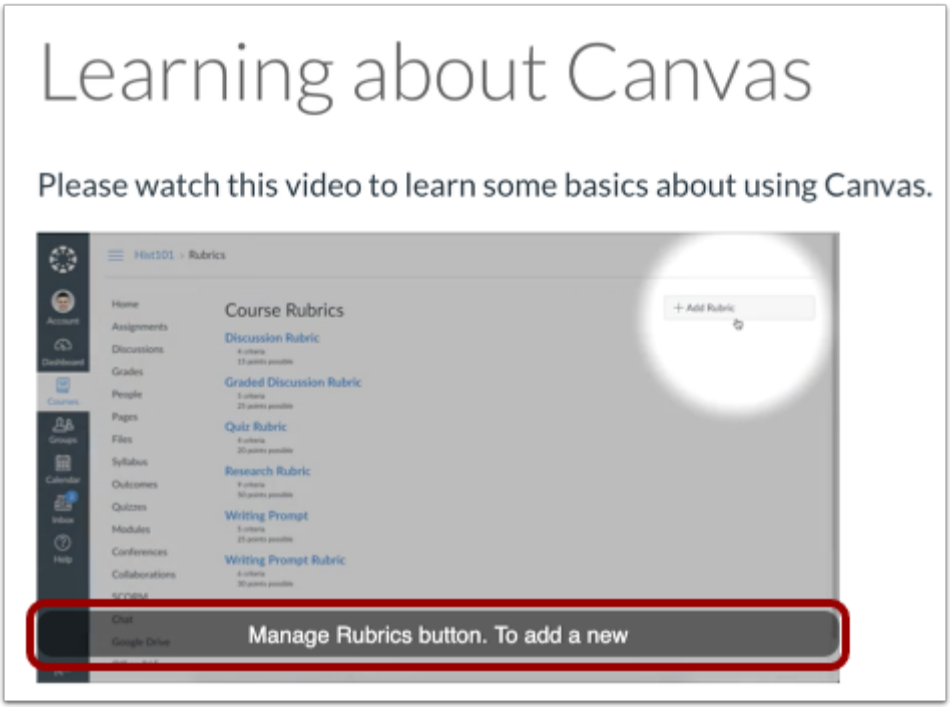
Embedded videos display directly in Canvas.

Note: Videos that are embedded as extra large size or larger with captions display a **Captions** icon.

Select Caption Language

To view the video captions, click the **Settings** icon [1] then select the **Captions** link [2]. To view captions in an offered language, click the language name [3].

View Captions



When closed captioning is enabled, you can view the captions as the video plays.

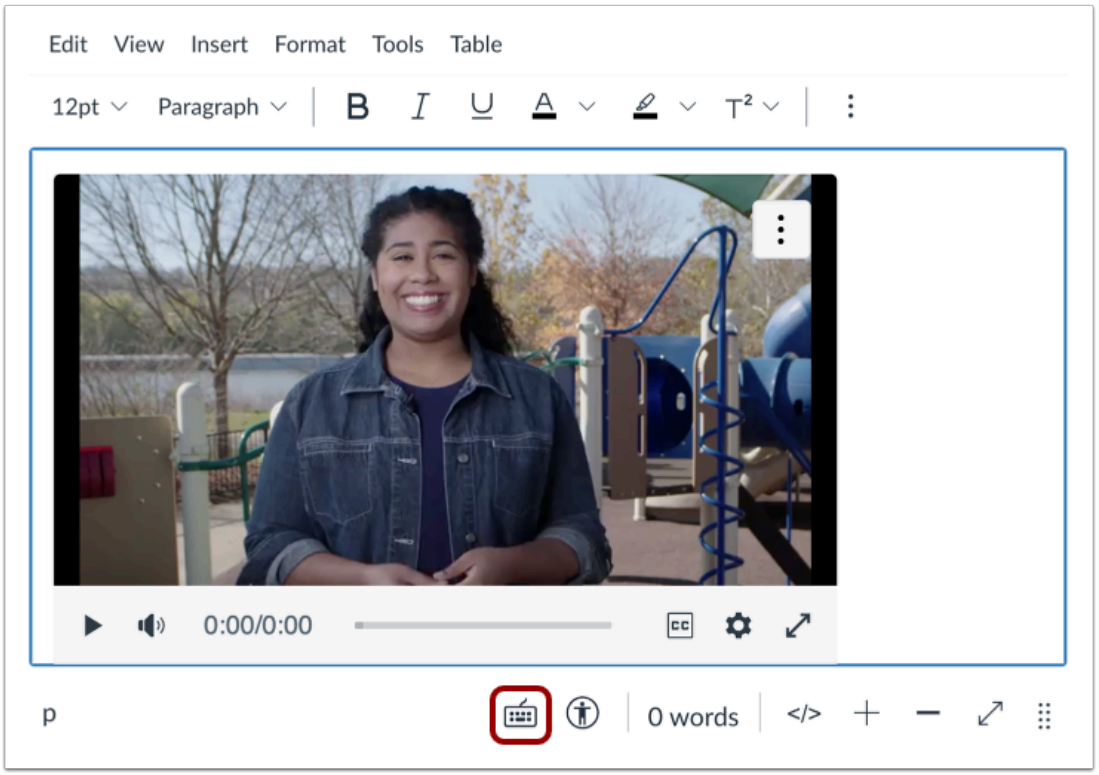
How do I manage video options in the Rich Content Editor?

You can manage video options for videos previously uploaded in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

This lesson only applies to videos created in or uploaded into Canvas.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

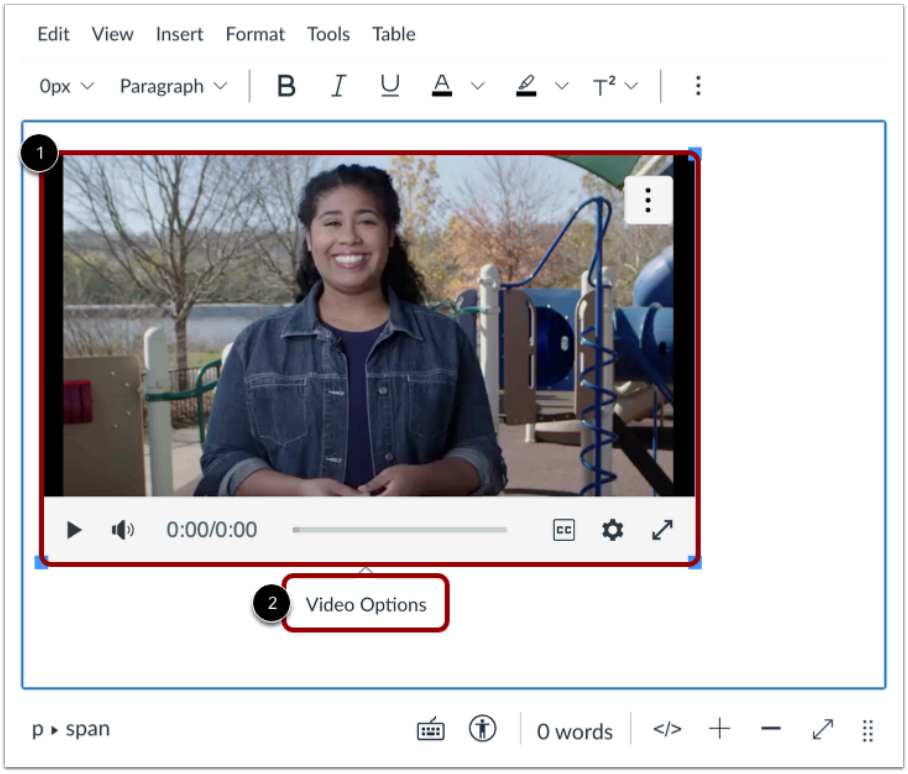
Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

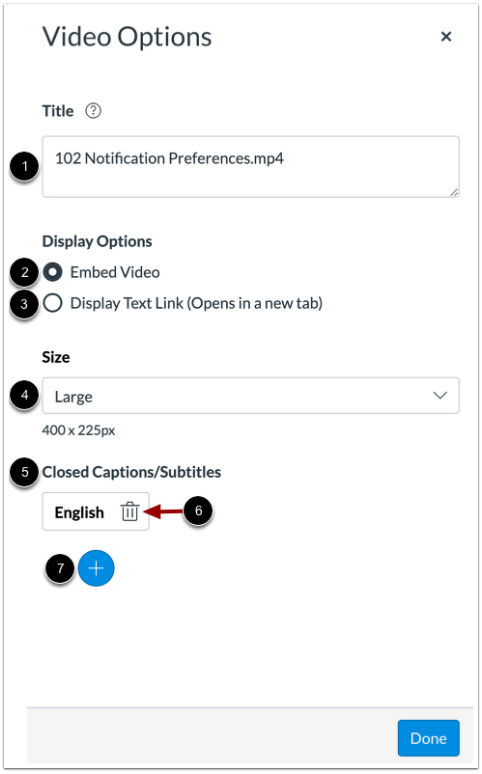
Open Video Options



To manage video options for a video previously uploaded in the Rich Content Editor, select the video [1], then click the **Video Options** button [2].

Note: The Video Options button will not display for videos embedded from other websites.

Manage Video Options



To edit the video title, use the **Title** field [1].

By default, videos created or uploaded using the Rich Content Editor will display as an embedded video [2]. To display as a text link that will open in a new tab when clicked, select the **Display Text Link** option [3].

To manage an embedded video's size, select the **Size** drop-down [4].

Any closed caption or subtitle files that have been added will display in the **Closed Captions/Subtitles** section [5]. To remove a closed caption or subtitle file, click the **Delete** icon [6]. To add a closed caption or subtitle file, click the **Add** icon [7].

Notes:

- SRT and VTT caption files are supported in the Rich Content Editor.
- Users can view video captions in the Canvas apps. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Save Video Options

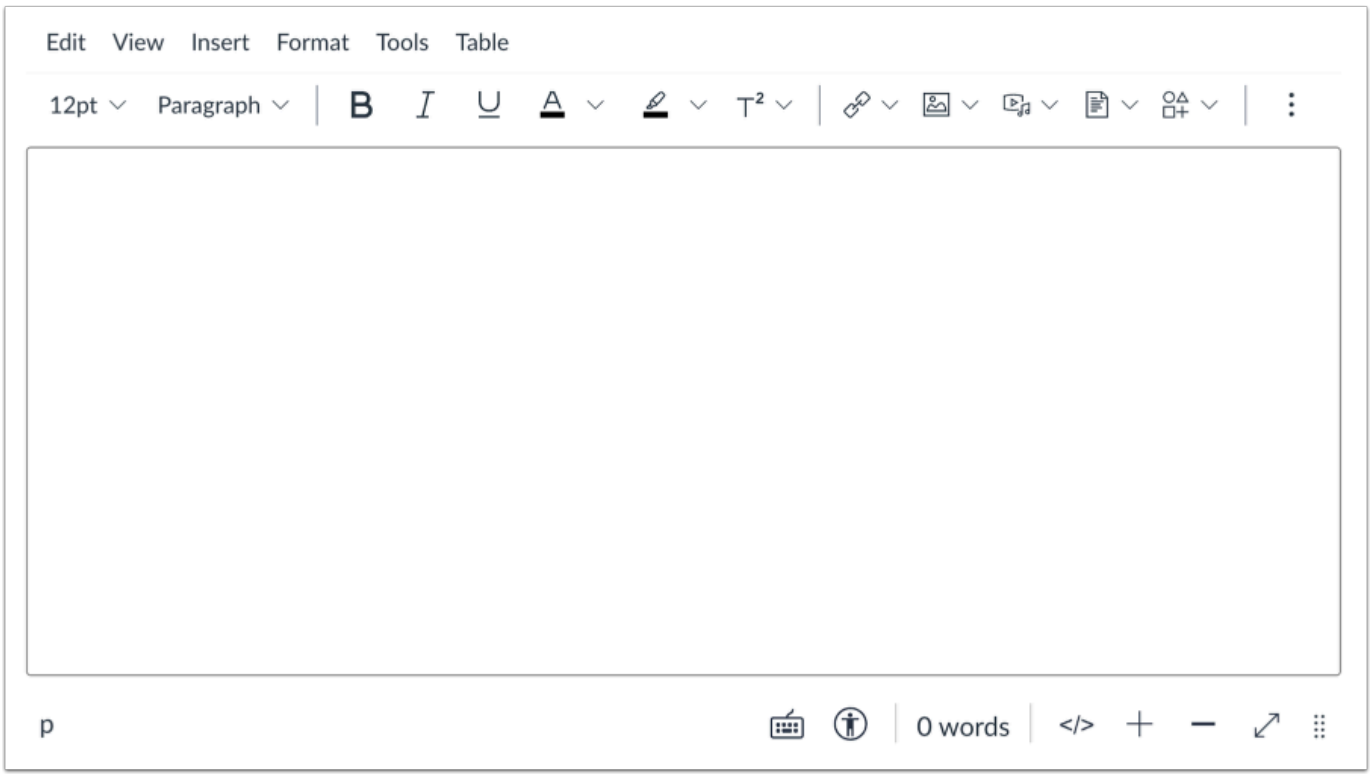
To save your changes, click the **Done** button.

How do I select content from an external app in the Rich Content Editor?

You can use the Rich Content Editor to embed content and links from external apps that have been set up in your course. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Embedding and linking options vary depending on the app you're using. For specific instructions for embedding and linking to external app content, please refer to the app vendor's user guides.

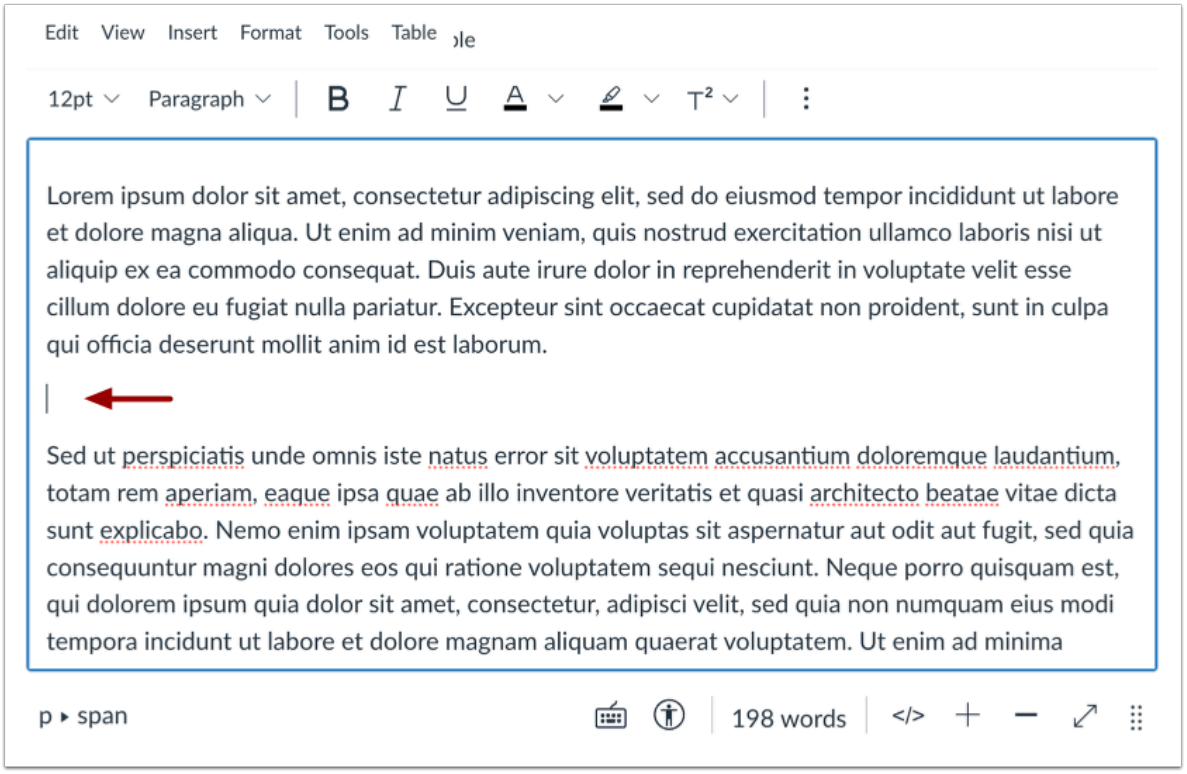
Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, assignment submission, discussion, page, or quiz response.

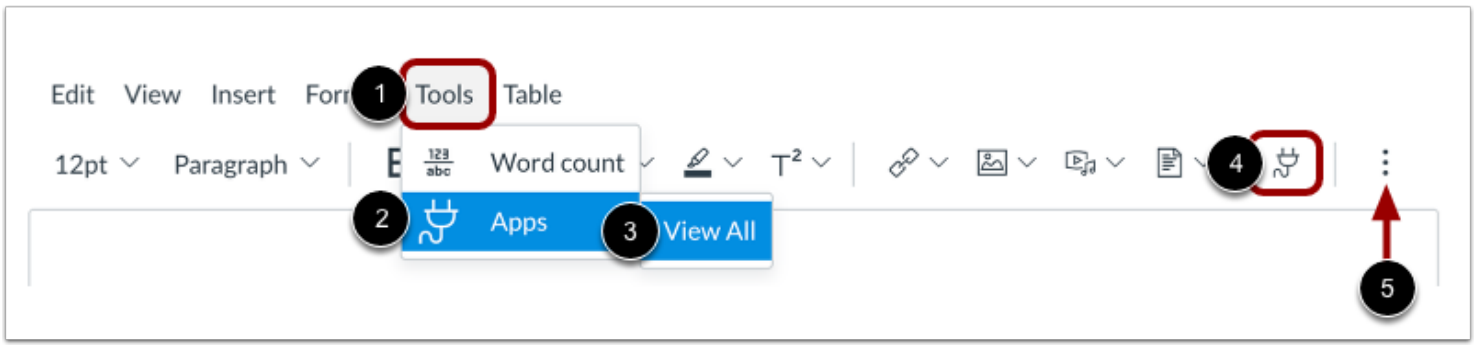
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Select Embed Location



To embed app content in the Rich Content Editor, click to place your cursor in the location in the Rich Content Editor where you want the app content to appear.

Open Apps

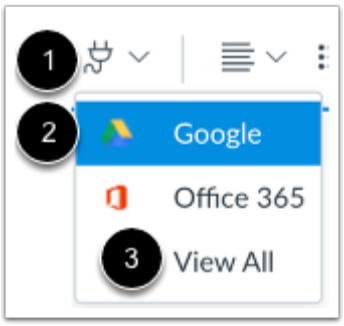


You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

Note: To view the App icon, you may have to click the **Options** icon [5].

View Recently Used Apps

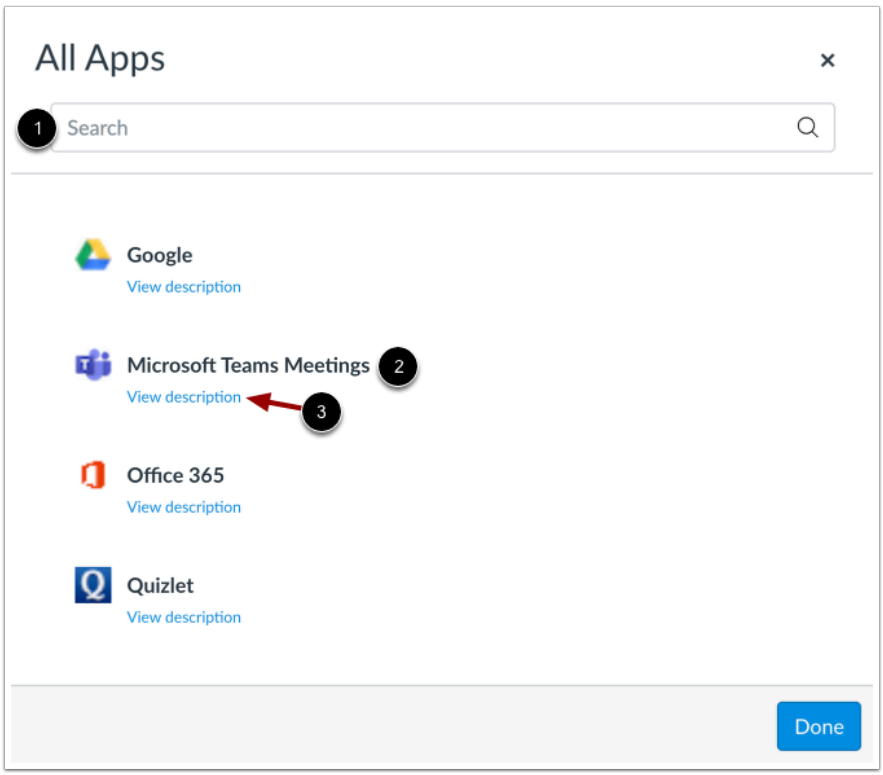


If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].

Select App

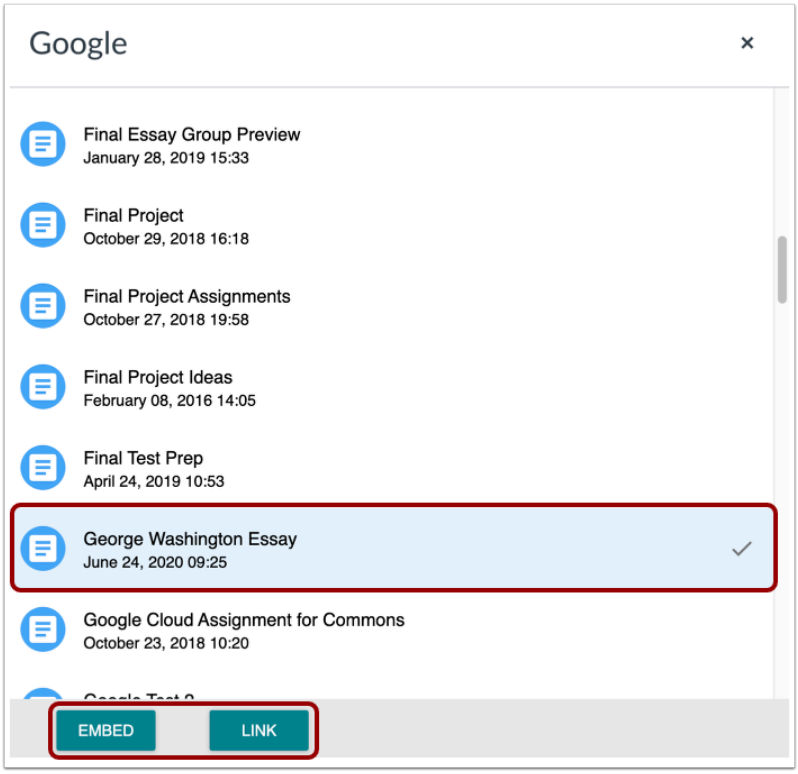


To find an app, type the app name in the **Search** field [1]. Search results display as you type.

To select an app, click the app name [2].

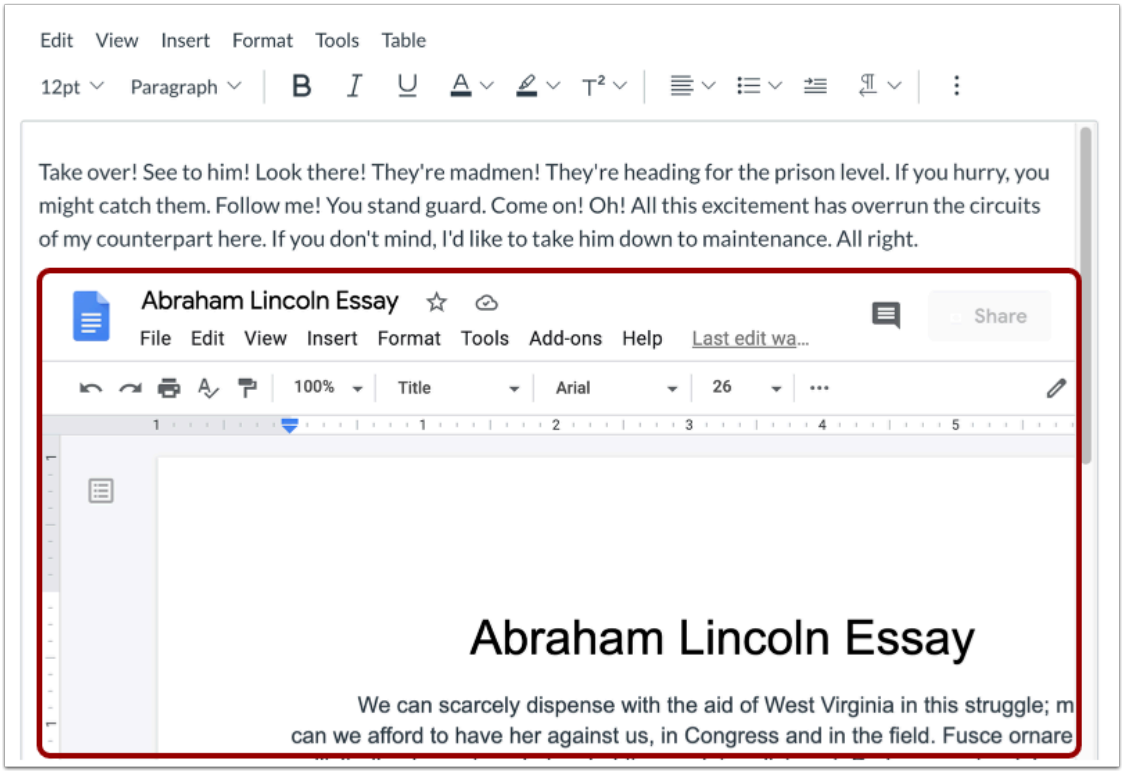
To read a brief explanation of the app, click the **View description** link [3].

Select App Content



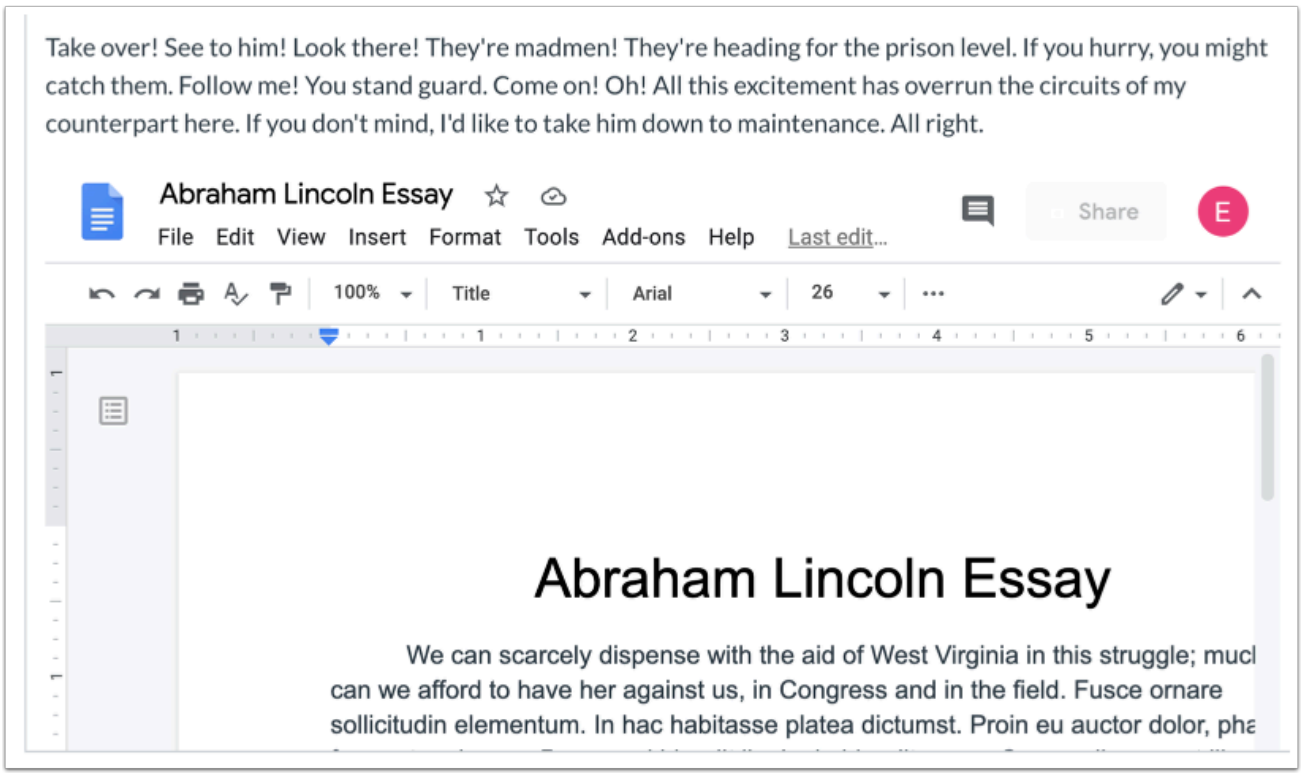
Use the app to search for and select content to link to or embed. External app settings and options may vary by app.

View Embedded App



You can view and interact with the embedded app content or app link depending on your embed or link settings.

View Content



View your content. You can interact with embedded app content directly in Canvas depending on external app settings.

How do I embed media from an external source in the Rich Content Editor?

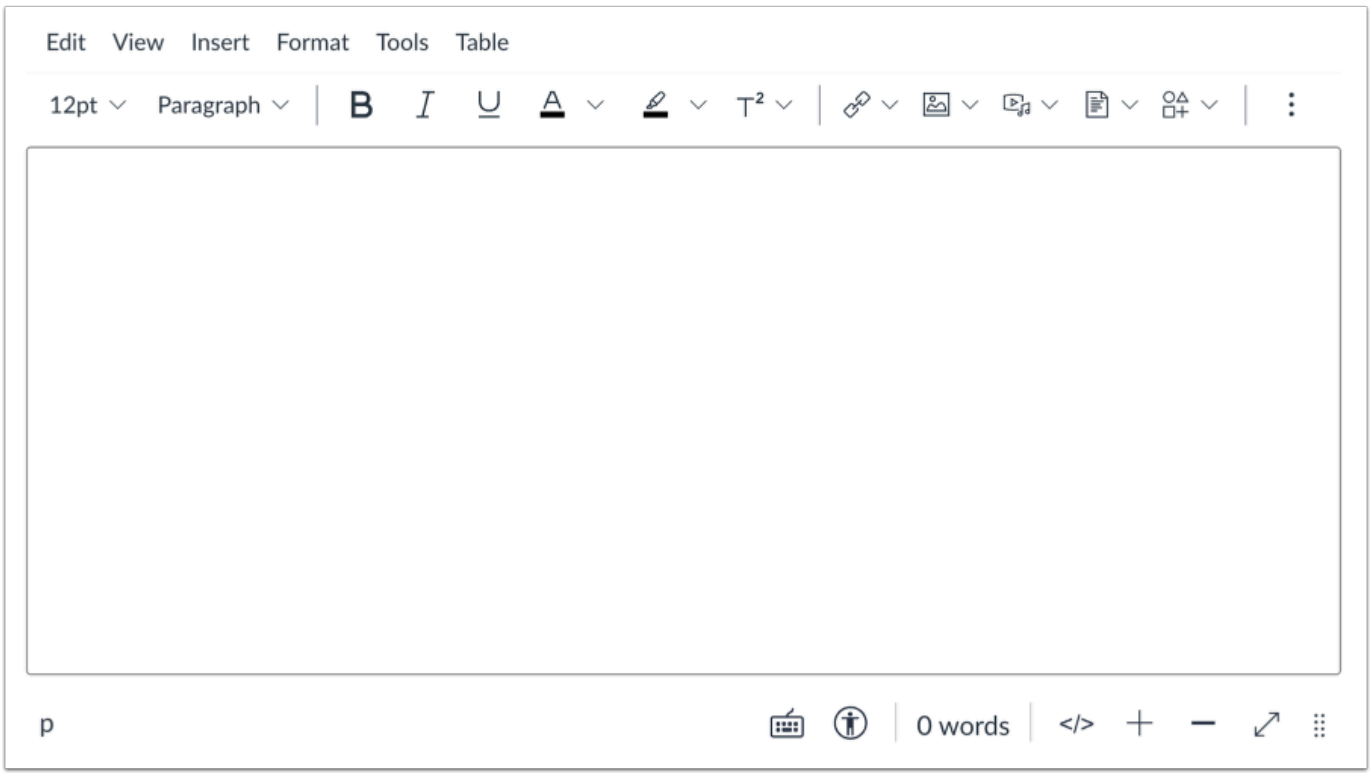
You can use the Rich Content Editor to embed video and audio media from external resources. It is your responsibility to ensure your content is secure before you embed it in Canvas.

Several Canvas features support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Notes:

- YouTube videos added to Canvas may display ads. For more information, visit the YouTube Player for Education FAQs resource document.
- If the YouTube Content Overlay feature option is enabled at your institution, an overlay message displays in Canvas for YouTube videos not hosted in Canvas Studio. This is to alert viewers that ads may appear. The message displays in the browser before the video plays. Instructure is not associated with these ads; they are managed by YouTube.
- To block unsuitable ads on YouTube used within your Canvas instance, the owner of your institution's domain can tag your institution's URL for child-directed treatment.

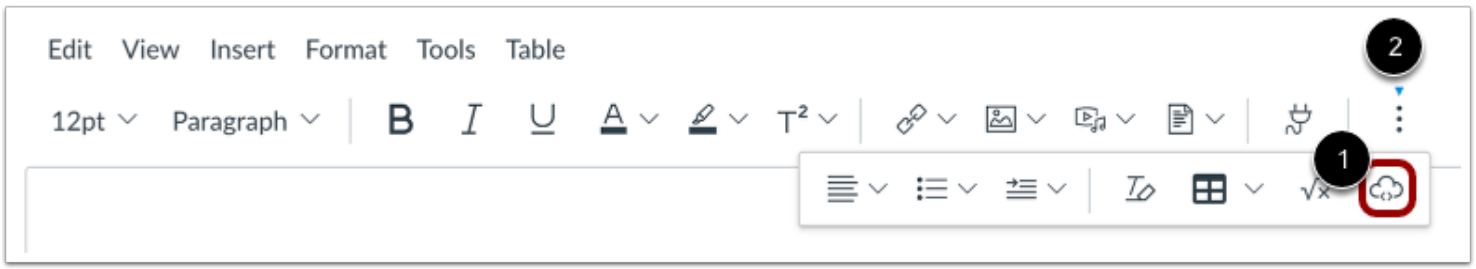
Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

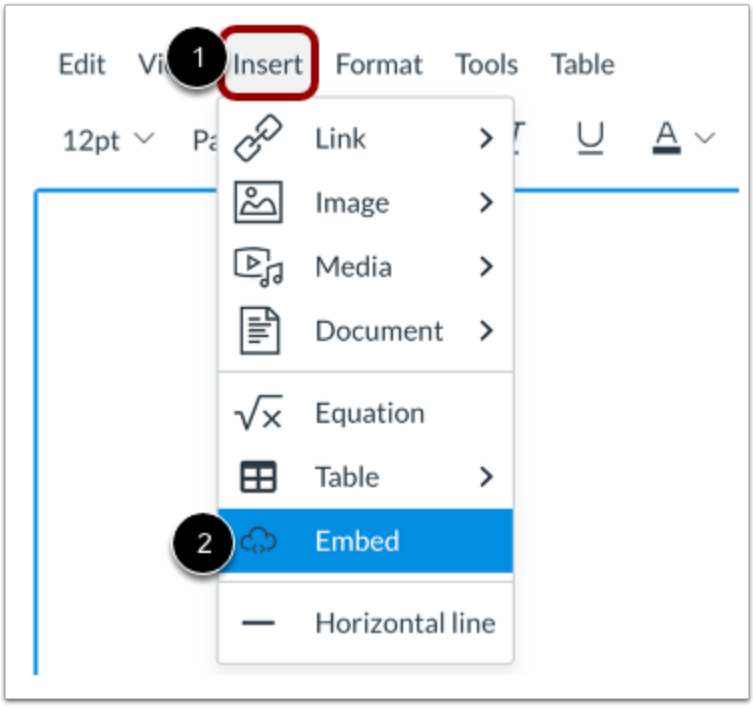
Open Embed Tool from Toolbar



To embed media from the toolbar, click the **Embed** icon [1].

If the icon is not visible, click the **Options** icon [2].

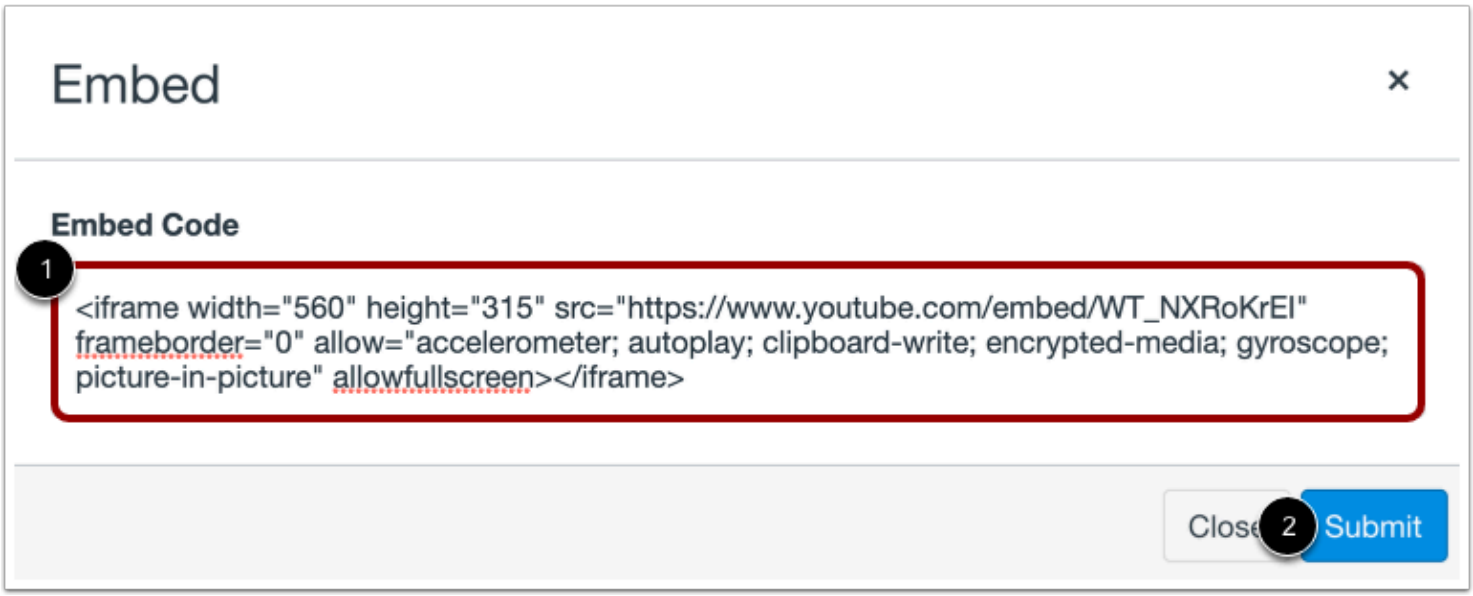
Open Embed Tool from Menubar



You can also embed media using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

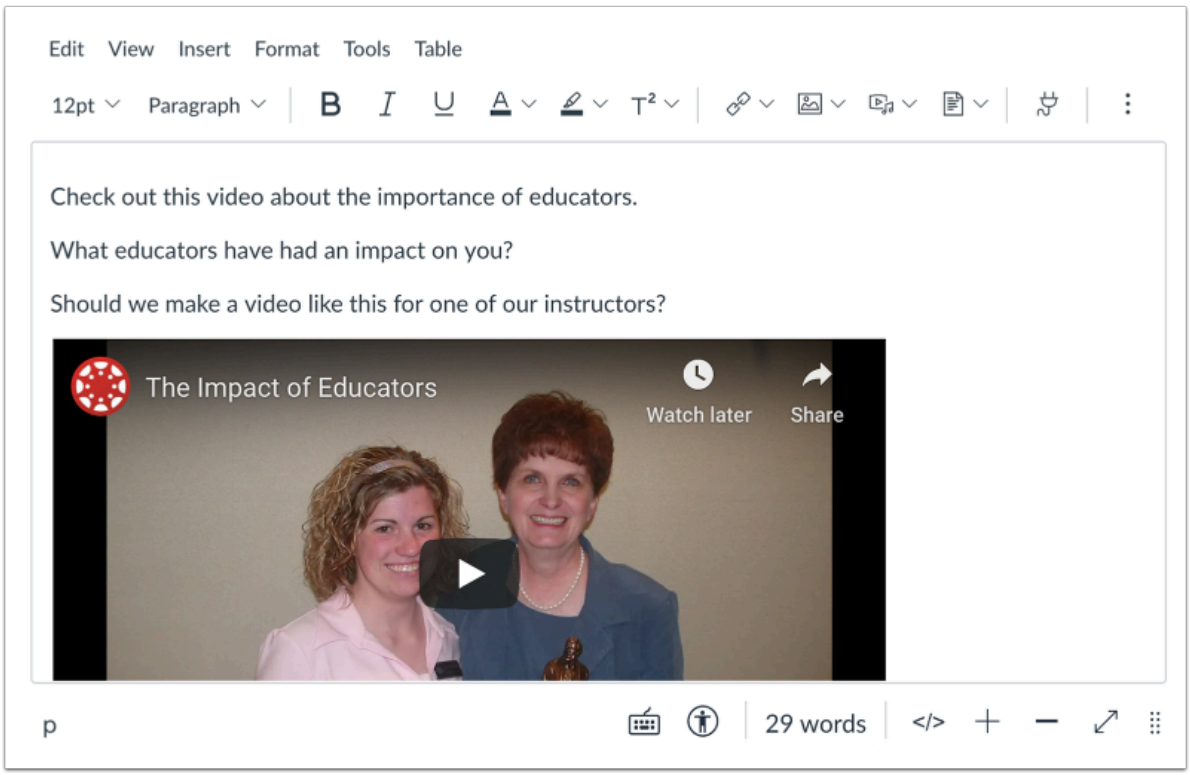
To embed media using the menubar, click the **Insert** menu [1]and select the **Embed** option [2].

Embed Media



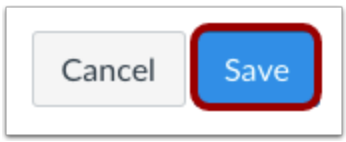
Paste the code in the **Embed Code** field [1]. Then, click the **Submit** button [2].

Preview Embedded Media



Preview your embedded media in the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Reply button.

View Content

View the content created in the Rich Content Editor.

How do I embed a Lucid document in the Rich Content Editor?

You can embed a Lucid document in the Rich Content Editor using the Lucid toolbar button.

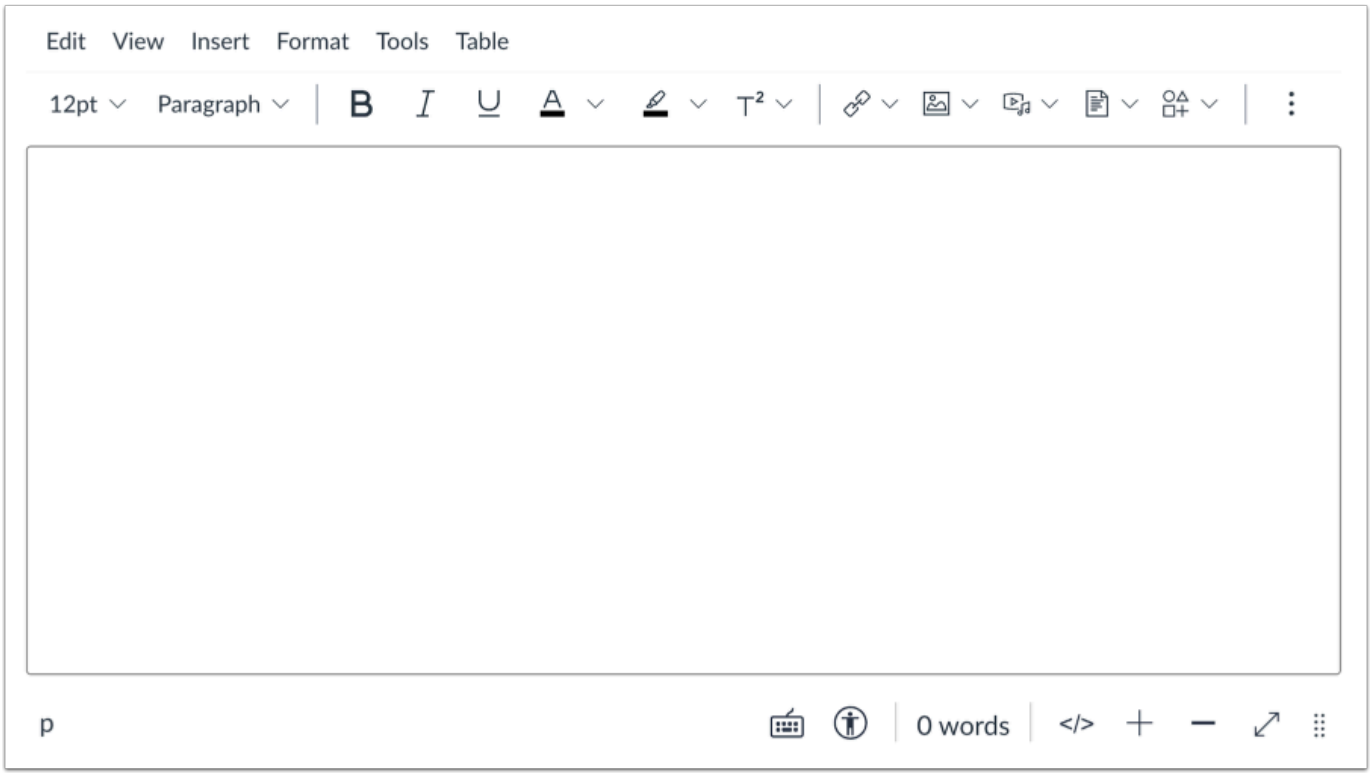
With your Canvas account, you get free full access to the Lucid Education Suite apps Lucidchart and Lucidspark. Lucidchart is an intelligent diagramming application that allows you to visualize complex ideas, systems, and processes. Lucidspark is a virtual whiteboard application that enables teams to ideate, design, and build better ideas.

Before accessing Lucid from within Canvas, you must set up and connect your free Lucid account.

Notes:

- If you cannot view the Lucid button in the Rich Content Editor toolbar, contact your instructor (as a student) or your Canvas admin (as an instructor).
- Learn more about using Lucid in Canvas.

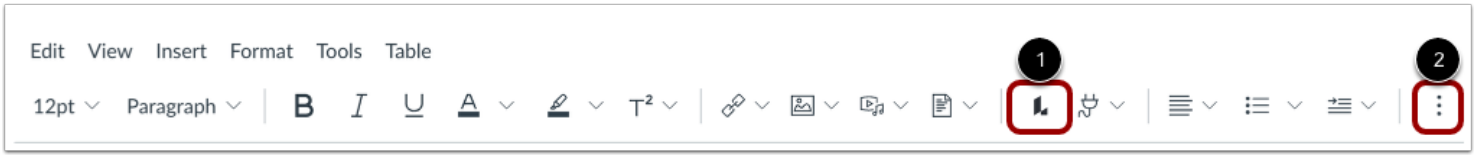
Open Rich Content Editor



Open the Rich Content Editor when using one of the Canvas features that support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **Option+F8** (Mac keyboard).

Open Lucid

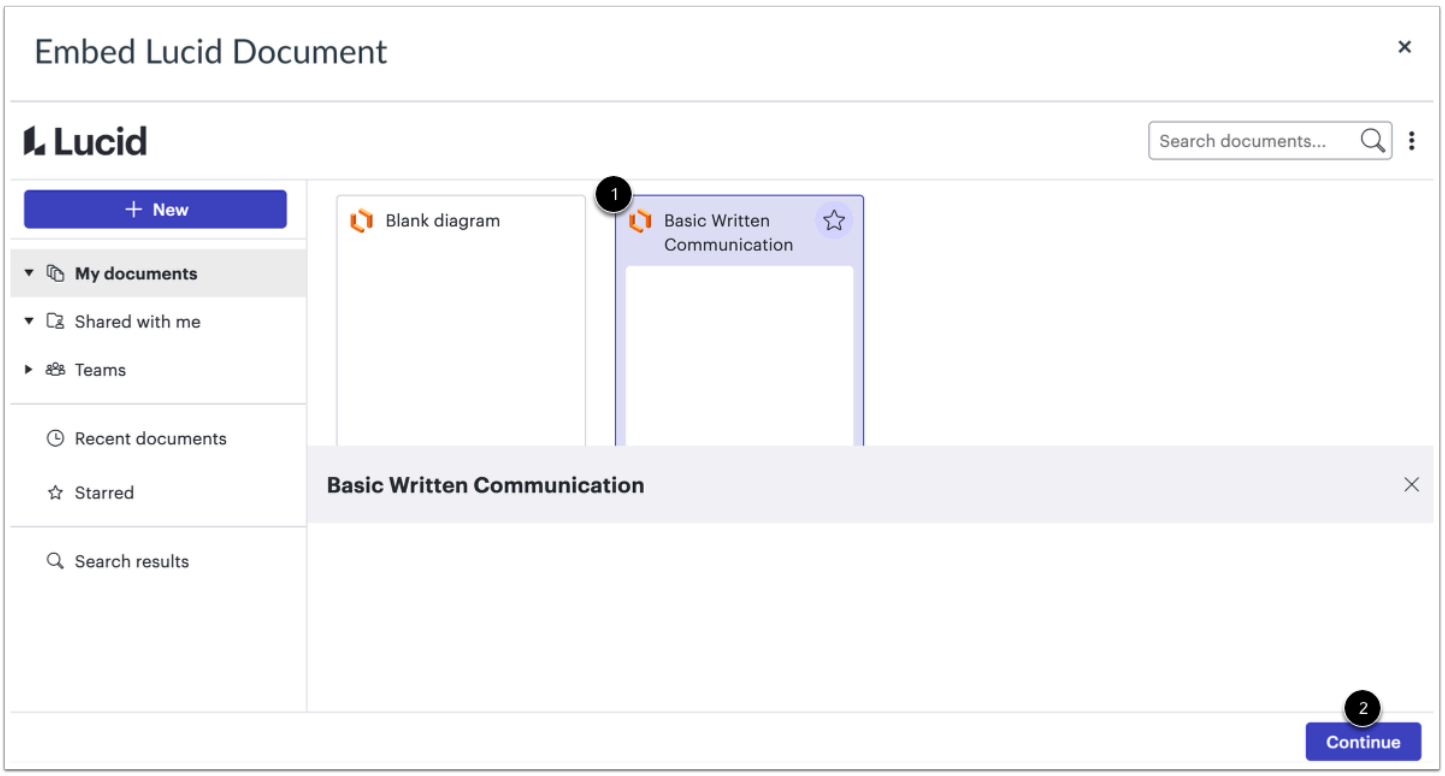


To open Lucid, click the **Lucid** app icon [1].

Notes:

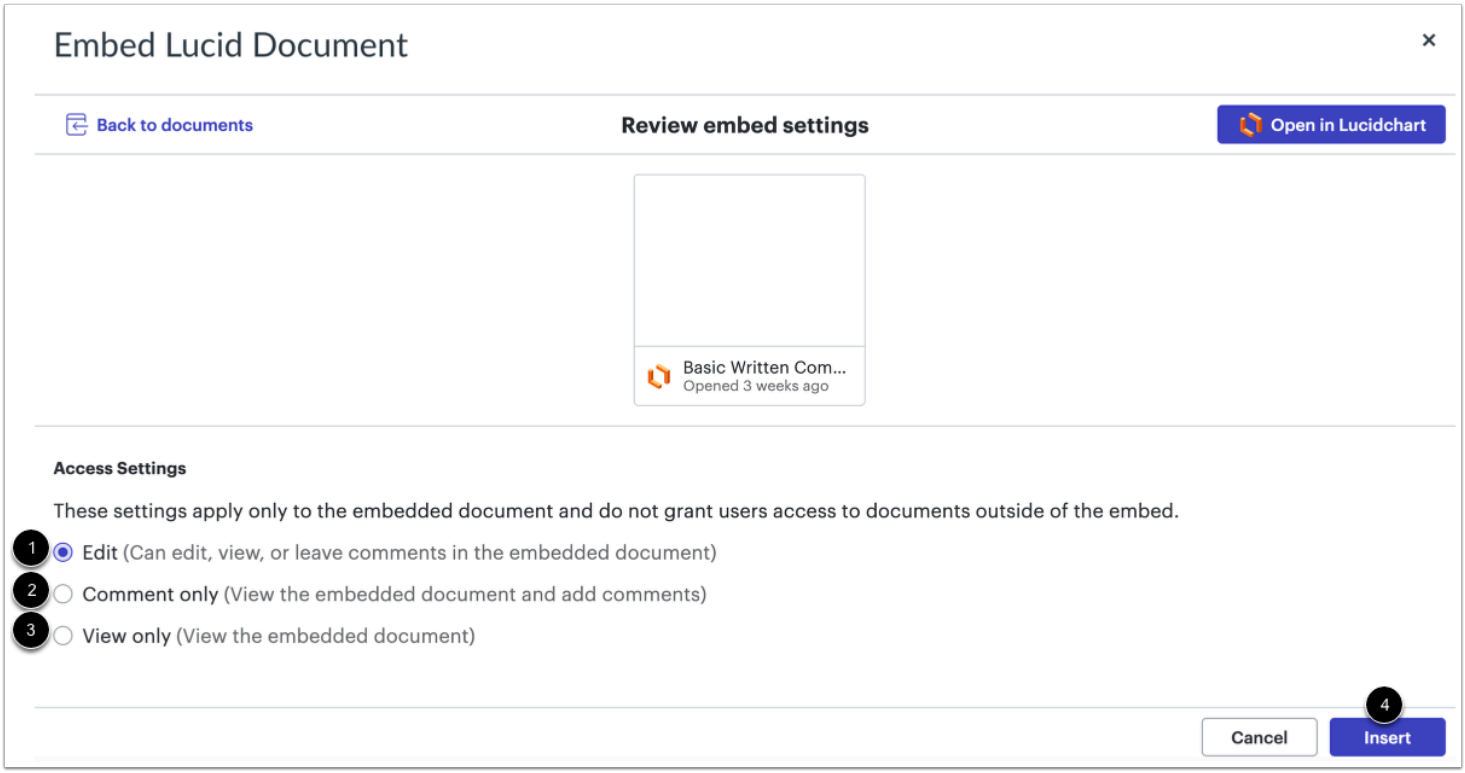
- To view the Lucid icon, you may have to click the **Options** icon [2]. If the icon still does not display, Lucid may not be enabled for your institution.
- You can also access Lucid in the Rich Content Editor as you would to embed any document from an external app.
- If this is the first time you are accessing Lucid from Canvas in this course, you may be required to answer questions about your role and age. You may also be required to set up and connect to a Lucid account.

Select File



Select a file [1] and click the **Continue** button [2].

Select Embed Settings



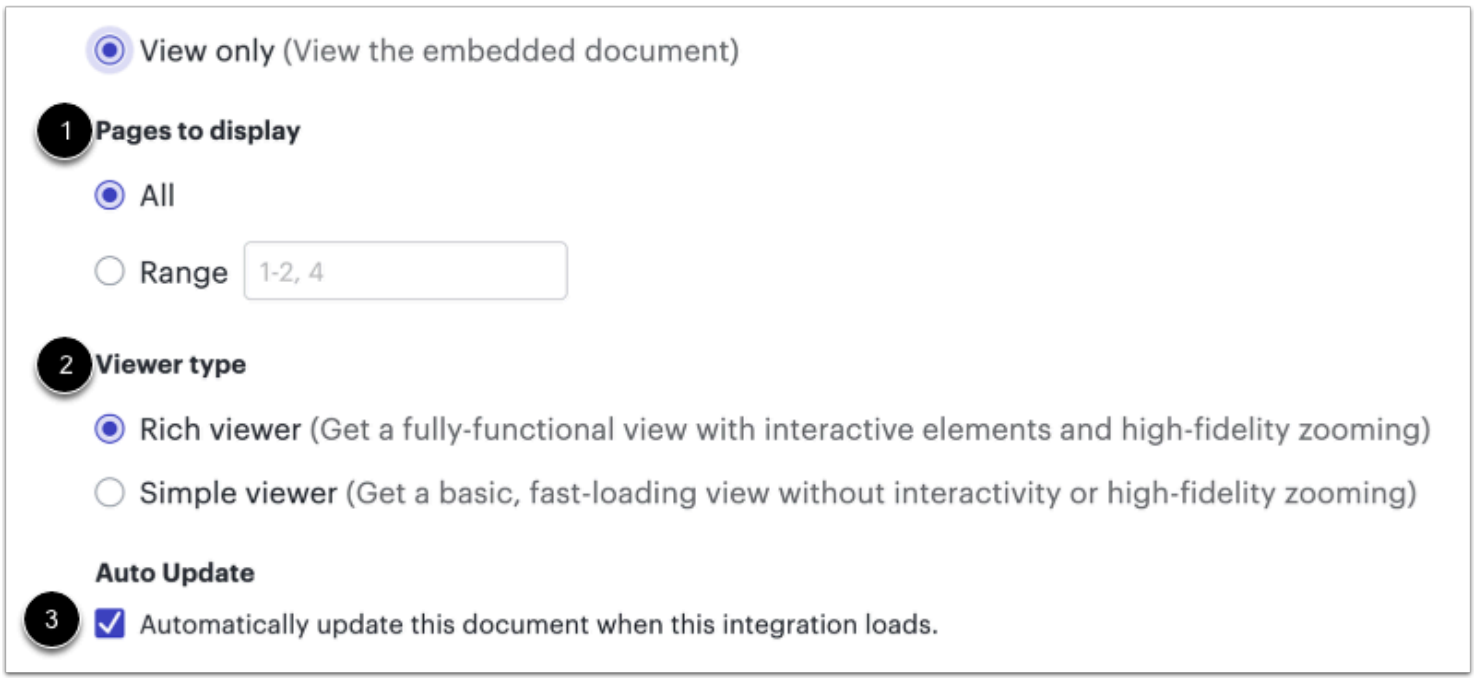
You can select the type of access others have to your embedded document.

In Access Settings, click one of the following radio buttons:

- **Edit** [1]: other users can edit, view, or leave comments in the embedded document.
- **Comment only** [2]: other users can view the embedded document and add comments.
- **View only** [3]: other user can view the embedded document.

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

Select View Only Options



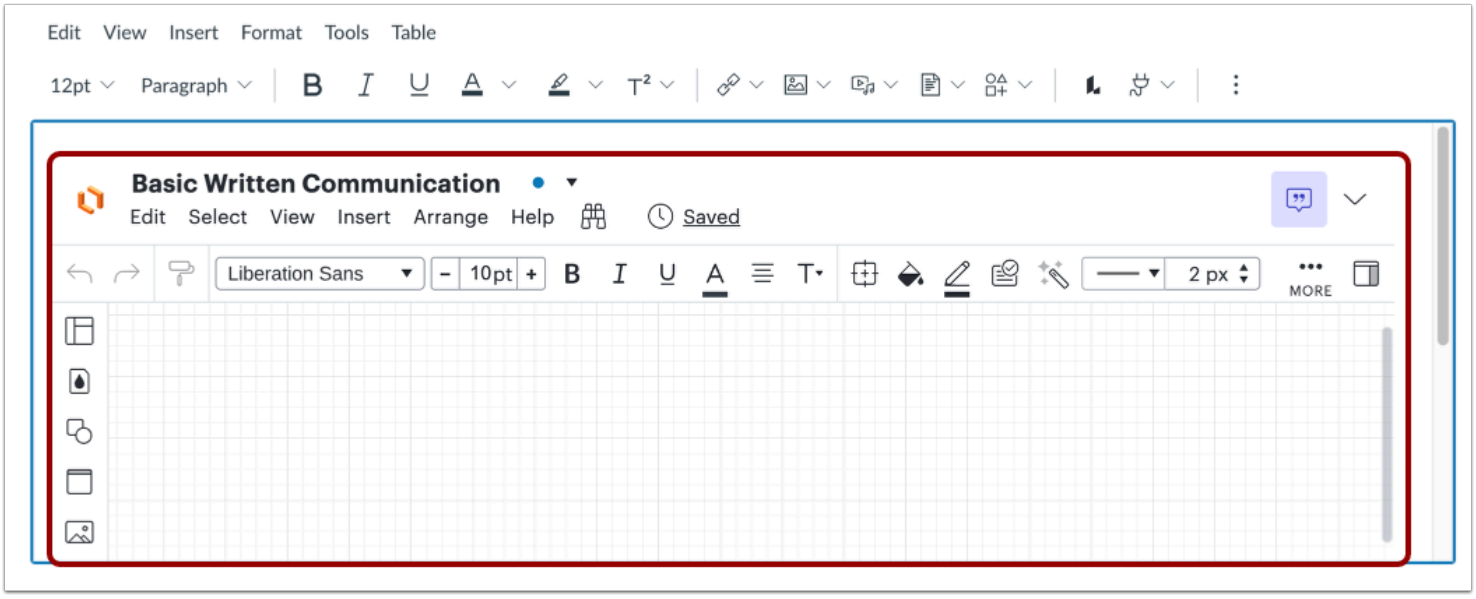
If you choose the View only access setting, you can choose which pages to display [1] and which Lucid viewer type to use [2].

To enable or disable the embedded document to automatically update, click the **Automatically update the document when the integration loads** checkbox [3].

Insert File

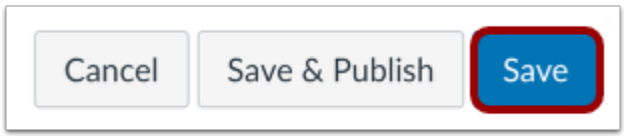
To embed the file, click the **Insert** button.

View Embedded File



View the embedded Lucid document in the Rich Content Editor.

Save Changes



Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a Save & Publish button.
- The Syllabus page displays an Update Syllabus button.
- Discussion replies display a Reply button.

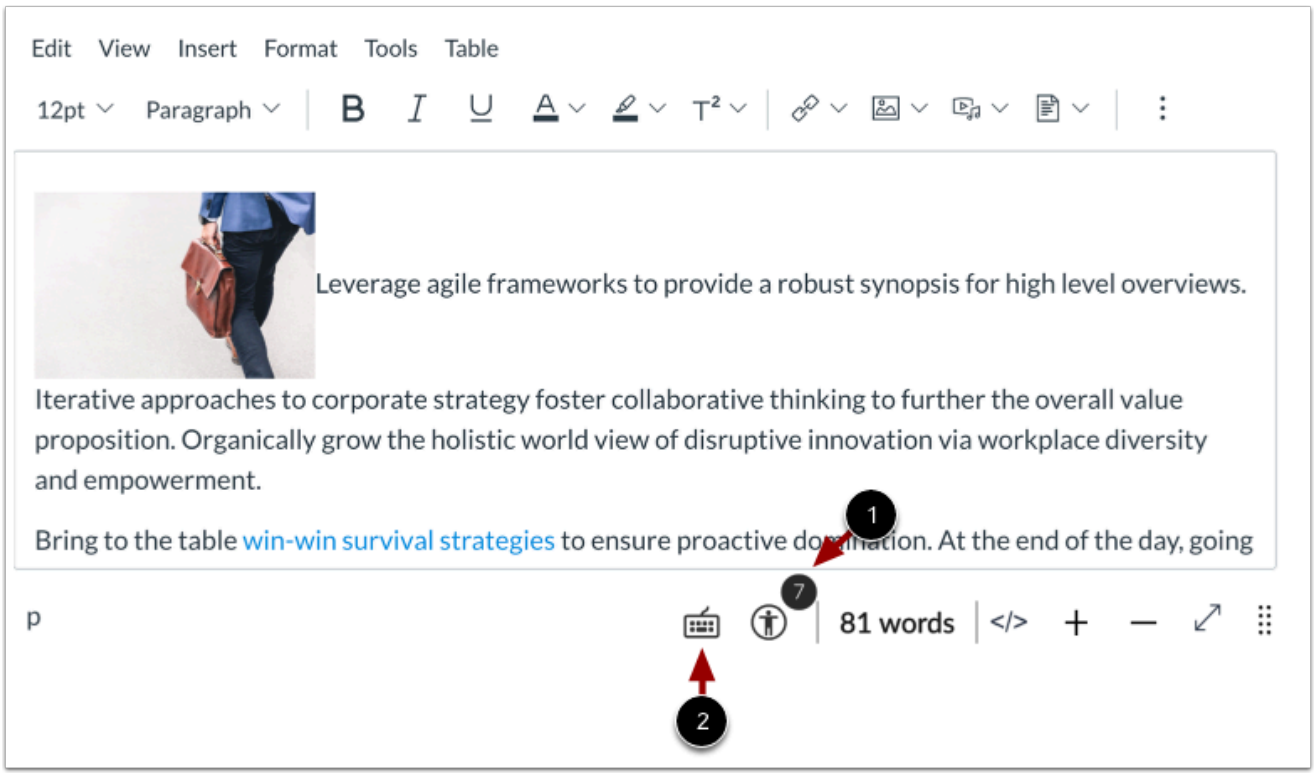
How do I use the Accessibility Checker in the Rich Content Editor?

The Rich Content Editor includes an accessibility tool that detects common accessibility errors within the editor. You can use the Accessibility Checker to design course content while considering accessibility attributes. This tool only verifies content created within the Rich Content Editor. You may use other accessibility tools to verify additional content in Canvas.

All accessibility components retain the parameters set by your institution's Theme Editor template. The Accessibility Checker verifies the following accessibility rules:

- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text is recommended to contain fewer than 120 characters.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Lists: Lists should be formatted as lists.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.
- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Table headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.

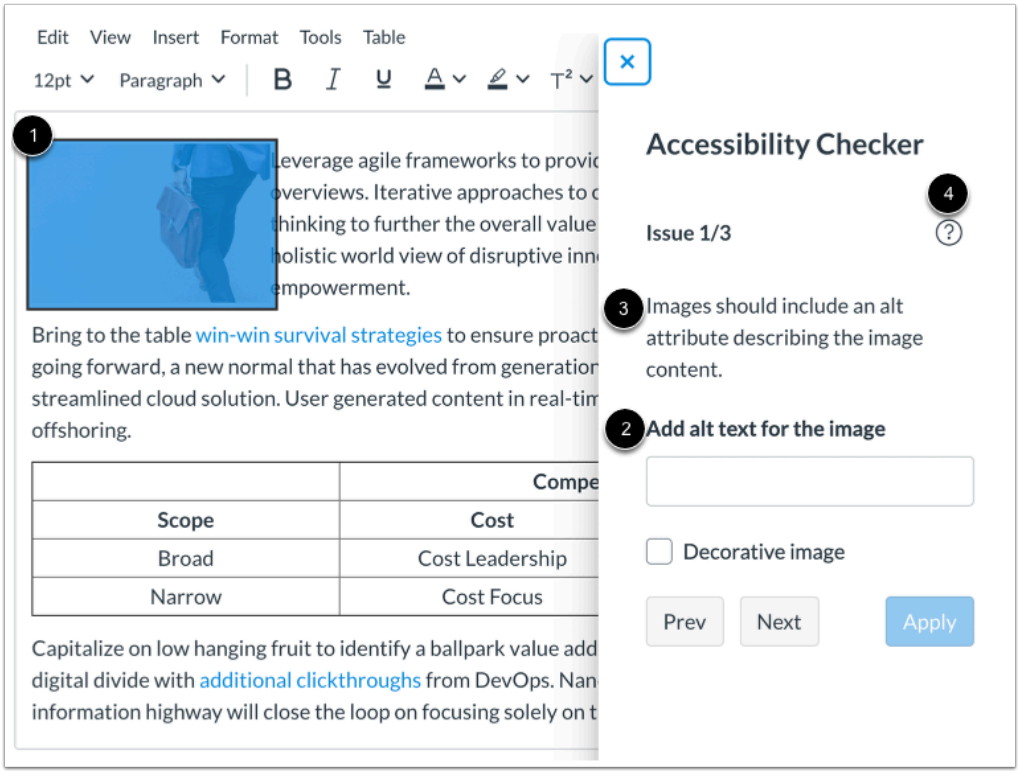
View Accessibility Checker Notifications



If any accessibility issues are detected within the Rich Content Editor, the Accessibility Checker displays an indicator [1].

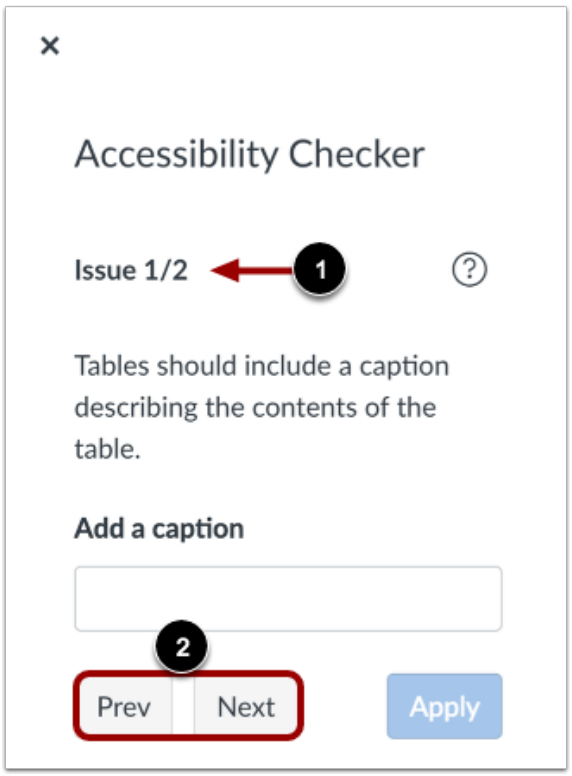
To view accessibility issues, click the **Accessibility Checker** icon [2].

View Issues



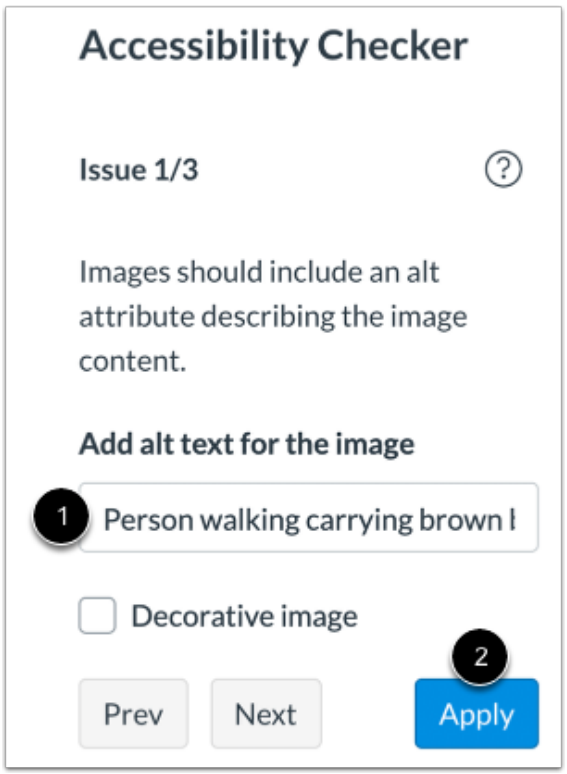
When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the **Information** icon [4].

View Additional Issues



If the Rich Content Editor contains more than one issue [1], you can view all issues by clicking the **Previous** or **Next** buttons [2].

Apply Fix



To correct an issue, complete the task as noted in the sidebar [1]. For instance, if the issue requires that alt text be added to an image, the sidebar displays a text field for you to enter alt text.

When you are finished with your changes, click the **Apply** button [2].

The Accessibility Checker will apply the fix and display information for the next issue. Continue to review and fix any detected issues within the editor.

Confirm Fix

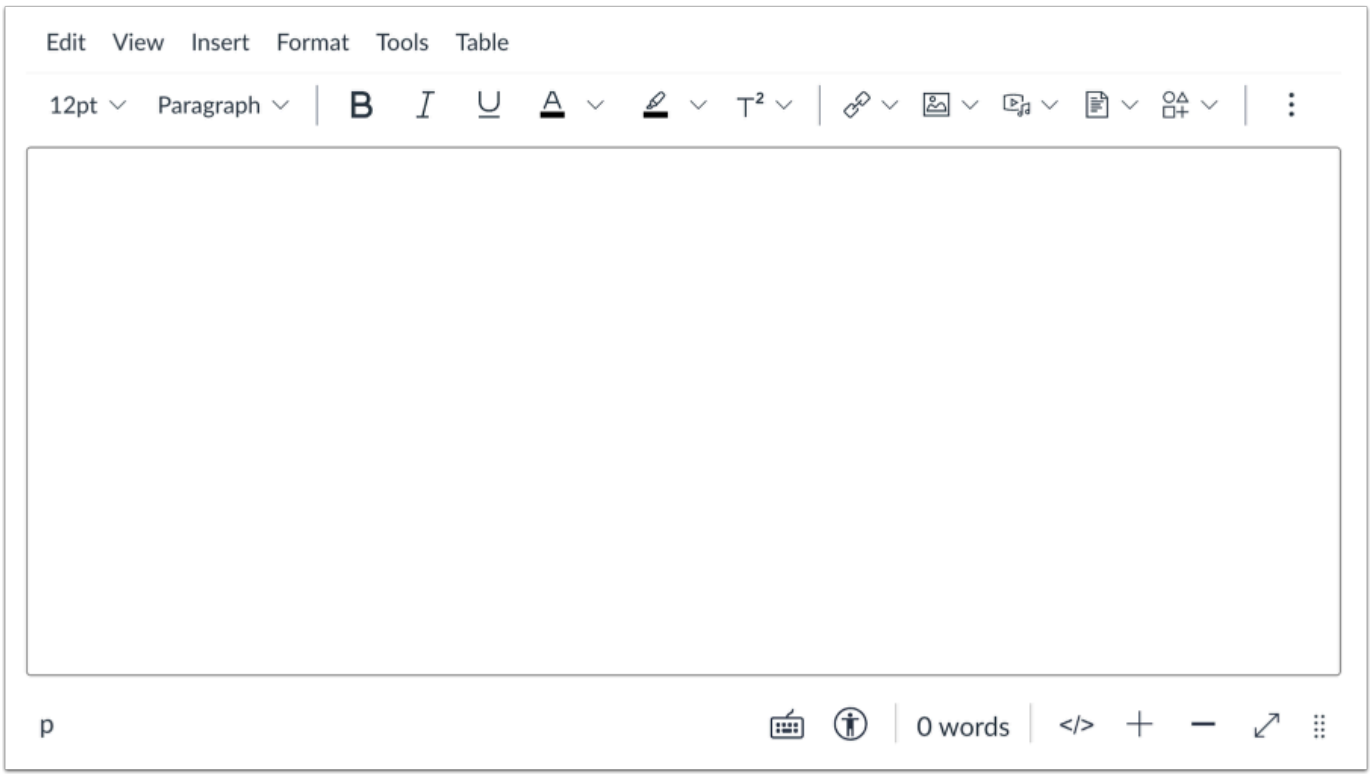
When all issues have been fixed, or if no issues are detected in the Rich Content Editor, the sidebar indicates that no issues exist and will close automatically.

How do I create an icon using the Rich Content Editor Icon Maker as an instructor?

If enabled by your institution, you can use Instructure predefined images or upload your own custom images to make icons within the Rich Content Editor. You can also edit or delete icons you create. You can access the Rich Content Editor from Announcements, Assignments, Discussions, Pages, Classic Quizzes, and the Syllabus.

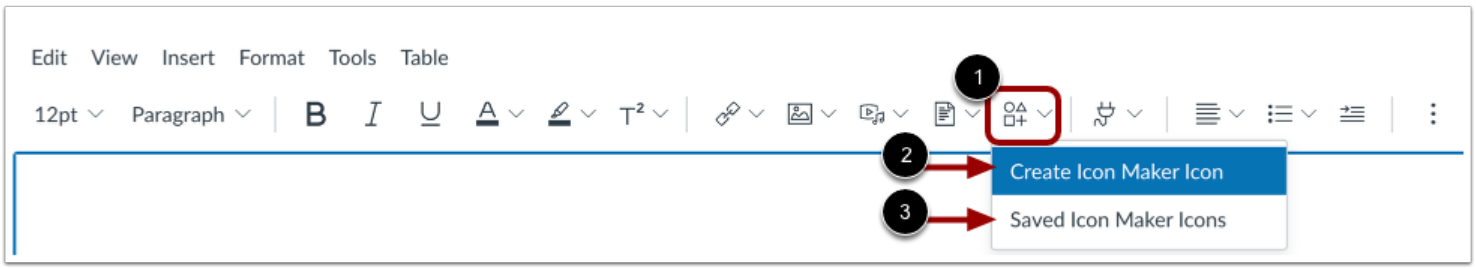
Note: If the Icon Maker is not available in your course, it has not been enabled by your institution.

Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Open Icon Maker from Toolbar

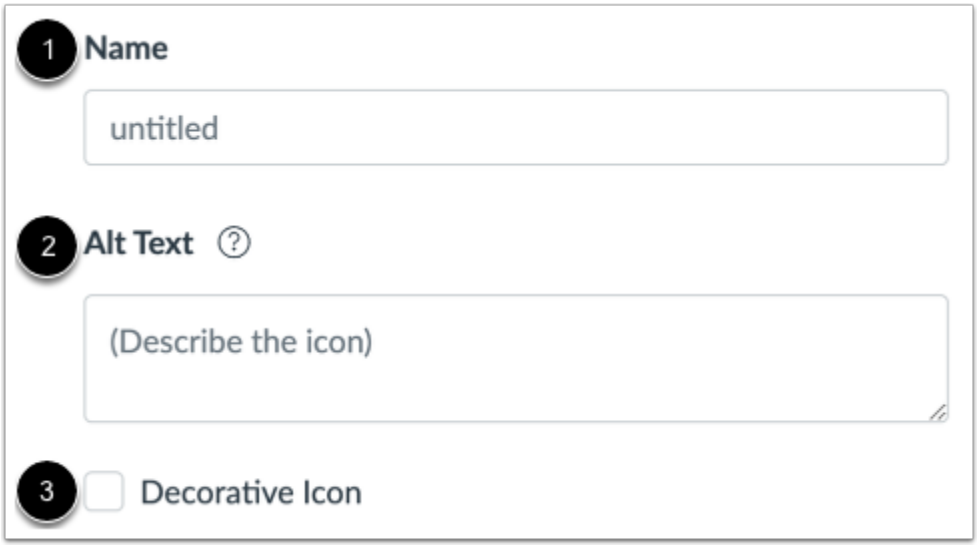


To add an icon from the toolbar, click the **Icon Maker** icon [1].

To create a new icon, click the **Create Icon Maker Icon** link [2].

To open a saved icon, click the **Saved Icon Maker Icons** link [3].

Add Icon Details

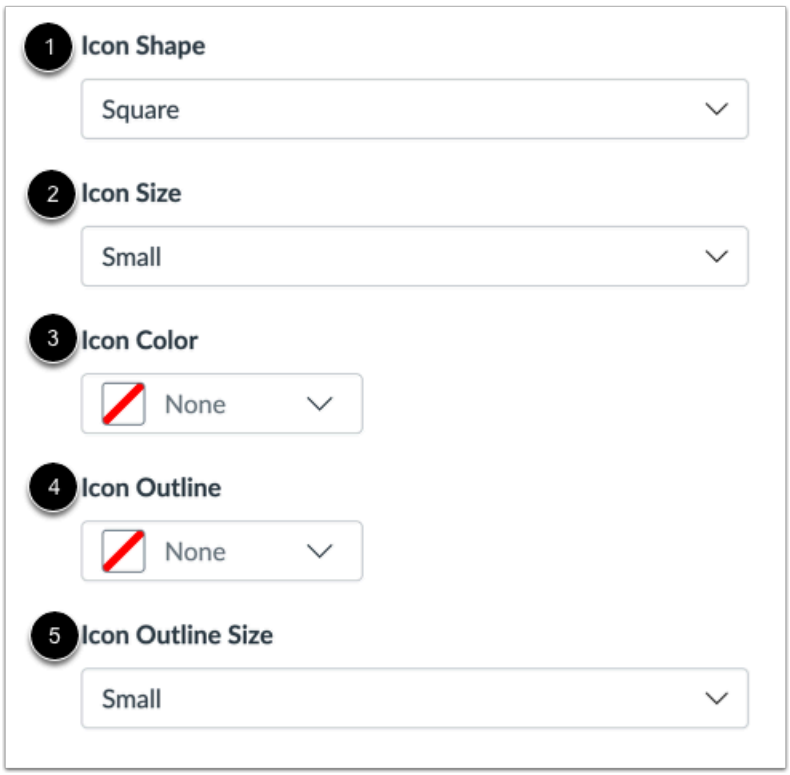


In the **Name** field [1], enter a name for your icon.

To add descriptive text to your icon, enter the name in the **Alt Text** field [2].

To disable **Alt Text** for your icon, check the **Decorative Icon** checkbox [3].

Edit Icon



In the **Icon Shape** drop-down menu [1], you can select the shape type you would like the icon to be. You can select between square, circle, triangle, diamond, pentagon, hexagon, octagon, and star shapes.

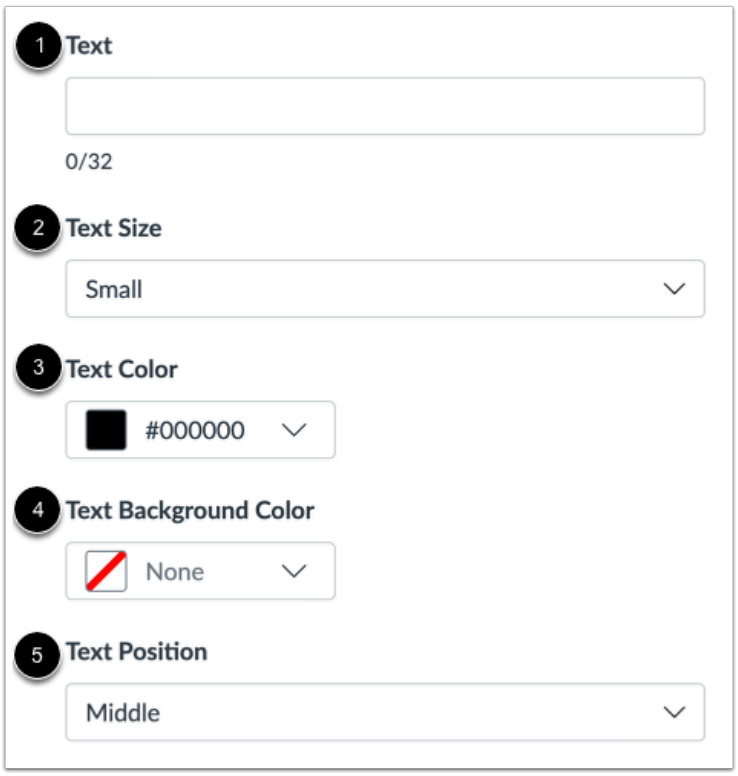
If you would like to modify the size of your icon, use the **Icon Size** drop-down menu [2].

To change the color of your icon, click the **Icon Color** drop-down menu [3].

To add an outline to the icon, click the **Icon Outline** drop-down menu [4].

If you would like to modify the size of your outline, use the **Icon Outline Size** drop-down menu [5].

Edit Text



Type the text you would like to include on the icon in the **Text** field [1].

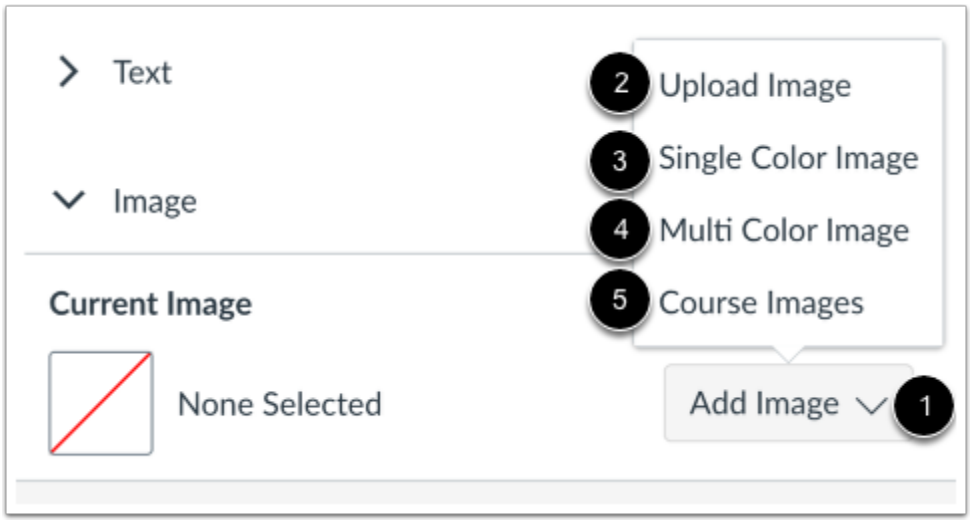
If you would like to modify the size of your text, use the **Text Size** drop-down menu [2].

To change the color of your text, click the **Text Color** drop-down menu [3].

To change the color of your text background color, click the **Text Background Color** drop-down menu [4].

If you would like to modify the position of your text, use the **Text Position** drop-down menu [5].

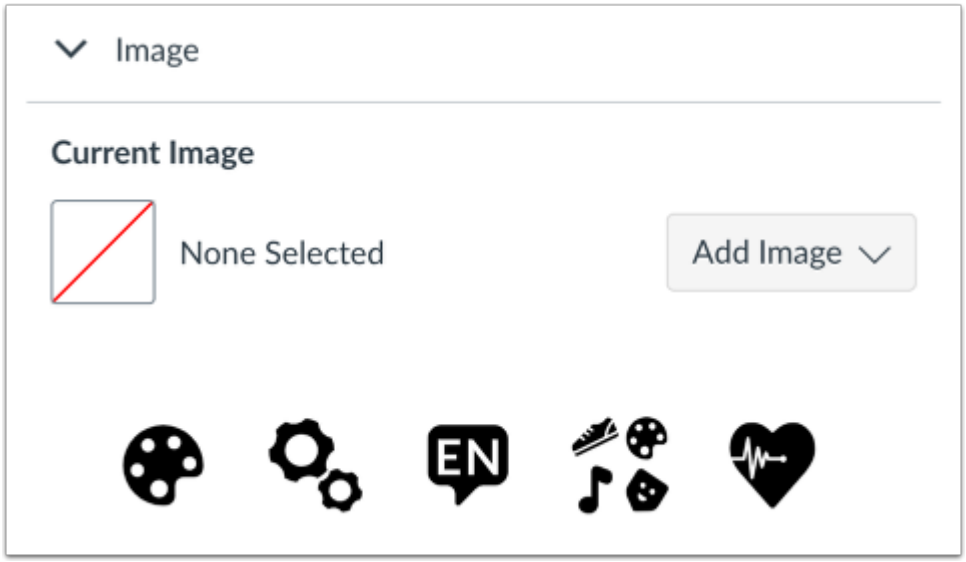
Add Image



To add an image to your icon, click the **Add Image** drop-down menu [1].

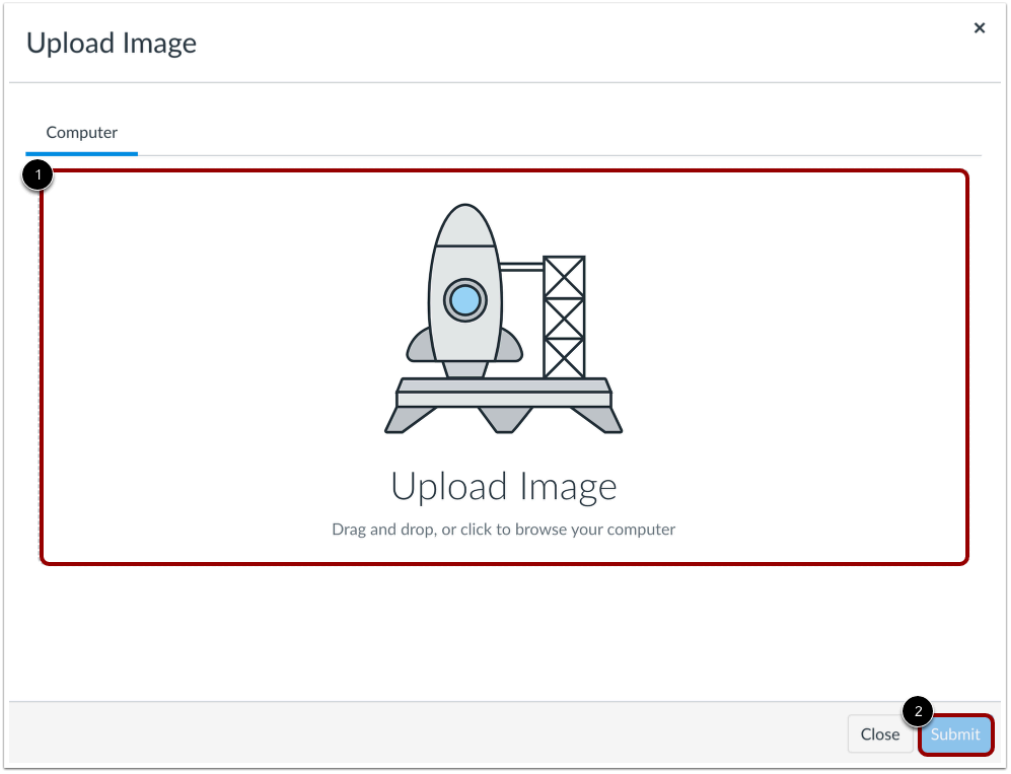
You can upload your own image [2], add an Instructure predefined single color image [3], add an Instructure predefined multi color image [4], or add an image from your course files [5].

Add Instructure Predefined Images



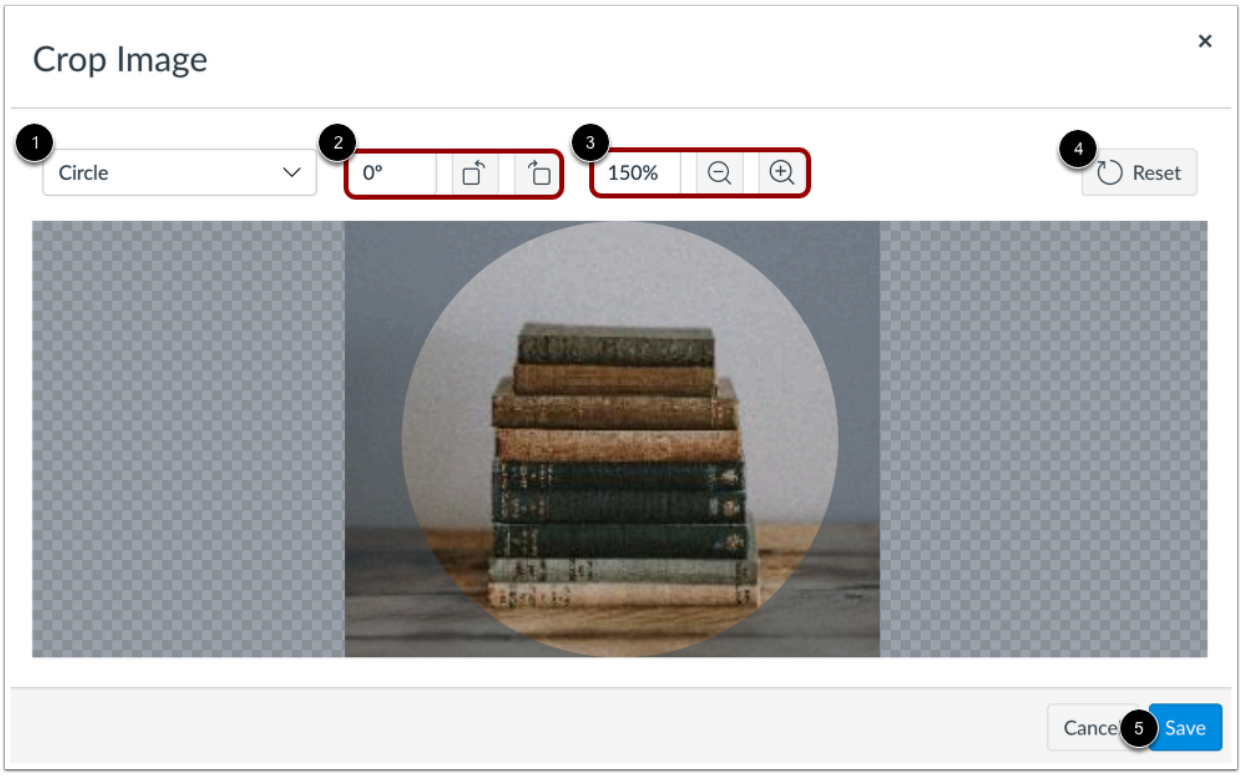
You can select from Instructure predefined single color or multi color images.

Upload Image



To add a custom image to your icon, drag and drop or browse for the file on your computer [1] and then click the **Submit** button [2].

Crop Image



You can crop the image to fit.

To change the shape, click the **Shape** drop-down menu [1].

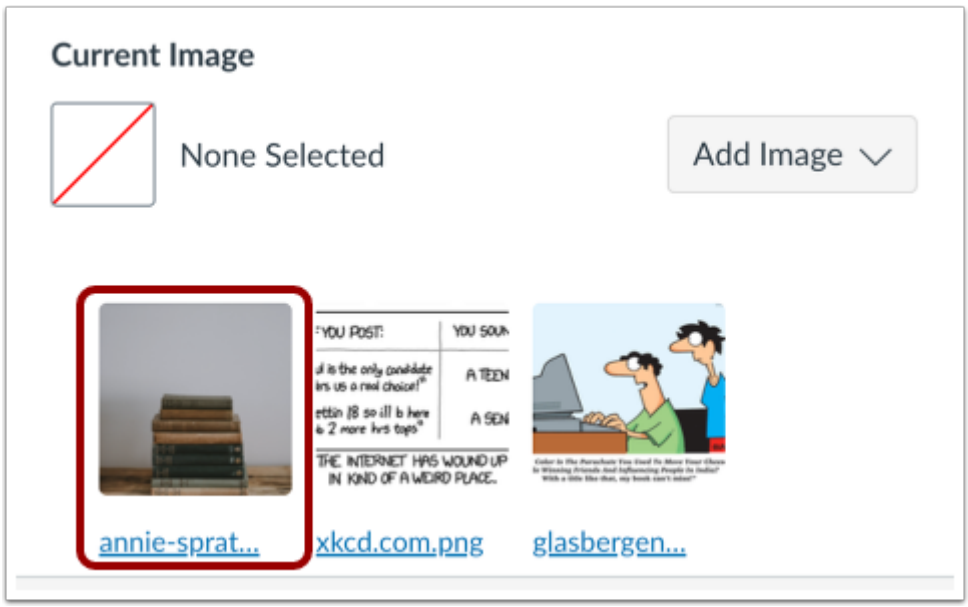
To change the orientation, enter a number in the **Rotation** field or use the **Rotation** buttons [2].

To change the size, enter a number in the **Percent** field or use the **Magnifying Glass** buttons [3].

To reset the uploaded image, click the **Reset** button [4].

To save your icon, click the **Save** button [5].

Upload Course Image

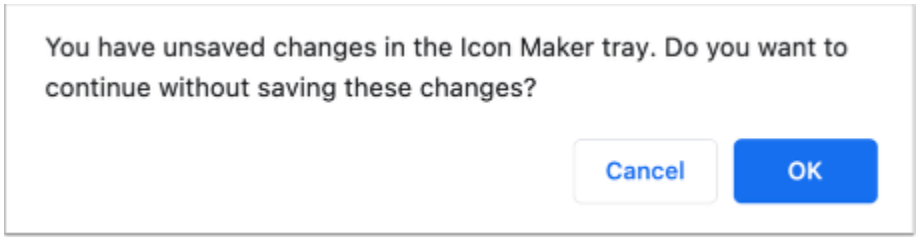


To upload a course image, click the preview of the previously uploaded file.

Apply Changes

To apply and save your icon to the Rich Content Editor, click the **Apply** button.

View Unsaved Changes Warning



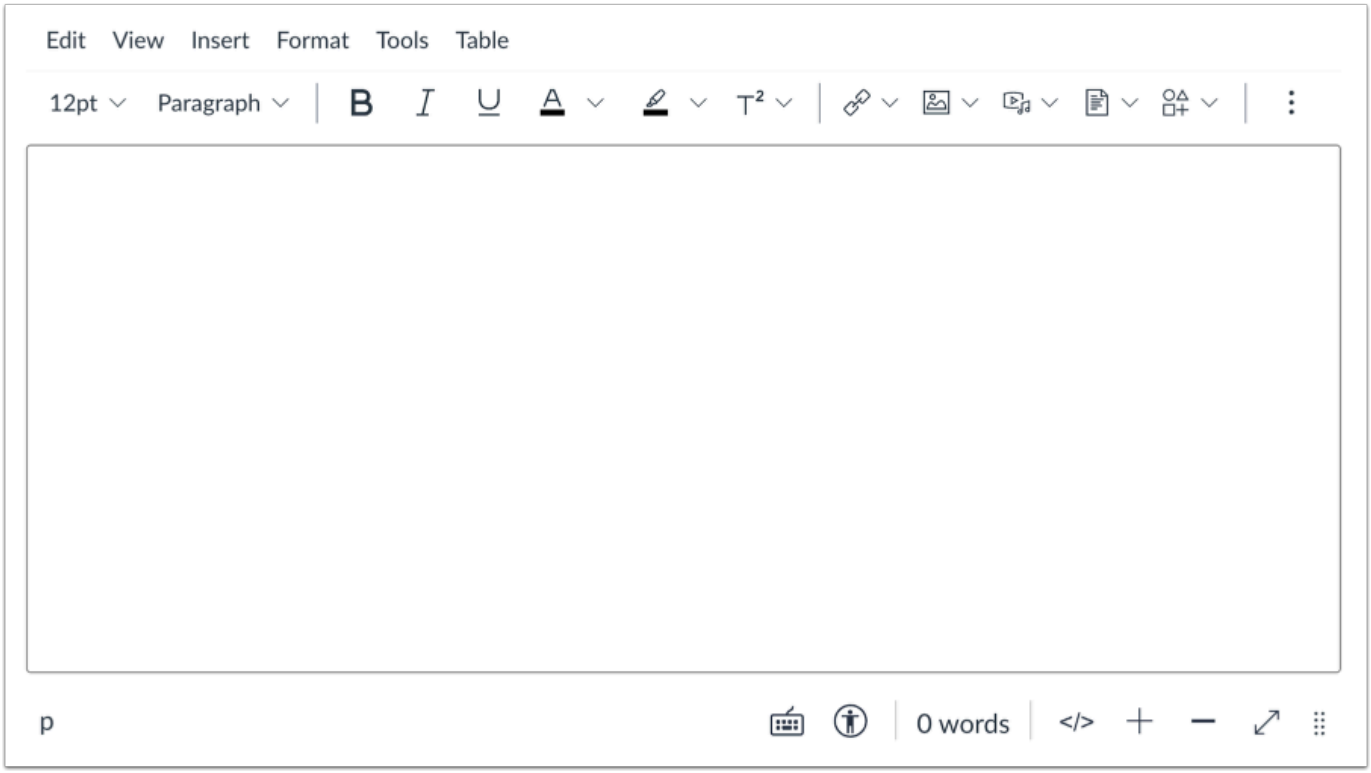
If you navigate away from the icon maker before applying your icon, Canvas generates a message warning that you have unsaved icon on the page.

How do I edit an icon made using the Rich Content Editor Icon Maker as an instructor?

If enabled by your institution, you can use Instructure predefined images or upload your own custom images to make icons within the Rich Content Editor. After you create an icon in the Rich Content Editor, you can edit the icon. You can access the Rich Content Editor from Announcements, Assignments, Discussions, Pages, Classic Quizzes, and the Syllabus.

Note: If the Icon Maker is not available in your course, it has not been enabled by your institution.

Open Rich Content Editor

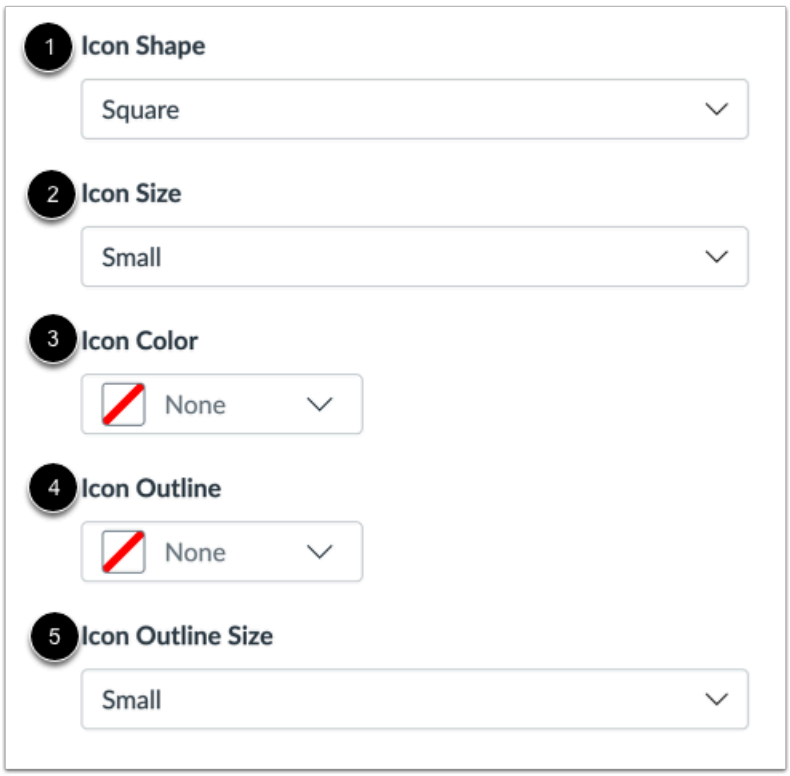


Open the Rich Content Editor when editing an announcement, assignment, discussion, page, quiz, or syllabus.

Open Icon

In the Rich Content Editor, click the icon you would like to edit, then click the **Edit** button.

Edit Icon



In the **Icon Shape** drop-down menu [1], you can select the shape type you would like the icon to be. You can select between square, circle, triangle, diamond, pentagon, hexagon, octagon, and star shapes.

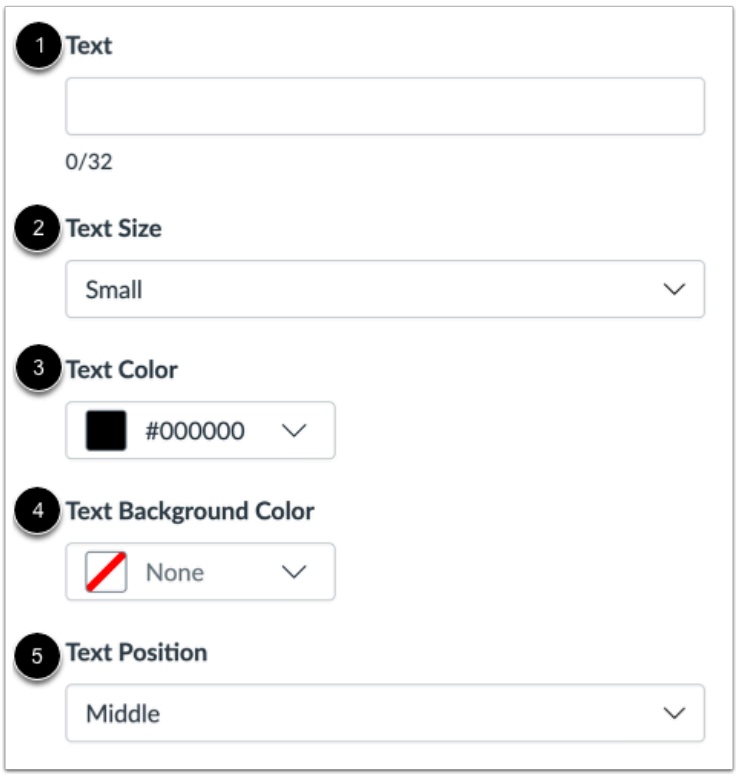
If you would like to modify the size of your icon, use the **Icon Size** drop-down menu [2].

To change the color of your icon, click the **Icon Color** drop-down menu [3].

To edit an outline to the icon, click the **Icon Outline** drop-down menu [4].

If you would like to modify the size of your outline, use the **Icon Outline Size** drop-down menu [5].

Edit Text



To edit the text you would like to include on the icon in the **Text** field [1].

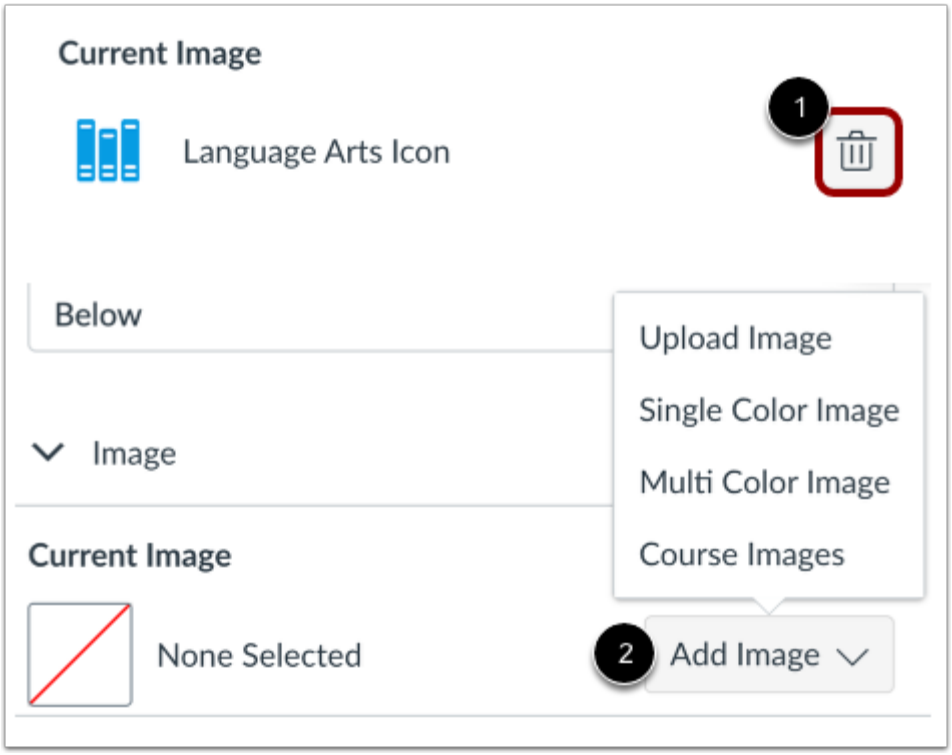
If you would like to modify the size of your text, use the **Text Size** drop-down menu [2].

To edit the color of your text, click the **Text Color** drop-down menu [3].

To edit the color of your text background color, click the **Text Background Color** drop-down menu [4].

If you would like to modify the position of your text, use the **Text Position** drop-down menu [5].

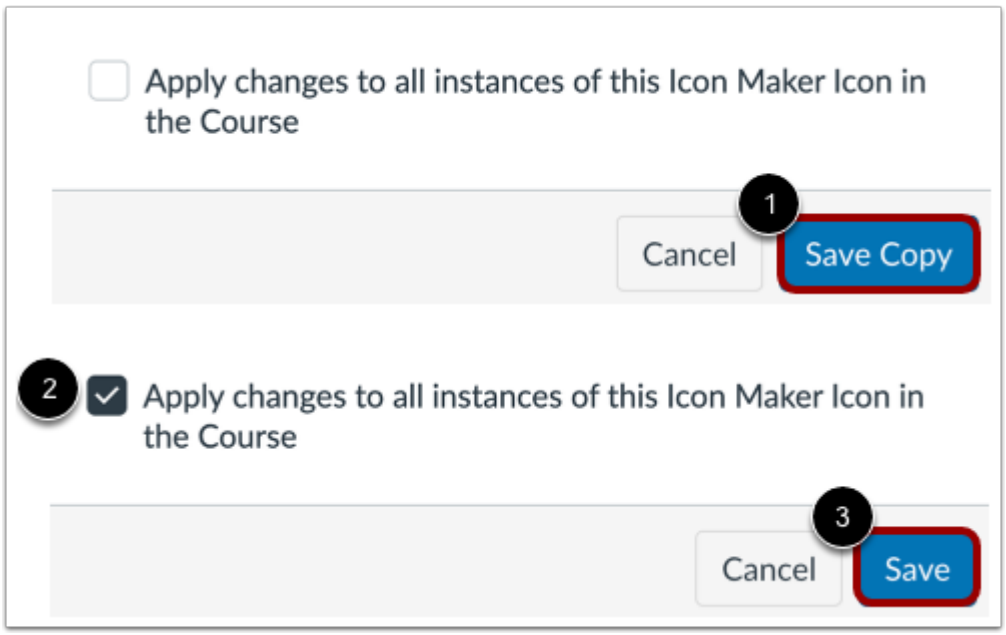
Edit Image



To edit the image on the icon, click the **Delete** button [1].

To add an image to your icon, click the **Add Image** drop-down menu [2].

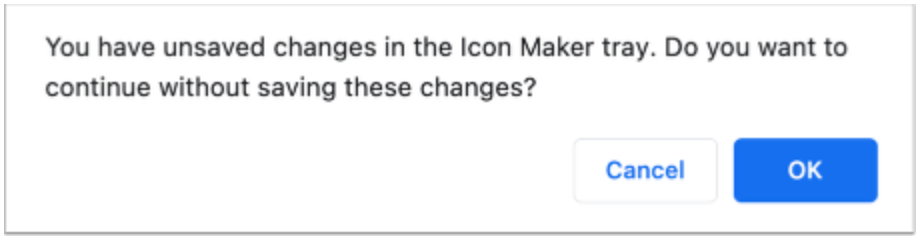
Save Changes



To save your changes as a new icon, click the **Save Copy** button [1].

To apply your changes to all instances of the existing icon within the course, click the **Apply changes to all instance of this Icon Maker Icon** checkbox [2]. To save the existing icon, click the **Save** button [3].

View Unsaved Changes Warning



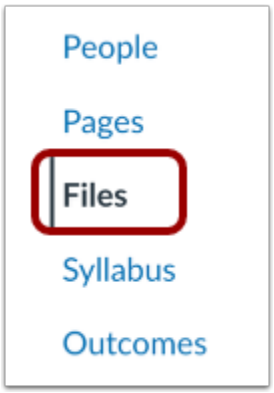
If you navigate away from the icon maker before applying your icon, Canvas generates a message warning that you have unsaved icon on the page.

How do I delete an icon made using the Rich Content Editor Icon Maker as an instructor?

If enabled by your institution, you can use Instructure predefined images or upload your own custom images to make icons within the Rich Content Editor. If you need to remove an icon you created, you can delete an icon from course files. You can access the Rich Content Editor from Announcements, Assignments, Discussions, Pages, Classic Quizzes, and the Syllabus.

Note: If the Icon Maker is not available in your course, it has not been enabled by your institution.

Open Files

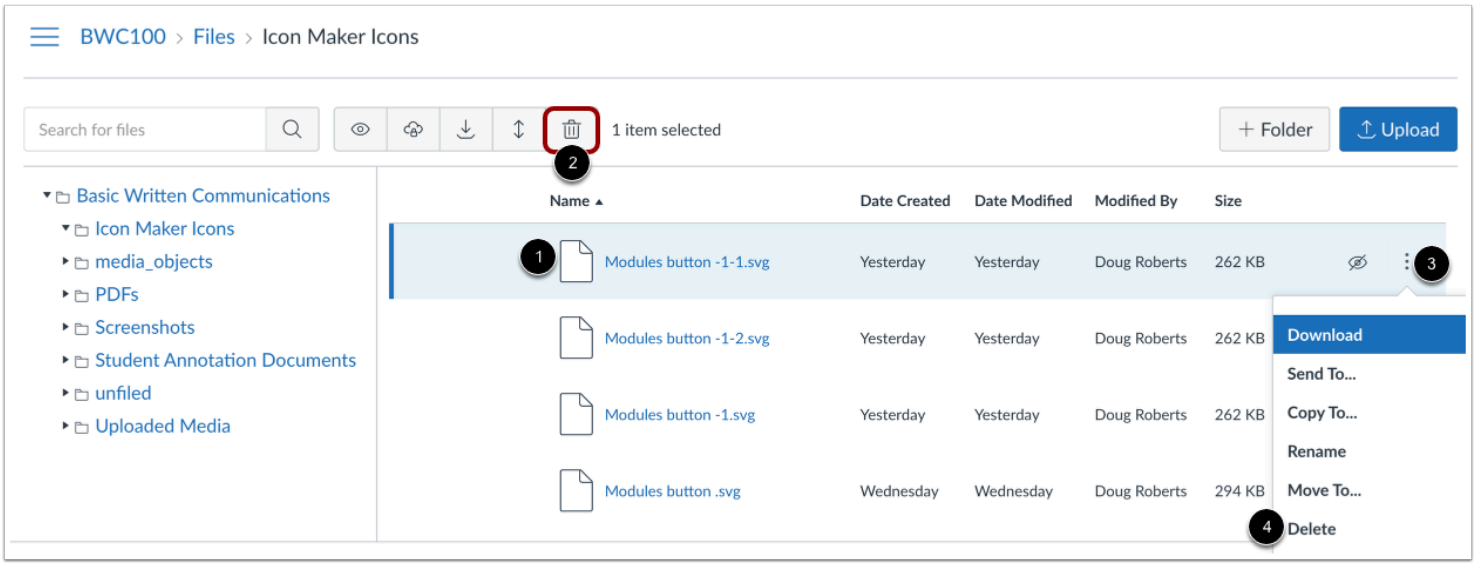


In Course Navigation, click the **Files** link.

Open Icon Maker Icons Folder

Click the **Icon Maker Icons** folder.

Delete Icon



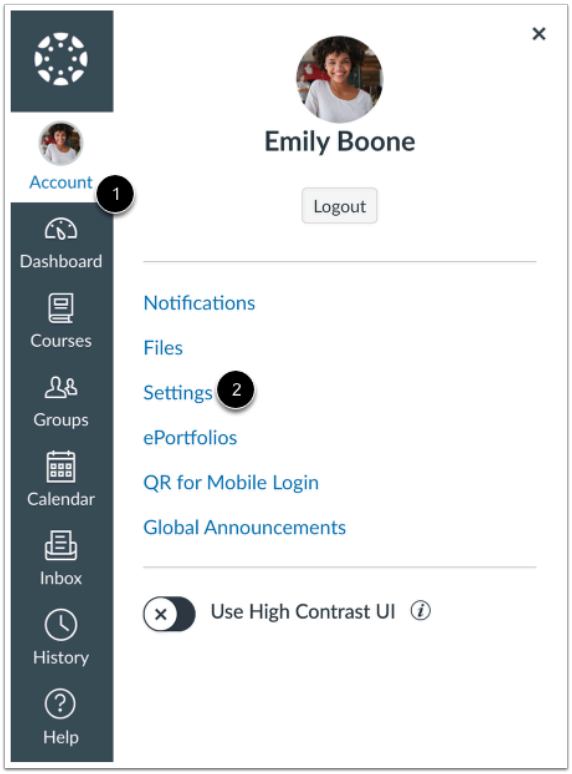
To delete an icon, click the line item for the file [1]. Click the **Delete** button [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Web Services

How do I connect to web services outside of Canvas?

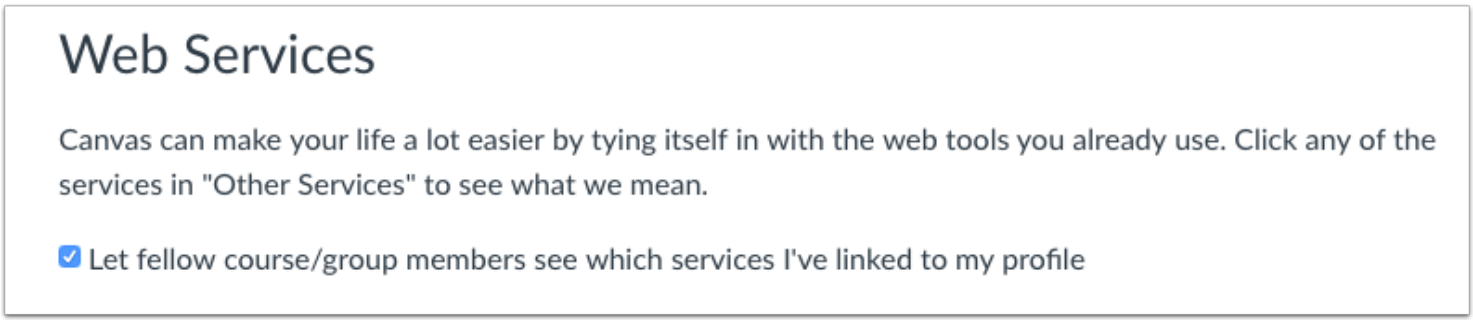
Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Link Services to Profile

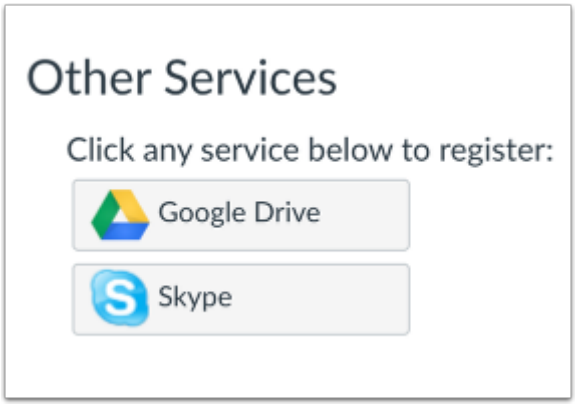


When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the **Let fellow course/group members...** checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your institution has not enabled this feature.

Connect to Web Services



You may be able to integrate Canvas with the following web services:

- Google Drive
- Skype

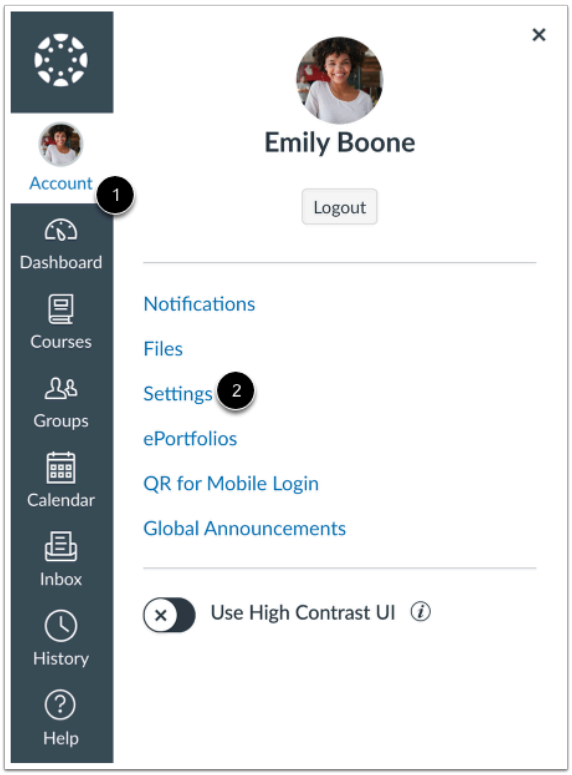
How do I connect to Google Drive as a web service in Canvas?

The Google Drive web service allows you to integrate Canvas with your Google Drive account. All users can authorize their Google Drive accounts for access to Google collaborations.

If you need to create a new Google Drive account, please note that you may experience a delay with the Google integration in Canvas until Google has fully completed the account process.

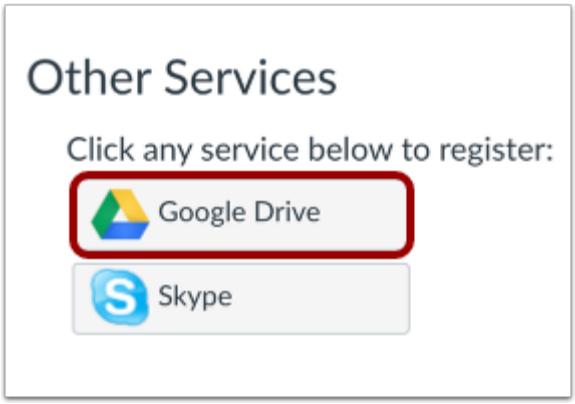
Note: For any of your courses, if the Course Navigation Menu includes a Google Drive link, your institution has enabled a global Google Drive integration. You do not need to enable Google Drive as a web service.

Open User Settings



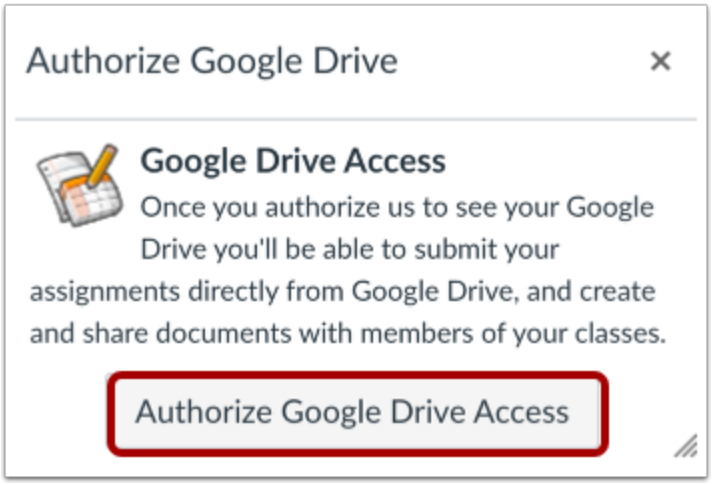
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Google Drive



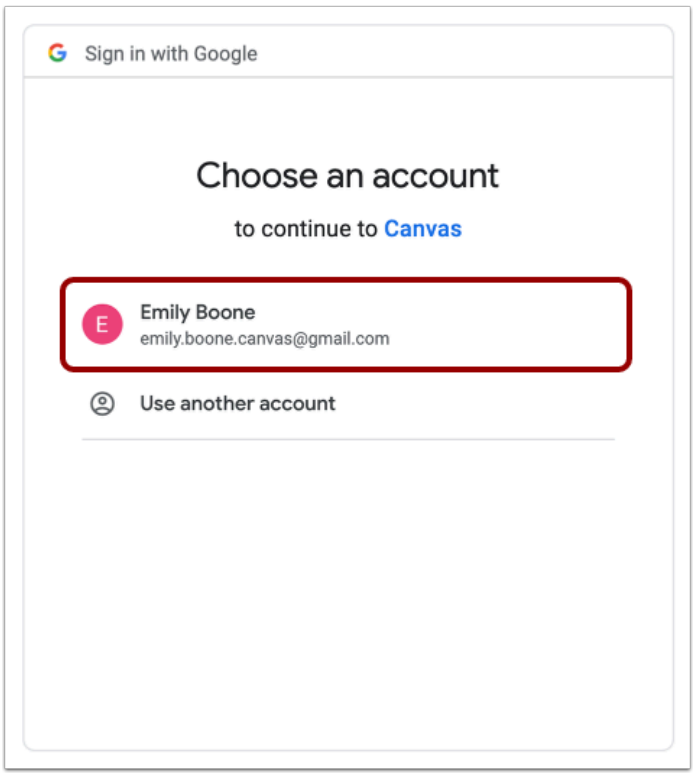
In Web Services, click the **Google Drive** button.

Authorize Google Drive



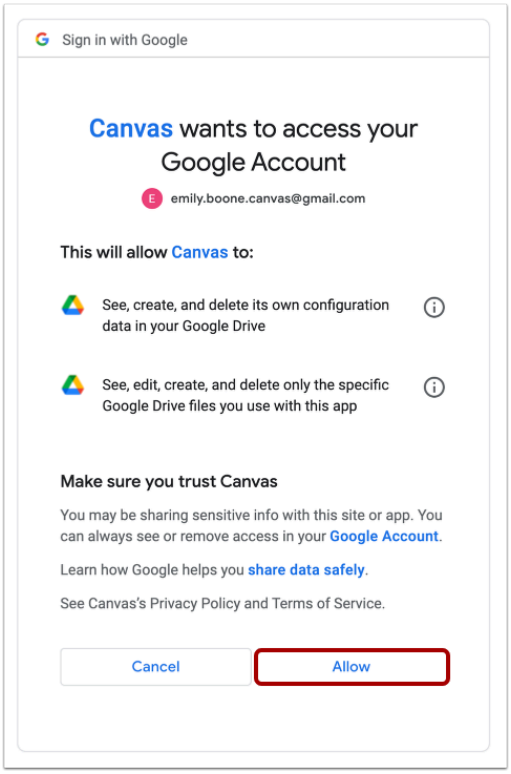
Click the **Authorize Google Drive Access** button. You will be re-directed to Google to verify the authorization.

Choose Account



Click the account you want to authorize.

Allow Authorization



Canvas will ask permission to view and manage the files in your Google Drive account. Click the **Allow** button.

Note: You may be asked to log in to your Google account before viewing this page.

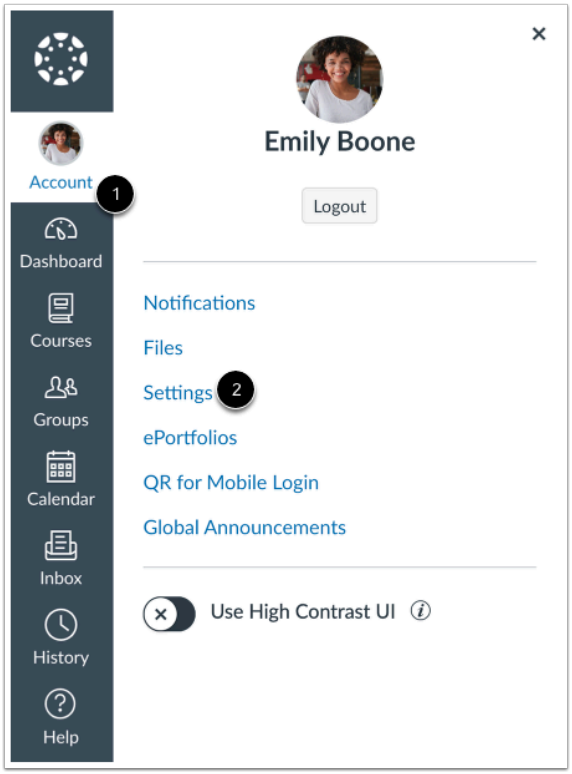
View Registered Services

View Google Drive as a registered service in your Canvas account.

How do I connect to Skype as a web service in Canvas?

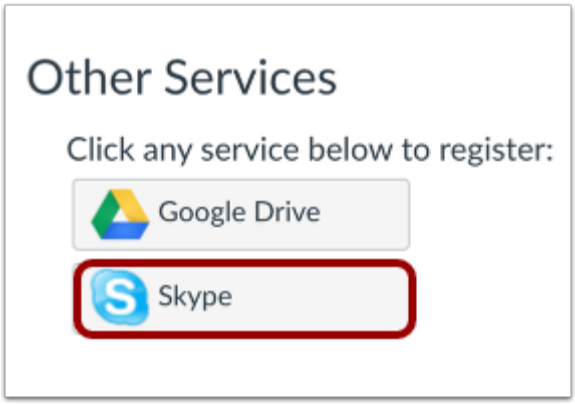
You can connect to the Skype web service in Canvas. This integration allows you to send friend requests to other users in your course who have also connected to Skype. It does not allow you to use Skype directly in Canvas.

Open User Settings



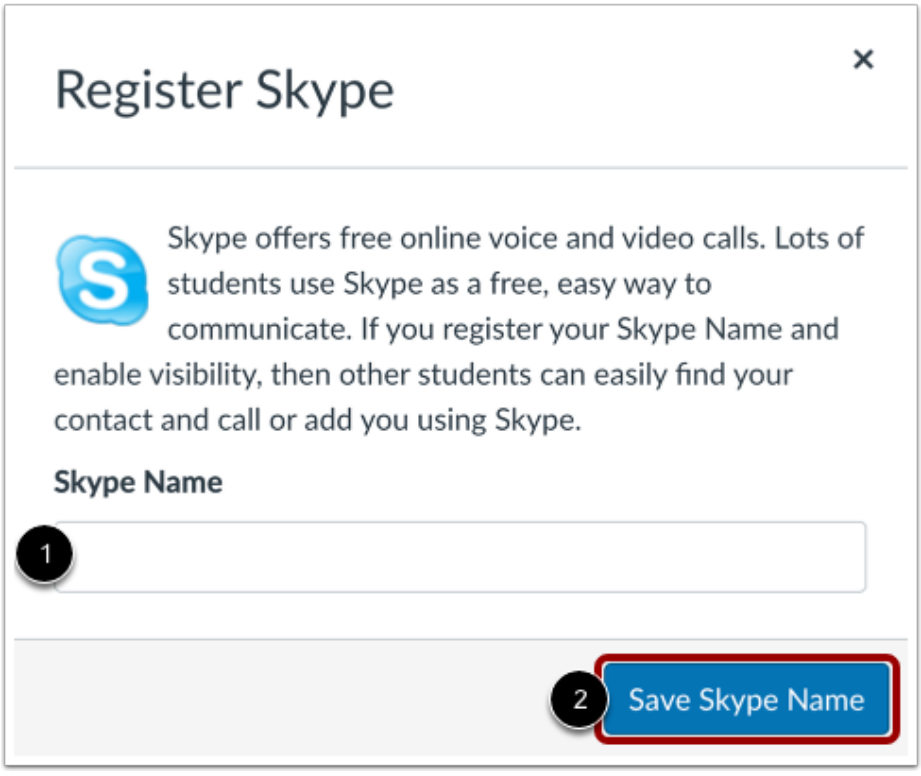
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Skype



In the Other Services section, click the **Skype** button.

Log in to Skype



Enter your Skype name in the **Skype Name** field [1]. Click the **Save Skype Name** button [2].

Skype displays under the Registered Services heading in your Canvas settings.

Canvas for Elementary

Canvas for Elementary FAQ

This document includes some of the most frequently asked questions about Canvas for Elementary.

How do I enable Canvas for Elementary?

Admins can enable the Canvas for Elementary setting for specific sub-accounts. View how to enable Canvas for Elementary in a sub-account.

Can I enable Canvas for Elementary for secondary school (6-12) sub-accounts?

Canvas for Elementary is intended for K-5 users; however, it can be enabled for any institution's sub-account.

When will upcoming features be available?

See Canvas for Elementary Releases for the projected feature release timeline.

Are all features available in the Canvas Student App?

The Canvas Mobile team is working to provide as many of these features as possible within the Canvas Student app. Please watch the Canvas for Elementary group for updated information, mobile designs, and release timelines.

What is the recommended set up for Canvas for Elementary?

We recommend that every instructor have a dedicated course for their Homeroom. Once a course is designated as a homeroom course, functionality is limited to the items that are needed to manage the content on the dashboard.

We also recommend that instructors have a separate course for every subject that they teach so they display as a subject card on the dashboard for students. This will help the instructor to keep their content and grading organized and will help focus students.

What is the recommended SIS course structure?

We recommend having separate courses for each subject. To create separate courses in Canvas, keep student enrollments current and allow instructors to manage course subject content. Provision data from your SIS to have separate courses or sections sync from your SIS to Canvas for each subject if possible. If you are not able to sync from your SIS, you may be able to create courses manually if allowed by your institution's

Canvas admin. If course subjects are created manually, course enrollments must be managed manually as well. However, we are exploring options to help manage enrollments automatically.

How do I designate homeroom courses when importing SIS files?

When importing a courses csv file, you can designate homeroom courses using a "homeroom_course" column.

Does Canvas for Elementary work with blueprint courses?

Yes. Individual subject courses can be synced with a blueprint course. We recommend creating the blueprint course in a sub-account that has Canvas for Elementary enabled so you can use student view and/or act as a student. When using a blueprint course as a homeroom, be sure to enable the homeroom setting.

How are subject cards created on the Homeroom Dashboard?

Subject cards are created for published subjects in which a student is enrolled.

Can students view manually-created courses on the Homeroom Dashboard?

If the course has been published and the student is enrolled in the course, it displays on the Homeroom Dashboard.

How do I designate a course as the homeroom course?

A course can be designated as the homeroom course in course settings. View how to designate a course as the homeroom course.

Can Canvas for Elementary courses be taught by various instructors?

Yes. Course subjects can be taught by one or multiple instructors.

How will instructors view changes in a Canvas for Elementary course?

For the time being, not much will change from the instructor view. Canvas for Elementary course instructors can use student view to see what displays for students.

How long does a Homeroom or Subject announcement display?

The Homeroom and subject pages display the most recent Homeroom or subject announcement, if one has been added in the last two weeks. Previously posted announcements can be accessed using the Previous button.

Can I use module prerequisites and requirements for a Canvas for Elementary subject?

Yes. All prerequisites, requirements, and availability dates will be honored if set.

What conferencing tools are supported in the Schedule tab?

In future updates, instructors can add online class meetings to the schedule. Our goal is to support as many tools as possible with this functionality, including Zoom, Teams, Google Meet, and BBB.

Where will LTI tools linked in course navigation appear in Canvas for Elementary subjects?

In future updates, LTI tools that typically show in the Course Navigation will show as a tab in that subject.

How are resources added to the Dashboard Resources tab?

The Important Info section is populated by the homeroom teacher (instructor). LTI tools enabled for the sub-account will display to students in the Student Applications section.

If content is not added to the Important Info section, the Important Info section does not display. Similarly, if LTI tools have not been enabled, the Student Applications section does not display.

How are important dates determined?

Instructors can use the Mark as important date and show on homeroom sidebar checkbox to designate an assignment, graded discussion, quiz, and subject event as an important date. Important date items display in the Homeroom sidebar. Differentiated assignments marked with an important date display the due date assigned to the student in the Homeroom sidebar.

How are items completed in the schedule?

Online assignments are checked off as soon as the assignment is submitted. On paper and no submissions assignments must be manually checked off in the schedule by the student.

Can I hide the Grades tab in a subject or on the Homeroom Dashboard?

Instructors can hide a subject's Grades tab using course navigation settings. Once a subject's Grades tab has been hidden, grades for that subject do not display on the Homeroom Grades tab.

If the Grades tab is removed for all subjects a student is enrolled in, the Homeroom Grades tab does not display.

Can I hide the Resources tab in a subject or on the Homeroom Dashboard?

The Resources tab cannot be hidden on the Homeroom Dashboard.

A subject's Resources tab is automatically hidden if the subject does not include any external applications and does not have information included in the Important Info section.

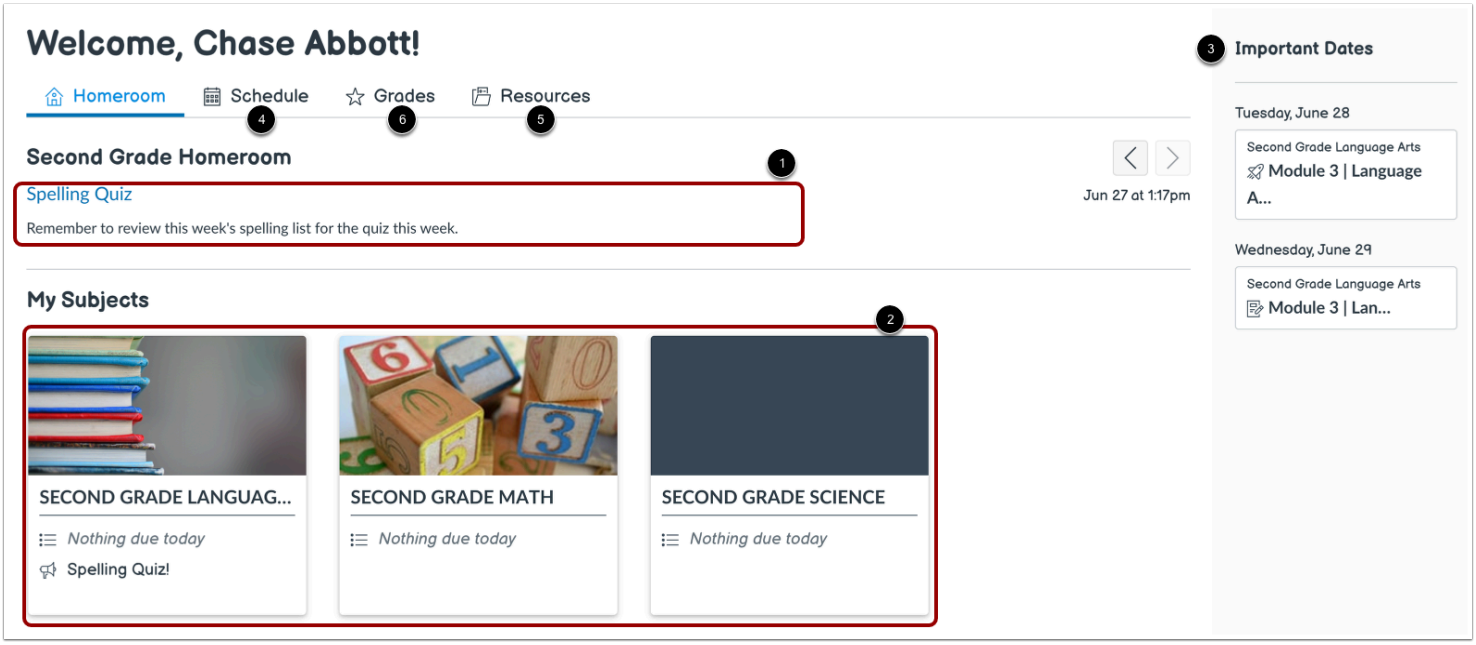
What is Canvas for Elementary?

Canvas for Elementary is a Canvas setting that displays a simplified interface and experience designed for young learners.

The Canvas for Elementary setting can be enabled at a school's account or sub-account level. When enabled, the Canvas for Elementary interface displays to all users enrolled in at least one active subject within the account or sub-account.

When enabled, users enrolled in Canvas for Elementary subjects can view a homeroom which displays the user's subjects and information or resources that apply to all of their subjects. Within an individual subject, a user can view upcoming tasks and information or resources that apply to that subject.

What is the Homeroom?



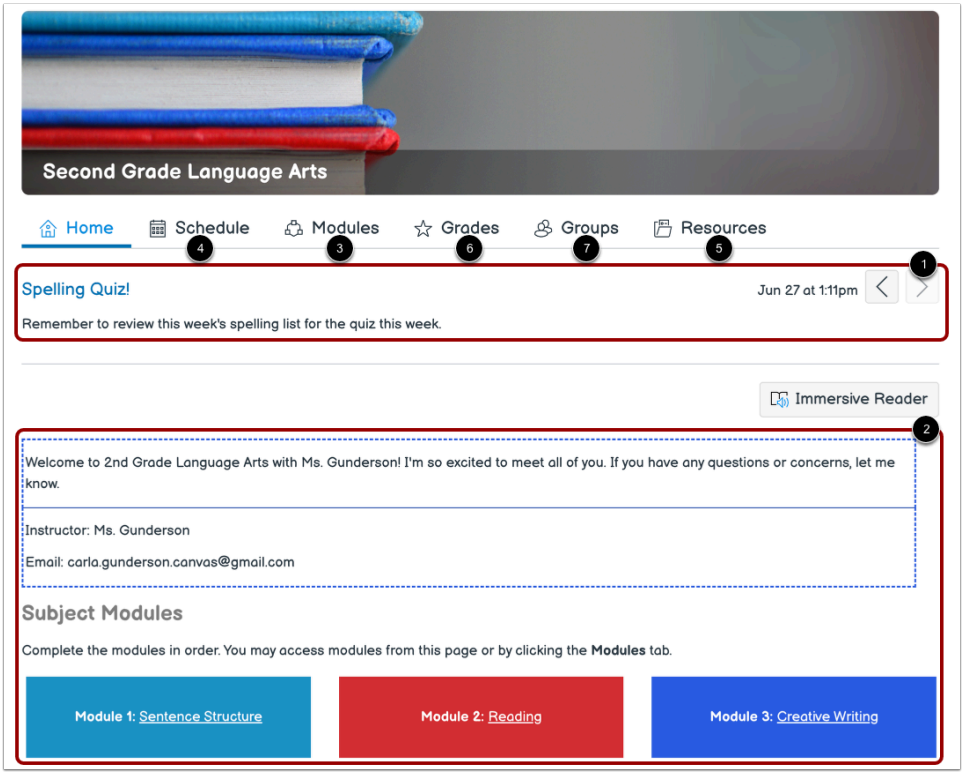
The Homeroom is a course designated by an instructor to act as a home base in which students can view information or resources pertaining to all of their subjects.

Within the homeroom, users can view homeroom announcements [1], their active subjects [2], and important dates [3].

They can also view a schedule of this week's tasks and events [4], resources [5], and, if made available by the instructor, subject grades [6].

Learn more about the Homeroom.

What is a subject?



A subject is a course in which holds information pertaining to one topic or subject.

Within a subject, users can view subject-specific announcements [1] and, if added by the instructor, the subject home page [2].

Subject users can also view modules [3], this week's tasks and events [4], and resources [5].

If made available by the instructor, users can also view subject grades [6] and groups [7].

Learn more about subjects.

Notes:

- The Modules, Resources, and Groups tabs may not display if they're not being used in the subject.
- Subject tabs can also be hidden by the instructor.

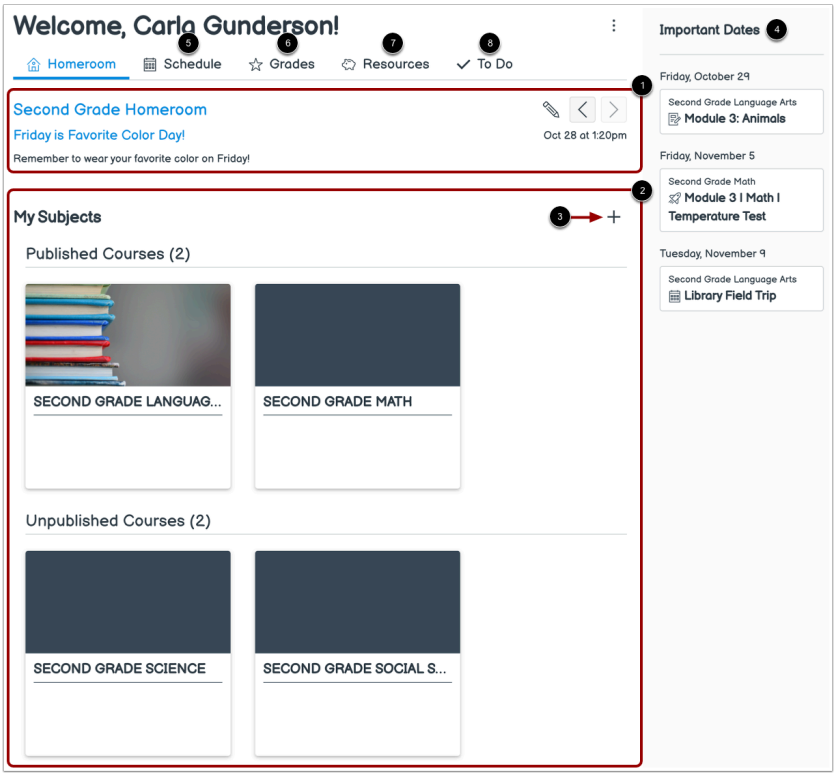
What is the Homeroom in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

The Homeroom is a dashboard in which users access their active subjects and view information or resources that apply to all of their subjects.

When a course is enabled as the Homeroom, users can also view Homeroom announcements and access resources that have been added to the Homeroom course.

Instructor View



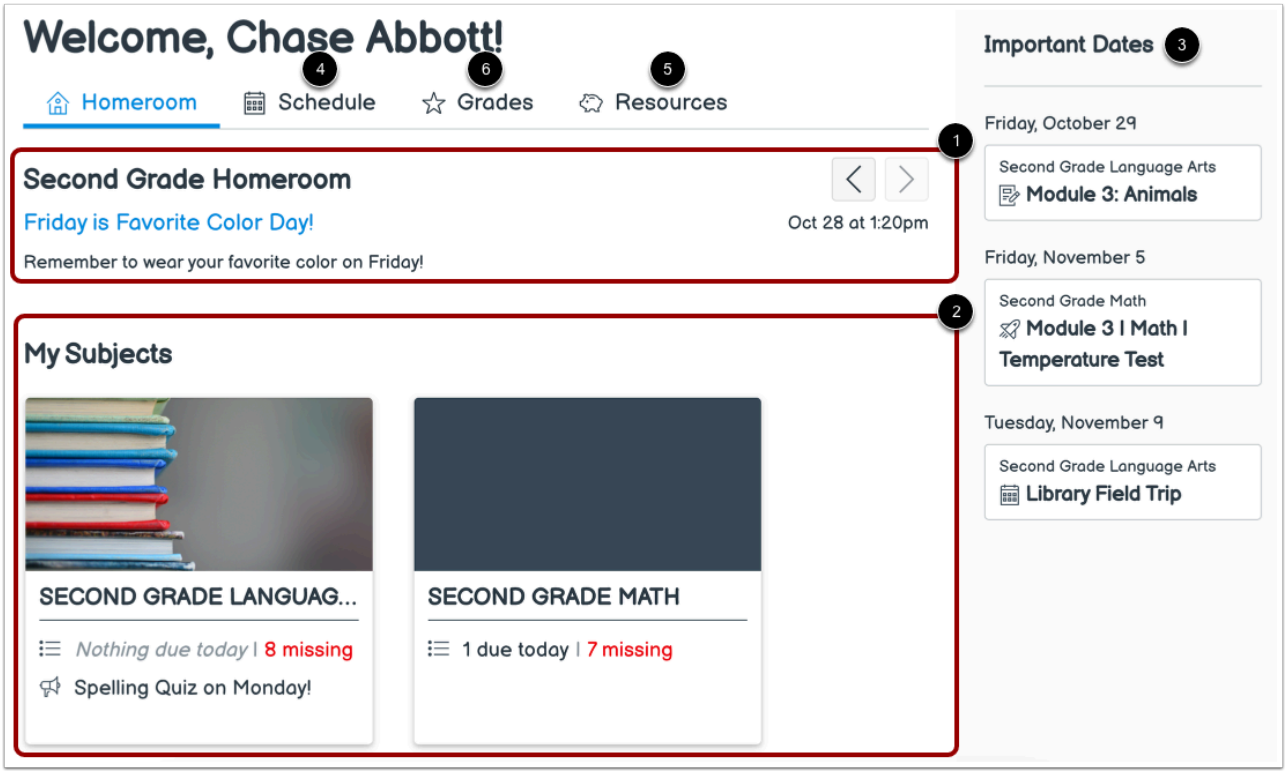
In the Homeroom, instructors can view and manage homeroom announcements [1], access their published and unpublished subjects [2], add a new subject [3], and view important dates [4].

Instructors can also view a schedule preview [5], access grades [6], view and manage Homeroom course resources [7], and view their To Do list [8].

[Learn more about the Homeroom.]

Note: A course must be [enabled as the Homeroom course] to manage homeroom announcements and information in the Homeroom Resources tab.

Student View



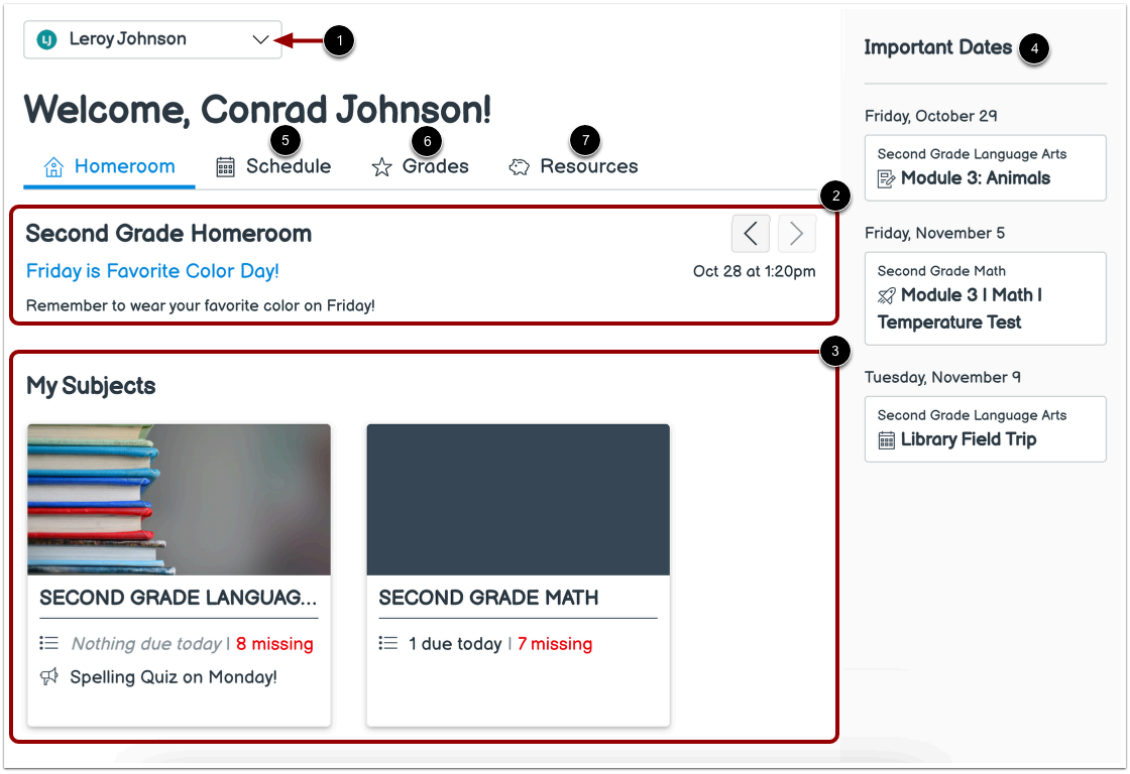
In the Homeroom, students can view homeroom announcements [1], active and published subjects in which they're enrolled [2], and [important dates] [3].

Students can also [view the current week's schedule for all their subjects] [5], [access grades] [6], and view Homeroom resources [7].

[Learn more about the Homeroom.]

Note: If a Homeroom navigation tab does not display, the instructor may have hidden the tab.

Observer View



Observers with multiple students can choose which student's Homeroom they'd like to view using the Observer drop-down menu [1].

Observers can view the student's homeroom announcements [2], active and published subjects in which they're enrolled [3], and the student's important dates [4].

They can view the current week's schedule [5]. If made available by the instructor, observers can also access their student's grades [6] and view Homeroom resources [7].

Learn more about the Homeroom.

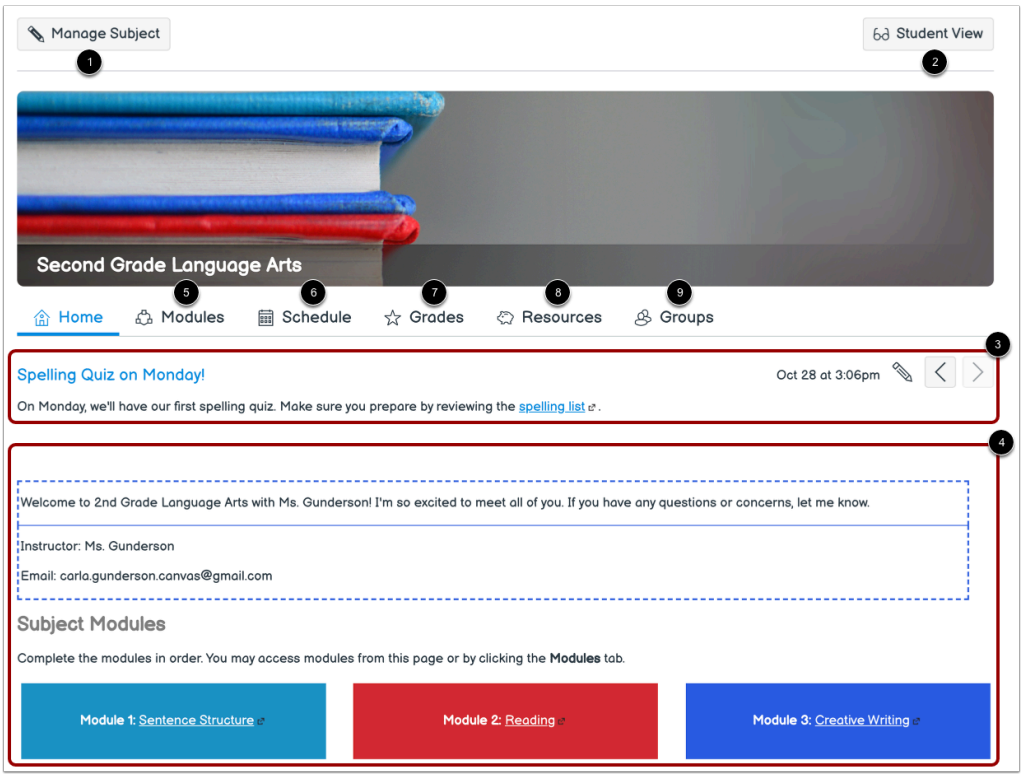
Note: If a Homeroom navigation tab does not display, the instructor may have hidden the tab.

What is a subject in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

A subject is a Canvas course displayed in the Canvas for Elementary interface, which houses assignments and events pertaining to a topic.

Instructor View



In a subject, instructors can manage subject content [1], view the subject as a student [2], manage subject announcements [3], and view the subject home page [4].

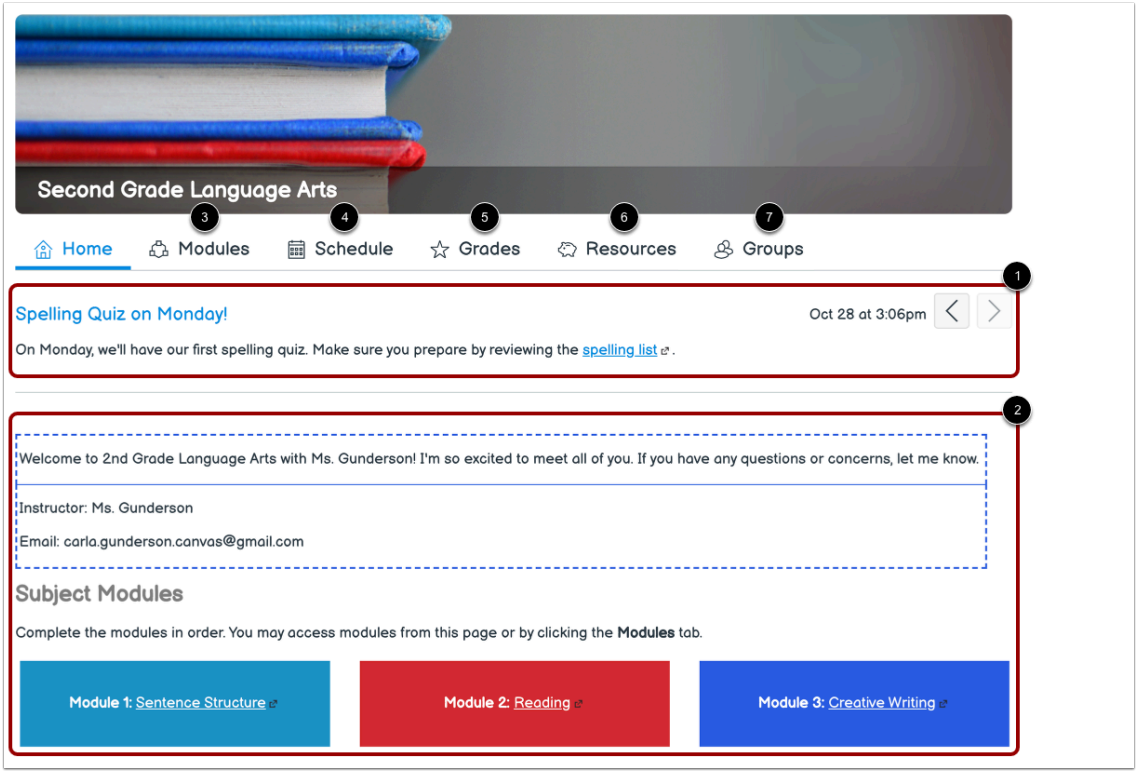
Instructors can also view subject modules [5], the schedule preview [6], grades [7], subject resources [8], and subject groups [9].

Learn more about navigating a subject.

Notes:

- If your subject does not use modules, groups, or resources, the Modules, Groups, or Resources tabs may not display.
- You can also choose to hide or rearrange subject navigation tabs.

Student View



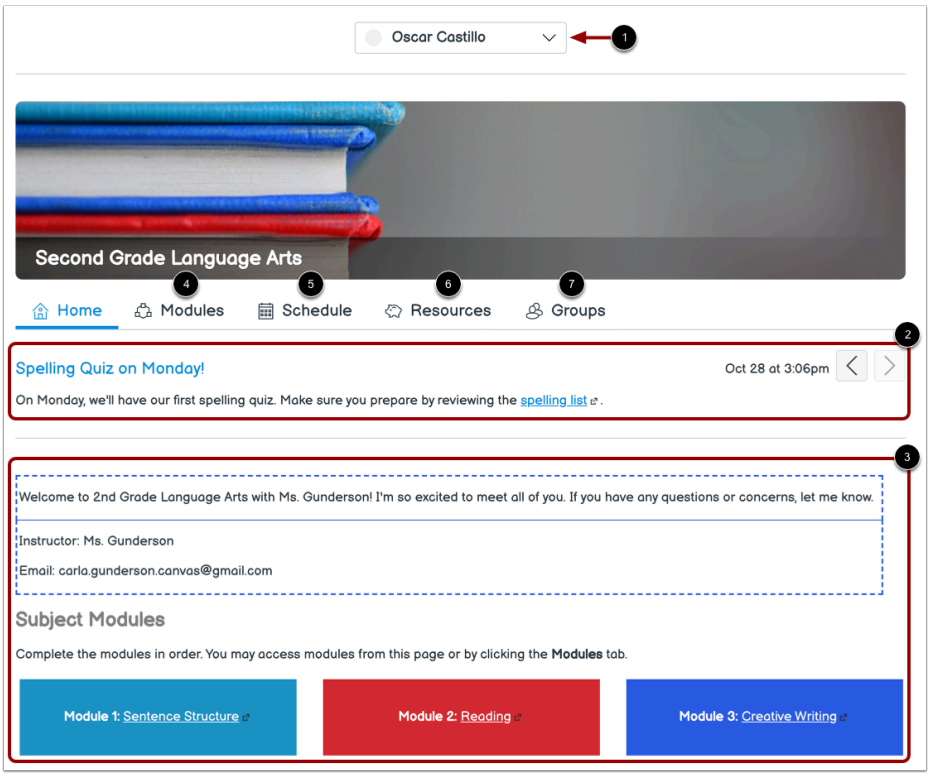
In a subject, students can view subject announcements [1], the subject home page [2], modules [3], the subject's weekly schedule [4], their subject grades [5], resources [6], and subject groups [7].

Learn more about navigating a subject.

Notes:

- If your subject does not use modules, groups, or resources, the Modules, Groups, or Resources tabs may not display.
- Your instructor can also choose to hide or rearrange subject navigation tabs.

Observer View



If an observer has more than one student in the same subject, they can select which student's information to view in the **Observing** drop-down menu [1].

Observers can view their student's subject home page [2], modules [3], the subject's weekly schedule [4], their student's subject grades [5], resources [6], and subject groups [7].

Learn more about navigating a subject.

Notes:

- If your subject does not use modules, groups, or resources, the Modules, Groups, or Resources tabs may not display.
- Your student's instructor can also choose to hide or rearrange subject navigation tabs.

What is the Schedule in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

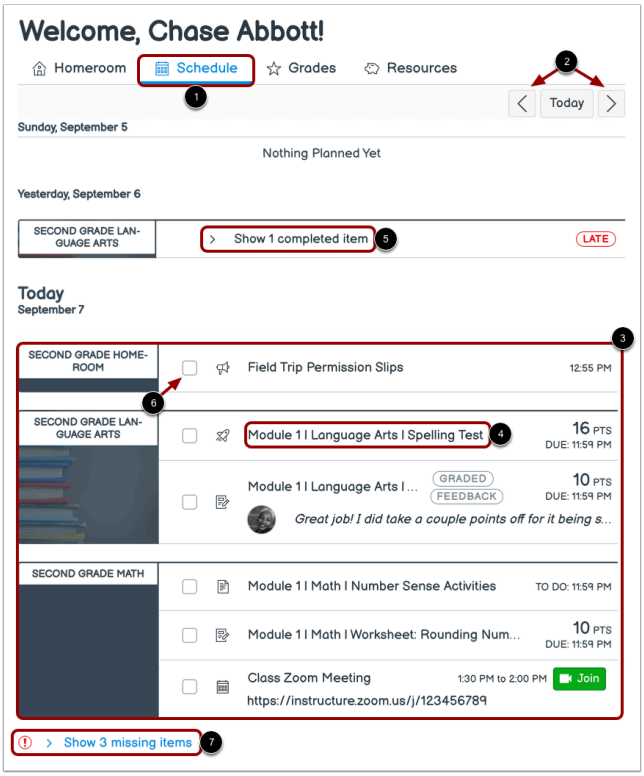
This lesson shows you what is the Schedule in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on what is the scheduler in Classic Canvas.

The Schedule allows you to view assignments, discussions, quizzes, and events by week. The homeroom schedule displays weekly tasks for all of your subjects. A subject schedule displays weekly tasks for that subject.

Notes:

- If the Schedule tab does not display in your homeroom or subject, it has been hidden by the instructor.
- Instructors cannot view the the Schedule for their Homeroom or subjects.

View Homeroom Schedule



In the **Homeroom Schedule** tab [1], you can view this week's tasks for all of your subjects.

To view previous or future week schedules, use the **Previous** or **Next** buttons [2].

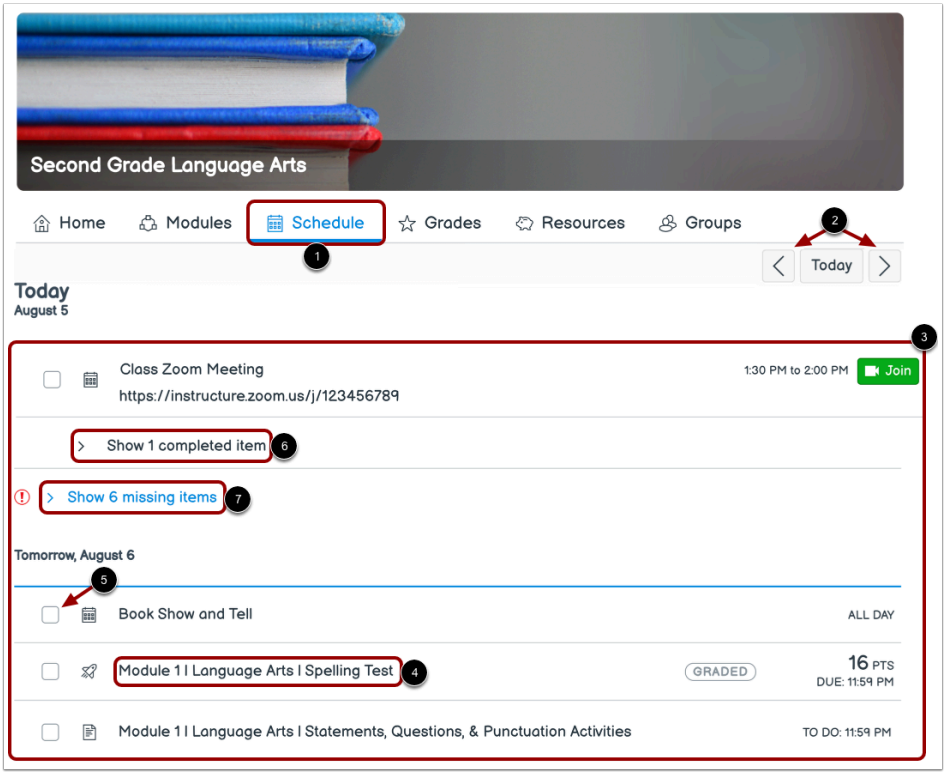
You can view information for an item such as the item's subject, title, due or To Do date, instructor feedback, and meeting links [3].

To view the item's details, click the item name [4].

When an online assignment is submitted, the item is automatically marked as completed. You can manually mark non-submission items as complete by clicking the item's checkbox [5]. To view completed assignments, click the **Show completed item** dropdown [6].

To view past tasks you have not completed, click the **Show missing items** dropdown [7].

View Subject Schedule



In a subject's **Schedule** tab [1], you can view this week's tasks for the subject.

To view previous or future week schedules, use the **Previous** or **Next** buttons [2].

You can view information for an item such as the item's title, due or To Do date, instructor feedback, and meeting links [3].

To view the item's details, click the item name [4].

When an online assignment is submitted, the item is automatically marked as completed. You can manually mark non-submission items as complete by clicking the item's checkbox [5]. To view completed assignments, click the **Show completed item** dropdown [6].

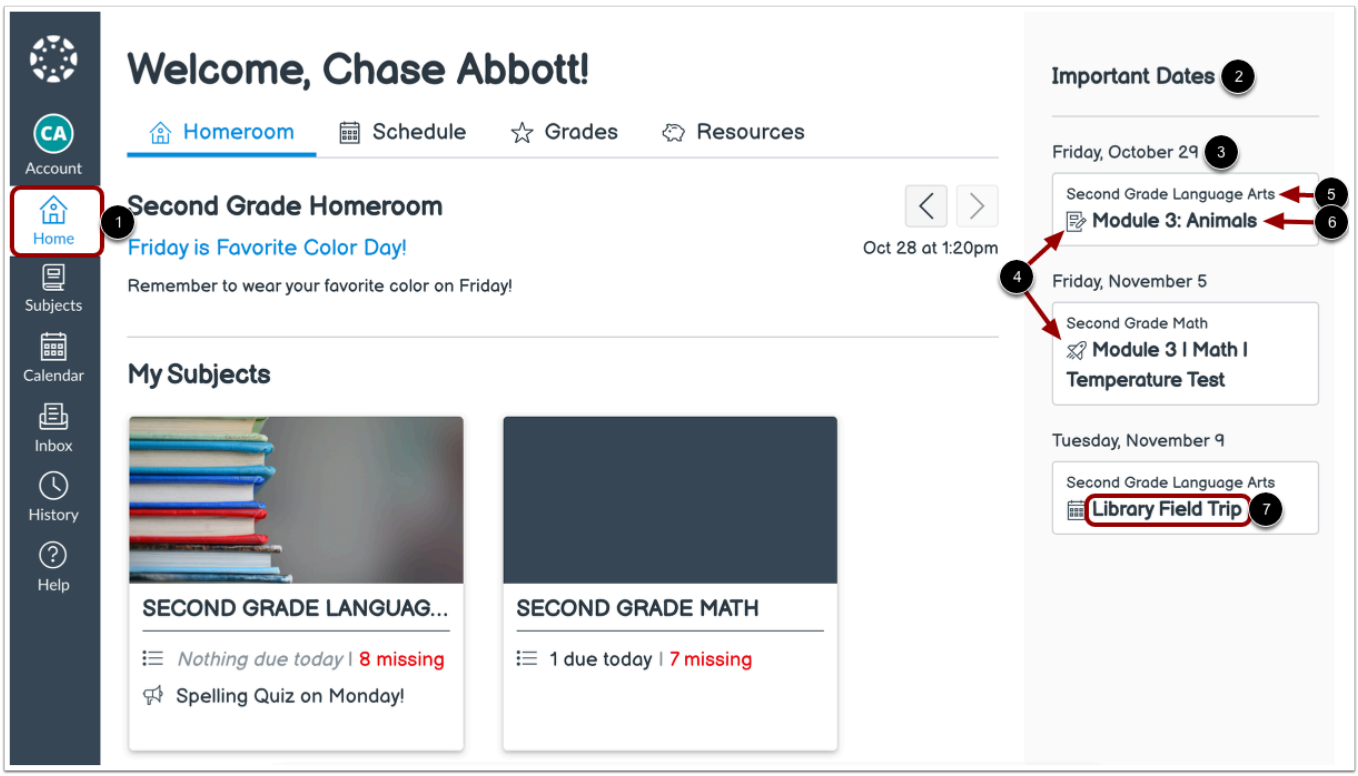
To view past tasks you have not completed, click the **Show missing items** dropdown [7].

What are Important Dates in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

Assignments, discussions, quizzes, and events that the instructor has marked as important displays in the Important Dates sidebar in the Homeroom.

View Important Dates



In the **Homeroom** [1], you can view assignments, discussions, quizzes, and events that the subject instructor has marked as important in the **Important Dates** sidebar [2].

Items in the Important Dates sidebar are organized by the associated due date or event date [3].

Each item displays an icon with the event or assignment type [4], as well as the subject name [5] and item name [6].

To view item details, click the item's name [7].