

# CANVAS OBSERVER GUIDE





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## Introduction



## Observer/Parent Getting Started Resources

Below are some general questions and answers about Canvas, the Observer role, and links to resources to help you be comfortable with Canvas.

### Introduction

#### What is Canvas?

Canvas is a Learning Management System. To learn more about Canvas terminology and definitions, visit [How does Canvas define the terms used to describe its features and functions?](#)

Because Canvas is a web-based system, it doesn't need to be installed on your computer. However, you'll want to make sure that your [computer and web browser meet the basic requirements to run Canvas](#).

Canvas also has a [free mobile app](#) available for iOS and Android that is specifically tailored to observers. You can learn more about [how the mobile app features compare](#) to Canvas on the web.

#### What is the Observer/Parent 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.

#### Canvas for Elementary

[Canvas for Elementary](#) is a Canvas setting that displays a simplified interface and experience designed for younger learners.

#### Flowchart

For a visual representation of how to get started with Canvas as an observer, view the [Getting Started with Canvas as an Observer Flowchart](#).

#### Videos

You can [watch videos](#) designed for observers.

#### Canvas Guides

The [Canvas Observer Guide](#) has many articles that each answer a question that relates to using the Canvas interface as an observer. Each article also includes Next and Previous links so you can easily navigate to related content.



## User Account Setup

Before you can do anything in Canvas, you'll need an account and the [URL for your institution's Canvas website](#). View the articles below for help with setting up your account, logging in, and managing your user settings.

- [How do I sign up for a Canvas account as a parent?](#)
- [How do I create an account in the Canvas Parent app on my iOS device?](#)
- [How do I create an account in the Canvas Parent app on my Android device?](#)
- [How do I edit my profile in my user account?](#)
- [How do I manage my Canvas notification settings?](#)
- [How do I change the settings in my user account?](#)

## Logging in to Canvas

You can access Canvas through a URL for your institution. Learn more in the article below.

- [How do I log in to Canvas?](#)

## Logging in to the Canvas Parent App

After you download the Canvas Parent mobile app to your [Android](#) or [iOS](#) device, you can log in to the app using a QR code or a URL. If you are already logged in to Canvas on the Web, using the QR code instantly logs you in to the app.

- [How do I view a QR code to log in to the Canvas mobile apps?](#)
- [How do I log in to the Canvas Parent app on my iOS device with a QR code?](#)
- [How do I log in to the Parent app on my Android Device with a QR code?](#)

You can also log in without using a QR code.

- [How do I log in to the Canvas Parent app on my Android device with a Canvas URL?](#)
- [How do I log in to the Canvas Parent app on my iOS device with a Canvas URL?](#)

## Pairing Code Overview

Pairing codes are six-digit codes that are used to link students to observers in Canvas. In the guides below, students can learn how to generate and send pairing codes to their parents/observers.

- [How do I generate a pairing code for an observer as a student?](#)
- [How do I send a pairing code to an observer in the Student app on my iOS device?](#)
- [How do I send a pairing code to an observer in the Student app on my Android device?](#)



- [Pairing Codes - FAQ](#)

## Observer Pairing Overview

Once you have pairing code(s) for your student(s), you can link your account to theirs. Guides below include steps for linking accounts. Whether you are linking your Observer account to multiple students at once or you're adding a new student to your existing account, you follow the same process.

- [How do I link a student to my user account as an observer?](#)
- [How do I link additional students to my account in the Canvas Parent app on my iOS device?](#)
- [How do I link additional students to my account in the Canvas Parent app on my Android device?](#)

## Canvas Overview

Once your account is set up, take a minute to familiarize yourself with the Canvas user interface. The video below is an overview of Canvas navigation and account settings for Observers.

The articles below show you how to navigate Canvas and use a few of the tools that link across all your courses.

- [How do I use the Global Navigation Menu?](#)
- [How do I view my courses in the Card View Dashboard?](#)
- [How do I use the Dashboard as an observer?](#)
- [How do I use the Inbox?](#)
- [How do I use the Calendar?](#)
- [How do I use Files?](#)

## Course Basics

The main use of the Observer role is to link a user to a student. You can be linked to a student or multiple students and view the student's data in the course. Parents or guardians are often enrolled as observers and linked to students, especially in K12 environments. You cannot submit work on behalf of the students you observe, but you can see student grades, assignments and events, and course interactions. What is available in your course depends on what has been implemented by your student's instructor.

View the articles below for some of the basics of Canvas courses.

- [How do I navigate a Canvas course as an observer?](#)
- [How do I use the Course Activity Stream as an observer?](#)
- [How do I use the Course Home Page as an observer?](#)
- [How do I use the Syllabus as an observer?](#)
- [How do I view Assignments as an observer?](#)



- [How do I know if my student has submitted an assignment as an observer?](#)
- [How do I view the Grades page for a student as an observer?](#)
- [How do I view my student's grades in a current course?](#)
- [How do I view Discussions as an observer?](#)
- [How do I view Quizzes as an observer?](#)
- [How do I use Conferences in a course as an observer?](#)
- [How do I edit a course page as an observer?](#)

Learn more about Canvas features in the [Canvas Basics Guide](#).

## Canvas Parent App

View information about the [Canvas Parent app](#) below.

- [How do I use the Canvas Parent app on my iOS device?](#)
- [How do I set alerts for a student in the Canvas Parent app on my iOS device?](#)
- [How do I create a reminder for an assignment or event in the Canvas Parent app on my iOS device?](#)
- [How do I use the Canvas Parent app on my Android device?](#)
- [How do I set alerts for a student in the Canvas Parent app on my Android device?](#)
- [How do I create a reminder for an assignment or event in the Canvas Parent app on my Android device?](#)

## Additional Resources

- [Canvas for Elementary Student Guide](#)
- [Canvas Troubleshooting Guide](#)
- [Canvas LMS Blog](#)
- [Canvas Resource Documents](#)
- [Observer Account Creation and Pairing](#)



## How do I sign up for a Canvas account as a parent?

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.

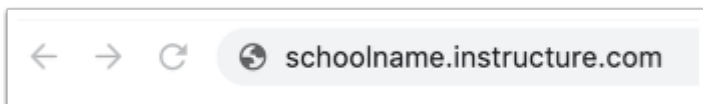
This lesson is for parents who do not have a Canvas account and want to observe their students in their courses. In order to create a Canvas account, you will need the Canvas URL associated with the institution where your student is enrolled. If you do not know your institution's Canvas URL, contact your student's institution.

If you already have an account from your student's institution, log in to Canvas using the credentials given to you.

### Notes:

- If the registration banner is not available in the login page, the institution has not enabled this feature. Please contact your student's institution for assistance. The registration banner is enabled through Canvas authentication.
- To observe a student, you must have a [student pairing code](#).
- Once you have an account, you may be able to view student information through the Canvas Parent app. Access to the Canvas Parent app is controlled by the student's institution. If you already have an account from your student's institution as an observer, you can always view student information through the Canvas Parent app.
- 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.

## Open Canvas URL

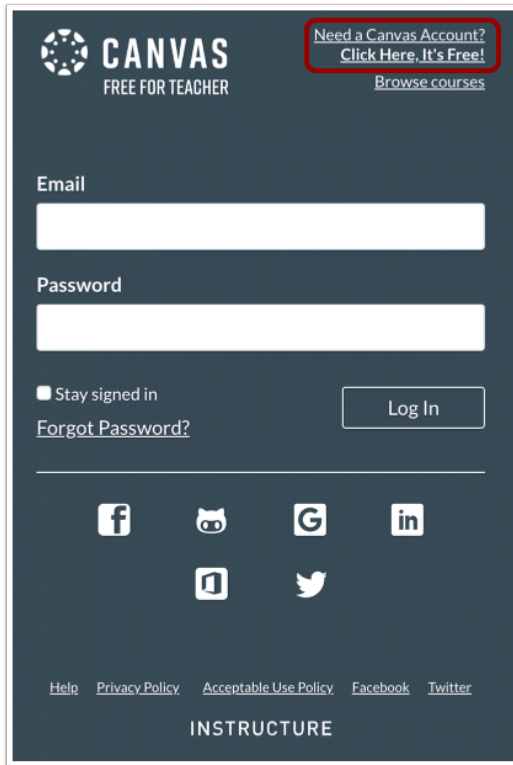


In a browser window, enter your institution's Canvas URL (e.g. schoolname.instructure.com).

**Note:** If you do not know your institution's Canvas URL, contact your student's institution.



## Create Canvas Account

The image shows the Canvas login and account creation page. At the top left is the Canvas logo with the text "FREE FOR TEACHER". At the top right, a red box highlights the link "Need a Canvas Account? Click Here, It's Free!". Below this is a "Browse courses" link. The main section contains an "Email" input field, a "Password" input field, a "Stay signed in" checkbox, a "Log In" button, and a "Forgot Password?" link. Below the login fields are social media icons for Facebook, GitHub, Google, LinkedIn, Instructure, and Twitter. At the bottom are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.

Click the **Need a Canvas Account?** link.



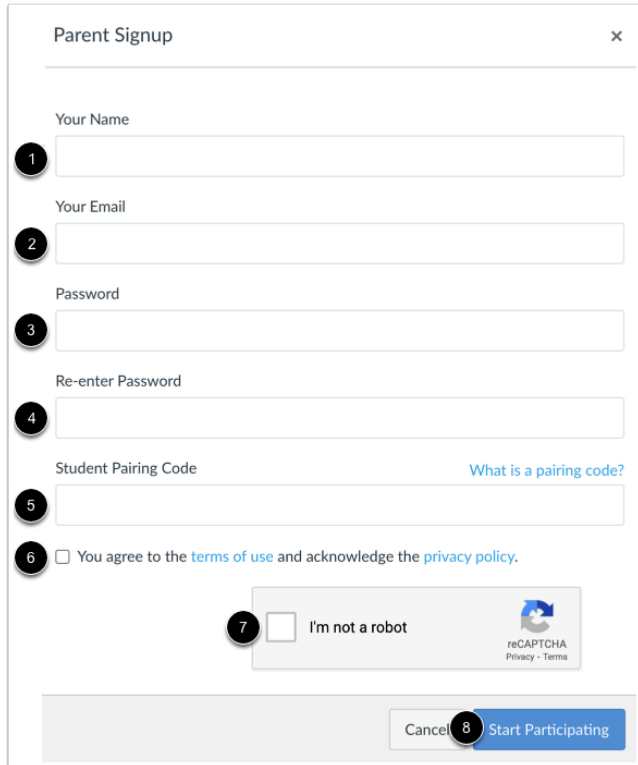
## Sign Up As a Parent (Free Account)



Click the **Parents sign up here** link.



## Enter Signup Details



The screenshot shows a 'Parent Signup' form with the following fields and steps:

1. Your Name
2. Your Email
3. Password
4. Re-enter Password
5. Student Pairing Code (with a link 'What is a pairing code?')
6. ☐ You agree to the [terms of use](#) and acknowledge the [privacy policy](#).
7. ☐ I'm not a robot (reCAPTCHA)
8. Start Participating button

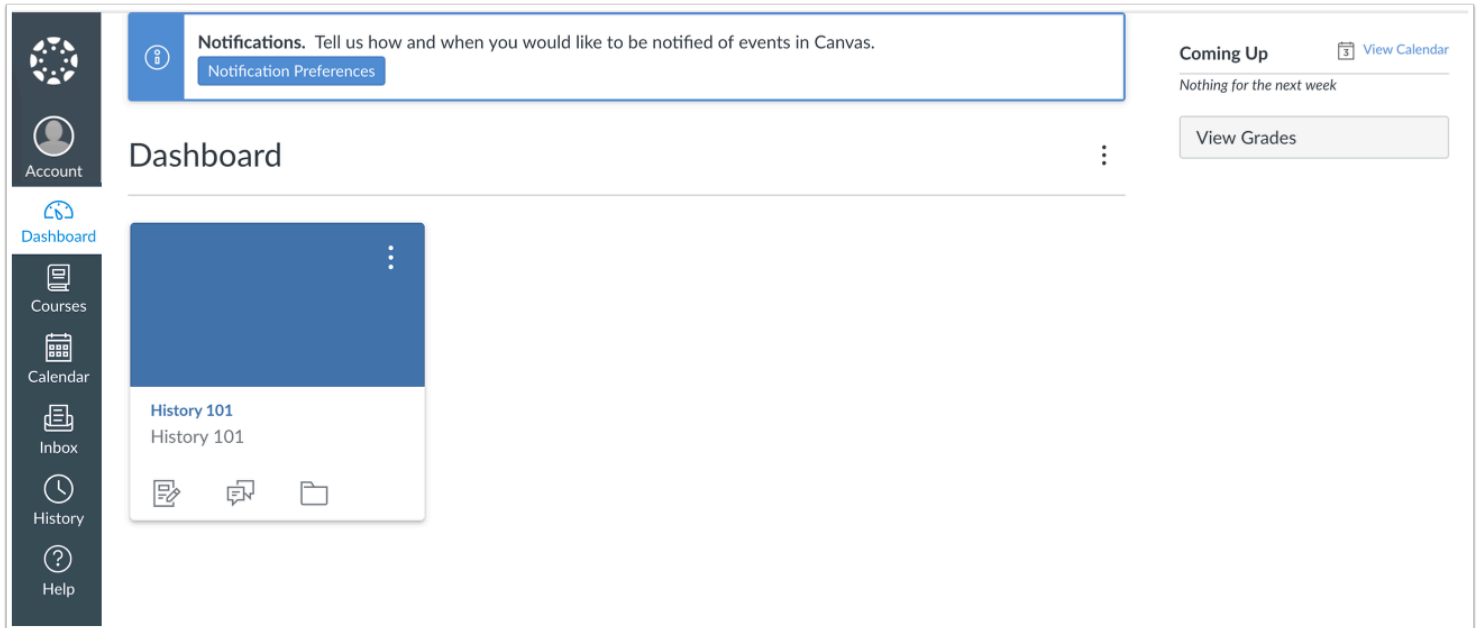
Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a pairing code to link your account to your student in the **Student Pairing Code** field.
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Confirm that you are not a robot by completing the Captcha form (if enabled by your student's institution).
8. Click the **Start Participating** button.

**Note:** Students can [generate pairing codes](#) from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes.



## Begin Observing



The screenshot shows the Canvas Observer Dashboard. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a top notification bar with a bell icon and the text "Notifications. Tell us how and when you would like to be notified of events in Canvas." with a "Notification Preferences" button. Below this is the "Dashboard" heading. A large blue square represents a course, with a card below it titled "History 101" showing a list of items. On the right, there's a "Coming Up" section with a calendar icon and "View Calendar" link, stating "Nothing for the next week", and a "View Grades" button.

You can begin observing your student in Canvas immediately.

You can also [observe additional students](#) in your account and modify your Canvas [notification settings](#).



## How do I log in to Canvas as an observer?

You can access Canvas through an institution-specific Canvas URL, your student's institution's website, a [course invitation email](#), or the [Canvas Parent iOS app](#) or [Canvas Parent Android app](#).

You must have an account to log in to Canvas. [View troubleshooting steps if you are unable to log in to Canvas.](#)

### Notes:

- If you are observing a student associated with an institution using Canvas and you do not know your username and password, please contact the institution's site administrator.
- If you don't have an account, learn how to [create a Canvas account](#).
- Learn more about navigating Canvas as an observer in the [Canvas Observer Global Navigation guides](#) or the [Canvas Observer Video guides](#).
- 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.

## Open Canvas

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

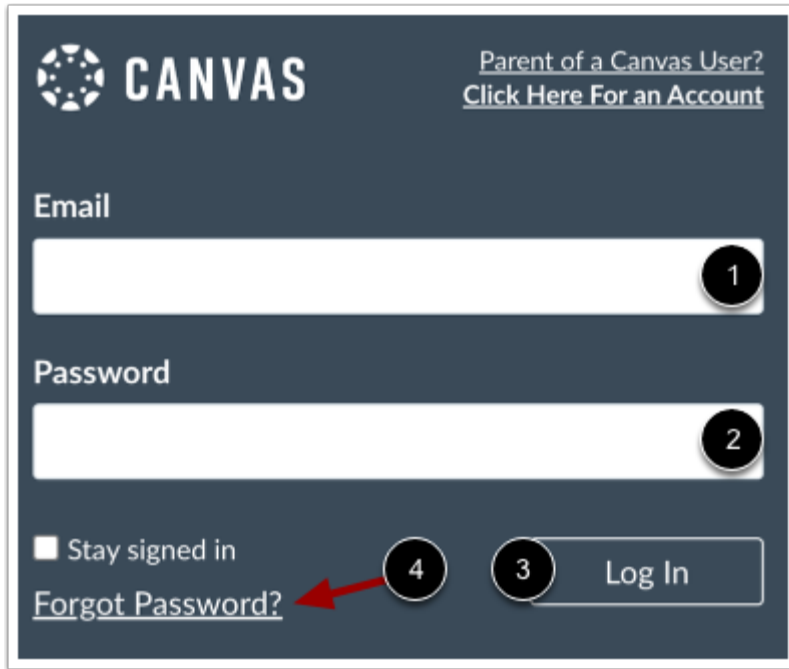
You can also [locate your student's institution's Canvas URL using the Canvas Parent iOS app](#) or [Canvas Parent Android app](#).

Some institution's may also allow access to Canvas via an institution-specific authentication system which redirects to Canvas, such as a school 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](https://learn.canvas.net). Free-For-Teachers accounts can be accessed at [canvas.instructure.com](https://canvas.instructure.com).



## Log in to Canvas

The image shows a screenshot of the Canvas login interface. At the top left is the Canvas logo. To its right is the text "Parent of a Canvas User? Click Here For an Account". Below this is a section with two input fields: "Email" and "Password". The "Email" field is marked with a circled "1" and the "Password" field with a circled "2". Below the "Password" field is a checkbox labeled "Stay signed in" and a "Log In" button, which is marked with a circled "3". To the left of the "Log In" button is a link labeled "Forgot Password?", which is marked with a circled "4" and a red arrow pointing to it.

After locating your student's institution's Canvas URL, you can log in to your Canvas account.

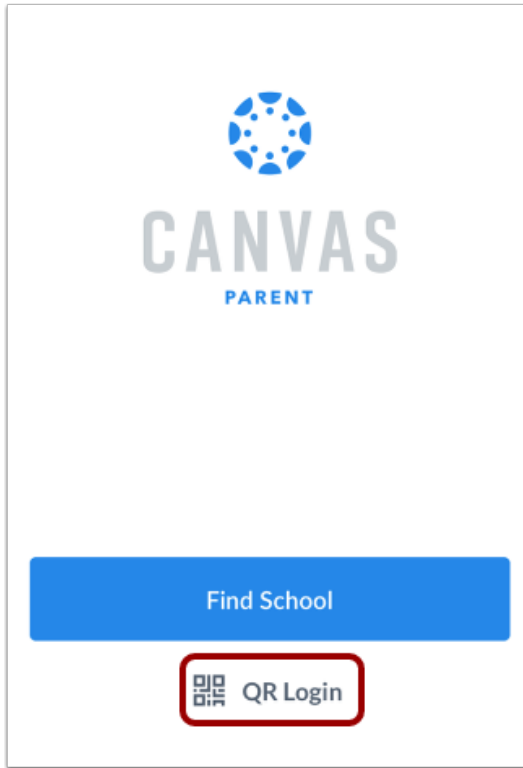
To log in, enter your credentials (or login information) which may display as your email address, username, or login ID [1] and password [2]. Then click the **Login** link [3].

If needed and depending on your student's institution settings, you may be able to [reset your password](#) by clicking the **Forgot Password** link [4].

**Note:** The Login page may display differently depending on your student's institution or if you are logging in via the Canvas Parent app.



## Log in to Canvas via QR Code



Alternatively, you can navigate to your student's institution's Canvas instance and log in to the Canvas Parent app by scanning your [Canvas profile QR code from Canvas web](#).

[View QR log in steps for the Canvas Parent app using an Android](#) or [iOS device](#).

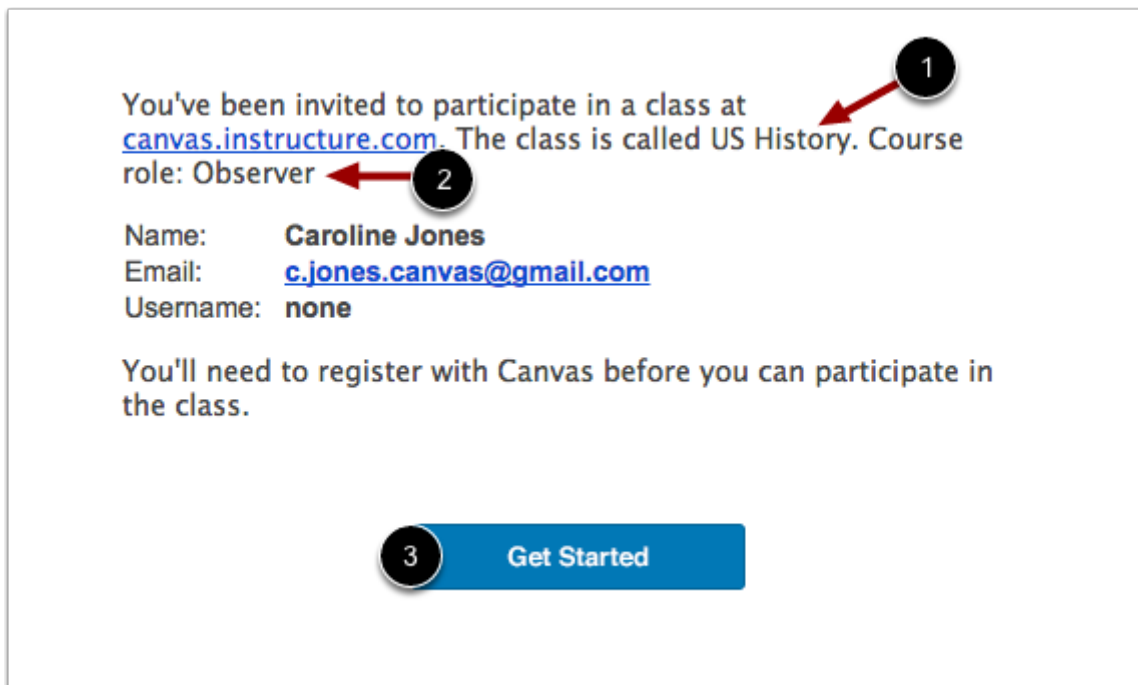


## How do I accept an invitation to join a course as an observer?

Instructors invite observers to join their courses. By default, when you are added to a course, you will be able to view the course without having to accept a course invitation.

**Note:** If you do not receive an invitation to join the course, please contact the instructor.

### Receive Email Invitation

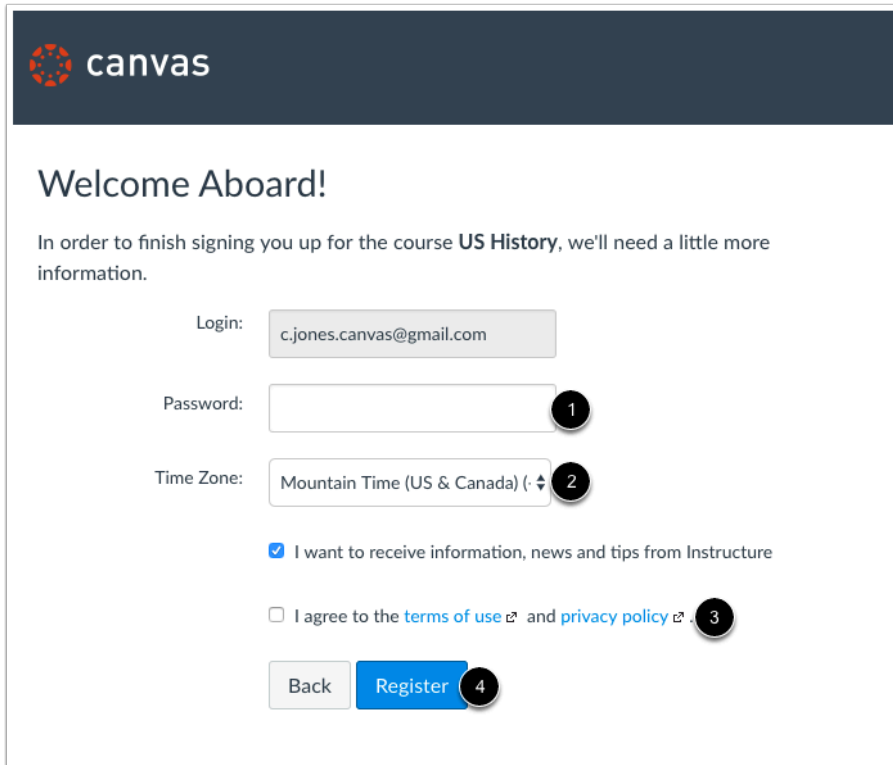


You will receive the course invitation via email. The invitation will include the course name [1] and your user role in the course [2]. To complete registration, click the **Get Started** button [3].

**Note:** You will have to sign in to Canvas to accept the course invitation. If you don't have a Canvas account you'll be able to create one as part of the course invitation.



## Complete Registration



The image shows a screenshot of the Canvas registration page. At the top is the Canvas logo and the text 'Welcome Aboard!'. Below this is a message: 'In order to finish signing you up for the course **US History**, we'll need a little more information.' The form contains the following fields and elements:

- Login:** A text input field containing 'c.jones.canvas@gmail.com'.
- Password:** A text input field with a black circle containing the number '1' to its right.
- Time Zone:** A dropdown menu showing 'Mountain Time (US & Canada)' with a black circle containing the number '2' to its right.
- ☒ I want to receive information, news and tips from Instructure
- ☐ I agree to the [terms of use](#) and [privacy policy](#). A black circle containing the number '3' is to the right of the links.
- Buttons:** A 'Back' button and a blue 'Register' button. A black circle containing the number '4' is to the right of the 'Register' button.

If you need to set up an account, you will need to create a password [1], enter your time zone [2], and view the privacy policy [3]. Then click the **Register** button [4].



## How do I link a student to my user account as an observer?

If you [signed up for a Canvas account as a parent](#), you can add students to observe within the same institution. Additionally, if an institution created an observer account linked to a student for you, you can add students to observe.

To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes. For more information on pairing codes, view the [Pairing Codes – Frequently Asked Questions PDF](#).

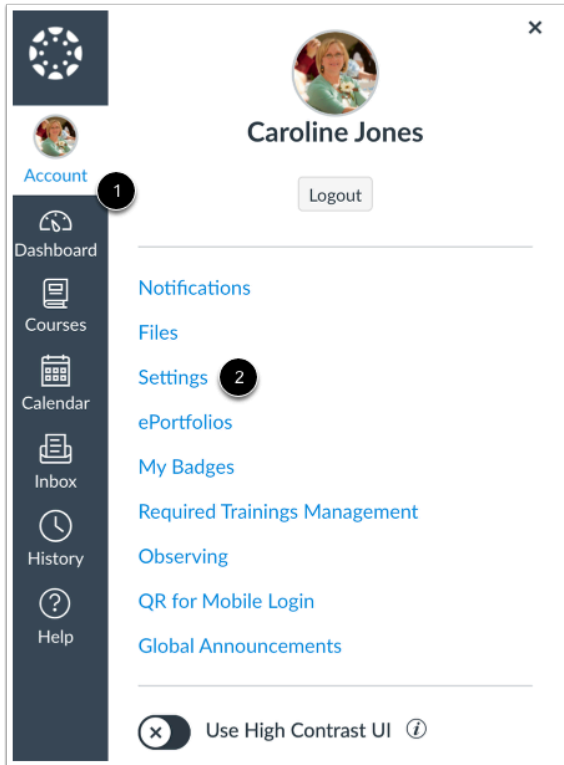
You can also remove observed students from the Observing page.

### Notes:

- You cannot add students whose accounts are not within your same institution (Canvas URL). To observe students in another institution, you must sign up for an account using that institution's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.



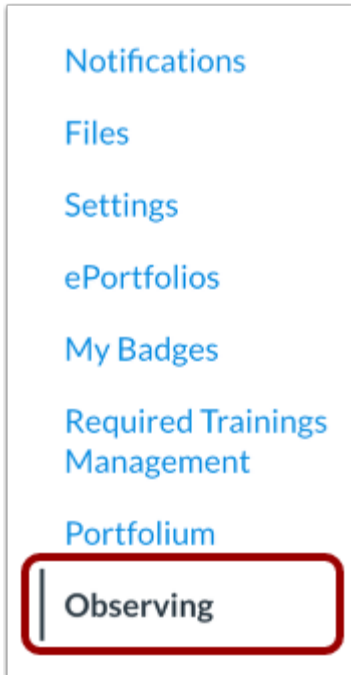
## Open Account Settings



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

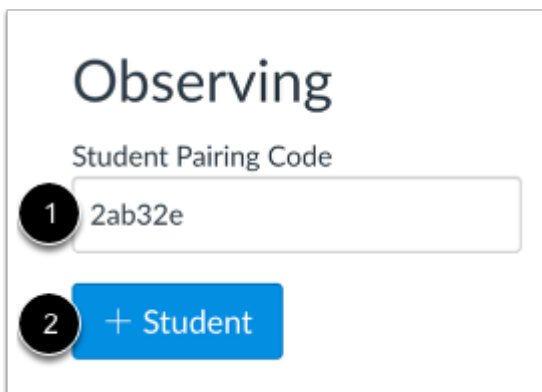


## Open Observing



In User Navigation, click the **Observing** link.

## Add Student



Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].



## View Student

### Observing

Student Pairing Code

  
[+ Student](#)


### Students Being Observed

- Emily Boone [\(Remove\)](#)

View the paired student.

## Remove Student

### Students Being Observed

- Emily Boone [\(Remove\)](#) 

To stop observing a student, click the **Remove** link.



## Confirm Removal

documentation.beta.instructure.com says

Are you sure you want to stop observing Emily?

[Cancel](#) [OK](#)

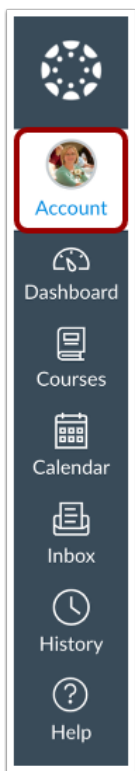
To confirm you want to remove the student from your observer list, click the **OK** button.



## How do I view my list of observed students?

As an observer, you can view a list of your observed students. You can also [add observed students](#) to your observing list and remove any observed student.

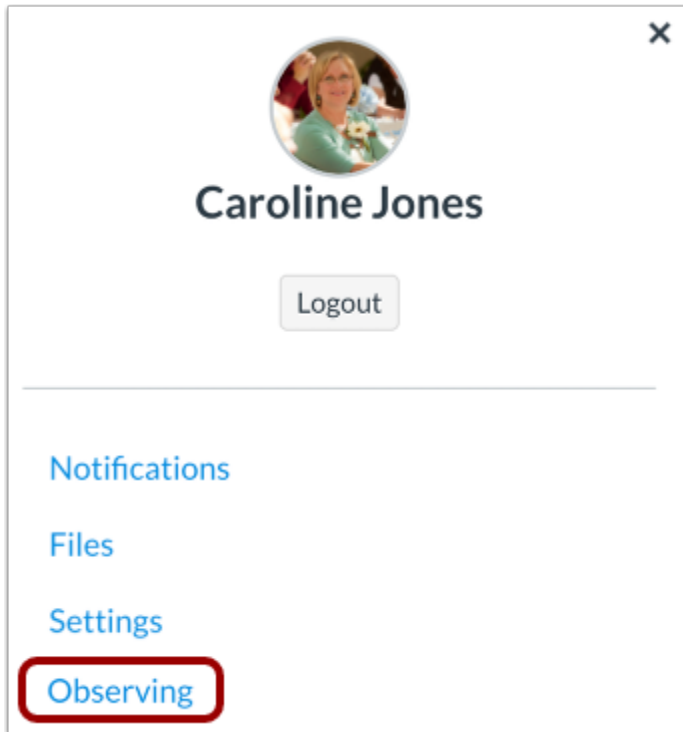
### Open Account



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



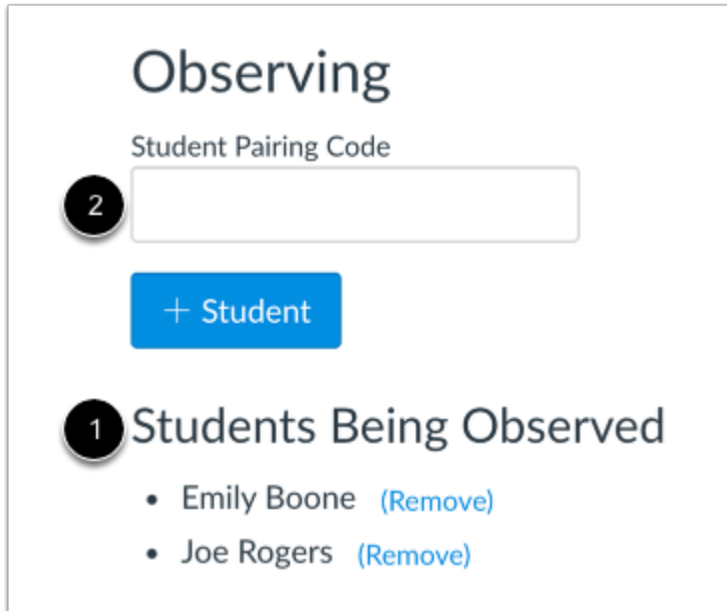
## Open Observing



In the User Account menu, click the **Observing** link.



## View Observing

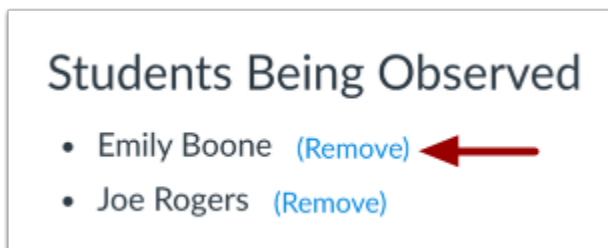


The screenshot shows the 'Observing' interface. At the top is the title 'Observing'. Below it is the label 'Student Pairing Code' followed by a text input field. To the left of the input field is a circular icon with the number '2'. Below the input field is a blue button with a white plus sign and the text '+ Student'. Further down is a section titled '1 Students Being Observed' with a circular icon containing the number '1'. Below this title is a list of two students: 'Emily Boone (Remove)' and 'Joe Rogers (Remove)', each preceded by a bullet point.

The Observing page displays a list of students you are observing [1].

You can also [link additional students](#) to your observer account using a pairing code [2].

## Remove Student



The screenshot shows the 'Students Being Observed' section. It has the title 'Students Being Observed' at the top. Below the title is a list of two students: 'Emily Boone (Remove)' and 'Joe Rogers (Remove)', each preceded by a bullet point. A red arrow points to the '(Remove)' link next to 'Emily Boone'.

To stop observing a student, click the **Remove** link.



## Confirm Removal

documentation.beta.instructure.com says

Are you sure you want to stop observing Emily?

[Cancel](#) [OK](#)

To confirm you want to remove the student from your observer list, click the **OK** button.



## Why can't I access my student's course(s) as an observer?

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

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



## How do I organize multiple students in my account?

As an observer, you can organize one or multiple students in your Canvas account.

Here are some tips and tricks for organizing multiple students:

- After setting up your account, [connect and link your account to your student\(s\)](#).
- Have your [student\(s\) generate a pairing code](#) and repeat the process for each student.
- Consider [adjusting the nickname](#) for each course. You can name the courses for each student (e.g. Bruce - History 101).
- You can [change the color on the course cards](#). For example, one student's course cards are red, one student's course cards are blue, and one student's course cards are purple.
- Consider using the Canvas Parent App for [Android](#) or [iOS](#). The Canvas Parent App is available to download for [Android](#) and [iOS](#). You are able to keep each student's courses separate. You can also create notifications and assignment reminders in the app.

**Note:** The app does not have all the features as the web version of Canvas and your institution may not have the app available for observers to use.



## Announcements



## How do I view Announcements as an observer?

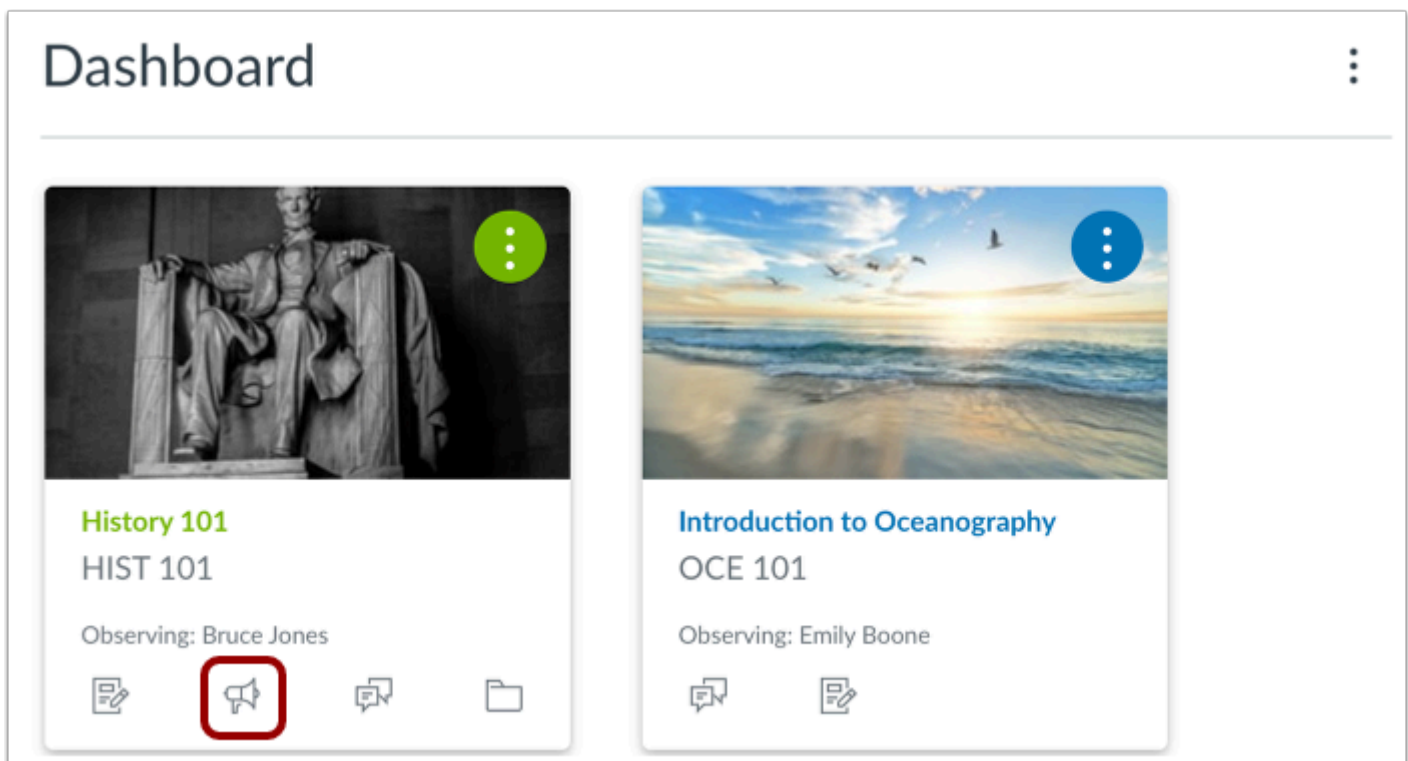
You can view course announcements from your dashboard and from the course Announcements page. You may also be able to view recent course announcements from the course home page.

On the course Announcements page, you can view all announcements in the course. You can also search and filter to view specific course announcements. You may be able to like announcements and subscribed to the RSS Feed.

Learn more about receiving email [Canvas notifications](#) for course announcements.

**Note:** You can also [view global announcements](#) from your student's institution.

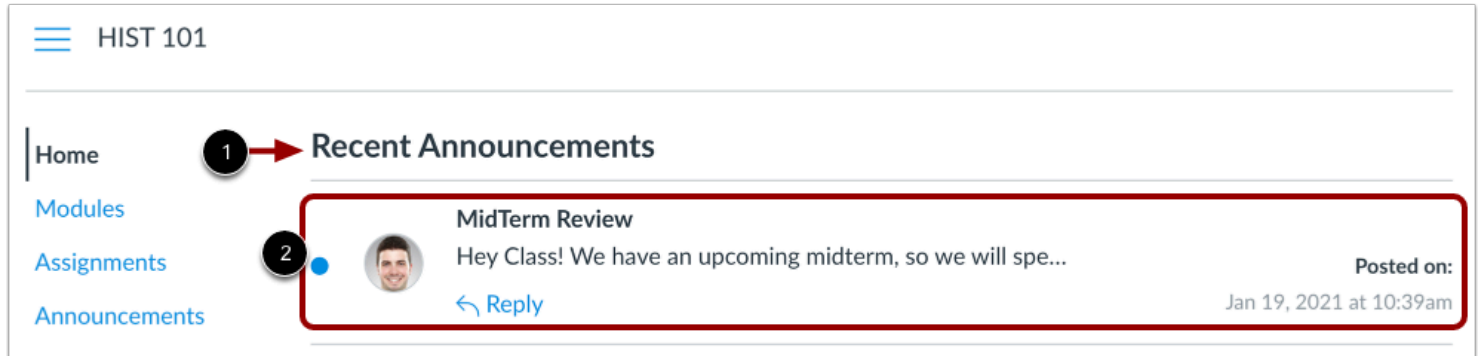
## Open Announcements from Course Card Dashboard



If there are announcements in a course, you can quickly access the course announcements page from your [Canvas Dashboard](#). On the course card, click the **Announcements** icon.

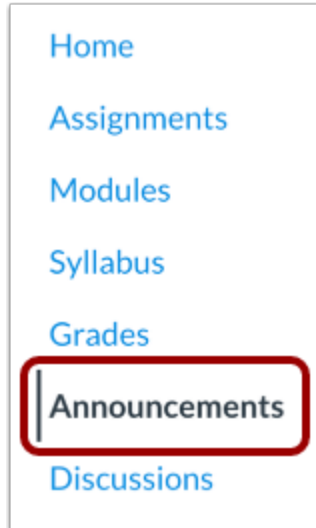


## View Recent Announcements on Course Home Page



If enabled by the course instructor, the course [Home page](#) may display recent announcements [1]. To view an announcement, click the announcement [2].

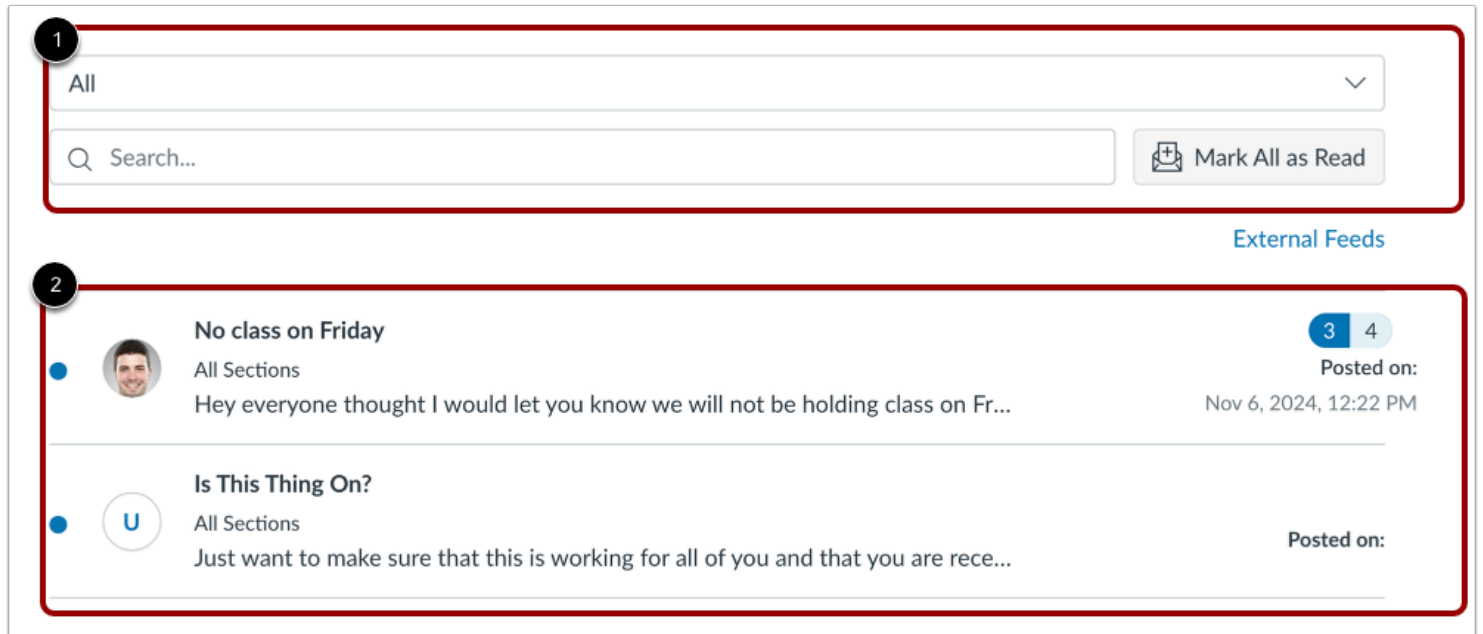
## Open Announcements



To view announcements from Course Navigation, click the **Announcements** link.



## View Announcements Index Page



1

All

Search...

Mark All as Read

External Feeds

2

No class on Friday

All Sections

Hey everyone thought I would let you know we will not be holding class on Fr...

3 4

Posted on:  
Nov 6, 2024, 12:22 PM

Is This Thing On?

All Sections

Just want to make sure that this is working for all of you and that you are rece...

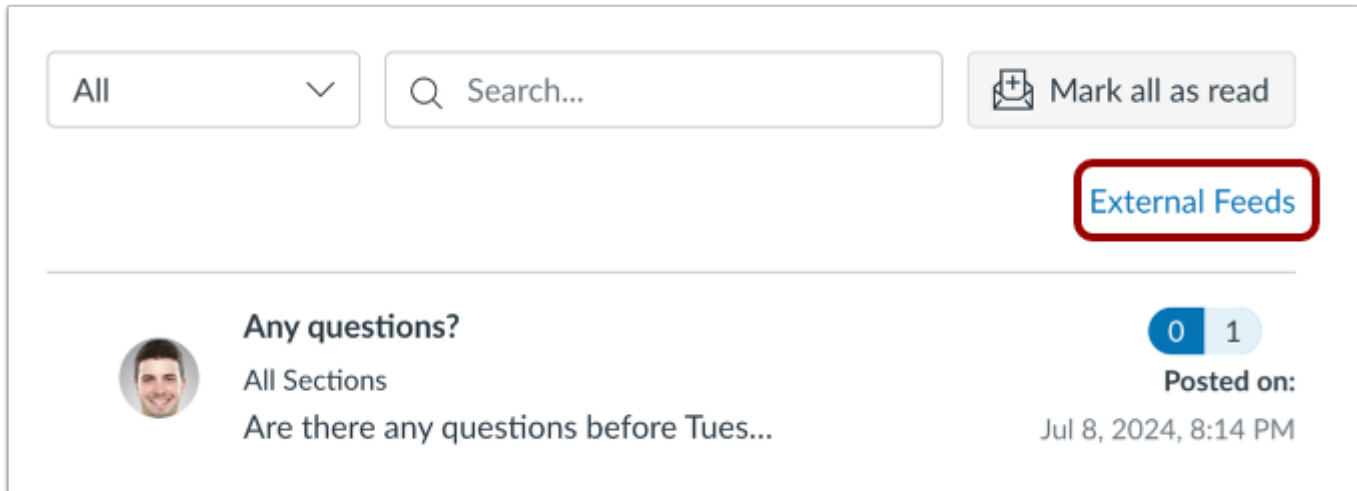
Posted on:

The Announcements Index page displays a toolbar at the top of the page [1], followed by the individual announcements [2].

Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

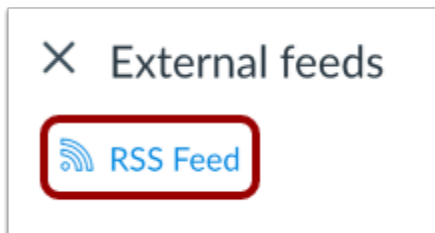


## Subscribe to Announcement RSS Feed



The screenshot shows the top navigation bar of the Canvas LMS. It includes a dropdown menu set to 'All', a search bar, and a 'Mark all as read' button. Below these, a red box highlights the 'External Feeds' link. Underneath, there is a section for 'Any questions?' with a profile picture, 'All Sections', and a snippet of text: 'Are there any questions before Tues...'. To the right, there is a toggle switch set to '1' and a 'Posted on:' timestamp: 'Jul 8, 2024, 8:14 PM'.

You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. To subscribe to course announcements, click the **External Feeds** link.



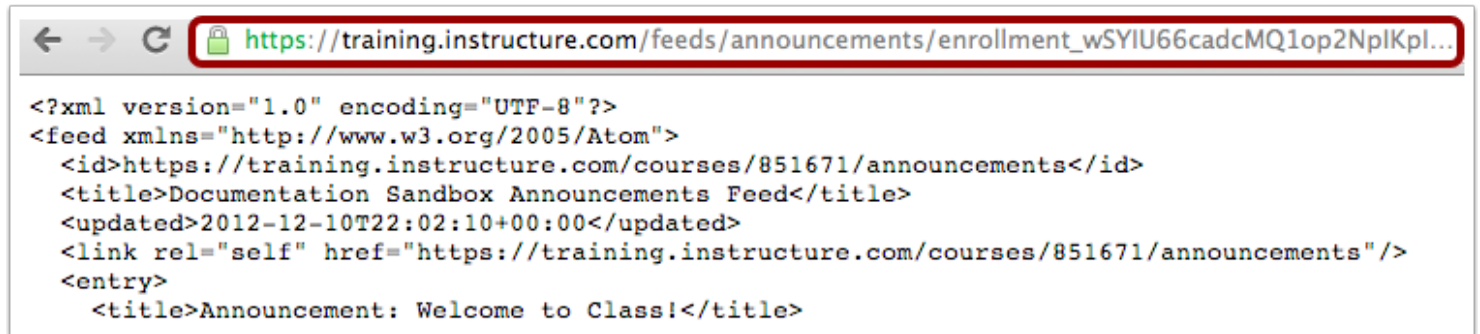
The screenshot shows a modal window titled 'External feeds' with a close button (X). Inside, there is a button labeled 'RSS Feed' with a red box around it, indicating it should be clicked.

In the External Feeds tray, click the **RSS Feed** button.

### Notes:

- If you use a Firefox browser to access Canvas, you can add a Live Bookmark from this screen.
- If you use a Safari browser to access Canvas, Safari automatically creates an RSS feed for you from this screen.



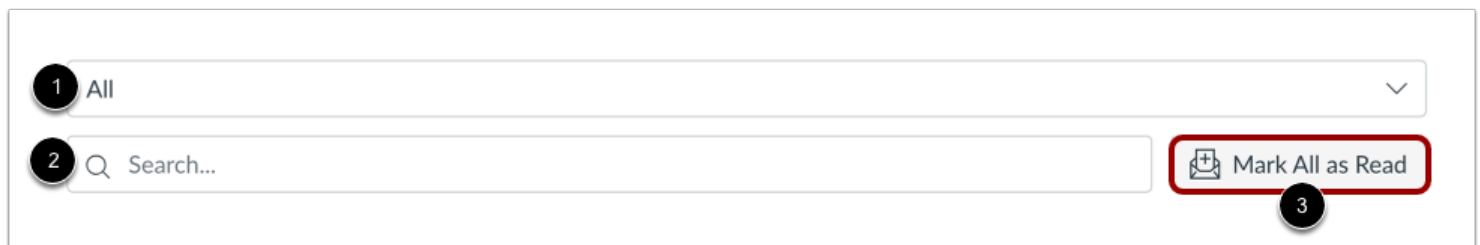


The screenshot shows a web browser with the address bar containing the URL: [https://training.instructure.com/feeds/announcements/enrollment\\_wSYIU66cadcMQ1op2NpIKpl...](https://training.instructure.com/feeds/announcements/enrollment_wSYIU66cadcMQ1op2NpIKpl...). Below the address bar, the XML content of the feed is displayed:

```
<?xml version="1.0" encoding="UTF-8"?>
<feed xmlns="http://www.w3.org/2005/Atom">
  <id>https://training.instructure.com/courses/851671/announcements</id>
  <title>Documentation Sandbox Announcements Feed</title>
  <updated>2012-12-10T22:02:10+00:00</updated>
  <link rel="self" href="https://training.instructure.com/courses/851671/announcements"/>
  <entry>
    <title>Announcement: Welcome to Class!</title>
```

Copy the URL in the browser address bar. Then open your preferred RSS feed reader and paste the copied URL into the text box.

## Manage Announcements List



Use the Announcements Index page toolbar to find announcements more easily.

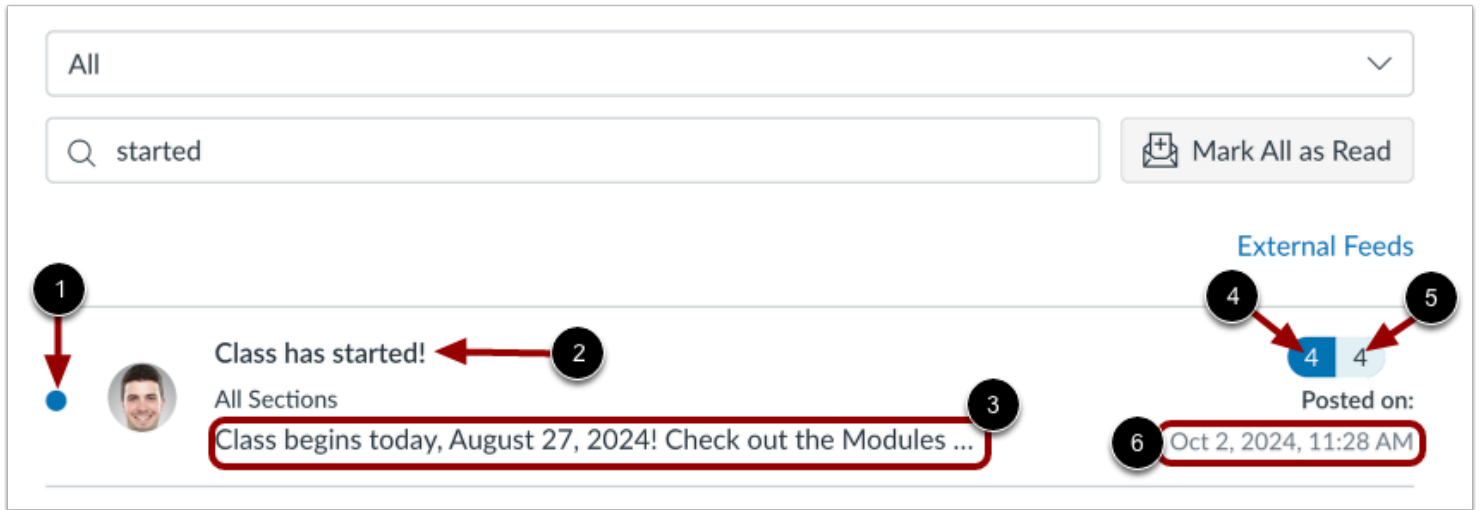
To view only announcements you have not read, click the **All** drop-down menu [1]. Then select the **Unread** option.

To find an announcement based on words in the title, enter terms in the **Search** field [2].

To mark all announcements as having been read, click the **Mark All as Read** button [3].



## View Announcement Details



The screenshot shows the Canvas announcement interface. At the top, there is a dropdown menu set to 'All' and a search bar containing the text 'started'. To the right of the search bar is a button labeled 'Mark All as Read'. Below these elements is a list of announcements. The first announcement is titled 'Class has started!' and is marked as unread with a blue dot (callout 1). The announcement content begins with 'All Sections' followed by 'Class begins today, August 27, 2024! Check out the Modules ...' (callout 2 and 3). To the right of the announcement, there are two blue boxes showing the number of unread replies (4) and total replies (4) (callout 4). Above these boxes is the text 'External Feeds' (callout 5). At the bottom right, the announcement was posted on 'Oct 2, 2024, 11:28 AM' (callout 6).

Unread announcements display an **Unread** indicator [1].

Each announcement displays a title [2] and the beginning of the announcement content [3].

If the instructor allows replies to announcements, you can see the number of unread replies [4] and the number of total replies [5].


You can also view the date and time the announcement was posted [6].




## Open Announcement

All

Q started

 Mark All as Read

[External Feeds](#)



Class has started!

All Sections

Class begins today, August 27, 2024! Check out the Modules ...

4

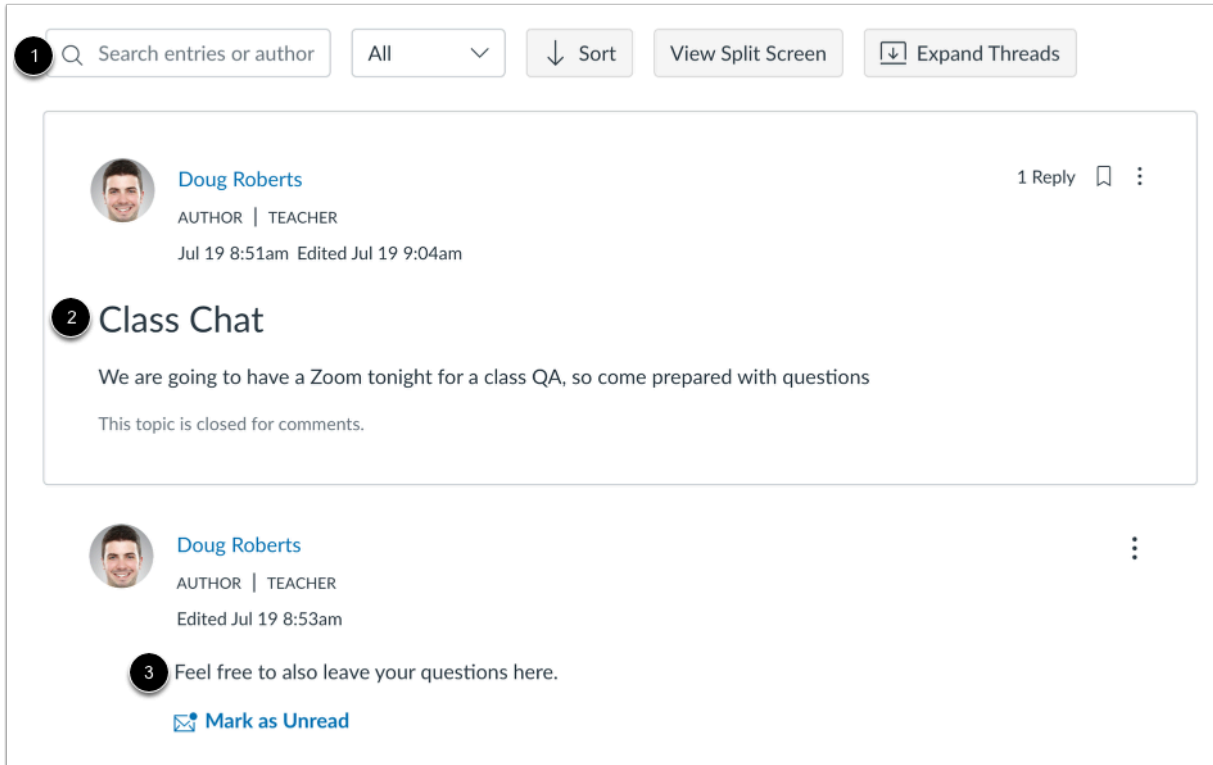
4

Posted on:  
Oct 2, 2024, 11:28 AM

To view an entire announcement and any replies, open the announcement by clicking the announcement title.



## View Individual Announcement



The screenshot shows the Canvas announcement interface. At the top is the announcement toolbar with five items: a search field (1), a filter dropdown (2) set to 'All', a sort button (3) with a downward arrow, a 'View Split Screen' button (4), and an 'Expand Threads' button (5). Below the toolbar is the announcement content. It features a profile picture of Doug Roberts, his name, and roles 'AUTHOR | TEACHER'. The announcement text is 'Class Chat' followed by 'We are going to have a Zoom tonight for a class QA, so come prepared with questions' and 'This topic is closed for comments.' Below the announcement is a reply section with a profile picture of Doug Roberts, his name, and roles 'AUTHOR | TEACHER'. The reply text is 'Feel free to also leave your questions here.' and a 'Mark as Unread' button.

An announcement includes three sections: the announcements toolbar [1], the announcement [2], and announcement replies [3].

## View Announcement Toolbar



The close-up screenshot shows the announcement toolbar with five items: a search field (1) with a magnifying glass icon, a filter dropdown (2) with a downward arrow, a sort button (3) with a downward arrow, a 'View Split Screen' button (4), and an 'Expand Threads' button (5) with a downward arrow icon.

The announcement toolbar remains at the top of the screen when you are viewing announcement replies.

To search for replies or specific authors, enter terms in the **Search** field [1].

To filter replies, click the **All** drop-down menu [2]. You can filter by all replies or unread replies.

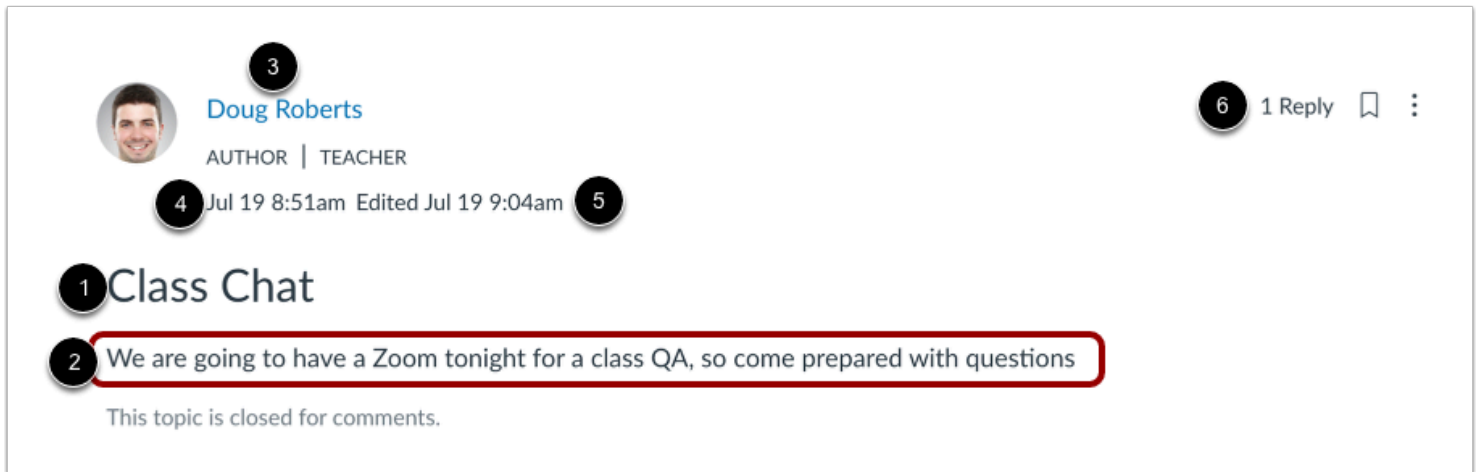
To sort replies by newest or oldest, click the **Sort** button [3].



To view threaded replies in a split screen, click the **View Split Screen** button [4]. To view threaded replies inline, click the **View Inline** button.

When viewing replies inline, you can expand all threaded replies. To expand reply threads, click the **Expand Threads** button [5]. To collapse all threads, click the **Collapse Threads** button.

## View Announcement Details



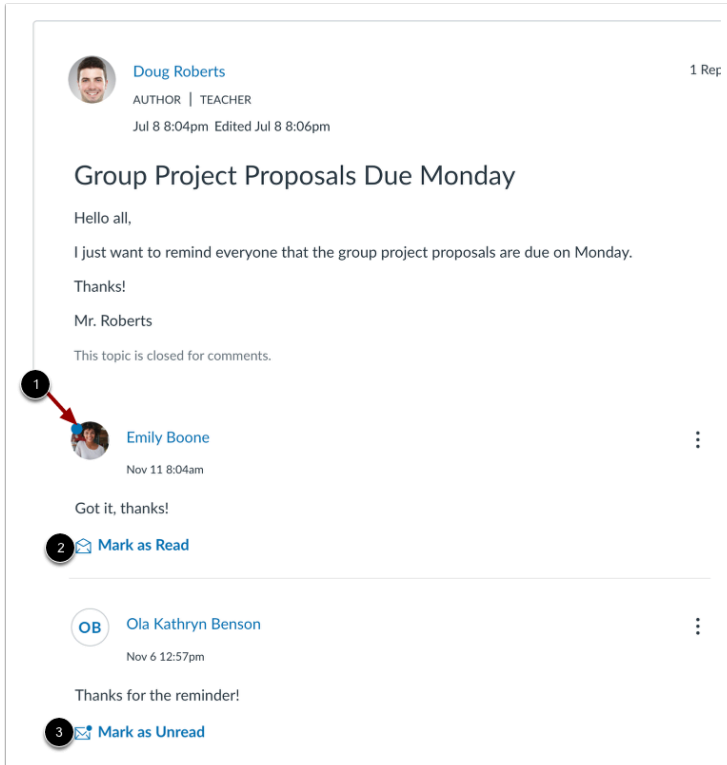
The screenshot shows a Canvas announcement interface. At the top left is a profile picture of Doug Roberts, labeled with a circled '3'. To the right of the profile picture is the name 'Doug Roberts' and the role 'AUTHOR | TEACHER'. To the right of the name is a circular icon with a '6' and the text '1 Reply', followed by a bookmark icon and a three-dot menu icon. Below the profile picture is the date and time 'Jul 19 8:51am' and 'Edited Jul 19 9:04am', with a circled '4' next to the date and a circled '5' next to the edit time. The announcement title is 'Class Chat', labeled with a circled '1'. The announcement text is 'We are going to have a Zoom tonight for a class QA, so come prepared with questions', labeled with a circled '2' and highlighted with a red border. Below the text is the message 'This topic is closed for comments.'

The announcement includes the announcement title [1] and description [2].

You can also view the name of the author [3], the date and time the announcement was published [4] or edited [5], and number of replies [6].



## View Announcement Replies



**Doug Roberts**  
AUTHOR | TEACHER  
Jul 8 8:04pm Edited Jul 8 8:06pm 1 Rep

### Group Project Proposals Due Monday

Hello all,  
I just want to remind everyone that the group project proposals are due on Monday.  
Thanks!  
Mr. Roberts

This topic is closed for comments.

**Emily Boone**  
Nov 11 8:04am

Got it, thanks!

**Mark as Read**

**Ola Kathryn Benson**  
Nov 6 12:57pm

Thanks for the reminder!


**Mark as Unread**

Announcement replies you have not yet read display an **Unread** indicator [1].

To mark a reply as read or unread, click the **Mark as Read** link [2] or **Mark as Unread** link [3].



## View Threaded Replies





[Doug Roberts](#) AUTHOR | TEACHER


Posted Nov 6 12:22pm

**Projects due on Monday!**

Don't forget that the group projects are due on Monday the 8th.

This topic is closed for comments.


4 Replies, 1 Unread  




[Emily Boone](#)

Nov 6 12:45pm | Last reply Nov 6 12:47pm

Do we all provide a submission or does just one student from the group have to do that?

[> 1 Reply, 1 Unread](#) |  [Mark as Unread](#)





If there are replies to a reply, the replies are threaded and collapsed. When viewing collapsed replies, you can view the the total number of replies and the number of unread replies.



To expand threaded replies, click the **Replies** link.





## View Inline Threaded Replies

**Emily Boone**  
Nov 6 12:45pm | Last reply Nov 6 12:47pm


Do we all provide a submission or does just one student from the group have to do that?

 [Hide 1 Reply](#) |  [Mark as Unread](#)

---

**Ola Kathryn Benson**  
Nov 6 12:47pm

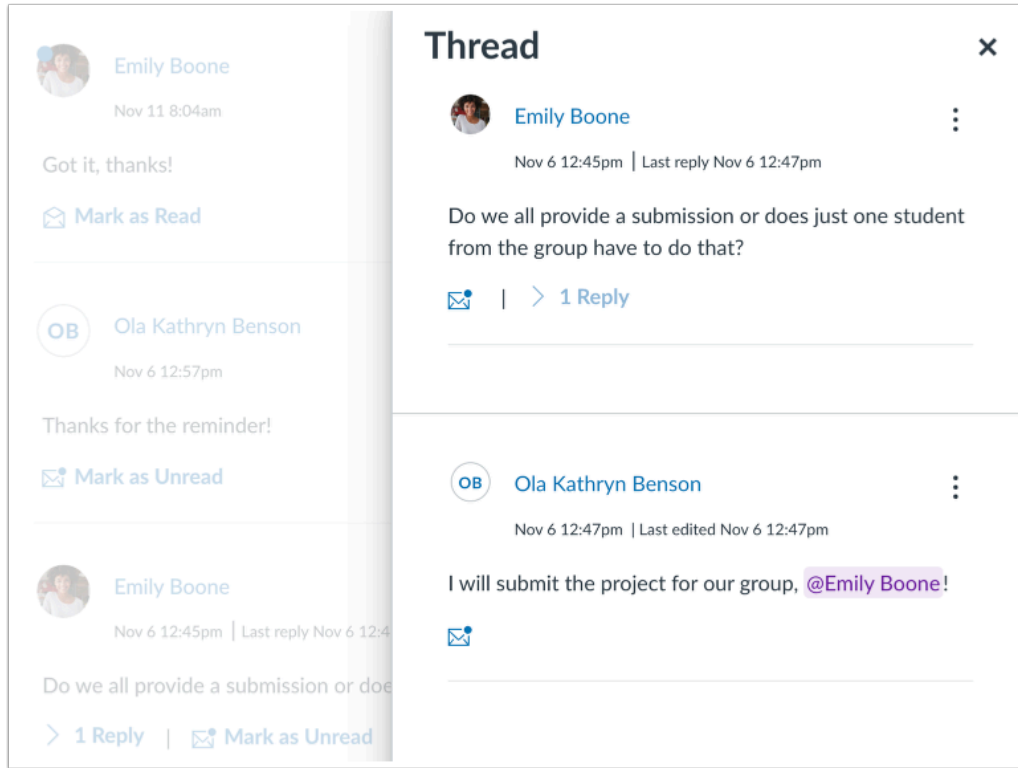
I will submit the project for our group, [@Emily Boone!](#)

 [Mark as Unread](#)

If you are viewing expanded threaded replies inline, exploded replies display on the same page.



## View Split Screen Threaded Replies




The screenshot shows a split-screen view of a threaded conversation in Canvas. On the left, a list of messages is shown. The top message is from Emily Boone, dated Nov 11 8:04am, with the text "Got it, thanks!" and a "Mark as Read" button. Below it is a message from Ola Kathryn Benson, dated Nov 6 12:57pm, with the text "Thanks for the reminder!" and a "Mark as Unread" button. The bottom message is from Emily Boone, dated Nov 6 12:45pm, with the text "Do we all provide a submission or does just one student from the group have to do that?" and a "1 Reply" link. On the right, a "Thread" window is open, showing the details of the selected message. It displays the message from Emily Boone, dated Nov 6 12:45pm, with the text "Do we all provide a submission or does just one student from the group have to do that?". Below the message, there is a "1 Reply" link. The reply is from Ola Kathryn Benson, dated Nov 6 12:47pm, with the text "I will submit the project for our group, @Emily Boone!". The reply is highlighted with a purple background.

If you are viewing expanded threaded replies in split screen, expanded replies display in a side window.



## Like Announcement Reply

 **Doug Roberts**  
AUTHOR | TEACHER  
Jul 8 8:04pm Edited Jul 8 8:06pm

1 Reply

### Group Project Proposals Due Monday


Hello all,

I just want to remind everyone that the group project proposals are due on Monday.



Thanks!

Mr. Roberts

This topic is closed for comments.


 **Emily Boone**  
Jul 8 8:06pm

Thanks for the reminder!!



 **Like**  **Mark as Unread**

If allowed by the course instructor, you can like announcement replies. To like a reply, click the **Like** icon.

## View Liked Reply

 **Emily Boone**  
Jul 8 8:06pm

Thanks for the reminder!!

 **1 Like**  **Mark as Unread**

The Like icon fills in, indicating you have liked the reply.



When a reply is liked, the Like icon also displays the total number of likes from all users.



## How do I view announcements as an observer in Canvas for Elementary?

***This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.***

This lesson shows you how to view announcements as an observer using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to view announcements as an observer](#) in Classic Canvas.

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

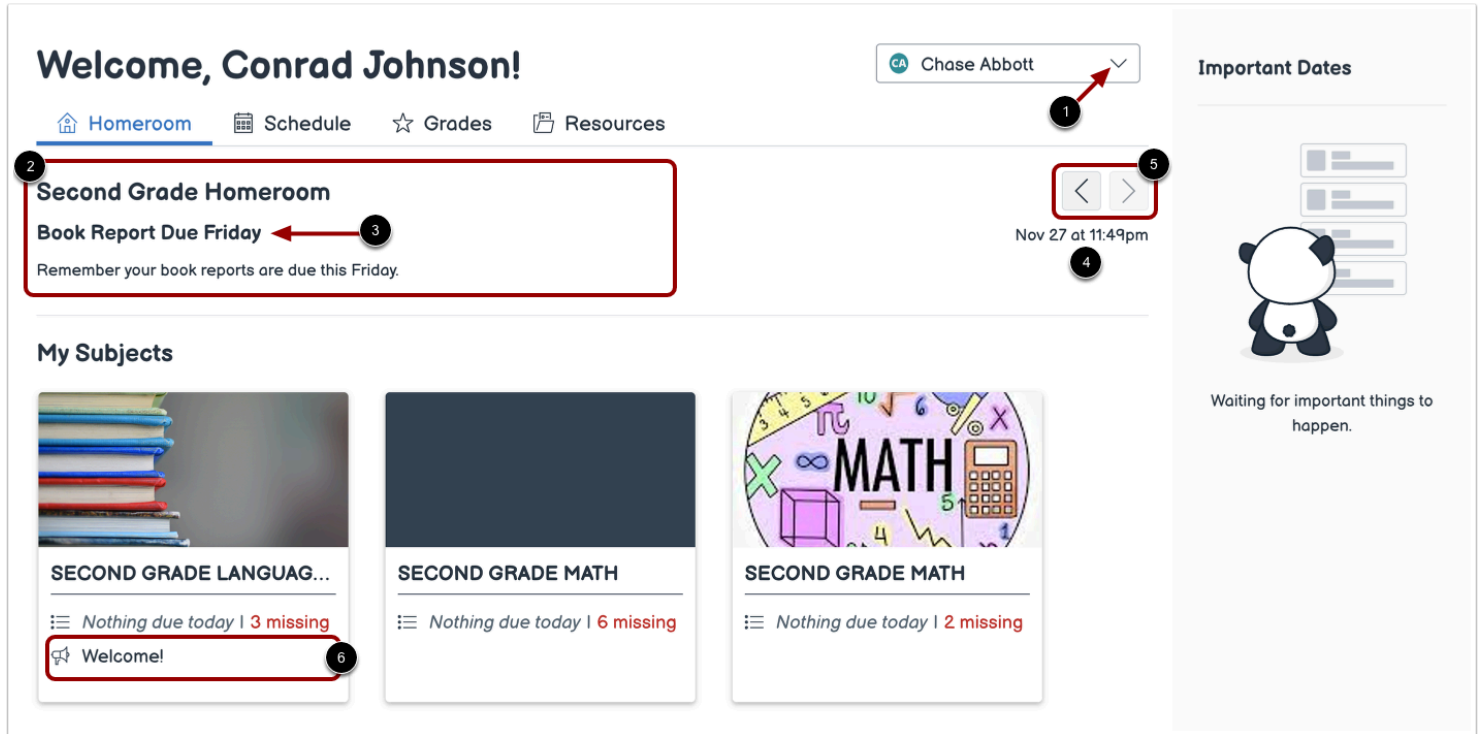
When added by your student's instructor, you can view current and past homeroom and subject announcements. You can also receive new announcements via [Canvas notifications](#).

### **Notes:**

- By default, the most recent homeroom announcement displays on the Homeroom for two weeks or until replaced by another homeroom announcement. Similarly, the most recent subject announcement displays on the subject's Home page for two weeks or until replaced by another subject announcement.
- If the announcements section does not display in your student's subject, no announcements have been added to the subject.



## View Homeroom Announcements



The screenshot shows the Canvas Homeroom interface for a user named Conrad Johnson. The interface includes a top navigation bar with links for Home, Homeroom, Schedule, Grades, and Resources. A dropdown menu in the top right corner allows switching between students, currently showing 'Chase Abbott'. The main content area is divided into sections: 'Second Grade Homeroom' with a 'Book Report Due Friday' announcement, 'My Subjects' with cards for 'SECOND GRADE LANGUAGE' and 'SECOND GRADE MATH', and an 'Important Dates' section on the right. Numbered callouts (1-6) highlight specific features: 1 points to the student dropdown, 2 to the 'Second Grade Homeroom' section, 3 to the 'Book Report Due Friday' announcement, 4 to the date and time 'Nov 27 at 11:49pm', 5 to the 'Next' and 'Previous' navigation buttons, and 6 to the 'Welcome!' announcement in the 'SECOND GRADE LANGUAGE' subject card.

In the Homeroom, you can use the drop-down menu to switch between students you are observing [1].

By default, the most recent homeroom announcement displays in the homeroom [2]. The most recent homeroom announcement displays for two weeks or until replaced by another homeroom announcement.

You can view the announcement [3] and the post date and time [4]. You are not allowed to reply to Homeroom and subject announcements, however, instructors and TA's may reply.

To navigate through homeroom announcements, use the **Next** and **Previous** buttons [5].

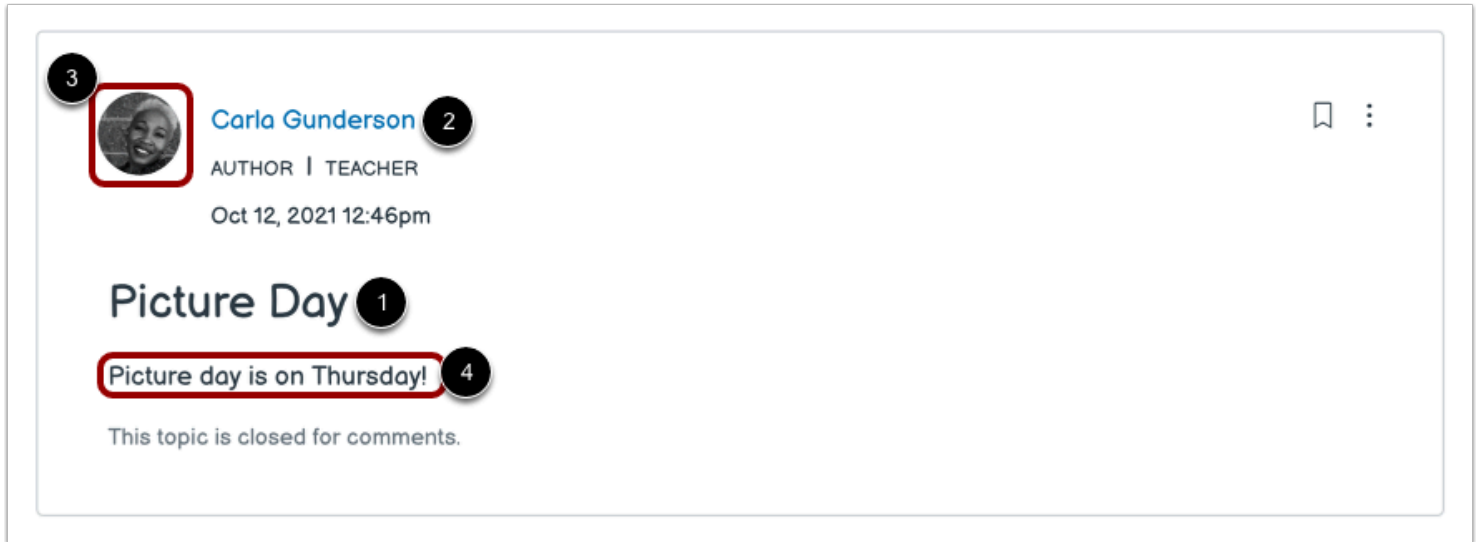
To view details for a homeroom announcement, click the homeroom announcement title [6].

### Notes:

- If the announcements section does not display in the homeroom, no homeroom announcements have been added.
- If your student's instructor has not posted a homeroom announcement in the past two weeks but has posted announcements previously, the "No recent announcements" message displays.



## View Homeroom Announcement Details



The Announcement Details page displays the announcement title [1], the announcement author's name [2] and profile picture [3], and the announcement [4].

Students are not allowed to reply to homeroom announcements, however, instructors and teacher assistants (TAs) may reply.



# Welcome, Conrad Johnson!

Homeroom
 Schedule
 Grades
 Resources

---

## Second Grade Homeroom

**Book Report Due Friday**

Remember your book reports are due this Friday.

Nov 27 at 11:49pm

---

### My Subjects

**SECOND GRADE LANGUAGE ARTS**

Nothing due today | 3 missing

Welcome!

**SECOND GRADE MATH**

Nothing due today | 6 missing

**SECOND GRADE MATH**

Nothing due today | 2 missing

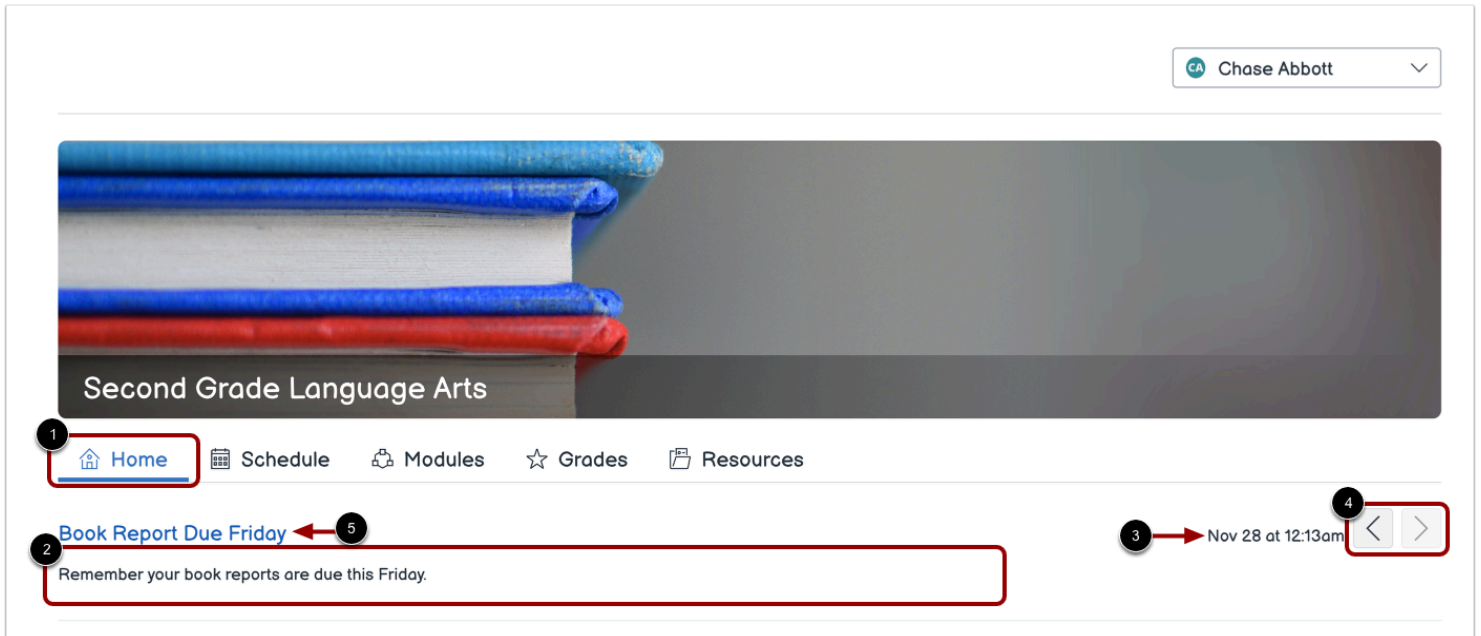
### Important Dates

Waiting for important things to happen.

To view the current and past subject announcements in a subject's Home page, click the subject name [2].



## View Subject Announcements



By default, the most recent subject announcement displays in the subject's Home tab [1]. The most recent subject announcement displays for two weeks or until replaced by another subject announcement.

You can view the announcement [2] and the post date and time [3].

To navigate through subject announcements, use the **Next** and **Previous** buttons [4].

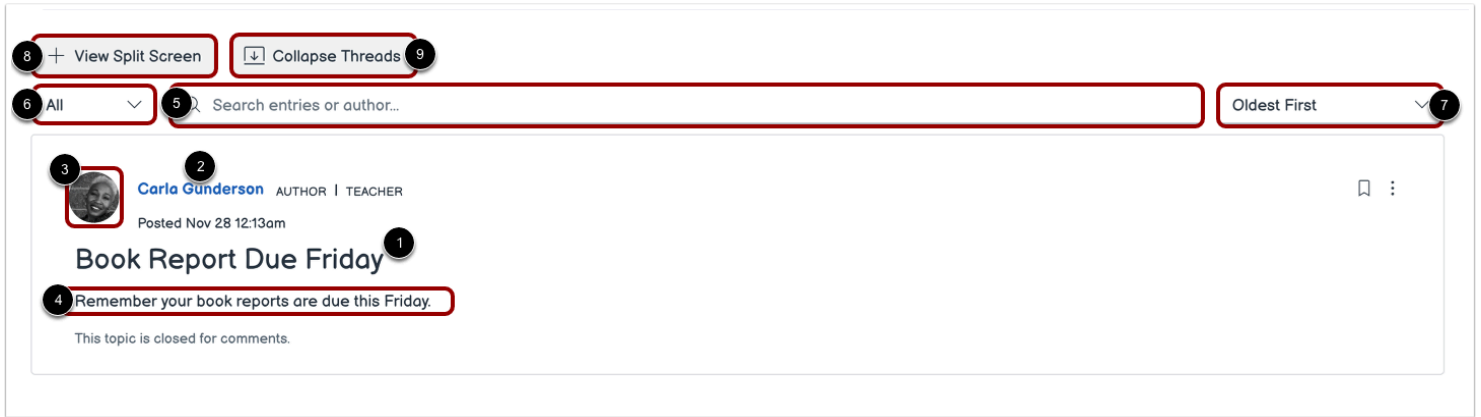
To view details for a subject announcement, click the subject announcement title [5].

### Notes:

- If the announcements section does not display in your subject, no subject announcements have been added.
- If your student's instructor has not posted a subject announcement in the past two weeks but has posted announcements previously, the No Recent Announcements message displays.



## View Subject Announcement Details



The Announcement Details page displays the announcement title [1], the announcement author's name [2] and profile picture [3], and the announcement [4].

Students are not allowed to reply to Homeroom and subject announcements, however, instructors and TA's may reply.

To search announcement replies, enter keywords in the **Search** field [5].

To sort announcement replies by unread replies, use the **All** dropdown [6].

To sort newest first, click the **Sort** drop-down menu [7].

To view the announcement in split screen, click the **View Split Screen** button [8].

To hide all replies, click the **Collapse Threads** button [9].



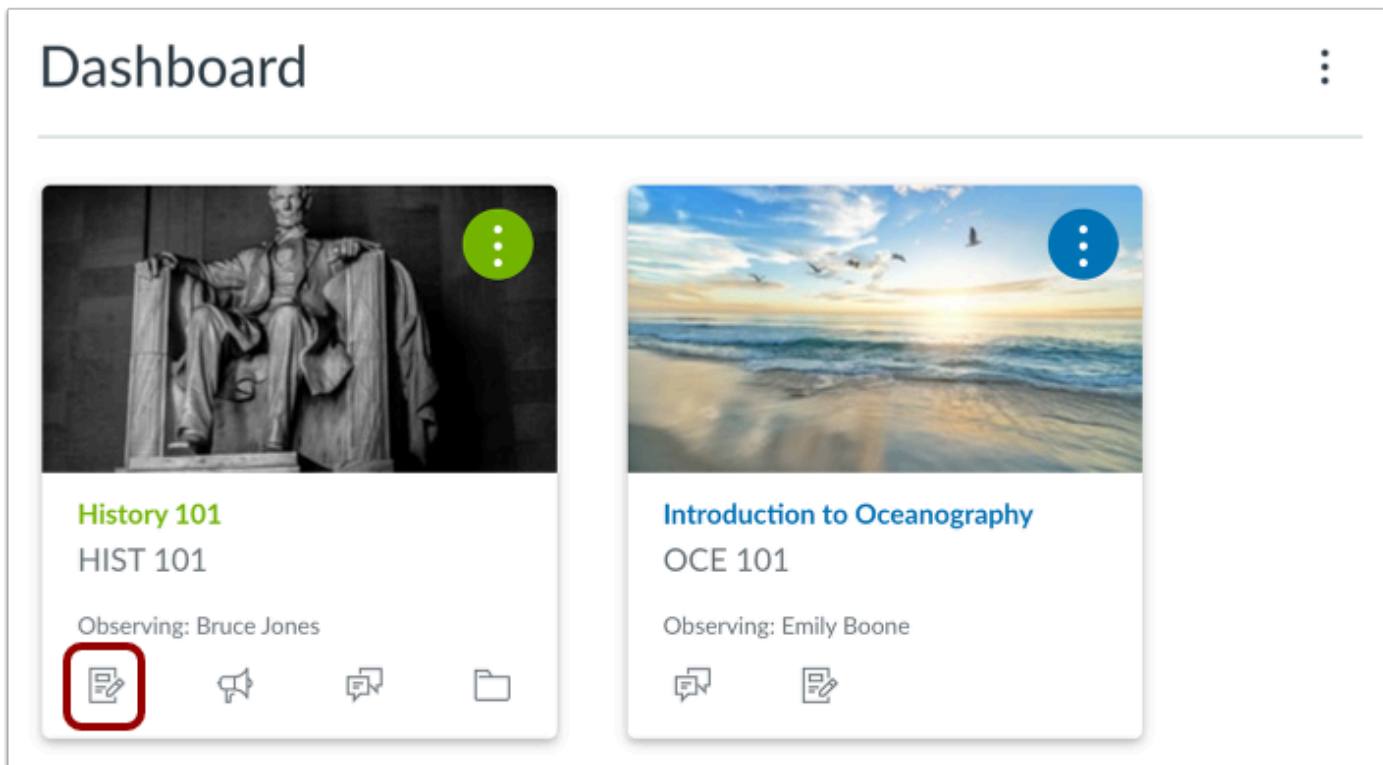
## Assignments



## How do I view Assignments as an observer?

The course assignments page displays a list of all assignments in a course. As an observer, you can access the assignments page from your Dashboard and in Course Navigation. You can also view assignments in the course Syllabus, Grades, Calendar, and Modules pages.

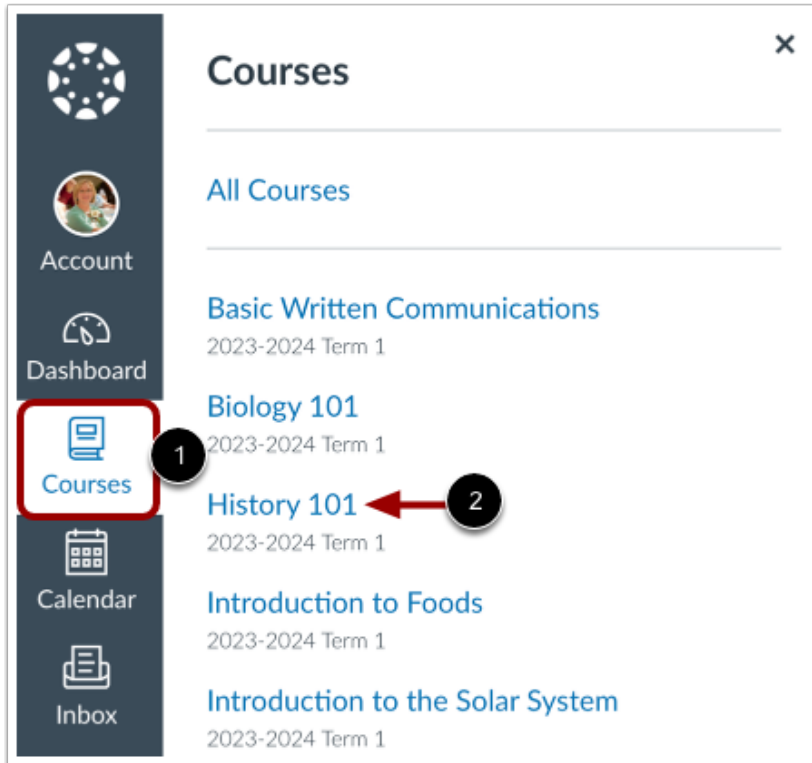
### Open Assignments from Course Card Dashboard



You can quickly access the course Assignments page from your [Canvas Dashboard](#). On the course card, click the **Assignments** icon.



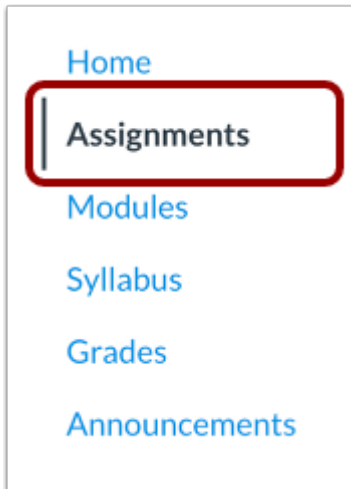
## Open Course



In Global Navigation, click the **Courses** link [1]. Then click the name of the course you want to view [2].



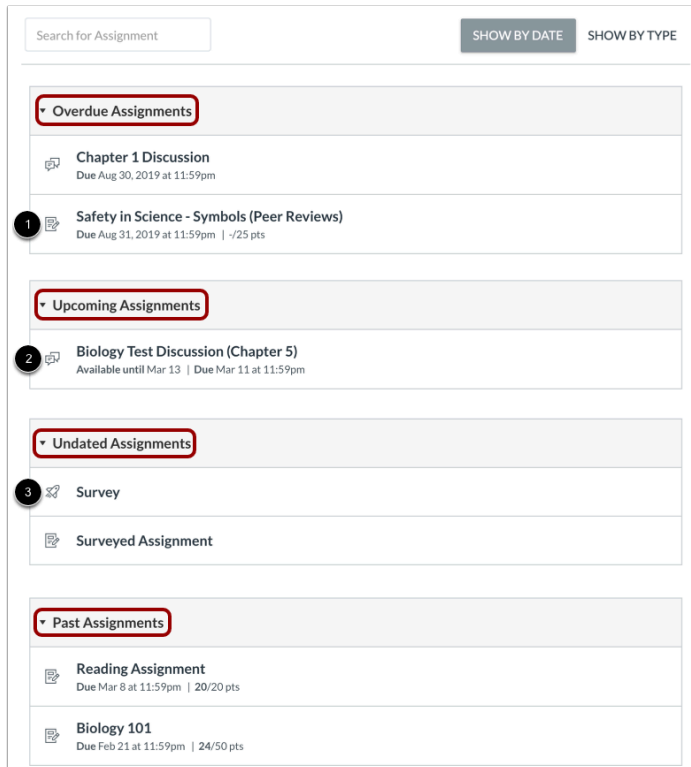
## Open Assignments



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



## View Assignments



The screenshot shows the Canvas Assignments page with a search bar and two tabs: "SHOW BY DATE" (selected) and "SHOW BY TYPE". The assignments are grouped into four categories, each with a red box around the category header:

- Overdue Assignments:**
  - Chapter 1 Discussion (Due Aug 30, 2019 at 11:59pm)
  - 1 Safety in Science - Symbols (Peer Reviews) (Due Aug 31, 2019 at 11:59pm | ~25 pts)
- Upcoming Assignments:**
  - 2 Biology Test Discussion (Chapter 5) (Available until Mar 13 | Due Mar 11 at 11:59pm)
- Undated Assignments:**
  - 3 Survey
  - Surveyed Assignment
- Past Assignments:**
  - Reading Assignment (Due Mar 8 at 11:59pm | 20/20 pts)
  - Biology 101 (Due Feb 21 at 11:59pm | 24/50 pts)

In Assignments, you can view all the course assignments.

By default, assignments are grouped by date in the following categories:

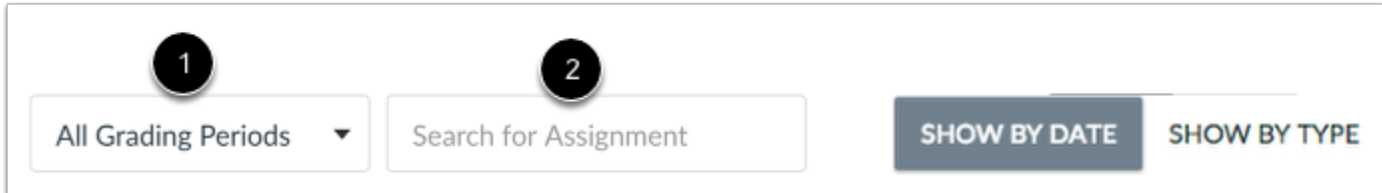
- **Overdue Assignments:** assignments and discussions with past due dates but that are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments:** assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments:** assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments:** assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [1], discussion [2], or quiz [3].

**Note:** 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.



## Filter Assignments

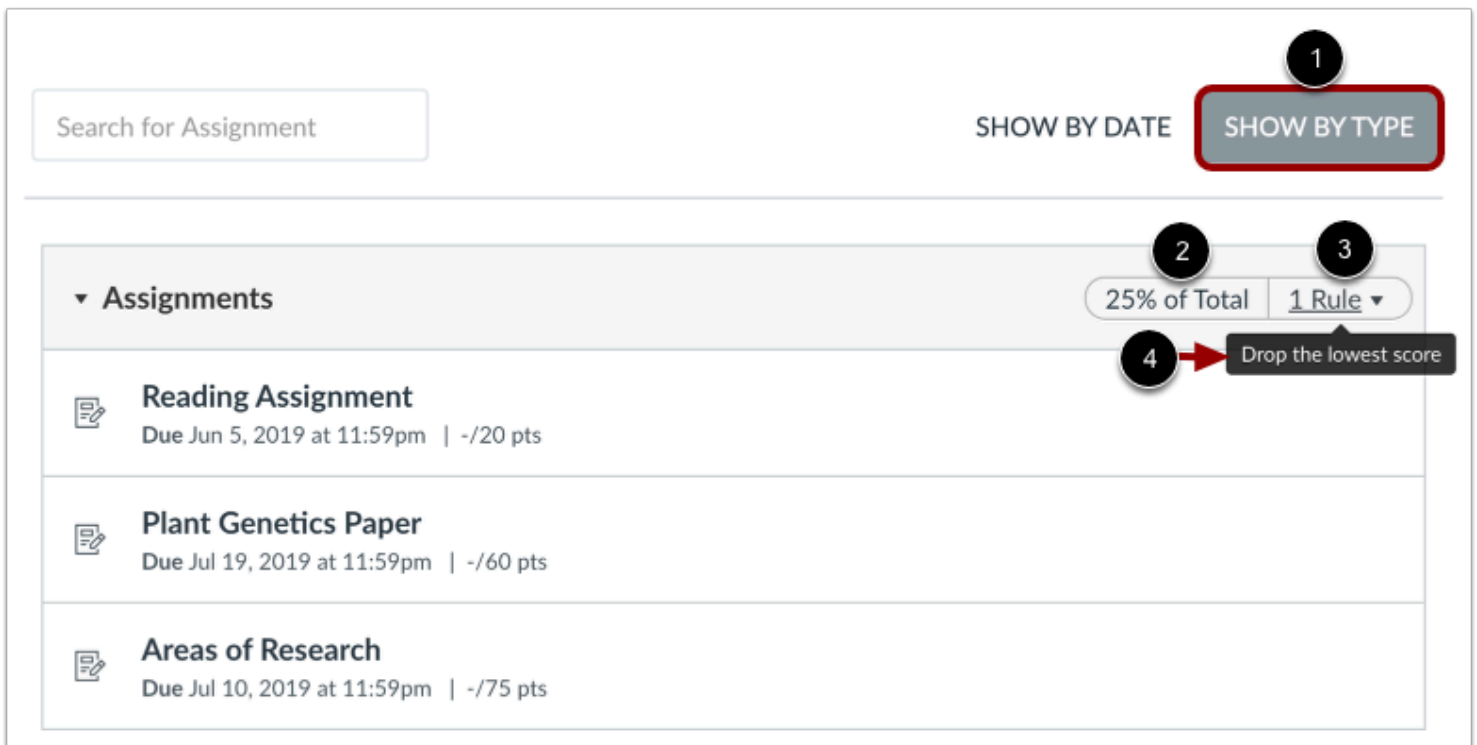


The interface shows a filter bar with two main sections. On the left, there is a dropdown menu labeled 'All Grading Periods' with a circular callout '1' above it. Next to it is a text input field labeled 'Search for Assignment' with a circular callout '2' above it. To the right of these are two buttons: 'SHOW BY DATE' and 'SHOW BY TYPE'.

If your student's course includes Multiple Grading Periods, you can view assignments by grading period [1].

You can search for an assignment by typing an assignment title or a keyword in the **Search for Assignment** field [2].

## View Assignment Groups Details



The interface displays a list of assignments. At the top, there is a search bar labeled 'Search for Assignment'. To its right are two buttons: 'SHOW BY DATE' and 'SHOW BY TYPE', with the latter highlighted by a red box and a circular callout '1'. Below the search bar, there is a section titled 'Assignments' with a dropdown arrow. To the right of this section are two buttons: '25% of Total' and '1 Rule', with a circular callout '2' above the first and '3' above the second. Below these buttons is a list of three assignments, each with a document icon, a title, and a due date/points value. A circular callout '4' is positioned above the first assignment, 'Reading Assignment', with a red arrow pointing to a tooltip that says 'Drop the lowest score'.

Assignment	Due Date	Points
Reading Assignment	Due Jun 5, 2019 at 11:59pm	-/20 pts
Plant Genetics Paper	Due Jul 19, 2019 at 11:59pm	-/60 pts
Areas of Research	Due Jul 10, 2019 at 11:59pm	-/75 pts

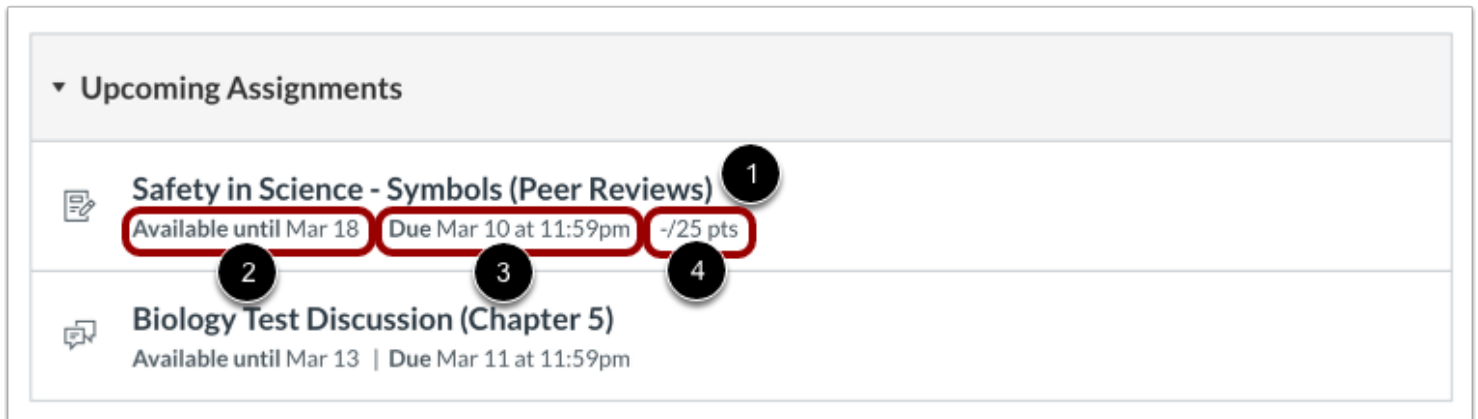
To view assignments by assignment group type (such as homework, papers, or quizzes), click the **Show By Type** button [1].




If the instructor has chosen to weight students' final grades, you can view assignment group weights when viewing assignments by type [2].


Additionally, if the instructor has selected grading rules for an assignment group, a **Rule** link displays [3]. To view grading rule details, hover the cursor over the rule link and view the rule details [4].

## View Assignment Summary



▼ Upcoming Assignments

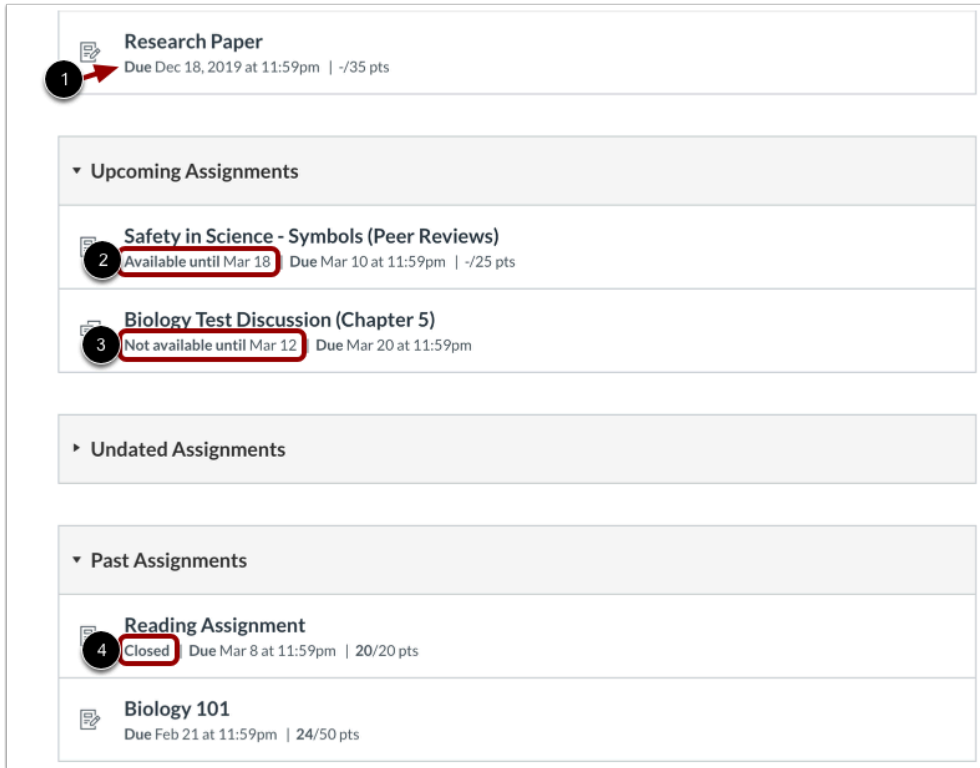
 **Safety in Science - Symbols (Peer Reviews)** <sup>1</sup>  
**Available until Mar 18** <sup>2</sup> **Due Mar 10 at 11:59pm** <sup>3</sup> **-/25 pts** <sup>4</sup>

 **Biology Test Discussion (Chapter 5)**  
Available until Mar 13 | Due Mar 11 at 11:59pm

Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth [4].



## View Availability Dates



The screenshot displays a list of assignments in Canvas. The first assignment, 'Research Paper', is due Dec 18, 2019 at 11:59pm and is worth ~35 pts. Below it, under the 'Upcoming Assignments' section, are two more assignments: 'Safety in Science - Symbols (Peer Reviews)' and 'Biology Test Discussion (Chapter 5)'. The 'Safety in Science' assignment is available until Mar 18 and is due Mar 10 at 11:59pm, worth ~25 pts. The 'Biology Test Discussion' assignment is not available until Mar 12 and is due Mar 20 at 11:59pm. Under the 'Undated Assignments' section, there are no assignments listed. Under the 'Past Assignments' section, there is one assignment: 'Reading Assignment', which is closed and due Mar 8 at 11:59pm, worth 20/20 pts. At the bottom, under 'Biology 101', there is an assignment due Feb 21 at 11:59pm, worth 24/50 pts.

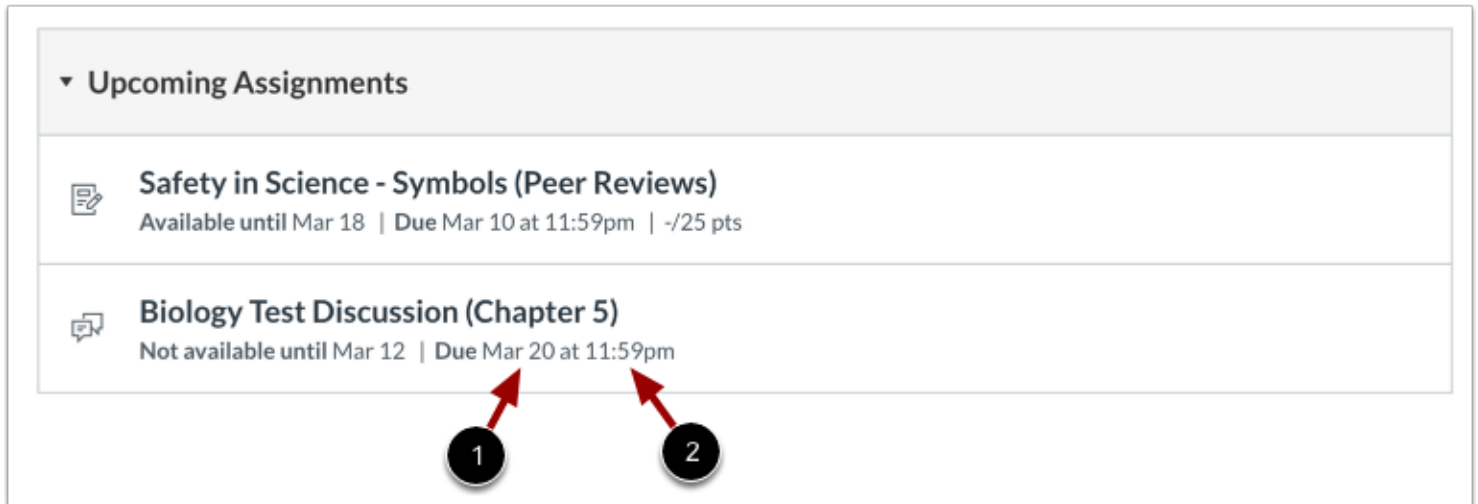
The first dates you may see are called availability dates. Sometimes an instructor only wants students to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to students.

- If the assignment does not have a date listed, the assignment is open; students can submit the assignment at any time during the course [1]
- If the assignment says **Available until** [date], students can submit the assignment until the specified date [2]
- If the assignment says **Not Available Until** [date], the assignment is locked until the specified date [3]
- If the assignment says **Closed**, the assignment cannot accept submissions [4]

**Note:** If the listed date is set to 12 am the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.



## View Due Dates



The screenshot shows the 'Upcoming Assignments' section in Canvas. It lists two assignments:

- Safety in Science - Symbols (Peer Reviews)**  
Available until Mar 18 | Due Mar 10 at 11:59pm | -/25 pts
- Biology Test Discussion (Chapter 5)**  
Not available until Mar 12 | Due Mar 20 at 11:59pm

Two red arrows point to the due dates in the second assignment: arrow 1 points to 'Mar 20' and arrow 2 points to '11:59pm'.

An assignment may also display a second set of dates. These are assignment Due dates [1]. Assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.





Students can still submit late assignments before the **Available until** date.

*Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your student's instructor does not set a due time, the listed date displays the course's default due time.



## Open Assignment

▼ Upcoming Assignments	
	<b>Articles of Confederation vs. Constitution Topic Discussion Copy</b> Due Jan 19 at 11:59pm   -/25 pts
	<b>Historical Video Assignment</b> Available until Aug 25 at 12:59am   Due Jan 21 at 11:59pm   -/25 pts
	<b>American Revolution Assignment</b> Due Jan 29 at 11:59pm   -/25 pts
	<b>Revolution Quiz</b> Due Jan 31 at 11:59pm   -/31 pts

To view the details for an assignment, click the name of the assignment.



## View Open Assignment

### Historical Video Assignment

**Due** Thursday by 11:59pm
 **Points** 25

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

**File Types** mov and mp4
 **Available** until Aug 25 at 12:59am

**2** For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4–7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:

- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to engage the viewers.
- The video is not assessed on the basis of its technical merits (i.e., you will not get extra points because the final product is visually impressive in a way that does not bear on effective communication).
- The sound is more important than video—if no one can hear it, no one will watch it.

Good luck!

**3 Writing Prompt Rubric**

Criteria	Ratings			Pts
Follows Instructions	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 pts
Correct Length	5 to >3.0 pts Full Marks	3 to >0.0 pts	0 pts No Marks	5 pts
Grammar	5 to >3.0 pts Full Marks	3 to >0.0 pts Meets Expectations	0 pts No Marks	5 pts

You can view the due date, points, availability dates, and accepted submission type(s) for the assignment [1].

You can also view additional details:

- Instructions [2]:** any instructions from the course instructor about the assignment. Please note that you cannot download assignment instructions unless the instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can view the assignment in the [Canvas Parent mobile app](#).
- Rubric [3]:** any grading criteria that the instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting an assignment, your student may want to [review the assignment rubric](#).

**Note:** If the assignment you are viewing displays differently, the course instructor may be using the Assignment Enhancements feature. Your student can learn more about [viewing assignments using Assignment Enhancements](#).



## View Assignment with Availability Dates

### A Closer Look: Response 2

---

3

Due Dec 30, 2020 by 11:59pm

Points 25

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

Available Dec 1, 2020 at 12am - Jan 8 at 11:59pm about 1 month

---

1

2

The assignment details may include availability dates. Availability dates may include a first available date (open date) [1], last available date (locked or closed) [2], or both dates to create an overall date range.

If the assignment has a due date [3], it may be **before or on** the last available date (if one is set).

If an assignment does not have a due date or availability dates, your student can submit the assignment at any time before the last day of the course.

If your student misses an assignment due date and there is no last available date, they can still submit the assignment for late credit before the last day of the course. However, if a last available date exists, students cannot submit the assignment after the last available date.

## View Assignment with Limited Attempts

### Historical Video Assignment

---

Due Thursday by 11:59pm

Points 25

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

File Types mov and mp4

Attempts 0

Allowed Attempts 4

Available until Aug 25 at 12:59am

---

1

2



The course instructor may limit the number of submission attempts students are allotted for an assignment. If an assignment has a limited number of submissions, you can view the number of submission attempts your student has made [1] and the number of submission allowed for the assignment [2].

## View Locked Assignment

### Historical Video Assignment

This assignment is locked until Jan 20 at 12am. 1

2

Assignment Rubric			
Criteria	Ratings		Pts
Follow Instructions	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Format	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Length	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
			Total Points: 15.0

An assignment can be locked before an instructor wants it open. When an assignment is locked, you can view date when the assignment unlocks [1] and the assignment the rubric (if any) [2].



## View Closed Assignment

### A Closer Look: Response 2


**Due** Dec 30, 2020 by 11:59pm

**Points** 25

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

**Available** Dec 1, 2020 at 12am - Jan 8 at 11:59pm about 1 month

This assignment was locked Jan 8 at 11:59pm.



Imagine you are a delegate sent to the Constitution Convention. Which preamble would you have supported? Why?

Assignment Rubric			
Criteria	Ratings		Pts
Follow Instructions	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Format	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Length	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Total Points: 15.0			

Assignments close when they are only available until a specific date. When an assignment is closed, you can still view assignment submission details [1], the date the assignment was locked to submissions [2], and the rubric [3].



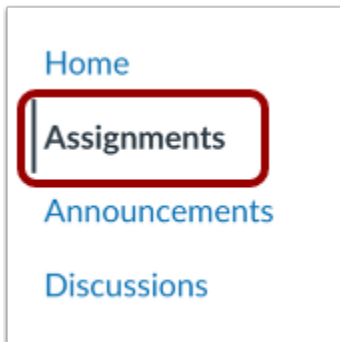
## How do I view Assignment Enhancements as an observer?

You can view all your student's course assignments on the [Assignments Index](#) page.

### Notes:

- Your student's instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- You can view all content from submitted assignments. However, you cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the assignment you are accessing displays differently, [Assignment Enhancements may not be enabled in your course](#) or your instructor may not have used a supported assignment type.

## Open Assignments



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



## Open Assignment

▼ Upcoming Assignments

 **Assignment #7**  
Due Aug 29 at 11:59pm | -/40 pts

 **Grammar Pet Peeves**  
Due Sep 19 at 11:59pm

Click the name of an assignment.



## View Assignment

### Assignment #7

Due: Tue Aug 29, 2023 11:59pm

Attempt 1

**IN PROGRESS**  
Next Up: Submit Assignment

40 Possible Points

View Feedback

Unlimited Attempts Allowed

Details

Read chapter 7 and complete the worksheet on the last page.

Available submission types

Upload

Studio

More

View Rubric

Criteria	Ratings	Pts
Follows Instructions <a href="#">view longer description</a>	5 pts Full Marks	3 pts Meets Expectations
Correct Length <a href="#">view longer description</a>	5 pts Full Marks	0 pts No Marks
Grammar <a href="#">view longer description</a>	5 pts Full Marks	3 pts Meets Expectations
Description of criterion <a href="#">view longer description</a>	5 pts Full Marks	0 pts No Marks
Writing Prompt Outcome <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations
	0 pts Does Not Meet Expectations	
Total Points: 0		

You can view the due date, points, and look at your student's attempts for the assignment [1]. Not all assignments may have a due date.

You can also view additional details:

- **Details** [2]: any instructions from the instructor about the assignment. Please note that you cannot download assignment instructions unless your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can also view the assignment in the Canvas mobile app.
- **Available Submission Type** [3]: shows how a student can submit an assignment.
- **Rubric** [4]: any grading criteria that the instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting your assignment, you may want to [review the assignment rubric](#).
- **View Feedback** [5]: any comments from the instructor about the assignment.




## View Enhanced Rubric

Essay #3: Saturn


Due: Tue Jul 2, 2024 4:12am

Late **53/60 Points**

Attempt 1

 Review Feedback  
**SUBMITTED: Jul 15, 2024 8:59pm**

Attempt 1 Score: **53/60**

 View Feedback

Anonymous Grading: no

✓ View Rubric

Select Grader

Doug Roberts

Essay Rubric				
Criteria				Points
Introduction Paragraph	States theme and provides background info	States theme but does not provide background info	Does not state theme	3 /5 pts
	5 pts	3 pts	0 pts	
Grammar and Spelling	No grammar or spelling errors	A few grammar or spelling errors	Many grammar or spelling errors	5 /5 pts

If Enhanced Rubrics is enabled for your student's course, you can view the updated rubric interface.



## How do I view the rubric for an assignment as an observer?

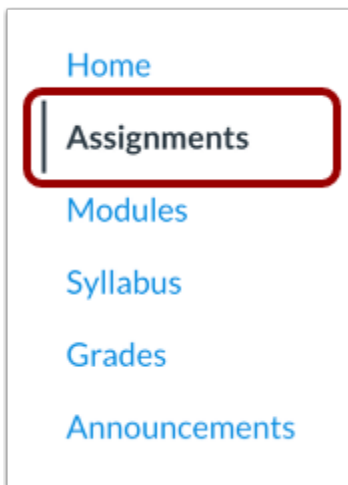
A rubric outlines the criteria an instructor uses to grade an assignment. Instructors may use different rubrics for different assignments, though not every assignment may include a rubric.

If an instructor includes a rubric as part of an assignment, you can view the rubric in the assignment details.

### Notes:

- Not all assignments may include a rubric.
- You can also view assignment rubrics in the [Grades page](#) and in the [submission details page](#).

## Open Assignments





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




## Open Assignment

**▼ Upcoming Assignments**

 **Safety in Science - Symbols (Peer Reviews)**  
Available until Mar 18 | Due Mar 10 at 11:59pm | -/25 pts


 **Biology Test Discussion (Chapter 5)**  
Not available until Mar 12 | Due Mar 20 at 11:59pm

 **Biome travel guide (brochure or video)**  
Available until Apr 10 | Due Mar 27 at 11:59pm | -/100 pts

Click the name of an assignment.



## View Rubric

Writing Prompt				
1 Criteria	2 Ratings			3 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 pts Full Marks	0.0 pts No Marks		5.0 pts
Grammar For full marks you should not have any grammatical errors in your assignment. Please make sure that you spellcheck your assignment before submission as well.	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Description of criterion	5.0 pts Full Marks	0.0 pts No Marks		5.0 pts
 Writing Prompt Outcome <a href="#">view longer description</a> 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: 25.0				


Assignment rubrics display below the assignment instructions.

Rubrics include criteria [1], each with a set of ratings [2] and point values [3]. A rubric criterion may include up to five different ratings.

**Note:** Depending on how the instructor set up the rubric, it may or may not include point values. If the rubric does not include point values the instructor may still use it to provide feedback on your assignment.



## View Rubric Criteria Descriptions

Writing Prompt				
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 pts Full Marks	0.0 pts No Marks		5.0 pts
Grammar For full marks you should not have any grammatical errors in your assignment. Please make sure that you spellcheck your assignment before submission as well.	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Description of criterion	5.0 pts Full Marks	0.0 pts No Marks		5.0 pts
<div> <div>2</div> <div>  <div> <div>Writing Prompt Outcome</div> <div>view longer description</div> <div>threshold: 3.0 pts</div> </div> </div> <div> <div>1</div> <div>3</div> </div> </div>	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
Total Points: 25.0				

Some rubric criterion may include a longer description. To view the long description, click the **view longer description** link [1].

Rubrics may also include learning outcomes used to assess learning mastery. Learning outcomes display an **Outcome** icon [2]. The outcome also shows the threshold for the outcome, or the number of points a student must achieve in order to meet expectations [3].

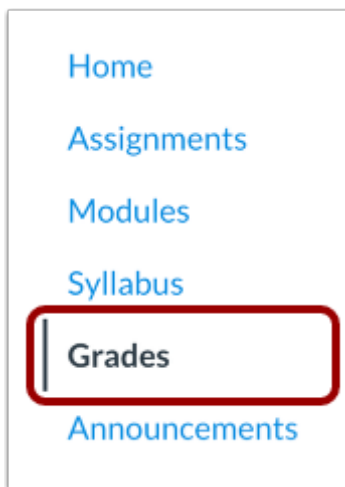


## How do I view rubric results for an assignment as an observer?

As an observer, you can view your student's rubric results for an assignment from the Grades page.

**Note:** Not all assignments may include a rubric.

### Open Grades




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

**Note:** If a course does not display the Grades link, you can [view student grades from the Canvas dashboard](#).



## Open Rubric

<a href="#">A Closer Look: Response 2</a>	Apr 6 by 11:59pm	23	25	
<a href="#">Road to Revolution: Patriotism or Treason</a>	May 9 by 11:59pm		10	
<a href="#">To Sign or Not to Sign Discussion</a>	May 23 by 11:59pm	9	10	
<a href="#">Position Paper</a>	May 25 by 3pm		25	

Assignments with a rubric display a rubric icon. To open the rubric, click the **Rubric** icon.



## View Rubric Results

A Closer Look: Response 2 Apr 6 by 11:59pm 25

Assessment by Doug Roberts

[Close 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 / 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 / 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	3 / 5.0 pts
Writing Prompt Outcome <a href="#">view longer description</a> threshold: 3.0	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	3 / 5.0 pts
1.1.d <a href="#">view longer description</a> threshold: 3.0	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5 / 5.0 pts
1.1.b <a href="#">view longer description</a> threshold: 3.0	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5 / 5.0 pts
				Total Points: 26.0

View the rubric results for the assignment. Selected ratings display a rating flag [1]. You can also view the earned points for each criterion [2], as well as the total earned points [3].



## View Non-Scoring Rubric Results

A Closer Look: Response 2




Apr 6 by 11:59pm

25

Assessment by Doug Roberts

Close Rubric

Writing Prompt Rubric

Criteria	Ratings		
Follows Instructions	Full Marks	Meets Expectations	No Marks
Correct Length	Full Marks		No Marks
Grammar	Full Marks	Meets Expectations	No Marks
 Writing Prompt Outcome <a href="#">view longer description</a>	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
 1.1.d <a href="#">view longer description</a>	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
 1.1.b <a href="#">view longer description</a>	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations

If the instructor has removed points from the rubric, you can still view the rubric results for the assignment.



## View Rubric Comments

A Closer Look: Response 2 Apr 6 by 11:59pm 25

Assessment by Doug Roberts

[Close 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 / 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 / 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	3 / 5.0 pts
Writing Prompt Outcome <a href="#">view longer description</a> threshold: 3.0	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	3 / 5.0 pts
1.1.d <a href="#">view longer description</a> threshold: 3.0	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5 / 5.0 pts
<b>Instructor Comments</b> Missed points for some run-on sentences and a handful of sentence fragments.				
1.1.b <a href="#">view longer description</a> threshold: 3.0	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5 / 5.0 pts
Total Points: 26.0				

If the instructor left comments for your student in the rubric, you can view them in the rubric criteria.

**Note:** Comments only display if an instructor left a comment for the student in the rubric.

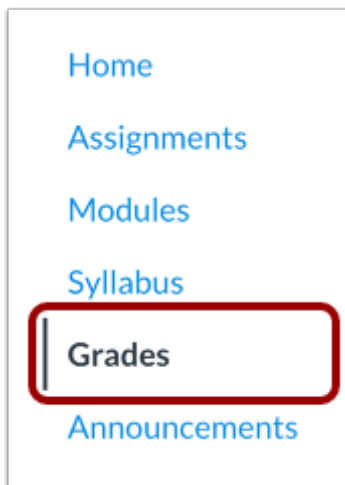


## How do I know if my student has submitted an assignment as an observer?

As an observer, you can verify that your student has submitted an assignment from the submission details page.

**Note:** If a course does not display a Course Navigation Grades link, you can [view course grades from the Canvas dashboard](#).

## Open Grades




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



## Open Assignment Submission Details

### Grades for Emily Boone

 Print

Grading Period

Course


Arrange By

Fall

Bio 101

Due Date

Apply

Name	Due	Score	Out of
Biomes	Oct 4 by 11:59pm	-	8
General Class Question and Answer	Oct 15 by 11:59pm		10

Click the assignment name.



## View Submission Details

### Submission Details

Grade: / 10


#### General Class Question and Answer

**Emily Boone submitted Oct 19 at 2:21pm**


[Re-submit Assignment](#)

The submissions for this assignment are posts in the assignment's discussion. You can view the discussion posts for Emily Boone, or you can [view the full class discussion](#).

from [General Class Question and Answer](#)

 Does Professor Roberts have weekly office hours?

**Add a Comment:**

 [Media Comment](#) [Attach File](#)

[Save](#)

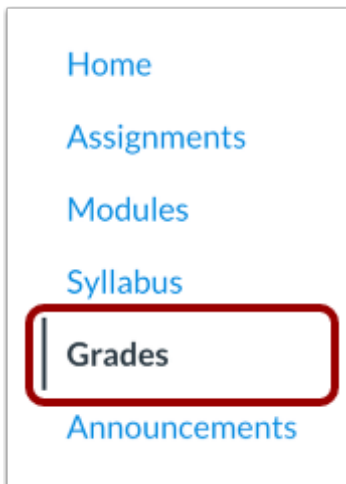
The submission details page displays a submission confirmation which includes the date and time the student submitted the assignment.



## How do I view assignment comments from an instructor as an observer?

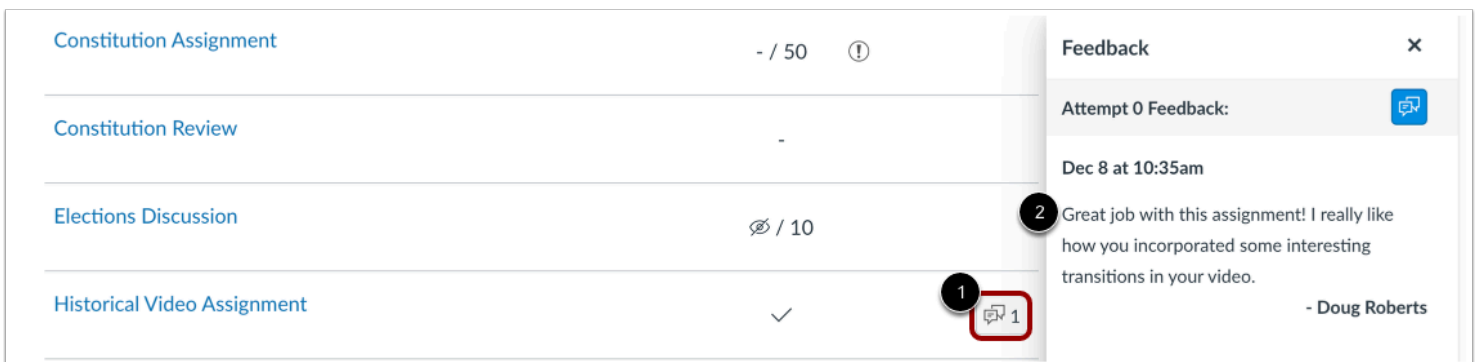
As an observer, you can view comments left for your student by the instructor when they graded the assignment. Comments may be located in the submission details sidebar, as annotations on the submission, and in the [assignment rubric](#).

### Open Grades




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

### View Assignment Comments



Constitution Assignment	- / 50	!
Constitution Review	-	
Elections Discussion	0 / 10	
Historical Video Assignment	✓	1

**Feedback** ×

Attempt 0 Feedback: 

Dec 8 at 10:35am

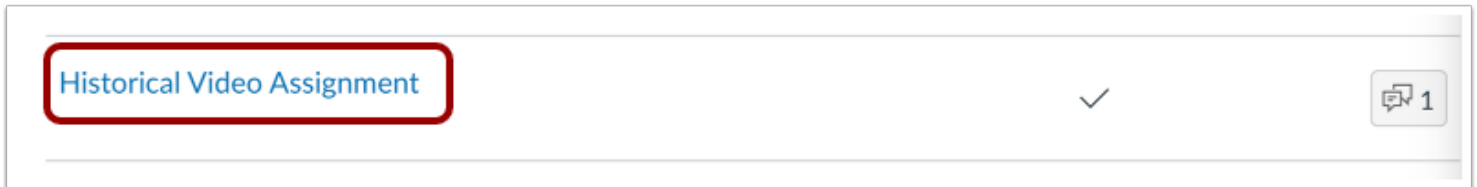
2 Great job with this assignment! I really like how you incorporated some interesting transitions in your video.

- Doug Roberts



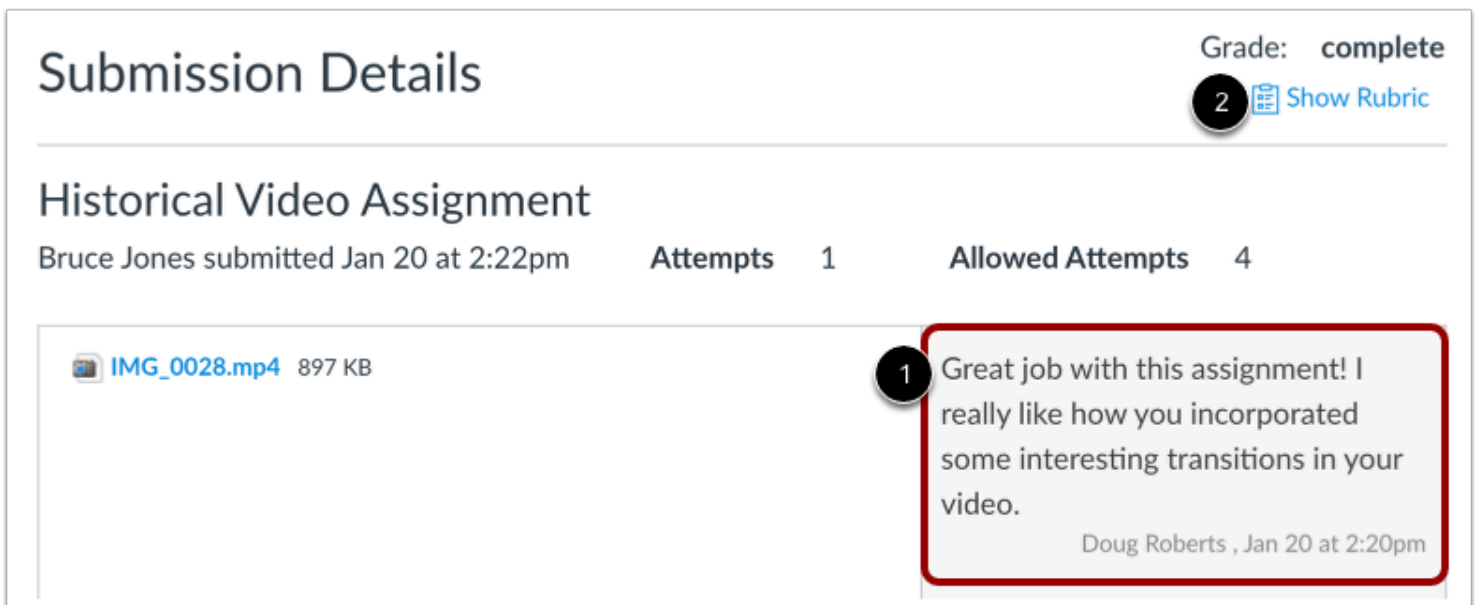
Locate the assignment and click the **Comment** icon [1]. View the assignment comments as well as the comment author, date, time [2].

## Open Assignment Submission Details



You can also view assignment comments in the submission details page. Click the title of the assignment.

## View Submission Comments

A screenshot of the 'Submission Details' page in Canvas. The page title is 'Submission Details' in large blue font. To the right, it says 'Grade: complete' with a green checkmark. Below the title, the assignment name 'Historical Video Assignment' is displayed. Underneath, it says 'Bruce Jones submitted Jan 20 at 2:22pm'. To the right of this, it shows 'Attempts 1' and 'Allowed Attempts 4'. Below the submission information, there is a video thumbnail labeled 'IMG\_0028.mp4' with a size of '897 KB'. To the right of the video, there is a comment box. The comment is circled in red and contains the text: 'Great job with this assignment! I really like how you incorporated some interesting transitions in your video.' Below the comment, it says 'Doug Roberts , Jan 20 at 2:20pm'. There are two numbered callouts: a '1' next to the comment icon and a '2' next to the 'Show Rubric' link.

Instructor and student comments display in the submission sidebar [1].

If the assignment includes a rubric, you can also view rubric comments and details [2].



## View Annotated Comments


### Submission Details

Grade: **complete**  
[Show Rubric](#)

---

### Historical Video Assignment

Bruce Jones submitted Jan 20 at 2:22pm      **Attempts** 1      **Allowed Attempts** 4

 **IMG\_0028.mp4** 897 KB

[View Feedback](#)

Great job with this assignment! I really like how you incorporated some interesting transitions in your video.

Doug Roberts , Jan 20 at 2:20pm

The instructor may have also included annotated feedback in the assignment.

Files that support annotations display a **View Feedback** button where you can view [annotated comments](#).

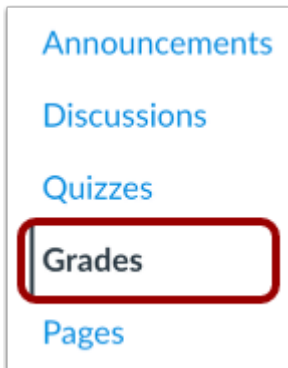


## How do I view the submission details page for an assignment as an observer?

An assignment submission details page displays information about when your student submitted an assignment, the grade they received, and any submission comments left by the instructor or your student. You can access the submission details page for any assignment from the course grades page.

**Note:** If a course does not display a Course Navigation Grades link, you can access student grades from the Canvas dashboard.

### Open Grades



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



## Open Assignment Submission Details

### Grades for Bruce Jones

Print Grades

Course

History 101

▼

Arrange By

Due Date

▼

Apply

Assignments

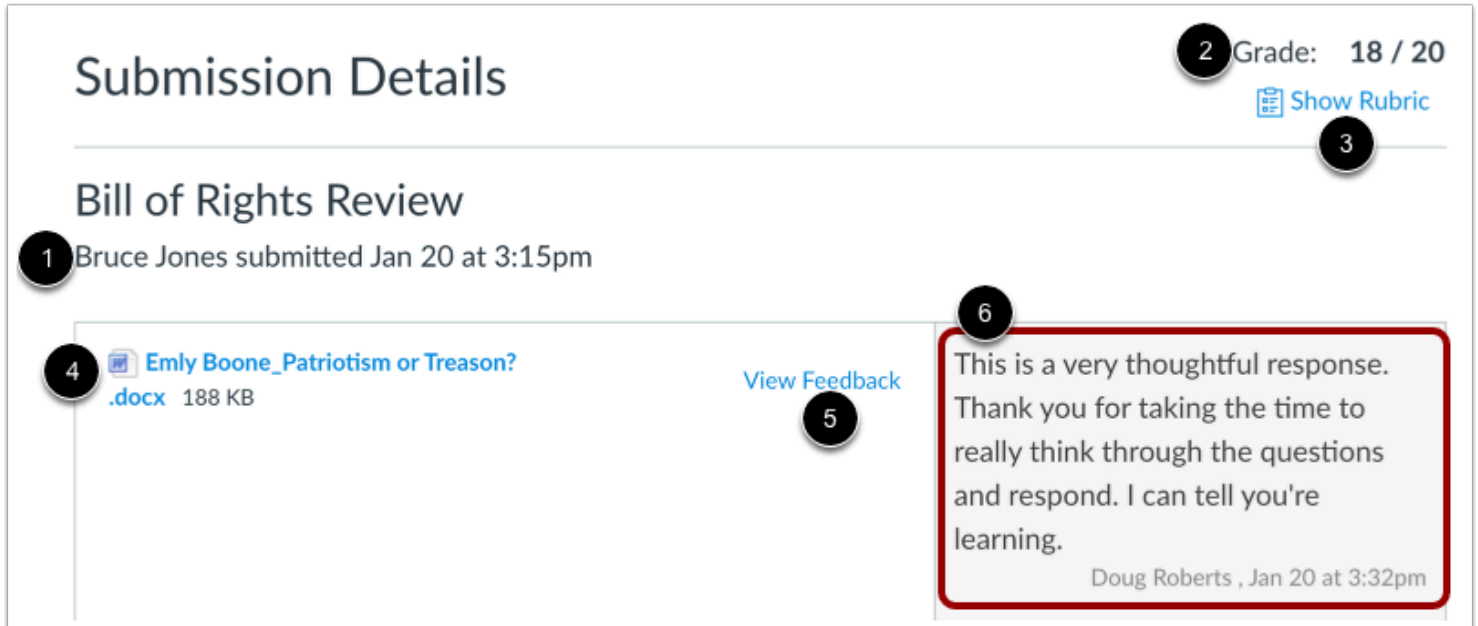
Learning Mastery

Name	Due	Status	Score	Out of
Articles of Confederation vs. Constitution Topic Discussion	Dec 9, 2020 by 11:59pm	MISSING	-	25
Course Introductions	Dec 10, 2020 by 11:59pm	MISSING	-	10
Bill of Rights Review	Feb 2 by 11:59pm		18.8	20

On the grades page, locate the assignment you want to view, then click the assignment name.



## View Submission Details Page



The screenshot shows the 'Submission Details' page in Canvas. At the top, the title 'Submission Details' is on the left, and the grade '18 / 20' is on the right, with a 'Show Rubric' link below it. A 'Bill of Rights Review' section is below the title. A submission by 'Bruce Jones' is listed with the date and time 'Jan 20 at 3:15pm'. Below this, a file named 'Emly Boone\_Patriotism or Treason?.docx' (188 KB) is shown. A 'View Feedback' link is next to the file. A feedback comment from 'Doug Roberts' is displayed in a red-bordered box, stating: 'This is a very thoughtful response. Thank you for taking the time to really think through the questions and respond. I can tell you're learning.' The comment is dated 'Jan 20 at 3:32pm'.

1 Bruce Jones submitted Jan 20 at 3:15pm

2 Grade: 18 / 20

3 Show Rubric

4 Emly Boone\_Patriotism or Treason?.docx 188 KB

5 View Feedback

6 This is a very thoughtful response. Thank you for taking the time to really think through the questions and respond. I can tell you're learning. Doug Roberts , Jan 20 at 3:32pm

The submission details page displays the [submission date and time](#) [1].

If the instructor has graded the assignment, you can view the assignment score [2]. You can also view the rubric for the assignment [3].

The submission section displays the student's submission [4]. If the student submitted a file upload, you can download and view the submission. You may also be able to [view the instructor's annotated feedback](#) in the assignment [5].

The comments sidebar displays [instructor and student comments](#) [6].



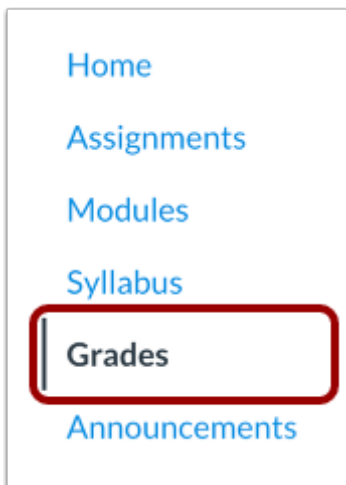
## How do I view annotation feedback comments directly in an assignment submission as an observer?

An instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** link, you can view these annotated comments through a preview tool called Canvas DocViewer.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

**Note:** If the assignment attachment displays a **Preview** button instead of the **View Feedback** button, the assignment submission file is not DocViewer compatible and does not include any annotated comments.


### Open Grades



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




## Open Assignment Submission Details

Position Paper	Jul 21, 2023 by 11:59pm	25 / 25	
Bill of Rights Review		18.8 / 20	
Class Survey		- / 10	

Locate the assignment and click the assignment name.


## Open Feedback

### Submission Details

Grade: 18 / 20  
 [Show Rubric](#)

#### Bill of Rights Review

Bruce Jones submitted Jan 20 at 3:15pm

 **Emly Boone\_Patriotism or Treason?**  
.docx 188 KB

[View Feedback](#)

This is a very thoughtful response. Thank you for taking the time to really think through the questions and respond. I can tell you're learning.

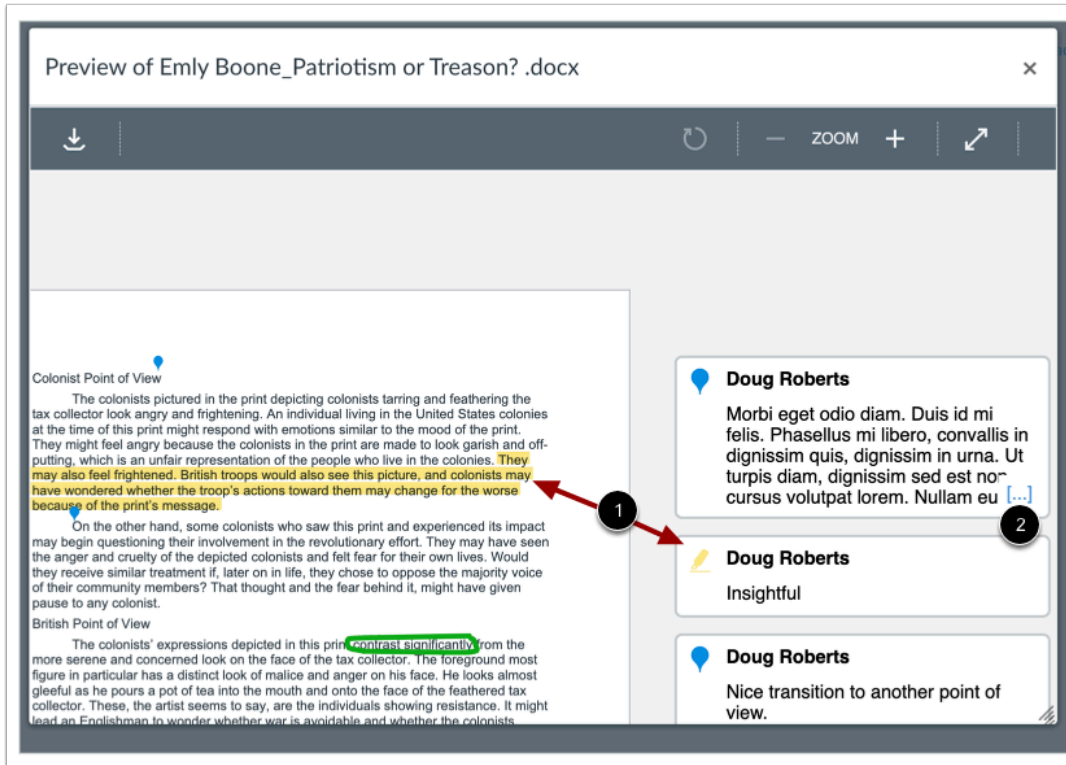
Doug Roberts , Jan 20 at 3:32pm

Click the **View Feedback** button.

**Note:** If the assignment attachment displays a **Preview** button, the file is not DocViewer compatible.



## View Annotated Comments



Preview of Emly Boone\_Patriotism or Treason?.docx

↓ ↺ — ZOOM + ↗

Colonist Point of View

The colonists pictured in the print depicting colonists tarring and feathering the tax collector look angry and frightening. An individual living in the United States colonies at the time of this print might respond with emotions similar to the mood of the print. They might feel angry because the colonists in the print are made to look garish and off-putting, which is an unfair representation of the people who live in the colonies. They may also feel frightened. British troops would also see this picture, and colonists may have wondered whether the troop's actions toward them may change for the worse because of the print's message.

On the other hand, some colonists who saw this print and experienced its impact may begin questioning their involvement in the revolutionary effort. They may have seen the anger and cruelty of the depicted colonists and felt fear for their own lives. Would they receive similar treatment if, later on in life, they chose to oppose the majority voice of their community members? That thought and the fear behind it, might have given pause to any colonist.

British Point of View

The colonists' expressions depicted in this print contrast significantly from the more serene and concerned look on the face of the tax collector. The foreground most figure in particular has a distinct look of malice and anger on his face. He looks almost gleeful as he pours a pot of tea into the mouth and onto the face of the feathered tax collector. These, the artist seems to say, are the individuals showing resistance. It might lead an Englishman to wonder whether war is avoidable and whether the colonists

**Doug Roberts**

Morbi eget odio diam. Duis id mi felis. Phasellus mi libero, convallis in dignissim quis, dignissim in urna. Ut turpis diam, dignissim sed est non cursus volutpat lorem. Nullam eu [...]

**Doug Roberts**

Insightful

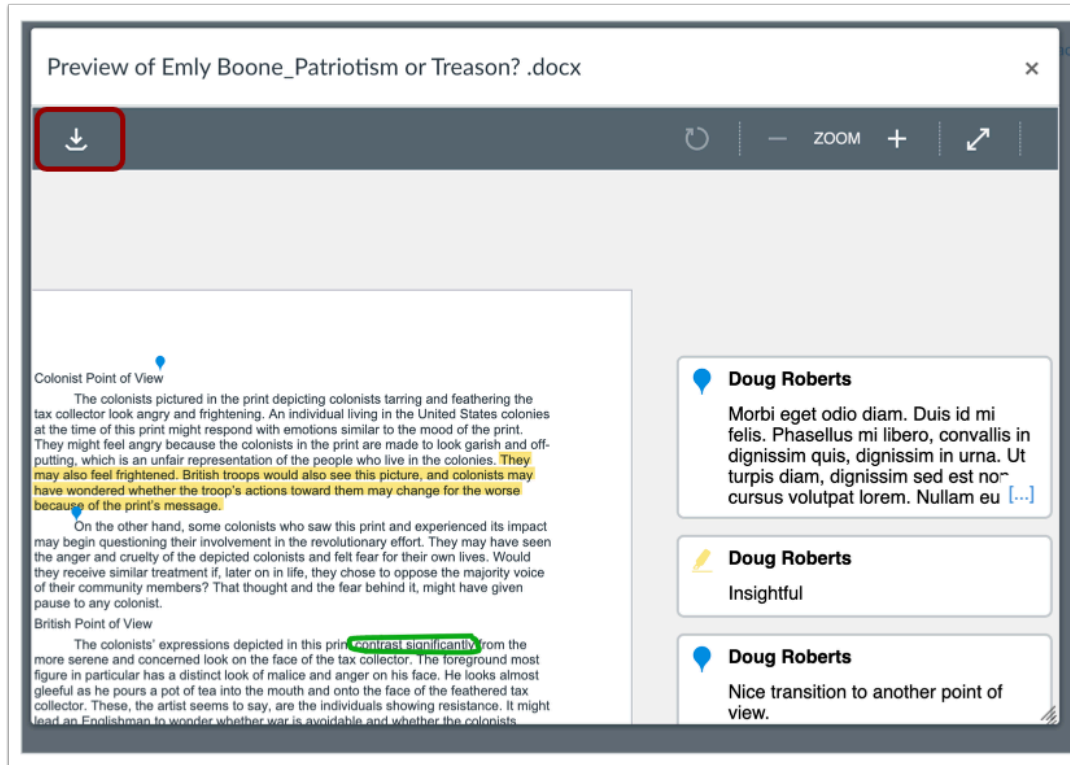
**Doug Roberts**

Nice transition to another point of view.

View the instructor's annotated comments [1]. When an annotated comment includes multiple content lines, the content box displays an ellipses link. To expand a comment, click the **Ellipses** link [2].



## Download File



To download a PDF of the submission and annotations, click the **Download** icon.



## How do I view my student's assignment feedback as an observer in Canvas for Elementary?

*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

This lesson shows you how to view my student's assignment in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to view Assignments as an observer](#) in Classic Canvas.

You can view most assignment comments added by your student's instructor in the assignment submission sidebar. However, your student's instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called Canvas DocViewer.

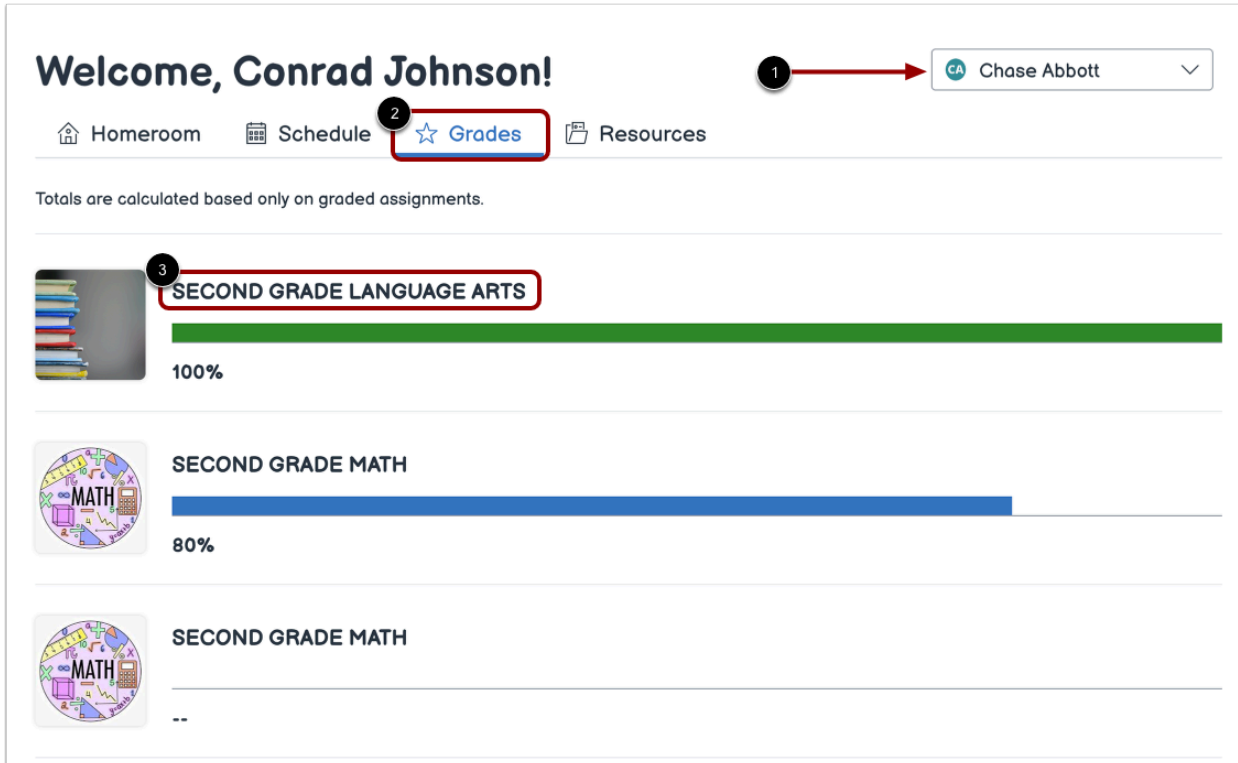
Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

### Notes:

- If the assignment attachment displays a **Preview** button instead of the **View Feedback** button, your student's file is not DocViewer compatible and will not include any annotated comments.
- If your student submitted a group assignment but is not a member of a group, instructor comments may not display in the Submission Details page. You can view comments in Grades page or the Submission Comments folder of the Inbox.



## Open Subject Grades



The screenshot shows the Canvas Observer interface for a student named Conrad Johnson. At the top, a welcome message "Welcome, Conrad Johnson!" is displayed. To the right, a dropdown menu shows the user "Chase Abbott" with a red arrow pointing to it, labeled with a circled "1". Below the welcome message, there are four tabs: "Homeroom", "Schedule", "Grades" (highlighted with a red box and a circled "2"), and "Resources". A note states: "Totals are calculated based only on graded assignments." Below this, there are three subject entries. The first entry is "SECOND GRADE LANGUAGE ARTS" with a green progress bar at 100%, labeled with a circled "3". The second entry is "SECOND GRADE MATH" with a blue progress bar at 80%. The third entry is also "SECOND GRADE MATH" with a progress bar at --.

Subject	Progress
SECOND GRADE LANGUAGE ARTS	100%
SECOND GRADE MATH	80%
SECOND GRADE MATH	--


If you are observing more than one student, select the name of the student you'd like to view feedback for in the **Observing** drop-down menu [1].

From the Homeroom, click the **Grades** tab [2].

To view your student's grade details for a subject, click the subject name [3].



## Open Submission Feedback



### Second Grade Language Arts

[Home](#)
[Schedule](#)
[Modules](#)
[Grades](#)
[Resources](#)

Assignments

Learning Mastery

**Total: 100.00%**

Totals are calculated based only on graded assignments.

> View Assignment Group Totals

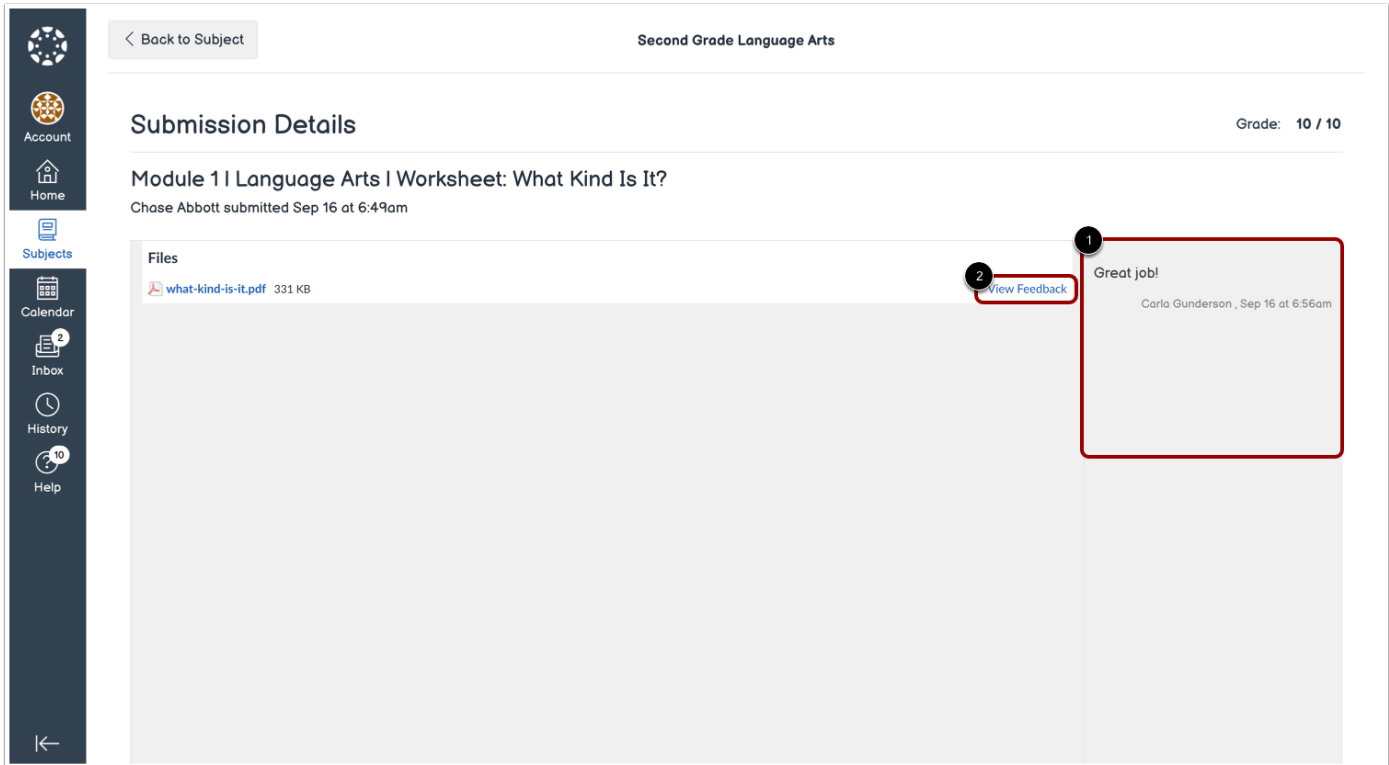
Assignment	Due Date	Assignment Group	Score
Module 2   Language Arts I Worksheet: Matching Synonyms <span>Missing</span>	Fri, Aug 8, 2025, 11:59 PM	Language Arts & Reading Activities	— pts Out of 10 pts
• Module 1   Language Arts I Worksheet: What Kind Is It? <span>Submitted Tue, Sep 16, 2025, 6:49 AM</span>	Mon, Oct 13, 2025, 11:59 PM	Language Arts & Reading Activities	10 pts Out of 10 pts <a href="#">View feedback</a>

If your student's instructor has added feedback to your submission, you can view their feedback by clicking the **View feedback** link.

**Note:** The View Feedback link only displays if your student's instructor has left feedback on your student's submission.



## View Submission Feedback



Canvas Observer Guide

Second Grade Language Arts

Back to Subject

Submission Details

Grade: 10 / 10

Module 1 | Language Arts | Worksheet: What Kind Is It?

Chase Abbott submitted Sep 16 at 6:49am

Files

what-kind-is-it.pdf 331 KB

View Feedback

Great job!

Carla Gunderson , Sep 16 at 6:56am

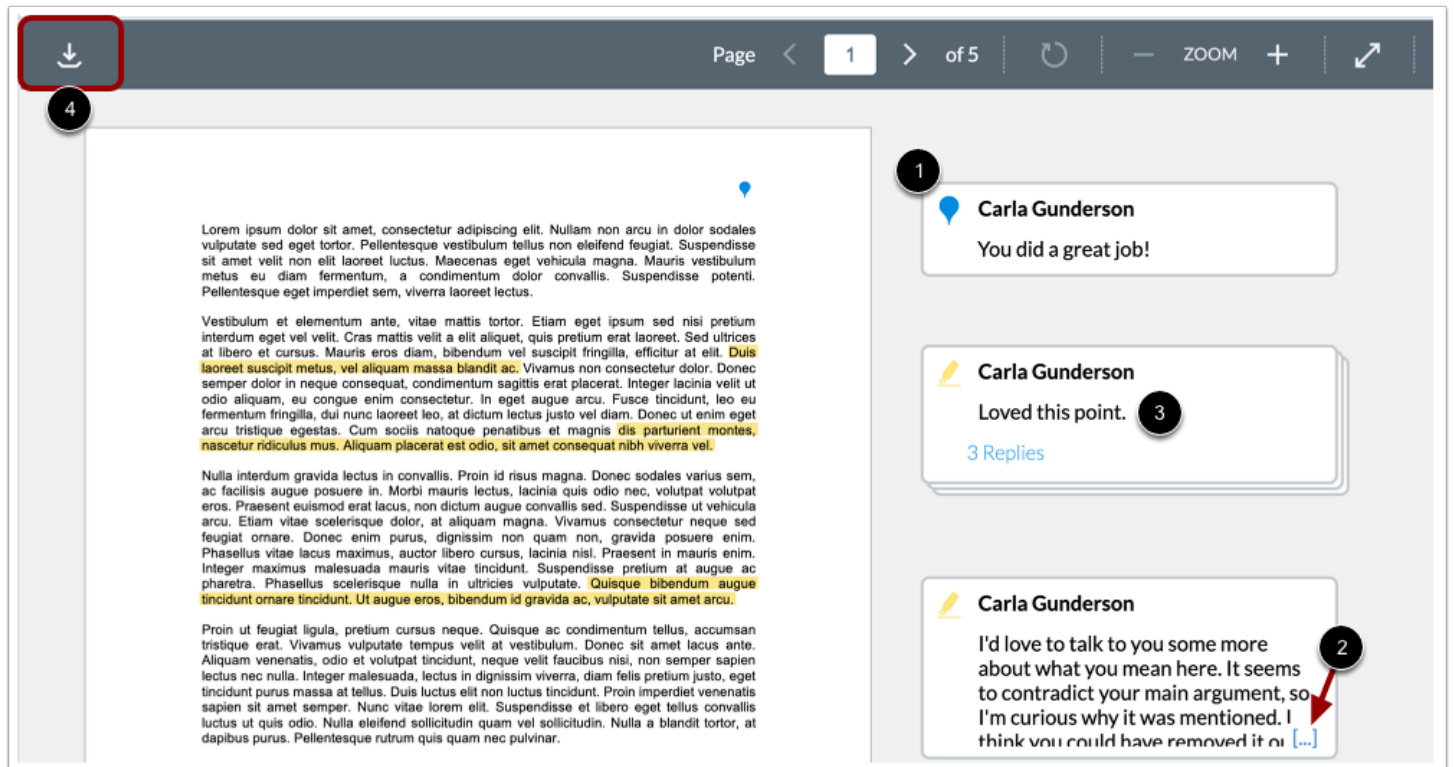
Any instructor comments added to your student's submission, as well as any comments added by your student, appear in the Comments portion of the sidebar [1].

If your student submitted the assignment with a file upload, your student's instructor may have included annotated feedback in the assignment. If your student's instructor included annotated feedback, you can view it by clicking the **View Feedback** link [2].

**Note:** If the assignment attachment displays a **Preview** button, your student's file is not DocViewer compatible.



## View Annotated Feedback



View the annotated comments from your student's instructor [1].

When an annotated comment includes multiple content lines, the content box displays an ellipsis link. To expand a comment, click the ellipses link [2].

To view stacked replies, click the comment to expand all replies [3].

To download a PDF of the submission and annotations, click the **Download** icon [4].



## Collaborations



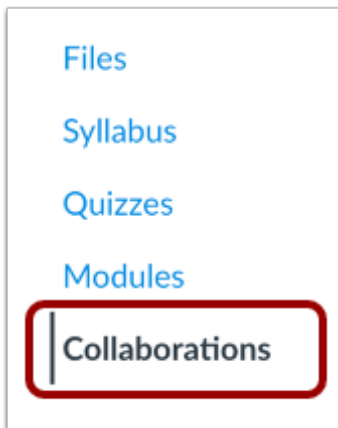
## How do I view Collaborations as an observer?

If you've been invited to join a collaboration by an instructor, you can access the collaboration from Canvas. You can also view collaboration files from within your online account associated with the collaboration type (OneDrive or Google Drive).

### Notes:

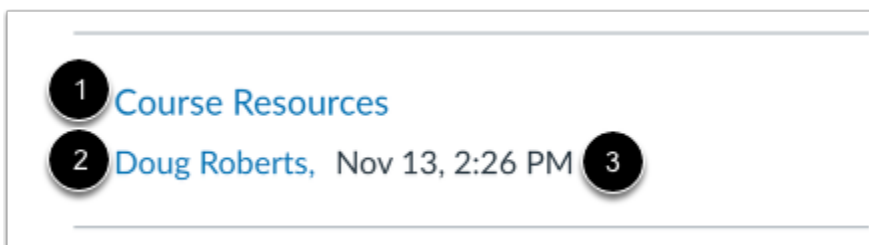
- You cannot view, join, or participate in a collaboration unless invited by an instructor.
- Depending on your student's school's preference, your Collaborations page may not match the images shown in this lesson. However, the functionality of the page remains the same.

## Open Collaborations



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

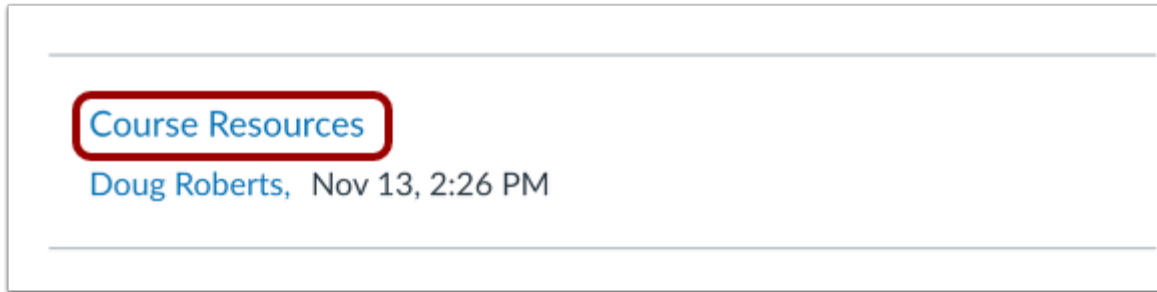
## View Collaborations





The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description (if applicable), the person who created the collaboration [2], and the date and time the collaboration was created [3].

## Open Collaboration

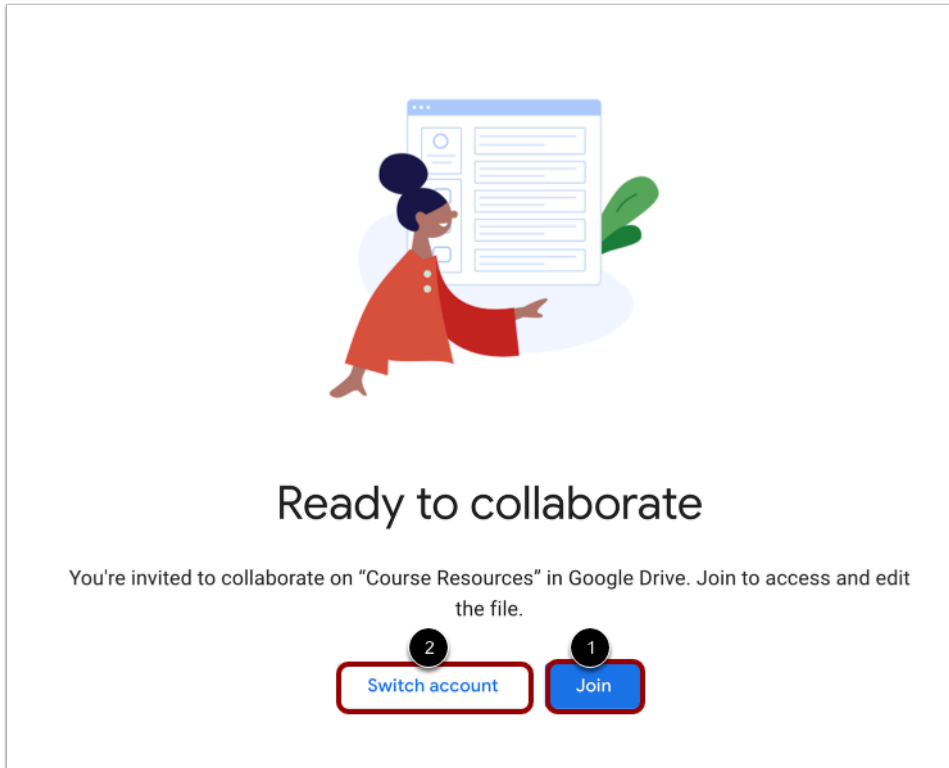


To open a collaboration, click the name of the collaboration.

**Note:** The collaboration will open in a new tab. You may be asked to sign in to view the file.



## Access Collaborations



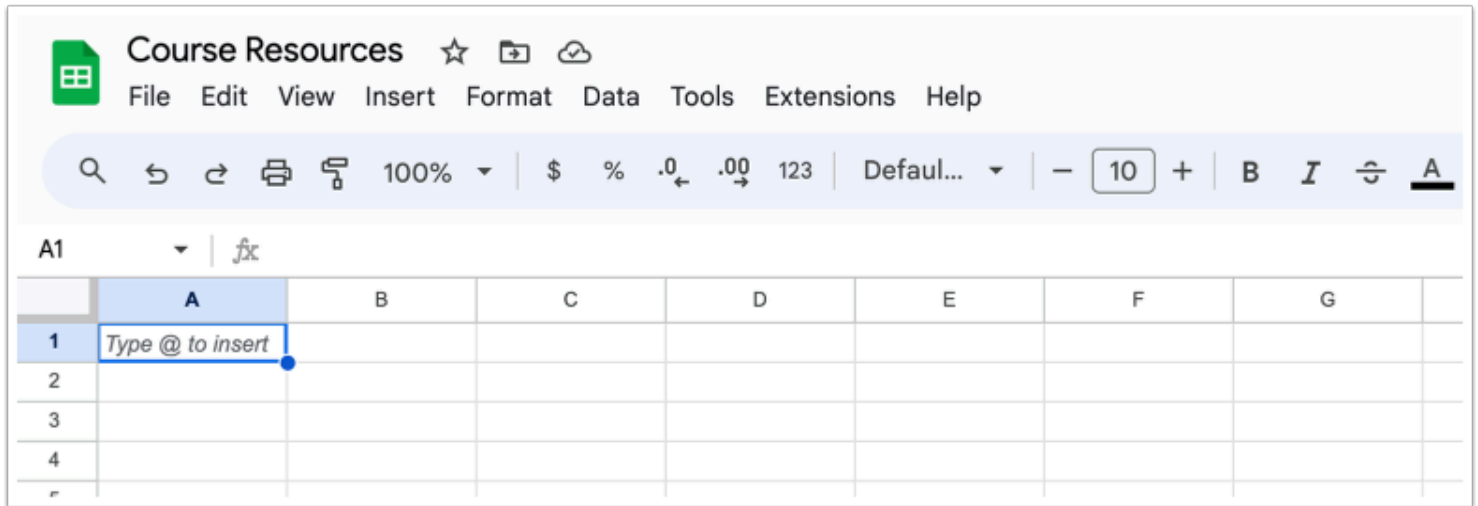
To access a file, you may need to authorize Canvas to access your Google Drive or OneDrive account.

To join the file, click the **Join** button [1].

To switch accounts, click the **Switch account** button [2].



## View File



The screenshot shows a Google Sheets interface. At the top, the title bar reads "Course Resources" with icons for a star, a folder, and a cloud. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Extensions, and Help. A toolbar contains various icons for search, undo, redo, print, copy, paste, zoom (100%), currency (\$), percentage (%), decimal places (.0, .00), text color (123), background color (Default...), font size (10), bold (B), italic (I), text color (A), and underline (A). The spreadsheet grid has columns labeled A through G and rows numbered 1 through 4. Cell A1 is selected and contains the text "Type @ to insert".

View the file in [Google Drive](#) or [OneDrive](#).



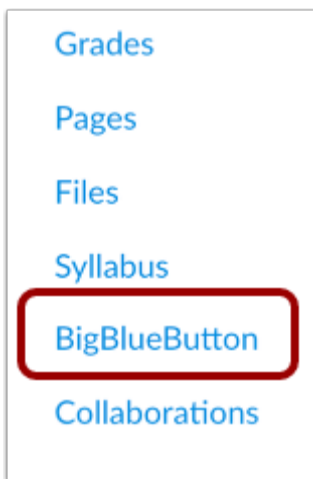
## Conferences



## How do I use Conferences in a course as an observer?

The Conferences page allows you to view all the conferences within a course. As an observer, you can join conferences where you have been invited to participate.

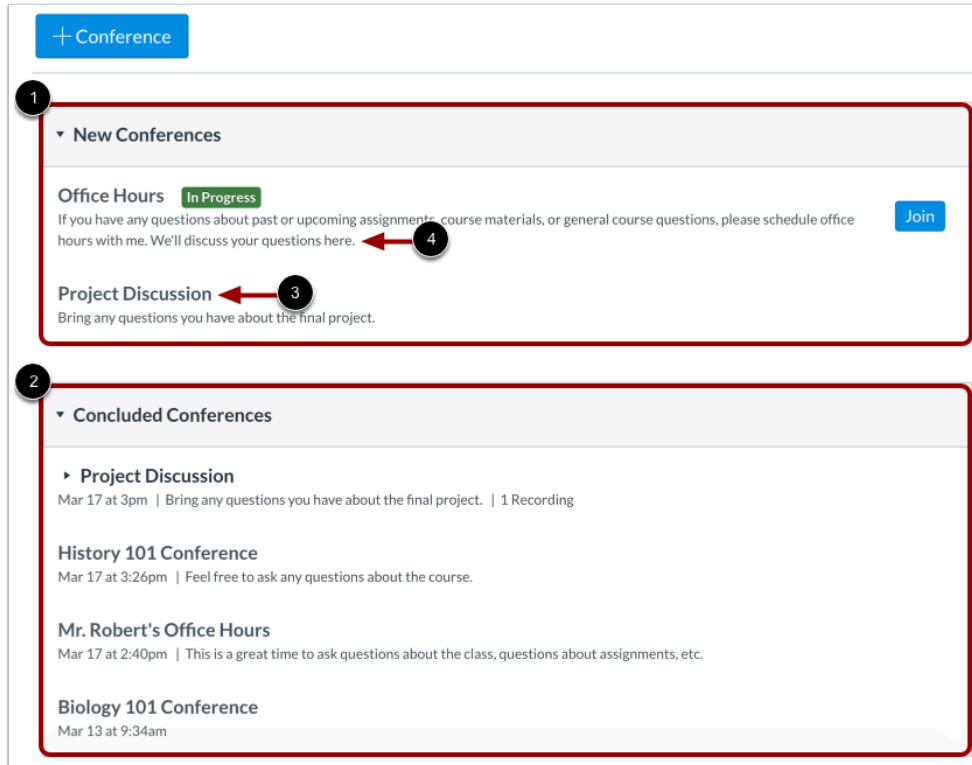
### Open Conferences



In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.



## View Conferences



The screenshot shows the Canvas Conferences interface. At the top left is a blue button with a plus icon and the text '+ Conference'. Below this, the interface is divided into two main sections, each enclosed in a red rectangular box. The first section, labeled with a '1' in a black circle, is titled 'New Conferences' and has a dropdown arrow. It contains two conference entries. The first entry is 'Office Hours', which has a green 'In Progress' status tag. Its description reads: 'If you have any questions about past or upcoming assignments, course materials, or general course questions, please schedule office hours with me. We'll discuss your questions here.' To the right of this description is a blue 'Join' button. A red arrow points from a '4' in a black circle to the description text. The second entry is 'Project Discussion', with a description 'Bring any questions you have about the final project.' A red arrow points from a '3' in a black circle to the conference name. The second section, labeled with a '2' in a black circle, is titled 'Concluded Conferences' and also has a dropdown arrow. It lists three past conferences: 'Project Discussion' (Mar 17 at 3pm | Bring any questions you have about the final project. | 1 Recording), 'History 101 Conference' (Mar 17 at 3:26pm | Feel free to ask any questions about the course.), 'Mr. Robert's Office Hours' (Mar 17 at 2:40pm | This is a great time to ask questions about the class, questions about assignments, etc.), and 'Biology 101 Conference' (Mar 13 at 9:34am).

You can view conferences where you have been invited to participate.

Conferences are grouped in two parts: New Conferences [1] and Concluded Conferences [2]. Both always display the conference name [3] and description [4].



## View In Progress Conference

▼ New Conferences

**Office Hours** In Progress 2

If you have any questions about past or upcoming assignments, course materials, or general course questions, please schedule office hours with me. We'll discuss your questions here.

1 Join

**Project Discussion**

Bring any questions you have about the final project.

New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, click the **Join** button [1]. Once the conference has started, the conference status shows as in progress [2].

You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

## View Concluded Conferences

▼ Concluded Conferences

▶ **Project Discussion**  
Mar 17 at 3pm | Bring any questions you have about the final project. | 1 Recording

**History 101 Conference**  
Mar 17 at 3:26pm | Feel free to ask any questions about the course.

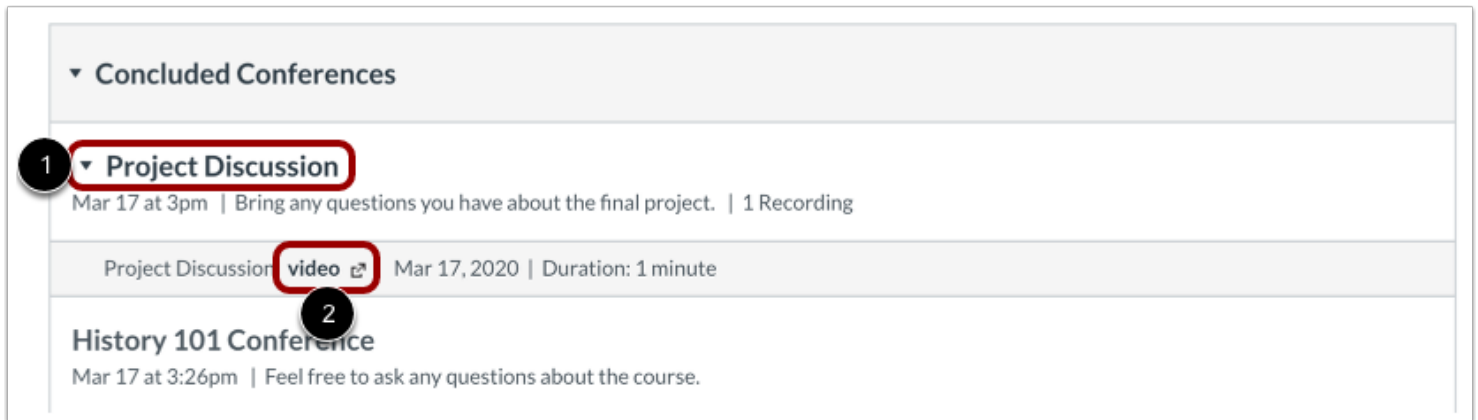
**Mr. Robert's Office Hours**  
Mar 17 at 2:40pm | This is a great time to ask questions about the class, questions about assignments, etc.

**Biology 101 Conference**  
Mar 13 at 9:34am



Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference.

## View Recorded Conference



When your conference has concluded, click the name of the recorded conference [1]. To replay the conference, click the recording format link [2]. The recording format displays as either a presentation or a video.

The recording format link does not appear until the conference has been rendered for playback. The rendering process may take some time to complete. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

**Note:** For all basic Conference accounts, recordings are automatically deleted 7 days after the conference ends.



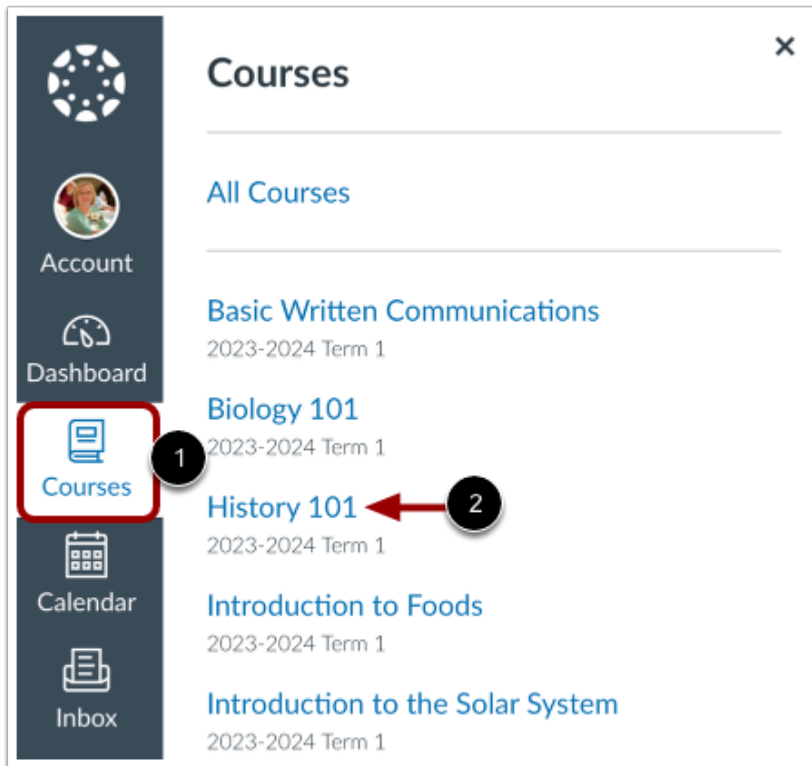
## How do I join a conference in a course as an observer?

You can join a conference that has already been started by the conference host. In order to join a conference, you must first be invited to the conference by the host.

To use your microphone, you must give Conferences access to your microphone settings. As part of joining the conference, you must verify these settings in your browser.

**Note:** It is recommended that users use Chrome or Firefox browsers to access the Conferences interface.

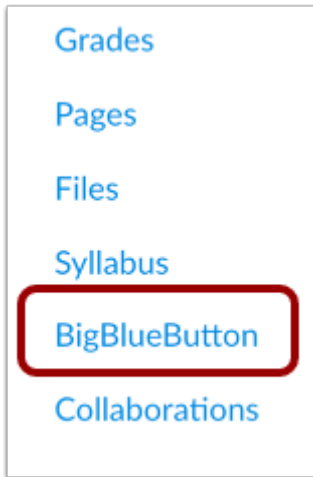
## Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

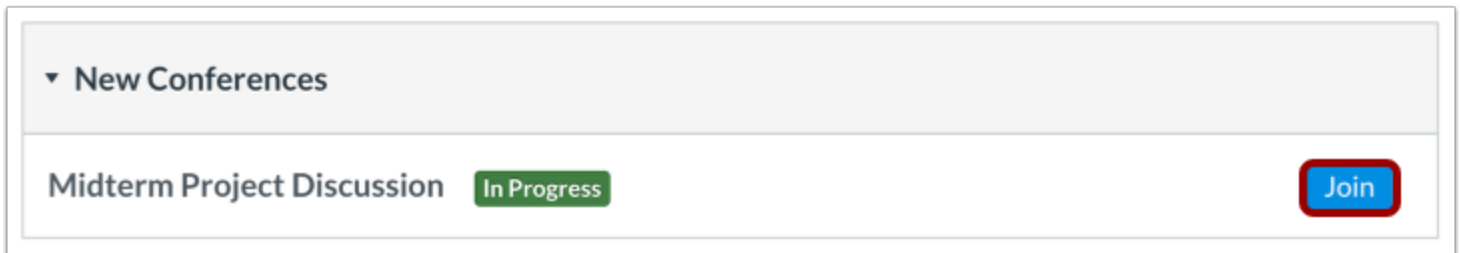


## Open Conferences



In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

## Join Conference



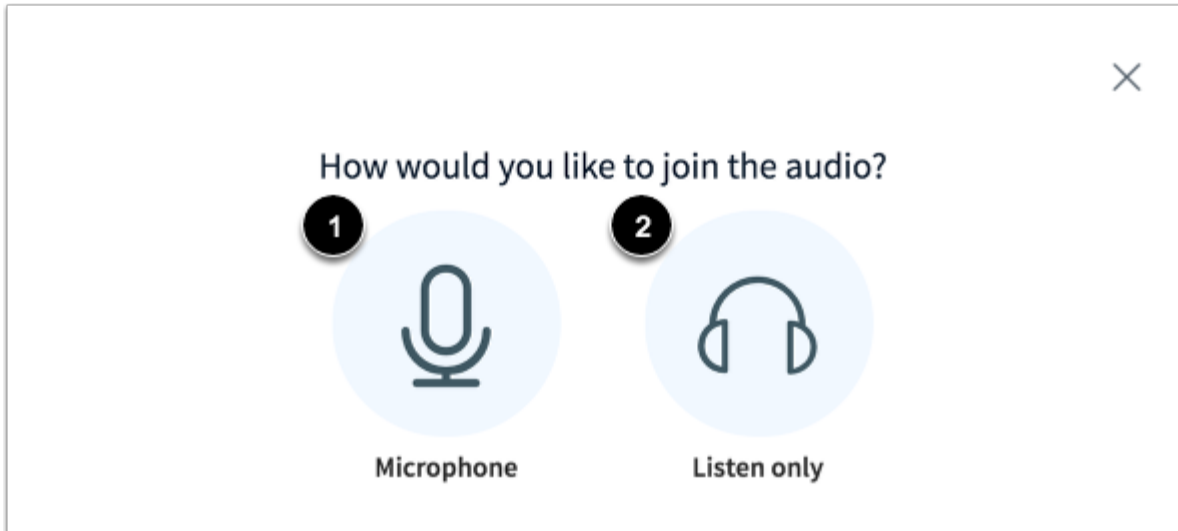
Next to the conference you want to join, click the **Join** button.

### Notes:

- If you do not have the option to join a conference, you may not have been invited to the conference by the host.
- You cannot join a conference until the conference host has started the conference.

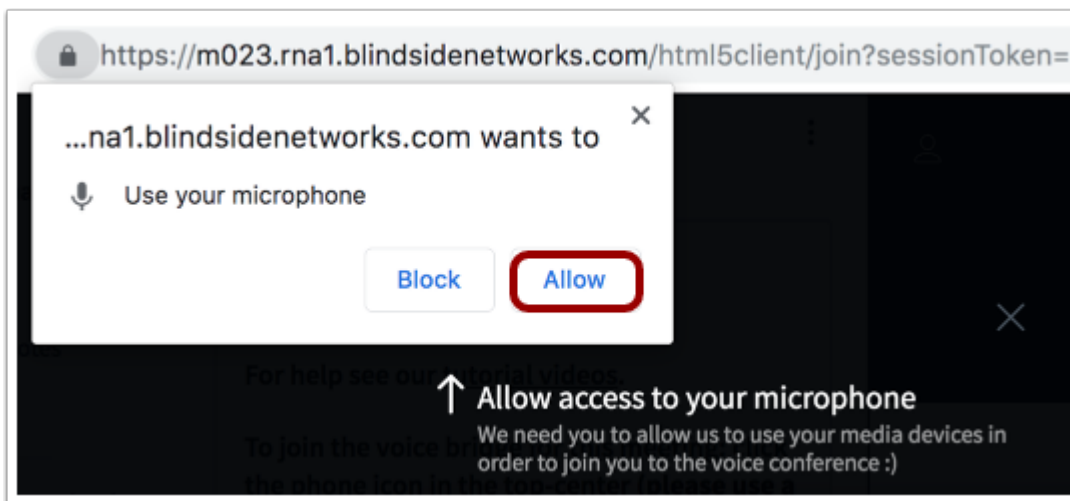


## Join the Audio



To use your microphone during the conference, click the **Microphone** icon [1]. To join the conference without enabling a microphone, click the **Listen only** icon [2]. You will be able to change your audio preference once you've joined the conference.

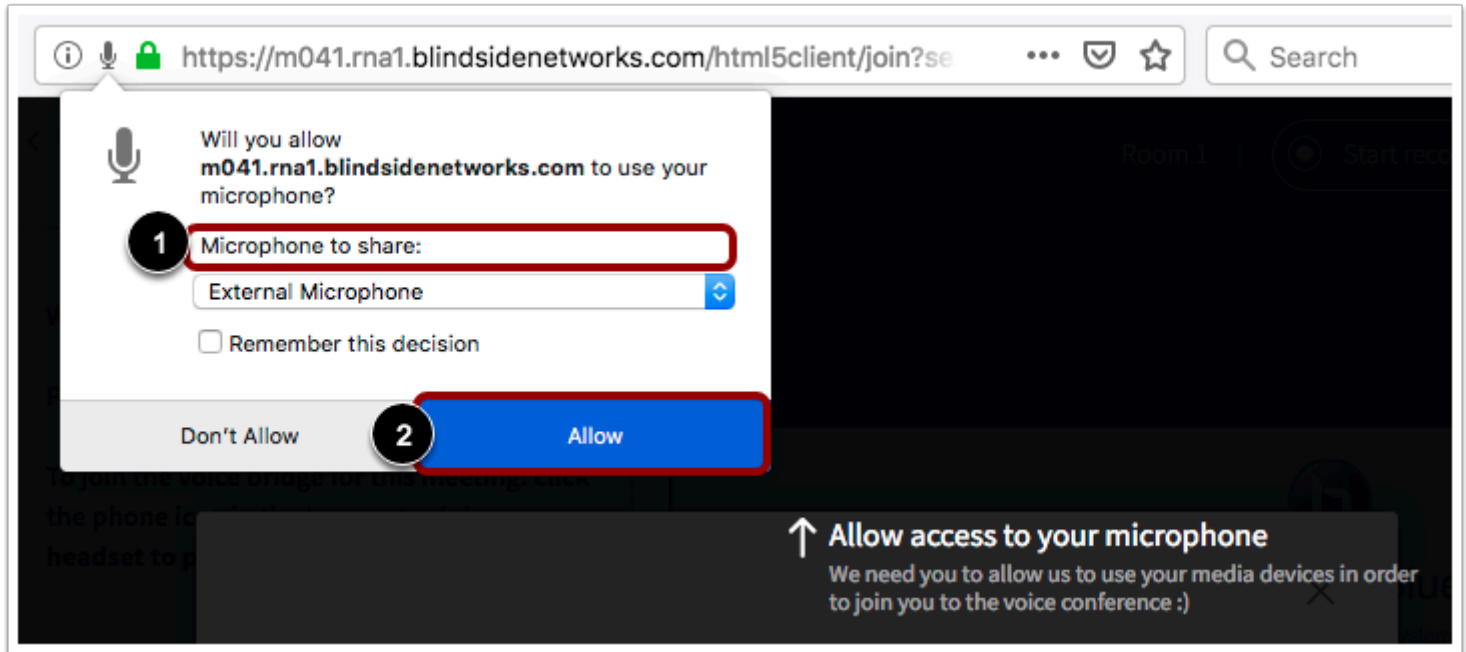
## View Chrome Microphone Permissions



To enable a microphone in a Chrome browser, click the **Allow** button.

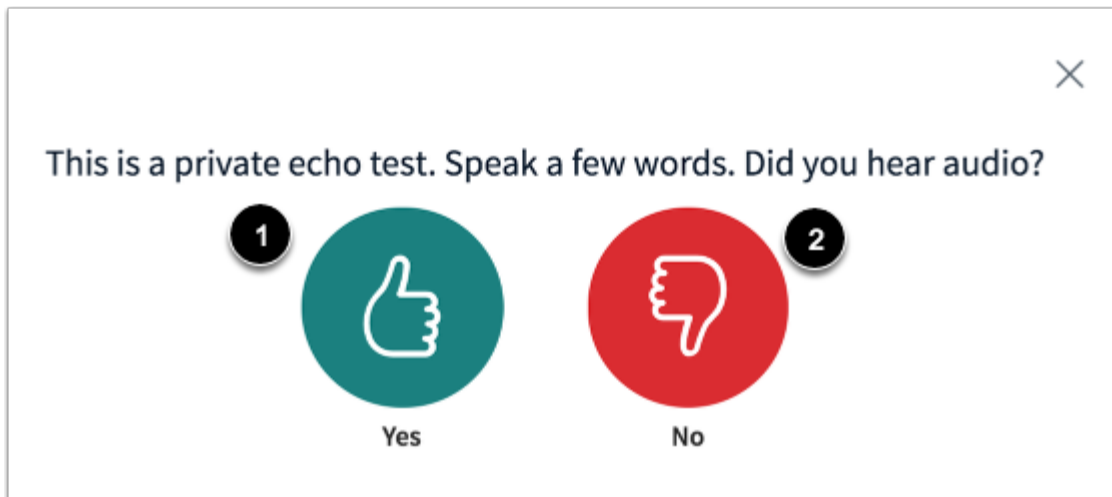


## View Firefox Microphone Permissions



To enable a microphone in a Firefox browser, select your microphone in the **Microphone to share** menu [1]. Then click the **Allow** button [2].

## Complete Audio Test

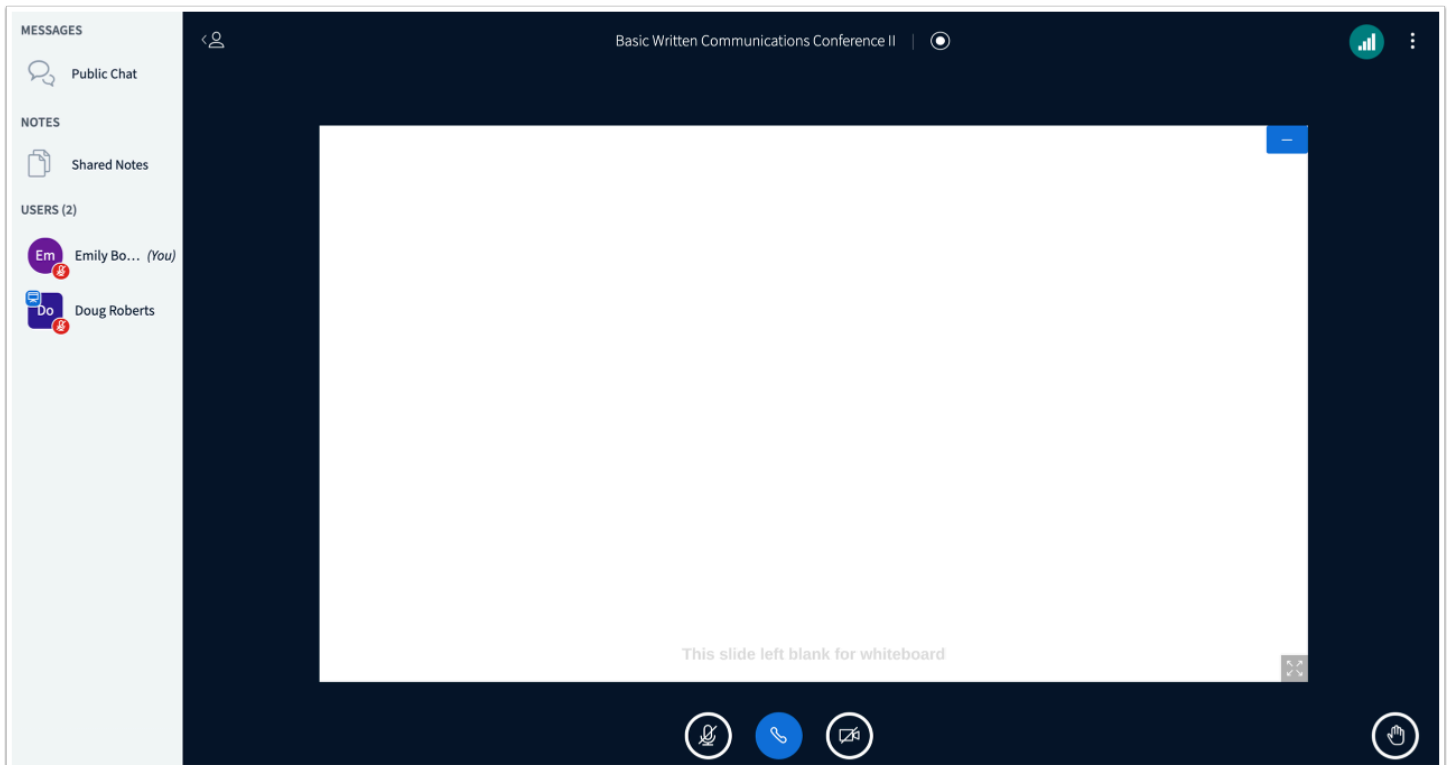




To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the **Yes** icon [1]. To choose a different microphone and repeat the audio test, click the **No** icon [2].

**Note:** It is recommended that you use a headset with a microphone for best audio experience.

## View Conference



View the conference.

For more information, visit our guide on how to [use the Conferences interface as a participant](#).



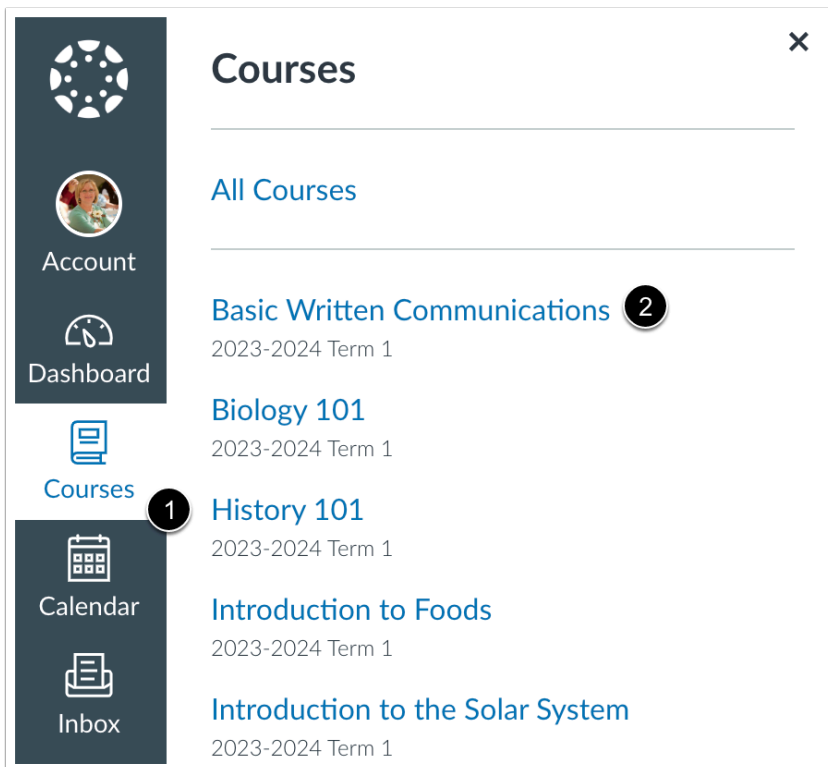
## Course Navigation



## How do I navigate a Canvas course as an observer?

As an observer, you can view your student's courses. Depending on your student's instructors course organization, you may not have access to certain parts of the course. For more information, refer to the [Observer Visibility and Participation](#) resource document.

### Open Course

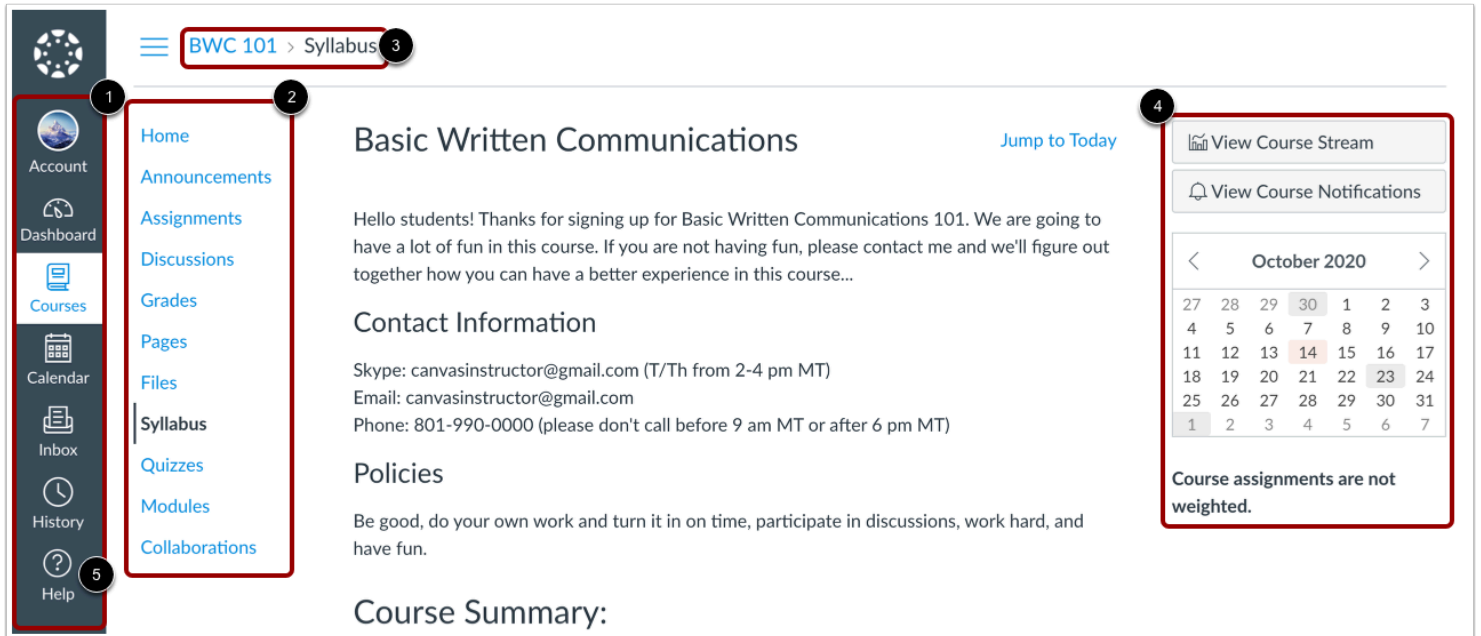


The screenshot shows the Canvas interface. On the left is a dark sidebar with navigation icons and labels: a globe icon, a person icon labeled 'Account', a clock icon labeled 'Dashboard', a book icon labeled 'Courses' (with a red circle containing the number 1), a calendar icon labeled 'Calendar', and a document icon labeled 'Inbox'. The main content area is titled 'Courses' with a close button (X) in the top right. Below the title is a section 'All Courses'. A list of courses follows, each with a name and the term '2023-2024 Term 1': 'Basic Written Communications' (with a red circle containing the number 2), 'Biology 101', 'History 101', 'Introduction to Foods', and 'Introduction to the Solar System'.

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



## View Canvas Course Interface



The screenshot shows the Canvas course interface for 'Basic Written Communications'. The interface includes a sidebar with navigation links, a breadcrumb trail, a main content area with course details, and a right-hand sidebar with course stream and notifications.

**Callouts:**

- 1: Global Navigation (Sidebar)
- 2: Course Navigation (Breadcrumb)
- 3: Breadcrumb Navigation (BWC 101 > Syllabus)
- 4: Course Stream and Notifications (Right-hand sidebar)
- 5: Help link (Bottom of sidebar)

**Course Details:**

**Basic Written Communications** [Jump to Today](#)

Hello students! Thanks for signing up for Basic Written Communications 101. We are going to have a lot of fun in this course. If you are not having fun, please contact me and we'll figure out together how you can have a better experience in this course...

**Contact Information**

Skype: canvasinstructor@gmail.com (T/Th from 2-4 pm MT)  
 Email: canvasinstructor@gmail.com  
 Phone: 801-990-0000 (please don't call before 9 am MT or after 6 pm MT)

**Policies**

Be good, do your own work and turn it in on time, participate in discussions, work hard, and have fun.

**Course Summary:**

**Right-hand sidebar:**

- View Course Stream
- View Course Notifications
- October 2020 calendar
- Course assignments are not weighted.

Observers can view Global Navigation, Course Navigation, Breadcrumb Navigation, Sidebar, and the Help link.

- The [Global Navigation](#) allows you to navigate across all of your student's Canvas courses [1].
- The [Course Navigation](#) allows you navigate within your student's course(s) [2].
- The Breadcrumb Navigation displays where you have navigated inside of a course and allows you to move backward [3].
- The Sidebar is mostly empty for Observers. Depending on the page you are visiting, your student's upcoming assignments and events may be displayed [4].
- The Help link can be used to ask for assistance from your student's instructor or the Canvas Support Team [5].

**Note:** Depending on your student's instructor, you may not have access to certain parts of the course.



## How do I use the Course Activity Stream as an observer?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the [Global Activity Stream](#) in the Dashboard when you first log in to Canvas.

The following activities will cause notifications to appear in the Course Activity Stream:







- 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

### Notes:

- Notifications in the Course Activity Stream do not appear for activity in files, collaborations, grades, pages, or conferences; ungraded quizzes and surveys; or edits to discussions.
- Edits to quizzes and assignments will only appear in the Course Activity Stream when the **Notify users that this content has changed** button has been selected.
- If your student's Course Home Page is already set to view the course stream, the View Course Stream button does not appear in the course sidebar.



## Open Course

  
  
Account  
  
Dashboard  
  
Courses  
  
Calendar  
  
Inbox

### Courses

---

[All Courses](#)

---

[Basic Written Communications](#) <sup>2</sup>

2023-2024 Term 1

[Biology 101](#)

2023-2024 Term 1

<sup>1</sup> [History 101](#)

2023-2024 Term 1

[Introduction to Foods](#)

2023-2024 Term 1

[Introduction to the Solar System](#)

2023-2024 Term 1

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



## Open Course Activity

View Course Stream

View Course Notifications

< April 2021 >

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

Course assignments are not weighted.

In the Home Page sidebar, click the **View Course Stream** button.


**Note:** If your student's Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.



## View Course Activity


### Recent Activity in BWC 101

2


1 Announcement

SHOW MORE ▾

1


1 Assignment Notification

SHOW MORE ▾

The Course Activity Stream contains recent notifications in the course, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your course and easily ask questions and post to discussion forums. Unlike course cards on the Dashboard, the activity stream does not mimic visibility of Course Navigation links.

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon for the activity [1]. New activity in your account is indicated by a blue dot [2]. Discussions and announcements indicate new activity items published in a course, and conversations indicate a new message received from a user in a course. Recent activity items remain for four weeks.

## Expand and Collapse Notifications

### Recent Activity in BWC 101



1 Announcement

1 SHOW MORE ▾


1 Assignment Notification

2 SHOW LESS ▲

Assignment Created - Assignment #6, Basic Written Communications
Apr 5 at 10:42am
X



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

## Manage Recent Activity

### Recent Activity in BWC 101

---

 **1 Announcement** [SHOW MORE ▼](#)

---

 **1 Assignment Notification** [SHOW LESS ▲](#)

---

**1**

Assignment Created - Assignment #6, Basic Written Communications

Apr 5 at 10:42am



**2**

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

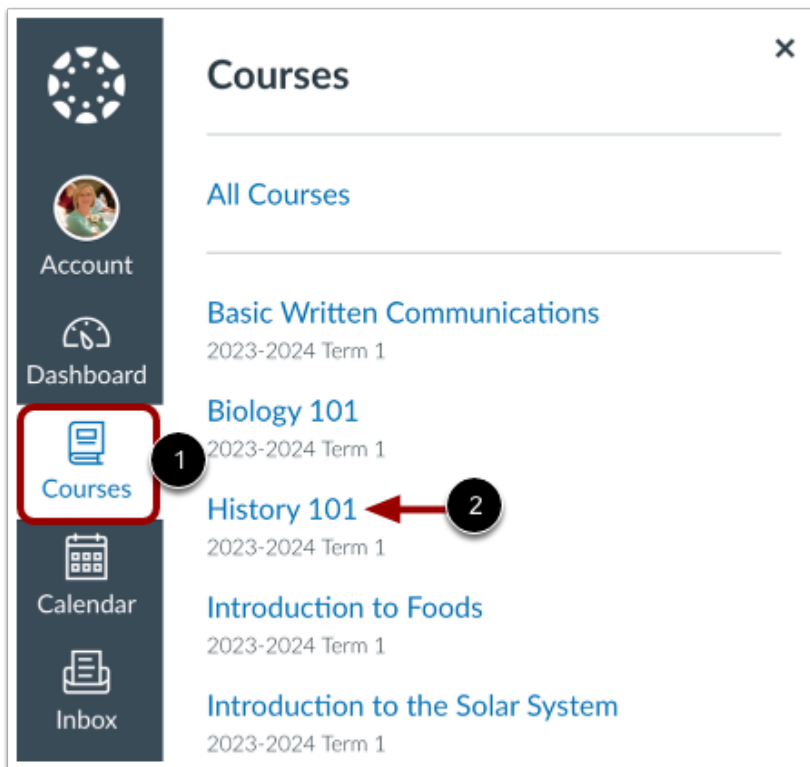


## How do I use the Course Home Page as an observer?

If you are enrolled in a course as an observer, the Course Home Page helps you navigate your student's course and manage your student's coursework.

**Note:** Your student's instructor may choose to display a different font for your course.

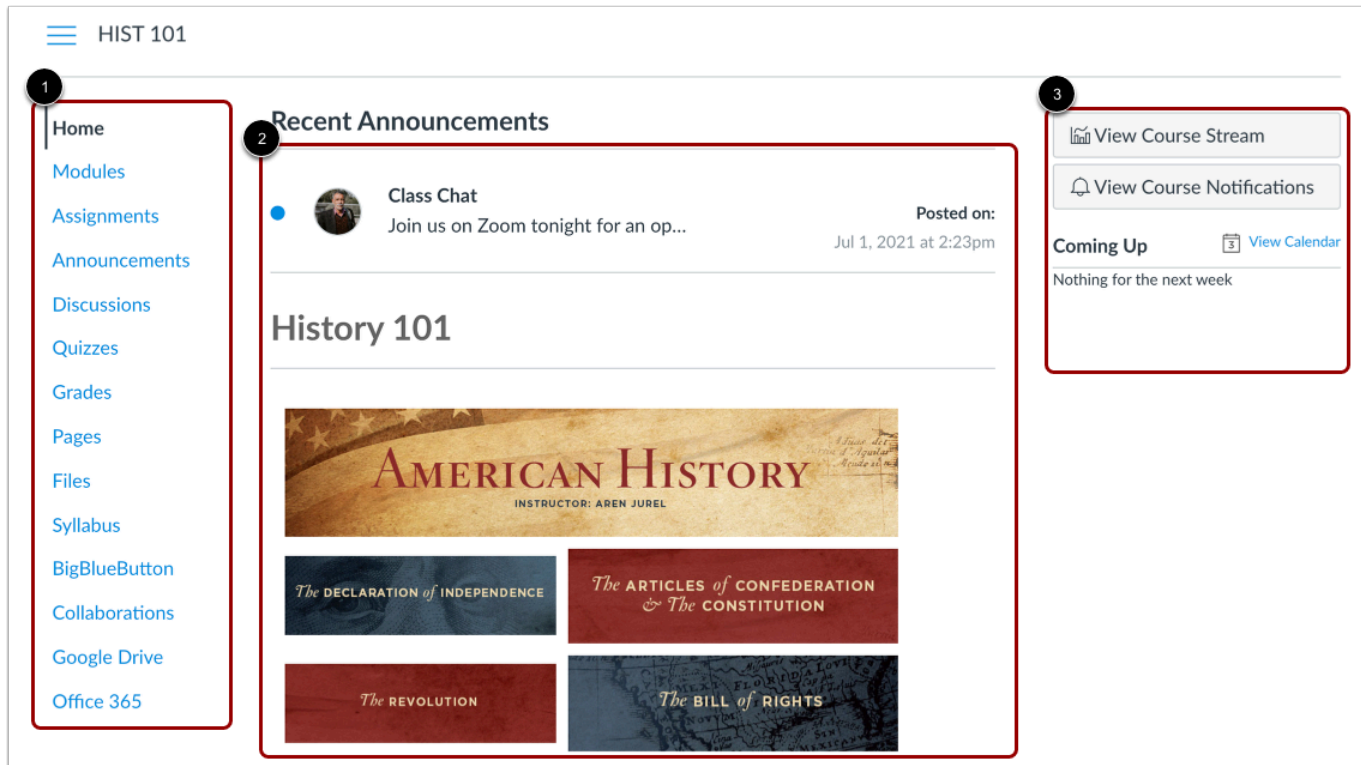
## Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



## View Course Home Page



HIST 101

1

Home  
Modules  
Assignments  
Announcements  
Discussions  
Quizzes  
Grades  
Pages  
Files  
Syllabus  
BigBlueButton  
Collaborations  
Google Drive  
Office 365

2

Recent Announcements

Class Chat  
Join us on Zoom tonight for an op...  
Posted on: Jul 1, 2021 at 2:23pm

History 101

AMERICAN HISTORY  
INSTRUCTOR: AREN JUREL

The DECLARATION of INDEPENDENCE  
The ARTICLES of CONFEDERATION & The CONSTITUTION  
The REVOLUTION  
The BILL of RIGHTS

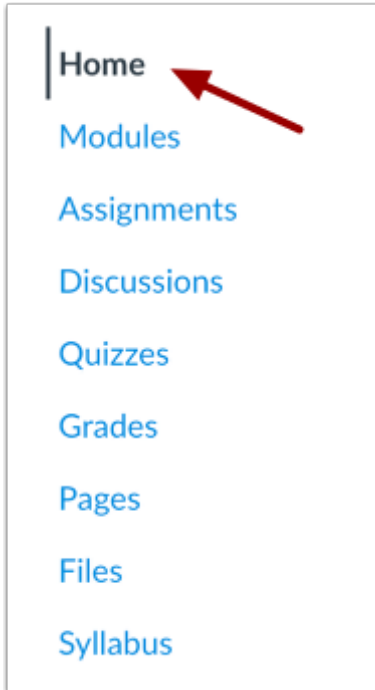
3

View Course Stream  
View Course Notifications  
Coming Up  
Nothing for the next week  
View Calendar

The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].



## View Course Navigation



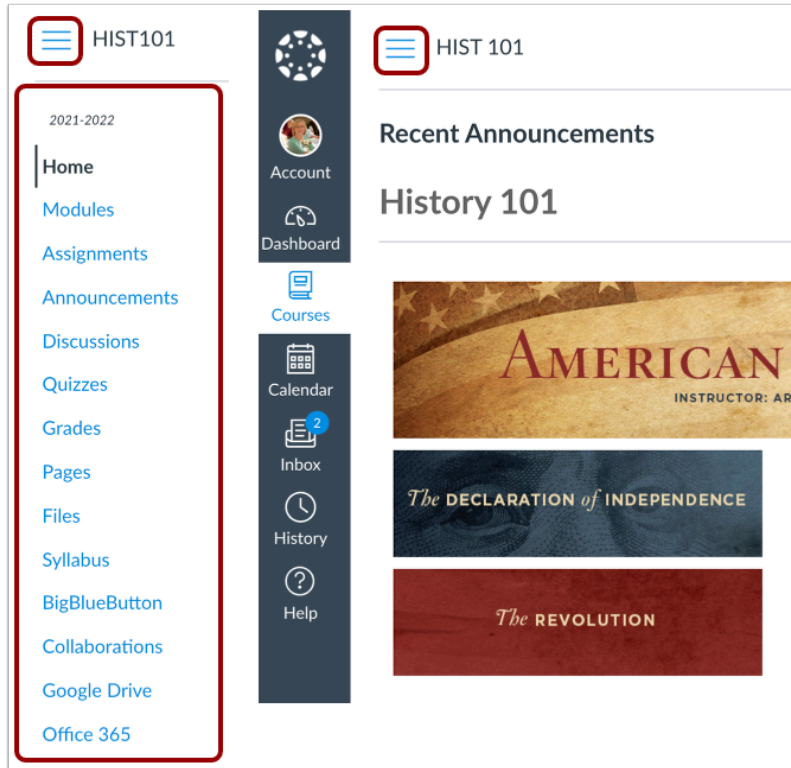
The Course Home Page is viewed from the Course Navigation **Home** link.

Course Navigation includes links that help you and your student(s) get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your student's instructor has hidden those links from your view.

The active link of the page you are viewing is highlighted with different color text and a line indicator. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.



## Collapse Course Navigation Menu




To expand or collapse the Course Navigation Menu, click the **Menu** icon. When you choose to expand or collapse the Global Navigation menu, your preference is applied to all of your courses.



## View Content Area


2

### Recent Announcements



**Final Test Notice!**  
The final test will take place in the testing center on the 3rd floor. ...

Posted on:  
Jun 4, 2019 at 10:13am




**Teacher's Conference**  
All teachers have a conference this week, so classes will be cancel...

Posted on:  
Apr 25, 2019 at 11:32am

1

### History 101



**AMERICAN HISTORY**  
INSTRUCTOR: AREN JUREL

*The DECLARATION of INDEPENDENCE*

*The ARTICLES of CONFEDERATION  
& The CONSTITUTION*


*The REVOLUTION*

*The BILL of RIGHTS*

Home Page content (and all Canvas content) is displayed in the content area.

The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content [1]. The content can also show the [Course Activity Stream](#), which is a list of all recent activity in the course. Your student's Home Page may also display recent announcements at the top of the page [2].

The Home Page content also defines what sections display in the sidebar.

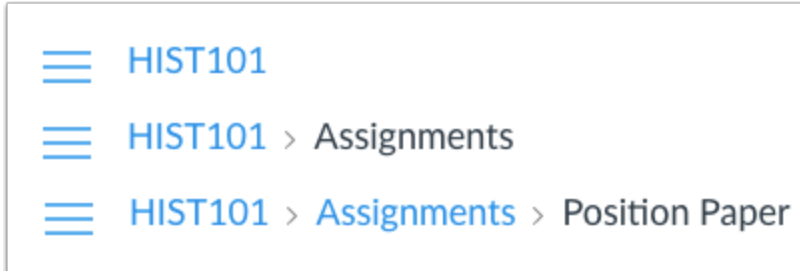


Canvas Observer Guide Updated 2026-01-05

Page 125



## View Breadcrumbs

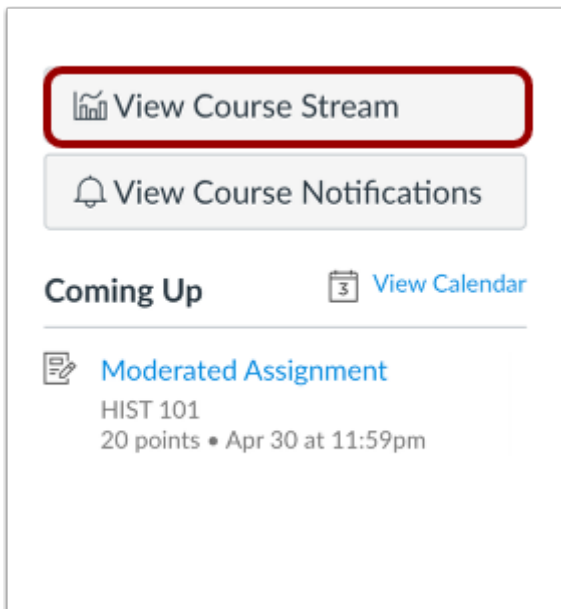


Breadcrumbs appear above the course content area.

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

**Note:** If you have created a nickname for a course, the breadcrumbs display the nickname to identify the course. Otherwise, the breadcrumbs display the course code.

## View Sidebar

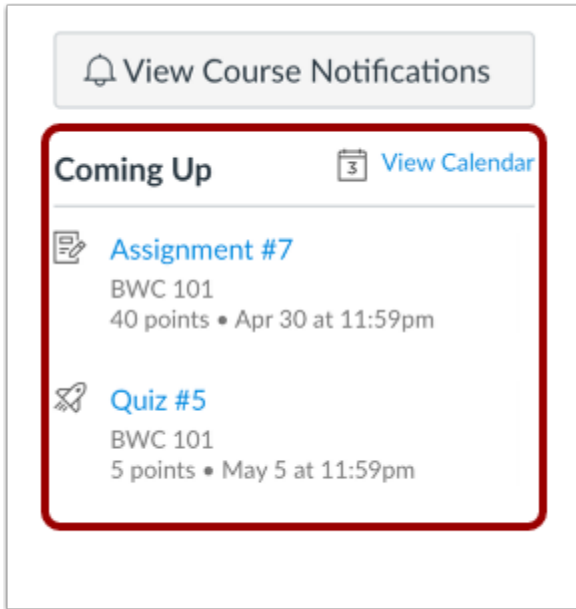


The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.



If your Course Home Page displays a page other than the Course Activity Stream, you can view the student's course activity stream by clicking the sidebar **View Course Stream** button. When the Home Page is set as the Course Activity Stream, this button will not appear.

## View Sidebar Sections



The sidebar shows the Coming Up section, which shows all your student's recent announcements and up to seven assignments that are due in the upcoming weeks, including ungraded quizzes and assignments that do not require a submission. Each item in the Coming Up list displays the assignment 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.

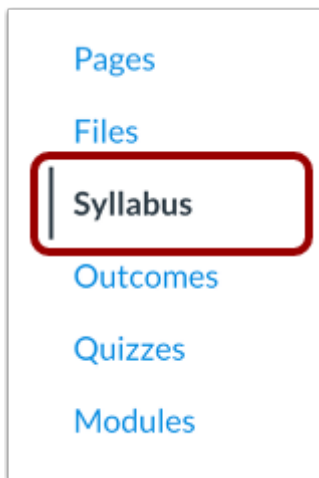


## How do I use the Syllabus as an observer?

The Syllabus helps your student's instructor communicate course expectations and information. The Syllabus is automatically populated with course assignments and course calendar events.

Your student's instructor has the option to set the Syllabus to be the home page for your student's course as well.

## Open Syllabus



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



## View Syllabus

### Course Syllabus

Welcome to HIS101, American History!

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.

Use the [discussion on course questions](#) if you need explanation of any of the course assignments or activities.

A note on working with others... in this course, you will see that you [may sign up to work with a team, a group, and a circle](#) to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

Click the [Modules button](#) on the left menu of the [Home button](#) to get started. Good luck on the course!

Mr. Jurel

Jump to Today

August 2018

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

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Total	100%

### Course Summary:

Date	Details
Wed Jul 4, 2018	<a href="#">Holiday - No Class</a> 2am
Sat Jul 7, 2018	<a href="#">Position Paper</a> due by 1:59am
Thu Aug 2, 2018	<a href="#">Road to Revolution: Patriotism or Treason</a> due by 1:59am
	<a href="#">Revolutionary War Required Reading</a> to do: 1:59am

The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].



## View Syllabus Description

Welcome to HIST 101, US History!

[Download Syllabus](#) ↓

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.












Use the [discussion on course questions](#) if you need explanation of any of the course assignments or activities.

A note on working with others... in this course, you will see that you [may sign up to work with a team, a group, and a circle](#) to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

The syllabus description may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your student's instructor.



## View Course Summary

Date	Details
Wed Jul 4, 2018	 <a href="#">Holiday - No Class</a> 12am
Fri Jul 6, 2018	<b>1</b>  <a href="#">Position Paper</a> due by 11:59pm
Wed Aug 1, 2018	 <a href="#">Road to Revolution: Patriotism or Treason</a> due by 11:59pm  <a href="#">Revolutionary War Required Reading</a> to do: 11:59pm
Thu Aug 2, 2018	 <a href="#">Course Questions</a> <b>3</b> to do: 11:59pm
Fri Aug 3, 2018	<b>2</b>  <a href="#">Office Hours</a> 9am to 1pm  <a href="#">Office Hours</a> 10am to 10:30am
	<b>4</b>  <a href="#">Class Survey</a>  <a href="#">Constitution Assignment</a>  <a href="#">group assignment</a>  <a href="#">Moderated Assignment</a>

The Course Summary is automatically generated for the course and contains a list of assignments and calendar events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date in the syllabus [3].

Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items are listed in alphabetical order [4].



## View Time Zones

Date	Details	
Wed Jul 4, 2018	 <a href="#">Holiday - No Class</a>	2am
Sat Jul 7, 2018	 <a href="#">Position Paper</a>	due by 1:59am
Thu Aug 2, 2018	 <a href="#">Road to Revolution: Patriotism or Treason</a>	due by 1:59am
	 <a href="#">Revolutionary War Required Reading</a>	<div> Local: Aug 2 at 1:59am  Course: Aug 1 at 11:59pm </div>

If you have set a specific time zone in your User Settings, all course dates and times will display in your local time, but if you hover over the time, you can also see the course date and time.



## View Sidebar

1

< August 2018 >

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

2

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Total	100%

The sidebar section displays information about course events and grading. If your Syllabus is also set as your course home page, the sidebar may also include additional features.

The Syllabus sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date is shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

If your student's course includes weighted assignment groups, the sidebar may also show the percentages of each group [2].

**Note:** If you cannot view assignment group totals, your student's instructor has restricted this feature.



## How do I use the Homeroom as an observer in Canvas for Elementary?

*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

If you have an active observer enrollment in a Canvas for Elementary subject, the Homeroom is the first thing you see when you log into Canvas. The Homeroom helps you see what is happening in all your student's current subjects.

You can return to the Homeroom at any time by clicking the Homeroom link in Global Navigation.

### Notes:

- If you do not have an active observer enrollment in a Canvas for Elementary subject, the [Classic View Dashboard](#) displays.
- The Canvas for Elementary homeroom does not display favorited subjects. However, any subjects favorited from the Classic View Dashboard are retained and display in the Classic View Dashboard.

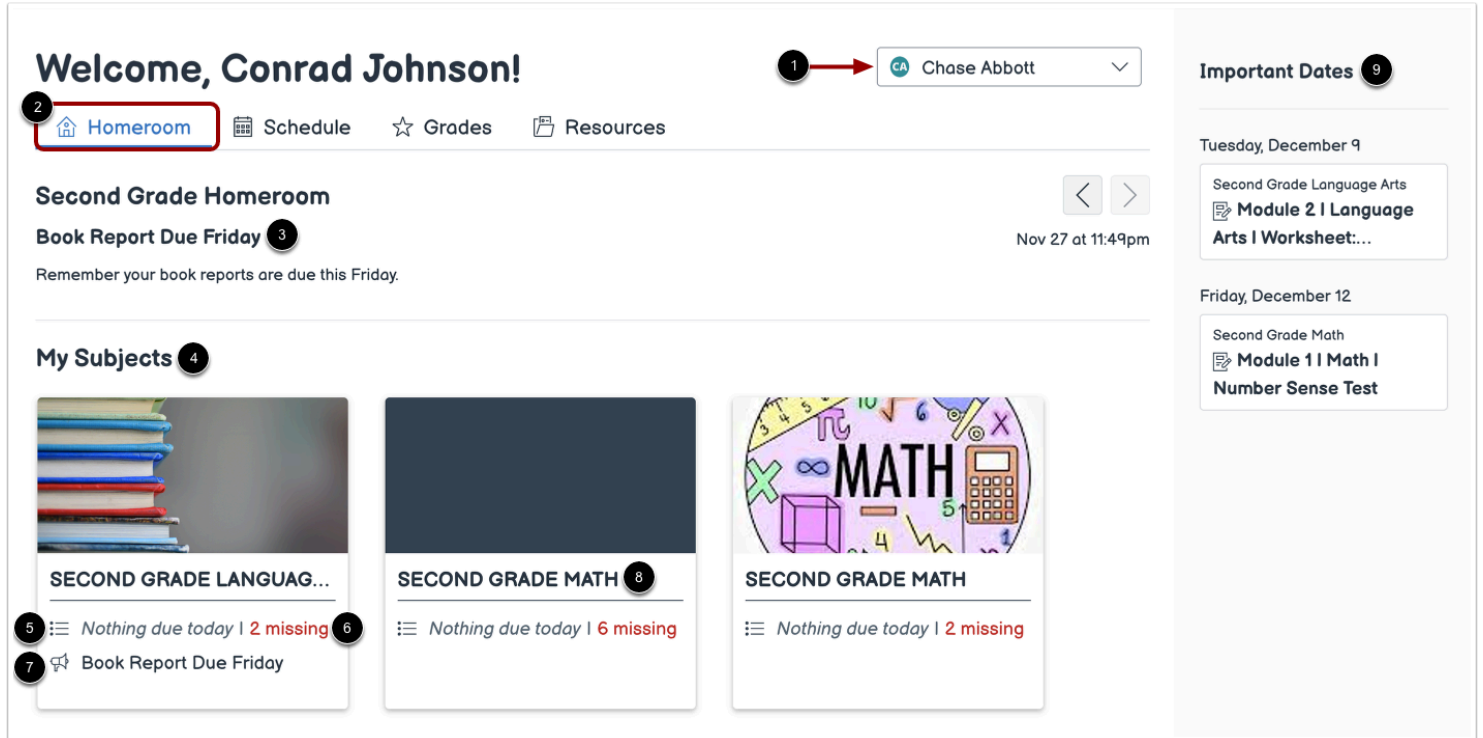
## Open Homeroom





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

## View Homeroom



**Welcome, Conrad Johnson!**

Chase Abbott

**Important Dates**

**Second Grade Homeroom**

**Book Report Due Friday**

Remember your book reports are due this Friday.

**My Subjects**

**SECOND GRADE LANGUAGE ARTS**

Nothing due today | 2 missing

Book Report Due Friday

**SECOND GRADE MATH**

Nothing due today | 6 missing

**SECOND GRADE MATH**

Nothing due today | 2 missing

**Important Dates**

**Tuesday, December 9**

Second Grade Language Arts  
Module 2 | Language Arts | Worksheet:...

**Friday, December 12**

Second Grade Math  
Module 1 | Math | Number Sense Test

In the Homeroom, you can use the drop-down menu to switch between students you are observing [1]. The Homeroom displays only subjects where the selected student is enrolled. Additionally, the Subjects link in the Global Navigation Menu displays the same subjects.

In the **Homeroom** tab [2], you can [view a homeroom announcement](#), if one has been added by your student's instructor [3].

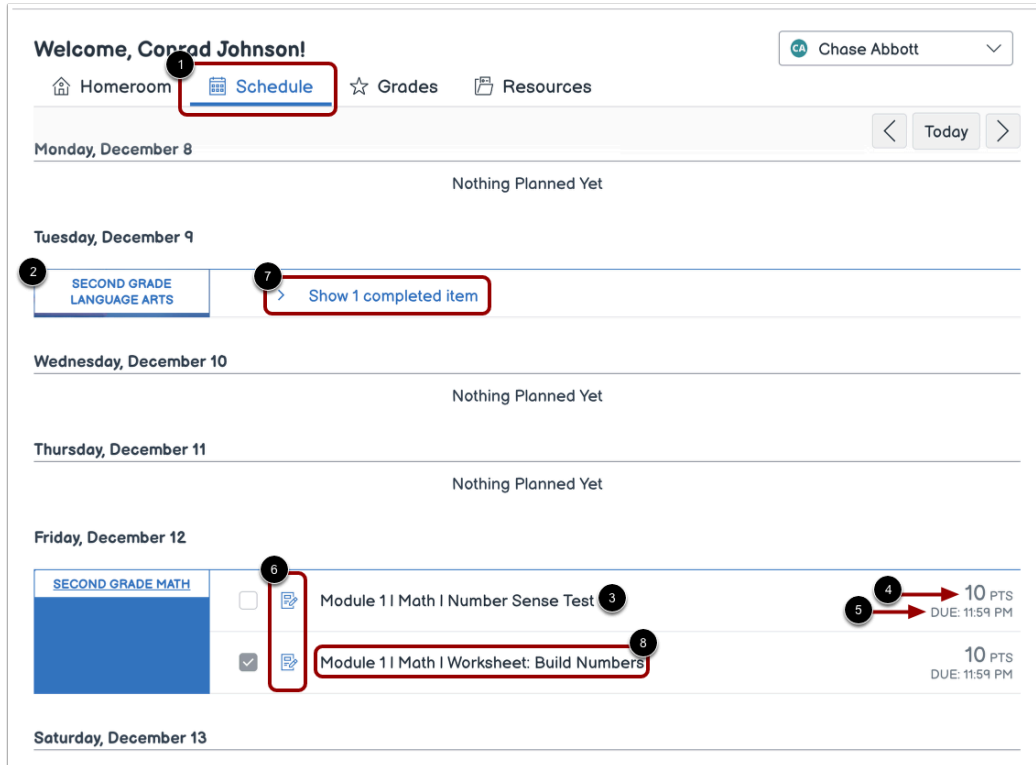
You can also view your student's subjects [4] and subject details such as assignments that are due today [5], missing assignments [6], or [subject announcements](#) [7].

To view more subject details, click the name of the subject [8].

Items that your instructor has marked with an important date display in the sidebar [9].



## View Homeroom Schedule



In the **Schedule** tab [1], you can view various action items for all of your student's subjects by date.

Each item displays the subject name [2], item name [3], number of points (if points have been assigned) [4], and the due date [5].

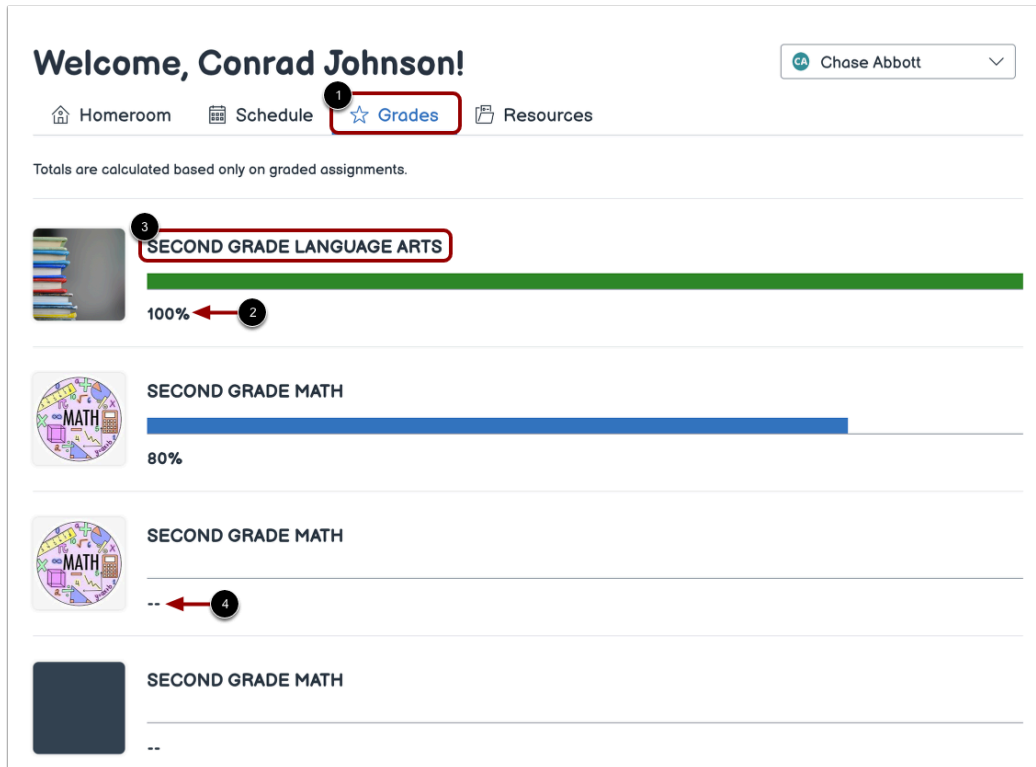
Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [6].

When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** link [7].

To view item details, click the name of the item [8].



## View Homeroom Grades



In the **Grades** tab [1], you can view grades for each of your student's subjects if allowed by your student's instructor [2].

To view grade details for a subject, click the subject name [3].

**Note:** If your student's instructor has hidden total subject grades, dashes display in place of the total subject grade [4].



## View Homeroom Resources



In the **Resources** tab [1], you can view important information your student's instructor has added to the homeroom [2].

### Notes:

- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.

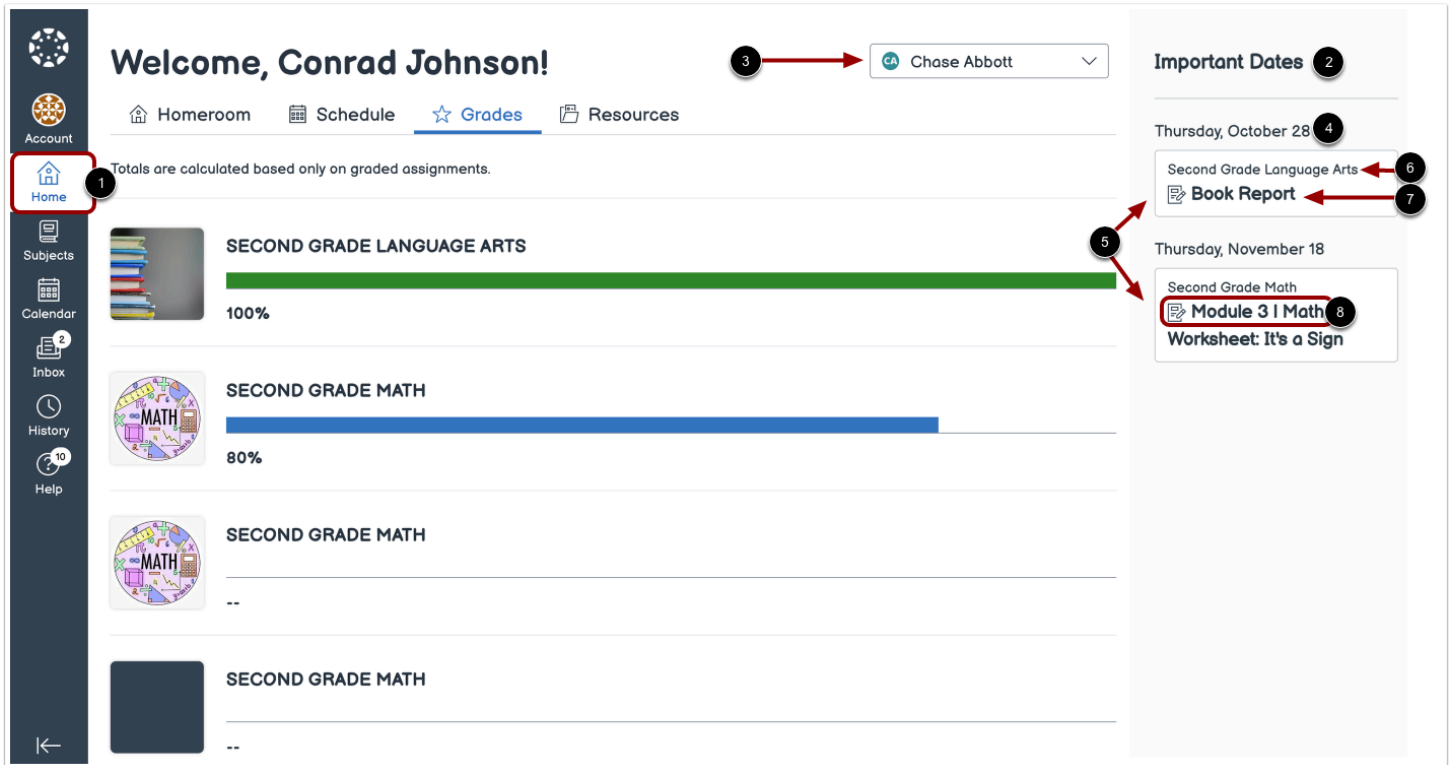


## How do I view Important Dates as an observer in Canvas for Elementary?

*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

You can view assignments, discussions, quizzes, and events that your instructor has marked as important in the Important Dates sidebar in the Homeroom.

### View Important Dates



The screenshot shows the Canvas Elementary Homeroom interface for a user named Conrad Johnson. The interface includes a sidebar on the left with navigation links: Account, Home (highlighted with a red box and a circled 1), Subjects, Calendar, Inbox, History, and Help. The main content area displays a welcome message and a list of subjects with progress bars: SECOND GRADE LANGUAGE ARTS (100%), SECOND GRADE MATH (80%), and two more instances of SECOND GRADE MATH (0%). A dropdown menu at the top right shows the selected student, Chase Abbott (highlighted with a red box and a circled 3). On the right side, the Important Dates sidebar (highlighted with a red box and a circled 2) lists upcoming events: Thursday, October 28 (highlighted with a red box and a circled 4) featuring a Second Grade Language Arts Book Report (highlighted with a red box and a circled 6), and Thursday, November 18 (highlighted with a red box and a circled 5) featuring a Second Grade Math Module 3 I Math Worksheet: It's a Sign (highlighted with a red box and a circled 8).

In Global Navigation, click the **Home** link [1].

You can view assignments, discussions, quizzes, and events that your student's instructor has marked as important in the **Important Dates** sidebar [2].

If you are observing more than one student, only the selected student's important dates display. To switch between students, use the **Observing** drop-down menu [3].

Items in the Important Dates sidebar are organized by the associated due date or event date [4].



Each item displays an icon with the event or assignment type [5] as well as the subject name [6], and item name [7].

To view item details, click the item's name [8].



## How do I navigate my student's subject as an observer in Canvas for Elementary?

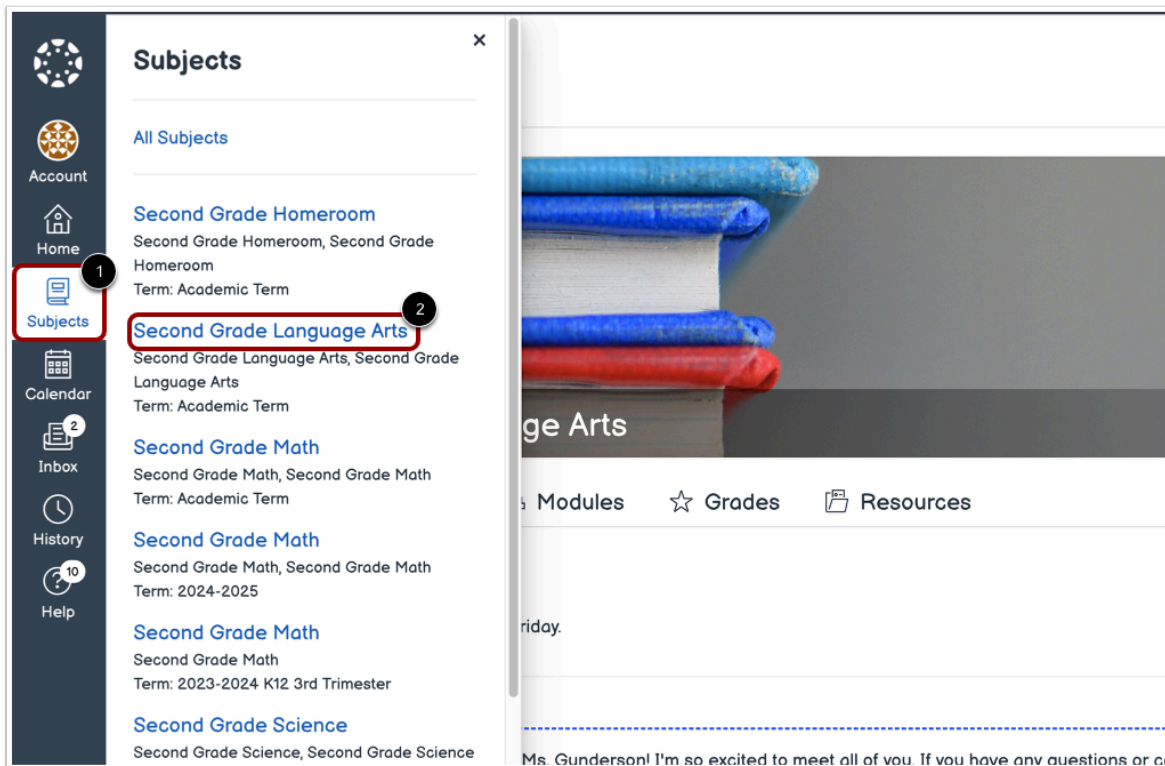
*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

This lesson shows you how to navigate your student's subject as an observer in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to navigate a Canvas course as an observer](#) in Classic Canvas.

If you are enrolled as an observer in a Canvas for Elementary subject, the Subject Home Page helps you navigate your student's subject and manage their coursework.

**Note:** If you do not have an active observer enrollment in a Canvas for Elementary subject, the [classic Course view](#) displays.

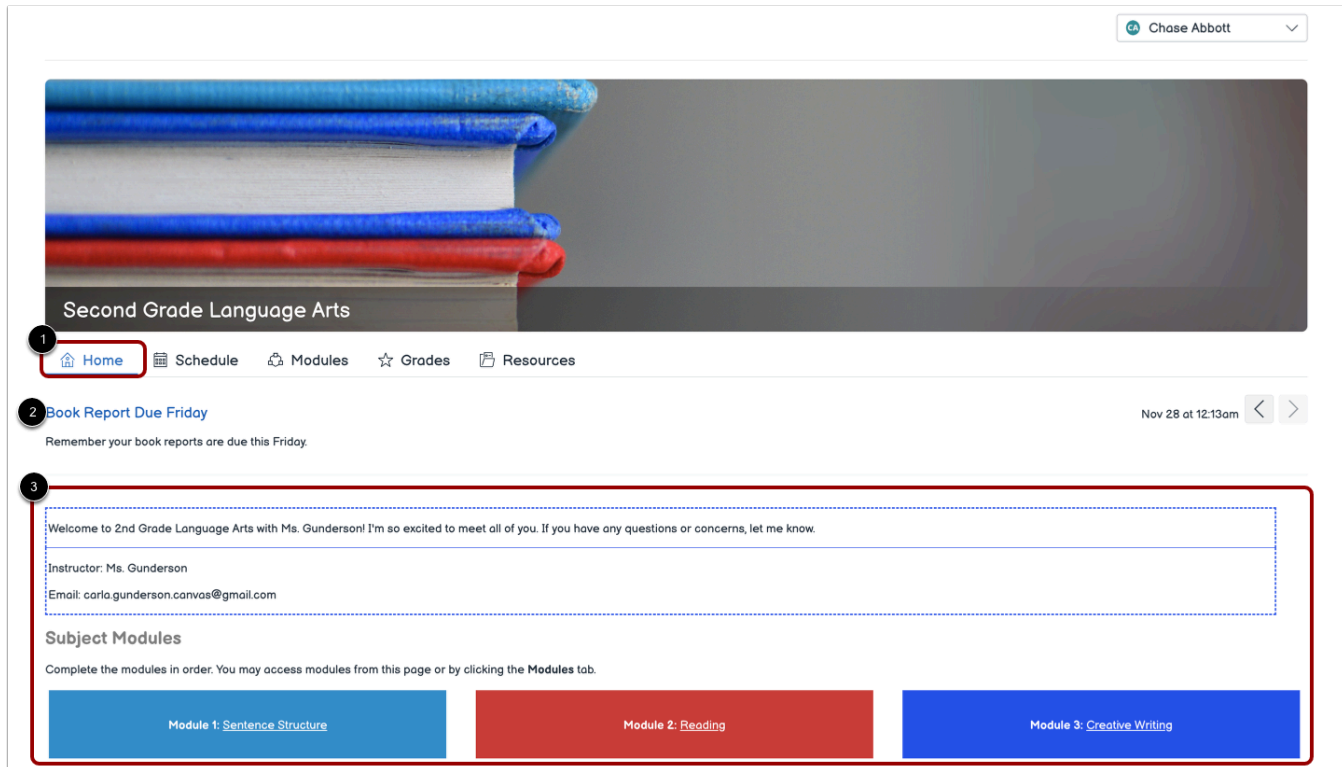
### Open Subject



In Global Navigation, click the **Subjects** link [1], then click the name of the subject [2].



## View Subject Home Page



Chase Abbott

### Second Grade Language Arts

1 [Home](#) [Schedule](#) [Modules](#) [Grades](#) [Resources](#)

2 **Book Report Due Friday** Nov 28 at 12:13am [<](#) [>](#)  
Remember your book reports are due this Friday.

3

Welcome to 2nd Grade Language Arts with Ms. Gunderson! I'm so excited to meet all of you. If you have any questions or concerns, let me know.

Instructor: Ms. Gunderson  
Email: carla.gunderson.canvas@gmail.com

#### Subject Modules

Complete the modules in order. You may access modules from this page or by clicking the [Modules](#) tab.

Module 1: [Sentence Structure](#) Module 2: [Reading](#) Module 3: [Creative Writing](#)

In the **Home** tab [1], you can [view subject announcements](#), if added by your student's instructor [2].

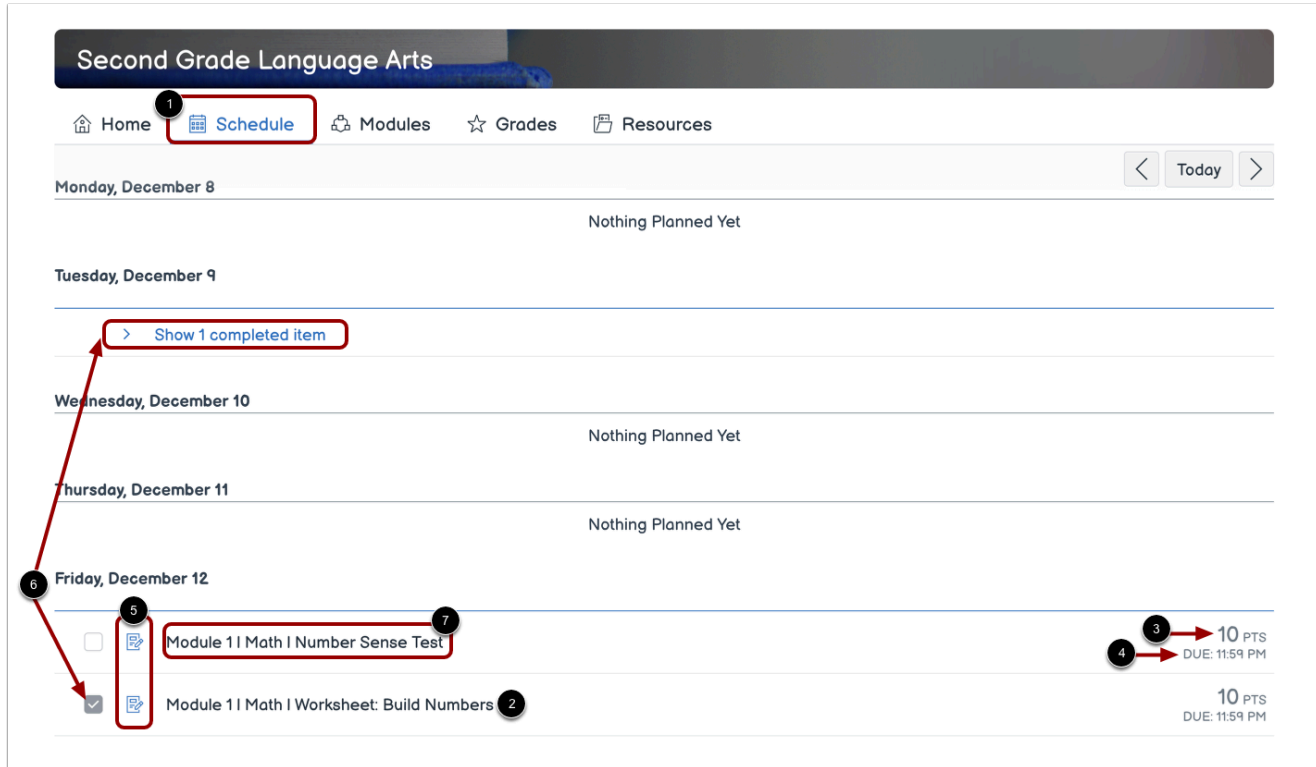
You can also view the Subject Home Page [3].

### Notes:

- Only the most recent subject announcement displays on the Subject Home page.
- Subject announcements are automatically hidden after two weeks.
- If the Home tab does not display in your student's subject, it has been hidden by your student's instructor.



## View Subject Schedule



In the **Schedule** tab [1], you can view various action items for your student's subject this week.

Each item displays the item name [2], number of points (if points have been assigned) [3], and the due date [4].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [5].

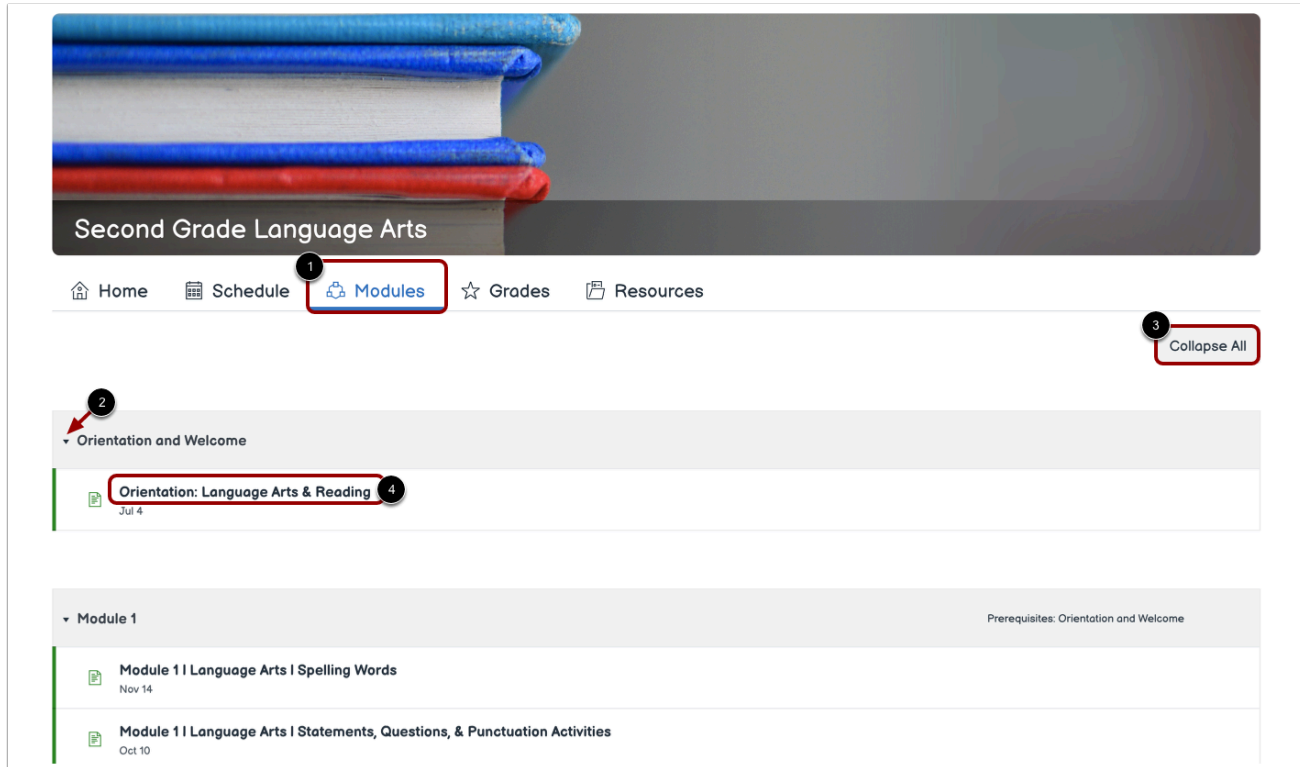
When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** link [6].

To view item details, click the name of the item [7].

**Note:** To view missing tasks (if any), click the **Show missing items** link.



## View Subject Modules



The screenshot displays the Canvas LMS interface for a subject titled "Second Grade Language Arts". The navigation bar at the top includes links for Home, Schedule, Modules (highlighted with a red box and callout 1), Grades, and Resources. On the right side of the navigation bar, there is a "Collapse All" button (highlighted with a red box and callout 3). The main content area shows a list of modules. The first module, "Orientation and Welcome", is expanded (indicated by a downward arrow icon and callout 2). Below this module, a list of items is shown, with the first item, "Orientation: Language Arts & Reading" (highlighted with a red box and callout 4), being the selected module. The second module, "Module 1", is collapsed and shows a prerequisite of "Orientation and Welcome". Below "Module 1", two items are listed: "Module 1 | Language Arts | Spelling Words" and "Module 1 | Language Arts | Statements, Questions, & Punctuation Activities".

In the **Modules** tab, you can view modules for your student's subject [1]. Modules can include assignments, discussions, quizzes, pages, files, links, and external tools.

To collapse an individual module, click the module's collapse icon [2].

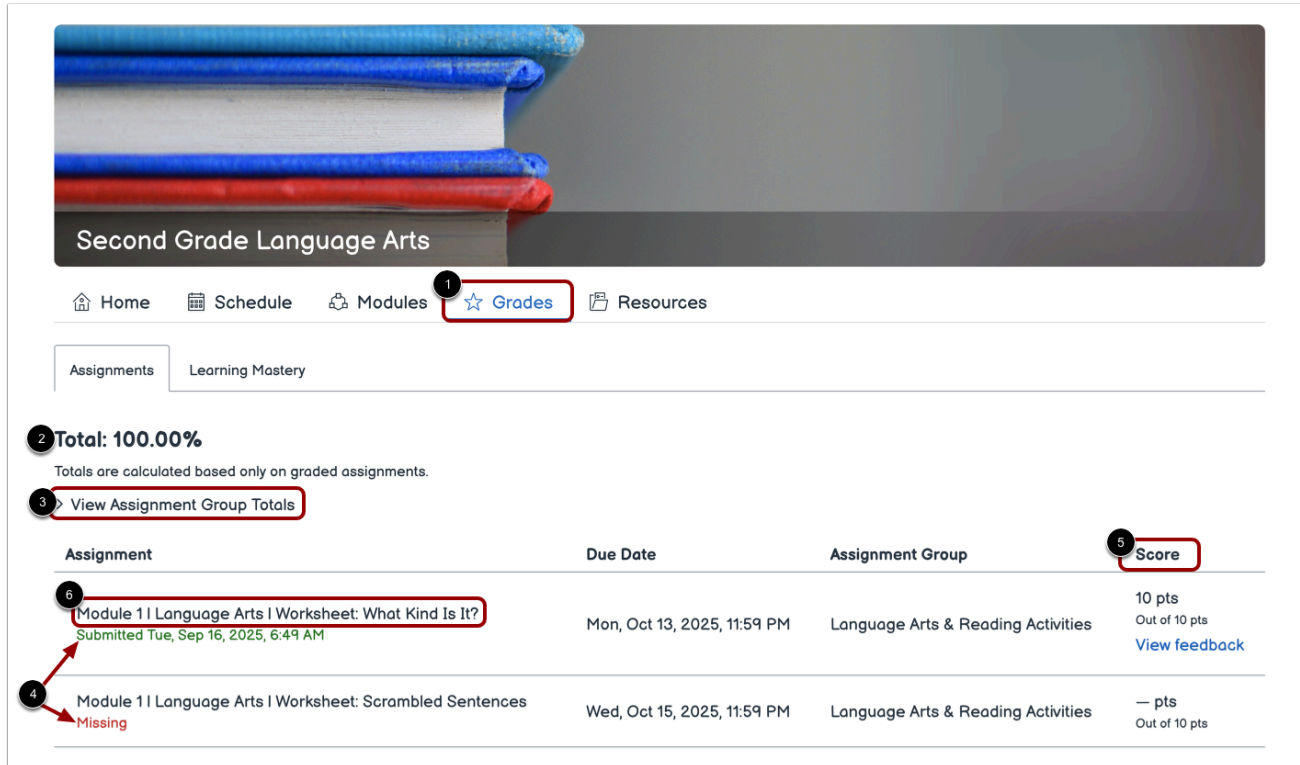
To collapse all modules, click the **Collapse All** button [3].

To view details for a module item, click the item's title [4].

**Note:** If the Modules tab does not display in your student's subject, it has been hidden by your student's instructor.



## View Subject Grades



The screenshot shows the 'Second Grade Language Arts' page in Canvas. The 'Grades' tab is selected and highlighted with a red box and a callout [1]. Below the navigation bar, the 'Assignments' tab is active. The overall grade is 'Total: 100.00%' with a callout [2]. A link to 'View Assignment Group Totals' is highlighted with a red box and a callout [3]. The assignment list table has columns: Assignment, Due Date, Assignment Group, and Score. The 'Score' column header is highlighted with a red box and a callout [5]. The first assignment, 'Module 1 | Language Arts | Worksheet: What Kind Is It?', is highlighted with a red box and a callout [6]. The second assignment, 'Module 1 | Language Arts | Worksheet: Scrambled Sentences', is marked as 'Missing' and highlighted with a red box and a callout [4].

Assignment	Due Date	Assignment Group	Score
Module 1   Language Arts   Worksheet: What Kind Is It? Submitted Tue, Sep 16, 2025, 6:49 AM	Mon, Oct 13, 2025, 11:59 PM	Language Arts & Reading Activities	10 pts Out of 10 pts <a href="#">View feedback</a>
Module 1   Language Arts   Worksheet: Scrambled Sentences Missing	Wed, Oct 15, 2025, 11:59 PM	Language Arts & Reading Activities	— pts Out of 10 pts

In the **Grades** tab [1], you can view your student's overall subject grade if allowed by their instructor [2].

To view assignment group totals, click the **View Assignment Group Totals** link [3].

You can view an assignment's submission status in the **Assignment** column [4].

Graded items display scores in the **Score** column [5].

To view assignment details for an item, click the item name [6].

### Notes:

- If your student's instructor has hidden total subject grades, dashes display in place of the total subject grade.
- If the Grades tab does not display in your student's subject, it has been hidden by your student's instructor.



## View Subject Resources



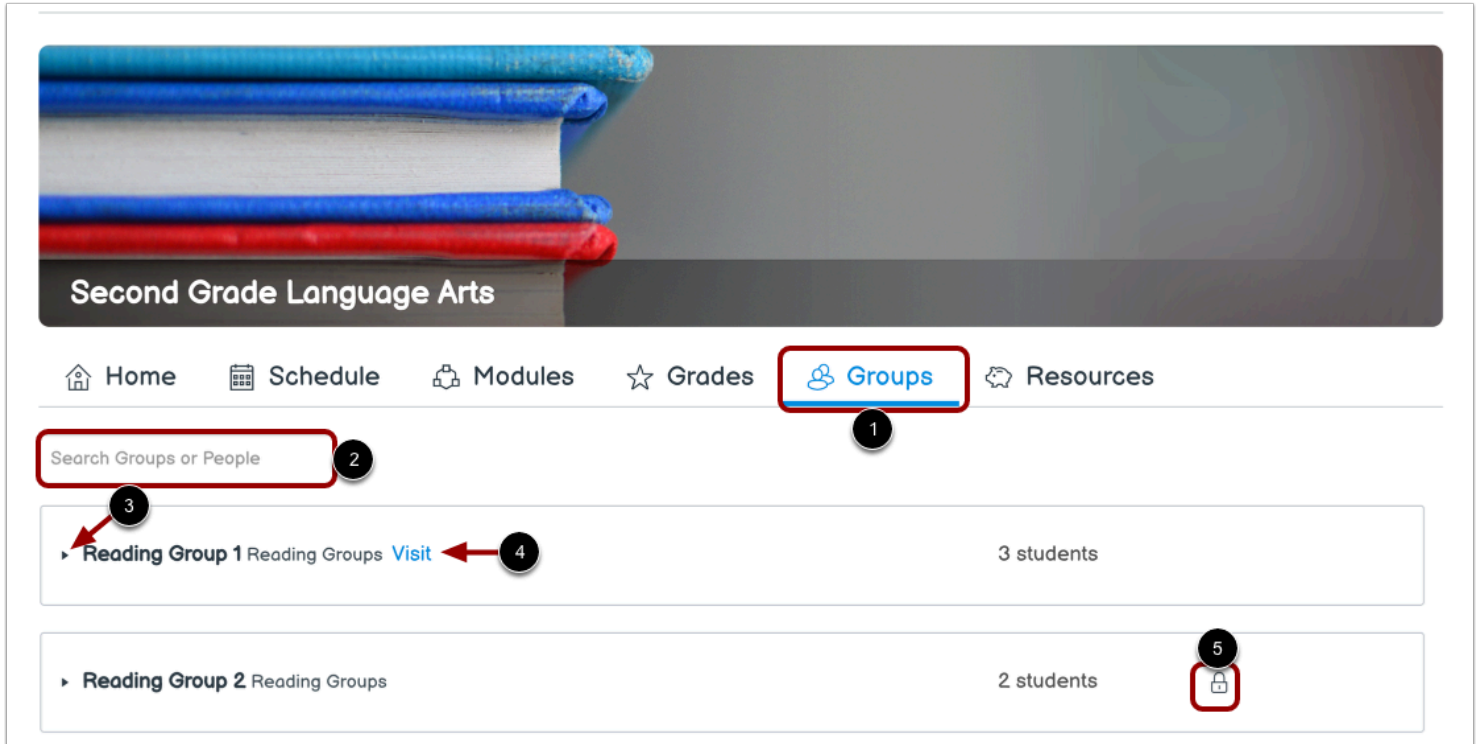
In the **Resources** tab [1], you can view important information your student's instructor has added to the subject [2].

### Notes:

- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.
- If student applications and important information has not been added to the subject, the Resources tab does not display.



## View Subject Groups



The screenshot shows the 'Groups' tab in the Canvas interface for a subject titled 'Second Grade Language Arts'. The navigation bar includes 'Home', 'Schedule', 'Modules', 'Grades', 'Groups' (highlighted with a red box and callout 1), and 'Resources'. Below the navigation bar is a search field labeled 'Search Groups or People' (callout 2). The main content area displays a list of groups. The first group is 'Reading Group 1 Reading Groups' with a 'Visit' link (callout 4) and '3 students'. A red arrow points to the expand icon (callout 3). The second group is 'Reading Group 2 Reading Groups' with '2 students' and a 'Lock' icon (callout 5).

If the subject includes at least one active group, the **Groups** tab displays [1].

In the Groups tab, you can view all subject groups.

To search for a group or person, use the **Search** field [2].

To view group users, click the group's **Expand** icon [3].

If your student is a member of a group, you can visit their group page. To visit your student's group page, click the **Visit** link [4].

A **Lock** icon appears for groups in which your student is not a member [5].

**Note:** If the Groups tab does not display, your student's subject does not have any active groups.



## Discussions

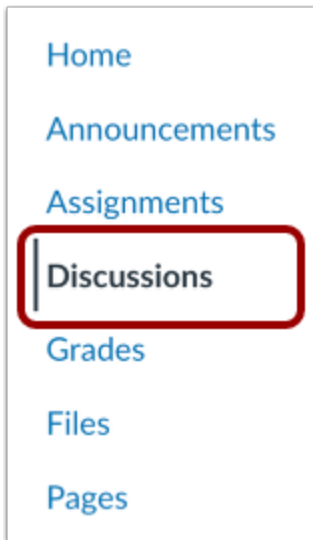


## How do I view Discussions as an observer?

The Discussion Index page allows you to view all the discussions within a course.

**Note:** Your student's instructor may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.

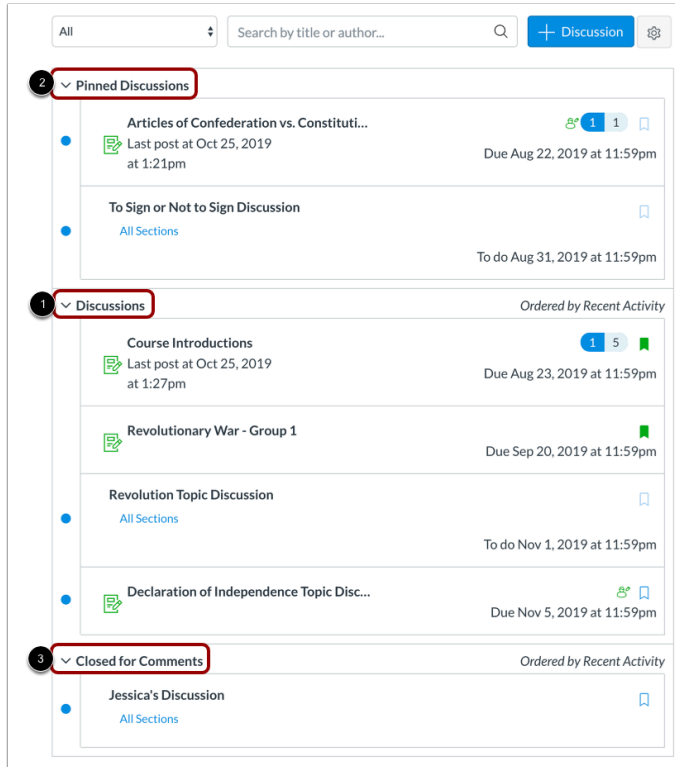
### Open Discussions



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



## View Discussions



The screenshot shows the Canvas Discussions interface. At the top, there is a search bar with the text "Search by title or author..." and a "+ Discussion" button. Below the search bar, the page is divided into three main sections, each with a numbered callout:

- 2 Pinned Discussions:** This section contains two pinned discussions. The first is "Articles of Confederation vs. Constituti..." with a last post on Oct 25, 2019 at 1:21pm and a due date of Aug 22, 2019 at 11:59pm. The second is "To Sign or Not to Sign Discussion" with a due date of Aug 31, 2019 at 11:59pm.
- 1 Discussions:** This section is ordered by recent activity and contains four discussions. The first is "Course Introductions" with a last post on Oct 25, 2019 at 1:27pm and a due date of Aug 23, 2019 at 11:59pm. The second is "Revolutionary War - Group 1" with a due date of Sep 20, 2019 at 11:59pm. The third is "Revolution Topic Discussion" with a due date of Nov 1, 2019 at 11:59pm. The fourth is "Declaration of Independence Topic Disc..." with a due date of Nov 5, 2019 at 11:59pm.
- 3 Closed for Comments:** This section is ordered by recent activity and contains one discussion titled "Jessica's Discussion".

Discussions are organized into three main areas.

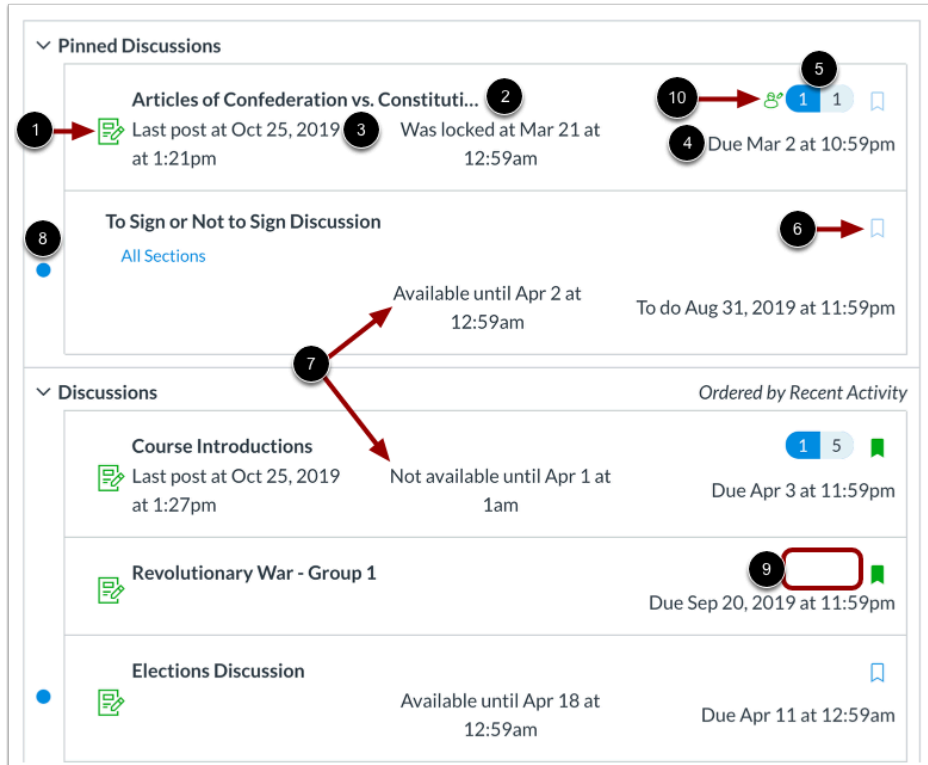
**Discussions [1]:** These are current discussions within your student's course. Discussions are ordered by the most recent activity. You will only see this section heading if there are discussions within this section.

**Pinned Discussions [2]:** These are discussions that your student's instructor wants you to pay specific attention to and will appear at the top of the Discussions page. You will only see this section heading if there are discussions within this section as designated by your student's instructor.

**Closed for Comments [3]:** These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by the most recent activity. You will always see this section heading, even if there are no discussions within this section.



## View Individual Discussion



The screenshot shows the 'Pinned Discussions' and 'Discussions' sections. Numbered callouts identify the following elements:

- 1**: Graded discussion icon (green square with a white 'G').
- 2**: Discussion title.
- 3**: Last post date and time.
- 4**: Due date and time.
- 5**: Number of unread posts (blue circle with a white '1').
- 6**: Subscription icon (blue bookmark).
- 7**: Availability date and time.
- 8**: Unread icon (blue dot).
- 9**: Peer review icon (red square with a white 'P').
- 10**: Peer review icon (red square with a white 'P').

Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date on which the last discussion reply was posted [3], the due date (if any) [4], the number of unread/total posts in the discussion [5], and whether or not you are subscribed to the discussion [6].

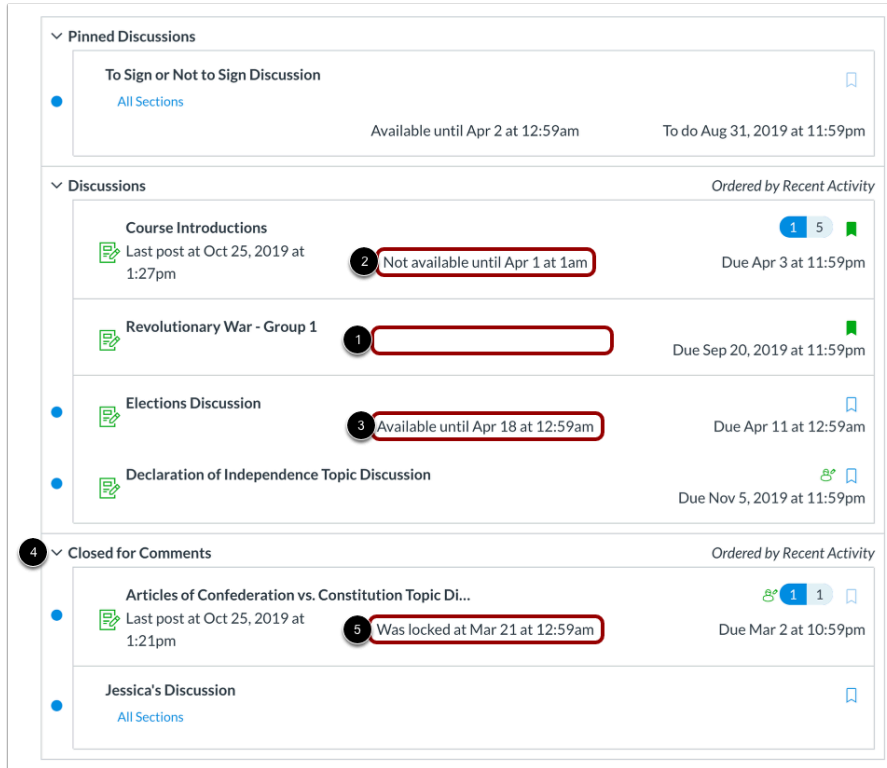
You can also view availability dates for individual discussions [7].

An unread icon next to a discussion indicates an unread discussion [8]. The number of unread/total posts will not appear for group discussions and discussions that have no discussion replies [9].

There will also be a peer review icon if a graded discussion has been assigned peer reviews [10].



## View Availability Dates



The screenshot displays the 'Pinned Discussions' and 'Discussions' sections. The 'Pinned Discussions' section shows a discussion titled 'To Sign or Not to Sign Discussion' with availability dates 'Available until Apr 2 at 12:59am' and 'To do Aug 31, 2019 at 11:59pm'. The 'Discussions' section is ordered by 'Recent Activity' and lists several discussions with their respective availability dates and due dates. The 'Closed for Comments' section shows a discussion titled 'Articles of Confederation vs. Constitution Topic Di...' with a status 'Was locked at Mar 21 at 12:59am' and a due date 'Due Mar 2 at 10:59pm'.

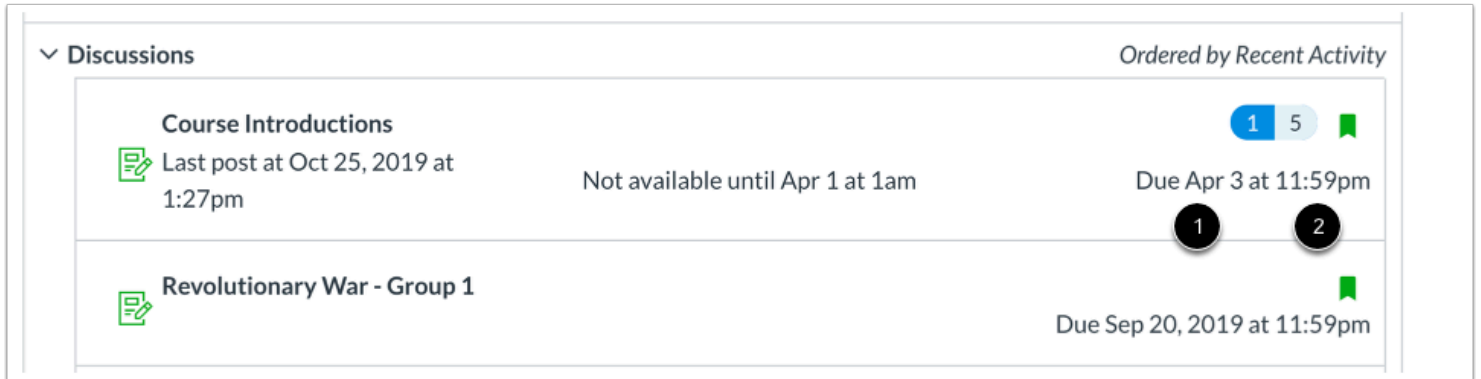
The first dates you may see are the availability dates. Your instructor may use availability dates to restrict discussion replies to a specified date range. The availability dates are the range of time that the discussion is accessible to you. Availability dates also appear on the Assignments page for all discussions with assigned availability dates.

- If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [1].
- If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].
- If the discussion says **Available until** [date], you can reply to the discussion until the specified date [3].
- If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4]. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments [5].

**Note:** If the listed date is set to 12 am the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.



## View Due Dates



The screenshot shows the 'Discussions' section in Canvas, ordered by 'Recent Activity'. It lists two discussions:

- Course Introductions**: Last post at Oct 25, 2019 at 1:27pm. Not available until Apr 1 at 1am. Due Apr 3 at 11:59pm. It has 1 unread post (blue circle with 1) and 5 total posts (blue circle with 5).
- Revolutionary War - Group 1**: Due Sep 20, 2019 at 11:59pm. It has 1 unread post (black circle with 1) and 2 total posts (black circle with 2).

The second set of dates are the due dates for each respective discussion [1]. However, **due dates only apply to graded discussions**. Any replies to discussions after the due date are marked as late; your student's instructor may deduct points for late replies. You can still reply to late discussion before the **Available until** date.

*Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your student's instructor does not set a due time, the listed date displays the course's default due time.

## Filter Discussions



The screenshot shows the filter bar at the top of the Discussions page. It includes:


- A drop-down menu (1) currently set to 'All'.
- A search field (2) with a magnifying glass icon and the text 'Search...'.
- A settings icon (3) represented by a gear.

There are a few ways to filter Discussions:

- View All or only unread discussions by selecting an option from the drop-down menu [1].
- Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search** field [2].
- Change the discussions settings to manually mark posts as read by clicking the **Settings** icon [3].



## Open Discussion


[Course Introductions](#)

Last post at Nov 6, 1:10 PM

Available until Dec 3, 11:59 PM

14 16

Due Sep 7, 11:59 PM

To view the details of a discussion, click the name of the discussion.

## View Discussion

1

All

↓ Sort

View Split Screen

Expand Threads

2

Due Aug 30 11:59pm
 

5 Replies, 1 Unread

### Course Introductions


Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are you most excited to do this summer?

In addition to answering the above questions, reply to one of your classmates.

This topic is closed for comments.

3




Nora Sanderson
 

⋮

Aug 27 1:19pm
 

1. My name is Nora.
2. I gotta agree with Max. Tacos are the best!
3. Outdoor concerts!



A discussion includes three sections: the discussion toolbar [1], discussion topic [2], and discussion replies [3].



## View Discussion Toolbar



The discussion toolbar allows you to search the discussion and filter and sort replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the **All** drop-down menu [2]. You can filter by all replies or unread replies.

By default, discussion replies are sorted by date from newest to oldest. To reverse the sort order, click the **Sort** button [3]. The selected sort order automatically becomes the new default for the discussion.

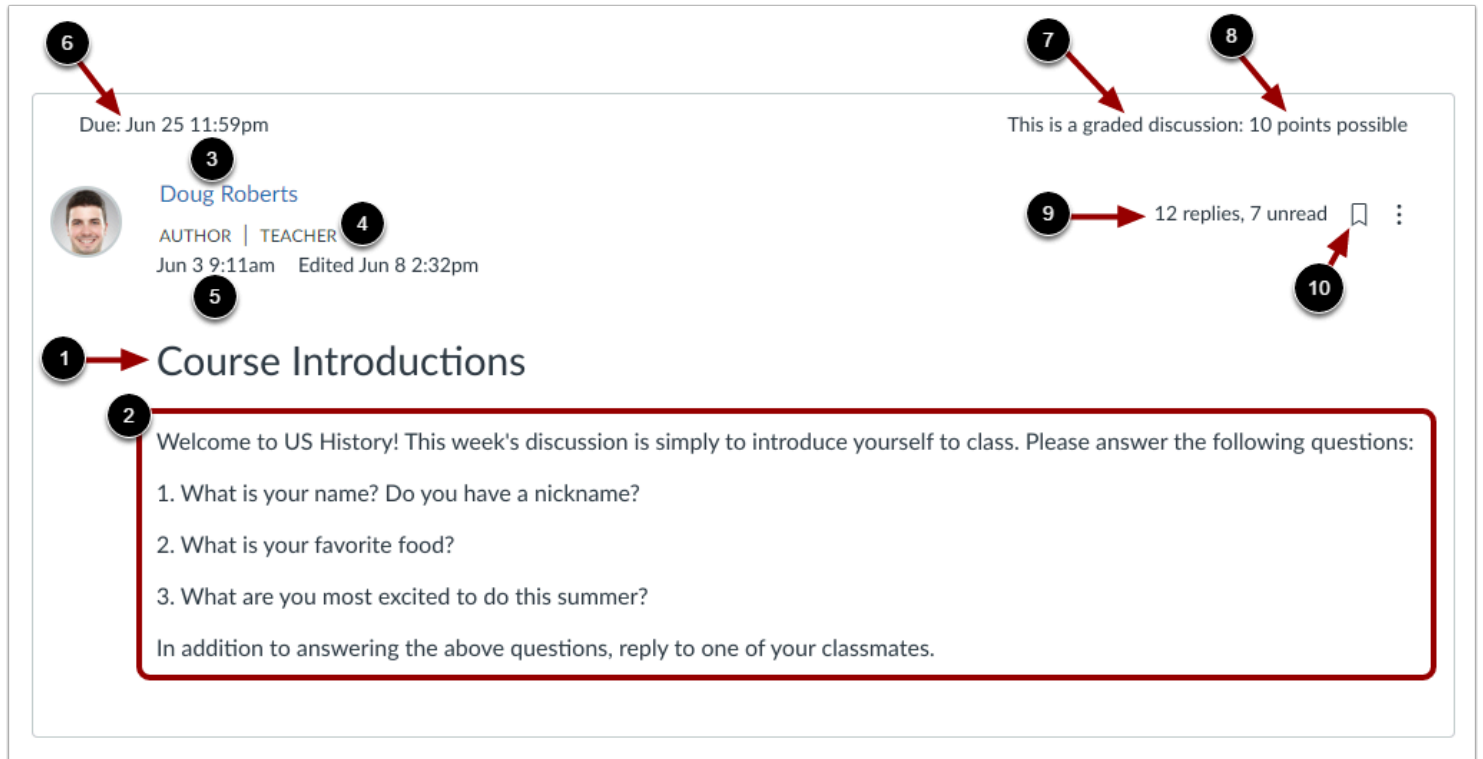
To view threaded replies in a split screen sidebar, click the **View Split Screen** button [4].

To view threaded replies all at once, click the **Expand Threads** button [5]. You can collapse the threaded replies by clicking the **Collapse Threads** button [6]. When you expand or collapse discussion threads, they will automatically be expanded or collapsed the next time you view the discussion.

To view threaded replies inline, click the **Inline** button [7].



## View Discussion Topic



The screenshot shows a discussion topic interface. Callout 1 points to the title 'Course Introductions'. Callout 2 points to the description text. Callout 3 points to the author's name 'Doug Roberts'. Callout 4 points to the role labels 'AUTHOR | TEACHER'. Callout 5 points to the publication date 'Jun 3 9:11am'. Callout 6 points to the due date 'Due: Jun 25 11:59pm'. Callout 7 points to the 'This is a graded discussion: 10 points possible' indicator. Callout 8 points to the '12 replies, 7 unread' text. Callout 9 points to the '12 replies, 7 unread' text. Callout 10 points to the bookmark icon.

Due: Jun 25 11:59pm

**Doug Roberts**  
AUTHOR | TEACHER  
Jun 3 9:11am Edited Jun 8 2:32pm

**Course Introductions**

Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are you most excited to do this summer?

In addition to answering the above questions, reply to one of your classmates.

This is a graded discussion: 10 points possible

12 replies, 7 unread

The discussion topic section includes important information about the discussion, including the discussion title [1] and description [2].

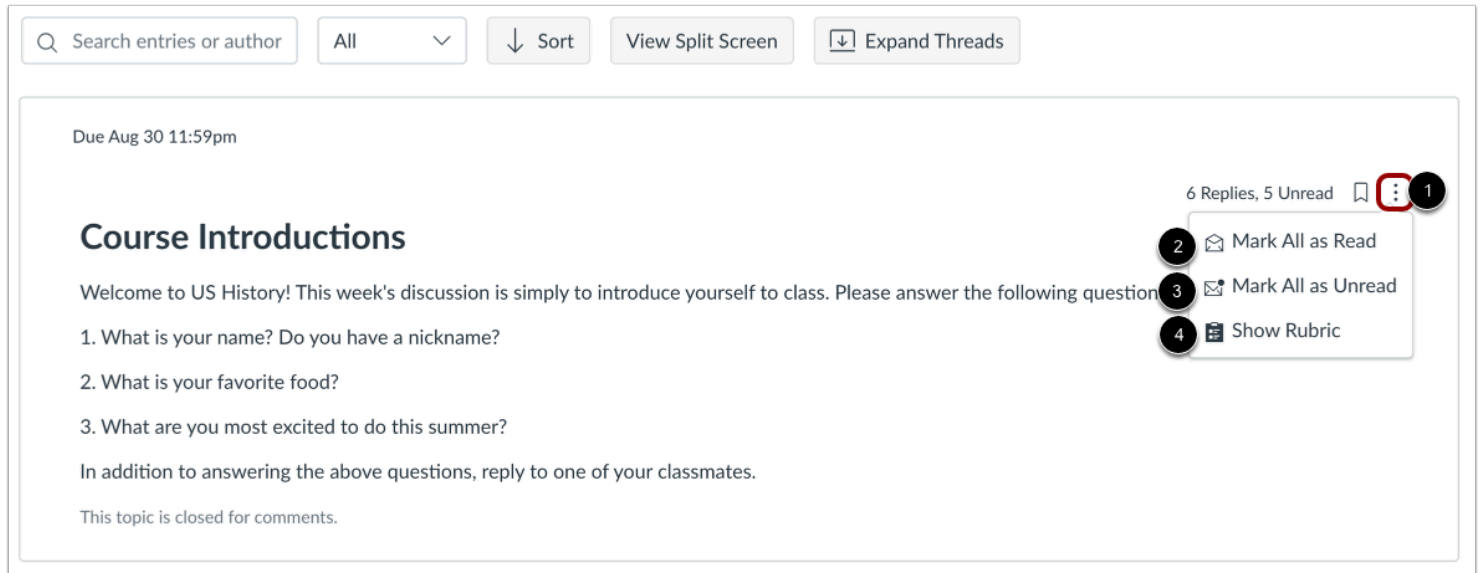
You can also view the name of the author [3], user role labels for TAs and Teacher (Instructor) roles [4], the date and time the discussion was published [5], due date [6], an indicator for a graded discussion [7], the number of points possible [8], and number of replies [9].

To subscribe to the discussion, click the **Subscribe** icon [10].

**Note:** If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.



## View Discussion Options



The screenshot shows a discussion interface. At the top, there is a search bar and several filter buttons: 'All', 'Sort', 'View Split Screen', and 'Expand Threads'. Below this, a discussion titled 'Course Introductions' is shown, due on August 30 at 11:59pm. The discussion content includes a welcome message and three numbered questions. To the right of the discussion, there is a summary bar indicating '6 Replies, 5 Unread'. Below this, an options menu is open, showing four numbered items: 1. Options icon (three dots), 2. Mark All as Read, 3. Mark All as Unread, and 4. Show Rubric.

To view the Options menu for a discussion, click the **Options** icon [1].



To mark all replies as read, click the **Mark All as Read** link [2].

To mark all replies as unread, click the **Mark All as Unread** link [3].

If the instructor added a rubric for the discussion, you can view it by clicking the **Show Rubric** link [4].




## View Discussion Replies



 **Nora Sanderson** 

Aug 27 1:19pm

1. My name is Nora.
2. I gotta agree with Max. Tacos are the best!
3. Outdoor concerts!


 [Mark as Read](#)

---



 **Bruce Jones** 

Aug 27 1:15pm

1. Hi all! My name is Bruce. It is so lovely to meet all of you here in Canvas.
2. No disrespect to tacos, but my #1 favorite food is pizza!
3. I just love taking my dog for an early morning walk during the summer months.


 [Mark as Read](#)

---

 **Jane Smith** 

Aug 27 1:10pm

1. Jane Smith. Some people call me J-Smooth, but you don't have to go there. Haha.
2. My absolute favorite thing to eat is a philly cheesesteak sandwich.
3. When I'm not participating in this class, I will be riding my bike all over the map.

 [Mark as Read](#)

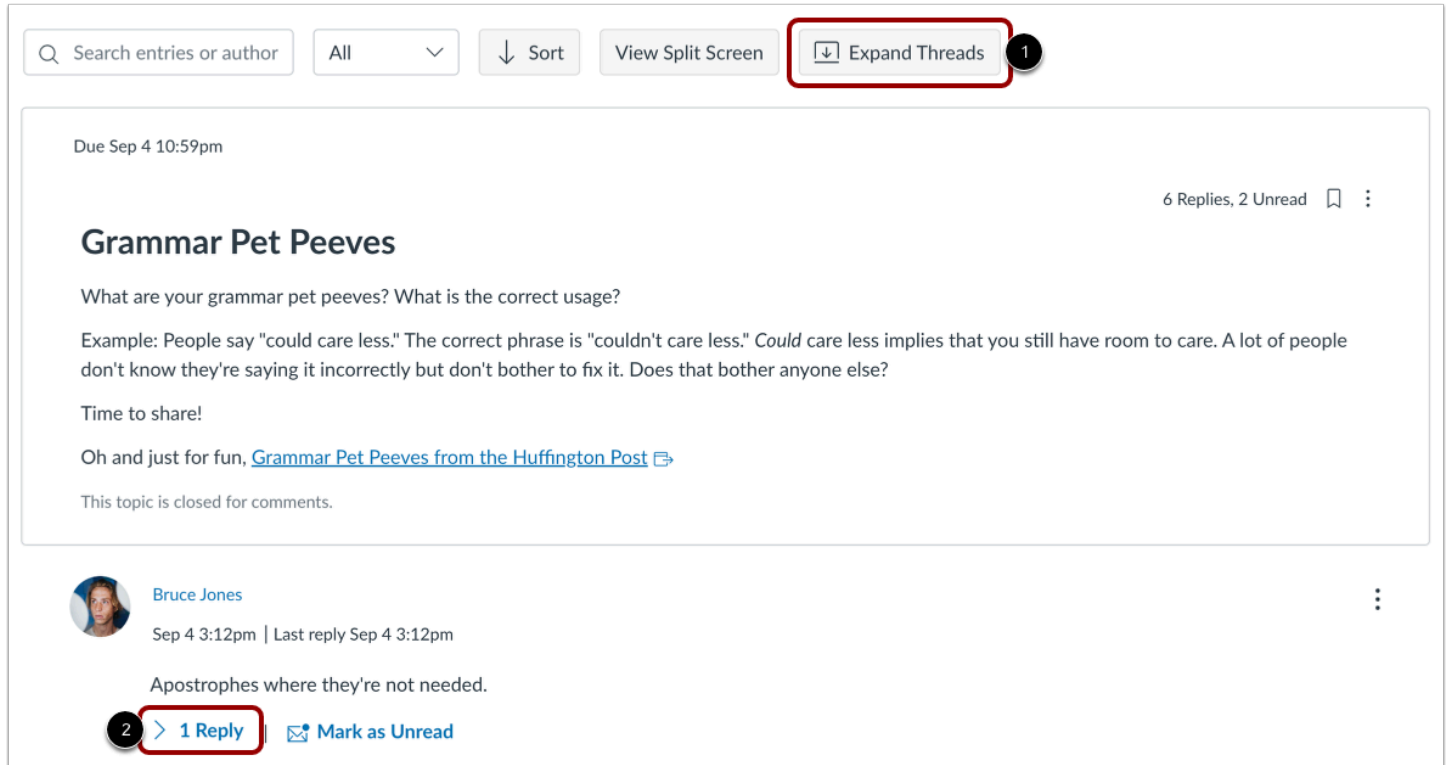
Discussion replies display below the discussion topic.

## View Threaded Discussion

If the discussion allows threaded replies, you can view them inline or in a split screen sidebar.



## View Inline Discussion Thread Replies



Search entries or author All Sort View Split Screen **Expand Threads** 1

Due Sep 4 10:59pm

6 Replies, 2 Unread

### Grammar Pet Peeves


What are your grammar pet peeves? What is the correct usage?

Example: People say "could care less." The correct phrase is "couldn't care less." *Could* care less implies that you still have room to care. A lot of people don't know they're saying it incorrectly but don't bother to fix it. Does that bother anyone else?

Time to share!


Oh and just for fun, [Grammar Pet Peeves from the Huffington Post](#)

This topic is closed for comments.

 **Bruce Jones**

Sep 4 3:12pm | Last reply Sep 4 3:12pm

Apostrophes where they're not needed.

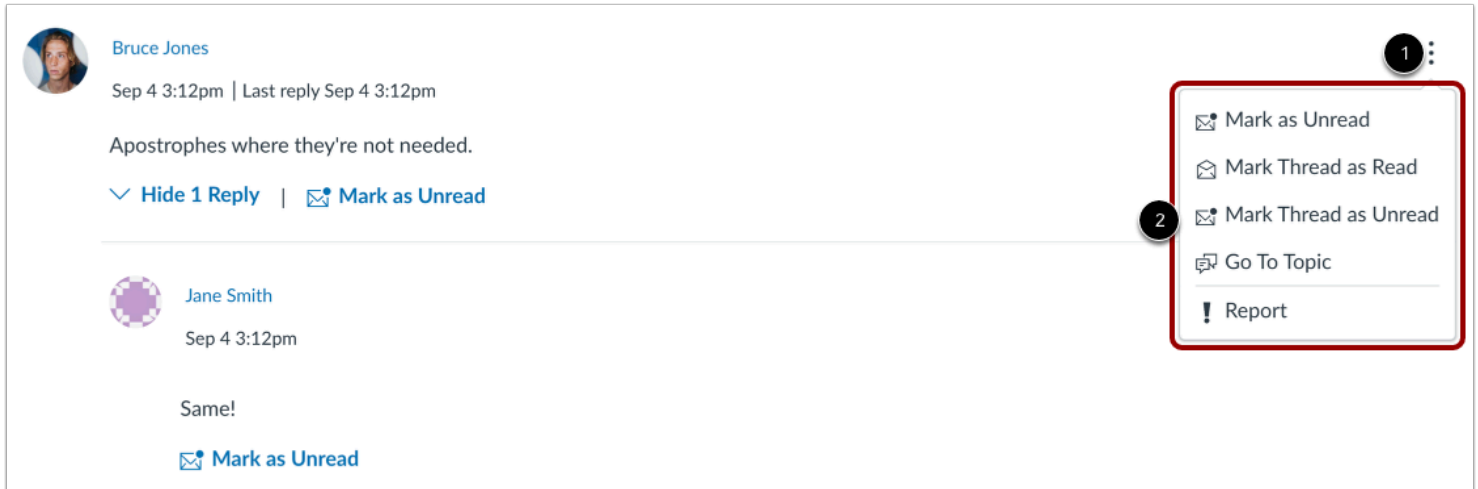
2 > **1 Reply** |  Mark as Unread

When viewing discussion thread replies, you can view them in a split screen sidebar or inline on the same page. When viewing inline, collapse and expand all discussion threads by clicking the **Expand Threads** and **Collapse Threads** buttons [1].

When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies. To expand the discussion thread for an individual reply, click the **# Replies** link [2].



## View Threaded Reply Options

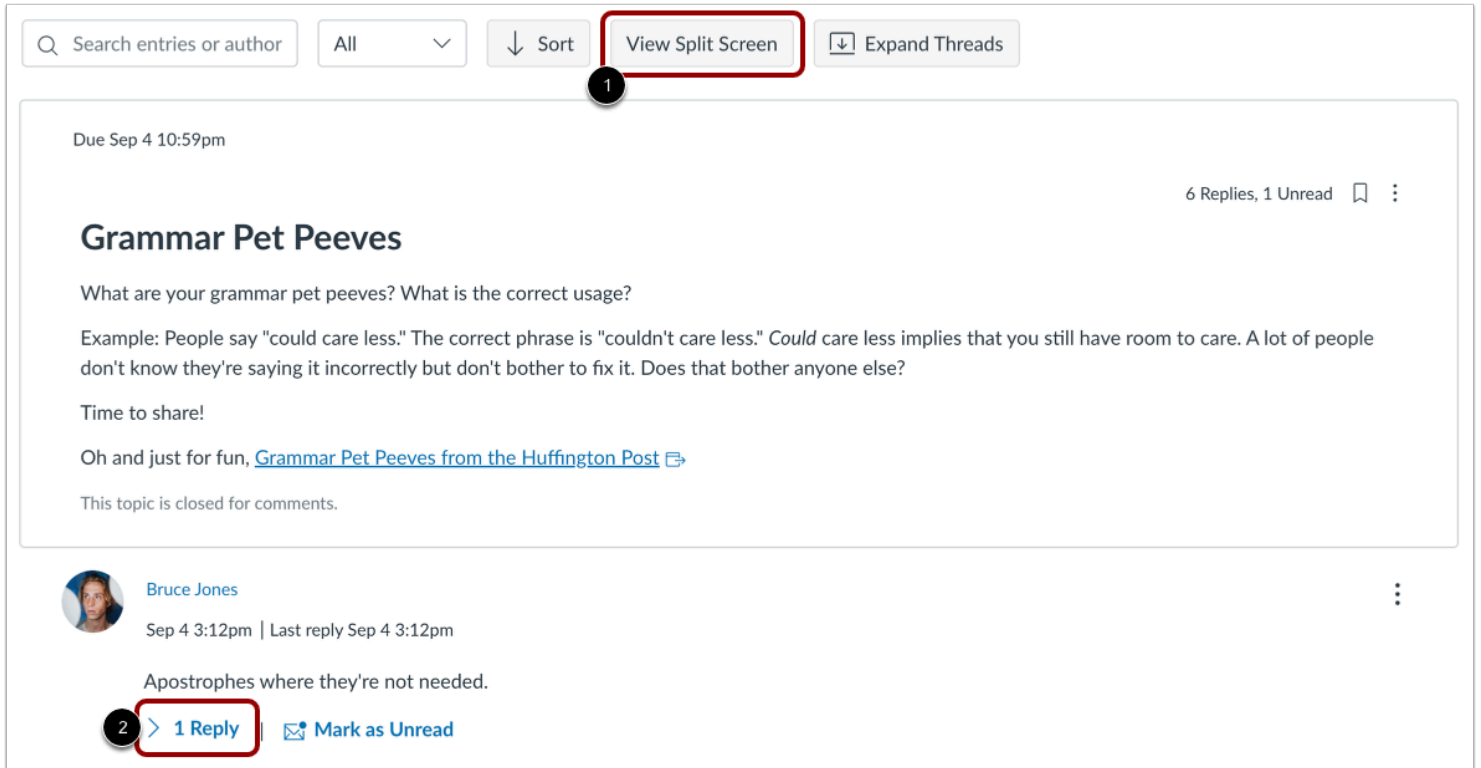


The screenshot shows a discussion thread in Canvas. At the top, a post by Bruce Jones is visible, dated Sep 4 3:12pm, with the text "Apostrophes where they're not needed." Below this, a reply by Jane Smith is shown, also dated Sep 4 3:12pm, with the text "Same!". To the right of Jane Smith's reply, a context menu is open, displaying several options: "Mark as Unread", "Mark Thread as Read", "Mark Thread as Unread", "Go To Topic", and "Report". The menu is highlighted with a red border. Numbered callouts are present: a '1' in a black circle points to the options icon (three vertical dots) at the top right of the reply, and a '2' in a black circle points to the "Mark Thread as Unread" option within the menu.

To view threaded reply options, click the **Options** icon [1]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, or report the reply [2].



## View Split Screen Discussion Thread Replies



Search entries or author All Sort View Split Screen Expand Threads

Due Sep 4 10:59pm

6 Replies, 1 Unread

### Grammar Pet Peeves


What are your grammar pet peeves? What is the correct usage?

Example: People say "could care less." The correct phrase is "couldn't care less." *Could* care less implies that you still have room to care. A lot of people don't know they're saying it incorrectly but don't bother to fix it. Does that bother anyone else?

Time to share!

Oh and just for fun, [Grammar Pet Peeves from the Huffington Post](#)

This topic is closed for comments.

 **Bruce Jones**  
Sep 4 3:12pm | Last reply Sep 4 3:12pm

Apostrophes where they're not needed.

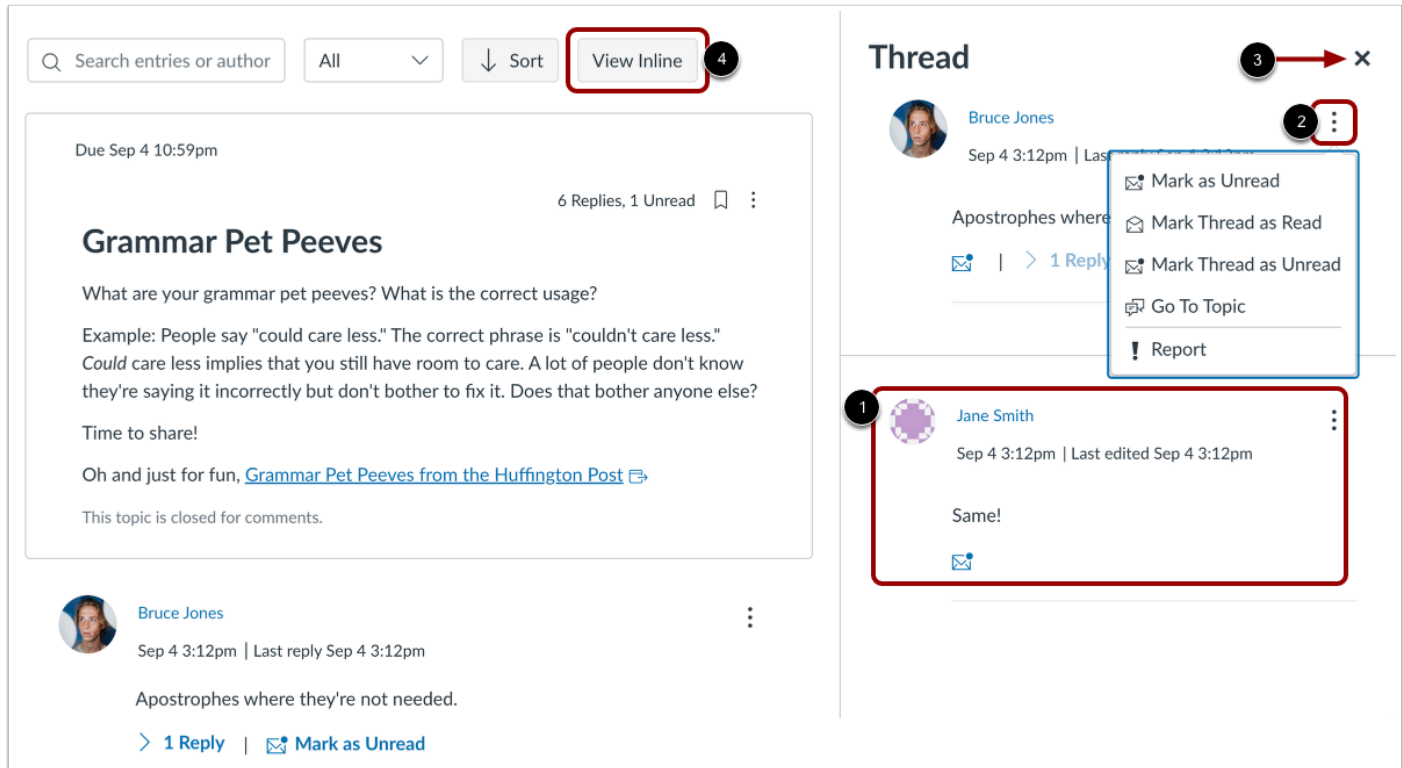
2 > 1 Reply Mark as Unread

To view split screen discussion thread replies, click the **View Split Screen** button [1].

When viewing split screen discussion thread replies, discussion reply threads are collapsed. You can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the **# Replies** link [1].





The screenshot displays the Canvas Observer interface. At the top, there is a navigation bar with a search box, a filter dropdown set to 'All', a sort button, and a 'View Inline' button (callout 4). Below this, a discussion thread titled 'Grammar Pet Peeves' is shown. The thread content includes a question about grammar, an example sentence, and a link to a Huffington Post article. Below the thread, a reply by Bruce Jones is visible. To the right, a 'Thread' sidebar shows a list of replies. Callout 1 points to a reply by Jane Smith. Callout 2 points to the options menu (three dots) for that reply, which includes options like 'Mark as Unread', 'Mark Thread as Read', 'Mark Thread as Unread', 'Go To Topic', and 'Report'. Callout 3 points to the close icon (X) at the top of the Thread sidebar.

View the read and unread replies [1].

To view reply options, click the **Options** icon [2].

To collapse the discussion thread replies sidebar, click the **Close** icon [3].

To view discussion threads inline on one page, click the **View Inline** button [4].



## Grades



## How do I view the Grades page for a student as an observer?

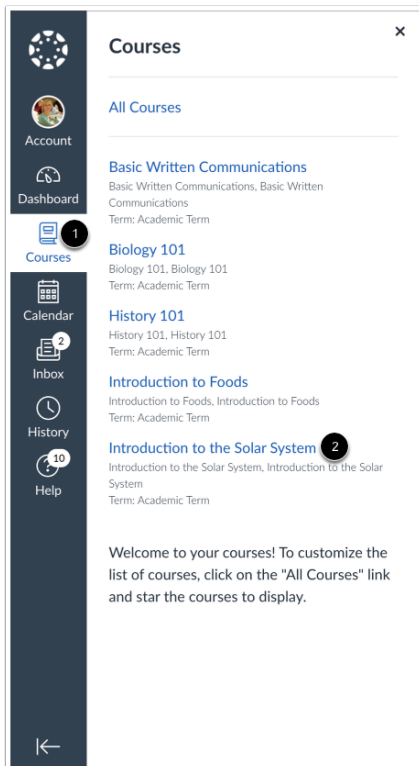
As an observer, you can view grades for students you are observing. The Grades page in a course displays your student's current course grade as well as all current grades for course assignments. You can also view assignment scoring details, comments, and rubrics. If the instructor is using multiple grading periods, you can also filter grades by grading period.

You can also view grades for your student's concluded courses from the Global Navigation Menu [Courses](#) link.

### Notes:

- Some details in the Grades page, such as scoring details and the total grade, may be restricted in your student's courses.
- You can also access the Grades page using the Dashboard View Grades link.

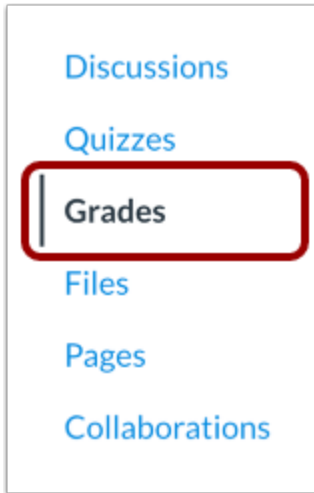
## Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

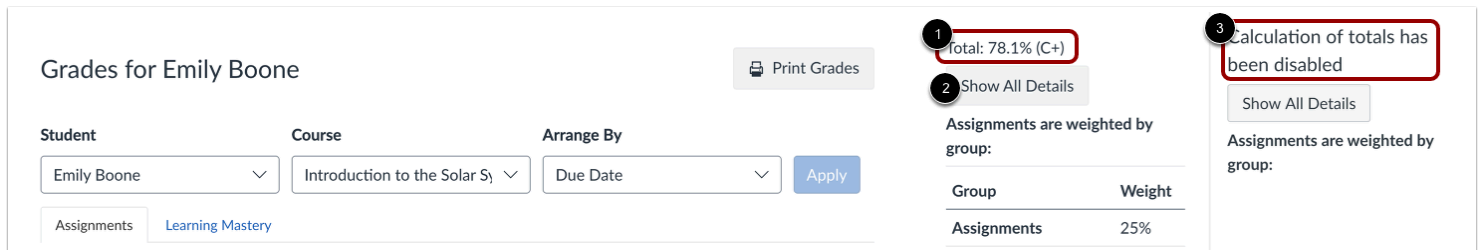


## Open Grades



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

## View Course Grade



The screenshot shows the 'Grades for Emily Boone' page. It includes a 'Print Grades' button, filters for Student (Emily Boone), Course (Introduction to the Solar Sy), and Arrange By (Due Date). There are tabs for 'Assignments' and 'Learning Mastery'. On the right, a summary shows 'Total: 78.1% (C+)' (annotated with a red box and number 1), a 'Show All Details' button (annotated with a red box and number 2), and a message 'Calculation of totals has been disabled' (annotated with a red box and number 3). Below this is a table showing 'Assignments are weighted by group:' with a table structure.

Group	Weight
Assignments	25%

The grade summary displays your student's total grade [1], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [2].

Depending on the grade calculation for the course, your student's total grade may display as a point value or as a percentage.

**Note:** Your instructor may restrict you from viewing your student's total grade [3].



## View Current and Total Grades

**Total: 89.29% (B+)**

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	25%
Weekly Quizzes	15%
Weekly Assignments	15%
Laboratory Assignments	20%
Projects	20%
Discussions	5%
Instructor Notes	0%
Extra Credit	0%
<b>Total</b>	<b>100%</b>

1 ☒ Calculate based only on graded assignments

**Total: 15.6% (F)**

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	25%
Weekly Quizzes	15%
Weekly Assignments	15%
Laboratory Assignments	20%
Projects	20%
Discussions	5%
Instructor Notes	0%
Extra Credit	0%
<b>Total</b>	<b>100%</b>

2 ☐ Calculate based only on graded assignments

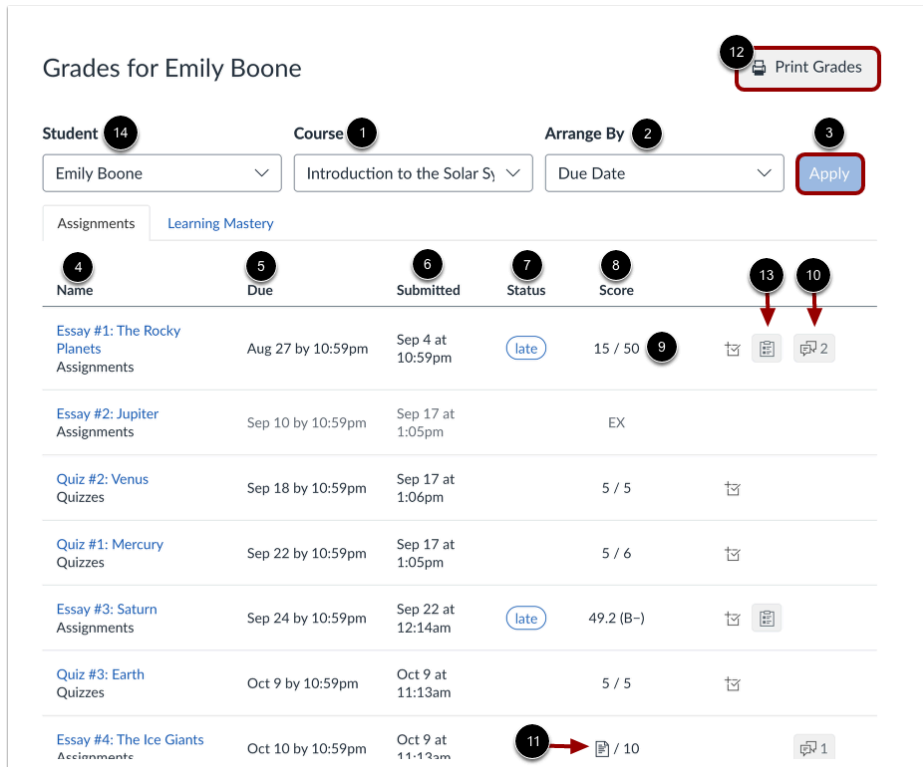
By default, the Grades page displays your student's current course grade. The current grade is calculated by adding the score for graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox [1].

The total grade is calculated by adding all assignments, both graded and ungraded, according to their weight in the course grading scheme. To view the total grade, deselect the **Calculate based only on graded assignments** checkbox [2].

**Note:** If your student's instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.



## View Assignment Grades



Grades for Emily Boone

12 Print Grades

Student 14 Course 1 Arrange By 2 3

Emily Boone Introduction to the Solar Sy Due Date Apply

Assignments Learning Mastery

4 Name	5 Due	6 Submitted	7 Status	8 Score	13 10
Essay #1: The Rocky Planets Assignments	Aug 27 by 10:59pm	Sep 4 at 10:59pm	late	15 / 50 9	13 10
Essay #2: Jupiter Assignments	Sep 10 by 10:59pm	Sep 17 at 1:05pm		EX	
Quiz #2: Venus Quizzes	Sep 18 by 10:59pm	Sep 17 at 1:06pm		5 / 5	
Quiz #1: Mercury Quizzes	Sep 22 by 10:59pm	Sep 17 at 1:05pm		5 / 6	
Essay #3: Saturn Assignments	Sep 24 by 10:59pm	Sep 22 at 12:14am	late	49.2 (B-)	
Quiz #3: Earth Quizzes	Oct 9 by 10:59pm	Oct 9 at 11:13am		5 / 5	
Essay #4: The Ice Giants Assignments	Oct 10 by 10:59pm	Oct 9 at 11:13am		11 / 10	11

From the grades page you can select the course for which you want to view grades by clicking the **Course** drop-down menu [1]. By default, the Grades page displays assignments chronologically by assignment due date. To sort grades by module, assignment name, or assignment group, click the **Arrange by** drop-down menu [2]. However, if modules or assignment groups aren't used in the course, they won't be included as sorting options. To apply selected sort options, click the **Apply** button [3]. Assignments that are not part of a module display at the end of the assignments list in alphabetical order.

You can view assignment names [4], due dates [5], assignment submission dates [6], statuses [7], scores [8], and total point values [9]. You may also be able to view whether the assignment includes comments, scoring details, or a scoring rubric [10].

You may see various grade icons in the score column indicating the assignment type [11]. Assignments that display a grade icon have not been graded by the instructor. Once the assignment is graded, the icon will be replaced by your student's score.

To print your student's grades, click the **Print Grades** button [12].

To view your student's rubric results, click the **See Rubric Results** button [13].



### Notes:

- The Status column only appears if one or more assignments have an associated status.
- If you are observing more than one student, you can click the **Student** drop-down menu [14] to view other students' grades.

## View Grading Periods

### Grades for Nora Sanderson

1

Grading Period

Term 2

3

Apply

2

Course

Biology 101

Arrange By

Due Date

Print

Total: 89.29% (B+)

Show All Details

Assignments are weighted by group:

4

Group	Weight
Assignments	25%
Weekly Quizzes	15%
Weekly Assignments	15%
Laboratory Assignments	20%
Projects	20%
Discussions	5%
Instructor Notes	0%
Extra Credit	0%
Total	100%

☒ Calculate based only on graded assignments

If grading periods are enabled in your student's course, you can view their grades according to grading period [1]. By default, the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the **Course** drop-down menu [2]. To see the specified grading period and course, click the **Apply** button [3].

If your student's course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing [4]. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.



## View Grade Info

Constitution Assignment

- / 50

!

1

2

Final Grade Info

This assignment does not count toward the final grade.

Close

Some assignments display a black warning icon [1], which alerts you that points earned from this assignment will not count toward your student's final grade [2]. Your student should still submit this assignment unless it has been excused by their instructor.

## View Comments

Course	Due Date	Score	Feedback
Introductions	Sep 16 by 9am	10 / 10	
A Closer Look: The United States Constitution Written Response 1	Sep 29 by 11:59pm	100%	<div> <div>2</div> <div>1</div> <div>1</div> </div> <div> <div>3</div> <div>X</div> </div> <div> <div>Attempt 1 Feedback:</div> <div>Dec 6 at 9:19am</div> <div>Good job Emily!</div> <div>- Doug Roberts</div> </div>

If your student's instructor left a comment on the assignment, the assignment displays a comment icon [1]. To view comments, click the **Comments** icon. Comments display chronologically [2]. To close comments, click the **Close** link [3].



## View Scoring Details

Articles of Confederation vs. Constitution Discussion
Dec 6 by 11:59pm
20 / 25
1

Score Details

2

Mean: 20.14	High: 25	Low: 15
Median: 20	Upper Quartile: 22.5	Lower Quartile: 18

3

4

Close

If you can view scoring details, click the **Check Mark** icon [1]. You can view the grade distribution for the assignment and view the mean, high, and low scores [2].

The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your student's score appears as a square on this plot [4].

You will only see scoring details if more than five other student submissions are also scored. If you do not see the scoring details, then fewer than five other student submissions are scored.



## View Rubric

Position Paper
Jul 21, 2023 by 11:59pm
25 / 25
1

3
Close Rubric
Assessment by Doug Roberts

Criteria	Ratings			Pts
Follows Instructions <a href="#">view longer description</a>	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 / 5 pts
Correct Length <a href="#">view longer description</a>	5 to >3 pts Full Marks	3 to >0 pts No Description	0 pts No Marks	3 / 5 pts
Grammar <a href="#">view longer description</a>	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	3 / 5 pts
Writing Prompt Outcome <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.d <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.b <a href="#">view longer description</a> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
				2 Total Points: 26

If an assignment includes a rubric, the assignment may display a rubric icon [1]. To view your student's results, click the **Rubric** icon. View your student's score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

**Note:** The total rubric score may be restricted by your student's instructor.



## View Assignment Groups

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	80.88%	80.88 / 100.00

The Grades page lists assignment groups included in your student's course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points your student has earned versus the total points possible [3].

**Note:** Assignment group percentages may be restricted by your student's instructor.



## View Percentage Grade Calculation

### Grades for Nora Sanderson

Course

Biology 101

Arrange By

Due Date

Apply

Print Grades

Total: 94.64% (A)

Show Saved "What-If" Scores

Show All Details

Name	Due	Submitted	Status	Score
<a href="#">Biology Overview</a>	Aug 29, 2023 by 11:59pm	Aug 28, 2023 at 4:42pm	28 / 11	
<a href="#">Welcome to class!</a>	Sep 2, 2023 by 12:59am	Aug 28, 2023 at 4:42pm	✓	1
<a href="#">Biology 101</a>	Sep 14, 2023 by 12:59am		- / 50	
<a href="#">Tools and Measurements</a>	Sep 21, 2023 by 12:59am	Sep 18, 2023 at 11:45am	28 / 7	
Assignments				100%
Discussions				100%
Quizzes				78.57%
Extra Credit				N/A
Migrated Quizzes				N/A
Total				94.64%

1

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Migrated Quizzes	0%
Total	90%

☒ Calculate based only on graded assignments

2

3

Your instructor has not posted the grade. While your instructor has not posted the grade, grade and comment information is unavailable.

The sidebar displays information about how your student's grades are calculated.


If assignment groups are weighted, the sidebar displays the breakdown of weighted assignment groups [1].

Assignment group weights always display as a percentage. If your student's instructor allows you to view total grades, you can see a breakdown of the points your student has earned versus the total points possible [2].

**Note:** Your student's instructor may restrict you from viewing your grade totals in assignment group percentages [3].



## View Points Grade Calculation

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	 80.88%	80.88 / 100.00

If your student's course does not use assignment groups, their total grade can be displayed in points or as a percentage. If the total grade displays in points, you can view your student's overall grade percentage.

**Note:** Your student's instructor may restrict you from viewing grade totals.



## View Qualitative Grade Calculation

Grades for Emily Boone			
Course		Arrange By	
Science		Due Date	
		Apply	
Name	Due Date	Status	Score
Essay #1: The Rocky Planets Assignments	Sep 12, 2023 at 11:59pm	GRADED	A
Quiz #1: Mercury Assignments	Sep 18, 2023 at 10pm	GRADED	B-
Essay #2: Jupiter Assignments	Sep 20, 2023 at 11:59pm	GRADED	A
Assignment 1 Assignments		NOT...	
Assignments			A
Total		→	A

If your student's institution restricts viewing quantitative data, your student's total grade is displayed using a grading scheme, usually letter grades. Your student's instructor may also restrict you from viewing your student's total grade.



## View Current and Total Grades

**Total: 89.29% (B+)**

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	25%
Weekly Quizzes	15%
Weekly Assignments	15%
Laboratory Assignments	20%
Projects	20%
Discussions	5%
Instructor Notes	0%
Extra Credit	0%
<b>Total</b>	<b>100%</b>

1 ☒ Calculate based only on graded assignments

**Total: 15.6% (F)**

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	25%
Weekly Quizzes	15%
Weekly Assignments	15%
Laboratory Assignments	20%
Projects	20%
Discussions	5%
Instructor Notes	0%
Extra Credit	0%
<b>Total</b>	<b>100%</b>

2 ☐ Calculate based only on graded assignments

By default, the Grades page displays your student's current course grade. The current grade is calculated by adding the score for graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox [1].

The total grade is calculated by adding all assignments, both graded and ungraded, according to their weight in the course grading scheme. To view the total grade, deselect the **Calculate based only on graded assignments** checkbox [2].

**Note:** If your student's instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.



## View Learning Mastery Gradebook

### Grades for Nora Sanderson

Course

Arrange By

Biology 101

Due Date

Apply

Assignments

Learning Mastery

Print

Total: 89.29% (B+)

Show All Details

Assignments are weighted by group:

Group	Weight
-------	--------

Learning Mastery scores may be used by your student's instructor to measure performance based on classroom learning standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

To view your student's standards-based scores, click the **Learning Mastery** tab.



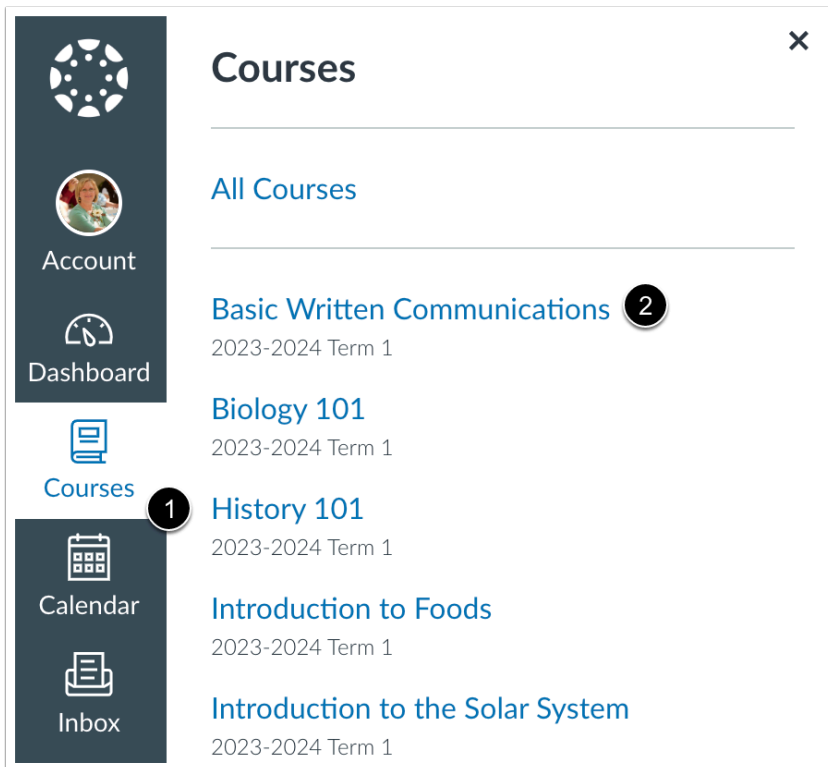
## How do I view my student's grades in a current course?

The Grades page in your student's course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your student's instructor is using multiple grading periods, you can also filter grades by grading period.

If any of your student's courses have concluded and you are able to access their content, you can also [view concluded course grades](#).

**Note:** Some details in the Grades page, such as scoring details and the total grade, may be restricted in your student's course.

## Open Course



**Courses**

All Courses

Basic Written Communications <sup>2</sup>  
2023-2024 Term 1

Biology 101  
2023-2024 Term 1

<sup>1</sup> History 101  
2023-2024 Term 1

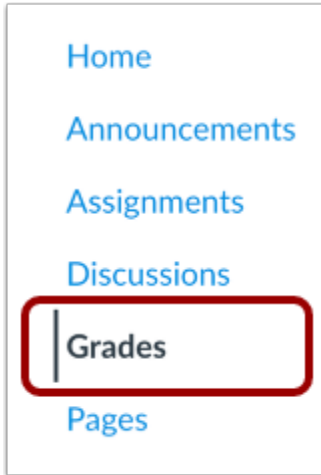
Introduction to Foods  
2023-2024 Term 1

Introduction to the Solar System  
2023-2024 Term 1

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



## Open Grades



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

## View Grades

### Grades for Bruce Jones

Course 1

History 101

Arrange By 2

Due Date

3

Apply

10

Print Grades

Total: 96.57% (A)

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	40%
Total	100%

☒ Calculate based only on graded assignments

<span>4</span> Name	<span>5</span> Due	<span>6</span> Submitted	<span>7</span> Status	<span>8</span> Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 1:42pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Sep 11, 2023 at 11:06am		<span>9</span> 16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 11:37am		80%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 10:08am		45 (A)

From the grades page you can select the **Course** for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [2], you can also sort by module,



assignment name, or assignment group. To see the specified grades, click the **Apply** button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your student's course, they won't be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the assignment submission date [6], the assignment status [7], the score your student earned [8], and the total point value of the assignment [9]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics.

You may see various [grade icons](#) in the score column indicating the type of assignment your student submitted. These assignments have not been graded by your student's instructor. Once the assignment is graded, the icon will be replaced by your student's score.

To print your student's grades, click the **Print Grades** button [10].

## View Grading Periods



Grades for Bruce Jones

Grading Period **1** Course **2** Arrange By **3**

Winter History 101 Due Date

Apply

Print

If grading periods are enabled in your student's course, you can view your student's grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it displays as a part of the last grading period. To view grades for another course, click the **Course** drop-down menu [2]. To see the specified grading period and course, click the **Apply** button [3].

If your student's course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.



## View Late Assignment

2

[History Overview](#)


Jan 31, 2023 by 11:59pm

Mar 29, 2023 at 12:16pm

1

late

10 / 11



Your student's instructor may enforce an automatic late policy in the course. Any assignments that are submitted after the due date are marked as late. The late policy automatically deducts a percentage of the grade from the total score. Late assignments display the Late icon in the Status column of the grades page [1]. To view submission details for a late assignment, click the submission name [2].


## View Late Submission

Assignment #2 - Personal Essay  
Due: Thu Jan 11, 2024 10:59pm


Late

**8/10 Points**

Attempt 1

 Review Feedback  
**SUBMITTED: Jan 16, 2024 1:25pm**

Attempt 1 Score:  
**8/10**

 View Feedback


Anonymous Grading: no

The Submission Details page displays your student's grade, the amount deducted for the late penalty, and the final grade.

## View Comments


Historical Video Assignment

Feb 13 by 11:59pm



25

1



Comments

3

Close

2


Thank you for your submission!

Doug Roberts, Jan 2 at 3:10pm


If there are comments in your assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the **Close** link [3].




## View Rubric


Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 1:42pm	10 / 10 	

Assessment by Doug Roberts

[Close Rubric](#) 

### Assignment 1 Rubric

Criteria	Ratings	Pts
Doing the assignment correctly <a href="#">view longer description</a>	<div>2 pts Full Marks</div> <div>0 pts No Marks</div>	2 / 2 pts
Doing the assignment nicely and with a decent amount of effort <a href="#">view longer description</a>	<div>3 pts Full Marks</div> <div>0 pts No Marks</div>	3 / 3 pts
 Can Turn in Canvas Assignments <a href="#">view longer description</a> threshold: 3	<div>5 pts Exceeds Expectations</div> <div>3 pts Meets Expectations</div> <div>0 pts Does Not Meet Expectations</div>	5 / 5 pts

 Total Points: 10  
Assessment by Doug Roberts

An assignment may also include a **Rubric** icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your student's score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

**Note:** The total rubric score may be restricted by your student's instructor.



## View Assignment Groups

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	80.88%	80.88 / 100.00

The Grades page will list the assignment groups included in your course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points you've earned versus the total points possible [3].

**Note:** Assignment group percentages may be restricted by your instructor.



## View Sidebar

1

Total: 76.45% (Pass)

2

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Imported Assignments	0%
Migrated Quizzes	0%
Total	100%

☒ Calculate based only on graded assignments

The grade summary shows your student's total grade [1] and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [2].

Depending on the grade calculation for your student's course, your student's total grade may display as a point value or as a percentage.

**Note:** Your student's instructor may restrict you from viewing your student's total grade.



## View Current and Total Grades

**Total: 76.45% (Pass)**

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Imported Assignments	0%
Migrated Quizzes	0%
<b>Total</b>	<b>100%</b>

☒ Calculate based only on graded assignments

1

**Total: 16.25% (Fail)**

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Imported Assignments	0%
Migrated Quizzes	0%
<b>Total</b>	<b>100%</b>

☐ Calculate based only on graded assignments

2

The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox selected in the sidebar.

The total grade is calculated by adding all the assignments according to their weight in the course grading scheme (both graded and ungraded assignments). To view the total grade, deselect the sidebar checkbox [2]. The grade at the top of the sidebar reflects your student's total grade.

**Note:** If your student's instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.



## View Percentage Grade Calculation

### Grades for Bruce Jones

Course

History 101

Arrange By

Due Date

Apply

Print Grades

Total: 96.57% (A)

Show All Details

Name	Due	Submitted	Status	Score
Course				
Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 1:42pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Sep 11, 2023 at 11:06am		16 / 16
Assignments				88.57% 93.00 / 105.00
Discussions				100% 10.00 / 10.00
Quizzes				100% 16.00 / 16.00
Total				96.57%

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	40%
Total	100%

☒ Calculate based only on graded assignments

### Grades for Bruce Jones

Course

History 101

Arrange By

Due Date

Apply

Print Grades

Calculation of totals has been disabled

Show All Details

Name	Due	Submitted	Status	Score
Course				
Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 1:42pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Sep 11, 2023 at 11:06am		16 / 16
Assignments				0%
Discussions				0%
Quizzes				0%

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	40%
Total	100%

☒ Calculate based only on graded assignments

The sidebar shows the information about how your student's grades are calculated.


If your student's assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [1].

Assignment groups will always display as a percentage. If your student's instructor allows you to view total grades, you can see a breakdown in the points your student has earned versus the total points possible [2].

**Note:** Your student's instructor may restrict you from viewing your grade totals in assignment group percentages [3].



## View Points Grade Calculation

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	 80.88%	80.88 / 100.00

If your student's course does not use assignment groups, your student's total grade can be displayed in points or percentage. If your student's total grade is displayed in points, you can view your student's overall grade percentage. Again, your student's instructor may restrict you from viewing your student's total grade.



## View Qualitative Grade Calculation

Grades for Emily Boone			
Course		Arrange By	
Science		Due Date	
		Apply	
Name	Due Date	Status	Score
Essay #1: The Rocky Planets Assignments	Sep 12, 2023 at 11:59pm	GRADED	A
Quiz #1: Mercury Assignments	Sep 18, 2023 at 10pm	GRADED	B-
Essay #2: Jupiter Assignments	Sep 20, 2023 at 11:59pm	GRADED	A
Assignment 1 Assignments		NOT...	
Assignments			A
Total		→	A

If your student's institution restricts viewing quantitative data, your student's total grade is displayed using a grading scheme, usually letter grades. Again, your student's instructor may restrict you from viewing your student's total grade.



## Change Gradebook

### Grades for Bruce Jones

Print Grades

Course

History 101

Arrange By

1 e Date

Apply

Assignments

2 Learning Mastery

If you are observing a student in multiple courses, you can use the **course drop-down menu** to view grades in other courses [1].

If your student's Grades page shows Assignments and Learning Mastery headings [2], you can also view your student's standards-based scores in the [Learning Mastery](#) link.

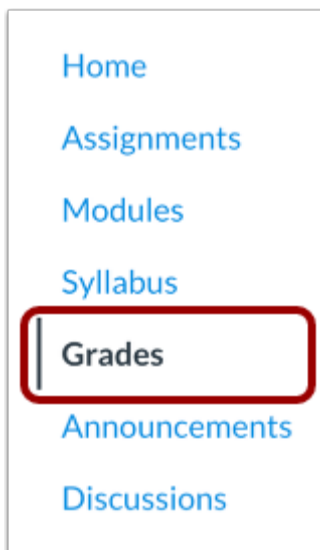


## How do I view my student's Learning Mastery scores in the Grades page as an observer?

Learning Mastery scores are used by your student's instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

If your student's Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

### Open Grades



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



## Open Learning Mastery Link

### Grades for Bruce Jones

Print Grades

Course

History 101

▼

Arrange By

Due Date

▼

Apply

Assignments

Learning Mastery

On the Grades page, click the **Learning Mastery** link.

## View Outcomes Overview

### Grades for Bruce Jones

4

 Print Grades

Course

History 101

▼

Arrange By

Due Date

▼

Apply

Assignments

Learning Mastery

3

1

2

>

Assignment Outcomes

1 OF 4 MASTERED

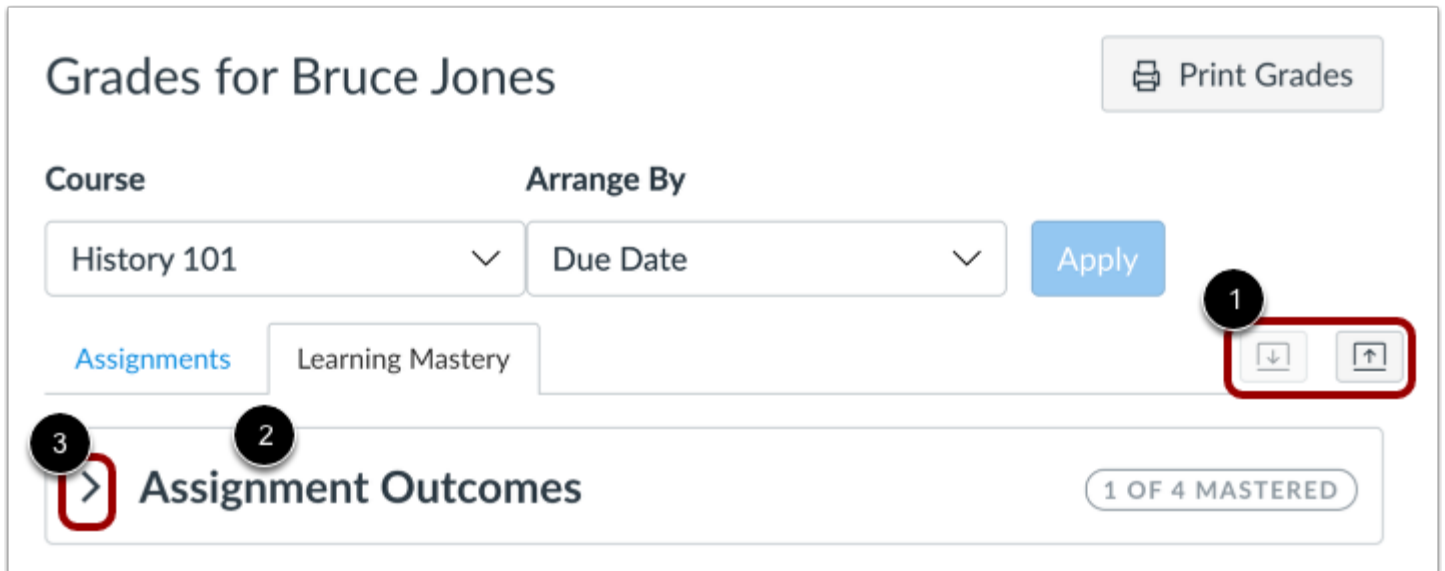
In the Learning Mastery tab, you can view overall details about the outcomes available in your student's course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes your student has mastered on the left, while the total number of outcomes within the group is shown on the right.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.



Click the **Print Grades** button to print your outcomes results [4].

## Expand Outcome Group



Grades for Bruce Jones

Print Grades

Course: History 101 Arrange By: Due Date Apply

Assignments Learning Mastery

1

3

2

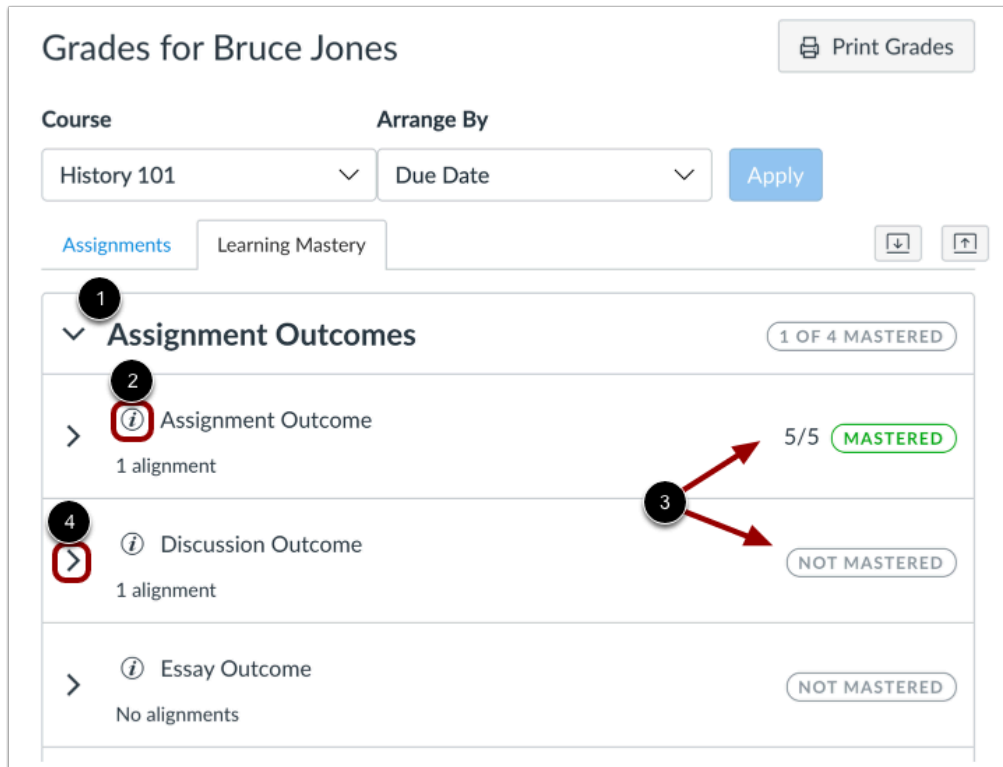
Assignment Outcomes

1 OF 4 MASTERED

You can expand each outcome to view all outcomes within the group. You can use the **Expand** and **Collapse** icons to expand and collapse all outcome groups at once [1]. You can also expand outcome groups individually by clicking the name of an outcome group [2] or the down arrow [3].



## View Outcomes



**Grades for Bruce Jones** Print Grades

Course: History 101 Arrange By: Due Date Apply

Assignments Learning Mastery Download Upload

**Assignment Outcomes** 1 OF 4 MASTERED

- > i Assignment Outcome 5/5 MASTERED  
1 alignment
- > i Discussion Outcome NOT MASTERED  
1 alignment
- > i Essay Outcome NOT MASTERED  
No alignments

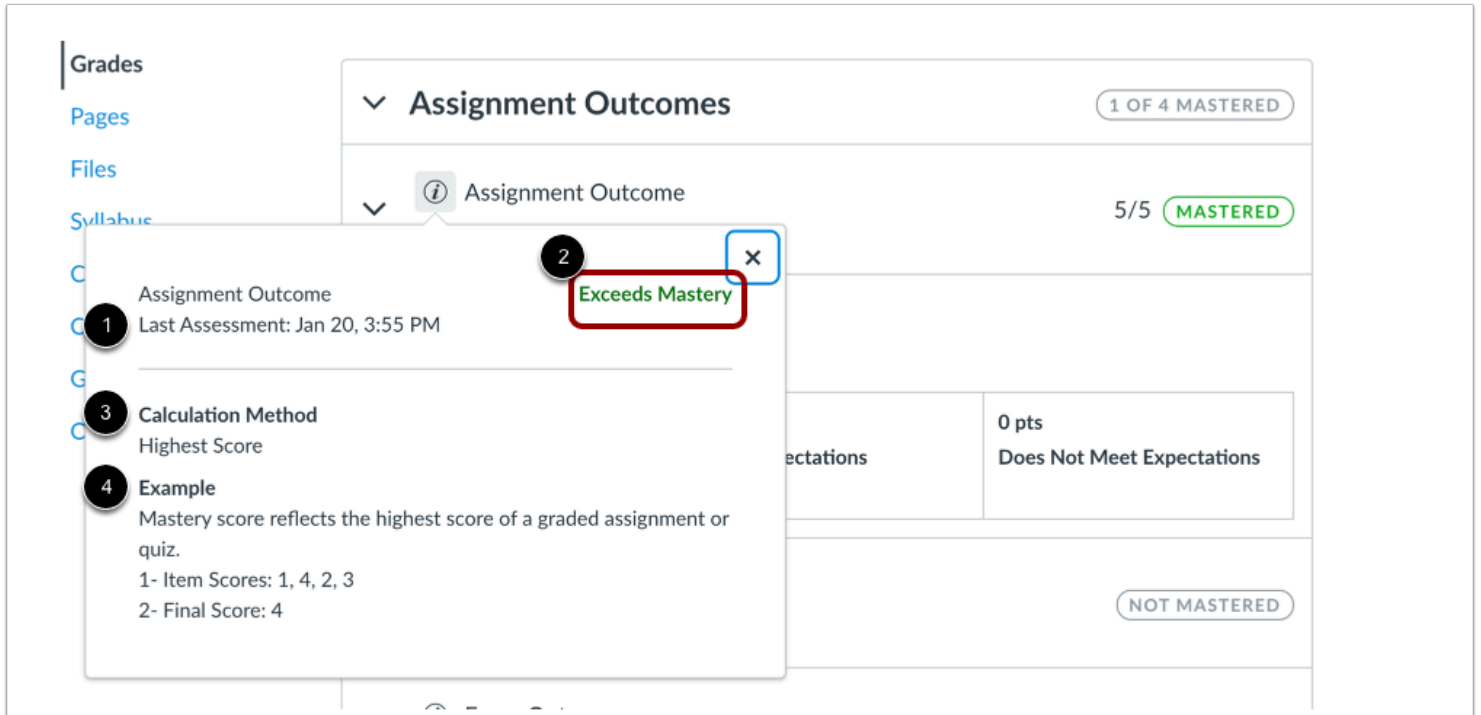
When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

Each outcome also displays an icon indicating mastery [3].

To view information about outcome alignments, click the arrow icon [4].



## View Outcome Information



The screenshot shows the 'Assignment Outcomes' section in the Canvas Observer interface. A modal window is open for an 'Assignment Outcome'. The modal contains the following information:

- Assignment Outcome** (Title)
- Last Assessment:** Jan 20, 3:55 PM
- Calculation Method:** Highest Score
- Example:** Mastery score reflects the highest score of a graded assignment or quiz.
  - 1- Item Scores: 1, 4, 2, 3
  - 2- Final Score: 4
- Mastery Level:** 5/5 MASTERED (indicated by a green badge)
- Current Status:** NOT MASTERED (indicated by a grey badge)
- Points:** 0 pts
- Expectations:** Does Not Meet Expectations

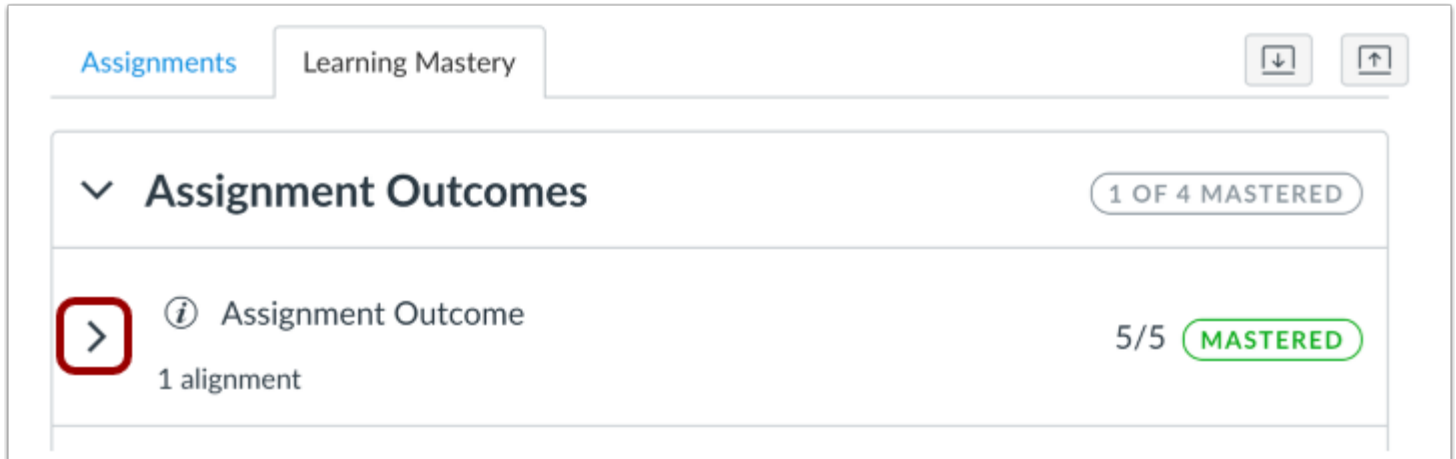
The information window displays the assessment of the outcome.

You can view the date for the most recent assessment of the outcome [1] and the assessed mastery level [2].

You can also view the calculation method for the outcome [3] and an example of the calculation method [4].



## View Alignments

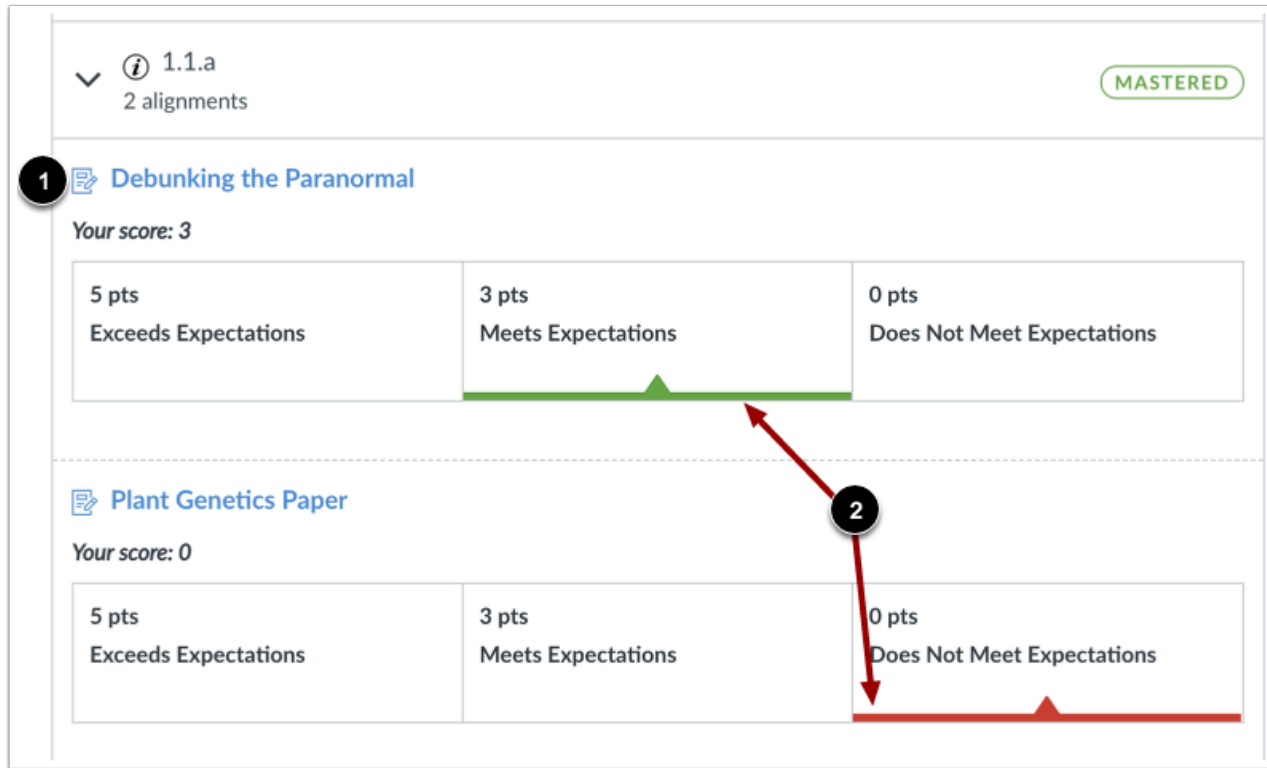


The screenshot shows the Canvas Learning Mastery interface. At the top, there are two tabs: "Assignments" (highlighted in blue) and "Learning Mastery". To the right of the tabs are two icons: a download icon and an upload icon. Below the tabs is a section titled "Assignment Outcomes" with a dropdown arrow on the left and a badge on the right that says "1 OF 4 MASTERED". Under this section, there is a row for an "Assignment Outcome". On the left of this row is a red square icon containing a white right-pointing arrow, which is highlighted with a red border. To the right of the icon is the text "Assignment Outcome" and "1 alignment". On the far right of this row, it shows "5/5" and a green badge that says "MASTERED".

Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

To view alignments for an outcome, click the **Arrow** icon.





Each outcome displays a link for each aligned item [1], as well as your student's assessed mastery level for each aligned item [2].



## Change Gradebook

### Grades for Bruce Jones

Print Grades

Course

History 101

2

▼

Arrange By

Due Date

▼

Apply

1

Assignments

Learning Mastery

↓

↑

> Assignment Outcomes

1 OF 4 MASTERED

To view the standard Assignments grades page for your student's course, click the **Assignments** link [1]. You can toggle between assignments and outcome scores at any time.









If you are observing a student in more than one course, you can view grades by selecting another course name in the grades **Course** drop-down menu [2].



## How do I use the icons and colors in the Grades page as an observer?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

### Submission Type Icons

Status	Score
 1	/ 20
 2	/ 35
 3	/ 40
 4	/ 0
 5	/ 25
 6	/ 40
 7	/ 1
 8	/ 25

The following icons represent different assignment submission types on your Grades page:

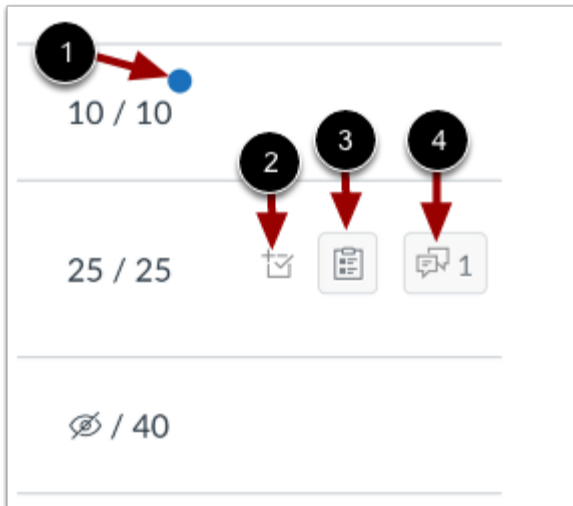
- **Document Icon** [1]: File upload submitted, not graded
- **Text Icon** [2]: Text entry submitted, not graded
- **New Quiz Icon** [3]: New Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Discussion Icon** [4]: Graded discussion submitted, but not graded
- **Link Icon** [5]: A URL has been submitted, not graded



- **Visibility Icon** [6]: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor posts grades for the assignment
- **Quiz icon** [7]: Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Media Icon** [8]: Media recording submitted, not graded

**Note:** Some external tool assignments may display a dash instead of a submission icon after your student submits the assignment.

## Submission Details Icons














When your student's instructor grades your student's assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Check Plus Icon** [2]: Scoring details
- **Rubric Icon** [3]: Rubric details
- **Discussion Icon** [4]: Assignment comments



## Grading Types

Status	Score
	18.6 (4.0)
	31.15 (B+)
	75%
	-
	✓
	10 / 10 ⓘ
	25 / 25   1
	EX / 40
	×

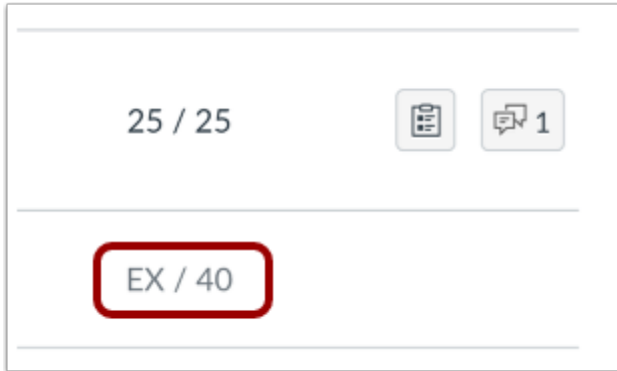
Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- **GPA** [1]: GPA scale
- **Letter** [2]: Letter grade
- **Percentage** [3]: Grade shown as a percentage
- **Dash** [4]: No submission
- **Check Icon** [5]: Complete grade
- **Grade Info Icon** [6]: Points earned from this assignment do not count toward your final grade
- **Number** [7]: Grade shown by number of points
- **EX** [8]: Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- **X Icon** [9]: Incomplete grade

**Note:** A dash may still display in the Grades page after your student submits an assignment for an external tool assignment

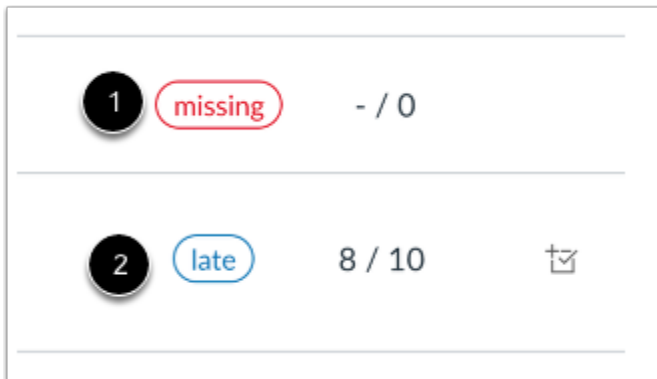


## Colors



When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your student's total score.




## Status



The status column displays labels for assignments that are late or missing. If an assignment has not been submitted by the due date, it is identified as missing [1]. If an assignment was submitted after the due date, it is identified as late [2].



## Originality Report

Name	Due	Status	Score
A Closer Look: The United States Constitution Written Response 1	Aug 18 by 11:59pm		18.6 (A-) 
A Closer Look: Response 2			31.15 (B+) 
Amendment Quiz			75%
Constitution Assignment			-
Course Introduction			✓ 

If your student's instructor uses an originality tool, you may be able to view an originality report for your student's submission. To view the originality report, click the **Originality Report** icon [1]. The icon color indicates the percentage of text matched by the originality tool. A timer icon indicates the originality tool is still checking your student's submission [2].



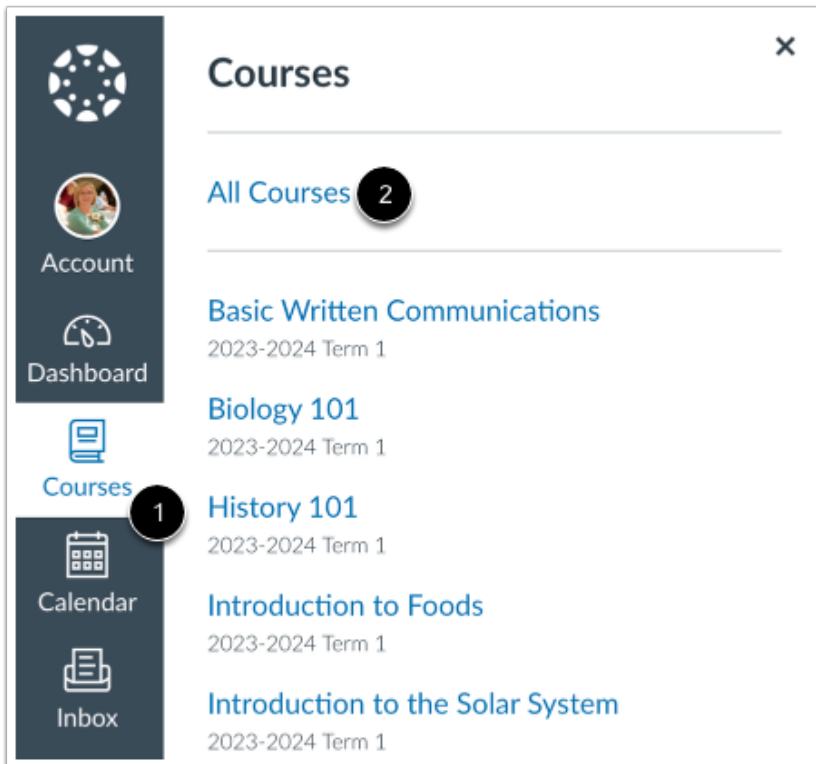
## How do I view my student's grades in a concluded course as an observer?

You may be able to view your student's grades for courses that have ended. Depending on the grade calculation for your student's course, your student's total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

### Notes:

- Your student's instructor may restrict you from viewing grade totals.
- Some institutions may restrict the option to view concluded courses.

## Open Courses

A screenshot of the Canvas user interface. On the left is a dark blue sidebar with navigation links: Account, Dashboard, Courses (highlighted with a black circle containing the number 1), Calendar, and Inbox. The main content area is titled 'Courses' and has a close button (X) in the top right. Below the title is a link 'All Courses' with a black circle containing the number 2 next to it. Below this is a list of courses, all for the '2023-2024 Term 1': 'Basic Written Communications', 'Biology 101', 'History 101' (highlighted with a black circle containing the number 1), 'Introduction to Foods', and 'Introduction to the Solar System'.

In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].



## Open Concluded Course

Past Enrollments					
Favorite ▾	Course ▾	Nickname ▾	Term ▾	Enrolled as ▾	Published ▾
☆	■ History 101		2021-2022	Observer	Yes
☆	■ Introduction to the Solar System		2021-2022	Observer	Yes
☆	Biology 101		2021-2022	Observer	Yes
☆	■ Biology 101		2022-2023	Observer	Yes
☆	■ History 101		2022-2023	Observer	Yes

Under the **Past Enrollments** heading, click the name of your concluded course.

## Open Grades


Home
Announcements
Assignments
Discussions
Grades
Files

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



## View Grades



### Grades for Bruce Jones

 Print Grades

Student
Course
Arrange By

Bruce Jones
Introduction to the Solar Sy
Due Date

Apply

Name	Due	Submitted	Status	Score
Pre-Test	Sep 19, 2021 by 11:59pm	Sep 17, 2021 at 1:16pm		20 / 20 
Mercury: Playing with Fire	Sep 22, 2021 by 7pm			- / 5
Quiz #1: Mercury	Sep 24, 2021 by 10:59pm	Sep 20, 2021 at 2:28pm		5 / 6 

View your student's grade in the concluded course.



## How do I view my student's grades in a current subject in Canvas for Elementary?

*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

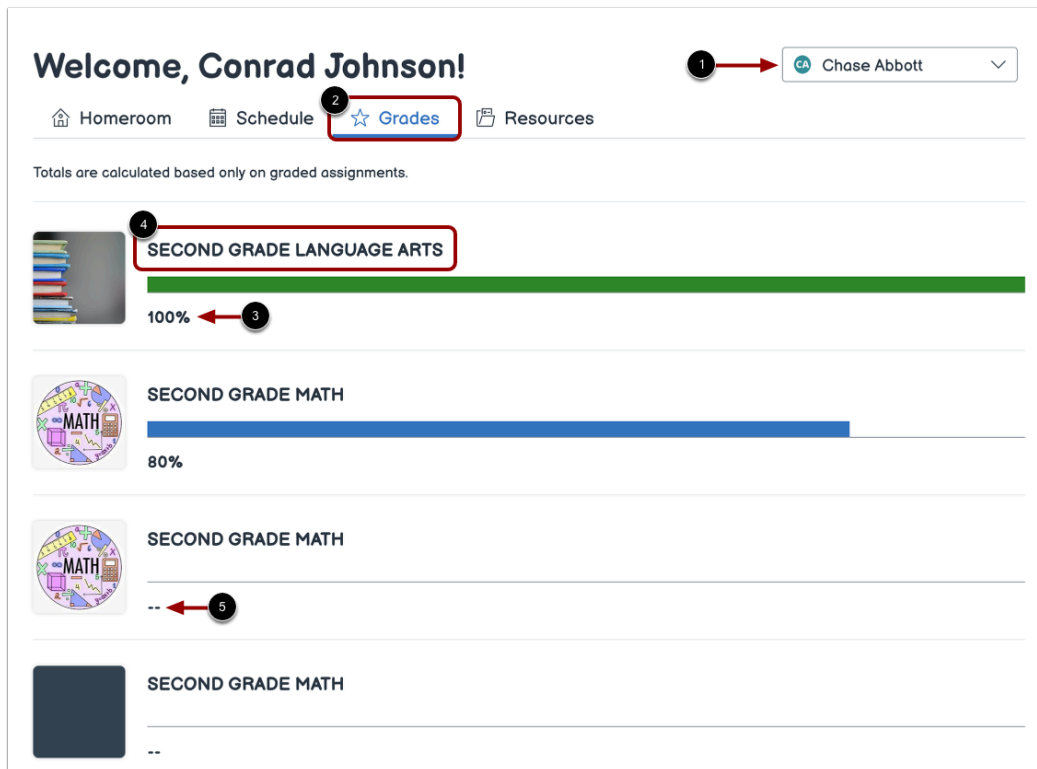
This lesson shows you how to view your student's grades in a current subject in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to view your student's grades in a current course](#) in Classic Canvas.

The Subject Grades page displays your student's grades for all subject assignments. If your student's institution has enabled grading periods, you can also filter grades by grading period.

You can also view [concluded subject grades](#).

**Note:** Some details in the Grades page, such as scoring details and the total grade, may be restricted in your student's subject.

### Open Subject Grades



The screenshot shows the Canvas Observer interface for a user named Conrad Johnson. At the top, there is a navigation bar with tabs: Homeroom, Schedule, Grades (highlighted with a red box and a callout '2'), and Resources. To the right of the navigation bar is a dropdown menu for the student, currently showing 'Chase Abbott' (callout '1'). Below the navigation bar, a message states: 'Totals are calculated based only on graded assignments.' The main content area displays a list of subjects with their corresponding grades. The first subject is 'SECOND GRADE LANGUAGE ARTS' (callout '4'), which has a green progress bar and a grade of '100%' (callout '3'). The second subject is 'SECOND GRADE MATH' with a blue progress bar and a grade of '80%'. The third subject is also 'SECOND GRADE MATH' with a grade of '--' (callout '5'). The fourth subject is 'SECOND GRADE MATH' with a grade of '--'. Each subject entry includes a small icon representing the subject.

In the Homeroom, you can use the drop-down menu to switch between students you are observing [1].



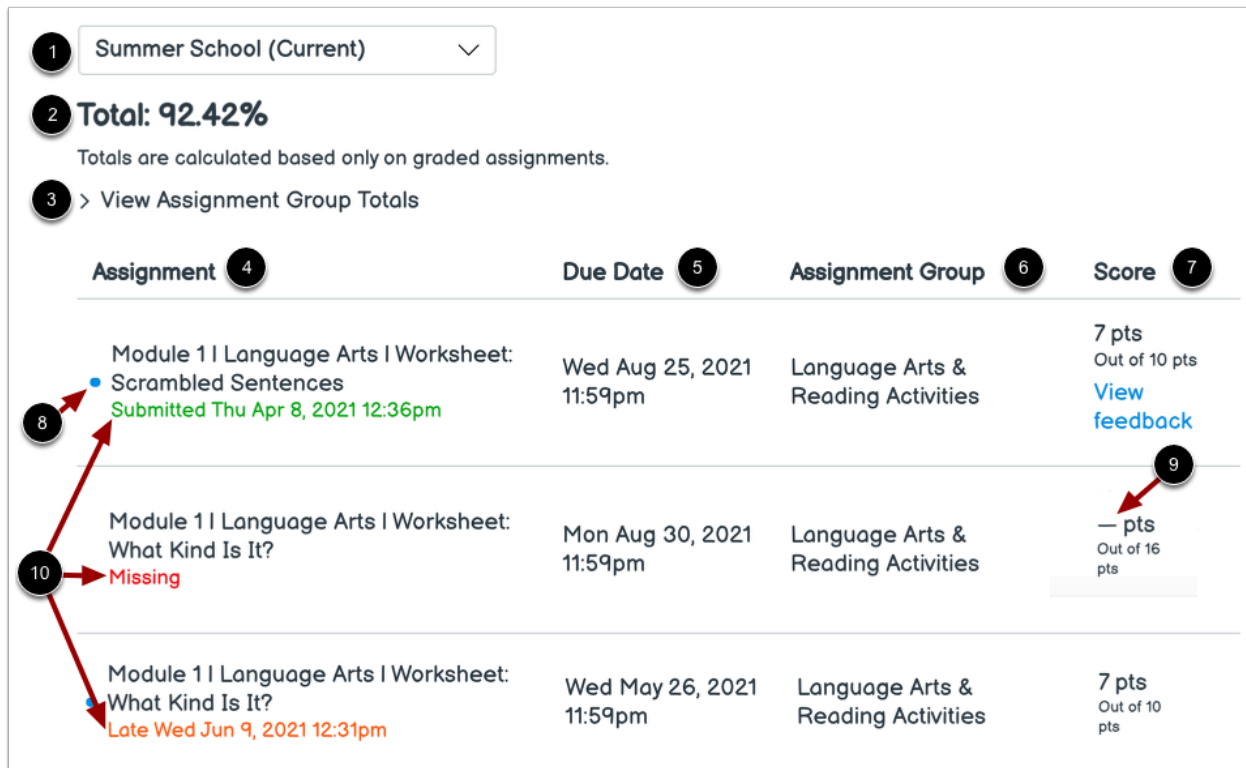
From the Homeroom, click the **Grades** tab [2].

If allowed by your student's instructor, your student's total subject grades display [3].

To view grade details for a subject, click the subject name [4].

**Note:** If your student's instructor has hidden total subject grades, dashes display in place of the total subject grade [5].

## View Subject Grades



The screenshot shows the Canvas Grades interface. At the top, a dropdown menu (1) is set to 'Summer School (Current)'. Below it, the total grade is displayed as 'Total: 92.42%' (2), with a note that totals are calculated based only on graded assignments. A link to 'View Assignment Group Totals' (3) is shown. The main table lists assignments with columns for Assignment (4), Due Date (5), Assignment Group (6), and Score (7). The first row shows 'Module 1 | Language Arts I Worksheet: Scrambled Sentences' (8) with a due date of 'Wed Aug 25, 2021 11:59pm' and a score of '7 pts Out of 10 pts'. A 'View feedback' link is present. The second row shows 'Module 1 | Language Arts I Worksheet: What Kind Is It?' (10) with a due date of 'Mon Aug 30, 2021 11:59pm' and a score of '— pts Out of 16 pts'. The third row shows 'Module 1 | Language Arts I Worksheet: What Kind Is It?' (9) with a due date of 'Wed May 26, 2021 11:59pm' and a score of '7 pts Out of 10 pts'. A red arrow points from the 'Missing' status of the second row to the 'Late' status of the third row.

Assignment	Due Date	Assignment Group	Score
Module 1   Language Arts I Worksheet: Scrambled Sentences Submitted Thu Apr 8, 2021 12:36pm	Wed Aug 25, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts <a href="#">View feedback</a>
Module 1   Language Arts I Worksheet: What Kind Is It? Missing	Mon Aug 30, 2021 11:59pm	Language Arts & Reading Activities	— pts Out of 16 pts
Module 1   Language Arts I Worksheet: What Kind Is It? Late Wed Jun 9, 2021 12:31pm	Wed May 26, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts

If your student's institution has enabled grading periods, you can view grading periods using the **Grading Period** drop-down menu [1].

If allowed by your student's instructor, your student's overall subject grade displays [2].

To view assignment group totals, click the **View Assignment Group Totals** arrow [3].

By default, grades are sorted chronologically by assignment due date.

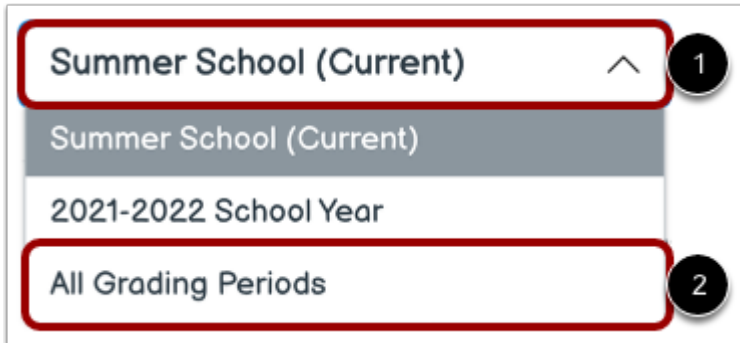
You can view the name of the assignment [4], the assignment due date [5], the assignment group [6], and your student's assignment score and total assignment points [7]. You may also view whether the assignment includes unread scoring details or comments [8].



A dash icon in the score column indicates grades have not been posted [9]. Once the assignment is graded, the icon will be replaced by your score.

The submission status displays below the assignment name [10].

## View Grading Periods

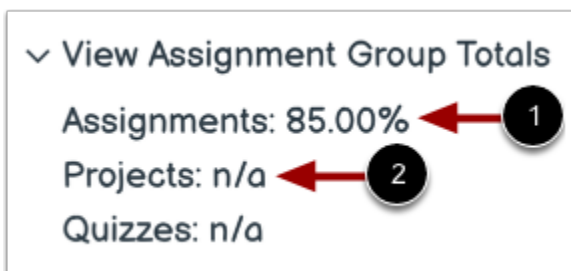


If your student's institution has enabled grading periods, you can view your student's grades according to grading period. By default, the Grades page displays the current grading period [1]. If an assignment does not include a due date, it displays as part of the last grading period.

If your student's subject includes weighted assignment groups, assignment groups may vary depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the **All Grading Periods** option [2], the weights of each grading period display.

## View Assignment Groups



Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score your student earns for



each group [1]. If your student has not been graded on assignments in an assignment group, a percentage does not display [2].

**Note:** Assignment group percentages may be restricted by your student's instructor.

## Change Gradebook

Second Grade Language Arts

[Home](#)
[Schedule](#)
[Modules](#)
[Grades](#)
[Resources](#)

[Assignments](#)
[Learning Mastery](#)

**Total: 100.00%**

Totals are calculated based only on graded assignments.

> View Assignment Group Totals

Assignment	Due Date	Assignment Group	Score
Module 2   Language Arts   Worksheet: Matching Synonyms <span>Missing</span>	Fri, Aug 8, 2025, 11:59 PM	Language Arts & Reading Activities	— pts Out of 10 pts
Module 1   Language Arts   Worksheet: What Kind Is It? <span>Submitted Tue, Sep 16, 2025, 6:49 AM</span>	Mon, Oct 13, 2025, 11:59 PM	Language Arts & Reading Activities	10 pts Out of 10 pts <a href="#">View feedback</a>
Module 1   Language Arts   Worksheet: Scrambled Sentences <span>Missing</span>	Wed, Oct 15, 2025, 11:59 PM	Language Arts & Reading Activities	— pts Out of 10 pts
Module 1   Language Arts   Spelling Test <span>Missing</span>	Thu, Oct 16, 2025, 11:59 PM	Language Arts & Reading Activities	— pts Out of 16 pts

If the Learning Mastery Gradebook has been enabled for students, you can view your student's standards-based scores in the Learning Mastery tab.



## Modules

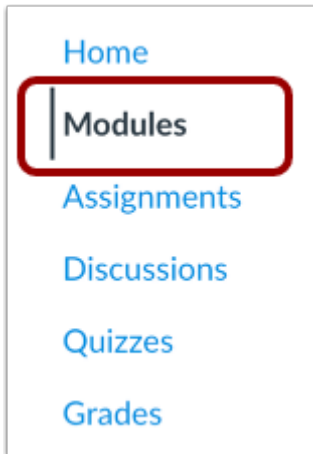


## How do I view Modules as an observer?

Some instructors use modules to organize the course. Modules control the entire flow of the course, along with its content.

**Note:** Your student's instructor may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your student's instructor may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your student's instructor wants you to navigate the course using Modules.

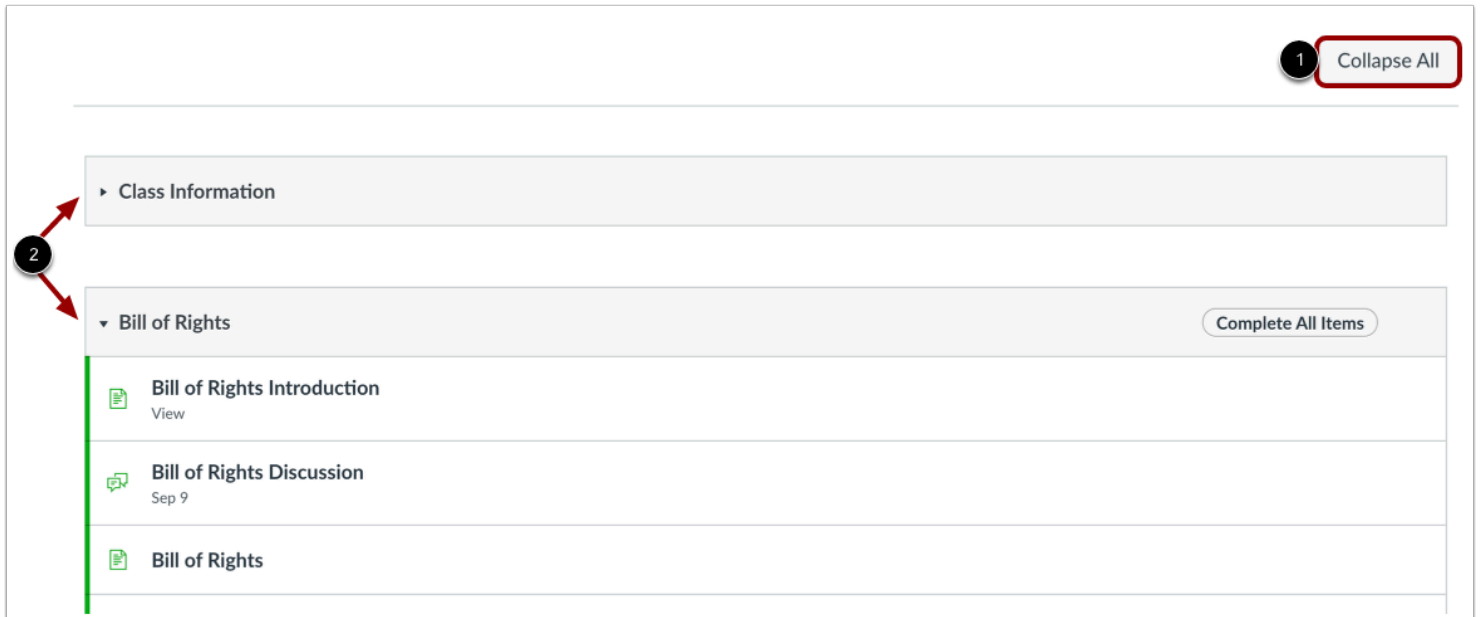
## Open Modules



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



## View Modules



In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module.

To expand or collapse all modules, click the **Expand All/Collapse All** button [1].

To expand or collapse individual modules, click the module **Expand or Collapse** arrows [2].

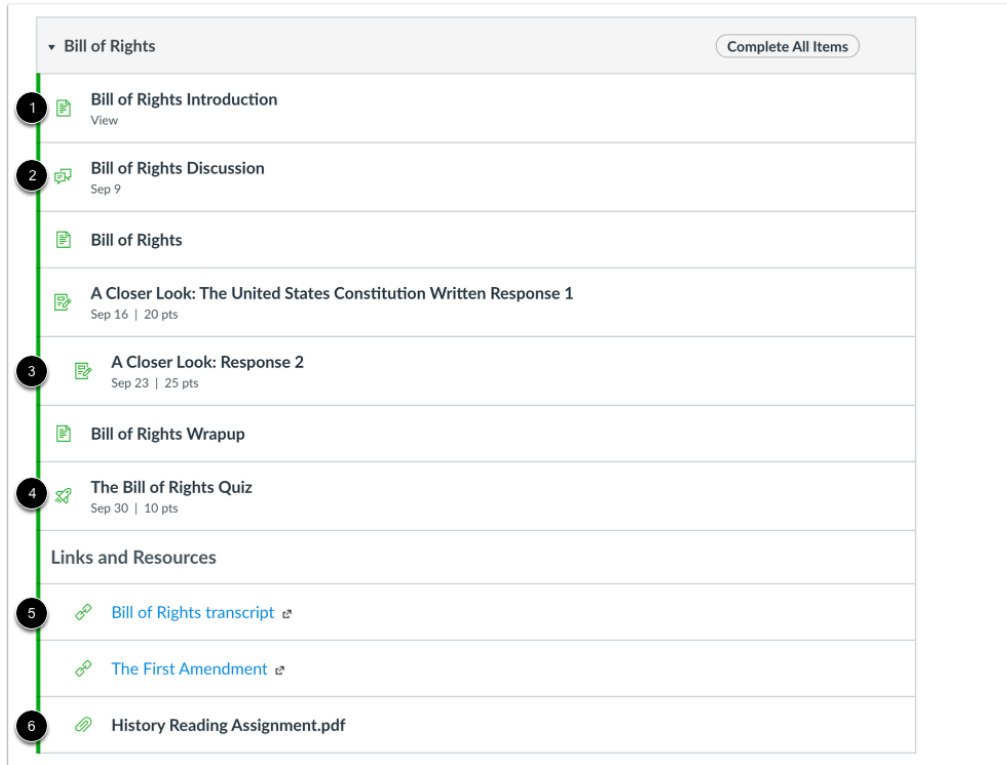
If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

### Notes:

- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- The Modules 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.



## View Module Icons

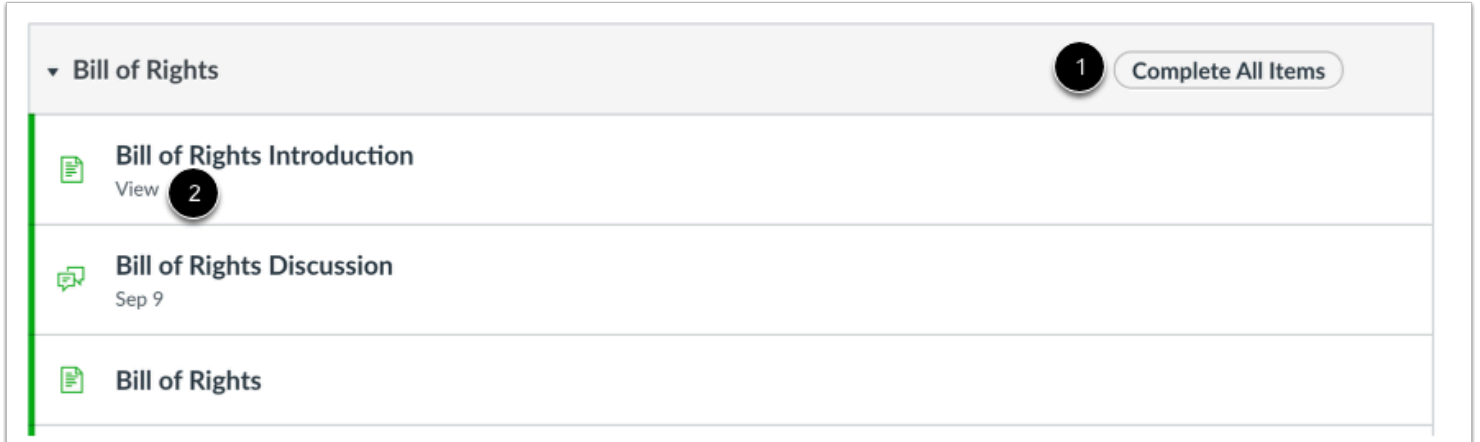


Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Assignment** [3]: a course assignment
- **Quiz** [4]: a course quiz
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view



## View Requirements



The screenshot shows a module titled "Bill of Rights" with a dropdown arrow on the left and a "Complete All Items" button on the right, labeled with a circled "1". Below the header, there is a list of three items:

- Bill of Rights Introduction**: Labeled with a document icon and the word "View", followed by a circled "2".
- Bill of Rights Discussion**: Labeled with a speech bubble icon and the date "Sep 9".
- Bill of Rights**: Labeled with a document icon.

If a module includes requirements, the header shows whether the student is supposed to complete all requirements or select one requirement [1].


Next to the module item, you can view the type of requirement necessary to complete the module item [2]. The student must complete all required module items before they can progress to the next module. Some modules may require the student to complete the module items in order.


Depending on the module item type, requirements include up to five options:

- **View:** The student must view the item.
- **Mark as done:** The student must mark the module item as done before you can progress to the next item.
- **Contribute:** The student must post a reply to the discussion topic or contribute content to a page.
- **Submit:** The student must submit the assignment, graded discussion, or quiz.
- **Score at least X:** The student must submit the assignment with a minimum of the shown score.




## View Individual Module Item

 **Bill of Rights Introduction** **1**  
View

 **Bill of Rights Discussion**  
Sep 9 **4**

 **Bill of Rights**

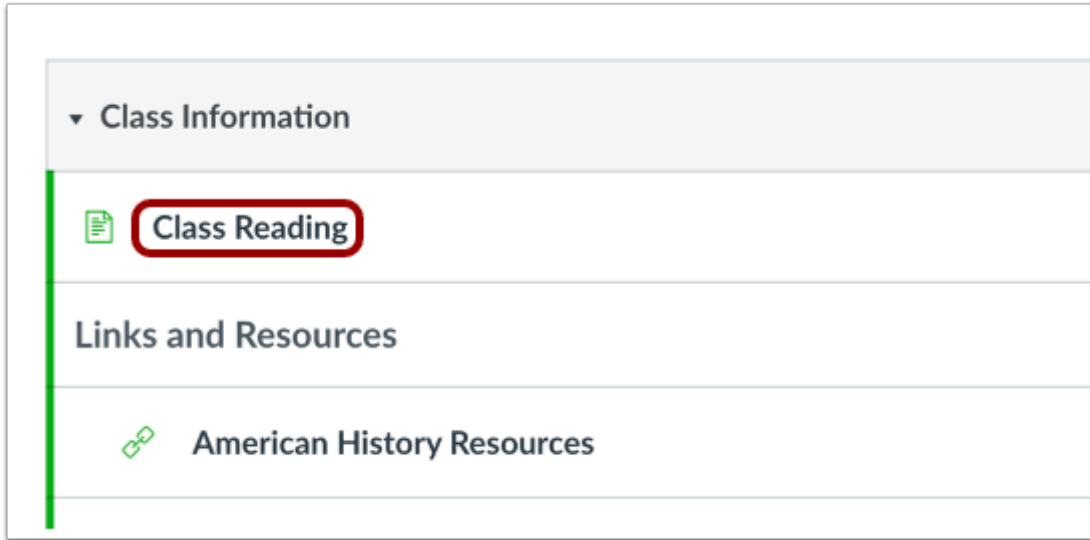
 **A Closer Look: The United States Constitution Written Response 1**  
Sep 16 | 20 pts  
**2** **3**

Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

**Note:** If your student's instructor has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.

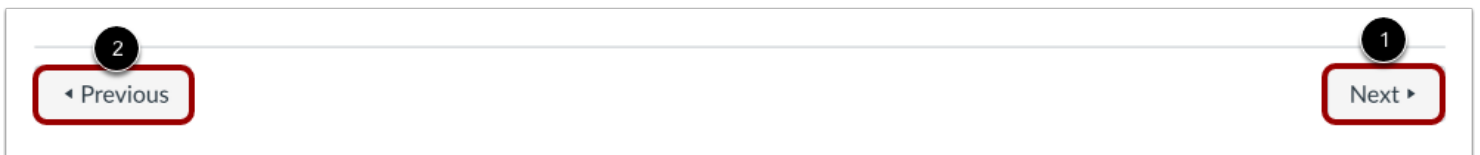


## Open Module Item



To begin a module, click the first item in the module.

## Navigate Module



You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the **Next** button [1]. To return to a previous module item, click the **Previous** button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

**Note:** If your student's instructor has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.



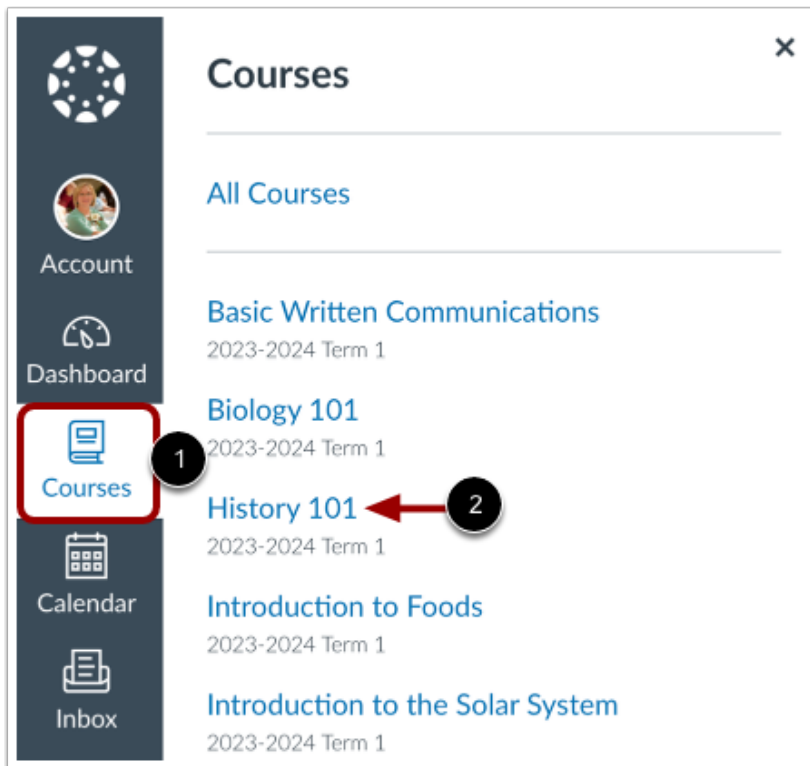
## Pages



## How do I edit a course page as an observer?

If an instructor allows observers to edit course pages, you can edit a page in a course.

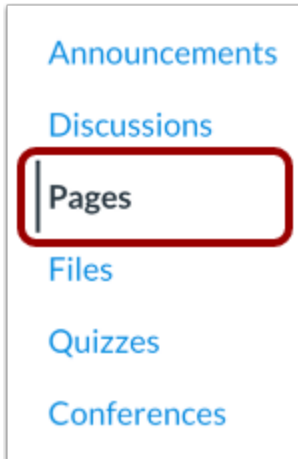
### Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

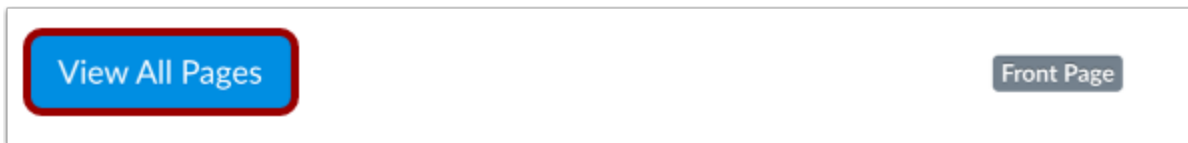


## Open Pages



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

## View Pages



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



## Choose Page

Page title ▲	Creation date ▼	Last edit ▼	To-Do Date ▼
<a href="#">A Declaration by Committee</a>	Aug 13, 2019	Dec 17, 2020 By Erin Hallmark	Dec 19 at 11:59pm
<a href="#">Amendments to the Constitution</a>	Aug 13, 2019	Jan 12, 2021 By Doug Roberts	Oct 29 at 11:59pm
<a href="#">Articles of Confederation and Constitution Wrapup</a>	Aug 13, 2019	Aug 13, 2019 By Doug Roberts	Nov 14 at 11:59pm
<a href="#">Bill of Rights</a>	Aug 13, 2019	Aug 20, 2019 By Doug Roberts	Sep 9 at 11:59pm

Click the title of the page you wish to edit.

## Edit Page



Click the **Edit** button.

**Note:** You will only see the Edit button if you are allowed to edit the page.



## Edit Content

### Bill of Rights

1
 Edit View Insert Format Tools Table
 

12pt Paragraph
 B I U A T<sup>2</sup>
 Link Image Link List
 Undo

Read the [Bill of Rights](#) and edit this page with your group. Group Assignments are listed below. Write a short summary of each article.
   
 Group A - Articles 1-6
   
 Group B: Articles 7-12

p
 56 words
 </>
 2

Edit the content using the Rich Content Editor [1] or switch to the HTML Editor [2].

## Save Changes

☐ Notify users that this content has changed 1
 

Cancel
 Save 2

You can notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].



## View Page

### Bill of Rights

To-Do Date: Sep 9 at 11:59pm

Read the [Bill of Rights](#) and edit this page with your group. Group Assignments are listed below. Write a short summary of each article.

Group A - Articles 1-6

Group B: Articles 7-12

View your changes.



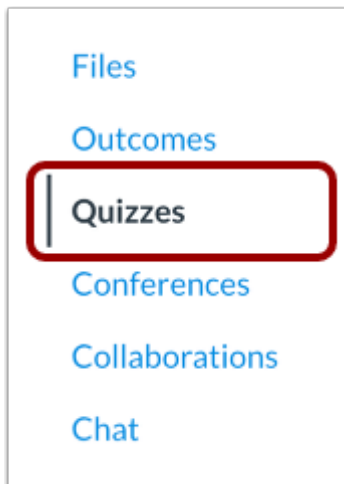
## Quizzes



## How do I view Quizzes as an observer?

As an observer, you may be able to view a list of quizzes in your student's course from the Quizzes page. Instructors may choose to hide the Quizzes link in Course Navigation. If the Quizzes link is not available, you can still view course quizzes in other areas of a Canvas course.

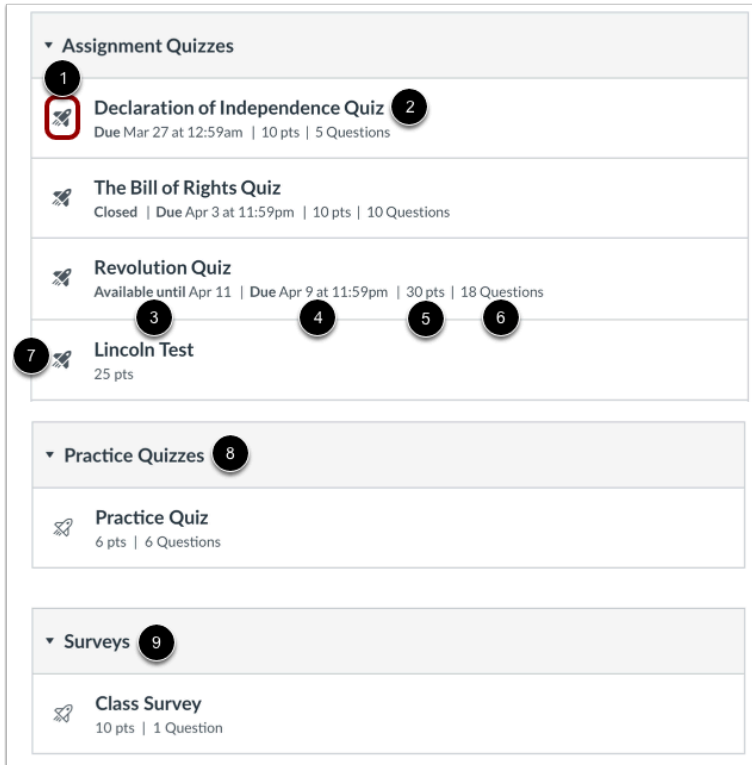
### Open Quizzes



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



## View Quizzes



The screenshot displays the 'View Quizzes' interface in Canvas. It is organized into three main sections: 'Assignment Quizzes', 'Practice Quizzes', and 'Surveys'. Each section contains a list of items with their respective details. Numbered callouts (1-9) identify specific UI elements: 1 points to a quiz icon, 2 to the quiz title, 3 to the availability dates, 4 to the due date, 5 to the points possible, 6 to the number of questions, 7 to the quiz title, 8 to the practice quiz title, and 9 to the survey title.

Section	Item Name	Availability	Due Date	Points	Questions
Assignment Quizzes	Declaration of Independence Quiz	Due Mar 27 at 12:59am		10 pts	5 Questions
	The Bill of Rights Quiz	Closed	Due Apr 3 at 11:59pm	10 pts	10 Questions
	Revolution Quiz	Available until Apr 11	Due Apr 9 at 11:59pm	30 pts	18 Questions
	Lincoln Test			25 pts	
Practice Quizzes	Practice Quiz			6 pts	6 Questions
Surveys	Class Survey			10 pts	1 Question

Quizzes are identified by the quiz icon [1].

In the Quiz Index Page, you can view the name of each quiz [2], the quiz availability dates [3], the quiz due date [4], the points possible for the quiz [5], and the number of questions in the quiz [6].


Quizzes are ordered by due date. Some quizzes may not include a due date. Quizzes without due dates are listed at the bottom of the Quizzes list [7].

You can also view ungraded practice quizzes [8] and course surveys [9].



## View Availability Dates

▼ Assignment Quizzes




The Bill of Rights Quiz

Closed

1

Apr 3 at 11:59pm | 10 pts | 10 Questions




Revolution Quiz

Available until Apr 11

2

Apr 9 at 11:59pm | 30 pts | 18 Questions




History Overview

Not available until Apr 13

3

Apr 14 at 11:59pm | 11 pts | 11 Questions



American Revolution Quiz

9 pts | 9 Questions


4

Availability dates are the range of time during which students can access a quiz. Instructors set availability dates. The Quizzes page may display the following availability date labels:

- If the quiz displays a **Closed** label [1], students cannot access or submit the quiz.
- If the quiz displays an **Available until** [date] label [2], students can access and submit the quiz until the specified date.
- If the quiz displays a **Not Available Until** [date] label [3], the quiz is locked and students cannot access the quiz until the specified date.
- If the no dates are listed [4], the quiz is open and students can complete the quiz at any time during the course.

If a student starts but does not submit a quiz, the quiz will autosubmit on behalf of the student on the **Available until** quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

**Note:** If the listed date is set to 12 am the last day for the assignment to be submitted is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.

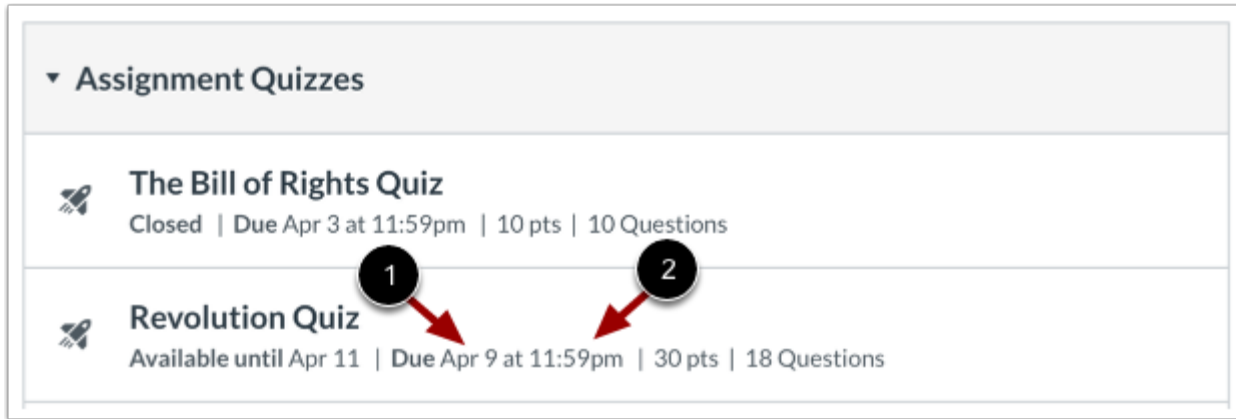


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Page 226




## View Due Dates



▼ Assignment Quizzes

 **The Bill of Rights Quiz**  
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**  
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

Callout 1 points to the due date of the Revolution Quiz. Callout 2 points to the available until date of the Revolution Quiz.

The Quizzes Page also displays quiz due dates [1]. Any quizzes submitted after the due date are marked late; some instructors may deduct points for late submissions.

Students can access and submit late quizzes until the **Available until** date, if one is listed. *Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your student's instructor does not set a due time, the listed date displays the course's default due time.

**Note:** Not all quizzes may include a due date.


## Filter Quizzes


You can search for a quiz by typing a quiz title or a keyword in the **Search for Quiz** field.



## Open Quiz Details

**▼ Assignment Quizzes**

 **The Bill of Rights Quiz**  
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**  
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

To view the details of a quiz, click the name of the quiz.

## View Quiz Details

# Revolution Quiz

1

Due Oct 1 at 11:59pm

Points 30

Questions 18

2

Available Sep 21 at 12am - Oct 9 at 11:59pm 19 days

3

Time Limit 15 Minutes

Allowed Attempts 2

4

5

## Instructions

Please take this quiz following module 2. This is not an open-book quiz.

On the quiz details page, you can view the due date, points possible, and number of questions for the quiz [1]. You can also view the quiz availability dates [2], the time limit for each quiz attempt [3], the number of allowed attempts [4], and the instructions [5].

In the example above, the quiz is due October 1st. However, a student could still take the quiz for late credit by October 9th.



**Notes:**

- If a time limit is listed, students must complete the entire quiz within that time in one sitting. If they navigate away from the quiz, the timer continues to run. When the time limit is reached, the quiz auto submits.
- If a student starts but does not submit a quiz by the due date, Canvas will automatically submit the quiz on the due date.
- Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and the student begins the quiz at 11:30 pm, they only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if the quiz has a time limit. For example, if a student starts a quiz with a 60-minute time limit at 11:30 pm, they still only have 30 minutes to complete the quiz before it is marked late. Canvas notifies students regarding any time restrictions when they begin a quiz.

**View Locked Quiz**

## The Articles of Confederation and the Constitution Quiz

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Due Oct 16 at 11:59pm

Points 10

Questions 10

1 Available Sep 30 at 12am - Oct 22 at 11:59pm 23 days

Time Limit 30 Minutes

Allowed Attempts Unlimited

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2 This quiz is locked until Sep 30 at 12am.

When a quiz is locked, you can view the quiz details [1]. The details page also displays the date and time when students can access the quiz [2].



**View Closed Quiz**

## Declaration of Independence Quiz

Due Sep 16 at 11:59pm      Points 10      Questions 5

1 Available Sep 7 at 12am - Sep 23 at 11:59pm 17 days  
Time Limit 60 Minutes

### Instructions

2 This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

3 This quiz was locked Sep 23 at 11:59pm.

When a quiz is closed, you can view the quiz details [1] and the quiz instructions [2]. The details page also displays the date and time when the quiz closed [3].