Canvas Instructor Guide

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Introduction

Instructor Getting Started Resources

Below are some general questions and answers about Canvas, the Teacher role, and links to resources to help you get started 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.

What is the Instructor/Teacher role?

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

Canvas for Elementary

Canvas for Elementary is a Canvas setting that displays a simplified interface and experience designed for young learners. Your institution may have this enabled for your course(s).

Course Structure Resources

- Resources from Instructure's Instructional Design Team
- Canvas Enrollment Status Comparison
- Canvas Course States Comparison

Additional Resources

- Getting Started with Canvas in 10 Steps (Faculty)
- Teacher Quick Start Guide

Flowcharts

For a visual representation of how to get started with Canvas as an instructor, view the Getting Started with Canvas as an Instructor Flowchart.

For a visual representation of what students can view and access course content, view the Student Course Visibility and Participation Flowchart.

Videos

You can watch videos designed for instructors.

Canvas Guides

The Canvas Instructor Guide has over 600 articles that each address a question related to using the Canvas interface as an instructor. 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 new Free-for-Teacher Canvas account as an instructor?
- How do I accept an invitation to join a Canvas course as an instructor?
- How do I log in to Canvas?
- How do I change the settings in my user account?

Use QR Code to Log In

There's a very simple way to log in to the Canvas Teacher app. In the web version of Canvas, if you click the Account link in the Global Navigation menu, you will see a QR for Mobile Login link. After opening the Canvas Teacher app on your mobile device, scan that code. You will be instantly logged in, without having to worry about connecting to your institution and retyping your information.

- How do I view a QR code to log in to the Canvas mobile apps?
- How do I log in to the Teacher app on my iOS device with a QR code?
- How do I log in to the Teacher app on my Android device with a QR code?

Canvas Overview

Canvas has four main areas: Canvas Dashboard, sidebar, Global Navigation menu, and course interface. The video below is an overview of Canvas navigation and account settings for Instructors.

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 Dashboard as an instructor?

- How do I use the Global Navigation Menu?
- How do I view all my Canvas courses?
- How do I use the Course Home Page as an instructor?
- How does Canvas work as a supplement to face-to-face courses?
- How do I embed a guide in a Canvas course?
- How do I manage my Canvas notification settings?
- How do I use the Inbox?
- How do I use the Calendar?
- How do I get help with Canvas?

Course Setup

Canvas provides several tools that allow you to create a course and add content for your students. View the articles below for information on setting up your Canvas course.

- How do I use the Course Setup Checklist?
- How do I use the Canvas course setup tutorial as an instructor?
- How do I add a section to a course as an instructor?
- How do I set details for a course?
- How do I use course settings?
- How do I publish a course?

Course Basics

Each course includes various features where you can share course content, hold discussions, assign coursework, grade student submissions, and much more. View the articles below for some of the basics of Canvas courses.

- How do I create an assignment?
- How do I assign an assignment to everyone, individual students, or sections?
- How do I use the Course Navigation Menu as an instructor?
- How do I use the Syllabus as an instructor?
- How do I create a discussion as an instructor?
- How do I use Files?
- How do I use the Gradebook?
- How do I add a module?
- How do I create a new page in a course?
- How do I add users to a course?
- How do I edit user roles in a course?
- How do I create a quiz with individual questions? (Classic Quizzes)
- How do I create a quiz using New Quizzes?

- How do I add and modify text in the Rich Content Editor?
- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I use SpeedGrader?

Learn more about Canvas features in the Canvas Basics Guide.

Canvas on Mobile Devices

Visit the Canvas Teacher Android Guide or the Canvas Teacher iOS Guide to learn more.

- How can I use Canvas on my mobile device?
- What is the Canvas Teacher app?
- Mobile App Design | Course Evaluation Checklist

Canvas Teacher App

Canvas also has a free mobile app available for iOS and Android that is specifically tailored to instructors. View information about the Teacher app below.

- How do I download the Teacher app on my iOS device?
- How do I log in to the Canvas Teacher app on my iOS device with a Canvas URL?
- How do I log in to the Teacher app on my iOS device with a QR code?
- How do I use the Teacher app on my iOS device?
- How do I download the Teacher app on my Android device?
- How do I log in to the Teacher app on my Android device with a Canvas URL?
- How do I log in to the Teacher app on my Android device with a QR code?
- How do I use the Teacher app on my Android device?

Canvas Feature Options Functionality

- Canvas Feature Options
- External Apps (LTI)

Canvas Instructor Resource Documents

Resource documents offer visualizations of information as well as deep dives into various feature or data areas in Canvas. Below are commonly accessed resource documents.

- Canvas Enrollment Status Comparison
- Canvas Course States Comparison
- Course Content Distribution Comparison

Additional Resources

- Higher Ed Canvas Users Group
- K12 Users Group
- Resources from Instructure's Instructional Design Team
- Canvas Course Evaluation Checklist v3.0
- SIS Error Code Dictionary
- Canvas Troubleshooting Guide
- Back to School (K12)
- Back to Campus (Higher Education)

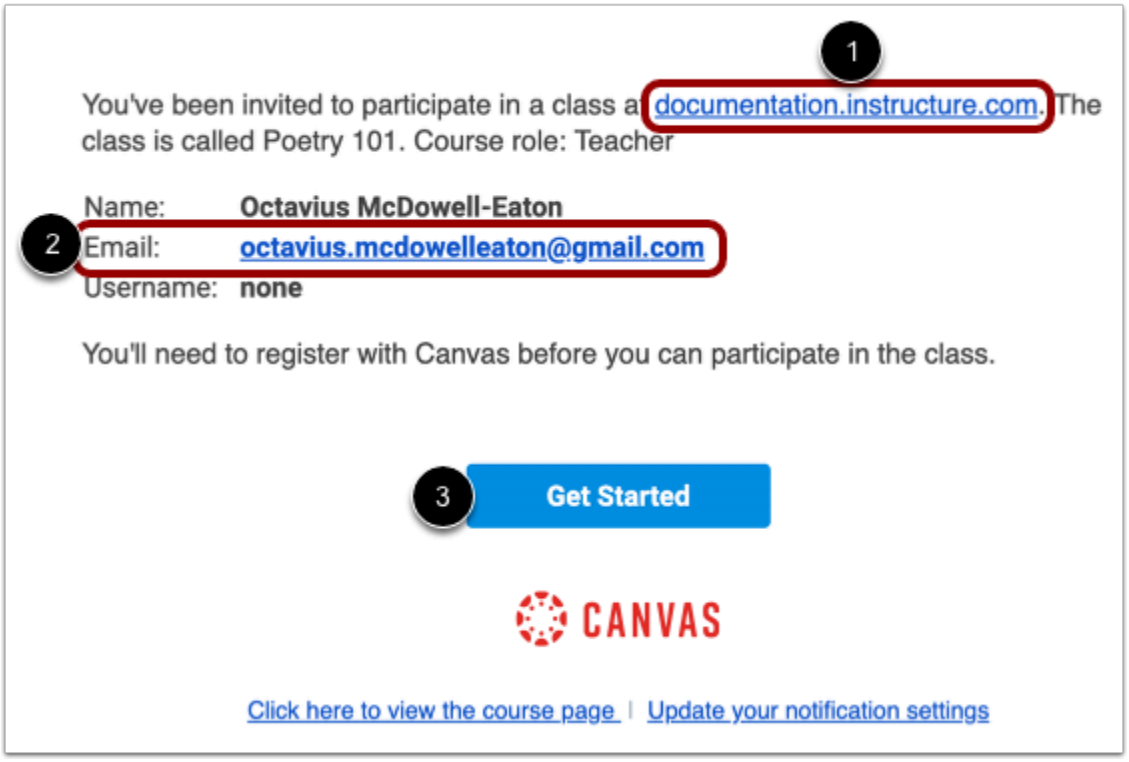
How do I accept an invitation to join a Canvas course as an instructor?

If you are using Canvas through your institution, you will most likely already have a Canvas account and need to accept a course invitation before you can log in. Your institution will email your login information.

However, you may also receive a course invitation where you have to create a Canvas account as part of the registration process.

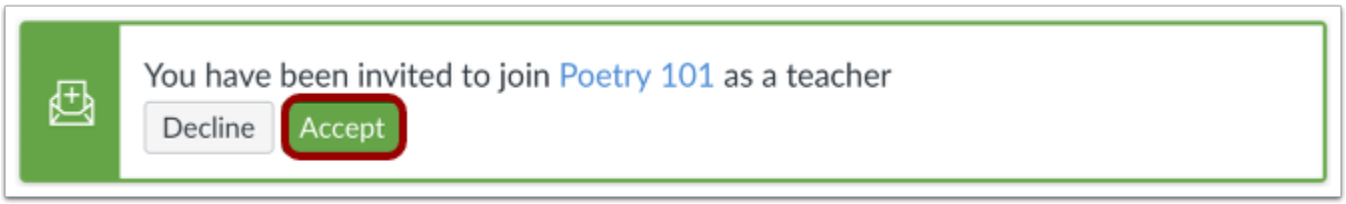
Note: If your institution is using Canvas and you are having trouble with your account, contact your administrator for assistance.

Accept Course Invitation



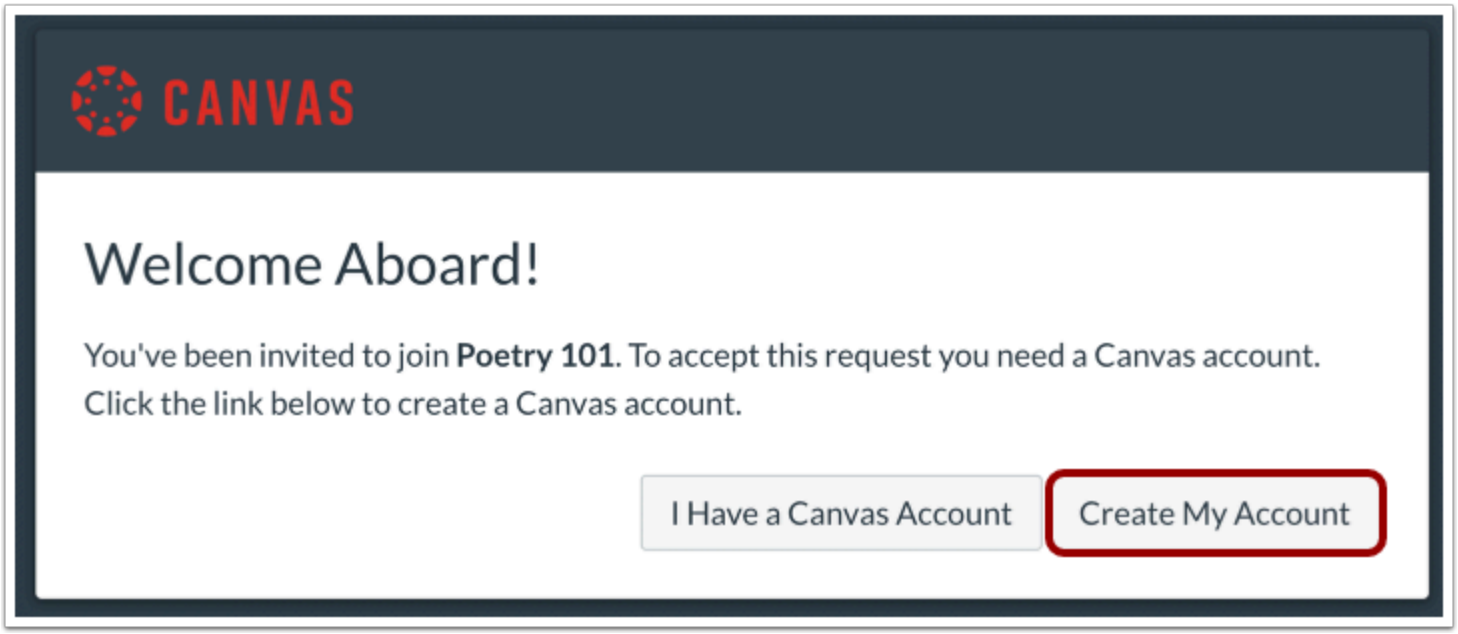
If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2]. To accept the course invitation, click the **Get Started** button [3].

Accept Course



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

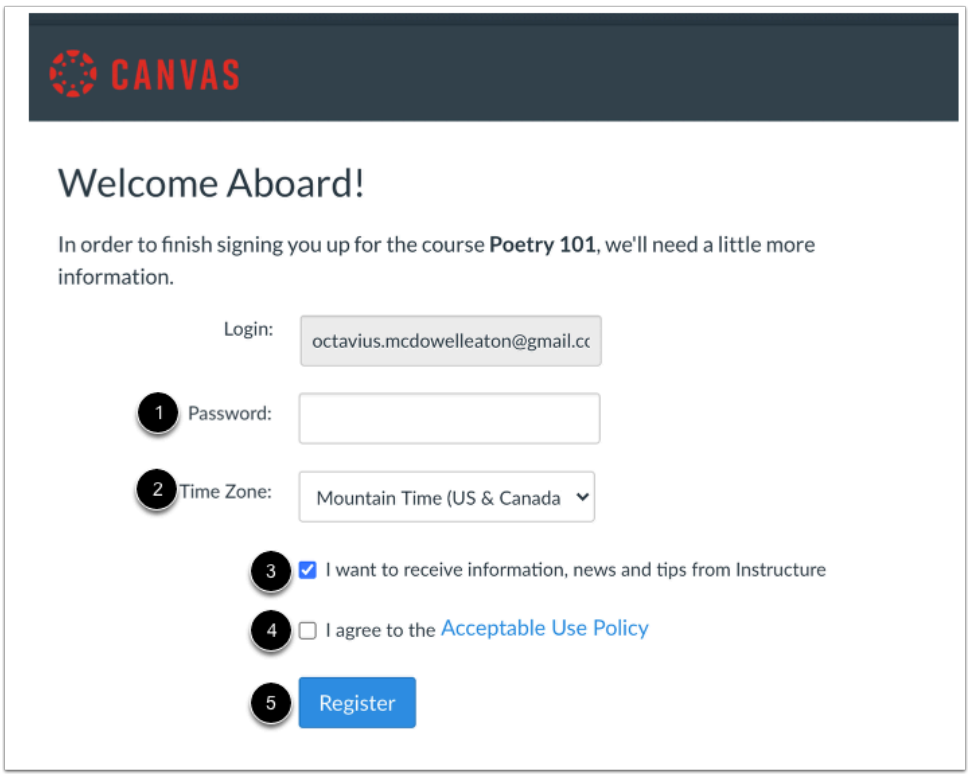
Create Canvas Account



Click the **Create My Account** button.

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

Complete Registration



Create a password [1] and enter your time zone [2]. Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure [3].

Select the Acceptable Use Policy checkbox [4], then click the **Register** button [5].

How do I sign up for a new Free-for-Teacher Canvas account as an instructor?

If you do not already have a Canvas account, you need to create an account before you can log in to Canvas.

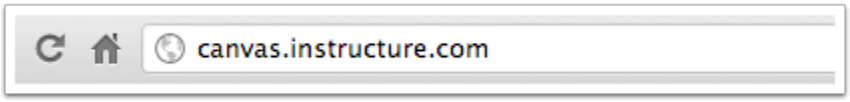
If you are using Canvas through your institution, you will most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation. If your institution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

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

Notes:

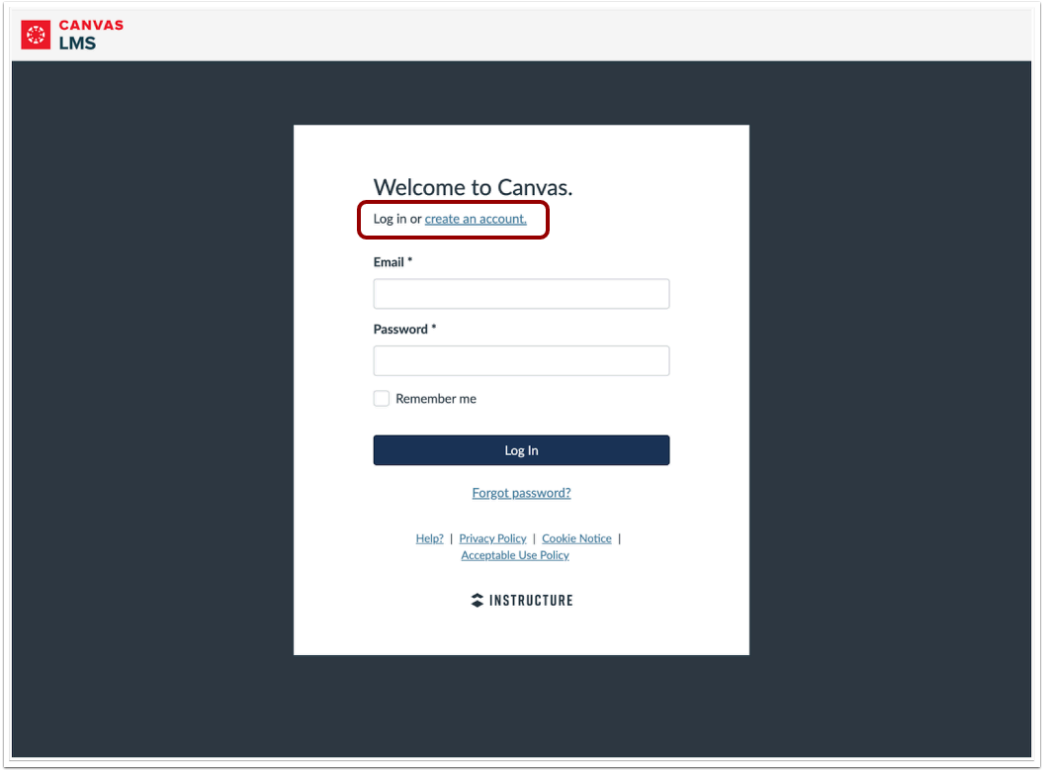
- Free-for-Teacher accounts are always free. However, they do not contain all features available to institutional users of Canvas. Learn more in the Canvas Account Comparison resource document.
- For help with your Free-for-Teacher account, view our Free-for-Teacher Account FAQ in the Canvas Community.

Enter URL



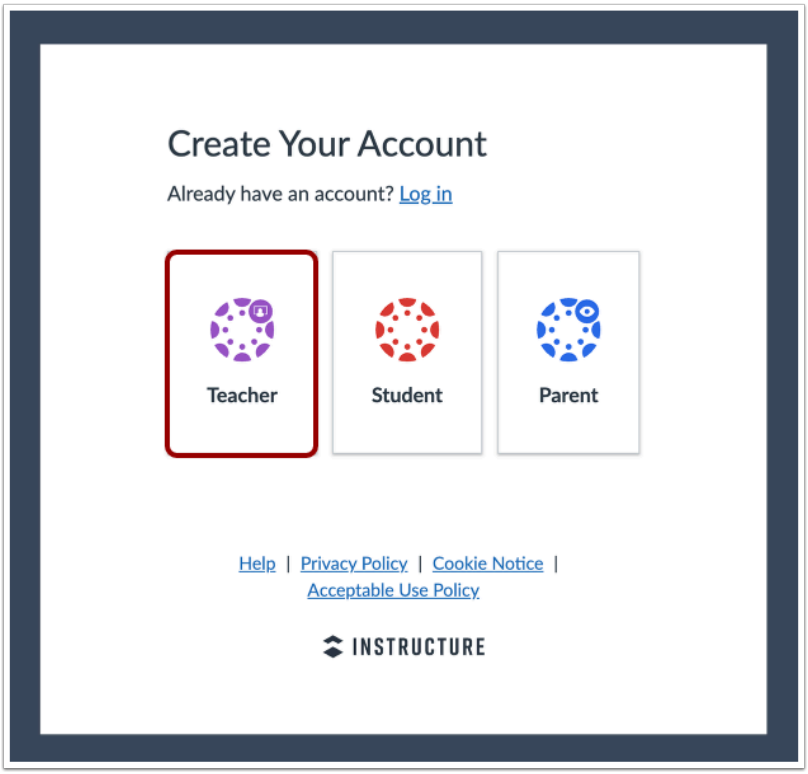
Enter your Canvas registration URL (e.g. *canvas.instructure.com*) into your browser.

Create Canvas Account



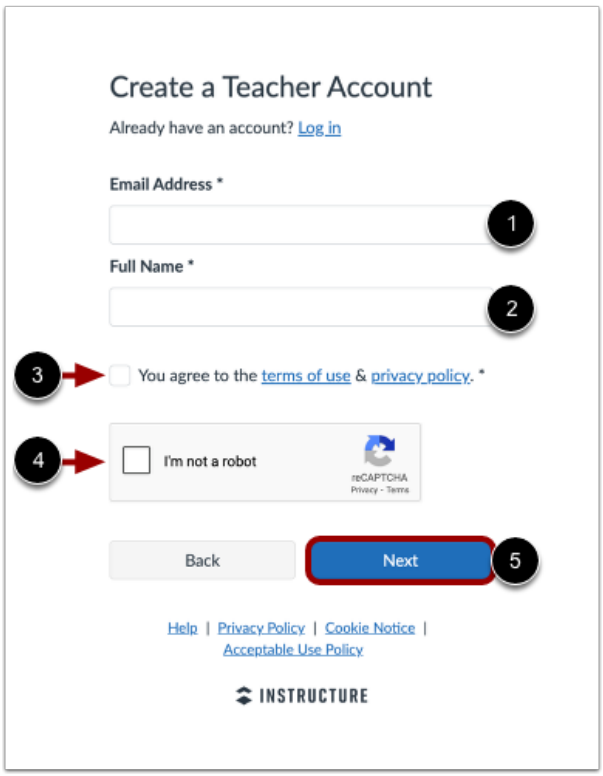
Click the **create an account** link.

Sign Up As a Teacher



Click the **Teacher** button.

Create Your Account



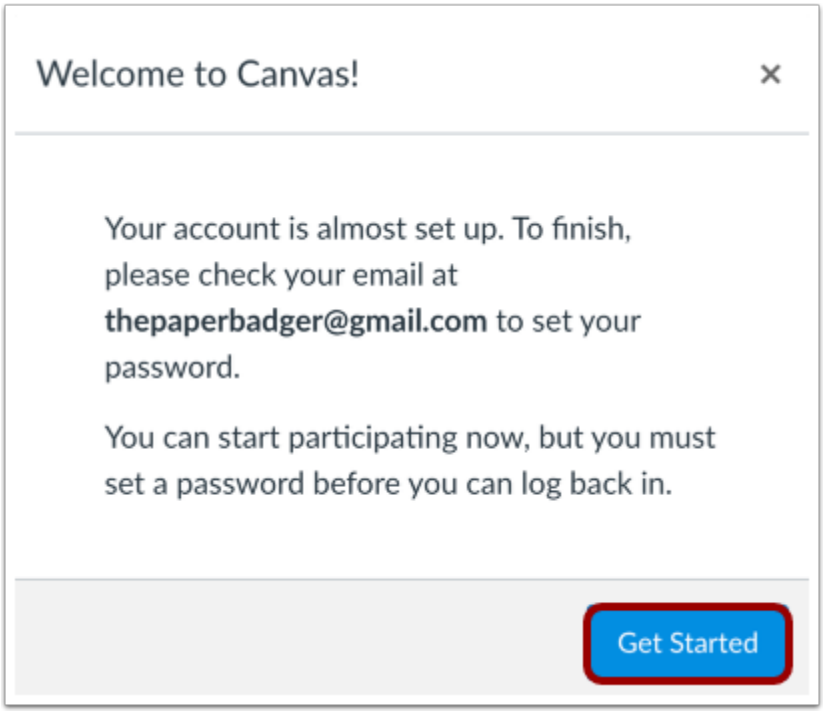
To sign up for a free Canvas teacher account, enter your email in the **Email Address** field [1] and name in the **Full Name** field [2].

Click the **You agree to the terms of use** checkbox to agree to the terms of use [3].

Click the **I'm not a robot** checkbox and complete the Captcha form [4].

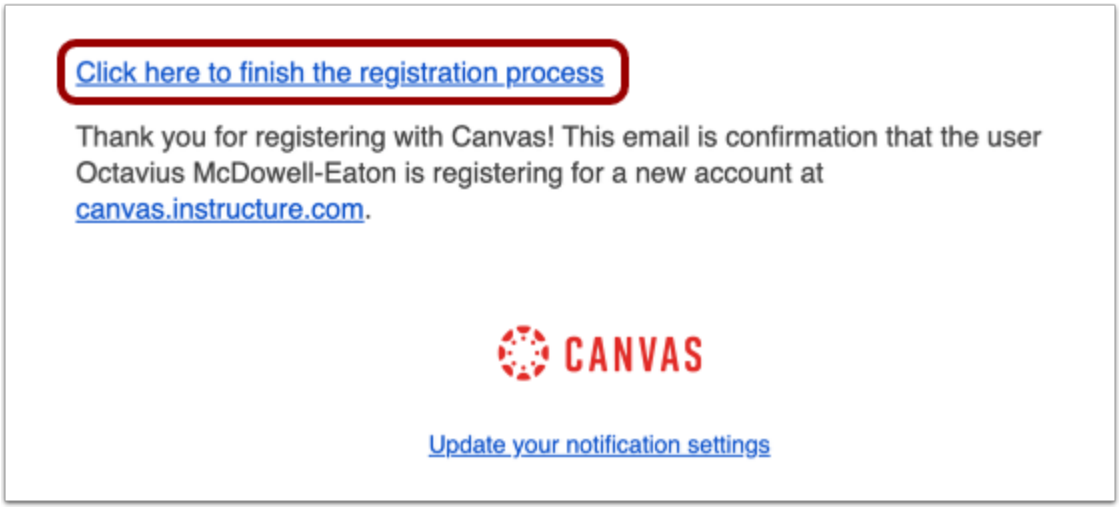
Click the **Next** button [5] to continue.

View Canvas Account



You will be automatically logged into your Canvas account. To view Canvas, click the **Get Started** button.

Finish Registration

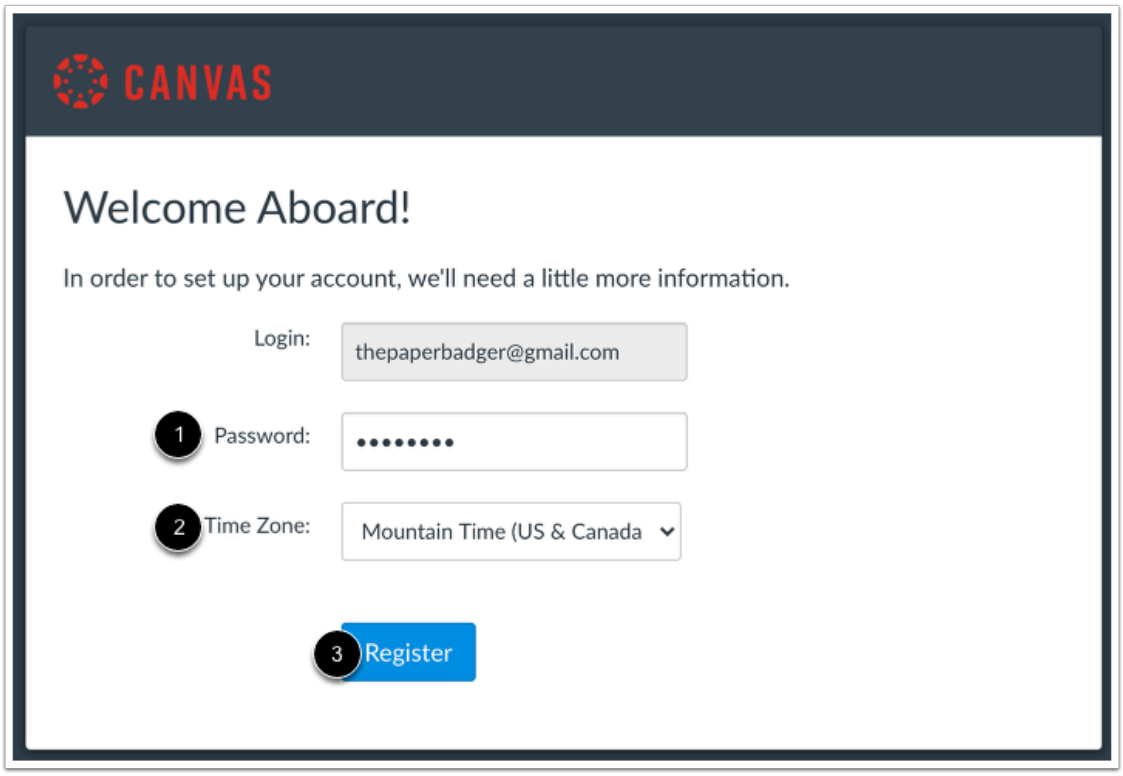


To finish registering for Canvas, log into your email account. Locate the registration email and click the **Click here to finish the registration process** link.

Not receiving a confirmation email in Canvas? Try the following steps to resolve the issue:

- Check your email folders. Look in your inbox, spam, and junk folders for an email from Canvas asking you to confirm your email address. The subject line often includes Confirm Email: Canvas on the subject.
- Re-add your email address in Canvas. If you do not see the confirmation email, log in to Canvas, go to **Account** > **Settings**, and remove the unconfirmed email address. Then add it again to trigger a new confirmation email.
- Resend the confirmation manually. If the unconfirmed email still appears under your profile, click it to bring up the option to resend the confirmation email.
- Try resetting your password. Go to the Canvas login page, click **Forgot Password**, and enter your email. This can sometimes trigger a confirmation or reset email if your address is linked to an account.
- Contact Canvas Support or your IT team if none of the above works. The email may be on a bounce or suppression list, which Canvas Support can resolve, or it may be blocked by an email filter or firewall, which your IT team can address.
- If you're a Canvas admin, check the delivery status. You can verify whether the confirmation email was sent and whether it bounced using the following guides:
  - How do I see which notifications have been sent to a user in an account?
  - How do I view bounced email notifications for users in an account?

Create Password



Enter a password for your account in the **Password** field [1]. Select your time zone in the **Time Zone** drop-down menu [2]. Then click the **Register** button [3].

How does Canvas work as a supplement to face-to-face courses?

Canvas provides tools that supplement face-to-face courses by providing additional information online. Students will be able to access content for courses they are enrolled in through Canvas. Some institutions provide Canvas course sites for face-to-face courses automatically, while others require their instructors to request course sites in Canvas.

Instructors

In face-to-face courses, you can use Canvas features to help manage your course, such as Gradebook and Assignments.

You can use features to gather student work via online submissions in assignments, or deliver course content such as PDFs, documentation, and presentations using Files.

Canvas quizzes give you an opportunity to provide online practice quizzes or class surveys quickly and easily.

Canvas modules allow you to organize units of related materials that students can access from any device with an internet connection. Organized content in modules make great stand-alone resources—review materials, videos, images, self-paced activities such as practice quizzes, or web quests. You can also use them to try new teaching practices such as flipped classroom models in select lessons.

Course Analytics

How do I view Course Analytics in a course as an instructor?

⚠ Course Analytics data is pulled from Canvas Data 2 (CD2)/Data Access Platform (DAP).

You can view analytics in both active and concluded courses. Only active and completed student enrollments are included in the data for Course Analytics. Deleted or inactive user enrollments will not generate data.

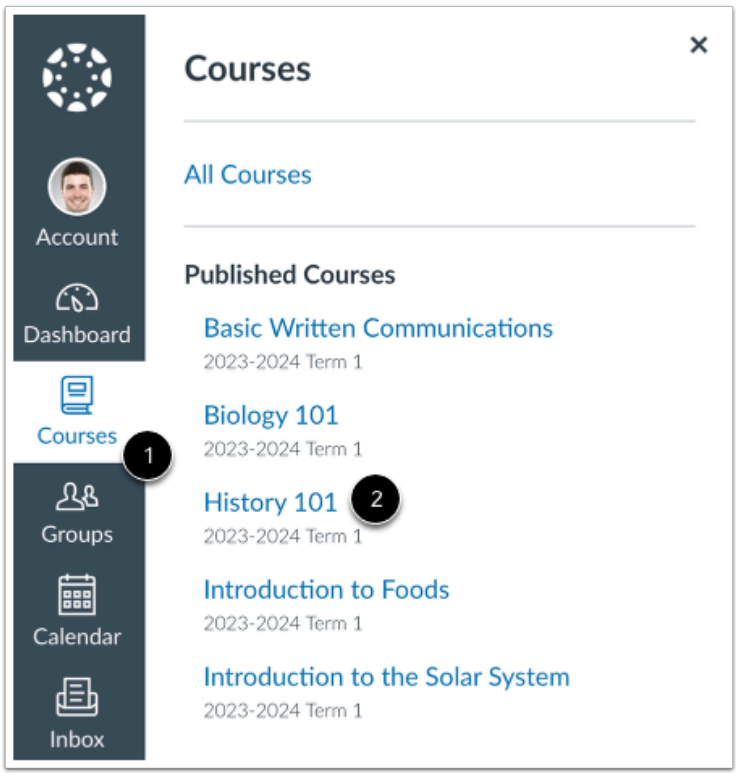
Available analytics include course grade, weekly online activity, and communication. By default, the analytics page displays an interactive chart graph of all data. However, you can view data within a table at any time. Student analytics show you how well a particular student is doing in your course.

For more information, visit the Course Analytics overview guide.

Notes:

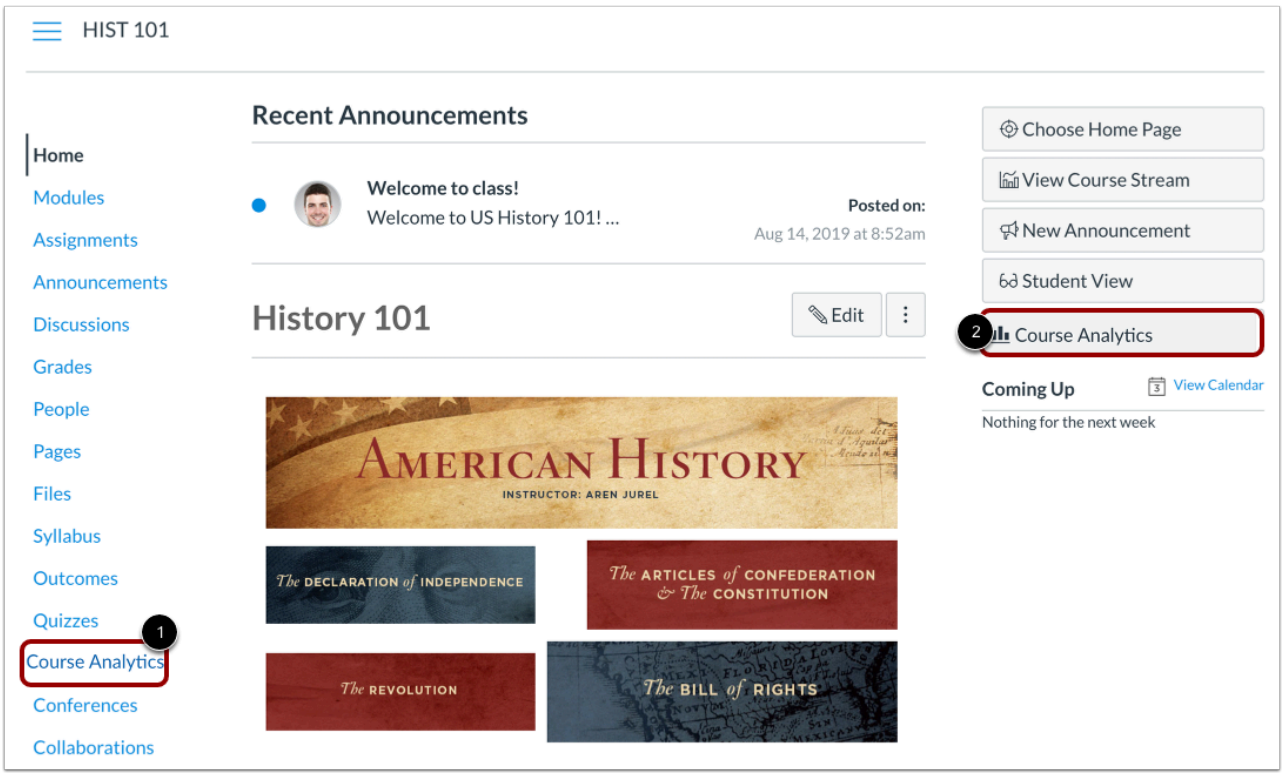
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, when the Course Analytics feature option is first enabled, it may take up to 24 hours before the complete data set becomes available. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- For Course Analytics to load properly in Canvas, make sure that your browser's settings allow third-party cookies.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Because mobile page view data is based on device settings and network connection, it may vary from the time the page views actually occurred. Page view data should not be used to assess academic integrity.
- Weekly Online Activity displays in a Monday-Sunday format.
- For clarity, *Last Activity* refers to the last recorded page view prior to course conclusion, while *Last Interaction* refers to the last participation action (such as submitting an assignment or posting in a discussion) that occurred before the course ended. These definitions help in interpreting student engagement metrics accurately.

Open Course



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

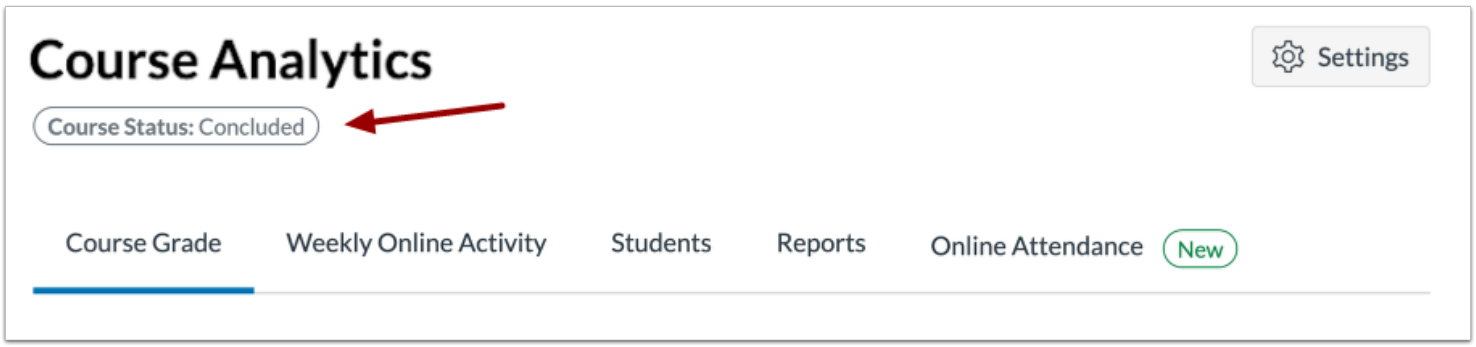
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

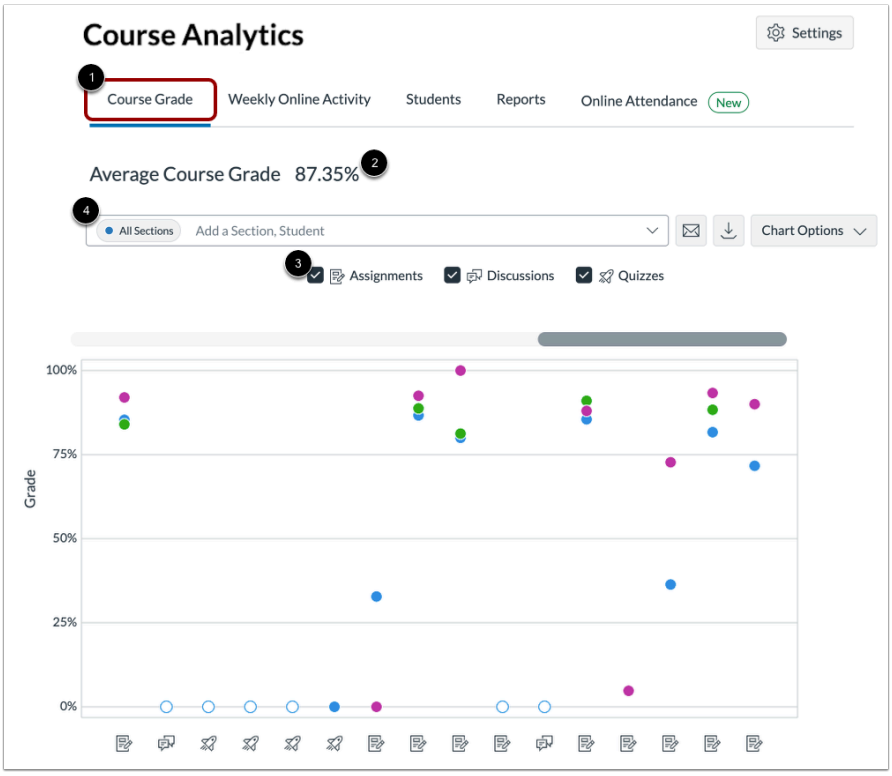
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Data Status



If the course has been concluded, the analytics page includes a Concluded label.

Open Course Grade Analytics

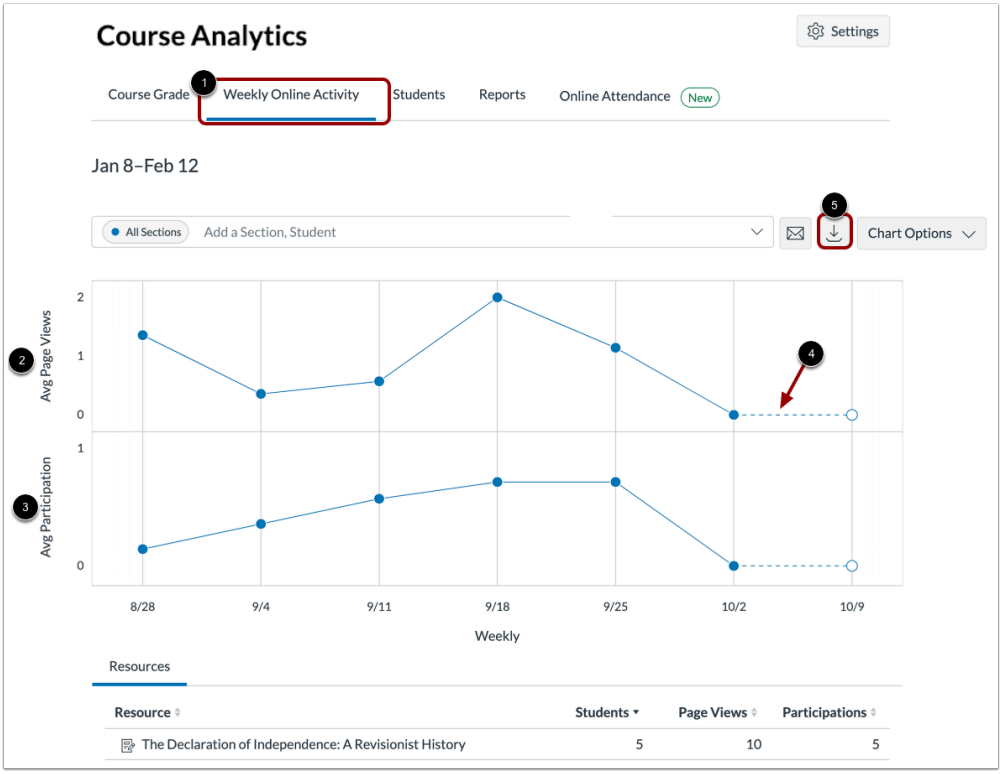


Click the **Course Grade** tab [1].

You can view the overall average course grade [2], grades on assignments, discussions, and quizzes [3], or compare the average course grades to sections, students, or assignments [4]

Learn more about viewing course grade analytics through an interactive chart and data table.

View Weekly Online Activity Graph



To view the student's weekly online activity, click the **Weekly Online Activity** tab [1].

Data is displayed as a chart with two rows: average page views [2] and average participations [3]. The following actions will generate participations:

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

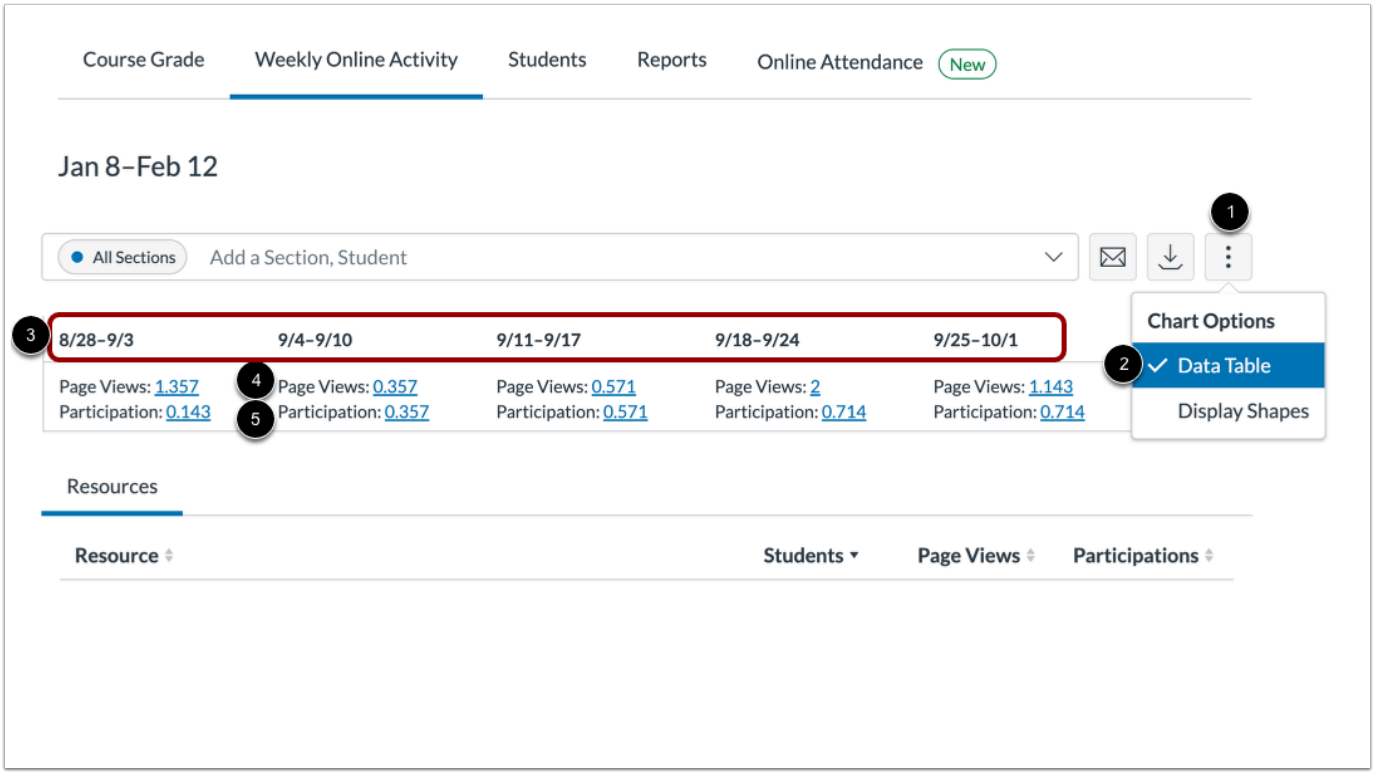
Data for the week that is currently in progress is indicated by a dotted line [4].

To download a CSV of the weekly online activity data, click the **Download** button [5].

Notes:

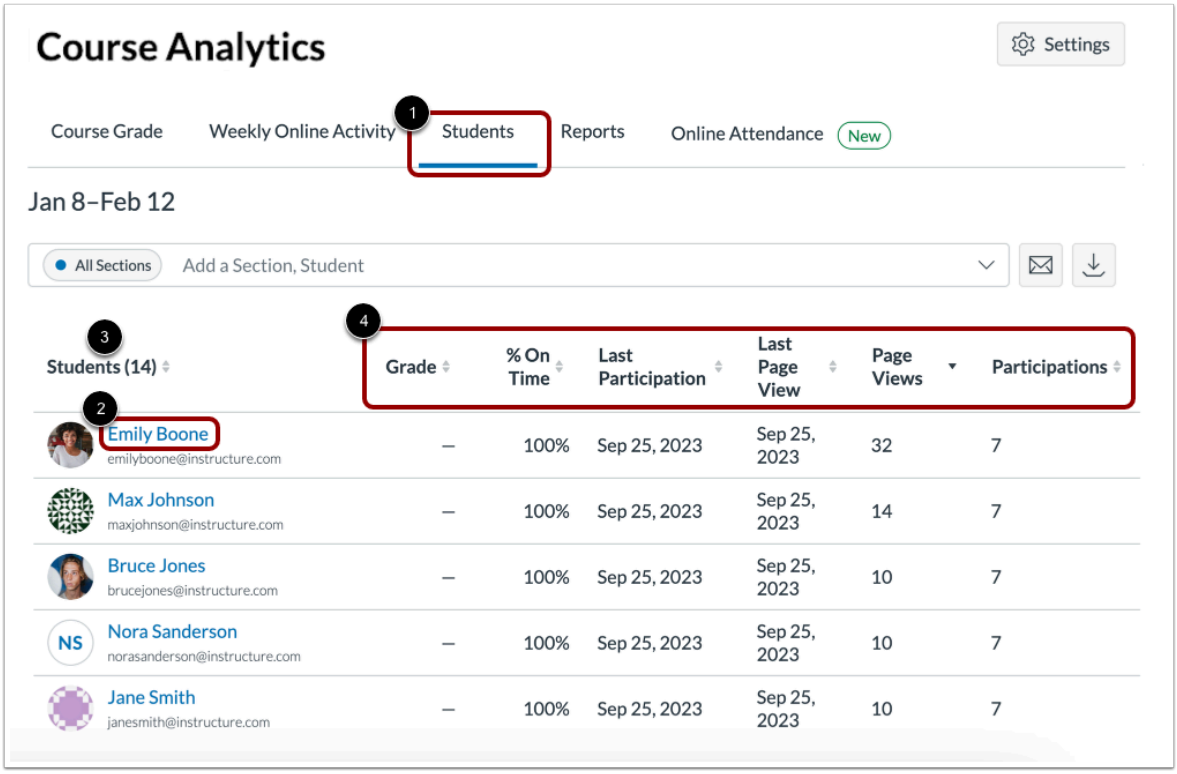
- The definition of participation is based on federal guidelines related to student attendance as applicable to online courses. Please note that because communication between students and teachers often happens outside of the LMS, it is not included as a participation metric. However, as part of the Course Analytics offering, a history of inbox messages sent between students and instructors is included so that it can be viewed alongside participation metrics.
- Student participation data using external tools is not supported.

View Weekly Online Activity Data Table



To view weekly online activity in a table, click the **Chart Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of page views [4], and number of participations [5].

View Student Analytics



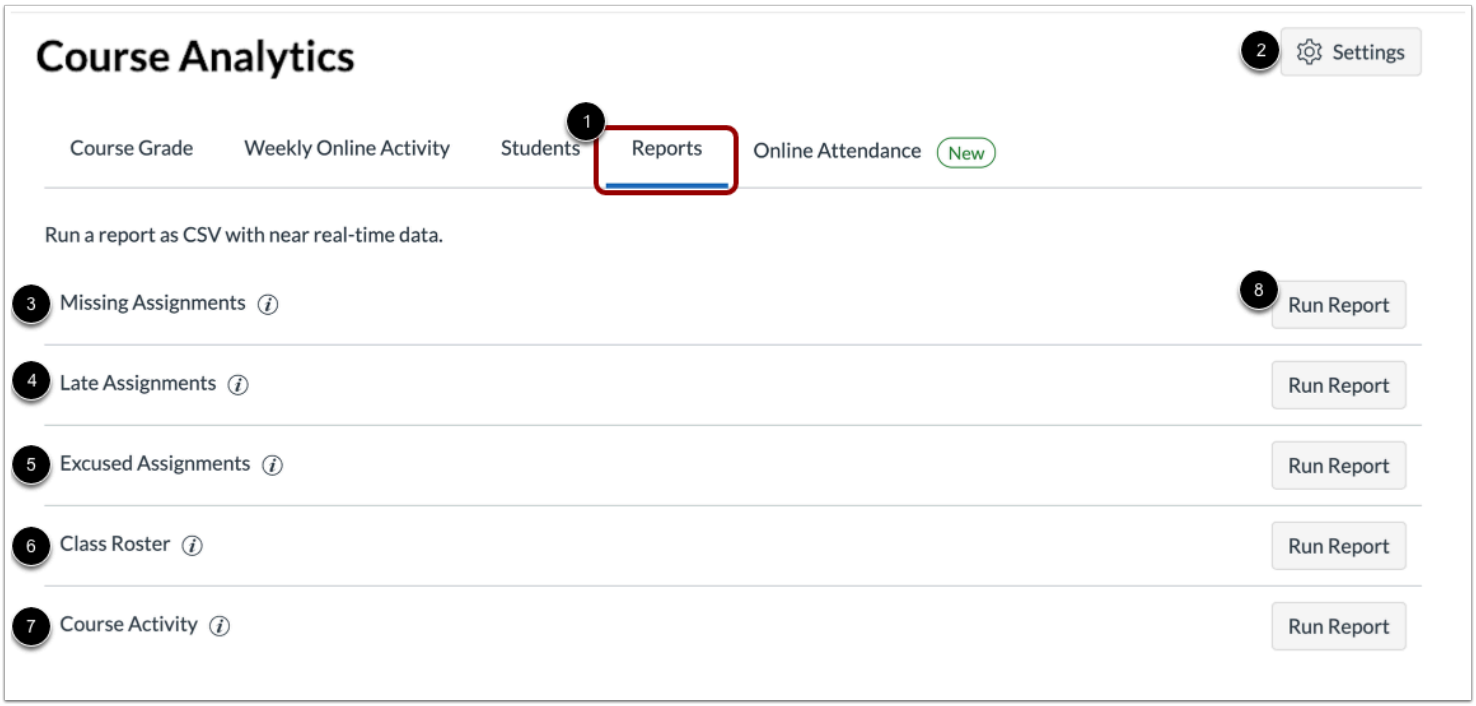
To view analytics for all students in your course, click the **Students** tab [1].

To view analytics for one student in your course, click the name of the student [2].

To locate a student, you can sort the table by student name [3], or any other column header [4].

The analytics table is paginated so you can view more students if you continue to scroll to the bottom of the page.

View Reports



To view and run reports in your course, click the **Reports** tab [1].

To view Report settings, click the **Settings** button [2].

Missing Assignments [3]: This report will produce a list of assignments that have not been submitted yet.

Late Assignments [4]: This report will produce a list of assignments that have been submitted late.

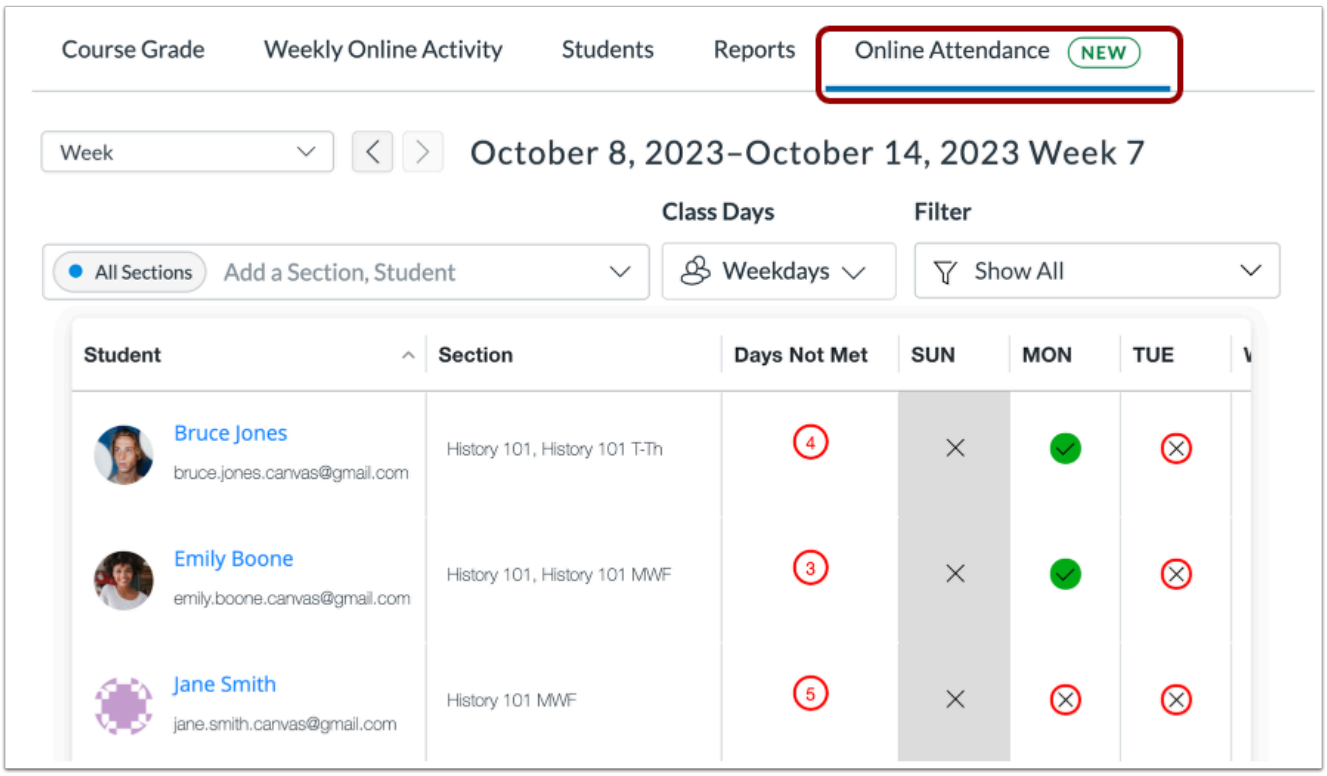
Excused Assignments [5]: This report will produce a list of assignments that are excused.

Class Roster [6]: This report will produce a list of students enrolled in the course with student contact information such as email, SIS ID, etc. Report data is up to 40 hours delayed.

Course Activity [7]: This report provides a list of daily user interactions in course resources, where each report entry captures a summary of user views and participations. Report data are up to 40 hours delayed, account time zone is applied to facilitate daily views and participation aggregates. Calendar filter only accommodates 30 days in the past.

To run a report, click the **Run Report** button [8].

View Online Attendance Report



If enabled by your institution, you can also view an Online Attendance report that indicates if students have met online attendance criteria for designated class days. Online attendance criteria is managed by your institution.

How do I view Course Analytics for a student in a course?

Student analytics show you how well a particular student is doing in your course. You can view analytics in both active and concluded courses. Only active and completed student enrollments are included in data for Course Analytics. Deleted or inactive user enrollments will not generate data.

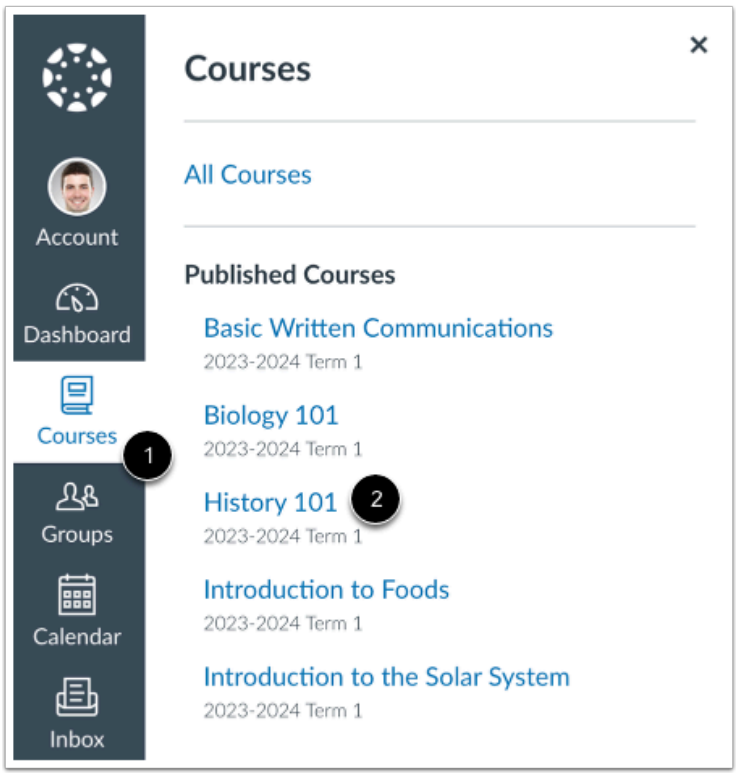
Available analytics include course grade, weekly online activity, and communication. By default, the analytics page displays an interactive chart graph of all data. However, you can view data within a table at any time.

For more information, visit the Course Analytics overview guide.

Notes:

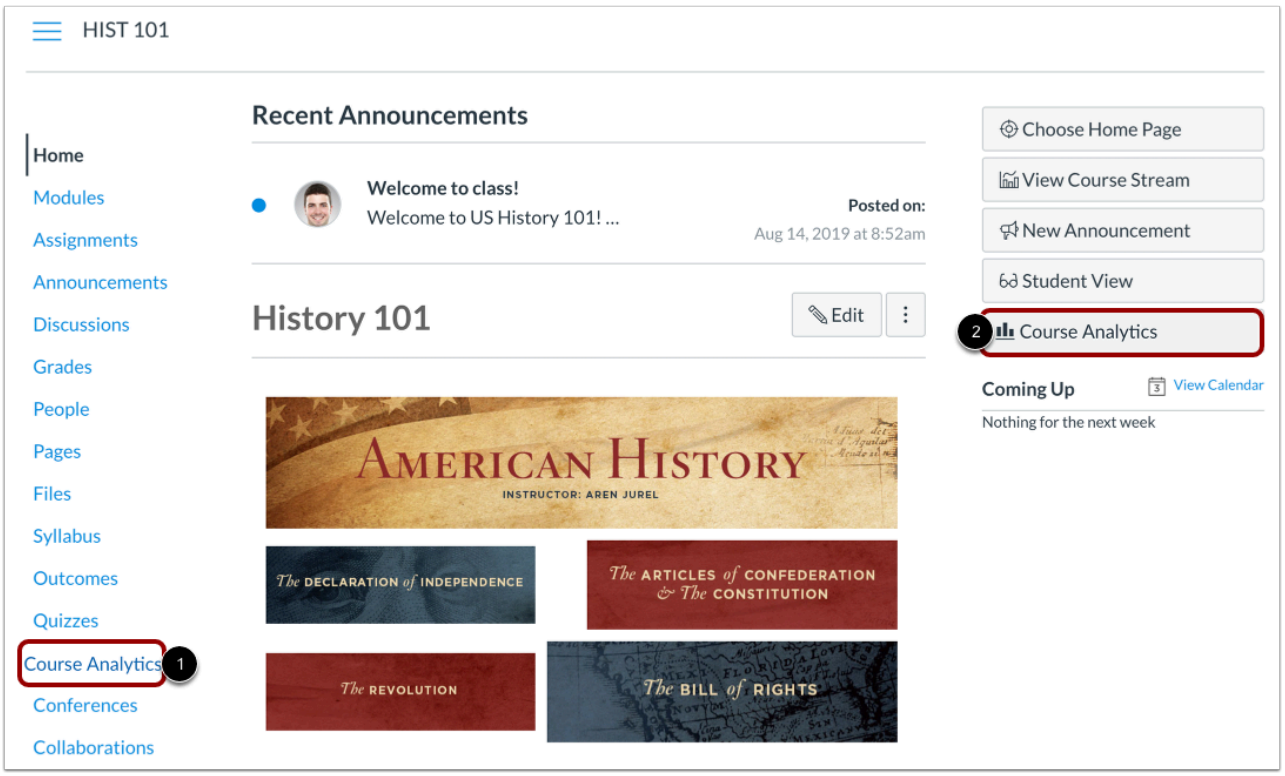
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Because mobile page view data is based on device settings and network connection, it may vary from the time the page views actually occurred. Page view data should not be used to assess academic integrity.
- Weekly Online Activity displays in a Monday-Sunday format.

Open Course



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

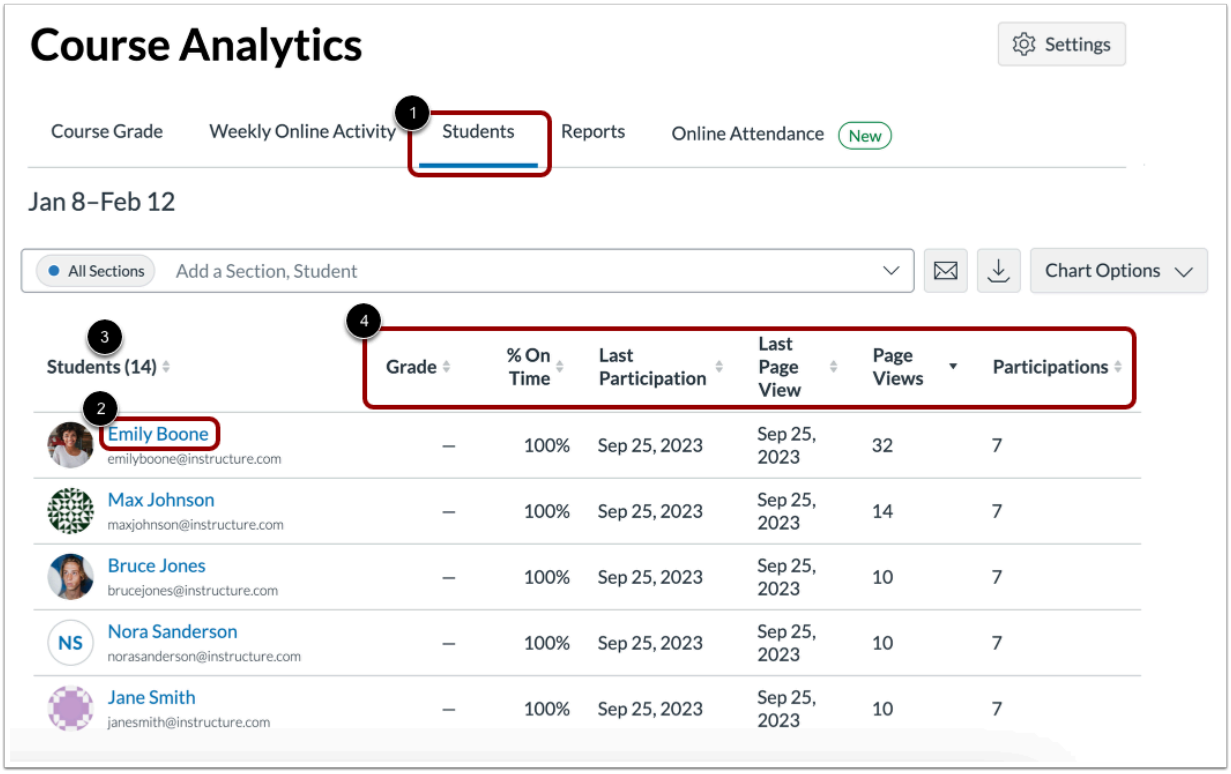
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Student Analytics



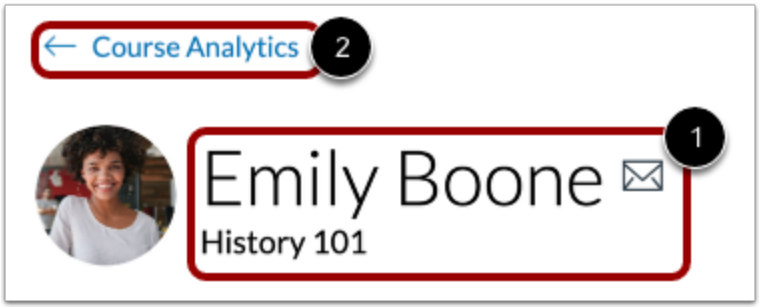
To view analytics for all students in your course, click the **Students** tab [1].

To view analytics for one student in your course, click the name of the student [2].

To locate a student, you can sort the table by student name [3], or any other column header [4].

The analytics table is paginated so you can view more students if you continue to scroll to the bottom of the page.

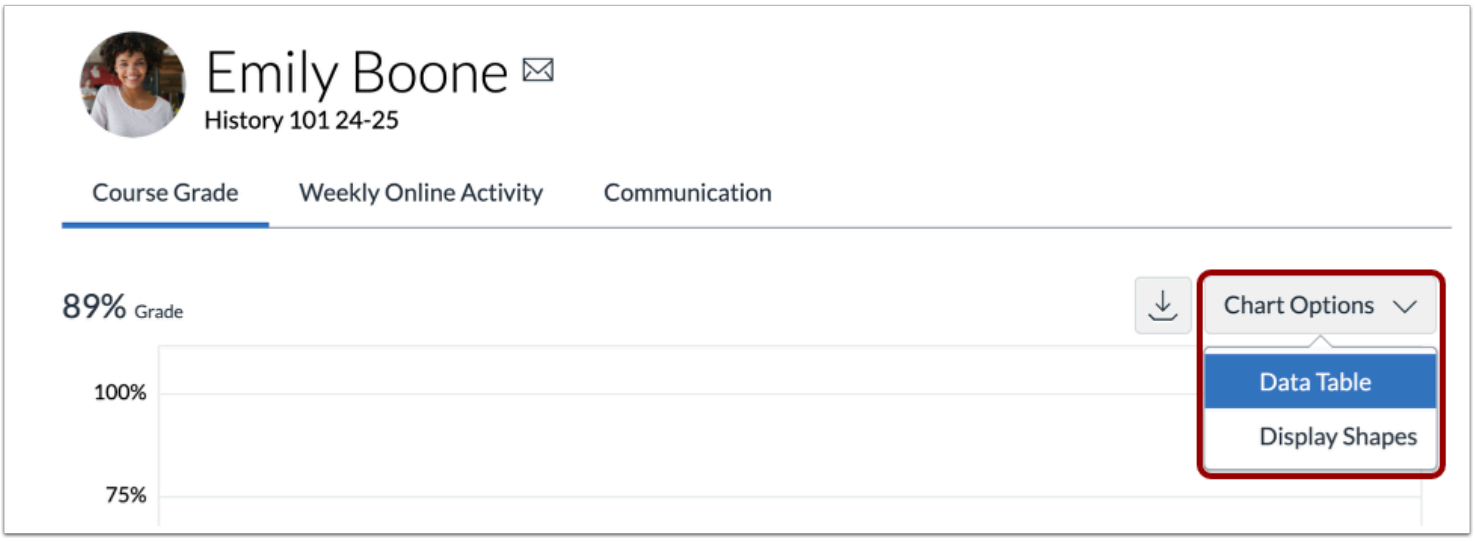
View Student Information



When viewing analytics for an individual student, you can view the student's name and send a message to the student [1].

To return to course analytics, click the **Course Analytics** link [2].

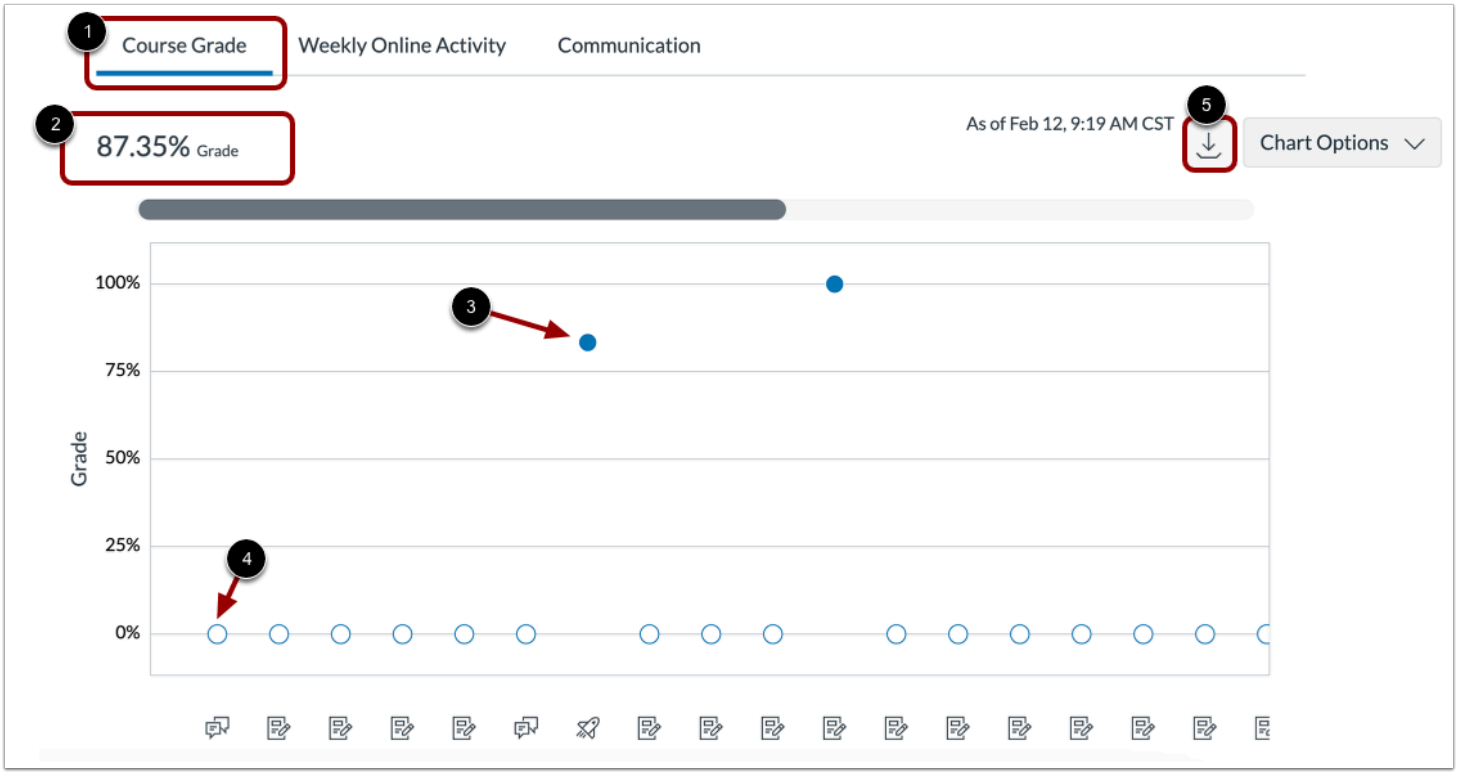
View Student Course Analytics



By default, Course Analytics are shown in a graph format. These are three types of data presented for students: Course Grade, Weekly Online Activity, and Communication.

To change the format, click the Chart Options icon.

View Course Grade Chart Graph



By default, the student analytics opens to the **Course Grade** tab [1]. The Course Grade chart graph shows the submission status and grade for all the assignments in the course. The student's current course grade is shown above the chart graph [2].

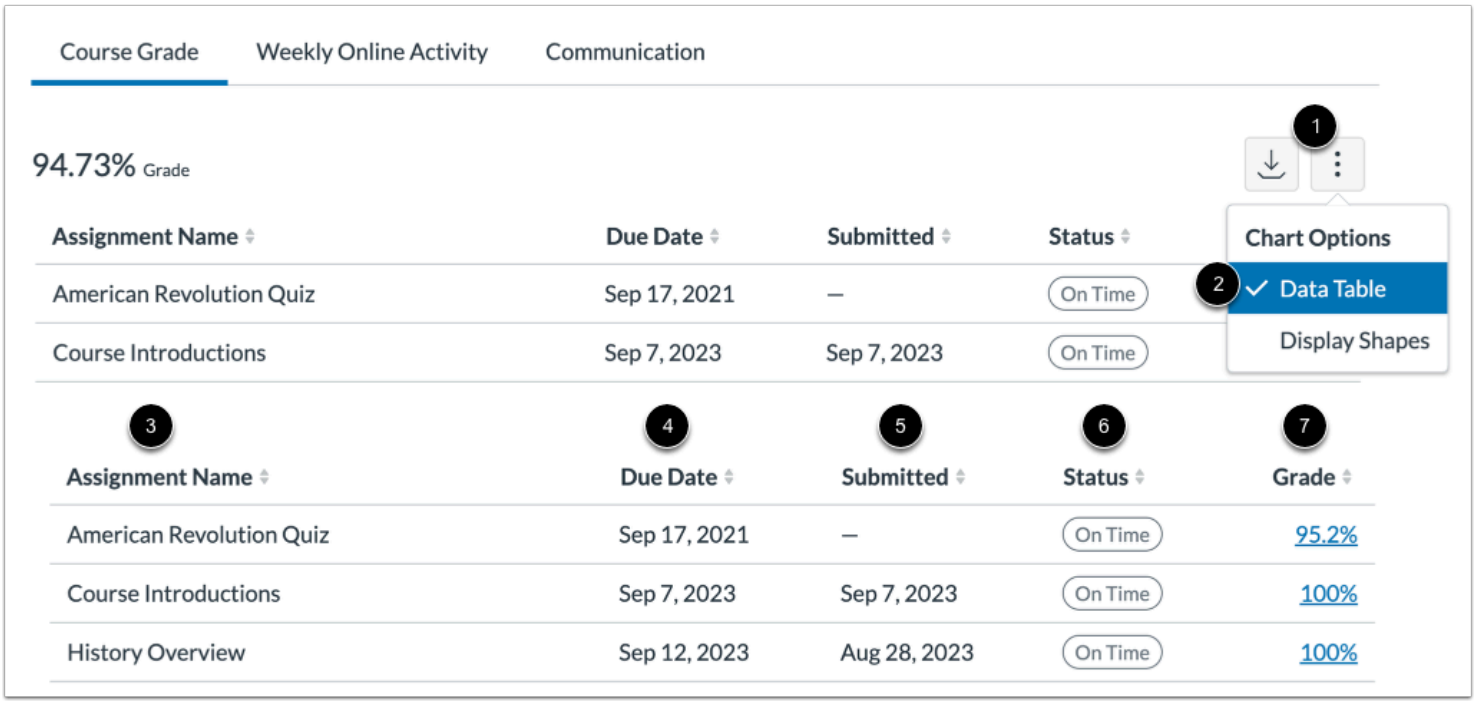
The x-axis displays an icon to indicate if the activity is an assignment, quiz, or discussion. The y-axis indicates the grade percentage.

A solid dot in the chart represents a graded assignment [3] and an empty dot represents an ungraded assignment [4]. Click any dot to view more details about the assignment.

To download a CSV of the course grade data, click the **Download** button [5].

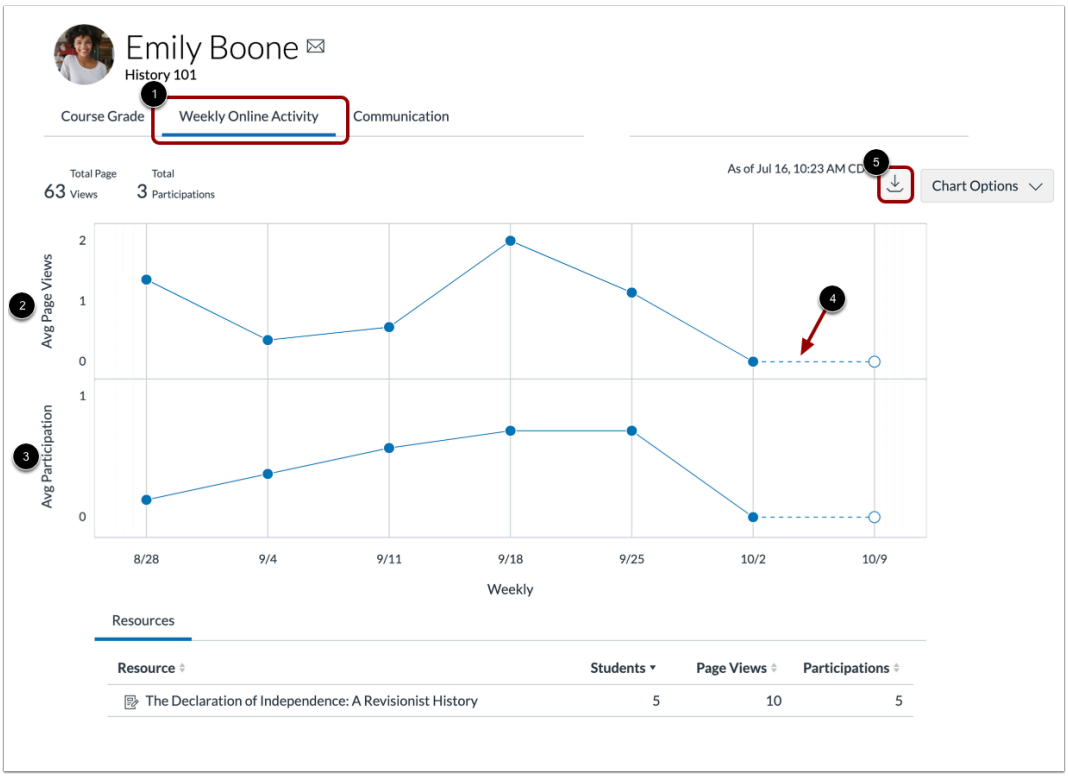
If a new assignment does not appear immediately in the graph, it may be due to the 24-hour data refresh interval. Analytics data may be delayed relative to the most recent Gradebook activity.

View Course Grade Data Table



To view course grade data in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the assignment name [3], due date [4], submitted date [5], status [6], and grade [7]. The table can be sorted by clicking any column heading.

View Weekly Online Activity Graph



To view the student's weekly online activity, click the **Weekly Online Activity** tab [1].

Data is displayed as a chart with two rows: average page views [2] and average participations [3]. The following actions generate participations:

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

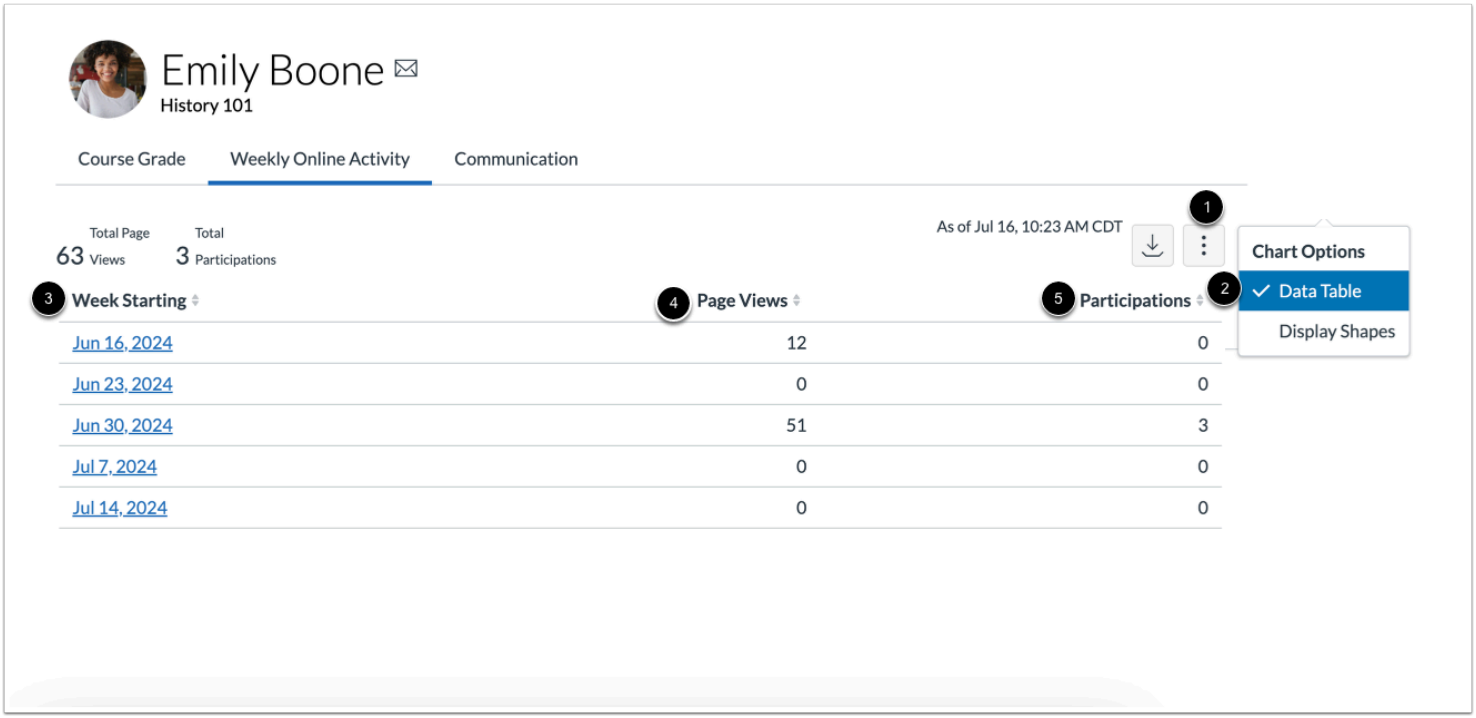
Data for the week that is currently in progress is indicated by a dotted line [4].

To download a CSV of the weekly online activity data, click the **Download** button [5].

Notes:

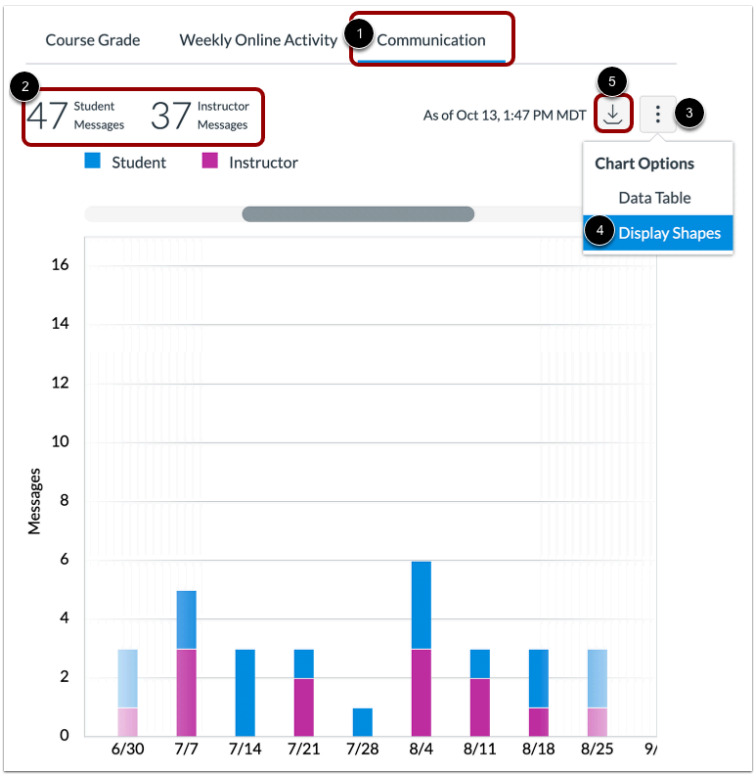
- The definition of participation is based on federal guidelines related to student attendance as applicable to online courses. Please note that because communication between students and teachers often happens outside of the LMS, it is not included as a participation metric. However, as part of the Course Analytics offering, a history of inbox messages sent between students and instructors is included so that it can be viewed alongside participation metrics.
- Participation refers to active interactions such as assignment submissions, quiz attempts, or discussion posts. Passive behaviors like viewing a page do not count as participation.
- Student participation data using external tools is not supported.

View Weekly Online Activity Data Table



To view weekly online activity in a table, click the **Chart Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of page views [4], and number of participations [5].

View Communication Graph



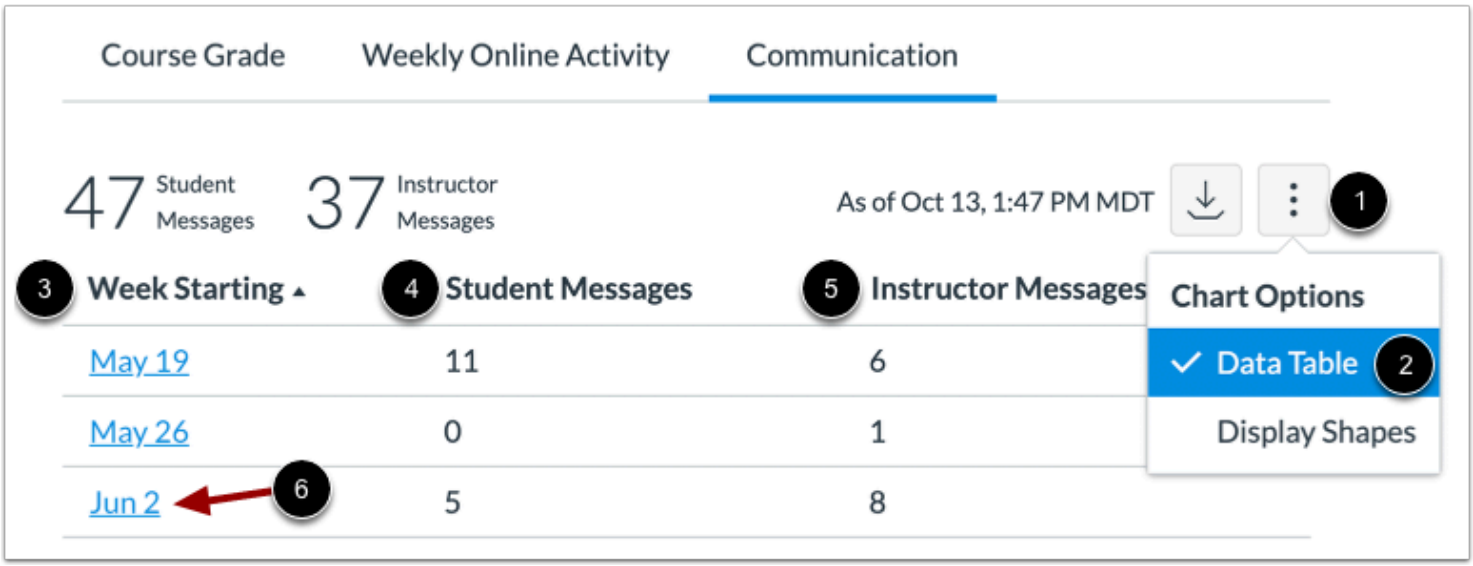
To view an overview of messages, click the **Communication** tab [1]. The Communication graph shows the number of conversations that have taken place between the student and instructor(s) in the Canvas Inbox. The total number of messages sent by students and instructors is displayed above the graph [2].

The x-axis shows the date range and the y-axis shows the number of messages sent. Student and instructor messages are differentiated by different colors. To improve contrast in the chart, click the **Chart Options** icon [3] and select the **Display Shapes** option [4].

To view the details of the bar graph, hover over the specific bar you want to view. You can view the total number of messages sent for the date range. Click the bar to view the specific days and number of messages that were sent in the range.

To download a CSV of the communication data, click the **Download** button [5].

View Communication Data Table



To view Communication activity in a table, click the **Chart Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of student messages [4], and number of instructor messages [5]. The table can be sorted by clicking any column heading.

To view details of a specific date range, click the date [6].

How do I view average course grade analytics in an interactive chart graph in Course Analytics?

Course Analytics allows you to track average course grades for student submissions using an interactive chart graph. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

The average course grade is the average of all student totals from the Gradebook. Course analytics will show you student activity, assignment submissions, grades, and student names. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

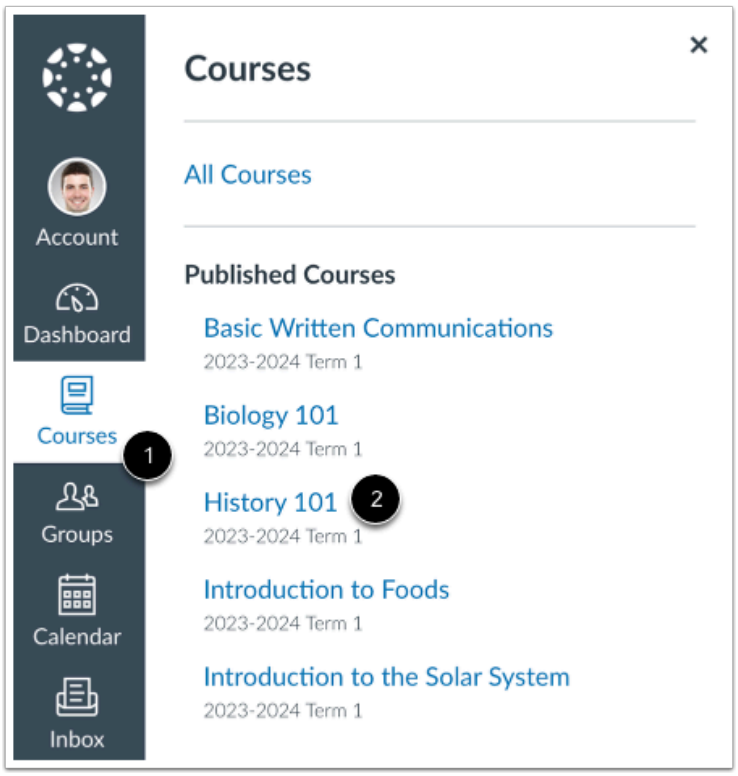
Only active and completed student enrollments are included in data for Course Analytics. Deleted or inactive user enrollments will not generate data.

By default, the analytics page displays an interactive chart graph of all data. However, you can switch and view data within a table at any time.

Notes:

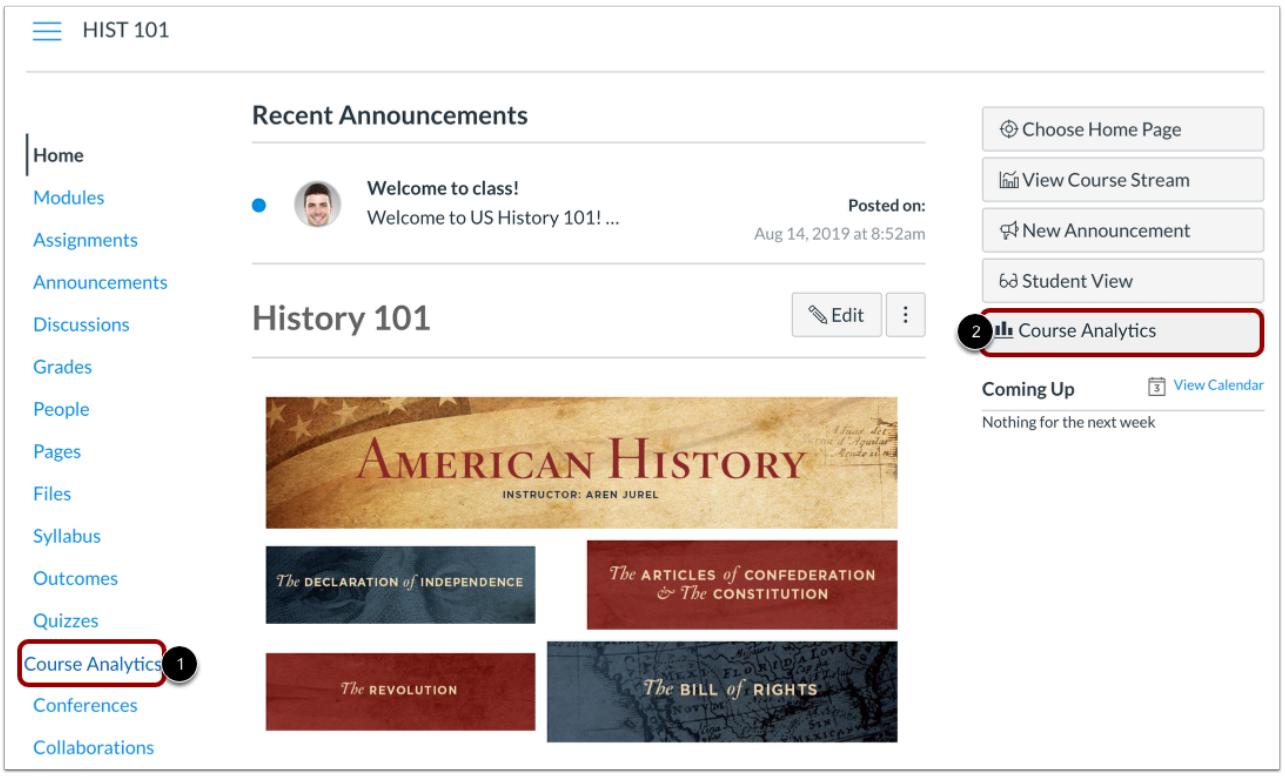
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



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

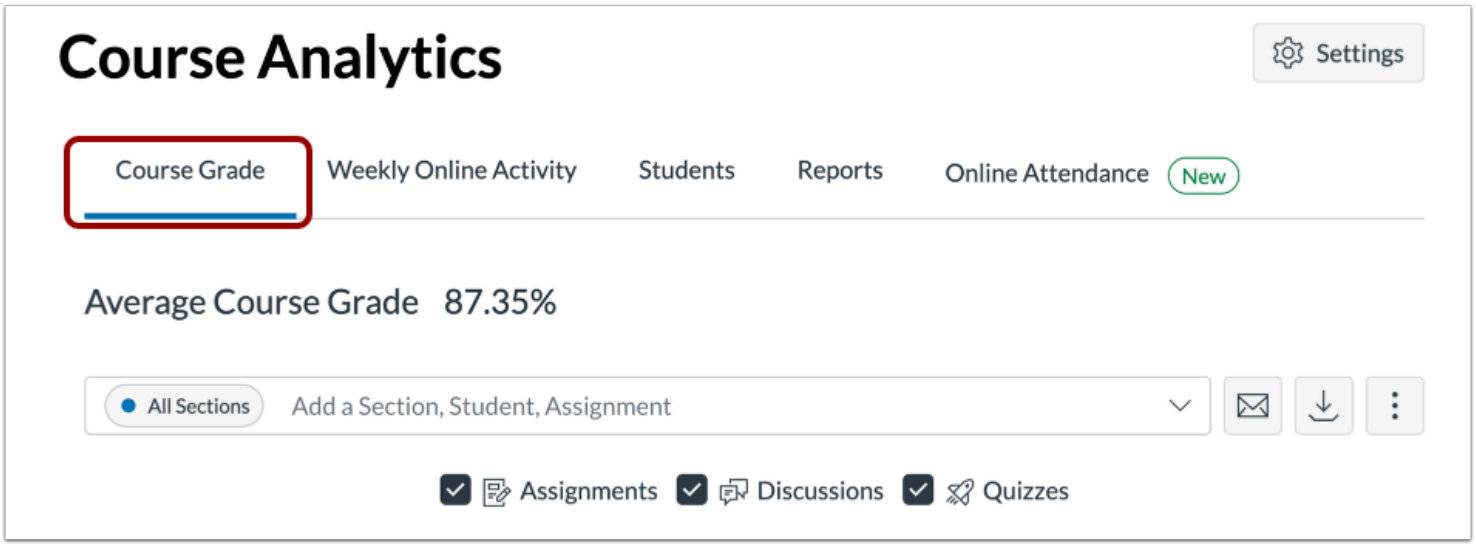
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

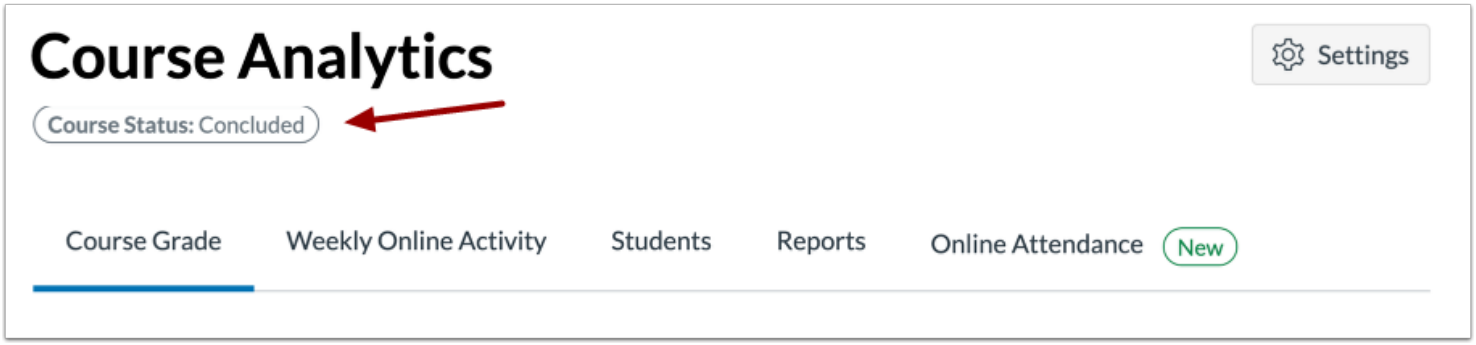
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



Click the **Course Grade** tab.

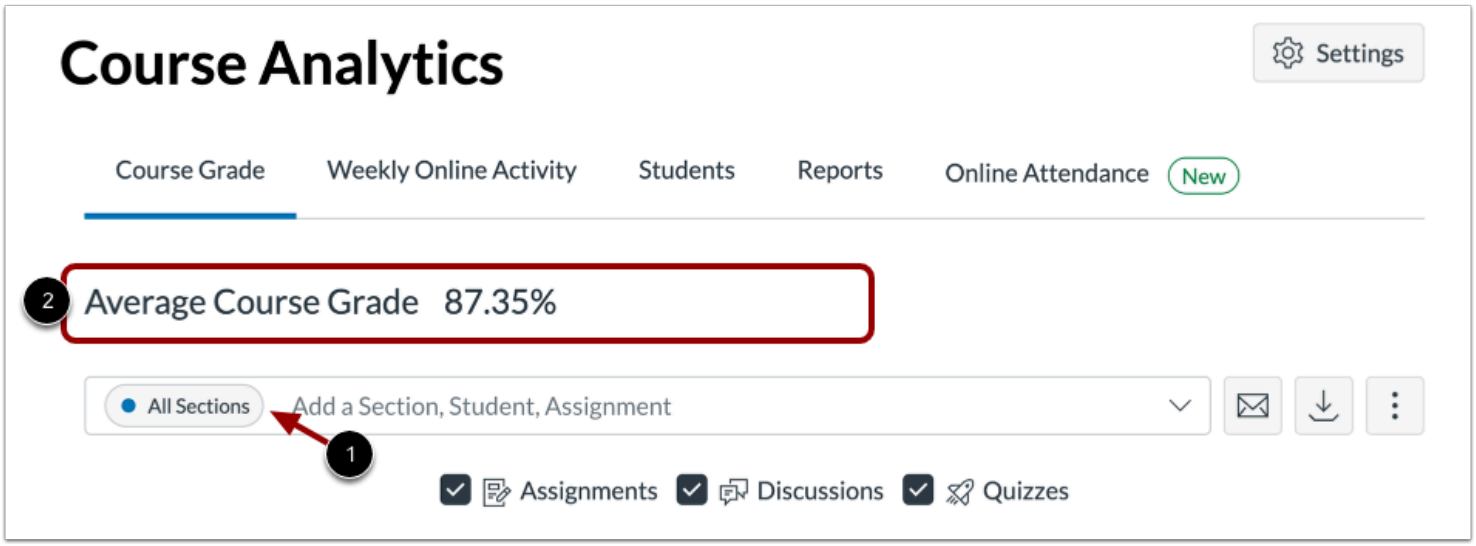
View Data Status



If the course has been concluded, the analytics page includes a Concluded label.

Note: If a recently created assignment is missing from the graph, it may not yet appear due to the 24-hour data refresh cycle.

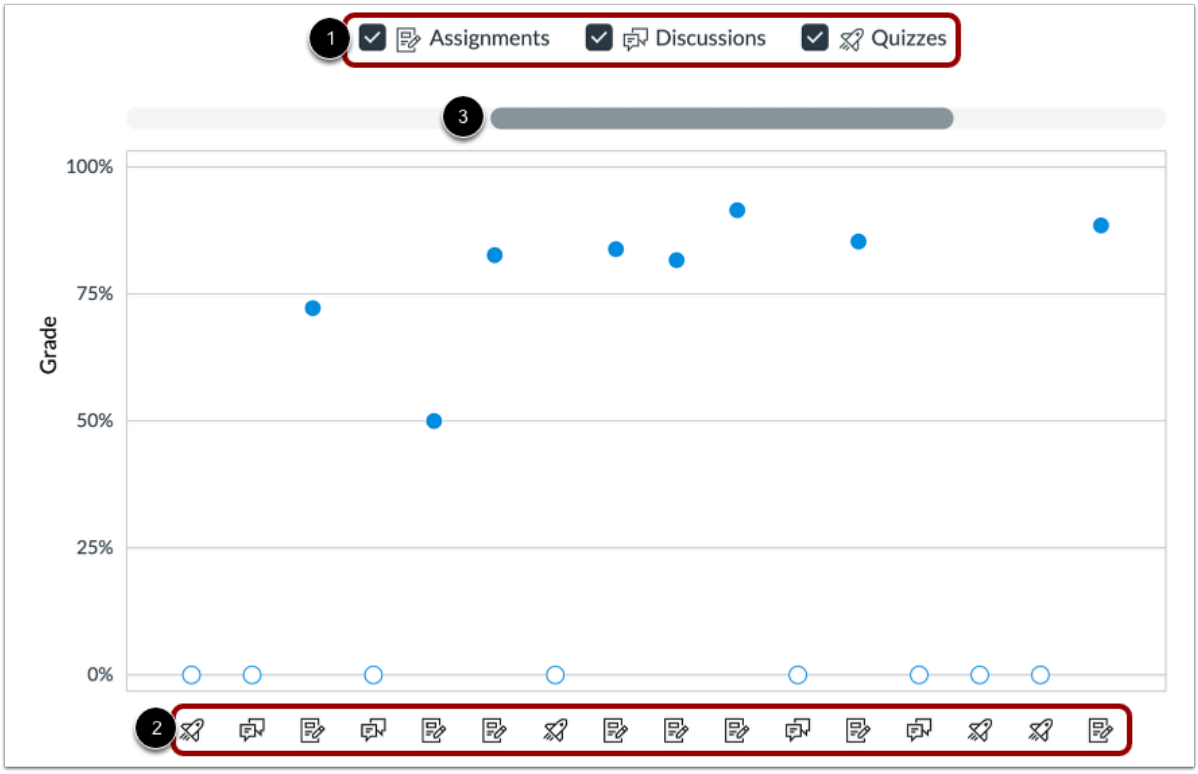
View Filter



The analytics page is dynamic based on filtered content. By default, all results display the course average, which cannot be removed [1].

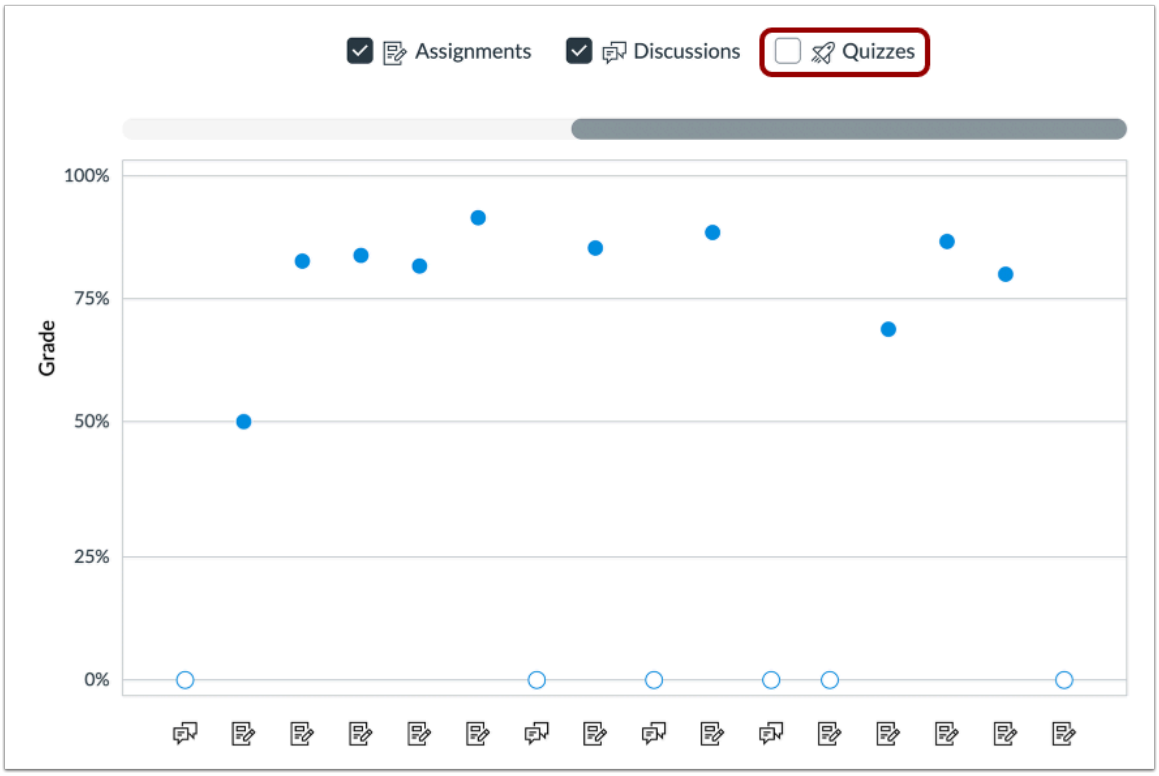
You can also view the average grade percentage for all students [2], which is not affected by any filter.

Filter by Assignment



By default, analytics selects all assignment types to display within the page [1]. Each assignment in the chart displays the appropriate icon for each visible assignment type [2]. To view additional assignments, click and drag the scrollbar [3].

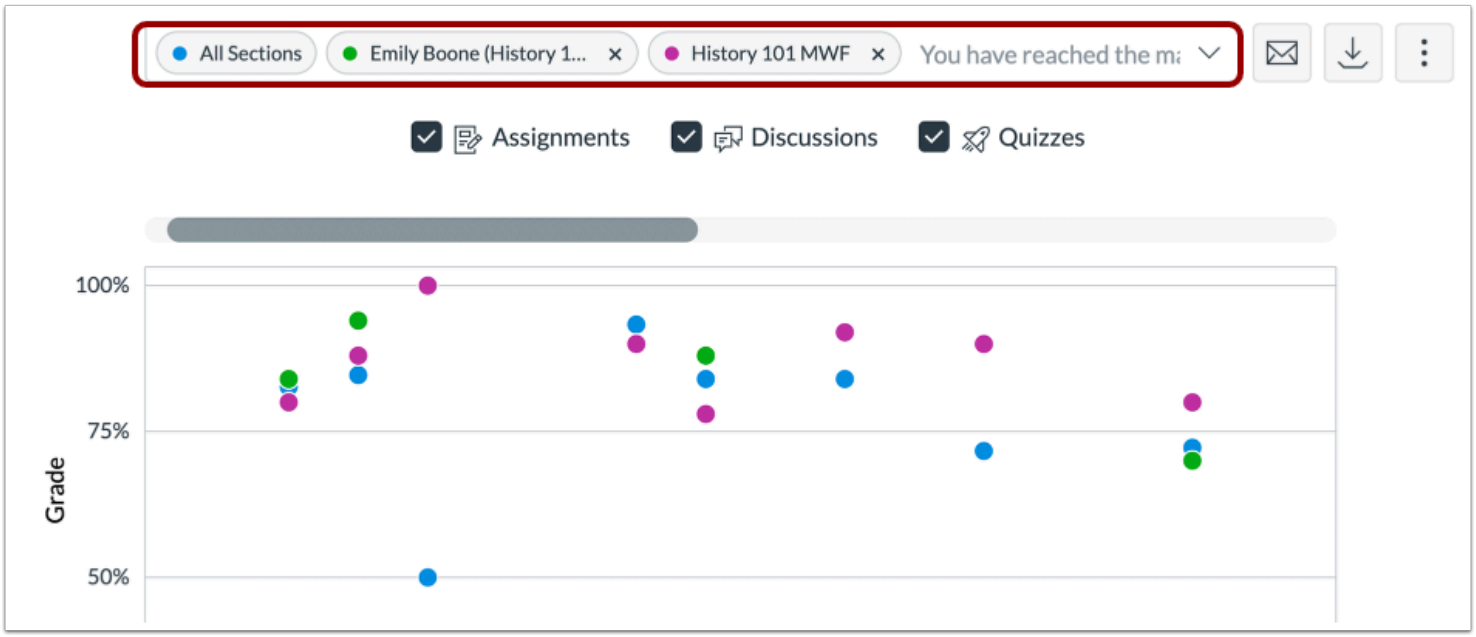
Note: The Quiz icon represents both classic quizzes and New Quizzes question types.



To filter by assignment type, remove the checkbox next to the assignment type. The chart dynamically updates the results based on the assignment type selected or removed in the filter.

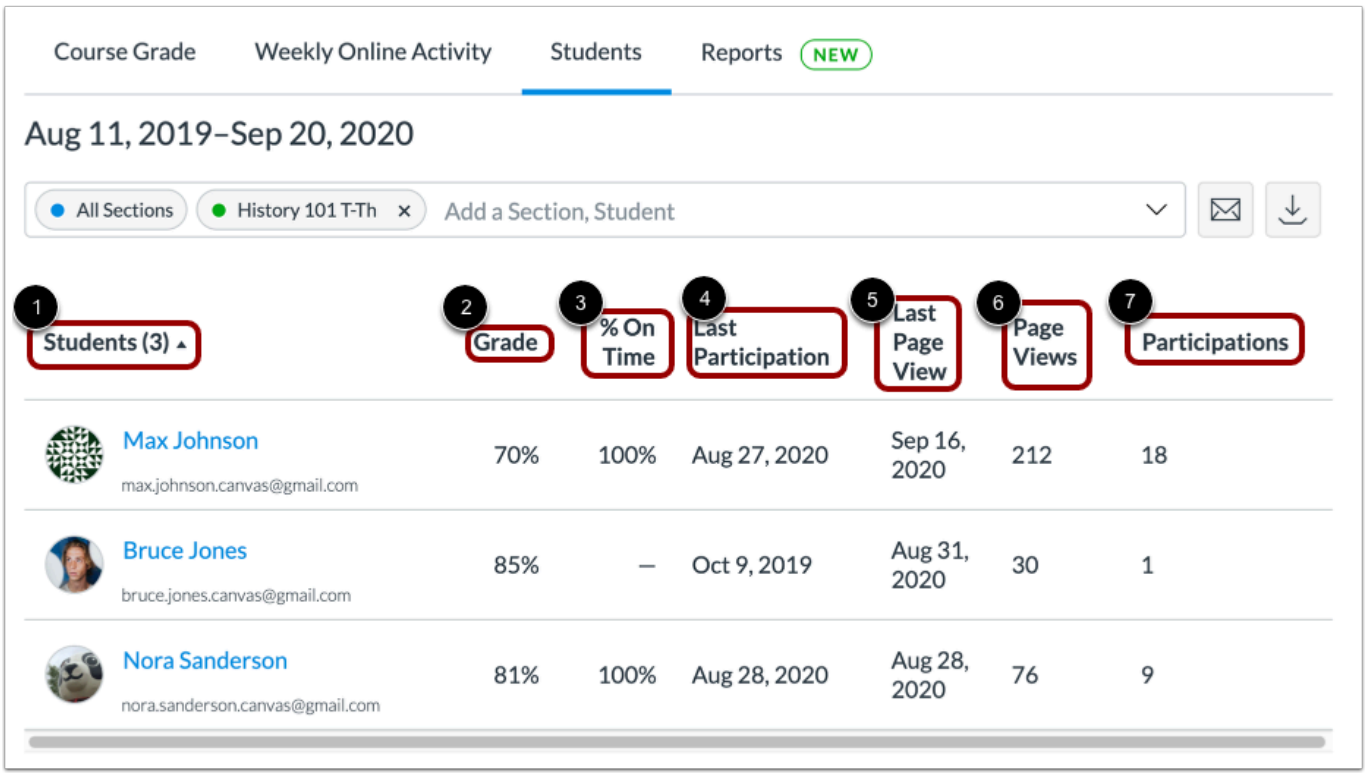
Note: At least one assignment type is required at all times.

Compare Course Data



For analytical comparisons, you can compare graph data by filtering a section, student, or assignment.

View Student Table

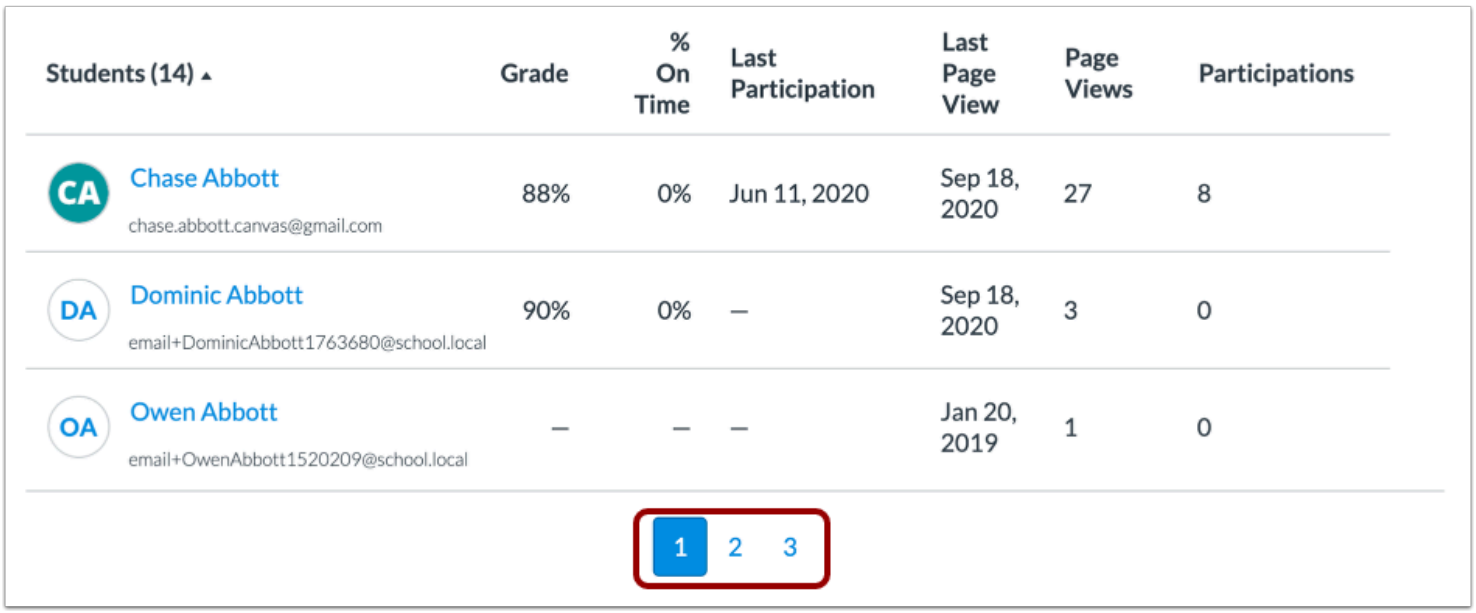


On the Students tab, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

- Students: A list of students in the course sorted by last name [1].
- Grade: The current course grade for the student [2].
- On Time: The percentage of assignments submitted on or before the due date [3].
- Last Participation: The date the student last interacted with the course [4].
- Last Page View: The date the student last accessed the course [5].
- Page Views: The number of times the student has viewed the page [6].
- Participations: The total number of times the student has participated in interactions with the course [7].

View Additional Students

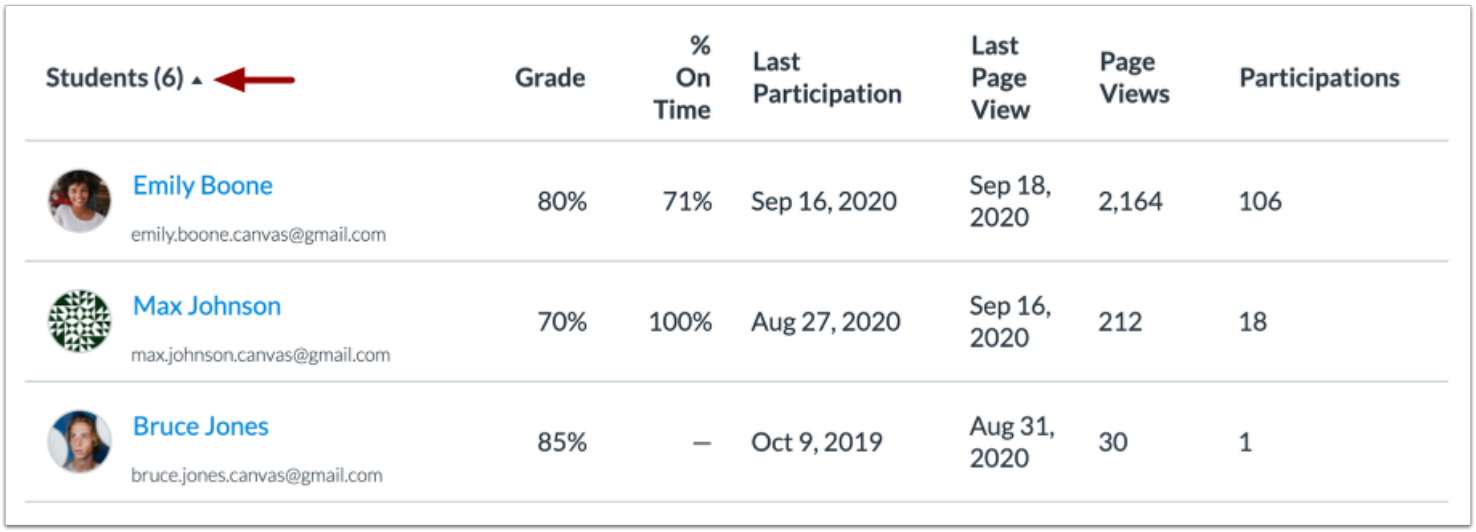


Students (14)	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
Chase Abbott chase.abbott.canvas@gmail.com	88%	0%	Jun 11, 2020	Sep 18, 2020	27	8
Dominic Abbott email+DominicAbbott1763680@school.local	90%	0%	–	Sep 18, 2020	3	0
Owen Abbott email+OwenAbbott1520209@school.local	–	–	–	Jan 20, 2019	1	0

1 2 3

By default, the students table displays 25 students at a time. You can view additional pages in the pagination bar.

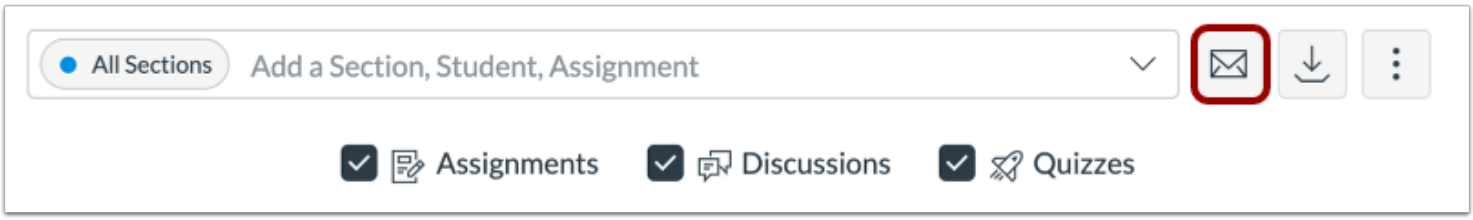
Sort Student Data



Students (6)	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
Emily Boone emily.boone.canvas@gmail.com	80%	71%	Sep 16, 2020	Sep 18, 2020	2,164	106
Max Johnson max.johnson.canvas@gmail.com	70%	100%	Aug 27, 2020	Sep 16, 2020	212	18
Bruce Jones bruce.jones.canvas@gmail.com	85%	–	Oct 9, 2019	Aug 31, 2020	30	1

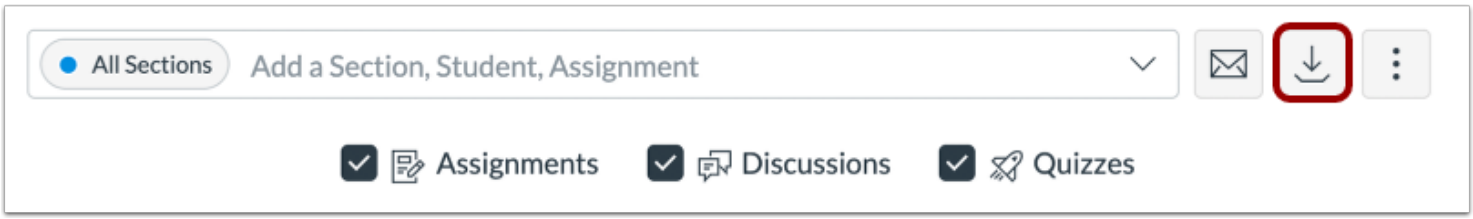
By default, the table sorts by last name, first name. However, you can sort any column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.

Message Students Who



To send a message to students whose grades or submissions are within specific criteria, click the **Message** button.

Export Table CSV



To export analytics data as a CSV file, click the **Download** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.

How do I view average course grade analytics in a data table in Course Analytics?

By default, the analytics page displays an interactive analytics chart graph of all course grade data. However, you can choose to view analytics data as a table by percentage. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

Course Analytics allows you to track an average course grade for student submissions. The average course grade is the average of all student totals from the Gradebook. Course analytics will show you student activity, assignment submissions, grades, and student names. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

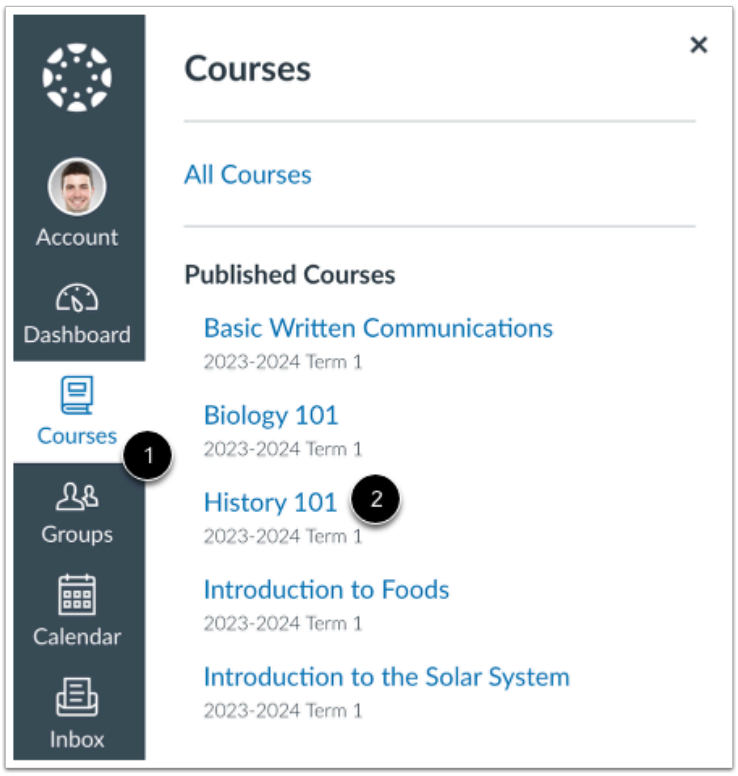
Only active student enrollments are included in data for Course Analytics. Deleted, dropped, or inactive students are excluded from Course Analytics.

If Course Analytics was recently enabled, it may take up to 24 hours for the data table to populate with current course grade information.

Notes:

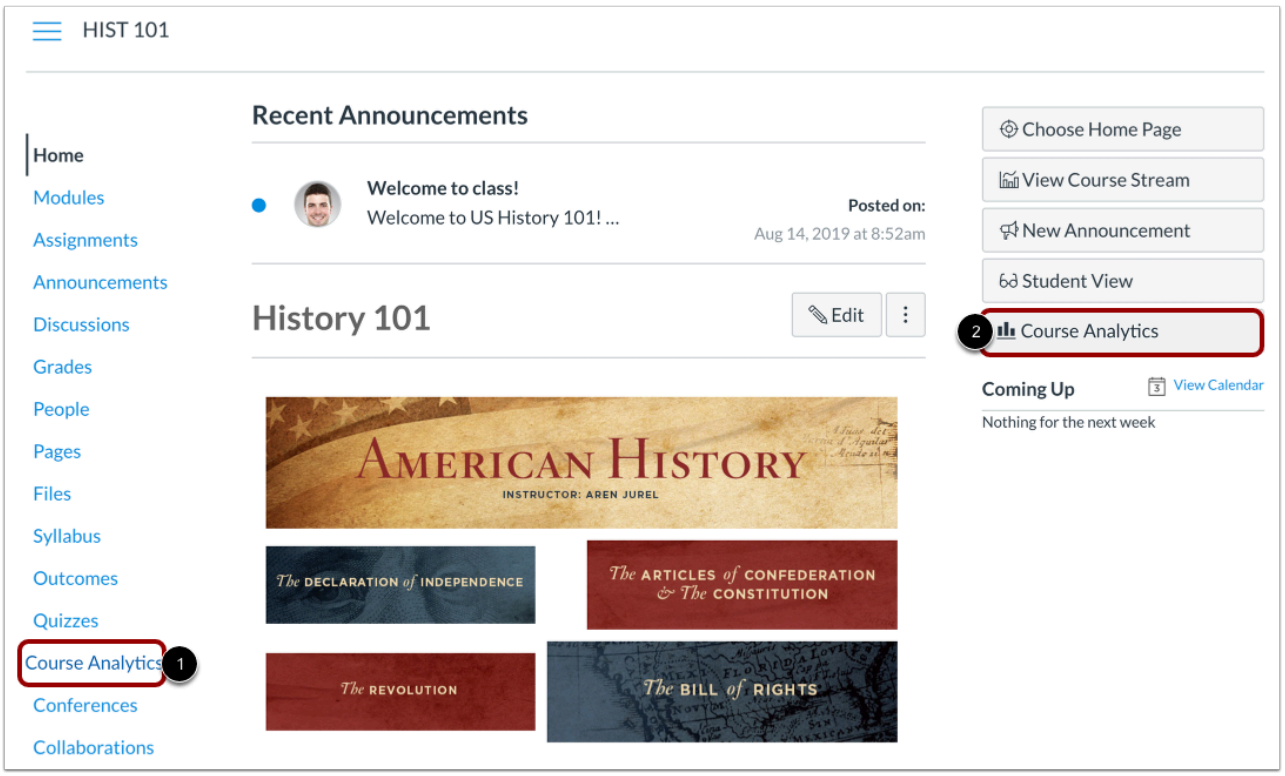
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Assignments without due dates will appear at the far right of the graph and table views, as sorting relies on due date data.

Open Course



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

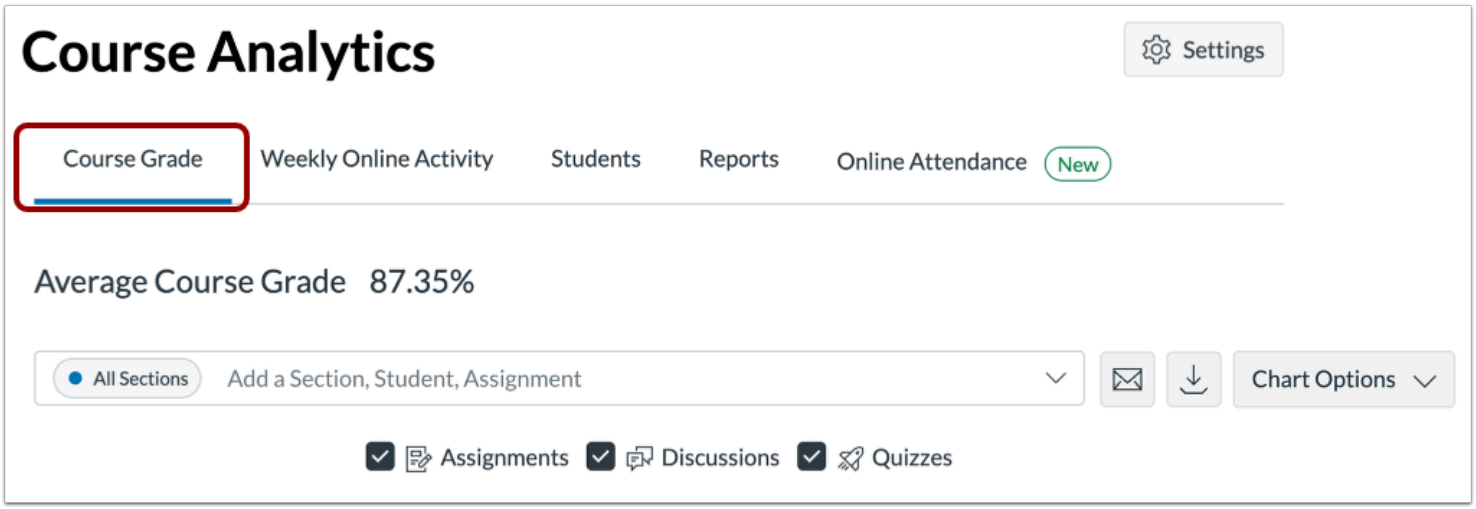
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

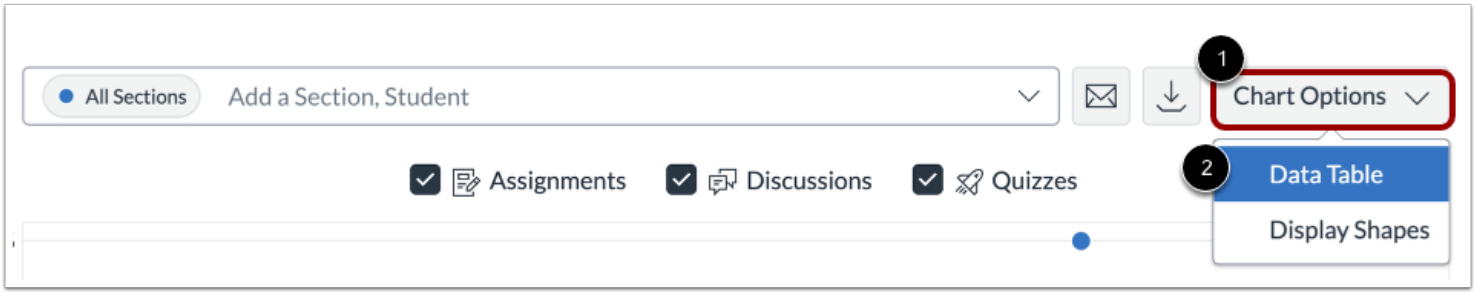
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



Click the **Course Grade** tab.

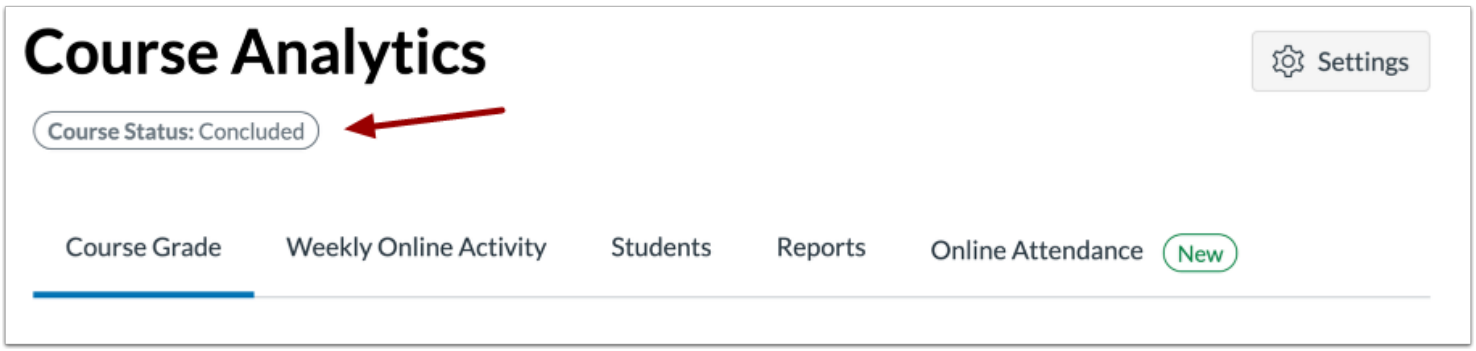
View Data Table



Click the **Chart Options** icon [1] and select the **Data Table** option [2].

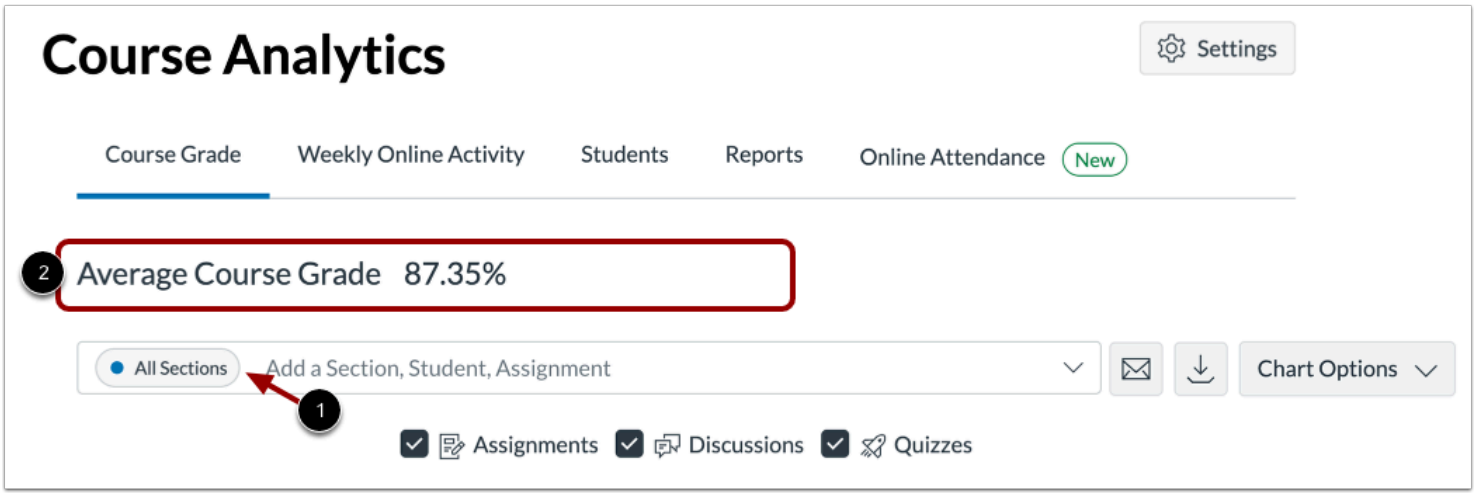
If an assignment does not appear in the table immediately after creation, it may be due to the 24-hour data refresh window.

View Data Status



If the course has been concluded, the analytics page includes a Concluded label.

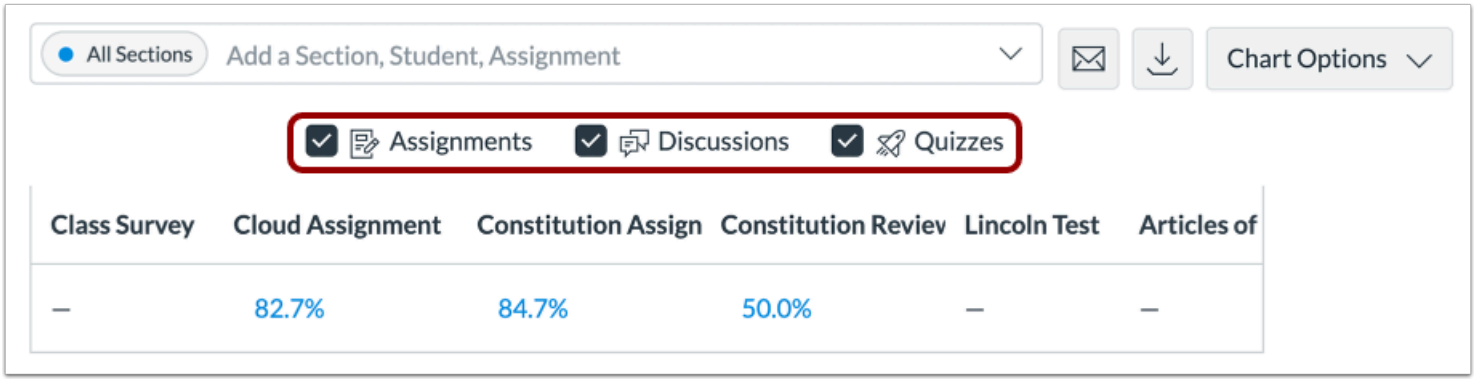
View Filter



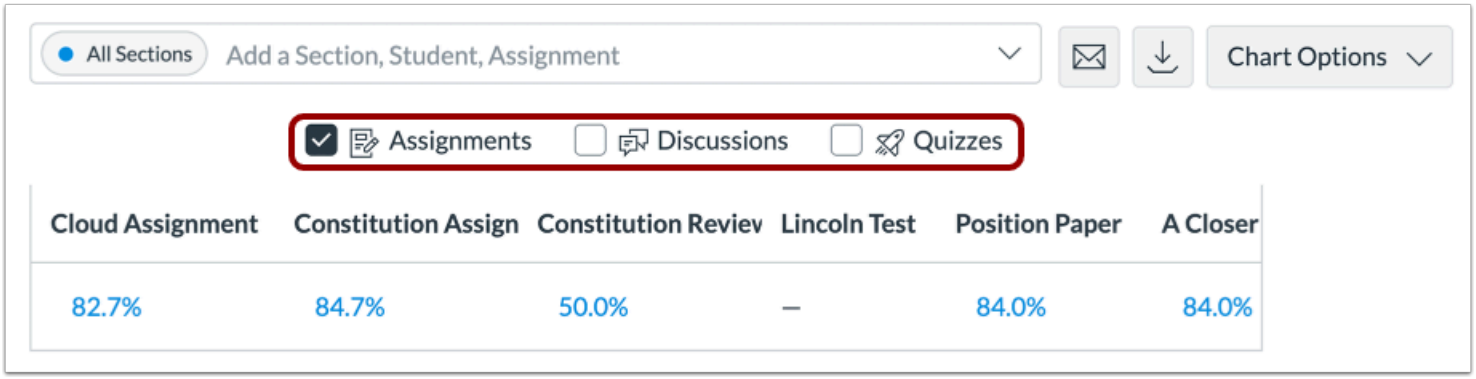
The analytics page is dynamic based on filtered content. By default, all results display the course average, which cannot be removed [1].

You can also view the average grade percentage for all students [2], which is not affected by any filter.

Filter by Assignment



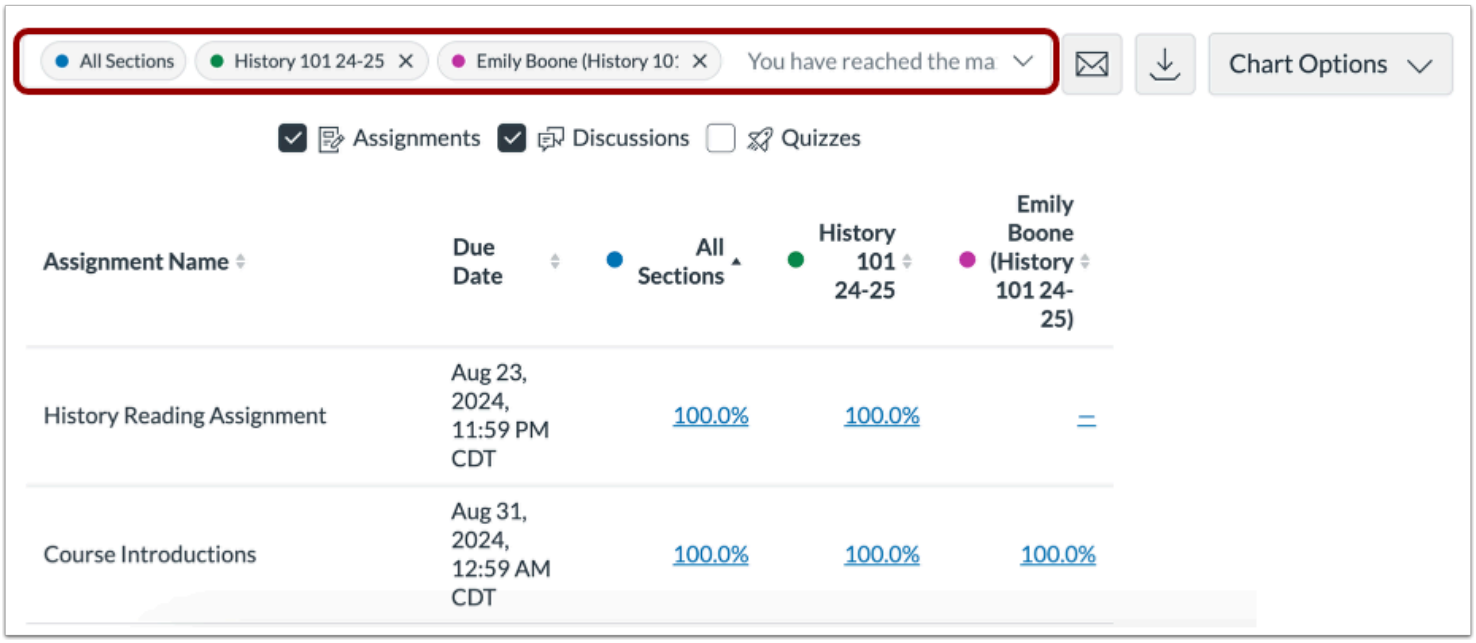
By default, analytics selects all assignment types to display within the page.



To filter by assignment type, remove the checkbox next to the assignment type. The chart dynamically updates the results based on the assignment type selected or removed in the filter.

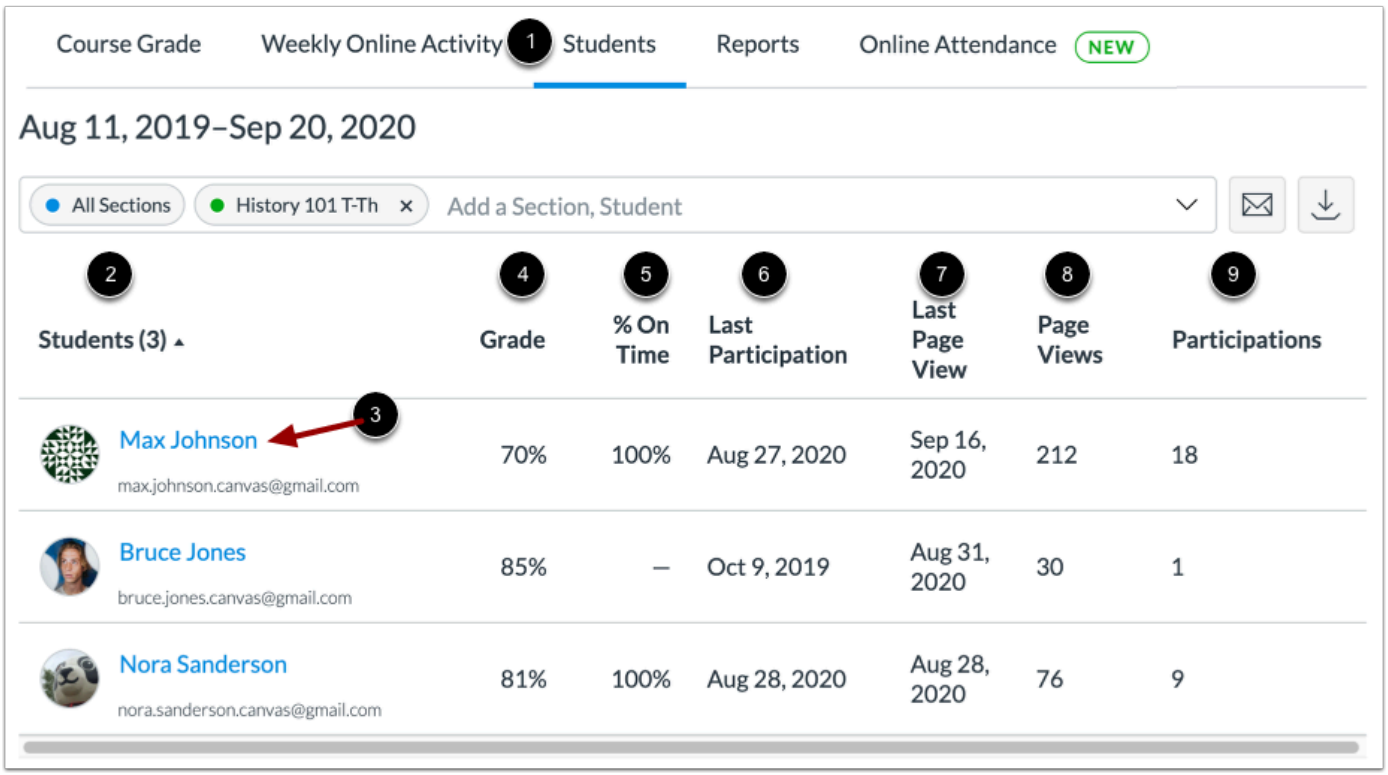
Note: At least one assignment type is required at all times.

Compare Course Data



For analytical comparisons, you can compare table data by filtering a section, student, or assignment.

View Student Table



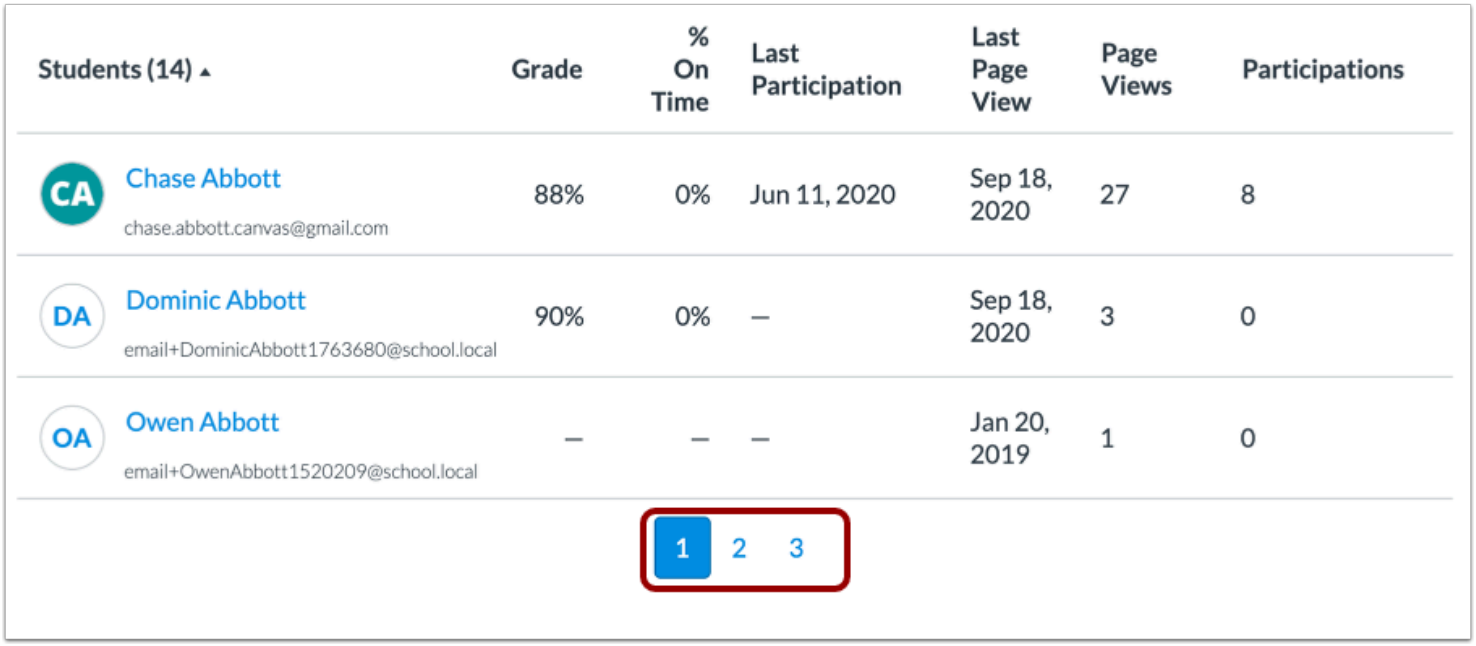
In the Students tab [1], you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

- Students [2]: the list of students in the course sorted by last name. To view analytics for the student, click the student's name [3].
- Grade [4]: current course grade.
- On Time [5]: the percent of assignments submitted on or before a due date.
- Last Participation [6]: the date the student last interacted with the course.
- Last Page View [7]: the date the student last accessed the course.
- Page Views [8]: the total page views for the student.
- Participations [9]: the total participations for the student.

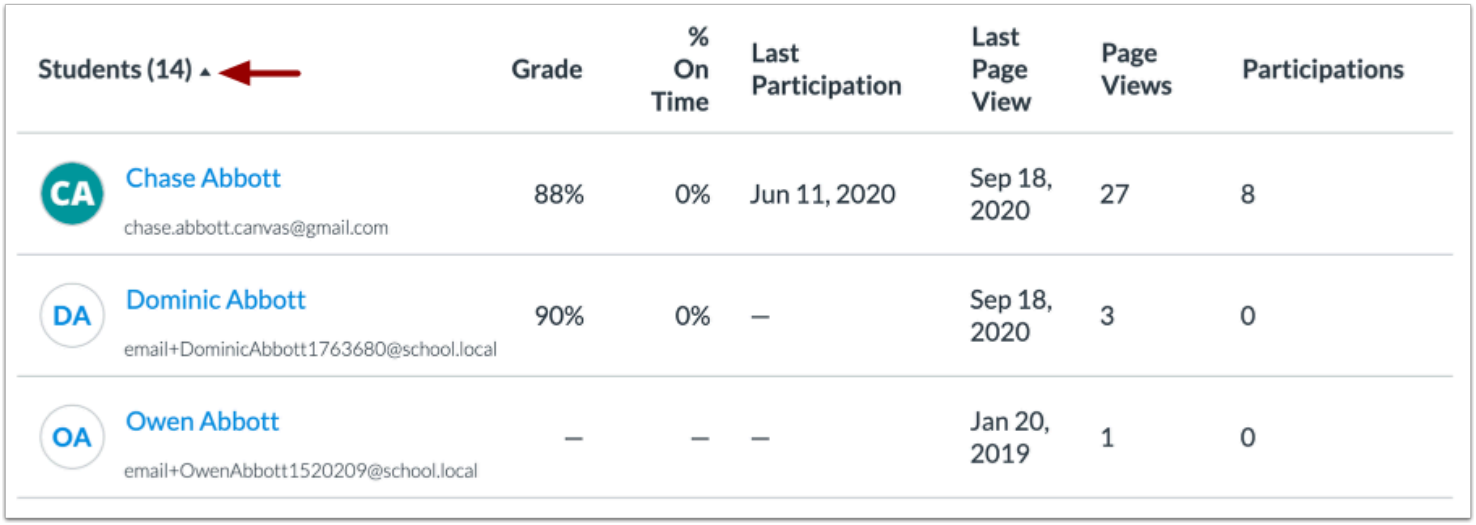
Note: Only students with active or completed enrollments will appear in the table. Students who were removed or made inactive will not be displayed.

View Additional Students



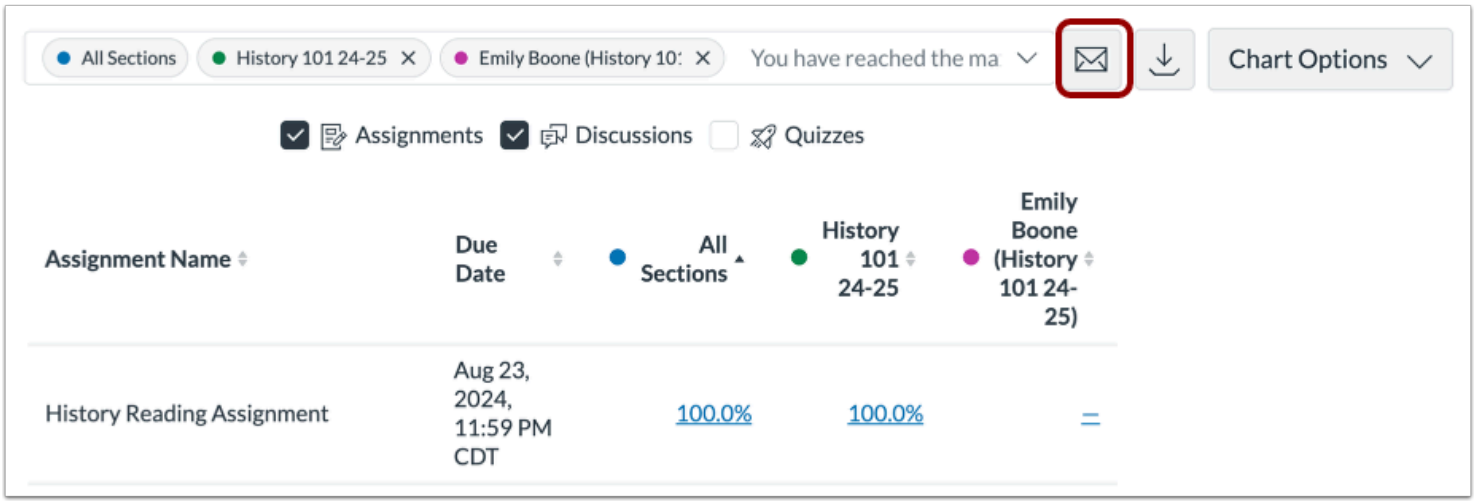
By default, the students table displays 20 students at a time. You can view additional pages in the pagination bar.

Sort Student Data



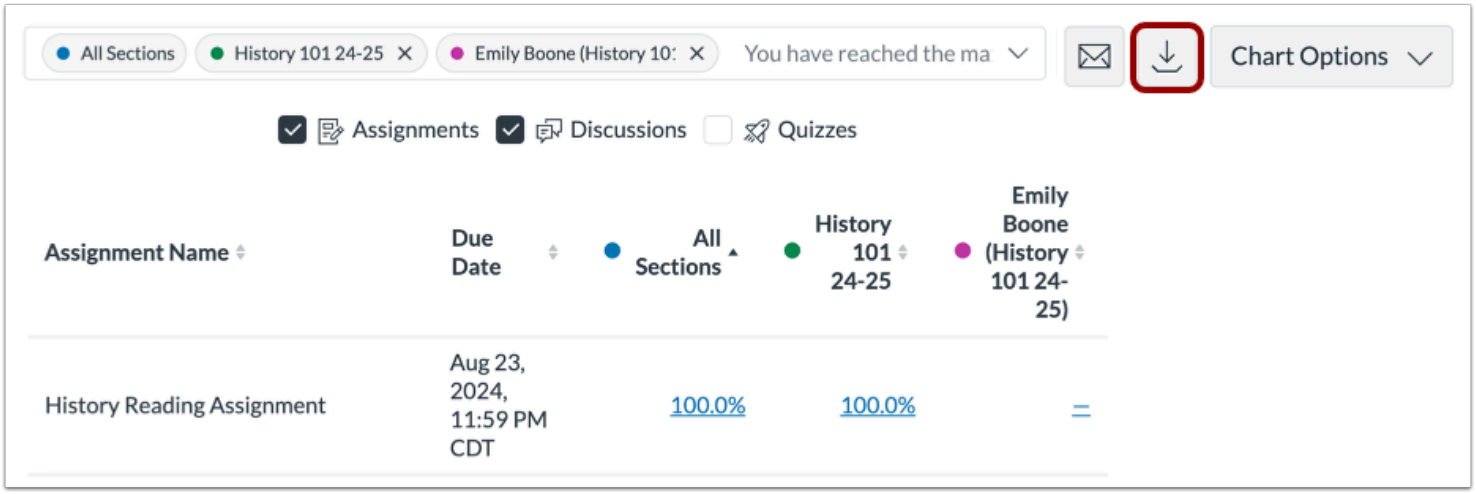
By default, the table sorts by last name, first name. However, you can sort any column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.

Message Students Who



To send a message to students whose grades or submissions are within specific criteria, click the **Message** button.

Export Table CSV



To export analytics data as a CSV file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.

How do I compare the course average chart graph with an assignment, section, or student filter in Course Analytics?

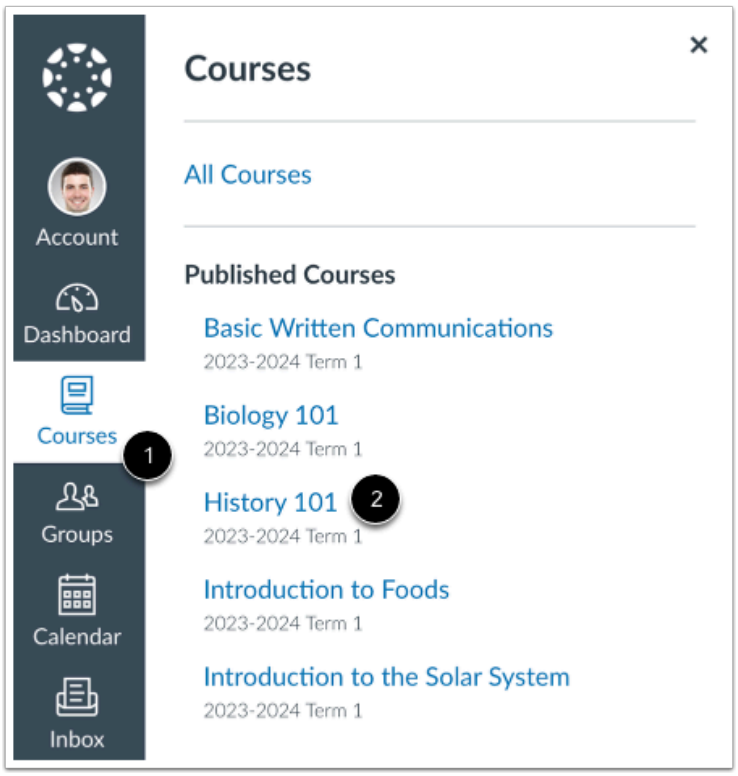
As part of viewing the average course grade in an interactive chart graph, you can use filters to compare section, student, and assignment results with the course average.

Only active and completed student enrollments are included in Course Analytics. Students who are dropped, deleted, or inactive will not appear in filtered data results.

Notes:

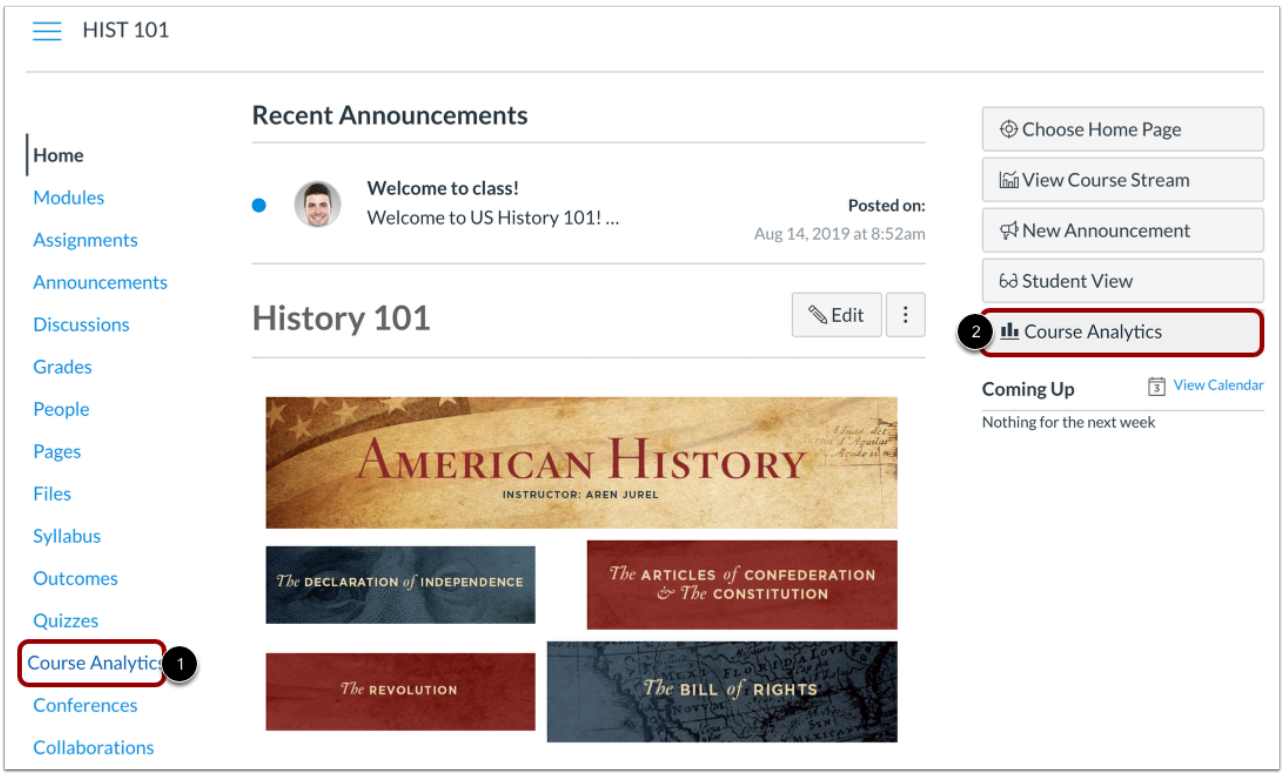
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, if Course Analytics was recently enabled in the course, it may take up to 24 hours for filtered analytics data to populate. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Assignments without due dates are displayed at the far right of the chart graph.

Open Course



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

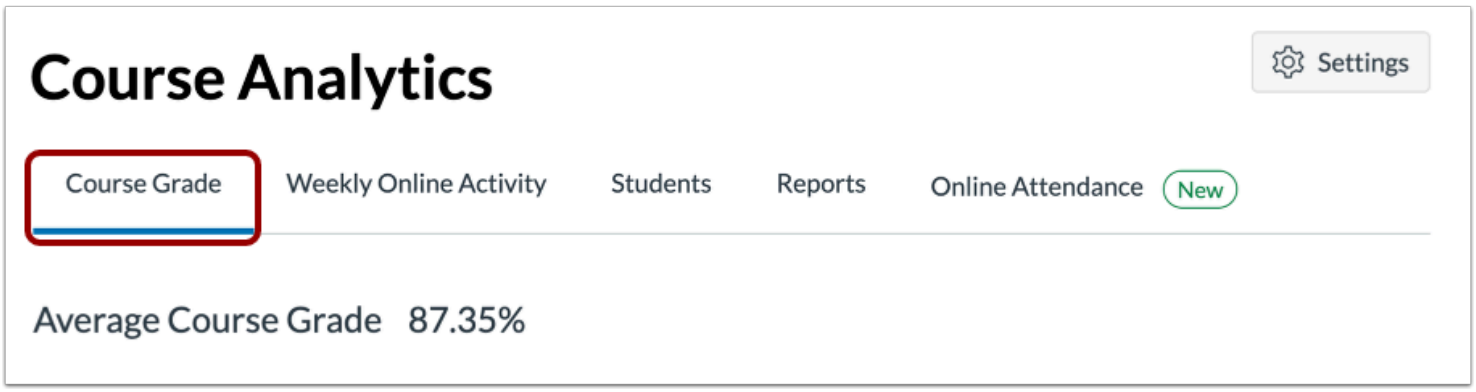
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

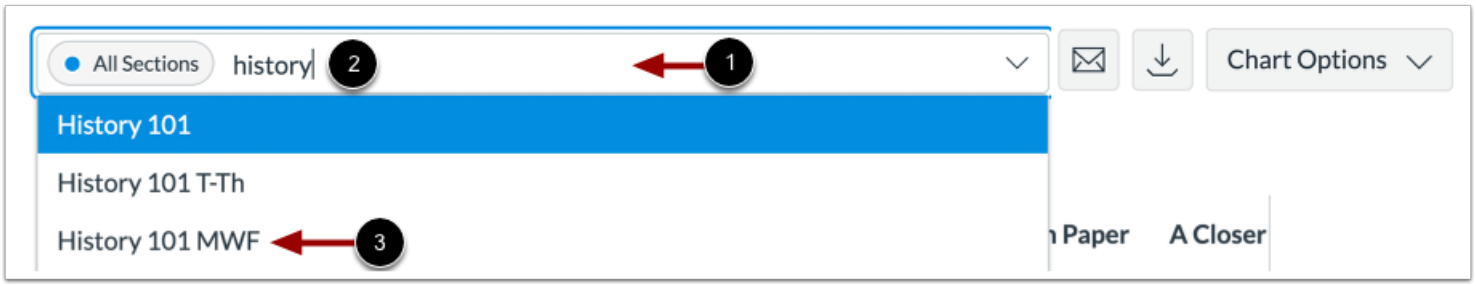
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



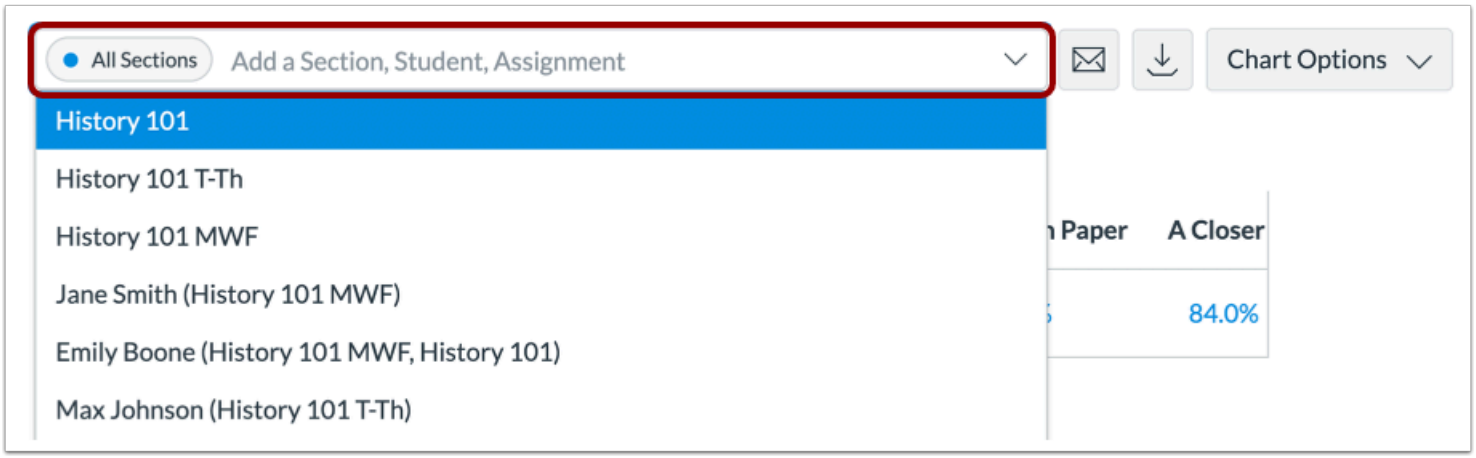
Click the **Course Grade** tab.

Filter Data



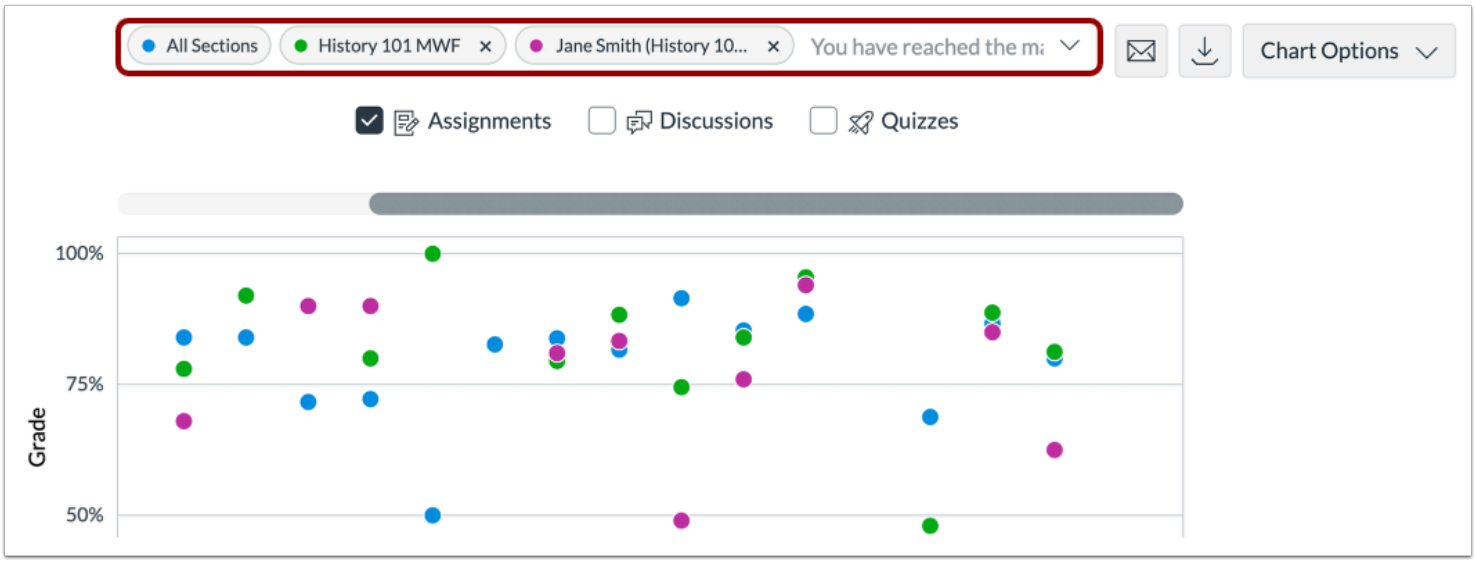
Click the **Filter** field [1]. Type the name of a section, student, or assignment [2]. Canvas will populate all matching results.

When the item displays in the menu, click the item name [3].



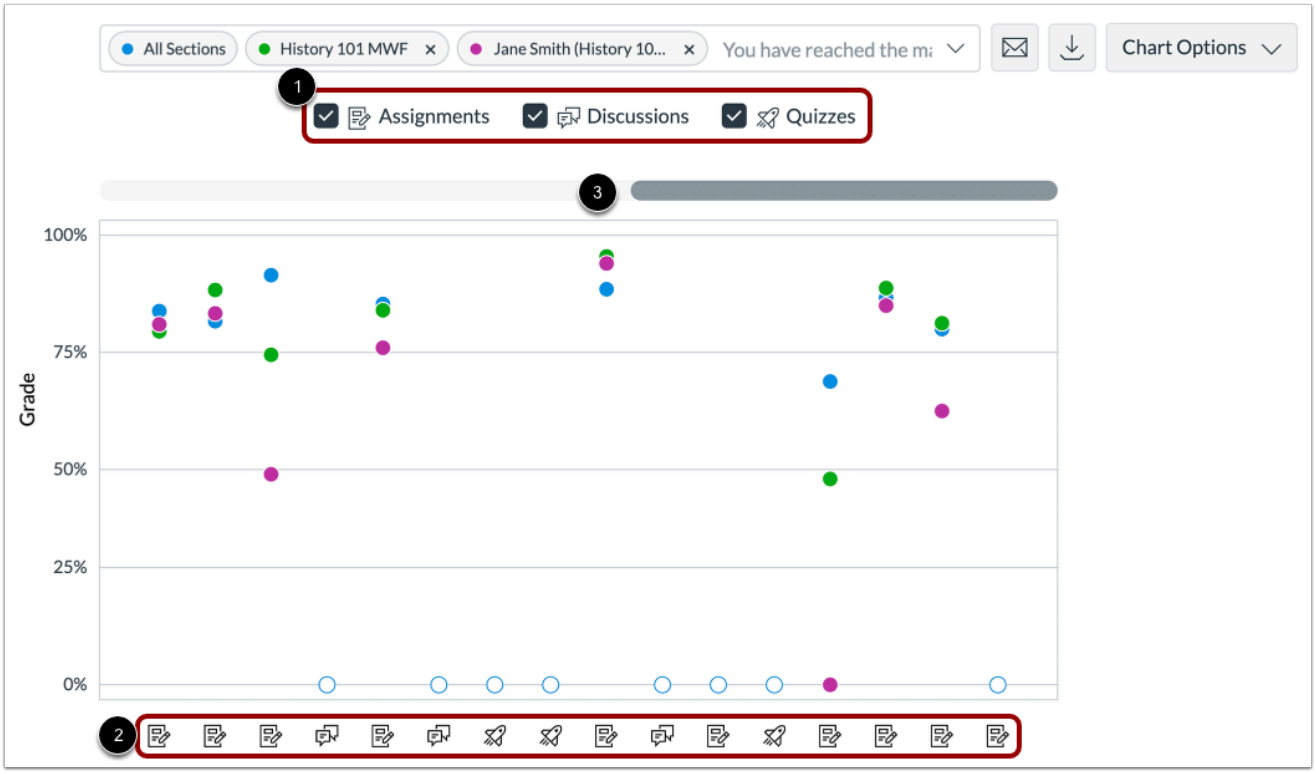
You can also click the **Filter** field and use the scroll to locate and select a section, student, or assignment.

View Additional Filters



To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

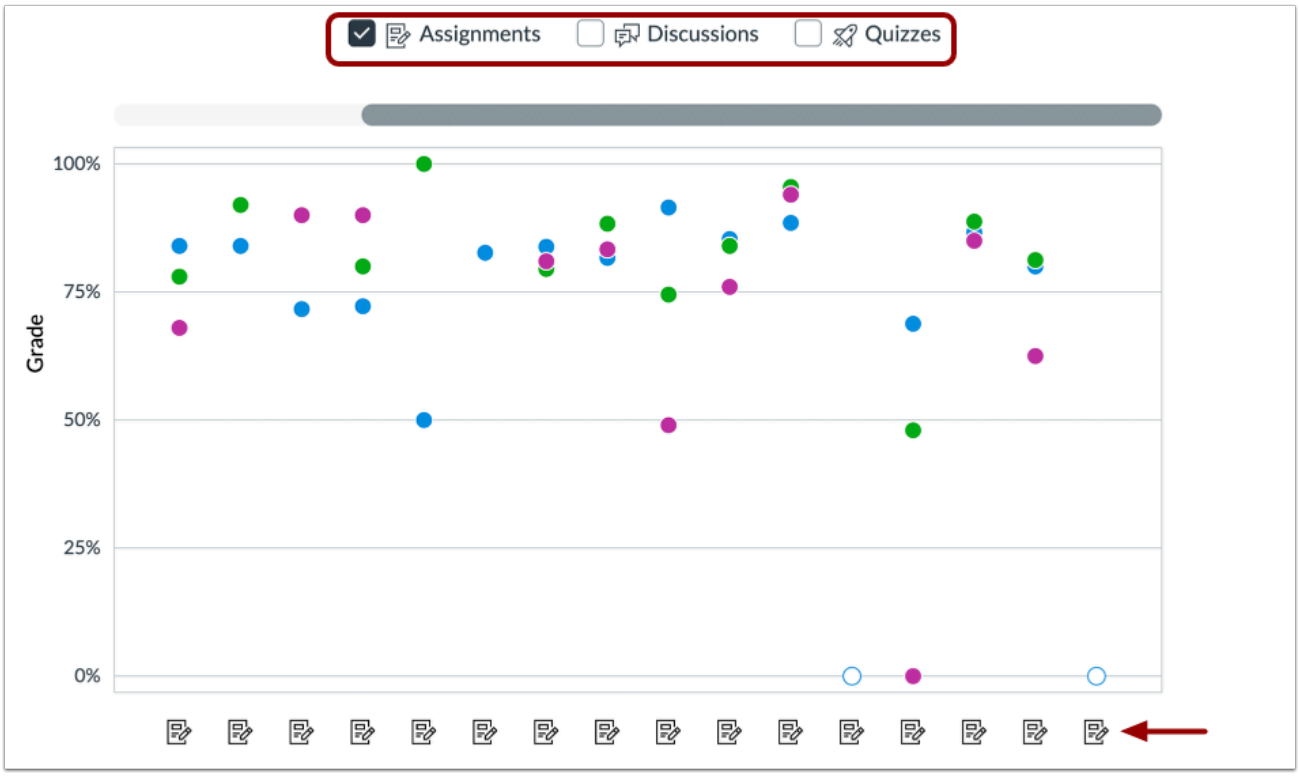
Filter by Assignment



By default, analytics selects all assignment types to display within the page [1]. Each assignment in the chart displays the appropriate icon for each selected assignment type [2]. To view additional assignments within the filtered results, click and drag the scrollbar [3].

Notes:

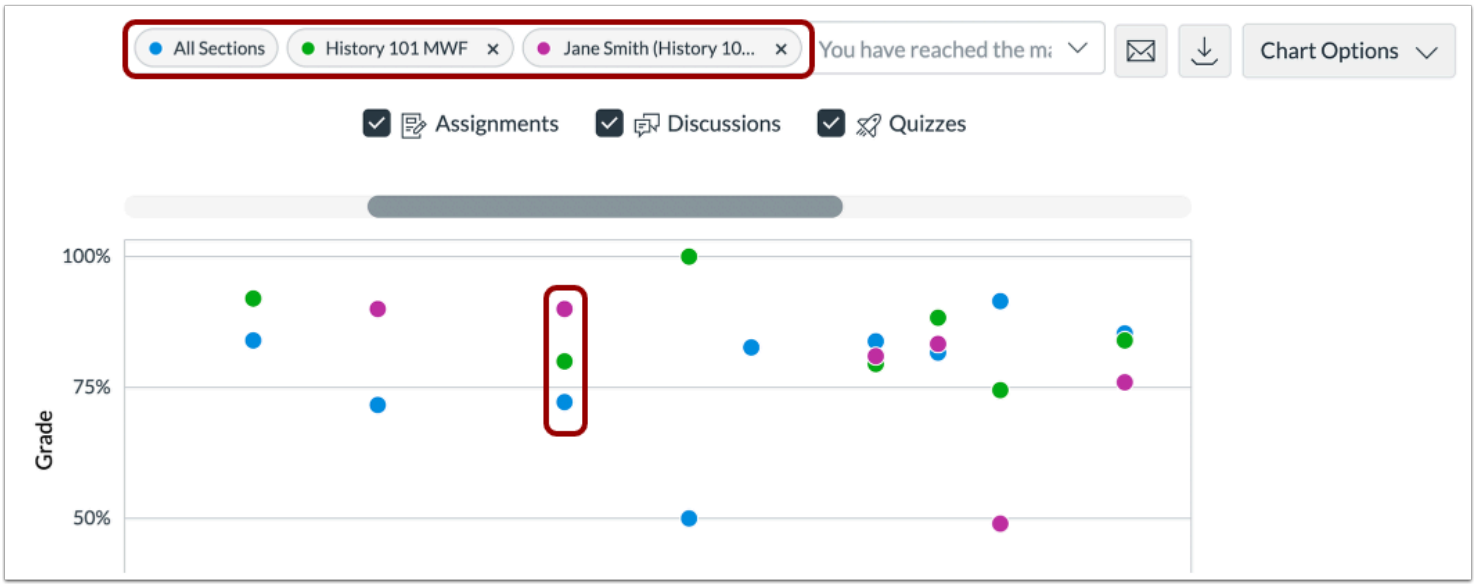
- The Quiz icon represents both classic quizzes and New Quizzes question types.
- If a newly created assignment is not yet visible, it may appear after the next data refresh (within 24 hours).



To filter by assignment type, remove the checkbox next to the assignment type. The chart dynamically updates the results based on the assignment type selected or removed in the filter.

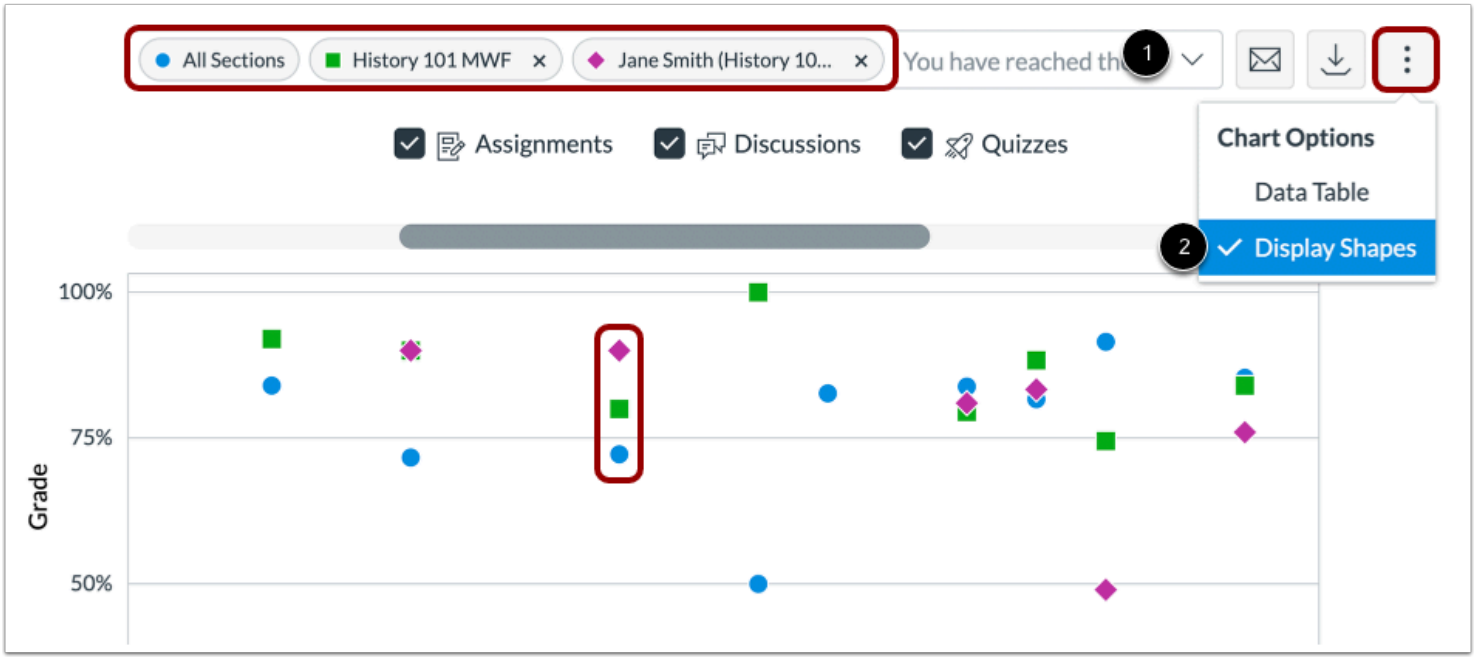
Note: At least one assignment type is required at all times.

View Filtered Results



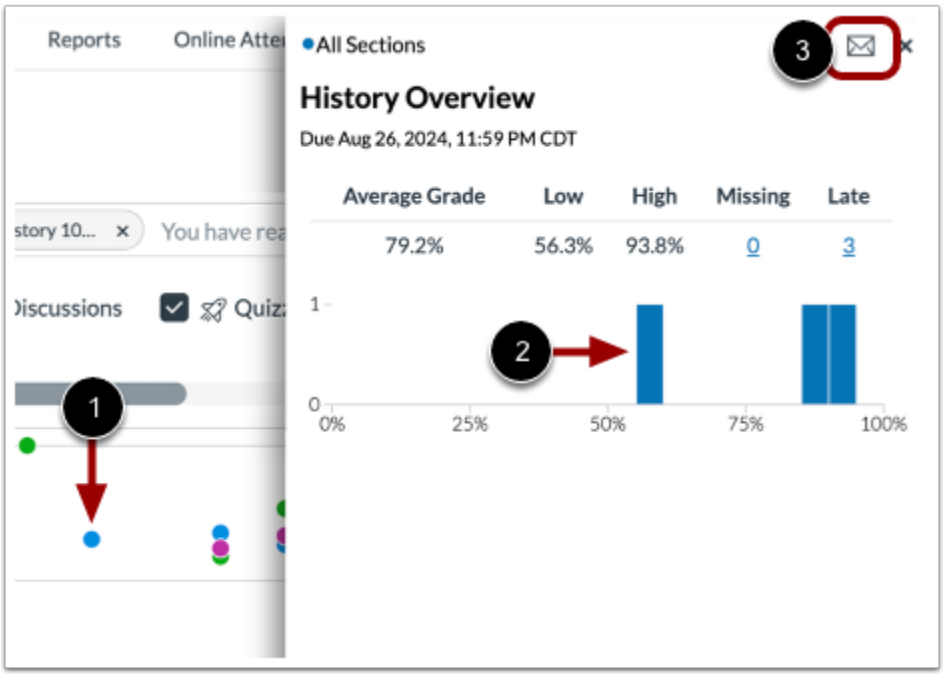
The added filter displays in the analytics results. Each filter is identified by a specific color.

Each filter displays as a data point within the table.



When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

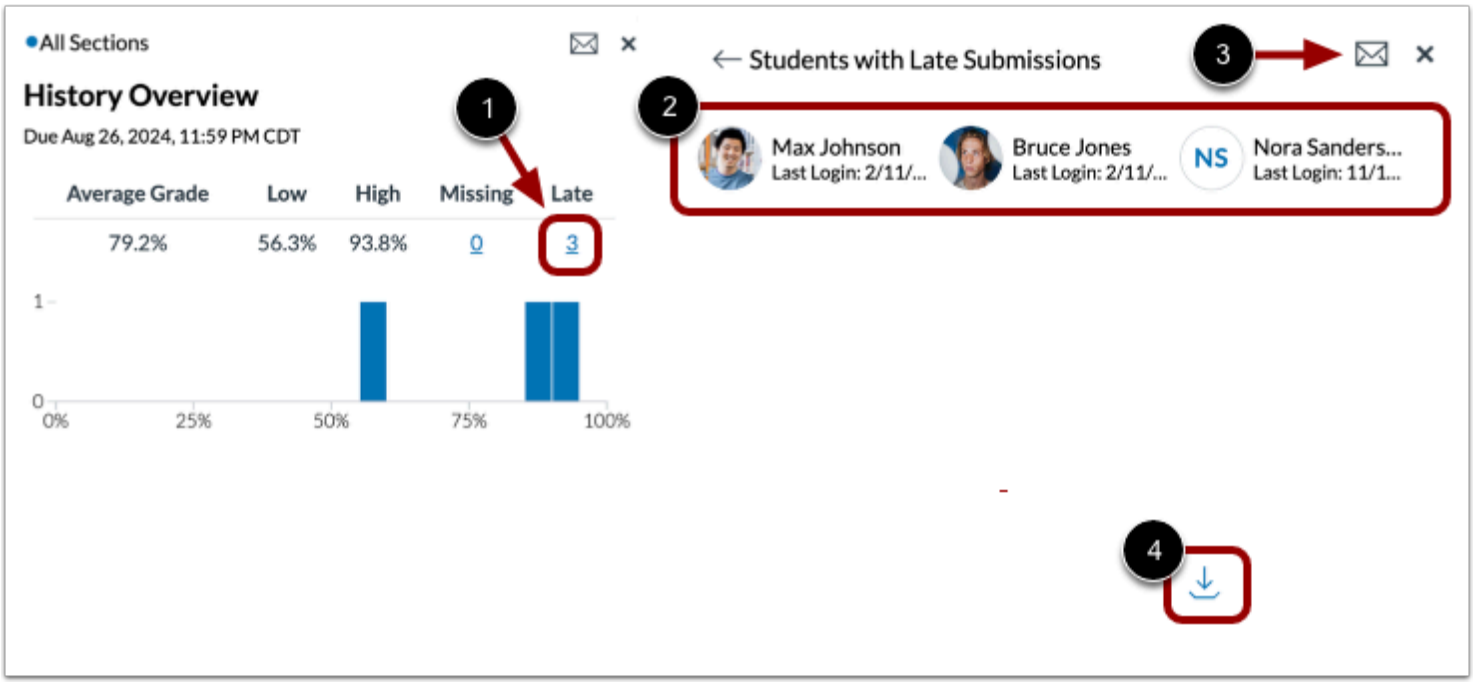
View Section Comparison



To view data for a section, click the data point for the section [1].

In a section comparison, details provide additional metrics for the section name, assignment name, assignment due date, average grade for the assignment, low and high grades by percentage, and number of missing and late submissions. You can hover over a percentage bar and view the number of students who achieved each grade percentage [2].

To send a message to all students in the section, click the **Message** icon [3].

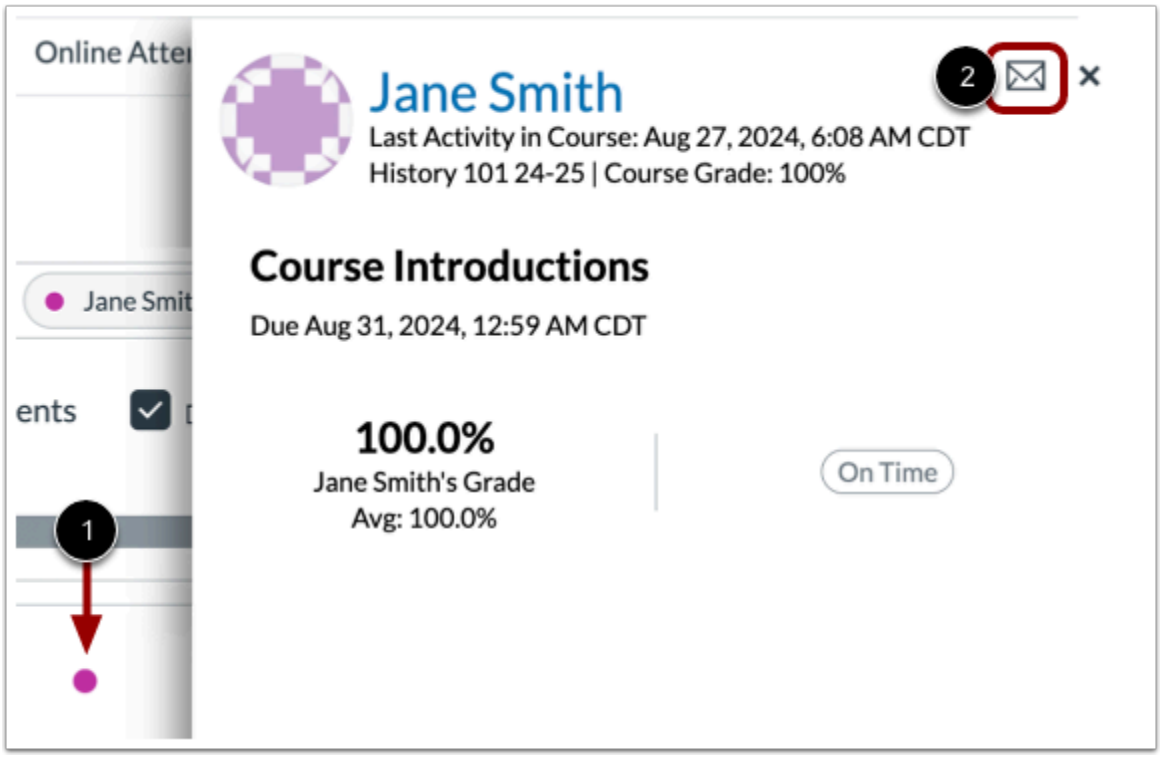


When comparing sections, you can also view submissions by status: missing and late. To view the names of students within each status, click the link for the status [1]. The card displays the student information for the submission statuses, including the names and last login date for each student [2].

To message these students specifically, click the **Message** icon [3].

To export the submission status list as a CSV file, click the **Download** link [4].

View Student Comparison

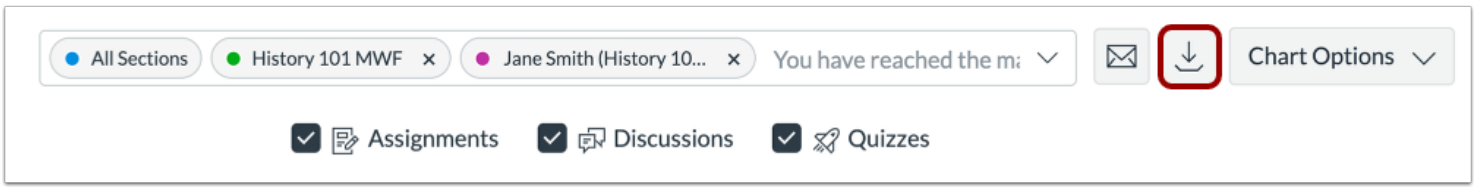


To view data for a student, click the data point for the student [1].

In a student comparison, details provide additional metrics for the student's full name, last access date, section, current course grade percentage, assignment name and due date, the student's grade for the assignment, the course average percentage, and the status of the assignment and submission date.

To send a message to the individual student, click the **Message** icon [2].

Export Table CSV



To export analytics data as a CSV file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.

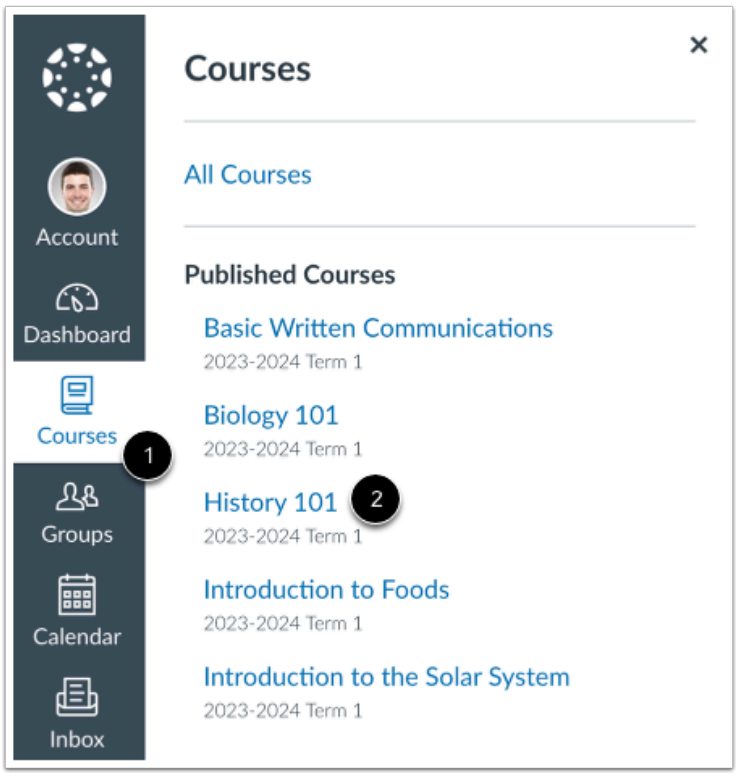
How do I compare the course average data table with an assignment, section, or student filter in Course Analytics?

As part of viewing the average course grade in a data table, you can use filters to compare section, student, and assignment results with the course average.

Notes:

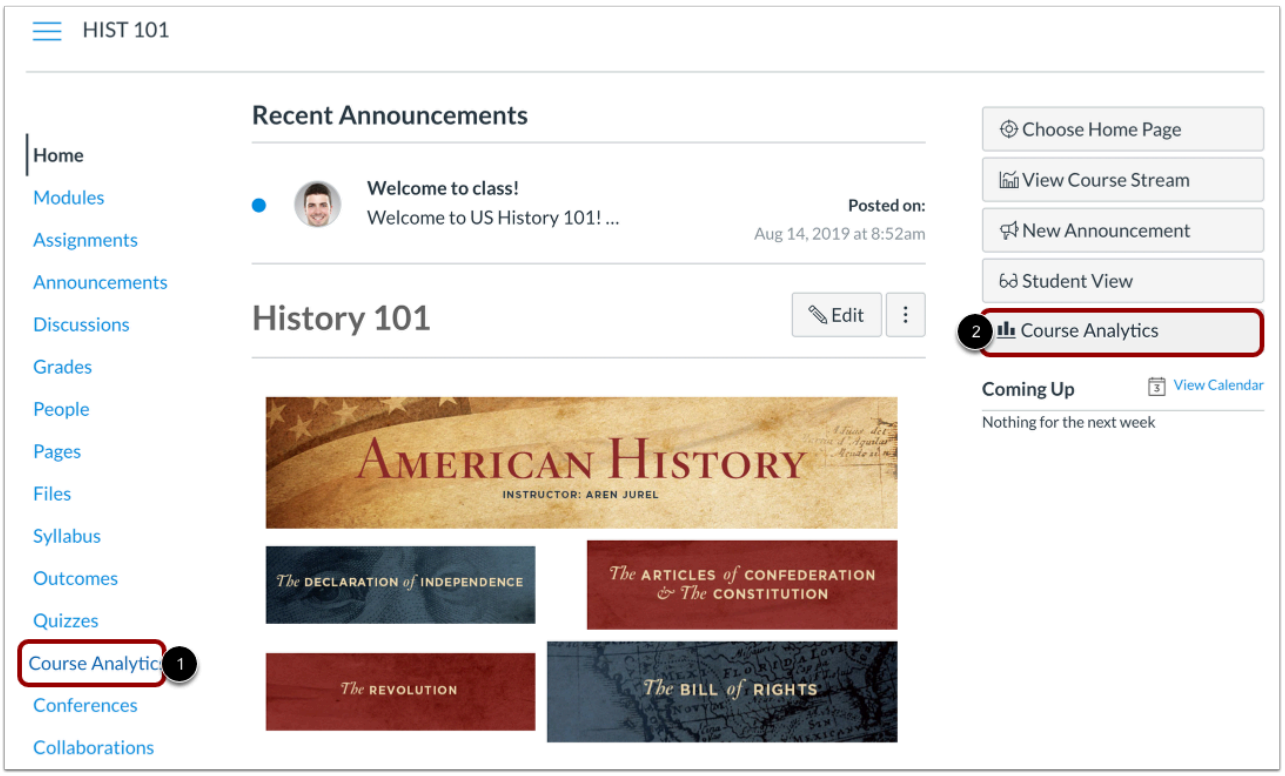
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, if Course Analytics was recently enabled, it may take up to 24 hours for the data table to populate with current course grade information. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Only active and completed student enrollments are included in Course Analytics. Students who are dropped, deleted, or inactive will not appear in filtered data results.
- Assignments without due dates are displayed at the far right of the table and may not appear where expected when sorting by due date.

Open Course



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

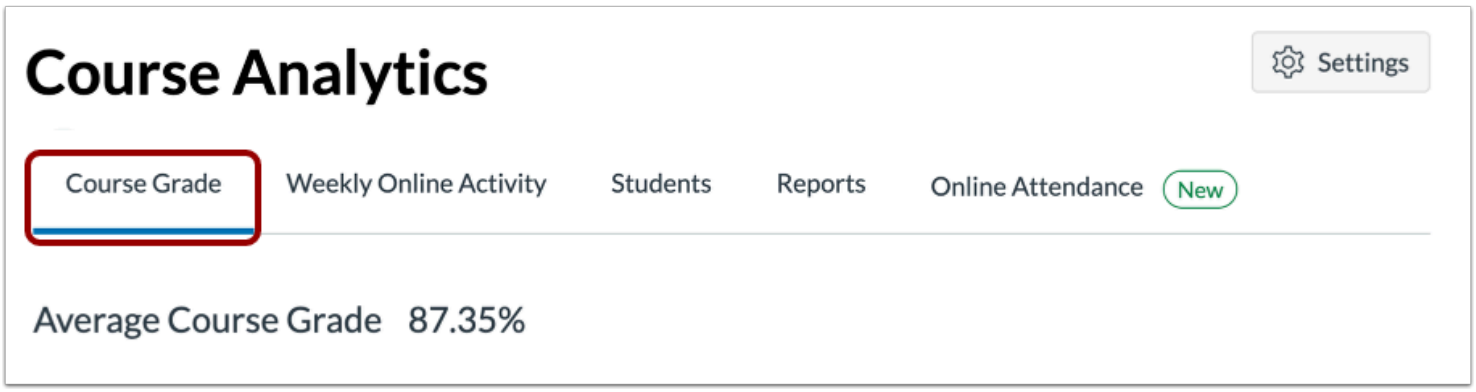
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

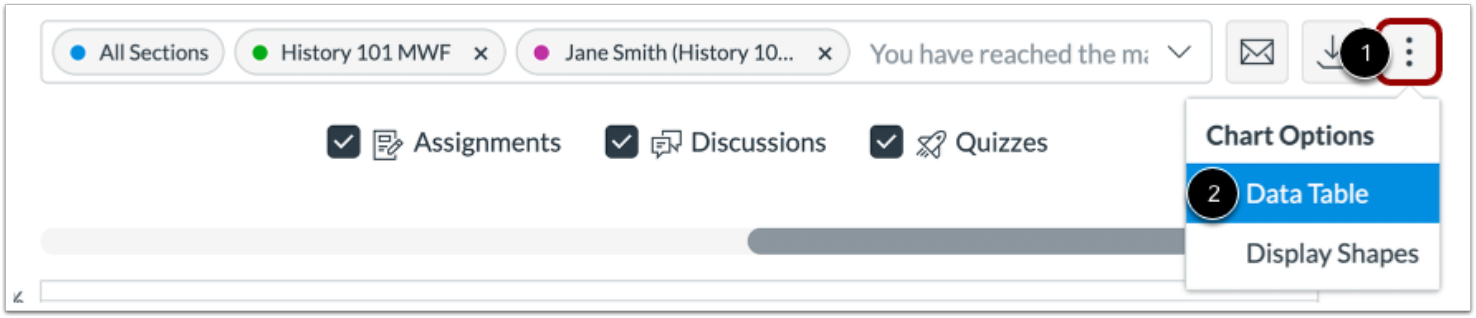
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



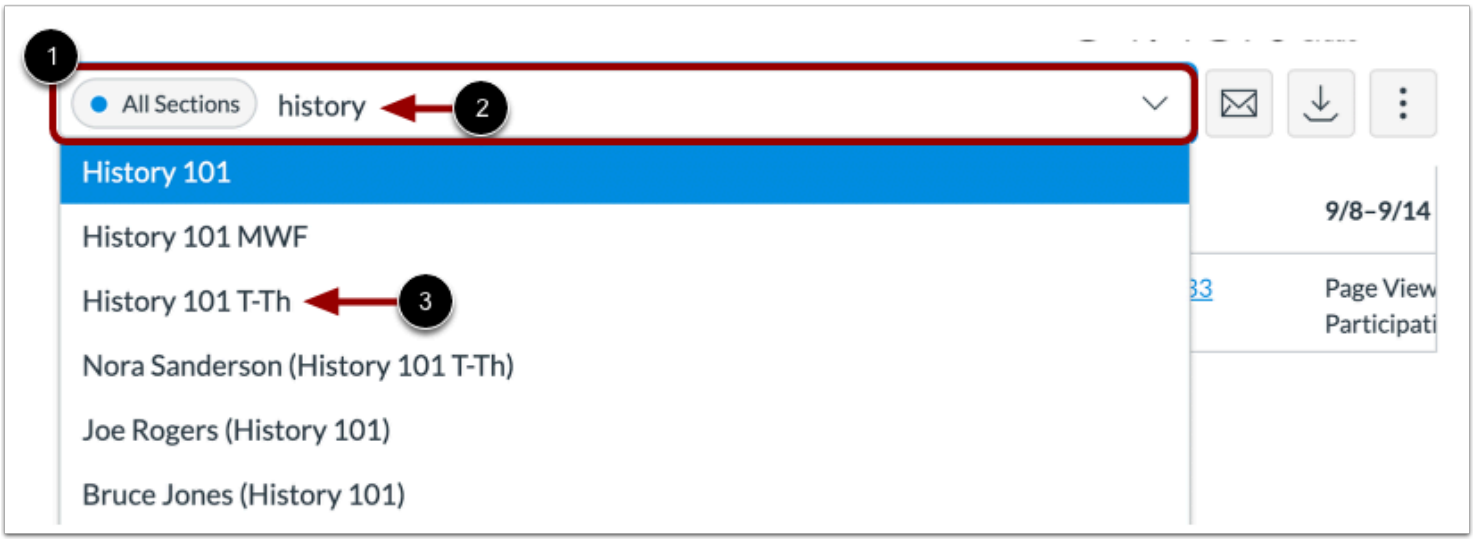
Click the **Course Grade** tab.

View Data Table



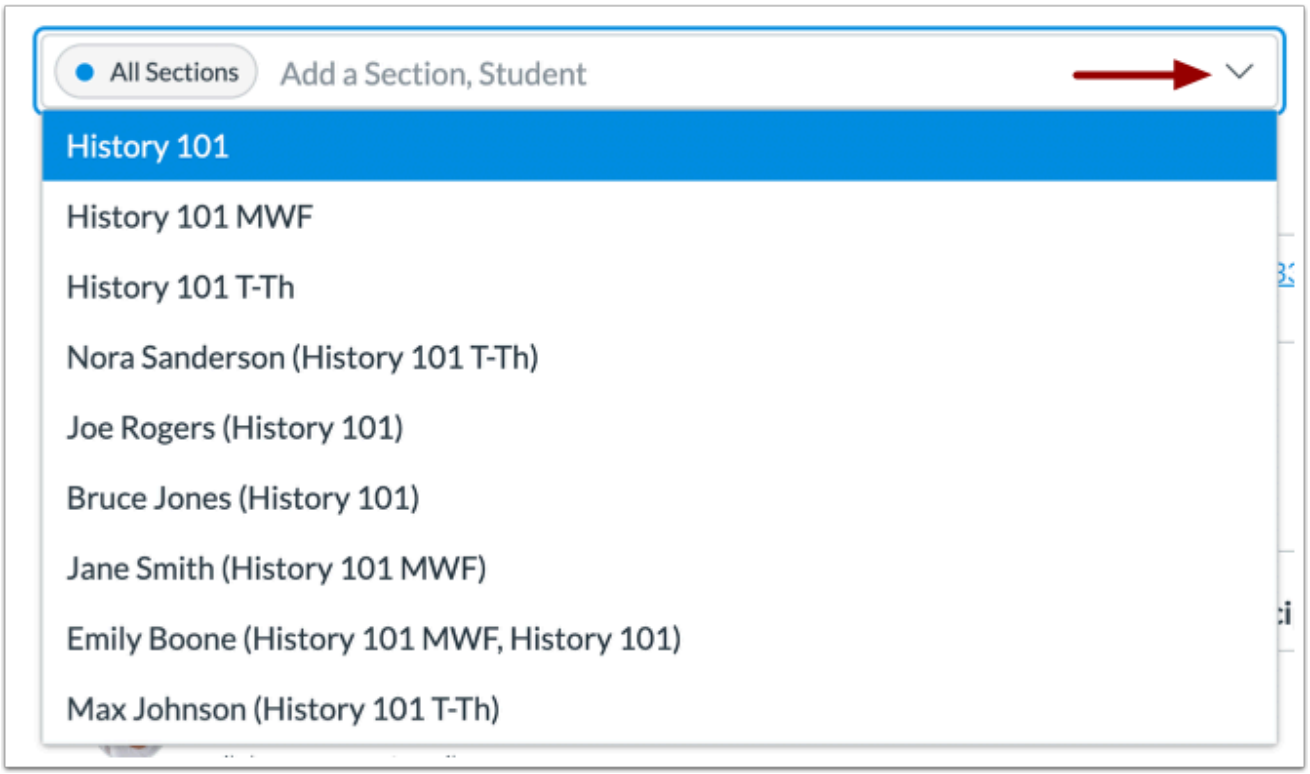
Click the **Chart Options** icon [1] and click the **Data Table** option [2].

Filter Data



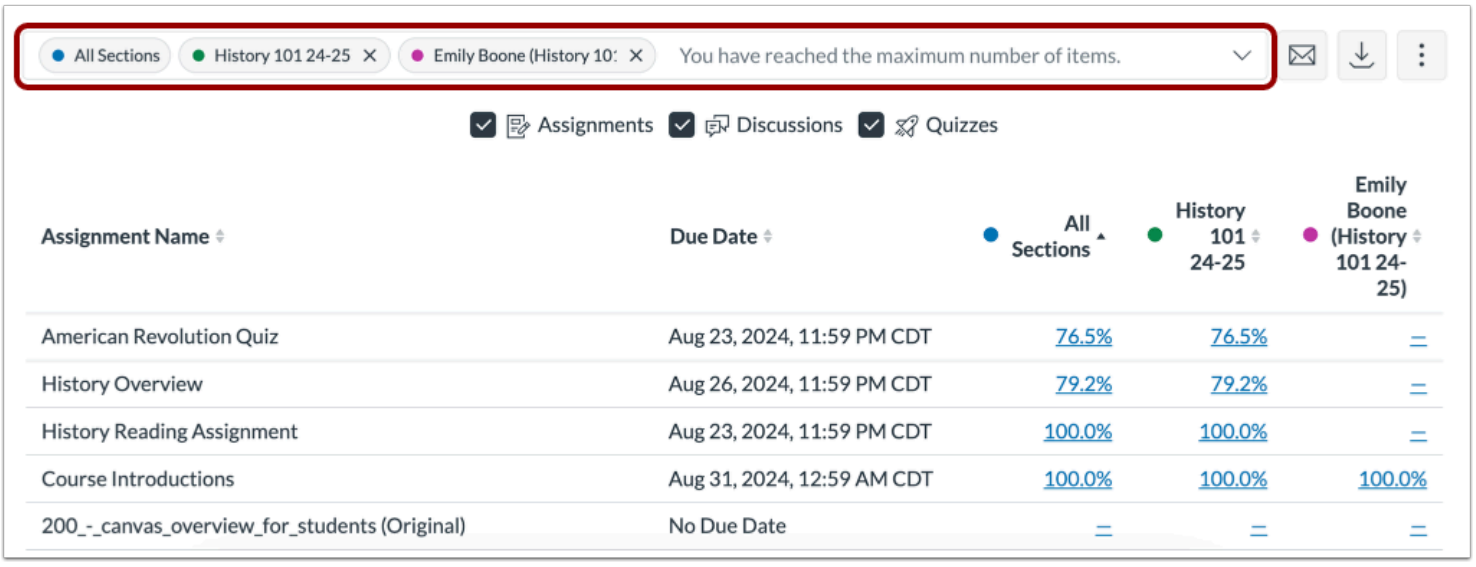
Click the **Filter** field [1]. Type the name of a section, student, or assignment [2]. Canvas will populate all matching results.

When the item displays in the menu, click the item name [3].



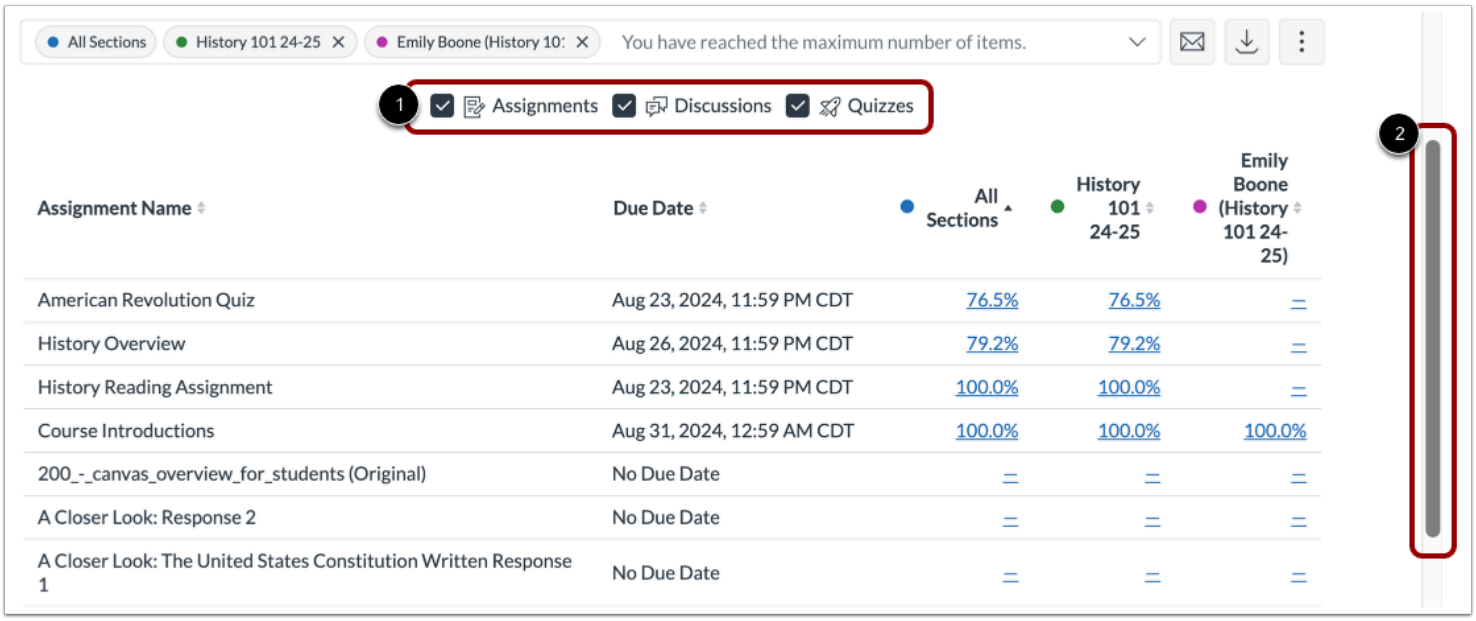
You can also click the **Filter** field and use the scroll to locate and select a section, student, or assignment.

View Additional Filters



To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

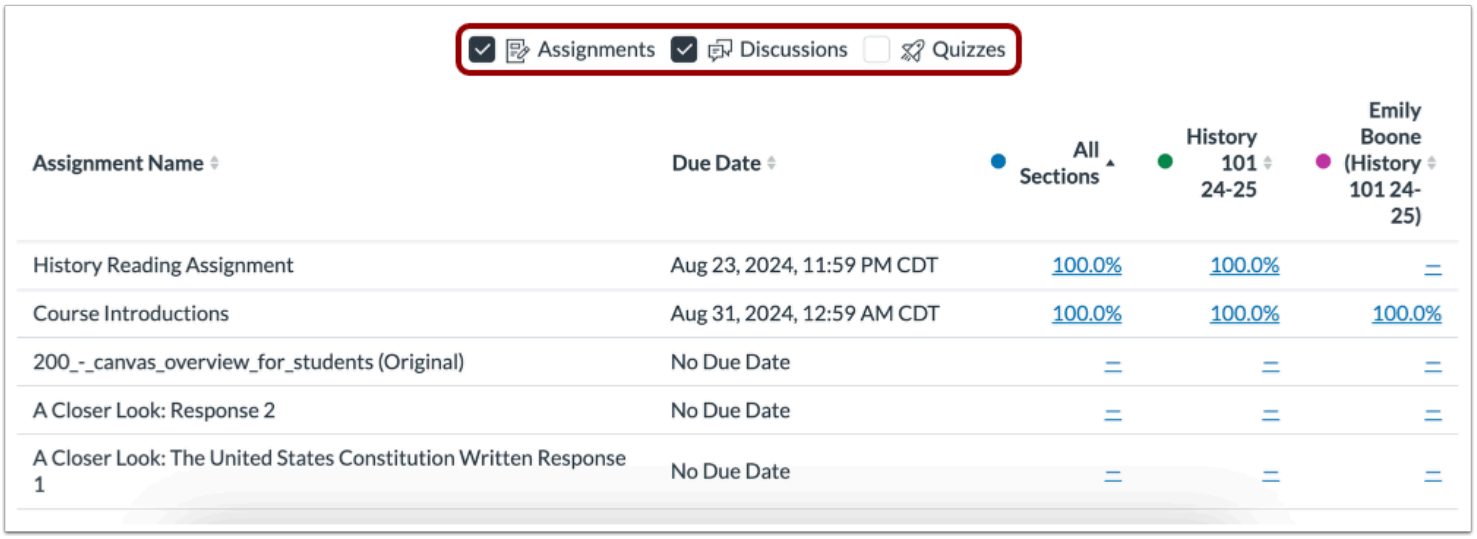
Filter by Assignment



By default, analytics selects all assignment types to display within the page [1]. Each assignment in the table displays the results for each selected assignment type.

To view additional assignments within the filtered results, scroll within the table [2].

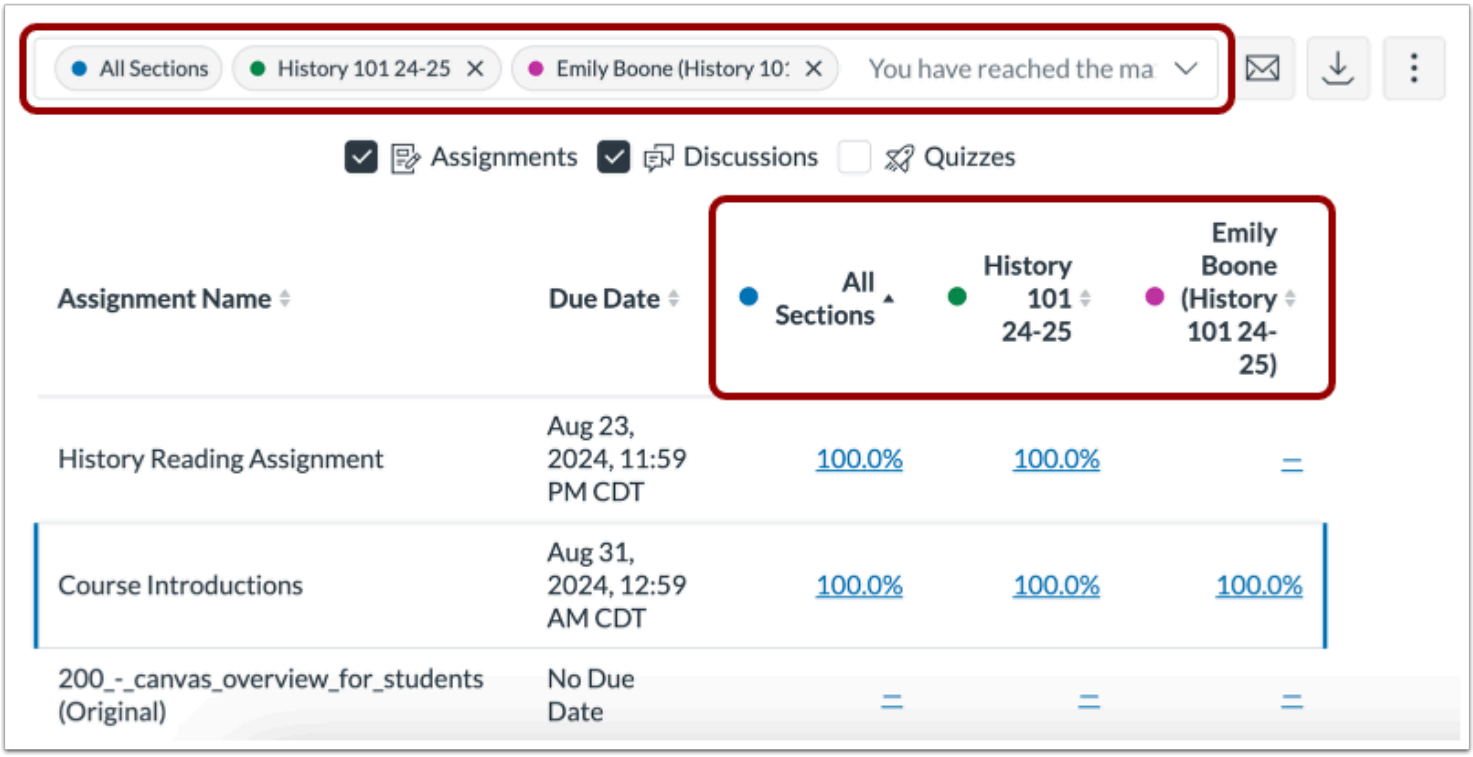
Note: If a new assignment does not appear in the table, it may be due to the 24-hour data refresh schedule.



To filter by assignment type, remove the checkbox next to the assignment type. The table dynamically updates the results based on the assignment type selected or removed in the filter.

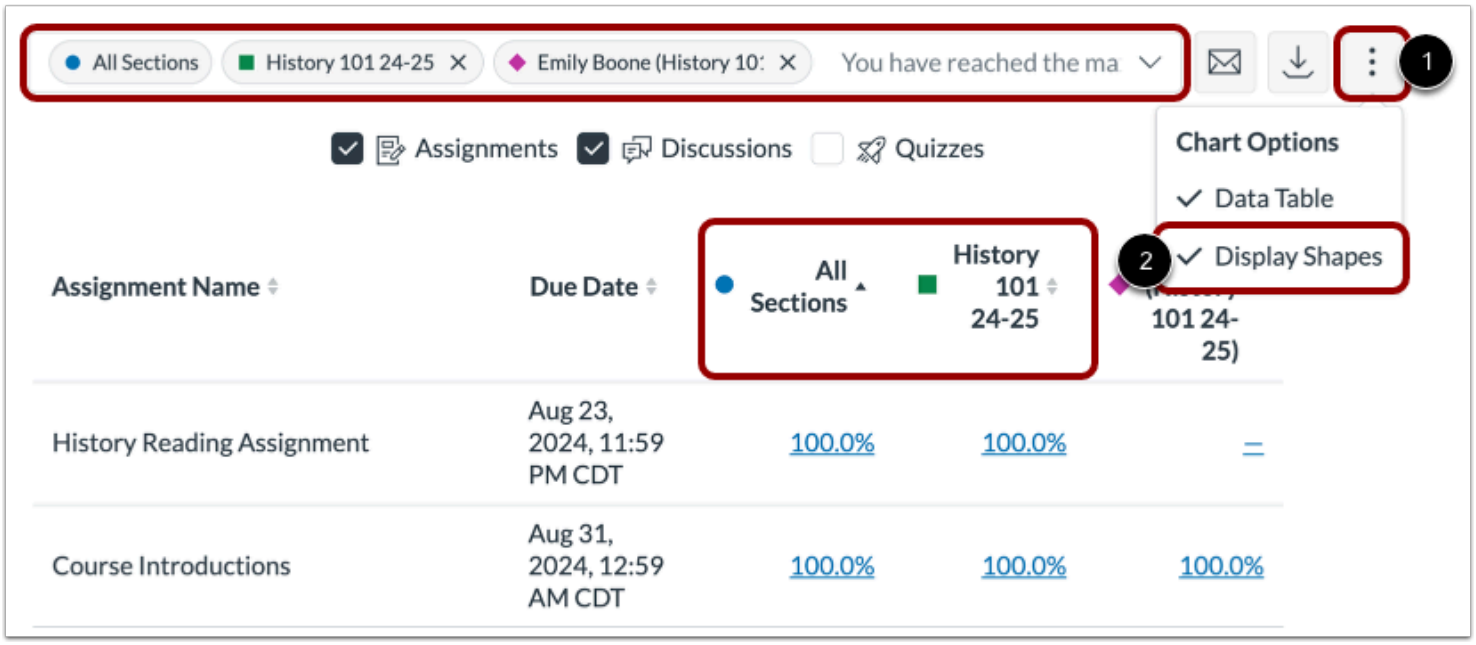
Note: At least one assignment type is required at all times.

View Filtered Results



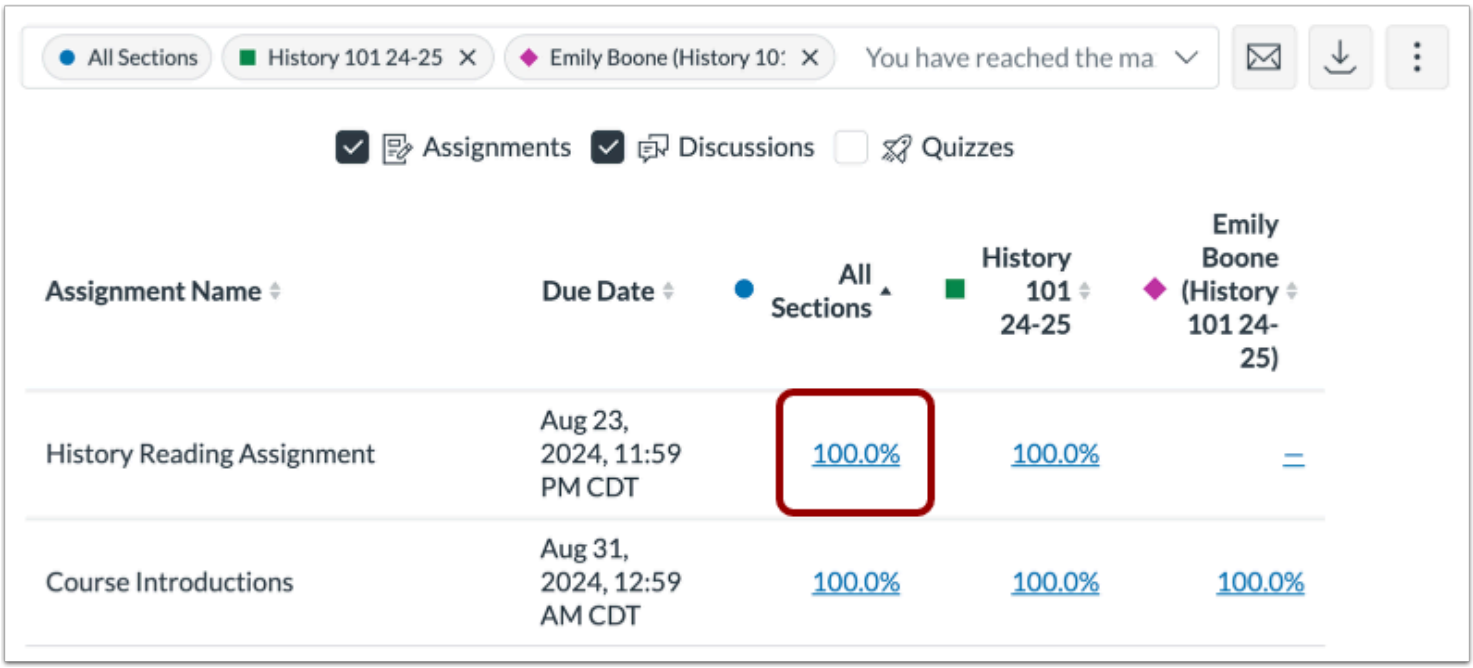
The added filter displays in the analytics results. Each filter is identified by a specific color.

Each filter and color are displayed on the side of the table. Each filter displays its data on a single row.



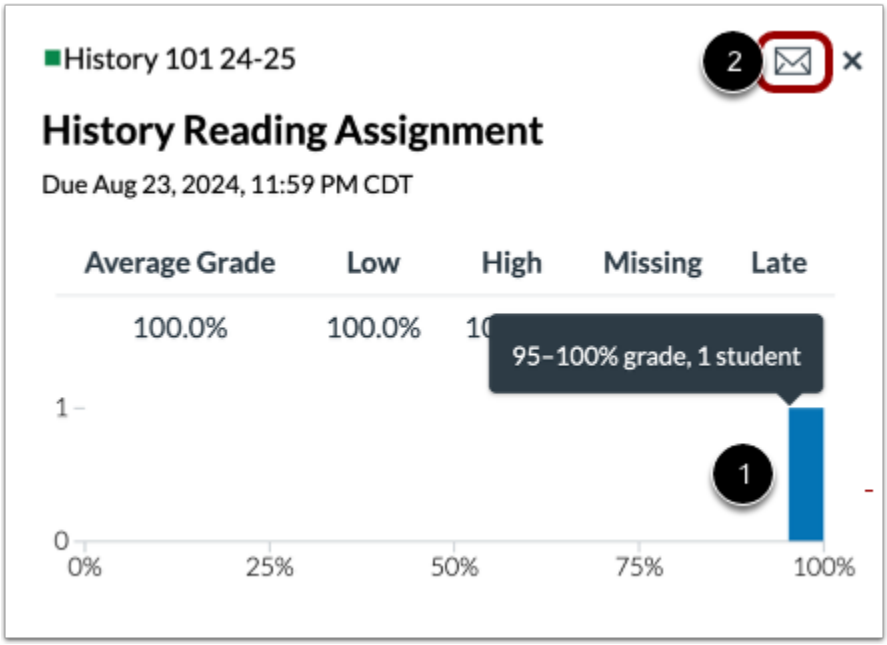
When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

View Data Comparison



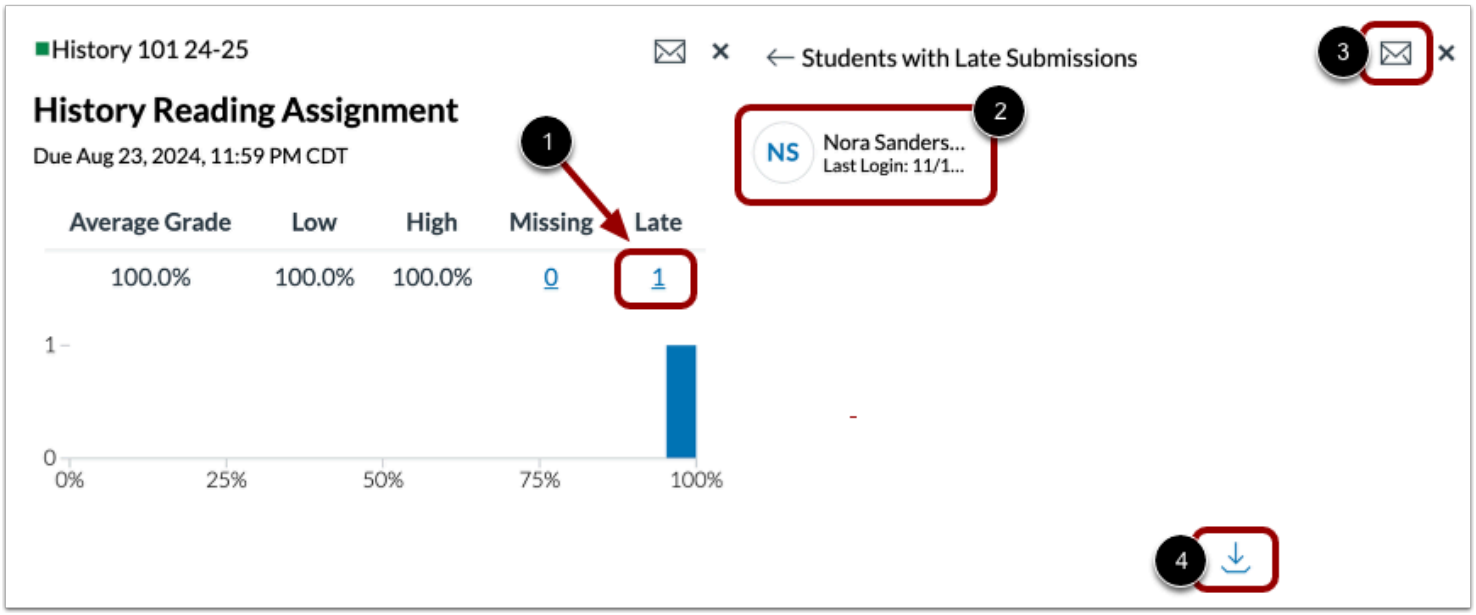
To view specific data for a specific result, click the data percentage in the table.

View Section Comparison



In a section comparison, details provide additional metrics for the section name, assignment name, assignment due date, average grade for the assignment, low and high grades by percentage, and number of missing and late submissions. The percentage bar includes a tooltip that displays the number of students who achieved the average grade [1].

To send a message to all students in the section, click the **Message** icon [2].

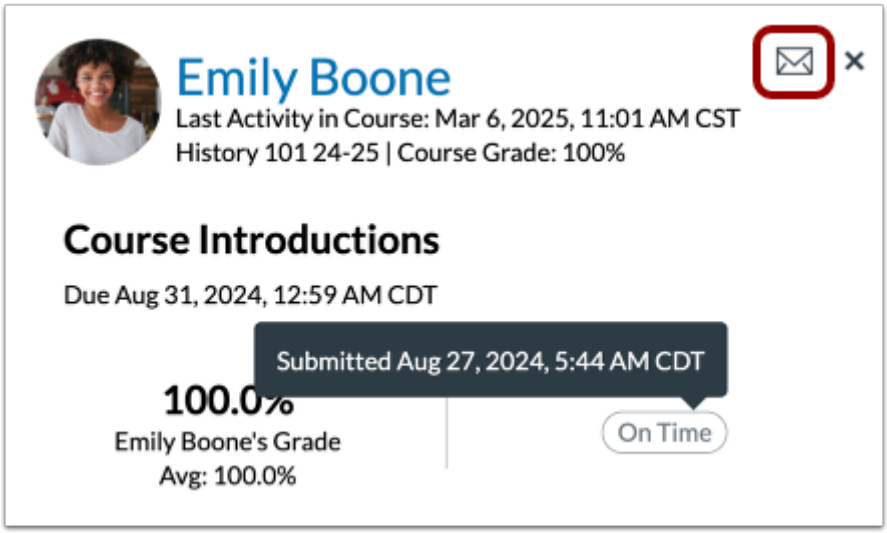


When comparing sections, you can also view submissions by status: missing and late. To view the names of students within each status, click the link for the status [1]. The card displays the student information for the submission statuses, including the names and last login date for each student [2].

To message these students specifically, click the **Message** icon [3].

To export the submission status list as a CSV file, click the **Download** link [4].

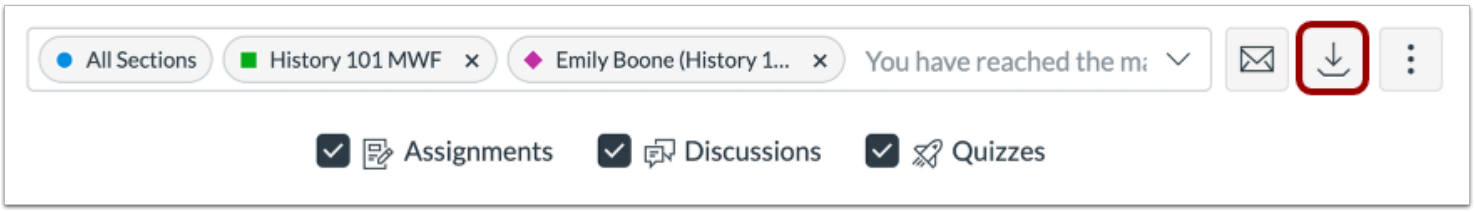
View Student Comparison



In a student comparison, details provide additional metrics for the students full name, last access date, overall course grade percentage, assignment name and due date, the students grade for the assignment, and the status of the assignment and submission date.

To send a message to the individual student, click the **Message** icon.

Export Table CSV



To export analytics data as a CSV file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.

How do I send a message to all students based on specific course criteria in Course Analytics?

When viewing weekly online activity in Course Analytics, you can send a message to students whose grades or submissions are among three specific criterion: grades are within a specific percentage range, assignments are missing, or assignments are late. Message recipients are automatically populated based on selected criterion as well as any applied filters.

Selection criteria is applied to student performance on all assignments. Individual student selection is based on student scores and submission status.

Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

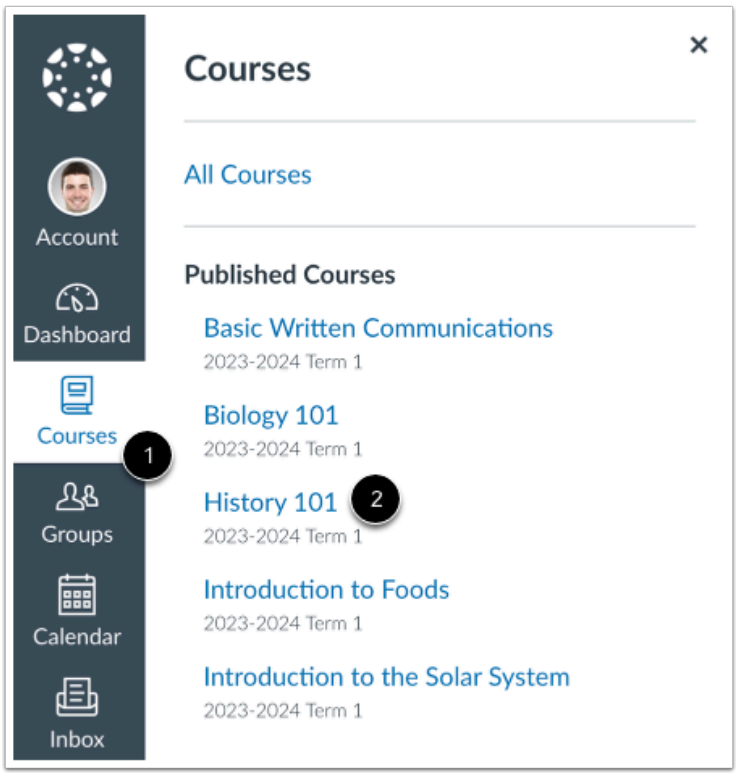
If needed, you can also send a message to an individual student.

Messages are sent using Canvas Inbox and do not display reply history in Course Analytics. Course Analytics does not track message replies or ongoing conversations.

Notes:

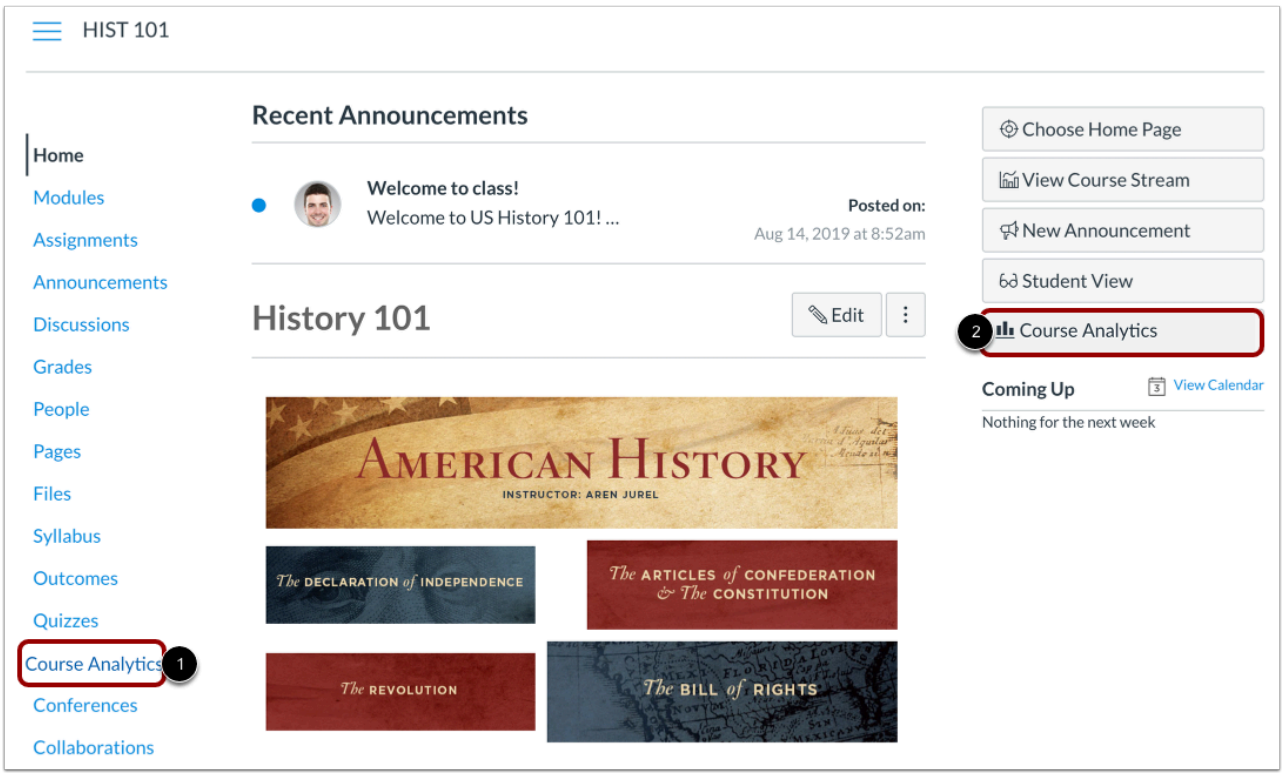
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, when the Course Analytics feature option is first enabled, it may take up to 24 hours before the complete data set becomes available. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- Students cannot view Course Analytics.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Only students with active or completed enrollments are included in message recipient lists. Students who are dropped, deleted, or inactive will not be included in filtered results.
- If a newly submitted or graded assignment is not reflected in the recipient list, it may be due to the 24-hour data refresh window.

Open Course



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

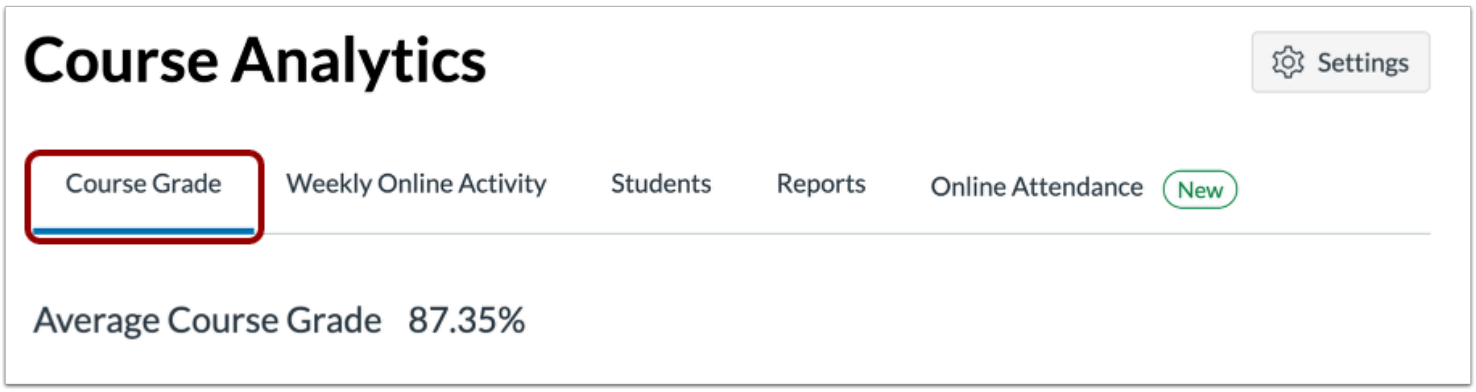
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

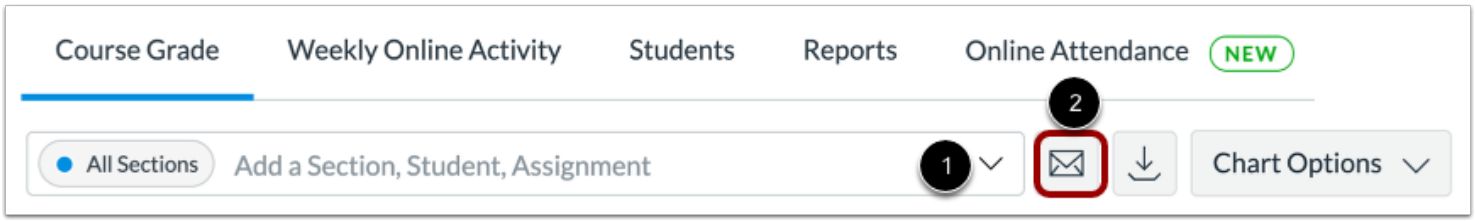
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



To view course grade analytics, click the **Course Grade** tab.

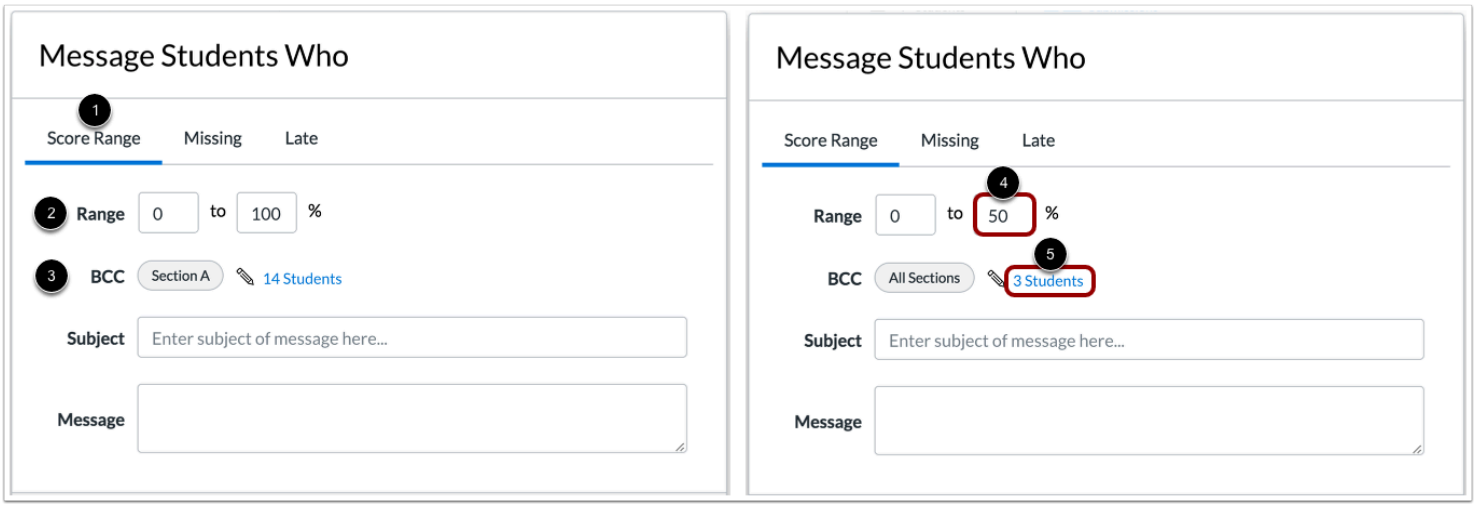
Message Students Who



Message recipients are automatically populated based on selected criterion as well as any applied filters.

If you want to filter analytics for a specific assignment, section, or student, search for and select the intended filter in the **Filter** field [1]. Then click the **Message** icon [2].

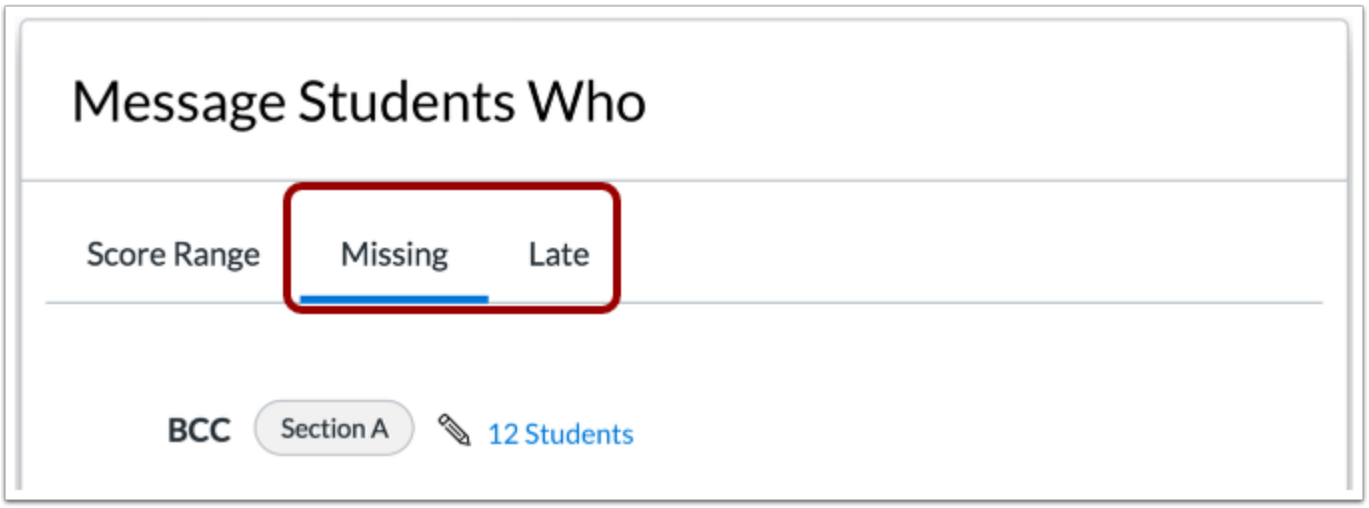
Select Criteria



The Message Students Who window defaults to the Score Range criterion [1], which allows you to message students based on a specific current grade percentage range in the course.

The Range field determines the specified percentage range [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Range field displays 0 to 100%, so the BCC field includes all students in the course. Additionally, any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

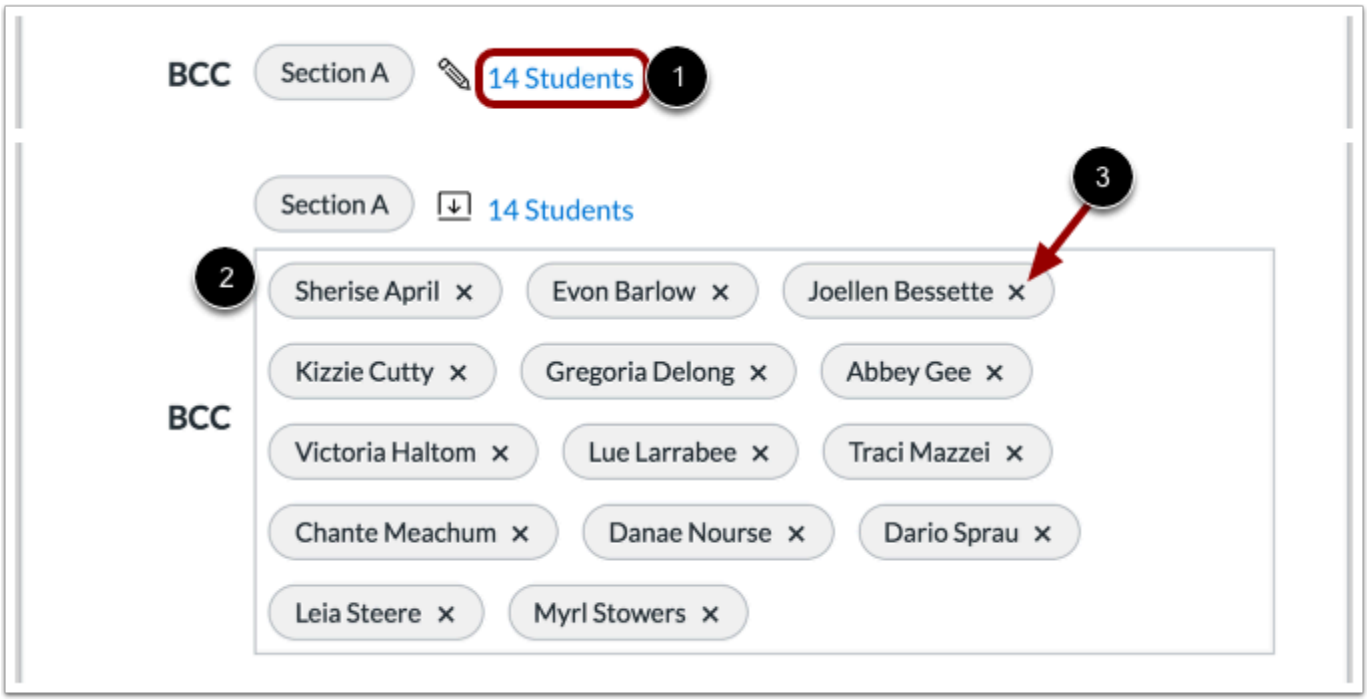
To select a new range, enter the minimum and maximum current grade percentage in the percentage fields [4]. The BCC field displays the updated number of students and/or sections who have grade percentages within the specified range [5].



The Missing and Late criteria options do not include any additional criterion. Selected students are based on submission status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended recipients.

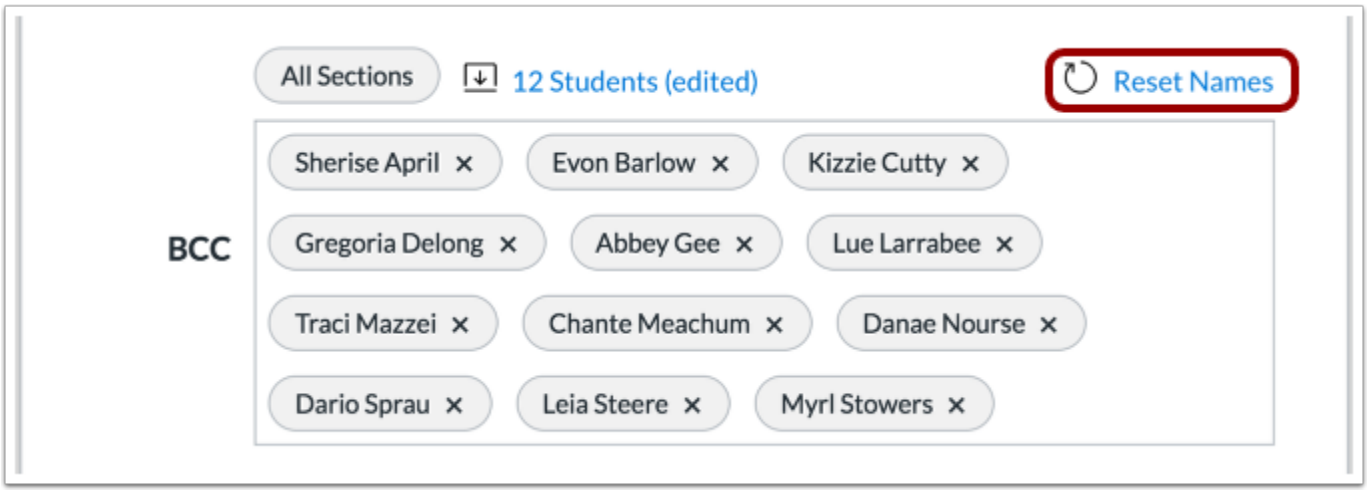
Note: When you message students who are missing an assignment, Course Analytics only shows students if the assignment due date has already passed.

Verify Recipients



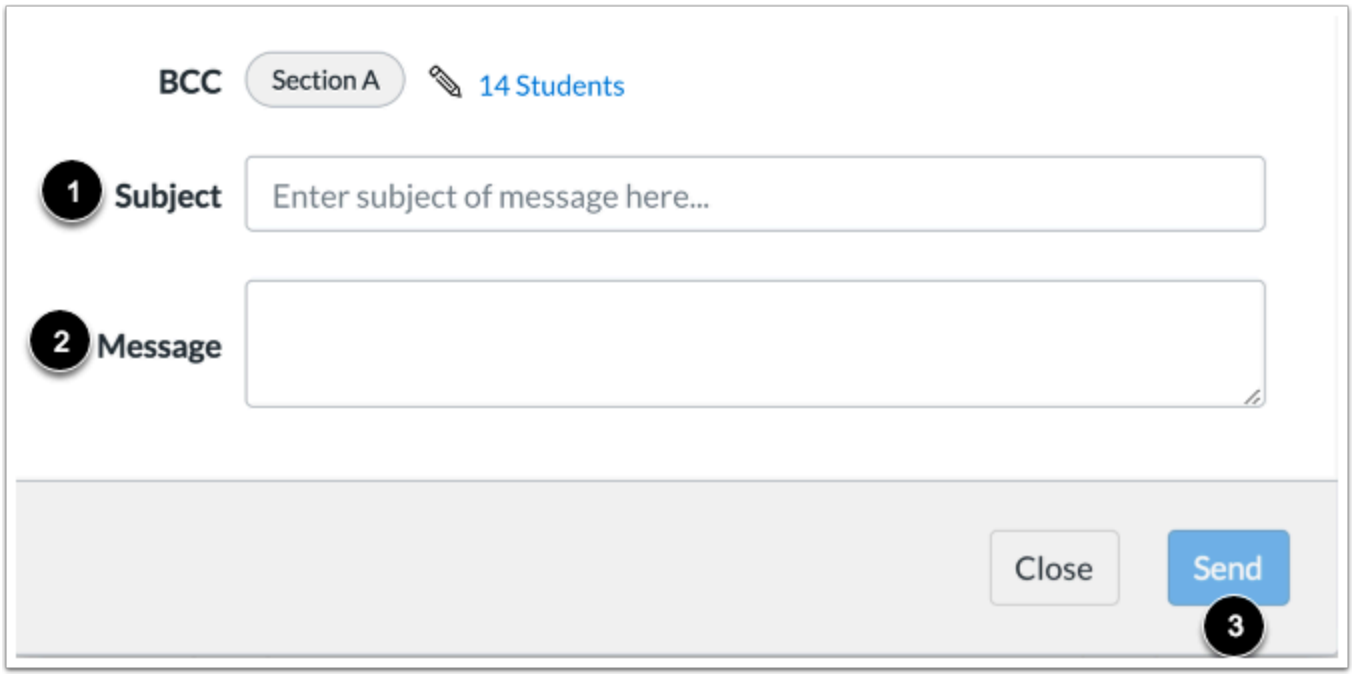
For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].

To remove a student from the message, click the student's **Remove** icon [3].



To reset student names back to the originally specified list, click the **Reset Names** link.

Send Message



In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].

How do I send a message to an individual student in Course Analytics?

When comparing the course average to an individual student, you can send a message directly from the analytics page.

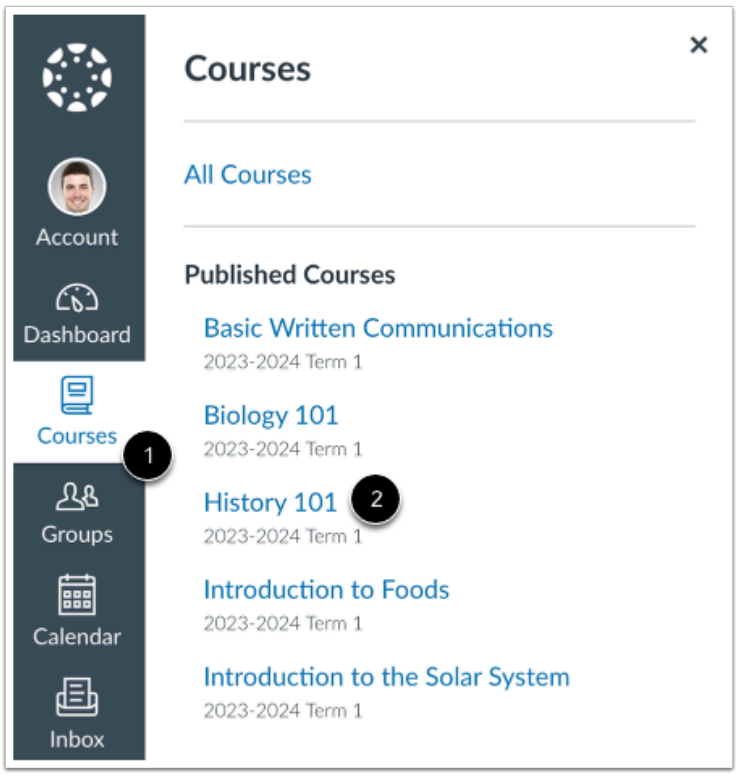
You can also send a message from the student comparison card at any time.

Messages are sent through the Canvas Inbox and appear in your Sent folder. They are not stored or tracked in Course Analytics, and replies are not visible from within the analytics interface.

Notes:

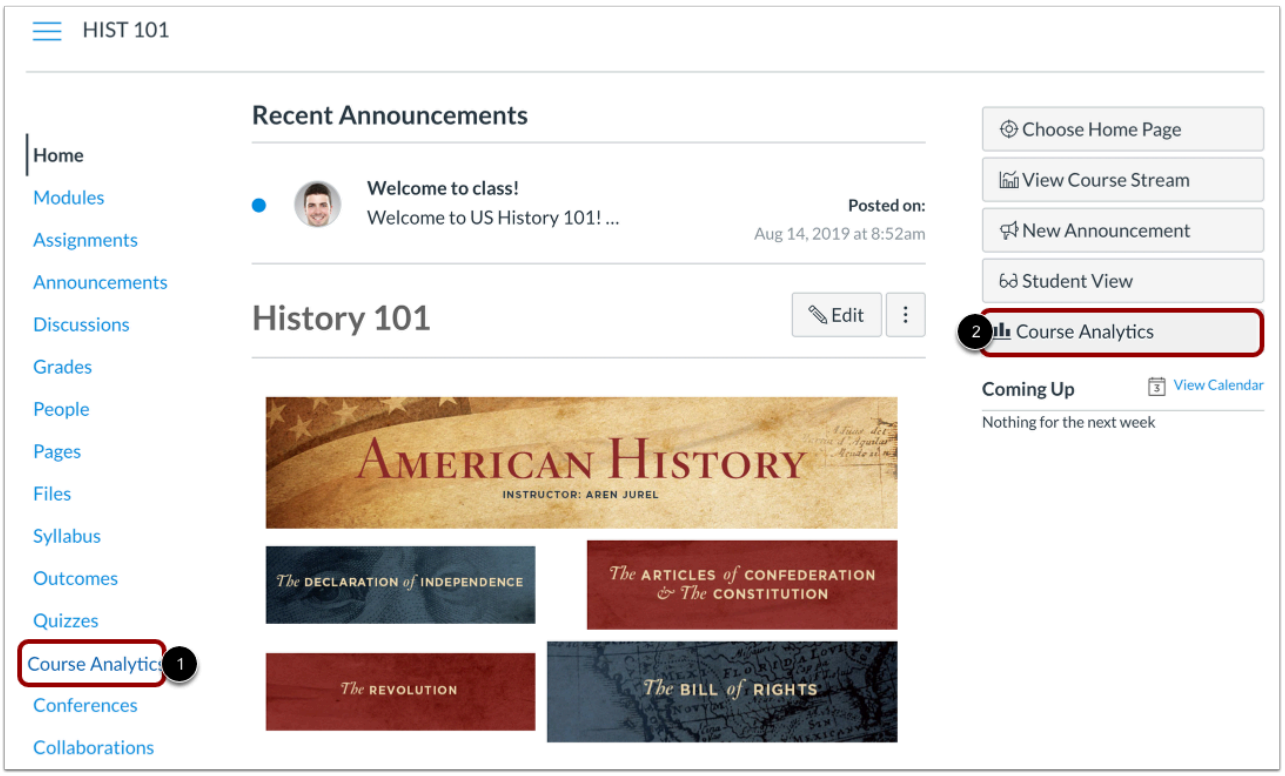
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Only active and completed student enrollments are available for messaging in Course Analytics. Students who are dropped, deleted, or inactive will not appear in the recipient field.

Open Course



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

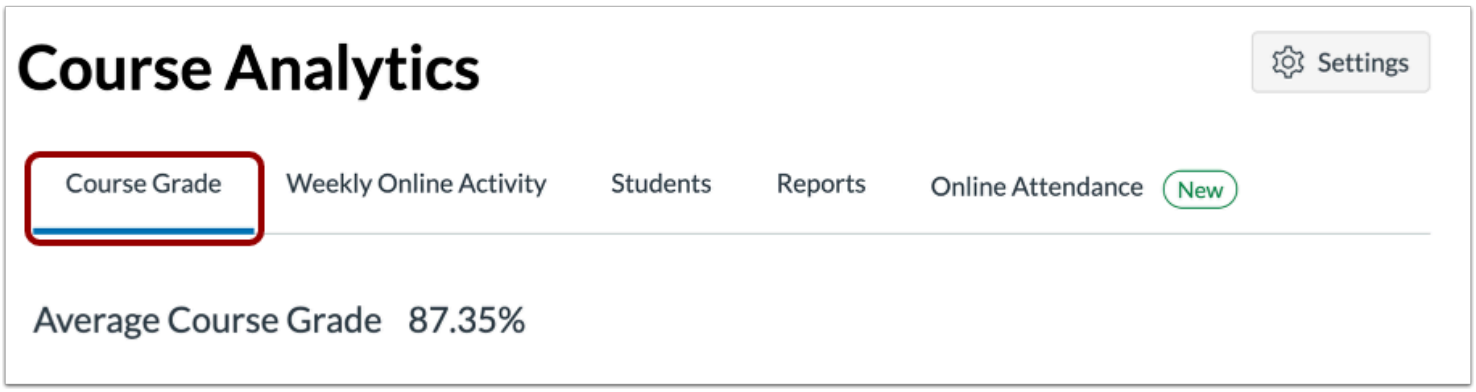
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

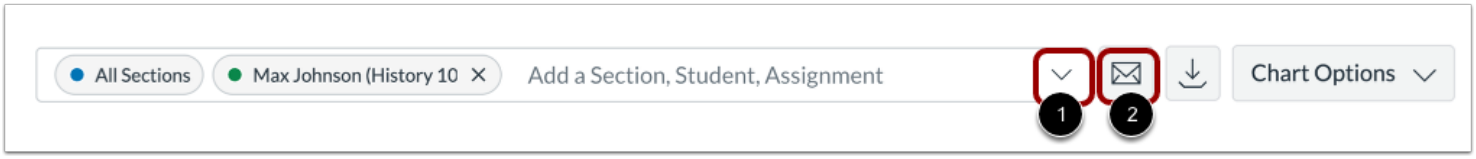
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



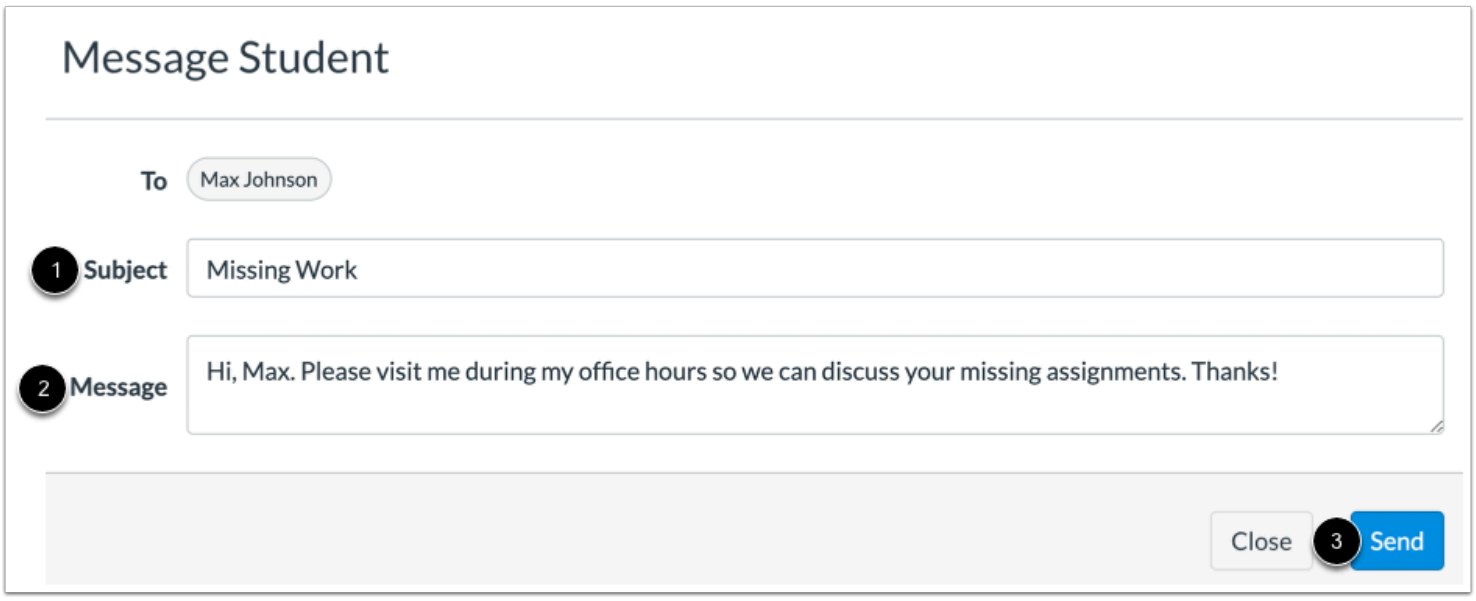
Click the **Course Grade** tab.

Message Students Who



In the **Filter** field [1], search for and select the name of the intended student. Then click the **Message** icon [2].

Send Message



In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].

How do I view weekly online activity analytics in an interactive chart graph in Course Analytics?

Course Analytics allows you to track weekly online activity in your course using an interactive chart graph. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

Weekly online activity is comprised of page views and participations. Average page views is the average approximation of student activity across the course and can be used to identify trends in the course. Participation analytics are defined by specific actions a student takes in the course. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Only active and completed student enrollments are included in data for Course Analytics. Deleted or inactive user enrollments will not generate data.

Dropped students are also excluded from weekly online activity analytics.

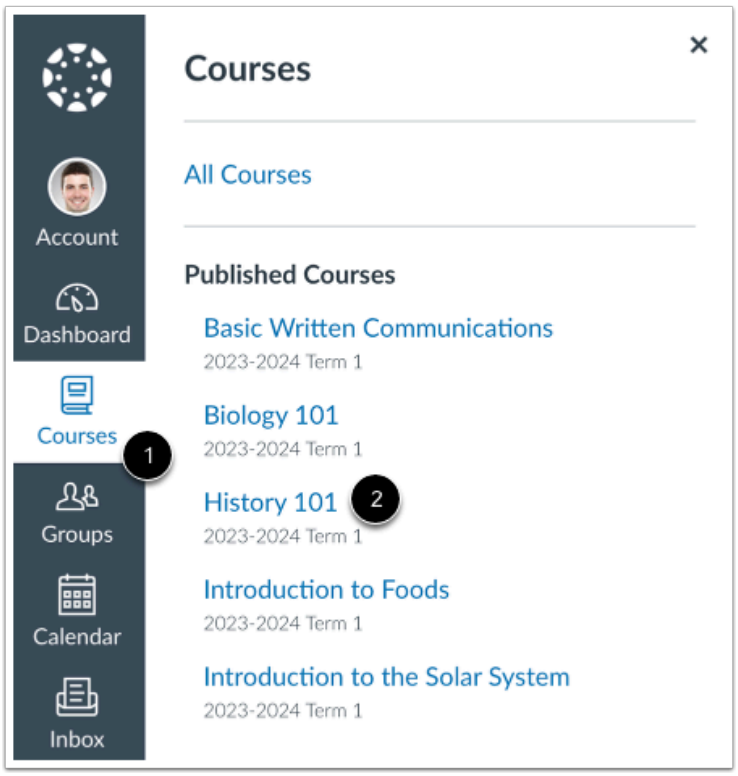
If Course Analytics was recently enabled, it may take up to 24 hours before weekly online activity data appears.

By default, the analytics page displays an interactive chart graph of all data. However, you can switch and view data within a table at any time.

Notes:

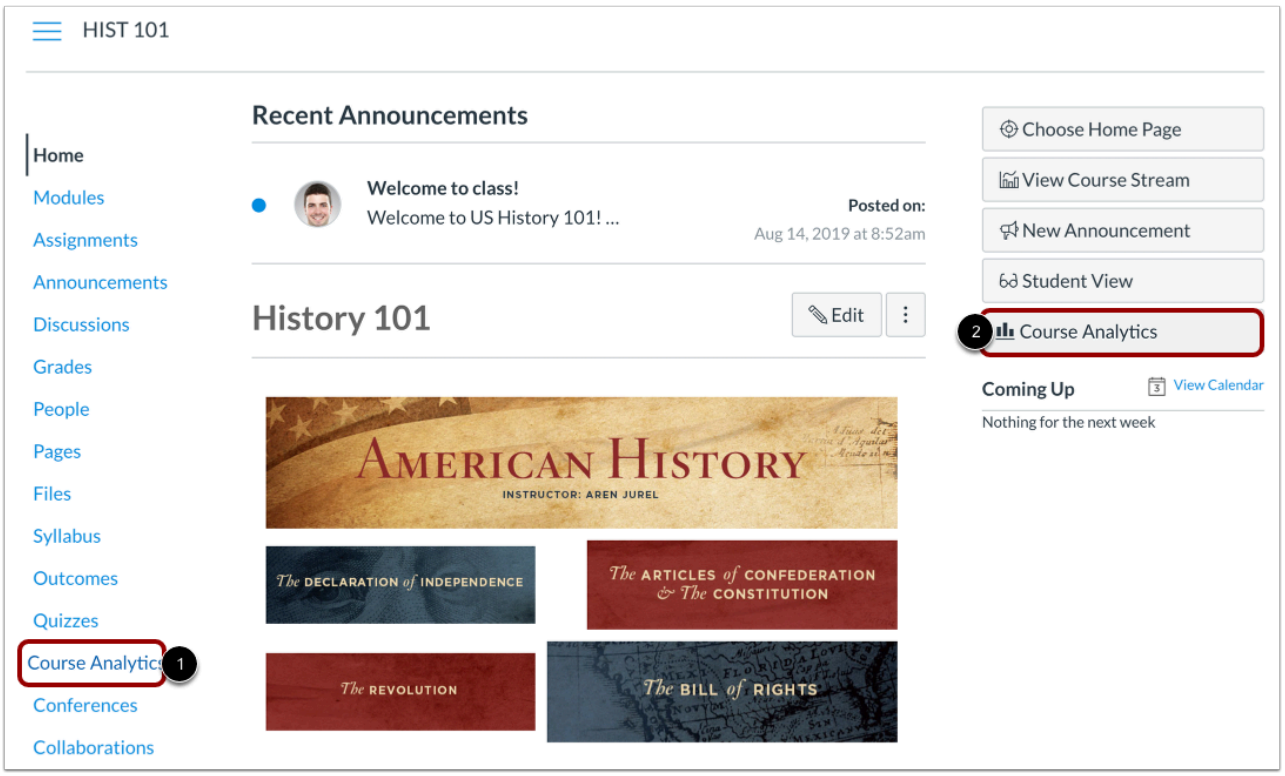
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- Weekly Online Activity displays in a Monday-Sunday format.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- If recent student activity is missing from the chart, it may be due to the 24-hour data refresh delay. Because mobile devices may cache or queue data based on signal or sync timing, page view data from Canvas mobile apps may not reflect the exact time of access.

Open Course



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

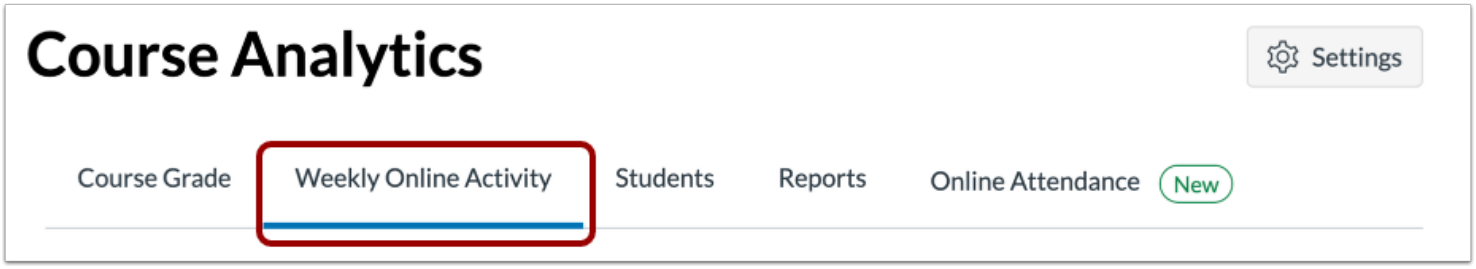
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

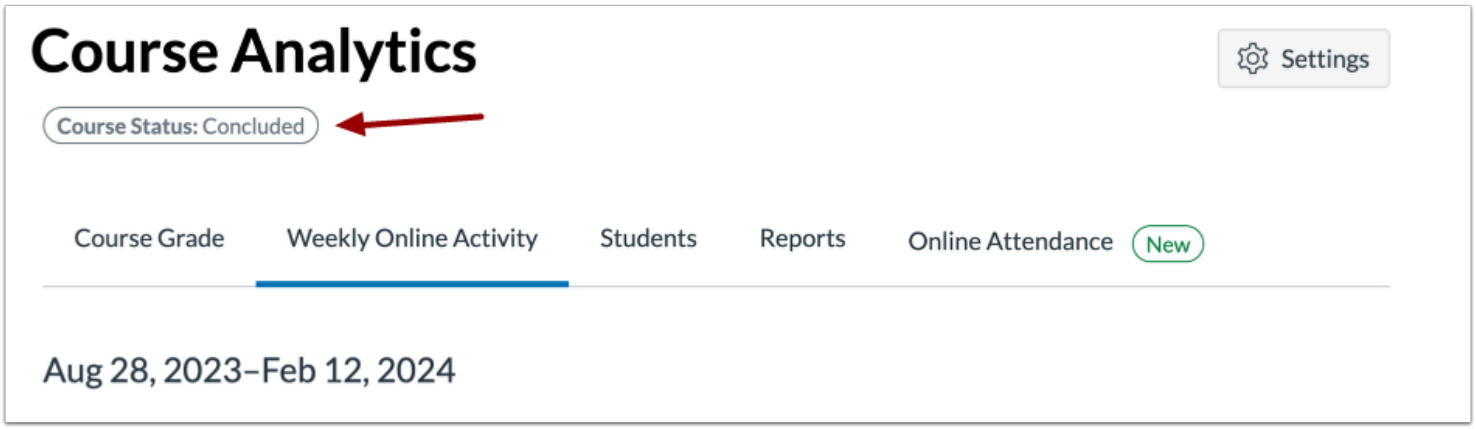
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



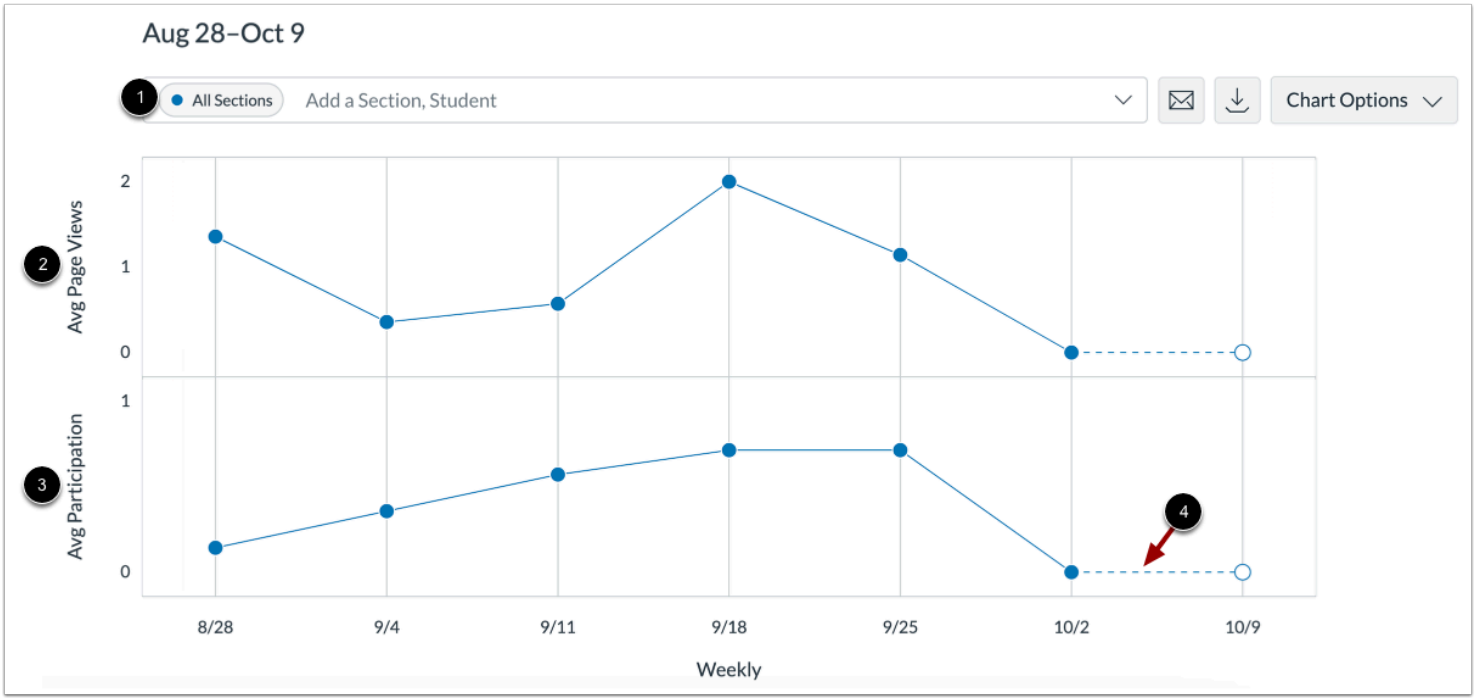
Click the **Weekly Online Activity** tab.

View Data Status



If the course has been concluded, the analytics page includes a Concluded label.

View Course Data



The analytics page is dynamic based on filtered content. By default, all sections are displayed and cannot be removed [1].

Filtered data is displayed as a chart with two rows: average page views [2] and average participations [3]. The following actions will generate participations:

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

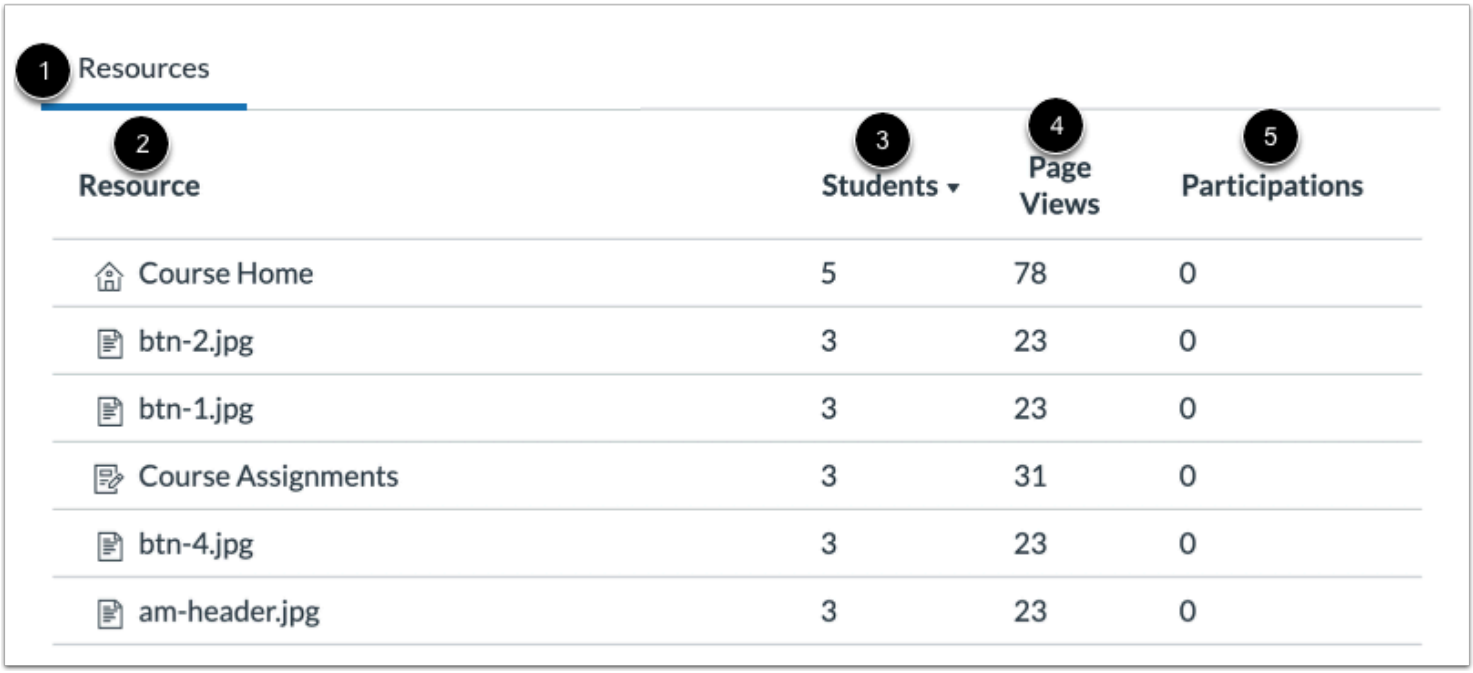
Data for the week that is currently in progress is indicated by a dotted line [4].

Note: The definition of participation is based on federal guidelines related to student attendance as applicable to online courses. Please note that because communication between students and teachers often happens outside of the LMS, it is not included as a participation metric. However, as part of the Course Analytics offering, a history of inbox messages sent between students and instructors is included so that it can be viewed alongside participation metrics.

Compare Course Data

For analytical comparisons, you can compare graph data by filtering a section or student.

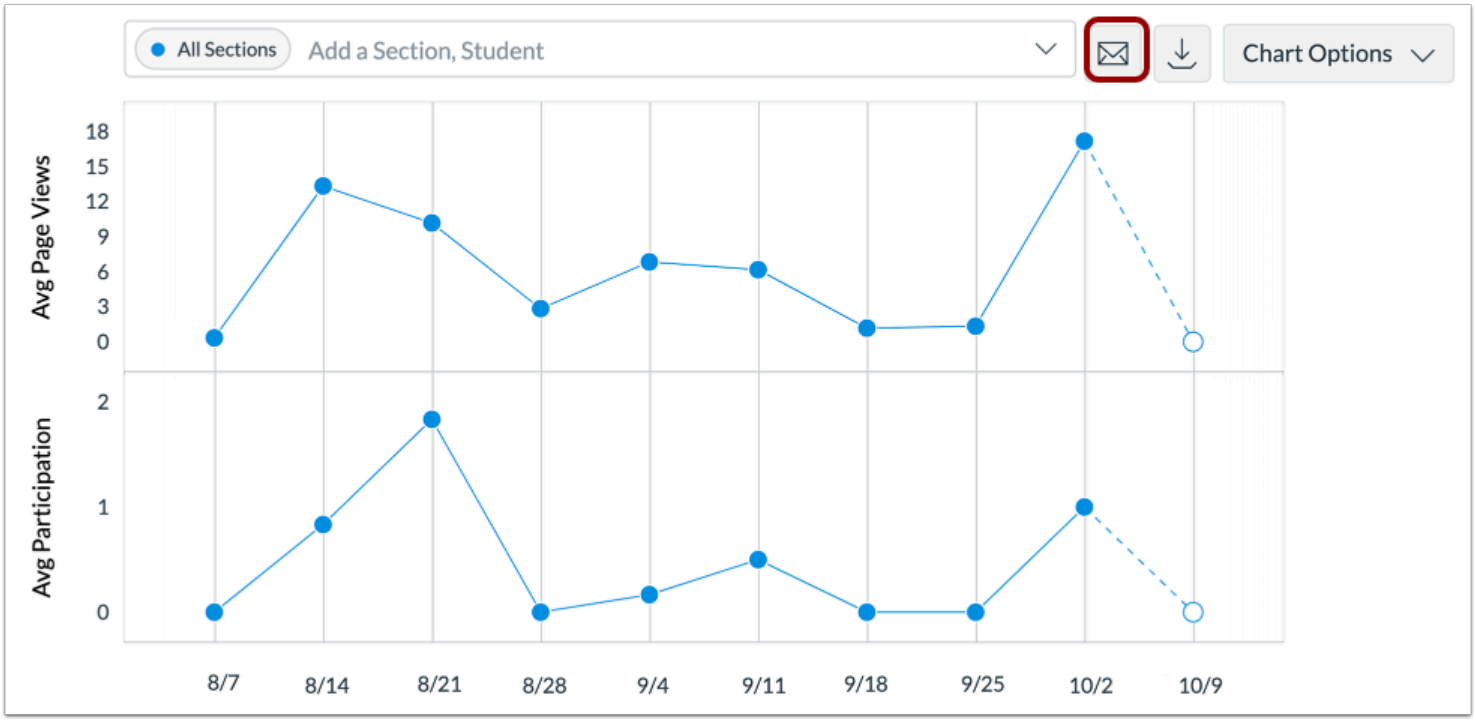
View Resources Table



You can also view the amount of page views and participations for a specific resource in the course.

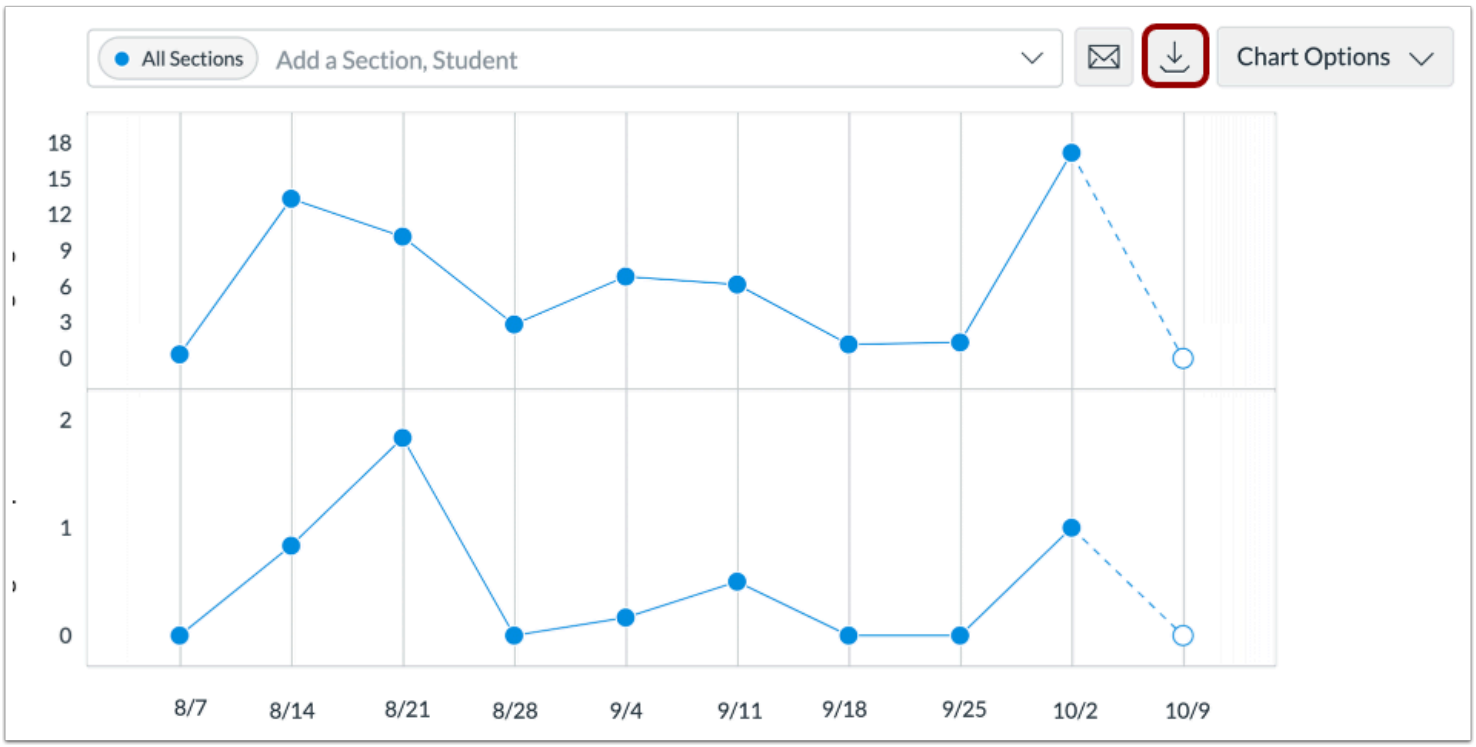
In the Resources tab [1], you can view the resource name [2], the number of students who accessed the page [3], the number of views for the page [4], and the number of participations for the page [5].

Message Students Who



To send a message to students who did or did not view or participate with a specified resource, click the **Message** button.

Export Table CSV



To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource.

How do I view weekly online activity analytics in a data table in Course Analytics?

By default, the analytics page displays an interactive analytics chart graph of all weekly online activity. However, you can choose to view analytics data as a table. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

Course Analytics allows you to view the average number of page views and participations per week in your course. The average page views is the average approximation of student activity across the course. Participation analytics are defined by specific actions a student takes in the course and can be used to identify trends in the course. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Only active and completed student enrollments are included in data for Course Analytics. Deleted or inactive user enrollments will not generate data.

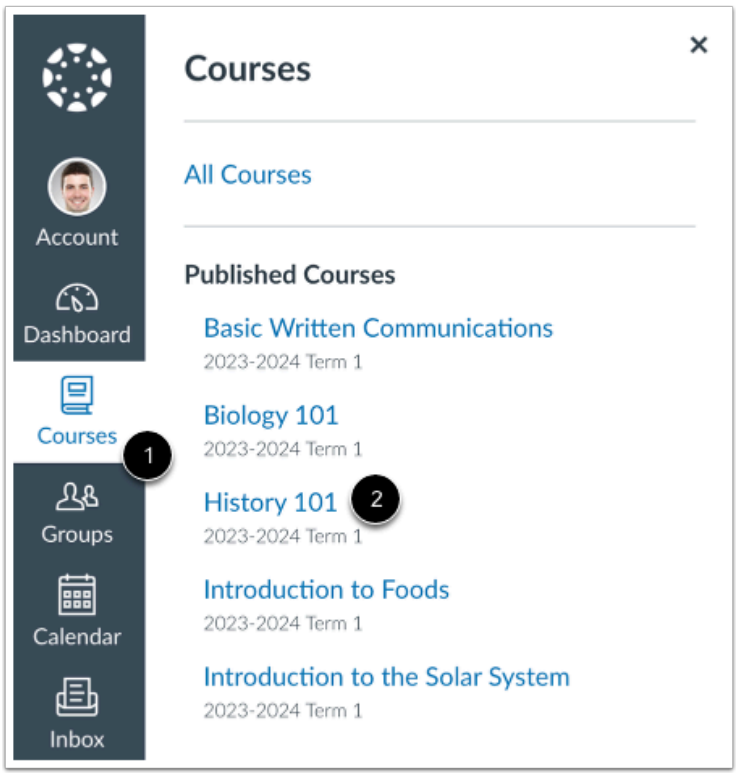
Students who have never viewed or participated in the course are also excluded from the data table.

If Course Analytics was recently enabled, it may take up to 24 hours before weekly online activity data appears.

Notes:

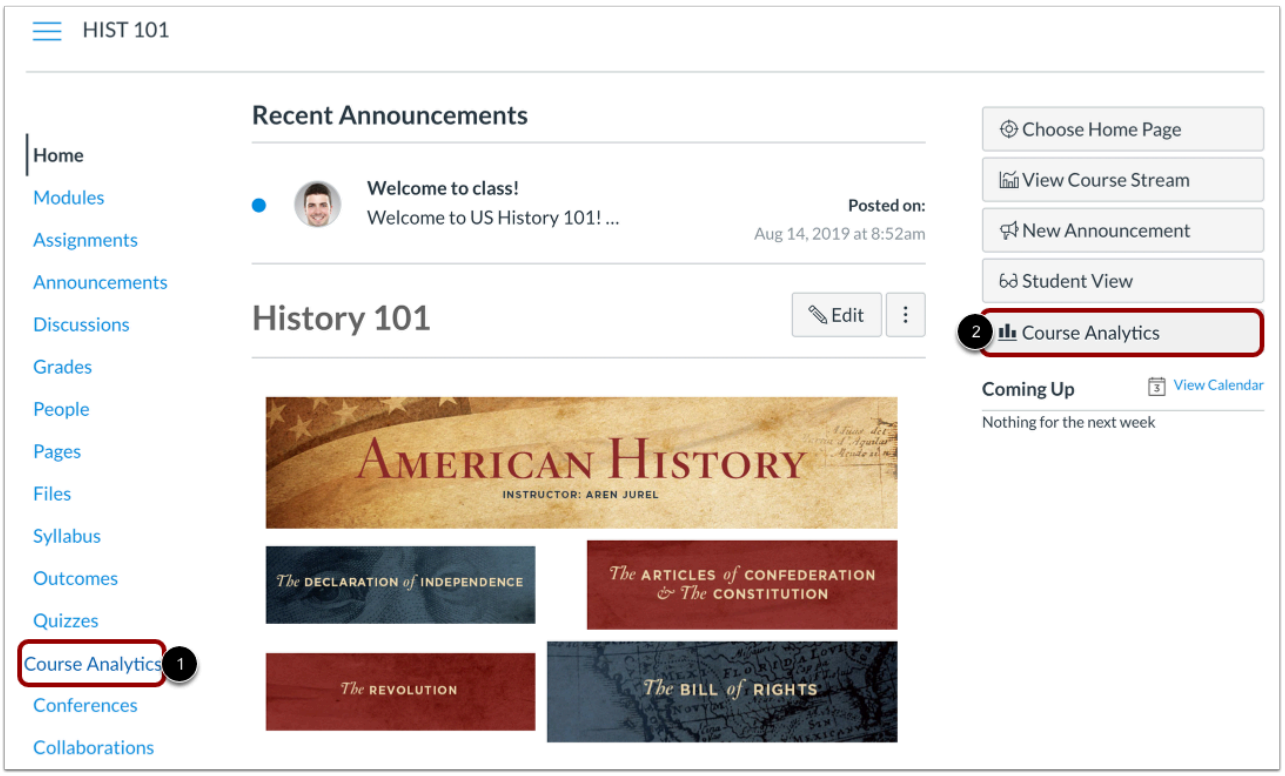
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Weekly Online Activity displays in a Monday-Sunday format.
- If student activity is missing from the table, it may be due to the 24-hour data refresh delay.
- You can export the weekly activity table by clicking the options menu (three-dot icon) and selecting Download CSV.
- Page views indicate navigation actions (e.g., clicking or loading a page), while participations reflect course interactions (e.g., submitting an assignment or replying to a discussion).

Open Course



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

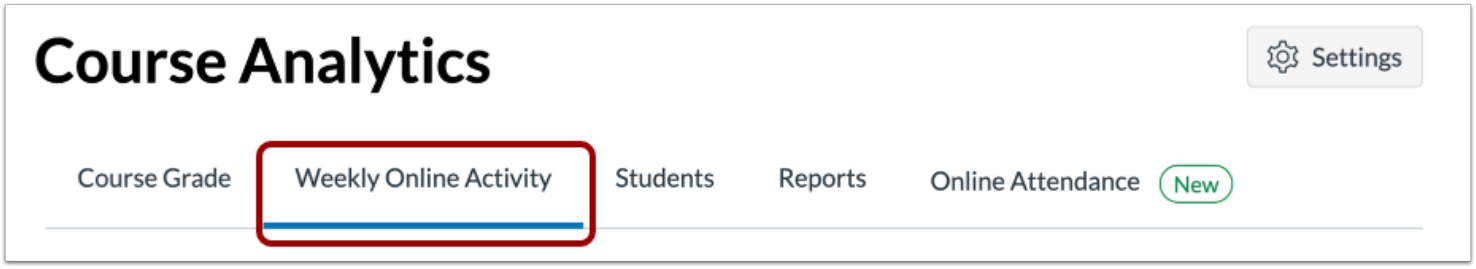
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

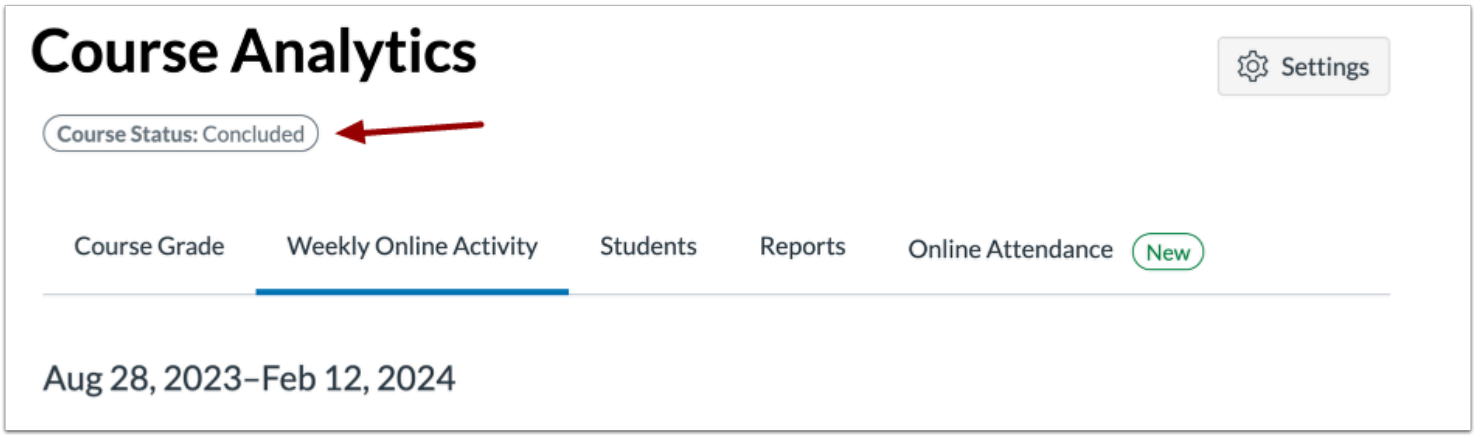
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



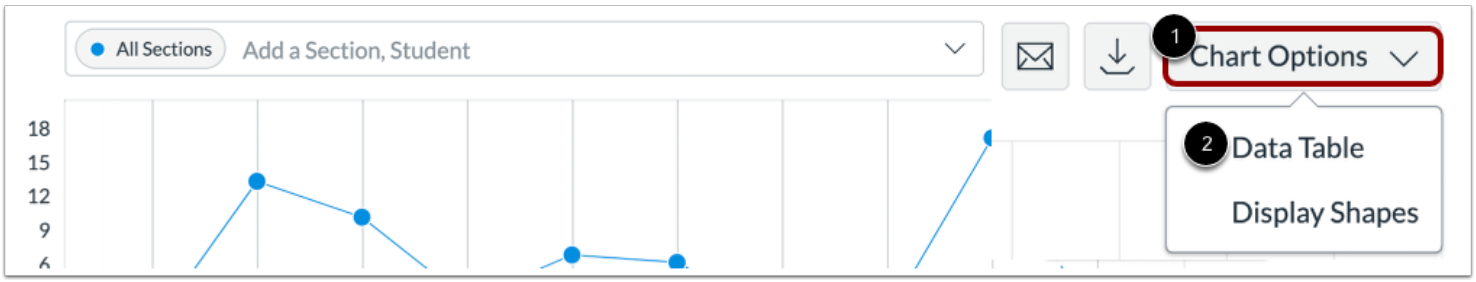
Click the **Weekly Online Activity** tab.

View Data Status



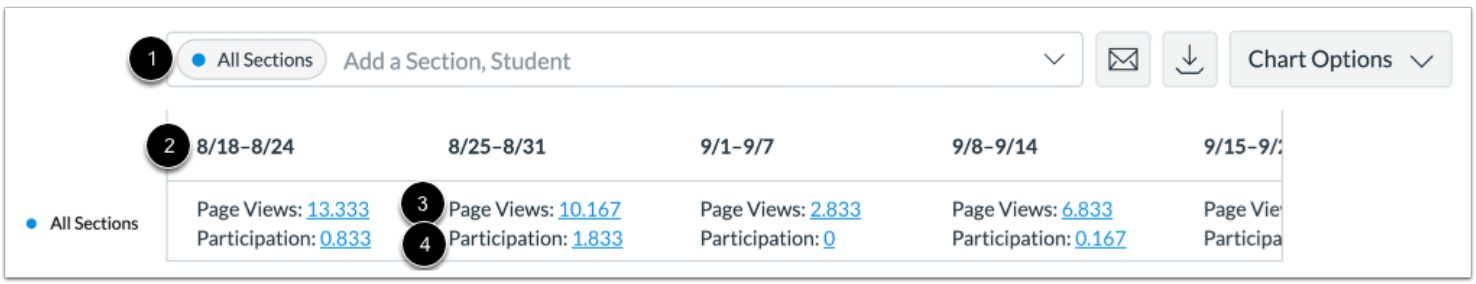
If the course has been concluded, the analytics page includes a Concluded label.

View Data Table



Click the **Chart Options** icon [1] and click the **Data Table** option [2].

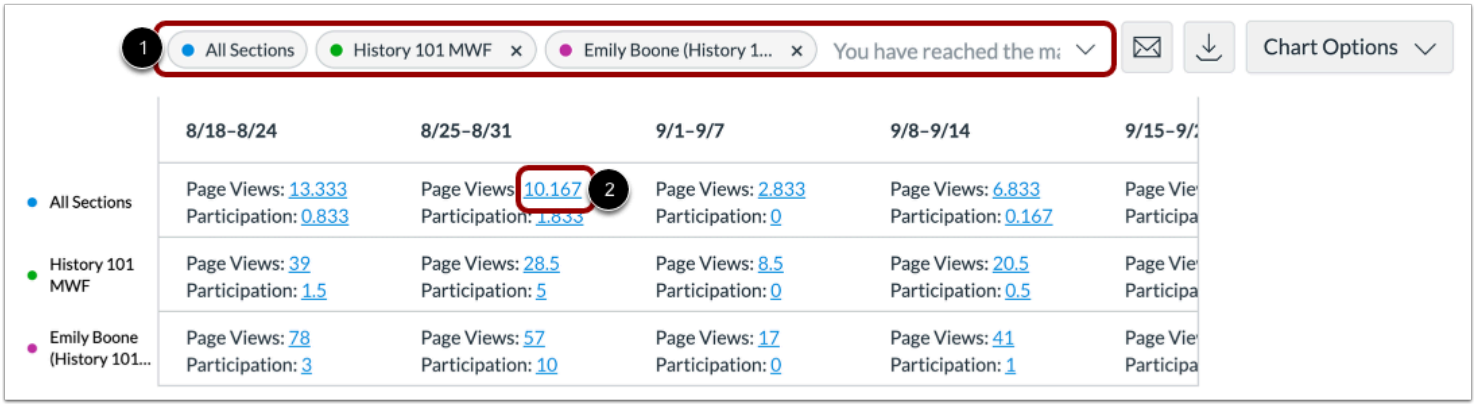
View Filter Tabs



The analytics page is dynamic based on filtered content. By default, all sections are displayed and cannot be removed [1].

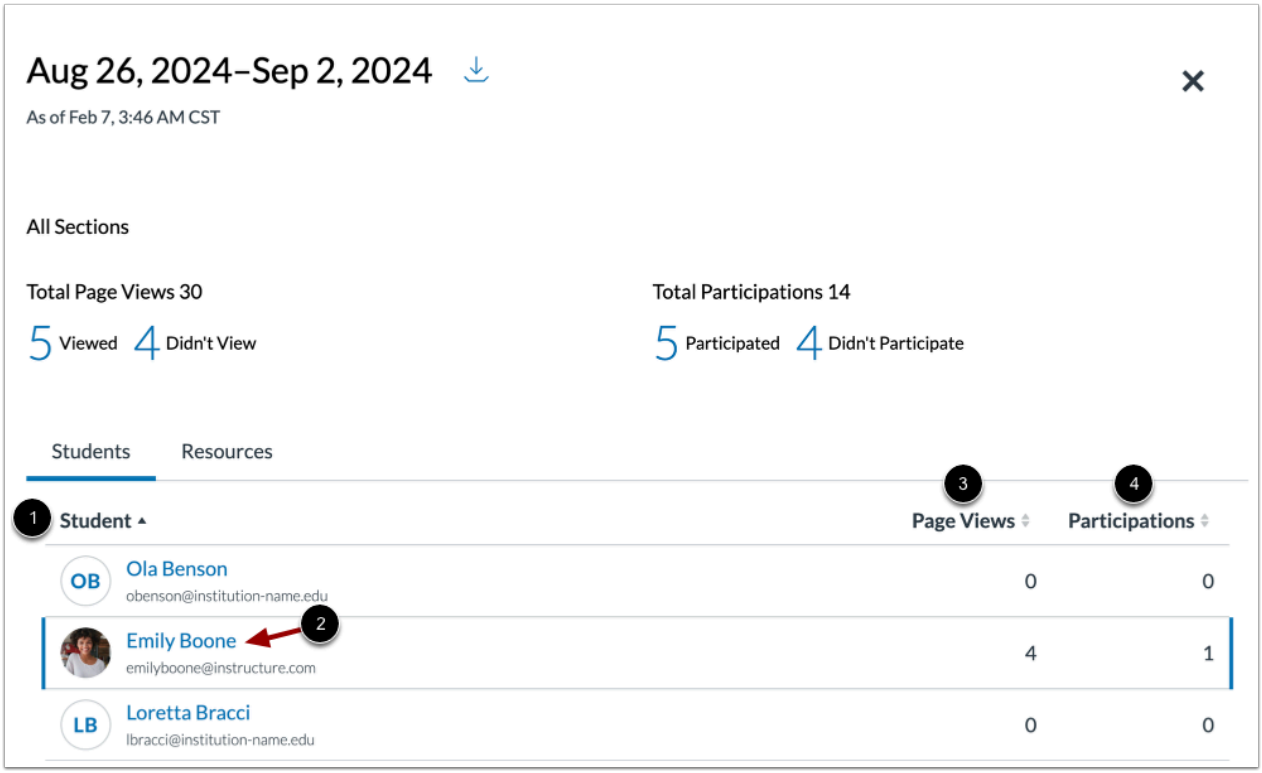
Filtered data is displayed as a chart with a single row for each filter, including the date range [2], average number of page views [3], and the average number of participations [4].

Compare Course Data



For analytical comparisons, you can compare table data by filtering a section or student [1]. To view the data tray, click the data percentage in the table [2].

View Student Table



In the data tray, you can also view the specific students that are part of each filter.

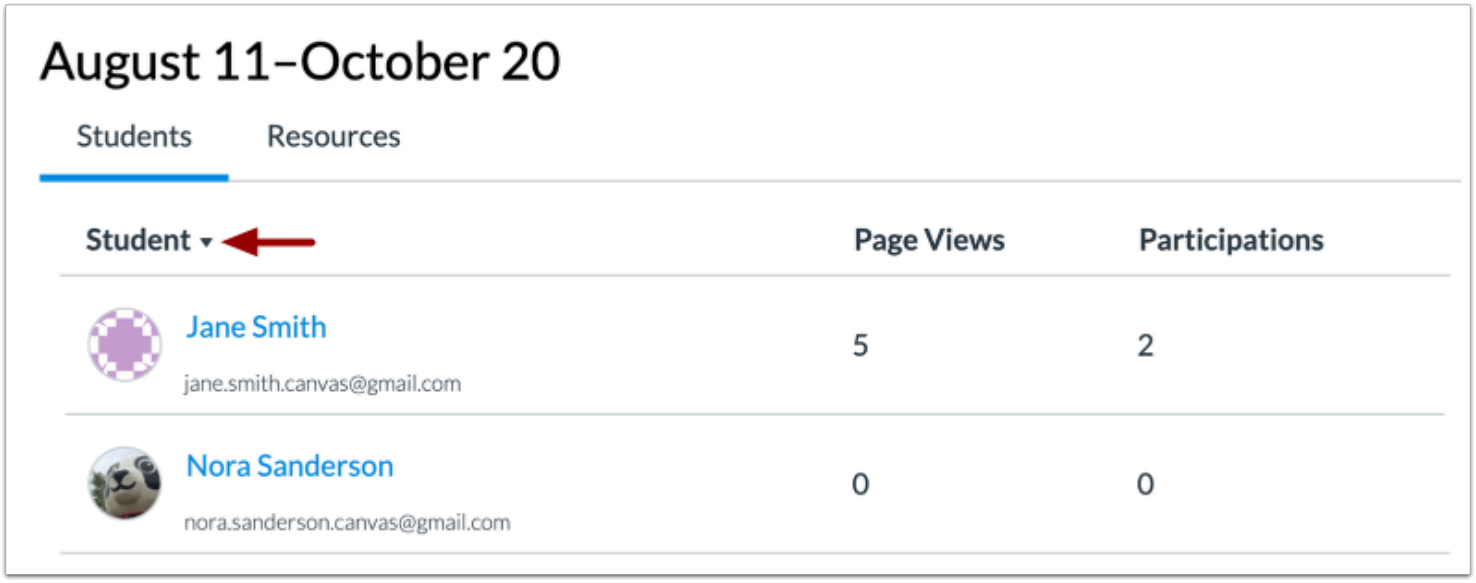
For each student, the table displays the following data:

- Students [1]: the list of students in the course sorted by last name. Click the student's name to view analytics for the student [2].
- Page Views [3]: the student's total number of page views in the course.
- Participations [4]: the student's total number of participations in the course.

View Additional Students

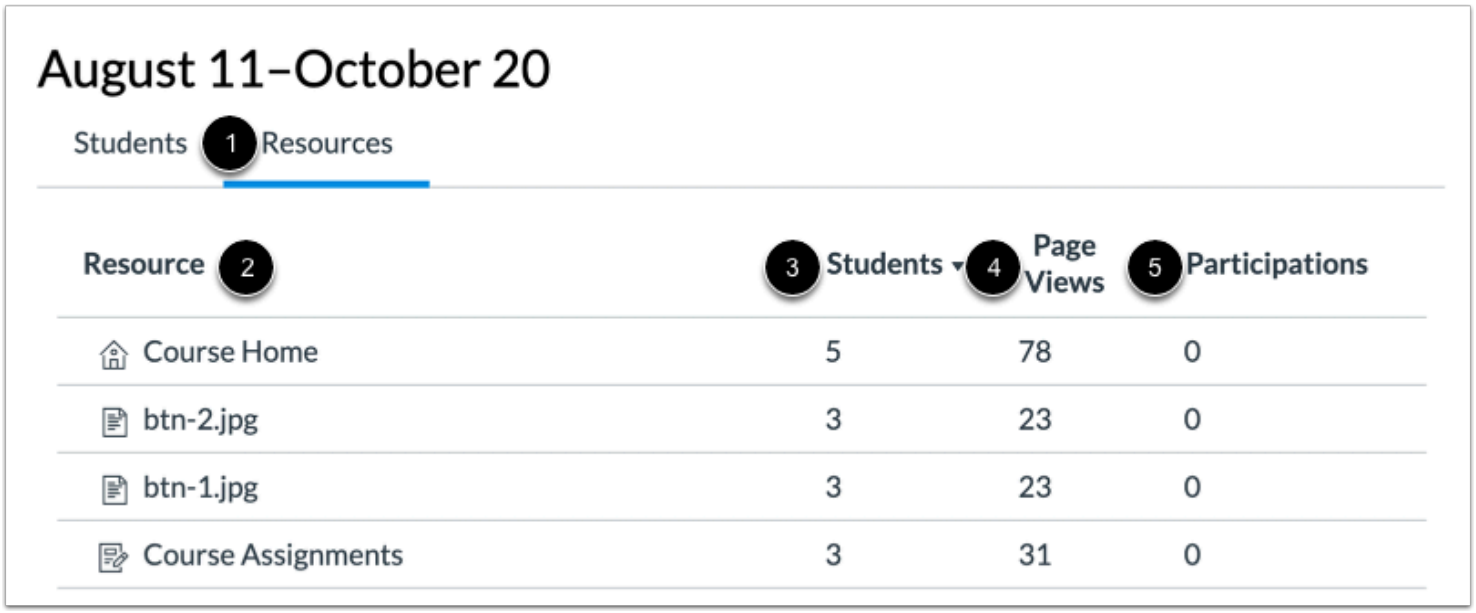
By default, the students table displays 20 students at a time. If your course includes additional students, you can view additional pages in the pagination bar.

Sort Student Data



By default, the table sorts by last name, first name. However, you can sort the student column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.

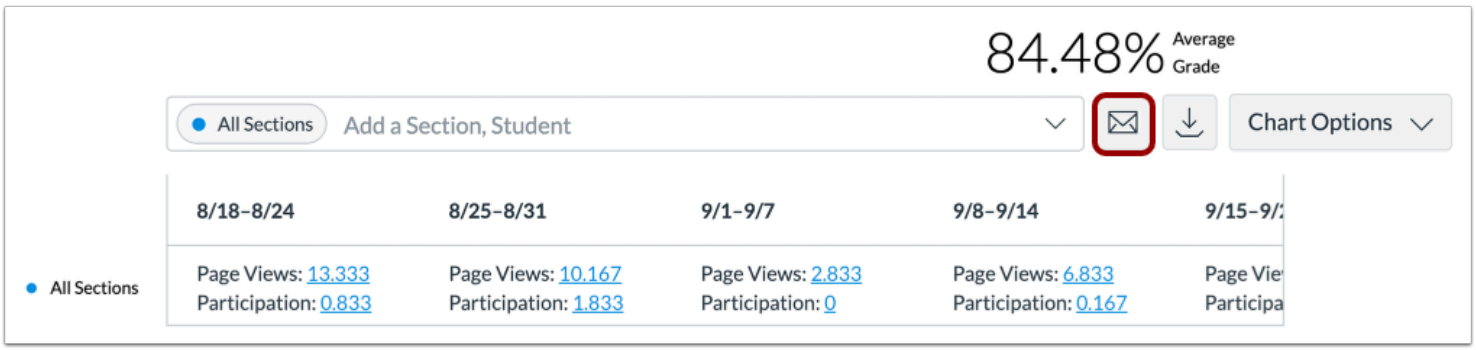
View Resources Tab



You can also view the amount of page views and participations for specific resources in the course. Click the **Resources** tab [1].

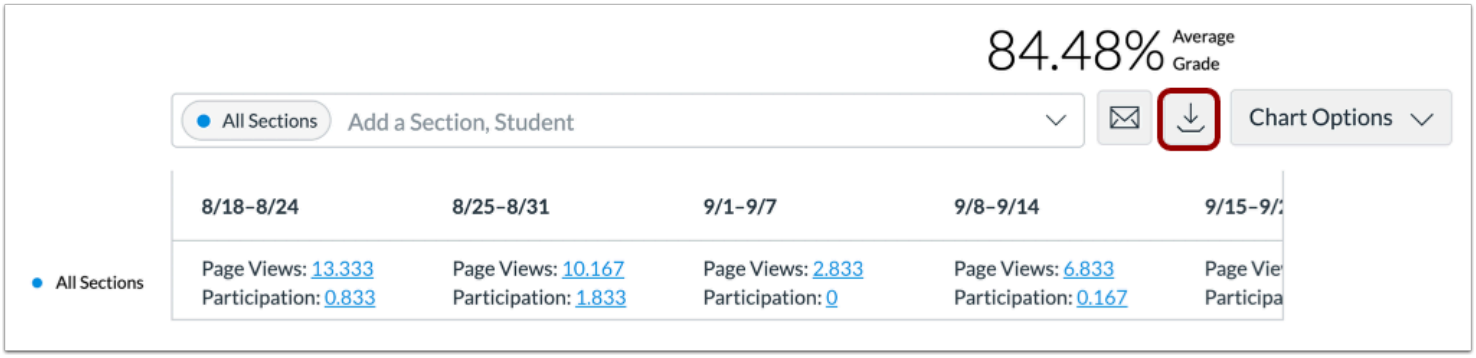
On the Resources tab, you can view the resource name [2], the number of students who accessed the page [3], the number of views for the page [4], and the number of participations for the resource [5].

Message Students Who



To send a message to students who did or did not view or participate with a specific resource, click the **Message** button.

Export Table CSV



To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource URL path.

How do I compare the weekly online activity chart graph with a section or student filter in Course Analytics?

As part of viewing weekly online activity, you can use filters to compare section and student results with the course average.

Only active and completed student enrollments are included in data for Course Analytics. Deleted or inactive user enrollments will not generate data.
Dropped students are not included in weekly online activity data.

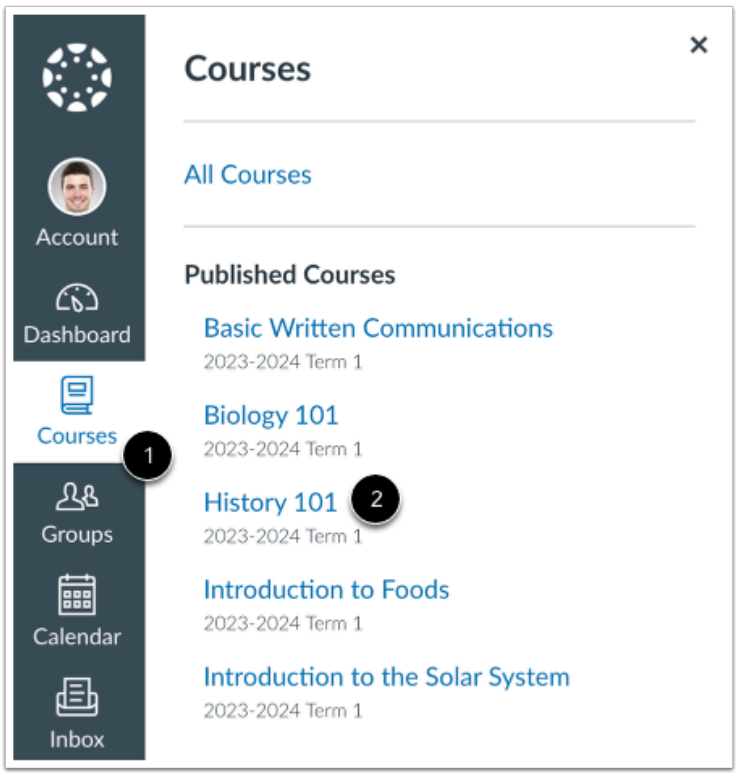
If Course Analytics was recently enabled, it may take up to 24 hours before weekly online activity data appears.

Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Notes:

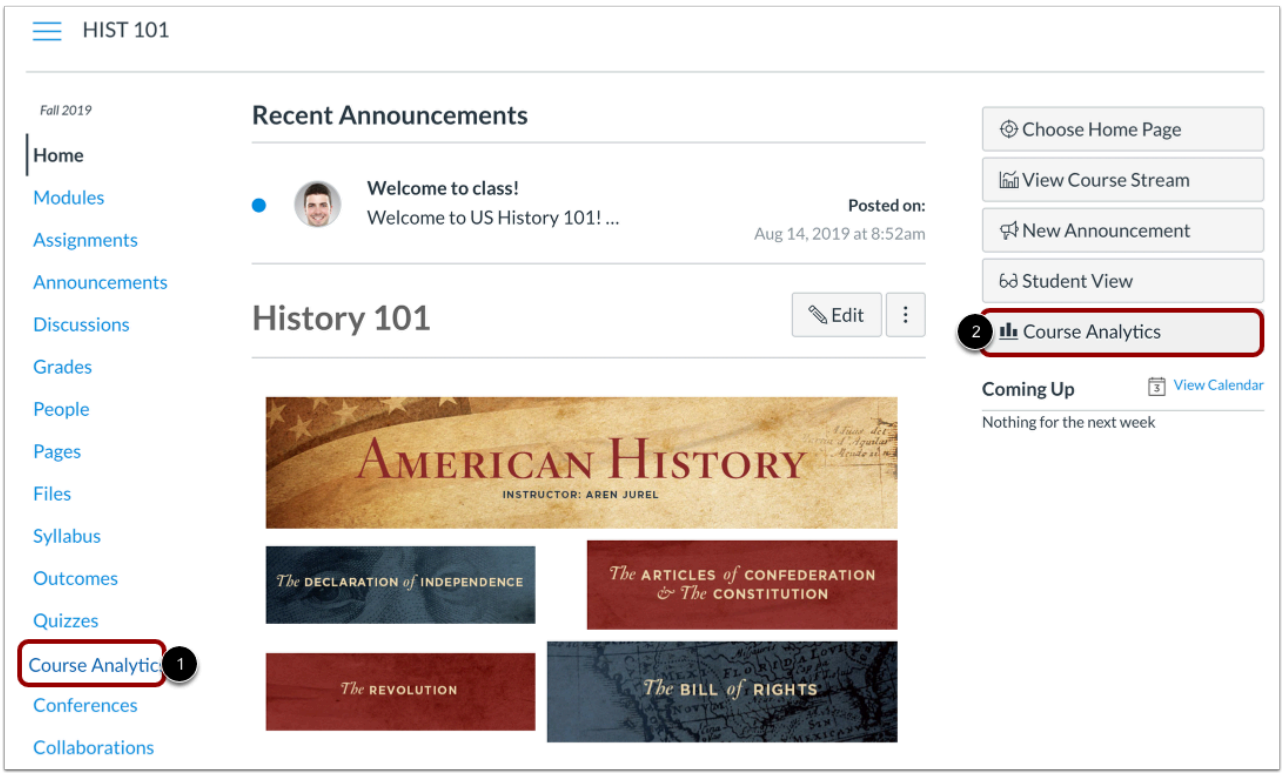
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Weekly Online Activity displays in a Monday-Sunday format.
- If recent student activity is missing from the chart, it may be due to the 24-hour data refresh delay.
- Because mobile devices may cache or queue data based on signal or sync timing, page view data from Canvas mobile apps may not reflect the exact time of access.

Open Course



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

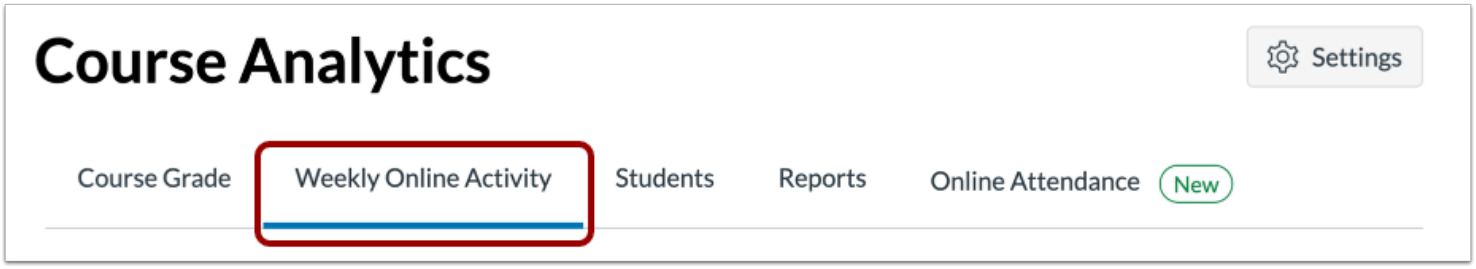
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

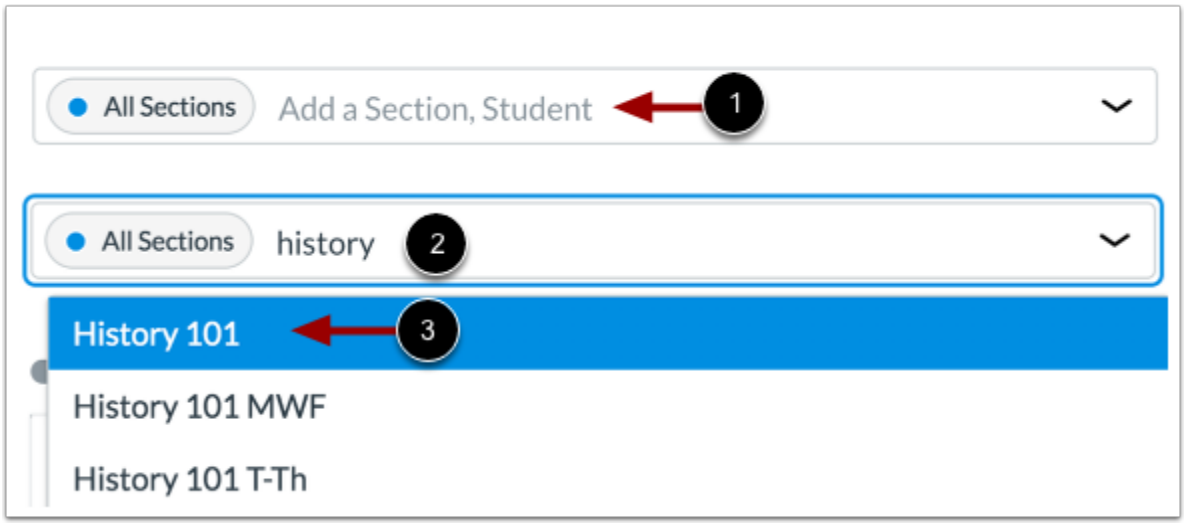
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



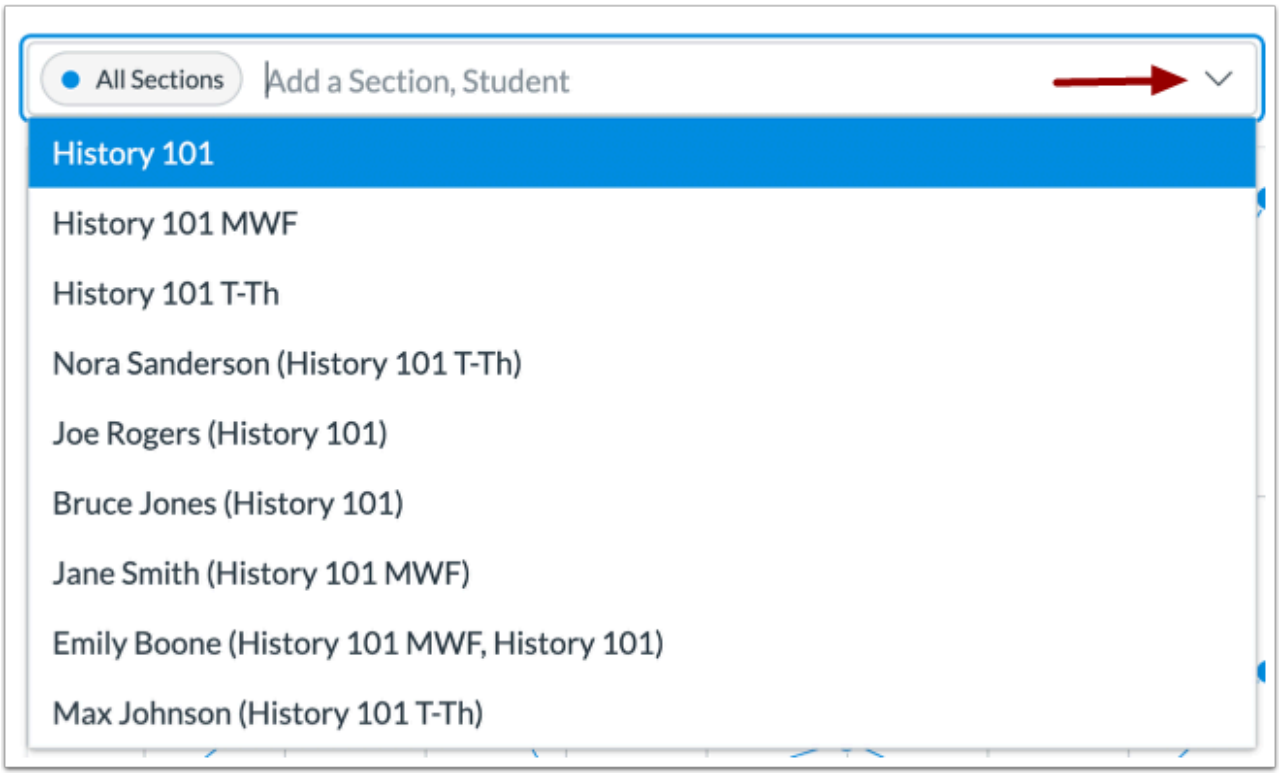
Click the **Weekly Online Activity** tab.

Filter Data



Click the **Filter** field [1]. Type the name of a section or student [2]. Canvas will populate all matching results.

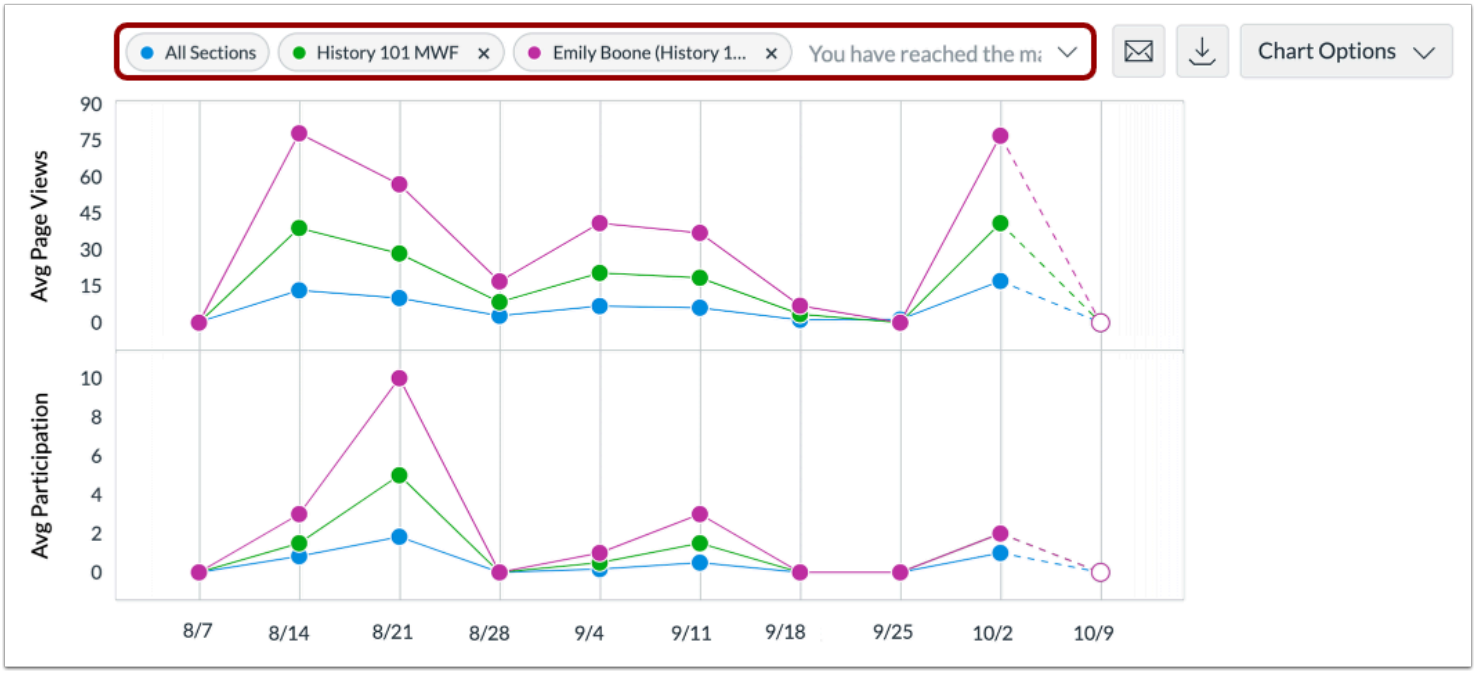
When the item displays in the menu, click the item name [3].



You can also click the **Filter** drop-down menu and scroll to locate and select a section or student.

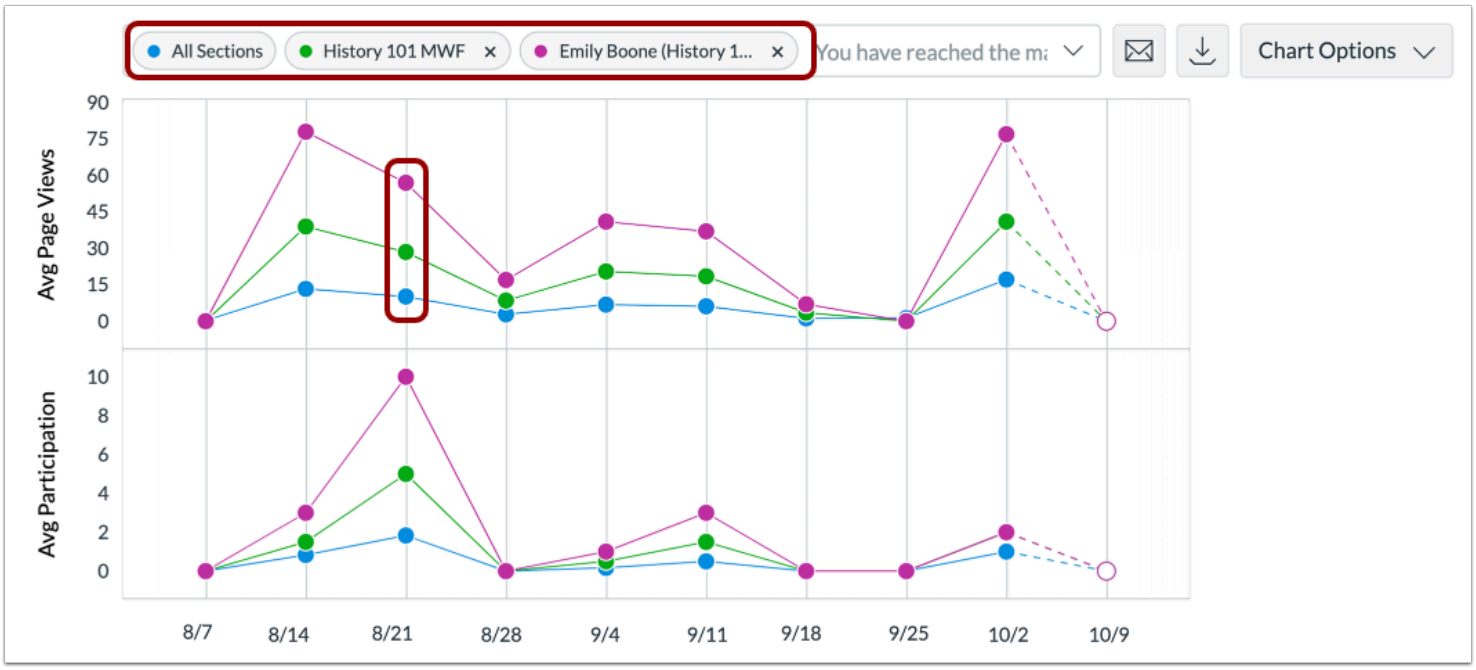
If a student or section does not appear as expected, verify that the enrollment is active or completed. Inactive or removed enrollments are excluded from analytics.

View Additional Filters

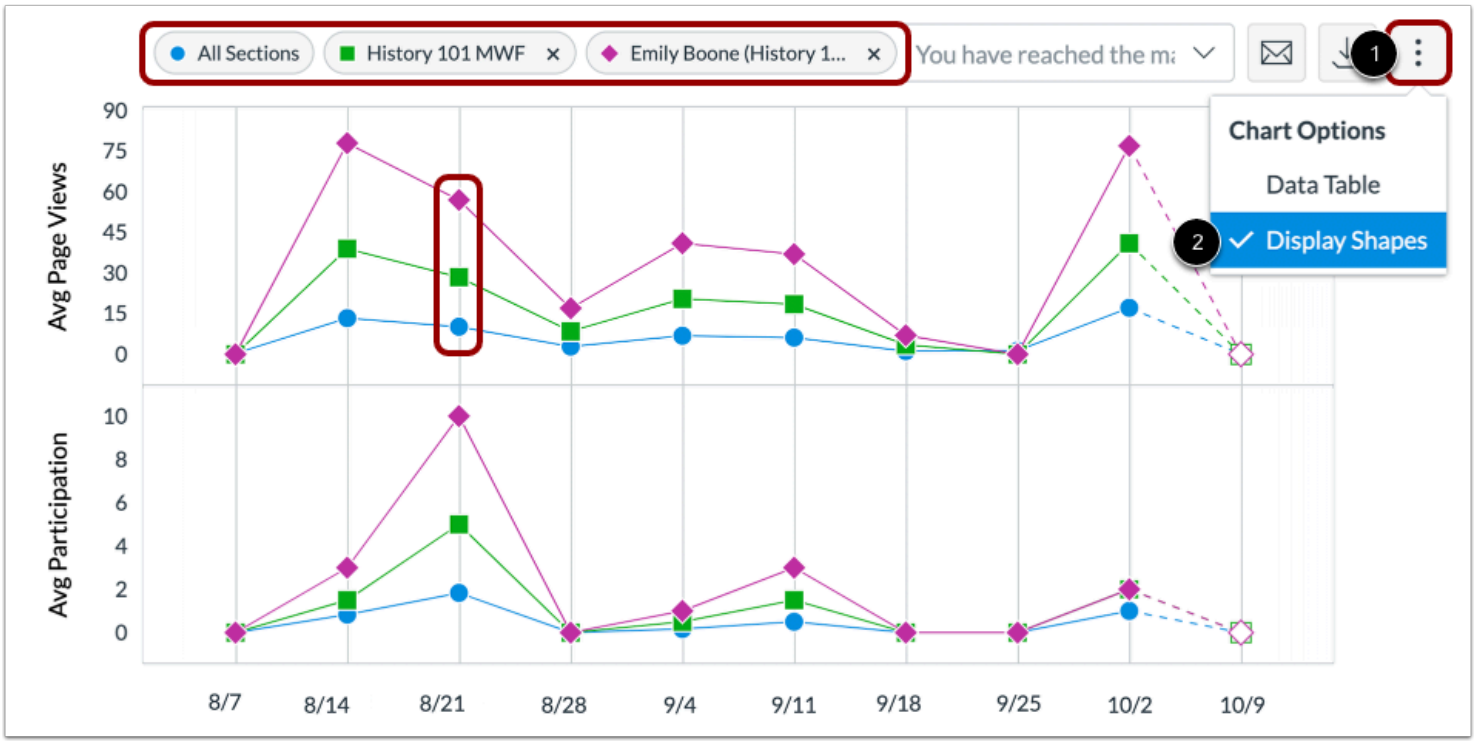


To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

View Filtered Results

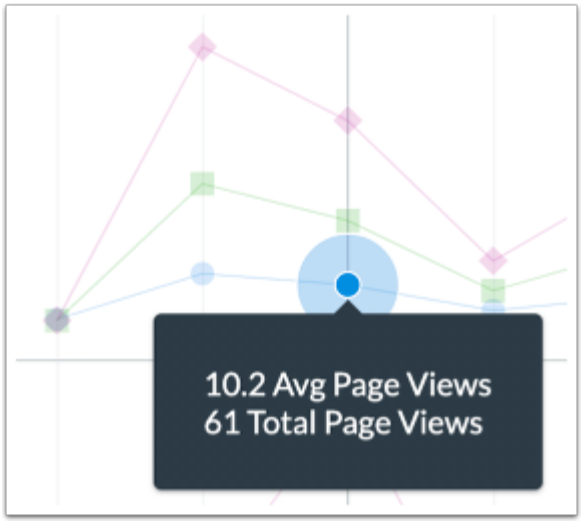


The added filter displays in the analytics results. Each filter is identified by a specific color and displays as a data point within the table.



When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

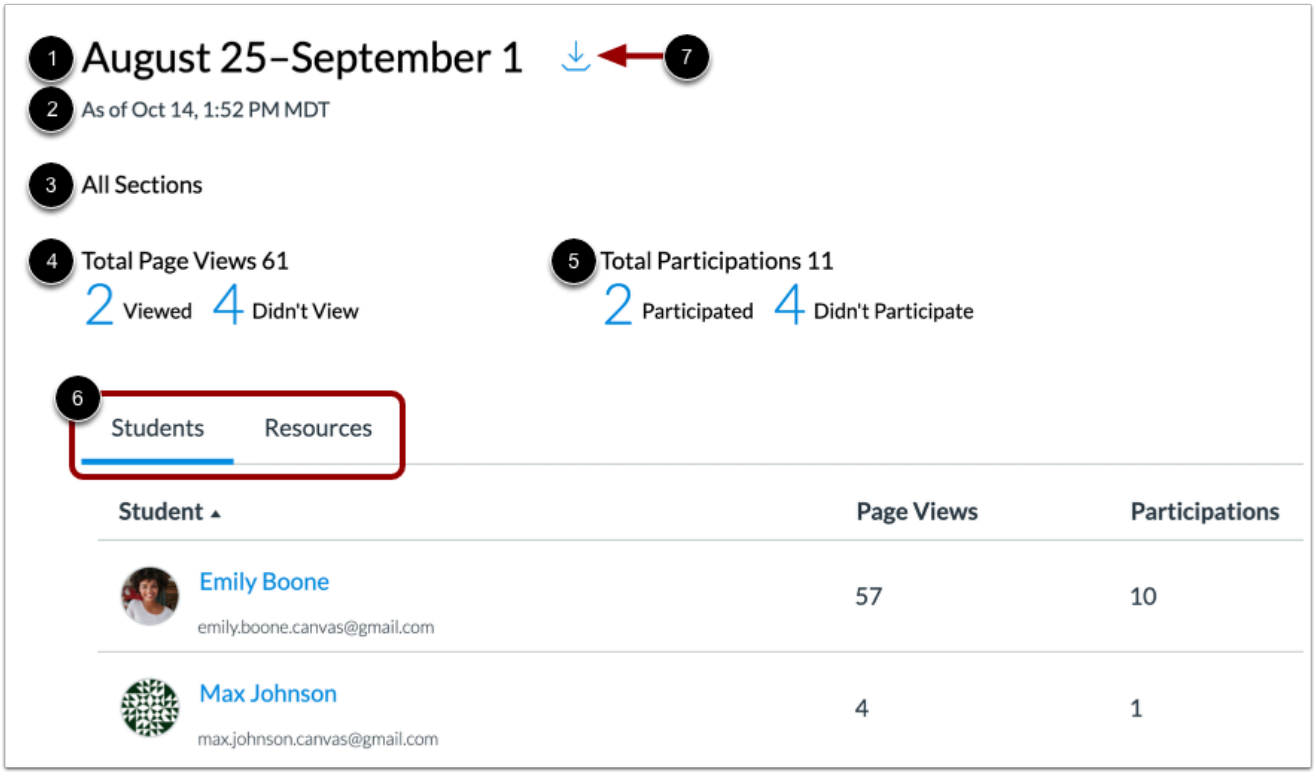
View Data Comparison



To view a summary for a specific result, hover over a data point in the graph.

To view data for a specific result, click the data point in the graph.

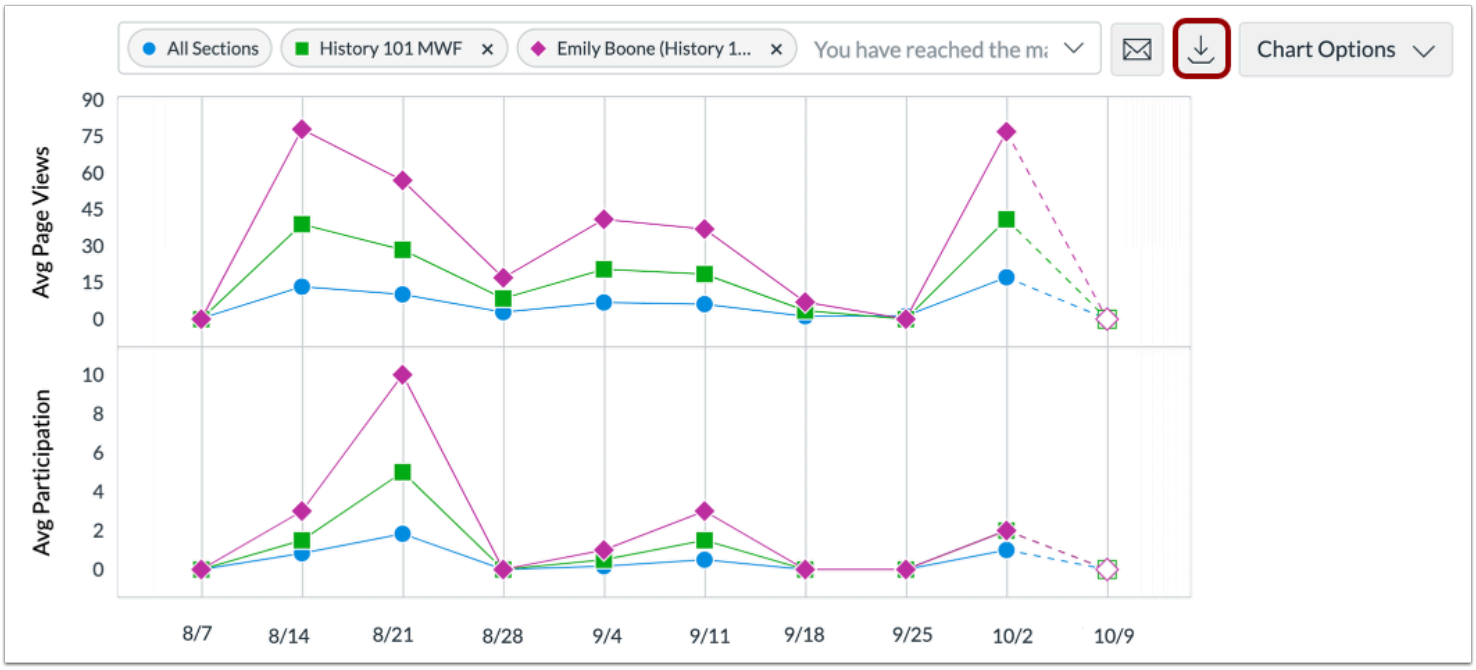
View Data Tray



In the data tray, you can view expanded details for the data point, including the date range [1], the last time analytics were updated [2], the current filter view [3], total page views [4], total participations [5], and the student and resources tables [6].

To download a CSV of the data, click the **Download CSV** link [7].

Export Table CSV



To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource URL path.

How do I compare the weekly online activity data table with a section or student filter in Course Analytics?

As part of viewing weekly online activity in a data table, you can use filters to compare section and student results with the course average.

Only active and completed student enrollments are included in data for Course Analytics. Deleted or inactive user enrollments will not generate data.

Dropped students are not included in weekly online activity data.

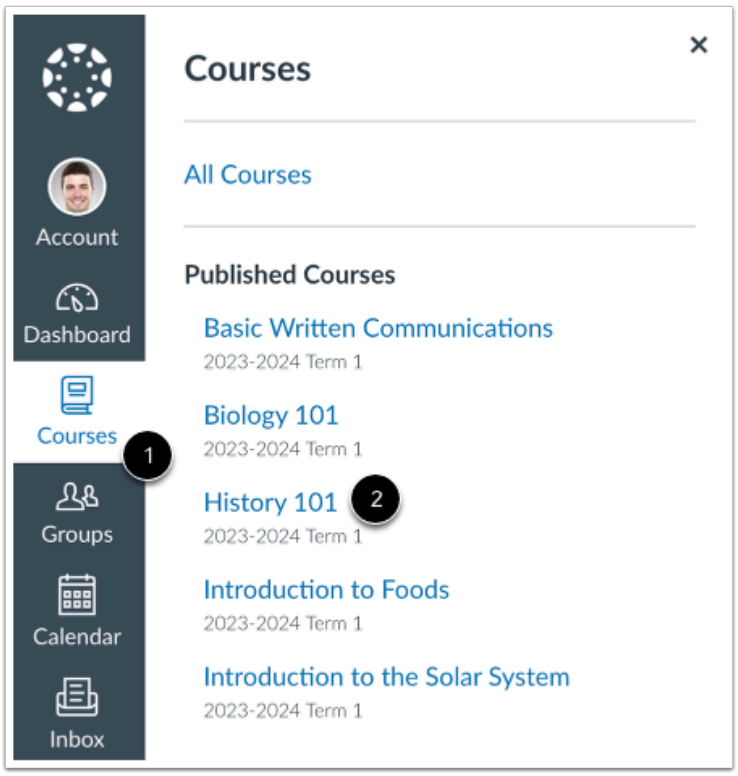
If Course Analytics was recently enabled, it may take up to 24 hours before weekly online activity data appears.

Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Notes:

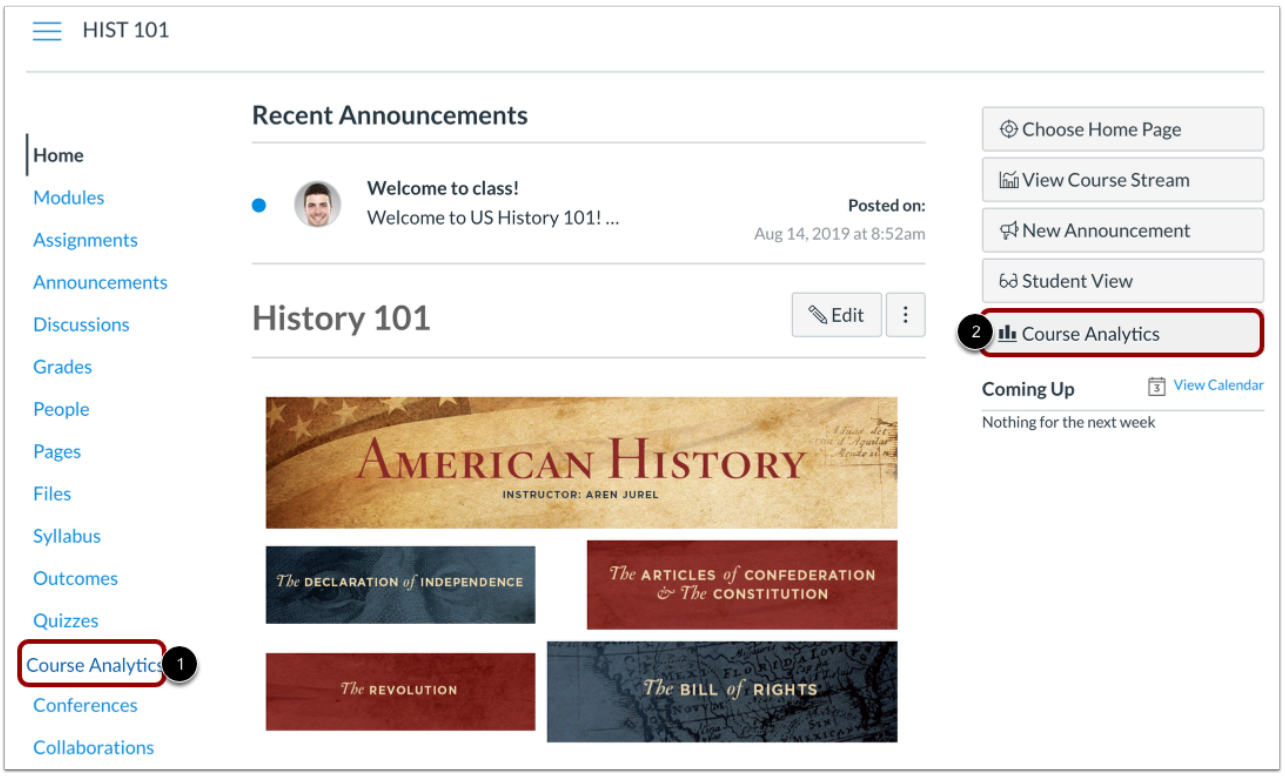
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Weekly Online Activity displays in a Monday-Sunday format.
- If recent student activity is missing from the table, it may be due to the 24-hour data refresh delay.
- Because mobile devices may cache or queue data based on signal or sync timing, page view data from Canvas mobile apps may not reflect the exact time of access.

Open Course



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

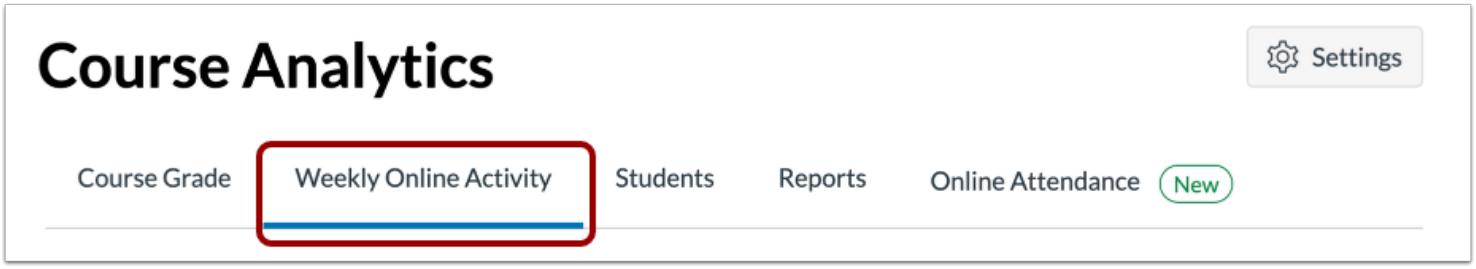
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

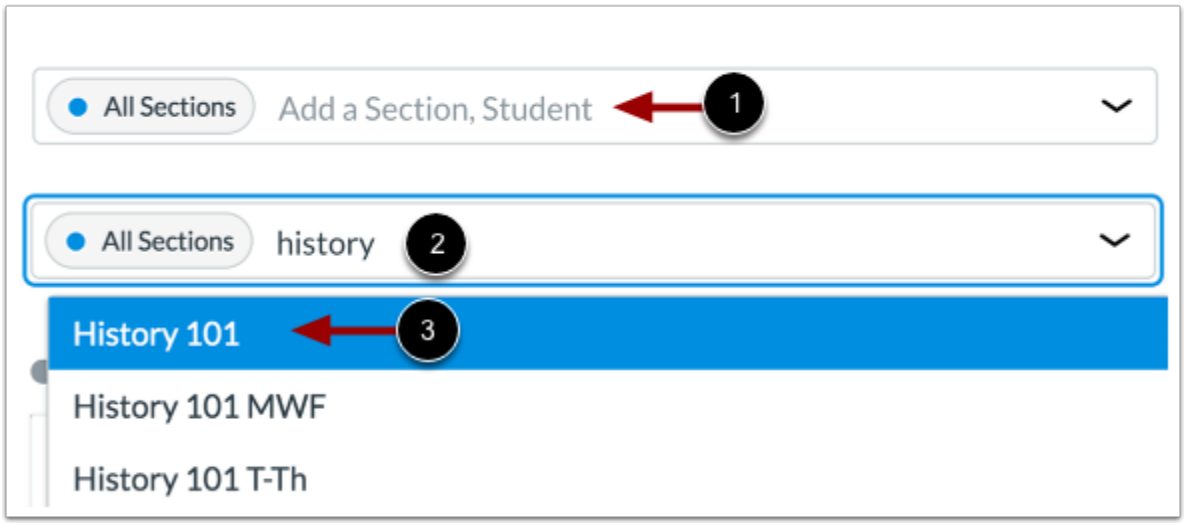
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



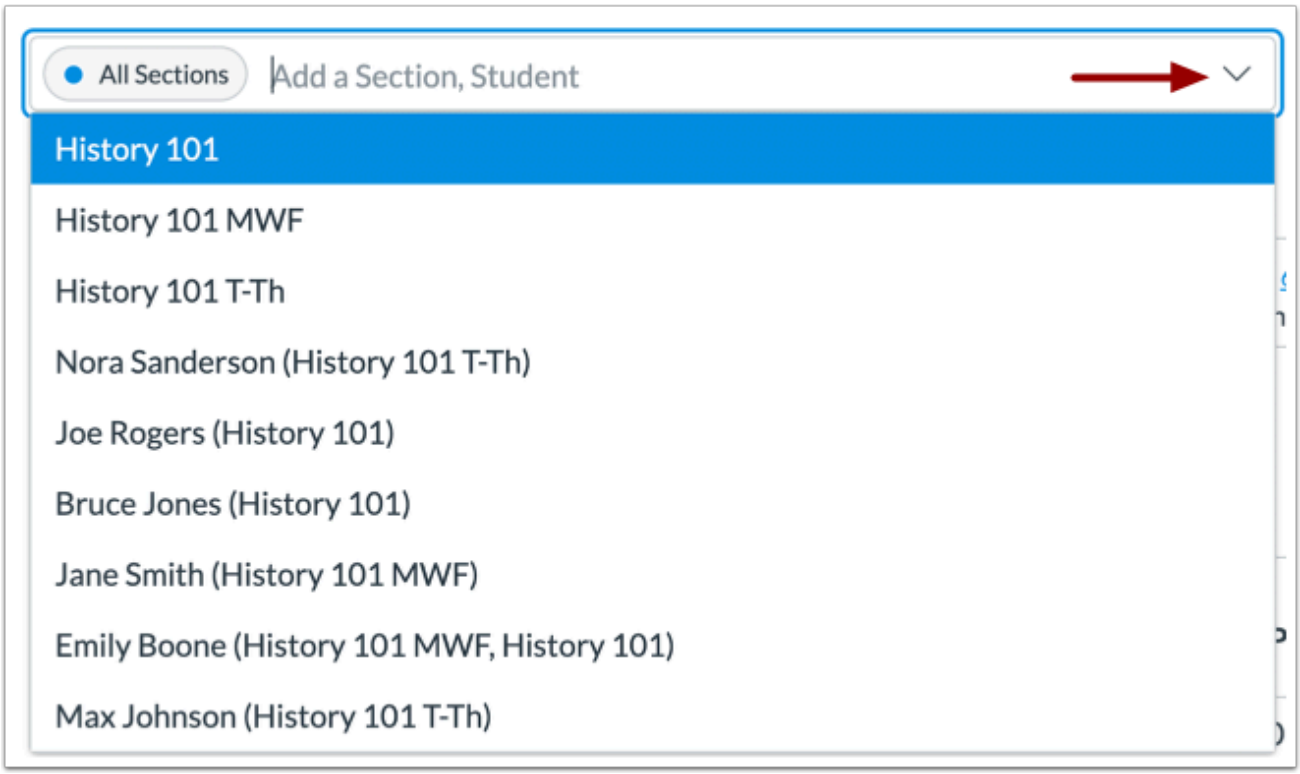
Click the **Weekly Online Activity** tab.

Filter Data



Click the **Filter** field [1]. Type the name of a section or student. Canvas will populate all matching results.

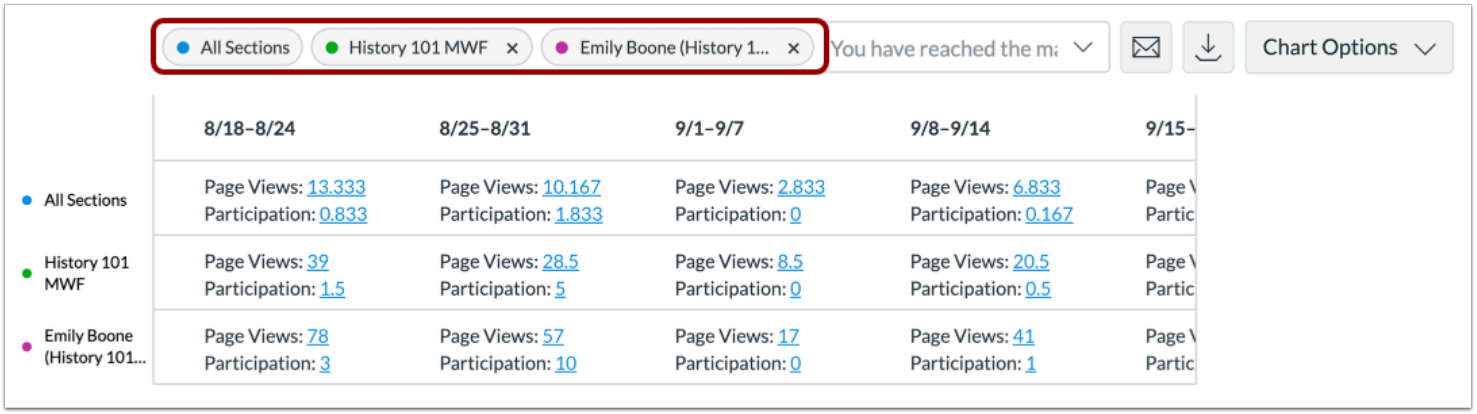
When the item displays in the menu, click the item name [3].



You can also click the **Filter** field and scroll to locate and select a section or student.

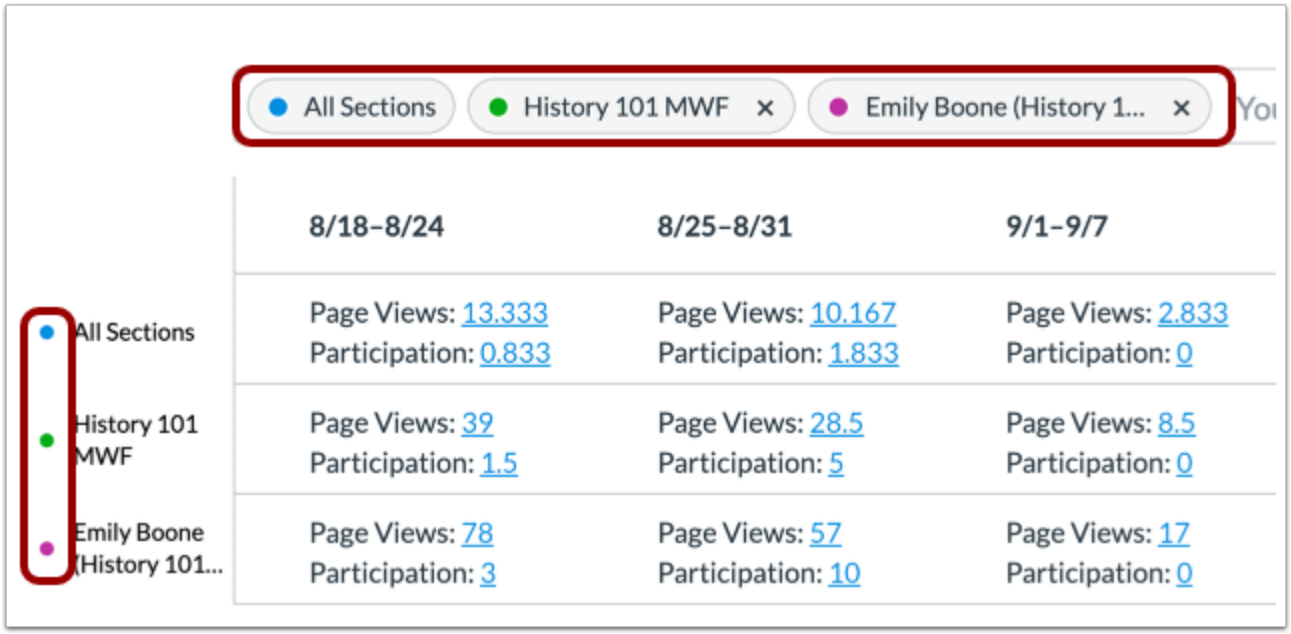
If a student or section is missing from the filter options, confirm that the enrollment is active or completed. Other enrollment types are not shown in the data.

View Additional Filters



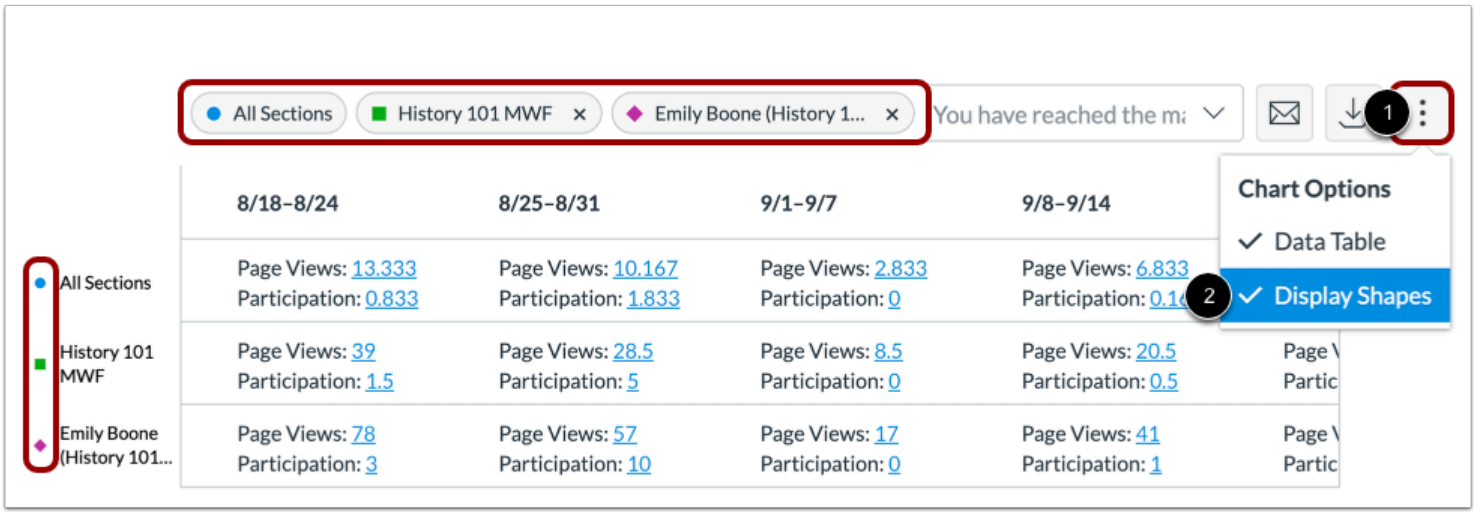
To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

View Filtered Results



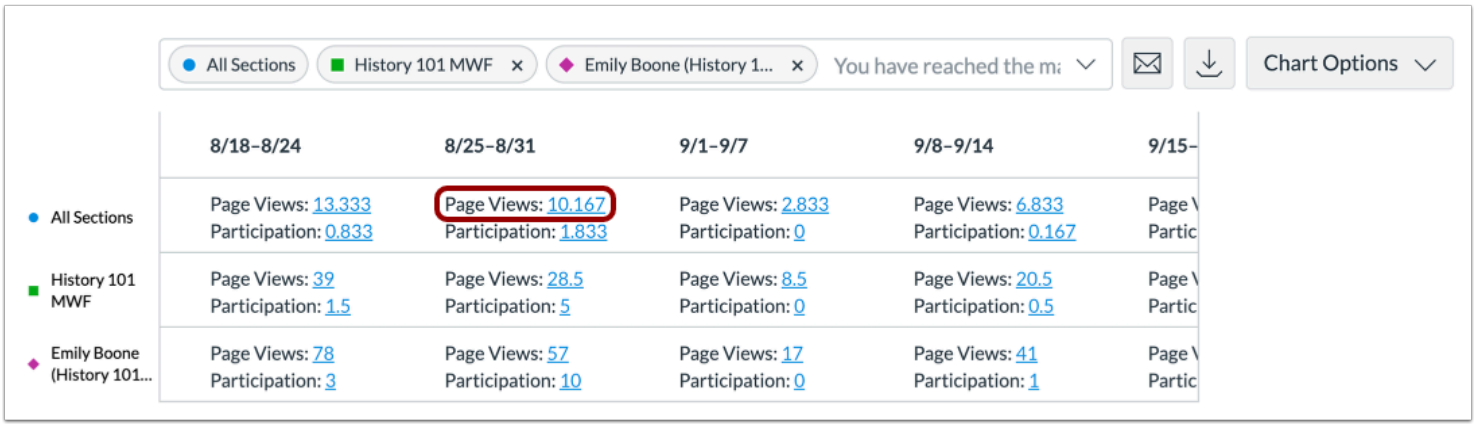
The added filter displays in the analytics results. Each filter is identified by a specific color.

Each filter and color are displayed on the side of the table. Each filter displays its data on a single row.



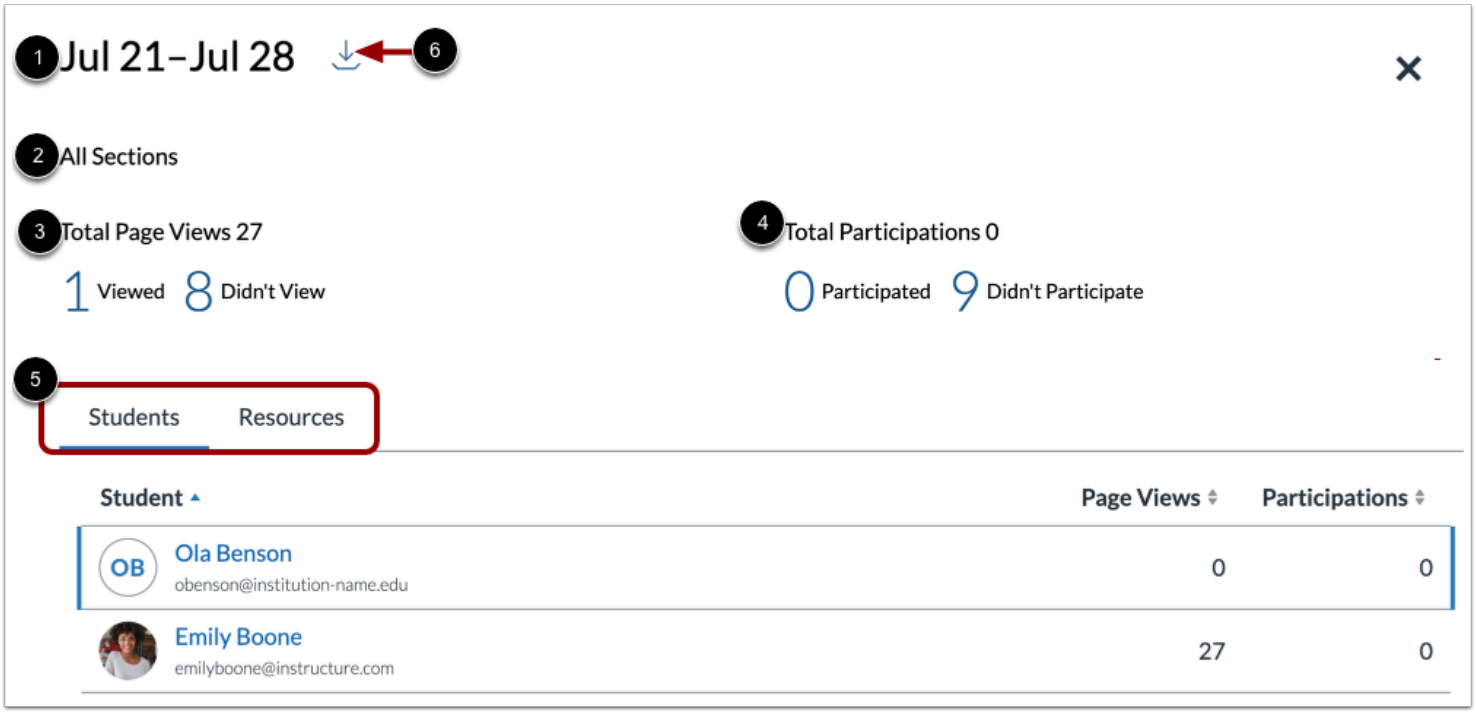
When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

View Data Comparison



To view specific data for a specific result, click the data percentage in the table.

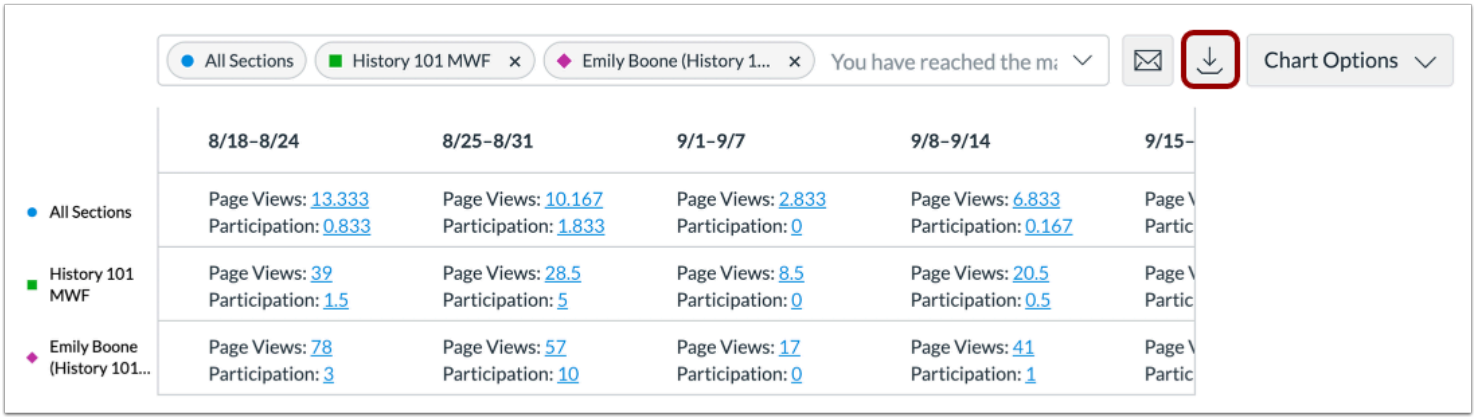
View Data Tray



In the data tray, you can view expanded details for the data point including the date range [1], the current filter view [2], total page views [3], total participations [4], and the student and resources tables [5].

To download a CSV of the data, click the **Download CSV** link [6].

Export Table CSV



To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource URL path.

How do I send a message to all students based on specific course participation criteria in Course Analytics?

When viewing weekly online activity in Course Analytics, you can send a message to students whose participation are among two specific criterion: did or did not view a resource and did or did not participate with a specific resource. Message recipients are automatically populated based on selected criterion as well as any applied filters.

Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

If needed, you can also send a message to an individual student.

Only active and completed student enrollments are included when determining recipients for the "Message Students Who" feature. Inactive or deleted enrollments are not included.

Dropped students are not included when sending a message via weekly online activity.

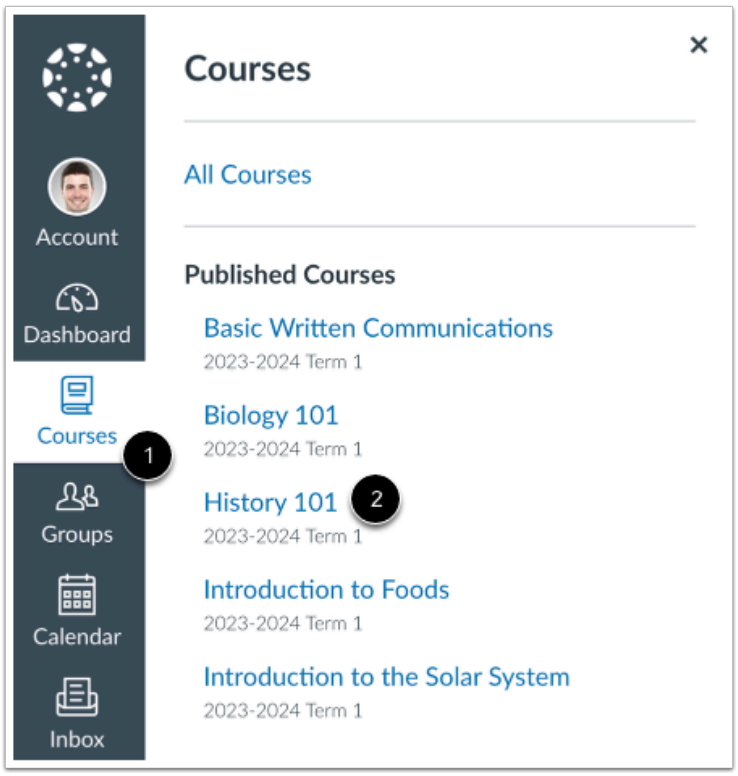
If a student appears to be missing from the recipient list, it may be due to enrollment status or a recent drop.

Filters applied on the Weekly Online Activity tab also affect the recipient pool.

Notes:

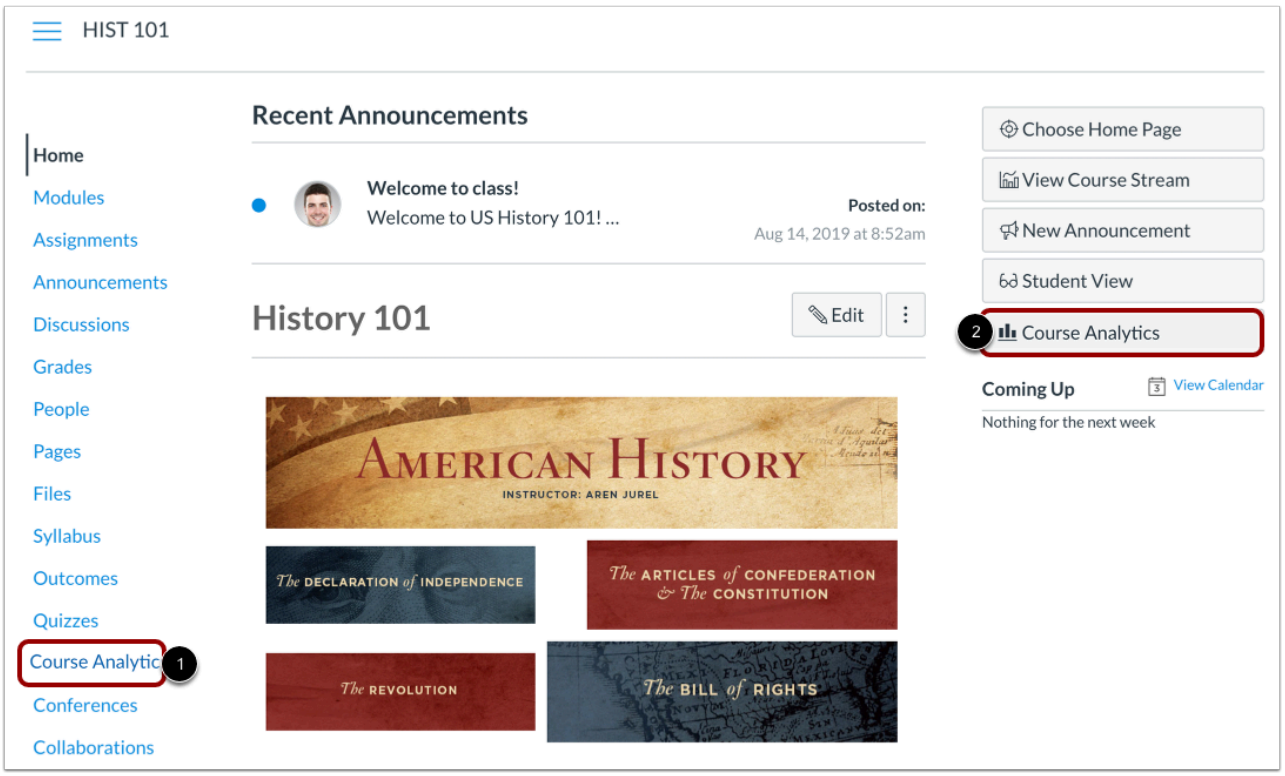
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, when the Course Analytics feature option is first enabled, it may take up to 24 hours before the complete data set becomes available. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Messaging is based on the most recent data refresh. If student activity occurred after the last data update, those actions will not be included when determining message recipients.
- Page views and participations include activity from all supported browsers and Canvas mobile apps.

Open Course



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

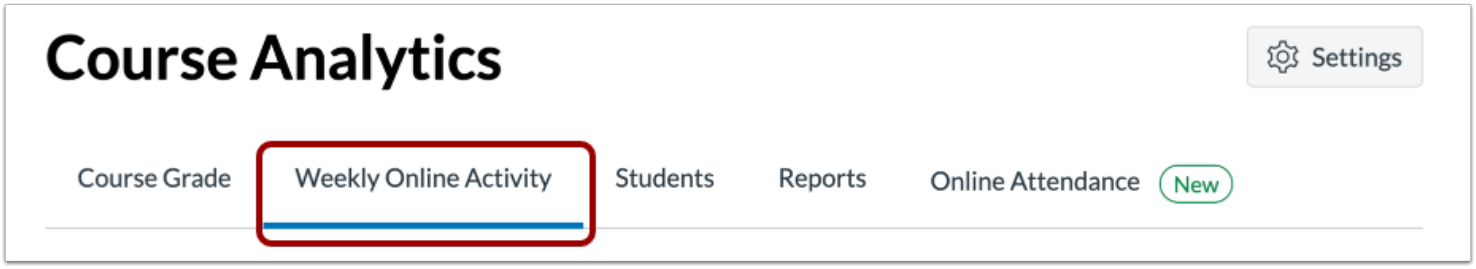
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



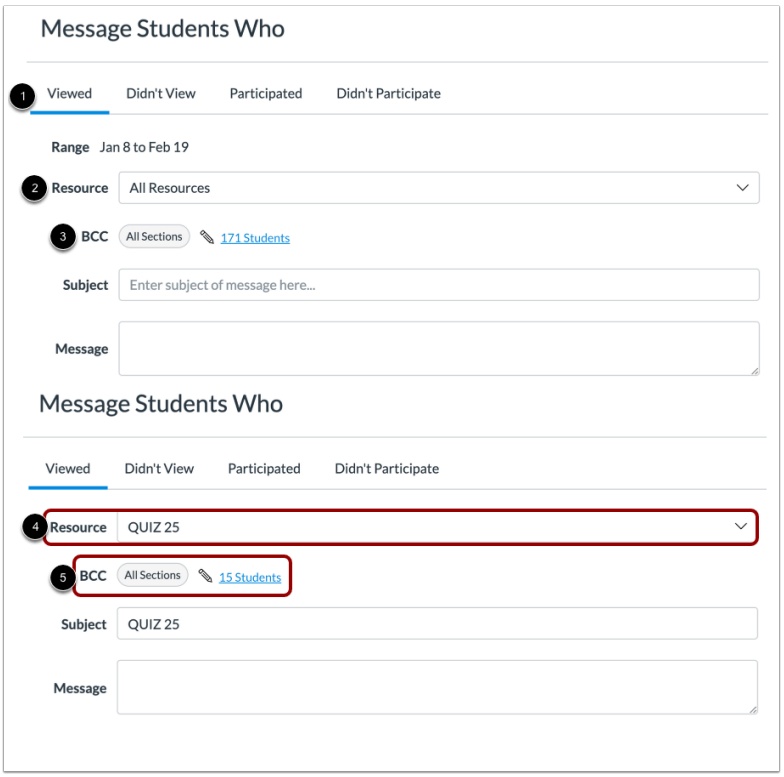
Click the **Weekly Online Activity** tab.

Message Students Who

Message recipients are automatically populated based on selected criterion as well as any applied filters.

If you want to filter analytics for a specific section or student, search for and select the intended filter in the **Filter** field [1]. Then click the **Message** icon [2].

Select Criteria

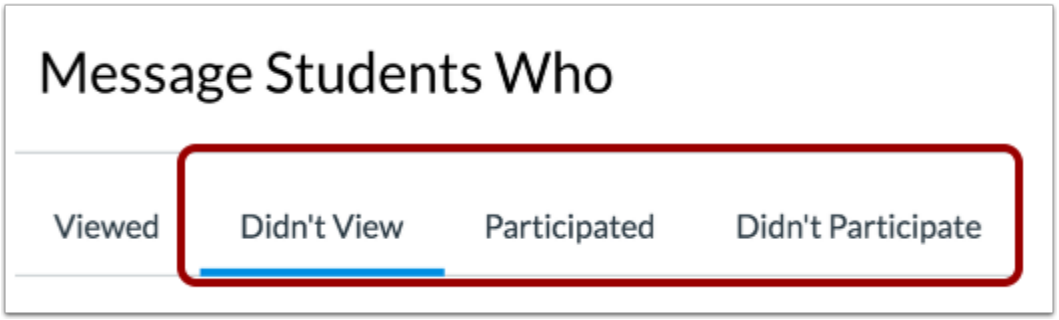


The Message Students Who window defaults to the Viewed criterion [1], which allows you to message students based on a specific resource they viewed.

The Resource field determines the specified resource [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Resource field has All Resources selected. Additionally,

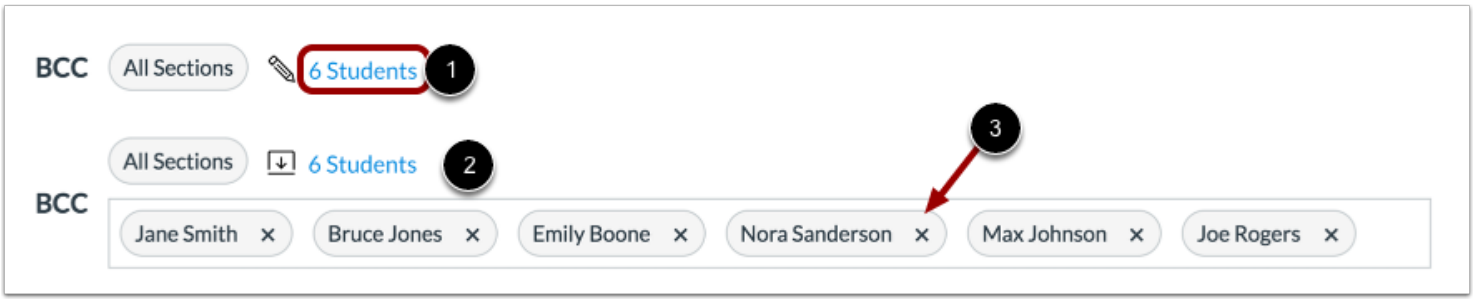
any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

To select a new resource, choose a resource from the Resource drop-down menu [4]. The BCC field displays the updated number of students and/or sections who have viewed the specified resource [5].



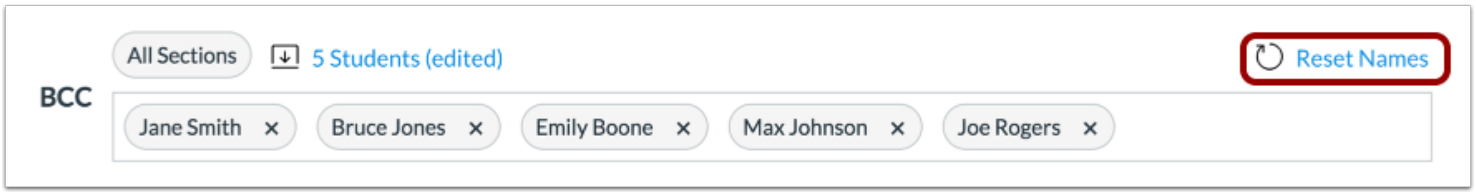
The Didn't View, Participated, and Didn't Participate criteria options do not include any additional criterion. Selected students are based on participation status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended recipients.

Verify Recipients



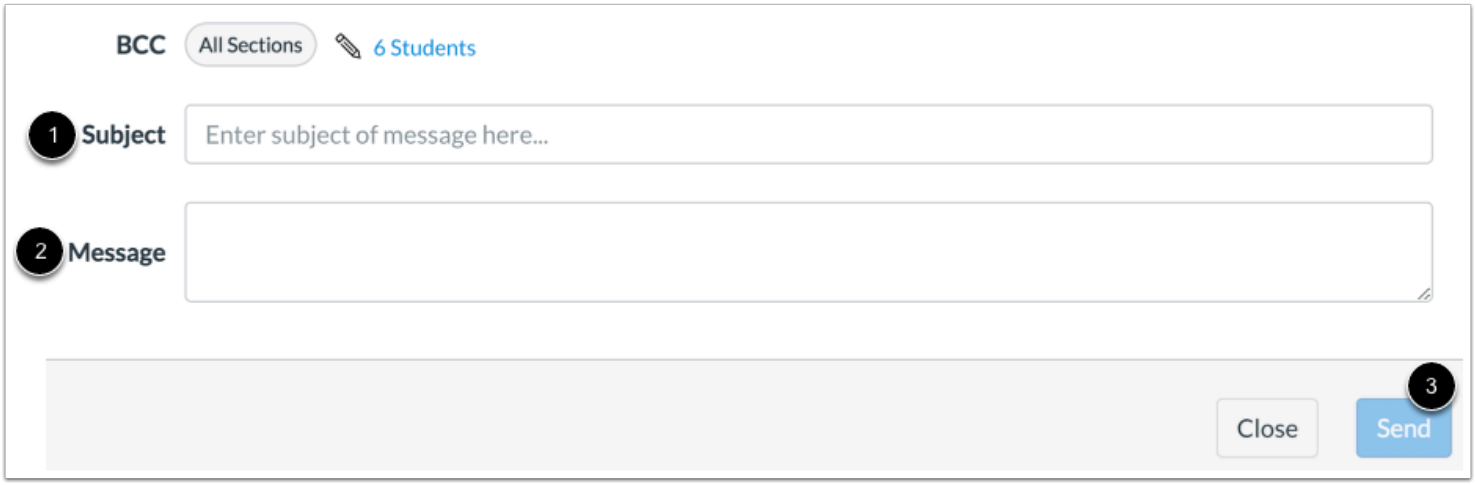
For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].

To remove a student from the message, click **Remove** icon next to the student's name [3].



To reset student names back to the originally specified list, click the **Reset Names** link.

Send Message



In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].

How do I send a message to an individual student based on specific course participation criteria in Course Analytics?

When comparing the course average to an individual student, you can send a message to the student in the analytics page.

Sent messages can be viewed within the Sent folder in the Conversations Inbox.

Only active and completed student enrollments are included when determining recipients for Course Analytics messaging. Inactive, deleted, or dropped students are not included.

If a student does not appear in the recipient list or search results, check their enrollment status or recent drop date.

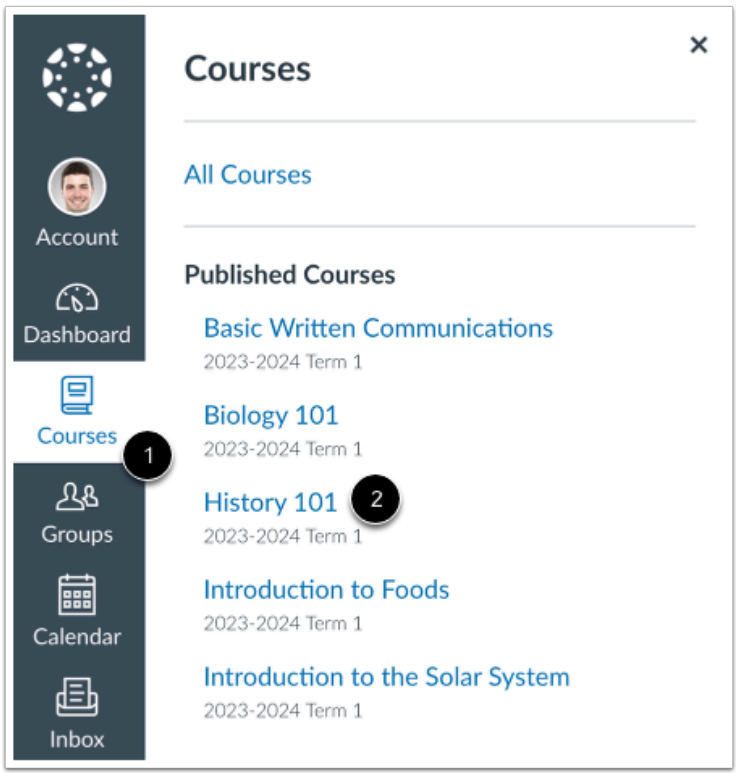
Messaging is based on the most recent data refresh. Activity that occurred after the last update will not appear in the message criteria.

Page views and participations include activity from all supported browsers and Canvas mobile apps.

Notes:

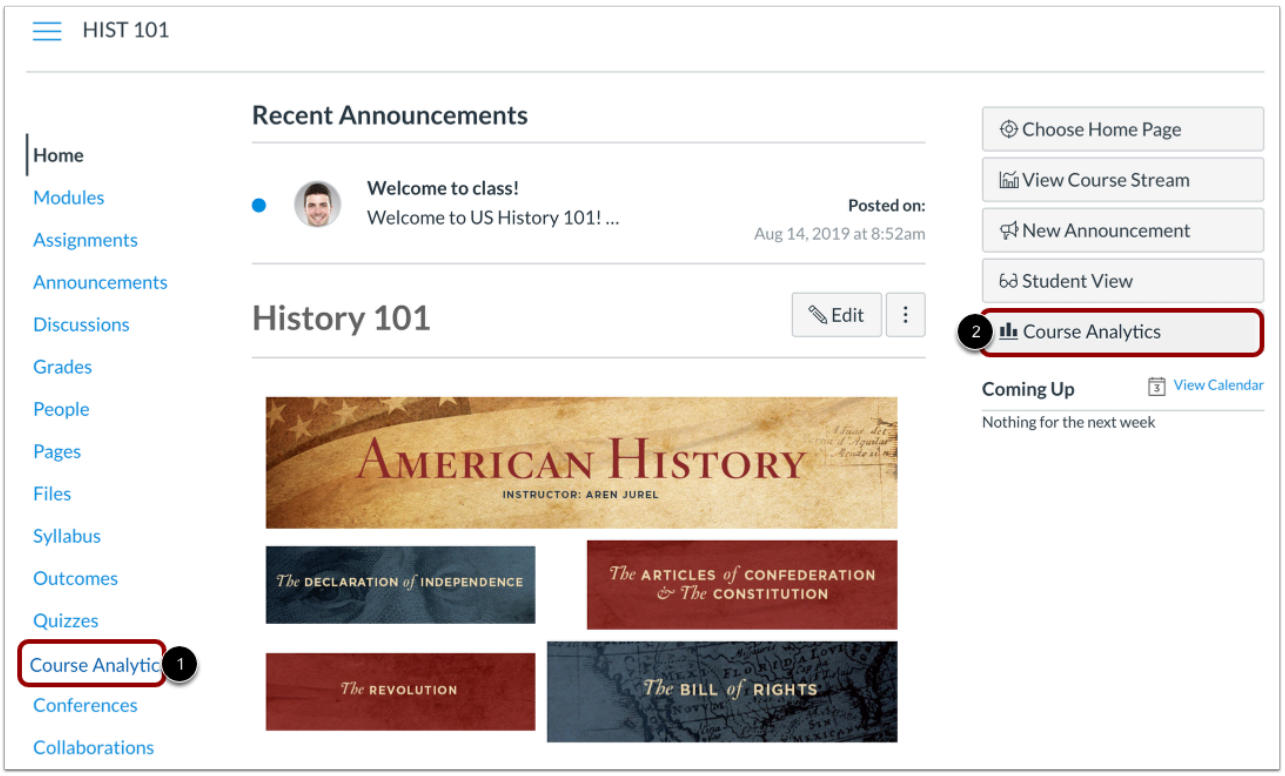
- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, when the Course Analytics feature option is first enabled, it may take up to 24 hours before the complete data set becomes available. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



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

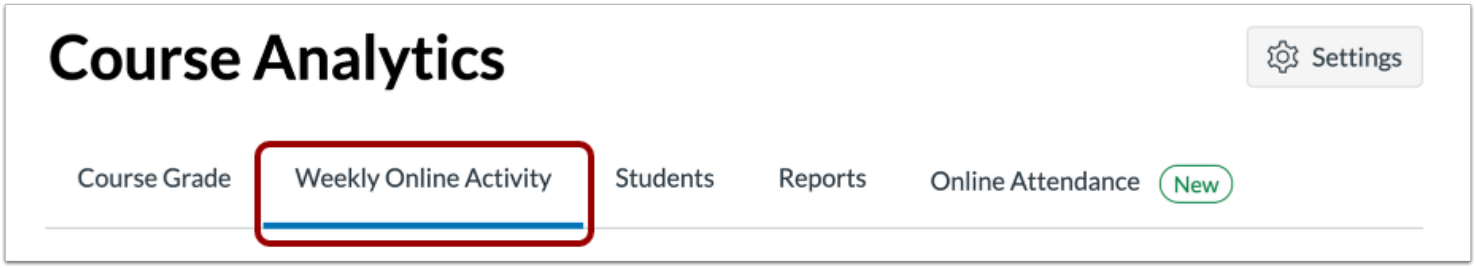
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

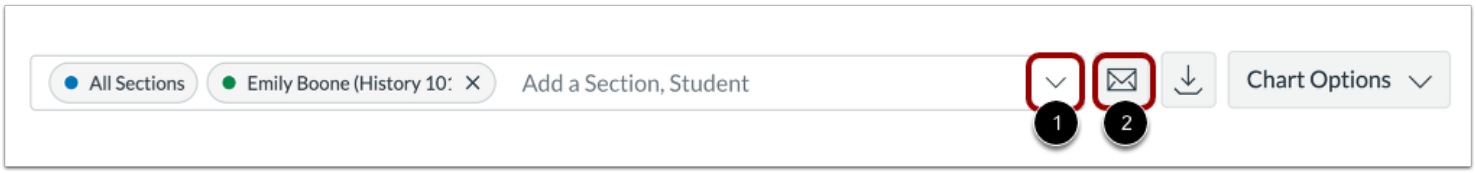
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



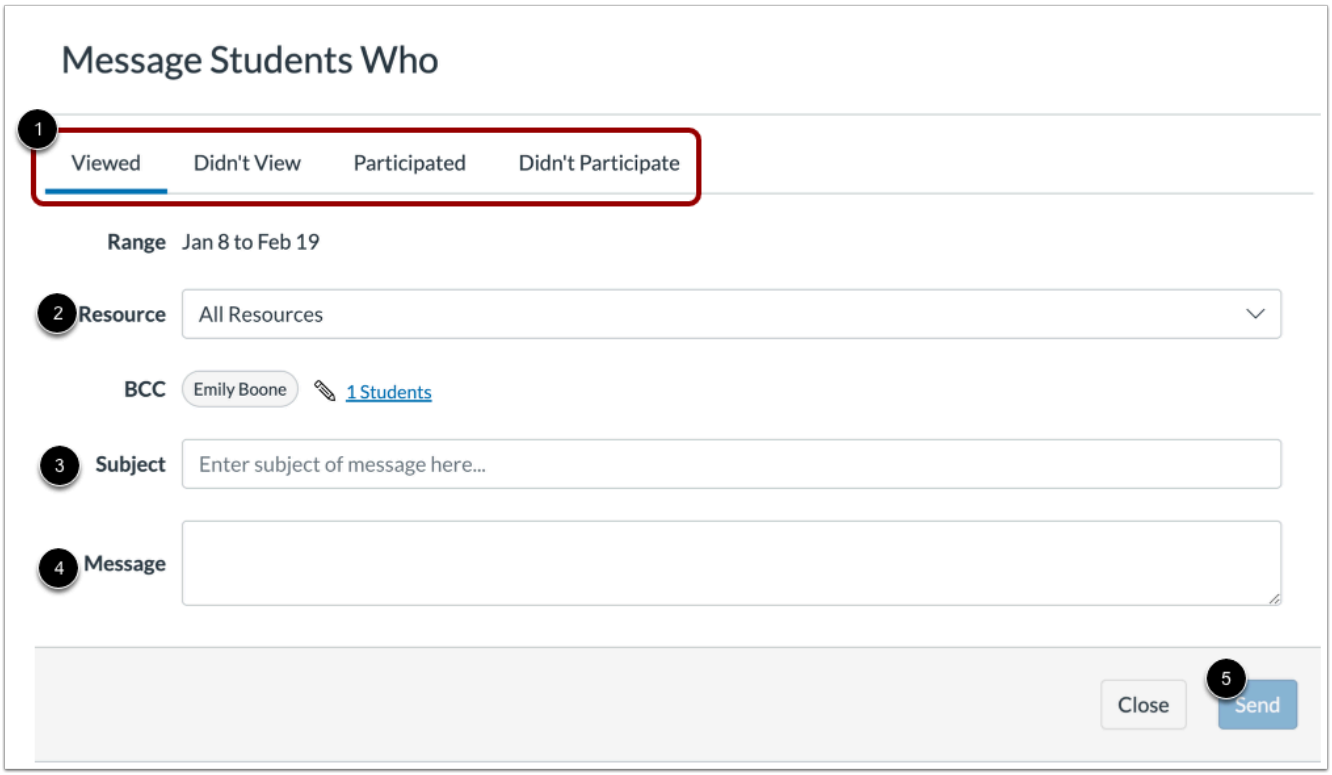
Click the **Weekly Online Activity** tab.

Message Students Who



In the **Filter** field [1], search for and select the name of the intended student. Then click the **Message** icon [2].

Send Message



Select a participation status to message the student about [1].

In the **Resource** drop-down menu, select all or a specific resource [2].

In the **Subject** field, enter a subject for your message [3].

In the **Message** field, enter the description of your message [4].

Click the **Send** button [5].

How do I view and download reports in Course Analytics?

You can view and download reports for published courses as CSV files in Course Analytics. You can download reports for missing assignments, late assignments, excused assignments, class roster, and course activity. Reports can be filtered depending on the report type.

Data is refreshed in Course Analytics every 8 hours. However, when the Course Analytics feature option is first enabled, it may take up to 24 hours before the complete data set becomes available. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.

Downloaded CSV files may show different timestamp formats depending on the user's time zone settings.

If a report appears incomplete or outdated, it may be due to the time of day the data was last refreshed.

Course Analytics report data begins on the date that Course Analytics was enabled in a published course. For example, if a course enabled Course Analytics on October 1 and downloaded a report on October 15, the report would only include data between October 1-15.

All reports reflect the state of data at the time of the last Course Analytics refresh. Data refreshes occur once every 24 hours, but may vary based on institutional configurations.

Course Activity report data includes only the past 30 days of activity and does not account for activity prior to that window.

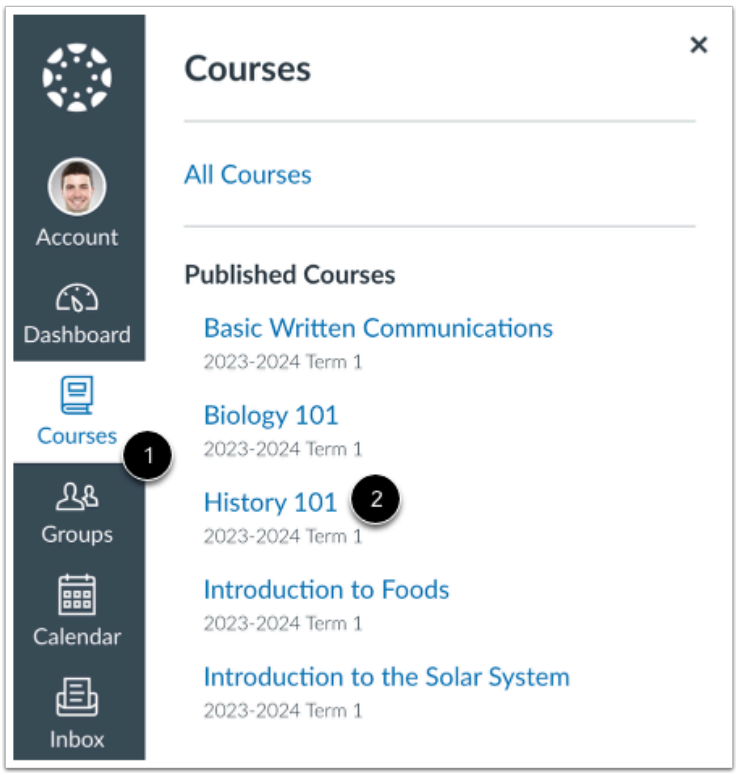
The Class Roster report may include additional columns (such as section, SIS ID, or email address) based on your institution's settings and permissions.

If no data appears in a report, verify the course has published content and student participation after Course Analytics was enabled.

Reports include only active and completed enrollments. Inactive, deleted, or dropped students are excluded from the reports.

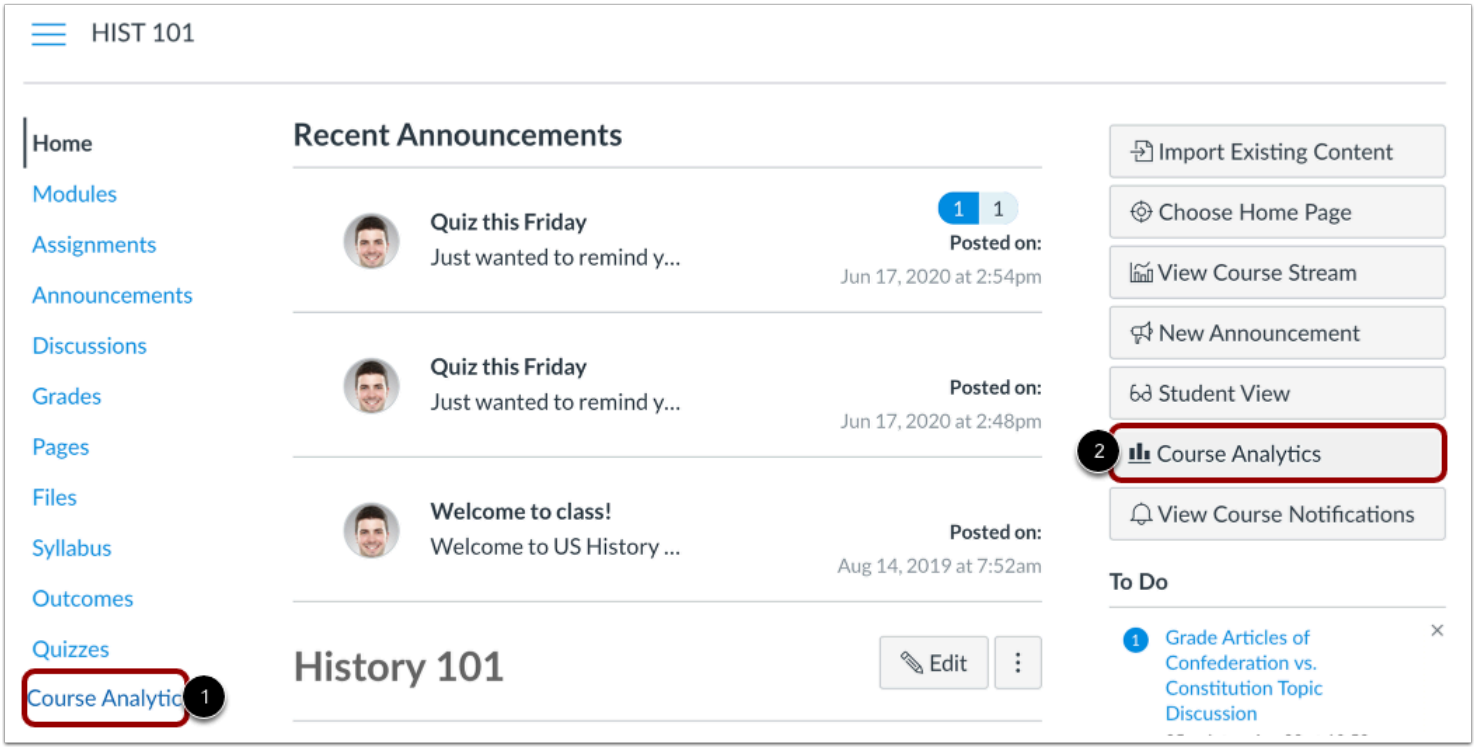
Note: In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



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

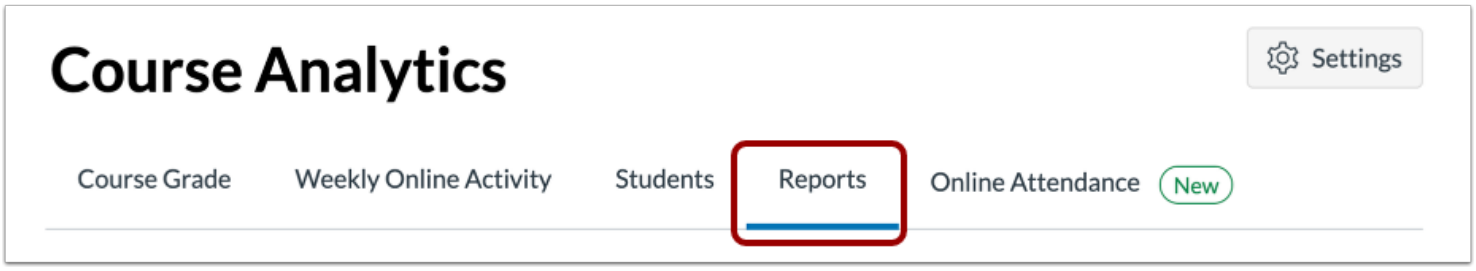
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

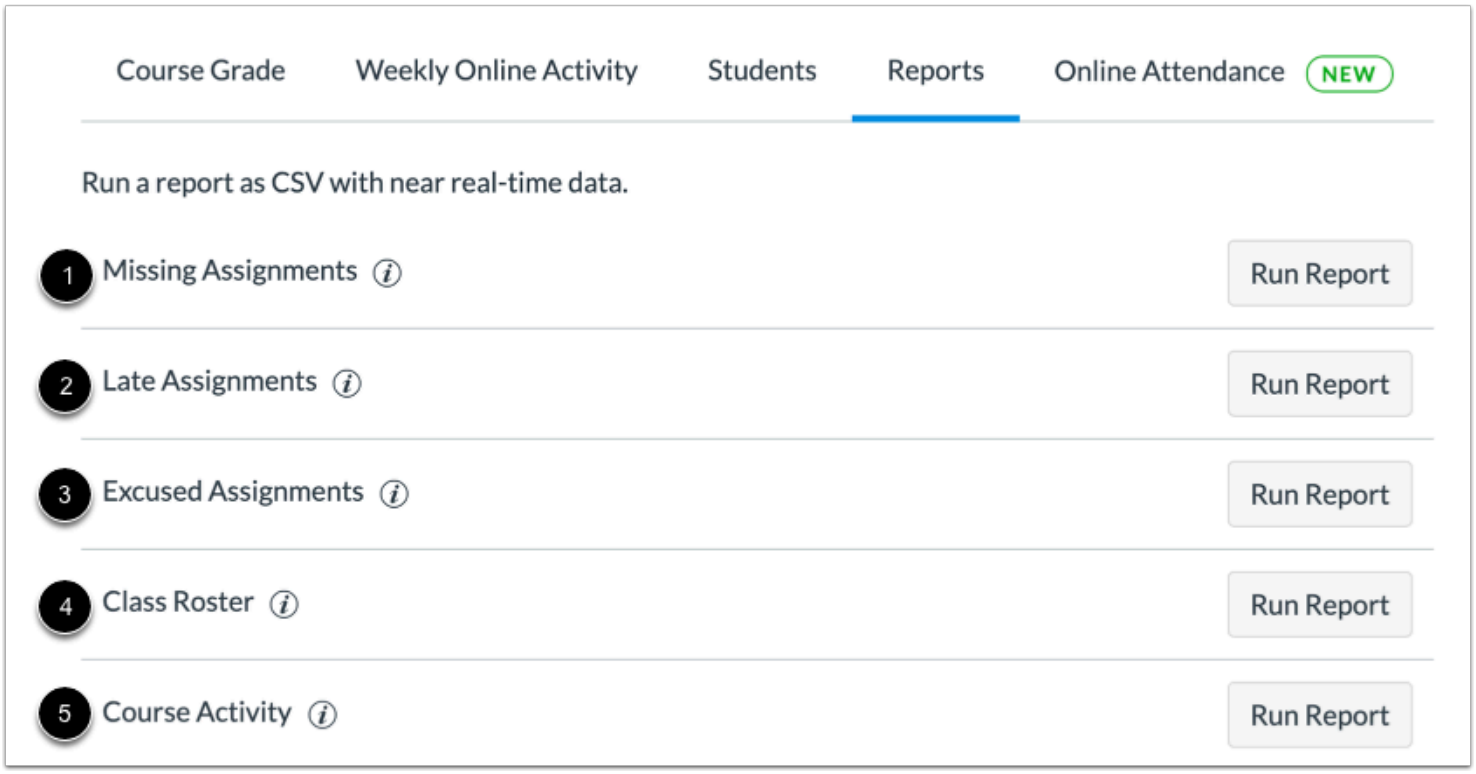
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Reports



Click the **Reports** tab.

View Reports

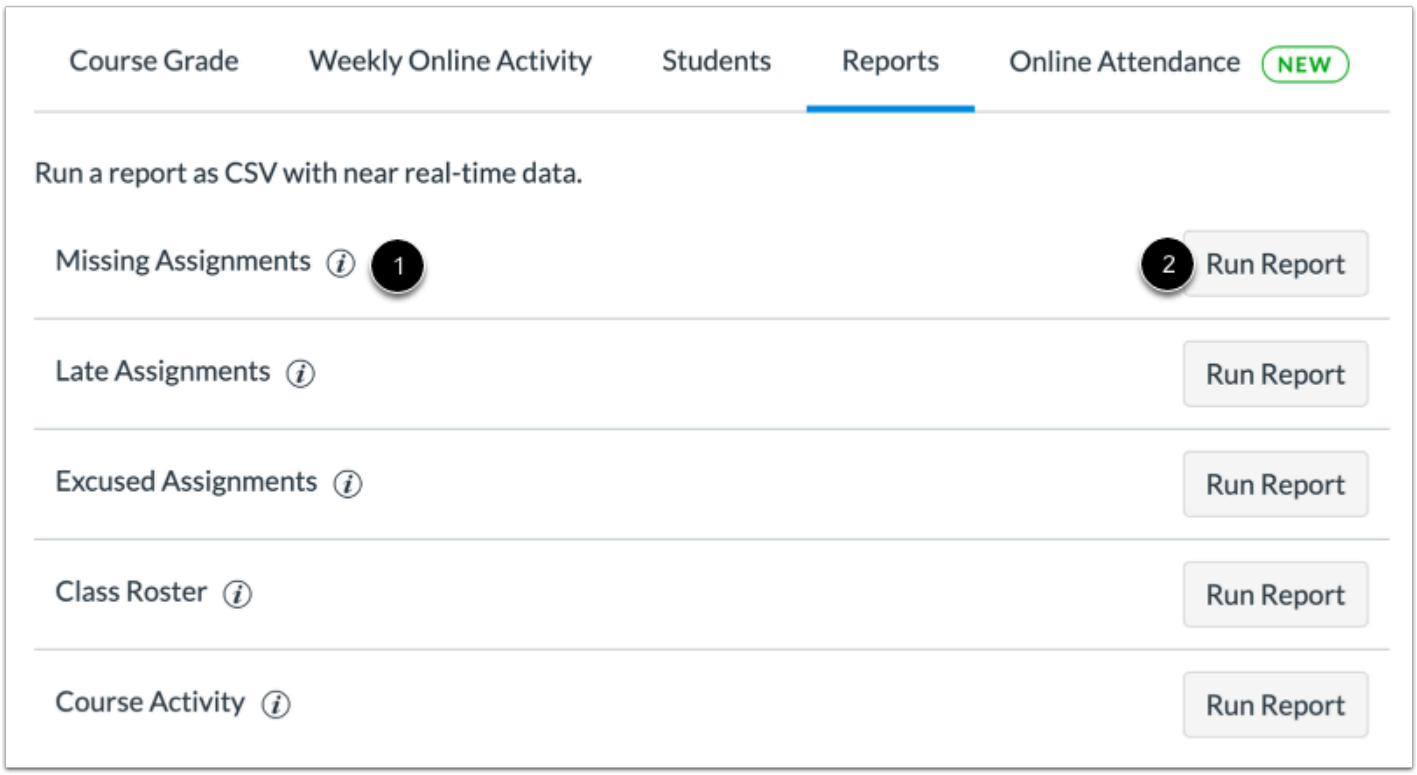


View the Course Analytics reports. The following reports are available:

- **Missing Assignments** [1]: a list of assignments that have not been submitted yet
- **Late Assignments** [2]: a list of assignments that have been submitted late
- **Excused Assignments** [3]: a list of assignments that are excused
- **Class Roster** [4]: a list of students enrolled in the course or section with student contact information such as email and SIS ID
- **Course Activity** [5]: a list of daily user views and participations

Note: The Course Activity Report only includes course activity data for the past 30 days.

Run Reports



To view more information about the report, click the **Information** icon [1].

To open and configure a report, click the **Run Report** button for the corresponding report [2].

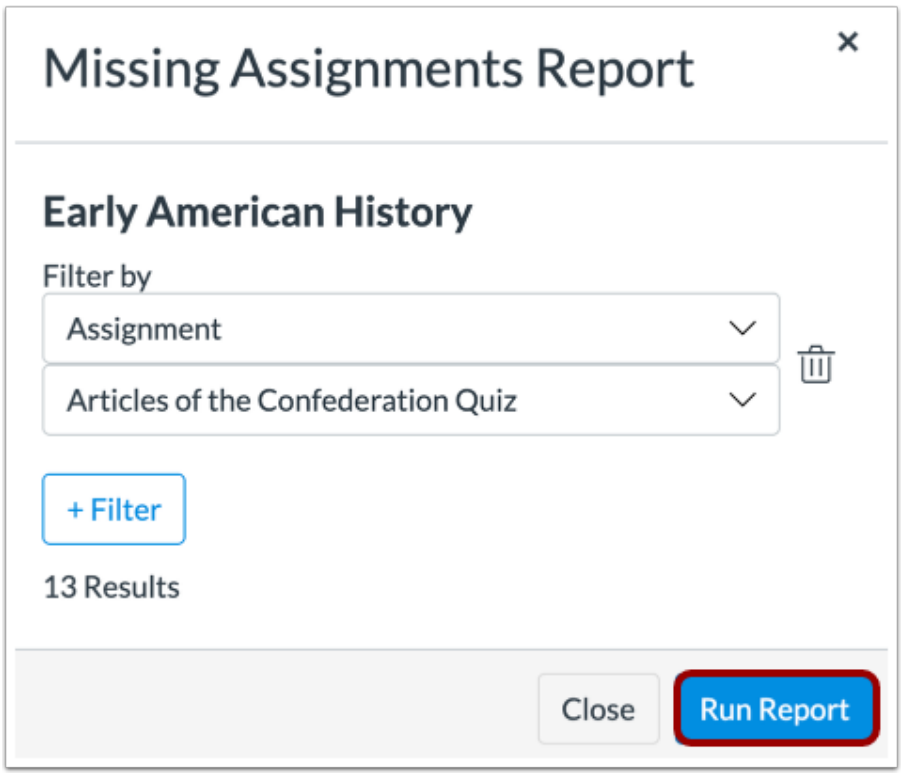
Filter Report

To add a filter for the report, click the **Add Filter** button [1].

Click the **Filter by** drop-down menu and select filters for the report [2].

To remove a filter, click the **Delete** button [3].

Run Report

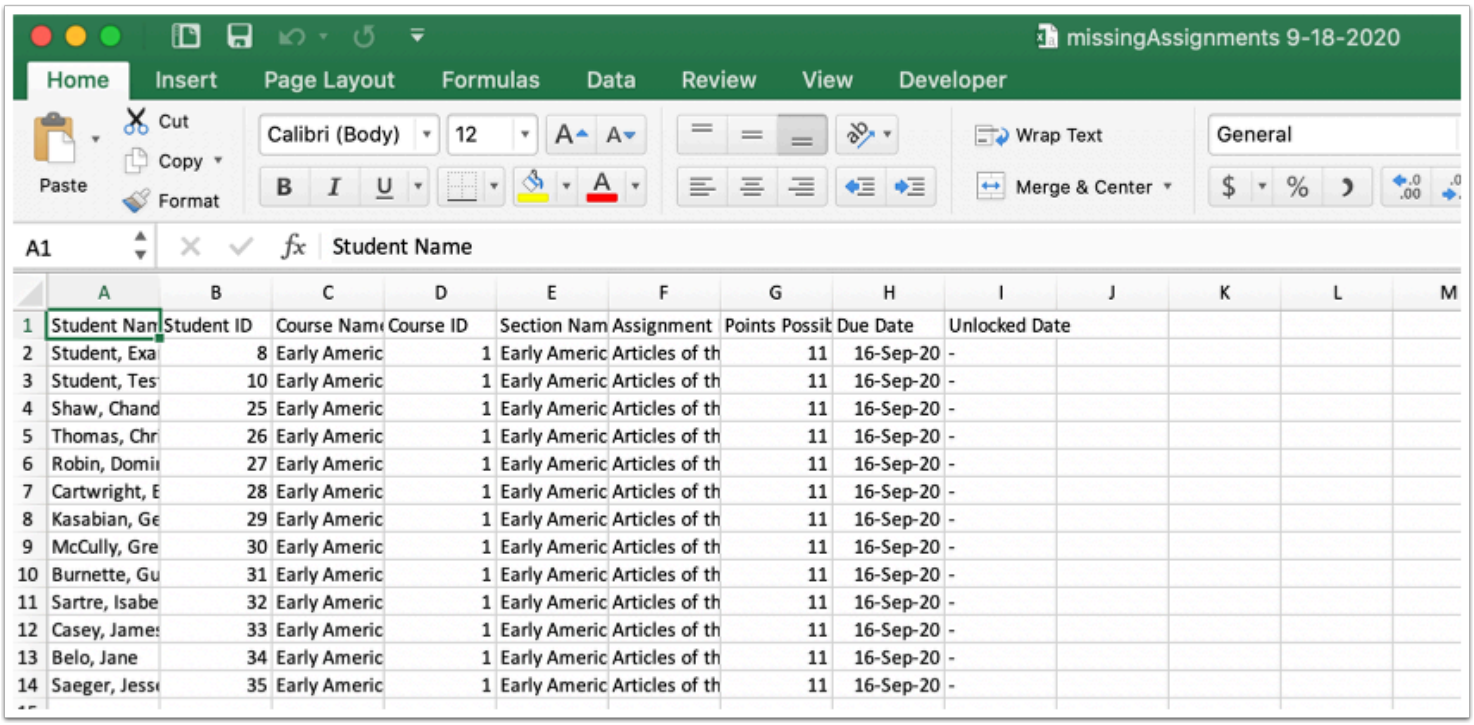


To run the report and download the CSV file, click the **Run Report** button.

Open Report

Locate the CSV file for the report to open and view the report.

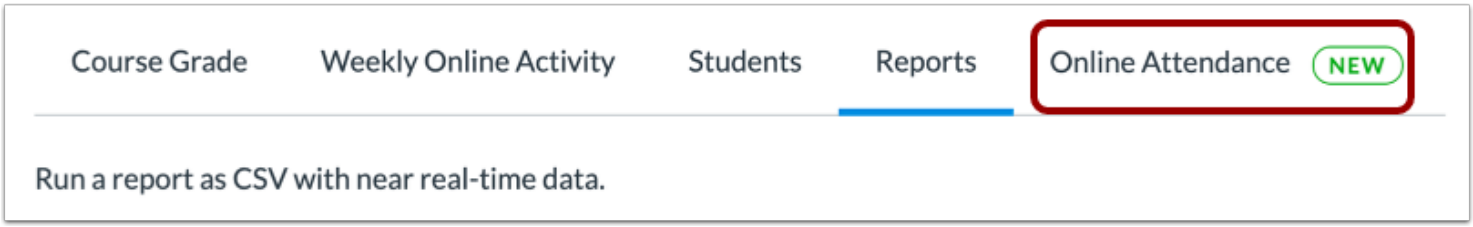
View Report



	A	B	C	D	E	F	G	H	I
1	Student Nan	Student ID	Course Nam	Course ID	Section Nam	Assignment	Points Possit	Due Date	Unlocked Date
2	Student, Exa	8	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
3	Student, Tes	10	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
4	Shaw, Chand	25	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
5	Thomas, Chr	26	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
6	Robin, Domi	27	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
7	Cartwright, E	28	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
8	Kasabian, Ge	29	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
9	McCully, Gre	30	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
10	Burnette, Gu	31	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
11	Sartre, Isabe	32	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
12	Casey, James	33	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
13	Belo, Jane	34	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-
14	Saeger, Jess	35	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-

View the report.

View Online Attendance Report



To view the Online Attendance report, click the **Online Attendance** tab.

Note: If the Online Attendance tab does not display in your course, it has not been enabled by your institution.

How do I view the Online Attendance report in Course Analytics?

If your course has Course Analytics enabled, and your institution has enabled the Online Attendance report, you can view an Online Attendance report. This report is based on criteria that has been selected by your institution. Your institution can select from the following criteria:

- Course Access: student views a page in a course
- Posts: student posts a new comment to an announcement or a discussion
- Assignments: student submits an assignment
- Collaborations: student loads a collaboration to view/edit document
- Conferences: student joins a web conference
- Pages: student creates a page
- Quizzes: student starts taking or submits a classic quiz

If a student meets the requirements of any selected criteria, they will be marked as present for that day in the Online Attendance report.

You can filter the report by student, section, date, and criteria status. You can also select which days of the week your class is in session and when students are expected to meet attendance criteria.

The Online Attendance report helps instructors identify students who may be disengaged or falling behind based on customizable engagement criteria.

Only Classic (not New) Quizzes are supported in the attendance criteria.
Course-level attendance settings are only available if permitted by your institution. If not allowed, all criteria are locked and determined by the institution.

Online Attendance does not support mobile-specific activity tracking—attendance events must occur in a browser environment.

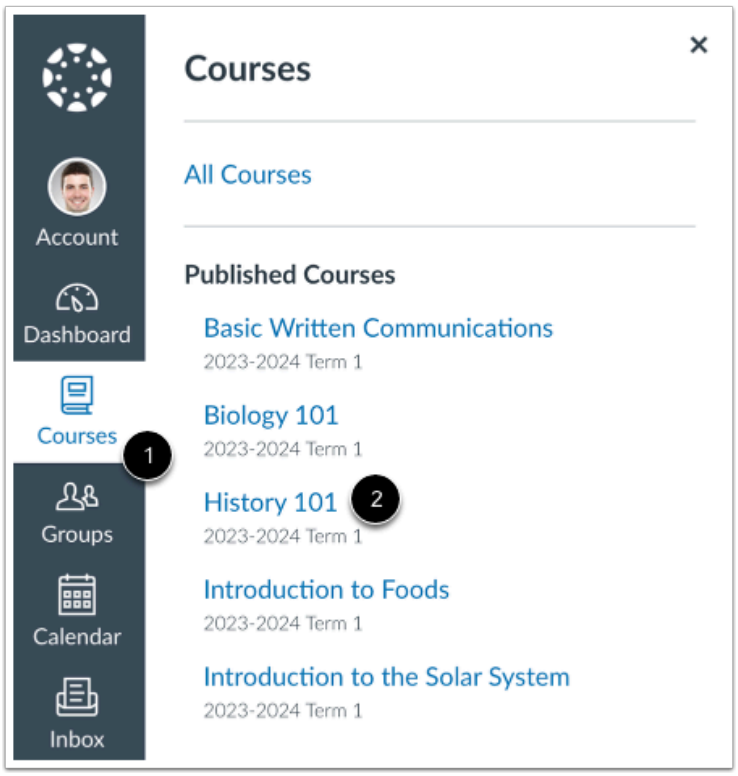
Attendance data is not included in Canvas Data, Canvas APIs, or admin-level reports. It is intended only for use within the course-level Course Analytics interface.

Notes:

- If you cannot view the Course Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the Course Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in Course Analytics every 8 hours. However, when the Course Analytics feature option is first enabled, it may take up to 24 hours before the complete data set becomes available. Make sure to also check the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.

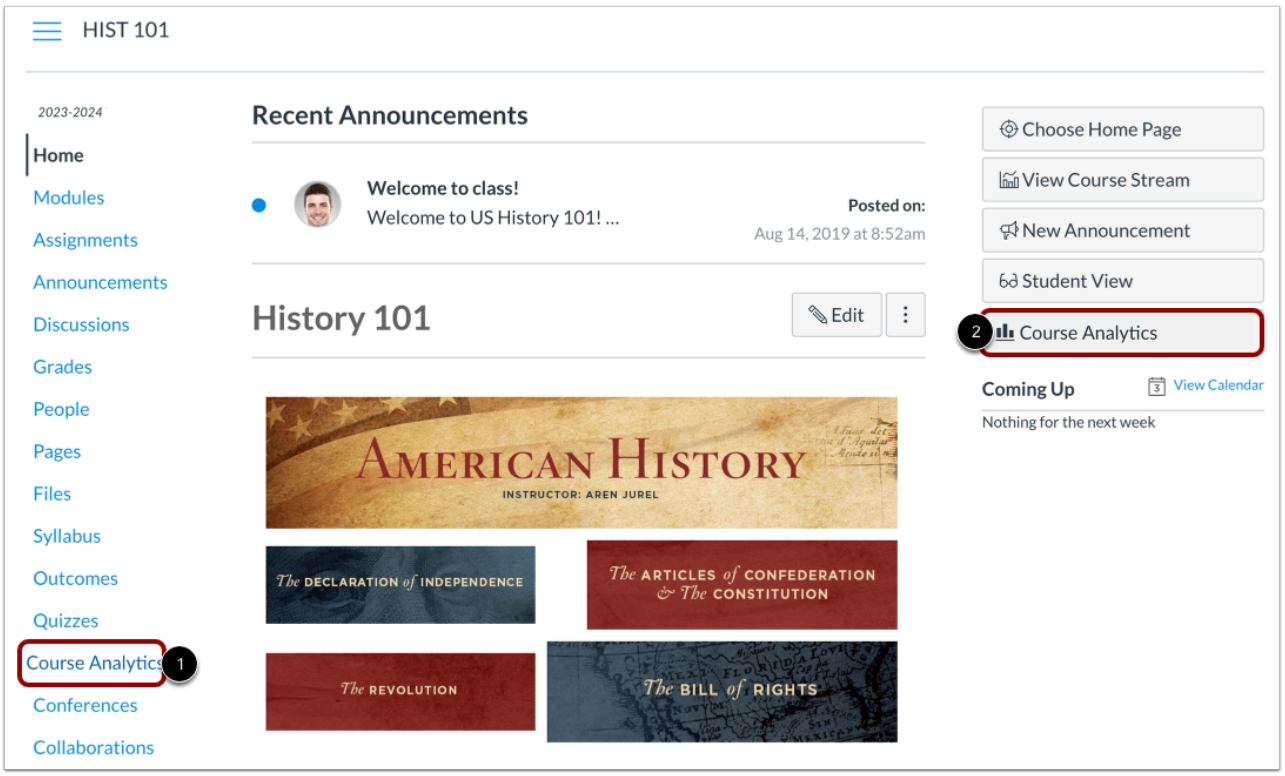
- The Online Attendance report includes only students with active or completed enrollments. Inactive, dropped, or deleted enrollments are excluded.
- The report uses participation events (such as submitting an assignment or replying to a discussion) to determine attendance. Page views alone do not count.
- If attendance appears incomplete, consider the timing of the most recent data refresh. Participation from the past few hours may not yet be included.
- In order for Course Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- The Conferences criteria only applies to BigBlueButton conferences. The Quizzes criteria only applies to Classic Quizzes.
- The Course Analytics feature must be enabled by a Canvas admin at your institution.
- Currently, online attendance data does not roll up at the admin level and is not available via the Canvas API. Additionally, because online attendance data is aggregated data, it does not appear in Canvas Data tables or Live Events.
- The current implementation does not support participation from external tools.

Open Course



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

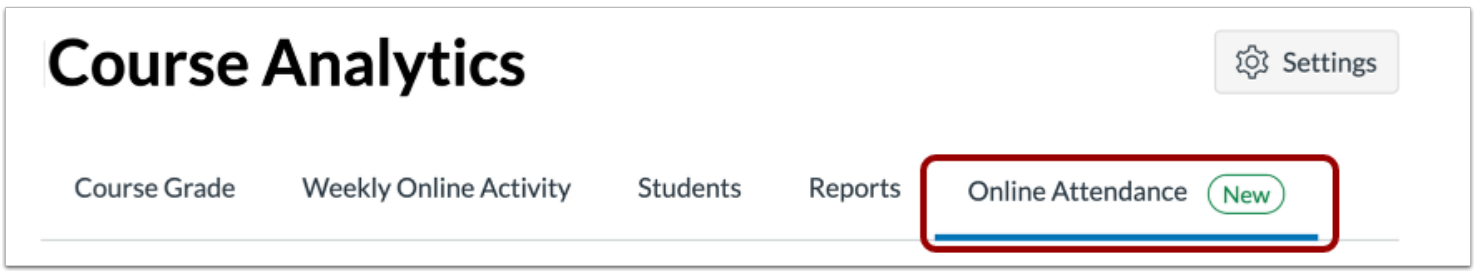
Open Course Analytics



To open Course Analytics, click the **Course Analytics** link in Course Navigation [1] or click the **Course Analytics** button in the Course Home Page [2].

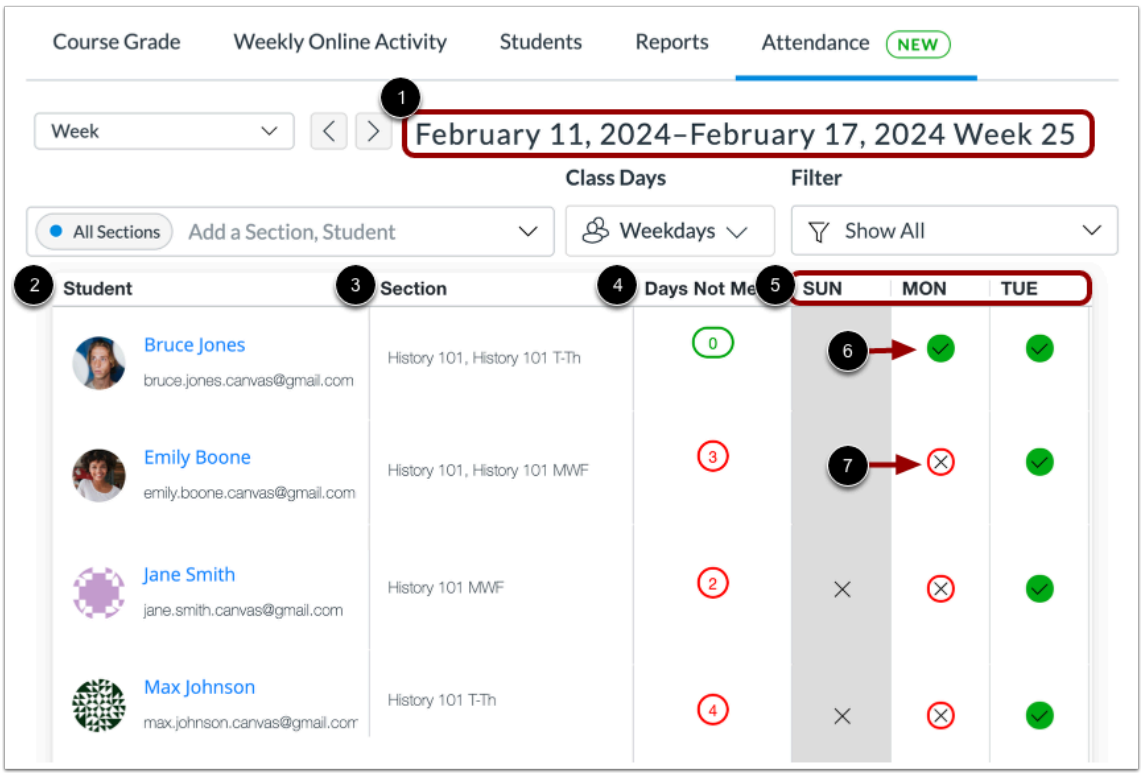
Note: If you cannot view the Course Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Attendance



Click the **Online Attendance** tab.

View Online Attendance Report

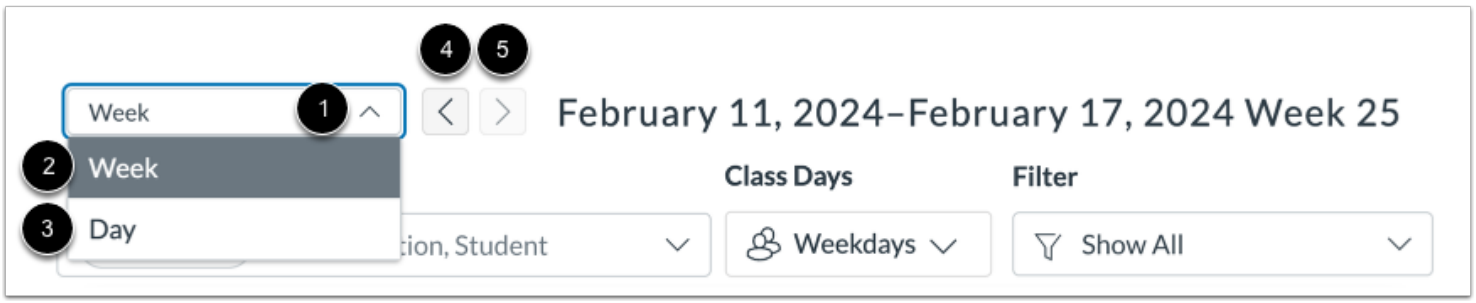


By default, the Online Attendance report displays attendance data for the current week [1].

The data table displays the name of each student [2], their section [3], the number of days they haven't met online attendance criteria [4], and their attendance status for each day [5].

If a student has met online attendance criteria for a given date, the date displays a **Checkmark** icon [6]. If a student has not met online attendance criteria for a given date, the date displays an **X** icon [7].

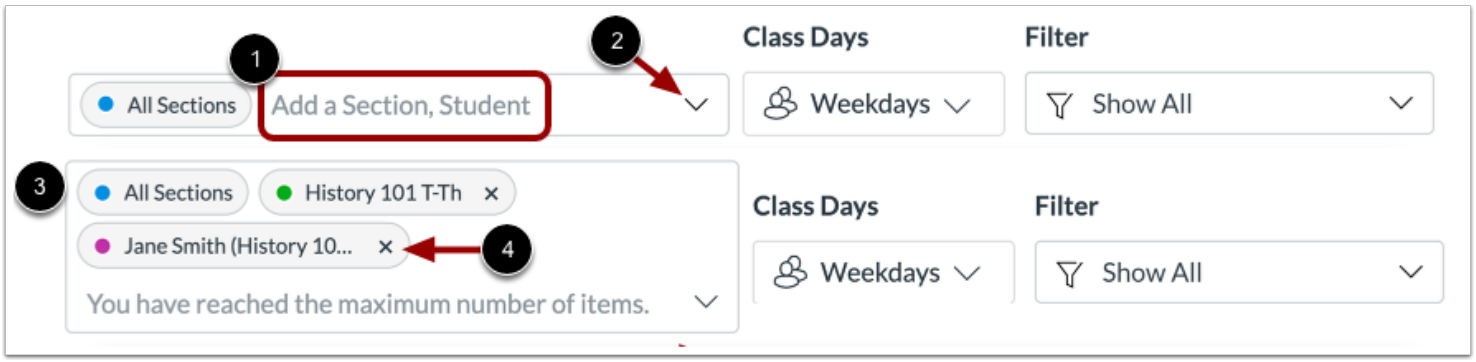
Filter Table by Date



The Online Attendance table can display data for a week or a day. To manage what displays in the table, click the **Date** drop-down menu [1] and select the **Week** option [2] or **Day** option [3].

To move to the previous week or date, click the **Previous** button [4]. To move to the next week or date, click the **Next** button [5].

Filter Table by Section or Student

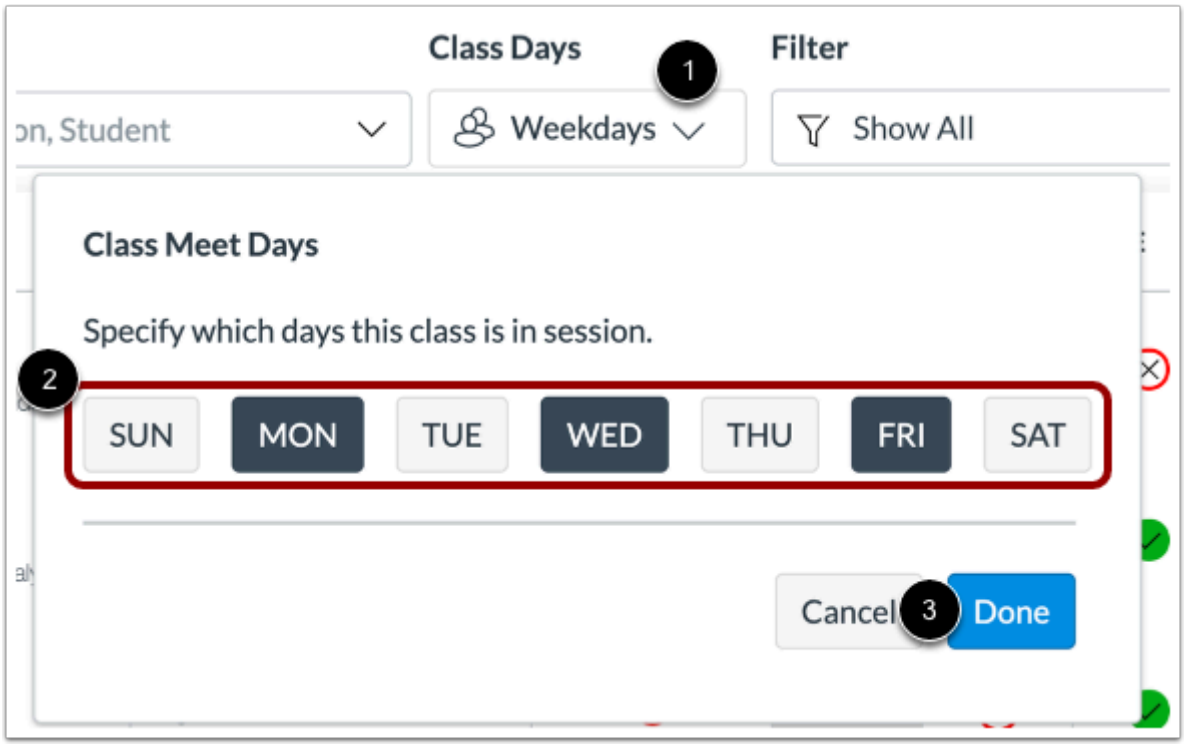


You can also filter the Online Attendance table data to display specific students or course sections.

To search for student or section, enter a name in the **Add a Section, Student** field [1] or click the drop-down menu [2].

Selected students or sections display in the search field [3]. You can select a maximum of three students and/or sections to filter the Online Attendance table data. To remove a student or section filter, click the **Remove** icon [4].

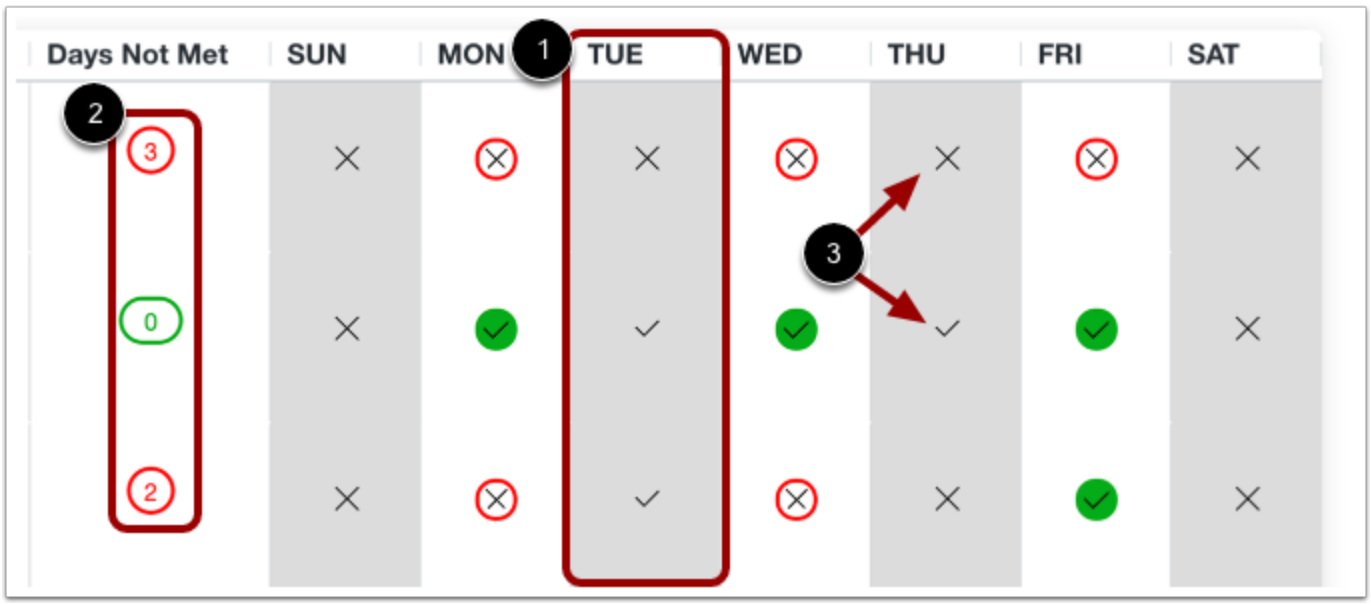
Select Class Days



To select which days of the week attendance data is recorded for students, click the **Class Days** drop-down menu [1].

To select your class dates, click the **Class Meet Days** buttons [2]. Then click the **Done** button [3].

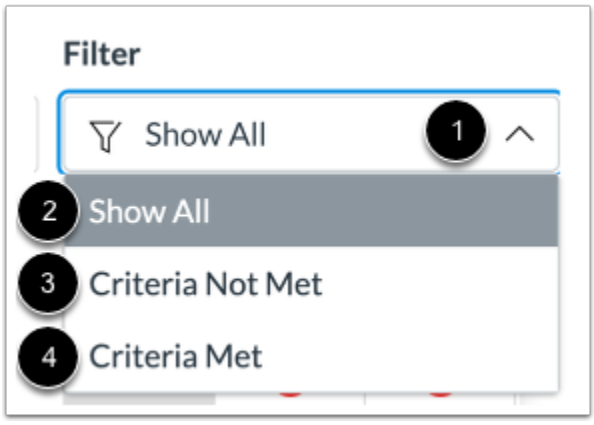
View Table



Any day of the week that is not selected as a class day displays as shaded in the Online Attendance table [1]. The **Days Not Met** column displays Online Attendance totals for class days [2].

The Checkmark and X icons still display in dates that are not designated as class dates to indicate if students met attendance criteria on those dates [3].

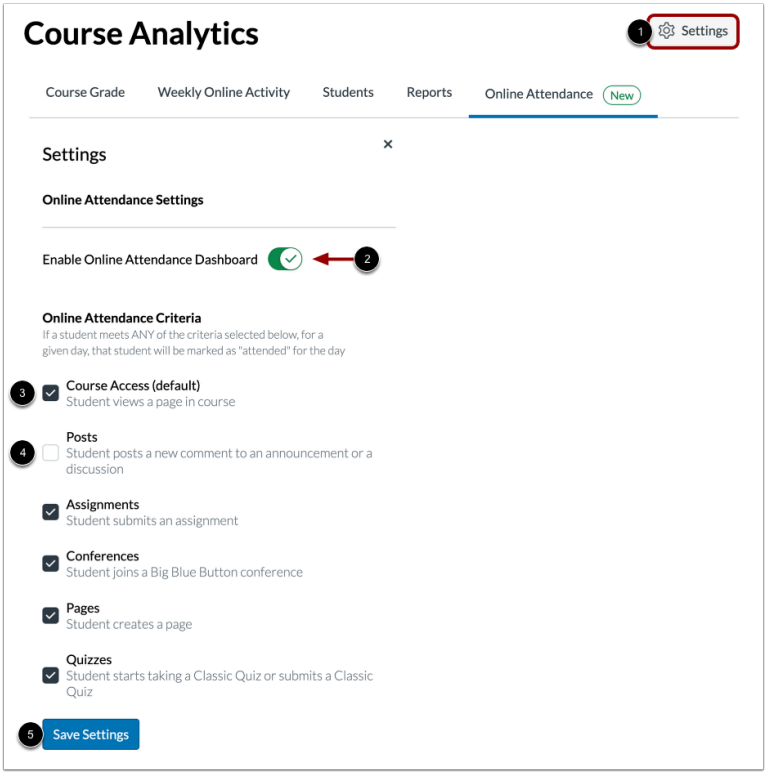
Filter Table by Criteria Status



To filter the Online Attendance table by criteria status, click the **Filter** drop-down menu [1].

To show all students, select the **Show All** option [2]. To show students who have not met criteria for every class day, select the **Criteria Not Met** option [3]. To show students who have met criteria for every class date, select the **Criteria Met** option [4].

View Criteria Settings



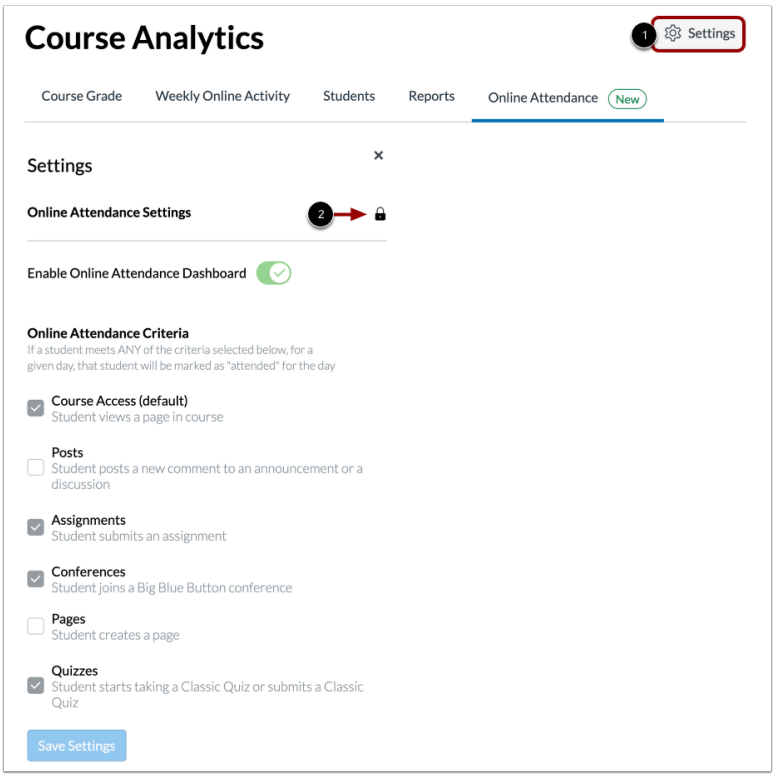
To view criteria settings managed by your institution, click the **Settings** button [1].

If your institution allows you to set attendance criteria at the course level, you can enable or disable the Online Attendance dashboard in Course Analytics for each of your courses [2].

You can also select your own criteria. Criterion that count toward online attendance display a checkmark icon [3]. Criterion that do not count toward online attendance display an empty checkbox [4].

Click the **Save Settings** button [5].

View Locked Criteria Settings



To view criteria settings managed by your institution, click the **Settings** button [1].

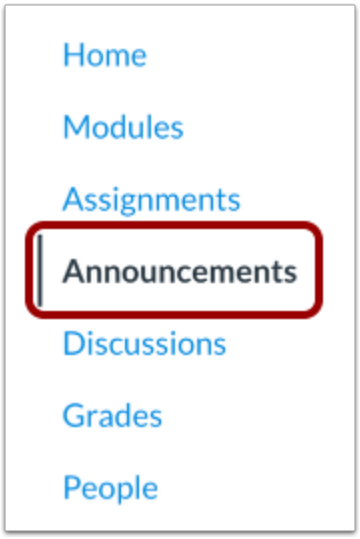
Online attendance criteria are locked and can only be managed by your institution [2].

Announcements

How do I use the Announcements Index Page?

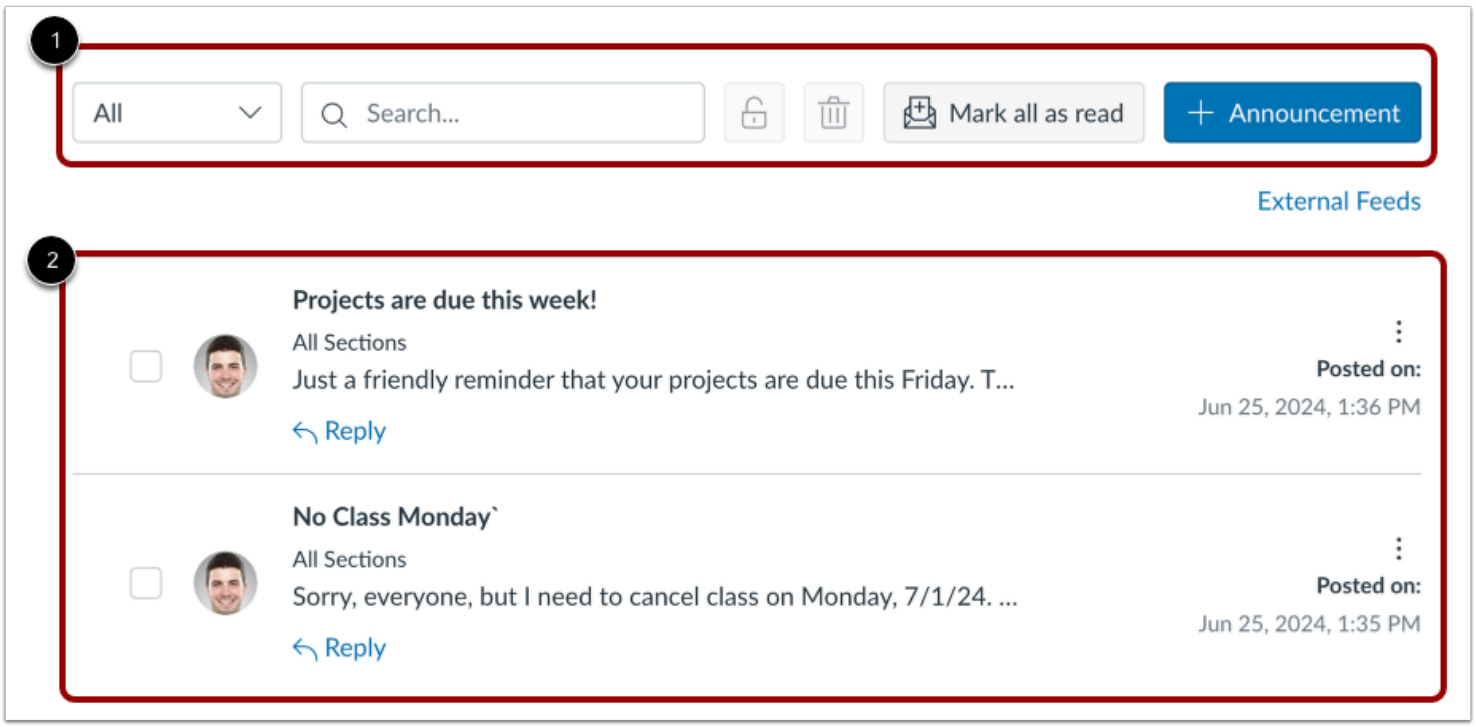
You can view all your course announcements in the Announcements Index Page. As an instructor, you can also create announcements and modify announcement settings.

Open Announcements



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

View Index Page



The Announcements Index page is designed with global settings at the top of the page [1], followed by the individual announcements [2].

View Global Settings

To filter the announcement list to view all or only unread announcements, click the drop-down menu [1].

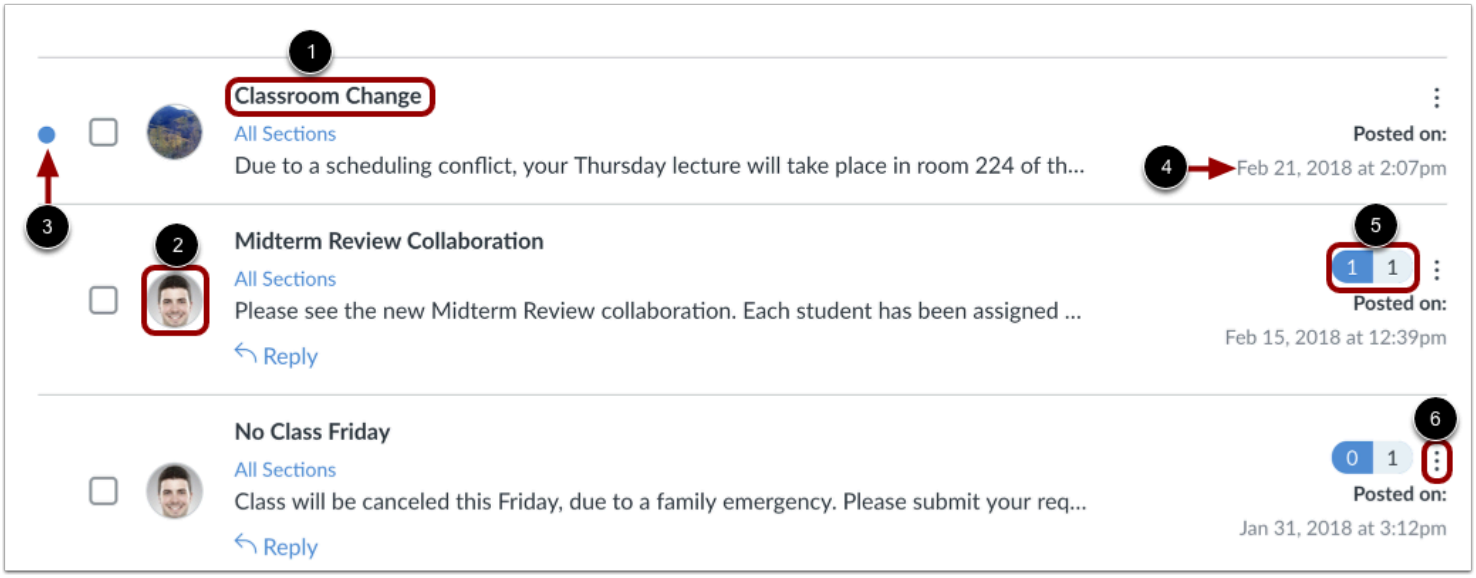
To search for an announcement by words in its title, enter words, phrases, or partial words in the **Search** field [2].

To mark all announcements as being read, click the **Mark all as read** button [3].

To add a new announcement, click the **Add Announcement** button [4].

To view external feeds for announcements, click the **External Feeds** link [5]. You can add an external feed or subscribe to the Announcements RSS feed.

View Announcements



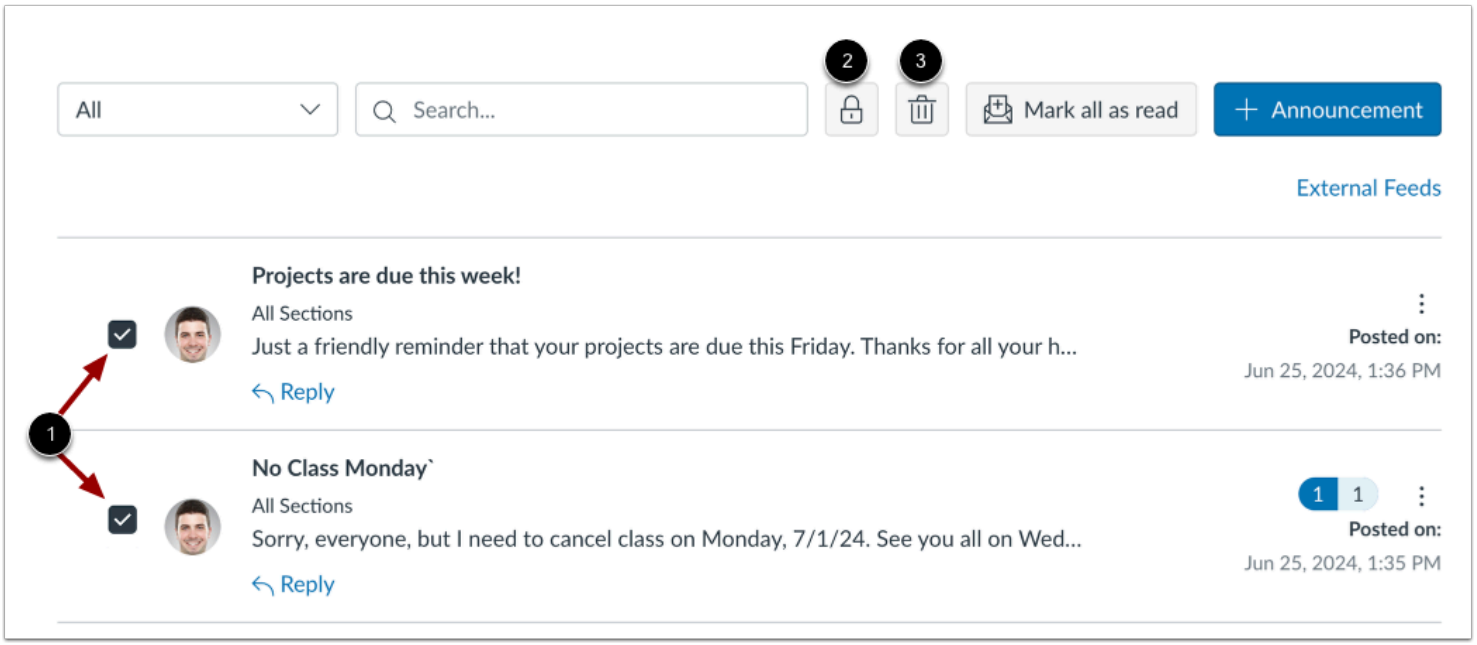
Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.

Each announcement includes the title of the announcement [1], the profile picture of the user who posted the announcement [2], an unread indicator near unread announcements [3], the announcement post date [4], the number of unread/total replies in the announcement [5], and an options icon to manage individual announcement settings [6].

Notes:

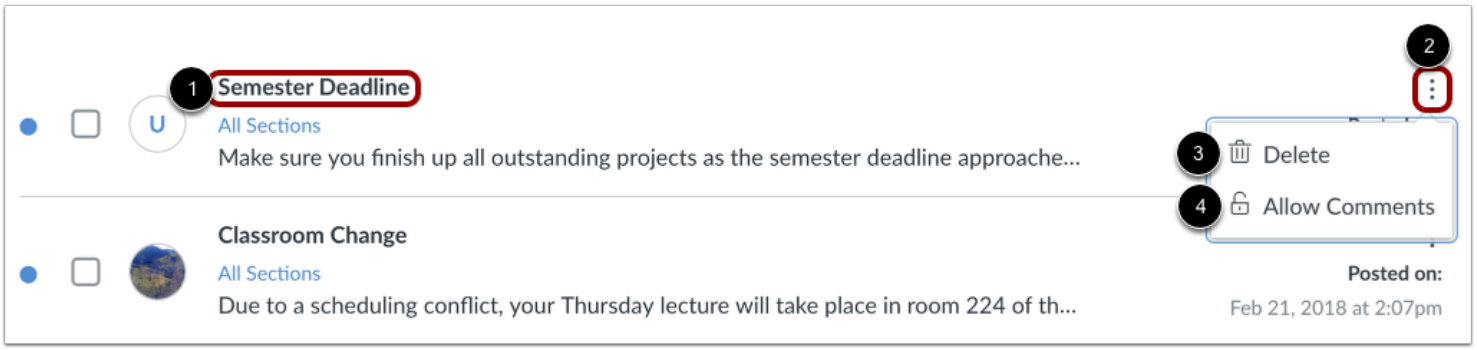
- A profile picture displaying the letter U in place of a user's profile picture indicates that an announcement was imported using a course copy, the Course Import Tool, or a blueprint course. Additionally, copied announcements do not include a posted date and time.
- If a user does not have a profile picture, the user's initials display in place of their profile picture.

Manage Multiple Announcements



To apply a bulk action, such as locking or deleting, click the checkbox next to the announcements [1]. To close all selected announcements to comments, click the **Lock** button [2]. To delete all selected announcements, click the **Delete** button [3].

Manage Individual Announcements



To view an announcement, click the name of the announcement [1].

To open individual announcement settings, click the **Options** icon [2]. To delete an announcement, click the **Delete** link [3]. If your course allows comments, you can also allow or disallow comments [4].

View Student View

To view the announcements index page as a student, click the **View as Student** button.

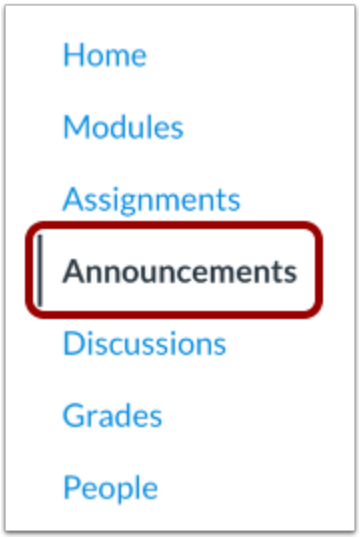
Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I view and sort announcement replies as an instructor?

You can view all replies in an announcement by scrolling or searching content. Announcement replies are hierarchical, collapsable, and expandable.

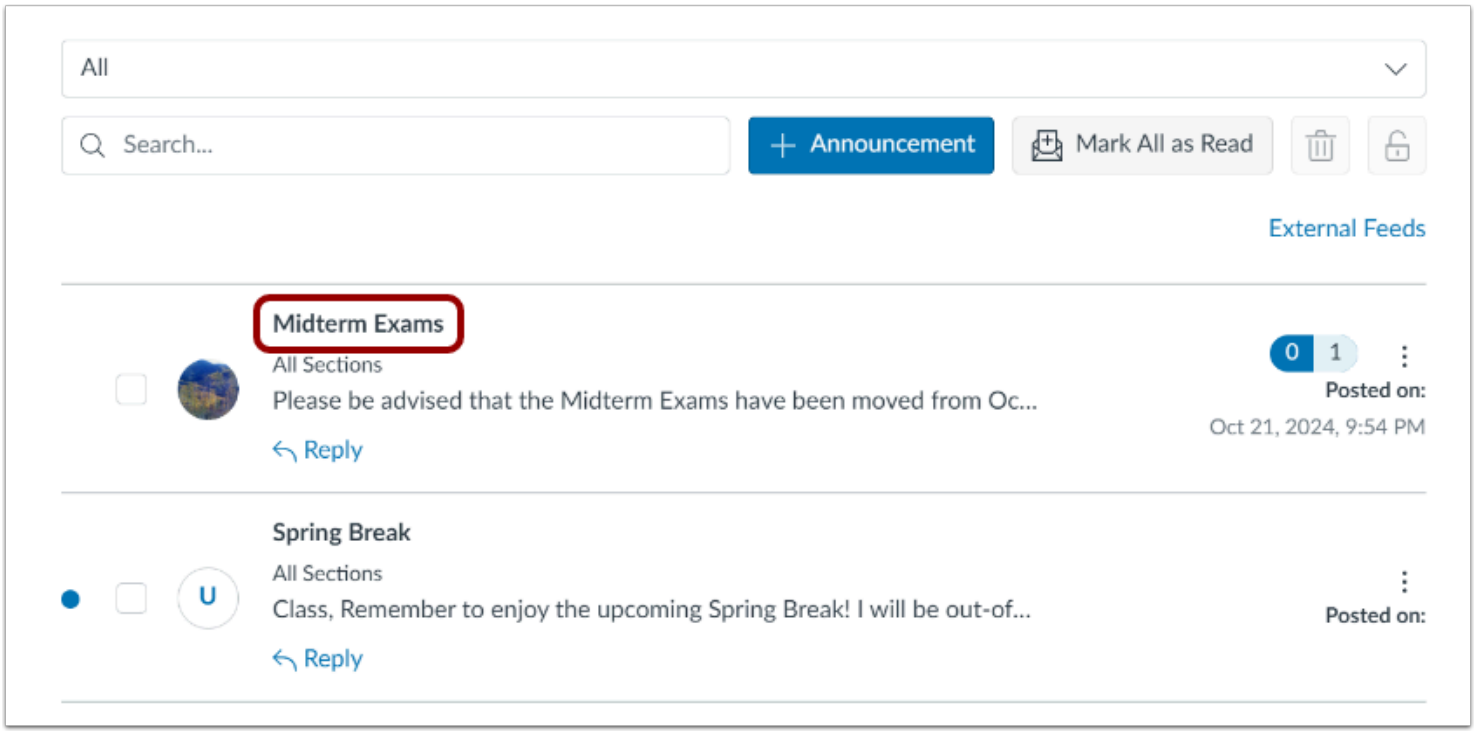
Note: Not all announcements may allow replies. Additionally, announcement replies may be disabled in Course Settings or at the account level.

Open Announcements



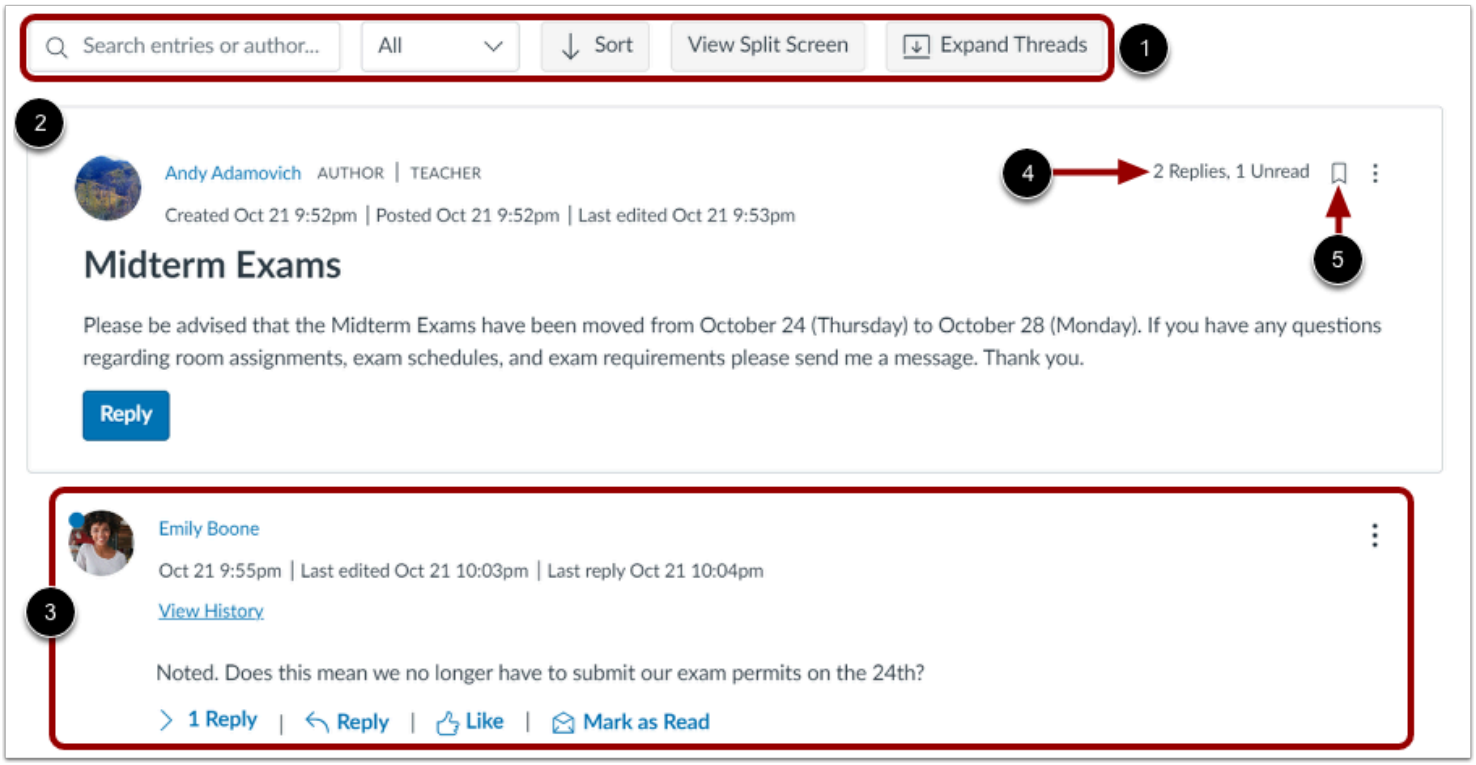
In Course Navigation, click the **Announcements** link.

Open Announcement



Click the name of an announcement.

View Announcement



Each announcement displays a toolbar that allows you to view and navigate announcement replies [1].

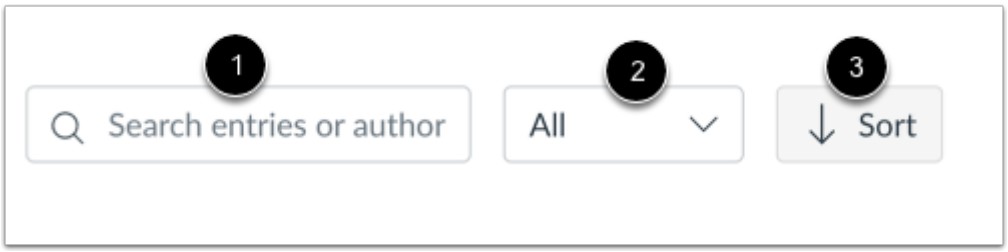
Announcements include an announcement [2] and any announcement replies [3].

You can view the total number of replies and the number of unread replies [4].

You can receive notifications for announcement activity by subscribing to the announcement. To subscribe to an announcement, click the **Subscribe** icon [5]. You are automatically subscribed to any announcements you create or reply to. To unsubscribe, click the **Subscribe** icon again.

Note: Notifications from subscribed announcements are based on your notification settings.

Search, Filter, or Sort

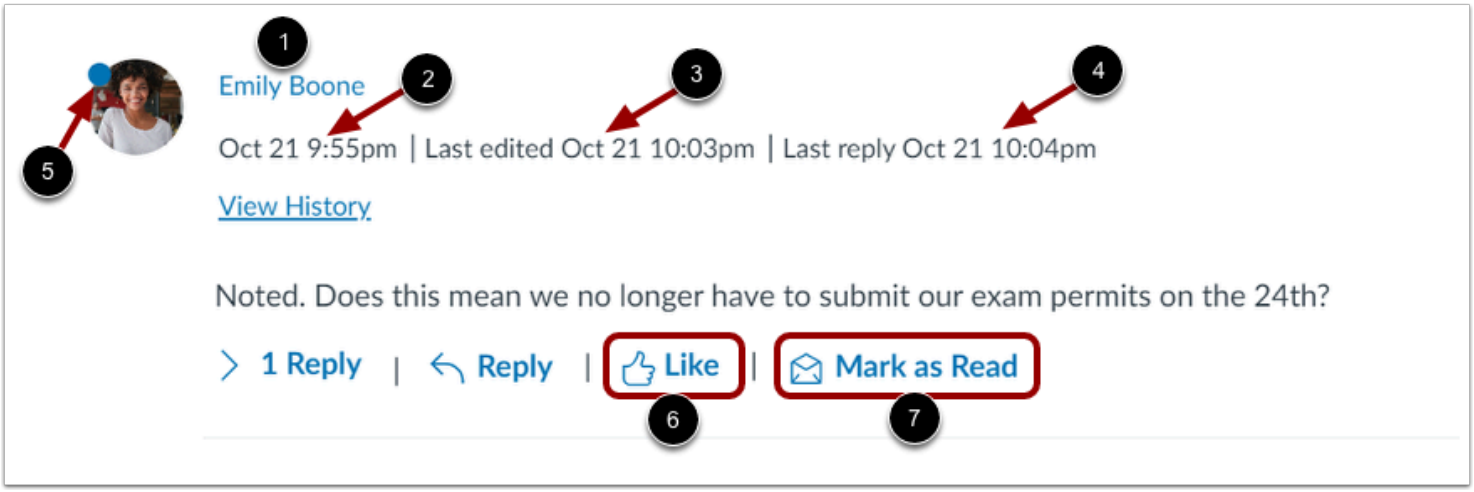


To search for replies or specific authors, enter your terms in the **Search** field [1].

To filter replies, click the **Filter** 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].

View Replies



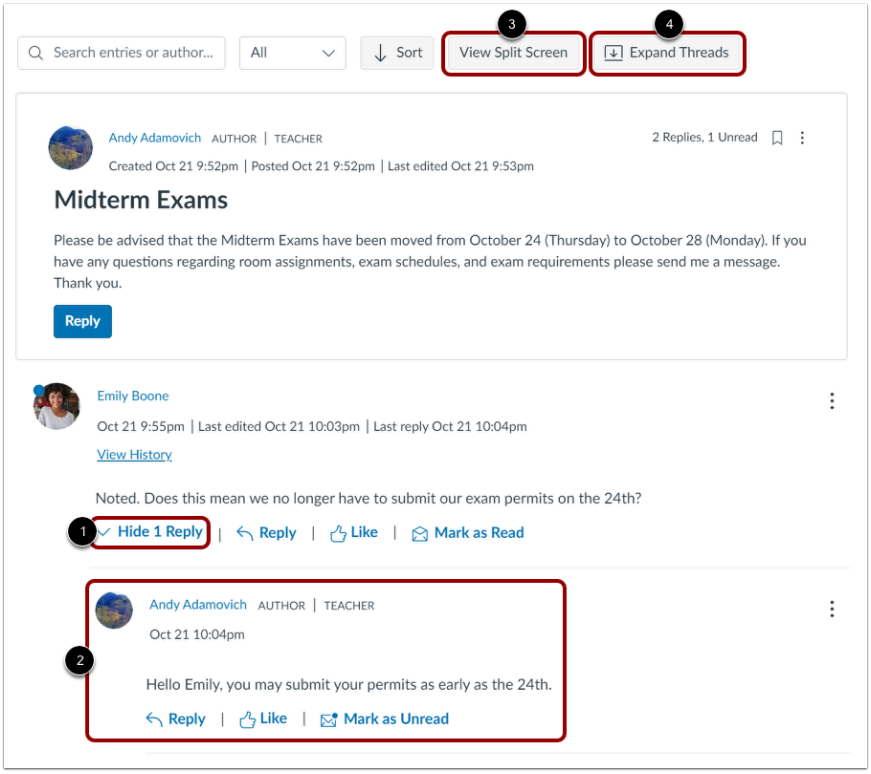
In announcement replies, you can view the name of the user who posted the reply [1], the date and time their reply was posted [2], the date and time the reply was last edited [3], and the date and time the last threaded reply was posted [4].

Unread replies are indicated by the **Unread** icon [5].

If you allow users to like replies in an announcement, a Like icon and link display next to each reply [6]. To like a reply, click the **Like** link.

To mark an individual reply as read, click the **Mark as Read** link [7].

View Threaded Replies

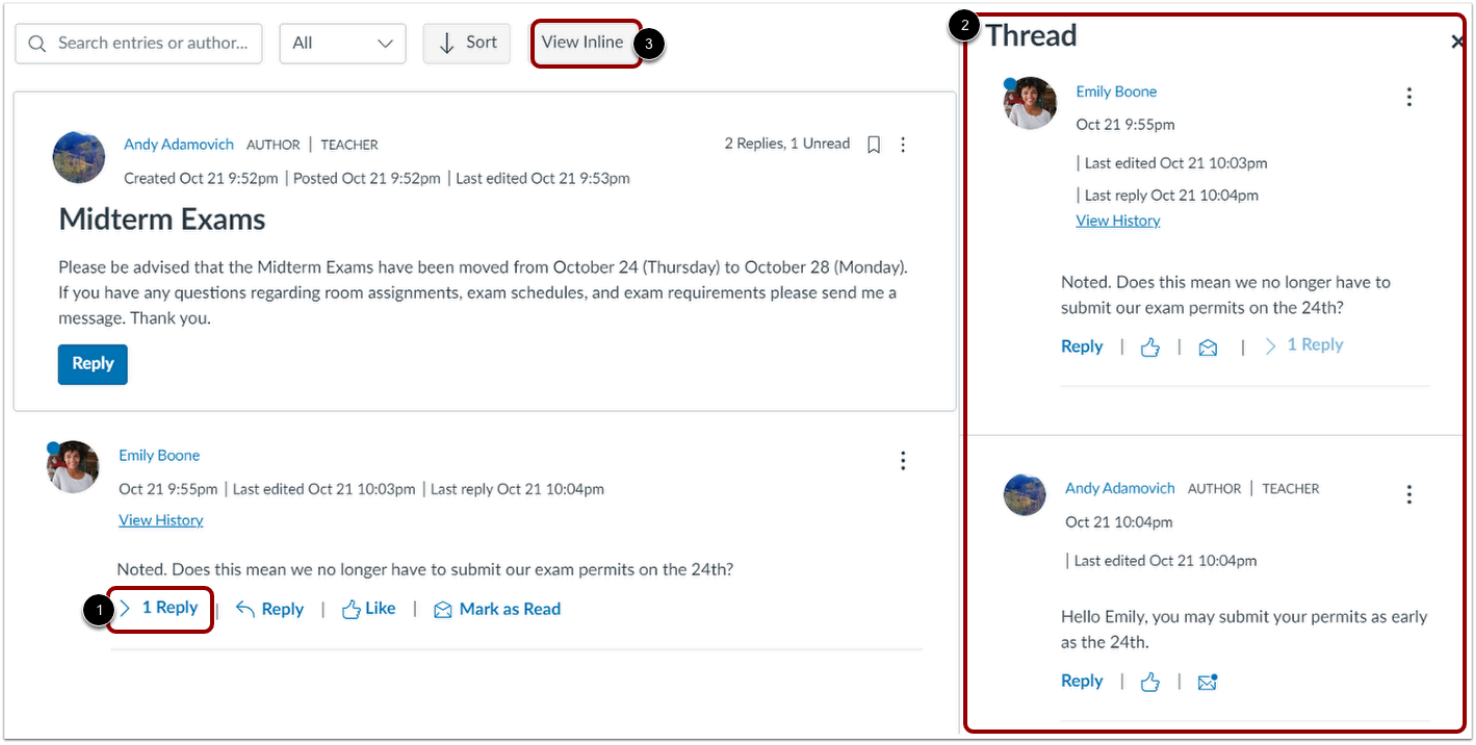


To view individual threaded replies, click the threaded reply link [1]. Then view the threaded reply [2].

By default, threaded replies display inline on the same page as the announcement. To view threaded replies in a split screen view, click the **View Split Screen** button [3].

To expand all threaded announcement replies, click the **Expand Threads** button [4].

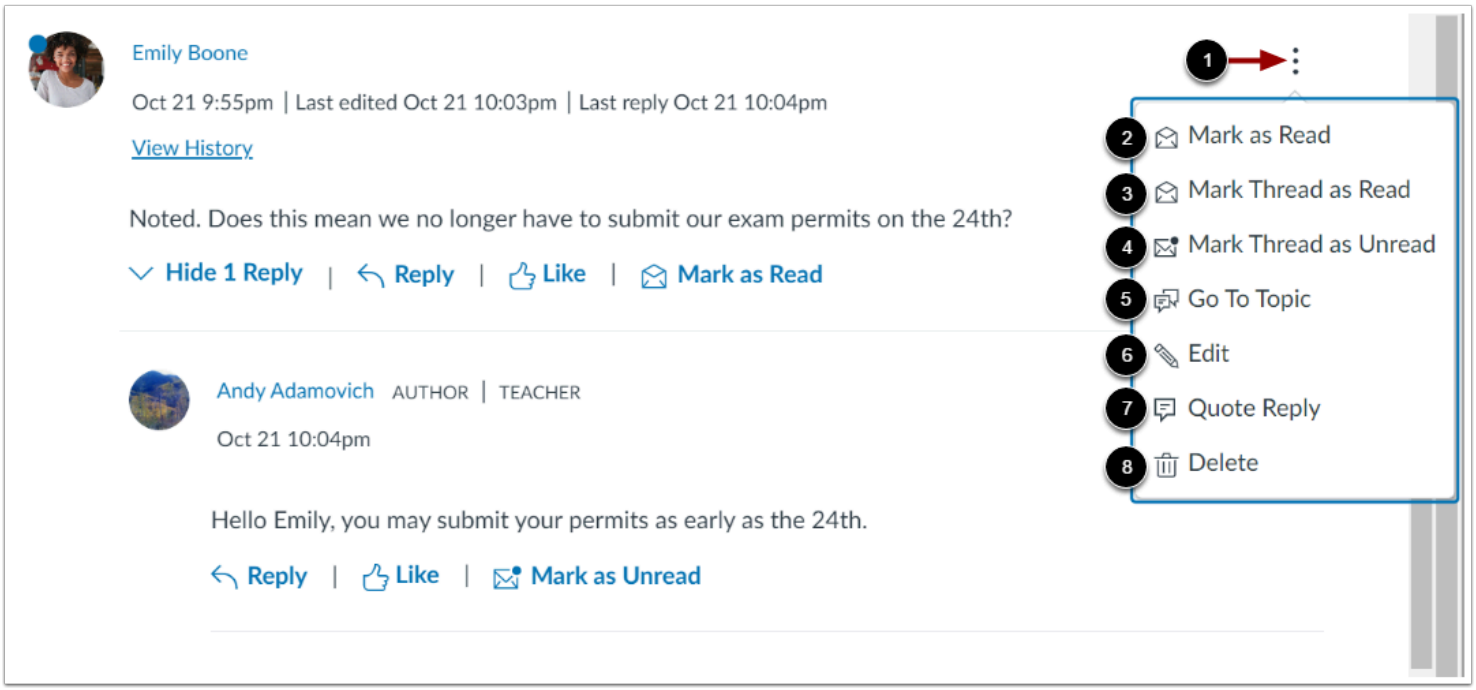
View Split Screen



To view threaded replies in split screen view, click the threaded reply link [1]. The threaded reply displays in the Thread sidebar [2].

To return to inline viewing, click the **View Inline** button [3].

Manage Replies



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

To mark a reply as read, click the **Mark as Read** option [2].

To mark a reply and all its threaded replies as read, click the **Mark Thread as Read** option [3].

To mark a reply as unread, click the **Mark Thread as Unread** option [4].

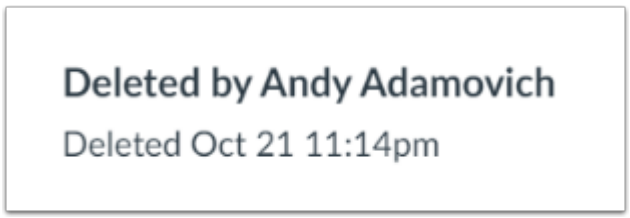
To view the announcement, click the **Go To Topic** option [5].

To edit a reply, click the **Edit** option [6].

To reply by quoting the selected reply, click the **Quote Reply** option [7].

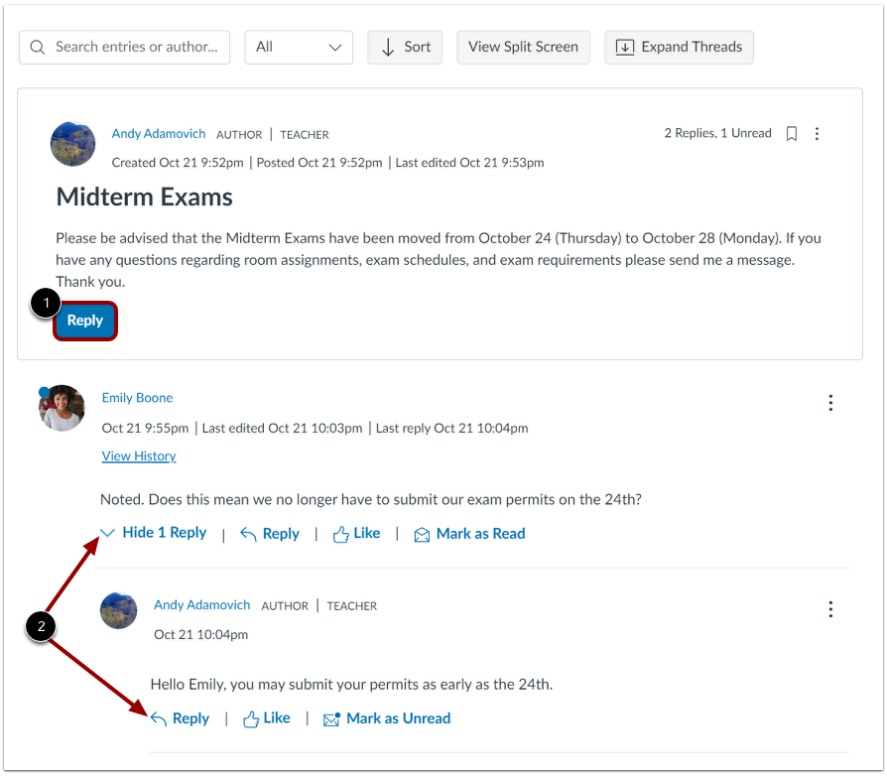
To delete a reply, click the **Delete** option [8].

View Deleted Reply



You can view the name of the user who deleted a reply and the date and time the reply was deleted.

Reply



To reply to an announcement, click the **Reply** button [1].

To reply to a reply, click the **Reply** link [2].

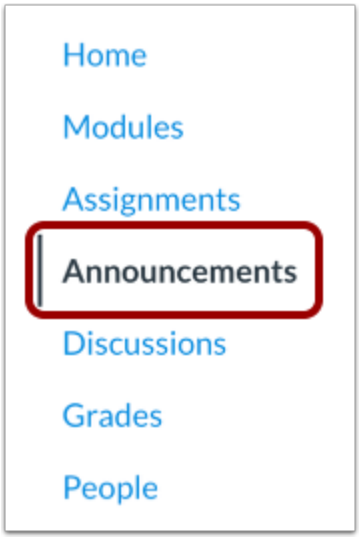
How do I add an announcement in a course?

You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

Notes:

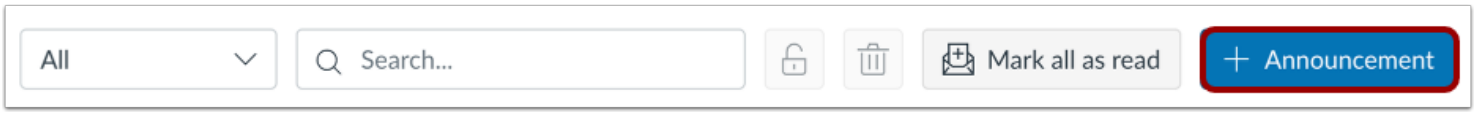
- Your course must be published for students to receive announcement notifications. If you import an announcement from another Canvas course, new announcement notifications will not send to course users.
- If an announcement is created before the course start date and the Students can only participate in the course between these dates setting is enabled, students will not receive announcement notifications.
- Notifications are not sent for announcements created before the course has been published.
- Student app users cannot view announcements on the homepage. However, they can view announcements in the course's Announcements navigation.
- Notifications for Announcements set with a future date and time will be sent out based on the Available From date and time as well as the individual user's Notification Settings for Announcement Notifications.

Open Announcements



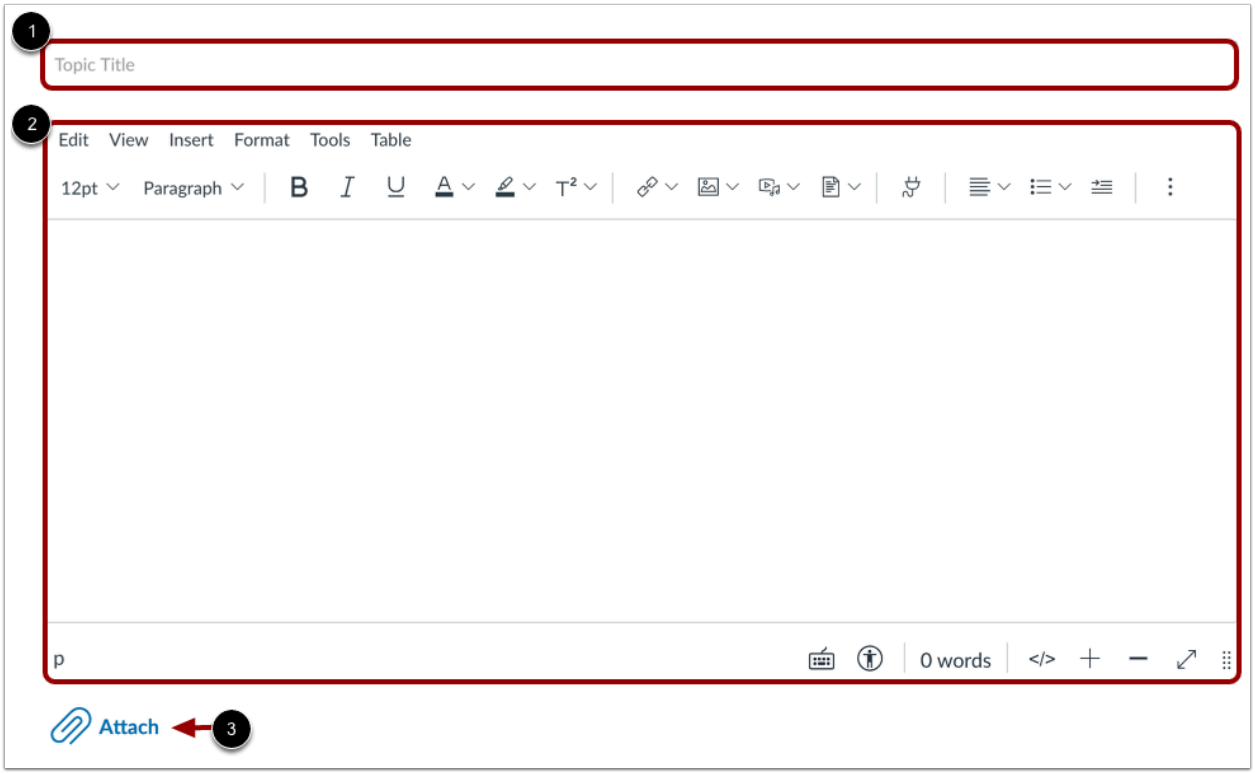
In Course Navigation, click the **Announcements** link.

Add Announcement



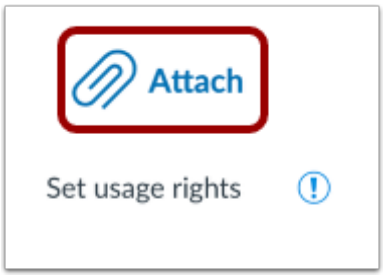
Click the **Add Announcement** button.

Create Announcement



Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also attach a file [3].

Add Attachment



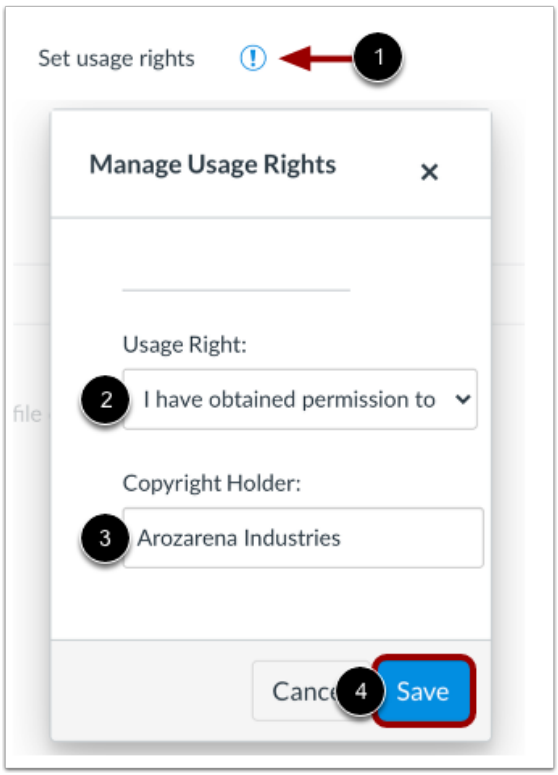
To add an attachment to your announcement, click the **Attach** link, then select a file.

View Attachment

View the attached file name.

You can download or delete the attachment. To download the attached file, click the file name link [1]. To delete the attachment, hover the cursor over the link and click the **Delete** icon [2].

Set Usage Rights



If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [1].

In the **Usage Right** drop-down menu [2], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [3].

To save your usage right settings, click the **Save** button [4]. You can edit usage right settings by clicking the Set usage rights icon.

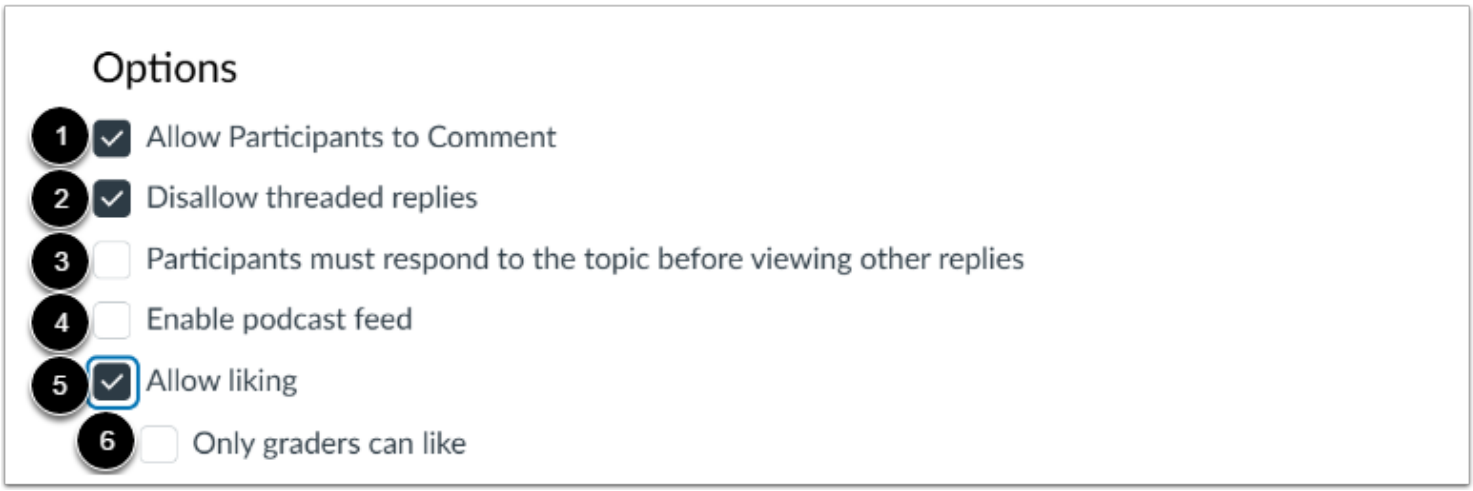
Select Sections

By default, Canvas will send your announcement to all sections within your course. To select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

Notes:

- If your course does not have sections, Canvas will still show the All Sections option, and all course users can view the announcement.
- Teachers and TAs are notified of all new course Announcements, unless they are Section restricted.

Select Options



In the Options section, you can select various options for your announcement.

To allow other users to reply to the announcement, click the **Allow Participants to Comment** checkbox [1].

To prevent users from replying to replies, click the **Disallow threaded replies** checkbox [2].

To require students to reply to the discussion before they can see any other replies, click the **Participants must respond to the topic before viewing other replies** checkbox [3].

To enable an announcement podcast feed, click the **Enable podcast feed** checkbox [4].

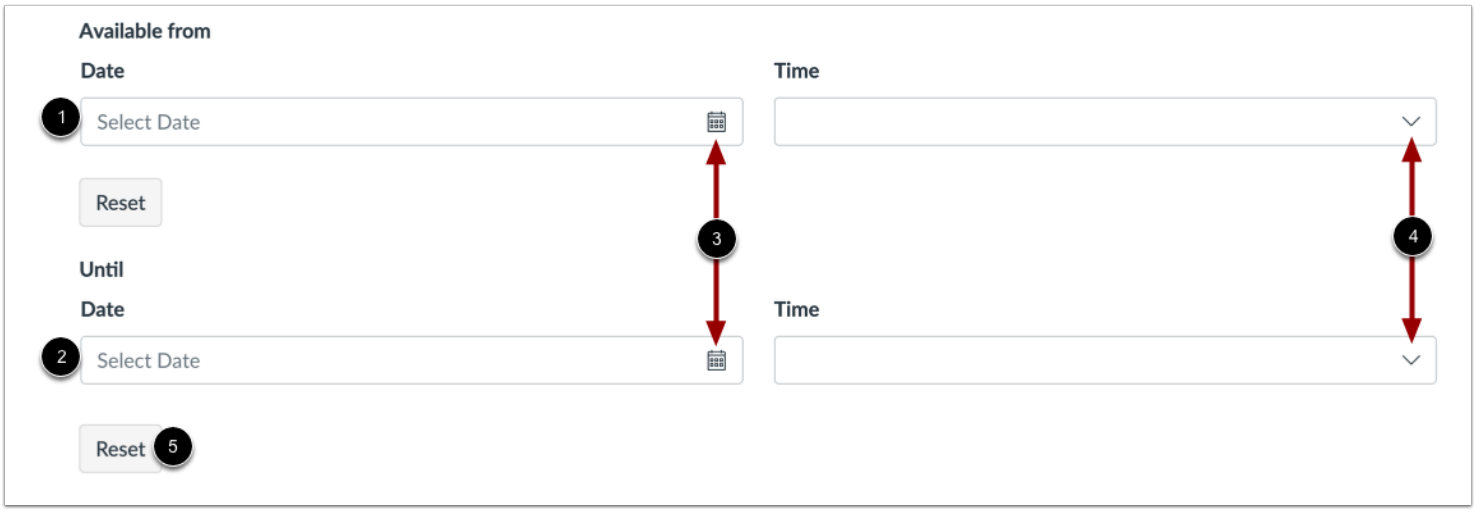
To allow users to like announcement replies, click the **Allow liking** checkbox [5].

To limit the liking functionality to only graders in the course, click the **Only graders can like** checkbox [6].

Notes:

- By default, replies are not allowed in announcements unless the Allow Participants to Comment checkbox is selected.
- The Allow Participants to Comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course.
- Comment options may not be available to you if announcement comments are disabled in your course. Check your Course Settings if you cannot view these checkboxes.

Set Display Dates



By default, the announcement displays immediately after you publish it, and it displays for the duration of the course unless you delete it. However, you can set display dates for the announcement. To make your announcement available on a specific date or during a specific date range, enter the dates in the **Available from** field [1] and **Until** field [2], or click the calendar icons to select dates [3].

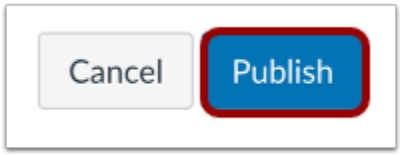
To add a time, click the **Time** drop-down menu [4]. You can enter a time or select a time from the drop-down menu.

To reset the date and time fields, click the **Reset** button [5].

Notes:

- You are not required to enter dates in both availability fields, so if you want to delay your posting but do want your post to appear indefinitely, you can leave the Until field blank.
- To delay the posting of your announcement, schedule the announcement to be available at a future date.
- The Available From date is also the date the announcement is published.
- If there is no Until date, the announcement remains visible.
- Once the Until date is reached, the announcement is no longer visible to students.

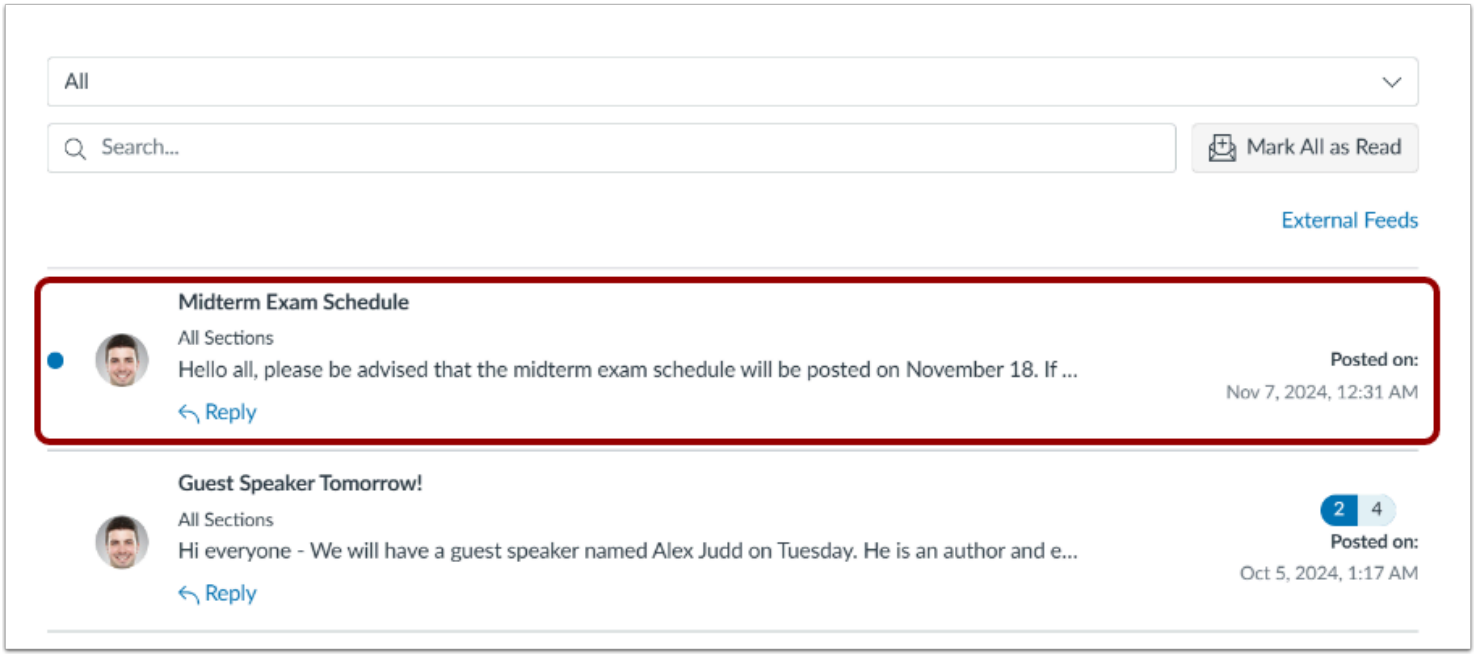
Publish Announcement



Click the **Publish** button.

Note: Unless the announcement not available yet, once you click the Publish button, your announcement is immediately be posted in your course.

View Announcement

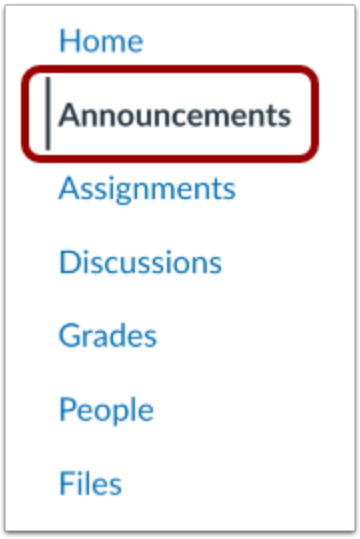


View the announcement in the Announcements Index page.

How do I attach a file to an announcement in a course?

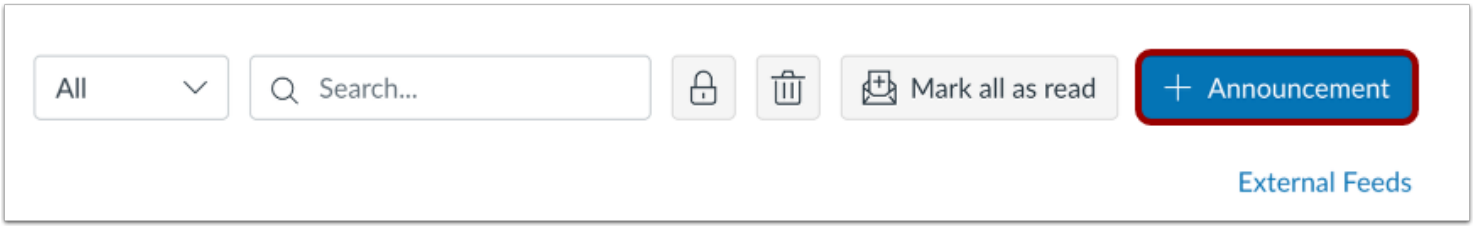
You can attach a file to an announcement for users to download.

Open Announcements



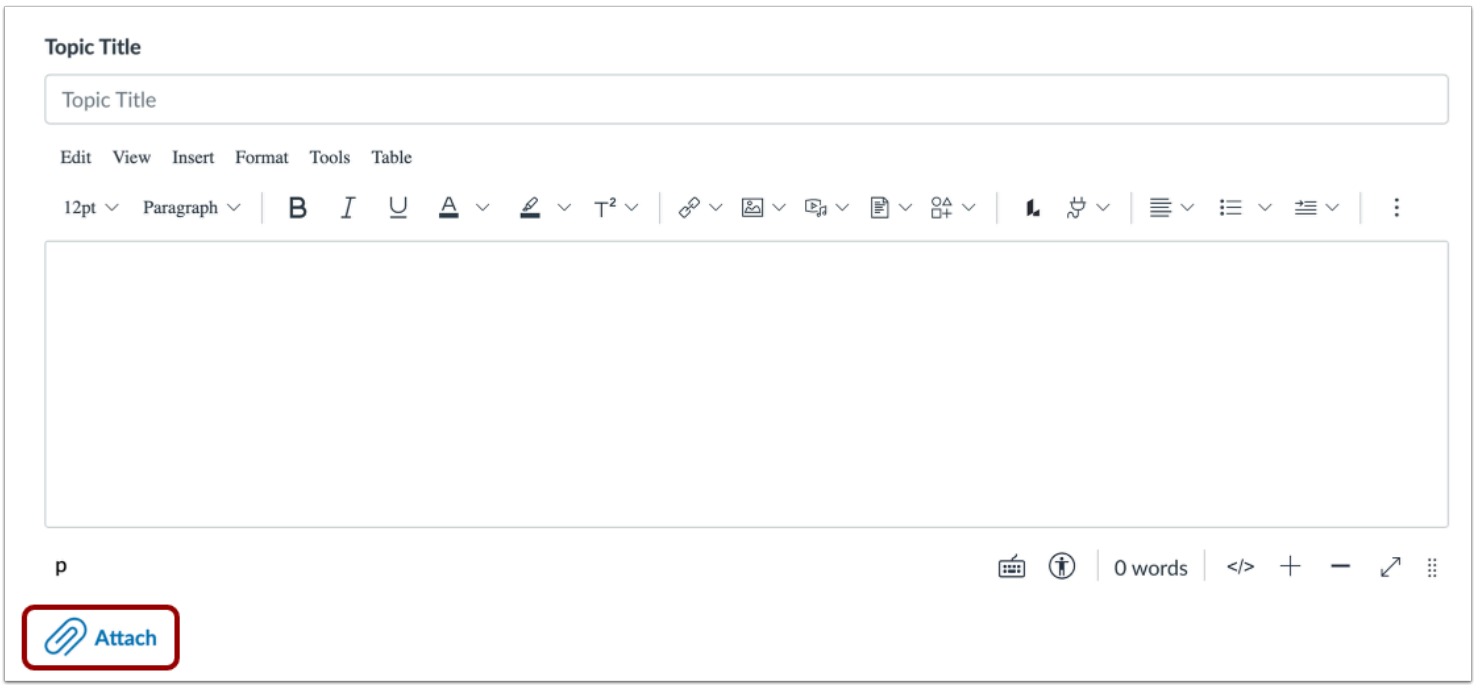
In Course Navigation, click the **Announcements** link.

Add Announcement



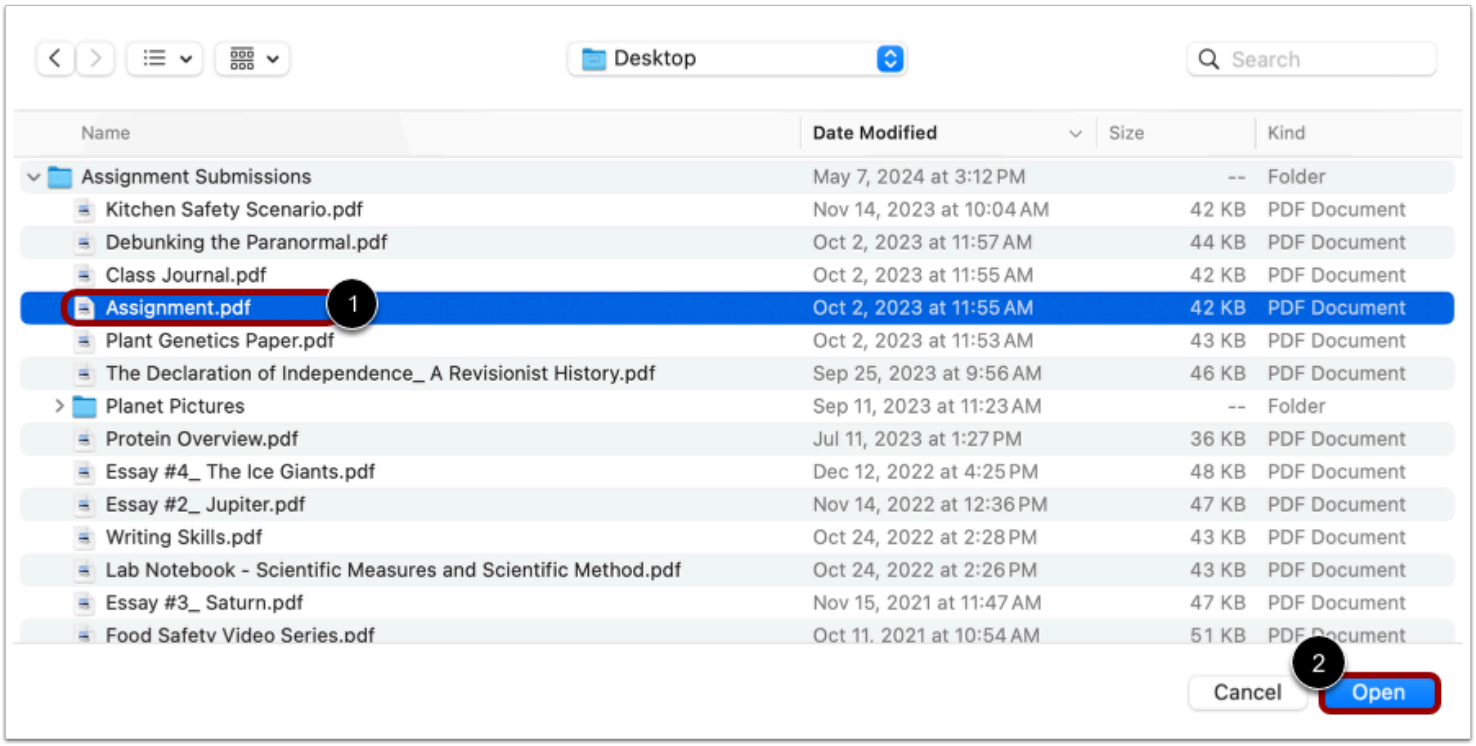
Click the **Add Announcement** button.

Attach File



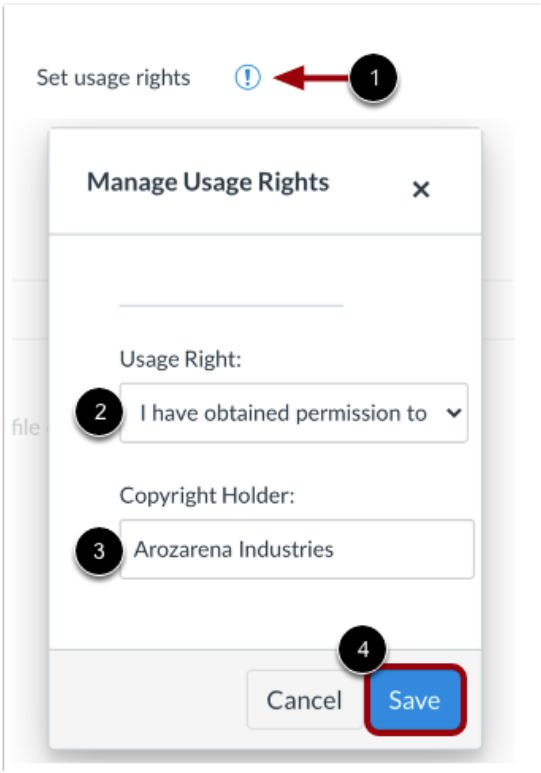
Click the **Attach** link.

Browse for File



Choose the file you want to attach [1]. To attach the file to the announcement, click the **Open** button [2].

Set Attached File Usage Rights



If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [1].

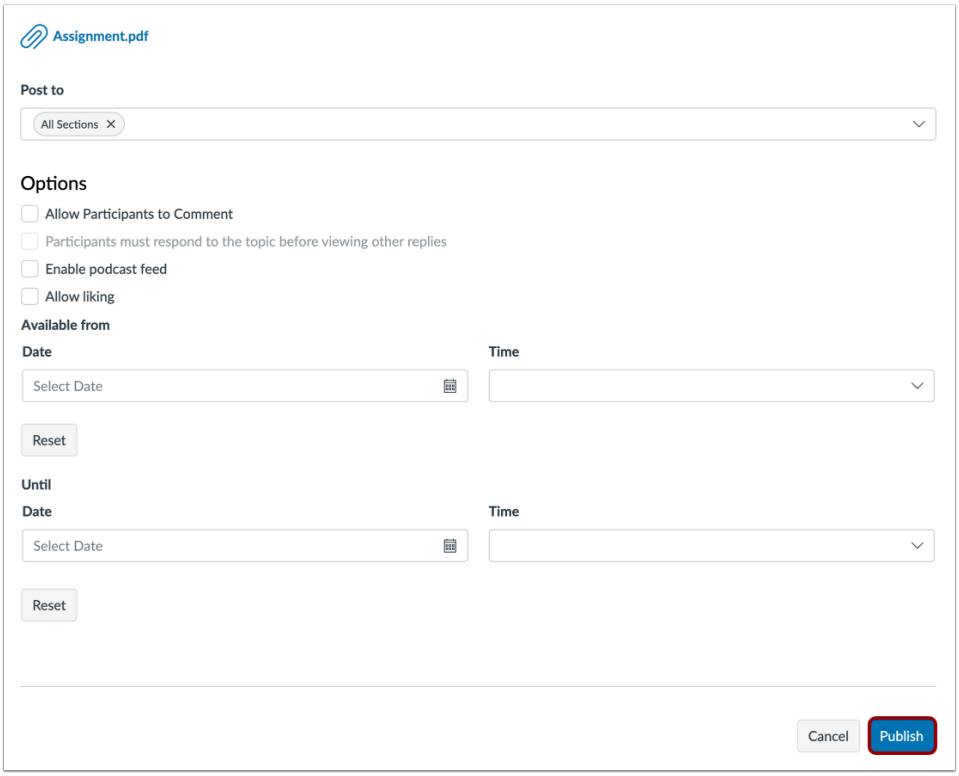
In the **Usage Right** drop-down menu [2], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [3].

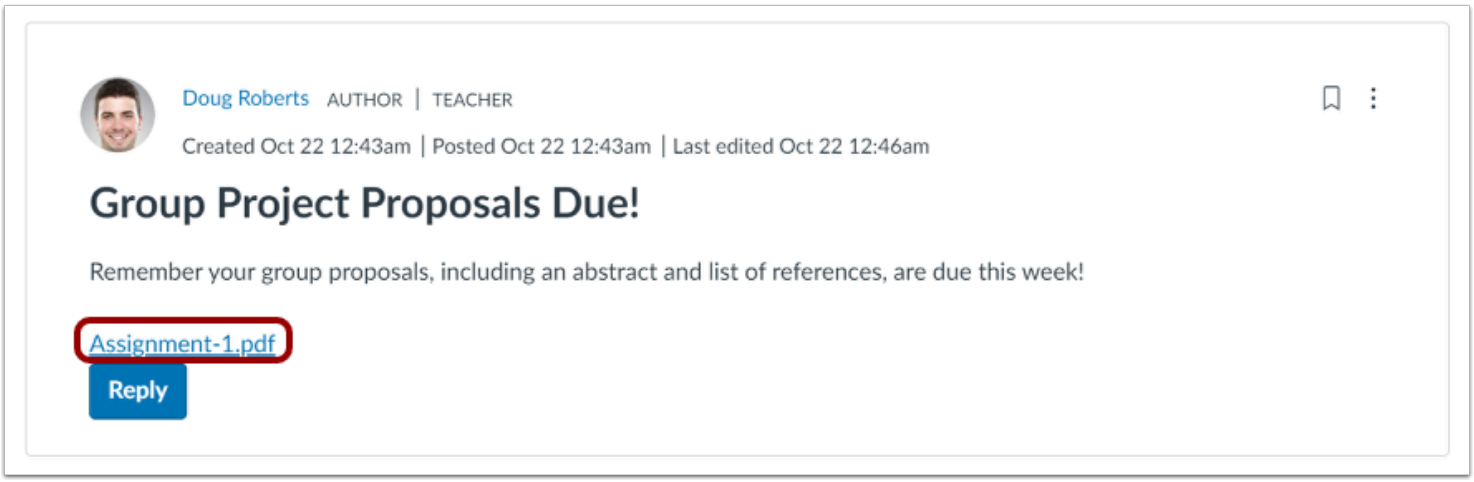
To save your usage right settings, click the **Save** button [4]. You can edit usage right settings by clicking the Set usage rights icon.

Publish Announcement



Click the **Publish** button.

View Announcement



View the attachment in the announcement.

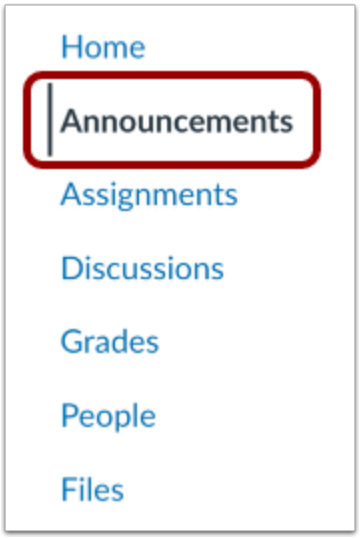
How do I edit an announcement in a course?

If you forgot to add something to your announcement, you can easily edit and add more information.

Notes:

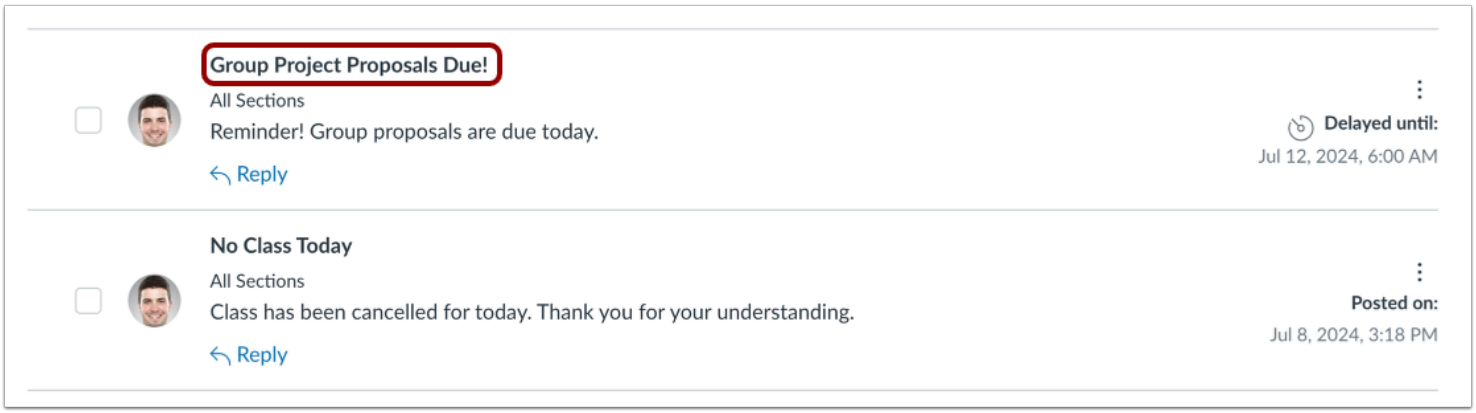
- You can either save the edited announcement without notifying users or send a notification to users.
- Your course must be published for students to receive announcement notifications. Students do not receive new announcement notifications for announcements imported from another Canvas course.

Open Announcements



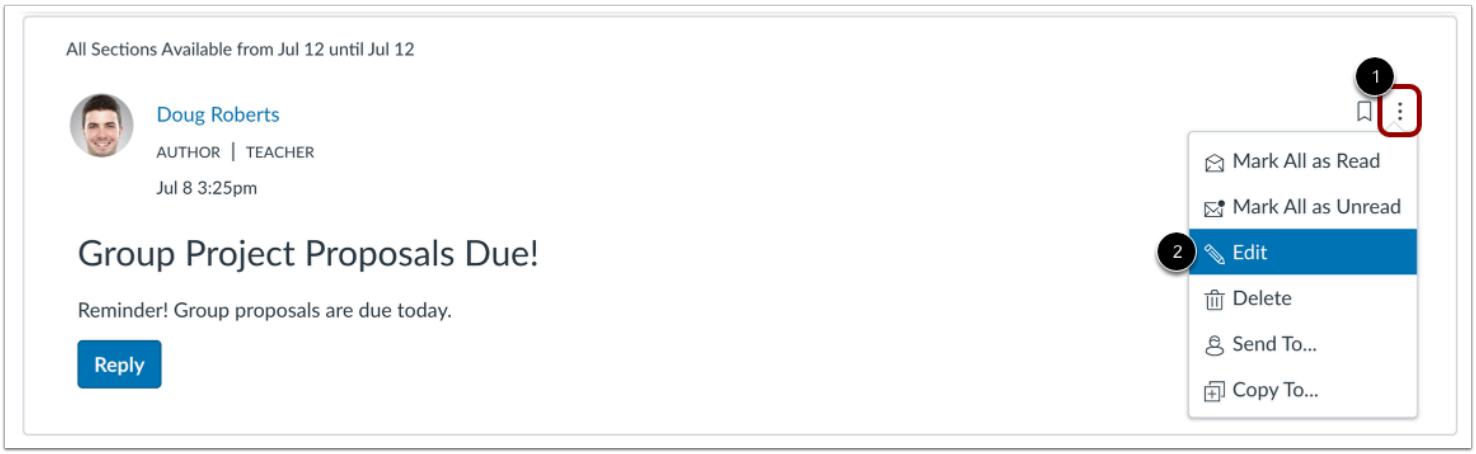
In Course Navigation, click the **Announcements** link.

Open Announcement



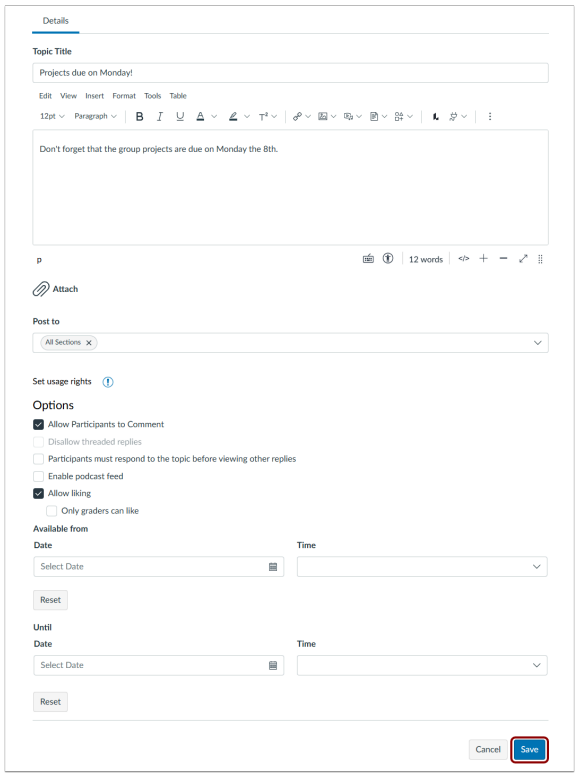
Click the name of the announcement.

Edit Announcement



Click the **Options** icon [1], and click the **Edit** link [2].

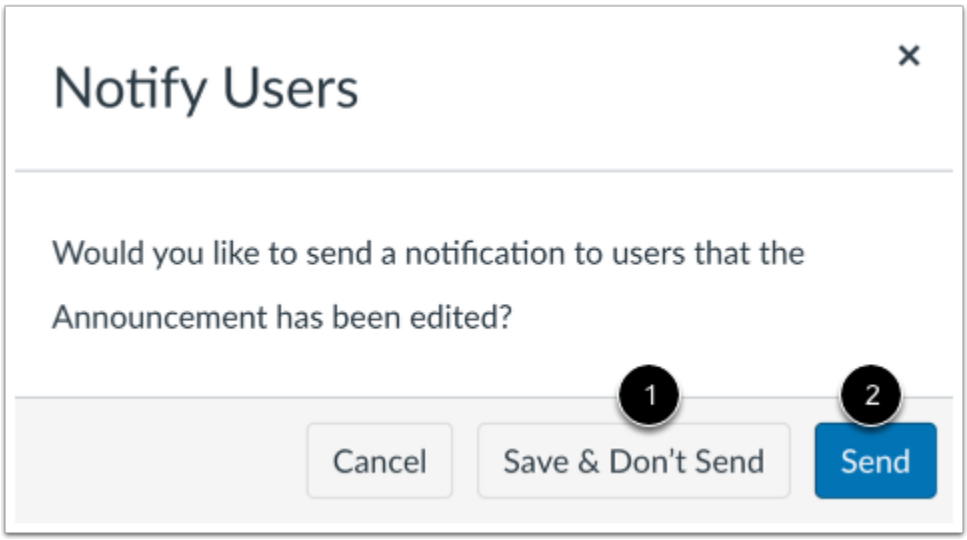
Edit Announcement Details



Edit the necessary announcement fields.

Click the **Save** button.

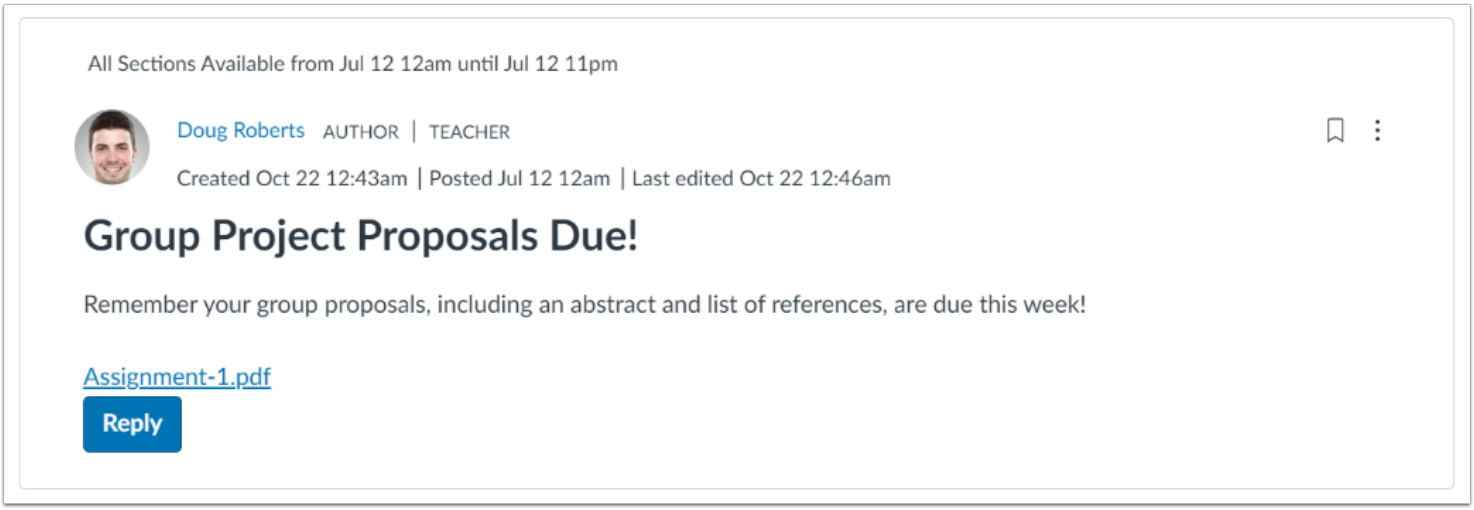
Notify Users



If you want to save your edits without notifying students, click the **Save and Don't Send** button.

If you want to notify your students about the change, click the **Send** button.

View Updated Announcement

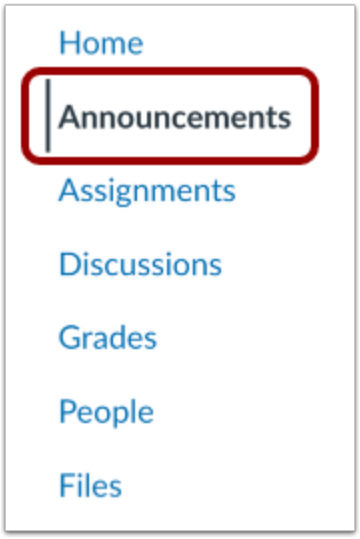


View the updated announcement.

How do I delete an announcement in a course?

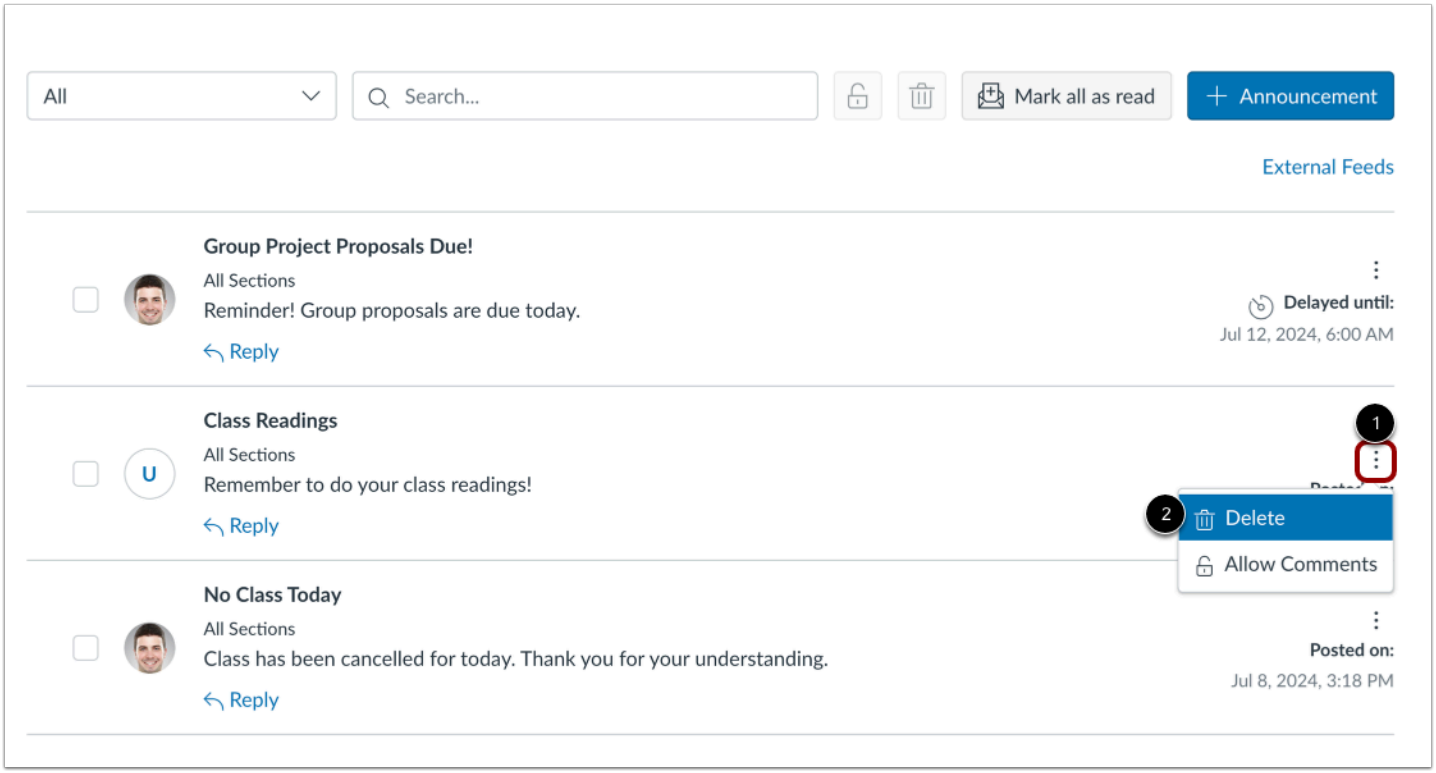
If you need to remove an announcement from your course, you can easily delete it in Canvas. You can delete one or more announcements from the Announcements page. You can also delete an announcement after opening it.

Open Announcements



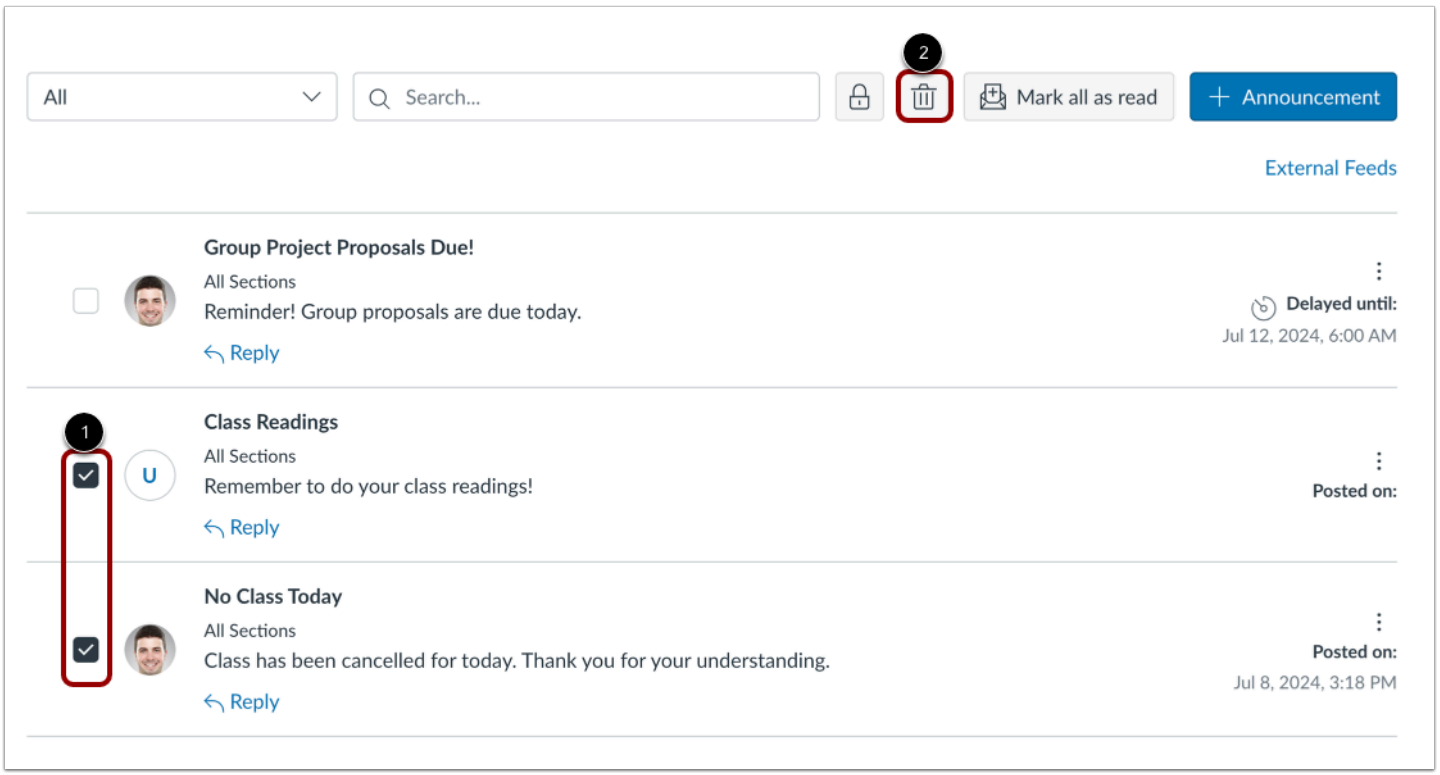
In Course Navigation, click the **Announcements** link.

Delete Individual Announcement



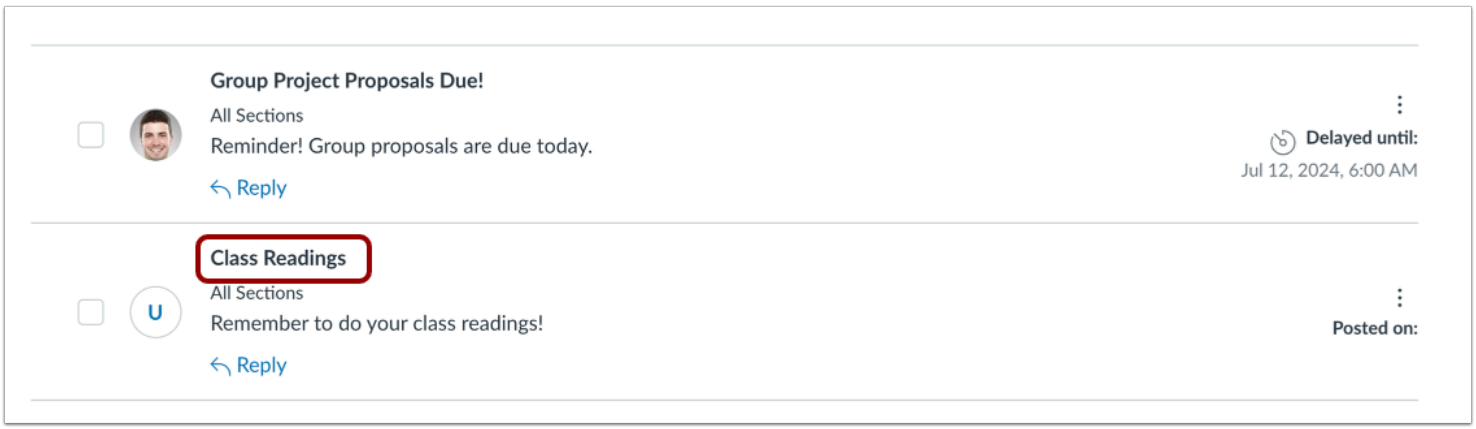
To delete an announcement from the index page, locate the announcement. Click the **Options** icon [1] and click the **Delete** link [2].

Delete Multiple Announcements



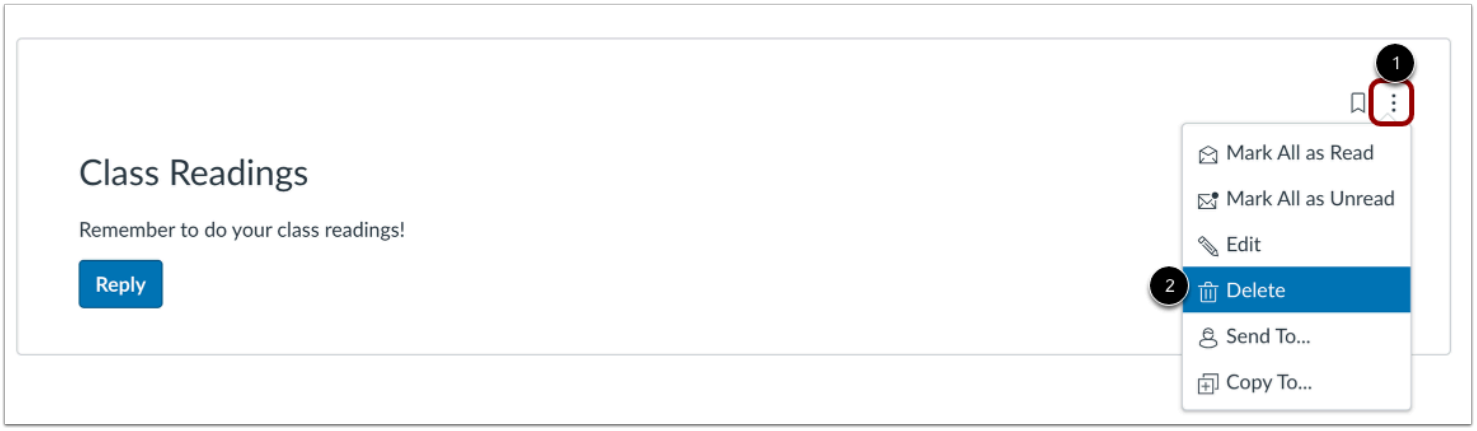
To delete multiple announcements at a time, click the checkboxes next to the announcements you want to delete [1], then click the **Delete** icon [2].

Delete Open Announcement



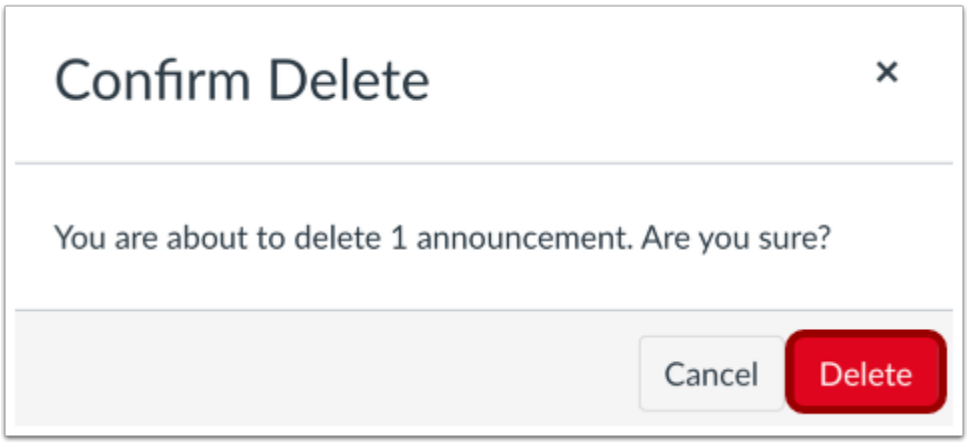
To delete an open announcement, click the title of the announcement to open it.

Delete Announcement



Click the **Options** icon [1], then click the **Delete** link [2].

Confirm Deletion



To confirm, click the **Delete** button.

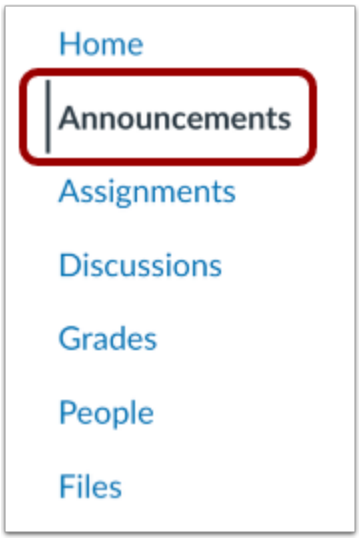
How do I add an external RSS feed to an announcement as an instructor?

RSS, also known as Rich Site Summary or Really Simple Syndication, is a web feed format that publishes frequently updated information from external websites such as blogs, news headlines, audio, and video. RSS feeds benefit users who want to receive timely updates from favorite websites or to aggregate data from many sites.

You can add an external RSS feed to a course announcement. The RSS feed will display the 15 most recent posts within Announcements. Please note that the feed will only display content created after you added the RSS feed. Moreover, the RSS feed only displays active announcements. Delayed announcements do not display until they are posted.

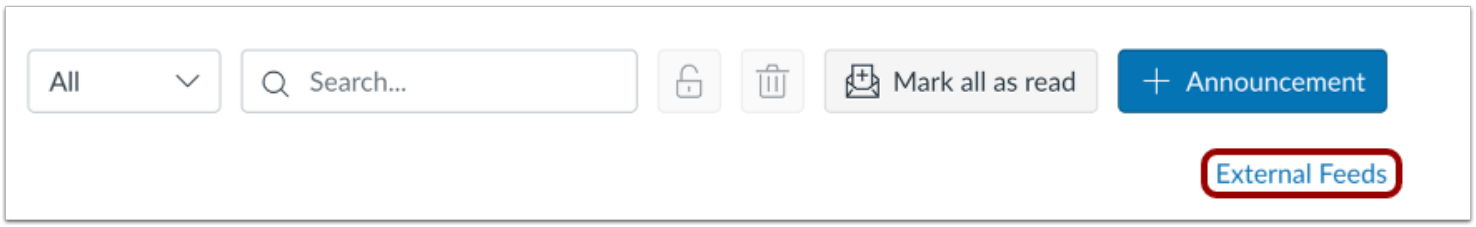
Note: Adding an RSS feed creates an announcement for every new item added to that feed. Users who have chosen to be notified of new announcements in their Canvas notification settings may see a substantial increase in the amount of notifications they receive.

Open Announcements



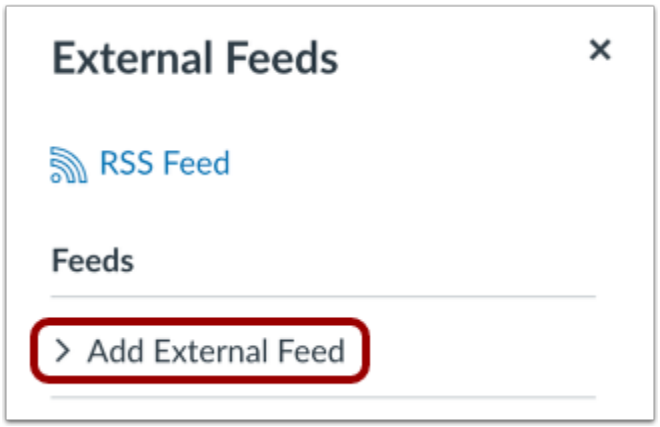
In Course Navigation, click the **Announcements** link.

Open External Feeds



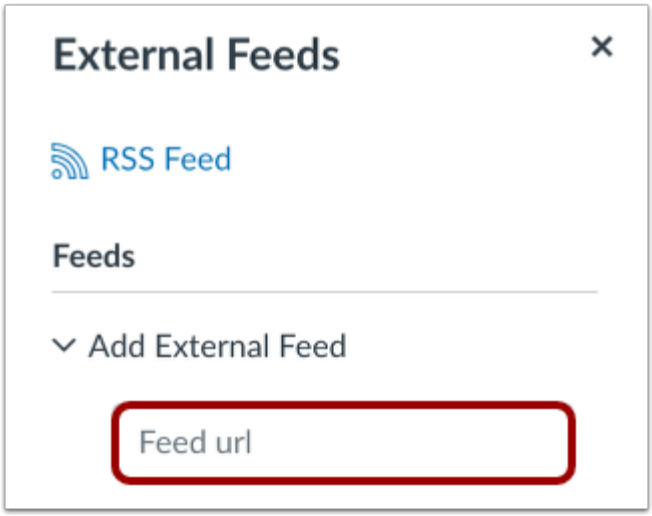
Click the **External Feeds** link.

Add External Feed



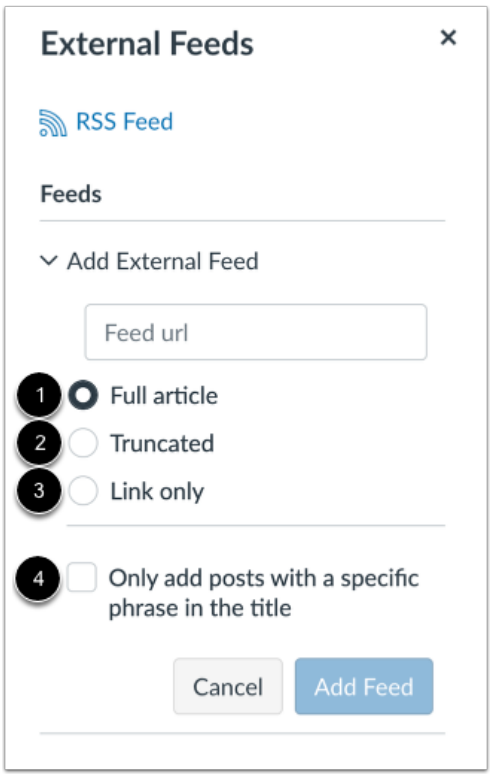
Click the **Add External Feed** link.

Enter Feed URL



In the **Feed URL** field, paste the feed URL. All new entries from that RSS feed will be added to Announcements.

Select Content to Post



You can select the content that users can view in Announcements.

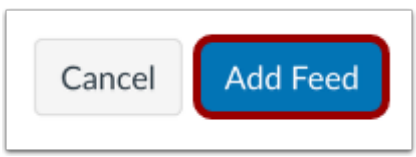
To view the entire article, click the **Full article** option [1].

To view a shortened version of the article, click the **Truncated** option [2].

To view a link to the selected article, click the **Link only** option [3].

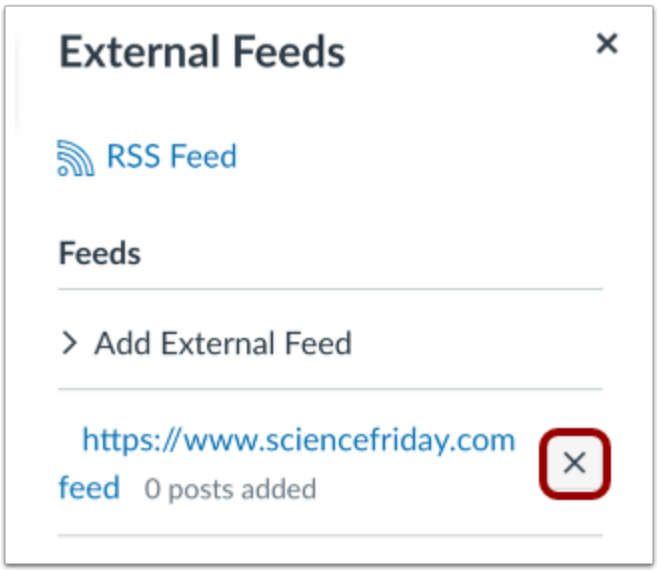
You can also choose to add only posts with a specific phrase in the title. Click the **Only add posts with a specific phrase in the title** checkbox [4] and type keywords or phrases in the text box.

Add Feed



Click the **Add Feed** button.

View External Feeds



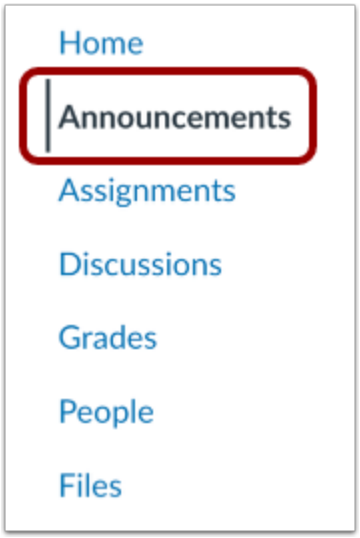
View the external feed in the feed list. If you want to delete the external feed, click the **Remove** icon.

Note: You will have to wait until a new post is published in the external RSS feed before you can see it in the Announcement feed.

How do I subscribe to the Announcements RSS feed as an instructor?

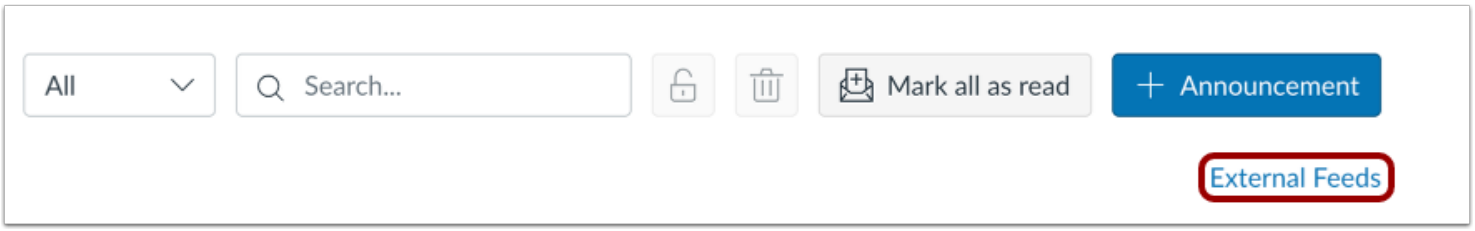
You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. This lesson shows how to subscribe in a course, but the steps are the same as in a group.

Open Announcements



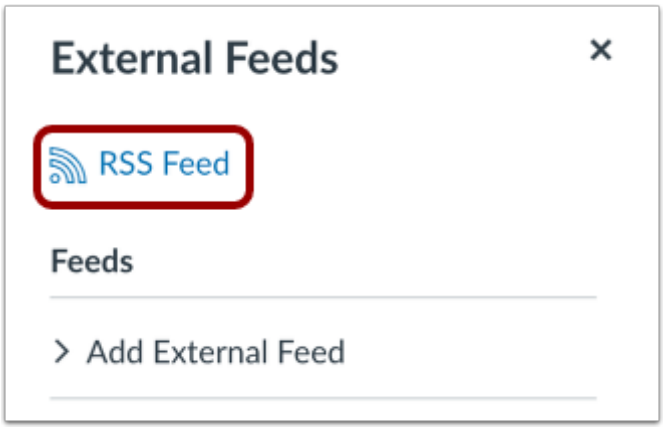
In Course Navigation, click the **Announcements** link.

Open External Feeds



Click the **External Feeds** link.

Open RSS Feed

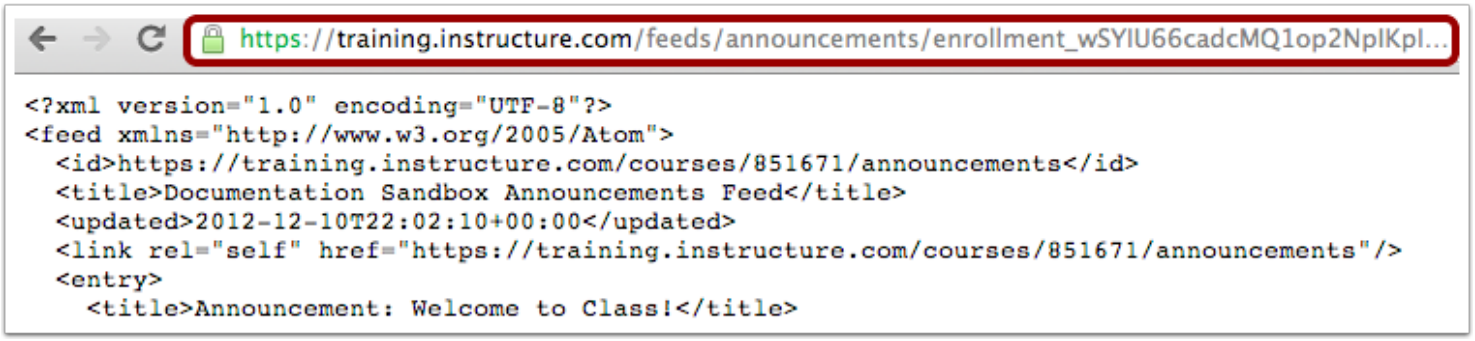


Click the **RSS Feed** link.

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 a RSS feed for you from this screen.

Copy URL



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

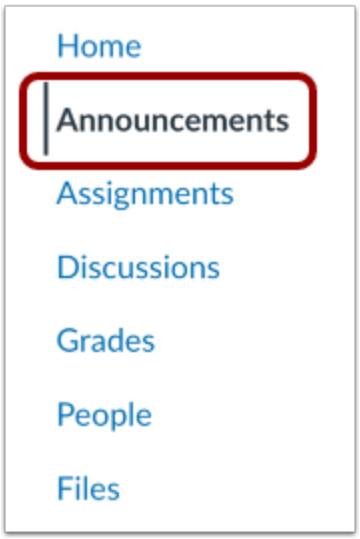
How do I allow or disallow announcement replies in a course?

When you create an announcement, you can allow comments on that announcement by selecting the Allow Participants to Comment checkbox in the announcement options. Additionally, if an announcement allows users to comment, you can require students to reply to the announcement before seeing other replies.

You can also allow or disallow comments after an announcement is posted.

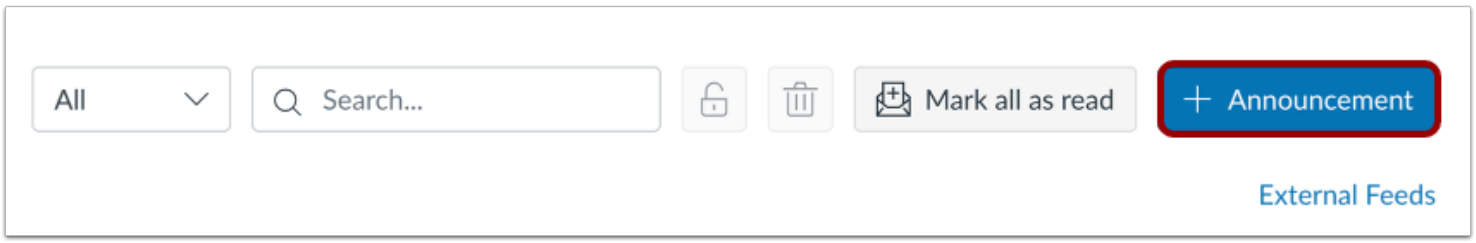
Note: If the Allow Participants to Comment checkbox does not display or does not remain checked, allowing comments on announcements may be disabled for the entire course in Course Settings. Additionally, if the option to manage comments on announcements is unavailable in Course Settings, it may have been locked for all courses by your Canvas administrator.

Open Announcements



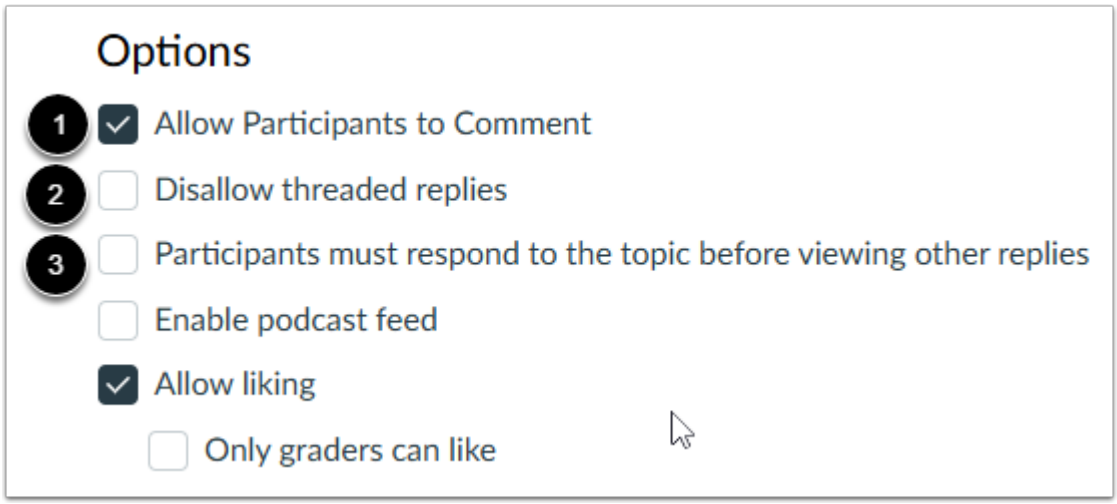
In Course Navigation, click the **Announcements** link.

Add Announcement



To add an announcement, click the **Add Announcement** button.

Allow Comments



In the Options section, you can select various options for your announcement.

To allow other users to reply to the announcement, click the **Allow Participants to Comment** checkbox [1].

To prevent users from replying to replies, click the **Disallow threaded replies** checkbox [2].

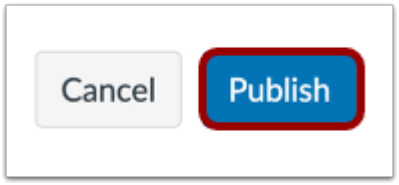
To require students to reply to the discussion before they can see any other replies, click the **Participants must respond to the topic before viewing other replies** checkbox [3].

Notes:

- By default, replies are not allowed in announcements unless the Allow Participants to Comment checkbox is selected.

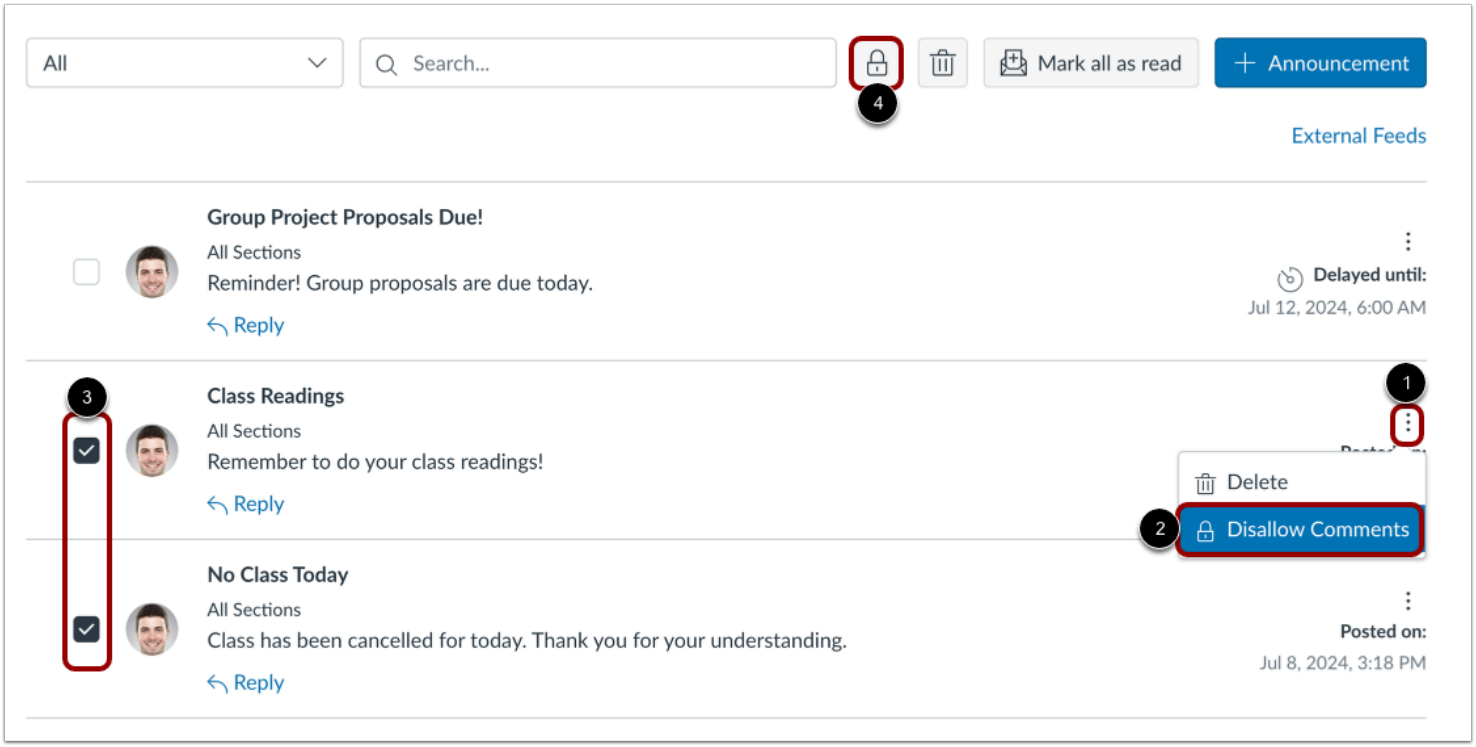
- The Allow Participants to Comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course.
- Comment and threaded reply options will not be available to you if announcement comments are disabled in your course. Check your Course Settings if you cannot view these checkboxes.

Publish Announcement



Click the **Publish** button.

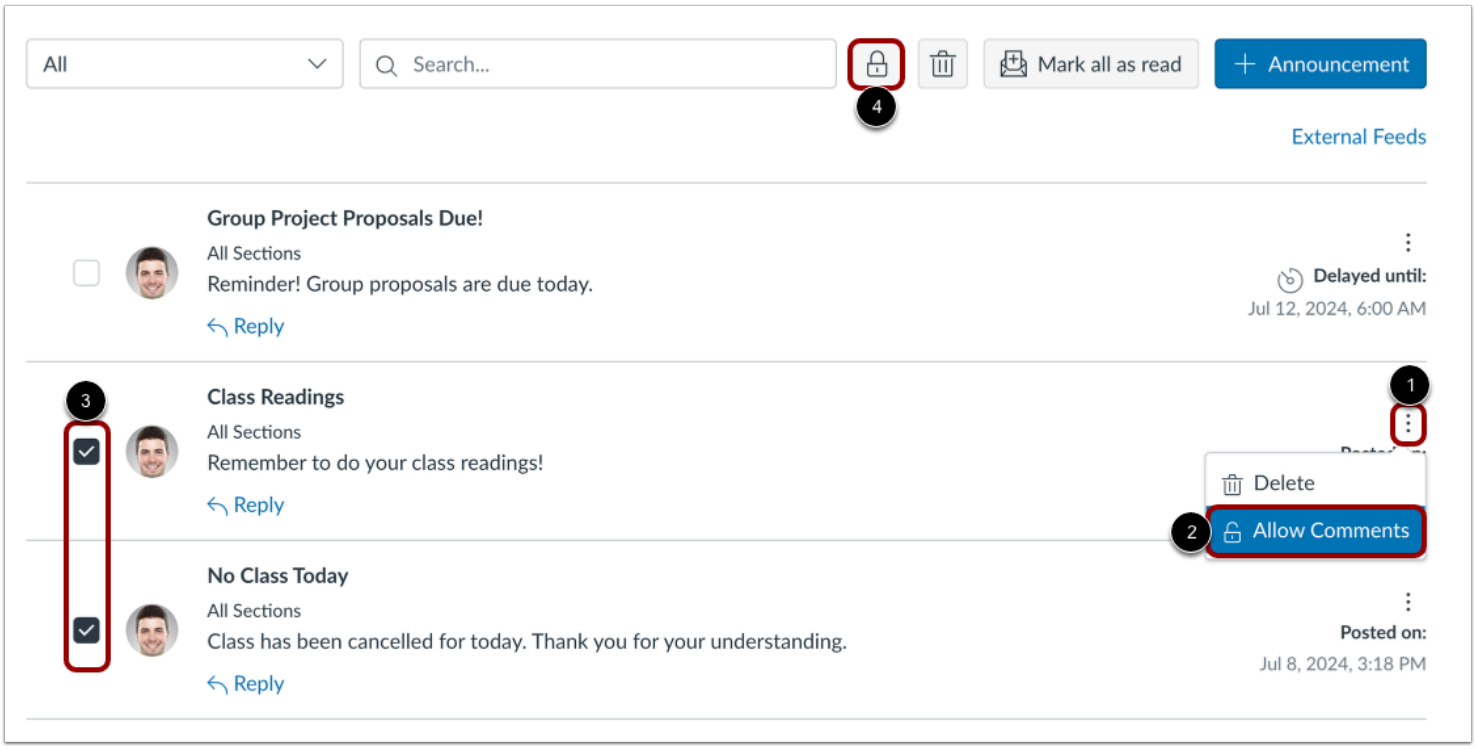
Close in Announcements Page



To close an announcement for comments from the index page, locate the announcement. Click the **Options** icon [1] and click the **Disallow Comments** link [2].

To close more than one announcement for comments from the index page, click the checkbox next to each announcement [3] and click the **Lock Reply** button [4].

Open for Comments



To open an announcement for comments, locate the announcement and click the **Options** icon [1], then click the **Allow Comments** link [2].

To open more than one announcement for comments from the index page, click the checkbox next to each announcement [3] and click the **Lock Reply** button [4].

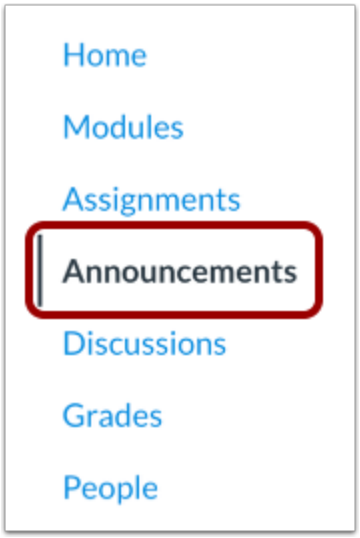
How do I reply to an announcement as an instructor?

If you have a question or comment about an announcement, you can reply directly to the announcement. You can also reply to comments/replies by other users.

You can reply in both course and group announcements. This lesson shows how to reply in a course, but the steps are the same.

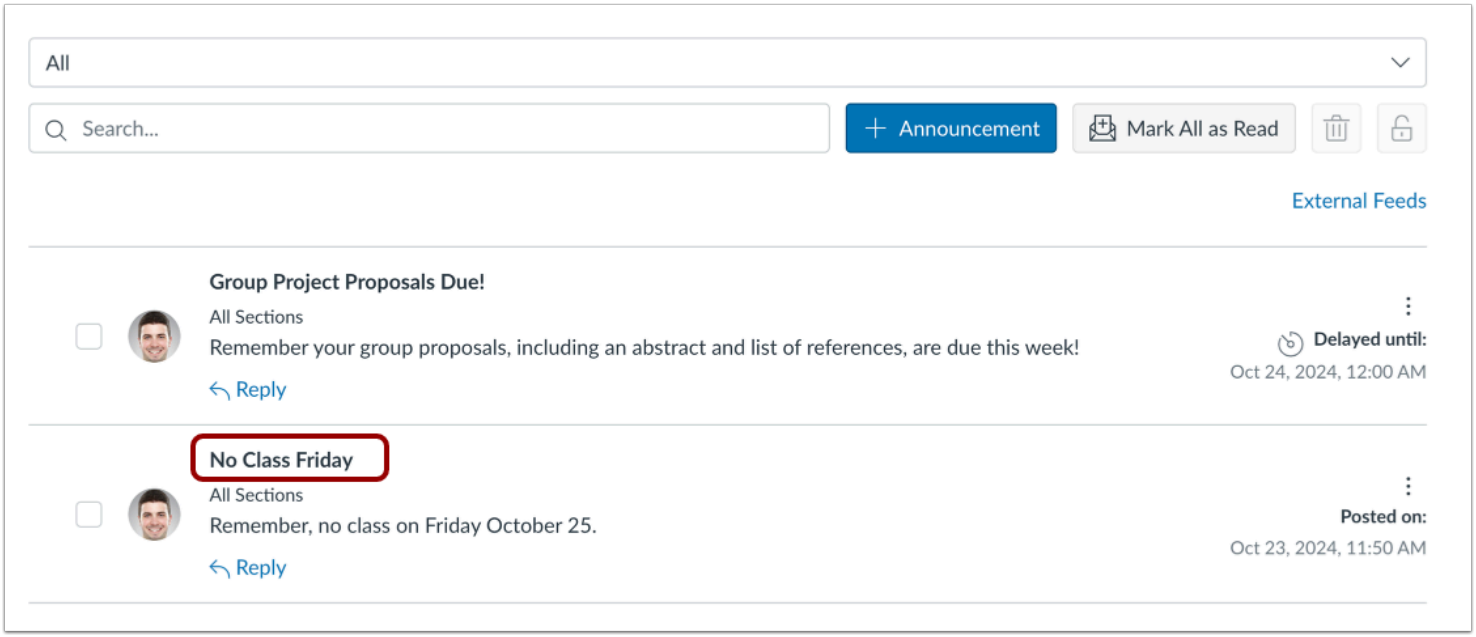
Note: Not all announcements may allow replies. Additionally, announcement replies may be disabled in Course Settings or at the account level.

Open Announcements



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

Open Announcement

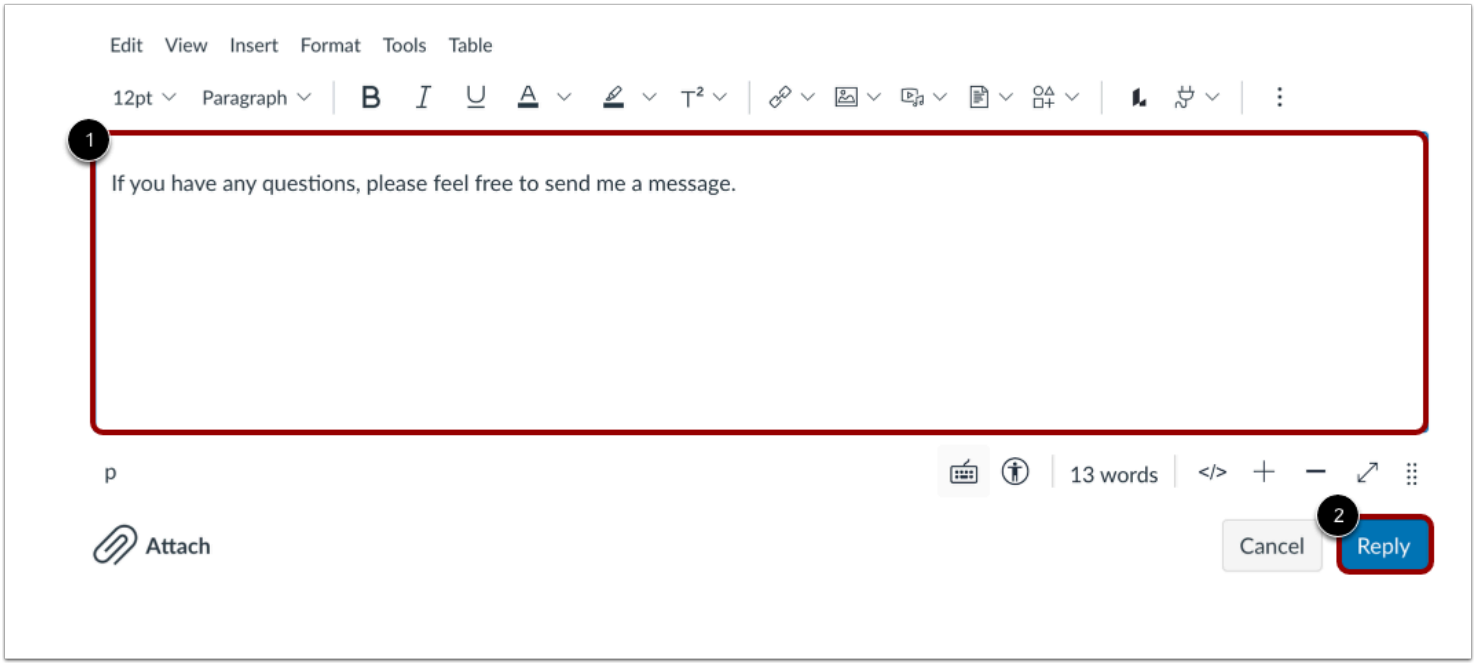


Click the announcement title.

Reply to Announcement

To reply to the main announcement, click the **Reply** button.

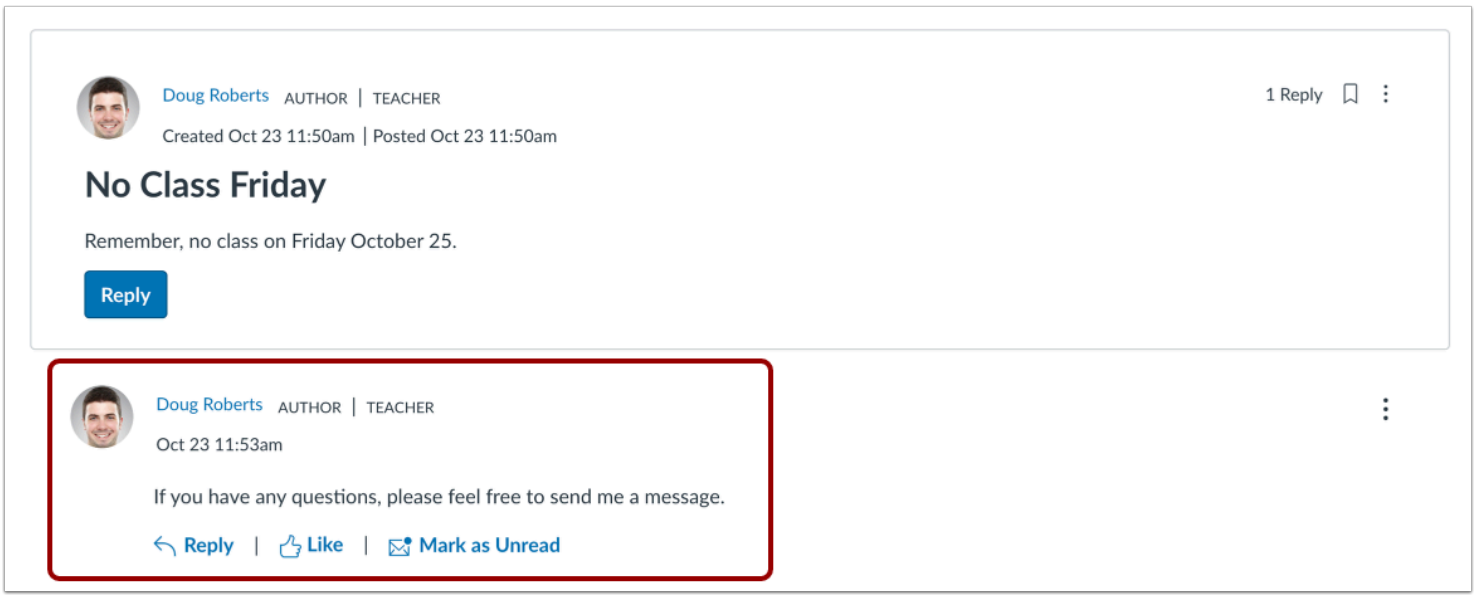
Post Message



To enter your reply, add links, photos, equations, and/or media, or @mention course users, use the Rich Content Editor [1].

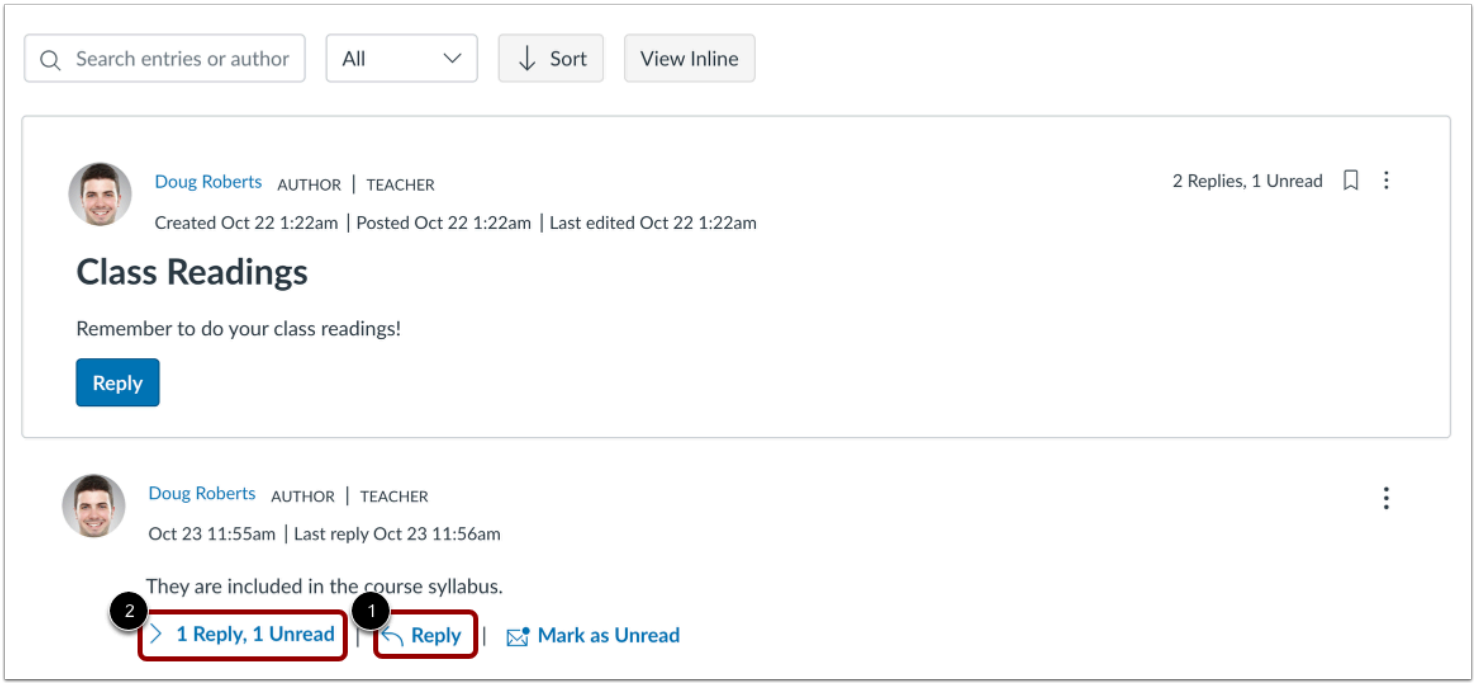
To post your reply, click the **Reply** button [2].

View Your Reply



Your reply displays at the top of the announcement reply thread.

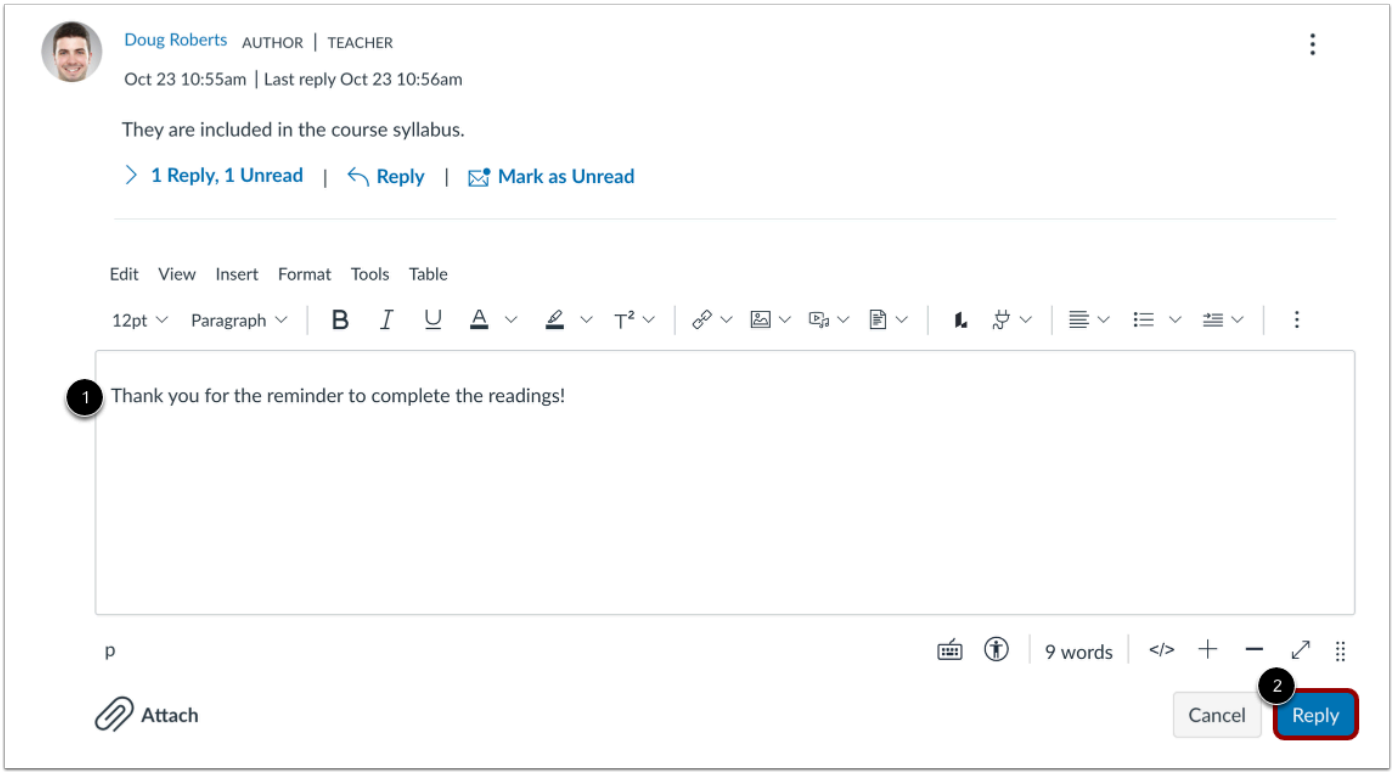
Reply to Comment



To reply to a comment, click the **Reply** link [1].

To view and reply to threaded replies, click the # **Replies** link [2].

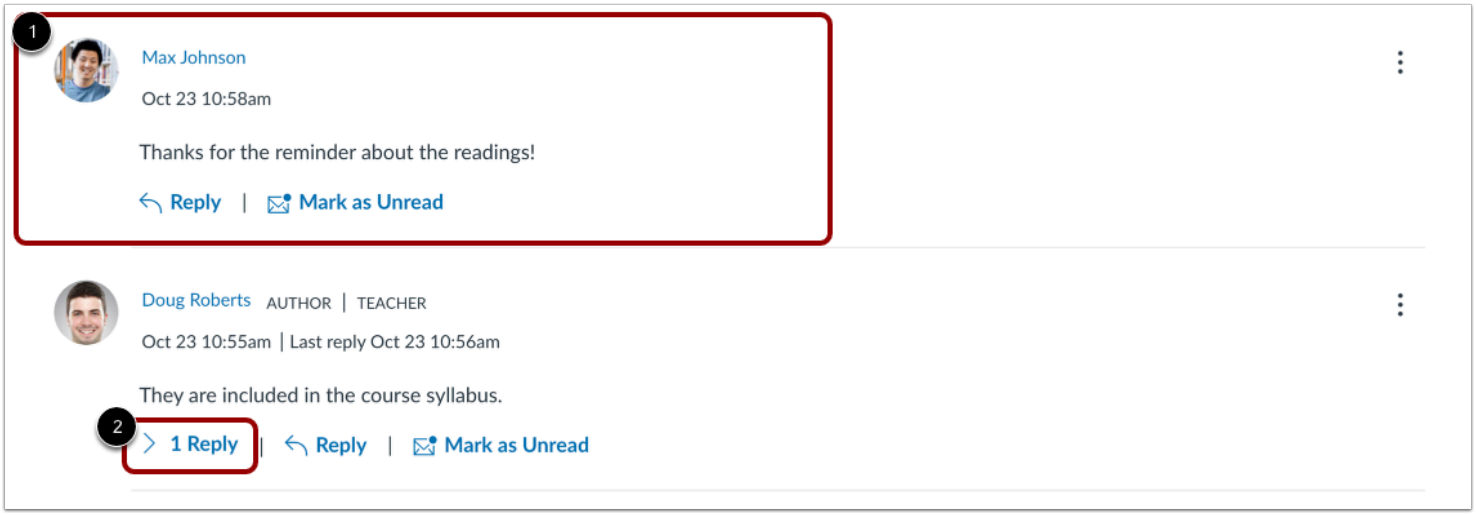
Post Message



To enter your reply, links, photos, equations, and/or media, or @mention course users, use the Rich Content Editor [1].

To post your reply, click the **Reply** button [2].

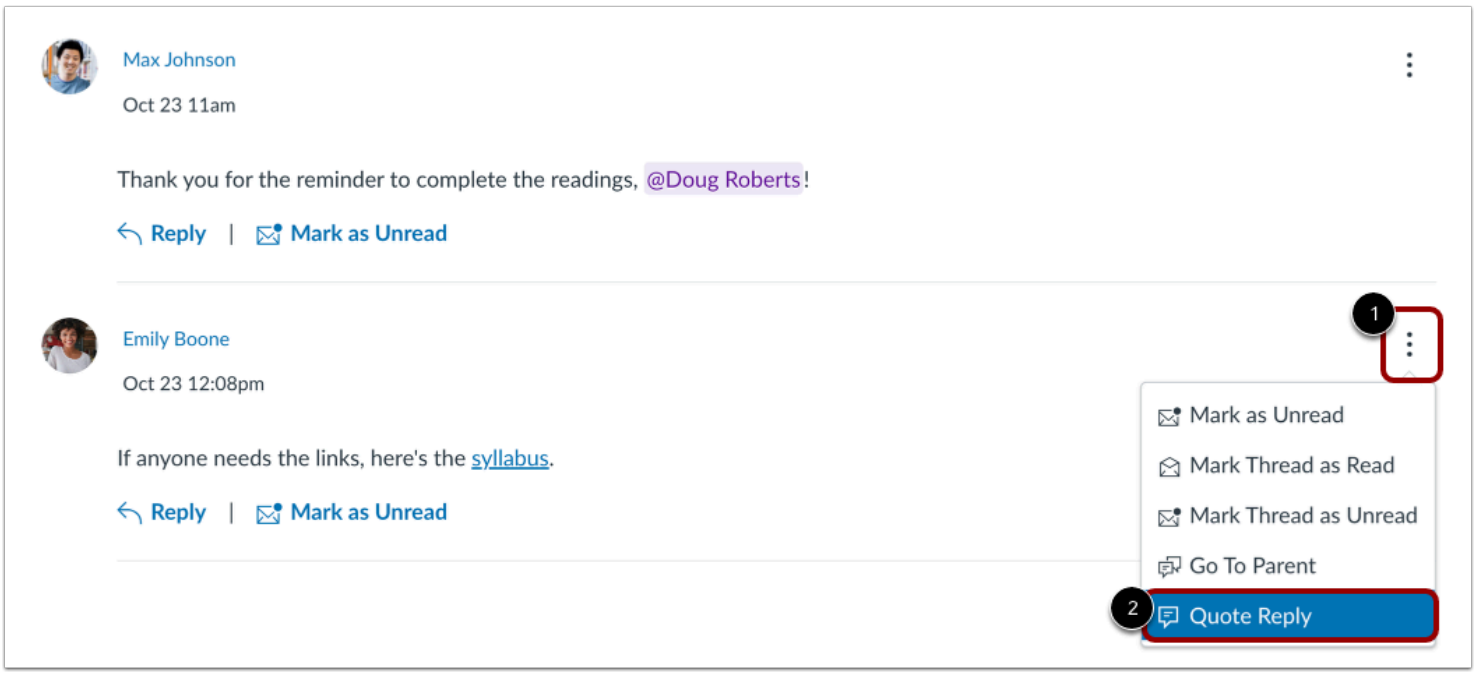
View Your Reply



View your reply [1].

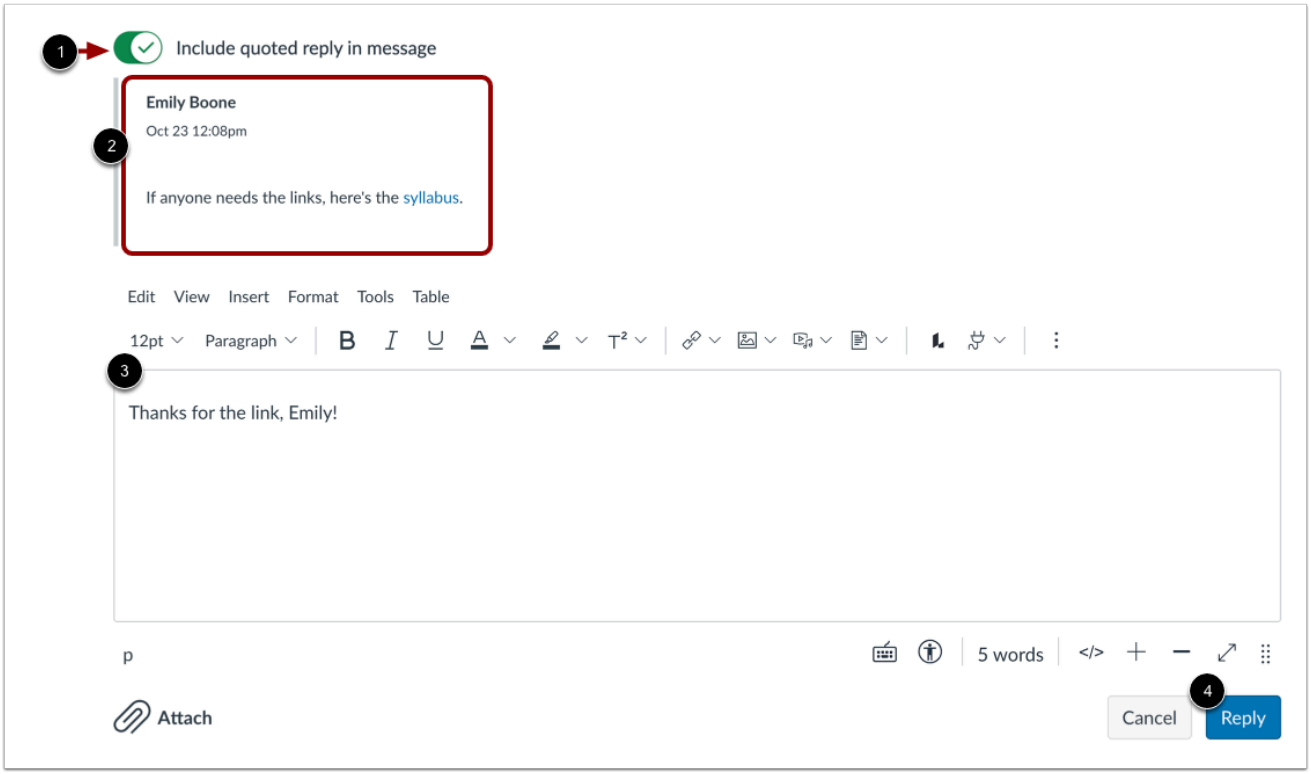
Note: If threaded replies are collapsed, view your reply by clicking the # **Replies** link [2].

Reply with Quote



To reply to a comment by including a quote of the comment, click the comment's **Options** icon [1]. Click the **Quote Reply** link [2].

Post Quoted Message

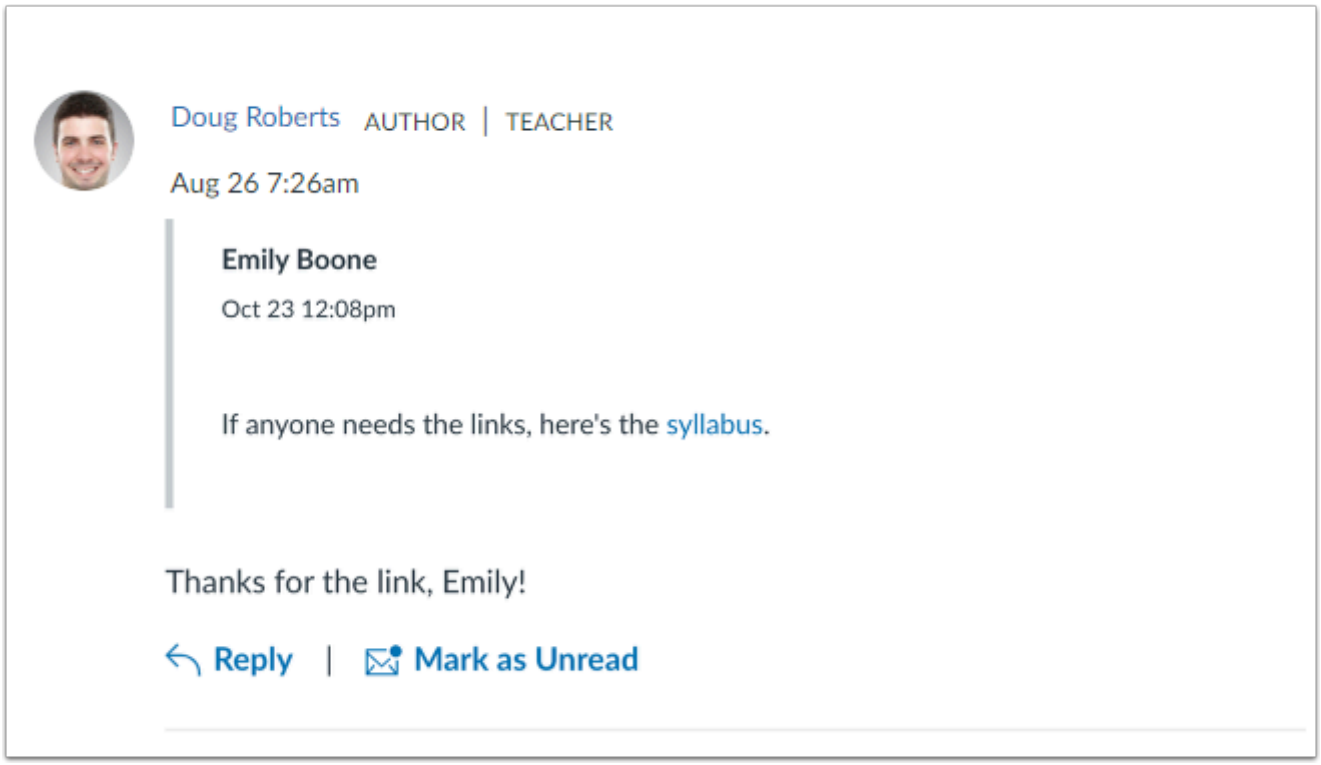


By default, the **Include quoted reply in message** toggle is on [1] and the quote displays [2]. To exclude quoted text from your response, disable quoting by clicking the toggle off.

Enter your reply, links, photos, equations, and/or media, or @mention course users using the Rich Content Editor [3].

To post your reply, click the **Reply** button [4].

View Quoted Reply



View quote and your message reply.

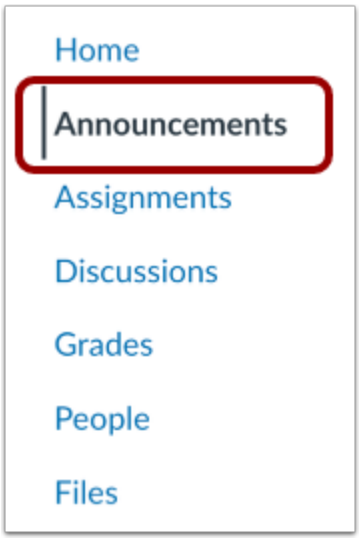
How do I allow students to like replies in a course announcement?

You can allow students to like replies in an announcement even if students are not allowed to reply to announcements. If an announcement allows liking, users will see a Like icon within each announcement reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

The Like icon is enabled on a per-announcement basis and displays once there is at least one reply to the announcement.

As an instructor, you can also like announcement replies.

Open Announcements

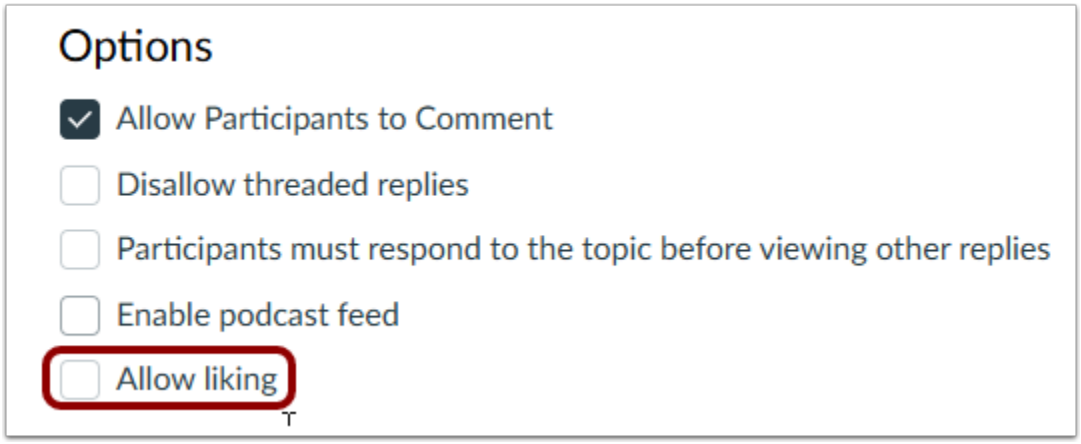


In Course Navigation, click the **Announcements** link.

Add Announcement

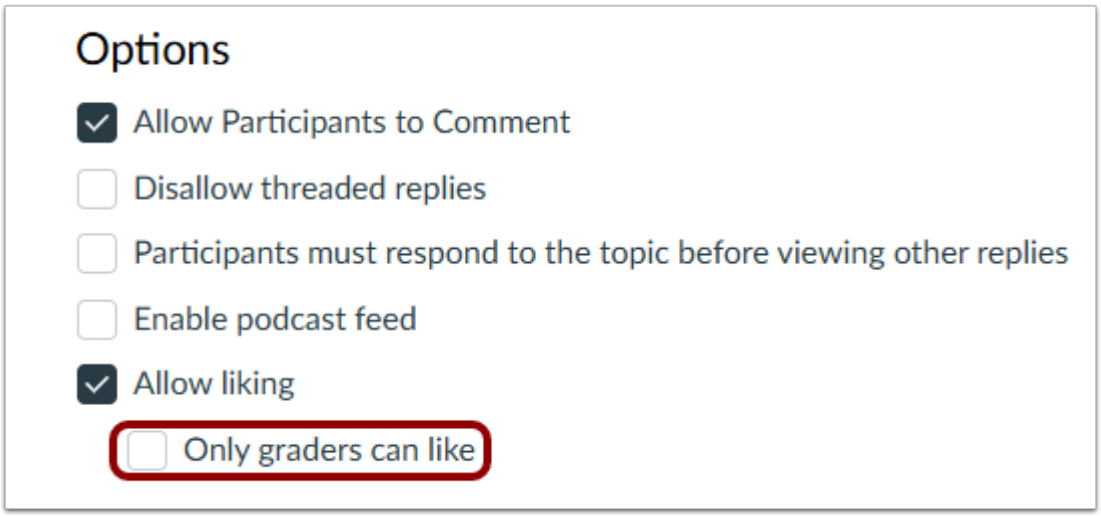
Click the **Add Announcement** button.

Allow Liking



Click the **Allow liking** checkbox.

Set Liking Options

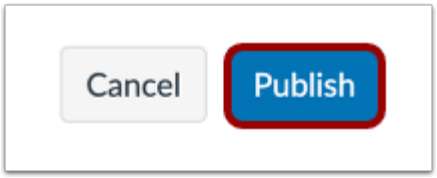


When allowing announcement likes, you can limit the users who can like to graders only.

To limit the liking functionality to only graders in the course, click the **Only graders can like** checkbox. When this checkbox is selected, only users with the Edit Grades permission can see the Like link. However, all users still see the total number of likes for each reply.

Note: Announcement replies are sorted in descending order.

Publish Announcement

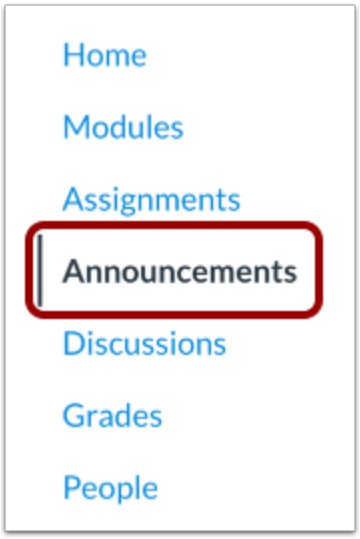


Click the **Publish** button.

How do I like a reply in a course announcement as an instructor?

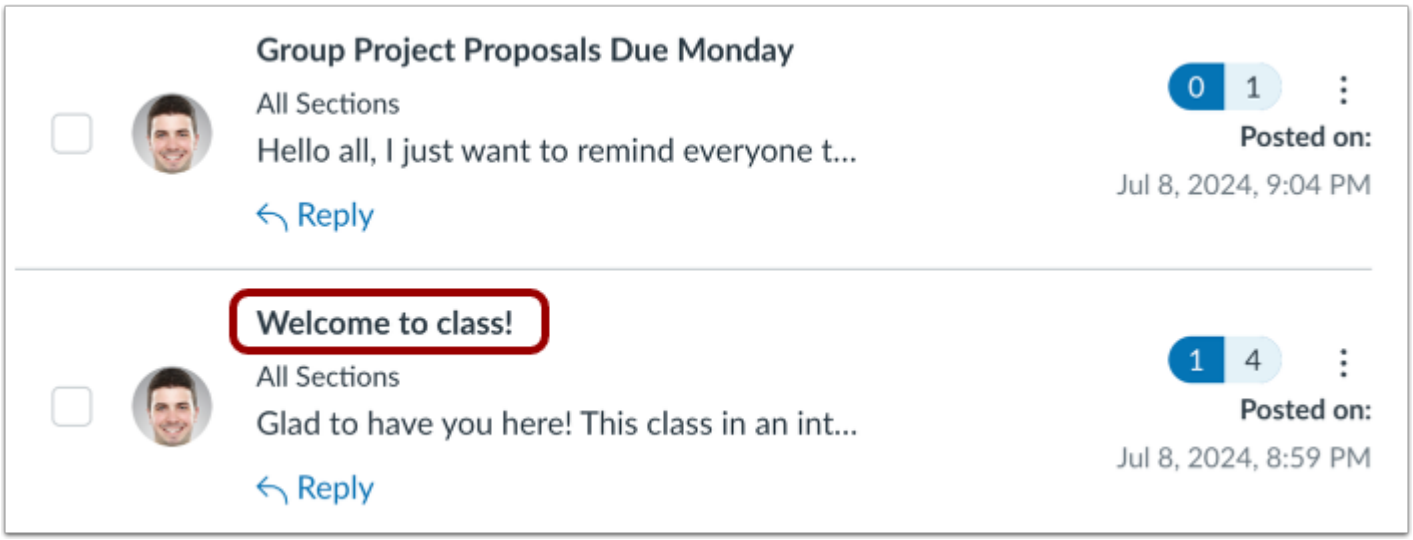
If you allow students to like announcements, you can like announcement replies in your course. To view the Like icon on announcements, you must allow users to like replies in a course announcement.

Open Announcements



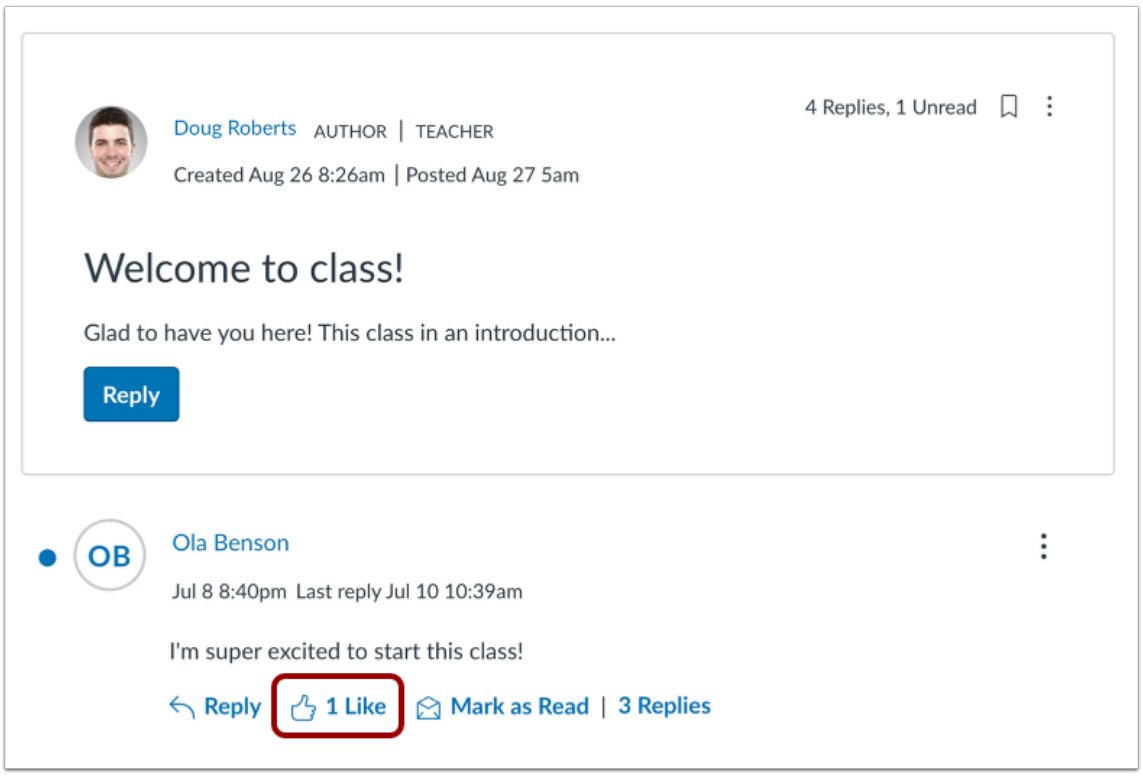
In Course Navigation, click the **Announcements** link.

Open Announcement



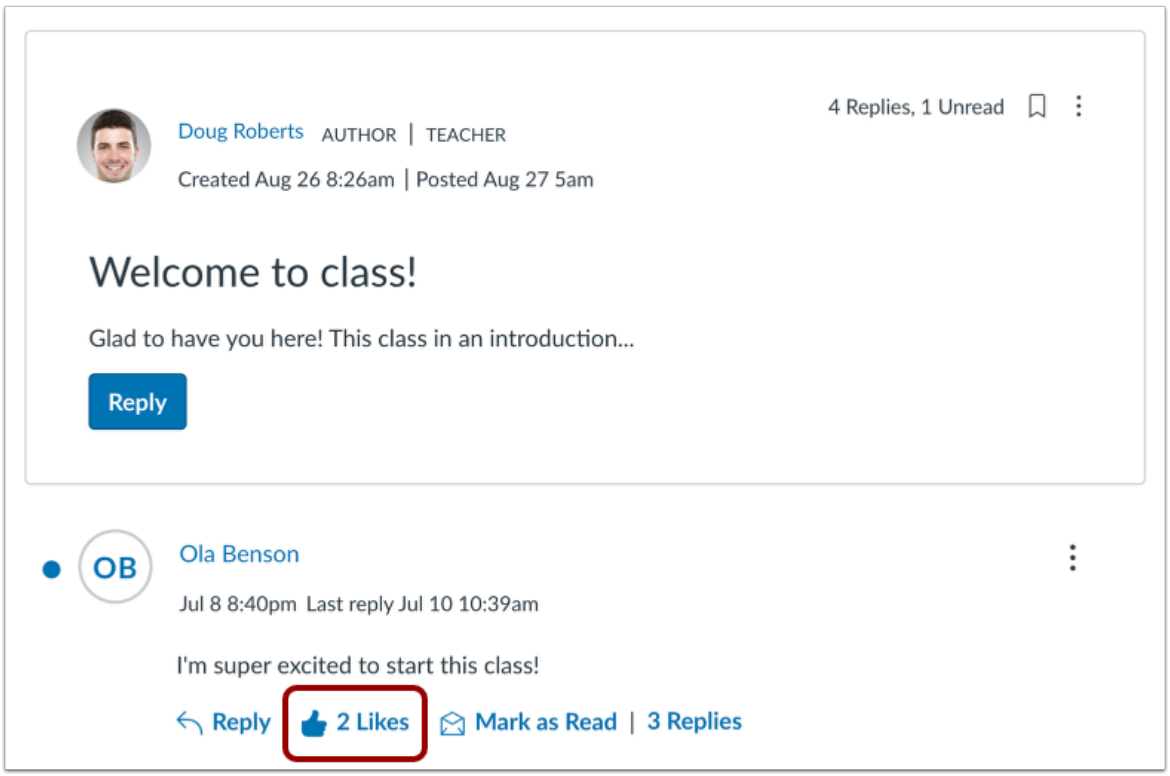
Click the name of the announcement.

Like Announcement Reply



Locate the reply and click the **Like** icon.

View Liked Reply



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

Note:

- When a reply is liked, the Like icon also displays the total number of likes from all users.
- You can unlike a reply by clicking the Like icon again.

How do I copy an announcement to another course?

As an instructor, you can copy individual announcements in one course directly into any active course in which you are enrolled. You can also send announcements to other instructors at your institution.

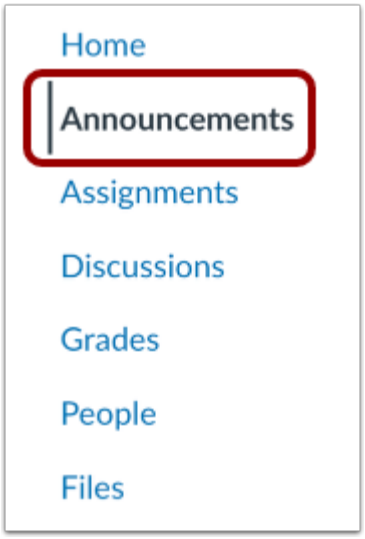
Announcements that have already been posted do not send notifications to users in the course where the announcement is sent. Announcements that include a delay posting date retain that date and send notifications when the announcement is posted.

When you copy an announcement, any assets within that announcement (images, files, etc.) will be included in the announcement copy. Announcement settings, including delay posting dates, are also included in the announcement copy.

Notes:

- The option to select a module displays when copying an announcement, but is not functional. You cannot place a copied announcement in a module.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same announcement to the same course more than once, the announcement you previously copied will be overwritten with the newly copied announcement.

Open Announcements

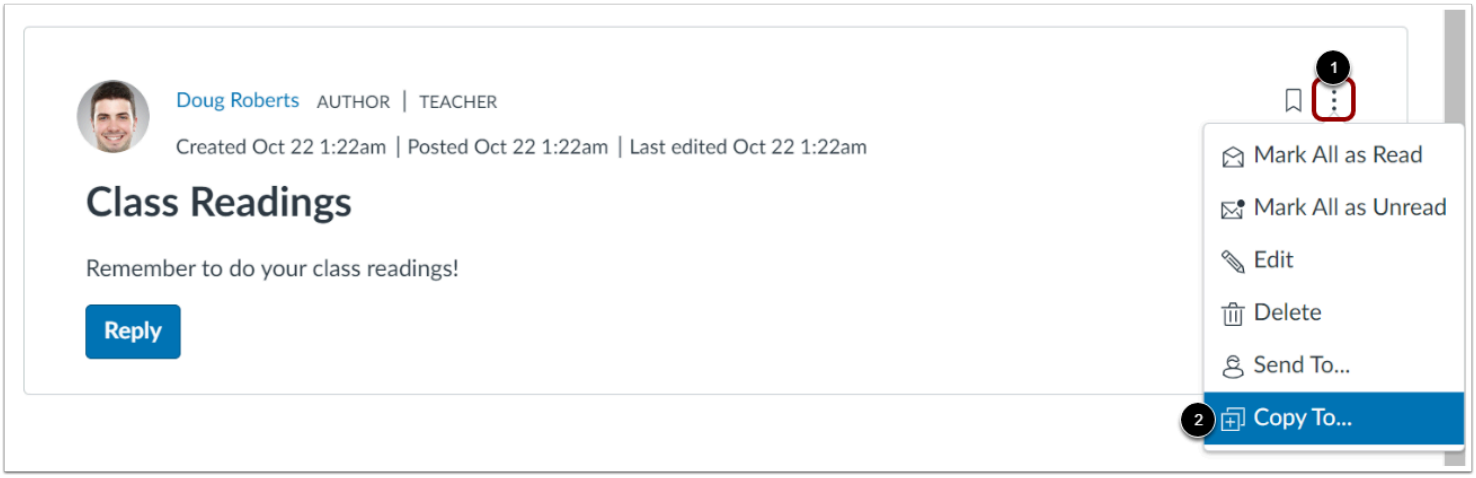


In Course Navigation, click the **Announcements** link.

Open Announcement

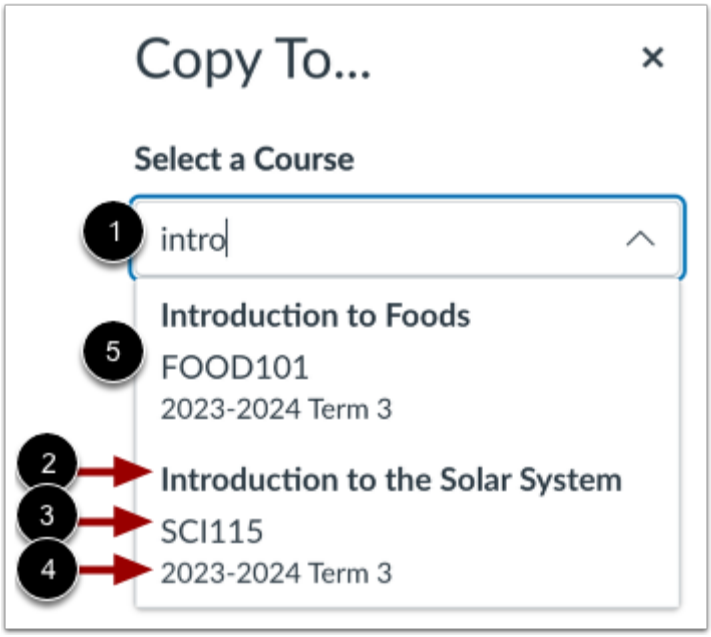
Click the name of the announcement you want to copy.

Open Announcement Options



Click the **Options** icon [1] and select the **Copy To...** option [2].

Select Course



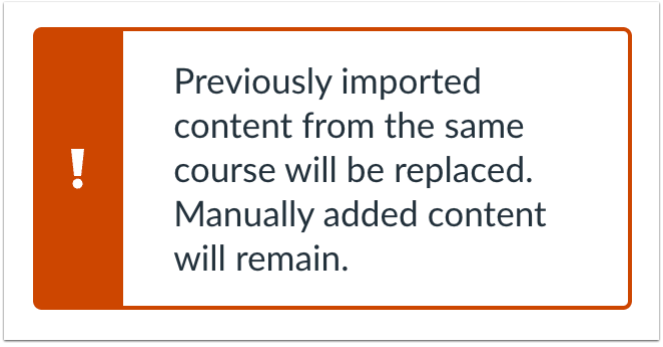
Type the course name, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the announcement [5].

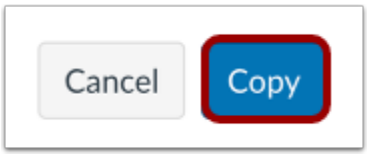
Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Announcements cannot be copied to a concluded course.

View Copy To Content Warning Message



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

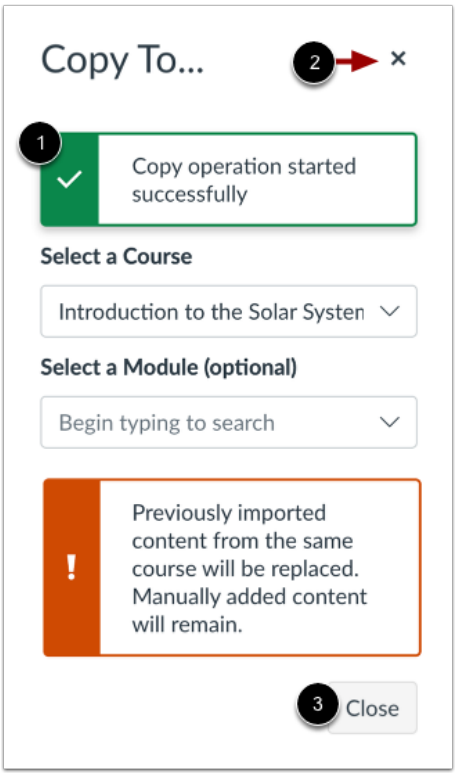
Copy Announcement



Click the **Copy** button.

Note: The Select a Module field displays when copying an announcement, but will not place the announcement in a module.

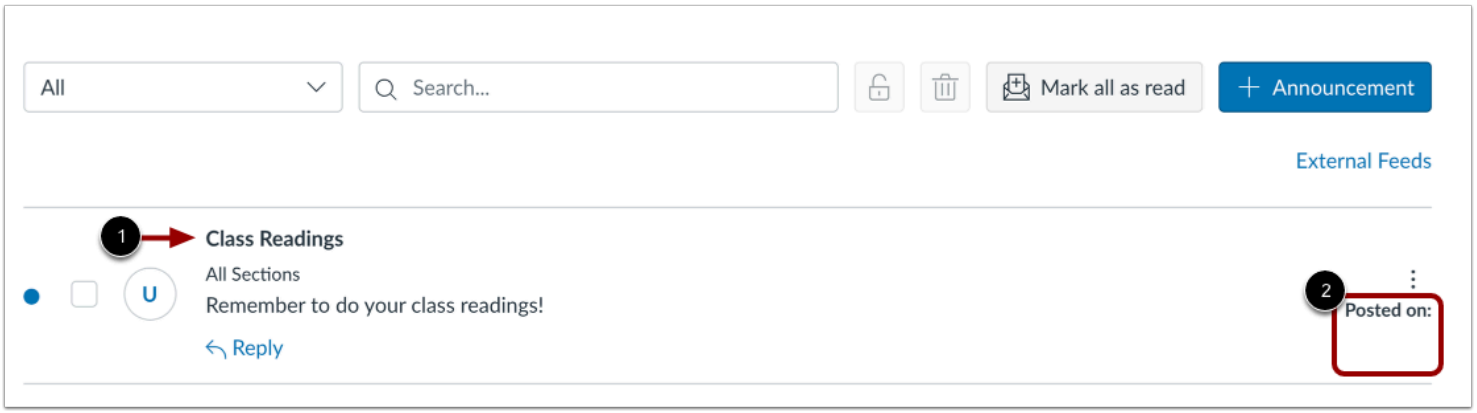
View Copy Notification



Canvas displays a notification when an announcement copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Announcement



Copied announcements display on the Announcements Index Page for the course into which it copied [1]. Announcement posting dates are not included in announcement copies [2].

Note: The presence of the 'U' and the absence of the instructor's name on the copied announcements is valid.

How do I send an announcement to another instructor?

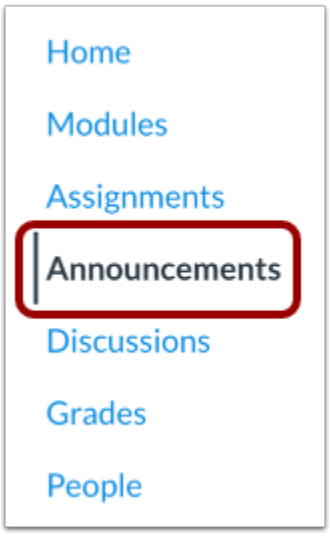
As an instructor, you can share individual announcements in your course with other instructors at your institution. You can also copy an individual announcement into another course.

When you share an announcement, any assets within that announcement (images, files, etc.) will be included in the shared file. Announcement settings, including delay posting dates, are also included in the shared announcement.

Notes:

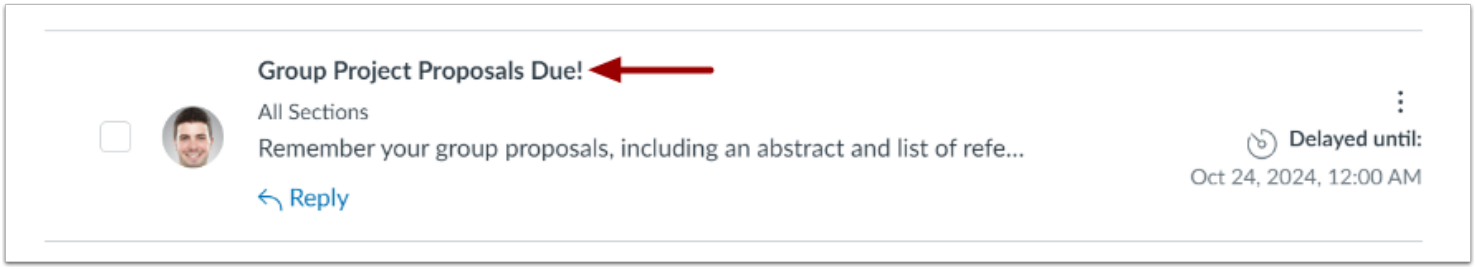
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Announcements



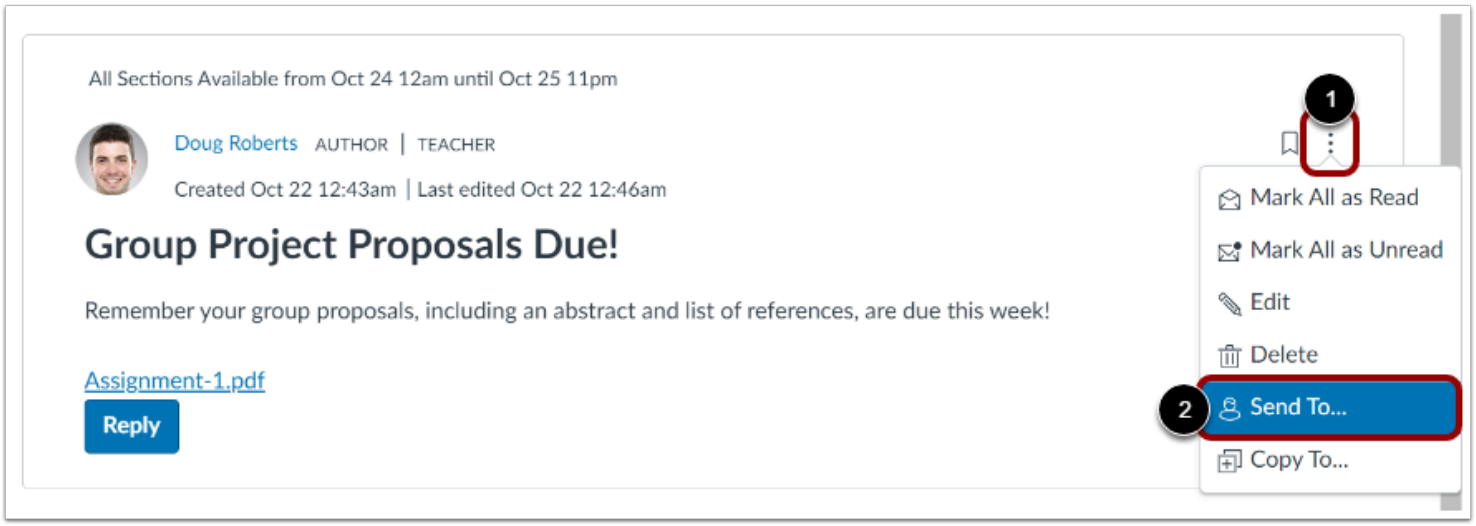
In Course Navigation, click the **Announcements** link.

Open Announcement



Click the name of the announcement you want to send.

Open Announcement Options



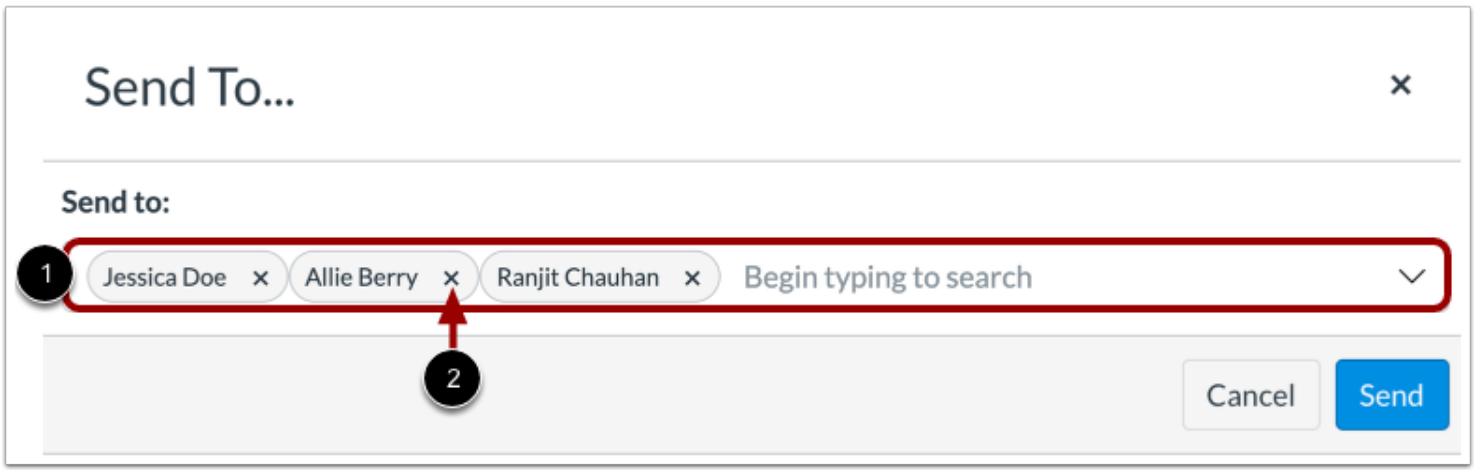
Click the **Options** icon [1] and select the **Send To...** option [2].

Select Recipient

To send your announcement to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your announcement [2].

Note: You can send the announcement to multiple instructors at one time.

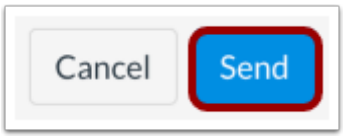
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the announcement to yourself, add your name to the Send to field.

Send Announcement

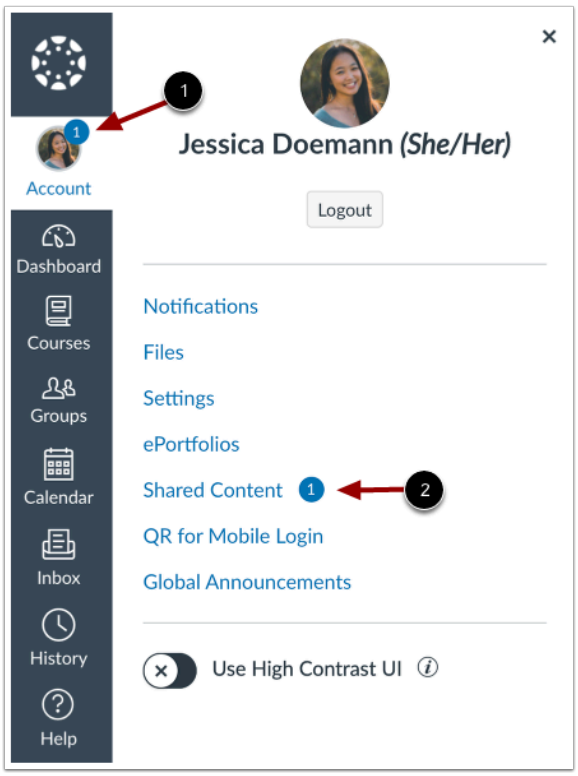


Click the **Send** button.

View Sent Notification

Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the instructor's Account icon [1] and in the Shared Content link [2].

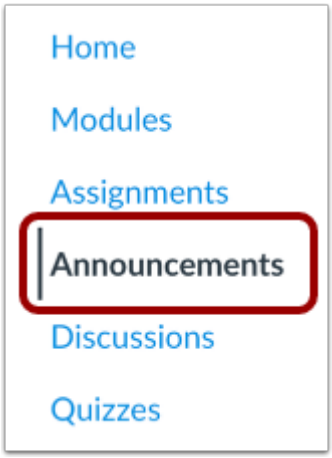
Learn how to manage received content.

How do I view an announcement thread as an instructor?

You can view threaded replies to announcements when replies are enabled. You can view threaded replies inline in a split screen sidebar.

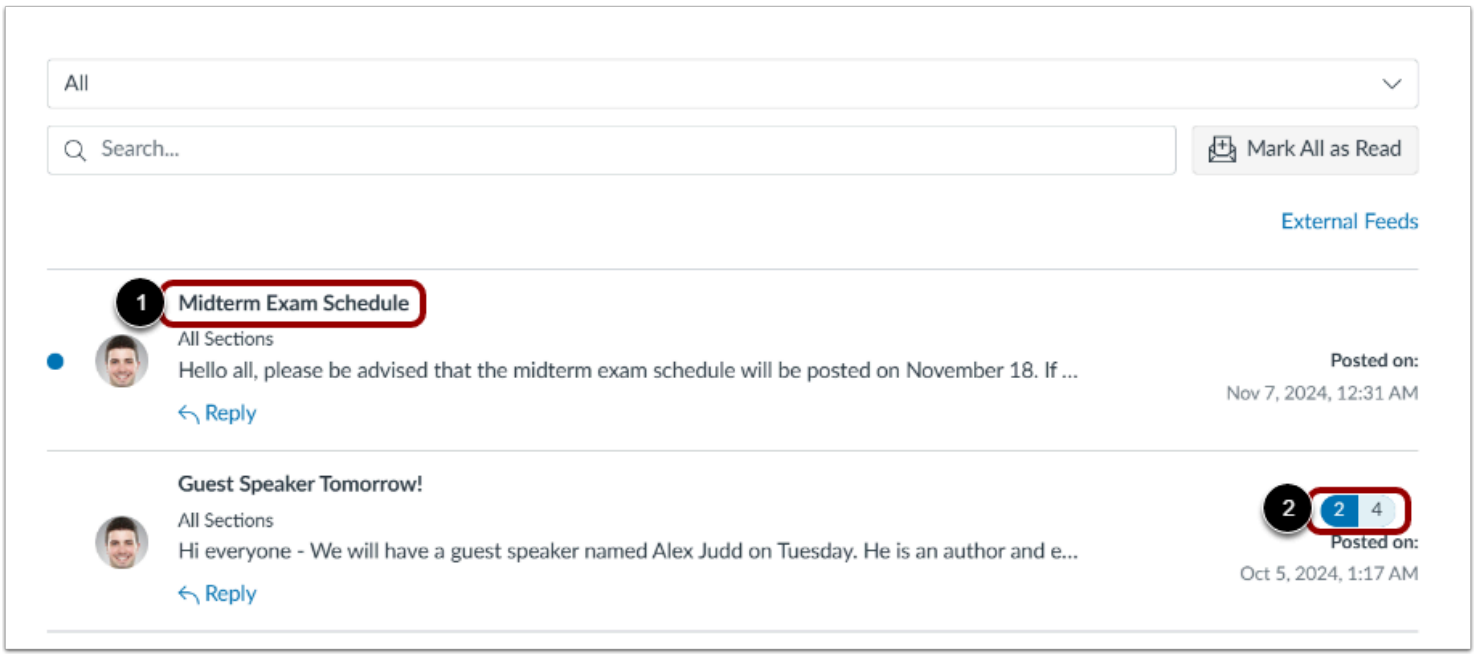
You can quote a threaded reply when responding to a user in a thread.

Open Announcements



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

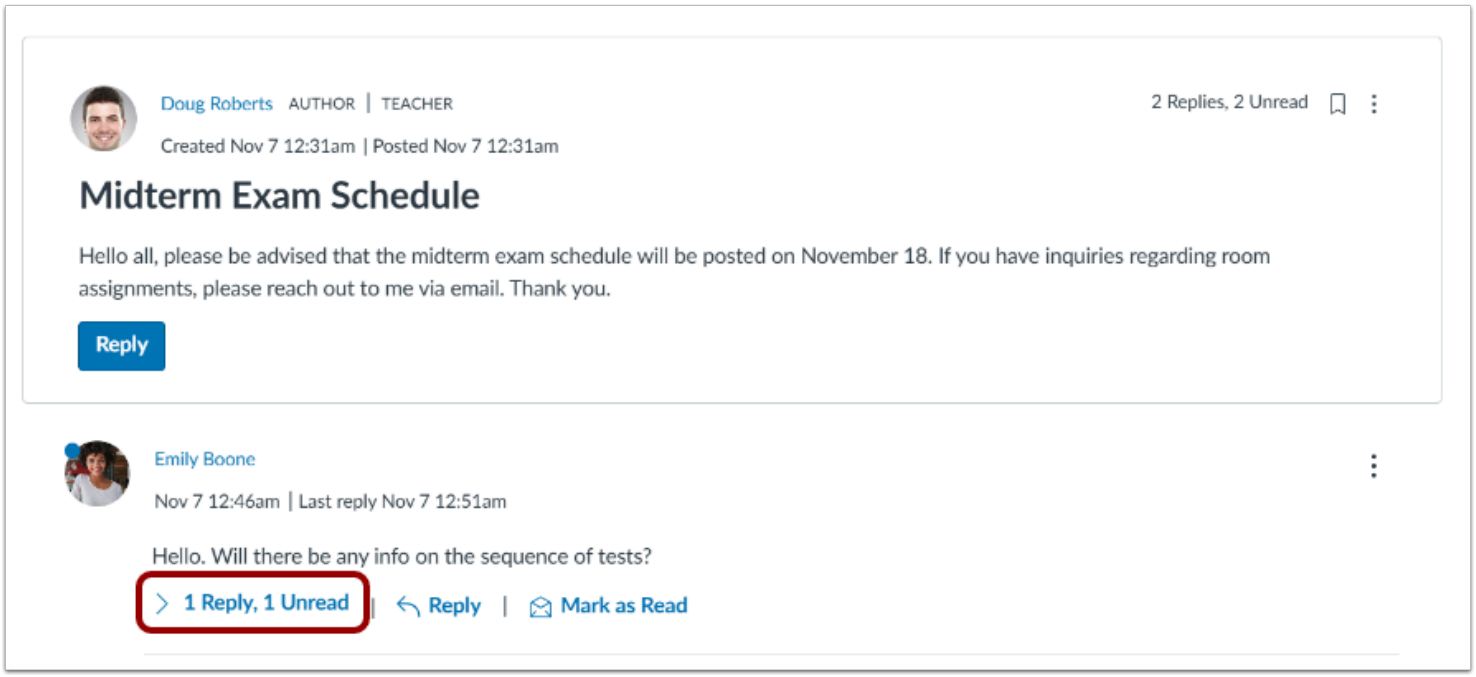
Open Announcement



Click the name of the announcement [1].

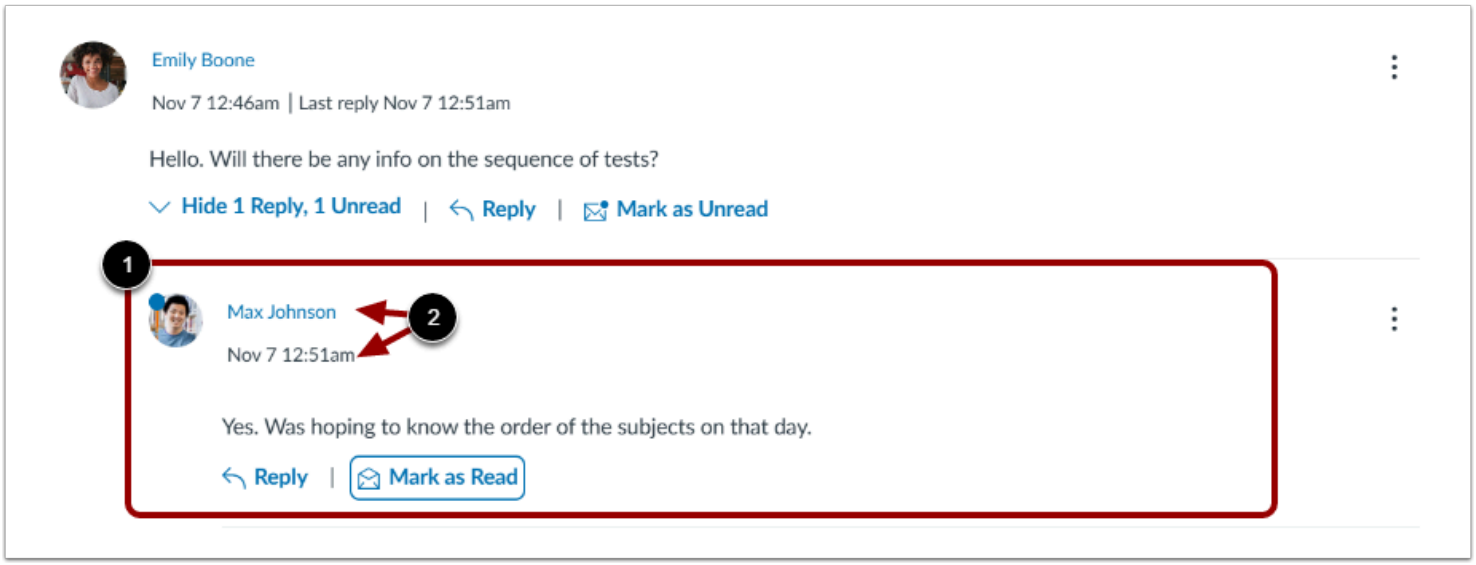
Note: If the announcement has replies, you can view the number of unread replies and the number of replies [2].

Open Threaded Replies



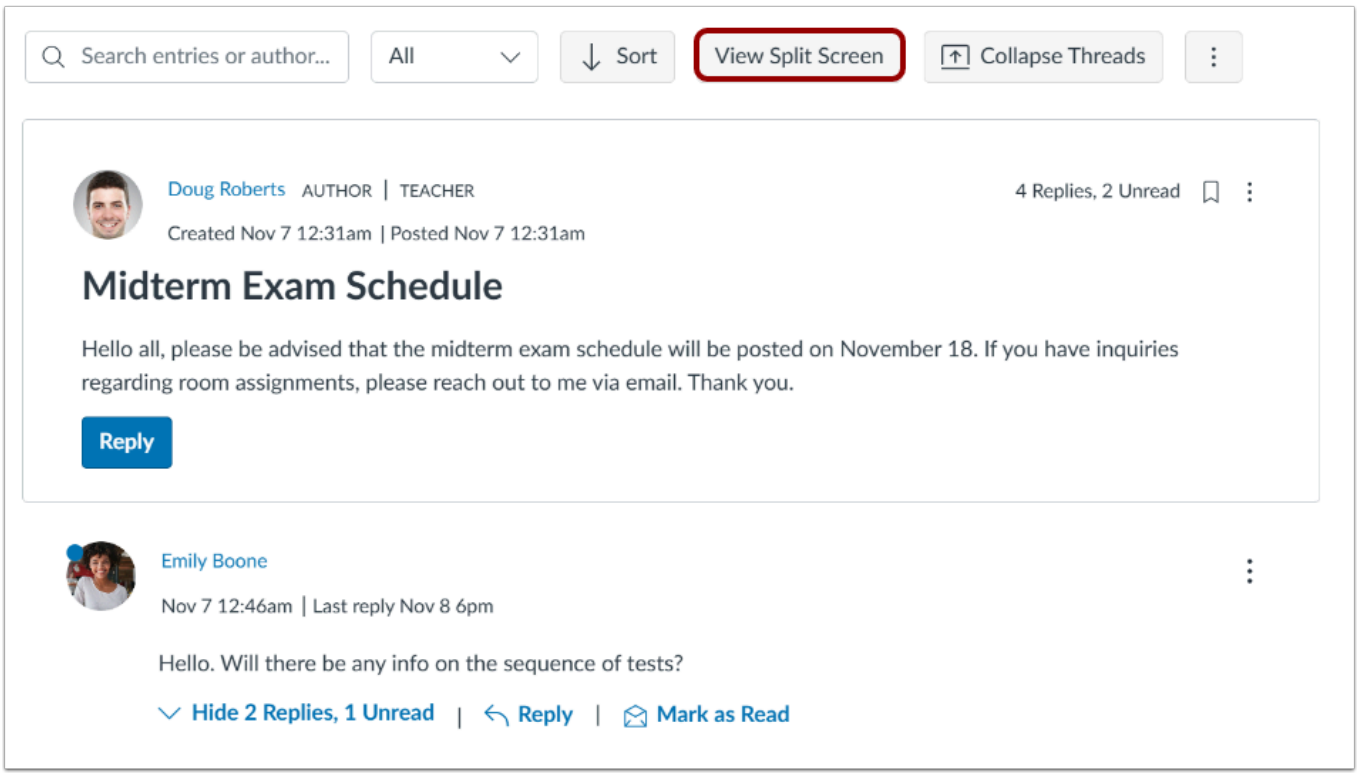
If course users have replied to an announcement reply, you can view the reply thread by clicking **# of replies, # of Unread** link.

View Inline Threaded Replies

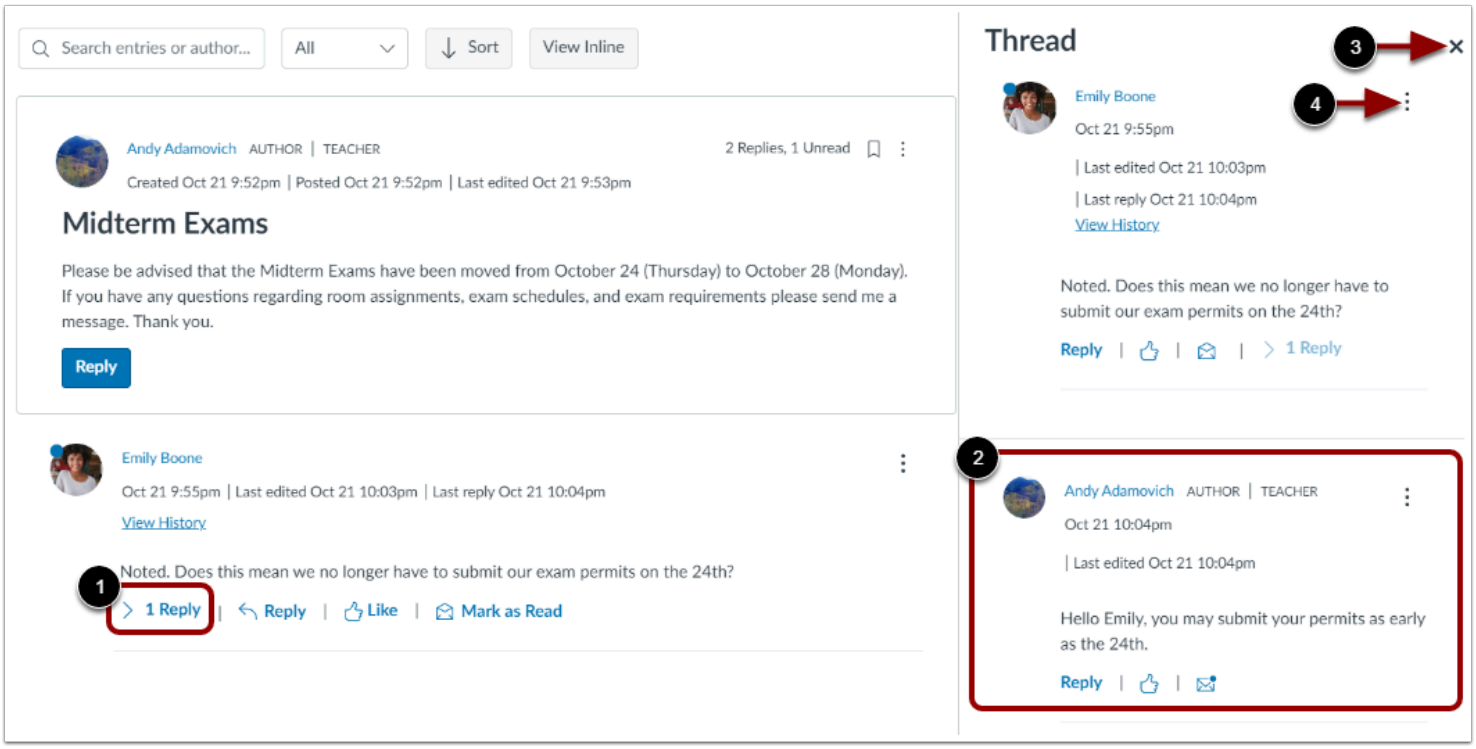


Threaded replies expand and display [1]. View the name of the user who posted the reply as well as the date and time the reply was posted [2].

View Split Screen Thread Replies



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



When viewing split screen thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

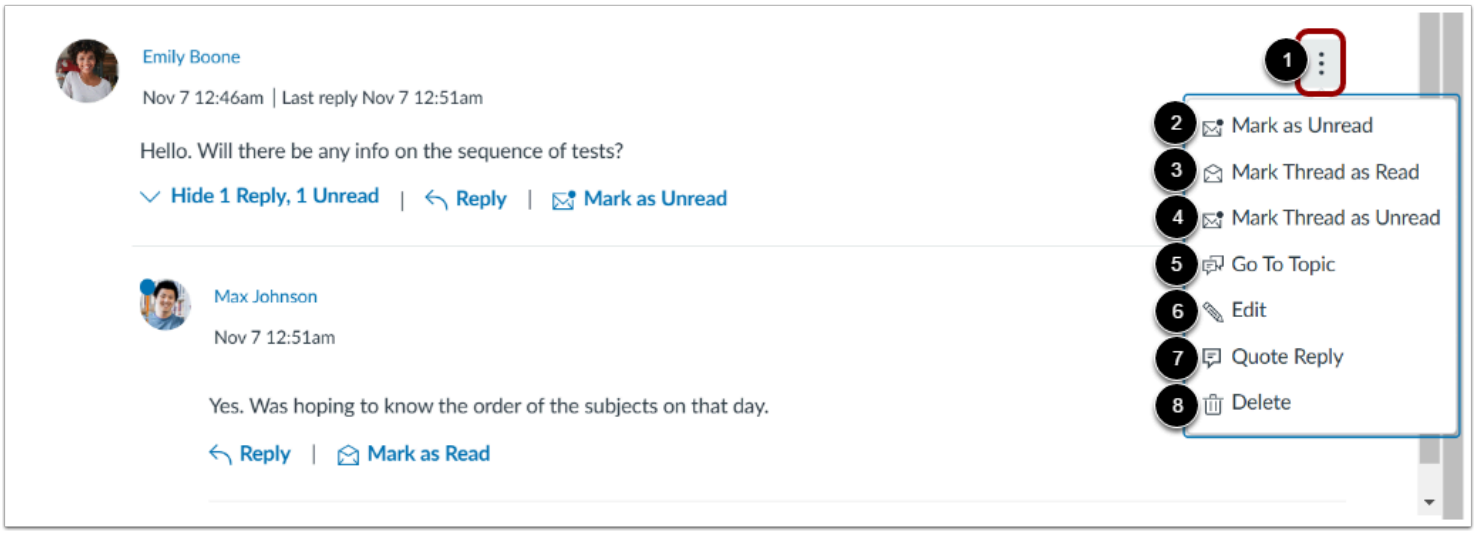
To expand the thread replies sidebar, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, edit the reply, quote the reply, or delete the reply.

To collapse the discussion thread replies sidebar, click the **Close** icon [4].

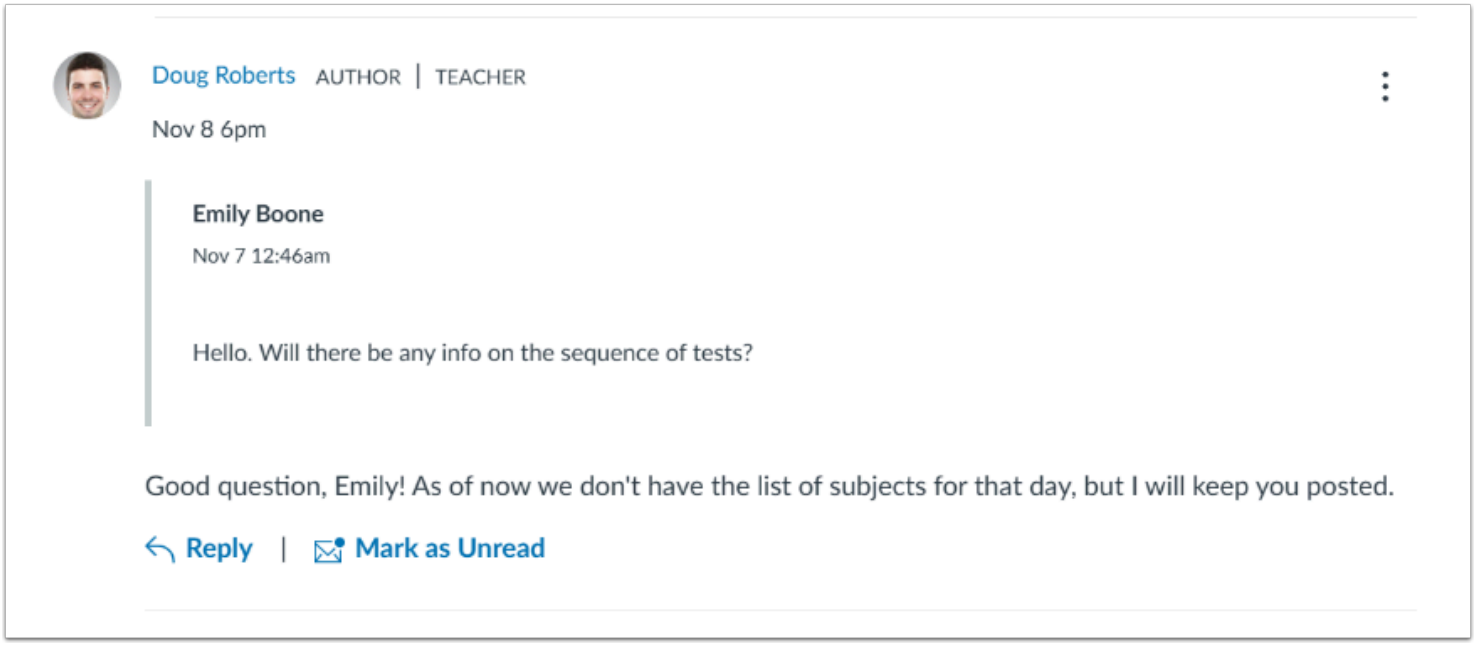
Manage Threaded Reply



To manage a threaded reply, click the reply **Options** icon [1]. Then select one of the following menu options:

- **Mark as Read/ Unread** [2]: Mark this reply as read or unread.
- **Mark Thread as Read** [3]: Mark the whole thread as read.
- **Mark Thread as Unread** [4]: Mark the whole thread as unread.
- **Go to Topic** [5]: Select the topic of the thread.
- **Edit** [6]: Edit the reply.
- **Quote Reply** [7]: Start a reply by including a copy of the reply.
- **Delete** [8]: Delete the reply.

View Your Reply

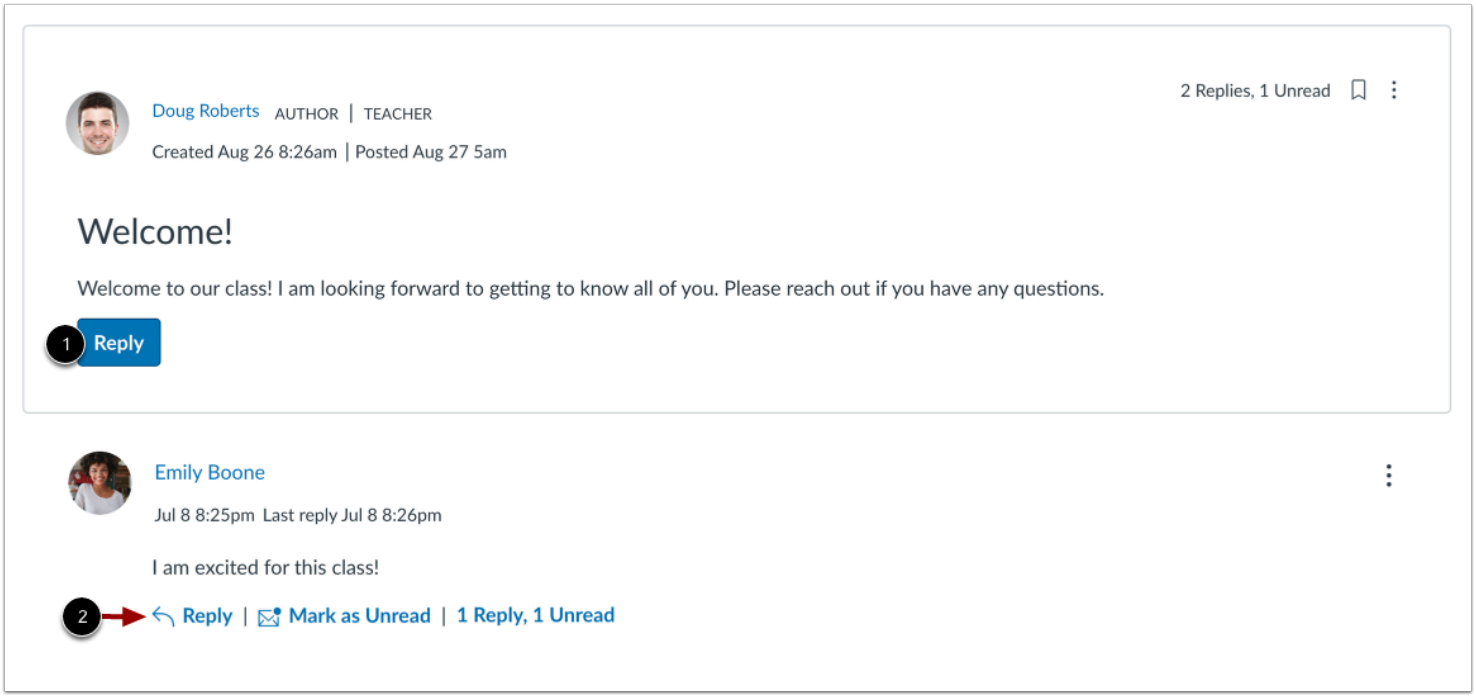


View your reply that includes the quoted reply.

How do I mention a user in an announcement reply as an instructor?

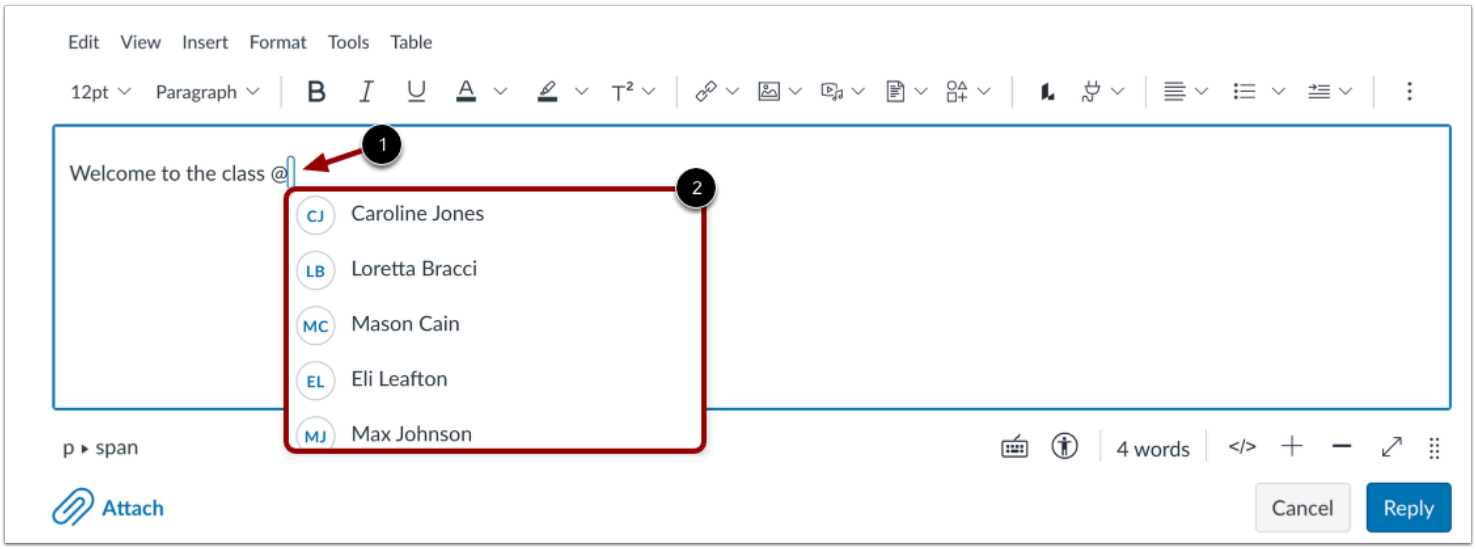
You can @mention a user in an announcement reply. Course users mentioned in a reply may receive a notification based on their preferred notification settings.

Reply to Announcement



To reply to the announcement, click the **Reply** button [1]. To reply to an announcement reply, click the **Reply** link [2].

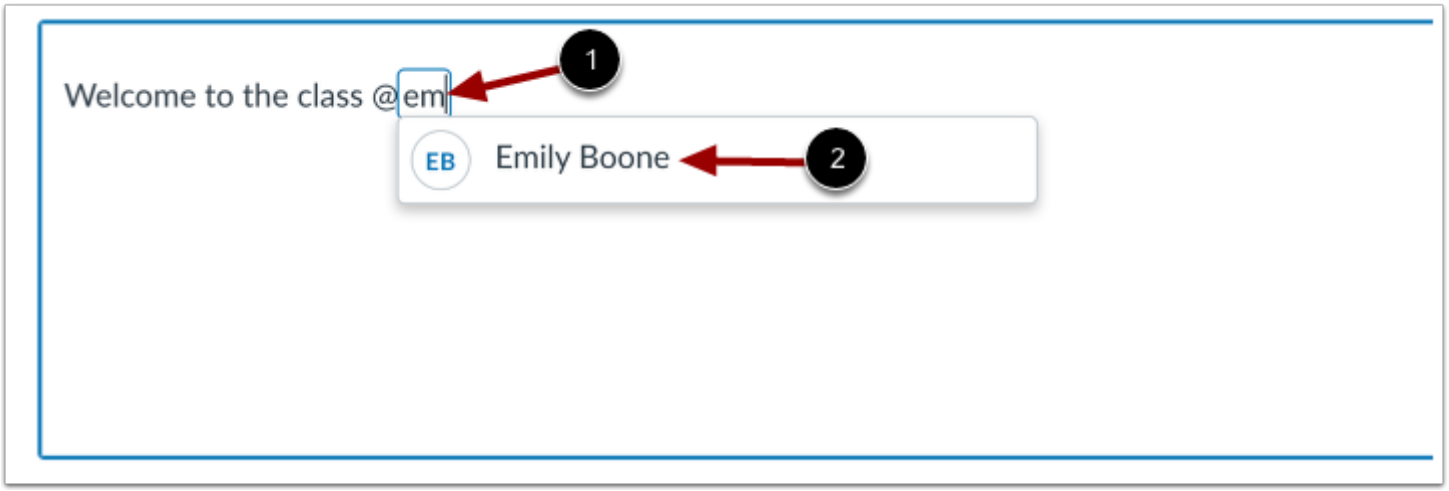
Mention User in Reply



Use the Rich Content Editor to enter your reply, links, photos, equations, or media.

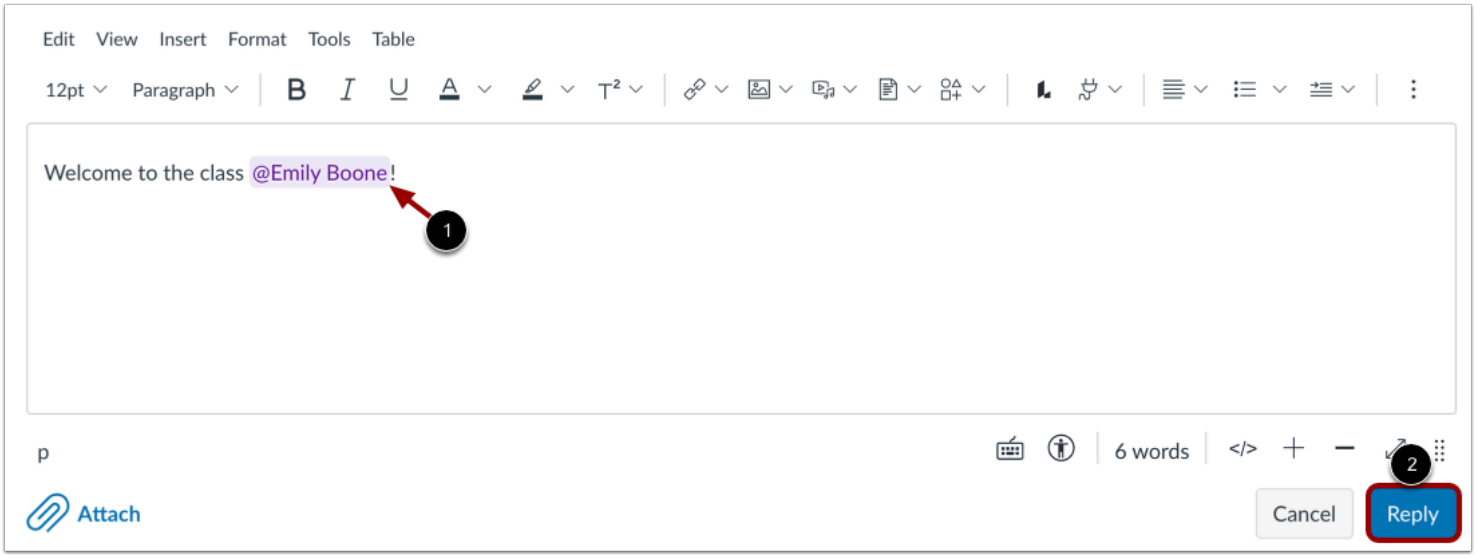
To mention a user in your reply type the @ symbol in the Rich Content Editor [1]. A list of course users displays [2].

Select User



To locate the course user, scroll through the list or filter the list by typing the course user's name [1]. Then select the user's name from the list [2].

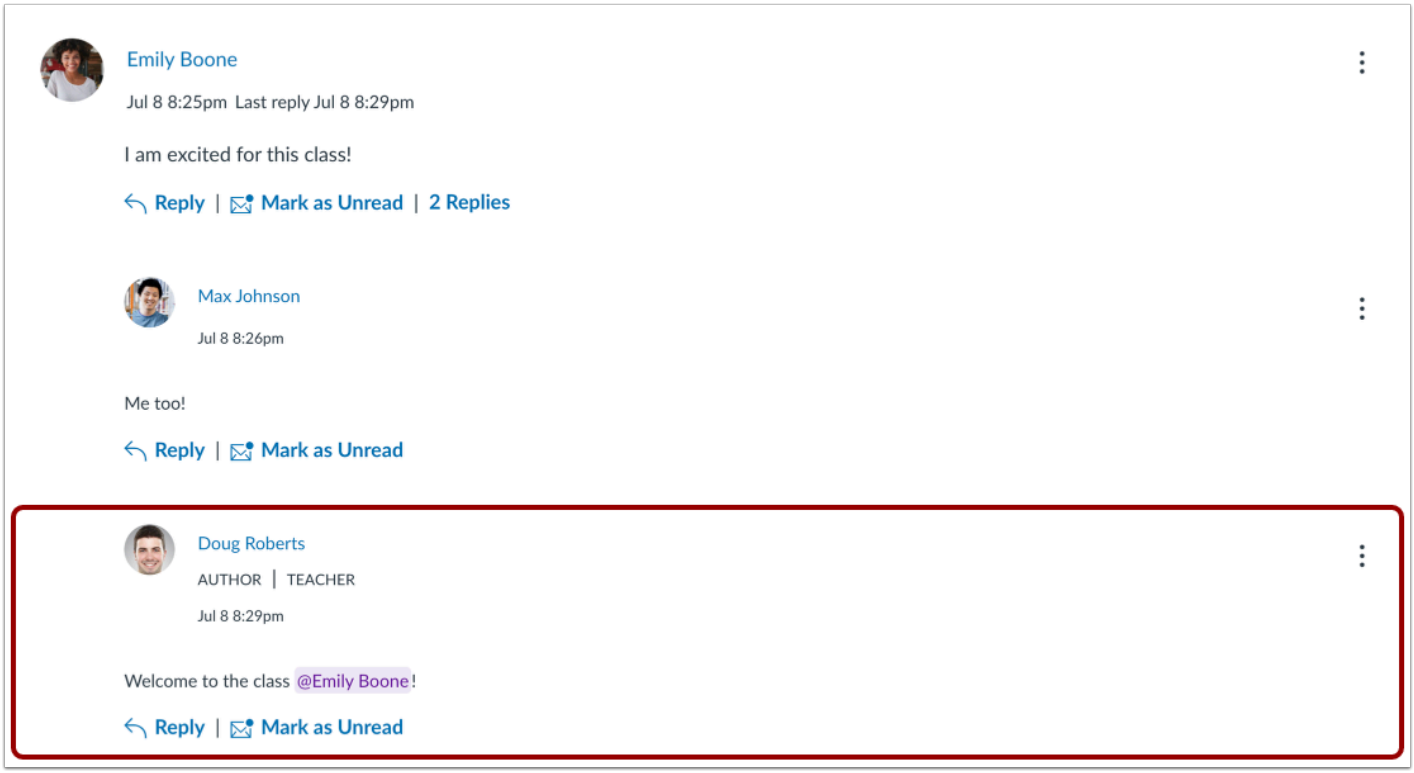
Post Reply



Your @mention text displays in a purple font and highlight [1].

To post your reply, click the **Reply** button [2].

View Reply



Your post displays at the bottom of the thread.

Note: If the Discussions - New Mention notification setting is enabled in the mentioned user's notification settings, the user is notified that they were mentioned.

How do I create a Homeroom announcement in Canvas for Elementary as an instructor?

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

Homeroom announcements display for all users in their Homeroom. A homeroom announcement displays for two weeks or until it is replaced by a new announcement. You can navigate past homeroom announcements using the Previous and Next buttons.

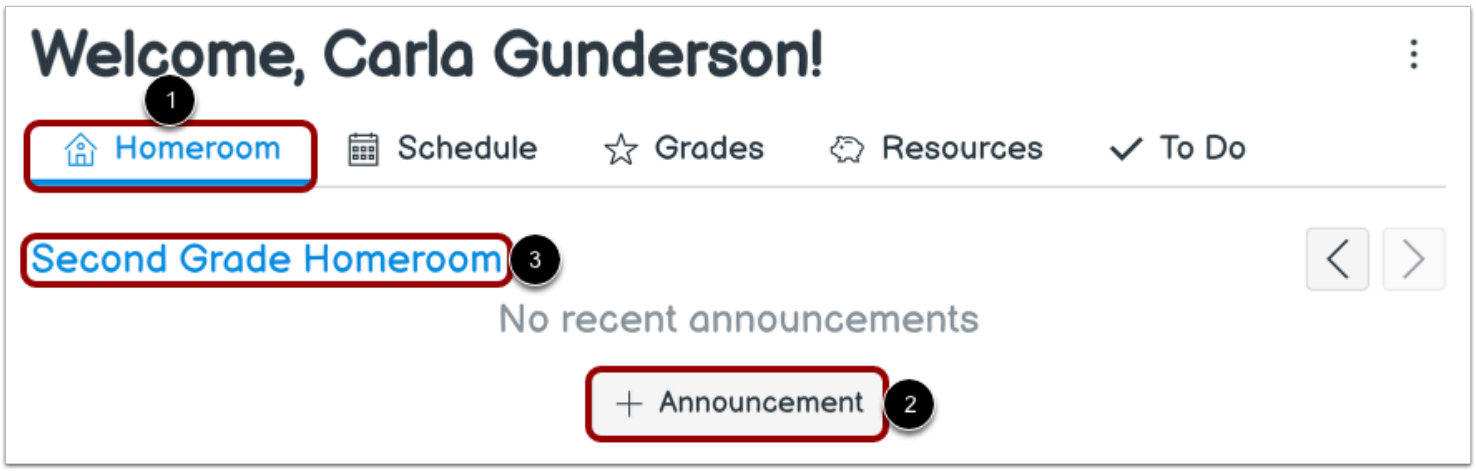
Notes:

- Your homeroom must be published for students to receive announcement notifications. If you import an announcement from another Canvas course, new announcement notifications will not send to course users.
- If an announcement is created before the homeroom start date and the Students can only participate in the course between these dates setting is enabled, students will not receive announcement notifications.

Open Homeroom

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

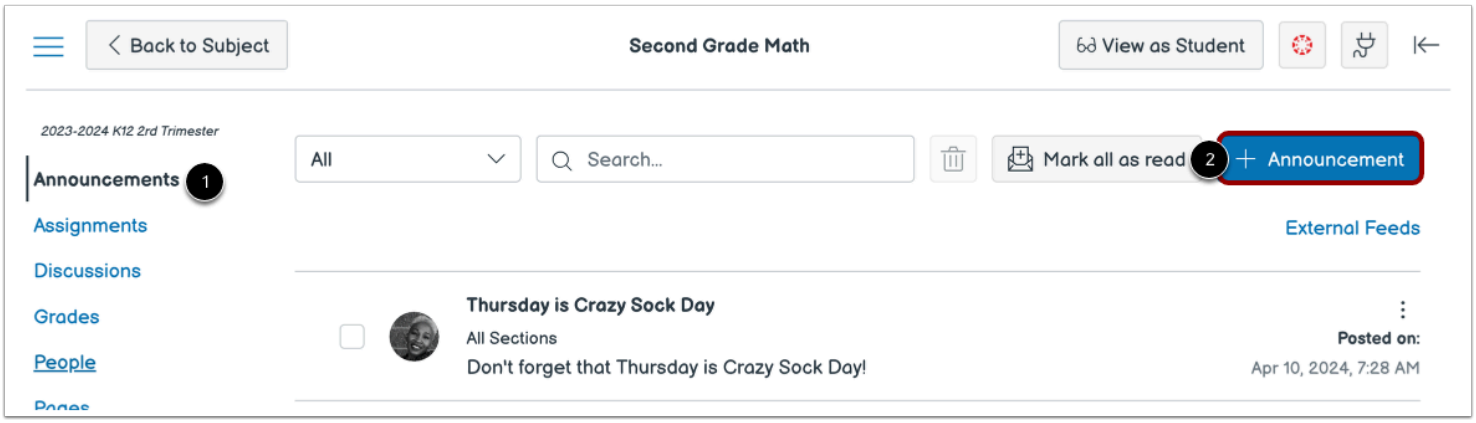
Add Homeroom Announcement



If your Homeroom tab [1] is not currently displaying an announcement, you can add a new announcement by clicking the **Add Announcement** button [2].

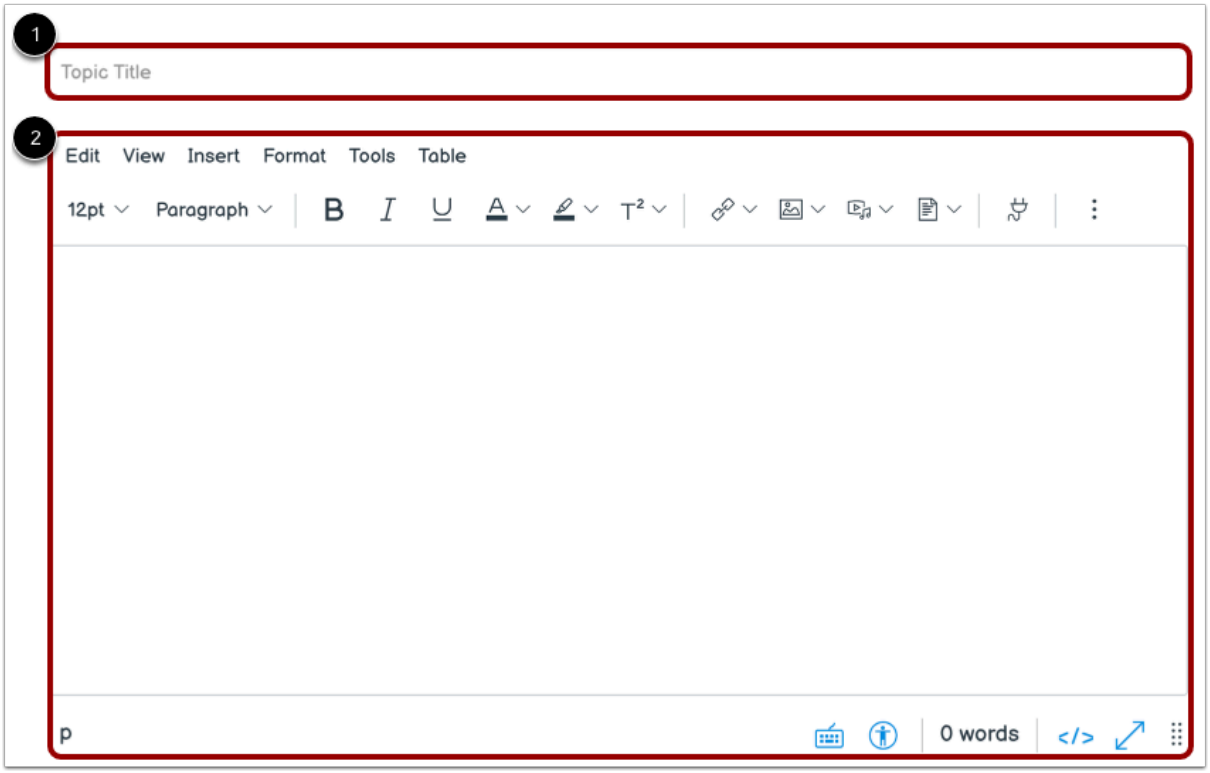
Note: By default, the most recent announcement displays if it has been posted in the last two weeks. If you have an existing homeroom announcement, the Add Announcement button does not display. To replace the current announcement with a new announcement, click the **Homeroom subject** link [3].

Replace Homeroom Announcement



If the Homeroom link was clicked, the Announcements page displays [1]. To add a new announcement to replace the current homeroom announcement, click the **Add Announcement** button [2].

Create Announcement



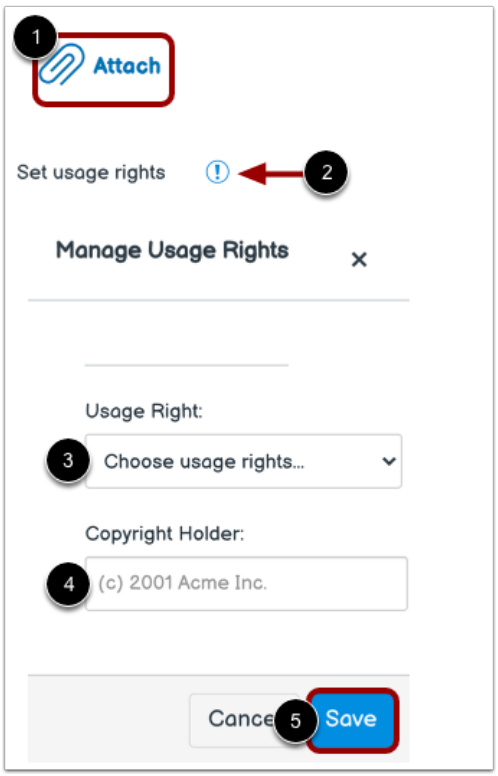
Type a title for the announcement in the **Topic Title** field [1] and add content in the Rich Content Editor [2].

Select Sections

By default, Canvas will send your announcement to all sections within your homeroom course. To select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

Note: If your course does not have sections, Canvas will still show the All Sections option, and all homeroom course users can view the announcement.

Add Attachment



To add an attachment to your announcement, click the **Attach** link [1].

If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [2].

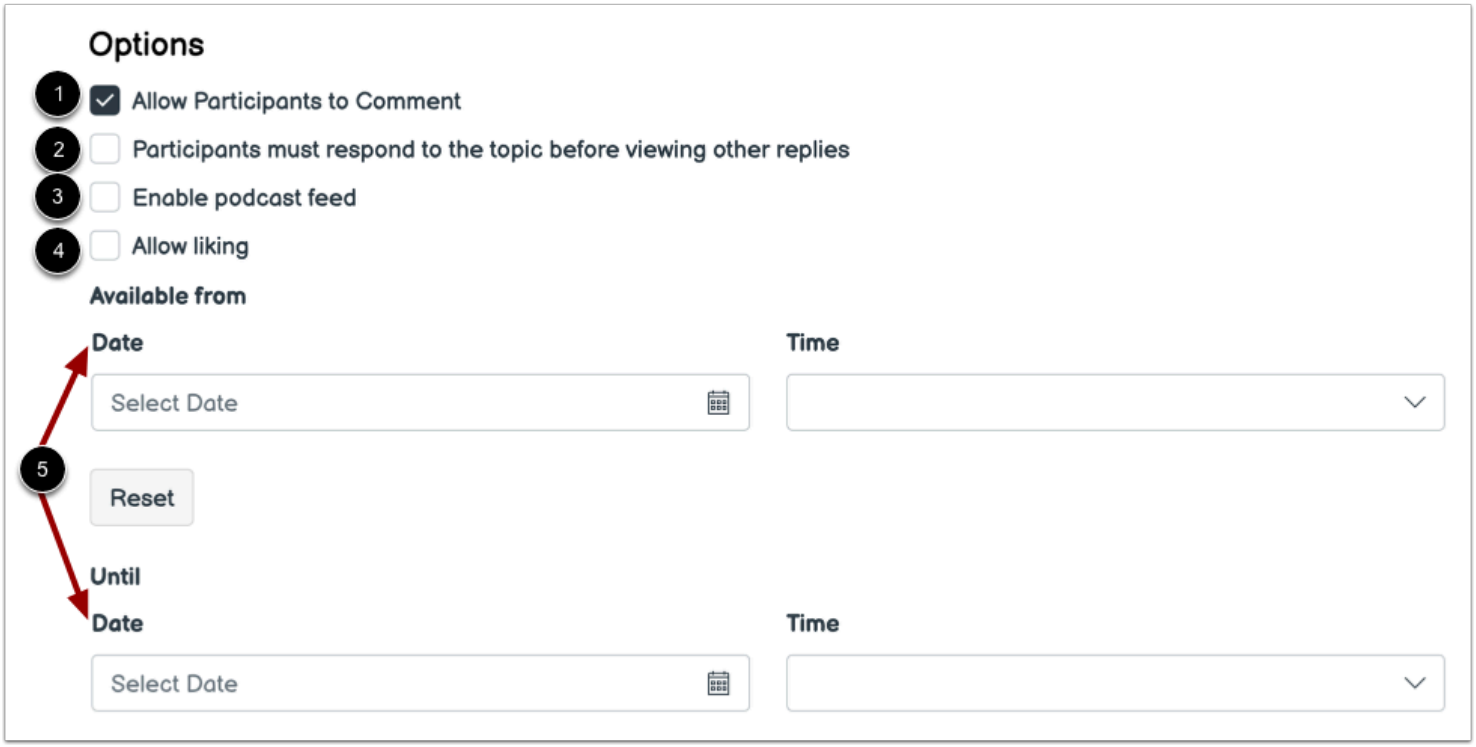
In the **Usage Right** drop-down menu [3], select one of five usage rights:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [4].

To save your usage right settings, click the **Save** button [5]. You can edit usage right settings by clicking the Set usage rights icon.

Select Options



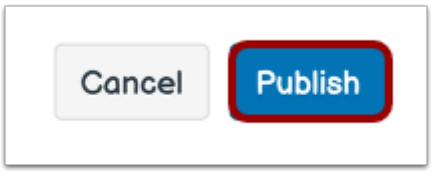
In the Options section, you can select various options for your announcement.

Additionally, you can allow users to comment on the announcement [1] and require students to reply to a post before seeing other replies [2].

You can also enable an announcement podcast feed [3] and allow students to like announcement replies [4].

You can delay the posting of your announcement [5], which allows you to schedule the announcement for a future date.

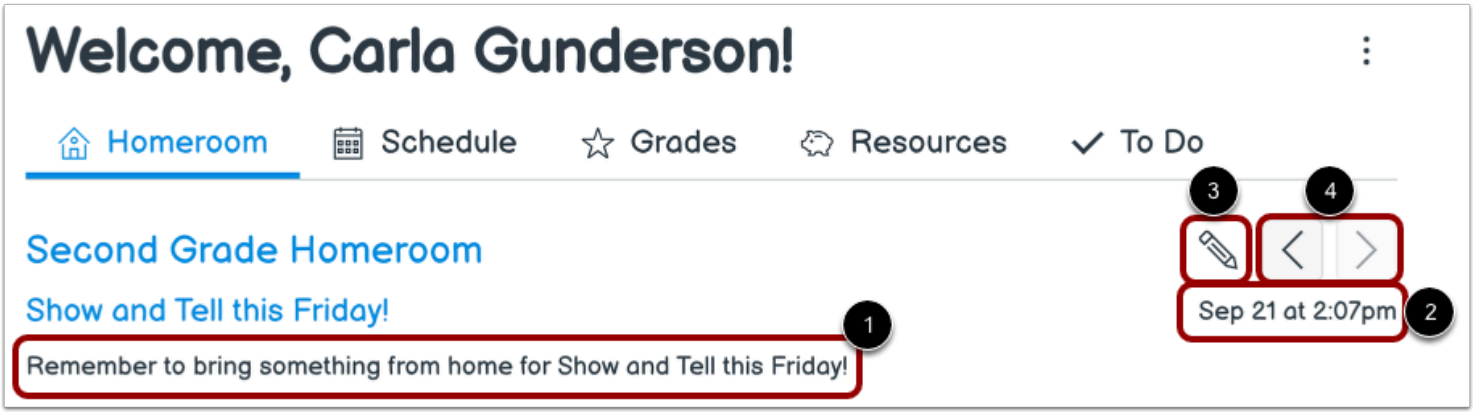
Publish Announcement



Click the **Publish** button.

Note: Unless you are using the delay posting option in Announcements, once you click Publish, your announcement will immediately be posted in the Homeroom.

View Announcement in Homeroom



View the announcement in the Homeroom [1] including the announcement's posting date and time [2].

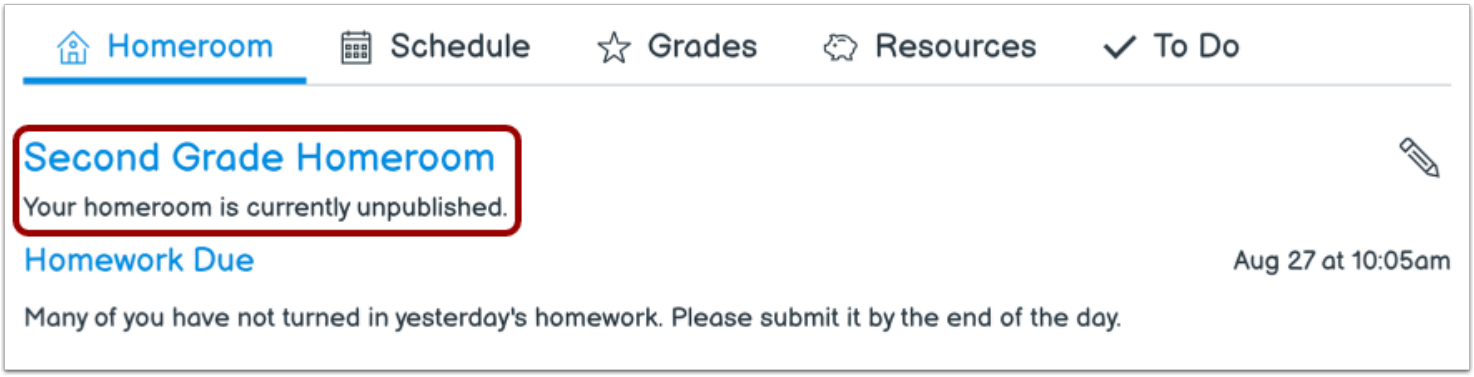
By default, the Homeroom displays the most recent homeroom announcement for two weeks or until it is replaced by a new announcement.

To edit the announcement, click the **Edit** icon [3].

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

Note: If the Previous icon does not display, there are no previous homeroom announcements.

View Unpublished Homeroom Warning



Your Homeroom must be published for students to receive announcement notifications. If your homeroom has not been published, a warning message displays in the Homeroom.

How do I create a subject announcement in Canvas for Elementary as an instructor?

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

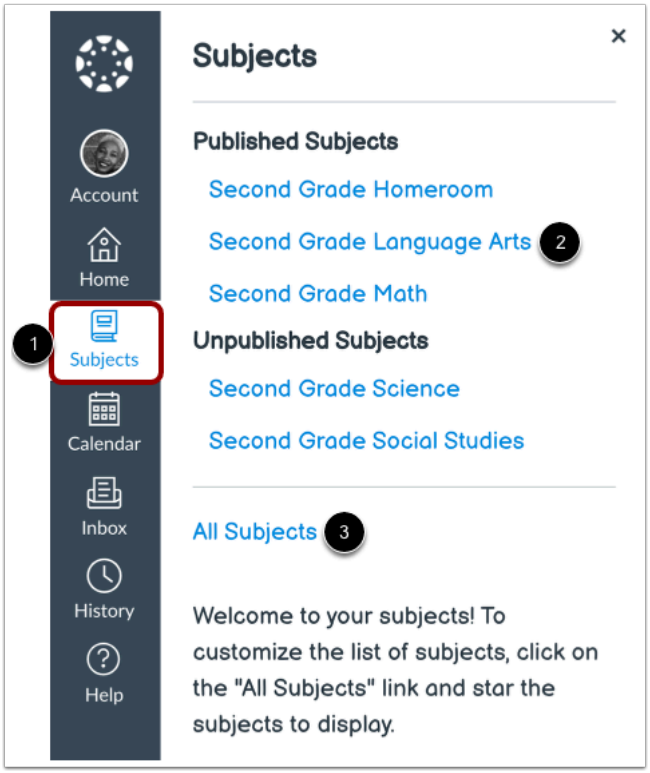
This lesson shows you how to create a subject announcement as an instructor using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to add an announcement in a course in Classic Canvas.

Subject announcements display for all users in the subject's Home page. An announcement icon also displays in the Homeroom's subject card. A subject announcement displays for two weeks or until it is replaced by a new announcement. You can navigate past subject announcements using the Previous and Next buttons.

Notes:

- Your subject must be published for students to receive announcement notifications. If you import an announcement from another Canvas course, new announcement notifications will not send to course users.
- If an announcement is created before the subject start date and the Students can only participate in the course between these dates setting is enabled, students will not receive announcement notifications.

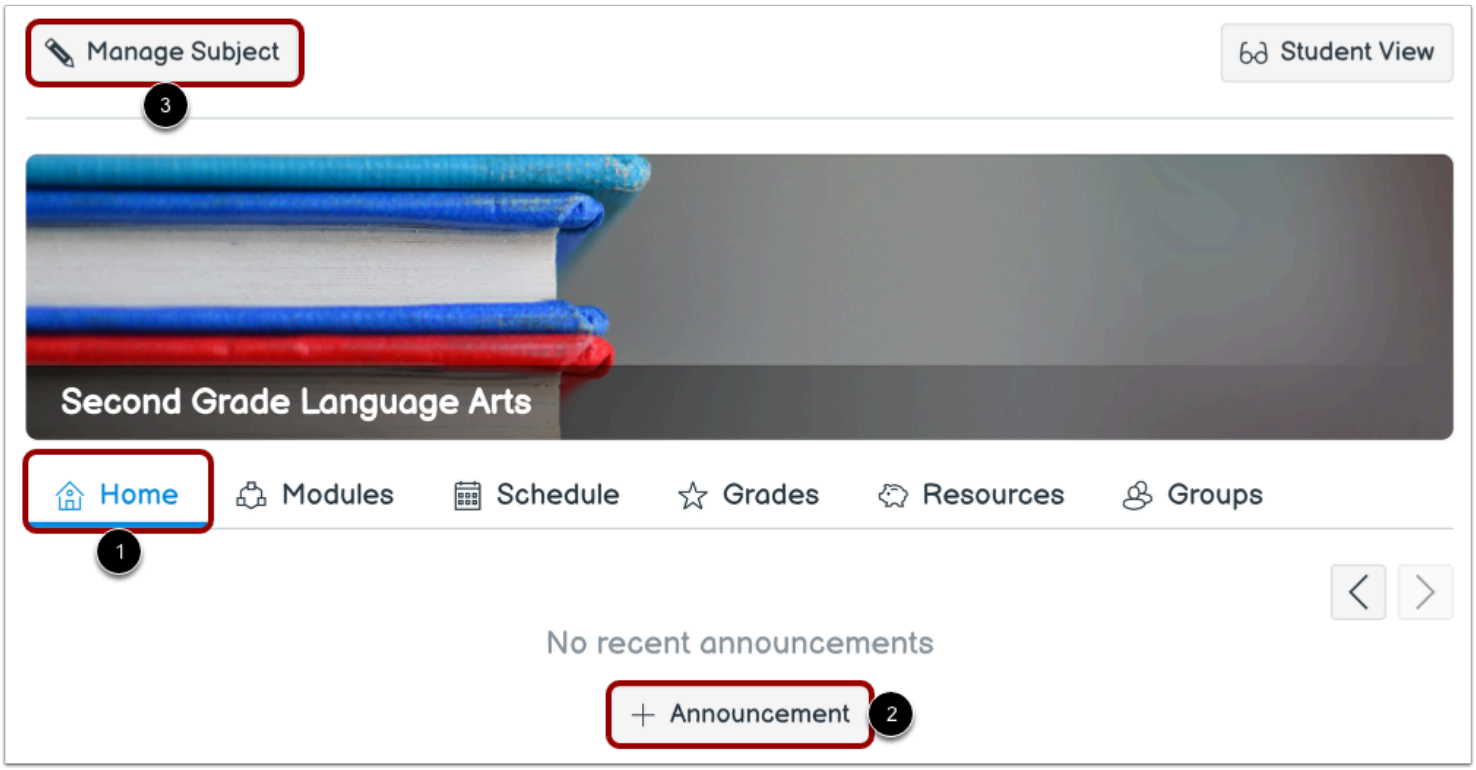
Open Subject



Click the **Subjects** link in Global Navigation [1]. Then select the subject name [2].

If the subject does not display on the Subjects list, you can view all of your subjects by clicking the **All Subjects** link [3].

Add Subject Announcement

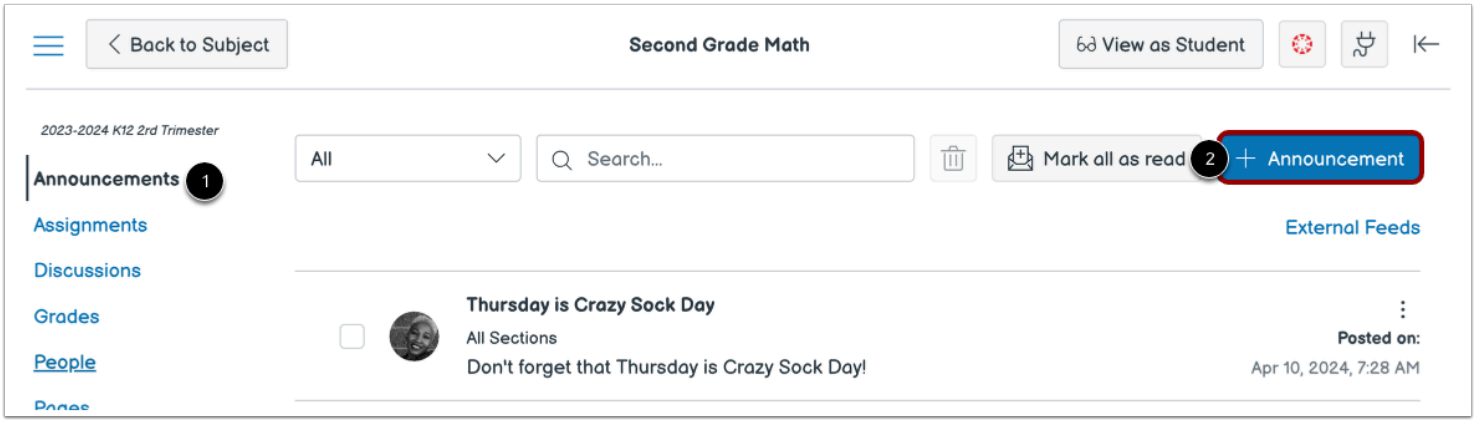


If one or more subject announcements have been posted in the last 2 weeks, the most recent announcement displays on the Home tab [1].

If the Home tab is not currently displaying an announcement, you can add a new announcement by clicking the **Add Announcement** button [2].

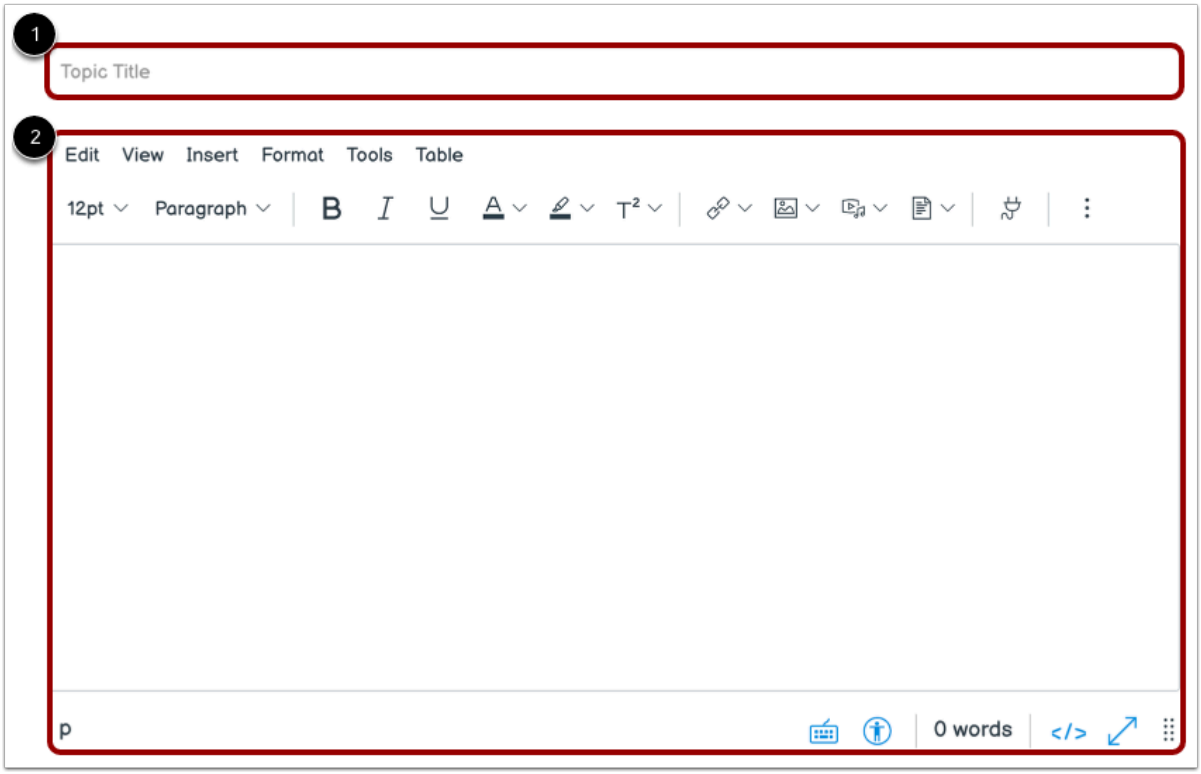
To replace the current announcement with a new announcement, click the **Manage Subject** button [3].

Replace Subject Announcement



To replace the current subject announcement with a new announcement, click the **Announcements** link in Subject Navigation [1] and click the **Add Announcement** button [2].

Create Announcement



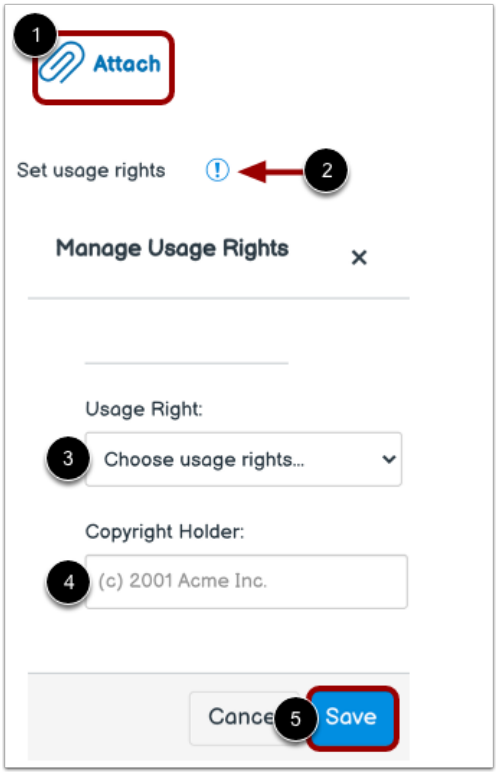
Type a title for the announcement in the **Topic Title** field [1] and add content in the Rich Content Editor [2].

Select Sections

By default, Canvas will send your announcement to all sections within your subject. To select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

Note: If your subject does not have sections, Canvas still displays the All Sections option, and all subject users can view the announcement.

Add Attachment



To add an attachment to your announcement, click the **Attach** link [1].

If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [2].

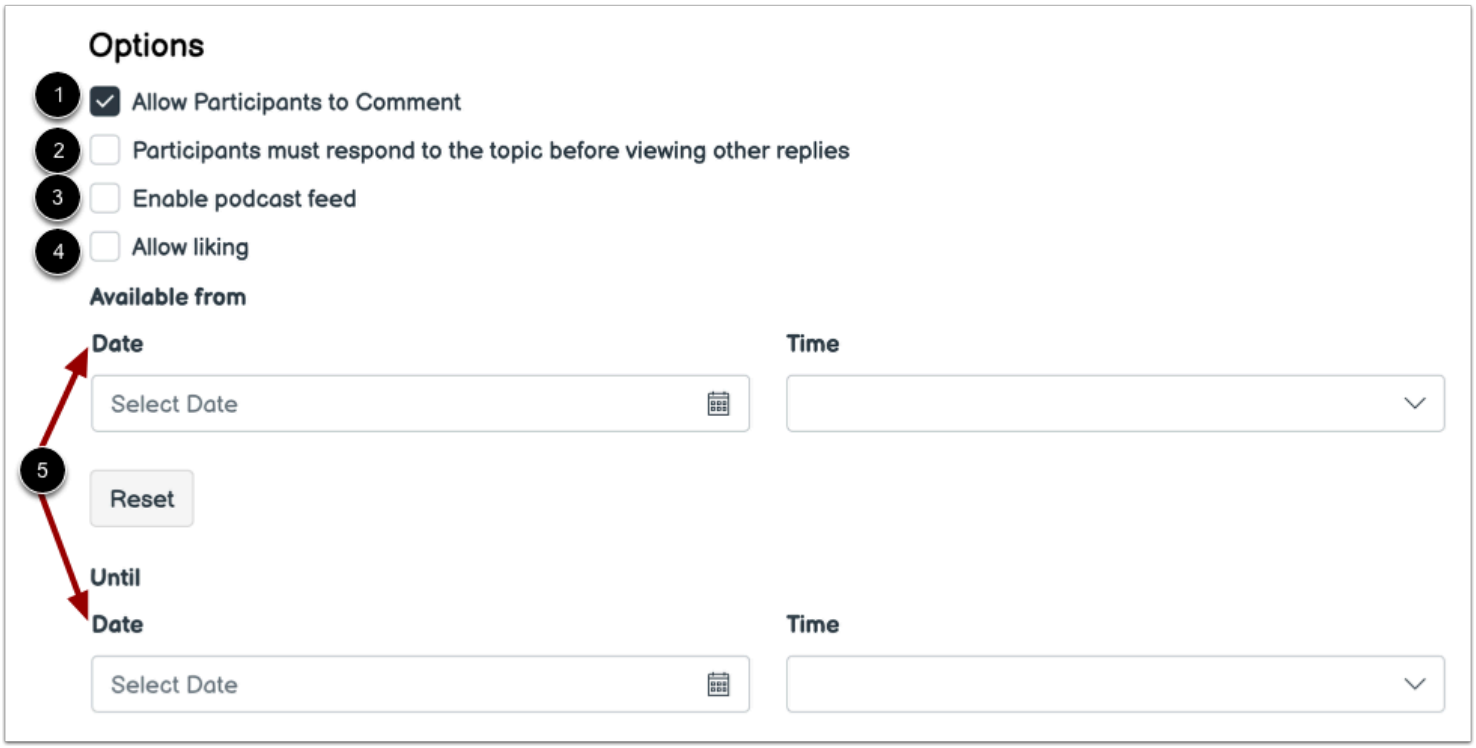
In the **Usage Right** drop-down menu [3], select one of five usage rights:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [4].

To save your usage right settings, click the **Save** button [5]. You can edit usage right settings by clicking the Set usage rights icon.

Select Options



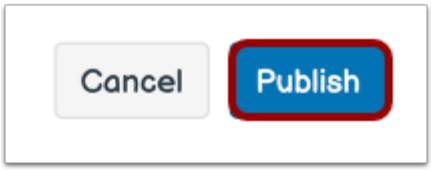
In the Options section, you can select various options for your announcement.

Additionally, you can allow users to comment on the announcement [1] and require students to reply to a post before seeing other replies [2].

You can also enable an announcement podcast feed [3] and allow students to like announcement replies [4].

You can delay the posting of your announcement [5], which allows you to schedule the announcement for a future date.

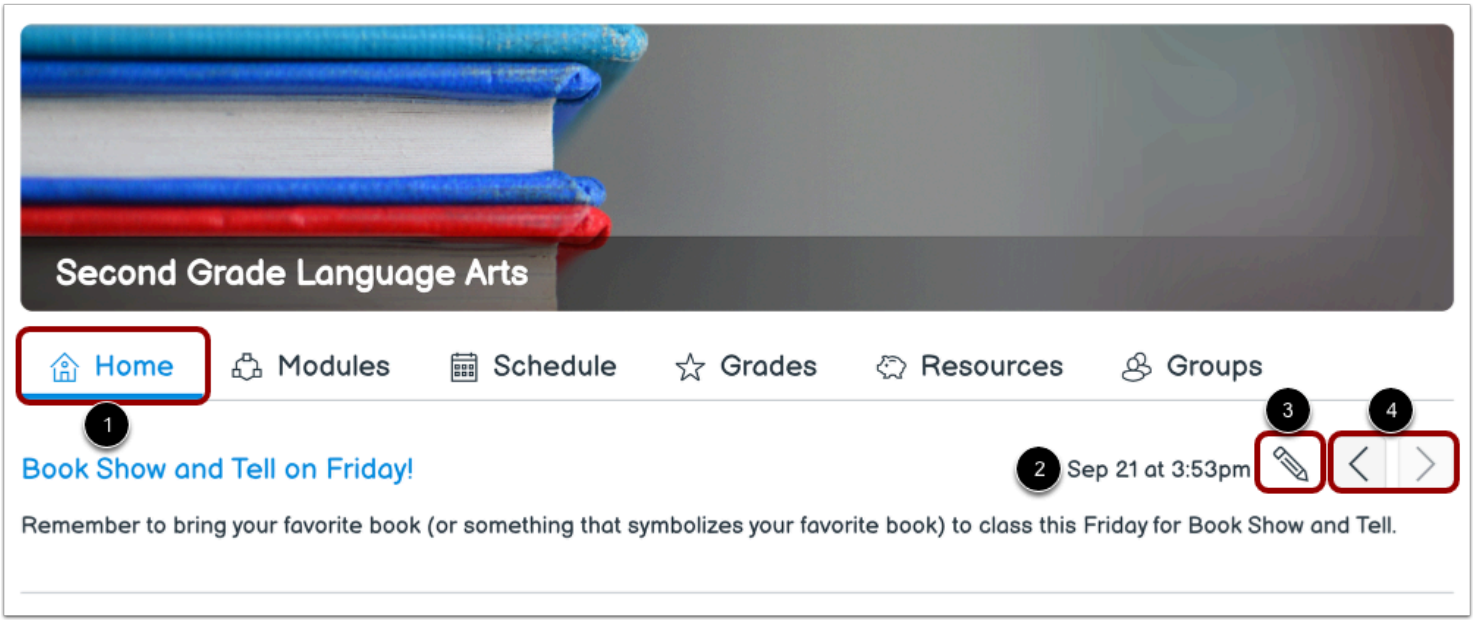
Publish Announcement



Click the **Publish** button.

Note: Unless you are using the delay posting option in Announcements, once you click Publish, your announcement will immediately be posted in the subject.

View Subject Announcement



View the announcement in the subject's Home [1] along with the announcement's post date and time [2].

By default, the Home tab displays the most recent subject announcement for two weeks or until it is replaced by a new announcement.

To edit the announcement, click the **Edit** icon [3].

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

Note: If the Previous icon does not display, there are no previous subject announcements.

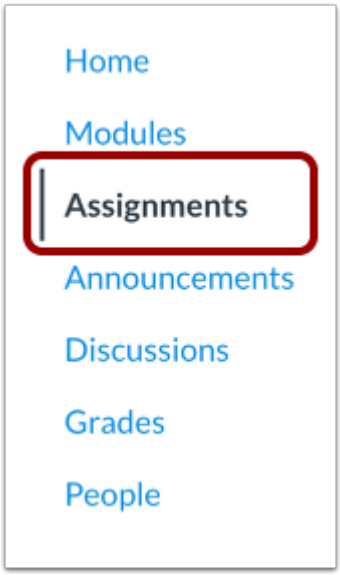
Assignments

How do I use the Assignments Index Page?

You can view all your course assignments on the Assignments Index page. As an instructor, you can also add assignment groups, create an assignment, and modify assignment settings. You can also reorder assignments and assignment groups.

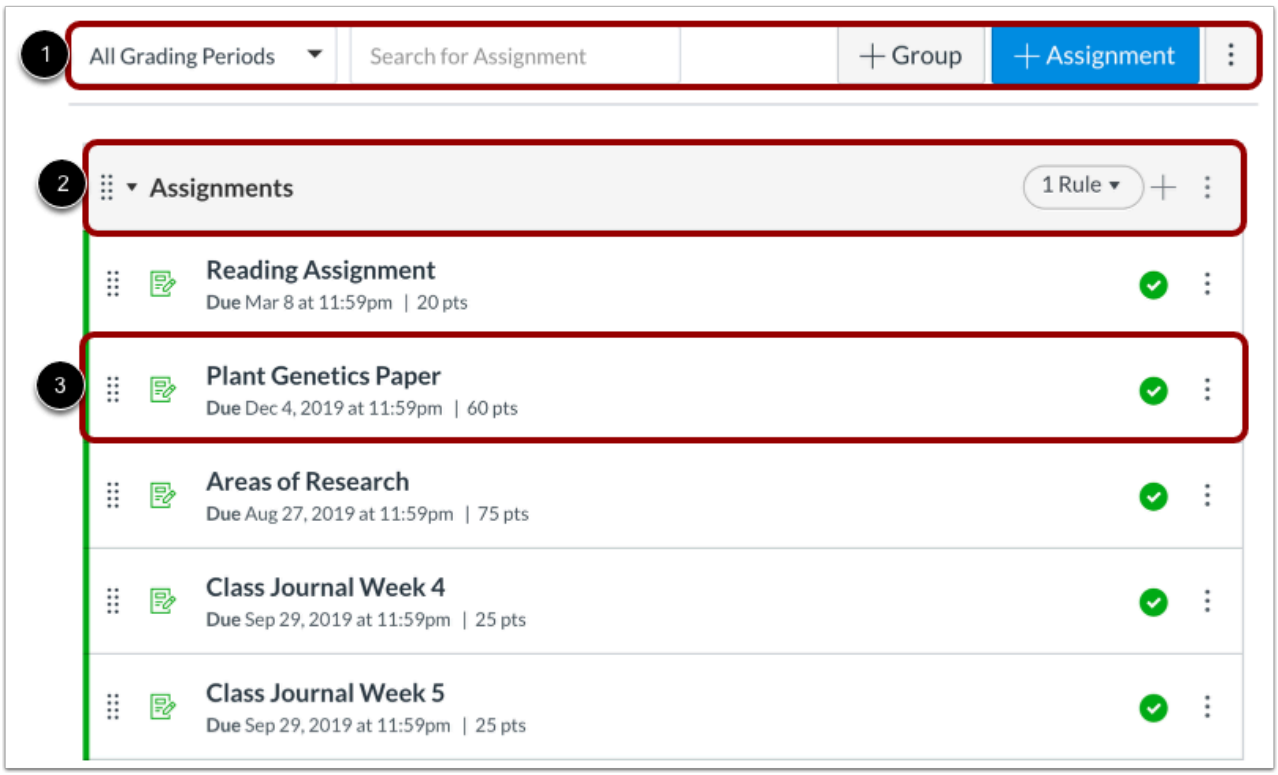
Learn more about Assignments.

Open Assignments



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

View Assignments Index Page



The Assignments Index page is designed with global settings at the top of the page [1], followed by the Assignment groups [2]. Individual assignments are nested within each Assignment group [3].

Note: The Assignments Index 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 Assignment Global Options

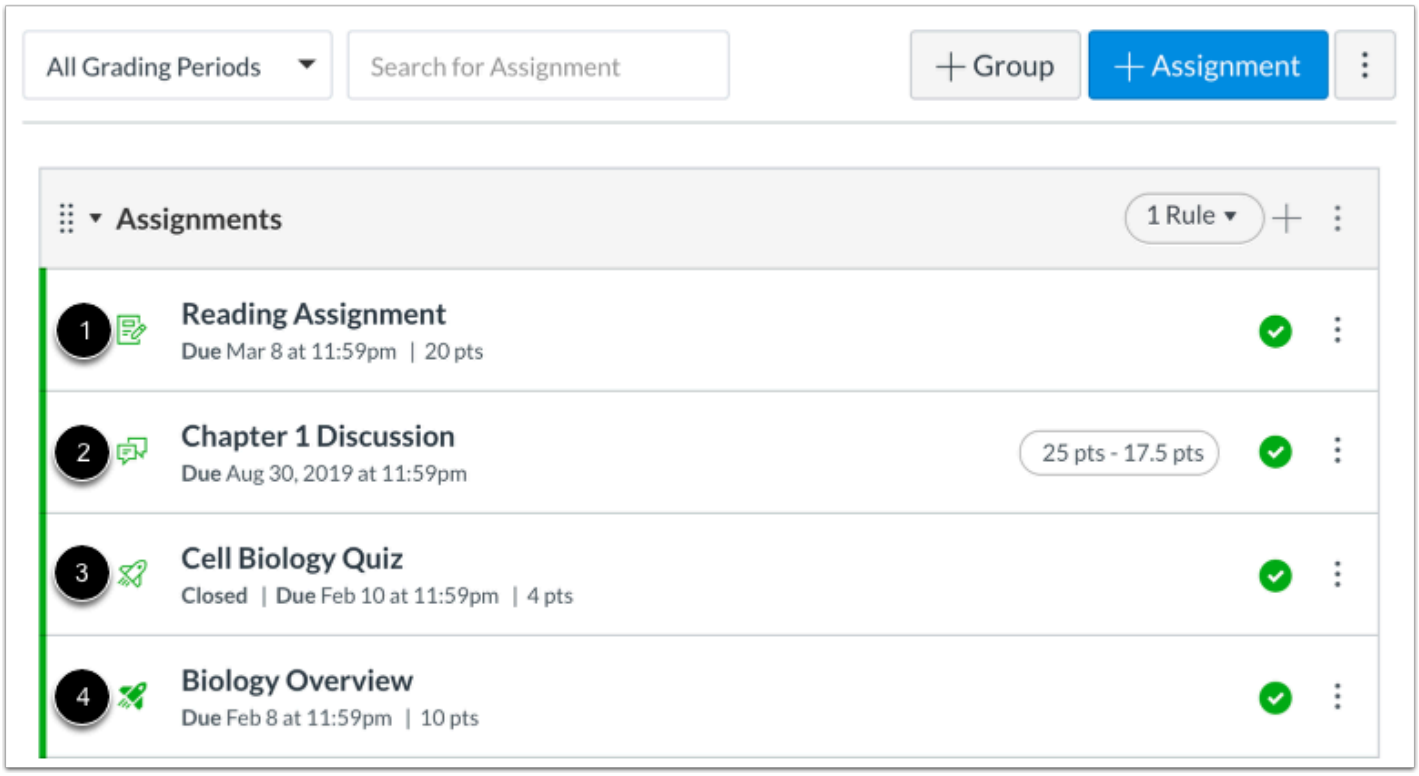
Global settings include searching for assignments [1], adding a new assignment group [2], and adding a new assignment [3]. To weight the final grade with assignment groups or bulk update due dates and availability dates, click the **Options** icon [4].

View by Grading Periods

When multiple grading periods are enabled in a course, you can use the global settings to sort and filter the Assignments page by grading period.

Assignments and assignment groups are validated against assignments in closed grading periods.

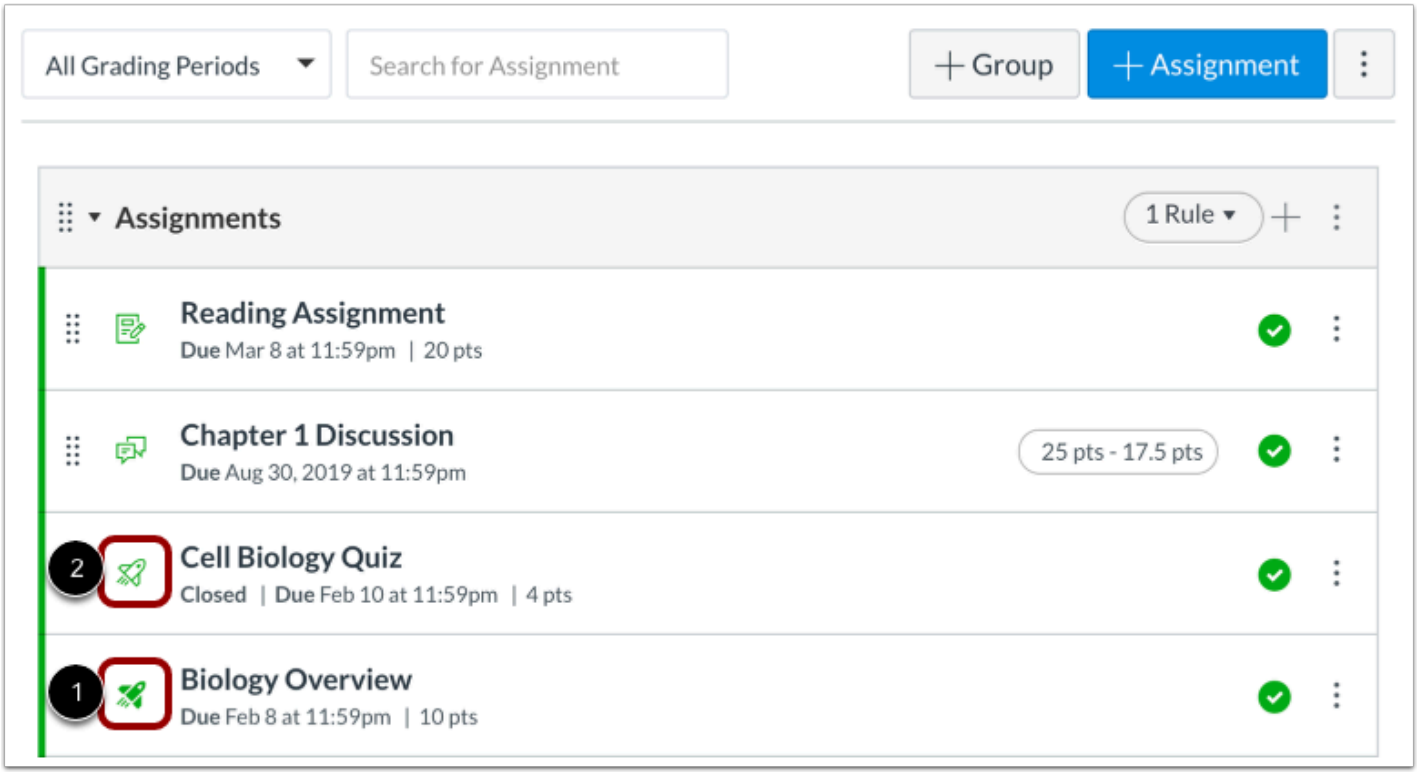
View Assignment Types



The Assignments page displays all assignments in the course. Each assignment type displays an icon representing the assignment type: assignment [1], discussion [2], classic quiz [3], or new quiz [4].

Discussions and quizzes also display in their respective index pages in Canvas.

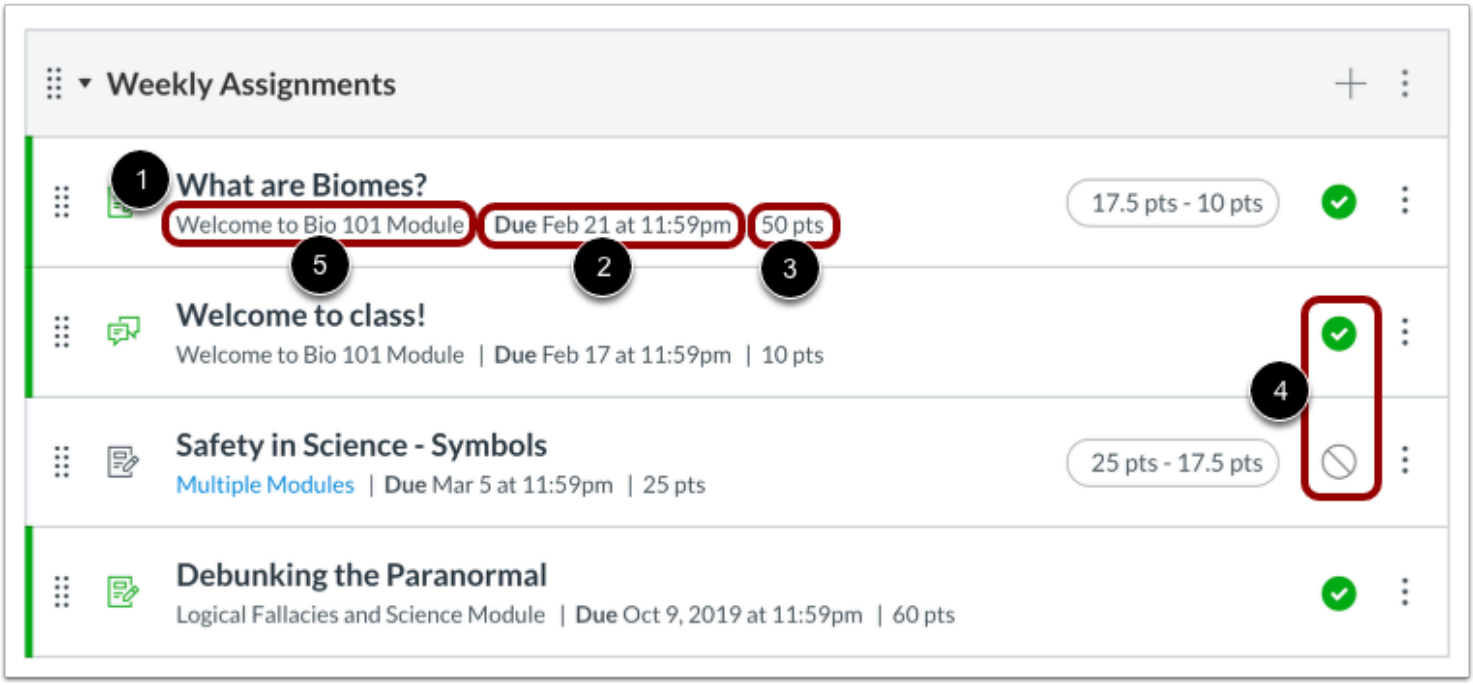
View New Quizzes Assessments



If you are using the New Quizzes LTI in your course, New Quizzes are indicated by the **New Quizzes** icon [1]. Quizzes created with the classic Canvas quiz tool are indicated by the **Classic Quiz** icon [2]. Both quiz types can be used in the same course.

For help with New Quizzes functionality, please see the New Quizzes chapter in the Instructor Guide.

View Individual Assignment



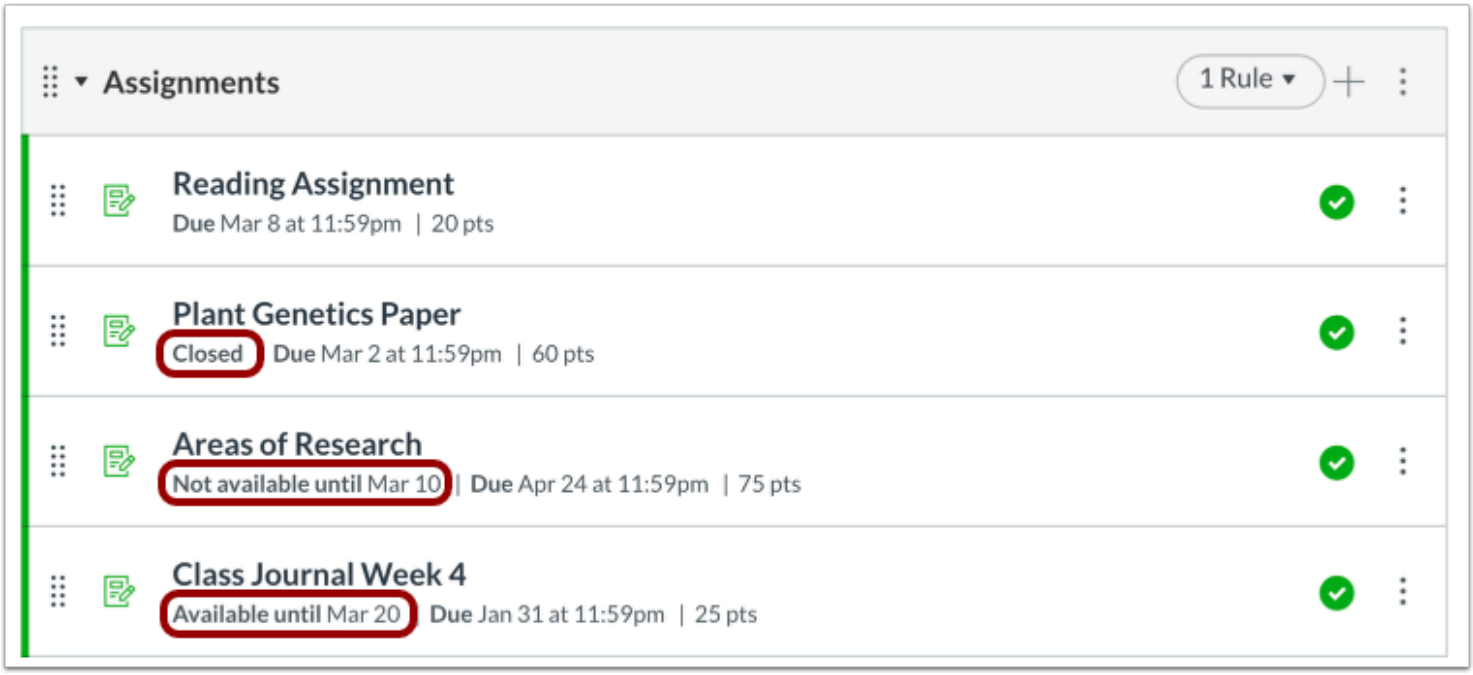
Each assignment displays the assignment name [1], due date (if any) [2], the number of points the assignment is worth [3], and assignment draft state status (published or unpublished) [4].

You can also set varied due dates for an assignment and create due dates according to course section. Varied due dates appear as *multiple dates*.

If an assignment is associated with a module, the module name will appear on the individual line item of the assignment [5].

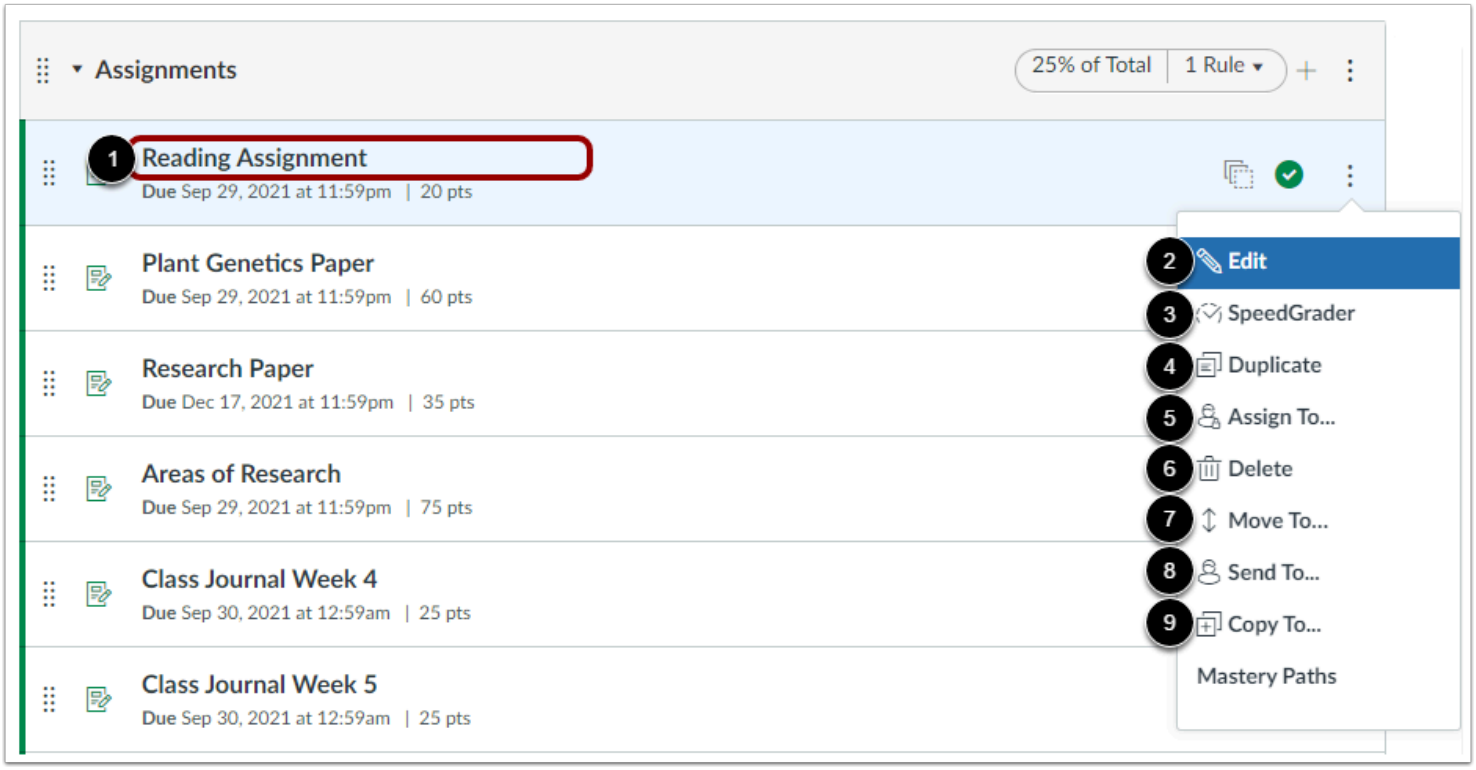
Note: Due dates are not required for an assignment.

View Availability Dates



Assignments can also include availability dates. Availability dates can make an assignment available for only a specific period of time.

Manage Individual Assignment

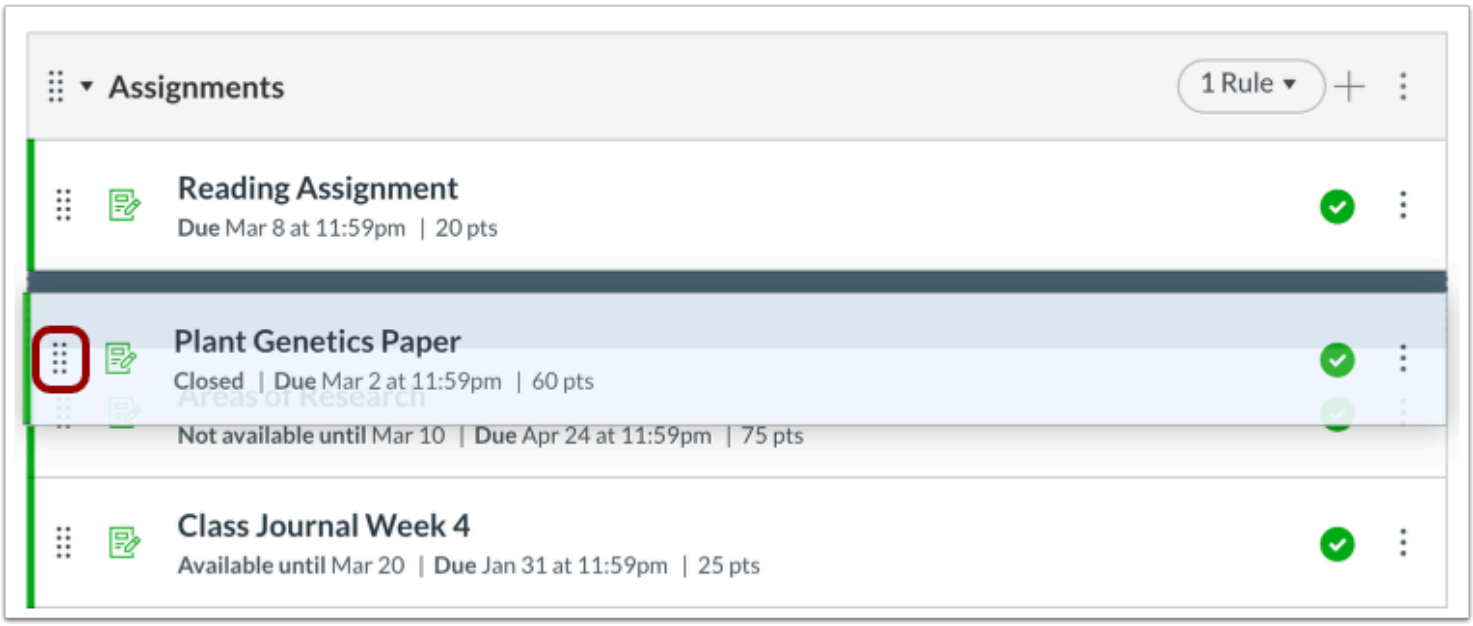


To view an assignment, click the assignment name [1].

You can also use the options drop-down menu to edit the assignment [2], open SpeedGrader [3], duplicate the assignment [4], manage assigned students and dates for the assignment [5], delete the assignment [6], move the assignment [7], send the assignment to another instructor [8], or copy the assignment to another course [9].

Note: The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.

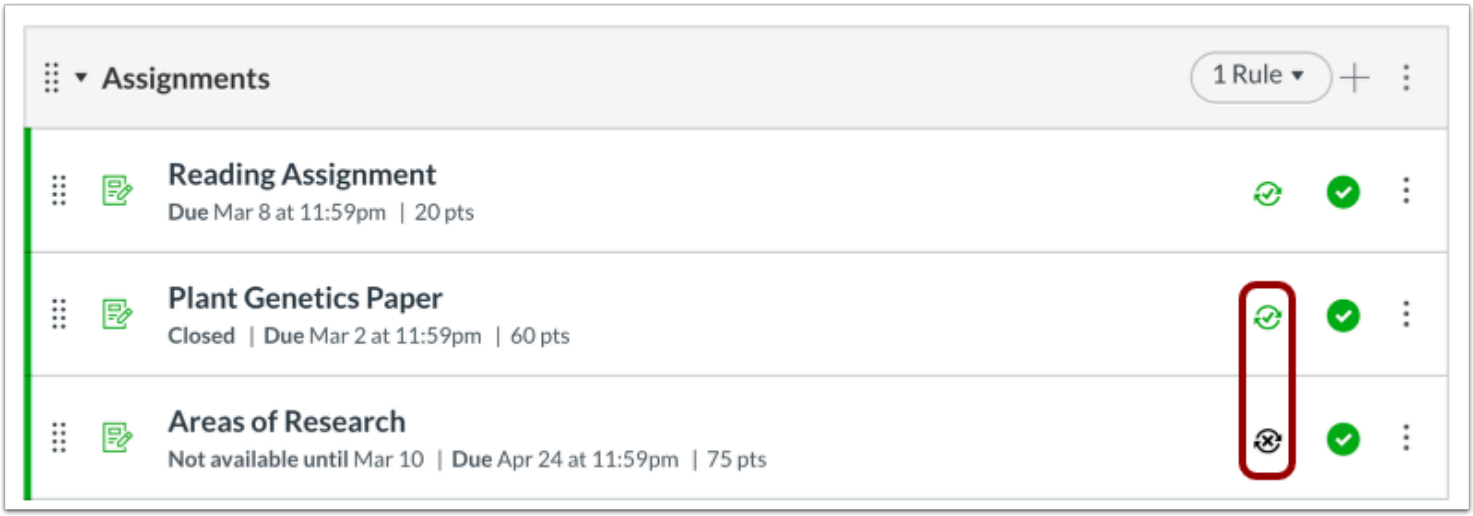
Manually Reorder Assignment



You can also manually reorder an assignment by hovering over the drag handle next to the assignment and dragging the assignment to the desired location.

Note: If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

View SIS Assignments

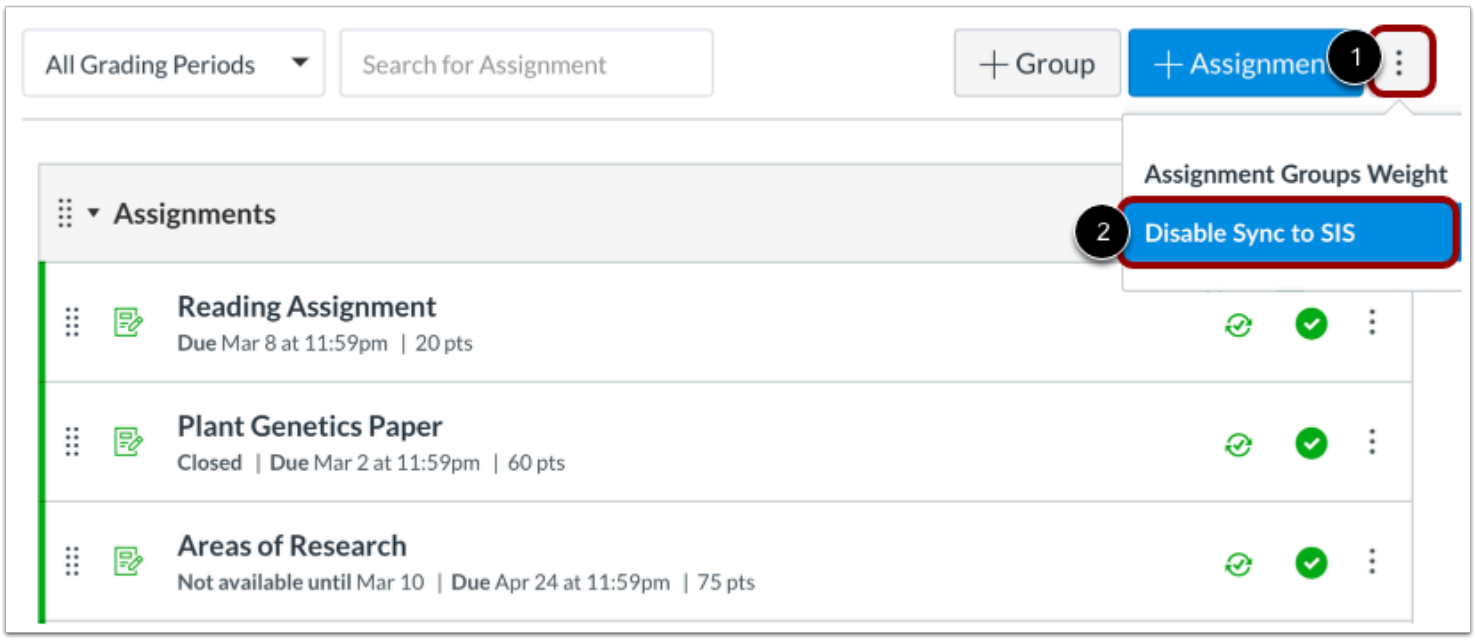


If your institution has enabled a student information system (SIS) integration, you can tell if an assignment is set up to be sent to your institution's SIS. Graded assignments can be enabled directly by clicking the sync icon next to an assignment.

Some SIS integrations such as PowerSchool allow you to import assignment groups. Imported groups include an import icon to identify them from manually created assignment groups in Canvas.

Note: Some institutions may limit assignment names and/or require assignment due dates. If you try to enable an assignment and you receive an error message, the error will show which requirement needs to be resolved before the assignment can be enabled to be synced to your SIS.

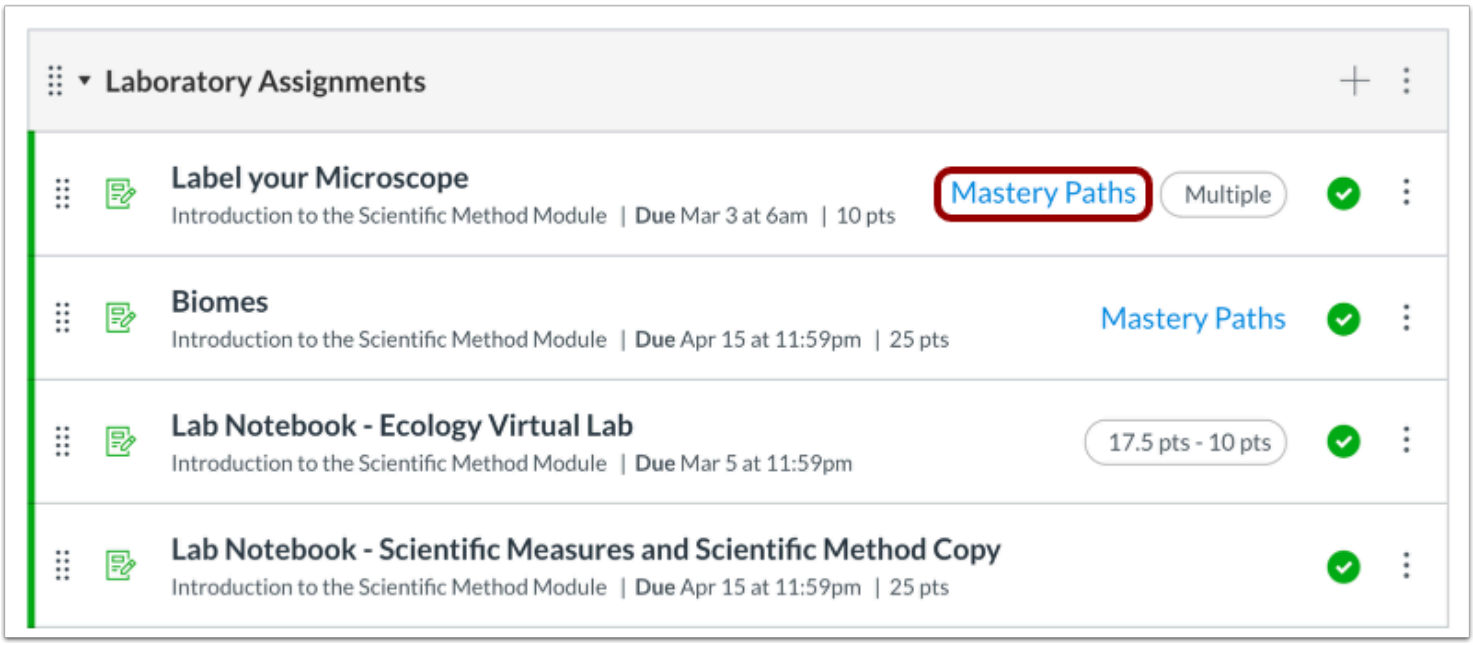
Disable Sync



If you need to disable sync for all assignments in the course without managing them individually, you can disable sync for all assignments at one time. Click the Options menu [1] then select the **Disable Sync to SIS** link [2]. All assignments will be updated and disabled from the SIS sync.

Note: Disable Sync to SIS is not available in the Options menu unless at least one assignment is already enabled to be synced to the SIS.

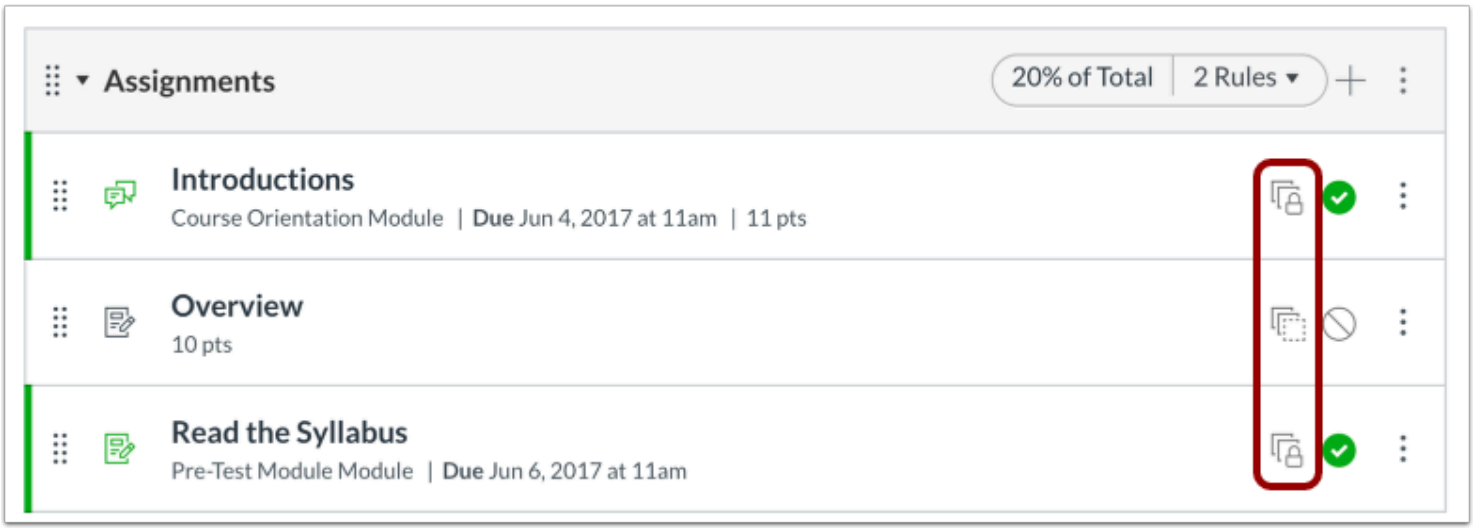
View Mastery Paths



If you use Mastery Paths in your course, you can tell which items are set up in Modules as Mastery Paths or conditional content items.

Note: The Mastery Paths setting can be managed in your course if the setting has been enabled by your institution.

View Blueprint Course



If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Student View

To view the assignments index page as a student, click the **View as Student** button.

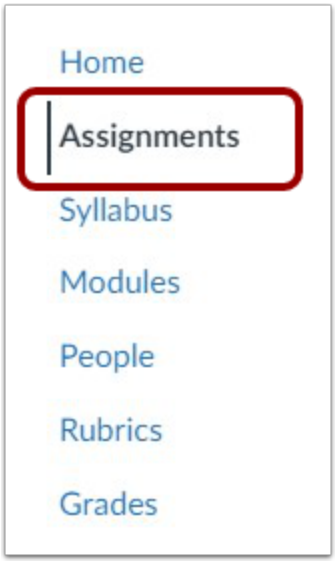
Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I publish or unpublish an assignment as an instructor?

As an instructor, you can publish or unpublish an assignment in a course. Unpublished assignments are invisible to students and excluded from grade calculations. You can manage the state of all assignments on the Assignments Index Page, or you can manage each assignment individually.

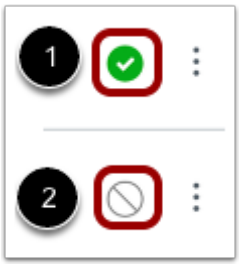
Note: If you use Modules in your course and add an Assignment to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Assignments unpublished until you are ready to publish the entire Module. For more information, learn about publishing a module.

Open Assignments



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

View Status of All Assignments

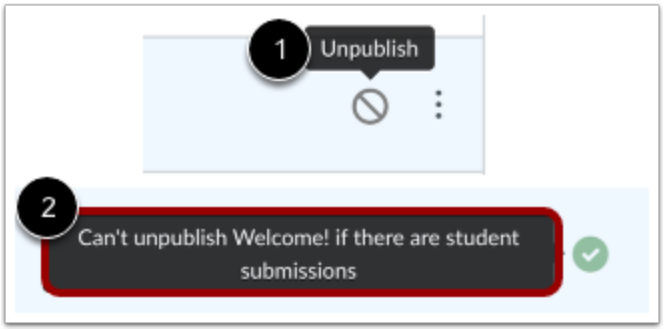


On the Assignments Index page, you can view the status of each assignment. Green icons indicate the assignment is published [1]. Gray icons indicate unpublished assignments [2]. You can change the status of an assignment by toggling the published and unpublished icons.

Publish an Assignment

To publish an assignment, click the assignment's unpublished icon. The hover text will confirm you want to publish the assignment.

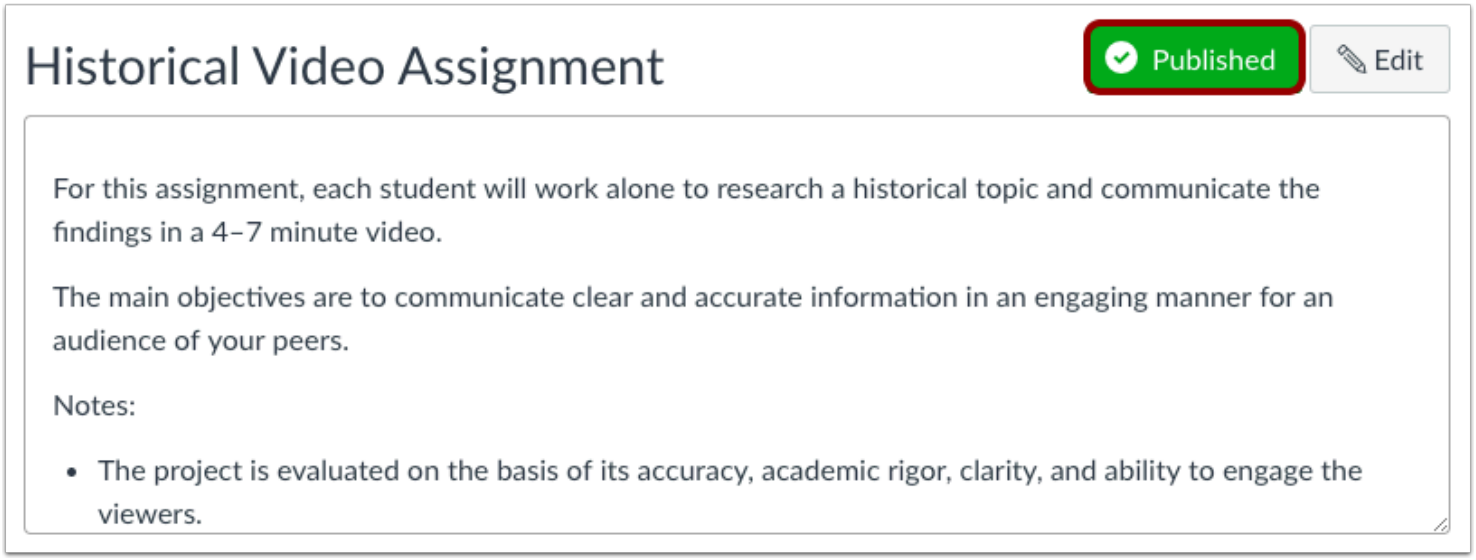
Unpublish an Assignment



To unpublish an assignment, hover over the assignment's published icon and view its status. If the assignment can be unpublished, the hover text will confirm you want to unpublish the assignment [1]. Click the icon to confirm.

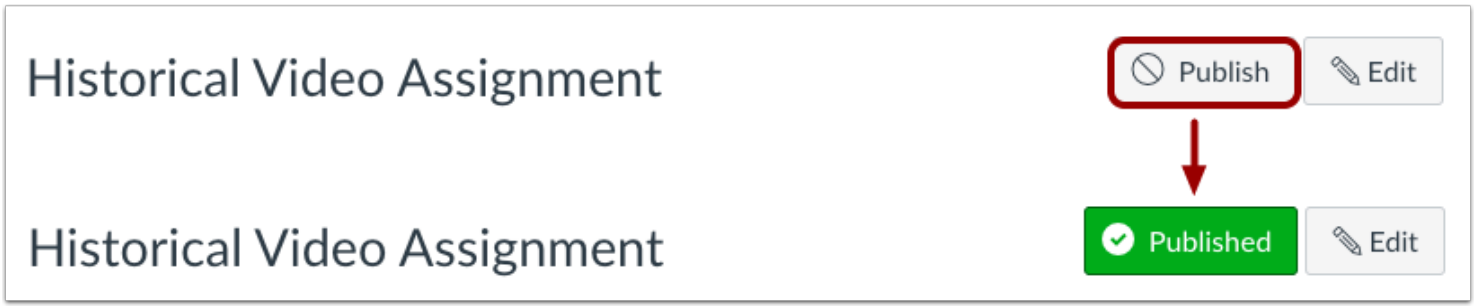
Assignments with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

View Status within an Individual Assignment



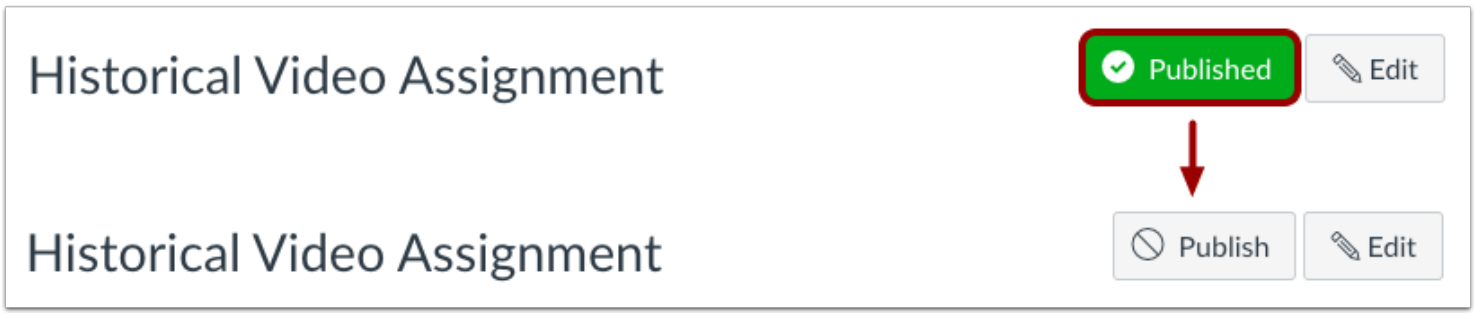
Within individual assignments, the assignment status is shown next to the assignment name.

Publish an Assignment



To publish an assignment, click the assignment's **Publish** button. The button will change from gray to green.

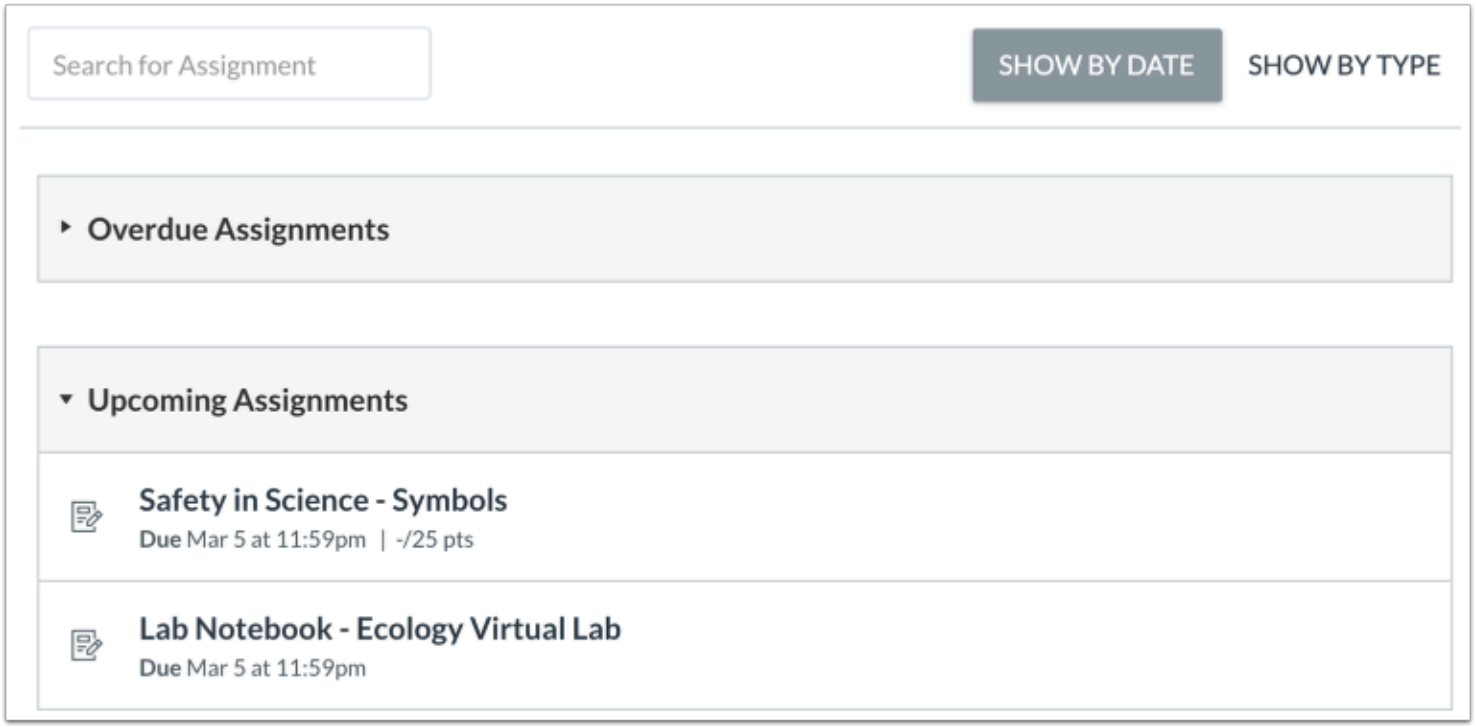
Unpublish an Assignment



To unpublish an assignment, hover over the published button for the assignment and view its status. If the assignment can be unpublished, the hover text will confirm you want to unpublish the assignment, and the button will change from green to red. Click the button to confirm.

Assignments with student submissions cannot be unpublished.

Assignments Student View

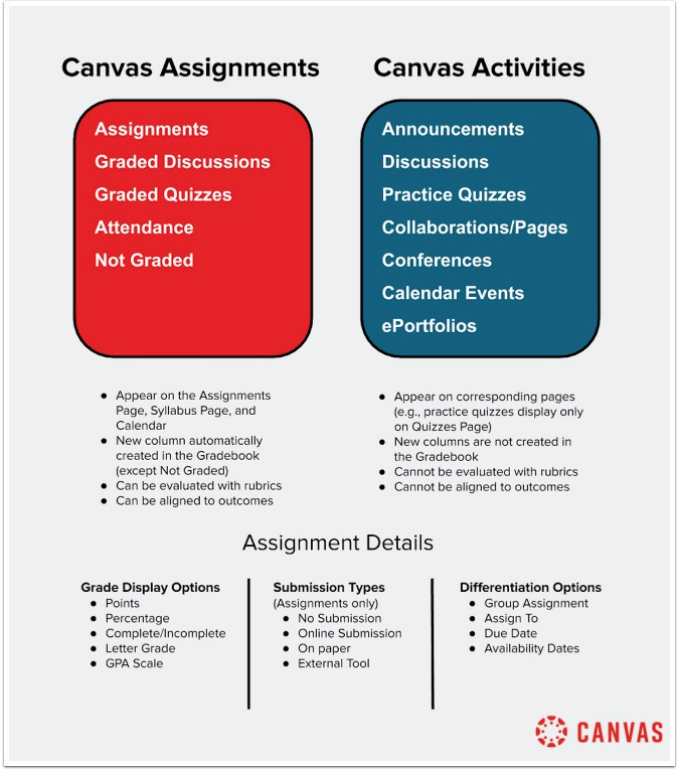


Students cannot see any of the actions involved with publish status, such as published and unpublished icons and setting icons. Students will only see published assignments, which are posted in gray text.

What is the difference between a Canvas Assignment and a Canvas Activity?

Anything that appears in the Activity Stream is considered an activity. Some activities are graded (assignments) and others are not (events).

Canvas Assignments vs. Canvas Activities



Canvas makes a clear distinction between activities that students do for a grade (**Canvas Assignments**) and activities that students do to absorb new information, practice a new-found skill, or interact with a group to begin solving a problem (**Canvas Activities**).

Students may be asked to engage in a number of Canvas Activities before they work on a Canvas Assignment, which will be evaluated by the instructor or their peers.

When a Canvas Assignment is created, a new column is added to the gradebook (the "Not Graded" type being the only exception to this rule). Instructors and students will find that Canvas Assignments are automatically included on the Calendar, Assignments, and Syllabus pages. Also, Canvas Assignments can be evaluated with Rubrics and they can be aligned to course Outcomes.

In contrast, when a new Canvas Activity is created, no new column is added to the gradebook. Students will find Activities linked on their respective pages (i.e. published Quizzes will show up on the Quizzes page), but they will NOT appear on the Assignments and Syllabus pages or the Calendar (the one exception being a Calendar event, which does show up on the Syllabus page and on the Calendar).

At this time, Canvas Activities CANNOT be evaluated with Rubrics or aligned to course Outcomes.

Keep in mind the following when creating any kind of **Canvas Assignment**:

- Instructors can set a due date for Canvas Assignments. Canvas Assignments without a due date will be categorized as "Undated" in the Calendar and on the Syllabus page.
- Instructors can place Canvas Assignments into Assignment Groups and choose to weight final grades. Canvas will then calculate the final grade based on the percentages assigned to each Assignment Group.
- Points can be assigned to any Canvas Assignments except Non Graded Assignments. Non Graded Assignments will still appear on the Assignments and Syllabus pages but they will NOT appear in the Gradebook.
- Instructors can set an "Available from" date that will determine when students have access to a Canvas Assignment.
- Instructors can set an "Until" date that will determine when students can no longer submit an Assignment or take a Quiz.
- Canvas files have quota limits set for each user area: user (personal) files, course files, and group files. For instructors, any attachments added to an assignment description count against the course quota. For students, Files uploaded using the Rich Content Editor count toward your user storage quota. However, files uploaded as an assignment submission do not count toward your user quota. . Any attachments added for group assignment submissions are uploaded directly into the group files.
- Once a file has been uploaded as a submission, files cannot be deleted from the student's files. Additionally, file submissions cannot be deleted from the assignment. If a student needs to submit a new file, the student can re-submit the assignment.

Additional options for **Assignments** and **Graded Discussions**:

- Assignments and Graded Discussions can be assigned to Instructor-created Groups and Self Sign-Up Groups for group work.
- Assignments and Graded Discussions can be Peer Reviewed. Students use the same Rubrics and SpeedGrader™ interface that Instructors do to evaluate their peers' work.
- Assignments, Graded Discussions, and Quizzes can be created with varied due dates.

Additional options for **Assignments** only:

- Assignments can be created that have No Submission. These work well for in-class presentations, daily participation points, or other optional activities used for extra credit.
- Assignments can be created that have Online Submissions. Students can submit work in the form of file or image uploads, URLs, text entry, Google Docs, or audio or video recordings or uploads.
- Assignments can also be delivered to the instructor On Paper. On Paper Assignments are usually evaluated by hand and grades are manually entered in the gradebook.

How do I include extra credit activities in the final grade?

Here are two ways of accounting for extra credit:

1. If you want to add an extra credit assignment to a specific Assignment Group, create a regular Assignment for zero points. When the submission comes in, add points manually in the gradebook.
2. Assignments with No Submission can also be used for extra credit. This works well for classroom duties, such as moderating a discussion or for in-class presentations. Enter points manually in the gradebook.

How can I turn a Collaboration, Conference, or Page into a Canvas Assignment?

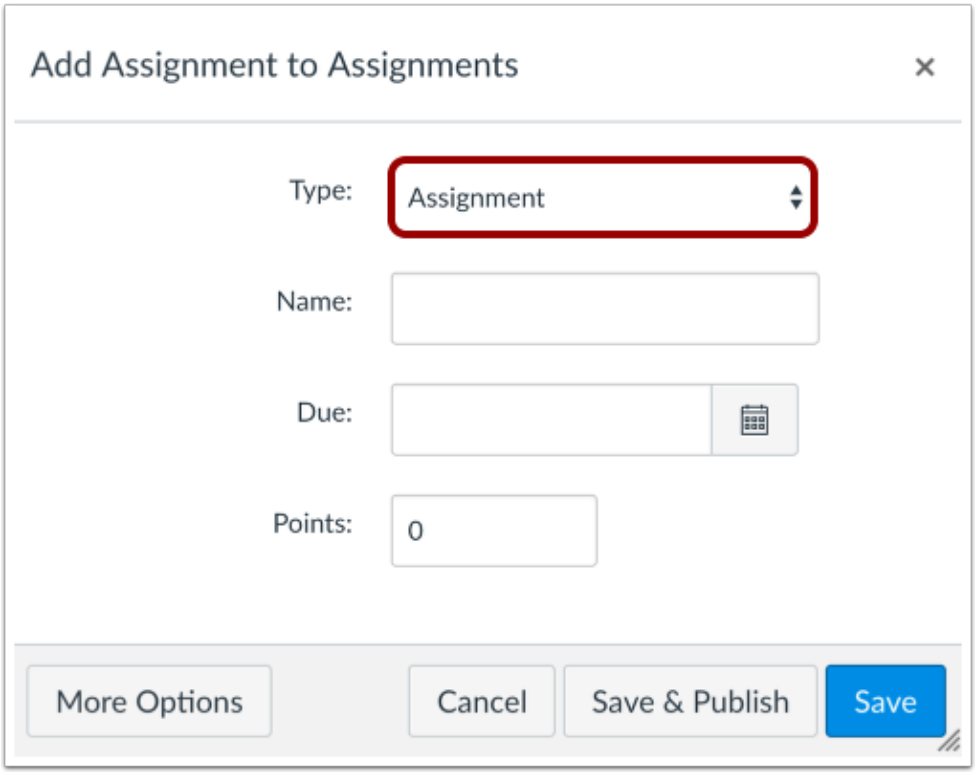
- If one or more students are collaborating in a Google Doc to complete a project, they will be able to submit that Google Doc as an online Assignment. Instructors will be able to view the history of a Google Doc to see who has contributed to the document.
- If students are collaborating in Pages using the Rich Content Editor, they can submit the URL of their Page as an online Assignment. Instructors will be able to click on the **Page history** link to see who has contributed to the Page.

What assignment types can I create in a course?

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

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

Assignment



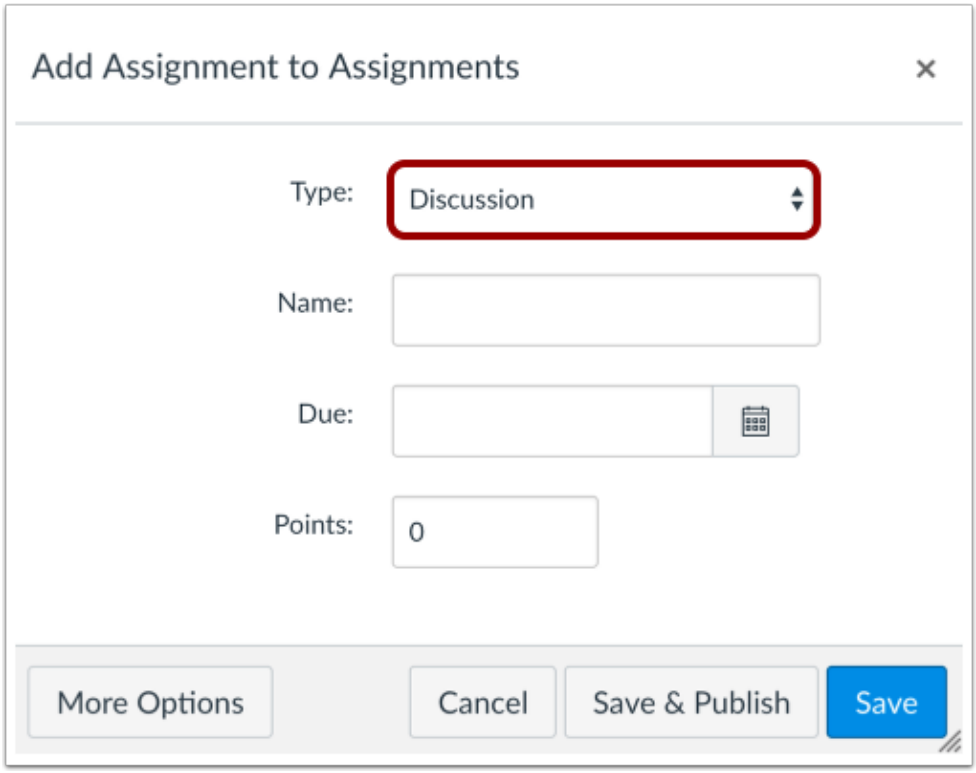
An Assignment is a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, external tools, URLs, or Canvas pages. Assignments appear on the Assignments Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

Not Graded assignments may include a due date, however points or grades are not given for completing the assignment.

Assignments can be assigned to individual students, groups, or sections.

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

Discussion

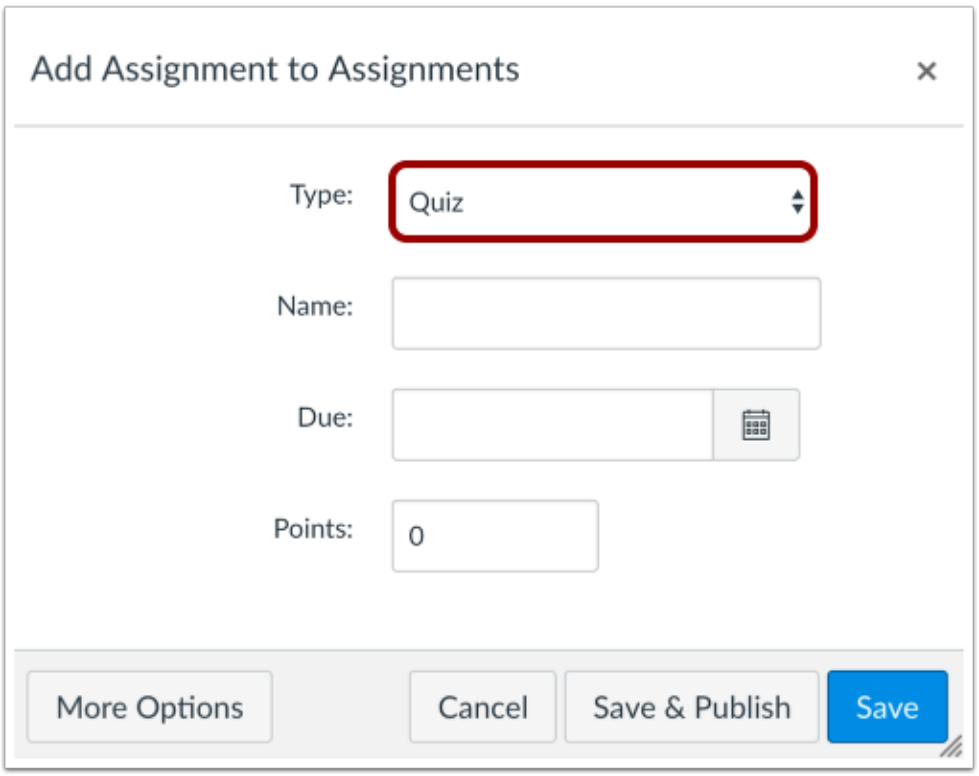


A Discussion is a Canvas assignment that will grade student response to discussion topics. This assignment will appear on the Assignment Index Page (graded only), the Discussions Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

Discussions can be assigned to individual students, groups, or sections.

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

Quiz



A Quiz is a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will appear on the Assignments Index Page (graded only), the Quizzes Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

Quizzes can be assigned to individual students or sections; they cannot be assigned to groups.

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

What is the difference between assignment due dates and availability dates?

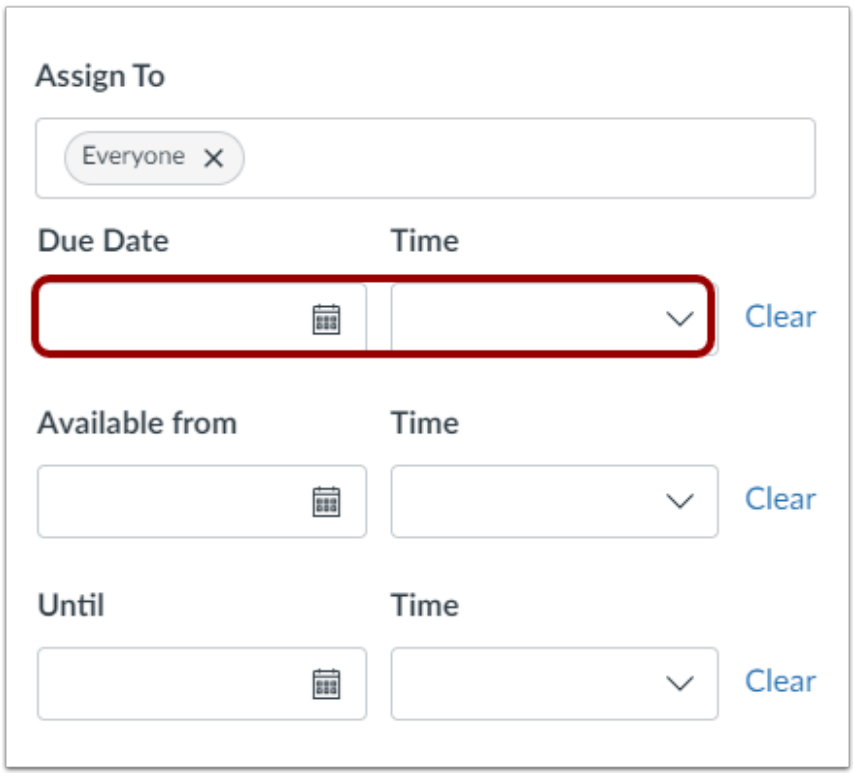
In addition to setting a due date for an assignment, instructors can specify a specific date range when students can submit the assignment. These dates are called availability dates. These dates are optional and can be set depending how you want to manage the assignment.

In Quizzes, availability dates may affect student submissions. For more details, view the Quiz availability dates lesson.

Notes:

- Beneath the Due Date and Availability date fields, Canvas displays the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
- When Multiple Grading Periods are enabled in a course, only due dates are validated against closed grading periods. Availability dates do not apply.
- Depending on their notification settings, students will receive a notification if you publish an assignment even if the availability date has not been met.

View Due Date

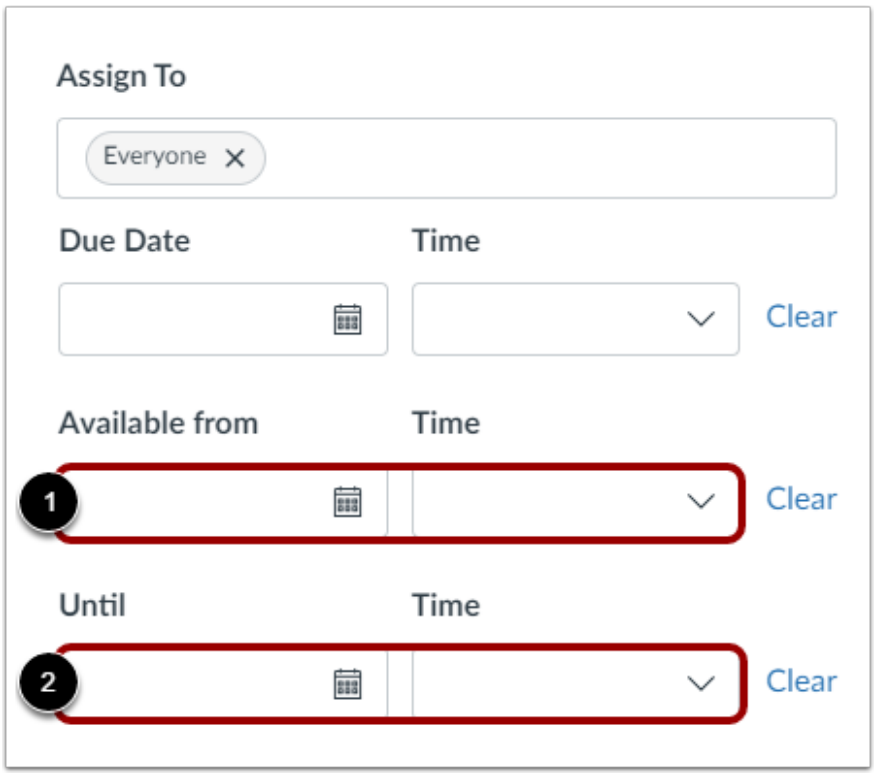


The Due Date and Time are the date and time when the assignment is due. Student assignments submitted after the due date will be marked as late in the Gradebook. Due Dates are not required in Canvas, but they are helpful in managing course workflow and deadlines.

You can also set a specific time as part of the due date. When you change a due time on an assignment, the seconds value defaults to 0 unless the minutes value is set to 59, in which case, the seconds are also set to 59. For example, if you set a due date of September 19 at 4:15 pm, any student submission made at or after September 19 at 4:15:01 is marked late.

If a date does not include a time, the listed date defaults to the course's default due time.

View Availability Dates



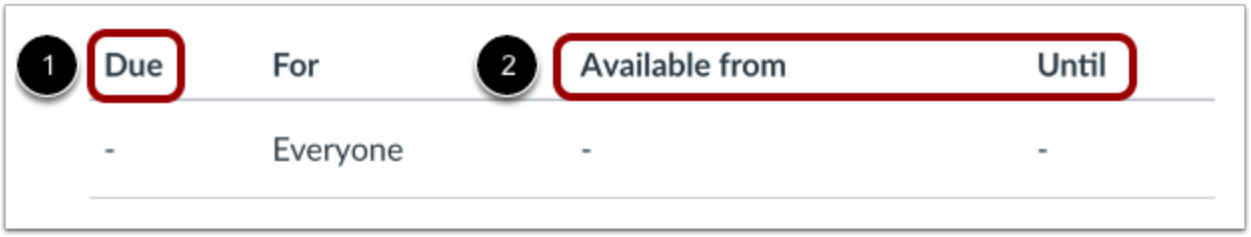
If you want to create a date range for students to view and submit an assignment, you can set availability dates. Availability dates can also be called lock dates.

Available From [1]: the date and time when the Assignments will become available to students. If a due date does not include a time, the listed date defaults to the course's default due time. Students cannot view assignment content until after the Available from date has passed.

Until [2]: the date and time when students can no longer submit the assignment. If no time is set, this time defaults to 11:59 pm for the course time zone and the assignment will close at 12:00:00 am of the following day.

When the assignment is published, blank availability date fields allow the assignment to be submitted at any time throughout the entire course.

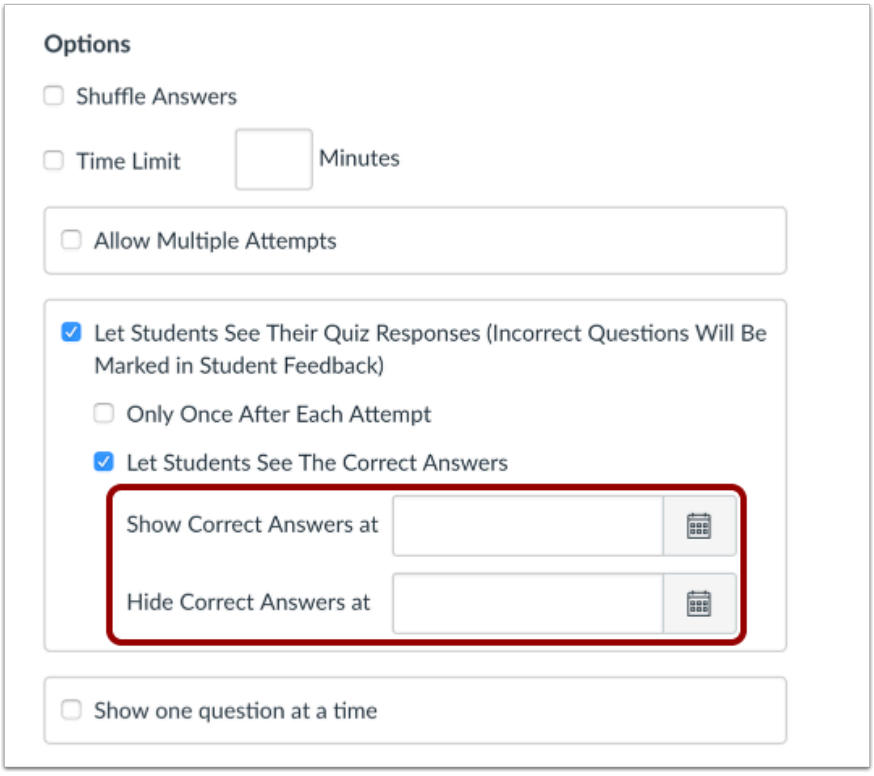
View Assignment Details



After you save the assignment, you can view the details for the assignment. If there is an assignment due date, the date displays under the **Due** heading [1]. If there are availability dates, they display under the **Available from** and **Until** headings [2].

You can also view details for all assignments on the Assignments Index Page.

View Correct Answers in Quizzes

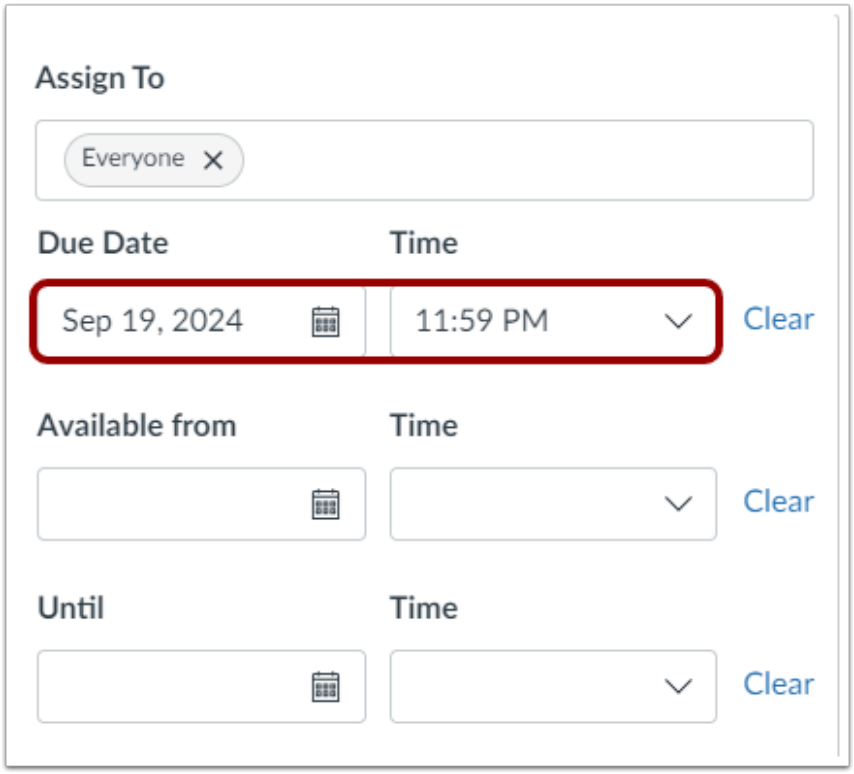


In Quizzes, the **Until** date does not restrict student access to view the result of their quiz. For instance, you may not want students to view the results of their quiz after the Until date. To make this change, you need to edit the quiz options and restrict the quiz results.

Working with Due and Availability Dates

Due Dates and Availability Dates can be used together, depending on how you want to manage the assignment. Here are some common scenarios you can create with dates. All examples include a Due Date, though they are not required for assignments.

Create Open Assignment



If you want to keep an assignment open throughout the entire course, do not set any availability dates. When no availability dates are set, the assignment can be submitted by all users until the course ends.

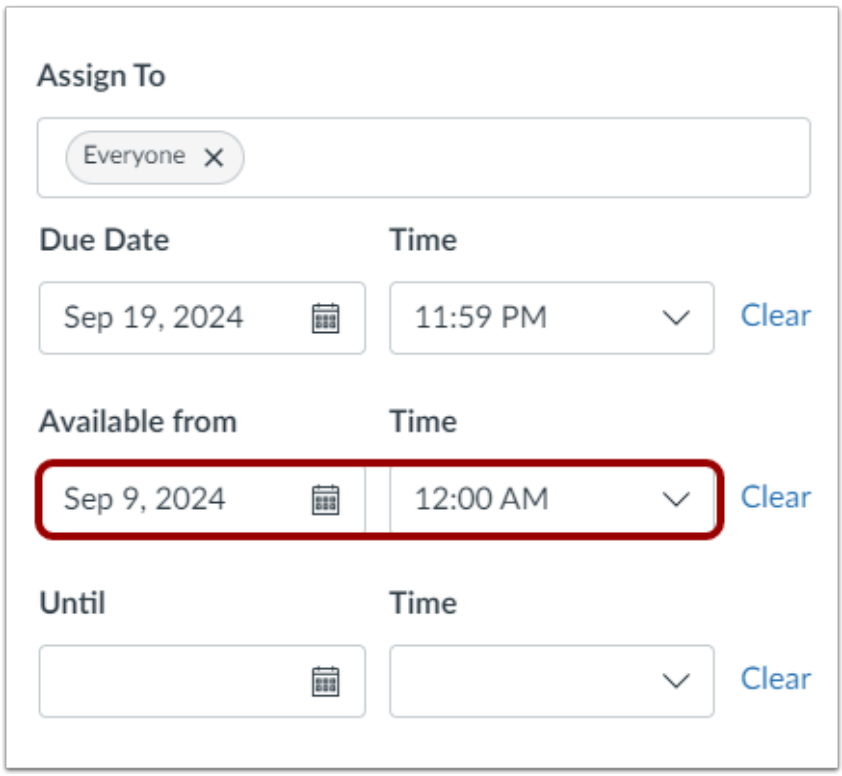
For example, if you want students to be able to view and submit the assignment at any time but reward those who submit by a due date of September 19 at 11:59 pm, only set the Due Date.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
- In the Gradebook, the assignment is marked on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted on or after September 20 at 12:00:00 am (according to course time zone)
- Canvas closes the assignment to all student submissions on the last day of the course (according to term date and course time zone)

Note: Due times set to 12am and 24:00 autocorrect to 11:59pm and 23:59.

Limit Submission Available From Date



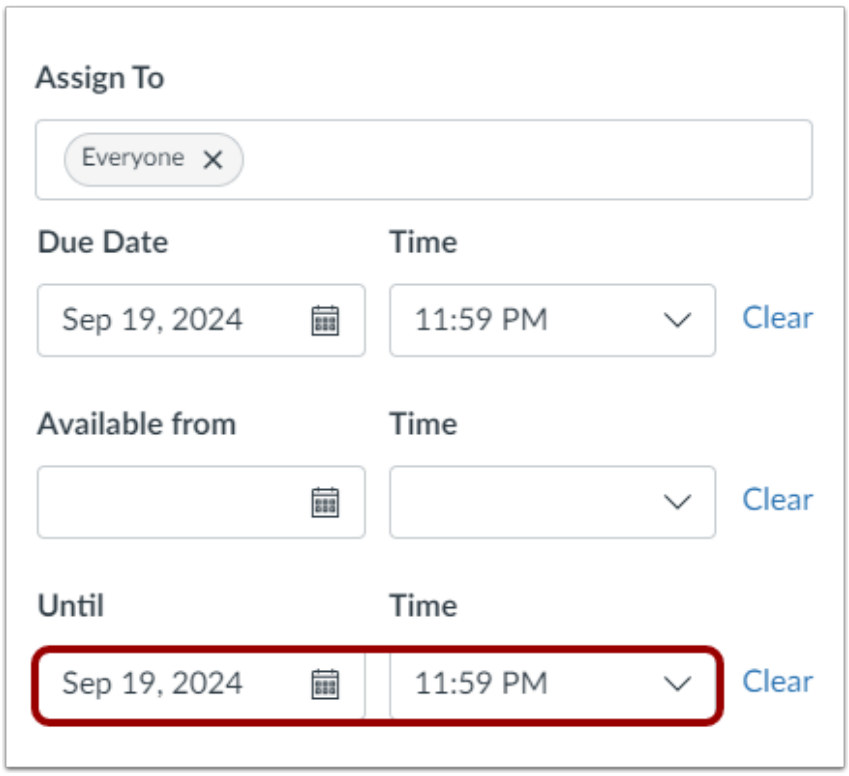
If you want to keep students from viewing and submitting an assignment until a specific date, set an Available From date. Assignment content is not visible to students until after the Available from date and time passes. However, rubrics are visible to students regardless of availability dates.

For example, if you set an assignment as due on September 19 at 11:59 pm, but you do not want students to submit the assignment until September 9 at 12 am, set the Available From date as September 9 at 12 am.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on September 9 at 12:00 am (according to course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted on or after September 20 at 12:00:00 am (according to course time zone)
- Canvas closes the assignment to all student submissions on the last day of the course (according to term date and course time zone)

Limit Submission Until Date



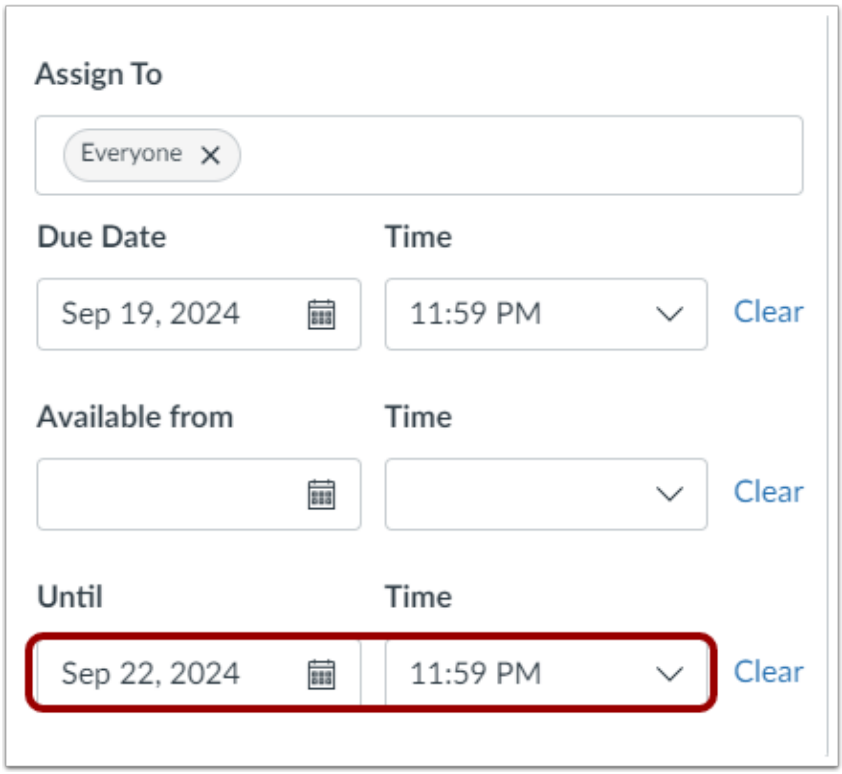
If you want to allow students to submit an assignment until a specific date, set an Until date. The date you set depends on whether you want to accept late submissions. When the Until date has passed, students can still view or download their submissions and view any submission comments.

No late submissions—Some instructors do not allow any late submissions by setting the Until Date as the Due Date. For example, If you want to allow students to view the assignment at any time with a due date of September 19 at 11:59 pm, but you do not want to accept any late submissions, also set the Until Date as September 19 at 11:59 pm.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 20 at 12:00 am (according to course time zone)

Note: Due times set to 12am and 24:00 autocorrect to 11:59pm and 23:59.



Allow late submissions—Some instructors allow late submissions within a specific period of time after the due date. For example, if you want to allow students to submit a late assignment up to three days after the due date, set the Until Date as September 22 at 11:59 pm.

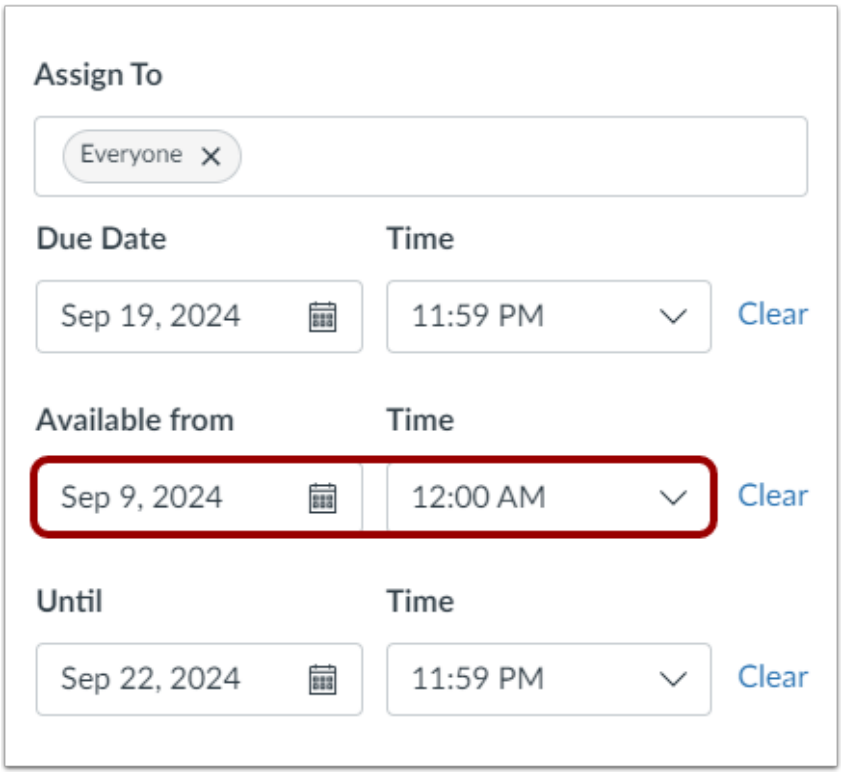
Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)

- In the Gradebook, the assignment is marked late if submitted between September 20 at 12:00:00 am and September 22 at 11:59:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 23 at 12:00:00 am (according to course time zone)

Note: In Quizzes, the autosubmit feature is tied to the Until date, which may affect student submissions. For more details, view the Quiz availability dates lesson.

Limit Submission Date Range



If you want to allow students to submit an assignment only in a specific date range, set both availability dates for the assignment.

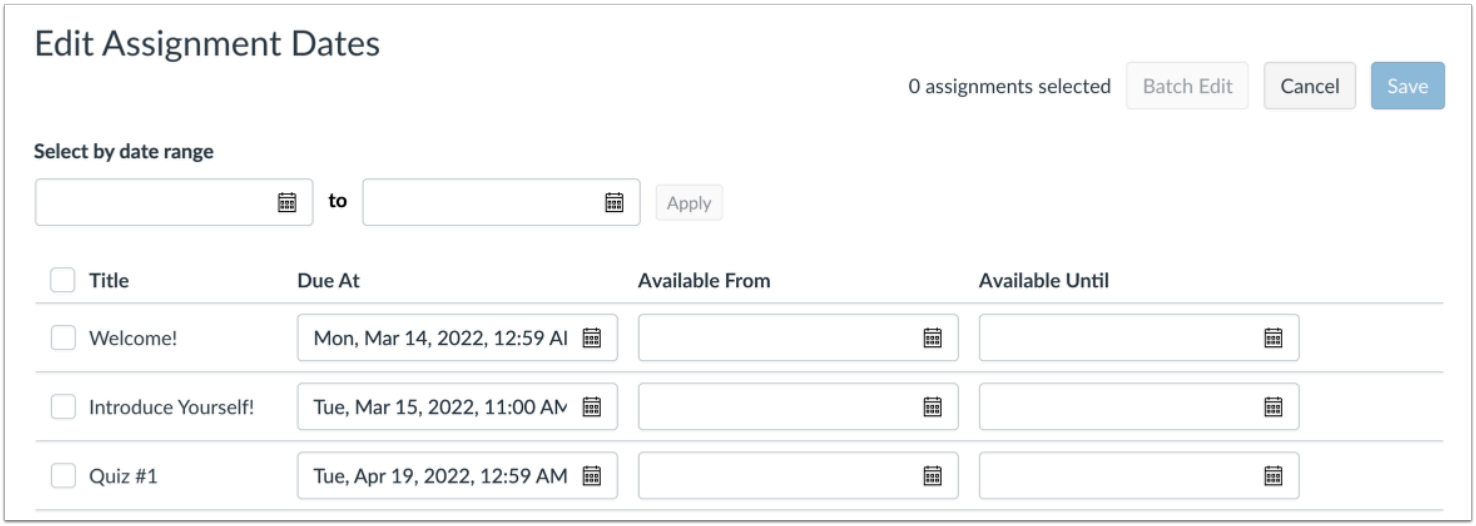
For example, if an assignment is due September 19 at 11:59 pm, but you only want students to be able to submit the assignment between September 9 and September 22, and you want to allow late assignments for 3 days, set the Available From date as September 9 at 12 am, and the Until date as September 22 at 11:59 pm.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on September 9 at 12 am (according to course time zone)

- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted between September 20 at 12:00 am and September 22 at 11:59:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 23 at 12:00:00 am (according to course time zone)

Bulk Update Due and Availability Dates



You may be able to update due dates and availability dates for multiple assignments at one time.

If no time is set, the due time defaults to 11:59:59 pm for the course time zone, and the assignment is marked late at 12:00:00 am. For example, if you set a due date of September 19 at 11:59 pm, the assignment is marked late if submitted at or after September 20 at 12:00:00.

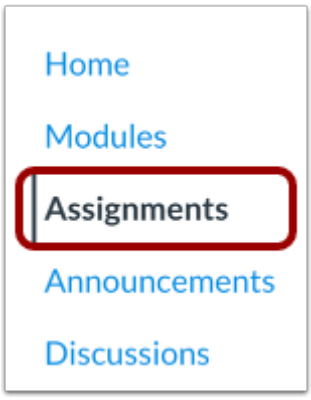
How do I bulk update due dates and availability dates as an instructor?

As an instructor, you may have the option to update due dates and availability dates for multiple assignments and assessments at one time. Additionally, if you previously assigned differentiated due dates for sections, students, or groups, you can bulk update these due and availability dates. Learn more about the difference between due dates and availability dates.

Notes:

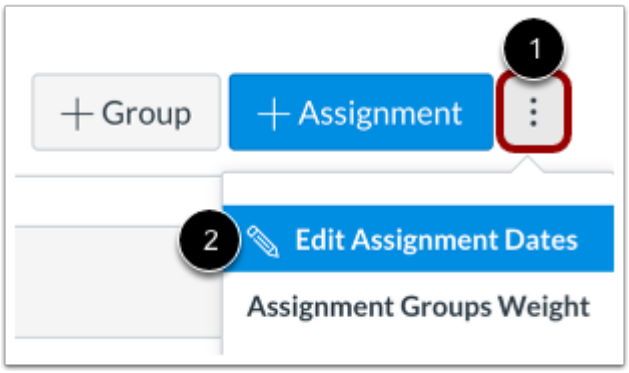
- If a date does not include a time, the listed date defaults to the course's default due time.
- You can only move dates forward, not backward. If you overshoot, you must manually fix each assignment date. No warning appears for this.

Open Assignments



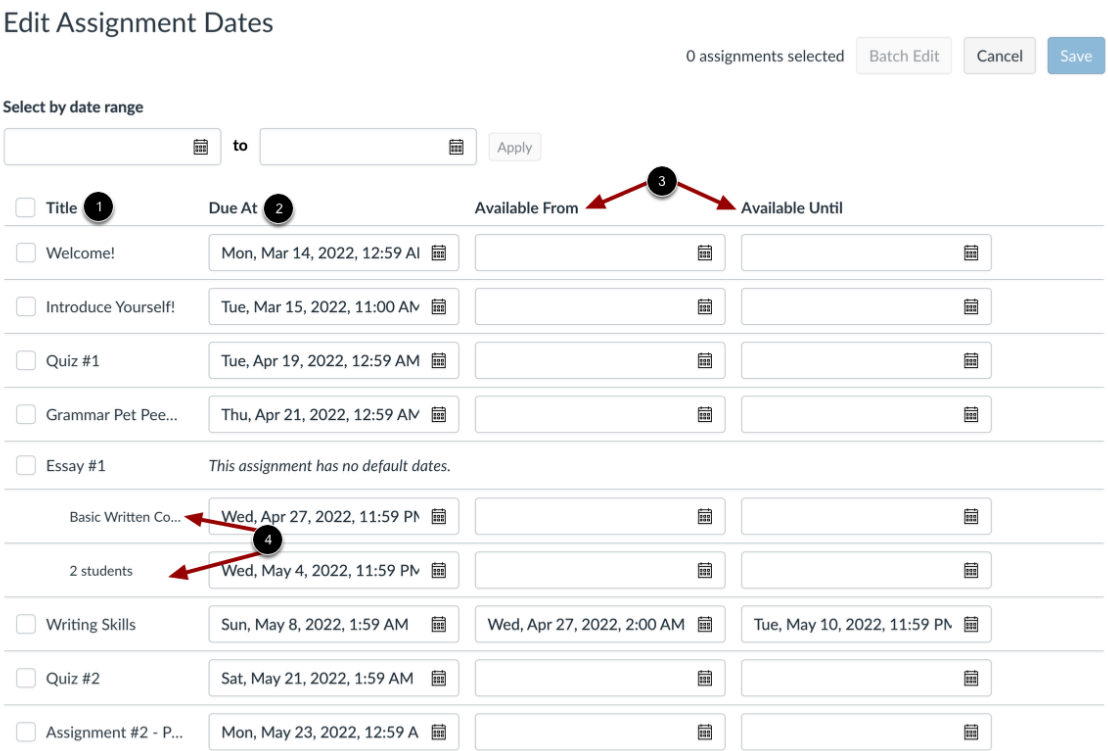
In Course Navigation, click the **Assignments** link.

Open Assignment Dates



On the Assignments page, click the **Options** icon [1]. Then select the **Edit Assignment Dates** option [2].

View Assignment Dates

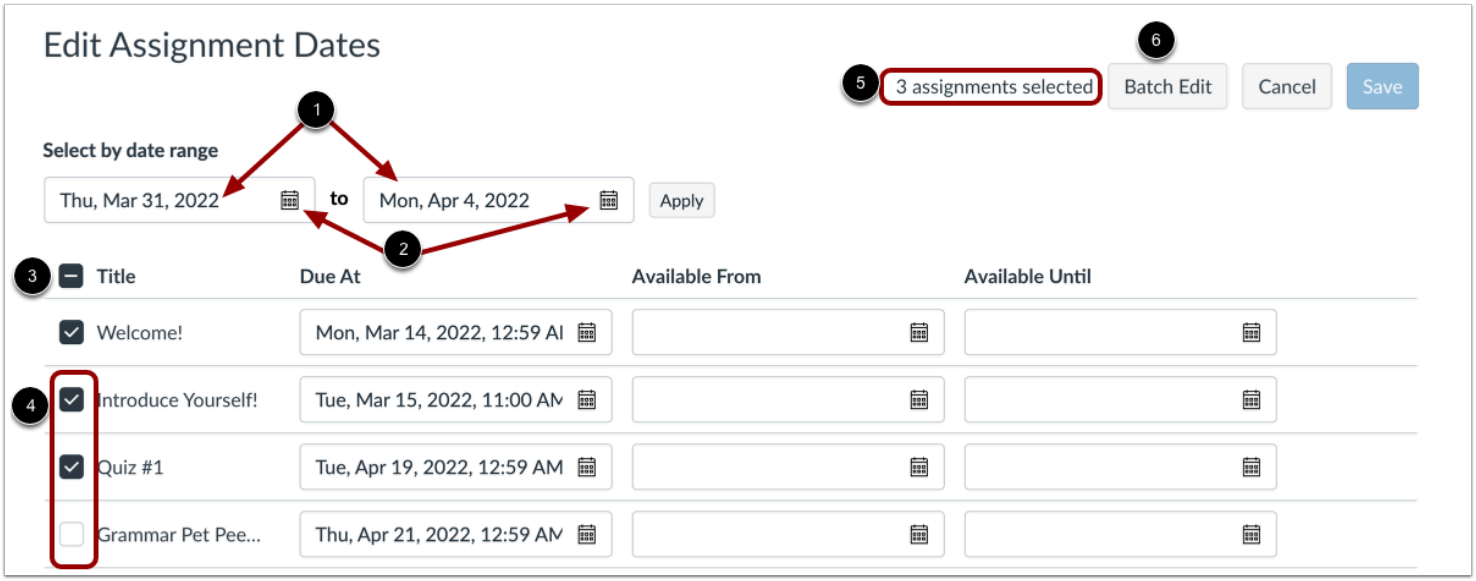


You can view and manage assignment information on the Edit Assignment Dates page. All graded items in your course, including assignments, discussions, and quizzes, are listed in the **Title** column [1]. Current

assignment due dates and times (if any) display in the **Due At** column [2], and current availability dates (if any) display in the **Available From** and **Available Until** columns [3].

You can also view and edit differentiated due dates for students, sections, and groups [4].

Select Multiple Assignment Dates



You can edit multiple assignment dates at the same time by selecting multiple assignments.

To select all assignments that fall within a date range, type dates into the date range fields [1] or select dates using the calendar icon [2].

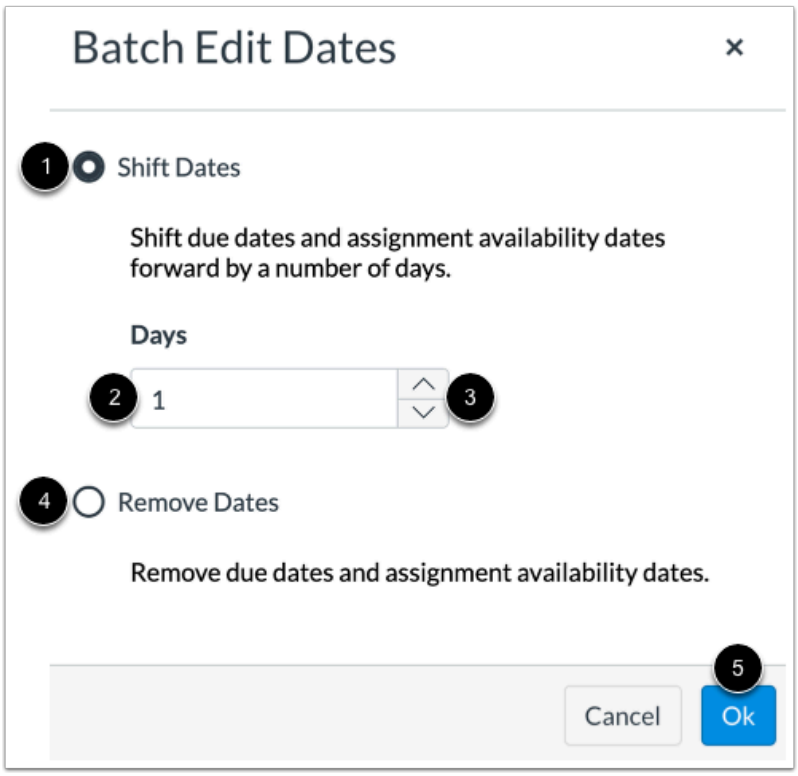
To select all assignments, click the Select All checkbox [3].

To select specific assignments, click the checkboxes in the assignment rows [4].

The number of assignments selected displays in the header [5].

To batch edit selected assignments, click the **Batch Edit** button [6].

Batch Edit Assignment Dates



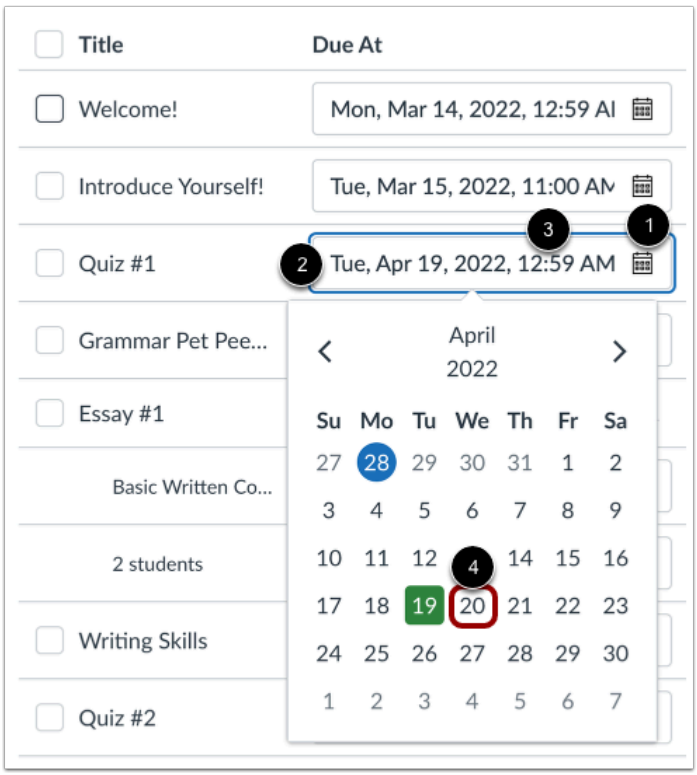
When you batch edit assignment dates, you can choose to shift dates forward by a number of days or remove due and availability dates. The option you choose applies to all selected assignments.

To shift dates forward by a number of days, click the **Shift Dates** option [1]. Type the number of days to shift assignments dates in the **Days** field [2] or use the up and down arrow buttons to select the number of days [3].

To remove due and availability dates from all selected assignments, select the **Remove Dates** option [4].

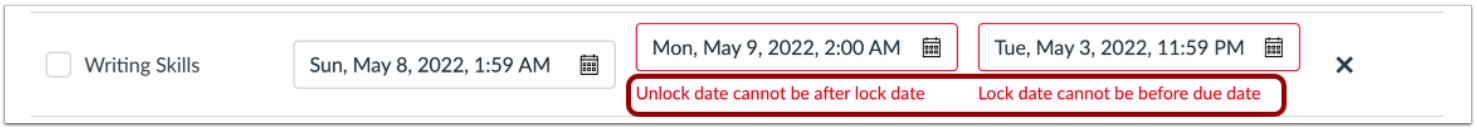
When you are finished, click the **Ok** button [5].

Edit Individual Assignment Dates



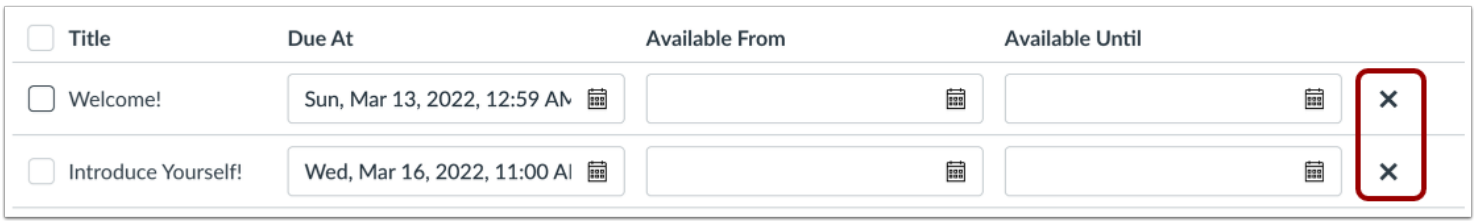
To edit an individual assignment due, availability date or time, locate the item in the list and click the corresponding date field you wish to update [1]. Type the date and time in the **Date** field [2], or select a date from the calendar [4]. You can update due dates for assignments with existing due dates or enter a new due date for an assignment without a due date.

View Date Error



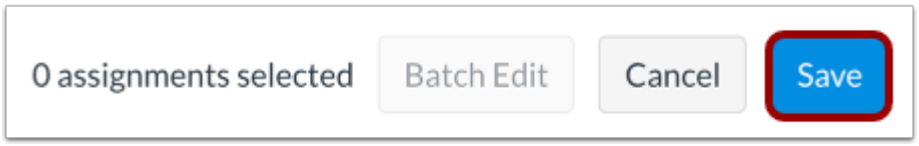
If you enter invalid due or availability dates, an error displays beneath the invalid date. You must modify or remove the invalid date before you can save your date changes.

Revert Date Changes



To revert date changes for an assignment, click the **Remove** icon. Reverting changes removes any date changes made to the assignment dates.

Save Updated Dates

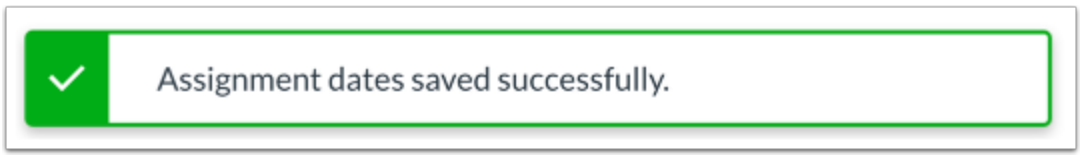


To save your updates, click the **Save** button.

View Save Progress

Canvas displays the progress for your updates.

View Update Notification

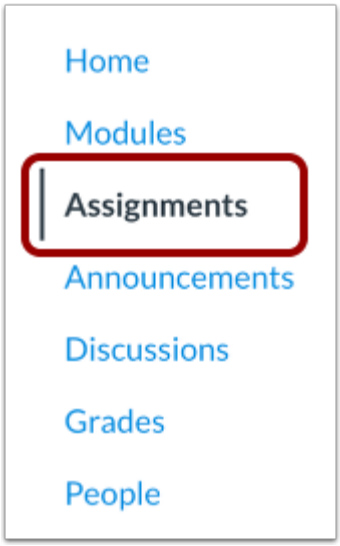


When your updates save successfully, Canvas displays a **Success** notification.

How do I create an assignment?

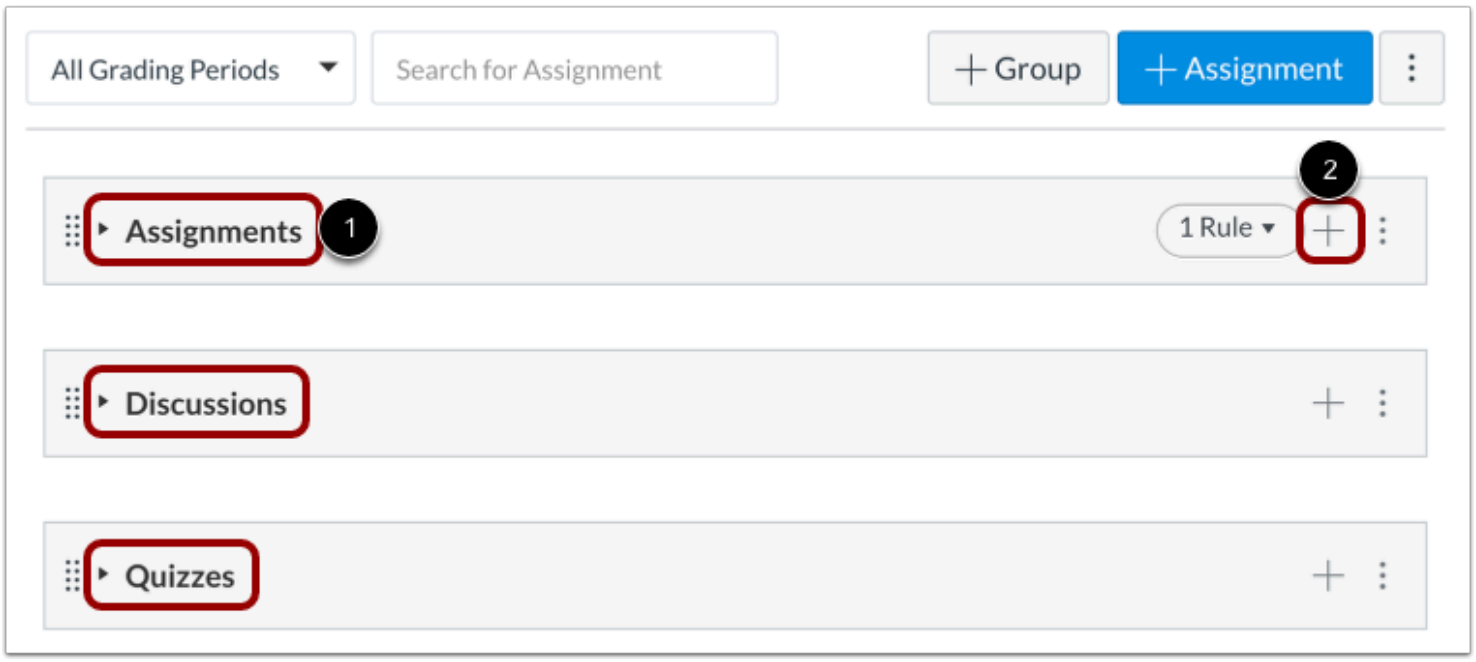
You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details.

Open Assignments



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

Add Assignment Shell



If you want to create an assignment placeholder with a title and a date, you can create an assignment shell in an assignment group.

Assignment groups house the different types of assignments you may want to keep in your course, such as assignments, discussions, quizzes, surveys, etc [1]. If you create assignment groups in your course, students can filter their assignments page by assignment type to view the same groups. Learn how to add an assignment group.

To create an assignment shell, locate an assignment group and click the **Add Assignment** button [2]. Assignment shells only include fields for the assignment type, name, due date (optional), and points. You can add assignment details at any time by editing the assignment.

Add Assignment

If you want to create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Assignment details include fields for the assignment type, name, description, points, assignment group (if desired), grade display, and submission type, and due dates. You can also specify if the assignment is a group assignment or requires peer reviews in the assignment details lesson.

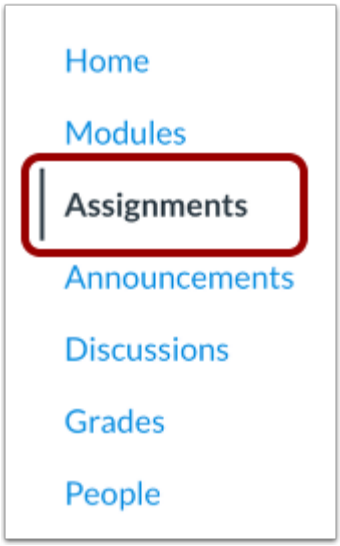
When you add details to an assignment, you can also assign the assignment to all students, course sections, course groups, or individual students as part of the Canvas differentiated assignments feature.

How do I create an assignment shell in an assignment group?

Assignment shells are placeholders for Assignments that only include the assignment type, name, due date, and point value. You can choose to save the assignment as an unpublished assignment and edit the Assignment details later.

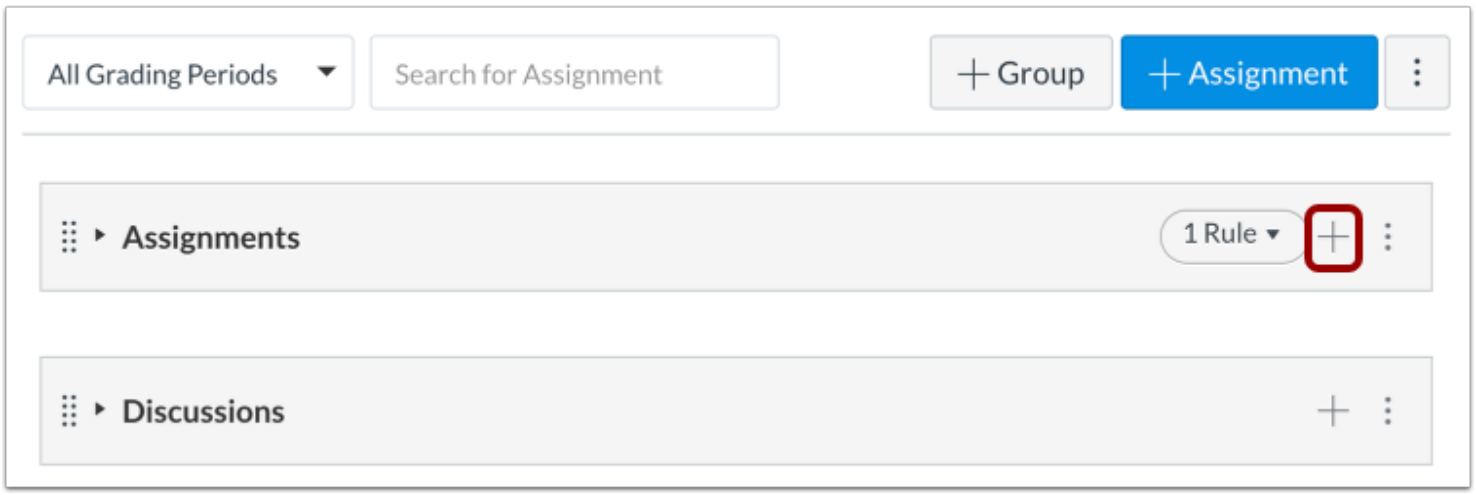
Assignment shells can be created in an assignment group in the Assignments index page. New courses include one assignment group by default. If you want to add your assignments to another assignment group, you must add assignment groups before creating an assignment shell.

Open Assignments



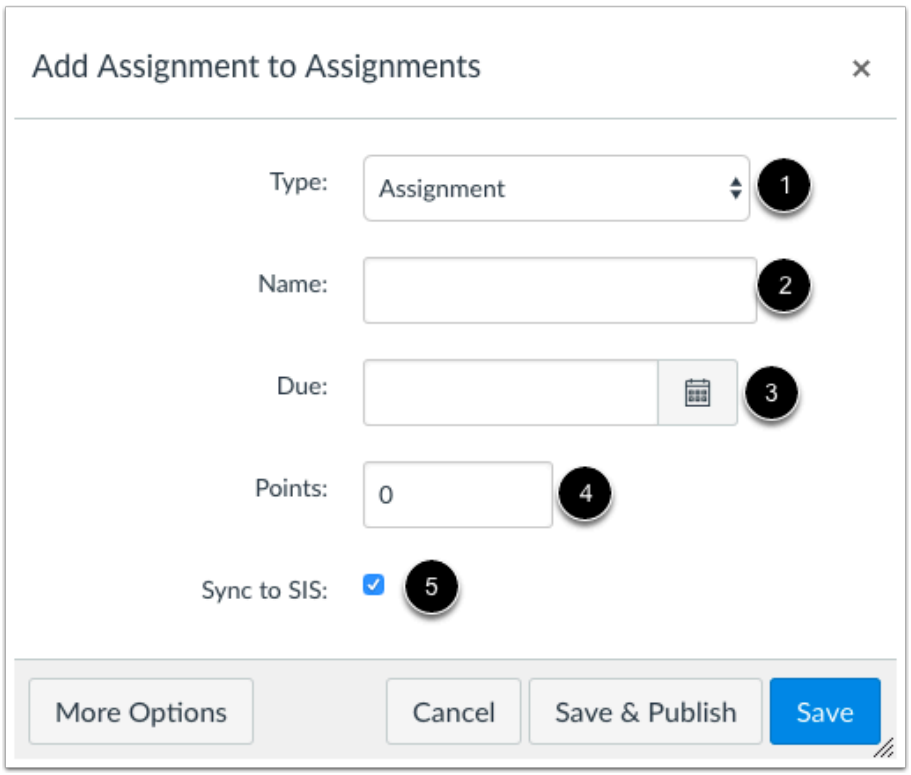
In Course Navigation, click the **Assignments** link.

Add Assignment



In an assignment group header, click the **Add** icon.

Enter Assignment Details



Set the assignment type by clicking the **Type** drop-down menu [1]. You can create an assignment, discussion, quiz, external tool assignment, or an assignment that is not graded.

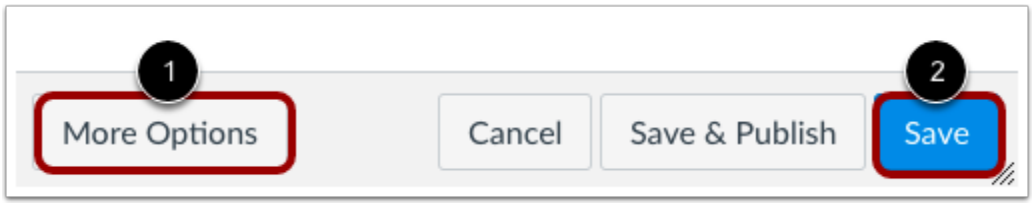
Enter the assignment title in the **Name** field [2].

To select a due date, click the **Calendar** icon in the **Due** field [3], or manually enter a due date.

Enter the number of points for the assignment in the **Points** field [4].

If your institution has enabled a student information system (SIS) integration, you can enable the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [5].

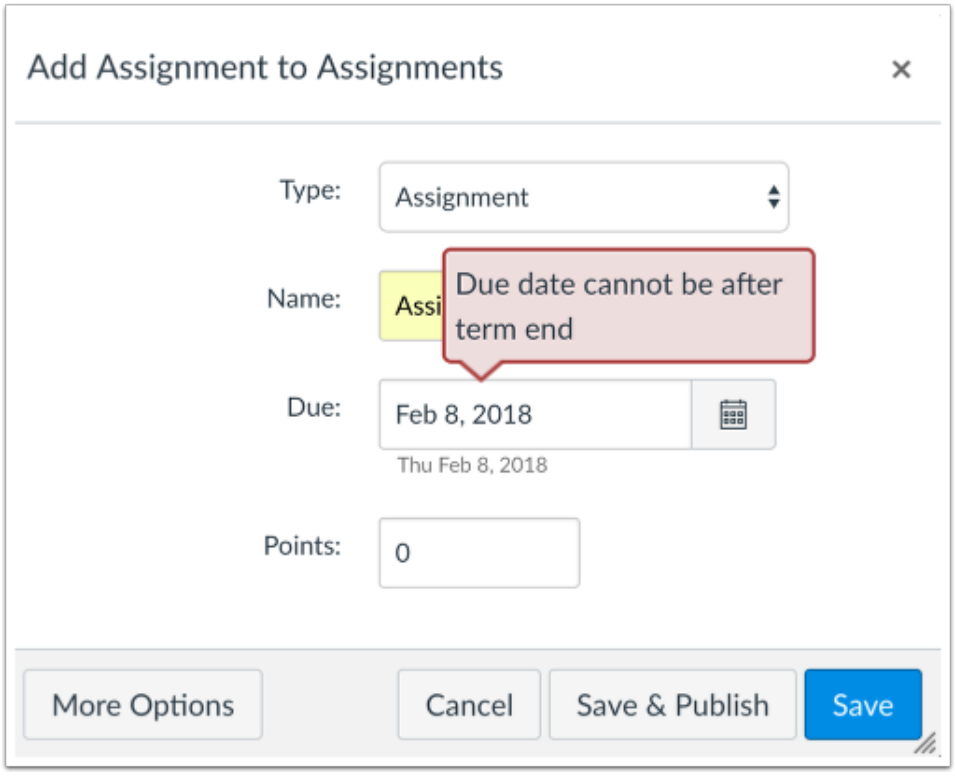
Add More or Save



To add additional details, click the **More Options** button [1].

If you want to save the assignment shell and edit the details later, click the **Save** button [2].

View Due Date Error



Due dates are verified against course data. If you have set a due date that is not allowed, Canvas displays information about the error.

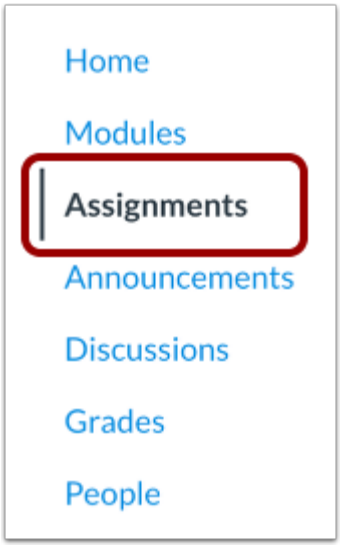
Correct the date and then save the assignment again.

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

How do I move or reorder an assignment group?

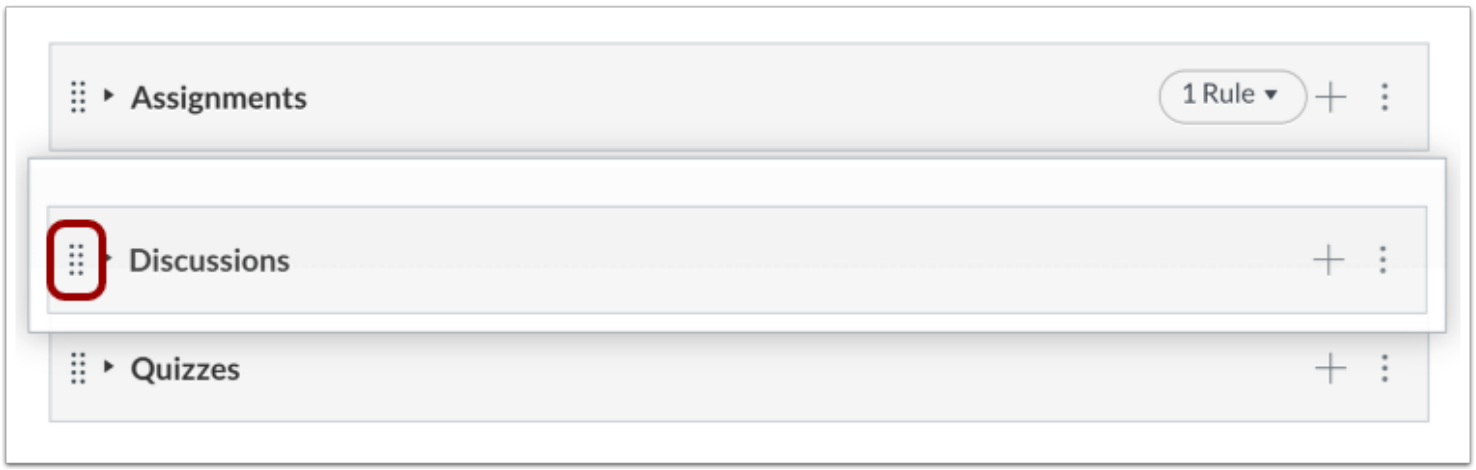
You can move or reorder assignment groups after you've created them. You can manually drag and drop the assignment group, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder Individual assignments.

Open Assignments



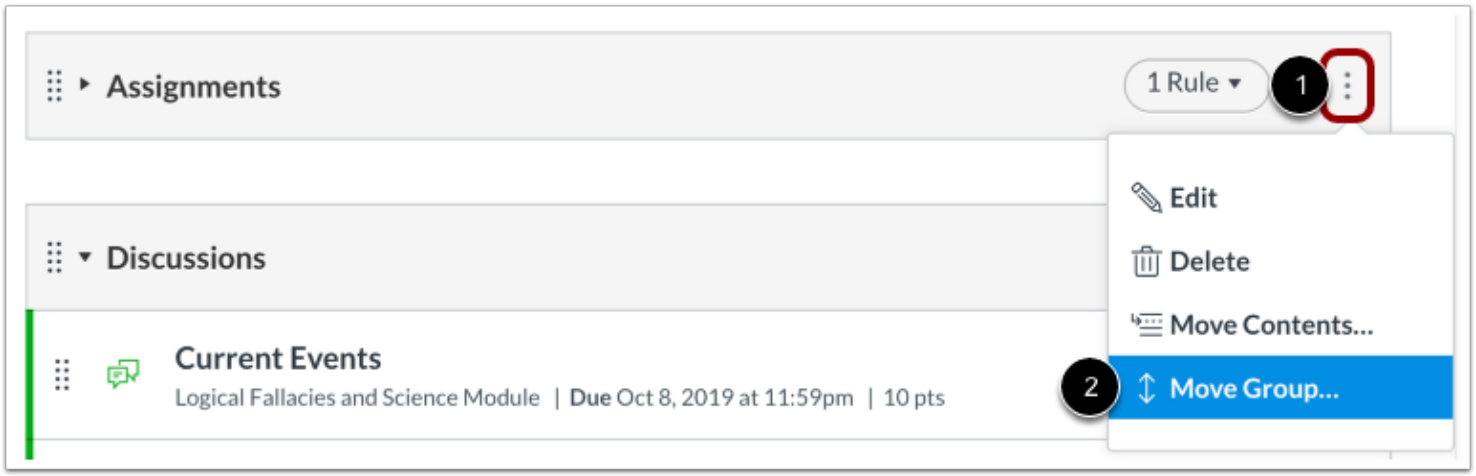
In Course Navigation, click the **Assignments** link.

Drag and Drop Assignment Group



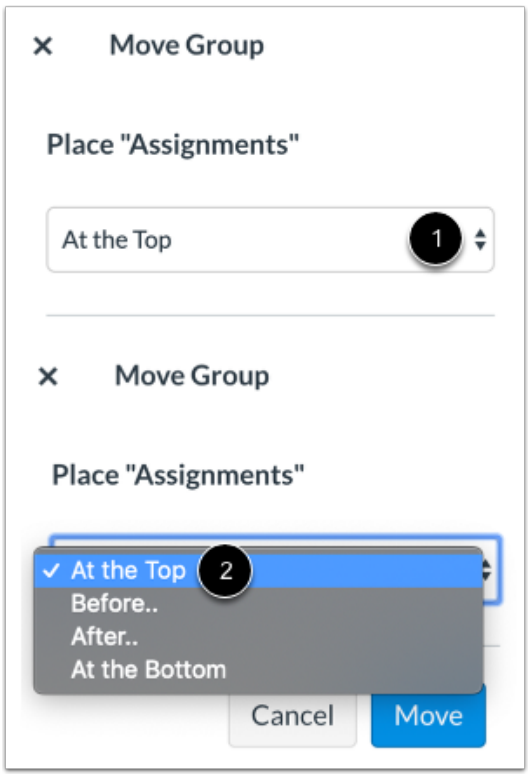
You can use the drag and drop option to reorder assignment groups. Click the drag handle next to the assignment group name. Drop the assignment group in the desired location by releasing the mouse.

Move Assignment Group



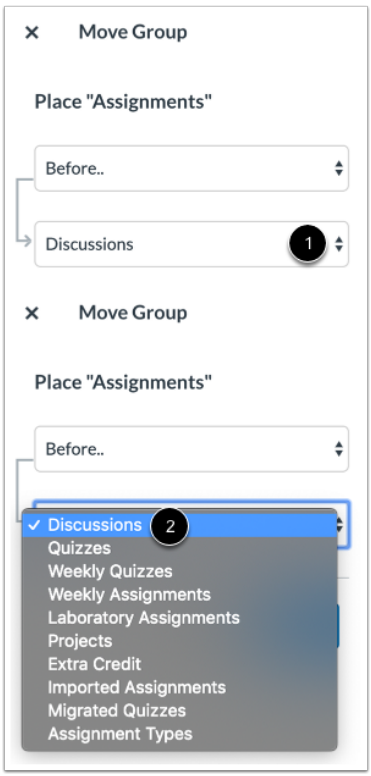
You can also use the Move Group option to reorder an assignment group. Click the **Options** icon [1] and select the **Move Group** link [2].

Place Assignment Group Location



In the Move Assignment Group sidebar, click the **Place** drop-down menu [1]. Select the placement of the assignment group you are moving [2]. You can move the group so it is located at the top of the page, before a specific group, after a specific group, or at the bottom of the page.

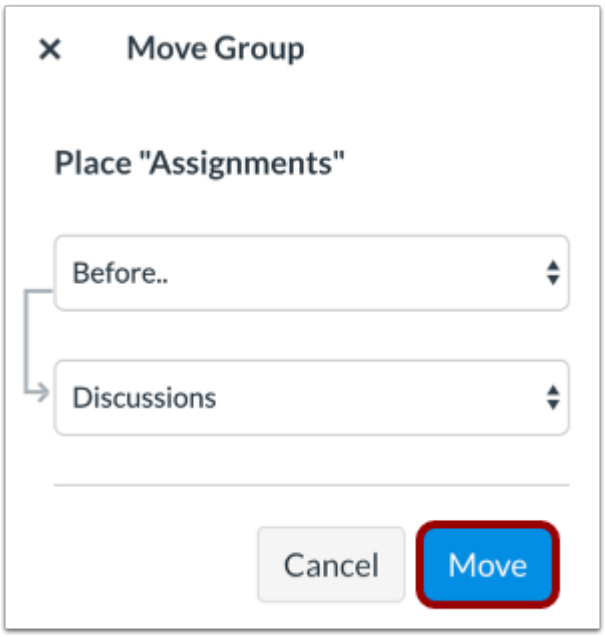
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the assignment group that should be before or after the assignment group you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the assignment group to another location, change the sidebar placement options as needed.

Move Assignment Group



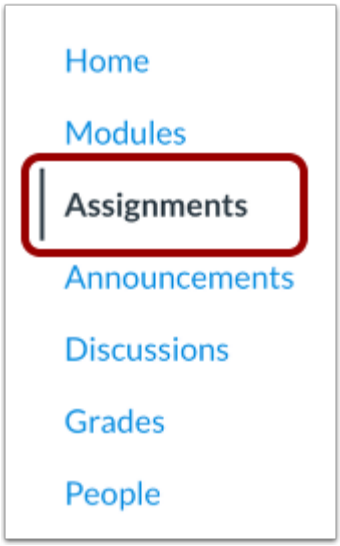
Click the **Move** button.

How do I add an assignment group in a course?

Using Assignment Groups allows you to organize the assignments in your course.

When Assignment Groups are set up you can weight the final course grade based on assignment groups, and filter by assignment groups in the Gradebook.

Open Assignments

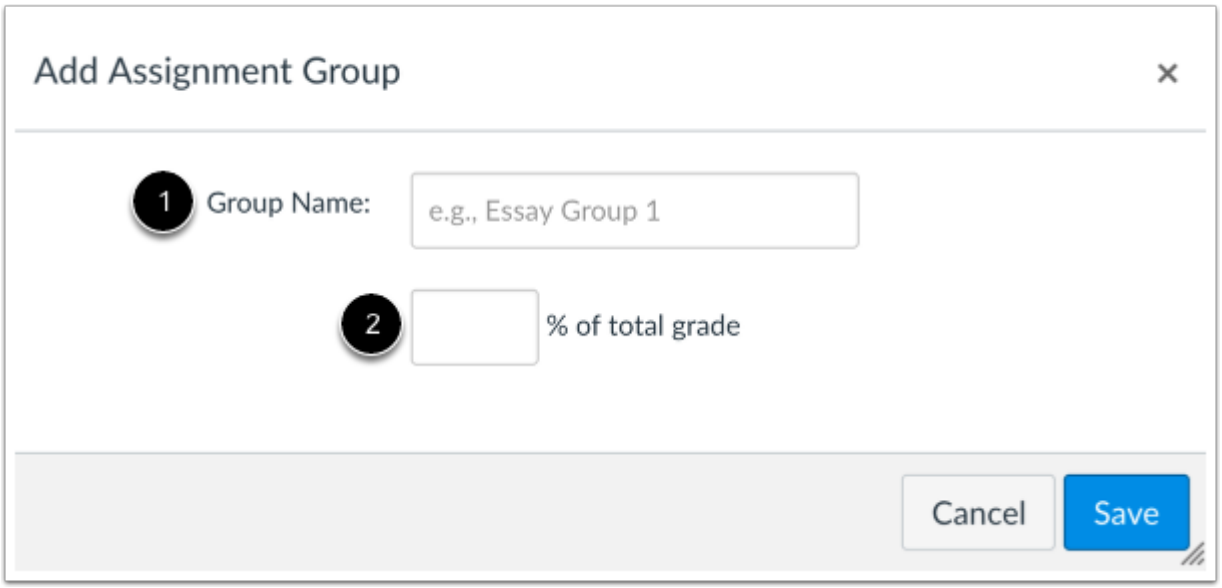


In Course Navigation, click the **Assignments** link.

Add Assignment Group

Click the **Add Group** button.

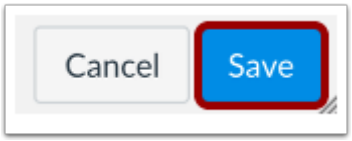
Create Assignment Group



Type the Assignment Group Name in the **Group Name** field [1]. If you want to weight the final grade for students using assignment groups, the percentage will appear in **% of total grade** field [2].

Note: You must create assignment groups before you can assign percentages to each group.

Save Assignment Group



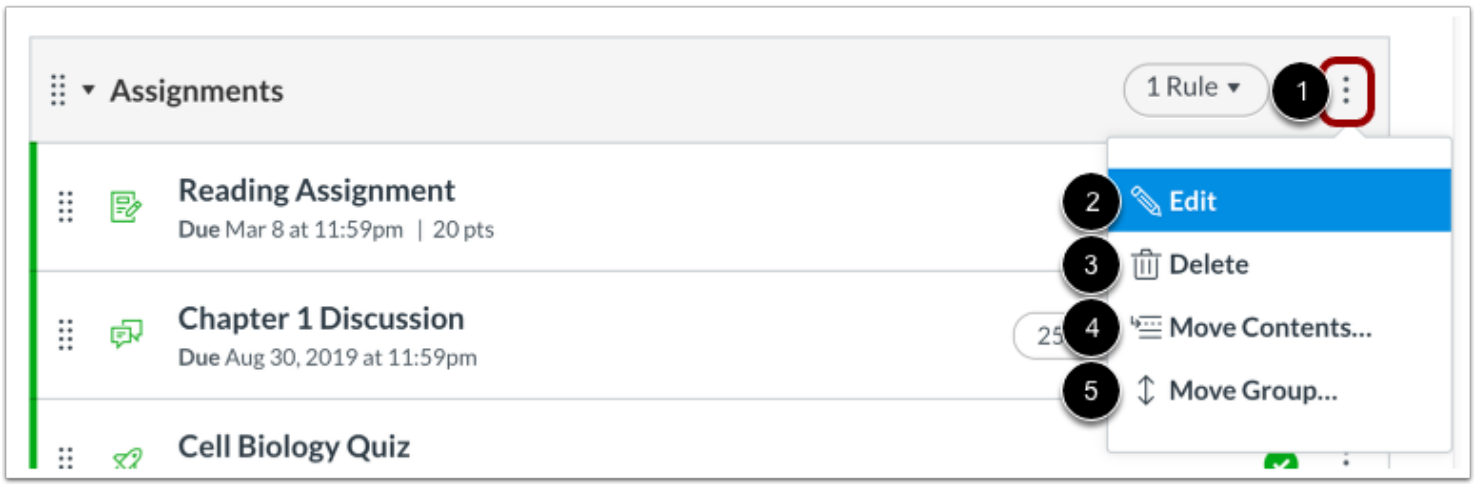
Click the **Save** button.

View Assignment Group

View your Assignment Group.

Learn how to create assignment shells and assignments for your Assignment Group.

Manage Assignment Group



To manage an assignment group, click the group's **Options** drop-down menu [1].

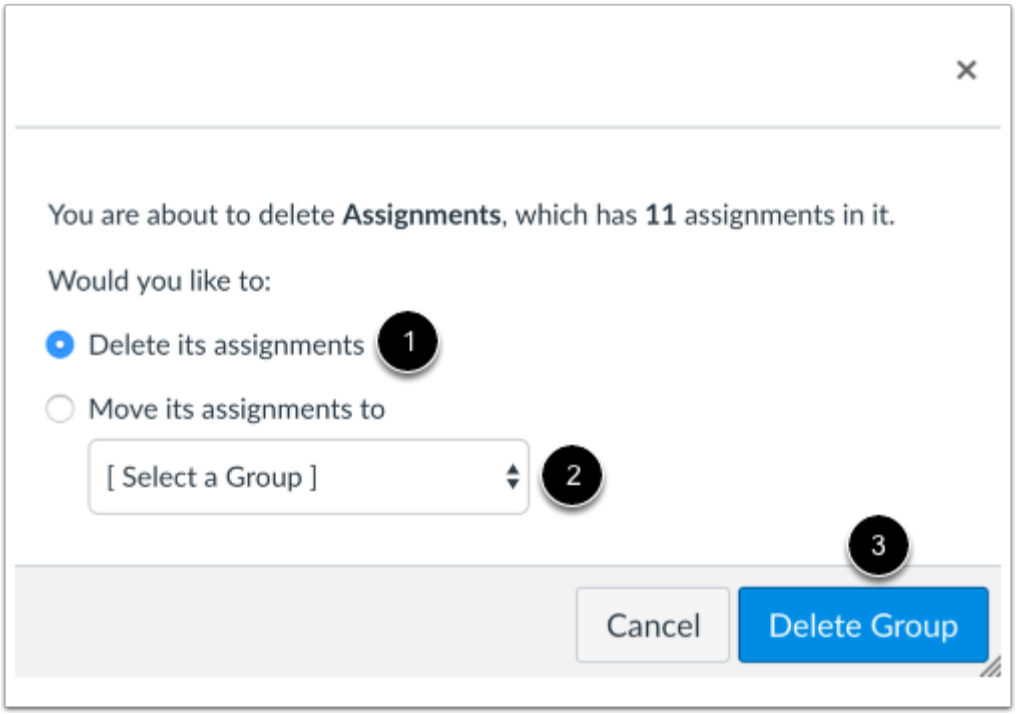
To edit the Assignment Group, click the **Edit** link [2]. You can edit the Assignment Group name and the weighted percentage (if applicable). After you've added assignments to your Assignment Group, you can also edit the Assignment Group to set Assignment Group rules.

To delete the Assignment Group, click the **Delete** link [3].

To move all content from an assignment group into another group, click the **Move Contents** link [4].

To move or reorder an assignment group on the Assignments page, click the **Move Groups** link [5].

Delete Group



If you want to delete an assignment group that has assignments in it, Canvas will ask you if you want to Delete the assignments (default) [1] or move the assignments to another group [2]. When you are finished, click the **Delete Group** button [3].

How do I weight the final course grade based on assignment groups?

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

For example, if an assignment group included three assignments totaling 25 points, and a student's scores totaled 15 points, the student would earn 60% for the assignment group (15/25). This percentage is then multiplied by the selected group weight. Each assignment group calculation is added together to create the final grade.

For example, an instructor may create three assignment groups (A, B, and C) weighted at 20%, 50%, and 30%, respectively. The total score equation for a course with three assignment groups would be (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage. If a student scores 75% in Group A, 98% in Group B, and 87% in Group C, the final score would be calculated as (.75 x .20) + (.98 x .50) + (.87 x .30) = .901, or 90.1%.

The final score calculation is changed if there are no graded items in an assignment group. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation. If the previous example were adjusted so Group C contained no graded discussions, assignments, or quizzes, the calculation for final score would be [(.75 x .20) + (.98 x .50)] ÷ .70 = .9143, or 91.43%.

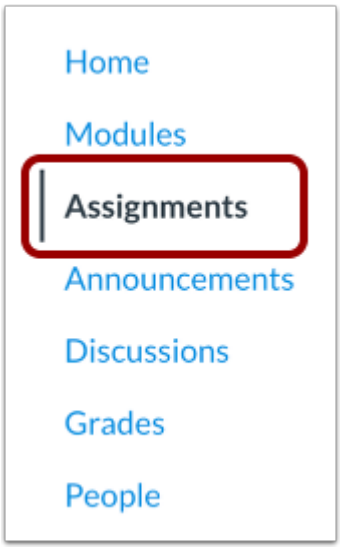
Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group weights once an assignment group has assignments in a closed grading period. Additionally, weighted grading periods can also support weighted assignment groups in a course. The weight of an assignment group is applied to the grading period's final grade, and each grading period's final grade is added together to calculate the overall grade.

If you choose to use weighted assignment groups, separate assignment groups should be created for each grading period in the course. If an assignment group contains assignments that fall into multiple grading periods with different weighted percentages, grades may have unintended consequences.

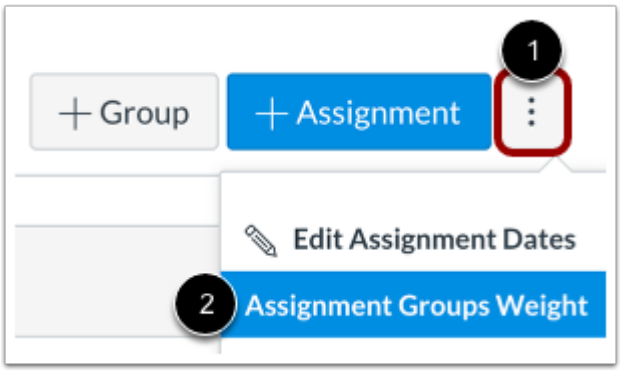
Note: If an assignment group is weighted to zero percent, any course items added to the group will not count toward the final grade.

Open Assignments



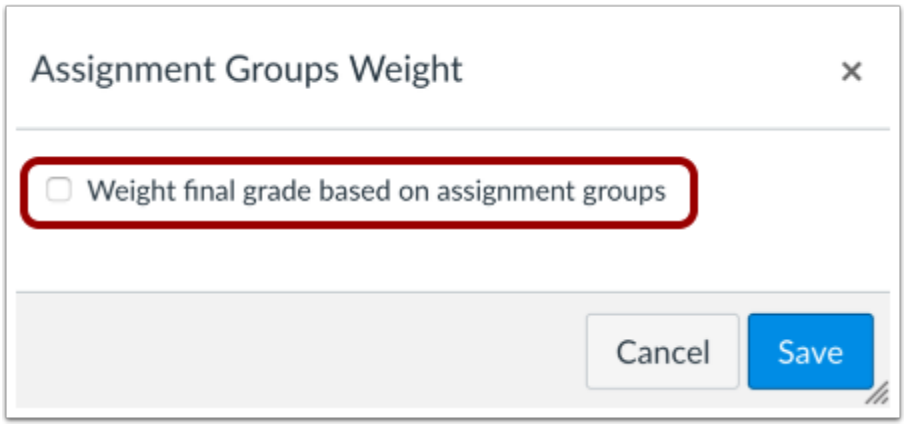
In Course Navigation, click the **Assignments** link.

Open Assignment Groups Weights Settings



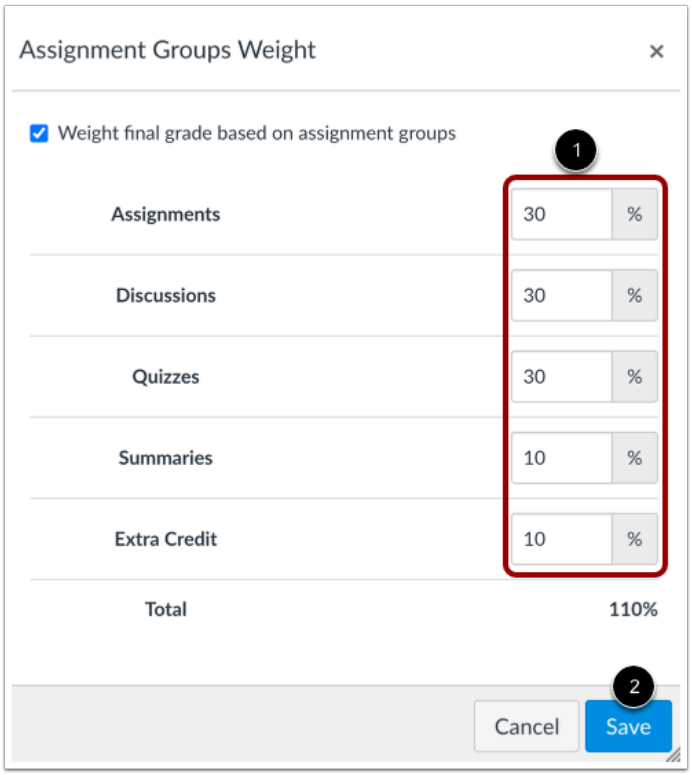
Click the Assignments **Options** icon [1] and select the **Assignment Groups Weights** option [2].

Weight Final Grade



Click the **Weight final grade based on assignment groups** checkbox.

Set Weights



Enter the percentage weights for each of the different Assignment Groups you created [1]. The percentage weights you specify here will determine how Canvas calculates the final grade for your course. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.

Click the **Save** button [2].

Notes:

- Assignment group weights can include decimals.
- The total percentage of all assignment groups can be set above or below 100%.

How do I create rules for an assignment group?

Once you have added assignments to your assignment group, you can create rules for the entire assignment group. Assignment group rules determine how Canvas handles any exceptions you want to create for grade calculations. Assignment groups can be weighted or unweighted.

When using the lowest or highest score rule, an assignment group must include at least one score, plus the number of dropped scores and the number of assignments that should not be dropped. For instance, if you have a rule for dropping three scores and one Never Drop assignment, you would need five student scores in the assignment group to have all three lowest or highest scores dropped.

Canvas considers how the rule most negatively or positively affects the student's overall score. A rule to drop the lowest score will remove the assignment score(s) from a student's group percentage calculation that will result in the best possible score for that group. A rule to drop the highest score will remove the assignment score(s) from a student's group percentage calculation that will result in the lowest possible score for that group. Dropping both the lowest and the highest score(s) removes any outlying scores and calculates a student's grade based upon the remaining middle scores.

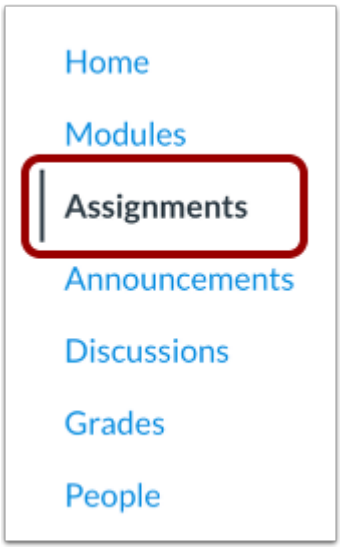
Dropping scores is based on the impact to the total points for that assignment group. In some cases, the point value may be considered more important than percentage score when determining which assignment to drop. For example, if a student earns 100% on a 50-point assignment, 65% on a 100-point assignment, and 50% on a 24-point assignment, the student's total score is 127 out of 174 points, or 73% for the assignment group. If an instructor sets a rule to drop the assignment with the lowest score in the assignment group, Canvas will drop the score that gives the student a better total score for the group. Even though the 50% score is the lowest percentage, the assignment with the 65% score will be dropped, giving the student a score of 62 out of 74 points, or an 84%, for the assignment group.

Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group rules once an assignment group has assignments in a closed grading period.

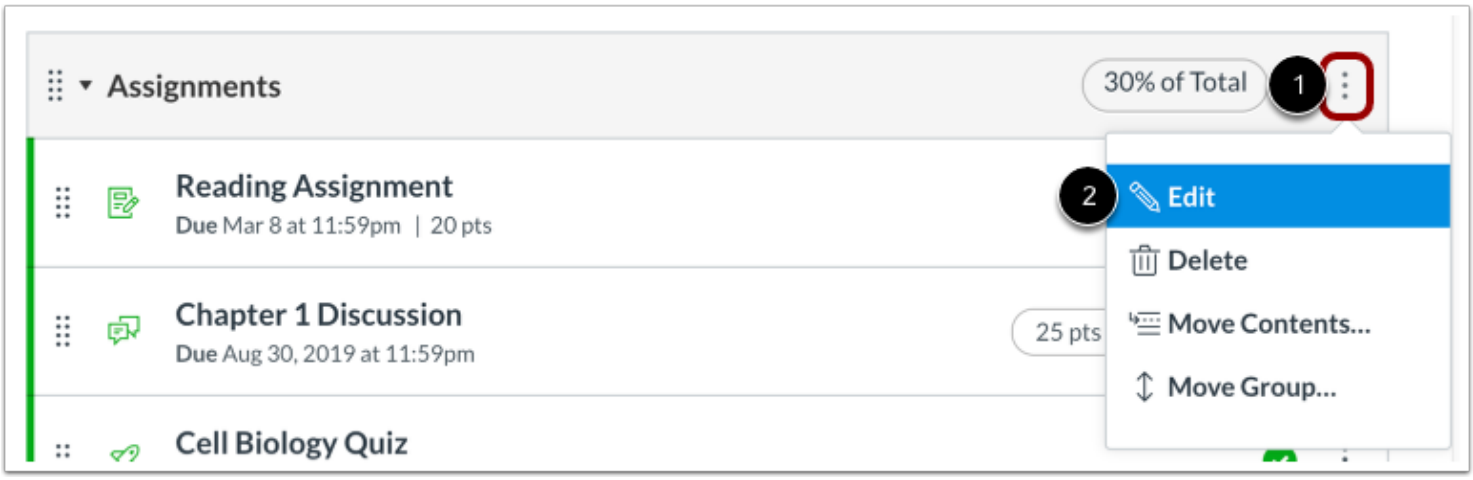
Additionally, if an assignment group contains assignments that fall into multiple grading periods, grades may have unintended consequences when calculating assignment group rules.

Open Assignments



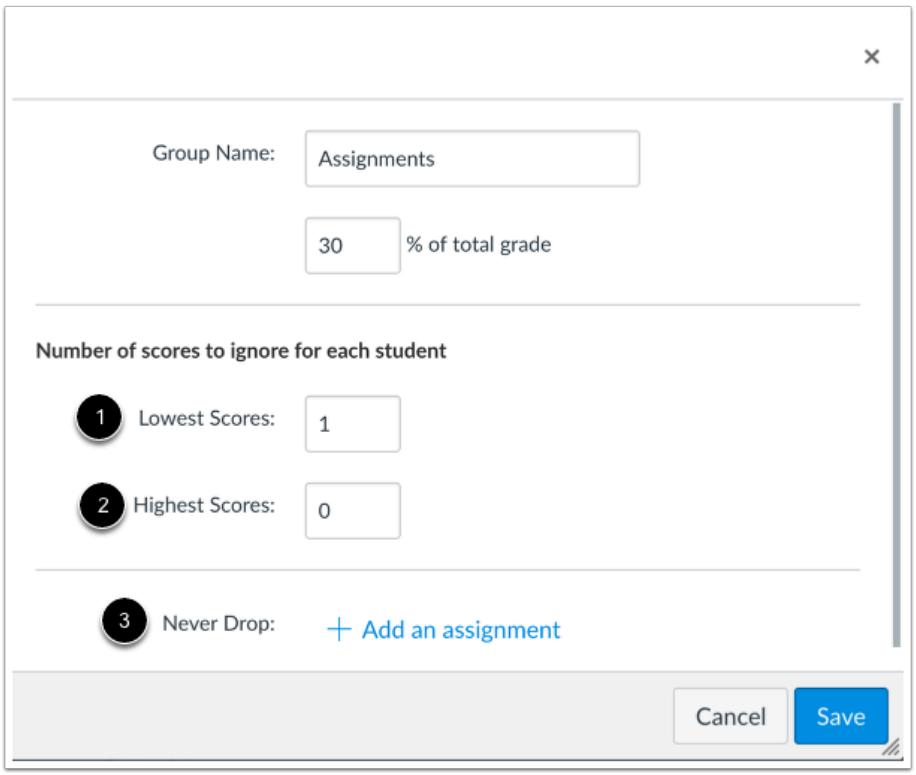
In Course Navigation, click the **Assignments** link.

Edit Assignment Group



Click the Assignment Group **Options** drop-down menu [1]. Click the **Edit** link [2].

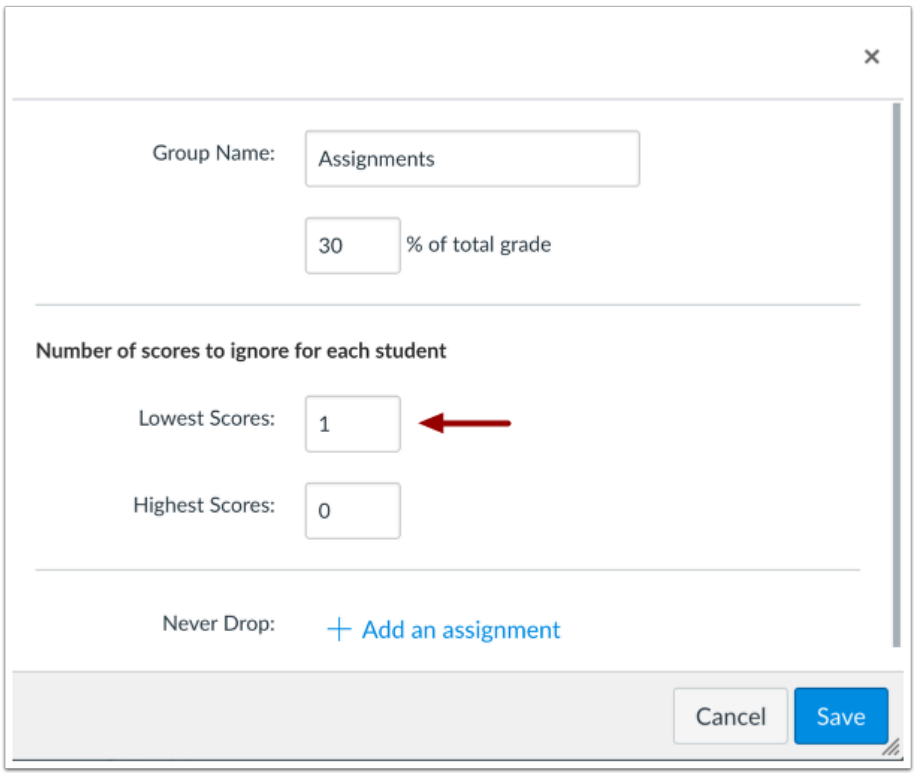
Create Rules



For each Assignment Group, you can create one of three grading rules:

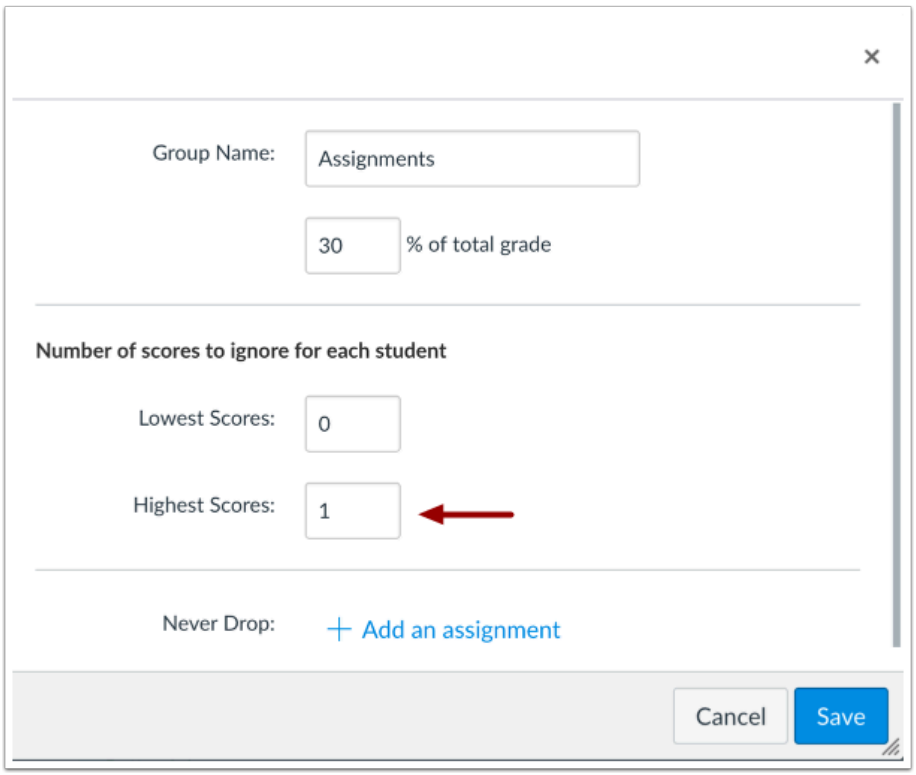
- Drop (ignore) the lowest x scores for each student [1].
- Drop (ignore) the highest x scores for each student [2].
- Never drop a specific assignment [3].

Drop Lowest Score



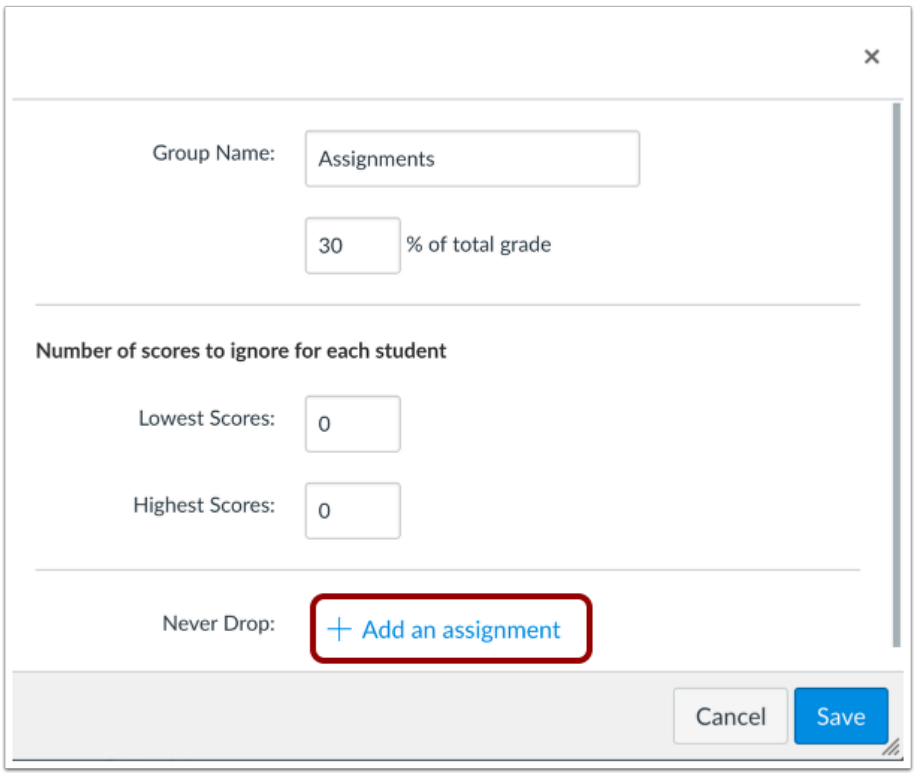
To drop a certain number of lowest scores, enter the number in the **Lowest Scores** field. You can use the arrows to adjust the number.

Drop Highest Score



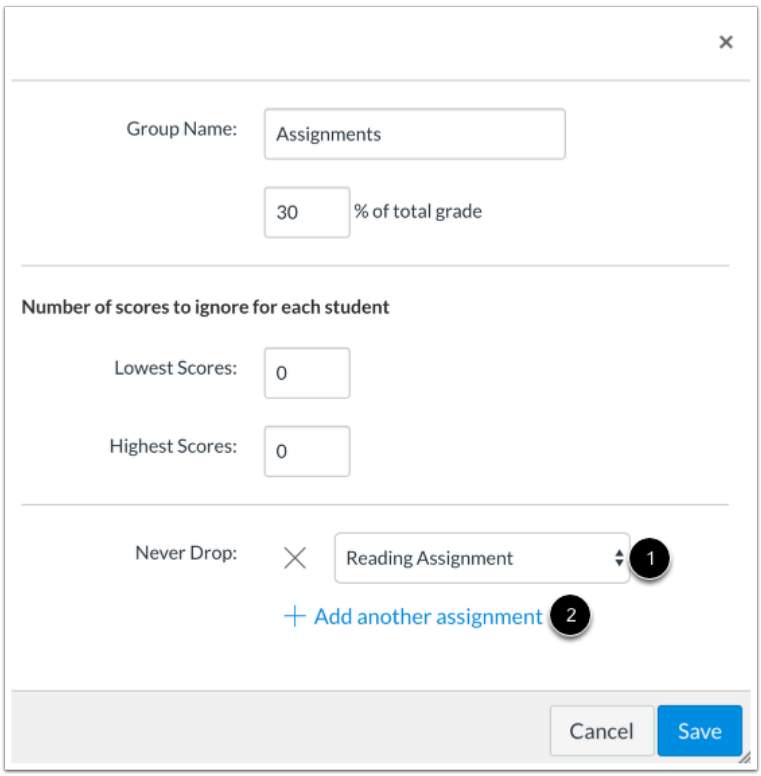
To drop a certain number of highest scores, enter the number in the **Highest Scores** field. You can use the arrows to adjust the number.

Never Drop Assignment



To tell Canvas to never drop a certain assignment, click the **Add an assignment** link.

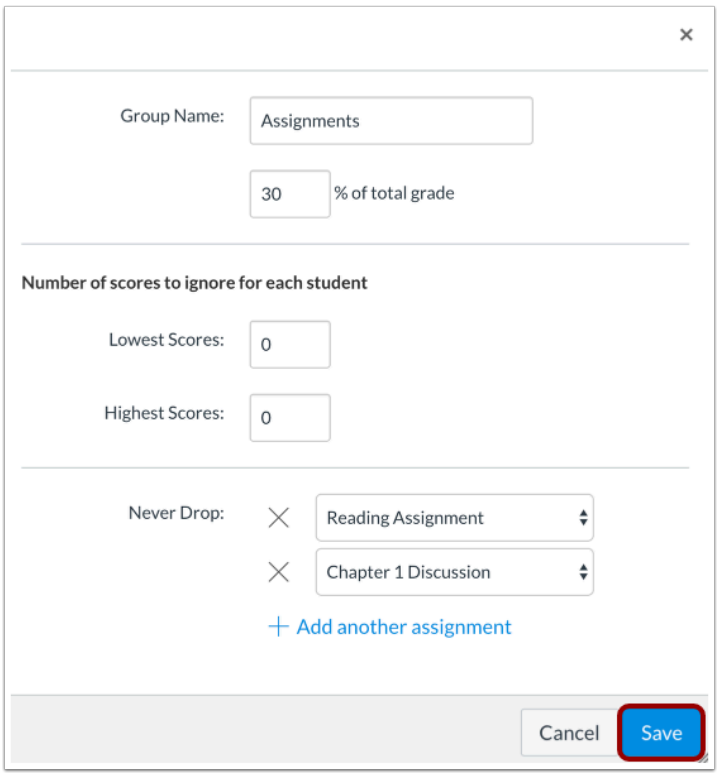
Select Assignment



In the Assignment drop-down menu [1], select the name of the assignment in the Assignment Group that should never be dropped.

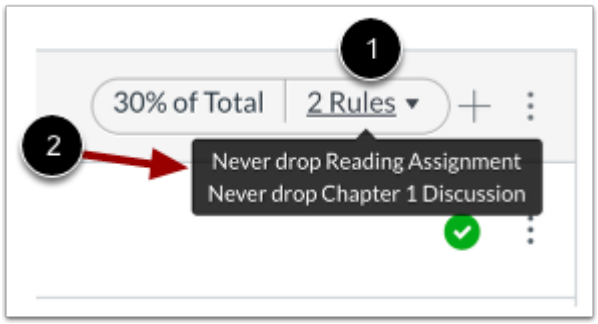
To select another assignment, click the **Add another assignment** link [2].

Save Rules



When you are finished adding rules, click the **Save** button.

View Assignment Group Rules



In the Assignment Group toolbar, Canvas will show the number of rules assigned to the group [1]. Hover over the link to view the rules [2].

How do I create an online assignment?

You can create online assignments for students to submit their assignments through Canvas. Students can submit formatted text using the Rich Content Editor, website URLs, annotated files, or uploaded files. They can also submit audio or video recordings by recording new media or uploading existing media.

Files submitted to an online assignment do not count against the user's storage quota.

When allowing file uploads as an online entry option, you can restrict certain types of files for assignment submissions. In the case of restricting assignments with an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type. Compound file types are not supported.

If your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. (If only Google Docs are enabled for your institution, students must connect to Google Drive as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide.) You can allow Google Drive and OneDrive files as submission types by selecting the File Uploads checkbox when creating an assignment.

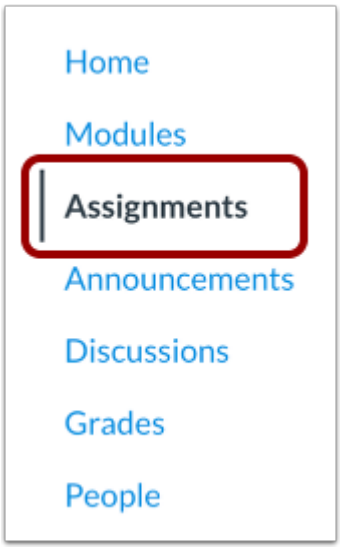
Google Drive File Types

Students can submit Google Doc (.gdoc), Google Sheet (.gsheet), or Google Slide (.gslide) files. They can also use Google Docs to submit uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

When Google file types are submitted as an assignment submission, those files will convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. Canvas uses the conversion file type for submissions (and to render supported file types as DocViewer files in SpeedGrader), so if you want to restrict file types to only include Google file types, you must also include the file types for each respective Microsoft file type as well. For instance, if you want to only allow Google Slide submissions, you must include .pptx as a restrictive file type, otherwise Canvas will not show the .gslide files in the Google Doc tab.

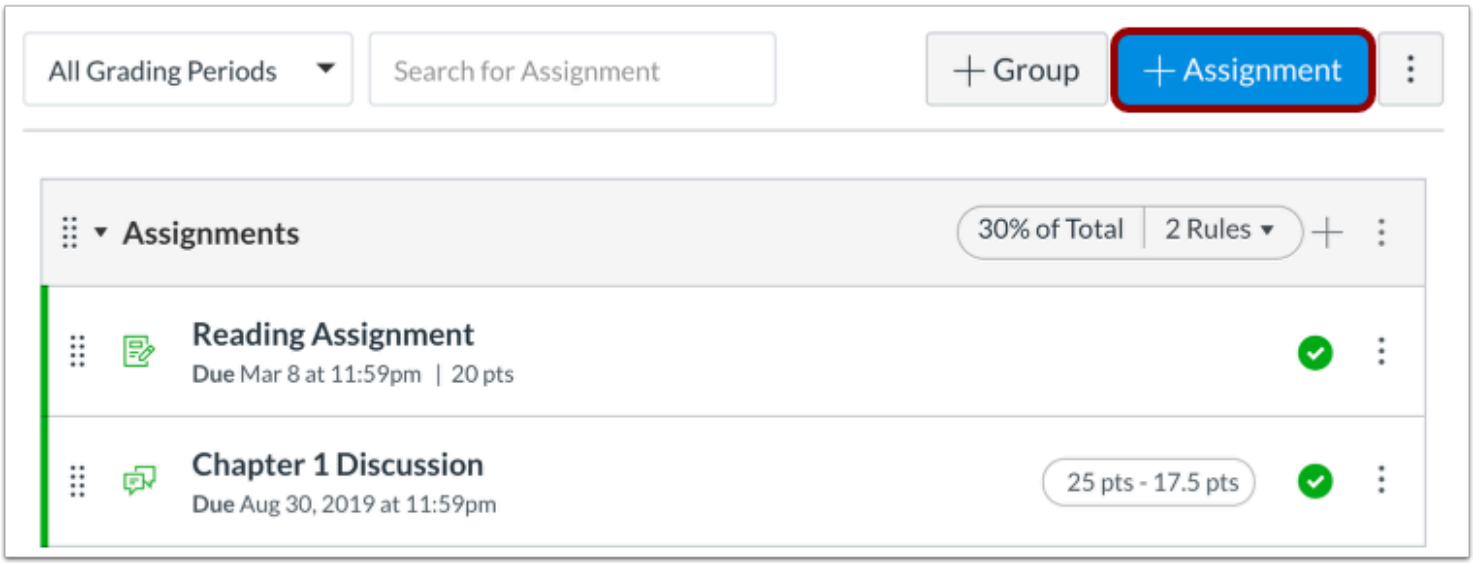
Note: Canvas does not support file uploads larger than 5 GB. However, media uploads cannot exceed 500 MB.

Open Assignments



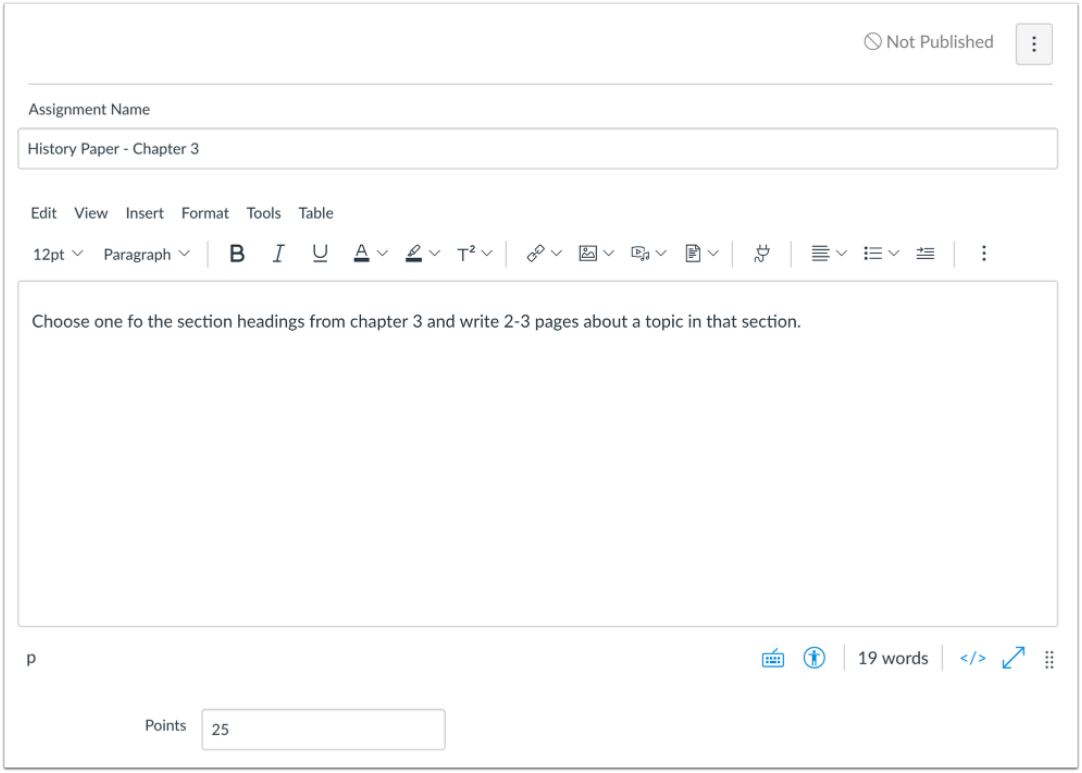
In Course Navigation, click the **Assignments** link.

Add Assignment



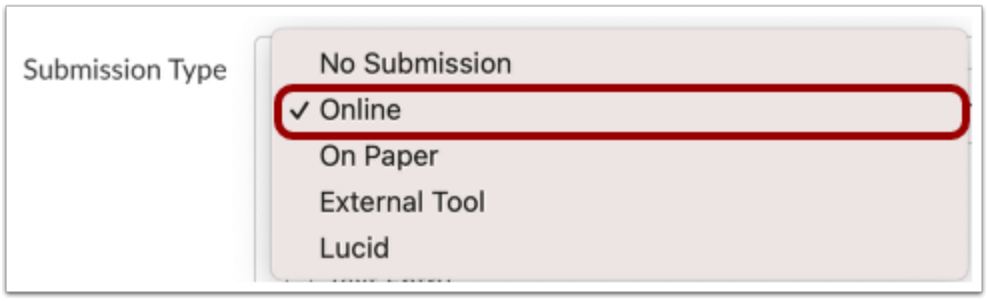
To create a new assignment, click the **Add Assignment** button.

Add Assignment Details



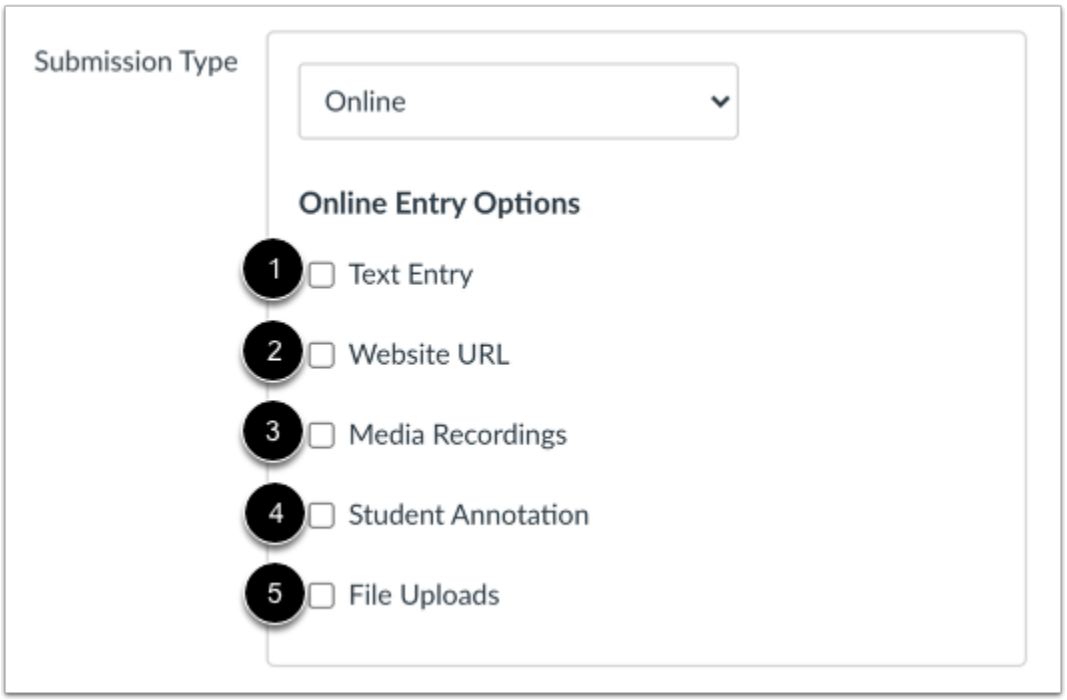
Add details to the assignment.

Select Online Submission Type



In the **Submission Type** drop-down menu, select the **Online** option.

Select Online Entry Options



Select the online entry options you want to allow for the assignment. You can select up to four options:

- **Text Entry** [1]: Students can submit their assignment directly in the Rich Content Editor. DocViewer annotations are not available for text entry submissions. Additionally, text entry submissions cannot be re-uploaded to the Gradebook.
- **Website URLs** [2]: Students can submit a URL that fulfills the assignment. DocViewer annotations are not available for website URL submissions. Additionally, website URL submissions cannot be re-uploaded to the Gradebook.
- **Media Recordings** [3]: Students can submit an audio or video recording that fulfills the assignment. They can either record new media or upload existing media. Video and audio uploads to Canvas can be up to 500 MB. DocViewer annotations are not available for media recording submissions. Additionally, media recording submissions cannot be downloaded.
- **Student Annotation** [4]: Students can annotate a file uploaded by an instructor. The annotated document is submitted as the student's assignment submission. For students who may not be able to annotate a document, it is best to use another online entry option.
- **File Uploads** [5]: Students can upload a file or take a photo with their webcam to fulfill the assignment. DocViewer annotations are available for supported file types in SpeedGrader. Additionally, if your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. If only Google Docs are enabled for your

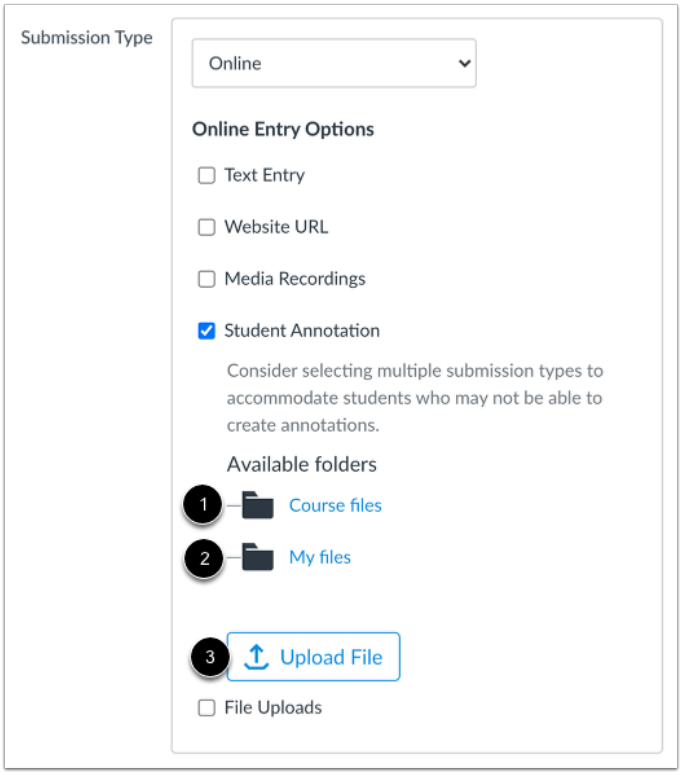
institution, students must connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide. File upload submissions can be downloaded and re-uploaded to the Gradebook. Canvas supports file uploads up to 5 GB.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

Notes:

- If you select multiple submission types for an assignment, students will only be able to use one submission type per assignment submission.
- If your institution has enabled the Microsoft Office 365 LTI, you must select either the File Uploads option or both the Website URL and File Uploads options to use the Office 365 tab on the assignment submission page. If you only select Website URL as an entry option, the Office 365 tab will not function properly.
- Group assignments do not support the student annotation submission type.
- If you select an online submission using a website URL, the submission is a snapshot of what the page looked like when it was submitted and is not a link to the live URL.

Select Annotation File

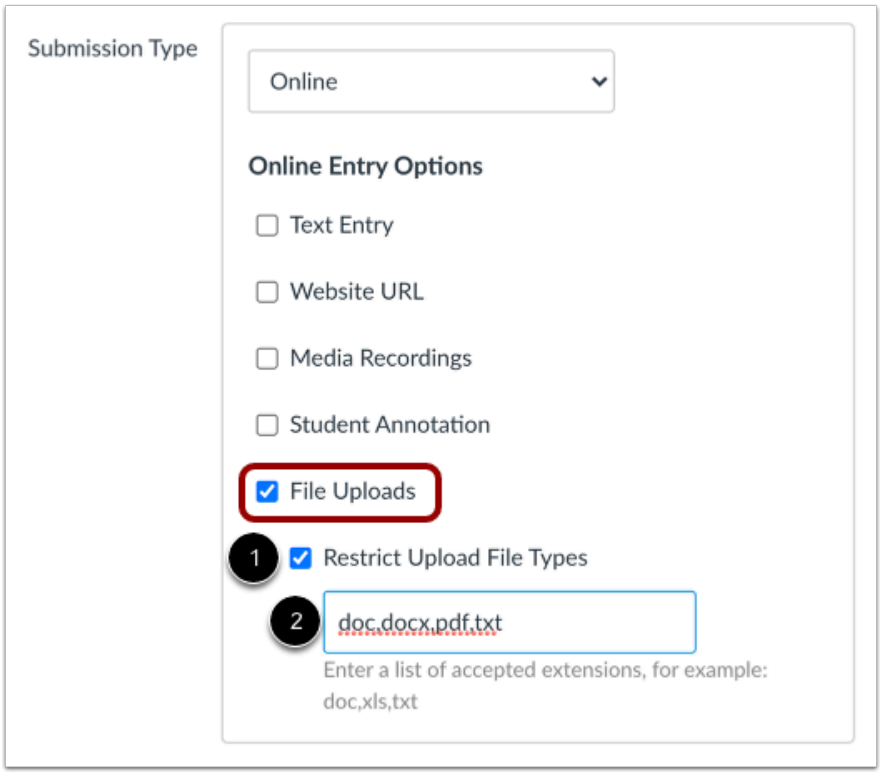


If you allow student annotation submissions, you must select or upload a file for students to annotate.

You can select a file from course files [1] or your user files [2] or upload a new file from your computer [3].

Files used for annotation must be able to be previewed in Canvas.

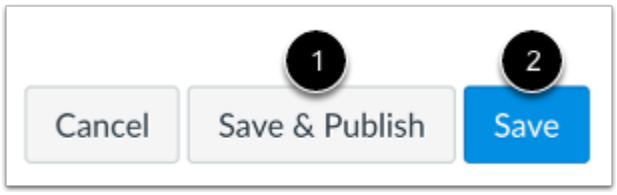
Restrict File Types



If you allow file uploads, you can choose to restrict submissions to specific file types. To enable this option, click the **Restrict Upload File Types** checkbox [1]. In the **Allowed File Extensions** field [2], enter a list of accepted extensions. All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

Note: In the case of an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.

Save Assignment



To save the assignment and publish it, click the **Save & Publish** button [1]. To save the assignment as a draft, click the **Save** button [2].

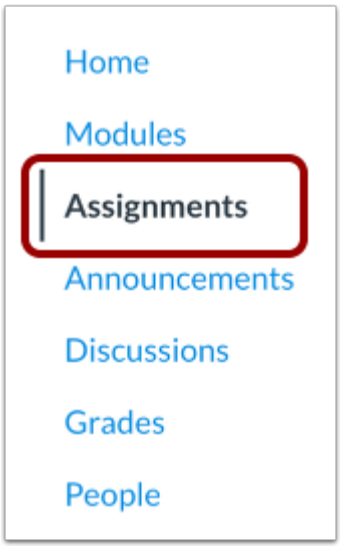
How do I add an assignment using an external app?

When you create an assignment, you can choose to add an external app (LTI tool) as a submission type. External apps must be added in your course before they can be added to an assignment.

Notes:

- The External Tool submission type does not support group assignments or peer reviews.
- Grade passback from external applications (LTI tools) to the Canvas Gradebook is not restricted by course start dates. When students have access to a course before a course start date, they can participate in assignments using some external applications (LTI tools), and grades for those assignments will populate the Gradebook.

Open Assignments

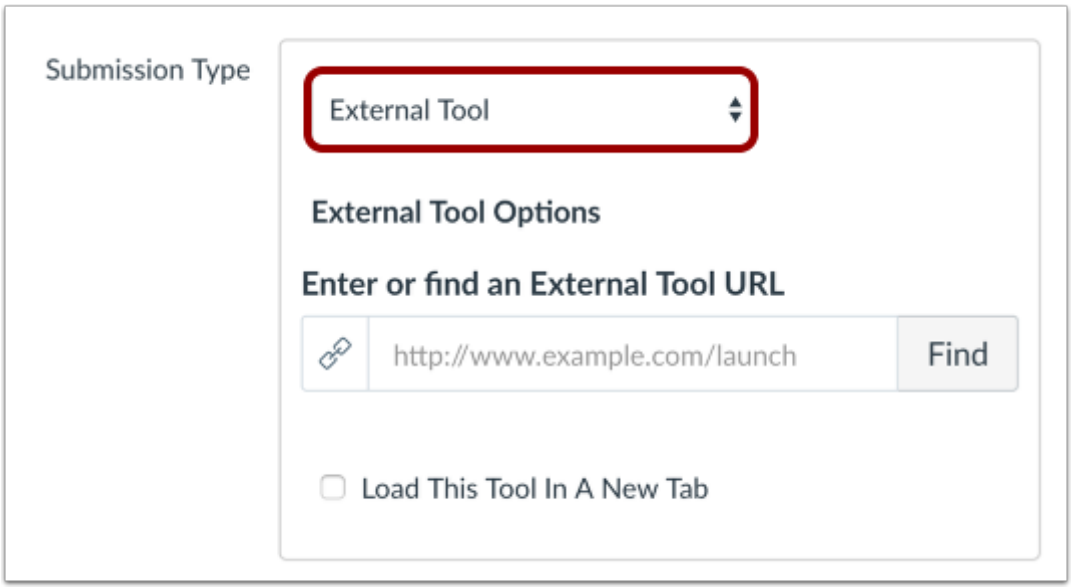


In Course Navigation, click the **Assignments** link.

Add Assignment

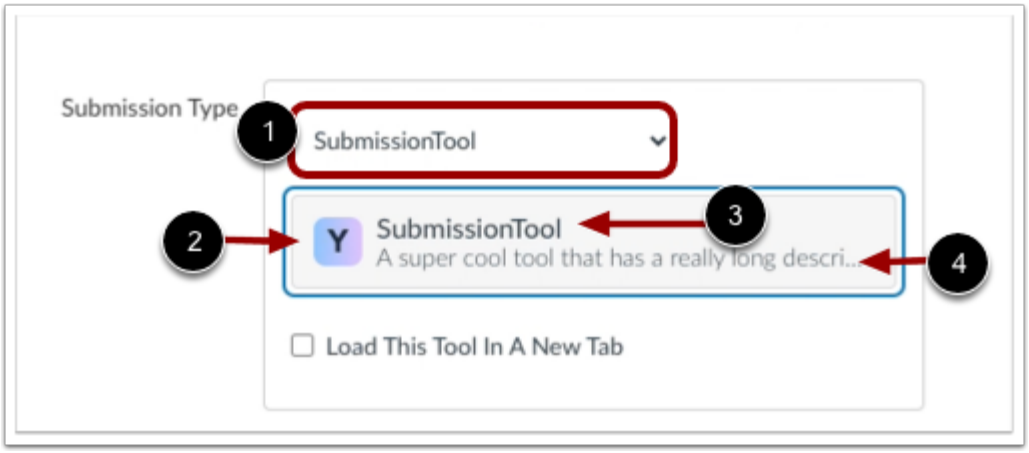
Click the **Add Assignment** button.

Select External Tool Submission Type



In the **Submission Type** drop-down menu, select the **External Tool** option.

Select Submission Tool Submission Type

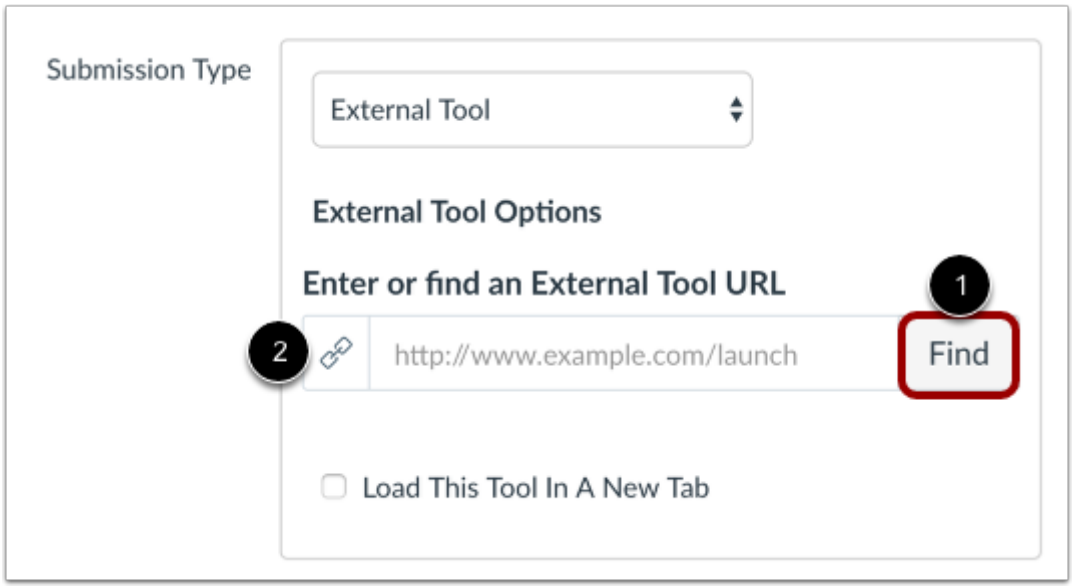


In the **Submission Type** drop-down menu, you may be able to select an external tool directly [1].

The external tool displays an icon [2], the name of the tool [3], and the tool description [4].

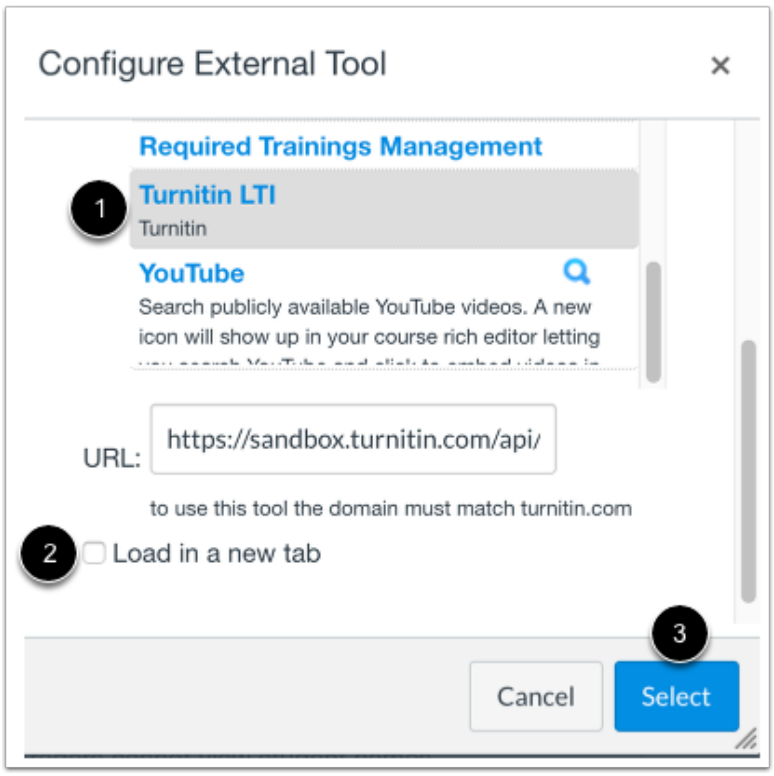
Note: To select an external tool directly from the Submission Type drop-down menu, your institution must set Submission Type Selection as a placement option for the external tool in the Developer Keys page.

Find External Tool



Click the **Find** button [1] or enter the External Tool URL in the URL field [2].

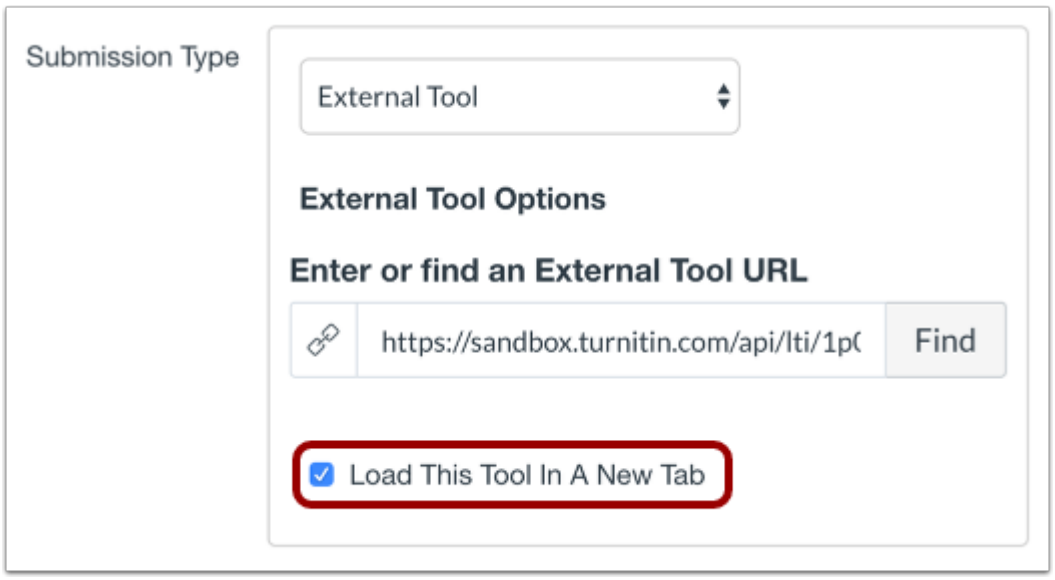
Configure External Tool



Click the name of the LTI tool [1]. Depending on the tool type, you may be taken to a separate screen for further configuration.

If you want the assignment to load in a new tab, click the **Load in a new tab** checkbox [2]. Click the **Select** button [3].

Load Tool in a New Tab



To load the assignment in a new tab, click the **Load This Tool In A New Tab** checkbox.

Note: If you enabled the Load in a new tab checkbox when configuring the external tool, the Load this Tool In A New Tab checkbox will already be selected.

Save and Publish

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

How do I create a Lucid assignment?

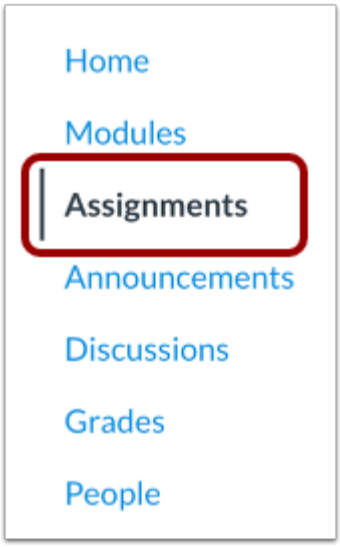
When you create or edit assignment details, you can choose to use Lucid Education Suite as a submission type. The Lucid submission type enables students to connect to and submit Lucidchart or Lucidspark documents. Lucidchart is an intelligent diagramming application that allows you to visualize complex ideas, systems, and processes. Lucidspark is a virtual whiteboard application that enables teams to ideate, design, and build better ideas.

With your Canvas account, you get free full access to the Lucid Education Suite for visual collaboration. Before accessing Lucid from within Canvas, you must set up and connect your free Lucid account.

Notes:

- You can also create online Text Entry assignments where students can embed Lucid documents in the Rich Content Editor.
- By including the Context.id.history variable in the developer keys, Lucid can better track and manage copied courses, and duplicate assignments. Improving consistency and ease of use when reusing content. However, duplication of Lucid usage within the Rich Content Editor is not supported.
- Learn more about using Lucid in Canvas.

Open Assignments

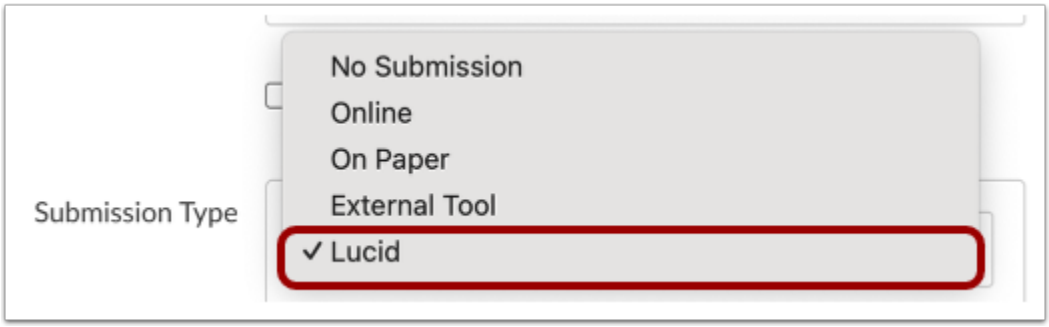


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

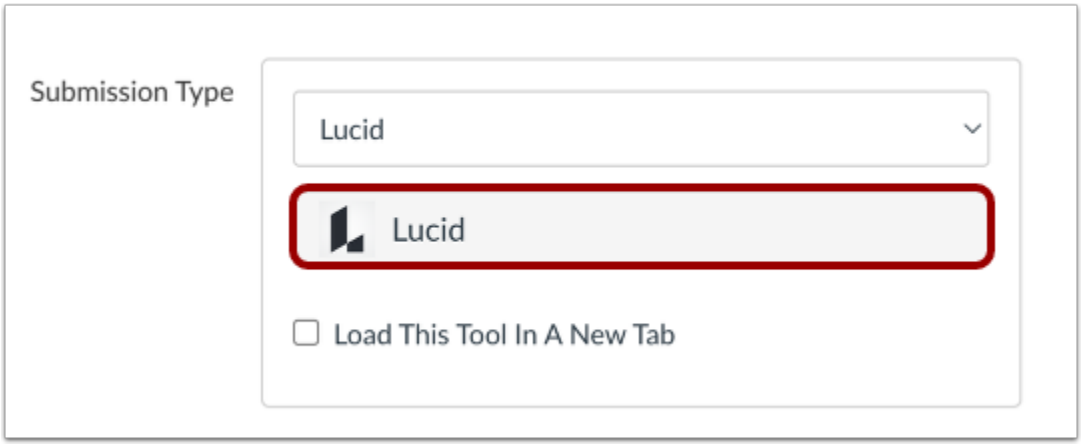
Select Lucid Submission Type



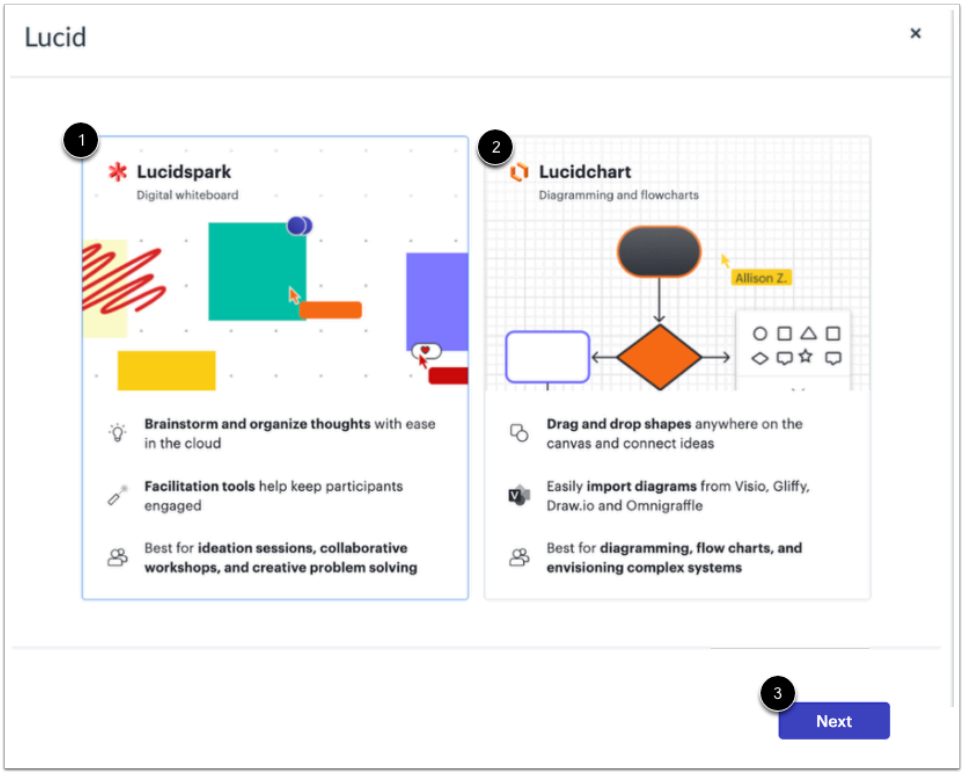
In the **Submission Type** drop-down menu, select the **Lucid** option.

Note: If you do not see the Lucid option, check with your Canvas administrator. If necessary, your admin can manage the Lucid Integration external app placement.

Select Lucid App



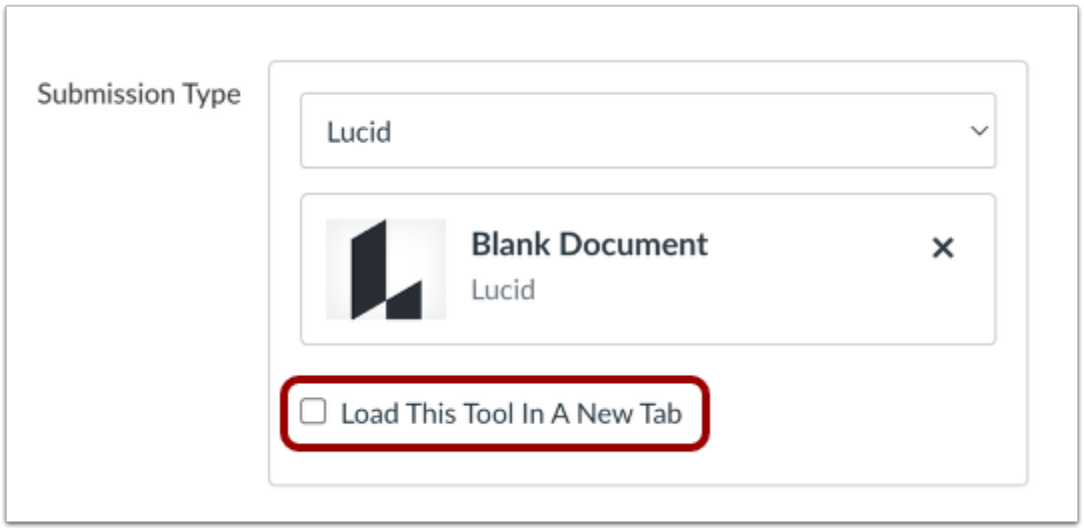
Click the **Lucid** button.



Select **Lucidspark** [1] or **Lucidchart** [2] as the submission type. Then click the **Next** button [3].

Note: If you have not yet connected to your free Lucid account, you must set up and connect your free account.

Load Tool in New Tab



To load the assignment in a new tab, click the **Load This Tool In A New Tab** checkbox.

Enter remaining assignment details.

Save and Publish

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

Notes:

- To complete a Lucid assignment, students must first set up and connect their free Lucid student account.
- Students can view and complete the Lucid assignment directly in Canvas.

How do I add or edit details in an assignment?

As you create an assignment, you add details for the assignment such as the description, file submission types, and point value.

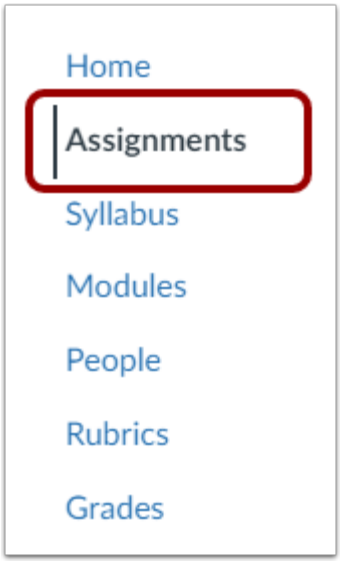
If you create an assignment shell, you must edit the assignment to add the assignment details.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Please note that this feature only applies to settings; it does not include assignment due dates.

Notes:

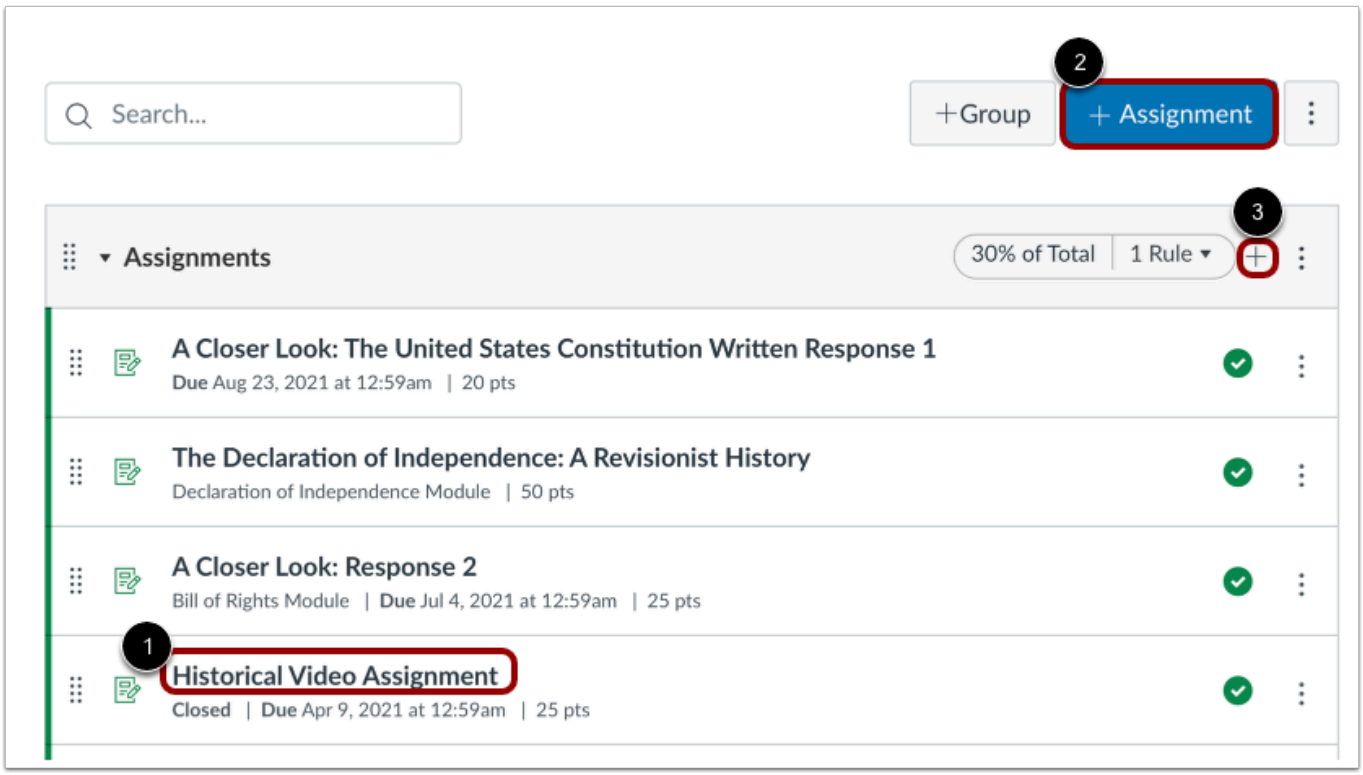
- When editing an assignment from the index page, the submission types remain set to their previous settings.
- When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods. Some attributes may not be available for editing.
- You may be able to edit due and availability dates for multiple assignments at one time from the Assignments Index page.

Open Assignments



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

Open Assignment

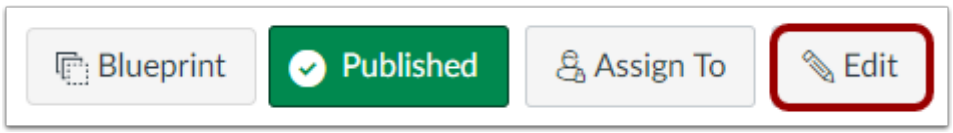


To open an existing assignment, click the Assignment name [1].

To create a new assignment with details, click the **Add Assignment** button [2].

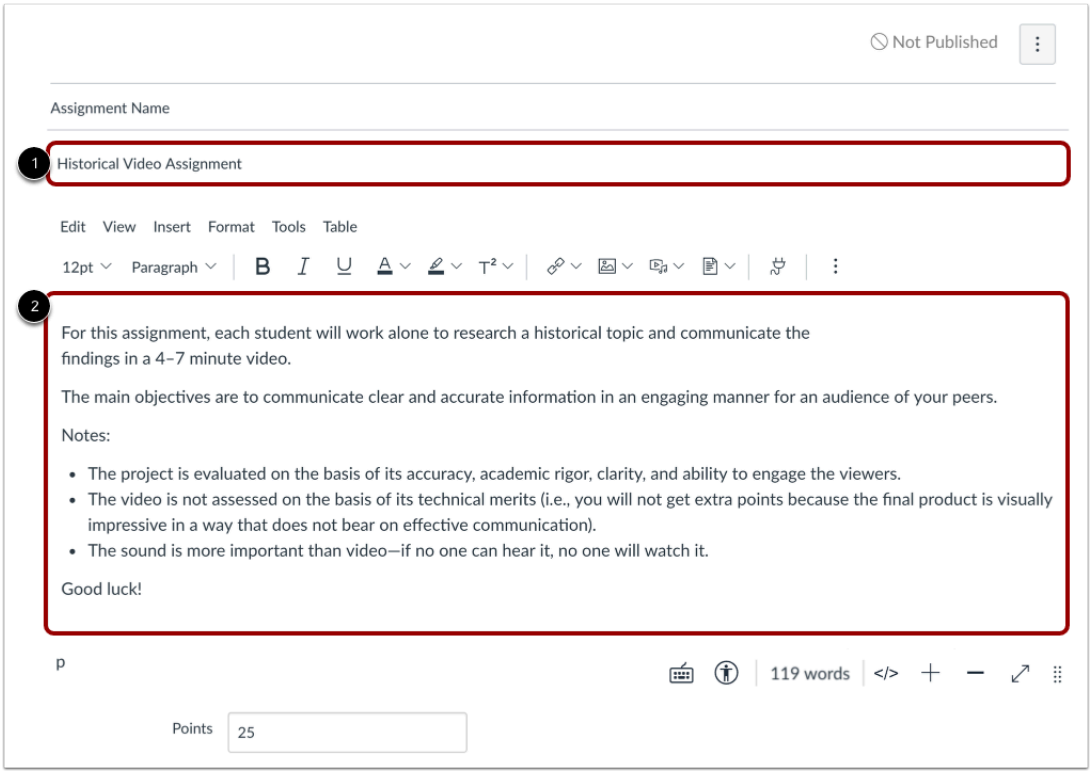
To create an assignment shell with some details, click the **Add Assignment** icon within an assignment group [3]. Then, open the assignment.

Edit Assignment



Click the **Edit** button.

Edit Assignment Details



Type the assignment title in the **Assignment Name** field [1]. If you created your assignment as an assignment shell, the Assignment Name field is already populated for you, but you can change it if necessary.

Use the Rich Content Editor to add images, text, links, equations, or insert media [2].

Notes:

- When a document is uploaded to the New Rich Content Editor from an assignment, the file is saved to the Uploaded Media folder in Course Files and defaults to hidden status. Students can view the file when the assignment is made available to them. Learn more about file availability.
- When an assignment is created with no description, the assignment description displays default text explaining no additional details were added for the assignment.

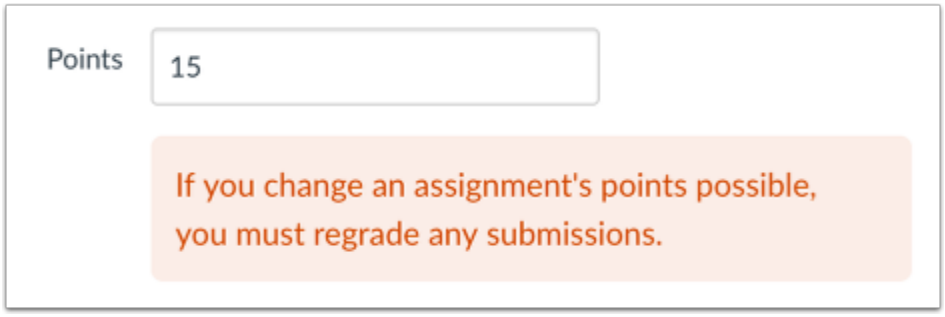
Add Points

Enter the total points possible for the assignment in the **Points** field.

Notes:

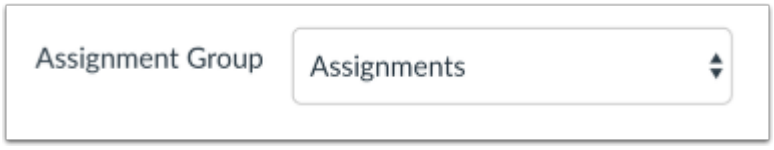
- If you created your assignment as an assignment shell, the Points field is populated for you. You can edit it if necessary.
- Points possible must be set to a number greater than zero for assignments with percentage, points, letter grade, or GPA grading types.

Change Points Possible



If you change the points possible for an existing assignment with graded submissions, you must regrade the assignment. This warning message applies to any grading type with assignment submissions, including changing points from or to zero.

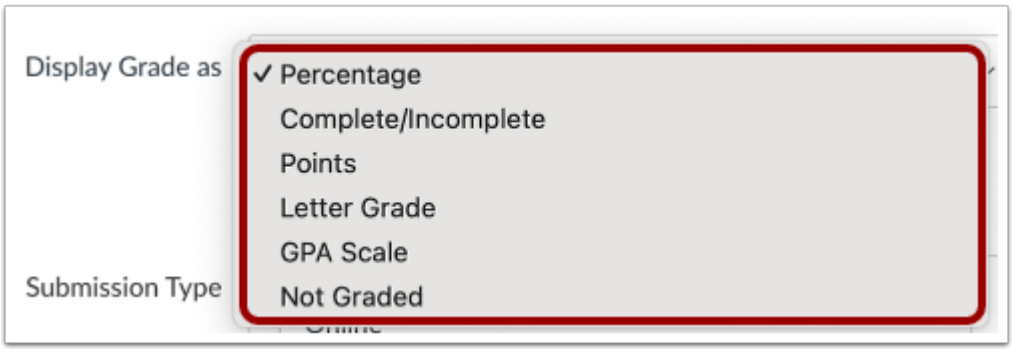
Select Assignment Group



Select the Assignment Group for the assignment in the **Assignment Group** drop-down menu.

Note: If you created your assignment as an assignment shell, the Assignment Group field is populated for you. You can edit it if necessary.

Select Grading Type

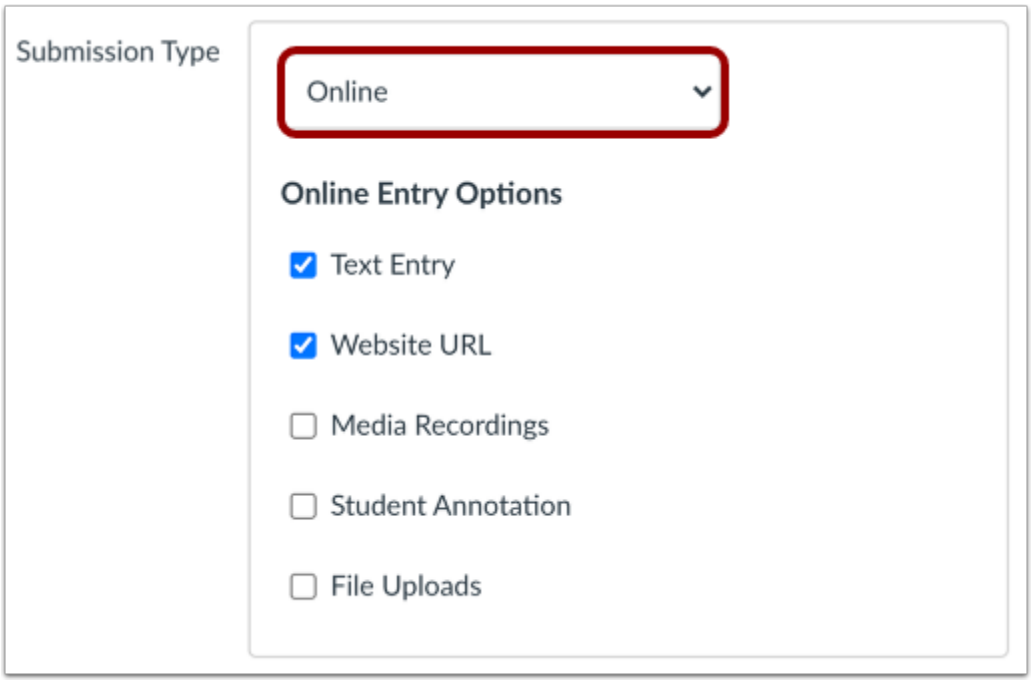


In the **Display Grade as** drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or set as not graded.

If you display grades as a letter grade or GPA scale, you can also creating a grading scheme or apply a grading scheme to your assignment.

Note: The grading type is how the assignment score displays in the Gradebook. For example, an assignment worth 10 points is set to display as a percentage. A student who receives 8/10 points on the assignment will show as 80 in the Gradebook.

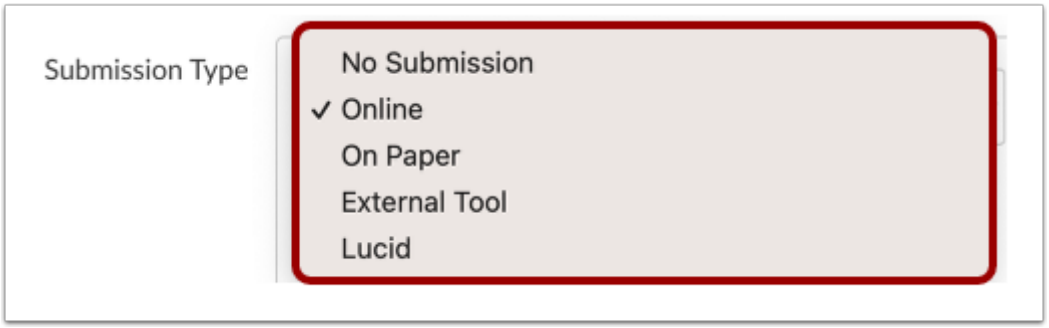
Open Submission Type



By default, the Submission Type is set to Online for creating online assignments.

To change the submission type, click the **Submission Type** drop-down menu.

Select Submission Type



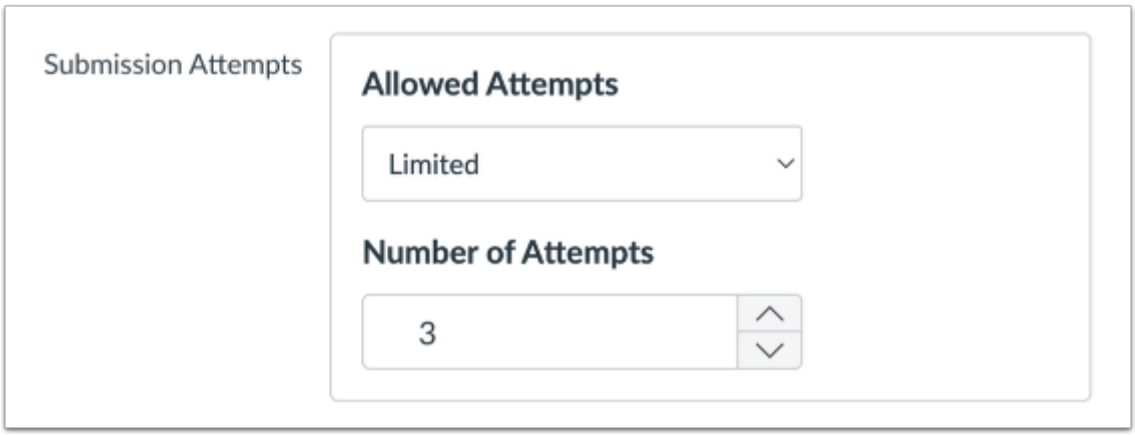
Select the type of submission you want to accept for the assignment:

- **No Submission** is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, or when you want to create an assignment that involves multiple scores. *Submission Type does not apply to Not Graded assignments.*
- **Online** is when you want students to submit their assignments using Canvas through an online submission option. Learn more about creating an online assignment.
- **On Paper** is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.
- **External Tool** is when you want students to submit their assignments using an external app (LTI) enabled for your course. You must enter a URL for the external tool. Learn more about adding an assignment using an external application.
- **Lucid** is when you want students to submit documents through Lucid EDU Suite, which includes apps such as Lucidchart and Lucidspark. If this option does not display, contact your Customer Success Manager. Learn more about creating a Lucid assignment.

Assignment settings are persistent; they default to the options you used when creating or editing the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

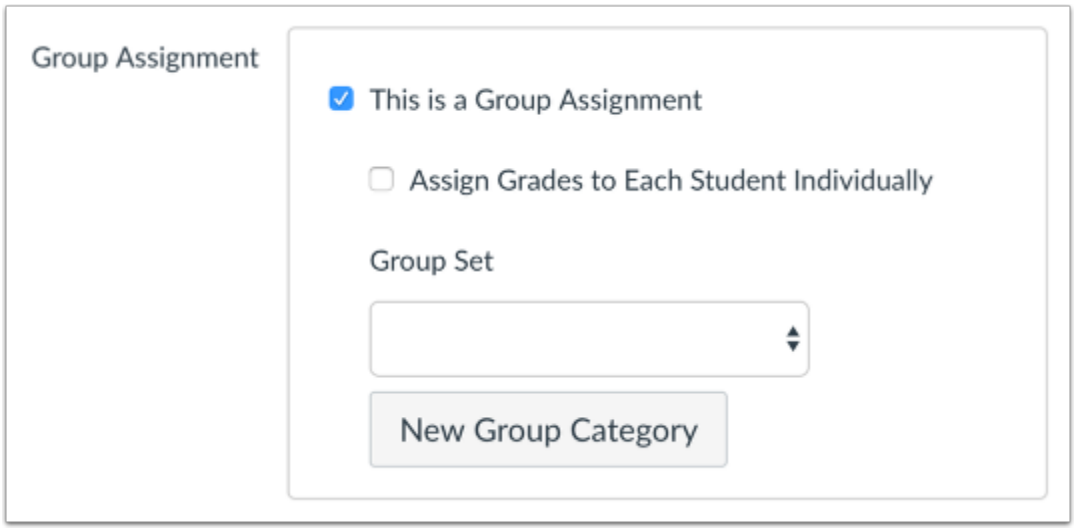
Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Select Submission Attempts



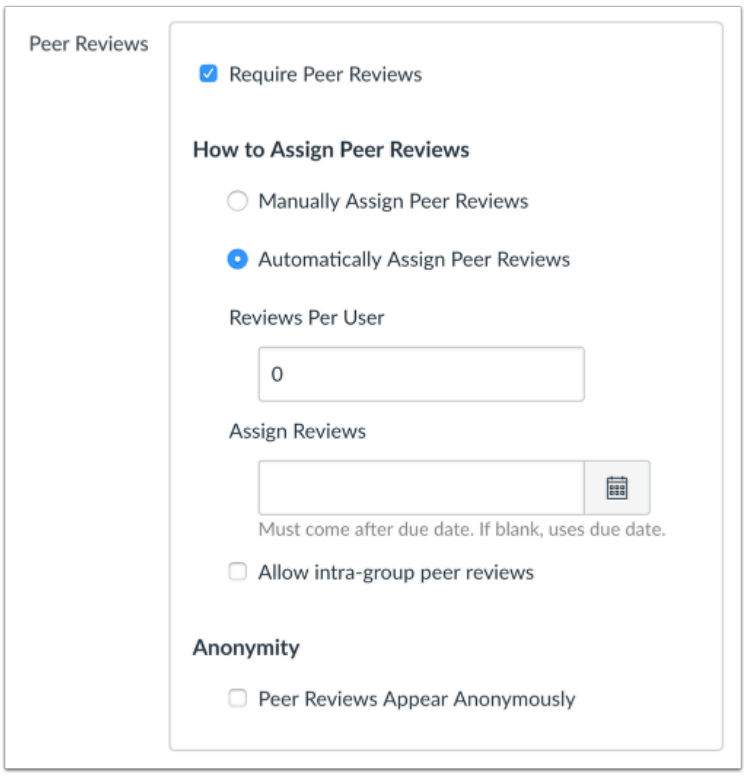
If you have selected the Online submission type, the number of allowed attempts is unlimited by default. However, you can limit submission attempts for the assignment.

Create Group Assignment



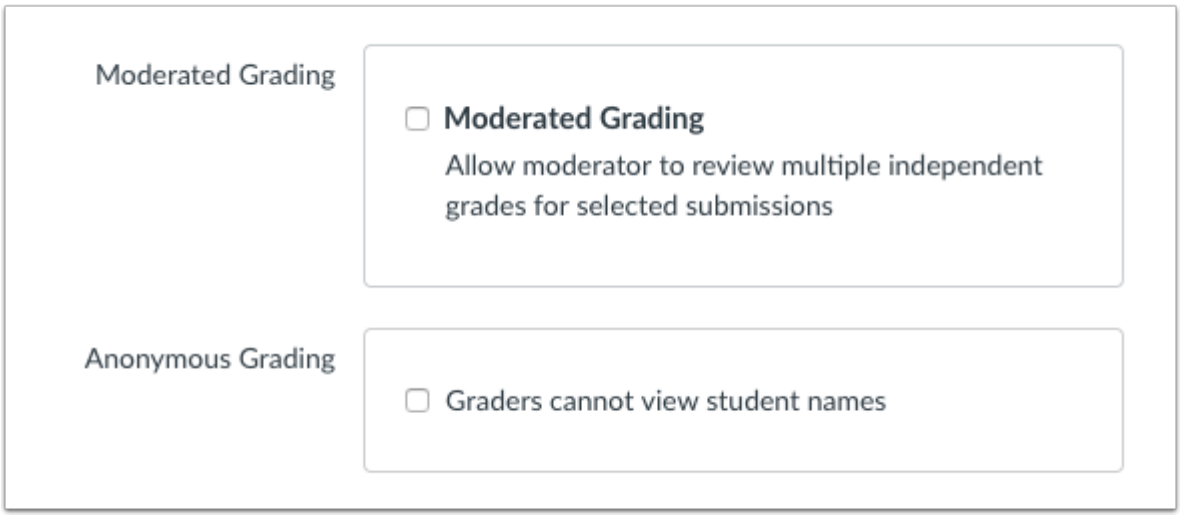
As part of an assignment submission, Canvas lets you set up an assignment as a group assignment. You can also choose to grade students individually in group assignments.

Require Peer Reviews



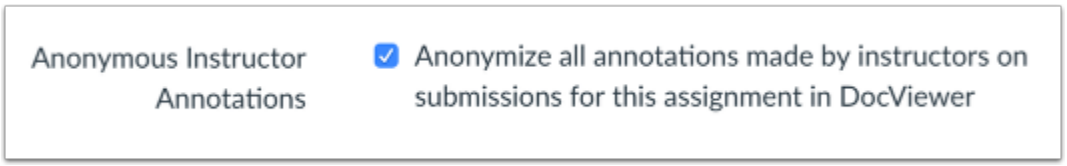
If you want to require students review each other's work, you can create a peer review assignment. When requiring peer reviews, you can select whether to manually assign peer reviews or automatically assign peer reviews.

Allow Anonymous and Moderated Grading



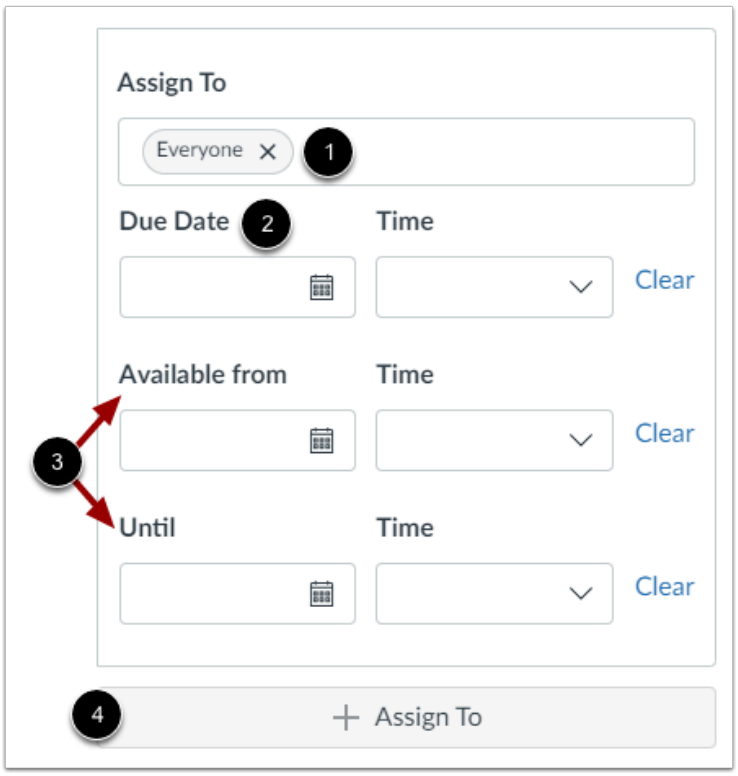
If you want to set up an assignment with additional reviews, you may be able to enable Moderated Grading, Anonymous Grading, or both. Moderated grading allows multiple graders to evaluate a student's work and create provisional grades. Anonymous grading hides student names from graders when they view assignment submissions in SpeedGrader. These options can be used together or independently.

Enable Anonymous Instructor Annotations



If you want to assess submissions with DocViewer in SpeedGrader, you can make all instructor annotations and comments in DocViewer-supported submissions anonymous. To enable anonymous instructor annotations, click the **Anonymous Instructor Annotations** checkbox.

Assign Access



By default, Canvas will set your assignment dates for everyone in your course [1]. You can also assign the assignment to individual students or course sections. You can also assign to a group.

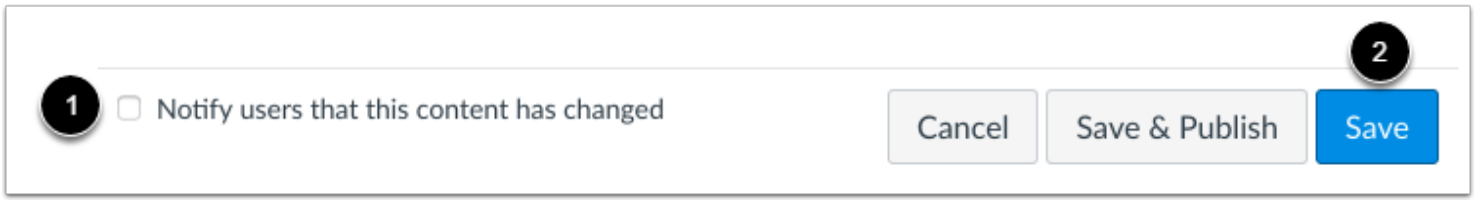
Create a due date for the assignment in the **Due Date** field [2]. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.

You also have the option to add availability dates in the **Available from** and **Until** fields [3].

To add additional assignments, click the **Assign To** button [4].

Note: If a date does not include a time, the listed date defaults to the course's default due time.

Save Assignment



To notify users of the assignment, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Notes:

- If your assignment has not yet been published, the assignment displays the **Save & Publish** button. The Save button creates a draft of your assignment so you can publish it later.
- If you click the Notify users that this content has changed checkbox, only the students assigned to the assignment are notified of changes. Additionally, only students who have the Content Change notification setting enabled are notified of content changes.

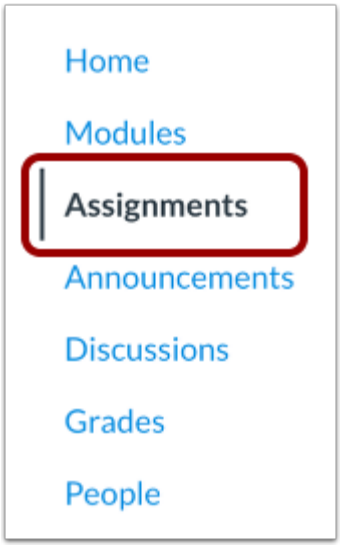
How do I add or edit points for an assignment?

You can add or edit the amount of points on a given assignment.

Notes:

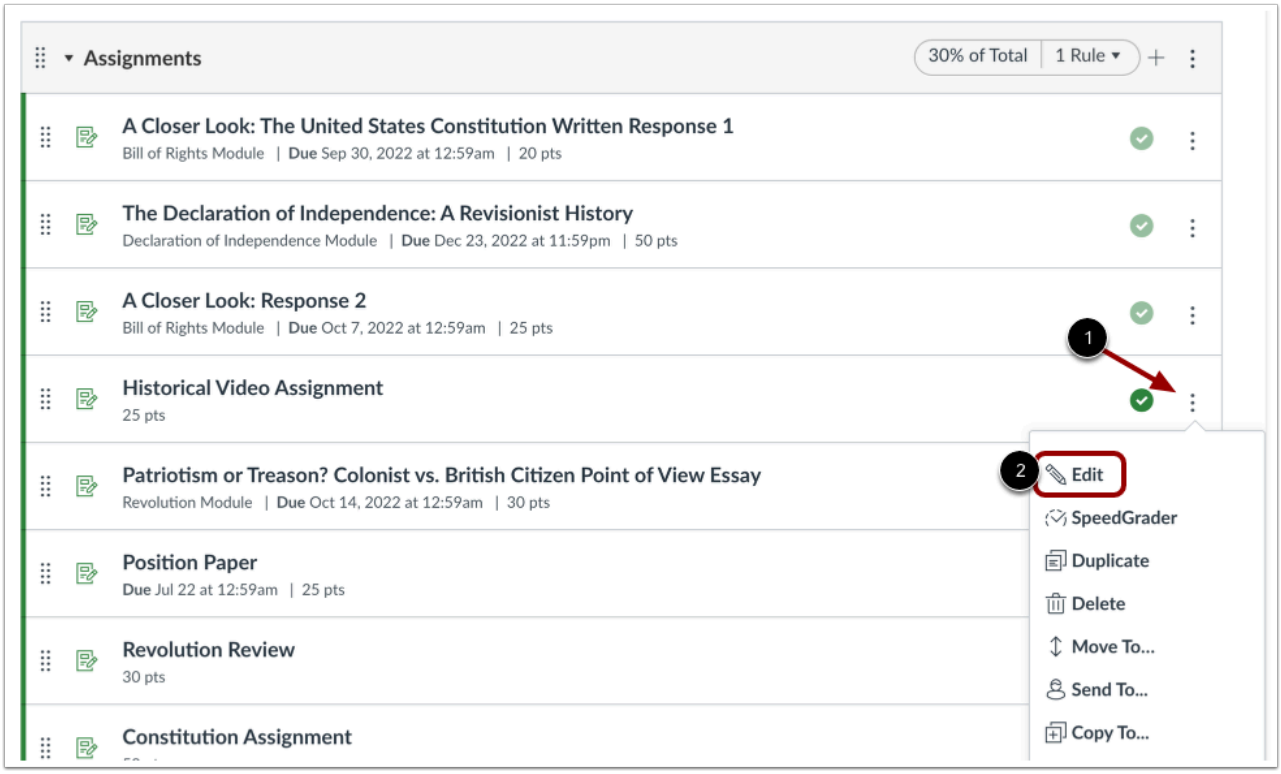
- When an assignment is set as a moderated assignment, only the moderator or a Canvas admin can edit the assignment after it is published.
- Points possible must be set to a number greater than zero for assignments with percentage, points, letter grade, or GPA grading types.

Open Assignments



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

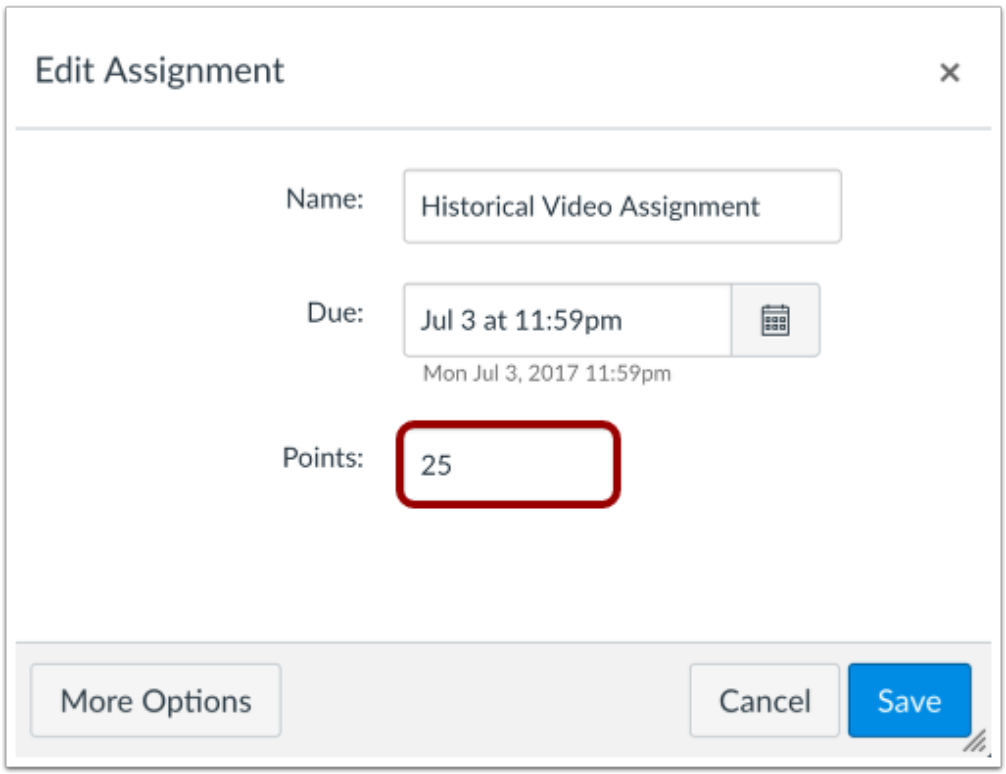
Edit Assignment



Click the assignment's **Options** icon [1] then click the **Edit** link [2].

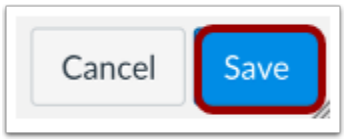
Note: When editing an assignment from the index page, the submission types remain set to their previous settings.

Edit Points



Edit the points available for the assignment by typing in the points field.

Save Assignment

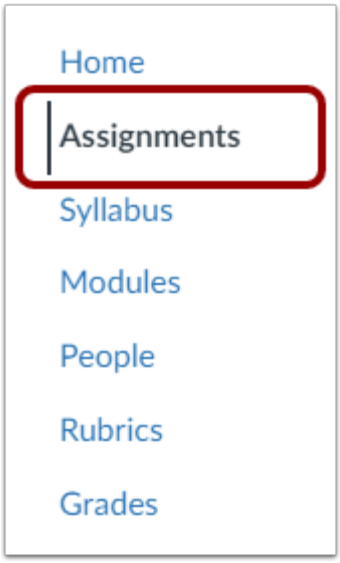


Click the **Save** button.

How do I limit submission attempts for an assignment?

As an instructor, you may be able to limit the number of submission attempts allotted to students for an assignment. Limiting assignment attempts is only available for assignments with the Online submission types.

Open Assignments



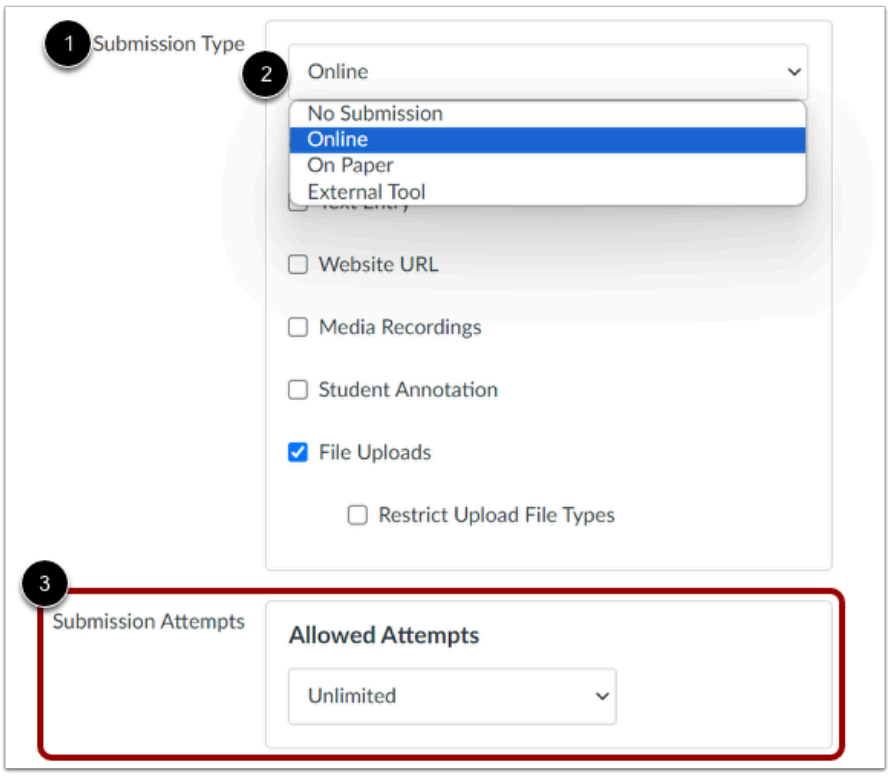
In Course Navigation, click the **Assignments** link.

Open Assignment

To open an existing assignment, click the assignment name [1].

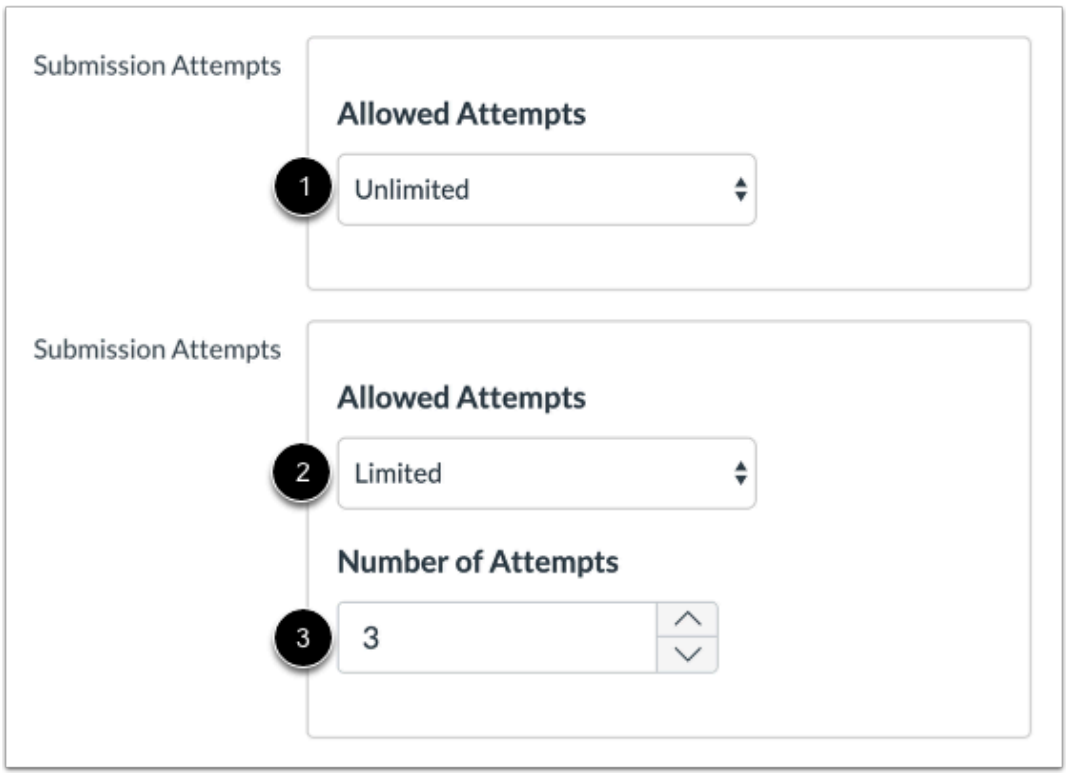
To create a new assignment, click the **Add Assignment** button [2].

Select Submission Attempts



Locate the **Submission Type** setting [1] and select the **Online** option [2]. Then locate the **Submission Attempts** setting [3].

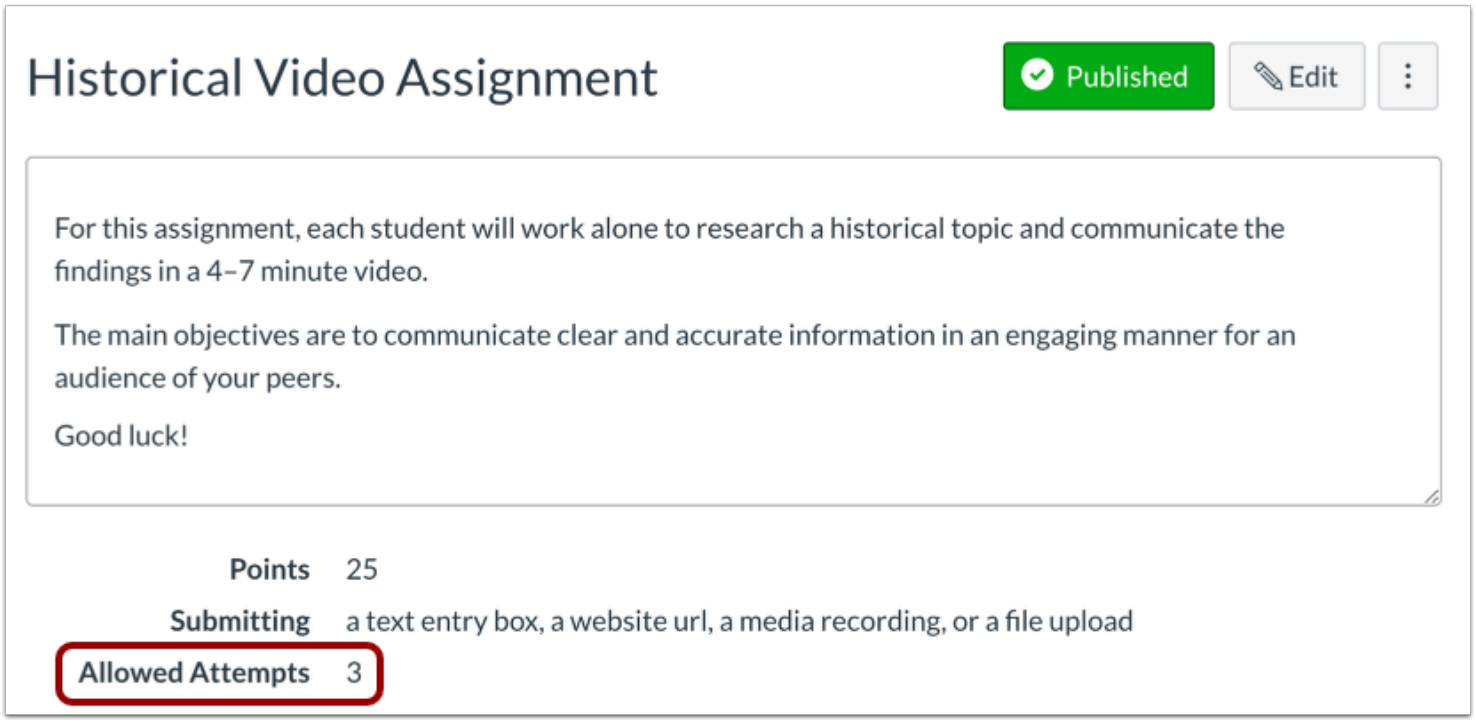
Set Number of Attempts



By default, the Allowed Attempts setting is set to the **Unlimited** option [1]. If this option is selected, students will be able to resubmit the assignment as many times as necessary.

To limit the number of attempts allowed to students, select the **Limited** option [2]. Then select the number of attempts in the **Number of Attempts** field [3].

View Assignment



The number of allowed attempts displays in the Assignments page.

Student View of Allowed Attempts

When students view the assignment, they can view the total attempts they have used [1] and the total allowed attempts for the assignment [2]. The total allowed attempts includes attempts used and attempts remaining.

How do I exclude an assignment from the course's final grades?

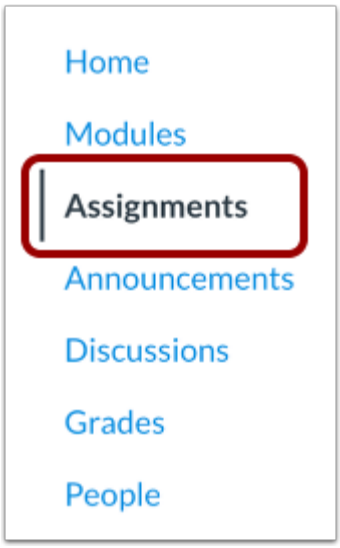
When creating an assignment, you can choose to not count assignments toward the final grade. This feature allows you to provide feedback for assignments without the assignment counting toward Gradebook calculations. By default, everyone in the course will have the grade excluded unless you specifically assign course sections, assign individual students, or assign course groups to the assignment.

Assignments that are excluded from the final grade include a banner at the top of the assignment page and the assignment details page. The Gradebook and student Grades page also includes an icon showing the grade has been excluded.

Notes:

- This feature is only available in assignments; it does not apply to graded discussions or quizzes.
- Excluding an attendance assignment from the final grade should only be managed from the Roll Call Attendance tool settings.

Open Assignments

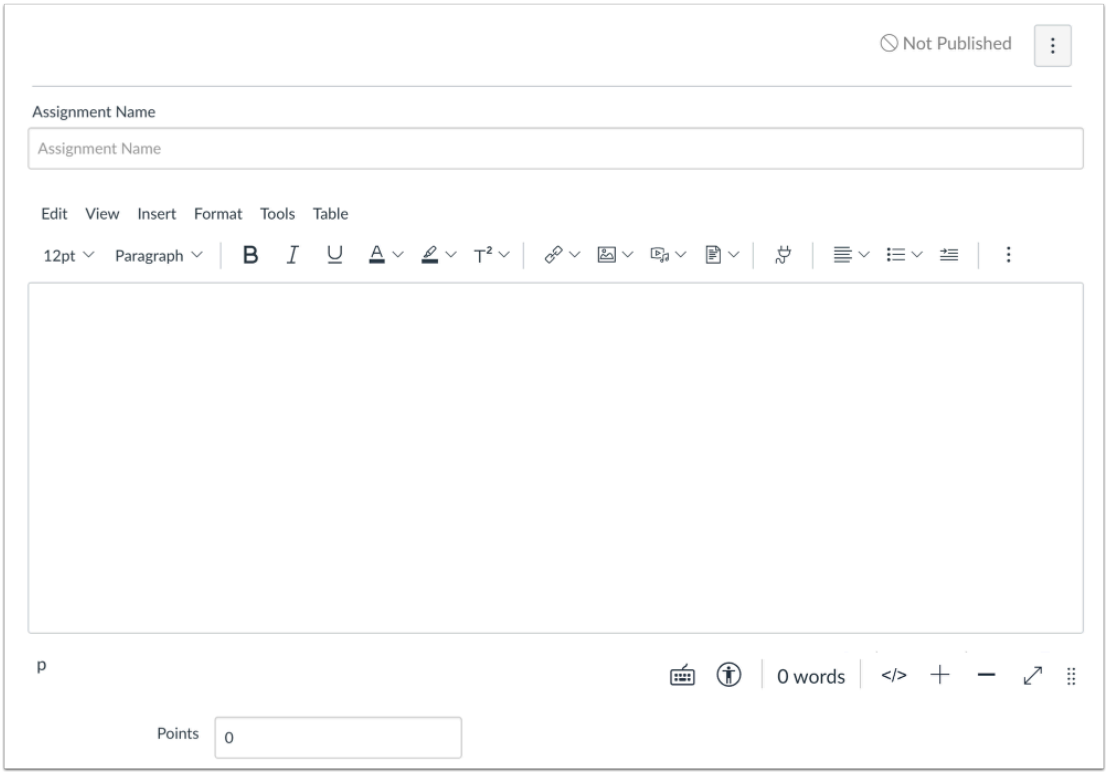


In Course Navigation, click the **Assignments** link.

Add Assignment

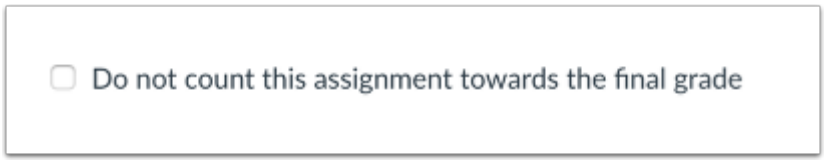
Click the **Add Assignment** button.

Add Assignment Details



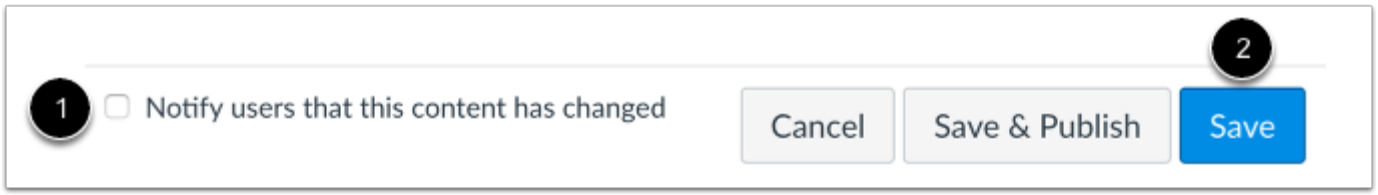
Add details to the assignment.

Exclude Assignment from Final Grade



Click the **Do not count this assignment toward the final grade** checkbox.

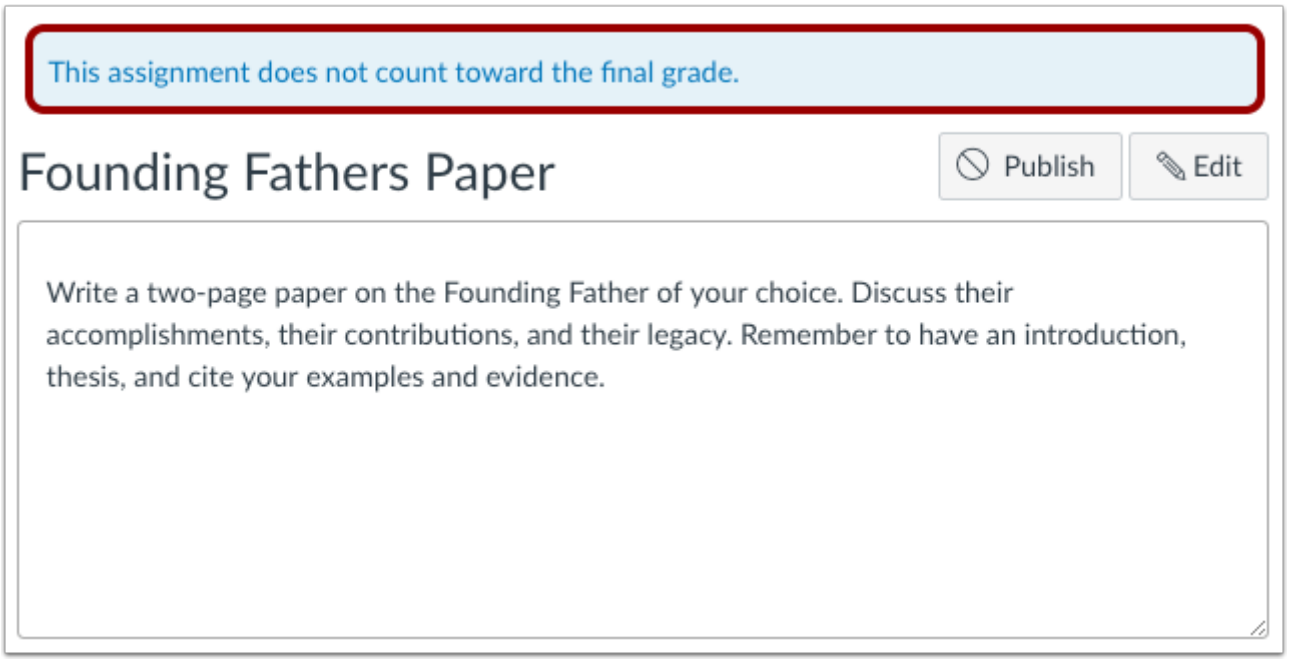
Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

View Assignment



View your assignment with the banner showing the assignment does not count toward the final grade.

How do I add an assignment that includes anonymous grading?

When creating an assignment, you can choose to set up an assignment with anonymous grading. Selecting the anonymous grading option hides student names from graders when they view assignment submissions in SpeedGrader.

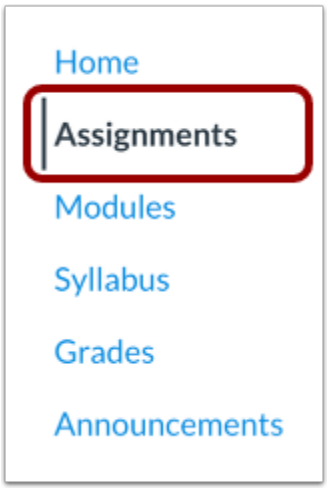
If anonymous grading is not enabled as a feature option in your course, you can enable anonymous grading in SpeedGrader on a per-assignment basis at any time.

You can add annotations and comments in DocViewer when Anonymous Grading is enabled. If you want to use DocViewer tools and create anonymous comments in the submission, you can enable Anonymous Instructor Annotations in your assignment instead.

Notes:

- Anonymous grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- You or an admin can enable or disable the anonymous grading option at any time. Any edits made to the assignment will be tracked. To view assignment edits as well as other grading actions, audit the assessment in SpeedGrader.
- Anonymous grading can be enabled with moderated grading assignment options.
- Anonymous assignments automatically default to a manual posting policy. Grades for anonymous assignments, like other manual post-policy assignments, are not displayed to students until assignment grades are posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Anonymous grading is not available for graded discussions.
- Anonymous grading in Canvas hides student names from graders throughout the interface. While Canvas masks student identity in the places graders interact with, it is not a full data anonymization, as the system must still be able to correctly associate submissions and grades with each student. This feature focuses on the grading experience rather than backend data-handling processes.

Open Assignments

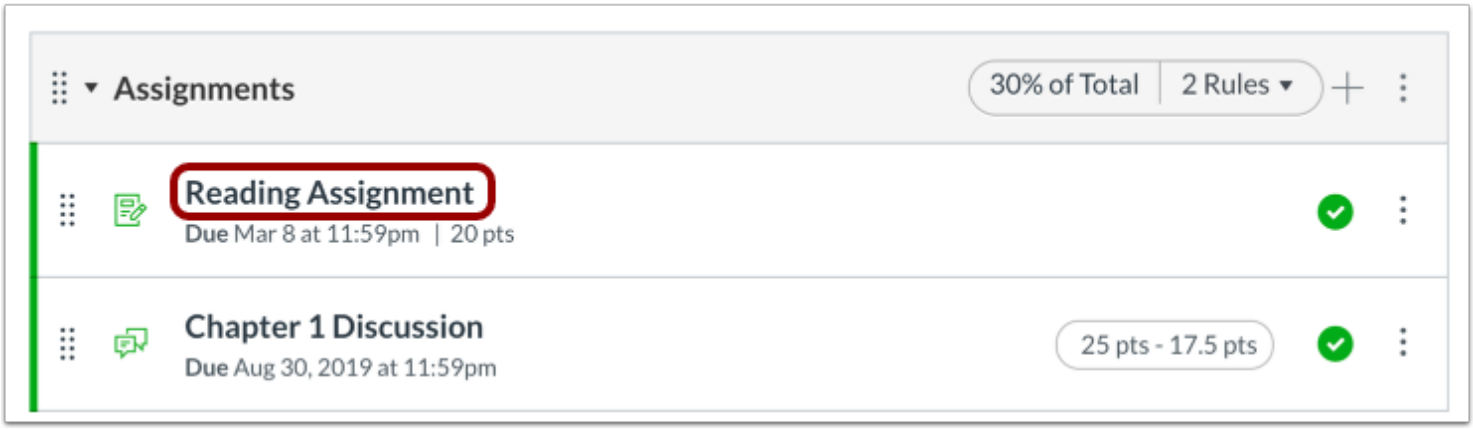


In Course Navigation, click the **Assignments** link.

Add Assignment

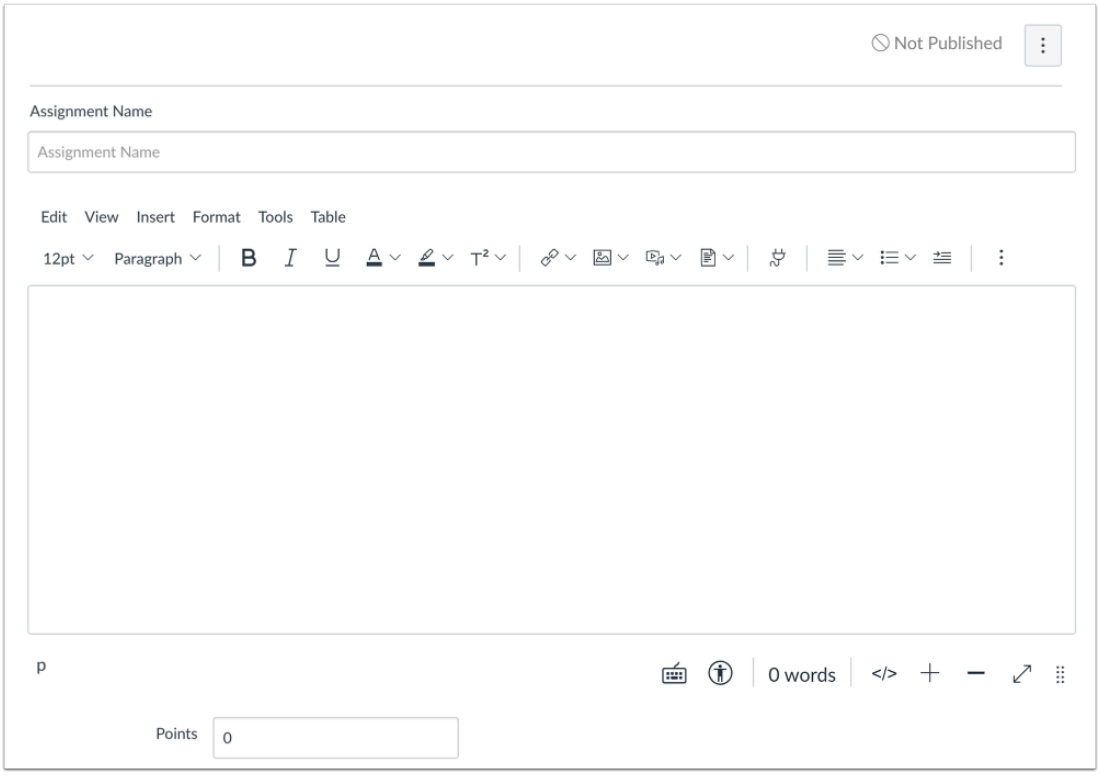
To create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Edit Assignment



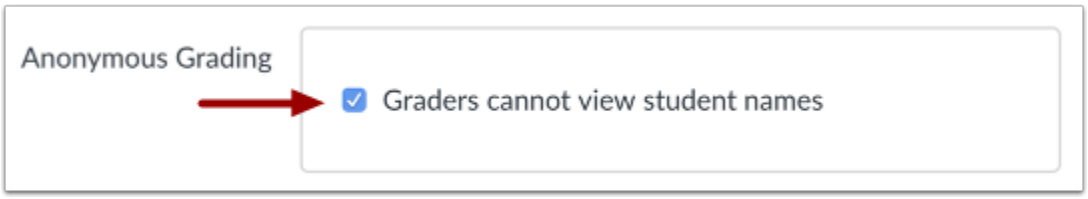
If you want to edit an existing assignment that has not yet received student submissions, click the name of the assignment.

Add Assignment Details



Add details to the assignment.

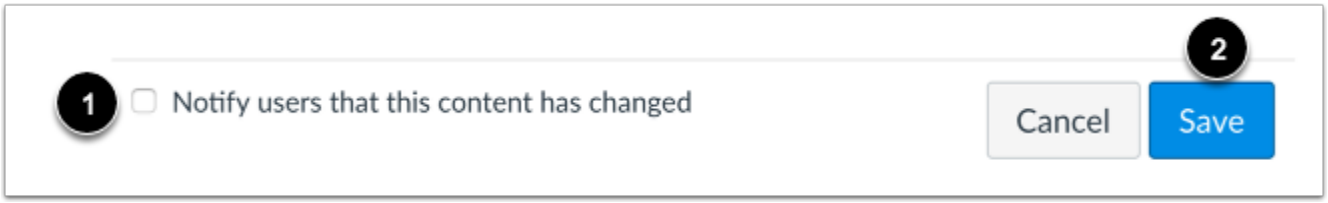
Select Anonymous Grading



Click the **Graders cannot view student names** checkbox.

Note: If the moderated grading assignment option is also enabled, anonymous grading includes an additional option for graders to not view each other's names.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1].

Click the **Save** button [2].

Note: If your assignment is not yet published, the assignment displays the **Save & Publish** button. Clicking the Save button creates a draft of your assignment so you can publish it later.

How do I enable anonymous instructor annotations in student submissions?

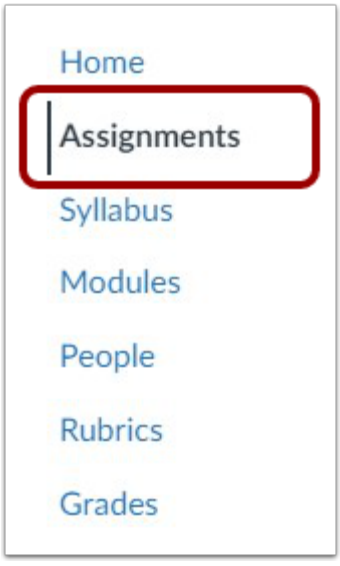
When creating an assignment, you can enable anonymous instructor annotations in DocViewer supported submissions. When students view a submission with anonymous instructor annotations in DocViewer, comments do not display an instructor's name.

This option only affects comments added in DocViewer in the SpeedGrader submission window. Comments added in the Speedgrader sidebar are not anonymous.

Notes:

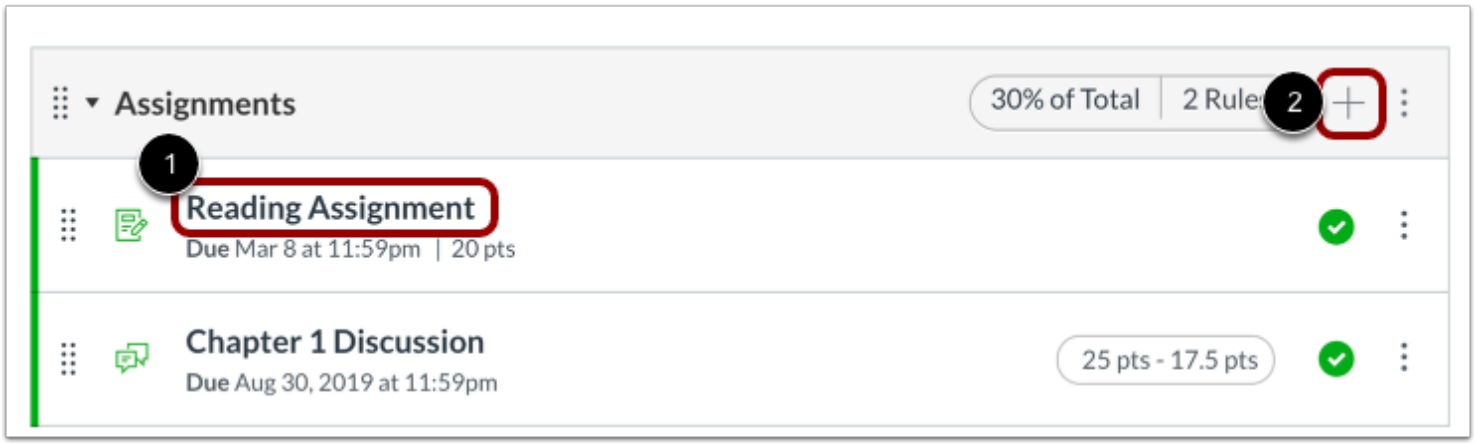
- Anonymous instructor annotations is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Anonymous Instructor Annotations is not associated with the Anonymous Grading feature and displays as an option in all assignments.
- If you select this checkbox after student submissions are received, any annotations already made in DocViewer will not be anonymous. Ensure this checkbox is selected before allowing students to submit assignments.

Open Assignments



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

Open Assignment



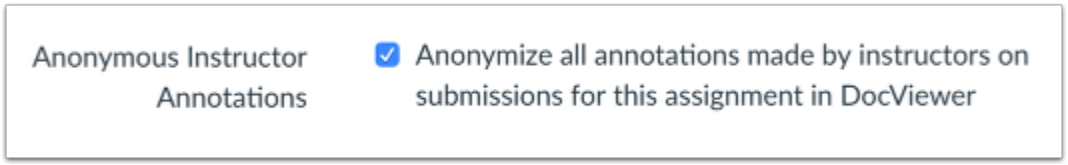
To open an existing assignment, click the Assignment name [1].

To create a new assignment, click the **Add Assignment** button [2].

Edit Assignment

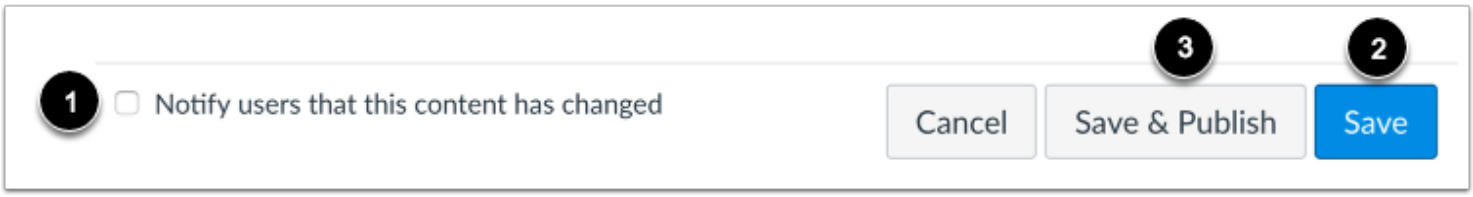
Click the **Edit** button.

Enable Anonymous Instructor Annotations



Select the Anonymous Instructor Annotations checkbox.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button [3]. The Save button will create a draft of your assignment so you can publish it later.

How do I add a moderated assignment to be graded by multiple reviewers?

When creating an assignment, you can choose to set up an assignment with moderated grading. Moderated grading allows multiple reviewers to grade a student's work and create draft or provisional grades for an assignment. For instance, you may want to allow two Teaching Assistants to grade all assignments, and you can review their assessments before determining the final grade. Moderated grading is also useful for creating a sampling of students for assignment review to ensure grading is consistent and allows secondary grade reviews.

When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.

In moderated grading, anyone with assignment creation permissions can specify an assignment submission to be reviewed by one or multiple graders, edit the assignment if necessary, review the grades, and select which grade should be set as the final grade for each student. For each moderated submission, the user set as the moderator is the only user who can specify the final grade for each assignment. Any grader can be specified as the grader who can determine the final grade as long as they have the corresponding permission, but the moderator does not have to personally grade the assignment. Once the assignment is created, only the moderator and admins will be able to change the assigned final grader.

Moderated Grading

For moderated assignments, when an assignment reaches its maximum number of graders, the grading notification will be removed from the Dashboard for graders who have not yet assessed the assignment. However, submissions can still be accessed through the Gradebook, if needed. SpeedGrader displays submissions in a read-only mode to hide all student names and submission details.

Anonymous Grading

Moderated grading can be enabled with anonymous grading assignment options. If enabled in an assignment, anonymous grading is enabled by default in SpeedGrader, although anonymous grading in SpeedGrader can be enabled separately if not enabled for an assignment.

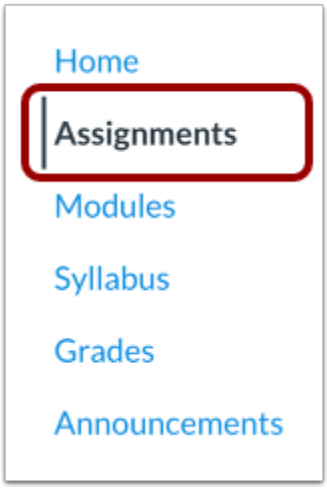
Notes:

- Moderated grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Once an assignment has been set as a moderated assignment, the moderated assignment option cannot be disabled once submissions have been received, but any edits made to the moderated

settings are tracked. To view edits to moderated settings as well as other grading actions, audit the assessment in SpeedGrader.

- Once an assignment has been set as a moderated assignment, course roles must have the Grades - select final grade for moderation permission to publish or edit moderated assignments.
- Grades cannot be edited in the Gradebook before grades are released as final grades to the Gradebook by the moderator. However, after grades are posted, grades can be edited in the Gradebook by any grader.
- Moderated assignments are automatically muted or hidden in the Gradebook until grades are posted.
- Moderated assignments are not supported with Peer Review assignments.

Open Assignments

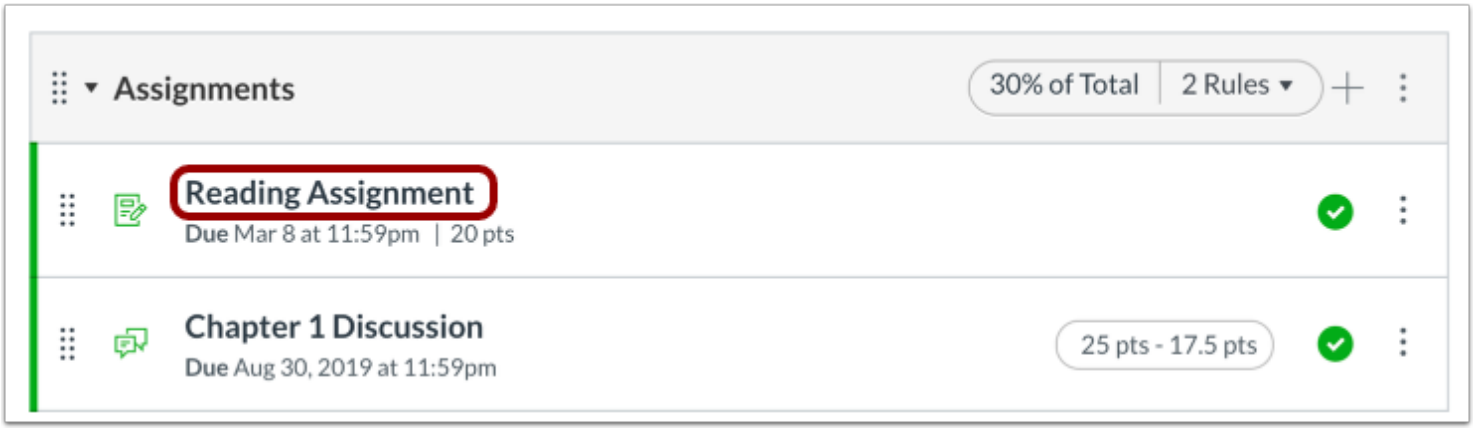


In Course Navigation, click the **Assignments** link.

Add Assignment

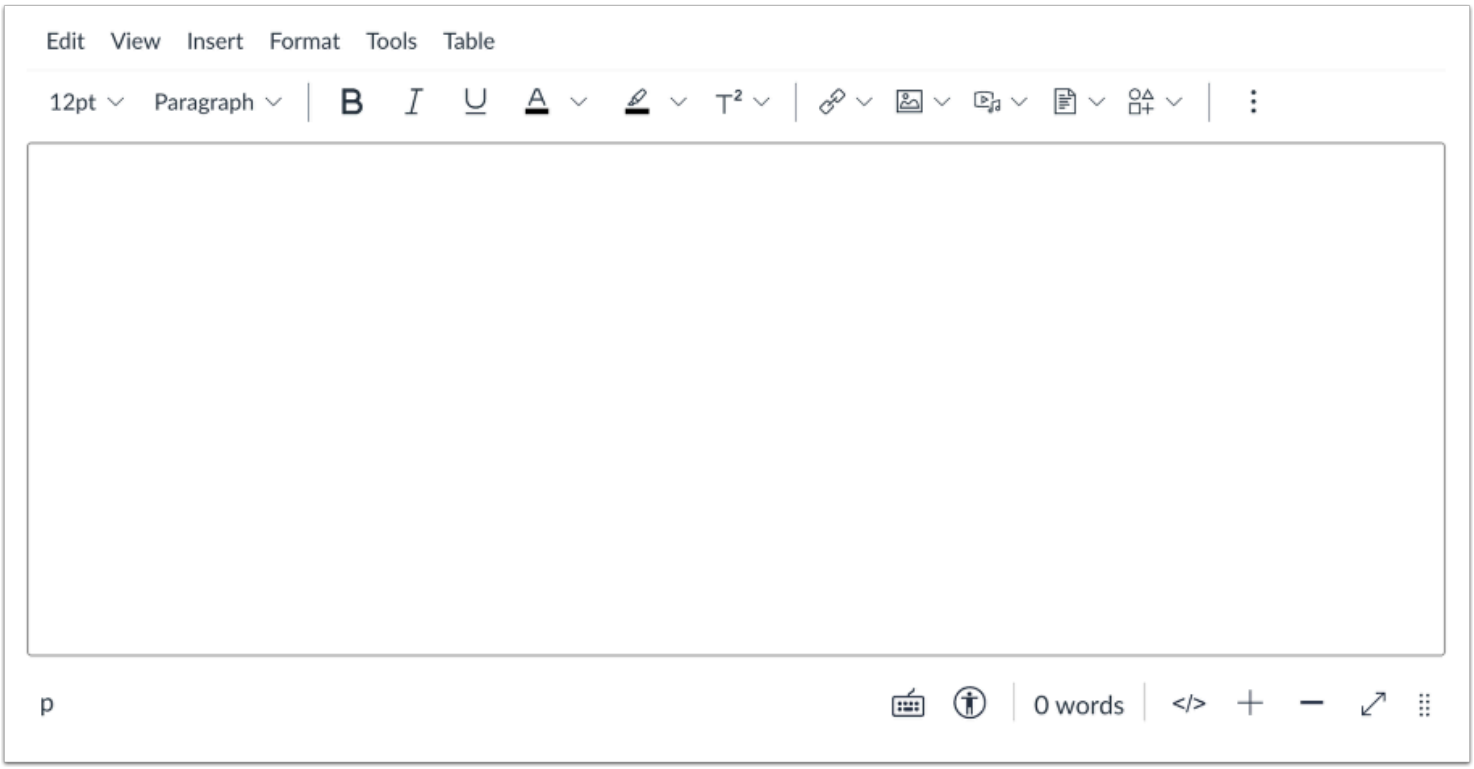
To create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Edit Assignment



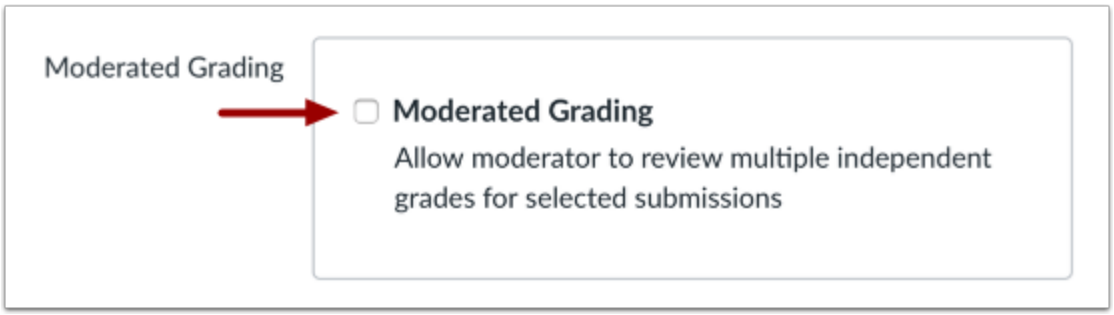
If you want to edit an existing assignment that has not yet received student submissions, click the name of the assignment.

Add Assignment Details



Add details to the assignment.

Select Moderated Grading



Click the **Moderated Grading** checkbox.

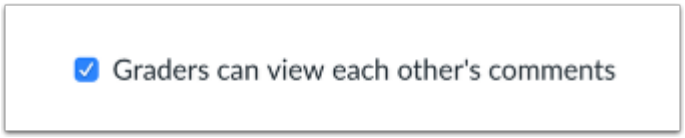
Select Number of Graders

In the **Number of Graders** text box [1], enter the number of graders who should grade the submission. If the number of graders is changed to a higher number, the page displays a message that there are not enough course users with grading permissions to fulfill the desired number of graders [2].

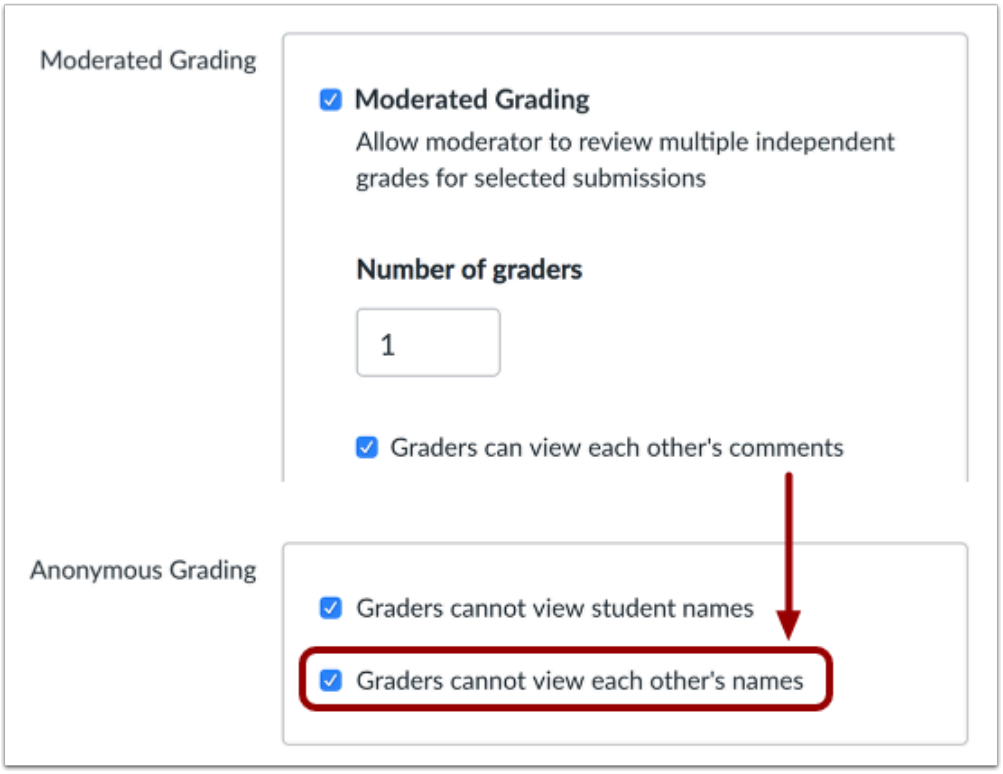
- Canvas allows for a maximum of 10 graders. If you enter a number larger than 10, the page displays a message that only 10 graders are available in the course.
- A moderator does not have to specify which specific graders in the course can grade submissions. If a course includes a surplus of graders higher than the desired number of graders, any grader can assess an assignment submission until the specified number of grades has been achieved. When an assignment has reached the specified number of graders, remaining graders will not be able to access the assignment anywhere in Canvas.

- The moderator is never included in the number of available graders since the moderator does not traditionally grade individual submissions. However, the moderator may choose to provide a custom grade instead of selecting a grade from one of the graders.

Select Grader Visibility



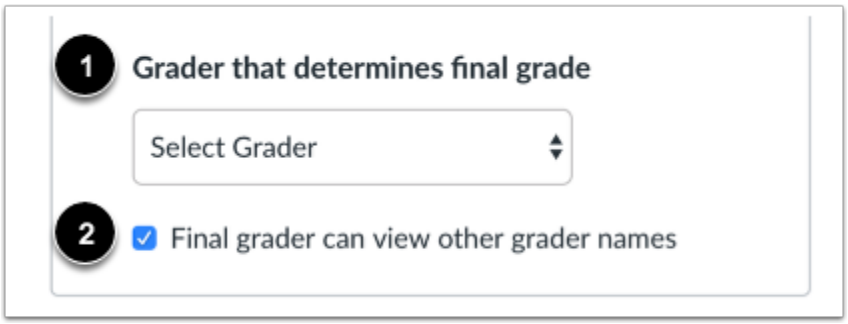
If you want to allow graders to view each other's comments, select the **Graders can view each other's comments** checkbox. This option is selected by default.



Note: If anonymous grading is also enabled for your course, selecting this option displays the **Graders cannot view each other's names** checkbox in the anonymous grading assignment options.

This option allows graders to view comments from other graders but not view the name associated with each comment.

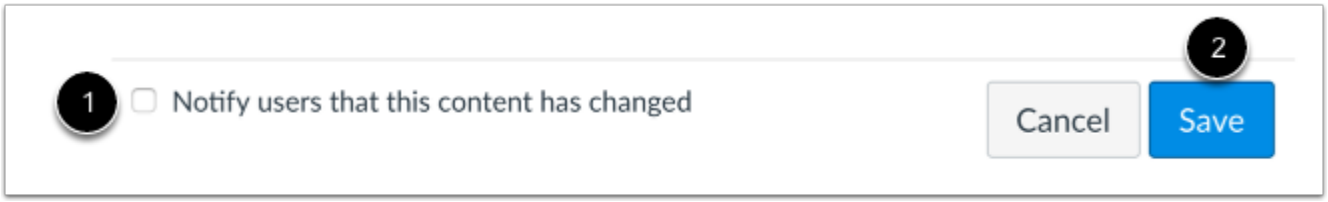
Select Final Grader



In the **Select Grader** menu [1], select the name of the moderator, or the grader who determines the final grade. The Select Grader menu displays the names of course graders who have been given permission to determine the final grade. This permission is assigned to one or more roles at the account level. If you have permission, you can select your own name as the final grader.

To allow the final grader to view other graders' names, click the **Final grader can view other grader names** checkbox [2]. This option is selected by default.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

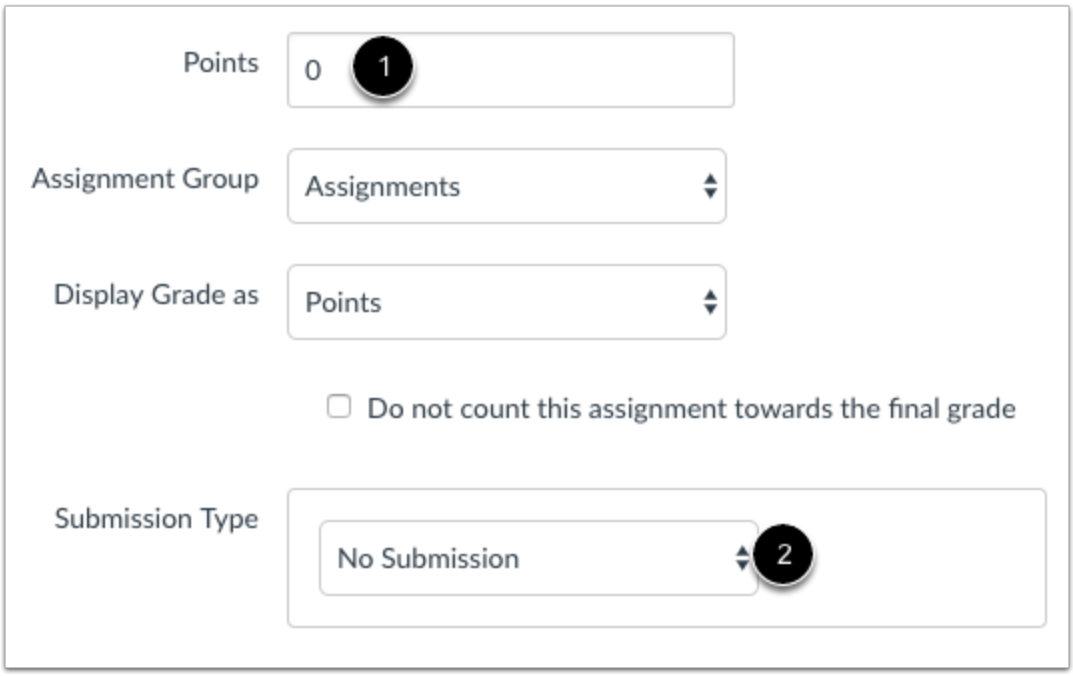
How do I give extra credit in a course?

Extra credit is currently not a default option in Canvas. However, you can give students extra credit using a variety of options.

Notes:

- If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.
- If you have drop rules set in an assignment group, adding extra points may affect your students' scores.

Create New Assignment with Zero Point Value



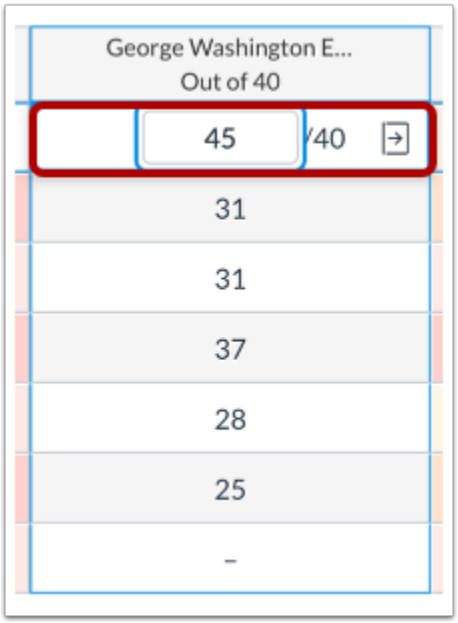
Create a new assignment with zero points possible [1] and select any submission type [2]. Assignments set to the No Submission type work well for classroom activities, such as in-class discussions or presentations.

After students complete an online submission or complete and submit work offline, you can add and adjust points in the Gradebook.

Notes:

- For a zero-point assignment to factor into a student's grade, you must add a positive point value to at least one additional assignment in any assignment group.
- Extra credit assignments with zero total points cannot be synced to SIS systems like PowerSchool. To ensure a successful grade passback, assign at least 1 point or manually enter extra credit in PowerSchool.

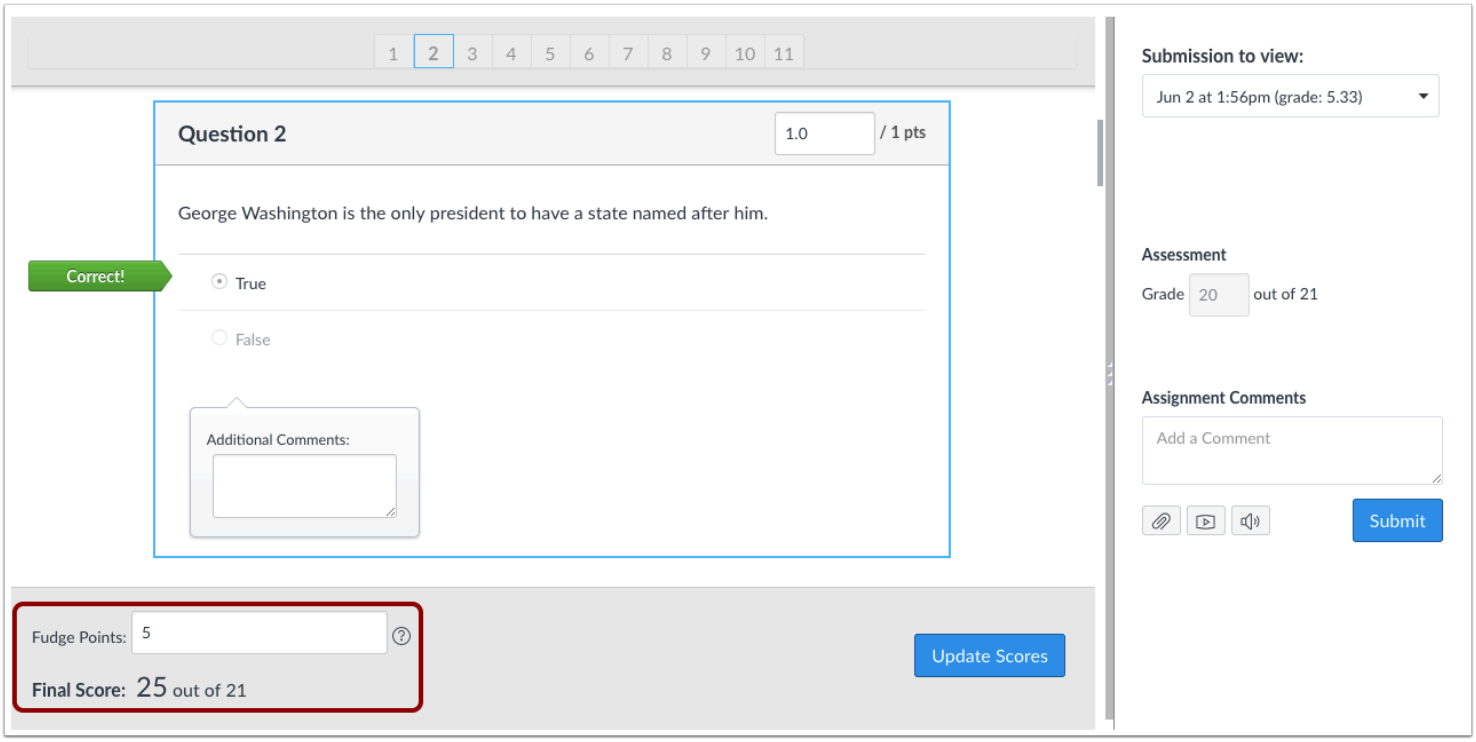
Add Extra Points to an Existing Assignment



Add extra points to an Assignment you've already created. Manually enter the extra points in the Gradebook.

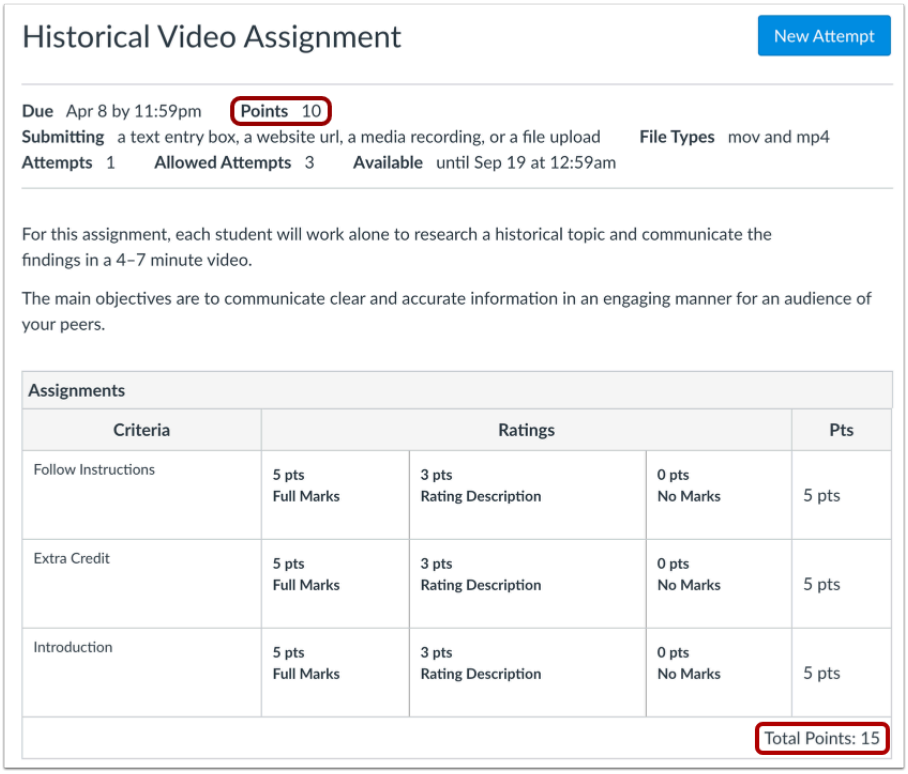
For example, this assignment is worth 40 points. Adding 5 extra points will bring the assignment total for this student to 45 points. The added points will increase total points calculated in the Gradebook's final grade.

Add Fudge Points to a Quiz



You can use Fudge points within SpeedGrader to add points to a quiz. Fudge points allow you to manually adjust an overall quiz score.

Create Extra Credit within a Rubric



Historical Video Assignment

New Attempt

Due Apr 8 by 11:59pm **Points** 10
Submitting a text entry box, a website url, a media recording, or a file upload **File Types** mov and mp4
Attempts 1 **Allowed Attempts** 3 **Available** until Sep 19 at 12:59am

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.

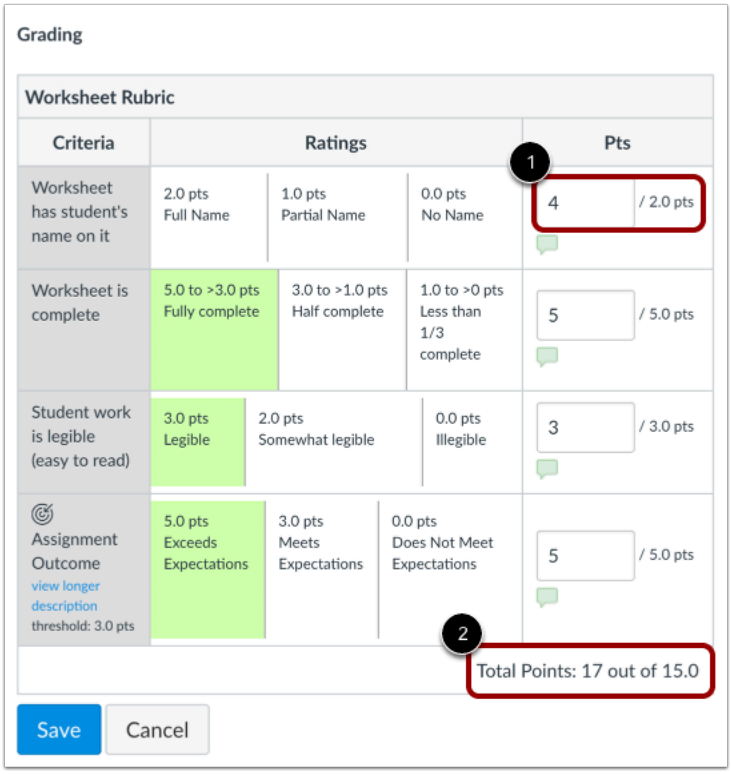
Assignments

Criteria	Ratings			Pts
Follow Instructions	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	5 pts
Extra Credit	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	5 pts
Introduction	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	5 pts

Total Points: 15

Add an additional Criterion to a Rubric for extra credit. Make sure you make the rubric worth more than the assignment and you can give students extra points or not without affecting the actual assignment points.

Add Extra Points using a Rubric in SpeedGrader



You can add extra credit using a rubric in SpeedGrader. Enter a point value that is greater than the points possible for a criterion [1]. The Total Points calculation will reflect any extra points awarded for each Criterion [2].

Notes:

- In Classic Rubrics, for SpeedGrader to automatically update the rubric point value for grading, select the **Use this rubric for assignment grading** checkbox when adding the Rubric to an assignment. Otherwise, you can update the grade field manually.
- If your institution enables the Enhanced Rubrics feature option, the rubric interface may vary.

Add Extra Points using SpeedGrader

You can manually add extra points by editing the grade shown in the Grade field in SpeedGrader.

Create Extra Credit with Assignment Groups

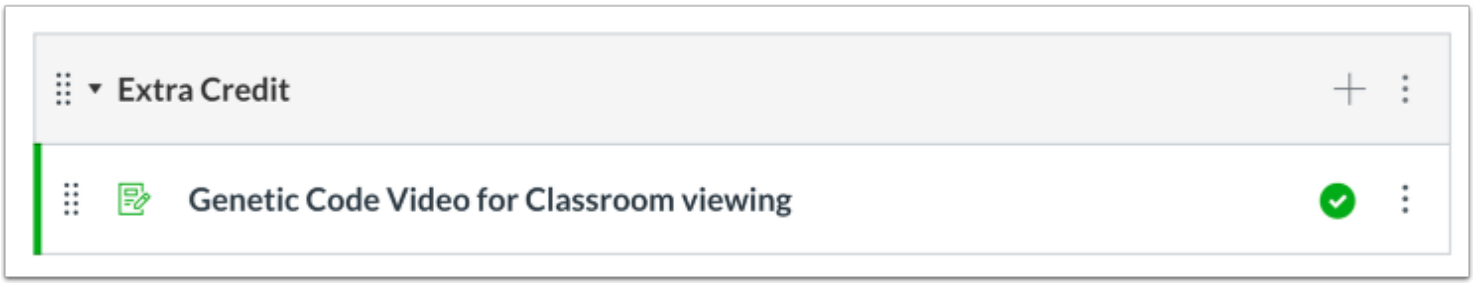
You can give extra credit using assignment groups.

Assignments must be housed within an assignment group. Assignment groups can be unweighted or weighted, depending on how you wish to grade students within your course.

Notes:

- Assignments in the extra credit assignment group should be graded at the end of the course, after all other course assignments are graded.
- All other assignment groups in the course should have at least one graded assignment in order for the extra credit assignment group calculation to correctly affect student grades.

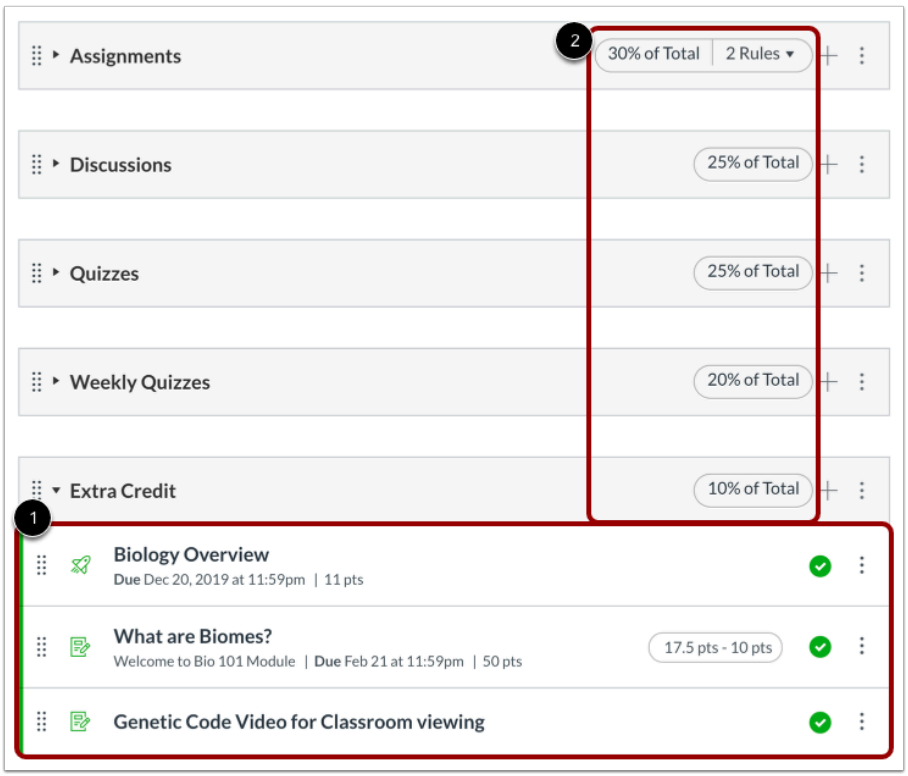
Create Extra Credit using Unweighted Assignment Groups



When assignment groups are **not weighted**, you can create extra credit assignments in their own assignment group if you wish. You may want to create a separate group to help distinguish between the different types of assignments. In this example, this entire assignment group has no points possible [1].

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.

Create Extra Credit using Weighted Assignment Groups

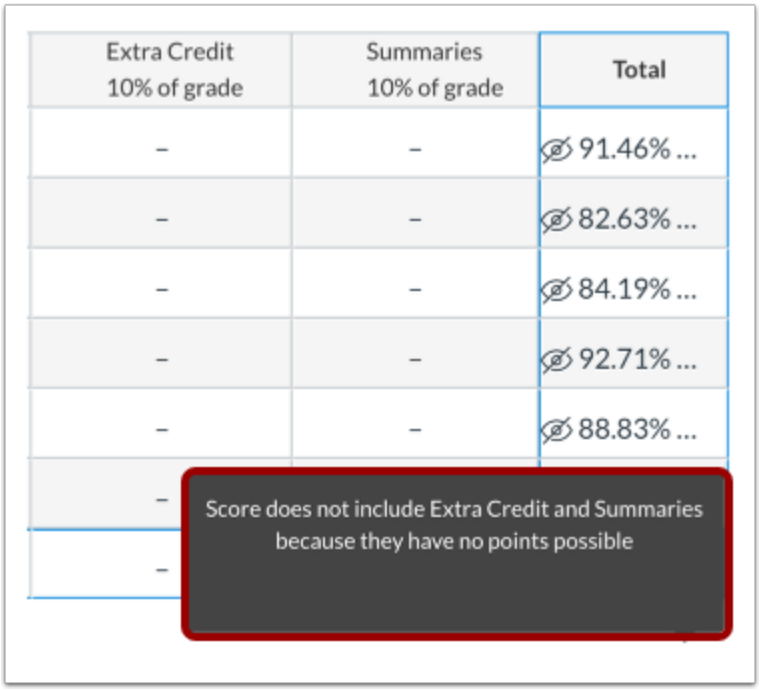


When assignment groups are **weighted**, Canvas will **not** calculate grades for an entire group that has no points possible. Therefore, for extra credit assignments to calculate correctly in weighted groups, they must be housed within an existing assignment group that has at least one assignment worth more than zero points.

In this example, the extra credit assignment is housed within the Extra Credit assignment group with multiple assignments worth more than zero points [1]. Notice that the assignment groups weights total 110% [2]. Any assignment placed within the Extra Credit assignment group will have either a positive or neutral effect on your students' overall grade. Additionally, if a student does not submit the extra credit assignment, their grade will not be negatively impacted.

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.

Errors with Weighted Assignment Group



If you create your extra credit assignments with zero points within their own assignment group, but you decide to weigh your assignment groups, your extra credit assignments will not calculate correctly within Canvas. Canvas cannot calculate assignment groups where there are no points possible. For example, if the student has 12 points of 0 points possible, Canvas can't determine the impact to the overall grade because 12 cannot be divided by 0.

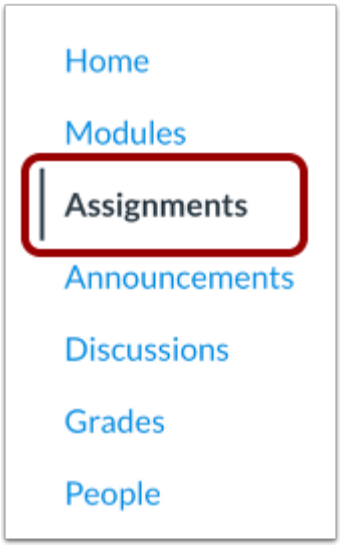
An error will appear in the total grade column. In this example, the two extra credit assignments (both with zero possible points) have been placed in an assignment group called Extra Credit. However, the assignment group has been weighted. The warning notification indicates that the score does not include Extra Credit (as an assignment group) because the entire group has no points possible. In this situation, the assignments will have to be moved to another assignment group, or you will need to include an assignment within the Extra Credit assignment group that has at least one point possible.

How do I move or reorder an assignment?

You can move or reorder assignments after you've created them. You can manually drag and drop the assignment, or you can use the Move To option, which is also accessible for keyboard users. You can also move all assignments in an assignment group to another assignment group.

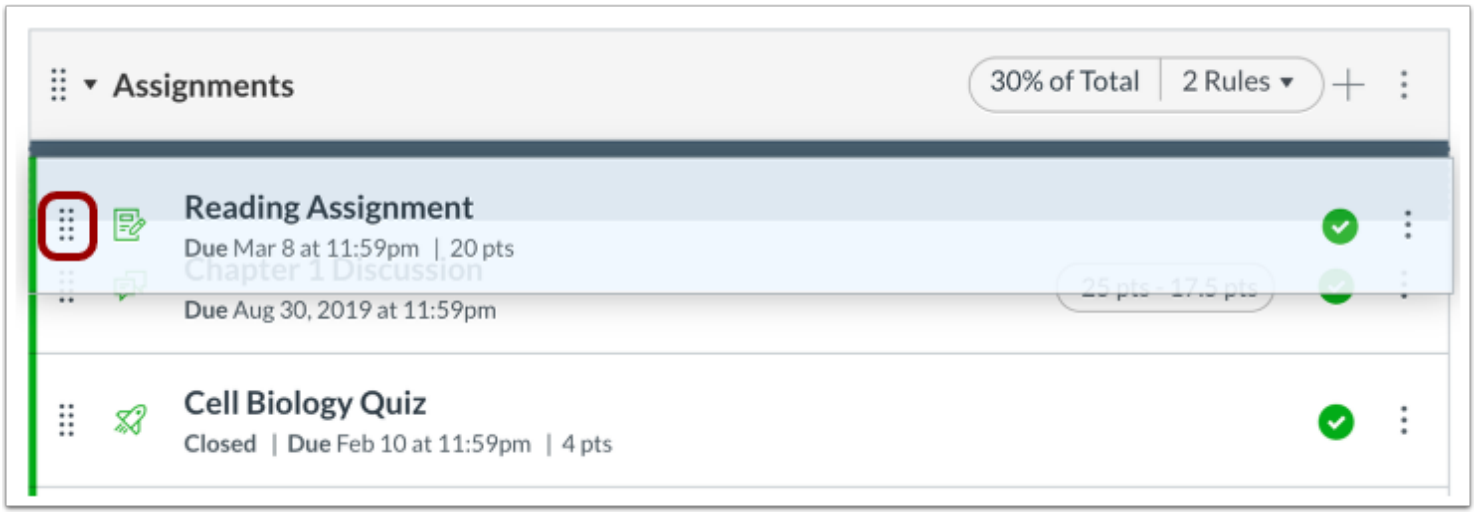
Note: If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

Open Assignments



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

Drag and Drop Assignment

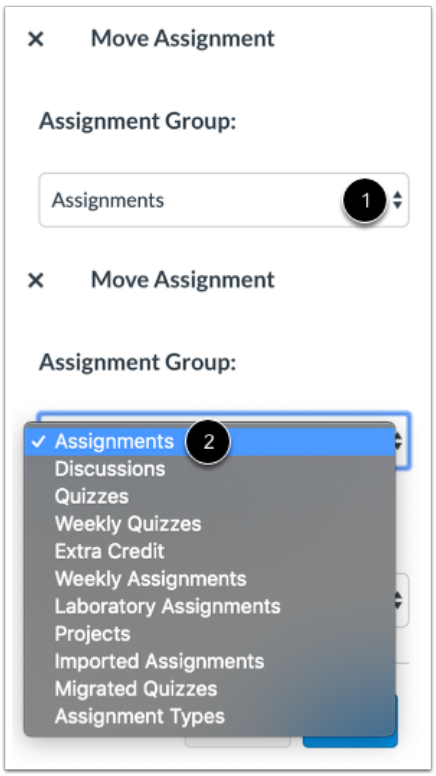


You can use the drag and drop option to reorder assignments. Click the drag handle next to the assignment name. Drop the assignment in the desired location by releasing the mouse.

Move Assignment

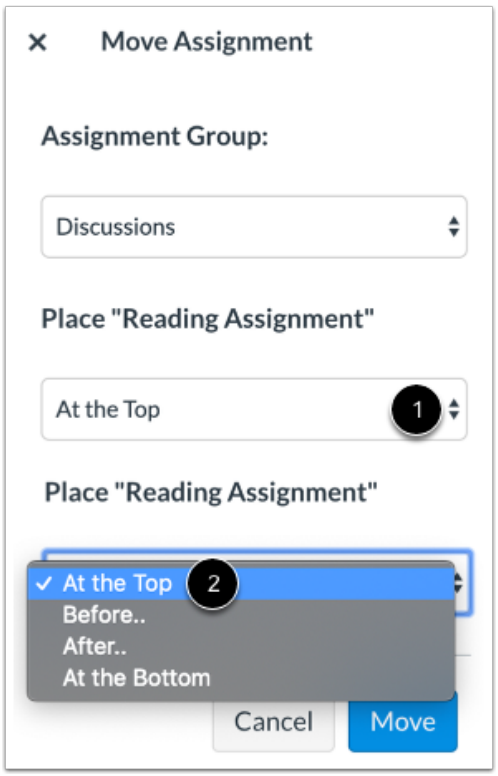
You can also use the Move To option to reorder an assignment. Click the **Options** icon [1] and select the **Move To...** link [2].

Select Assignment Group



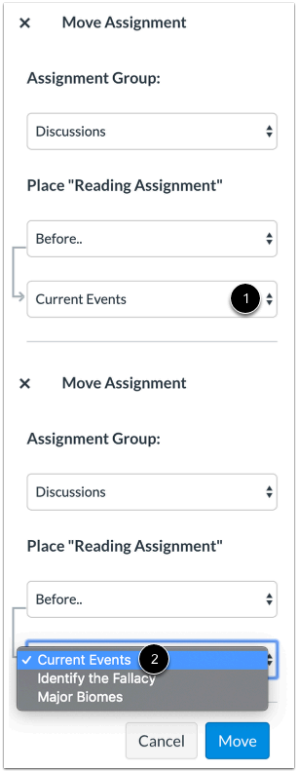
In the Move Assignment sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group for the assignment [2]. If you want to keep the assignment in the existing assignment group, select the existing assignment group name. However, if you want to move the assignment into another assignment group, select the new assignment group name.

Place Assignment



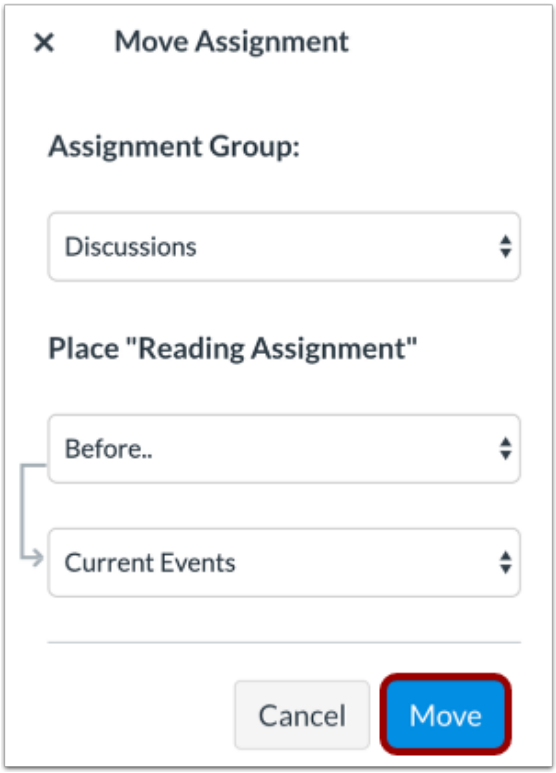
In the **Place** drop-down menu [1], select the placement of the assignment you are moving. You can move the assignment so that it is at the top of the section, before or after a specific section, or at the bottom of the section [2].

Place Before or After



If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment that should be before or after the assignment you are moving [2].

Move Assignment

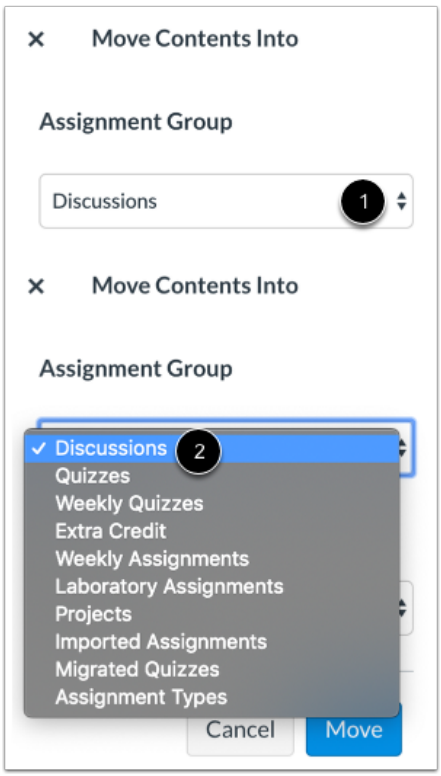


Click the **Move** button.

Move Assignment Group Contents

If you want to move all assignments within an assignment group, click the **Options** icon [1] and select the **Move Contents** link [2].

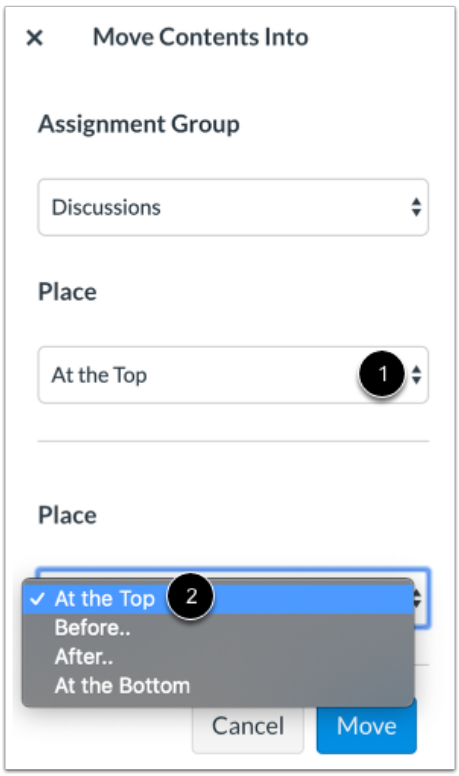
Choose Assignment Group



In the Move Contents Into sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group [2].

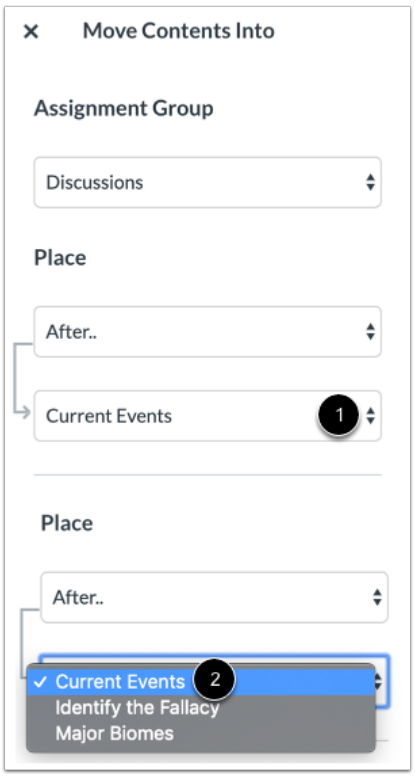
Note: Choosing a placement for the assignment group contents will place all contents in the same order as they currently exist in the assignment group. After you have moved the contents, you can reorder assignments within the assignment group individually.

Place Contents



In the **Place** drop-down menu [1], select the placement of the contents you are moving. You can move the contents to appear at the top of a new assignment group, before or after specific items within the selected assignment group, or at the bottom of the list of items in the selected assignment group [2].

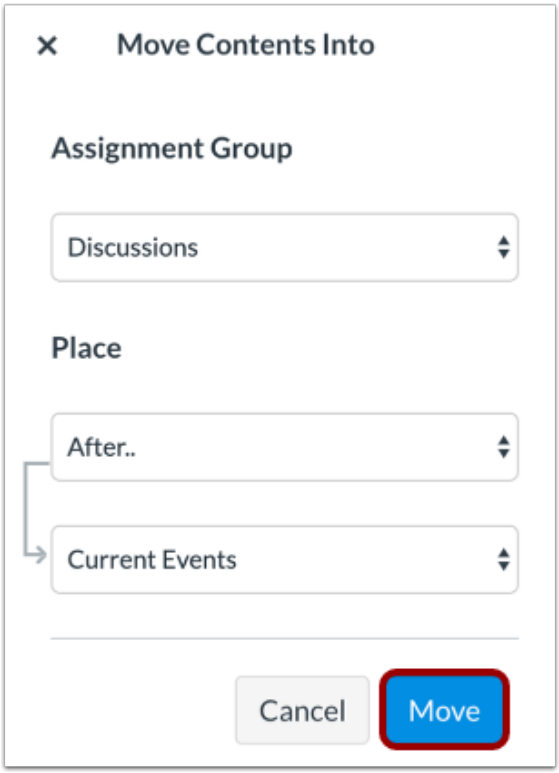
Place Before or After



If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment group content item that should be before or after the contents you are moving [2].

If you want to move the contents to another location, change the sidebar placement options again.

Move Contents



Click the **Move** button.

How do I import SCORM files as an assignment?

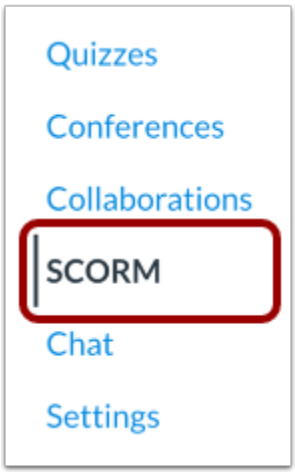
If your institution has enabled the SCORM LTI, you can upload SCORM ZIP files as assignments and as pages in your course (per the applicable package content). SCORM is a technical standard for many e-learning products and is often used to create course content. Once enabled, the SCORM Link will appear in the Course Navigation menu. SCORM packages are imported as External Tool Assignment submissions.

To enable your SCORM content as a stand-alone HTML site, you may need to re-export your SCORM content.

Notes:

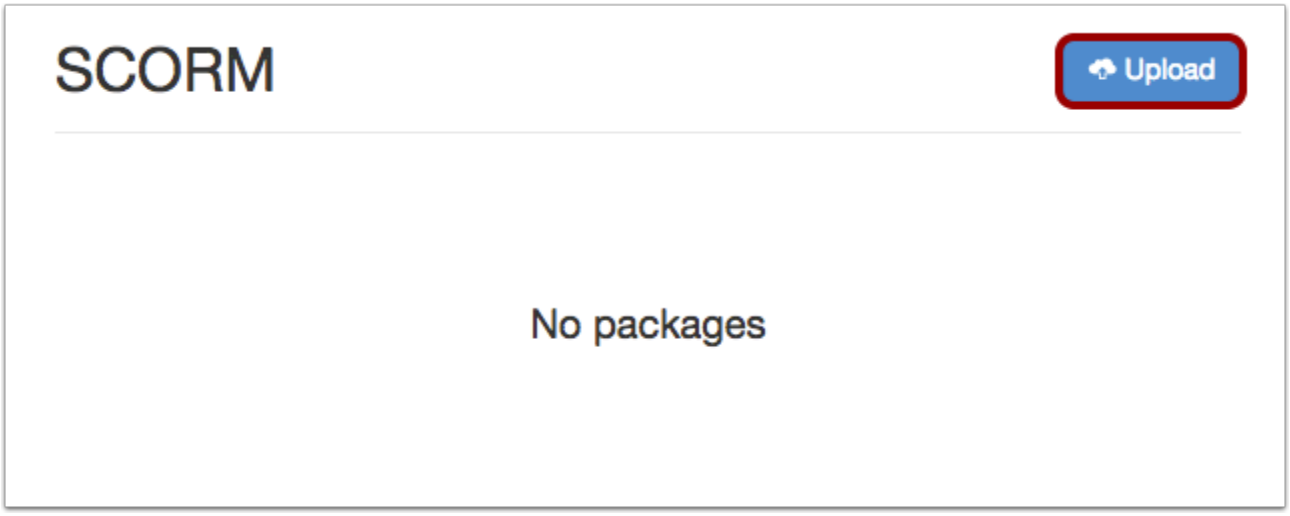
- The SCORM LTI must be enabled in External Apps at the account level before it can be used in courses. If you are an administrator, please contact your Customer Success Manager for assistance.
- If you delete a SCORM assignment from the Assignments page, the assignment will still appear on the SCORM page, and if you try to open the assignment, Canvas will generate an error. However, if you delete the assignment from the SCORM page, the assignment will also be deleted from all other applicable Canvas locations.
- Canvas supports the following versions of SCORM: SCORM 1.2 and SCORM 2004 (2nd, 3rd, and 4th Edition).
- SCORM is not available in beta or test environments of Canvas.
- If a SCORM package is not updated to require signed launch links, users see an "ApiUseSignedLaunchLinks is true, but link was not signed" message when attempting to load their content instead of a media player.
- If SCORM packages are not updated to require signed launch links, the encrypted launch links can be copied, however, they are only valid for a few seconds after they're initially requested and users see a "Token has expired" or "Player could not load" message.
- Before importing SCORM files from Commons, make sure SCORM is configured correctly in the target course. The correct setup ensures that the SCORM references remain valid and functional after the import.

Open SCORM



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

Upload File

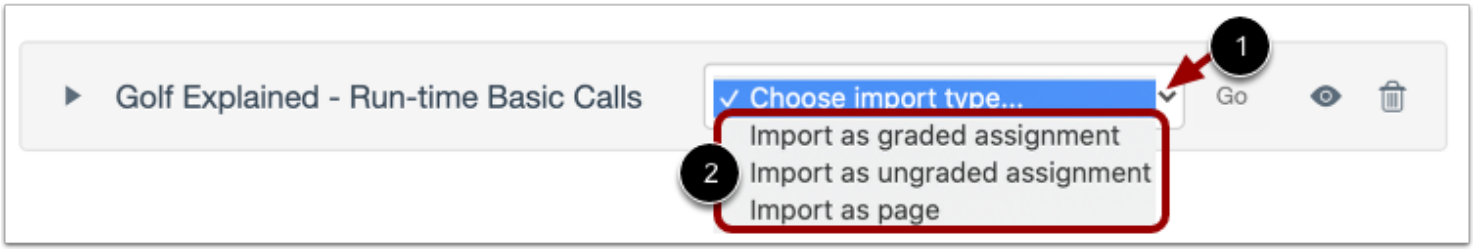


Click the **Upload** button.

Open File

Select the file from your computer [1] and click the **Open** button [2].

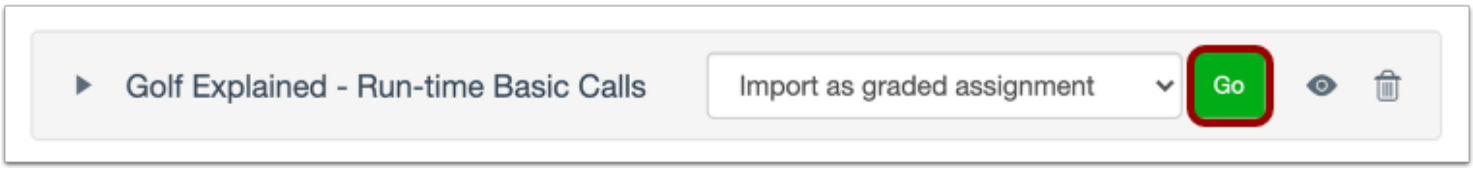
Choose Import Type



Once the file is uploaded, select the object import type. Click the **Choose Import Type** menu [1] and select an option [2]. You can import the file as a graded assignment, an ungraded assignment, or a page.

Note: The import type selected when importing a SCORM file is permanent and cannot be changed in Canvas. If a SCORM file is uploaded as an ungraded assignment, the assignment is not worth points, the assignment is not added to the gradebook, and students cannot earn a grade for the assignment.

Import File



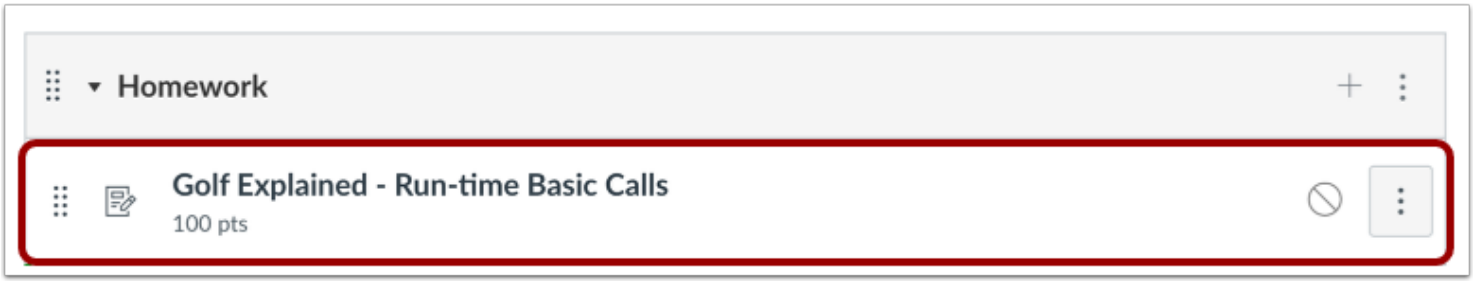
Click the **Go** button.

Note: If content does not immediately load, your LTI tool may need to be reconfigured. Please contact your admin for assistance.

View File

To view the assignment in Canvas or to edit assignment details, click the **Assignment** icon.

View in Assignments

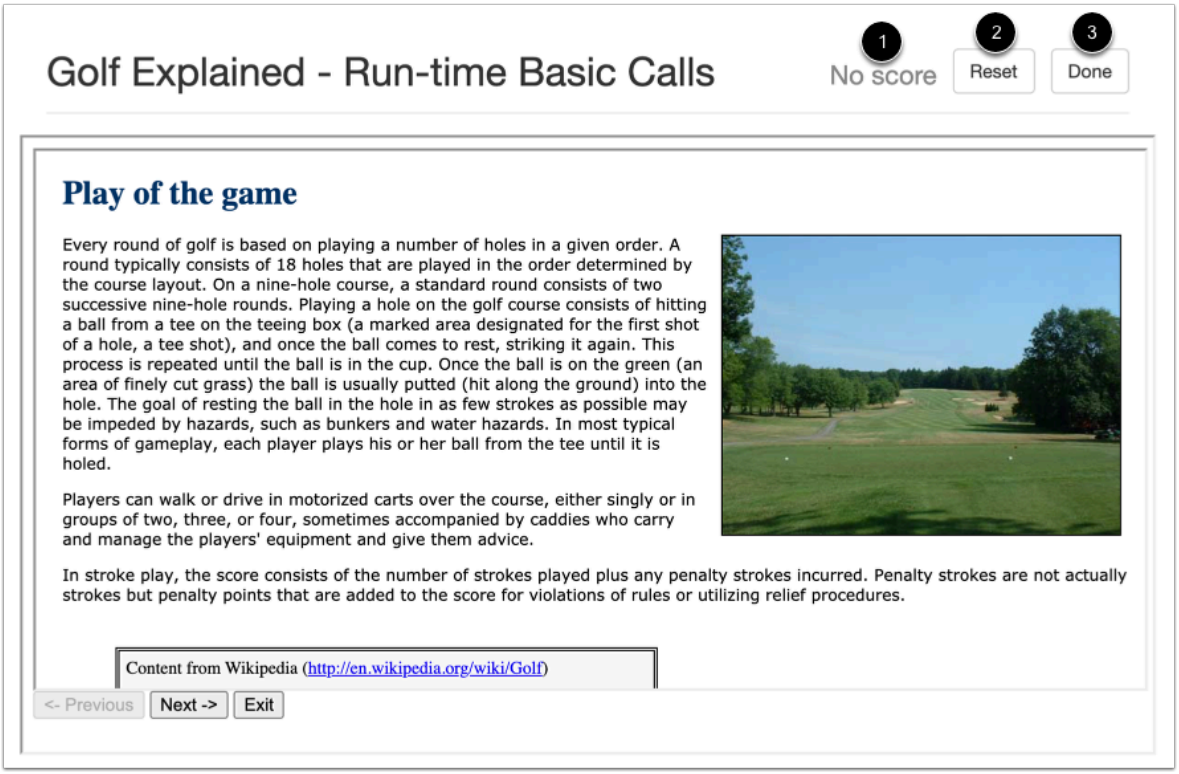


Imported SCORM assignments also display on the Assignments Index page. Once imported, you can move the assignment to an assignment group and add it as a module item.

Preview File

To preview the uploaded content, click the **Preview** icon.

Preview File



SCORM assignment previews display the files they appear for students in your course. By default, the file preview displays a **No Score** label [1]. However, if you complete the assignment in preview mode, the display changes to reflect an earned score.

To reset the test content, click the **Reset** button [2].

To close the preview window, click the **Done** button [3].

Note: All SCORM uploads default to 100 points possible.

Delete File

To delete a SCORM file, click the **Delete** icon.

Note: If you delete a SCORM assignment in the Assignments page, you can still view the assignment on the SCORM page. Clicking the Assignment icon generates an error. However, if you delete the assignment in the SCORM page, the assignment is also deleted from all other applicable Canvas locations.

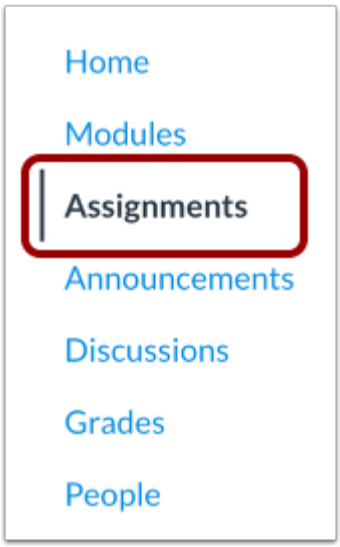
How do I delete an assignment?

You can delete an assignment from your course if necessary.

Notes:

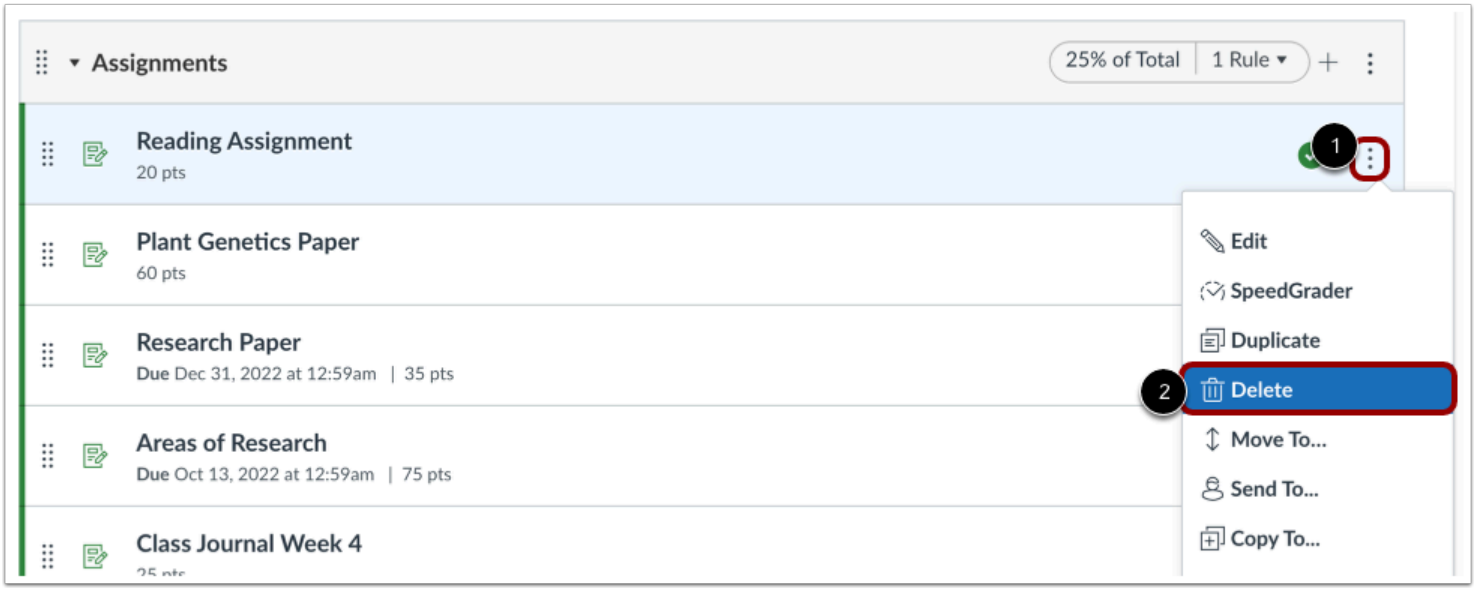
- Deleting a graded assignment also removes the assignment from the Gradebook.
- Deleting an assignment deletes all student submissions. Students can still access their assignments from their user files if they were submitted as file uploads. However, any comments you may have made in student assignments are also deleted.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual assignments for any student, group, or section in a closed grading period.

Open Assignments



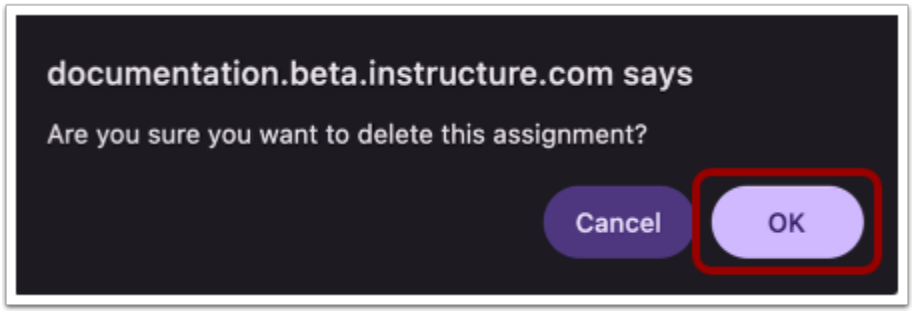
In Course Navigation, click the **Assignments** link.

Delete Assignment



Locate the assignment you want to delete and click the **Options** icon [1]. Click the **Delete** link [2].

Confirm Delete



Click the **OK** button.

How do I duplicate an assignment?

You can duplicate an assignment in your course. When an assignment is duplicated, the word *Copy* is added to the end of the assignment name.

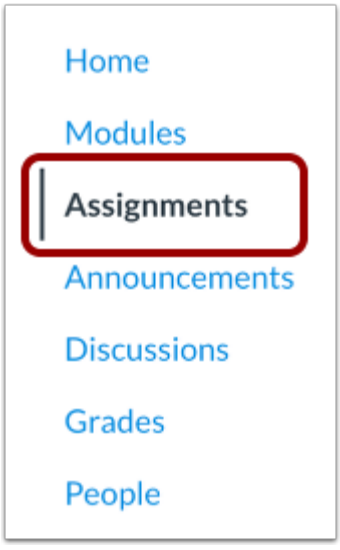
Duplicating an assignment defaults the copied assignment to an unpublished status. All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:

- Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
- Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
- If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
- If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.

Notes:

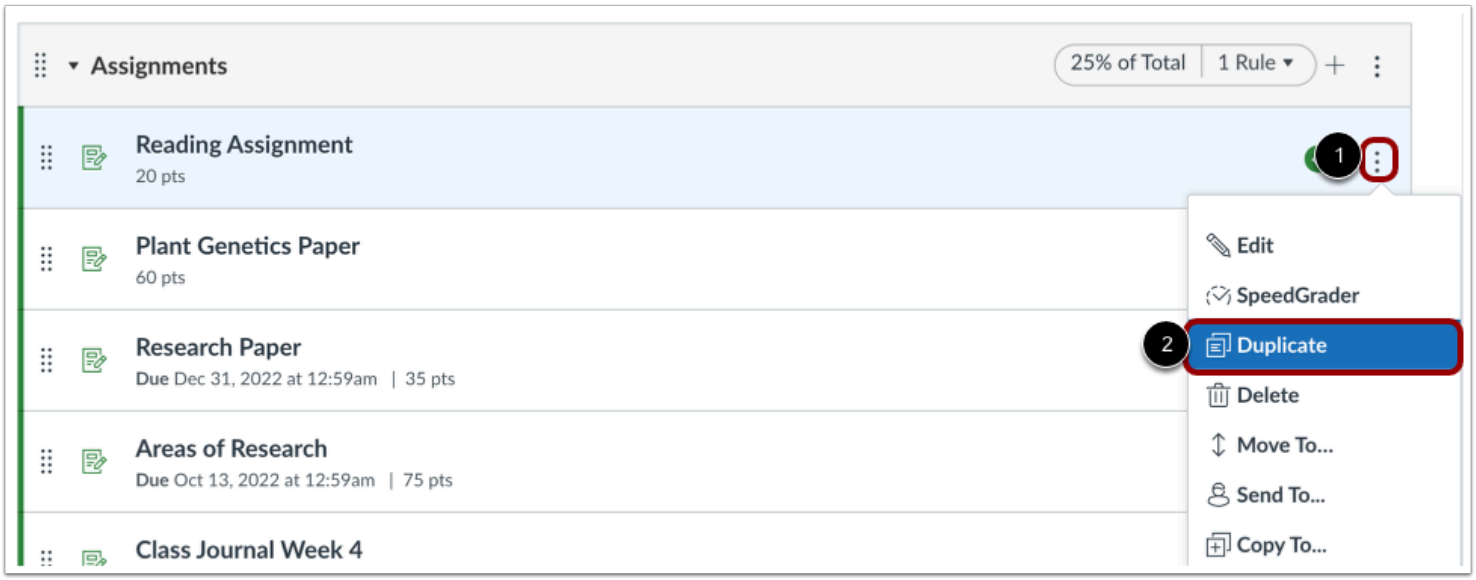
- Assignments currently cannot be duplicated for quizzes.
- Except for New Quizzes assessments, assignments configured as an external tool (LTI) submission type cannot be duplicated.

Open Assignments



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

Duplicate Assignment



Locate the assignment you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate

View the assignment duplicate in your course.

Note: If applicable to your course, the Assignments page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

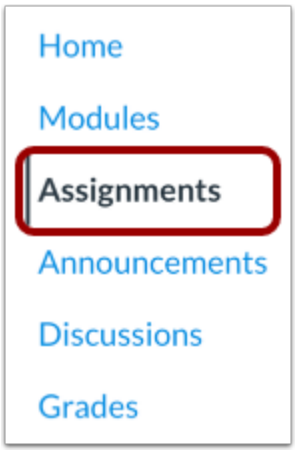
How do I copy an assignment to another course?

As an instructor, you can copy individual assignments in one course directly into any active course in which you are enrolled. You can also send assignments to other instructors at your institution. When you copy an assignment, any assets within that assignment (images, files, etc.) will be included in your assignment copy.

Notes:

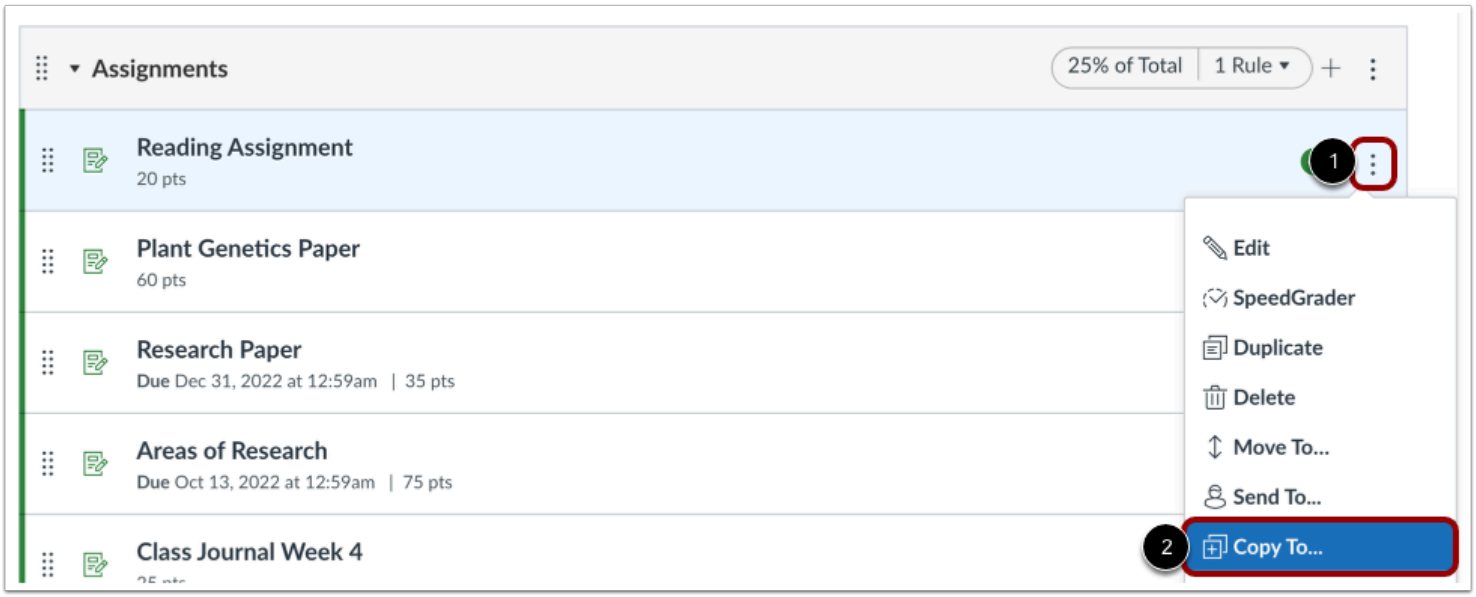
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same assignment to the same course more than once, the assignment you previously copied will be overwritten with the newly copied assignment.
- When copying a group assignment from one course to another, a new group set with the same name as the original is created in the destination course if no matching group set exists. For the feature to be available, ensure that it is enabled.

Open Assignments



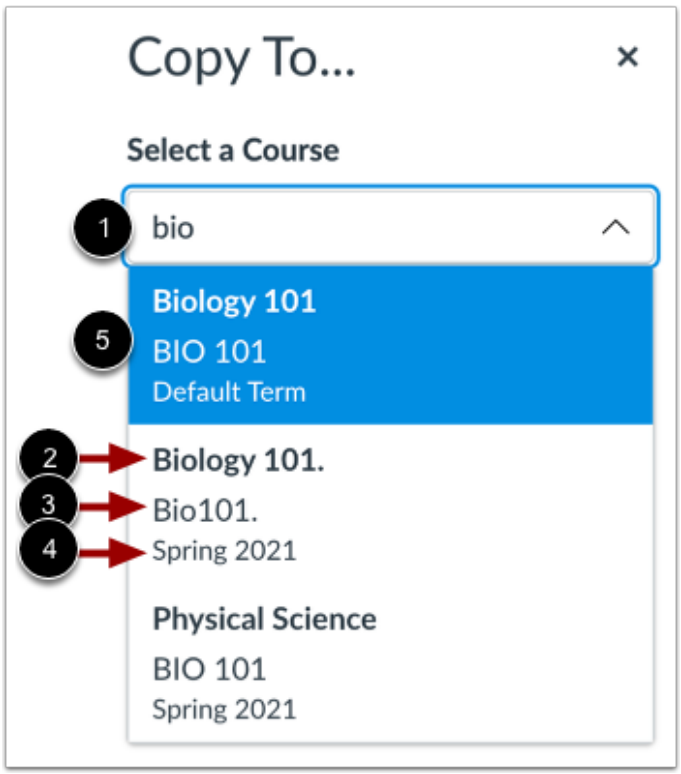
In Course Navigation, click the **Assignments** link.

Open Assignment Options



Locate the assignment you wish to copy, then click the assignment **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



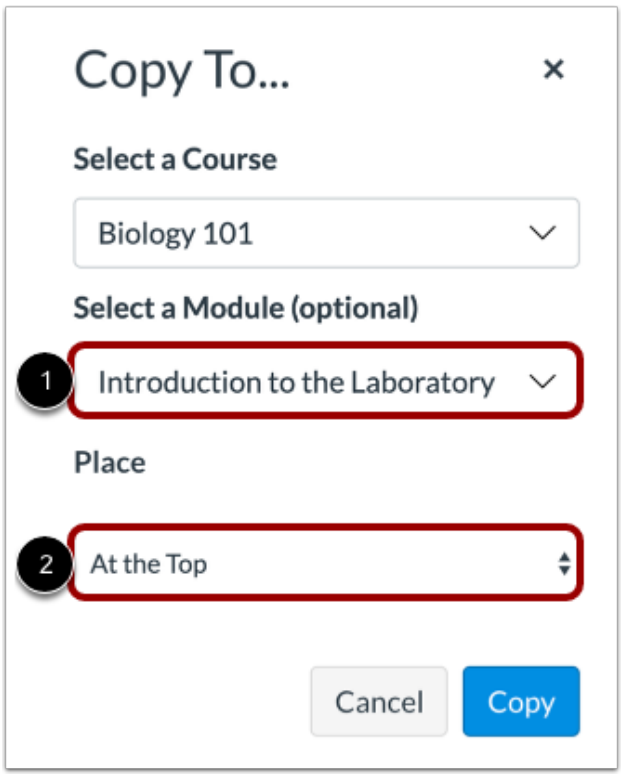
Enter the name of a course, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the assignment [5].

Note: The **Select a Course** drop-down menu only displays courses in which you have an active or future enrollment. Assignments cannot be copied to a concluded course.

Select Location

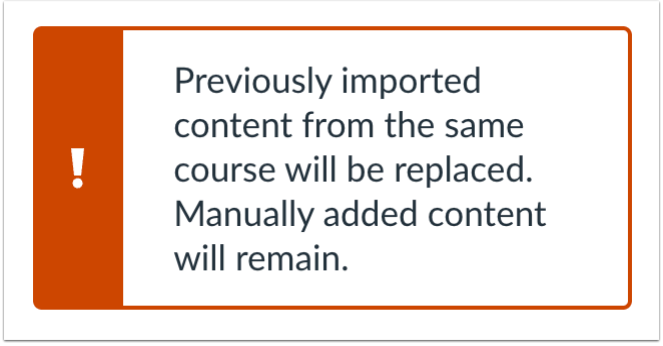


If you wish, you can copy the assignment into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied assignment.

To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the assignment to the top of the module, before or after a specific module item, or at the bottom of a module.

View Copy To Content Warning Message

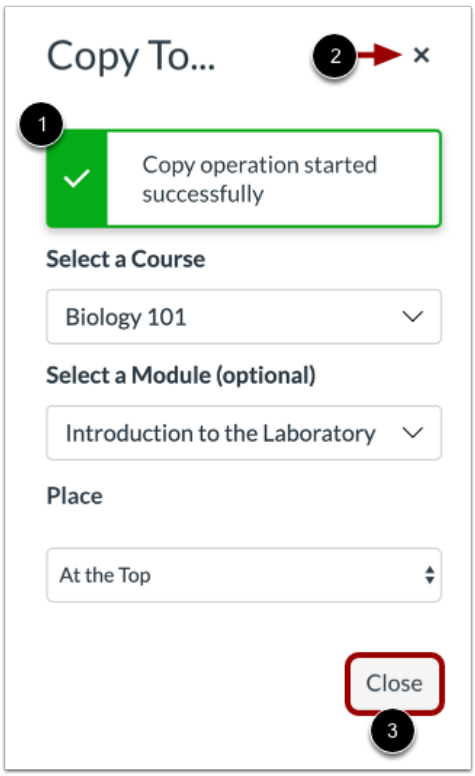


When copying content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Copy Assignment

Click the **Copy** button.

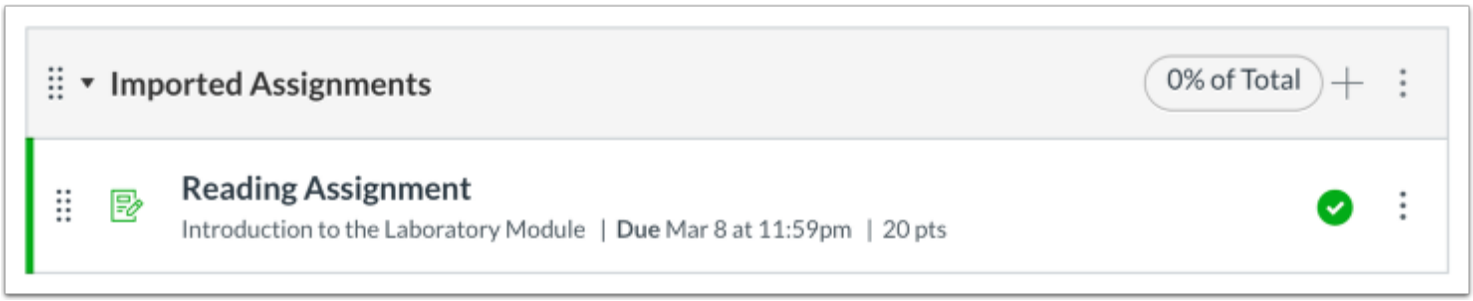
View Copy Notification



Canvas displays a notification when an assignment copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Assignment



Copied assignments display on the Assignments Index Page in the **Imported Assignments** group for the course into which it copied.

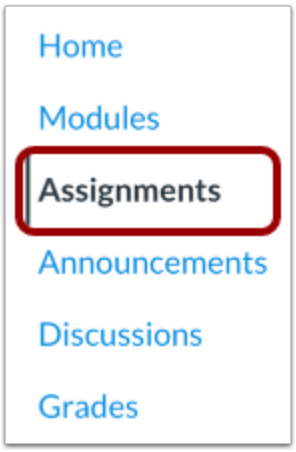
How do I send an assignment to another instructor?

As an instructor, you can share individual assignments in your course with other instructors at your institution. You can also copy an individual assignment into another course. When you share an assignment, any assets within that assignment (images, files, etc.) will be included in the shared file.

Notes:

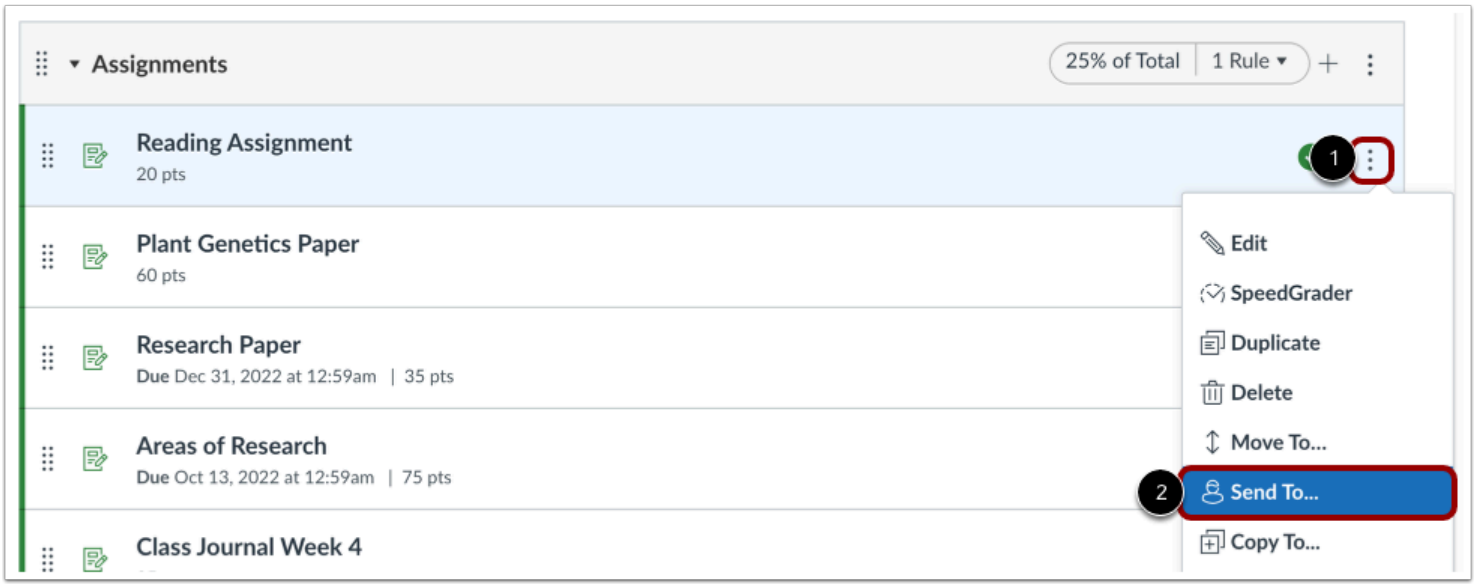
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Assignments



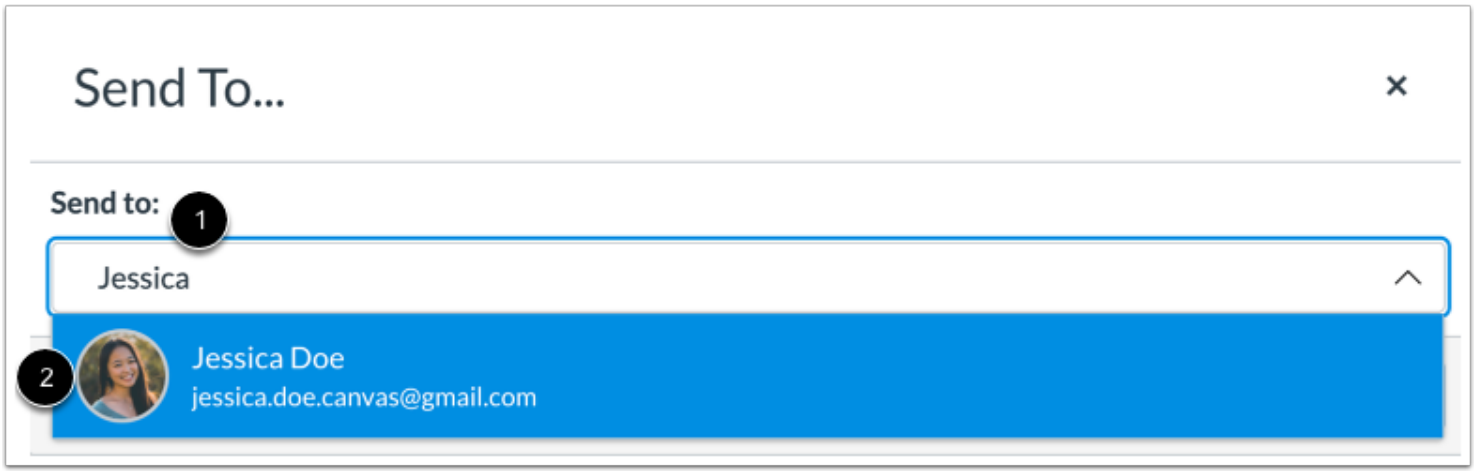
In Course Navigation, click the **Assignments** link.

Open Assignment Options



Locate the Assignment you wish to copy, then click the assignment **Options** icon [1]. Select the **Send To...** option [2].

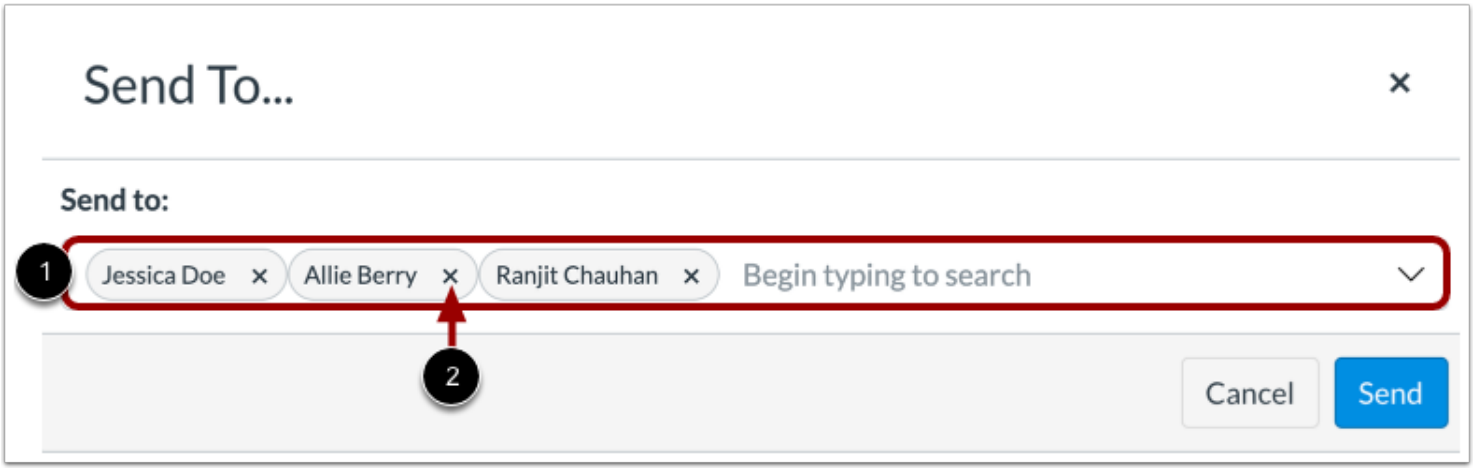
Select Recipient



To send your assignment to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your assignment [2].

Note: You can send the assignment to multiple instructors at one time.

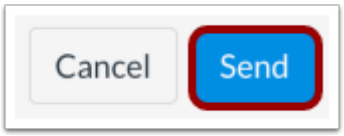
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the assignment to yourself, add your name to the Send to field.

Send Assignment

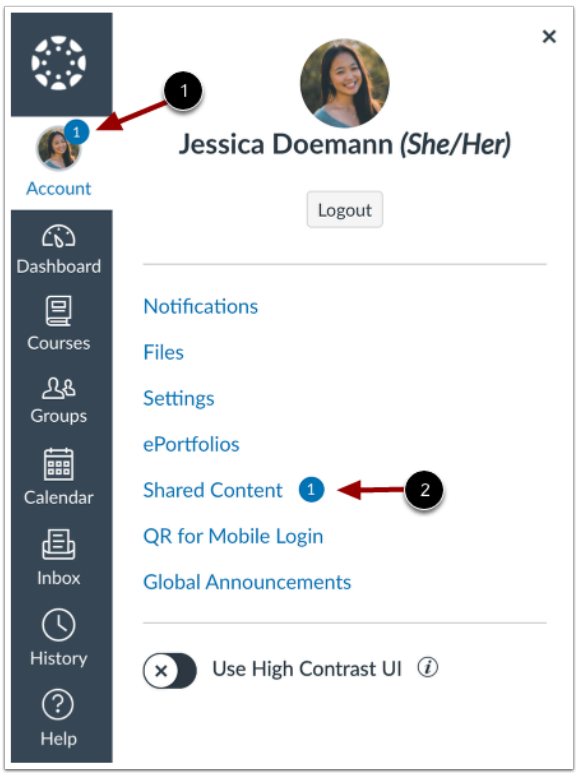


Click the **Send** button.

View Sent Notification

Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, a badge displays on the user's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

How do I assign an assignment to everyone, individual students, differentiated tags, or sections?

By default, assignments you create in your course are assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign an assignment to an individual student or a course section. If enabled by your institution, you can assign assignments to students with differentiation tags.

You can also assign an assignment to a course group.

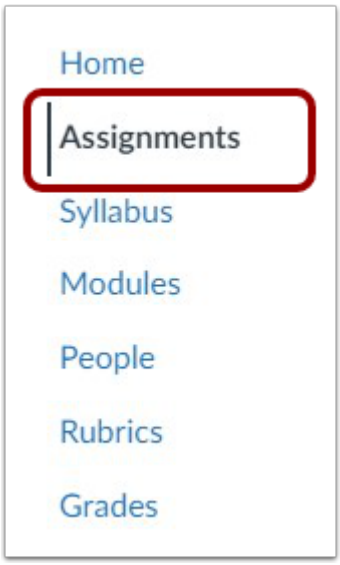
When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Only assigned students can view the assignment.

Notes:

- If multiple due dates apply to a student, Canvas assigns the latest due date to the student. For example, if a student's individual due date is November 18 and the section due date is November 20, the student is assigned a due date of November 20.
- If you unassign a student or section to a differentiated assignment you have previously graded, the grade and submission are removed from the assignment. You can restore the submission by reassigning the assignment to the student.
- When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

Open Assignments

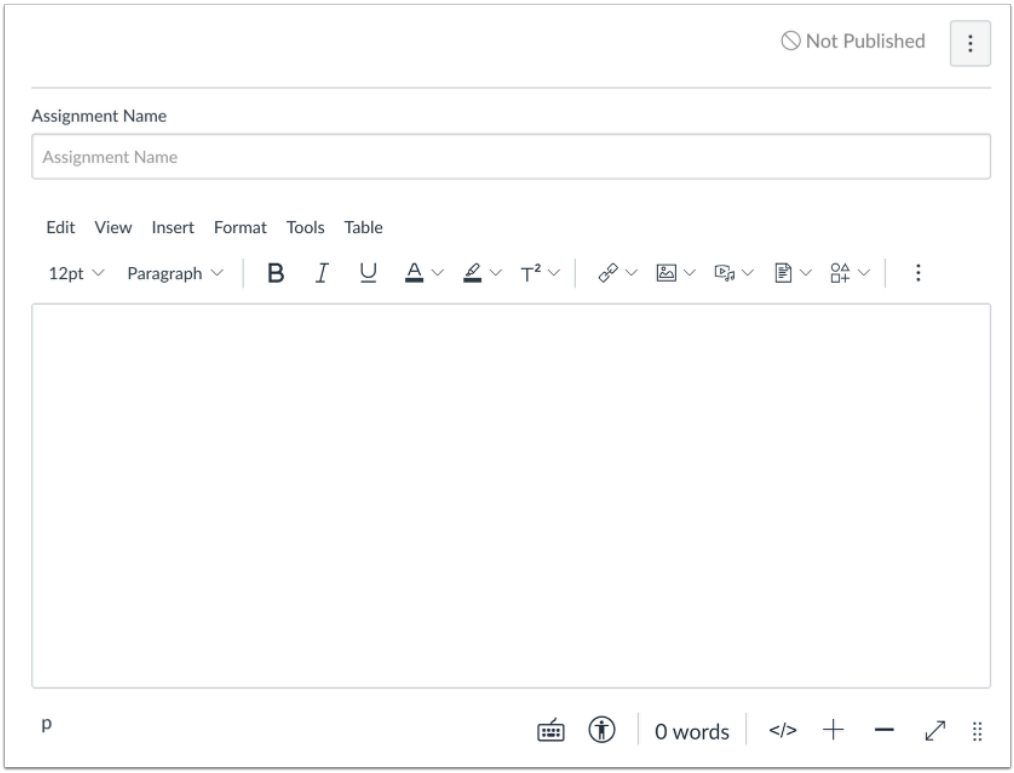


In Course Navigation, click the **Assignments** link.

Add Assignment

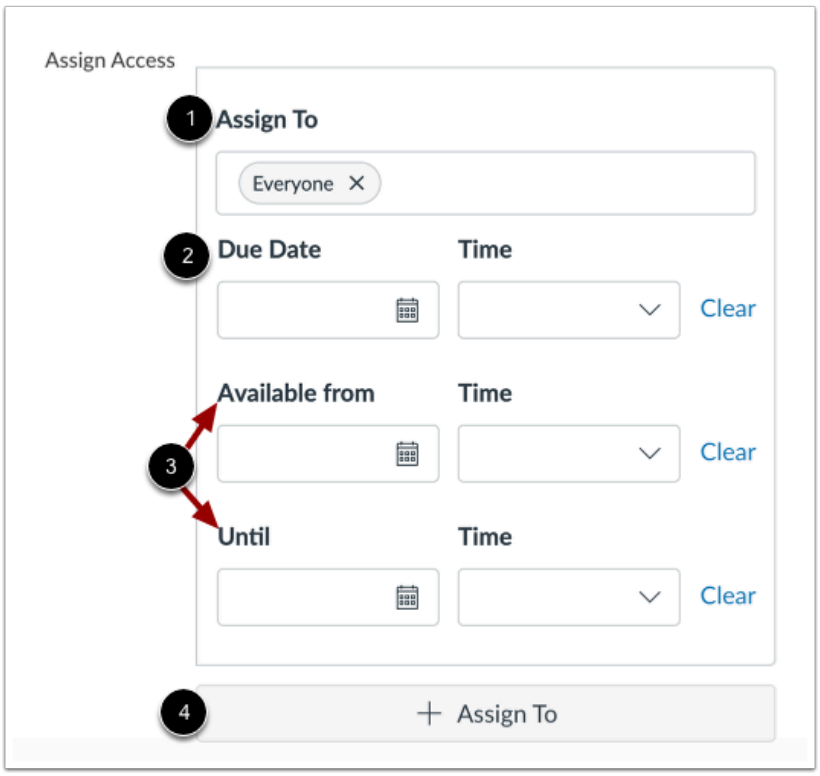
Click the **Add Assignment** button.

Add Assignment Details



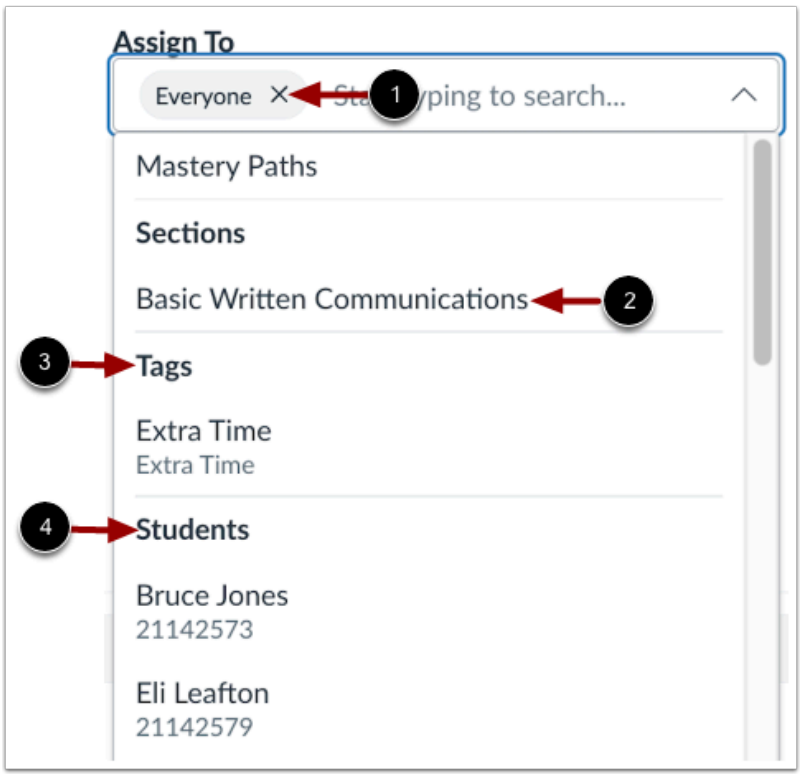
Add details to the assignment.

Assign Access



In the Assign Access section, you can manage assignees [1], the due date [2], and availability dates [3]. You can also add additional assignment details [4].

Select Assignees



By default, assignments are assigned to everyone in the course. However, you can differentiate the assignments.

To assign an assignment to an individual student, section, or Mastery Path, remove Everyone by clicking the **Remove** icon [1].

To change the assignees, click the **Assign To** field. Then, select one or more assignees. You can assign to a course section [2], specific tags [3], or an individual student [4].

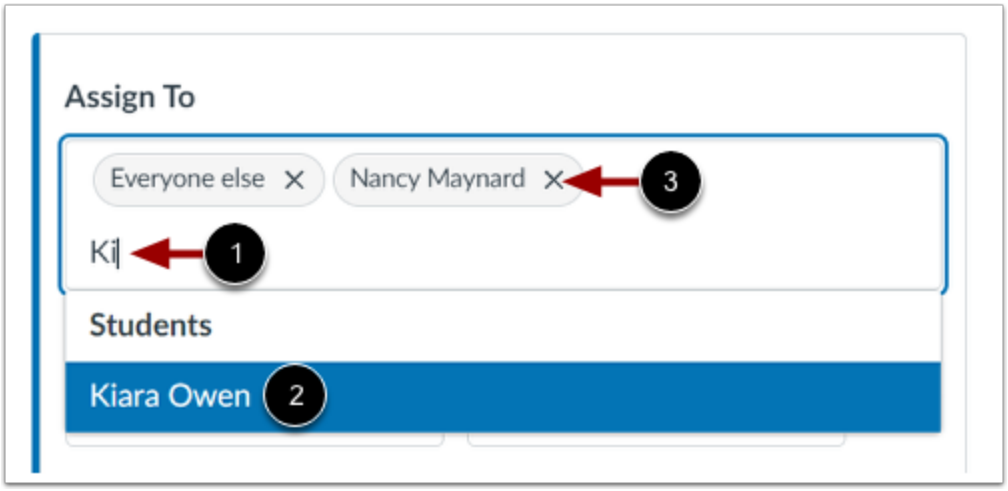
If enabled by your institution, you can assign assignments to students with differentiation tags.

Notes:

- You can include more than one student or section in the To field as long as the students are to be assigned the same due and availability dates.
- If your course is using Mastery Paths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using Mastery Paths.

- If you unassign a student or section to a differentiated assignment you have previously graded, the grade and submission are removed from the assignment. You can restore the submission by reassigning the assignment to the student.
- You can also assign an assignment to a course group.
- When a student belongs to differentiation tags or sections with conflicting due dates for the same assignment, the assignment with the latest due date will apply. However, if there's an individual override set for the student, that due date will take precedence over all others.
- Differentiation tags are not supported for Group Assignments and will not appear as an option when creating them.

Find Student or Section

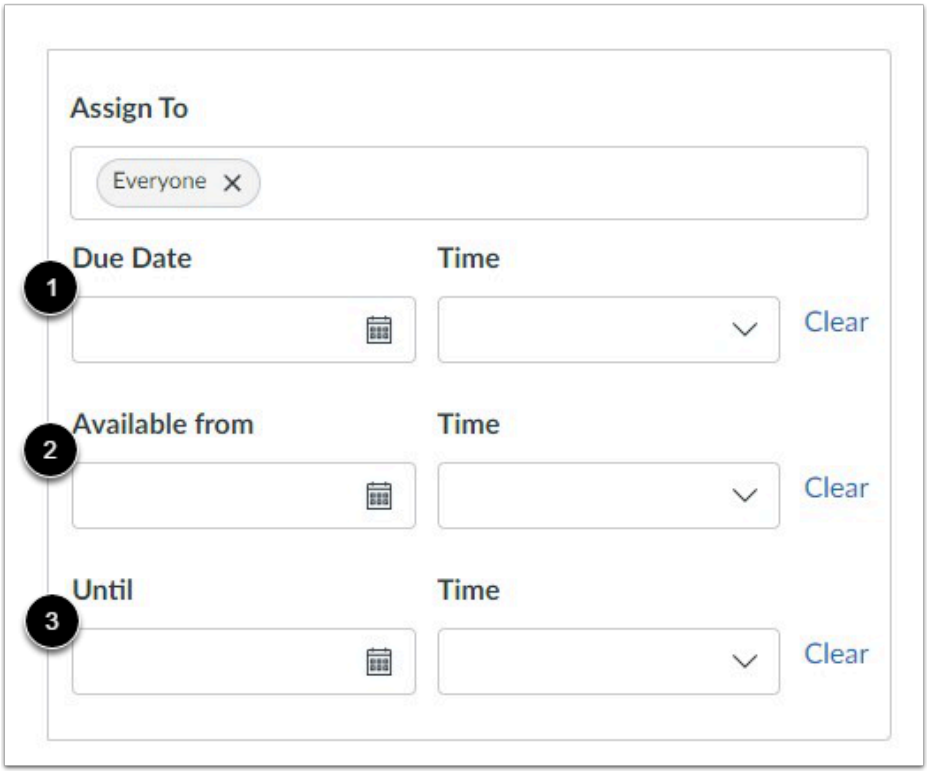


To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Note: The list is not scrollable.

Enter Due and Availability Dates



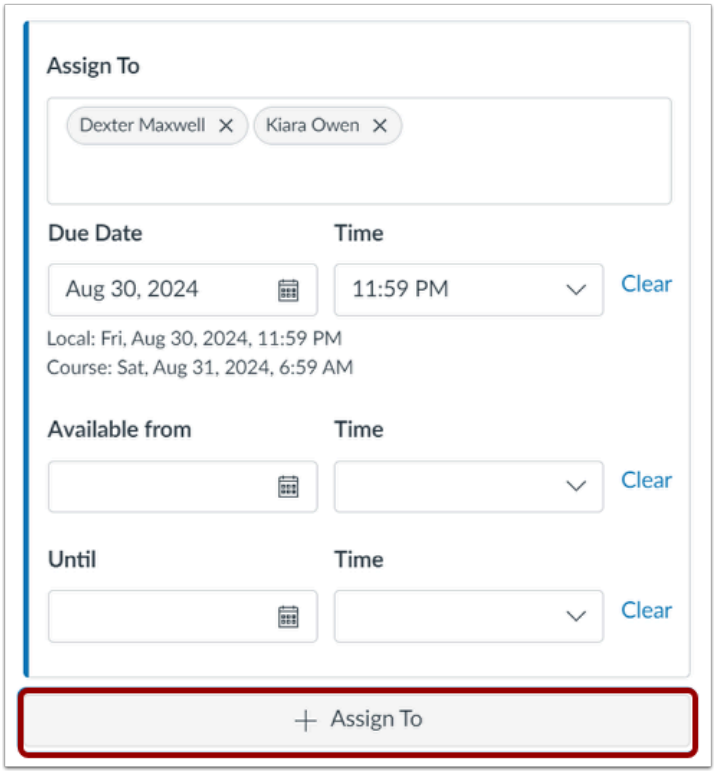
In the date fields, add your preferred date(s) with the following options:

- **Due Date** [1]: Set the date and time that the assignment is due. The due date is already populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the assignment is unlocked and becomes available.
- **Until** [3]: Set the date and time when the assignment is locked and no longer available.

Notes:

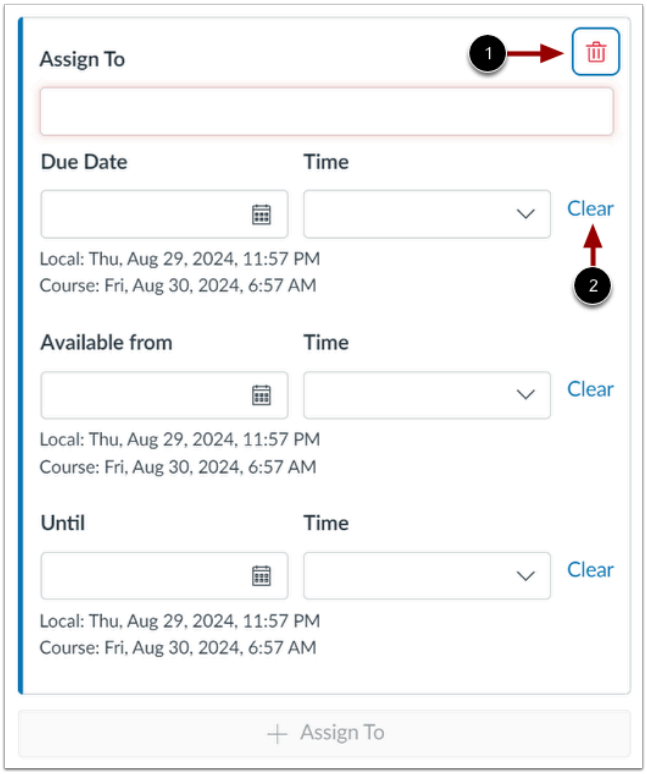
- Due dates assigned to specific students override group or section due dates.
- If you have set section override dates in your course, you may need to assign to a course section and set due and availability dates that fall within the section override dates.
- After you enter due dates or availability dates, Canvas displays the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Add Additional Assignments



To add another student or section with a different due date and availability dates, click the **Add Assign To** button. Then enter a new set of assignees, due dates, and availability dates.

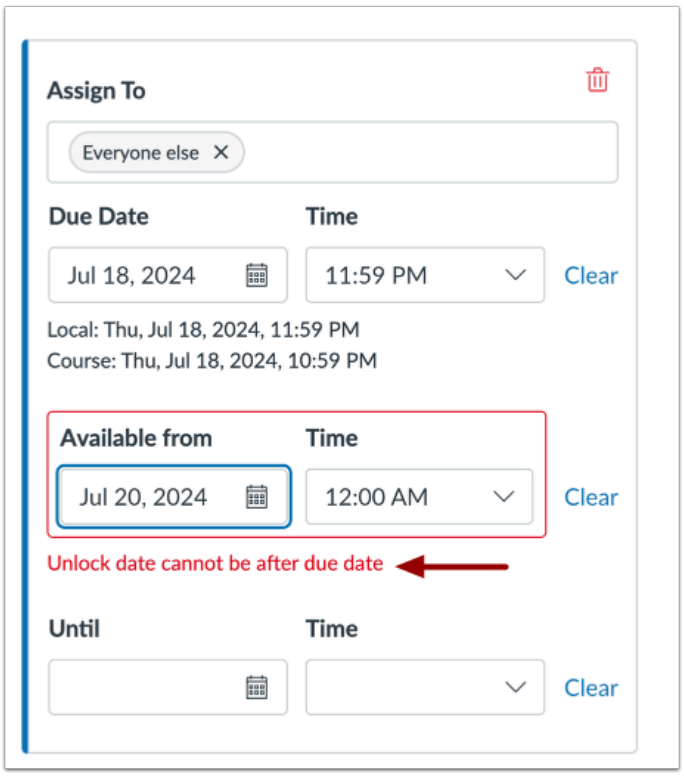
Remove Assignment



You can delete entire assignments by clicking the **Remove** icon in the appropriate assignment section [1].

To remove the dates and times in the Due Date, Available from, or Until fields, click the **Clear** link [2].

View Date Error



If you enter invalid dates, Canvas displays error messages. Invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the dates as needed.

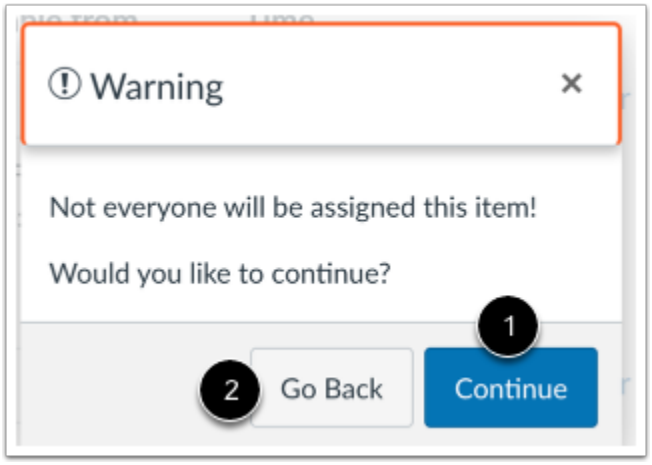
Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.

Save and Publish

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

View Warning

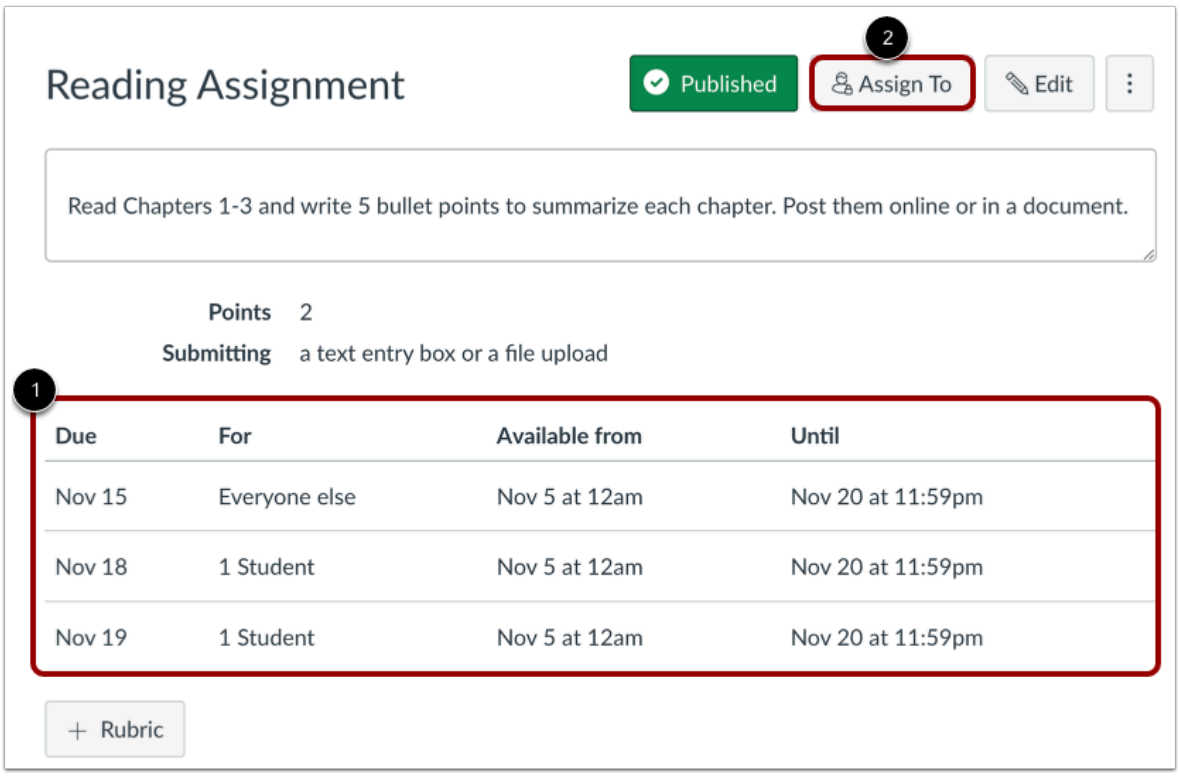


If you do not add all students through course sections or individual assignments, a warning message displays.

If you don't want to add any others to the assignment, click the **Continue** button [1]. Alternatively, to go back and add additional sections or students, click the **Go Back** button [2].

Note: This warning message does not display if *Everyone, Everyone Else,* or all course sections or students in the course are assigned to the assignment.

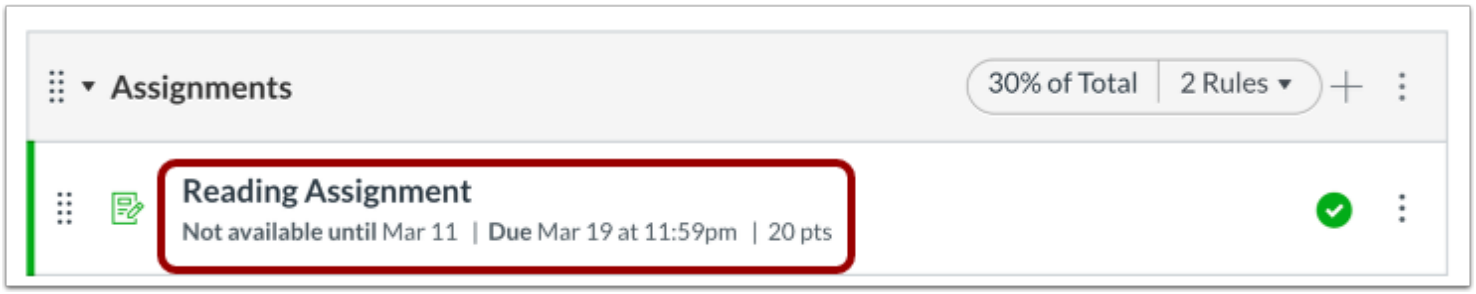
View Assignment Dates



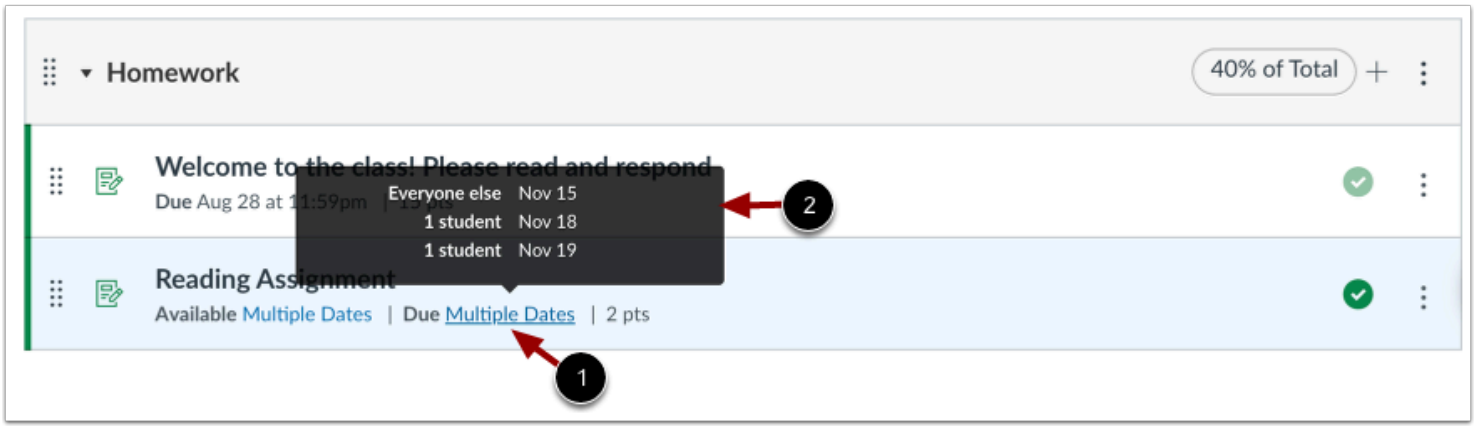
View the assignees and dates assigned to the assignment [1].

To quickly view details or make changes to assignments, click the **Assign To** button [2].

View Assignments Page



On the Assignments Index Page, a published assignment shows the assignment dates.



When multiple availability dates or due dates exist, you can view details from the Assignments Page. Hover the cursor over the **Multiple Dates** link [1] and view the date details [2].

How do I assign an assignment to a course group?

You can create a group assignment by using the Group Assignment checkbox. Canvas uses group sets to assign group assignments, and each group within the group set that is assigned to the assignment is required to complete the assignment. When creating or editing a group assignment, you can assign an assignment to specific groups. You can also set different due dates and availability dates for a group within an assignment that is assigned to the rest of the class.

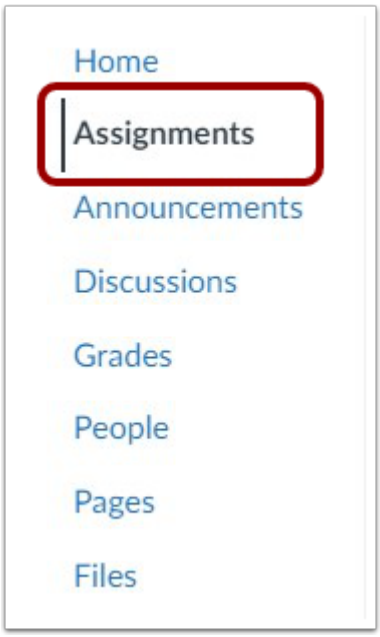
You will need to assign a group set as part of the assignment. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups. Student-created groups cannot be used for group assignments.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Notes:

- In group assignments, one submission will count for the entire group. Learn more about evaluating group work.
- Group assignments cannot be used with External Tool assignments.
- Students should be assigned to groups before group assignments are published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group or students who were removed from a group.
- If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if the group due date is November 18 and a student's individual due date is November 20, the student will be assigned a due date of November 20.

Open Assignments

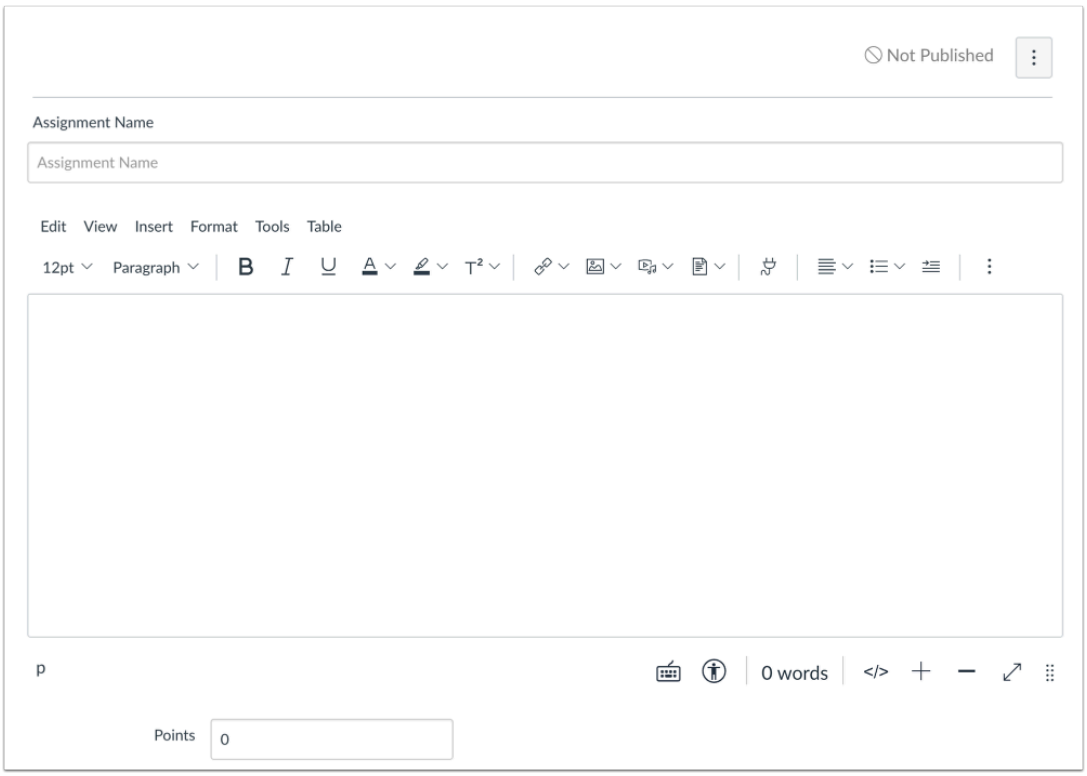


In Course Navigation, click the **Assignments** link.

Add Assignment

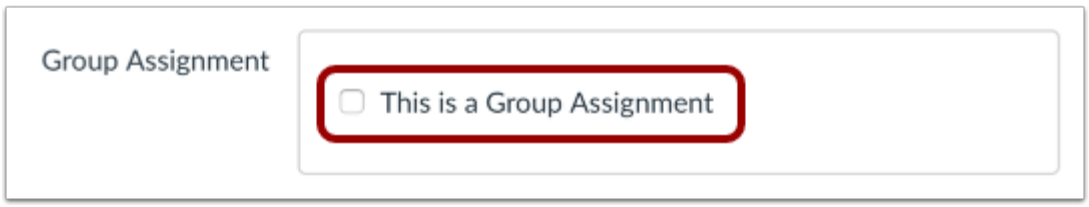
Click the **Add Assignment** button.

Add Assignment Details



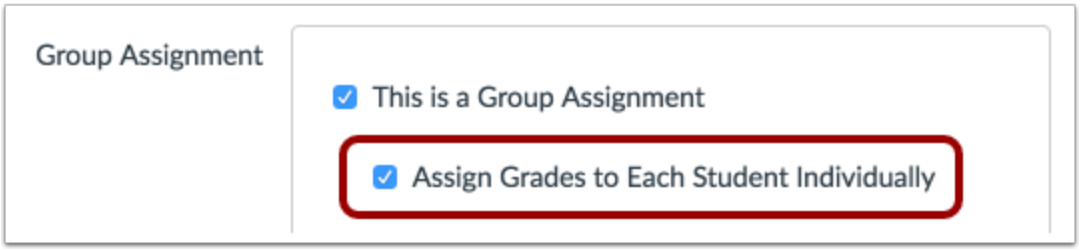
Add details to the assignment.

Select Group Assignment



Click the **This is a Group Assignment** checkbox.

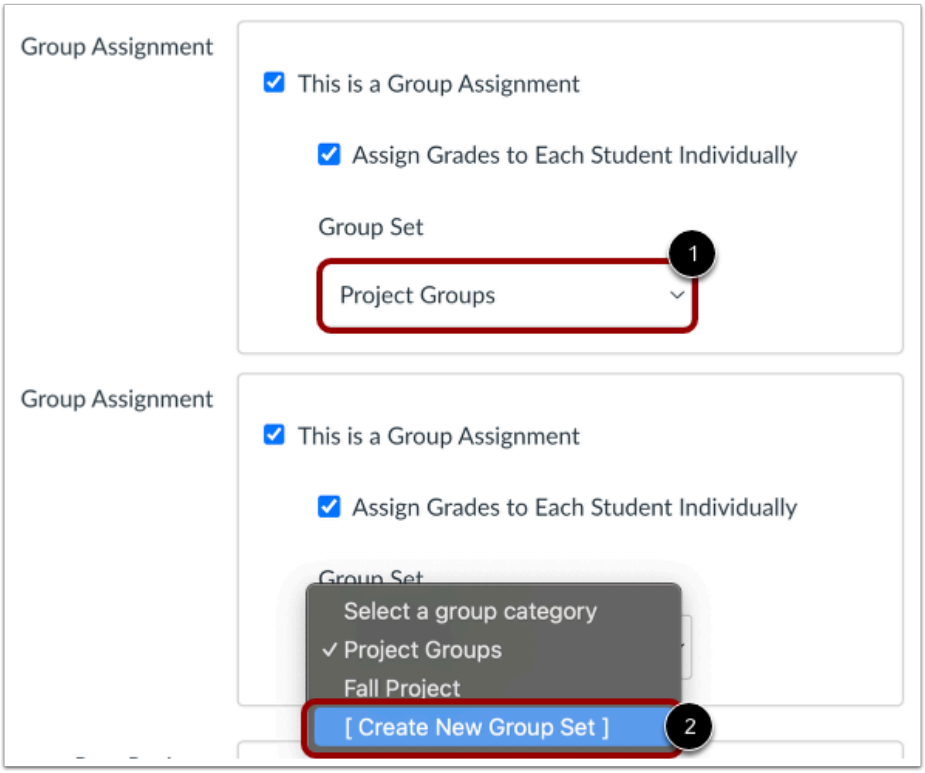
Assign Grades Individually



You can choose to assign grades to students individually by selecting the **Assign Grades to Each Student Individually** checkbox.

If this box is left unchecked, all the students in the group will receive the same grade.

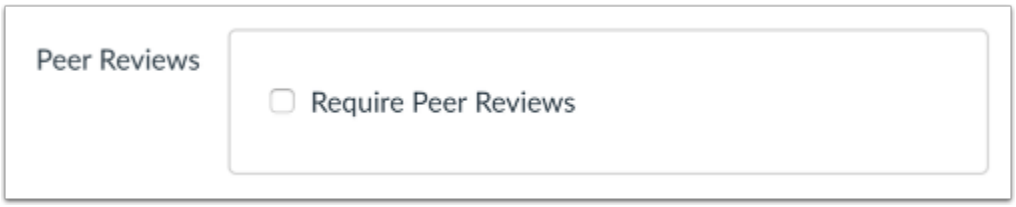
Select Group Set



To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group set, select the **Create New Group Set** option [2].

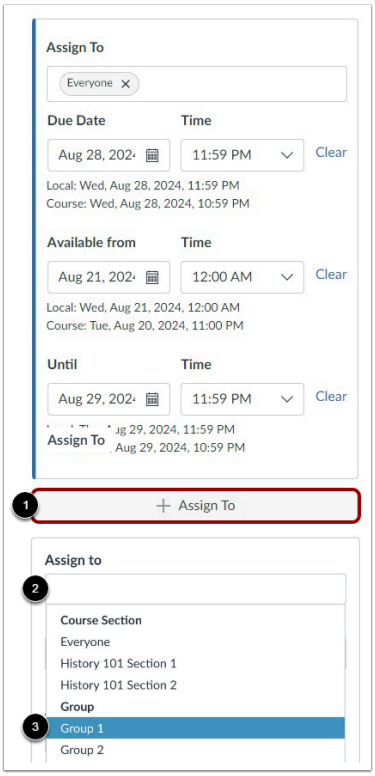
Note: Groups created by students cannot be used for Group Assignments and do not appear in the drop-down menu.

Require Peer Reviews



Peer reviews can be used with group assignments. If you want to assign peer reviews, click the **Require Peer Reviews** checkbox.

Assign Different Dates for Groups

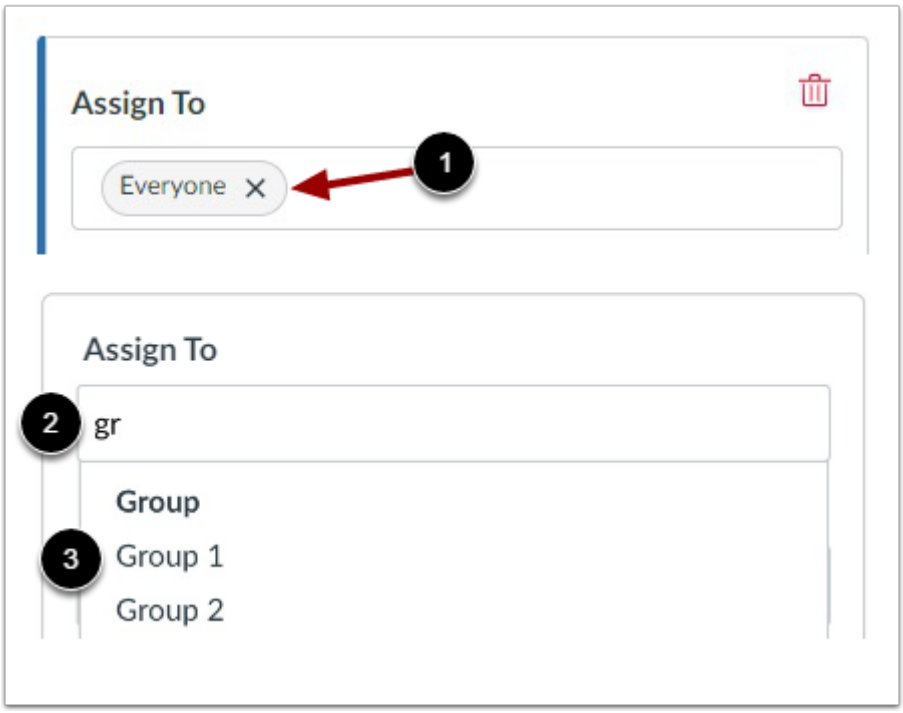


By default, the assignment is assigned to everyone in your course. To add different due and availability dates for specific groups or users in your course, click the **Add Assign To** button [1].

Then start to type part of the group name in the new **Assign To** field [2]. Click the group's name when it appears [3]. Lists are not scrollable.

You can include more than one group in the **Assign To** field as long as the groups are to be assigned the same due and availability dates.

Assign to Group Only

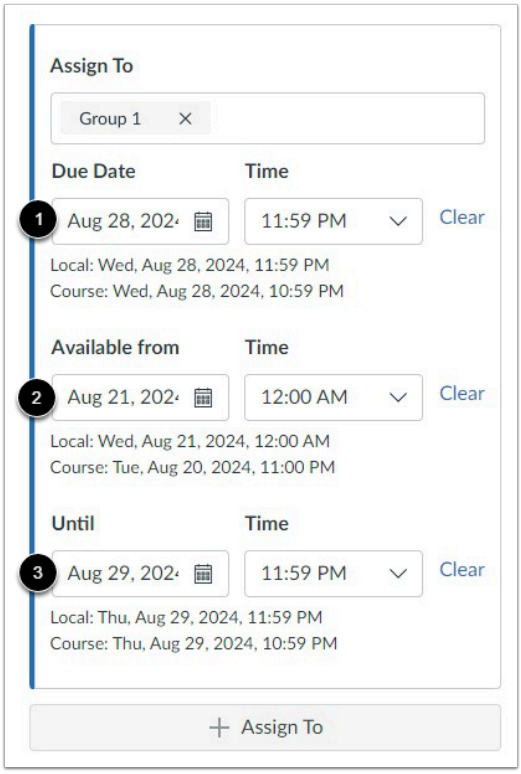


To create an assignment that is only for a specific group in the group set, click the **Remove** icon next to the Everyone label [1].

Start to type the name of a group in the **Assign To** field [2]. Click the group's name when it appears [3].

Note: Students can only view the assignment if they are a member of an assigned group, an assigned user, or if you assign to Everyone or to Everyone Else. Otherwise, the assignment does not appear in the student's Assignments page. You cannot grade students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

Edit Due and Availability Dates

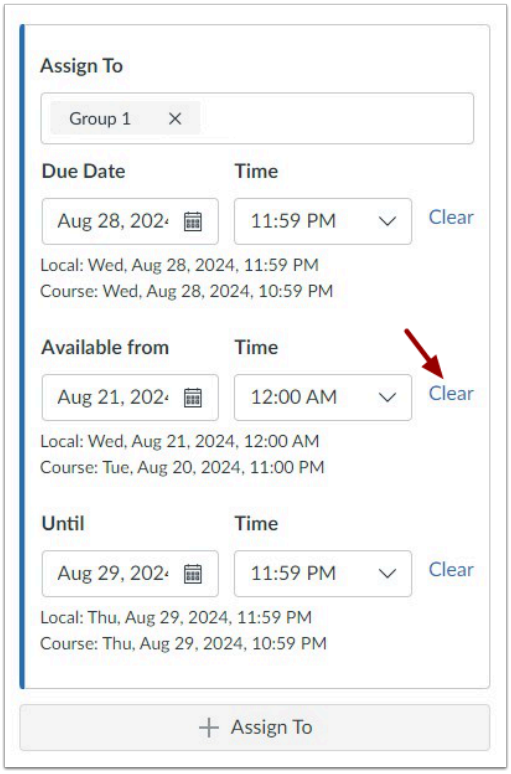


In the date fields, add your preferred date(s) with the following options:

- **Due Date** [1]: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available from** [2]: Set the date and time when the assignment will become available.
- **Until** [3]: Set the date and time when the assignment will no longer be available.

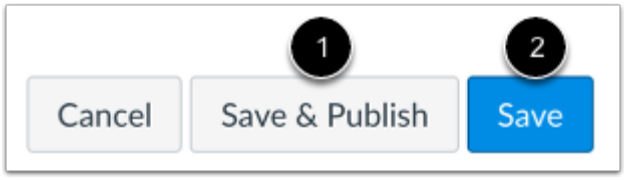
Note: Beneath the Due Date and Availability date fields, Canvas displays the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Remove Dates



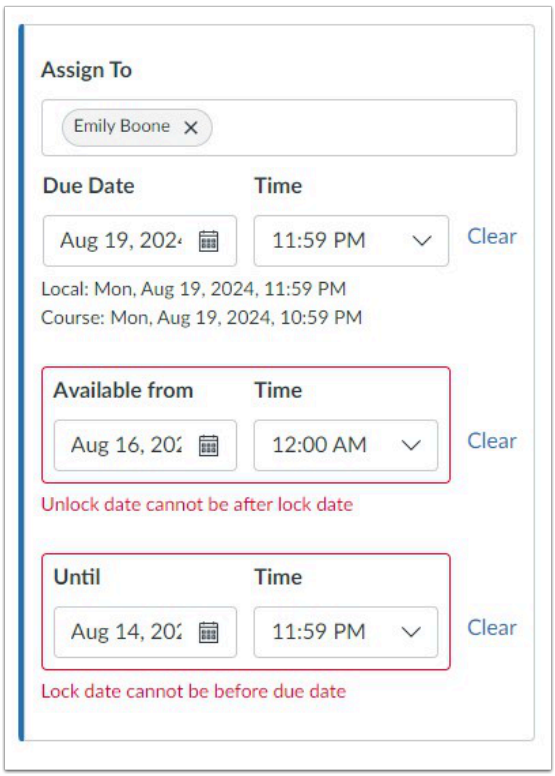
You can also delete additional dates by clicking the **Clear** link next to the appropriate date.

Save and Publish



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

View Date Error



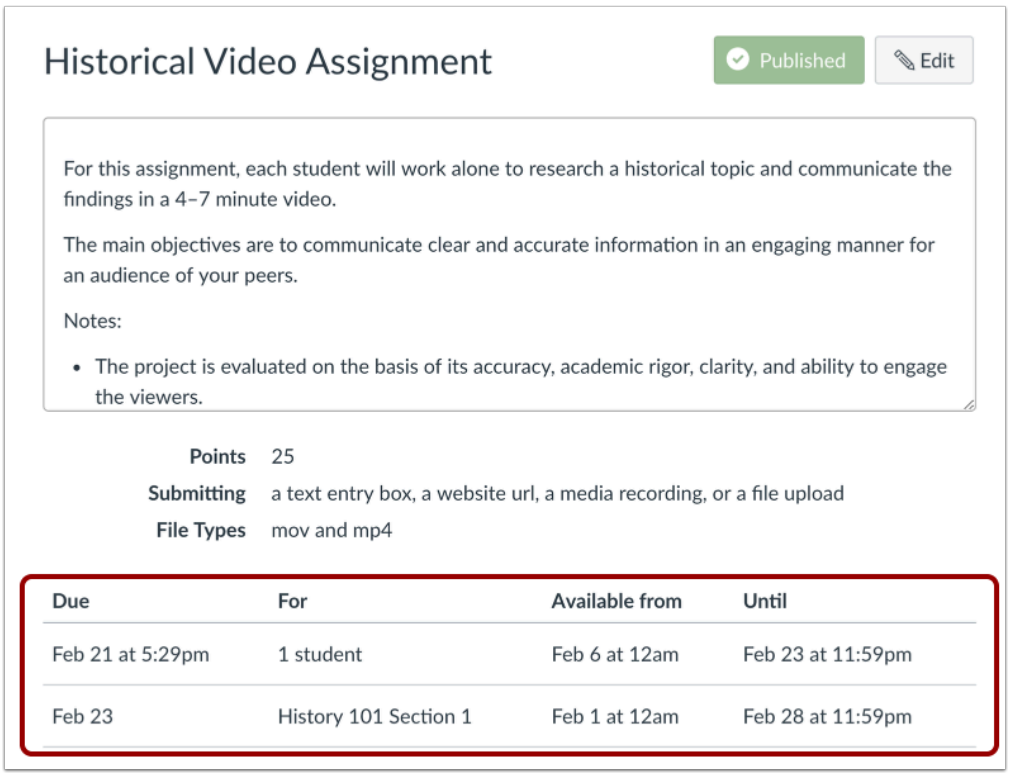
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

View Assignment Dates



View the dates and users assigned to the assignment.

View Assignments Page

On the Assignments Index Page, the assignment displays. If there are multiple users and dates assigned to the assignment, you can hover over the text to view date availability.

On their Assignments page, students can view their group assignments along with all other assignments.

Students can learn more about using groups as a student and submitting assignments on behalf of the group.

How do I view differentiated assignments with different due dates in a course?

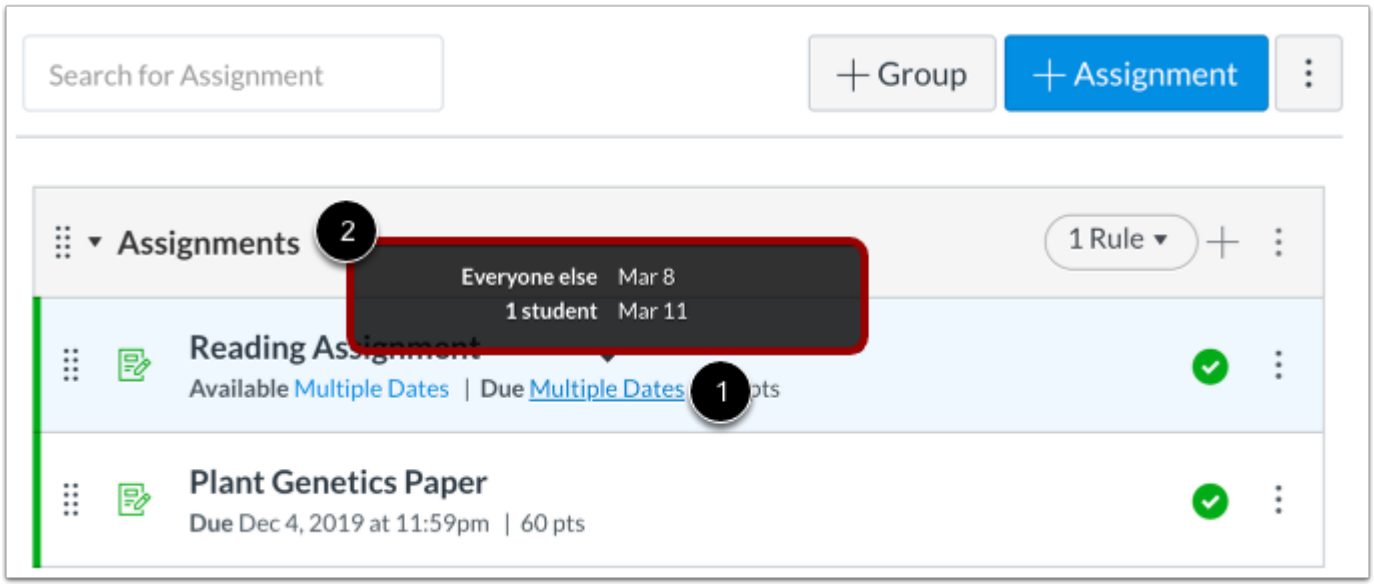
Differentiated Assignments is a Canvas feature that lets you create different due dates and availability dates for assignments, quizzes, and discussions. Assignments and graded discussions can be differentiated for individual students, sections, or groups; quizzes can only be differentiated for individual students or sections. You can designate if the assignment will be limited to those students, sections, or groups or if it will also be assigned to everyone else in the course. Differentiated assignments are also used in Mastery Paths.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment. Additionally, assignments that are not assigned to students—whether individually or as part of a section, group, or entire course—are not factored into overall grades. Differentiated assignments are also respected in Multiple Grading Periods.

Notes:

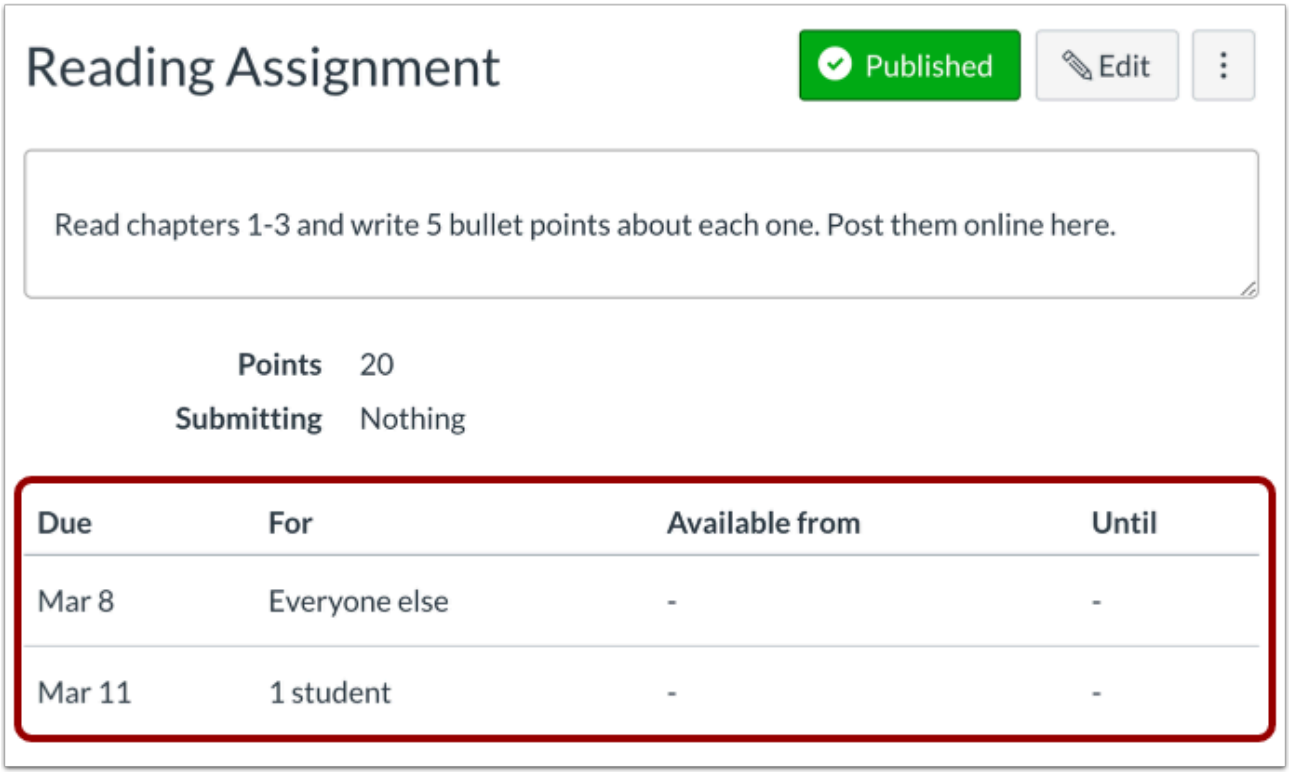
- On the student grades page, students can only view assignments that have been assigned to them.
- This lesson is an overview of placement throughout Canvas. Differentiated assignments do not affect your students since they will only see the assignment that have been assigned to them. However, when an assignment includes more than one section, group, or user, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader.

View Assignments



Assignments that contain multiple users and availability dates will read **Multiple Dates** on the Assignments Index Page [1]. You can hover over multiple due date links and view each individual due date [2].

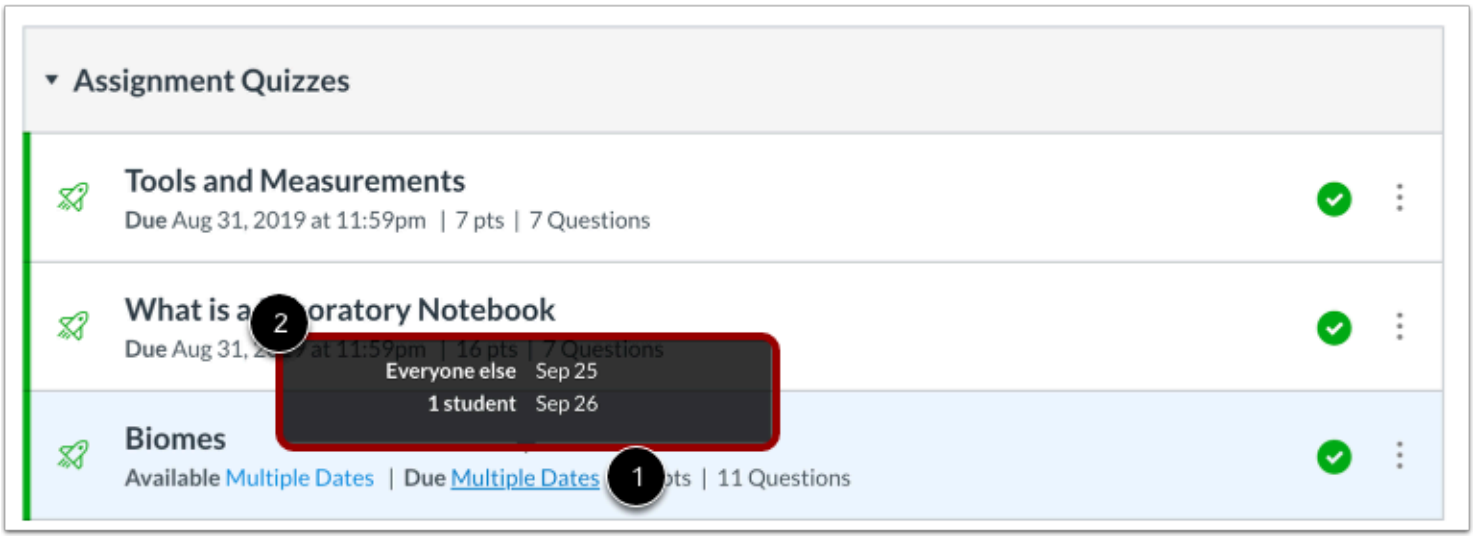
View Assignment Dates



When you click the name of an assignment, the assignment details will also display the users and dates for the assignment.

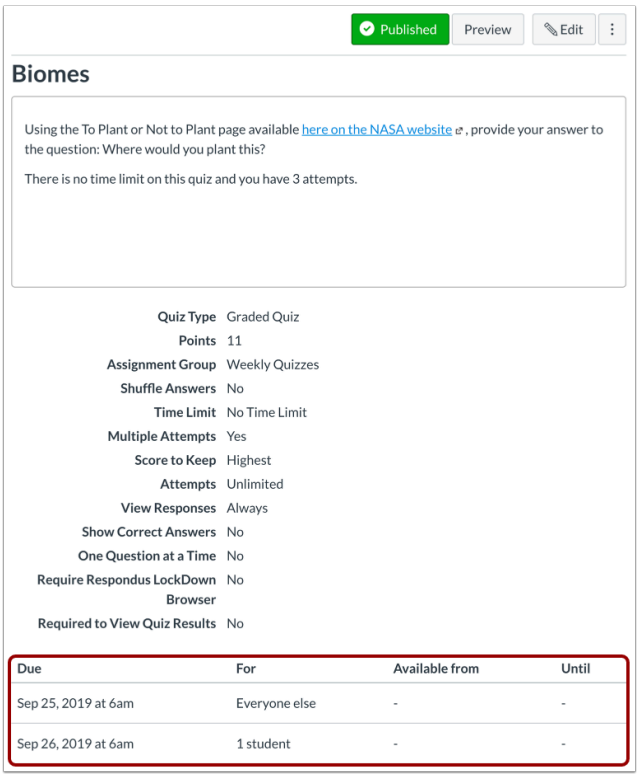
You can create an assignment for individual students, course sections, or course groups.

View Quizzes



Quizzes that contain multiple users and availability dates will read **Multiple Dates** on the Quizzes Index Page [1]. You can hover over multiple due date links and view each individual due date [2].

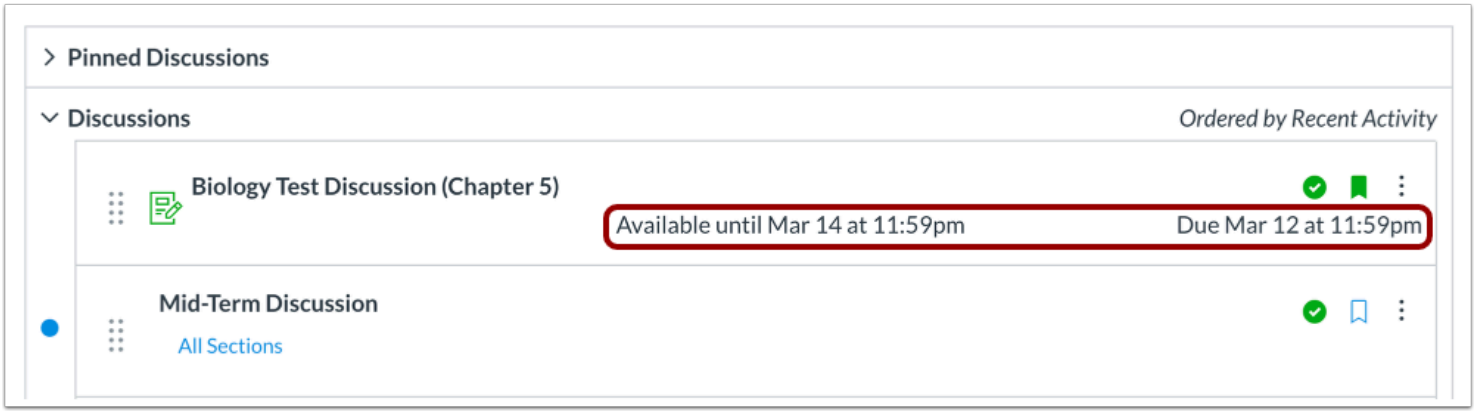
View Quiz Dates



When you click the name of a quiz, the quiz details will also display the number of individual users and dates for the quiz.

You can create a quiz for individual students or course sections.

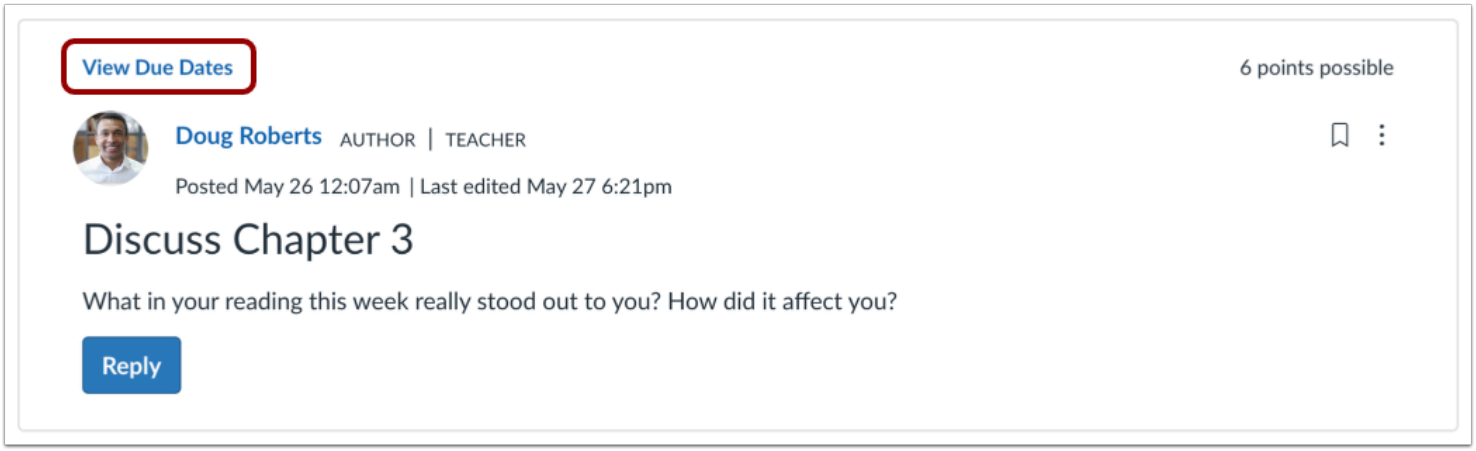
View Discussions



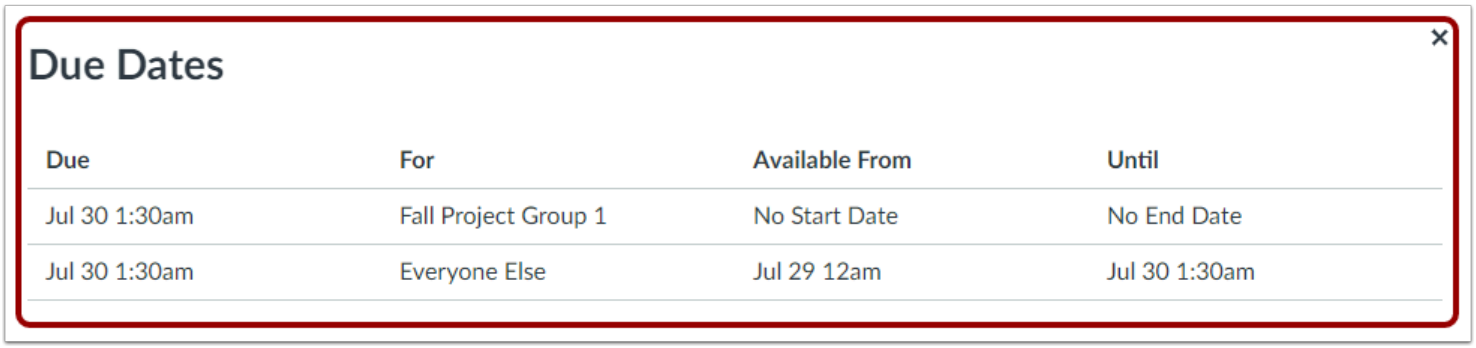
Graded Discussions that contain multiple users and availability dates will not show Multiple Due Dates on the Discussions Index Page. However, they will show as part of the Assignments Index Page. The Discussions Index Page shows the latest due date and the earliest date the discussion is available or the latest before the discussion closes.

Note: Due dates do not apply to non-graded discussions.

View Discussion Dates



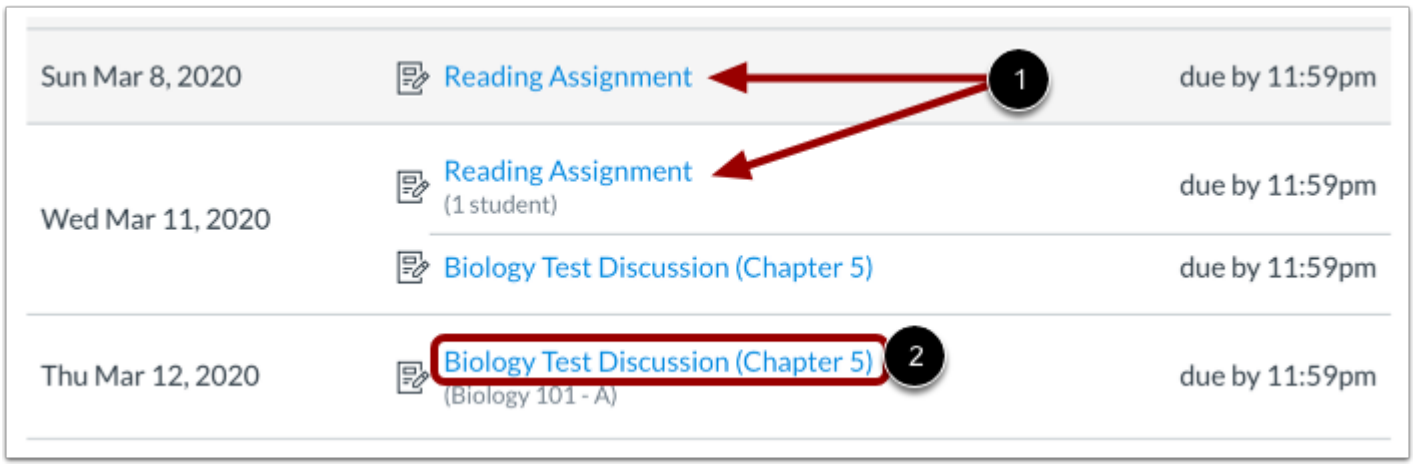
When you click the name of a Graded Discussion, the discussion details will also display the users and dates for the discussion. Click the **View Due Dates** link.



The Due Dates window shows the users and dates for the assignment.

You can create a graded discussion for individual students, course sections, or course groups.

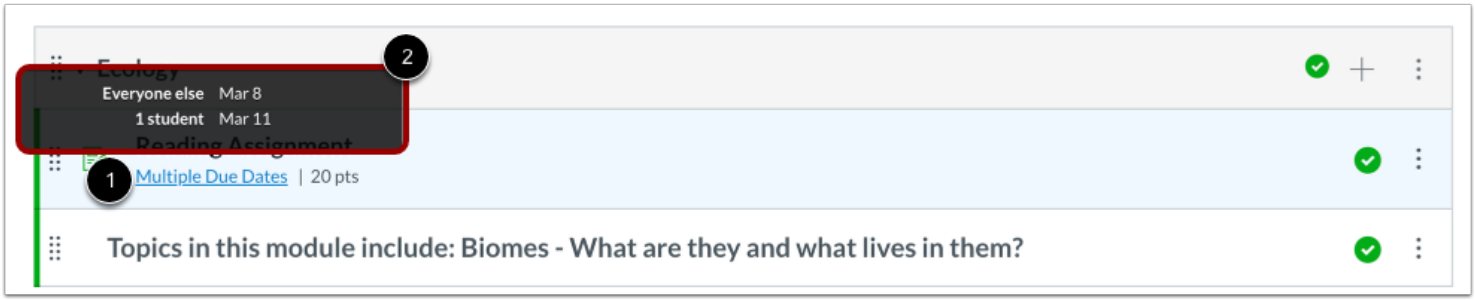
View Syllabus



The Syllabus lists all Assignments according to due date, which causes assignments with multiple sections and due dates to appear more than once [1].

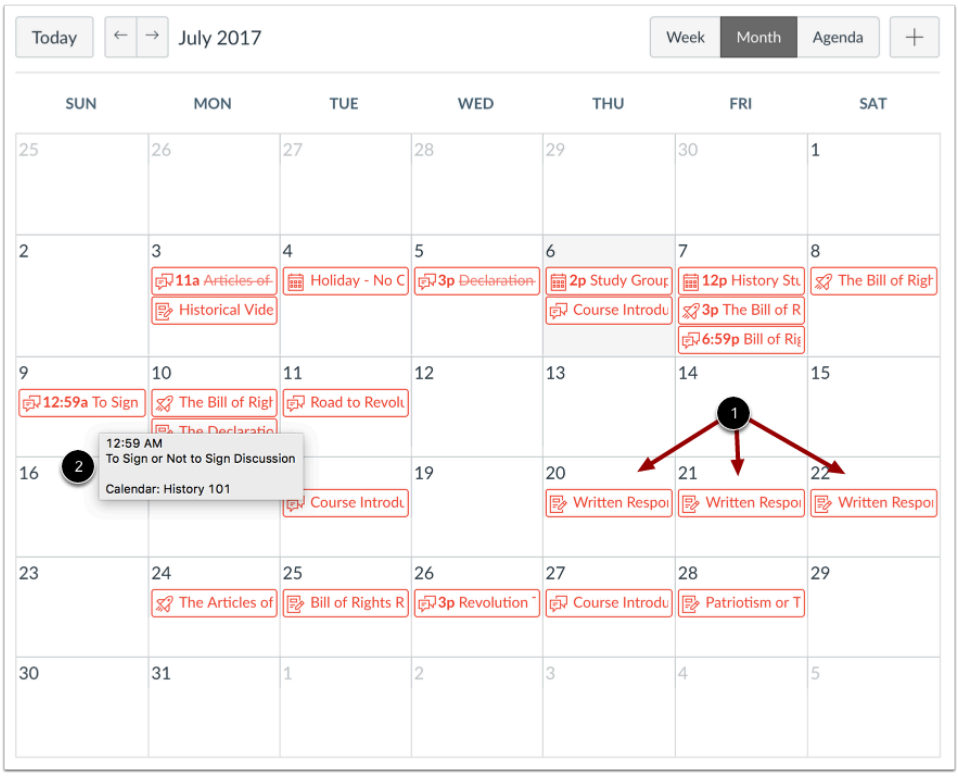
Assignments that are for everyone in the course will not have a user, section, or group associated beneath the assignment title [2], meaning it is due on the same date for all students and only appears once in the Syllabus.

View Modules



Module contents with multiple dates will only be listed once within the Module. **Multiple Due Dates** will appear next to the affected Module items [1]. You can hover over multiple due date links and view each due date [2].

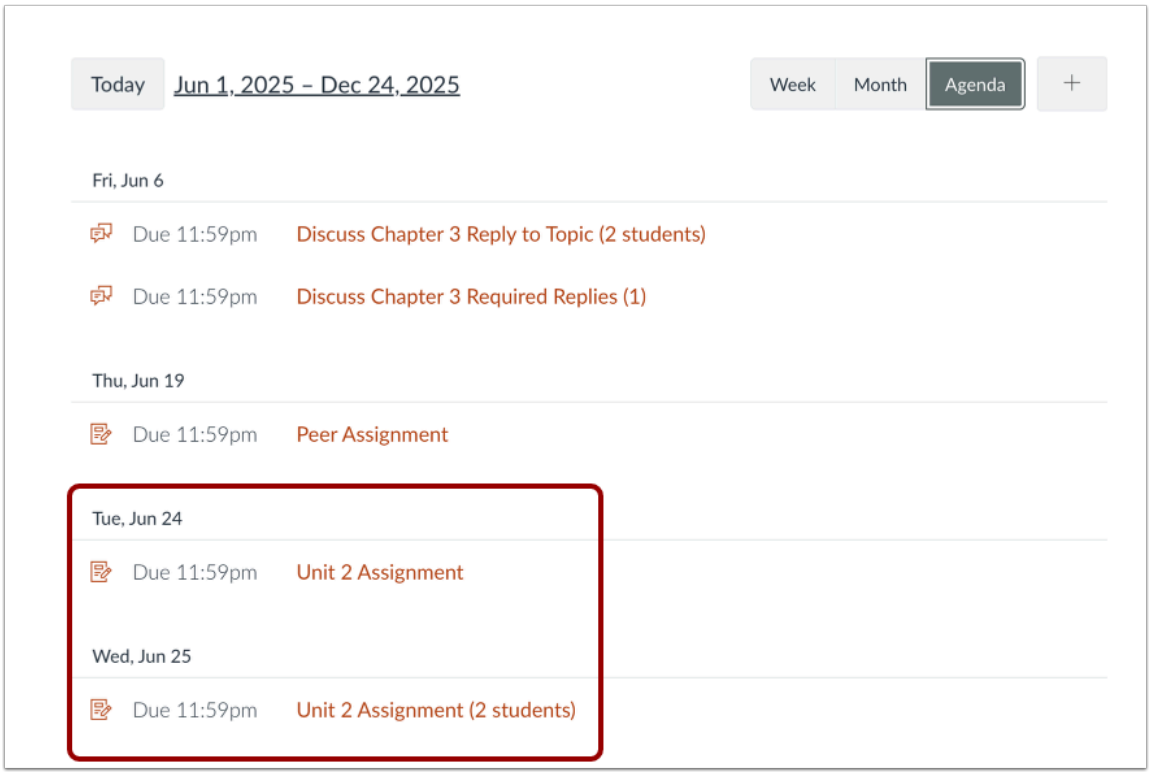
View Calendar



The Calendar displays all Assignments according to due date, which causes assignments, discussions, and quizzes with multiple sections and due dates to appear more than once in the Month view [1].

Assignments that are for everyone in the course will not have a user, section, or group associated when hovering over the assignment title [2], meaning it is due on the same date for all students and only appears on the Calendar due date.

Open Agenda View

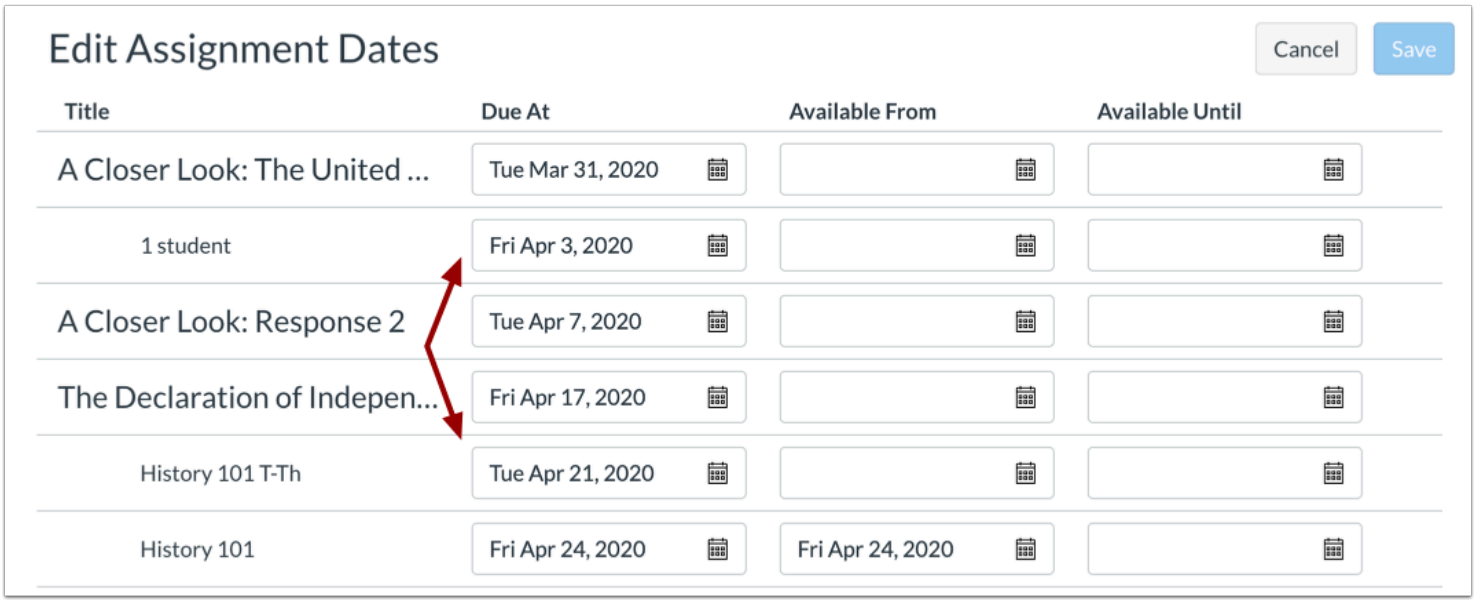


Multiple Due Dates can also be viewed easily in the Agenda view, which displays dates like the Syllabus.

View SpeedGrader

SpeedGrader displays the assignment as having Multiple Due Dates. View each due date by opening the assignment.

View Edit Assignment Dates Page



When you use the Edit Assignment Dates page to update multiple assignment due and availability dates at one time, you can view and modify differentiated due dates for students, sections, and groups.

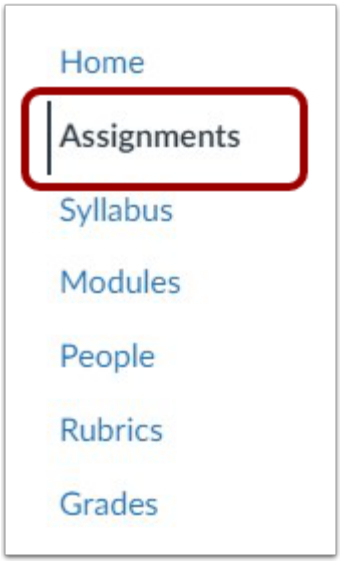
How do I add a grading scheme to an assignment?

You can add a grading scheme to customize assignment grading. You can use grading schemes created by your institution, grading schemes you already created or you can create a new grading scheme.

Notes:

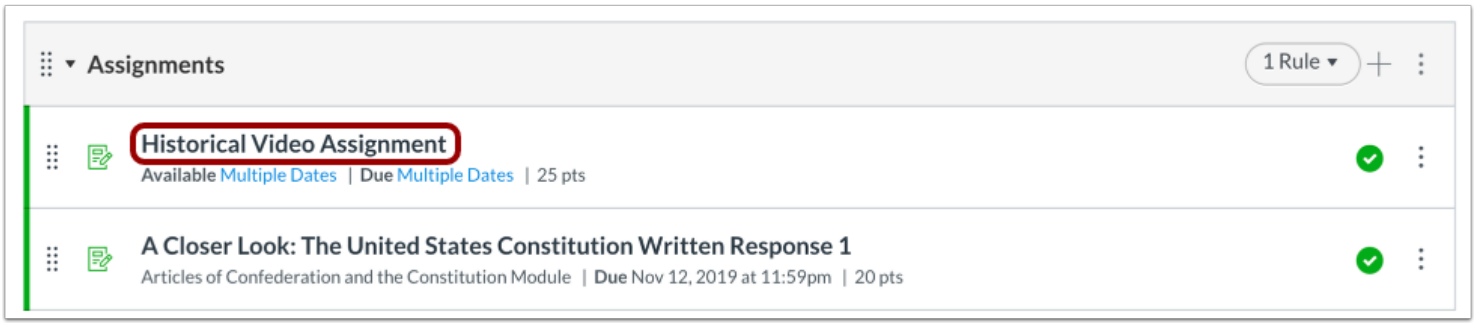
- When an assignment is part of selected content in a course export, the grading scheme for the assignment will also be imported.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Open Assignments



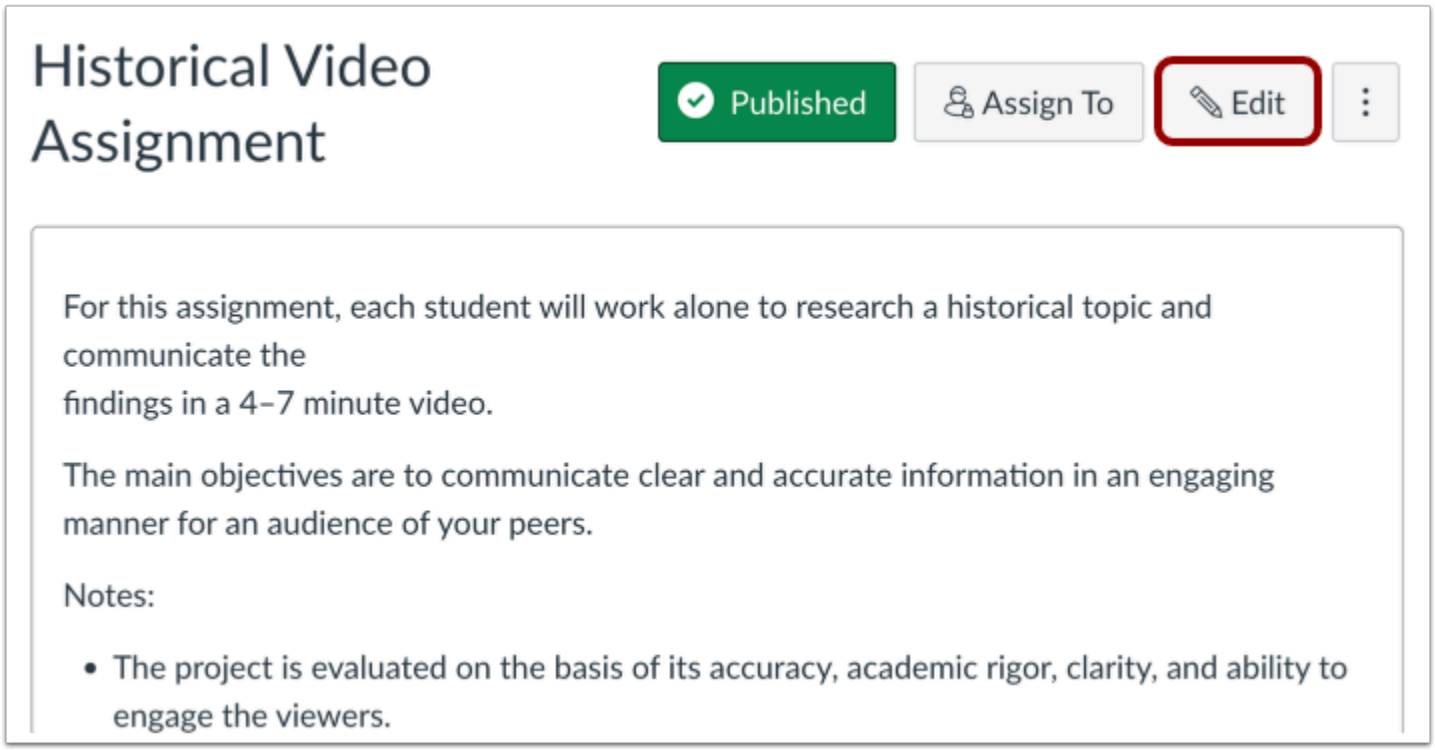
In Course Navigation, click the **Assignments** link.

Open Assignment



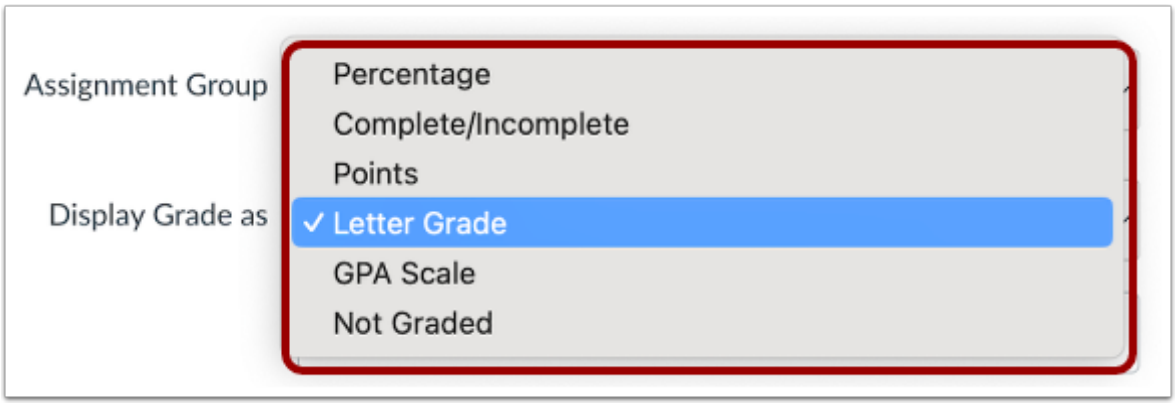
Click the title of the assignment you want to edit.

Edit Assignment



Click the **Edit** button.

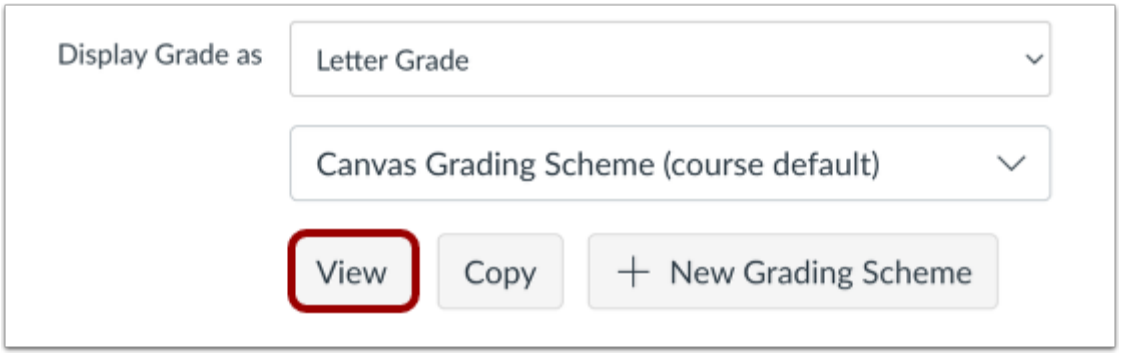
Edit Grading Type



Click the **Display Grade** as drop-down menu and select the **Letter Grade** option or the **GPA Scale** option.

Note: You may only use a unique grading scheme by choosing Letter Grades or GPA Scale as the Display Grade option.

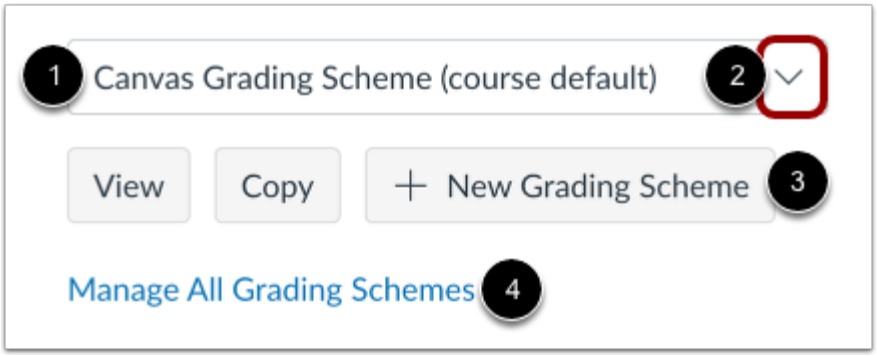
View Grading Scheme



To view the current grading scheme, click the **View** button.

Click to copy

Search Grading Schemes

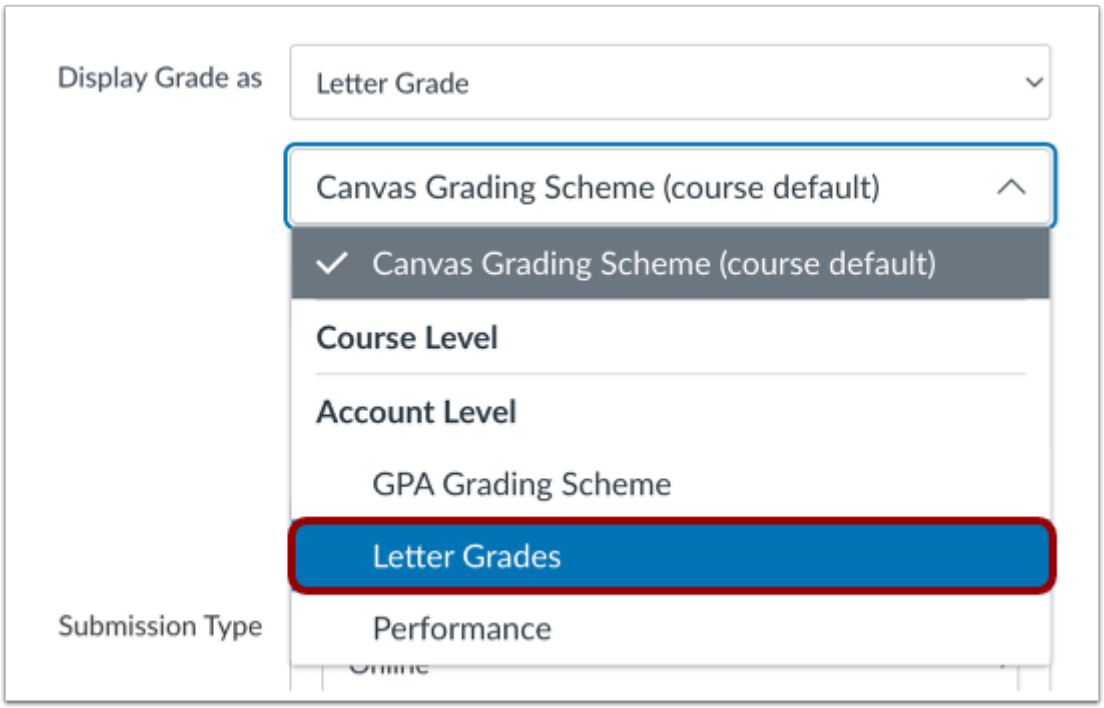


Canvas displays the current grading scheme enabled for the assignment [1]. If you want to select another grading scheme, click the **Grading Scheme** drop-down menu [2].

You can also create a new grading scheme [3] or manage your own grading schemes [4].

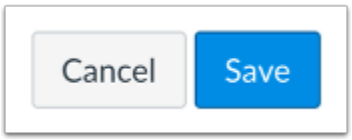
Note: Assignments use the course default grading scheme unless you select another one. Learn how to enable a course default grading scheme.

Choose Grading Scheme



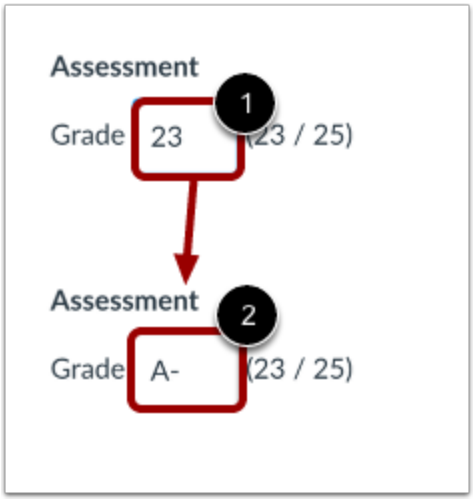
To select a grading standard, click the title of the grading scheme.

Save Assignment



Click the **Save** button.

Grade Assignment



In SpeedGrader, enter the point value for the assignment [1]. The point value will change to the name indicated in the grading scheme percentile range [2]. In this example, the point value (23 out of 25) is 92% and is expressed as an A-.

Note: For assignments where a teacher selects a grade, we use the upper value for the grading scheme. For example, if a grading scheme specifies that a grade of B is 85-89%, we will use 88% as the actual grade in the database.

Can a student resubmit Canvas assignments?

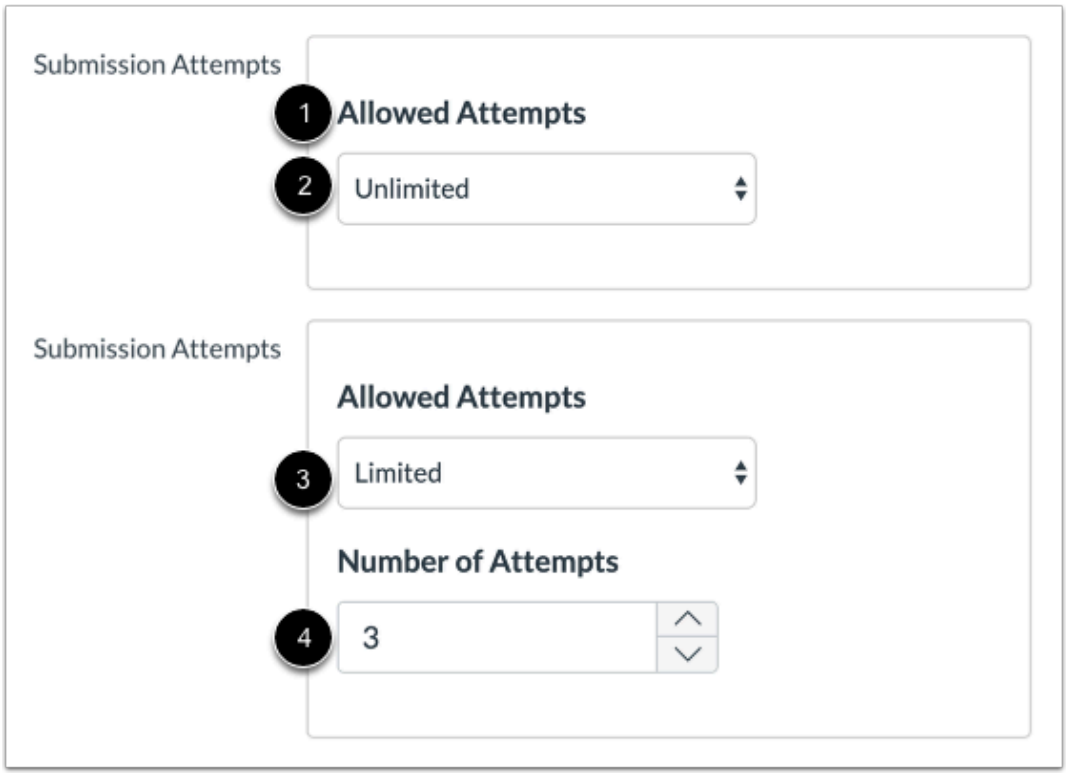
Depending on your assignment settings, students may have unlimited or limited assignment submission attempts. As an instructor, you can decide how to handle assignment resubmissions.

You do have the option to set availability dates for each assignment. Availability dates can restrict the dates that an assignment can be submitted.

All assignment submissions can be viewed in SpeedGrader. Students will not be able to view their previous submissions after resubmitting unless you reupload the assignments to Canvas.

Note: The option to resubmit an assignment may not be available for external tool assignments.

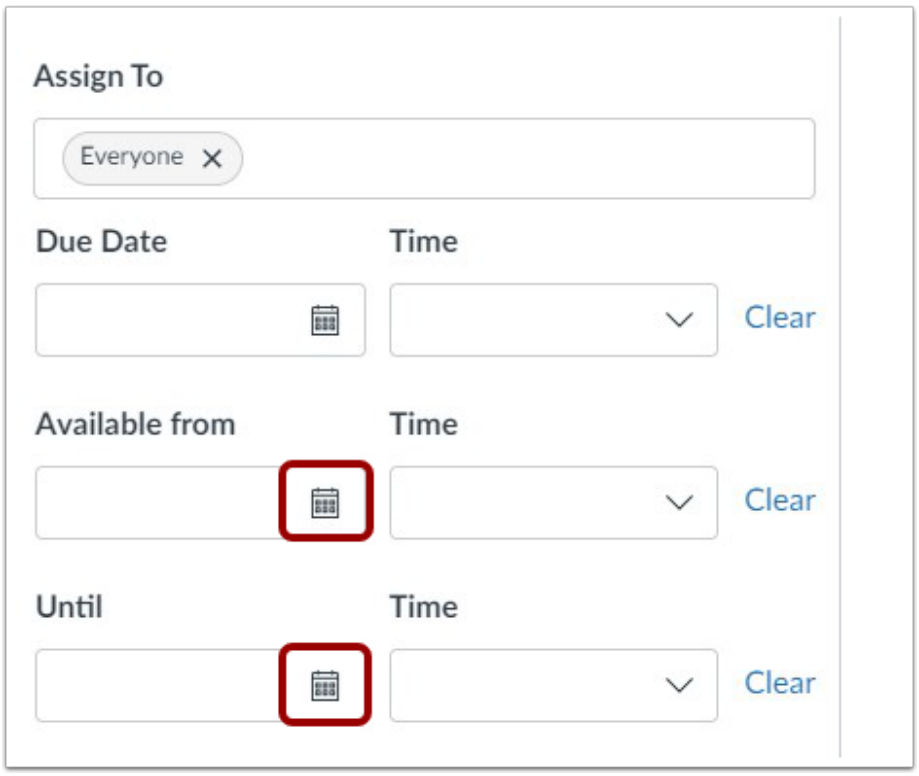
Select Submission Attempts



You can select the number of submission attempts allowed for all students. In the **Allowed Attempts** drop-down menu [1], you can select if students receive unlimited submissions [2] or limited submissions [3].

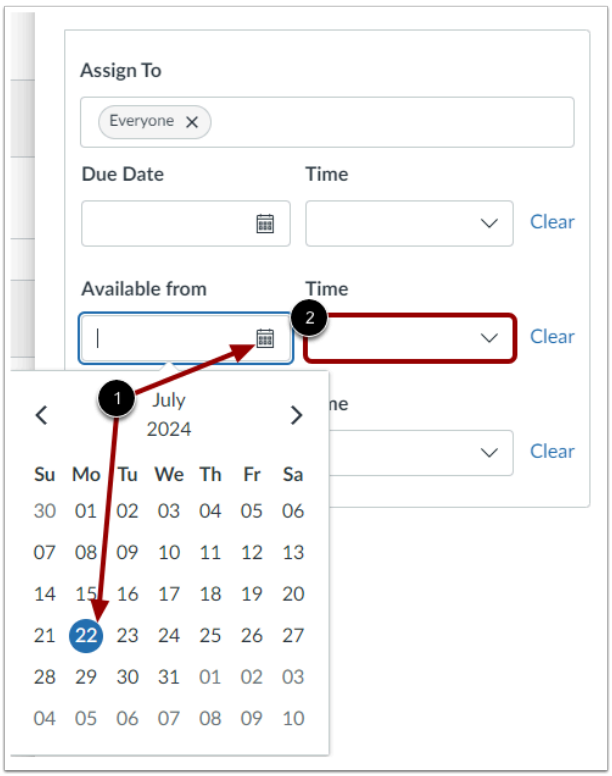
If you select the Limited attempts, you can select the **Number of Attempts** allowed [4].

Set Assignment Availability Dates



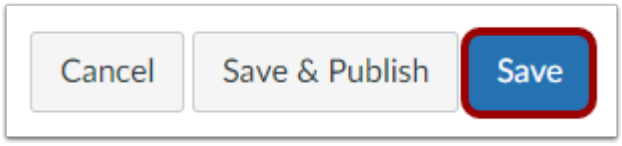
If you want to keep students from resubmitting assignments after a certain date, you can change the Assignment availability dates. Next to the date you want to change, click the **Calendar** icon.

Set Availability Date and Time



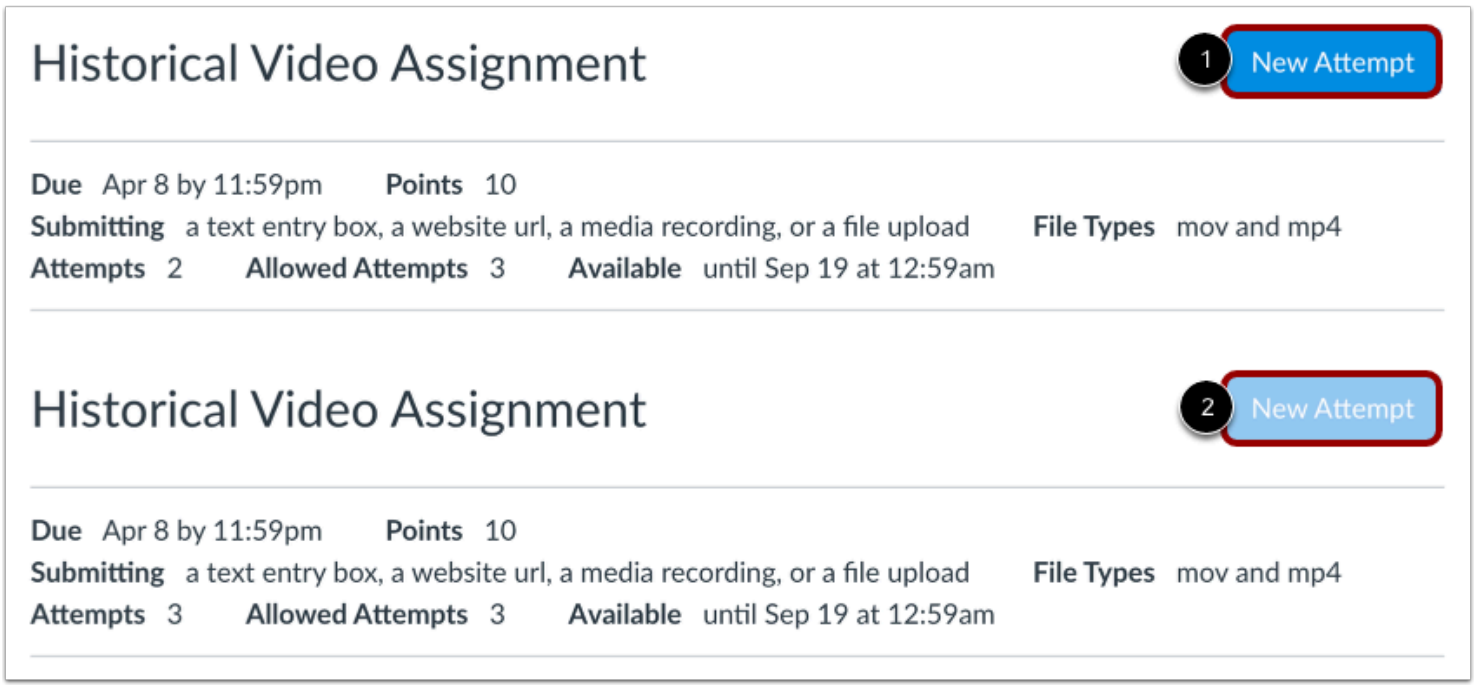
Set the assignment availability date and time by selecting a date [1] and time [2].

Save Assignment



Click the **Save** button.

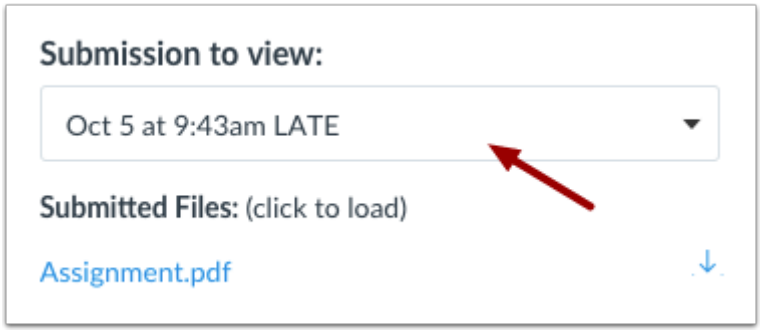
Student View of Assignment Resubmission



If a student can resubmit an assignment, the **New Attempt** button displays in the assignment page [1].

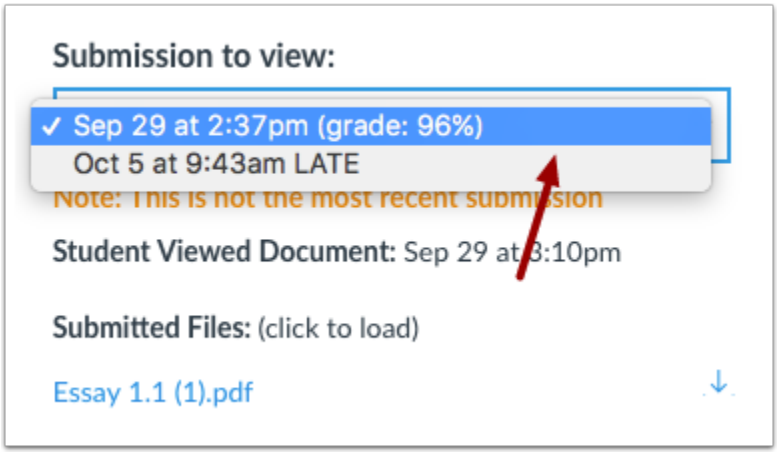
If a student has used all their submission attempts, the New Attempt button will display as disabled [2].

View Assignments in SpeedGrader



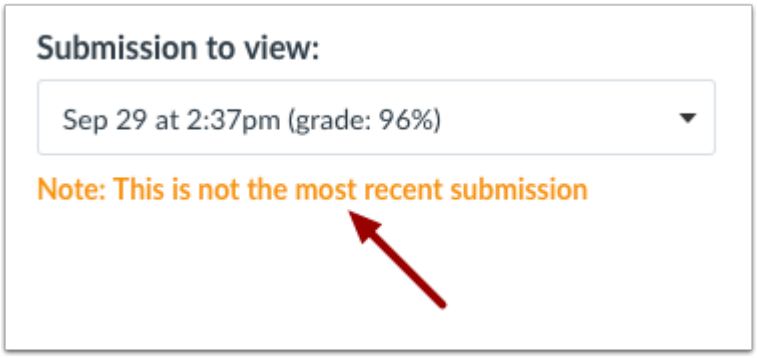
Open the student's Assignment in SpeedGrader. When a student has submitted multiple submissions, you can view them by clicking the **Submission to view** drop-down menu.

Select Submission



Select the submission you'd like to view.

View Older Submissions



If you view an older submission, Canvas will warn you that the submission you are viewing is not the most recent version.

Regrade Assignments

If you have already graded an assignment that a student has resubmitted, you have the option of using the same grade for the resubmission without doing any additional work. To apply the same grade to the new assignment, click the **Use this same grade for the resubmission** link.

How do I download all student submissions for an assignment?

If you want to download all student submissions for an assignment, you can download them as a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the Gradebook.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions. Bulk downloads cannot be used for media recording submissions and will not include any media files embedded in text entry submissions.

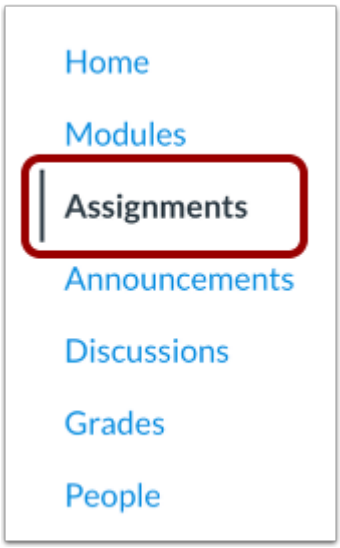
In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

Notes:

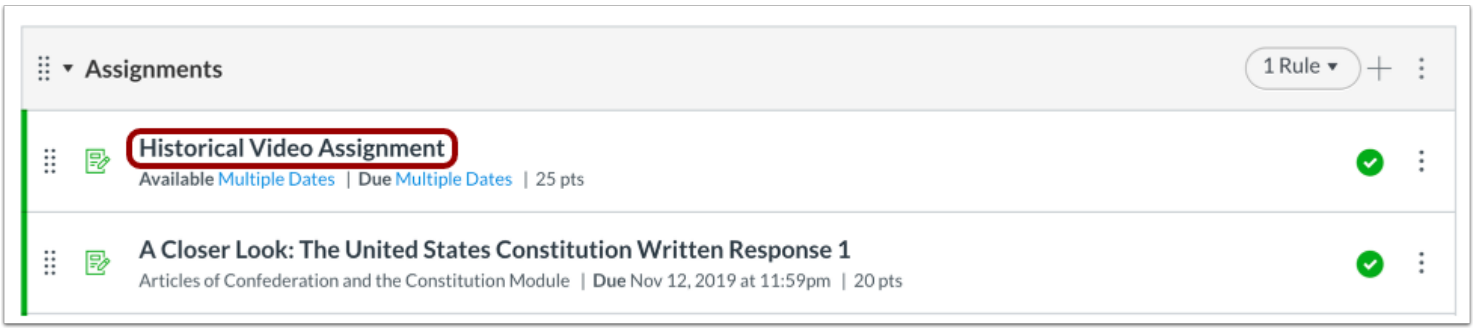
- Large files may be compressed when downloaded.
- After downloading student files, you can re-upload all student submissions. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.
- Students with concluded enrollments are not included in the submissions download.

Open Assignments



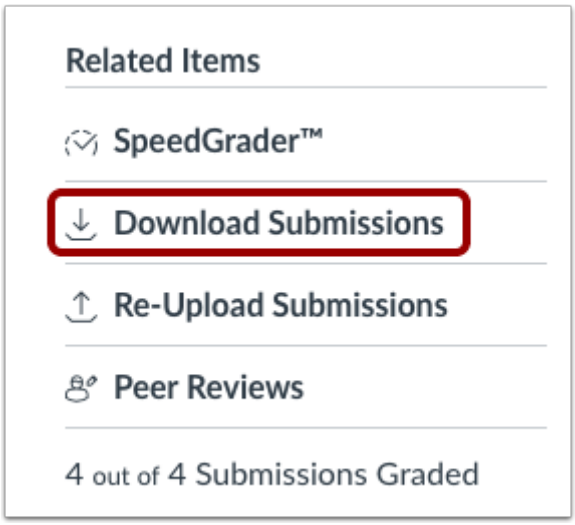
In Course Navigation, click the **Assignments** link.

View Assignment



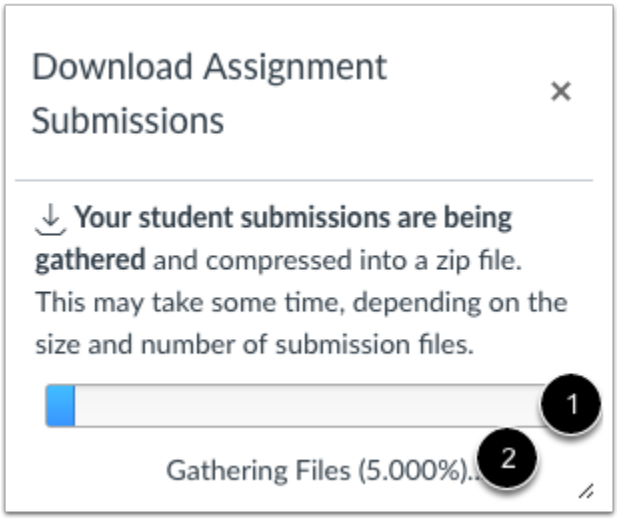
Click the name of the assignment you want to view.

Download Submissions



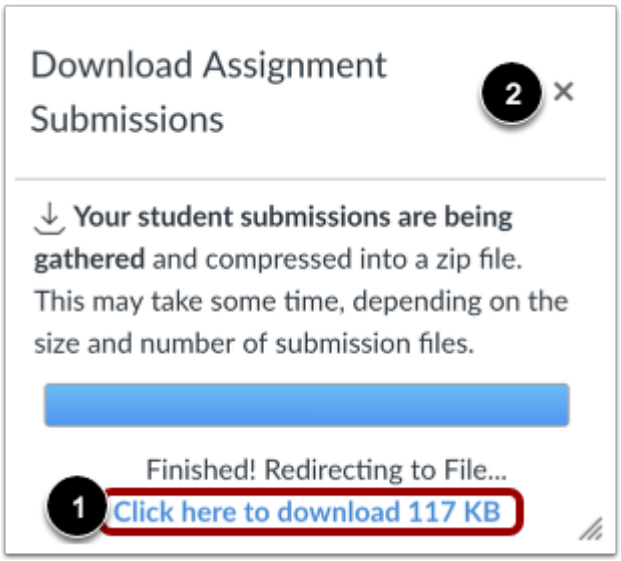
Click the **Download Submissions** link.

View Progress



Canvas will generate the assignment submissions together and download them to your computer as a .zip file. You can view the status of the download in the progress bar [1] and also by download percentage [2].

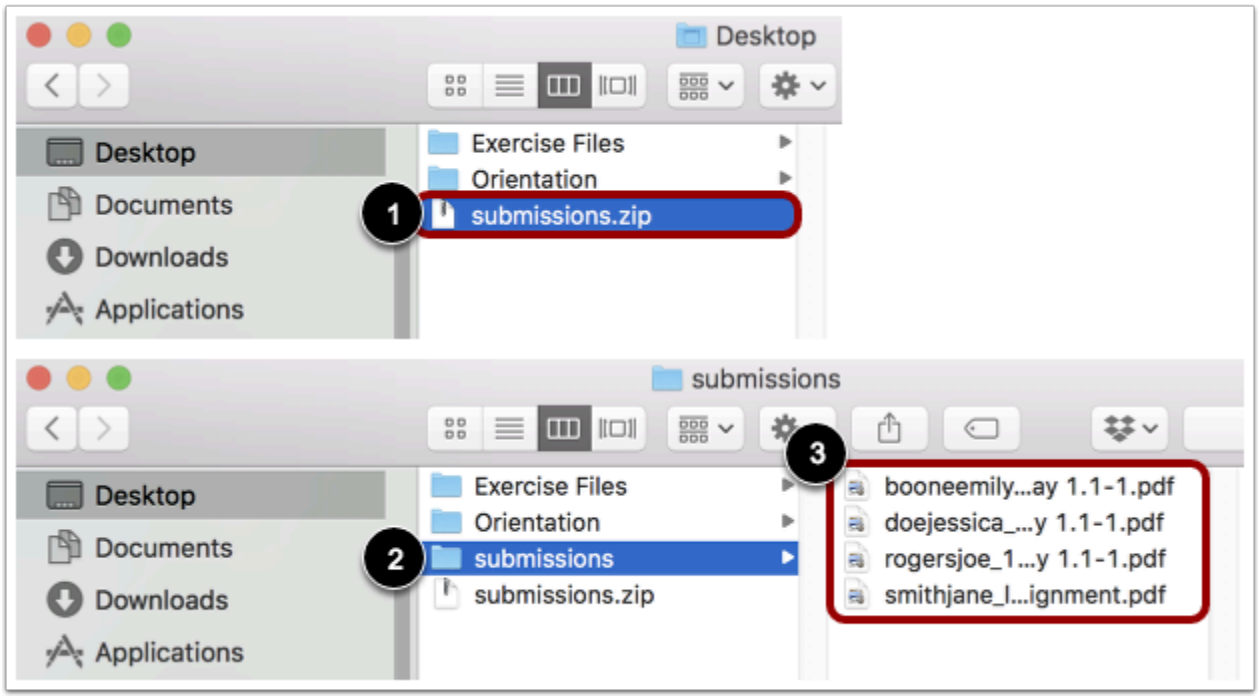
Download File



When the file is finished processing, download the file by clicking the **Click here to download** link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window, click the **close** icon [2].

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].

How do I upload all student submissions for an assignment?

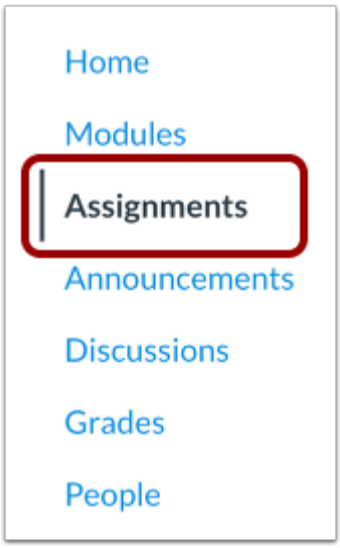
When you download all student submissions for an assignment, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a .zip file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Assignments

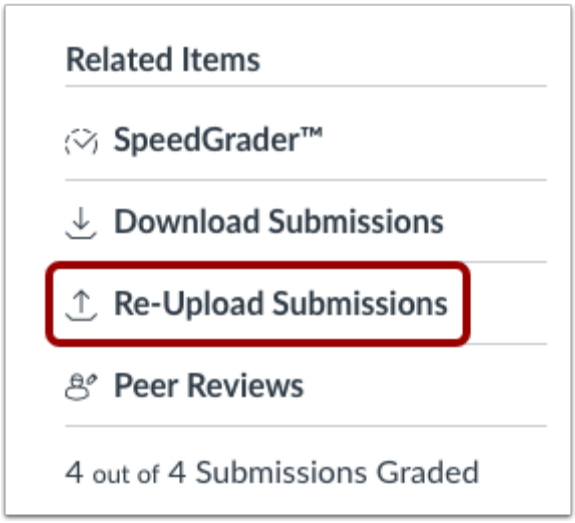


In Course Navigation, click the **Assignments** link.

Open Assignment

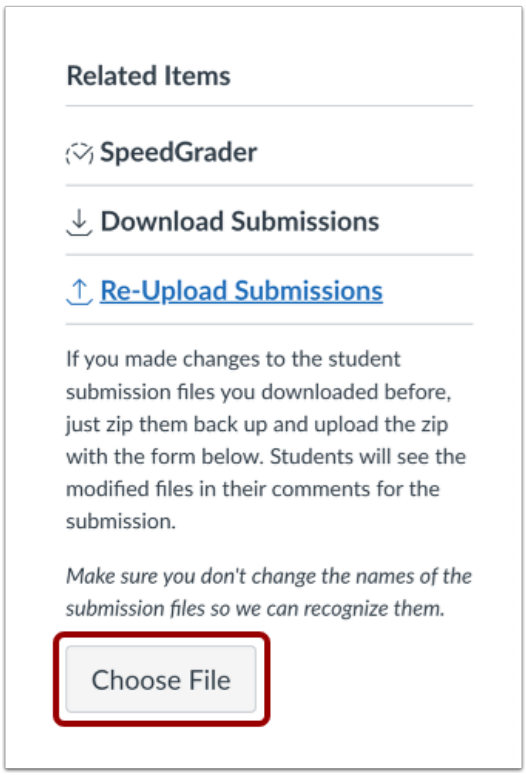
Click the name of the assignment.

Re-Upload Submissions



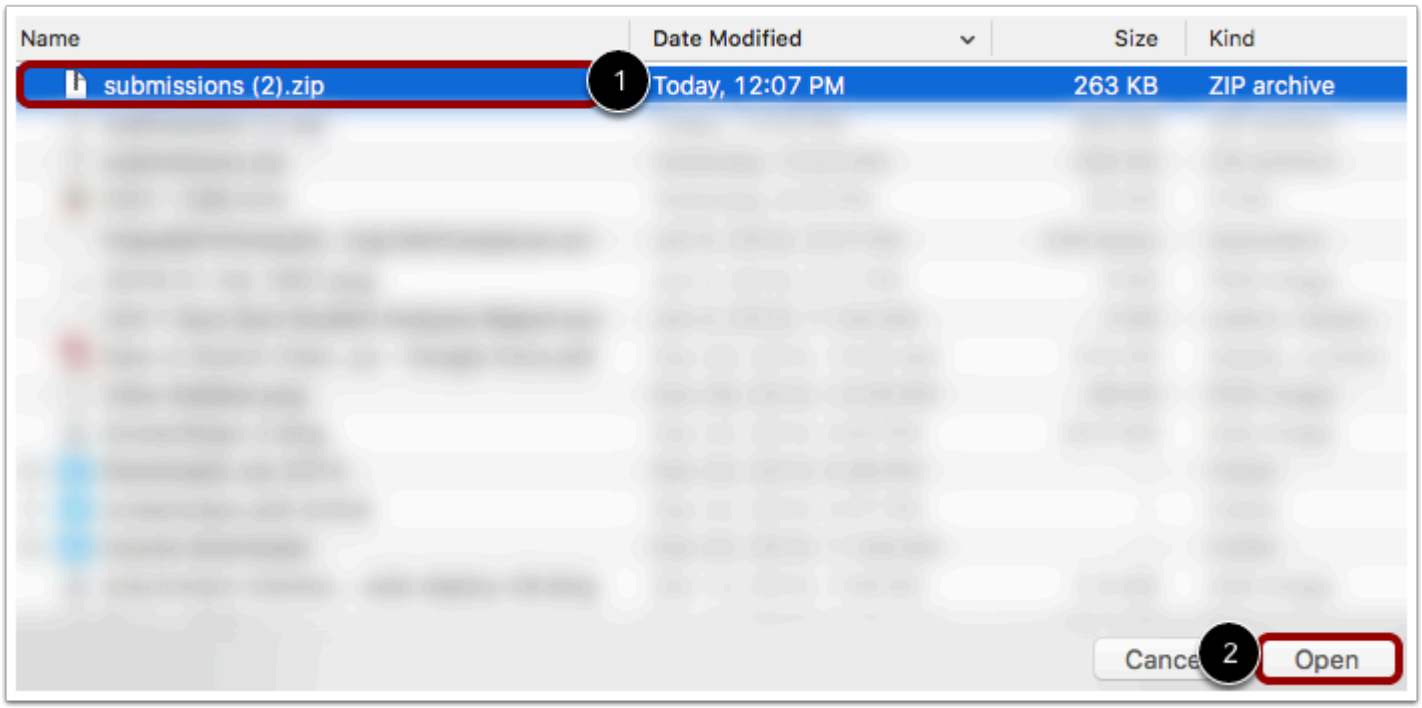
Click the **Re-Upload Submissions** link.

Choose File



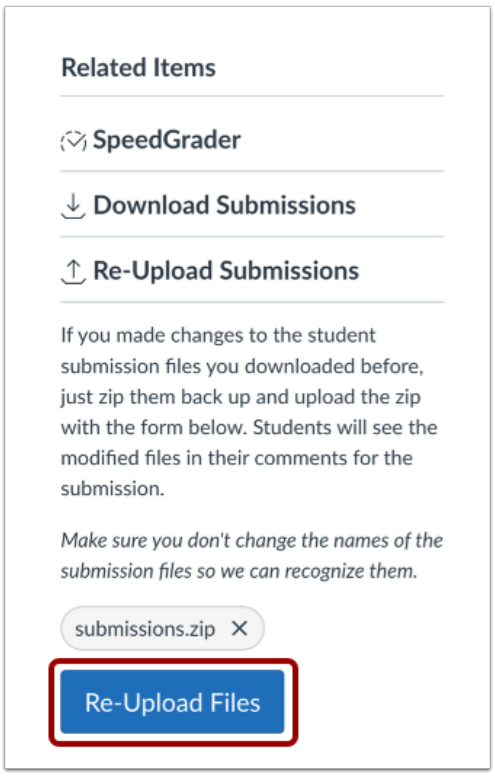
Click the **Choose File** button.

Open File



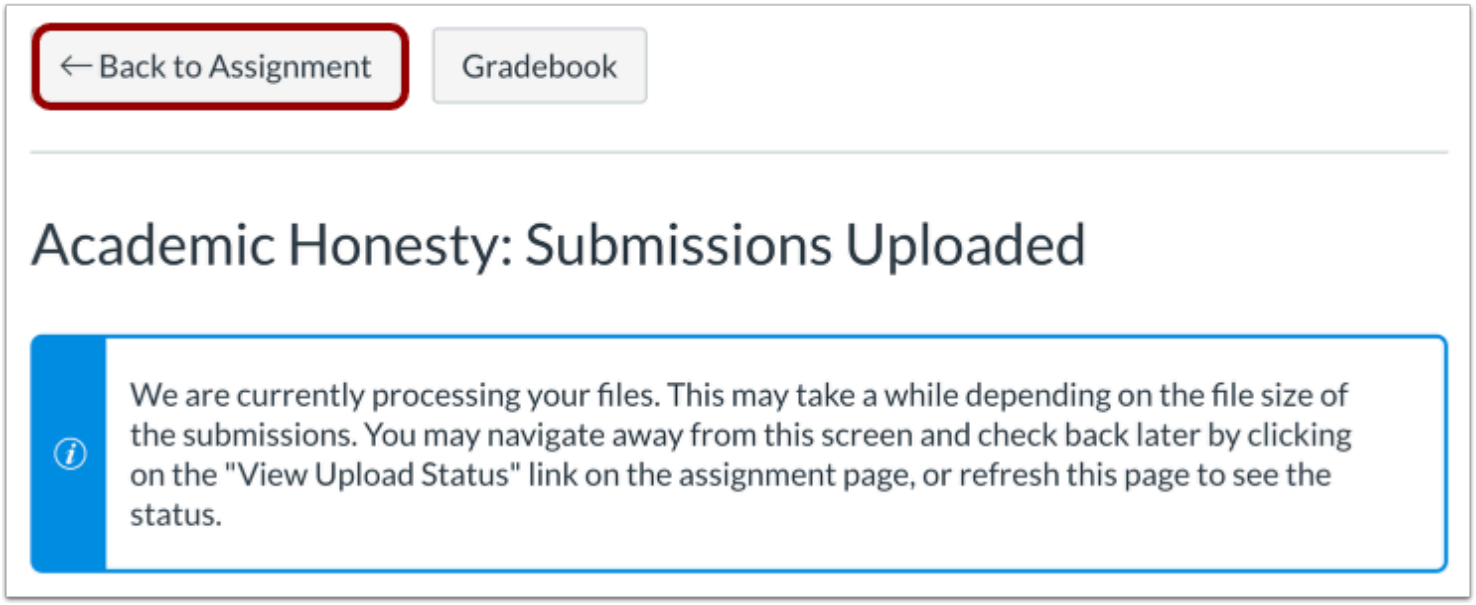
Click the file name to choose the file [1]. Then click the **Open** button [2].

Upload Files



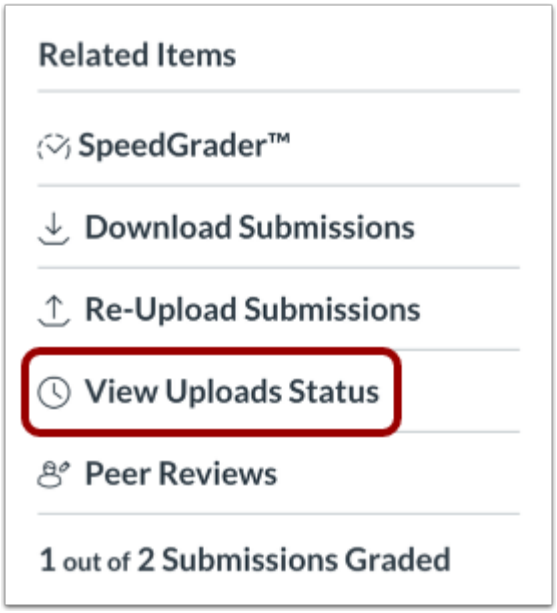
Click the **Re-Upload Files** button.

View Upload Status



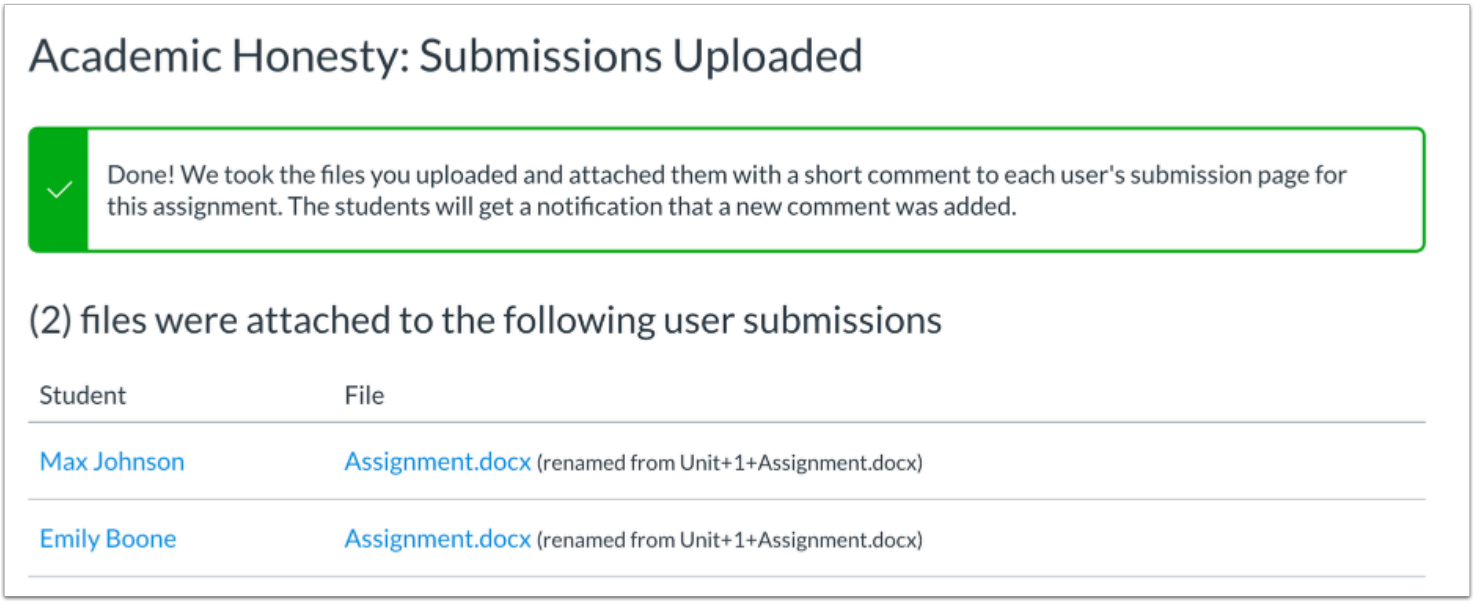
Canvas displays a submission status page while your files are uploading and processing. You can leave this page at any time while the files continue to upload. To go back to the assignment details page, click the **Back to Assignment** button.

Open Upload Status Page



To view the upload status of your submission files, click the **View Upload Status** link.

View Uploaded Submissions



Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

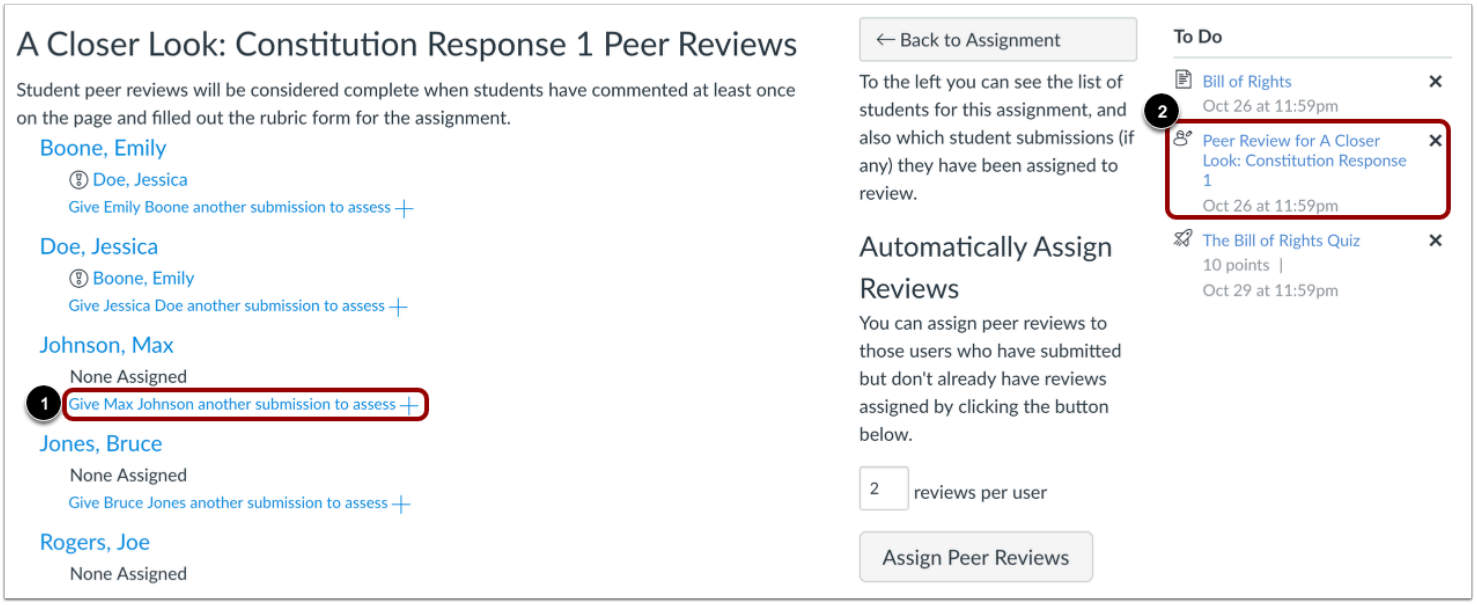
Note: Depending on your computer's operating system, your upload may include hidden files with a ._ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

How do I use peer review assignments in a course?

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

Note: Students can only view peer review assignments after they have submitted work to the assignment.

View Peer Review Assignments

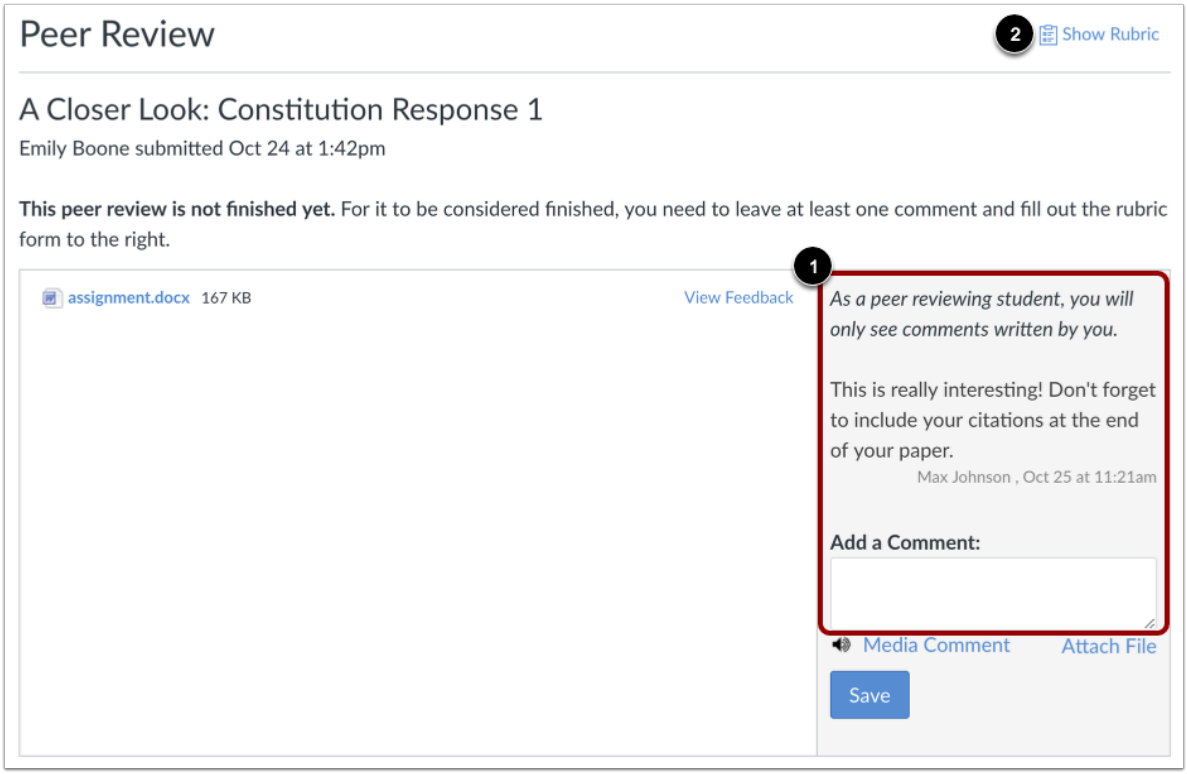


When you or a TA create a peer review assignment, you can assign peer reviews manually or you can have Canvas assign them automatically [1]. Group assignments can also be assigned peer reviews.

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification.

If the assignment is not an On Paper or No Submission assignment type, students can also view the peer review information in the sidebar of the assignment details page.

View Peer Review Comments



To complete a peer review, students must review the assignment and leave a comment on the submission details page [1].

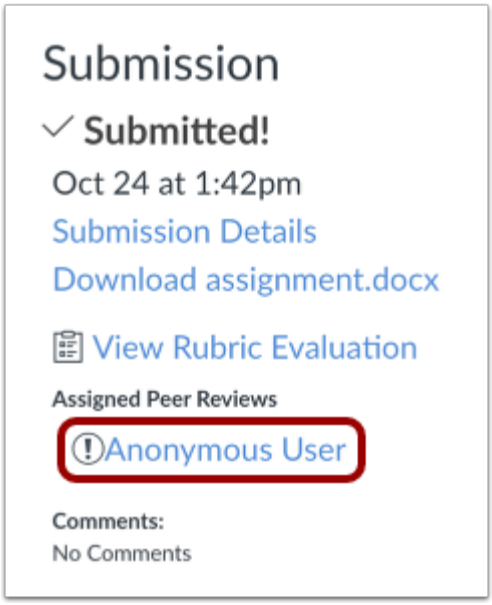
Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the assignment. If the assignment includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the assignment and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the assignment will show the names of students who have completed the peer review.

View Anonymous Peer Reviews



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

Notes about Anonymous Peer Reviews

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

How do I create a peer review assignment?

When creating an assignment, you can require students to complete a peer review of another student's work.

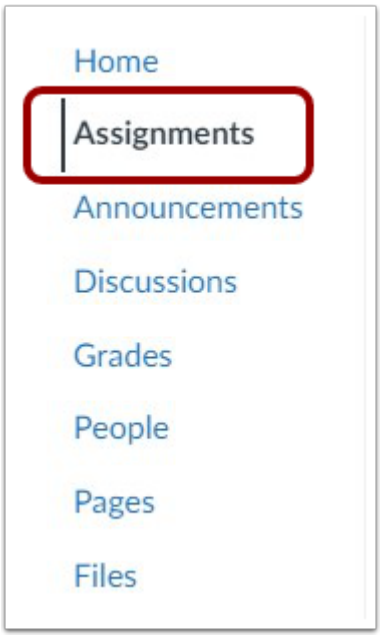
You can manually assign or have Canvas automatically assign peer reviews for you. You can also allow students to see other students' names in peer reviews or make them anonymous. When anonymous peer reviews are enabled, instructors and TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.

To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are only required to complete the rubric.

Notes:

- To learn how assignment and peer review due dates appear in a student's To Do list, view the Peer Review Tips resource document.
- Peer reviews cannot be used with External Tool assignments.
- Students can see peer review comments if assignment grades are hidden. However, students cannot see instructor comments until after assignment grades have been posted.
- Instructors cannot edit or delete student peer review comments.

Open Assignments

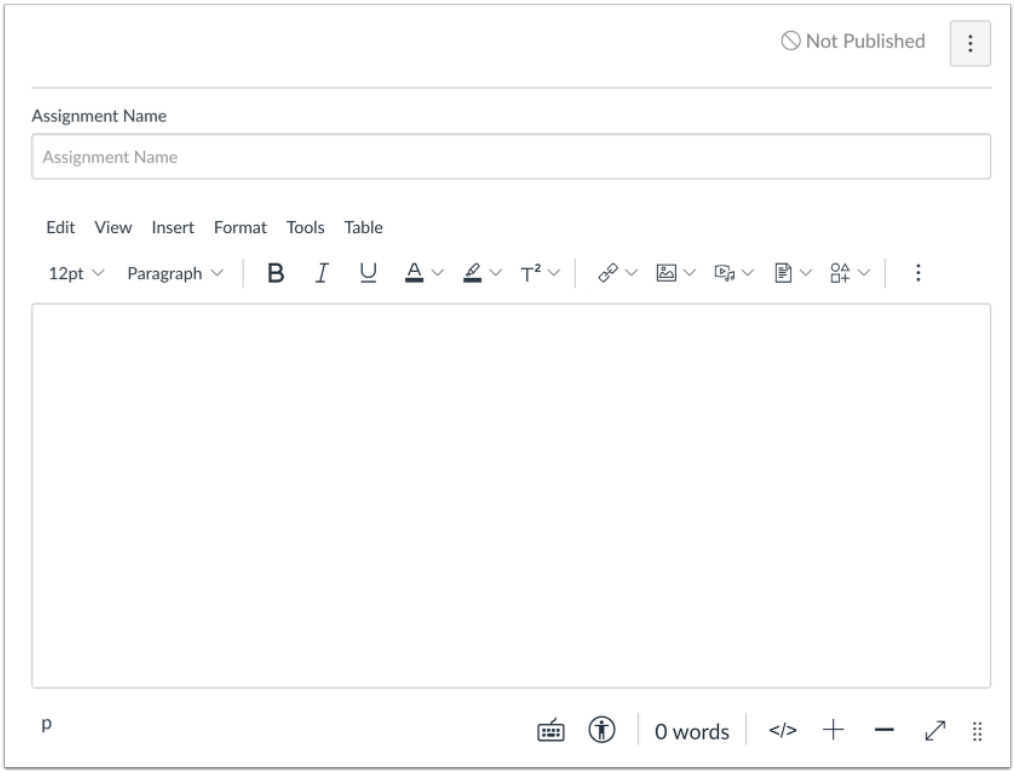


In Course Navigation, click the **Assignments** link.

Add Assignment

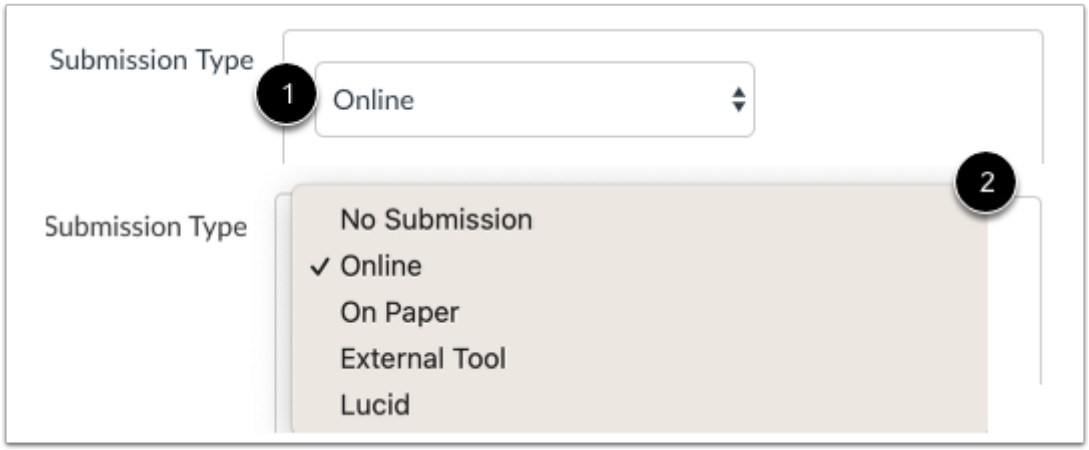
Click the **Add Assignment** button.

Add Assignment Details



Add details to the assignment.

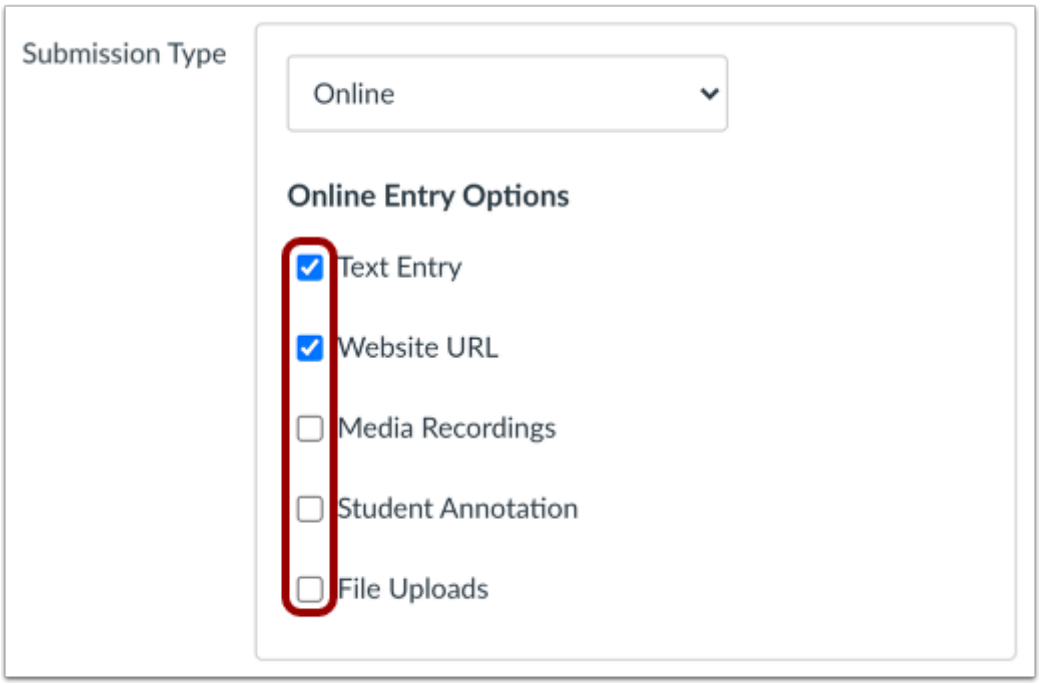
Select Submission Type



Click the **Submission Type** drop-down menu [1], and select your preferred submission type [2].

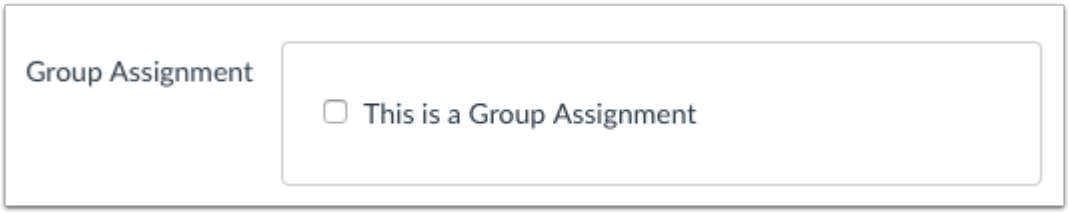
Note: The External Tool submission type does not support peer review assignments.

Select Online Entry Options



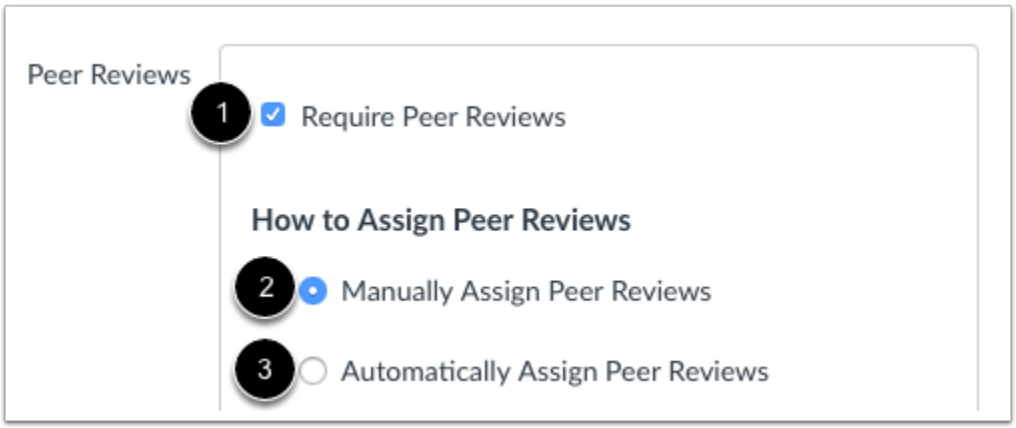
Select the checkboxes for the types of online entries allowed in the assignment.

Add Group Assignment



Peer reviews can be used with group assignments. If you want to create a group assignment, click the **This is a Group Assignment** checkbox.

Require Peer Reviews

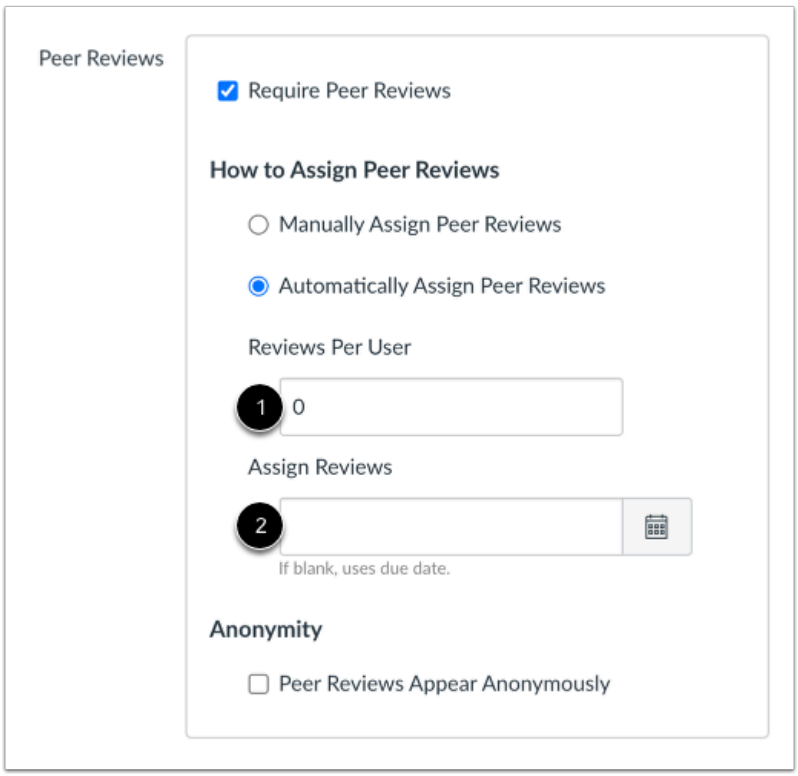


Click the **Require Peer Reviews** checkbox [1]. By default, peer reviews are assigned manually [2].

If you want to assign peer reviews automatically, select the **Automatically Assign Peer Reviews** radio button [3].

Note: Peer reviews must be manually assigned for On Paper and No Submission assignment types.

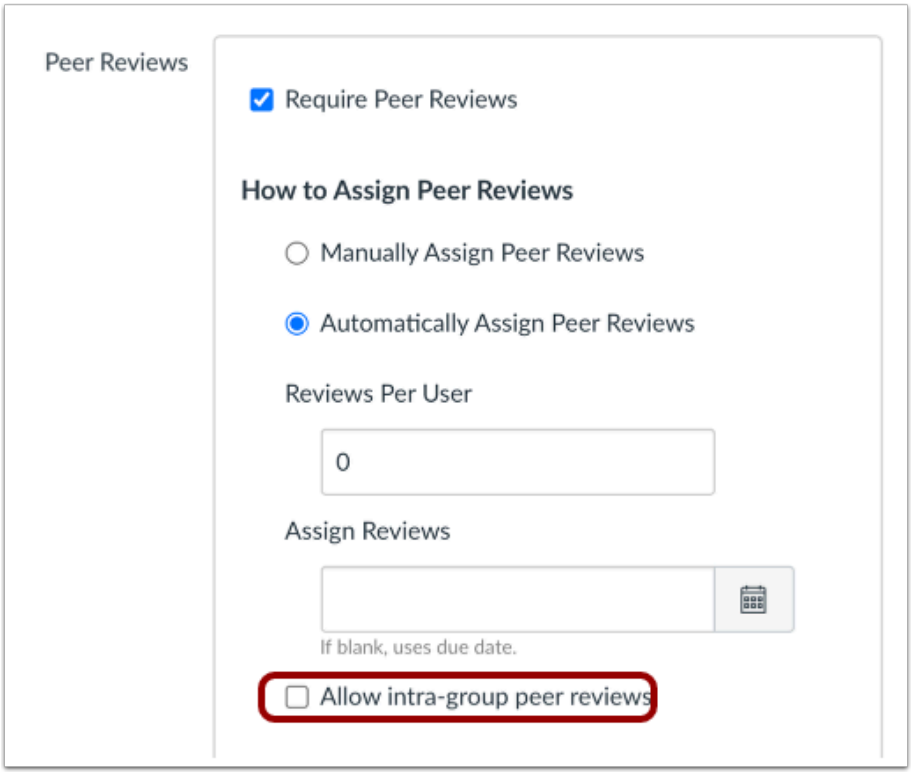
Automatically Assign Peer Reviews



If you automatically assign peer reviews, the menu displays additional options. In the **Reviews Per User** field [1], enter the number of reviews each student will be required to complete.

In the **Assign Reviews** field [2], use the calendar icon to select a date or manually enter the date for student peer reviews to be assigned. If left blank, Canvas will use the assignment due date.

Assign Group Assignment Intra-Group Peer Reviews



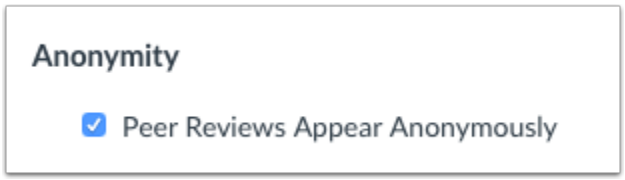
In group assignments, you also have the option to allow intra-group peer reviews.

Peer reviews require a student to review an individual submission by another student. However, group assignment submissions are made by one group member on behalf of the entire group, and all group members have the same submission.

By default, the **Allow intra-group peer reviews** checkbox is not selected, which means Canvas will filter out members of the same group when automatically assigning the reviews.

To allow Canvas to assign a peer review to a student from within the student's own group, select the **Allow intra-group peer review** checkbox.

Assign Anonymous Peer Reviews



If you want to make peer reviews anonymous, check the **Peer Reviews Appear Anonymously** checkbox.

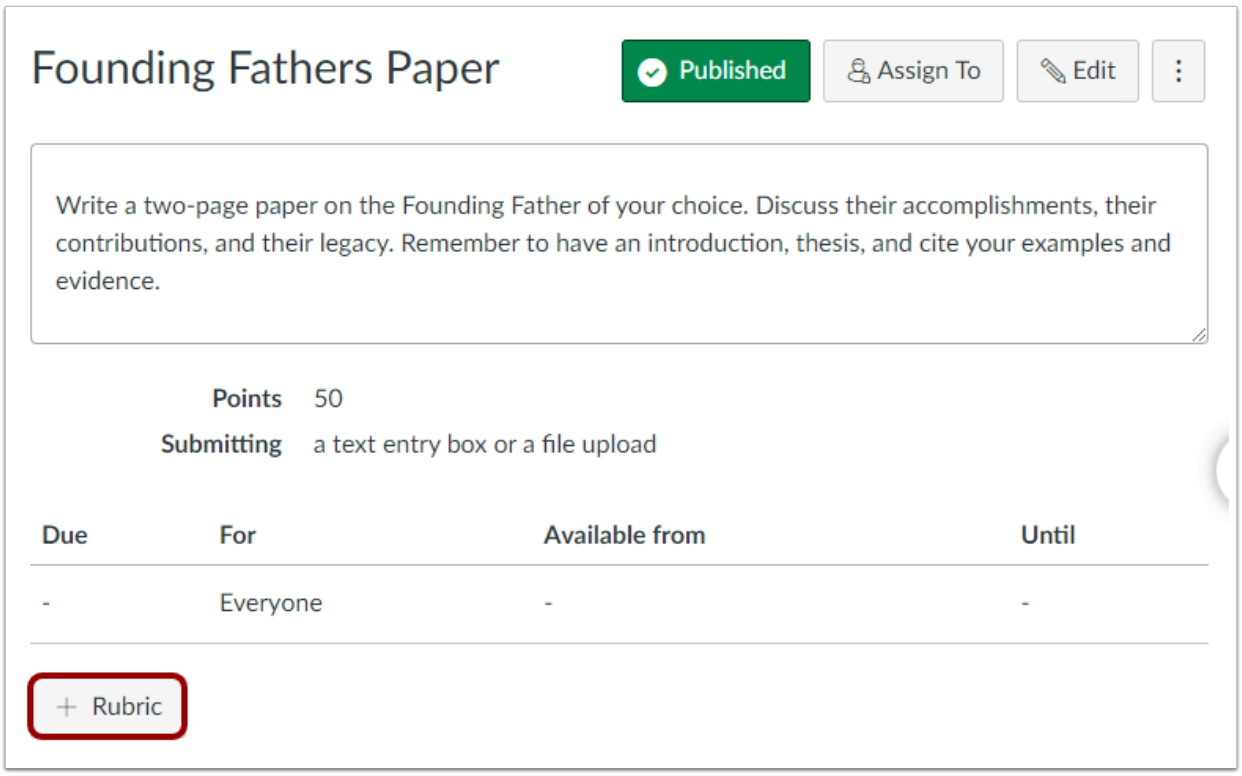
Note: Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.

Save and Publish Assignment

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

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

View Published Assignment



View published assignment.

You can also attach a rubric to the assignment for students to fill out when completing peer reviews. To add a rubric to the assignment, click the add **Rubric** button.

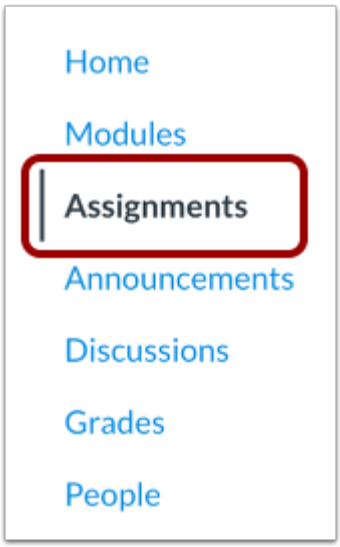
How do I manually assign peer reviews for an assignment?

When you create a peer review assignment with manual peer reviews, you can choose which students will be assigned peer reviews.

Notes:

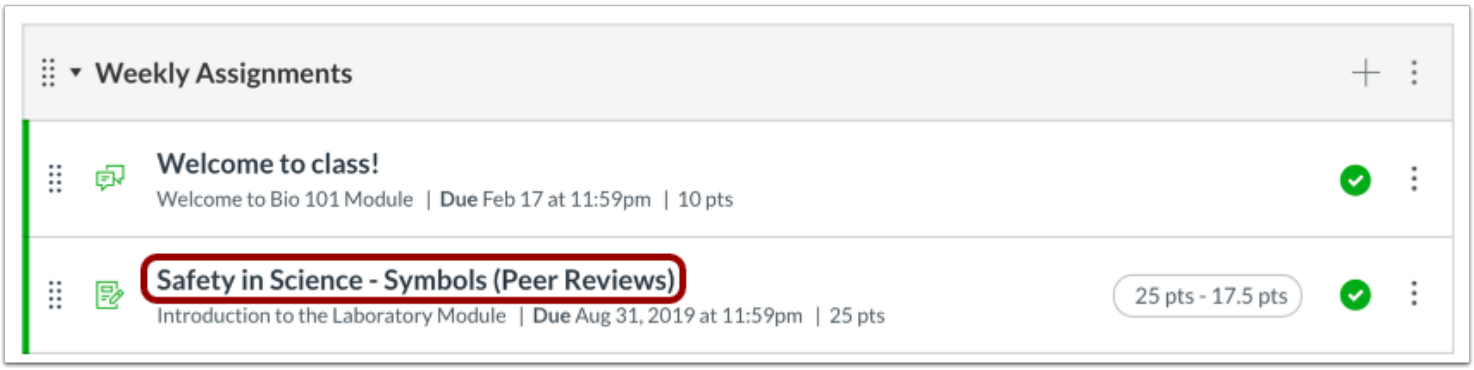
- When manually assigning peer reviews, students need to submit their own assignment first before being able to complete their assigned peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Assignments



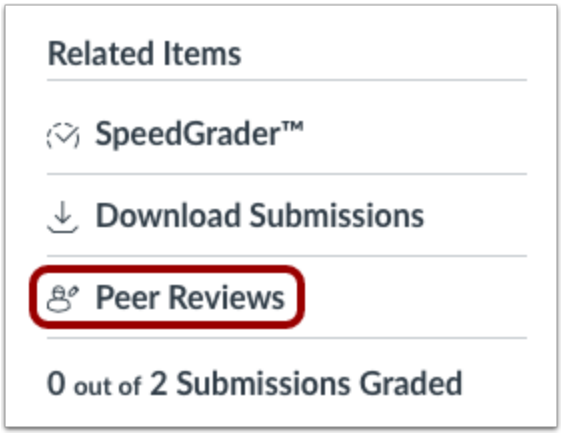
In Course Navigation, click the **Assignments** link.

Open Assignment



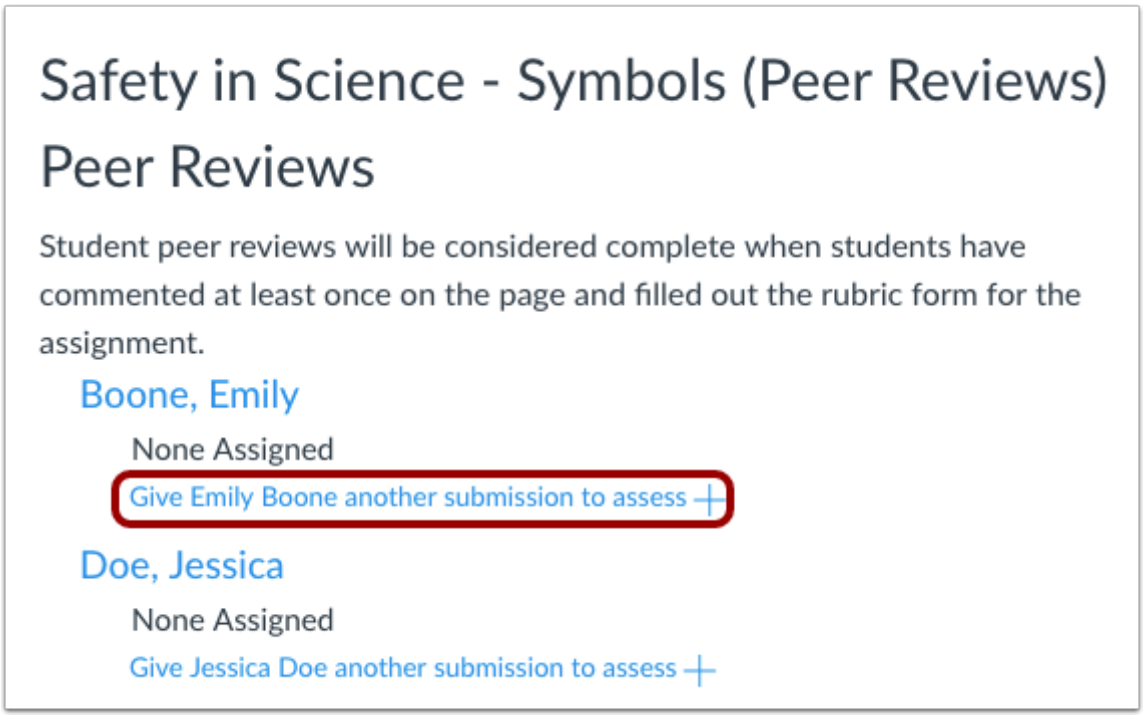
Click the name of the assignment.

Open Peer Reviews



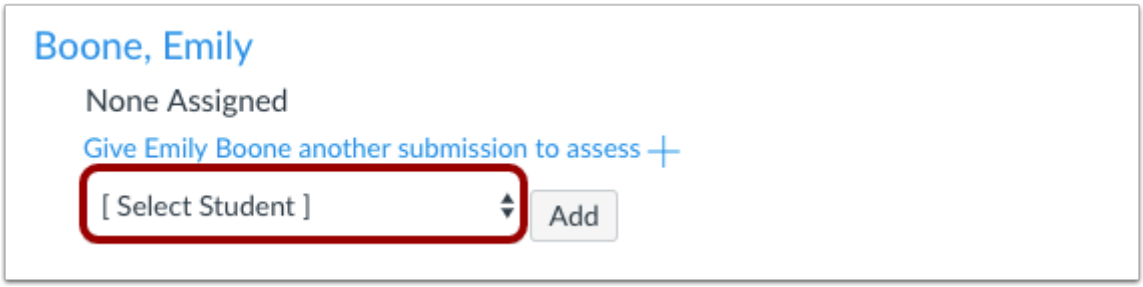
Under Related Items in the sidebar, click the **Peer Reviews** link.

Manually Assign Peer Reviews

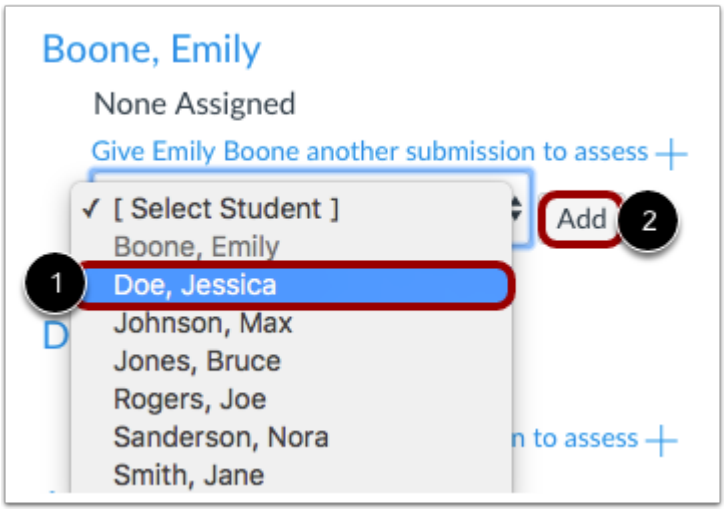


Below the name of a student, click the **Add** link.

Select Student

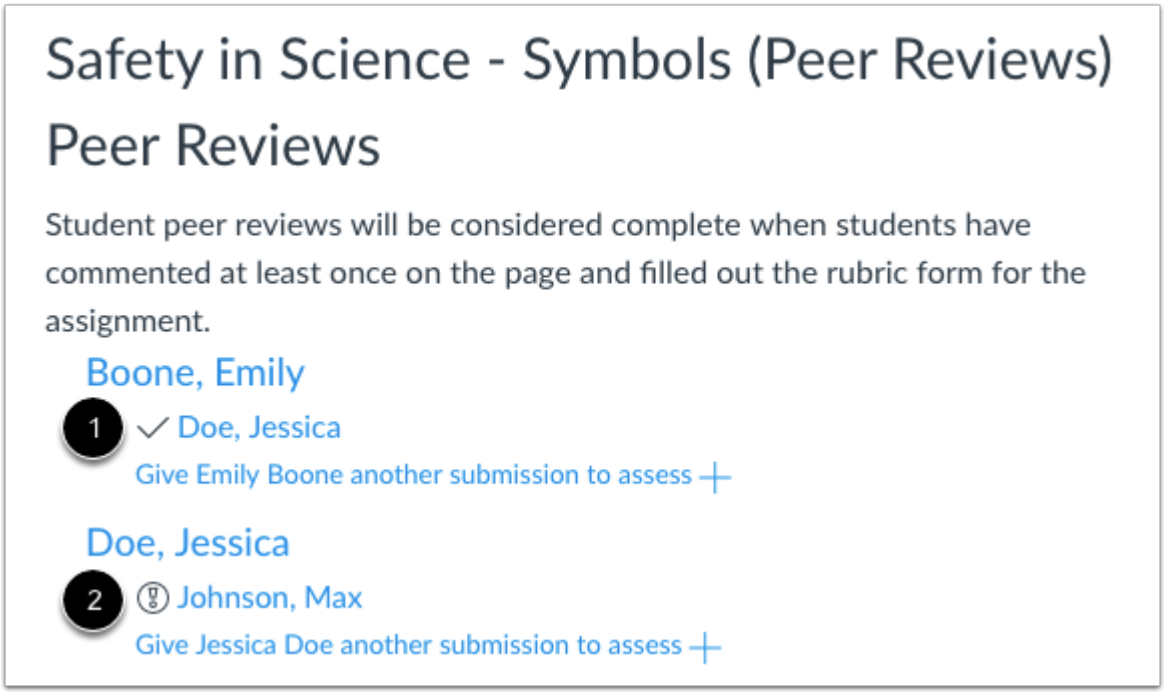


Click the **Select Student** drop-down menu.



Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the **Add** button [2].

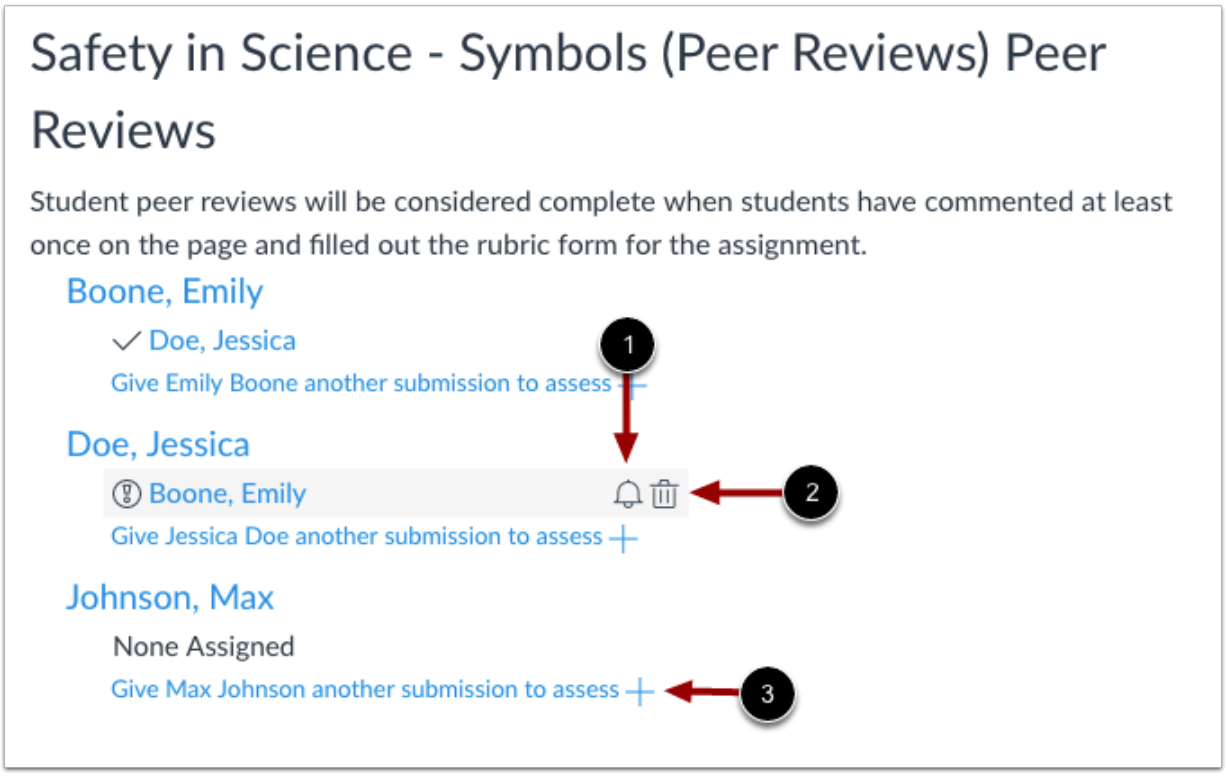
View Assigned Peer Reviews



Assigned peer reviews appear underneath the student names. A **check mark** indicates a peer review has been completed [1]. A **warning icon** indicates a peer review still needs to be completed [2].

Note: A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.

Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].

To manually assign or reassign a peer review, click the **Give [student name] another submission to assess** link [3].

How do I automatically assign peer reviews for an assignment?

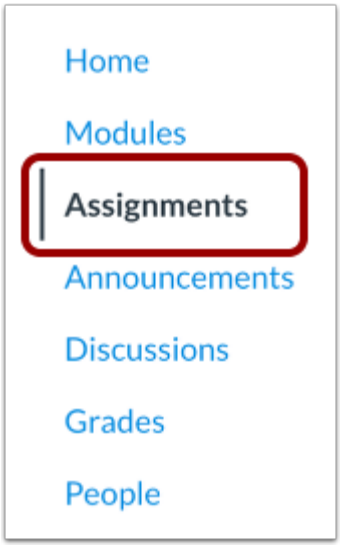
When you create a peer review assignment with automatic peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own assignment.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

Notes:

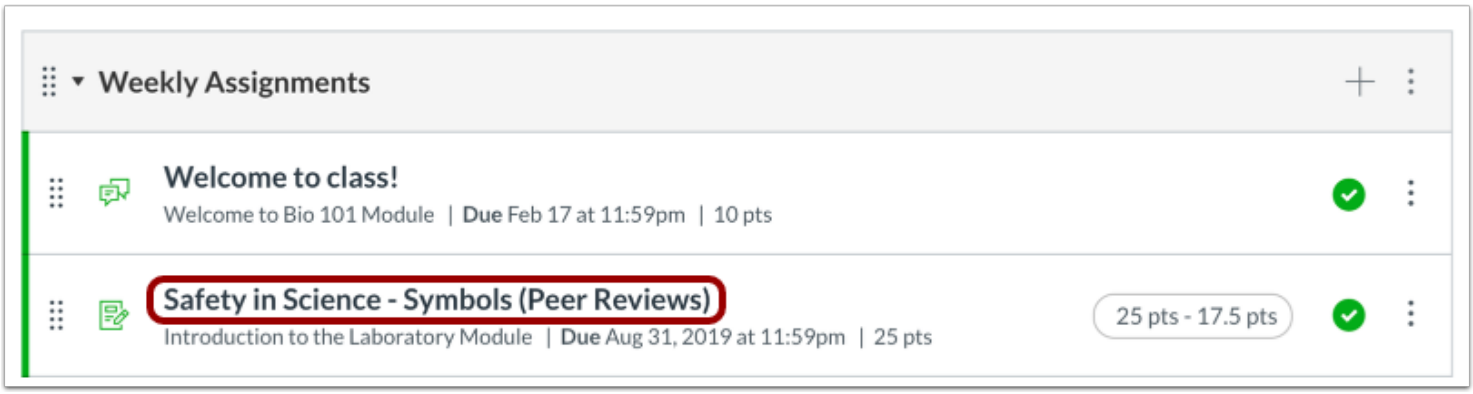
- It may take up to one hour for Canvas to assign peer reviews.
- If a student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- On Paper and No Submission assignment types must have manually assigned peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.
- Instructors must manually assign peer reviews to ensure that students who are part of the same group do not get assigned to each other on a group project.

Open Assignments



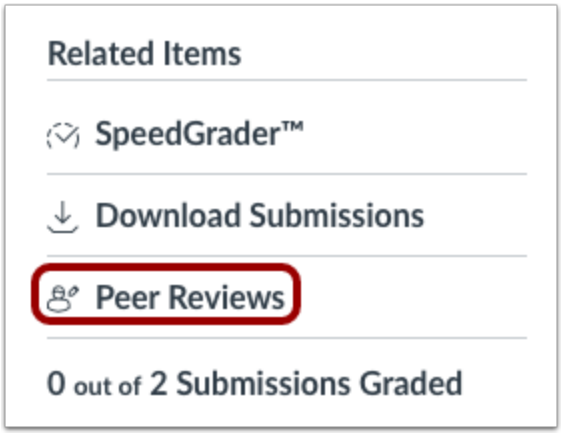
In Course Navigation, click the **Assignments** link.

Open Assignment



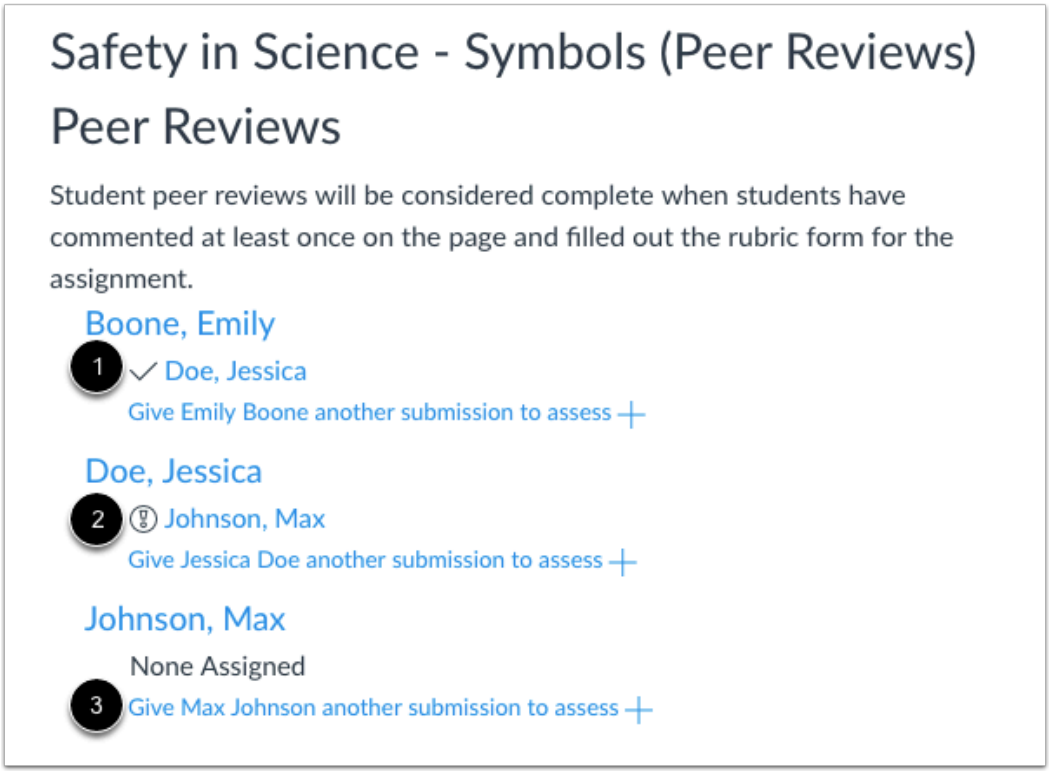
Click the name of the assignment.

Open Peer Reviews



Under Related Items in the sidebar, click the **Peer Reviews** link.

View Assigned Peer Reviews



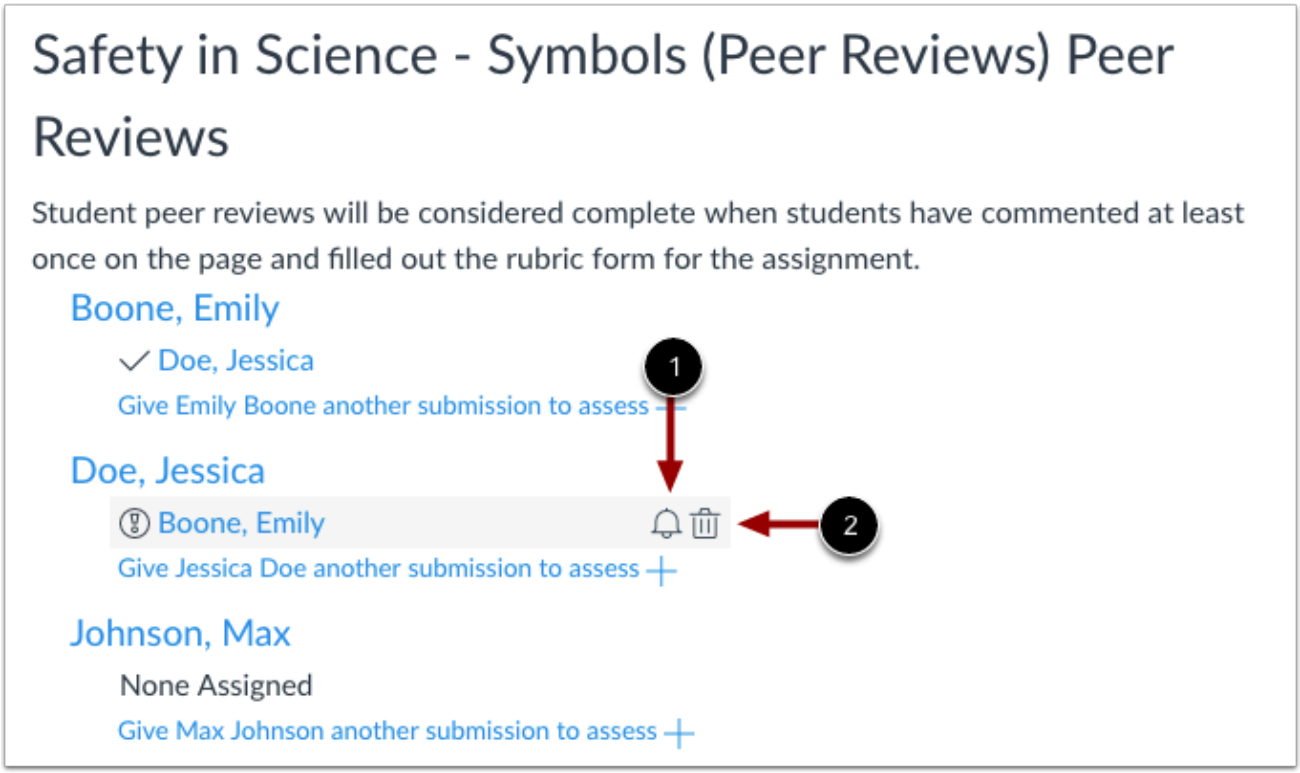
Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the student names. A **check mark** indicates a peer review has been completed [1]. A **warning icon** indicates a peer review still needs to be completed [2].

If the student has not submitted the assignment or submits the assignment after the due date [3], the student will not automatically be assigned a peer review and you must manually assign one.

Notes:

- It may take up to one hour for Canvas to assign peer reviews.
- A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.

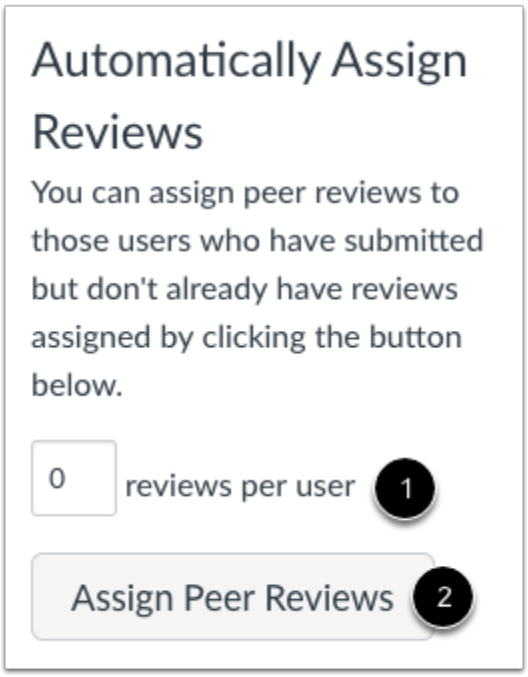
Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

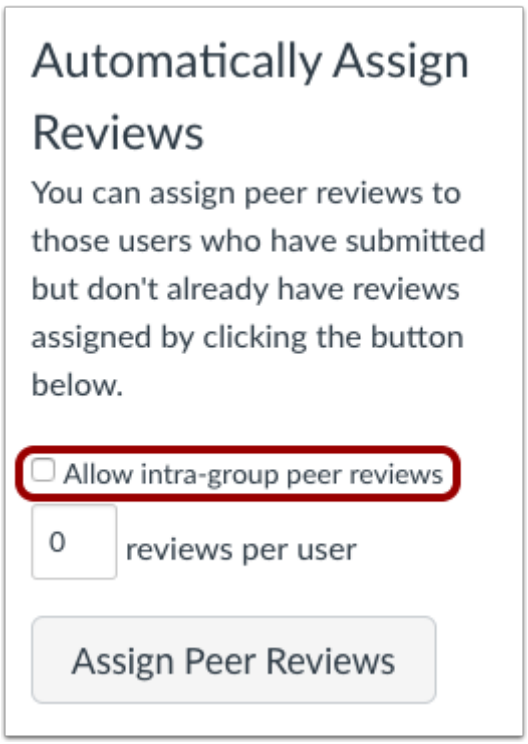
To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].

Automatically Assign Reviews



In the sidebar, you can also assign multiple peer reviews to students who have submitted their assignment but don't already have reviews assigned to them. Enter the number of reviews per user [1] then click the **Assign Peer Reviews** button [2].

Assign Group Assignment Intra-Group Peer Reviews



In group assignments, you also have the option to allow intra-group peer reviews.

Peer reviews require a student to review an individual submission by another student. However, group assignment submissions are made by one group member on behalf of the entire group, and all group members have the same submission.

By default, the **Allow intra-group peer reviews** checkbox is not selected, which means Canvas will exclude members of the same group when assigning peer reviews. However, by selecting the checkbox, reviews can be assigned randomly to all members of the course, including members of the same group.

To allow Canvas to automatically assign a peer review to any student in any other group, including students from within the student's own group, select the Allow intra-group peer review checkbox. Selecting the checkbox allows assignments to be truly random and disregard group associations.

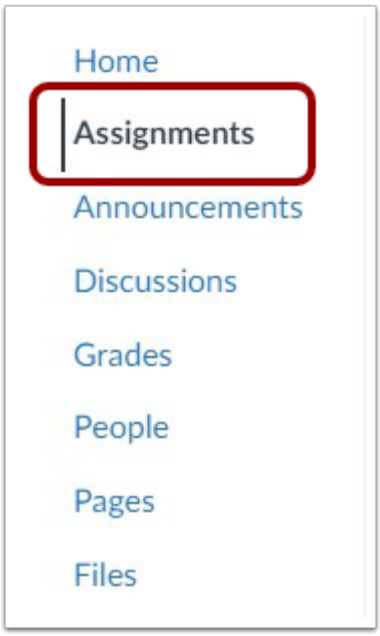
How do I view student peer review comments as an instructor?

You can verify if students completed an assigned peer review. In the peer review page, you can view all peer reviews left on a student's submission. You can also view a single review left by a student for an assigned peer review. Peer review comments also display in SpeedGrader along with any other comments left on the assignment.

Students don't automatically receive a grade for completing a peer review. If you want to award points for peer reviews, you can create a no submission assignment in the gradebook and assign points manually.

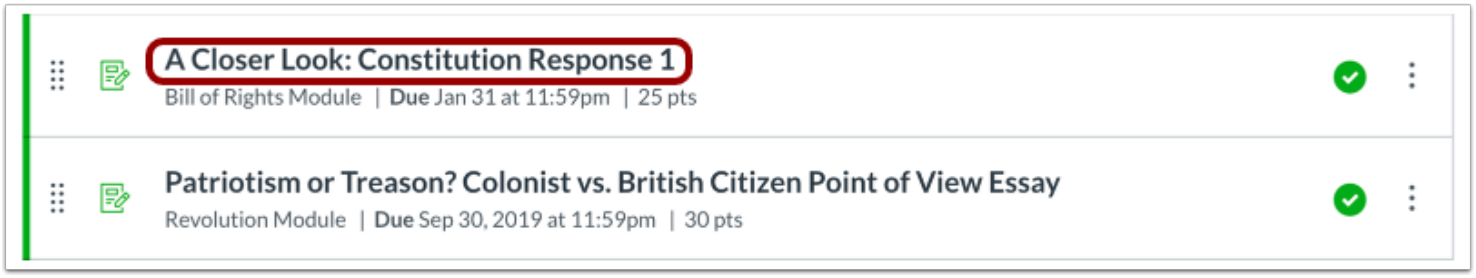
Note: When anonymous grading is enabled, instructors cannot view peer review comments from the peer review page.

Open Assignments



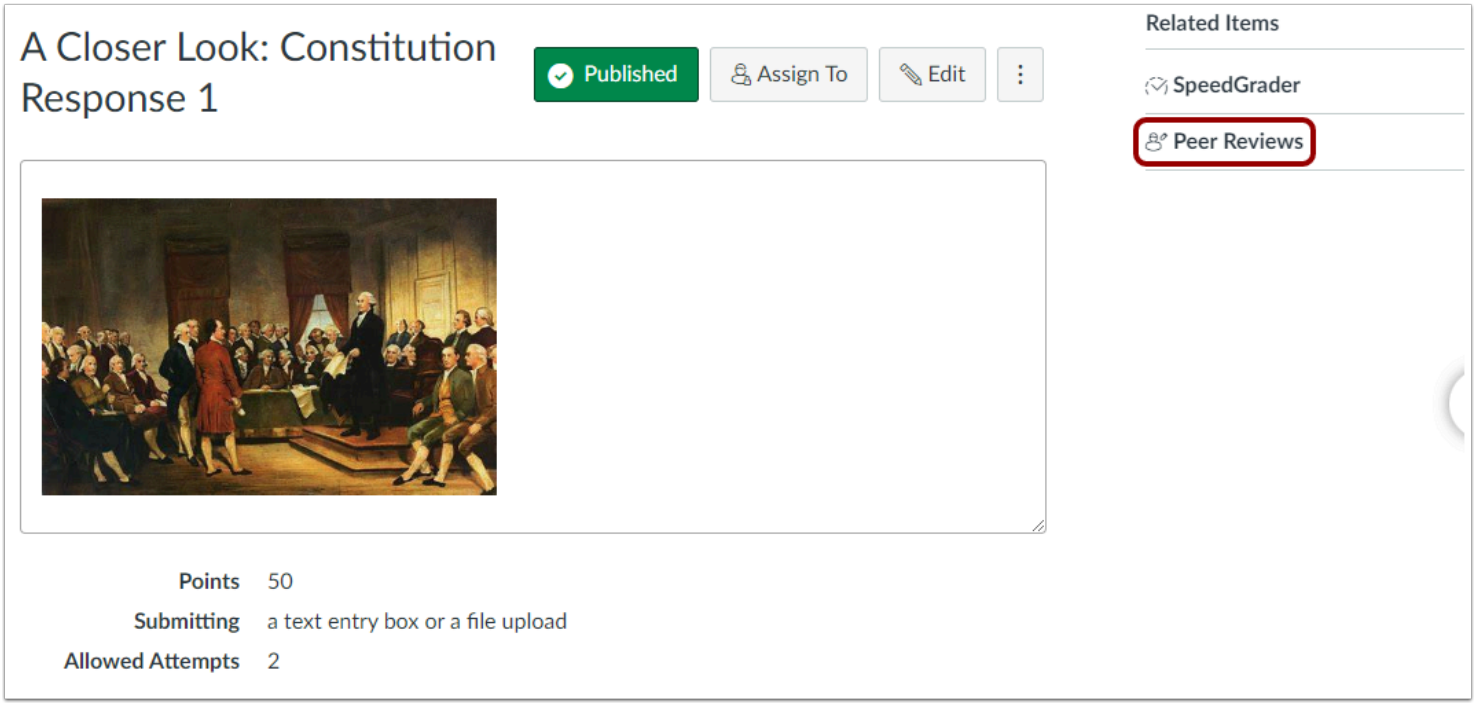
In Course Navigation, click the **Assignments** link.

Open Assignment



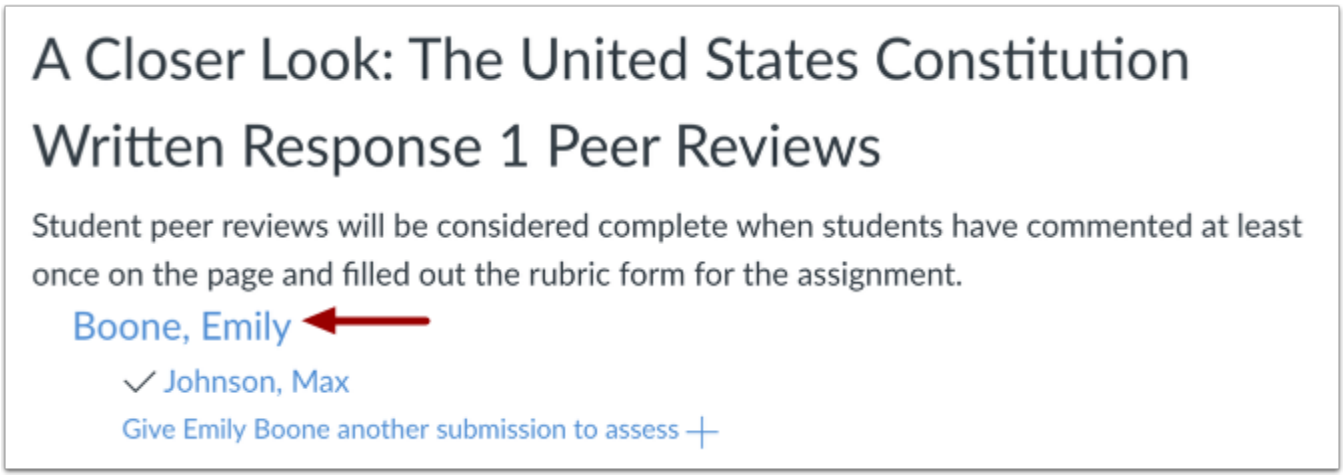
Click the name of the peer review assignment.

Open Peer Review



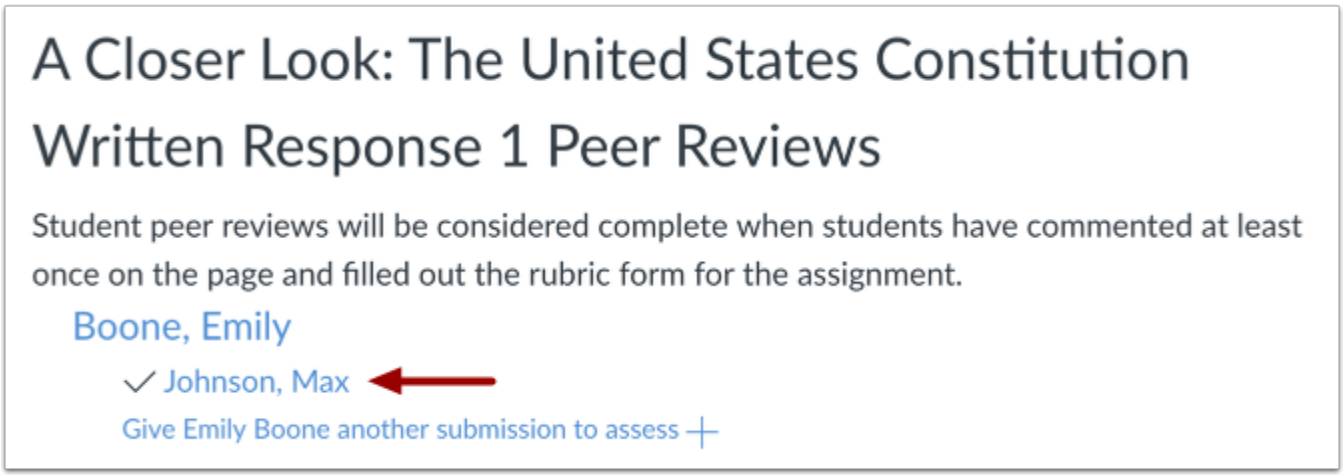
In the sidebar, click the **Peer Reviews** link.

Select Student Assignment



In the Peer Reviews page, locate the student assignment with peer reviews you would like to view. To view all peer reviews left on a student's submission, click the student's name [1].

Select Individual Review



To view a single review left by a student for their assigned peer review, click the assigned student's name.

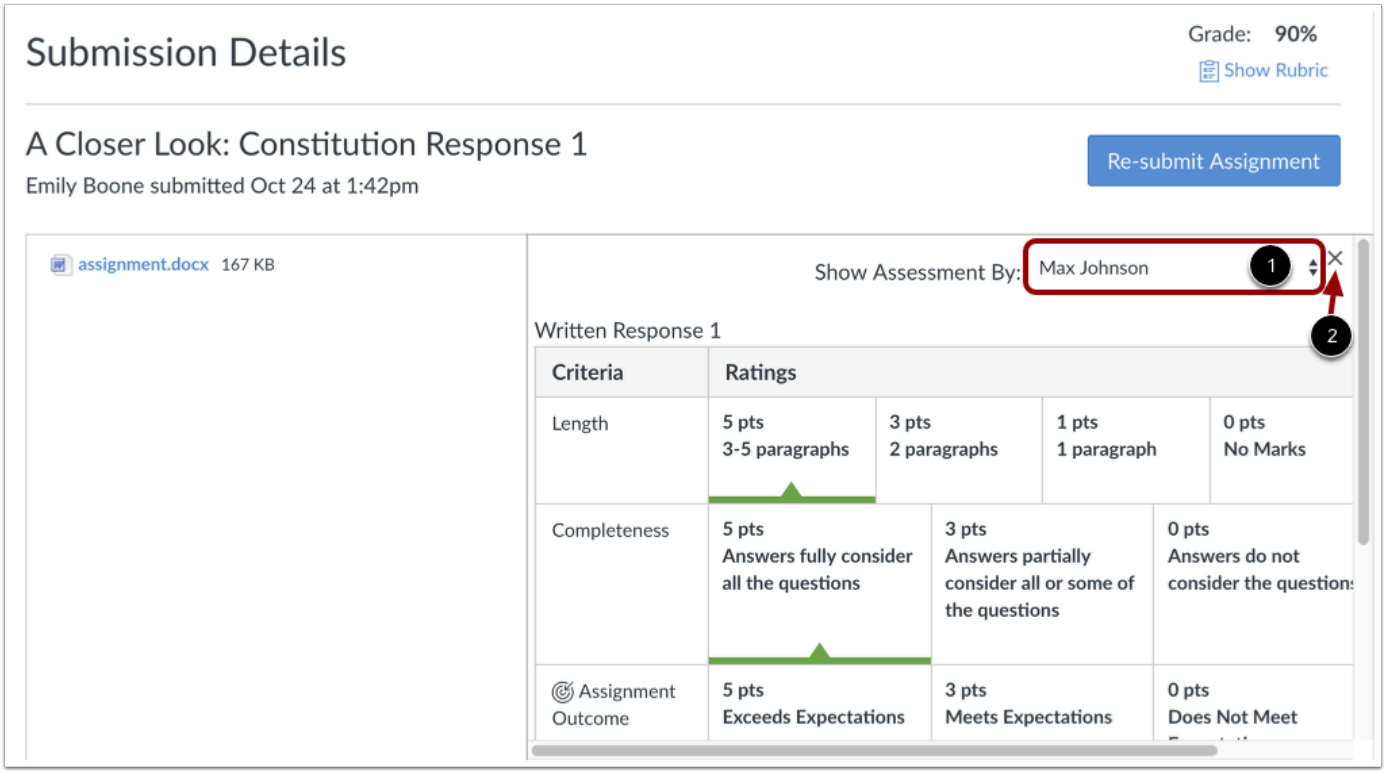
View Peer Review Comments

Each comment includes the name of the reviewer and the time they made the comment.

Notes:

- If anonymous peer reviews are enabled, you and your TAs can still view the names of student reviewers in the submission details page.
- Group assignments will include comments sent to all group members.

View Rubric



If you added a rubric to the assignment, you can view the peer reviewer's rubric assessment. To switch between reviews, select another name from the **Show Assessment By** [1] drop-down menu.

To close the rubric, click the **Close** icon [2].

Note: If your institution enables the Enhanced Rubrics feature option, the rubric interface may vary.

How do I create an assignment using the Google Assignments LTI 1.3 as an instructor?

You can create an online assignment that embeds a document directly from your Google Drive folder. Accepted assignment types are Google documents, sheets, and slides files.

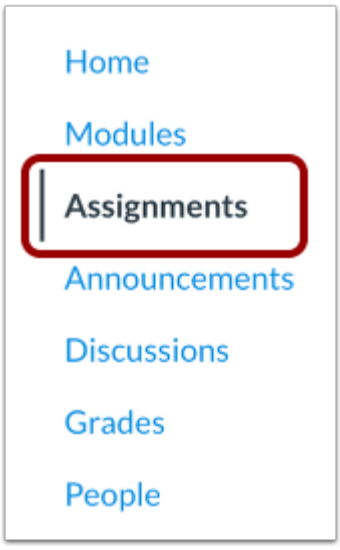
When students open the assignment, Google Drive will create a copy of the file as the student's submission. Students can make changes per the assignment instructions directly from the Canvas assignment page. When they are ready to submit the assignment, they can submit the assignment. The copied document is also added to the student's Google Drive folder for the course.

You can also view each student's document copy in SpeedGrader for grading. Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

Notes:

- You cannot use Google Drive files in an external tool for group assignments.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add */moderate* after the assignment URL.
- To learn how to copy Google App LTI assignments to Google Assignments LTI 1.3 assignments, visit Google's article, Use Assignments with Canvas.

Open Assignments



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

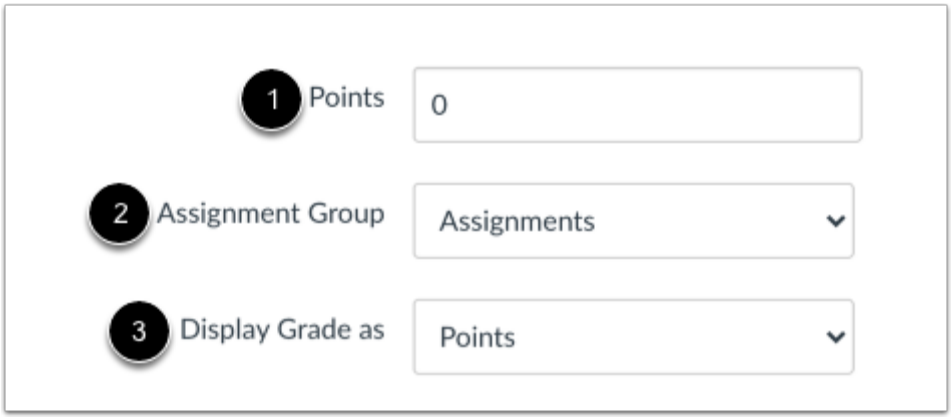
Add Assignment

Click the **Add Assignment** button.

Add Assignment Name

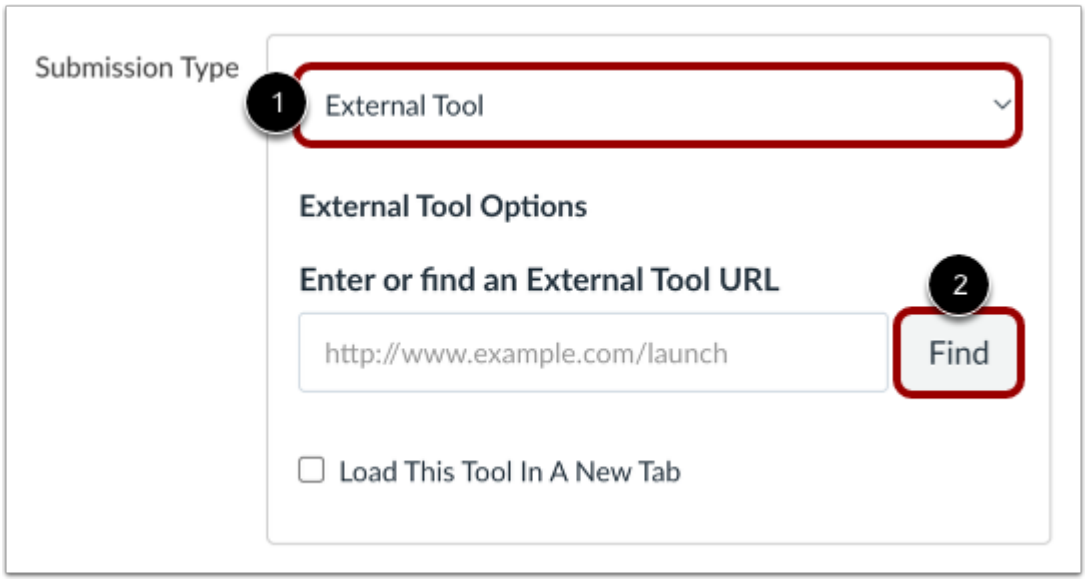
In the **Assignment Name** field, enter a name for your assignment.

Add Assignment Details



Enter the number of points for the assignment [1], select the Assignment Group [2], and select the grading type from the **Display Grade as** menu [3].

Select Submission Type

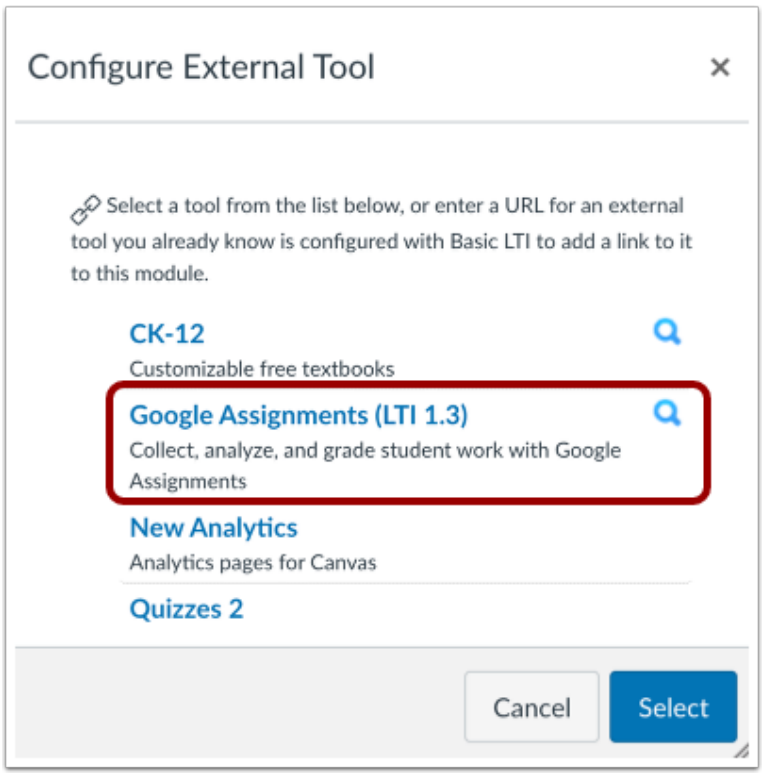


In the **Submission Type** drop-down menu, select the **External Tool** option [1]. Then, click the **Find** button [2].

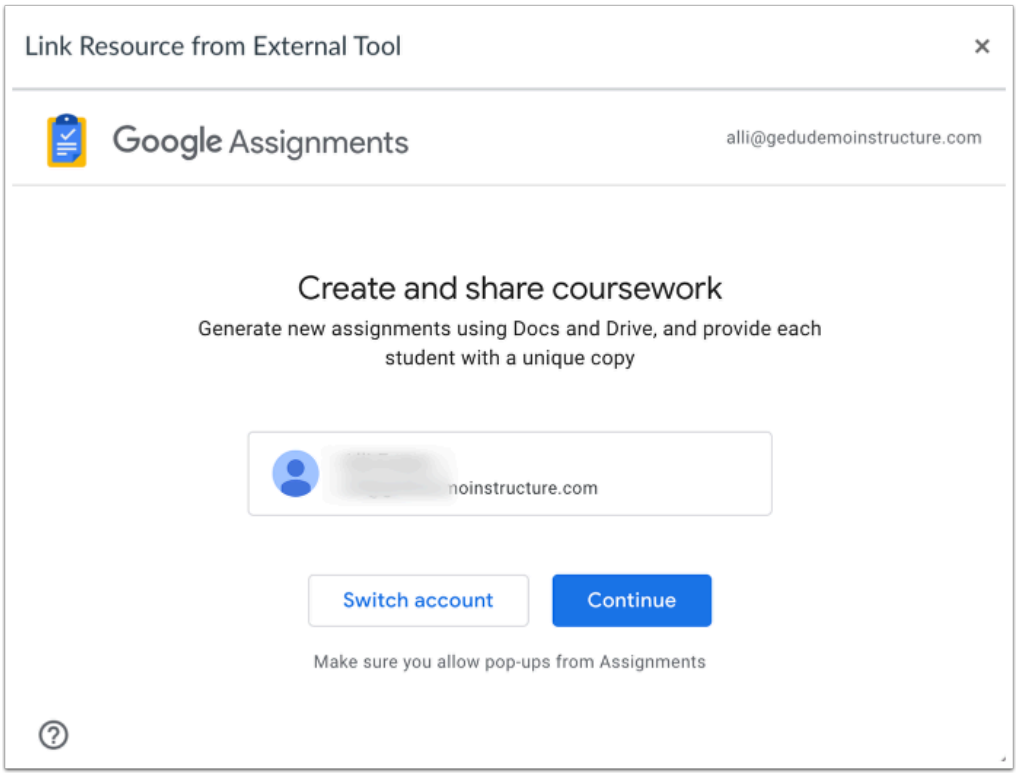
Notes:

- If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type.
- Additionally, if you want to apply moderated grading, you must set up moderated grading before setting the External Tool submission type.

Configure External Tool

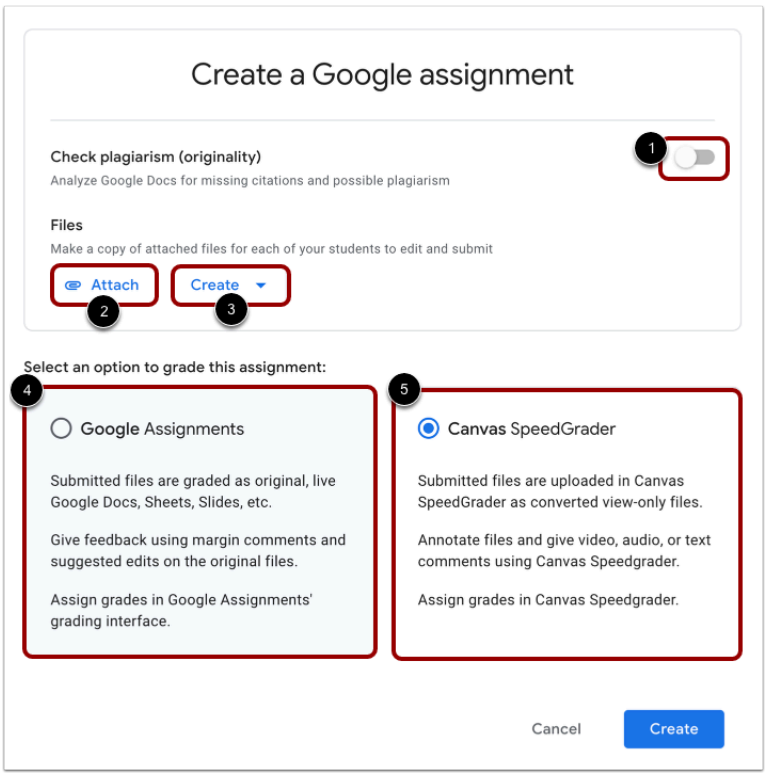


Locate and click the **Google Assignments (LTI 1.3)** link.



You may need to authorize your Google account to continue.

Add Google Assignment Details



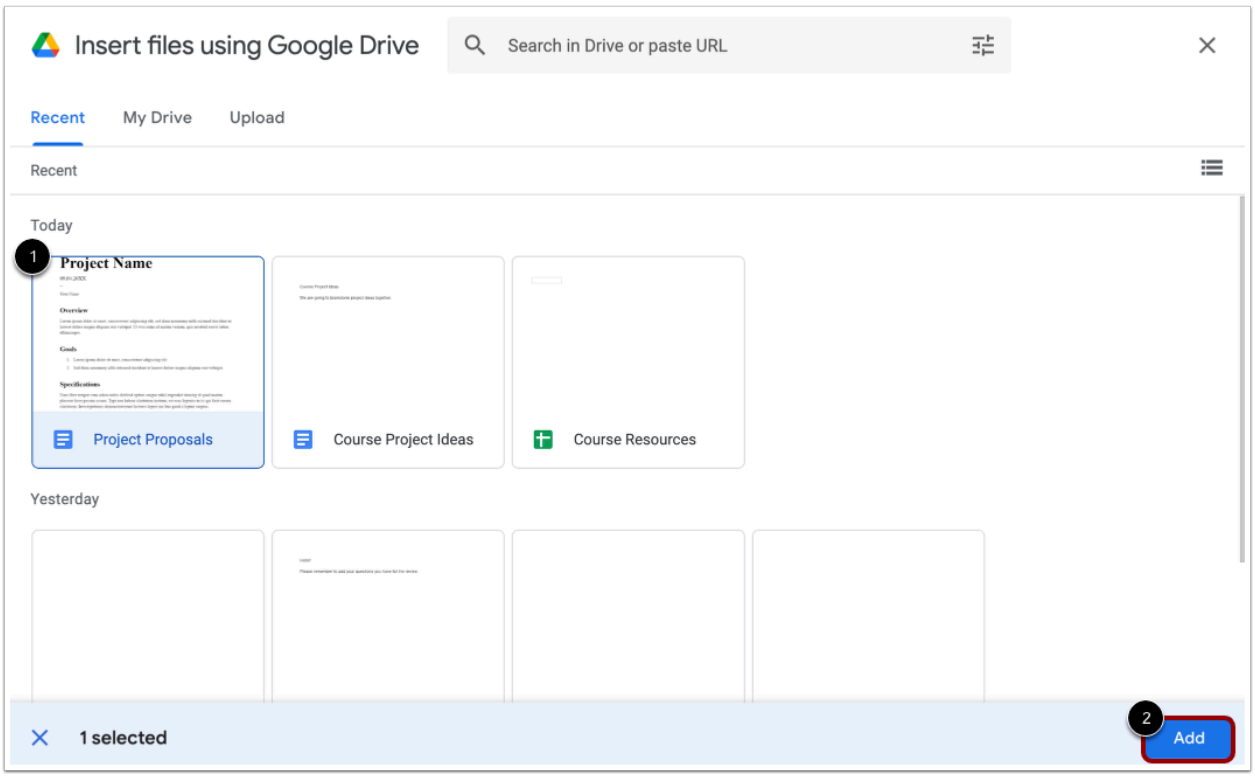
In the Google Assignment Details, you can check originality by clicking the **Check plagiarism (originality)** toggle button [1]. You are only allowed to have five assignments with originality checks.

If you have created the Google file already, you can attach it to the assignment by clicking the **Attach** button [2].

To create a Google file, click the **Create** drop-down menu and select the file type [3].

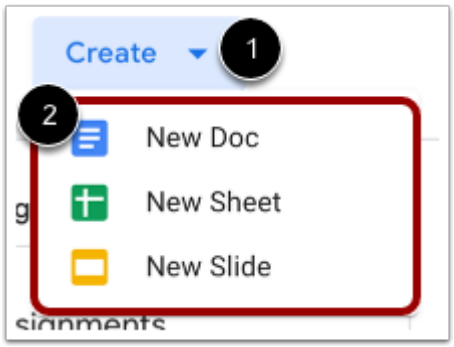
Select where you would like to grade the assignment: Google Assignments [4] or Canvas SpeedGrader [5].

Attach File



Locate and select the file you want to link to the assignment [1]. Click the **Add** button [2].

Create New File

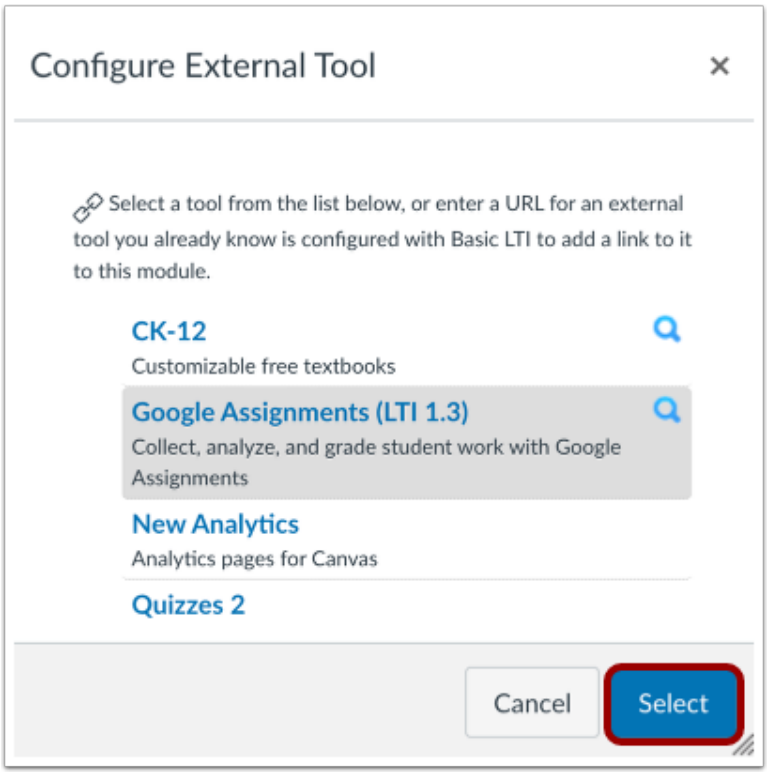


To create a new file, click the **Create** drop-down menu [1] and then click the file type [2].

Create Assignment

To create a new assignment, click the **Create** button.

Select Tool

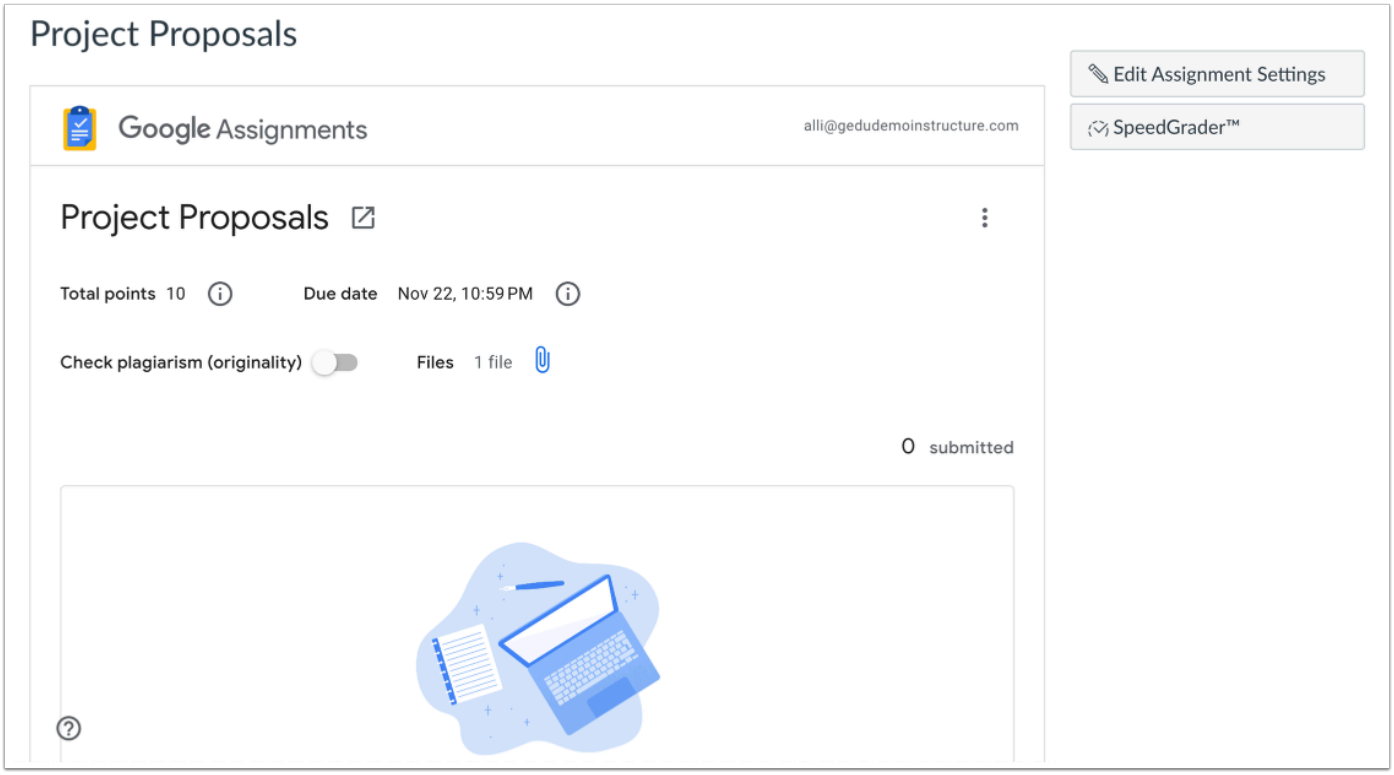


To complete adding the Google Assignment link to Canvas, click the **Select** button.

Save and Publish

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

View Assignment



View the assignment.

How do I create a cloud assignment with a Google Drive file?

You can create an online assignment that embeds a document directly from your Google Drive folder. Accepted assignment types are Google Documents, Spreadsheets, and Slides. Please note that in cloud assignments, Google Slide presentations are not displayed in presentation mode.

When students open the assignment, Google Drive will create a copy of the file as the student's submission. Students can make changes per the assignment instructions directly from the Canvas assignment page. When they are ready to submit the assignment, they can submit the assignment. The copied document is also added to the student's Google Drive folder for the course.

You can also view each student's document copy in SpeedGrader for grading. Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

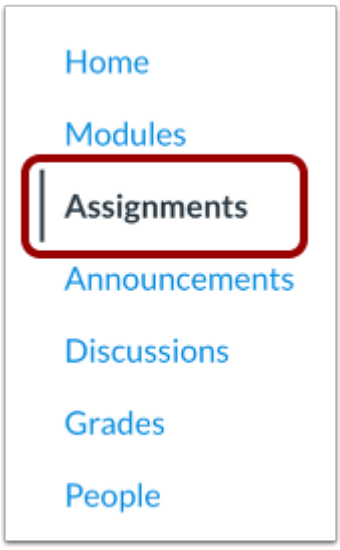
Depending on your institution, you may need to create assignments with the Google Assignments LTI 1.3.

To learn how to copy Google App LTI assignments to Google Assignments LTI 1.3 assignments, visit Google's article, Use Assignments with Canvas.

The Google Apps LTI currently includes a few limitations when creating assignments:

- You cannot use Google Drive files in an external tool for group assignments.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add */moderate* after the assignment URL.
- Google Drive cloud assignments cannot be viewed in Student View.

Open Assignments

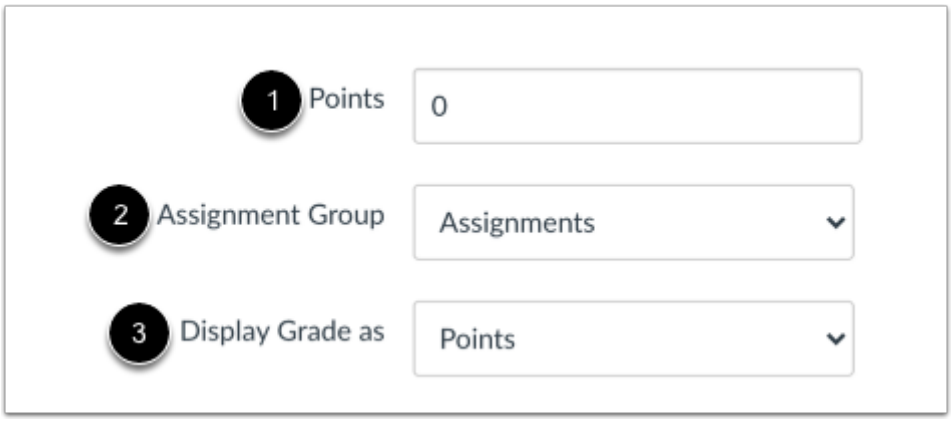


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

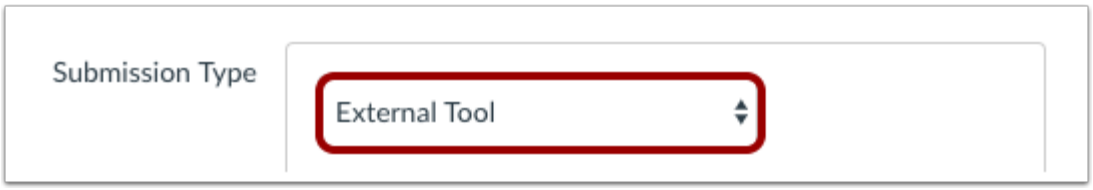
Add Assignment Details



Enter the number of points for the assignment [1], select the Assignment Group [2], and select the grading type from the **Display Grade as** menu [3].

Note: When adding a Google Drive Cloud assignment it overwrites the title and description in the assignment settings.

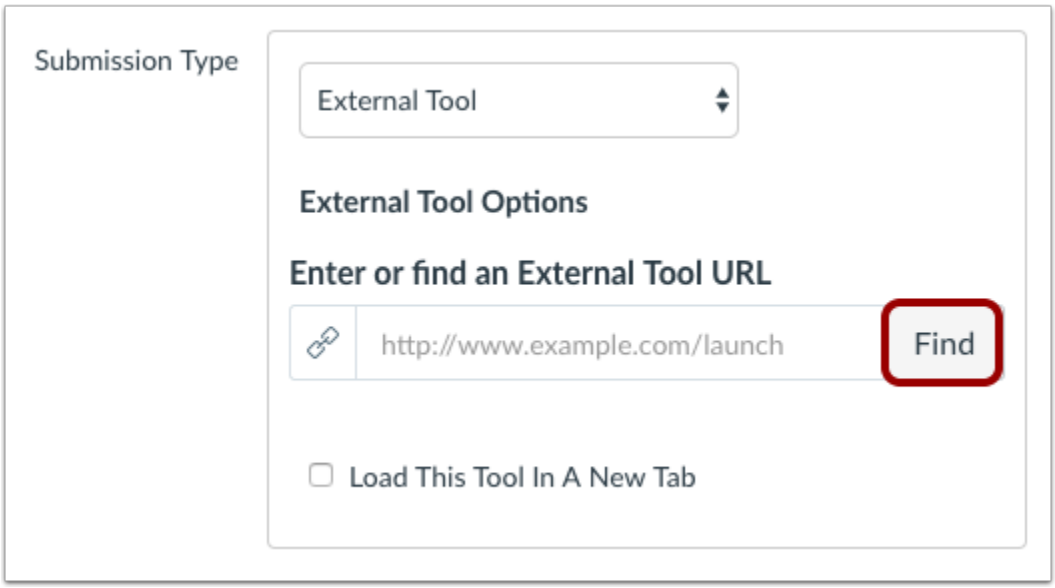
Select Submission Type



In the **Submission Type** drop-down menu, select the **External Tool** option.

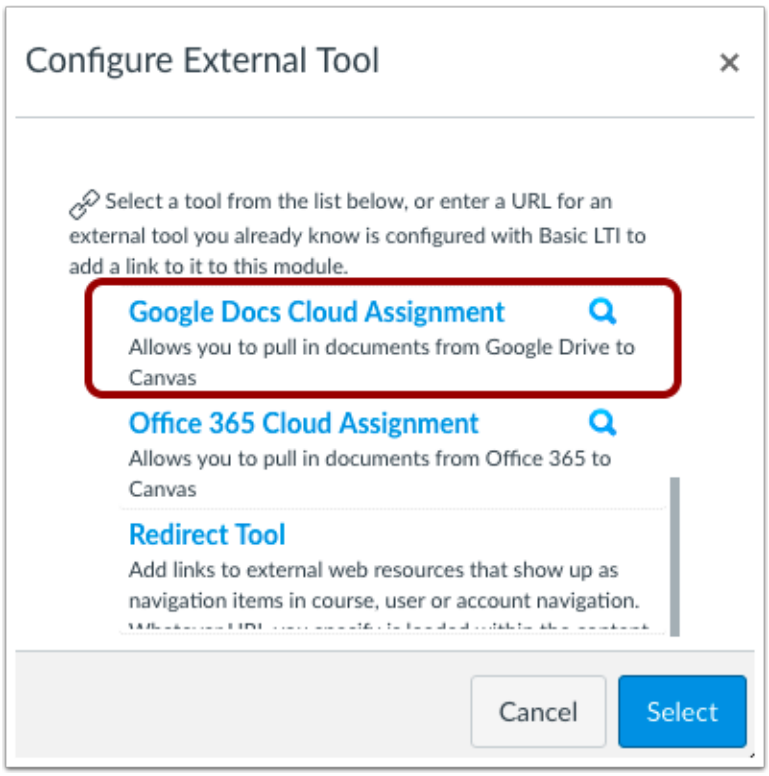
Note: If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Additionally, if you want to apply moderated grading, you must set up moderated grading before setting the External Tool submission type.

Find External Tool



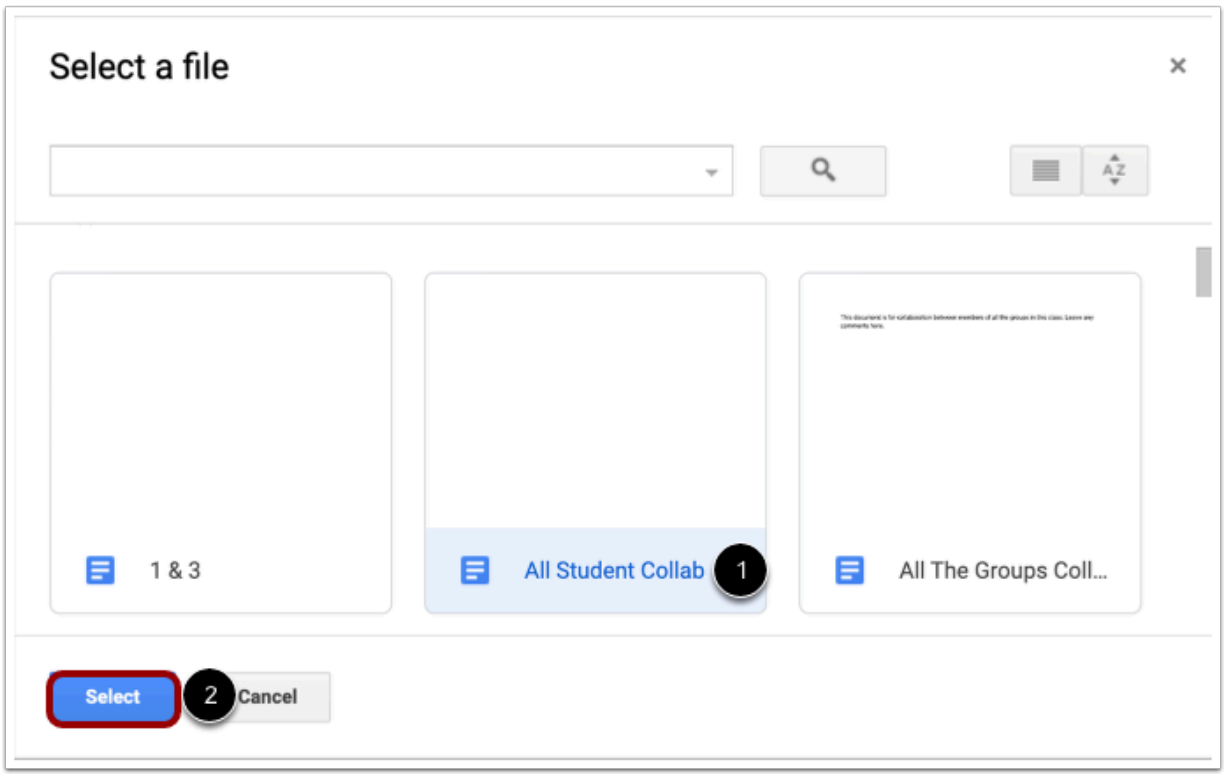
Click the **Find** button.

Configure External Tool



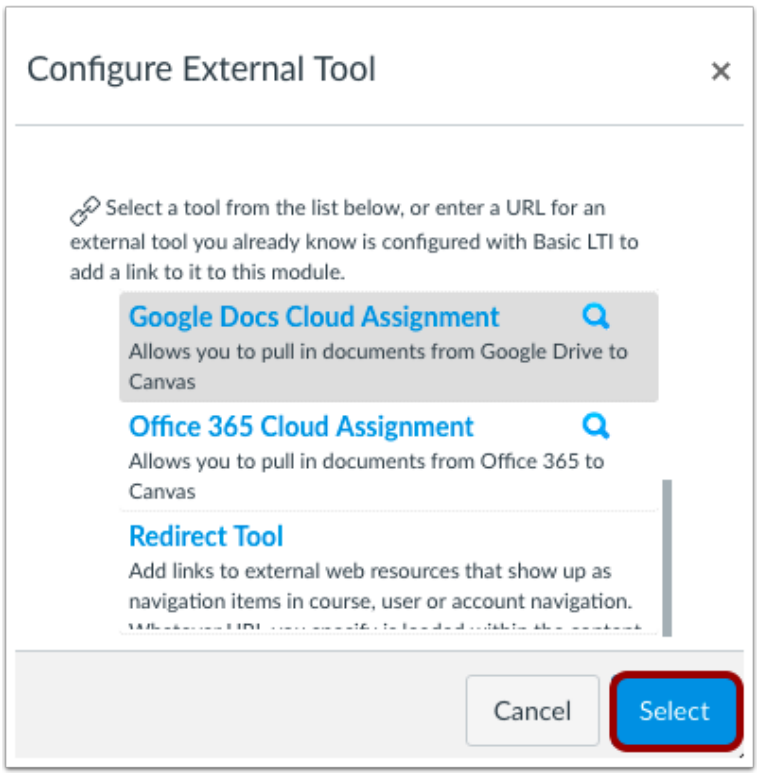
Locate and select Google Drive.

Attach File



Locate and select the file you want to link to the assignment [1]. Click the **Select** button [2].

Select Tool

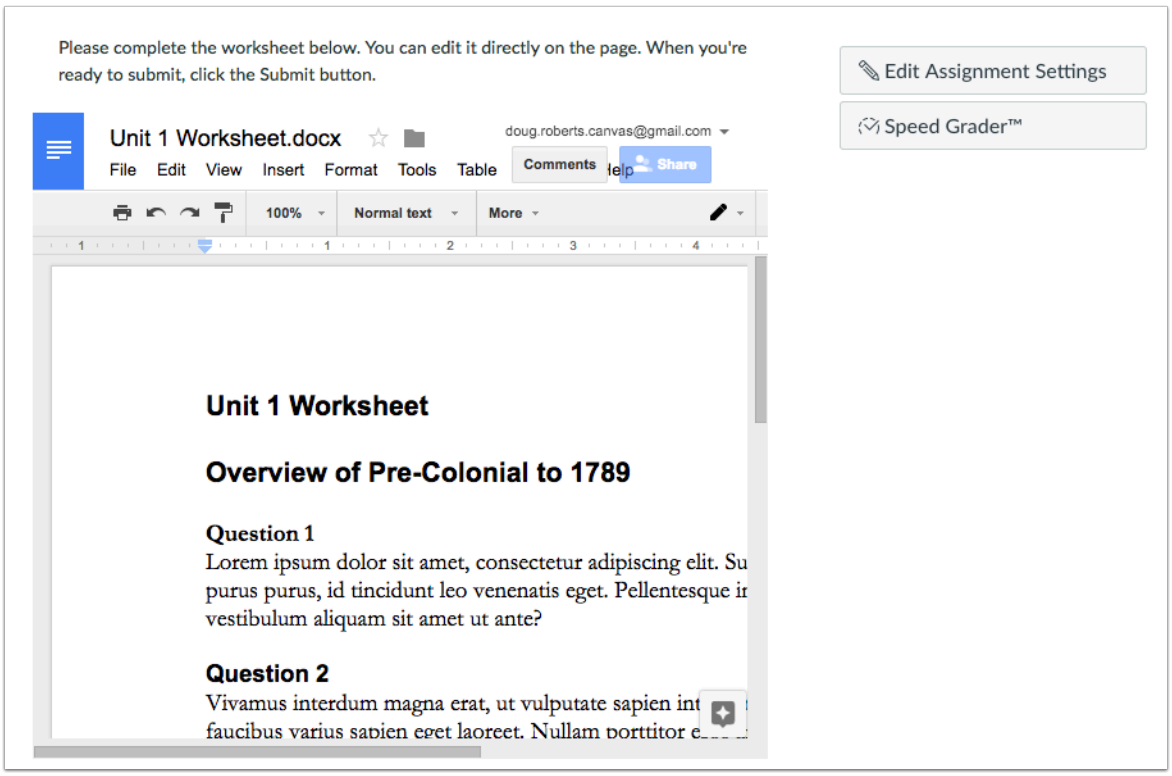


In the Configure External Tool window, click the **Select** button.

Save and Publish

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

View Assignment



View the assignment.

How do I create a cloud assignment with a Microsoft Office 365 file?

You can create an online assignment that embeds a document directly from your Microsoft Office 365 (OneDrive) folder. Accepted assignment types are Microsoft Word, PowerPoint, and Excel.

When students open the assignment, Office 365 will create a copy of the file as the student's submission. Students can open the document and make changes per the assignment instructions. When they are ready to submit the assignment, they can return to the Canvas assignment page and submit the assignment. The copied document is also added to the student's OneDrive folder for the course. You can also view each student's document copy in SpeedGrader for grading.

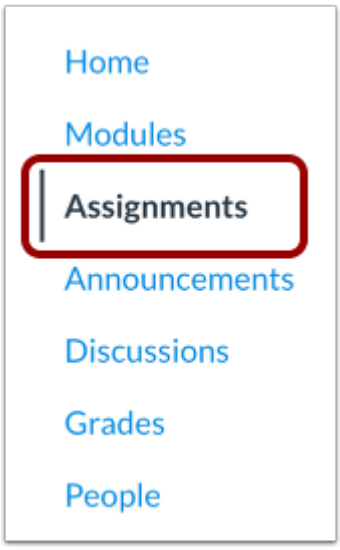
Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

The Microsoft Office 365 LTI currently includes a few limitations when creating assignments:

- You cannot use Microsoft Office 365 files in an external tool for group assignments.
- If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Create the assignment with any other submission type, save the assignment, add the rubric, and then edit the assignment to select the External Tool.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add /moderate after the assignment URL.

Learn how students submit Microsoft 365 cloud assignments.

Open Assignments

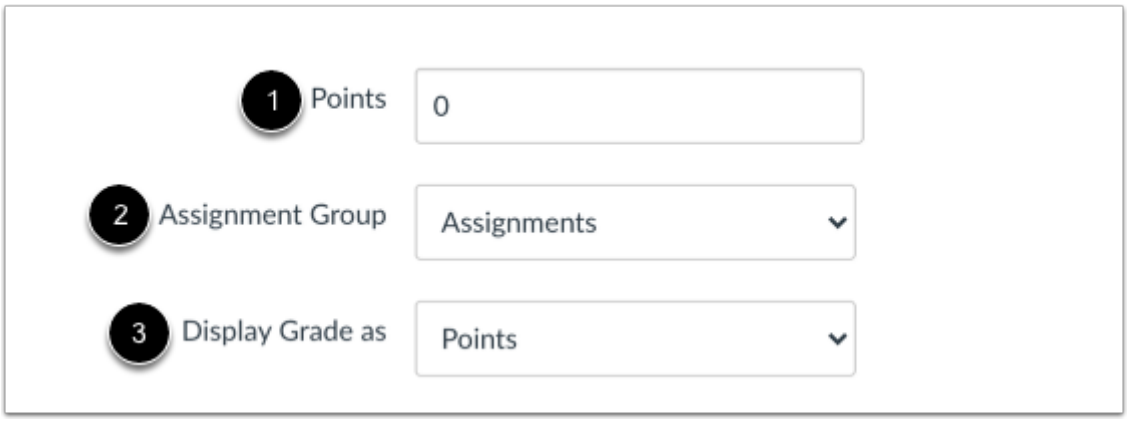


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

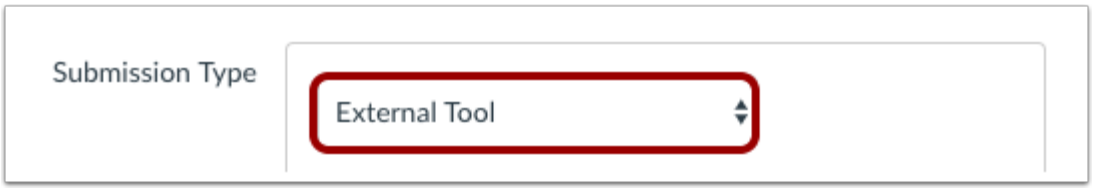
Add Assignment Details



Enter the number of points for the assignment [1], select the Assignment Group [2], and select the grading type from the **Display Grade as** menu [3].

Note: When adding a Microsoft Office 365 assignment it overwrites the title and description in the assignment settings.

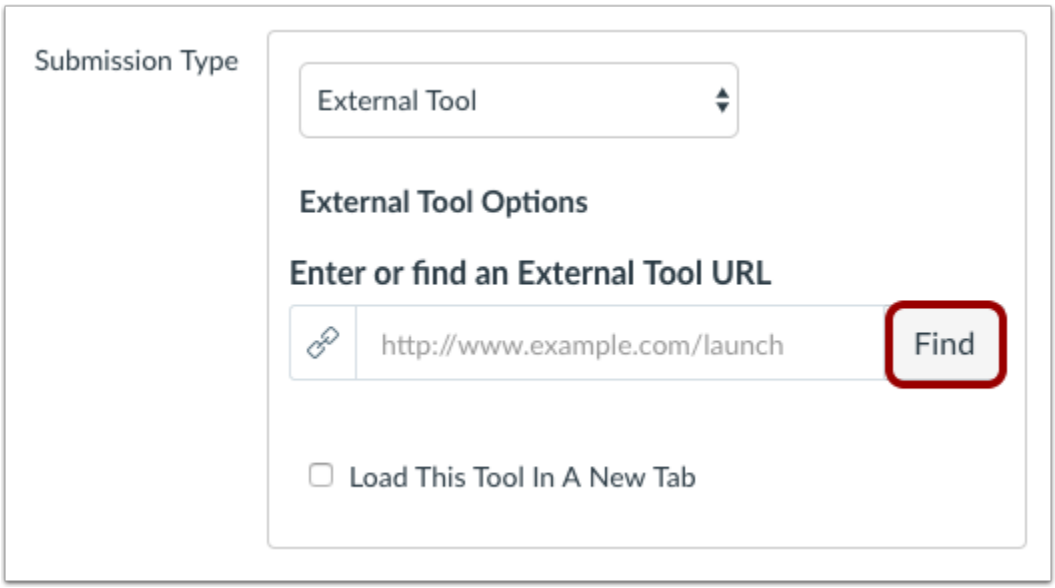
Select Submission Type



In the **Submission Type** drop-down menu, select the **External Tool** option.

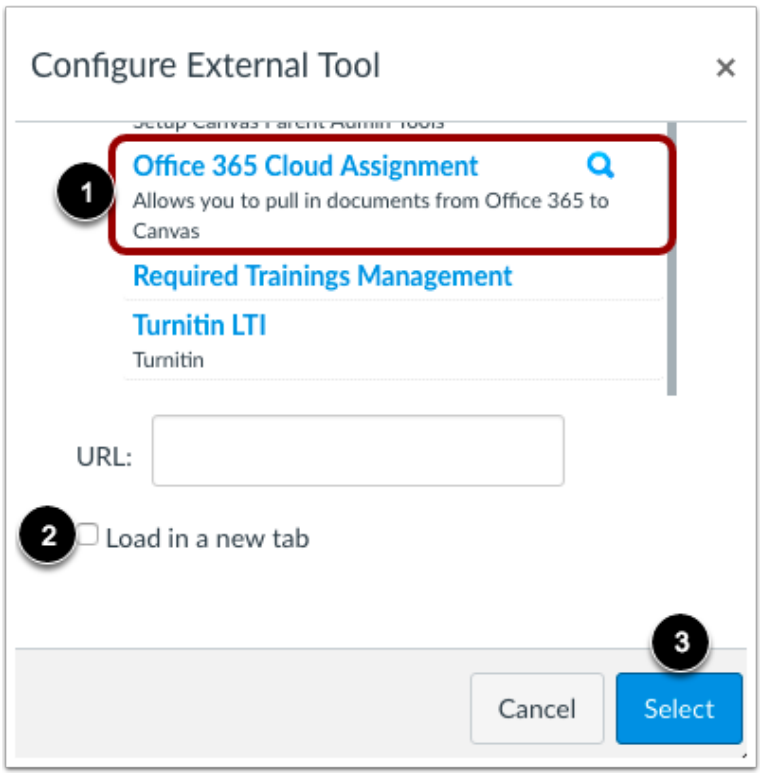
Note: If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Additionally, if you want to apply moderated grading, you must set up moderated grading before setting the External Tool submission type.

Find External Tool



Click the **Find** button.

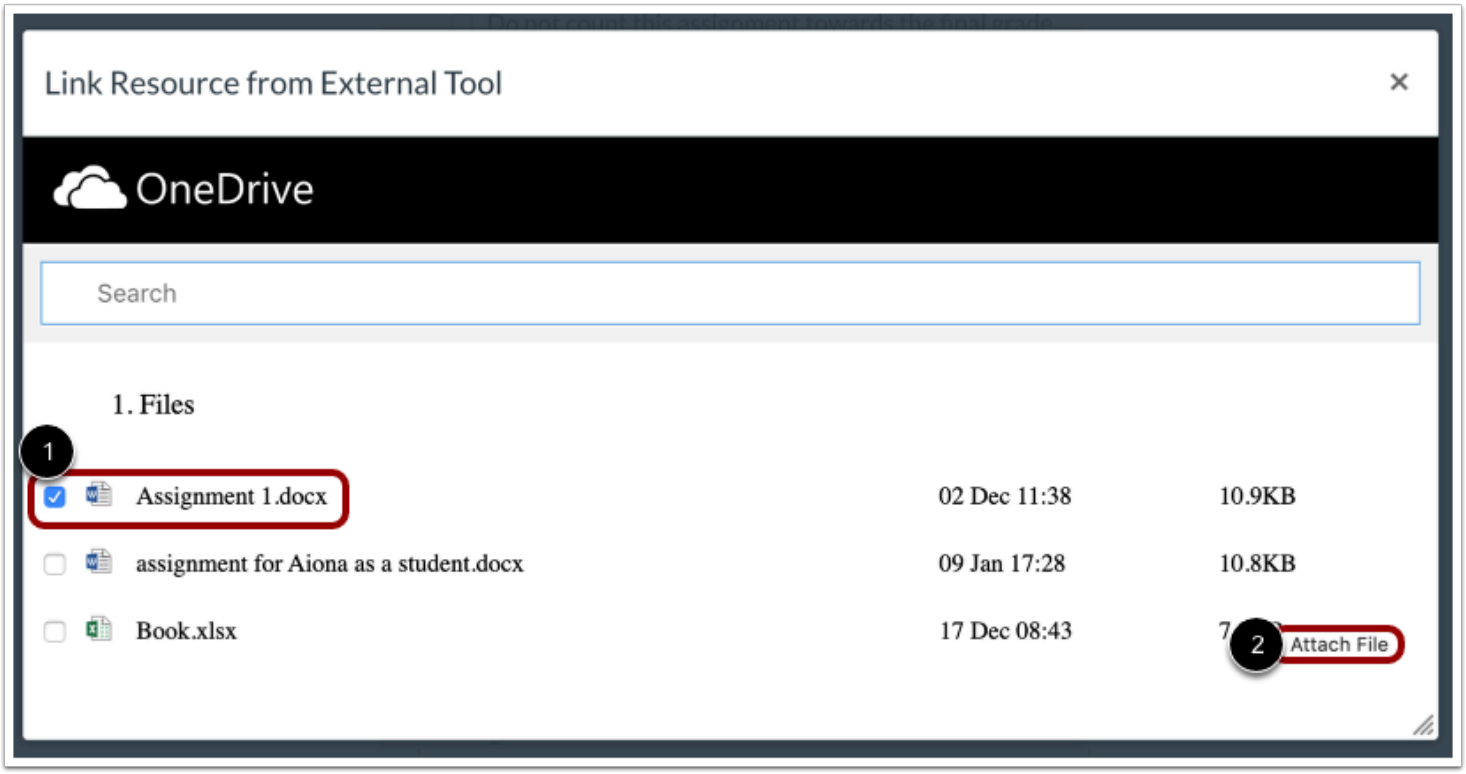
Configure External Tool



Locate and select Office 365 Cloud Assignment [1].

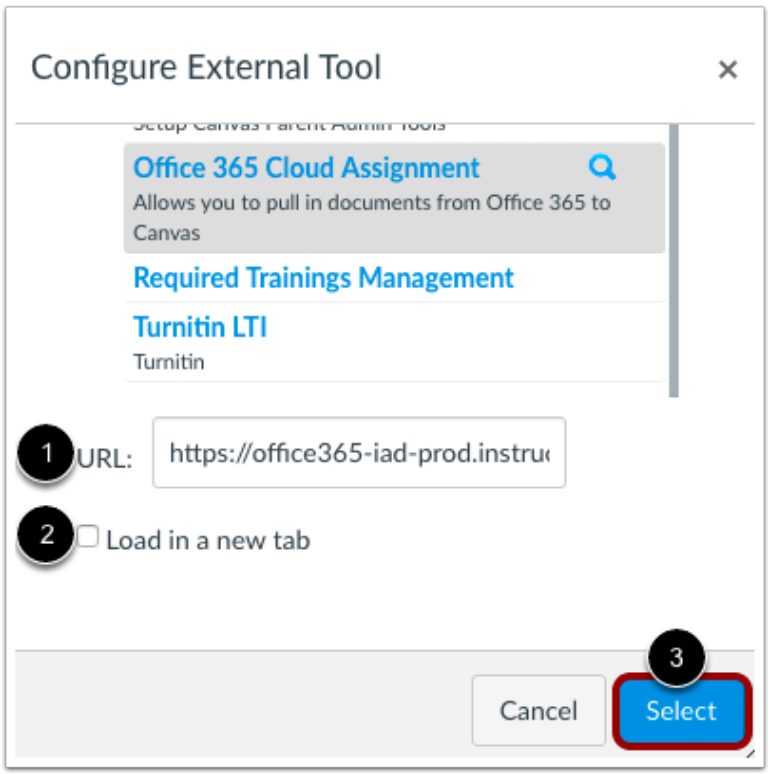
If you want the assignment to load in a new tab, click the **Load in a new tab** checkbox [2]. Click the **Select** button [3].

Attach File



Locate and select the file you want to link to the assignment [1]. Click the **Attach File** button [2].

Select Tool

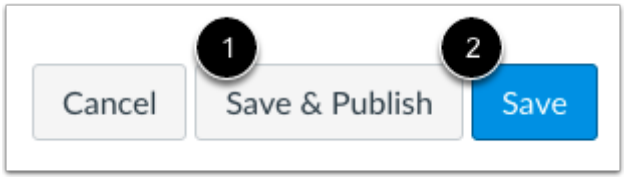


In the External Tool window, view the URL for your assignment file [1]. To select a different file, click the Office 365 link again.

If you want the assignment to load in a new tab, click the **Load in a new tab** checkbox [2].

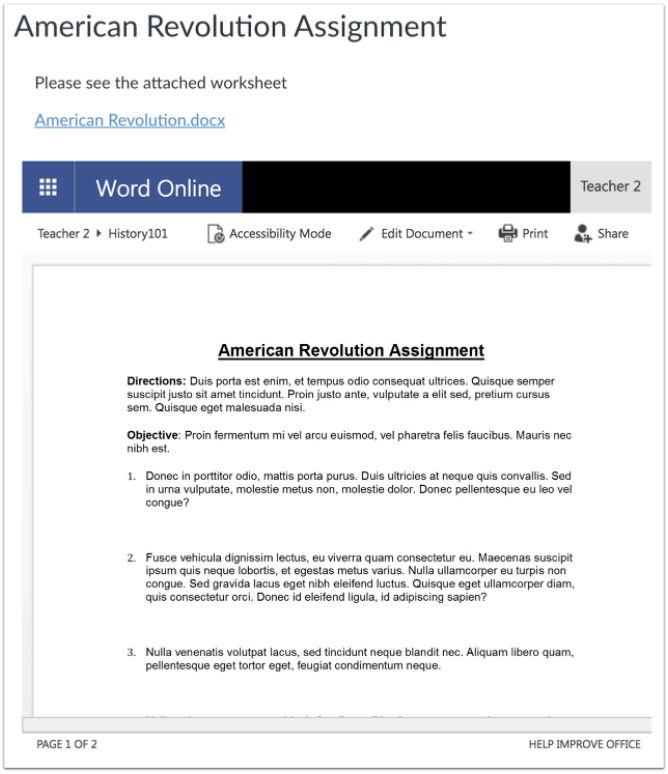
Click the **Select** button [3].

Save and Publish



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

View Assignment



View the assignment.

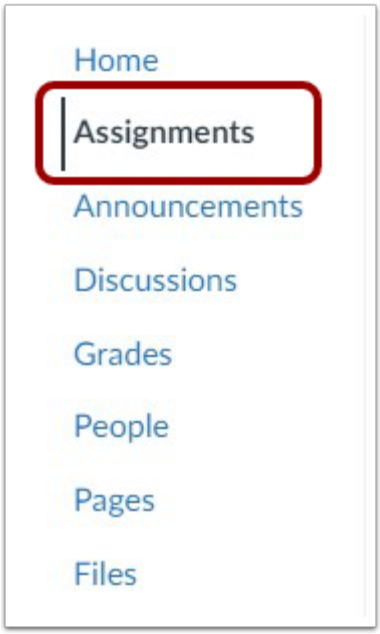
How do I set up an assignment to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up an assignment to synct details and scores to the SIS. However, you must first specify which assignment(s) in the course should be sent to your SIS as part of the grade publishing process. Each assignment must be modified individually. **However, your institution may have already enabled an option for all assignments to be configured for your SIS.**

Once a graded assignment is set up to be sent to your SIS, you can manage the sync to SIS option using the Sync to SIS icon on the Assignment and Quizzes pages. Some assignment types are not supported for grade passback, including Not Graded assignment types and differentiated assignments like those assigned by MasteryPaths.

Each SIS requires specific setup procedures to properly post grades for assignments. For details and troubleshooting tips, view the SIS guides for your institution's Canvas SIS integration.

Open Assignments

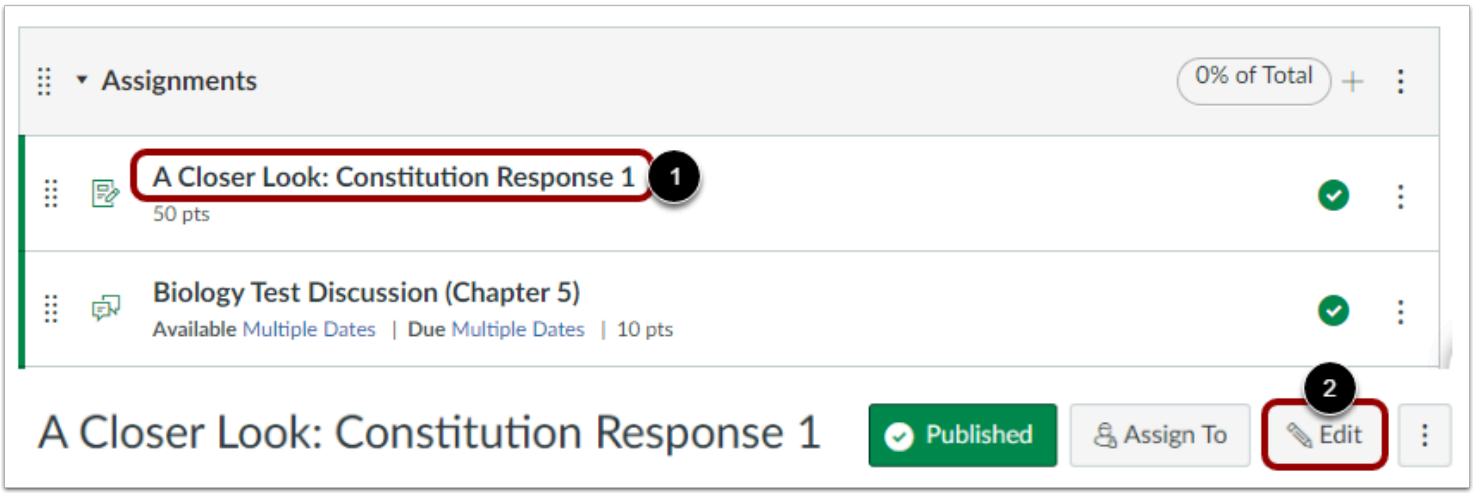


In Course Navigation, click the **Assignments** link.

Add Assignment

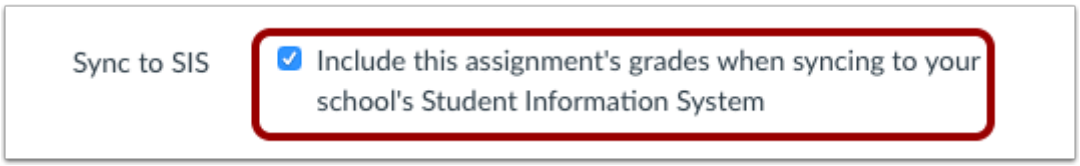
Click the **Add Assignment** button.

Edit Assignment



To set up an assignment that has already been created, click the name of the assignment [1] and click the **Edit** button [2].

Sync to SIS

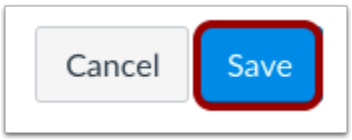


In the assignment details, check the **Sync to [SIS]** checkbox. The [SIS] label may display the name of your institution's SIS.

The SIS option is not available for Not Graded assignment types.

Note: Depending on your institution's settings, this checkbox may already be selected.

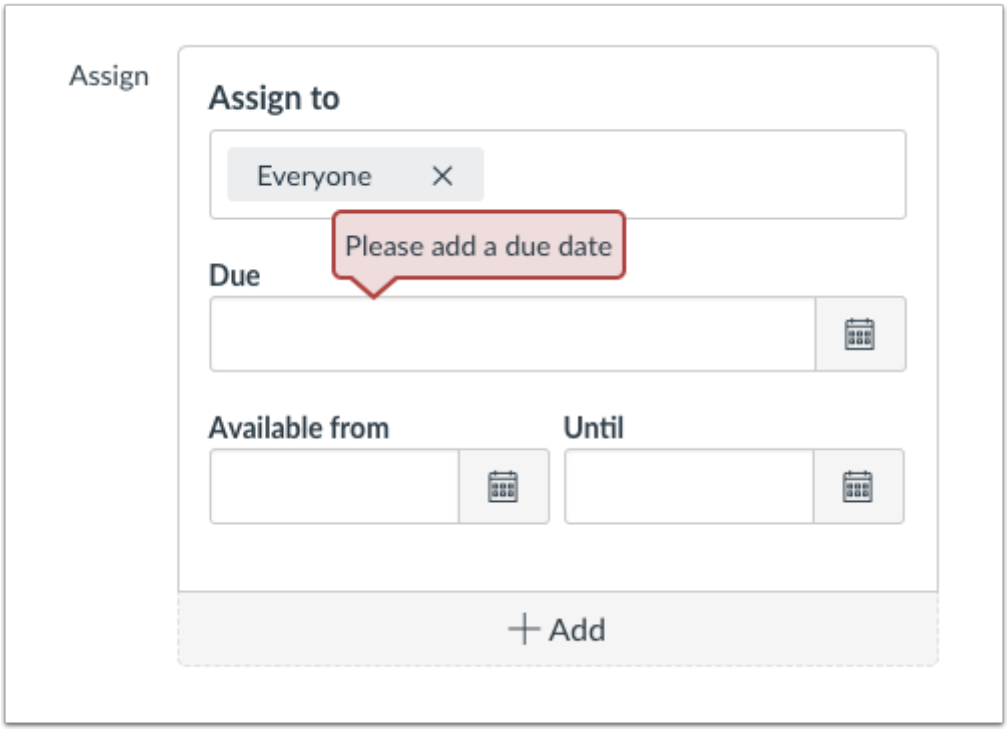
Save Assignment



Click the **Save** button.

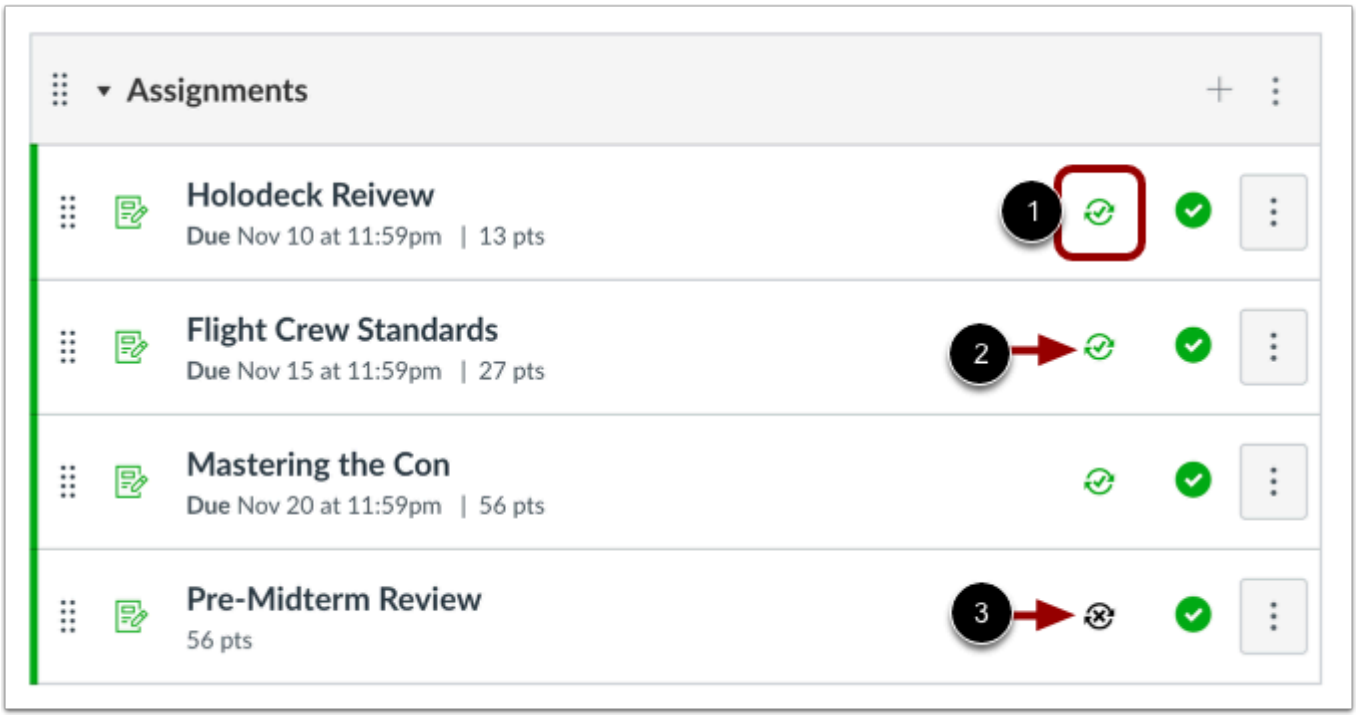
Note: For new assignments, you can click the **Save & Publish** button.

View Assignment Errors



If you cannot save your assignment and you receive an error message, your institution may have limited assignment names and/or require due dates. View issues that need to be resolved before the assignment can be synced to your SIS. Correct the error and save the assignment again.

Manage SIS Sync on Index Pages



You can also manage SIS sync settings from the Assignments and Quizzes index pages.

To manage the SIS sync option for an assignment, click the **Sync to SIS** icon [1].

Quizzes and assignments set up to sync to SIS display a **Sync to SIS enabled** icon [2]. Items that are not currently set up to sync to SIS display a **Sync to SIS disabled** icon [3].

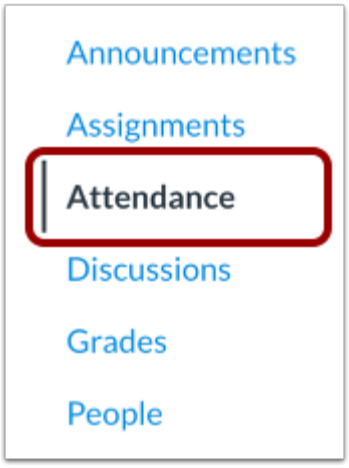
Attendance (Roll Call)

How do I use the Roll Call Attendance tool in a course?

After the Attendance tool has been enabled for your course, you can configure the attendance tool to meet the needs of your students. However, some items cannot be configured until after your course is published and students have accepted the course invitation.

Note: The Attendance tool must be enabled by your Canvas admin before it can be used in your course. If you cannot see the Attendance link in Course Navigation, please contact your administrator.

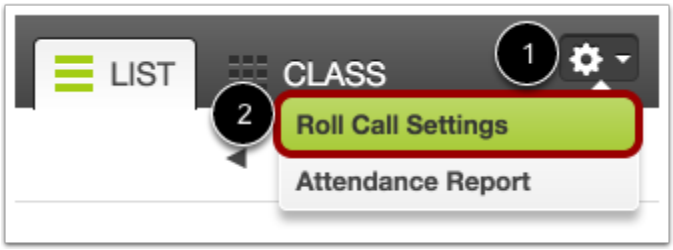
Open Attendance



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

Note: The Attendance link does not display to students, so you do not need to hide this link in the Navigation tab within Course Settings.

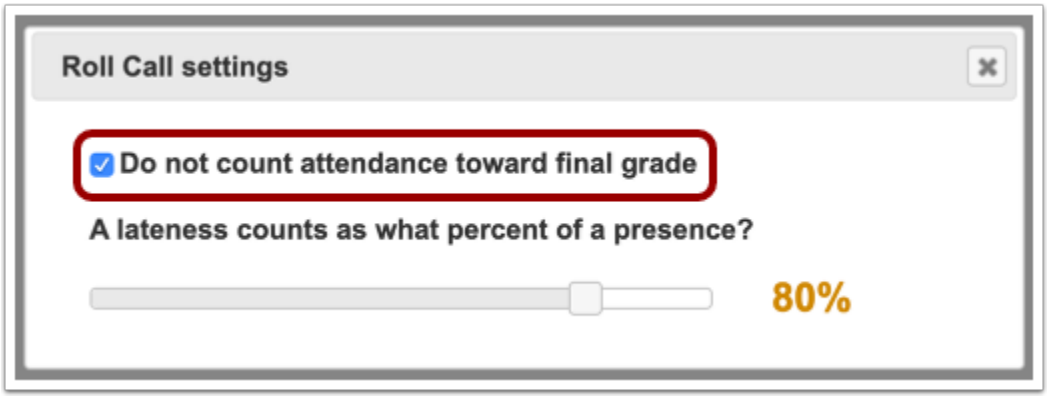
Edit Roll Call Settings



To edit Roll Call settings, click the **Settings** icon [1], then click the **Roll Call Settings** button [2].

You can exclude the Roll Call assignment from the final grade and adjust the lateness value.

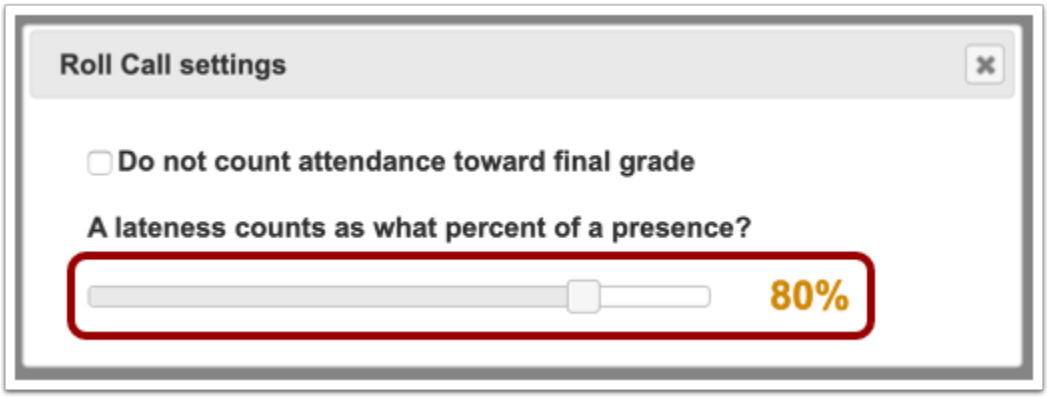
Exclude from Final Grade



If you do not want the Roll Call Attendance assignment to count toward the final grade, select the **Do not count attendance toward final grade** checkbox.

Note: Excluding an assignment from the final grade can also be managed from the assignment settings. However, it is recommended to manage the setting in Roll Call settings.

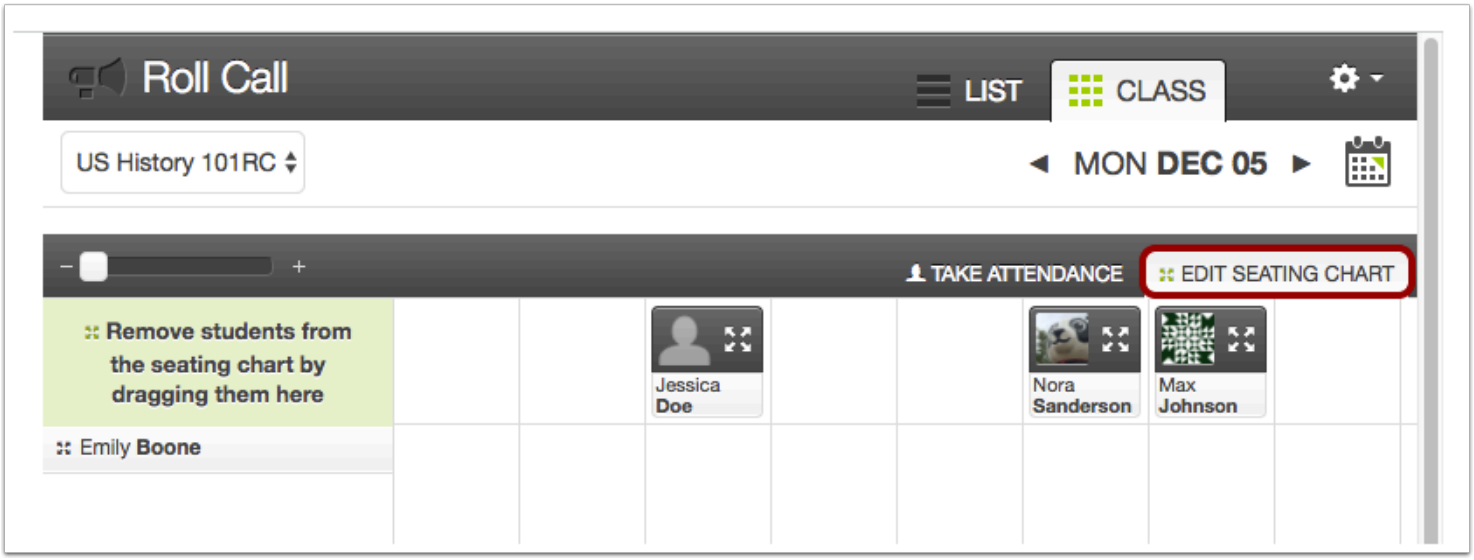
View Lateness Value



To specify a lateness percentage, move the slider bar. By default, the lateness bar is set to 80%.

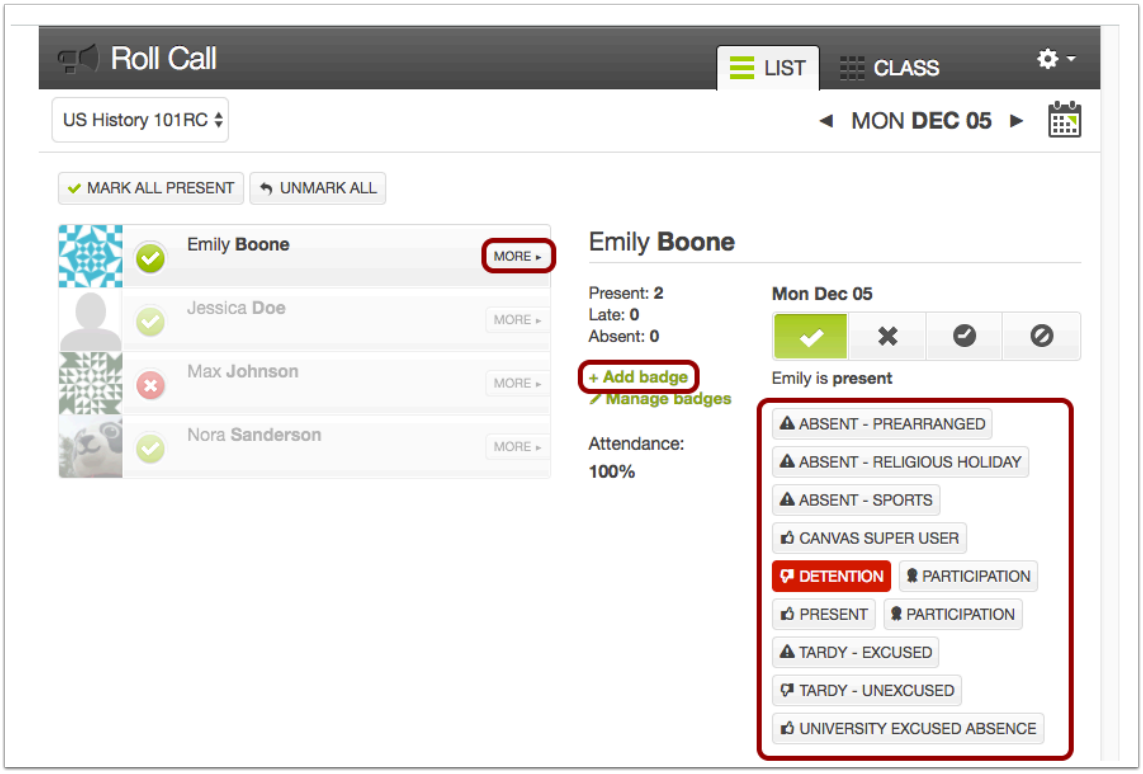
The lateness percentage indicates the attendance score a student will receive if they are marked late. For example, a student with one presence (100%) and one lateness (80%) will have an average attendance score of 90%.

Create Seating Chart



When your course is published and students have accepted course invitations, you can create a seating chart in the Class view.

Manage Badges



When your course is published and students have accepted course invitations, you can use a student's attendance information profile to manage badges in your course. Any badges added at the account level will automatically display as badges in your course. You can add additional badges for your course before you begin taking roll call.

Change Attendance Value

If you want to change the value of Attendance in your course, or if you want to remove Attendance from the Gradebook completely, currently you must take roll call for at least one student before you can make any changes in Roll Call.

How do I edit the Roll Call Attendance assignment?

After the first time you take roll call, Canvas automatically creates an assignment for Roll Call Attendance and adds a column to the Gradebook. By default, attendance is worth 100 points.

To avoid Attendance calculation errors, you should not delete, rename, or unpublish the Attendance assignment. If the Attendance assignment is deleted, the Roll Call tool will not be able to take attendance. Canvas will automatically create a new Attendance assignment within 15 minutes after a failed attendance attempt due to a deleted Attendance assignment.

Instructors can edit several components of the Roll Call Attendance assignment:

- If you are using weighted assignment groups, you can create a new weighted assignment group and move the attendance assignment into that group.
- You can edit the assignment and change the point value.
- You can remove Attendance from the Gradebook completely by changing the assignment type.

Notes:

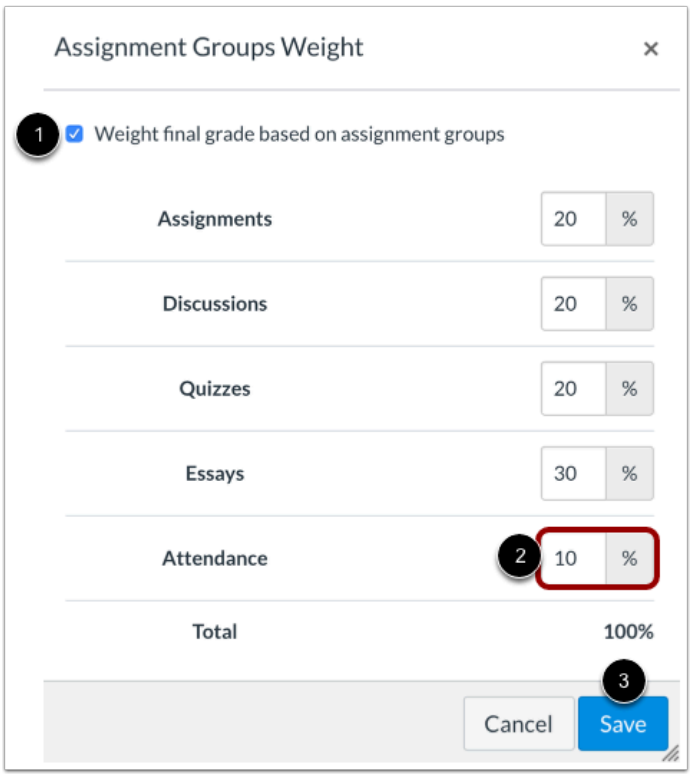
- The Attendance assignment will not appear until you have taken roll for at least one student.

Create Weighted Assignment Group

If you are using weighted assignment groups and would rather set grade weighting for attendance, you can create a new weighted assignment group for Attendance. You can drag and drop the Roll Call Attendance assignment by clicking and grabbing the handle icon.

Note: You can also move the assignment by editing the assignment, locating the Assignment Group menu, selecting the name of the assignment group, and saving the assignment.

Edit and Save Percentage Value



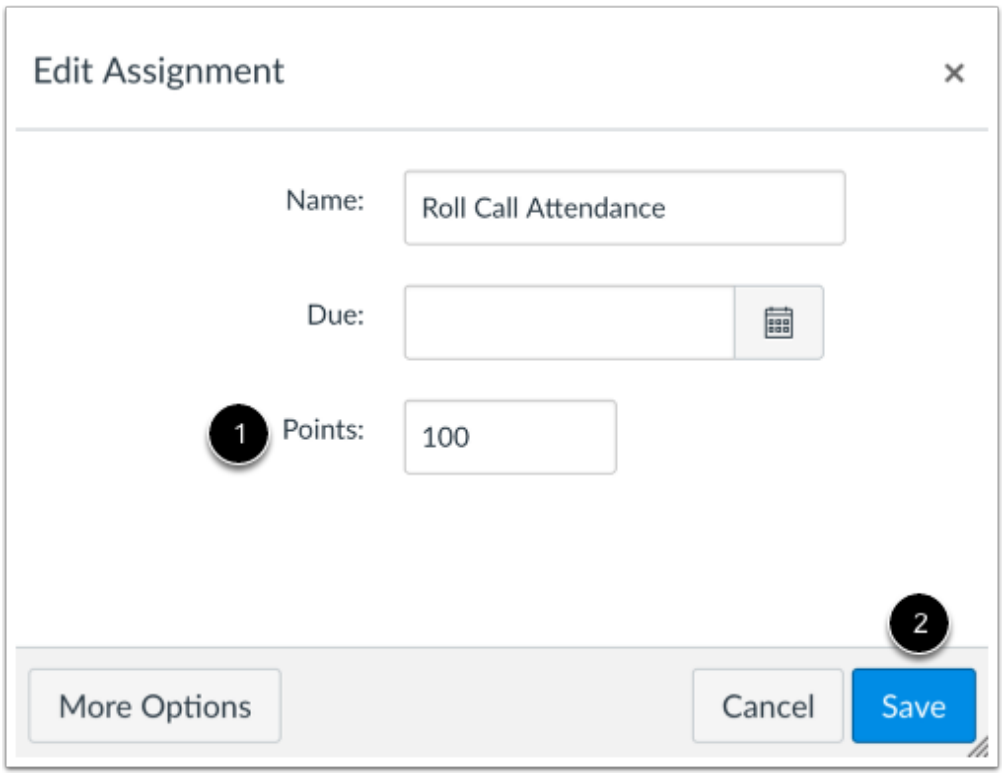
In Assignment Settings, click the weight final grade checkbox [1]. Set the group percentage value to your preferred percentage value (zero up to 100) [2], then click the **Save** button [3].

Make sure the Attendance assignment is moved into the Roll Call assignment group.

The percentage value you set for the group will control the point value assigned to the Attendance assignment, despite the assigned point value.

Note: If you want to set the percentage value as zero, the point value for the assignment must be higher than zero. Canvas cannot calculate weighted assignment groups with zero points possible.

Change Point Value

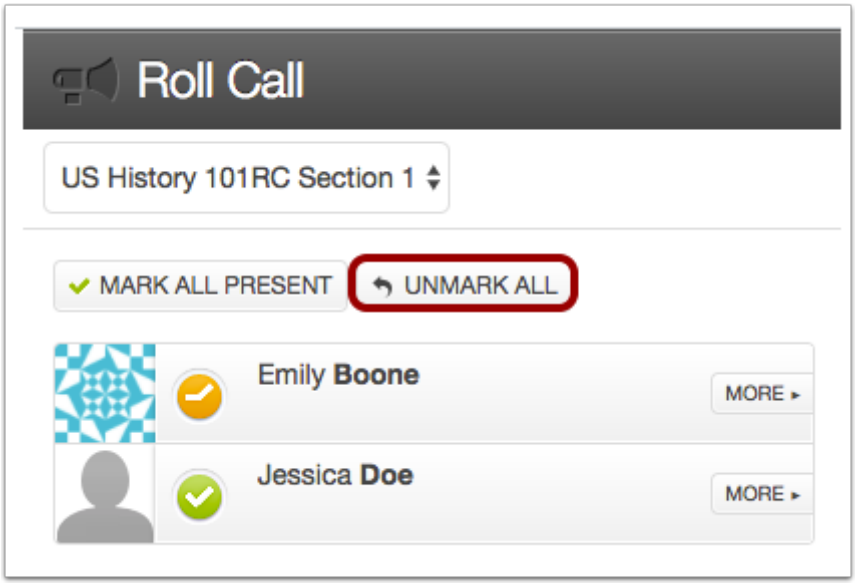


If you are not using weighted assignment groups and just want to edit the points assigned for Attendance, you can edit the point value in the assignment. However, this adjustment is only recommended if (1) you are never going to change the point value again *and* (2) you make the adjustment after your first roll call entry.

To change the point value for the assignment, edit the assignment, then in the points field [1], enter the new point value for attendance. At the bottom of the window, click the **Save** button [2].

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

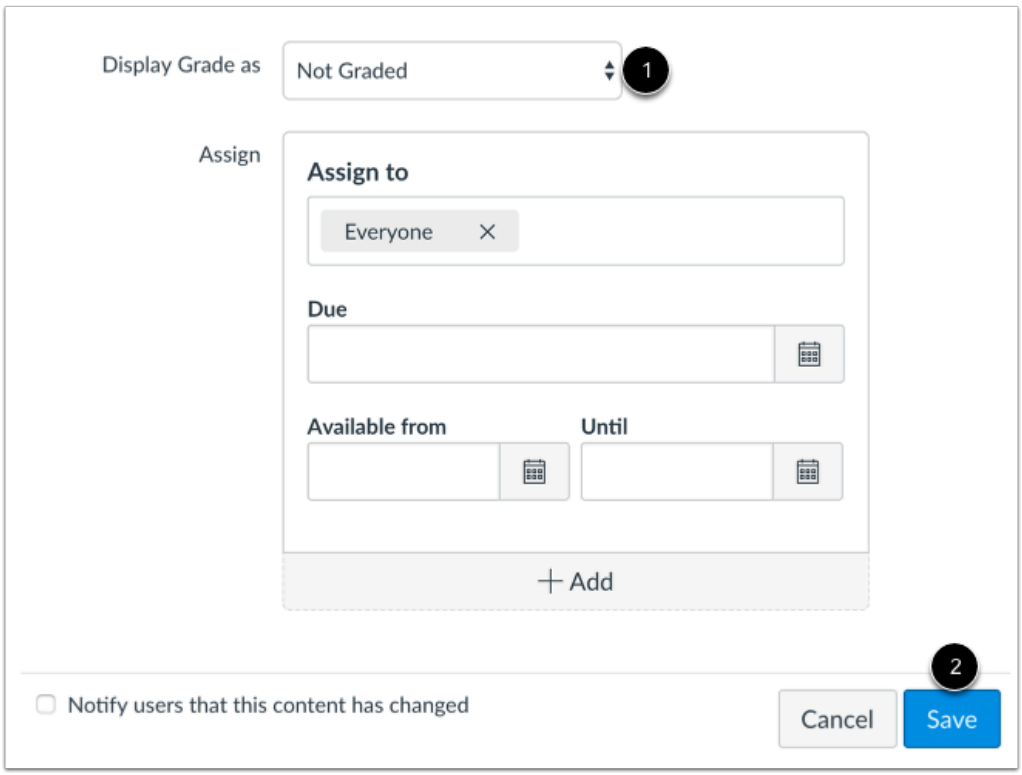
Edit Roll Call



The Gradebook doesn't currently adjust point value changes accurately after point values have been changed, and the percentage values in the SpeedGrader and the Gradebook will be incorrect.

Return to roll call, click the **Unmark All** button, and then take attendance for all students as normal. The percentage value will then adjust correctly in both SpeedGrader and the Gradebook. If you make this change immediately after the first time you take roll in your course and edit the point value, you only have to adjust your work once.

Remove from Gradebook

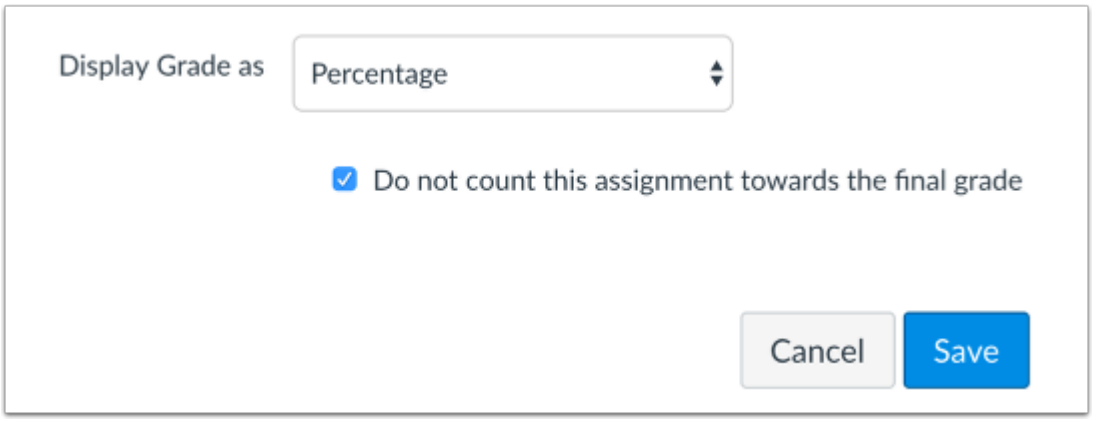


If you do not want Attendance to appear in the Gradebook as a graded assignment, you can edit the Attendance assignment and change the assignment type. Students can still view the assignment but it will not appear in their grades.

To remove the assignment from the Gradebook, edit the attendance assignment, then in the Display Grade as menu [1], select the Not Graded option. At the bottom of the window, click the **Save** button [2].

Note: Once you have changed the assignment type, you cannot change it back to a graded assignment. Please ensure you do not want to grade Attendance before changing the assignment type.

Exclude from Final Grade



If you do not want the Roll Call Attendance assignment to be calculated in the final grade, you can choose to exclude the assignment from final grade calculations.

You can manage this setting in attendance assignment settings and in Roll Call settings. However, it's recommended to manage this setting in Roll Call Settings.

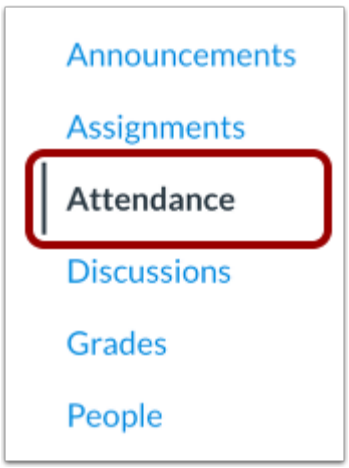
How do I create a roll call seating chart using the Attendance tool?

You can drag and drop the students in your course to create a seating chart for your classroom.

Once you have created your seating chart, learn how to take roll call in your course.

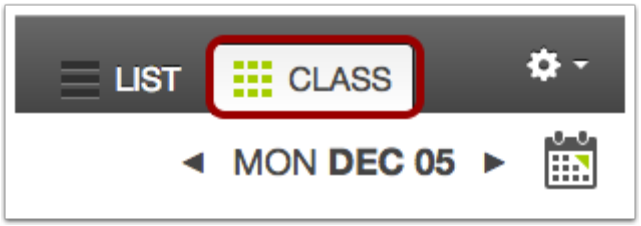
Note: Currently Roll Call does not support a seating chart print option. However, you can always print the screen image from your browser.

Open Attendance



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

Open Class View

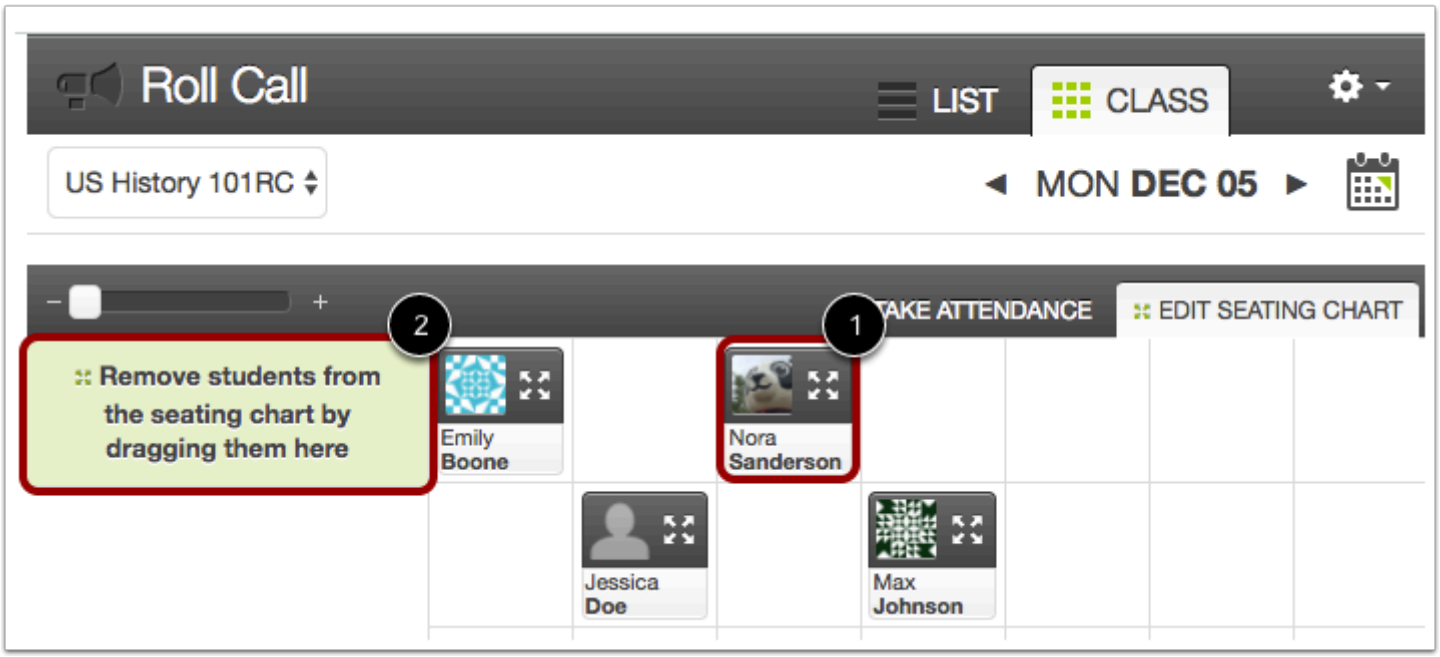


Click the **Class** tab.

Edit Seating Chart

To create a seating chart for your class, click the **Edit Seating Chart** tab.

Create Seating Chart



The first time you edit the seating chart, all your students' names will appear in the left column. Drag your students onto the grid and arrange them as desired [1]. Remove students from the seating chart by dragging them to the green box in the left hand column [2]. You can rearrange the placement of students in the grid as necessary.

How do I take roll call using the Attendance tool?

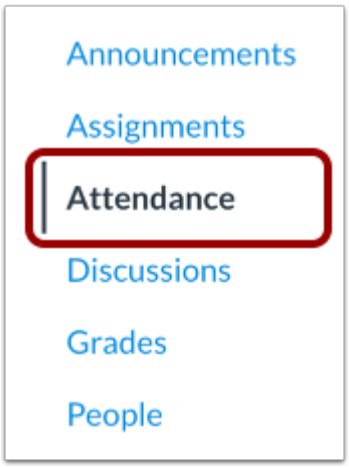
Once the attendance tool is set up in your course, and your course is published, you can start to take attendance using Roll Call.

The attendance tool is configured by default to allow taking roll seven days a week. This setting is useful for courses where there may be a need to take attendance for an event that takes place outside of a regular school week. However, the attendance tool will only calculate grades in the gradebook out of the total number of days roll has been taken.

Currently you can only view Roll Call on a day-by-day basis. To view additional dates you can run an attendance report for your course.

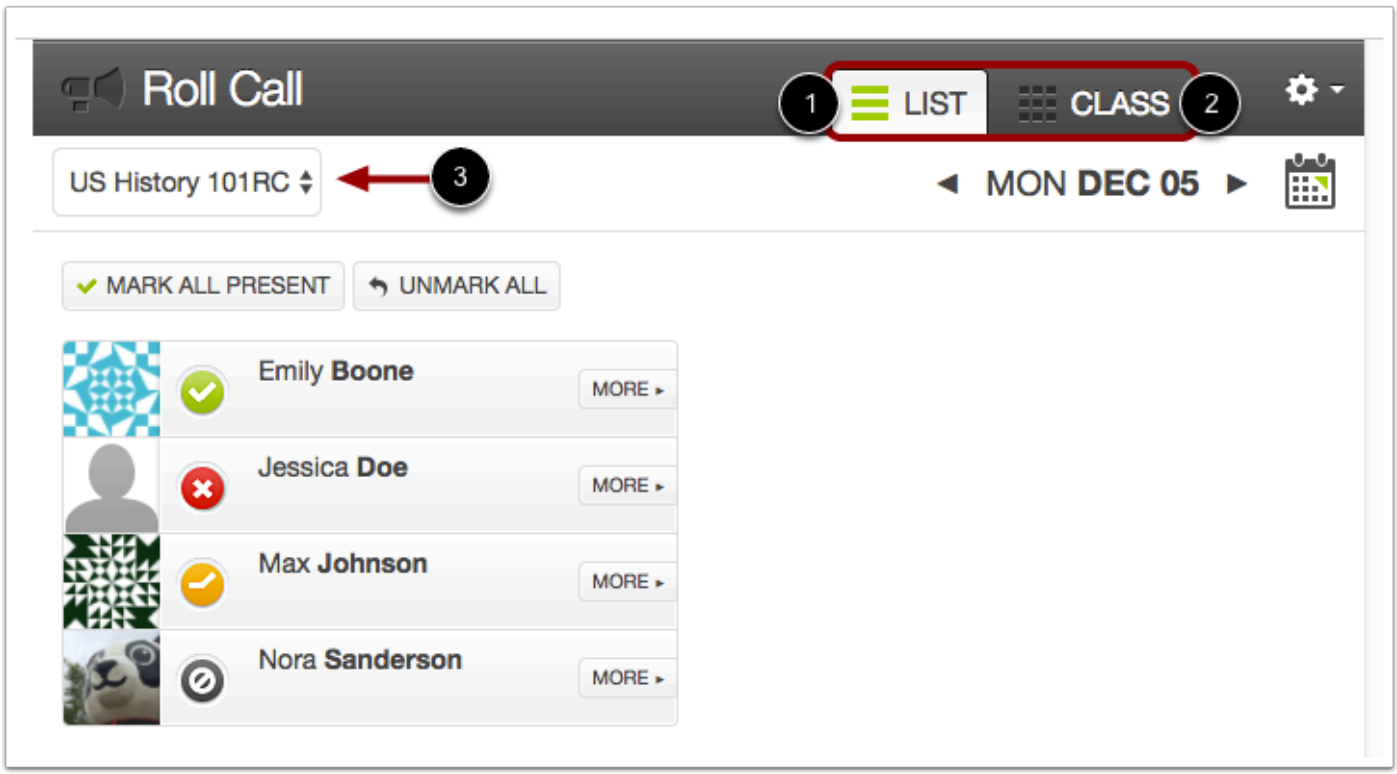
Note: Students cannot access the Attendance tool; only instructors have the ability to take attendance. However, students can see the Attendance assignment in the Assignments page and view their attendance report as part of the Roll Call Attendance submission details page. If you are using attendance for grading, students can also view their attendance grade in the Grades page.

Open Attendance



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

View Attendance



By default, Roll Call displays the **List View** tab [1], which shows all students in a list format. To view the class in the seating chart format, click the **Class View** tab [2].

If your course includes sections, both views show a drop-down menu with the names of course section(s). To view students in a specific section, click the section drop-down menu [3]. Note that this menu displays even if your course only contains one section.

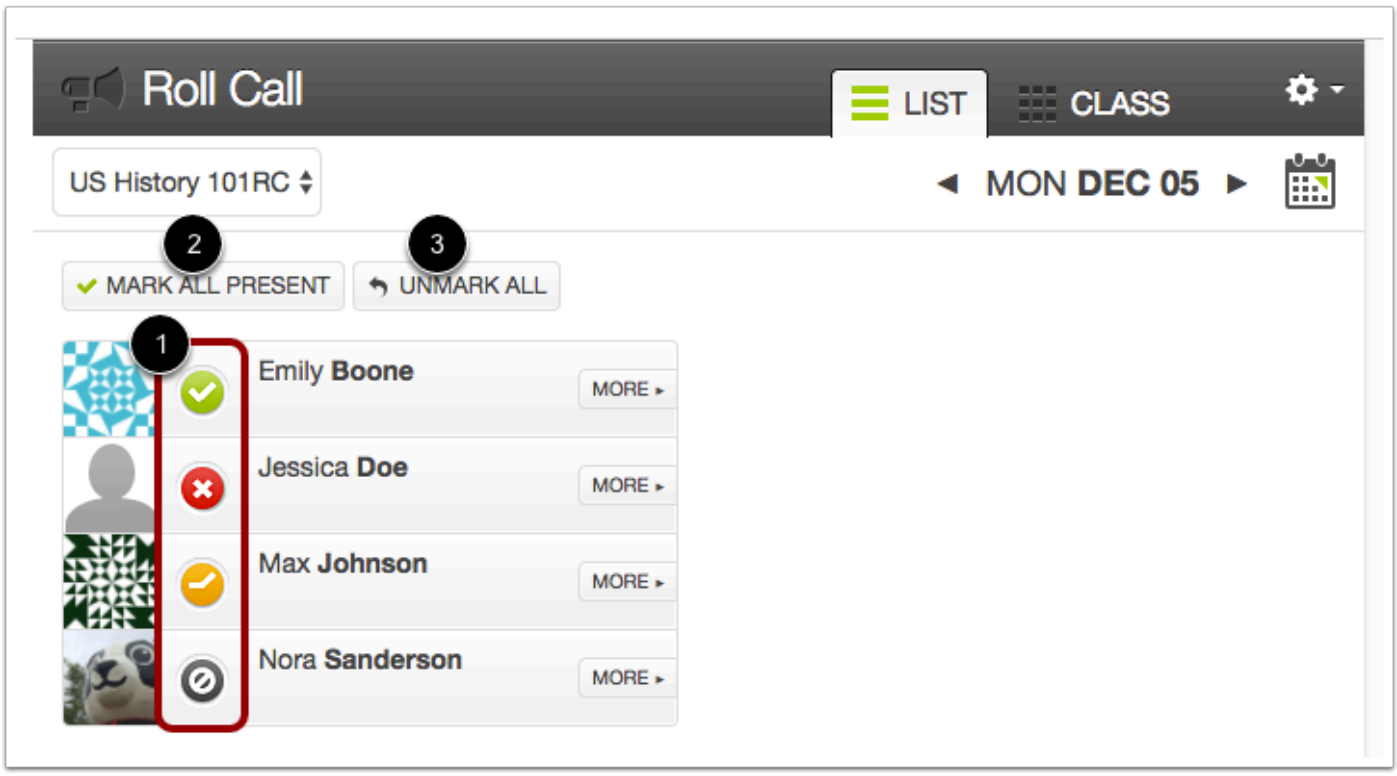
Note: When a student is enrolled in multiple sections, any attendance that has been marked in one section does not display in all other section filters where the student is enrolled.

View Attendance Dates

By default, Roll Call will display the current date.

You can edit attendance records for a different date by using the **arrow** icons next to the date [1] or by clicking the **Calendar** icon [2].

Take Attendance in List View



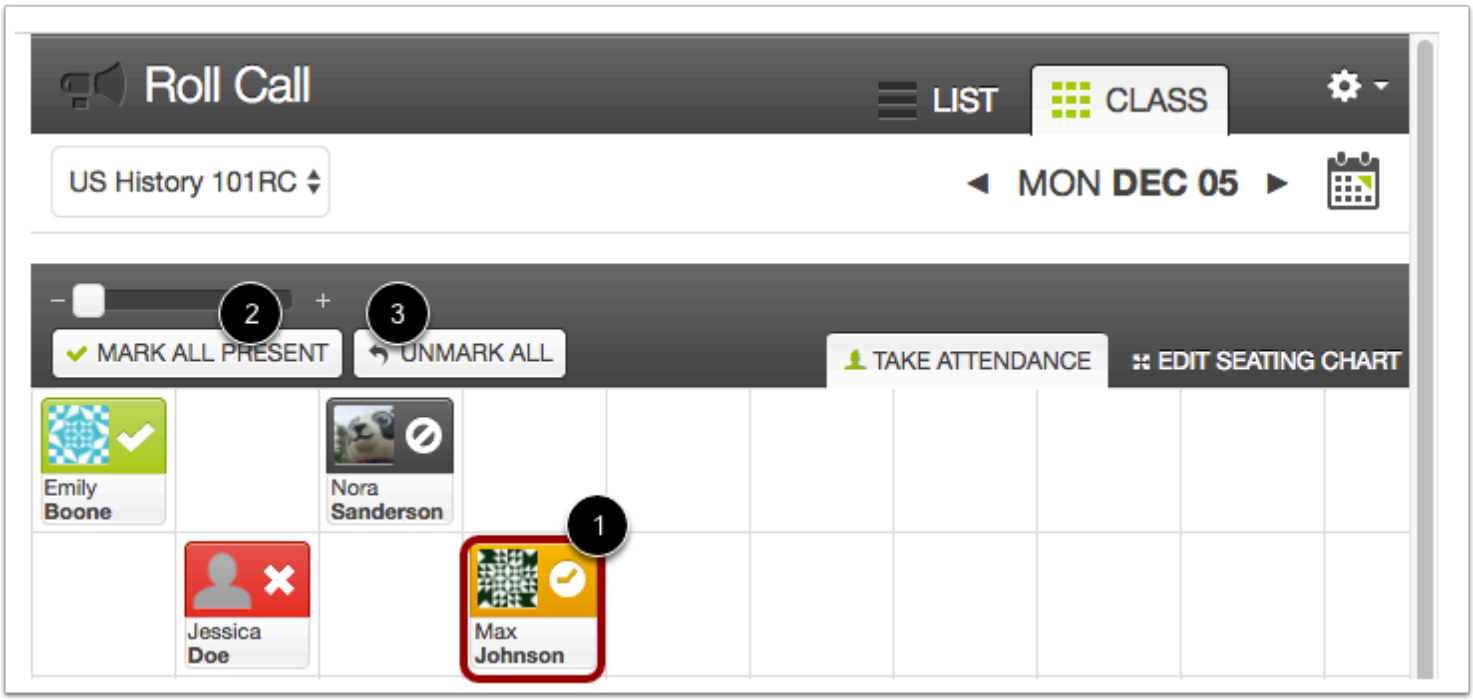
In the List View, you can take attendance by toggling the correct mark next to each student's name [1]. Click the attendance mark until you arrive at the desired mark:

- To mark the student as present and on time, click one time (green **check mark** icon).
- To mark the student as not present, click two times (red **X** icon).
- To mark the student as late, click three times (orange **clock** icon).
- To unmark the attendance status, leave the button as the default (gray **no symbol** icon). The unmarked attendance status also indicates an excused absence.

You can also take attendance by clicking the **Mark All Present** button [2].

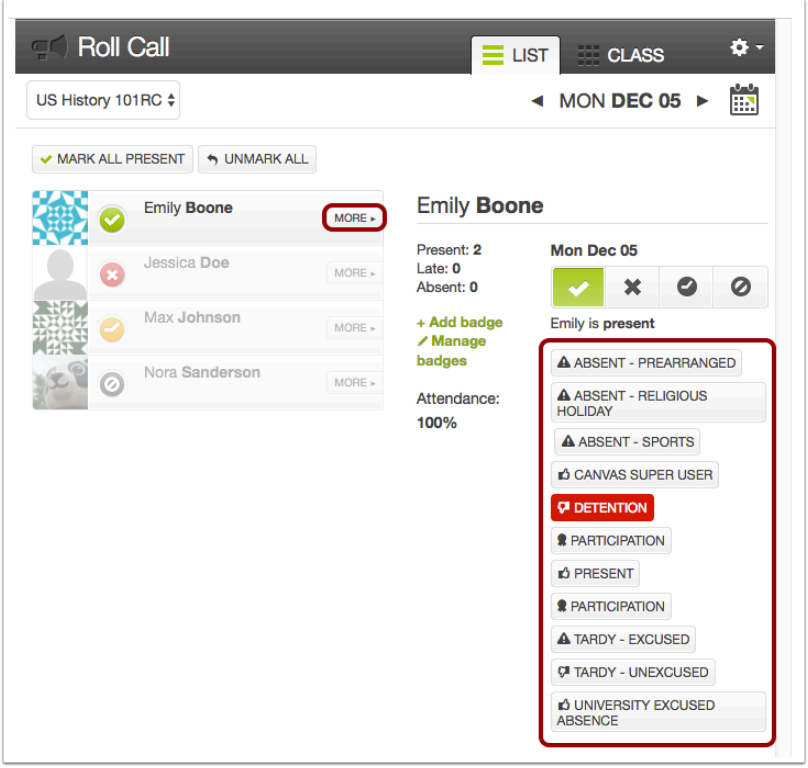
If you need to start over or clear all attendance entries, click the **Unmark All** button [3].

Take Attendance in Class View



In Class View, you can also toggle the correct mark next to each student's name (present, absent, or late) [1], or click the **Mark All Present** button [2]. To unmark all student entries, click the **Unmark All** button [3].

Add Badges to Roll Call



If you want to use roll call badges as part of the entry, view more options for the student and add the selected badge.

How do I use Roll Call Attendance badges in a course?

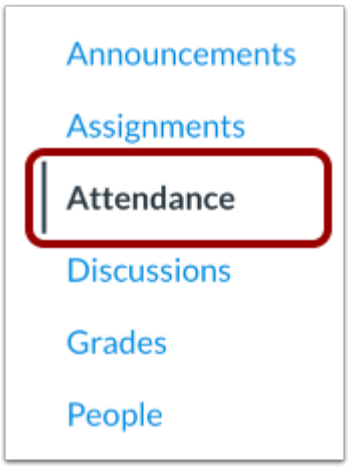
Once you have configured the Attendance tool, Roll Call Badges are a versatile way to make quick notations about your students using the Roll Call attendance tool. For example, you can quickly mark when a student is disruptive or actively participating in the class so that you have a record of that student's activities.

You can add and manage any course-level attendance badges in any student's attendance information profile. New badges are always available to all students and will not/cannot be created for individual students. Badges may be created, however, that are only applicable in certain circumstances such as "Absent due to death in family" or "Absent due to school-sanctioned activity."

Canvas admins have the right to delete any course-level badges that may be considered inappropriate.

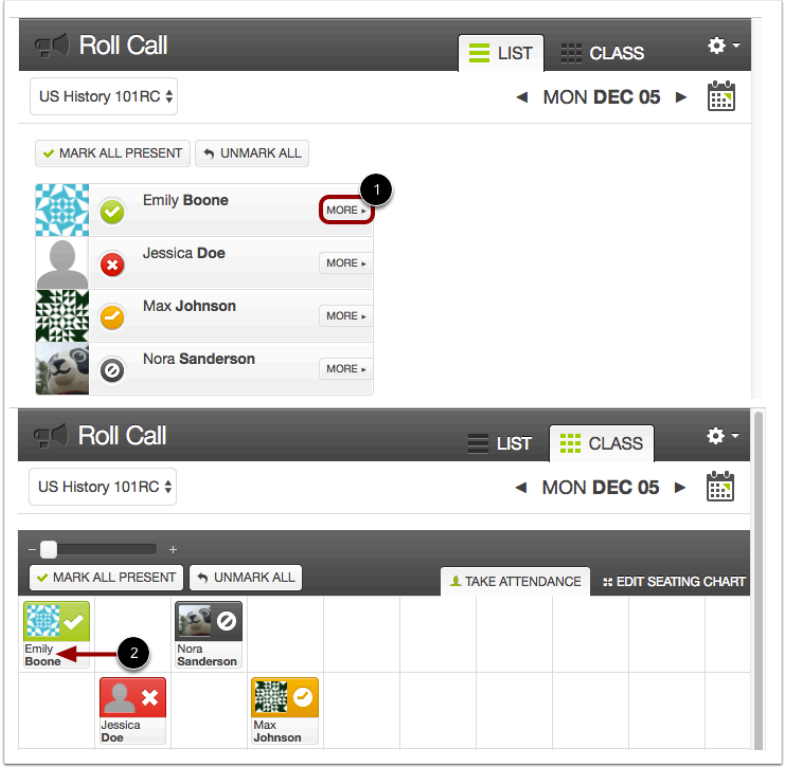
Note: Roll Call Attendance Badges are not visible to students.

Open Attendance



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

View More Options

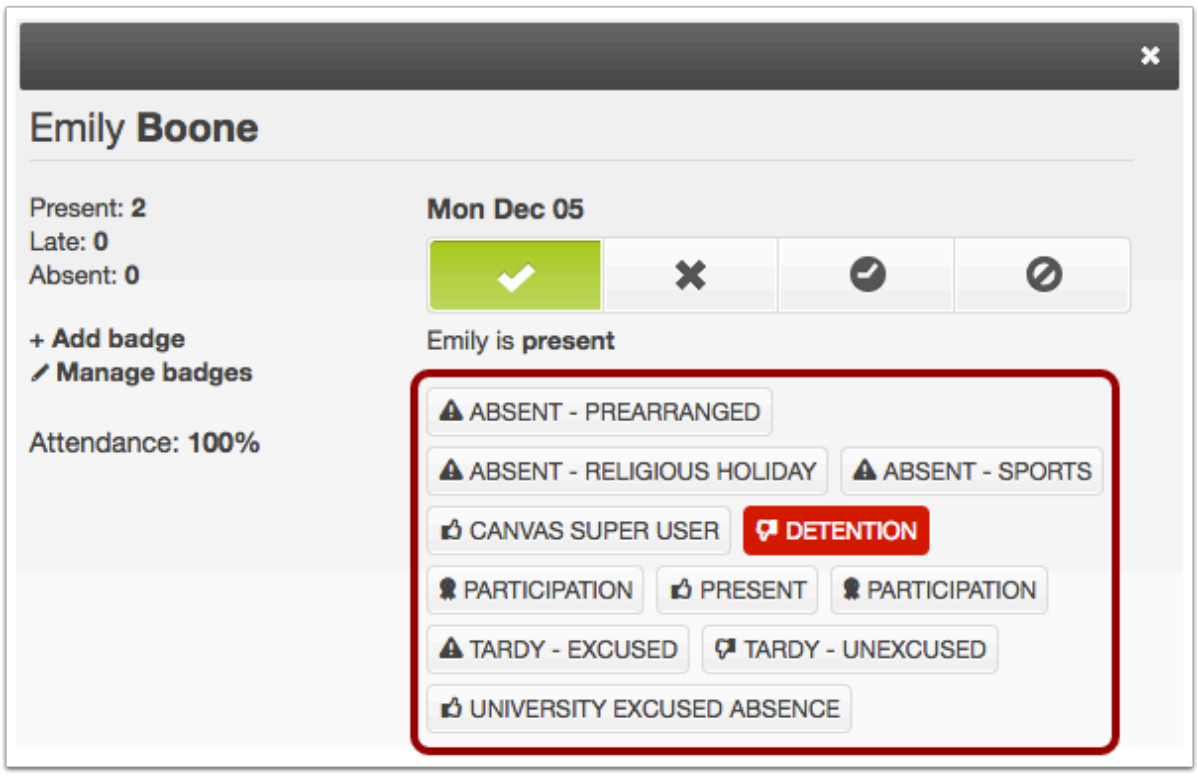


Badges can be added and managed in any student's attendance information profile.

In List View [1], click the **More** tab next to a student's name.

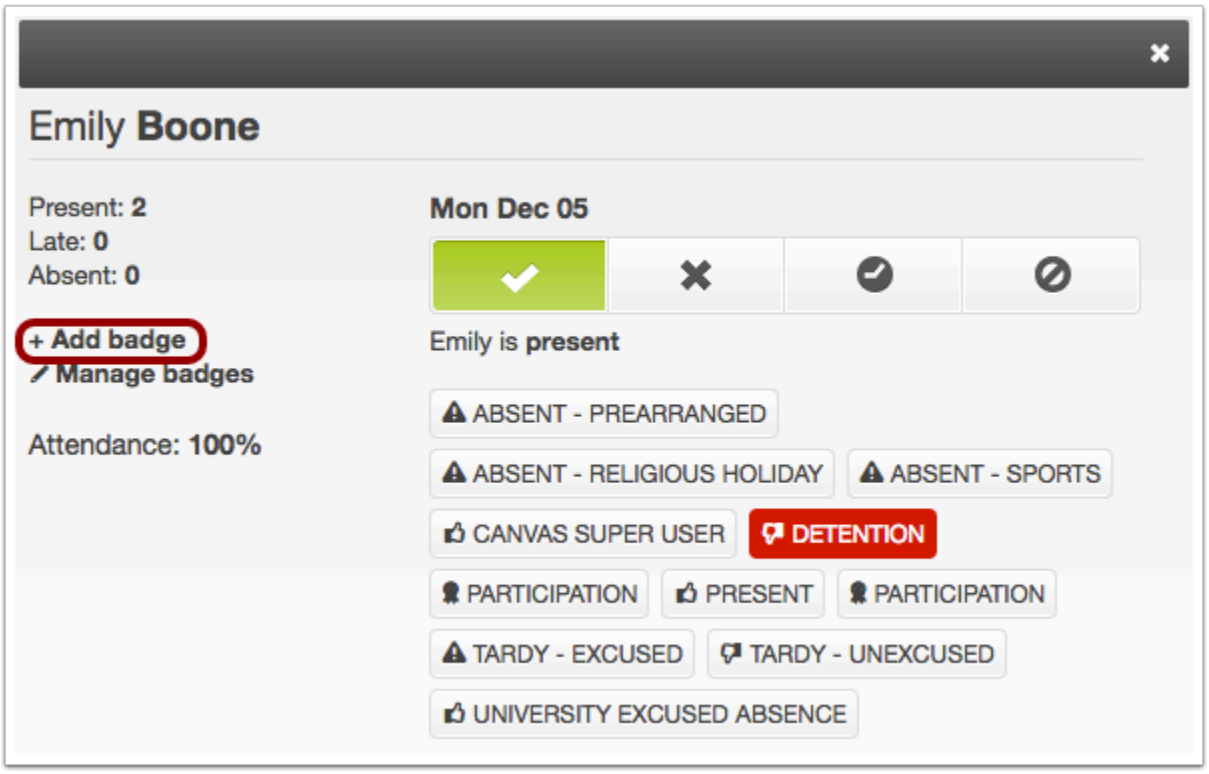
In Class View [2], click the name of the student.

View Badges



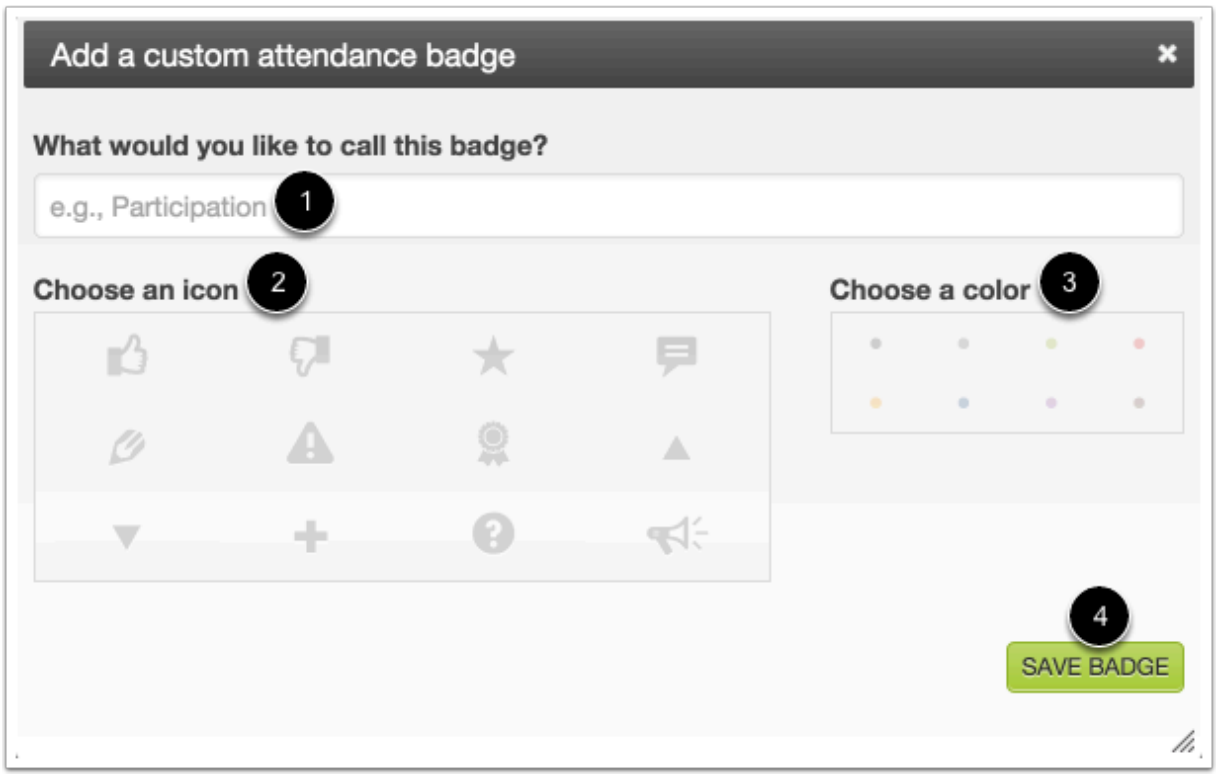
Any existing badges appear as buttons below the student's attendance information. All available and created badges are created for the entire course and will be shown for each student.

Add Badge



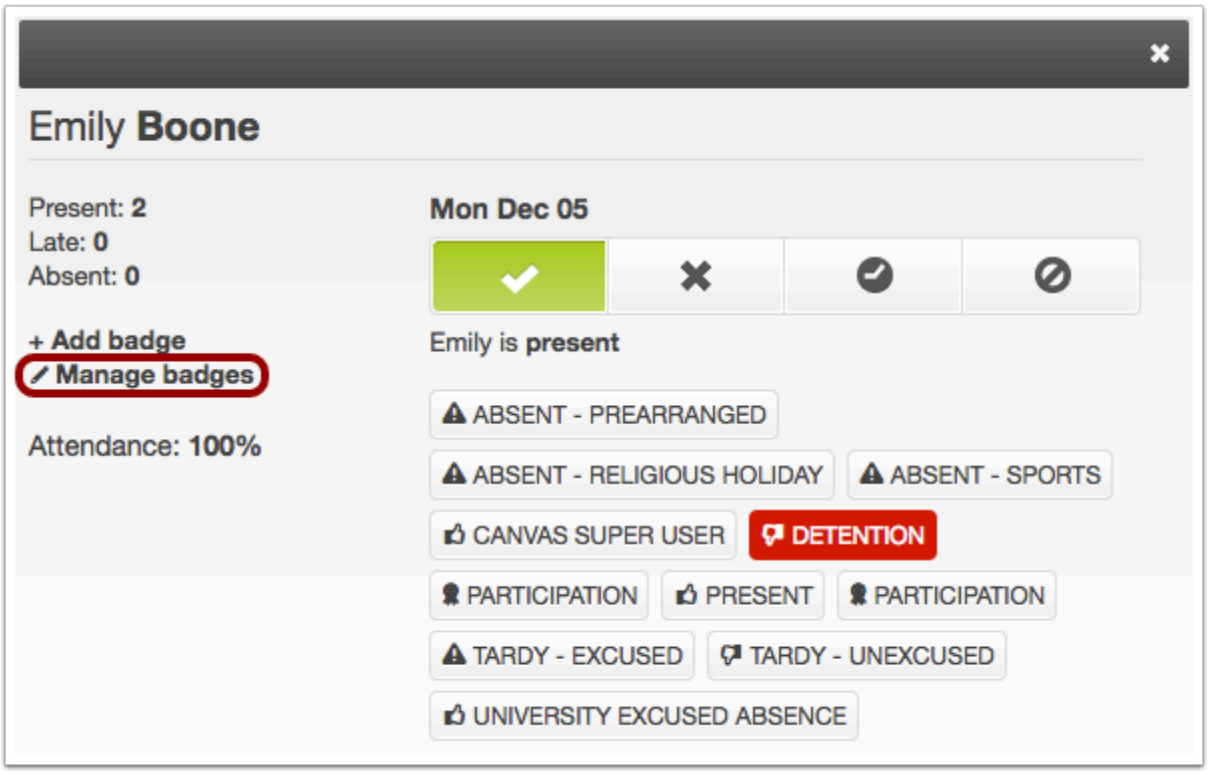
To add a new badge, click the **Add Badge** link.

Save Badge



Create a name for your badge [1], assign an icon [2], and choose a color to highlight the background when the badge is assigned [3]. Click the **Save Badge** button [4].

Manage Badges



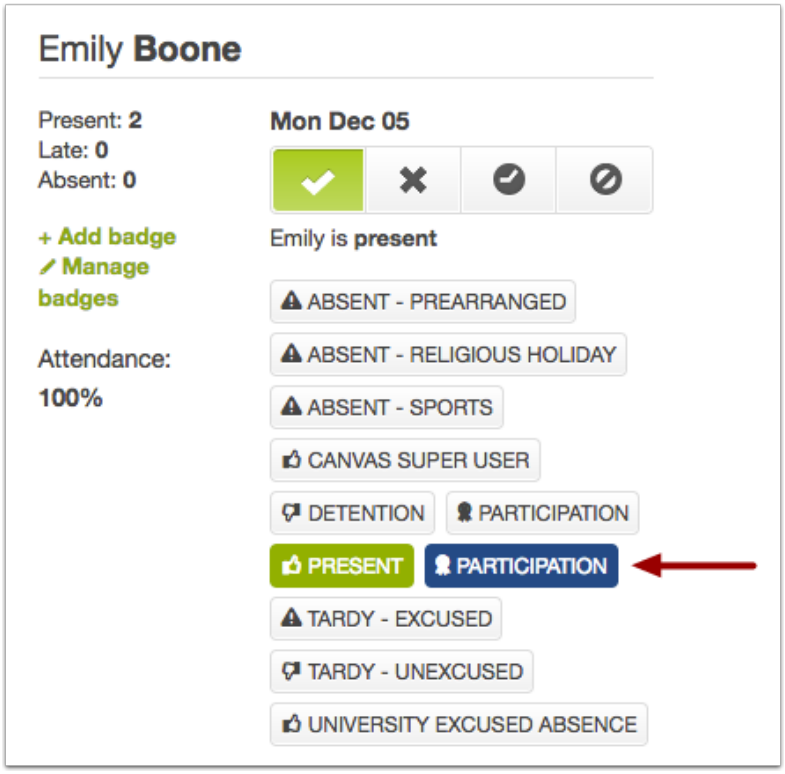
To edit any existing badge you created for your course, click the **Manage badges** link.

Note: When managing or editing badges, any changes made will affect the entire course, not an individual student. Additionally, you cannot manage any badges created at the account level.

To change the badge name, icon, or color, click the badge name [1].

To delete a badge, click the **Delete** button [2]. Deleting a badge will delete the badge for the entire course and all students.

Assign Badge



When you want to assign a badge, make sure you are viewing the profile for the specific student who should receive a badge.

To assign a badge, click the name of a badge. The badge will highlight with the set badge color. To remove a badge, click the badge again.

How do I run Roll Call Attendance reports in a course?

You can run reports to review attendance data for your students. This report is sent to your email, where it can be downloaded as a comma separated value (CSV) file.

Reports are delivered in a CSV format and display all content in a list. Reports always include the following data fields: Course ID, SIS Course ID, Course Code, Course Name, Teacher ID, Teacher Name, Student ID, Student Name, Class Date, Attendance, and Timestamp.

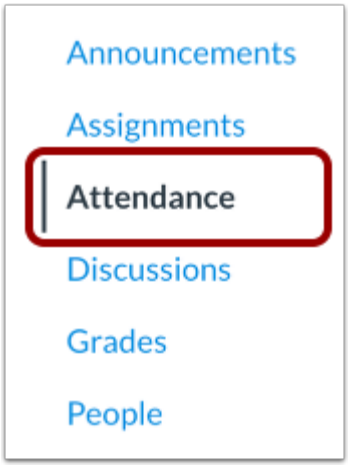
Roll Call Attendance Badges are included in course reports if they were created at the most immediate account or sub-account level and have been assigned to students. If the course belongs to a sub-account, only badges created at the sub-account level will appear in reports. If the course does not belong to a sub-account, only badges created at the account level will appear in reports. Additionally, the badges will also only be included if they were set within the time frame you specify in the report.

You can generate reports for the entire course or a specific student. To locate a student or course ID, view the People page. The student SIS ID will be listed in the table. The course ID will be in the browser URL (e.g. courses/XXXXXX/users/XXX).

Notes:

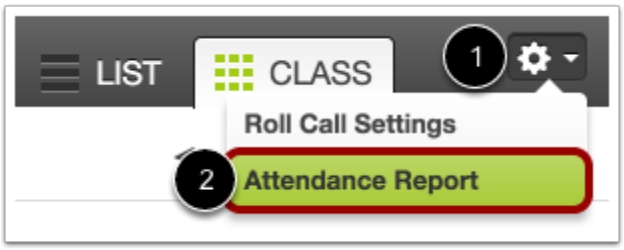
- You can narrow large results within a CSV report using the Data group Filter button.
- The Student ID and SIS ID are not the same and hold different values.

Open Attendance



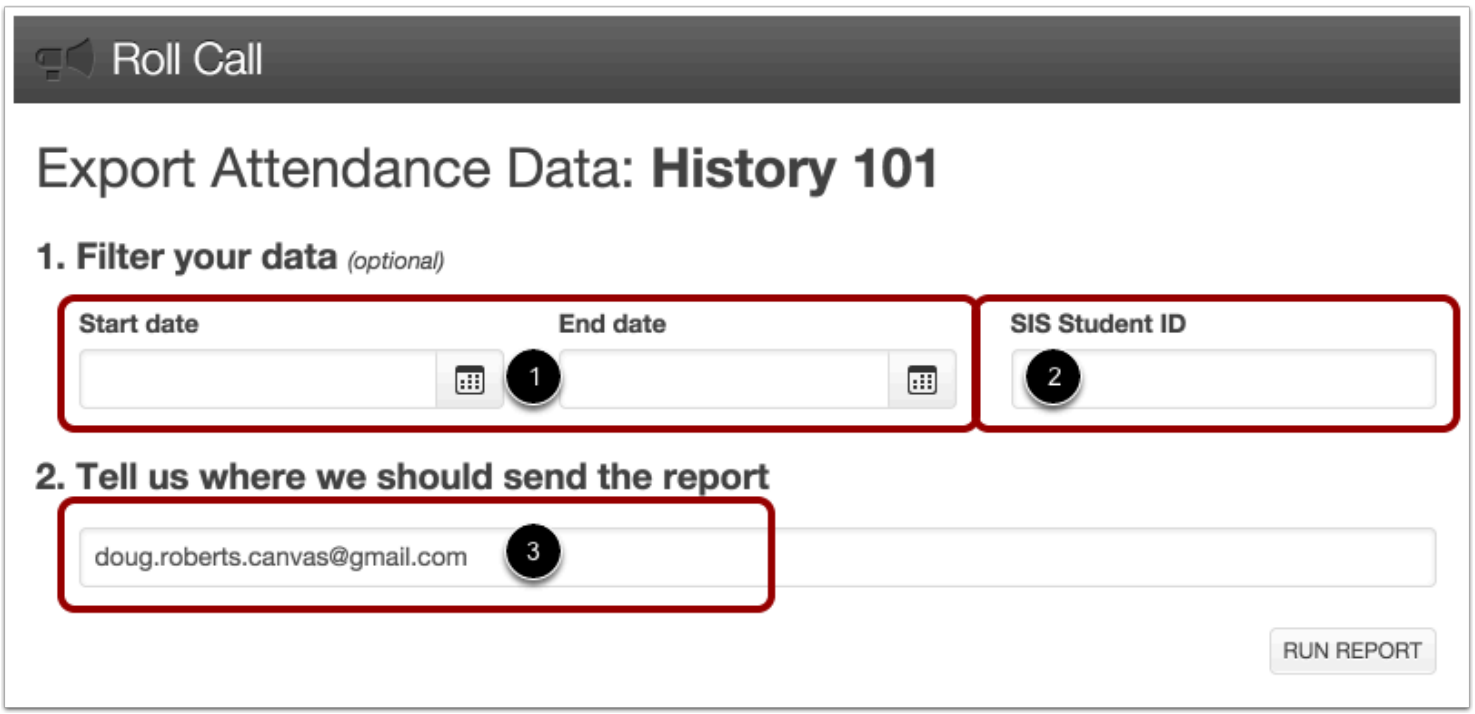
In Course Navigation, click the **Attendance** link.

Open Attendance Report



In Roll Call, click the **Settings** icon [1] and select **Attendance Report** [2].

Specify Report Data



You can specify criteria for your report. If you leave the fields blank, the report will be generated for the entire course.

You can choose a date range for the report [1]. You can also optionally filter by SIS Student ID [2].

By default, the email field [3] will be populated with your email address to send the report. Confirm your email in the field or enter a new email address.

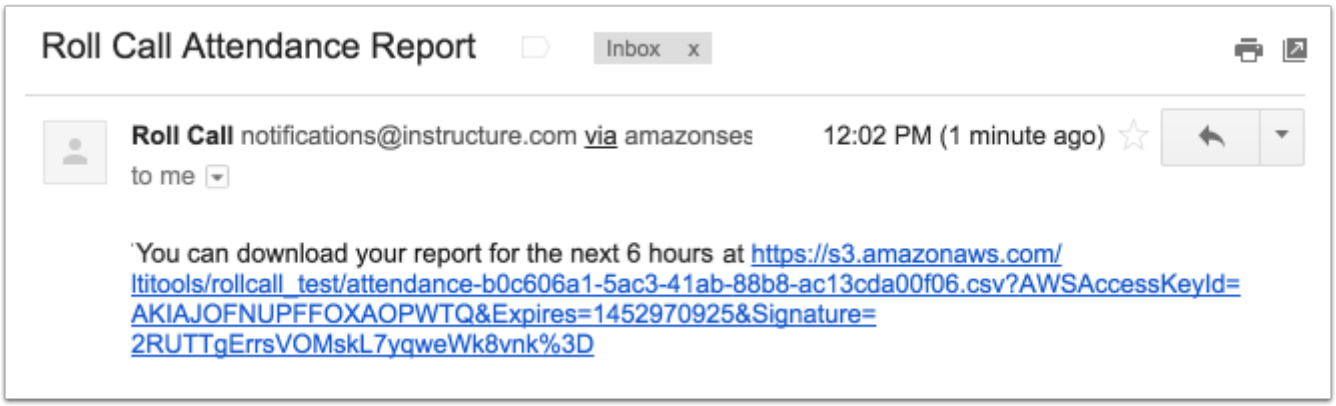
Run Report

Click the **Run Report** button.

View Notification

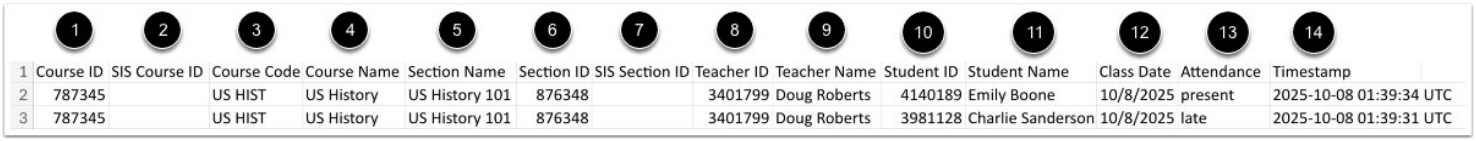
Confirm that the report was generated successfully.

View Email



Check your email for a message with the subject Roll Call Attendance Report. The email contains a link where you can access your attendance report for the next 6 hours. When you click the link, you will be prompted to open or save the CSV file that contains your report results.

View Report



	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Course ID	SIS Course ID	Course Code	Course Name	Section Name	Section ID	SIS Section ID	Teacher ID	Teacher Name	Student ID	Student Name	Class Date	Attendance	Timestamp
2	787345		US HIST	US History	US History 101	876348		3401799	Doug Roberts	4140189	Emily Boone	10/8/2025	present	2025-10-08 01:39:34 UTC
3	787345		US HIST	US History	US History 101	876348		3401799	Doug Roberts	3981128	Charlie Sanderson	10/8/2025	late	2025-10-08 01:39:31 UTC

The CSV download includes columns displaying course, teacher, and student information. Each row tracks a student's attendance for a specific date within their assigned course section.

- **Course ID [1]**: Shows the Course ID.
- **SIS Course ID [2]**: Shows the SIS Course ID.
- **Course Code [3]**: Shows the code of the course.
- **Course Name [4]**: Shows the full name of the course.
- **Section Name [5]**: Shows the name of the course section.
- **Section ID [6]**: Shows the Section ID.
- **SIS Section ID [7]**: Shows the SIS Section ID.
- **Teacher ID [8]**: Shows the teacher's ID.
- **Teacher Name [9]**: Shows the teacher's full name.
- **Student ID [10]**: Shows the student's ID.
- **Student Name [11]**: Shows the student's full name.
- **Class Date [12]**: Shows the date when attendance was recorded.
- **Attendance [13]**: Shows the attendance status of the student.
- **Timestamp [14]**: Shows the exact time the attendance status was recorded (in UTC).

Chat

How do I use Chat as an instructor?

Once Chat has been enabled as an LTI tool in your course, the Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation and view all chat content. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

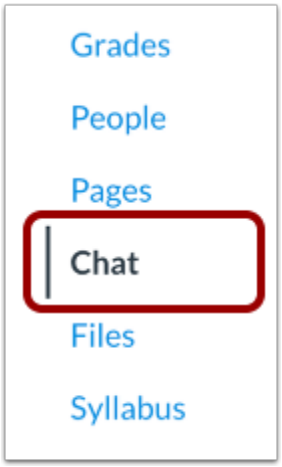
A user must be actively viewing the chat tool to appear in the chat list. You may consider posting chat hours in the course calendar to let students know when you are available. You can also open Chat in a new browser window while viewing other areas in Canvas.

Learn more about the Chat tool.

Notes:

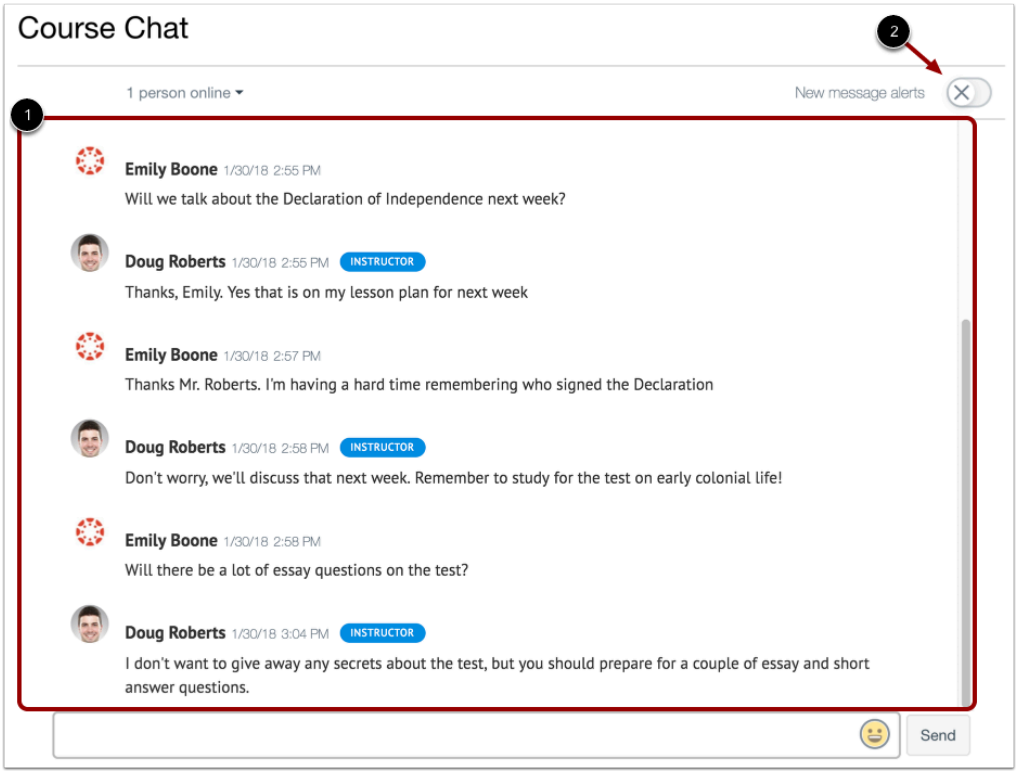
- If you cannot view the Chat tool, Chat has not been enabled for your institution.
- When Chat is enabled at the account level, it is enabled by default in all courses within the account. To disable chat in your course, you can disable the Chat link in Course Navigation.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by disabling cross-site tracking prevention in Safari when using Canvas.

Open Chat



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

View Chat



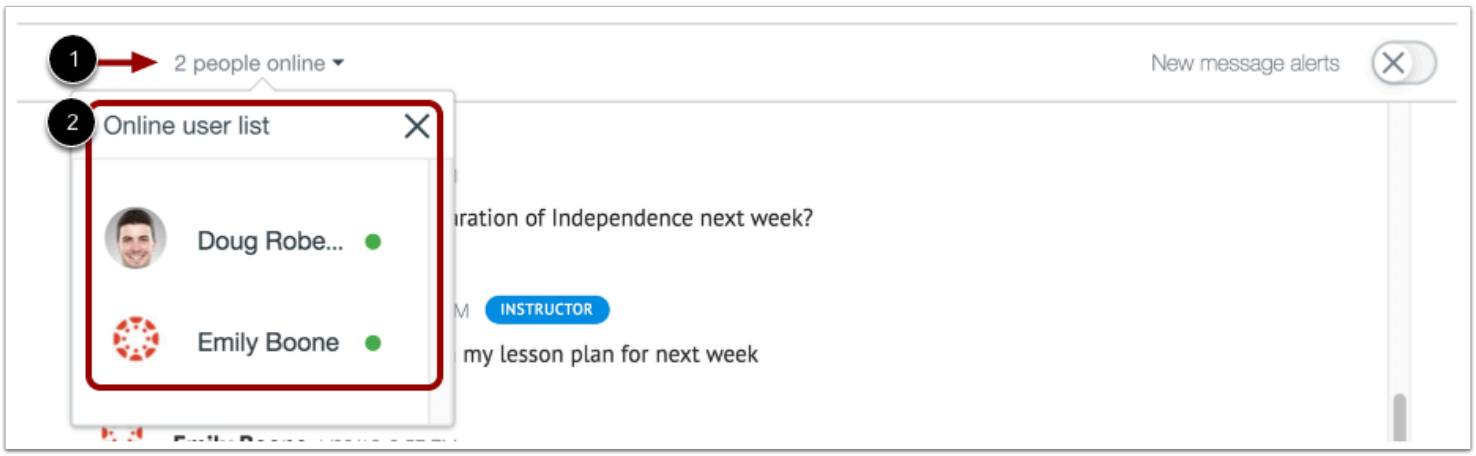
When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

To receive audio alerts for new chat messages, click the **New message alerts** button [2]. You will receive audio alerts if Chat is open in Canvas but is not the active browser window. You will not receive alerts if you leave Chat to view another area in Canvas.

Message history for each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

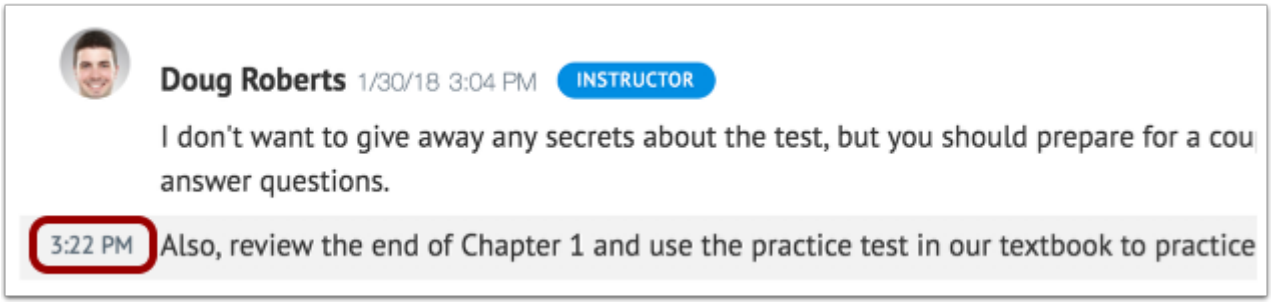
Note: Alert capabilities may vary between browsers.

View Online Users



Chat displays the number of users who are in the chat [1]. To view a list of these users [2], hover your cursor over the number.

View Time Stamp

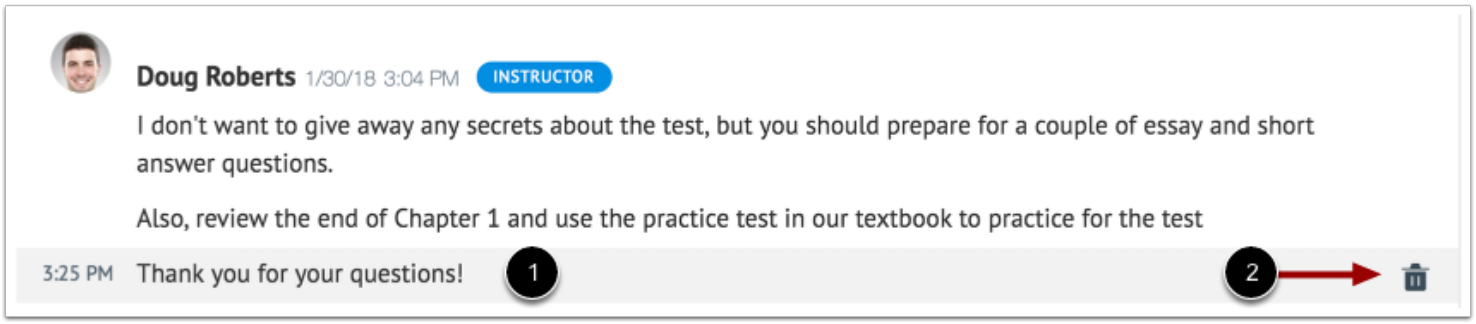


When a user sends multiple chat messages without another user sending a message, all messages will appear under the first message's time stamp. To view additional time stamps, hover your cursor over the message.

Send Message

To send a chat message, enter your message in the chat window [1]. To add an emoji to your message, click the **Emoji** icon [2]. Then click the **Send** button [3].

Delete Message



You can delete messages in the chat from any user.

To delete a chat message, hover your cursor over the message [1] and click the **Delete** icon [2].

Note: Deleting messages is permanent. You cannot restore a deleted message.

How do I use inline Chat as an instructor?

If configured for your institution, inline chat allows you to communicate with other users in your course from areas other than the Chat page. Inline chat will appear everywhere within your course except the Gradebook, Course Analytics, and SpeedGrader.

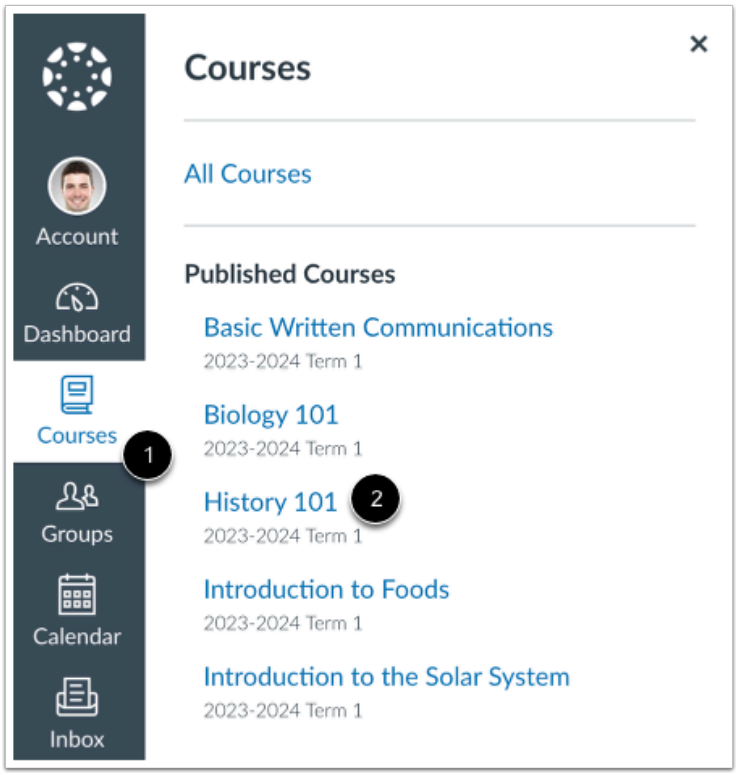
When inline chat is enabled, any user viewing your course will appear as online on the Chat page. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

You can also chat with course users from the Chat page.

Notes:

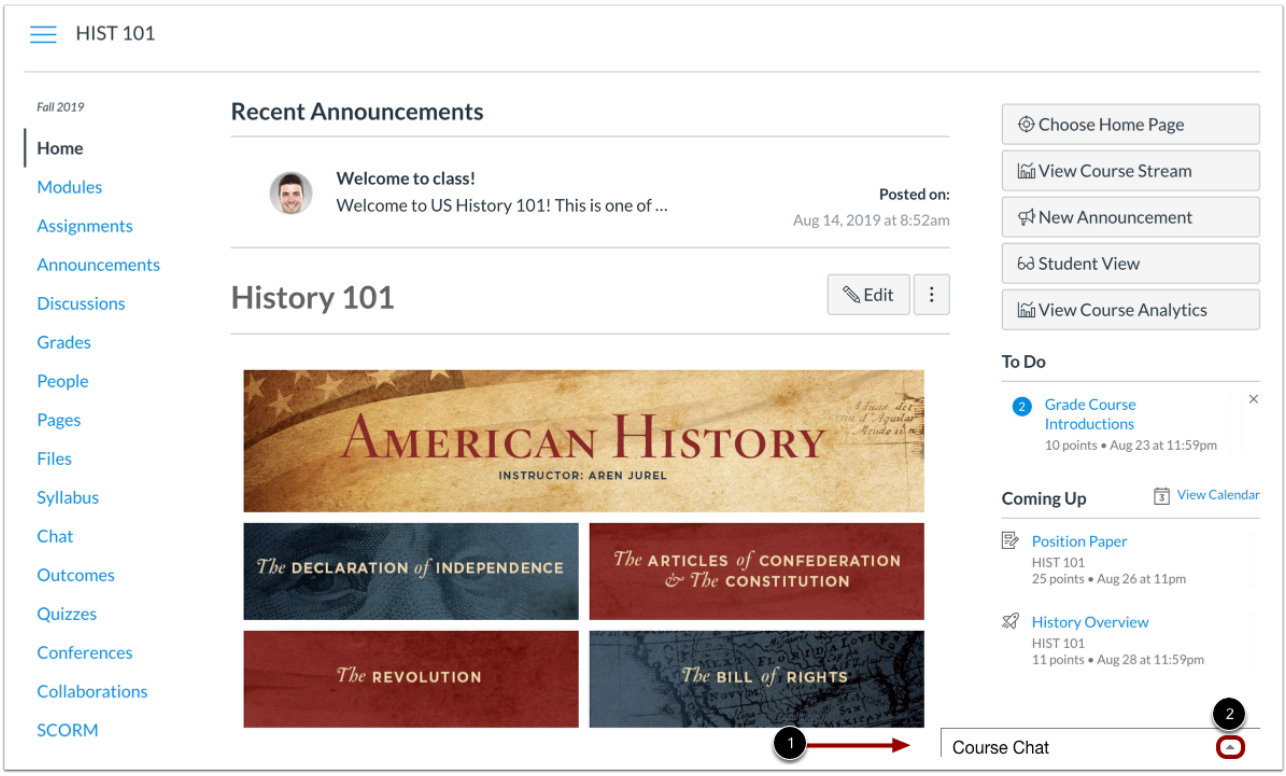
- If you cannot view inline chat, it has not been enabled for your institution.
- Chat alerts are not available for inline chat.

Open Course



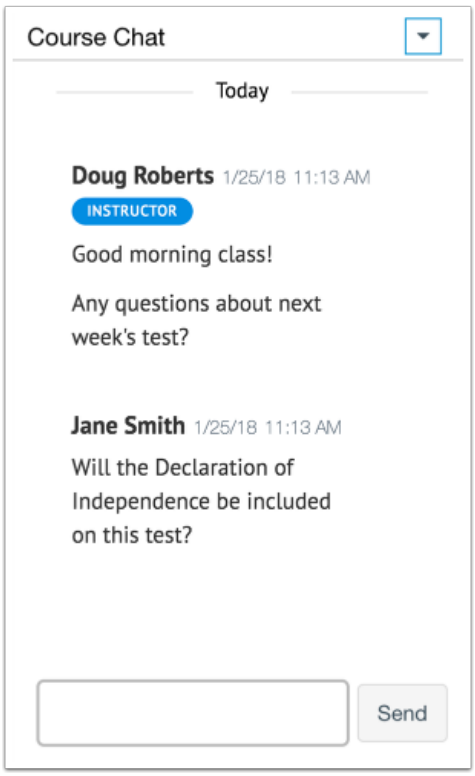
In Global Navigation, click the **Courses** link [1] and click the name of your course [2].

Open Chat



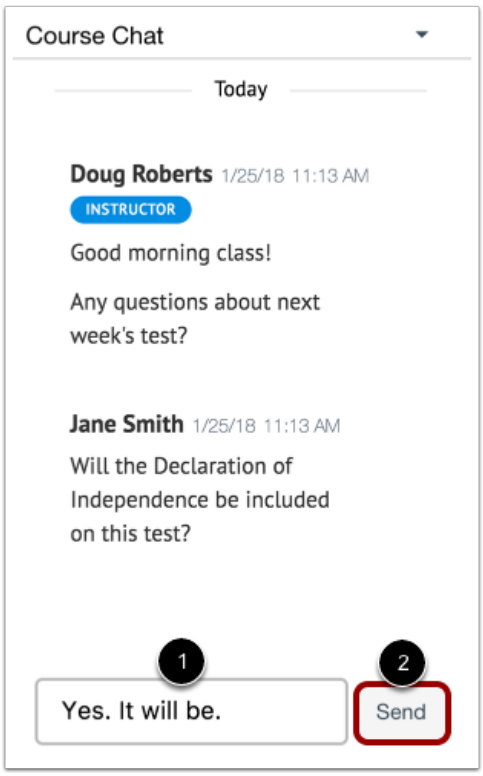
View inline chat in your course [1]. To open your chat, click the **Expand** icon [2]. Chat must be reopened whenever you navigate to a new page within your course.

View Chat



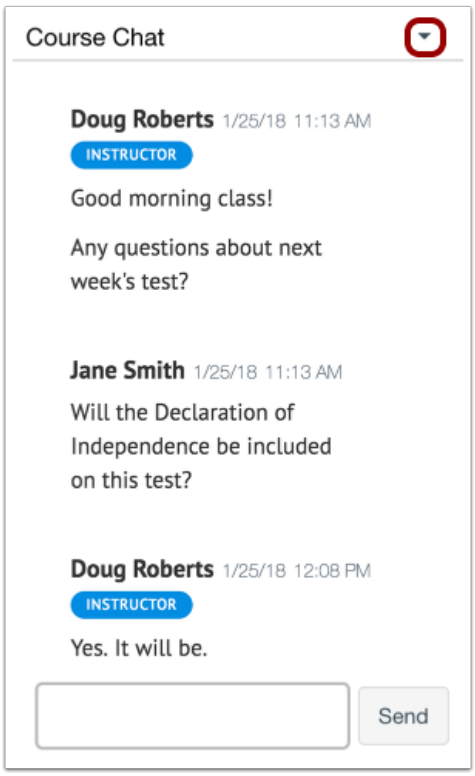
Chat messages appear in the content window.

Send Message



To send a chat message, enter your message in the chat window [1]. Then click the **Send** button [2].

Hide Chat



To hide the chat window, click the **Collapse** icon.

Collaborations

How do I use the Collaborations Index Page?

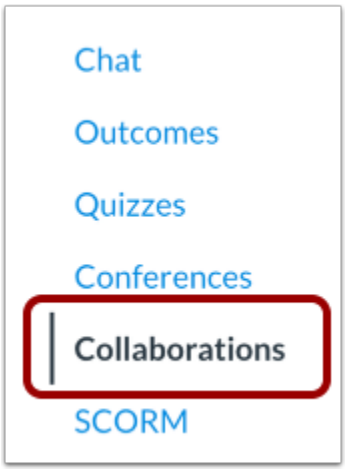
The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations.

If your institution grants permission, students can create collaborations in the course. You can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within groups.

Learn more about Collaborations.

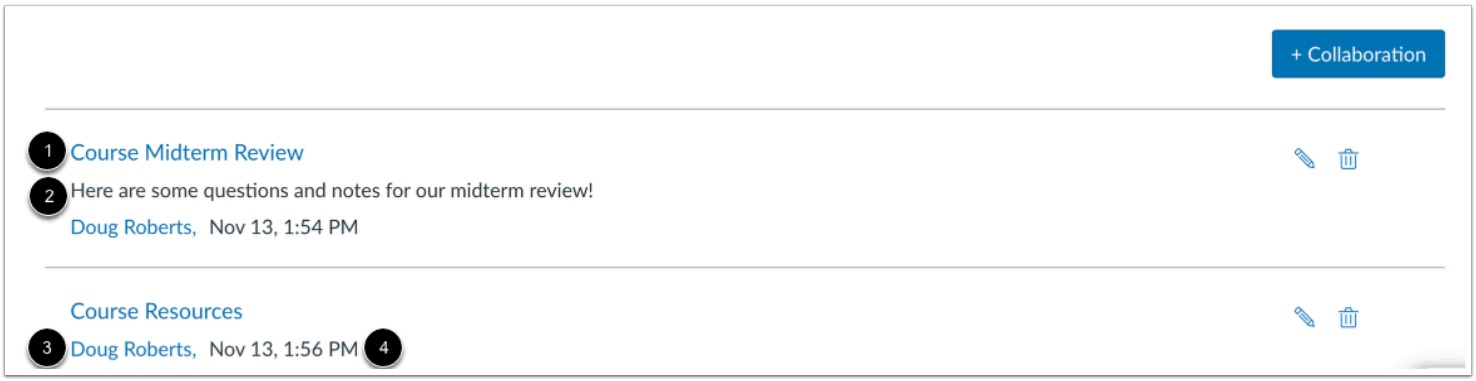
Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



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

View Collaborations



The Collaborations page displays all collaborations that have been created for the course. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

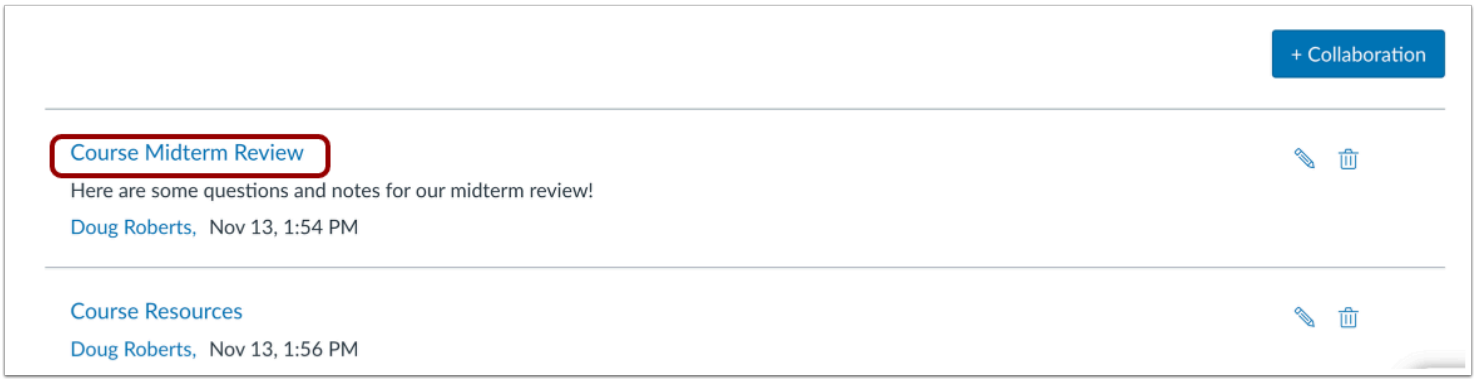
Add Collaboration

To create a new collaboration, click the **Add Collaboration** button.

Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration.

If your collaborations page does not match the image shown in this lesson, you can still create a Google Docs collaboration.

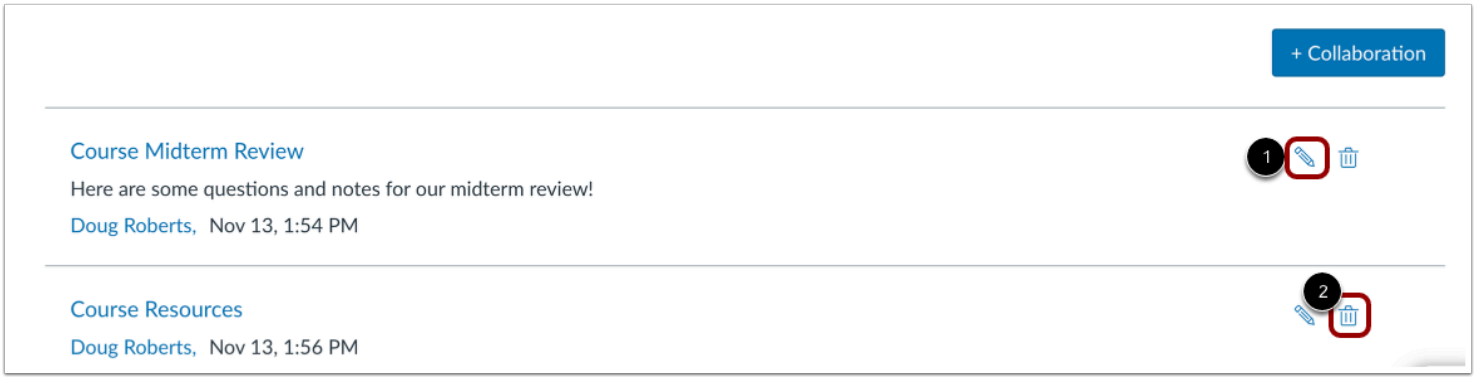
Open Collaboration



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.

Manage Collaborations



To edit a collaboration, click the **Edit** icon [1]. To delete a collaboration, click the **Delete** icon [2].

How do I create a Google Docs collaboration as an instructor?

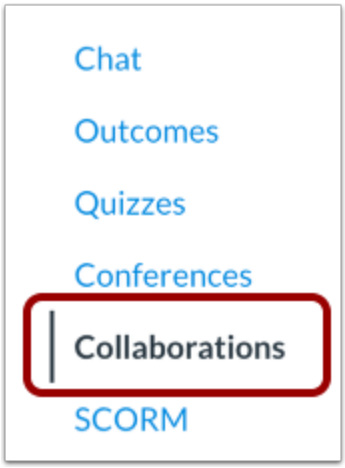
You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors. To alert invitees about collaborations, you can create course events in the Calendar.

Google Docs collaborations are separate from Google Drive collaborations. If your collaboration options include Google Spreadsheets and Presentations in addition to Documents, your course has enabled Google Drive collaborations.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Each collaborator will need a Google account and will need to connect Google Drive as a registered service in Canvas.
- Google Apps for Education (integration with your institution) works with Google Docs in Canvas. Please note, if your institution email does not allow access to Google Docs, you will need to use a regular Google account (i.e. example@gmail.com).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive.

Open Collaborations

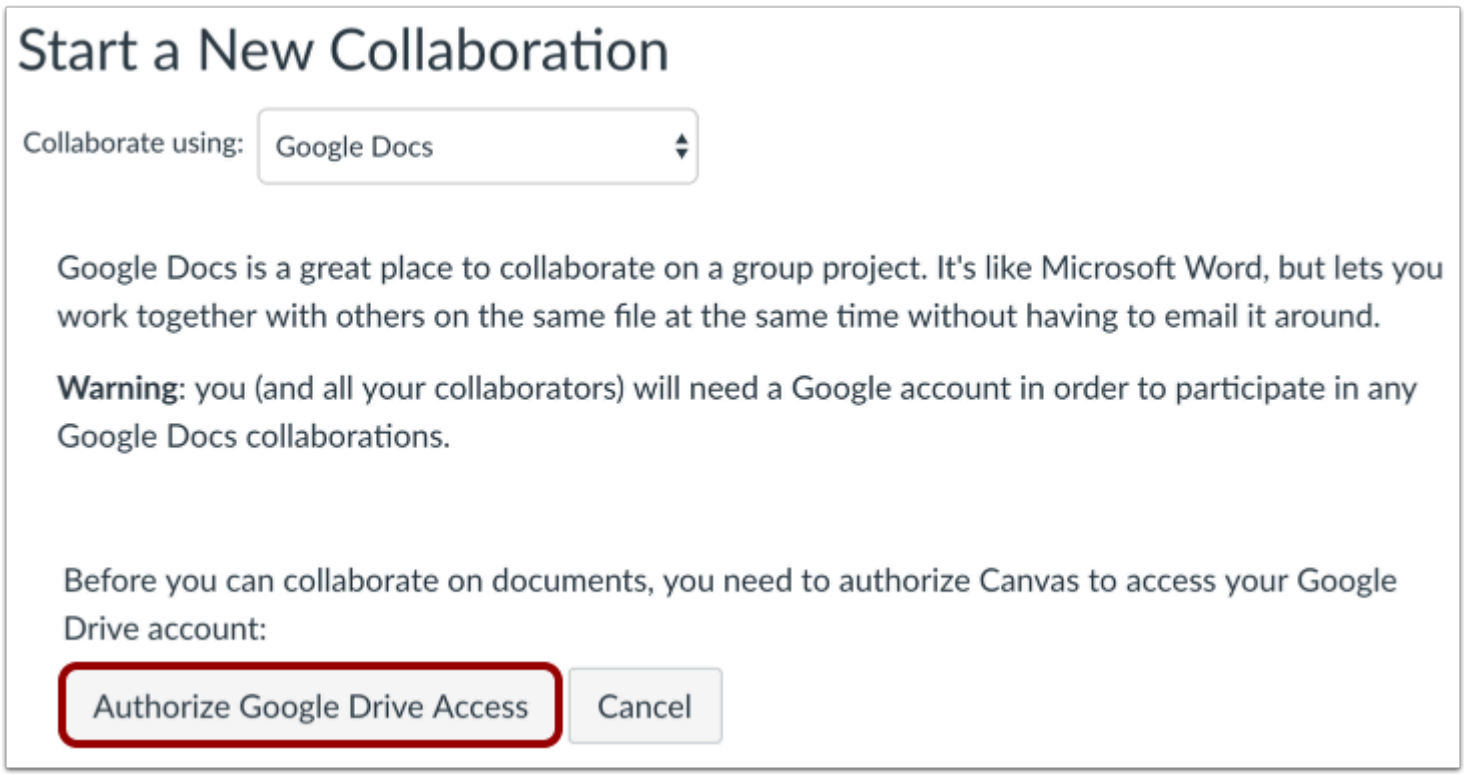


In Course Navigation, click the **Collaborations** link.

Start a New Collaboration

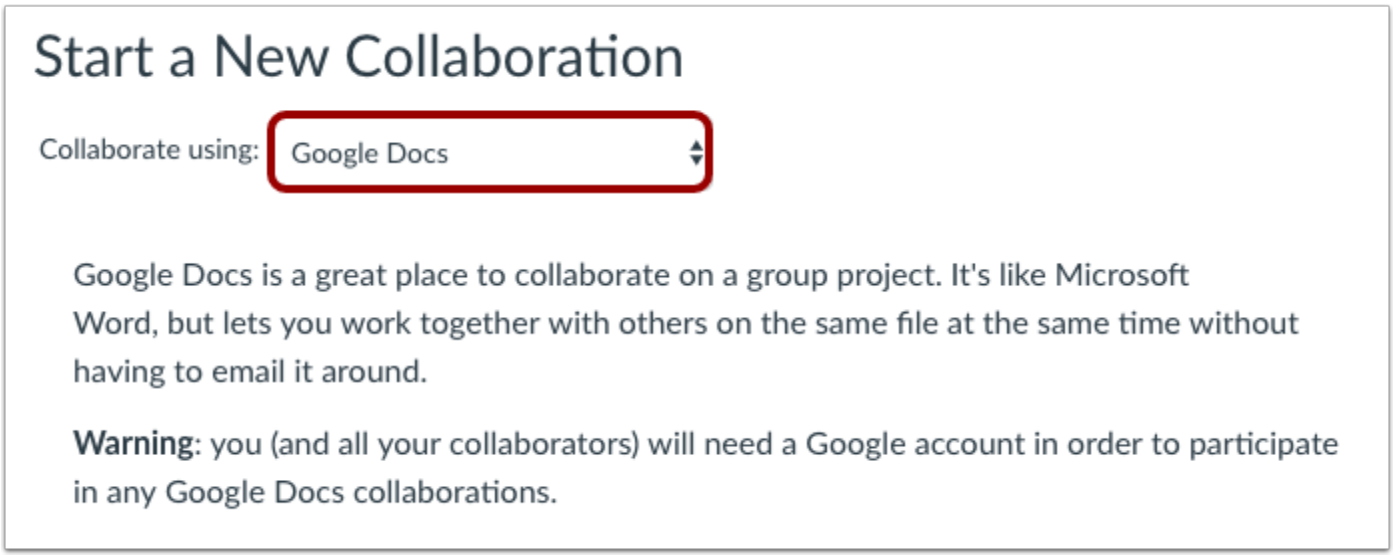
Click the **Start a new collaboration** button.

Authorize Google



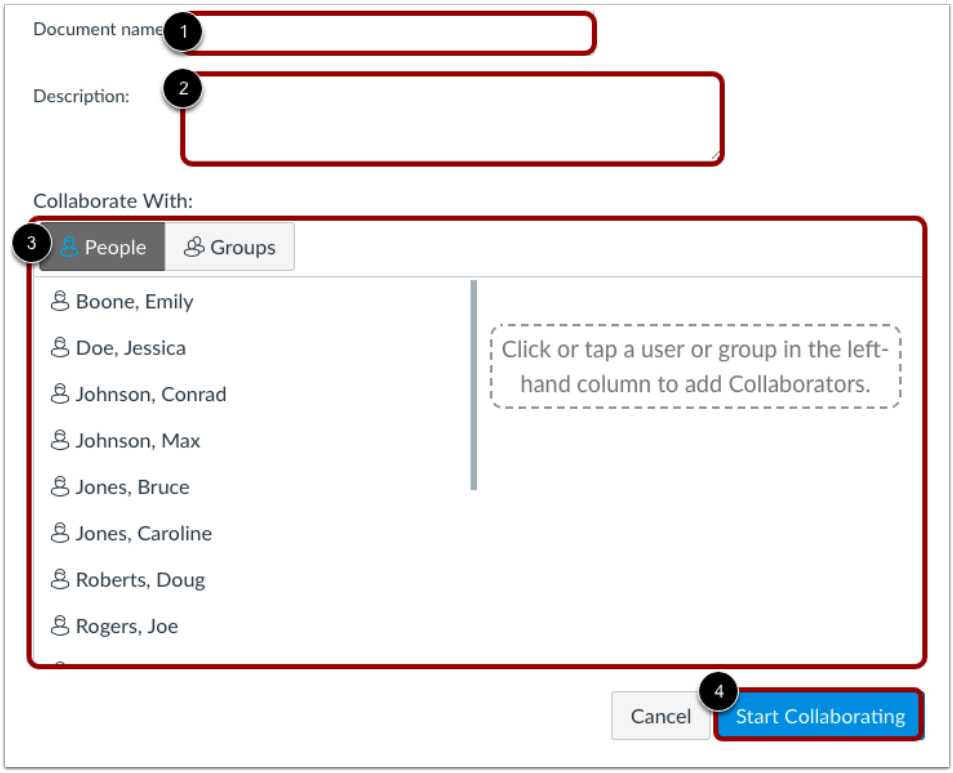
If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button.

Collaborate Using Google Docs



Click the **Collaborate using** drop-down menu and select Google Docs.

Create Collaboration Document



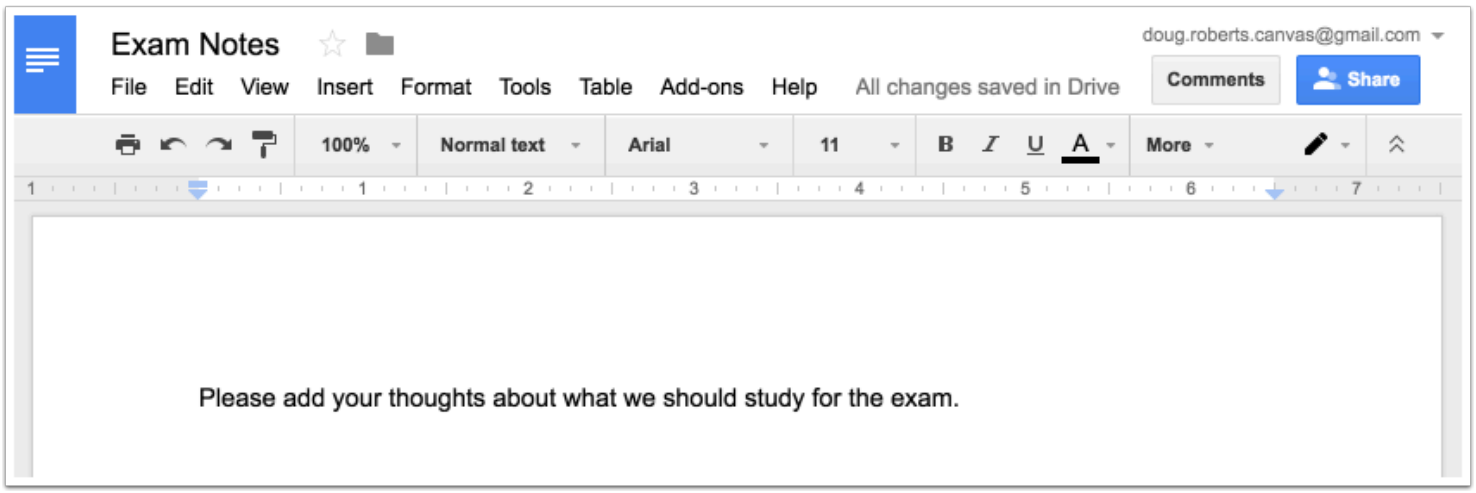
To create a collaboration document using Google Docs, add a name for the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click the Groups tab and collaborate with a group.

Click the **Start Collaborating** button [4].

Notes:

- Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration within the group.

Edit Document



View the newly created document in a new browser window.

Note: By default, any collaborator can share the document. The document owner can manage the document's share settings from within the Google Doc.

How do I create a Google Drive collaboration as an instructor?

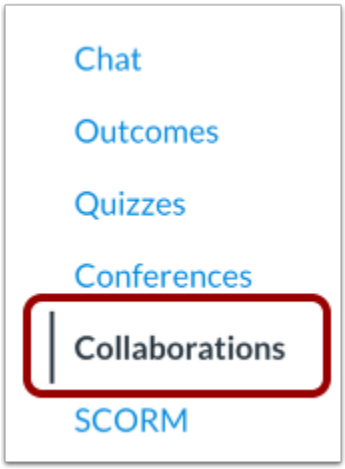
You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

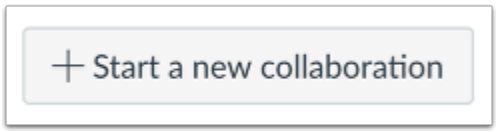
- Google Drive collaborations are separate from Google Docs collaborations. If you cannot create a Google Drive collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.
- Once you have created a Google Drive collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations



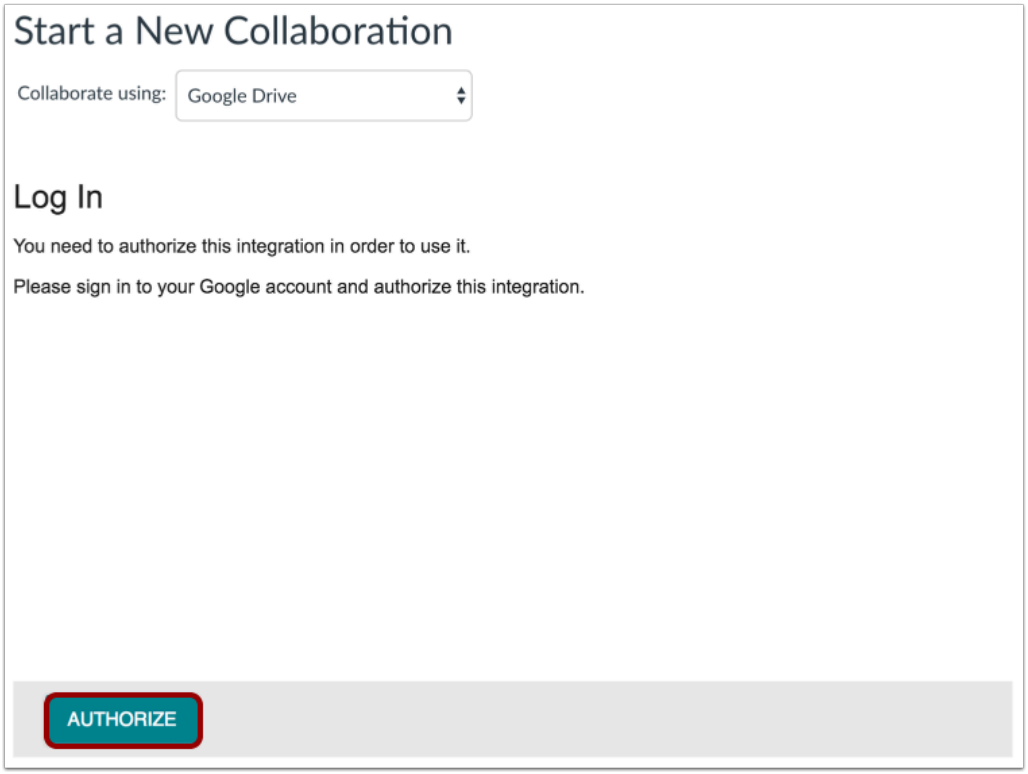
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration



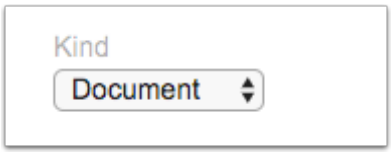
Click the **Start a new collaboration** button.

Authorize Google



If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize** button.

Select Type



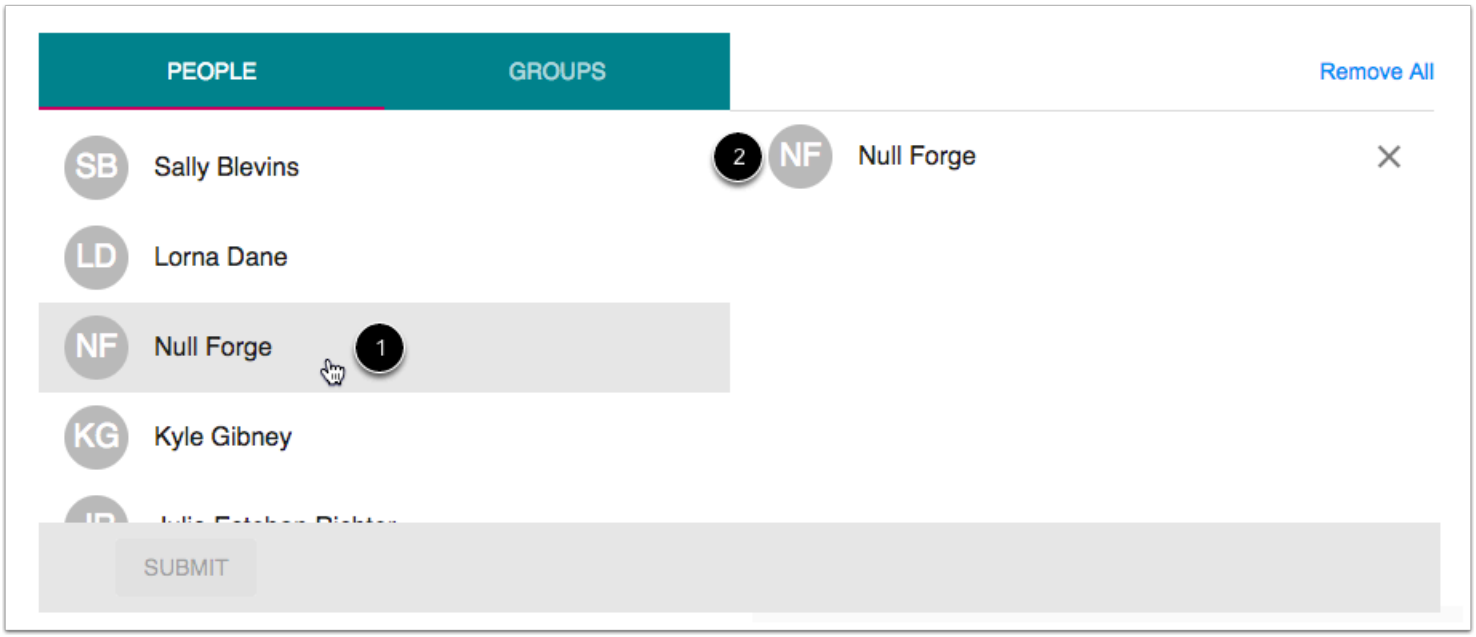
In the Kind drop-down menu, select the type of collaboration you want to create. You can create a Document, Spreadsheet, or Presentation.

Add Details

To create a name for the collaboration, click the **Name** header [1]. The page will create a text field for you to enter the name [2].

To create a description for the collaboration, click the **Description** header [3]. The page will create a text field for you to enter the description [4].

Add People

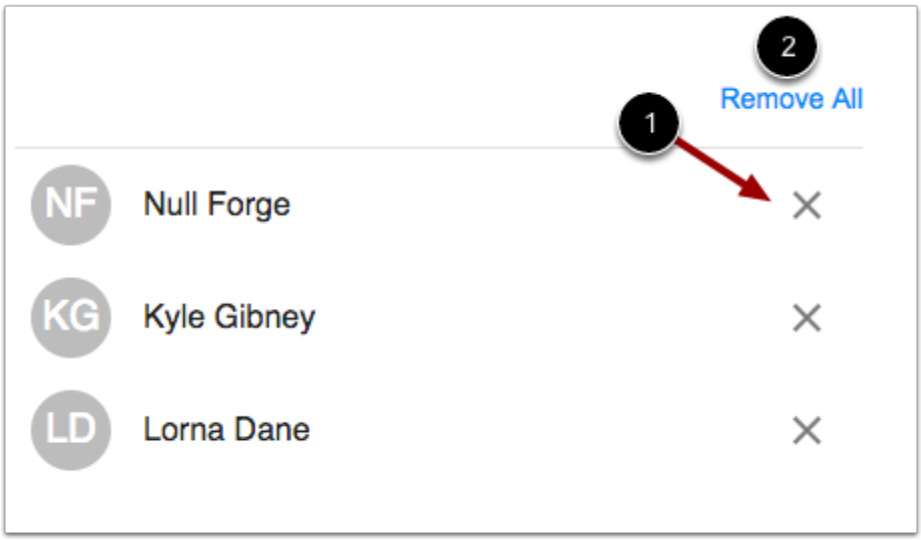


The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

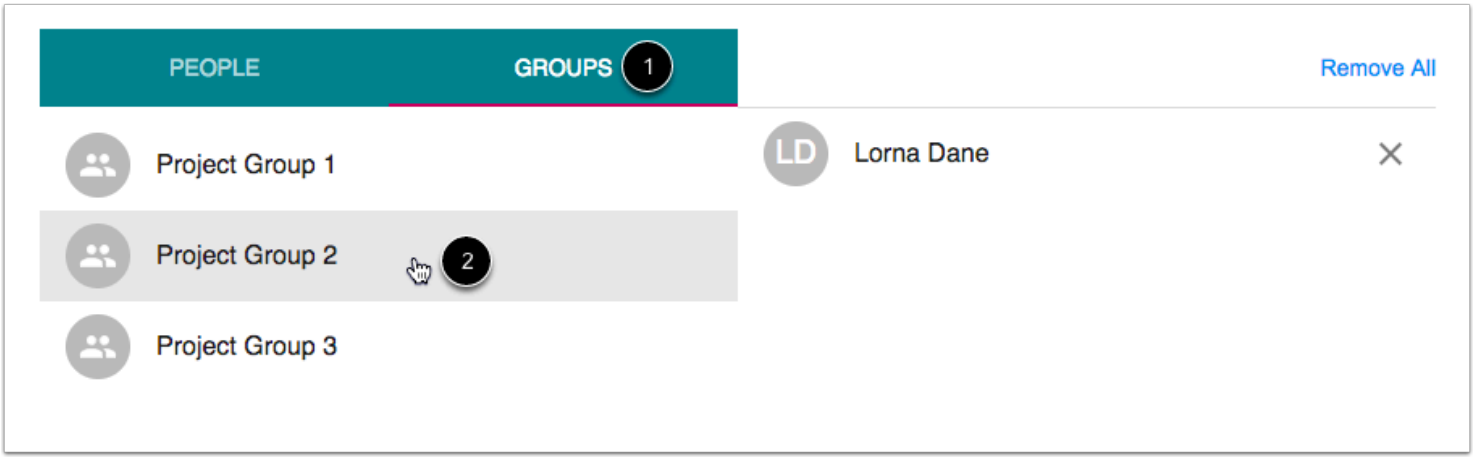
Note: Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Remove Collaborators



To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups



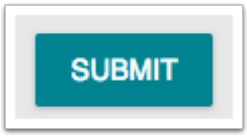
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

- You can select individual users as well as a group in a collaboration.

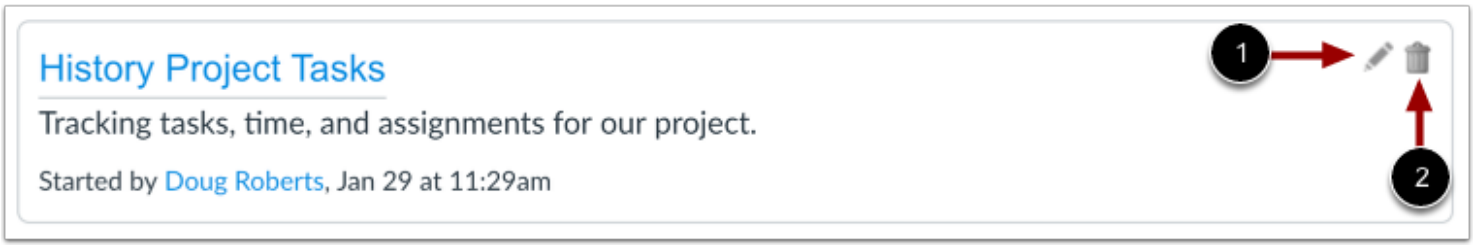
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration within the group.

Submit Collaboration



Click the **Submit** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I create a Google Assignments LTI 1.3 collaboration as an instructor?

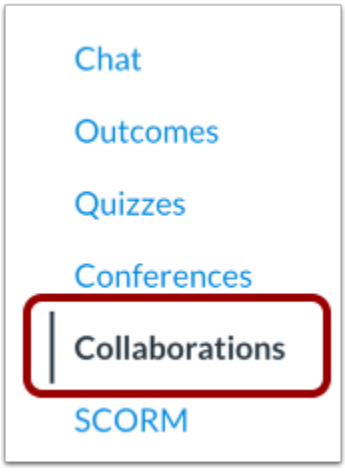
You can use the Google Assignments LTI 1.3 to create a collaboration with a Google Document, Spreadsheet, Presentation, or other Workspace files.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

- Google Assignments LTI 1.3 collaborations are separate from Google Drive collaborations and Google Docs collaborations. If you cannot create a Google Assignments LTI 1.3 collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.
- Once you have created a Google Assignments LTI 1.3 collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations

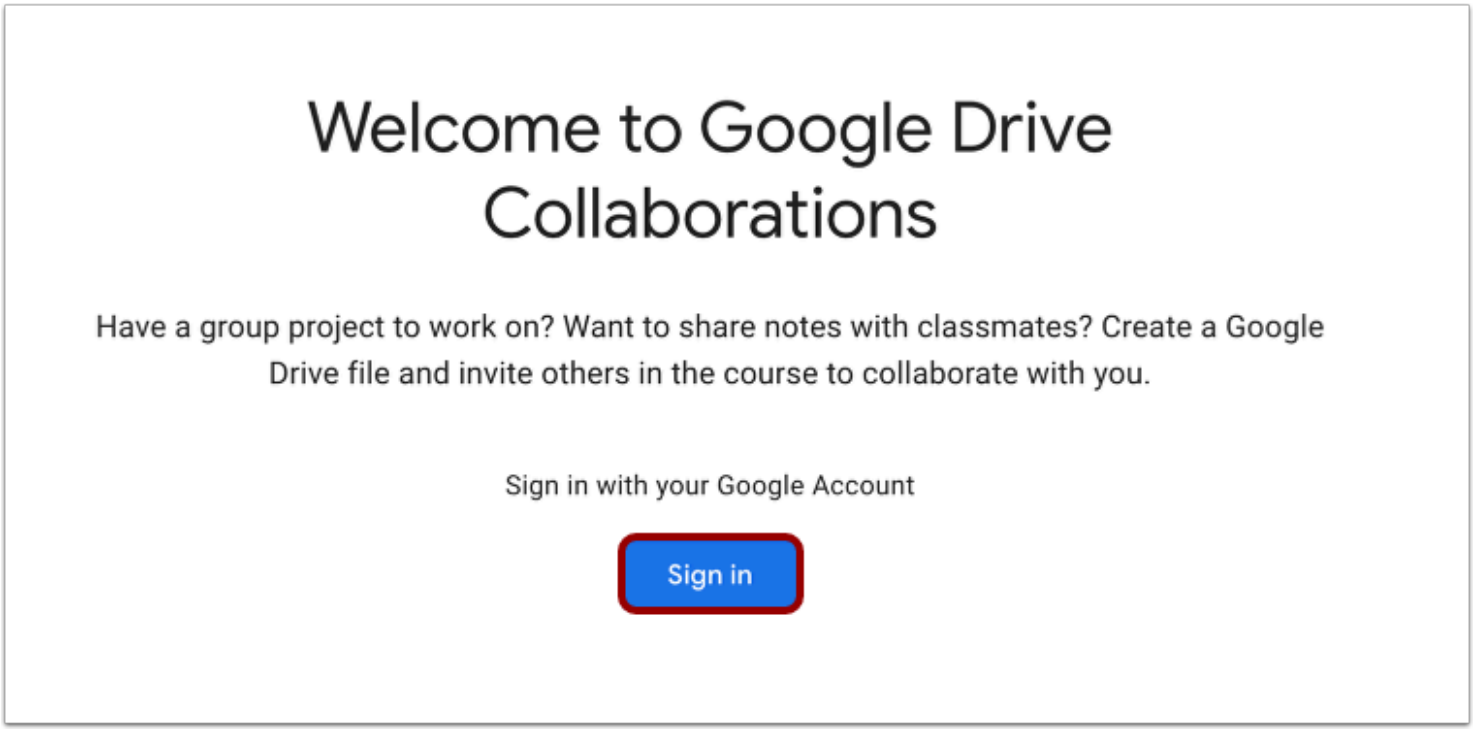


In Course Navigation, click the **Collaborations** link.

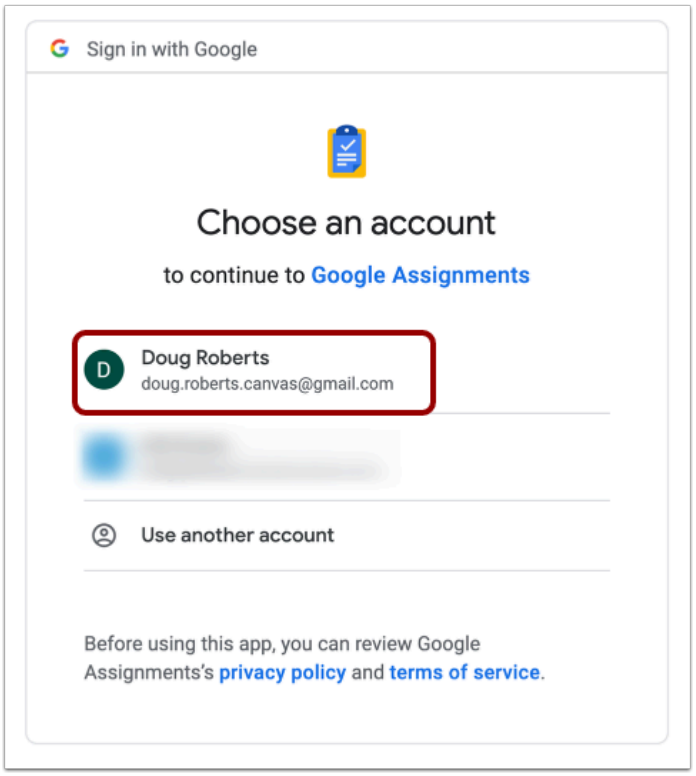
Start New Collaboration

Click the **Add Collaboration** button.

Sign in to Google

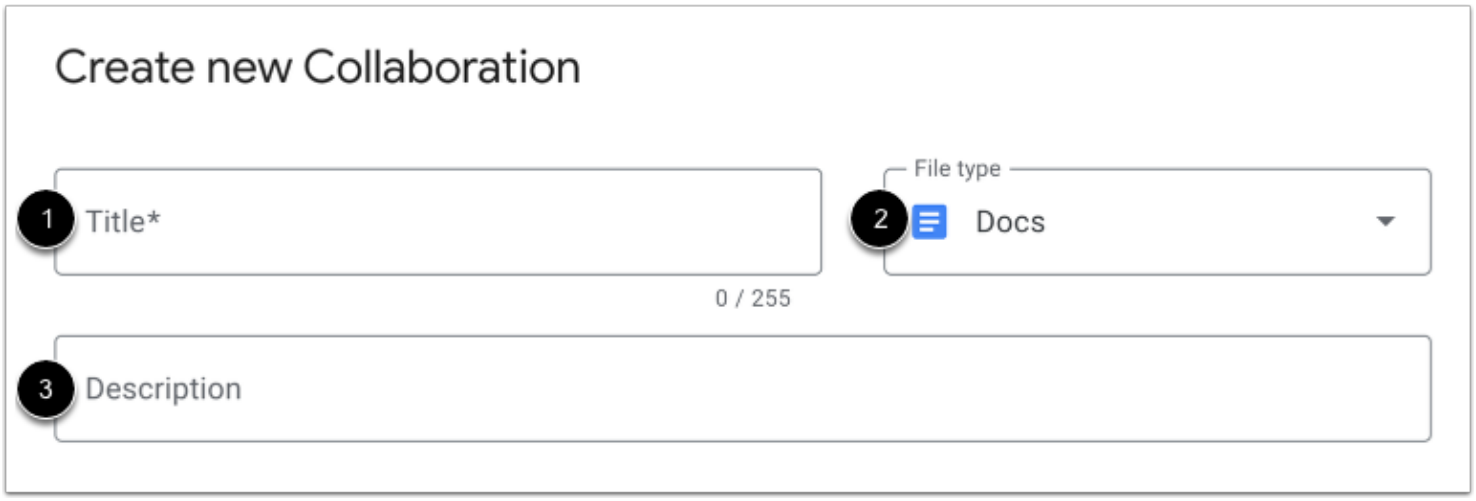


If you have not previously authorized Google Drive access in Canvas, you may be prompted to sign in. Click the **Sign in** button.



Select your Google account.

Add Details

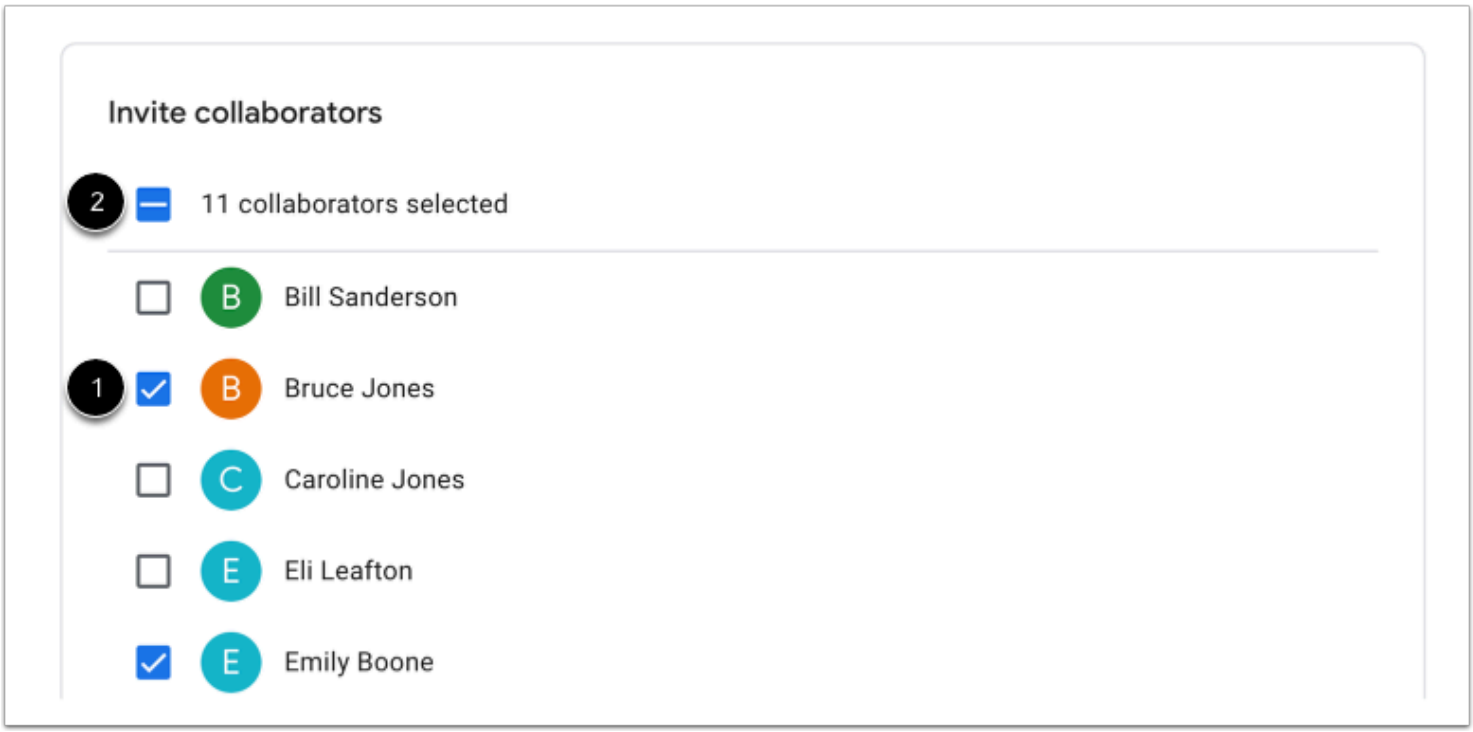


To add a title for the collaboration, enter a title in the **Title** field [1].

In the **File type** drop-down menu, select the type of collaboration you want to create [2]. You can create docs, slides, sheets, forms, drawings, or sites.

To add a description for the collaboration, enter text in the **Description** field [3].

Invite Collaborators

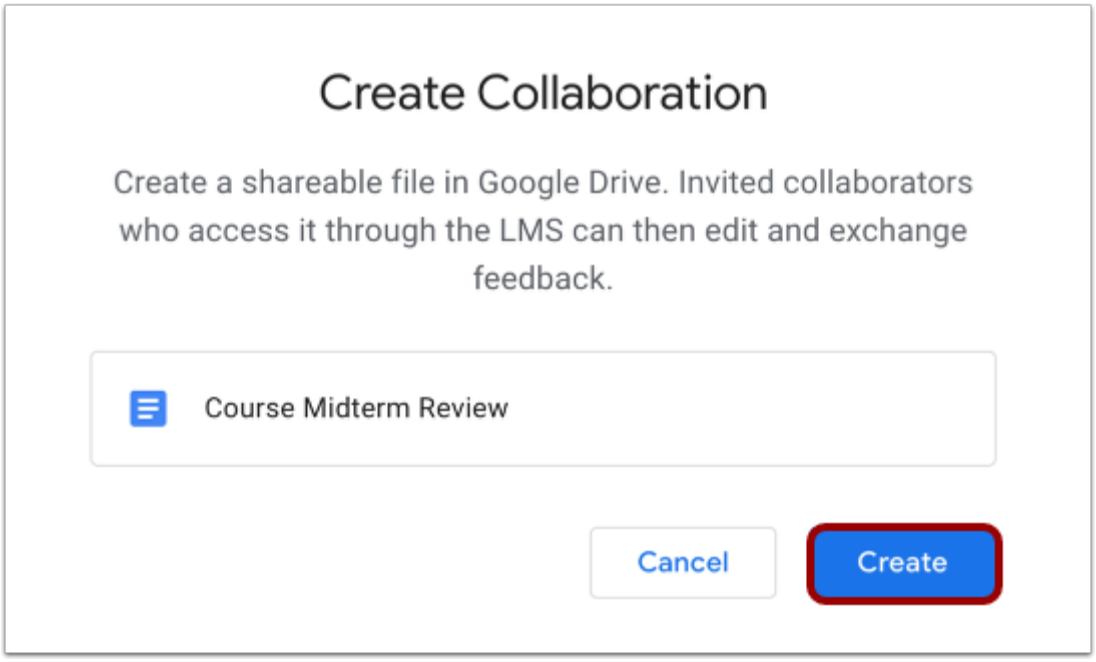


Click the checkbox next to the name of a user you want to add to the collaboration [1]. To select or deselect all users, click the **Collaborators Selected** checkbox [2].

Add as many users as necessary.

Note: Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Create Collaboration



Click the **Create** button.

View Collaboration

View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

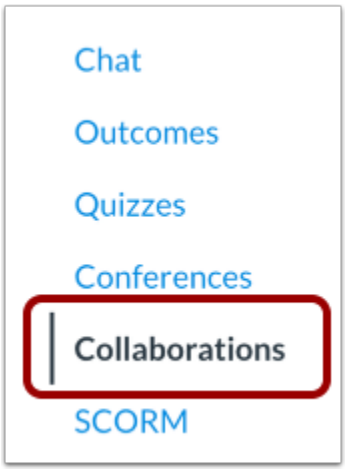
How do I create a Microsoft Office 365 collaboration as an instructor?

You can use Microsoft Office 365 to create a collaboration with a Microsoft Word, Excel, or PowerPoint file. You can select individual users, groups, or both as part of a collaboration. To alert invitees about collaborations, you can create course events in the Calendar.

Notes:

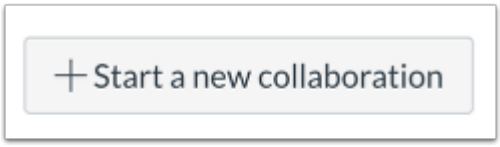
- If you cannot create a Microsoft collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Microsoft OneDrive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.

Open Collaborations



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

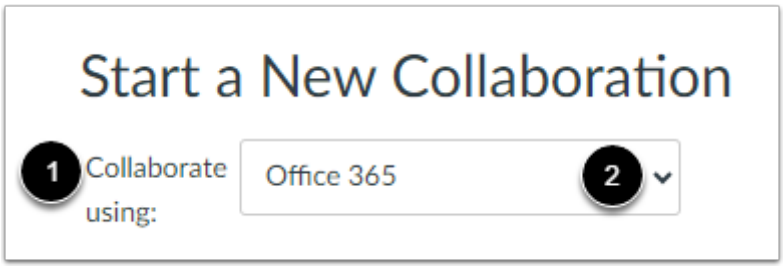
Add Collaboration



To add a collaboration, click the **Start a new collaboration** button.

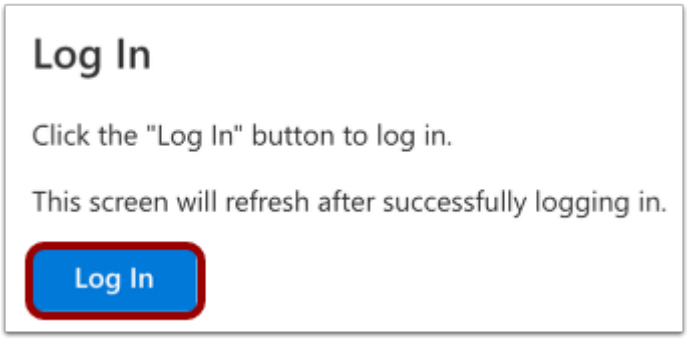
Note: If you do not have any existing collaborations, this button will not display in the Collaborations page.

Select Office 365



In the **Collaborate** using drop-down menu [1], select the **Office 365** option [2].

Log in to Office 365



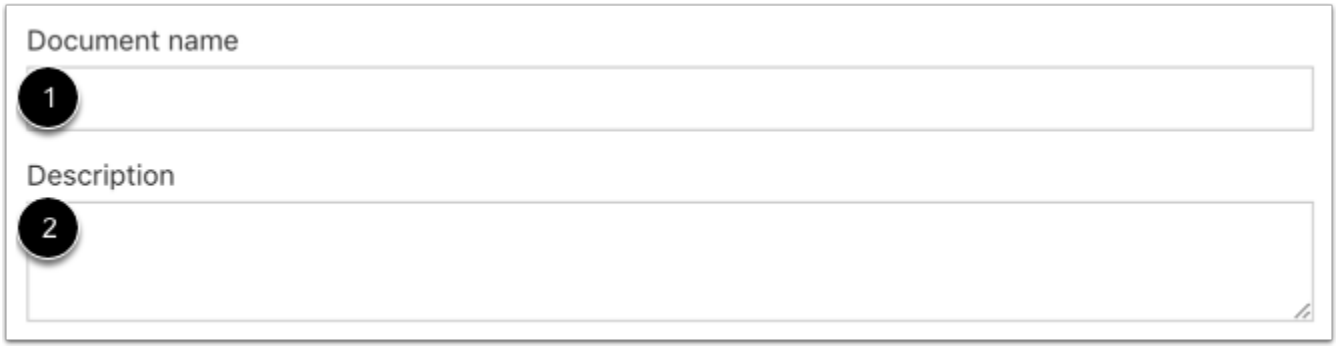
You may be asked to authenticate your account. Click the **Log In** button.

In an external window, enter your Office 365 email (or phone number) and password.

Select Type

In the Type drop-down menu, select the type of collaboration you want to create. You can select Word, Excel, or PowerPoint.

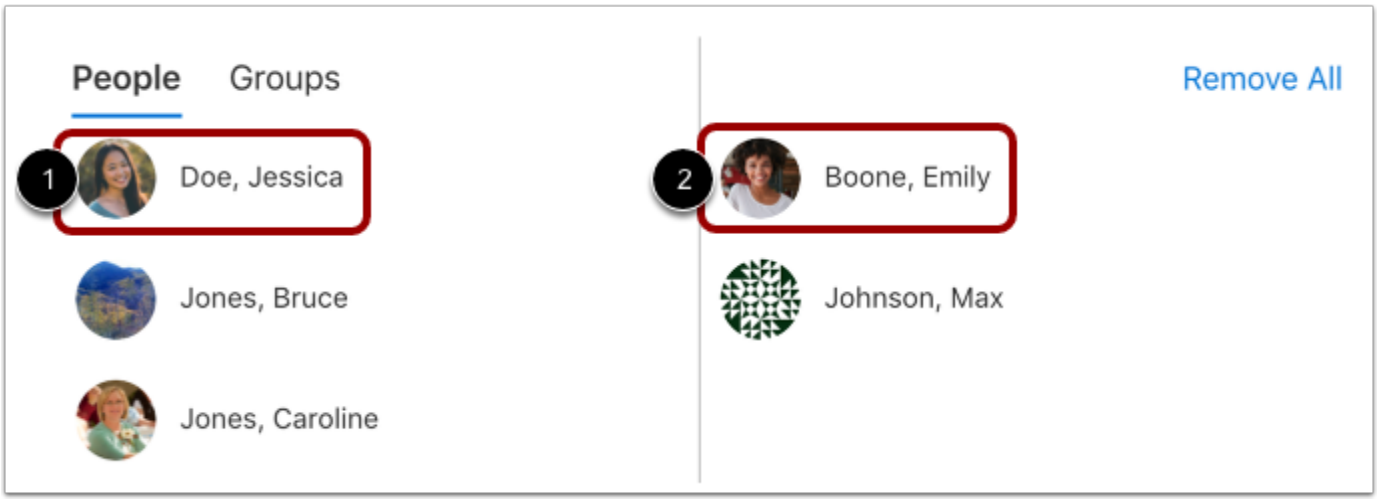
Add Details



In the **Document Name** field [1], enter the name of your document.

In the **Description** field [2], enter a description for the collaboration.

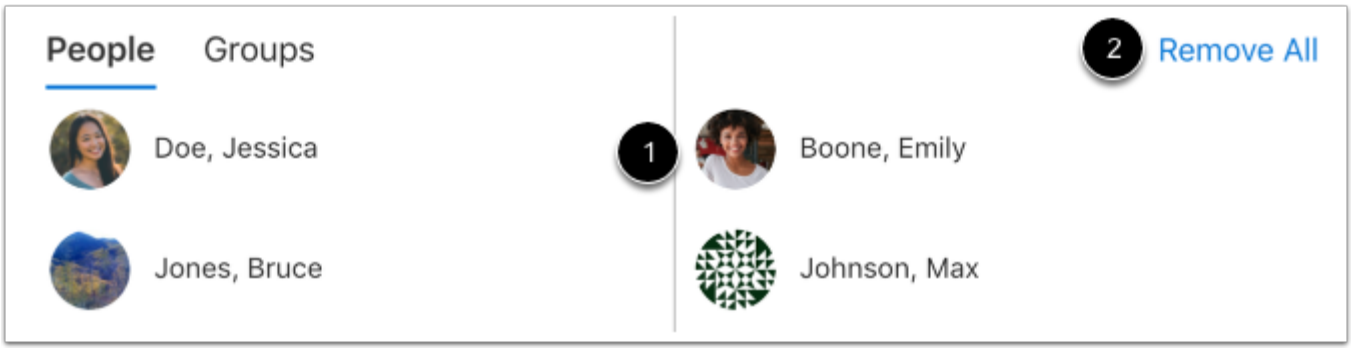
Add People



The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Remove Collaborators



To remove a collaborator, click the name of the user [1]. To remove all users, click the **Remove All** link [2].

Add Groups

You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

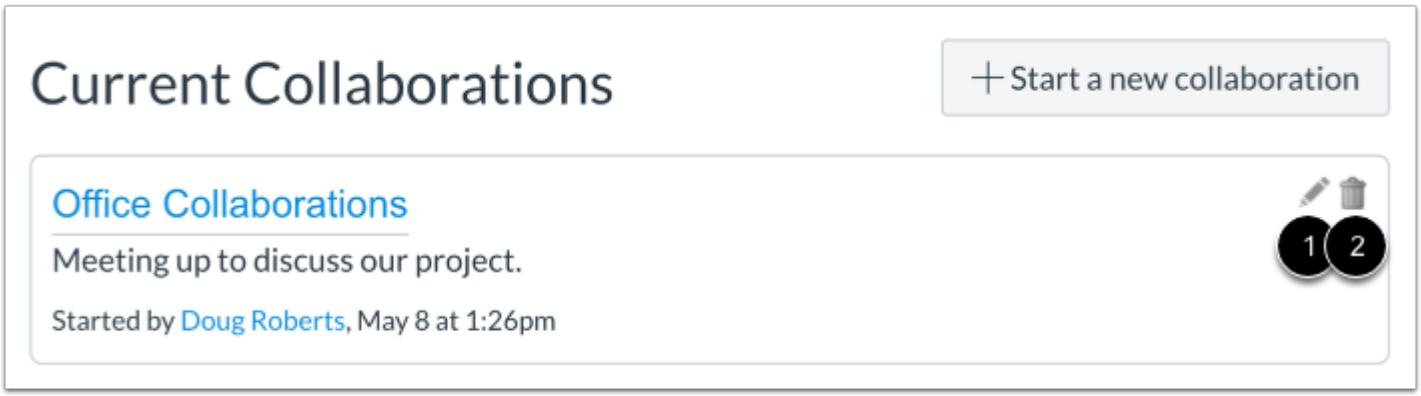
Note:

- You can select individual users as well as a group in a collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from within the group.

Save Collaboration

Click the **Save** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I delete a collaboration as an instructor?

If you are the course instructor or the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. if the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

Google Drive, Google Assignments, and OneDrive

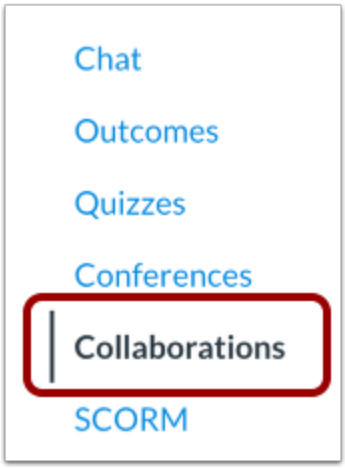
When deleting a Google Drive, Google Assignments, or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

Google Doc

If you are deleting a Google Doc, you can choose to delete the collaboration only from the course, or you can delete it from the course as well as Google Docs. However, deleting the document from Google Docs immediately deletes the collaboration and cannot be recovered.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



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

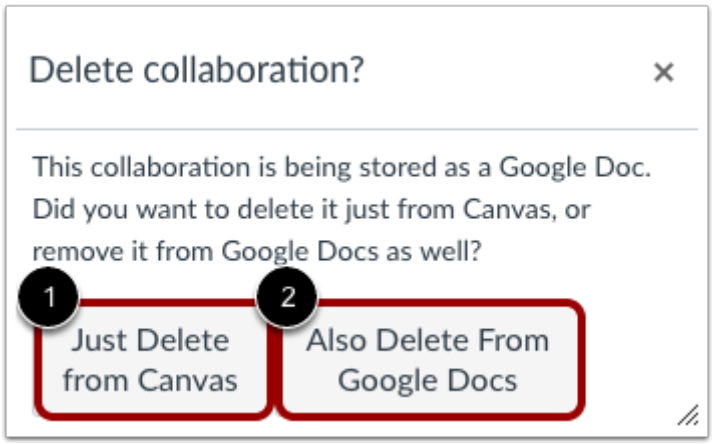
Delete Collaboration

Locate the collaboration and click the **Delete** icon.

Remove Collaboration

To remove a Google Assignments collaboration, click the **Yes, remove** button.

Delete Google Doc



If you are deleting a Google Doc, Canvas will ask you if you want to delete the collaboration from Canvas or also delete from Google Docs.

If you only want to delete the Google Doc link from Canvas, click the **Just Delete from Canvas** button [1]. This option removes the Google Doc link from Canvas, but users can still access the document in their Google account.

If you want to remove the document from Google Docs as well, click the **Also Delete From Google Docs** button [2].

Note: The Also Delete From Google Docs option immediately deletes the document from Google Docs, and the document cannot be recovered. If you want to retain the document for your records, open the Google Doc and change the sharing and owner settings, or create a copy of the document before deleting.

Conferences

How do I use the Conferences Index Page?

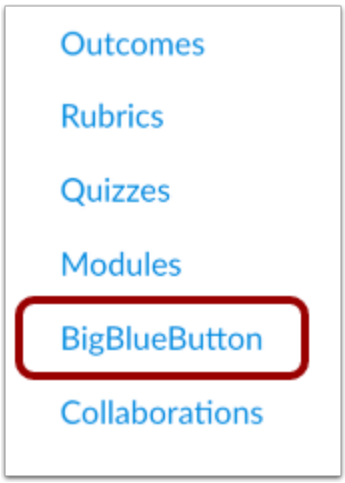
The Conferences Index Page allows you to view all the conferences within a course. As an instructor, you can create new conferences, start conferences, and manage concluded conferences. If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics.

Learn more about Conferences.

Notes:

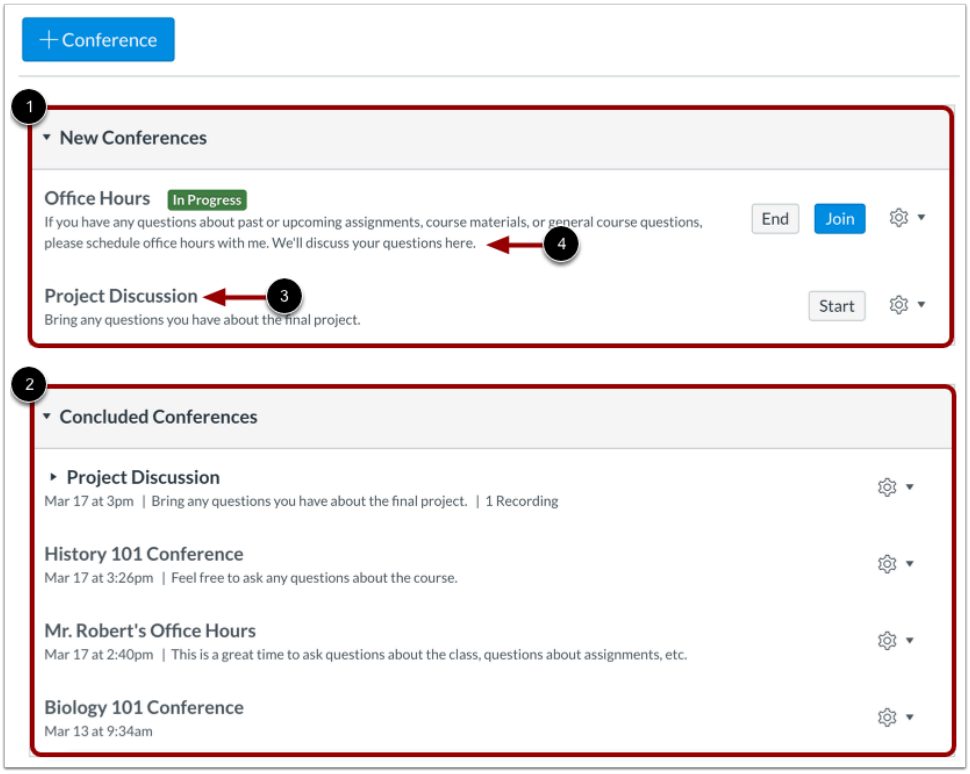
- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- For more information on web conferencing options in Canvas, view Web Conferencing Resources.
- The Course Navigation link for your web conferencing tool reflects the name of the web conferencing tool. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences



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

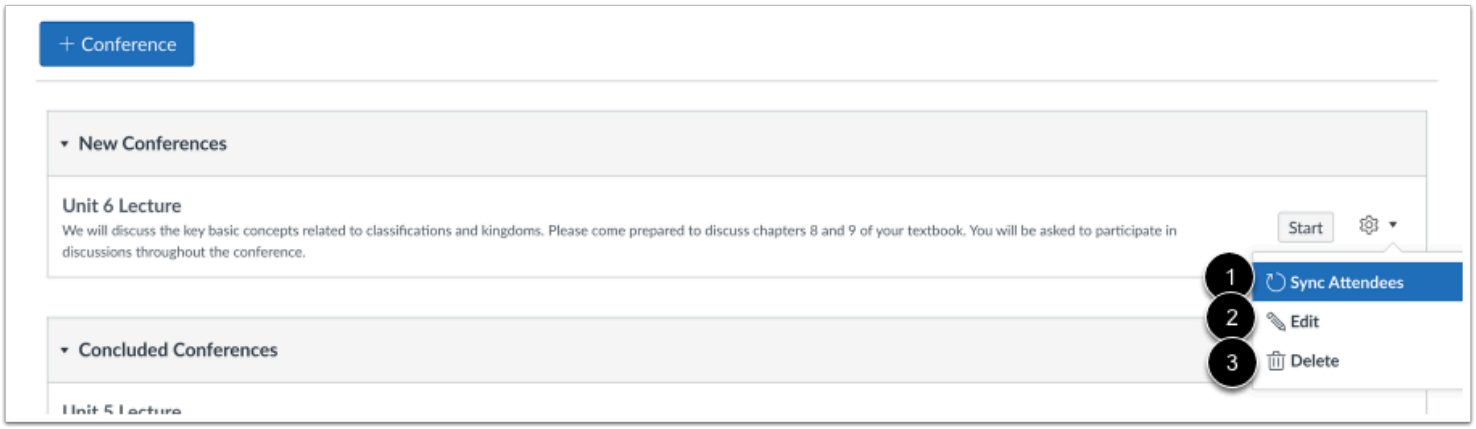
View Conferences



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

If a student has been invited to a conference, the student can view the conference in the Conferences page.

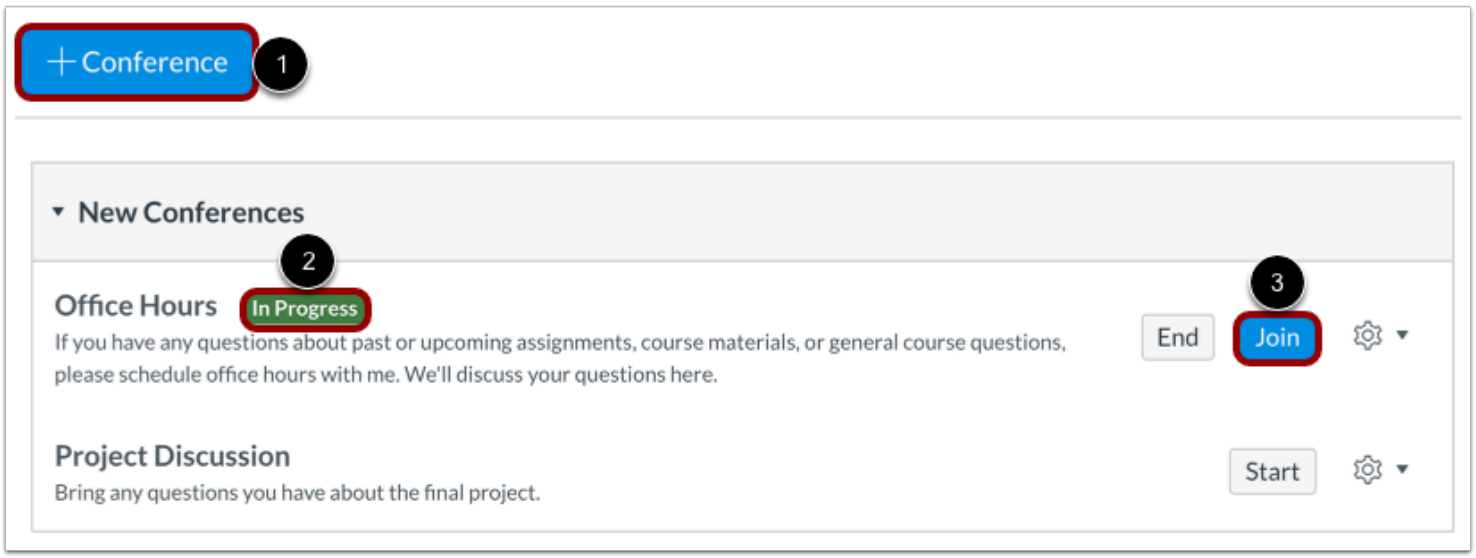
Manage Conference



When attendees are removed or added to a course, instructors can sync the attendees with new conferences [1]. When you click the **Sync Attendees** option, all attendees in the course are added to the new conference.

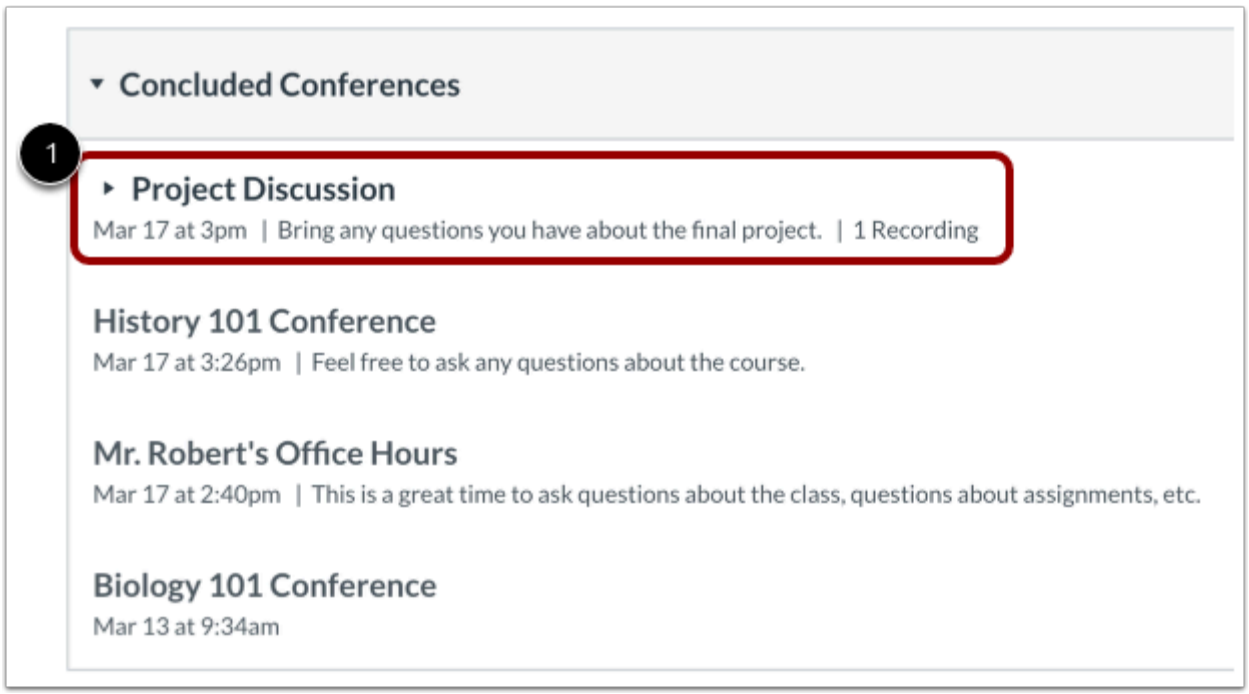
You can also use the options drop-down menu to edit [2] or delete the conference [3].

View In Progress Conference



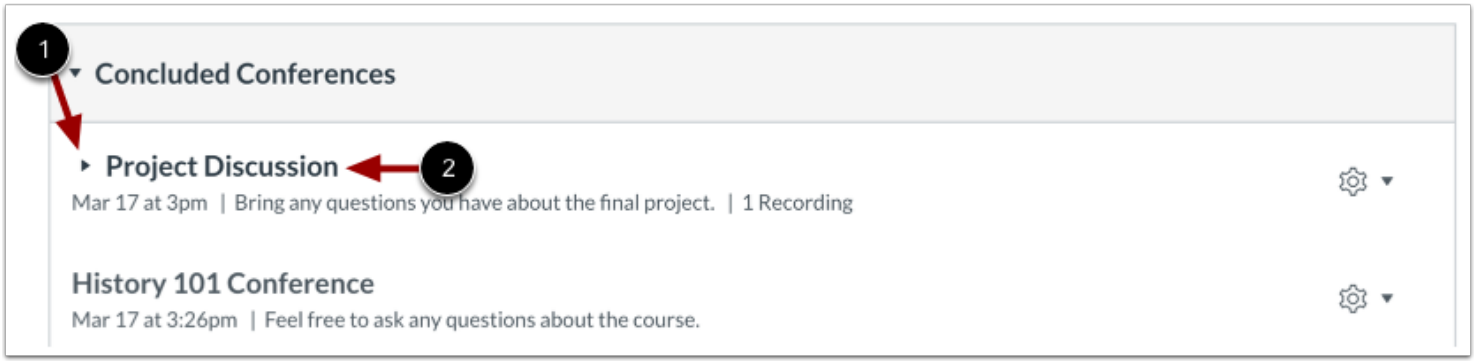
As a moderator, you can start new conferences [1]. Once the conference has started, the conference status shows as in progress [2]. Participants invited to the conference can join as long as the Join button is visible [3].

View Concluded Conferences



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

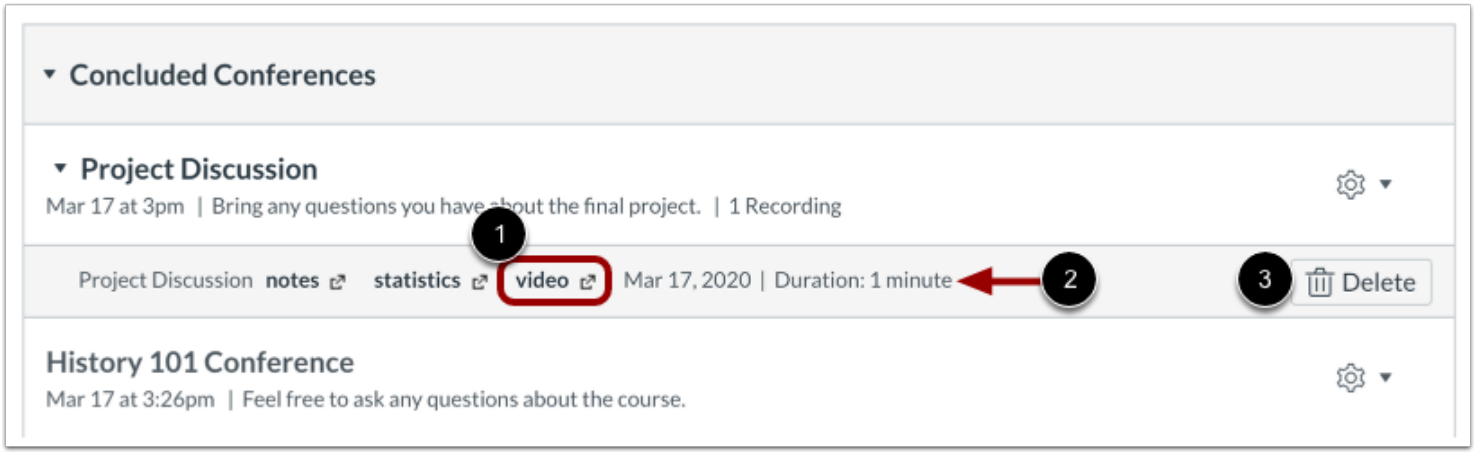
View Recorded Conference



Concluded conferences that enabled recording display the **Arrow** icon [1].

To view the recording and additional details, click the name of the conference [2].

Open Recording



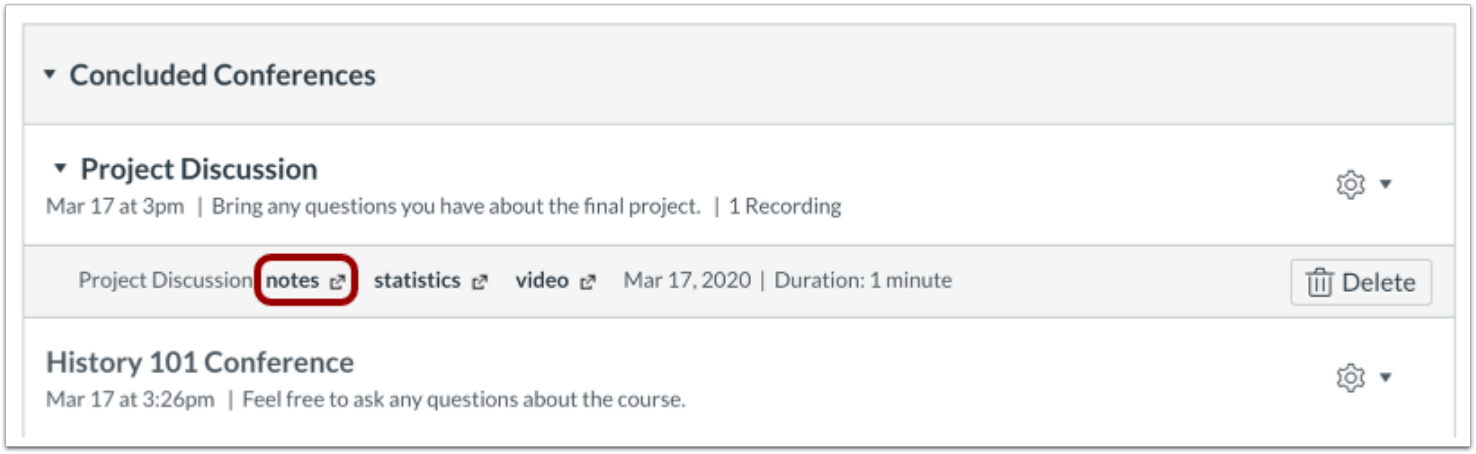
To replay the conference, click the **Video** or **Presentation** link [1]. You can also view the duration of your conference recording [2].

The recording format link does not appear until the conference has been rendered for playback. The rendering process may take some time to complete. If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

To delete your recording, click the **Delete** button [3].

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

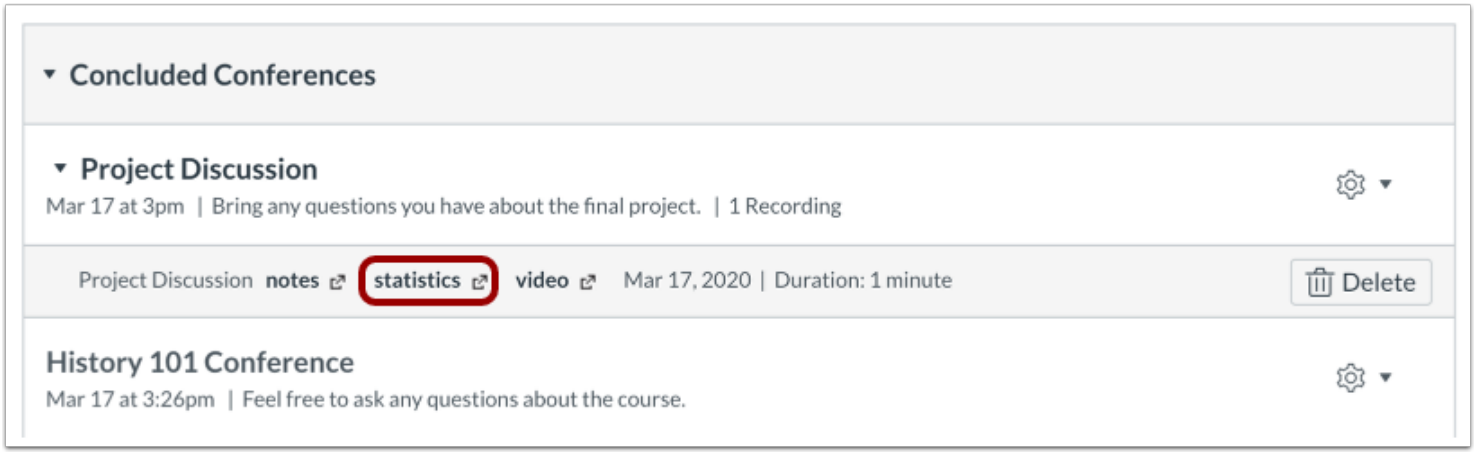
Open Notes



If your conference included shared notes, you can view the notes by clicking the **Notes** link. The shared notes will display in a new browser tab, where they can be viewed and copied.

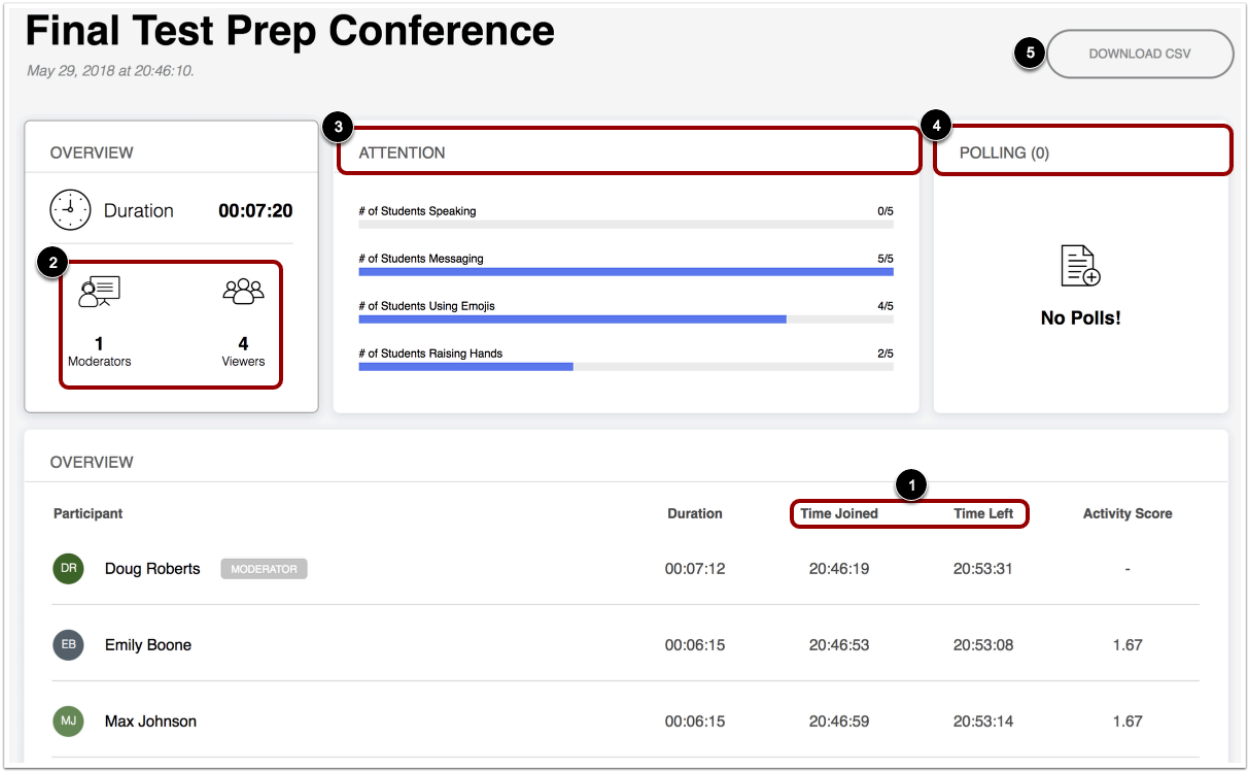
Note: Notes are only available for recorded conferences.

Open Statistics



If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the **Statistics** link.

View Statistics



Statistics include metrics about student participation in the recorded session, such as length of time in the session [1], number of moderators and participants [2], and the number of students who spoke, messaged, used emojis, or raised their hands during the conference [3]. Metrics also include each student's response to polls [4].

To download statistics as a CSV file, click the **Download CSV** button [5].

How do I create a conference in a course?

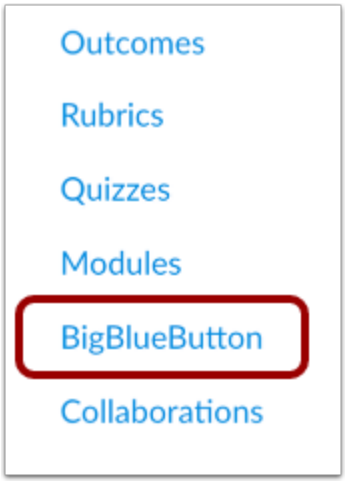
You can create a conference in a course to hold virtual office hours and speakers. Conference invitations are sent out when the conference is created. To alert invitees about upcoming conferences, you can create course events in the Calendar.

Conferences can be created with as many users as needed, though the recommended guideline is a limit of 25 users. You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Notes:

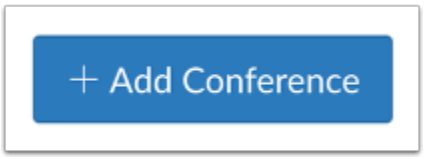
- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- Users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via email and/or push notifications. To notify users of a conference in Canvas, consider adding an announcement, assignment, or calendar event.
- For more information on web conferencing options in Canvas, view Web Conferencing Resources.
- The Course Navigation link for your web conferencing tool reflects the name of the web conferencing tool. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.
- BigBlueButton Essentials (formerly called the free tier) is now limited to five (5) simultaneous classes and supports up to 400 students in a class. For larger numbers of simultaneous classes, please reach out to your Canvas Account Executive or Customer Success Manager.

Open Conferences



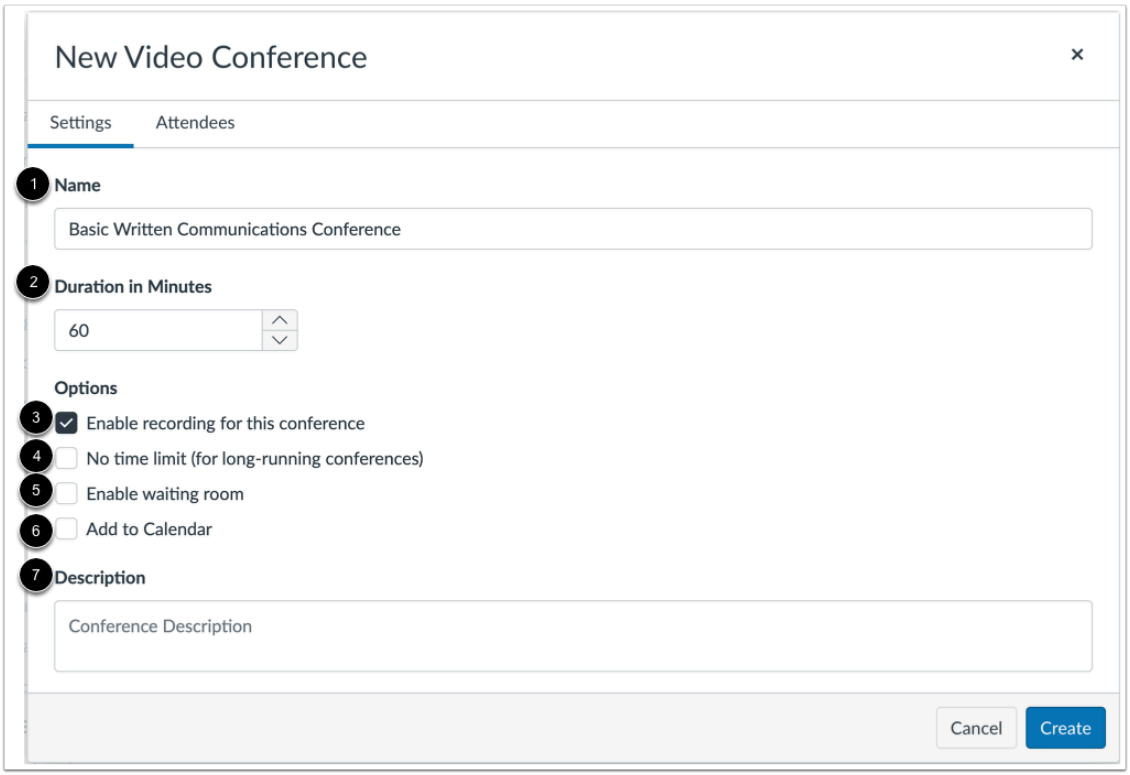
In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference



Click the **Add Conference** button.

Add Conference Details



To create a new conference, type a name for the conference in the **Name** field [1].

You can set a time limit on how long invited members are able to join the conference, enter the number of minutes in the **Duration in Minutes** field [2]. The time limit begins when the presenter starts the conference.

Once the duration has expired, new participants are unable to join and the conference continues until the last person leaves the conference room or the conference organizer concludes the conference.

You can enable recording options for this conference, select the **Enable recording for this conference** checkbox [3].

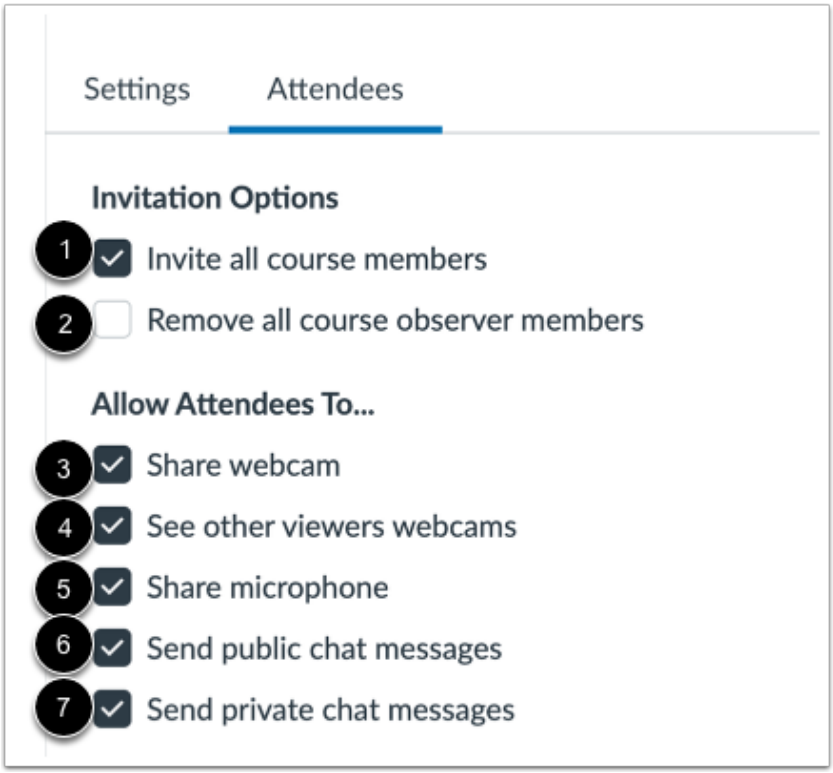
To set a time limit for the conference, you can create a long-running conference by selecting the **No time limit (for long-running conferences)** checkbox [4]. This option removes the time limit in the duration field.

To add a waiting room to your conference, select the **Enable waiting room** checkbox [5].

If you want to add it to your course calendar for students to see, select the **Add to Calendar** checkbox [6]**.**

To create a description of your conference, type a description in the **Description** field [7].

Invite Course Members



You can add any user in your course to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the course will be invited to the conference [1].

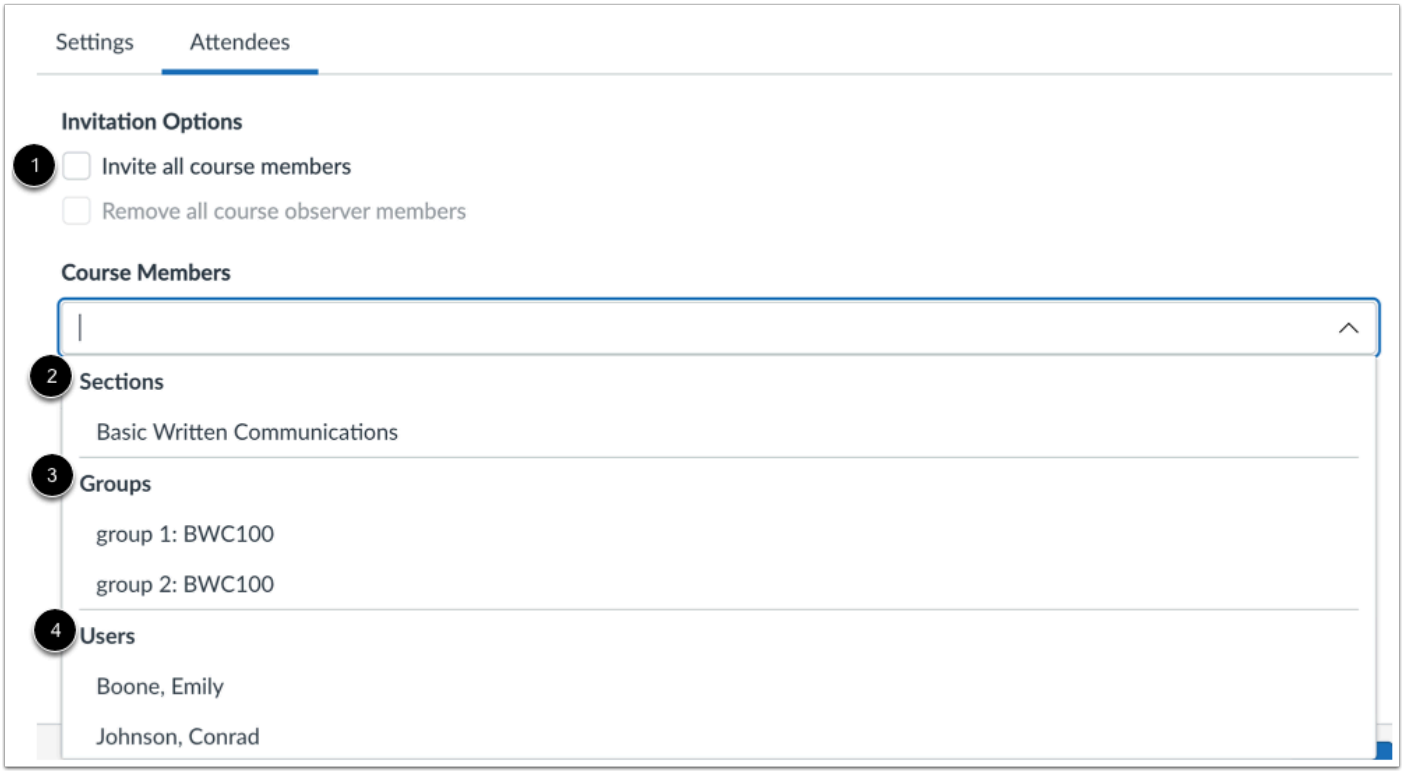
To remove all course observers from the conference invitation, select the **Remove All Course Observer Members** checkbox [2]. When this checkbox is selected all course members except observers are invited to the conference.

You can manage the following attendee settings:

- **Share webcam:** allows attendees to share their webcam [3].
- **See other viewers webcams:** allows attendees to see others viewers webcams [4].
- **Share microphone:** allows attendees to share their microphone [5].
- **Send public chat messages:** allows attendees to send public chat messages [6].
- **Send private chat messages:** allows attendees to send private chat messages [7].

Note: Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 25 users.

Invite Members



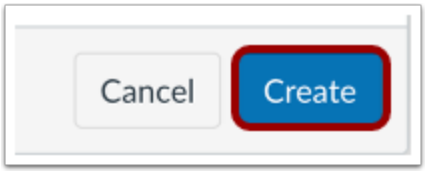
To select specific sections, groups, or members of your course, deselect the **Invite All Course Members** checkbox [1].

To invite one or more course sections, click the checkbox(es) for the section(s) [2].

To invite one or more groups, click the checkbox(es) for the group(s) [3].

To invite one or more individual members, click the checkbox(es) for the member(s) [4].

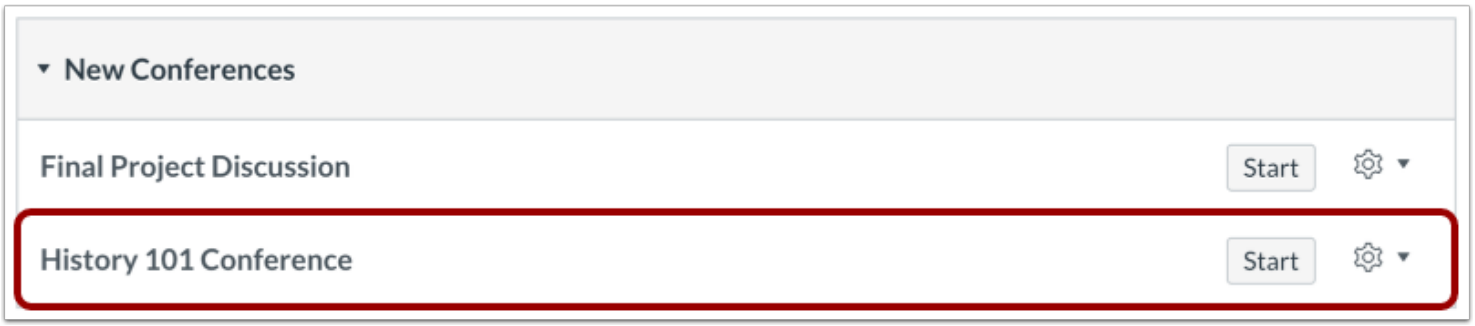
Create Conference



To save the conference settings, click the **Create** button.

Note: Students invited to a conference will not receive a notification in Canvas. However, depending on the student's notification settings, they may receive a notification via email, text, and/or push notifications. To notify students of a conference in Canvas, consider adding an announcement, assignment, or calendar event.

View Conference



View your created conference.

How do I edit or delete a conference?

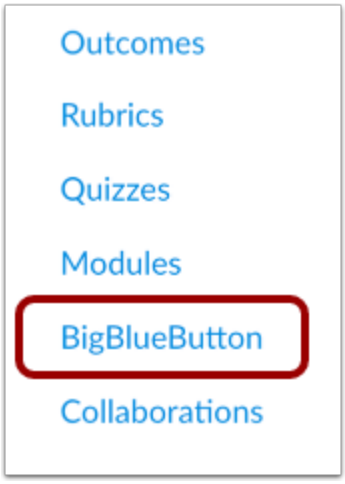
You can edit the settings of a conference in your course. You can add new users to the conference, but you cannot remove any users who have already been invited.

You can delete new and concluded conferences. Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.

Notes:

- When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.
- New users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via their preferred method(s). To notify users of a conference in Canvas, consider adding an announcement, assignment, or calendar event.
- The Course Navigation link for your web conferencing tool reflects the name of the web conferencing tool. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences

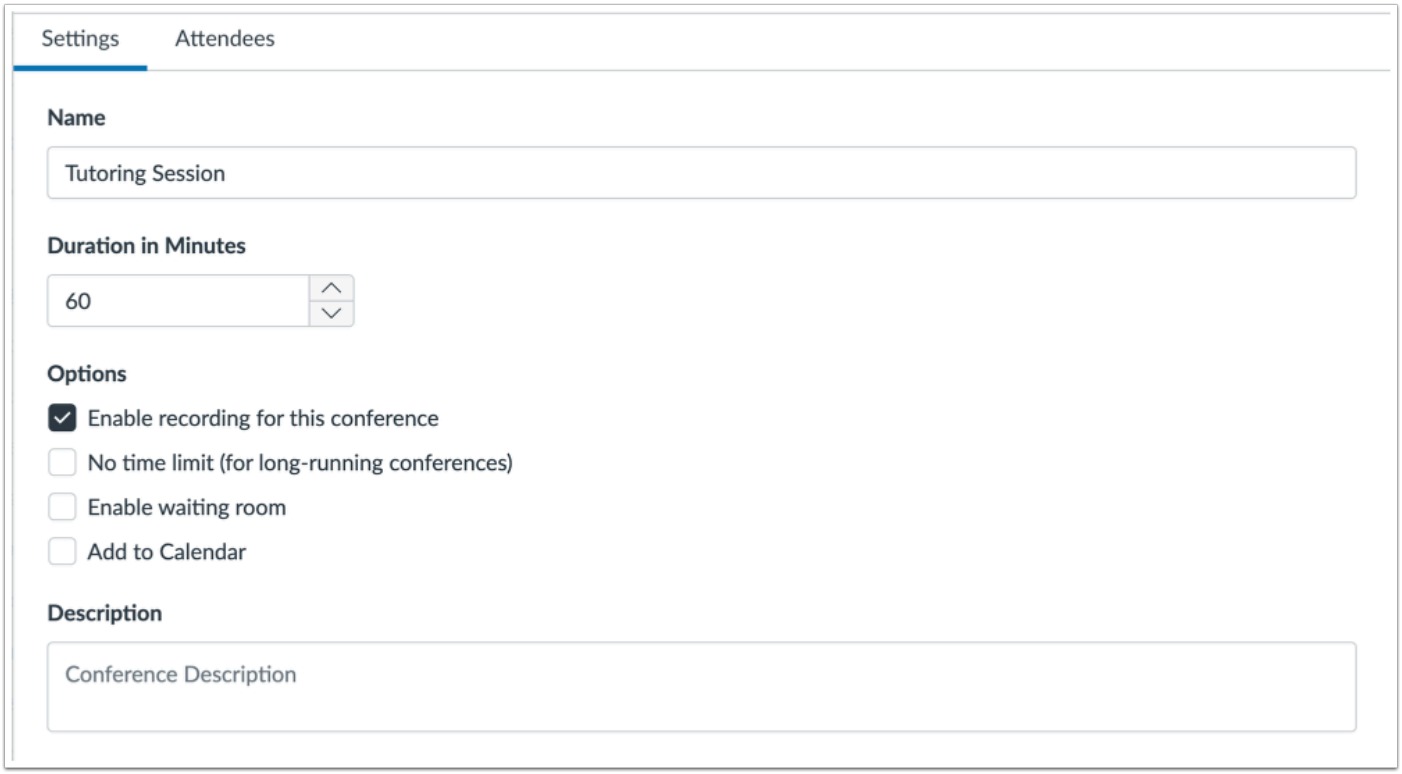


In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Edit Conference

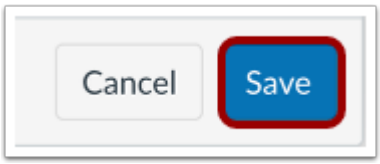
Click the conference you want to edit. Click the **Settings** icon [1] and click the **Edit** link [2].

Edit Conference Details



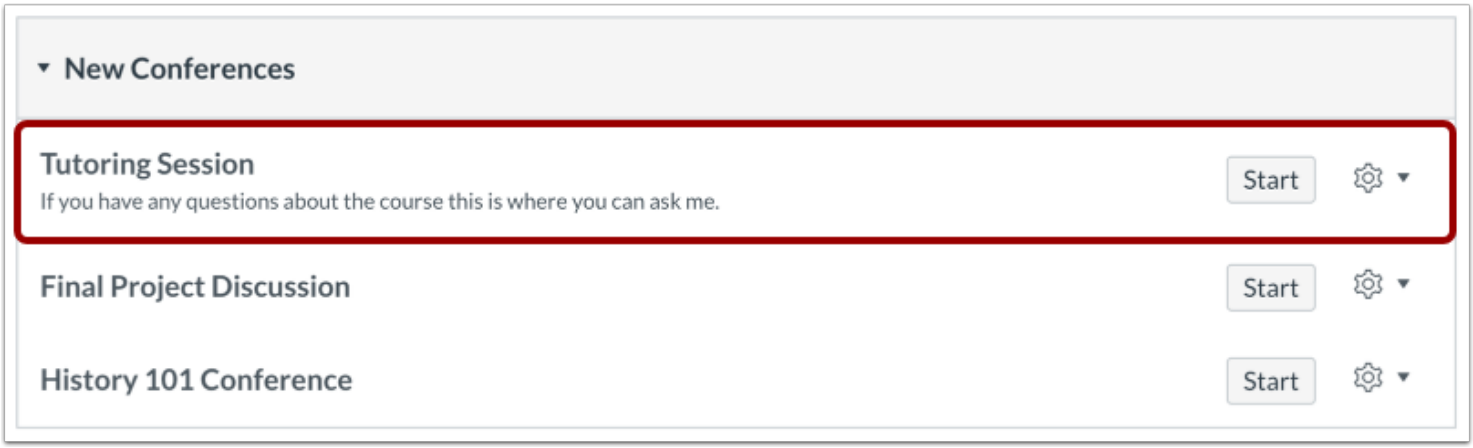
Edit the fields you want to change.

Save Conference



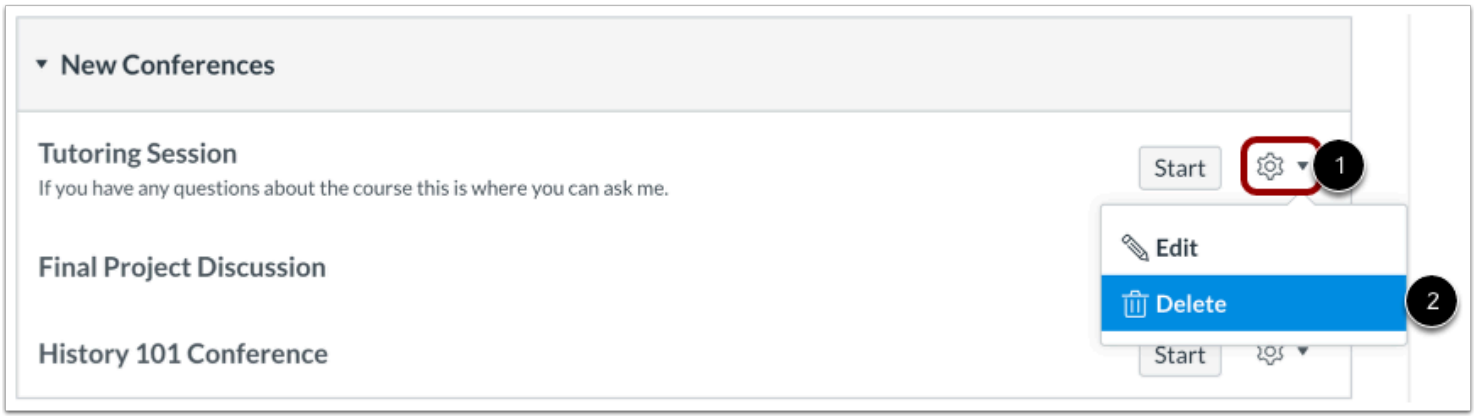
Click the **Save** button.

View Conference



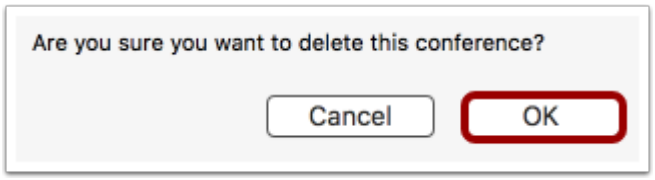
View the updated conference.

Delete Conference



Click the **Settings** icon [1] and click the **Delete** link [2].

Confirm Deletion



Click the **OK** button.

How do I record a conference?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

After the conference has concluded, you can view recorded conferences in the Conferences Index Page. If you recorded multiple segments in your conference, each segment will be a separate recording.

Recording Restrictions

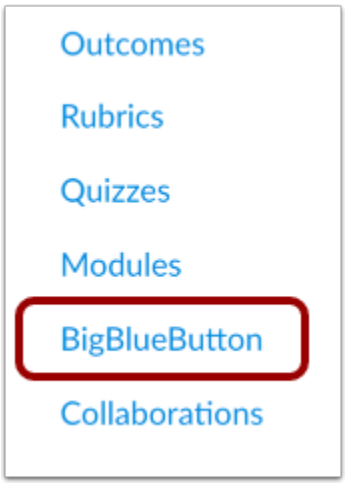
- When creating your conference, you must select the record option to record the conference.
- Canvas' standard recording feature will store your recordings in Conferences for 7 days and then remove them automatically for users of the Free Tier of Conferences.
- Recorded conferences cannot be downloaded for users of the Free Tier of Conferences.
- Recorded conferences can only be viewed inside the course where the conference was recorded; URLs cannot be shared outside Canvas.

For alternative storage and download options, contact BigBlueButton to set up a hosting account.

Notes:

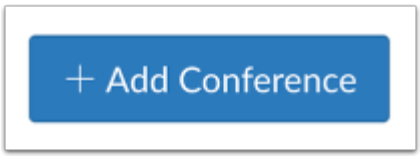
- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- The Course Navigation link for your web conferencing tool reflects the name of the web conferencing tool. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences



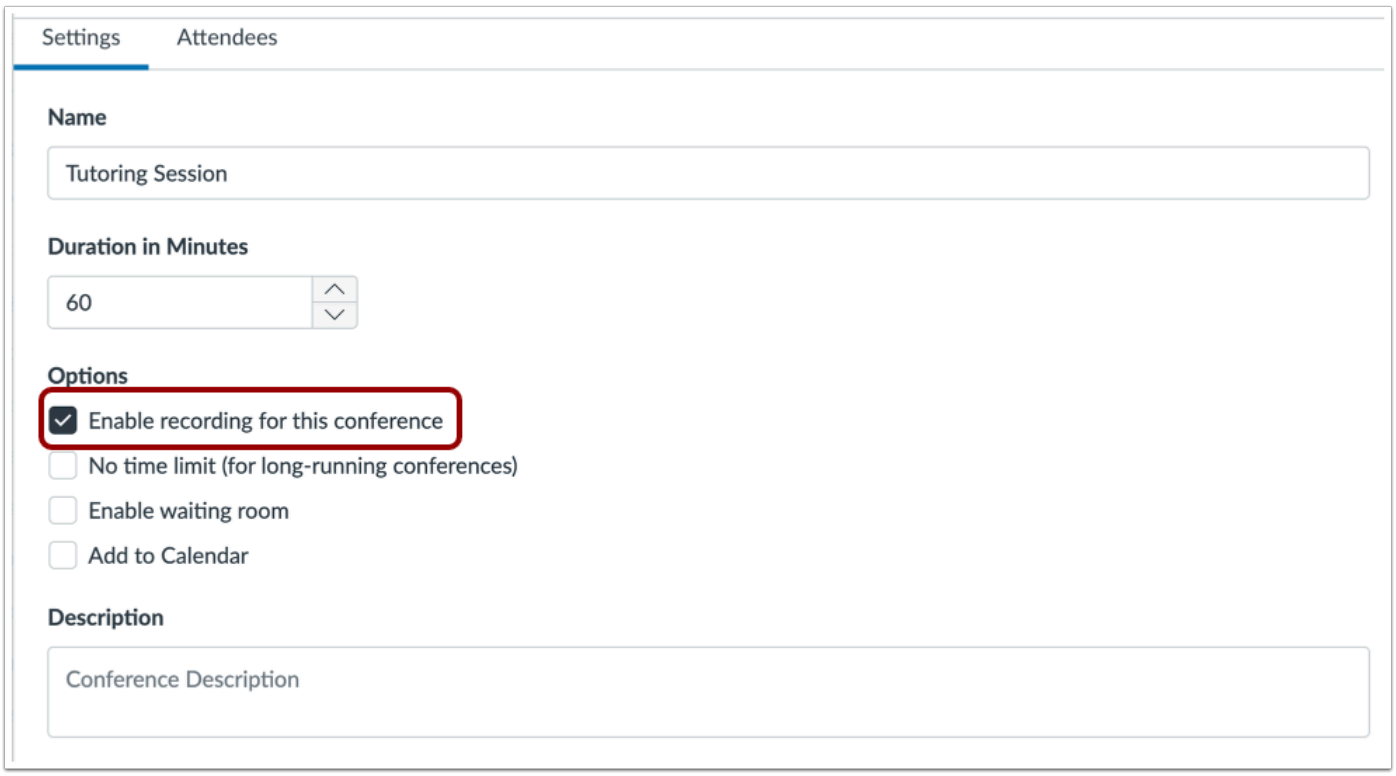
In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference



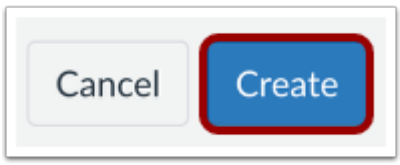
Click the **Add Conference** button.

Enable Recording



To turn on the options for recording within the conference, click the **Enable recording for this conference** checkbox.

Save Conference



Click the **Create** button.

Once you start your conference, you can start and stop the recording as necessary in the Conferences interface.

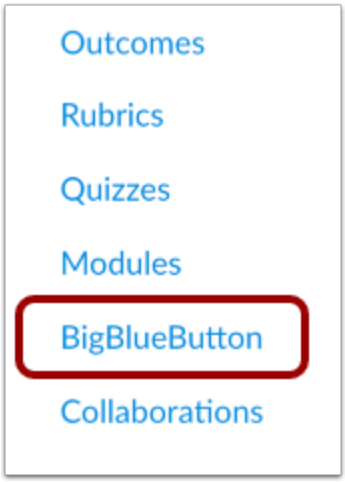
Note: Completed recordings may take some time to render.

How do I start a conference?

You can start conferences that you have created for your course.

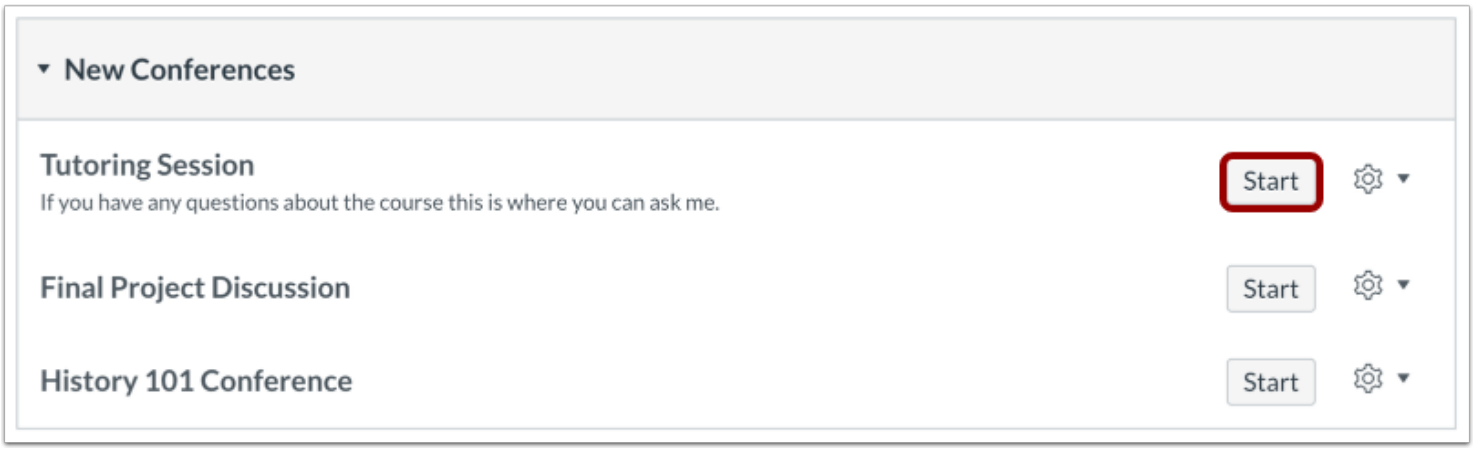
Note: The Course Navigation link for your web conferencing tool reflects the name of the web conferencing tool. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences



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

Start Conference



Next to the conference you want to start, click the **Start** button.

Canvas will direct you to the conference room for your conference. You can use the Conferences interface to moderate and participate in the conference.

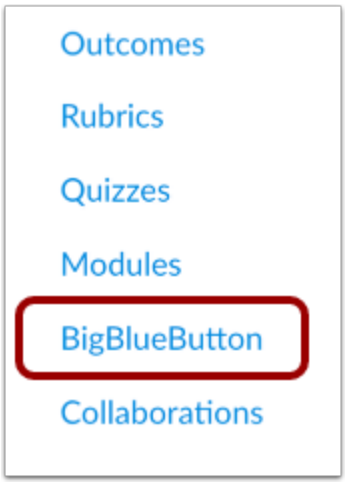
How do I join a conference as an instructor?

You can join a conference that has already been started by the conference host. Instructors will be given moderator permissions when they join a conference started by another user.

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: The Course Navigation link for your web conferencing tool reflects the name of the web conferencing tool. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences



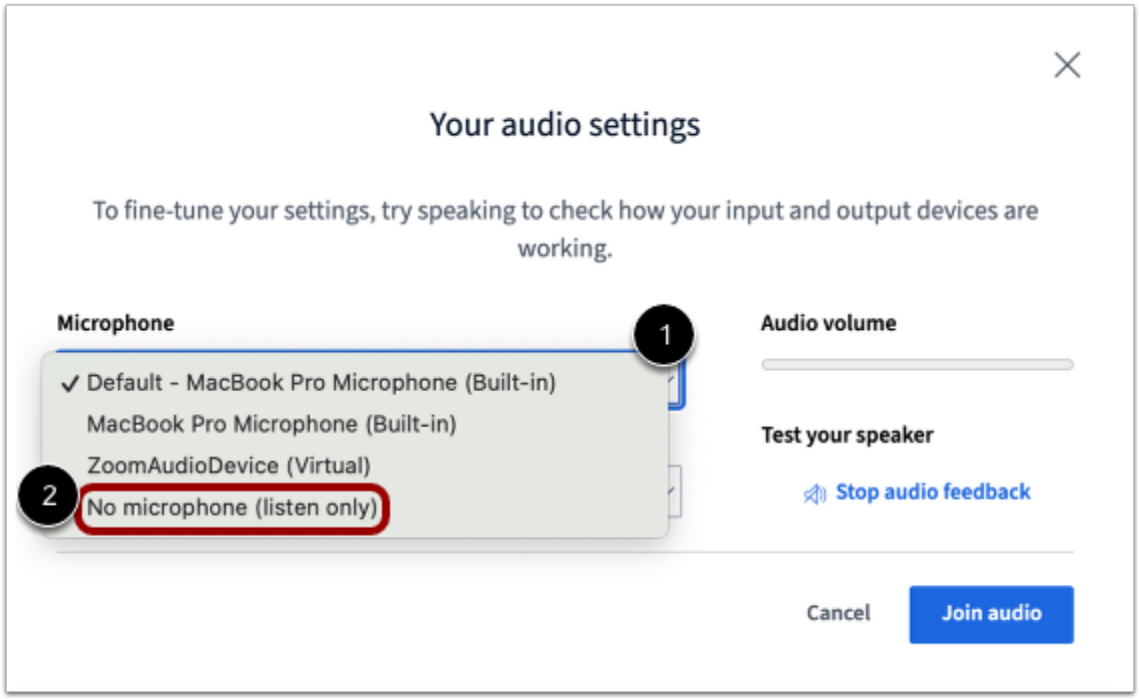
In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Join Conference

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

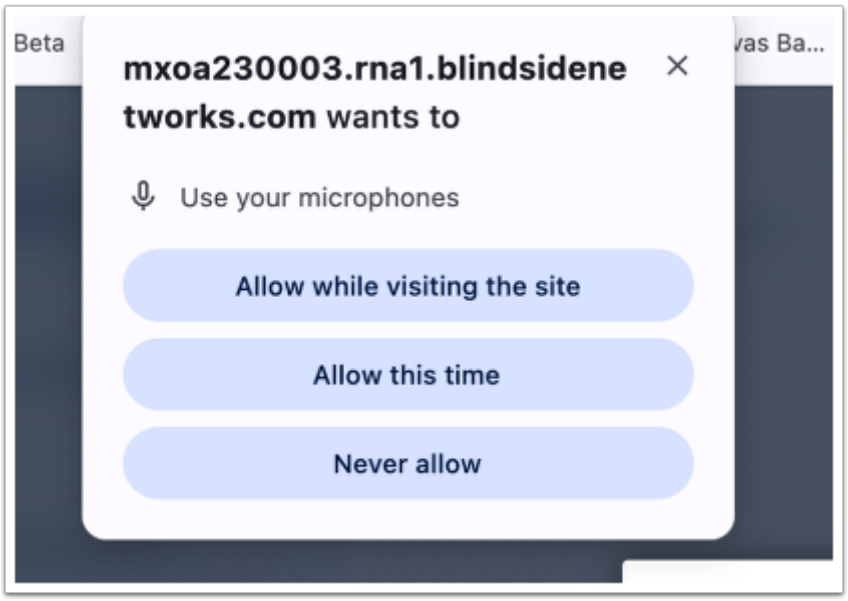
Note: You cannot join a conference until the conference host has started the conference.

Adjust Audio Settings



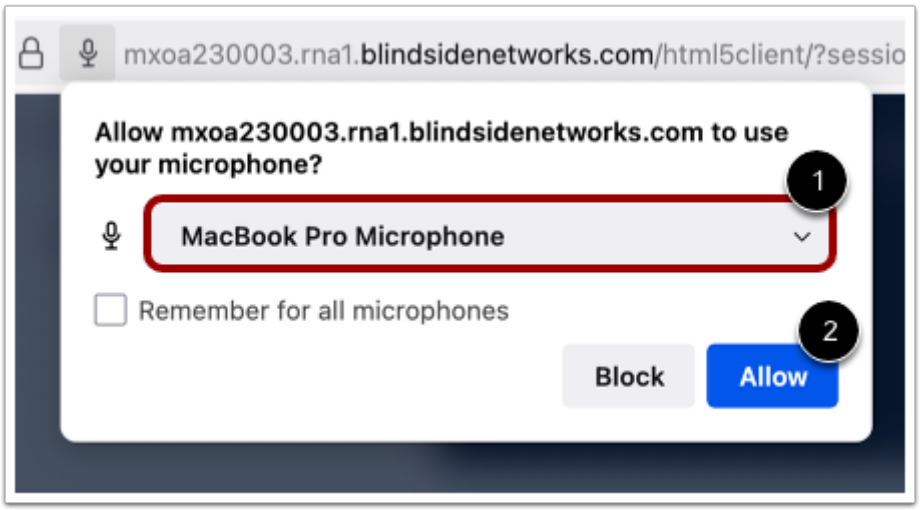
To adjust your audio settings, click the **Microphone** dropdown. To use a specific microphone, select your desired microphone from the list. To join the conference without enabling a microphone, select **No microphone (listen only).**

View Chrome Microphone Permissions



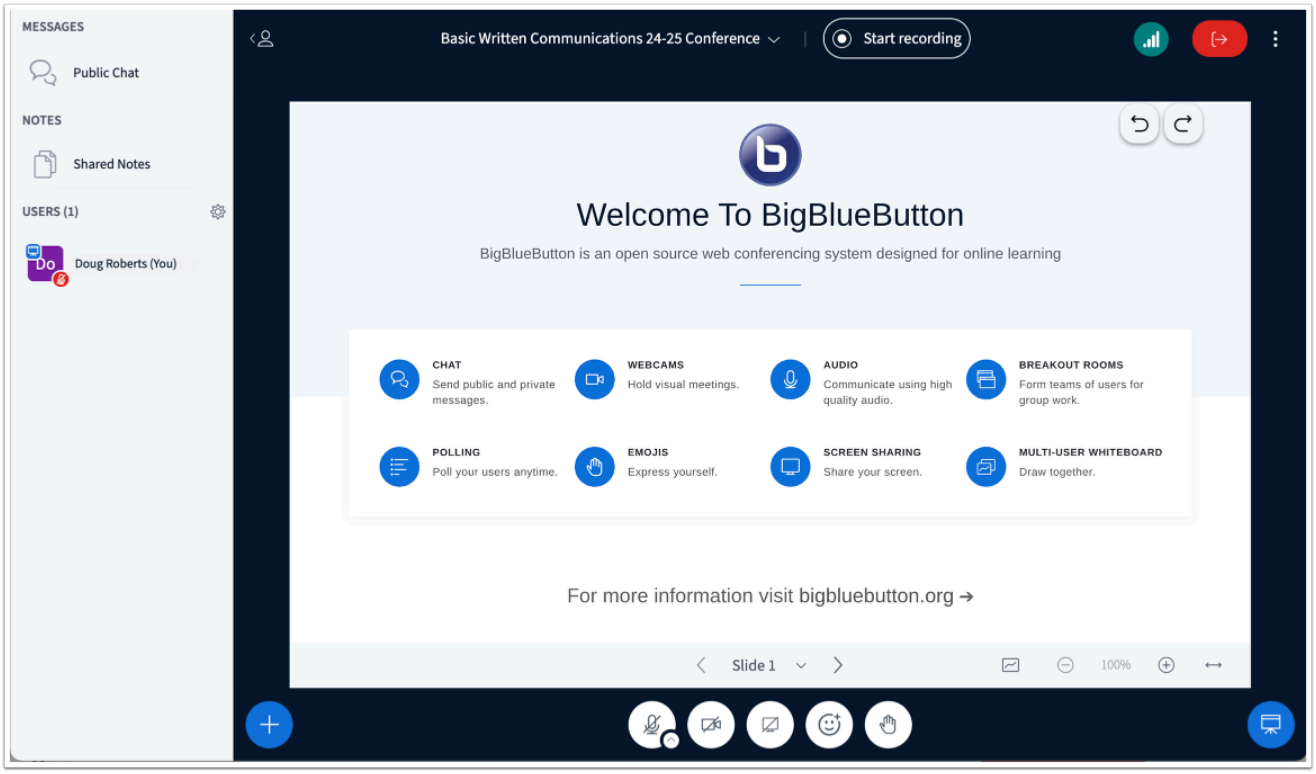
To enable a microphone in a Chrome browser, click the **Allow this time** button or **Allow while visiting this site** button.

View Firefox Microphone Permissions



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

View Conference



View the conference.

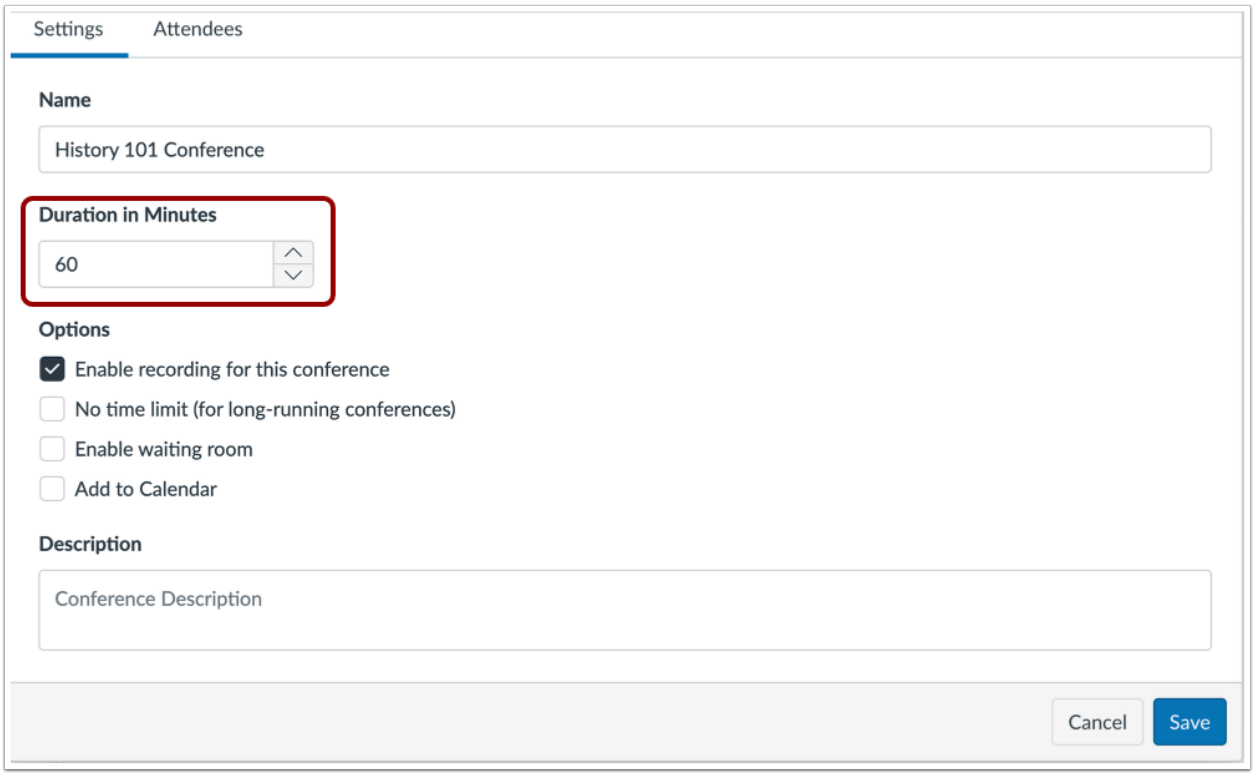
Learn how to use the Conferences interface.

How do I conclude a conference?

Depending on how you created your conference, your conference may conclude by itself, or you may have to conclude it manually.

Note: A conference can be concluded directly from the logout menu in the conferences interface. However, the Conferences page does not currently update the status and still show as In Progress. If a new user joins the conference, a new meeting with the same name are created. To prevent new users from joining the conference, always return to the Conferences page and click the conference End button.

View Time-Limit Conferences

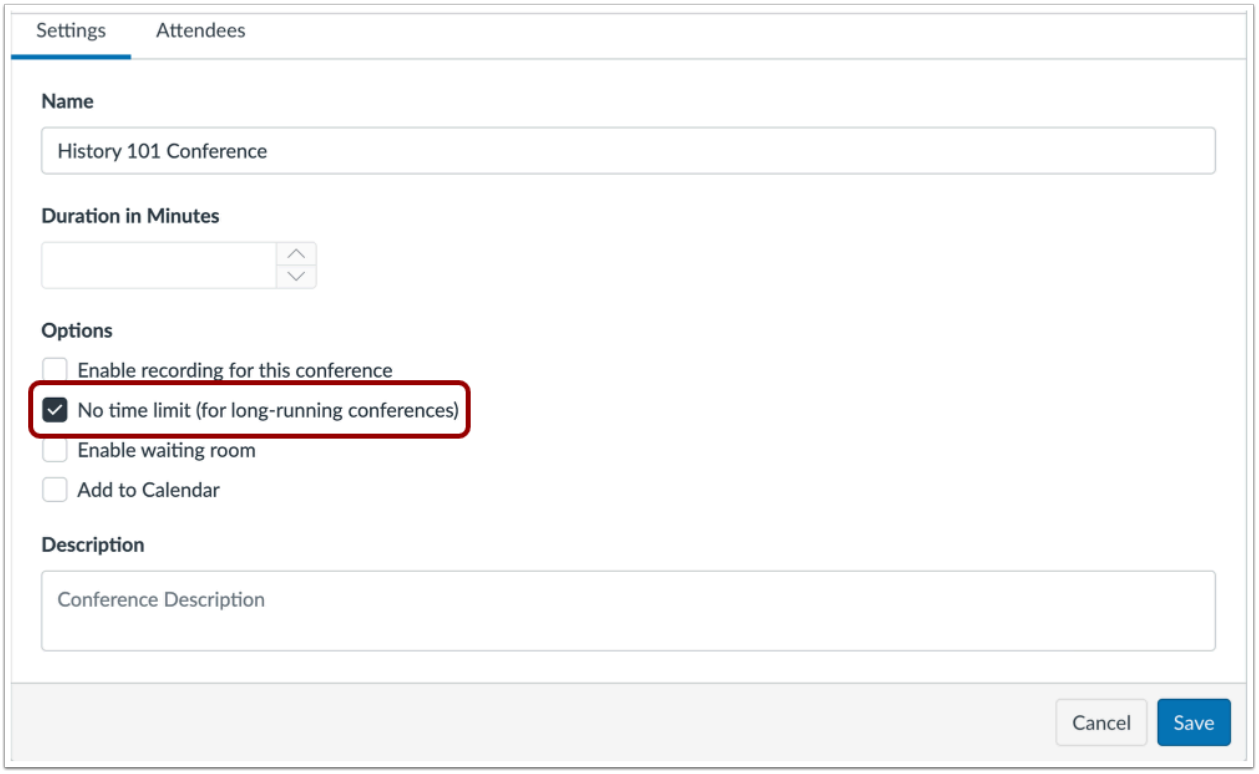


Conferences created with a time limit remain active for the duration of the conference.

Once the conference duration has expired, the conference are automatically conclude once the last member of the conference has left the room. You can also manually conclude (end) the conference at any point during the allotted time.

When a conference concludes, all files and chats are removed from the conference room.

View Long-Running Conferences



Conferences created without a time limit remain active as long as you (or another conference organizer) keeps the conference running.

End Conference Manually

To end a conference, return to the Conferences page. Next to the name of the conference, click the **End** button.

When a conference concludes, all files and chats are removed from the conference room.

View Concluded Conference

Once the conference has concluded, the conference appears in the Concluded Conferences section on the Conferences page. Updating the status of the conference may take a few minutes.

Note: If the conference has not changed status after a significant amount of time, the time limit has passed, and there are no members left in the conference room, edit the conference and update the settings to manually refresh the Conferences page.

How do I use the Conferences interface as a moderator or presenter?

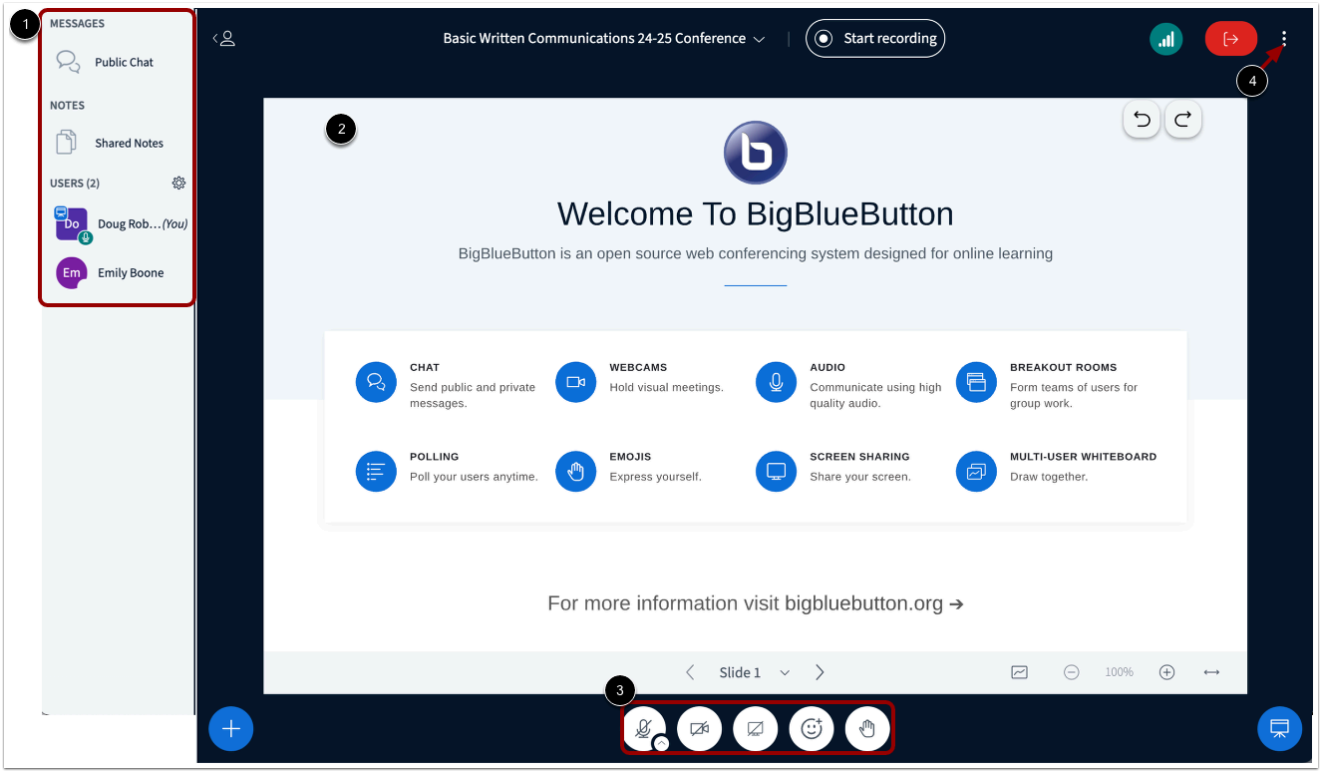
Once you have started a conference or joined a conference as a moderator, you can use the Conferences interface to moderate and participate in the conference. Any user who starts a conference or an instructor who joins the conference will be given moderator permissions. Moderators can demote other moderators to viewers.

The Conferences interface in this guide is displayed using BigBlueButton's conferencing system. This guide provides a basic overview of the Conferences interface. To learn more about specific features, view BigBlueButton's user documentation.

Notes:

- It is recommended to use Chrome or Firefox browsers to access the Conferences interface.
- Screen sharing is not supported on Safari browsers.

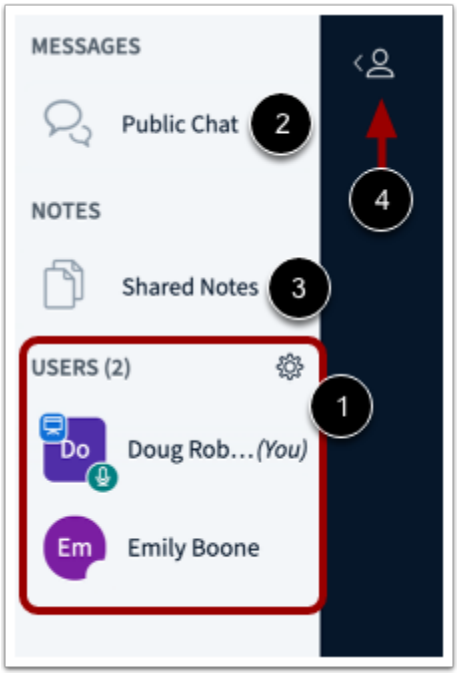
View Conferences Interface



The Conferences interface contains a variety of tools to help you moderate and participate in your presentation. The interface consists of the following areas:

- User Menu [1]
- Presentation Window [2]
- Conference Tools [3]
- Options Menu [4]

View User Menu



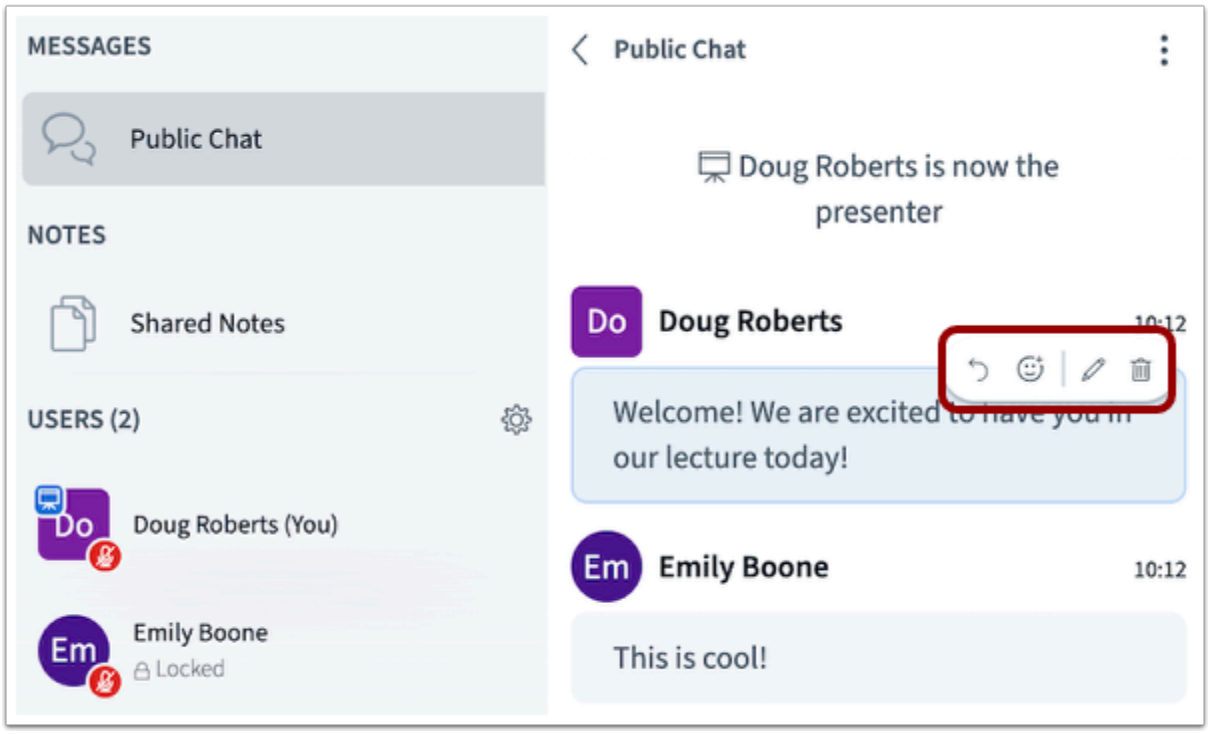
From the User Menu, you can view all the users in the conference [1]. Each user is represented by their display name in Canvas.

You can also chat with conference participants and contribute to shared notes. To open the conference chat, click the **Public Chat** link [2]. To open the Shared Notes, click the **Shared Notes** link [3].

The User Menu is open by default. To close the User Menu, click the **Users** icon [4].

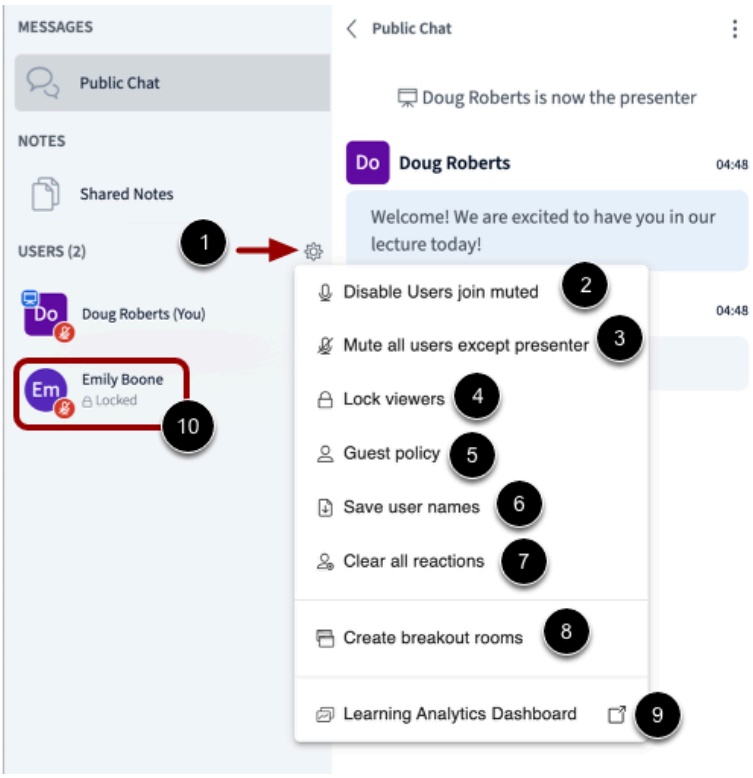
Note: If your institution uses BigBlueButton Enhanced Tier, Canvas user profile pictures may display as user avatars in BigBlueButton.

View Chat Tools



You can reply to, react to, edit, or delete individual student messages.

Manage Users



To manage settings for all users, click the **User Settings** icon [1].

To disable users from joining with audio, click the **Disable Users join muted** link [2].

To mute users, click the **Mute all users except presenter** links [3].

To lock specific conference features for users, click the **Lock viewers** link [4].

To allow or disallow guest to join the meeting, click the **Guest policy** link [5].

To save user names, click the **Save user names** link [6].

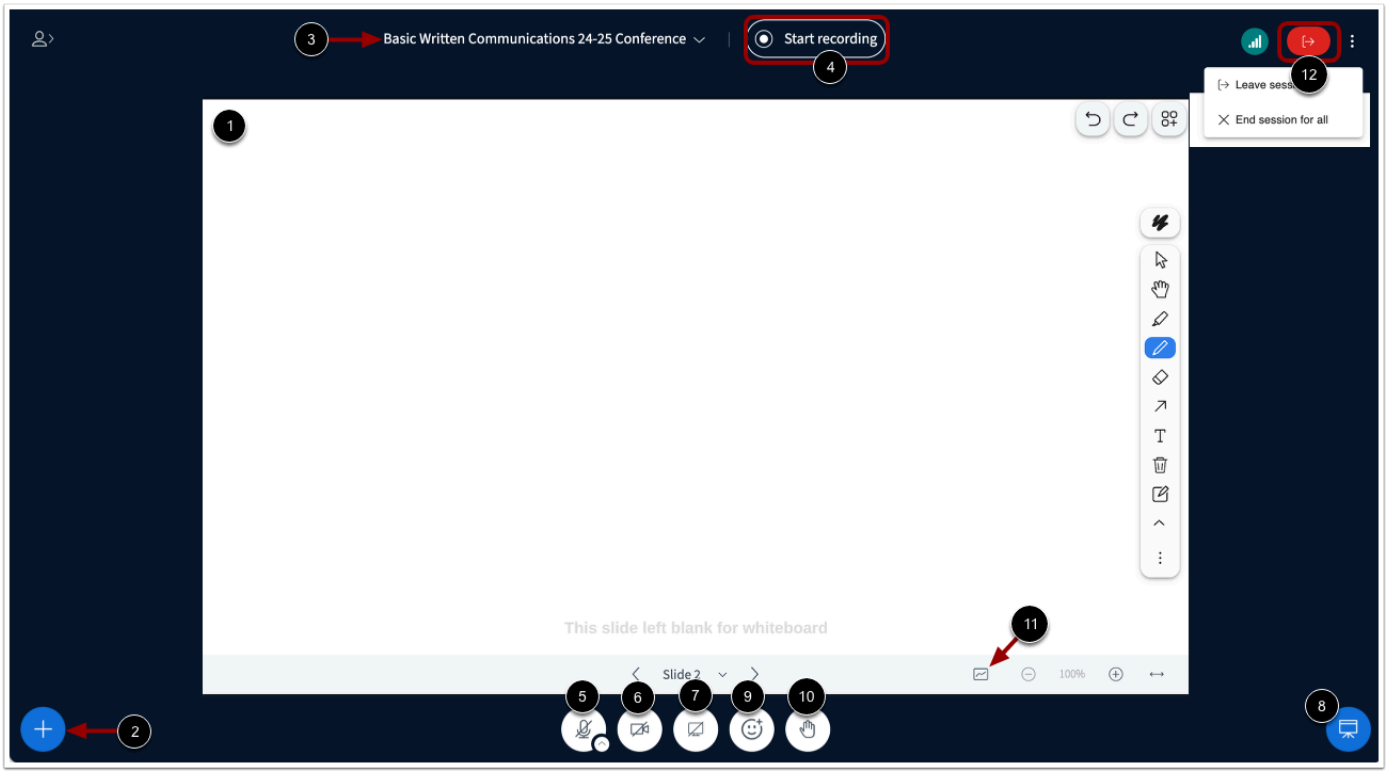
To clear all reactions, click the **Clear all reactions** link [7].

To create breakout rooms, click the **Create breakout rooms** link [8].

To collect and display data about participants' engagement, click the **Learning Analytics Dashboard** link [9].

To chat with a user, remove a user from the conference, or promote a user to presenter or moderator, click the name of the user [10].

View Presentation Window



The Presentation Window displays the presentation that has been selected by a moderator or presenter [1]. To upload a new presentation file, start a poll, or share an external video, click the **Add** button [2].

To view the session details click the session title [3]. To begin recording the session, click the **Start recording** button [4].

The Presentation Window also includes several tools that control how you can participate in the conference. To **Mute** or **Unmute** your microphone, click the microphone button [5]. To enable your webcam, click the **Share webcam** button [6].

To share your computer screen, click the **Share your screen** button [7]. If webcams are enabled, you can close the presentation window and display only webcams by clicking the **Minimize presentation** icon [8].

To show reactions, click the **Share a reaction** button [9]. To signal that you want to speak or ask a question, click the **Raise your hand** button [10], and to allow all users to use the annotation tools, click the **Turn multi-user whiteboard on** icon [11].

The leave button enables you to **Leave session** and additionally, for moderators, to **End session to all** [12].

View Annotation Tools

The Conferences interface includes several tools that you can use to annotate the presentation window.

If an annotation is added to your presentation, you can select the thickness and color of text, click the **Styles** [1].

To point to or indicate specific parts of an image, click the **Select** [2]. To pan a document **zoom in** or **zoom out**, click the **Hand** icon [3].

To emphasize or mark certain parts of an image or text, click the **Highlight** [4].

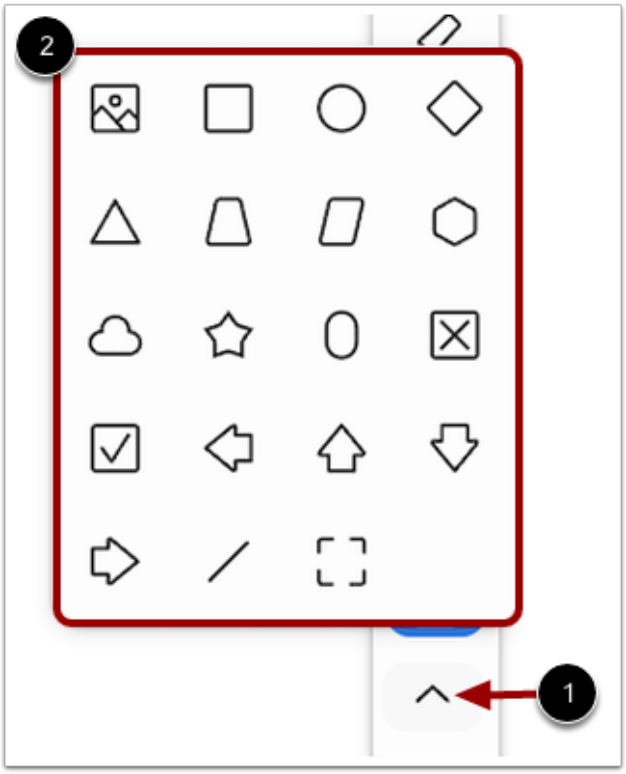
To use a pencil to draw in the presentation window, click the **Draw** icon [5]. To remove, click the **Eraser** icon [6].

To draw or place arrows on an image or document, click **Arrow** icon [7], to add text, click the **Text** icon [8].

To create a note, click **Note** [9]. To draw a rectangle around an area of focus, click the **Rectangle** icon [10]. To draw an ellipse shape for emphasis or annotation, click the **Ellipse** icon [11].

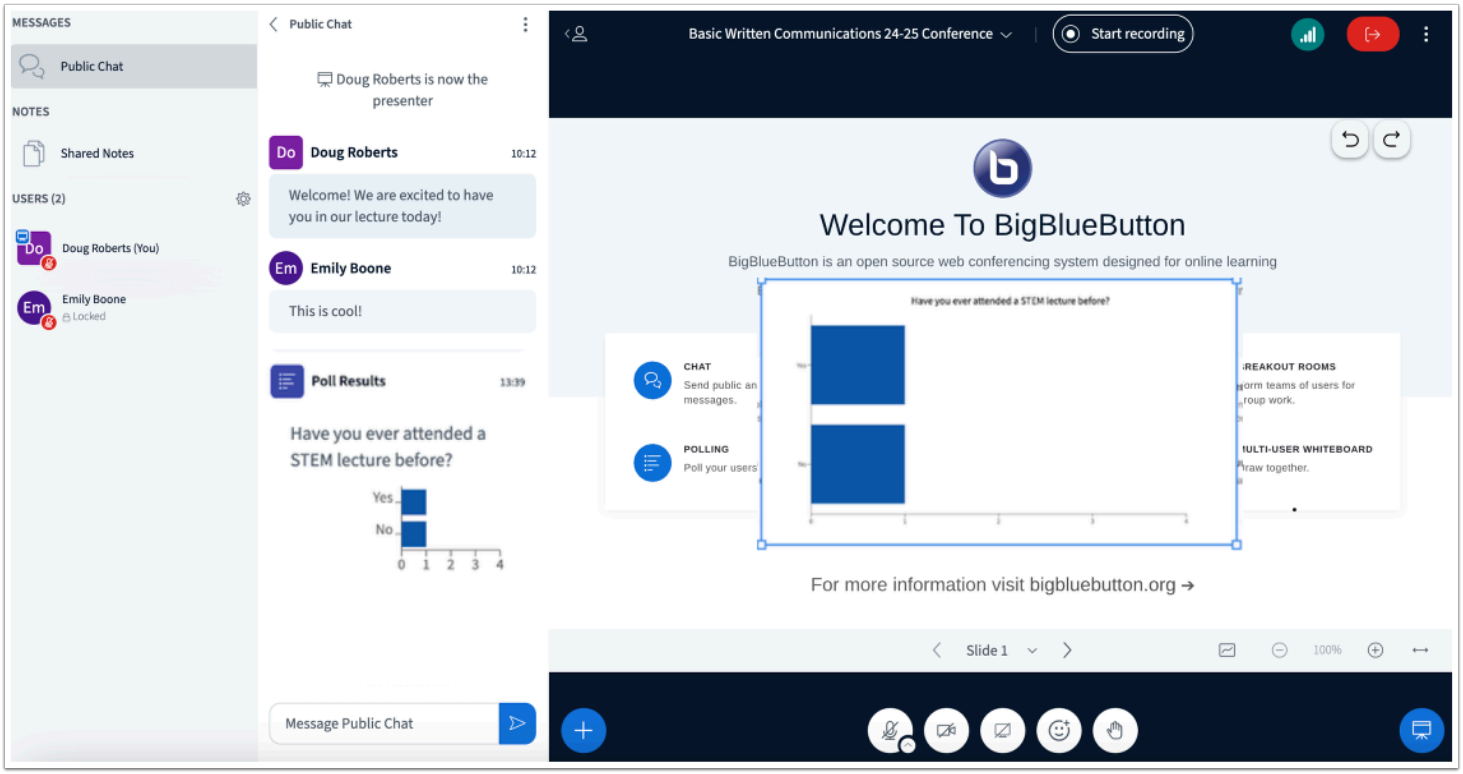
To undo the most recent annotation, click the **Undo** icon [12], to restore an action that was previously undone, click the **Redo** icon [13].

To hide or minimize the toolbars, click the **Options** icon [14].



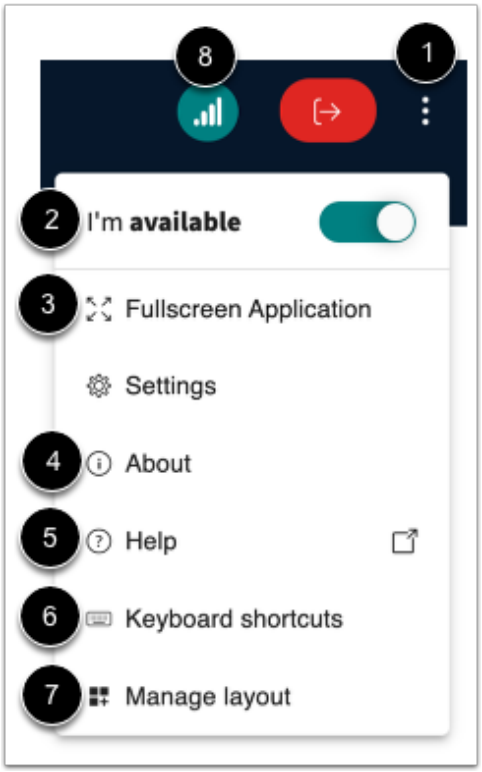
To create line annotations or shape annotations, click **More** [1]. The whiteboard tools includes line and shapes [2].

Create Poll



In the presentation, the poll results are a graph object, allowing you to move, resize, annotate, and erase it with whiteboard tools.

Open Options Menu



To open the Options menu, click the **Options** icon [1].

To indicate availability, click I'm **available** [2]. When in I'm **away** status, it toggles both your audio and webcam on or off simultaneously.

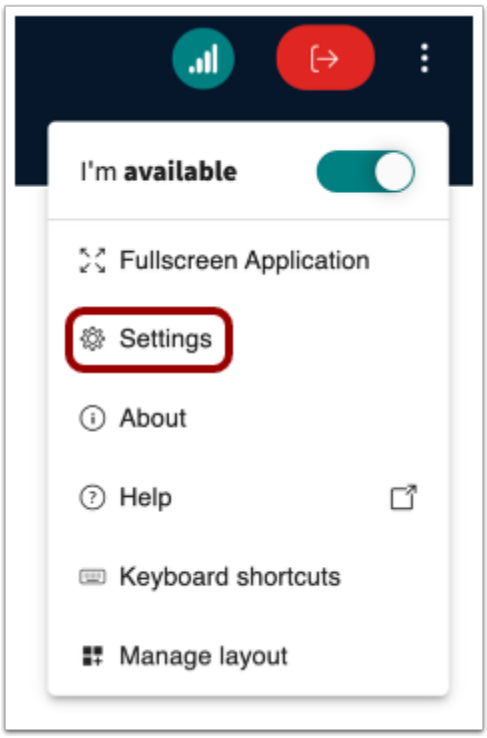
To view the conference in fullscreen mode, click the **Fullscreen Application** [3].

To view information about the interface, click the **About** option [4]. To view help tutorials, click the **Help** link [5]. To view hotkeys, click the **Keyboard shortcuts** link [6].

To view presentation layout, click **Manage layout** [7].

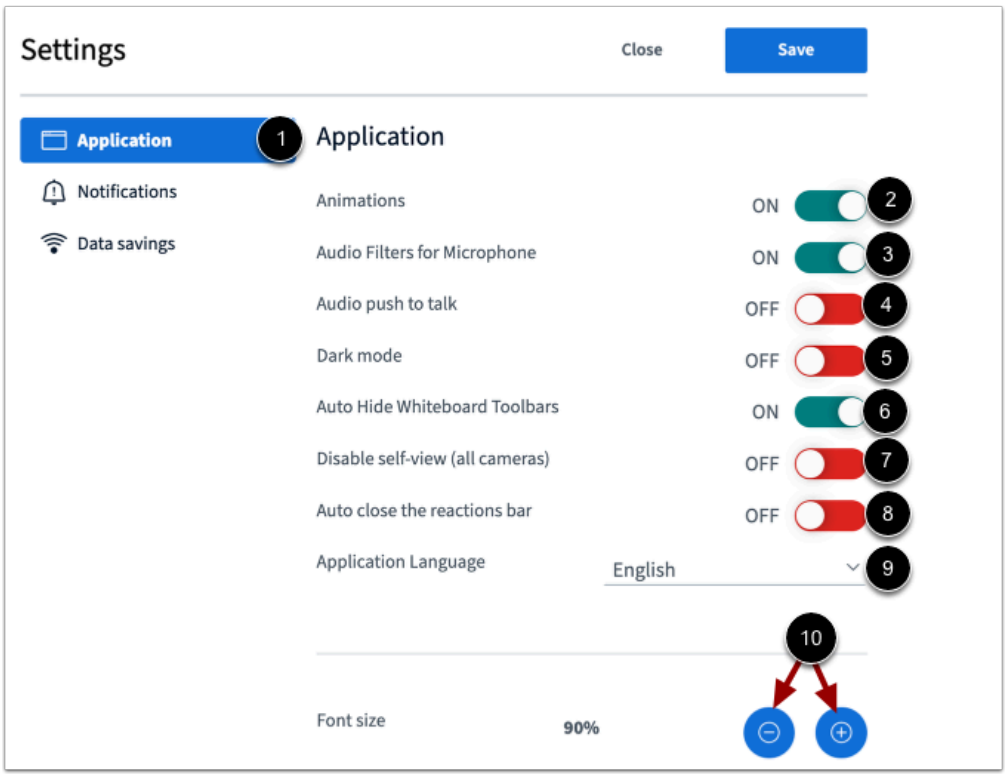
To view your connection status, click the **Connection status** icon [8].

View Settings Menu



To open the Settings menu, click the **Settings** link.

Manage Application Settings



To manage applications settings, click the **Application** link [1].

To manage animations that display when a user is speaking, click the **Animations** toggle [2].

To manage microphone audio filters, click the **Audio Filters for Microphone** toggle [3].

To press a button to activate your microphone and speak, click **Audio push to talk** toggle [4].

To switch between light and dark user interface, click **Dark mode** toggle [5].

To allow you to auto-hide the toolbar for a cleaner workspace, click **Auto Hide Whiteboard Toolbars** toggle [6].

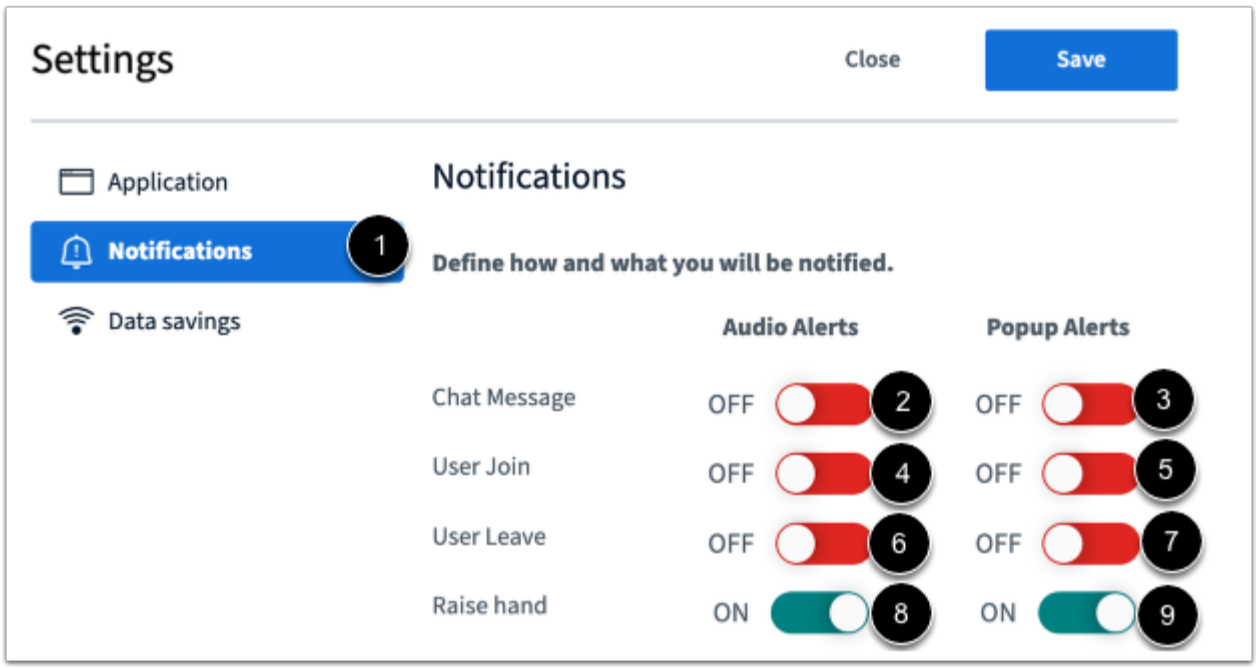
To hide your own video feed while still keeping your camera on for others to see, click **Disable self-view (all cameras)** toggle [7].

To manage excessive use of reactions, set **auto-close the reaction bar** toggle [8] after a reaction is shown.

To select the language for the interface, click the **Application Language** drop-down menu [9].

To adjust the font size, click the **Decrease** or **Increase** buttons [10].

Manage Notification Settings



To manage notification settings, click the **Notifications** link [1].

To manage chat alerts, click the **Chat Message Audio Alerts** [2] and **Popup Alerts** toggles [3].

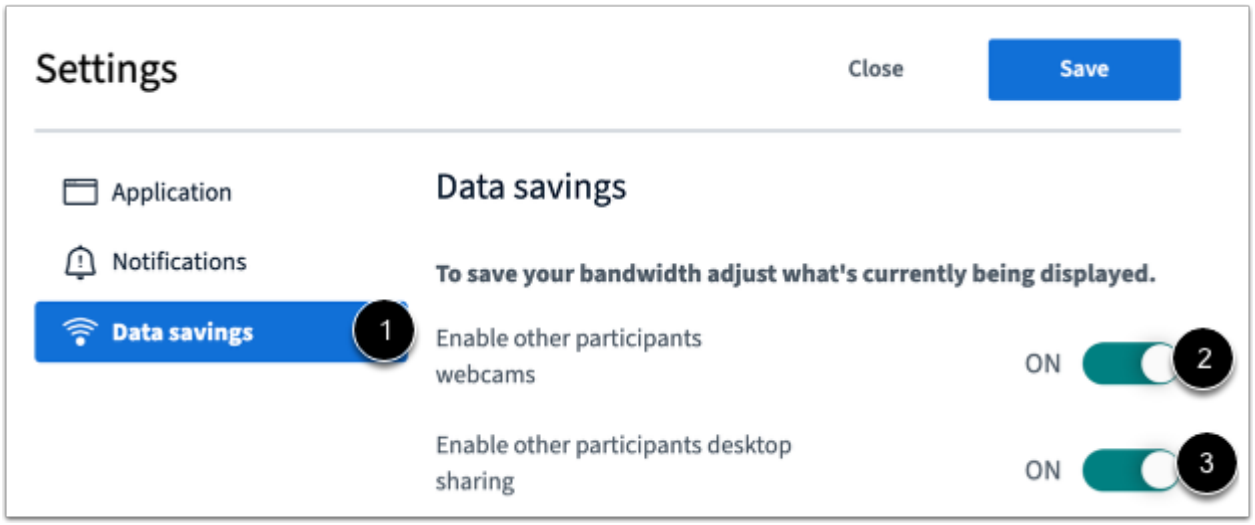
To manage user join alerts, click the **User Join Audio Alerts** [4] and **Popup Alerts** toggles [5].

To manage user leave alerts, click the **User Leave Audio Alerts** [6] and **Popup Alerts** toggles [7].

Lastly, to manage raised hand alerts, click the **Raise hand Audio Alerts** [6] and **Popup Alerts** toggles [7].

Note: Chat alerts only function within the same browser in which the Conferences interface is open.

Manage Data Savings Settings



To manage data saving settings, click the **Data savings** link [1].

To enable or disable webcams, click the **Enable other participants webcams** toggle [2].

To enable or disable desktop sharing, click the **Enable other participants desktop sharing** toggle [3].

Course Import Tool

How do I copy a Canvas course into a new course shell?

If you are allowed to create Canvas courses, you can copy a course and create a new course shell. Copied courses are added to the same subaccount as the course that is copied.

Courses should be copied when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, discussions, quizzes, and question banks. You can also copy or adjust events and due dates as well as bulk migrate quizzes from Classic Quizzes to New Quizzes. You can also copy or adjust events and due dates. Not all content can be copied as part of a course.

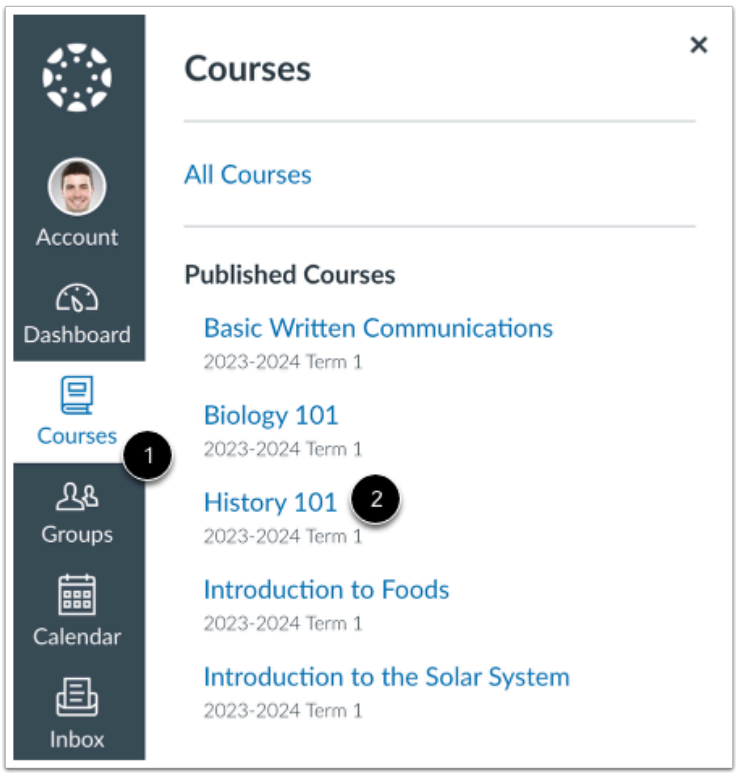
When you copy a Canvas course using the Copy this Course button, you will be added to the course as an instructor automatically.

For more information, visit our guide about Course Import Tool.

Notes:

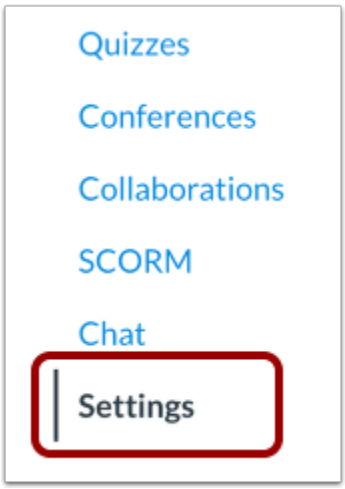
- Course imports may not include all content. For more details, please see the import content section of the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If the Copy this Course button does not appear in Course Settings, this feature has been restricted by your institution. However, if you already have access to a course shell, you can copy a course through the Course Import Tool.
- Copies of existing Canvas courses and course files reference the original Canvas course file quota and do not count against course file quotas.
- If you copy all content or include course settings in selected content, the grade posting policy from the original course will override the grade posting policy in the new course. Additionally, imported assignments will retain their assignment posting policy from the original course.
- If you are unable to find your course, it may be located under Courses in the Global Navigation.
- When a course is copied that includes a new quiz with an item bank, the item bank is shared with the new course automatically.
- To prevent 0s (zero grades) from being automatically entered into the Gradebook when importing content into a course with a late/missing policy set up, it is recommended that you temporarily disable your late/missing policy before importing the content. You can re-enable it once the import is complete.

Open Course



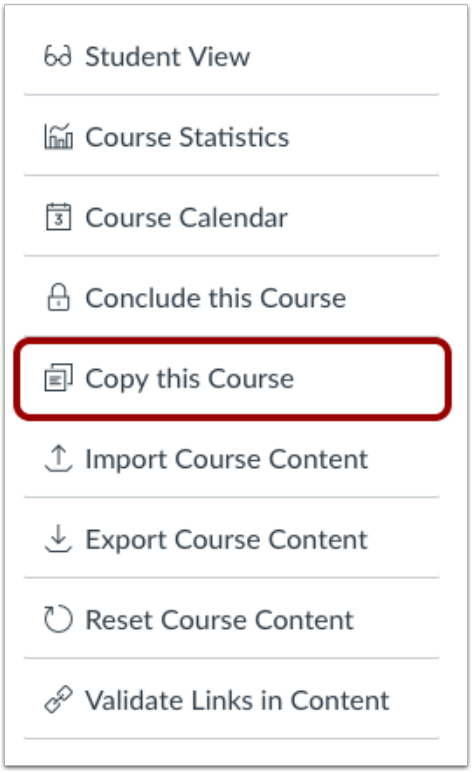
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Settings



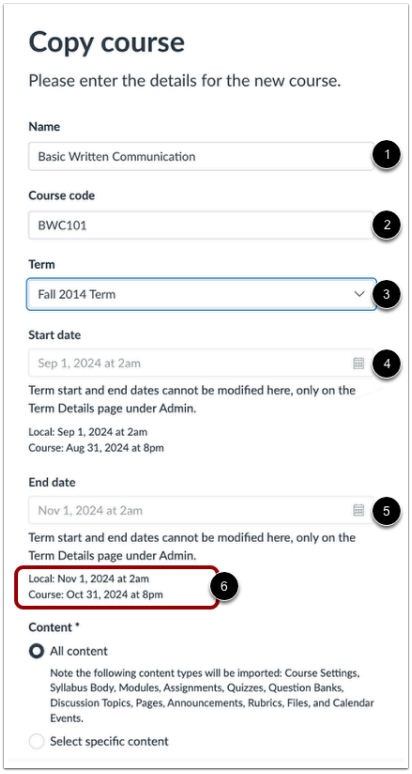
In Course Navigation, click the **Settings** link.

Copy Course Content



Click the **Copy this Course** link.

Create Course Details



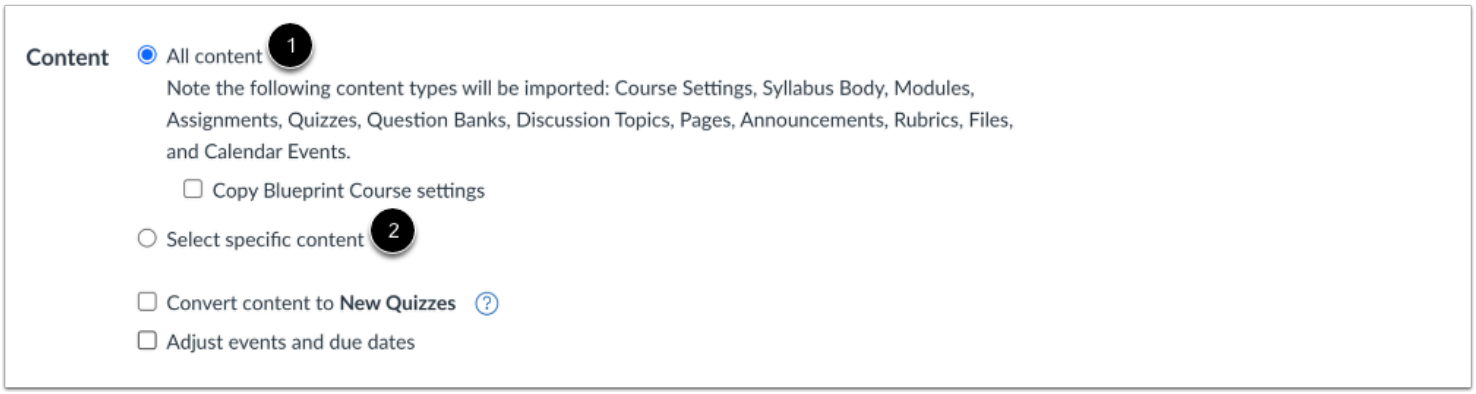
Enter the Name [1] and Course Code [2] for the new course. The name displays on the Course Home Page and in Conversations. The course code displays at the top of the Course Navigation menu and in the course card in the dashboard. Course code is also referred to as the reference code or short name.

Select a Term [3]. When a term is selected, the Start date [4] and End date fields [5] automatically default to the dates of the selected term. To modify the term dates, contact your institution's admin.

If an instructor's time zone differs from the course's time zone, both the local time zone and the course time zone display [6].

Note: If the current course includes course override dates in Course Settings, the Start and End date fields populate with those dates.

Select Migration Content

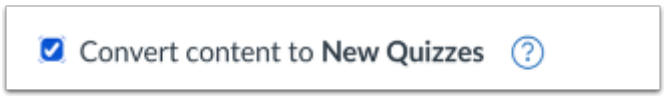


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

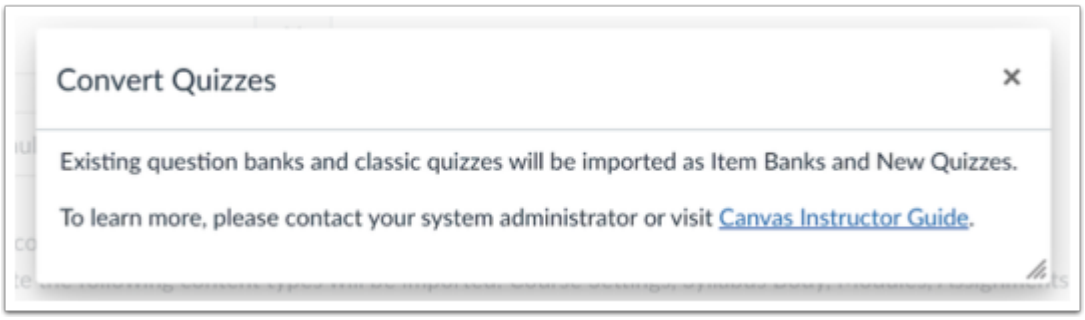
Note: If you select the specific content option, you are required to select the content you want to import; this action cannot be cancelled.

Bulk Migrate Existing Quizzes as New Quizzes



If allowed by your institution, you can bulk migrate existing quizzes into New Quizzes by clicking the **Convert content to New Quizzes** checkbox.

If your institution enables the quiz migration feature, question banks linked via a question group in Classic Quizzes will migrate to New Quizzes. If the quiz migration feature is not enabled by your institution, questions from question banks must be individually added before migrating to New Quizzes.

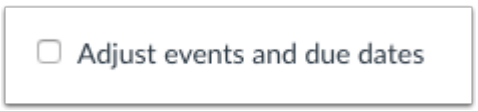


After the copy or import is complete, all Question Banks converted to Item Banks appear on the Item Banks page of the new course, filtered under This Course. The Convert content to New Quizzes checkbox Tooltip text is updated.

Notes:

- New Quizzes does not include a survey feature. Therefore, surveys migrated from Classic Quizzes come over as standard quizzes in New Quizzes.
- After migration to New Quizzes, multiple dropdown questions display as matching questions.
- Text No Question questions migrate to New Quizzes as Stimulus questions. An instructor must add a question in order for it to display in a quiz.
- Question groups with manually created questions will migrate as item banks in New Quizzes.
- If a quiz is migrated multiple times, Canvas uses smart merging to decipher the question bank content that should be retained. This process helps ensure all content is retained, such as in cases where multiple users may be making edits to a quiz at the same time.
- Practice quizzes from Classic Quizzes can be migrated to New Quizzes. Once migrated, by default, the practice quizzes are displayed as zero points possible and are hidden from the Gradebook and Grades page.

Adjust Events and Due Dates

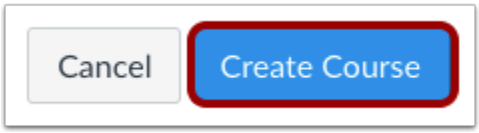


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Copy Blueprint Course Settings

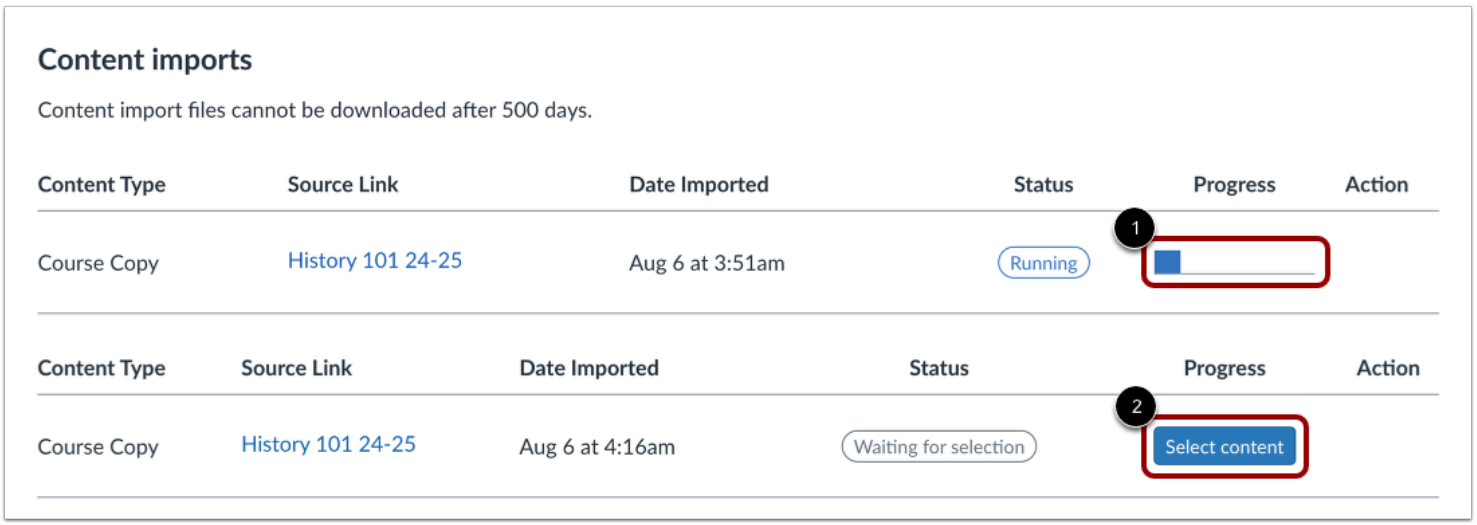
You can copy settings from a blueprint course into another blueprint course. Copying blueprint settings applies the same lock preferences to objects as the original blueprint course. To copy settings from a blueprint course, click the **Import Blueprint Course settings** checkbox.

Create Course



Click the **Create Course** button.

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar indicating the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

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

View the content from any completed imports by accessing any link in Course Navigation.

How do I copy content from another Canvas course using the Course Import tool?

You can copy course content such as assignments, modules, pages, and discussions from previous Canvas courses into existing courses. You can also bulk migrate quizzes from Classic Quizzes to New Quizzes.

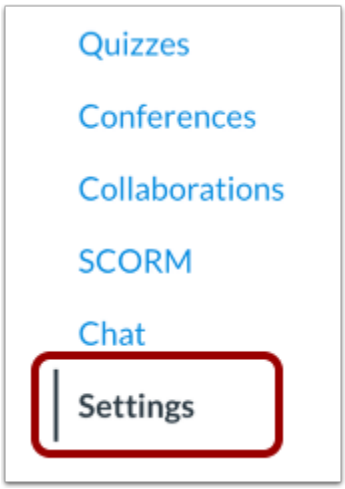
You can only copy content from courses in which you are enrolled as a user whose role has the Manage Course Content permission of Course Content - Add enabled.

The Import Course Content option allows you to copy content into existing courses. You may be able to copy content into a new course shell.

Notes:

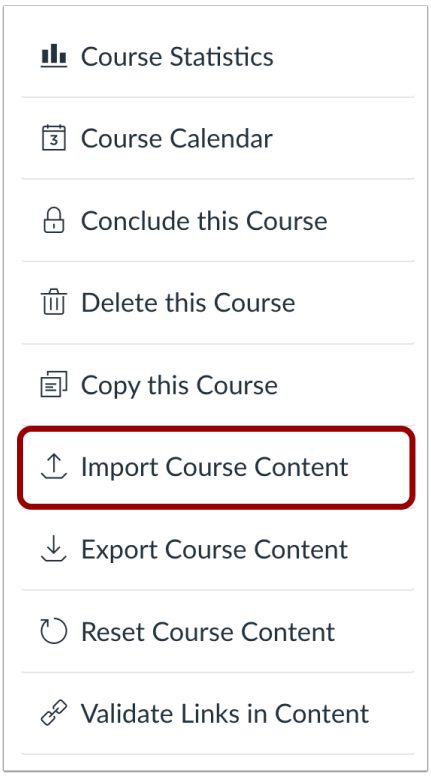
- Course imports may not include all content. For more details, please see the import content section in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If you copy all content or include course settings in selected content, the grade posting policy from the original course will override the grade posting policy in the new course. Additionally, imported assignments will retain their assignment posting policy and participation dates from the original course.
- When a course is copied that includes a new quiz with an item bank, the item bank is shared with the new course automatically.
- To prevent 0s (zero grades) from being automatically entered into the Gradebook when importing content into a course with a late/missing policy set up, it is recommended that you temporarily disable your late/missing policy before importing the content. You can re-enable it once the import is complete.

Open Settings



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

Import Content into Course

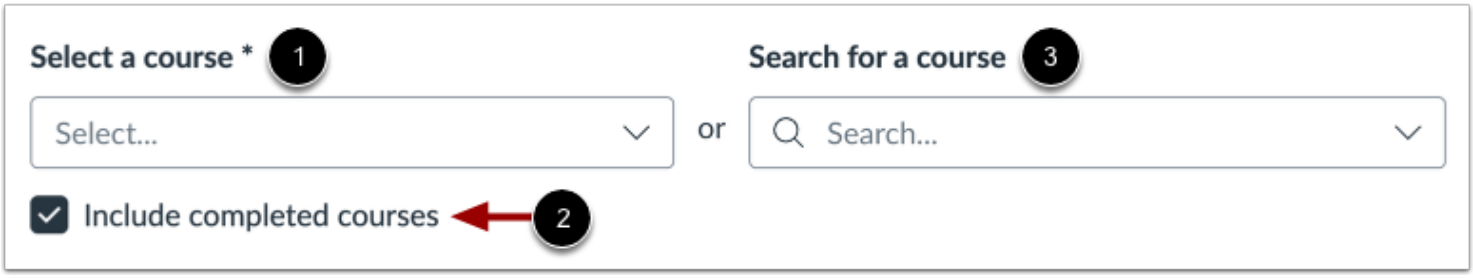


Click the **Import Course Content** link.

Select Content Type

In the **Content Type** drop-down menu, select the **Copy a Canvas Course** option.

Search Course

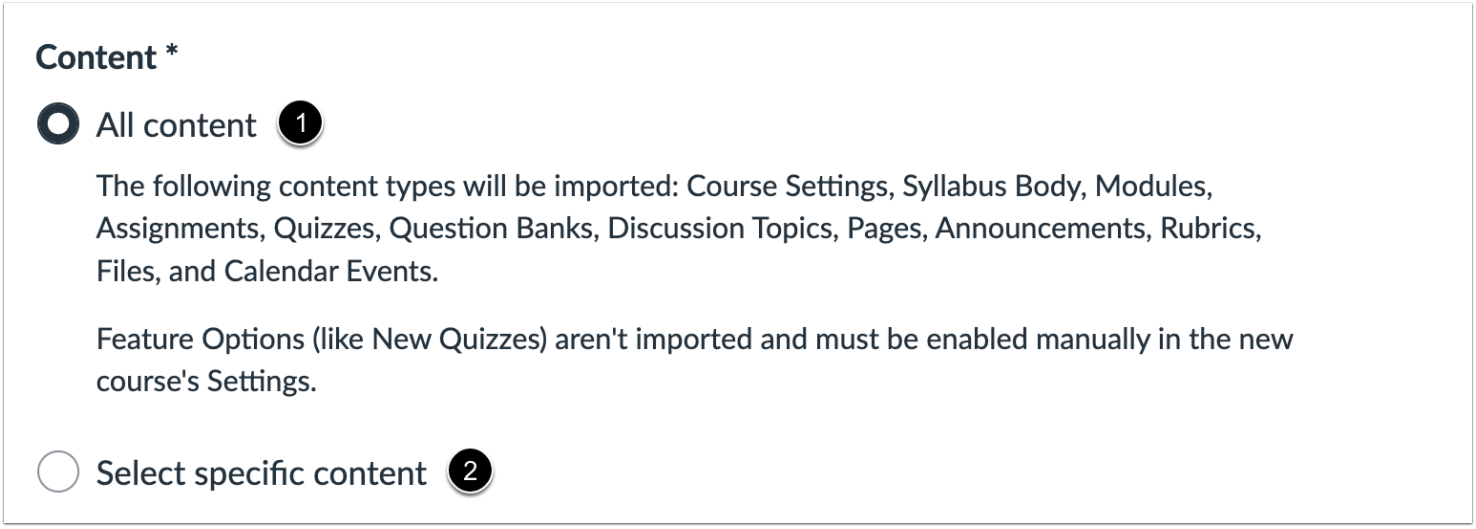


In the **Select a course** drop-down menu [1], select the course you would like to access. Courses are ordered alphabetically by most recent term. You can also choose to include completed courses by selecting the **Include completed courses** checkbox [2], which is selected by default.

To search for a course by name, enter the name or SIS ID in the **Search for a course** field [3]. Click the name of the course when it appears.

Note: If you have access to more than 100 courses, the search page only displays the Search for a course field.

Select Migration Content

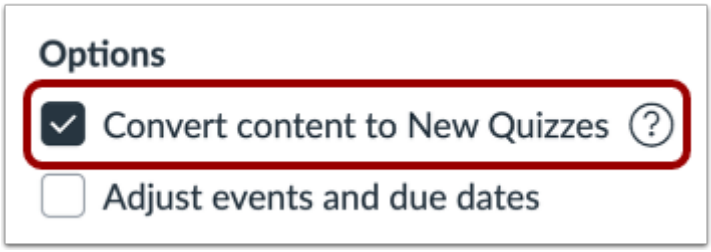


To import all content from the course, select the **All content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Bulk Migrate Existing Quizzes as New Quizzes



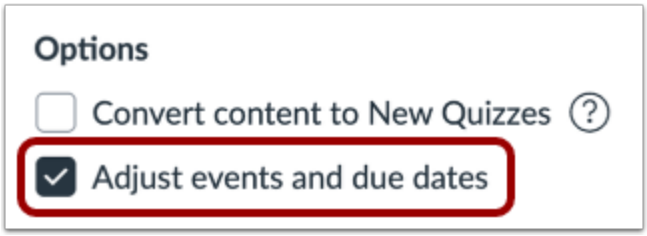
If allowed by your institution, you can bulk migrate existing quizzes into New Quizzes by clicking the **Convert content to New Quizzes** checkbox.

If your institution enables the quiz migration feature, question banks linked via a question group in Classic Quizzes will migrate to New Quizzes. If the quiz migration feature is not enabled by your institution, questions from question banks must be individually added before migrating to New Quizzes.

Notes:

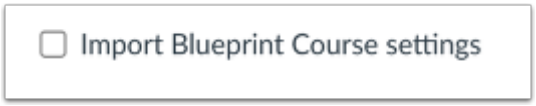
- New Quizzes does not include a survey feature. Therefore, surveys migrated from Classic Quizzes come over as standard quizzes in New Quizzes.
- After migration to New Quizzes, multiple dropdown questions display as matching questions.
- Text No Question questions migrate to New Quizzes as Stimulus questions. An instructor must add a question in order for it to display in a quiz.
- Question groups with manually created questions will migrate as item banks in New Quizzes.
- If a quiz is migrated multiple times, Canvas uses smart merging to decipher the question bank content that should be retained. This process helps ensure all content is retained, such as in cases where multiple users may be making edits to a quiz at the same time.
- Practice quizzes from Classic Quizzes can be migrated to New Quizzes. Once migrated, by default, the practice quizzes are displayed as zero points possible and are hidden from the Gradebook and Grades page.
- All Question Banks converted to Item Banks appear on the Item Banks page of the new course under the This Course filter.

Adjust Events and Due Dates



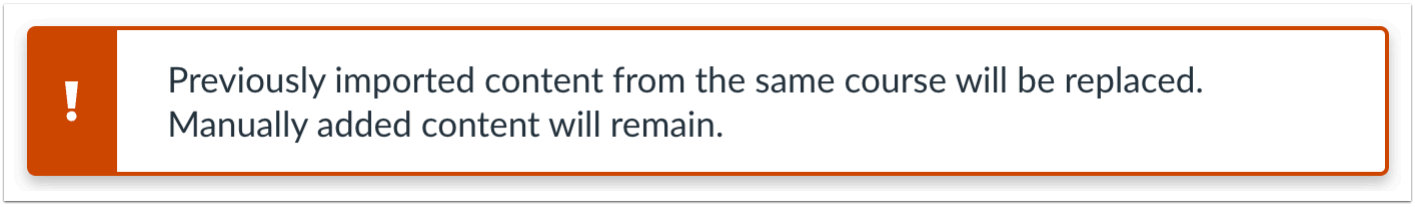
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Blueprint Course Settings



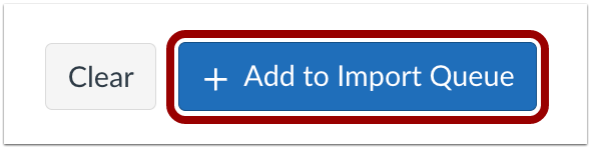
You can import settings from a blueprint course into another blueprint course. Importing blueprint settings applies the same lock preferences to objects as the original blueprint course. To import settings from a blueprint course, click the **Import Blueprint Course settings** checkbox.

View Content Import Warning Message



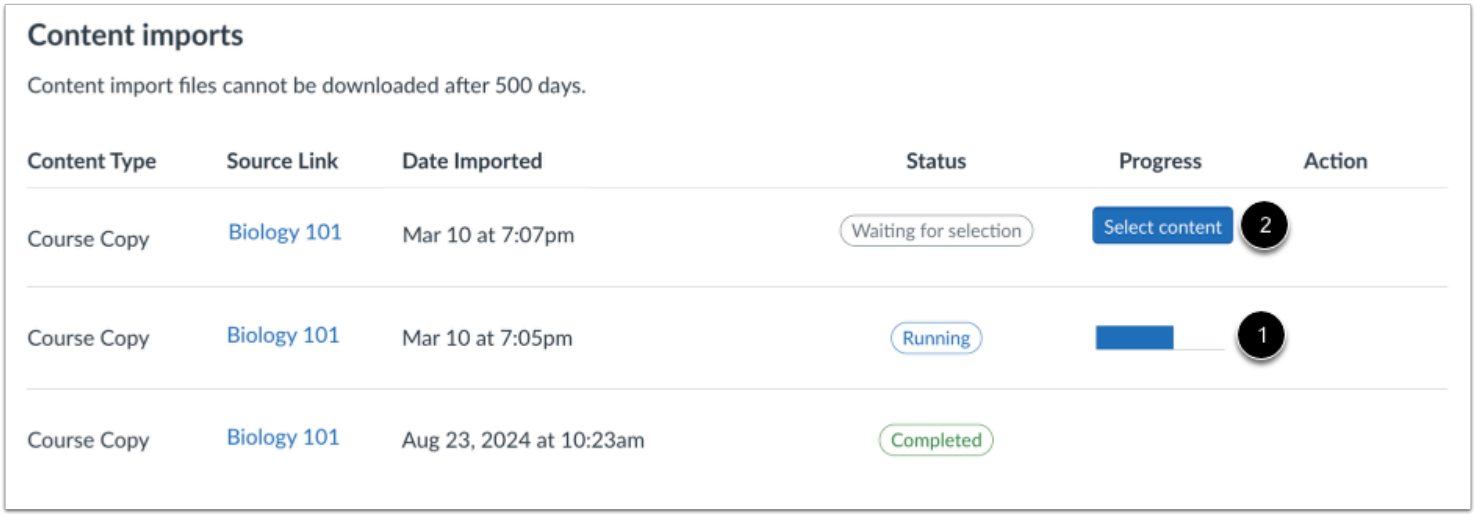
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button.

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

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

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

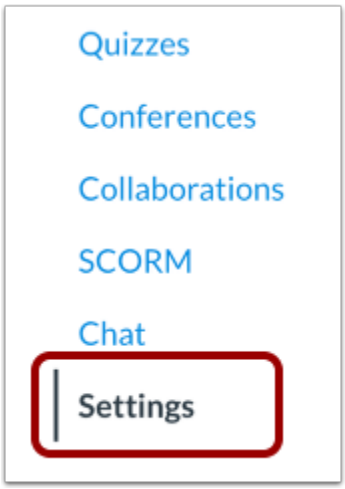
How do I import a Canvas course export package?

If you have a Canvas course export package from someone else that you want to use in Canvas, or you have previously exported a course, you can import the course as a Canvas course export package. An export package is imported as an IMSCC file.

Notes:

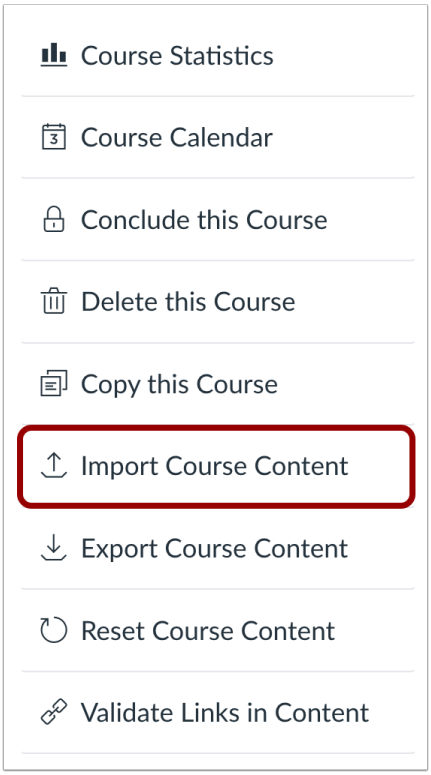
- When imported into a course, course exports have the same limitations as course imports. For more details, learn more about the Course Import Tool.
- When importing a Canvas course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. Please review the course setting after any course import to make sure important settings are still in place.
- You cannot modify an existing quiz by importing a modified version. Imports can only be used when creating a quiz for the first time. If you import the same quiz multiple times, previously imported quizzes will not be overwritten, It will produce multiple copies of the same quiz.
- Courses are allotted a specific file size limit for file storage. Your course export package file size must be smaller than the quota for your course as shown in course statistics. If you do not have enough storage space in your course to import the export package, please contact your Canvas administrator.
- Instructors will need to manually subscribe to or enable notifications for discussions and announcements after importing them into a new course.
- Canvas for Elementary export packages retain the Canvas for Elementary theme upon importing.

Open Settings



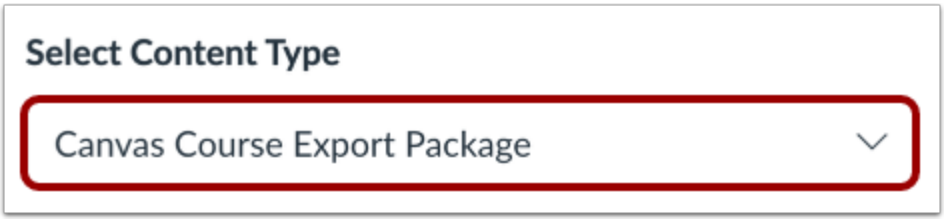
In Course Navigation, click the **Settings** link.

Import Content into Course



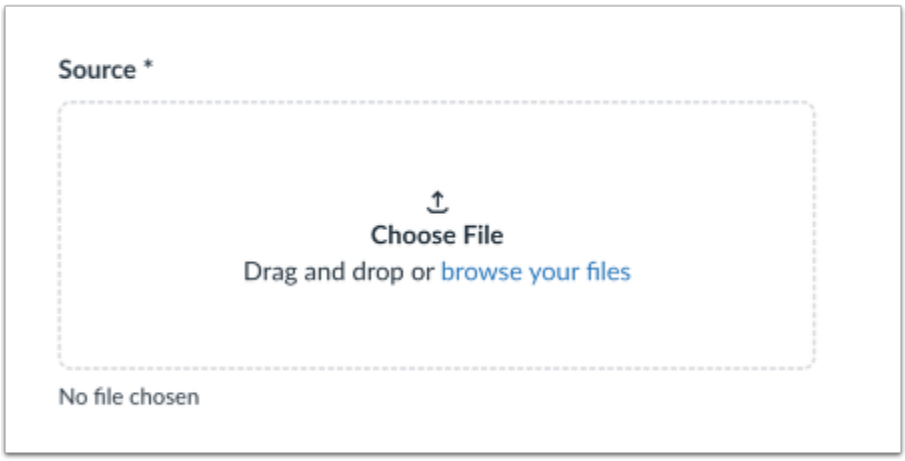
Click the **Import Course Content** link.

Select Content Type



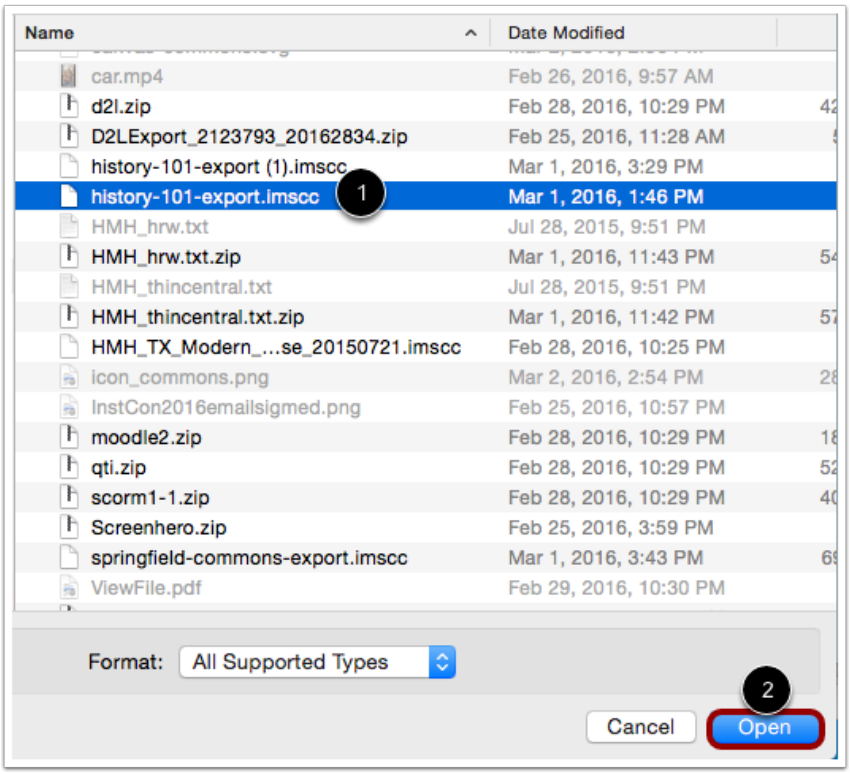
In the Content Type drop-down menu, choose the **Canvas Course Export Package** option.

Choose File



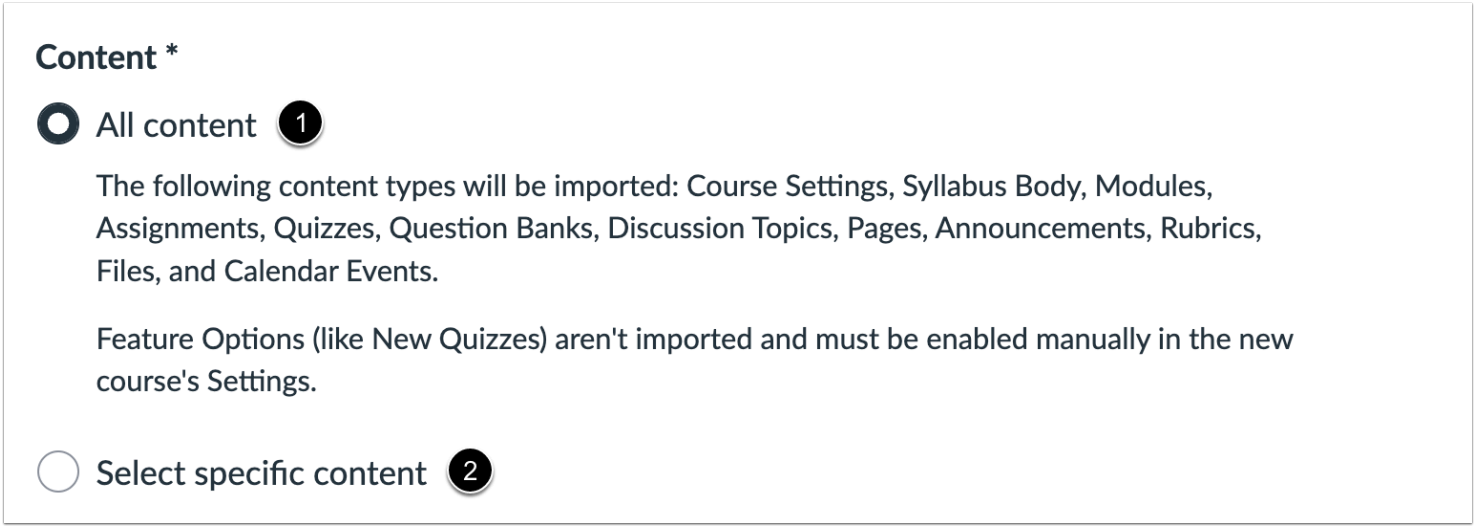
Drag and Drop a file or click the **browse your files** link.

Open File



Choose the .imscc file you want to import [1]. Click the **Open** button [2].

Select Migration Content



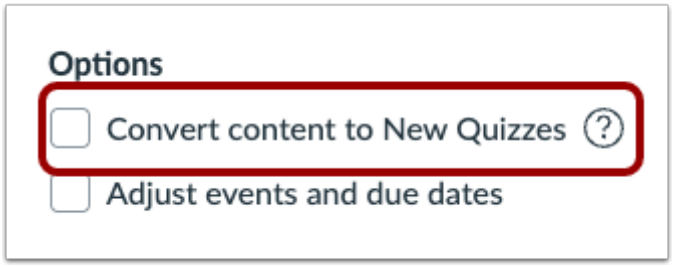
To import all content from the course, select the **All content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Notes:

- If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.
- If you select the specific content option, linked files and images in course content, such as in assignments, discussions, and pages, are not retained.

Bulk Migrate Existing Quizzes as New Quizzes



If allowed by your institution, you can bulk migrate existing quizzes into New Quizzes by clicking the **Convert content to New Quizzes** checkbox.

If your institution enables the quiz migration feature, question banks linked via a question group in Classic Quizzes will migrate to New Quizzes. If the quiz migration feature is not enabled by your institution, questions from question banks must be individually added before migrating to New Quizzes.

Notes:

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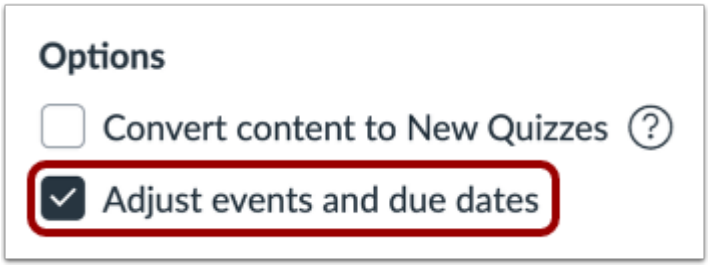
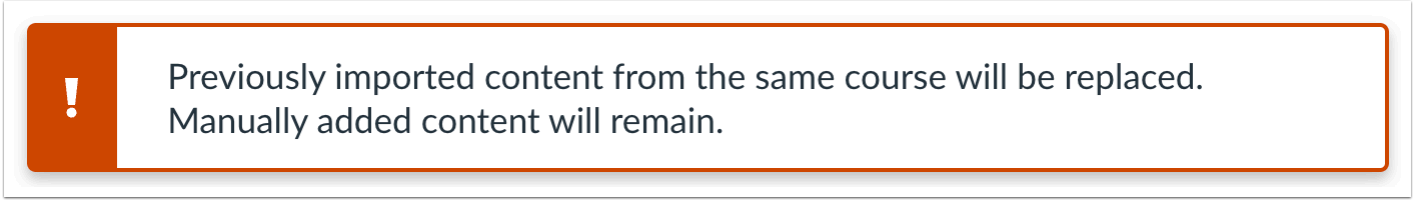
Adjust Events and Due Dates



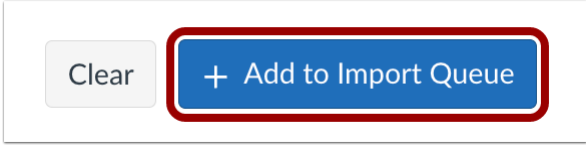
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message



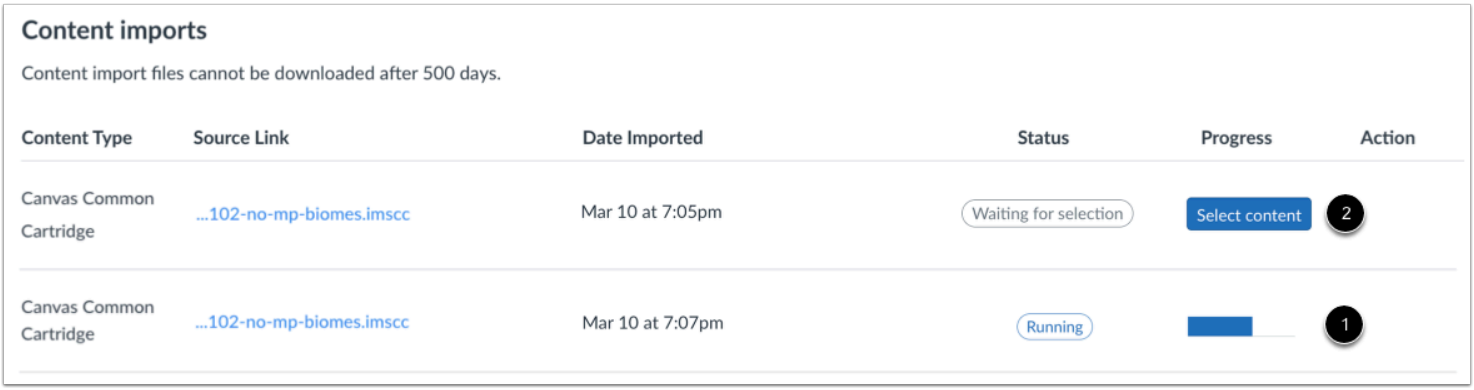
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button**.**

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

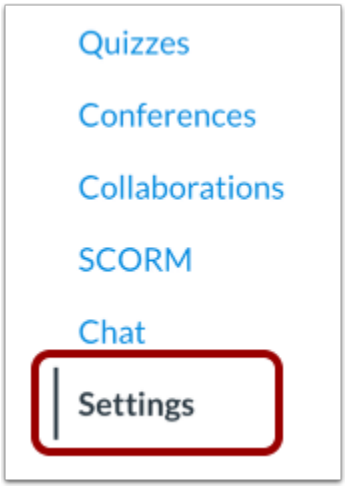
View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Moodle into Canvas?

You can import prior content from Moodle exports into Canvas.

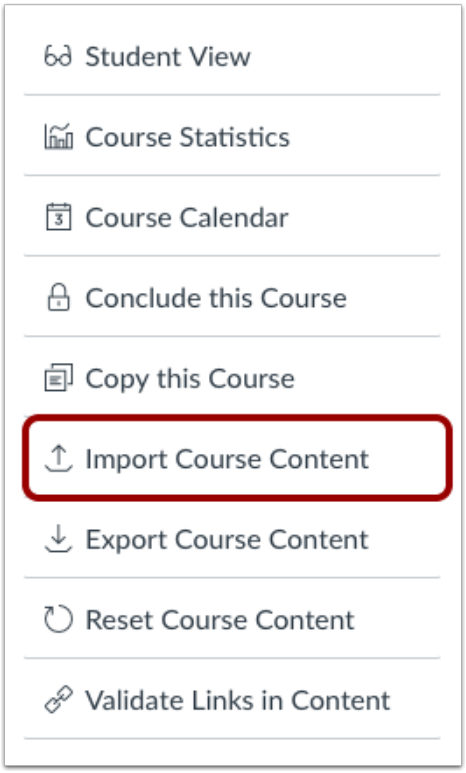
Note: Moodle Lessons are not supported by Canvas import.

Open Settings



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

Import Content into Course

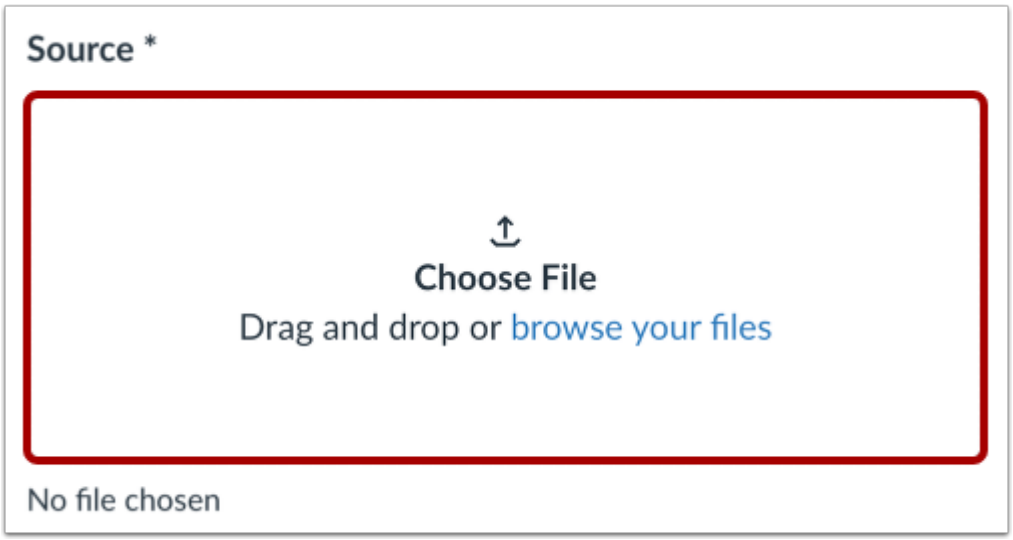


Click the **Import Course Content** link.

Select Content Type

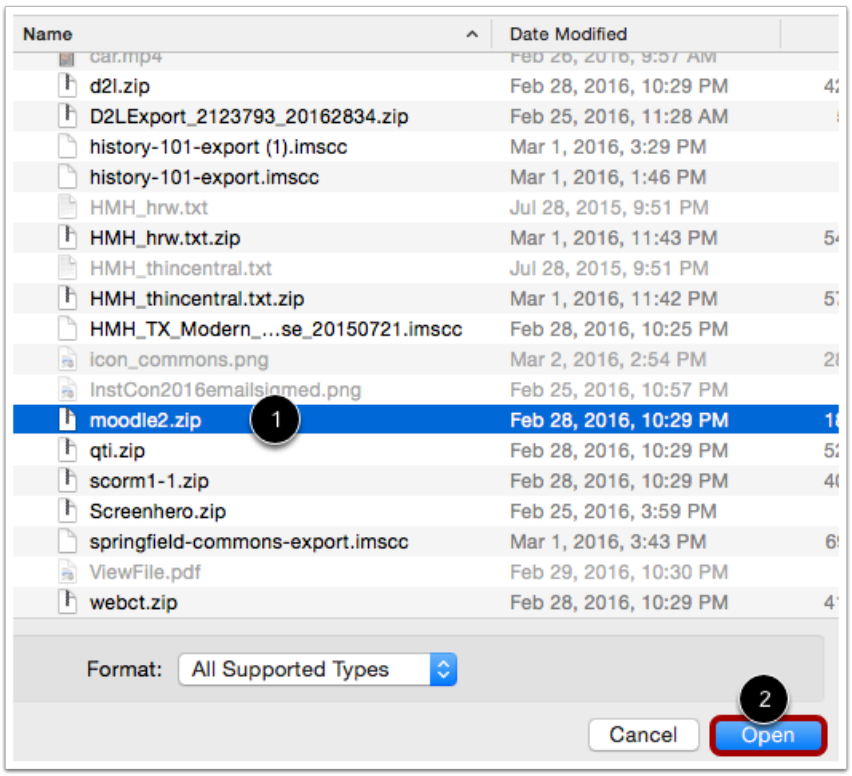
In the Content Type drop-down menu, select the **Moodle 1.9/2.x .zip file** option.

Choose File



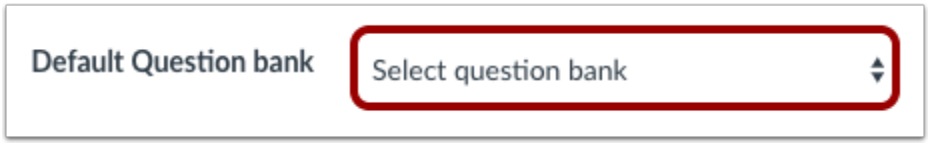
Click the **Choose File** button.

Open File



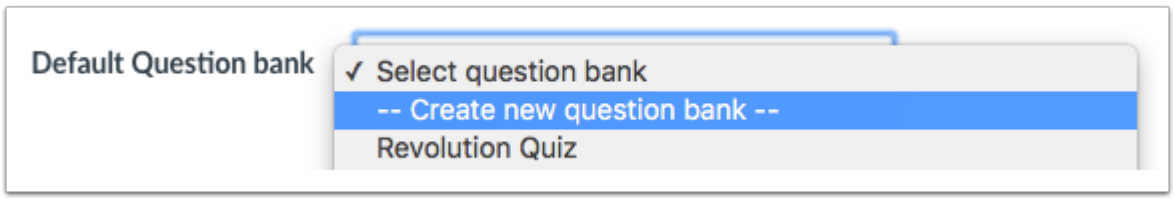
Find and click the Moodle .zip or .mbz file you want to import [1]. Click the **Open** button [2].

Select Question Bank



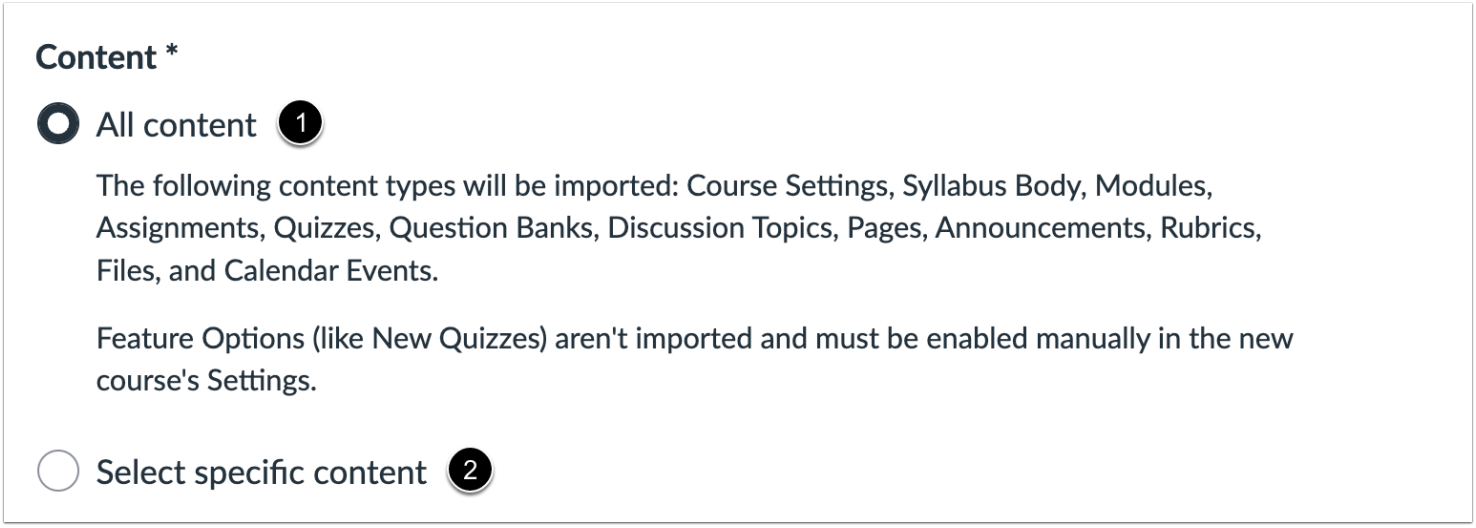
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Moodle.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

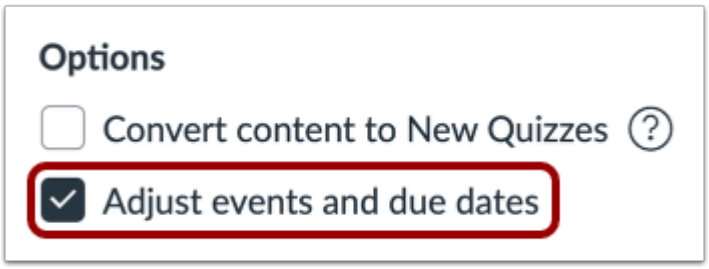


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

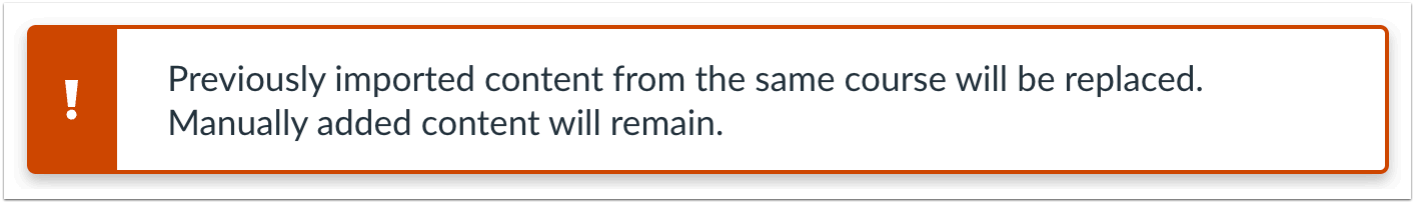
Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates



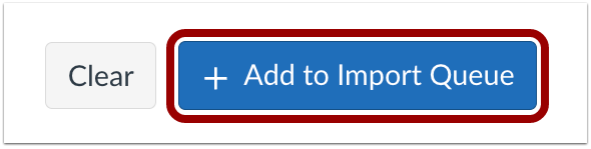
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message



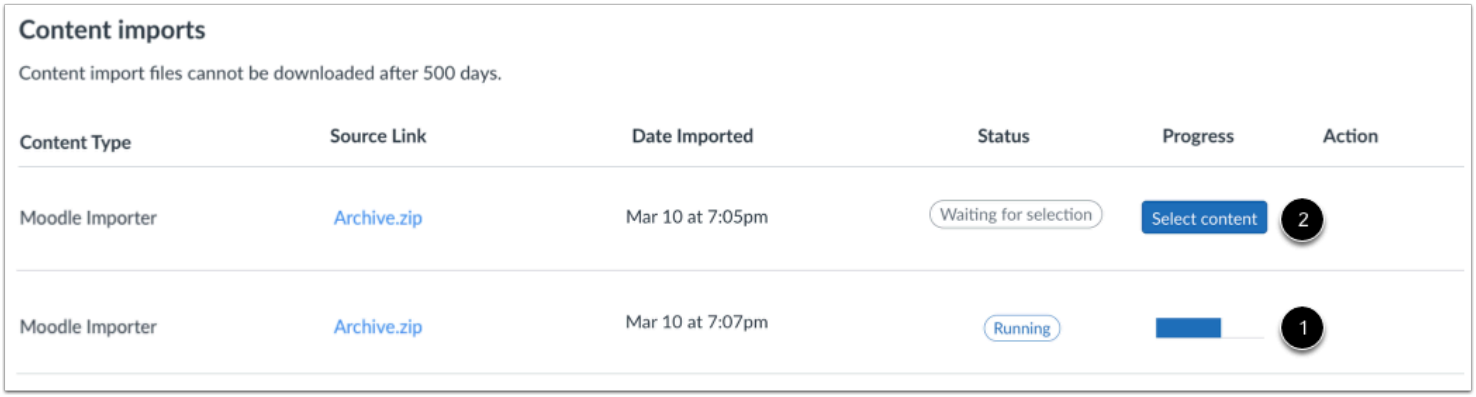
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button.

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

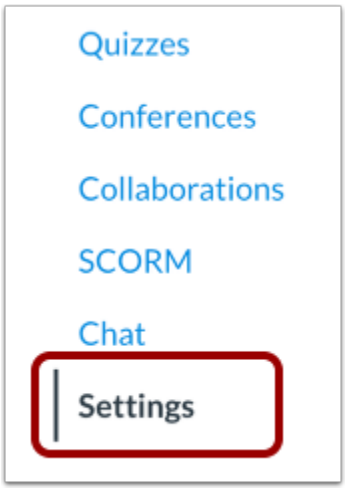
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Angel into Canvas?

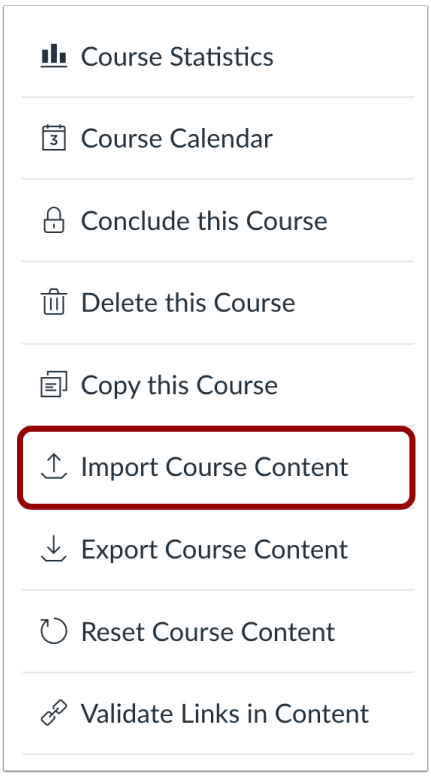
You can import prior content from Angel exports into Canvas.

Open Settings



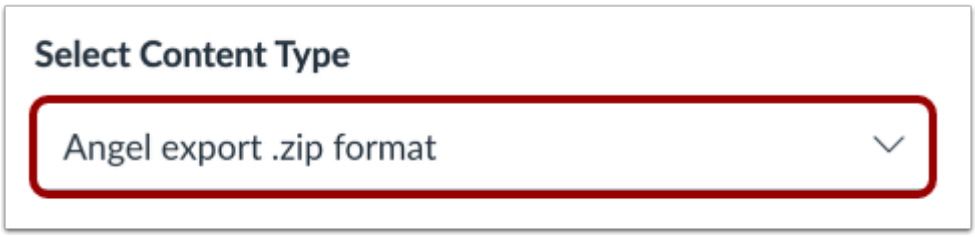
In Course Navigation, click the **Settings** link.

Import Content into Course



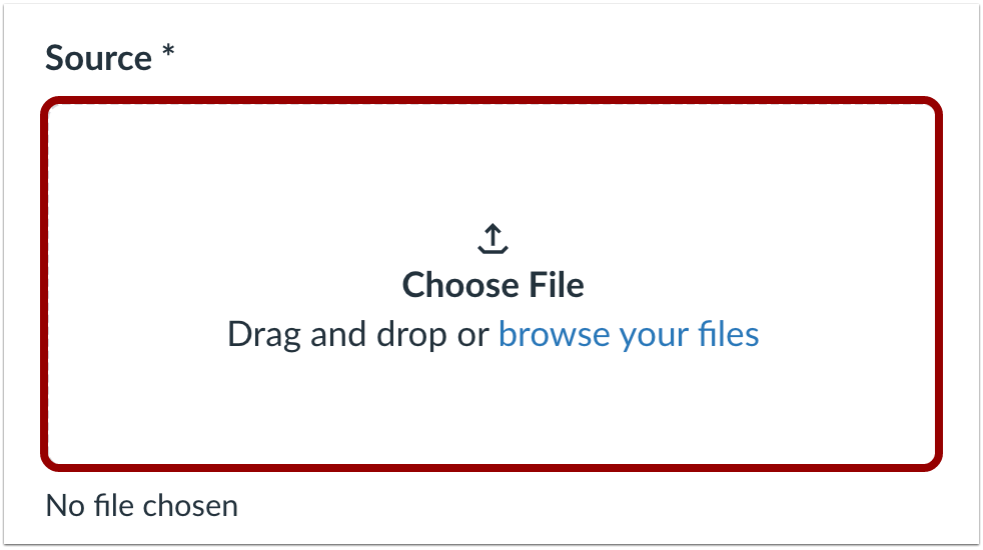
Click the **Import Course Content** link.

Select Content Type



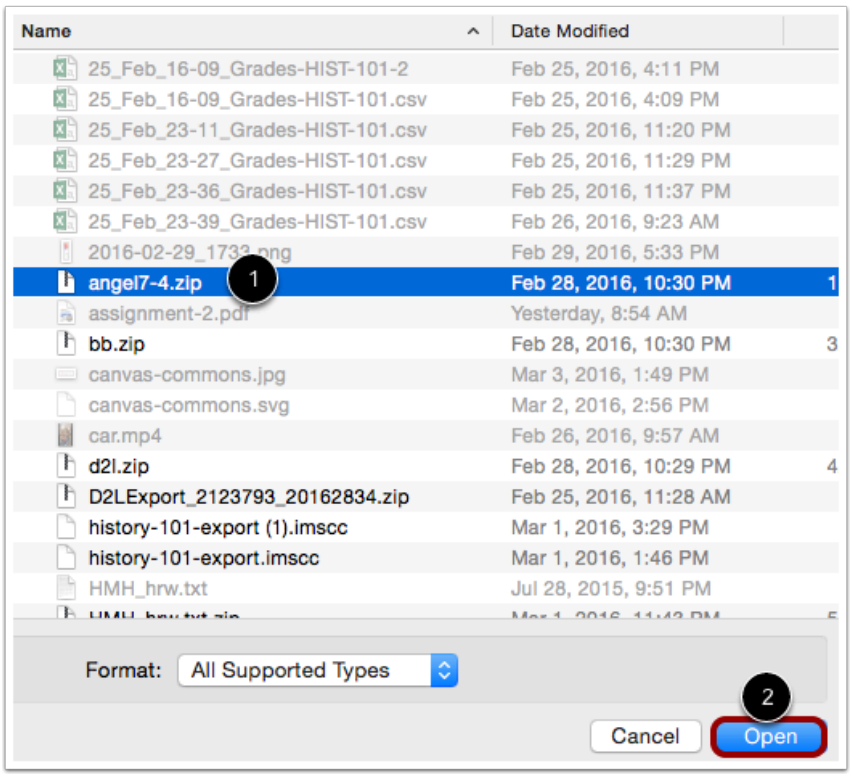
In the drop-down menu, select the **Angel export .zip format** option.

Choose File



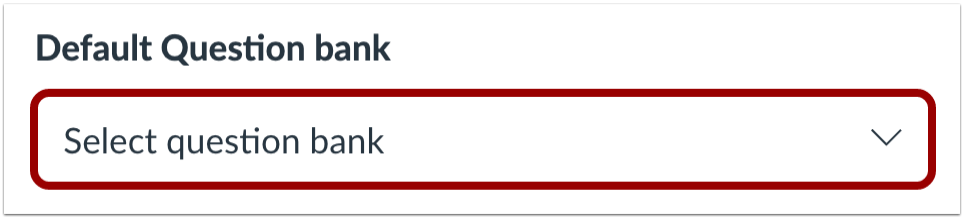
Click the **Choose File** button.

Open File



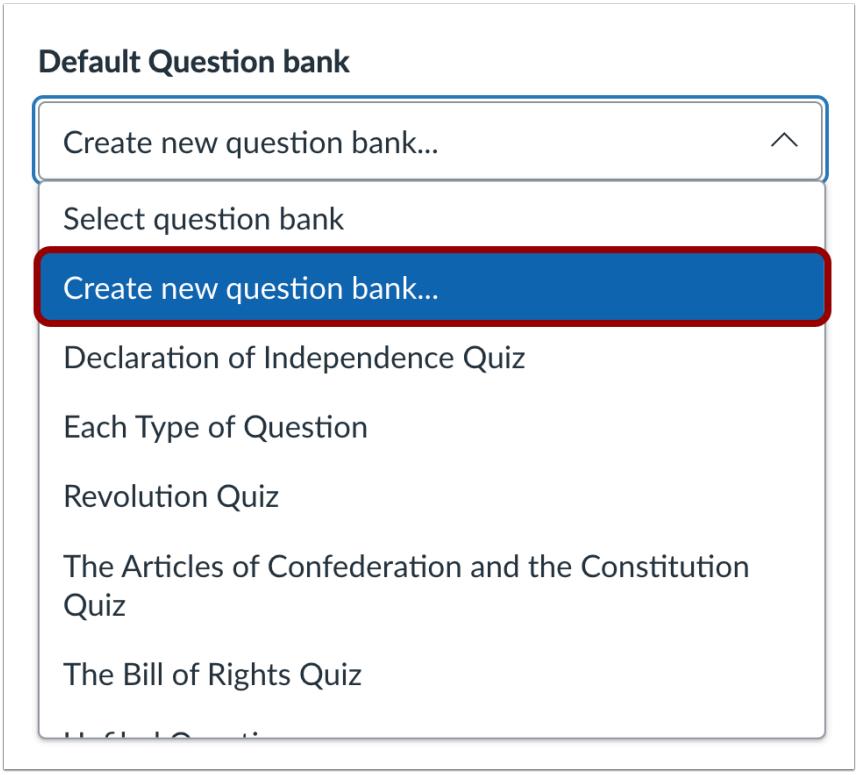
Find and click the Angel .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank



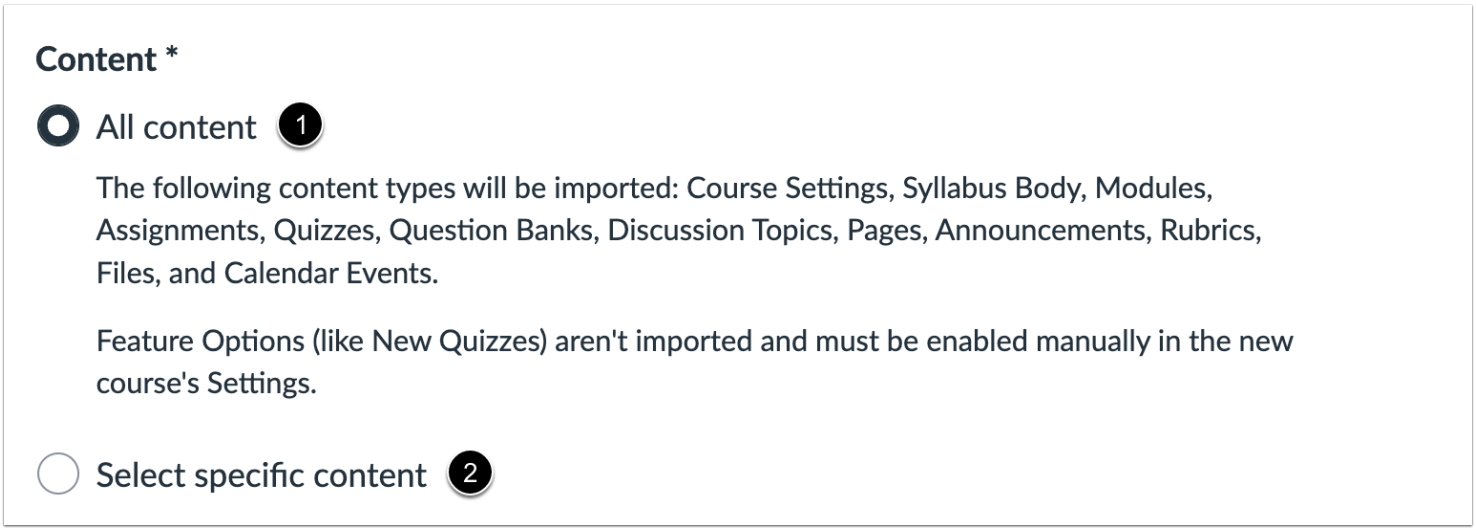
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Angel.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

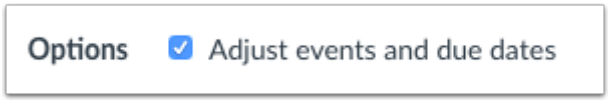


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

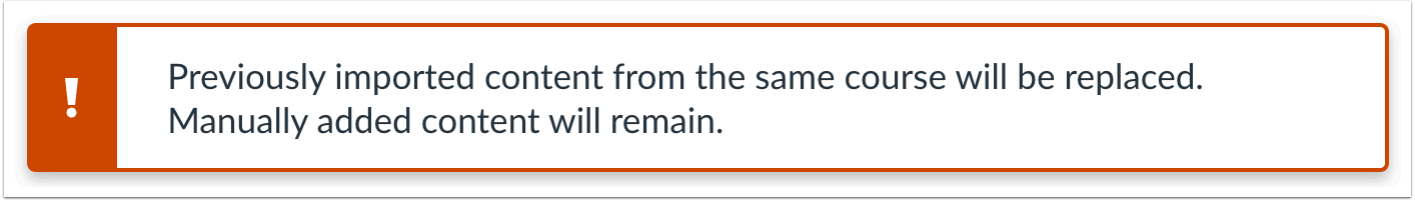
Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates



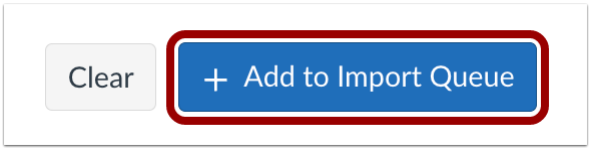
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message



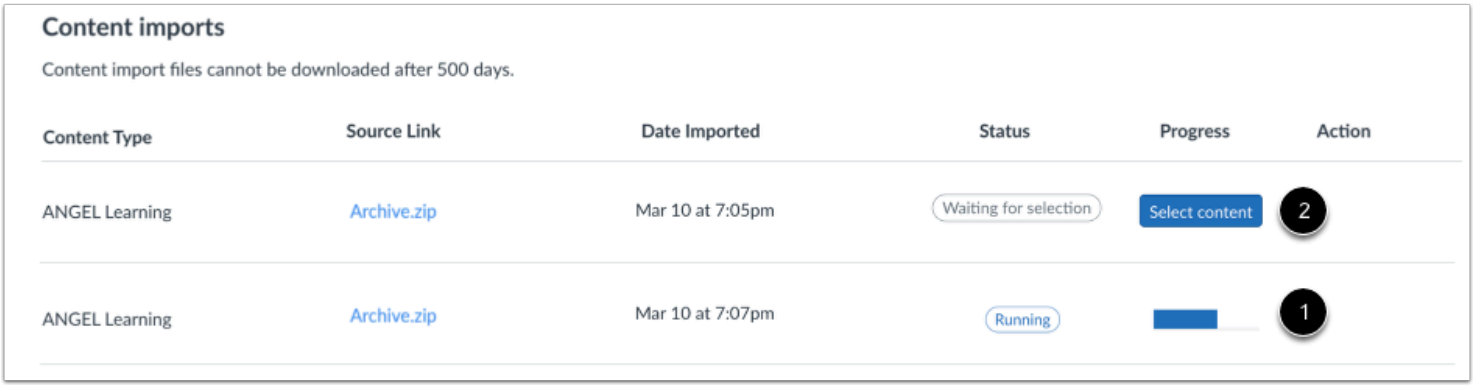
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button**.**

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

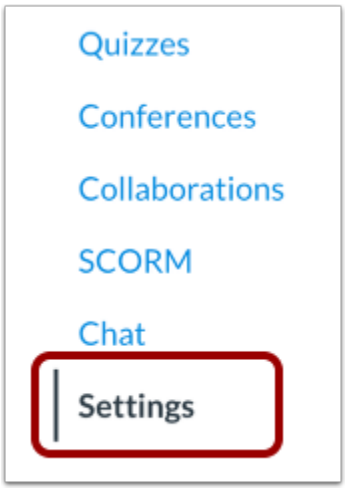
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Blackboard 6/7/8/9 into Canvas?

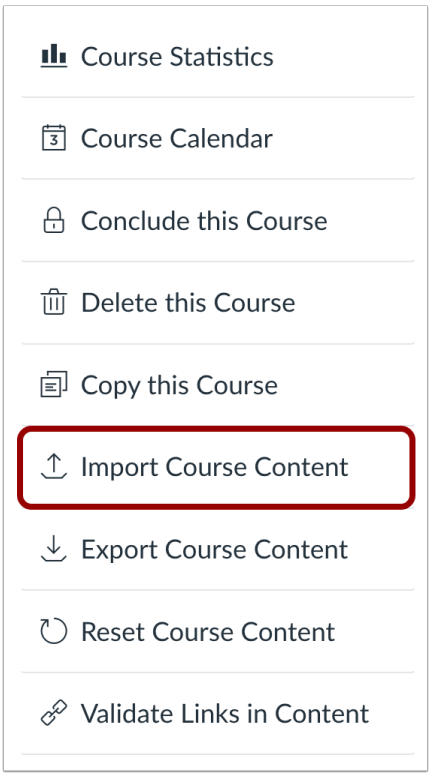
You can import prior content from Blackboard 6/7/8/9 exports into Canvas.

Open Settings



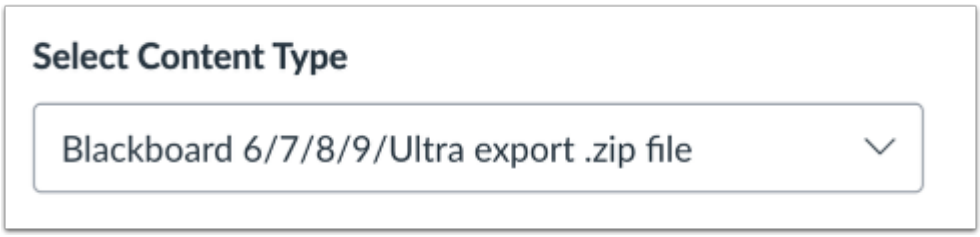
In Course Navigation, click the **Settings** link.

Import Content into Course



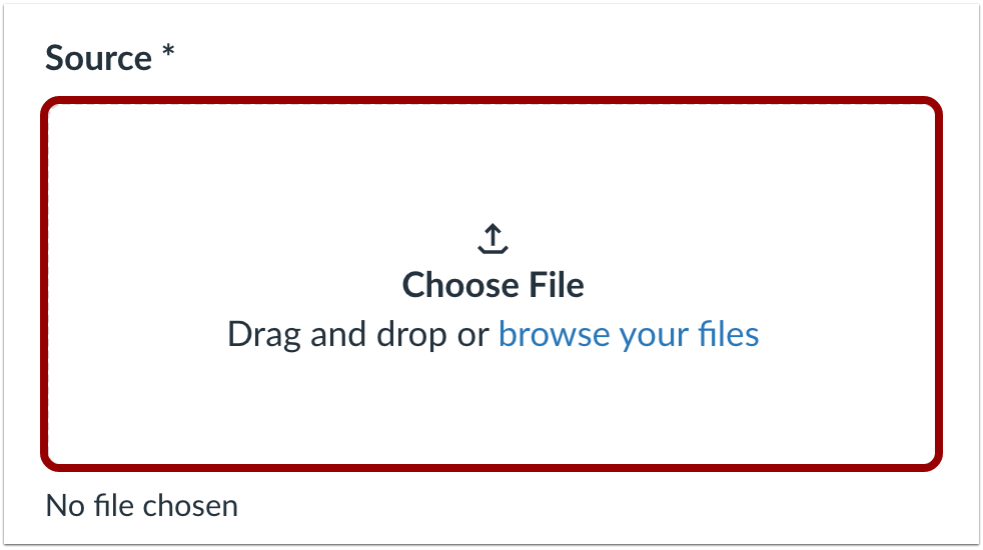
Click the **Import Course Content** link.

Select Content Type



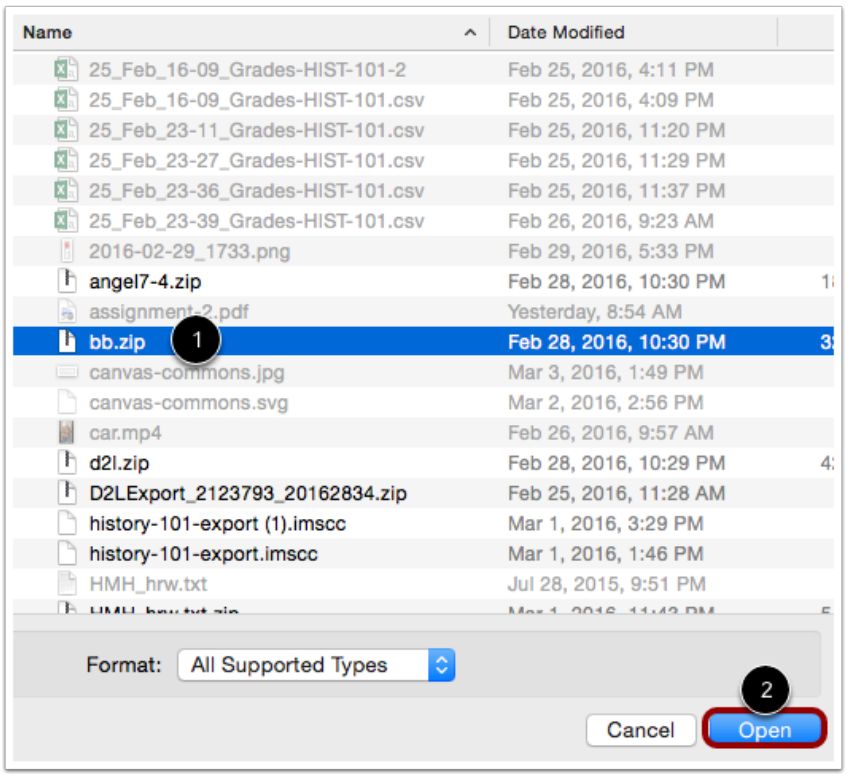
In the Content Type drop-down menu, select the **Blackboard 6/7/8/9 export .zip file** option.

Choose File



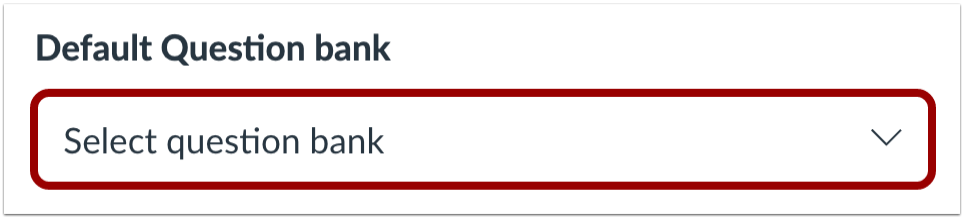
Click the **Choose File** button.

Open File



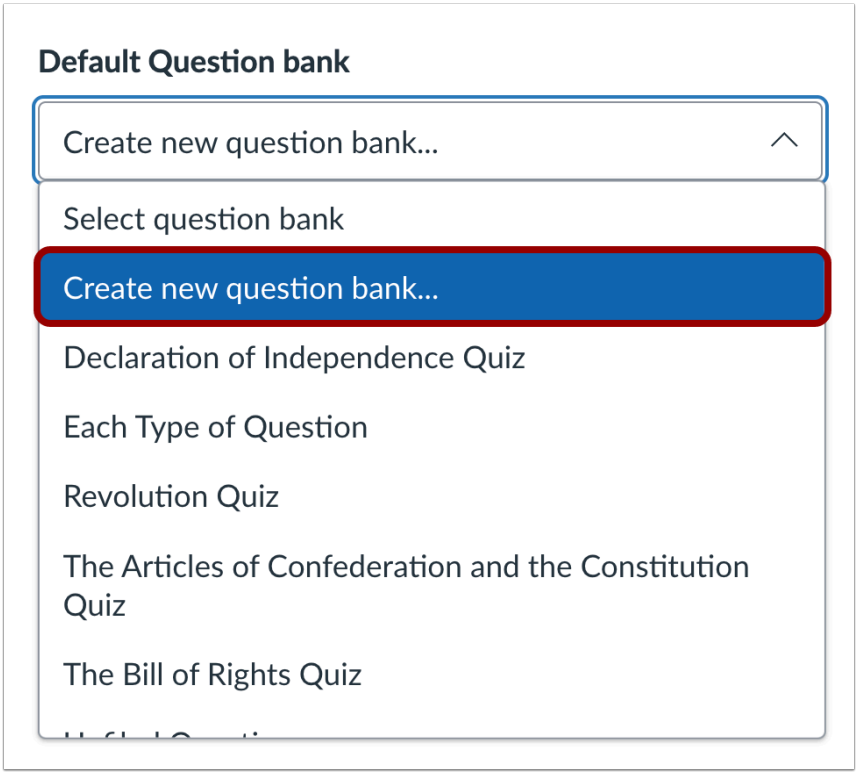
Find and click the Blackboard .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank



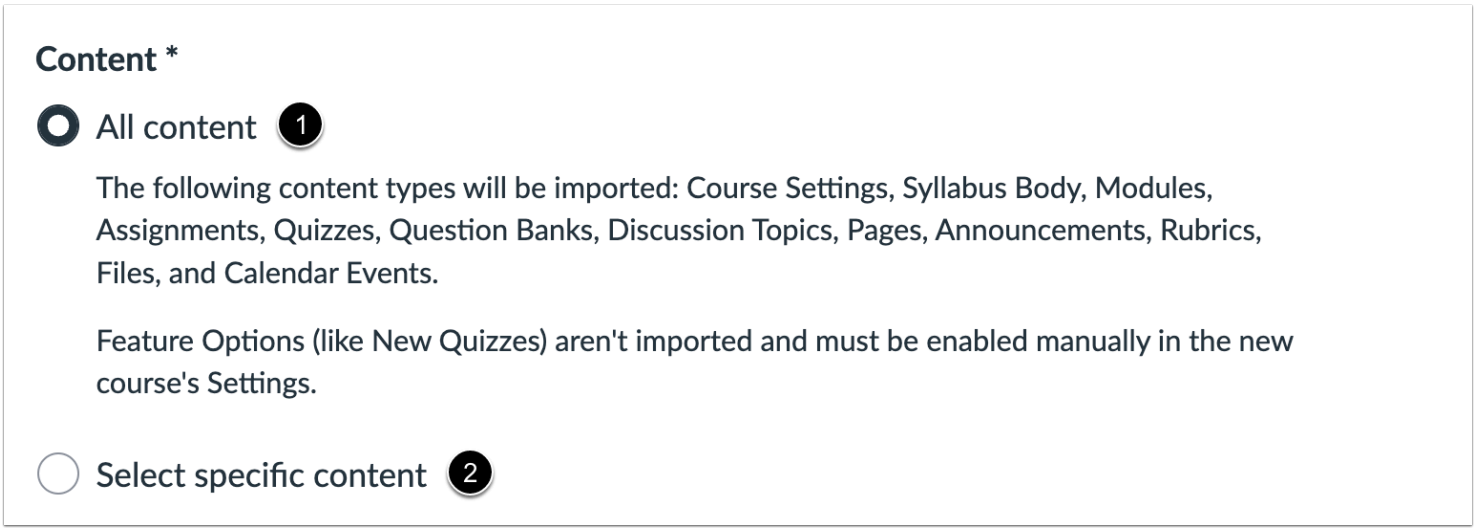
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Blackboard.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

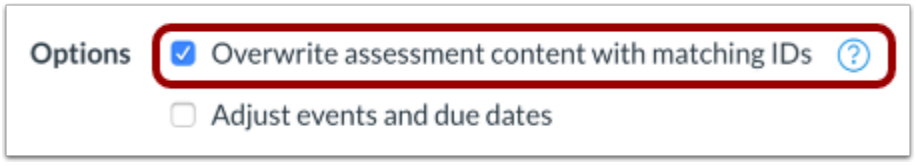


To import all content from the course, click the **All Content** button [1].

If you want to select specific content, click the **Select specific content** button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

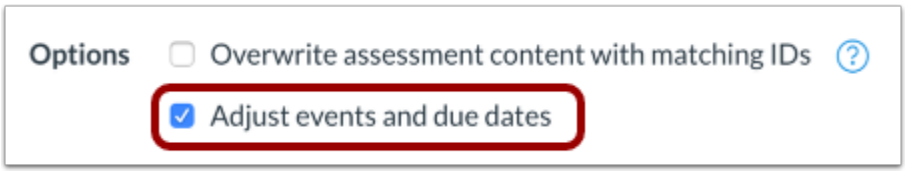
Overwrite Assessment Content



To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with match IDs** checkbox.

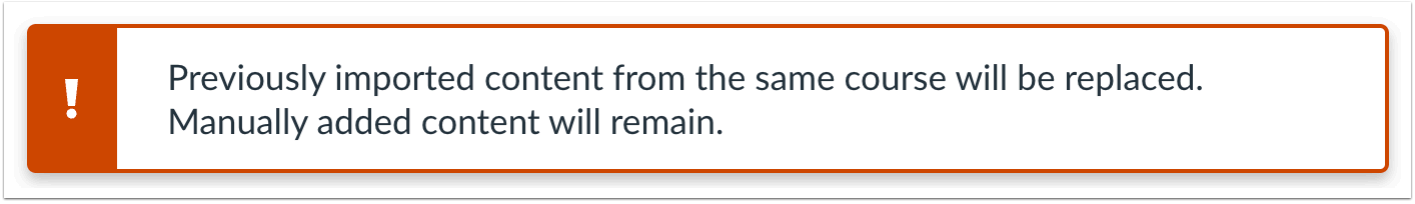
Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Adjust Events and Due Dates



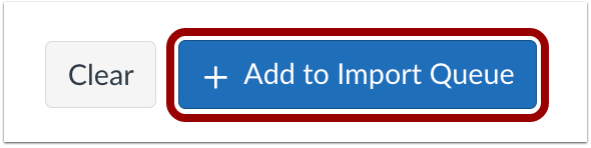
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message



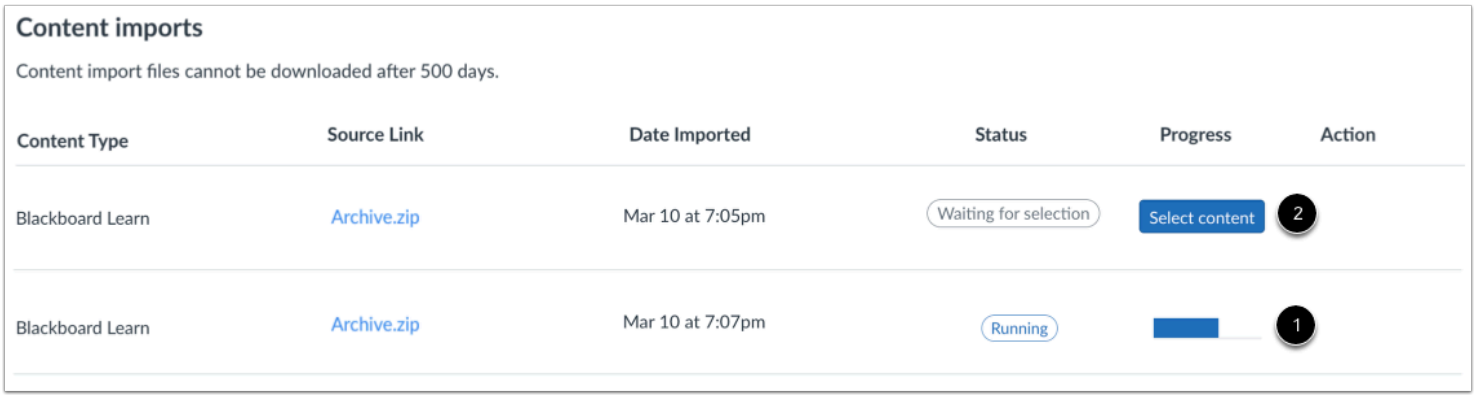
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button.

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

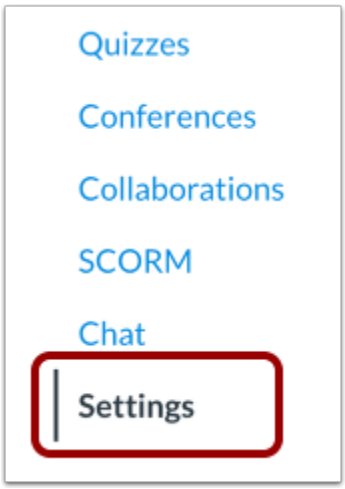
The import may also display other status indicators as part of the import process.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Common Cartridge into Canvas?

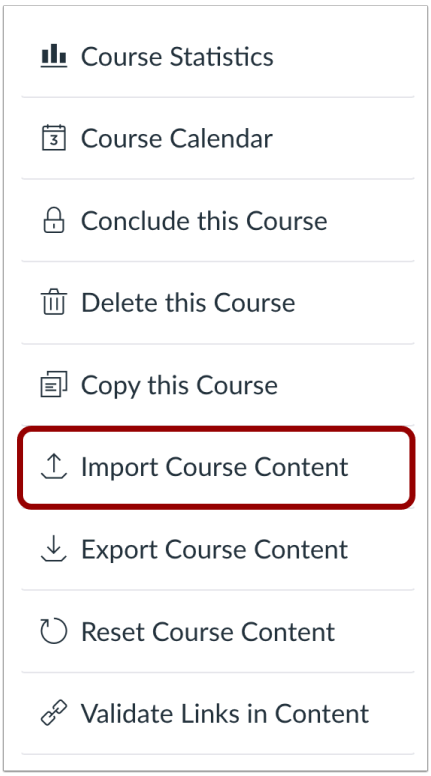
You can import content from Common Cartridge into a Canvas course.

Open Settings



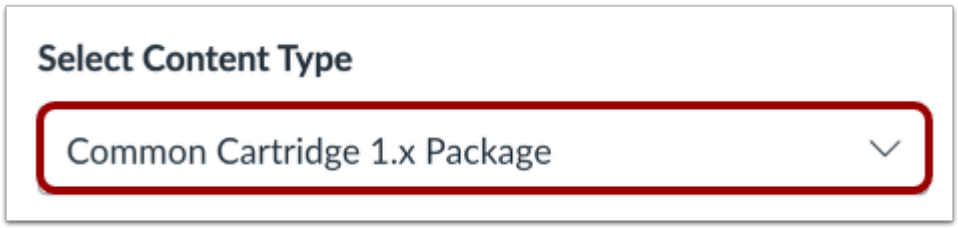
In Course Navigation, click the **Settings** link.

Import Content into Course



Click the **Import Course Content** link.

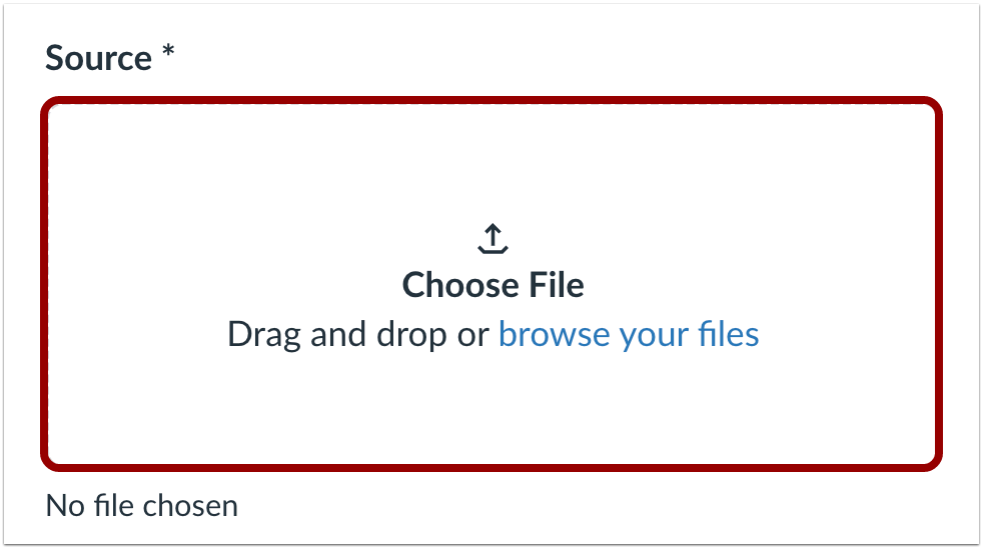
Select Content Type



In the Content Type drop-down menu, select the **Common Cartridge 1.x Package** option.

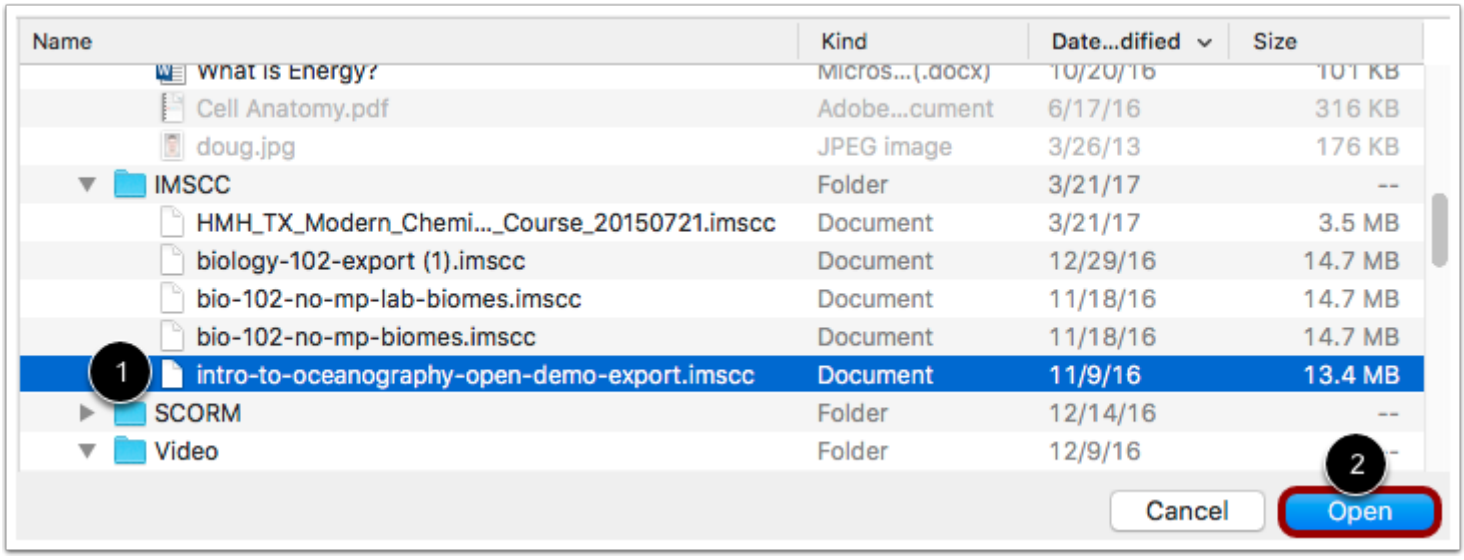
Note: If you're working with Canvas Commons, you can also import IMSCC files by selecting Common Cartridge 1.x Package.

Choose File



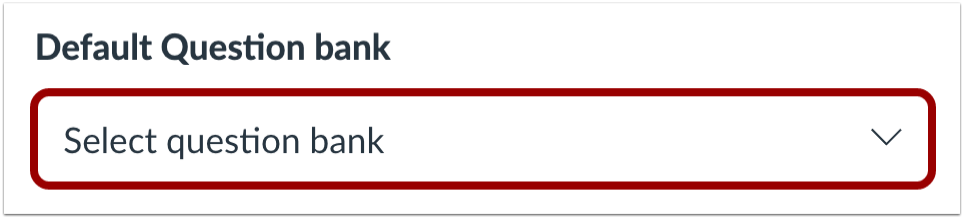
Click the **Choose File** button.

Open File



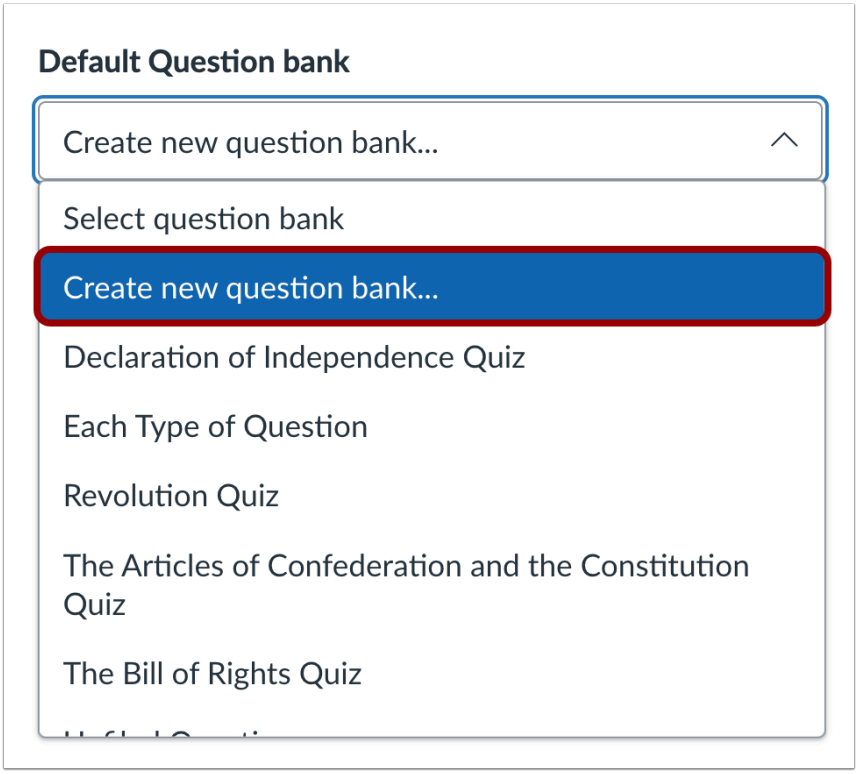
Find and click the Common Cartridge ZIP or IMSCC file you want to import [1]. Then click the **Open** button [2].

Select Question Bank



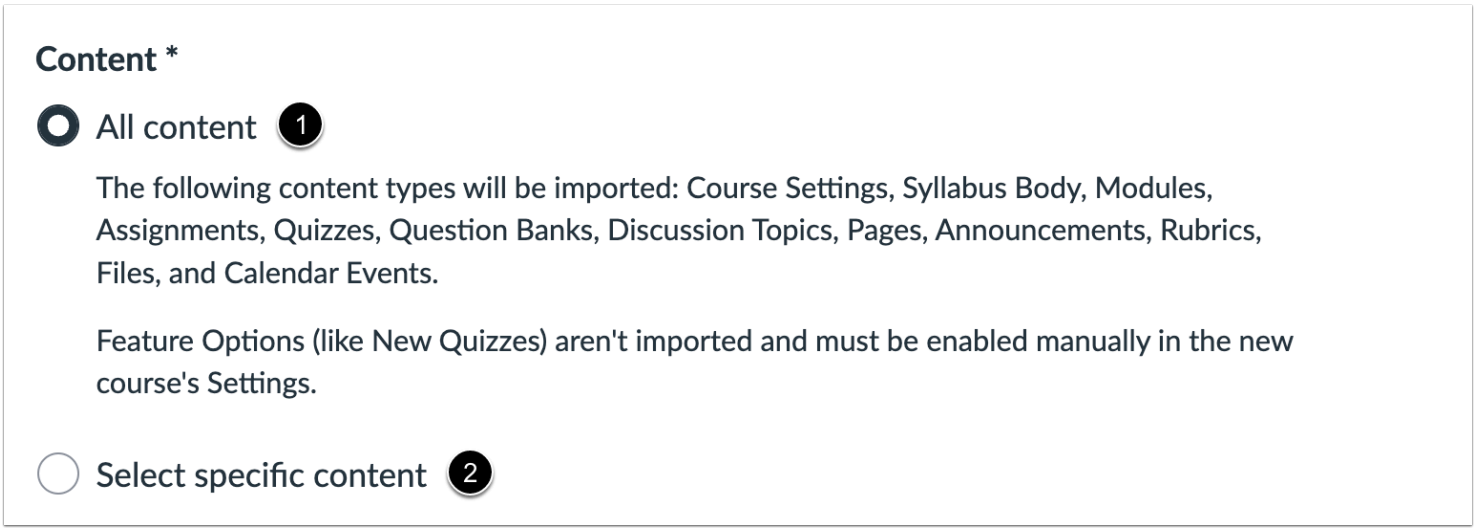
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Common Cartridge.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

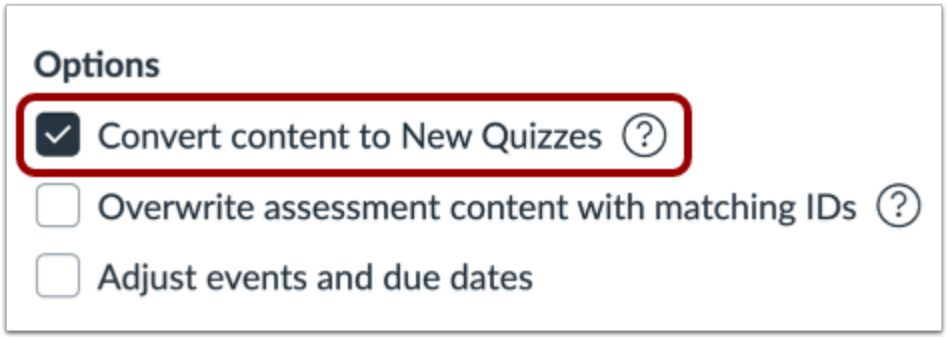


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

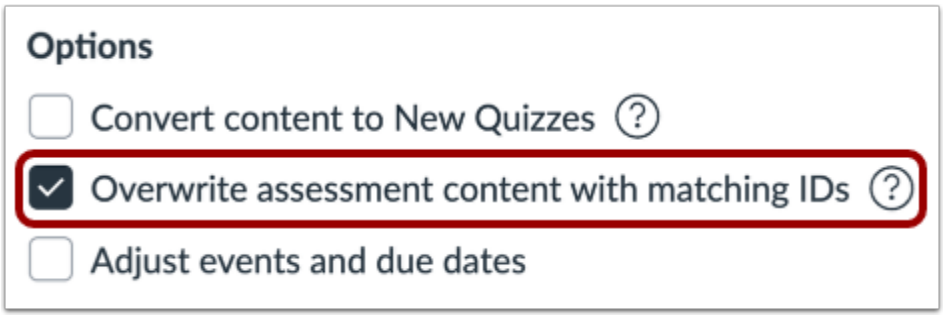
Import Existing Quizzes as New Quizzes



To convert quizzes in the import package to the New Quizzes format, click the **Convert content to New Quizzes** option.

Note: You cannot select a default question bank when using the Convert content to New Quizzes option.

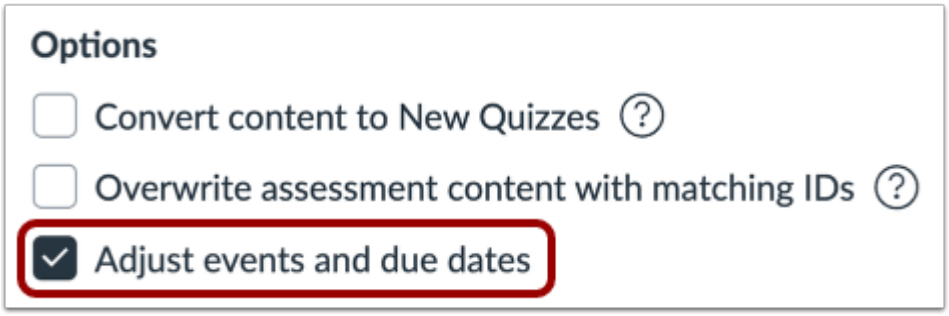
Overwrite Assessment Content



To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with match IDs** checkbox.

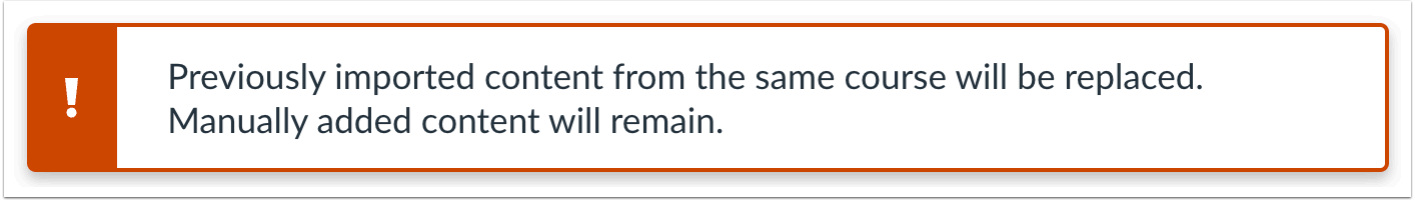
Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Adjust Events and Due Dates



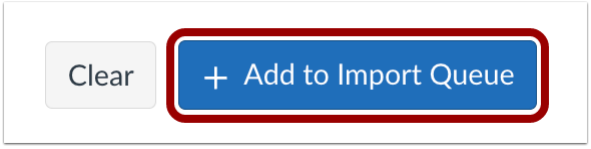
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message



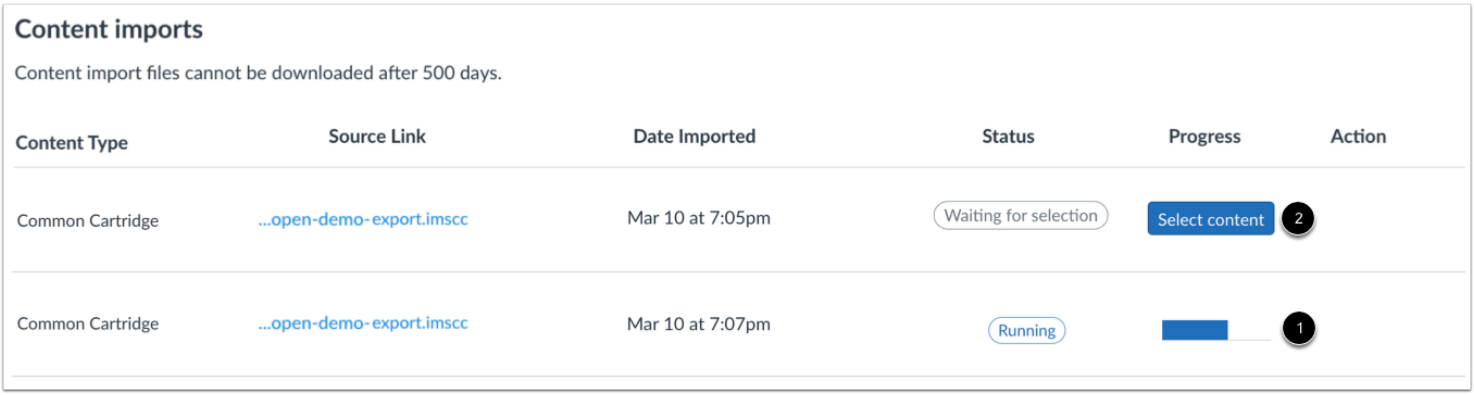
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button**.**

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

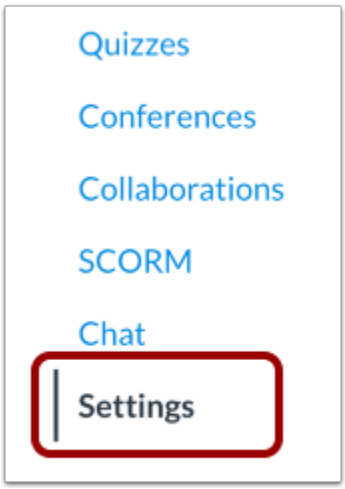
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Desire 2 Learn (D2L) into Canvas?

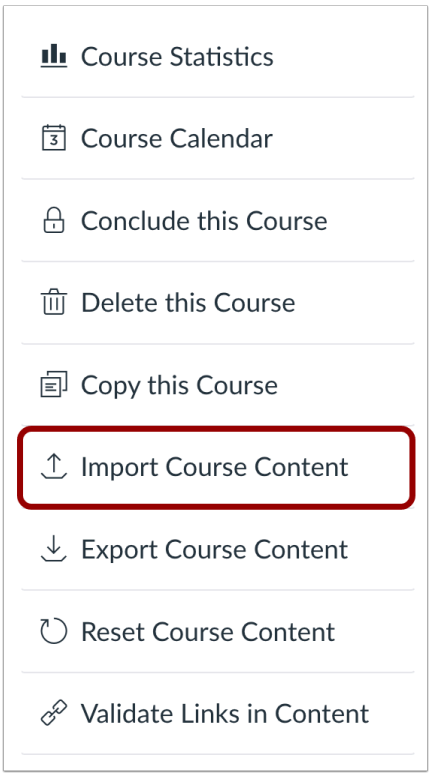
You can import prior content from D2L exports into Canvas.

Open Settings



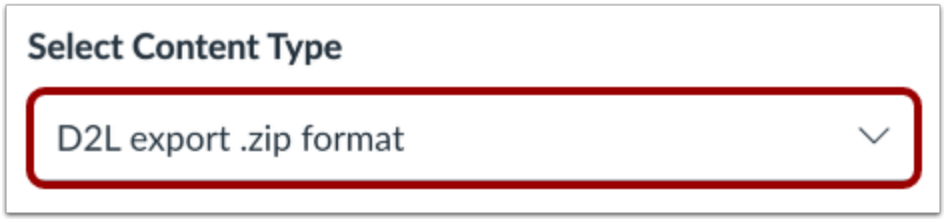
In Course Navigation, click the **Settings** link.

Import Content into Course



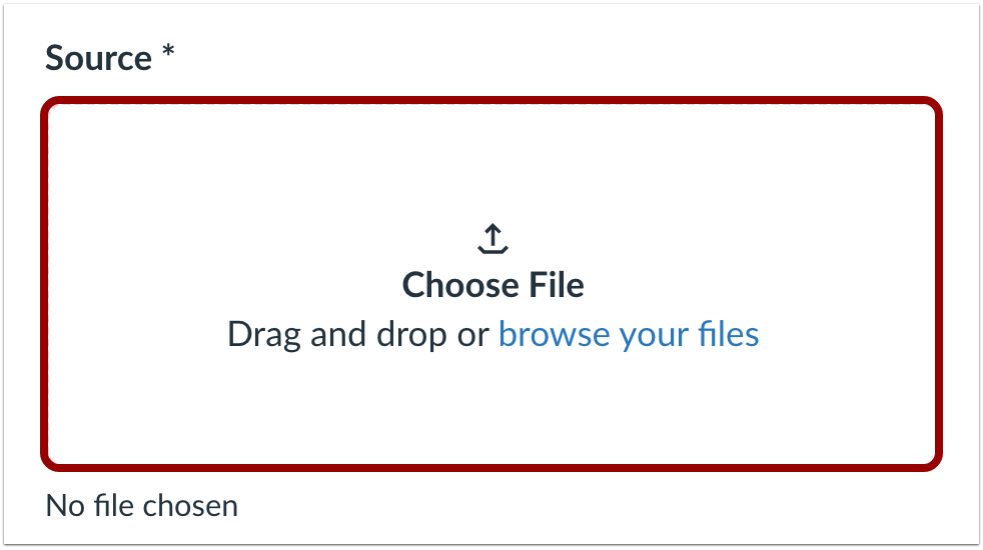
Click the **Import Course Content** link.

Select Content Type



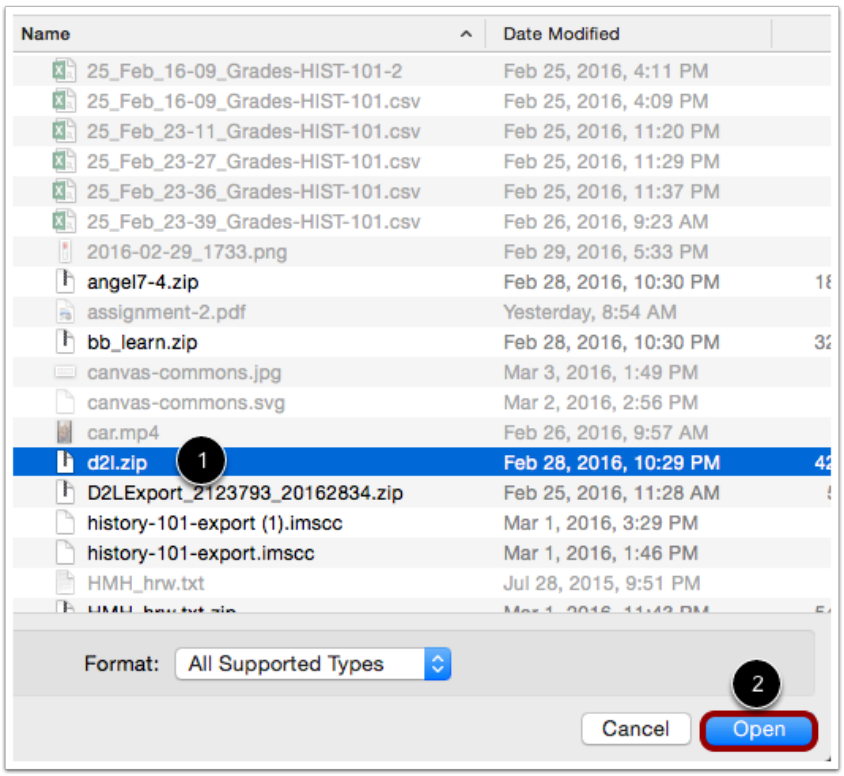
In the Content Type drop-down menu, select the **D2L export .zip format** option.

Choose File



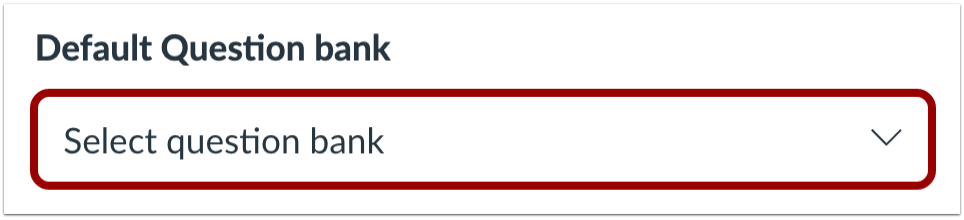
Click the **Choose File** button.

Open File



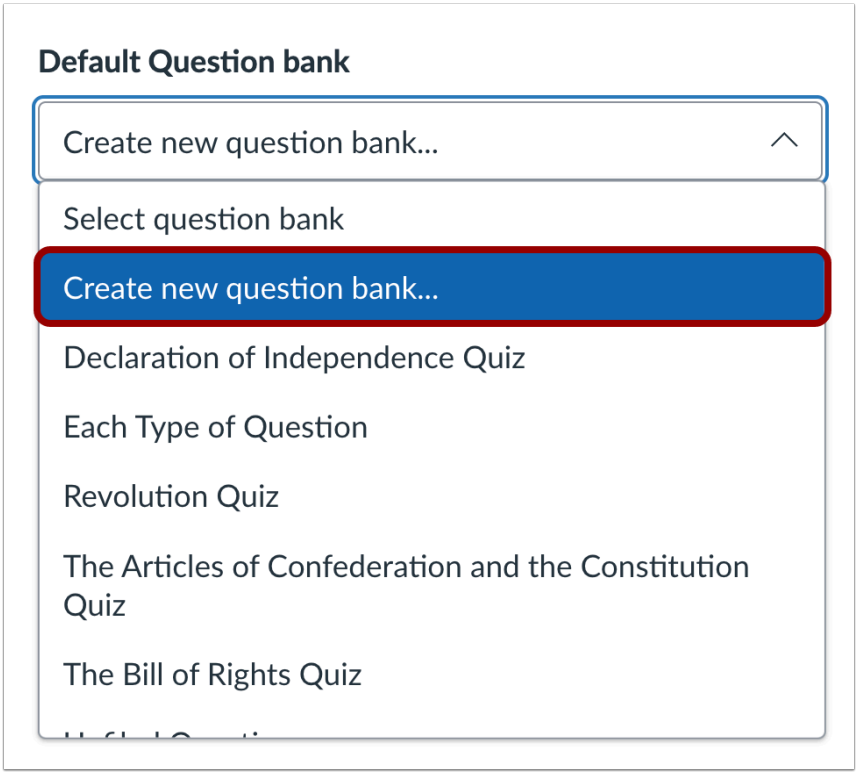
Find and click the D2L .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank



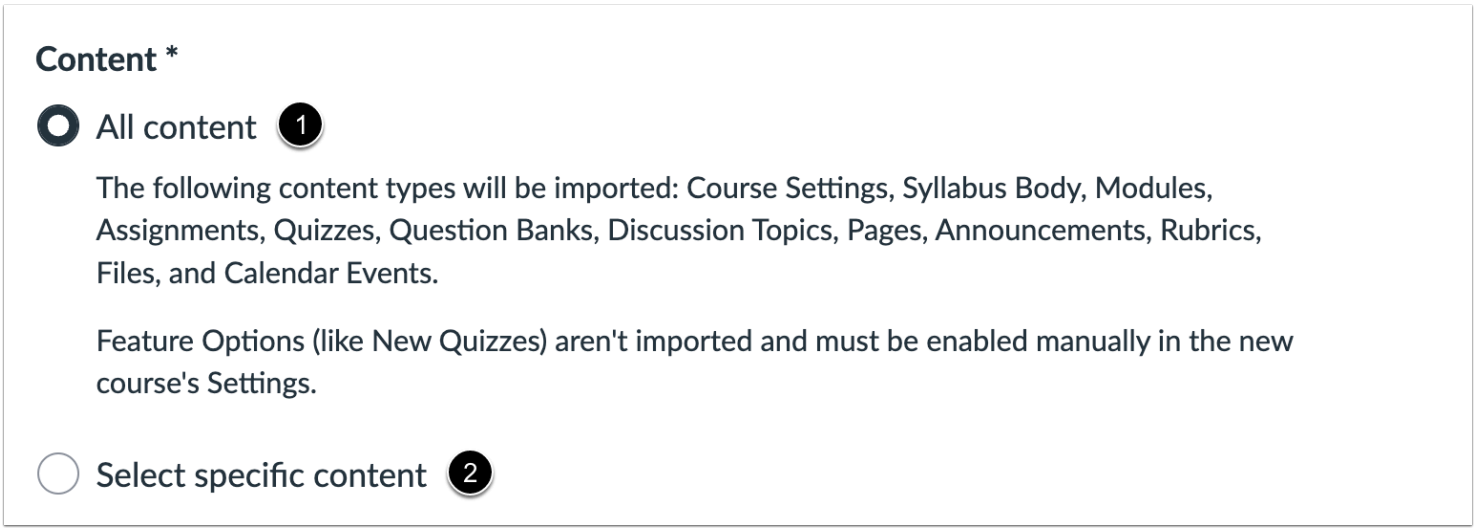
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

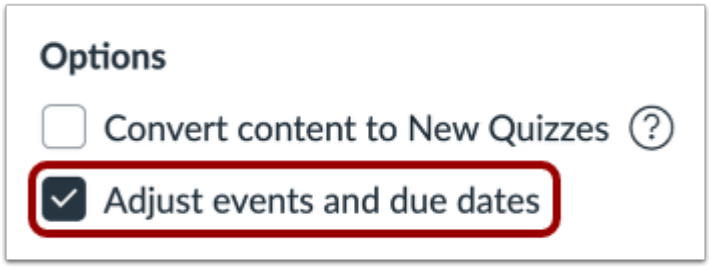


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

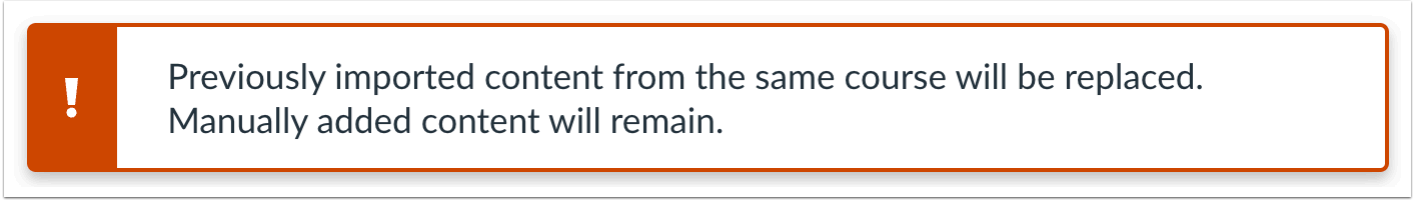
Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates



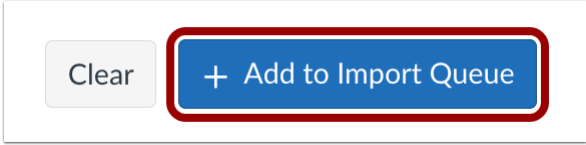
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

View Content Import Warning Message



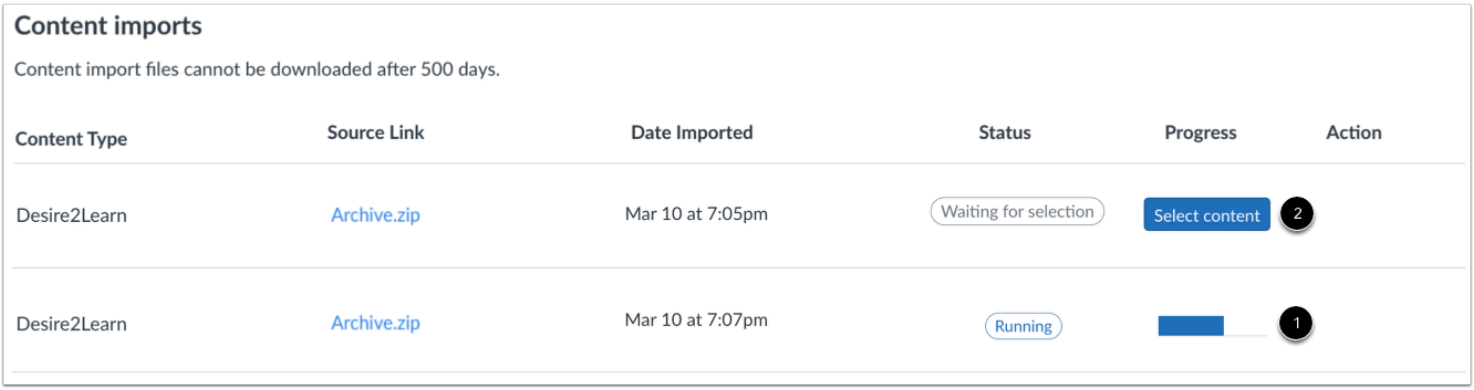
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button**.**

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I export a Canvas course?

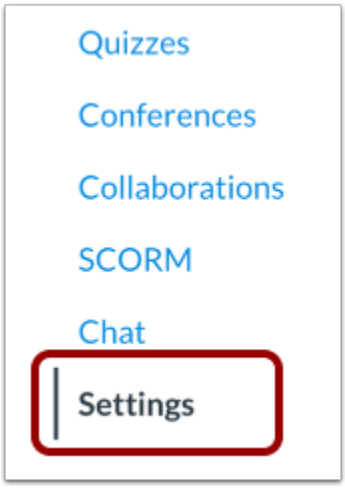
You can export a Canvas course to give to someone in another Canvas account, to upload to another institution's account at a later date, or to create a copy as a backup on your local computer. You can import an export file into Canvas at any time.

Exports are packaged as IMSCC ZIP files, which can only be opened by programs that support Common Cartridge files. You can also change the extension from .imscc to .zip and treat it as any other ZIP file.

Notes:

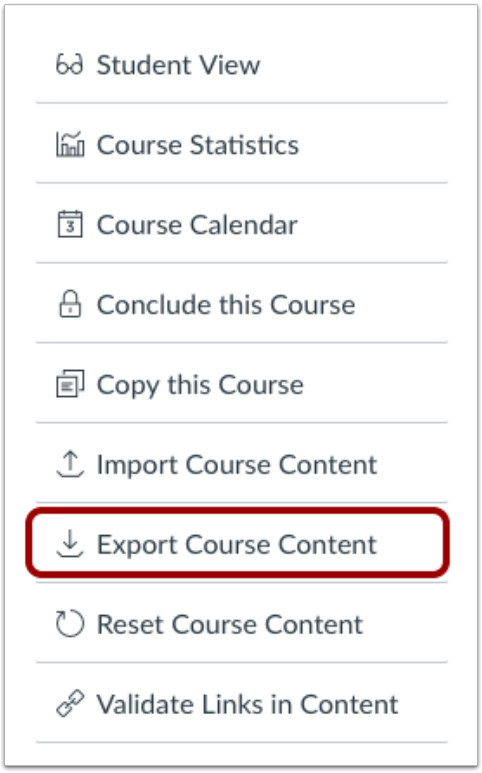
- Canvas exports do not include backups of student interactions and grades. Grades can be exported separately as a comma separated values (CSV) file.
- Some external app LTI tools such as Google Drive and Office 365 do not retain tool configurations in exported courses. You may consider copying the course instead.
- Canvas does not support course export files over 20 GB. Courses over 20 GB in size will not export and will display an error message when you attempt to export.
- Canvas for Elementary export packages retain the Canvas for Elementary theme.

Open Settings



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

Export Course



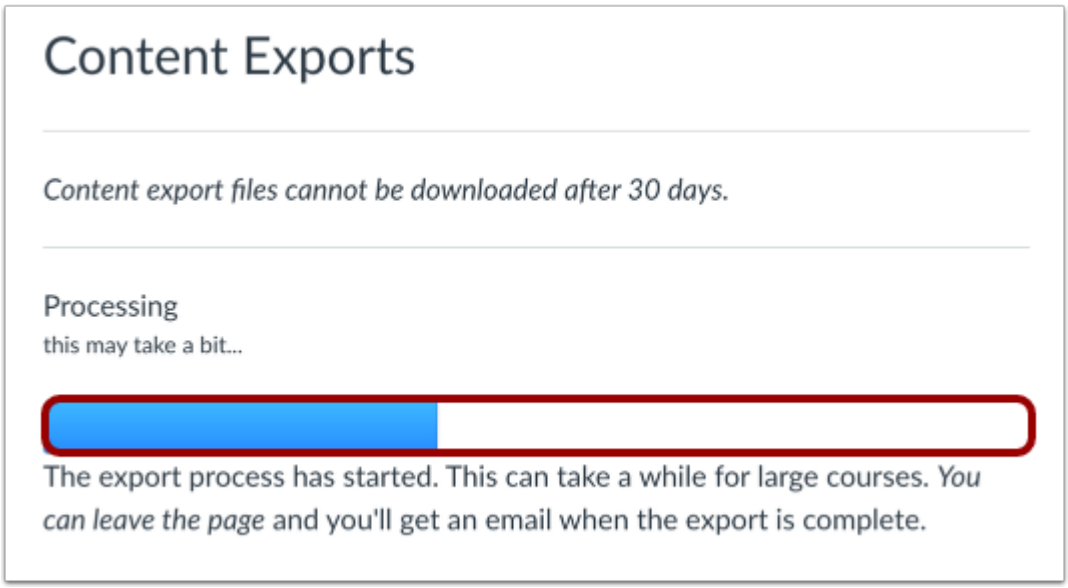
Click the **Export Course Content** link.

Select Export Type

In the Export Type heading, click the **Course** radio button [1]. Click the **Create Export** button [2].

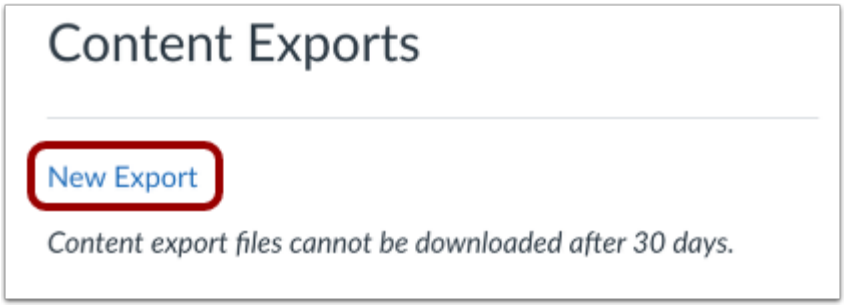
Note: If you have previously exported the course, Canvas will display prior exports under the Content Exports heading.

View Export Process



View the progress bar. Exporting a course in Canvas may take a few minutes, depending on its size. You will receive an email when the export is complete.

Download New Export



When your download is ready, click the **New Export** link.

Note: Content exports expire after 30 days and can no longer be downloaded.

How do I select specific content as part of a course import?

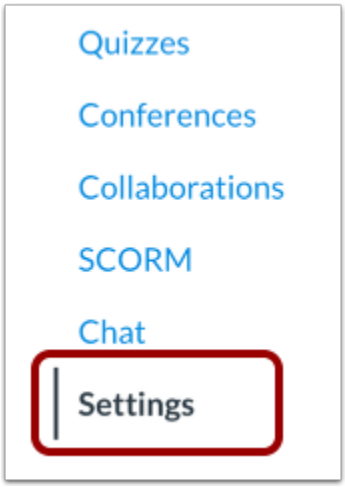
When importing course content with the Course Import Tool, you can choose to select specific content as part of the import. This option allows you to select specific content areas such as assignments, settings, and files without importing the entire course.

Not all content can be copied as part of a course.

Notes:

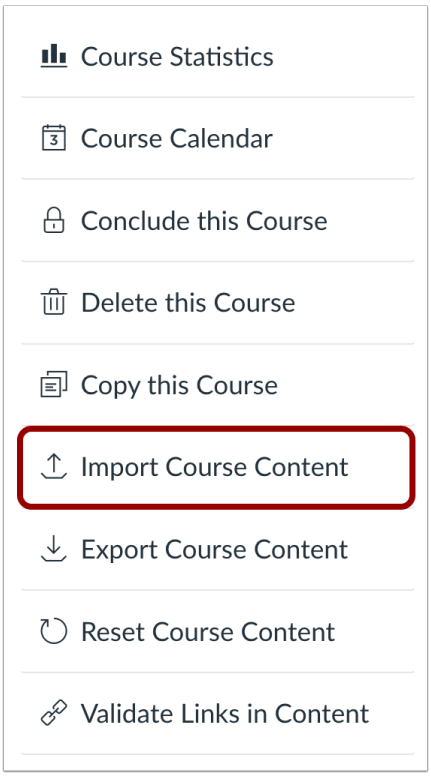
- Linked files and images in course content, such as in assignments, discussions, and pages, are only retained when you import an entire course. For more information about the Course Import Tool's limitations, view the Course Import Tool overview.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If you change your mind after the import has started and you want to import all course content, you can import all content by selecting each item for a content type.
- To prevent 0s (zero grades) from being automatically entered into the Gradebook when importing content into a course with a late/missing policy set up, it is recommended that you temporarily disable your late/missing policy before importing the content. You can re-enable it once the import is complete.

Open Settings



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

Import Content into Course



Click the **Import Course Content** link.

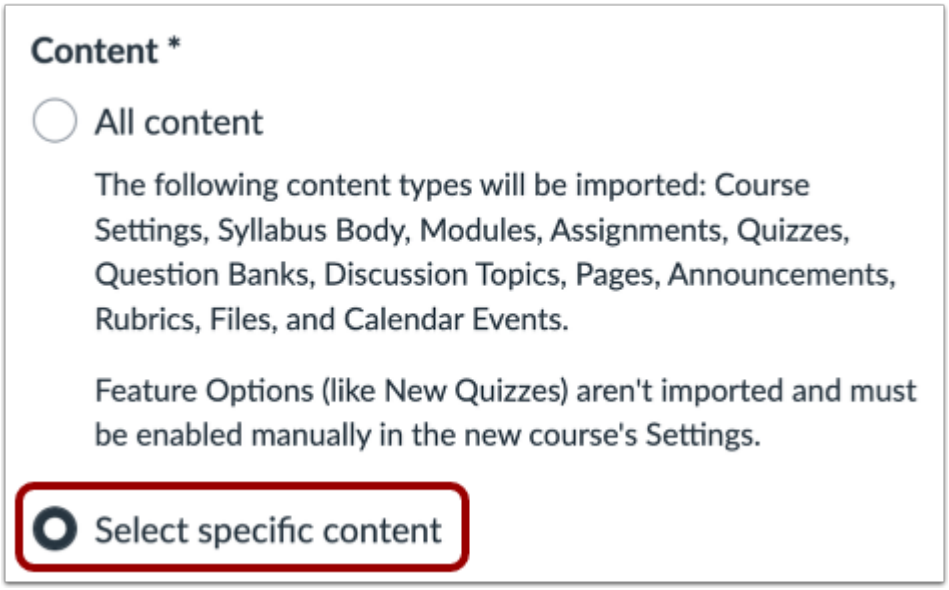
Select Content Type

In the **Content Type** drop-down menu, select the content type you want to import. See the guides below to complete any additional fields required for the content.

- How do I copy content from another Canvas course using the Course Import tool?
- How do I import a Canvas course export package?
- How do I import content from Angel into Canvas?

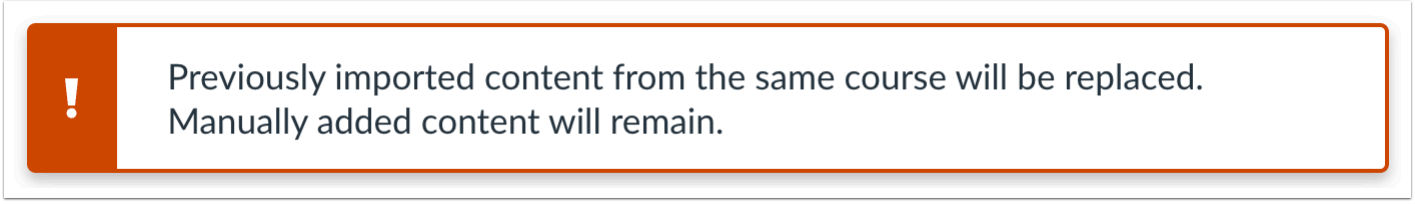
- How do I import content from Blackboard 6/7/8/9 into Canvas?
- How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?
- How do I import content from Common Cartridge into Canvas?
- How do I import Thin Common Cartridge files as separate modules?
- How do I import content from Desire 2 Learn (D2L) into Canvas?
- How do I import content from Moodle into Canvas?
- How do I import quizzes from QTI packages?

Select Specific Content



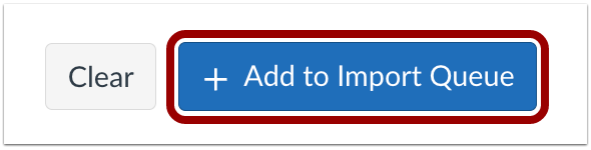
In the Content section, click the **Select specific content** radio button.

View Content Import Warning Message



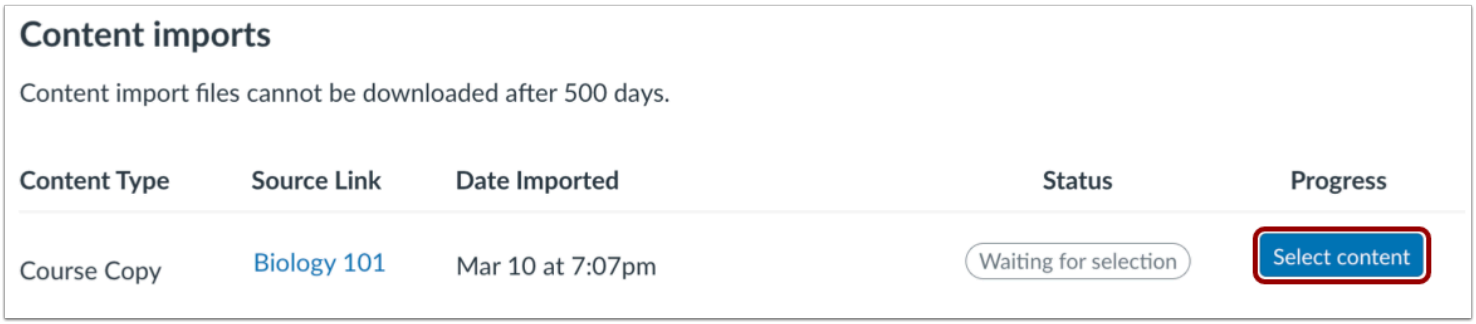
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



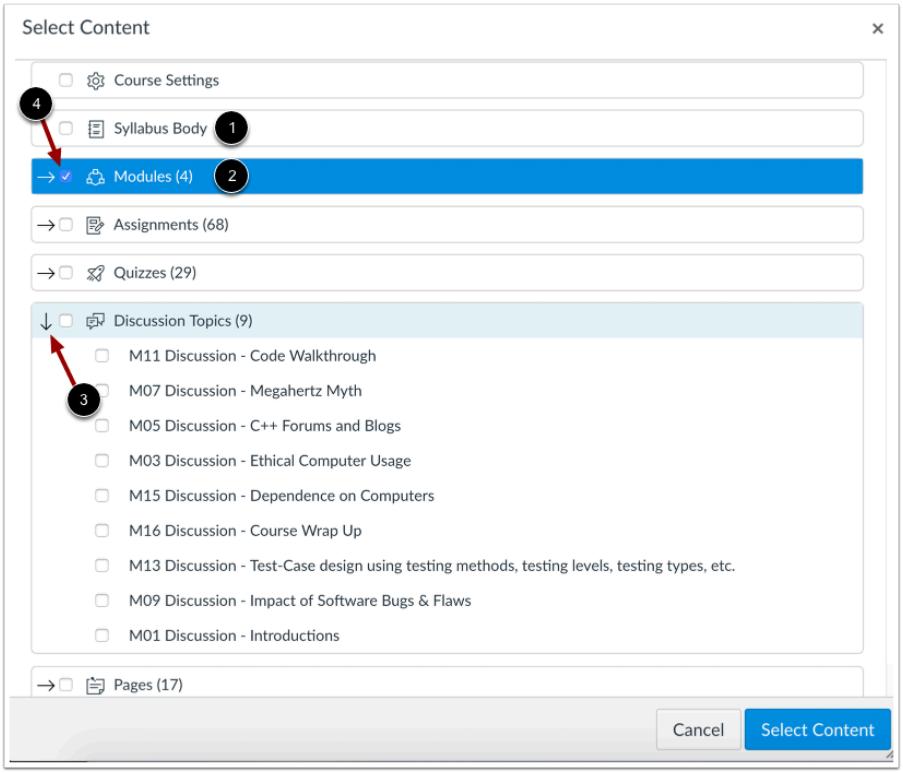
Click the **Add to Import Queue** button.

Select Content



In the Content imports section, click the **Select content** button.

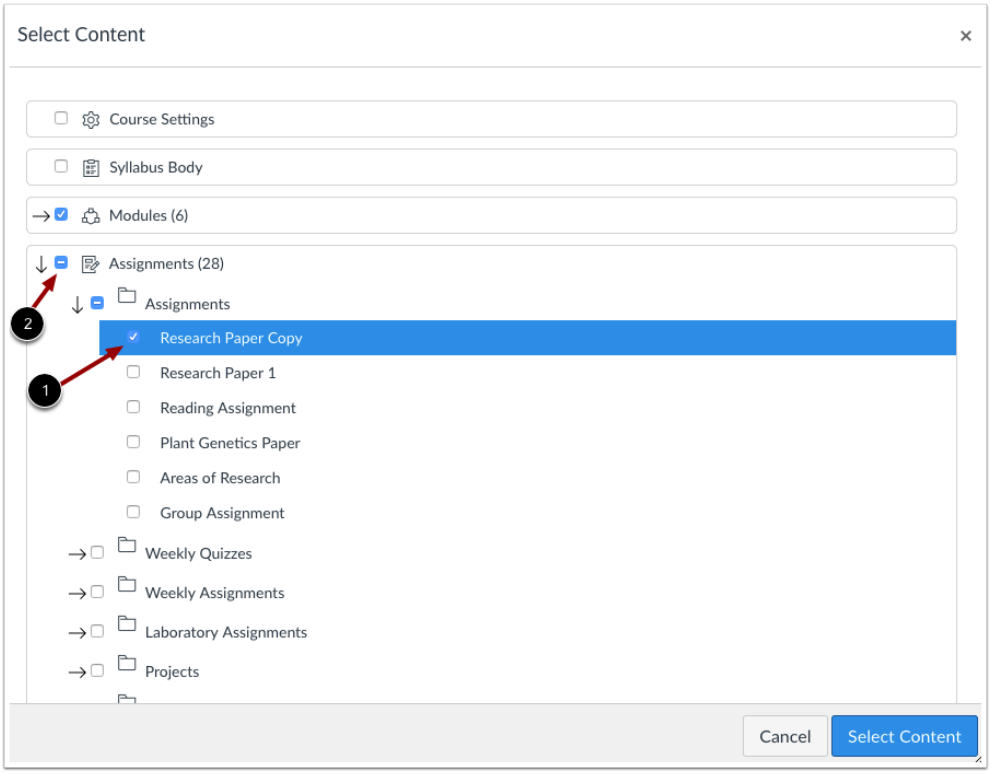
Select All Group Content



Content can be individual items [1] or a content group [2]. Content groups show the number of items within the group. To view content within a group, click the group's expand icon [3].

To import all content for a content type, click the checkbox next to the content name [4]. If the content type is a group, Canvas automatically selects all items within the group.

Select Specific Group Content

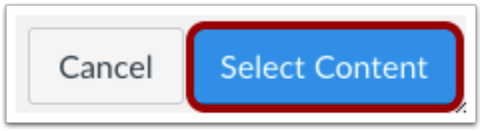


To import only a few items from a content group, expand the group and select the specific items to be imported [1]. Canvas places a dash in the content group checkbox [2], indicating not all items are selected within the group.

Select Thin Common Cartridge Content

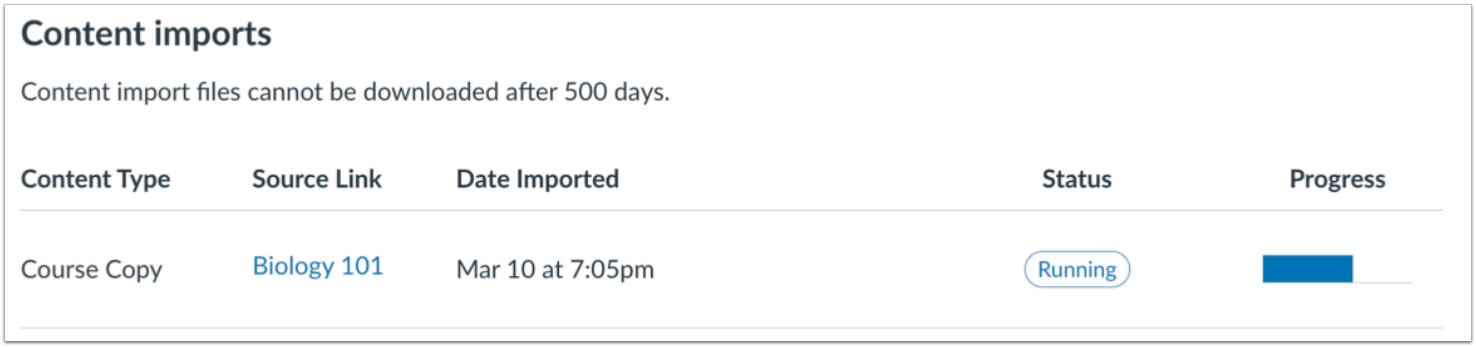
If you imported a Thin Common Cartridge file (Common Cartridge import), this file type is imported directly as module content. The structure can be expanded to view a nested layout that simulates the content structure. Learn how to select content with Thin Common Cartridge files.

Select Content



Click the **Select Content** button.

View Content Imports



The report displays a progress bar. View the content from any completed imports by accessing any link in Course Navigation.

The import may also display errors as part of the import status. Learn more about course import statuses.

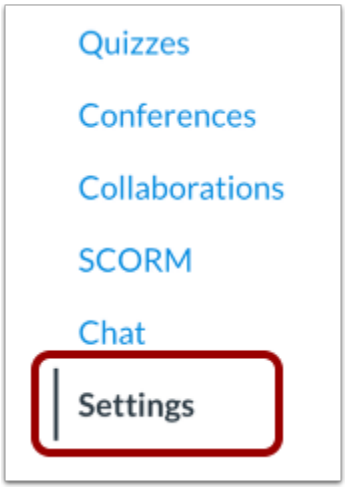
How do I import Thin Common Cartridge files as separate modules?

If your institution uses Thin Common Cartridge files, you can use the select specific content option in course imports to import content as separate modules. Thin Common Cartridge is a subset of the full Common Cartridge specification.

Selecting content in a Thin Common Cartridge file is structured differently than other import types. Thin Common Cartridge is a lightweight metadata structure most commonly used by K12 institutions that allows publishers to provide digital resources using LTI links (external tools), which usually contains a significant number of resources in one common cartridge interchange file (.imscc). Thin Common Cartridge files are designed by creating items grouped into a folder or series of folders that defines how the content should be organized for the learner.

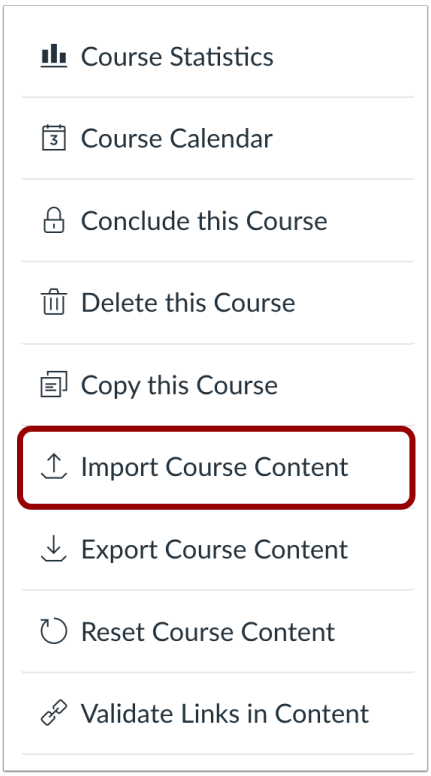
When importing Thin Common Cartridge files, Canvas uses metadata identifiers and titles to simulate the hierarchical structure within the Thin Common Cartridge file. This structure appears as nested content within the Modules content heading, allowing users to view a structured organization and locate the content they want to import into the course. By default, grouped content is imported as one module, but they can also be imported as separate modules. Individual content within a content group is automatically imported as separate modules.

Open Settings



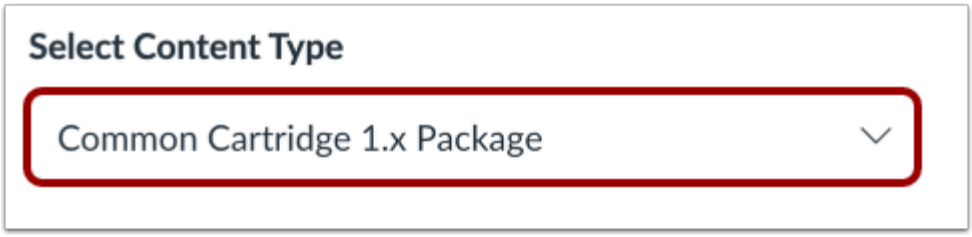
In Course Navigation, click the **Settings** link.

Import Content into Course



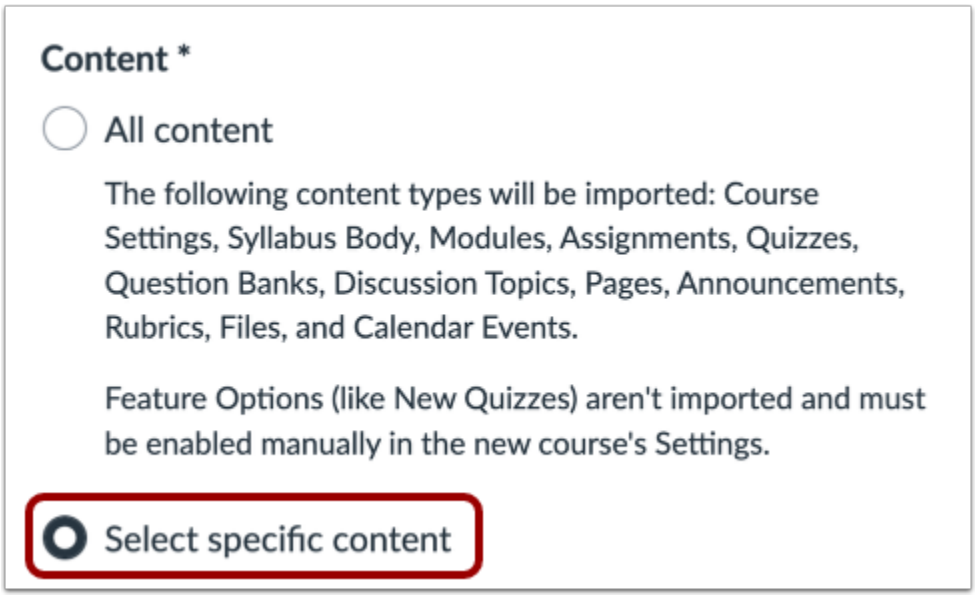
Click the **Import Course Content** link.

Select Content Type



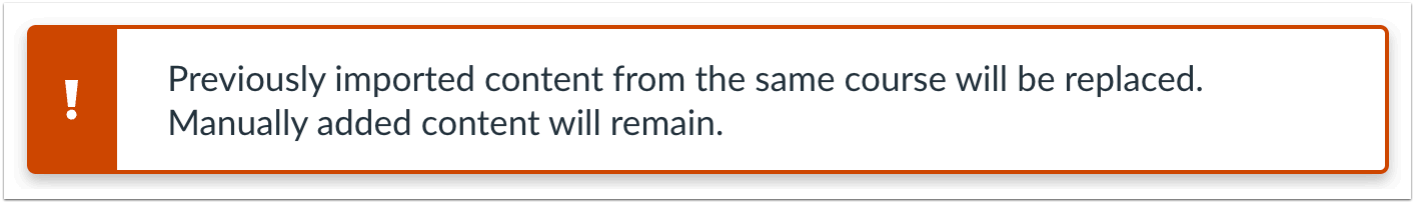
In the Content Type drop-down menu, select the Common Cartridge 1.x Package option. Complete any additional fields required for the content.

Select Specific Content



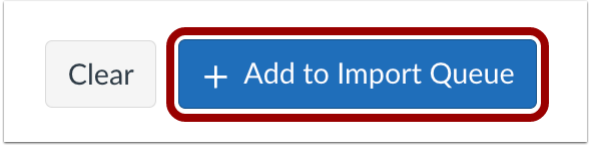
In the Content section, click the **Select specific content** radio button.

View Content Import Warning Message



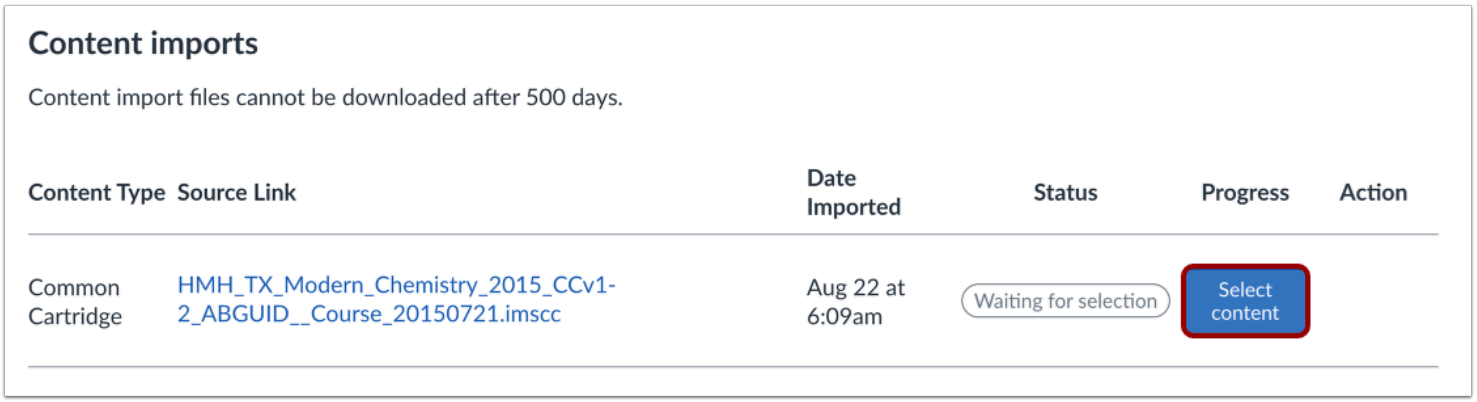
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Content



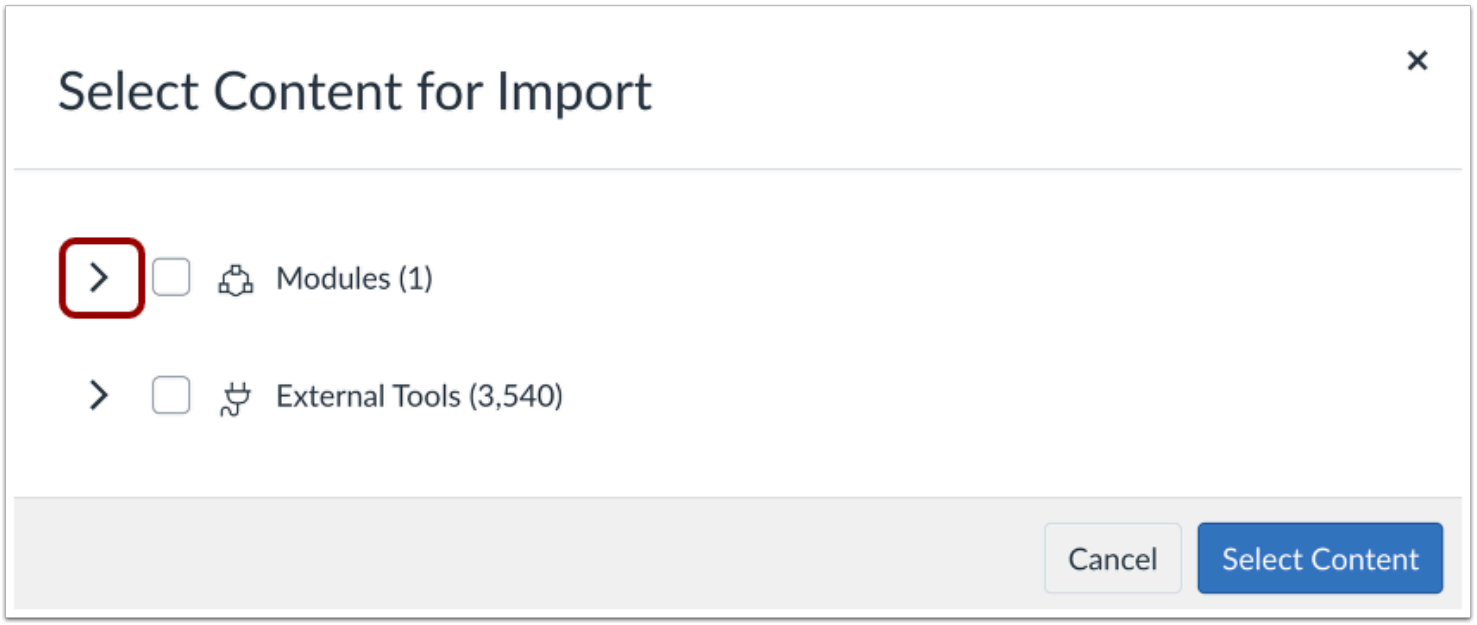
Click the **Add to Import Queue** button.

Select Content



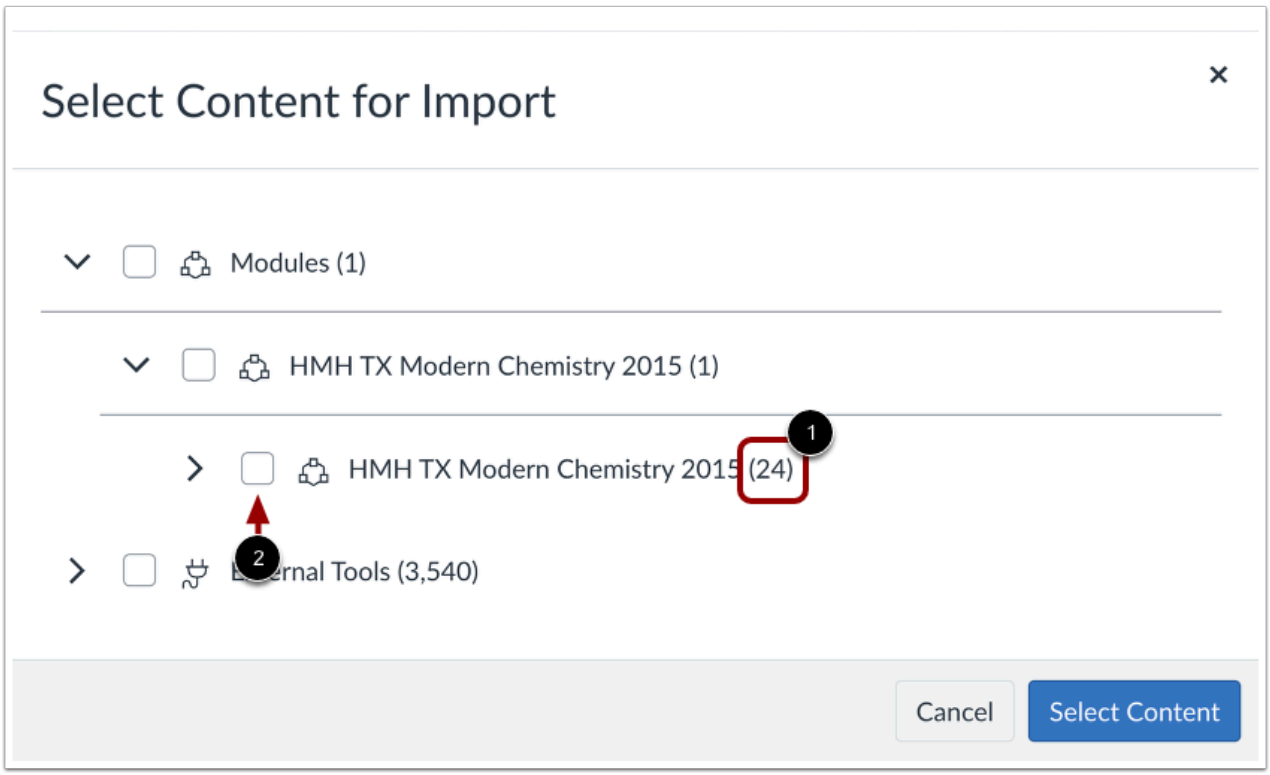
In the Content imports section, click the **Select content** button.

View Content



Thin Common Cartridge files are shown as one module. Click the Modules expand icon.

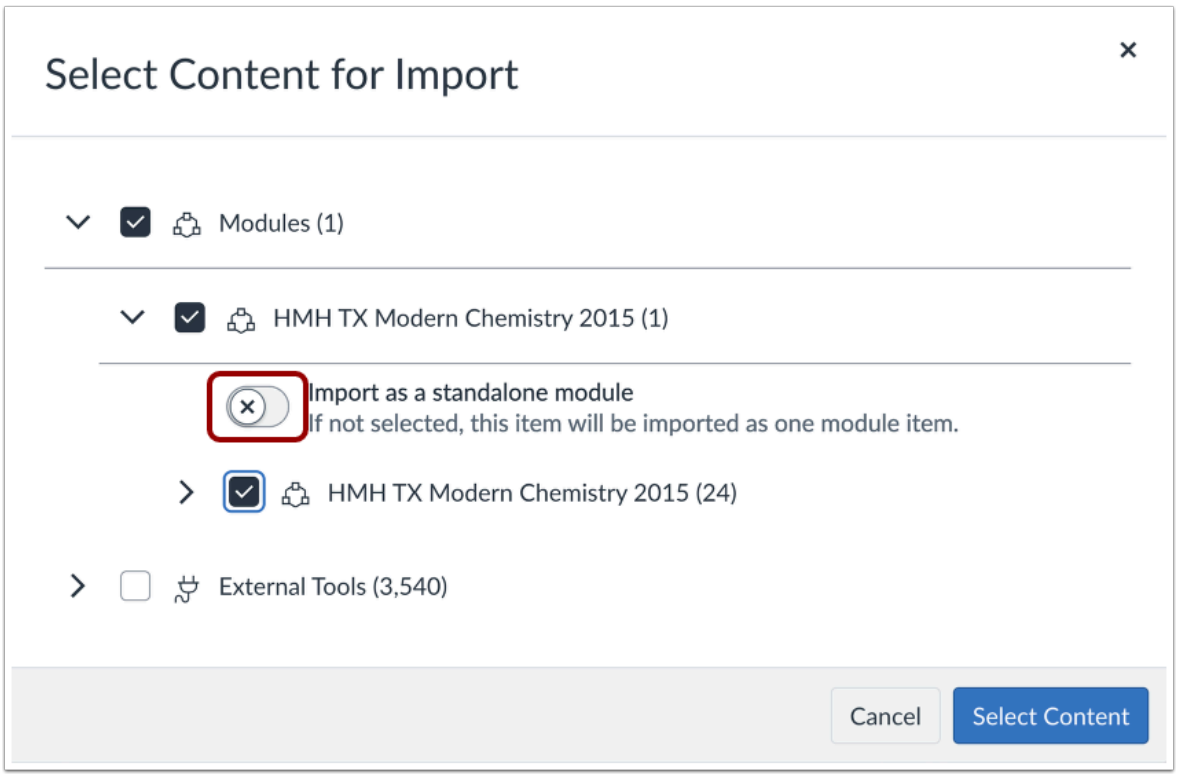
Select All Group Content



Locate the content by expanding the nested structure. Content groups show the number of items within the group [1].

If you want to import an entire content group, select the checkbox next to the group [2].

Select Module Import Option

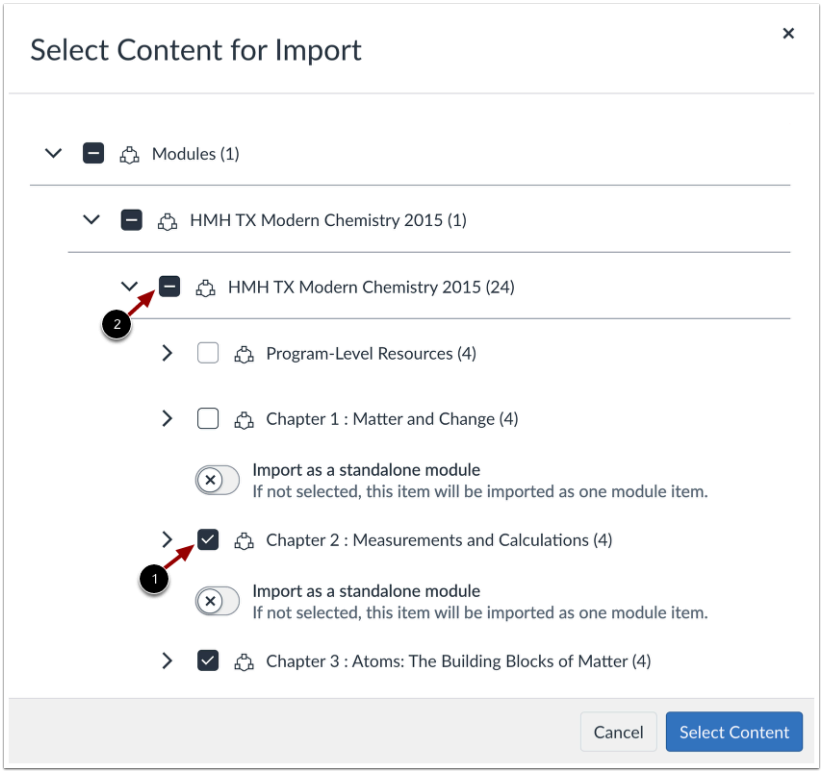


Like other course import types, selecting a content group selects all items within the module group. However, Thin Common Cartridge content is always imported as one module, which can be extremely cumbersome in a Canvas course.

By default, content is imported as one module. If you want to import content as separate modules, click the **Import as a standalone module** toggle on.

Note: If you want to import several content groups as separate modules, module settings are applied on a per-content-group basis. This means you must fully expand each content group and specify the separate modules option. Otherwise, all selected content in the hierarchy will always be imported as one module.

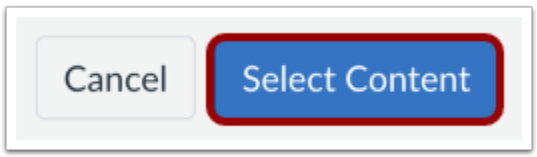
Select Specific Group Content



To import only a few items from a content group, select the specific items to be imported [1]. Canvas places a dash in the content group checkbox [2], indicating not all items are selected within the group.

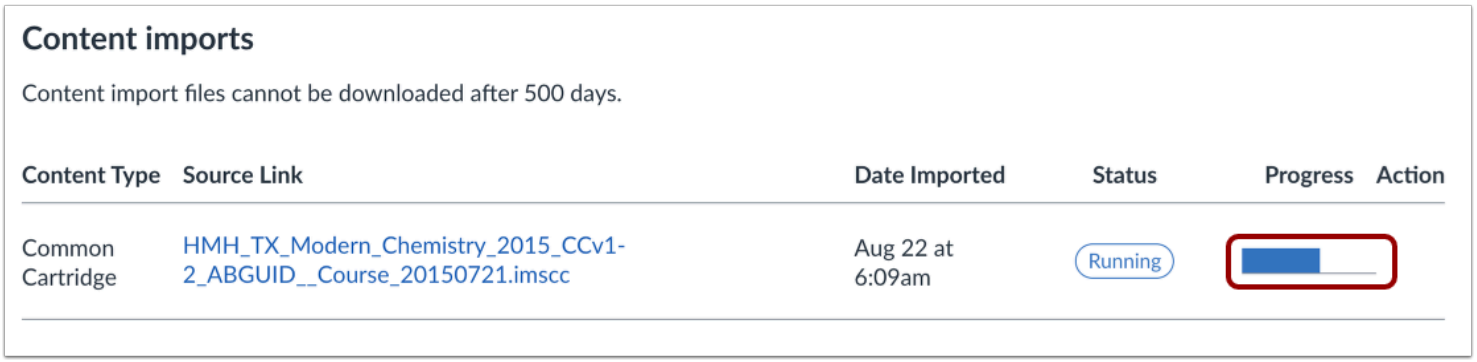
Selecting individual content items automatically imports content as separate modules.

Select Content



Click the **Select Content** button.

View Content Imports

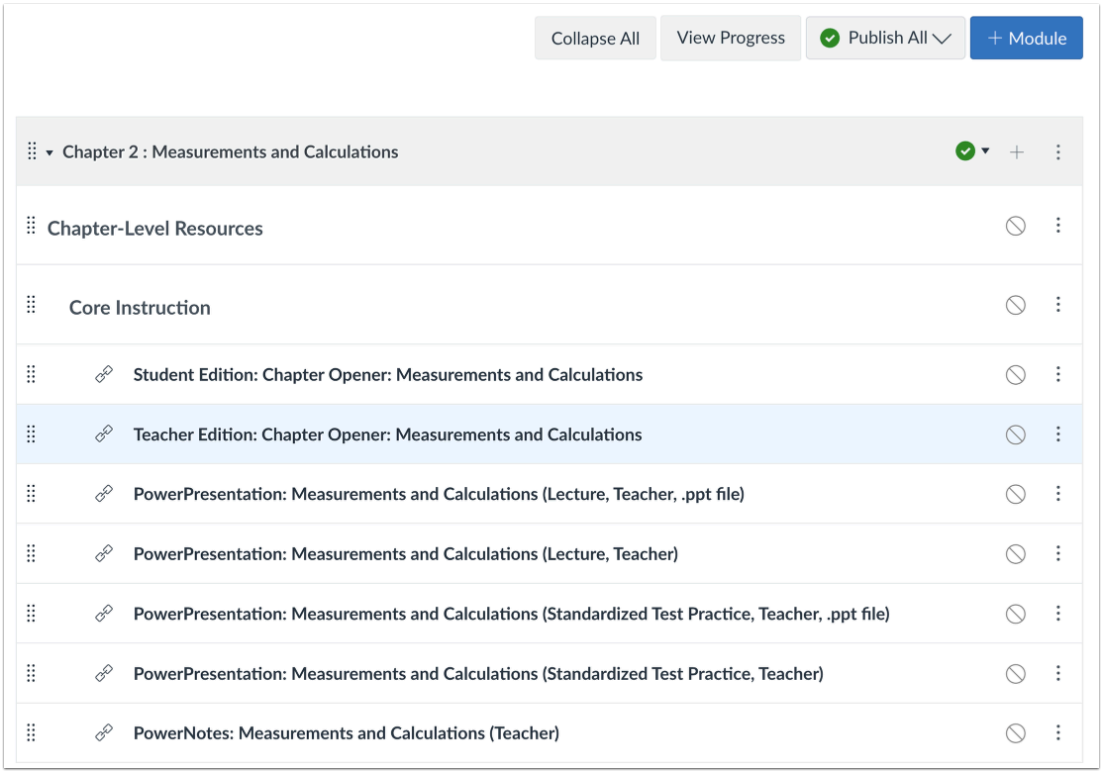


The Content imports section displays the status of your import. Running reports display a progress bar.

The import may also display errors as part of the import status. Learn more about course import statuses.

When the course has completed, view modules content by accessing the Modules link in Course Navigation.

View Modules



View the modules content in your course, either as one module or separate modules.

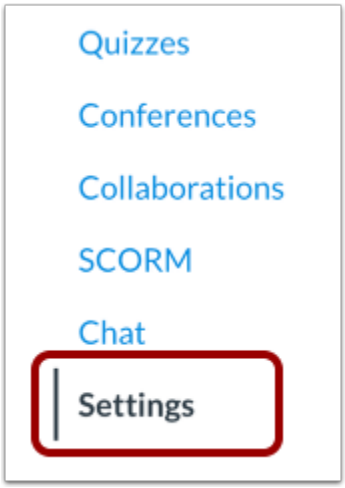
How do I adjust events and due dates in a course import?

As part of a course import, you can adjust the due dates associated with course events and assignments. You can also shift due dates to a different day, or remove all associated due dates.

It is recommended to shift due dates of imported content before students are enrolled in the course. If students are enrolled before course content is imported with due dates, students may not be able to submit work for those imported assignments.

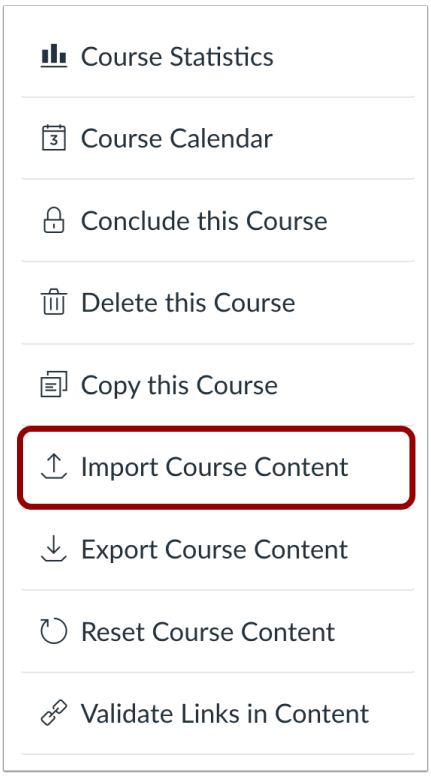
Note: If you set beginning and ending dates as part of a date adjustment in a course import, those dates will be automatically set as the course participation start date and end date. However, if course participation start and end dates have already been set for the course, course participation start and end dates will not be changed.

Open Settings



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

Import Content into Course

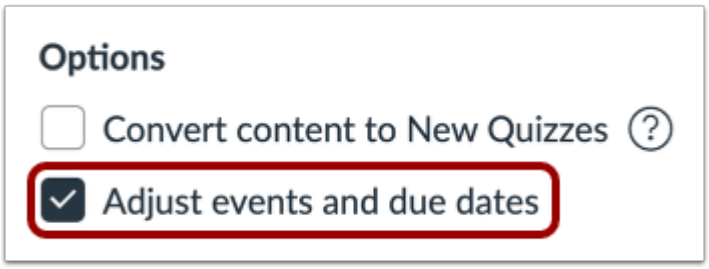


Click the **Import Course Content** link.

Select Content Type

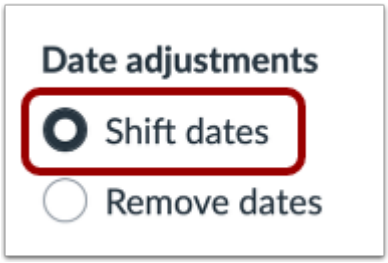
In the **Content Type** drop-down menu, select the content type you want to import. Complete any additional fields required for the content.

Adjust Events and Due Dates



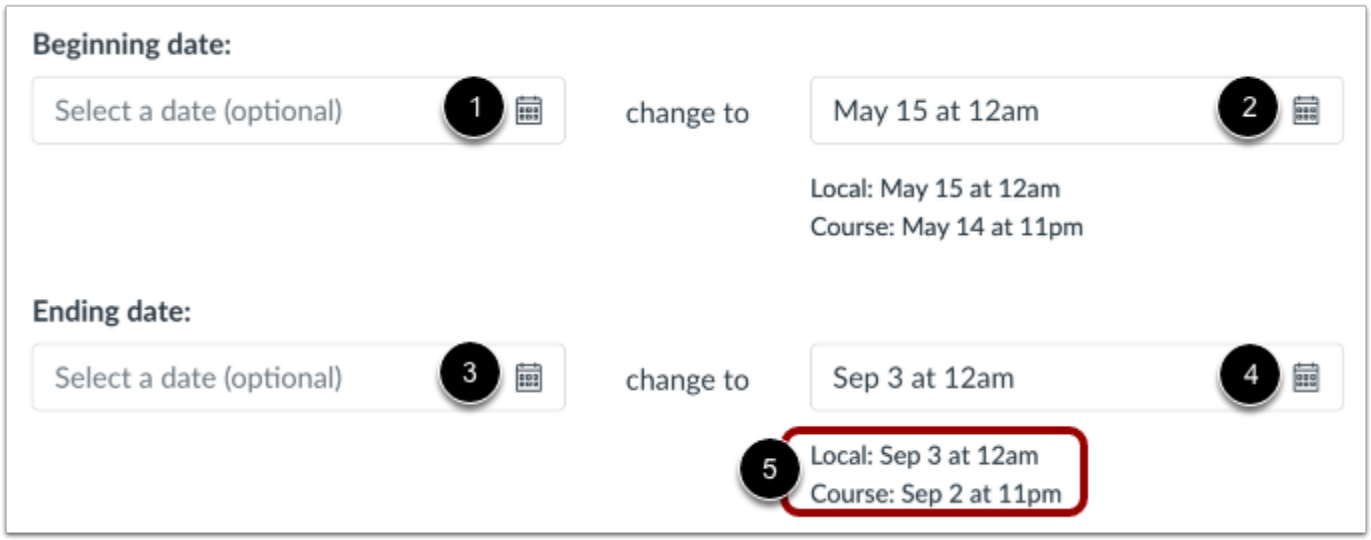
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Shift Dates



If you want to shift dates in the course, select the **Shift dates** radio button.

Set Beginning and End Dates



In the **Beginning date** field [1], enter the starting date of the course you are importing. You can also click the calendar icon to select a date. In the **change to** field [2], enter the new date when you want the course to begin, or click the calendar icon.

In the **Ending date** field [3], enter the end date of the course you are importing, or click the calendar icon to select a date. In the **change to** field [4], enter the new date when you want the course to end.

The local and course dates and times display below the selected dates [5].

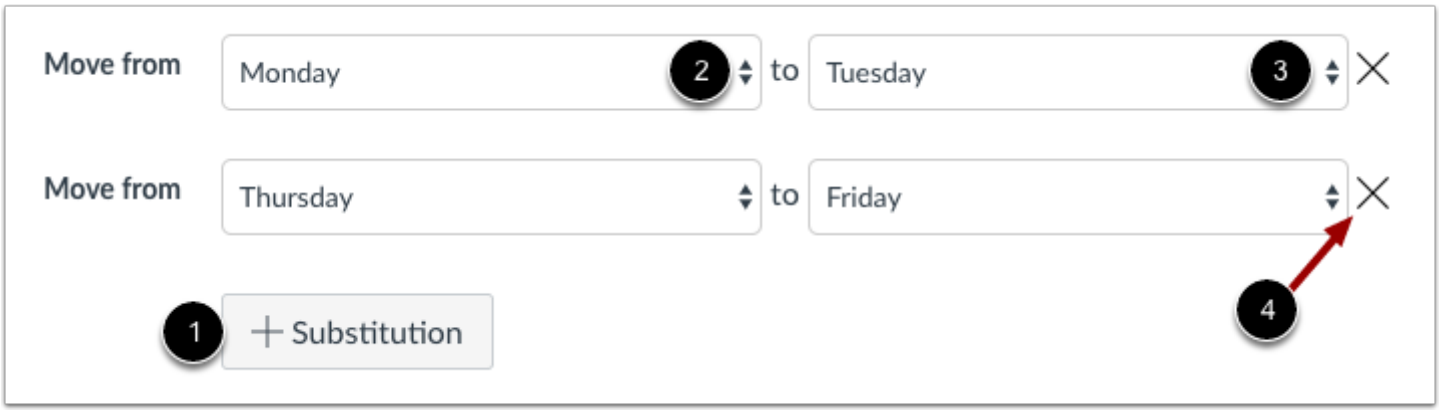
Canvas will take the new start and end dates for the course and distribute all assignments with due dates as evenly as possible across the course dates and keep them due on the same day of the week as the original course. If the imported course and the new course vary in course length, assignments will be assigned proportionally. Once the course is imported, you can easily confirm and adjust any assignment dates using the calendar.

Notes:

- It is recommended to shift due dates of imported content before students are enrolled in the course. If students are enrolled before course content is imported with due dates, students may not be able to submit work for those imported assignments.
- If the course where you are importing the content contains course override dates in Course Settings, those dates will be automatically pre-populated in the **change to** fields.

- The course participation start and end dates will be automatically set to the dates set in the **change to** fields when adjusting dates in a course import. However, if course participation start and end dates have already been set for the course, course participation start and end dates will not be changed.
- For the feature to work properly, it is recommended that dates for both the **Beginning date** and **Ending date** fields are selected.
- To prevent 0s (zero grades) from being automatically entered into the Gradebook when importing content into a course with a late/missing policy set up, it is recommended that you temporarily disable your late/missing policy before importing the content. You can re-enable it once the import is complete.

Create Substitution Dates



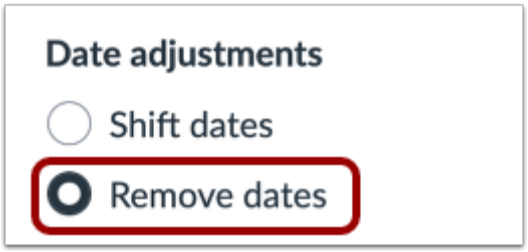
You can also explicitly define day substitutions to adjust for changing class schedules, such as moving all assignments on Mondays to Tuesdays. To create a date substitution, click the **Substitution** button [1].

In the **Move from** field [2], select the day of the week; in the **to** field [3], select the new day of the week for the substitution.

To remove a substitution, click the **Remove** icon [4].

You can create as many substitution dates as necessary. Canvas will take the date substitutions and adjust assignments with due dates appropriately across the course dates.

Remove Dates

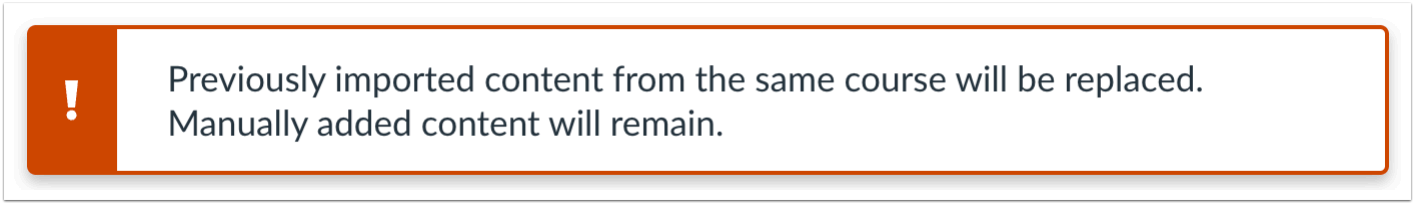


If you want to remove all associated due dates in the course, select the **Remove dates** radio button.

Dates will be removed from the following features:

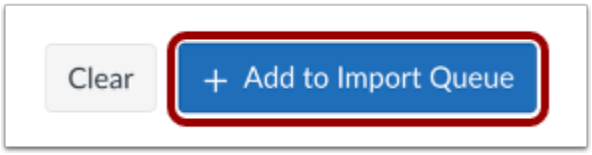
- Assignments (due, availability, and peer-review dates)
- Announcements (delayed post dates)
- Quizzes (due, availability, and show correct answers dates)
- Calendar events (start and end dates)
- Modules (unlock dates)
- Files (availability dates)

View Content Import Warning Message



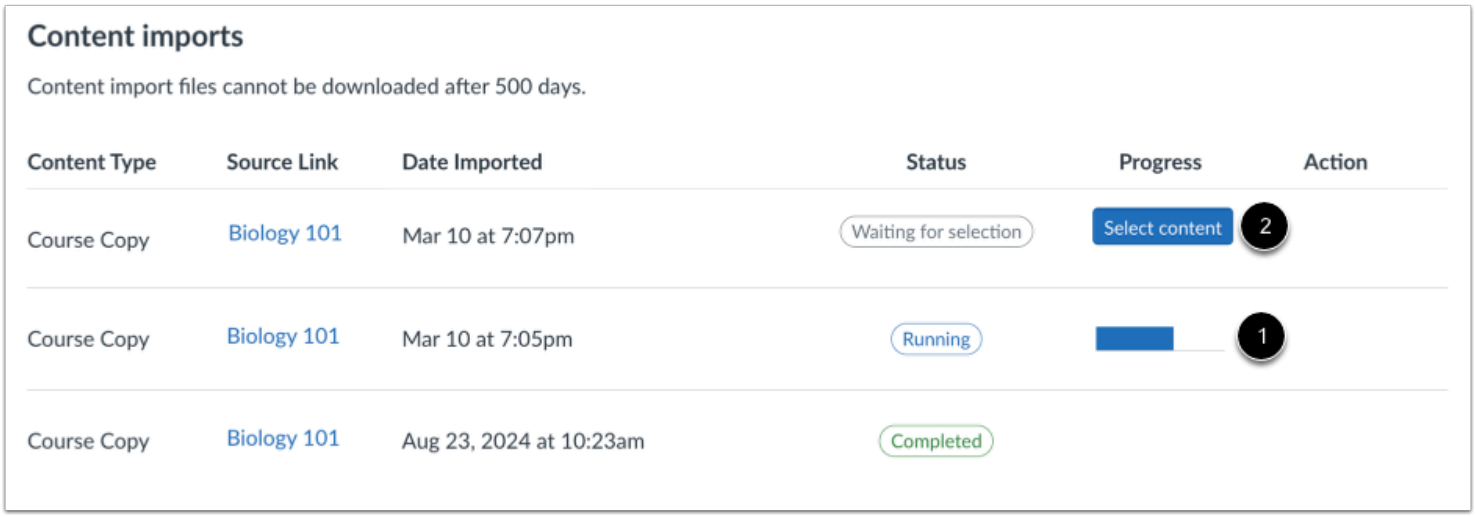
When importing content, a message displays explaining that previously imported content from the same course will be replaced while manually added content will remain.

Import Course



Click the **Add to Import Queue** button.

View Content Imports



The Content imports section displays the status of your import. Running reports display a progress bar [1].

If you chose to select specific content in your course, the current job will show as Waiting for selection [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in **Course Navigation**.

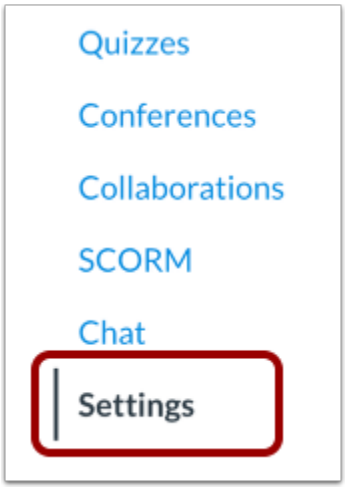
How do I view the status of current and prior course imports?

Current jobs in the Course Import Tool show the status of a course import. Status can help you view the progress of the import and if there is any action required on your part. An import can display up to five statuses.

Notes:

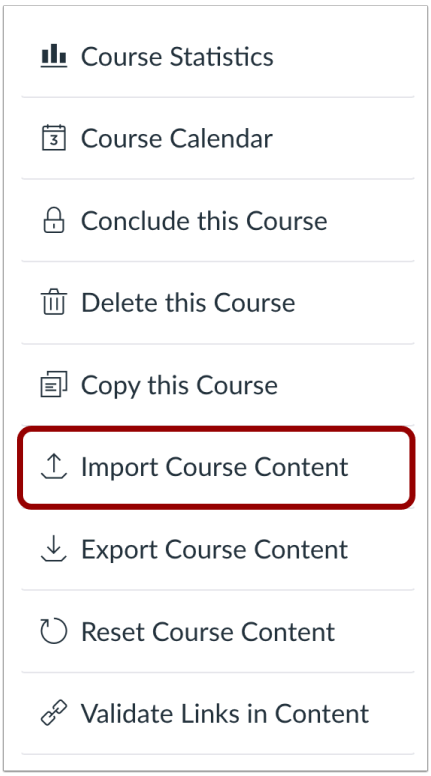
- Canvas only process one import at a time.
- Canvas course imports count against course quotas. If your course import is larger than your course quota allotment, your course will not import. Contact your Canvas admin to request a larger course quota.
- Copied Canvas courses and course items do not count against course quotas. If your course import is larger than your course quota allotment, and if your course already exists in Canvas, you can copy the course or course items from the original course into your new course without impacting your course quota.

Open Settings



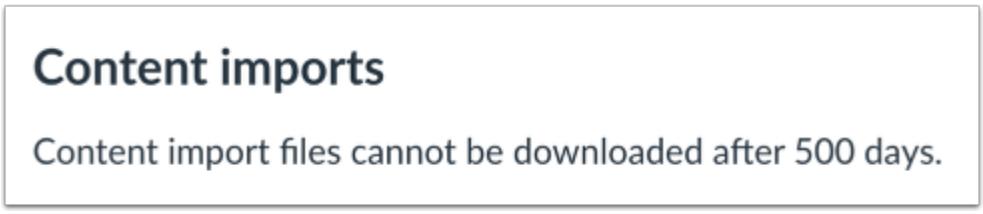
In Course Navigation, click the **Settings** link.

Import Content into Course



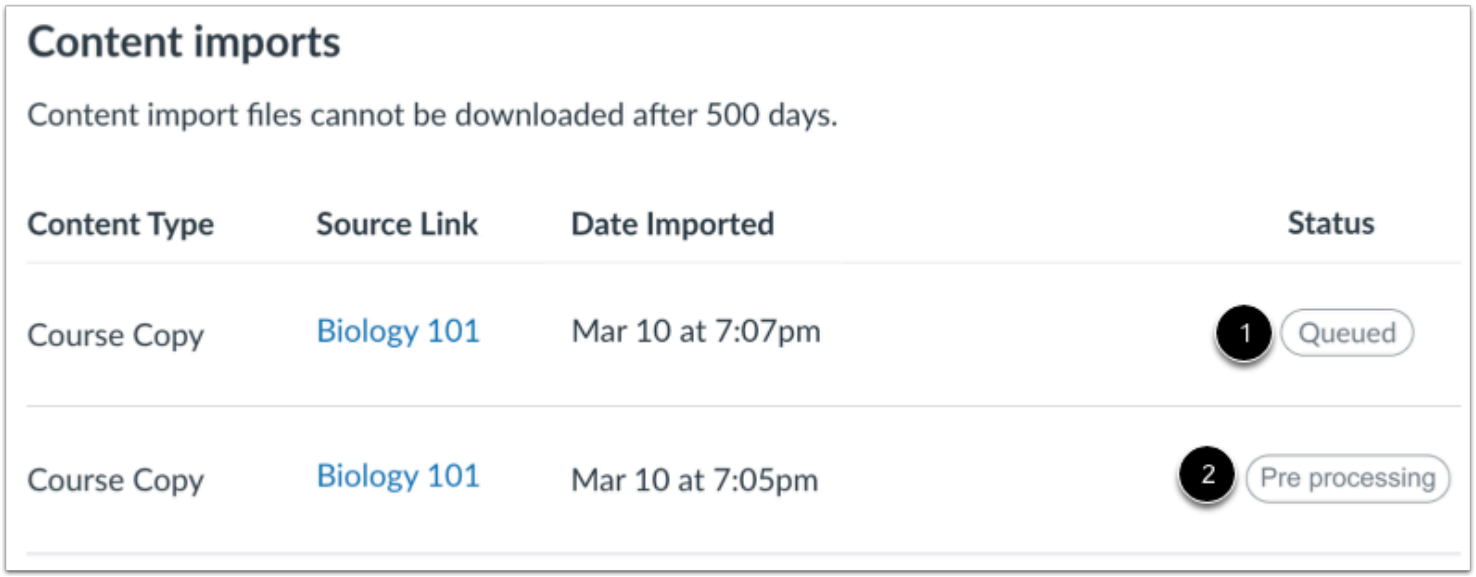
Click the **Import Course Content** link.

View Content Imports



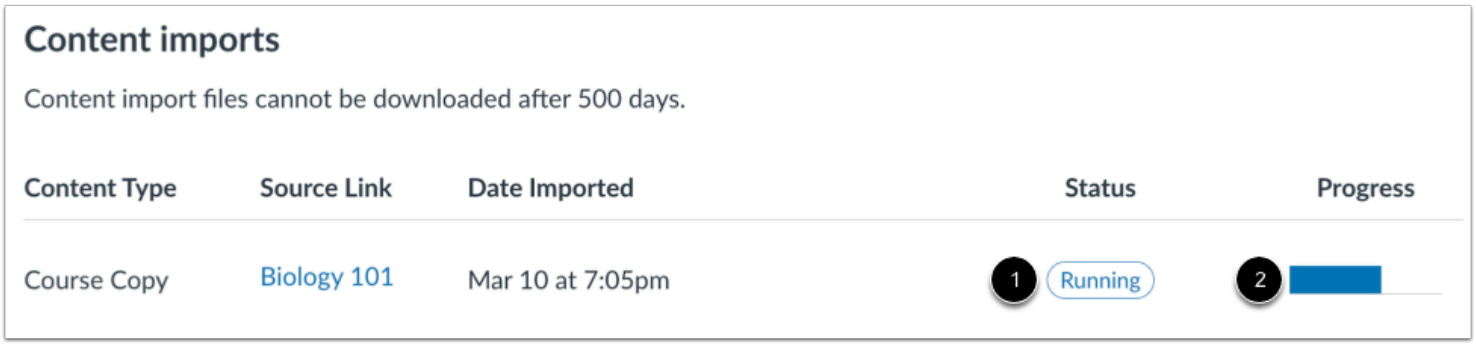
The Content imports section displays the status of your import. Canvas can display several import statuses.

View Queued



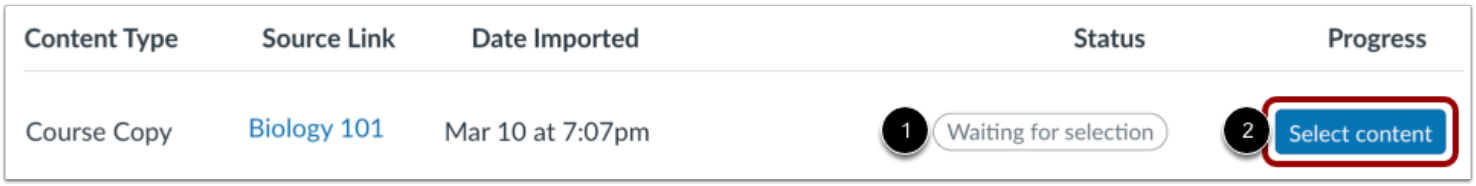
When an import is first uploaded, the status displays as Queued [1]. Canvas copies may also display as Pre-processing [2]. These statuses both mean that Canvas is preparing the file for import.

View Running



When a report is uploading, the status displays as Running [1]. Running reports display a progress bar indicating the time remaining to complete the import [2].

View Waiting for Selection

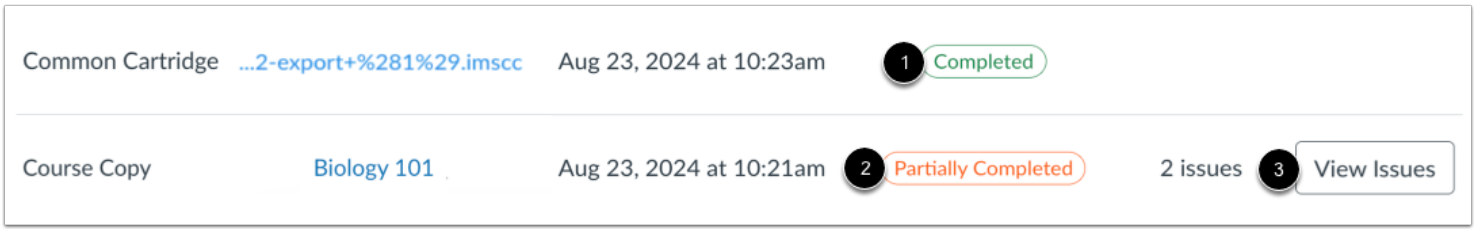


If you chose to select specific content as part of the import process, the current job shows as Waiting for selection [1], which means you must select the content you want to import before it can be completed. You cannot cancel this action. Click the **Select content** button [2].

Once you select content, the statuses will return to Queued and Running until Canvas imports the selected content.

Note: If you no longer want to select specific content and want to import all content instead, click the **Select Content** button and simply select all content and groups available for importing.

View Completed



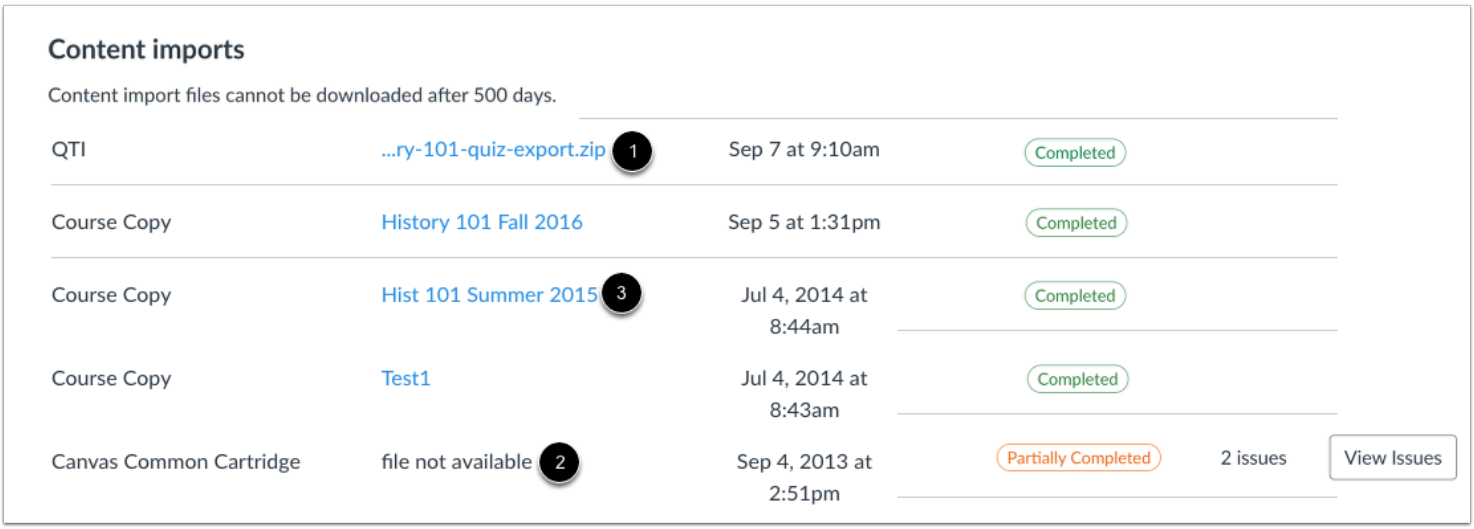
When your import is complete, the status displays as Completed [1]. View imported content by accessing any link in Course Navigation.

A Partially Completed status indicate the import contains errors [2]. To view the specific error(s), click the **View Issues** button [3]. Examples of error issues include an external tool that needs to be reconfigured or content that includes a broken link.

View Failed

If an import is unsupported or otherwise cannot be imported, the status displays as Failed [1]. To view the specific error(s), click the **View Issues** button [2].

View Previous Import



You can view previously imported content using the link next to the import type.

For imported files, click the content name [1]. The file will download to your computer. File imports cannot be downloaded for re-import after 500 days [2].

For course copies, clicking the link will take you back to the course that was copied [3].

Course Navigation

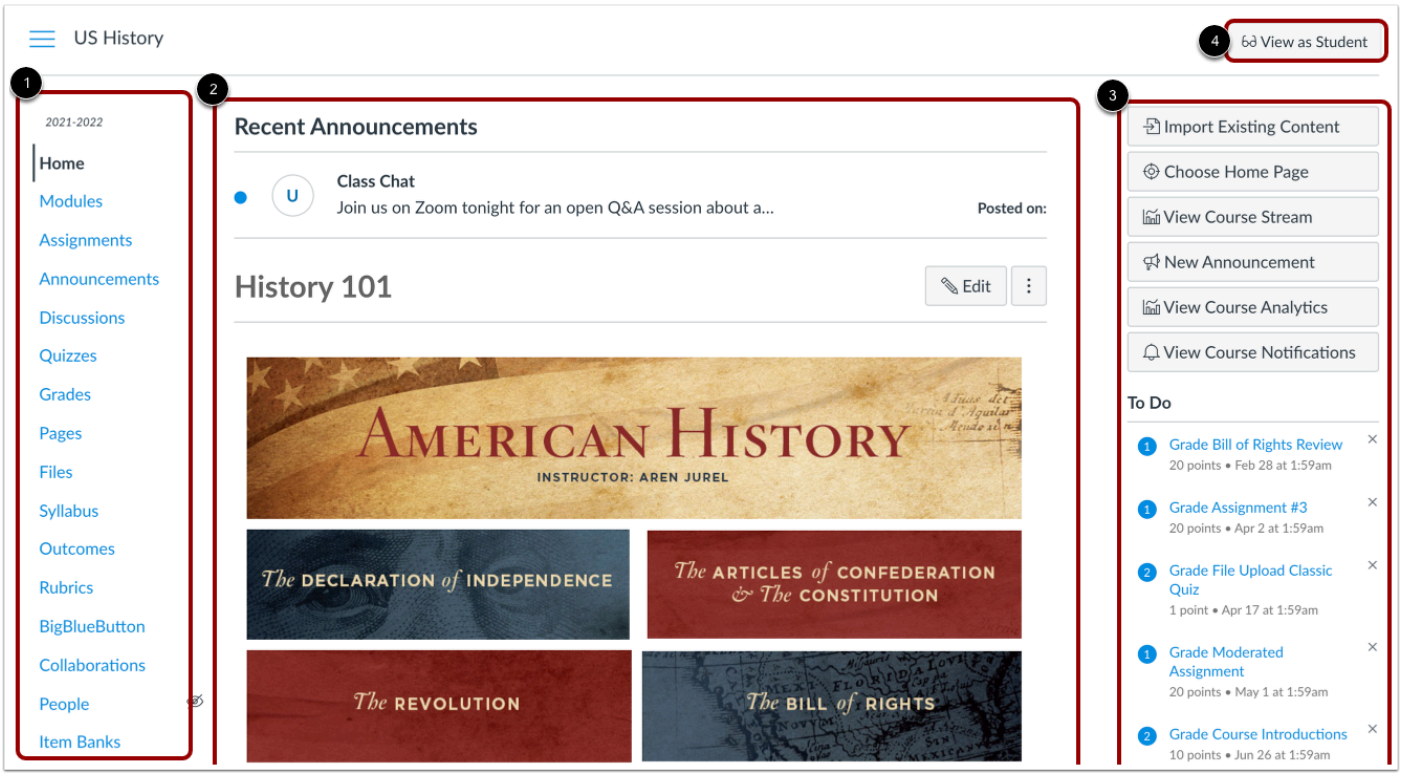
How do I use the Course Home Page as an instructor?

If you are enrolled in a course as an instructor, the Course Home Page is the first page students see when they open the course. The Home Page also helps students understand how they can navigate through the course. You can customize the Home Page to create a specific workflow for your students.

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

Note: If your institution has enabled the Course Setup Tutorial, course pages such as Assignments and Discussions are responsive to the full width of the browser and minimize white space in the sidebar. This responsive behavior applies to all users in your institution.

View Course Home Page



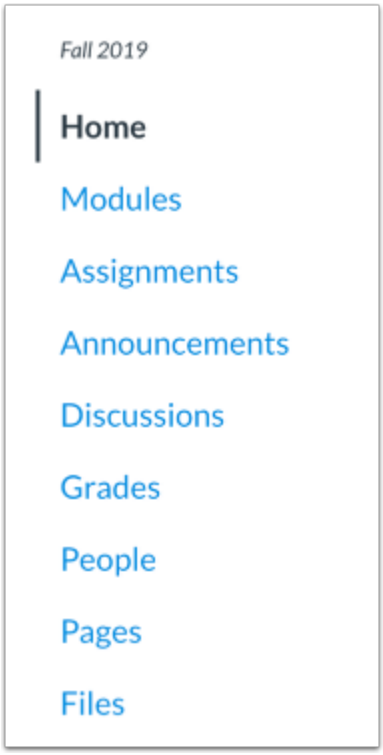
The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].

To view the course home page as a student, click the **View as Student** button [4].

Notes:

- If you view Canvas with a smaller screen, any sidebar content will align with the bottom of the page.
- If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

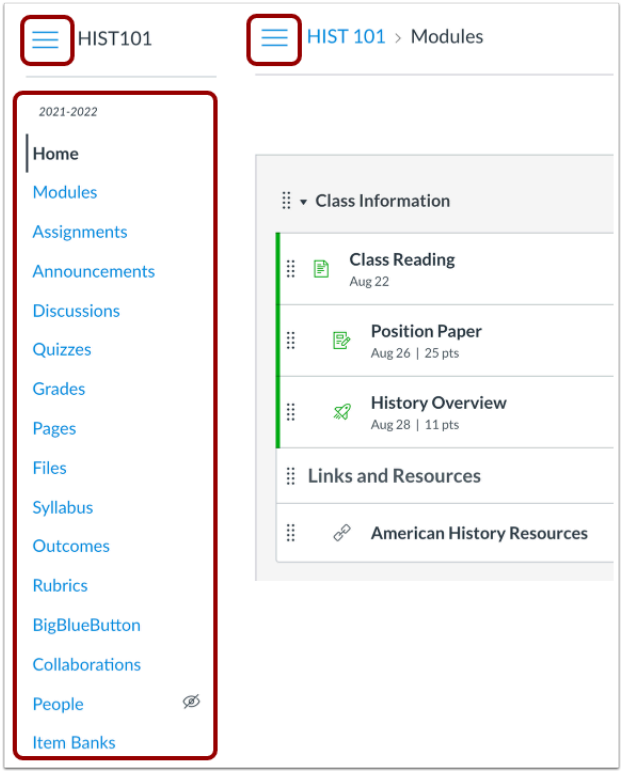
View Course Navigation



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

Course Navigation includes links that help you and your students get to specific locations in the course. As an instructor, you can customize what links are shown in your course. Learn more about the Course Navigation menu.

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.

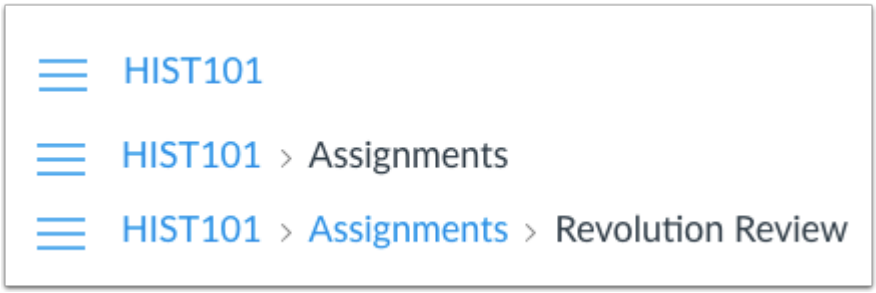
View Content Area

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 as set by your Course Home Page layout [1]. Your Home Page can also be set to display recent announcements at the top of the page [2]. The content can also show the Course Activity Stream.

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

View Breadcrumbs

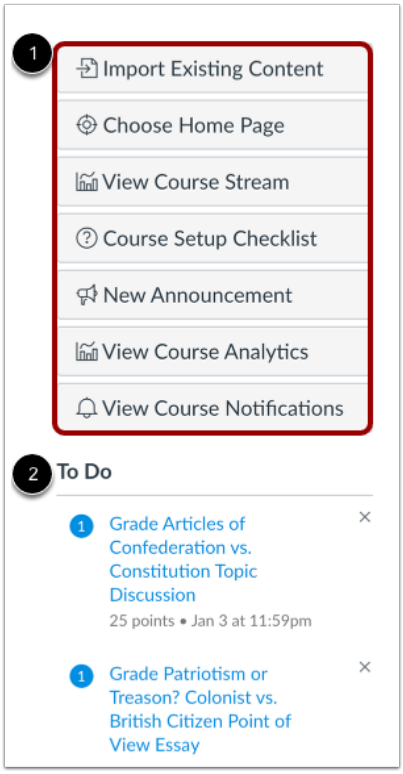


Breadcrumbs appear above the course content area.

As you view course content from your Home Page, 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

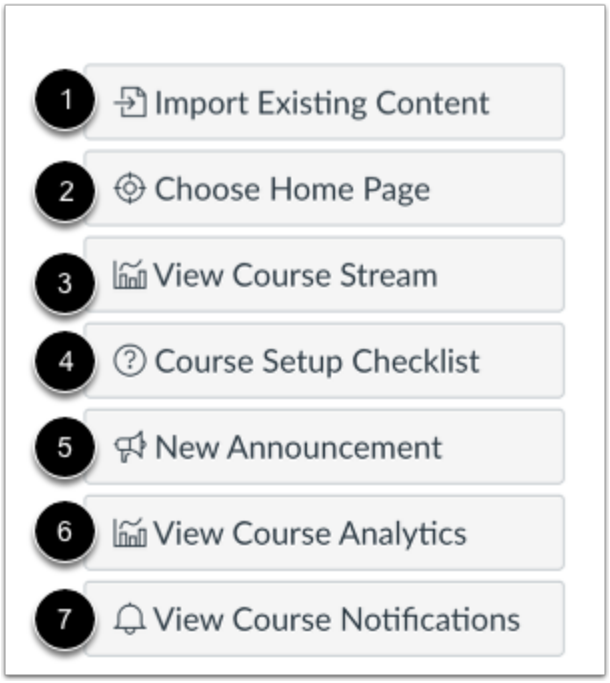


The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.

The top of the sidebar [1] contains course tools for managing your course.

The bottom of the sidebar [2] includes the To Do list, in addition to other sections depending on the layout you set for the Course Home Page.

View Course Tools



In the course tools section of the sidebar, you can manage your Course Home Page in addition to viewing other helpful buttons for your course:

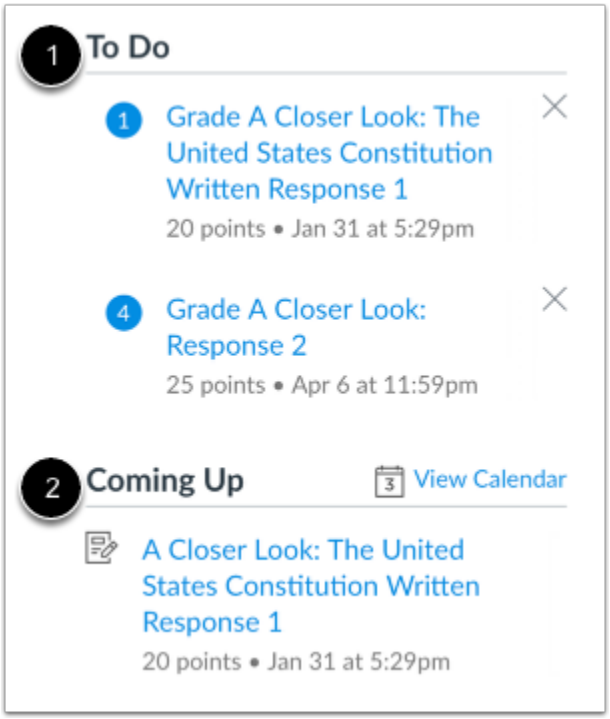
- **Import Existing Content** [1]: Allows you to import course content using the Course Import Tool.
- **Choose Home Page** [2]: Allows you to change the course home page layout.
- **View Course Stream** [3]: Displays recent course activity and events in the course for assignments, announcements, discussions, and conversations.
- **Course Setup Checklist** [4]: Displays a list of checklist items to help populate your course.
- **New Announcement** [5]: Allows you to make a new announcement.
- **View Course Analytics** [6]: Displays analytics for your course, including page views, submission statuses, and grades.
- **View Course Notifications** [7]: Allows you to manage course notifications for a single course. Course notification settings only apply to the course in which they are set.

Notes:

- If you cannot view the View Course Stream button, the Home Page is the Course Activity Stream.
- If you cannot view the Course Setup Checklist button, your institution has enabled the Canvas course setup tutorial instead.
- Viewing course analytics requires permission by your Canvas admin.

- The View Course Analytics button displays as **New Analytics** if the New Course and User Analytics feature option is enabled for the course. To enable new analytics, learn about managing features for a course.

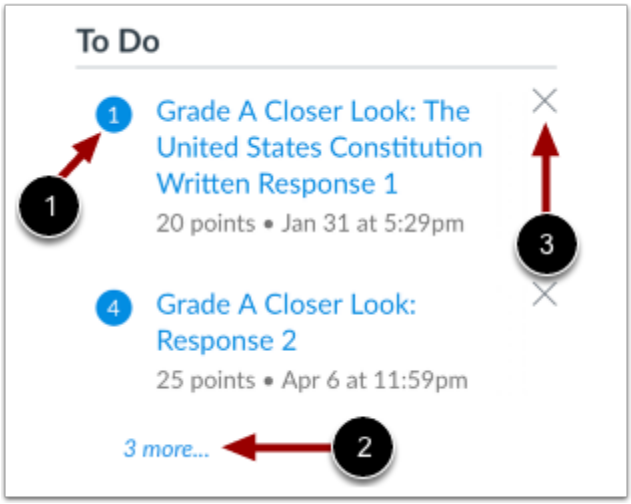
View Sidebar Sections



The sidebar always shows the To Do section [1], which shows all items that require grading in Canvas, regardless of due date. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Some assignments may display multiple due dates. Items remain in this section for four weeks. However, assignments that are not graded or do not require an online submission only display until the due date.

The sidebar can also include a variety of other sections [2], depending on the layout of your Course Home Page. Additional sidebar options include Coming Up or the Assignment list, Calendar and Assignment Groups, and Recent Feedback.

Manage Sidebar Items



Each section item indicates how many items need to be graded [1].

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

If there are more than 100 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon [3].

Note: When an item is removed, the item can only be restored to the To Do section if a new submission is received for that assignment, or if an existing submission for the assignment still requires grading.

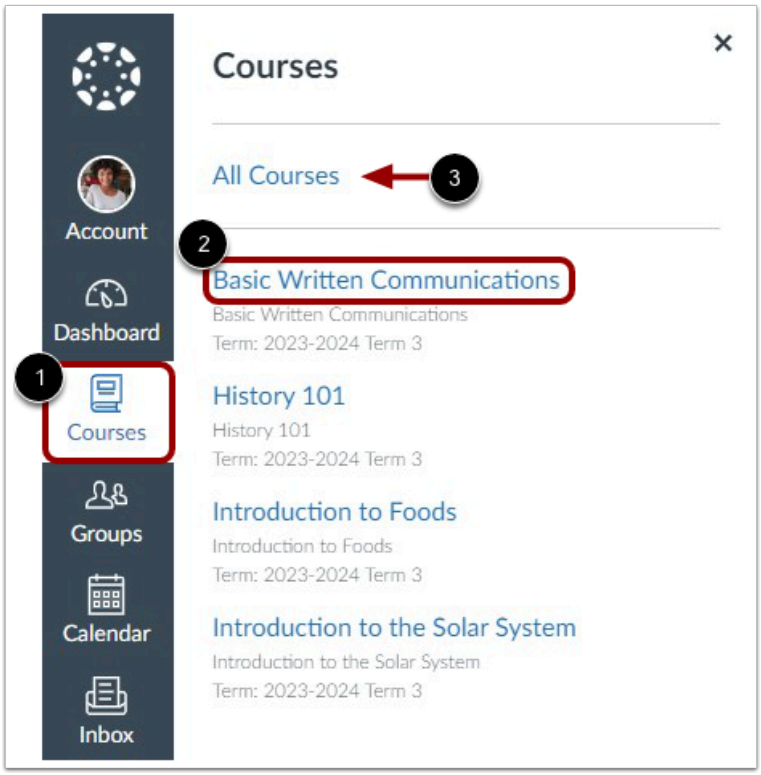
How do I use the Course Navigation Menu as an instructor?

The Course Navigation Menu is a series of links on the left side of your course that help you and your students access different course areas. The Course Navigation Menu is visible by default, but you can choose to collapse it.

Depending on the structure of your course, you can choose to reorder and hide course navigation links.

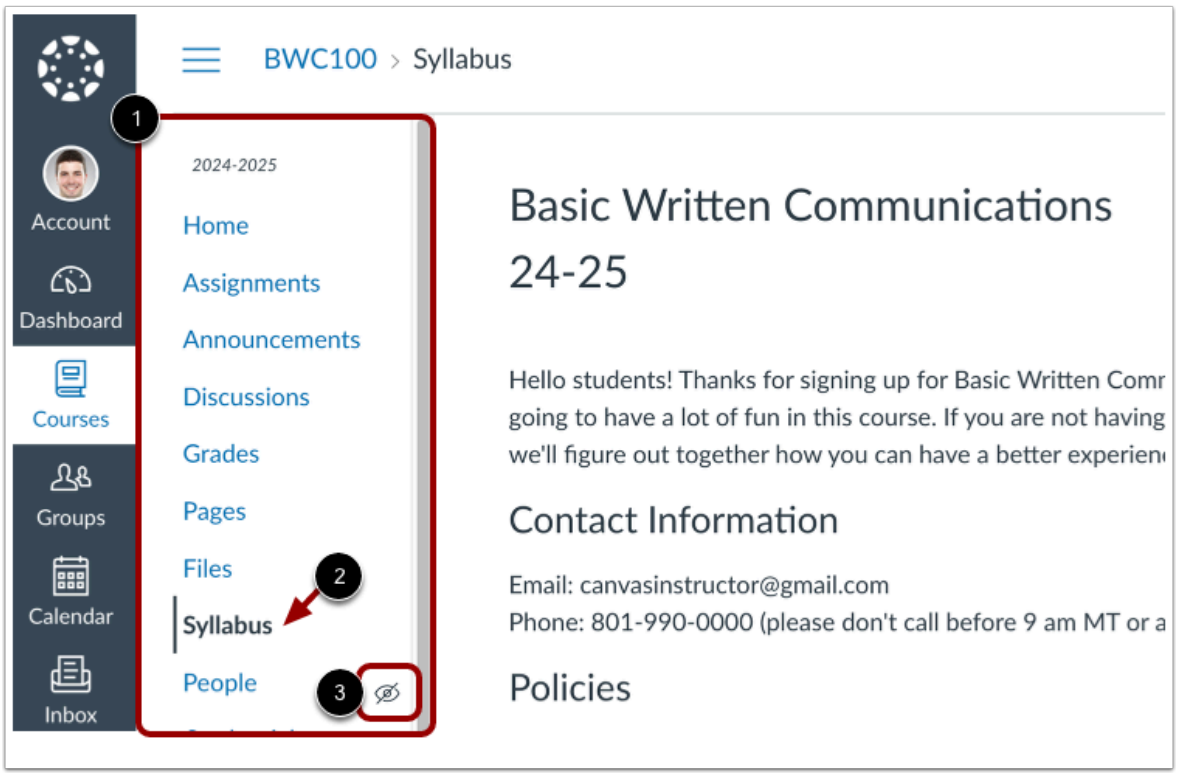
Note: If you have enabled the Canvas Elementary Theme for your course, the Course Navigation Menu displays a different font.

Open Course



To open a course from the Global Navigation Menu, click the **Courses** link [1]. Then click a course link [2], or to view all courses, click the **All Courses** link [3].

View Course Navigation Menu



View the Course Navigation Menu [1]. The currently active link is highlighted with different color text and a line indicator [2]. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.

Links that are hidden to students are indicated by the **Visibility** icon [3]. A link may be hidden to students because the feature area has no content or because the link is disabled. Learn more about managing course navigation links.

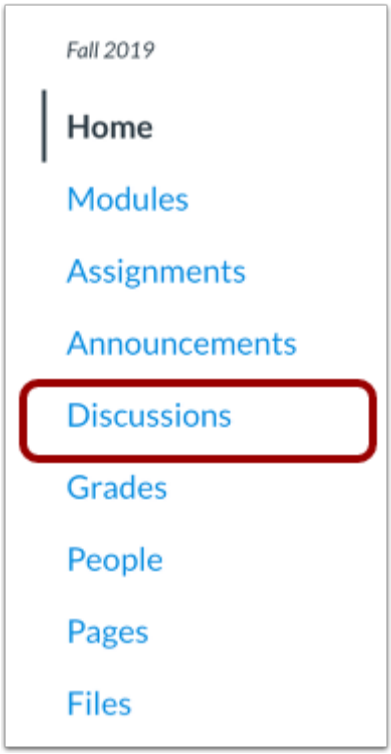
By default, new courses show links leading to the index pages for the following areas:

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus

- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Settings
- Lucid (Whiteboard)

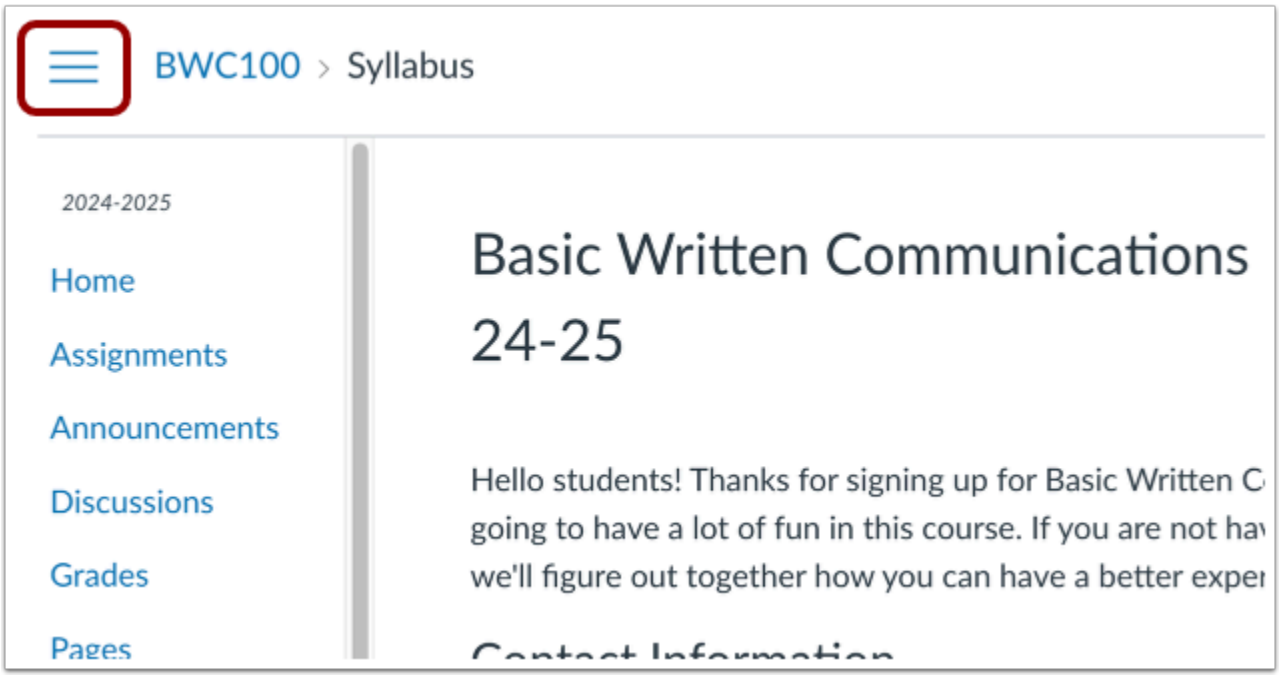
Note: Configured external (LTI) tools may create additional Course Navigation links. However, these links do not display the visibility icon. To prevent a link for an LTI tool displaying in the Course Navigation Menu for either you or your students, you can disable Course Navigation links for LTI Tools in course settings.

Open Course Navigation Link



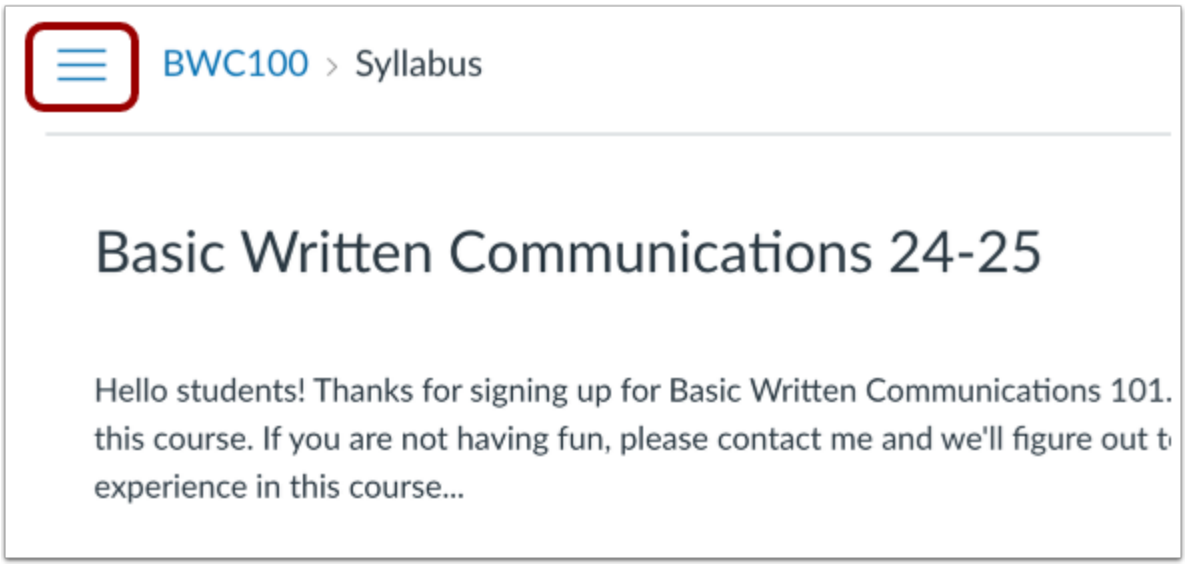
To open a feature area in Canvas, click the name of a Course Navigation link.

Collapse Course Navigation Menu



To collapse the Course Navigation Menu, click the **Menu** icon.

Expand Course Navigation Menu



When the Course Navigation menu is collapsed, it is not visible. To expand and view the Course Navigation Menu, click the **Menu** icon.

Note: When you expand or collapse the Course Navigation Menu, the menu is expanded or collapsed in all of your courses.

How do I manage Course Navigation links?

As an instructor, you can control which links appear in Course Navigation. Canvas includes a set of default Course Navigation links that are shown by default and cannot be renamed. Depending on your course configuration, other links may be available and may be customizable.

Links to sections that don't have any content and that students cannot create content for are automatically hidden for students and display the Visibility icon to instructors. For example, if there are no learning outcomes set for the course, you see the Outcomes link with the Visibility icon, but students cannot see the link at all. Configured External Apps may create additional Course Navigation links.

Disabling a course navigation link creates the following redirects:

- **Hidden only (cannot be disabled but still accessible via direct URL):** Discussions and Grades
- **Page disabled; redirected to Home page:** Announcements, Assignments, Conferences, Collaborations, Files, Modules, Outcomes, Quizzes, Pages, People, Rubrics, and Syllabus
- **Page disabled; won't appear in navigation:** Any LTI links, such as Attendance, Chat, Lucid, and SCORM

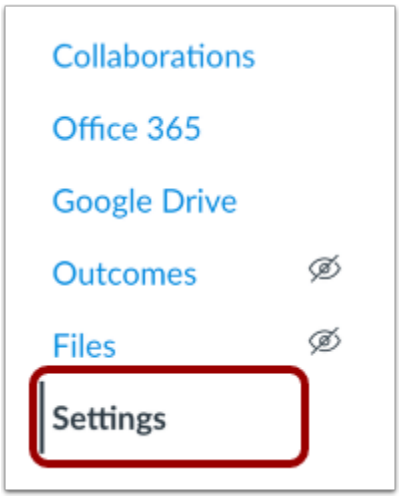
Reordering and hiding Course Navigation links for Announcements, Assignments, Discussions, and Files also affects the course tabs in the Dashboard course view for all users. Additionally, disabling the Files link hides the Files tab in the Content Selector in the Rich Content Editor for students.

The following course navigation links will still be visible to instructors even if they have been hidden or disabled: Home, Announcements, Assignments, Collaborations, Conferences, Discussions, Files, Grades, Modules, Outcomes, Pages, People, Quizzes, Rubrics, Settings, and Syllabus.

Notes:

- Navigation links that cannot be disabled require the URL access to display related data in other Canvas areas. Access to hidden pages may be further restricted by changing specific student permissions in Canvas. Contact your Canvas admin for assistance.
- If you disable the Course Navigation link for an external tool, the link no longer displays in your Course Navigation list.
- If the course navigation link for the page is disabled and hidden from students, the Student View button does not display.
- Before you can manage placement of some LTI app links, such as Lucid and New Analytics, an admin must place the LTI external app into Course Navigation for the account.

Open Settings

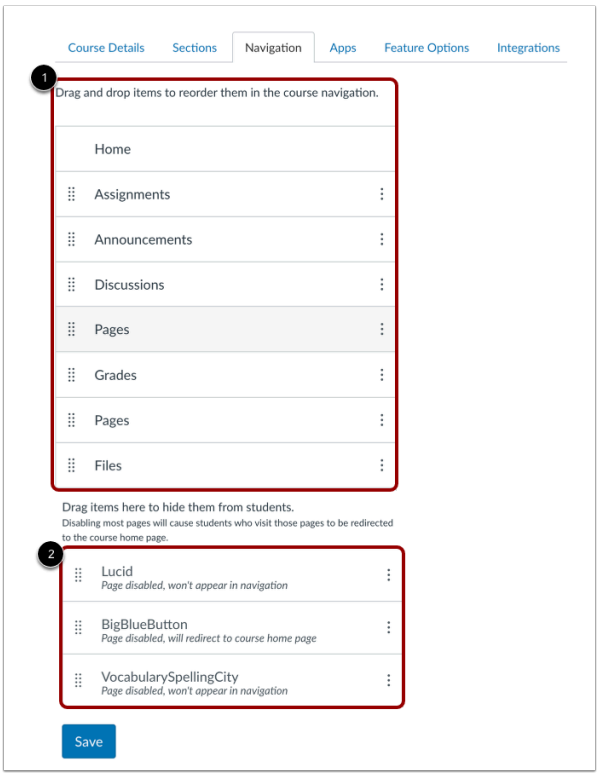


In Course Navigation, click the **Settings** link.

Open Navigation

Click the **Navigation** tab.

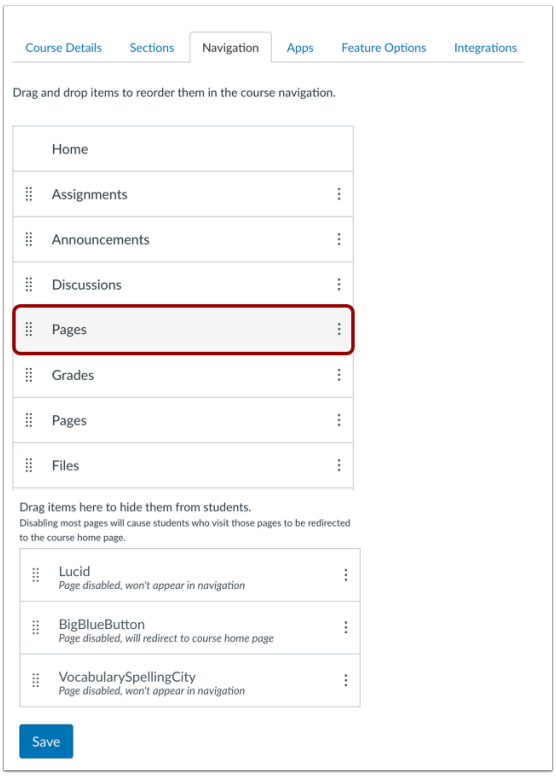
View Navigation Links



Navigation links that are visible to all users display in the top of the page [1]. The order they display in the list is the order in which they display in Course Navigation.

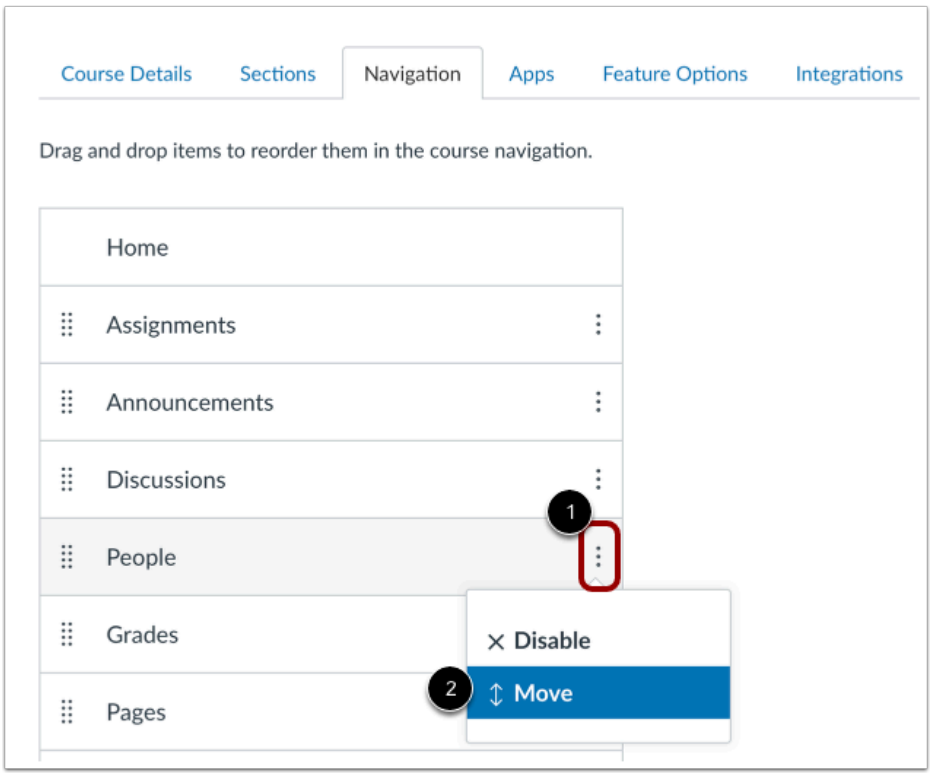
Navigation links that are hidden from students display in the **Drag items here to hide them from students** section [2].

Move Navigation Links Using Drag and Drop



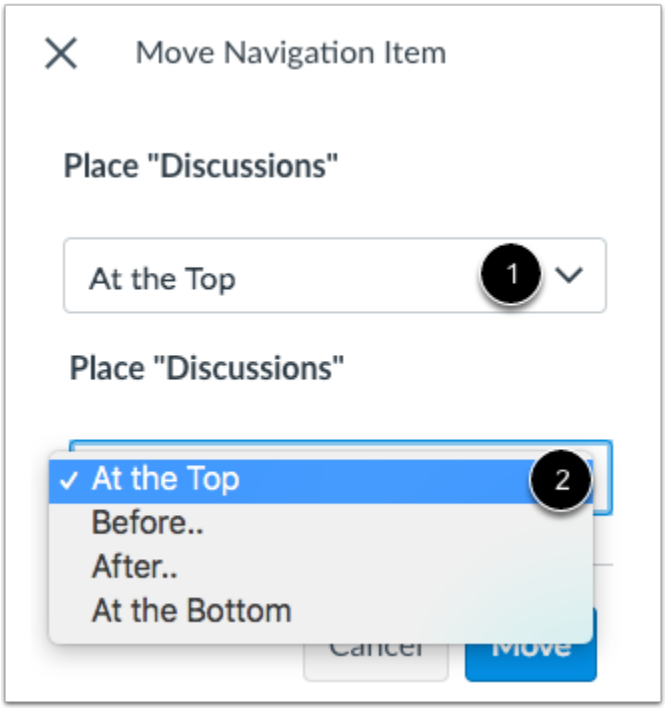
To reorder navigation links, click the navigation link you would like to move [1]. Drag and drop the navigation link to the desired location.

Move Navigation Links Using Move Option



You can also use the Move option to reorder a navigation link within its current section (visible or hidden). Click the **Options** icon [1] and click the **Move** link [2].

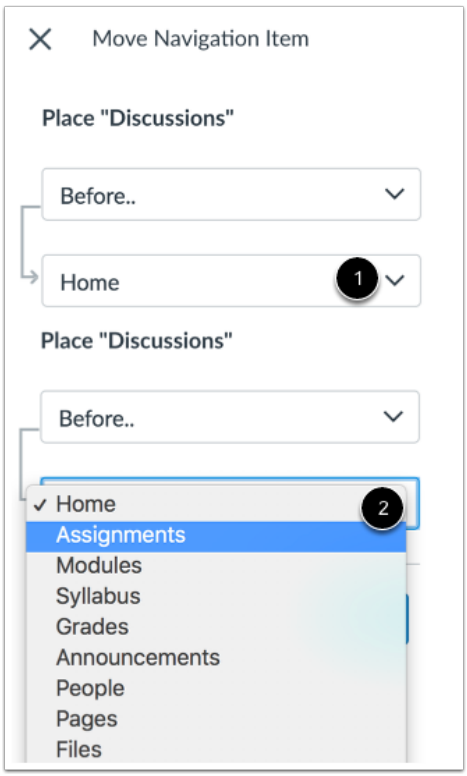
Place Navigation Link Location



In the Move Navigation Item sidebar, click the **Place** drop-down menu [1]. Select the placement of the navigation link you are moving [2]. You can move the link so it is located at the top of the list, before a specific navigation link, after a specific navigation link, or at the bottom of the list.

Note: The Move option only moves an navigation link within its current section (visible or hidden).

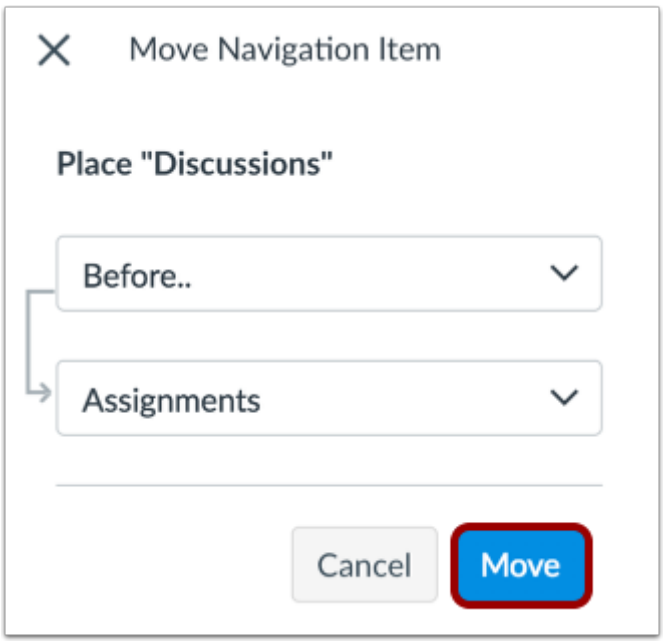
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the navigation link that should be before or after the link you are moving, as indicated by the option selected in the previous menu [2].

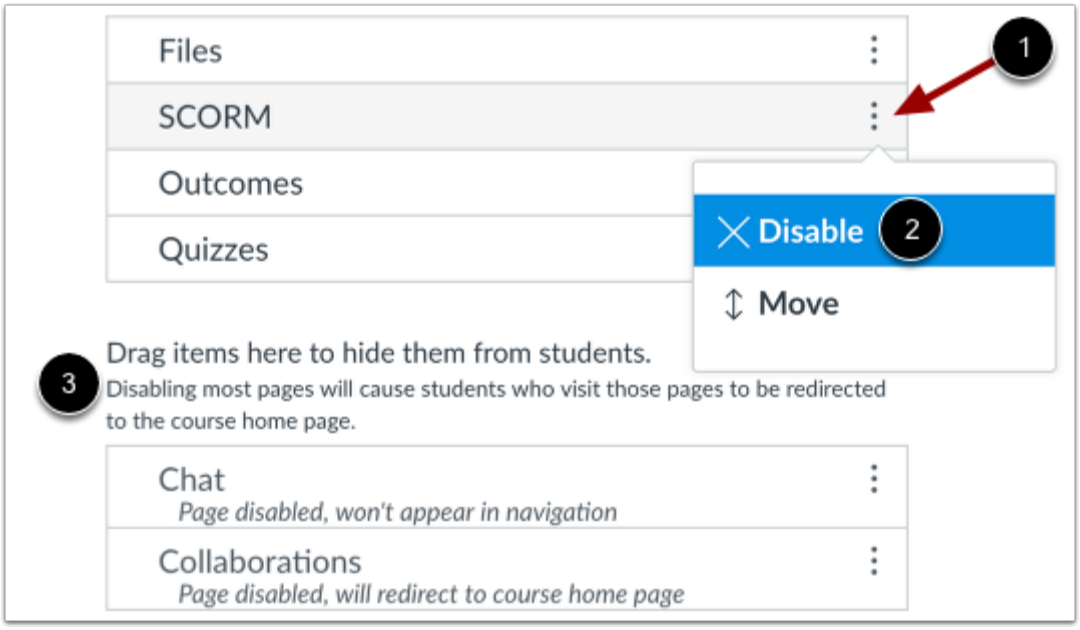
If you want to move the navigation link to another location, change the sidebar placement options as needed.

Move Navigation Item



Click the **Move** button.

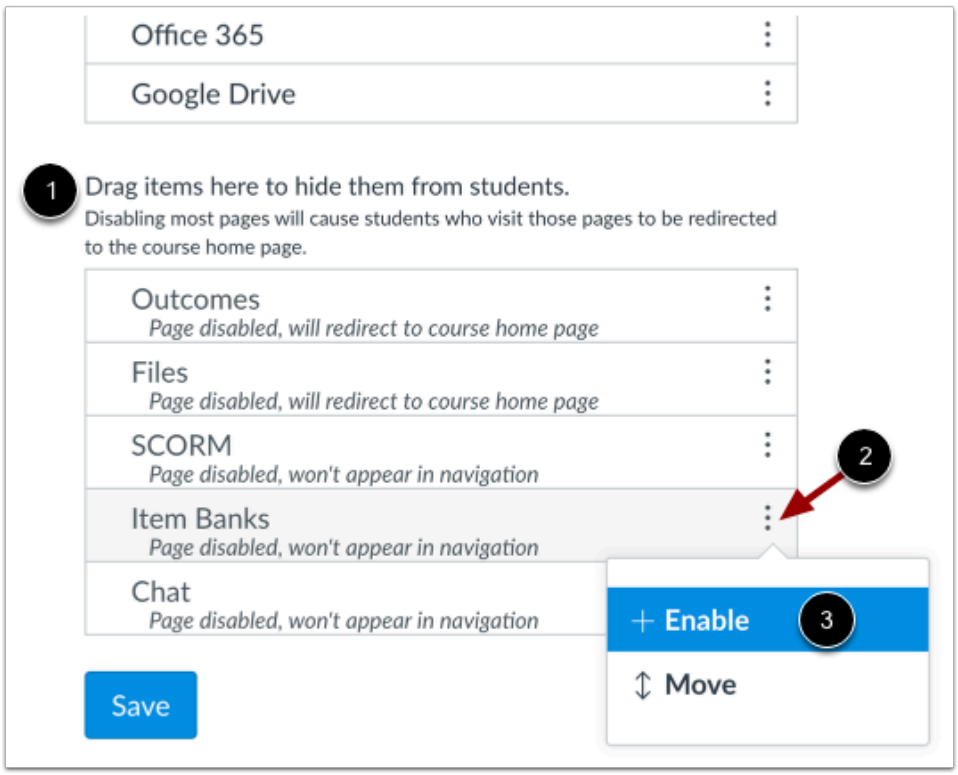
Hide Navigation Links



To hide a navigation link from students, click the link **Options** icon [1] and select the **Disable** option [2]. The navigation link moves to the **Drag items here to hide them from students** section [3].

You can also drag and drop the link to the **Drag items here to hide them from students** section.

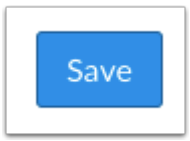
Enable Navigation Links



To enable a link in the hidden section [1], click the **Options** icon [2] and select the **Enable** option [3].

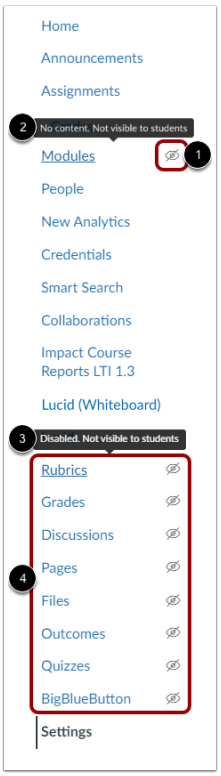
You can also drag and drop the link out of the hidden section.

Save Navigation



Click the **Save** button.

View Course Navigation Links



View the Course Navigation Menu. Navigation links display in the same order that you have designated in Course Settings.

Any Course Navigation link that is hidden from students displays the **Visibility** icon [1]. A link may be hidden to students because the feature area has no content [2] or because the link is disabled [3]. Links that are manually disabled by a course instructor display at the bottom of the Course Navigation Menu above the Settings link [4].

If you disable or hide a Course Navigation link to an external tool, its link does not display in Course Navigation and is hidden to all course users, including instructors.

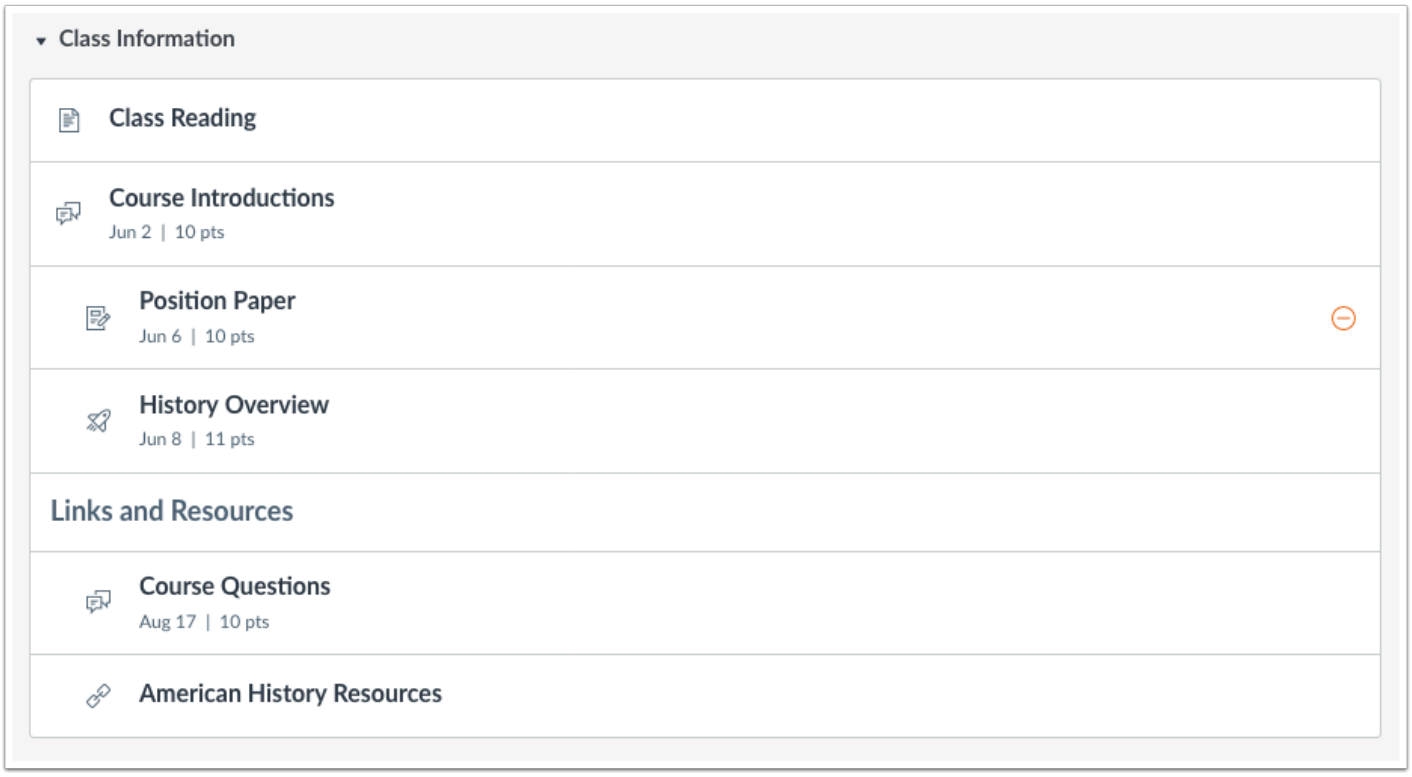
What layout options are available in the Course Home Page as an instructor?

The Course Home Page is associated with the Home link in Course Navigation and is the first page seen for each course. Each Course Home Page can have one of five different layouts depending on your preference.

Each Course Home Page layout also includes specific items in the sidebar, in addition to the To Do list.

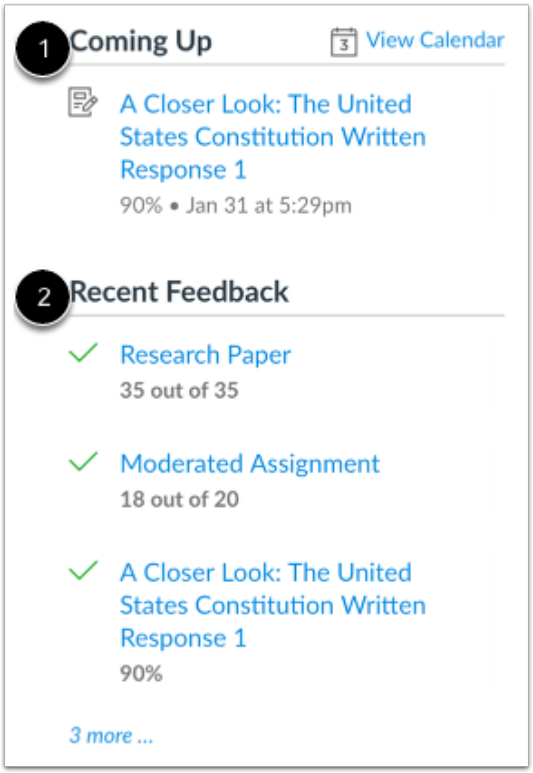
The Course Home Page defaults to the Modules page, but you can change the Course Home Page. Additionally, all Course Home Page layouts can display recent announcements at the top of the page. However, only text and links are displayed for each announcement.

View Course Modules



Course Modules organizes the course into modules, or sections. Modules helps outline the course and shows the assignments or tasks required throughout the course. You can add modules or module items from the Modules page.

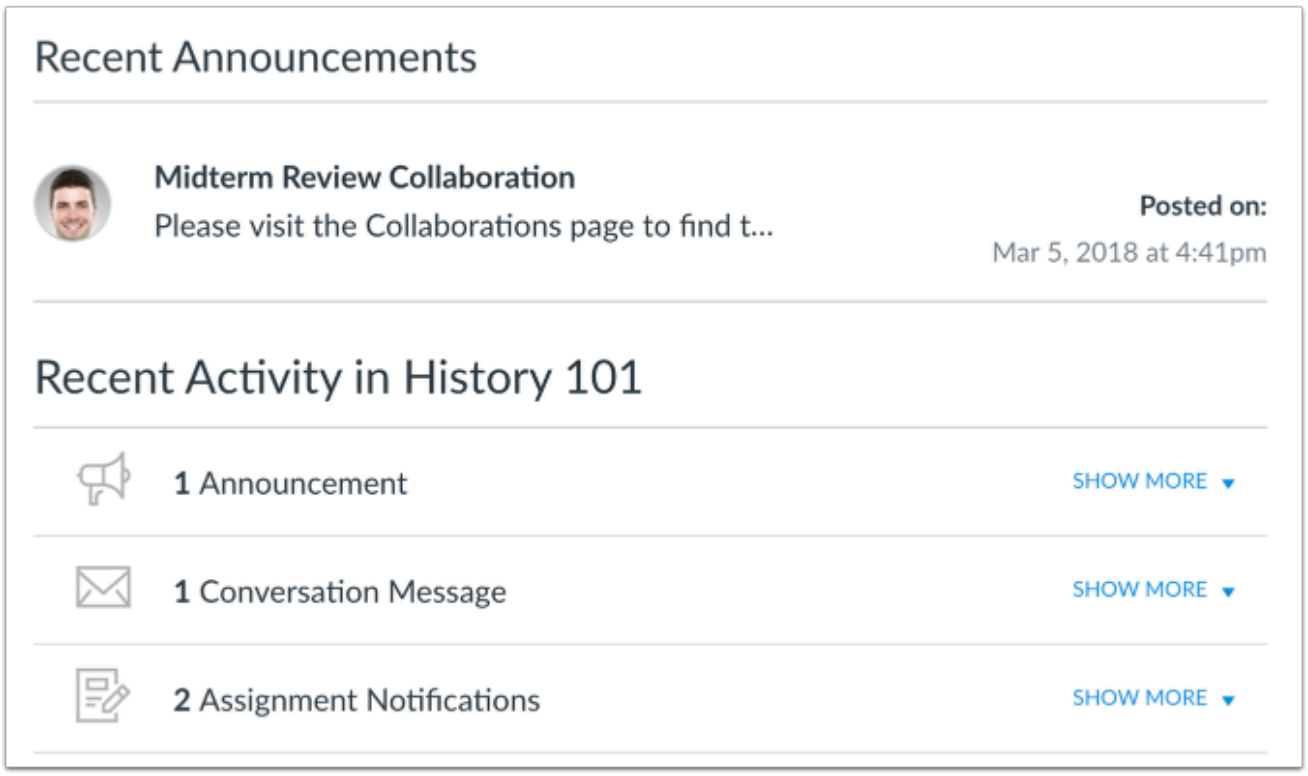
View Sidebar Items



If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

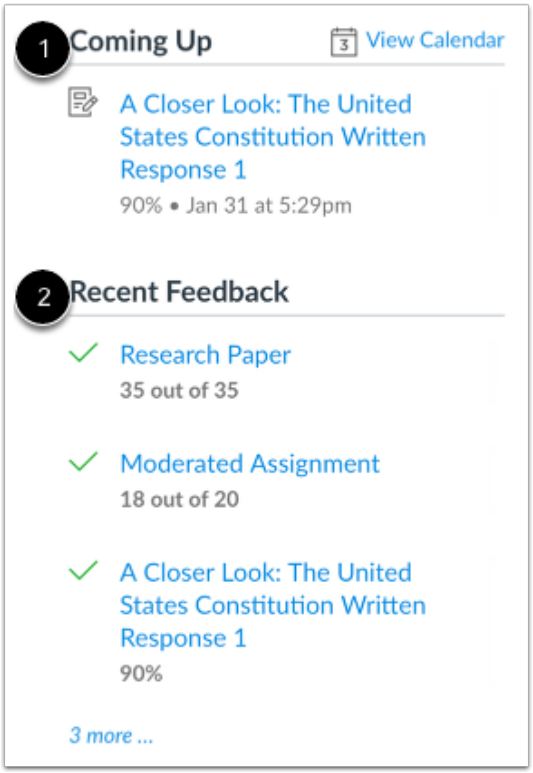
- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)

View Course Activity Stream



The Course Activity Stream lets users see the most recent activity and interactions for this course. It is very similar to the recent activity stream in the Dashboard but only shows content for the specific course.

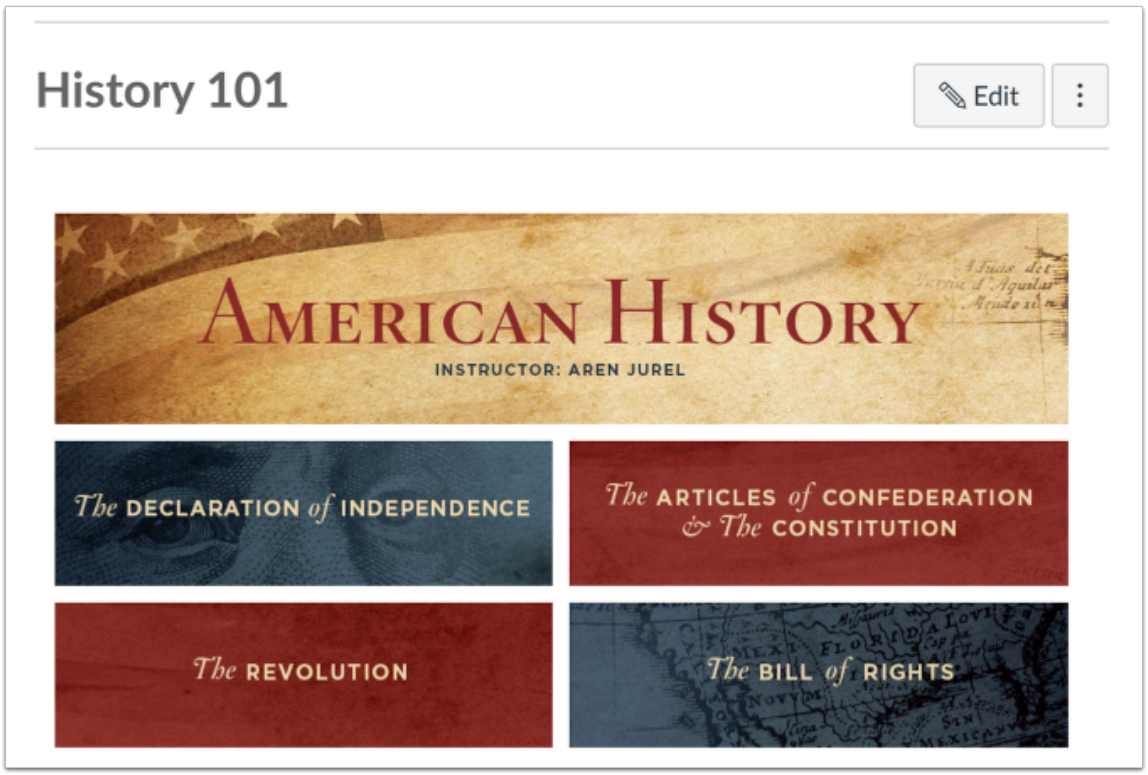
View Sidebar Items



If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)

View Pages Front Page

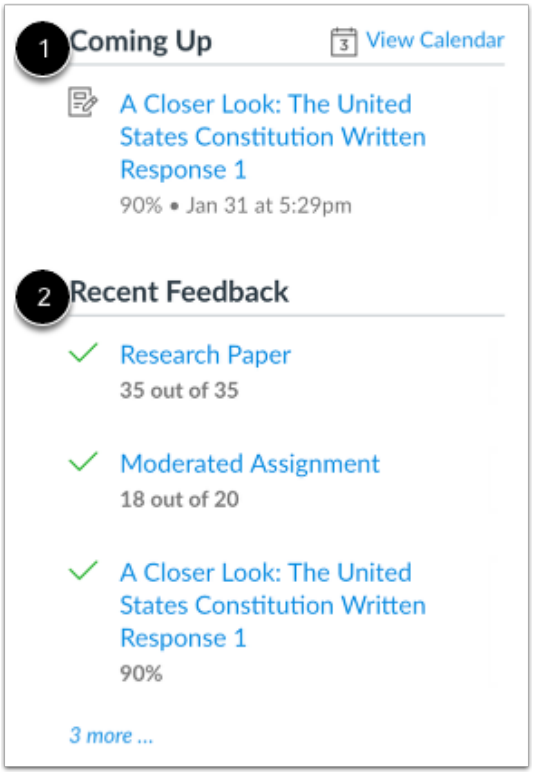


The Pages Front Page allows instructors to design the course home page and include links, images, or rich media. Students will be able to interact with the content added to this page.

The Front Page is also indicated on the Pages Index Page. Students can also view Pages in Course Navigation if the Pages link is shown in the course.

Additionally, all Course Home Page layouts can show recent announcements at the top of the page.

View Sidebar Items



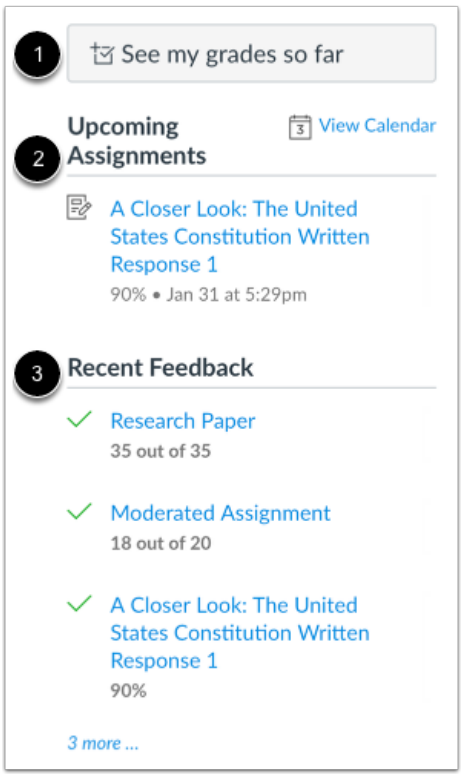
If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)

View Assignment List

The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page. Users can click the link of the assignment to view more details.

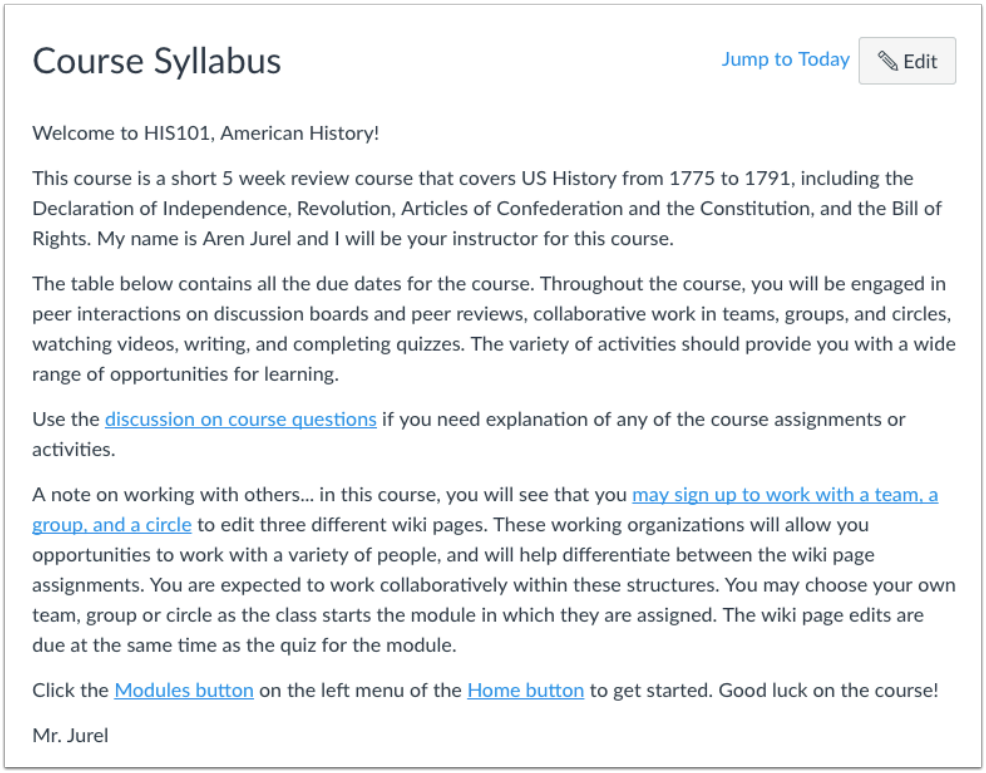
View Sidebar Items



If your Home Page is set to view the Assignments List, in addition to the To Do list, the sidebar displays:

- a link to view grades in the course (students only) [1].
- the **Upcoming Assignments** section [2], which shows the list of assignments coming up in the course schedule. Upcoming Assignments items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).

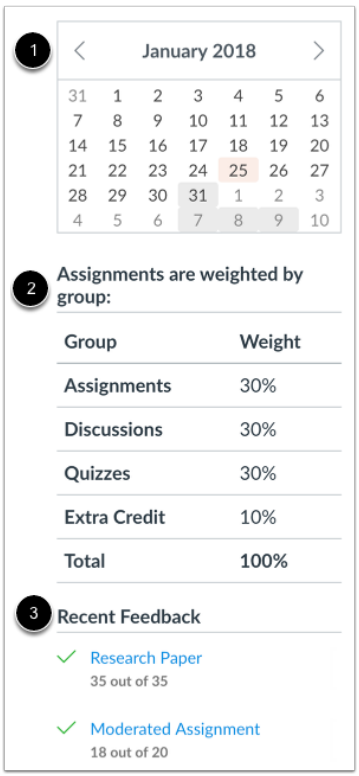
View Syllabus



The Syllabus may include a description of course expectations or introduce the course with links, images, or other content. The Syllabus also automatically populates a calendar view of all assignments and course events as they are added or modified in the course.

The Syllabus can also be viewed in Course Navigation.

View Sidebar Items



If your Home Page is set to view the Syllabus, in addition to the To Do list, the sidebar displays:

- a mini version of the course calendar [1].
- notice of any weighted course assignments [2].
- the **Recent Feedback** section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).

View Student View

To view the course home page layout options as a student, click the **View as Student** button.

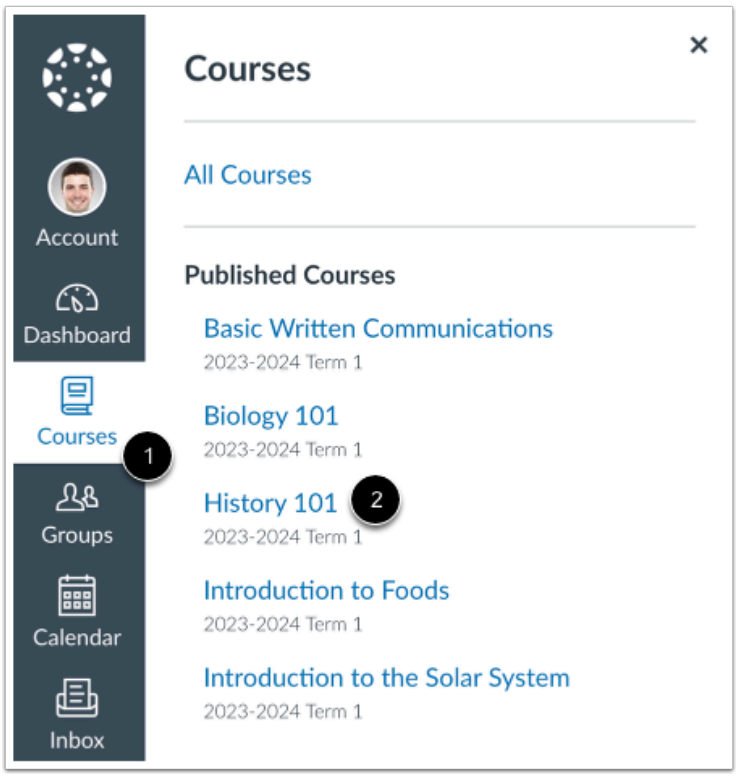
Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I change the Course Home Page?

You can change your Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus.

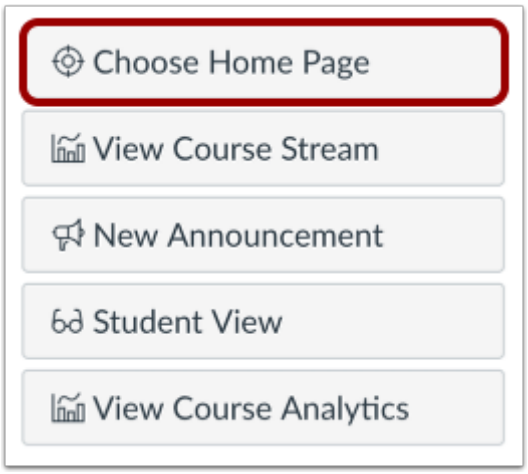
Note: You must set a Front Page before selecting the Pages Front Page option. Additionally, only Published pages can be set as the Front Page.

Open Course



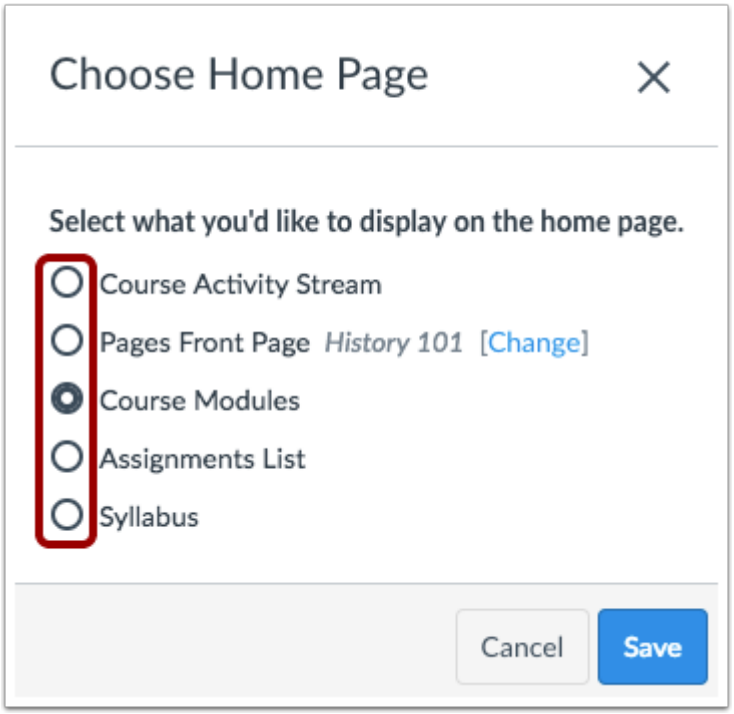
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Choose Home Page



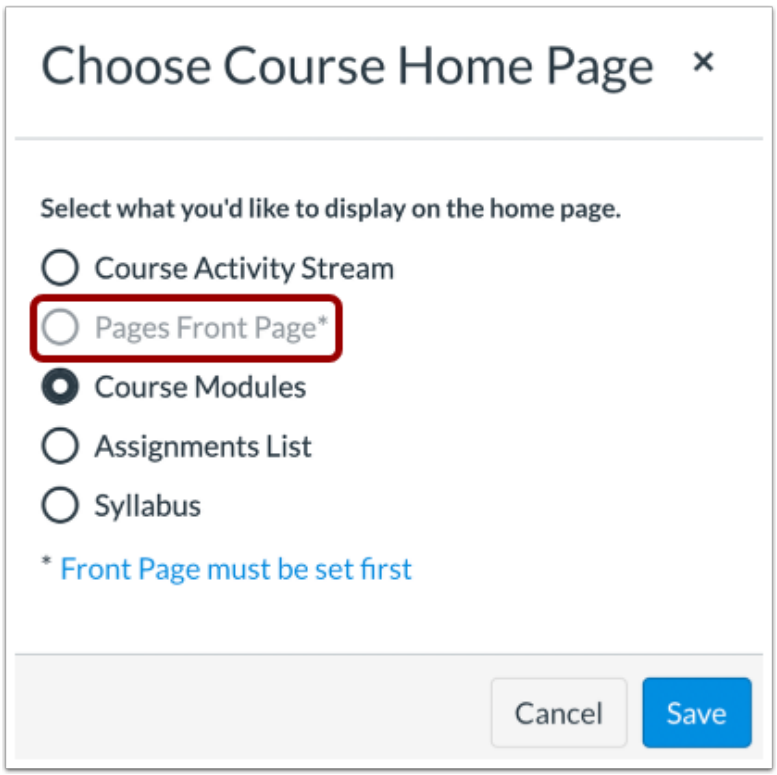
In the Home Page sidebar, click the **Choose Home Page** button.

Select Home Page Layout



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

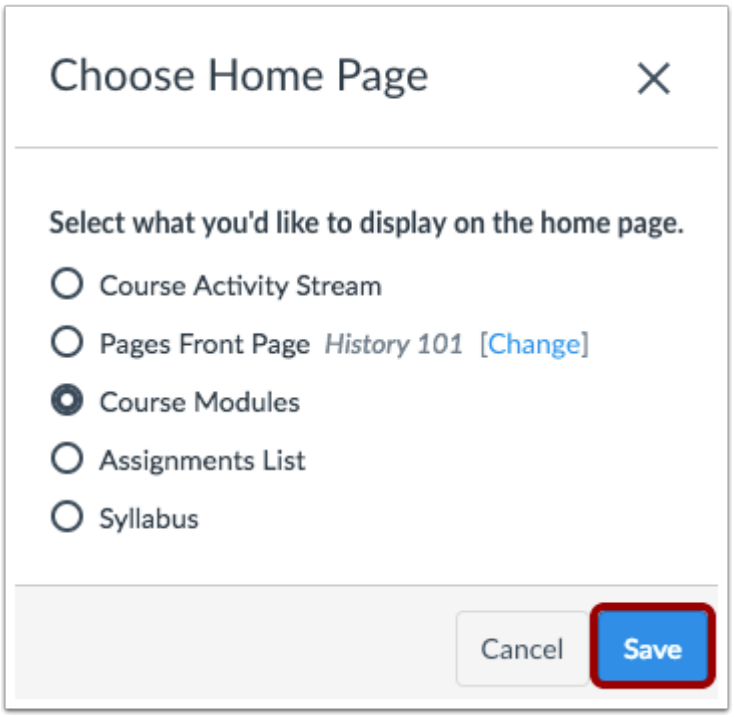
Set Front Page



If you want to select a Pages Front Page but the link is grayed out, you must first set a Front Page.

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

Save Home Page Layout



Click the **Save** button.

How do I use the Course Activity Stream as an instructor?

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.

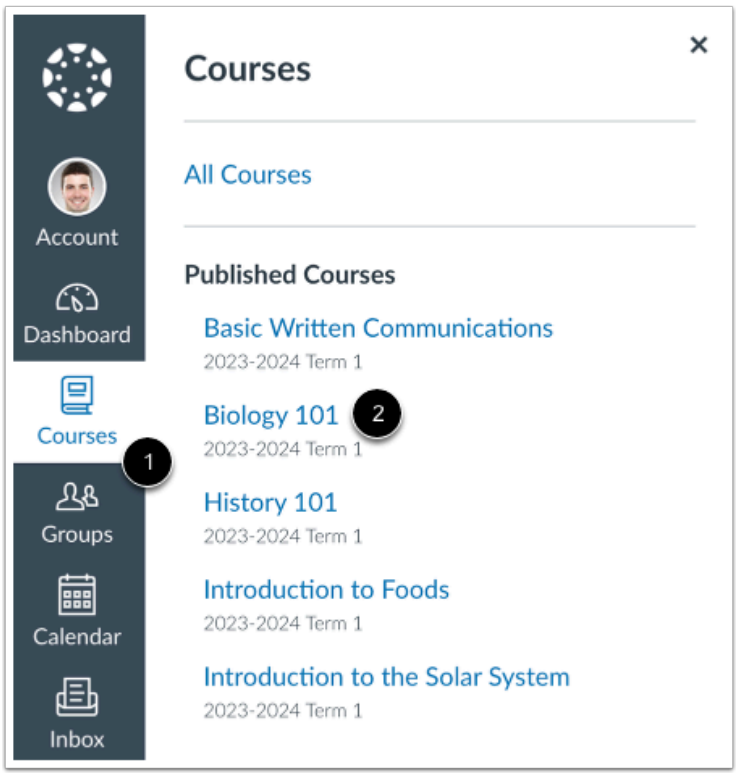
The following activities will cause notifications to appear in the Course Activity Stream:

- 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:

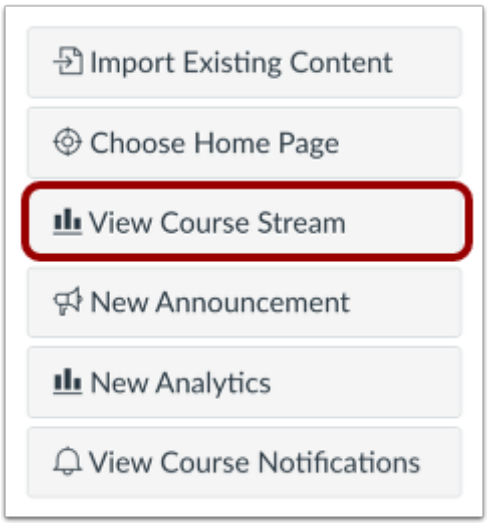
- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the **Notify users that this content has changed** button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

Open Course



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

Open Course Activity



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

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

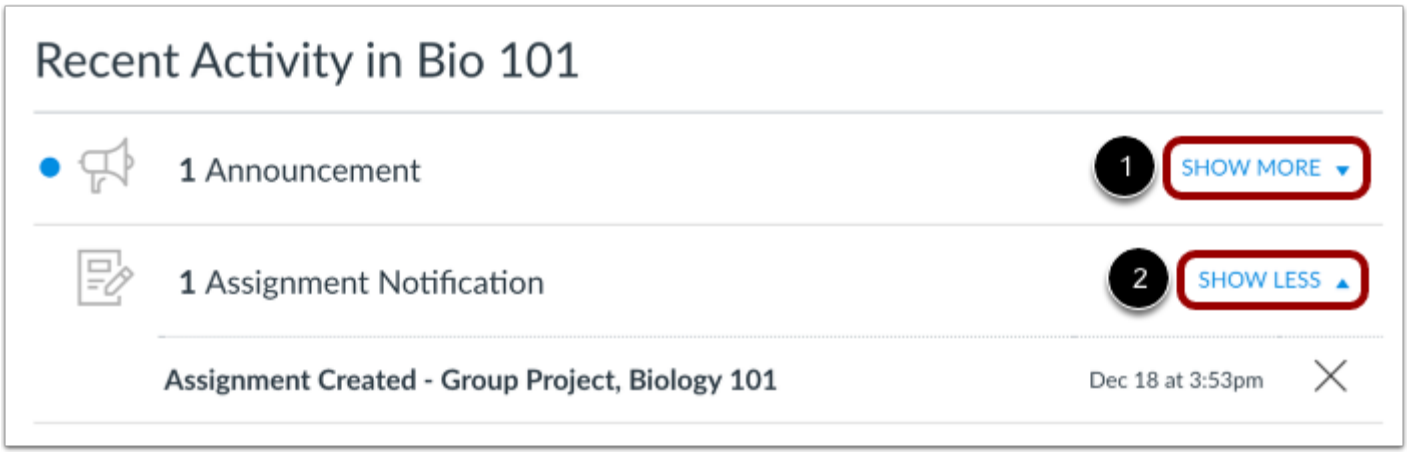
View Course Activity

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.

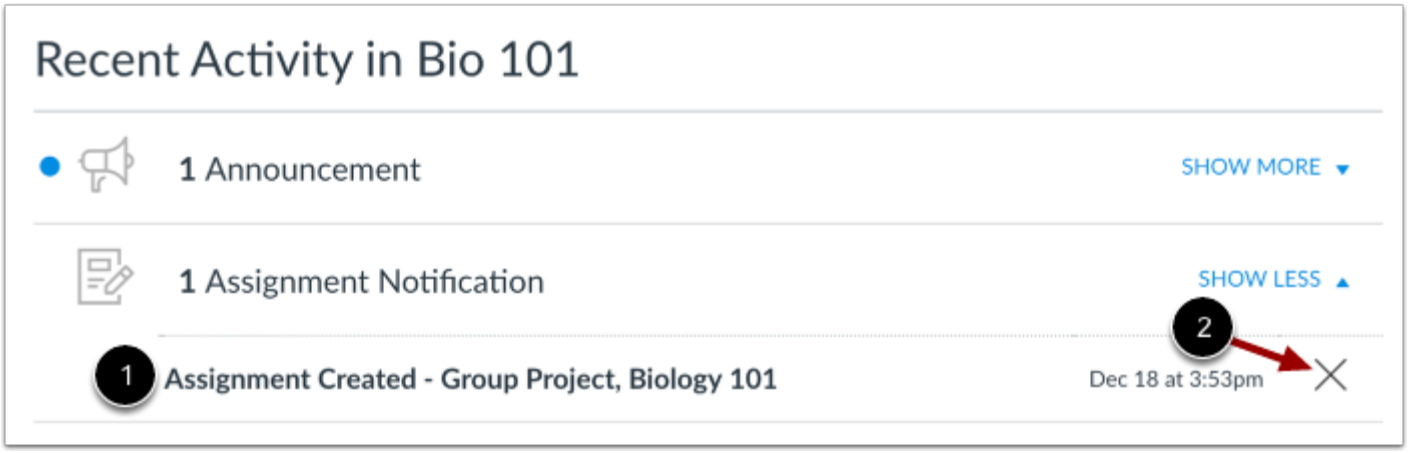
Note: To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Expand and Collapse Notifications



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

Manage Recent Activity



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

View Student View

To view the course activity stream as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I use the Syllabus as an instructor?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can also set the syllabus as your course home page.

Editing the Syllabus allows you to add text and link files, images, and other course content in your Syllabus Description. You can also choose to hide the Course Summary section.

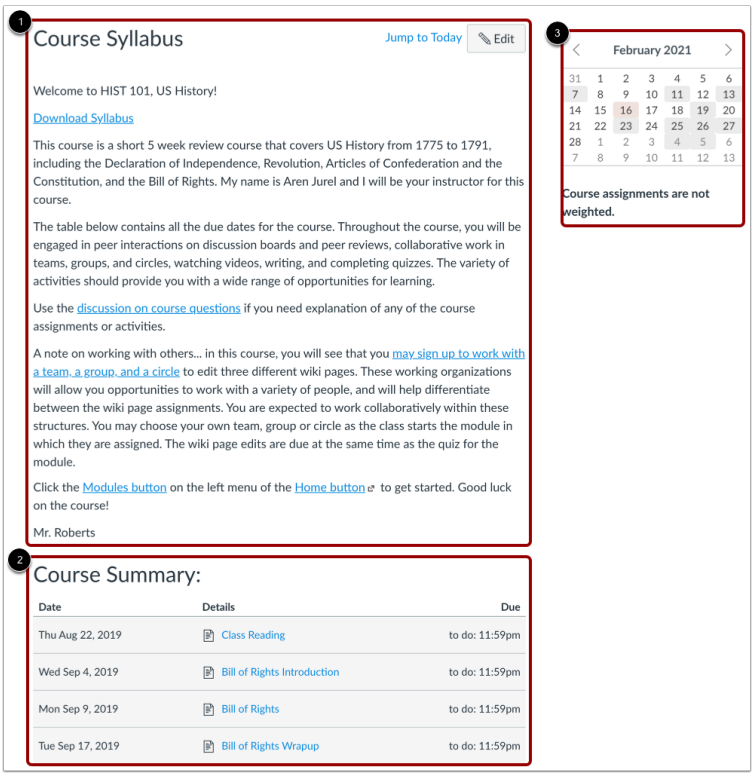
You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the public course index.

Note: Image files do not have a preview option when added as a file link through the Rich Content Editor.

Open Syllabus

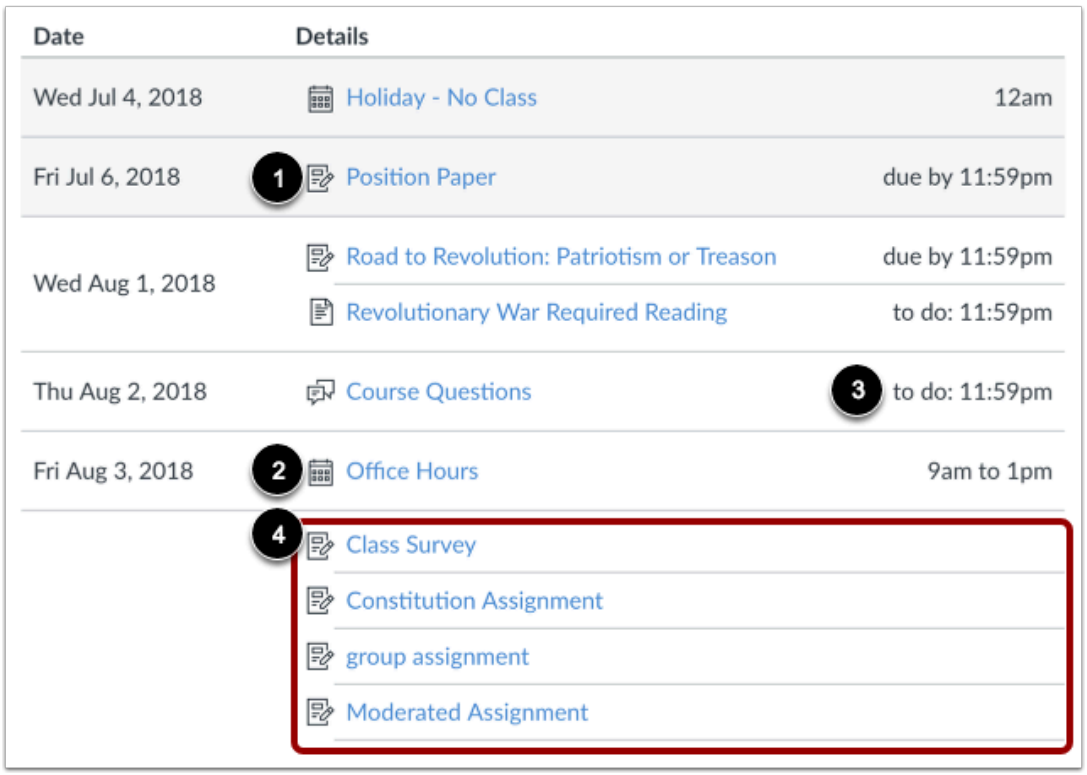
In Course Navigation, click the **Syllabus** link.

View Syllabus



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

View Course Summary



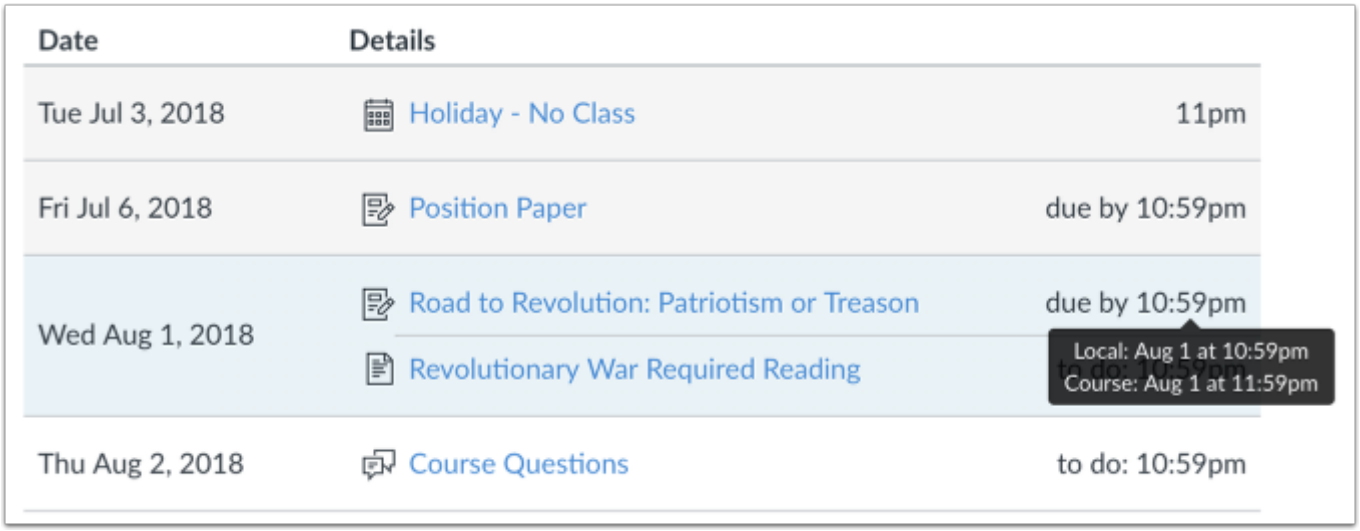
The Course Summary is automatically generated for the course and contains a list of course assignments and course calendar events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date [3]. All assignments (unpublished and published) are listed in the syllabus for instructors, but students only see published assignments.

Items within the Course Summary can only be changed by editing or deleting the assignments or events.

Changes to dated items can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

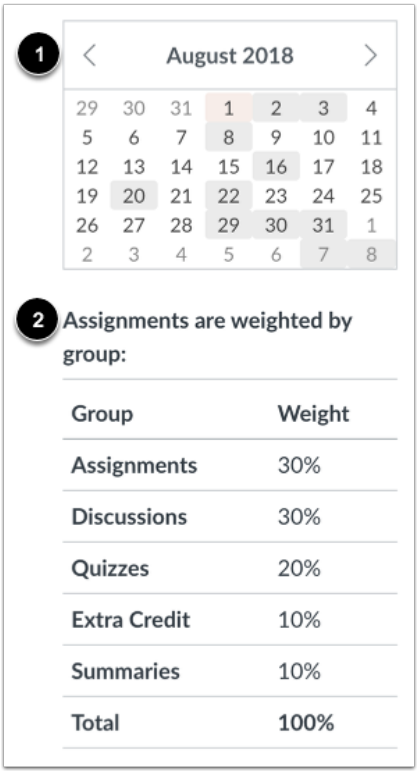
Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items are listed in alphabetical order [4].

The Course Summary is enabled by default, but you can edit the syllabus and hide the Course Summary.



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



The sidebar section displays information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Course Summary section of the Syllabus.

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

If your course includes weighted assignment groups, the sidebar also shows the percentages of each group [2].

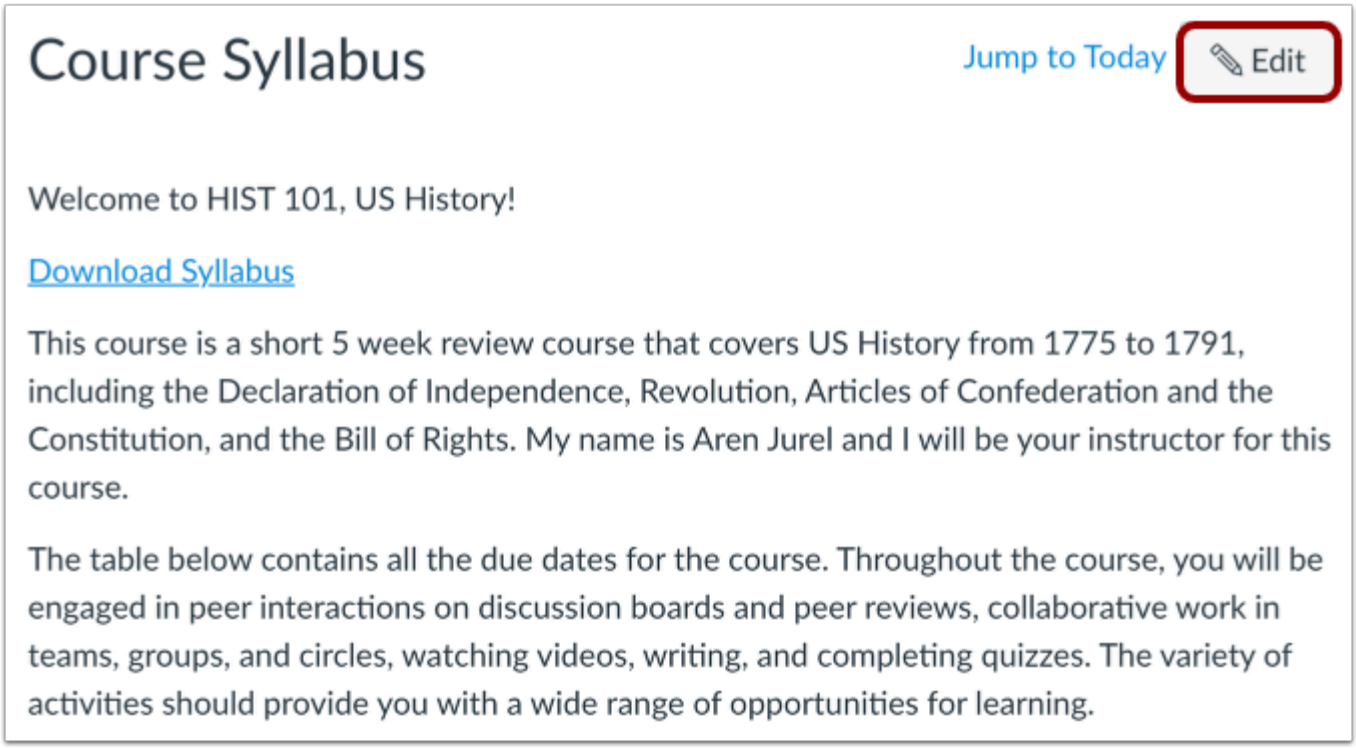
View Syllabus Description

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

You can also link to your Syllabus by uploading it into Course Files as a PDF and embedding the document in the Rich Content Editor. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

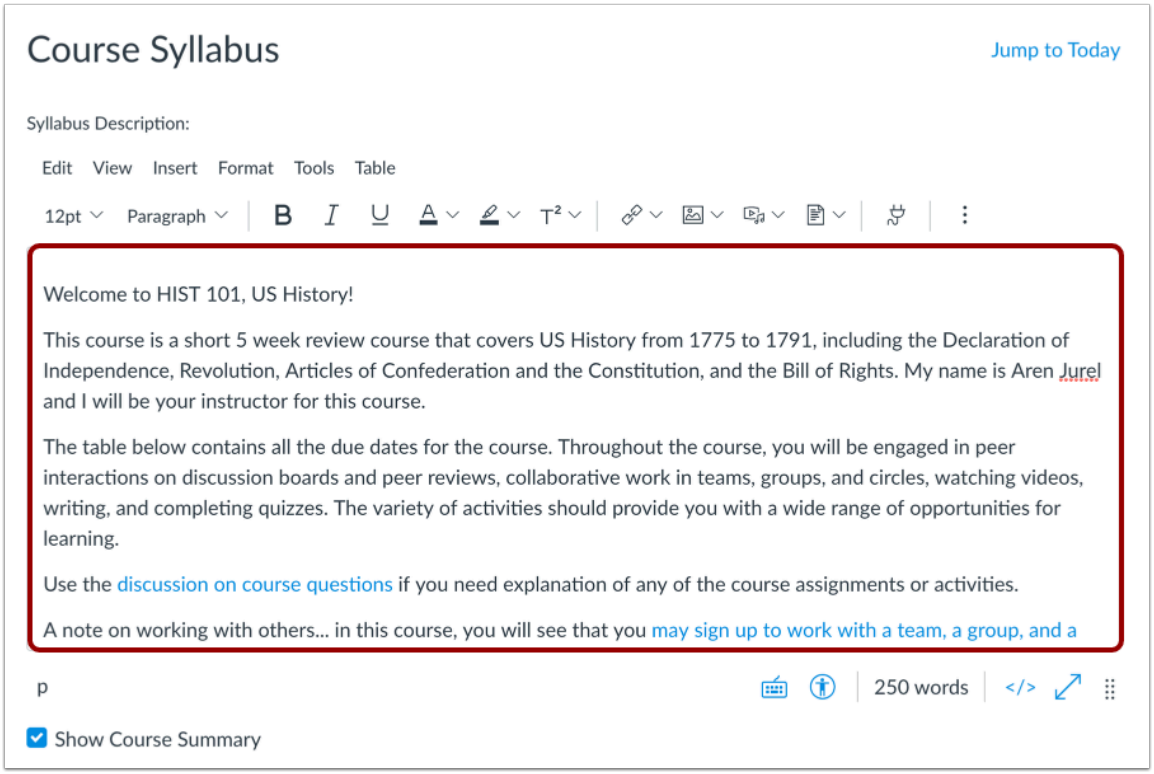
You can edit the syllabus description at any time.

Edit Syllabus



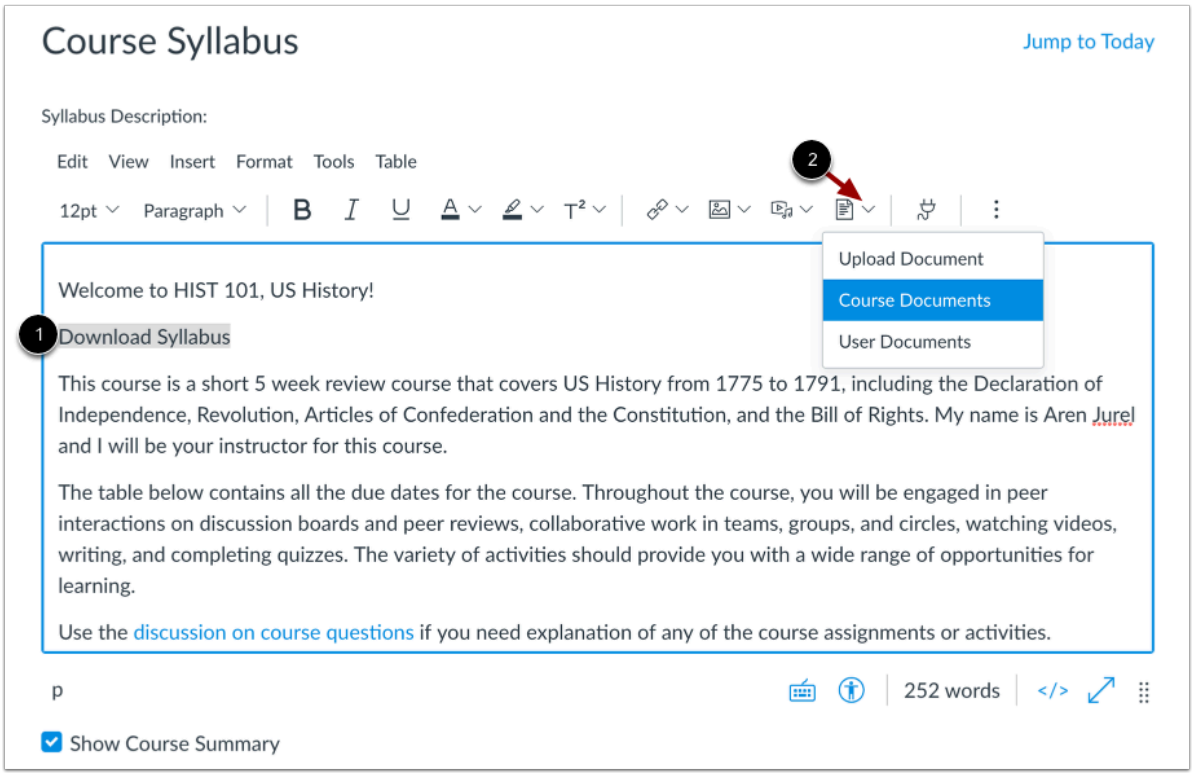
To edit the syllabus description or hide or show the Course Summary, click the **Edit** button.

Edit Description



Edit the syllabus description using the Rich Content Editor. You can:

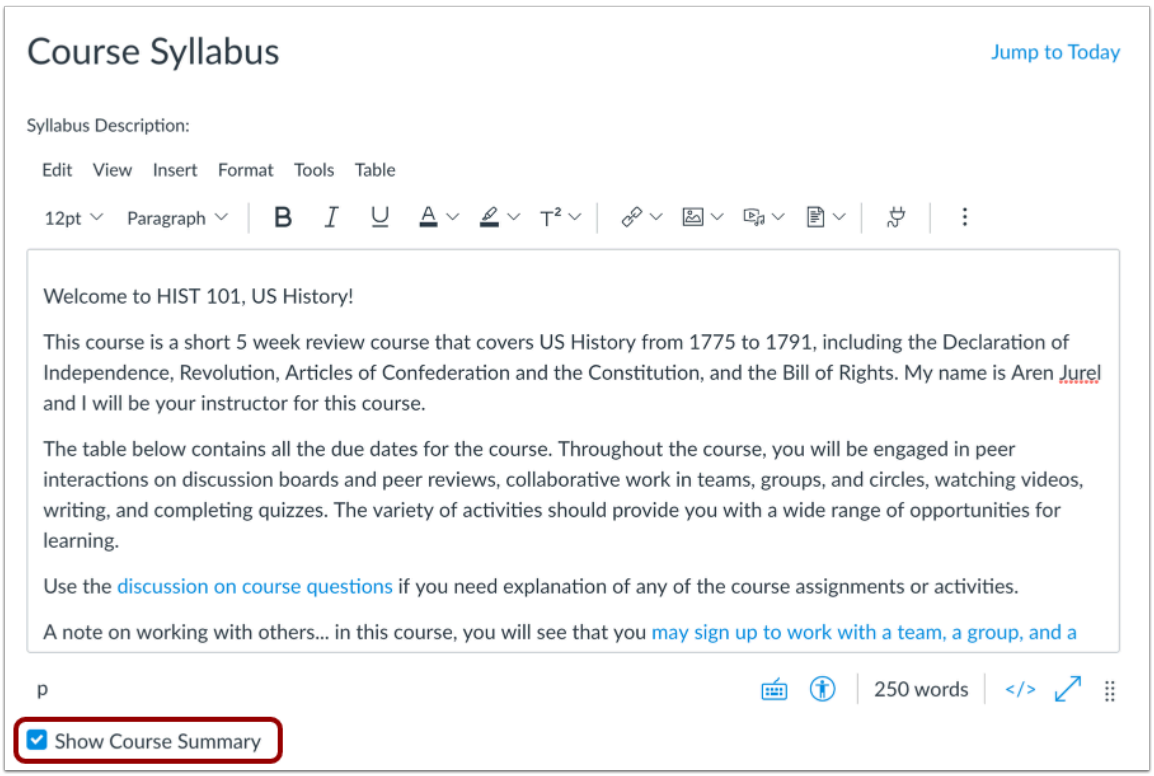
- Post your course description, a brief introduction, class guidelines, weekly reminders, and other important information.
- Copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.
- Use the Rich Content Editor to embed videos and input HTML.



To embed a document in your syllabus, highlight the text where you want to apply the file link [1] and click the **Documents Options** arrow to select the file document [2]. In the Rich Content Editor, the text will turn blue noting the link is downloadable.

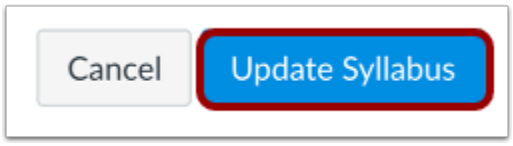
Note: To remove the document, click and highlight the text in the Rich Content Editor, and then press the Delete key (MAC) or the Backspace key (PC).

Hide Course Summary



To hide the Course Summary, uncheck the **Show Course Summary** checkbox.

Update Syllabus



When you are finished editing, click the **Update Syllabus** button.

View Student View

To view the syllabus as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

How do I use the Microsoft Immersive Reader in a course as an instructor?

The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. You can use the Microsoft Immersive Reader when viewing the Course Home Page or Syllabus or when viewing an individual assignment or page. For more information about the reader, visit the Microsoft Immersive Reader website.

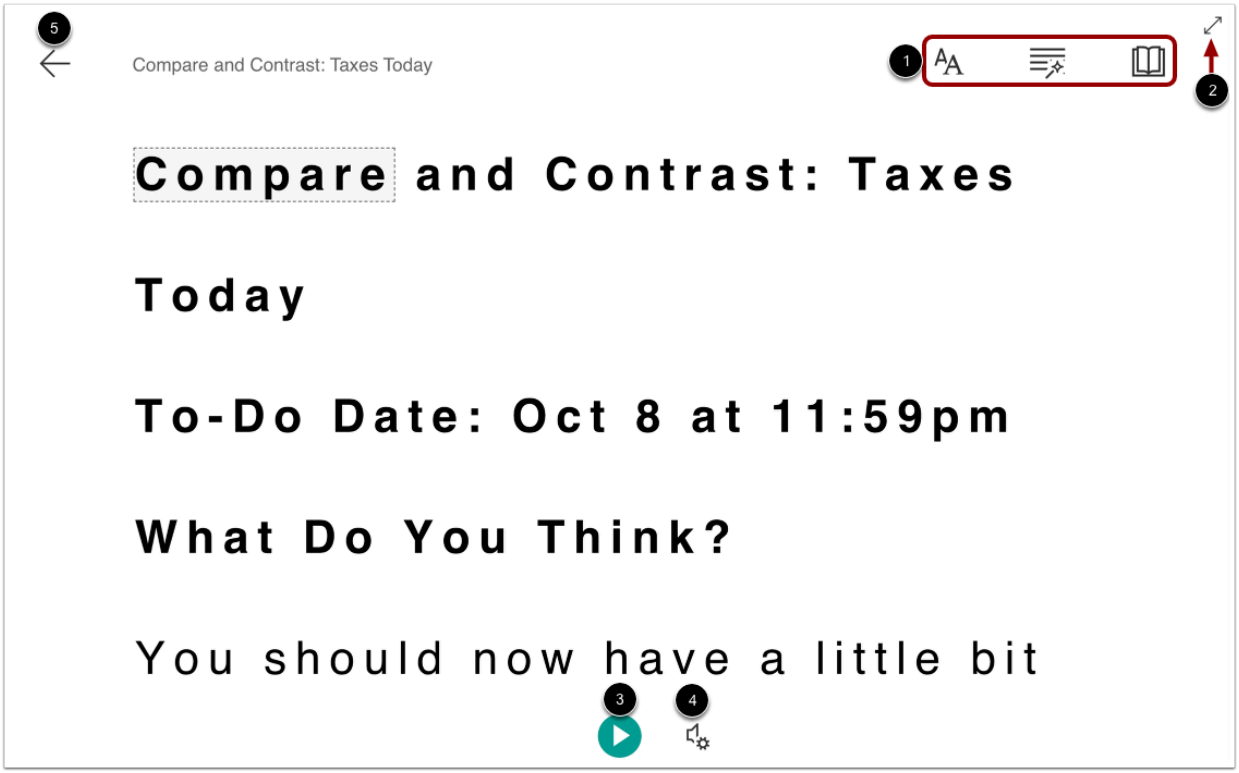
Notes:

- You can enable Microsoft Immersive for your user account in your User Settings. However, if the feature is on for the entire account, the account preference overrides the user preference, and the user setting has no effect.
- External Tool content embedded in the Rich Content Editor cannot be read by the Immersive Reader.

Open Immersive Reader

When viewing pages, assignments, course home pages, and the syllabus in a course, click the **Immersive Reader** button.

View Immersive Reader



The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the **Play** button [3]. To adjust audio settings, click the **Voice Settings** button [4].

To close the reader and return to Canvas, click the **Exit** button [5].

Note: For more details about the Microsoft Immersive Reader functionality, visit the Microsoft Immersive Reader website.

How do I use my Homeroom in Canvas for Elementary as an instructor?

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

If your institution is using the Canvas for Elementary feature, the Homeroom is the first thing you will see when you log into Canvas. The Homeroom helps you see what is happening in all your current subjects.

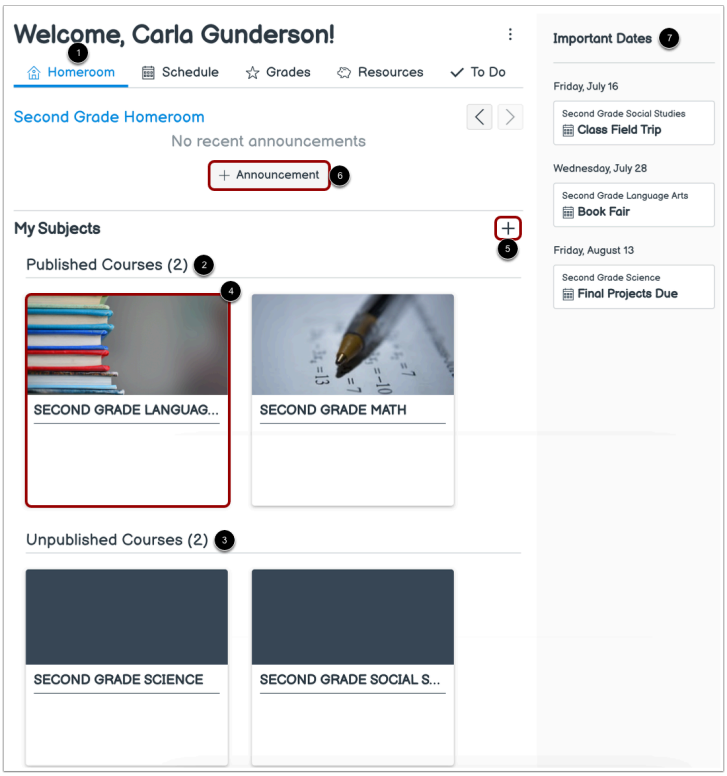
You can return to your Homeroom at any time by clicking the Home link in Global Navigation.

Note: When Canvas for Elementary is enabled, admins can select which font is used.

Open Homeroom

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

View Homeroom



The Homeroom is your landing page in Canvas.

In the **Homeroom** tab [1], you can view your published [2] and unpublished course subjects [3].

To open a course subject, click the name of the subject [4].

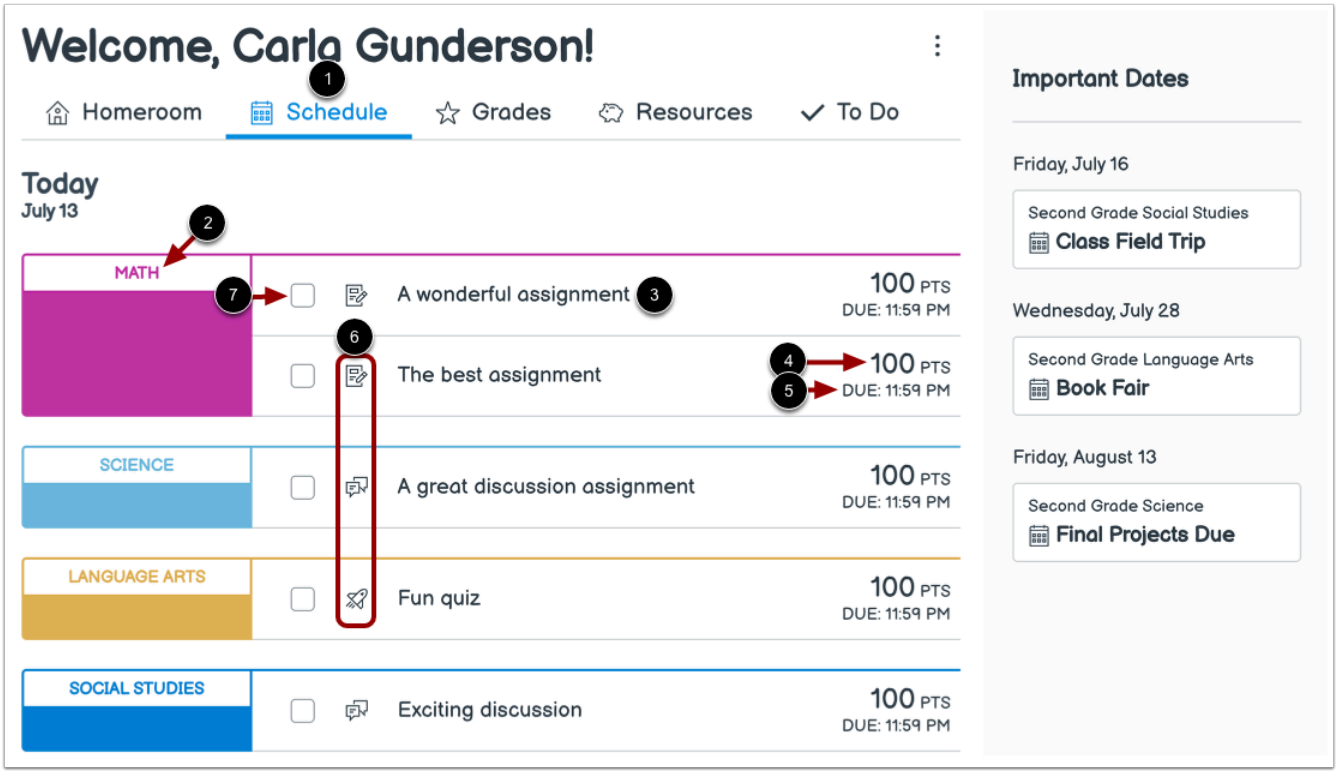
To add a new subject, click the **Start a New Subject** icon [5].

To create a homeroom announcement, click the **Add Announcement** button [6].

In the sidebar, you can view assignments, graded discussions, quizzes, and calendar events that have been marked with an important date [7].

Note: By default, your published and unpublished subjects display in the Homeroom tab. However, if you have favorited subjects, only favorited subjects display.

View Homeroom Schedule



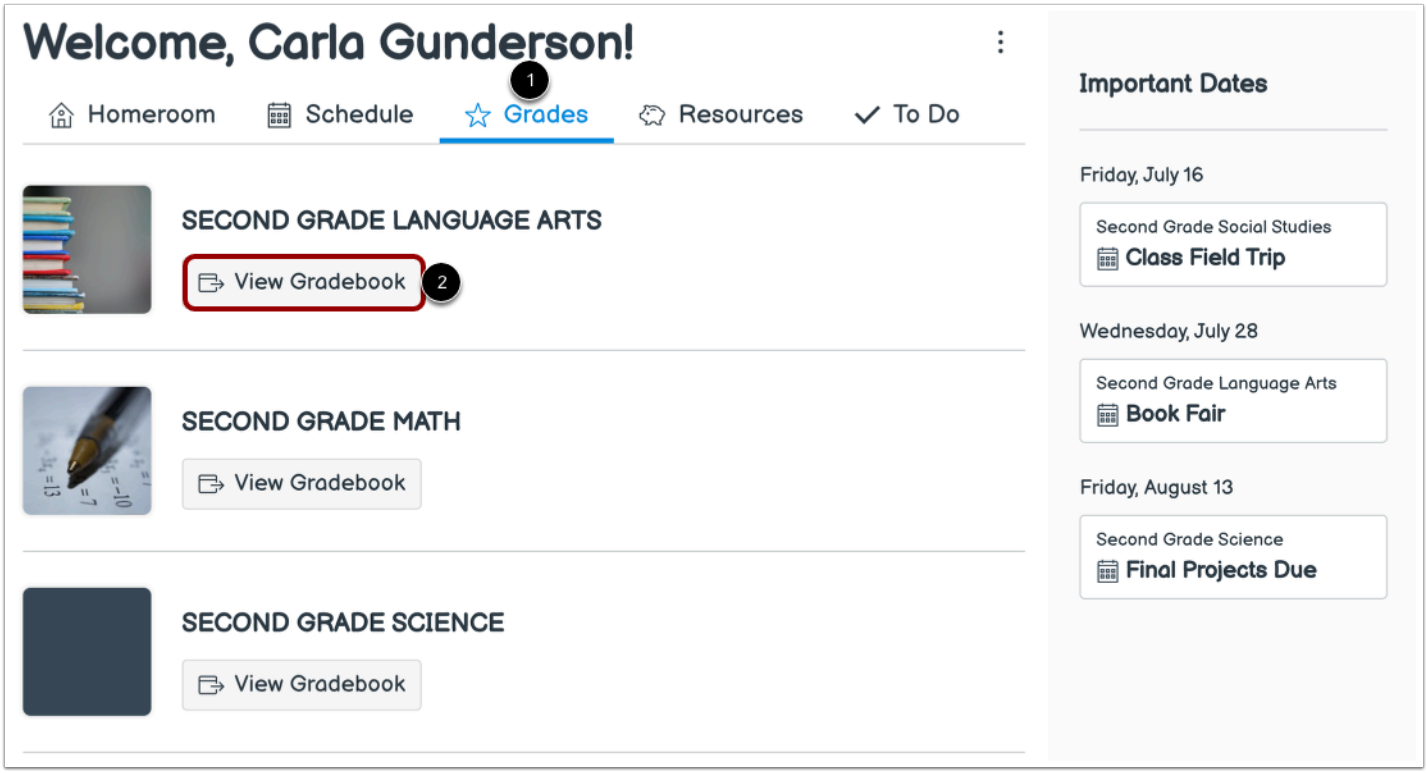
In the **Schedule** tab [1], you can view an example of how schedule items will display for students.

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].

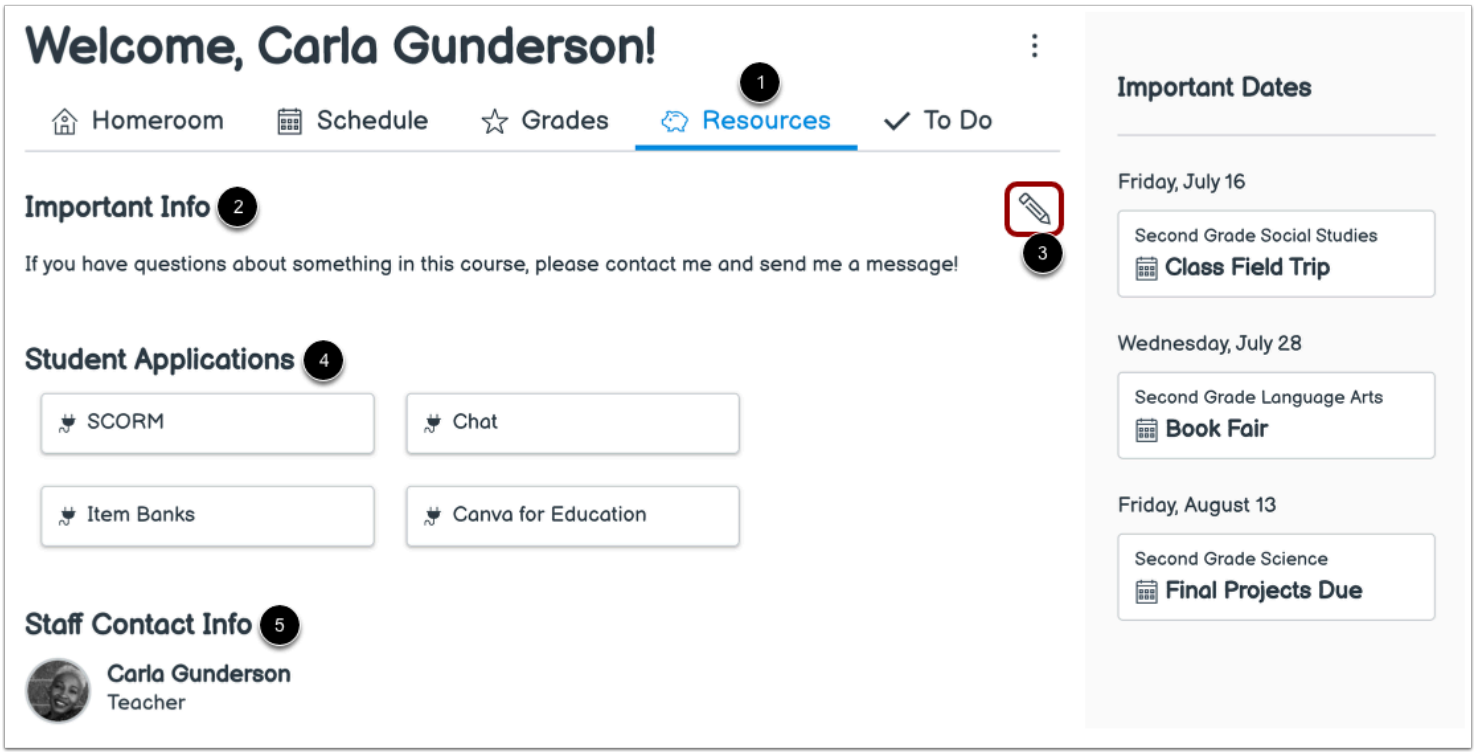
When an online assignment is submitted, the item is automatically marked as completed. Students can manually mark non-submission items as complete by clicking the item's checkbox [7].

View Homeroom Grades



In the **Grades** tab [1], you can open the gradebook for a specific subject by clicking the subject's **View Gradebook** button [2].

View Homeroom Resources



In the **Resources** tab [1], you may view important information you have added to your homeroom [2]. To edit existing important information, click the **Edit** icon [3].

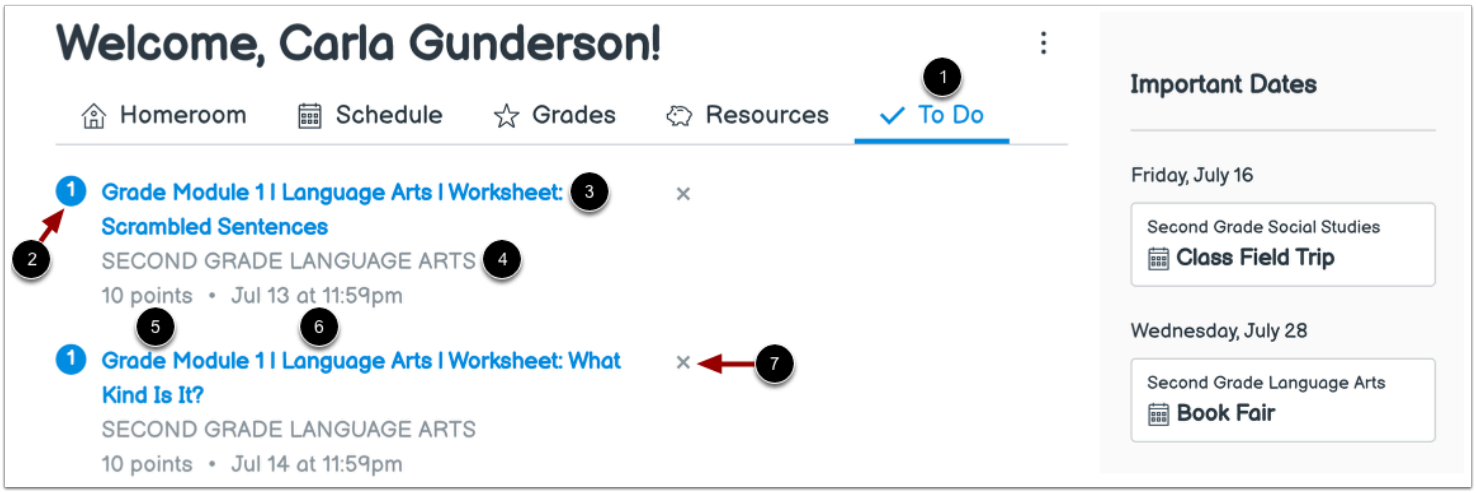
You can view any student applications that have been added to your homeroom in the **Student Applications** section [4].

You can also view staff contact information [5].

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.

View Homeroom To Do



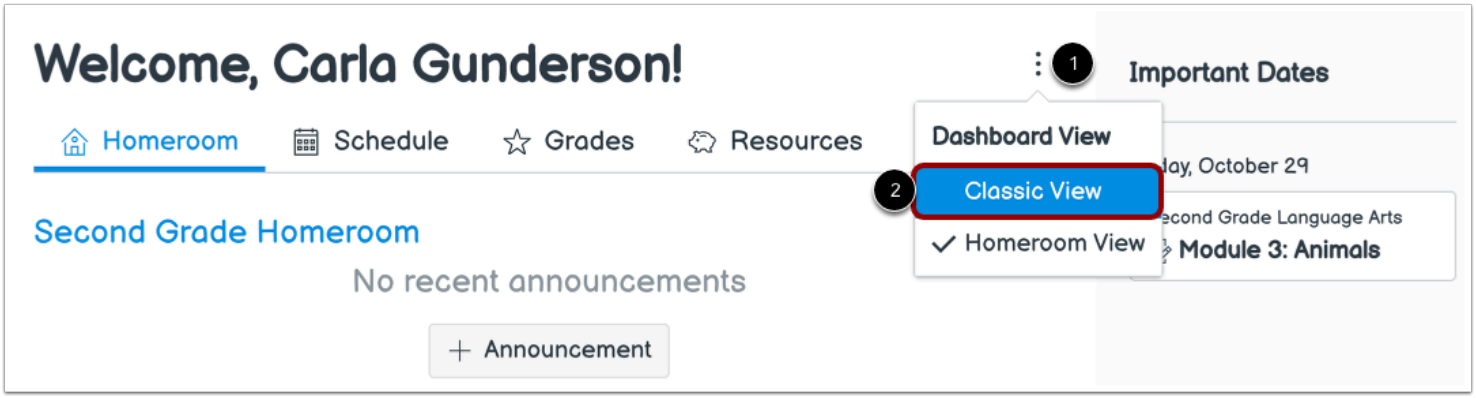
In the **To Do** tab [1], you can view all items that require grading in Canvas. Items display by due date in ascending order.

Each item indicates how many items need to be graded [2], the assignment name [3], the course name [4], the number of points [5], and the due date for the assignment [6]. Some assignments may display multiple due dates.

To remove a To Do item, click the **Remove** icon [7].

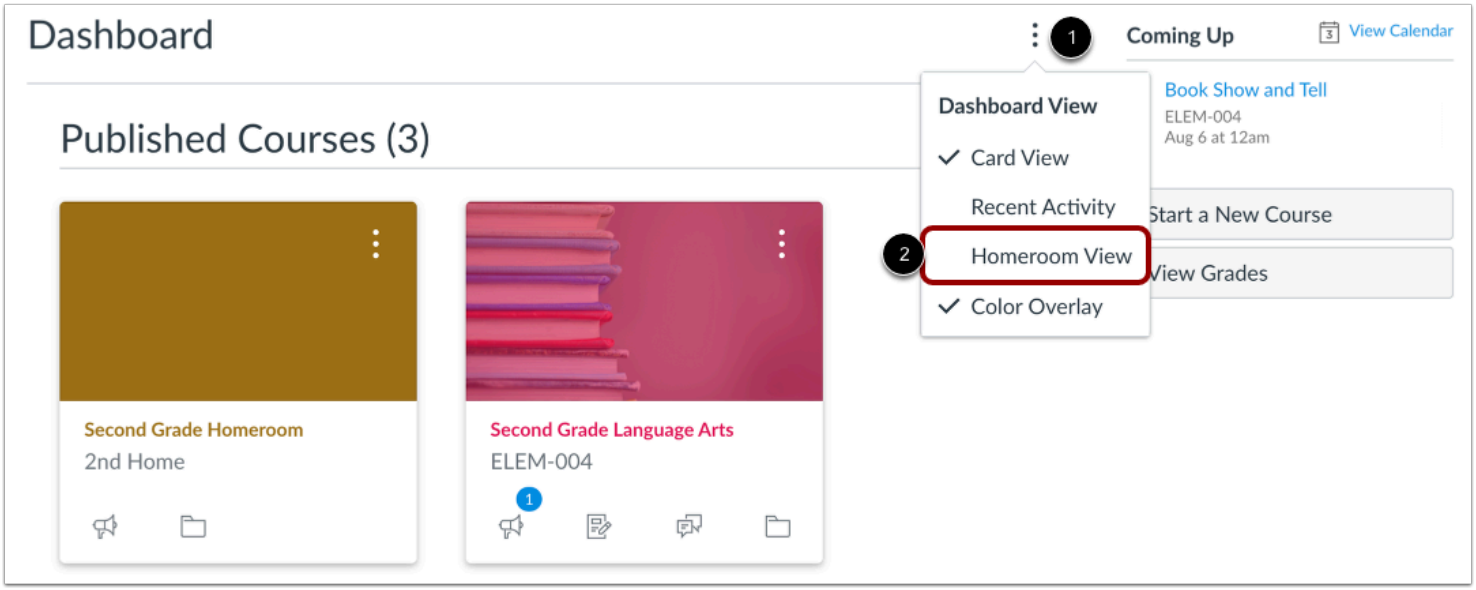
Note: When an item is removed, the item can only be restored to the To Do tab if a new submission is received for that assignment.

Switch to Classic View



To switch to the classic Canvas dashboard, click the **Options** icon [1] and select the **Classic View** option [2].

Return to Homeroom View



To return to the homeroom dashboard, click the **Options** icon [1] and select the **Homeroom View** option [2].

How do I manage Subject Navigation in Canvas for Elementary as an instructor?

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

This lesson shows you how manage Subject Navigation as a instructor in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to manage Course Navigation links in Classic Canvas.

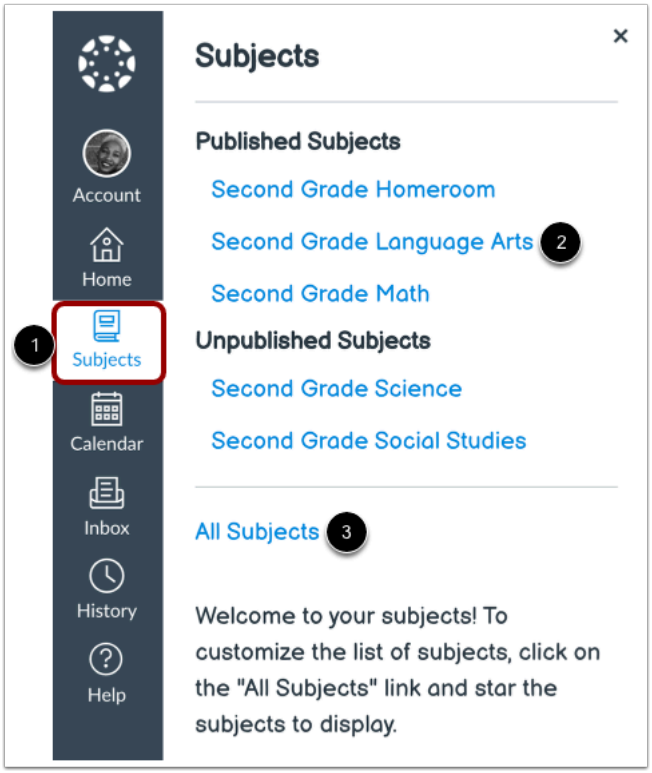
As an instructor, you can control which tabs appear in Subject Navigation. Canvas includes a set of default tabs that are shown by default and cannot be renamed. However, you can choose to reorder or disable subject tabs. Depending on your course configuration, other tabs may be available and customizable.

Links to tabs that don't have any content and that students cannot create content for will be automatically hidden for students and will display the Visibility icon to instructors in Course Navigation. Configured External Apps may create additional subject tabs.

Notes:

- The Groups tab displays for instructors by default. However, students can only view the Groups tab if the subject includes at least one active group.
- If the Grades tab is disabled in a subject, grades for that subject do not display in the homeroom Grades tab. If the Grades tab is disabled for all subjects, the Grades tab does not display in the homeroom.
- A subject's Resources tab is automatically hidden when external apps have not been added to the subject and content has not been added to Important Info.
- If you disable an external tool from Subject Navigation, the LTI button no longer displays in the subject's Resources tab.

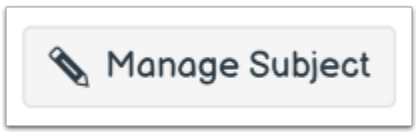
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then select the name of the course you'd like to manage [2].

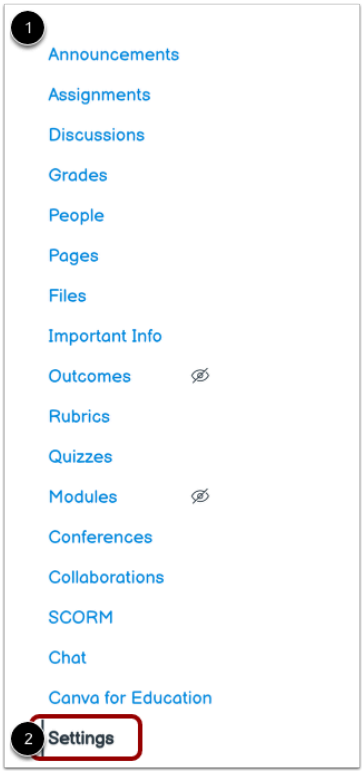
If the subject does not display on the Subjects list, you can view all of your courses by clicking the **All Subjects** link [3].

Manage Subject



Click the **Manage Subject** button.

Open Settings



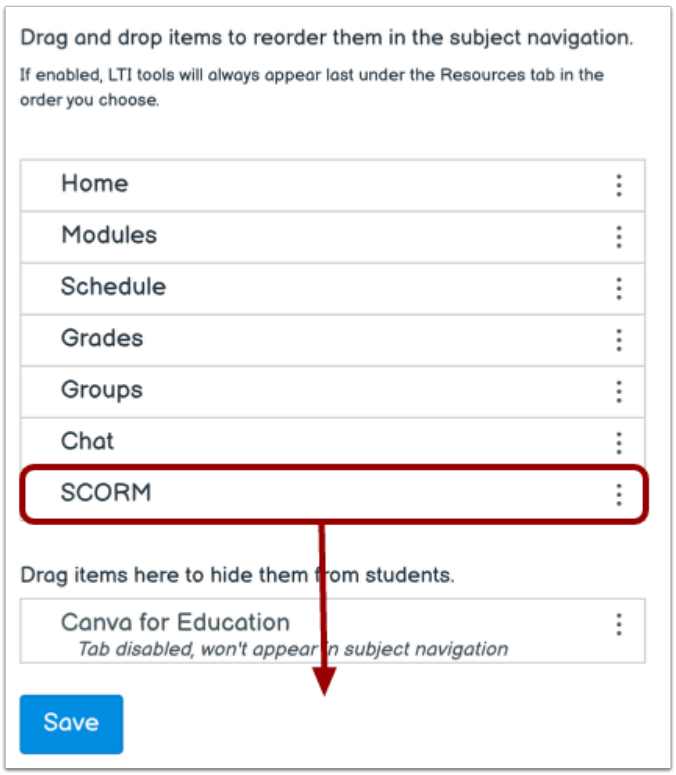
View the Subject Navigation Menu [1]. To learn more about using the subject links, view the Canvas Instructor Guide.

To manage the menu, click the **Settings** link [2].

Open Navigation

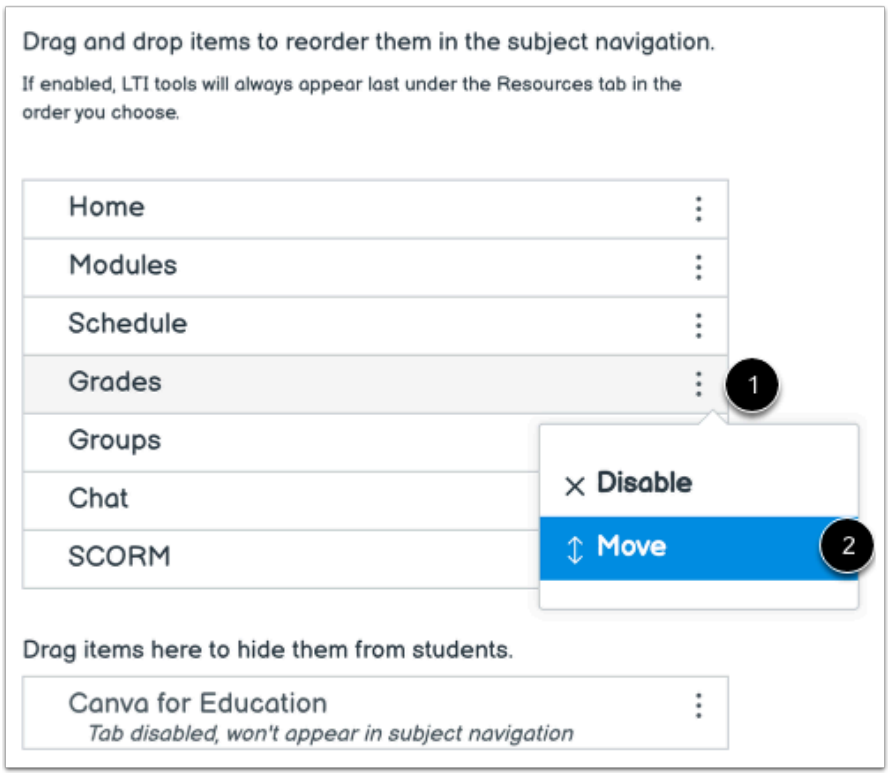
Click the **Navigation** tab.

Drag and Drop Navigation Links



You can use the drag and drop option to reorder items in Subject Navigation. Click the subject tab you would like to move. Drop it in the desired location by releasing the mouse.

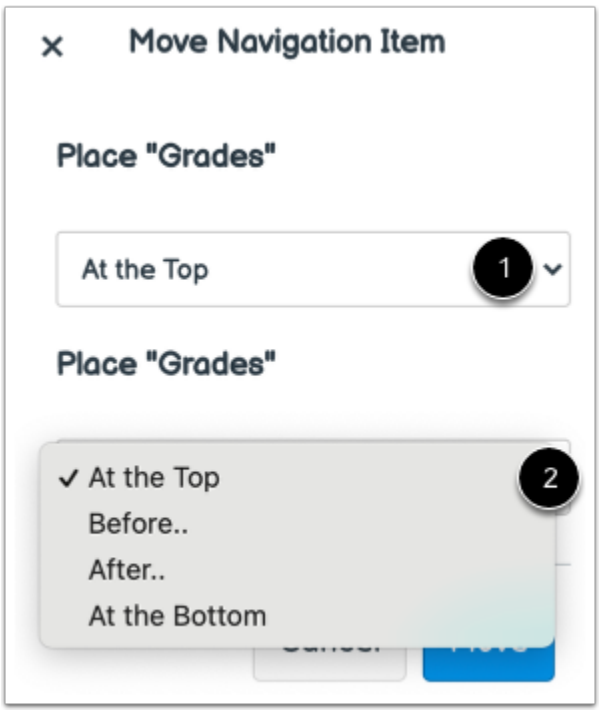
Move Navigation Links



You can also use the Move To option to reorder items in Subject Navigation. To move a subject tab, click the **Options** icon [1] and select the **Move** link [2].

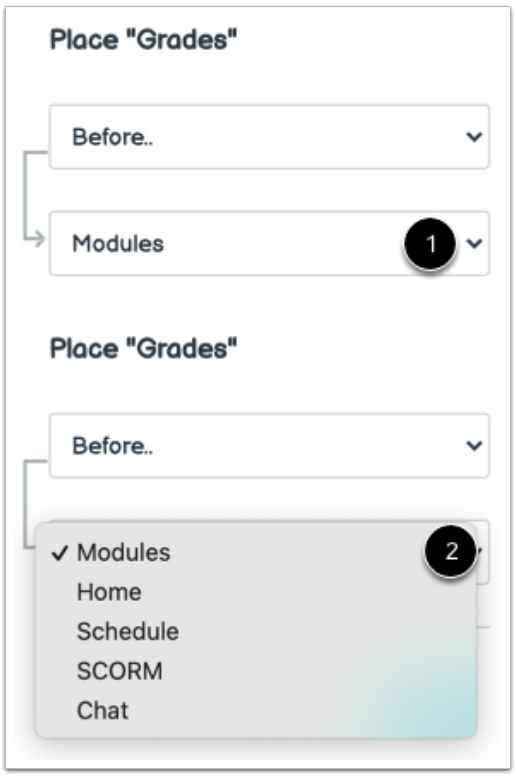
Note: The Move To option only moves a subject tab within its respective section (visible or hidden). Hidden items must first be enabled before they can be ordered among visible navigation items. A hidden item cannot be moved directly to the enabled link section using the Move To option.

Place Navigation Link Location



In the Move Navigation Item sidebar, click the **Place** drop-down menu [1]. Select the placement of the navigation item you are moving [2]. You can move the item so it is located at the top of the list, before a specific navigation link, after a specific navigation item, or at the bottom of the list.

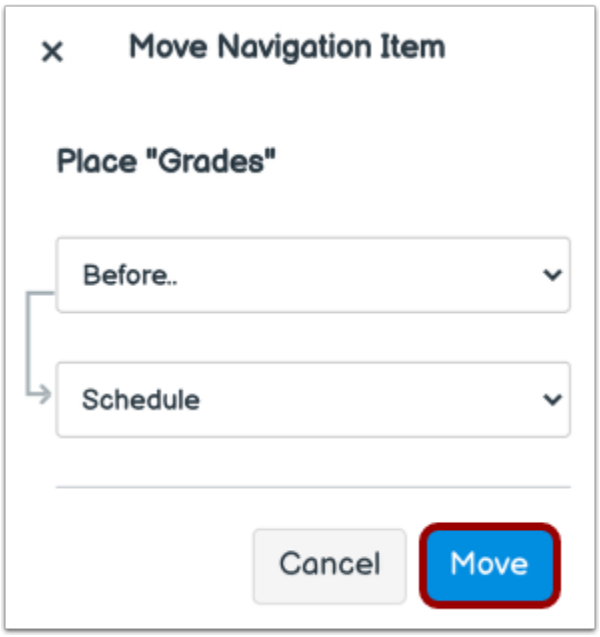
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the navigation item that should be before or after the tab you are moving, as indicated by the option selected in the previous menu [2].

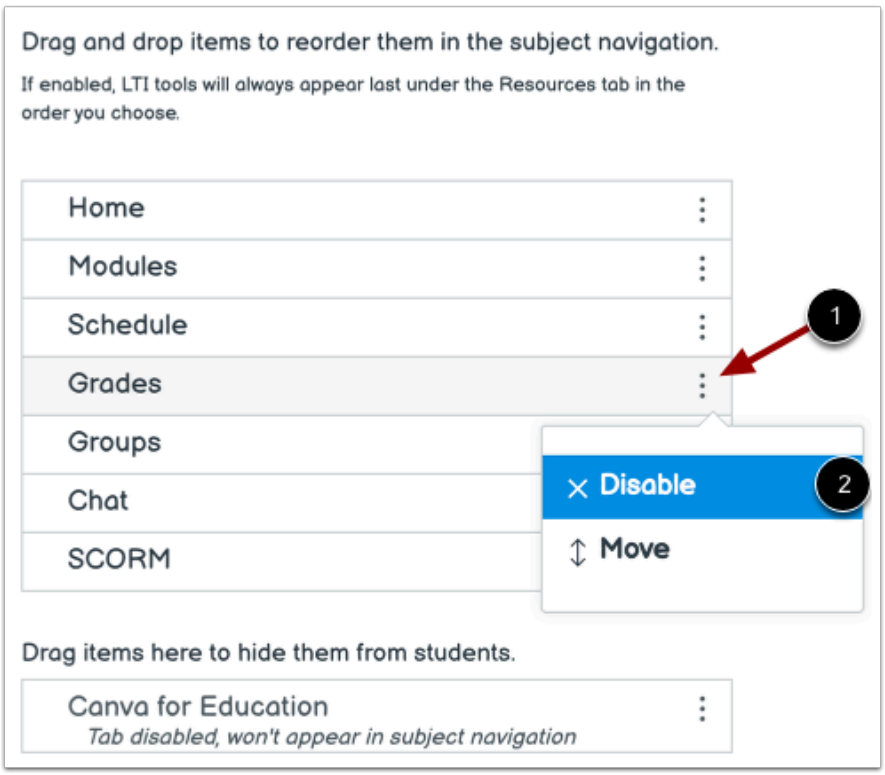
If you want to move the navigation item to another location, change the sidebar placement options as needed.

Move Navigation Item



Click the **Move** button.

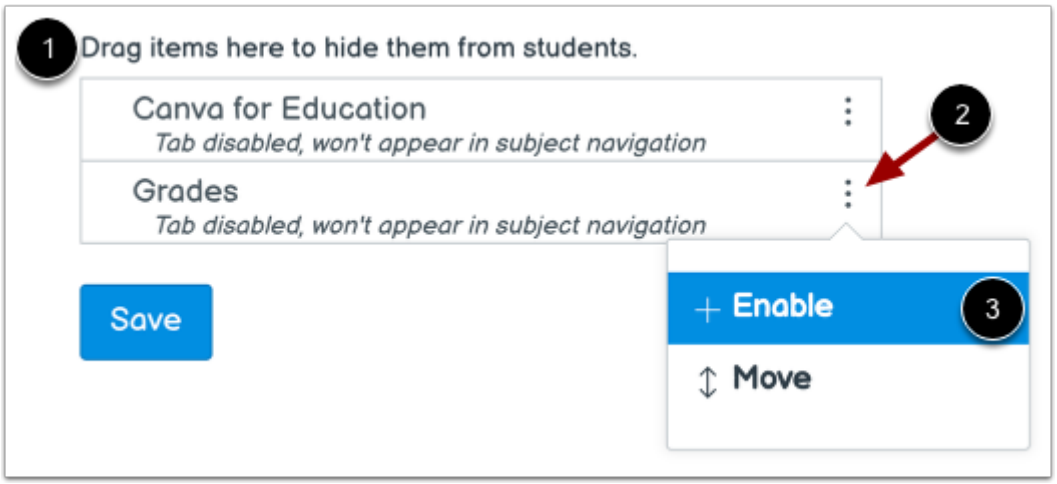
Hide Navigation Links



To hide a subject tab, click the item's **Options** icon [1] and select **Disable** [2].

You can also drag and drop the link to the hidden section at the bottom of the page.

Enable Navigation Links



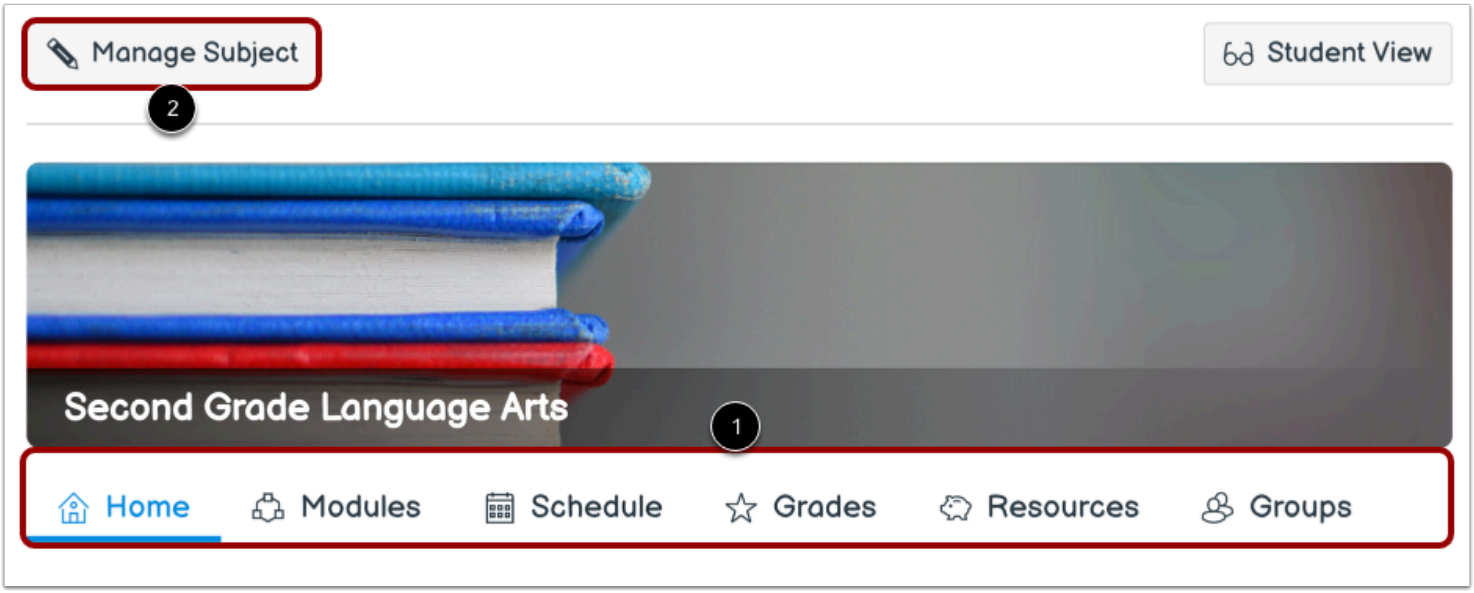
To enable an item in the hidden section [1], click the **Options** icon [2] and click the **Enable** option [3].

You can also drag and drop the link above the hidden section.

Save Navigation

Click the **Save** button.

View Subject Navigation



View Subject Navigation tabs. Subject tabs display in the same order you have designated in Settings [1].

Notes:

- Hidden navigation items will not display tabs in the subject. As an instructor, you can access hidden navigation items in Subject Navigation by clicking the **Manage Subject** button [2].
- If you have disabled a tab for an external tool, that tab will not display and is hidden to all course users, including instructors in Subject Navigation.

How do I customize the Subject Home page in Canvas for Elementary as an instructor?

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

This lesson shows you how to customize the Subject Home page as an instructor in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to customize my Courses list in Classic Canvas.

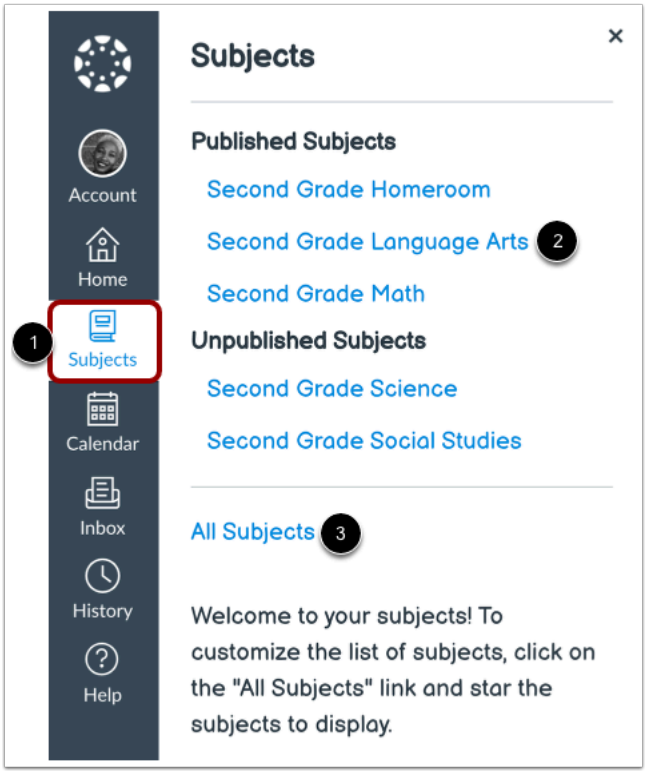
In Canvas for Elementary, each subject may include a Home tab. Along with subject announcements, the Home tab displays content designated as the Subject Home Page on the subject's Pages Index Page.

The Subject Home Page allows instructors to display subject-specific content and can include links, images, or rich media. Students can interact with content added to the Subject Home Page.

If a subject home page is not been assigned or has been removed, students can only view announcements in the subject's Home tab.

Note: Only published pages can be set as the Subject Home Page.

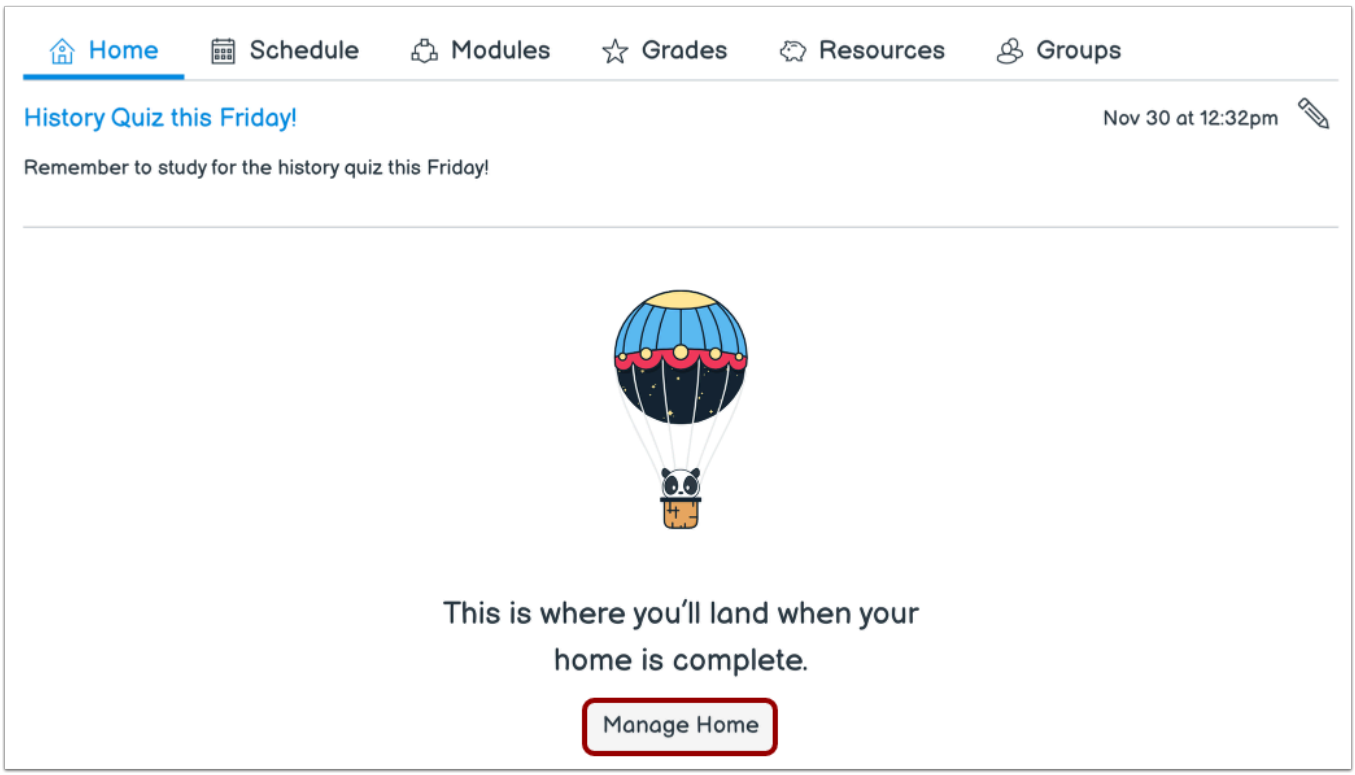
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then click the subject link [2].

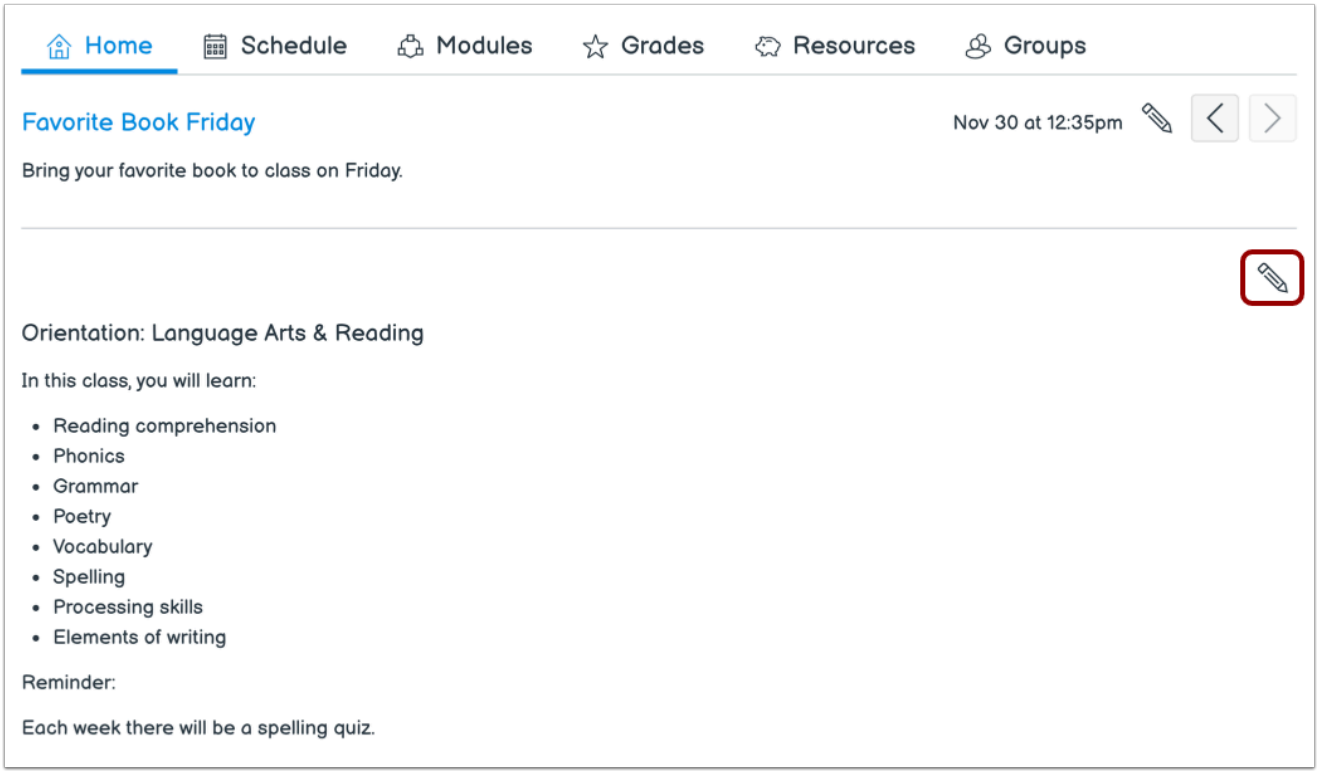
If the subject does not display on the Subjects list, you can view all of your courses by clicking the **All Subjects** link [3].

Manage Home Page



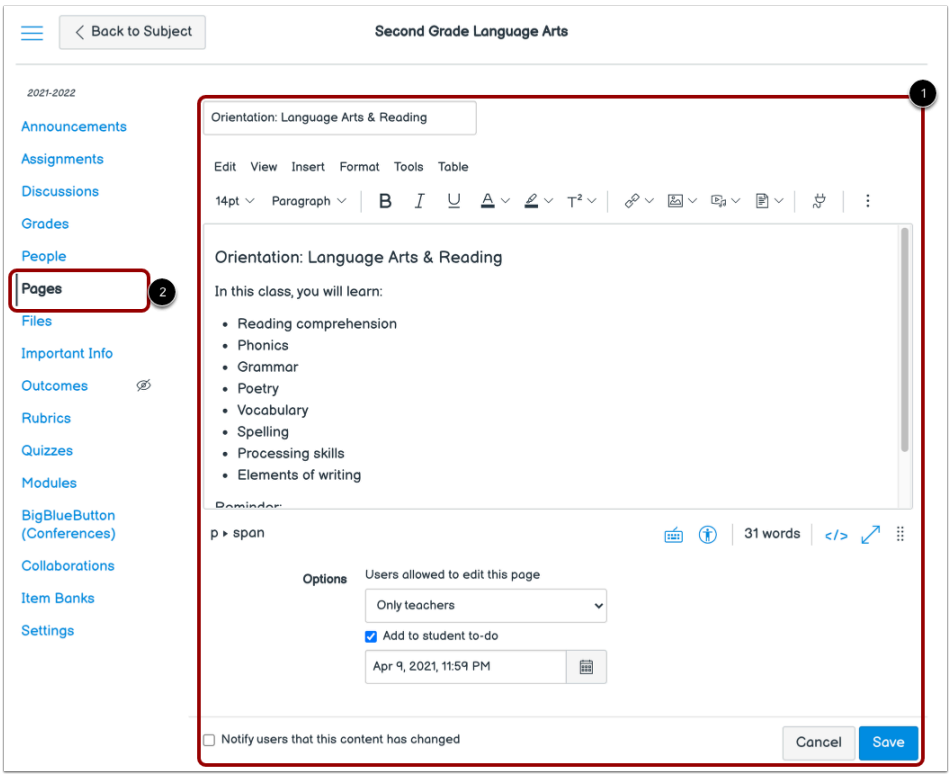
To create a Subject Home Page, click the **Manage Home** button.

Edit Current Home Page



To edit a current Subject Home Page, click the **Edit** icon.

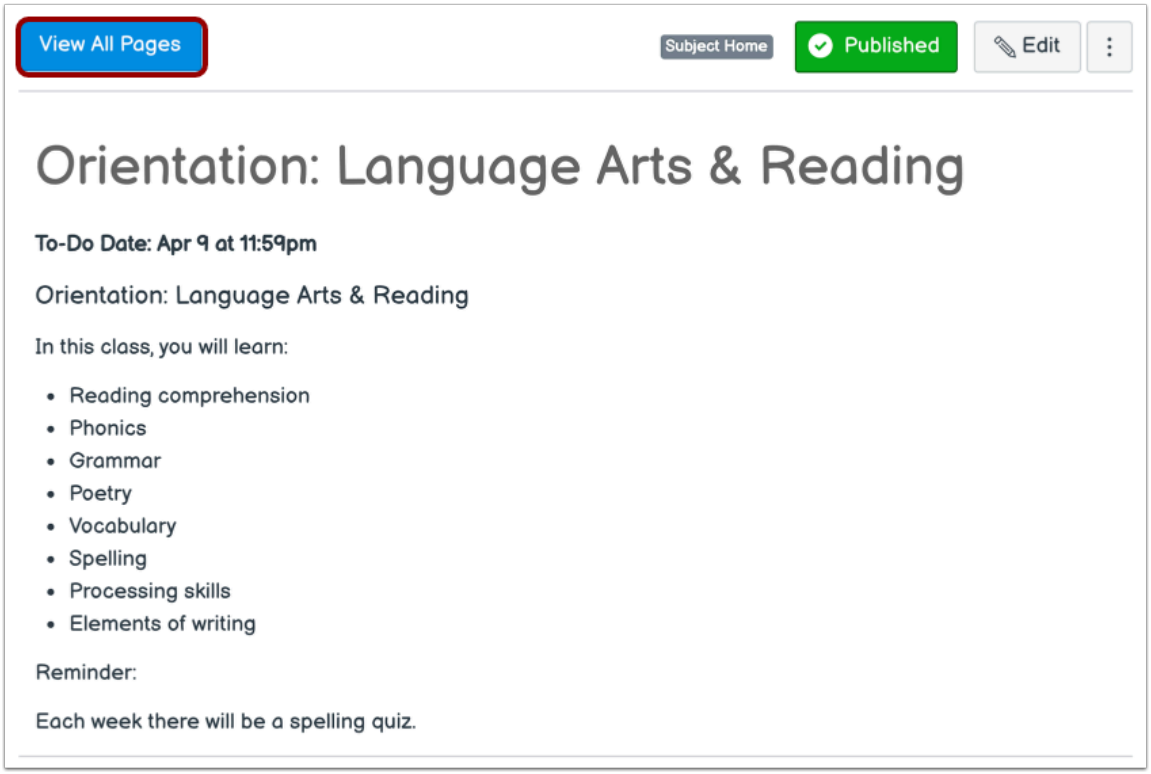
Manage Current Home Page



The current Subject Home Page displays [1]. You can edit page content and settings.

To select a different page or create a new page to use as the Subject Home Page, click the **Pages** link in Course Navigation [2].

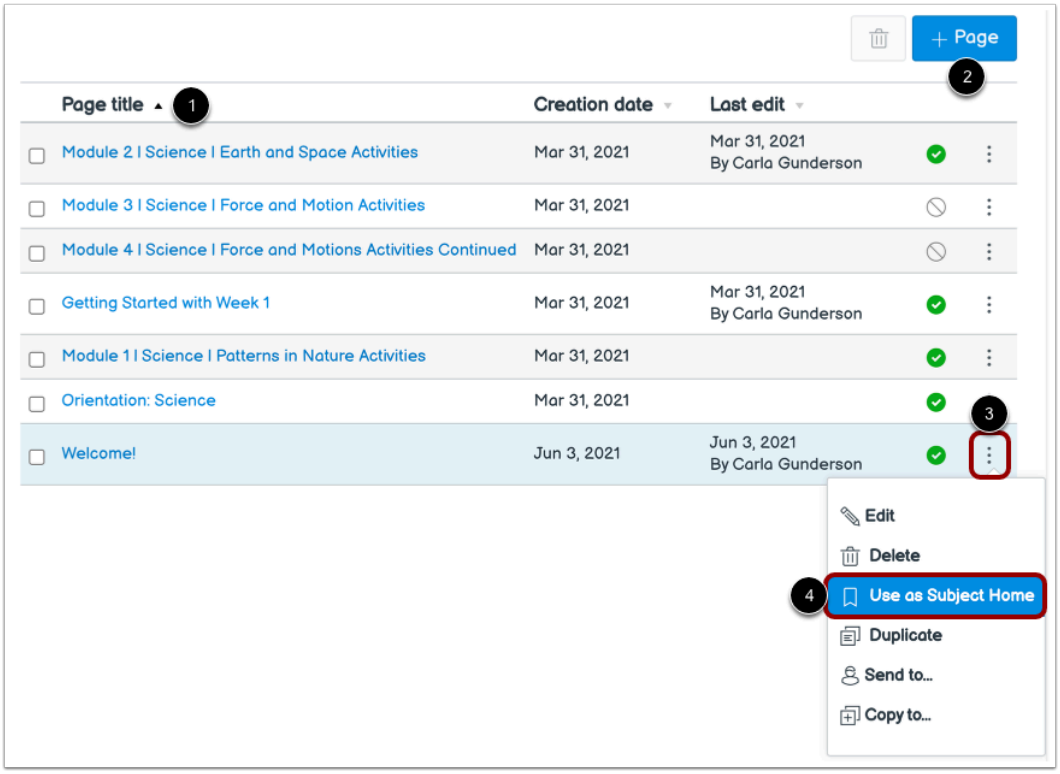
View All Pages



By default, your current Subject Home Page displays.

To select a different page or create a new page to use as the Subject Home Page, click the **View All Pages** button.

Set Subject Home Page



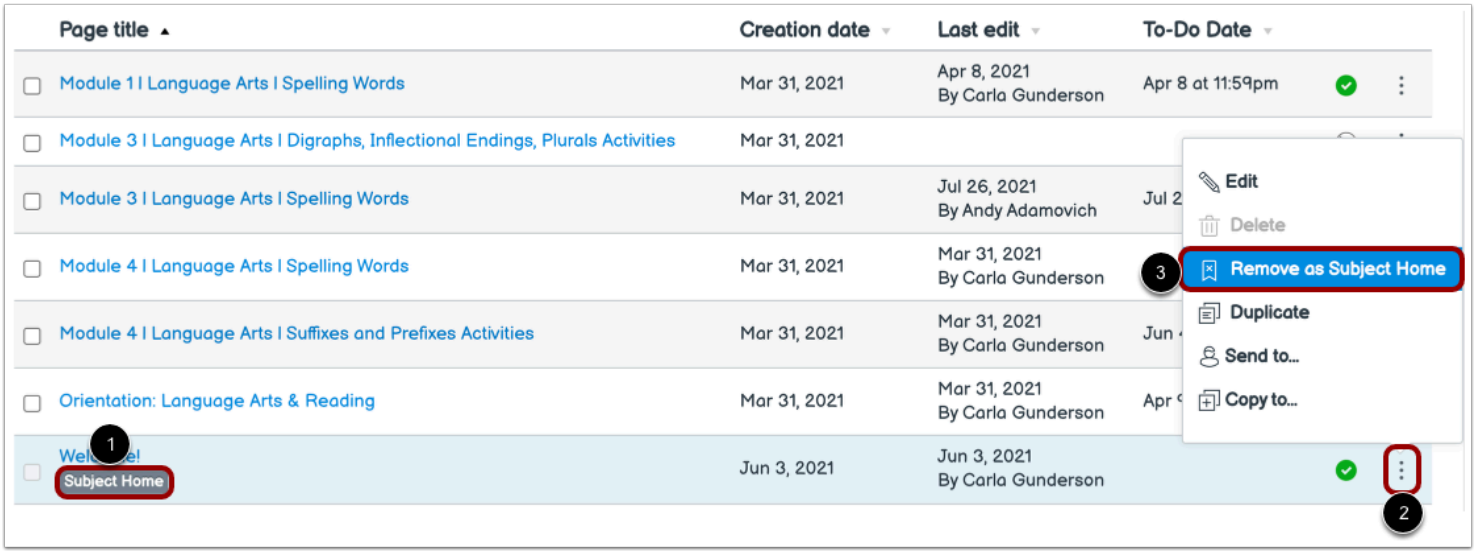
The Pages Index Page displays all of your subject pages [1]. To create a new page, click the **Add Page** button [2].

To set a page as the Subject Home Page, click the page's **Option** icon [3], then click the **Use as Subject Home** option [4].

Only one page can be set as the Subject Home Page. The page that was most recently set as the Subject Home Page retains the subject home page assignment.

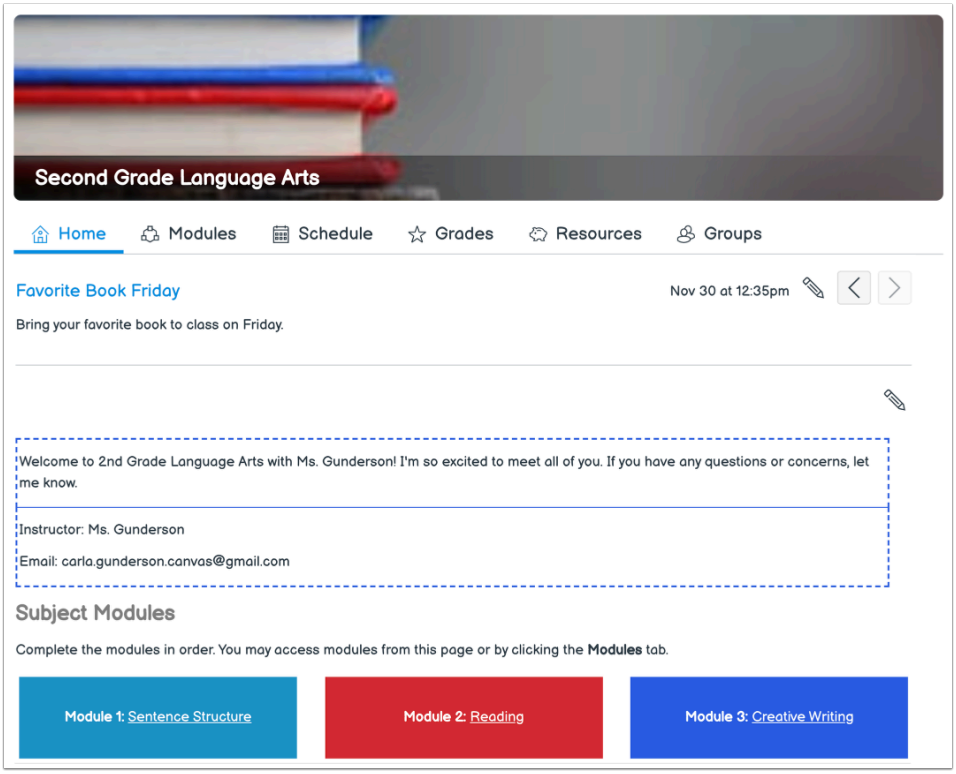
Note: Only a published page can be set as the Subject Home Page.

Remove Subject Home Page



To unassign a page as the Subject Home Page [1], click the page's **Options** icon [2] and select the **Remove as Subject Home** option [3].

View Subject Home Page



View the assigned subject home page content in the subject's Home tab.

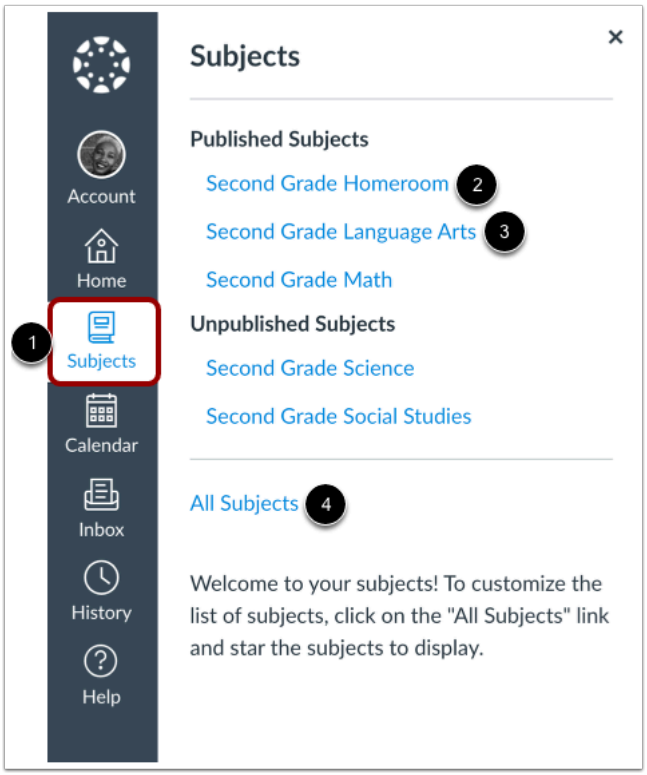
How do I add Important Info in the Resources tab in Canvas for Elementary as an instructor?

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

You can add Important Info to the Homeroom's Resources tab or a subject's Resources tab. Added information will only display in the Homeroom or subject in which it was added.

Note: If content is not added to Important Info, the Important Info section does not display on the Resources tab.

Open Subject



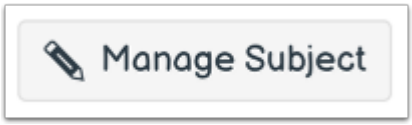
Click the **Subjects** link in Global Navigation [1].

To add information to the Homeroom, click the Homeroom link [2].

To add information to a subject, click the subject link [3].

If the subject does not display on the Subjects list, you can view all of your courses by clicking the **All Subjects** link [4].

Manage Subject



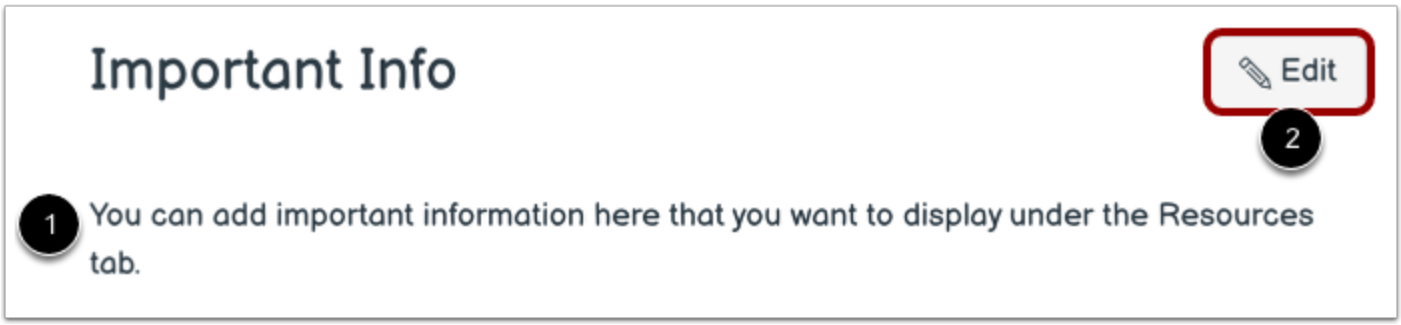
To add Important Information to a subject, click the **Manage Subject** button.

Note: This is not required when adding important information to the Homeroom.

Open Important Info

Click the **Important Info** link in Subject Navigation.

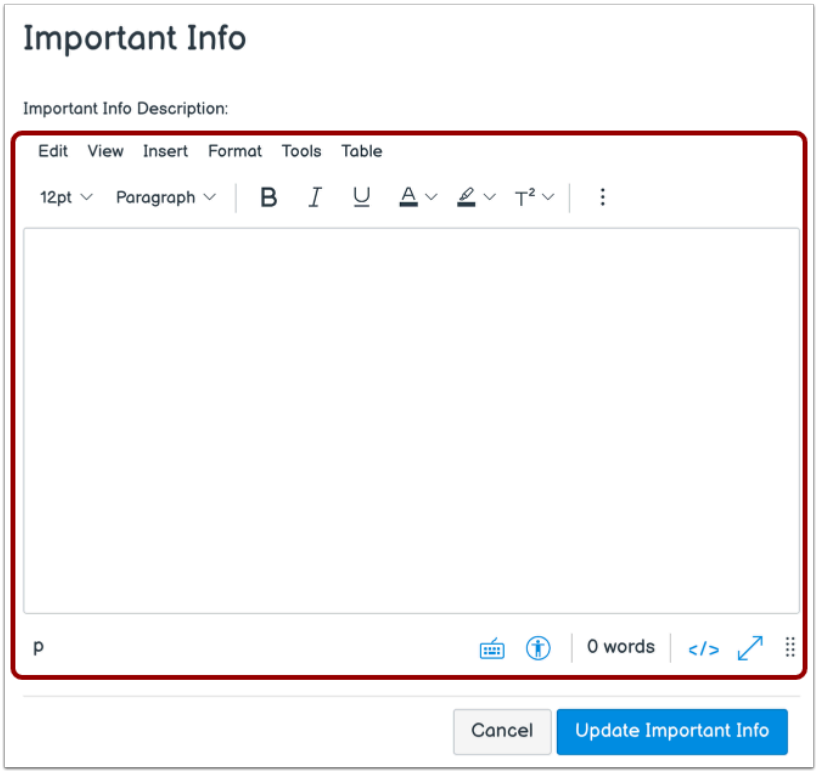
Add Important Info



If you have not added content to Important Info, a message displays [1].

To add content to Important Info, click the **Edit** button [2].

Add Important Info

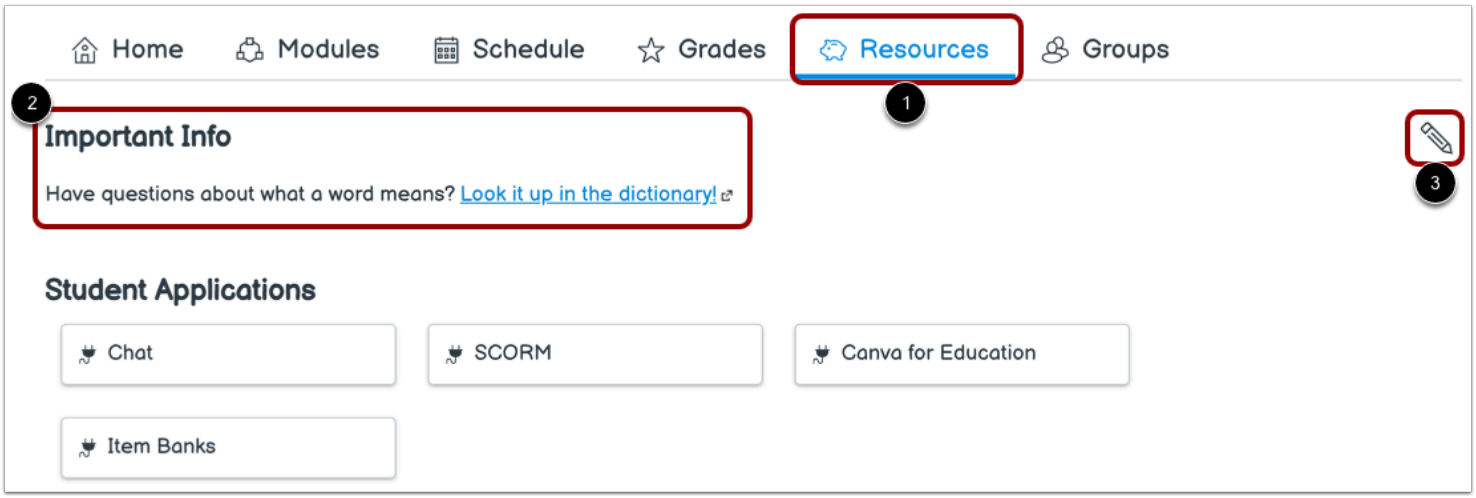


Use the Rich Content Editor to add content to Important Info.

Save Content

To save, click the **Update Important Info** button.

View Important Info



The Resources tab of the subject or homeroom in which information was added [1] displays Important Info with your added content [2].

To edit content, click the **Edit** icon [3].

Course Pacing

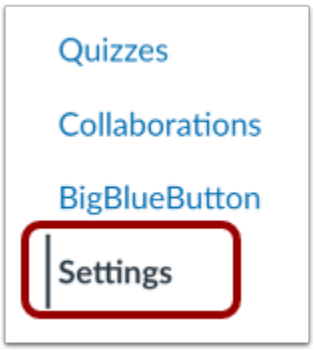
How do I enable Course Pacing as an Instructor?

If enabled by your institution, you can use Course Pacing to distribute due dates for students with different start dates based on an instructors defined pace.

Notes:

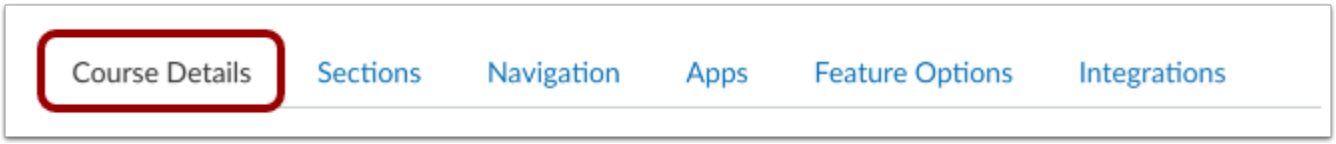
- The Course Pacing feature preview is in active development. To provide direct feedback about this feature, please post in the Course Pacing user group.
- If the Course Pacing feature preview is not available in your course, the feature has not been enabled by your institution.

Open Settings



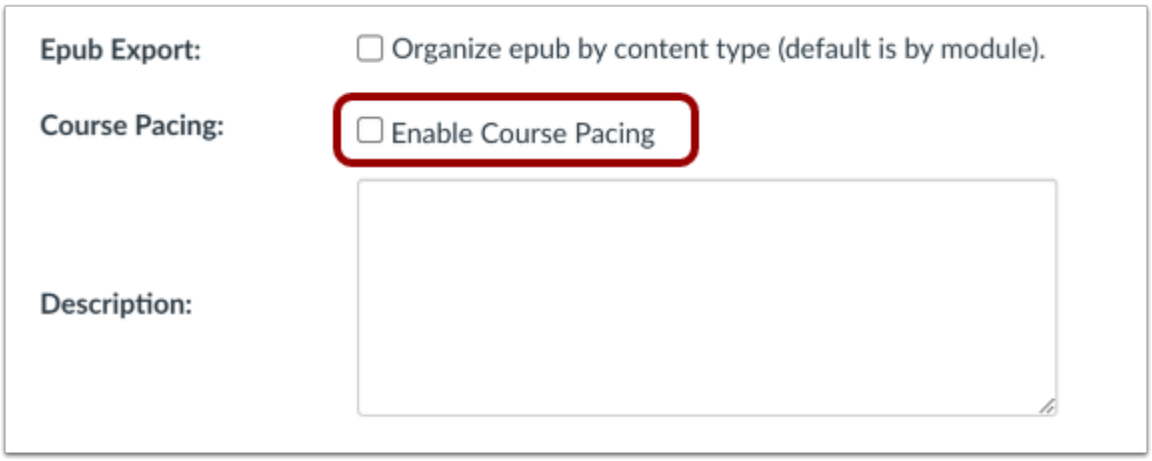
In Course Navigation, click the **Settings** link.

Open Course Details



Click the **Course Details** tab.

Enable Course Pacing



Click the **Enable Course Pacing** checkbox.

Update Course Details

Click the **Update Course Details** button.

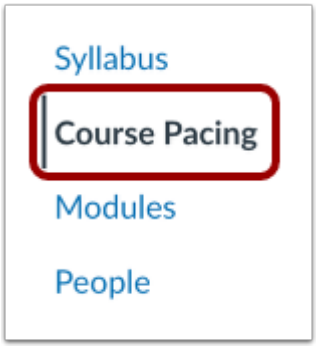
How do I use Course Pacing?

If enabled by your institution, you can use Course Pacing to define a pace in which students must complete course tasks. This allows students with different start dates to have the same time frame in which they must complete course tasks.

Notes:

- The Course Pacing feature preview is in active development. To provide direct feedback about this feature, please post in the Course Pacing user group.
- Course Pacing must be enabled in the course settings.
- If the Course Pacing feature preview is not available in your course, the feature has not been enabled by your instructor.
- Course Pacing can be managed on a course level or by individual students.

Open Course Pacing

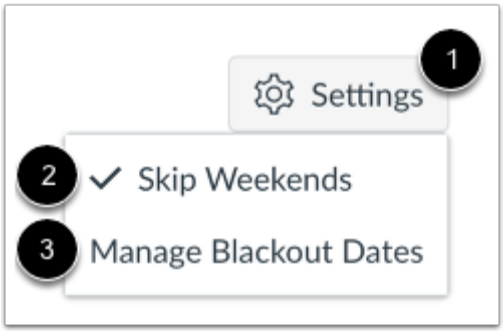


In Course Navigation, click the **Course Pacing** link.

Create Course Pacing

To create a course pace, click the **Get Started** button.

View Course Pacing

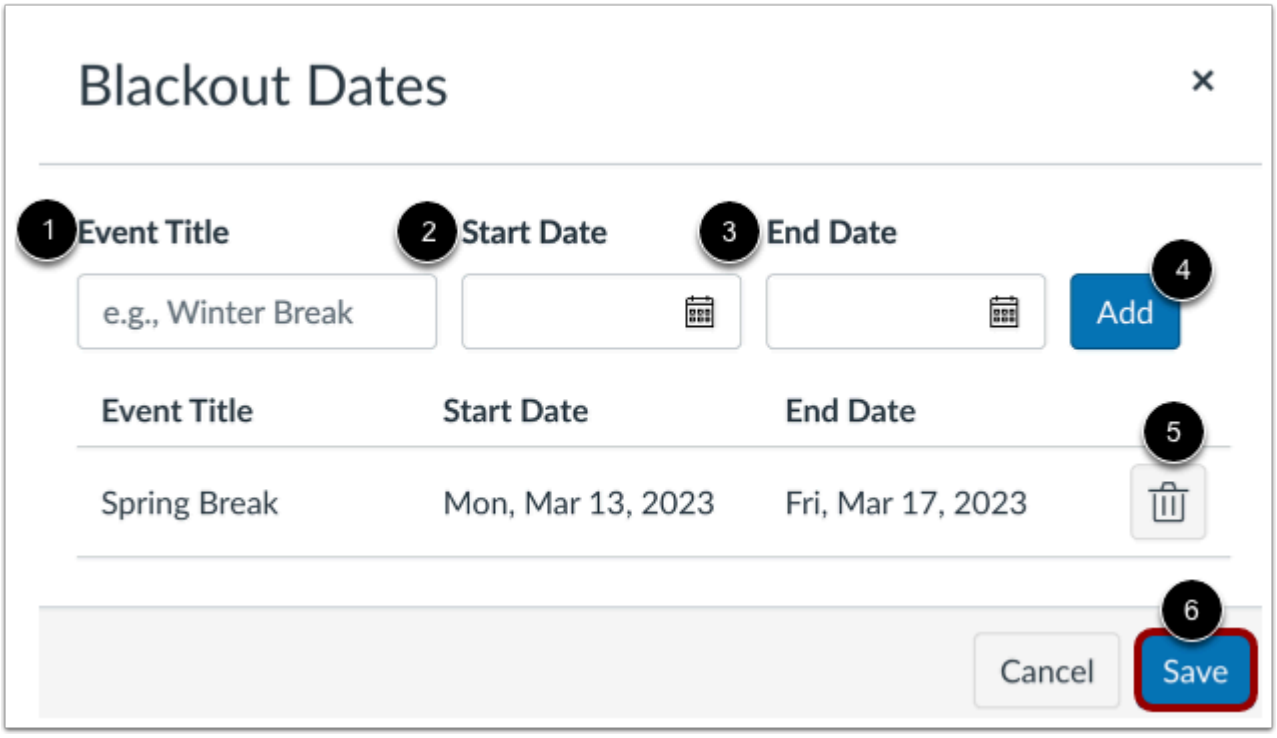


To exclude weekends from course pacing, click the **Settings** icon [1]. Then click the **Skip Weekends** link [2].

To manage blackout dates, click the **Manage Blackout Dates** link [3].

Note: The first assignment that is adjusted is based off the course start date. The second assignment that's adjusted is based off the first assignments due date.

Manage Blackout Dates

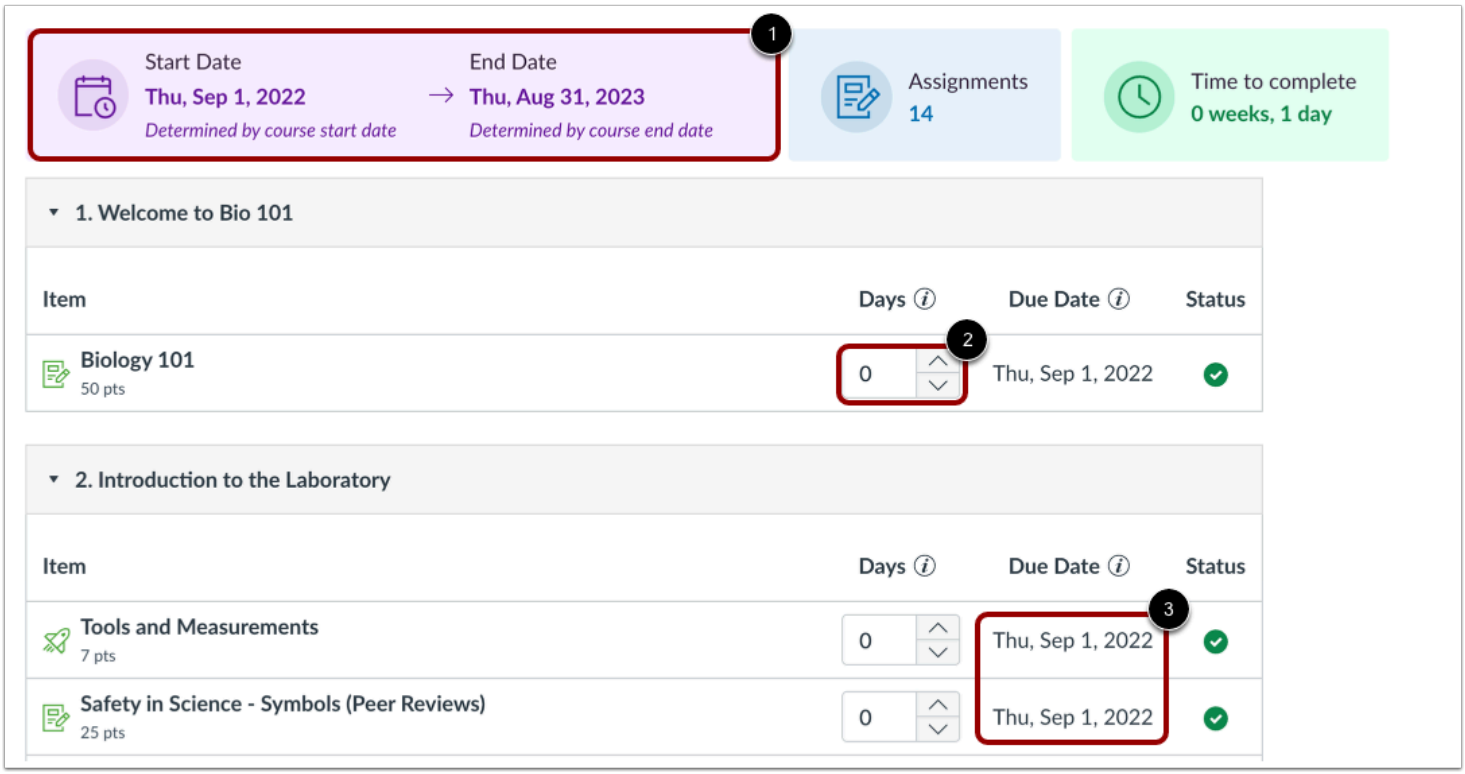


To add blackout dates, enter a title for the event in the **Event Title** field [1]. Add a start date [2] and end date [3]. To add the blackout dates, click the **Add** button [4].

To delete blackout dates, click the **Delete** button [5].

To save your changes, click the **Save** button [6].

Manage Course Pacing

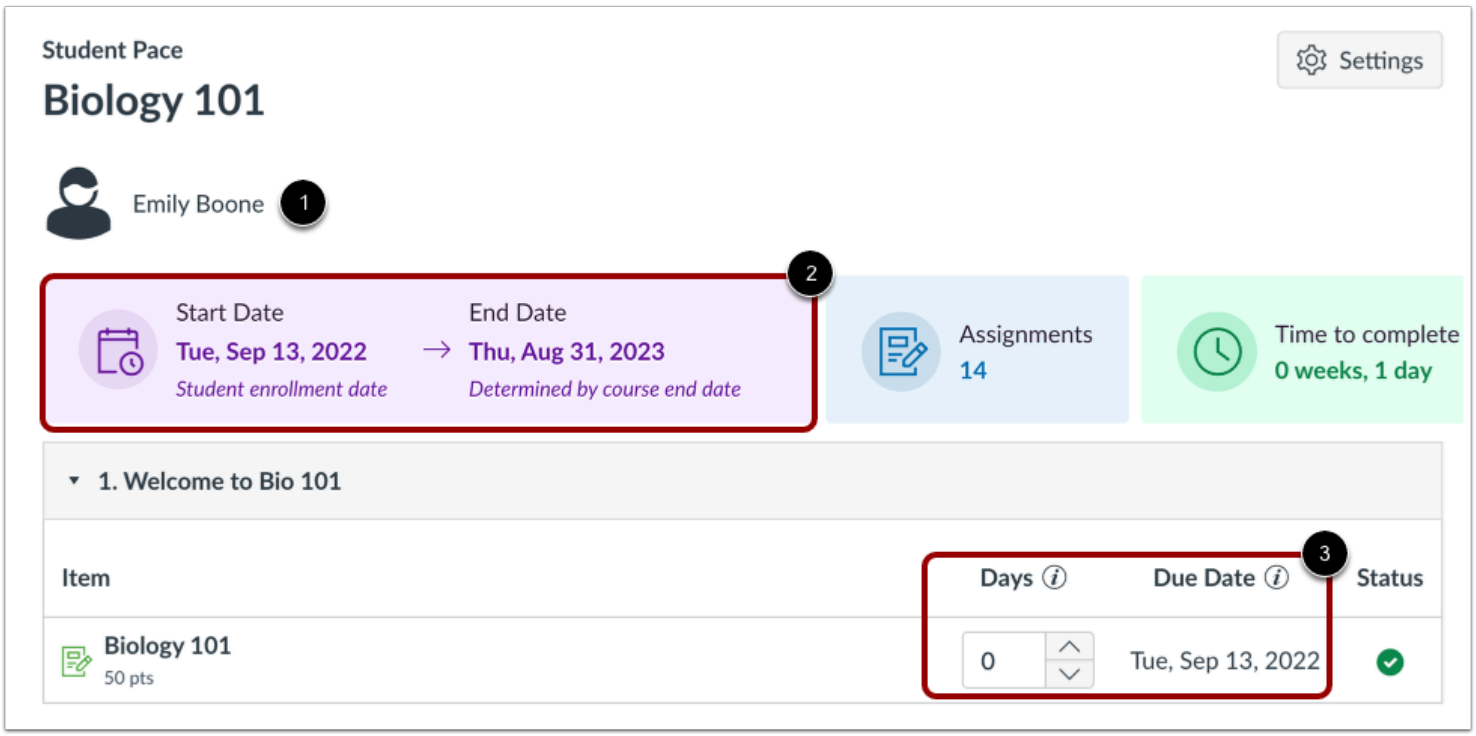


Course Pacing start and end dates default to the course start date and end dates noted in Course Settings [1].

You can create a course pace to determine when course assignments are due using the assignments' Days field. By default, all course pacing assignments display the course start date.

To modify the number of days an assignment is due based on the course start date, use the **Days** field [2]. Subsequent assignments display the adjusted due date [3]. You can manage a subsequent assignment's due date using the Days field.

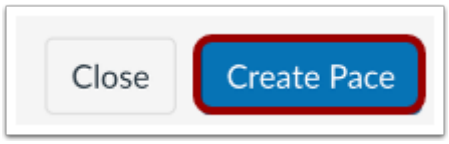
Manage Student Pacing



When a Course Pace has been created, you can manage individual students [1], the start date displays the student's enrollment date. The student's end date is based on your determined course pace [2].

The student's assigned due dates display based on their enrollment date and the course pace [3].

Publish Course Pace



To save your changes, click the **Create Pace** button.

How do I manage Course Pacing for a student?

If enabled by your institution, you can use Course Pacing to define a pace in which students must complete course tasks. This allows students with different start dates to have the same time frame in which they must complete course tasks.

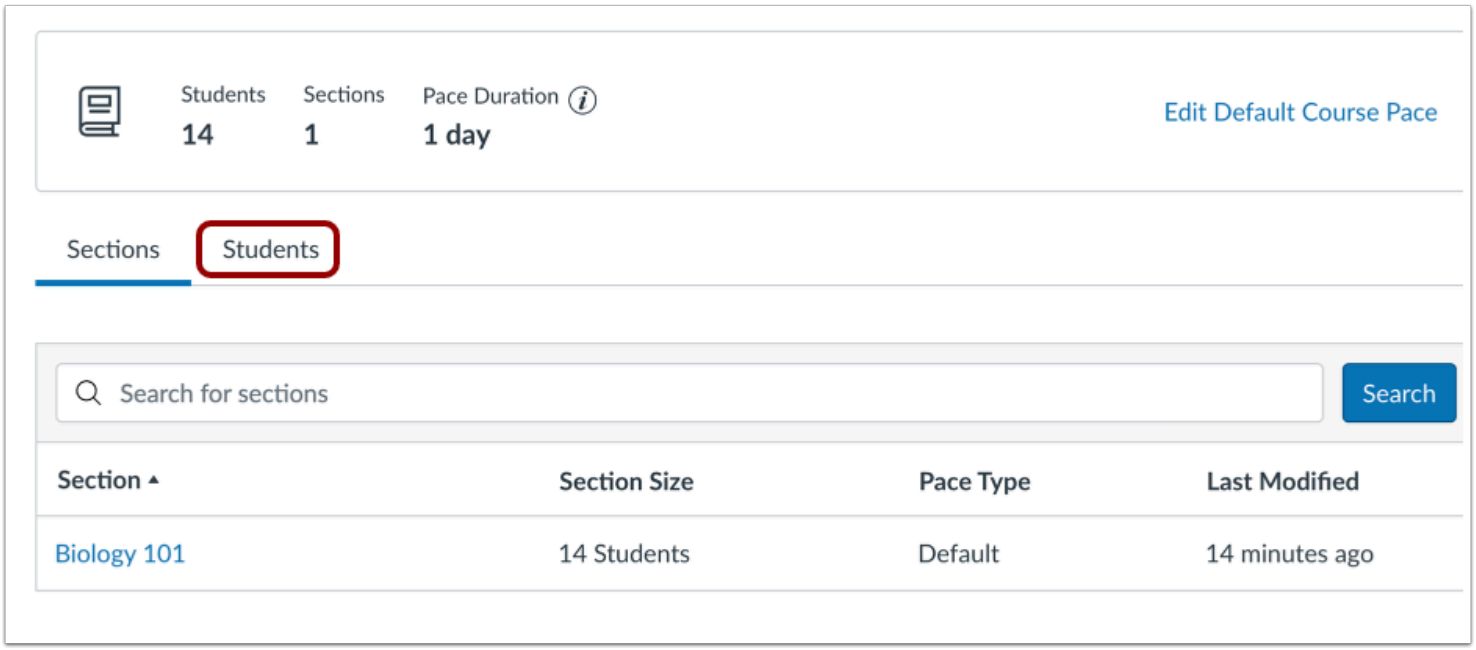
Notes:

- The Course Pacing feature preview is in active development. To provide direct feedback about this feature, please post in the Course Pacing user group.
- Course Pacing must be enabled in the course settings.
- If the Course Pacing feature preview is not available in your course, the feature has not been enabled by your institution.
- A Course Pace has to be created before you can manage individual students.

Open Course Pacing

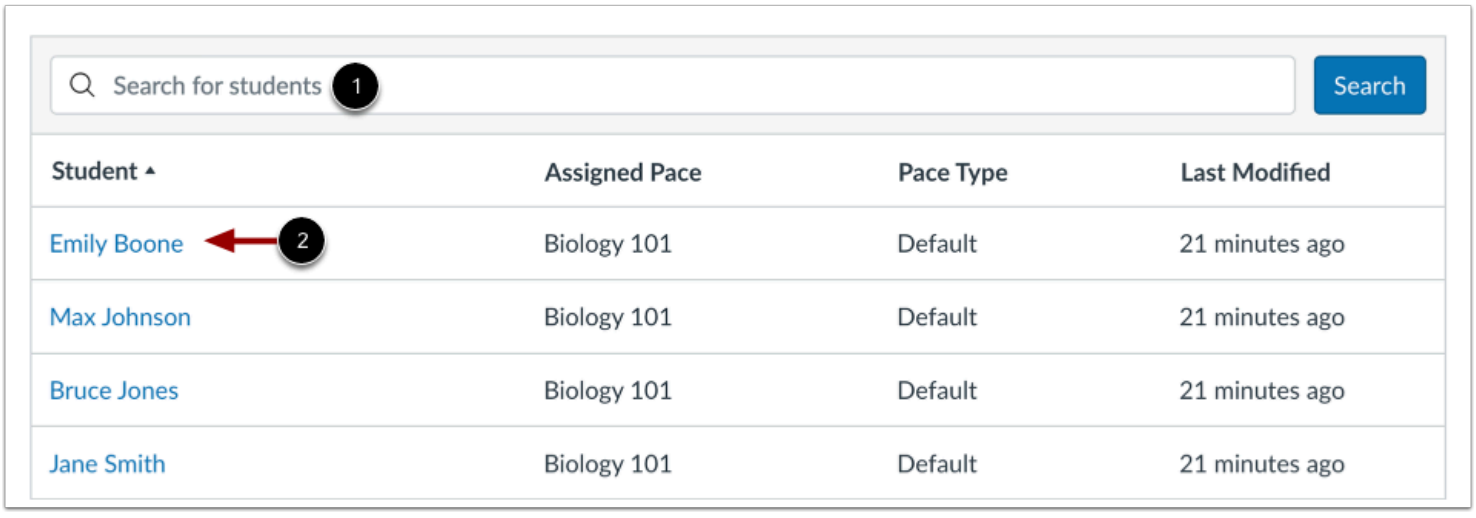
In Course Navigation, click the **Course Pacing** link.

View Course Pacing



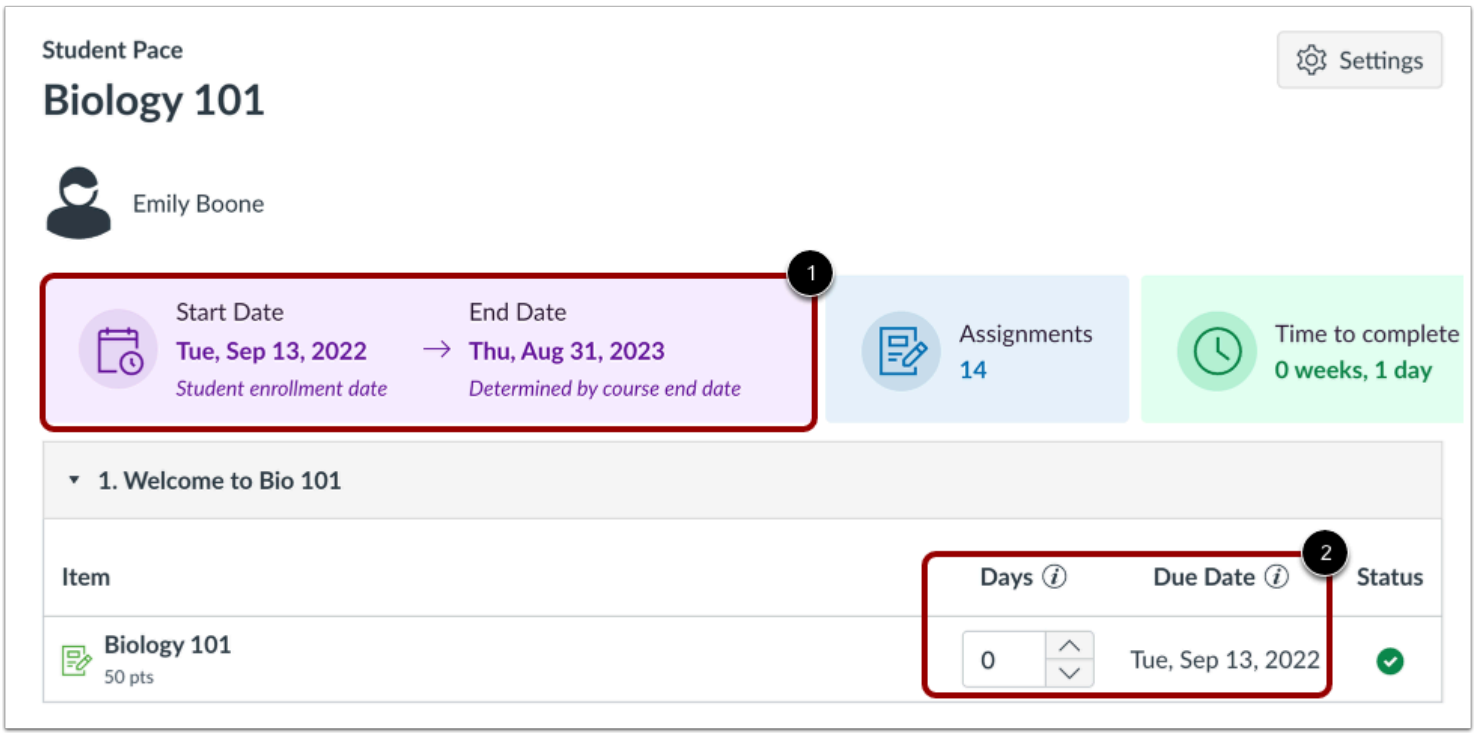
To manage a students course pacing, click the **Students** link.

Select Student



You can select a student using the **Search for students** search field [1] or click the student's name [2].

Manage Student Pacing



The student's end date is based on your determined course end date [1].

The student's assigned due dates display based on their enrollment date and the course pace [2].

Publish Course Pace

To save your changes, click the **Create Pace** button.

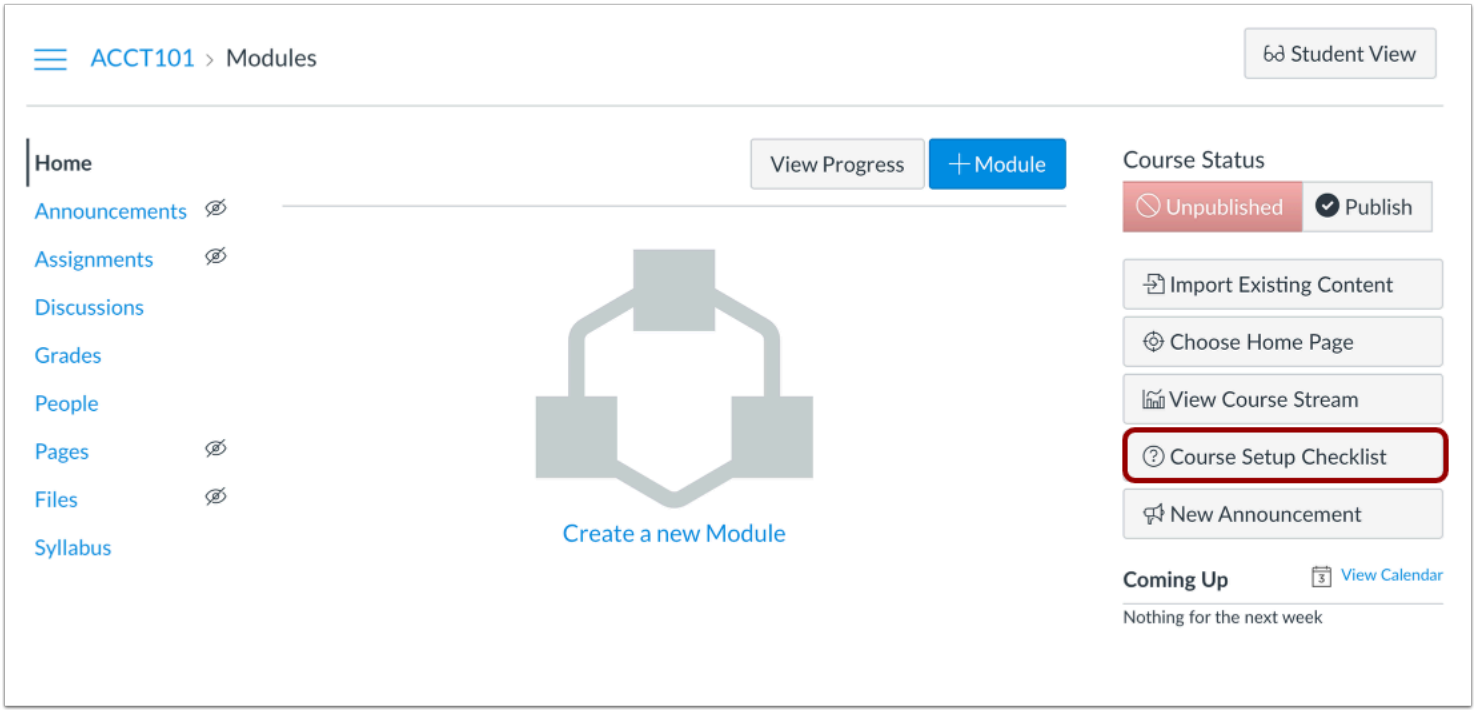
Courses and Sections

How do I use the Course Setup Checklist?

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

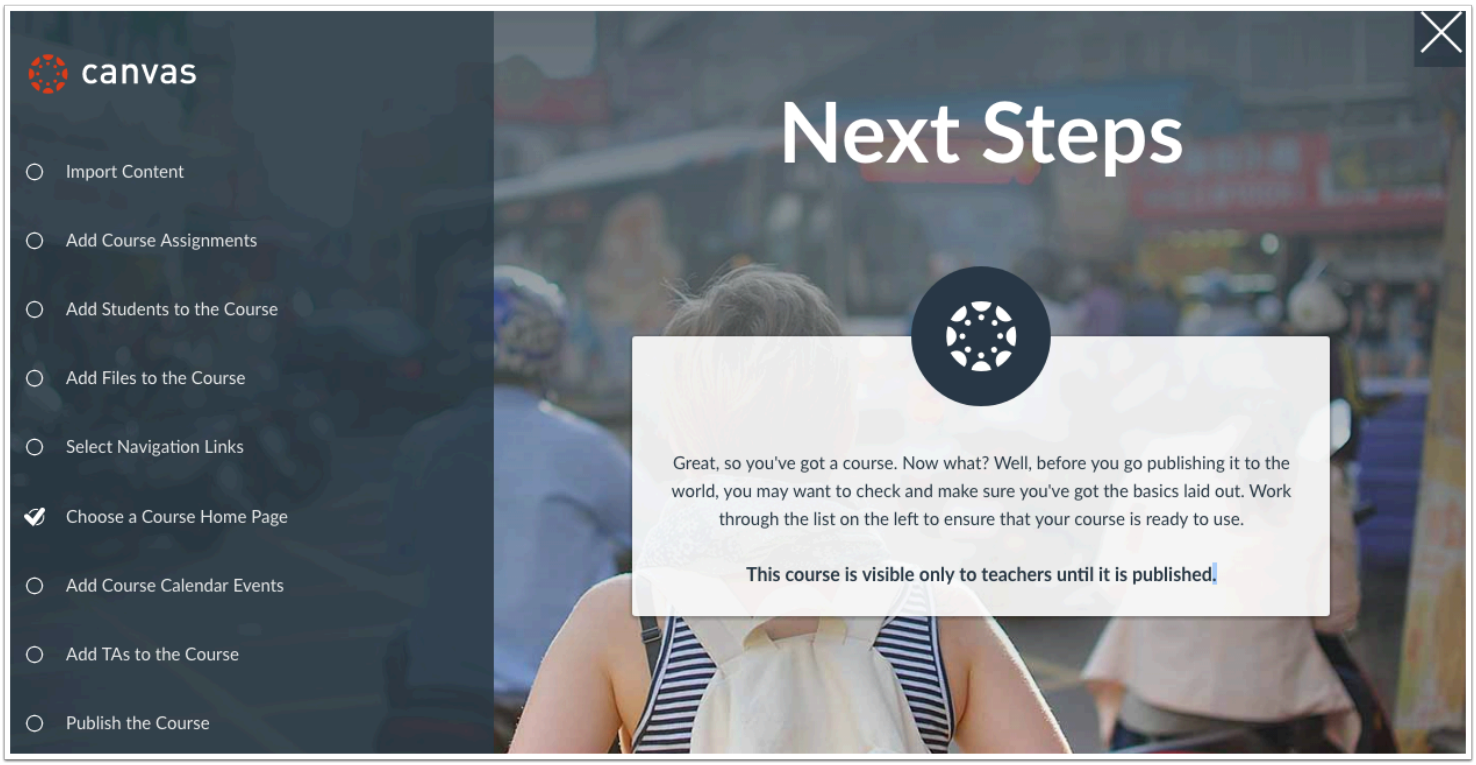
Note: If your course does not include a Setup Checklist, your institution has enabled the Canvas course setup tutorial instead, which displays in the Course Home Page and each index page in Course Navigation.

Open Course Setup Checklist



In the Course Home Page, click the **Course Setup Checklist** button.

View Course Setup Checklist



The Course Setup Checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add users, such as students and TAs, to the course via the People page
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Publish the course, which will automatically send invitation emails to any students you have already added to the course (you may not have permission to complete this step; your institution may publish your course for you)

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

How do I use the Canvas course setup tutorial as an instructor?

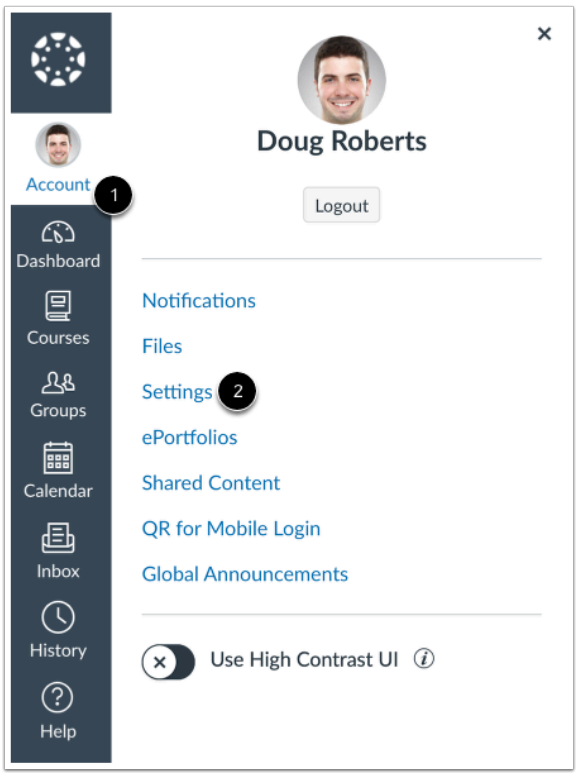
The Canvas course setup tutorial helps you become familiar with the feature areas available in a Canvas course. In each area, the tutorial displays a brief overview and links to user guides that relate to that feature. The tutorial can be useful when creating a new course or learning about an individual feature area.

The course setup tutorial is available in the following feature areas: Announcements, Assignments, Collaborations, Conferences, Course Import, Discussions, Files, Grades, Home Page, Modules, New Analytics, Outcomes, Pages, People, Quizzes, Rubrics, Settings, Syllabus, and Zoom LTI integration page.

Notes:

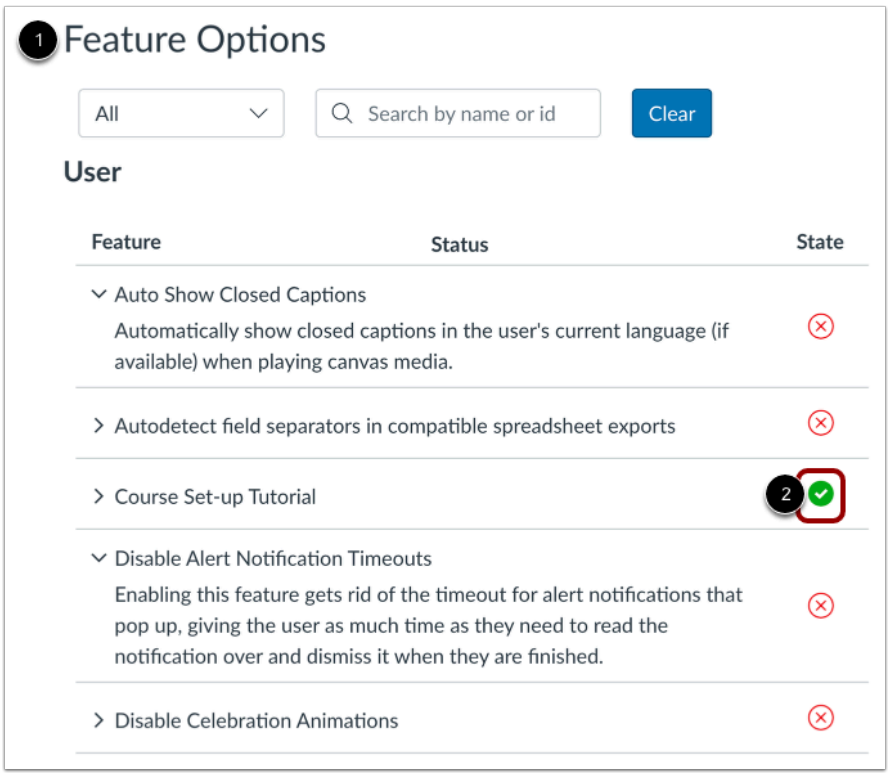
- Course Set-up Tutorial is currently a user account feature option. Learn how to manage user account feature options. If the course tutorial is not available in your user account, your institution admin has not enabled the New User Tutorial account feature option.
- If the course tutorial is available to you, you can close the course tutorial at any time. If you want to reenable the course tutorial, you can enable the tutorial as a user feature setting in User Settings.
- The course setup tutorial does not display in blueprint courses.

Open User Settings



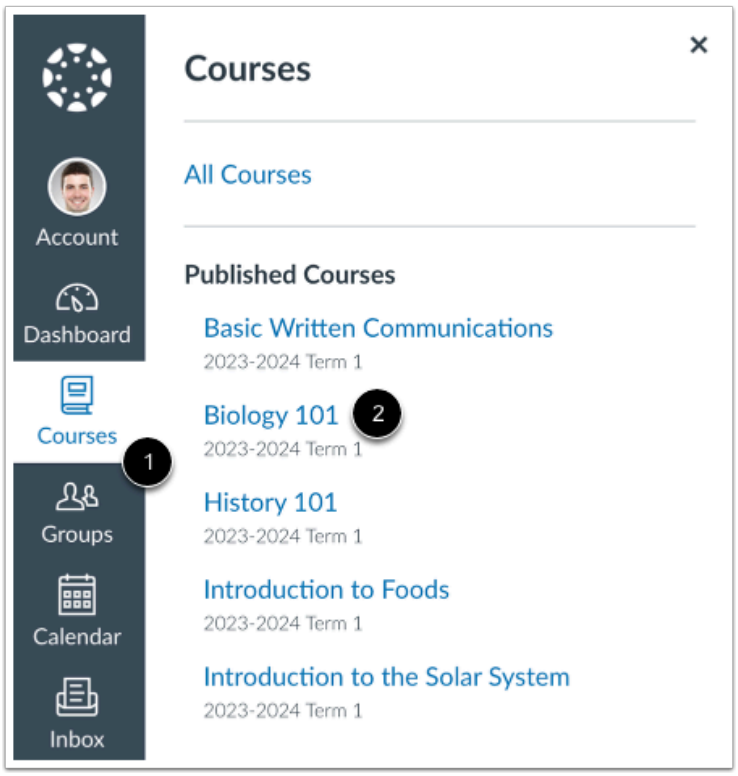
In Global Navigation, click the **Account** link [1]. Then click the **Settings** link [2].

Enable Tutorial



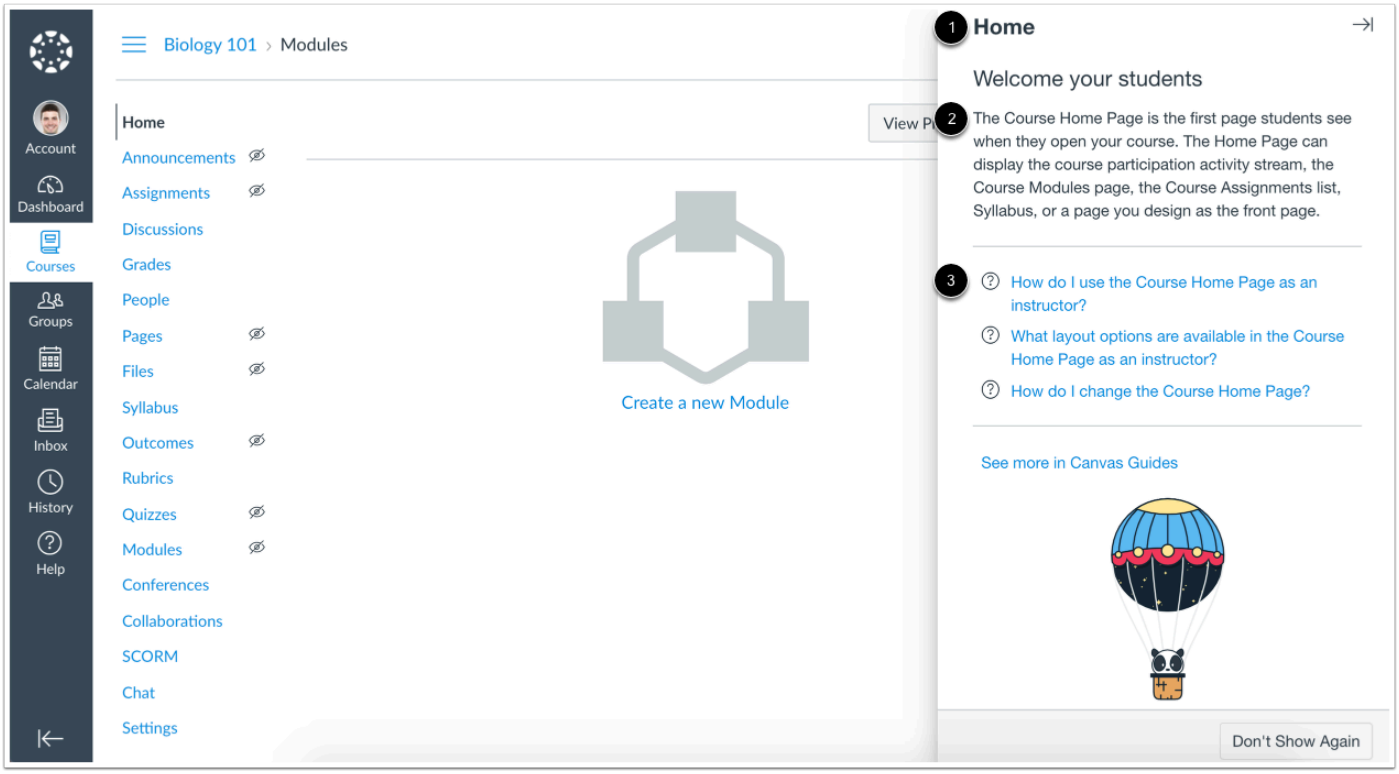
Locate your user feature options [1]. To enable the course setup tutorial, click the **Course Set-up Tutorial** icon [2].

Open Course



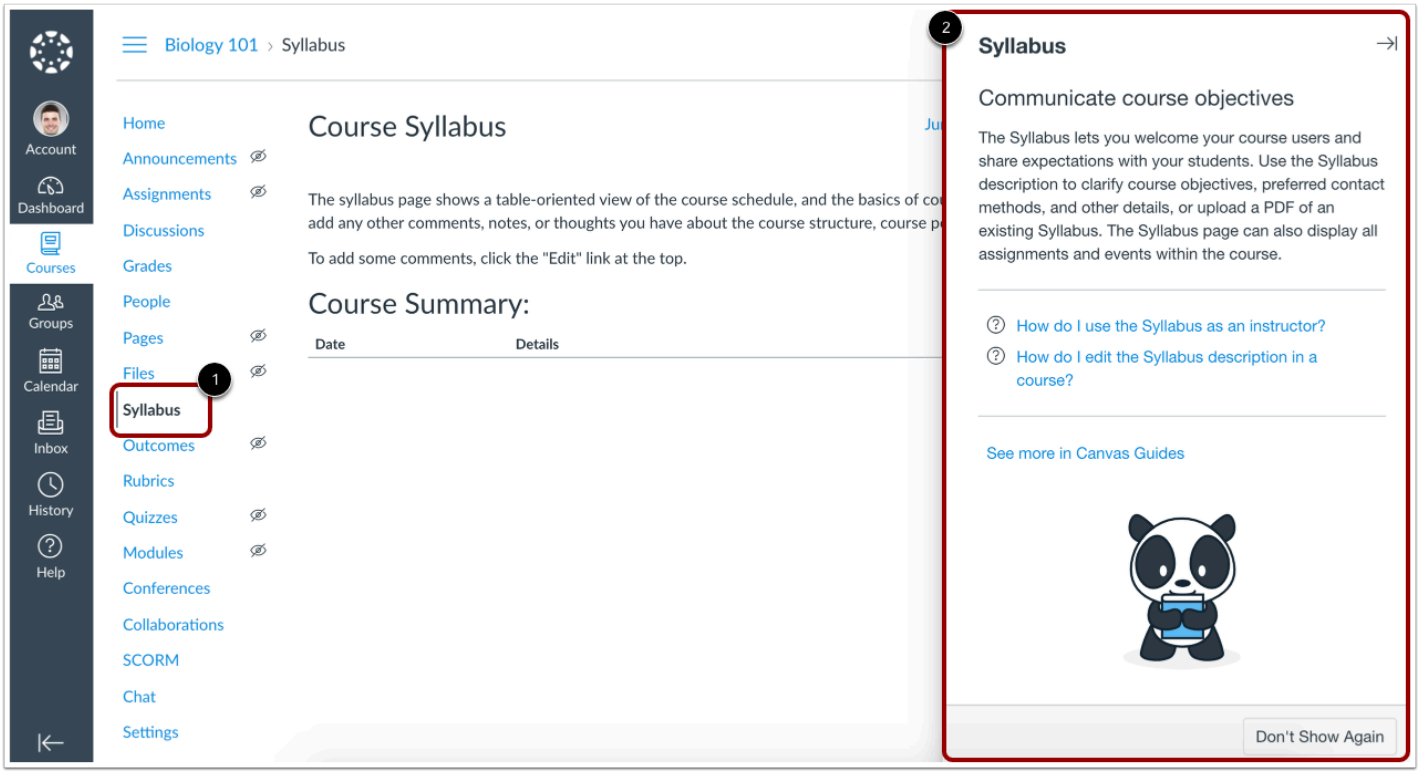
To open your course, click the **Courses** link in Global Navigation [1]. Then click the name of the course you want to view [2].

View Tutorial



New courses open to the Home Page, which displays the Home Page tutorial [1]. The tutorial tells you the purpose of the page [2] and provides links to related Canvas guides [3].

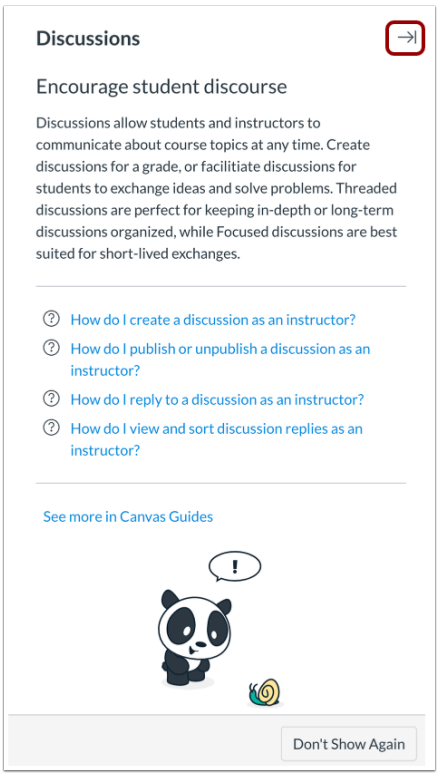
Continue Tutorial



To view the course setup tutorial for a different page in Canvas, click the link for the page in Course Navigation [1].

The tutorial content updates to reflect the page you are viewing [2].

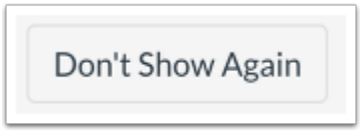
Collapse Tutorial



By default, the tutorial is expanded on each page. Once you read the content in the tutorial, you may want to collapse the tutorial as some pages contain content behind the tutorial. The state of the tutorial is persistent across Canvas pages, so if you collapse the tutorial on one page, it will stay collapsed until expanded again.

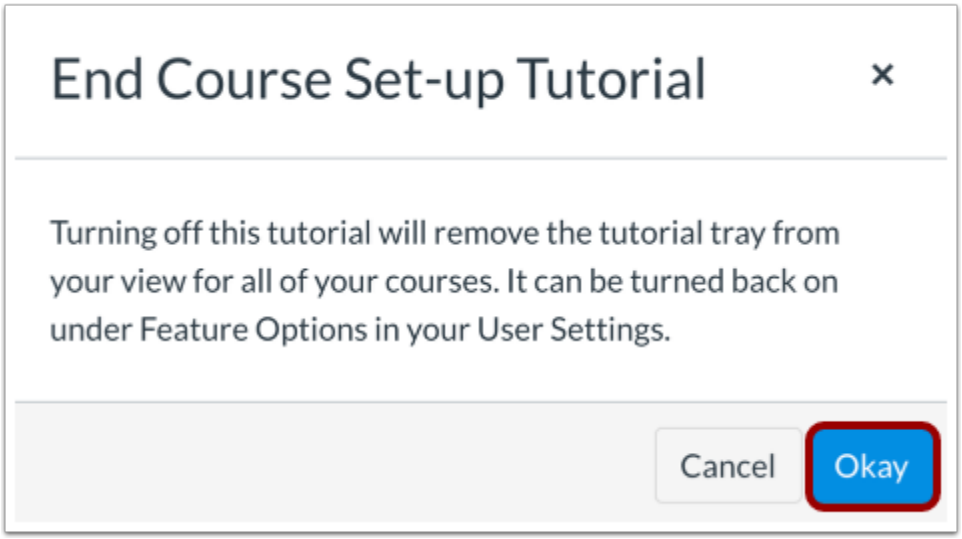
To expand or collapse the tutorial, click the **Arrow** icon.

End Tutorial



To end the tutorial at any time, click the **Don't Show Again** button.

Note: Ending the tutorial means that the tutorial will no longer display in any of your courses.



Click the **Okay** button.

How do I create a new course from the Dashboard as an instructor?

If you are allowed to add new courses in Canvas, you can create a new course from your Canvas Dashboard. New courses are created as course shells which can host course content and enrollments for your institution. If enabled by your institution, you may be able to select a sub-account for your new course. If this feature is not enabled, your new course will be added to your institution's Manually-Created Courses sub-account.

When you create a course from the Dashboard, you are automatically added to the course as an instructor. No other enrollments exist in the course, though you may be able to add users to a new course. Additionally, new courses do not contain course content. In the new course, you can create new content and add existing content using the course import tool and by sharing content from an existing course.

Alternatively, you can create a new course to use as a sandbox. A sandbox is a course without student enrollments where you can create, modify, and preview course content and structure without student interference. You can then share or import your sandbox content into live courses.

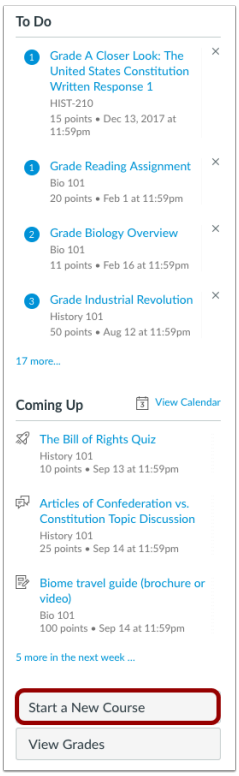
Notes:

- If you are not able to start a course as shown in these instructions, your institution has disabled this feature. Some institutions provide courses to faculty automatically via SIS (student information system) imports. For assistance creating a new course, contact your Canvas Admin.
- If your institution is using a course template, your new course will be populated with content from that template.

Open Dashboard

In the Global Navigation Menu, click the **Dashboard** link.

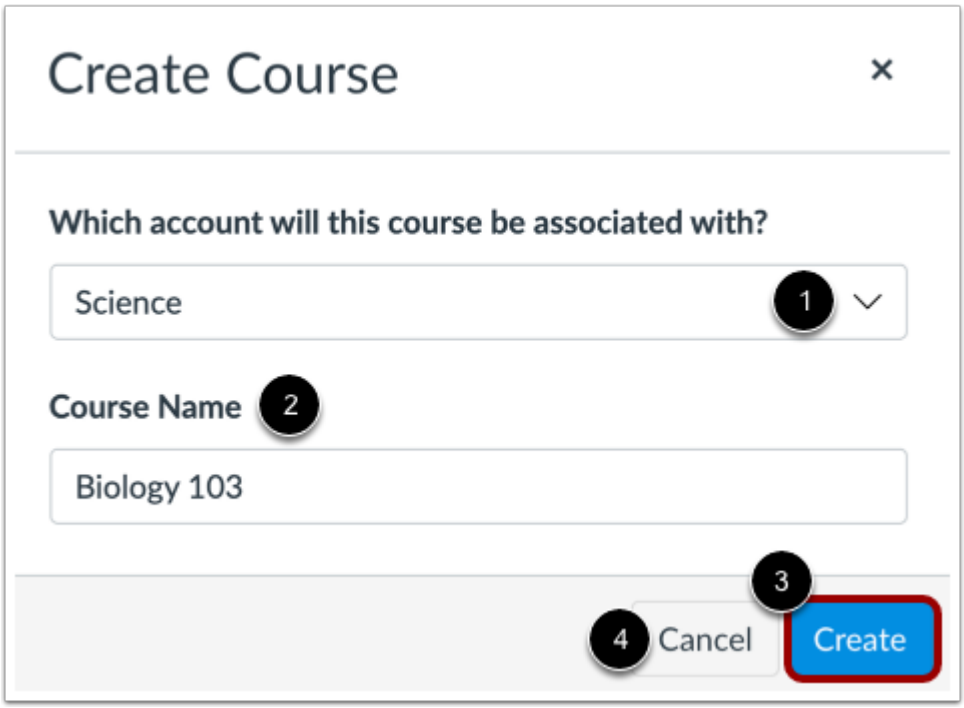
Create New Course



In the Dashboard sidebar, click the **Start a New Course** button. You may need to scroll down to see this button.

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

Add Course Details



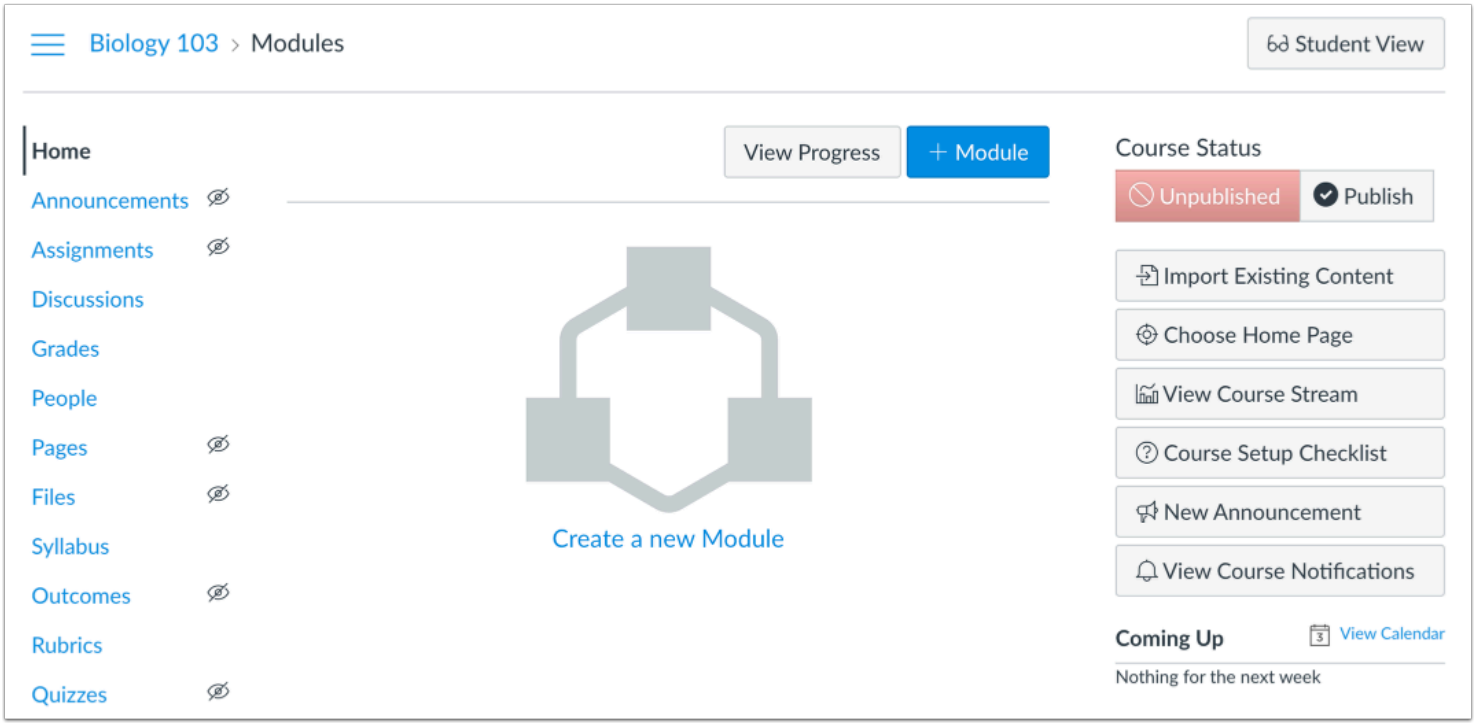
In the **Which account will this course be associated with?** drop-down menu, select the account where you want the course to be organized [1]. You can only select accounts that contain courses where you have active enrollments. If this drop-down menu does not display, your institution has restricted the option for instructors to select accounts for new courses.

In the **Course Name** field [2], enter the name for your course. A course code is automatically created based on the first string of connected characters in the course name. If allowed by your institution, the course code can be changed in Course Settings.

To create the course, click the **Create** button [3]. To cancel course creation, click the **Cancel** button [4].

Note: Course content license and course visibility options are set to private by default. These options can be changed in Course Settings.

View Course



View the new course. Depending on your institution's preference, you can use either the Course Setup Checklist or the Canvas Course Setup Tutorial to populate your course.

How do I delete a course as an instructor?

Once you delete a course, the course will be completely removed from your institution's account and will not be viewable by you, prior students, or the account administrator. We do not recommend deleting courses, especially if the course contains content and student data because you may need to access that information at a later date.

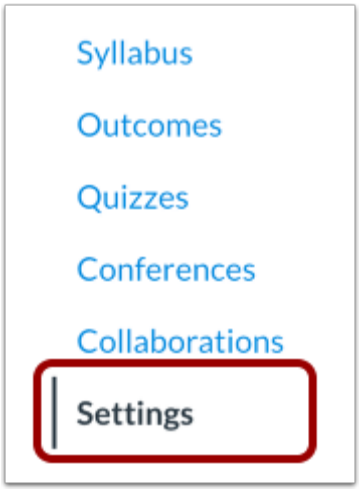
If you only want to remove the course from Courses & Groups in the Global Navigation, you can change the course end date, or if you have permission, conclude your course instead.

Notes:

- Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).
- Deleting a course is a course permission for manually created courses only. If the Permanently Delete this Course button does not appear in Course Settings and your course was not generated through a student information system (SIS), this setting has been restricted for your course. If you are an instructor, contact your admin for assistance.
- Courses are not deleted from an account unless done so by you or another user at your institution.

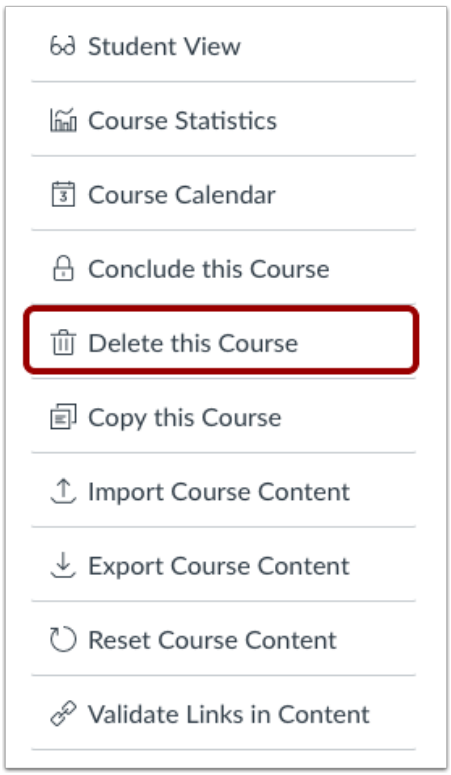
Click to copy

Open Settings



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

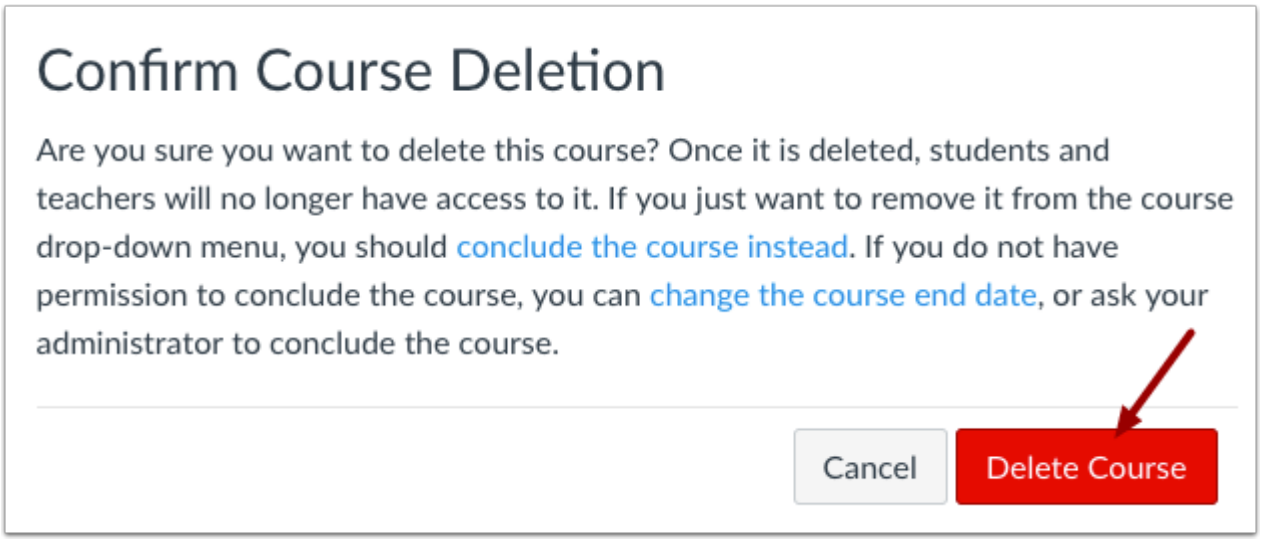
Permanently Delete Course



Click the **Delete this Course** link.

Note: Deleting a course is a permission enabled by your admin. If you do not see this button, you do not have permission to delete your course.

Delete Course



Click the **Delete Course** button.

Note: Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).

View Confirmation

View the confirmation message.

How do I add a section to a course as an instructor?

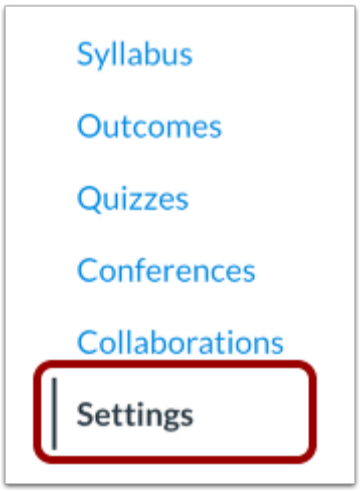
You can add a section to your course by editing your course Settings in Canvas. Sections help subdivide students within a course and offer section-specific options such as varied due dates for assignments, discussions, and quizzes. Sections are also displayed for each student within the course People page and the Gradebook.

You can also create sections for students who need extra time in a course, such as a student who has an incomplete grade.

Notes:

- Sections may be added by your institution's student information system (SIS).
- Some course sections may have already been created for you.

Open Settings

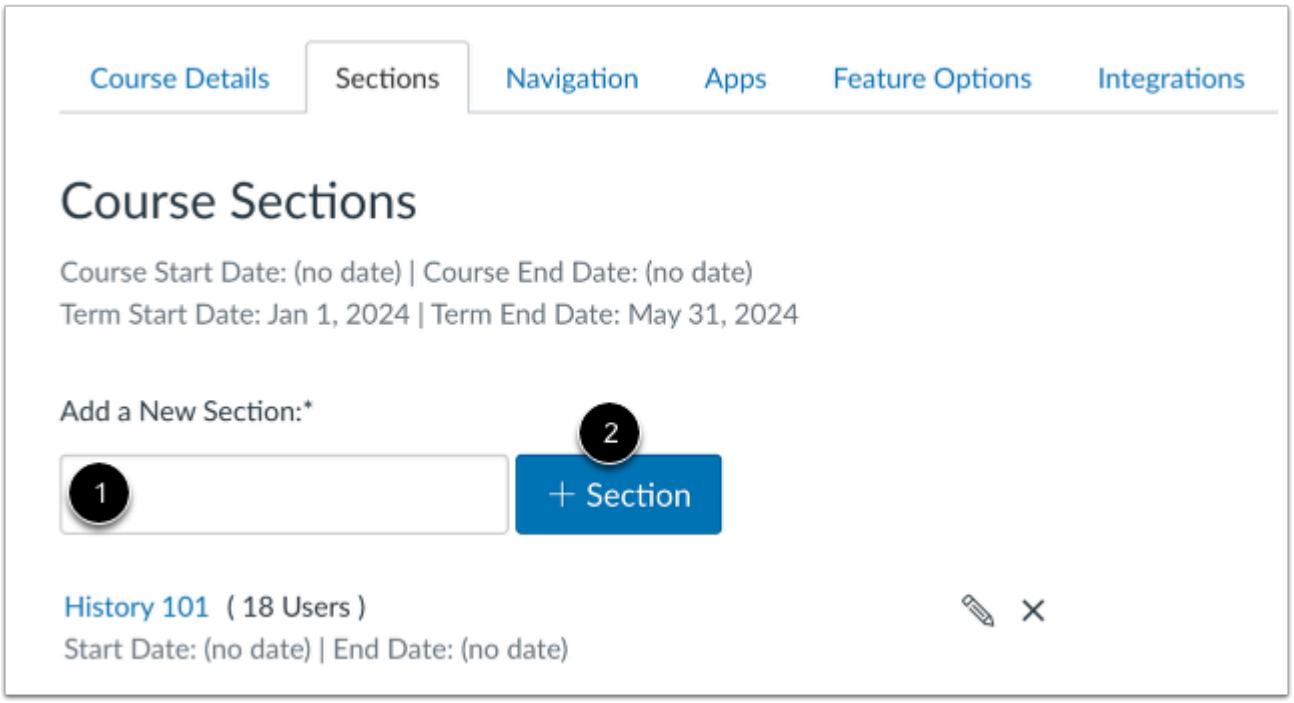


In Course Navigation, click the **Settings** link.

Open Sections

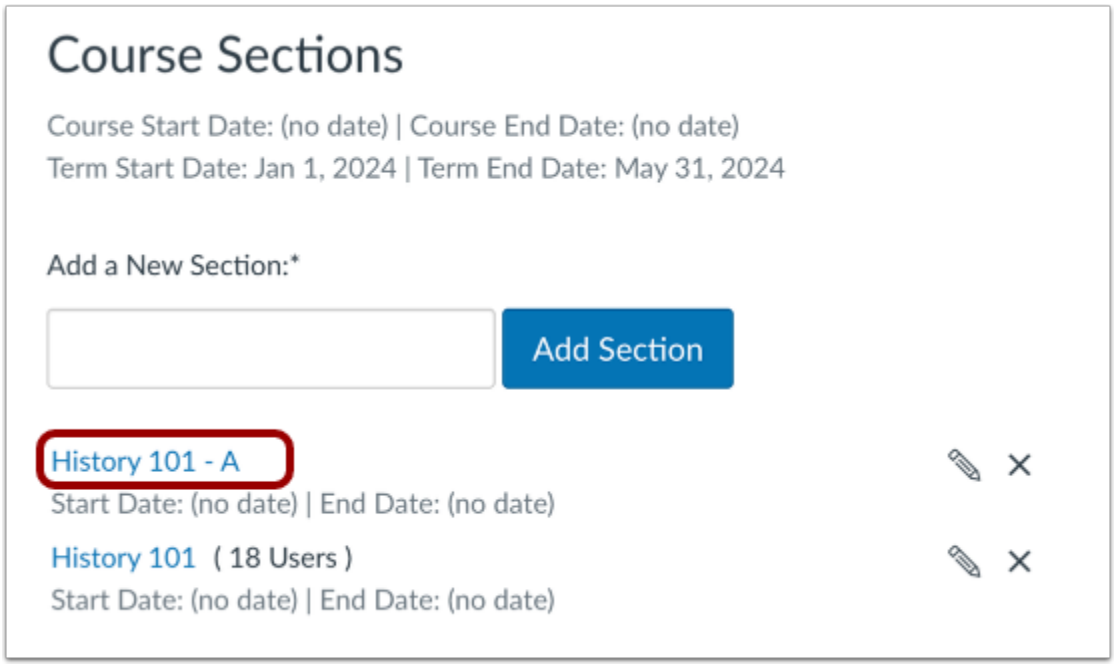
Click the **Sections** tab.

Add Section



Enter the name of the new section in the **Add a New Section** field [1]. Click the **Add Section** button [2].

View Section



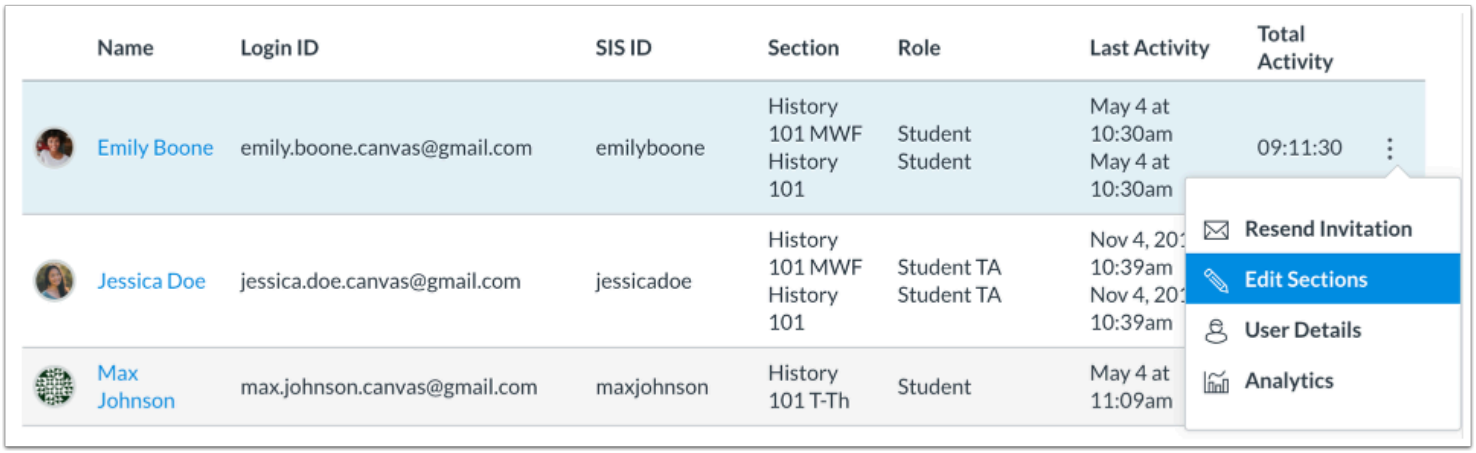
View the section in your course.

If needed, you can change section start and end dates.

You can add additional sections if necessary. Multiple sections are ordered alphabetically.

Note: If a section was previously added via SIS, and you have permission to view SIS IDs, the section's SIS ID also displays in the Course Sections page.

Add Users to Sections



Once you have added sections to your course, you can add users to sections from the People page in your course.

How do I change the start and end dates for a course section as an instructor?

By default, sections inherit course dates set for your entire institution. If a course does not include specific dates, the section dates default to term dates. However, as an instructor, you may need to change the start and end dates for a course section. Dates can be shorter than or overlap the course or term dates.

Adding section dates may also affect the Courses page and the placement of the section's course in the Past, Current, or Future Enrollments list for students. For more information, view the interactive Student Course Visibility and Participation flowchart.

Limit User Participation Dates

You can set whether or not students can only participate in the section during the specified section dates using the Student Participation checkbox. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task for the course section. If you limit students to only be able to participate during the section dates, they can accept the course section invitation, access the course section, and look at content, but they cannot fully participate until the first day of the course for the section. When the course section is concluded, the course section is placed in a read-only state.

Section Override Dates

Section override dates are only created if the Student Participation checkbox is selected as part of creating section start and end dates (both dates are required). Students can participate in the course section before and after the start and end date, and participation will always be determined by the course dates. If a course does not include course dates, dates are determined by term dates.

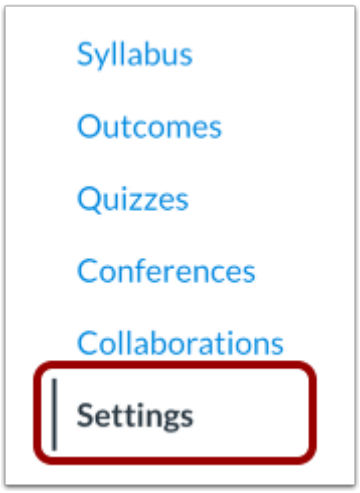
Dashboard Considerations

The Student Participation sections checkbox may also affect courses that have been marked as a favorite and display in the Dashboard. If a section includes an override date and the Student Participation checkbox is selected, students cannot participate in the course after the section end date, and the course will be removed from the Dashboard.

Moreover, if the Student Participation checkbox is not selected, the course will still display in the Dashboard as a favorite course after the section end date since the course section still allows participation as an active course. The course will not be removed until the course section is concluded via course/term dates. However, if the Student Participation checkbox is not selected for the section, the section dates determine the placement of the course section in the Past, Current, or Future Enrollments list regardless of the course/term dates.

Note: You can only change section end dates when your enrollment is active. Section dates cannot be changed once your enrollment has concluded for the course.

Open Course Settings

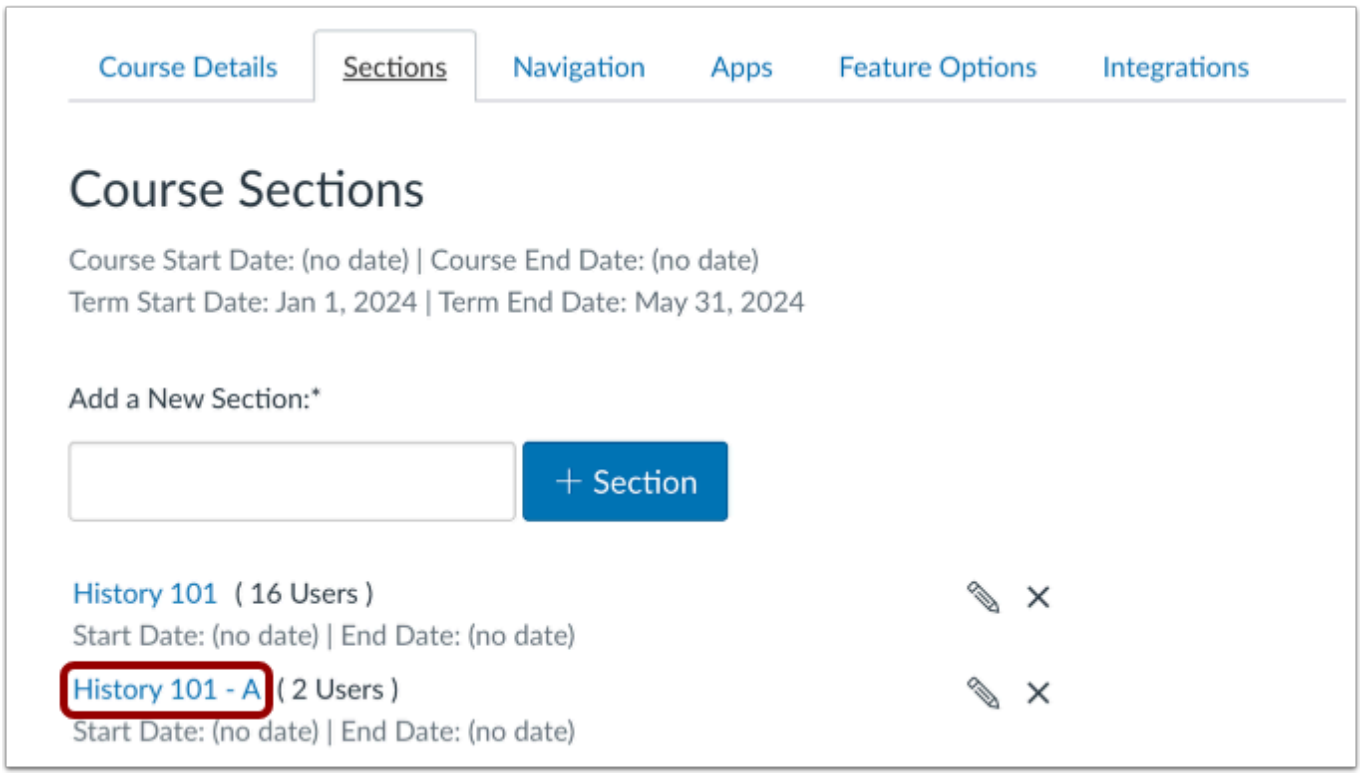


In Course Navigation, click the **Settings** link.

Open Sections

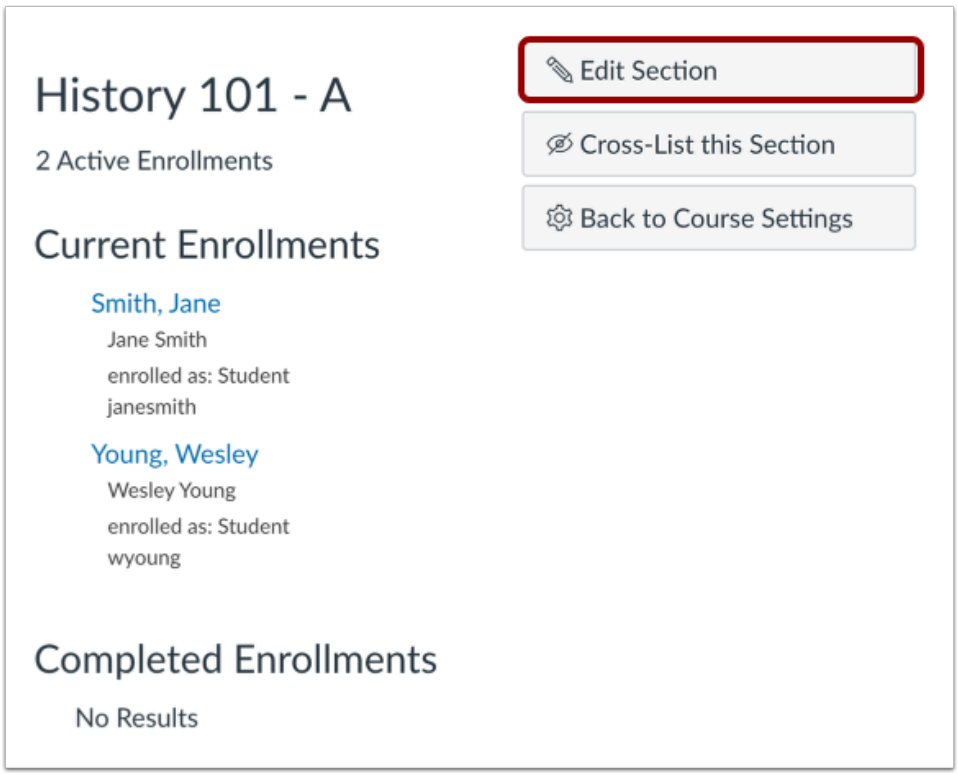
Click the **Sections** tab.

Open Section



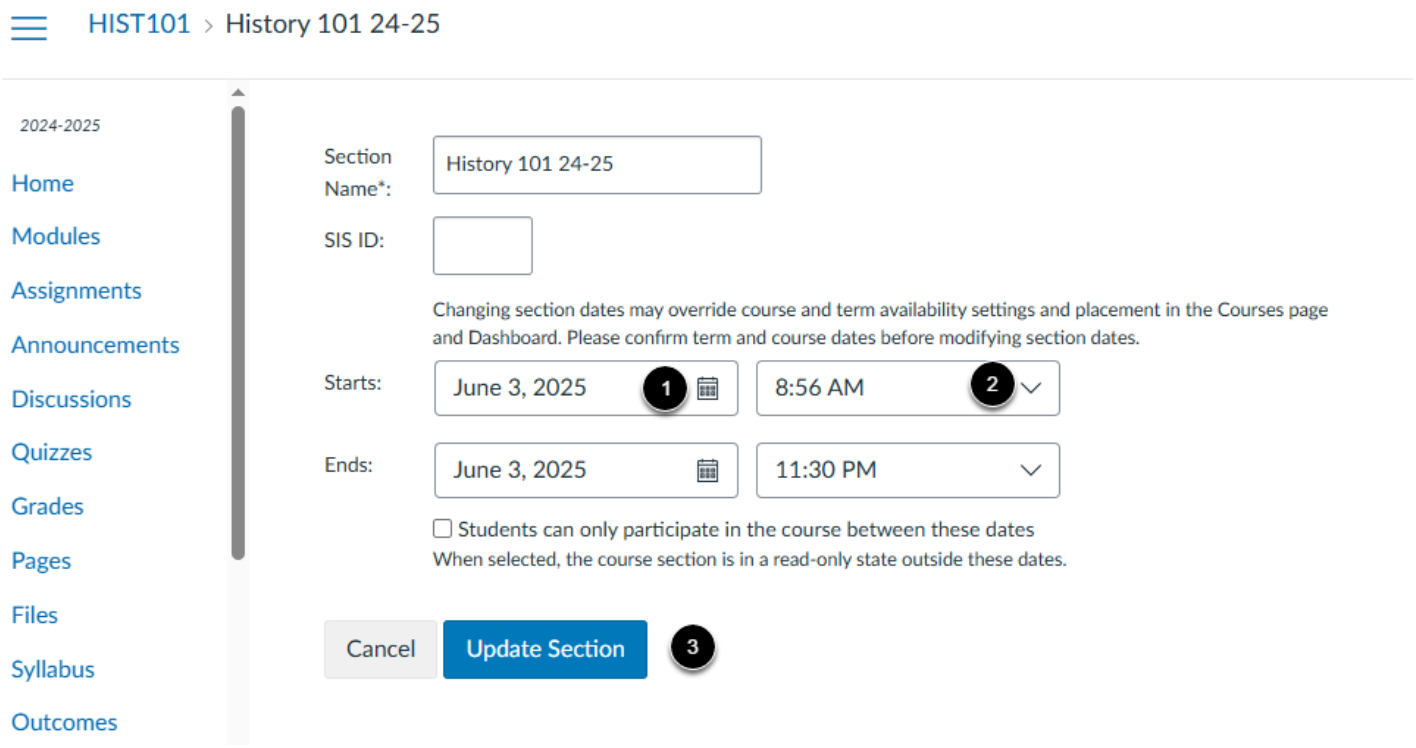
Click the section name link.

Edit Section



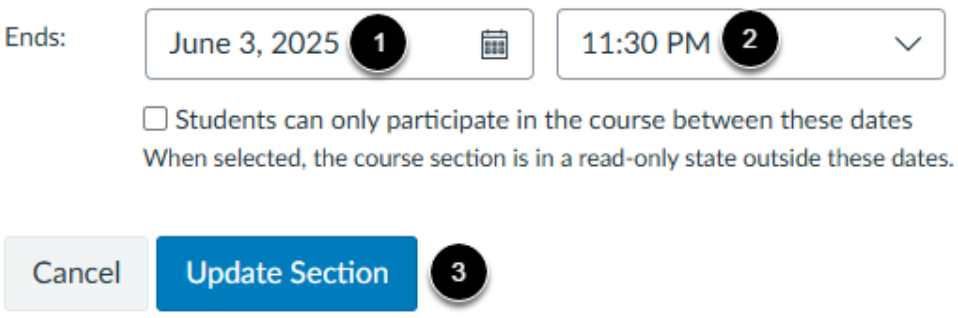
Click the **Edit Section** button.

Set Start Date



Click the **Starts** calendar icon and select a new start date from the date picker for the section [1]. Add a time by clicking the dropdown or manually entering the time [2]. Click **Update** [3].

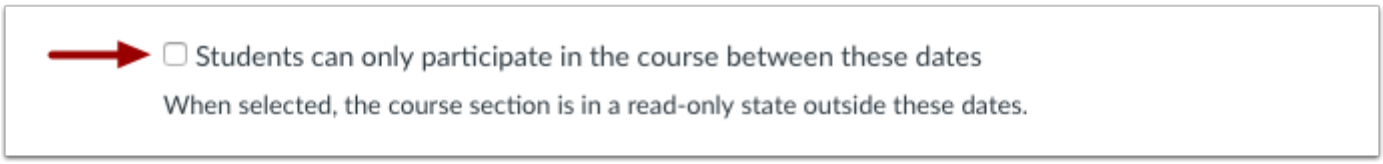
Set End Date



Click the **Ends** calendar icon and select an end date from the date picker for the section [1]. Add a time by clicking the dropdown or manually entering the time [2]. Click **Update** [3].

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

Limit Student Participation



If you do not want to let students participate in the course section outside of the section dates, select the **Students can only participate in the course between these dates** checkbox [1]. Selecting this checkbox creates a section override and overrides the course dates. Students can only participate in the course section between the section dates, and the course section will be in a read-only state outside the course section dates.

This checkbox only affects student and observer roles; all other roles default to term access dates.

Notes:

- Section override dates are only created if the Student Participation checkbox is selected.
- If the Student Participation checkbox is not selected, students can participate in the course section before and after the start and end date, and participation will always be determined by the course dates. If a course does not include course dates, dates are determined by term dates.
- When the Student Participation checkbox is not selected, the section dates determine the placement of the course in the Past, Current, or Future Enrollments list for students.

Update Section

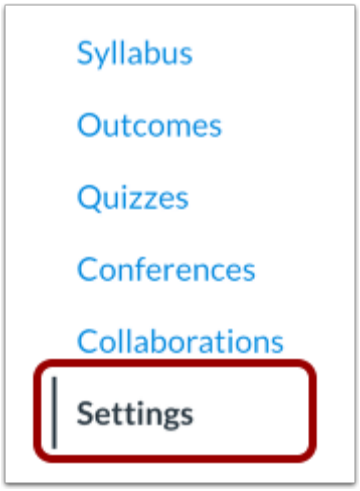
Click the **Update Section** button.

How do I change the name of a course section?

You can change the name of a section by editing your course Settings in Canvas.

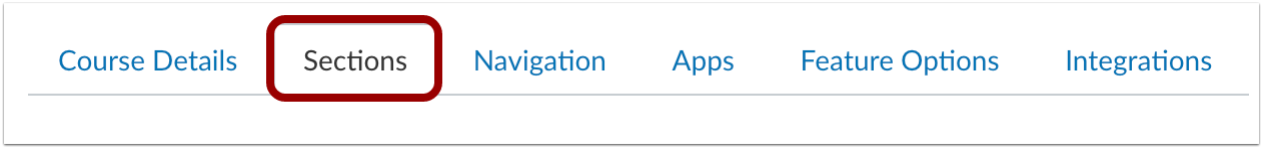
Note: Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to change the section name.

Open Settings



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

Open Sections



Click the **Sections** tab.

Edit Section

Locate the section and click the **Edit** icon.

Change Section Name

To change the section name, enter a new name the text box.

To save the changes, press the **Return** key (on a MAC keyboard) or the **Enter** (on a PC keyboard).

View Sections

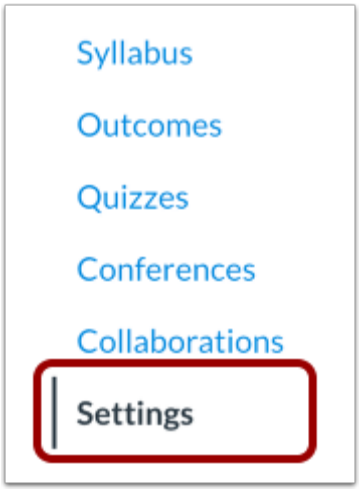
You can view the updated course sections in the same window.

How do I delete a course section?

You can delete a section by editing your course Settings in Canvas. You cannot delete a section that has users enrolled.

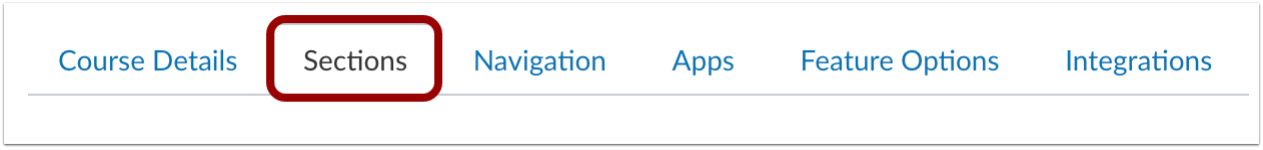
Note: Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to delete sections.

Open Settings



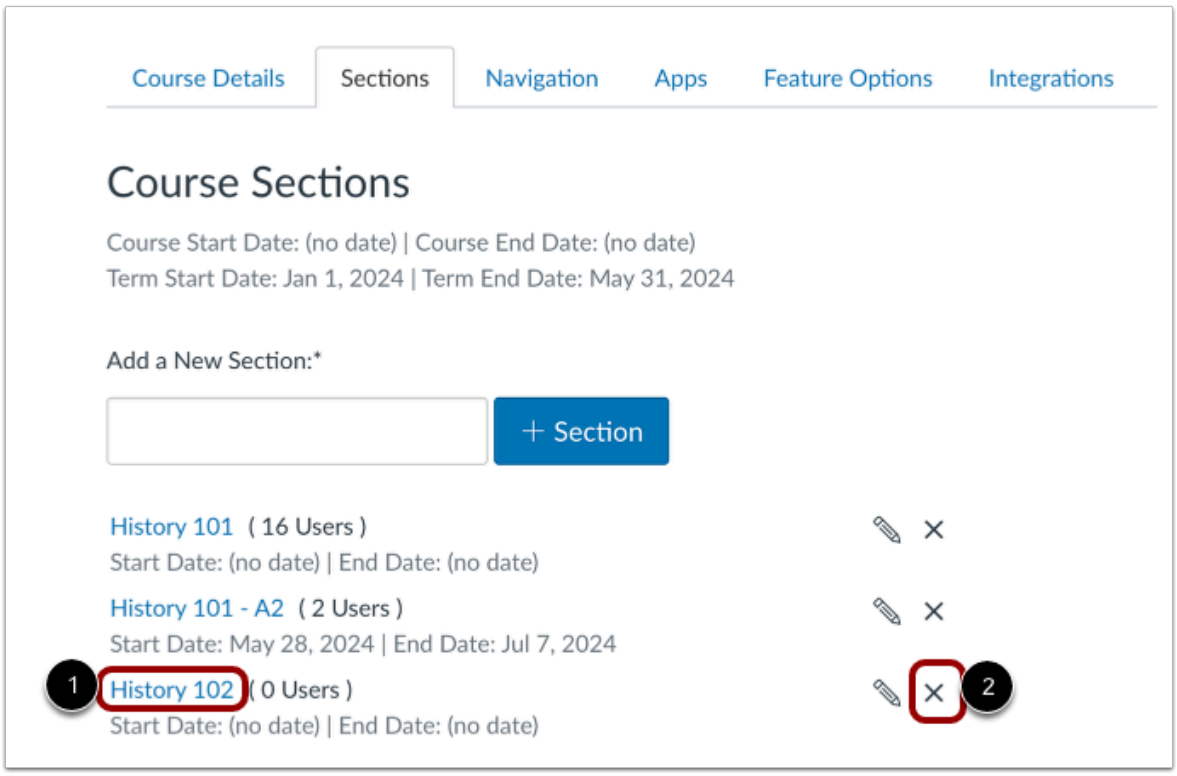
In Course Navigation, click the **Settings** link.

Open Sections



Click the **Sections** tab.

Delete Section



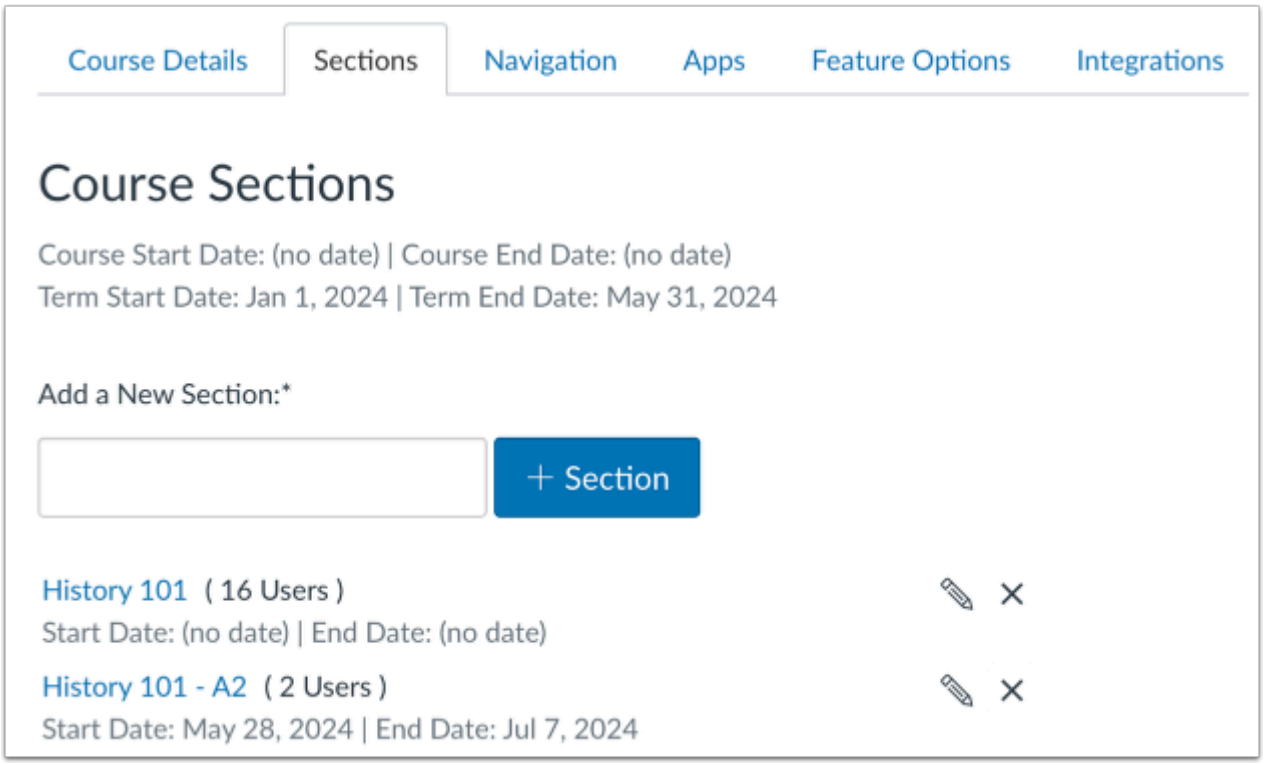
Locate the section [1] and click the **Delete Section** icon [2].

Note: You cannot delete a section that have users enrolled.

Confirm Deletion

Click the **OK** button.

View Sections



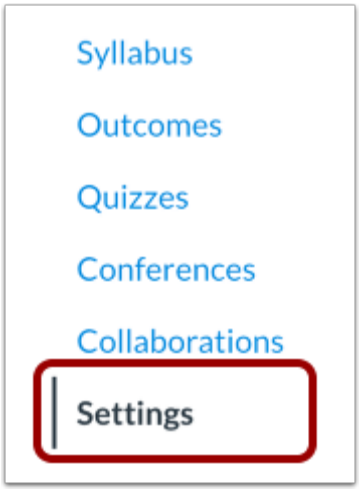
View the remaining course sections.

How do I view enrollments in a course section?

You can view section enrollments within your course Settings in Canvas.

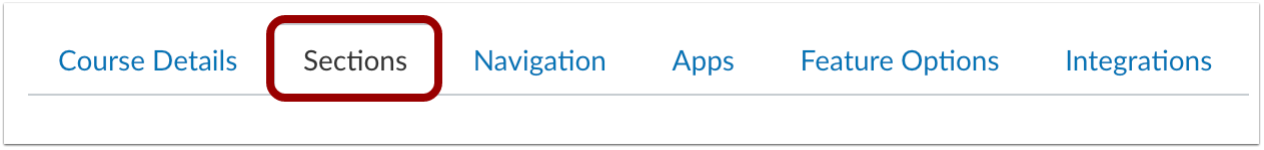
Section enrollments also include the Test Student, created when you enable [enable Student View](#).

Open Settings



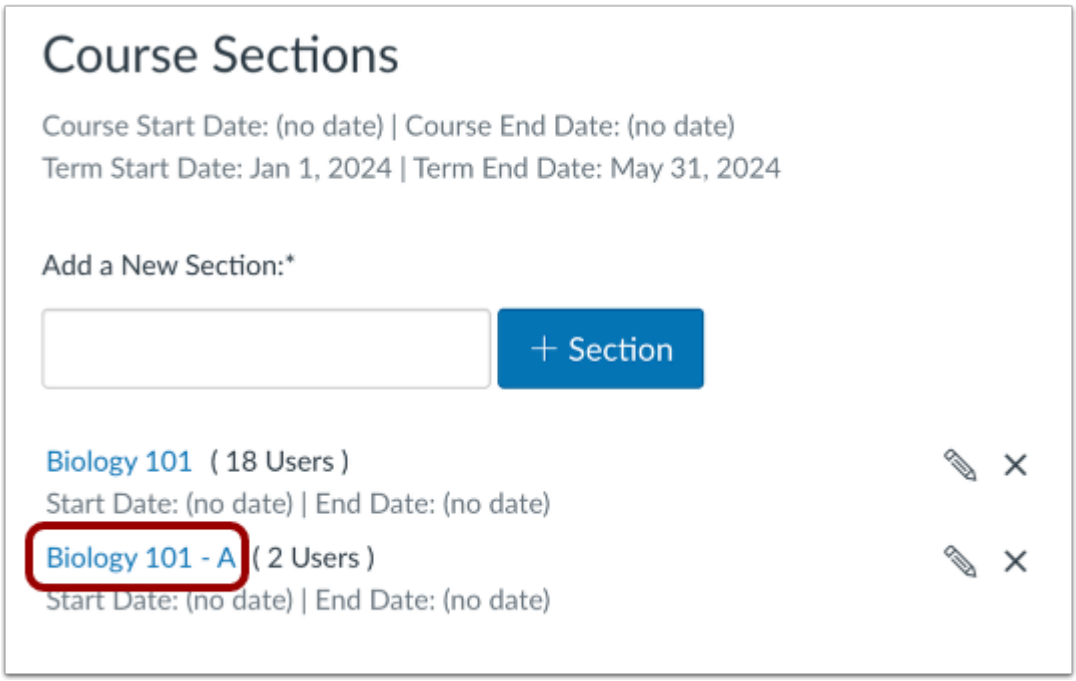
In Course Navigation, click the **Settings** link.

Open Sections



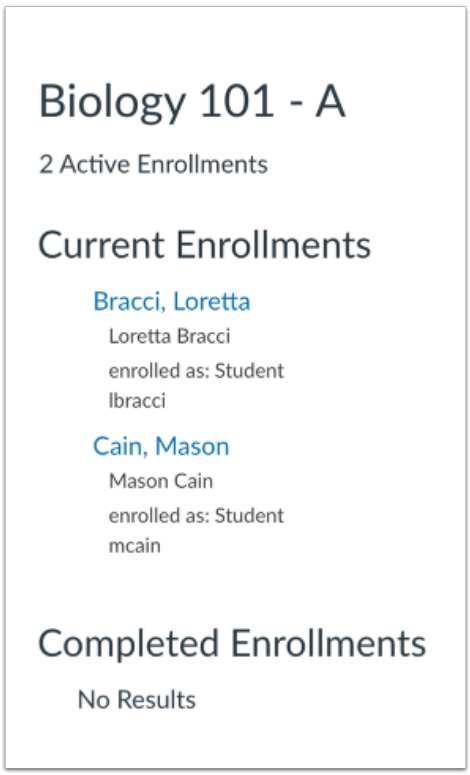
Click the **Sections** tab.

Open Course Section



Click the section name link.

View Section Enrollments



View current and completed enrollments, if any, in the section. Students are listed in alphabetical order by last name.

How do I remove an enrollment from a course section?

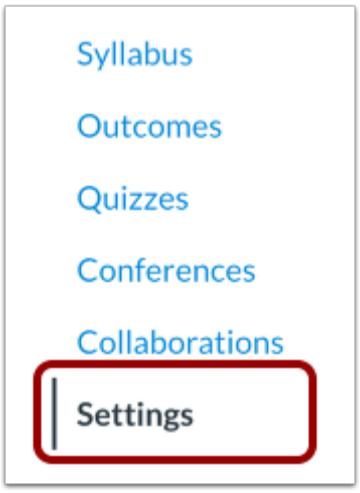
You may be able to remove section enrollments within your course Settings in Canvas. Removing an enrollment removes all associated coursework and grades from the course.

Section enrollments also include the Test Student, which is created when you enable Student View. If you need to remove the Test Student from the Gradebook, you can remove the Test Student from the enrolled section. Note that the Test Student may be part of more than one section.

Notes:

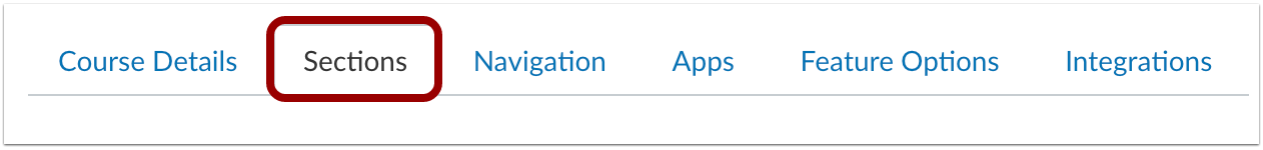
- Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to remove section enrollments.
- If you want to retain enrollment information for the user, you may be able to conclude the enrollment instead.

Open Settings



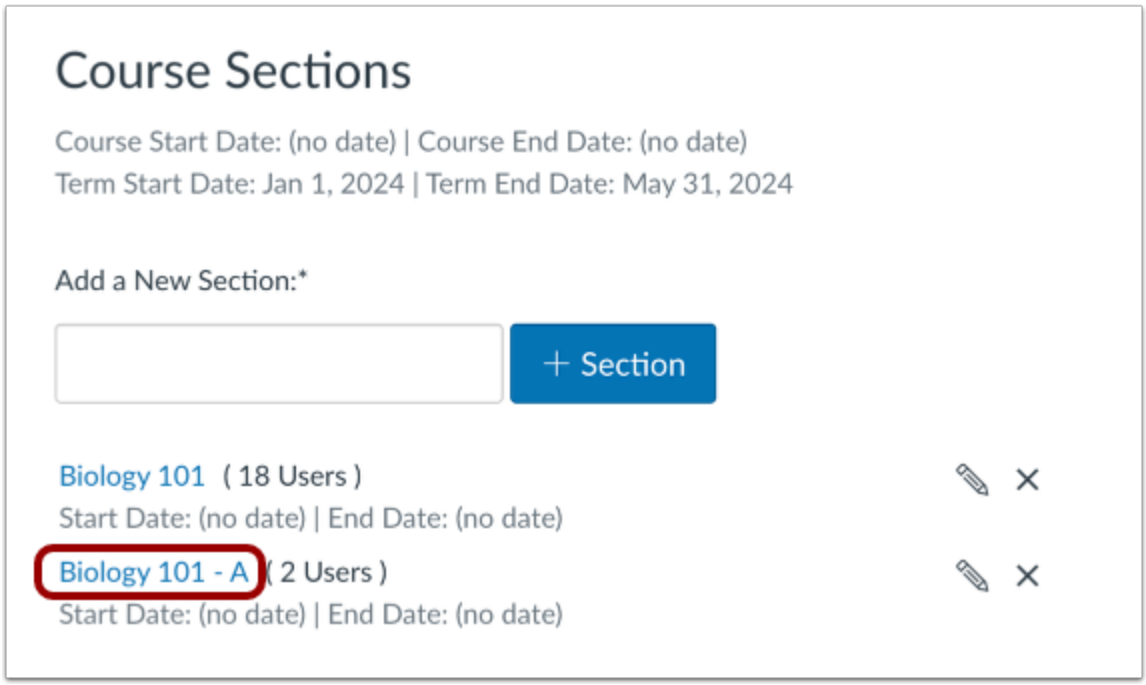
In Course Navigation, click the **Settings** link.

Open Sections



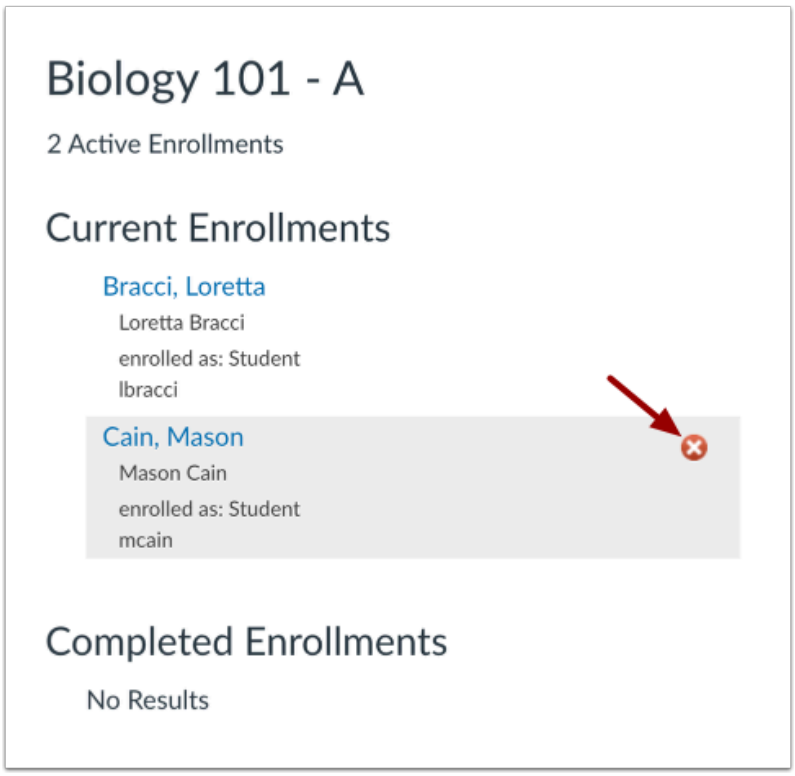
Click the **Sections** tab.

Open Course Section



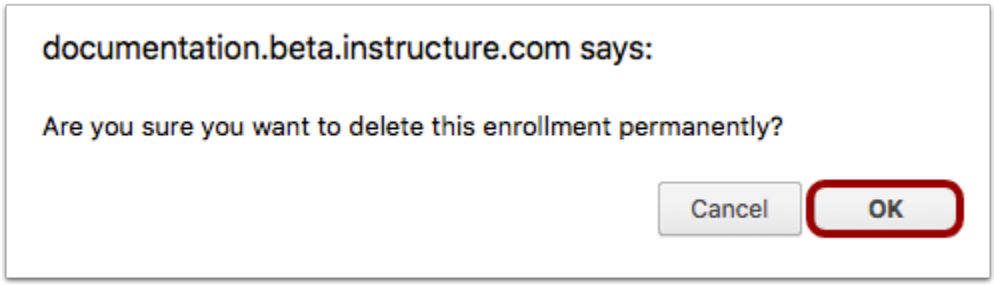
Click the section name link.

Delete Enrollment



Hover over the enrollment information and click the **Remove User from Section** icon.

Confirm Delete



Click the **OK** button.

How do I cross-list a section in a course as an instructor?

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location. Instructors can allow students to view users in other sections or limit them to only view users in the same section. Section names do not change when they are cross-listed; the section is just moved to another course.

Cross-listing should be done while courses are unpublished. Coursework is retained with the course, not with the section enrollments, so if a published course is cross-listed, all cross-listed enrollments will lose any associated assignment submissions and grades.

To cross-list a course, you must know the name of the course or the course ID into which you are cross-listing. However, using a course ID is a better way to confirm you are cross-listing a section into the correct course. You can find the course ID by opening the course and viewing the number at the end of the browser URL (e.g. account.instructure.com/courses/XXXXXX).

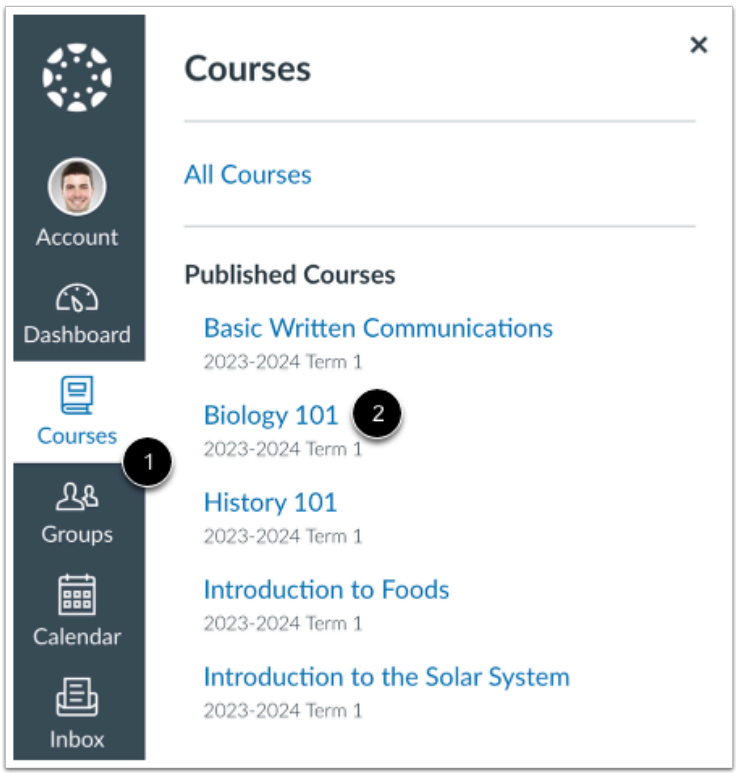
Sections can only be in one course at a time. Once a section is cross-listed, you can re-cross-list the section into another course if necessary.

This lesson shows how to manually cross-list a section, though cross-listing can also be done through SIS imports.

Notes:

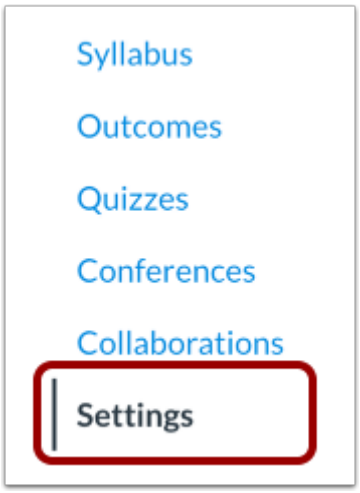
- Cross-listing a section is a course permission. If you are an instructor and cannot view the cross-list options, this feature has been restricted by your institution.
- If you are an instructor and are allowed to cross-list, you may choose to de-cross-list a section. This option means that you can send the section back to the original course. If there is a chance you want to de-cross-list a section, make sure you add yourself to another section in the original course before cross-listing, otherwise you will no longer have access in the original course. If you have already cross-listed a course that you cannot de-cross-list, contact your Canvas admin.
- You must be enrolled in both courses to crosslist a section.
- Be sure you have identified the name and Course ID of the parent, or main, course into which you are cross-listing all sections before you begin.

Open Course



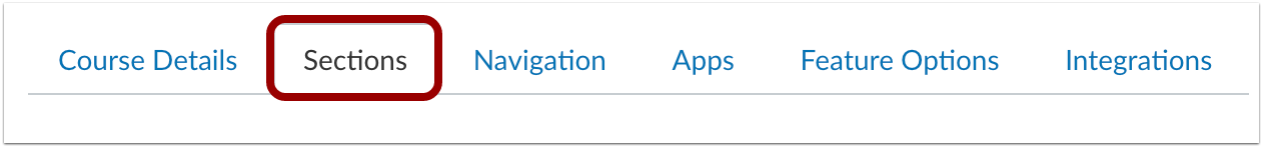
In Global Navigation, click the **Courses** link [1], then click the child course link [2].

Open Course Settings



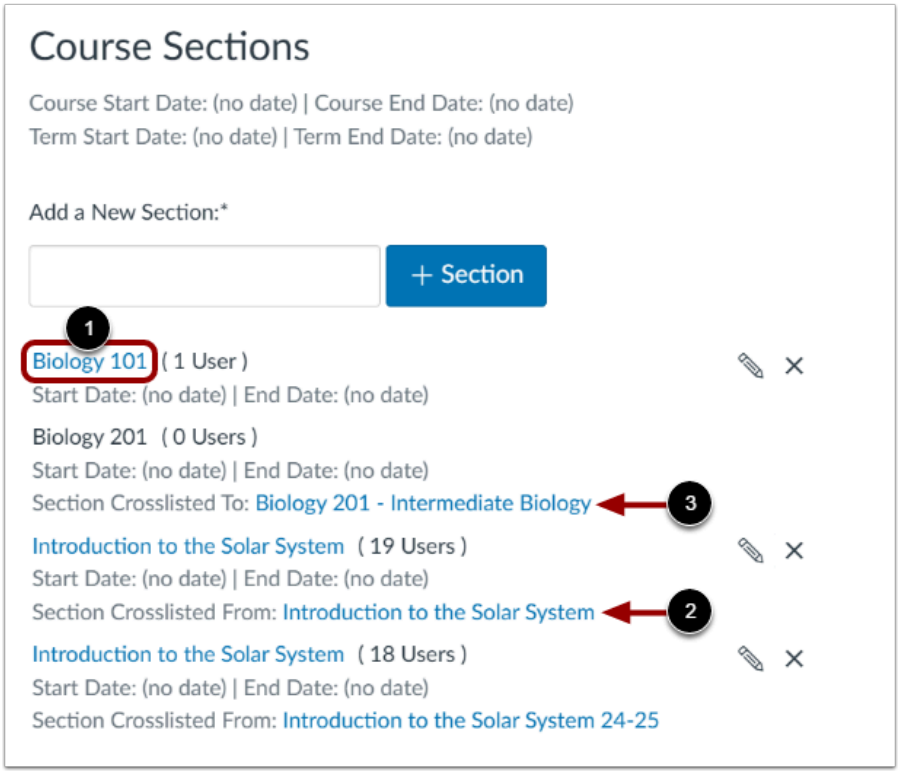
In Course Navigation, click the **Settings** link.

Open Sections



Click the **Sections** tab.

Open Section

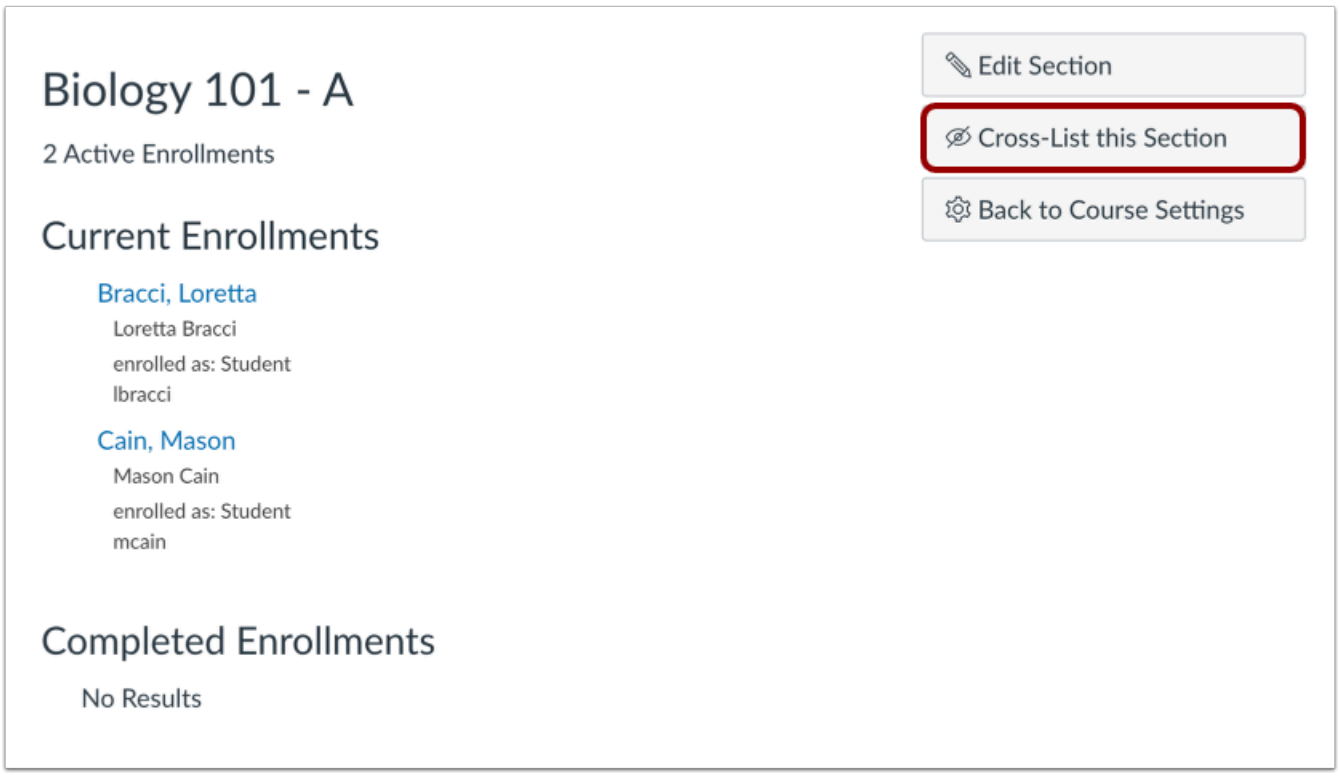


Click the section name link of the section you want to cross-list [1].

Notes:

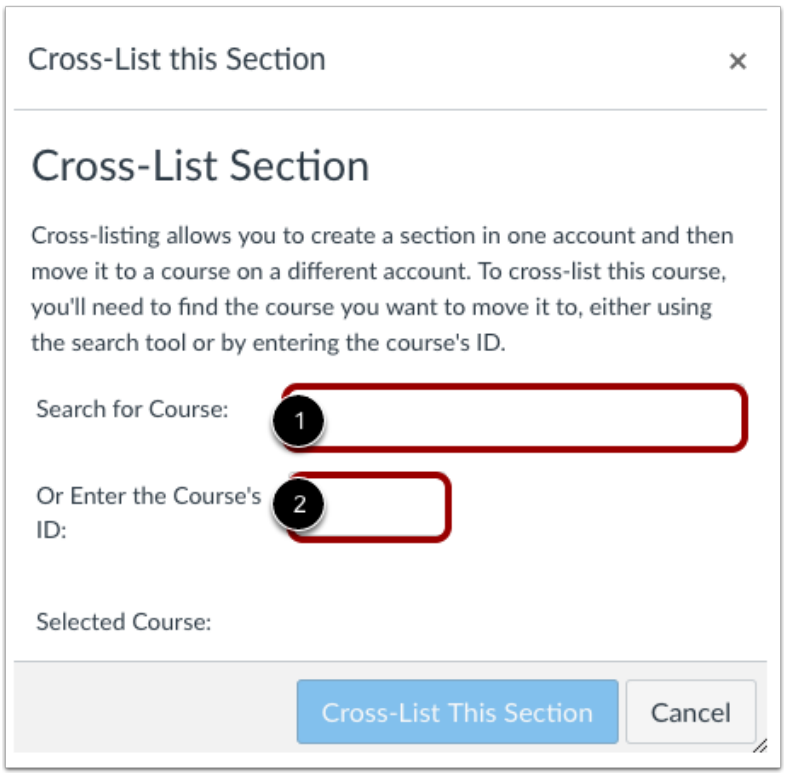
- You can view a cross-listed course's originating course [2].
- When course sections are cross-listed, the original section remains visible but is set to read-only in the original course [3].

Cross-List Section



Click the **Cross-List this Section** button.

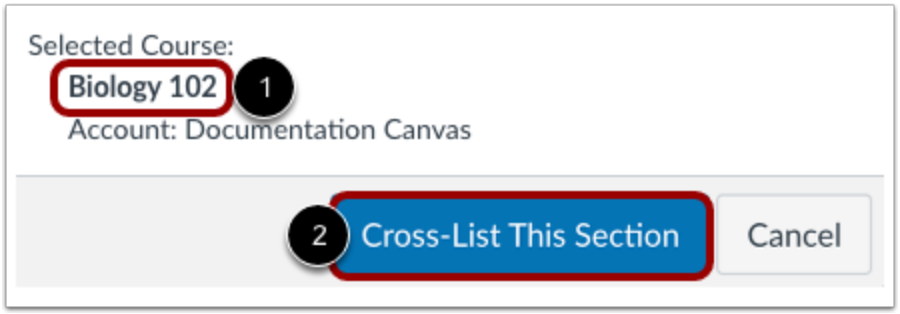
Search for Course



In the **Search for Course** field [1], enter the name of the course or SIS ID into which you are cross-listing (the parent course). You can also enter the ID number for the course in the Or Enter the Course's ID field [2].

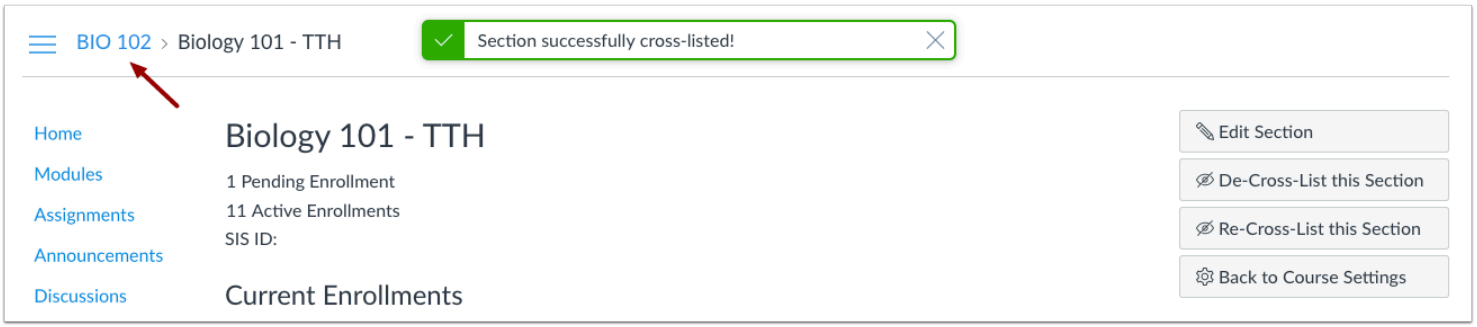
Note: Enter the name or course ID of the parent, or main, course into which you are cross-listing all other sections or courses.

Cross-List this Section



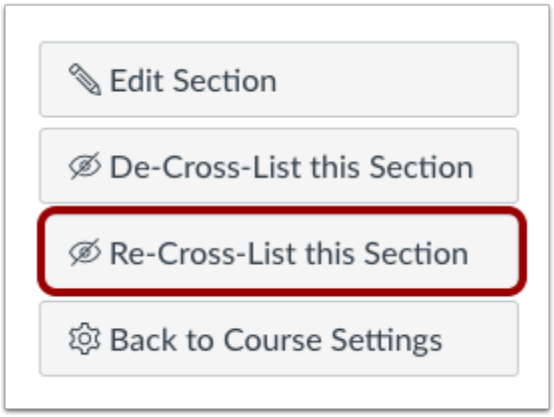
Confirm you have selected the correct course [1]. Click the **Cross-List This Section** button [2].

Confirm Cross-Listing



The cross-listed section now appears in the new course. The breadcrumbs display the new course code.

Re-Cross-List Section



Sections can only be in one course at a time. If you need to cross-list the section into a different course, click the **Re-Cross-List this Section** button.

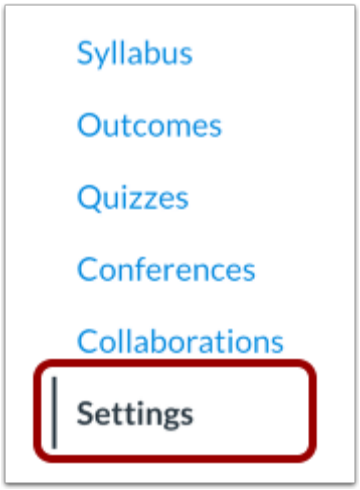
How do I de-cross-list a section in a course as an instructor?

If you cross-listed a section from a course and you have an admin role, you can cross-list the same section back into the original course. This process is called de-cross-listing.

If you need to retain student grades and put them in the original course, export the Gradebook and import it into the original course before de-cross-listing the section.

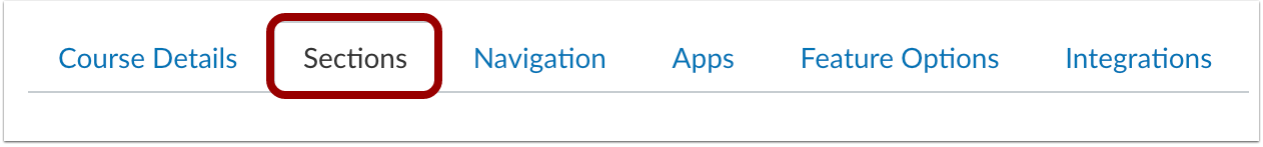
Note: If you only have a teacher role, you cannot de-cross-list sections as you lose enrollment in the original course. For assistance, contact your Canvas admin.

Open Course Settings



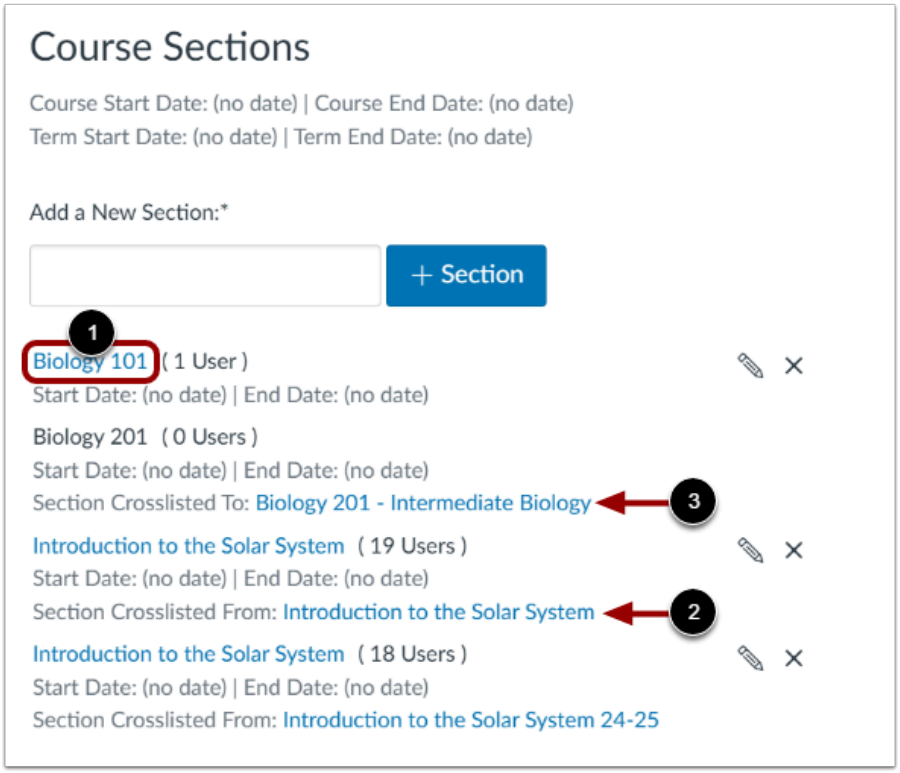
In Course Navigation, click the **Settings** link.

Open Sections



Click the **Sections** tab.

Open Section

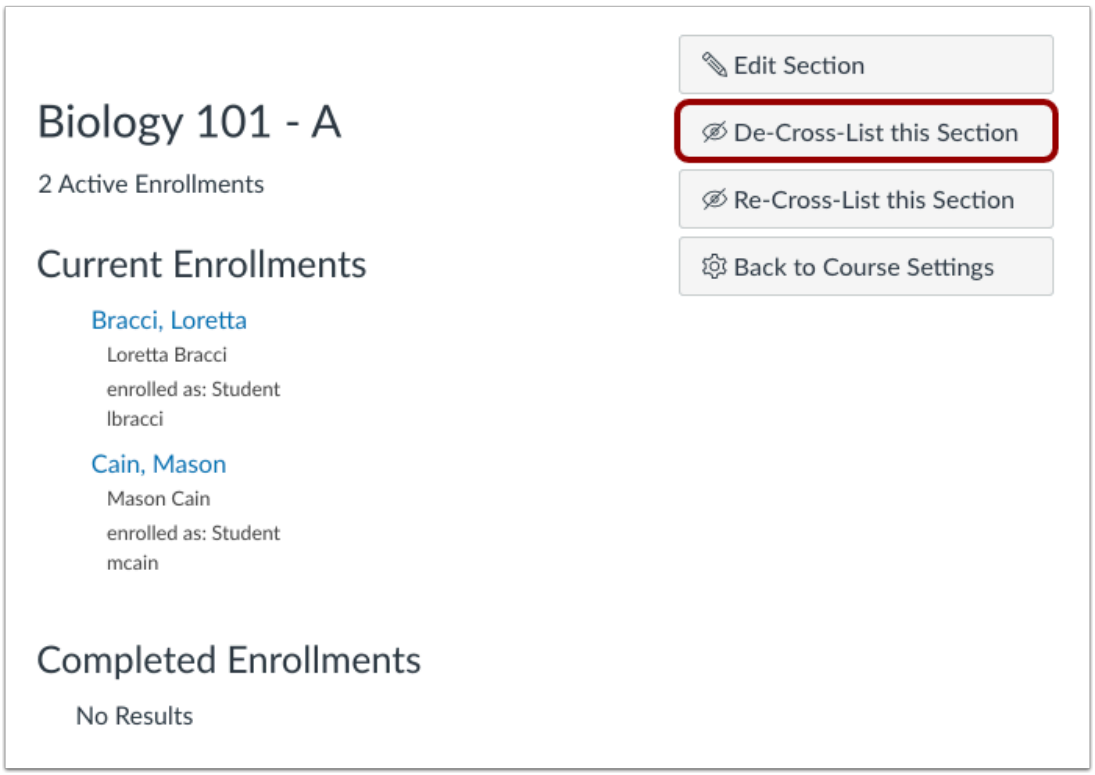


Click the section name link of the section you want to de-cross-list [1].

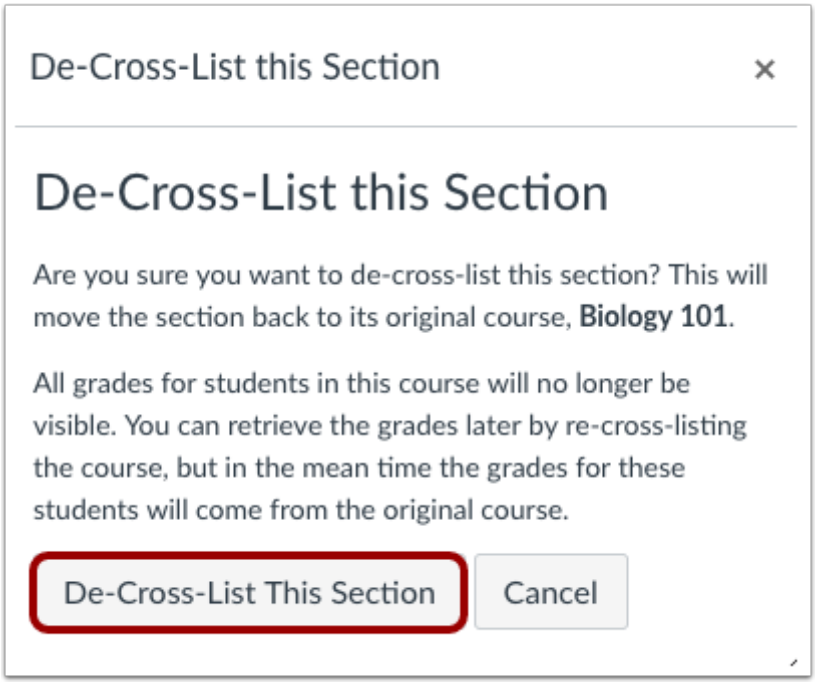
Notes:

- You can view a cross-listed course's originating course [2].
- When course sections are cross-listed, the original section remains visible but is set to read-only in the original course [3].

De-Cross-List This Section



Click the **De-Cross-List this Section** button.



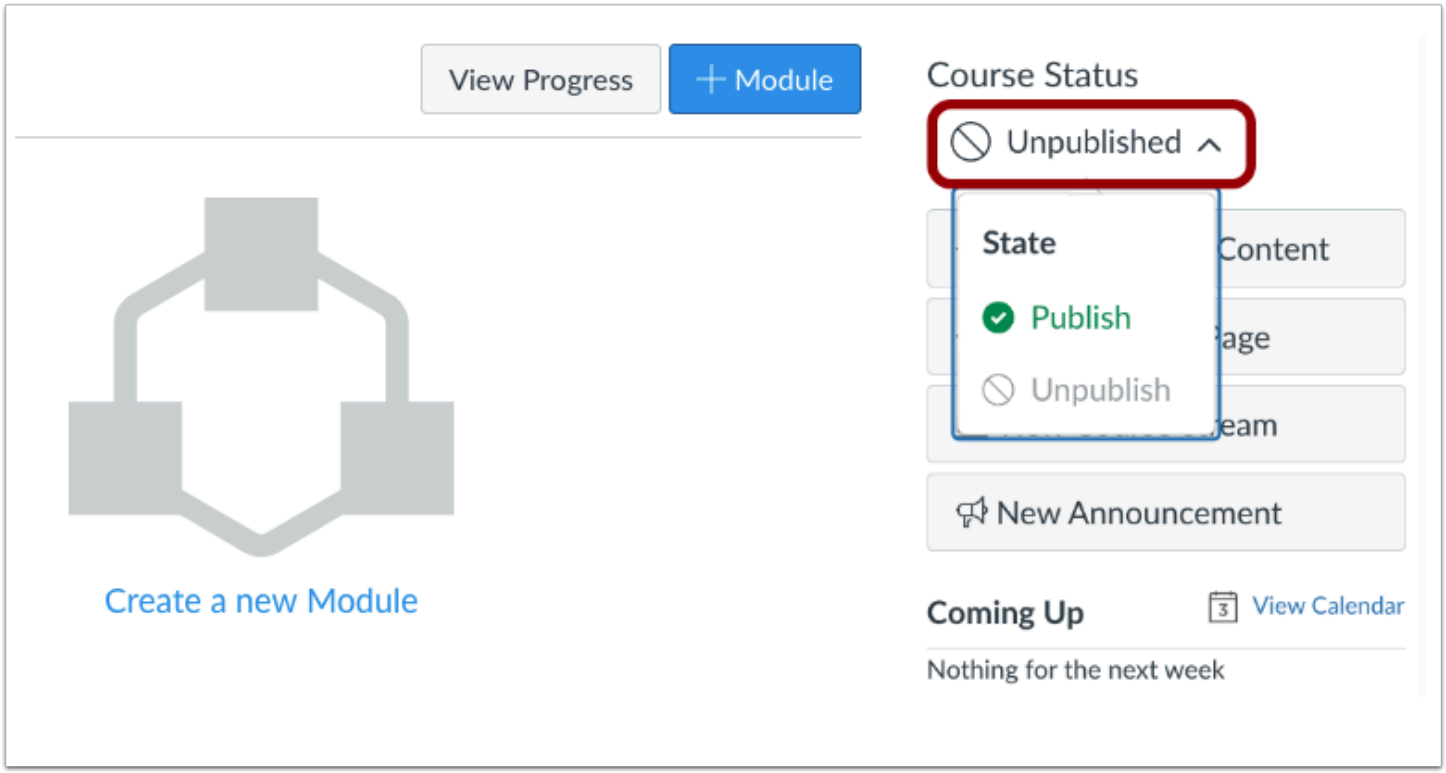
Click the **De-Cross-List This Section** button. The section will be moved back to its original course.

Note: If you de-cross-list a section that includes student grades, Canvas will include a message that all grades will no longer be visible. If you need to retain student grades and put them in the original course, you should export the Gradebook and import it into the original course before de-cross-listing the section.

What are the different states of a Canvas course?

Canvas courses have three essential states: unpublished, published, and concluded.

View Unpublished Course

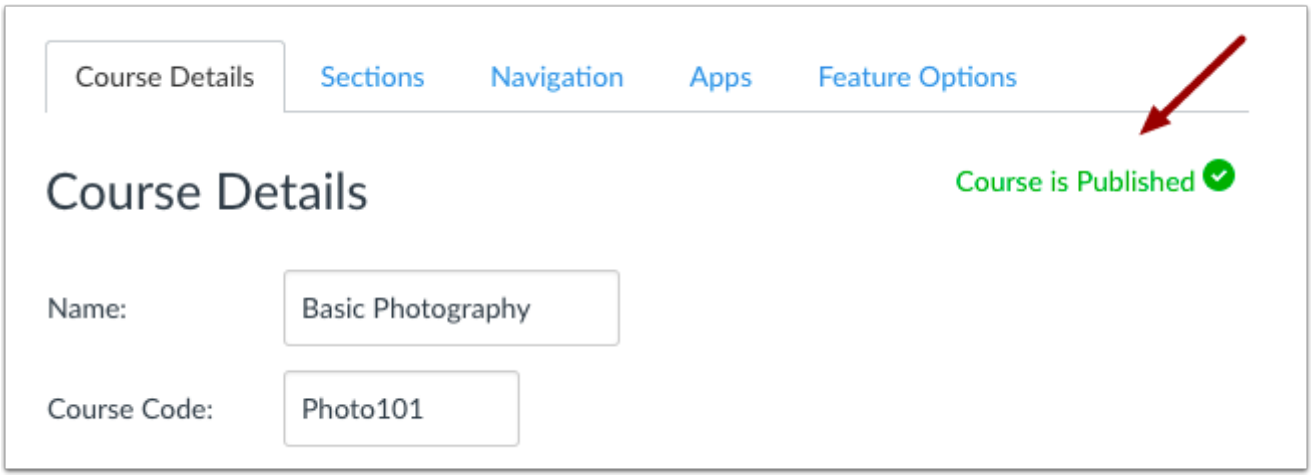


Unpublished courses are courses in preparation; they are courses being authored by instructors, instructional designers, and administrators. While a course is unpublished, students cannot access or participate in the course. When the course material is deemed ready by the designer, instructor, or administrator, it may be published.

These courses appear in the Future Enrollments section of the Courses menu. Unless you or your Canvas admin restrict permission to view future courses, and students can access their future enrollments in their Courses list before the course start date.

If a course is never published, the course will remain in the students' Future Enrollments section.

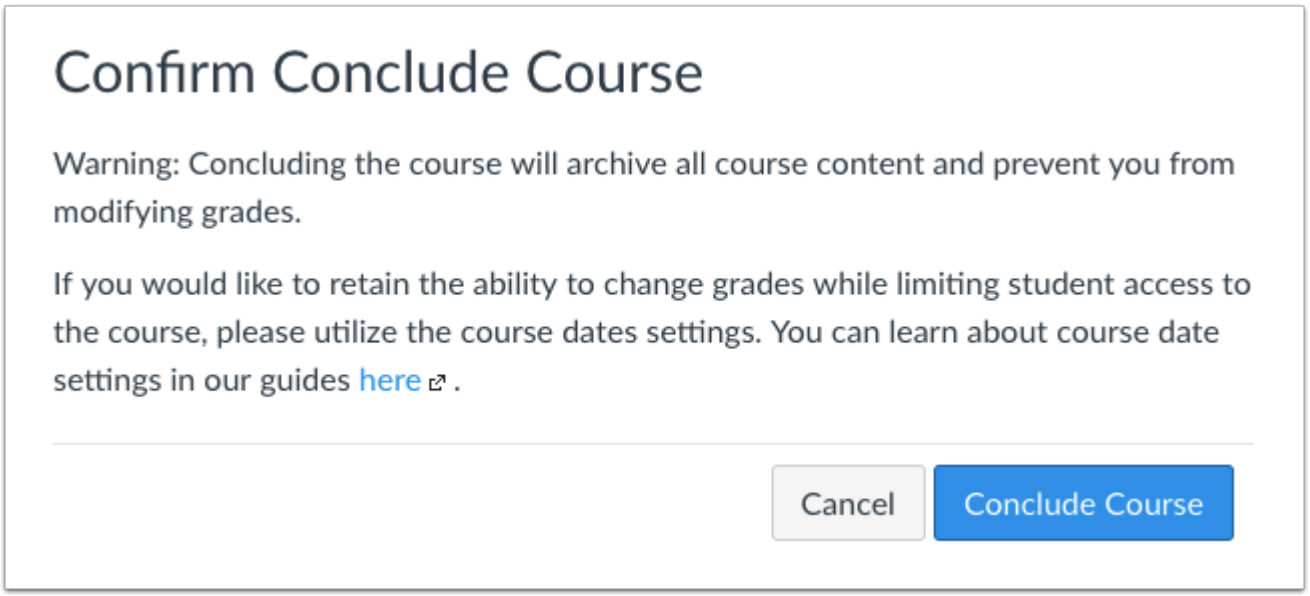
View Published Course



Published courses are instantly available to students who may be assigned via SIS integration, or manually by the instructor, administrator, or TA. When published, activity is dictated by the dates and status of course assignments and modules. Individual assignments, modules, or other course content can be individually locked (made unavailable to students) or assigned a date in the future, prior to which students will not be able to see or participate in said course component.

If courses are set within term dates, these courses appear in the My Courses section of the Courses menu. However, if courses have course participation dates and have different start dates, the courses appear in the Future Enrollments section until the course participation start date.

View Concluded Course



Concluded courses are courses that are completed according to the SIS information or term dates, or courses that have been manually marked complete by an instructor or administrator. In a concluded course, instructors and students can access course content but can no longer participate in the course and the course is archived in a read-only state. Students may be restricted from viewing concluded courses. You also may be able to manually conclude an individual course enrollment.

Unless you or your Canvas admin restrict permission to view prior courses, these courses appear in the Past Courses section of the Courses menu.

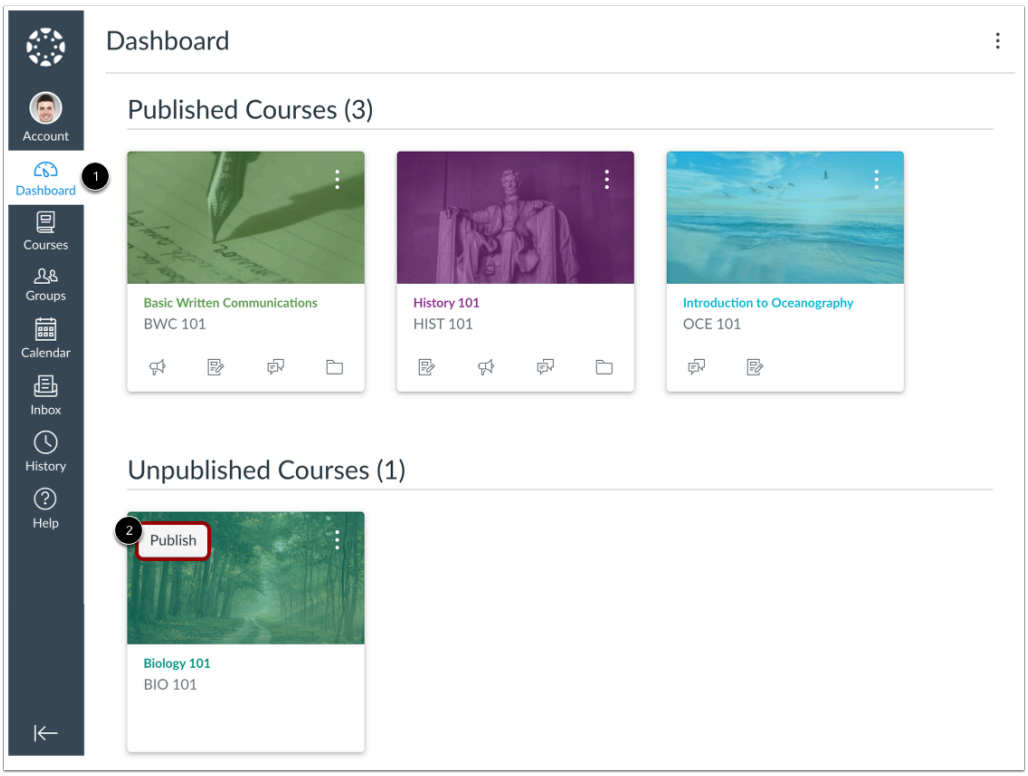
How do I publish a course?

If you have permission to publish your course, you can publish your course from the Dashboard, the Course Home Page sidebar, the Course Settings sidebar, or the Course Setup Checklist.

Notes:

- You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content.
- Publishing a course is a course permission. If you cannot publish your course, your institution has restricted this feature.
- Publishing your course will send invitations to any users who were manually added to your course. Users added via SIS import will not receive an invitation.
- Course invitations will not be sent until after the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.)
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.
- If your course has been published and includes grades, you cannot modify the course's published status.

Publish in Dashboard

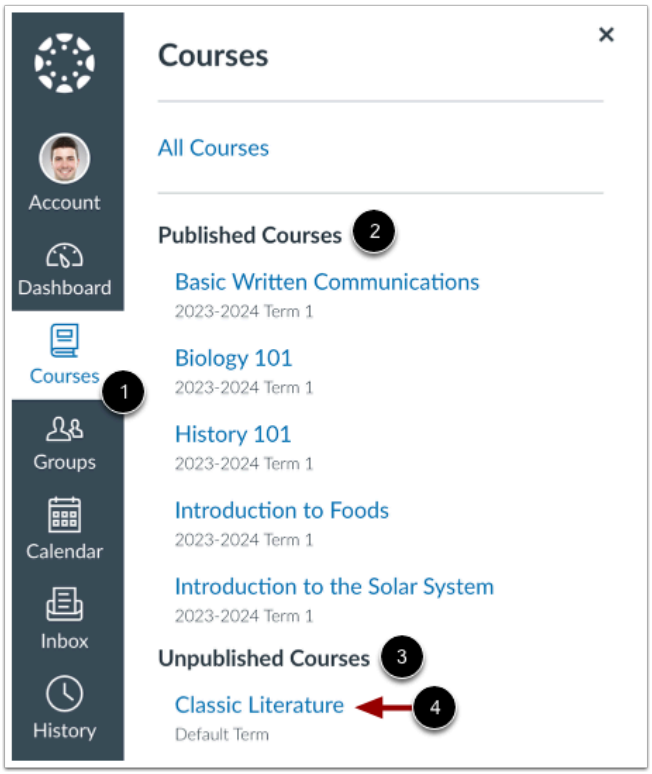


Locate the **Unpublished Courses** section in the Dashboard [1].

Find the course you want to publish and click the **Publish** button [2].

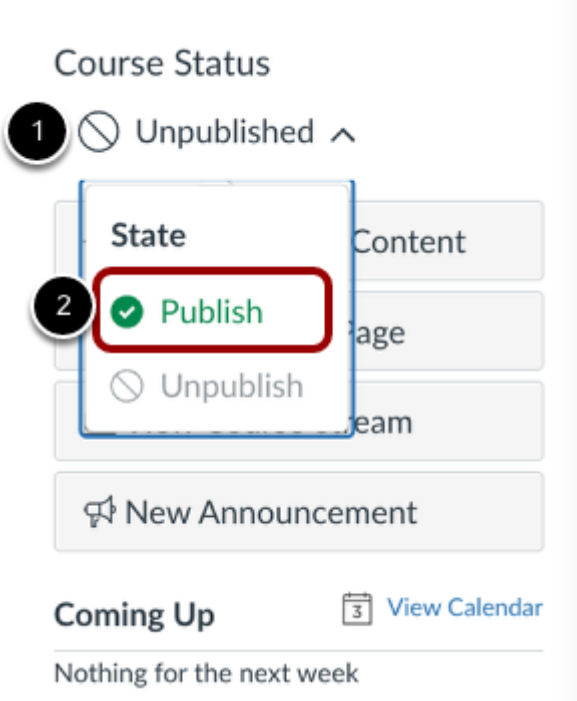
Publish in Course

Open Course



In Global Navigation, click the **Courses** link [1]. Your courses will be organized by published courses [2] and unpublished courses [3]. To open an unpublished course, click the name of the course [4].

Publish Course

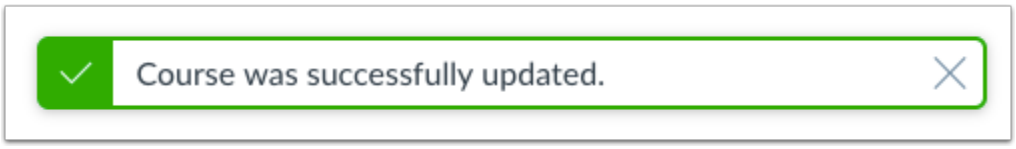


The course status displays in the Course Home Page sidebar and the Course Settings sidebar.

To publish your course, click the Course Status dropdown menu [1]. Then click the **Publish** button [2].

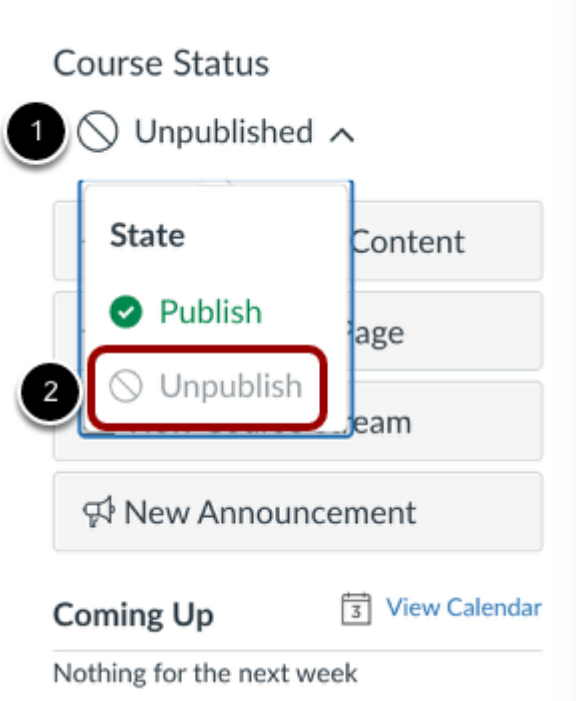
Note: On smaller screens, the sidebar may display beneath other page content.

View Confirmation



A message will appear at the top of your screen confirming the publishing of your course.

Unpublish Course



If you need to unpublish your course, click the Course Status dropdown menu [1]. Then click the **Unpublish** button [2]. Students who already received course invitations will not be able to access your course.

Once your course contains a graded submission, the course status will no longer display in the sidebar and you will no longer be able to unpublish your course.

How do I conclude a course at the end of a term as an instructor?

When a course is completed and you want to provide read-only access to the course, you may be able to conclude the course manually in Canvas. However, if your institution uses software that automatically concludes enrollments, you do not have to manually end your course since the end date of the course will automatically conclude the course on your behalf.

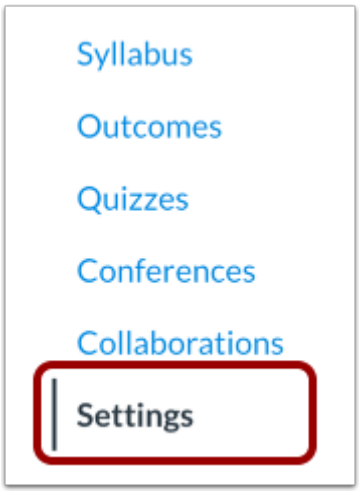
When courses are manually concluded, all enrollments are removed from the course and placed in the prior enrollments page. All users in the course will have read-only access. This change applies to all enrollments, including course instructors. Instructor-based roles will no longer have the same access in the course and will result in loss of course functionality and user information, such as viewing SIS data. If full functionality is still required for instructors but you want to conclude the course for students, learn how to change the end date of your course instead.

Once a course is concluded, if you do not want students to be able to view the course at all, you can restrict students from viewing prior courses.

Notes:

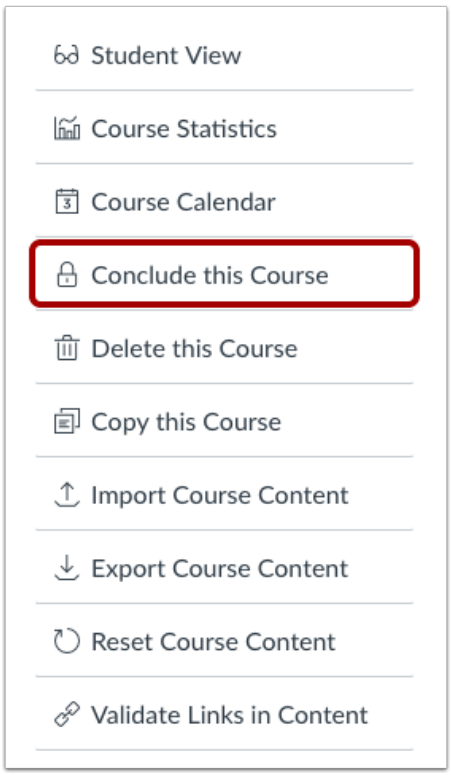
- Manually concluding a course is a course permission. If the Conclude this Course button does not appear in Course Settings, this setting has been restricted for your course.
- Manually concluding, or hard concluding, a course results in loss of user access and functionality for all user roles. To preserve user access and information, and course functionality for instructors, consider soft concluding a course using course end dates.
- When a course is concluded, the course end date is automatically populated with the current date and time.

Open Settings



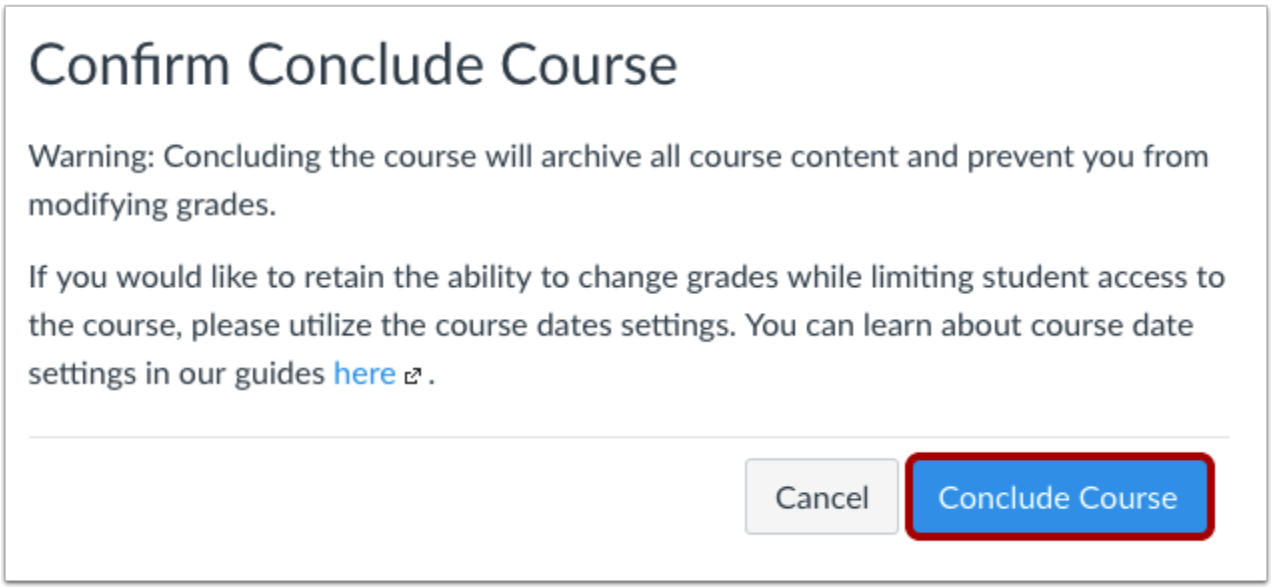
In Course Navigation, click the **Settings** link.

Conclude This Course



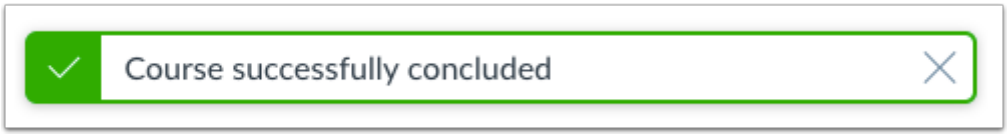
To conclude your course, click the **Conclude this Course** link.

Conclude Course



Click the **Conclude Course** button.

View Confirmation



Verify that the course has been concluded.

Note: Admins can unconclude courses if necessary. If you are an instructor, please contact your admin for assistance.

How do I manage content for a course associated with a blueprint course?

If your content index pages include Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor. Locked objects may include attributes for content, points, due dates, and availability dates. Attributes may apply to some or all object types: assignments, discussions, pages, files, and quizzes.

Locked Objects

You cannot manage any objects that are locked in your course. Locked objects enforce the attributes defined by your Canvas admin, which can include content, point values, due dates, and availability dates. You can view locked attributes by viewing an individual locked object.

Attributes for locked objects may be changed from the blueprint course at any time. Any change to an attribute retroactively applies to all locked objects in your course. If an attribute is changed in the blueprint course, any locked attributes in your course that vary from locked attributes in the blueprint course will trigger unsynced changes in the blueprint course and override your course.

Course Settings, including Course Navigation, can also be part of a blueprint course sync.

Unlocked Objects

You can manage any objects that are unlocked in your course. If you modify any unlocked objects, unlocked objects are not overwritten with any synced changes from the blueprint course. Additionally, any new objects you create in your course do not include a blueprint icon and cannot be associated with the blueprint course.

Please note that unlocked objects from the blueprint can be locked at any time. If you've previously removed an unlocked object from your course, any objects that are later locked in the blueprint course will be replaced in your course.

Object Management

This lesson shows how to view objects from the Assignments page. Locked and unlocked objects also display in the Files, Modules, Pages, and Quizzes pages.

In Modules, only individual module items can be locked. You can manually manage modules and unlocked objects within the modules. However, be aware of the following behaviors that may apply at any time:

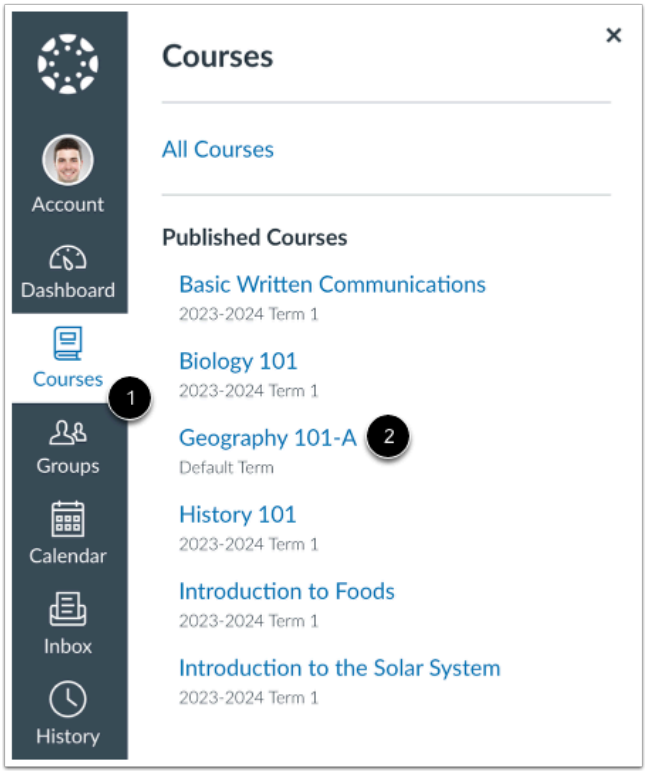
- New modules may display at the bottom of the Modules page. These modules are new modules added to the blueprint course and have been synced to associated courses.

- If you rearrange modules or module items, any additional course syncs will update your modules to the same structure in the blueprint course. If you move a module item to another module, the module item will exist in both modules.
- If you delete a module created from the blueprint course, the module will not be restored in additional course syncs.
- If you create new module items, any additional course syncs will retain your new item, but it will be reordered above all blueprint synced module items.

Notes:

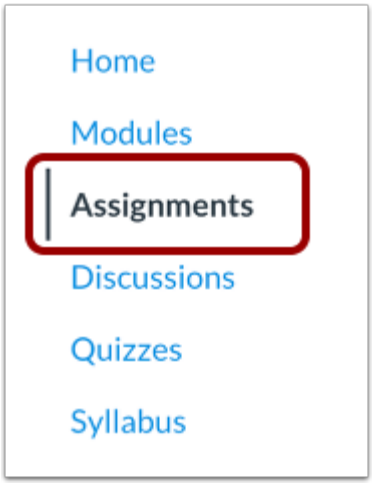
- To be notified of synced updates from a blueprint course, enable the Blueprint sync notification in User Settings. You can also view the latest Blueprint sync information in Course Settings.
- To view if your course is a blueprint course, view the Course Details page in Course Settings. If your course is a blueprint course, you can lock course objects and sync course objects to associated courses.
- For details on what course settings and features are synced or not, refer to Blueprint Sync Functionalities.

Open Course



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

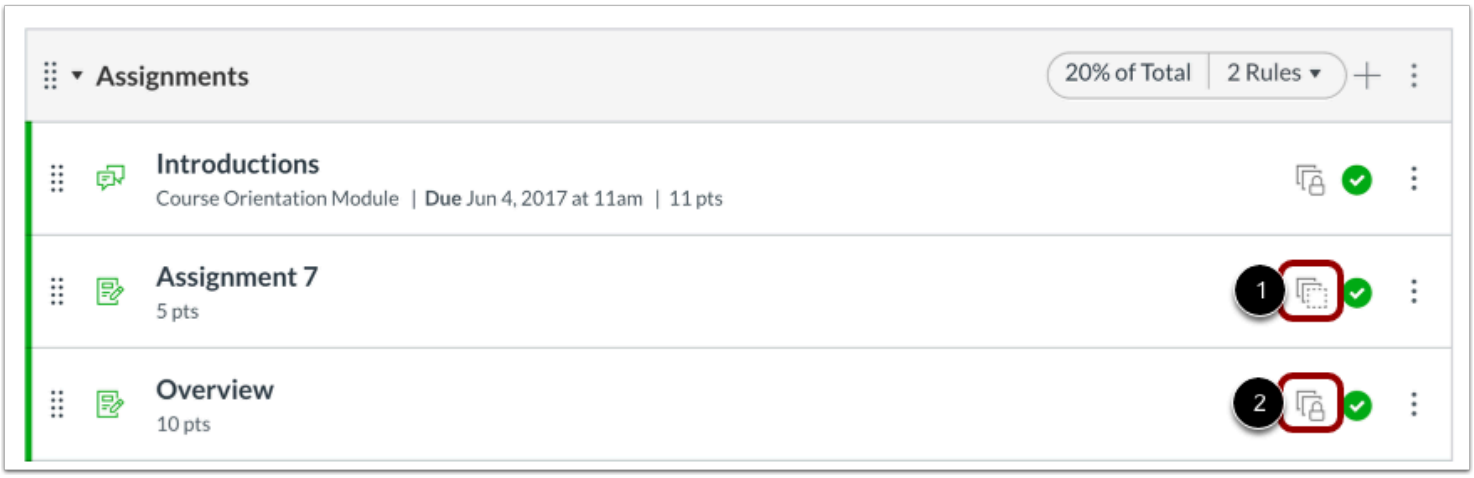
Open Assignments



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

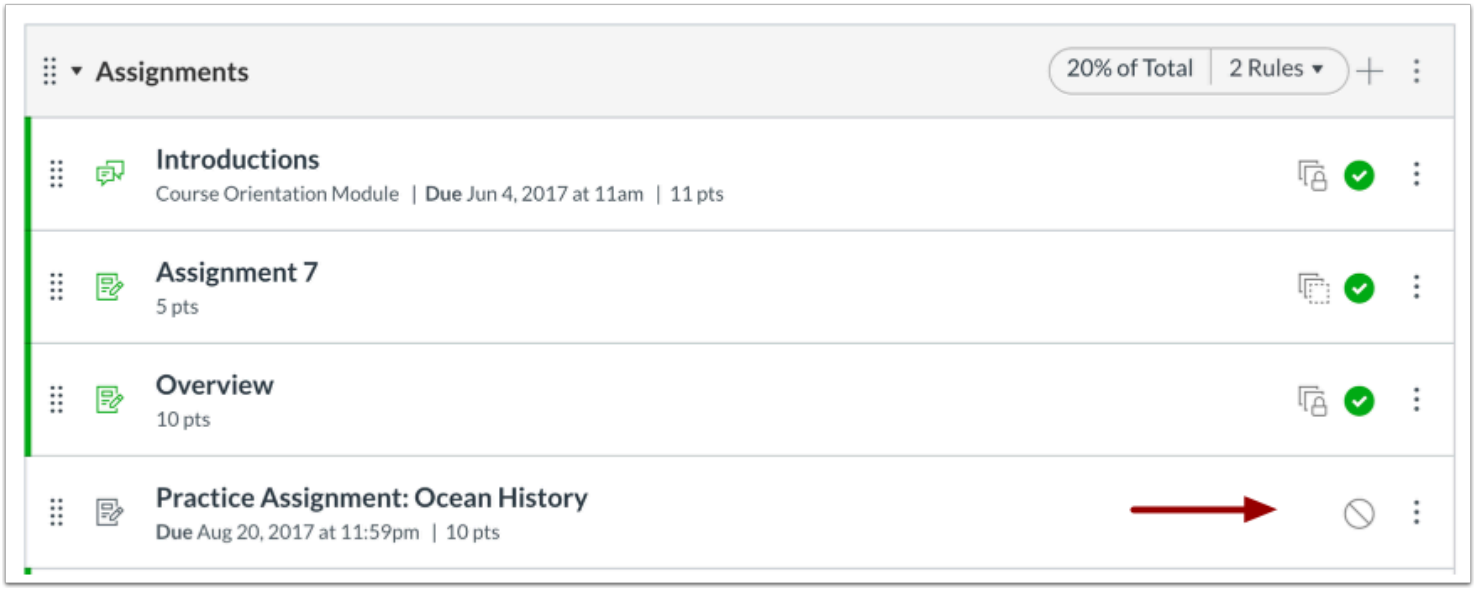
Note: Blueprint objects can also be viewed in the Files, Modules, Pages, and Quizzes pages.

View Object Icons



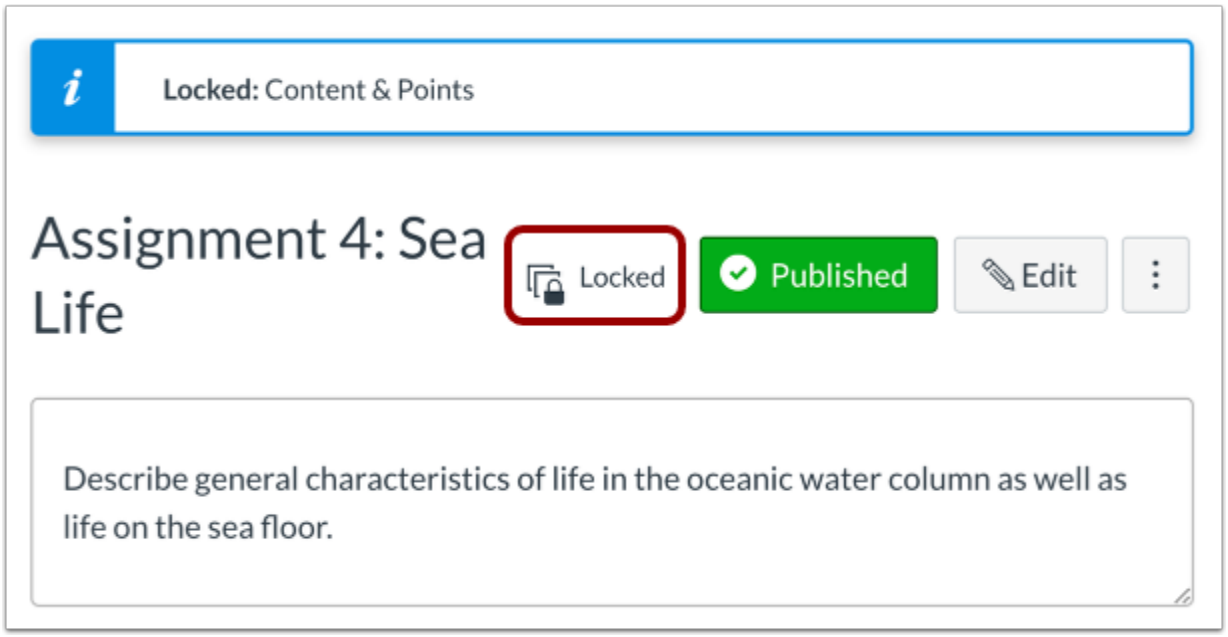
In any Index page, you can view the status of each object. White squares indicate the object is unlocked [1]. Squares with a lock icon indicate the object is locked [2]. The hover text also confirms the status of the object.

View Object with No Icon



Any new content you create in your course does not include a blueprint icon and cannot be associated with the blueprint course.

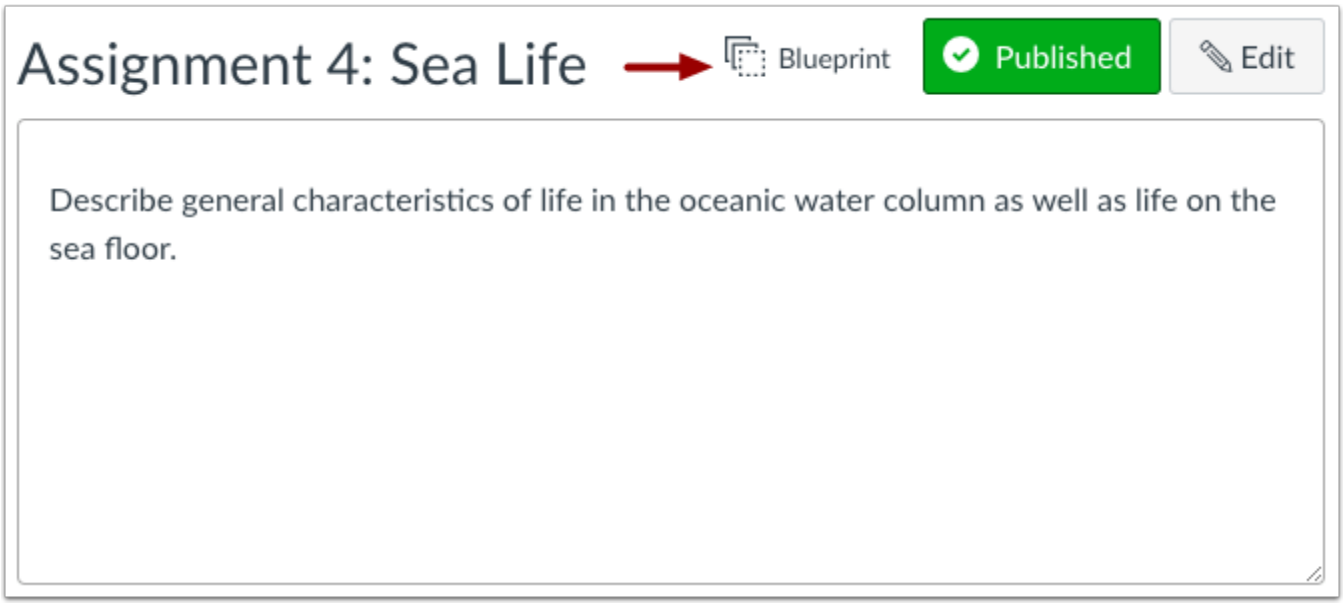
View Status in Individual Object



Except within Files, blueprint status and locked attributes can be viewed within individual objects.

Files status can only be viewed in the Files Index Page.

View Unlocked Object

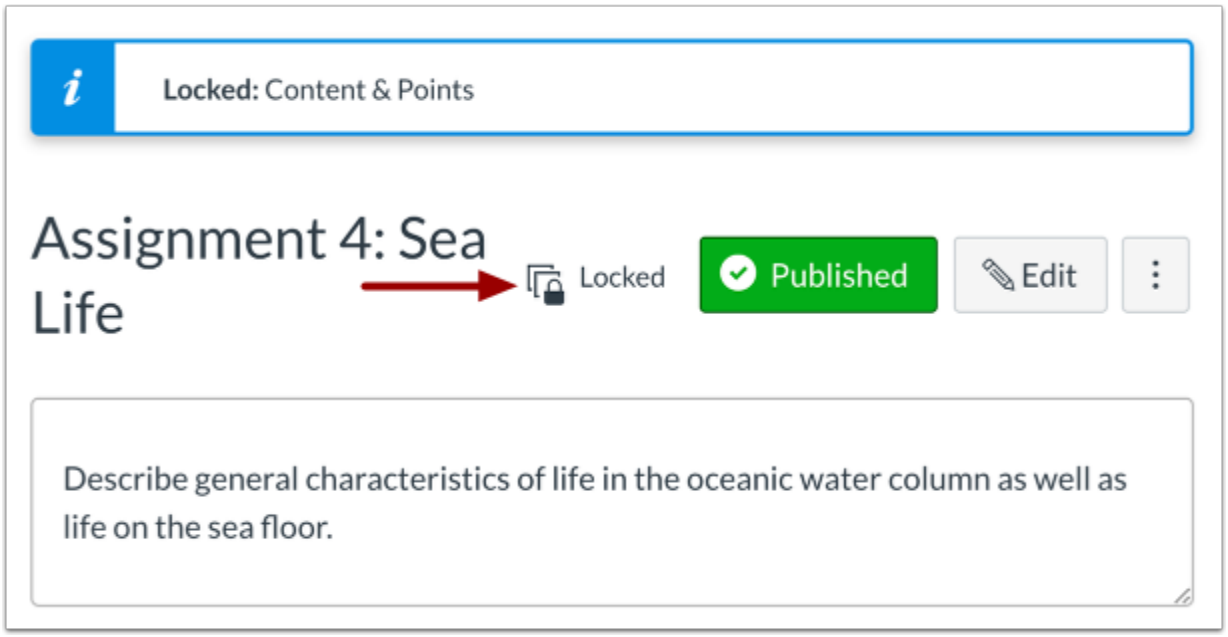


Objects that are unlocked can be edited, published, and managed like any other Canvas object. The only difference is that the page designates that the object is part of a blueprint course.

You can modify unlocked content at any time. Any unlocked content you modify will not be overwritten with additional synced changes from the blueprint course.

Note: New content you create in your course is not associated with the blueprint course and will not display the Blueprint designation.

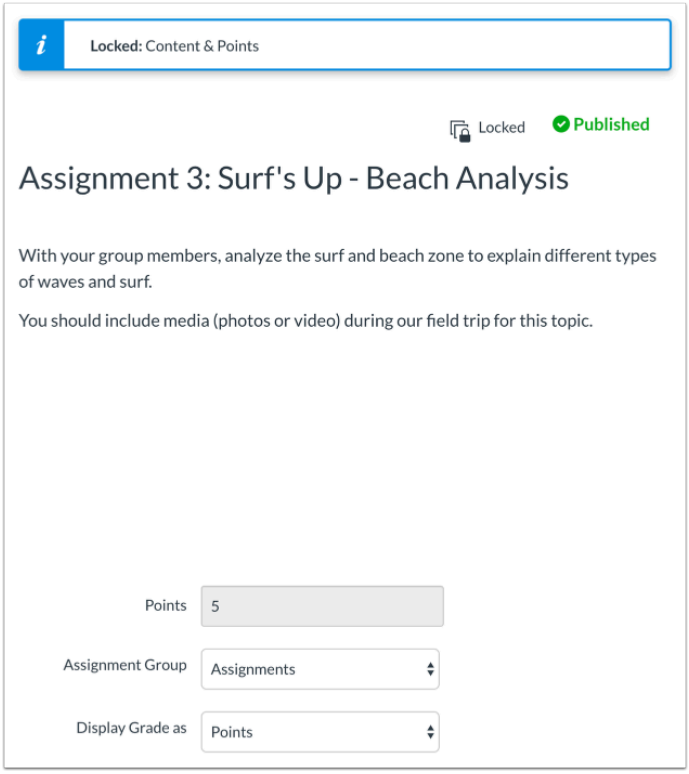
View Locked Object



For locked objects, the individual page displays the locked attributes as set by your institution.

Attributes that can be locked include content (including the object title), points, due dates, and availability dates.

Edit Locked Object



When you edit content in a locked object, locked attributes cannot be edited.

How do I lock course objects in a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can lock and unlock course objects and sync content for the blueprint course. Depending on your admin's preference, locked objects may include attributes for content, points, due dates, and availability dates. Attributes may apply to some or all object types: assignments, discussions, pages, files, and quizzes.

If you are not sure how objects are defined for the course, you can view locked attributes by viewing an individual object. Attributes for locked objects may be changed by an admin in the blueprint at any time.

Locked Objects

Locking an object in a course enforces the attributes defined by your Canvas admin. Any change to an attribute retroactively applies to all locked objects in the associated course. If an attribute is enabled for locked objects in the blueprint course, any locked attributes in the associated course that vary from locked attributes in the blueprint course will trigger unsynced changes in the blueprint course and override the associated course objects.

Locking or unlocking an object applies immediately to all associated courses. However, the change will still be noted as an unsynced change and will not appear in the Sync History page until the sync is complete. Additionally, changes are not identified as unsynced change until the page is refreshed.

Unlocked Objects

Objects that are unlocked can be managed by a course instructor in the associated course like any other Canvas object. If the blueprint course is synced and the instructor has modified unlocked objects in the associated course, unlocked objects are not overwritten with the synced changes.

Unlocked blueprint objects can be locked at any time. If you lock an unpublished object, and that object was previously removed from an associated course, the object will be replaced in the associated course.

Object Management

This article shows how to lock an object from the Assignments page. Objects can also be managed in the Files, Modules, Pages, and Quizzes pages.

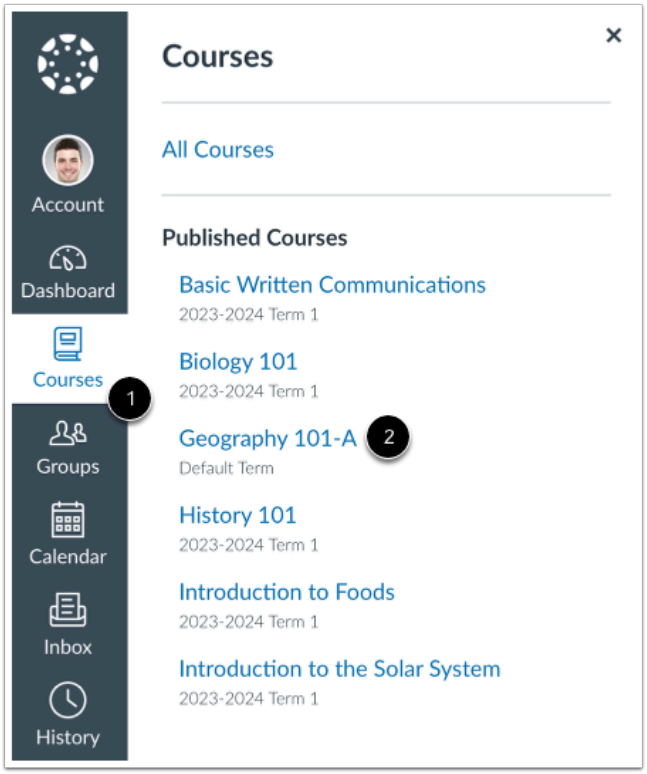
In Modules, only individual module items can be locked. Changes to the module structure are triggered as part of a course sync.

Notes:

- You can only lock and unlock objects created in the blueprint course. Any new objects added to an associated course by an instructor do not include a blueprint icon and are not associated with the blueprint course.

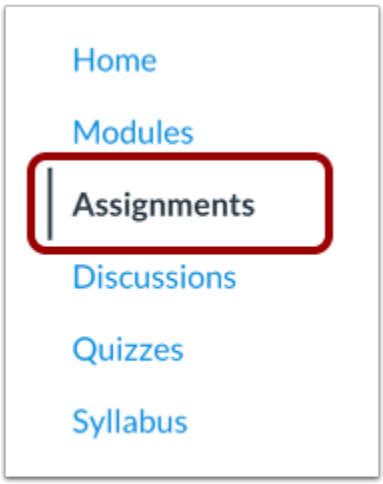
- For details on what course settings and features are synced or not, refer to Blueprint Sync Functionalities.

Open Course



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

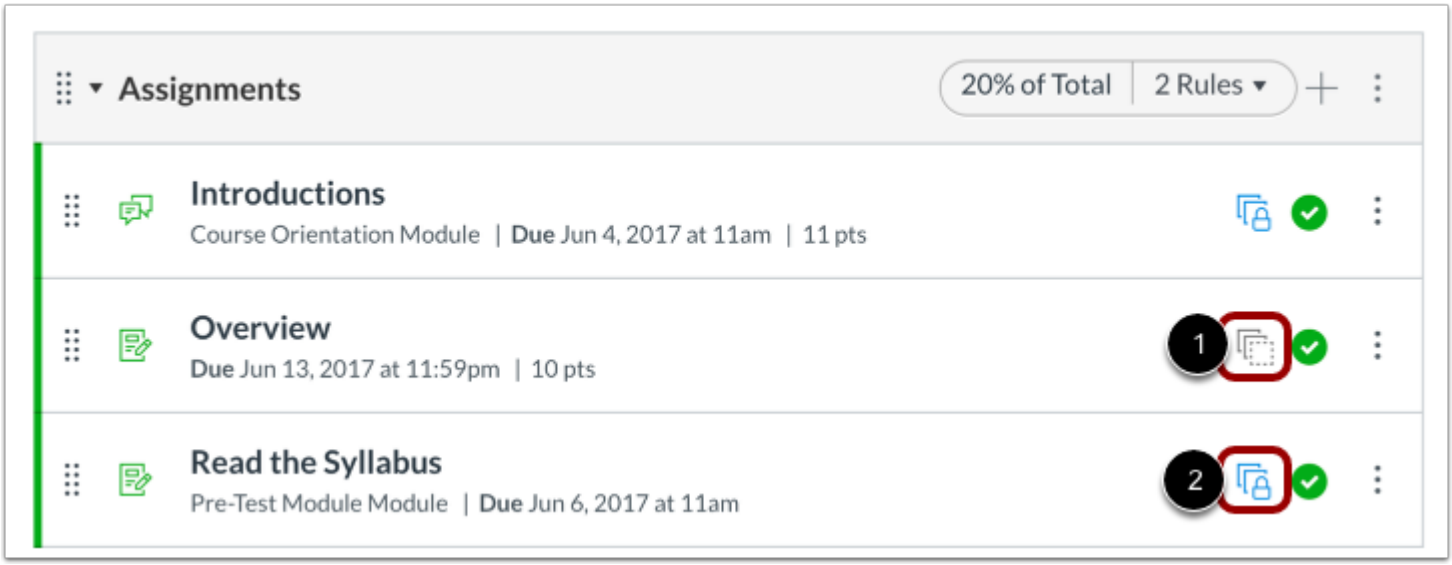
Open Assignments



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

Note: Objects can also be managed in the Files, Modules, Pages, and Quizzes pages.

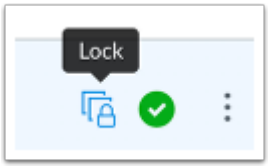
View Icon Status



In any Index page, you can view the status of each object. White squares indicate the object is unlocked [1]. Blue squares with a lock icon indicate the object is locked [2].

By default, objects are unlocked. You can change the status of an object by toggling the lock and unlocked icons.

Lock Object

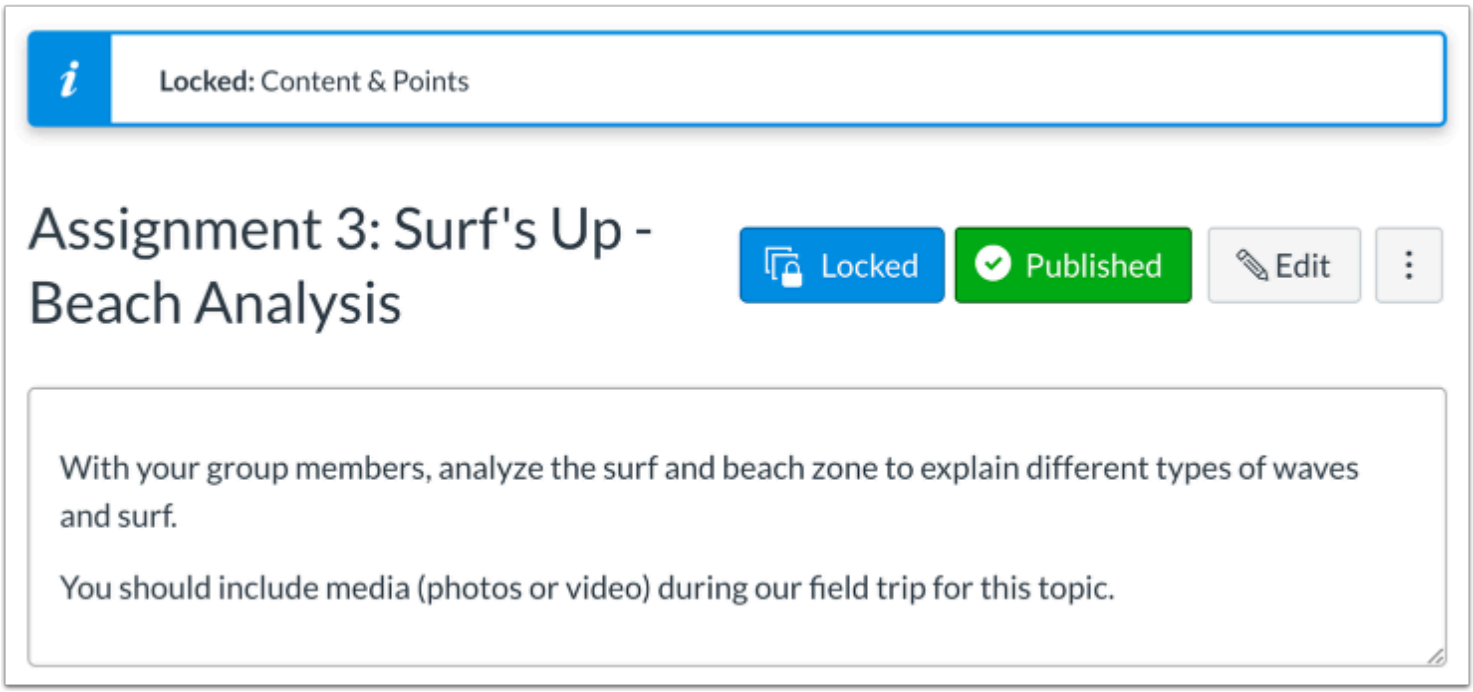


To lock an object, click the object's unlocked icon. The hover text will confirm you want to lock the object.

Unlock Object

To unlock an object, click the object's lock icon. The hover text will confirm you want to unlock the object.

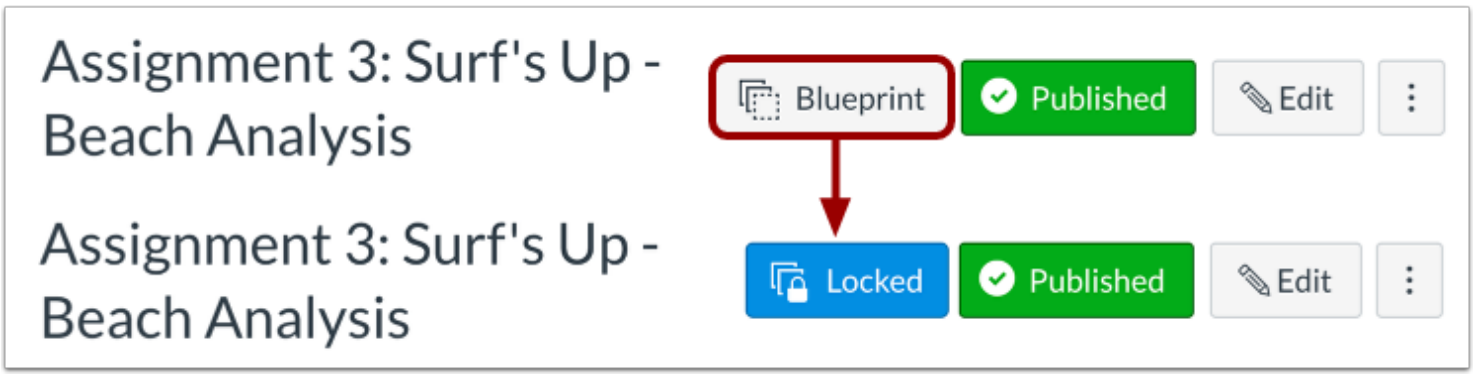
View Status in Individual Object



Except within Files, blueprint status can be modified within individual objects.

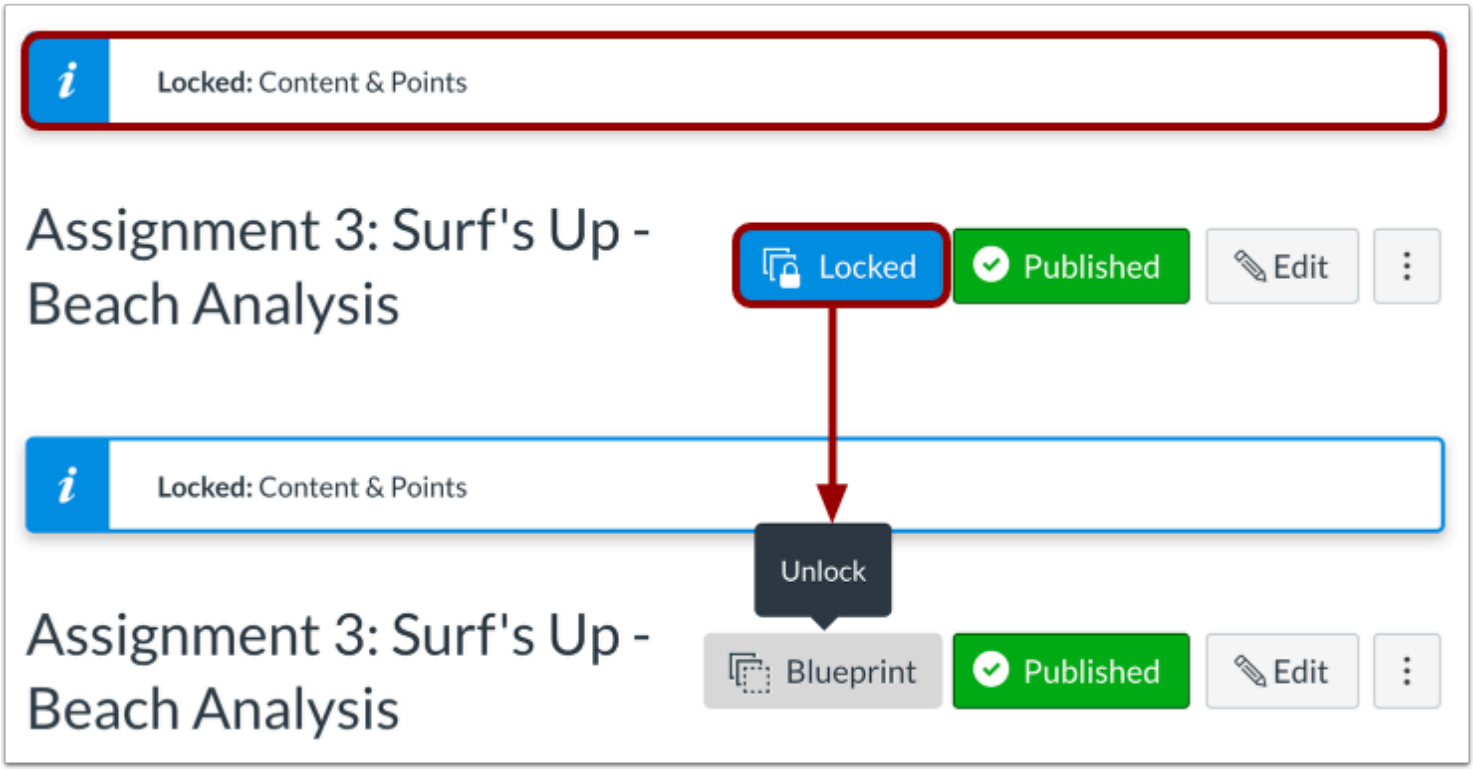
Files can only be locked or unlocked from the main Files page.

Lock Object



To lock an unlocked object, click the **Blueprint** button. The button will change from gray to blue and indicate the object is locked.

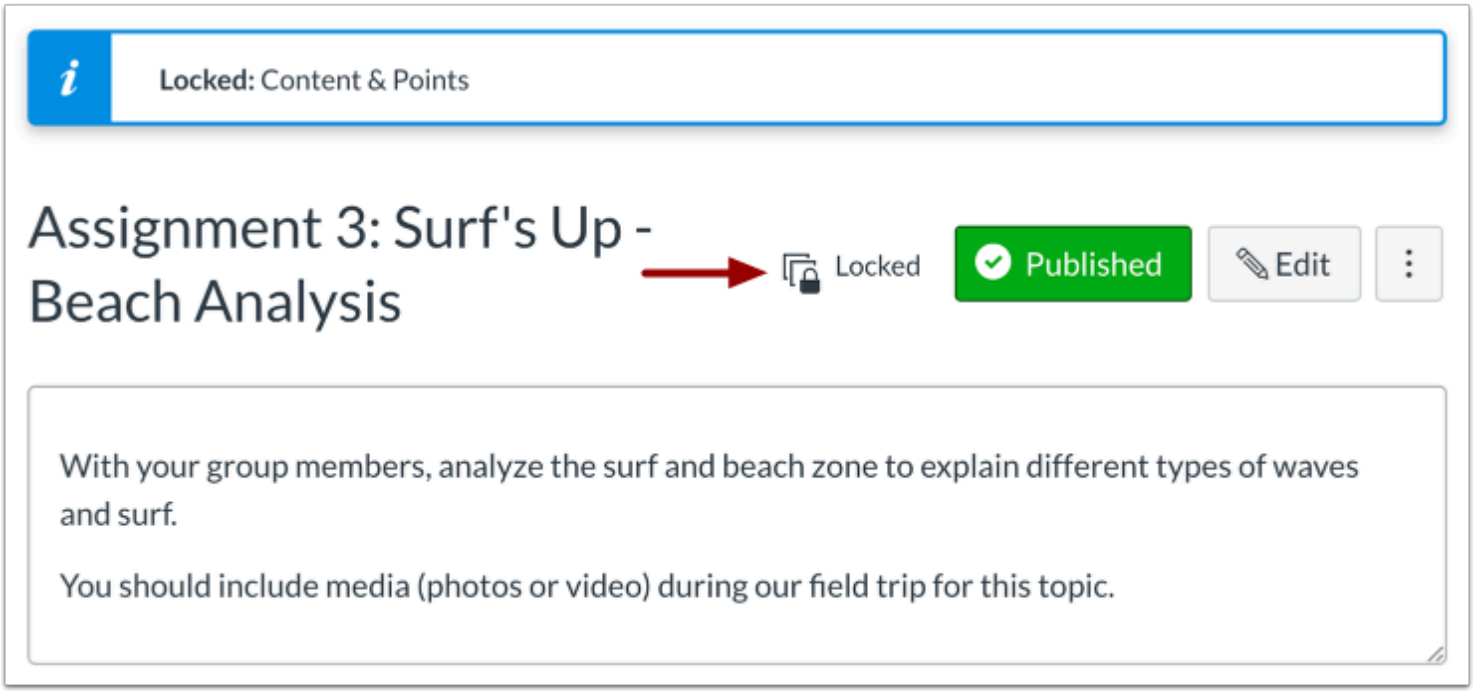
Unlock Object



Individual objects show the attributes that have been locked.

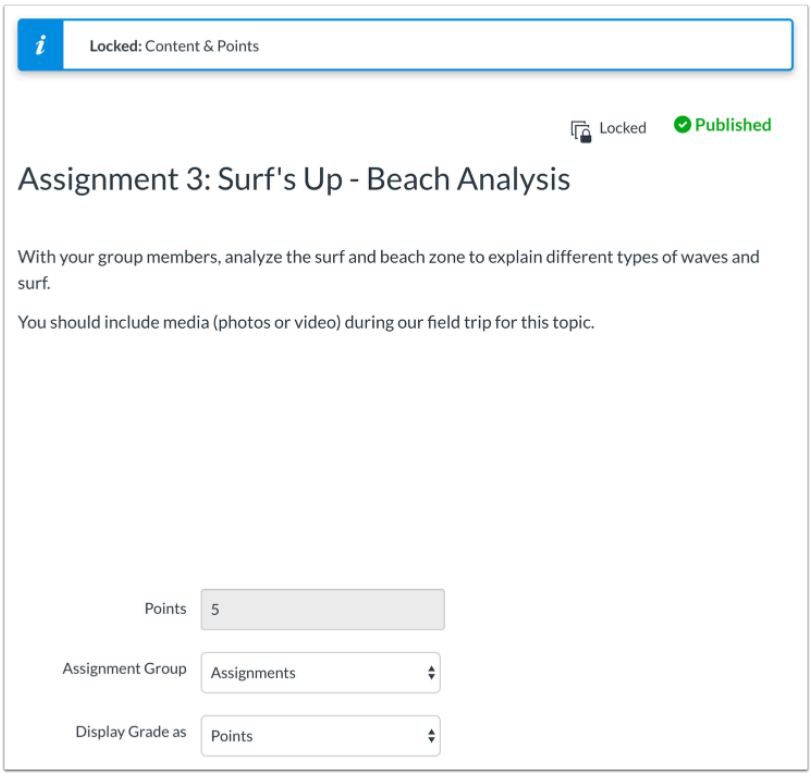
To unlock a locked object, click the **Locked** button. The button will change from blue to gray and indicate the object is unlocked. The locked attributes banner will also be removed from the page.

View Instructor Access



Instructors in an associated course can view locked and unlocked icons in the Index page. However, they cannot manage the existing status of an object.

For locked objects, the individual page displays the locked attributes selected in Course Settings, if any. Instructors in associated courses cannot modify locked objects, so any attributes that are locked cannot be edited.


Locked: Content & Points
Locked
Published
Assignment 3: Surf's Up - Beach Analysis
With your group members, analyze the surf and beach zone to explain different types of waves and surf.
You should include media (photos or video) during our field trip for this topic.
Points
5
Assignment Group
Assignments
Display Grade as
Points

How do I sync course content in a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can sync blueprint content changes to associated courses.

Content Sync

After a change is made to an object or attribute, the blueprint course sidebar displays a sync option indicating that unsynced changes have been made in the course. Content can be synced at any time.

All course content will be included in a blueprint sync, regardless of whether content is locked. Changed content will always overwrite the existing content in the associated courses for all locked objects. Content that can be managed by an instructor or new content created in an associated course by the instructor is not affected.

Notifications within associated courses can only be sent if the notification trigger has not yet occurred. Features such as announcements in a blueprint course may need to be created as a delayed post so the announcement displays in the associated course after syncing course content.

Content State

The sync will include the state of each object as it exists in the blueprint course. For instance, if an assignment is unpublished in the blueprint course, it will also be unpublished in the associated course. However, once the state is changed in the associated course, the state within the blueprint course will no longer apply.

Modules Exceptions

If a blueprint course includes Modules, changes to the modules structure are triggered as part of a course sync. Modules cannot be locked, but course state applies to all individual module items.

The following sync exceptions apply for Modules content:

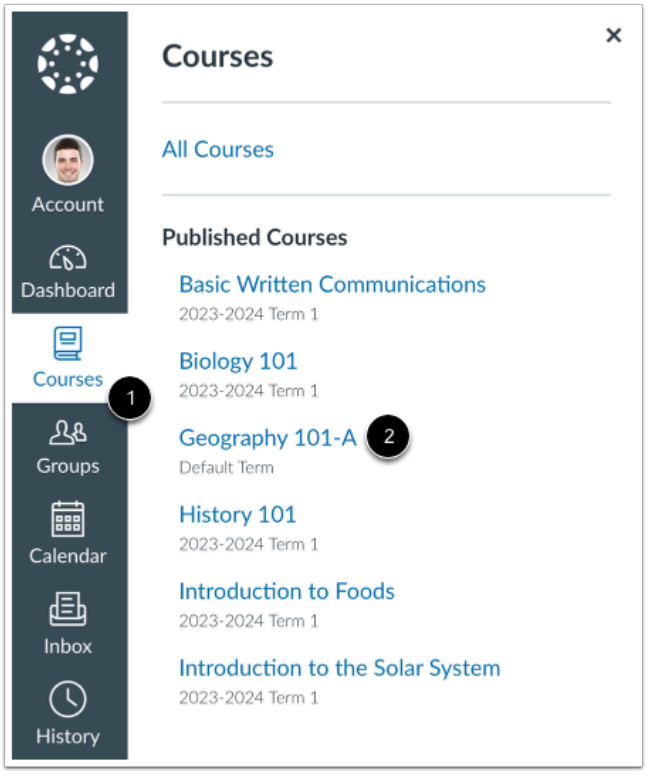
- Associated courses match the modules structure initially created in the blueprint course. Any additional modules and their content added to the blueprint course and synced to associated courses will always be added to the bottom of the Modules page in the associated courses.
- If modules or module items are rearranged in an associated course, the module order will be updated to match the blueprint course structure in the next sync. If a module item in an associated course is moved to another module, the module item will exist in both modules.
- Modules created from a blueprint course and deleted from an associated course will not be restored in additional course syncs.

- Manually created module items in an associated course will remain in the module but will display above all blueprint synced module items. Imported module items in associated courses will be removed during blueprint sync.

Notes:

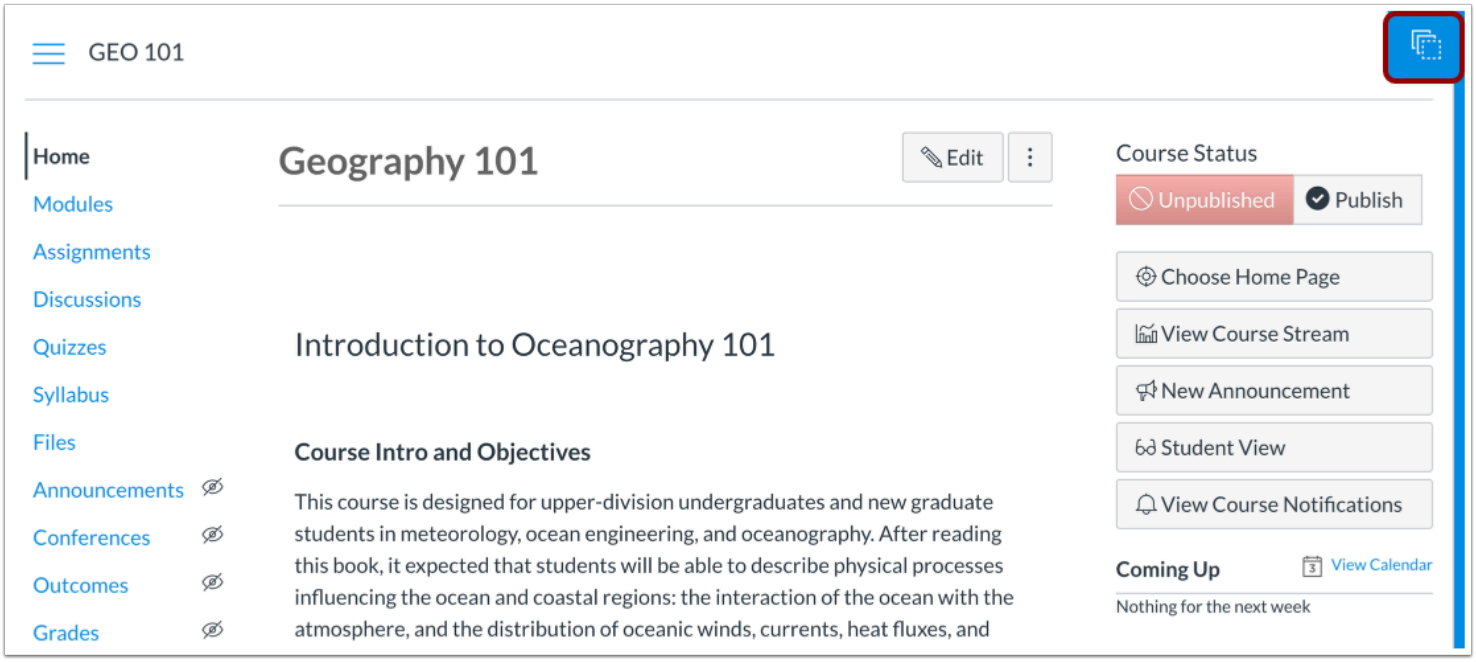
- Changes within Course Settings do not trigger unsynced changes. The course only recognizes unsynced changes when a change is made to course content.
- Associated courses display the latest blueprint sync information in Course Settings.
- Blueprint courses do not sync certain course settings to associated courses, including timezone, term, and course format.
- For details on what course settings and features are synced or not, refer to Blueprint Sync Functionalities.

Open Course



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

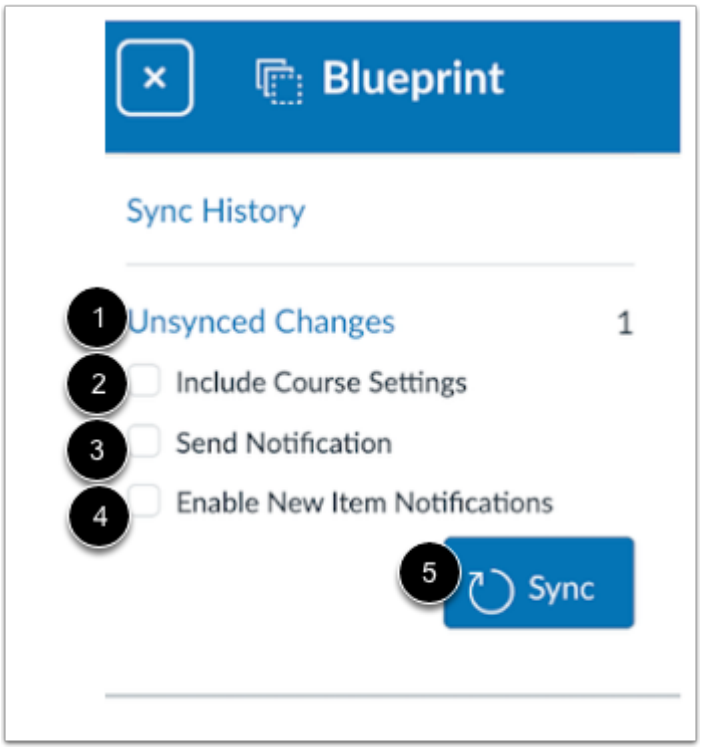
Open Blueprint Sidebar



In the Course Home Page, click the Blueprint sidebar tab.

Note: You can also access the Blueprint sidebar from any Course Navigation page.

View Sidebar

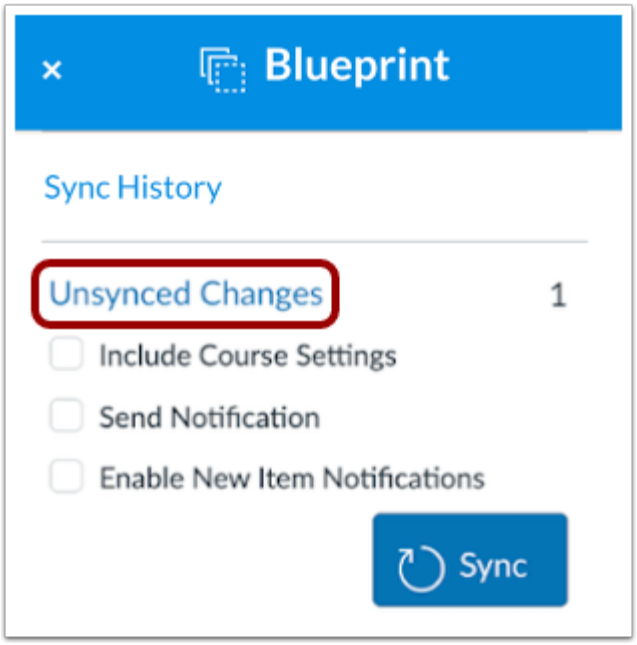


The Blueprint sidebar provides quick access to blueprint sync information.

If any changes have been made in the course, the sidebar displays the number of **Unsynced Changes** in the course [1]. All course content is copied in the sync regardless of whether or not objects are locked. The only exception is **Include Course Settings**, which must be selected on a per-sync basis as part of the sync options [2]. From the sidebar, you can also create and send a notification about the sync [3], or ensure users receive notifications for new announcements [4].

If you know what content is being synced and you are ready to sync your content, you can **Sync** updates directly from the sidebar [5].

View Unsynced Changes

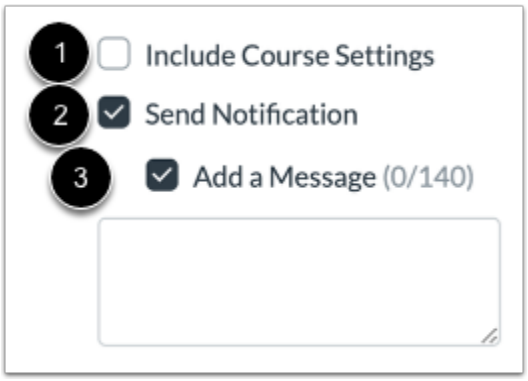


If you are not sure what content is being synced, or if you just want to confirm existing changes in the course, you can view specific details about the unsynced changes by clicking the **Unsynced Changes** link.

The Unsynced Changes page shows the specific content that has been updated. Each content object shows the current status of the object (locked or unlocked) [1], the name of the content item [2], the content change [3], and the content object type [4].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

Select Sync Options

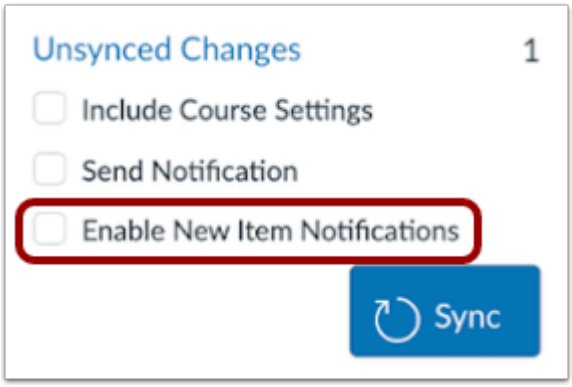


Course Settings include all settings options in the course, including Course Navigation. To sync Course Settings to associated courses, select the **Include Course Settings** checkbox [1].

If you want to send a notification about the blueprint sync, click the **Send Notification** checkbox [2]. Admins and other instructors can set the Blueprint sync notification and receive updates when a sync is complete.

To add a message as part of the notification, click the **Add a Message** checkbox [3]. The message can be added as a reference to note what changes were made in the sync and displays in the Sync History page.

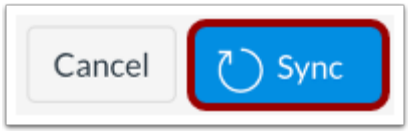
Enable New Item Notifications



To ensure you are notified of new items, click the **Enable New Item Notifications** checkbox.

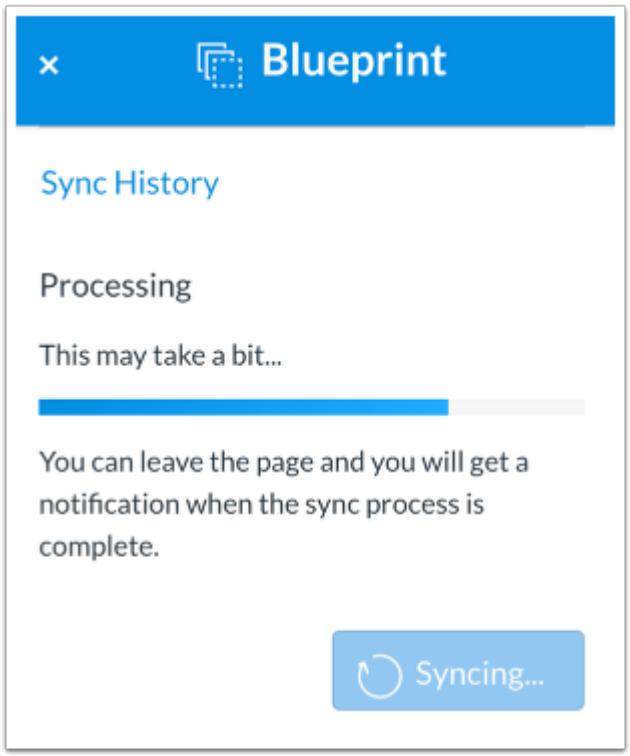
Note: Students must have announcement notifications enabled to receive notifications.

Sync Changes



Click the **Sync** button.

View Sync



Once a sync has started, the sidebar shows the sync status as long as you are viewing the page. You can leave the page, but know that the sync may take a while to process.

Notes:

- If you immediately view an associated course and don't see any updates, the sync may still be in process. To confirm sync completion, enable the Blueprint sync notification in User Settings.
- Only Blueprint master course content will sync with associated courses. Content that was manually added or copied using a different format will not sync.

How do I view the sync history for a blueprint course as an instructor?

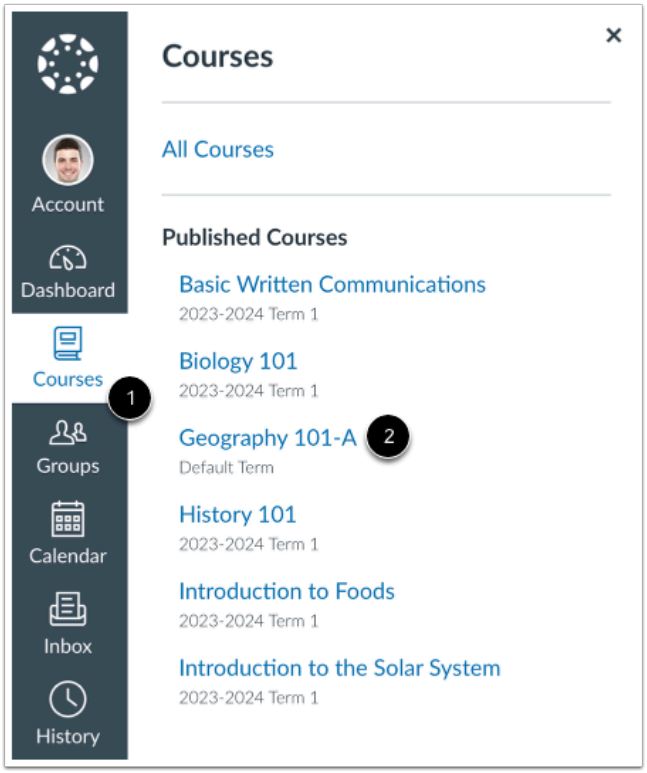
If you are enrolled in a blueprint course as an instructor, you can sync blueprint content changes to associated courses. Once a sync has been made in a blueprint course to associated courses, the sync is recorded in the Sync History page. You can view Sync History to view prior syncs and details about the sync.

The Sync History page records the last five syncs to the blueprint course.

Notes:

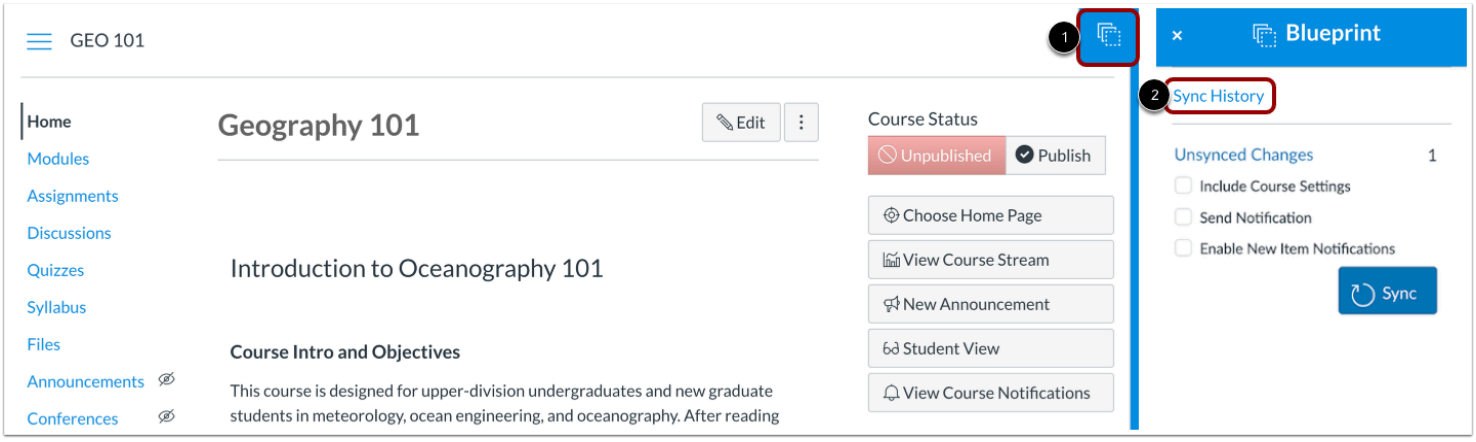
- Associated courses display the latest blueprint sync information in Course Settings.
- If sync history shows no sync details, the blueprint course was being synced to an associated course by an admin. The sync history for association syncs shows the date and time the sync was made but no additional details are included.
- For details on what course settings and features are synced or not, refer to Blueprint Sync Functionalities.

Open Course



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

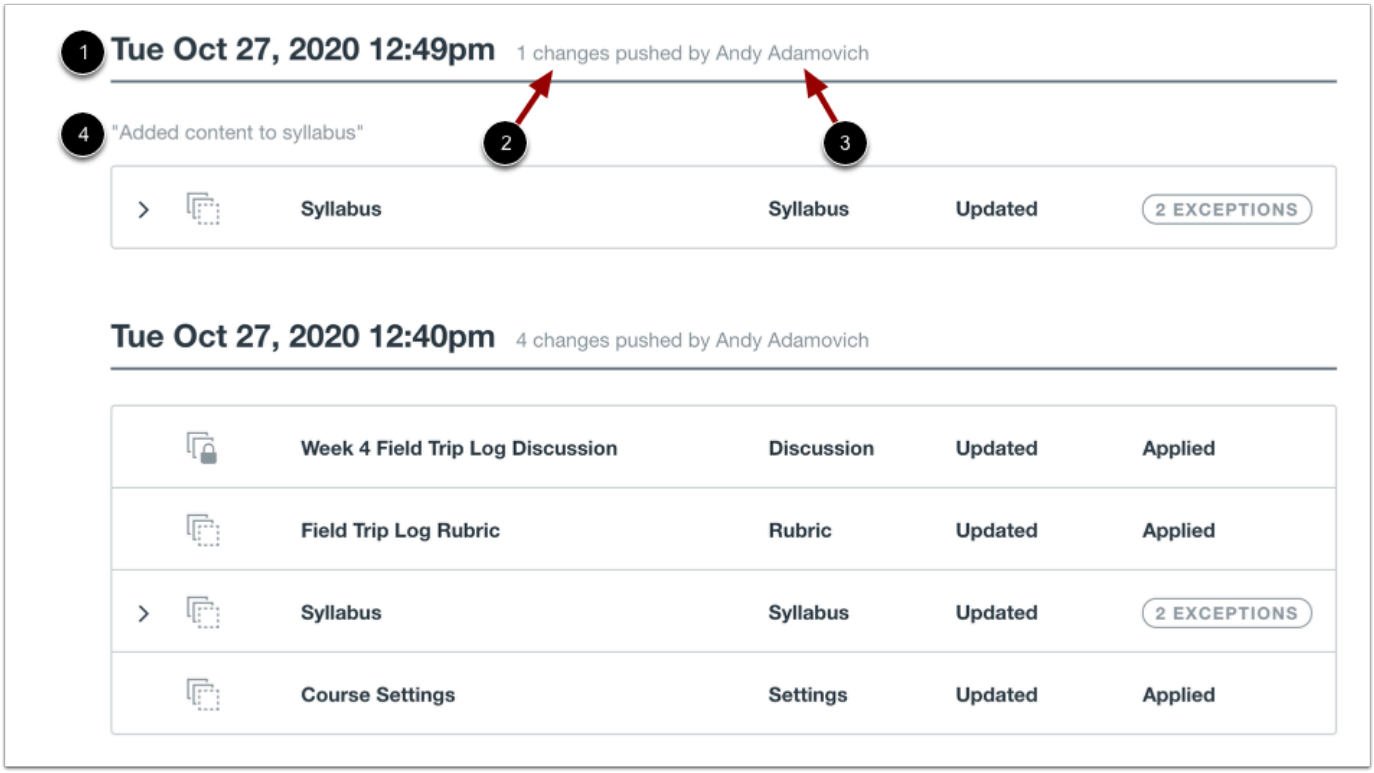
Open Sync History



In the Course Home Page, click the Blueprint sidebar tab [1], then click the **Sync History** link [2].

Note: You can access the Blueprint sidebar from any Course Navigation page.

View Sync History

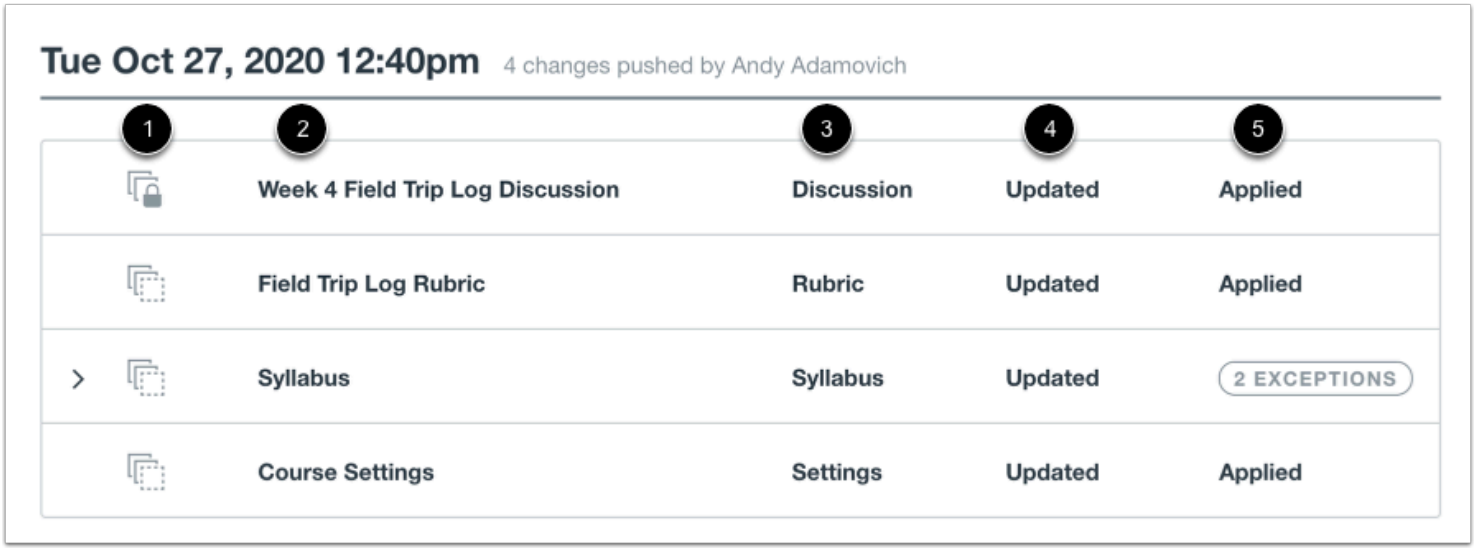


The Sync History page shows information about the last five syncs to the blueprint course. The page displays the date and time of the sync [1], the number of changes [2], and the name of the user who synced the changes [3].

If a message was included as part of the notification, the message is displayed above the list of synced changes [4].

For a course association made by an admin, sync history displays the date and time the sync was made but includes no details related to the sync.

View Sync Details



The Sync History page shows the specific content that has been synced. Each content object shows the synced status of the object (locked or unlocked) [1], the name of the content item [2], the content object type [3], the content change [4], and whether or not the sync was applied [5].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

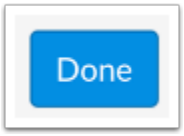
View Sync Exceptions

The Sync History page may show items with a sync exception. Exceptions occur when content is not synced because the content was modified in an associated course before the blueprint course was synced.

An exception is noted by the Exception indicator [1], which includes the number of exceptions.

To view which course(s) had an exception, click the arrow icon next to the name of the content item [2]. The expanded details show the term and the name of the course.

Close Sync History



When you are finished viewing the Sync History page, click the **Done** button.

How do I view the blueprint sync information for a course associated with a blueprint course?

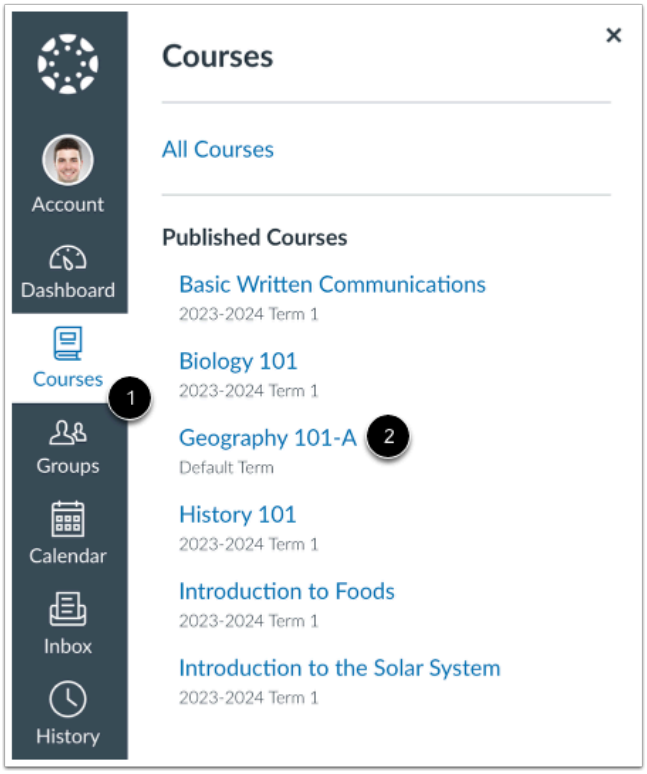
If your content index pages include Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template, and changes to locked objects can be synced from the blueprint course to your course at any time. However, you can manage any unlocked course content in your course.

You can view the latest information about a blueprint sync in Course Settings. The blueprint information contains details about the content or other attributes changed in your course.

Notes:

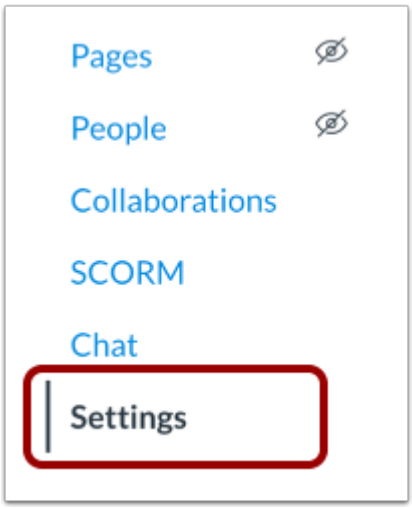
- To be notified of synced updates from a blueprint course, enable the Blueprint sync notification in User Settings.
- For details on what course settings and features are synced or not, refer to Blueprint Sync Functionalities.

Open Course



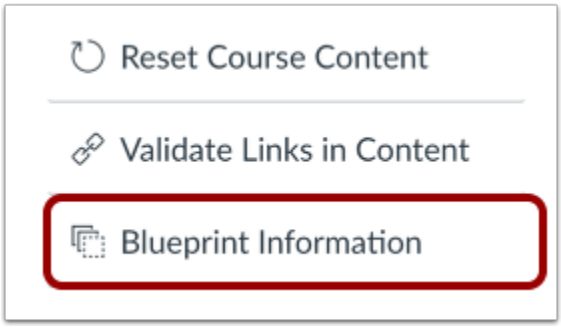
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Settings



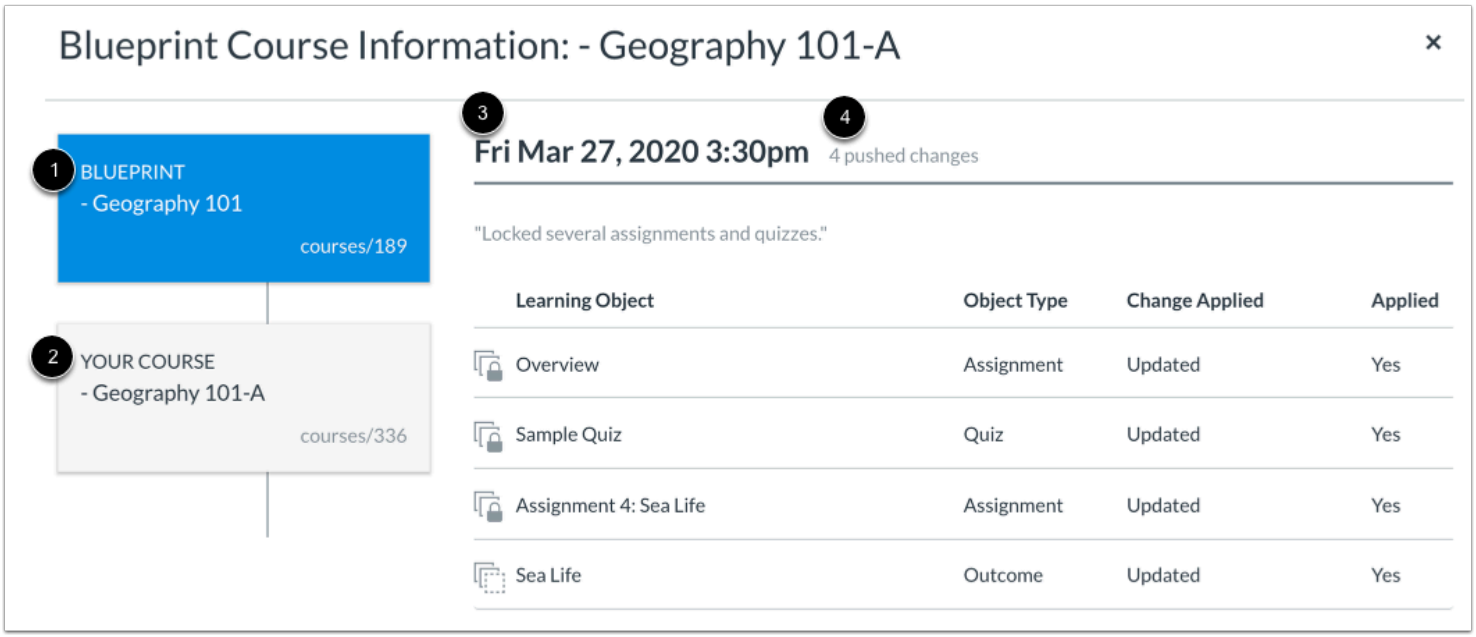
In Course Navigation, click the **Settings** link.

Open Blueprint Information



In the sidebar, click the **Blueprint Information** link.

View Sync Information



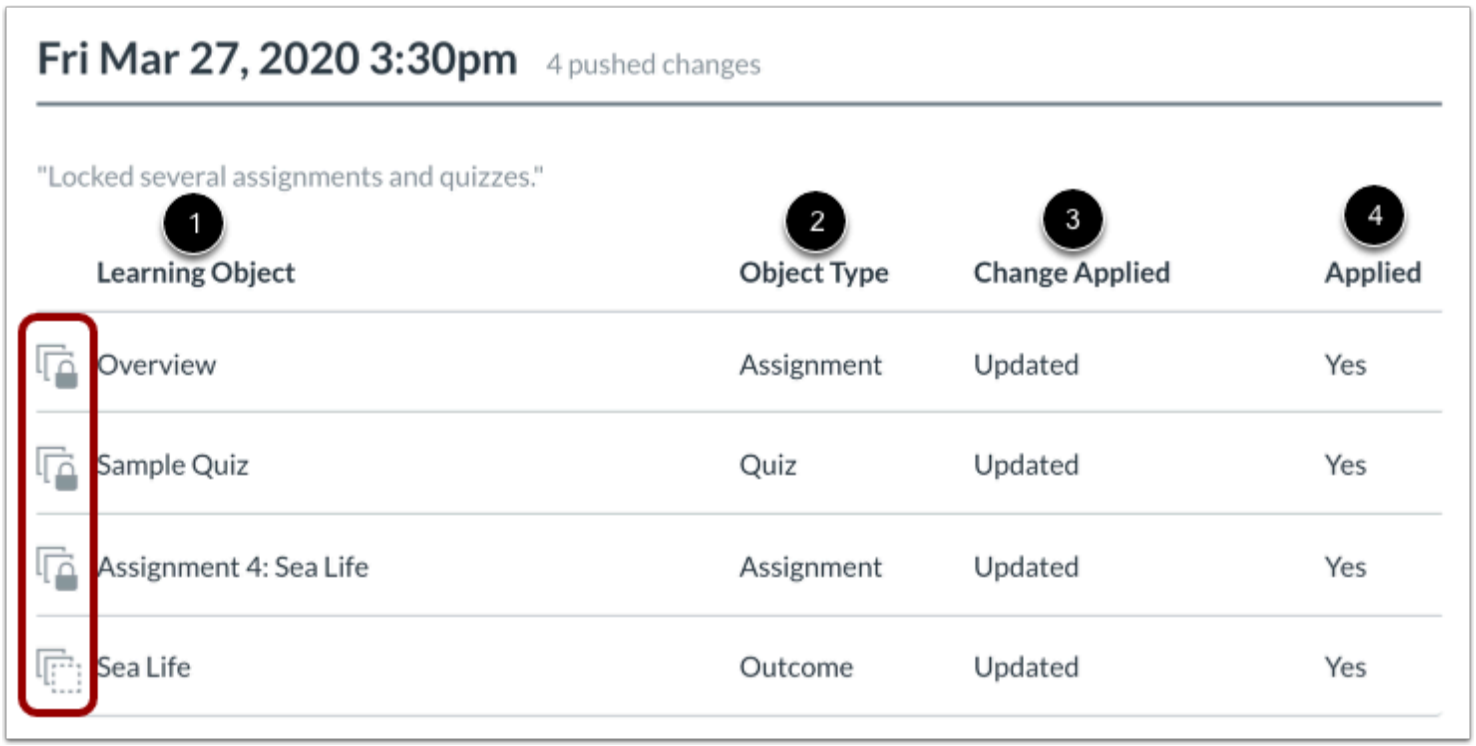
The Blueprint Information page shows information from the last blueprint sync. The page displays the name and course ID of the blueprint course [1] and the name and course ID of your associated course [2].

You can also view the date and time of the sync [3] and the number of changes [4].

If a message was included as part of the notification, the message is displayed above the list of synced changes.

For a course association made by an admin, sync information will also show the date and time the sync was made, but no details will be included related to the sync.

View Sync Details



The Blueprint Information page shows the specific content that has been synced. Each content object shows the synced status of the object (locked or unlocked) and the name of the object [1], the object type [2], the change applied [3], and whether or not the sync was applied [4].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

Close Blueprint Information

When you are finished with the Blueprint Information page, click the **Done** button.

How do I manage content shared to me from other users?

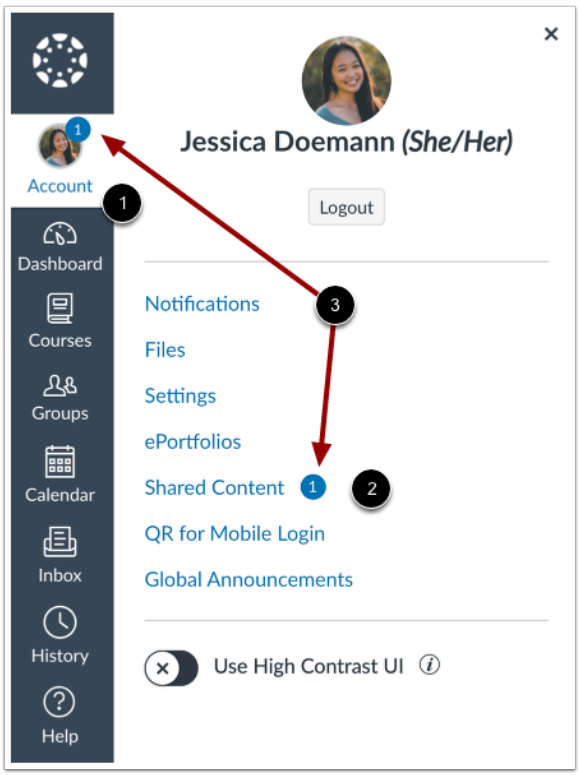
When the Direct Share feature is enabled in your account, instructors and admins can send individual announcements, assignments, discussions, pages, and quizzes to other instructor-level users in the account. You can access any content sent from other users in your user account.

From the Received Content page, you can preview shared content, import content items into your course or courses, and remove the item from your received content list. Removing a content item deletes the item from your list of received items. However, if you have imported the item into a course, the content item is not removed from your course.

Notes:

- When a course item is shared using Direct Share, any assets within that item (images, files, etc.) are also included in the shared file.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- Shared content may be removed from your Received Content page after a period of time. It is recommended that you preview and import content as soon as possible after it is shared with you.

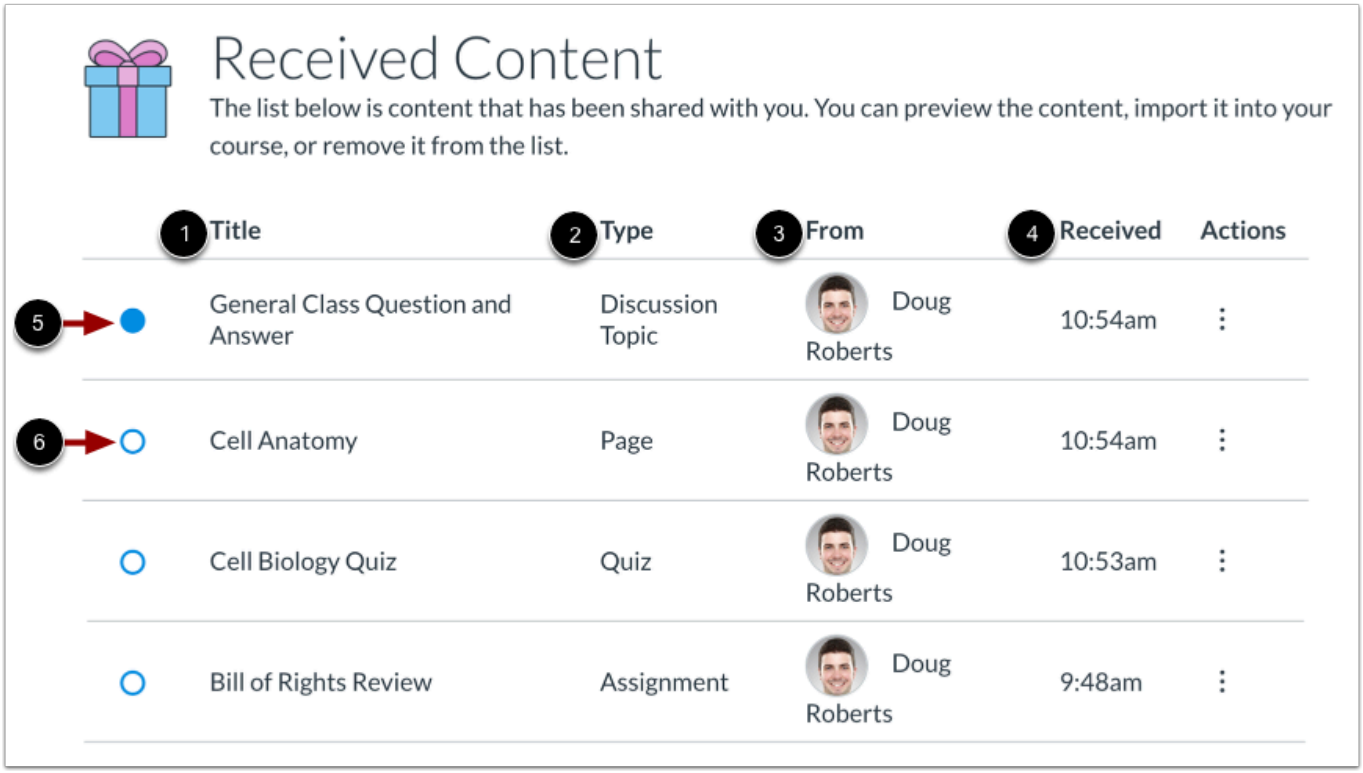
Open Shared Content



In Global Navigation, click the **Account** link [1], and then click the **Shared Content** link [2].

Note: When you receive new shared content, the Account and Shared Content links display a badge icon [3].

View Received Content



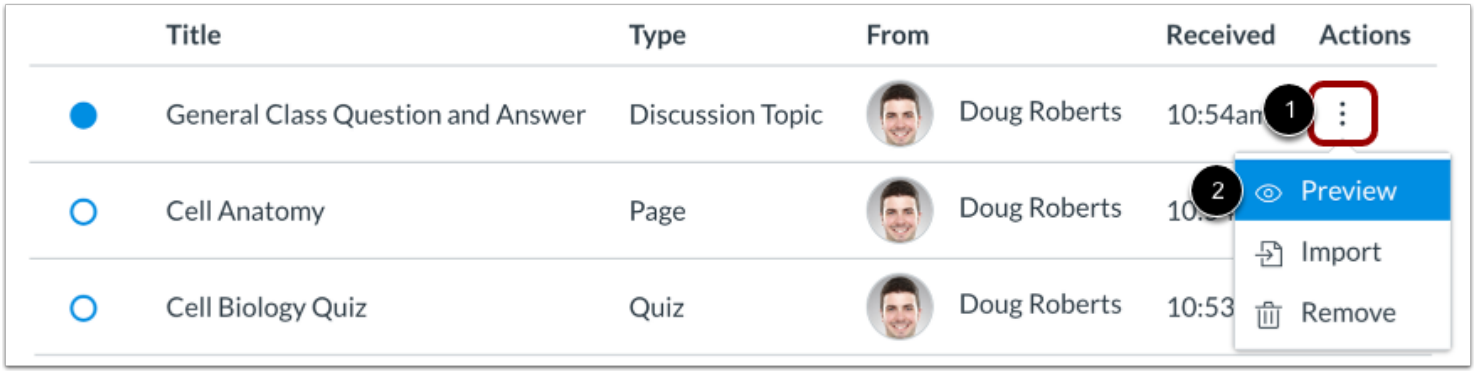
The Received Content page displays a list of all content items that other users have sent to you. The list includes the title [1], content type [2], sender [3], and sent time and date [4] for each sent item.

New content is indicated with an **Unread** icon [5]. If you preview or import content, the icon changes to a **Read** icon [6]. You can also manually mark items as read or unread, click the icon next to the item.

Notes:

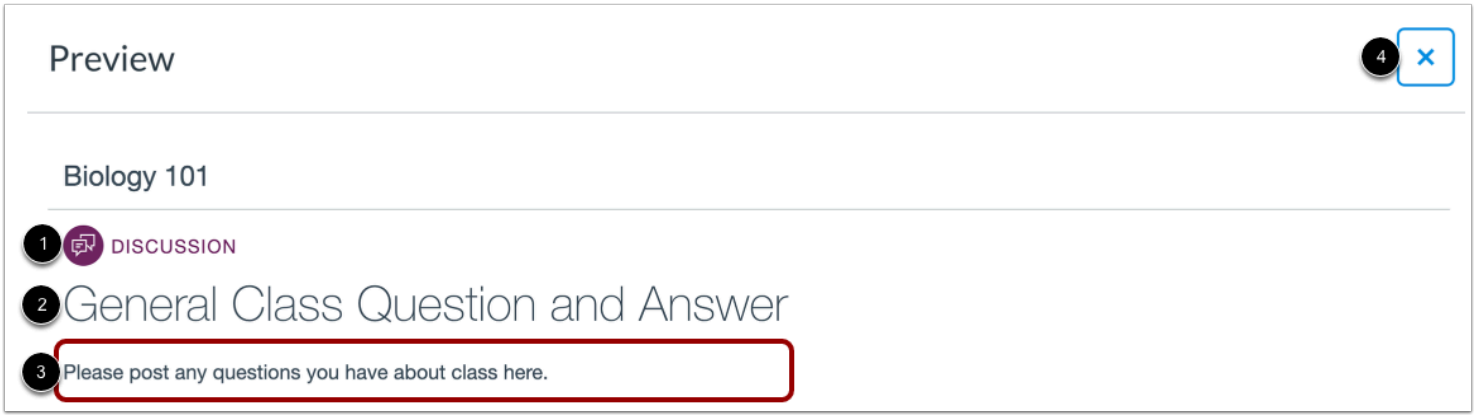
- Shared content may be removed from your Received Content page after a period of time. It is recommended that you preview and import content as soon as possible after it is shared with you.
- Shared announcements display as a Discussion Topic content type.

Preview Content



To preview a received content item, click the item **Options** icon [1]. Select the **Preview** option [2].

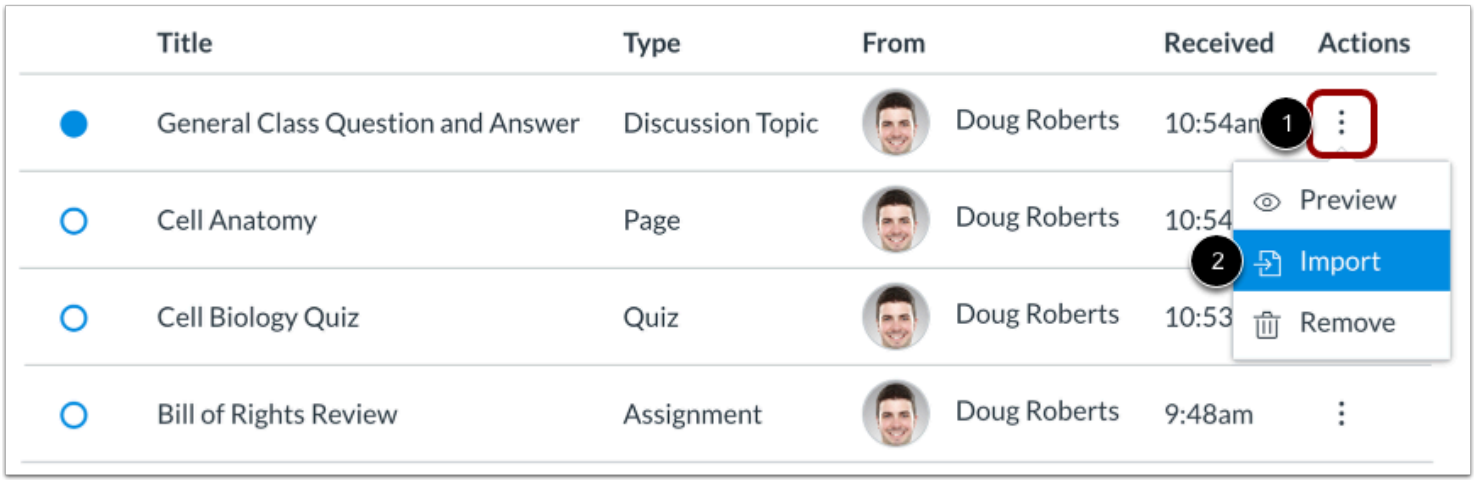
View Content Preview



The Preview page displays the content item type [1] and title [2]. You can also view item details [3].

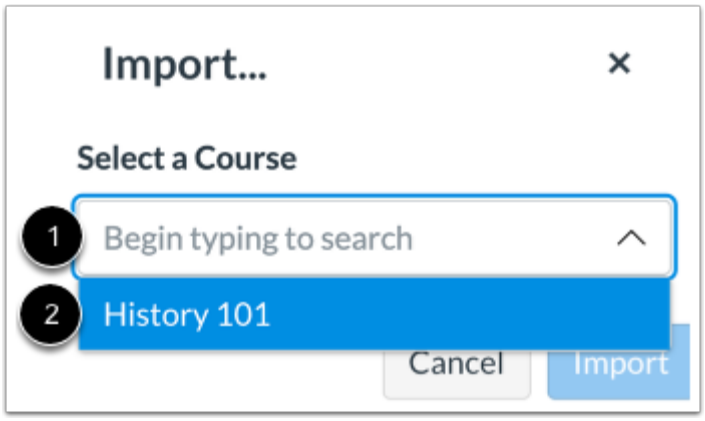
To close the page, click the **Close** icon [4].

Import Content



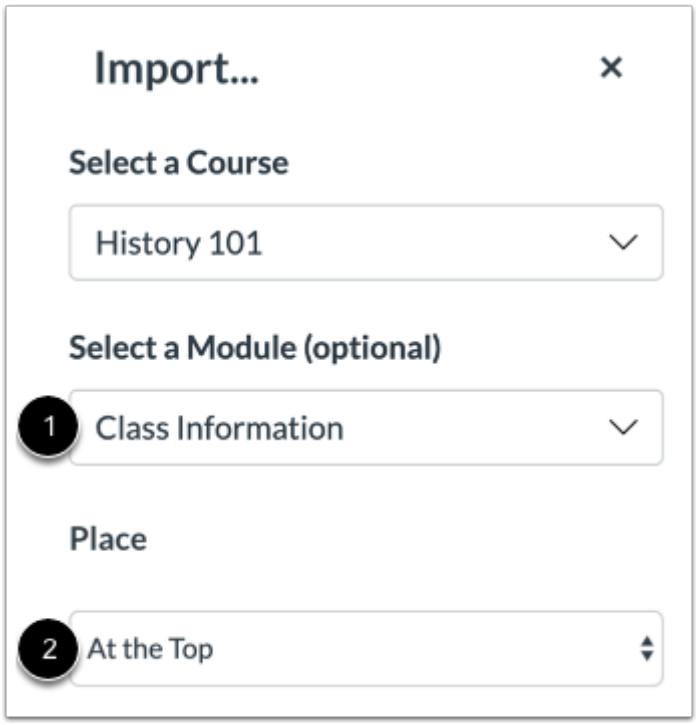
To import a received content item into a course, click the item **Options** icon [1]. Select the **Import** option [2].

Select Course



Type the name of a course or course code in the **Select a Course** field [1]. Then select the course into which you want to import the item [2].

Select Location



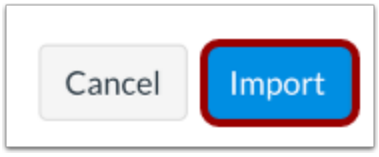
If you wish, you can import the item into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module.

To select a location within the module, click the **Place** drop-down menu [2]. You can select to import the item to the top of the module, before or after a specific module item, or at the bottom of a module.

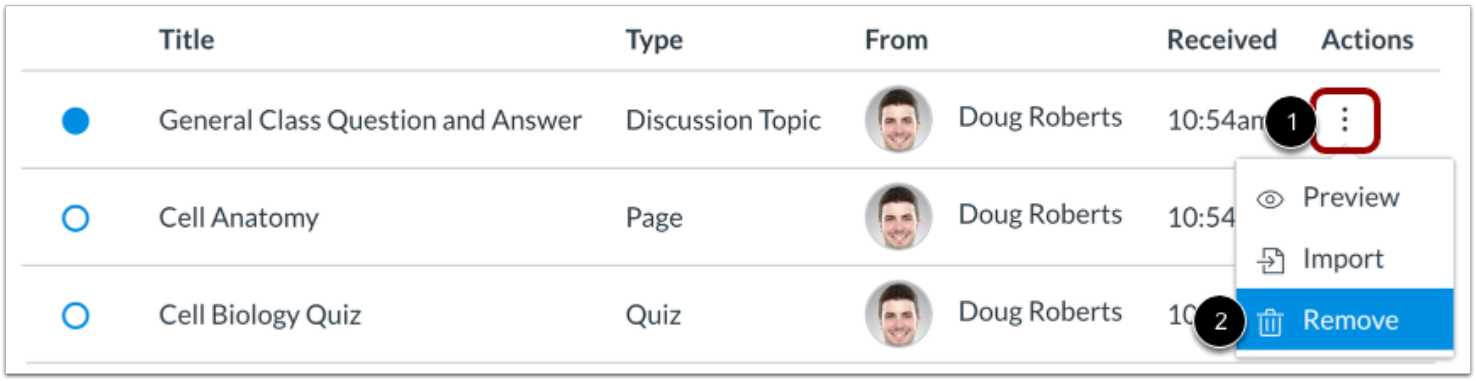
Note: The option to select a module displays when importing an announcement, but is not functional. You cannot place a copied announcement in a module.

Import Content



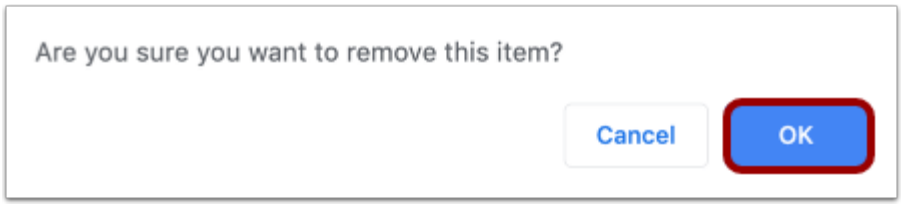
Click the **Import** button.

Remove Content



To remove a received content item, click the item **Options** icon [1]. Select the **Remove** option [2].

Confirm Remove



Click the **OK** button.

Note: Removing a content item deletes the item from your list of received items. However, if you have imported the item into a course, the content item is not removed from your course.

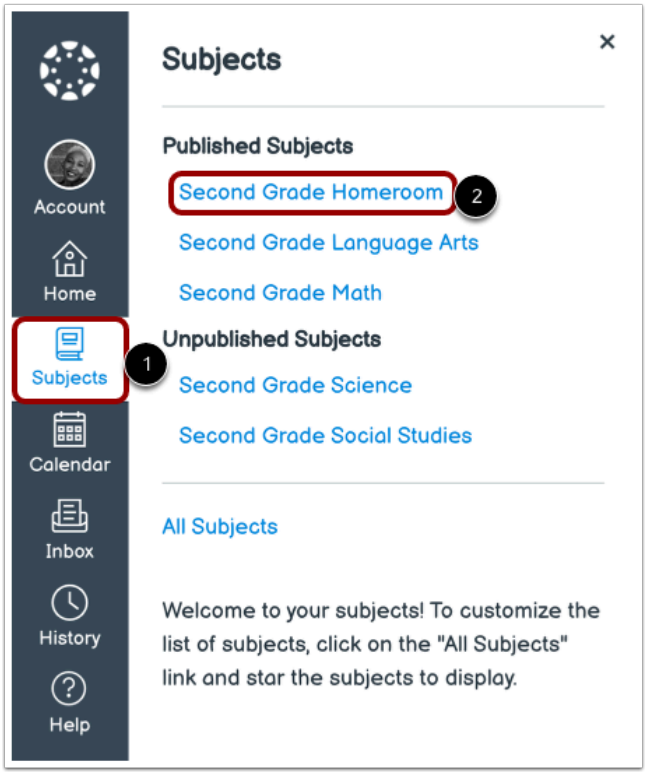
How do I manage homeroom content and settings in Canvas for Elementary as an instructor?

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

You can manage homeroom content and settings via Homeroom Navigation.

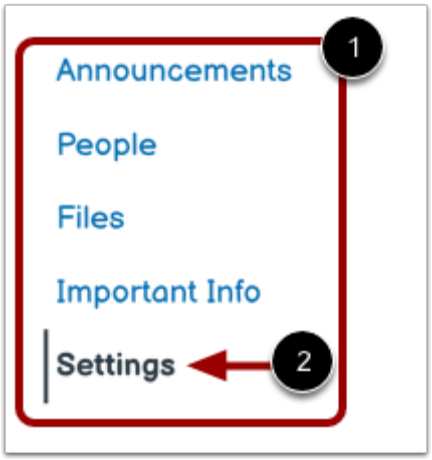
For steps on managing content in a specific area of Canvas, view the Canvas Instructor Guide.

Open Homeroom



To open the Homeroom subject, click the **Subjects** link in Global Navigation [1]. Then click the **Homeroom** link [2].

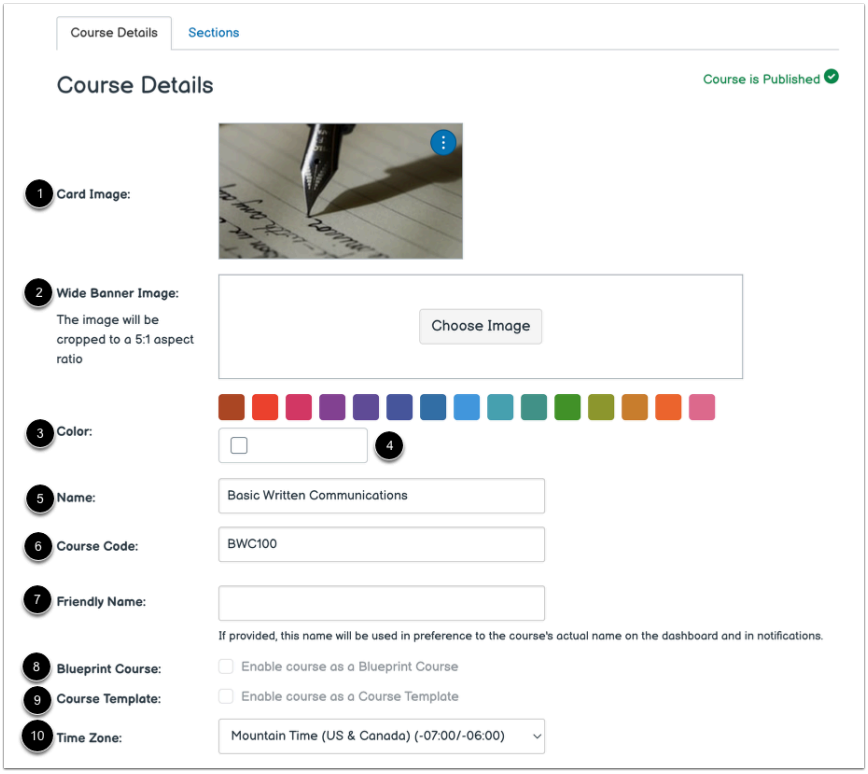
Manage Homeroom Content



Use Homeroom Navigation to manage homeroom content [1]. For steps on managing content in a specific area of Canvas, view the Canvas Instructor Guide.

To manage Homeroom settings, click the **Settings** link [2].

View Homeroom Details



The **Card Image** [1] and **Wide Banner Image** [2] sections display images added to the subject card and banner.

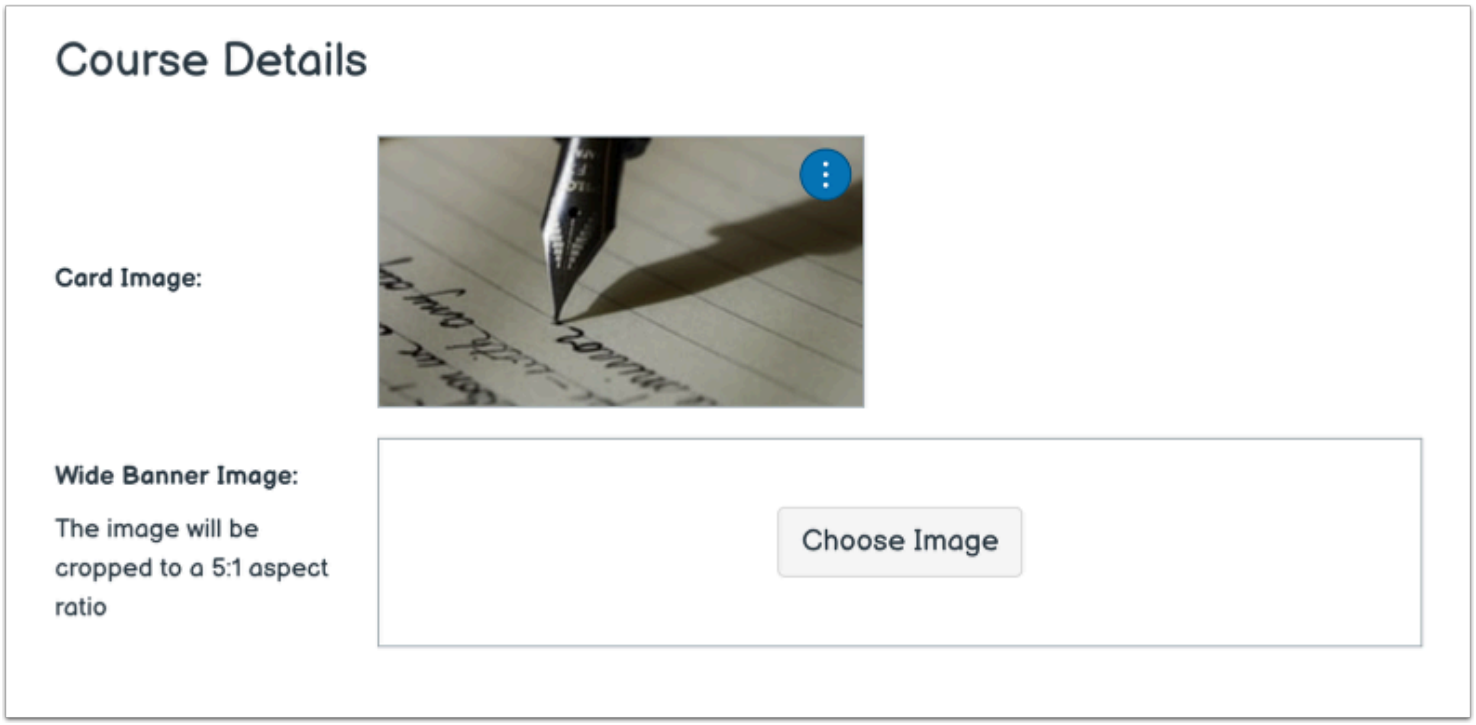
The **Color** section displays the selected homeroom color [3]. A custom subject color can be added using the **Color** field [4].

If allowed by your institution, you can edit the homeroom name [5] and course code [6].

You can manage the subject's friendly name using the **Friendly Name** field [7]. The friendly name displays as the homeroom name in notifications and in the dashboard.

You can view the homeroom blueprint course status [8] and course template status [9], and the homerooms time zone [10].

View Homeroom Images



If your institution allows you to add an image, you can add or replace the card image or wide banner image.

Notes:

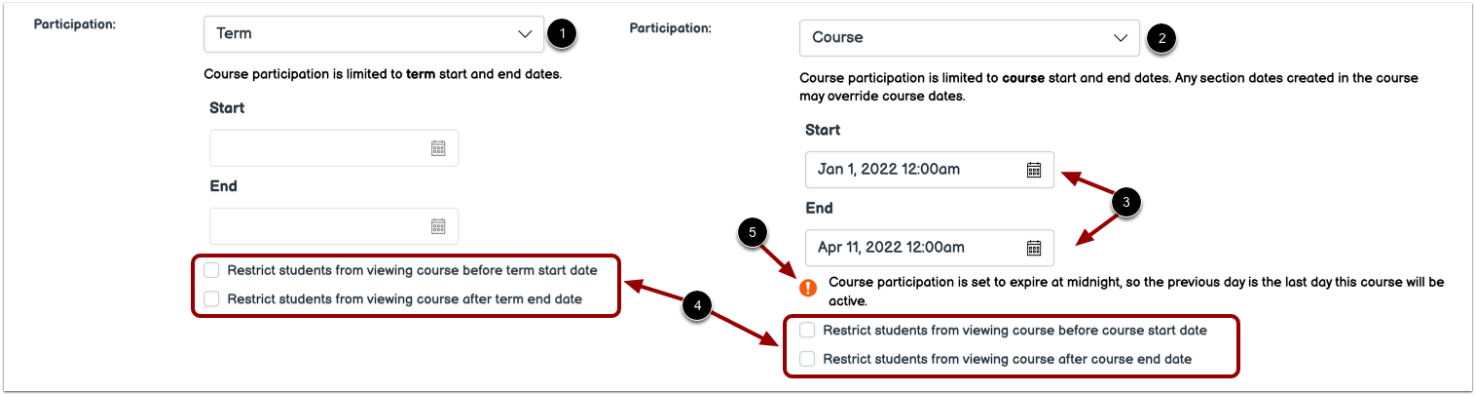
- Wide banner images are cropped to a 5:1 aspect ratio.
- If a banner image is not set, the home page uses the card image. If a card image has not been set, the banner displays the course color.

View Homeroom Color

You can add a custom homeroom color using the **Color** field.

Note: If a homeroom color is not set, the homeroom color defaults to gray.

View Homeroom Dates



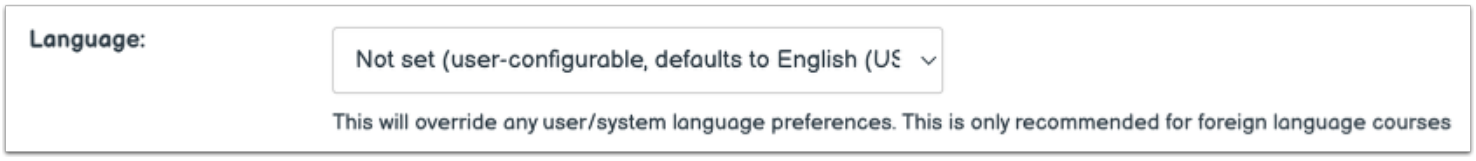
By default, your students will be able to participate in the homeroom within the term dates [1].

If needed, you can allow students to participate within course dates [2] and set specific homeroom start and end dates [3]. However, changing homeroom dates may override term availability settings.

You may also be able to change student access settings to allow or restrict students from viewing your homeroom before the start or end date [4].

Note: If a homeroom participation end date is set to midnight, a warning message displays [5].

View Homeroom Language



You can set a specific language for your homeroom. By default, the language is set to Not set, English (US). Selecting a language for your homeroom will override user language preferences and is only recommended for homerooms conducted in the selected language.

View File Storage

You can view the storage file size allowed in your homeroom.

View License

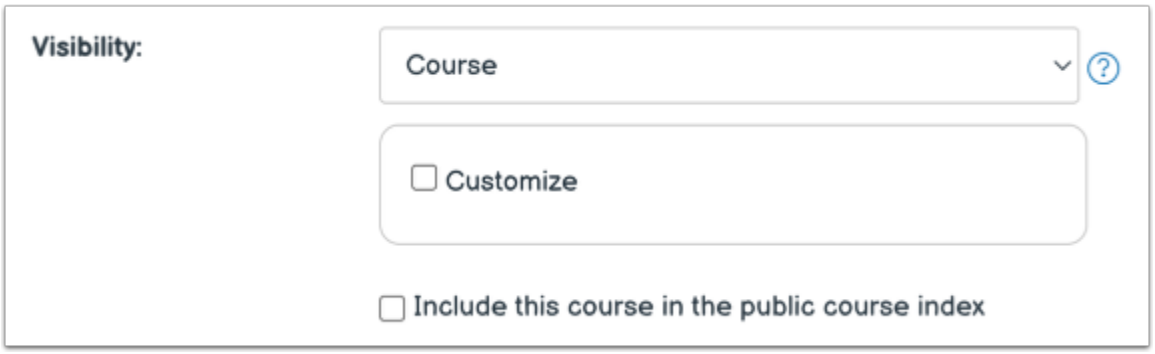
You can view the license for your homeroom. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to set a license for your homeroom.

View File Usage Rights

You can view the file copyright setting for your homeroom. If this option is enabled, usage right information must be selected for all homeroom files before they can be published. This setting is disabled by default.

Note: If the option to manage file usage rights cannot be changed, your institution has locked this setting.

View Visibility



You can view any visibility settings for your homeroom. Each visibility option is independent of the others. You can customize homeroom visibility, customize content visibility, and include the subject in the public course index.

View Description

If your homeroom is part of the public course index, you can include a description for your subject in the description field.

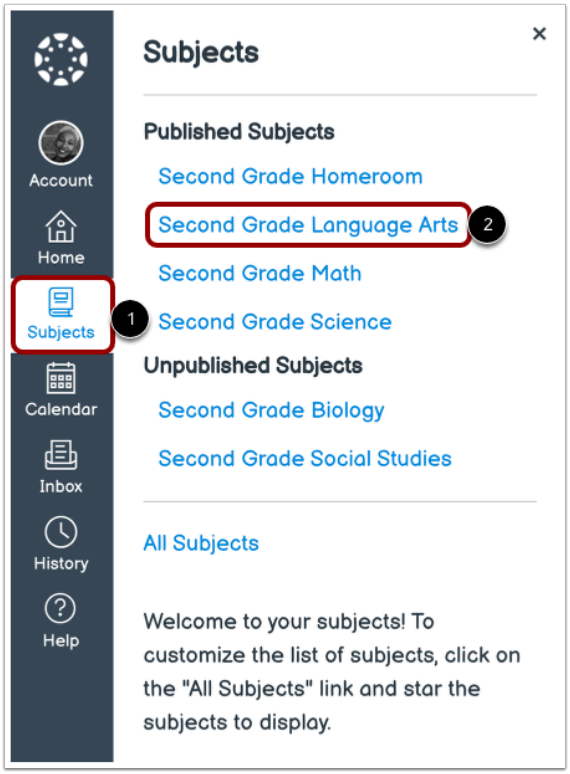
How do I view my subject in Canvas for Elementary as an instructor?

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

You can use Subject Navigation tabs to view your Canvas for Elementary subject. You can also manage your subject and view the subject as a student.

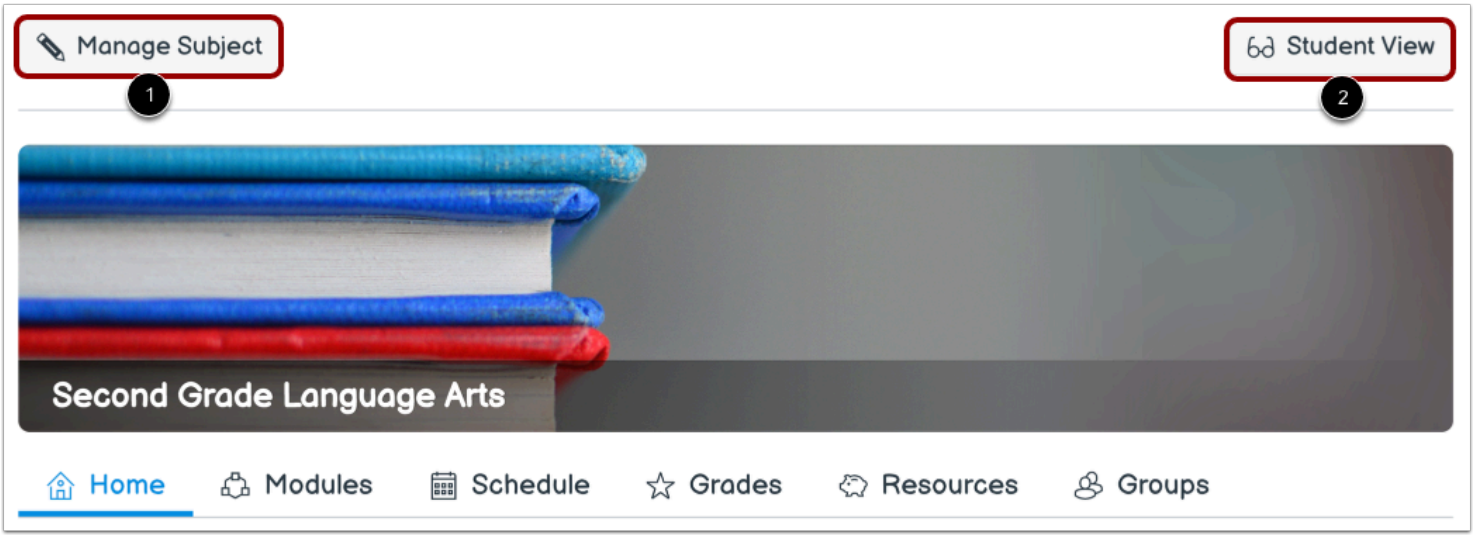
Note: If you do not have an active enrollment in a Canvas for Elementary subject, the classic Course view displays.

Open Subject



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

View Subject Settings

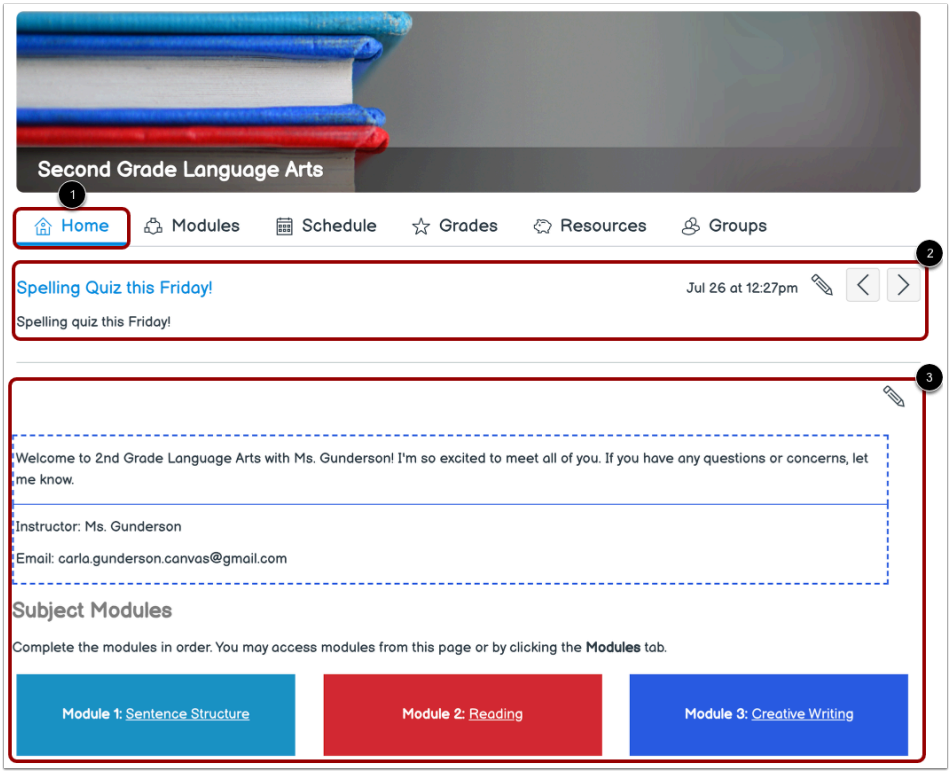


As an instructor, you can manage your subject or view the subject as a student from any subject tab.

To manage subject content or subject settings, click the **Manage Subject** button [1].

To view the subject as a test student, click the **Student View** button [2].

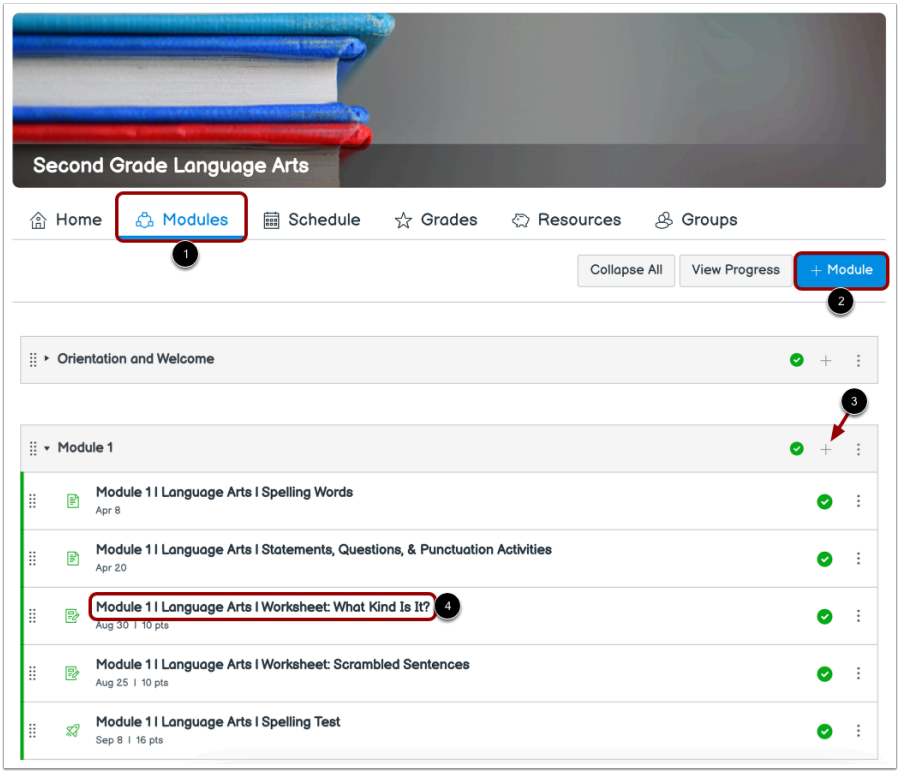
View Subject Home Page



In the **Home** tab [1], you may view, edit, or add subject announcements [2]. If one or more subject announcements have been posted in the last two weeks, the most recent announcement displays by default.

You can also view and manage your customized subject Home page [3].

View Subject Modules



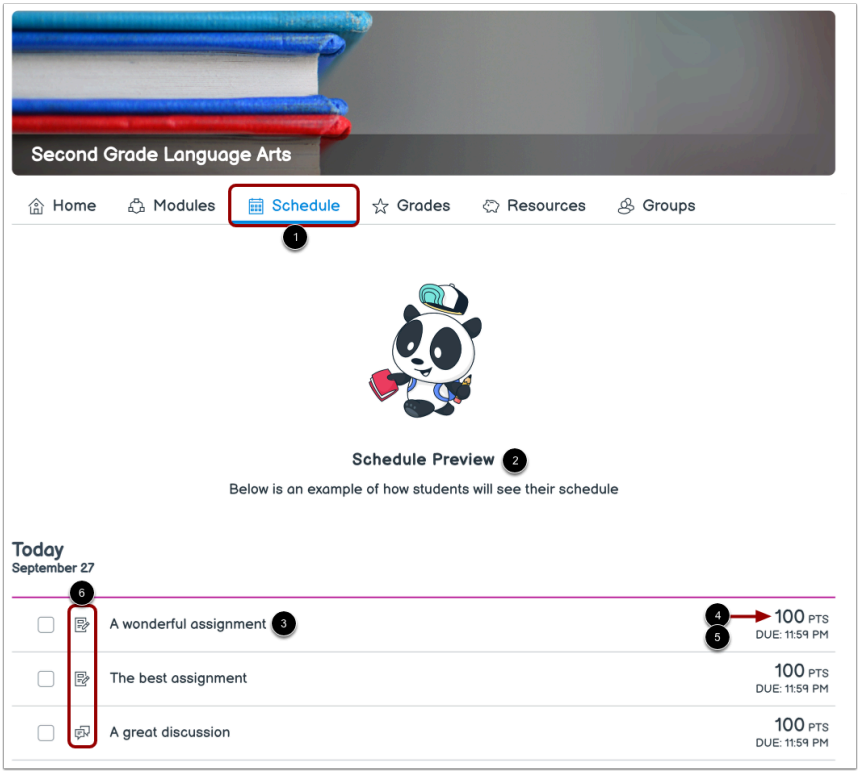
In the **Modules** tab [1], you can manage modules and module items for your subject [2]. You can also set module prerequisites, add requirements, and publish or unpublish a module.

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

Learn more about Modules.

Note: By default, the Modules tab does not display to students if the subject does not include modules.

View Subject Schedule



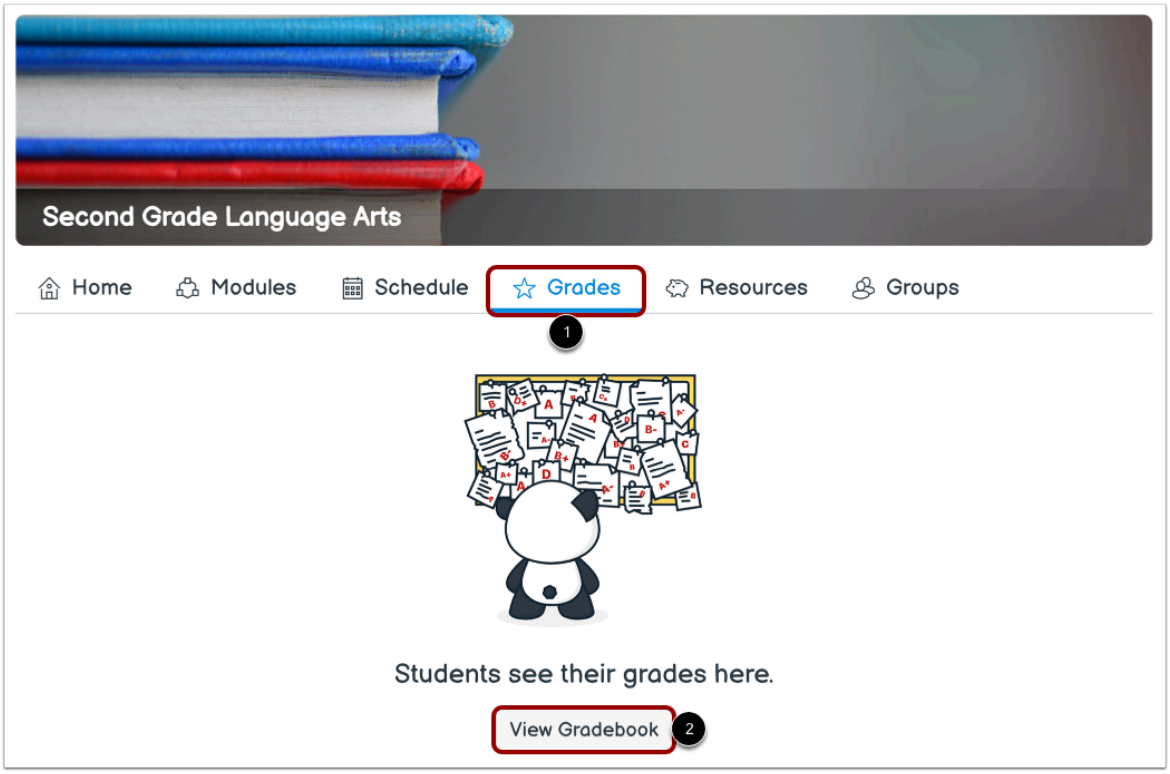
In the **Schedule** tab [1], you can view the Schedule Preview [2]. The Schedule Preview displays an example of how schedule items display to a student.

Each item displays the 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].

Learn more about student schedules.

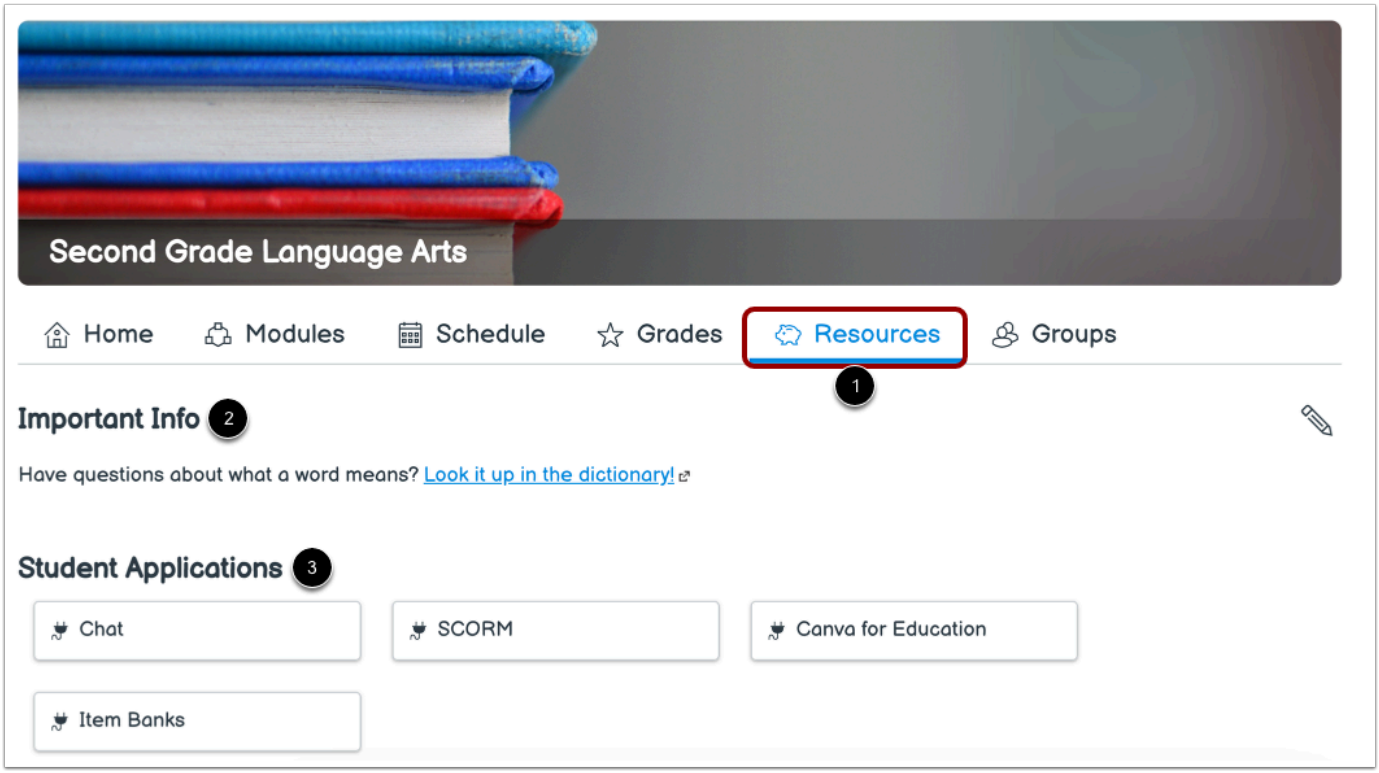
View Subject Grades



In the **Grades** tab [1], students can view their subject grades.

As an instructor, you can open the gradebook by clicking the **View Gradebook** button [2].

View Subject Resources



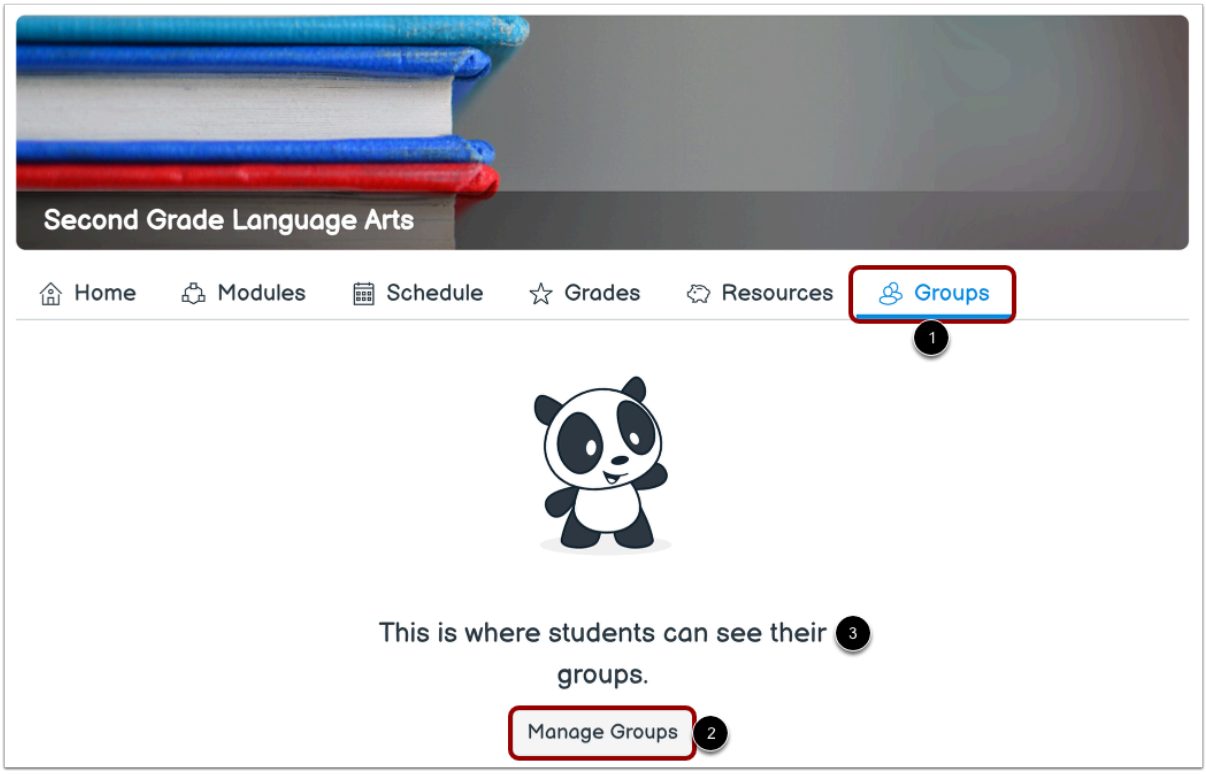
In the **Resources** tab [1], you can view important information you have added to your subject [2]. To edit Important Info, click the **Edit** icon [3].

Student applications that have been added to the subject display in the Student Applications section [4].

Notes:

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

View Subject Groups



In the **Groups** tab [1], students can view subject groups.

As an instructor, you can manage groups by clicking the **Manage Groups** button [2].

Note: By default, the Groups tab does not display to students if the subject does not include any active groups.

How do I manage subject content as an instructor in Canvas for Elementary?

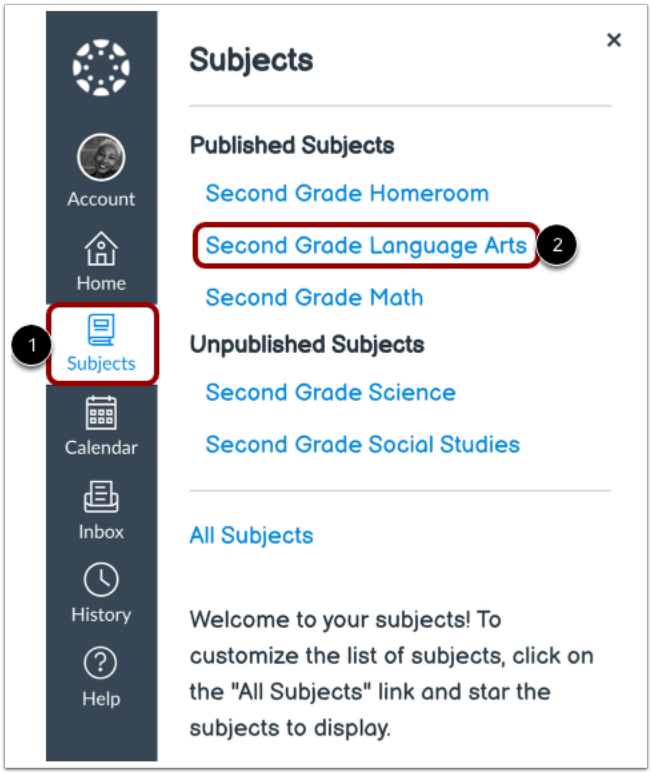
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

This lesson shows you how to manage subject content as an instructor in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on how to manage content in Classic Canvas.

You can manage subject content via Subject Navigation.

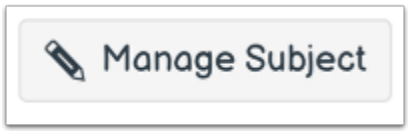
For steps on managing content in a specific area of Canvas, view the Canvas Instructor Guide.

Open Subject



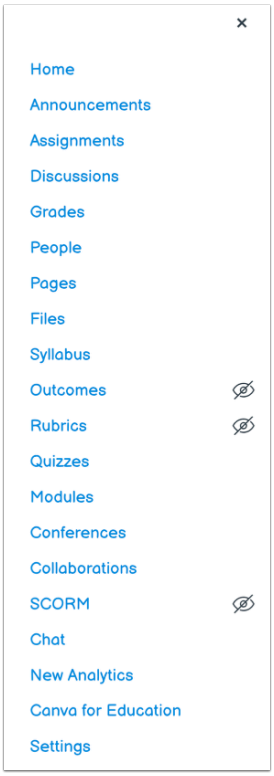
To open your subject, click the **Subjects** link in Global Navigation [1]. Then click the subject link [2].

Manage Subject



Click the **Manage Subject** button.

Manage Subject Content



Use Subject Navigation to manage subject content and subject settings.

For steps on managing content in a specific area of Canvas, view the Canvas Instructor Guide.

How do I create a new subject from the Homeroom in Canvas for Elementary as an instructor?

If you have permission from your institution, you can create new subjects from your Homeroom. New subjects are created as course shells which can host course content and enrollments for your institution.

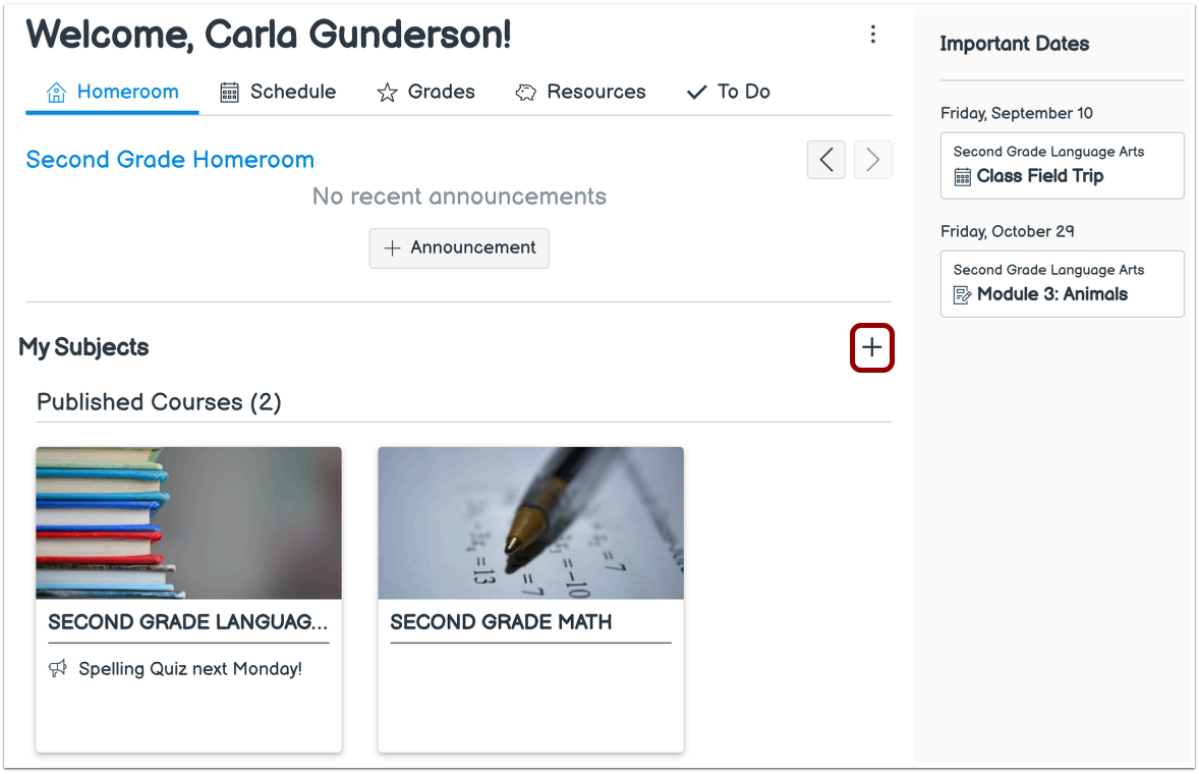
When you create a course from the Homeroom, you are automatically added to the course as an instructor. No other enrollments exist in the course, though you may be able to add users to a new course. Additionally, new courses do not contain course content. In the new course, you can create new content and add existing content using the course import tool and by sharing content from an existing course.

Alternatively, you can create a new course to use as a sandbox. A sandbox is a course without student enrollments where you can create, modify, and preview course content and structure without student interference. You can then share or import your sandbox content into live courses.

Notes:

- If you are not able to start a course as shown in these instructions, your institution has disabled this feature. Some institutions provide courses to faculty automatically via SIS (student information system) imports. For assistance creating a new course, contact your Canvas Admin.
- If your institution is using a course template, your new course will be populated with content from that template.

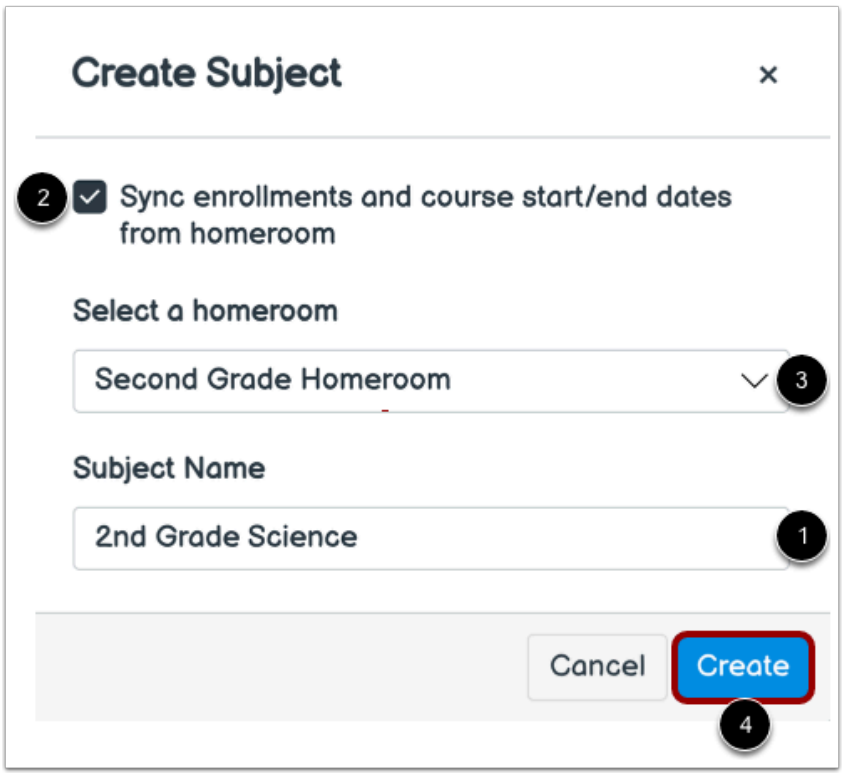
Start a New Subject



In the Homeroom, click the **Start a New Subject** icon.

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

Create Subject



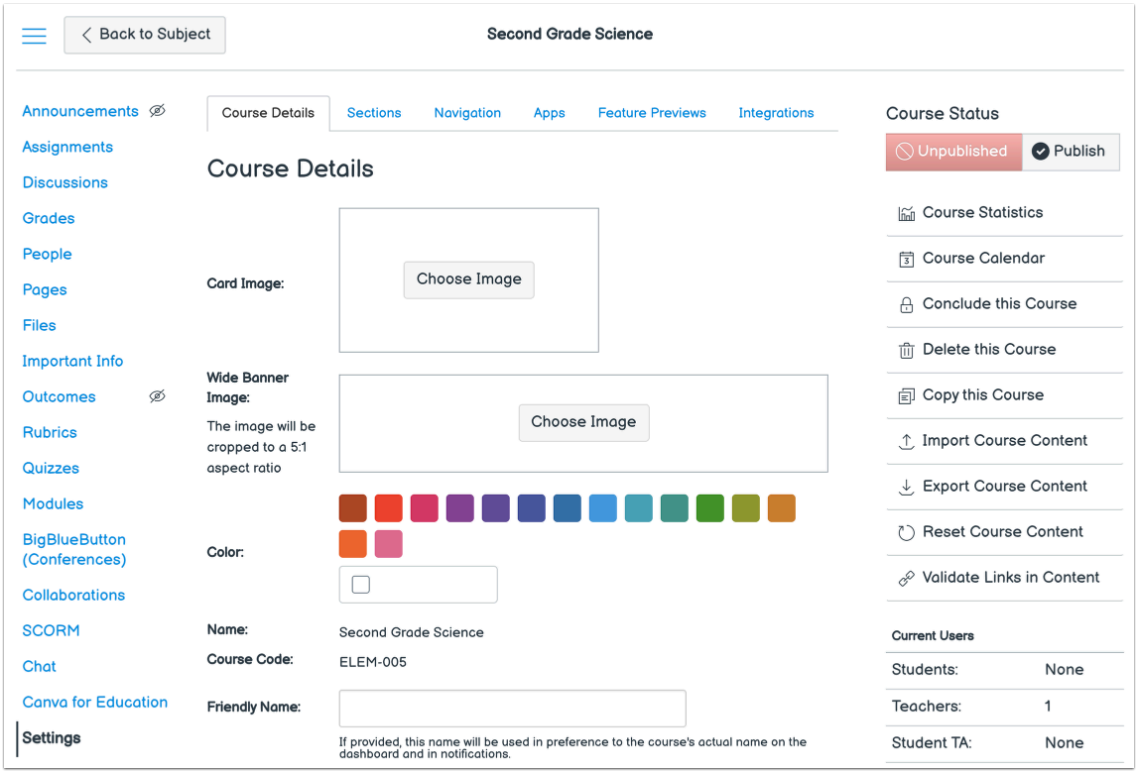
Type your course name in the **Subject Name** field [1].

To sync enrollments and subject start and end dates from your homeroom, click the **Sync enrollments and course start/end dates from homeroom** checkbox [2]. Then select the homeroom which you'd like to sync from using the **Select a homeroom** dropdown [3].

To create your subject, click the **Create** button [4].

Note: Concluded homeroom courses do not display in the Select a homeroom dropdown.

View Subject



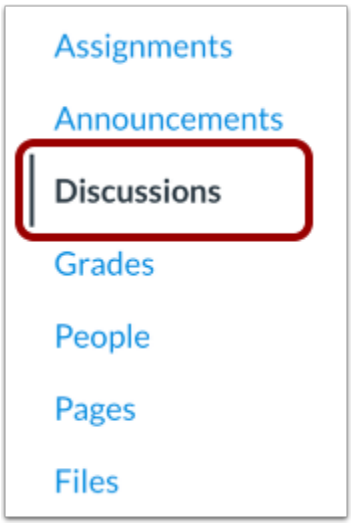
View the new subject. Depending on your institution's preference, you can use either the Course Setup Checklist or the Canvas Course Setup Tutorial to populate your course at any time.

Discussions

How do I use the Discussions Index Page?

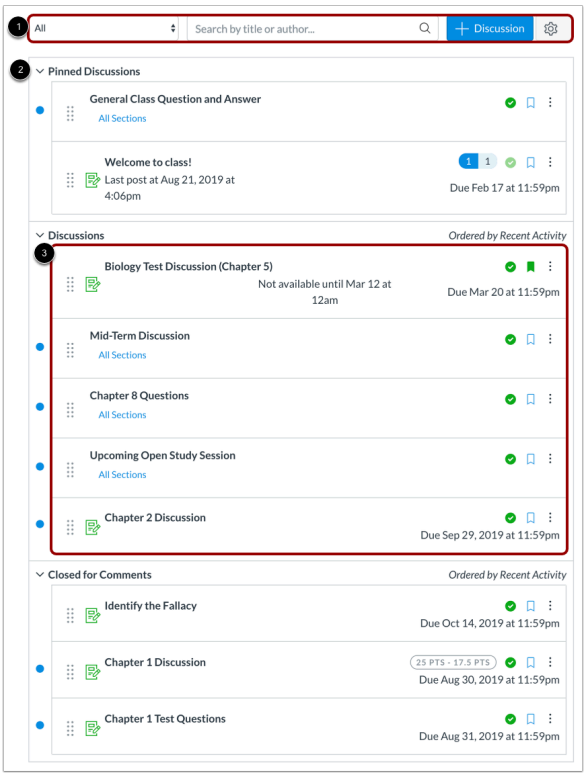
The Discussion Index page allows you to view all the discussions within a course. As an instructor, you can add discussions and modify discussion settings. To learn more about Discussions, visit our Discussions overview lesson.

Open Discussions



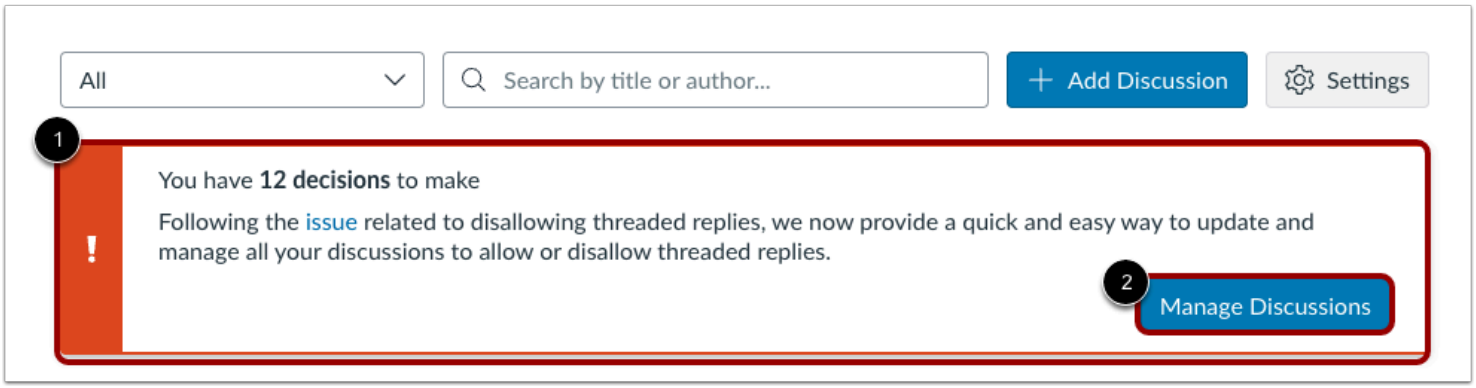
In Course Navigation, click the **Discussions** link.

View Discussions Index Page



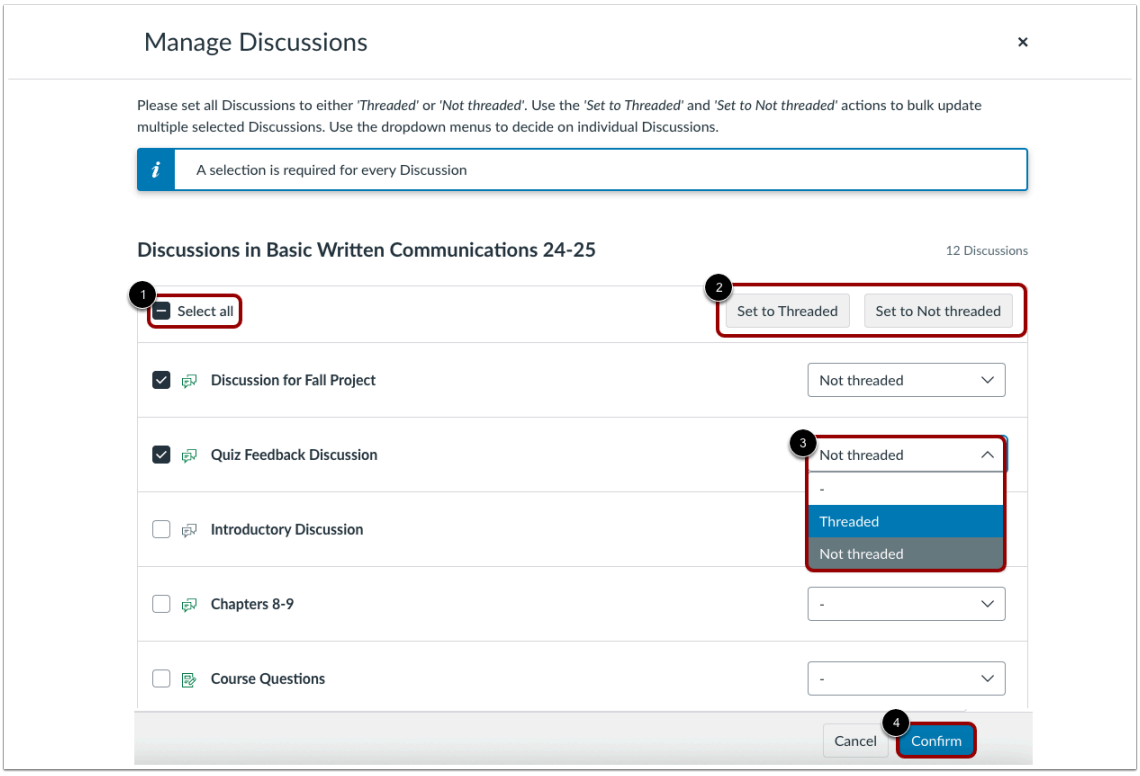
The Discussions Index page is designed with global settings at the top of the page [1], followed by the Discussion groups [2]. Individual discussions are nested within each Discussion group [3].

View Manage Threaded Replies



If the course contains at least one legacy type discussion, the discussions page displays a banner that allows bulk management of all discussions to allow or disallow threaded replies [1]. To manage configurations, click the **Manage Discussions** button [2].

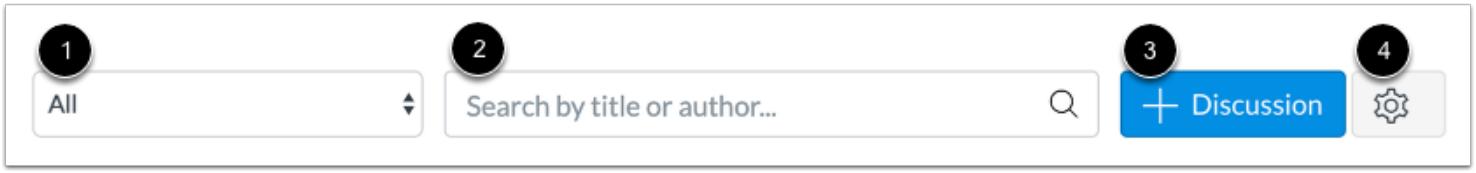
Manage Discussions



To bulk edit all discussions, click the **Select all** checkbox [1], then select the **Set to Threaded** or **Set to Not threaded** buttons [2].

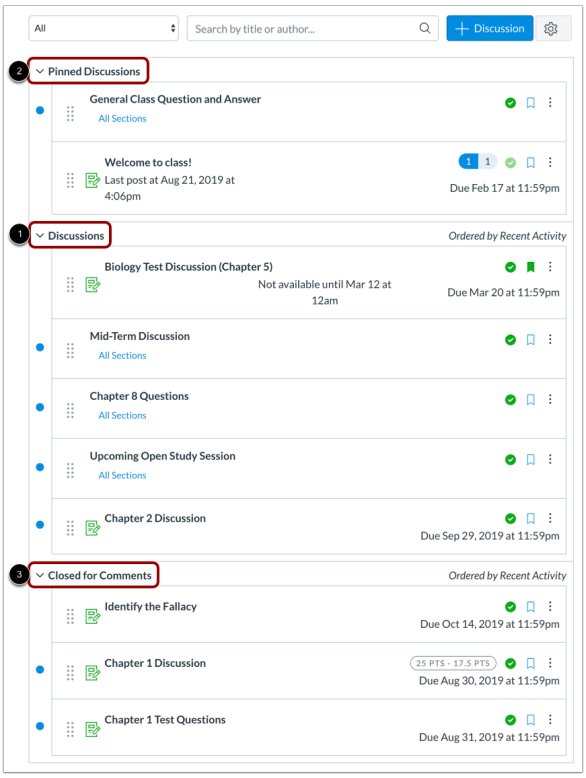
To edit the preference for individual discussions, click the discussion with legacy type drop-down menu for the desired discussion [3]. Click the **Confirm** button [4].

View Discussions Global Settings



Global settings include a drop-down menu to filter all or unread discussions [1] and a search field for searching discussions by title or discussion author [2]. You can also add a new discussion [3] and edit discussion settings [4].

View Discussion Groups



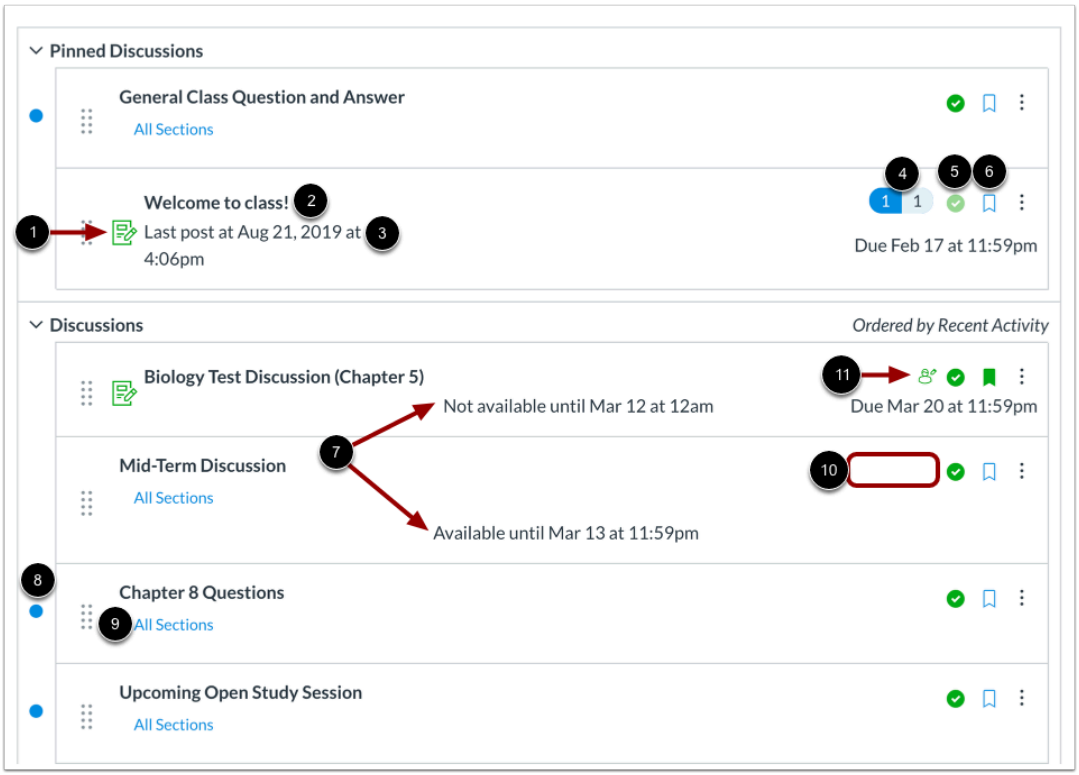
Discussion groups can be expanded and collapsed by clicking the arrow next to the name.

Discussions are organized into three main areas:

1. **Discussions.** These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date). Discussions with replies are ordered by most recent activity. Discussions with no replies are ordered by creation date. Students will only see this section heading if there are discussions within this section.
2. **Pinned Discussions.** These are discussions that you want your students to see at the top of their page. Pinned discussions can be arranged in any order. Students will only see this section heading if there are discussions within this section.
3. **Closed for Comments.** 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.

Closed for comments discussions are also ordered by most recent activity. Students will always see this section heading, even if there are no discussions within this section.

View Individual Discussion



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 number of unread/total posts in the discussion [4], the discussion state (published or unpublished) [5], and whether or not you are subscribed to the discussion [6]. You can also view availability dates for graded and ungraded discussions [7].

The unread icon next to a discussion indicates an unread discussion [8]. You can also view which sections are assigned to a discussion [9]. The number of unread/total posts is not included for group discussions and discussions that have no discussion replies [10]. The peer review icon [11] also displays if a graded discussion has been assigned peer reviews.

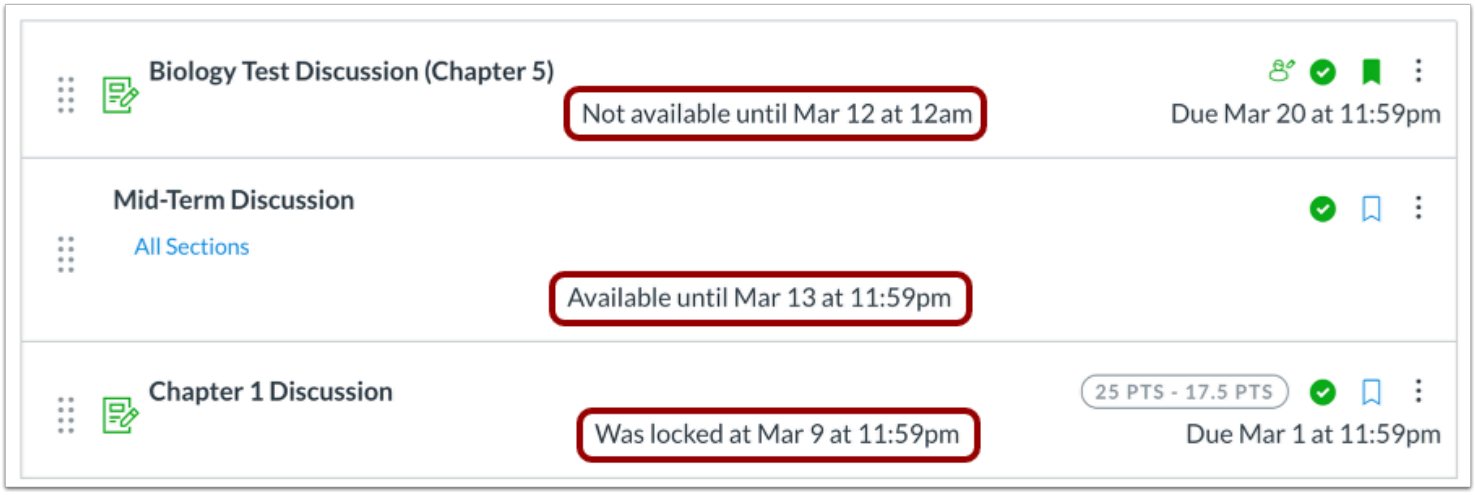
You can also set varied due dates for a discussion and create due dates according to course section. Discussions with varied due dates show the latest due date.

Notes:

- Due dates are not required for discussions.

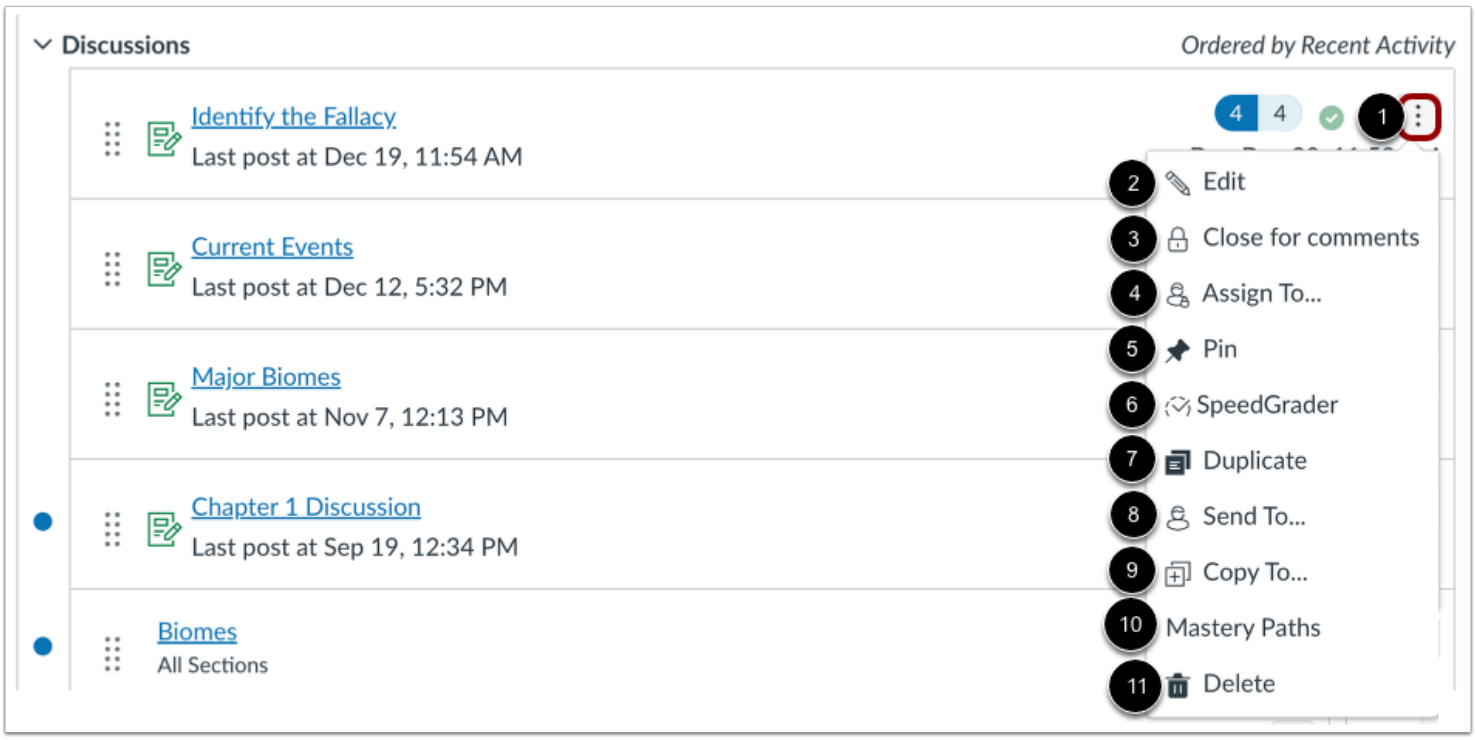
- Graded discussions with discussion replies cannot be unpublished. This is indicated by the publish icon being lighter in color.

View Availability Dates



Discussions can also include availability dates. Availability dates can make a discussion available for only a specific period of time.

Manage Individual Discussion

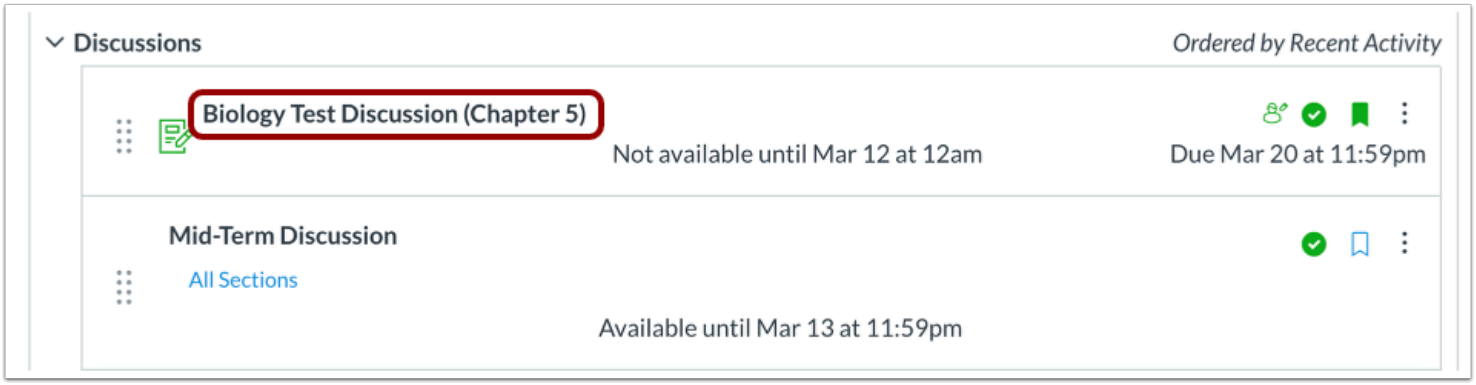


To manage an individual discussion, click the **Options** icon [1]**.**

From the options drop-down menu you can edit the discussion [2], close the discussion for comments [3], Assign To discussion [4], pin or unpin the discussion [5], open SpeedGrader [6], duplicate the discussion [7], send the discussion to another instructor [8], copy the discussion to another course [9], add the discussion to a Mastery Path [10], or delete the discussion [11].

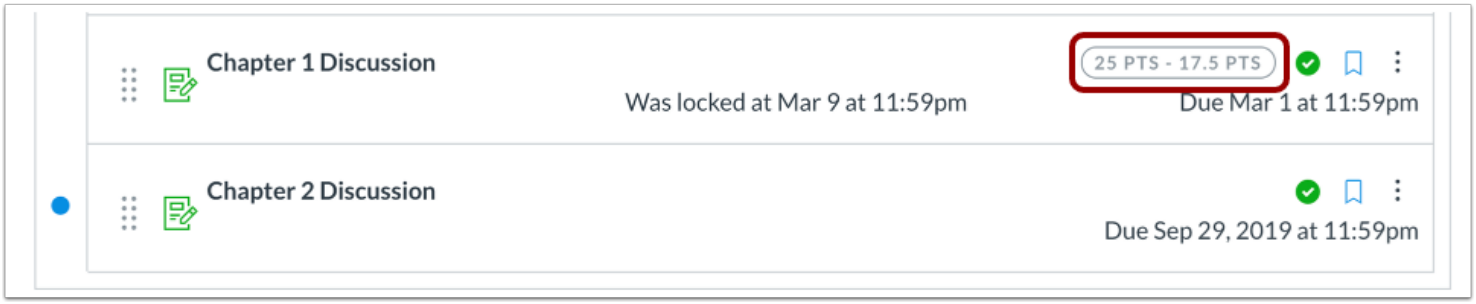
Note: The Mastery Paths option is only available if the Mastery Paths feature option is enabled for your course.

View Discussion



To view discussion details and replies, click the name of the discussion.

View MasteryPaths



If you use MasteryPaths in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items.

View Blueprint Course

If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Student View

To view the discussions index page as a student, click the **View as Student** button.

Note: If the course navigation link for the page is disabled and hidden from students, the View as Student button does not display.

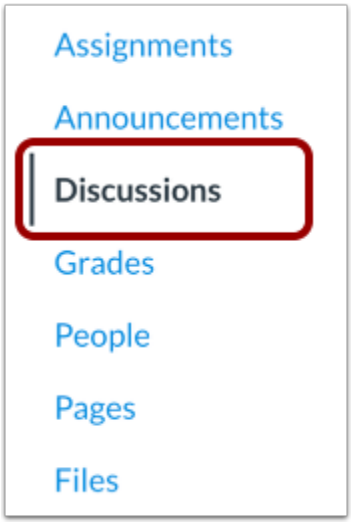
How do I create a discussion as an instructor?

As an instructor, you can create a discussion for your course. This lesson outlines a variety of options to choose from in order to customize a discussion for your course.

Notes:

- Discussions can be graded or ungraded. If a student attaches a file to an ungraded discussion, the file size counts toward the student's storage quotas. However, attachments added to graded discussions do not count toward the student's storage quotas.
- Students can create discussions in student groups. If allowed by course settings, students can also create discussions in courses.

Open Discussions

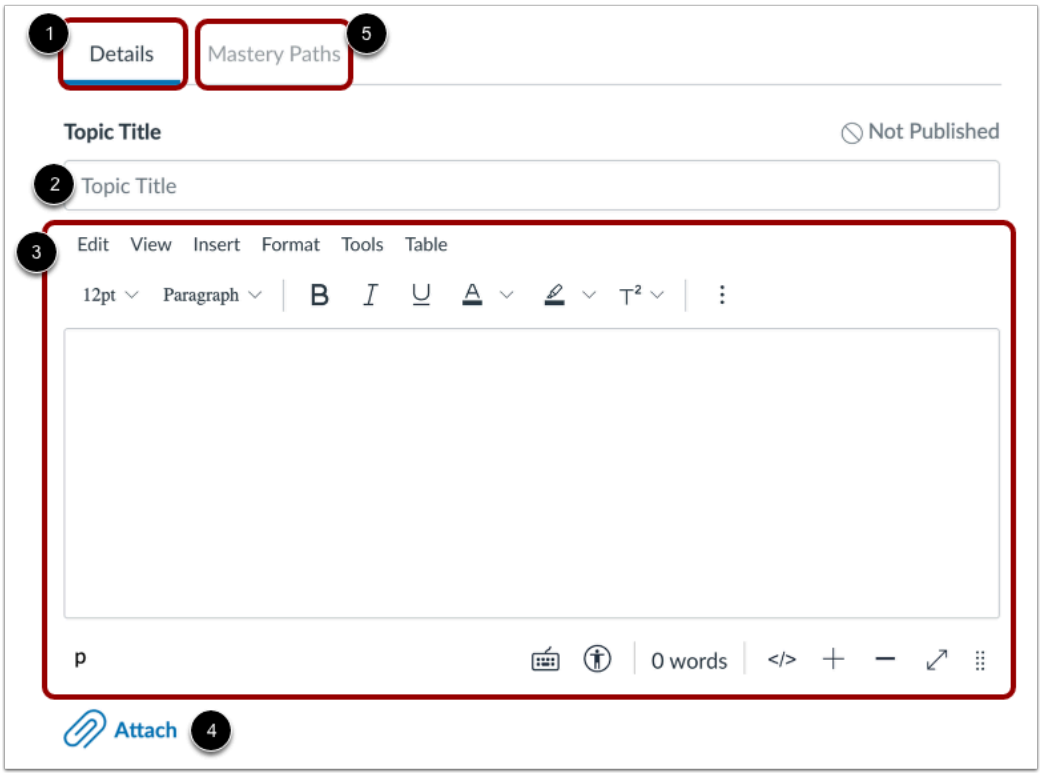


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Create Discussion



By default, the Details tab displays [1].

Enter a discussion title in the **Topic Title** field [2].

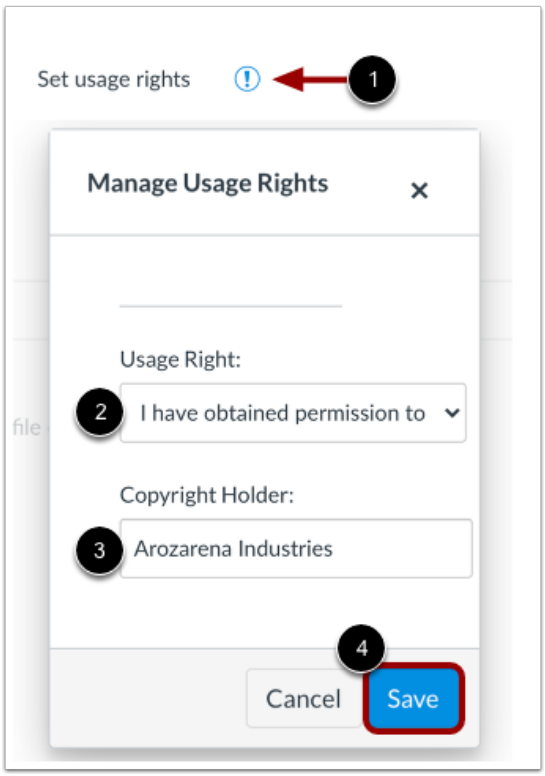
Add discussion content using the Rich Content Editor [3].

You can also attach files to your discussion [4].

To add Mastery Paths to a graded discussion, click the **Mastery Paths** tab [5].

Note: When you upload a document to the Rich Content Editor from a discussion, the file is saved to the Uploaded Media folder in Course Files and defaults to hidden status. Students can view the file when the discussion is made available to them. For more information, visit our guide about file visibility.

Set Attached File Usage Rights



If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [1].

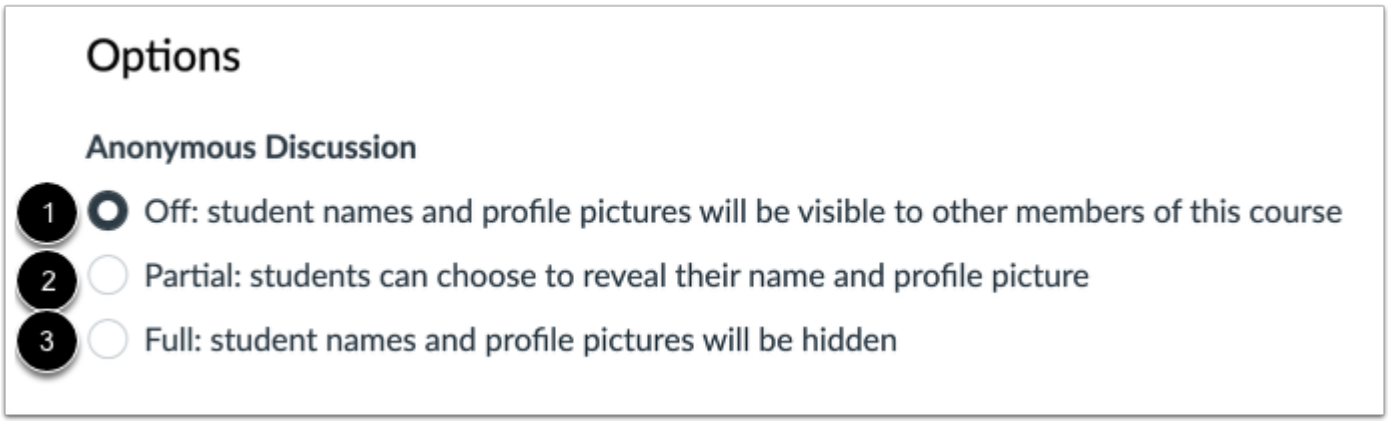
In the **Usage Right** drop-down menu [2], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [3].

To save your usage right settings, click the **Save** button [4]. You can edit usage right settings by clicking the Set usage rights icon.

Set Anonymous Discussion Options



By default, discussions are not anonymous; student names and profile pictures display in discussions [1].

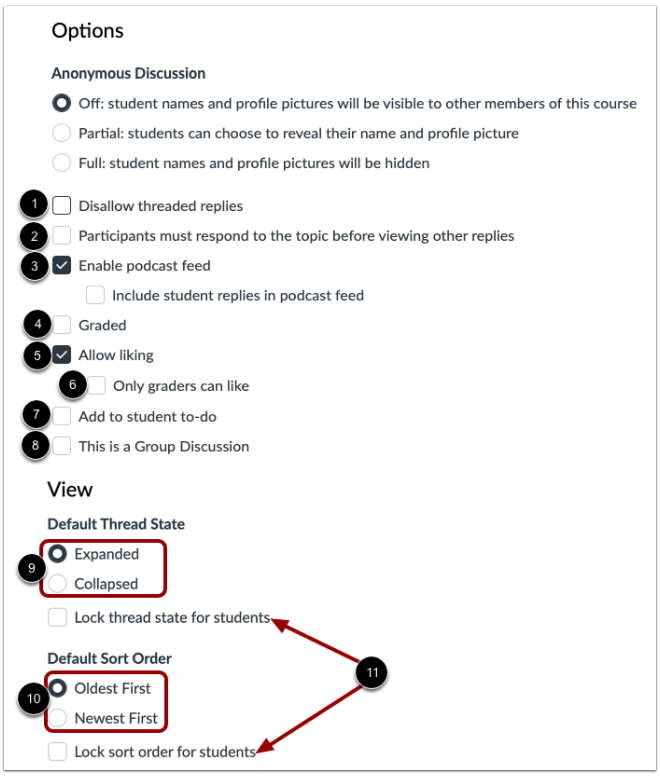
To allow students to decide whether to display their names and profile pictures, click the **Partial: students can choose to reveal their name and profile picture** option [2].

To enable anonymous discussions and hide student names and profile pictures, click the **Full: student names and profile pictures will be hidden** option [3].

Notes:

- Anonymous discussions do not support graded discussions or group discussions.
- If there are no discussion submissions, you can edit the anonymous discussion options.
- Replies made by users with a Teacher, TA, or Designer role in the course will never be anonymous.

Set Additional Options



To allow only replies to the discussion topic and prevent users from replying to replies, click the **Disallow threaded replies** checkbox [1].

To require students to reply to the discussion before they can see any other replies, click the **Participants must respond to the topic before viewing other replies** checkbox [2]. Students see a "You must post before seeing replies" message when they view the Discussion topic.

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

To create a graded assignment, click the **Graded** checkbox [4]. When creating a graded assignment, additional options display, where you can select a number of points, add peer reviews, and select other options. For more information, refer to our guide about creating a graded assignment for everyone, individual students, course sections, or course groups.

To allow users to like discussion replies, click the **Allow liking** checkbox [5]. To limit the liking functionality to only graders in the course, click the **Only graders can like** checkbox [6]. Only users with the Edit Grades permission can see the Like link. However, all users still see the total number of likes for each reply.

To add an ungraded discussion to the student to-do list, click the **Add to student to-do** checkbox [7]. Student to-do items display in the course calendar, in the student-specific List View Dashboard, and in the global and course home page to-do lists. Graded discussions automatically display in a student's to-do list.

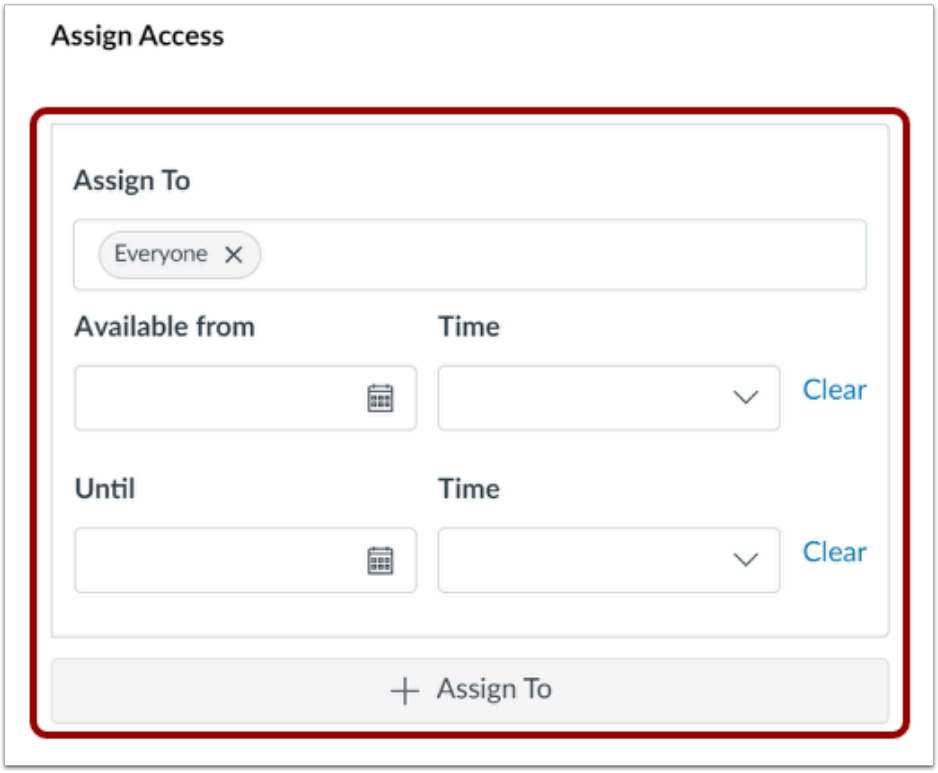
To make the discussion a group discussion, click the **This is a Group Discussion** checkbox [8].

To set and lock the default thread view option for students, click **Default Thread State** [9]. For the default sort option, click **Default Sort Order** [10]. If these settings are locked, students will not be able to change the view or sort discussion replies [11].

Notes:

- Graded discussions do not support anonymous grading.
- Graded discussions cannot be anonymous; student names and profile pictures must be visible to other members of the course.
- Once there are threaded replies in a discussion, you cannot change the Disallow threaded replies setting.
- Sometimes students will work around the requirement to post before seeing replies by deleting their posts. You can change your course settings to prevent students from deleting their posts.

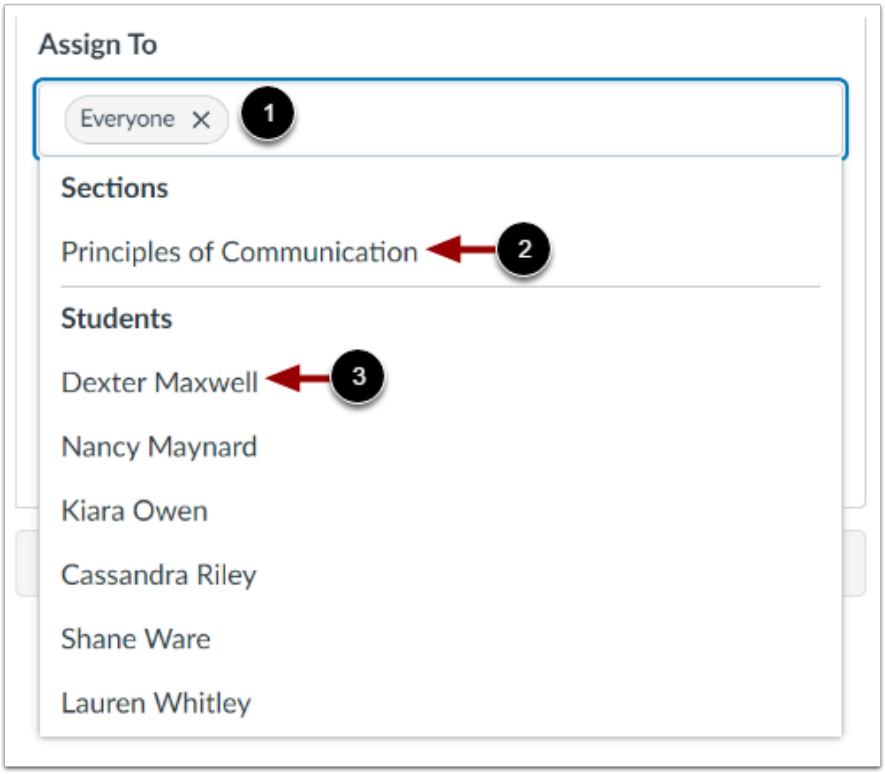
Manage Assignment Settings



By default, all sections and students in your course can view and participate in the discussion.

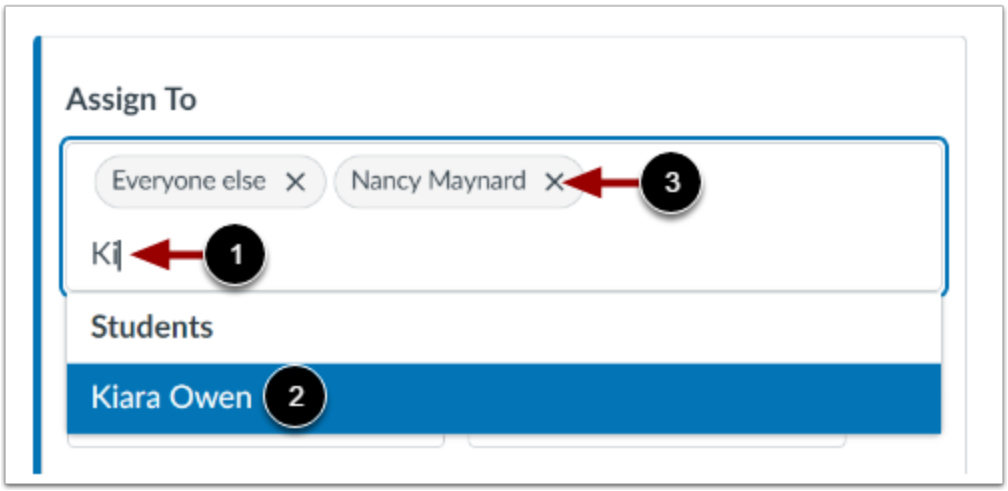
To specify specific sections or users for your discussion, add assignees and availability dates.

Select Assignees



To change the assignees, click the **Assign To** field [1]. Then, select one or more assignees. You can assign to everyone, a course section [2], or an individual student [3].

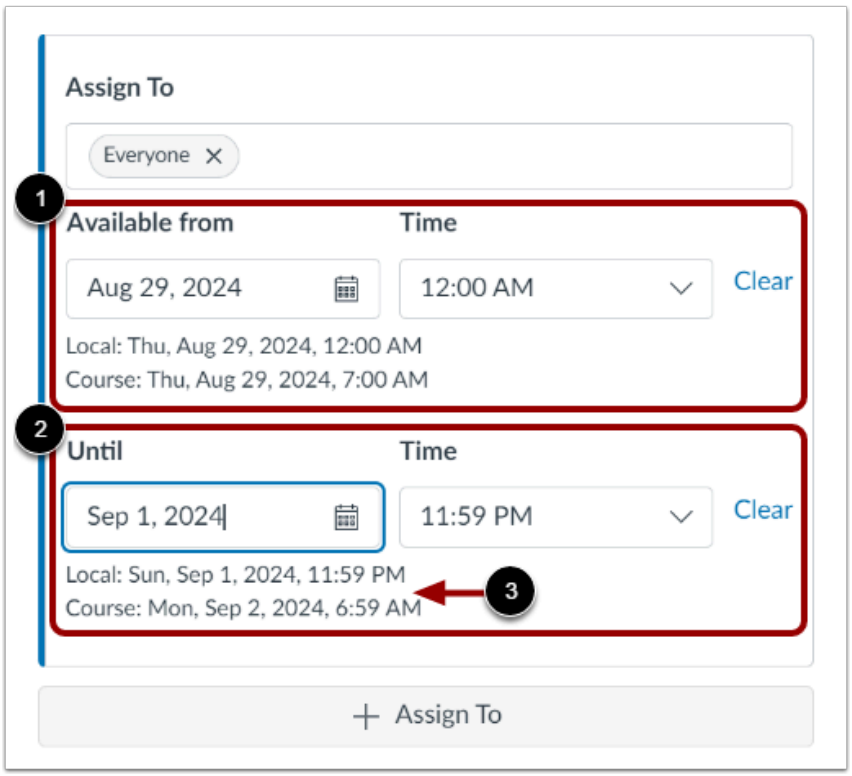
Find Student or Section



To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the **Remove** icon [3].

Enter Availability Dates

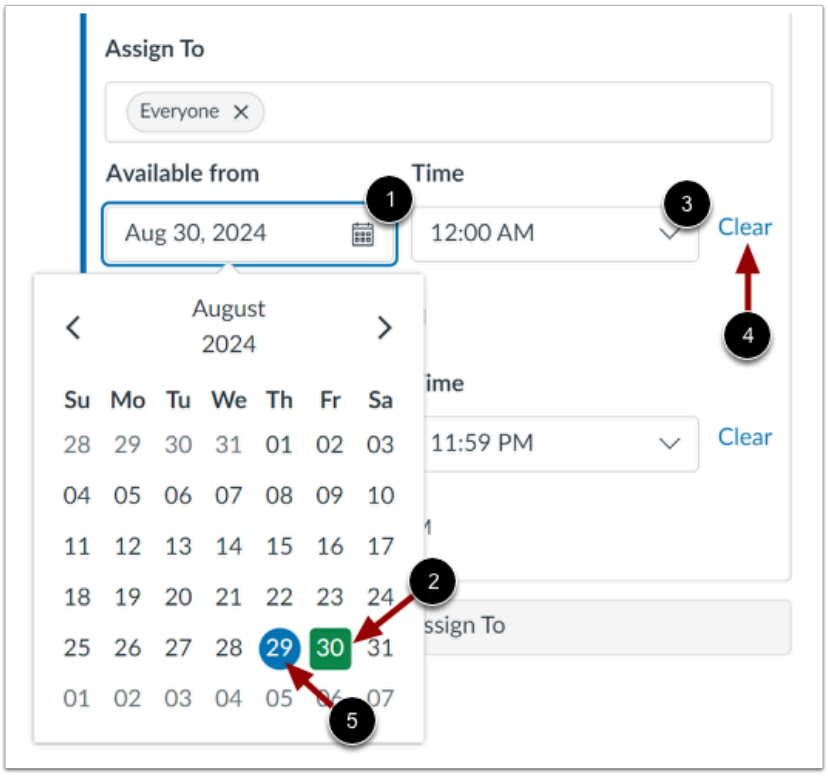


By default, students can access the discussion at any time during the course or section dates. However, to provide specific dates and times for the due date and discussion availability, enter dates and/or times in the **Available from** [1] and **Until** areas [2].

Notes:

- Before the Available From date, students can only view the discussion title. After the Until date, students can view the discussion topic and all responses but cannot add or edit any responses.
- Canvas displays the time zone date and time according to context [3]. If you manage courses in a time zone other than your local time zone and create or edit a due date for a discussion, the course and local times are displayed for reference.

Set Dates and Times



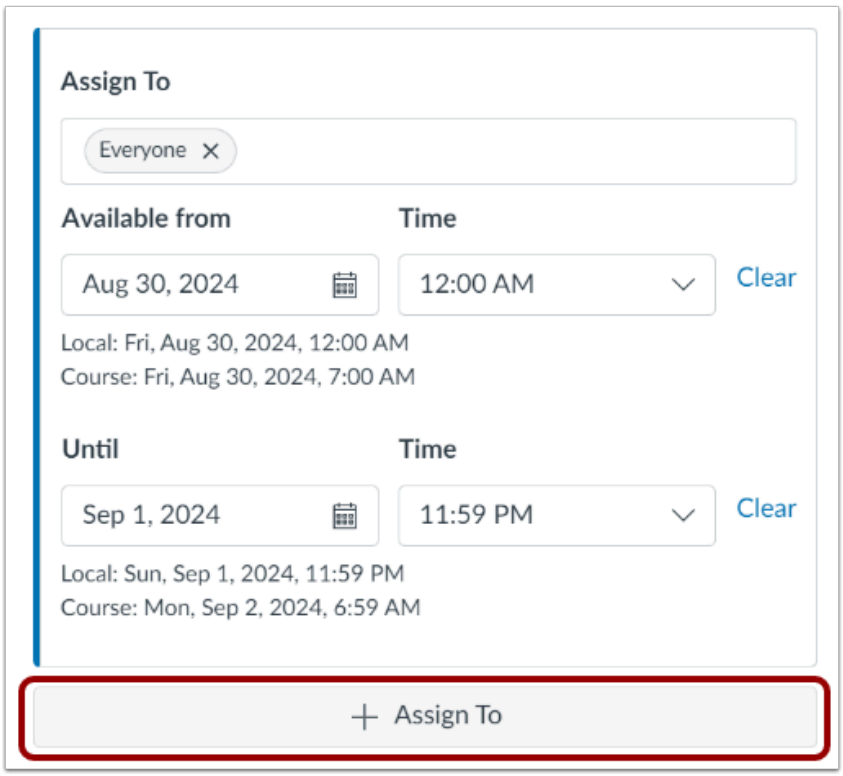
To set dates, enter a date in the **Available from** or **Until** field [1]. Or, click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

Notes:

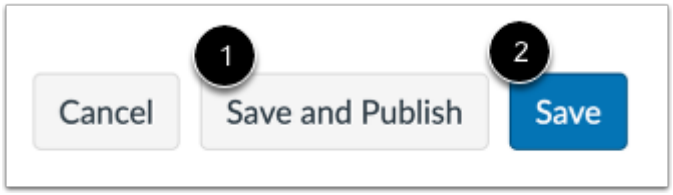
- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details



To assign to other students or sections with different dates and times, click the **Assign To** button. Then, enter additional assignees and availability dates.

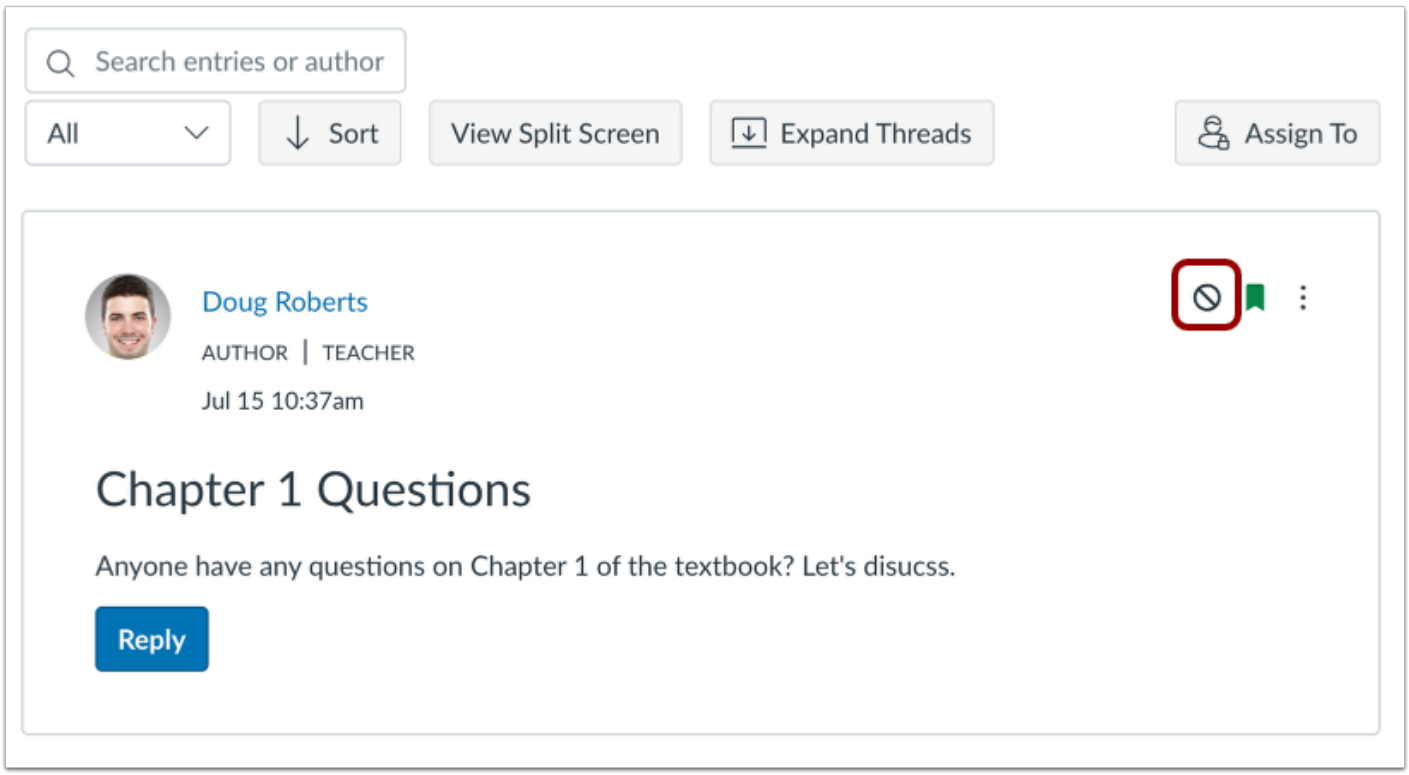
Save Discussion



If you are ready to publish your discussion, click the **Save and Publish** button [1].

To create a draft of your discussion and publish it later, click the **Save** button [2].

Publish



If you saved your discussion as a draft, you can publish it at any time by clicking the **Publish** icon.

How do I create a graded discussion?

You can create and assign a graded discussion to everyone in the course, individual students, or to a course section.

You can also assign a graded discussion to a course group.

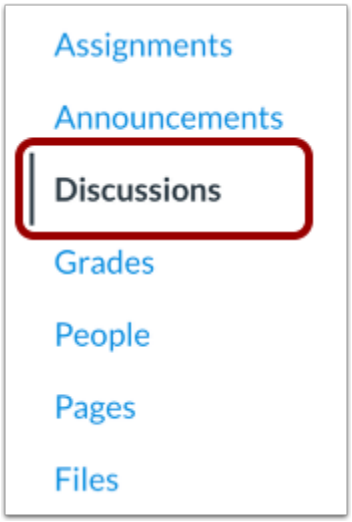
When Multiple Grading Periods are enabled in a course, graded discussions are also validated against closed grading periods.

Only the students assigned to the graded discussion can view the graded discussion.

Notes:

- Graded discussions do not support anonymous grading.
- You can learn more about grading a graded discussion in SpeedGrader.
- If your course is using Mastery Paths for conditional assignments, you do not have to manually assign graded discussions to individual students. Learn how to assign a graded discussion to Mastery Paths.
- Within the Gradebook, a graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

Open Discussions

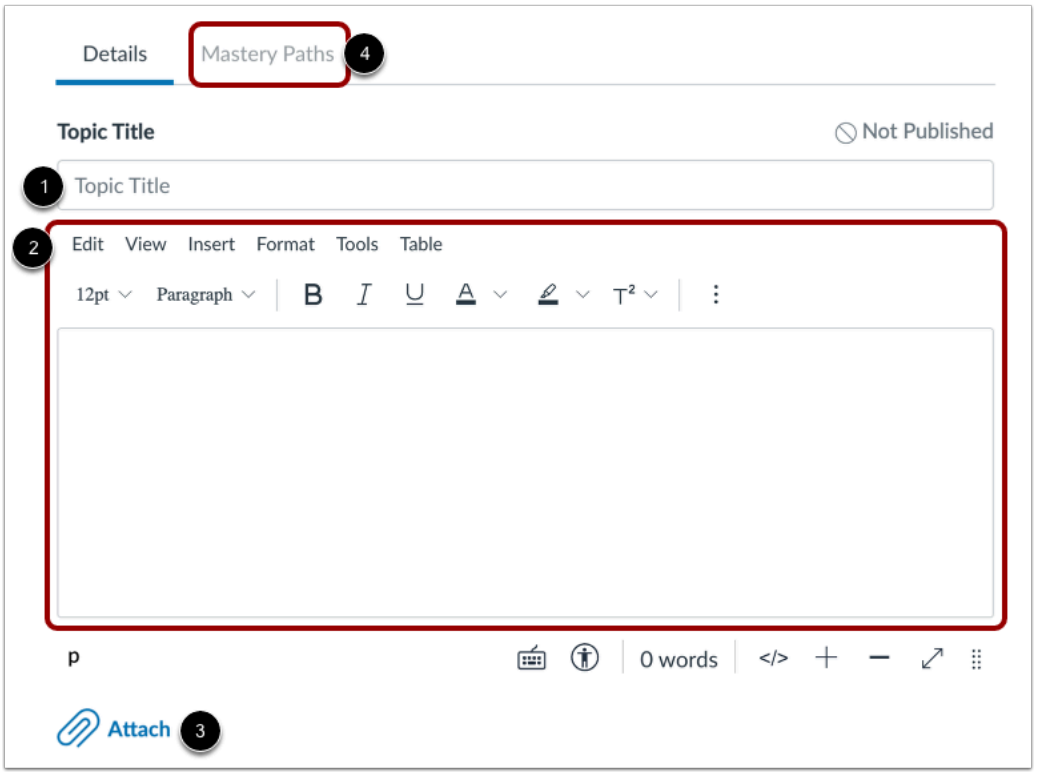


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Enter Discussion Details

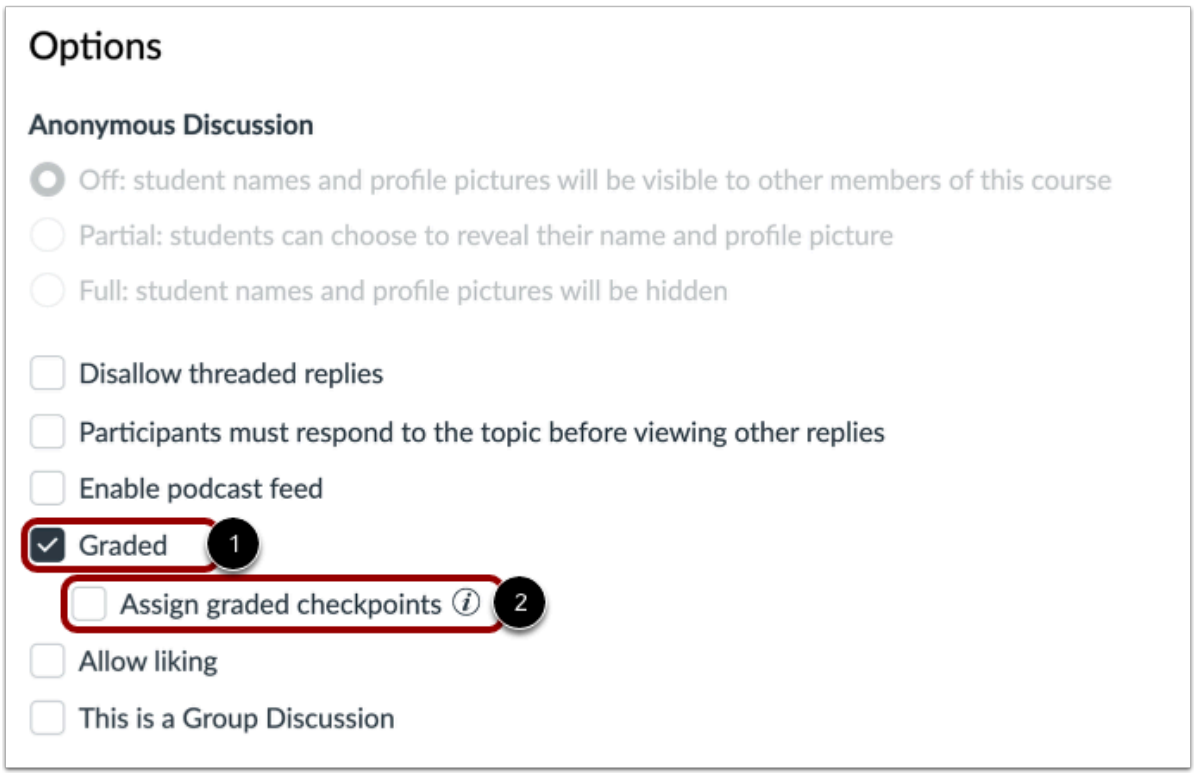


Enter a title in the **Topic Title** field [1]. Enter discussion details using the Rich Content Editor [2]. You can also attach files [3].

To add Mastery Paths to a graded discussion, click the **Mastery Paths** tab [4].

For more information, visit our guide on how to create a discussion.

Set Graded Discussion



Click the **Graded** checkbox [1].

If the Discussion Checkpoints feature option is enabled at your institution, you can add multiple due dates and checkpoints to graded discussions by clicking the **Assign graded checkpoints** checkbox [2].

Note: Graded discussions cannot be anonymous. If the Graded checkbox is not visible, you may need to turn off anonymous discussion.

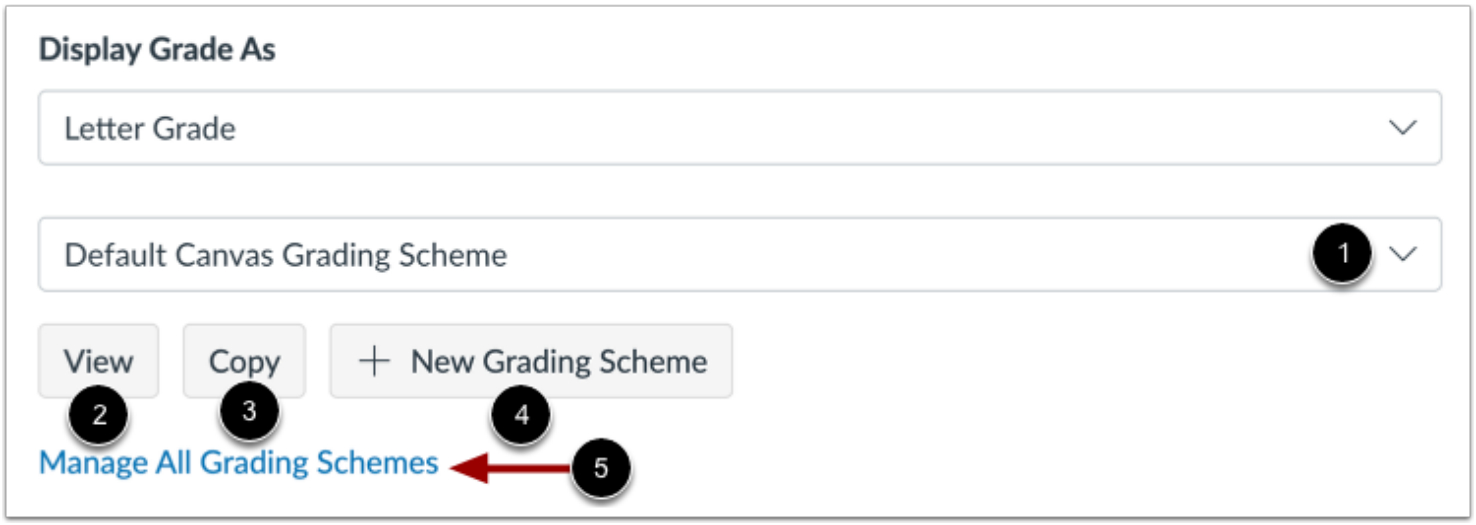
Enter Grading Details

Enter the total number of points possible in the **Points Possible** field [1].

To select a grading type, click the **Display Grade As** drop-down menu [2]. Then, select a grading type. You can display grades as points, percentages, complete/incomplete, a letter grade, or a GPA scale.

To choose an assignment group, click the **Assignment Group** drop-down menu [3]. Then, select an assignment group.

Choose Letter Grade Scheme

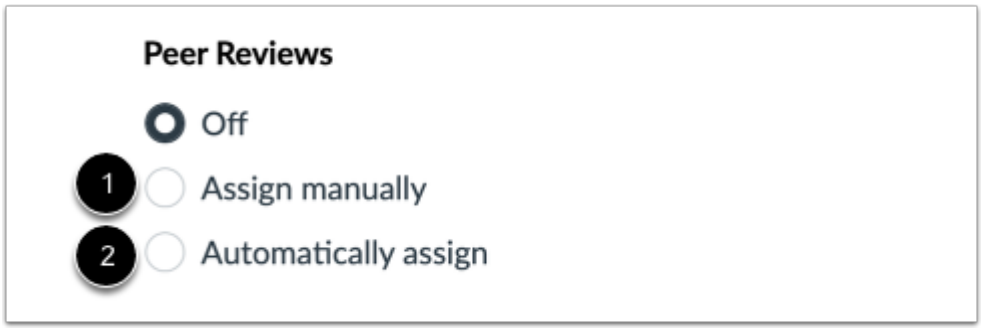


If you display grades as letter grades, the grading scheme defaults to the Default Canvas Grading Scheme. To select another grading scheme, click the **Grading Scheme** drop-down menu [1] and select another scheme.

You can view [2] or copy [3] the current grading scheme. You can also create a new grading scheme [4] or manage all grading schemes [5].

Note: For more information, visit our grade on adding grading schemes to an assignment.

Manage Peer Reviews

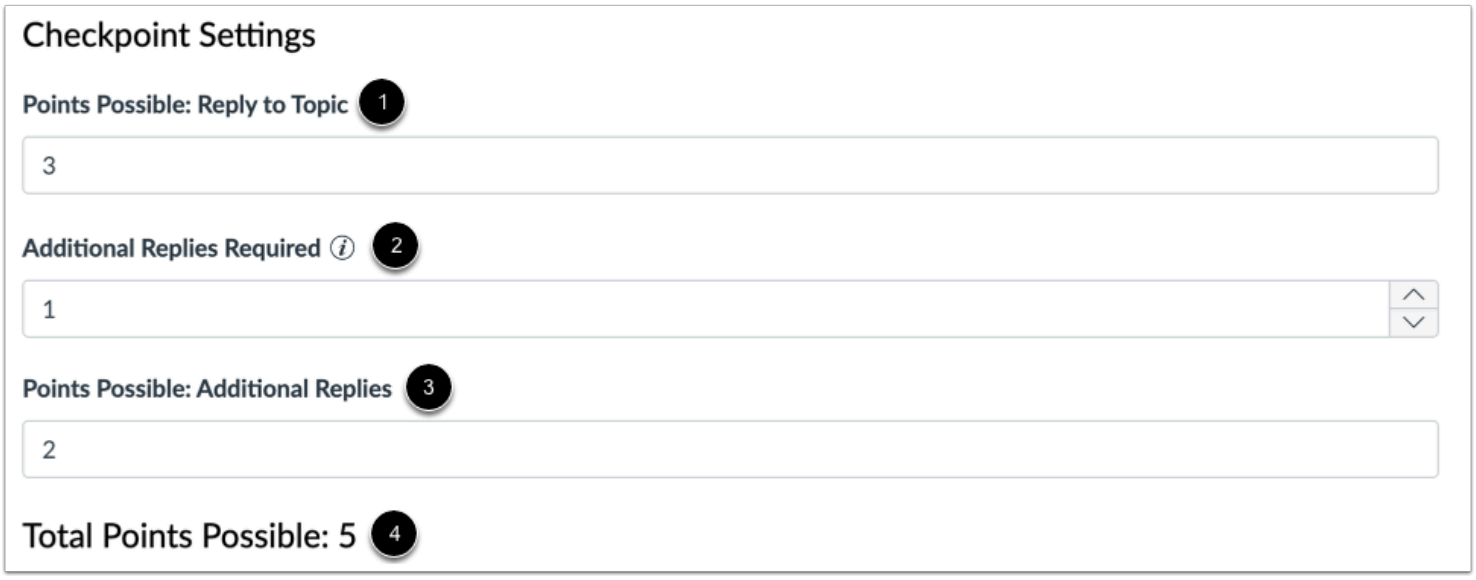


By default, peer reviews are not assigned.

To assign peer reviews manually, click the **Assign manually** radio button [1].

To assign peer reviews automatically, click the **Automatically assign** radio button [2].

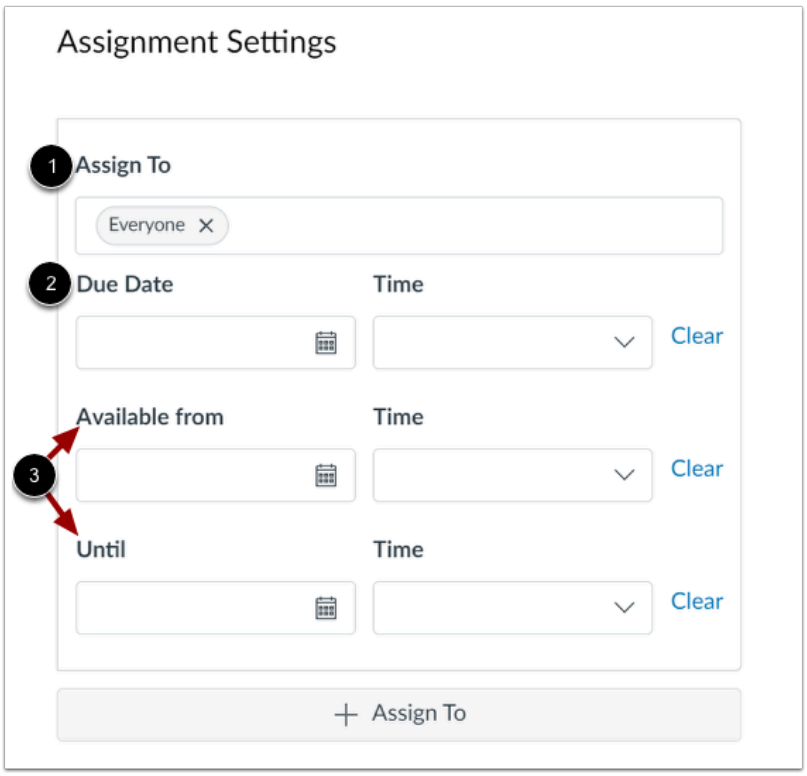
Manage Checkpoint Settings



If you enabled the Assign graded checkpoints option, you can add points possible for replies to the discussion topic [1], the number of additional replies required [2], and points possible for additional replies [3].

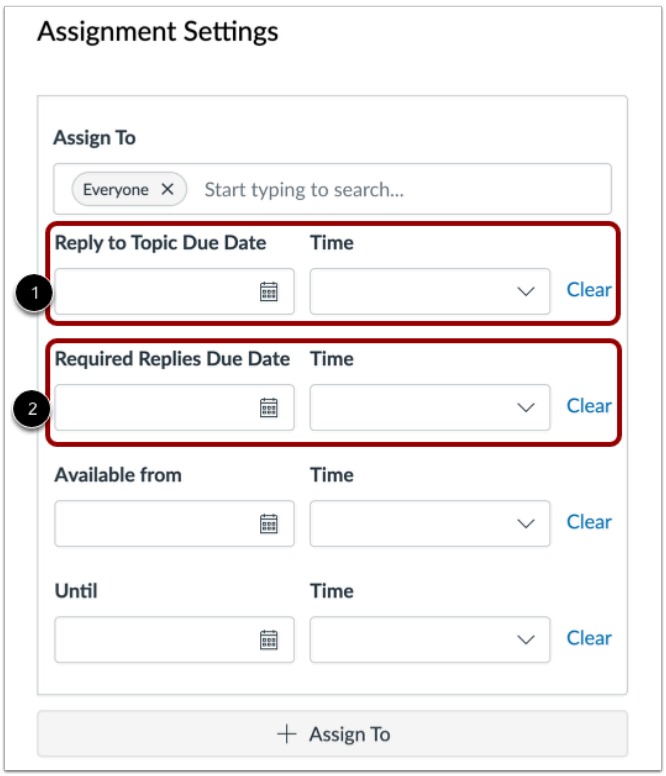
The total points possible will display at the bottom [4].

Manage Assignment Settings



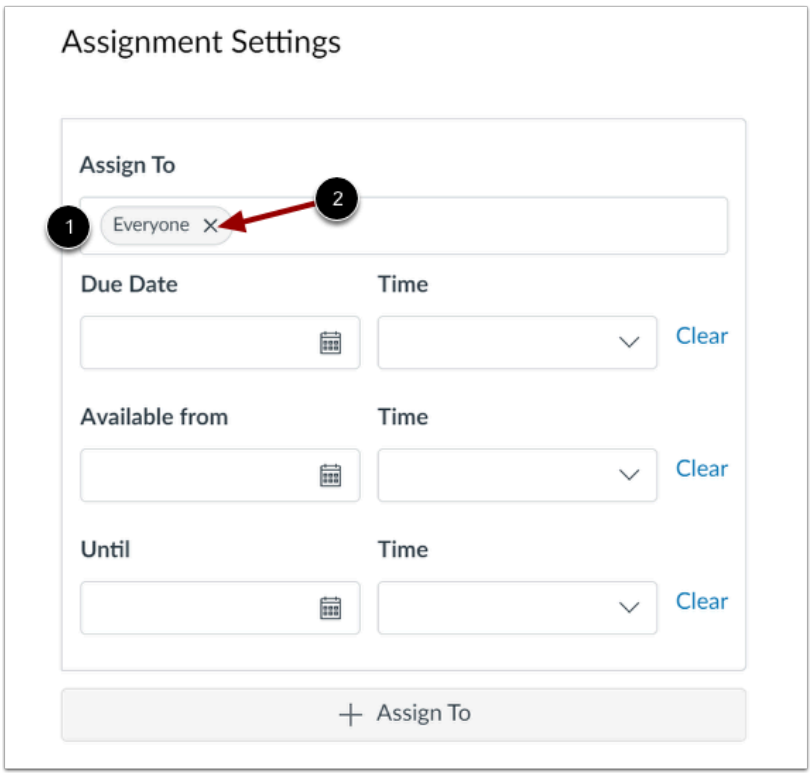
In the Assignment Settings section, you can manage assignees [1], the due date [2], and availability dates [3].

Add Checkpoint Due Dates



If you enabled the Assign graded checkpoints option, you can add a due date for replies to the discussion topic [1] and required replies [2].

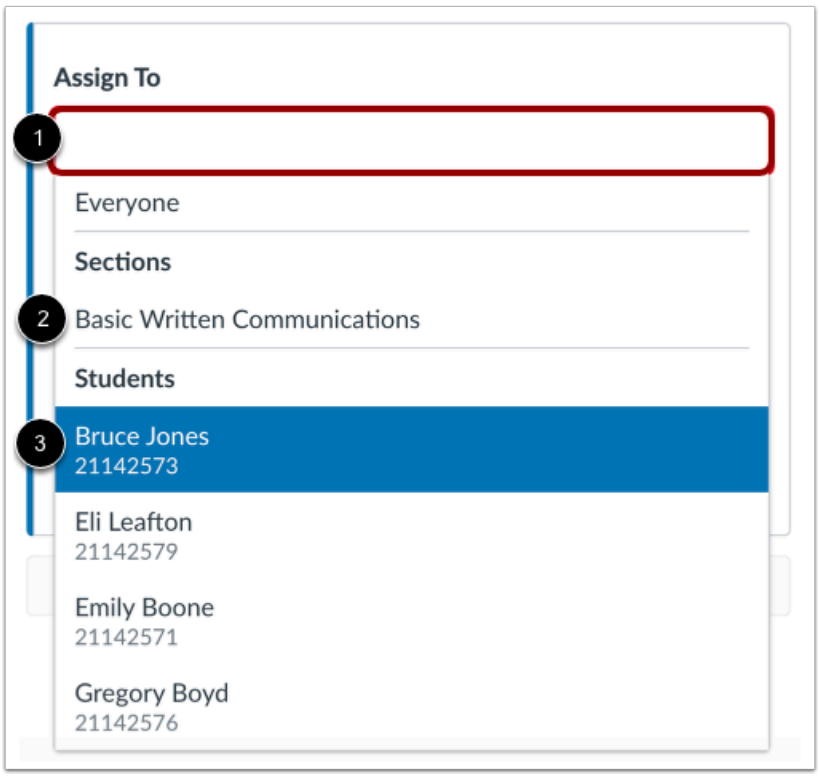
Select Assignees



By default, graded discussions are assigned to everyone in the course [1]. However, you can differentiate the assignments.

To assign a graded discussion to an individual student, section, group, or Mastery Path, remove Everyone by clicking the **Remove** icon [2].

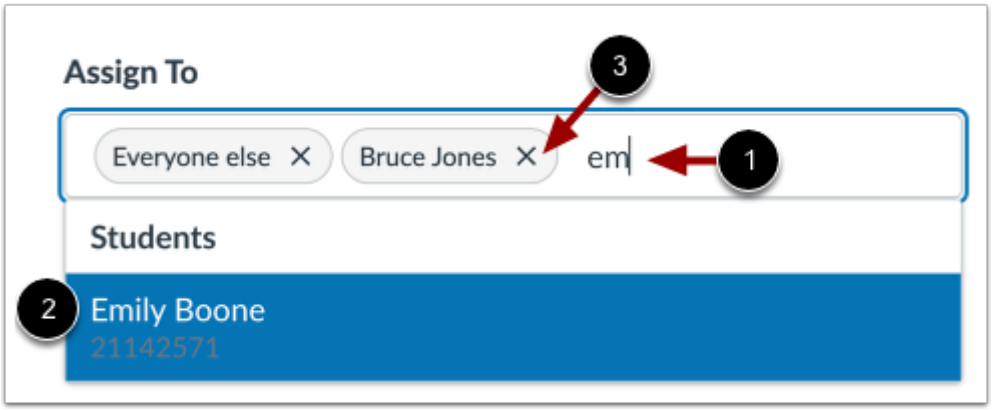
Select Student or Section



To add individual student, click the **Assign To** field [1]. Then, select a course section [2] or a student's display name [3].

Note: You can also assign a graded discussion to a course group.

Find Student or Section

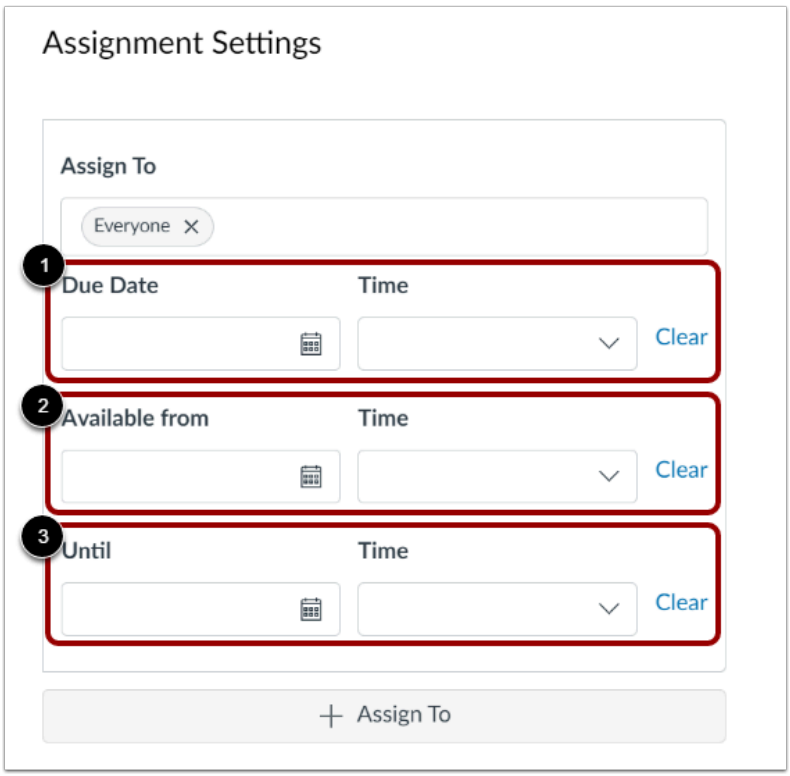


To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Note: You can include more than one student or section in the Assign To field as long as the students are to be assigned the same due and availability dates.

Edit Due and Availability Dates



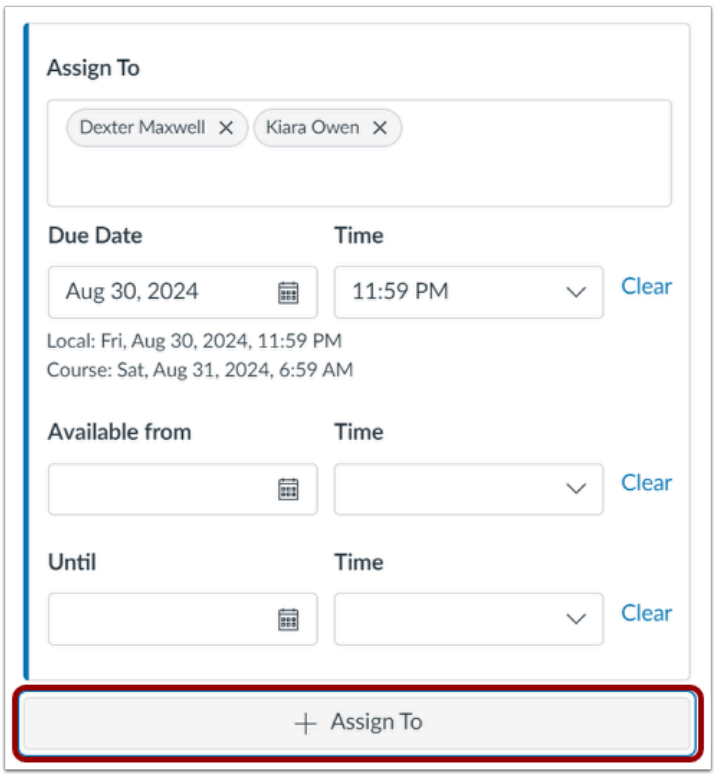
In the date fields, add your preferred date(s) for the following:

- **Due Date** [1]: Set the date and time that the graded discussion is due.
- **Available From** [2]: Set the date and time when the discussion will become available.
- **Until** [3]: Set the date and time when the discussion will no longer be available.

Notes:

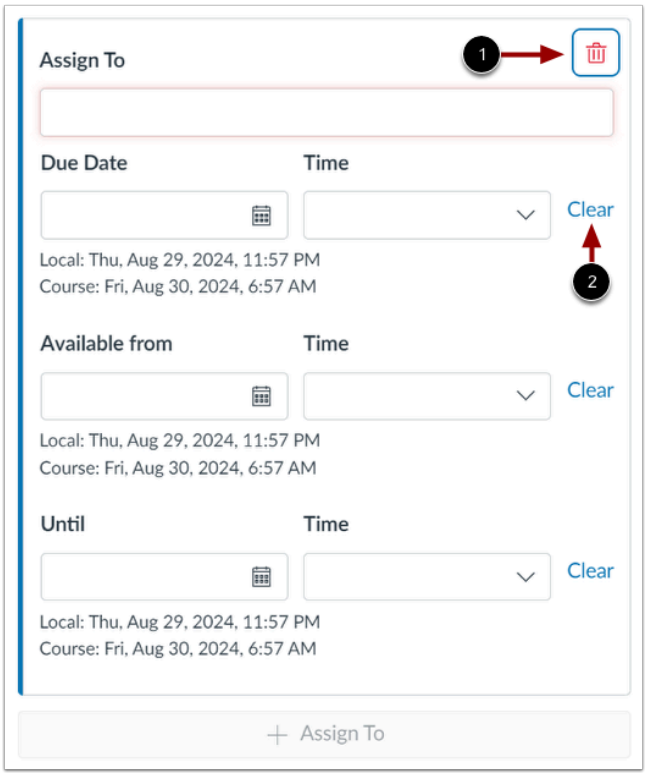
- If you have set section override dates in your course, you may need to select a course section and set due and availability dates that fall within the section override dates.
- If the course does not include specified course start and end dates, Canvas validates the discussion against the term date set for the course.
- If your course is not using Multiple Grading Periods, the due date is validated against the closed grading period and requires the discussion date to be past the date of the closed grading period.
- Canvas displays time zone dates and times according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a graded discussion, the course and local times are displayed for reference.

Add Additional Assignments



To add an assignment with a different due date and availability dates, click the **Assign To** button. Then enter a new set of assignees, due dates, and availability dates.

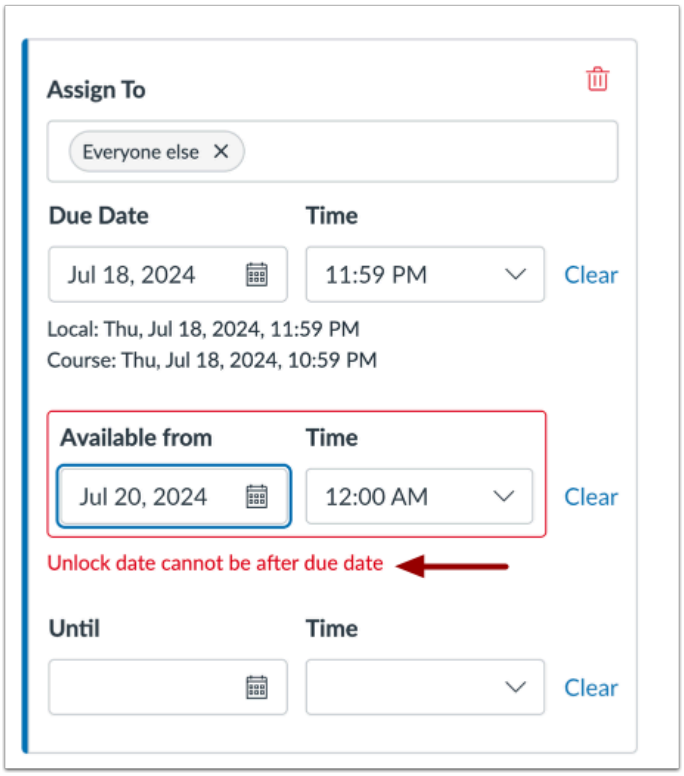
Remove Assignment



You can also delete assignments by clicking the Remove icon in the appropriate assignment section [1].

To remove the dates in the Due Date, Available from, or Until fields, click the **Clear** link [2].

View Date Error



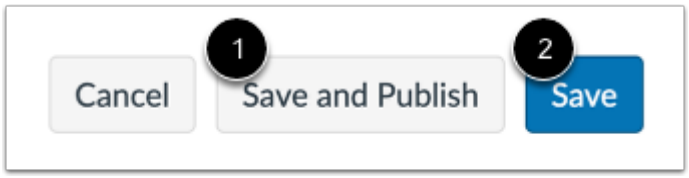
If you submit an invalid string of due dates, Canvas generates an error notification. Invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the discussion again.

Notes:

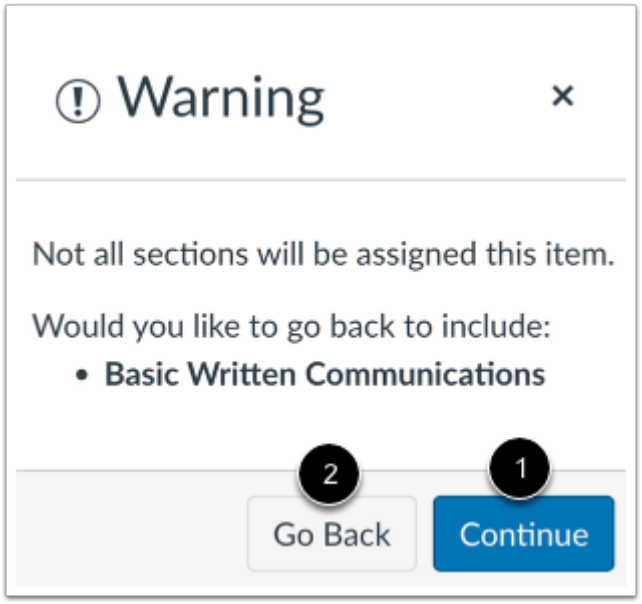
- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.

Save and Publish



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

View Due Date Warning

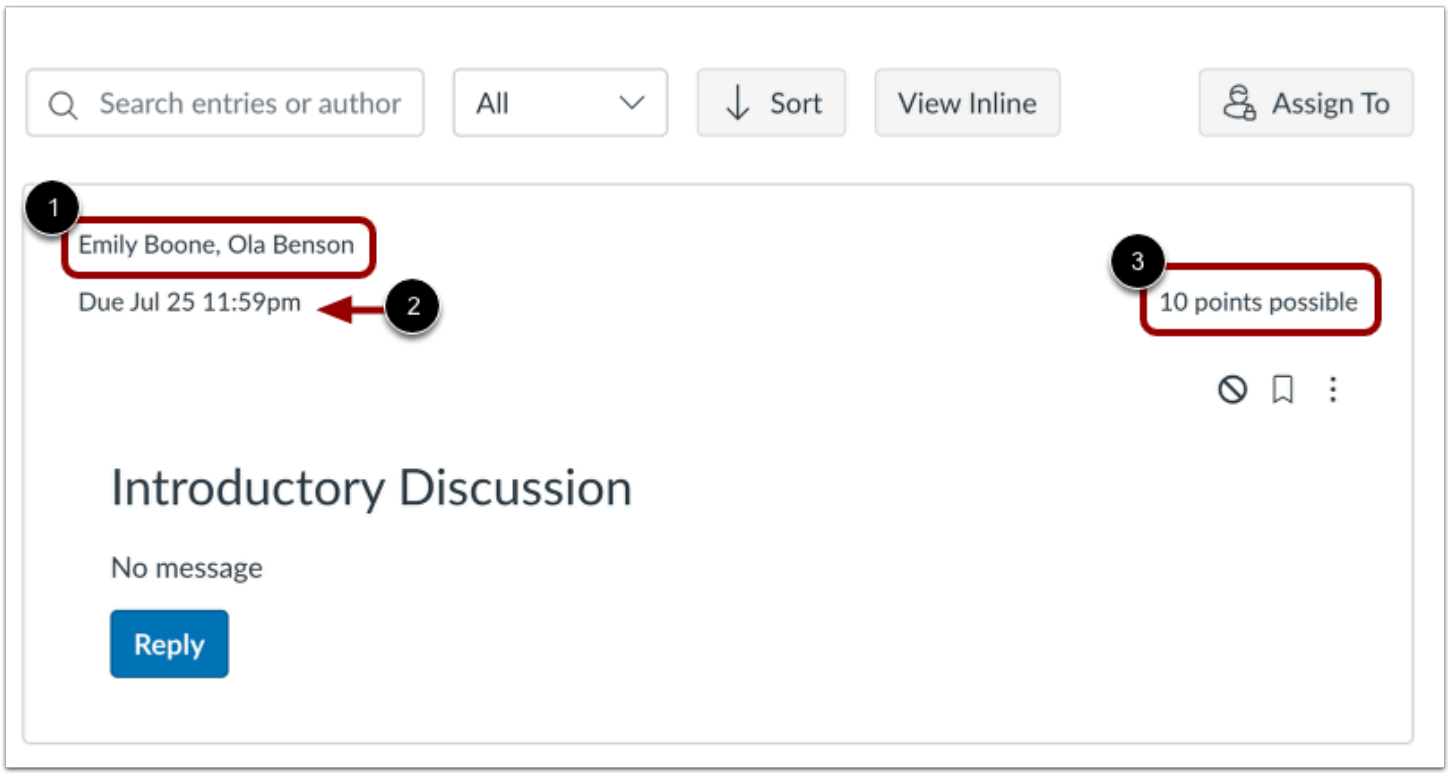


If you do not add course sections or students to the assignment, a warning message displays.

If you don't want to add any others to the assignment, click the **Continue** button [1], or to go back and add additional sections or students, click the **Go Back** button [2].

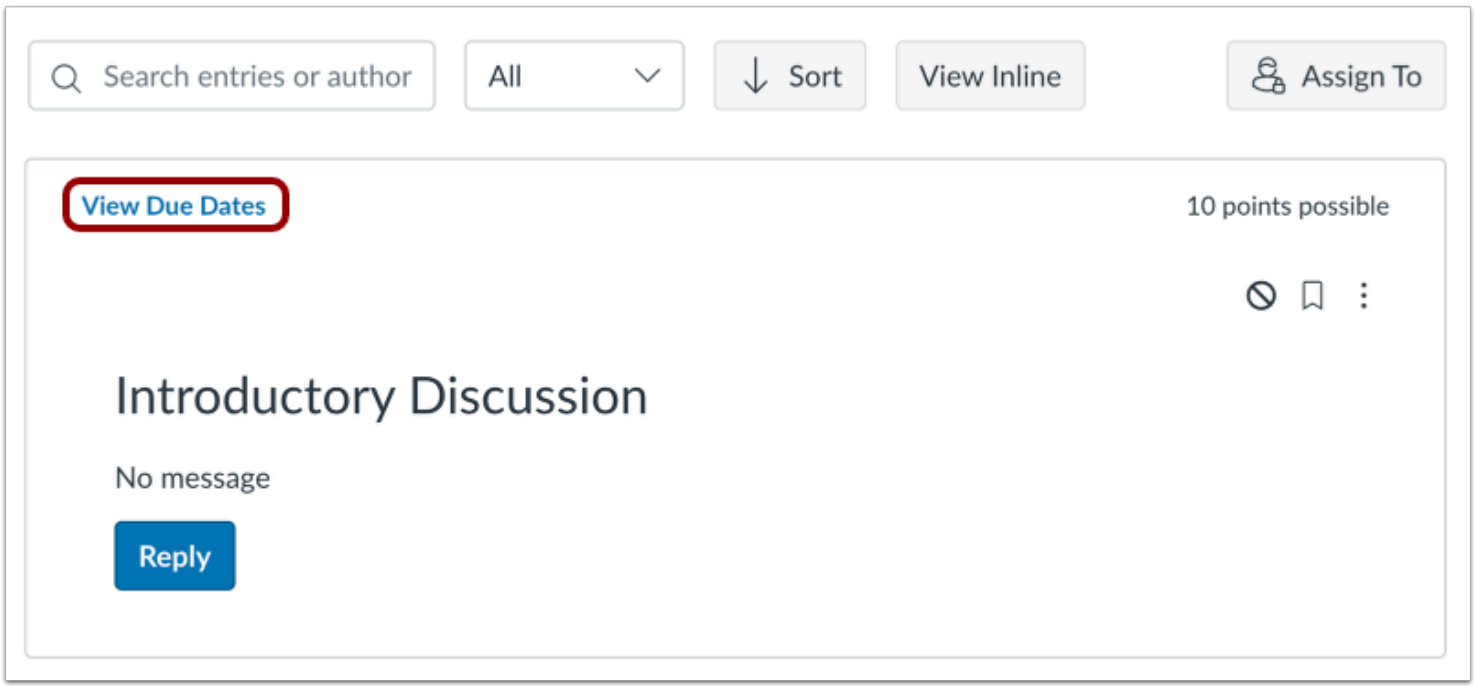
Note: This warning message does not display if *Everyone, Everyone Else,* or all course sections or students in the course are assigned to the assignment.

View Discussion Dates

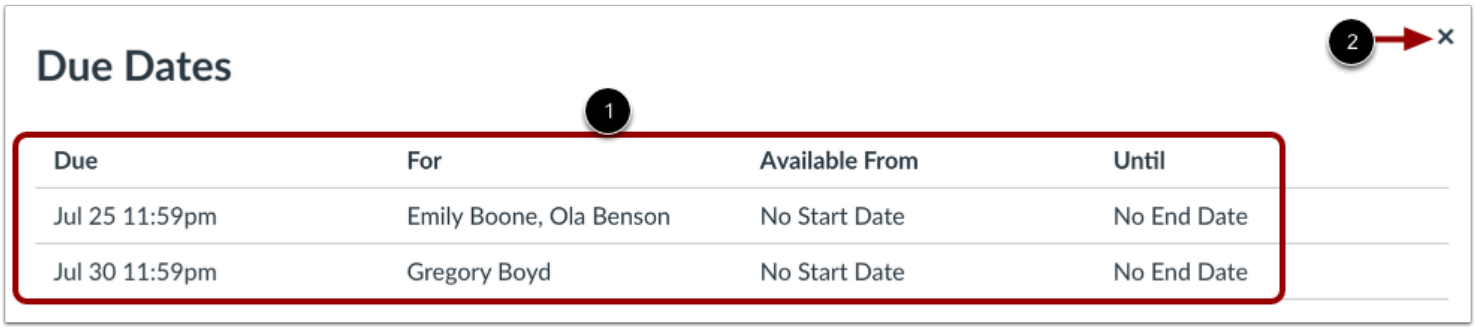


If there is only one set of assignment dates, you can view the assignees [1], the due date [2], and the number of points possible [3].

View Multiple Due Dates



If there are multiple assignments, you can view users and due dates for the discussion by clicking the **View Due Dates** link.



View the dates assigned to the graded discussion [1].

To close the Due Dates window, click the **Close** icon [2].

How do I create a group discussion in a course?

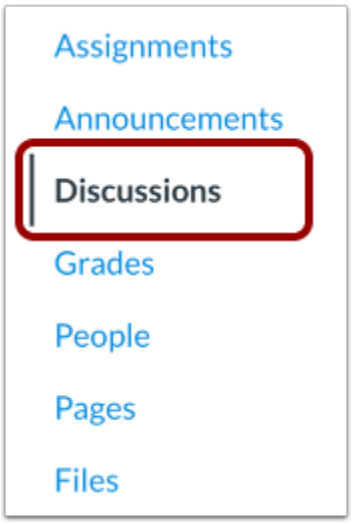
Groups are a subset of a course with a course-like environment including their own Calendar, Discussion board, and Collaboration tools. Only students added to a group have permission to see and use the respective tools within the group.

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created.

If you prefer to create a group discussion for grading, learn how to create graded group discussions.

Note: You will need to create group sets and groups before setting up a group discussion assignment.

Open Discussions

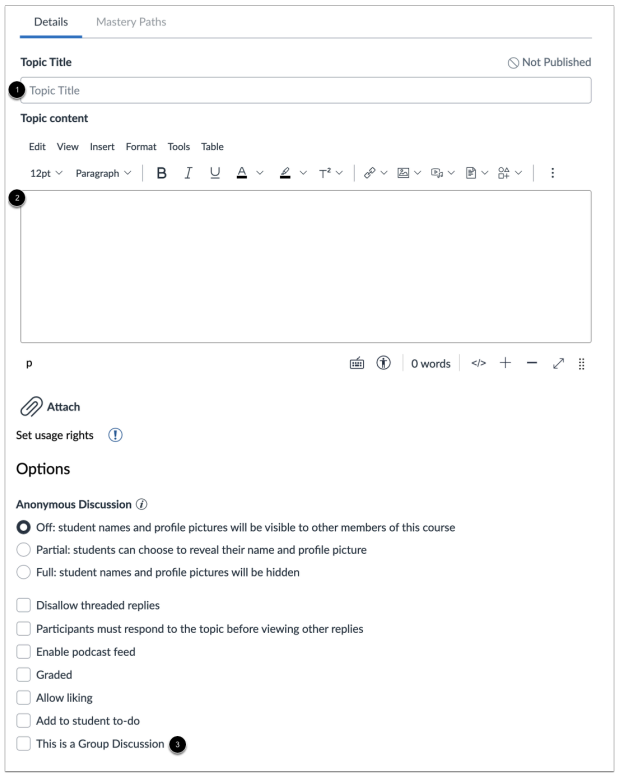


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Create Group Discussion

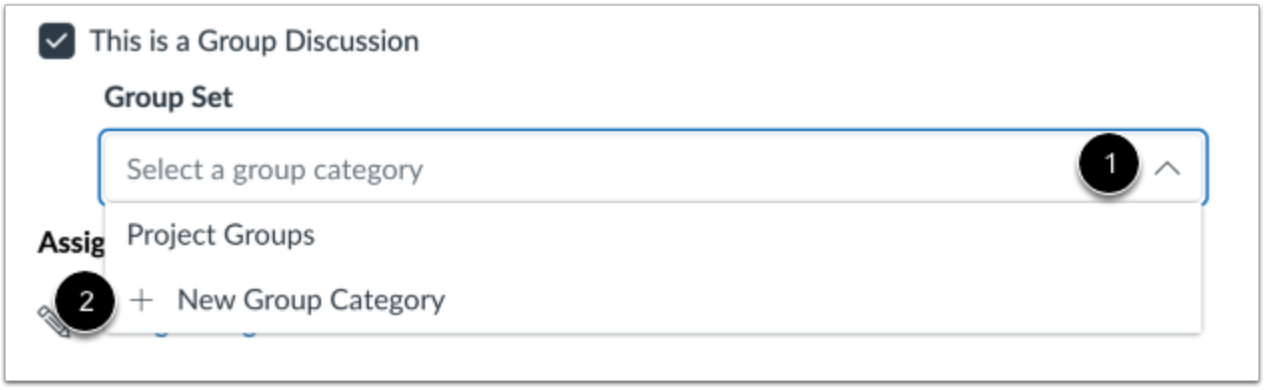


Enter a discussion title in the **Topic Title** field [1].

Add discussion content using the Rich Content Editor [2].

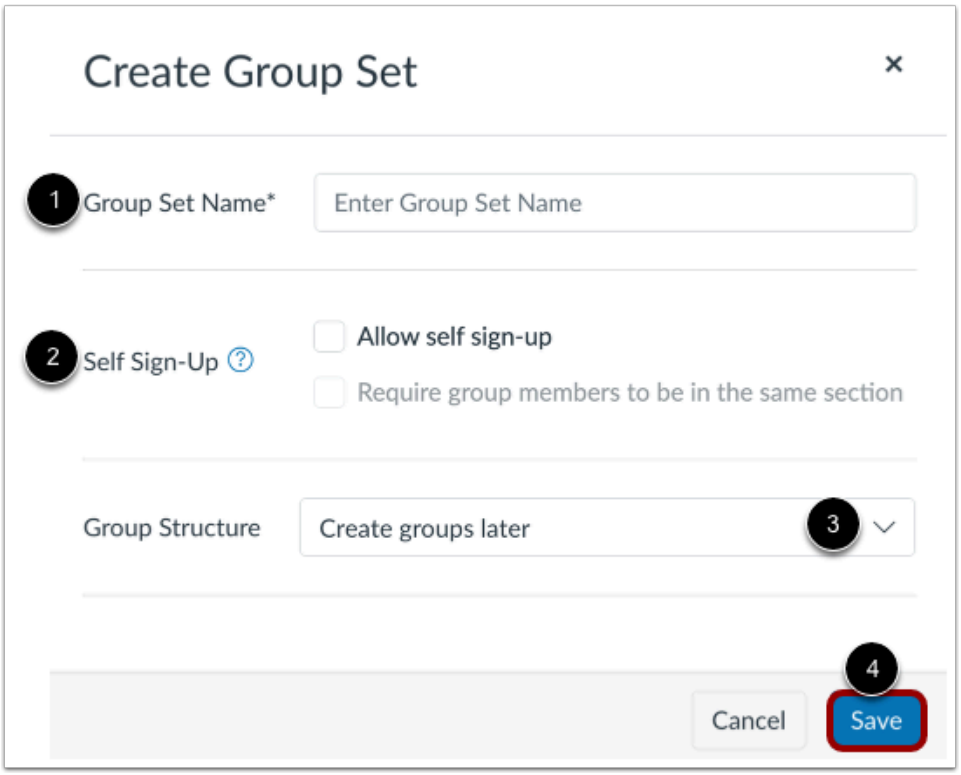
In the discussion options, select the **This is a Group Discussion** checkbox [3].

Select Group Set



To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group category, click the **New Group Category** button [2].

Create Group Set



If you chose to create a new group category, enter the group set and group information in the Create Group Set modal.

Type the group set name in the **Group Set Name** field [1].

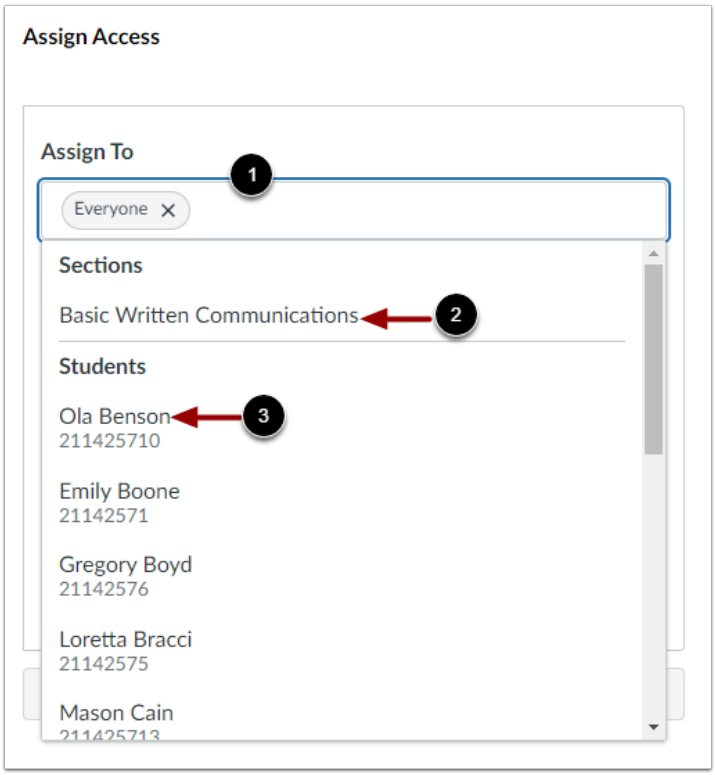
If you want to allow for self sign-up for groups in the group set, check the **Allow self sign-up** checkbox [2].

Select a group structure option in the Group Structure section [3]. You can choose to split students into a set number of groups, split students into groups with a set number of students per group, or create groups later on the People page.

When you're finished, click the **Save** button to create the group set and groups [4].

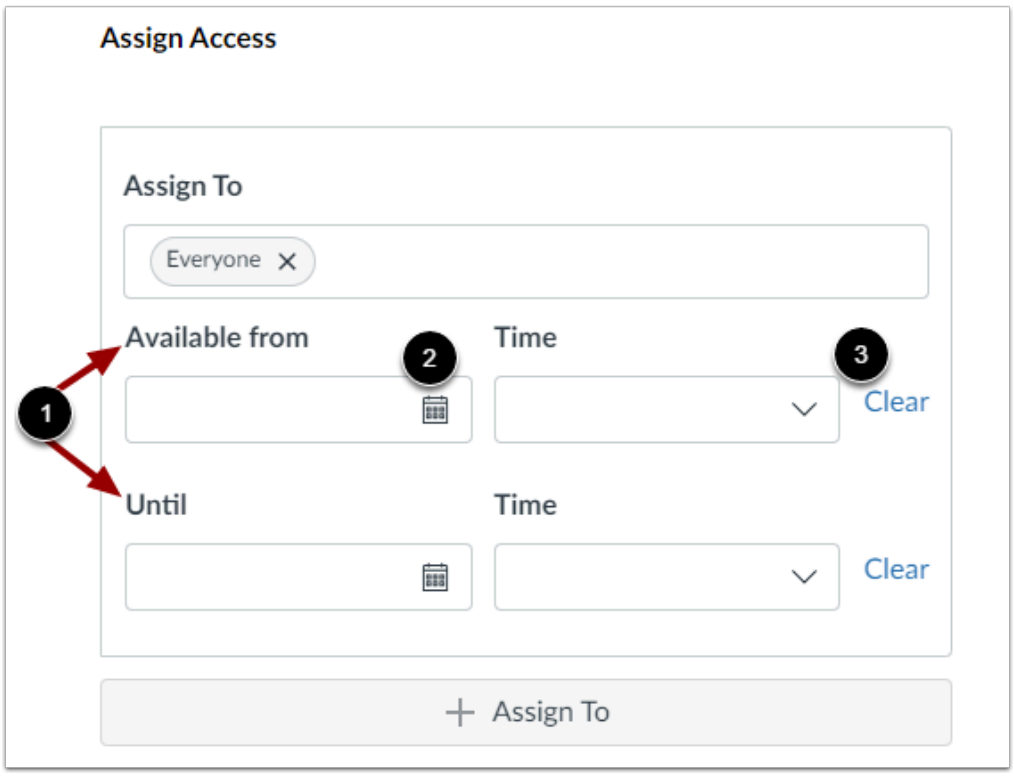
You can refer to our group guides for more information about creating and editing group sets and creating groups.

Select Assignees



To change the assignees, click the **Assign To** field [1]. Select one or more assignees. You can assign to everyone a course section [2], or an individual student [3].

Set Availability Dates



To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available From** and **Until** fields [1], or click the calendar icons to select dates [2]. These dates apply to all users. By default, these fields are left blank and the discussion can be viewed throughout the entire course.

To remove a date entered in the **Available From** or **Until** field, click the **Clear** button [3].

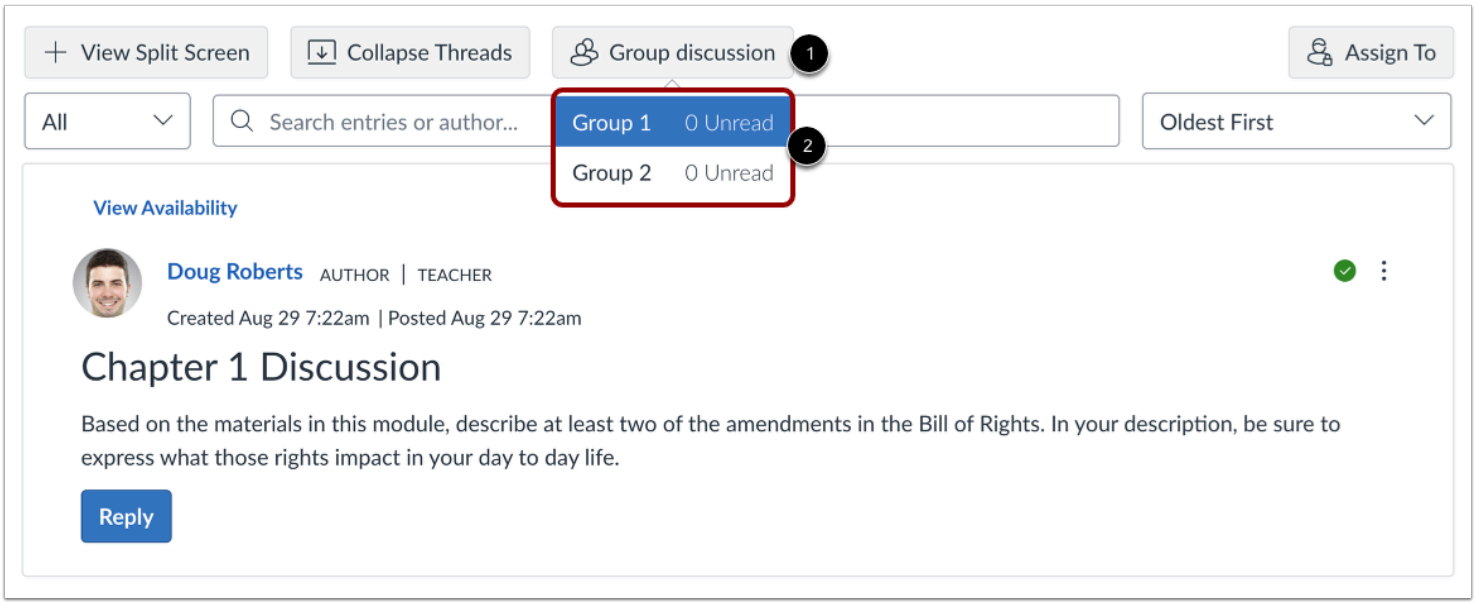
Note: These fields only apply for non-graded discussions; If you create a graded group discussion, these date fields do not apply.

Save and Publish

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

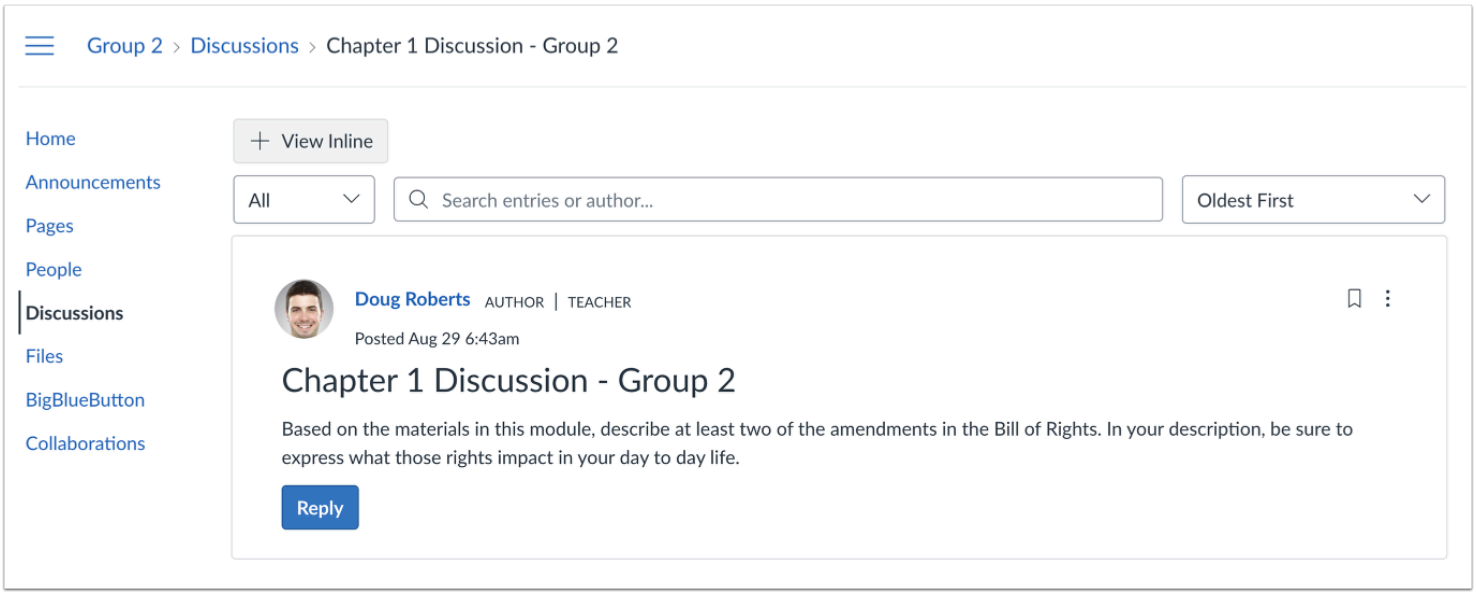
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

View Discussion



To open the group discussion, click the Groups icon [1], then click the name of the group you want to open [2].

Student View of Discussion



When students open the discussion, they will be taken to the Discussions page within their specified project group to complete the assignment.

Note: Discussion posts cannot be made anonymously.

How do I duplicate a discussion in a course?

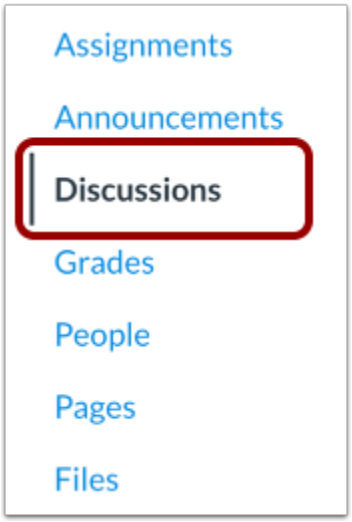
You can duplicate a discussion in your course. When a discussion is duplicated, the word *Copy* is added to the end of the assignment name. The person who copied the discussion is shown as the author of the discussion and is immediately subscribed to the discussion. The date of the discussion is copied and is displayed as the last posted date.

Duplicating a discussion defaults the copied discussion to an unpublished status. All items in the discussion are duplicated including the name, description, and options.

In graded discussions, duplication exceptions include the following situations:

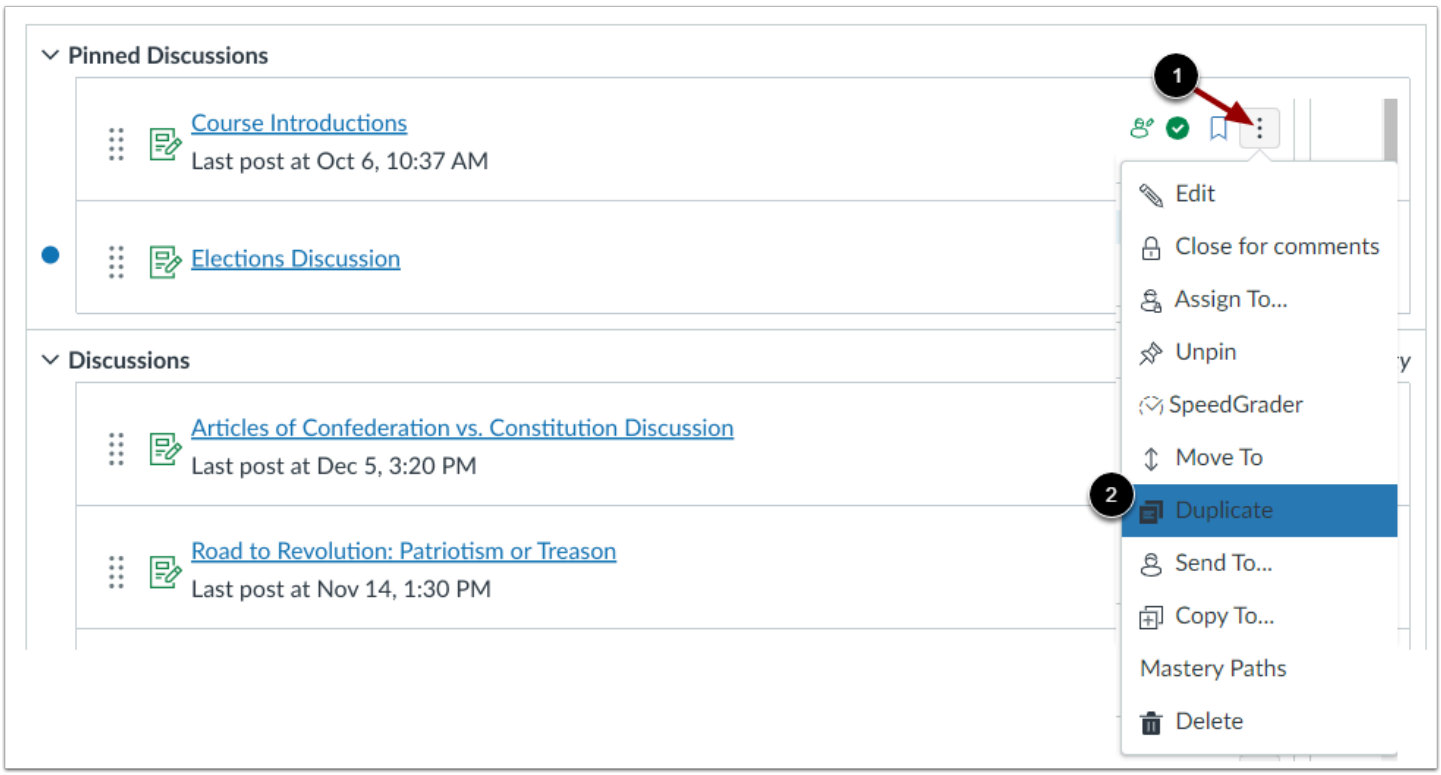
- Copied peer review discussions retain the peer review settings and Assign Review date, but the number of reviews per user will be set to zero.
- Copied discussions are always assigned to everyone in the course; differentiated discussions are not retained for individual users, groups, or sections.
- If a differentiated discussion includes an Everyone Else date, the copied discussion retains the Everyone Else date, if any.
- If a differentiated discussion does not include an Everyone Else date, the copied discussion does not include a due date.

Open Discussions



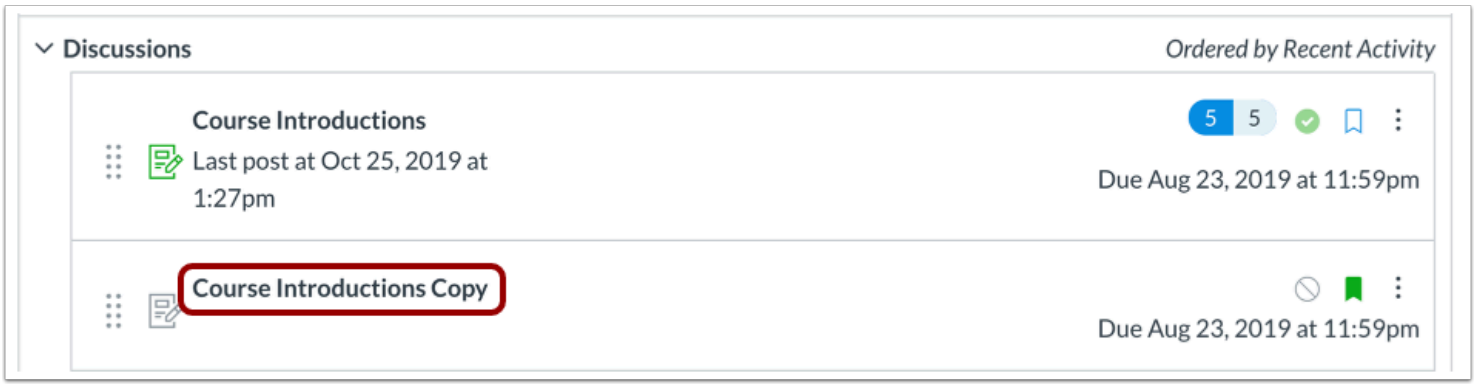
In Course Navigation, click the **Discussions** link.

Duplicate Discussion



Locate the discussion you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate



View the discussion duplicate in your course.

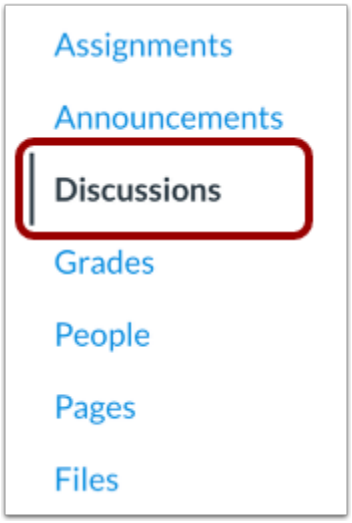
Note: If applicable to your course, the Discussions page displays any Blueprint Course icons after the page is refreshed.

How do I publish or unpublish a discussion as an instructor?

As an instructor, you can publish or unpublish a discussion in a course. Unpublished content is invisible to students, and graded discussions are excluded from grade calculations.

Note: If you use Modules in your course and add a discussion to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving discussions unpublished until you are ready to publish the entire Module. For more information, learn more about publishing modules.

Open Discussions



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

View Status of All Discussions

In the Discussions Index Page, you can view the status of each discussion. The **Unpublished** icon [1] indicates that a discussion is unpublished, while the **Published** icon [2] shows that a discussion is published.

Publish Discussion

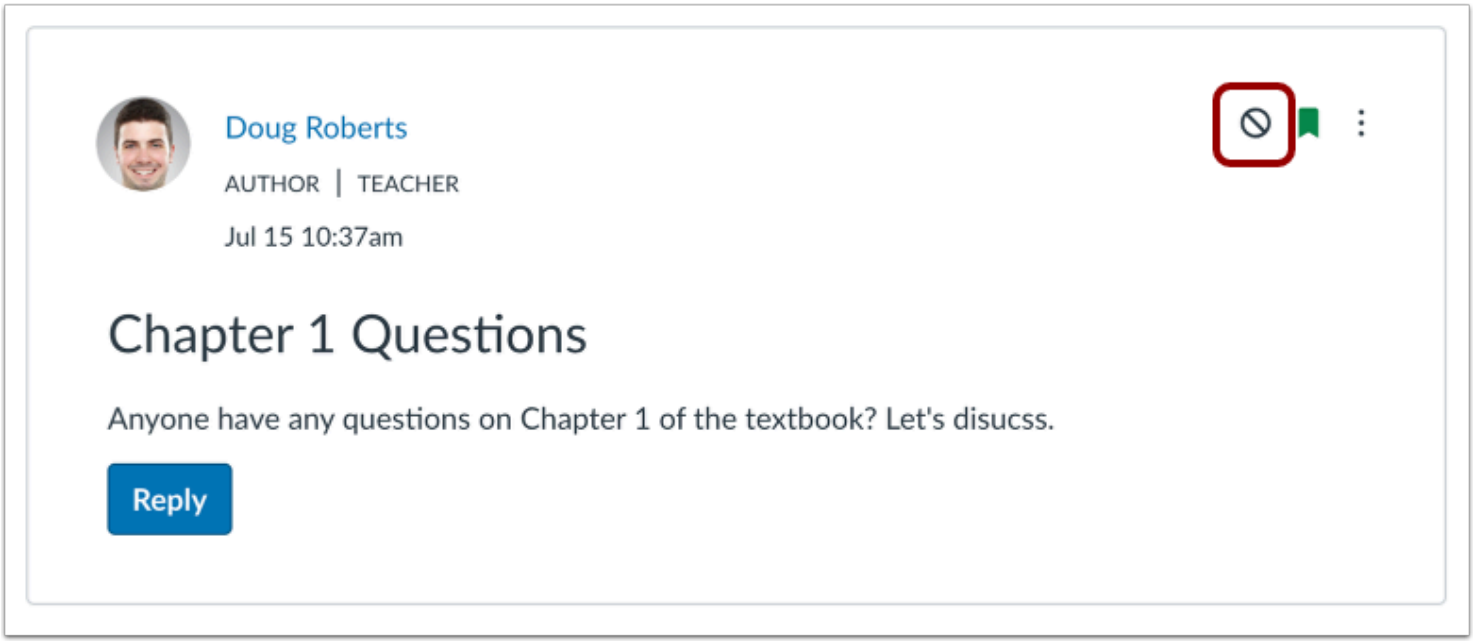
To publish a discussion, click the **Unpublished** icon.

Unpublish Discussion

To unpublish a discussion, click the **Published** icon.

Discussions with student submissions cannot be unpublished. The Published icon for these discussions is lighter in color to indicate discussions that cannot be unpublished.

View Status within an Individual Discussion



Within individual discussions, the published status displays.

Publish Discussion

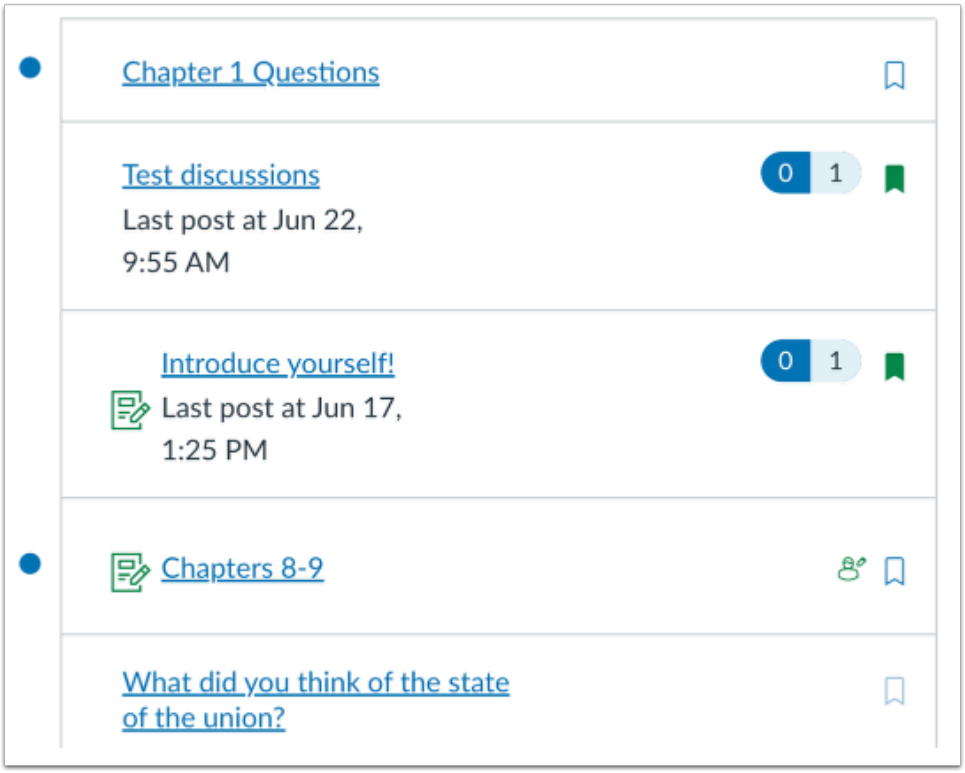
To publish a discussion, click the **Unpublished** icon. The icon will change to display the **Published** icon.

Unpublish Discussion

To unpublish a discussion, click the **Published** icon. The icon will change to display the **Unpublished** icon.

Note: Content with student submissions cannot be unpublished.

Discussions Student View



When students view discussions, they cannot see any of the actions involved with publish status, such as published and unpublished icons and setting icons. Students see only published discussions.

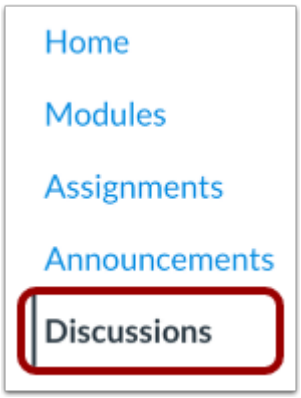
How do I copy a discussion to another course?

As an instructor, you can copy individual discussions in one course directly into any active course in which you are enrolled. You can also send discussions to other instructors at your institution. When you copy a discussion, any assets within that discussion topic (images, files, etc.) will be included in your discussion copy, replies are not included.

Notes:

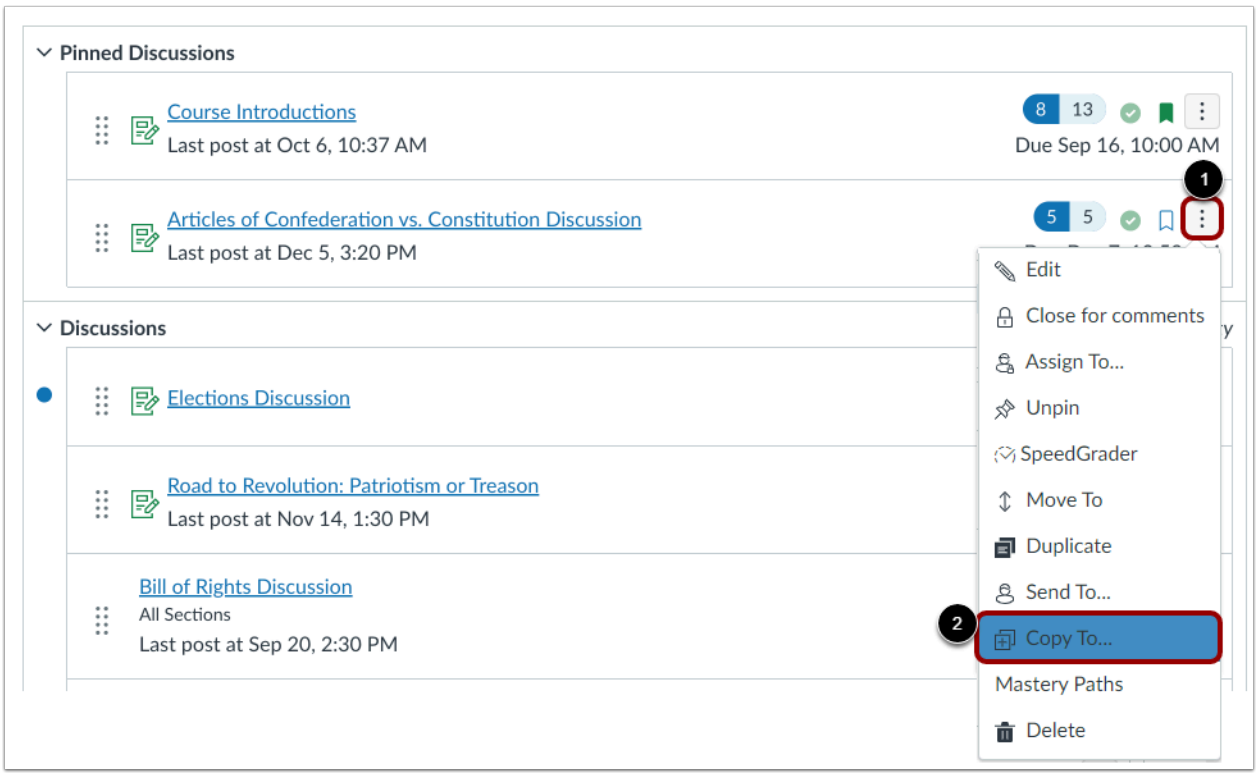
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- If you copy the same discussion to the same course more than once, the discussion you previously copied will be overwritten with the newly copied discussion.

Open Discussions



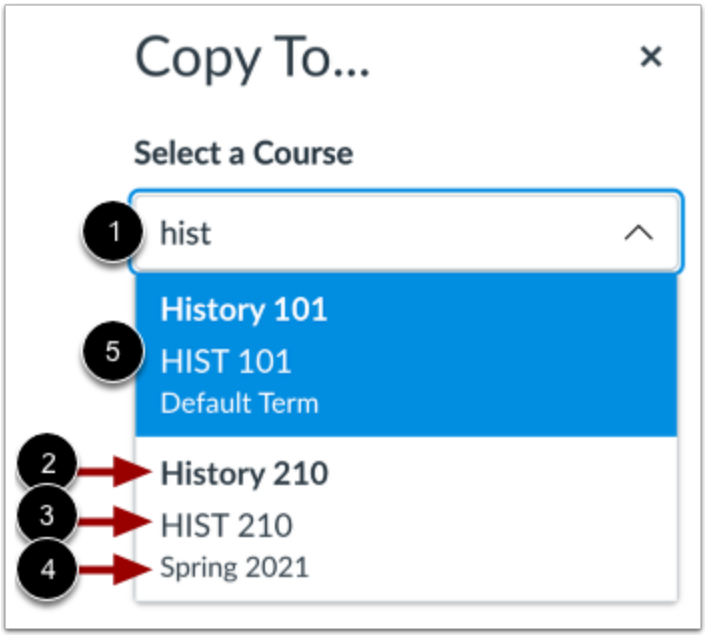
In Course Navigation, click the **Discussions** link.

Open Discussion Options



Locate the discussion you wish to copy, then click the discussion **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



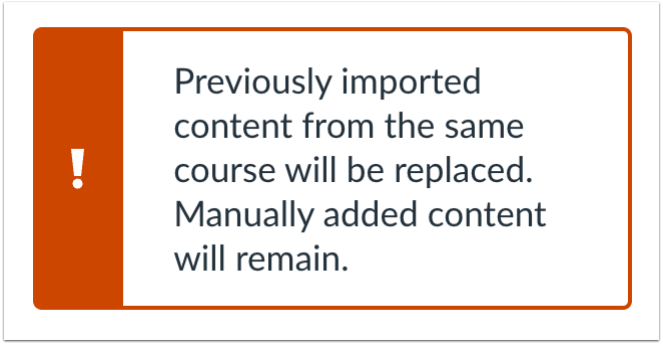
Type the course name, SIS ID or course code in the **Select a Course** field [1].

Search results are sorted by term, with the default term first, followed by most recent term start date. Results for each term are sorted alphabetically and display the course name [2], course code [3], and term name [4].

Select the course into which you want to copy the discussion [5].

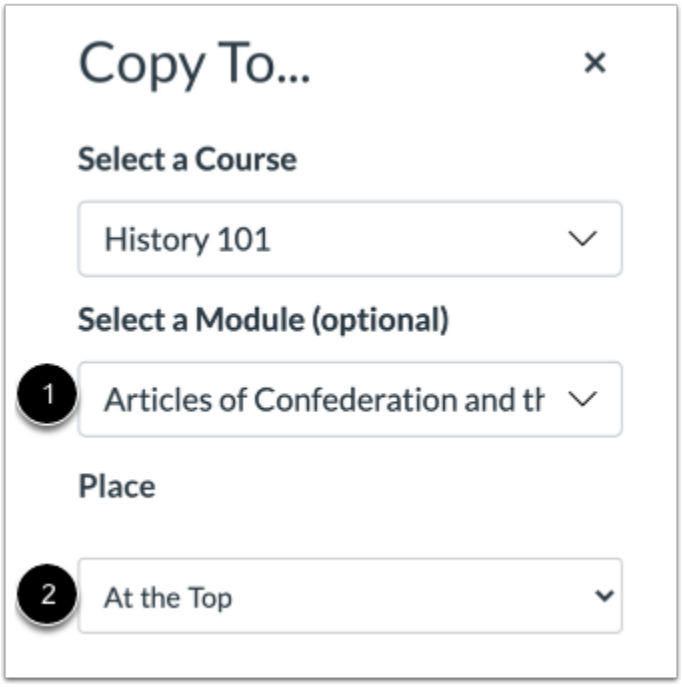
Note: The Select a Course drop-down menu only displays courses in which you have an active or future enrollment. Discussions cannot be copied to a concluded course.

View Copy To Content Warning Message



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

Select Location

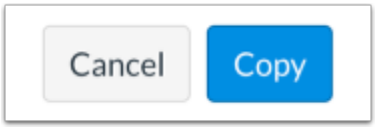


If you wish, you can copy the discussion into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied discussion.

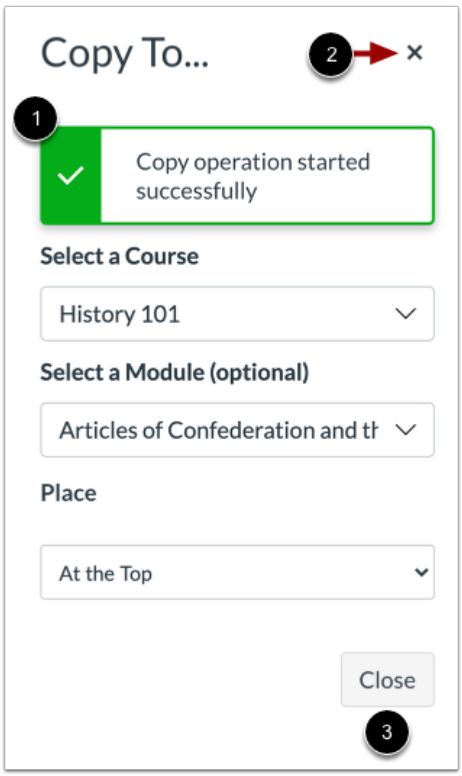
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the discussion to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Discussion



Click the **Copy** button.

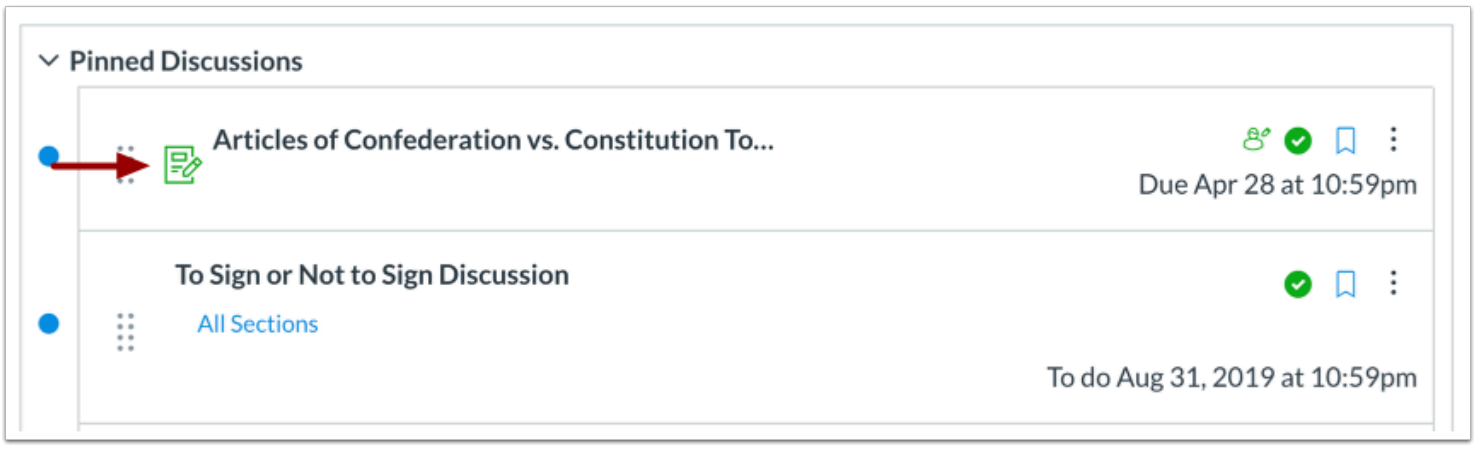
View Copy Notification



Canvas displays a notification when a discussion copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Discussion



Copied discussions display on the Discussions Index Page for the course into which it copied.

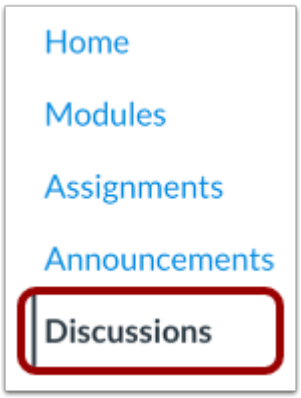
How do I send a discussion to another instructor?

As an instructor, you can share individual discussions in your course with other instructors at your institution. You can also copy an individual discussion into another course. When you share a discussion, any assets within that discussion (images, files, etc.) will be included in the shared file.

Notes:

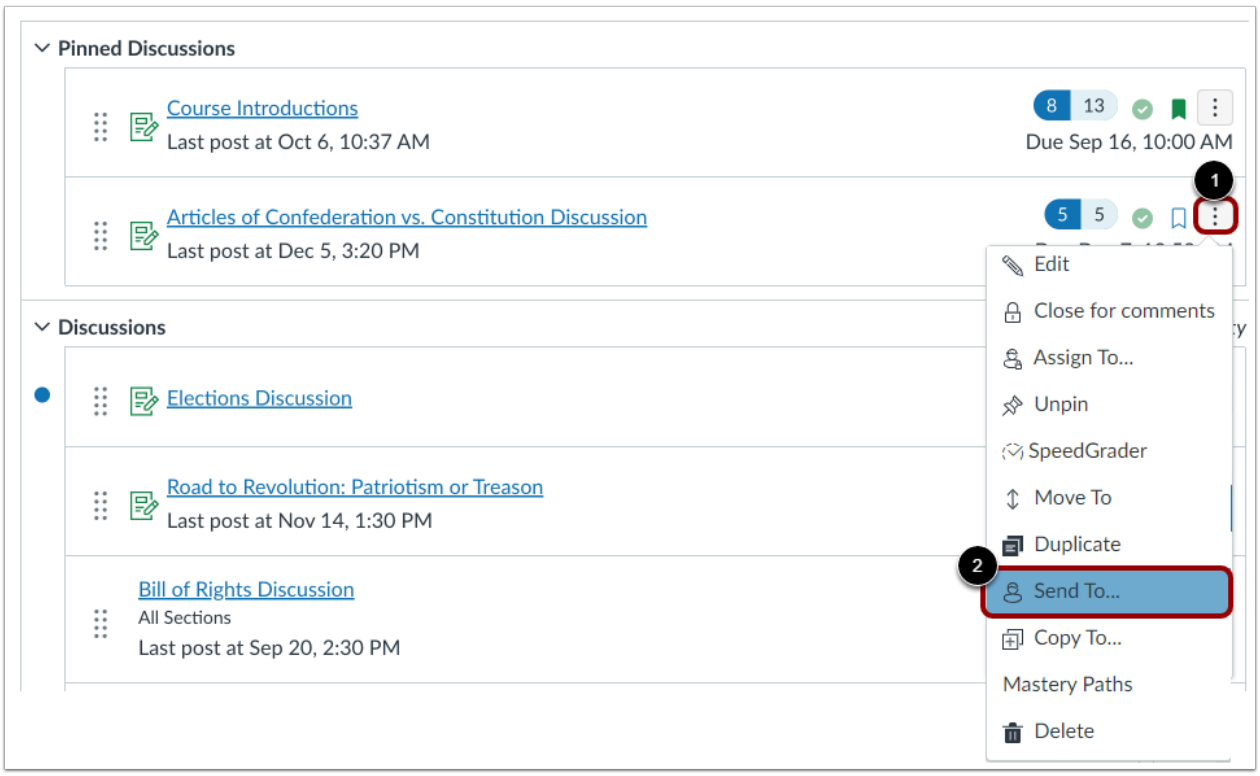
- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send To option to send course content to yourself.

Open Discussions



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

Open Discussion Options



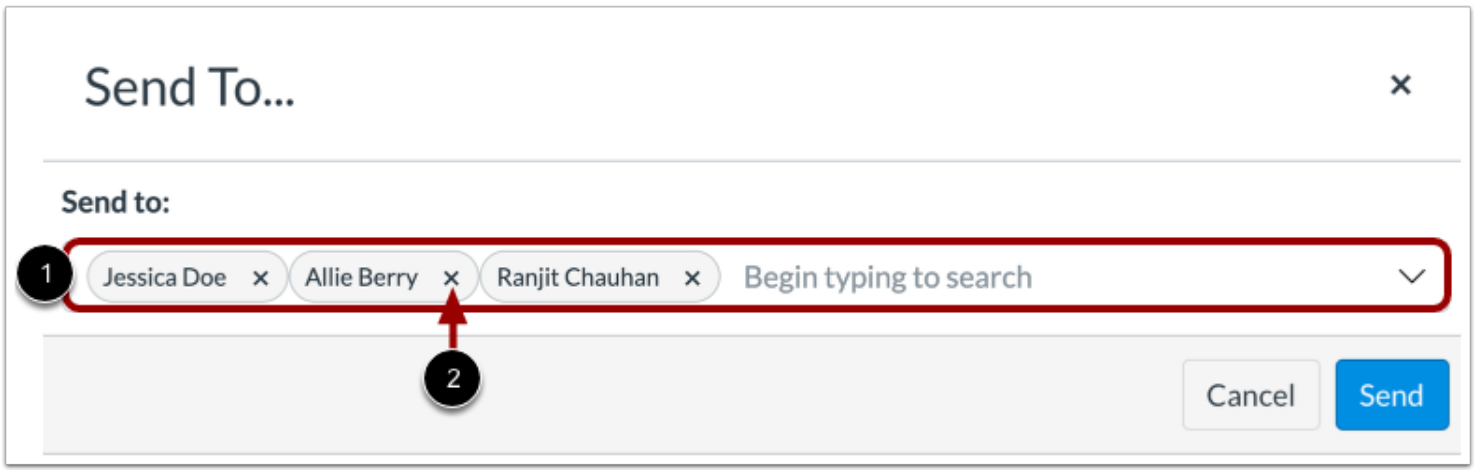
Locate the discussion you wish to send, then click the discussion **Options** icon [1]. Select the **Send To...** option [2].

Select Recipient

To send your assignment to another instructor, click the **Send to** field [1]. Start typing the instructor's name, then select their name from the search results.

Note: You can send the assignment to multiple instructors at one time.

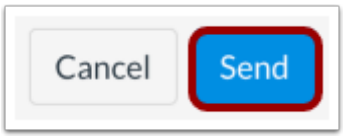
View Recipients



You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the discussion to yourself, add your name to the Send to field.

Send Discussion

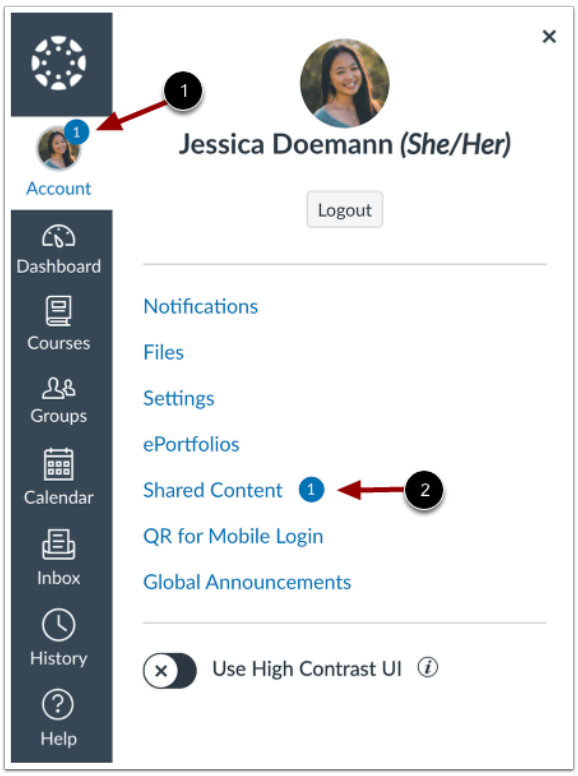


Click the **Send** button.

View Sent Notification

Canvas displays a notification when content sends successfully.

View Shared Content



When an instructor receives shared content, an indicator displays on the user's Account icon [1] and in the Shared Content link [2].

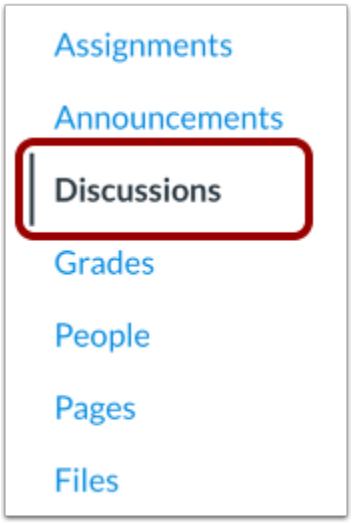
How do I edit or delete a discussion in a course?

Once you have created a discussion in your course, you can edit the discussion details. You can update the discussion title and content or modify the discussion options.

You can also delete a discussion or graded discussion at any time.

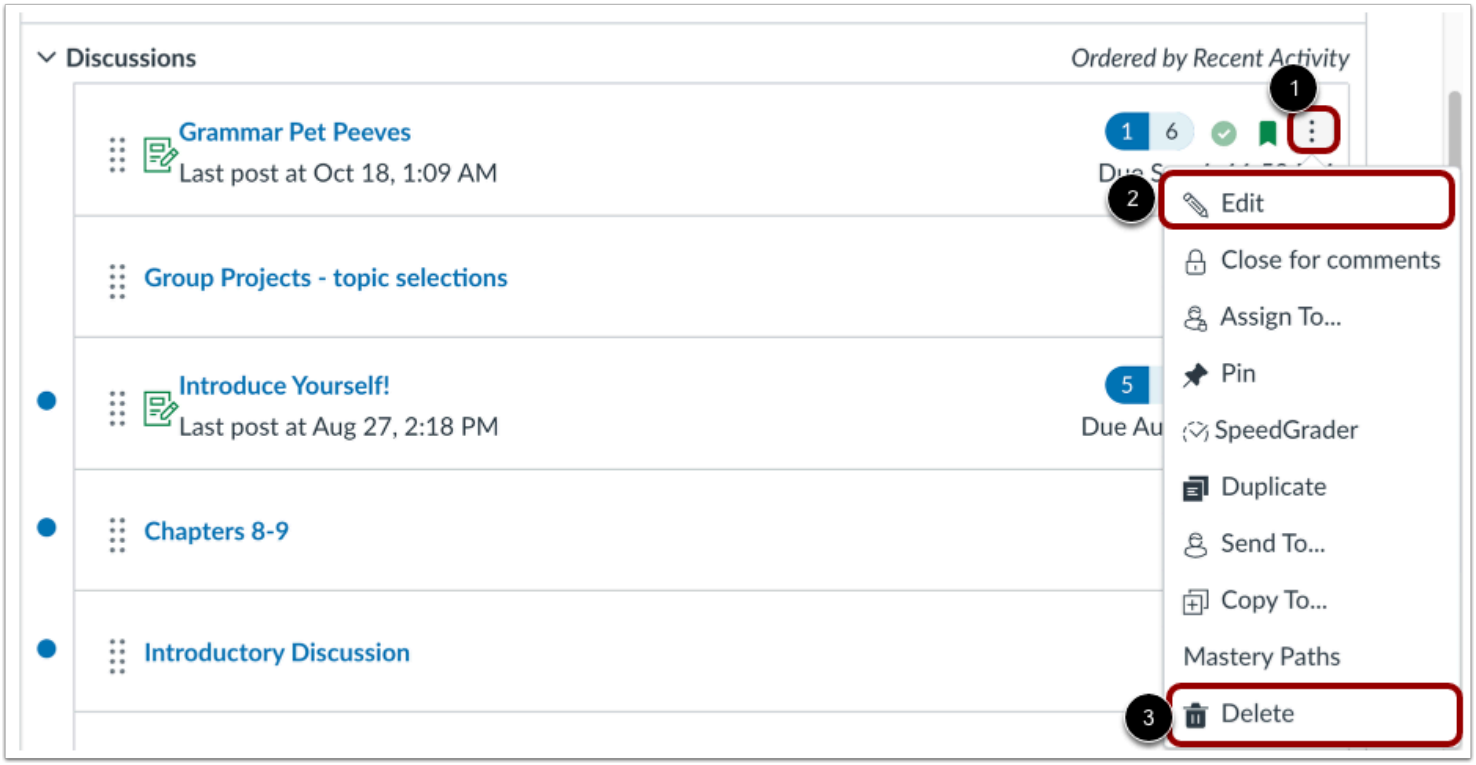
Note: When Multiple Grading Periods are enabled in a course, graded discussions are not currently validated against closed grading periods. Deleting a graded discussion may affect the total grade for students in your course.

Open Discussions



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

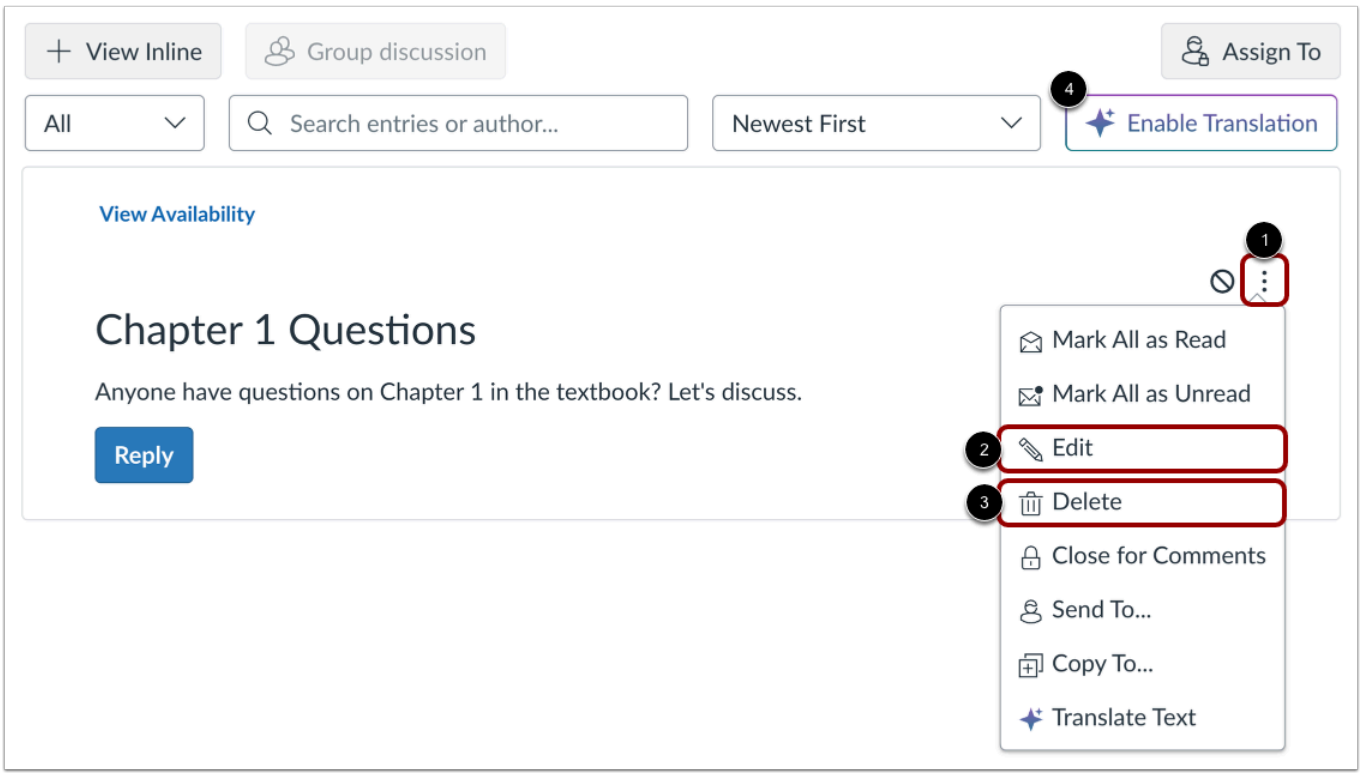
Edit or Delete Discussion



To edit or delete a discussion from the Discussions Index page, click the **Options** icon [1]. Then, to edit the discussion, click the **Edit** link [2].

To delete the discussion, click the **Delete** link [3] and confirm the deletion.

Edit or Delete Open Discussion

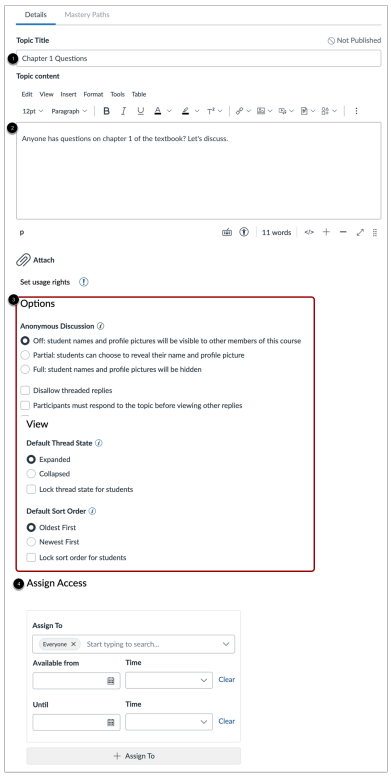


If a discussion is already open, you can edit or delete it by clicking the **Options** icon [1]. Then, to edit the discussion, click the **Edit** link [2].

To delete the discussion, click the **Delete** link [3]. Then, confirm the deletion.

Note: When the IgniteAI Translations for Discussions & Announcements feature option is enabled at the course level, the Enable Translation button displays [4]. For more information, visit our guide on how to translate a discussion.

Edit Discussion

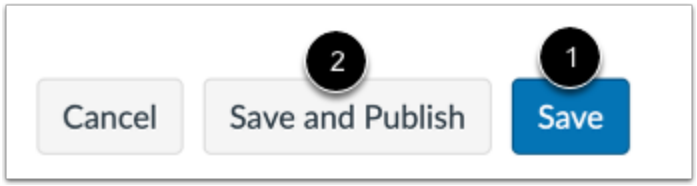


You can edit the title of the discussion [1]. You can also edit the discussion content using the Rich Content Editor [2].

You can also edit discussion options [3] or change the assignees, due date, or availability dates [4].

For more information, visit our guide on how to create a discussion.

Save Discussion



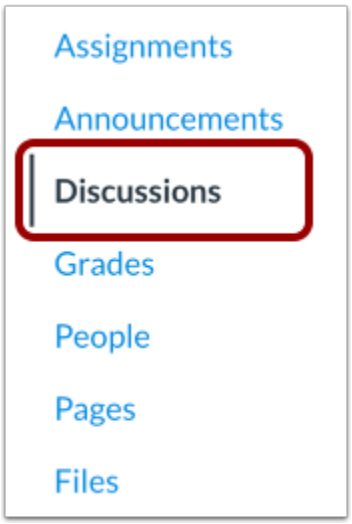
To apply the changes, click the **Save** button [1].

If you are editing an unpublished discussion and want to publish it, click the **Save and Publish** button [2].

How do I delay posting a discussion until a specified date in a course?

You can delay posting a discussion topic until a specific date by setting future availability dates. A discussion whose availability start date is in the future is locked to students until the discussion becomes available.

Open Discussions

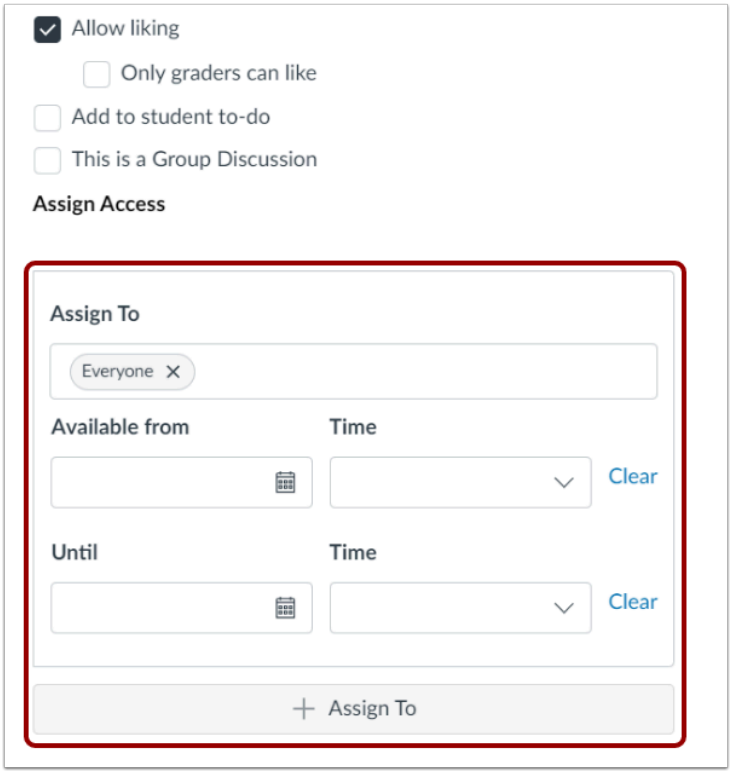


In Course Navigation, click the **Discussions** link.

Add Discussion

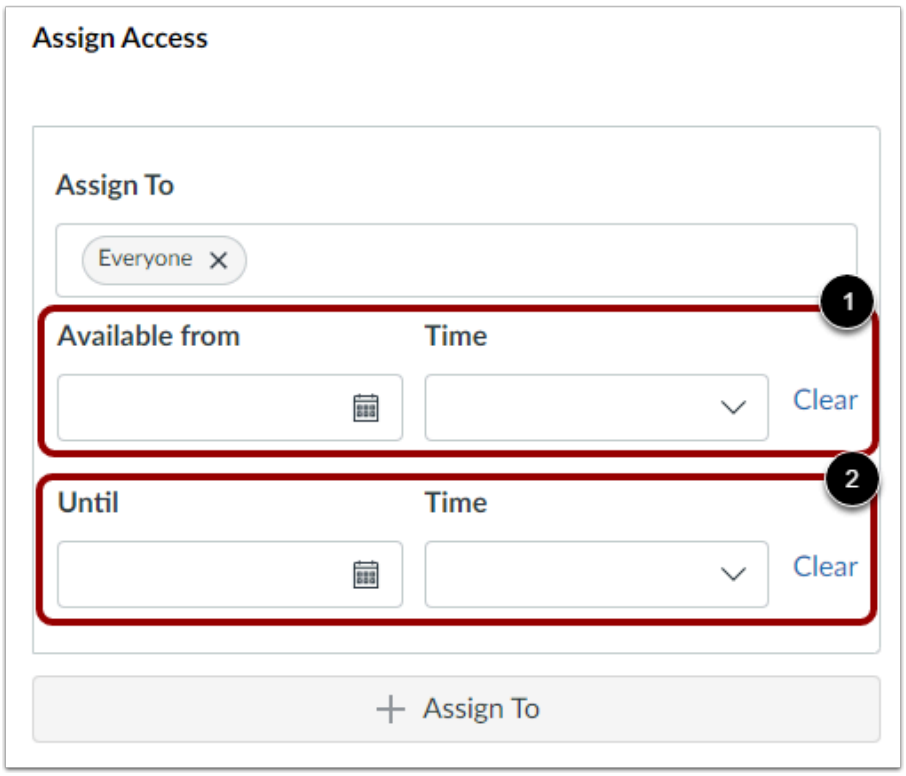
To create a new discussion, click the **Add Discussion** button.

Create Discussion



Create the discussion and go to the **Assign Access** section.

Add Availability Dates

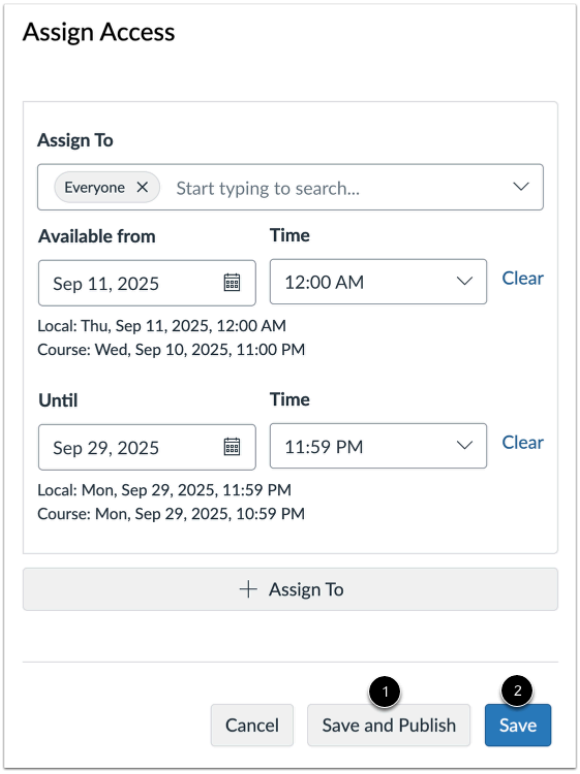


To make your discussion available in the future, on a specific date, or during a specific date range, enter the dates and times in the **Available from** [1] and **Until** fields [2], or click the calendar icons to select dates. To delay the posting of your discussion, select a future date for the Available from field.

Notes:

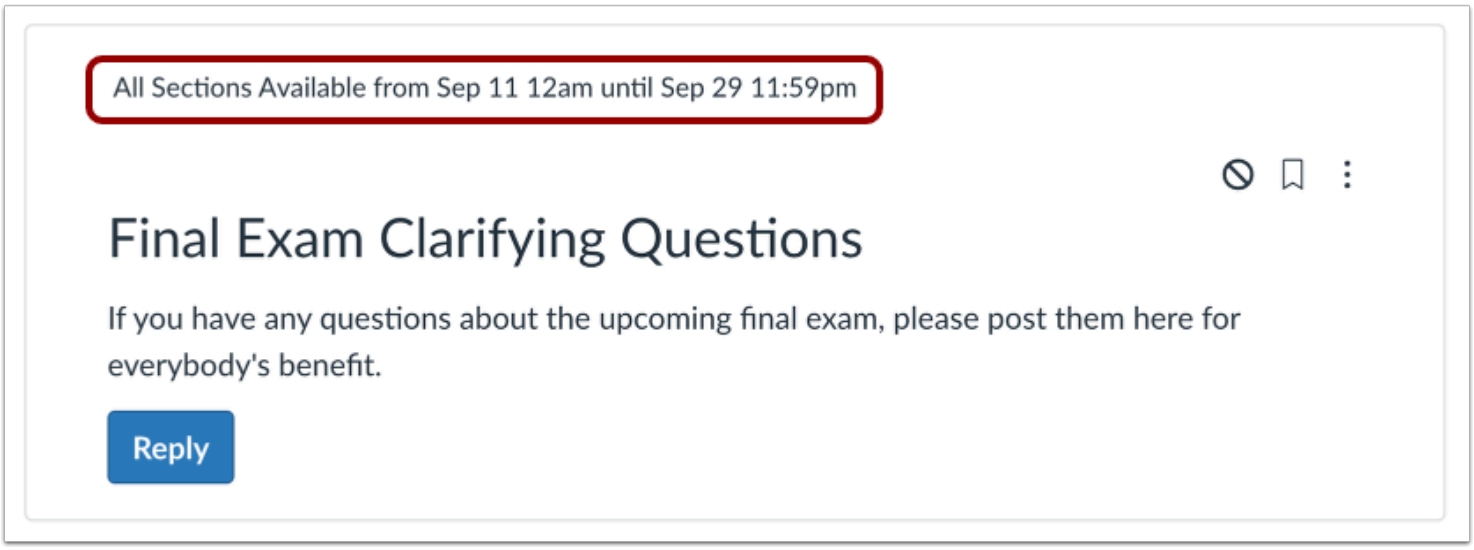
- You are not required to enter dates in both of these fields, so if you want to delay your posting but do want your post to appear indefinitely, you can leave the Until field blank.
- If the discussion is graded, you can also assign a Due Date. Learn more the differences between due dates and availability dates.

Save and Publish



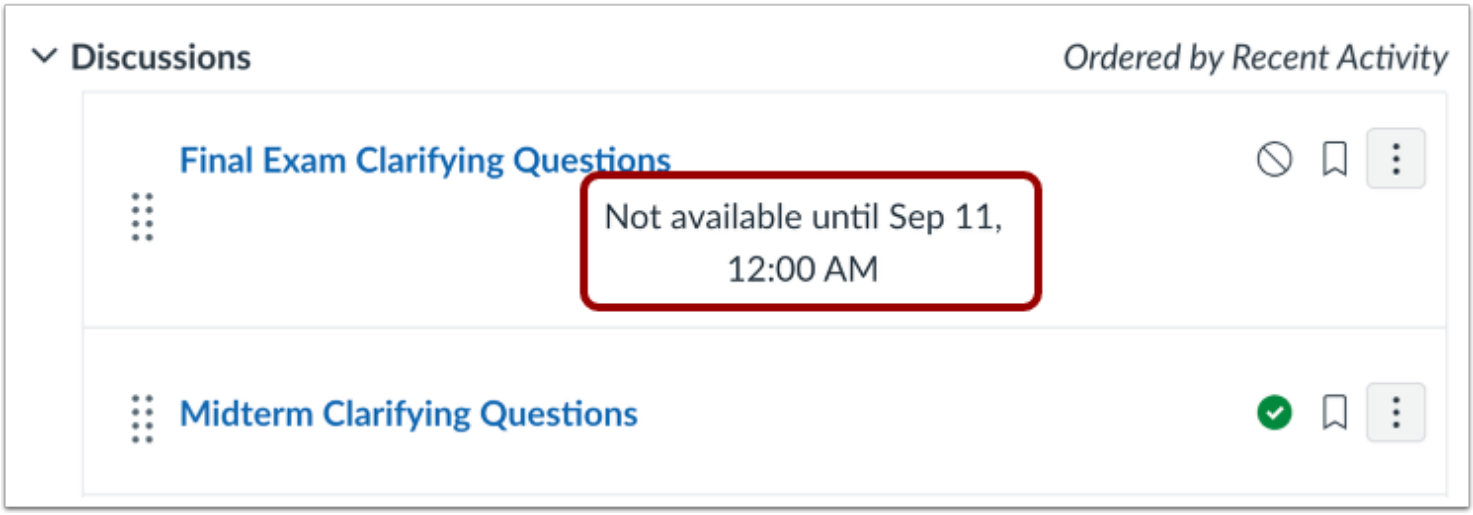
If you are ready to publish your discussion, click the **Save and Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

View Discussion



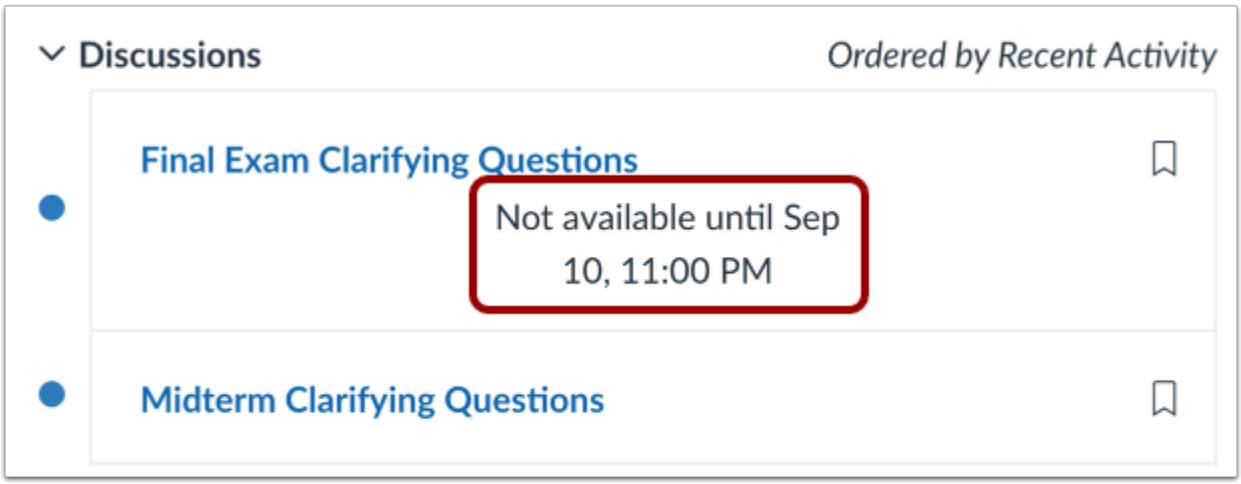
Assignment details display.

View Discussions Index Page



In the Discussions Index page, a message indicates that a delayed discussion is *not available until* the availability start date.

Student View



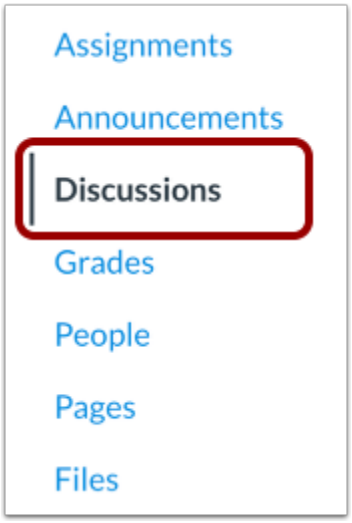
Students can open published discussions, but they do not have access to them until the availability dates. If they open a delayed discussion, a message indicates that the discussion is *not available until* the availability start date.

How do I move or reorder a discussion in a course?

You can move or reorder pinned discussions in the Pinned Discussions section. You can manually drag and drop the discussion, or you can use the Move To option, which is also accessible for keyboard users.

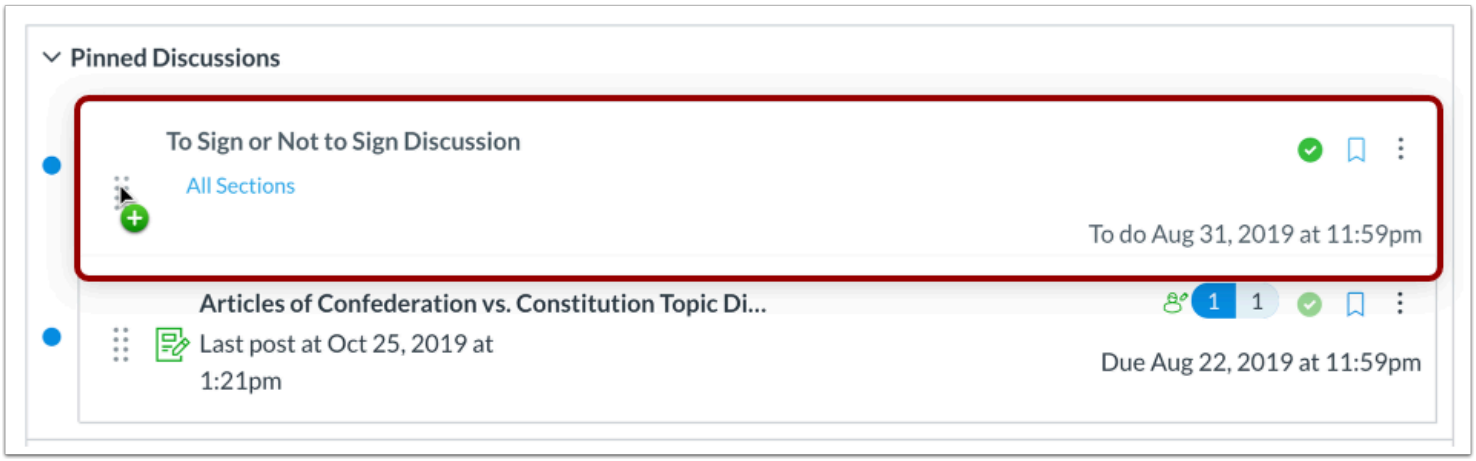
Note: Only discussions in the Pinned Discussions section can be reordered manually. Other sections are automatically ordered by recent activity date.

Open Discussions

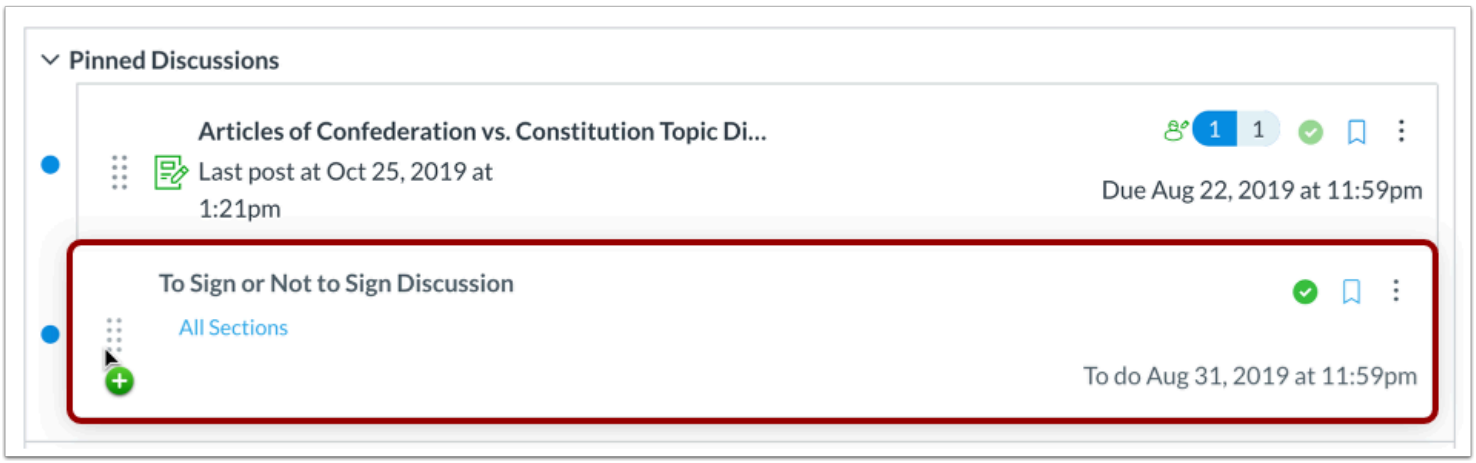


In Course Navigation, click the **Discussions** link.

Drag and Drop Discussion

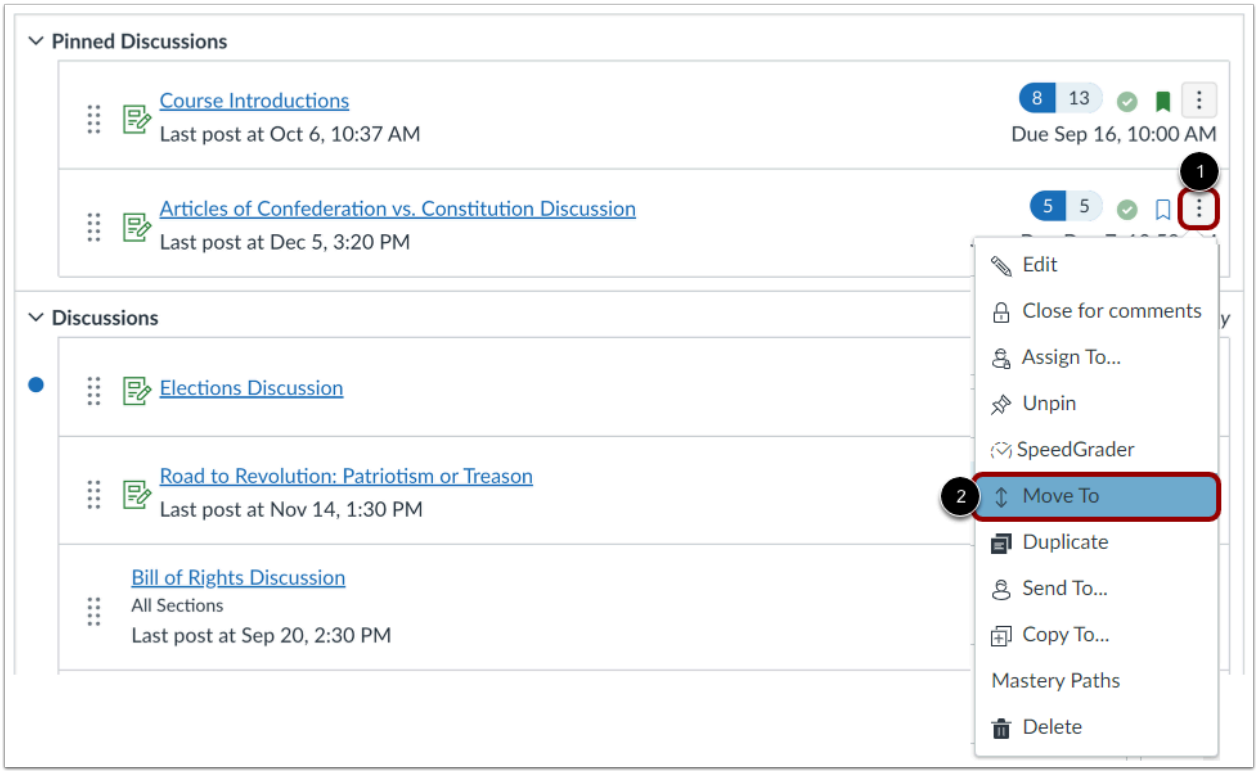


You can use the drag and drop option to reorder pinned discussions. Click and drag the discussion to the desired location within the section.



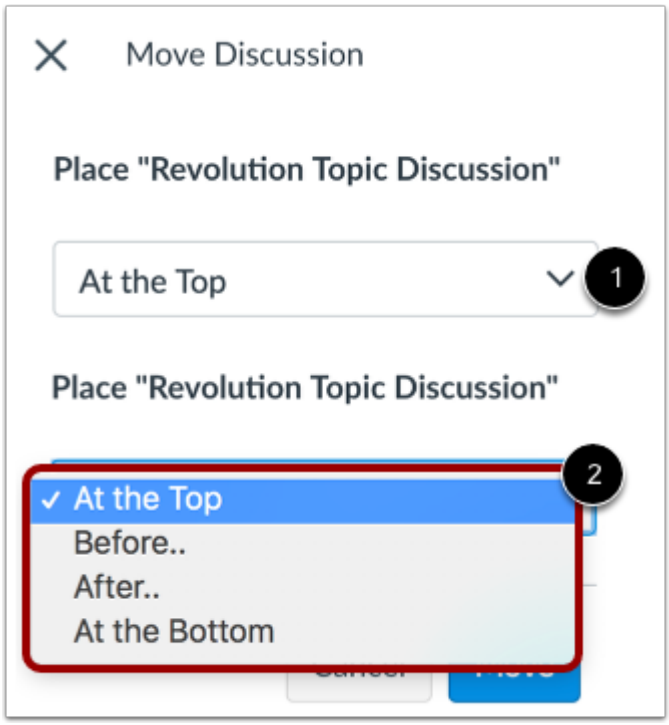
Drop the discussion by releasing the mouse.

Move Discussion



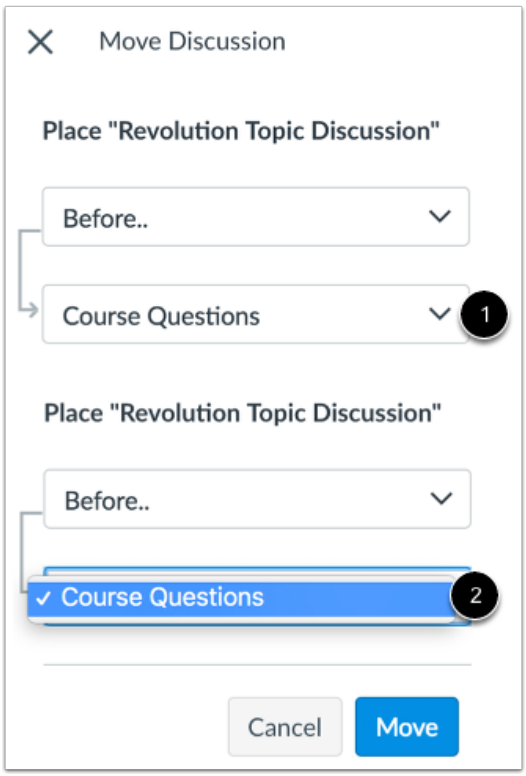
You can also use the Move To option to reorder a pinned discussion. Click the **Options** icon [1] and select the **Move To** link [2].

Place Discussion Location



In the Move Discussion sidebar, click the **Place** drop-down menu [1]. Select the placement of the discussion you are moving [2]. You can move the discussion so it is located at the top of the section, before a specific discussion, after a specific discussion, or at the bottom of the section.

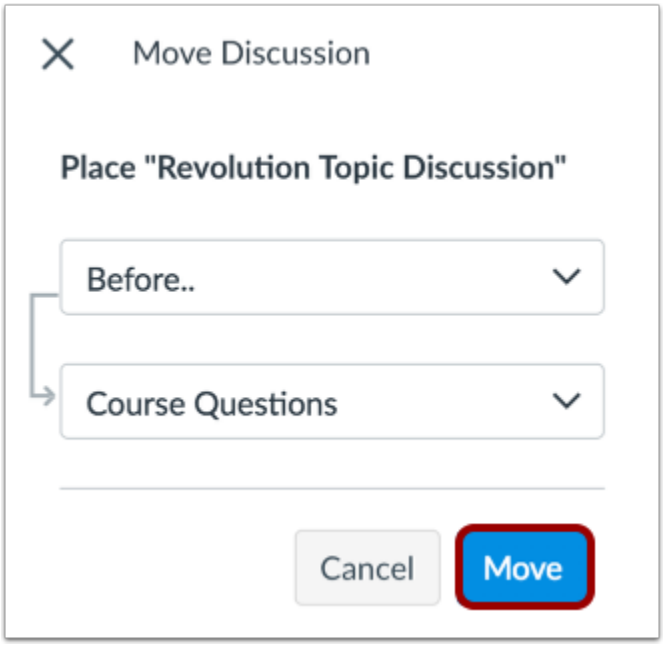
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the discussion that should be before or after the discussion you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the discussion to another location, change the sidebar placement options again.

Move Discussion



Click the **Move** button.

How do I assign a graded discussion to a course group?

You can create a graded discussion for a course group by setting it using the group discussion option. Canvas uses group sets to assign group discussions, and each group within the group set that is assigned to the discussion is required to complete the discussion. Grades for group discussions are assigned to each group member individually.

You will need to assign a group set as part of the discussion. You can add an existing group set, or you can create a new group set as part of the discussion and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups.

When differentiating groups in graded discussions, students can only view the discussion if they are a member of an assigned group. Otherwise the discussion does not appear in the group's discussions page. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

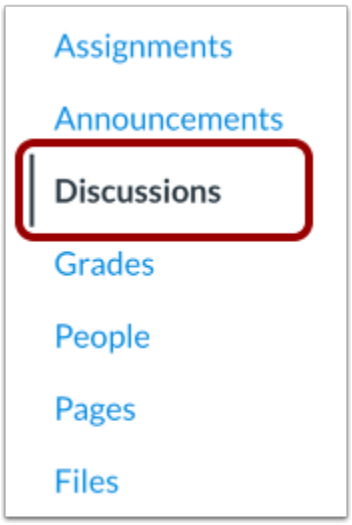
You can still view the links to all groups that are in the group set (as with any other group discussion). However, if you do not select a group in the differentiated assignments list, the group does not show a differentiated due date.

When Multiple Grading Periods are enabled in a course, graded discussions are also validated against closed grading periods.

Notes:

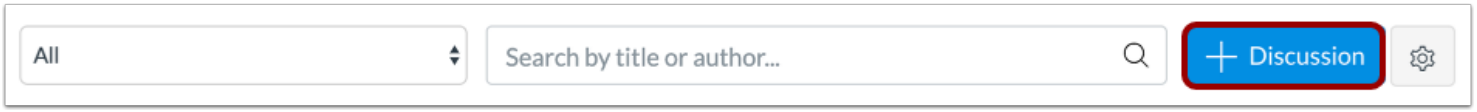
- Before assigning a group set to the group discussion, ensure all students have been added to a group. If a student is not added to a group and replies to the discussion, the student's reply will be part of the original discussion topic.
- You can learn more about grading a graded discussion in SpeedGrader.
- Graded discussions do not support anonymous grading.

Open Discussions



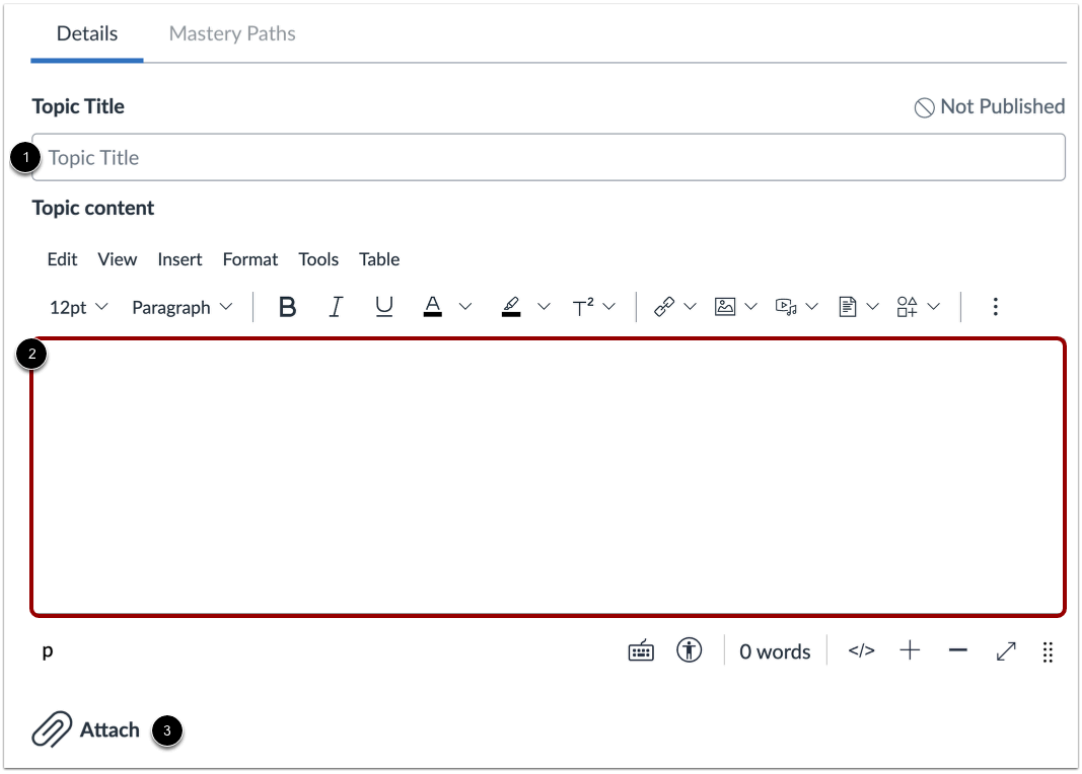
In Course Navigation, click the **Discussions** link.

Add Discussion



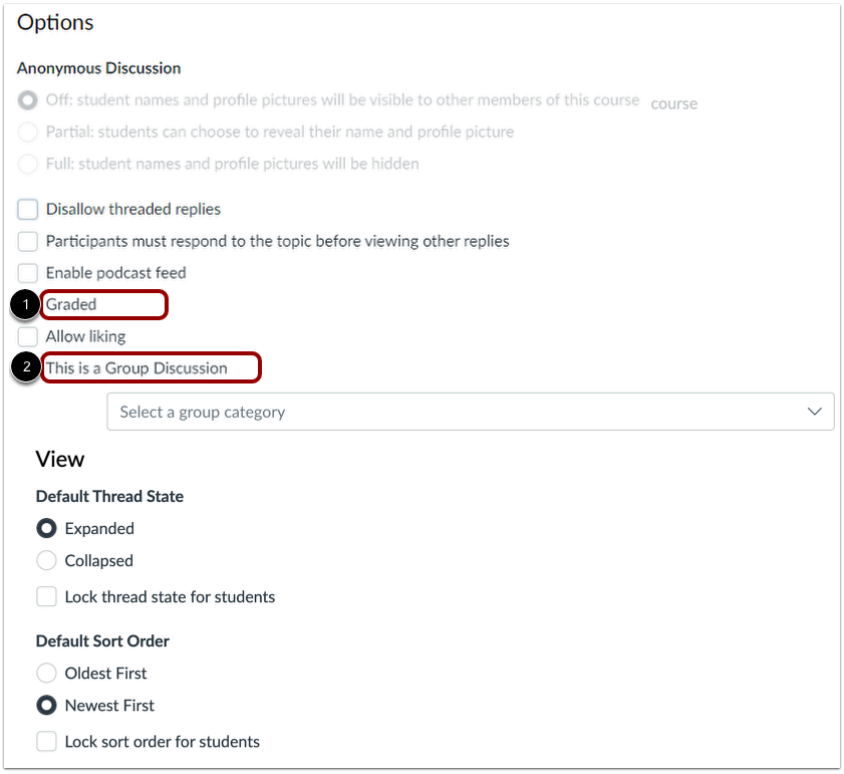
To create a discussion, click the **Add Discussion** button.

Enter Discussion Details



Enter a topic title [1] and discussion details [2]. You can also attach files [3].

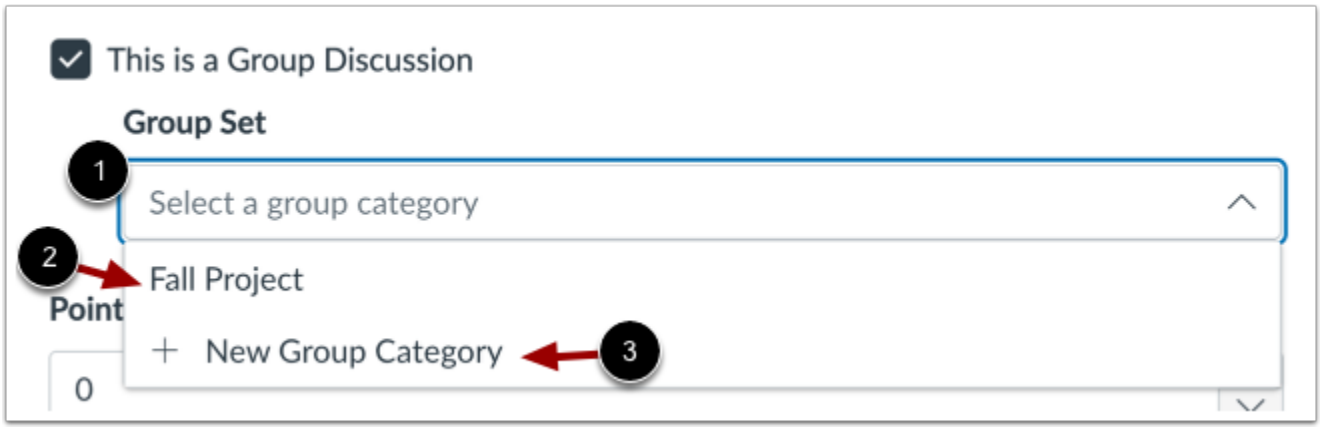
Set Graded Group Discussion



Click the **Graded** checkbox [1] and the **This is a Group Discussion** checkbox [2].

Note: Graded discussions cannot be anonymous. If the Graded checkbox is not visible, you may need to turn off anonymous discussion.

Select Group Set



To select which groups will be assigned, click the **Group Set** drop-down menu [1]. Select a group name [2] or add a new group set by clicking the **New Group Category** link [3].

Note: Groups created by students cannot be used for Group Discussions and do not display in the Group Set drop-down menu.

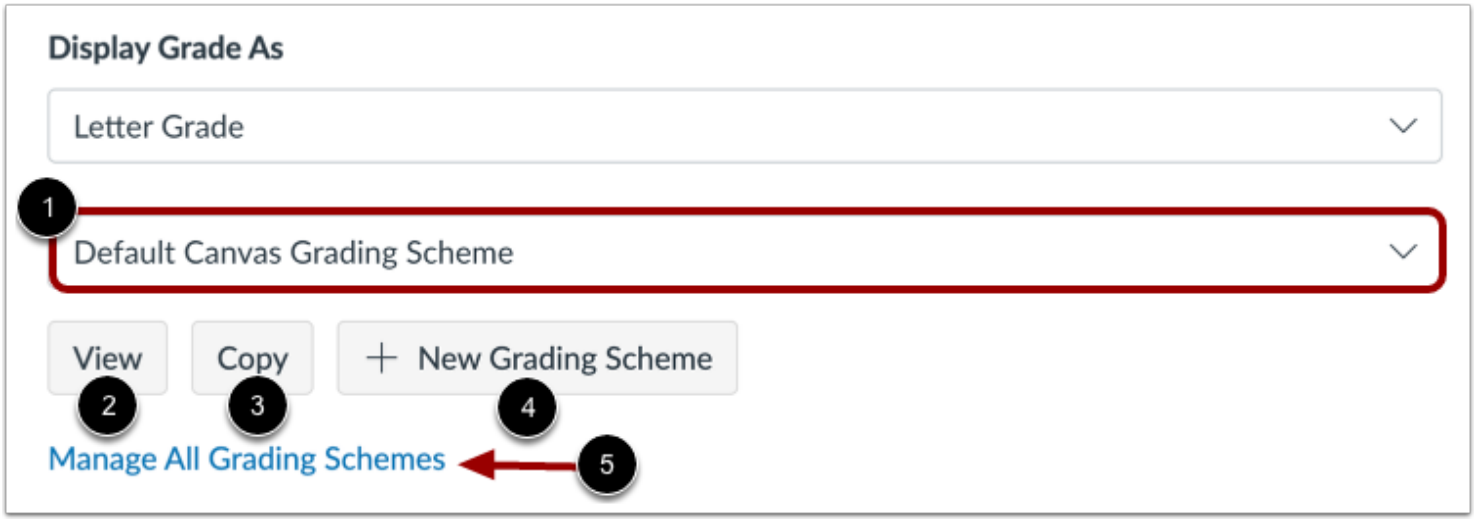
Enter Grading Details

Enter the total number of points possible in the **Points Possible** field [1].

To select a grading type, click the **Display Grade As** drop-down menu [2]. Then select a grading type. You can display grades as points, percentages, complete/incomplete, a letter grade, or a GPA scale.

To choose an assignment group, click the **Assignment Group** drop-down menu [3]. Then, select a group.

Choose Letter Grade Scheme

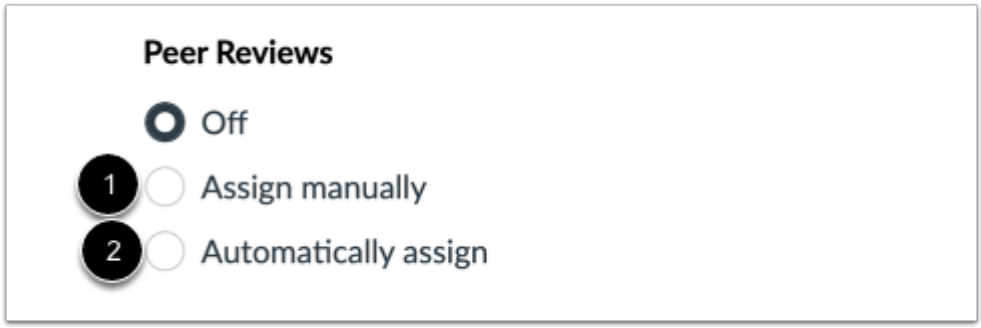


If you display grades as letter grades, the grading scheme defaults to the Default Canvas Grading Scheme. To select another grading scheme, click the **Grading Scheme** drop-down menu [1] and select another scheme.

You can view [2] or copy [3] the current grading scheme. You can also create a new grading scheme [4] or manage all grading schemes [5].

Learn more about adding grading schemes to an assignment such as a graded discussion.

Manage Peer Reviews

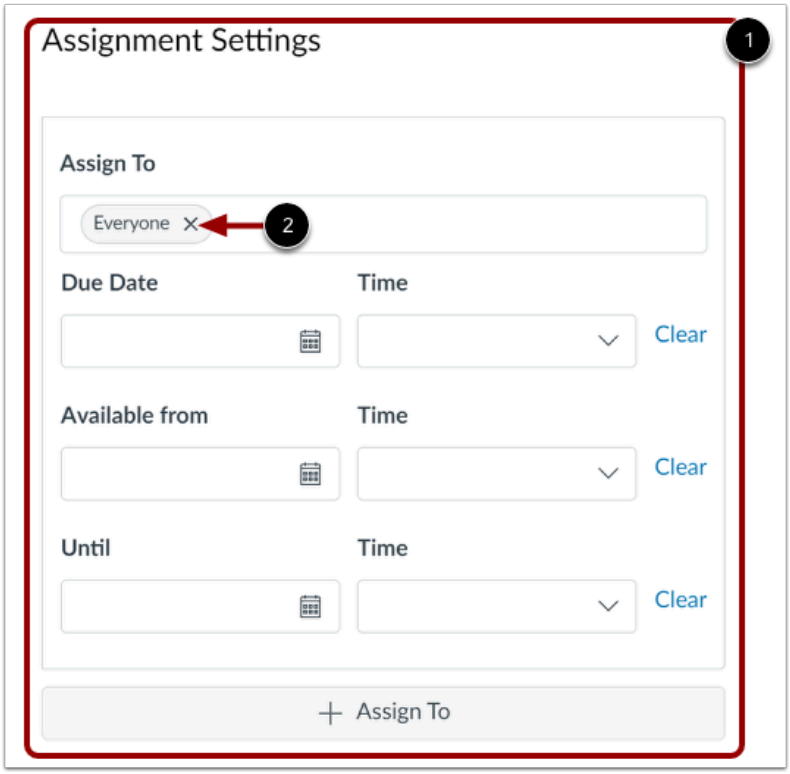


By default, peer reviews are not assigned.

To assign peer reviews manually, click the **Assign manually** radio button [1].

To assign peer reviews automatically, click the **Automatically assign** radio button [2].

Assign to Student

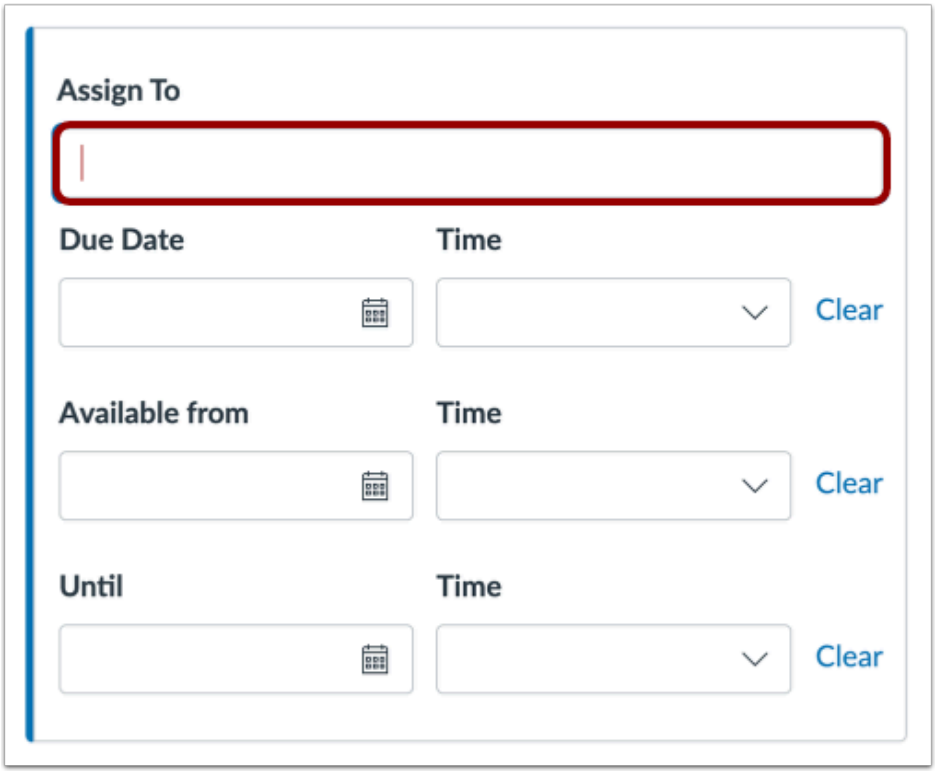


To manage assignees, the discussion due date, or availability dates, use the **Assignment Settings** options [1].

By default, Canvas assigns your graded discussion to everyone in your course.

To assign to only certain students or differentiate due dates for groups, remove Everyone by clicking the **Remove** icon [2].

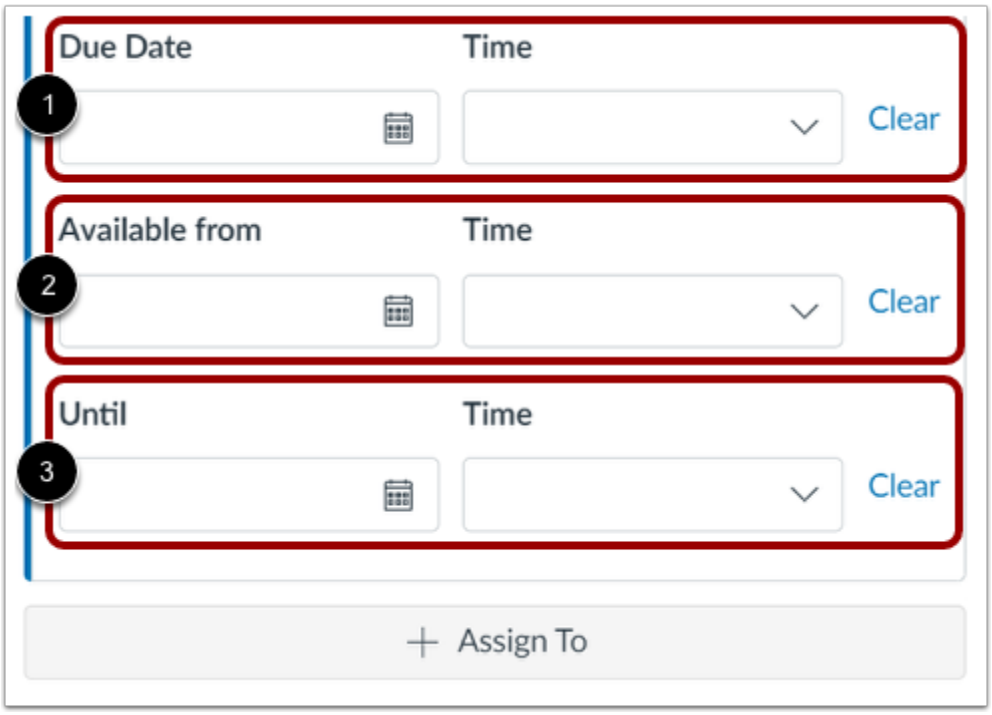
Select Group



To add one or more individual groups, click the **Assign To** field and select a group name.

Note: You can include more than one group in the Assign To field as long as the groups are to be assigned the same due and availability dates.

Edit Due and Availability Dates



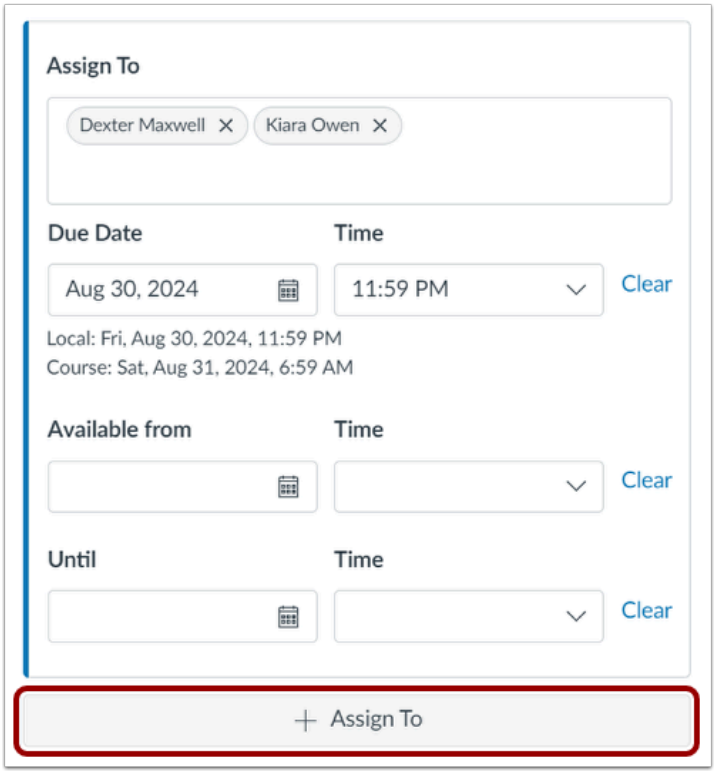
In the date fields, add your preferred date(s) for the following:

- **Due Date** [1]: Set the date and time that the graded discussion is due.
- **Available from** [2]: Set the date and time when the discussion will become available.
- **Until** [3]: Set the date and time when the discussion will no longer be available.

Notes:

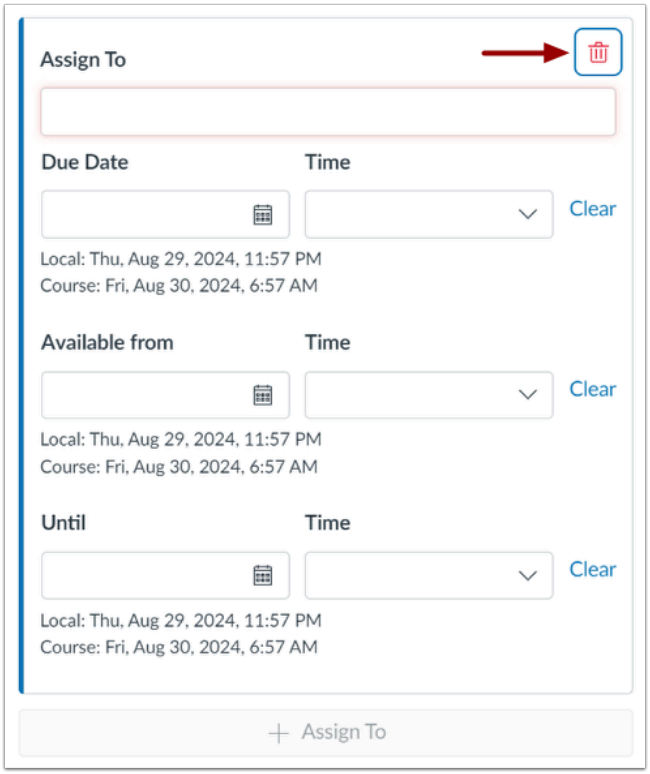
- If you have set section override dates in your course, you may need to select a course section and set due and availability dates that fall within the section override dates.
- If the course does not include specified course start and end dates, Canvas validates the discussion against the term date set for the course.
- If your course is not using Multiple Grading Periods, the due date is validated against the closed grading period and requires the discussion date to be past the date of the closed grading period.

Add Additional Assignments



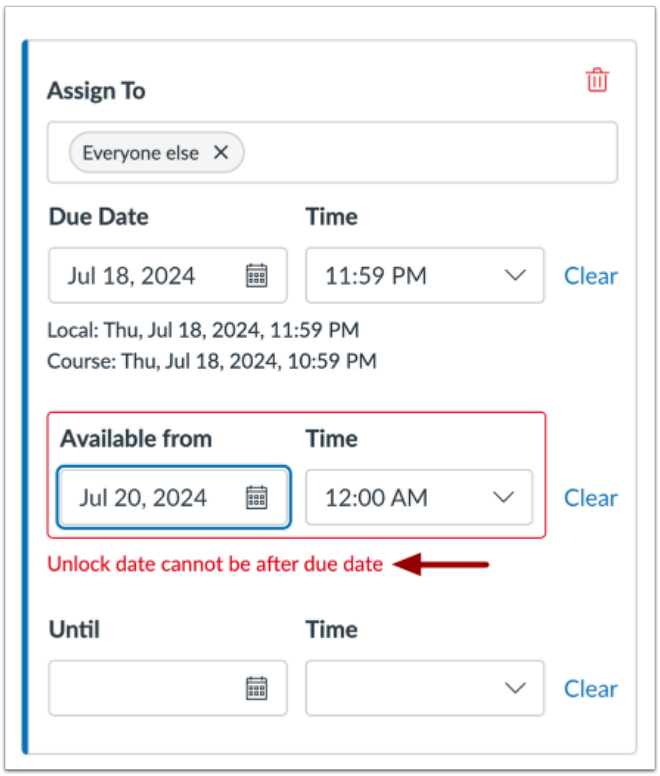
To add one or more students with a different due date and availability dates, click the **Assign To** button.

Remove Assignment



You can also delete additional assignments by clicking the **Remove** icon in the appropriate section.

View Date Error



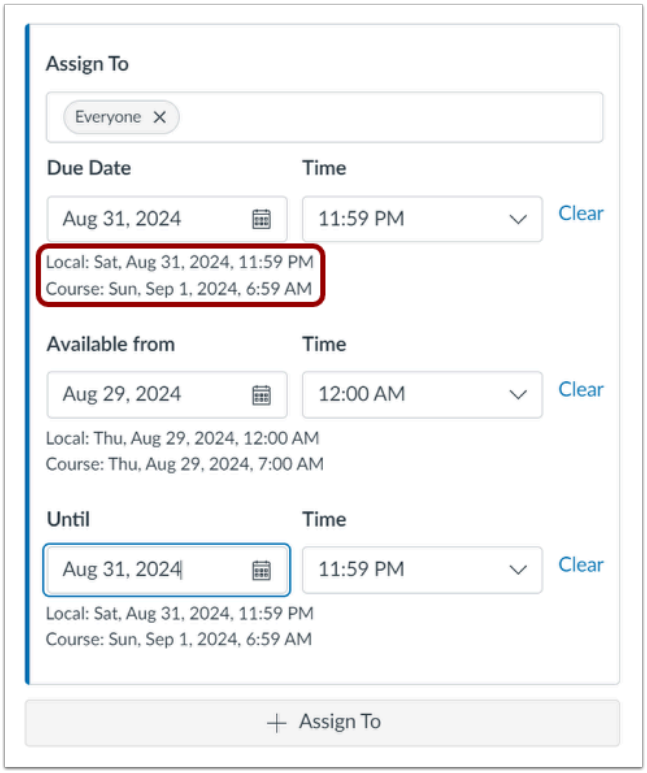
If you submit an invalid string of due dates, Canvas generates an error notification. Invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the discussion again.

Notes:

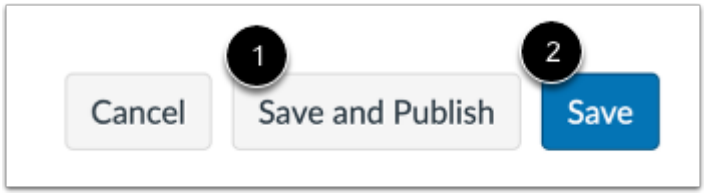
- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.

View Date Time Zones



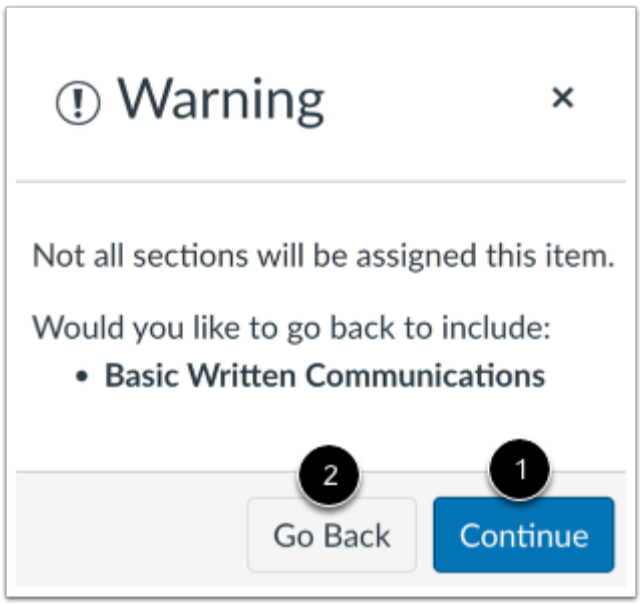
Canvas displays the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a graded discussion, the course and local times are displayed for reference.

Save and Publish



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

View Due Date Warning

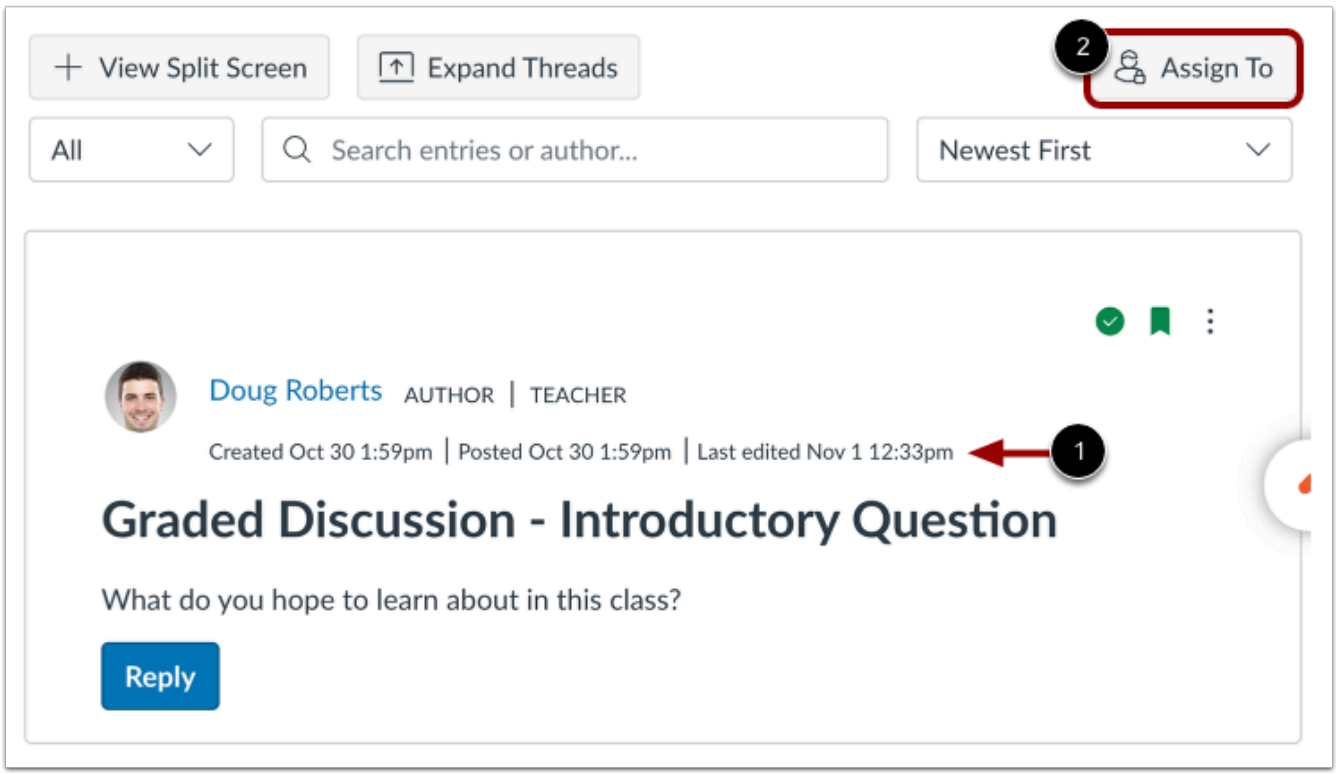


If you do not add course sections to the assignment, a warning message asks you if you want to add those sections.

If you don't want to add any sections to the assignment, click the **Continue** button [1], or to go back and add additional sections or students, click the **Go Back** button [2].

Note: This warning message does not display if *Everyone, Everyone Else,* or all course sections are assigned to the assignment.

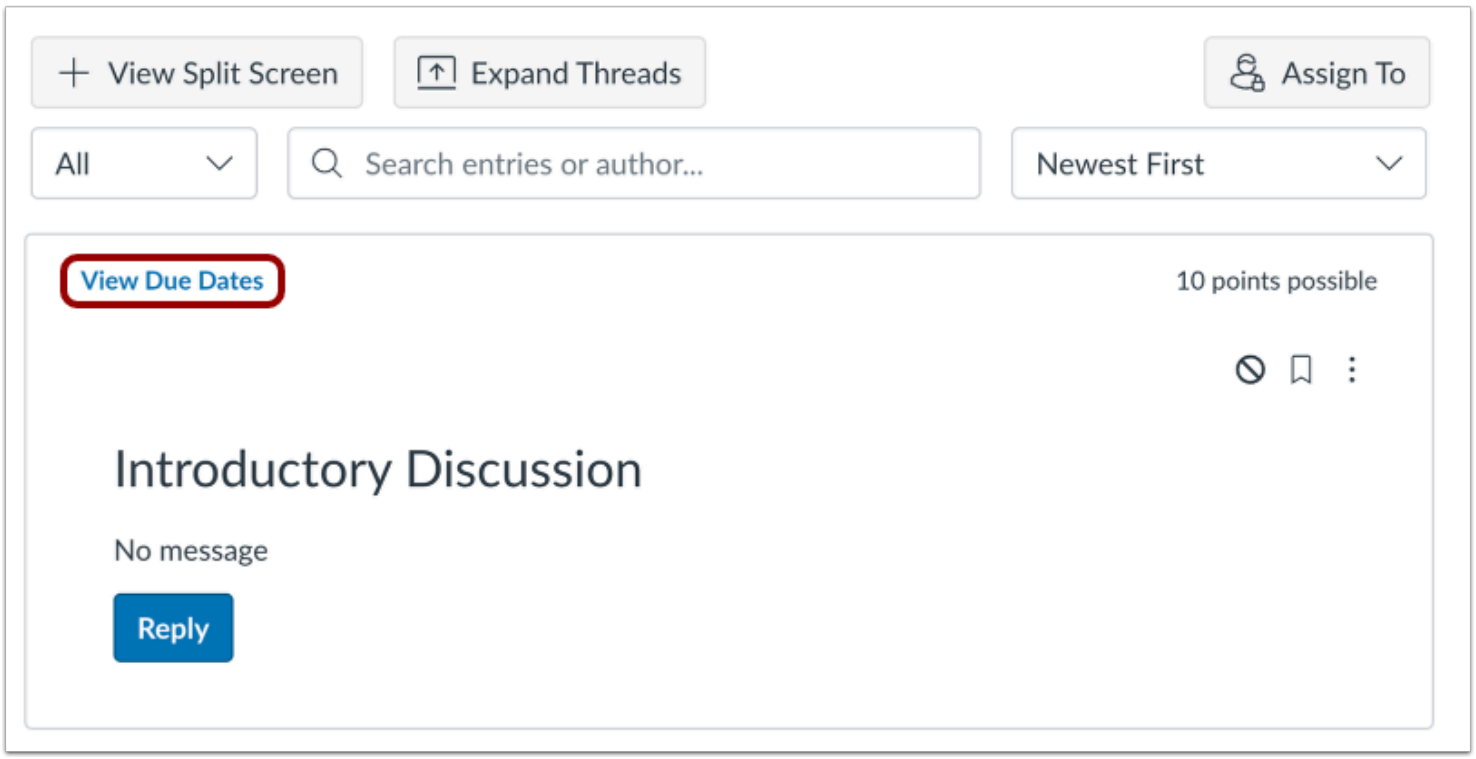
View Discussion Dates



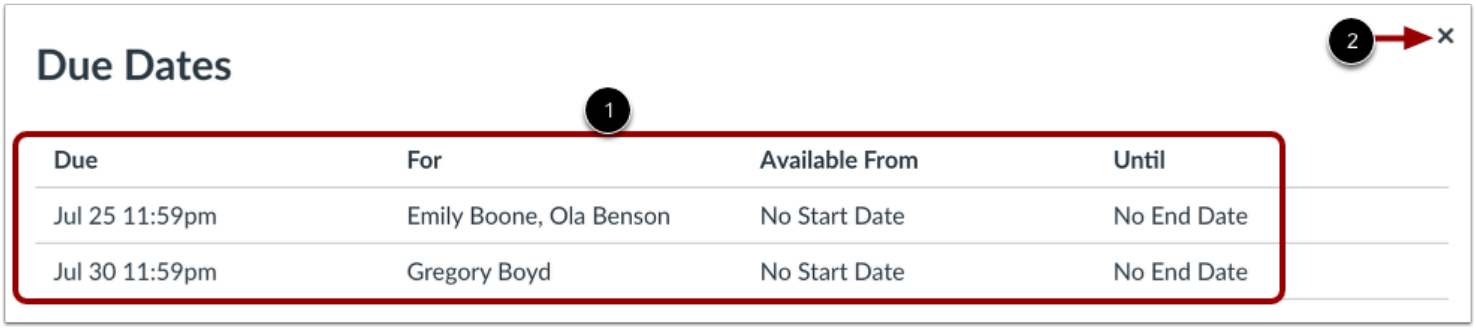
You can view dates the discussion was created, posted, and, if applicable, edited [1].

To view the assignment setting details, click the **Assign To** button [2].

View Multiple Due Dates



If there are multiple assignments, you can view users and due dates for the discussion by clicking the **View Due Dates** link.



View the dates assigned to the graded discussion [1].

To close the Due Dates window, click the **Close** icon [2].

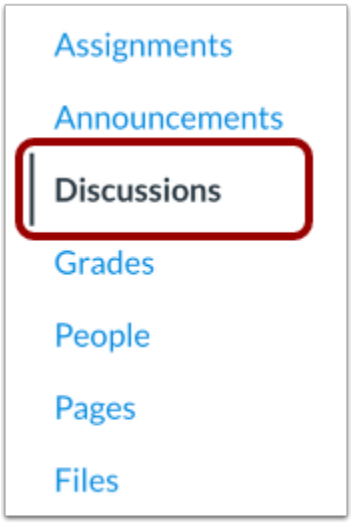
How do I reply to a discussion as an instructor?

You can reply to any discussion or discussion reply.

Notes:

- If the anonymous discussion option is enabled for the discussion, student names and profile pictures do not display. However, as an instructor, your name and profile picture is visible to all course members.
- If there are no discussion submissions, you can edit the anonymity details.

Open Discussions

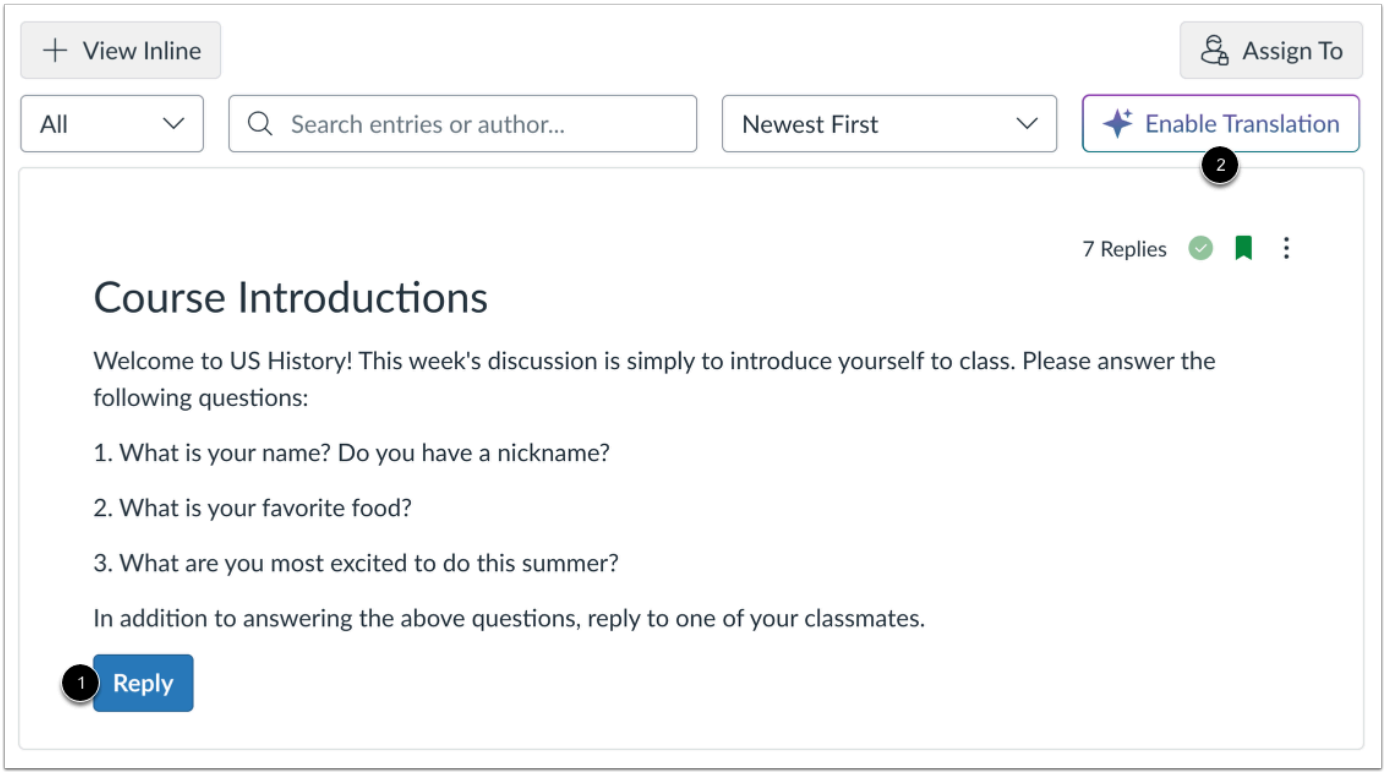


In Course Navigation, click the **Discussions** link.

Open Discussion

Click the name of the discussion.

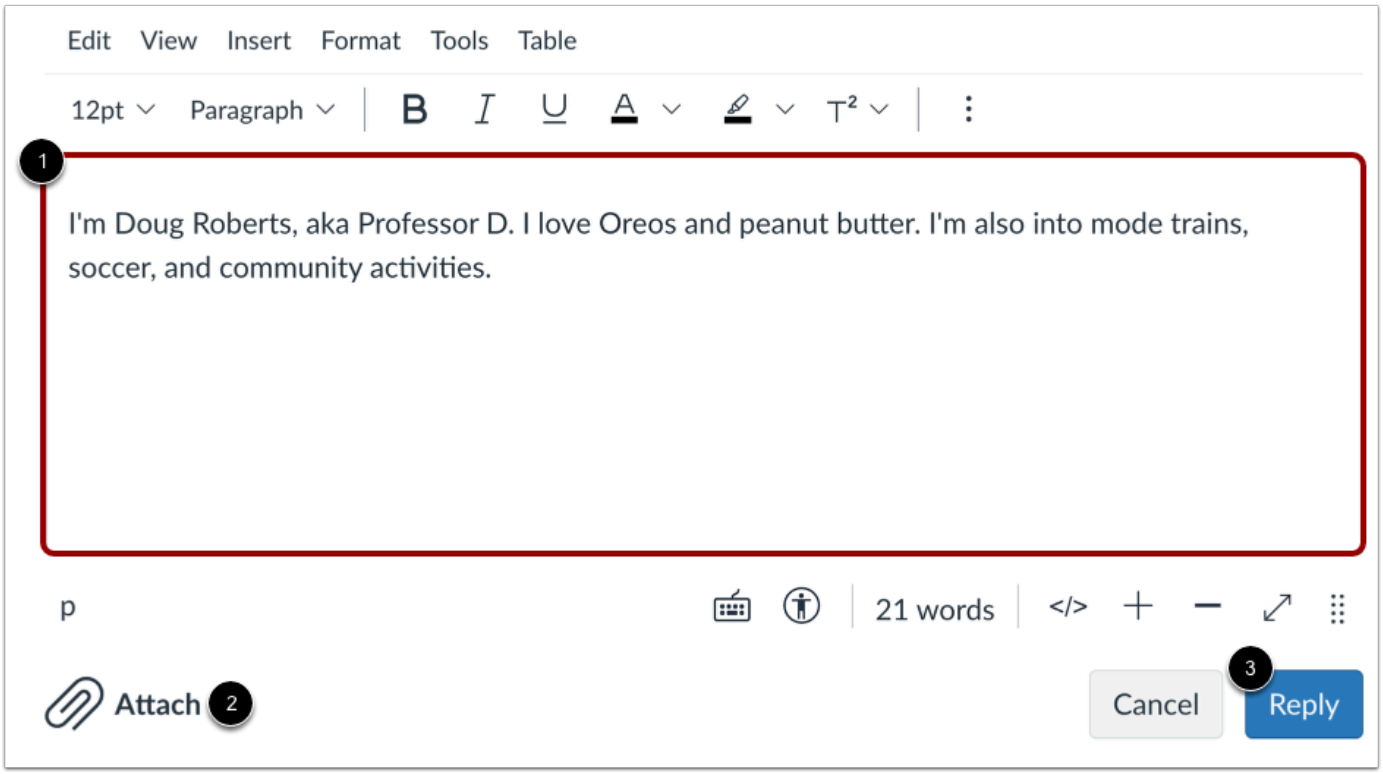
Reply to Discussion



To reply to the main discussion, click the **Reply** button [1].

Note: When the IgniteAI Translations for Discussions & Announcements feature option is enabled at the course level, the Enable Translation button displays [2]. For more information, visit our guide on how to translate a discussion.

Post Reply

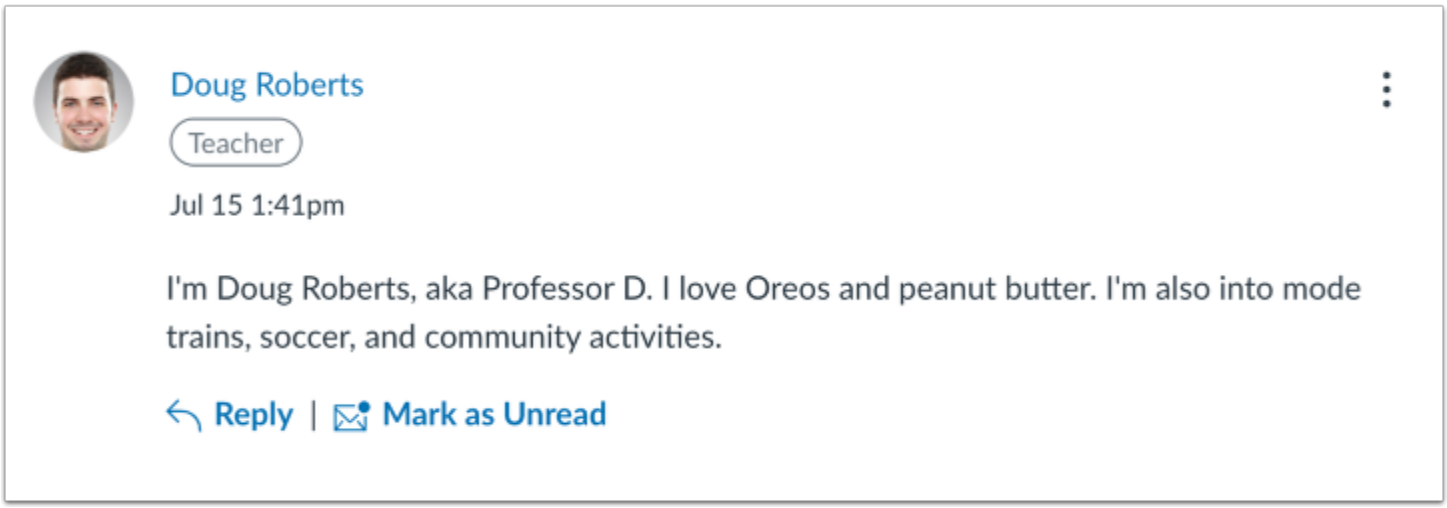


To enter your reply, add links, photos, equations, and/or media, use the Rich Content Editor [1].

To attach a file, click the **Attach** link [2].

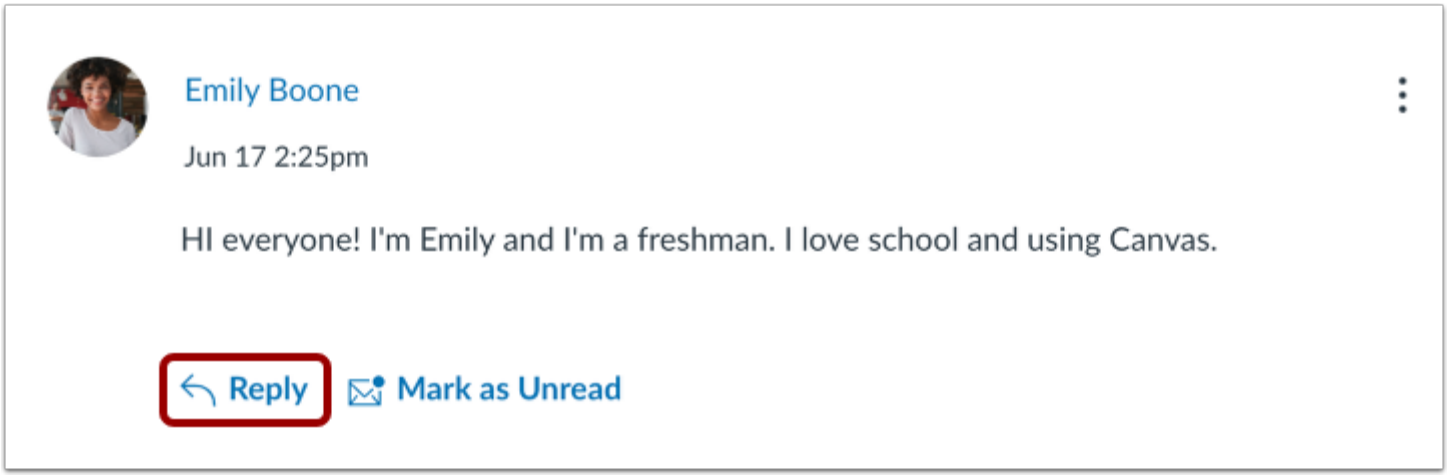
To post your reply, click the **Reply** button [3].

View Your Reply



Your reply displays at the top of the discussion replies.

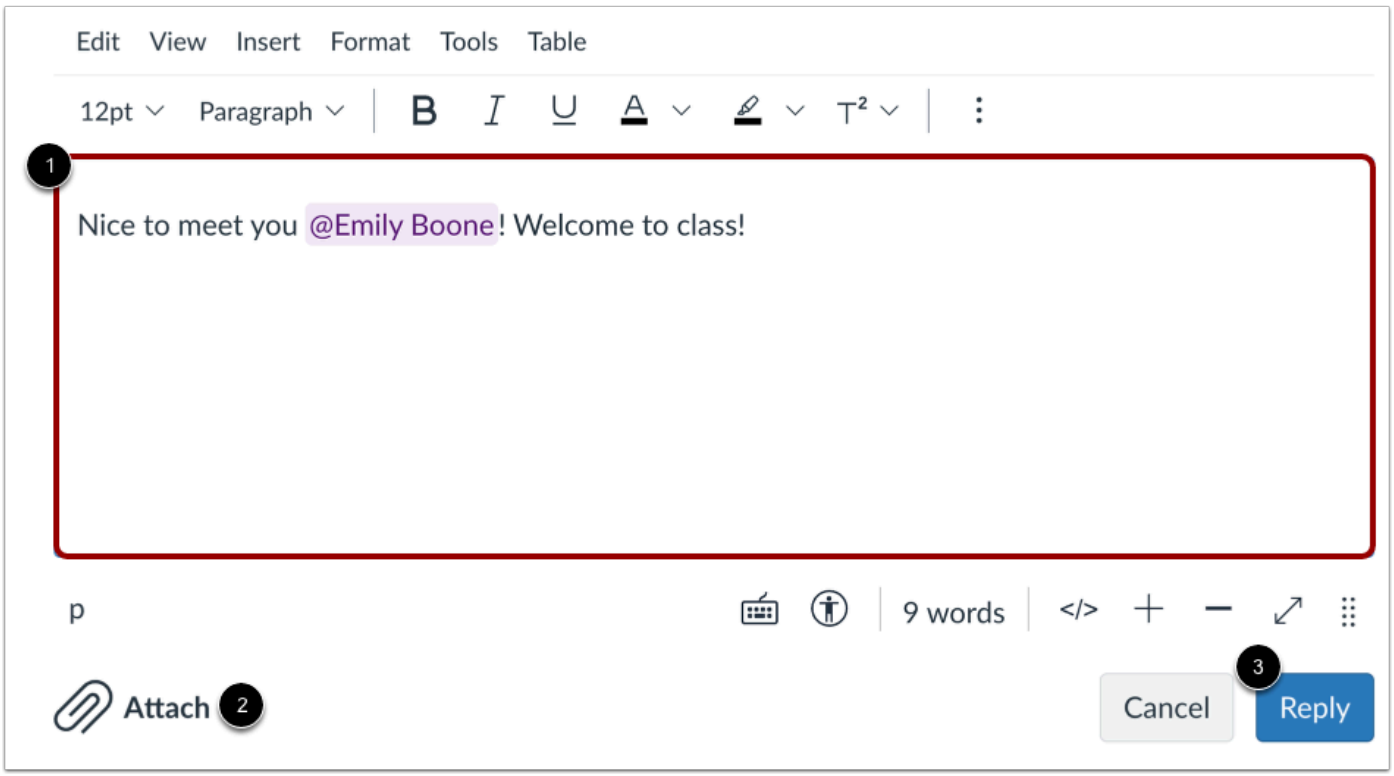
Thread a Discussion Reply



To respond to a discussion reply, click the **Reply** link.

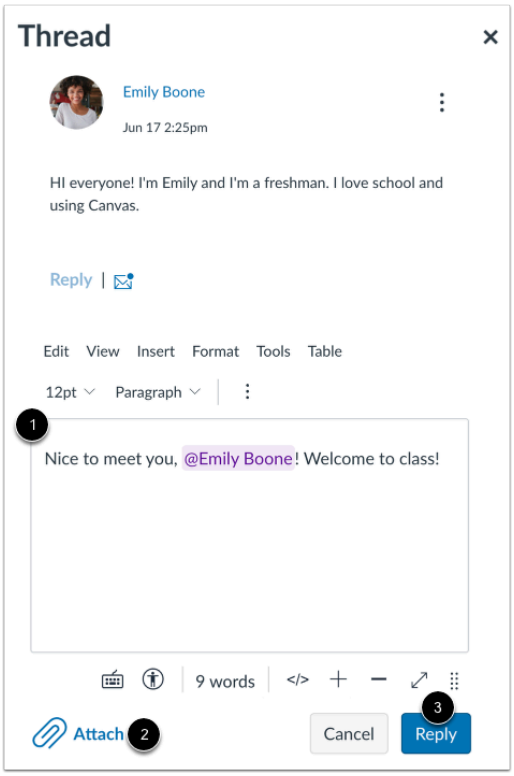
Note: You can also view and respond to threaded replies.

Post Threaded Reply



Add your reply, links, files, and other media in the Rich Content Editor [1]. You can also attach files [2].

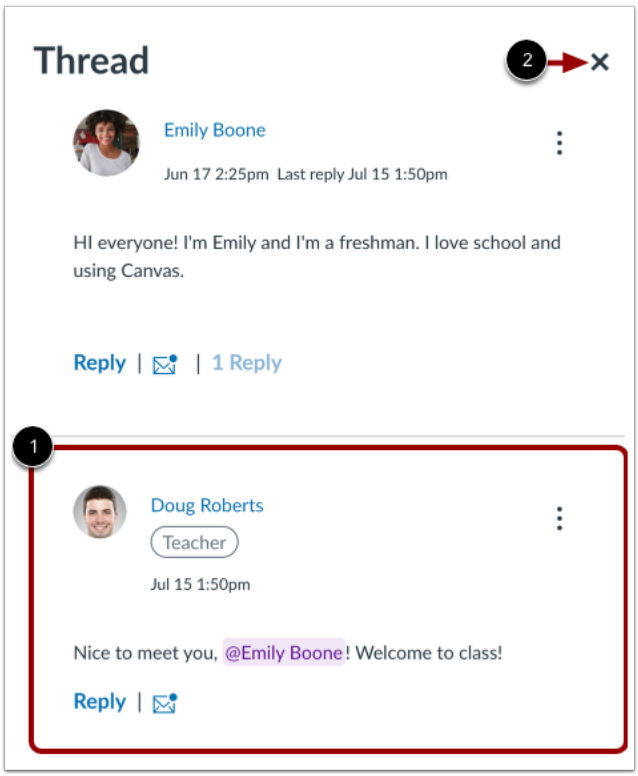
To post your reply, click the **Reply** button [3].



If you are viewing in split screen Thread sidebar, the Thread sidebar displays. Add your reply, links, files, and other media in the Rich Content Editor [1]. You can also attach files [2].

To post your reply, click the **Reply** button [3].

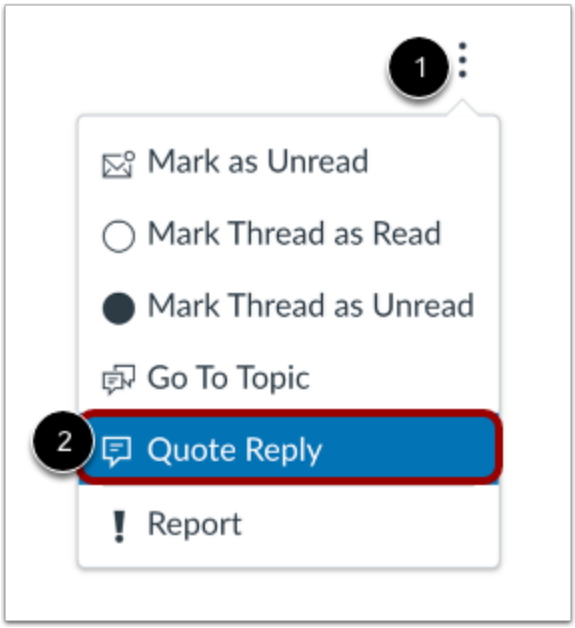
View Your Reply



View your reply [1].

To close the Thread sidebar, click the **Close** icon [2].

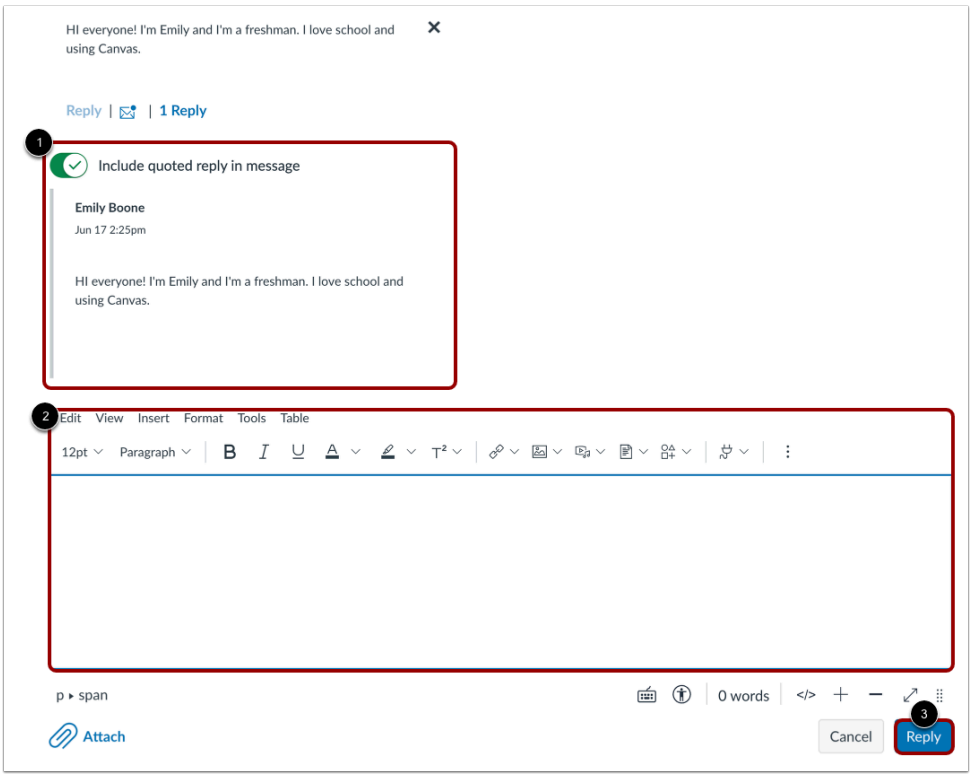
Quote Discussion Replies



When replying to discussion replies, you can quote a reply.

To quote a discussion reply, click the **Options** icon [1] and then click the **Quote Reply** link [2].

View Quoted Discussion Reply Options

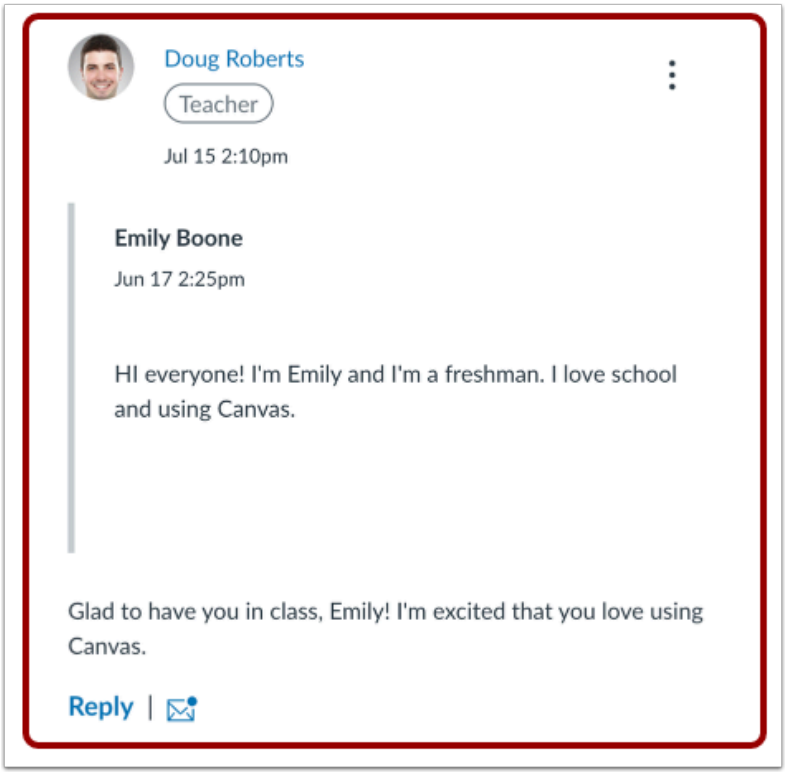


By default, a quote is included in the reply. To exclude a quote, click the **Include quoted reply in message** toggle button off [1].

Add your reply, links, files, and other media in the Rich Content Editor [2].

Click the **Reply** button [3].

View Quoted Discussion Reply



View the quoted message in your reply.

How do I view and sort discussion replies as an instructor?

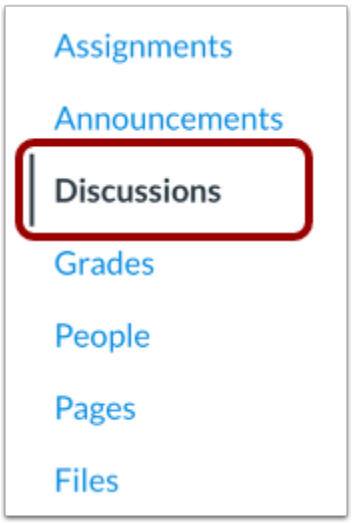
You can view all replies in a discussion by scrolling or searching content.

You can use the discussion toolbar to find replies, filter for unread replies, and change the sorting order. Additionally, you have the option to view threaded replies either in a split-screen format or inline.

If you allow students to edit their discussion posts, you can view the edit history of their post.

You can also search for discussion replies by author or entry keywords and filter discussion replies by all or unread.

Open Discussions

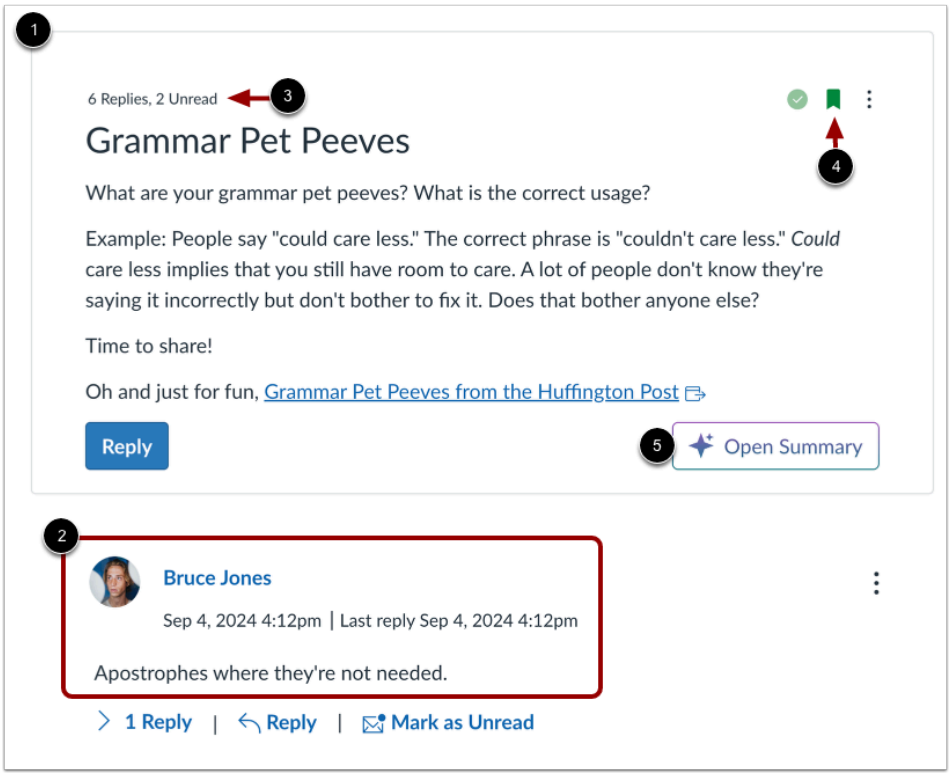


In Course Navigation, click the **Discussions** link.

Open Discussion

Click the name of the discussion.

View Discussion



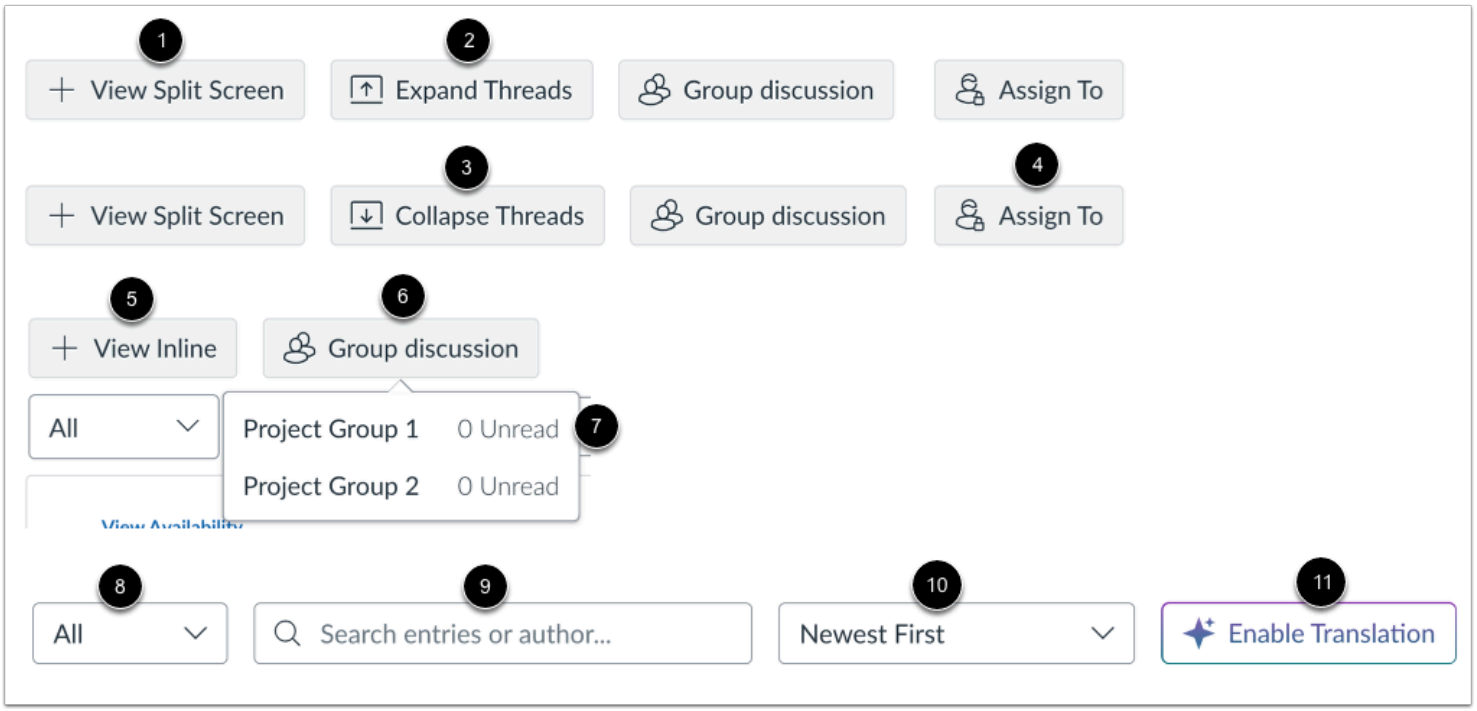
Discussions include a discussion topic [1] and discussion replies [2]. In the topic field, you can view the total number of replies and unread replies in the discussion [3].

You can also receive notifications for discussion activity by subscribing to the discussion. To subscribe to a discussion, click the **Subscribe** icon [4]. You are automatically subscribed to any discussions you create or reply to. To unsubscribe, click the **Unsubscribe** icon.

If the Discussion Summaries feature is enabled for your institution, an Open Summary button displays allowing you to view an AI-generated summary of the discussion [5].

Note: Notifications from subscribed discussions are based on your notification settings.

View Toolbar



To view threaded replies in a split screen sidebar, click the **View Split Screen** button [1].

When viewing inline discussion thread replies, you can view threaded replies all at once by clicking the **Expand Threads** button [2]. You can also collapse the threaded replies by clicking the **Collapse Threads** button [3]. When you expand or collapse all discussion threads, they will automatically be expanded or collapsed the next time you view the discussion.

To assign the discussion to specific sections or students, click the **Assign To** button [4].

To view threaded replies inline, click the **View Inline** button [5].

To view the count of unread replies for each group discussion, click the **Group discussion** button [6]. To view the group replies, click the group link [7].

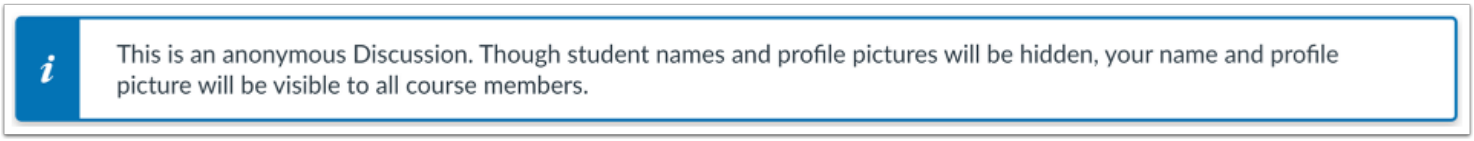
To filter replies, click the **Filter** drop-down menu [8]. You can filter by all replies or unread replies.

To search for replies or specific authors, enter your terms in the **Search** field [9].

By default, discussion replies are sorted by date from newest to oldest. To reverse the sort order, click the **Sort** button [10]. The selected sort order automatically becomes the new default for the discussion.

When the IgniteAI Translations for Discussions & Announcements feature option is enabled at the course level, the Enable Translation button displays [11]. For more information, visit our guide on how to translate a discussion.

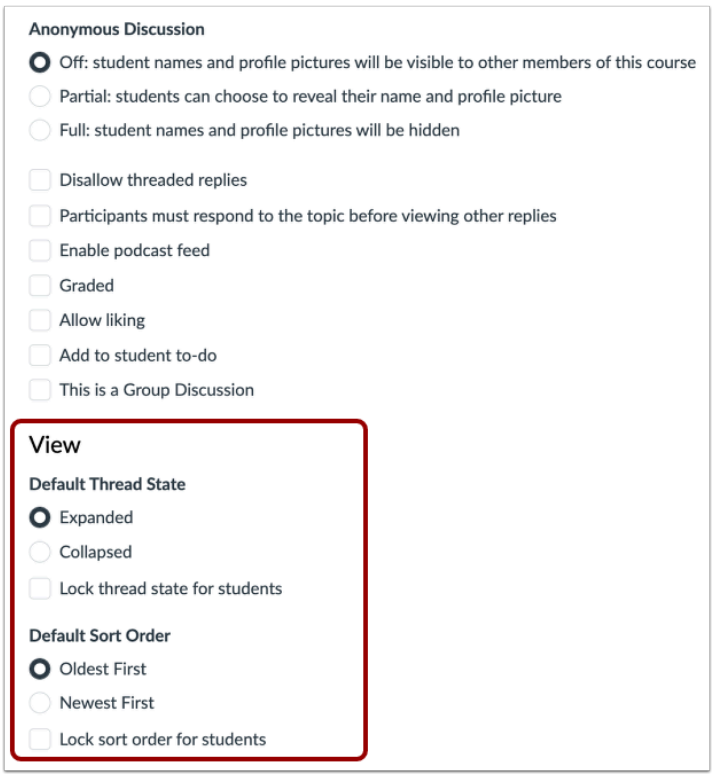
View Anonymous Discussion Message



If the anonymous discussion option is enabled for the discussion, a message displays noting that student names and profile pictures are hidden, however your name and profile picture are visible to all course members.

Note: If there are no discussion submissions, you can edit the anonymity details.

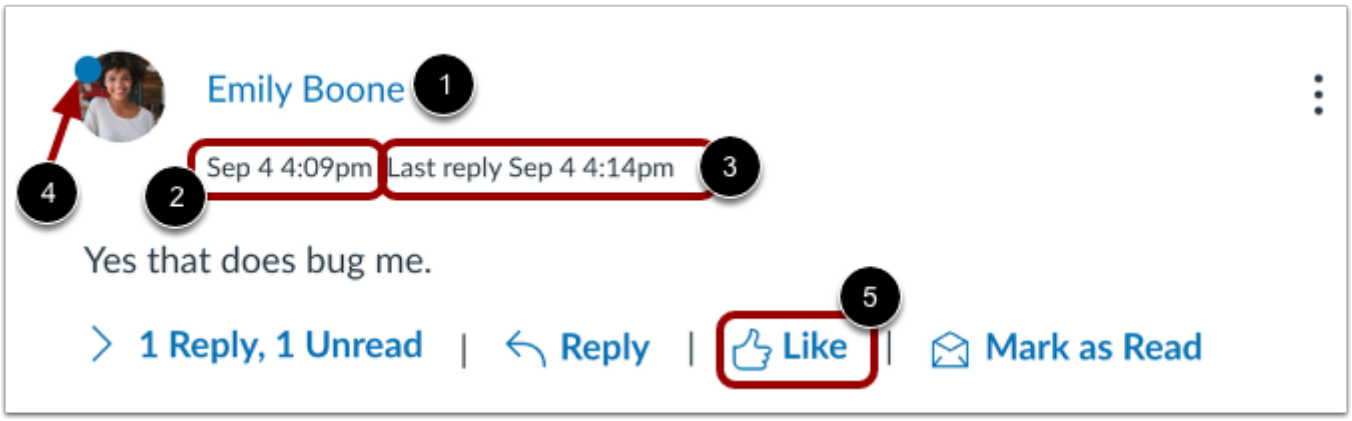
View Default Settings



You can configure the view settings of replies in a discussion, including thread collapse/expansion and sorting options.

Note: If these settings are locked, you will not be able to change the view or sort discussion replies.

View Replies



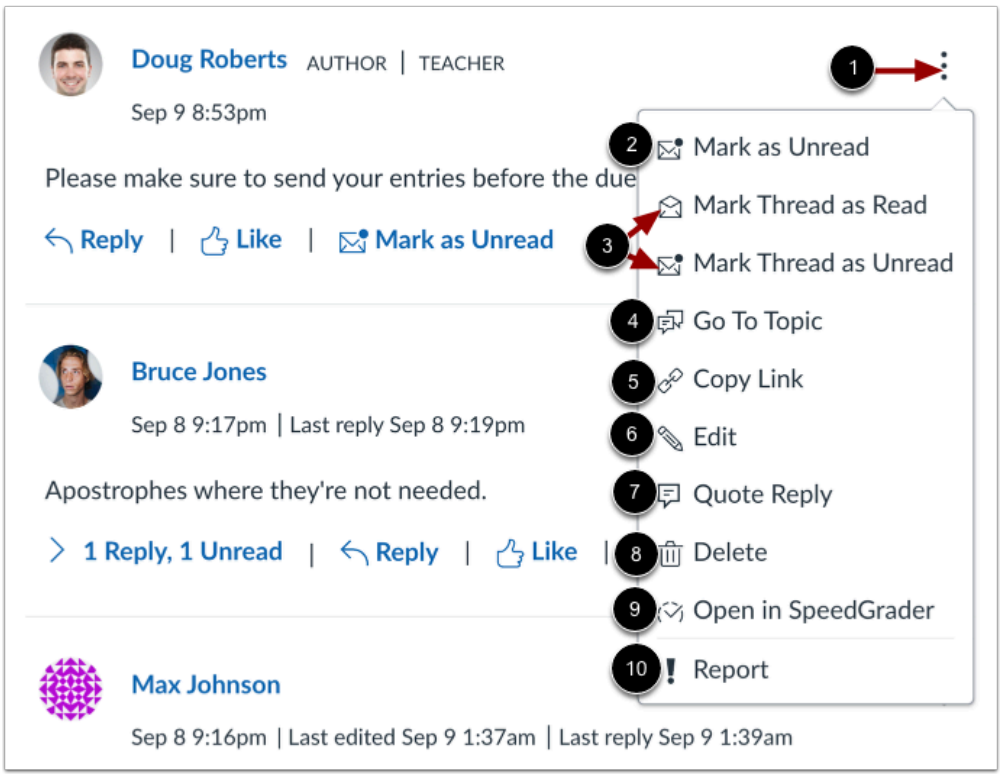
In discussion replies, you can view the name of the user who posted the reply [1], the date and time their reply was posted [2], and the date and time the last threaded reply was posted [3].

Unread replies are indicated by the **Unread** icon [4].

If you allow students to like replies in a discussion, a Like icon appears next to each reply in the discussion [5].

Note: If the anonymous discussion option is enabled for the discussion, student names and profile pictures do not display. However, as an instructor, your name and profile picture are visible to all course members.

View Reply Options

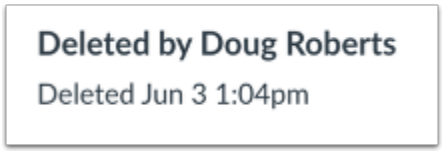


To view the Options menu for a reply, click the **Options** icon [1].

You can mark replies as read/unread [2], mark threaded replies as read/unread [3], return to the topic [4], copy the permalink to the specific reply [5], edit the reply [6], quote the reply [7], delete the reply [8], open the reply in SpeedGrader [9], or report the reply [10].

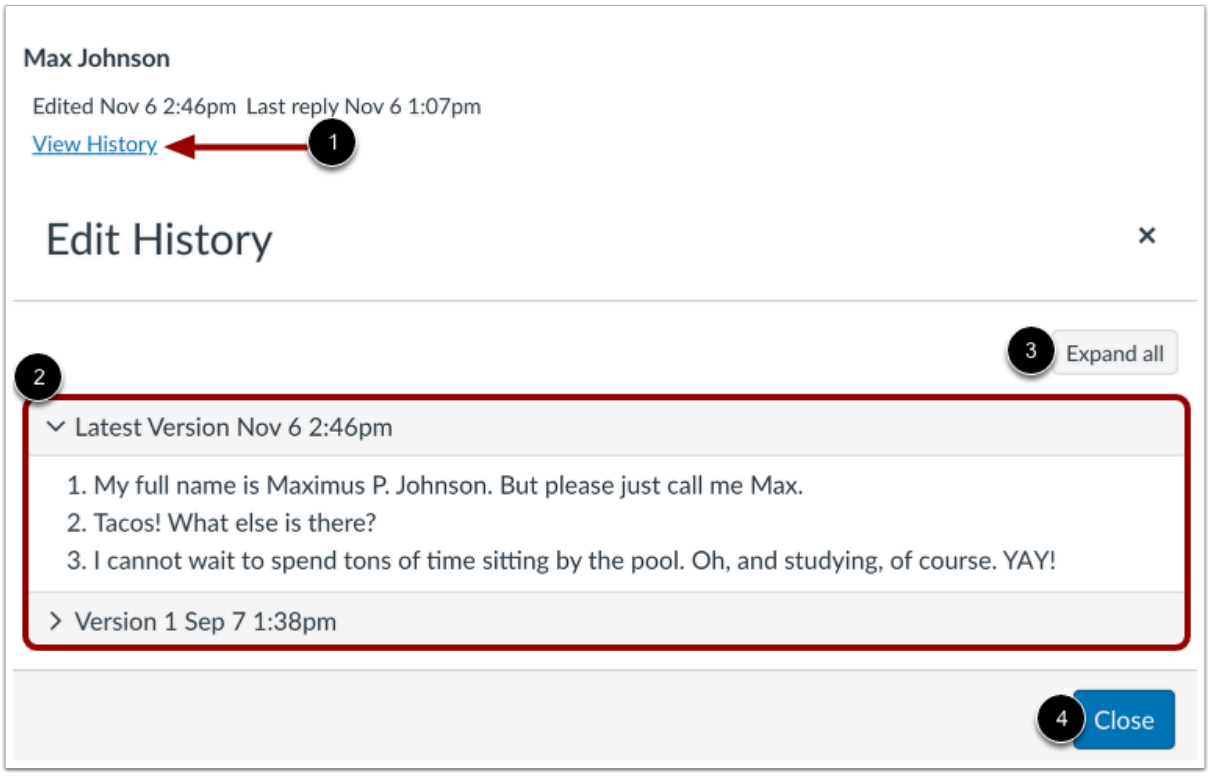
Note: If you enabled the Disallow threaded replies setting, the Mark Thread as Read, Mark Thread as Unread, and Quote Reply options do not display.

View Deleted Reply



You can view the name of the user who deleted a reply and the date and time the reply was deleted.

View Reply History



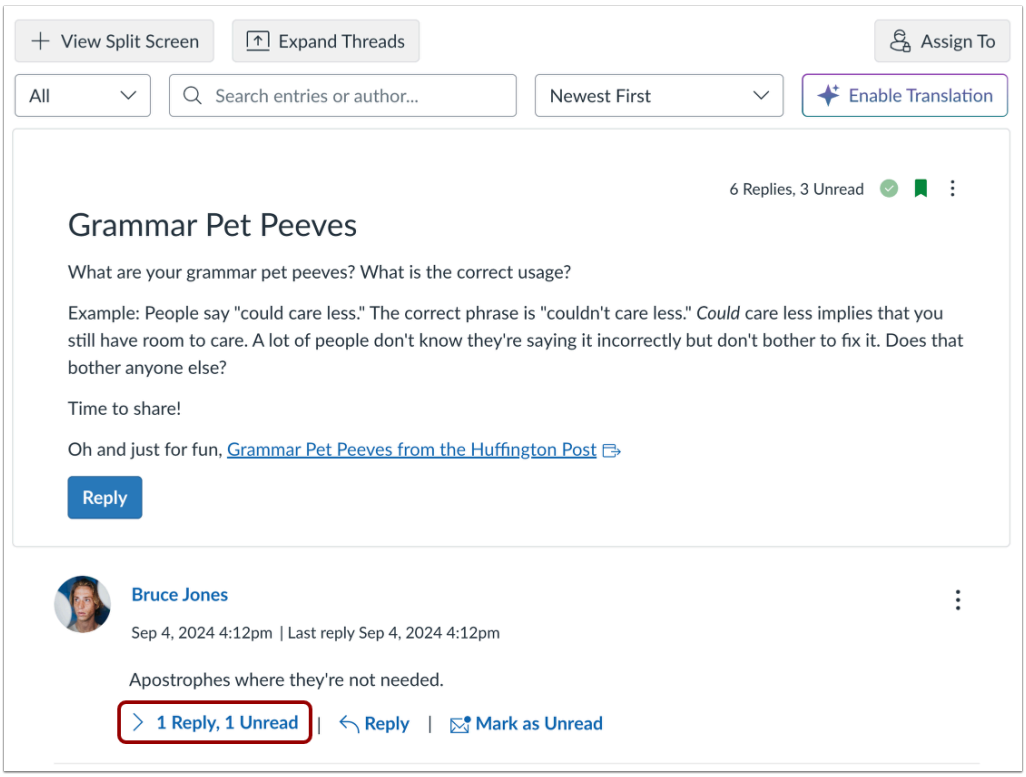
If you allow students to edit their discussion posts, you can view the edit history of their post.

To view the history, click the **View History** link [1].

In the Edit History window, you can view any version with the date and time stamp of the student's post [2]. To expand all of the versions, click the **Expand** all button [3].

To return to the discussion, click the **Close** button [4].

View Inline Discussion Thread Replies



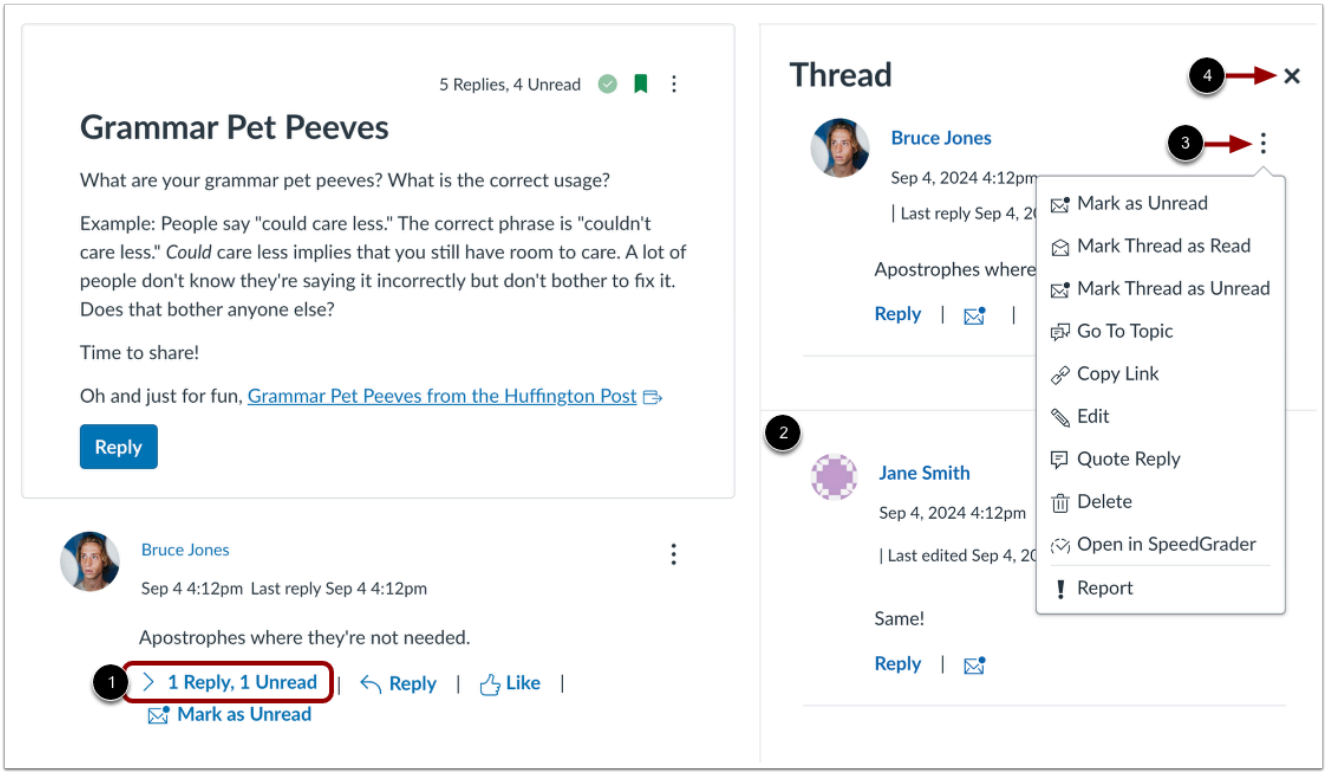
If you enabled the inline view and the discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies inline, click the **# of replies** link.

View the read and unread replies [1].

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

View Split Screen Discussion Thread Replies



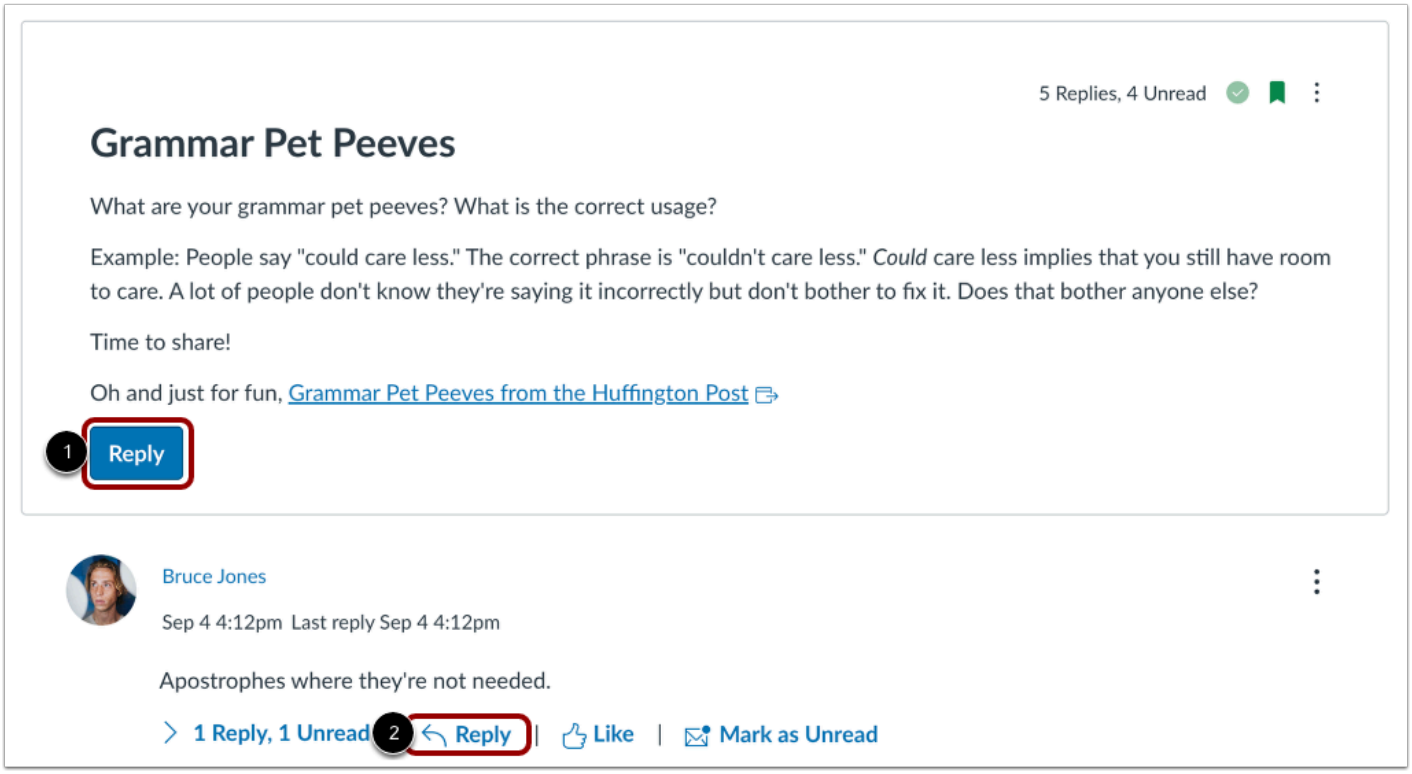
If you are viewing a discussion in split screen and the thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies. To expand the discussion thread replies sidebar, click the **# of replies** link [1].

View the read and unread replies [2].

To view the options menu for the discussion reply, click the **Options** icon [3].

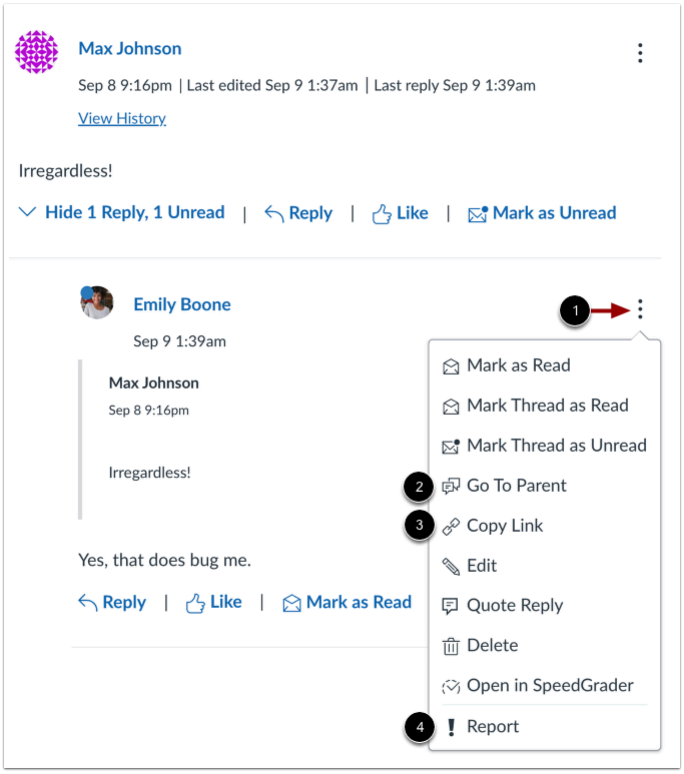
To collapse the discussion thread replies sidebar, click the **Close** icon [4].

Reply to Discussion



To reply to the discussion topic, click the **Reply** button [1]. To reply to a discussion reply, click the **Reply** link [2].

View Threaded Reply Options



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

In threaded discussions, if you are viewing a reply within a reply, you can return to the original reply by clicking the **Go To Parent** option [2].

To copy a permalink to a specific reply, click the **Copy Link** option [3].

To report a reply, click the **Report** option [4].

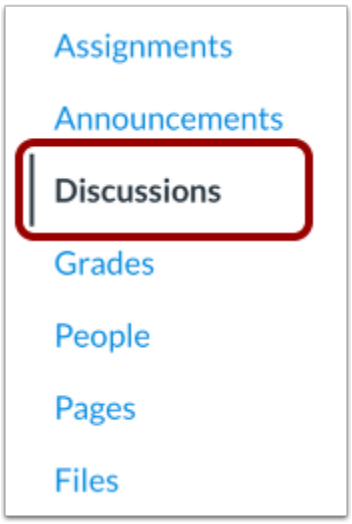
How do I change discussion settings to manually mark discussion replies as read as an instructor?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option will apply to the Discussions settings for all of your courses. By default, manually marking replies as read is turned off.

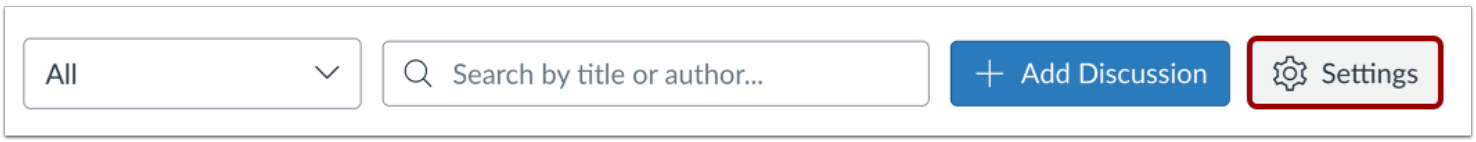
You can manually mark discussion replies as read or unread at any time.

Open Discussions



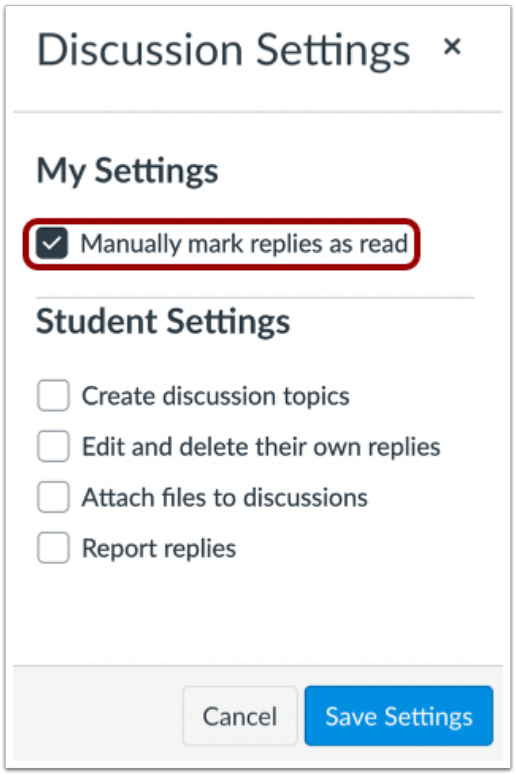
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** button.

Manually Mark Replies as Read



Click the **Manually mark replies as read** checkbox.

Note: Selecting this option will require you to manually mark replies as read for all of your courses.

Save Settings

Click the **Save Settings** button.

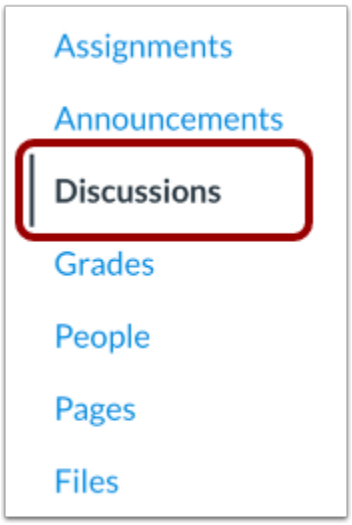
How do I mark discussion replies as read or unread as an instructor?

By default, an icon displays next to all unread discussion replies. As you scroll down the page, that icon will be removed from each reply.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

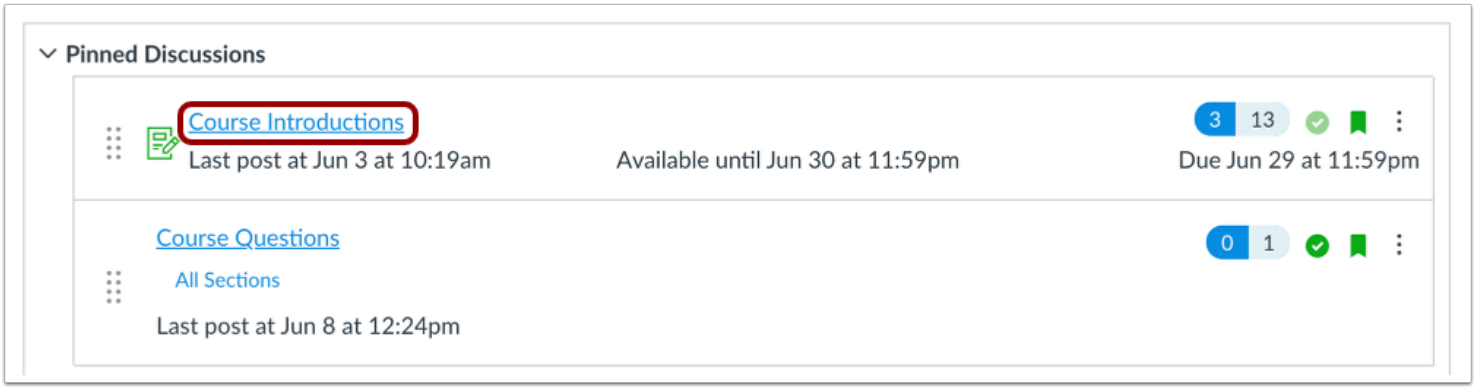
Note: If a reply's state is manually changed, the post will not change states unless you manually change it again.

Open Discussions



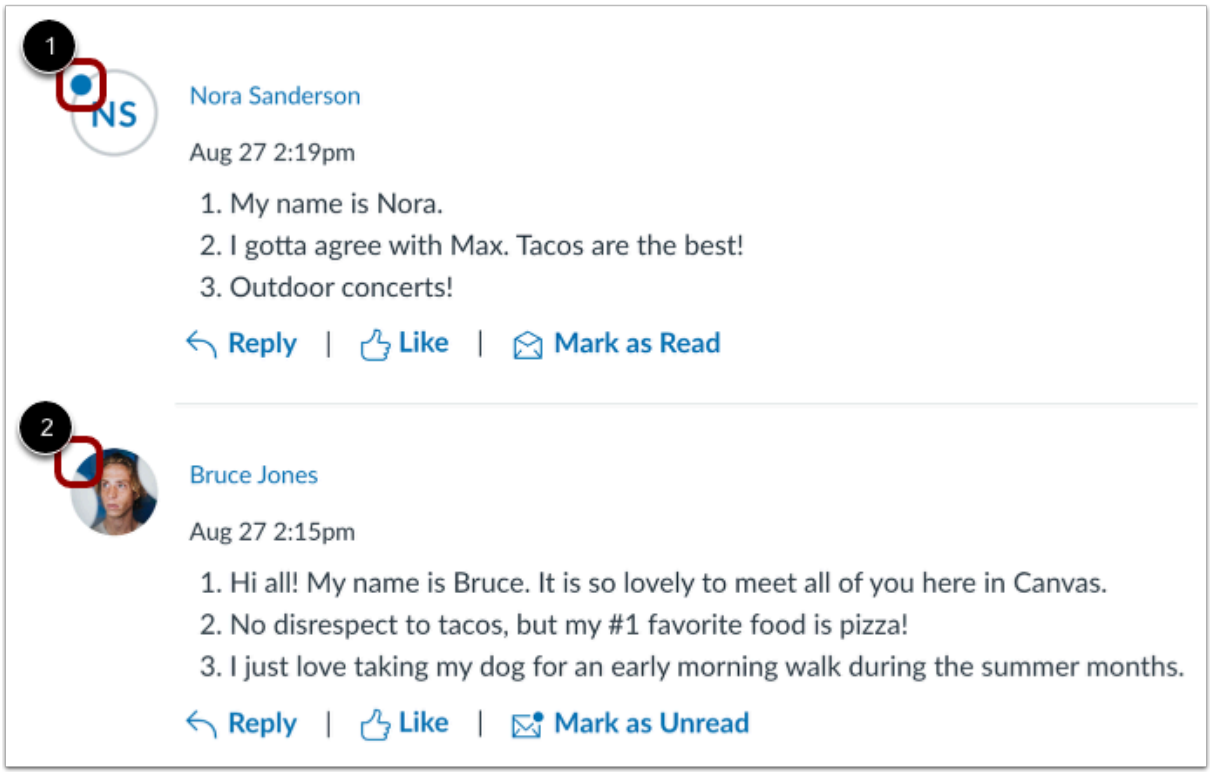
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the discussion you want to view.

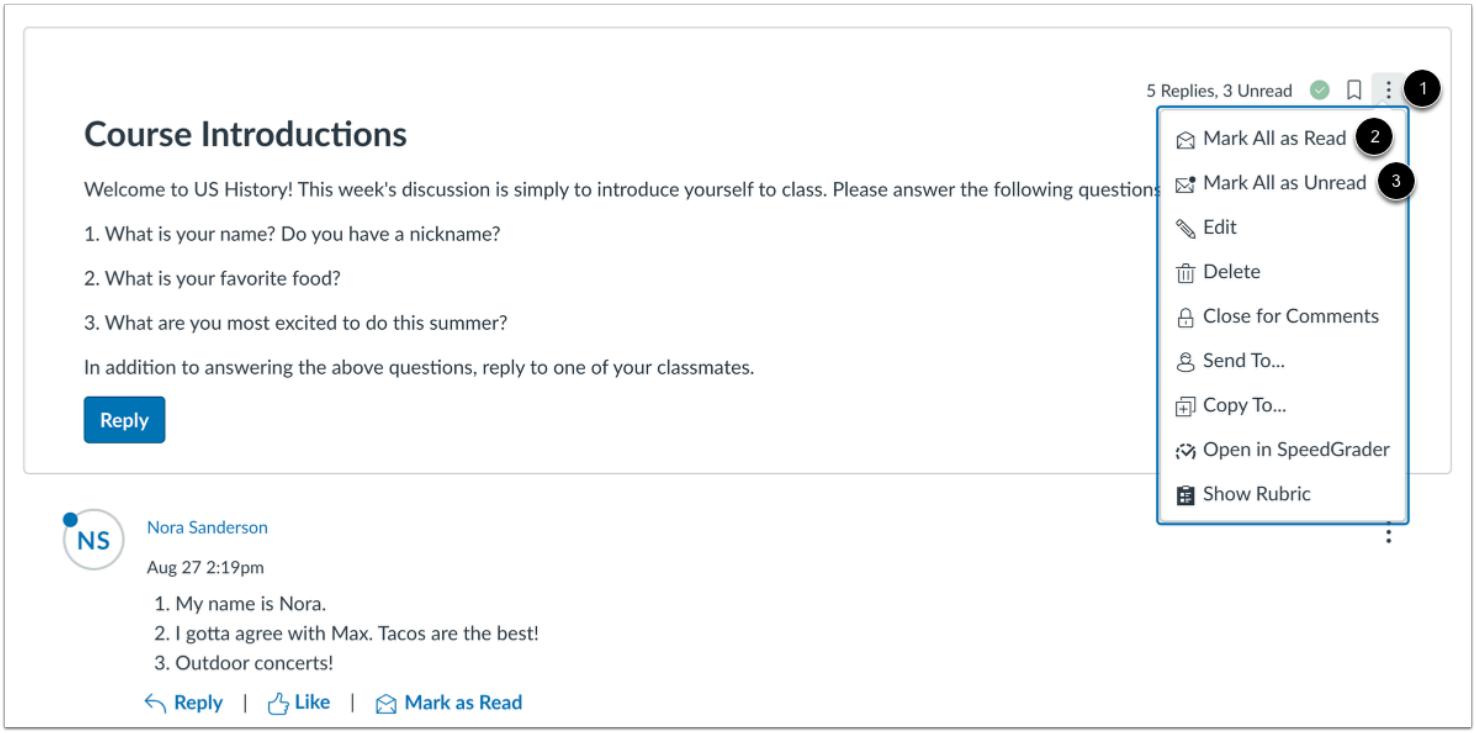
View Posts



The Unread icon indicates replies that have not been read [1].

If the Unread icon does not display, it means the post has been read or marked as read [2].

Mark All Posts as Read or Unread

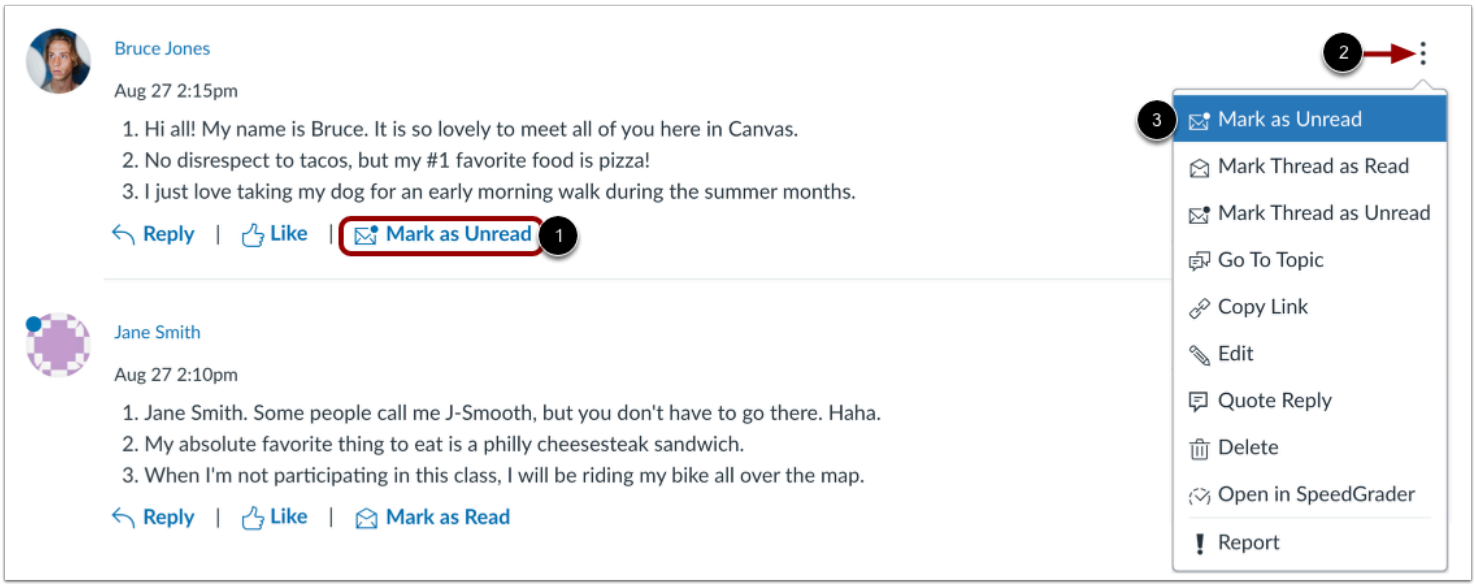


Click the discussion topic's **Options** icon [1].

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

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

Mark Post as Unread

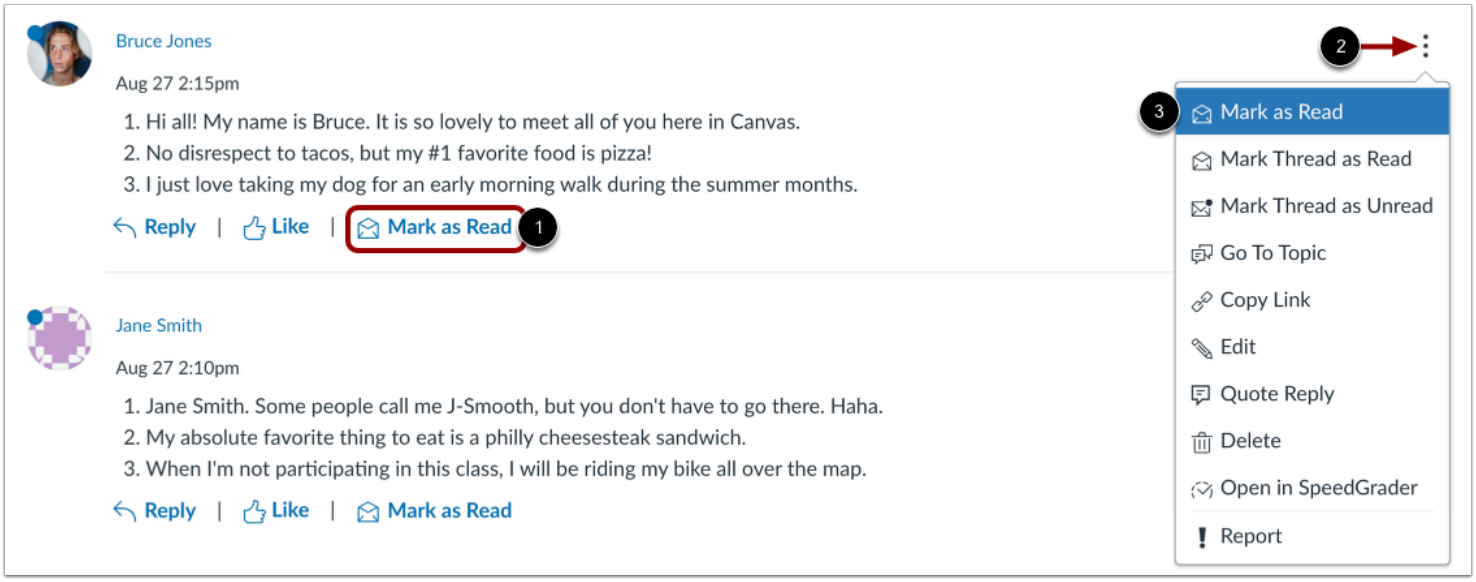


To mark an individual reply as unread, you can either click the **Mark as Unread** link below the reply [1], or click the **Options** icon next to the reply [2] and then click the **Mark as Unread** link [3].

Verify Post as Unread

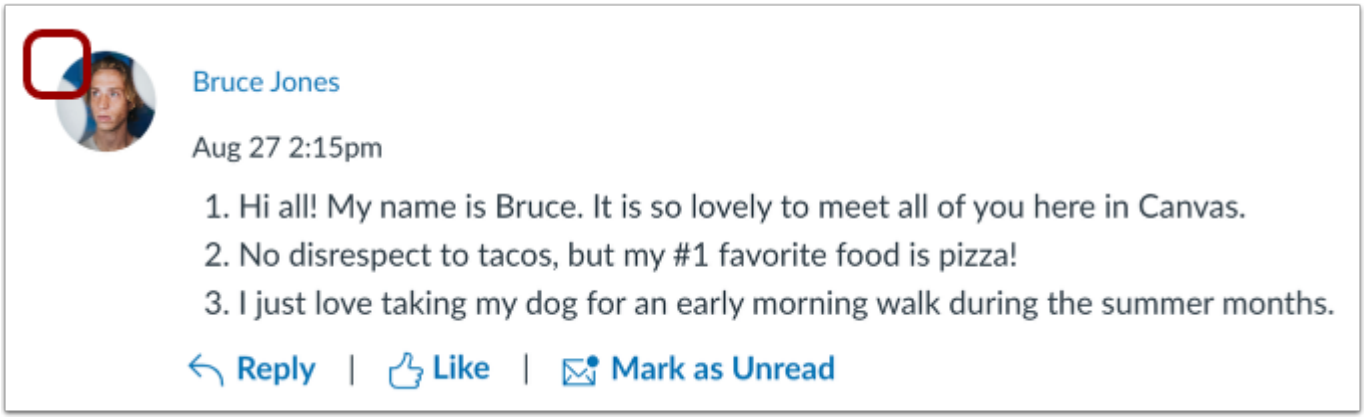
View the **Unread** icon, which indicates the reply is marked as unread.

Mark Post as Read



To mark an individual reply as read, you can either click the **Mark as Read** link below the reply [1], or click the **Options** icon next to the reply [2] and then click the **Mark as Read** link [3].

Verify Post as Read



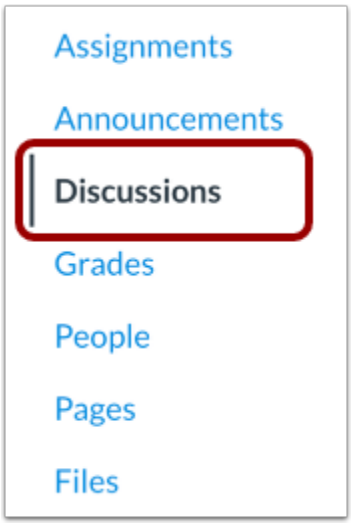
View the post marked as read.

Note: If a reply's state is manually changed, the post will not change states unless you manually change it again.

How do I like a reply in a course discussion as an instructor?

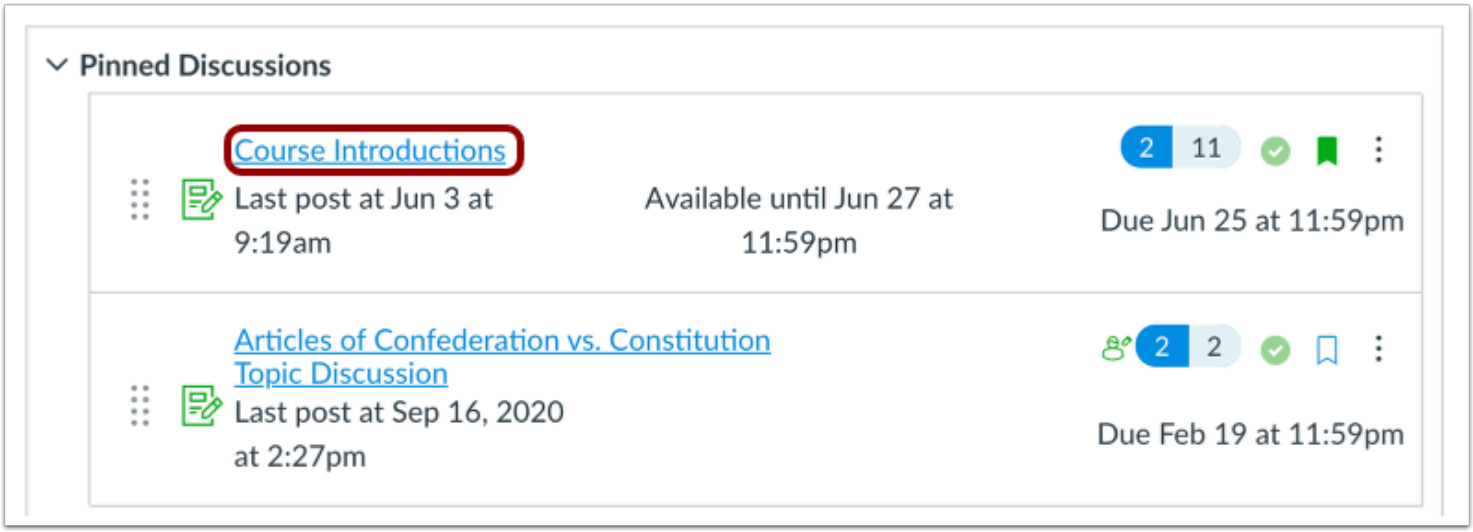
If you have allowed liking for a course discussion, you can like discussion replies.

Open Discussions



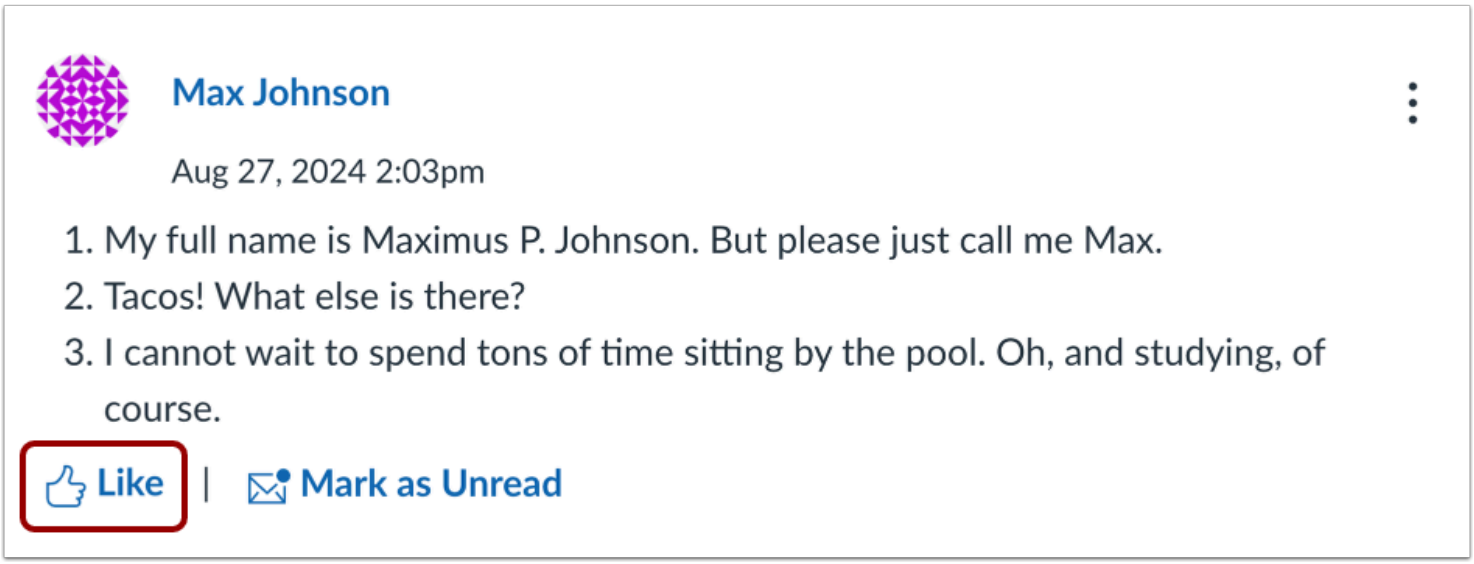
In Course Navigation, click the **Discussions** link.

Open Discussion



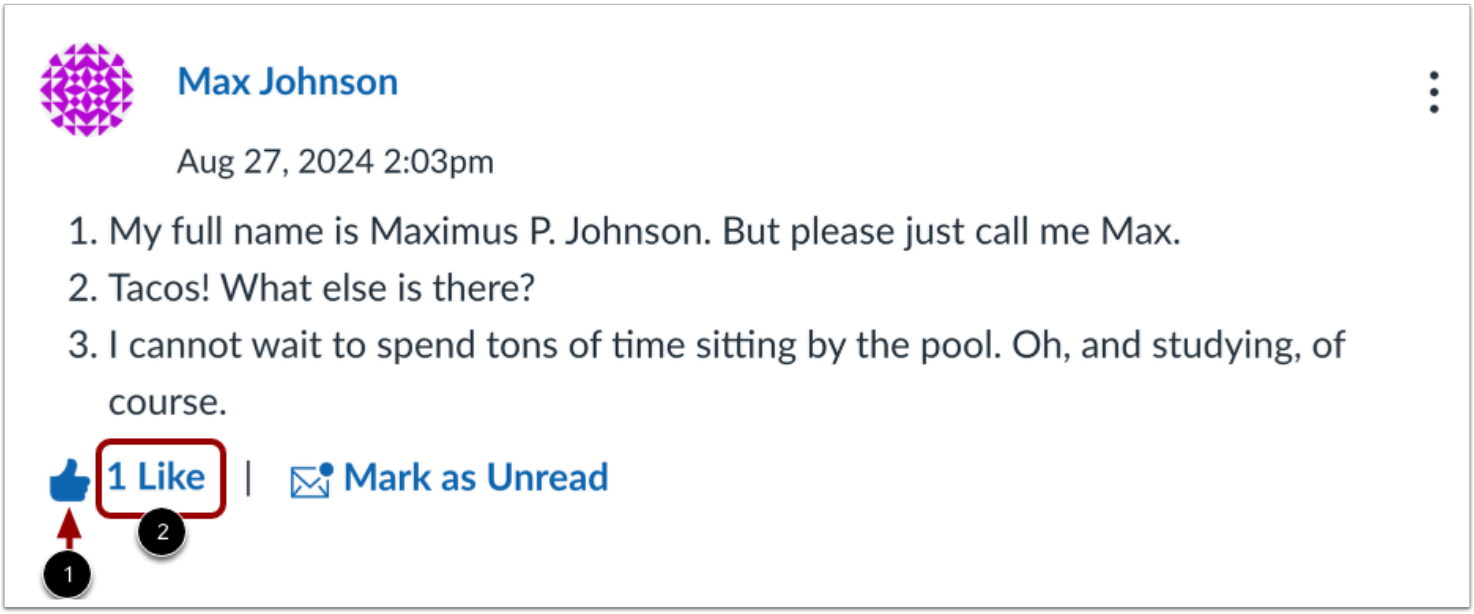
Click the name of the discussion.

Like Discussion Reply



Locate the reply and click the **Like** icon.

View Liked Reply



The Like icon fills in, indicating you have liked the reply [1].

The Like icon also displays the total number of times a reply has been liked [2].

How do I subscribe to a discussion as an instructor?

By default, you will automatically be subscribed to all discussions you create in your courses and receive notifications when replies are posted.

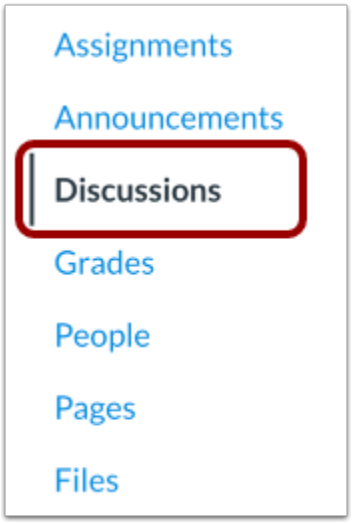
If TAs or students are allowed to create discussions in your course, you will not be automatically subscribed to those discussions. However, you can manually subscribe to discussions created by others in your course.

If you reply to a discussion, you will be automatically subscribed to that discussion and will receive discussion notifications unless manually unsubscribed.

Notes:

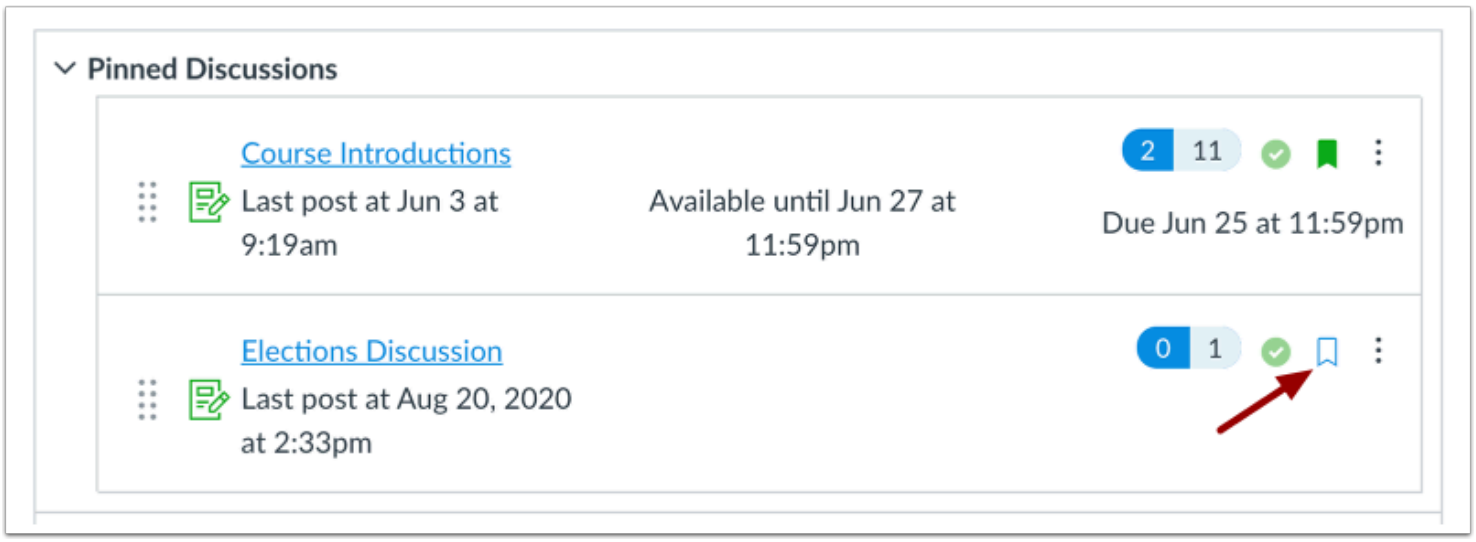
- You must specify your notification settings to receive updates for subscribed discussions.
- You cannot subscribe to discussions posted within student groups.
- If you import course content from another Canvas course, you must manually subscribe to imported discussions to receive notifications.
- You cannot subscribe to individual threads within a discussion.
- When the IgniteAI Translations for Discussions & Announcements feature option is enabled at the course level, you can access AI-supported translations for Discussions.

Open Discussions



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

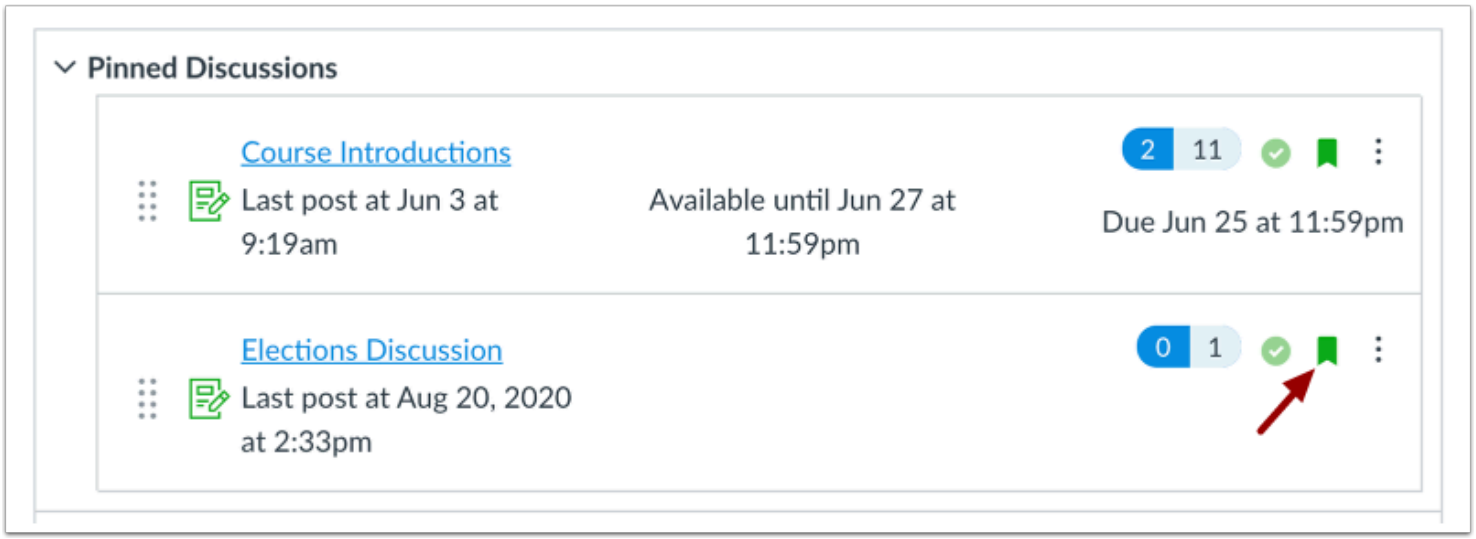
Subscribe on Discussions Index Page



You can subscribe to an entire discussion from the Discussions index page. Locate the discussion you want to subscribe to and click the **Subscribe** icon.

Note: The Subscribe icon fills in when you are subscribed.

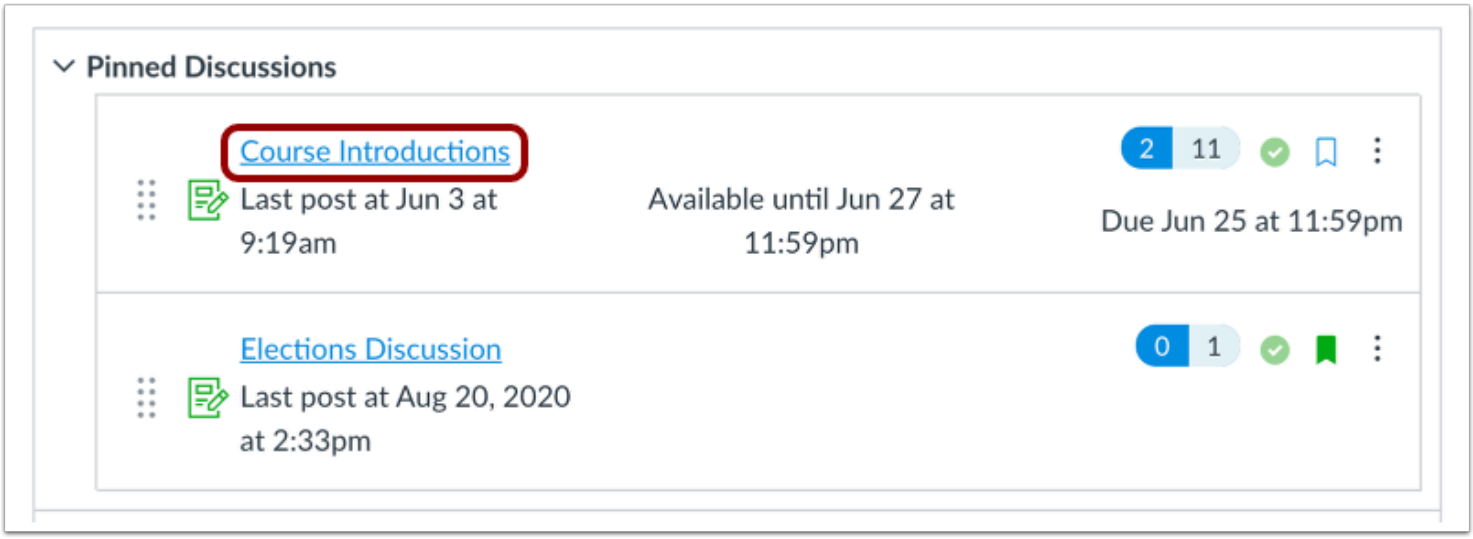
Unsubscribe on Discussions Index Page



To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the **Unsubscribe** icon.

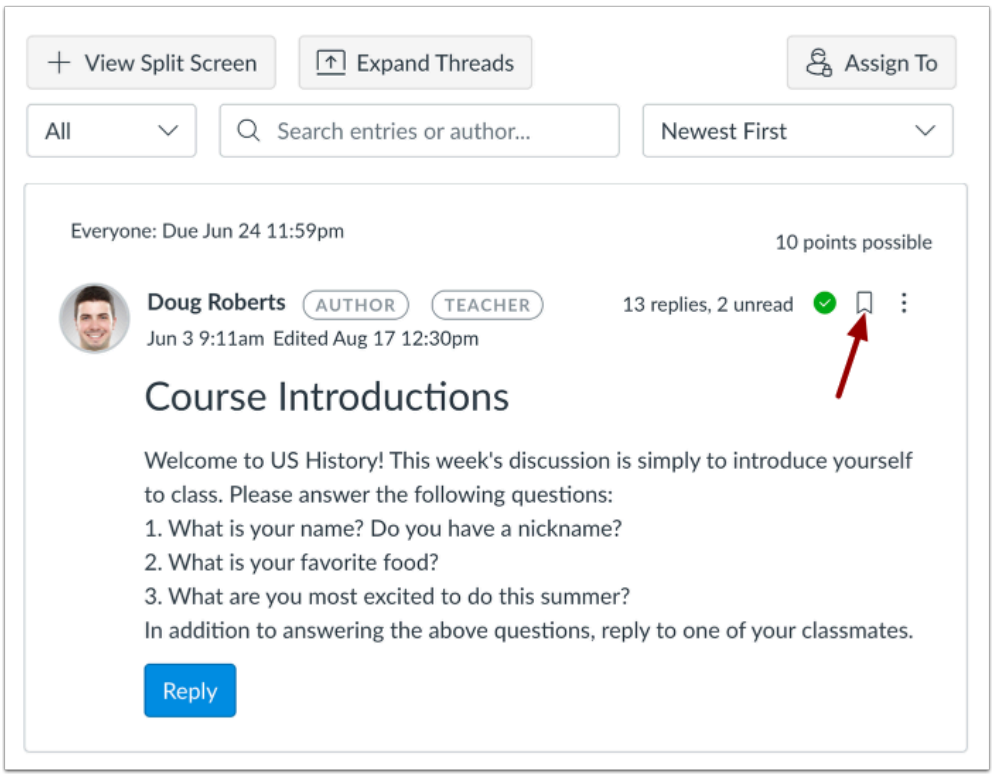
Note: The Unsubscribe icon displays as an outline when you are unsubscribed.

Subscribe within Discussion



You can also subscribe within a discussion. Click the name of the discussion you want to subscribe to.

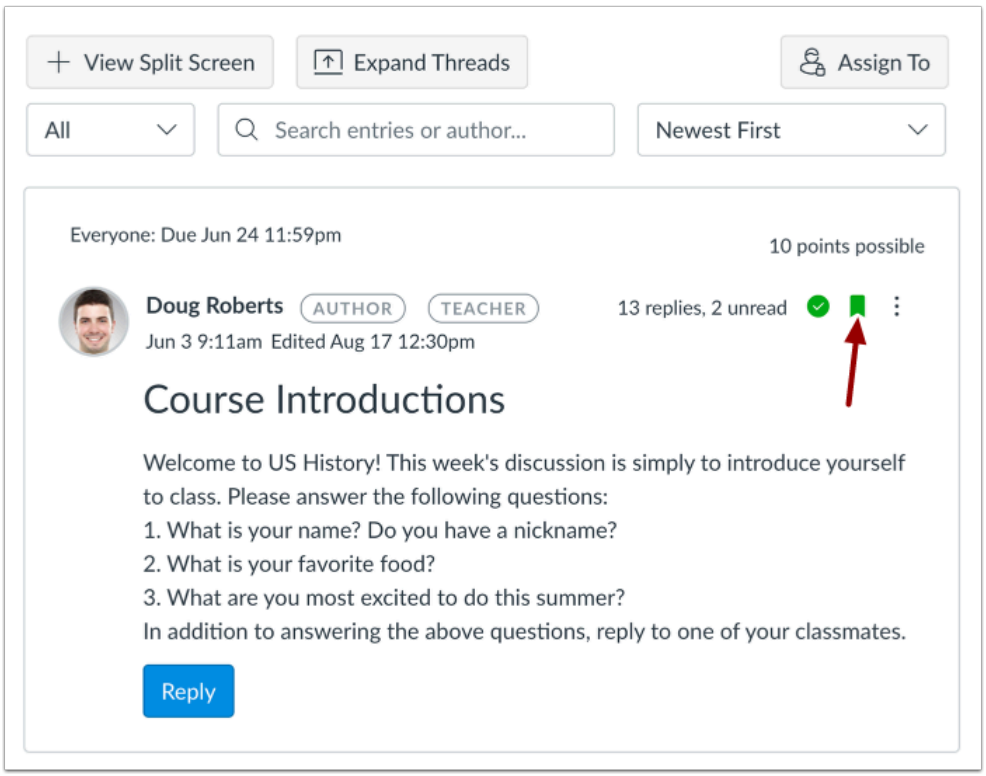
Subscribe to Discussion



Click the **Subscribe** icon.

Note: The Subscribe icon displays filled in when you are subscribed to the discussion topic.

Unsubscribe from Discussion



To unsubscribe from a discussion, click the **Unsubscribe** icon.

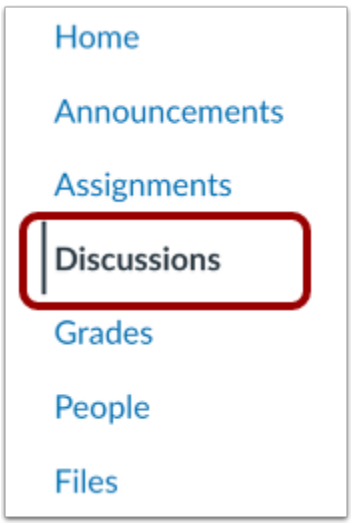
Note: The Unsubscribe icon displays as an outline when you are unsubscribed from a discussion.

How do I enable a podcast feed for a discussion in a course?

You can insert a podcast feed for your discussion topics. A podcast is a way to distribute digital content for download on the Internet. A podcast feed is the file you use to distribute your discussion for users who want to subscribe through external podcasting channels.

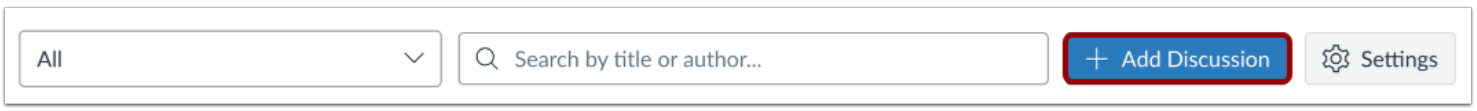
Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions



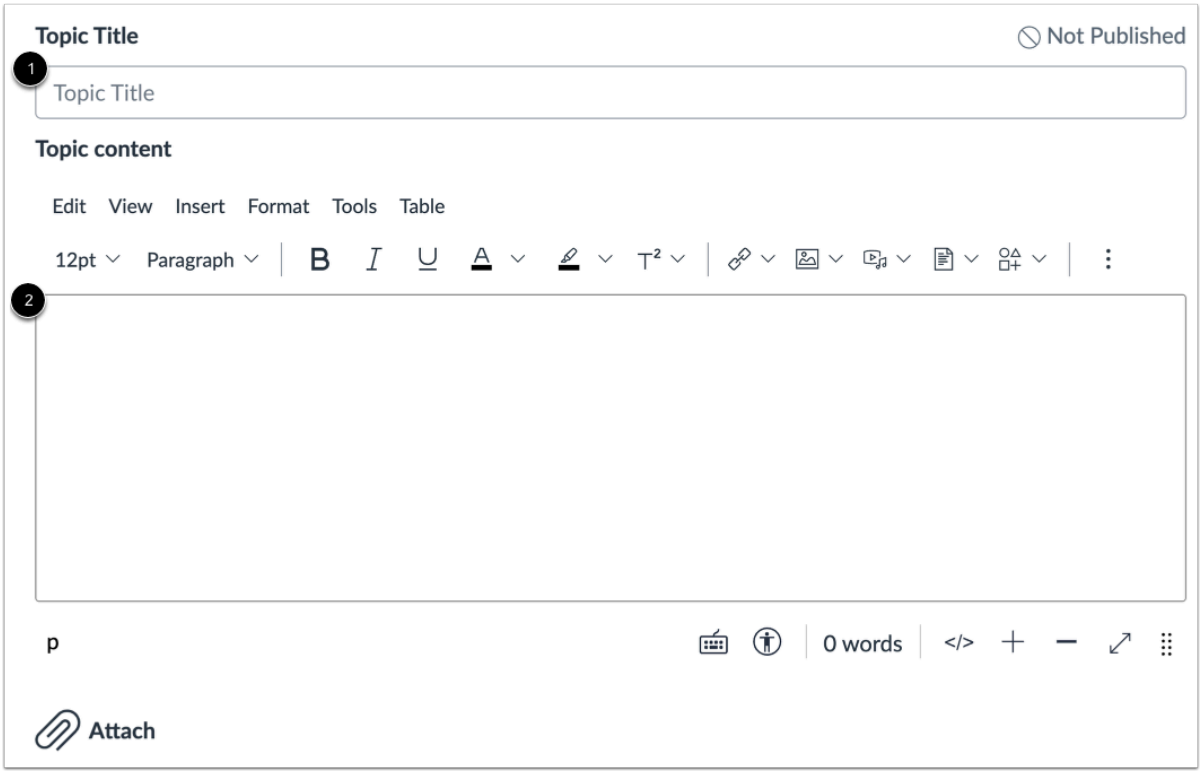
In Course Navigation, click the **Discussions** link.

Add Discussion



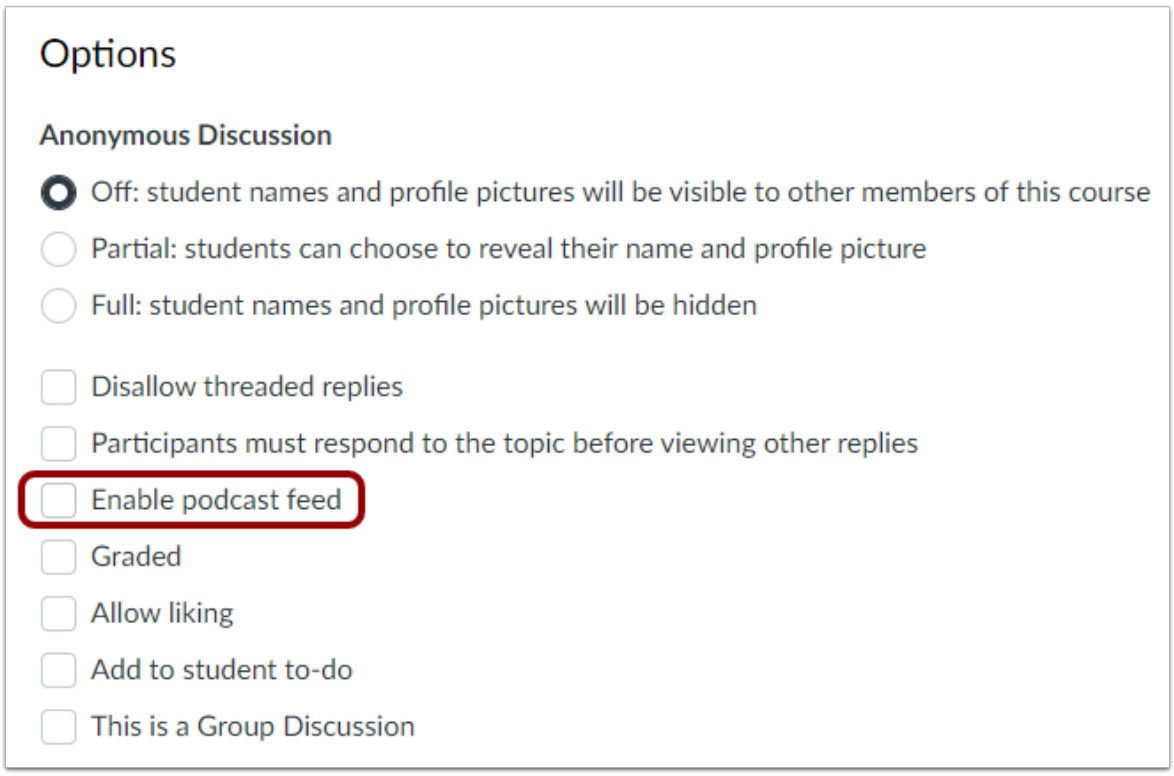
Click the **Add Discussion** button.

Enter Discussion Details



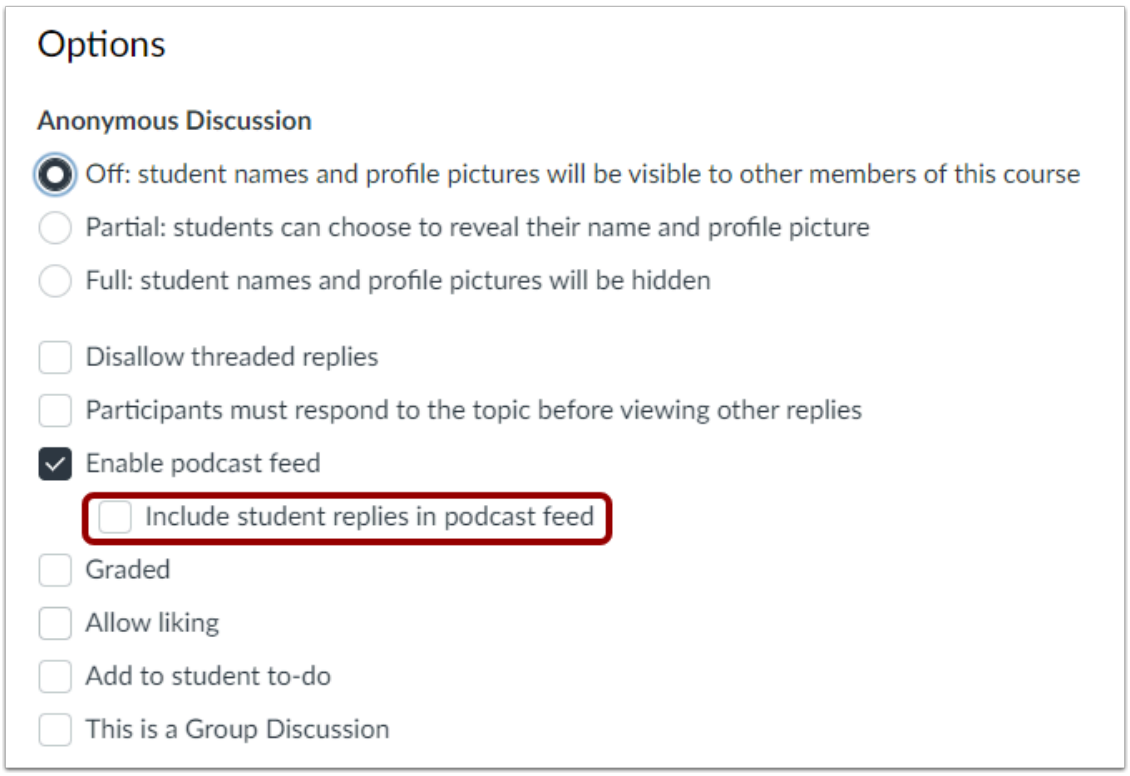
Enter a topic title [1] and discussion details [2].

Select Discussion Options



To enable a podcast feed for the discussion, click the **Enable podcast feed** checkbox.

Include Replies in Podcast



Click the **Include student replies in podcast feed** checkbox to include the replies of students in the podcast feed.

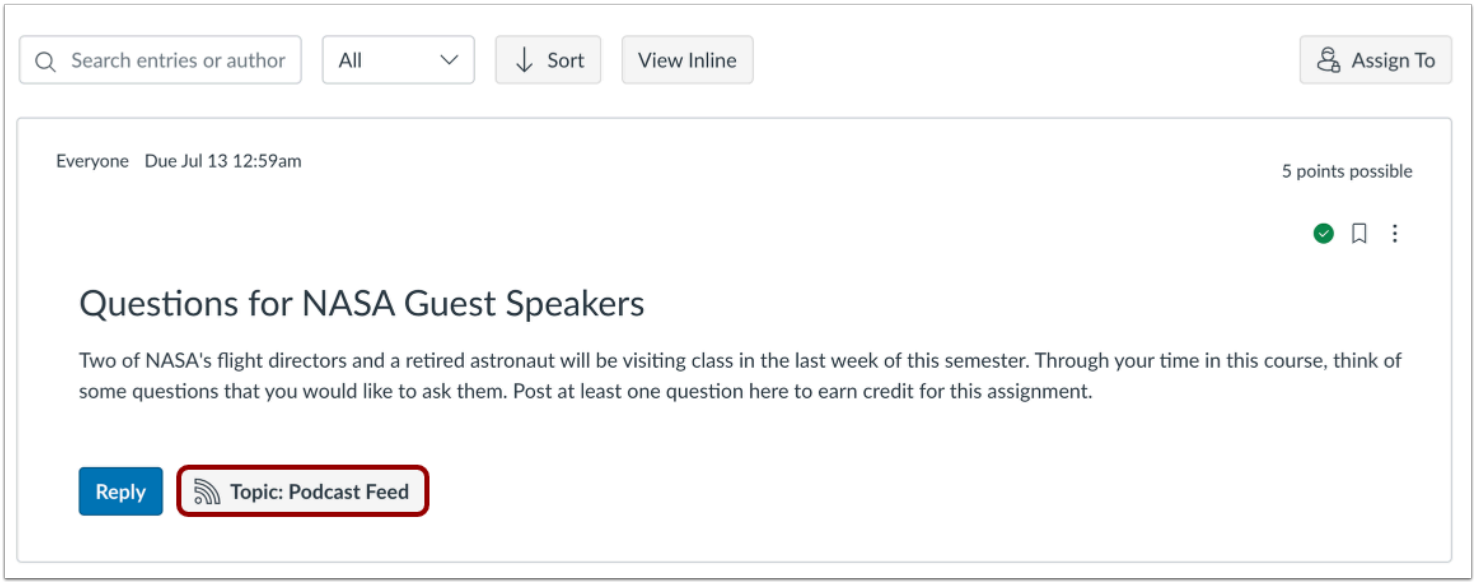
Save and Publish

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

Publish Discussion

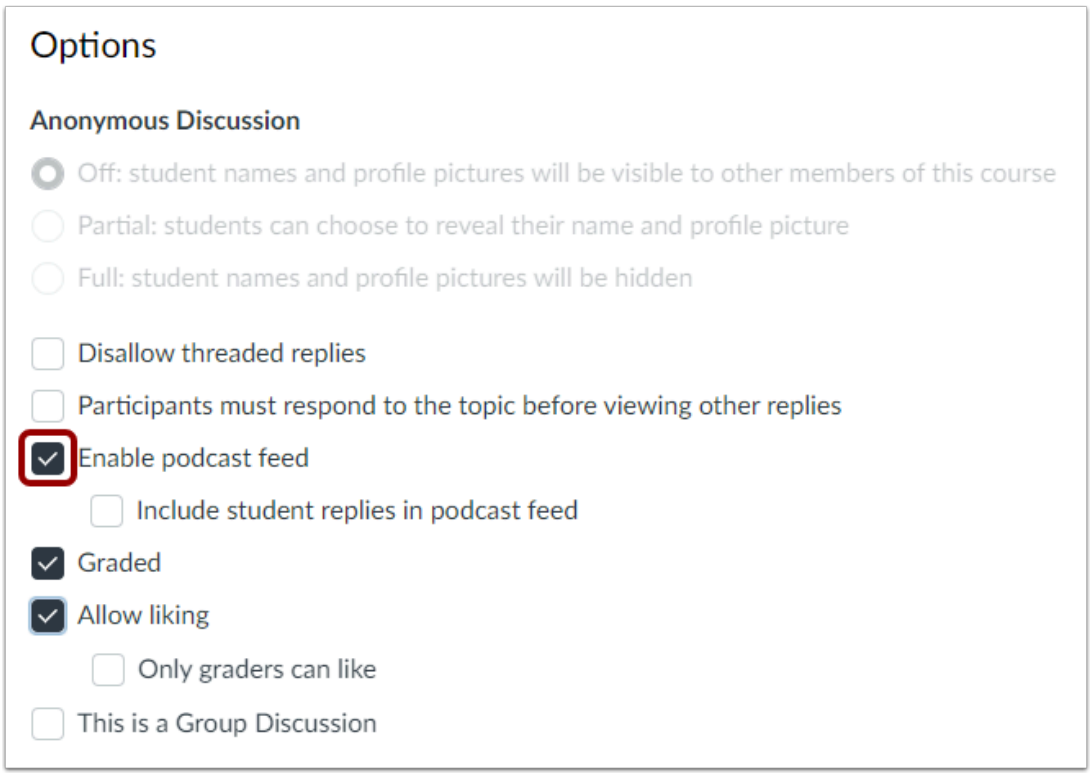
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** icon.

View Podcast Feed



View the topic podcast feed.

Remove Podcast Feed



If you need to remove the podcast feed from your Discussion, edit the discussion and uncheck the **Enable podcast feed** checkbox.

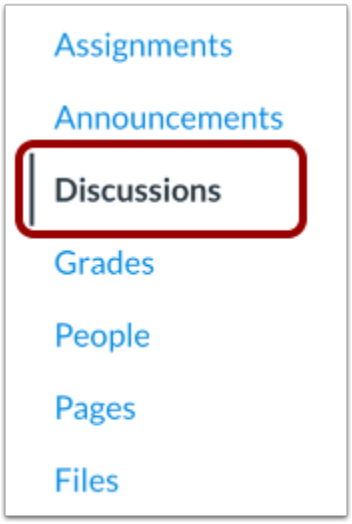
How do I pin a discussion in a course?

You can pin discussions so students see them at the top of the Discussions index page. Such discussions can include short-run discussions, discussions that only run for a single week, and any other discussions that students should specifically pay attention to. You can also pin discussions within student groups.

If you pin several discussions to the Pinned Discussion section, you can move or reorder discussions within the section.

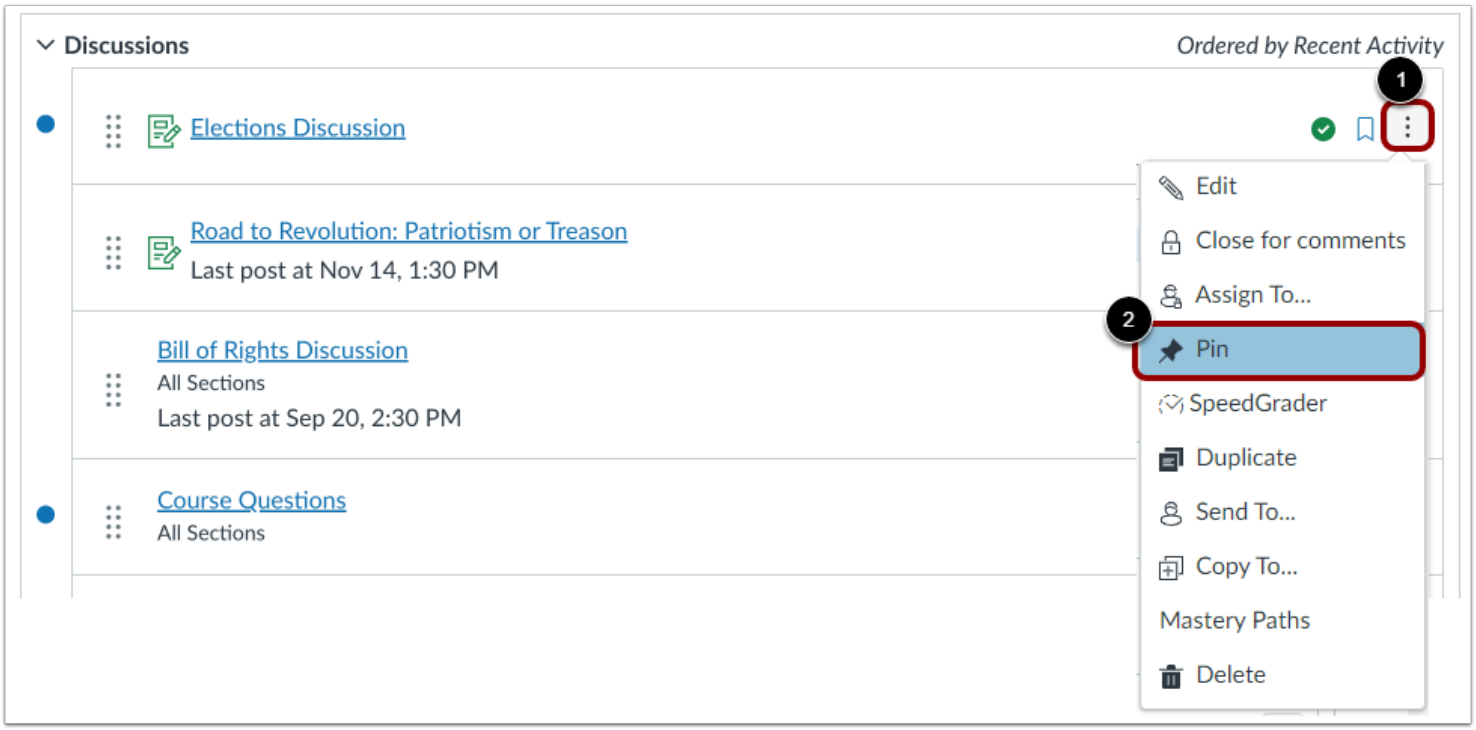
Note: Students do not see the Pinned Discussions section when the page does not include pinned discussions.

Open Discussions



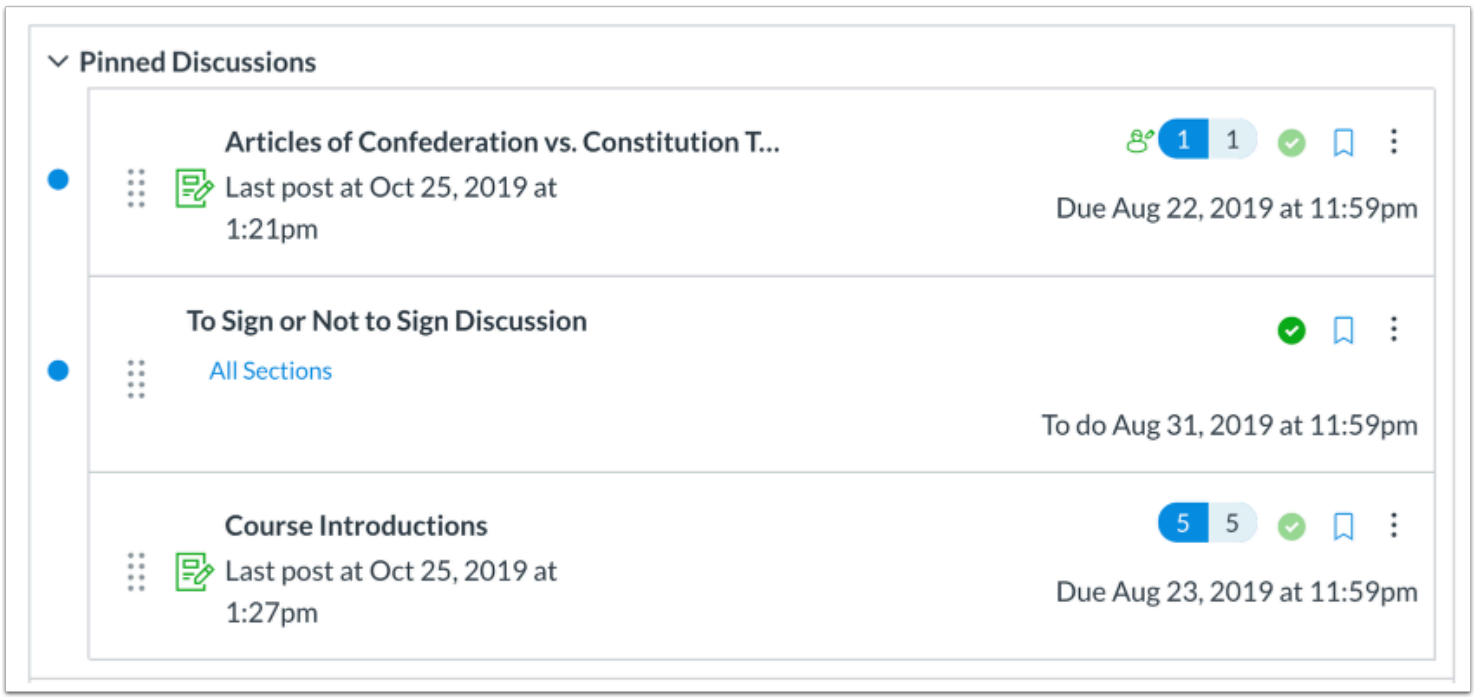
In Course Navigation, click the **Discussions** link.

Pin Discussion



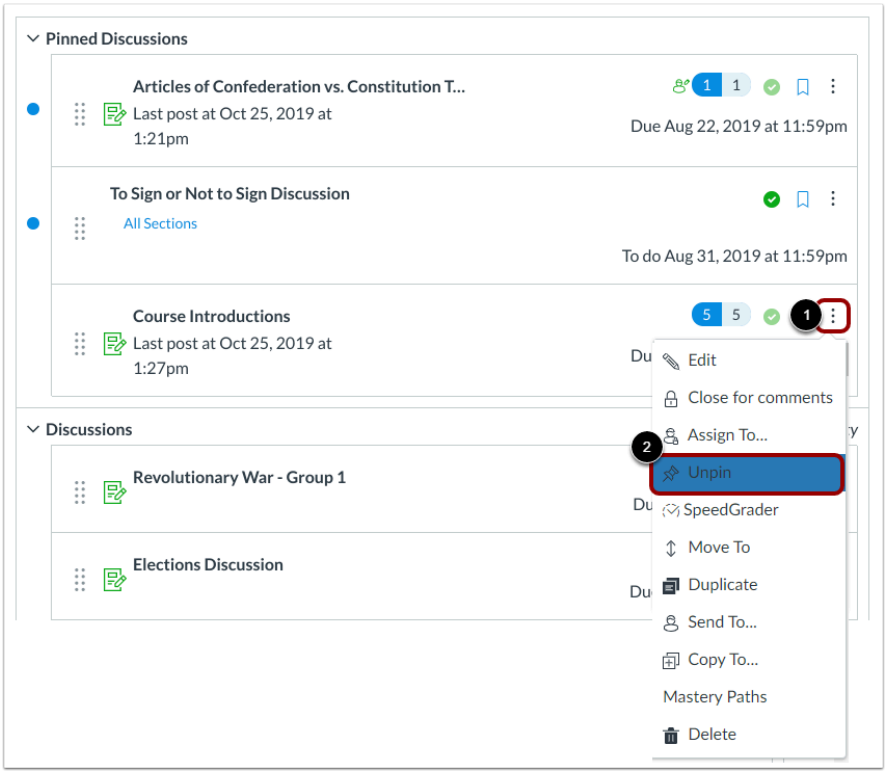
Locate the discussion and click the **Options** icon [1], then click the **Pin** link [2]. You can also drag a discussion to the Pinned Discussions section.

View Discussion



View the pinned discussion in the Pinned Discussions section.

Unpin Discussion



To unpin a discussion, locate the discussion and click the **Options** icon [1], then click the **Unpin** link [2]. You can also drag the discussion to the Discussions section.

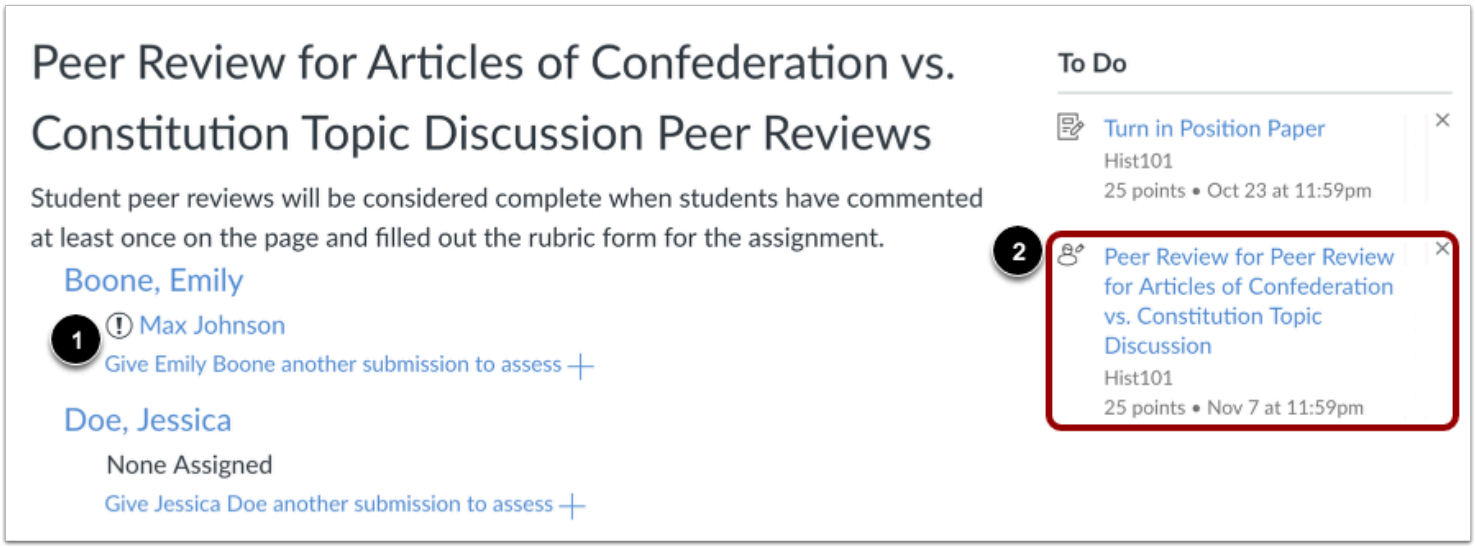
How do I use peer review discussions in a course?

A peer review discussion enables students to provide feedback on another student's reply to a class discussion. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other.

Peer reviews can only be added as part of a graded discussion. Unlike peer review assignments, discussions cannot be assigned anonymously.

Also unlike assignments, discussions do not allow students to complete peer reviews for students in other groups. When you require peer reviews for a group discussion, students can only complete peer reviews for discussion replies made by other students in their group. If assigned across groups, students are able to view and complete peer reviews of discussion replies made by members of different groups.

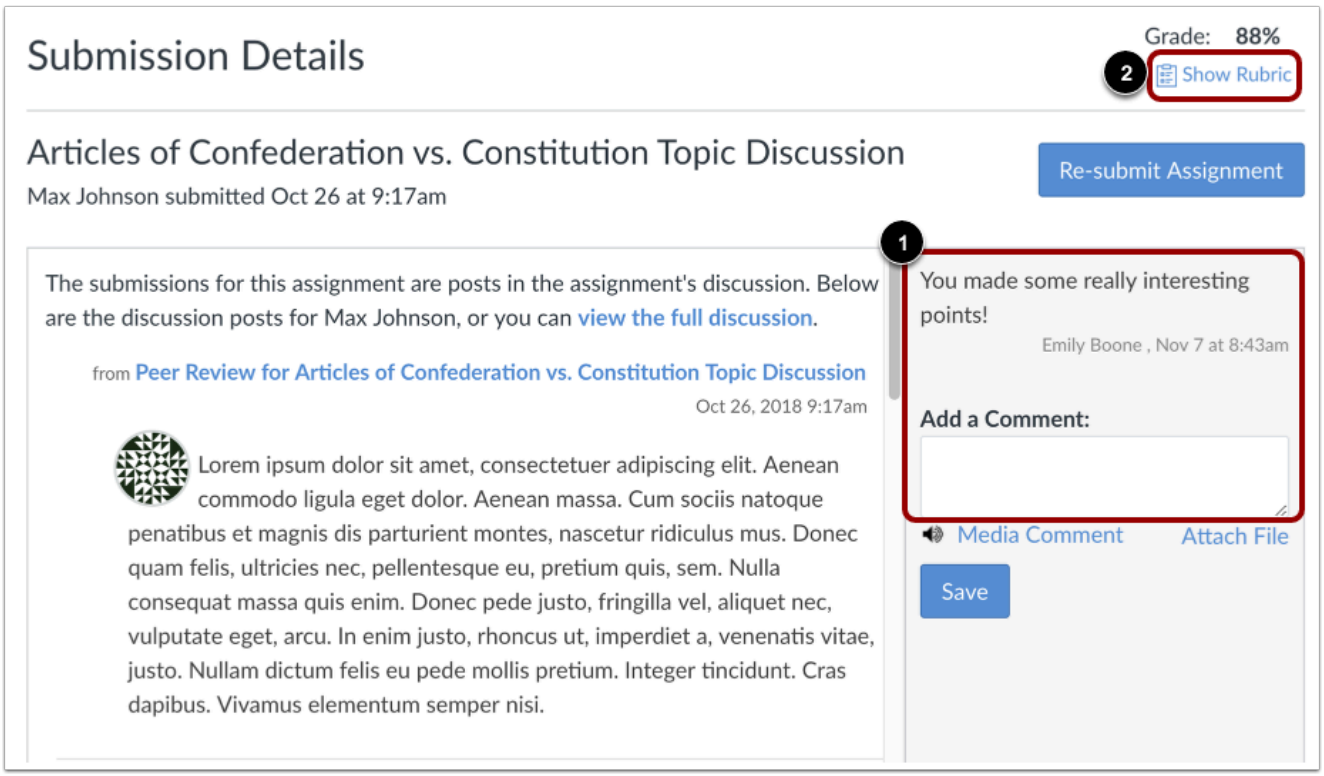
View Peer Review Discussions



When you or a TA create a peer review graded discussion, you can assign peer reviews manually or you can have Canvas assign them automatically [1].

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification. Peer reviews are automatically assigned only to students who have completed the discussion requirements.

View Peer Review Comments



To complete a peer review, students must review the discussion and leave a comment on the submission details page [1].

Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the graded discussion. If the discussion includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the graded discussion and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the discussion will show the names of students who have completed the peer review.

How do I create a peer review discussion?

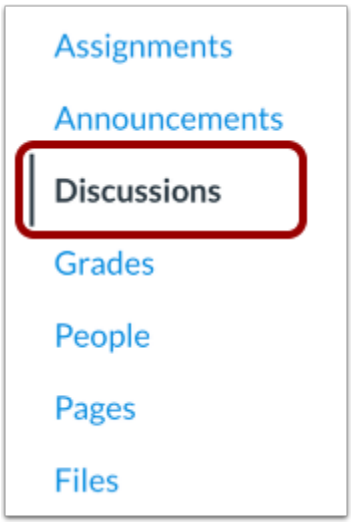
When creating a discussion, you can require students to comment and provide feedback on another student's work.

Peer reviews can only be created with graded discussions and do not have an anonymous option.

For peer reviews, you can choose to manually assign peer reviews or automatically assign peer reviews. To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are only required to complete the rubric.

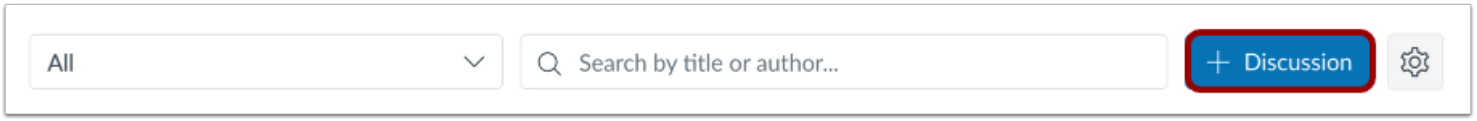
Note: To learn how graded discussion and peer review due dates appear in a student's To Do list, view the Peer Review Tips resource document.

Open Discussions



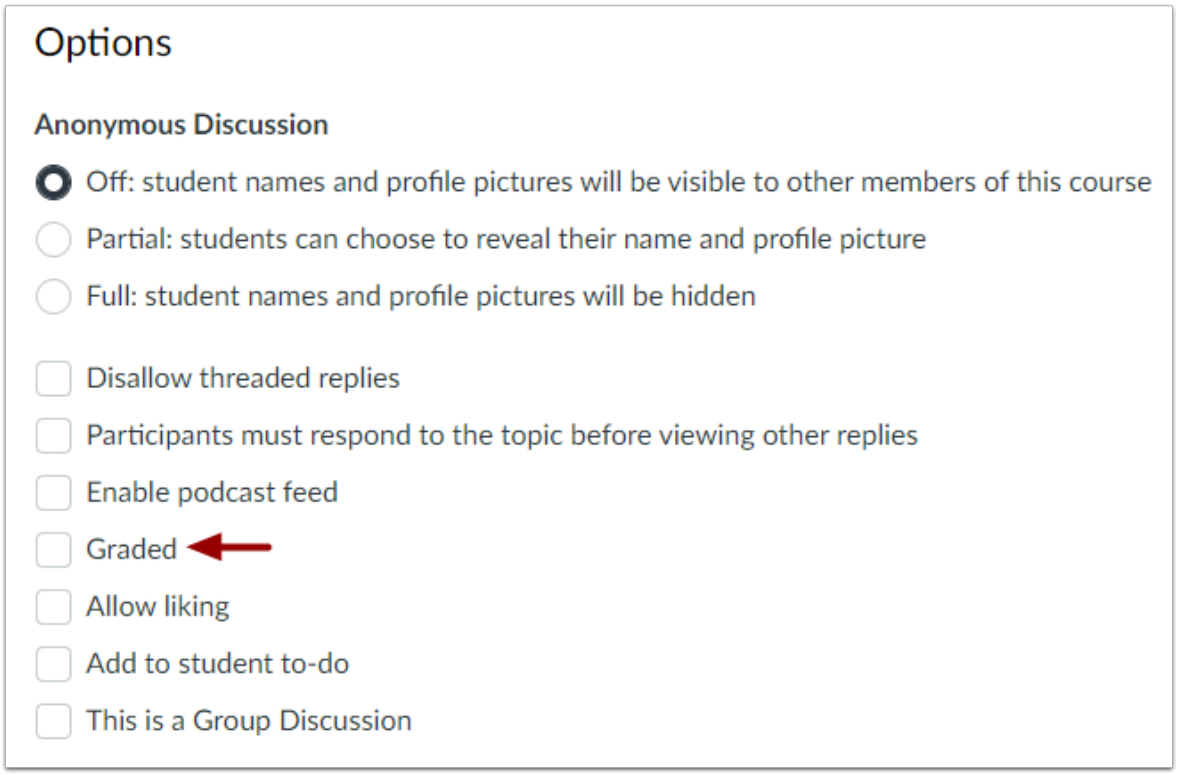
In Course Navigation, click the **Discussions** link.

Add Discussion



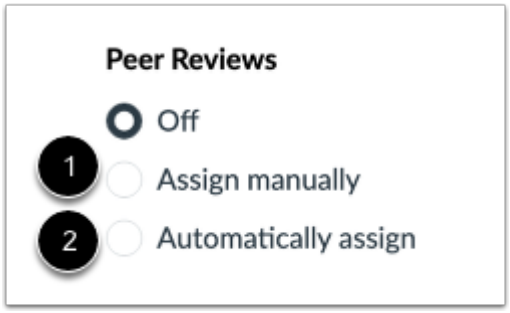
To create a new discussion, click the **Add Discussion** button.

Select Graded Option



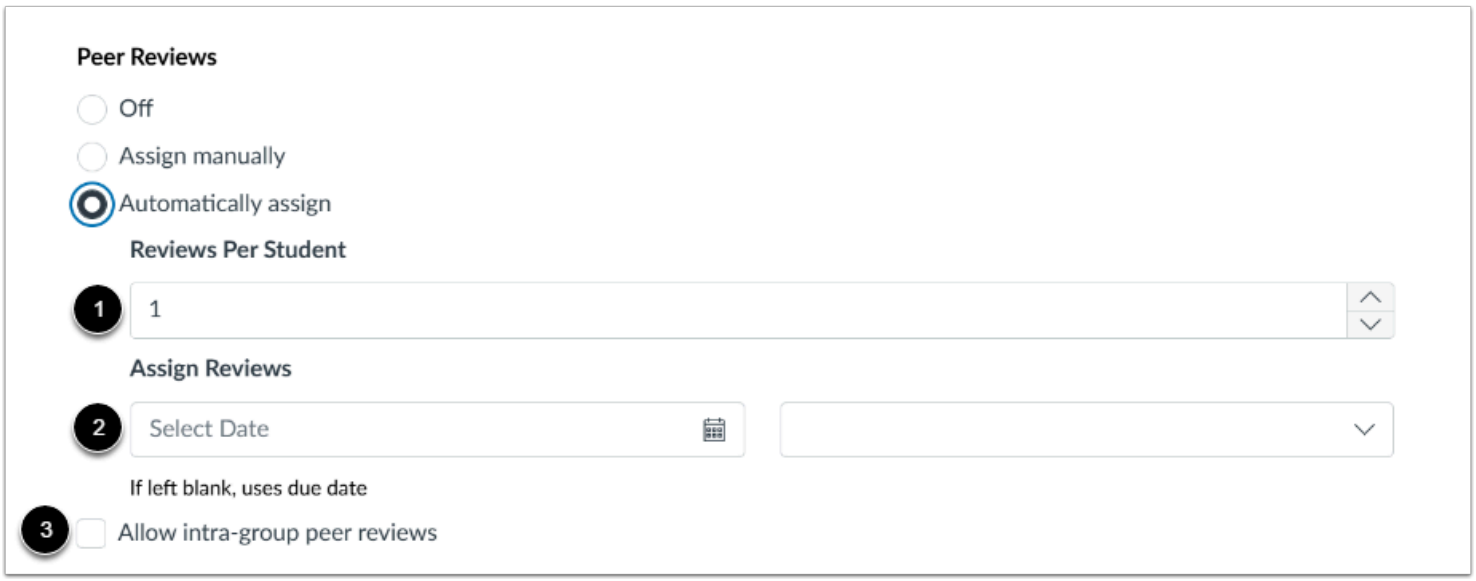
Create a graded discussion by selecting the **Graded** checkbox.

Assign Peer Reviews



Determine if you are going to manually assign peer reviews [1] or automatically assign peer reviews [2]. Select the radio button next to the option you prefer.

Automatically Assign Peer Reviews



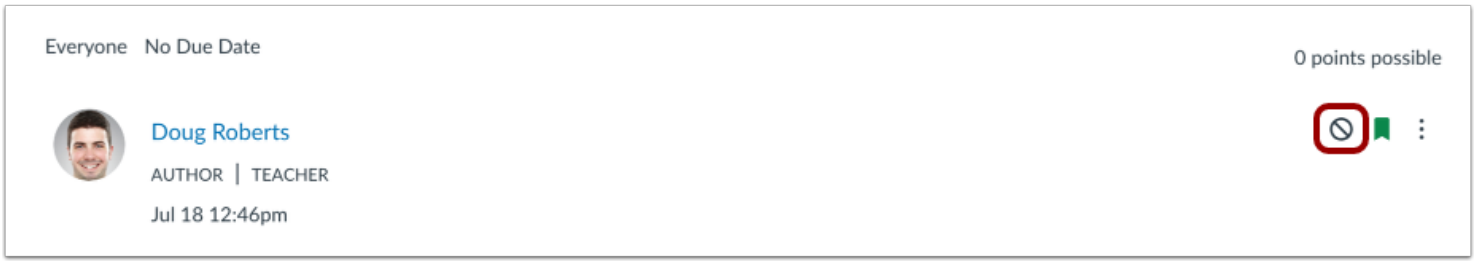
If you automatically assign peer reviews, the menu will expand. In the **Reviews Per Student** field [1], enter the number of reviews each student will be required to complete. In the **Assign Reviews** field [2], use the calendar icon to select a date or manually enter a date for when peer reviews will be assigned to students.

To allow intra-group peer reviews, click the **Allow intra-group peer reviews** checkbox [3].

Note: If left blank, Canvas will use the discussion due date as the peer review assign date.

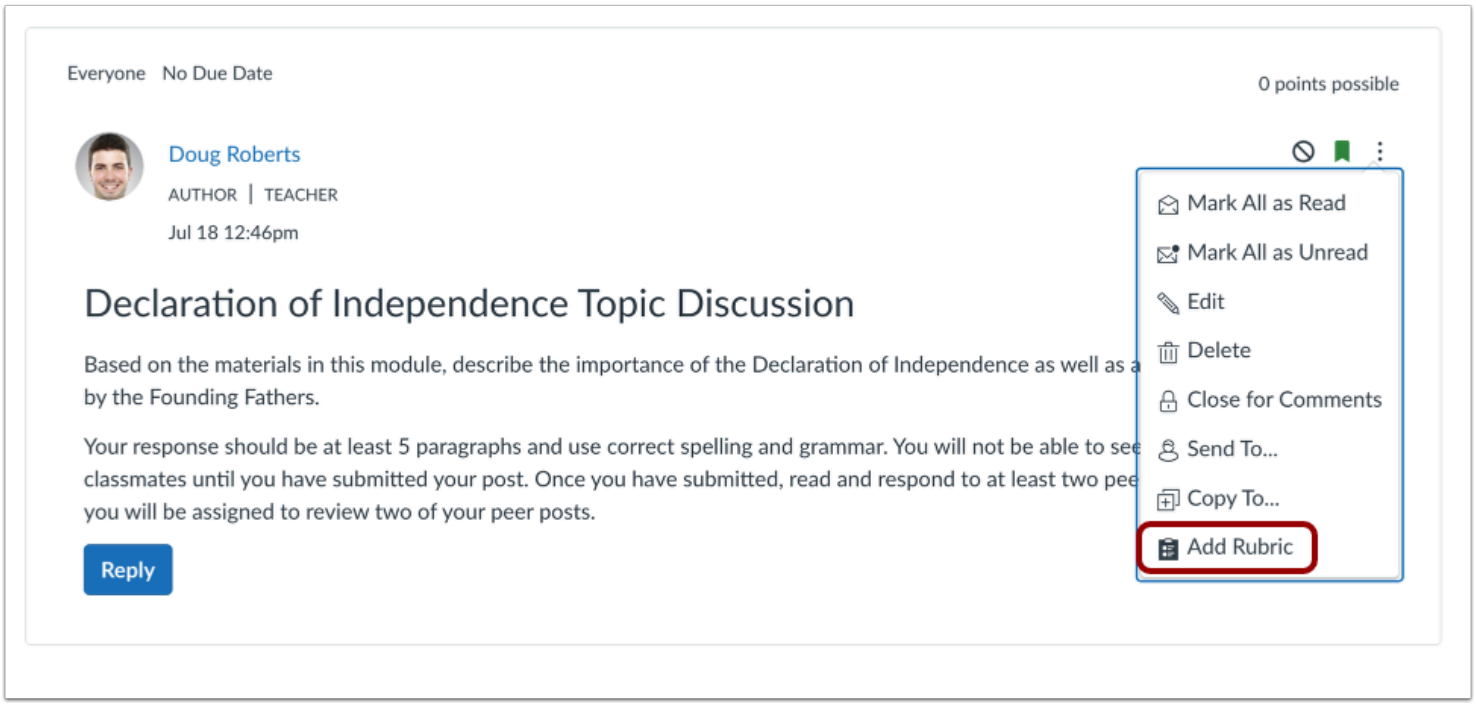
Save and Publish

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



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

View Published Discussion



View the published discussion.

You can also attach a rubric to the discussion for students to fill out when completing peer reviews. To add a rubric to the graded discussion, click the **Options** icon [1] then click the **Add Rubric** link [2].

How do I manually assign peer reviews for a discussion?

Manually assigning peer reviews for a graded discussion allows you to choose which students will be assigned peer reviews.

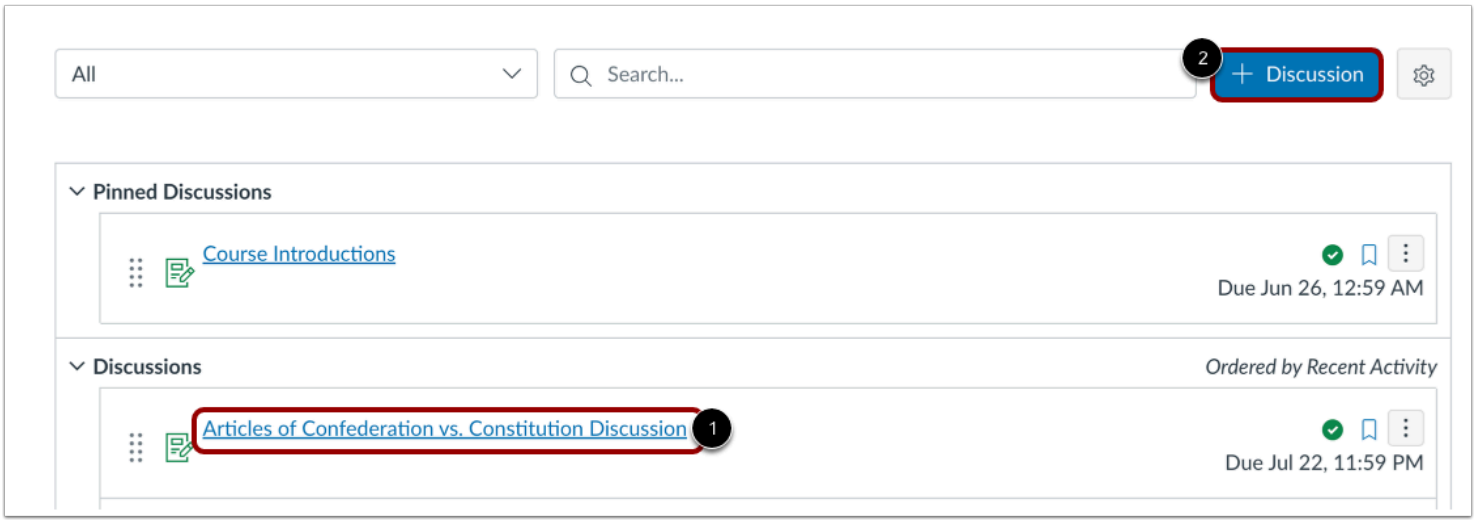
Notes:

- Before being able to complete their assigned peer reviews, students must post their own discussion reply first.
- If you do not want students to view the replies of others before submitting their own replies, select the discussion option *Participants must respond to the topic before viewing other replies*. Learn more about creating graded discussions.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Discussions

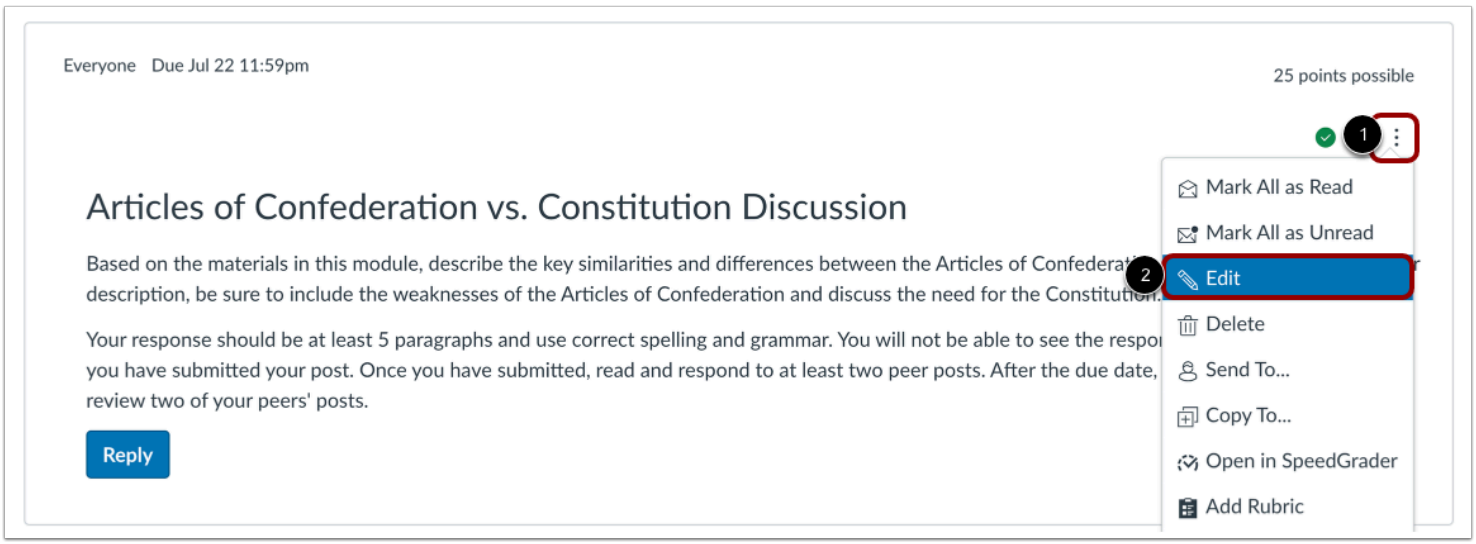
In Course Navigation, click the **Discussions** link.

Open Graded Discussion



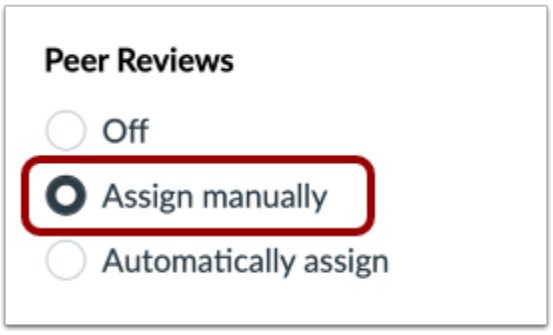
Click the title of the discussion [1] or create a new graded discussion [2].

Edit Discussion



Click the **Options** icon [1] then click the **Edit** link [2].

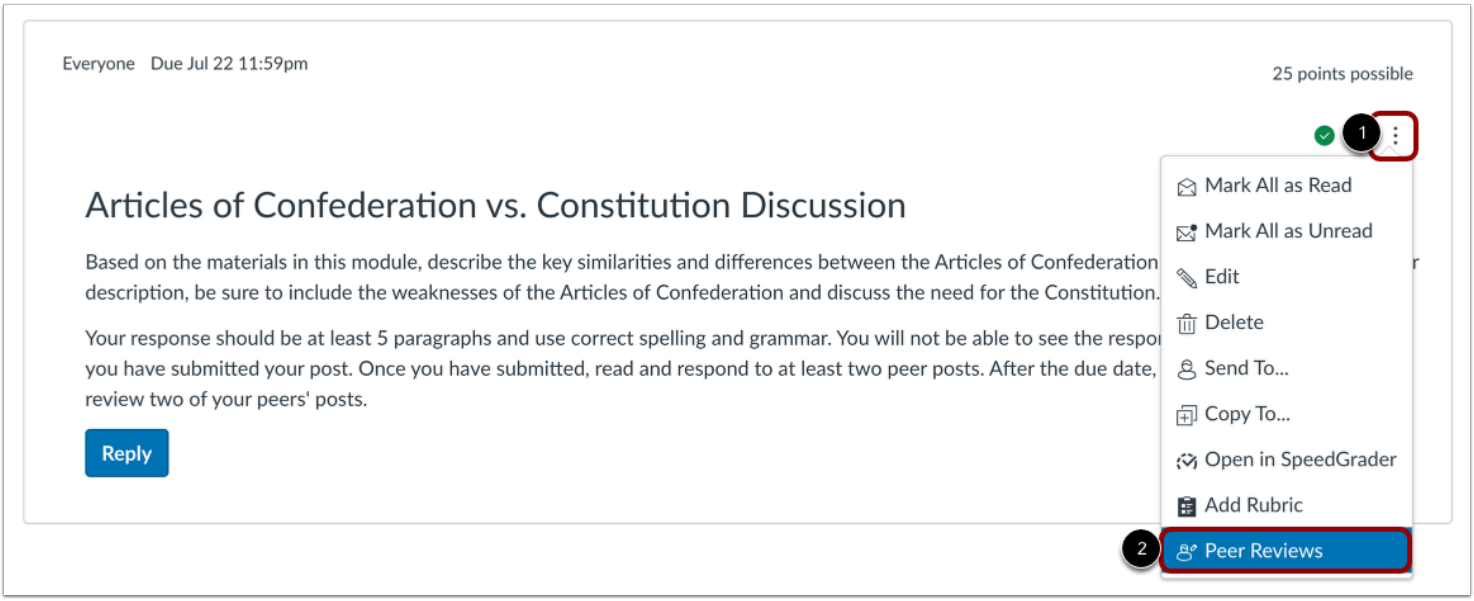
Enable Manually Assigned Peer Reviews



In the discussion options, click the **Assign manually** radio button.

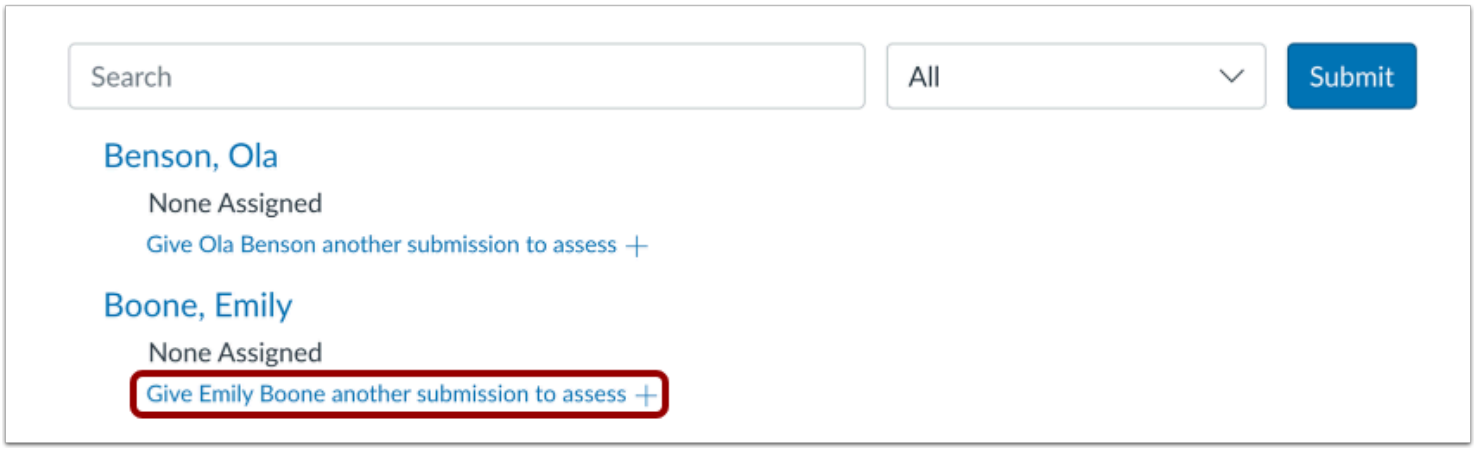
Note: You can also assign peer reviews automatically.

Open Peer Reviews



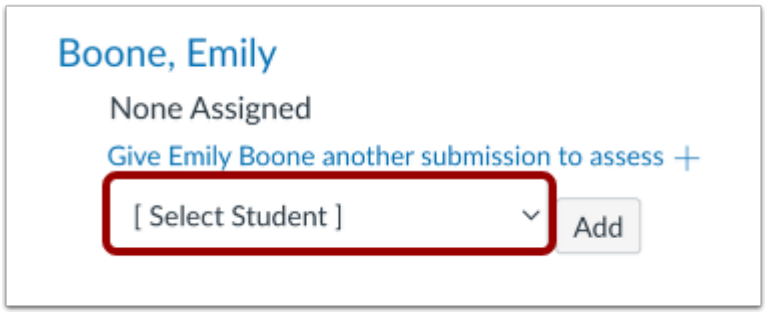
Click the **Options** icon [1] then click the **Peer Reviews** link [2].

Manually Assign Peer Reviews

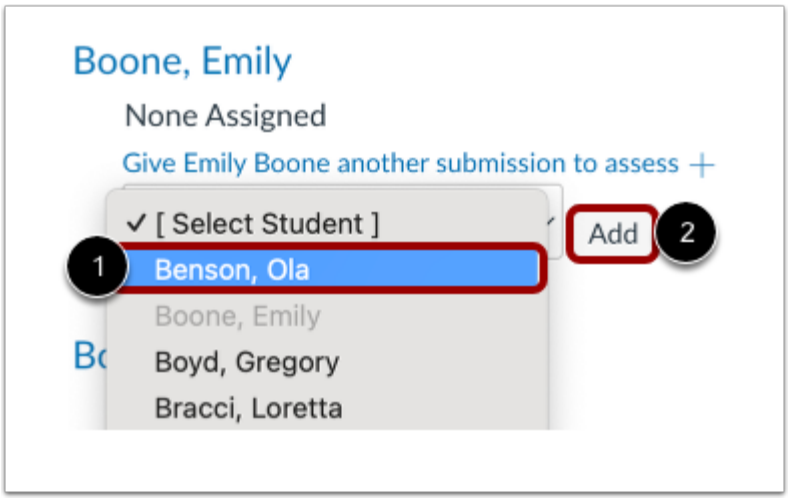


Below the name of a student, click the **Give [student name] another submission to assess** link.

Select Student

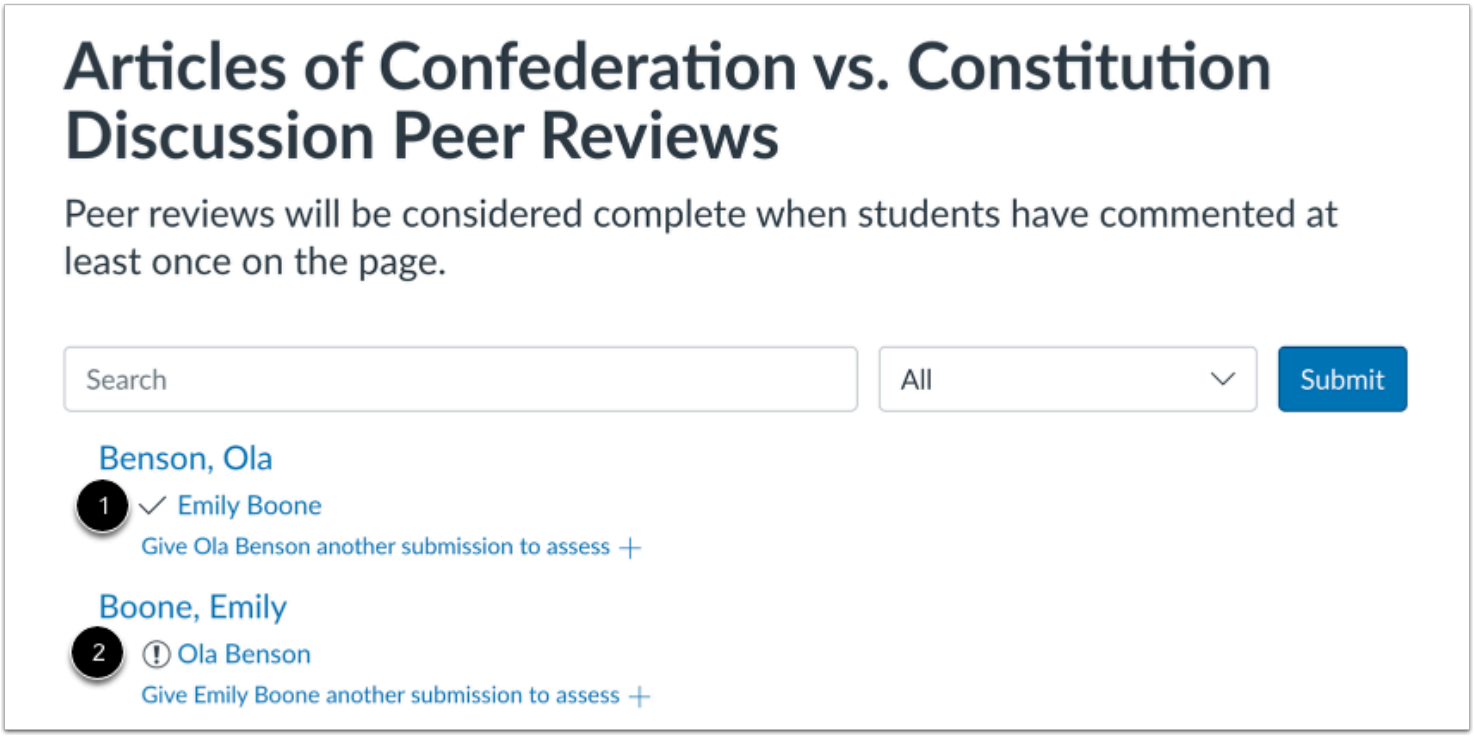


Click the **Select Student** drop-down menu.



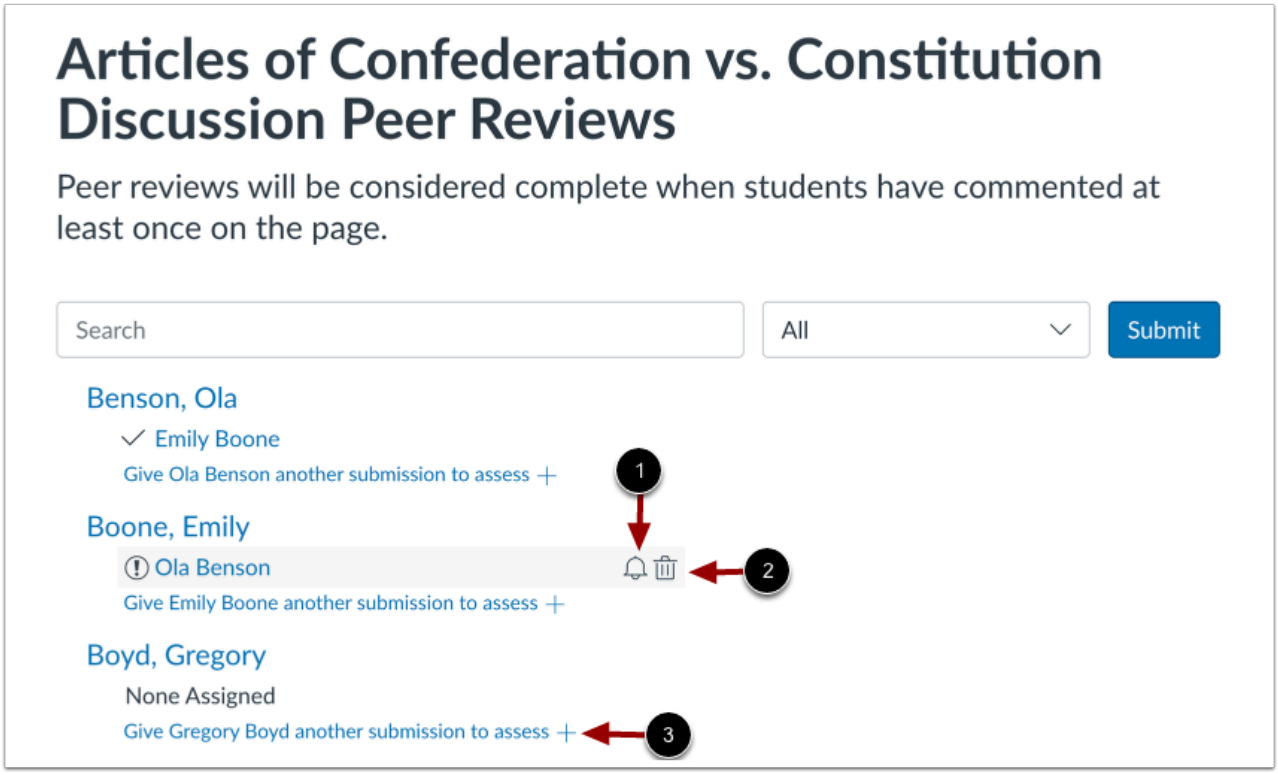
Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the **Add** button [2].

View Assigned Peer Reviews



Assigned peer reviews appear underneath the students name. A **check mark** indicates a peer review as been completed [1]. A **caution icon** indicates a peer review still needs to be completed [2].

Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].

To manually assign or reassign a peer review, click the **Give [student name] another submission to assess** link [3].

How do I automatically assign peer reviews for a discussion?

If you automatically assign peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own discussion reply.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

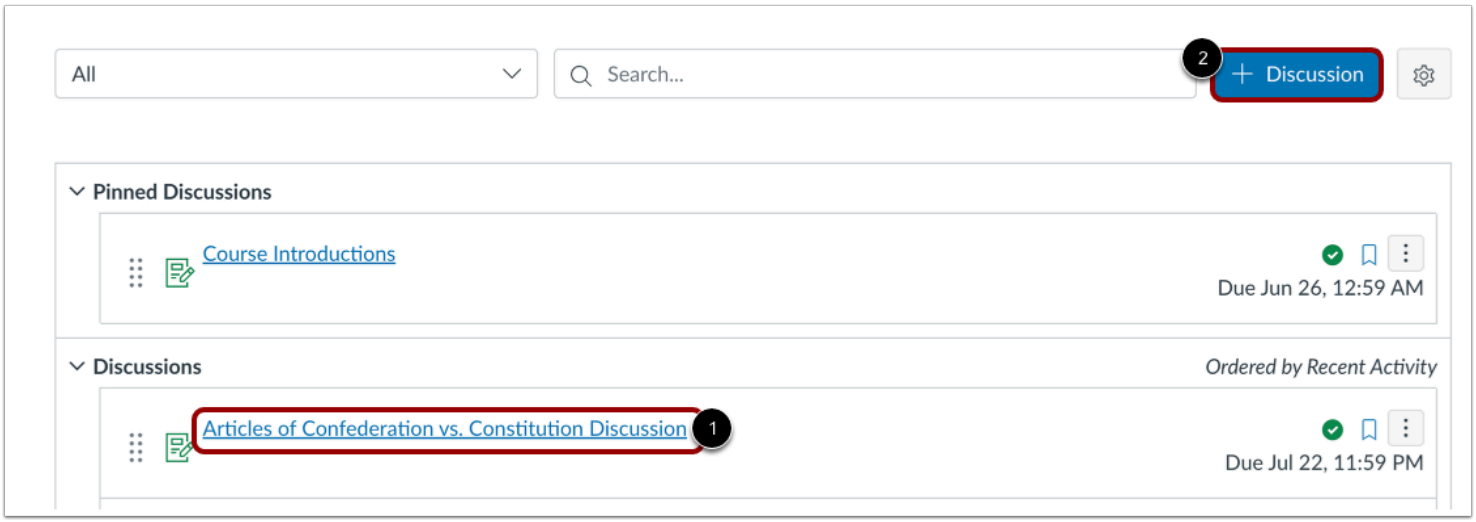
Notes:

- It may take up to one hour for Canvas to assign peer reviews.
- When using peer reviews with Groups, it is best practice to manually assign peer review discussions to students. Additionally, if the student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- Before being able to complete their assigned peer reviews, students must post their own discussion reply first.
- If you do not want students to view the replies of others before submitting their own replies, select the discussion option *Participants must respond to the topic before viewing other replies*. Learn more about creating graded discussions.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Discussions

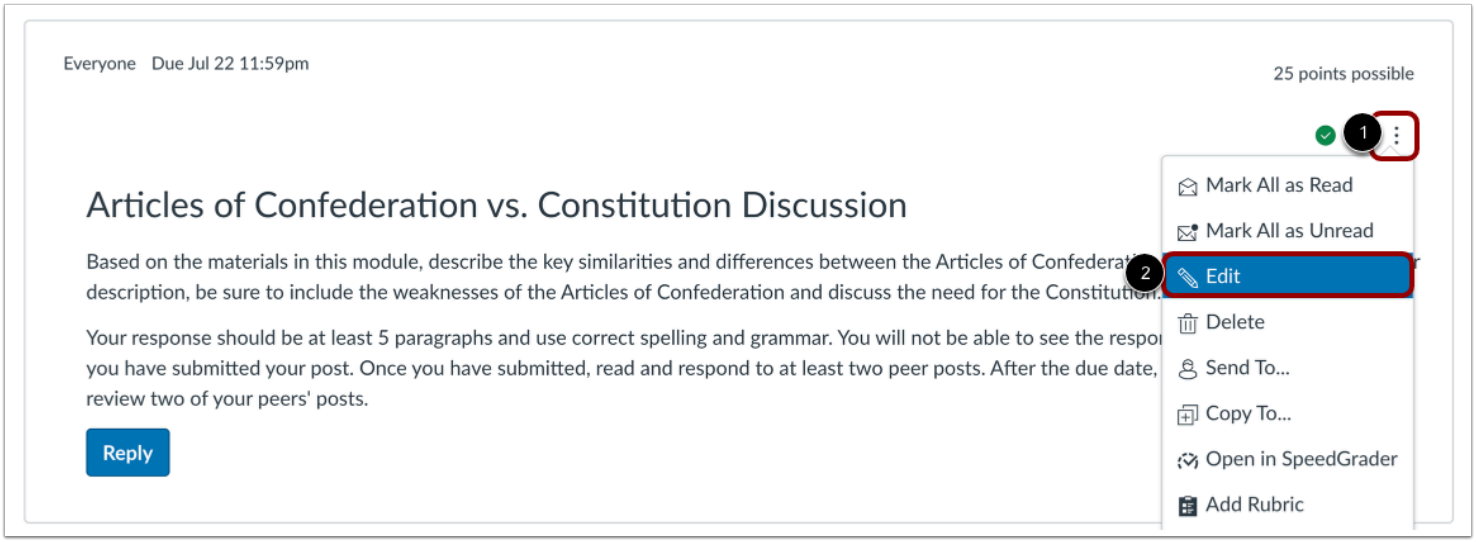
In Course Navigation, click the **Discussions** link.

Open Discussion



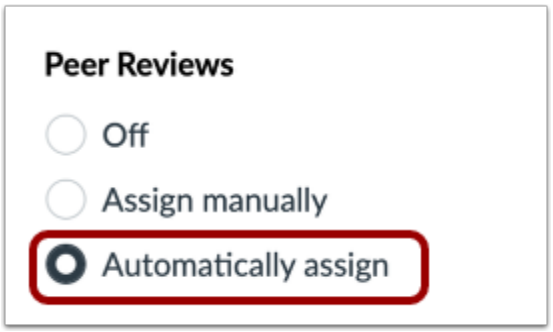
Click the title of the discussion [1] or create a new discussion [2].

Edit Discussion



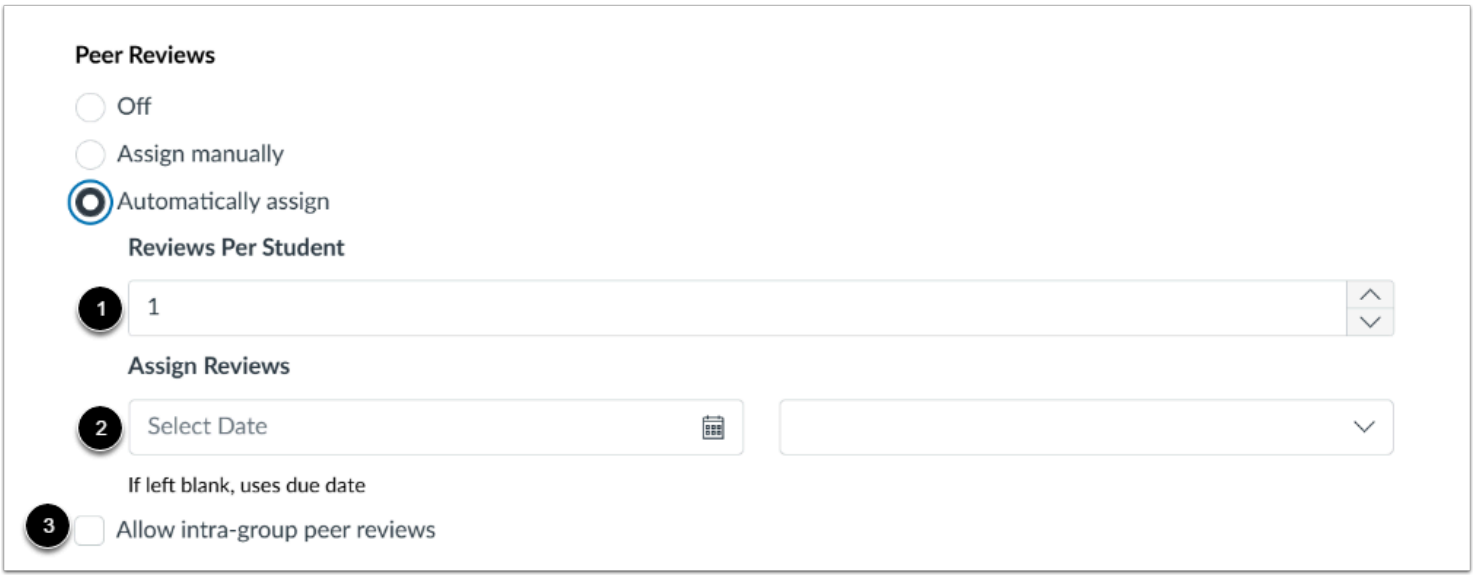
Click the **Options** icon [1] and then click the **Edit** link [2].

Enable Automatically Assigned Peer Reviews



In the discussion options, click the **Automatically assign** radio button.

Automatically Assign Peer Reviews

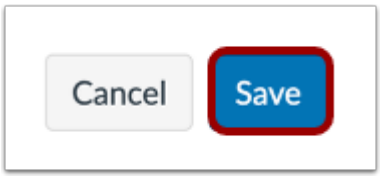


Enter the number of reviews each student must have in the **Reviews Per Student** field [1].

In the **Assign Reviews** field, use the calendar icon to select a date or manually enter a date for when peer reviews will be assigned to students [2]. If left blank, Canvas will use the discussion due date.

To allow intra-group peer reviews, click the **Allow intra-group peer reviews** checkbox [3].

Save Discussion

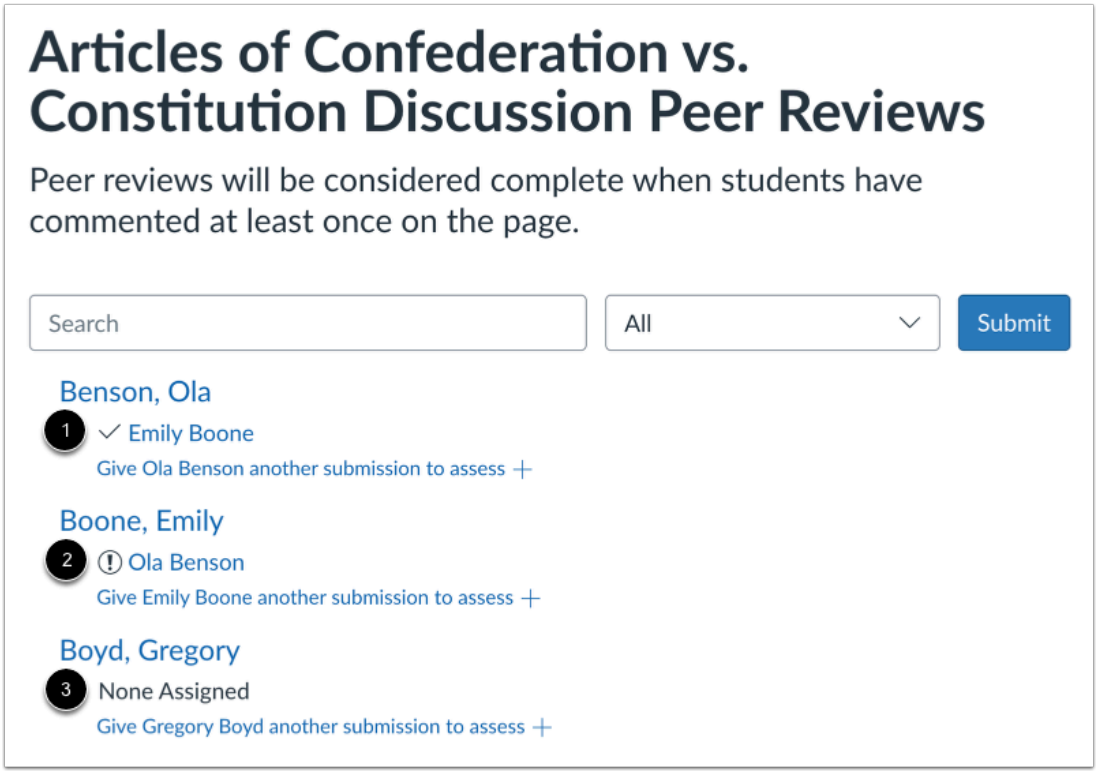


Click the **Save** button.

Open Peer Reviews

Click the **Options** icon [1] and then click the **Peer Reviews** link [2].

View Assigned Peer Reviews

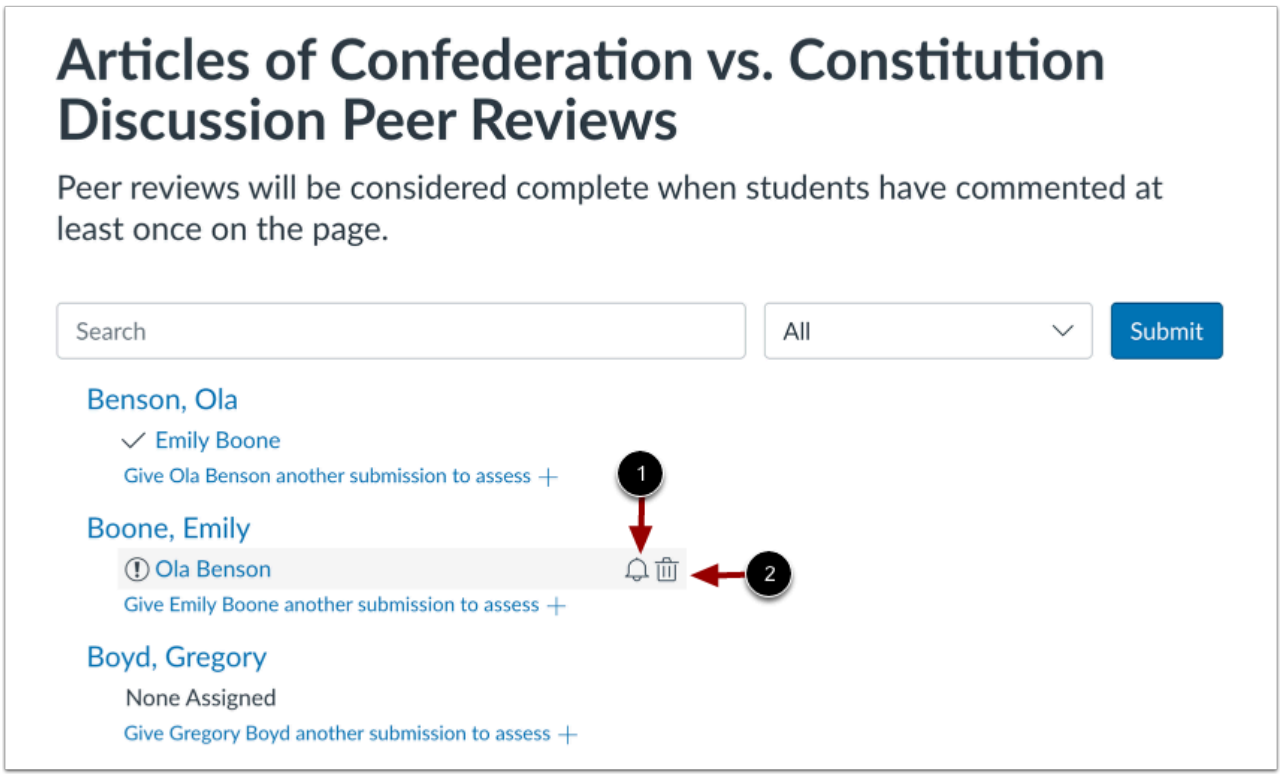


Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the student names. A **check mark** indicates a peer review has been completed [1]. A **caution icon** indicates a peer review still needs to be completed [2].

Note:

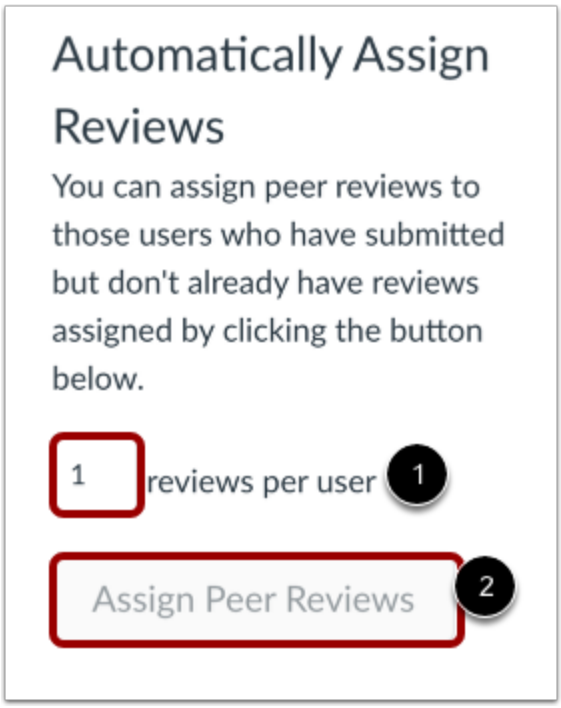
- It may take up to one hour for Canvas to assign peer reviews.
- If the student has not posted their discussion reply or posts their reply after the due date [3], the student will not automatically be assigned a peer review and you must manually assign one.

Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].



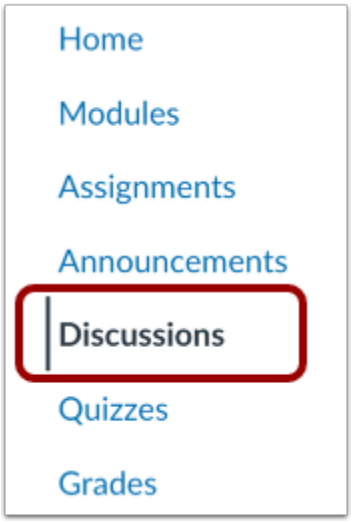
In the sidebar, you can also assign multiple peer reviews to students who have posted to the discussion but don't already have reviews assigned to them. Enter the number of reviews per user [1] then click the **Assign Peer Reviews** button [2].

How do I edit or delete student discussion replies in a course?

As an instructor, you have the ability to edit or delete discussion replies within your course. This setting helps you moderate your course and remove any inappropriate or otherwise unwanted posts.

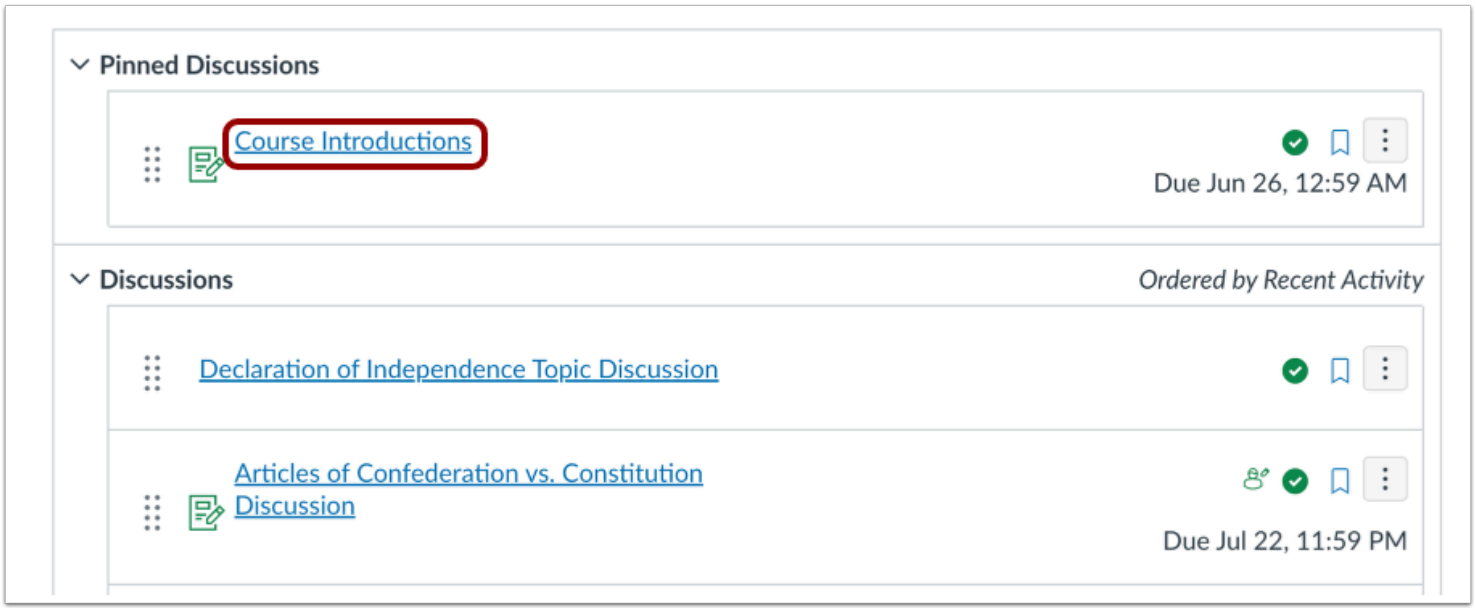
You can also choose to view or hide all deleted replies in a discussion. By default, deleted replies are hidden in a discussion.

Open Discussions



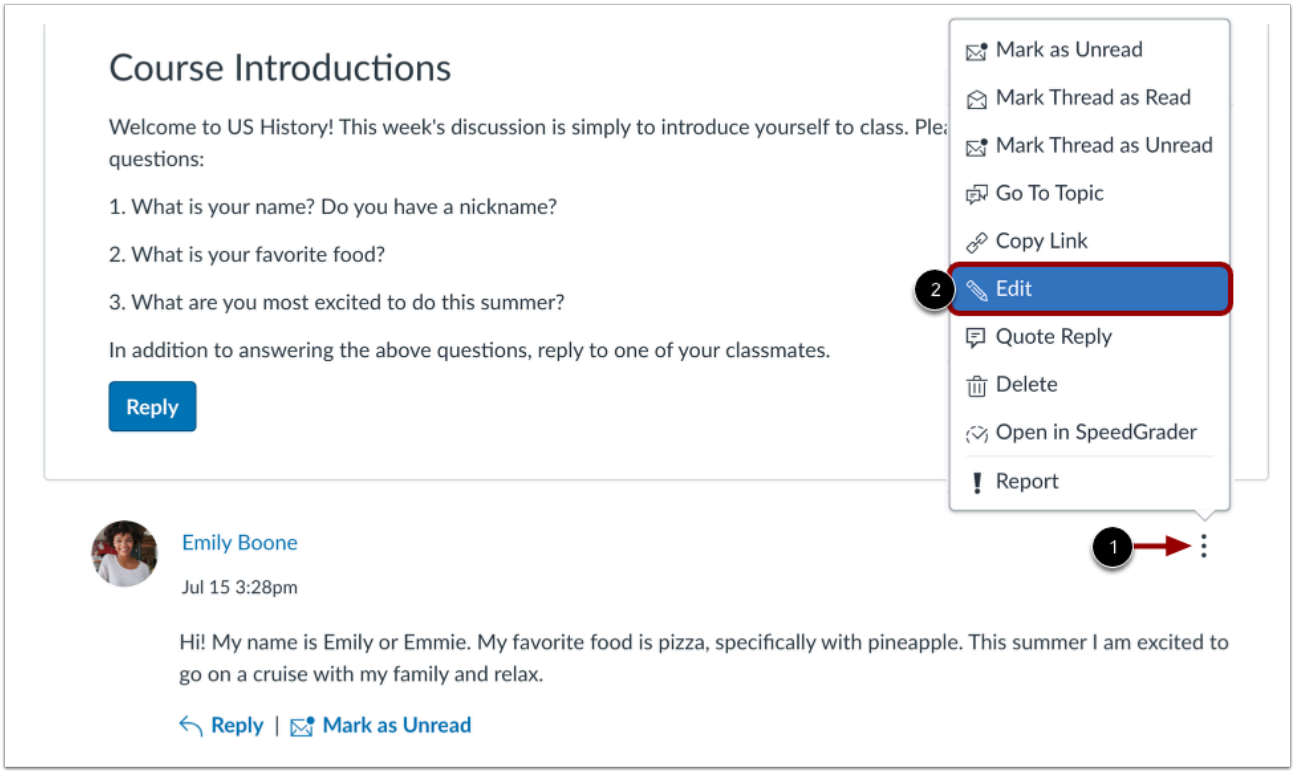
In Course Navigation, click the **Discussions** link.

Open Discussion



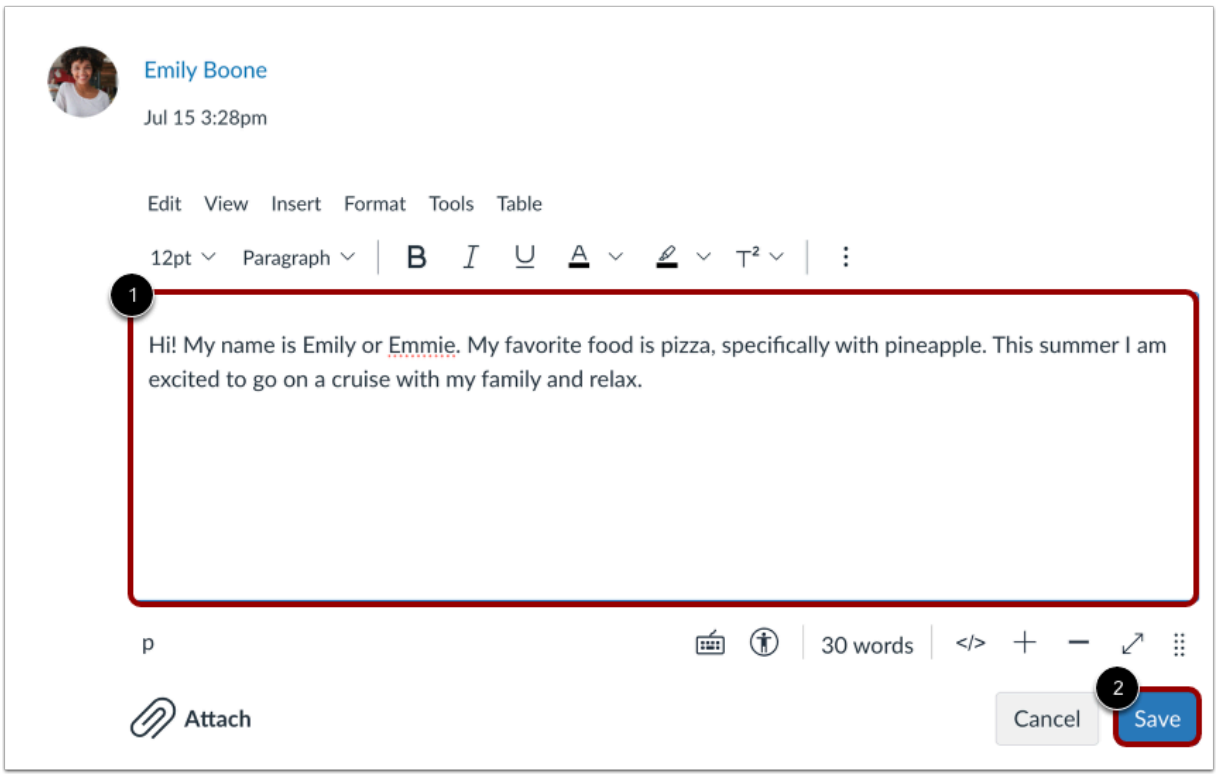
Click the name of a discussion.

Edit Discussion Reply



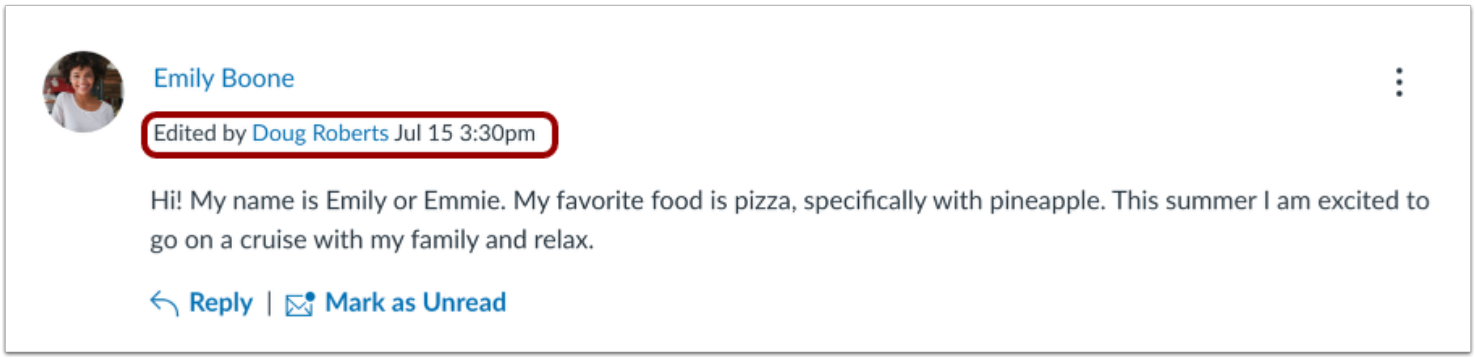
Locate the student reply you want to edit and click the **Options** menu [1]. Then select the **Edit** option [2].

Save Edits



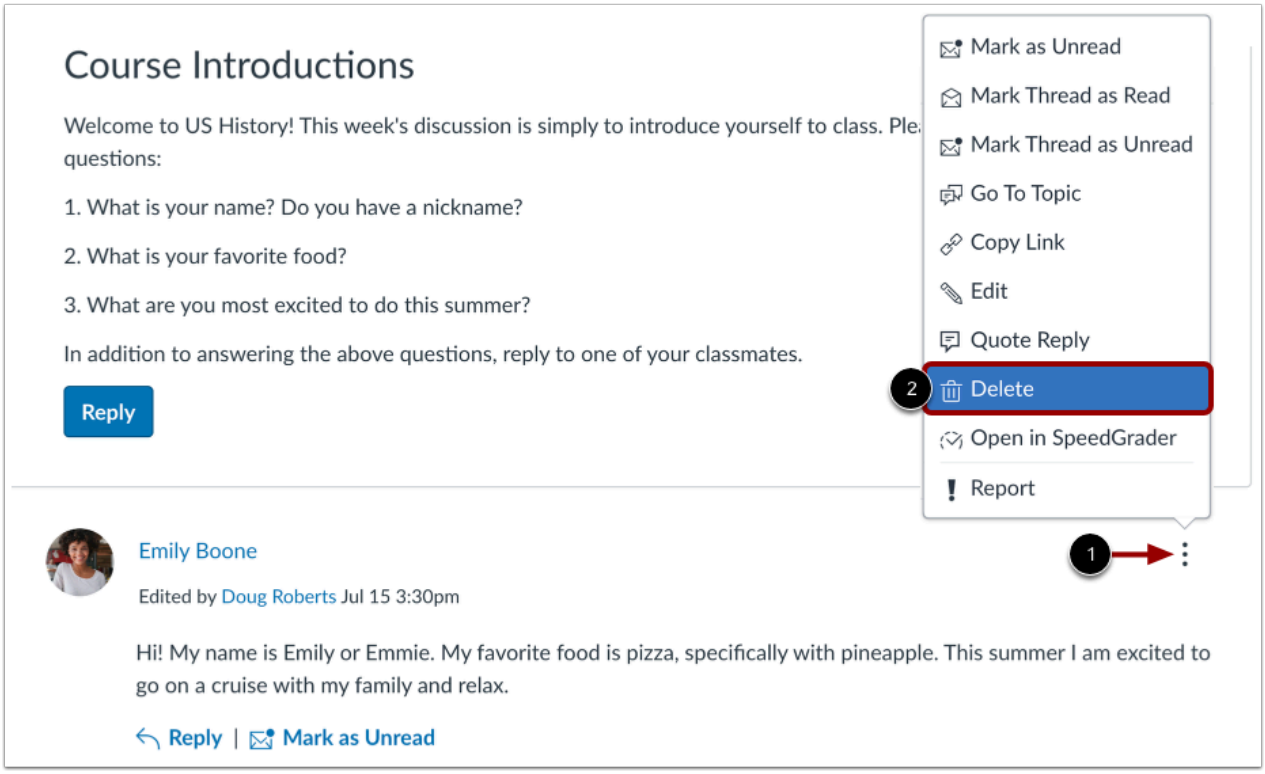
Edit the discussion reply in the Rich Content Editor [1]. To post your edits, click the **Save** button [2].

Verify Edit



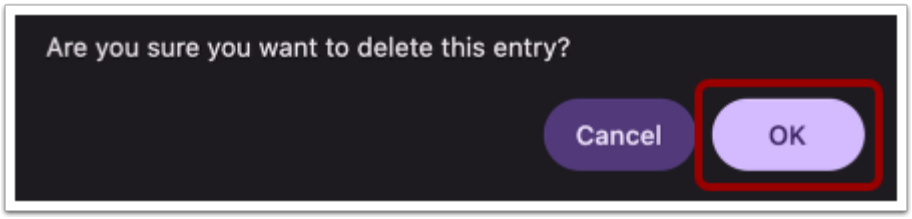
Canvas posts a note that indicates the post has been edited. The text includes your name, and the date and time the post was edited. This entry cannot be removed.

Delete Reply



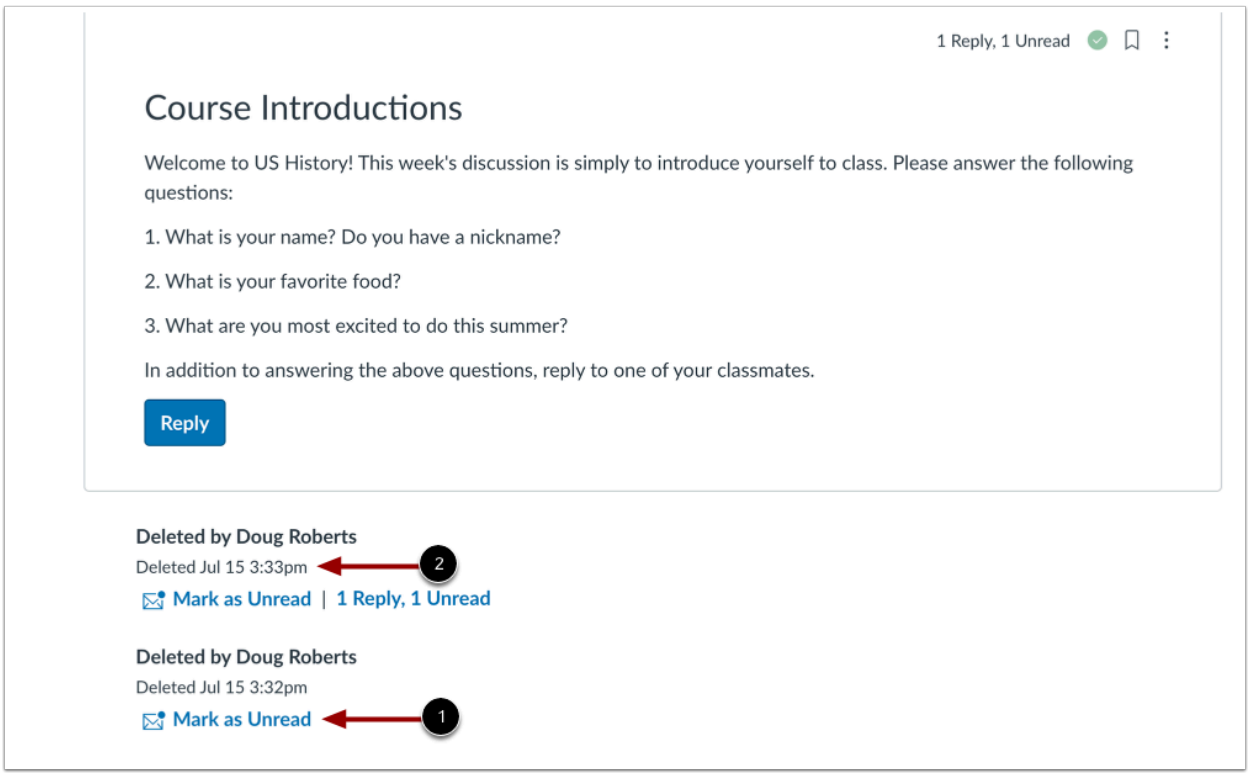
To delete a student reply, click the reply **Options** icon [1], then select the **Delete** link [2].

Confirm Delete



To delete the entry, click the **OK** button.

View Deleted Discussion Replies



Deleted discussion replies display the name of the user who deleted the reply as well as the date and time the reply was deleted [1].

If a discussion reply with a threaded response is deleted, the **Deleted** notification always displays and is not hidden from view [2].

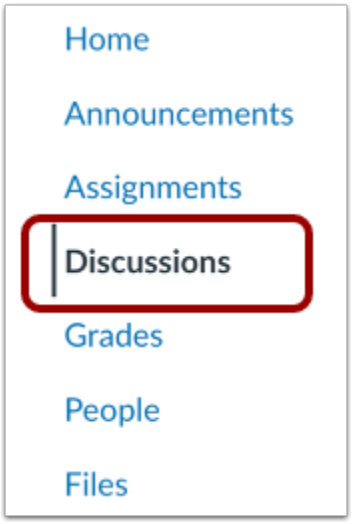
How do I attach a file to a discussion reply as an instructor?

You can attach a file to a Discussion reply using the attachment icon. Attached files are also uploaded to your Personal Files in the unfiled folder.

Notes:

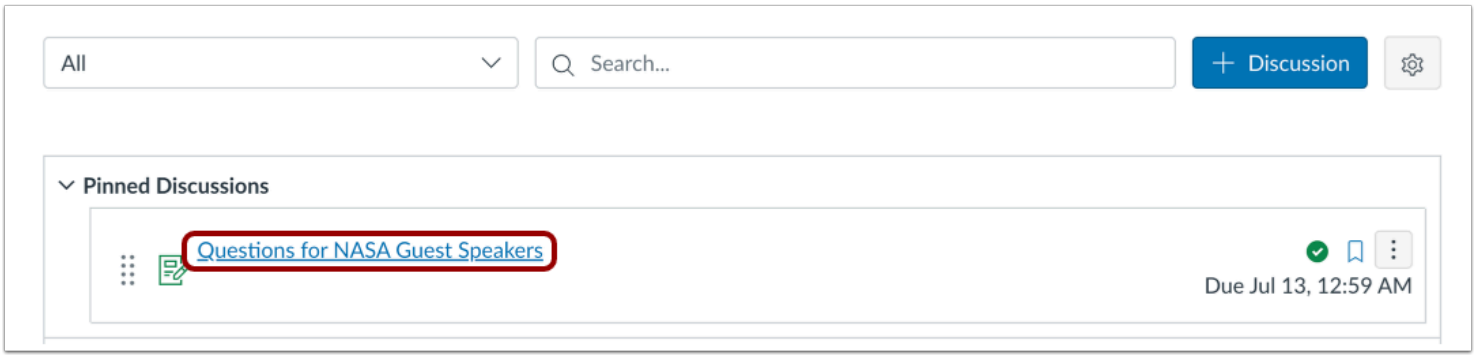
- You can only upload one attachment in your reply. Once an attachment is posted to a discussion post, the attachment cannot be deleted.
- Instructors have the option to not allow students to attach files to Discussions. If you cannot attach a file, this feature has been disabled.

Open Discussions



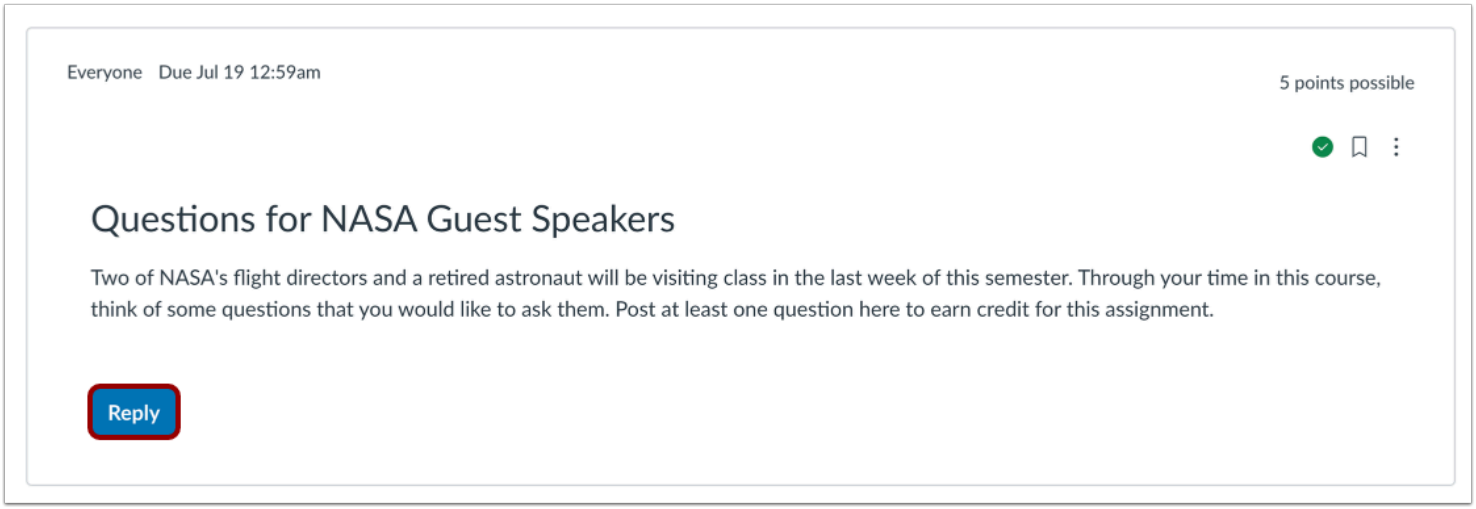
In Course Navigation, click the **Discussions** link.

Open Discussion



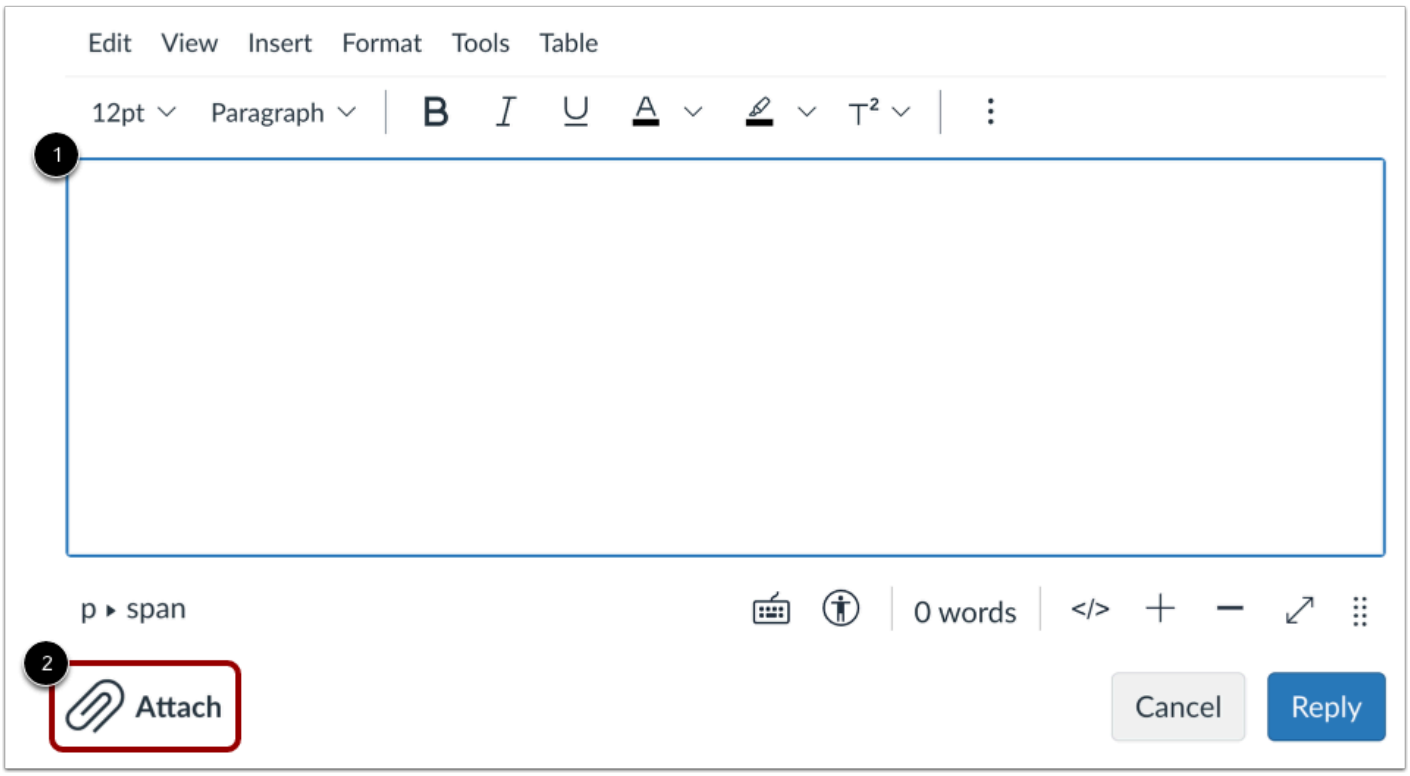
Click the name of the discussion you want to participate in.

Create Reply



Click the **Reply** button.

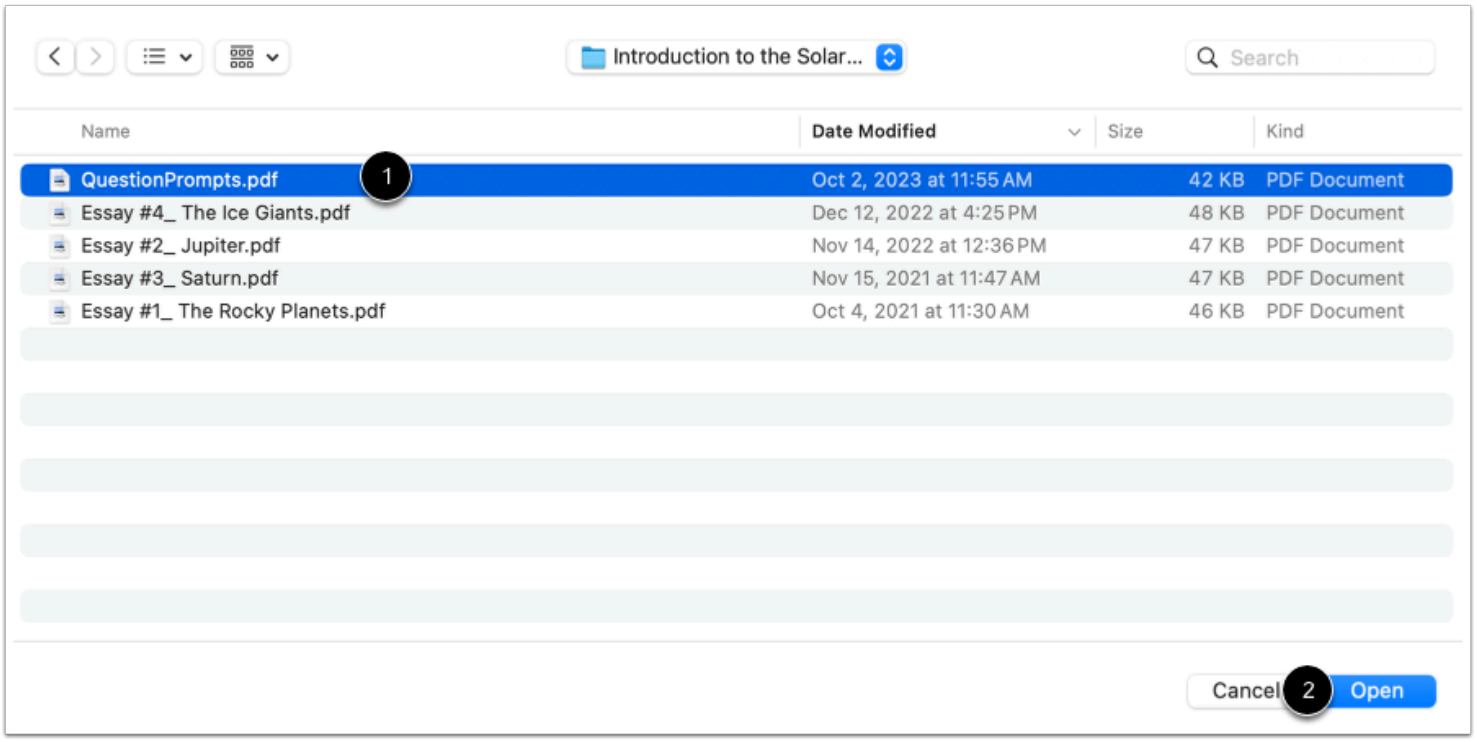
Attach File



After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** link [2].

Note: If you cannot attach a file, this feature has been disabled.

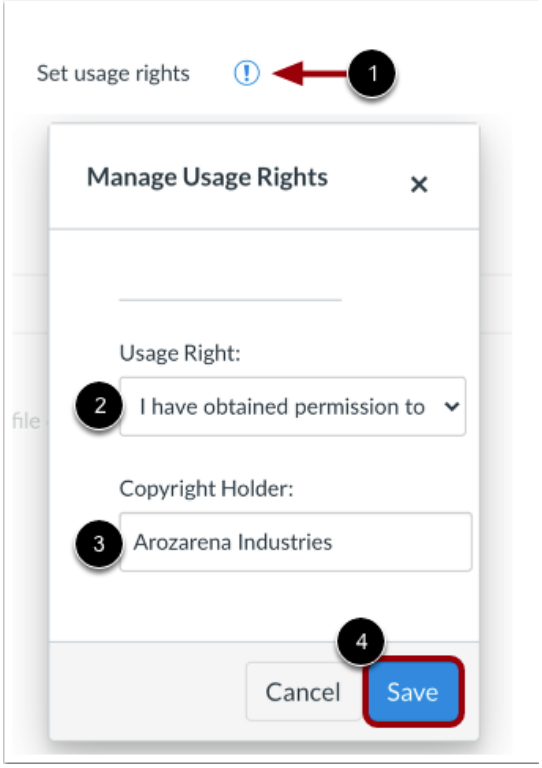
Select File Upload



In the file window, locate and click the name of the file [1]. Click the **Choose** or **Open** button [2].

Note: You can only upload one attachment in your reply.

Set Attached File Usage Rights



If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [1].

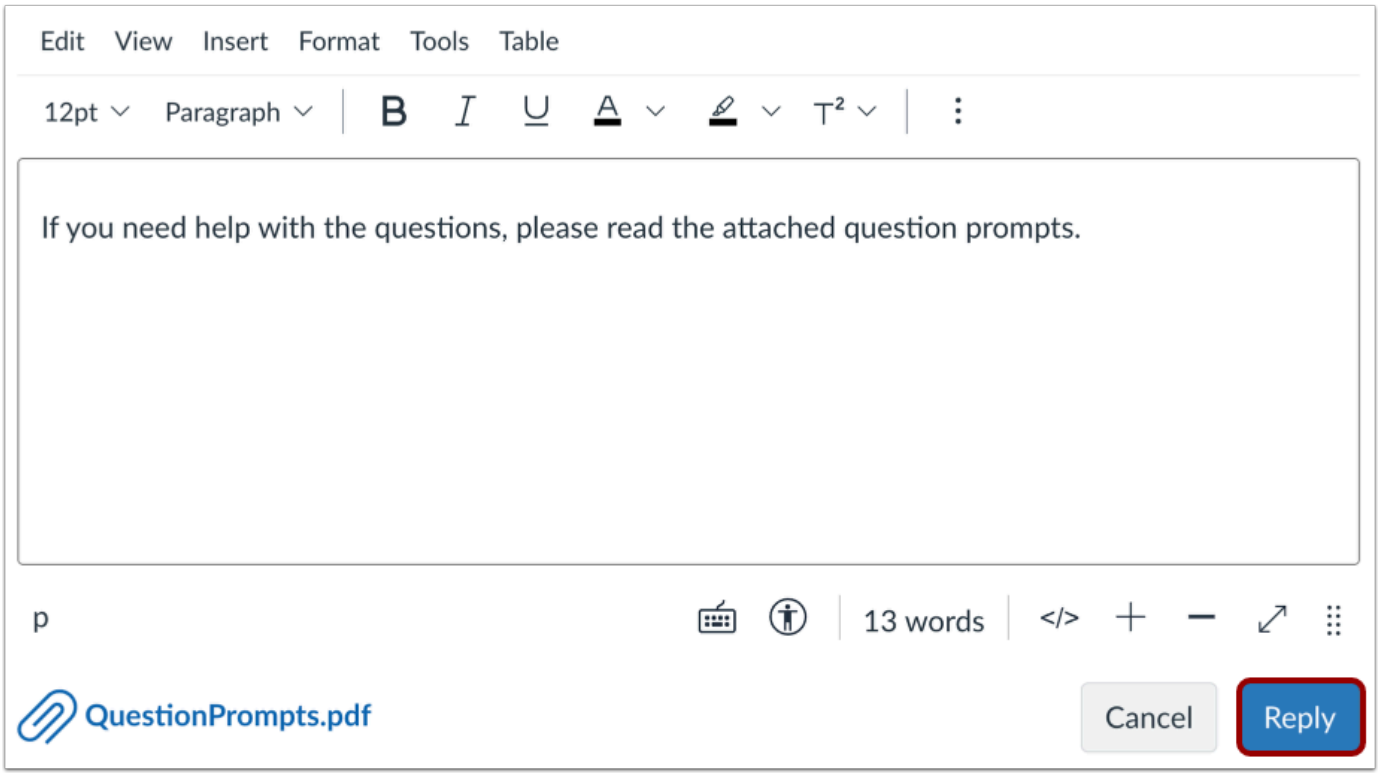
In the **Usage Right** drop-down menu [2], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [3].

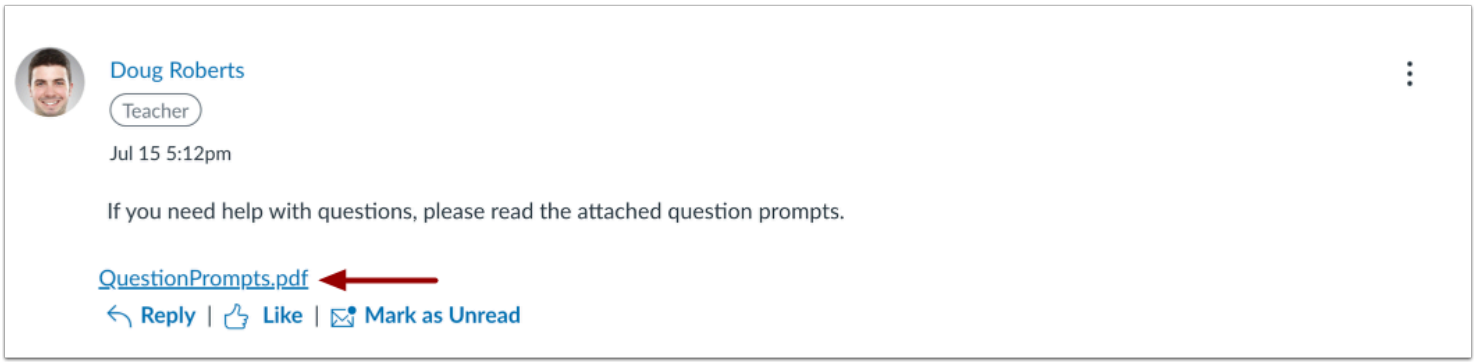
To save your usage right settings, click the **Save** button [4]. You can edit usage right settings by clicking the Set usage rights icon.

Post Reply



Click the **Reply** button.

View Discussion Reply



View your discussion reply. Your attached file displays under the text.

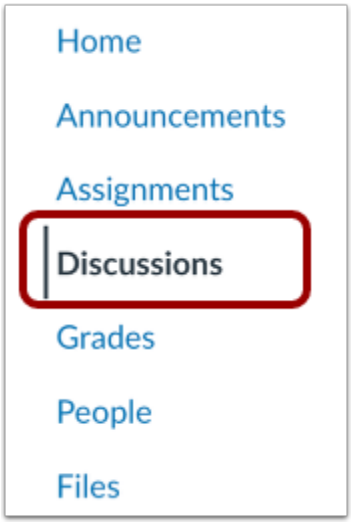
How do I embed an image in a discussion reply as an instructor?

You can insert an image file directly into discussion replies using the image icon. You can embed an image from a website URL or upload and embed an image from your Canvas files. If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply does not be changed.

Notes:

- If you post your discussion response before an attached image finishes uploading, Canvas will display a warning message.
- You can embed a variety of image file types. Learn what types of image files you can embed.

Open Discussions

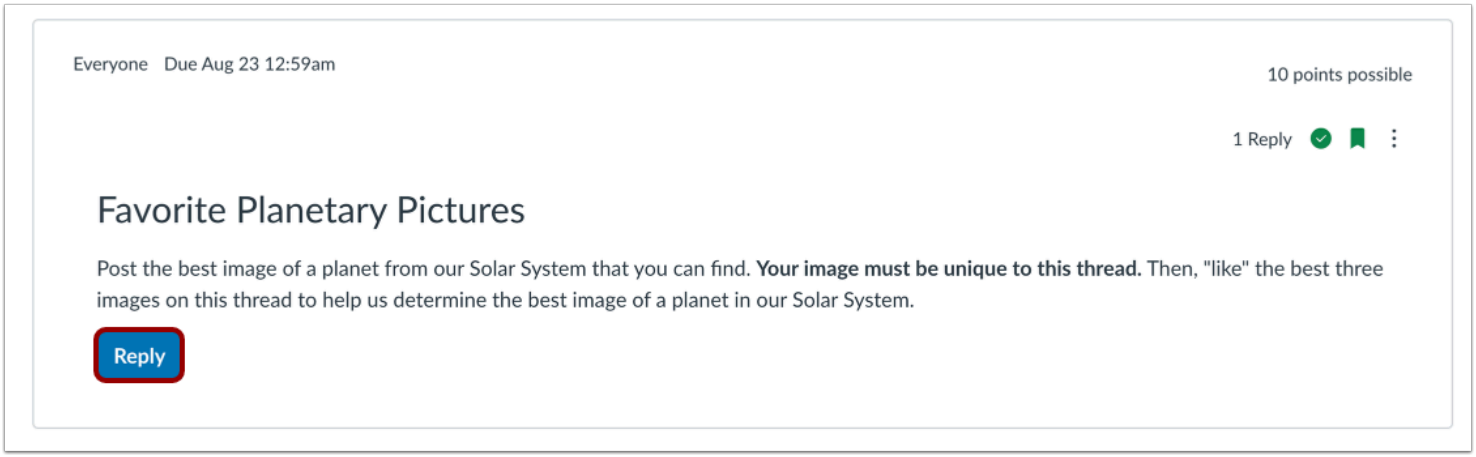


In Course Navigation, click the **Discussions** link.

Open Discussion

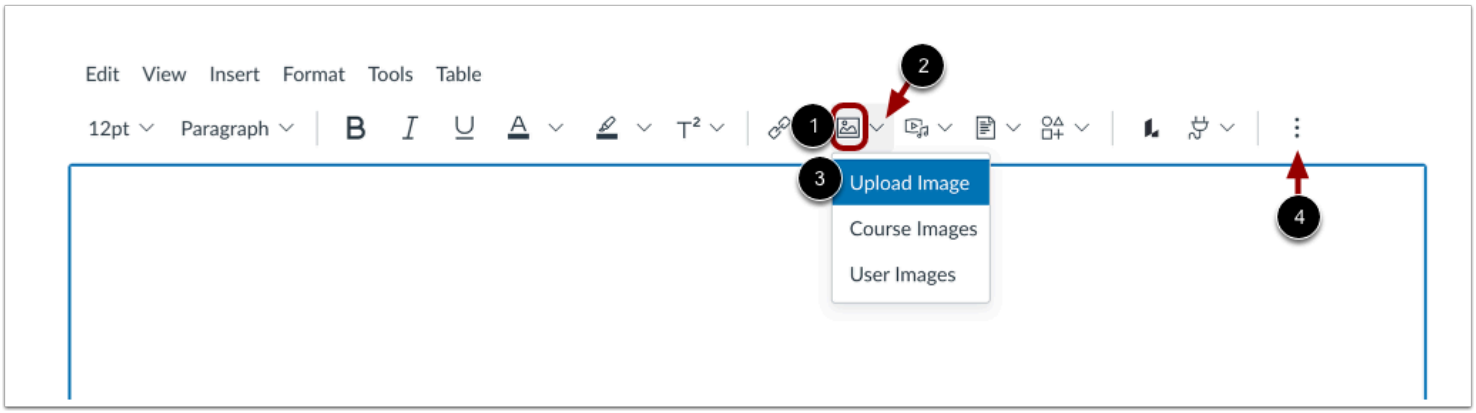
Click the discussion name.

Create Reply



Click the **Reply** button.

Add Image from Toolbar

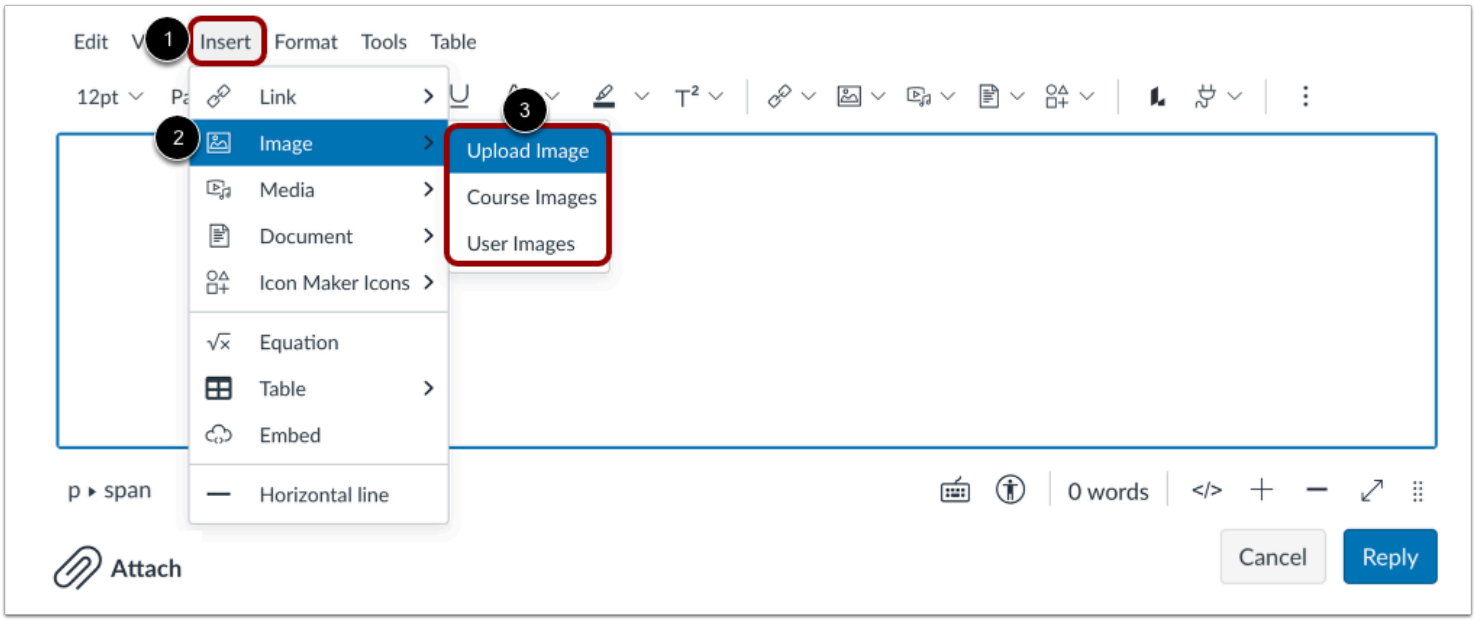


To add an image from the toolbar, click the **Image** icon [1].

You can also upload an image from the image options menu. To view additional image options, click the **Image Options** arrow [2]. Then select the **Upload Image** option [3].

Note: To view the Image icon, you may have to click the **Options** icon [4].

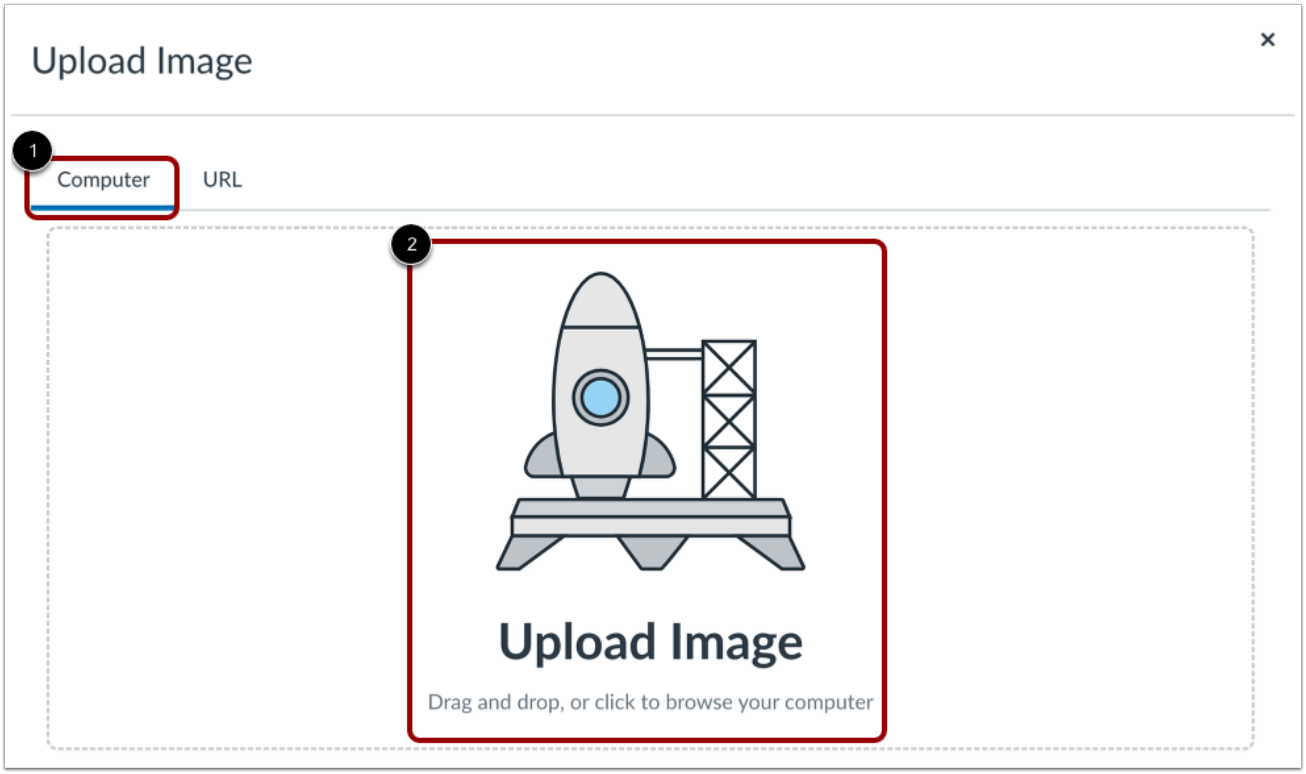
Add Image from Menubar



You can also add an image using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

To upload an image using the menubar, click the **Insert** menu [1], select the **Image** option [2]. You can upload new images and embed images from your course and user files [3].

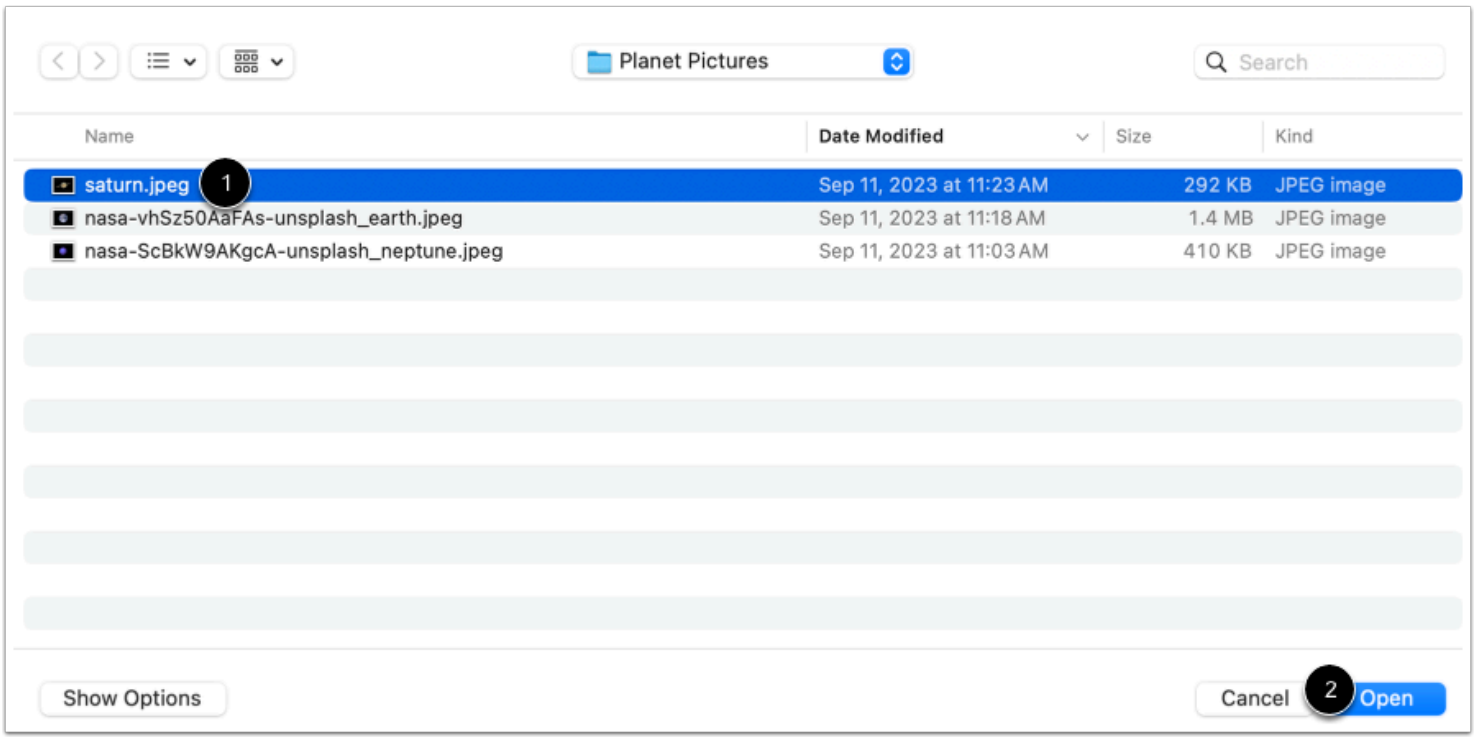
Upload Image from Computer



By default, the Image Upload Tool displays the **Computer** tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].

Note: Images uploaded from your computer using the image upload tool are added to your course files.

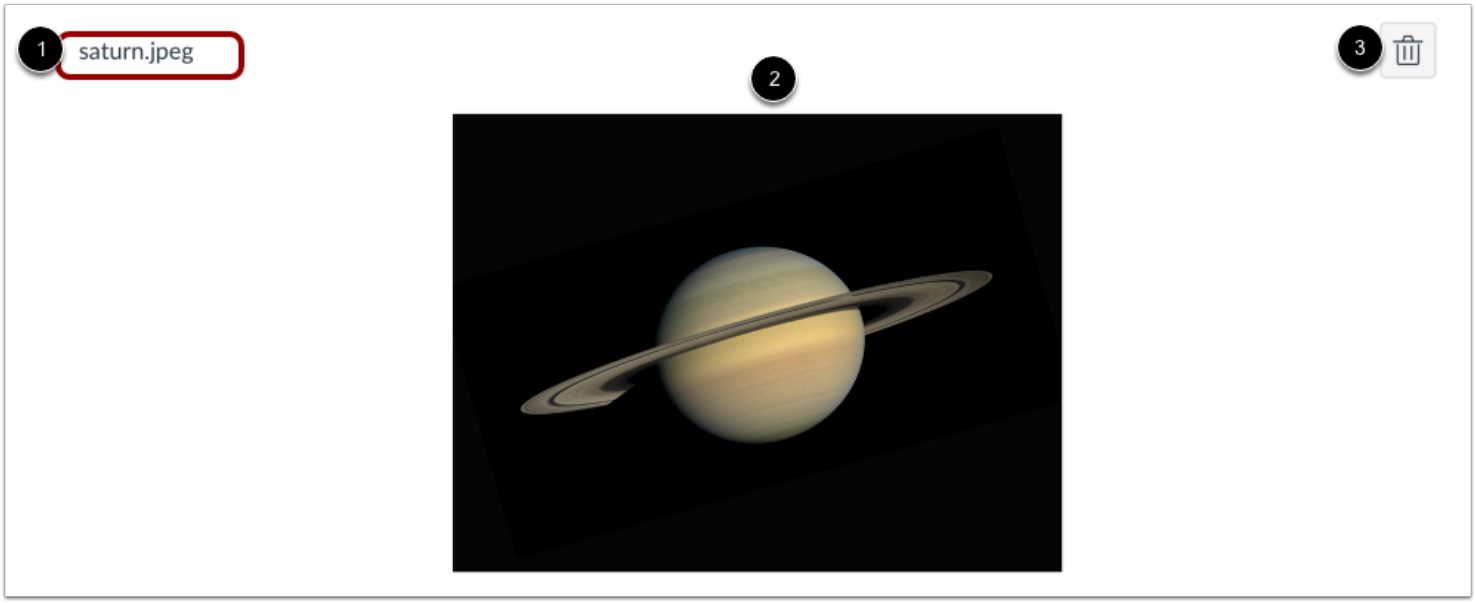
Select File



Select the image file [1] and click the **Open** button [2].

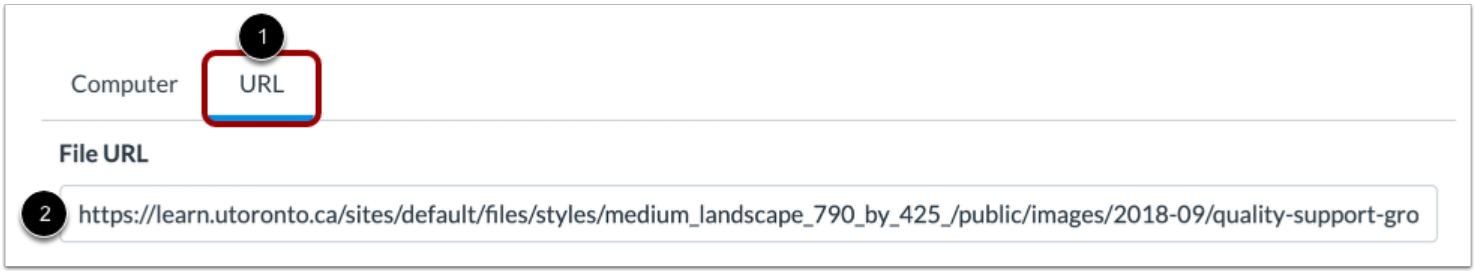
Learn about supported image file types.

View Selected File



The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the **Delete** icon [3].

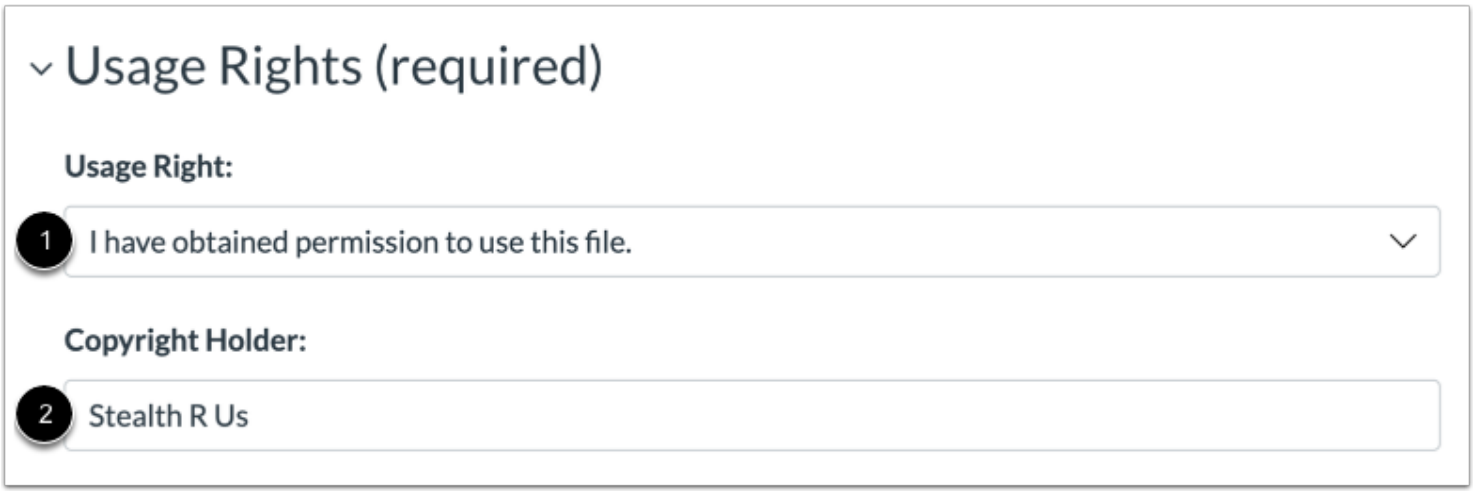
Embed Image from URL



To embed an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

Manage Usage Rights



If required by your institution, you will need to select usage right settings for your image.

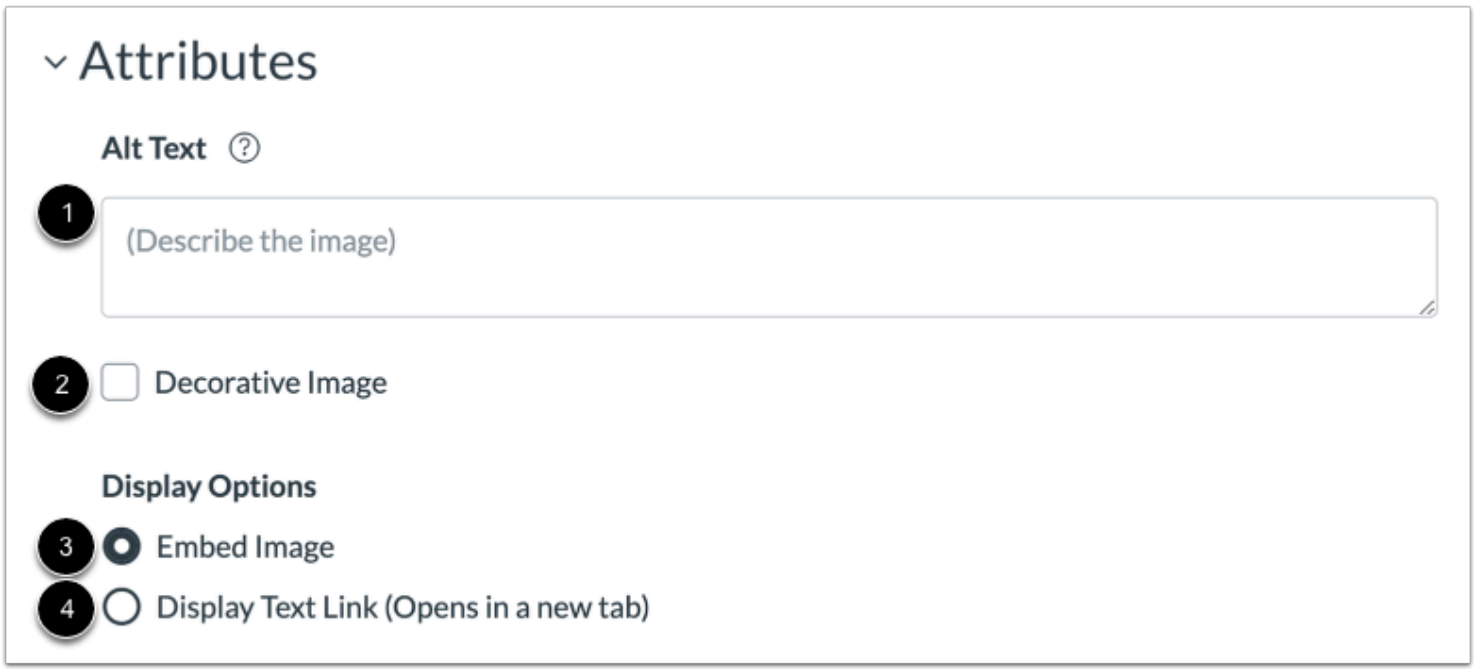
In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **I hold the copyright:** original content created by you
- **I have obtained permission to use this file:** authorized permission by the author
- **The material is in the public domain:** explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright
- **The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws:** excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons:** this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Note: If you are not sure which usage right applies to your image, please consult your institutional admin for guidance.

Manage Image Attributes



To add Alt Text to your image, type an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the **Decorative Image** checkbox [2].

By default, the **Embed Image** display option is selected for embedded images [3].

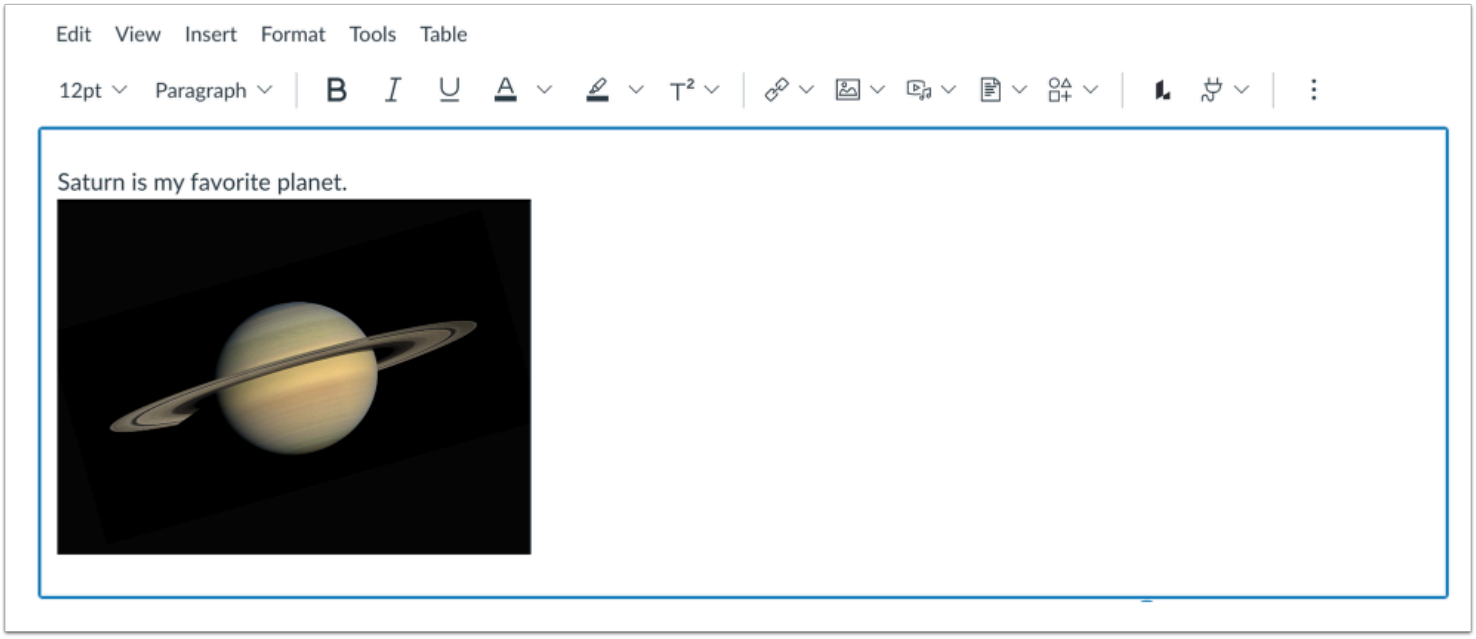
To display the image file link, select the **Display Text Link** display option [4]. The file link will replace the image in the Rich Content Editor.

Embed Image

To embed your selected image, click the **Submit** button.

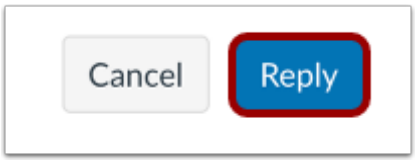
Note: The image will flash before it embeds in the Rich Content Editor.

View Embedded Image



View your uploaded image in the Rich Content Editor. You can also add or modify alt text tags and manage the image display options.

Post Reply



Click the **Reply** button.

View Reply

View the discussion reply.

How do I allow students to create a course discussion?

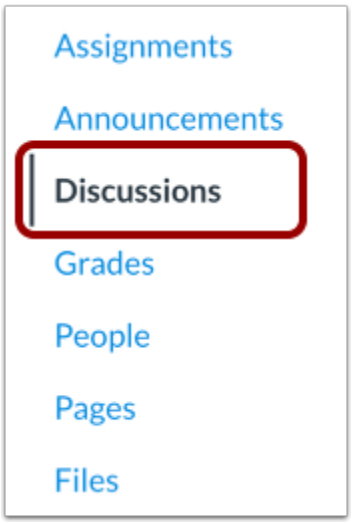
You can allow students to create a new discussion by changing the settings from the Discussions page. When this setting is enabled, discussions created by students become part of the course and are included in future course copies and exports unless the discussions are deleted.

The course discussion student setting can also be changed from the Course Settings page.

Note:

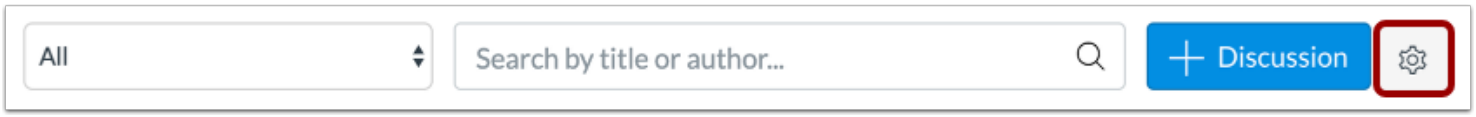
- If a student creates a discussion that includes a file, the file will be added to the unfiled folder in course files.
- If there are no discussion submissions, you can edit the anonymity details.
- If a student has a section restricted enrollment in the course, the student can only create a discussion that will be posted for all users in the course. You can still create groups, and students within those groups can initiate discussions that are visible only to their group members.

Open Discussions



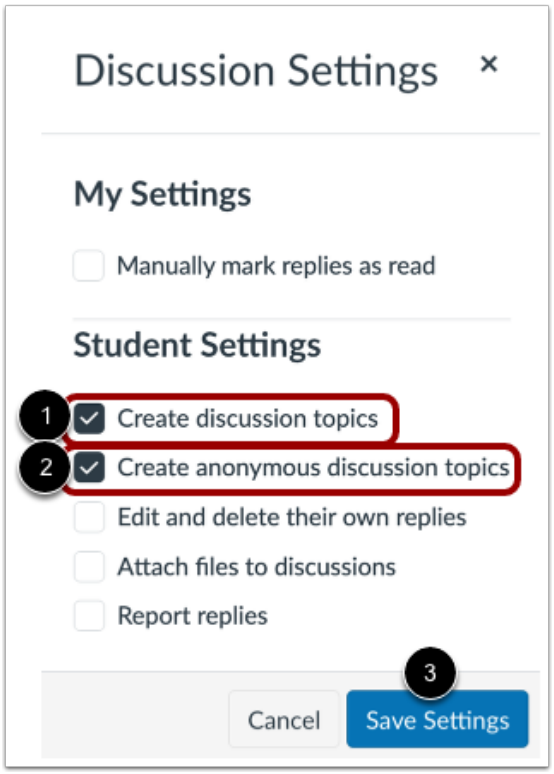
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Edit Discussion Settings



To allow students to create discussions, click the **Create discussion topics** checkbox [1].

If you want to also allow students to create anonymous course discussions, click the **Create anonymous discussion topics** checkbox [2].

To save discussion settings, click the **Save Settings** button [2].

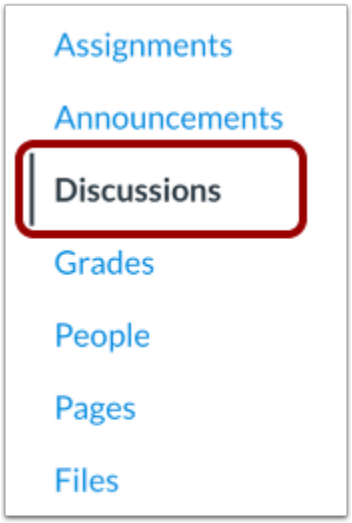
How do I allow students to attach files to a course discussion?

Students can attach files to discussion replies in course discussions. This setting is enabled by default and can be managed from the Discussions page or from the Course Settings page. Any attachments added to an ungraded discussion by a student are copied to the student's user files and count against the user quota. Files uploaded using the Rich Content Editor count toward students user storage quota. However, files uploaded to the discussion submission do not count toward students user quota.

Disabling this option will restrict students from attaching files in discussion topics, discussion replies, and discussions within course groups. This option does not affect your students' ability to add a file using the Rich Content Editor.

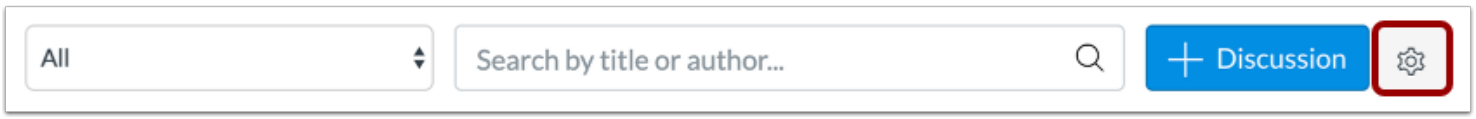
Note: If a student creates a discussion with an attached file, the file will be added to course files in the unfiled folder.

Open Discussions



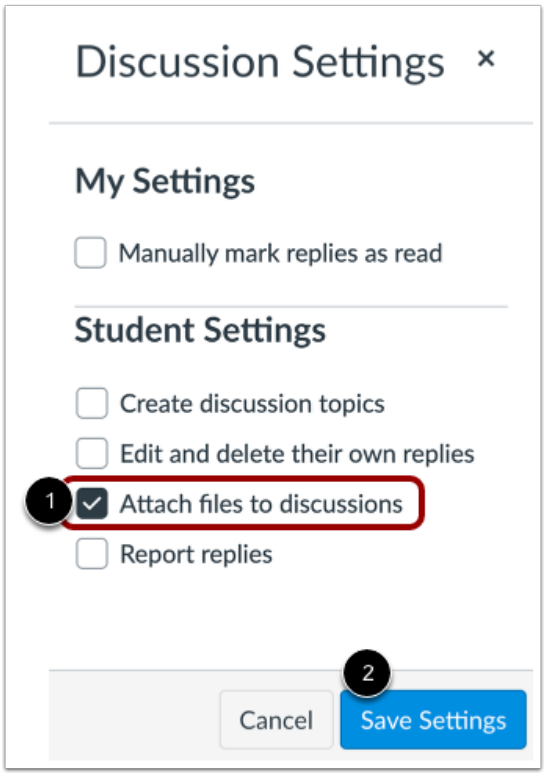
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Edit Discussion Settings



Check the **Attach files to discussions** checkbox [1]. To save discussion settings, click the **Save Settings** button [2].

Note: Disabling this option will restrict students from attaching files in discussion topics, discussion replies, and discussions within course groups. This option does not affect your students' ability to add a file using the Rich Content Editor.

How do I allow students to edit and delete their own discussion posts in a course?

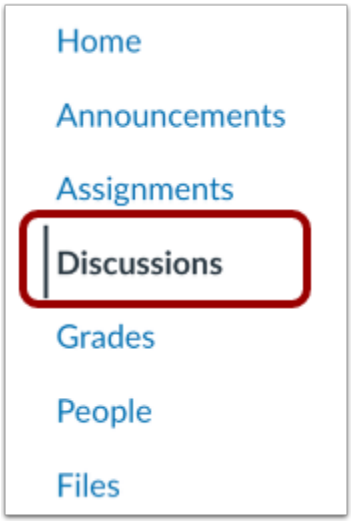
You can allow students to edit and delete their own course discussion replies and group discussion replies by managing settings in the Discussions Index Page.

This setting can also be managed from the Course Settings page.

Notes:

- If you allow students to edit and delete their own discussion replies, you cannot view previous versions of their reply.
- When a discussion is closed for comments students cannot edit or delete their replies.

Open Discussions

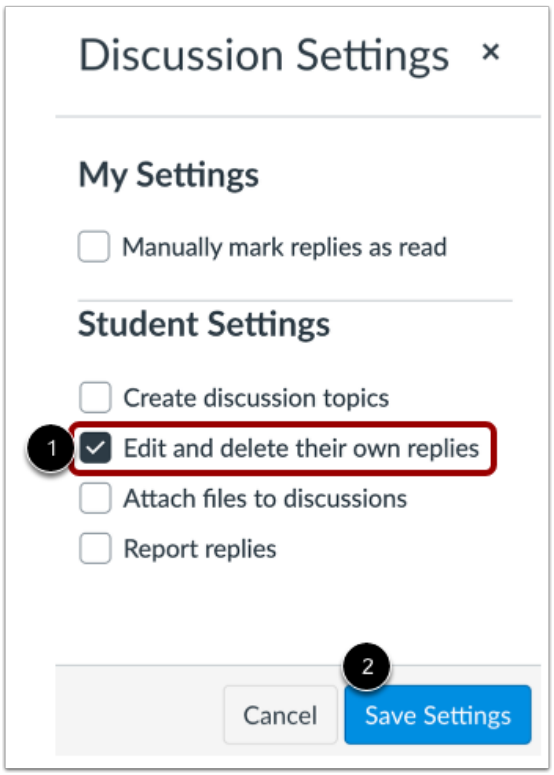


In Course Navigation, click the **Discussions** link.

Open Settings

Click the **Settings** icon.

Edit Discussion Settings



Check the **Edit and delete their own replies** checkbox [1]. To save discussion settings, click the **Save Settings** button [2].

Notes:

- Unchecking this option restricts students from editing and deleting their own Discussion replies. This permission affects replies in new discussion topics, discussion replies, and discussions within course groups.
- When you restrict the ability for students to edit or delete their own replies, the Edit and Delete options do not display in the Options menu.

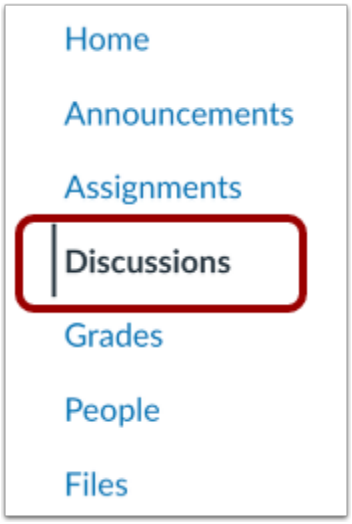
How do I close a discussion for comments in a course?

To manually stop students from posting replies to discussion posts, you can use the Close for Comments option.

Notes:

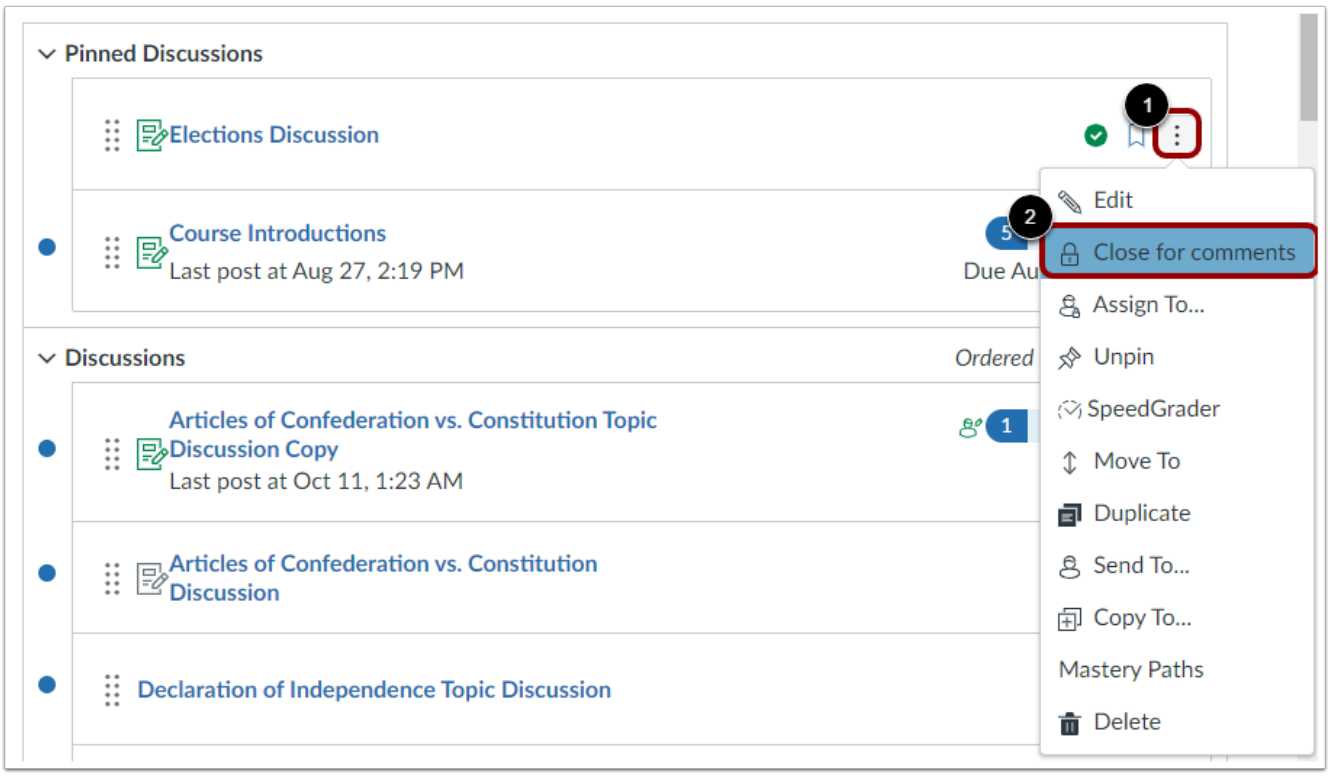
- You can limit the dates during which a user can post comments by creating discussion availability dates.
- For graded discussions, the Close for Comments option will not appear until after the discussion due date.
- When a discussion is closed for comments students cannot edit or delete their replies.

Open Discussions



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

Close from Discussions Page



To close a discussion from the index page, locate the discussion. Click the **Options** icon [1] and click the **Close for Comments** link [2].