Canvas Teacher iOS Guide

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General Information

How do I download the Teacher app on my iOS device?

If you are an instructor, you can download the Canvas Teacher app on your iOS device to easily access course content.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open App Store
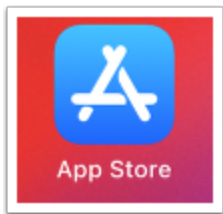
Open your iOS device and tap the **App Store** icon.

Open Search
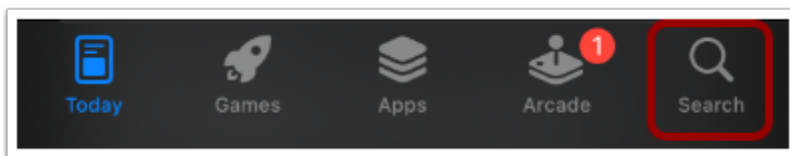
In phone devices, tap the **Search** icon at the bottom of the screen.

In tablet devices, tap the Search field at the top of the App Store.

Search for App
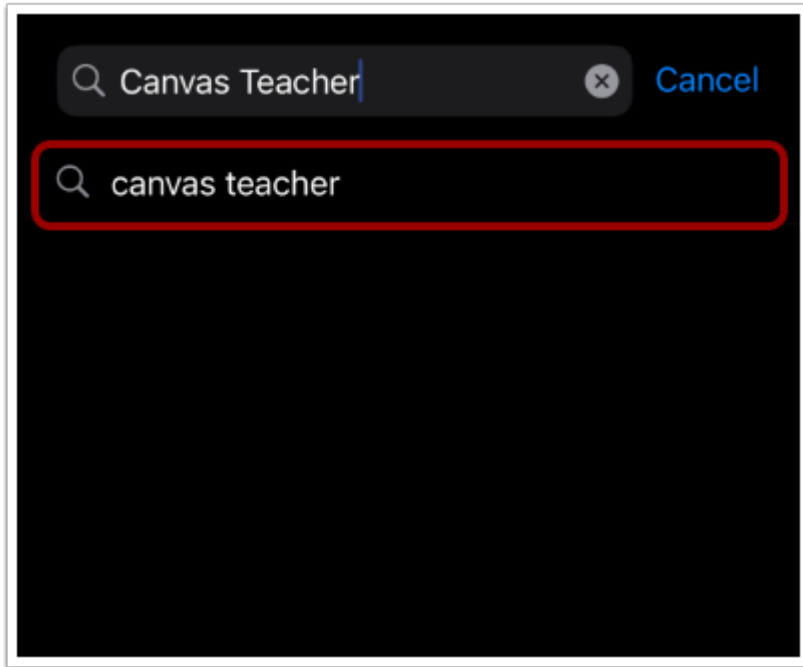
In the search field, enter Canvas Teacher. Tap the full name when it appears.

Select App

Tap the **Get** button.

Install App
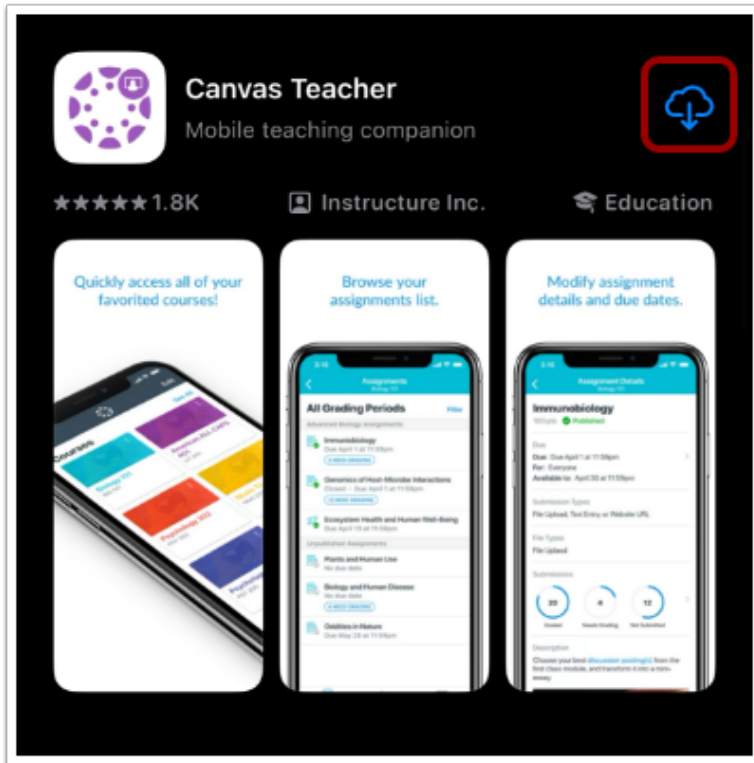
Tap the **Install** button.

Note: The App Store may ask for your App Store password to download the app.

Open App

When the app has finished downloading and installing on your iOS device, you can access it immediately by tapping the **Open** button.

View App on iOS Home Screen
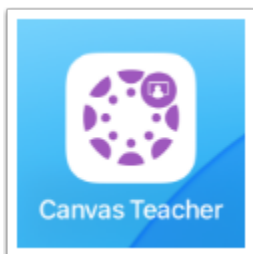
You can also open the app on your iOS home screen by tapping the **Canvas Teacher** icon.

How do I log in to the Canvas Teacher app on my iOS device with a Canvas URL?

Once you download the Canvas Teacher app from the App Store, you can use the app to log in to your Canvas account.

You can enter your institution's name into the app to locate your account. If the app cannot find your institution by name, you can enter your institution's Canvas URL into the app. If you don't know your Canvas URL, you can log in using a QR code, which does not require the Canvas URL for the mobile app.

If you have multiple accounts and do not want to log in to the app every time, learn how to switch to another user account.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Canvas Teacher App
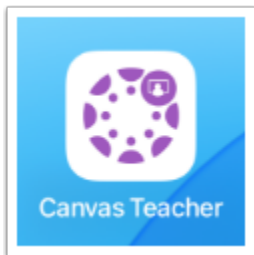
Open your device and tap the **Canvas Teacher** icon.

Find Institution
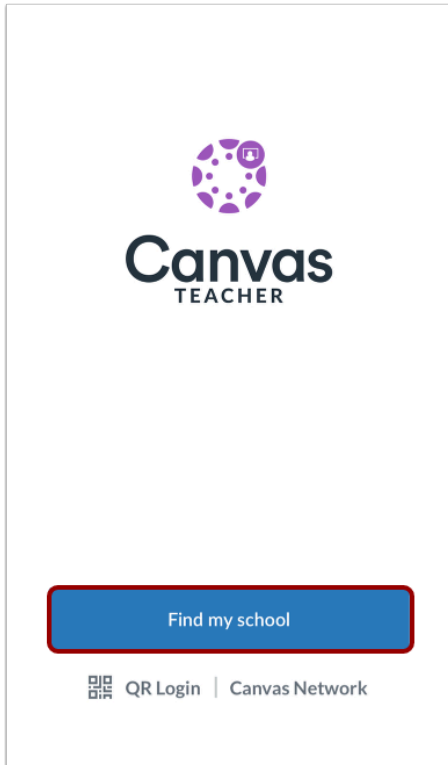
Tap the **Find My School** button.

Search for Institution Name
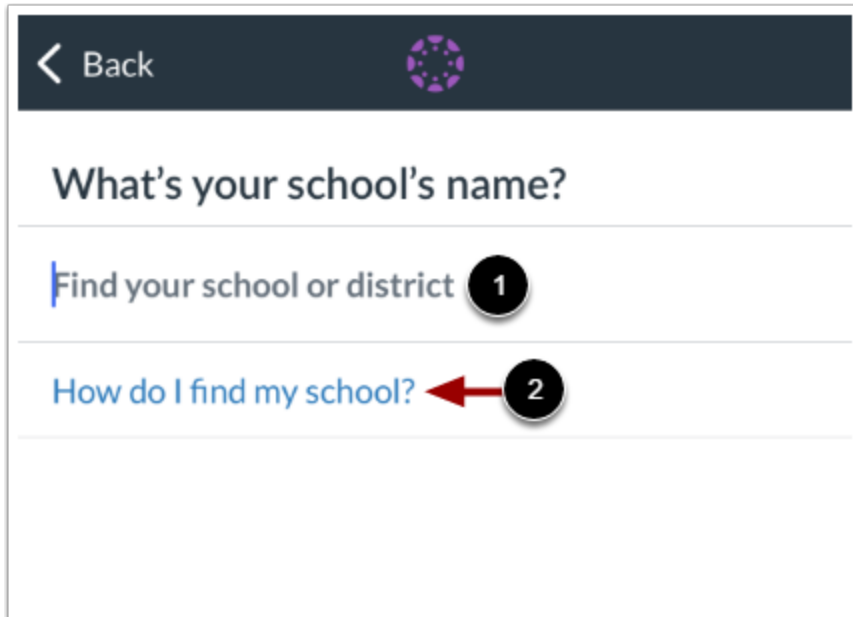
Enter the name of your institution or school district. If the full name appears in the search list, tap the name.

Notes:

- If you are an admin and your school does not appear in the search list, please contact your CSM about mobile smart search.
- To log in to a Free For Teacher account, enter *Free Canvas Accounts* or *canvas.instructure.com* in the search field.

Enter Canvas URL

If the name of your institution does not appear in the search list, you may need to locate your Canvas account by entering the full Canvas URL in the **Find your school or district** text field [1].

If you don't know your Canvas URL, tap the **How do I find my school?** link [2]. Or you can log in using a QR code, which does not require knowing your Canvas URL.
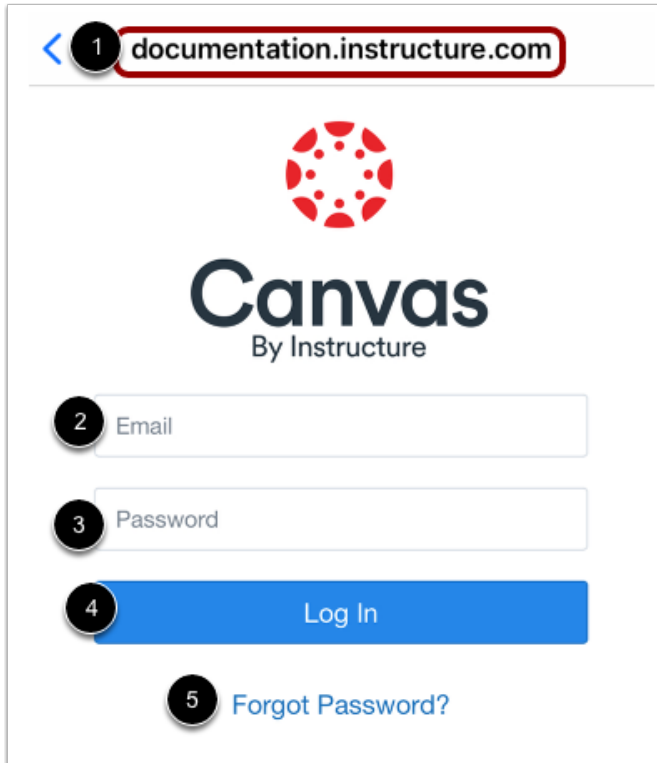
View Previous Login
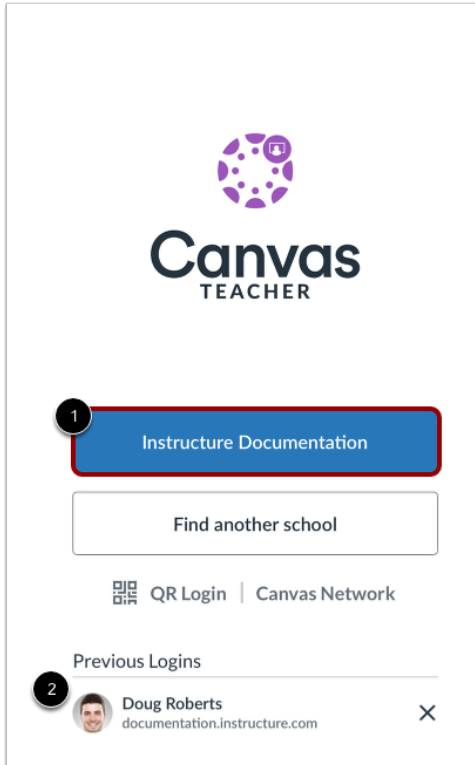
If you previously logged into the app, your Canvas institution name displays. To log in again, tap the institution name button [1].

If you previously changed users in the app, to log in again, you can tap the user's account [2].

Enter Login Credentials

After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Tap the **Log In** button [4].

If you don't know your password, tap the **Forgot Password?** link [5].

Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the reset password option, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.

View Dashboard
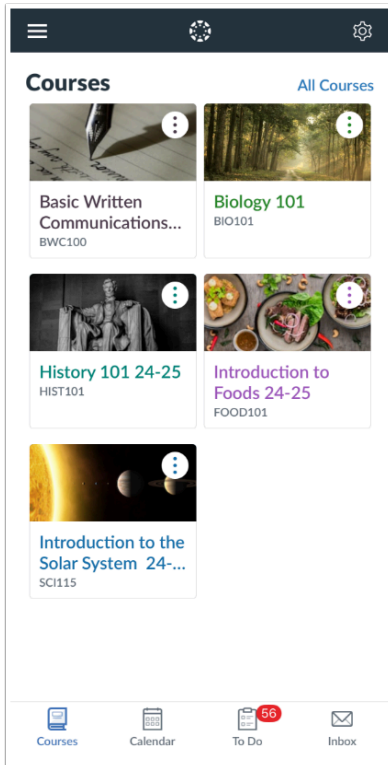
View the Dashboard for your account.

Learn how to use the [Teacher app](#).

How do I log in to the Teacher app on my iOS device with a QR code?

Once you download the Canvas Teacher app from the App Store, you can use the app to log in to your Canvas account.

You can generate a unique QR code from your Canvas web browser to quickly log in to the app. This method uses your credentials from the QR code to log you in to the app. The QR code is located in your account profile (User Navigation Menu).

If you do not want to locate your Canvas URL every time you log in to Canvas, learn how to switch to another user account.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
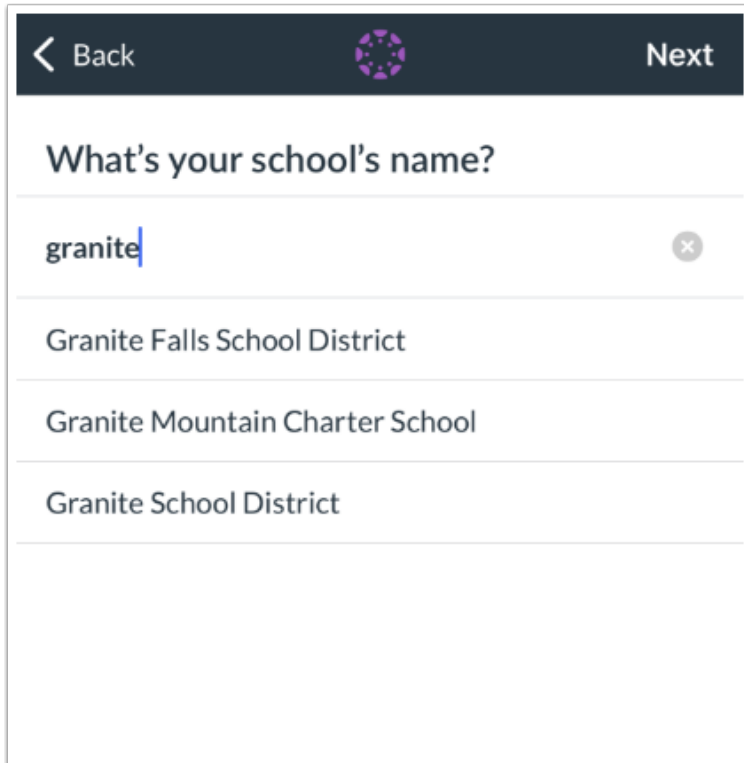
Open Canvas Teacher App
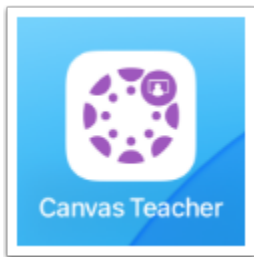
Open your device and tap the **Canvas Teacher** icon.

Open QR Login
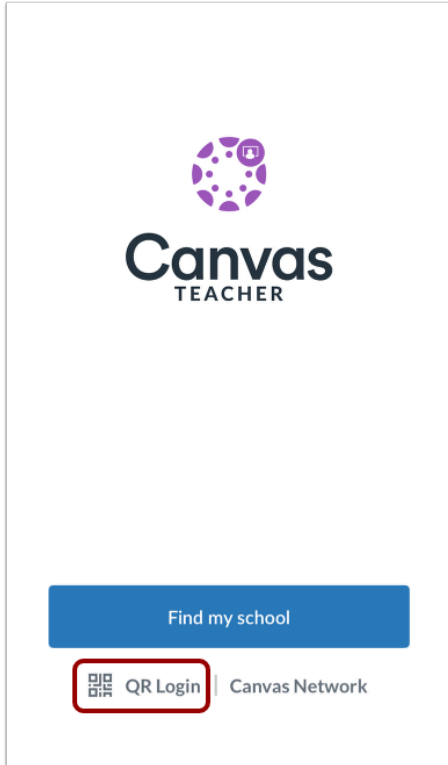
Tap the **QR Login** link.

View Instructions
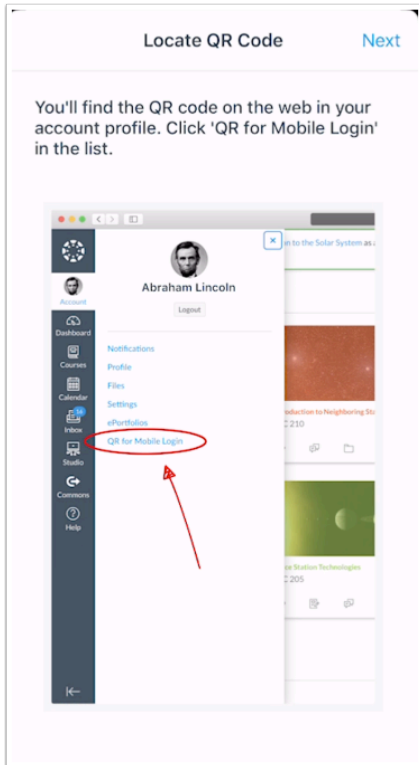
Review the instructions for locating the QR code in the web version of Canvas. The QR code is located in your account profile (User Navigation Menu).

When you have located the QR code, click the **Next** button.

Scan QR Code
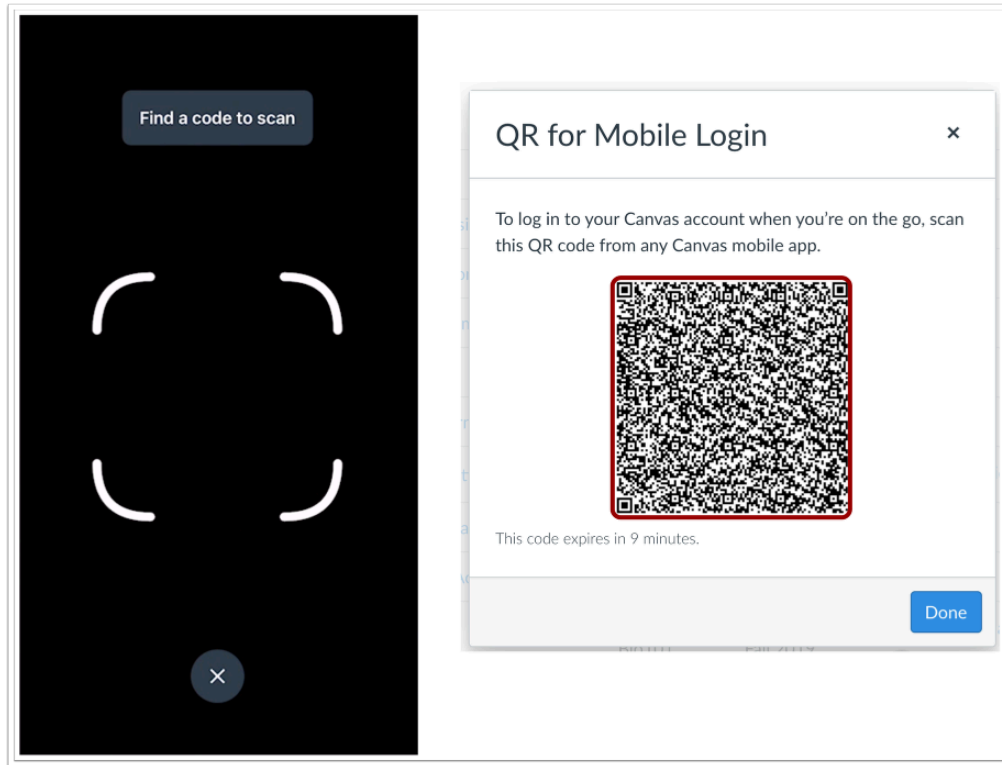
Hold your phone up to your computer screen to scan the QR code. Once the code is recognized, the app will update automatically.

Notes:

- You may have to grant permission for your phone to use your camera.
- The app may take a few minutes to log you in.

View Dashboard
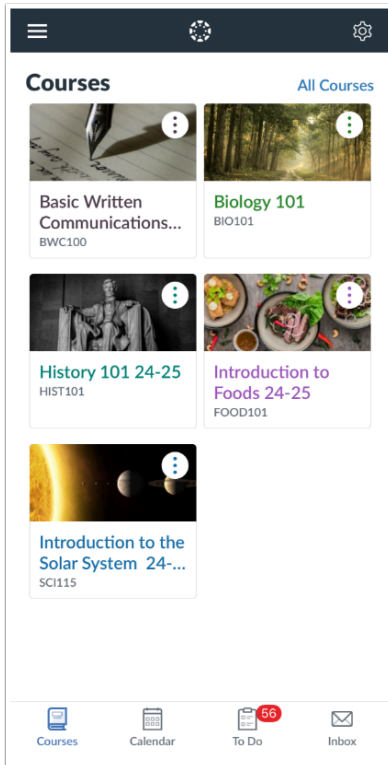
View the Dashboard for your user account.

Learn how to use the Teacher app.

How do I use the Teacher app on my iOS device?

As an instructor, you can use the Canvas Teacher app to access and manage course content while you are away from a computer browser. The app displays your Dashboard, Calendar, To Do list, Inbox, and user profile.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Notes:

- Not all Canvas features are supported on the app at this time.
- The Canvas Teacher app uses your device's settings to set the time zone used within the app.
- To change the language displayed in the Teacher app, select a language in Canvas from a web browser, log out of the Teacher app, and log in again.

View Courses
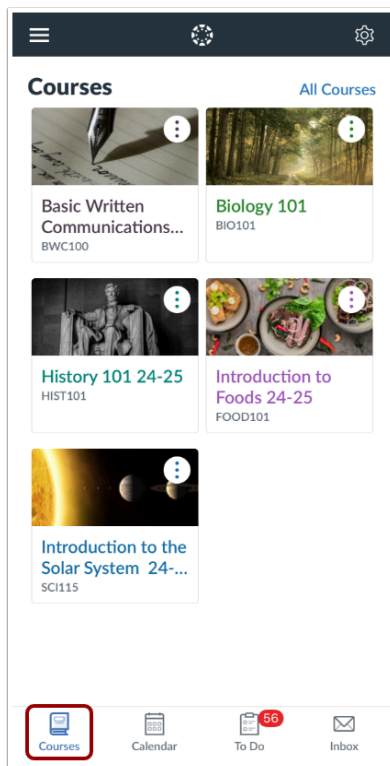
When you log in to the Teacher app, the default landing page is the Courses page, or Dashboard. The **Courses** icon displays all your current courses, including your favorite courses. You can customize the display of the Courses page by managing your courses page.

To view a course home page, tap the name of a course.

View Calendar
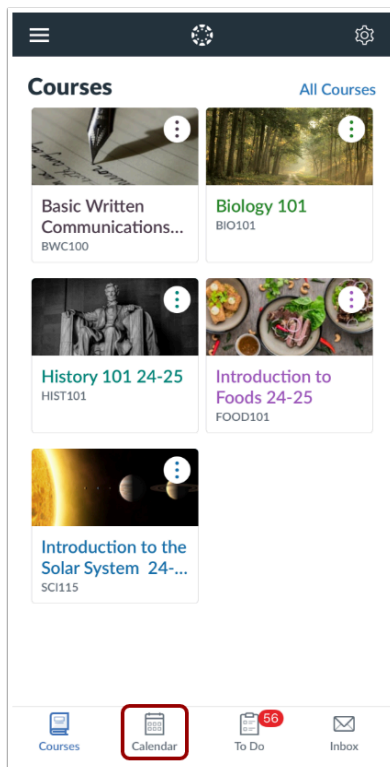
The Calendar displays events and assignments for your courses and groups. Learn how to view the Calendar.

View To Do List
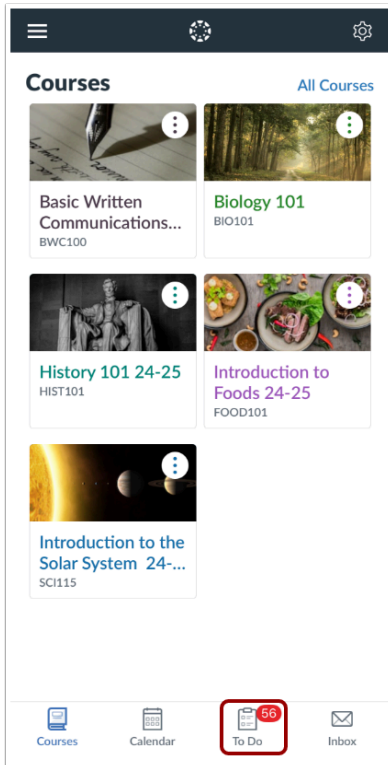
The **To Do** icon displays all ungraded submissions in your courses. Learn how to [view the To Do List](#).

View Inbox
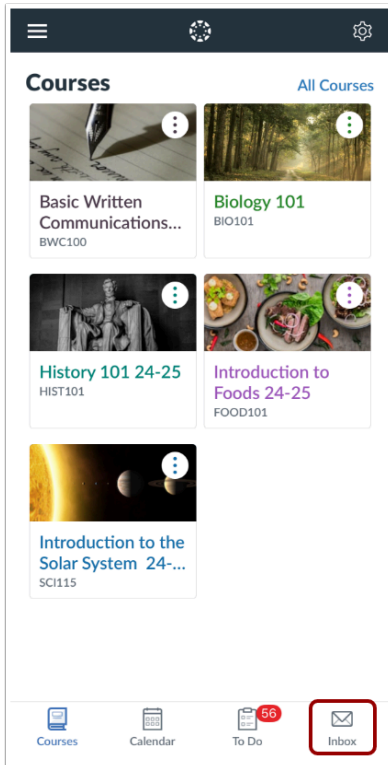
The **Inbox** icon displays all Conversations messages in the Teacher app. Learn how to view the [Inbox](#).

View User Menu
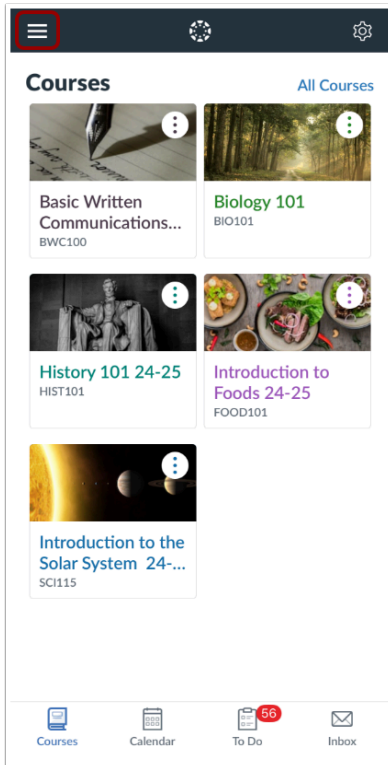
To open your User Menu, tap the **Menu** icon.

View User Menu
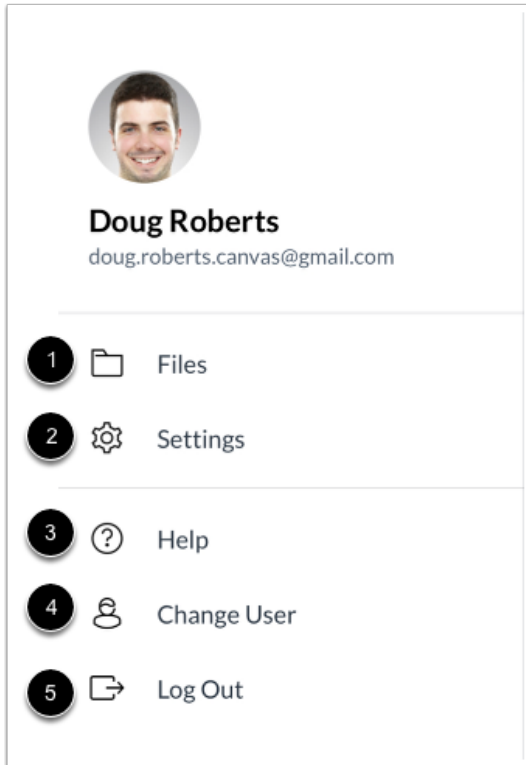
From the user menu, you can:

- [Manage your User Files](#) [1]
- [Manage app settings](#) [2]
- [Get help with the app](#) [3]
- [Change users](#) [4]
- [Log out](#) of the Teacher app [5]

Your User Menu may display other LTI tools, such as Studio and Mastery, that you can access via a mobile browser.

Open Dashboard Settings
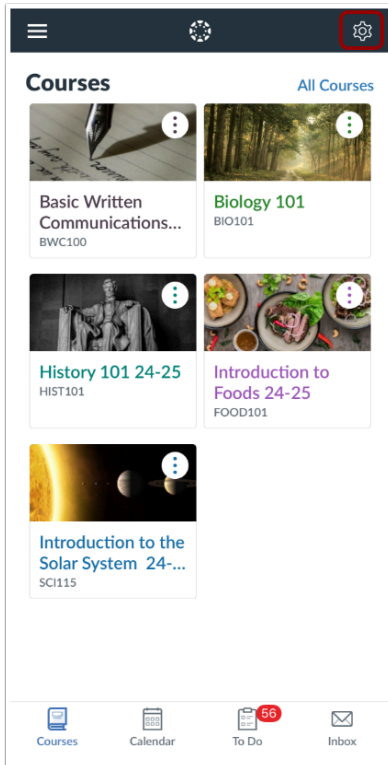
To open Dashboard Settings, tap the **Settings** icon.

View Dashboard Settings
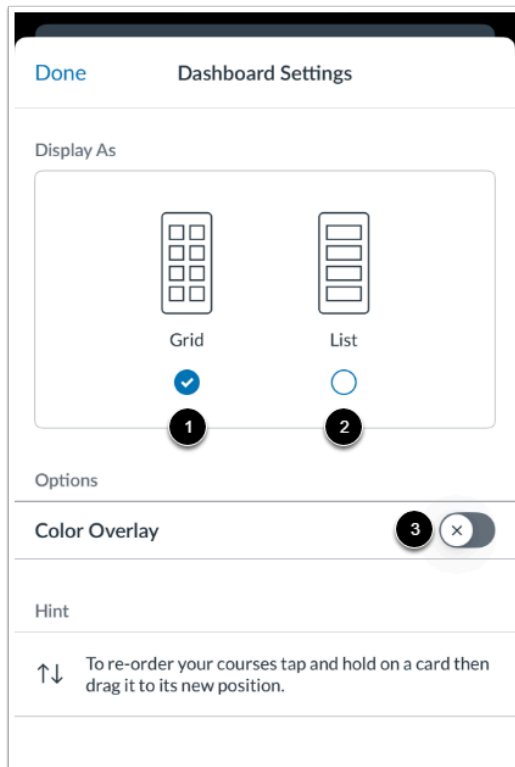
In the Dashboard Settings, you can:

- Display the Dashboard as a grid [1]
- Display the Dashboard as a list [2]
- Overlay a selected color in courses over Dashboard course cards [3]

How do I get help with the Teacher app on my iOS device?

From the Help Menu, you can get help with Canvas directly on your mobile device. Help Menu links may vary across institutions.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open User Menu
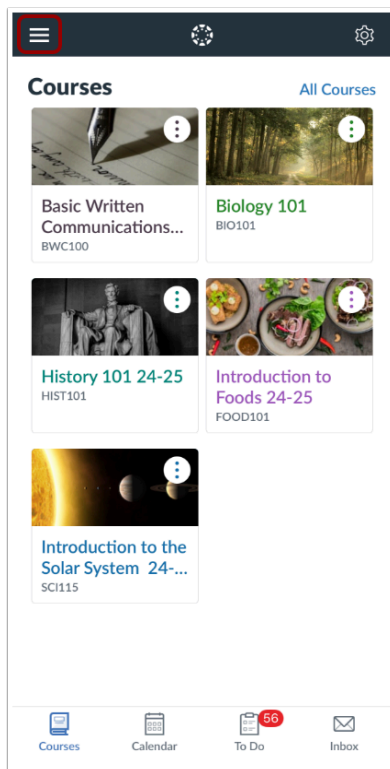
In the Dashboard, tap the **Menu** icon.

Open Help

Tap the **Help** link.

View Help Menu
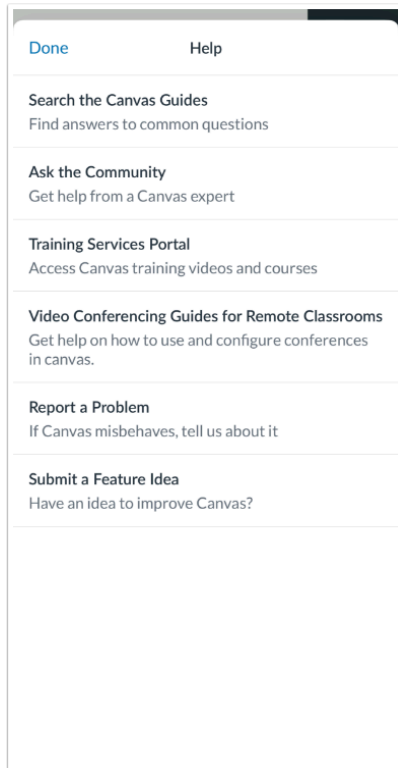
View the Help links available to you. Available links may vary according to institution.

How do I switch to another account in the Teacher app on my iOS device?

You can switch to another account on the Teacher app at any time.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open User Menu
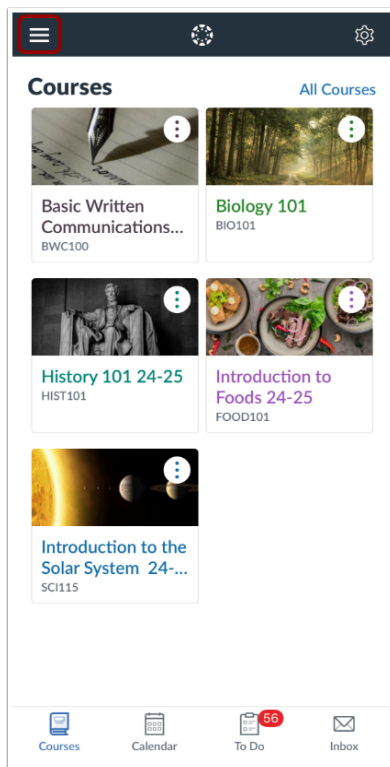
On the Dashboard, tap the **Menu** icon.

Change User

Tap the **Change User** link.

View Login Page
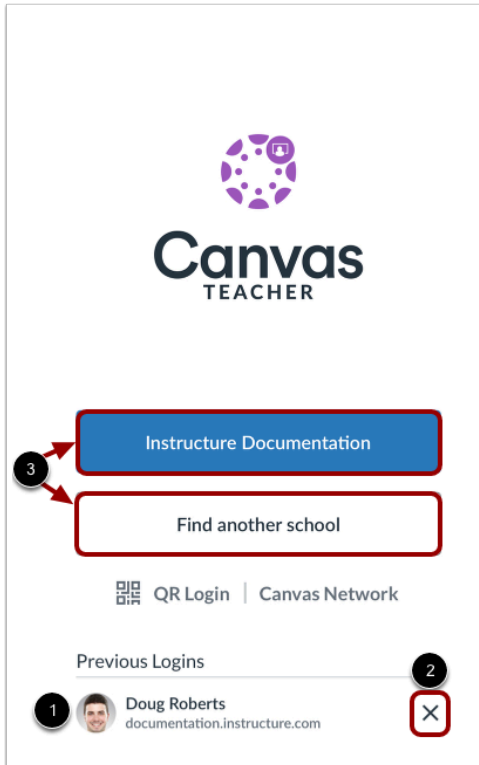
Previous logins display in the user list. Tap the user profile you want to open [1]. To remove a profile, tap the **Remove** icon [2].

To add an account, log in to Canvas [3].

How do I log out of the Teacher app on my iOS device?

You can easily log out of Canvas when you are finished using the app.

You can also **switch users** in the Canvas Teacher app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open User Menu
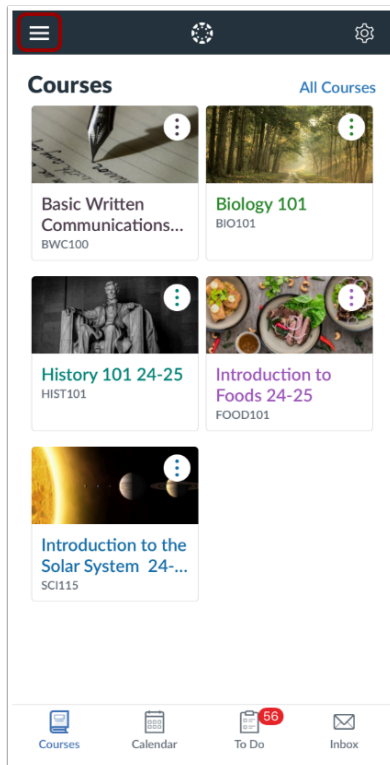
On the Dashboard, tap the **Menu** icon.

Log Out
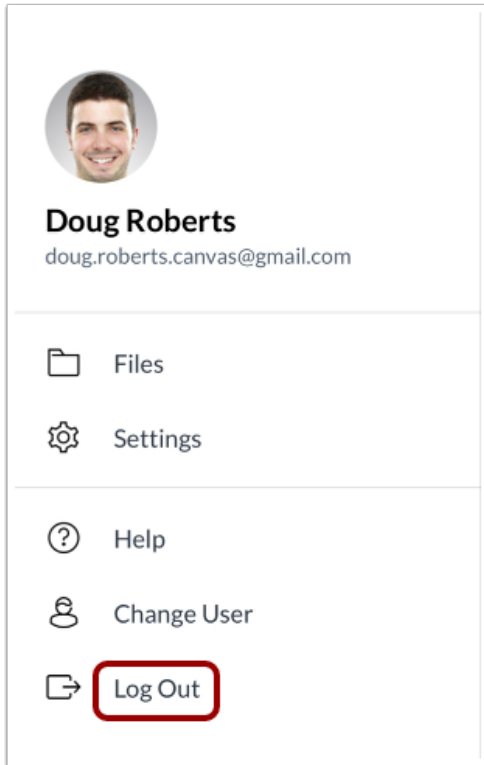
Tap the **Log Out** link.

App Settings

How do I set a landing page in the Teacher app on my iOS device?

When you log in to the Canvas Teacher app, you can choose which page you want to view as your app landing page. By default, the landing page displays the Dashboard.
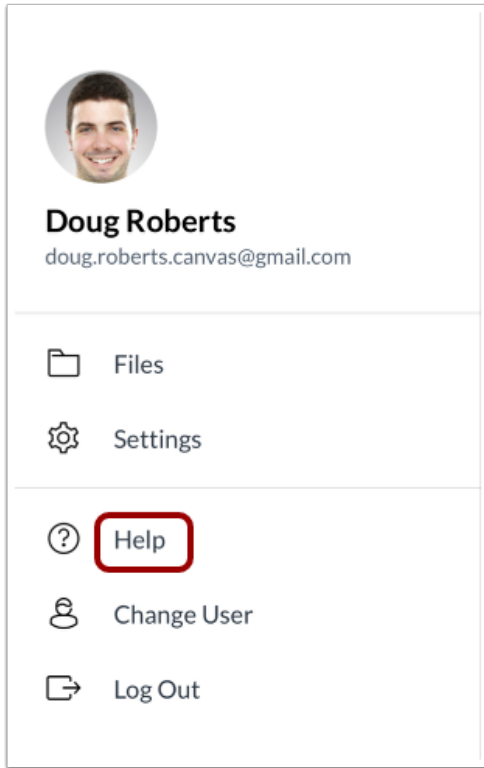
This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open User Menu

On the Dashboard, tap the **Menu** icon.

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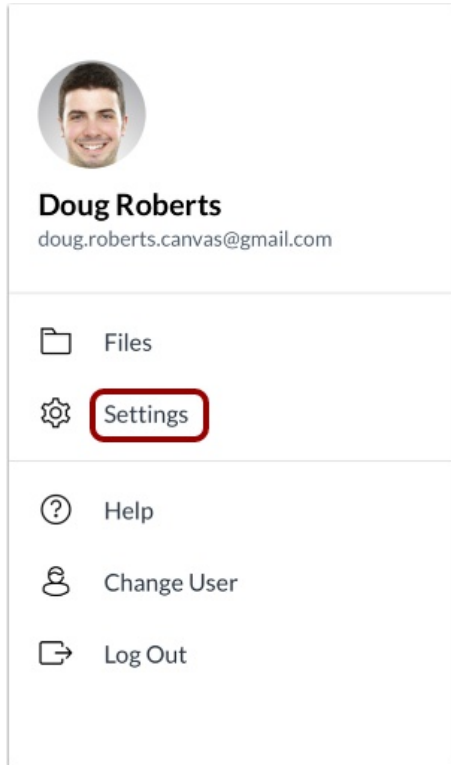
Open Settings

Tap the **Settings** link.

Open Landing Page
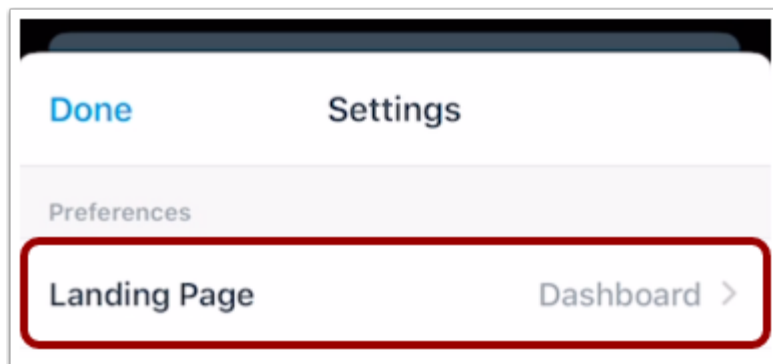
Tap the **Landing Page** link.

Set Landing Page
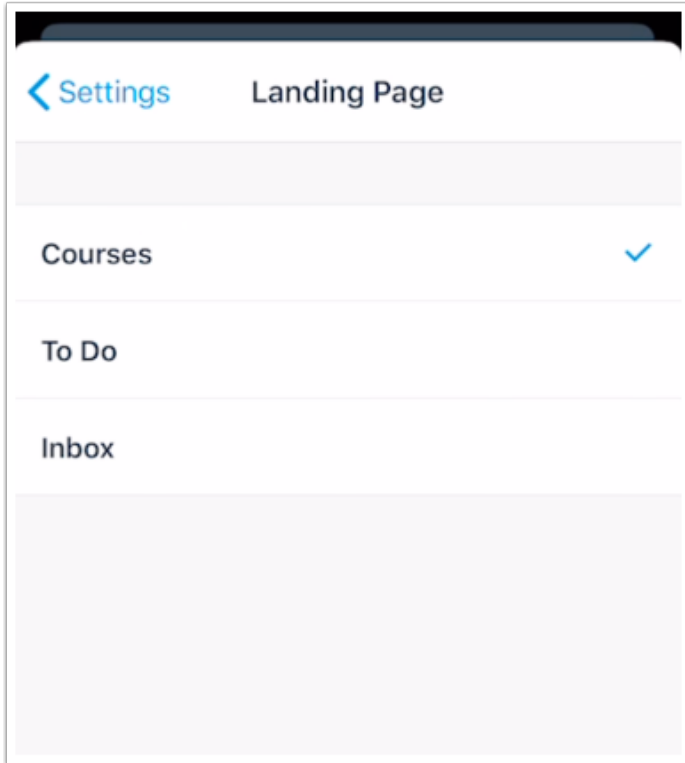
Tap the name of the new page that you want to view when you log in to the app. This change will take effect the next time you log in.

How do I view my user settings in the Teacher app on my iOS device?
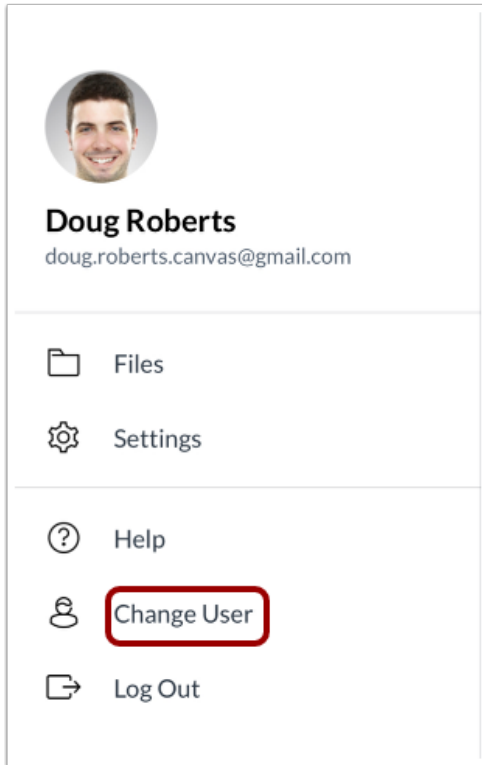
You can manage your personal settings in the Canvas Teacher app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Note: To change the language displayed in the Teacher app, select a language in Canvas from a web browser, log out of the Teacher app, and log in again.

Open User Menu
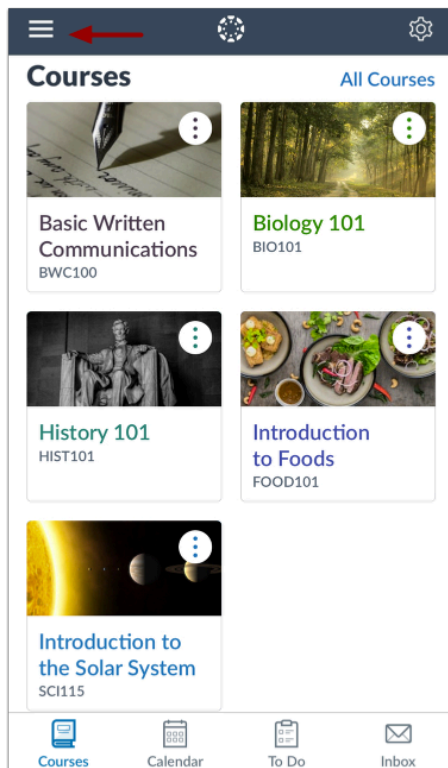
On the Dashboard, tap the **Menu** icon.

Open Settings
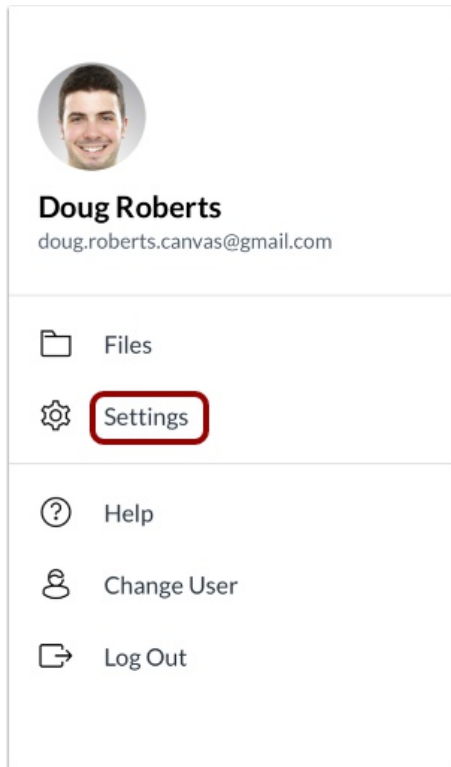
Tap the **Settings** link.

View App Settings
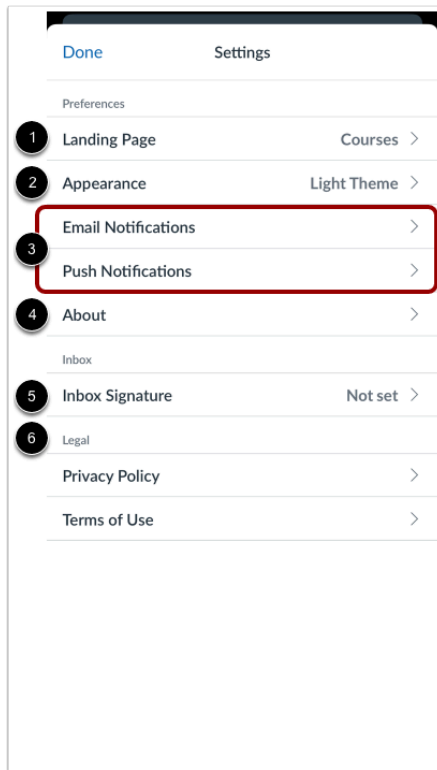
You can change the following settings in the app:

- Set your app landing page [1]
- Set your app theme [2]
- Set available Notification Preferences in the app [3]
- View app information [4]
- Set your inbox signature [5]
- View app legal information [6]

How do I set Notification Preferences in the Teacher app on my iOS device?

You can set notification preferences in the Canvas Teacher app to receive updates about your Canvas courses. Once notifications are selected, notifications are sent to you even if you have not opened the Canvas Teacher app. You can choose to set notifications for specific communication channels, or you can set notifications for all your available channels.

Communication channels in the Canvas Teacher app match the same notification options within your Notification Preferences in the browser version of Canvas. Any preferences updated in the app will be reflected in the browser version.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open User Menu
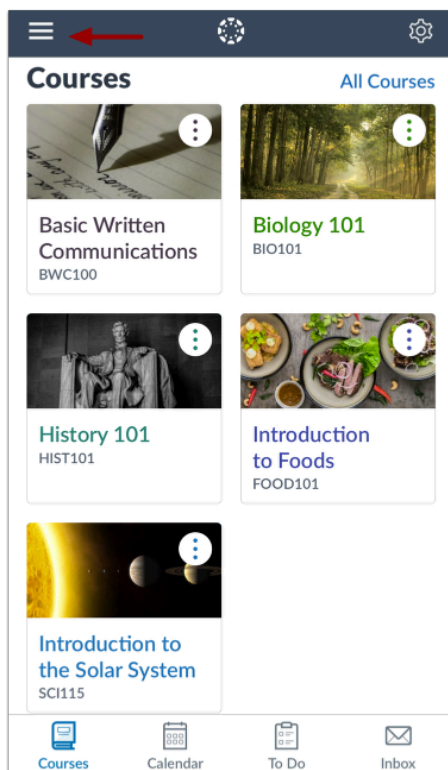
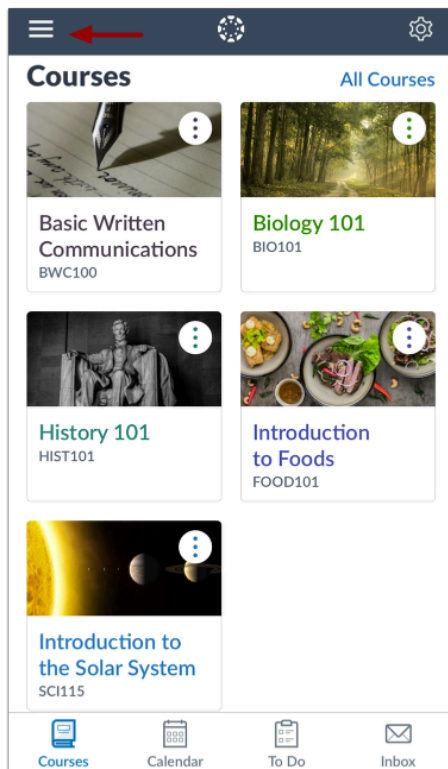On the Dashboard, tap the **Menu** icon.

Open Settings
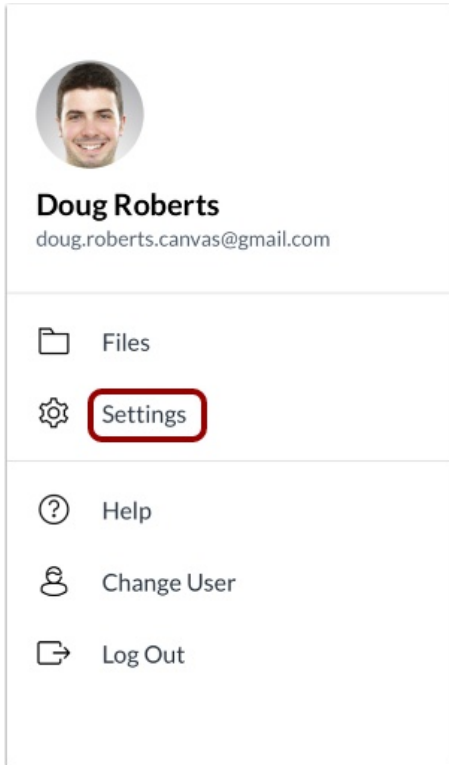
Tap the **Settings** link.

Select Communications Channel
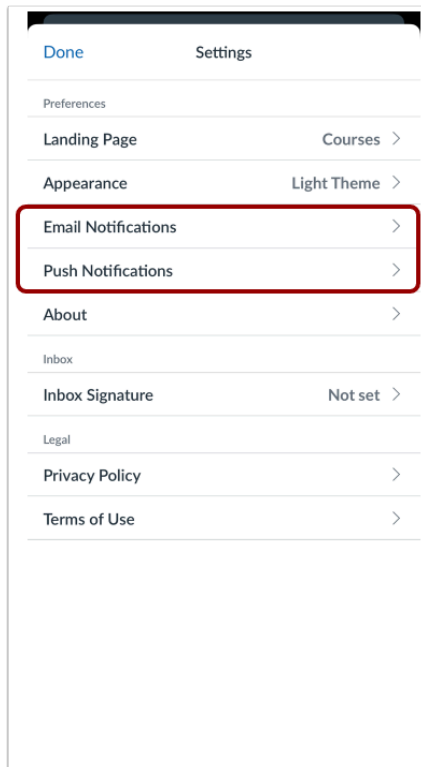
All notification communication channels available to you display in the Settings page.

View Email Notifications
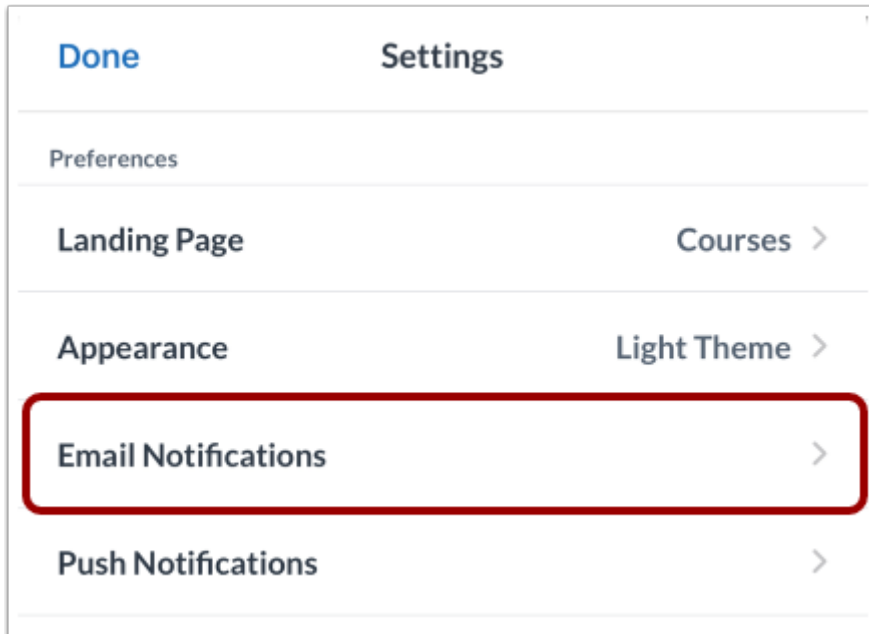
The Email Notifications link displays all email addresses added to your account.

Set Notification Preferences
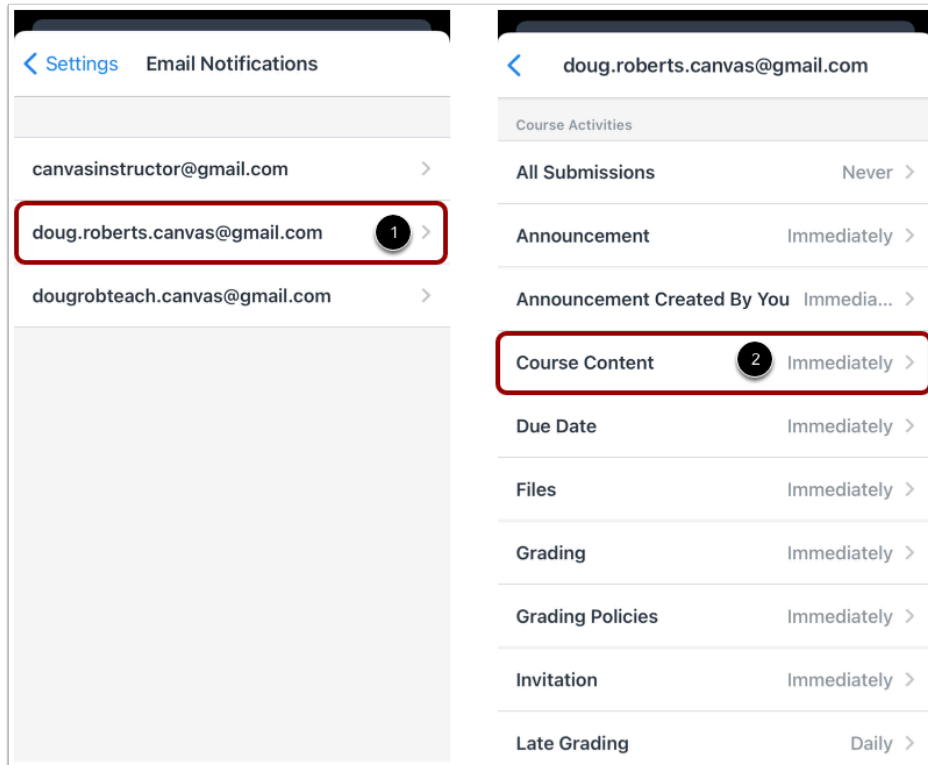
The Email Notifications link displays all email addresses added to your account. Tap the email address where you want to set notifications [1].

Email notifications match the notification types set in the browser version of Canvas. Options include Immediately, Daily, Weekly, or Never.

To change a notification email frequency, tap the notification name [2]. A list will display with the list of frequency options. Tap the name of the desired frequency.

View Other Notification Channels
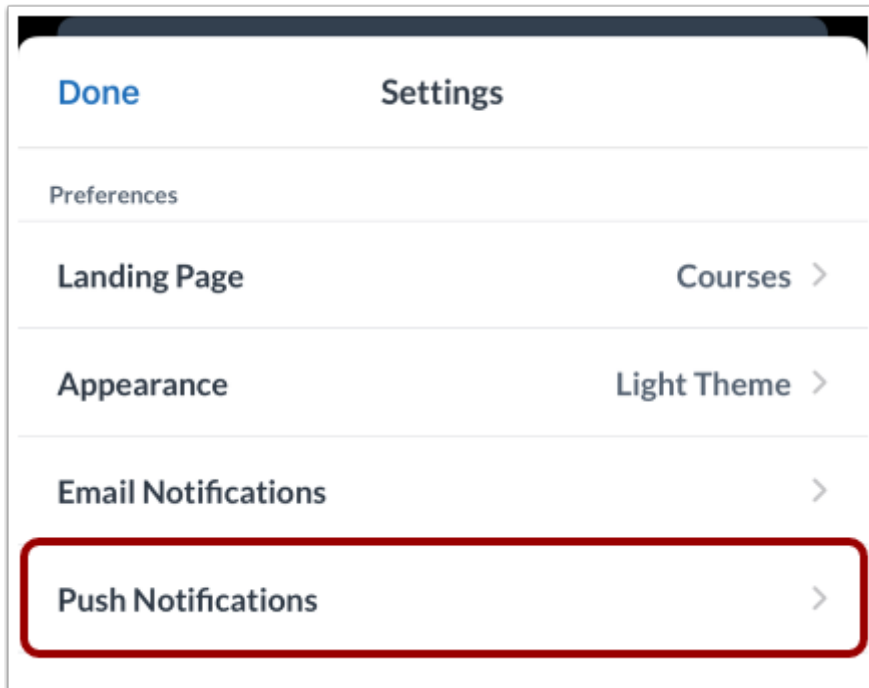
Any other notification communication channels available to you can be set in the app.

Tap the communication channel you want to view.

Set Notification Preferences
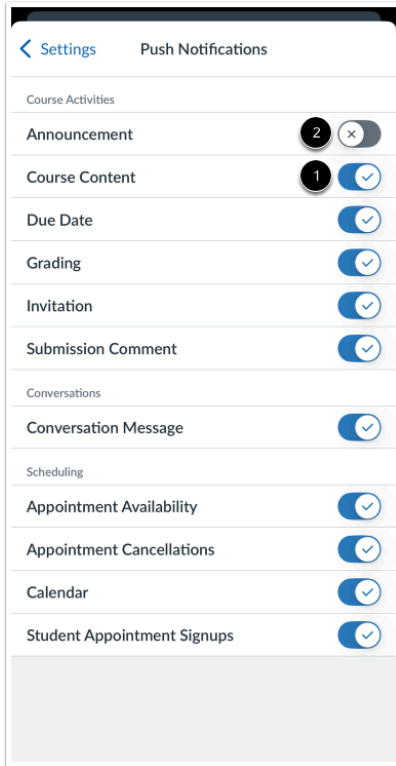
By default, all other communication notifications can either be on or off.

Enabled notifications show the toggle to the right [1] and are sent ASAP.

To disable a notification, tap the slider (toggle will be on the left) [2]. Disabled notifications are never sent.

How do I set a profile picture in the Teacher app on my iOS device?

If your institution allows profile pictures, you can add a profile picture in the Student app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Notes:

- Changing your profile picture in the app will also change the profile picture in your browser version of Canvas.
- If you cannot add a profile picture, your institution has restricted this feature.

Open User Menu
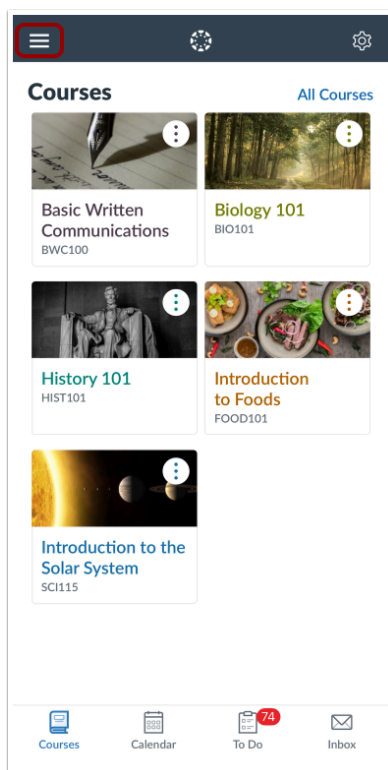
On the Dashboard, tap the **Menu** icon.

Tap Profile Picture
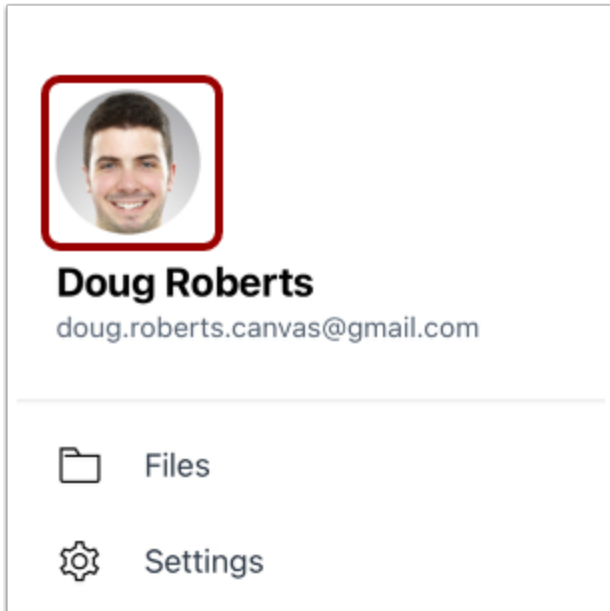
Tap your profile picture.

Choose Photo Type
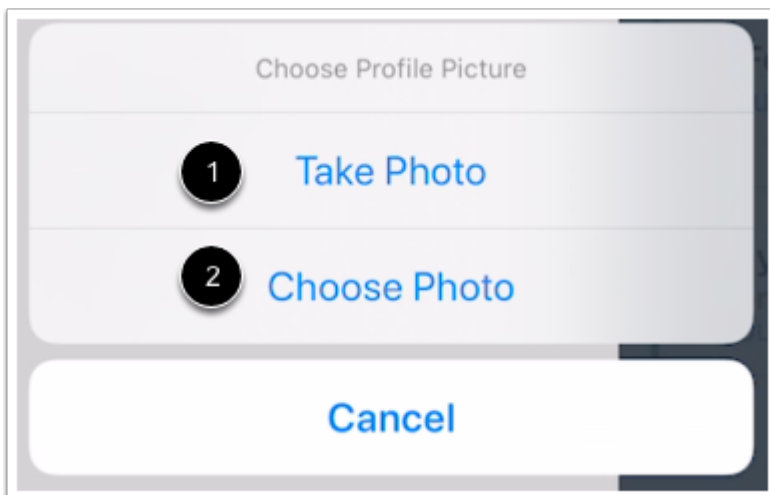
To take a new photo, tap the **Take Photo** link [1]. To choose a photo from your device, tap the **Choose Photo** link [2].

Take Photo
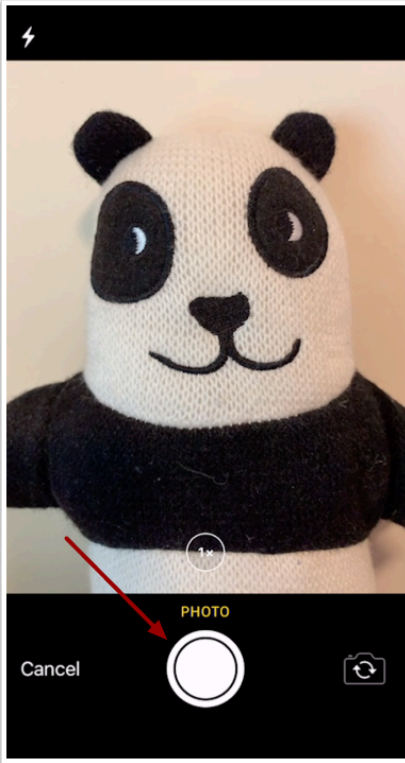
To take a photo, tap the **Camera** button.

Use Photo

If you want to re-take the photo, tap the **Retake** link [1]. Otherwise tap the **Use Photo** link [2].

Choose Photo
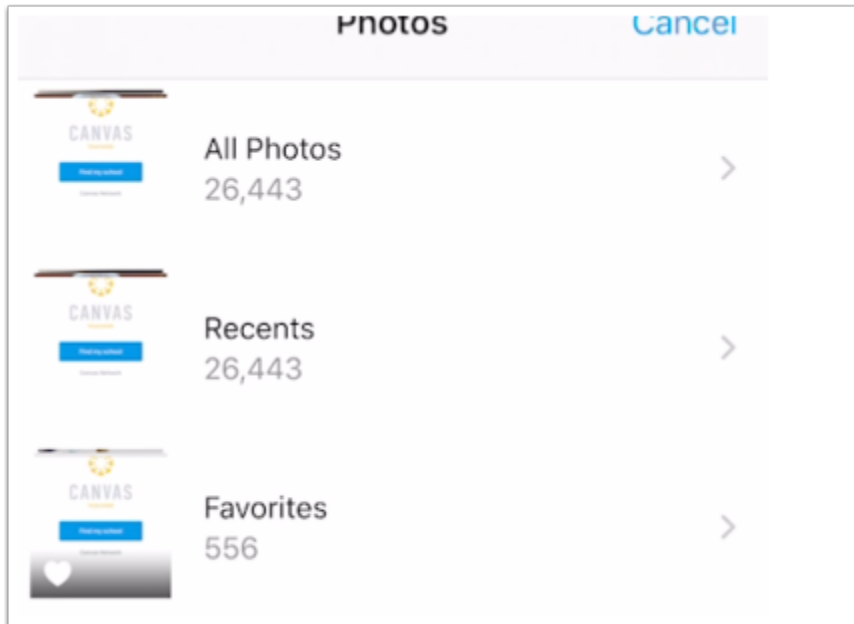
To choose a photo, locate the photo on your device.

Move and Scale

Move and scale your photo so it fits within the picture parameters [1]. Then tap the **Choose** link [2].

What Canvas Teacher app options can I manage from my iOS device settings?

From your iOS device settings, you can manage access settings, allow cross-website tracking, open external tools in Safari, and reset your cache.

Enabling the option to allow cross-website tracking helps users avoid errors with files, images, and alerts in the Canvas Teacher app. If you are experiencing difficulties downloading files and viewing images in the app, you may want to enable this option.

Enabling the option to open external tools in Safari launches the Safari browser app for external tools. If this option is not enabled, external tools open in web view inside the Canvas Teacher app. If you are experiencing difficulties with viewing external tools, you may want to enable this option.

Resetting your cache clears all app-specific information from your device, including login details, some annotated documents, and app settings. If you experience errors when logging in to the app, you may want to use a cache reset. Because a cache reset removes app information from your device, you may want to try resetting your password or uninstalling the app first.

After enabling the Reset Cache on Next Launch option, you must force close and relaunch the Canvas Teacher app for your cache to reset.

Open Settings
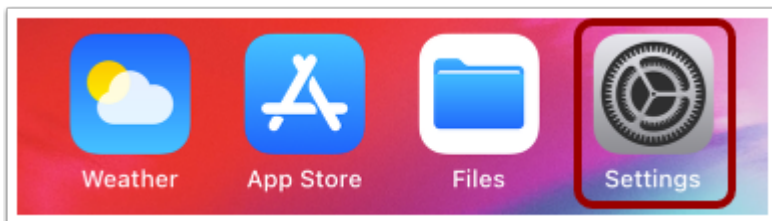
On the home screen, tap the **Settings** icon.

Open Apps Settings
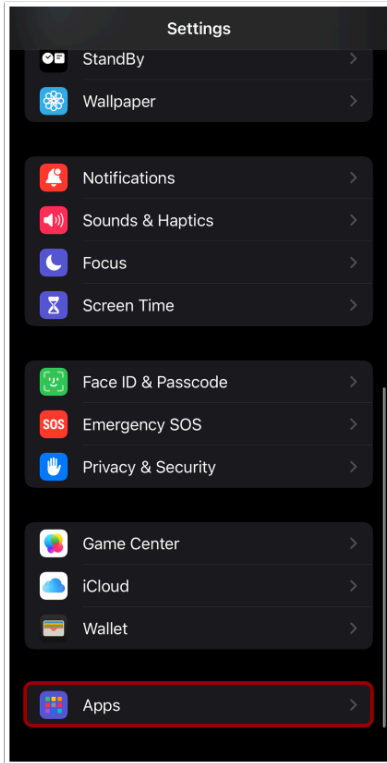
On the Settings menu, tap the **Apps** link.

Open Canvas Teacher App Settings

In the Settings menu, tap the **Canvas Teacher** link.

View Canvas Teacher App Settings
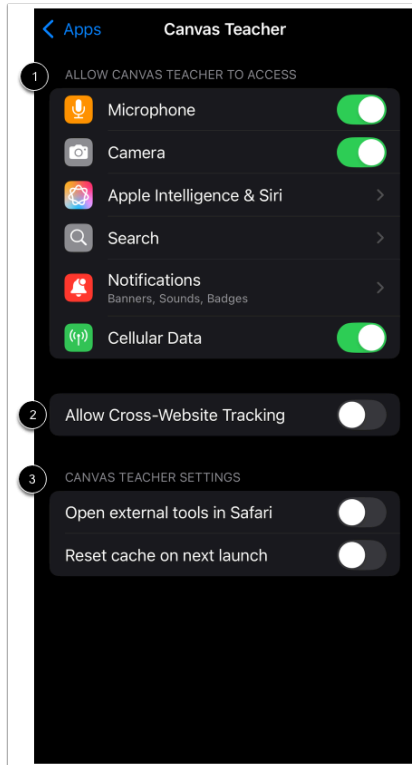
View the Canvas Teacher app settings menu.

From the Settings menu, you can manage access settings [1], allow cross-website tracking [2], and app settings [3].

Manage Access Settings
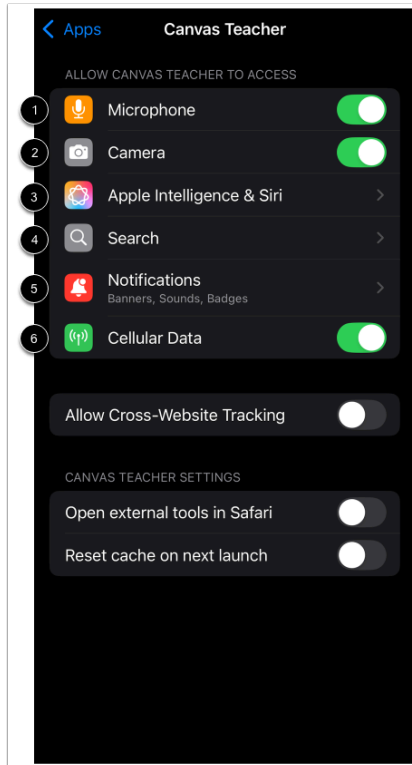
From the access settings, you can view and manage if the Canvas Teacher app can access your microphone [1] and your camera [2].

To enable Apple Intelligence & Siri access to the Canvas Teacher app, tap the **Apple Intelligence & Siri** link [3].

To allow Canvas Teacher app information to display in Search, tap the **Search** link [4].
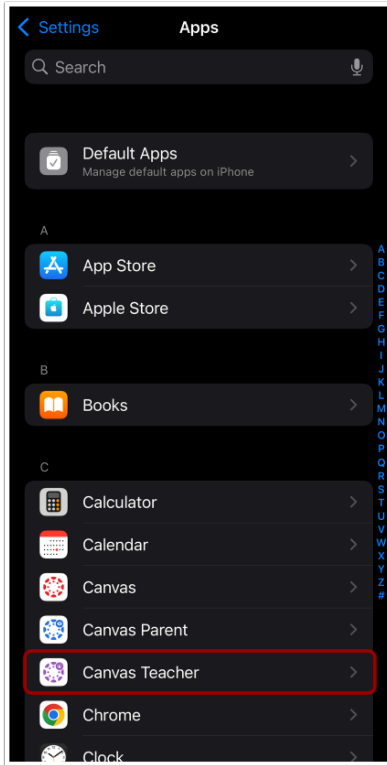
To manage Canvas Teacher app notification options, tap the **Notifications** link [5].

To enable cellular data while using the Canvas Teacher app, tap the **Cellular Data** link [6].

Allow Cross-Website Tracking
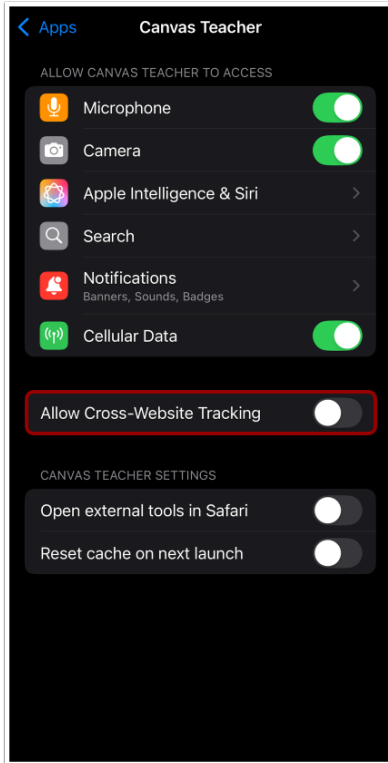
To allow cross-website tracking, tap the **Allow Cross-Website Tracking** toggle button. When this option is enabled, users may avoid errors with files, images, and alerts in the Canvas Teacher app.

Open External Tools in Safari
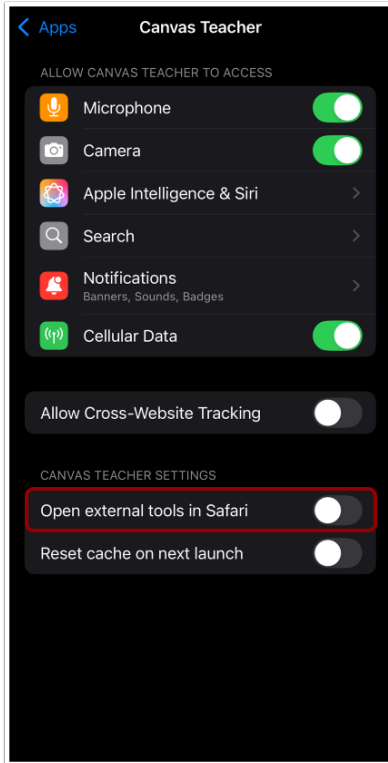
To open external tools in Safari by default, tap the **Open external tools in Safari** toggle button. When this option is enabled, all external tools launch in the Safari browser app instead of the Canvas Teacher app.

Reset Cache on Next Launch
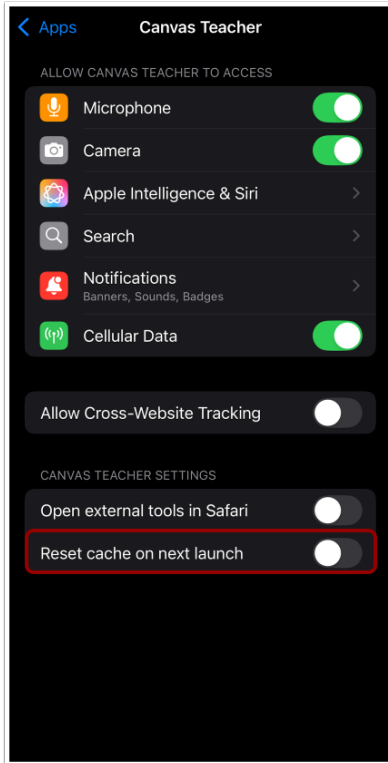
To reset your cache, tap the **Reset Cache on Next Launch** toggle button. Resetting your cache clears all app-specific information from your device, including login details, some annotated documents, and app settings.

Notes:

- After enabling the Reset Cache on Next Launch option, you must force close and relaunch the Canvas Teacher app for your cache to reset.
- After the app has launched, the Reset Cache on Next Launch option toggles to the Off position.

How do I set my theme in the Teacher App on my iOS device?

In Settings, you can choose between three app theme options, Light, Dark, and System Settings.

Open User Menu
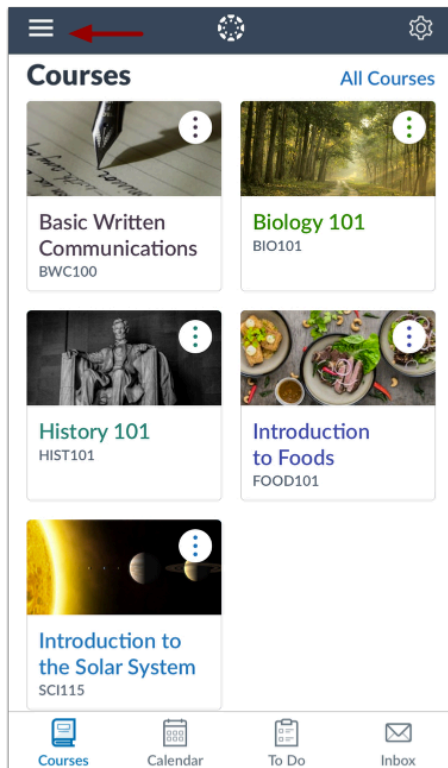
In the Dashboard, tap the **Menu** icon.
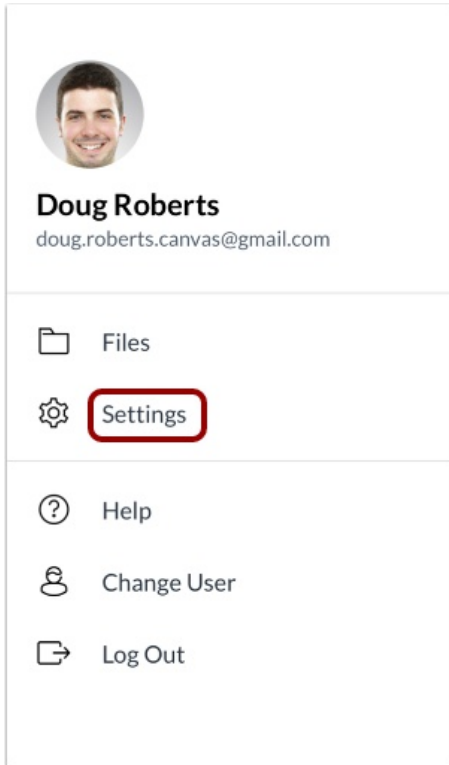
Open Settings

Tap the **Settings** link.

Open Appearance

Tap the **Appearance** link.

Select Theme
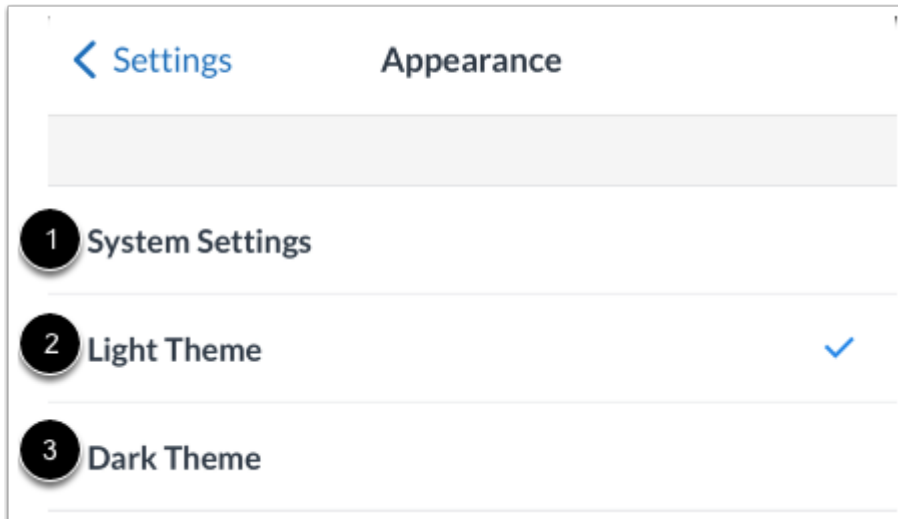
To select your preferred theme, tap **System Settings** to reflect your current device's theme [1], **Light Theme** for dark text on light background [2], and **Dark Theme** for light text on a dark background [3].

App Features

How do I use the Dashboard in the Teacher app on my iOS device?

The Canvas Teacher app Dashboard displays your active courses. It can also display course invitations and announcements from your institution.
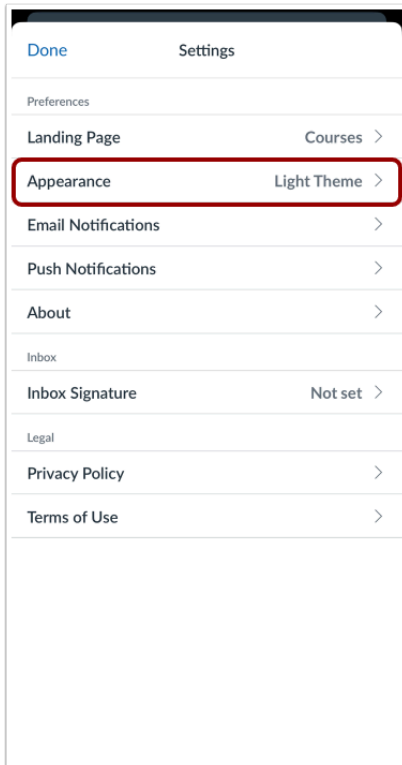
View Dashboard
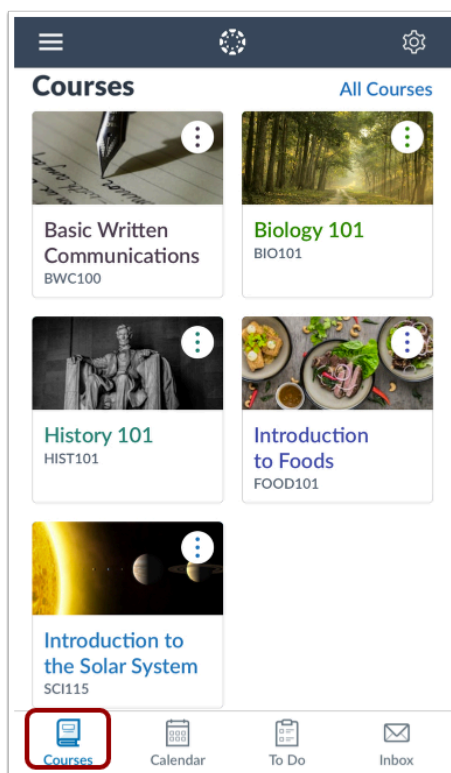
The Dashboard displays all your current courses and groups.

When viewing courses, you can manage how they display in the Dashboard, including background colors and favorite courses. Learn how to manage courses.

Open Dashboard Settings
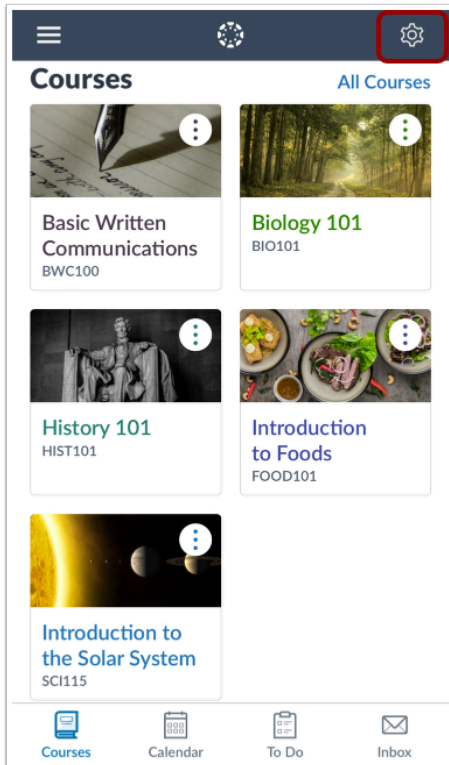
To open Dashboard Settings, tap the **Settings** icon.

View Dashboard Settings
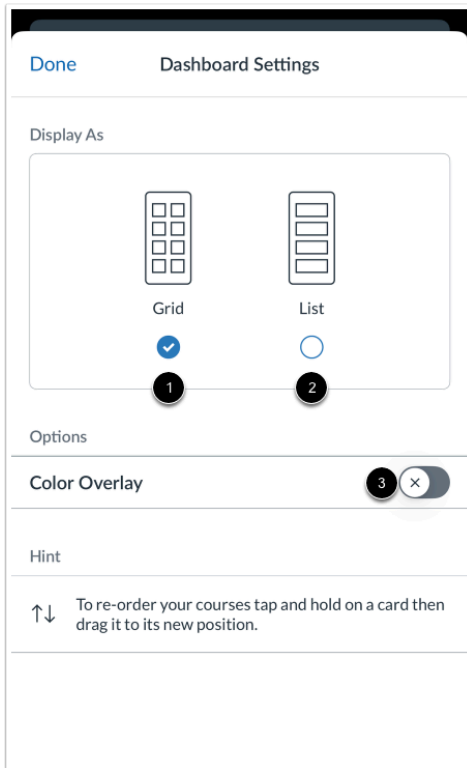
In the Dashboard Settings, you can:

- Display the Dashboard as a grid [1]
- Display the Dashboard as a list [2]
- Overlay a selected color in courses over Dashboard course cards [3]

View Course Invitation
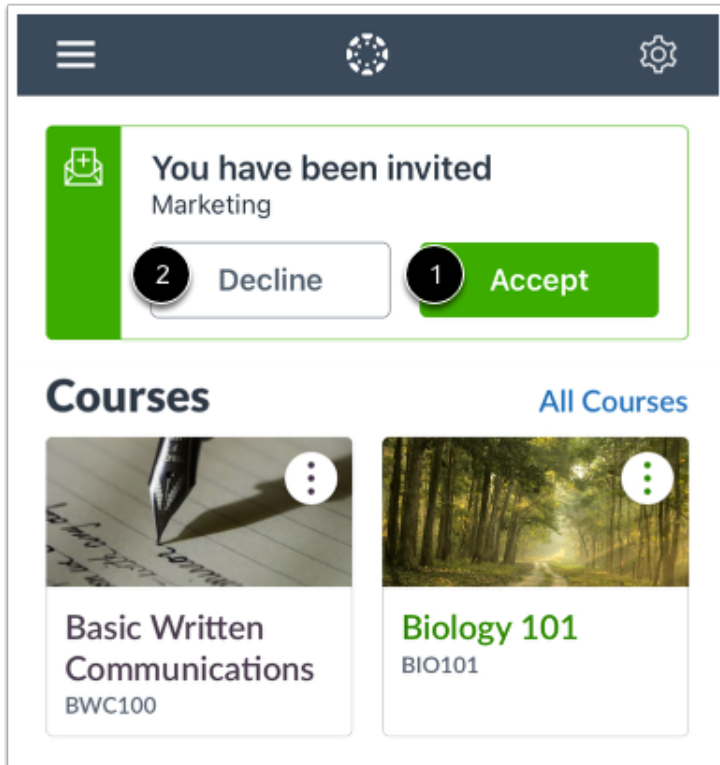
If you have been invited to join a course, you can view the course invitation on your Dashboard. To accept the invitation, tap the **Accept** button [1]. To decline the invitation, tap the **Decline** button [2].

View Global Announcement
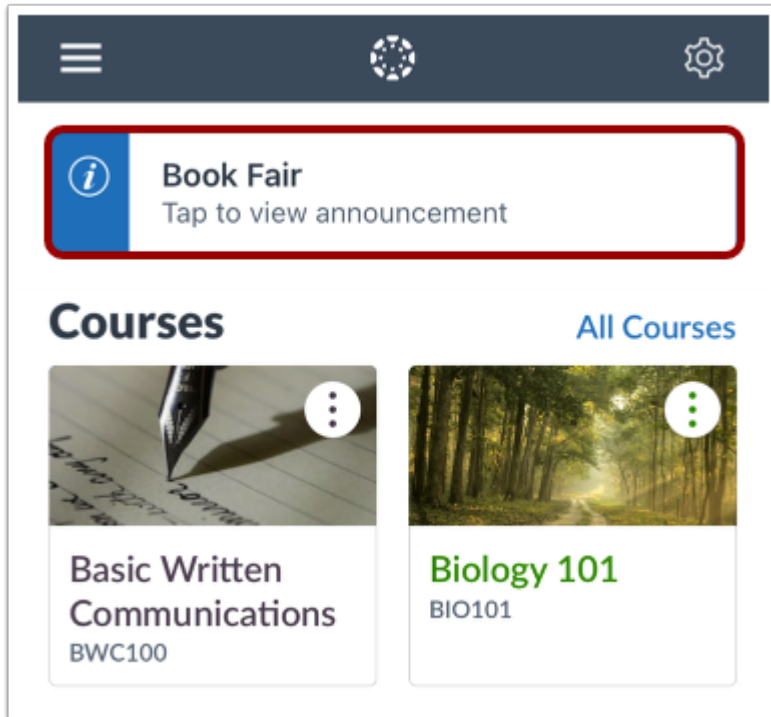
If a global announcement has been sent to users at your institution, you can view the announcement on your Dashboard. To read the announcement, tap the announcement.

Canvas Teacher iOS Guide

Open Course

To open a course, tap the course name.

Canvas Teacher iOS Guide Updated 2026-01-05

Open Course
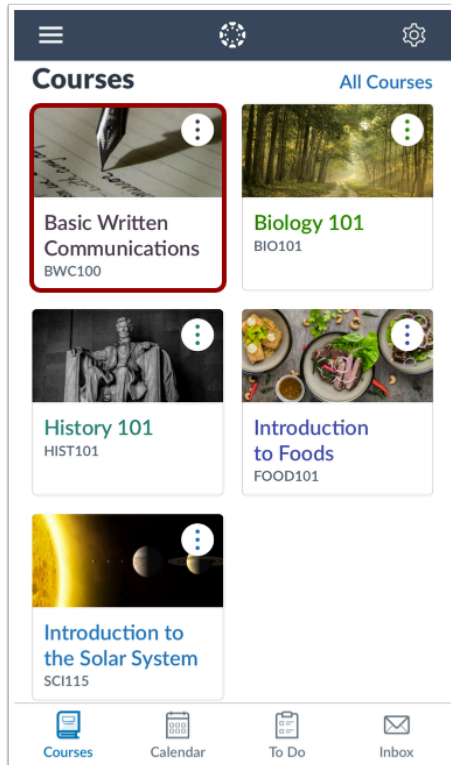
To open a course, tap the course name.

View Navigation Menu
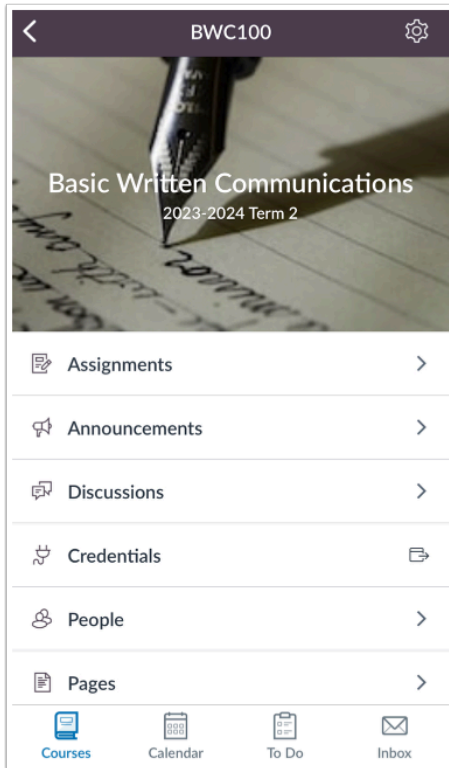
Within each course, you can view the navigation links that are available in the browser version of Canvas.

How do I manage Courses in the Teacher app on my iOS device?

You can view all your courses in the Canvas Teacher app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Edit Dashboard
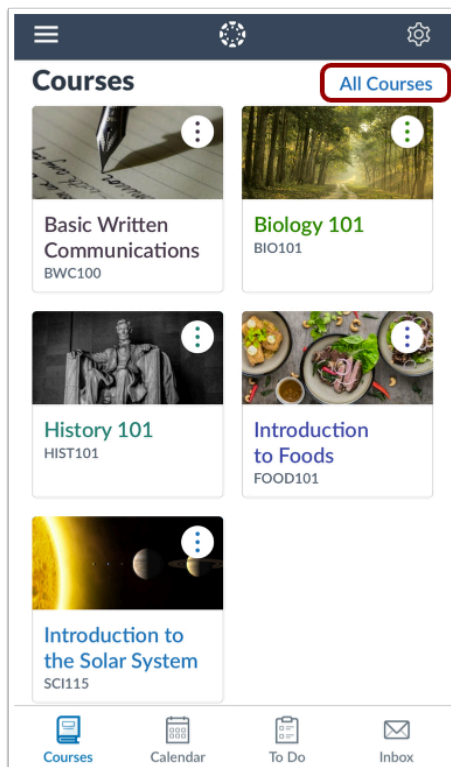
The app defaults to your favorite courses. Favorite courses mirror the courses customized drop-down menu in the web version of Canvas. Changes to your favorite courses will apply to the browser version of Canvas.

To view all your courses and set favorite courses, tap the **All Courses** link.

Edit Courses
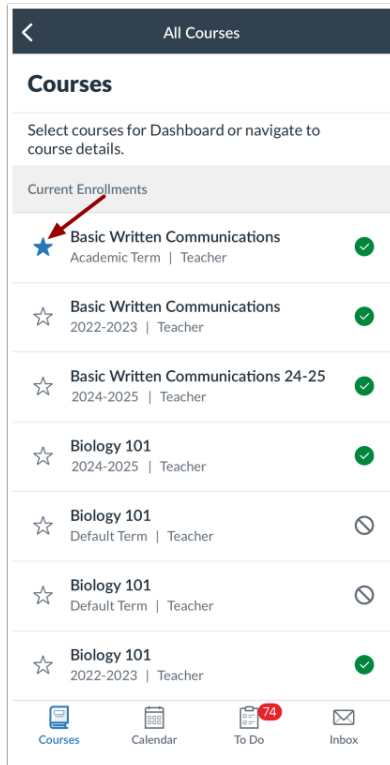
Tap the star icon next to the course you want to favorite. To remove a favorite, tap the Star icon again. Changes to the favorites page are applied automatically.

Note: The Courses list includes active and concluded courses.

View Course Card Options
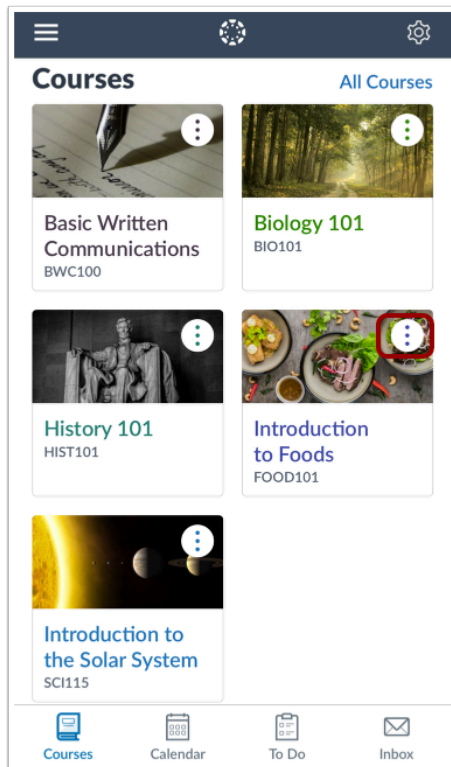
You can change the nickname and color associated with your courses. Course colors help associate course items in other areas of the Canvas Teacher app, such as in the To Do List and Notifications.

To change the nickname or color for a course, tap the **Options** icon.

Edit Nickname

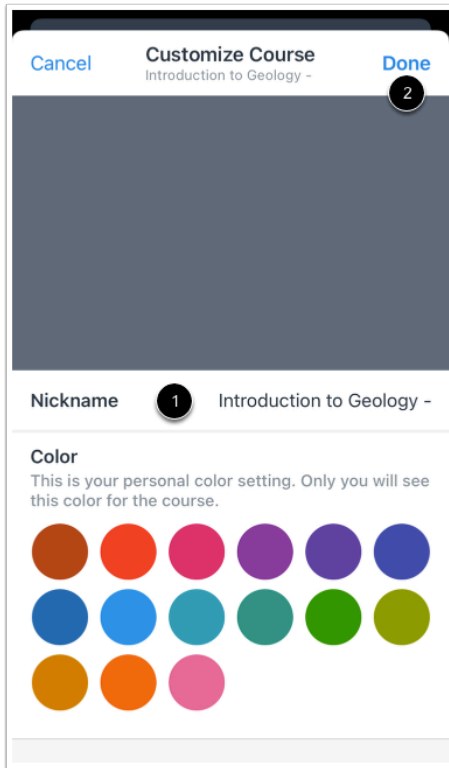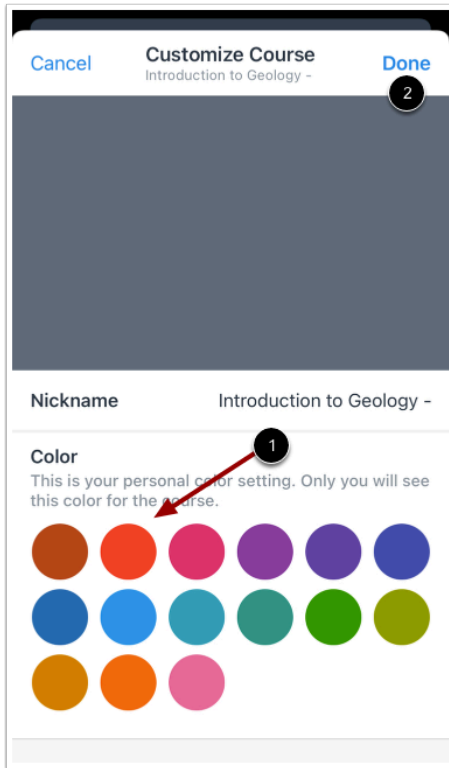
To change the course nickname, tap the **Nickname** field [1].

To save your changes, tap the **Done** link [2].

Choose Course Color

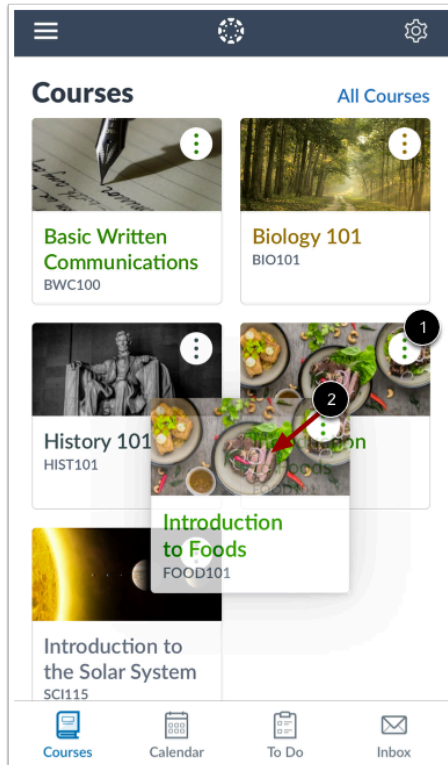To change the course color, tap the new color for your course [1].

To save your changes, tap the **Done** link [2].

Note: To view the selected color across your entire course card, you can enable the Color Overlay option in the User Menu.

Reorder Course Cards

To reorder your course cards, tap the course you want to rearrange [1], move the course card [2], and release the card to your desired location.

How do I view the Calendar in the Teacher app on my iOS device?

You can view up to 10 calendars from your courses and groups in the app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Calendar
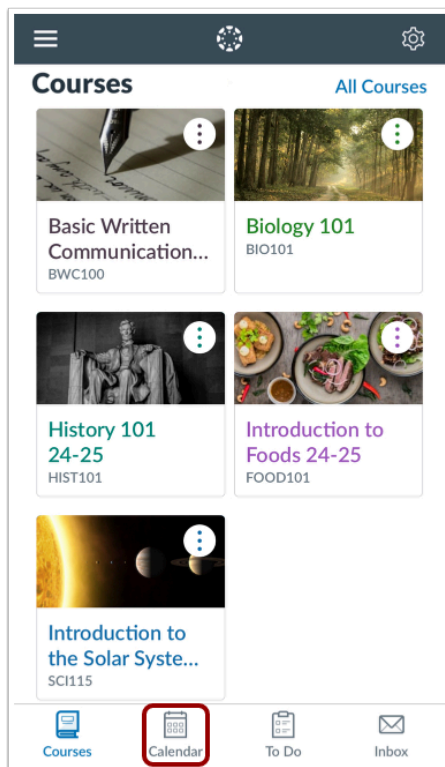
In the Dashboard, tap the **Calendar** icon.

View Calendar

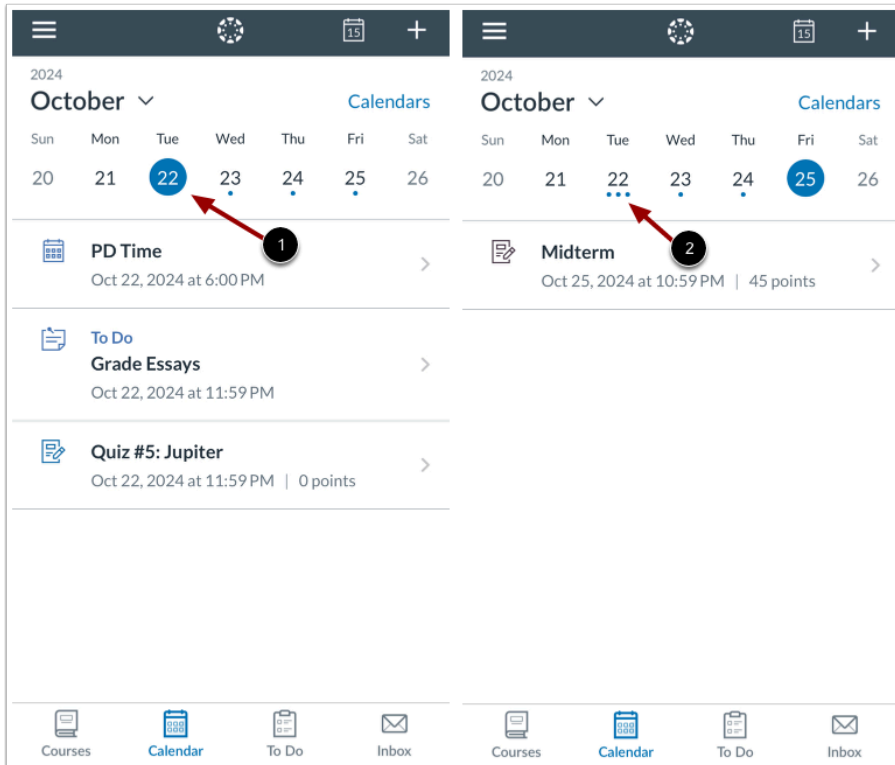The Calendar page shows all assignments and events for your courses. By default, the calendar displays assignments and events by week. The selected date is indicated by the solid background [1]. Any assignments or events on the current date display below the calendar in an agenda format.

Assignments or events on other dates are indicated by a dot below the date [2]. Multiple dots indicate multiple assignments or events, which you can view by tapping the date.
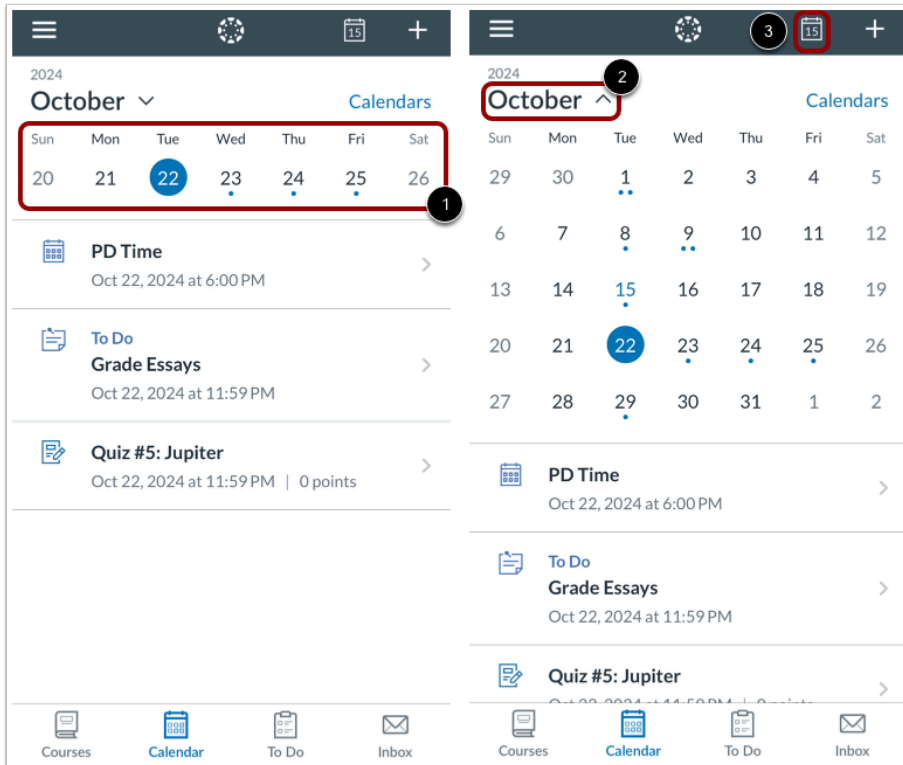
The day of the week defaults to Sunday. You can change the start date to Monday in your app personal Settings.

Manage Calendars
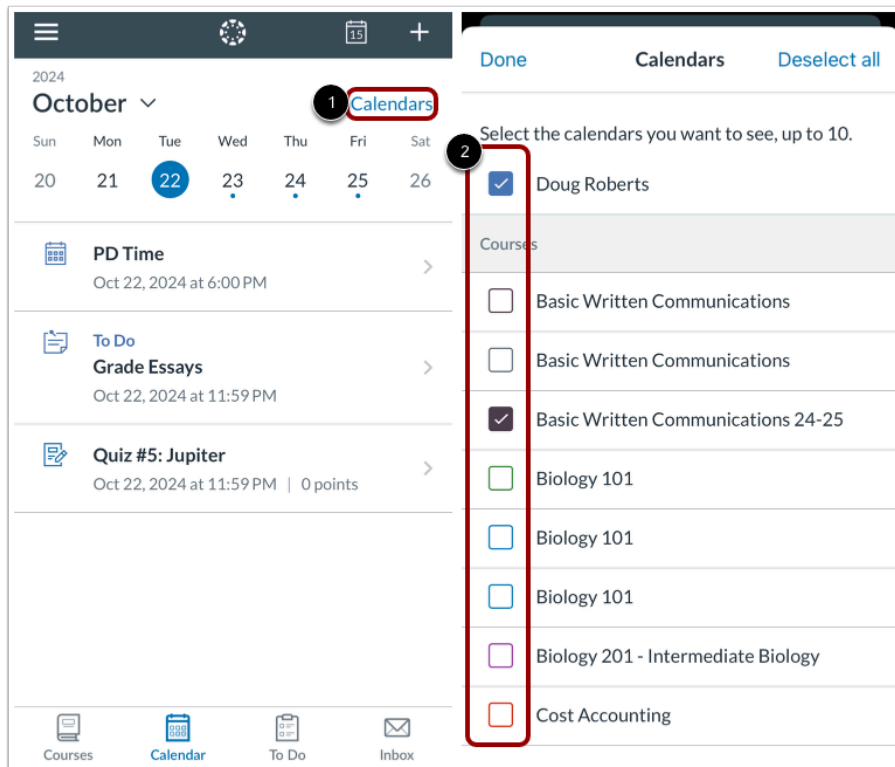
You can manage the courses and events that display in the calendar by tapping the **Calendars** link [1]. To select which calendar(s) to display, tap the checkbox next to the user, course, or group calendar name [2].
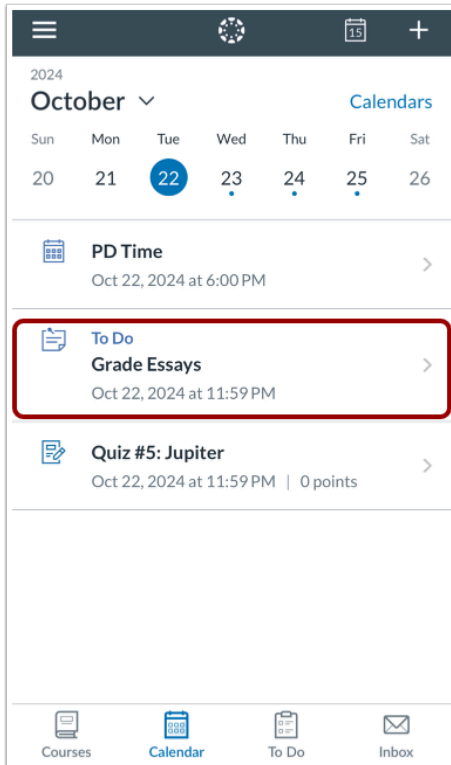
View Additional Dates

To view assignments and events for other dates, swipe the week view left or right [1].

You can also expand to the calendar Month view by tapping the name of the month [2] and swiping the month view left or right.
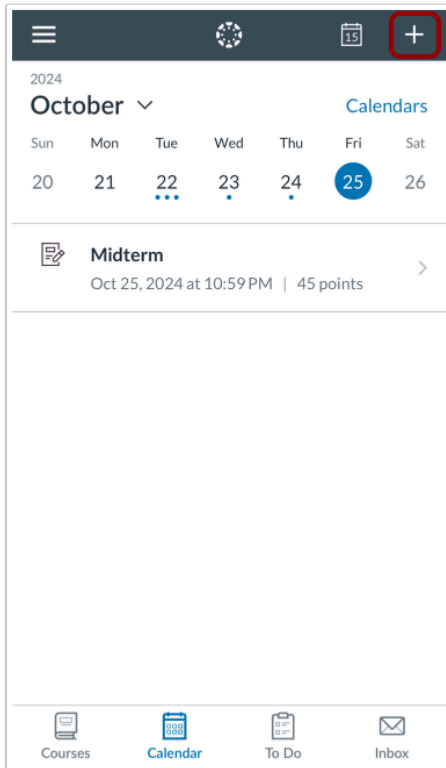
To return to the current date, tap the **Calendar** icon [3].

View Individual Event or Assignment

To view the details of an individual assignment or event, tap the name of the assignment or event.

Add To-Do Item or Event

To [add a to-do item or event](#) to your calendar, tap the **Add** icon.

Note: Currently To-Do items created in the app only display in the Calendar; items will display in the To-Do list in a future release.

How do I add a Calendar To-Do List item or Event in the Teacher app on my iOS device?

You can create a new calendar item in the Canvas Teacher app. Calendar items are for your own personal use. You can also edit or delete your created to-do list items and events.

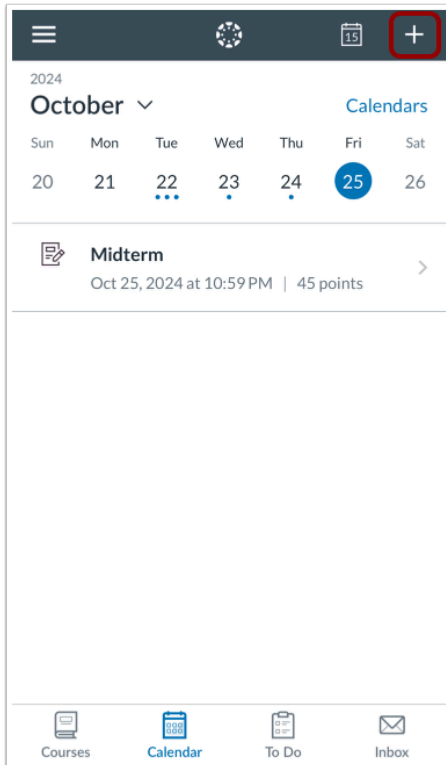The images in this lesson are for adding a new to-do item, unless otherwise noted.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
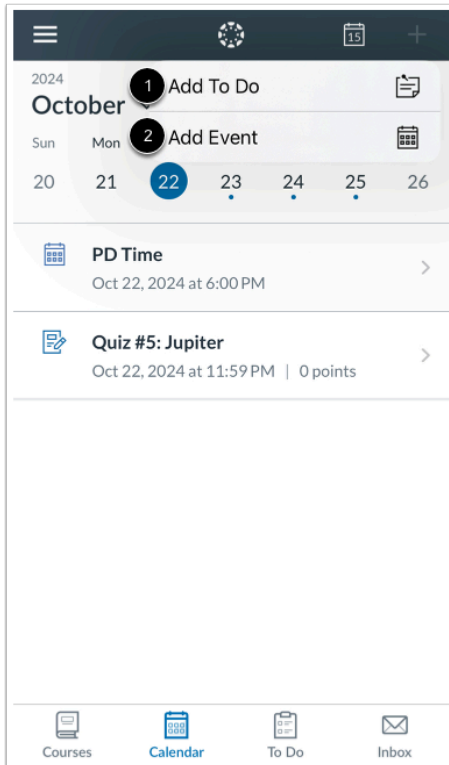
Open Calendar
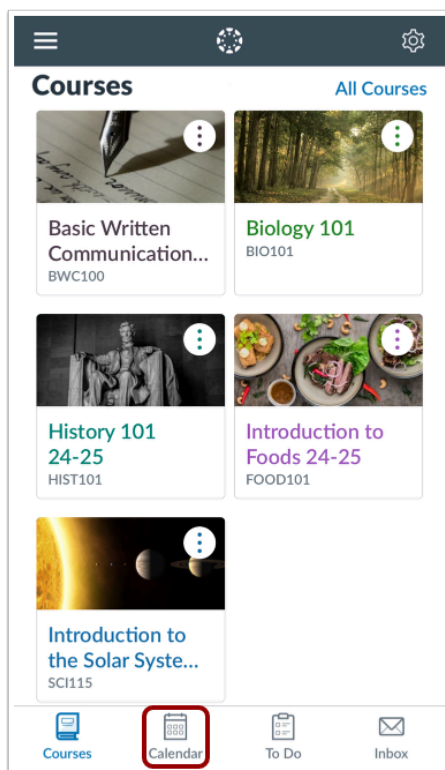
In the Dashboard, tap the **Calendar** icon.
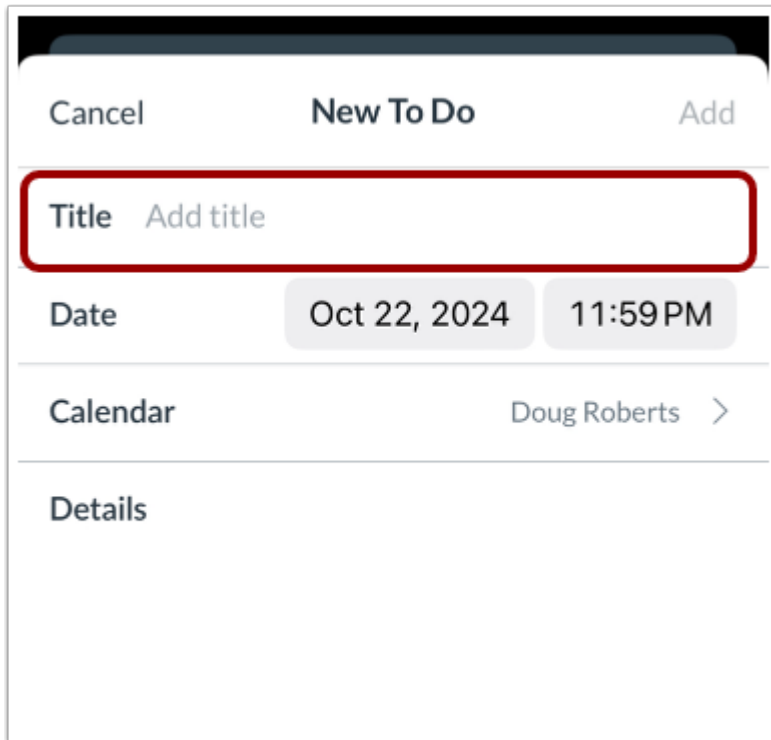
Add Item

Tap the **Add** icon.

Add To-Do Item or Event

To add a to-do item, tap the **Add To Do** link [1].

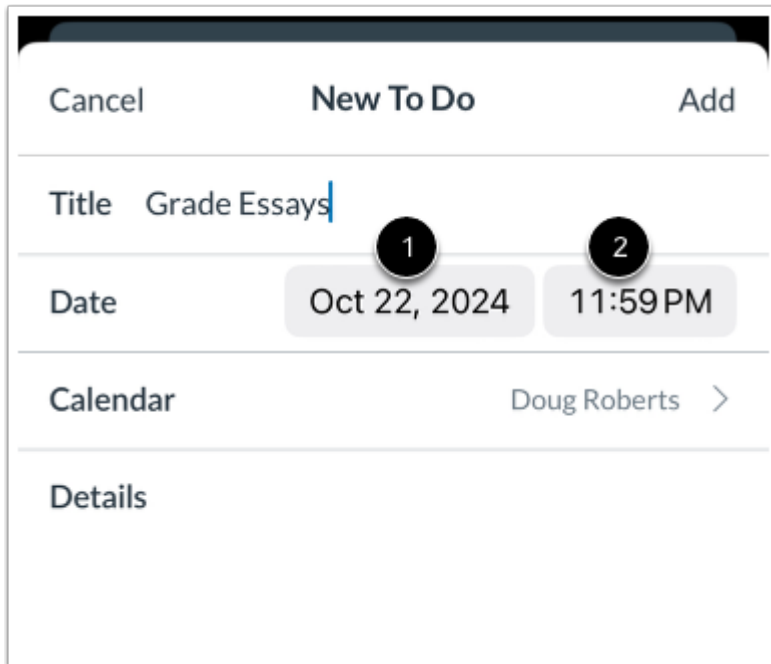To add an event, tap the **Add Event** link [2].

Add Title

Enter a title for your to-do item or event.

Select Date and Time

By default, the current date is selected for your to-do item.

To select a different date, tap the **Date** field [1].

To select a different time, tap the **Time** field [2].

Update Date
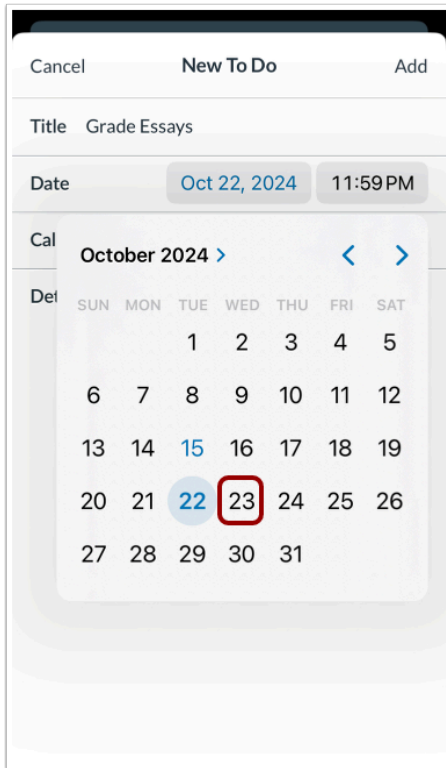
Select the date when you want the to-do item or event to display on your calendar. Then tap the screen when you are done.

Update Time
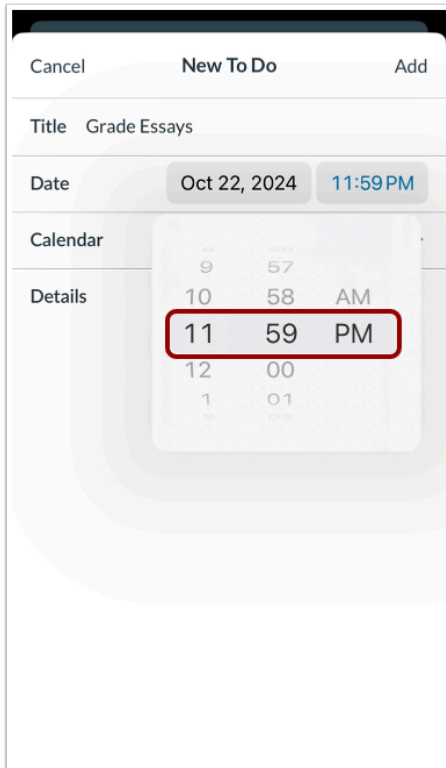
Select the time when you want the to-do item or event to display on your calendar. Then tap the screen when you are done.
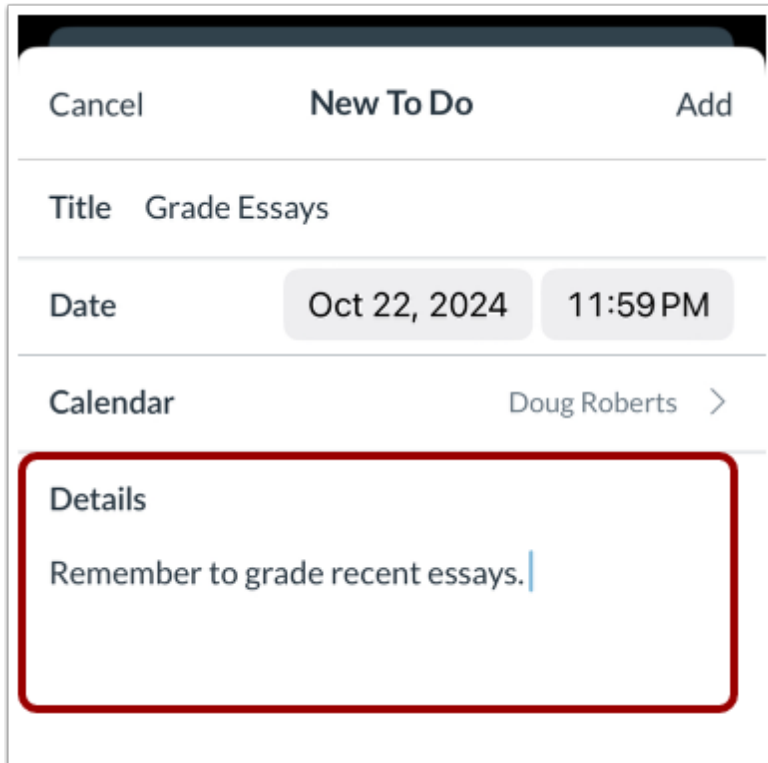
Select Calendar
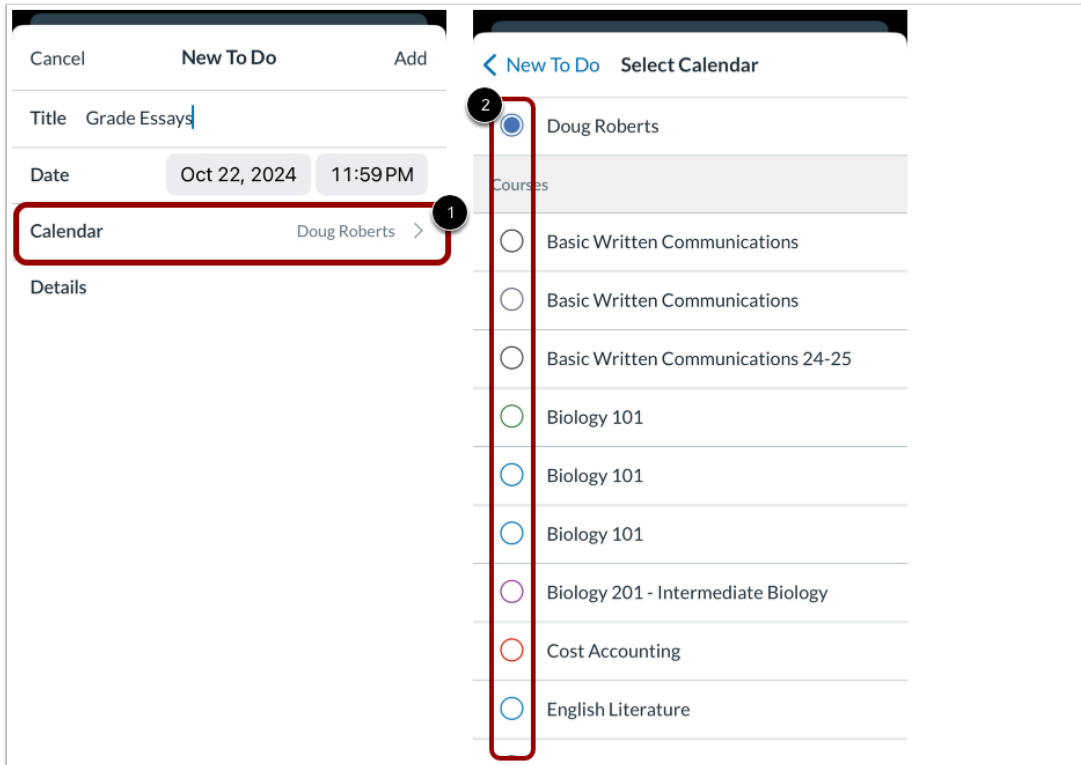
To-Do items and Events default to your personal calendar.

If you want to associate the To-Do item or Event with a different calendar, tap the **Calendar** link [1] and select the course or group [2].
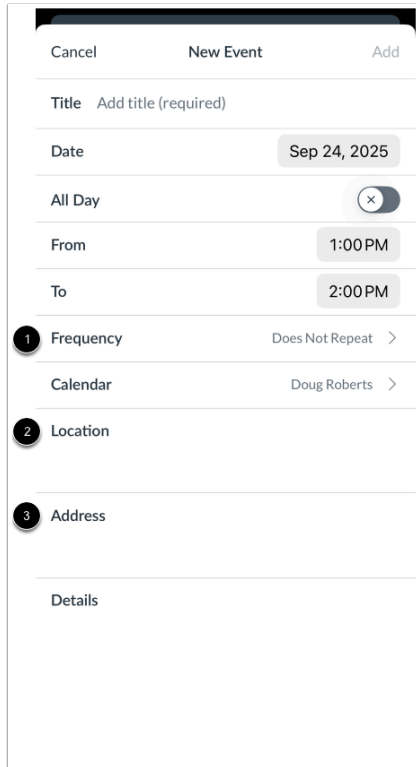
Add Details

In the **Details** field, enter the details for your to-do item or event.
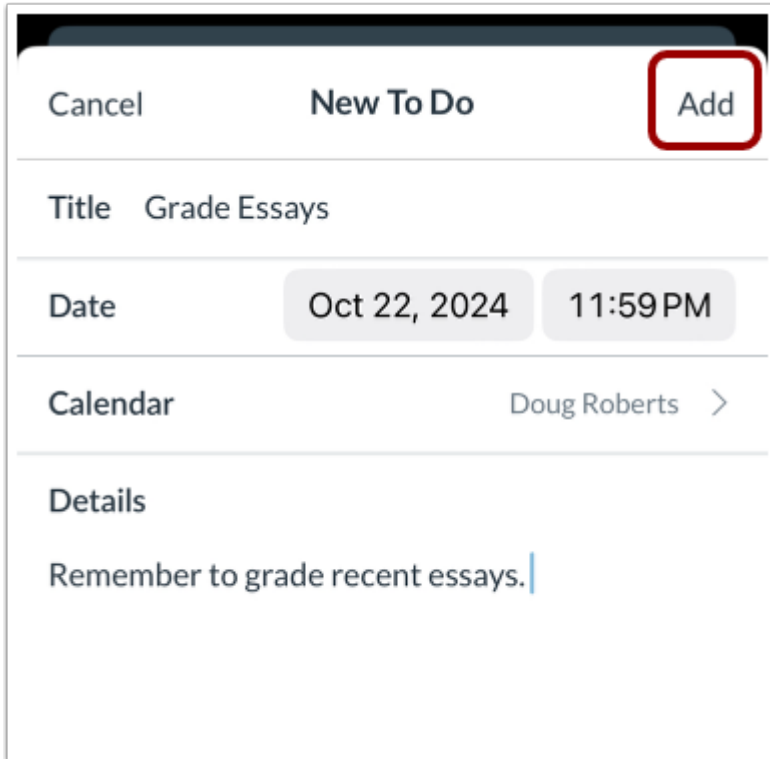
Add Event Details

If you are adding a new event, you can also add the frequency [1], location [2], and address [3].

Save Item

Tap the **Add** link.

View Item
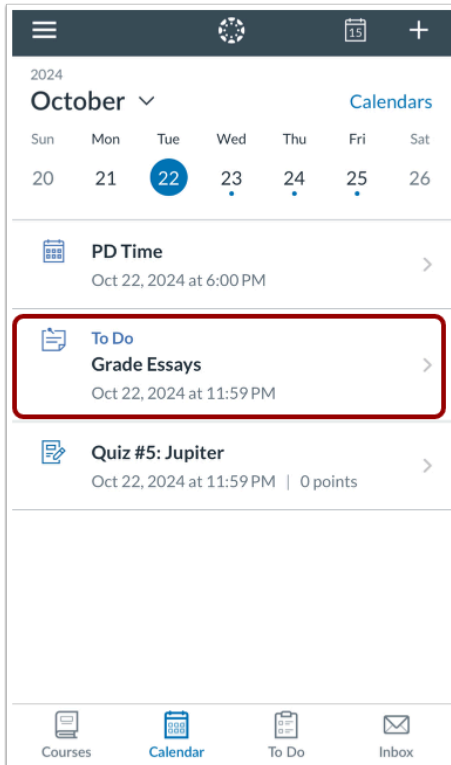
View your item in the Calendar.

Note: Currently To-Do items created in the app only display in the Calendar; items will display in the To-Do list in a future update.

Edit or Delete Item
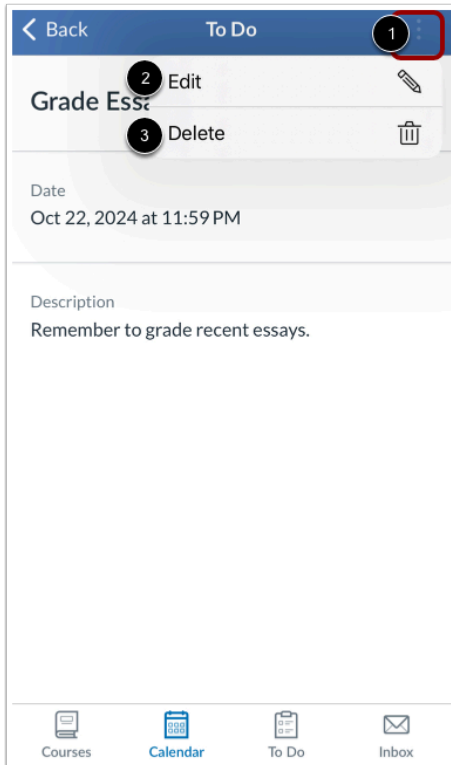
To edit or delete the to-do item or event, click the **Options** icon [1]. Then click the **Edit** link [2] or **Delete** link [3].

How do I view the To Do list in the Teacher app on my iOS device?

In the Teacher app, you can use the To Do list to view and grade ungraded submissions in all your courses. To Do list items include assignments, discussions, and quizzes.

Once you have graded all submissions in a To Do list item, that item will be removed from the list.

Note: This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open To Do List
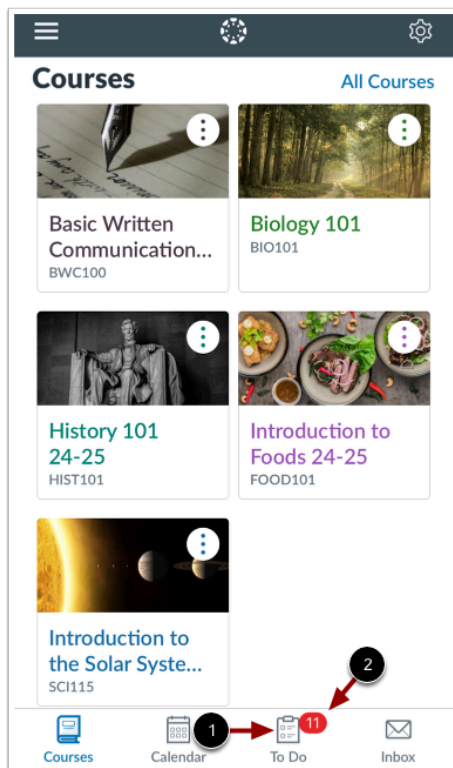
In the Dashboard, tap the **To Do** icon [1]. If the icon includes a numbered badge [2], the badge the number of items that need grading for all assignments.

View To Do List
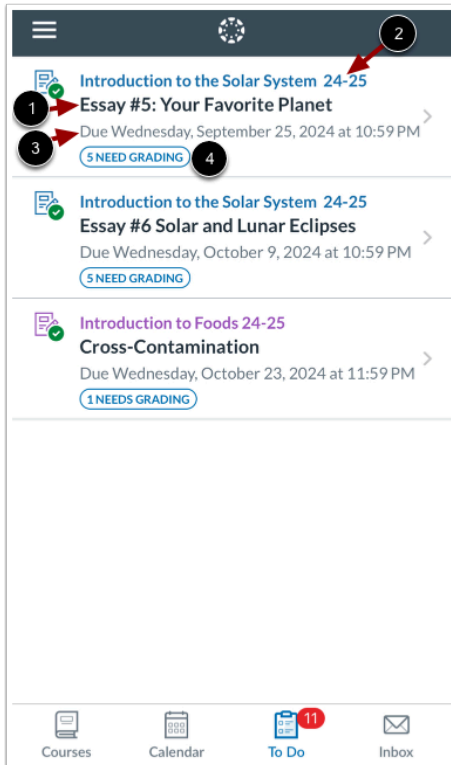
The To Do list shows the items that require grading in all of your courses. Each item displays the assignment title [1], course name [2], due date [3], and the number of items that require grading [4].

Open To Do Item

To begin grading submissions, tap the tap the name of a To Do item.

Grade To Do Item

Use SpeedGrader to grade the submissions.

How do I view the Inbox in the Teacher app on my iOS device?

Canvas lets you access your Inbox on your mobile device so you can keep in touch with people in your course at any time.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

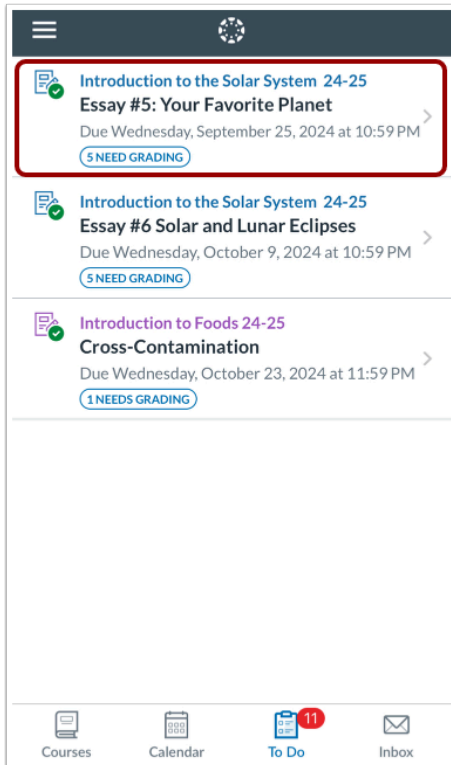**Note:** Unlike the web version of Canvas, you cannot view assignment comments in the Inbox. However, you can view comments in the assignment.

Open Inbox
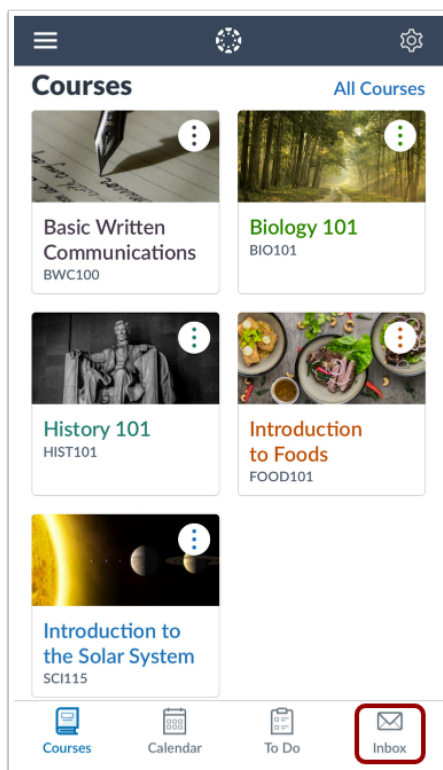
In the Dashboard, tap the **Inbox** icon. If the Inbox icon includes a numbered badge, the badge shows how many unread messages you have in your Inbox.

View Inbox
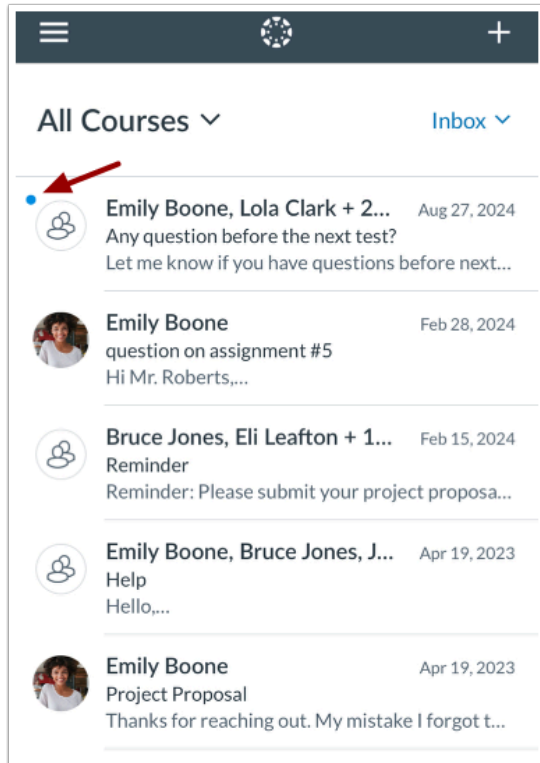
The Inbox defaults to the All Courses tab and displays all your messages. The layout is the same as the browser version of the Inbox. Messages are arranged in chronological order—newer messages appear at the top, and older messages appear near the bottom. Unread messages are indicated with a dot.

To quickly refresh your messages, swipe the screen from top to bottom.

View Inbox Filters
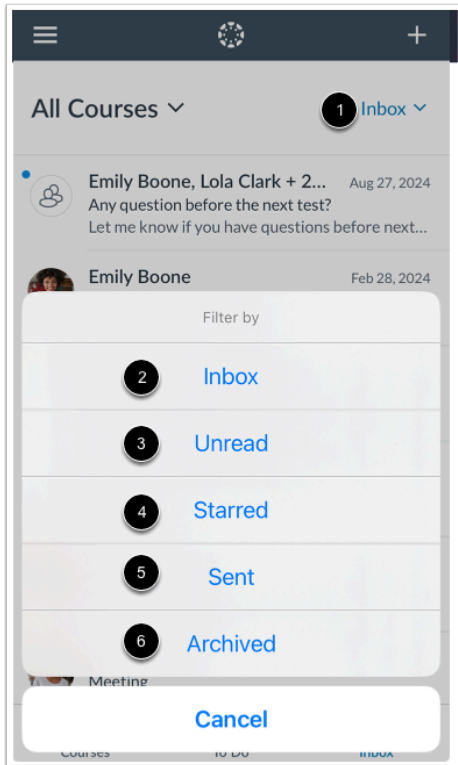
You can view different types of messages in the Inbox by tapping the **Inbox filter** drop-down menu [1].

- **Inbox** [2]: All messages in your Inbox
- **Unread** [3]: Messages that are unread in the Inbox
- **Starred** [4]: Messages that you've starred in the Inbox
- **Sent** [5]: Messages that you've sent (you cannot view messages sent to others in any other tab until you receive a reply)
- **Archived** [6]: Messages that have been archived

View Course Filter
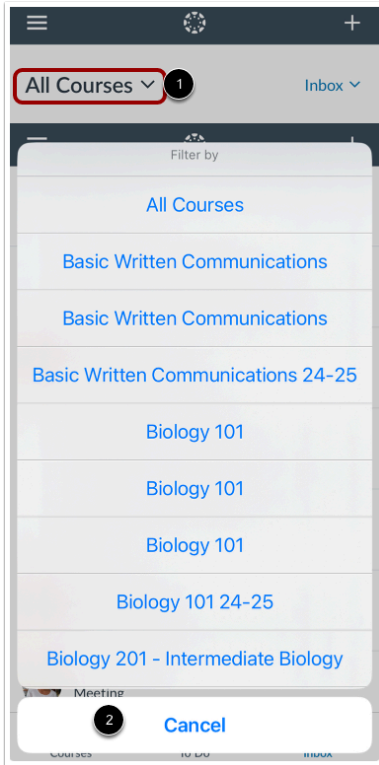
You can also filter your Inbox by course. Tap the **Filter** link [1], then select the course name whose messages you want to view [2].

Send Message
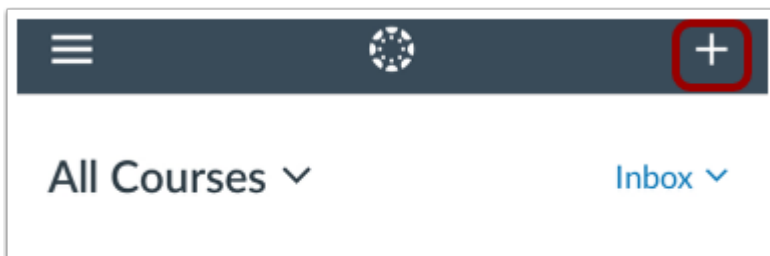
To [send a new message](#), tap the **Add** icon.

Open Message
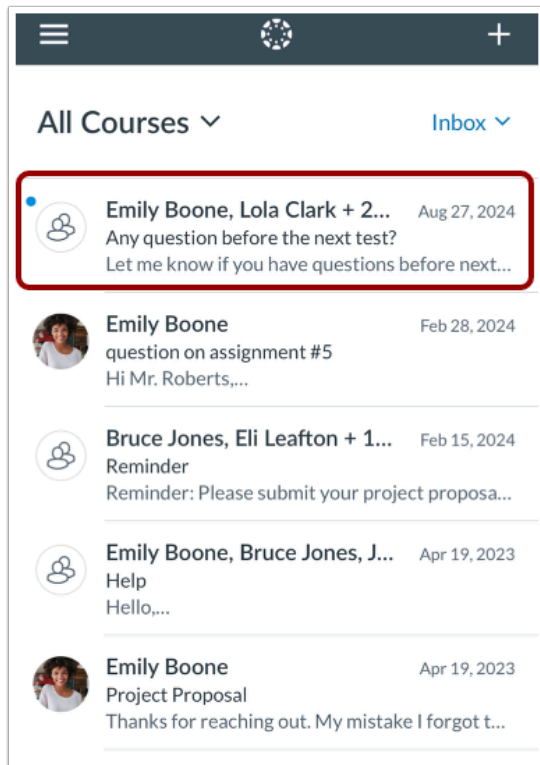
To view a message, tap the message you want to open.
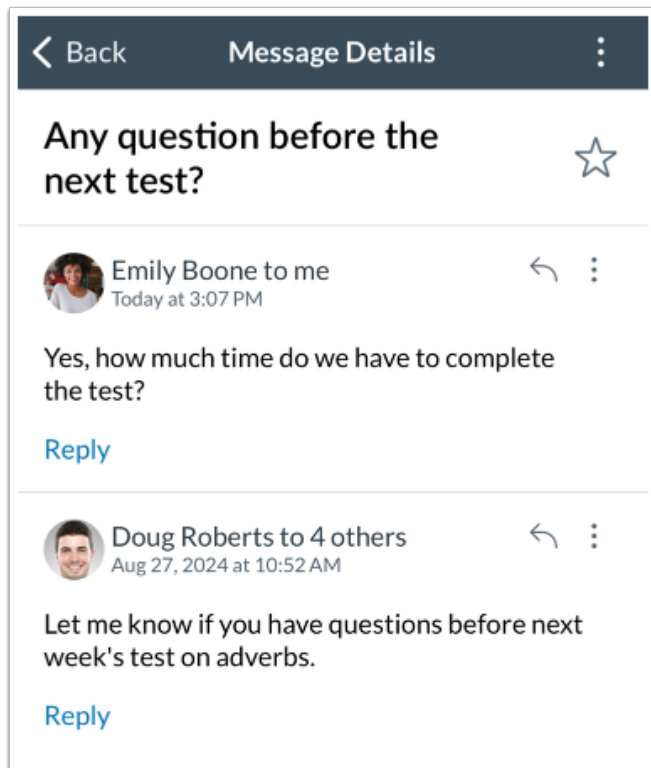
View the selected message thread.

Manage Message
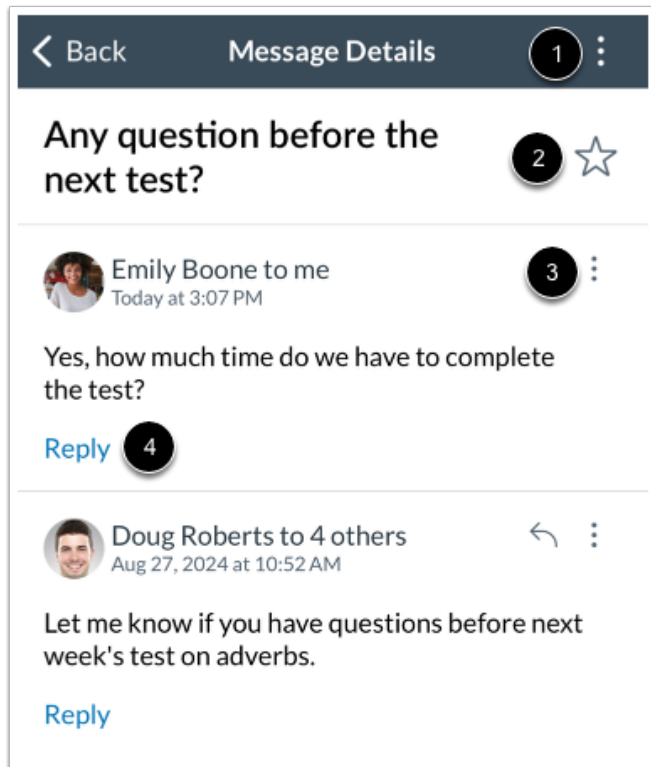
To forward or delete the entire message thread, tap the message **More Options** icon [1].

To star the message, tap the **Star** icon [2].

To forward or delete an individual message in the thread, locate the message and tap the **More Options** icon [3].

To reply to the message, tap the **Reply** link [4].

How do I send a message from the Inbox in the Teacher app on my iOS device?

You can send conversation messages to students or other users in your courses in the app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Inbox
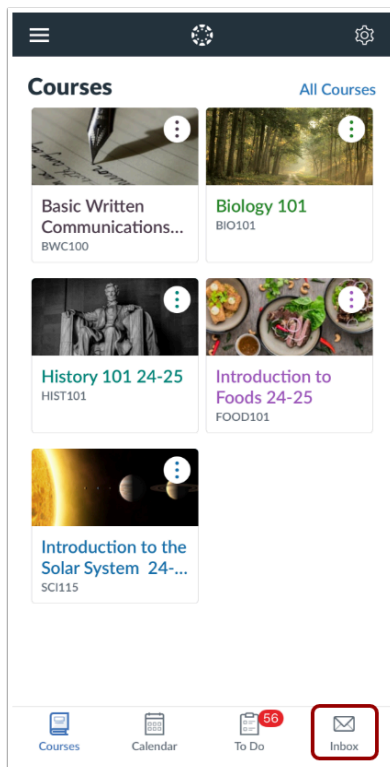
In the Dashboard, tap the **Inbox** icon.

Add Message
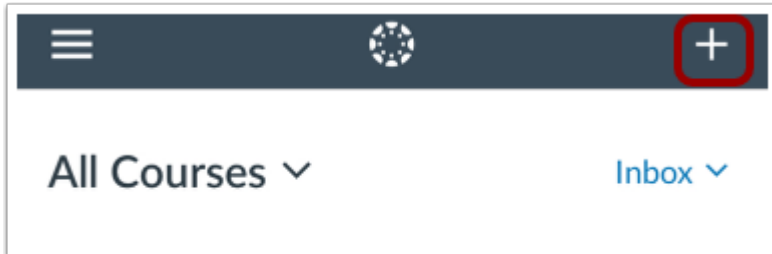
Tap the **Add** icon.

Select Course
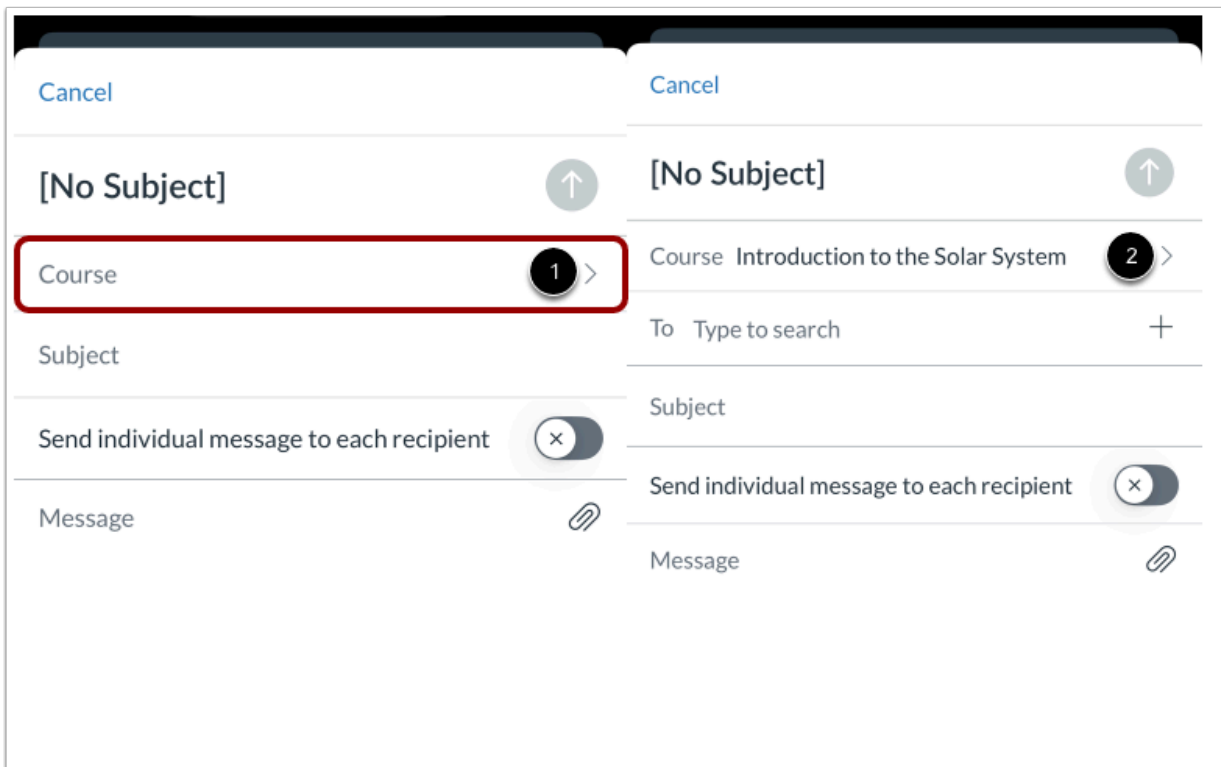
Tap the **Select a course** link [1] and select the course where you want to send the message [2].
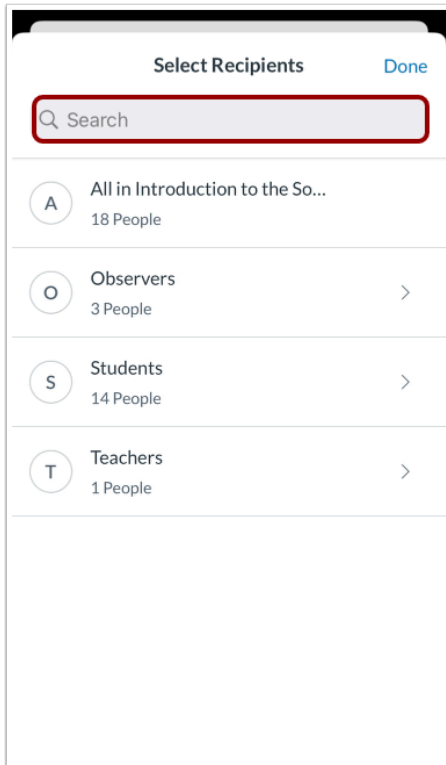
Add Recipient

In the **To** field, tap the **Add** icon.

Note: You can only add one user or group of users at a time.

Search by Name

To search by name, enter the name of your recipient in the **Search** field.

Note: If you cannot remember a recipient's name, you can search by course filter to select your recipient.

Select Recipient
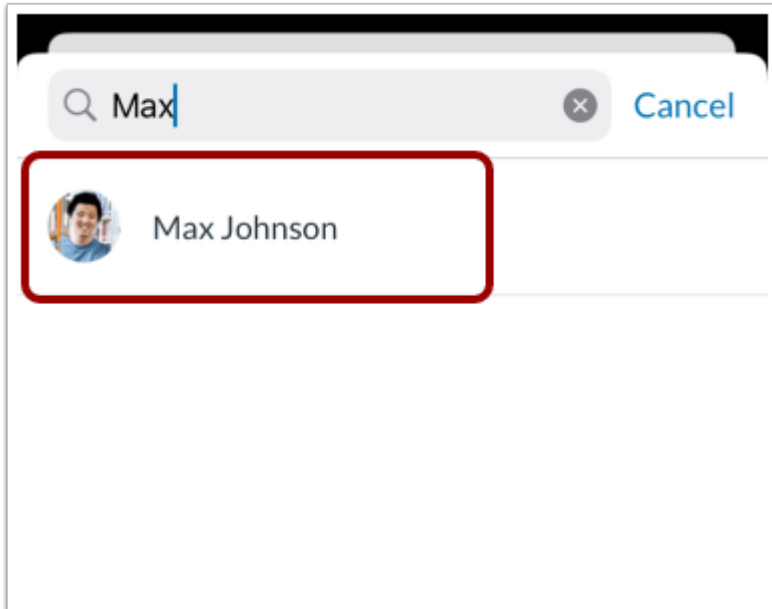
When the full name of the recipient appears, tap the name.

Search by Course Filter

To search by course filter, select to message all users [1], or select users by group [2]. If you have sections in your course, you can message users by section.
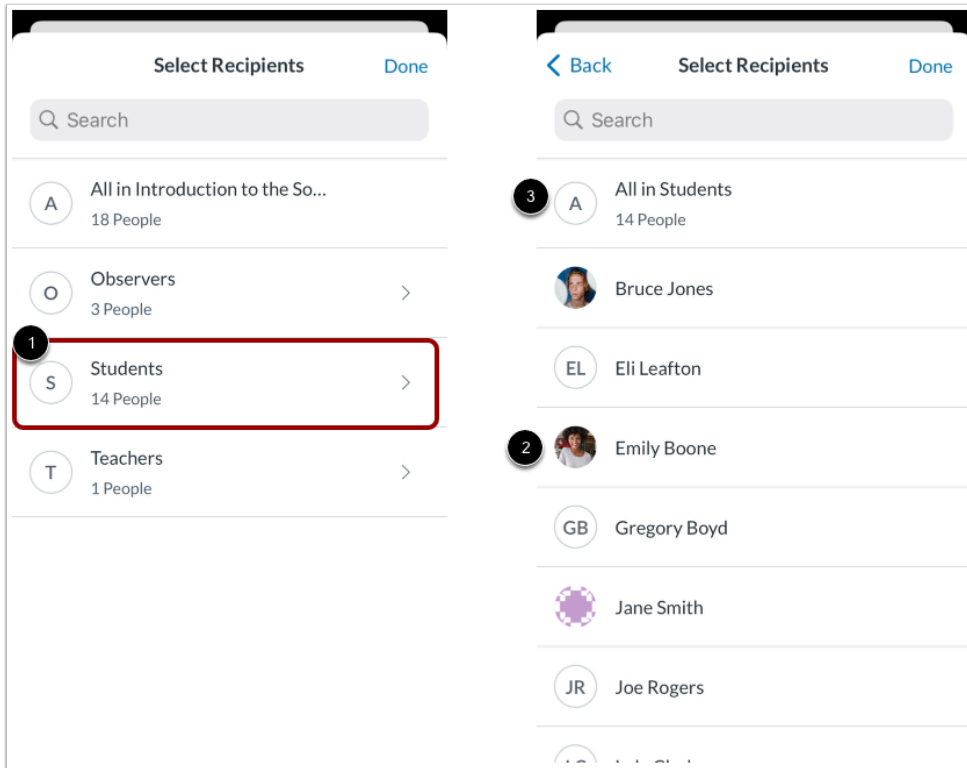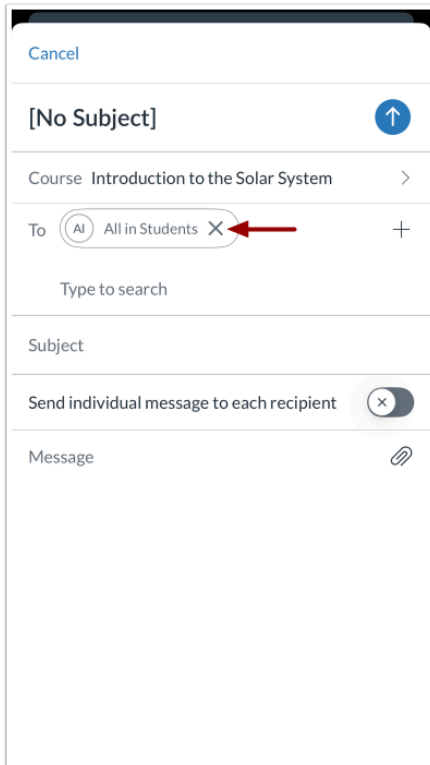
Select User Group

Tap the recipient's user group [1].

Tap the name of the recipient [2]. You can select all members in a specific user group by tapping the **All in [Group]** option [3].

Modify Recipients
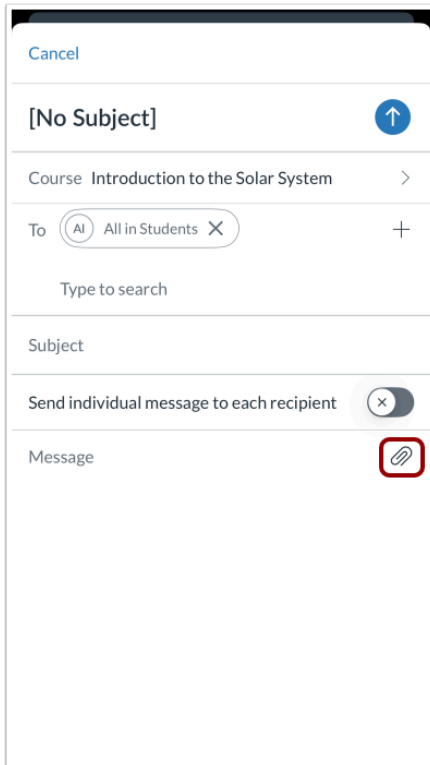
If you need to remove a recipient, tap the **Remove** icon.

Attach File

To attach a file to the message, tap the **Attach** icon.
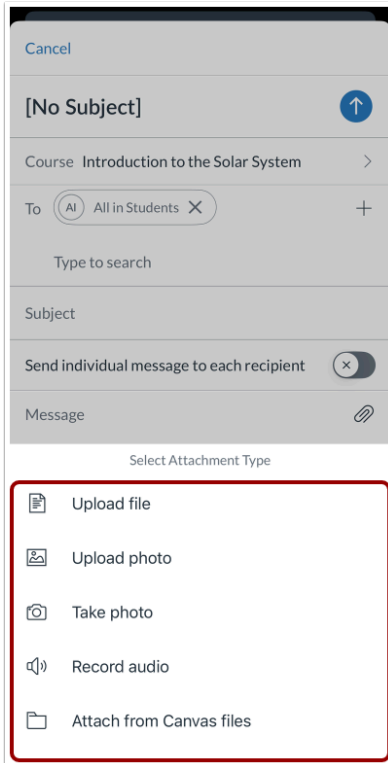
Select Attachment

To select your attachment file, select how you would like to attach a file. You can upload a file, upload a photo, take a photo, record audio, or attach a file from Canvas files.

Note: To learn more about media attachments, view the Canvas Media Comparison PDF.

View Attachment
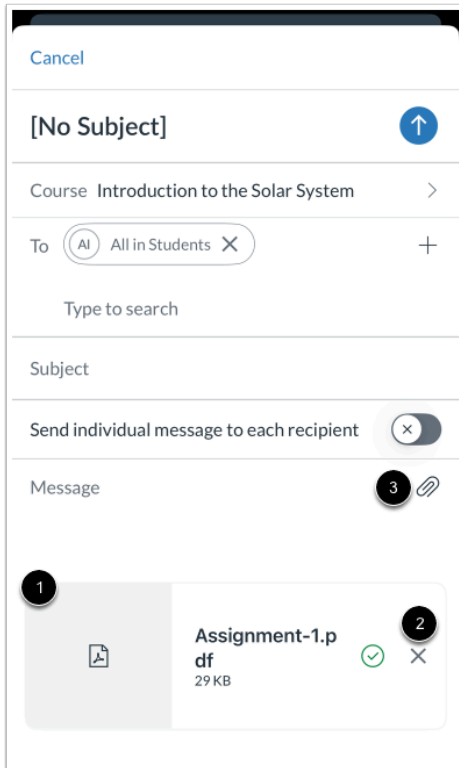
View your attachment [1]. To remove your attachment, tap the **Remove** icon [2].

To add another attachment, tap the **Attach** icon [3].

Send Message
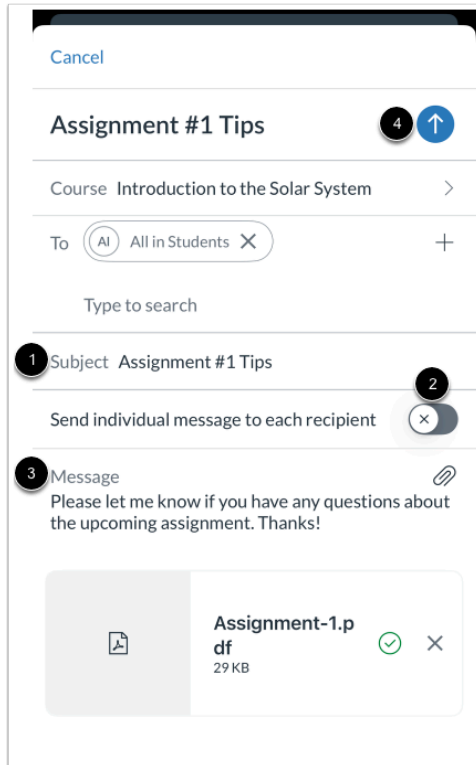
Enter a subject for your message in the **Subject** field [1].

If you want to send individual messages to each recipient, tap the message toggle [2].

Enter your message in the **Message** field [3].

When you are ready to send your message, tap the **Send** icon [4].

Note: Sent messages do not appear in the Inbox until there is a reply to the message. However, if you have an existing Inbox message with a recipient, the message appears as part of that message thread. To view messages you sent, you can open the Sent filter.

How do I reply to a message in the Inbox in the Teacher app on my iOS device?

You can reply to Conversations messages in your Inbox on your device so you can keep in touch with your course at any time.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Inbox

In the Dashboard, tap the **Inbox** icon.

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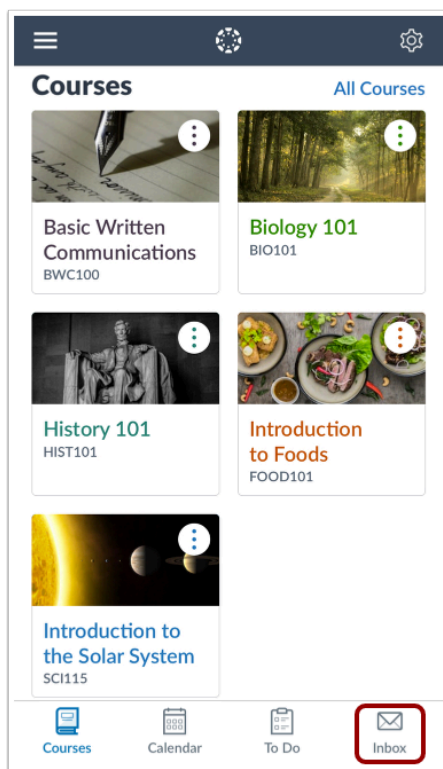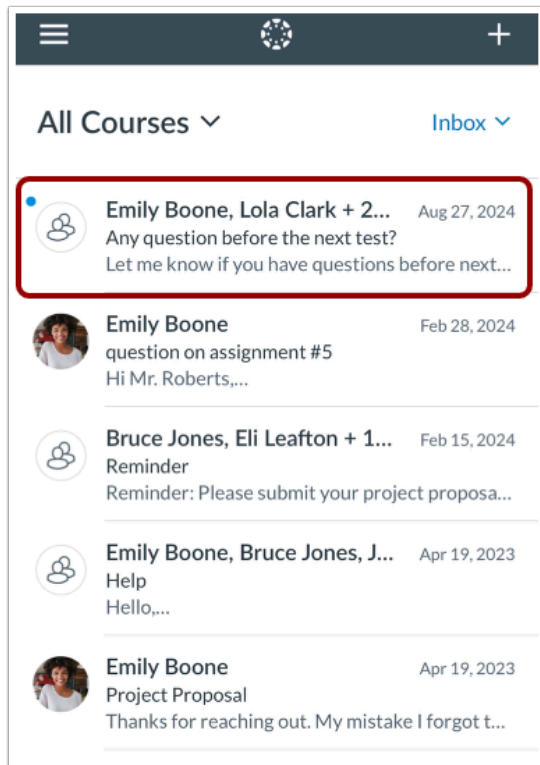
Open Message

To view a message, tap the message you want to open.

Reply to Message
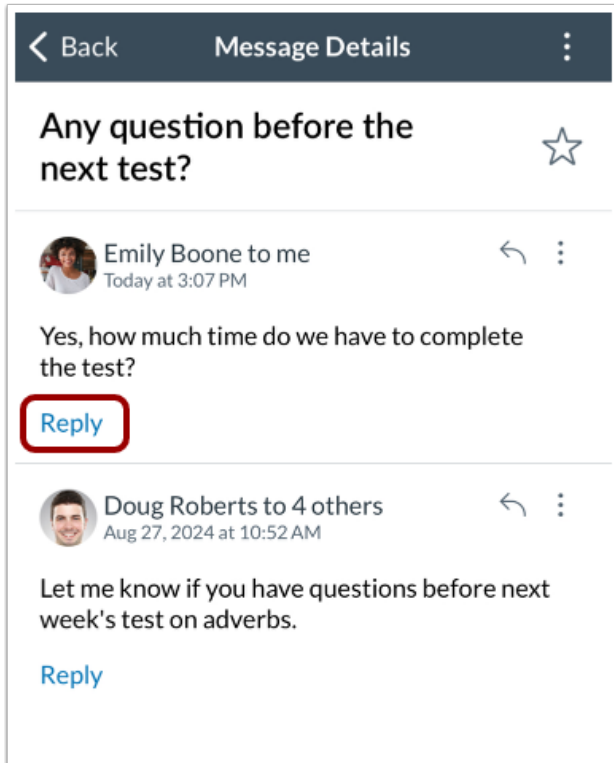
Tap the **Reply** link.
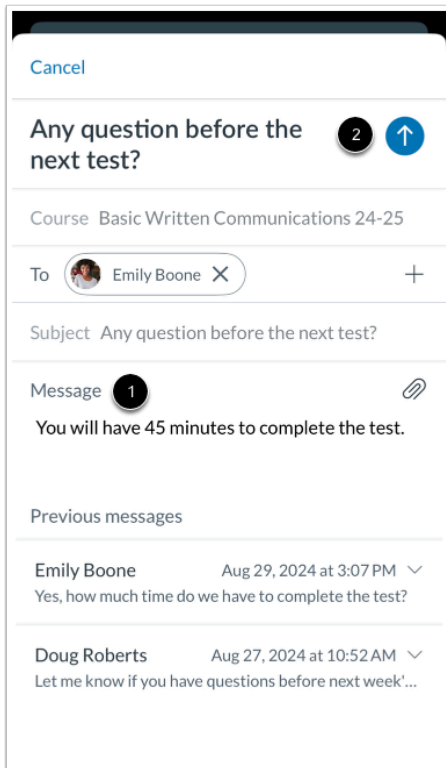
Enter your message in the **Message** field [1].

When you are ready to send your message, tap the **Send** icon [2].

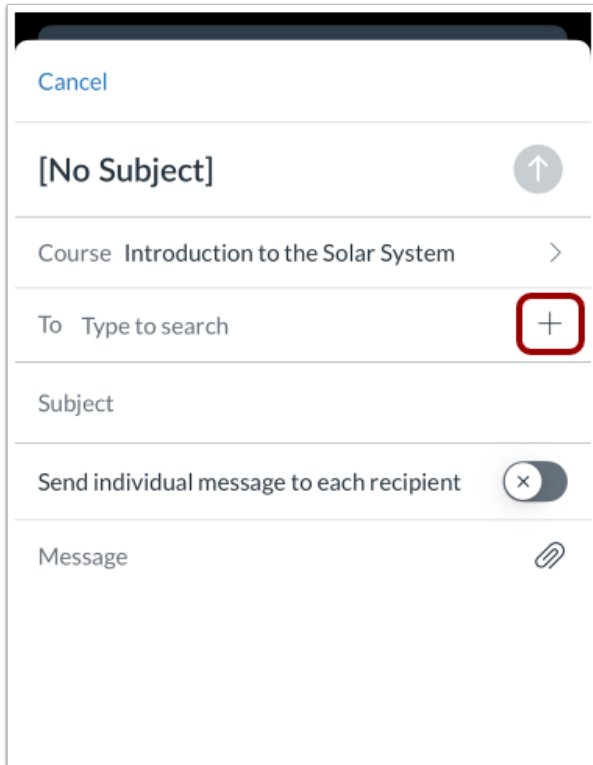# View Reply
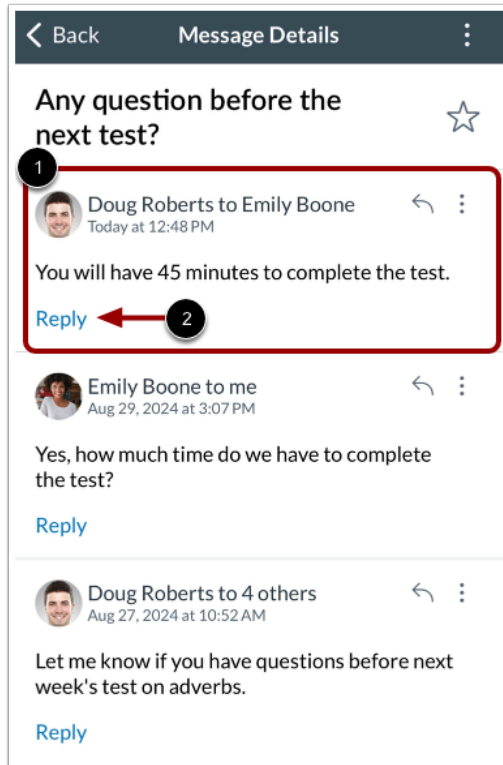
View your message reply in the message thread.

To reply to the message again, tap the **Reply** link.

How do I use the Rich Content Editor in the Teacher app on my iOS device?

You can use the [Rich Content Editor](#) to edit and format text in the Teacher app. The Rich Content Editor is available in Assignments, Announcements, Discussions, Pages, and Quizzes.

View Rich Content Editor
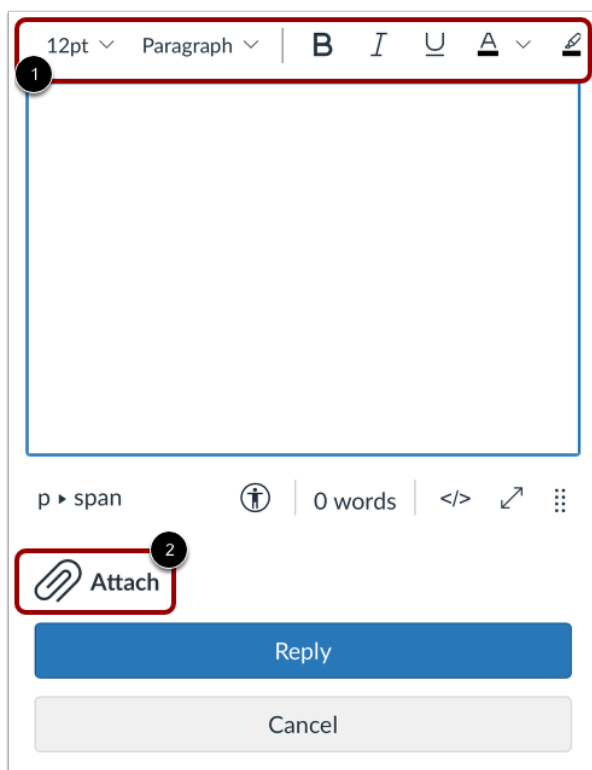
You can use the Rich Content Editor when editing content in Assignments, Announcements, Discussions, Pages, and Quizzes.

The Rich Content Editor allows you to format text [1], or attach images [2]. You may have to swipe your screen to the left or right to view all Rich Content Editor icons.

Note: Depending on the feature, you may be able to record or upload media files.

Format Text
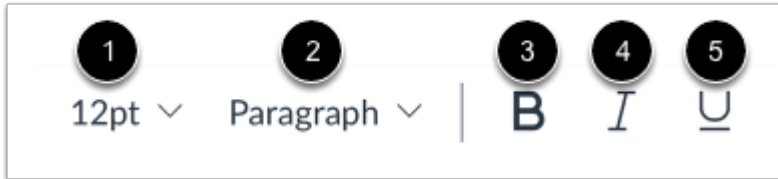
To undo your last action, tap the **Undo** icon [1]. To redo what was previously undone, tap the **Redo** icon [2].

To bold text, tap the **Bold** icon [3]. To italicize text, tap the **Italics** icon [4]. To underline text, tap the **Underline** icon [5]. To stop using bold, italics, or underline formatting, tap the Bold, Italics or Underline icon again.

Change Text Color
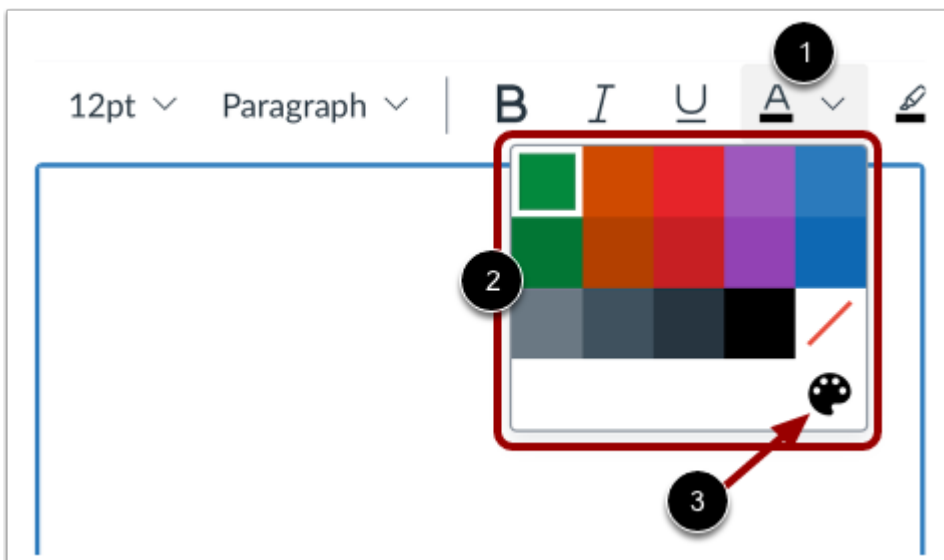
To change the text color, tap the **Color** icon [1]. Then tap the color you want to use [2]. To select a custom color, tap the **Palette** icon [3].

Create List
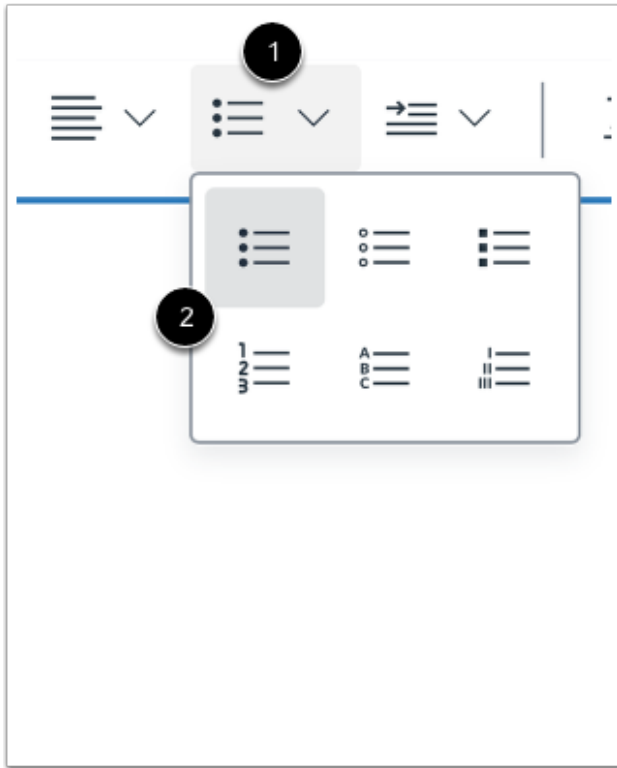
To format text as a bulleted list, tap the **Bulleted List** icon [1]. To use a different list format, choose from the available options in the drop-down menu [2].

Add Link
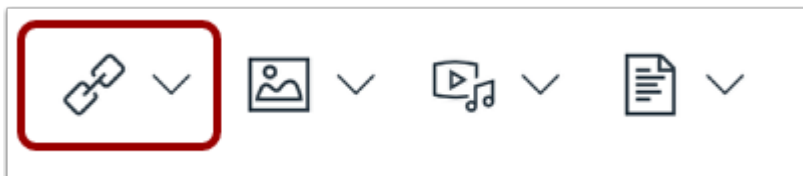
To add a link, tap the **Link** icon.

Link to Website URL
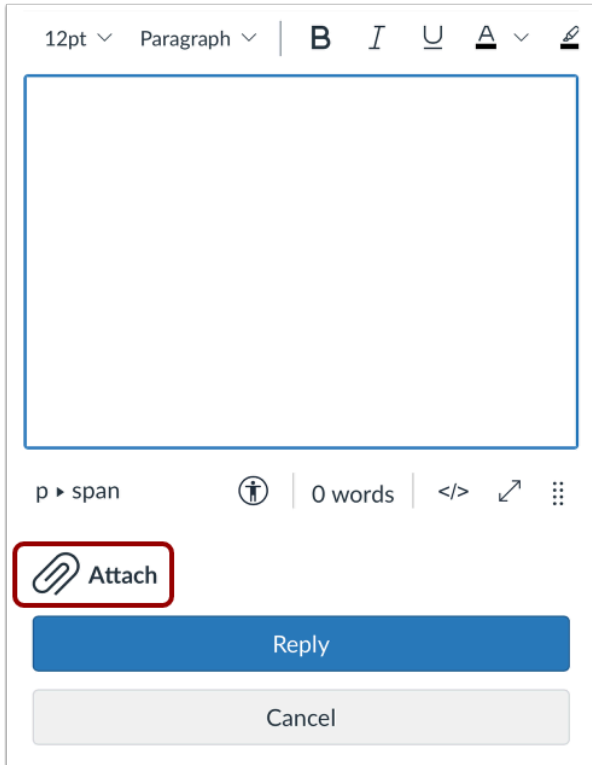
Enter the link title in the **Title** field [1] and the link URL in the **Link** field [2]. Then tap the **Done** button [3].

Attach Image

You can attach supported image file types by tapping the **Image** icon.

Add Attachment

Then tap the **Attach** icon.

Select Attachment Option
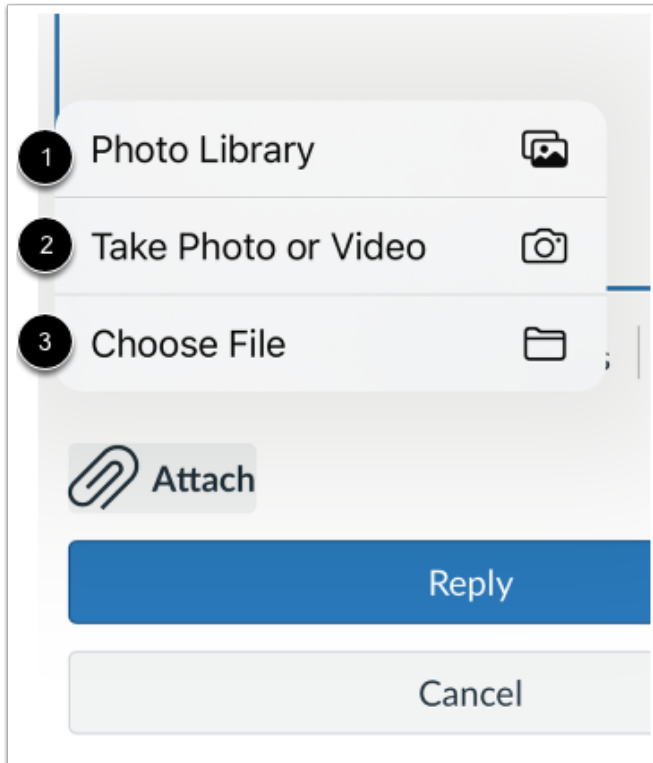
You can select from the following image attachment options:

- **Photo Library** [1]: select an image from your photo library.
- **Take Photo or Video**[2]: take a picture from your camera.
- **Choose File** [3]: select a file from your personal Canvas files.

View Attachment

Once you have selected your image, it will display next to the **Attach** icon [1].

To delete the image, tap the **Delete** icon [2].

How do I view my User Files in the Teacher app on my iOS device?

You can view personal files that you've added to your account on the Canvas Teacher app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
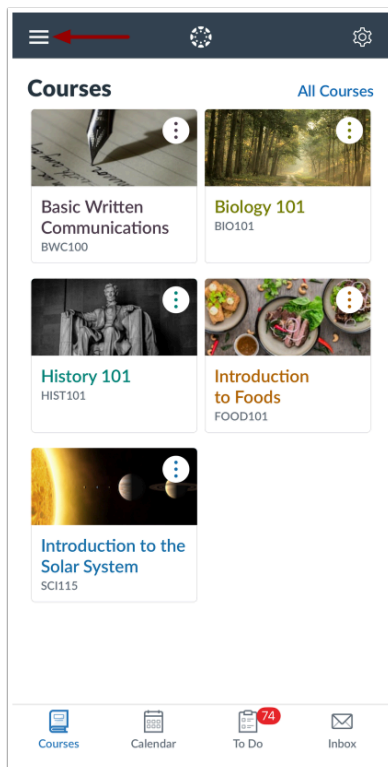
Open User Menu

In the Dashboard, tap the **Menu** icon.

Open User Files
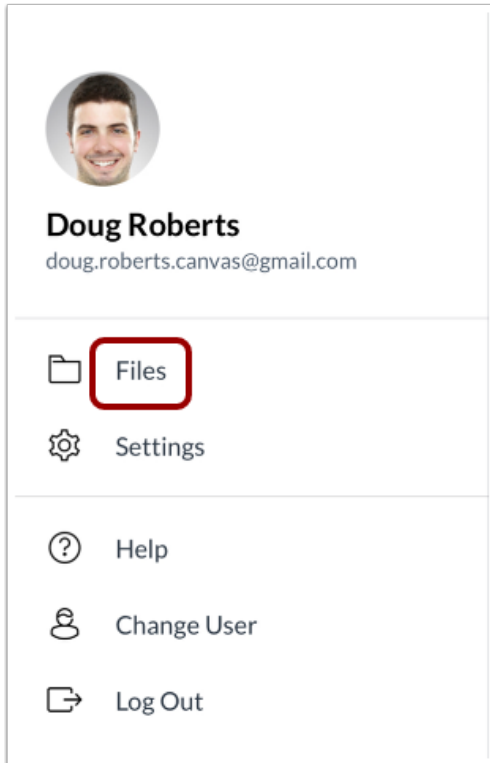
Tap the **Files** link.

View User Files
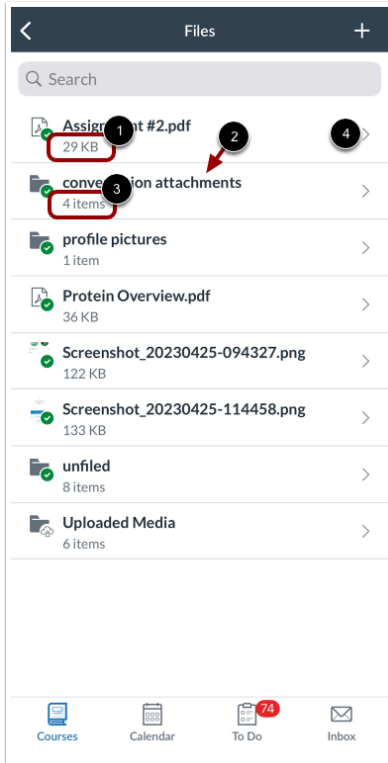
Files display the file size of each file [1]. To view a specific file, tap the name of the file [2].

Folders display how many items are within each folder [3]. To view items within a file folder, tap the **Arrow** icon next to the folder [4].

Search Files
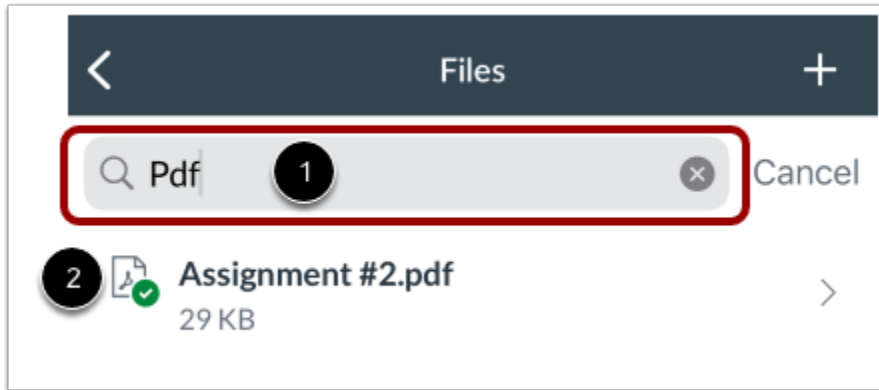
To search for a file, tap the **Search** field [1]. Then enter the name of the file you want to view.

To open the file, tap the name of the file in the search results [2].

Notes:

- You must type three or more characters for search results to display.
- Search results will not include file folders.

View File

View your file [1].

To share your file, tap the **Share** icon [2]. To copy your file, tap the **Copy** icon [3].

To edit your file, tap the **Edit** link [4].

To annotate your file, tap the **Annotate** icon [5].

To search for an item in your file, tap the **Search** icon [6].

To return to the file folder, tap the **Back** link [7].

Note: Not all file types support sharing.

Edit File
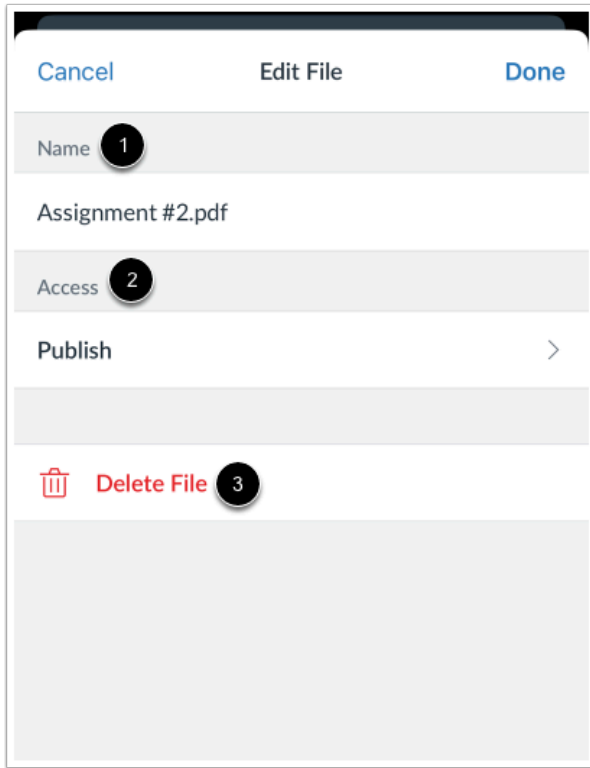
You can edit the name [1] and access settings [2] for your files. To delete your file tap the **Delete File** link [3].

Add File or Folder
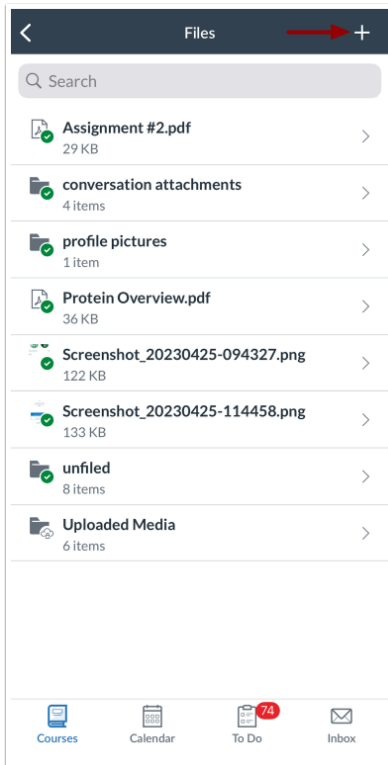
To add a new file or folder, tap the **Add** icon.

Create Folder
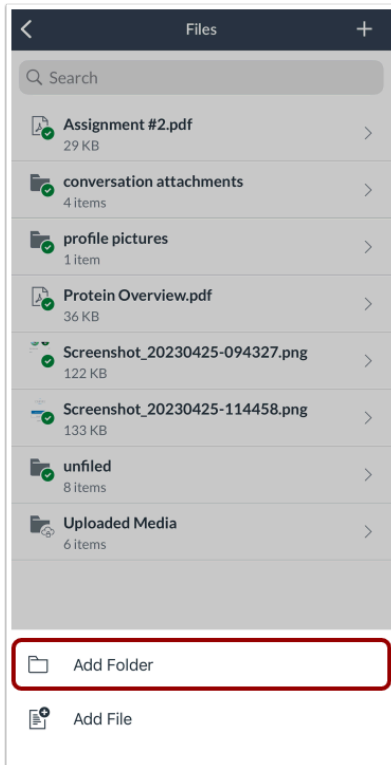
To create a new folder, tap the **Create Folder** button.

Name Folder
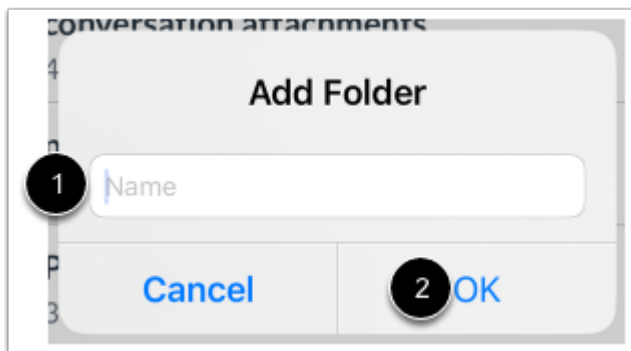
Enter the name of your folder [1]. Then tap the **OK** link [2].

Add File
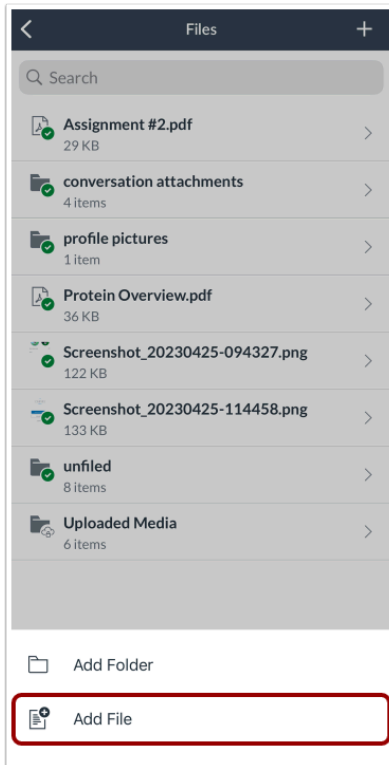
To add a file, tap the **Add File** button.

Select File Location
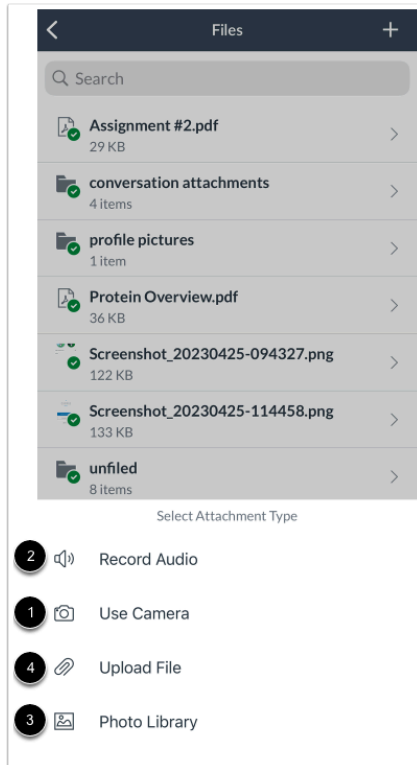
Select the location of your file. You can take a new photo from your camera [1], record audio [2], find a file in your photo library [3], or upload a file [4].

Note: To learn more about media uploads, view the [Canvas Media Comparison resource document](#).

How do I use Student View in the Canvas Teacher app on my iOS device?

As an instructor, you can use Student View in the Canvas Teacher app on your iOS device. Accessing Student View opens the Canvas Student app and displays the Test Student icon at the bottom of the window. The mobile app student view matches the same restrictions for the Test Student in Canvas web. However, the Test Student cannot be reset in the app.

Note: When accessing Student View, if you do not have the Student app installed on your device, you are first directed to the App Store to download the Canvas Student app.

Open Course
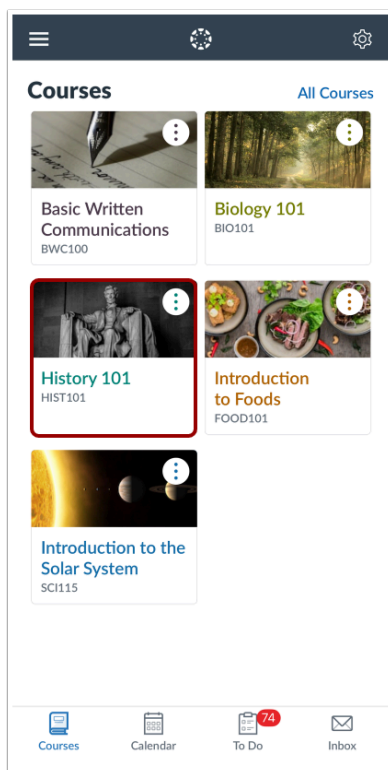
In the Courses tab, tap the name of the course.

Open Student View
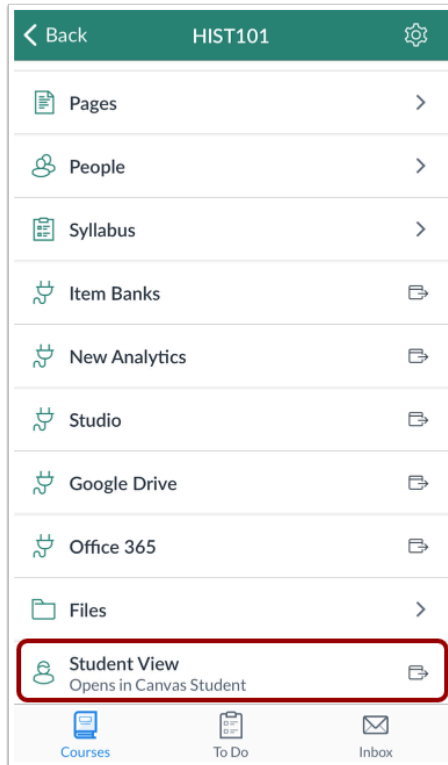
Tap the **Student View** link.

Note: Student view opens in the Canvas Student app. If this app is not installed on your device, you will be directed to the App Store where you can download the Canvas Student app.

View Course
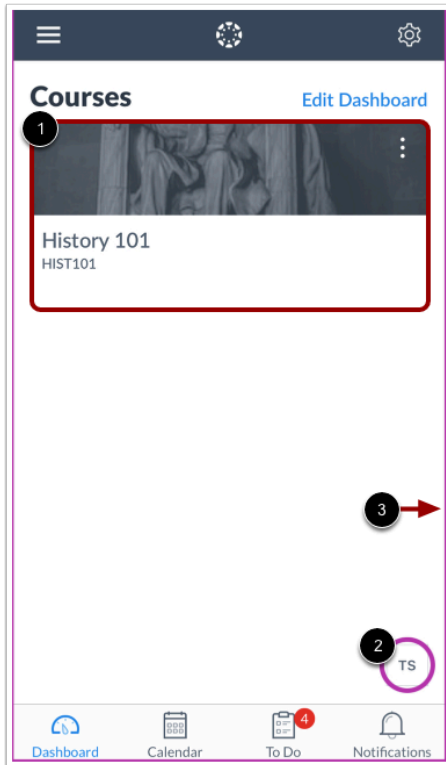
You can now view the course as a student user would see it. To open the course, tap the course name [1].

When you are logged in to student view, each page displays the Test Student icon [2], and a persistent box displays around each page in the app [3].

Leave Student View
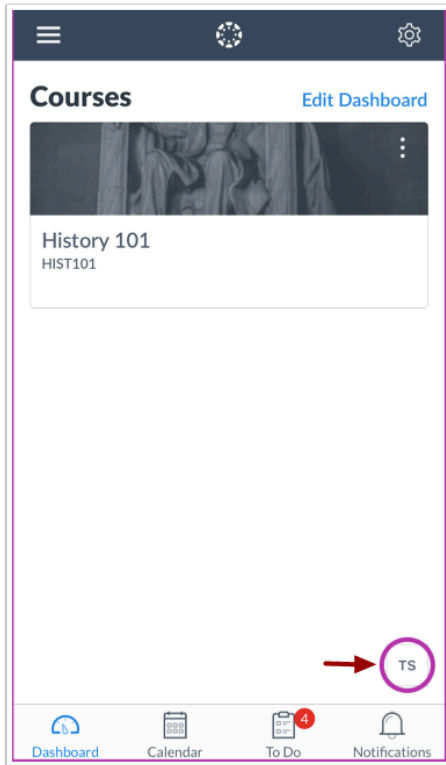
To log out of the Canvas Student app as the Test Student, tap the **Test Student** icon.

Confirm Logout
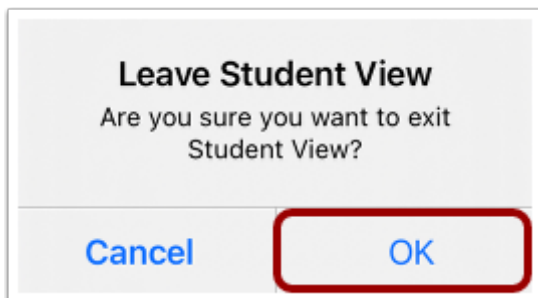
Tap the **OK** button.

Course Features

How do I view the course navigation links for a course in the Teacher app on my iOS device?

You can view the course navigation links of a course from the Teacher app. Each course may have different options available.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course
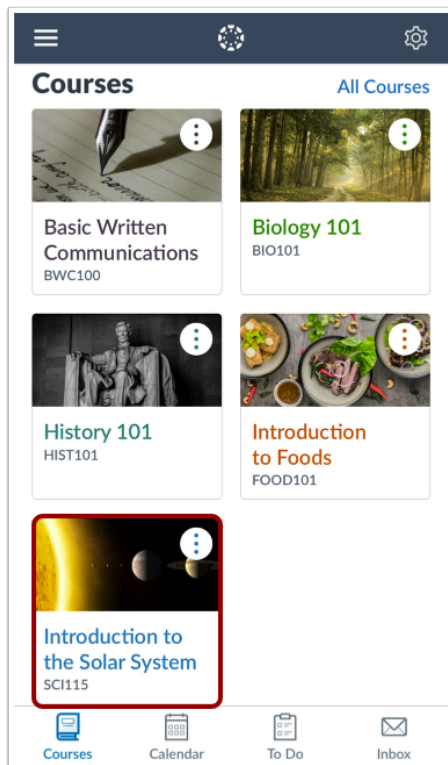
In the **Courses** tab, tap the name of a course.

View Course Navigation
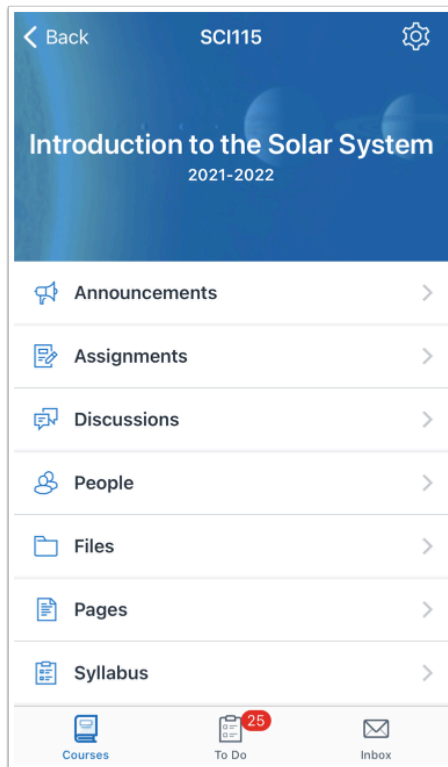
The course navigation links display all areas of the course available to you. To open a course area, tap the name of the link.

Note: To view the course home page, use [Student View](#) within the app.

View External Tools
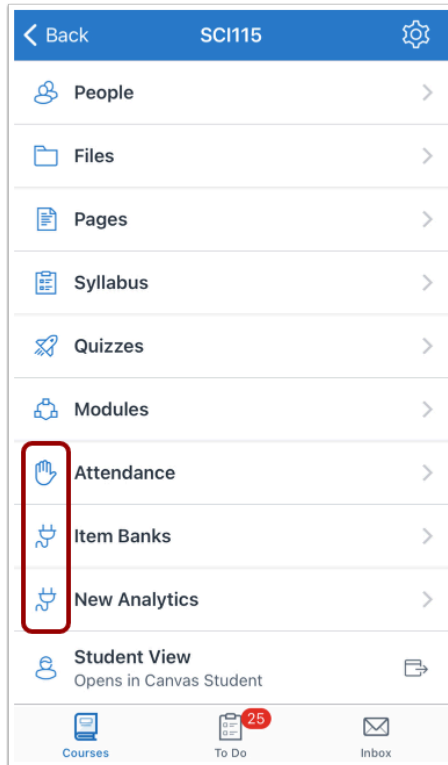
The course navigation links may include links to external tools.

The Attendance tool allows teachers to use their mobile device to take roll call for a course and has been developed specifically for the Teacher app. All other external tools will display the same functionality as seen when used in a web browser.

Note: The external apps displayed in the Teacher app will vary based on the external apps enabled for your institution or course. For assistance with external apps, contact your Canvas administrator.

How do I edit course settings in the Teacher app on my iOS device?

You can manage the course name and the Course Home Page in the Teacher app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
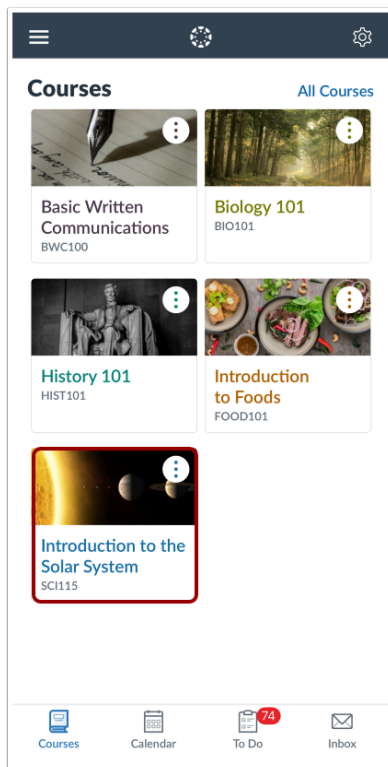
In the Courses tab, tap the course name.

Open Settings

Tap the **Settings** icon.

Change Course Name
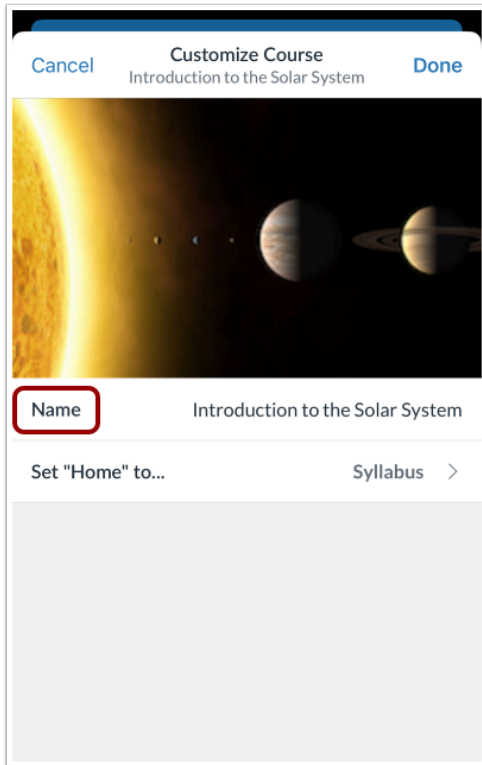
To change the course name, tap the **Name** option.

Set Course Home Page
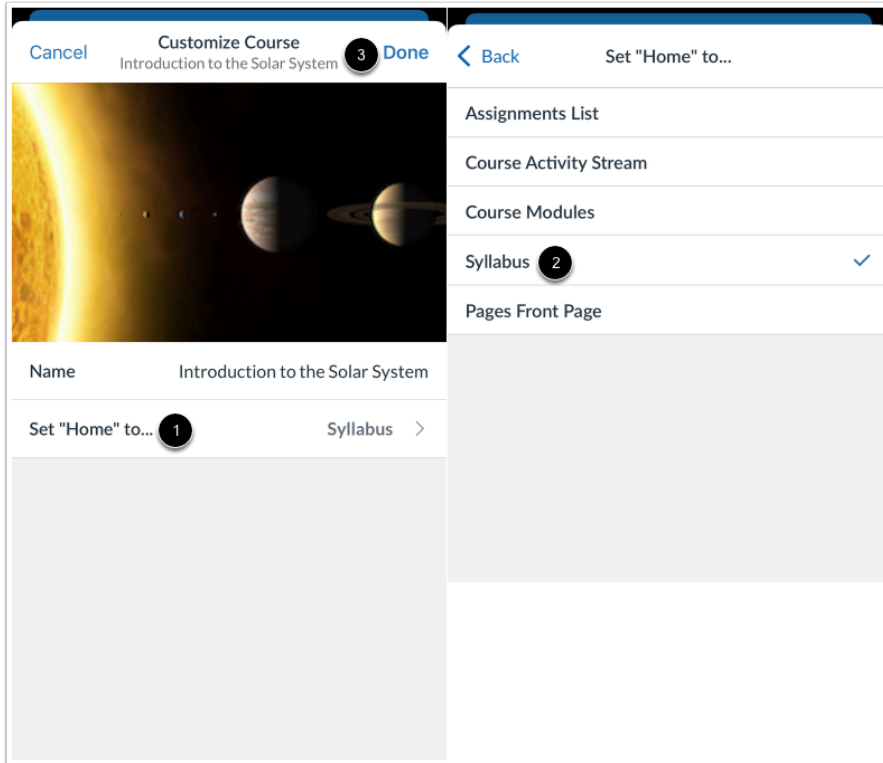
To change the course home page, tap the **Set 'Home' to** option [1].

In the Home Page list [2], select the new home page for the course. Changing the course home page affects the web version of Canvas.

Tap the **Done** link [3].

How do I view Announcements in the Teacher app on my iOS device?

Canvas Teacher helps you view and manage Announcements in your Canvas courses.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
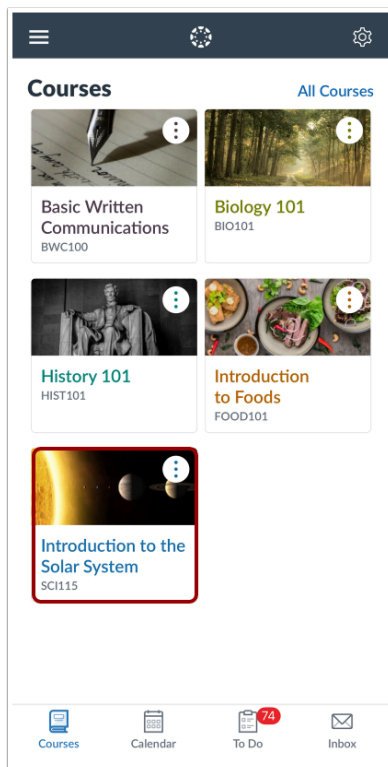
In the **Courses** tab, tap the name of a course.

Open Announcements
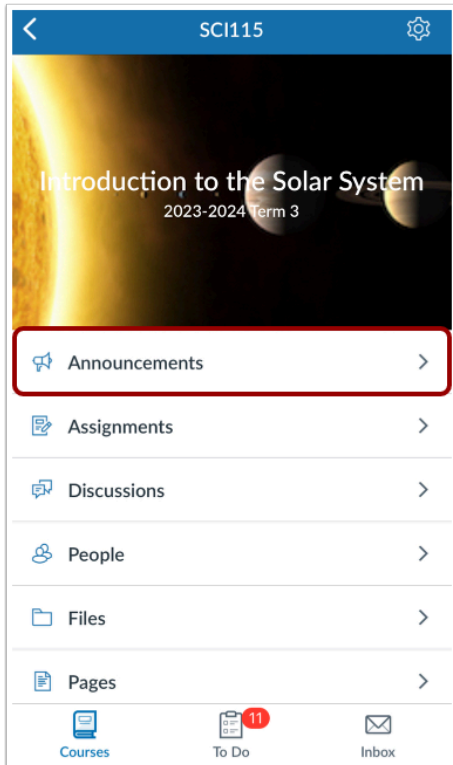
Tap the **Announcements** link.

View Announcements
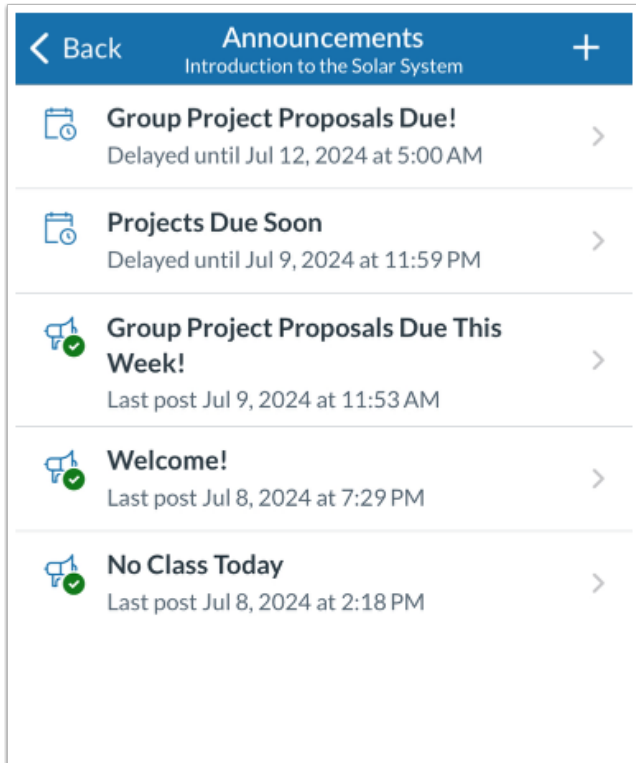
Announcements displays all the announcements in your course. Announcements are ordered by creation date with the most recent at the top.

Add Announcement
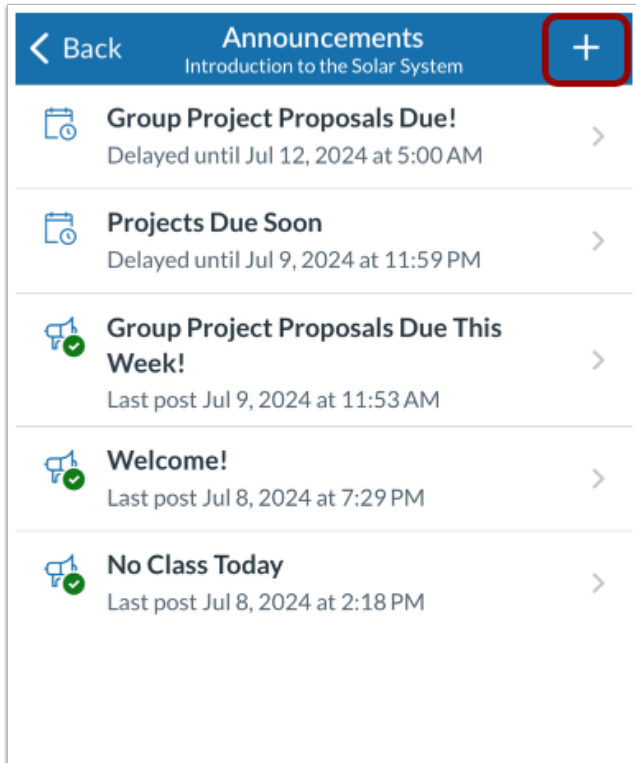
To [add an announcement](#), tap the **Add** icon.

Open Announcement
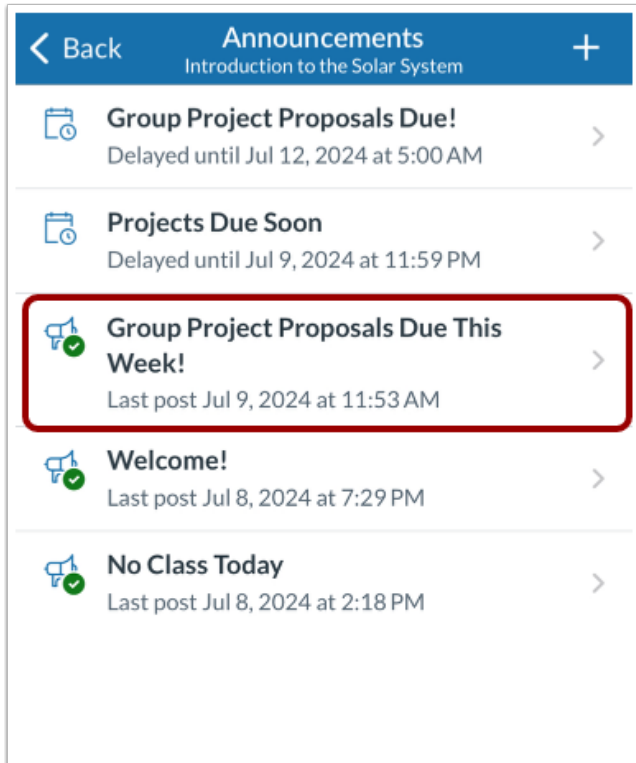
To open an announcement, tap the announcement name.

View Announcement
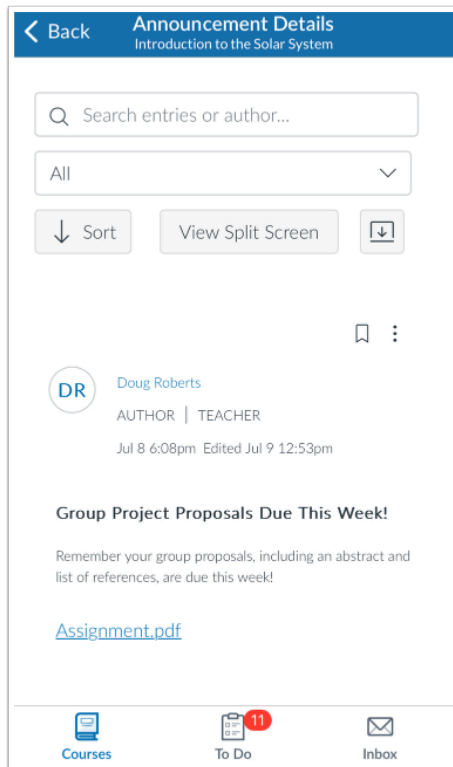
View the announcement.

View Announcement Toolbar
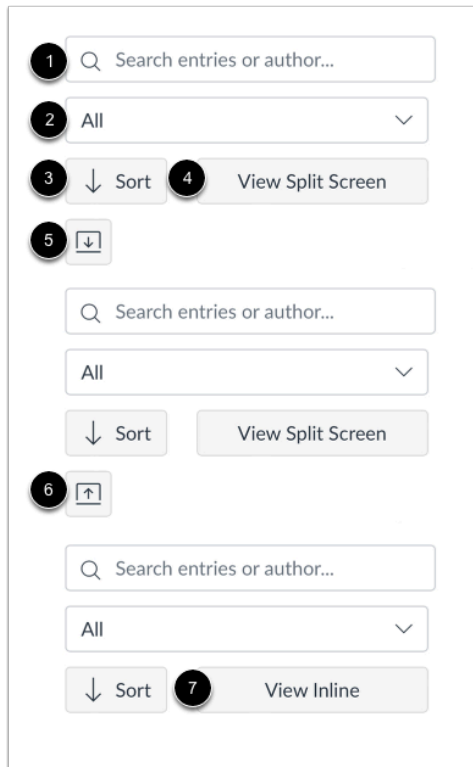
The Announcement Toolbar remains at the top of the announcement when you are viewing announcement replies.

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

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

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

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

To view threaded replies all at once, click the **Expand Threads** button [5]. You can collapse the threaded replies by clicking the **Collapse Threads** button [6].

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

View Inline Announcement Thread Replies
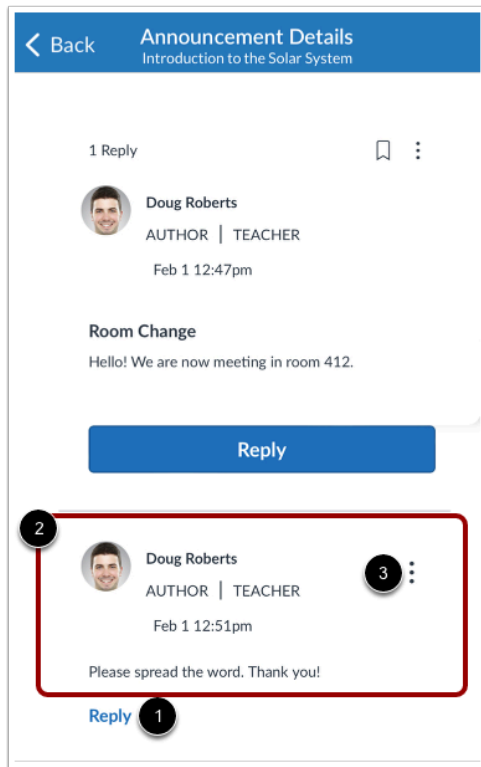
To expand the announcement thread replies inline, click the **# of replies** link [1].

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, quote the reply, or report the reply.

View Split Screen Announcement Thread Replies
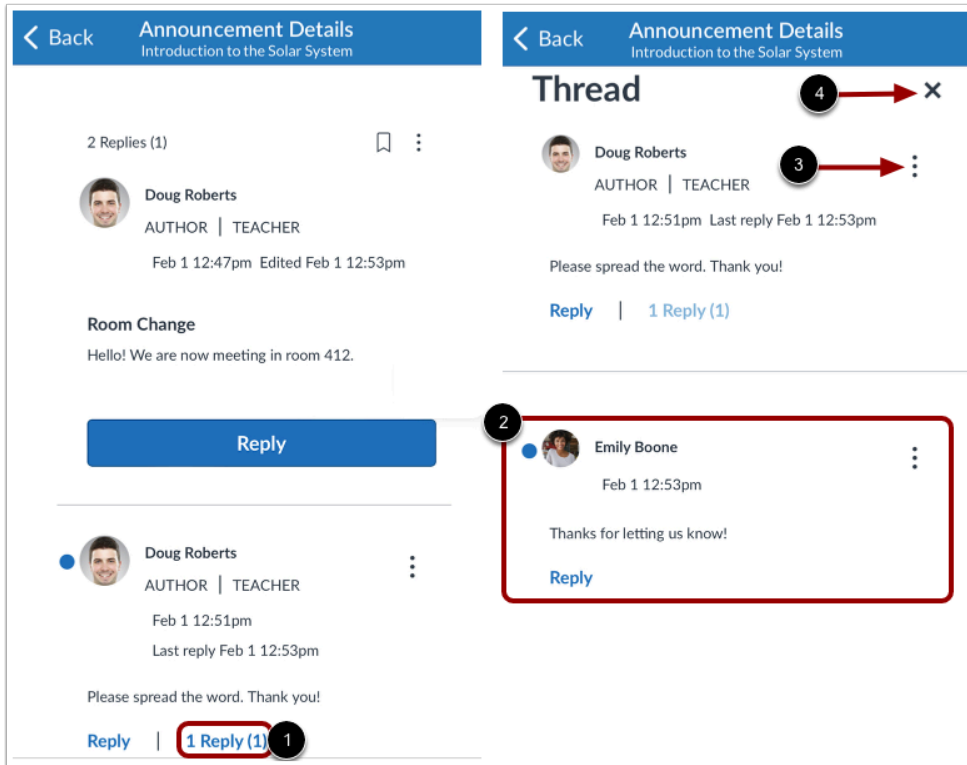
When viewing split screen announcement thread replies, you can collapse and expand the announcement thread replies sidebar. When an announcement thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the announcement 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].

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

Manage Announcement
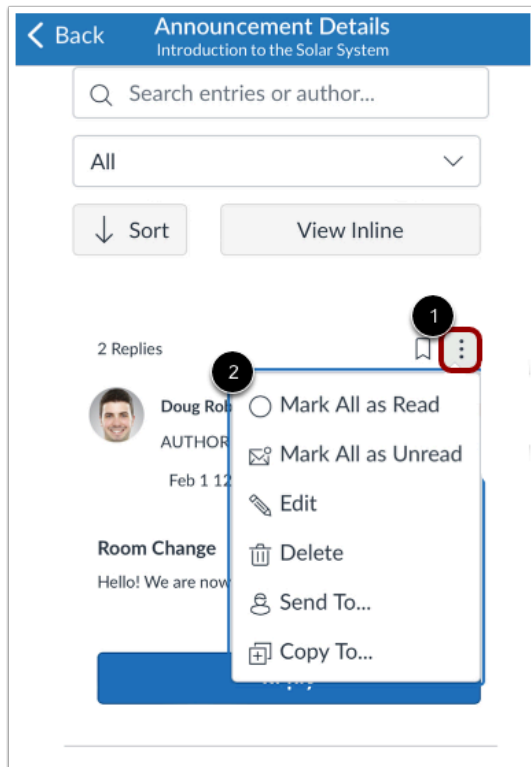
To manage the announcement, tap the **Options** icon [1]. You can mark the replies as read or unread, edit the announcement, delete the announcement, send or copy the announcement [2].

How do I add an announcement in the Teacher app on my iOS device?

You can create announcements in the Teacher app to notify students about events without having to be logged into the browser version of Canvas.
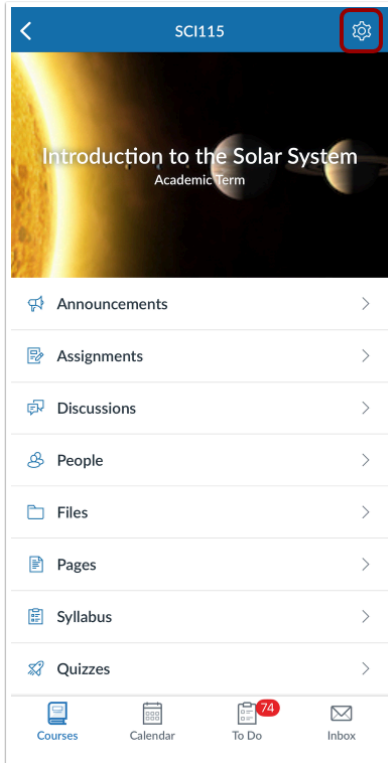
This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
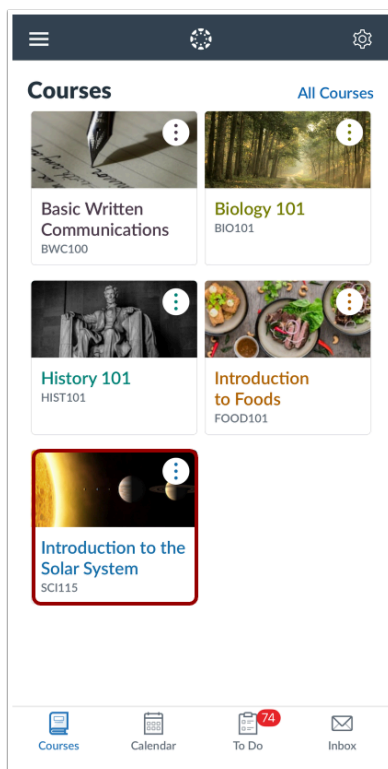
In the **Courses** tab, tap the name of the course you'd like to view.

Open Announcements
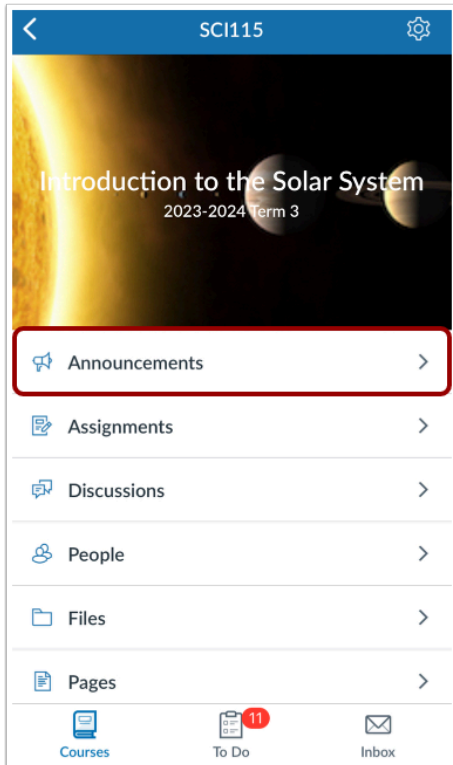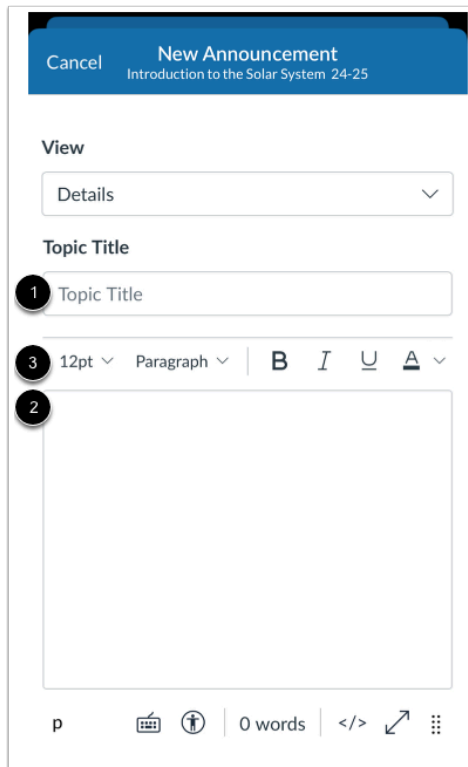
Tap the **Announcements** link.

Add Announcement
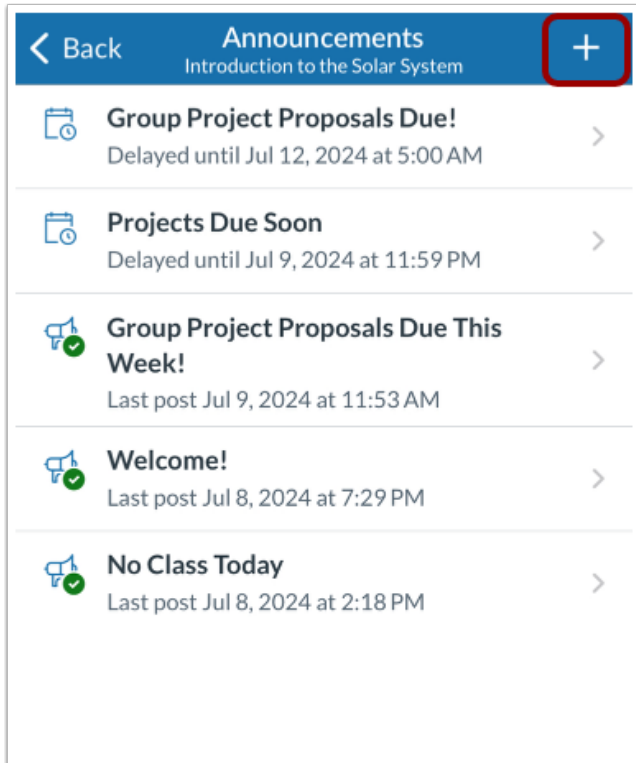
Tap the **Add** icon.
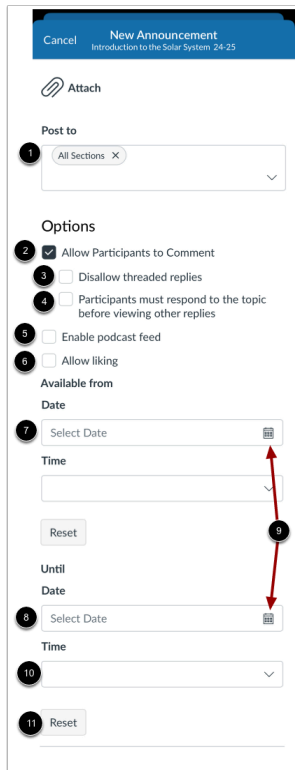
Enter Announcement Details

In the **Topic Title** field [1], add a title for your announcement.

In the **Description** field [2], add a description for the announcement. You can use the Rich Content Editor to format your title and description [3]. Learn more about [using the Rich Content Editor](#).

Set Options

To send an announcement to specific sections, tap the **Sections** option [1]. You can select to send the announcement to all sections, one section, or multiple sections.

If you want to allow users to comment, tap the **Allow Participants to Comment** checkbox [2]. You can also tap the **Disallow threaded replies** checkbox [3] and **Participants must respond to the topic before viewing other replies** checkbox [4].

If you want to add a podcast feed, tap the **Enable podcast feed** checkbox [5].

If you want to allow liking the announcement, tap the **Allow liking** checkbox [6]. You can allow only graders to like and/or sort by likes.

To make your announcement available on a specific date or during a specific date range, enter the dates in the **Available from** field [7] and **Until** field [8], or tap the calendar icons to select dates [9].

To add a time, tap the **Time** drop-down menu [10]. You can enter a time or select a time from the drop-down menu.

To reset the date and time fields, tap the **Reset** button [11].

Attach File
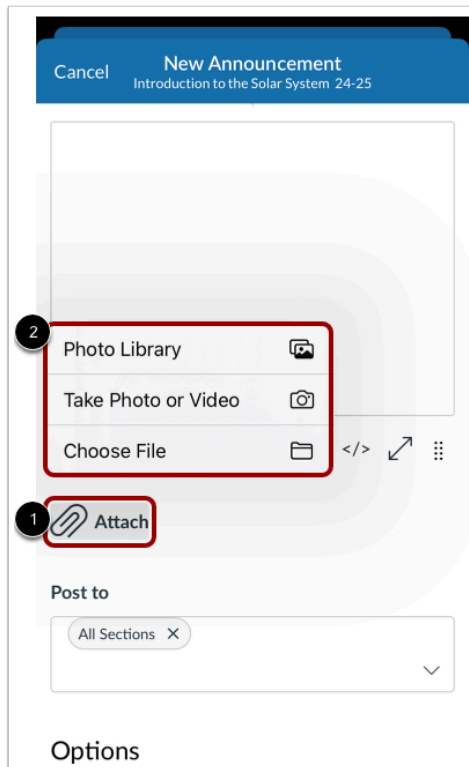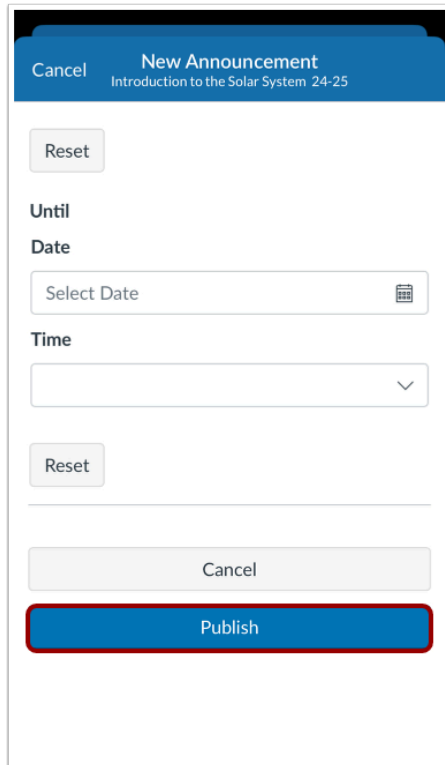
To attach a file to the message, tap the **Attach** icon [1].

Select how you would like to attach a file [2].

Note: To learn more about media attachments, view the [Canvas Media Comparison PDF](#).

Publish Announcement

Tap the **Publish** button.

How do I view Assignments in the Teacher app on my iOS device?

The Canvas Teacher app helps you view and edit existing course assignments.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
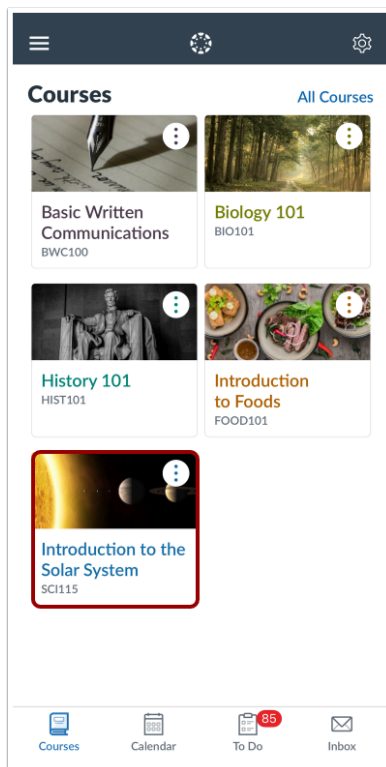
In the **Courses** tab, tap the name of the course you want to view.
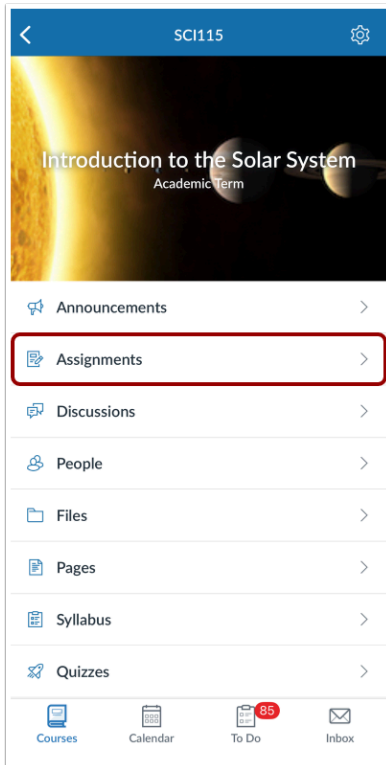
Open Assignments

Tap the **Assignments** link.

View Assignments
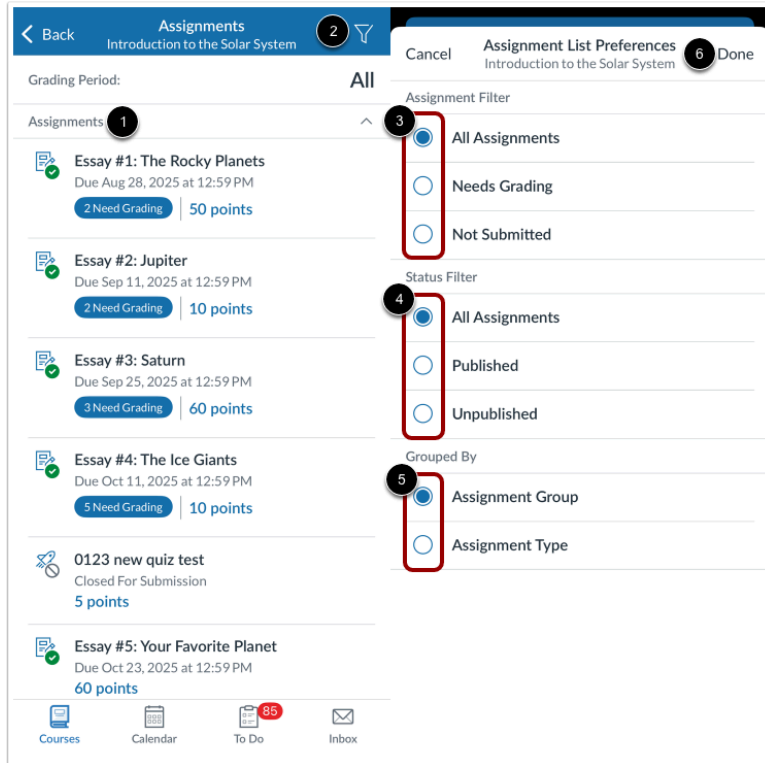
Assignments are organized by assignment group and due date [1].

To filter assignments, tap the **Filter** icon [2].

To filter by assignment filters, tap the **All Assignments**, **Needs Grading**, or **Not Submitted** radio button [3].

To filter by status filters, tap the **All Assignments**, **Published**, or **Unpublished** radio button [4].

To filter by assignment groups, tap the **Assignment Group** or **Assignment Type** radio button [5].

Tap the **Done** link [6].

Note: If your course includes grading periods, you can also filter by grading period.

Open Assignment
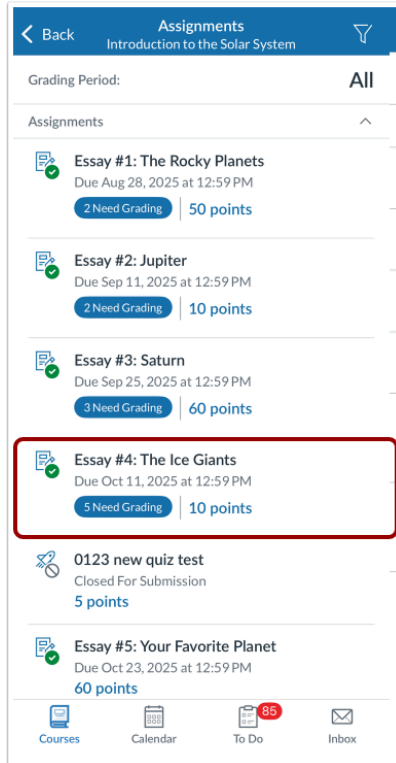
To view an assignment, tap the name of the assignment.

View Assignment
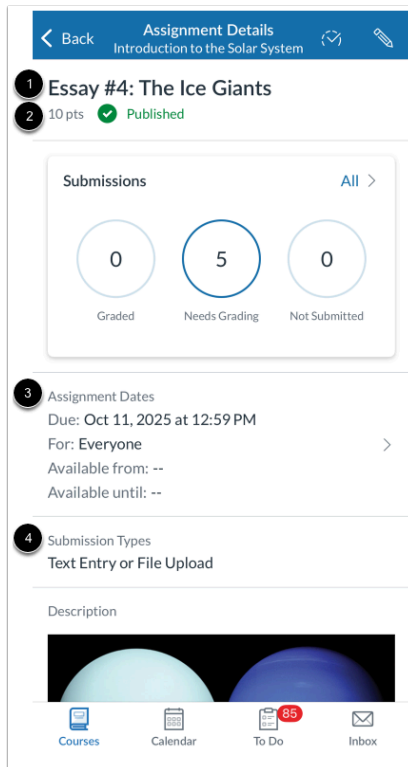
For each assignment, you can view all the details for the assignment including the title [1], points [2], due date [3], and submission type [4].
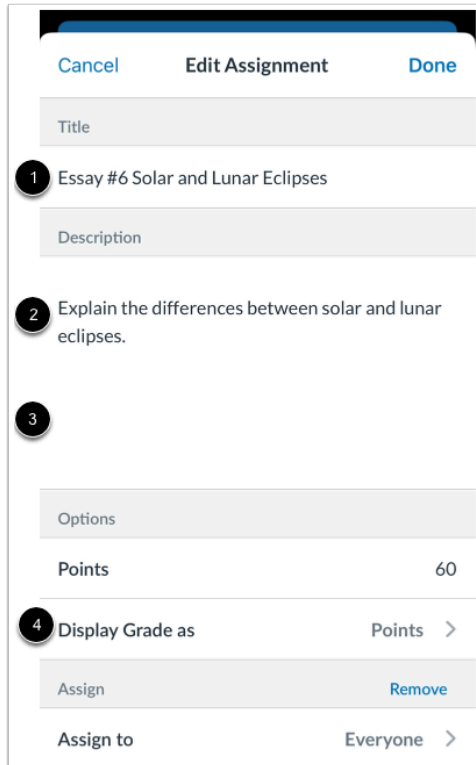
Manage Assignment
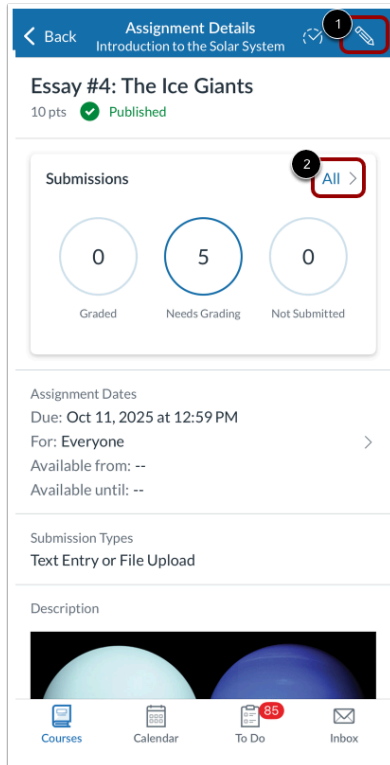
To edit the assignment, tap the **Edit** link [1].

To [view all submissions](#) for the assignment, tap the **All** link [2].

Edit Assignment Details
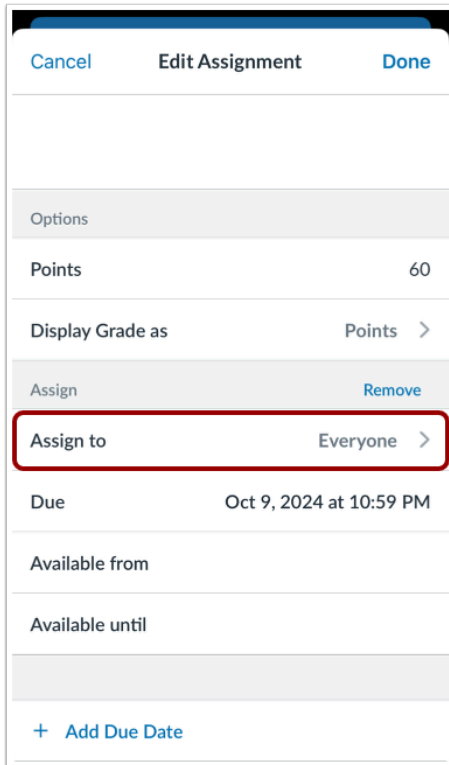
To edit the assignment title, tap the **Title** field [1]. To edit the assignment description, tap the **Description** field [2]. You can use the [Rich Content Editor to format description text](#).

To edit the point total, tap the **Points** field [3]. To edit how the grade is displayed to students, tap the **Display Grade as** field [4]. Display Grade options include Percentage, Complete/Incomplete, Points, Letter Grade, GPA Scale, and Not Graded.

Note: If the assignment does not have any submissions, you can publish or unpublish the assignment by tapping the **Publish** button.

Edit Assignees

To edit who the assignment is assigned to, tap the **Assign to** field.

View Assignees
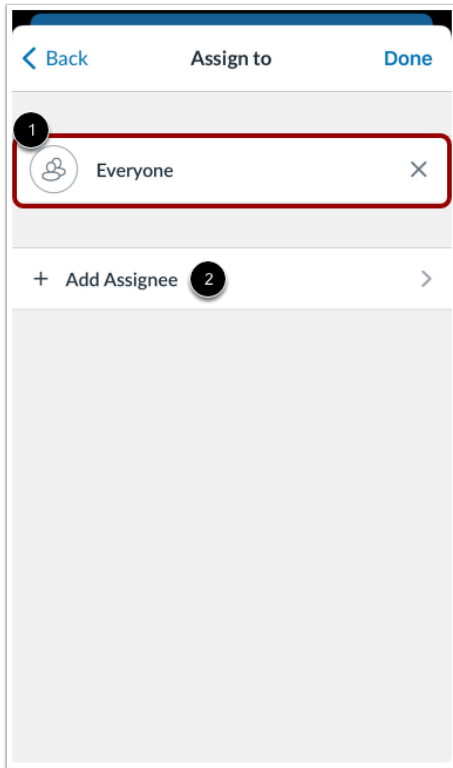
View the current assignees for the assignment [1].

To add assignees, tap the **Add Assignee** field [2].
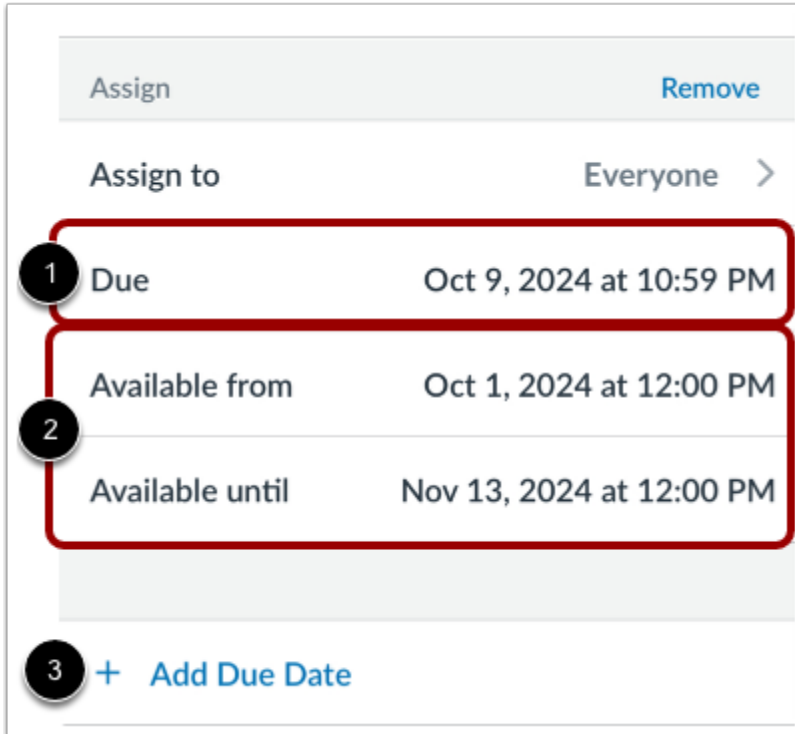
Add Assignees
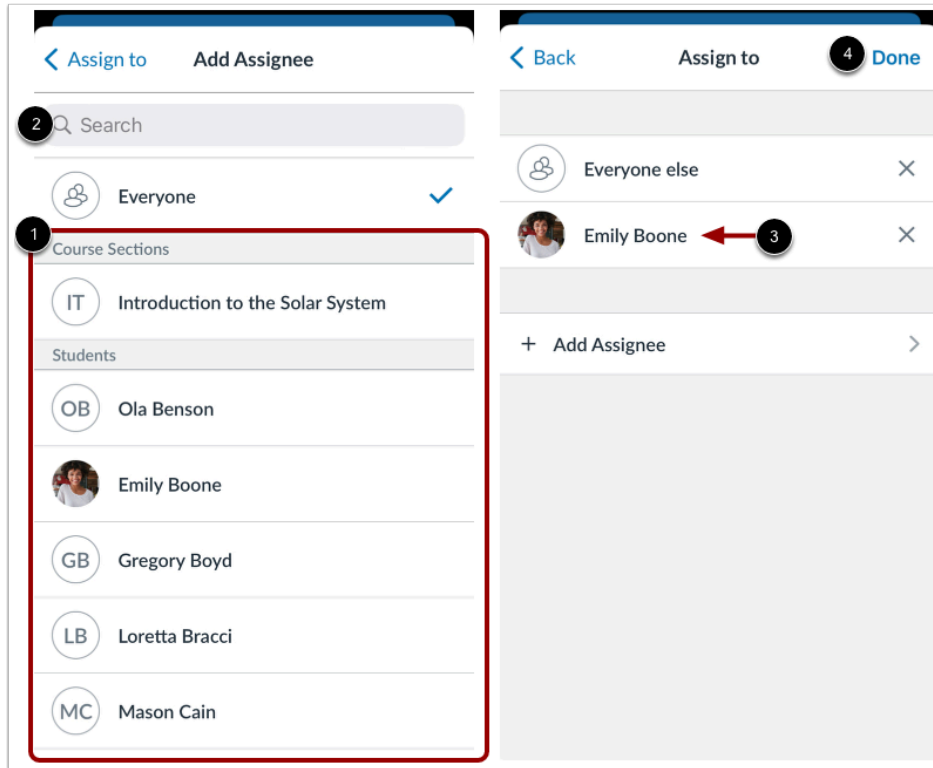
Tap the sections, groups, or student that you would like the receive the assignment [1]. You can also search for assignees in the **Search** field [2]. Selected assignees display on the screen [3].

To save your assignees, tap the **Done** link [4].

Edit Availability and Due Dates

To edit the assignment due date and time, tap the **Due Date** fields [1]. To edit the availability date and times, tap the **Available from** or **Available to** fields [2].

To add additional due dates or availability dates, tap the **Add Due Date** link [3].

How do I view assignment submissions in the Teacher app on my iOS device?

When you open a course, you can see the list of assignments in your course. For each assignment, you can view the status and whether or not submissions need grading. You can also view each student's submission, comments, and files.

This lesson shows how to view assignments from the Assignments page. However, submissions can also be viewed in the page for their respective assignment type.

Open Course
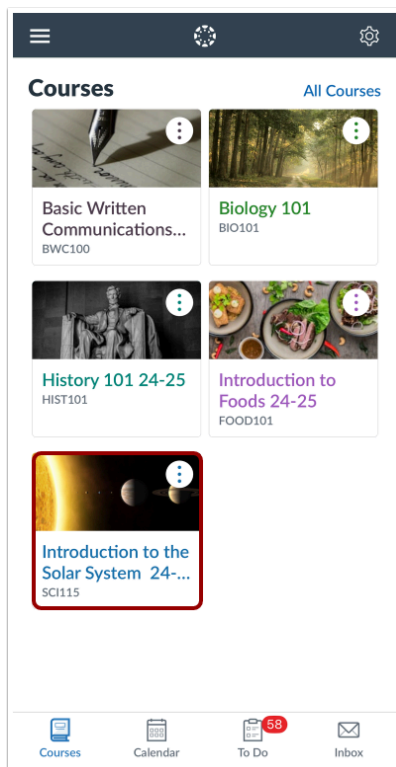
In the **Courses** tab, tap the name of the course you'd like to view.
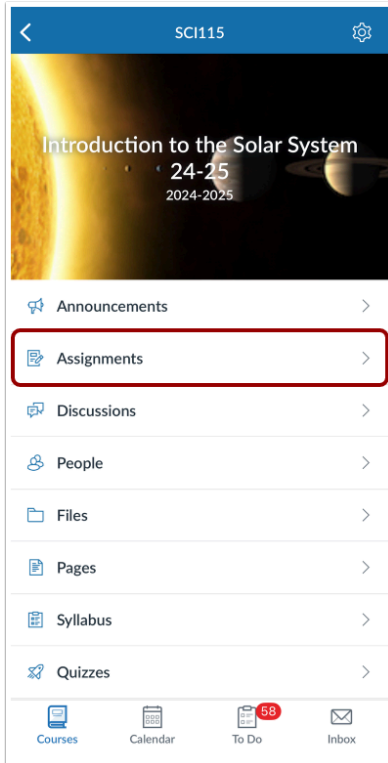
Open Assignments

Tap the **Assignments** link.
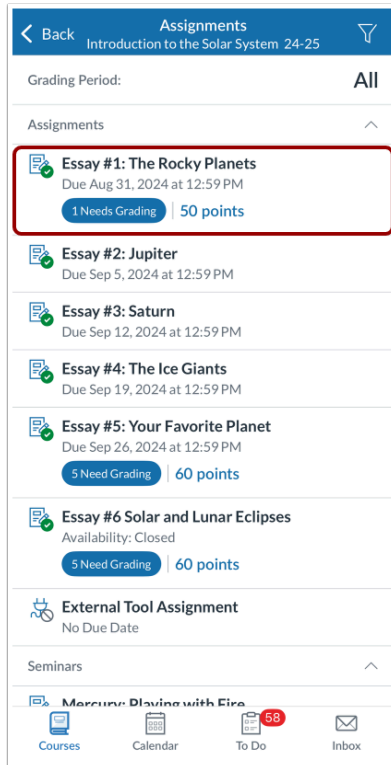
Open Assignment

Locate the assignment and tap the name of the assignment.

View Submissions
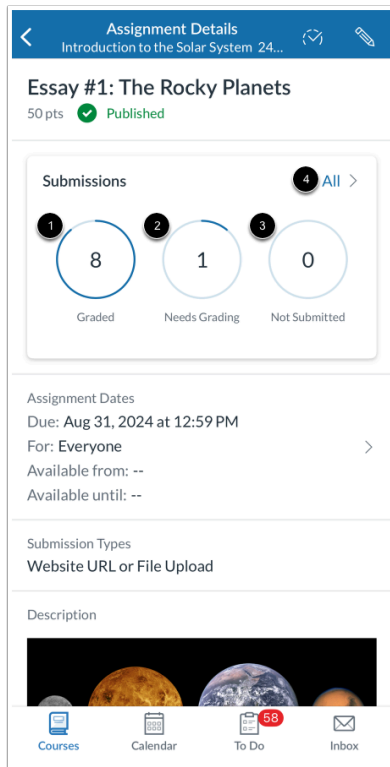
In the Submissions section, you can view the status of the assignment and how many assignments have been graded [1], how many need grading [2], and how many have not been submitted [3].

To view the submissions page for all submissions, tap the **All** link [4].

Open Submissions by Status
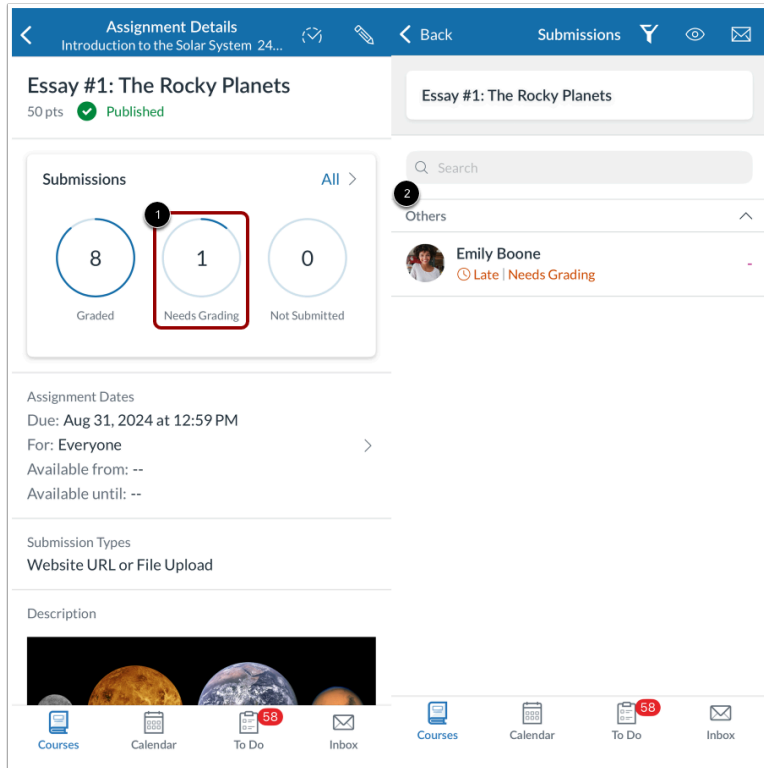
To filter immediately by one of the three submission statuses in this page, tap the status type [1].

The submissions page displays all submissions filtered by the selected status [2].
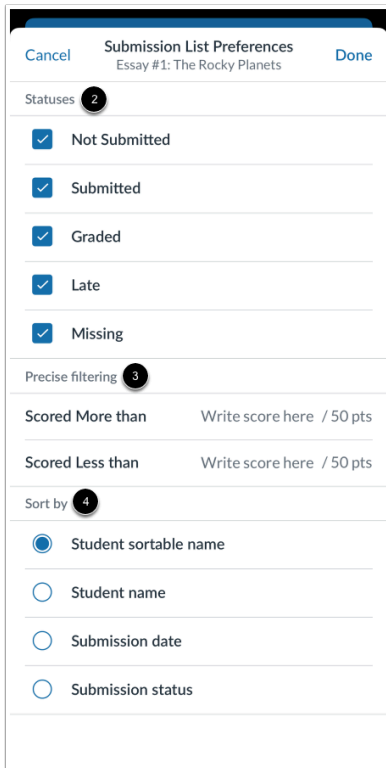
View Submissions Page
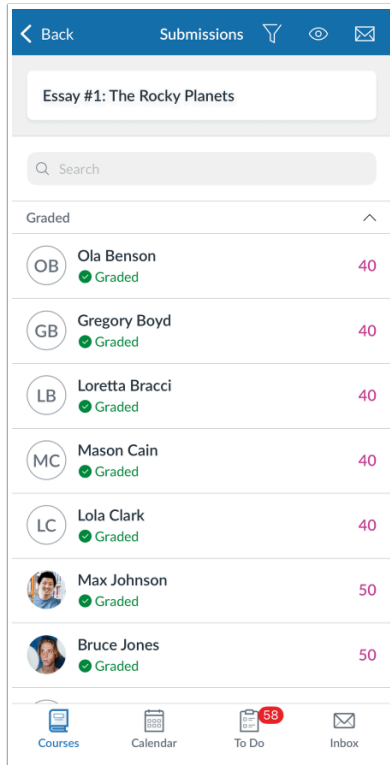
Unless a specific filter was already selected from the assignment page, the Submissions page defaults to the All Submissions page. You can view all students assigned to the assignment and their submission status.

Filter Submissions
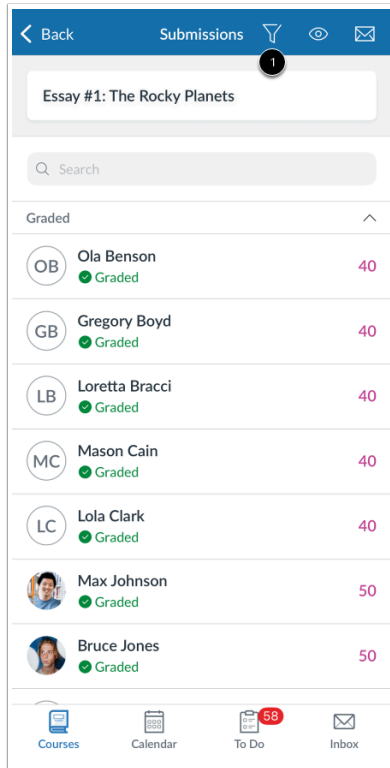
To apply additional filters, tap the **Filter** link [1].

Tap the type of filter you want to apply.

You can filter submissions by Statuses [2], Precise Filtering based on grades [3], or sort them according to Student sortable name, Student name, Submission date, or Submission status [4].

Message Students
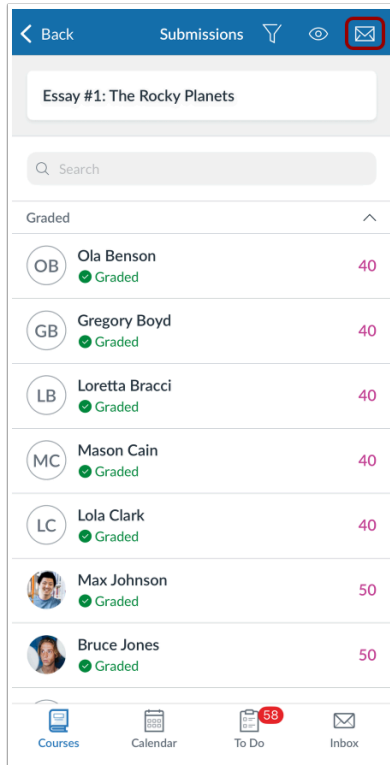
To [message students](#), tap the **Message** icon.

Post or Hide Grades
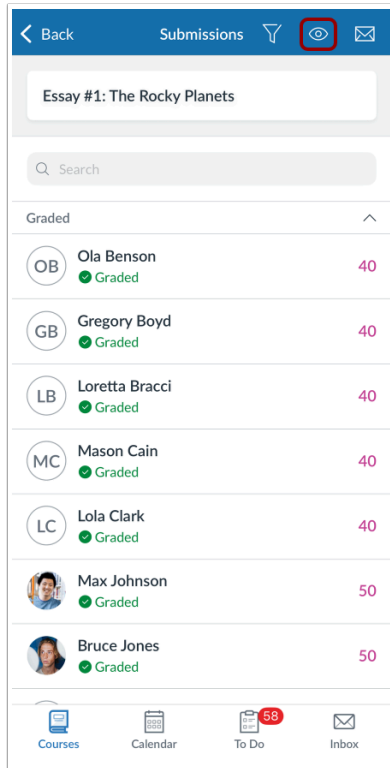
To [post grades](#) or [hide grades](#) for an assignment, tap the **Visibility** icon.

Open Submission
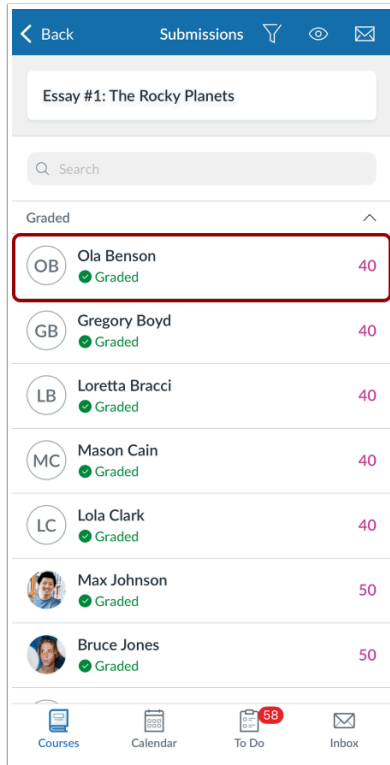
To view and grade a student's submission, tap the name of the student.

View Submission
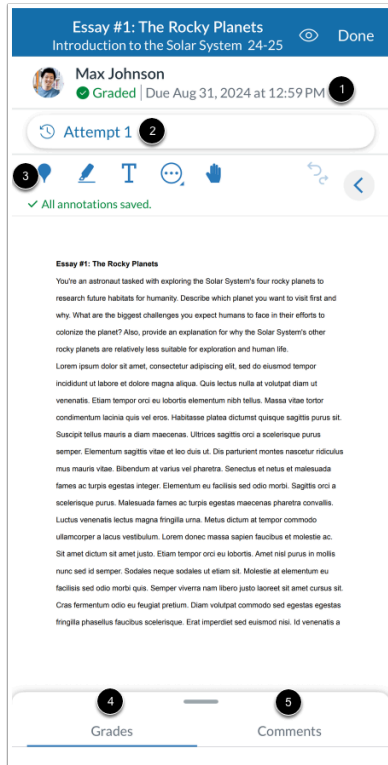
View the student's submission. You can view the date and time of the submission [1].

If the student resubmitted the assignment, tap the attempt number to view dates and times from previous submissions [2].

If the assignment type supports annotations, you can use Canvas DocViewer to add annotated comments to the submission [3].

You can also grade the submission [4] and view and add comments [5].

How do I grade an assignment submission in the Teacher app on my iOS device?

You can grade assignment submissions using SpeedGrader in the Teacher app. You can enter an assignment score or use a rubric to grade a submission.

When you are finished grading an assignment for a student, swipe left or right to view other student submissions.

Notes:

- This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
- Multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission.
- You cannot upload files to assignment submissions when grading in the Teacher app.
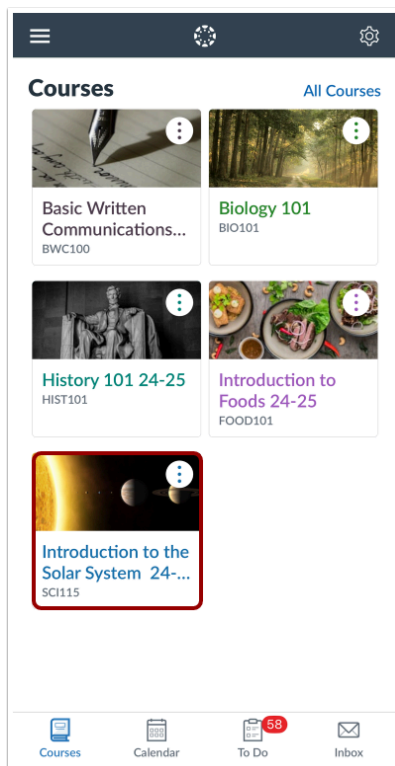
Open Course

In the **Courses** tab, tap the name of the course you want to view.
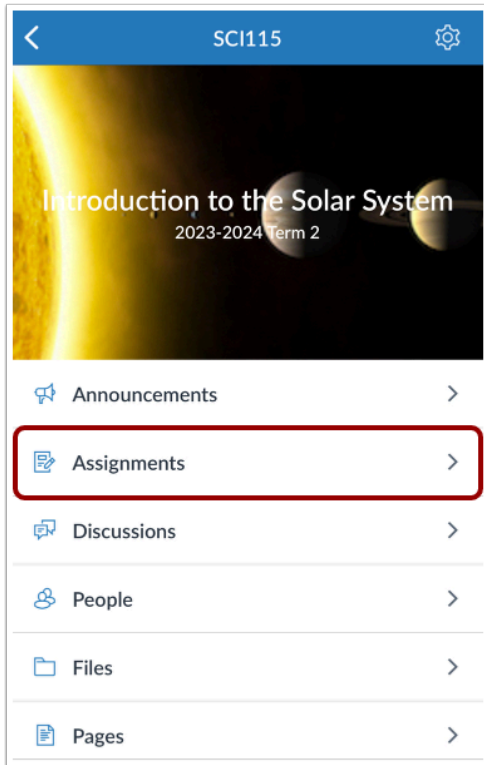
Open Assignments

Tap the **Assignments** link.
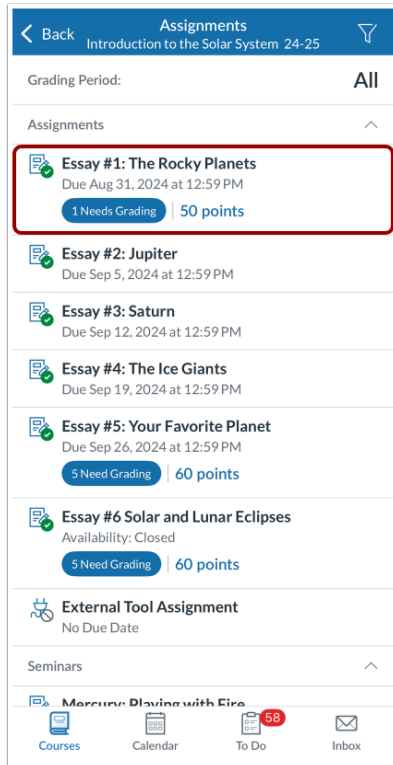
Open Assignment

Tap the name of the assignment.
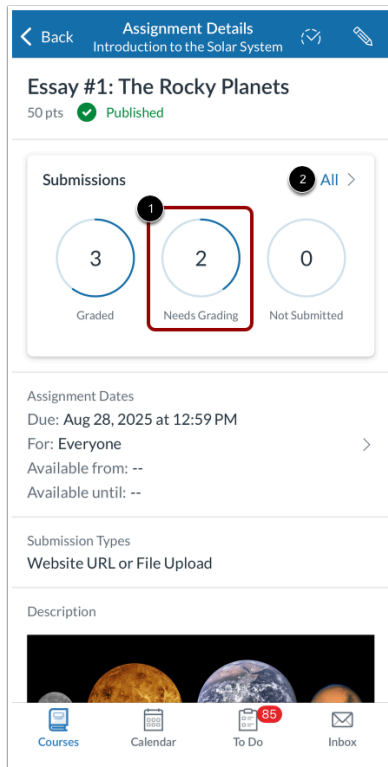
Open Submissions

Tap the **Need Grading** icon [1].

Note: If you want to filter submissions by a different status, tap the **Arrow** icon [2] and apply the filter in the Submissions page.
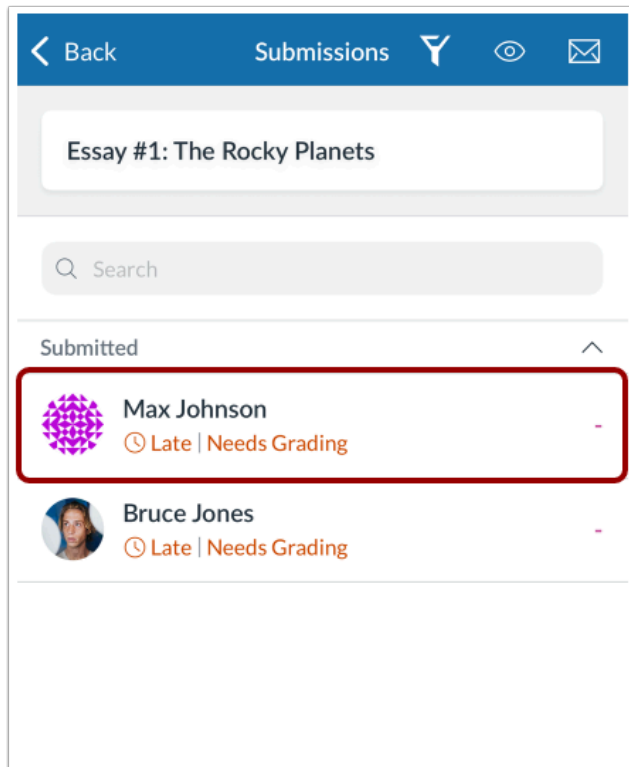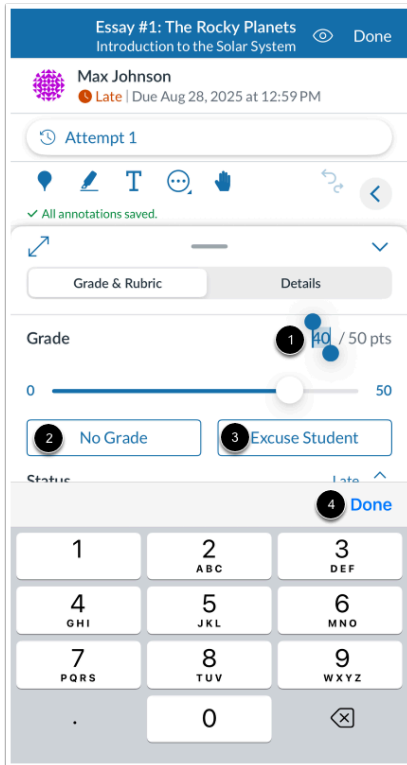
Open Submission

Locate the student's submission and tap the name of the student.

Open Grades
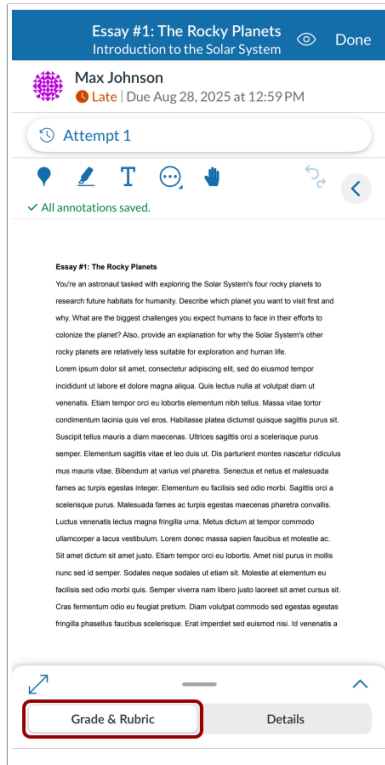
Tap the **Grade & Rubric** tab.

Enter Grade
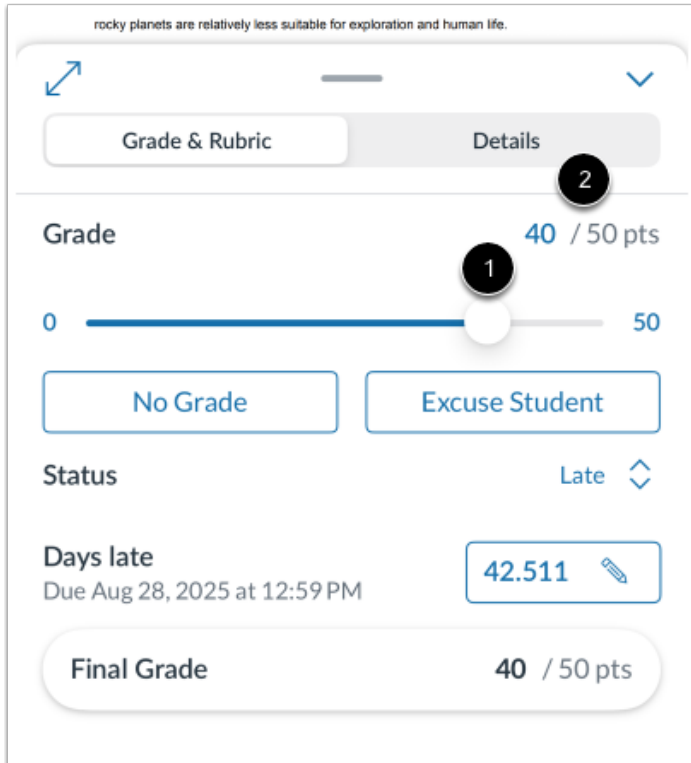
In the **Grade** field [1], enter the grade for the submission.

If you do not want to grade the assignment, tap the **No Grade** button [2].

If you want to excuse the student from the assignment, tap the **Excuse Student** button [3]. Excused assignments are not calculated in the student's total grade.

To save the grade, tap the **Done** [4] key on your mobile keyboard.

Use Grade Slider

You can also enter a grade using the grade slider. Tap and hold the slider handle and drag it to the position that represents the desired grade [1]. You can also tap the minimum and maximum numbers. Grades display above the handle [2].

To excuse the student from the assignment, drag and hold the icon at the right end of the scale or tap and hold the maximum grade number.

To remove the grade, drag and hold the icon at the left end of the scale or tap and hold the minimum grade number.

Use Rubric
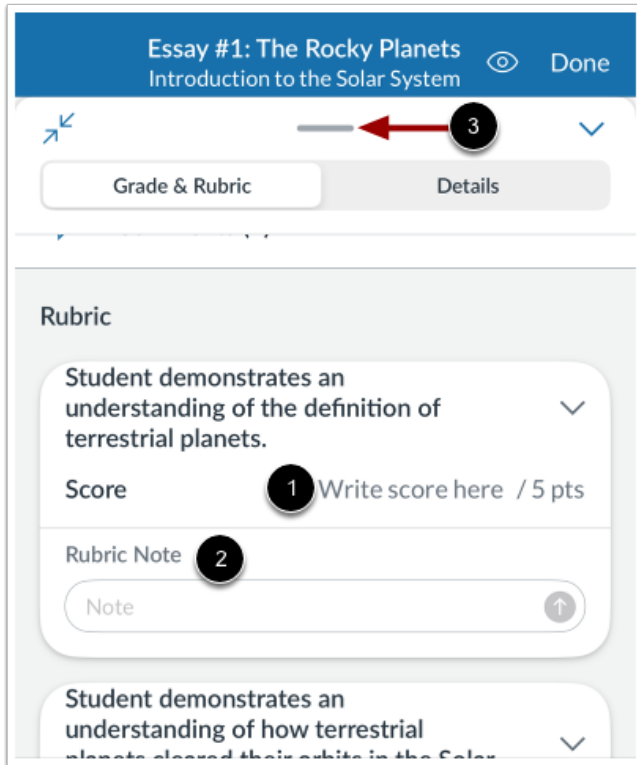
If your assignment includes a rubric, you can use the rubric to help you score the student's submission.

To add a rubric score, tap the **Write score here** link [1]. You can also add a **Rubric Note** [2].

To view multiple criteria in the rubric, you can adjust the height of the grades window by tapping and holding the menu bar [3].

View Grade
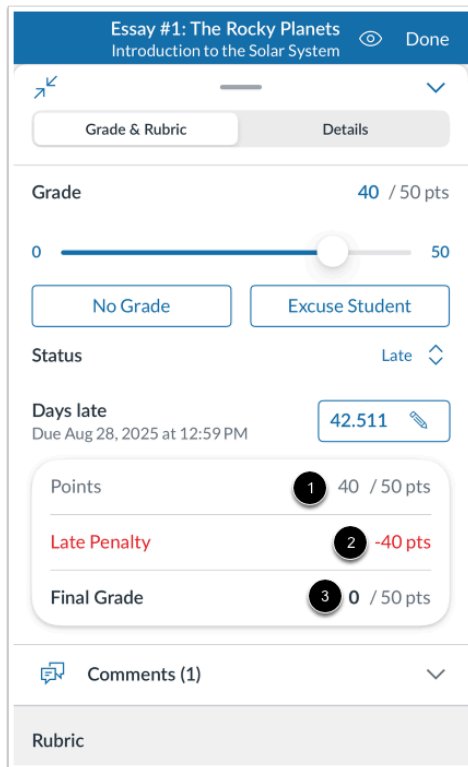
View the grade for the assignment submission.

Note: You may need to swipe up on your screen to view the grade.

View Late Penalty

You can view detailed scores for assignments that incur late penalties. Grades with late penalties include the graded score [1], the late penalty [2], and the final grade, which is the graded score minus the late penalty [3].

Note: You can only set late penalties in the Gradebook in the browser version of Canvas.

Post or Hide Grade
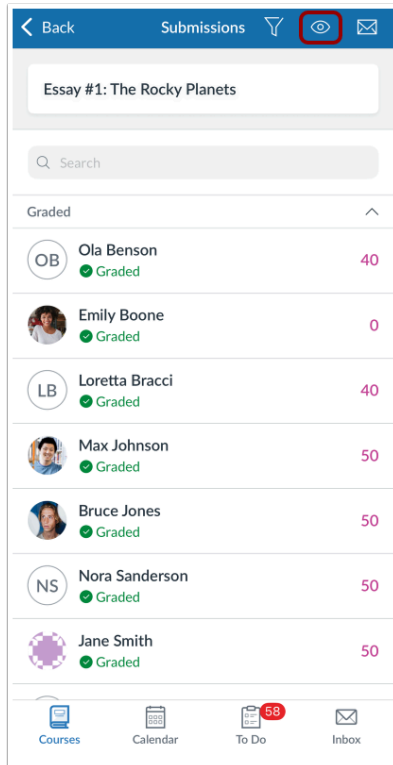
To [post grades](#) or [hide grades](#) for the assignment, tap the **Visibility** icon.

How do I post grades for an assignment in the Teacher app on my iOS device?

You can post grades in the Teacher app for assignments where student grades have been hidden. Grades can be hidden using a manual posting policy or by hiding them individually. This lesson displays how to post grades from the Submissions page. You can also post grades when grading student submissions.

Grades can be posted to everyone or only to students with graded submissions. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with ungraded submissions will view an icon on their grades page that indicates grades are still being worked on.

If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

Notes:

- You cannot manage grade posting policies from the Teacher app.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous and moderated assignments are hidden by default. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Students cannot view their quiz answers while the quiz grades are hidden.
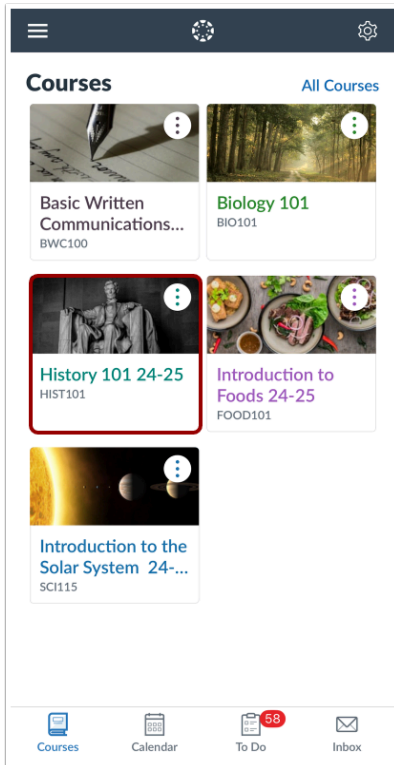
Open Course

In the **Courses** tab, tap the name of the course you would like to view.
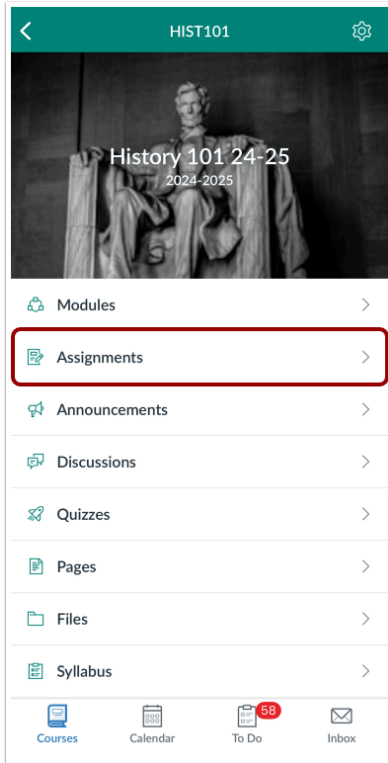
Open Assignments

Tap the **Assignments** link.
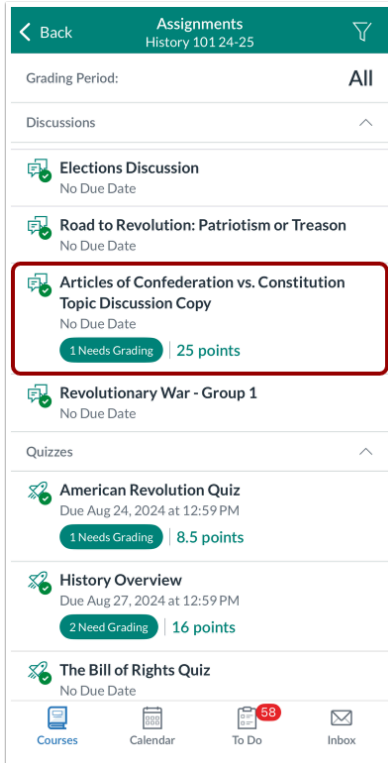
# Open Assignment

Tap the name of the assignment.

Open Submissions

To view all student submissions, tap the **All** link.

Open Post Settings

To view grade posting settings, tap the **Visibility** icon.

View Post Grades Tab
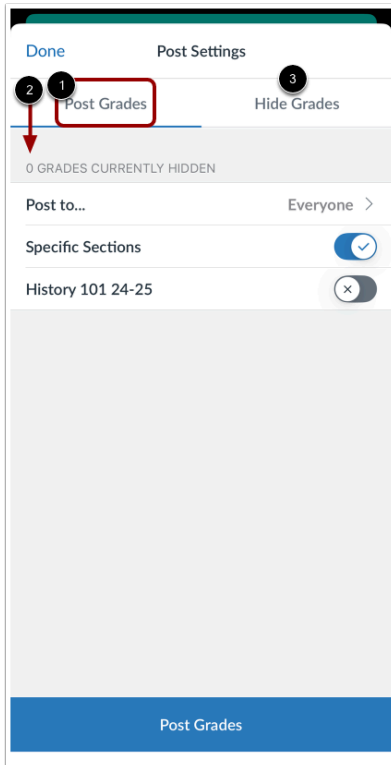
Post settings opens to the **Post Grades** tab [1]. The Post Grades tab displays how many assignment grades are currently hidden from students [2].

You can also hide grades by tapping the **Hide Grades** tab [3].

Select Posting Option
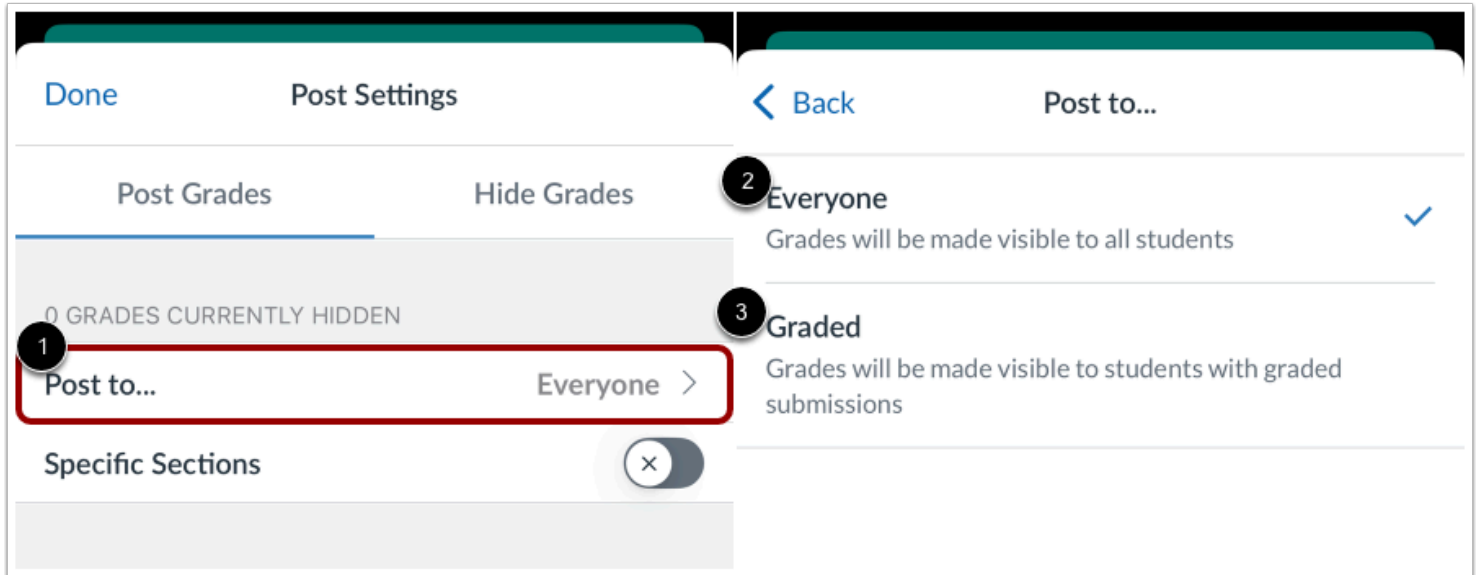
To select a posting option, tap the **Post to** option [1].

To make grades visible to all students, tap the **Everyone** option [2]. When the Everyone option is selected, the grades page for all students will not display an icon indicating that grades are hidden, including grades pages for students with ungraded submissions. Assignment notifications will also be sent to all students.

To post grades to students with graded submissions, tap the **Graded** option [3]. When the Graded option is selected, only the grades pages for students with graded submissions will display a grade. Assignment notifications will only be sent to students with graded submissions.

Notes:

- Grades can only be posted to everyone in anonymous assignments.
- If grades are posted to everyone in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades will be posted automatically.

Select Sections
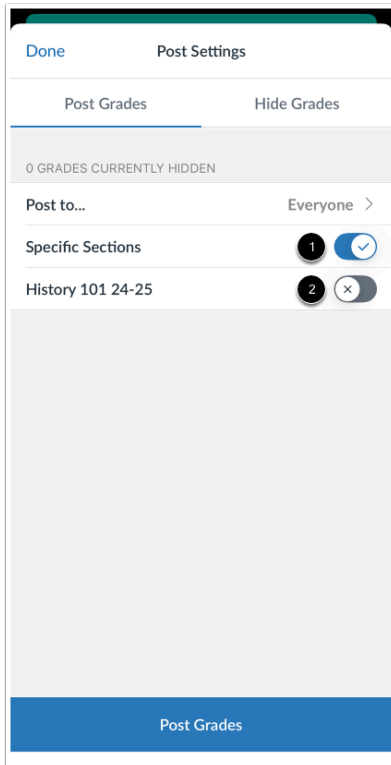
To post grades for specific sections, tap the **Specific Section** option [1]. Then tap the sections where you want to post grades [2].

Note: You cannot post grades for specific sections in anonymous assignments.

Post Grades
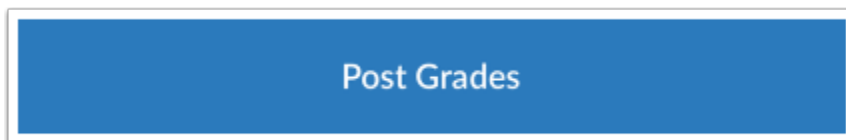
To post grades, tap the **Post Grades** button.

How do I hide grades for an assignment in the Teacher app on my iOS device?

You can manually hide grades in the Teacher app for an assignment. When an assignment is hidden, students can still view and submit the assignment, but the grade will be hidden. Grades will stay hidden until assignment grades are posted. This lesson displays how to hide grades from the Submissions page. You can also hide grades when grading student submissions.

This lesson describes how to hide grades for an assignment that has already been graded and is currently displaying grades to students. To automatically hide grades, you must enable a grade posting policy from the Gradebook in a web browser.

Students will not receive grade change or instructor comment notifications for an assignment with hidden grades. The student grades page displays a visibility icon so students know the assignment grade is hidden. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment until the assignment grades are posted. In Gradebook exports and reports, hidden grades are part of unposted grades.

Hiding grades should only be used to temporarily hide grades from student view while grading is in progress. It should not be used to conceal grades for longer than reasonably necessary.

Notes:

- You cannot manage grade posting policies from the Teacher app.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Students will not be able to see their quiz responses while quiz grades are hidden.
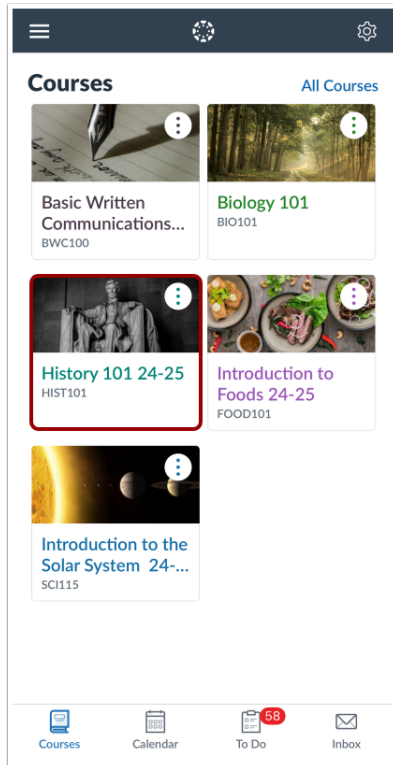
Open Course

In the **Courses** tab, tap the name of the course you would like to view.
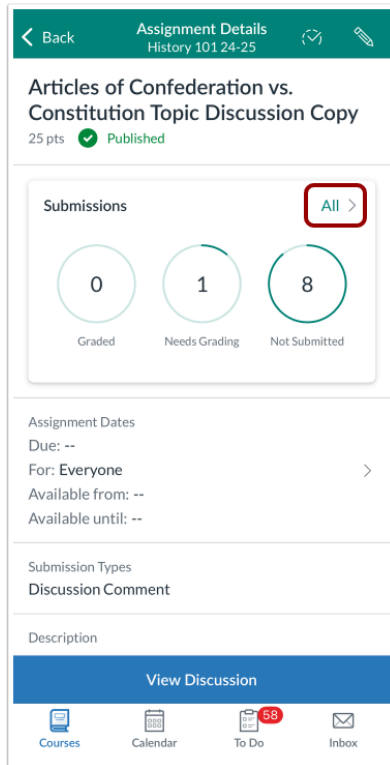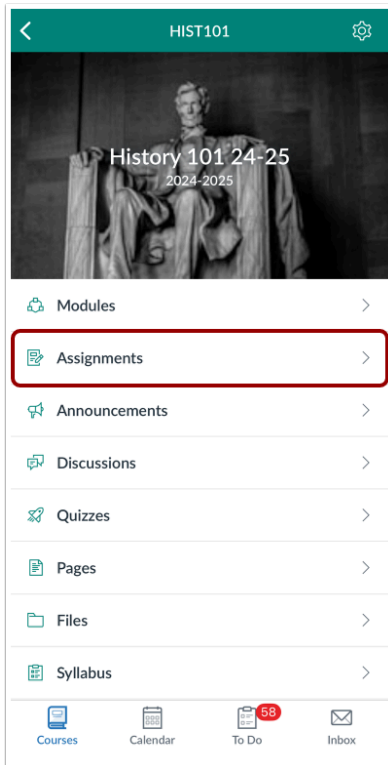
Open Assignments

Tap the **Assignments** link.
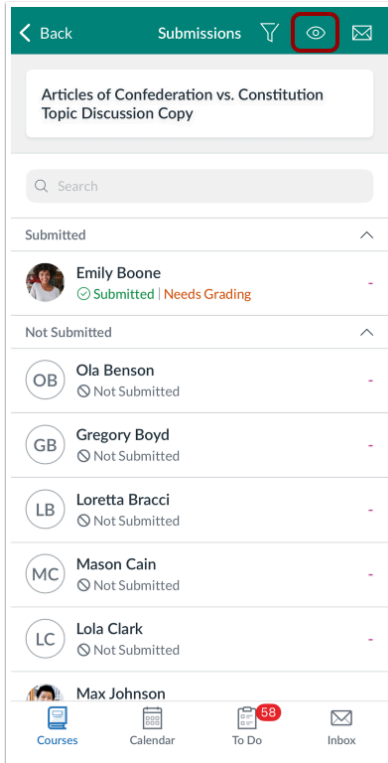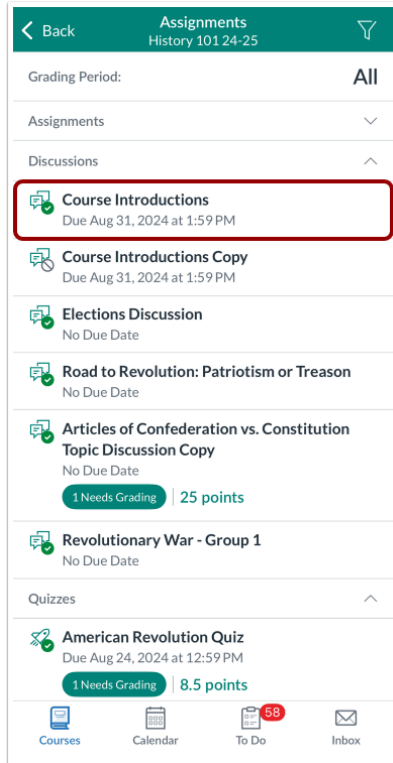
Open Assignment

Tap the name of the assignment.
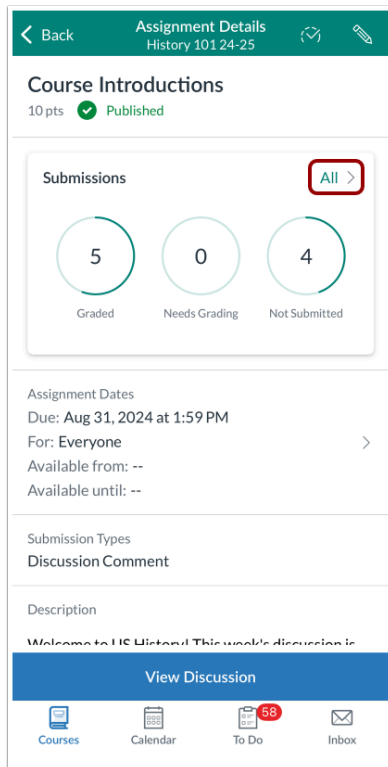
Open Submissions

To view all student submissions, tap the **All** link.

Open Post Settings
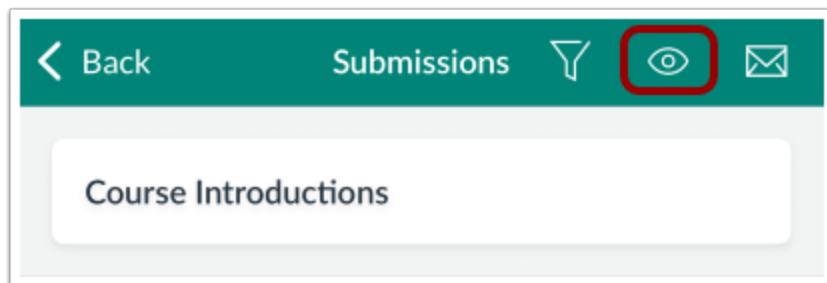
To view grade posting settings, tap the **Visibility** icon.

Open Hide Grades Tab
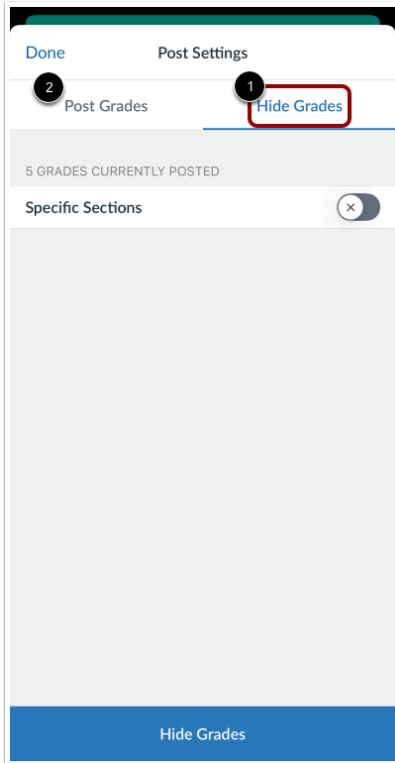
Tap the **Hide Grades** tab [1].

You can also [post grades](#) by tapping the **Post Grades** tab [2].

View Hide Grades Tab
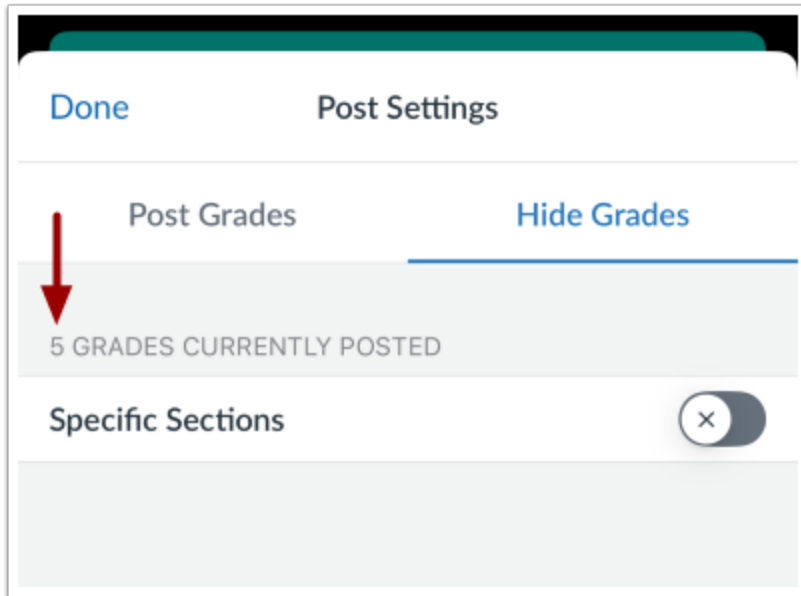
View the Hide Grades tab. This tab displays how many grades are currently posted for the assignment.

View All Grades Hidden
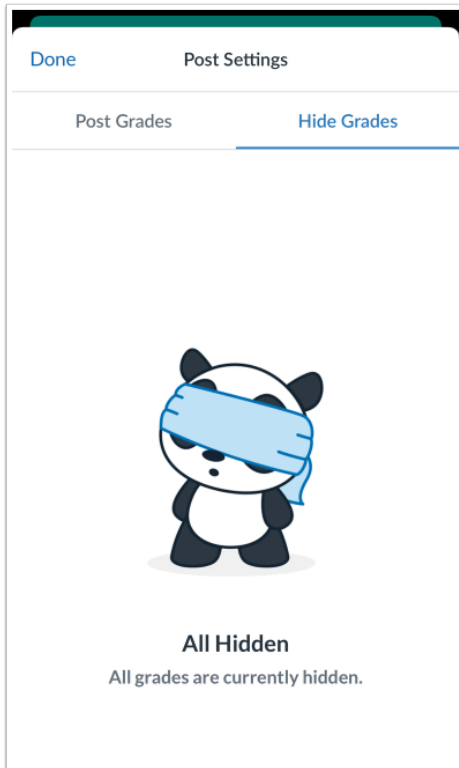
If all grades are currently hidden for the assignment, settings will not be visible in the Hide Grades tab.

Select Sections
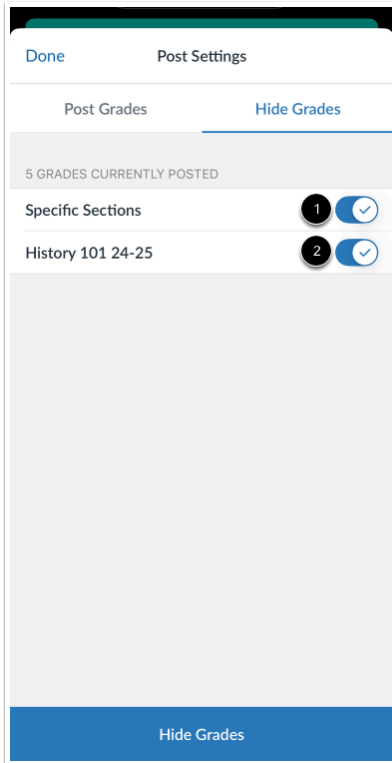
To hide grades for specific sections, tap the **Specific Sections** option [1]. Then tap the sections where you want to hide grades [2].

Note: You cannot hide grades for specific sections in anonymous assignments.

Hide Grades
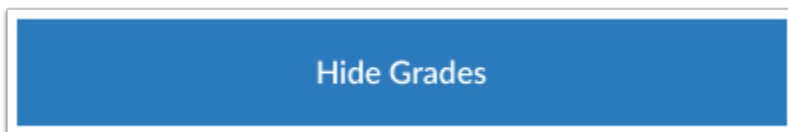
To hide grades, tap the **Hide Grades** button.

How do I add DocViewer annotations in the Teacher app on my iOS device?

When viewing assignment submissions, you may be able to add annotated comments in the submission. Canvas DocViewer is a tool that allows annotations in online assignment submissions. Annotations made in Canvas Teacher sync with SpeedGrader in the web version of Canvas.

If a student submits a file that is not compatible with DocViewer, the document previewer will still display the file, but DocViewer markup and commenting will not be available.

When you open a submission, DocViewer will automatically save any annotations made to the submission file for one hour. You can restart a DocViewer session at any time by refreshing the submission page.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.

View Submission

Files that are compatible with DocViewer display the DocViewer Toolbar at the top of the document and includes six different annotation types. Select an annotation tool by tapping the **annotation** icon [1]. When selected, the icon will include a white background. To no longer use an annotation tool, tap the annotation icon again.

While adding an annotation or comment, you can undo or redo the last action made in the submission by tapping the **More Options** icon [2].

To grab the page, tap the **Grab Annotation** icon [3].

To hide or unhide the DocViewer Toolbar, tap the **Hide** button [4].

If a submission includes more than one page, view the additional pages by swiping up your screen.

Add Point Annotation
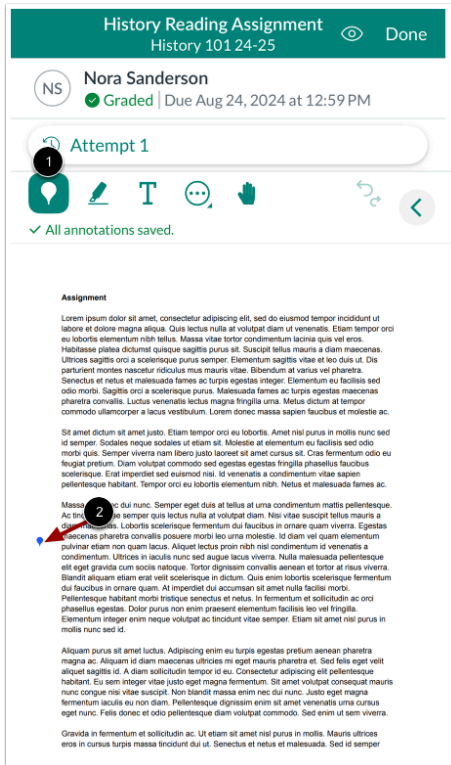
To leave a point annotation, tap the **Point** icon [1].

Tap the area where you want to add the annotation [2].

Modify Point Annotation
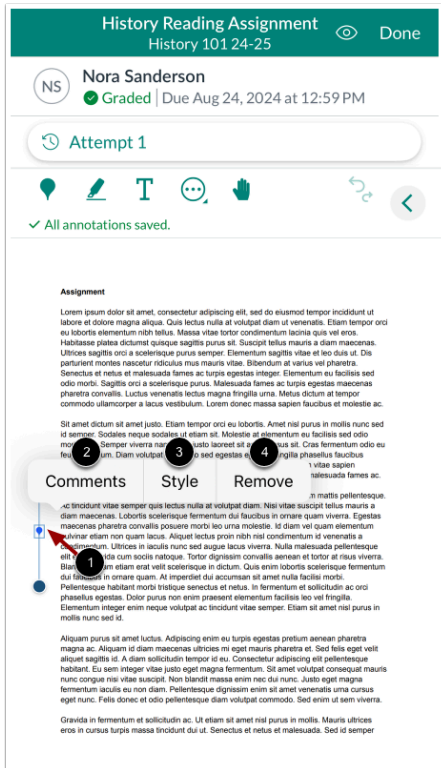
To move the annotation, tap and hold the **annotation icon** in the document [1]. Drag the annotation to the new area.

To view and modify your annotation comment, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color of the point annotation, tap the **Style** link [3].

To delete the annotation, tap the **Remove** icon [4]. Deleting an annotation will also delete any associated comments immediately.

Add Highlight Annotation
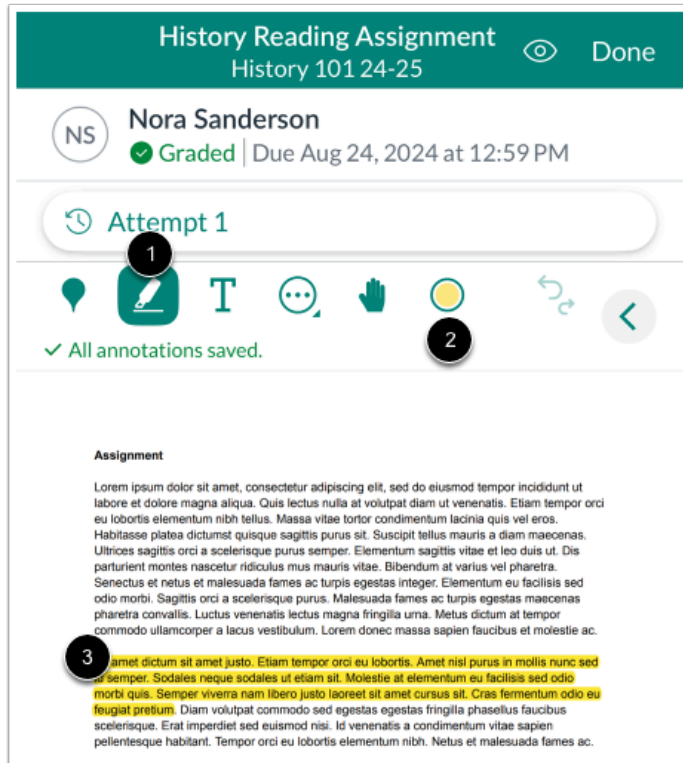
To highlight text within the document, tap the **Highlight** icon [1].

To select a color for the highlight annotation, tap the **Color** icon [2].

Then tap and drag to highlight text within the submission [3].

Modify Highlight Annotation
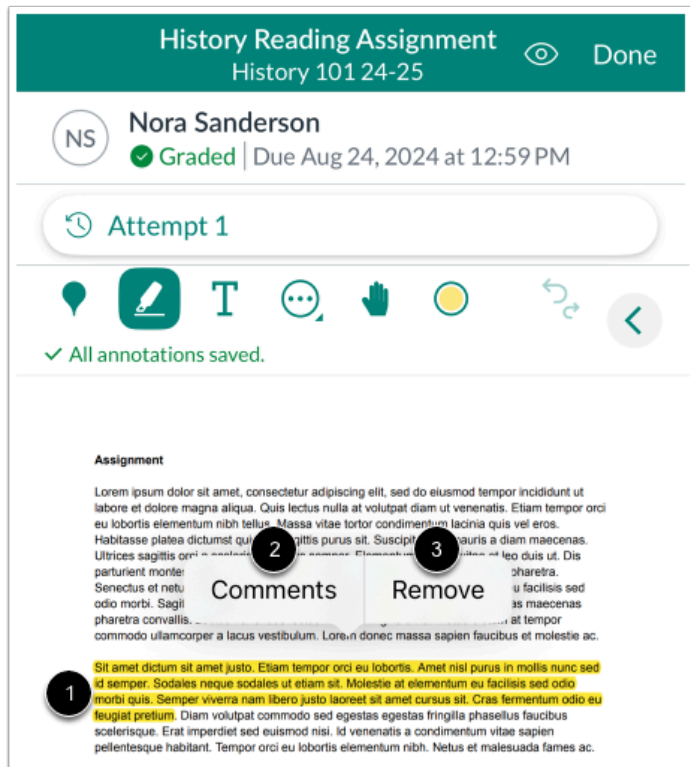
To modify the annotation, tap and hold the annotation [1].

To add a comment to the highlight annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To delete a highlight annotation, tap the **Remove** icon [3]. Deleting an annotation will also delete any associated comments immediately.

Add Text Annotation

To add text directly in the submission, tap the **Free Text** icon [1].

To select a color for the text annotation, tap the **Color** icon [2].

Tap the area where you want to add the annotation [3].

Add Text in Annotation
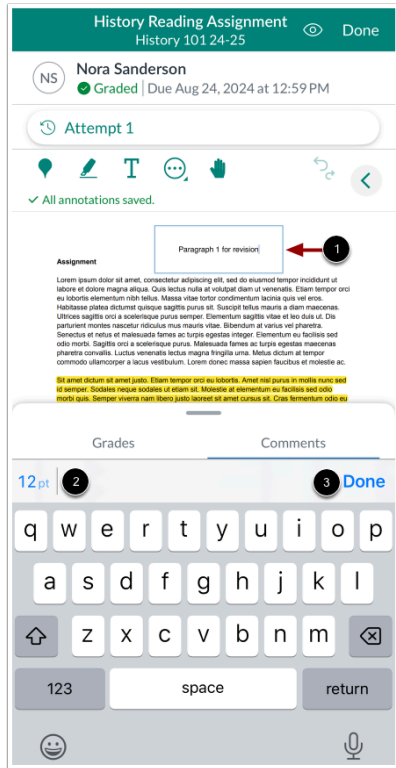
In the text field [1], enter the text you want to add for the annotation. To change the size of the text, tap the point link [2].

When you are done, tap the **Done** link [3].

Modify Text Annotation
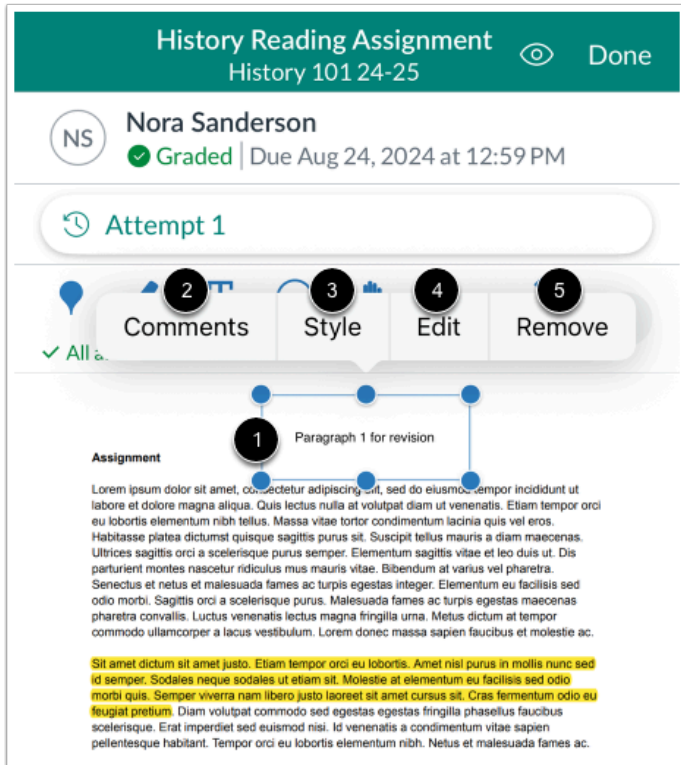
To modify the annotation, tap the annotation text box [1].

To move the annotation, tap and hold the annotation outline in the document. Drag the annotation to the new area.

To add a comment to the text annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the text size or color, tap the **Style** link [3].

To edit the annotated text, tap the **Edit** link [4].

To delete a text annotation, tap the **Remove** icon [5]. Deleting an annotation will also delete any associated comments immediately.

Select More Options
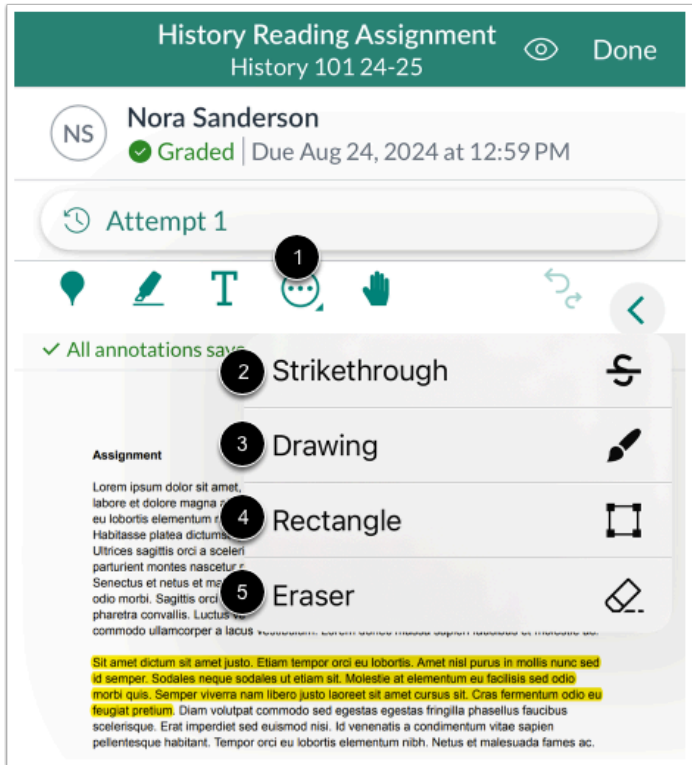

To choose from a wider selection of annotation tools, tap the **More Options** icon [1].

The list of additional annotations tools include:

- Strikethrough [2]
- Drawing [3]
- Rectangle [4]
- Eraser [5]

Add Strikeout Annotation
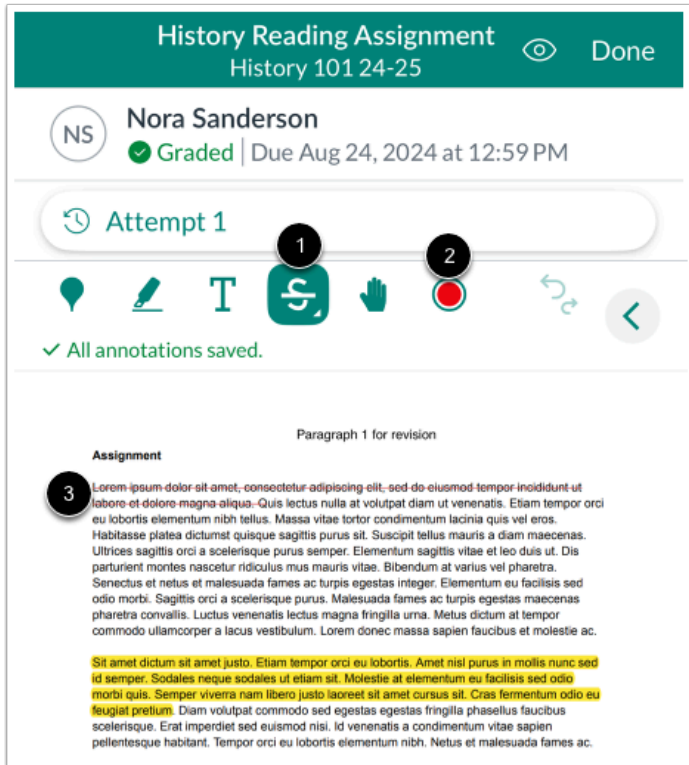
To indicate that text should be deleted, tap the **Strikeout** icon [1].

To select a color for the strikeout annotation, tap the **Color** icon [2].

Tap and drag to strikeout text within the submission. A line will appear indicating the text has been struck out [3].
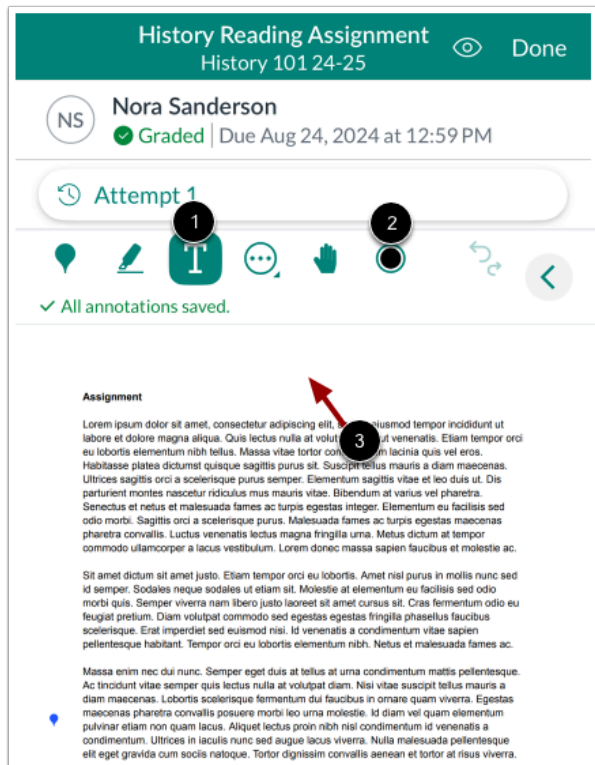
Modify Strikeout Text Annotation
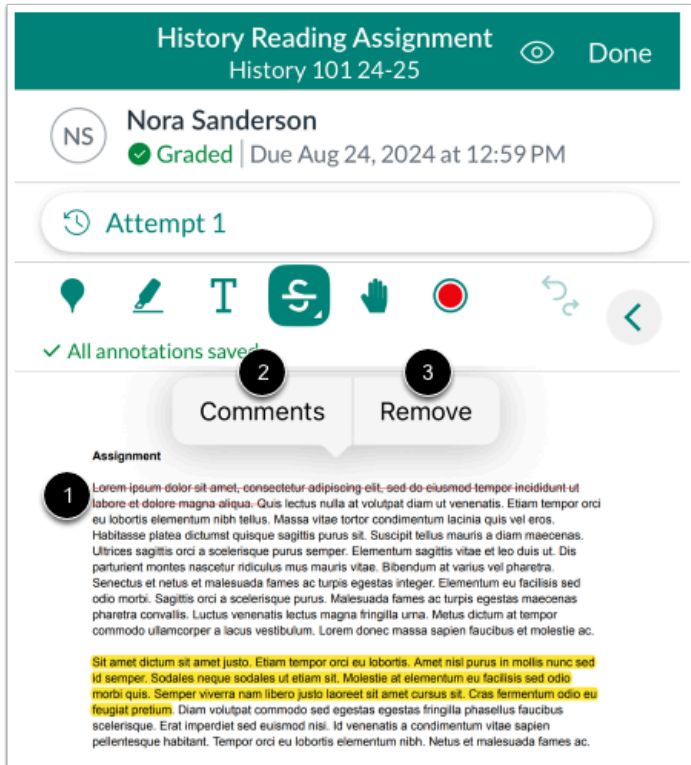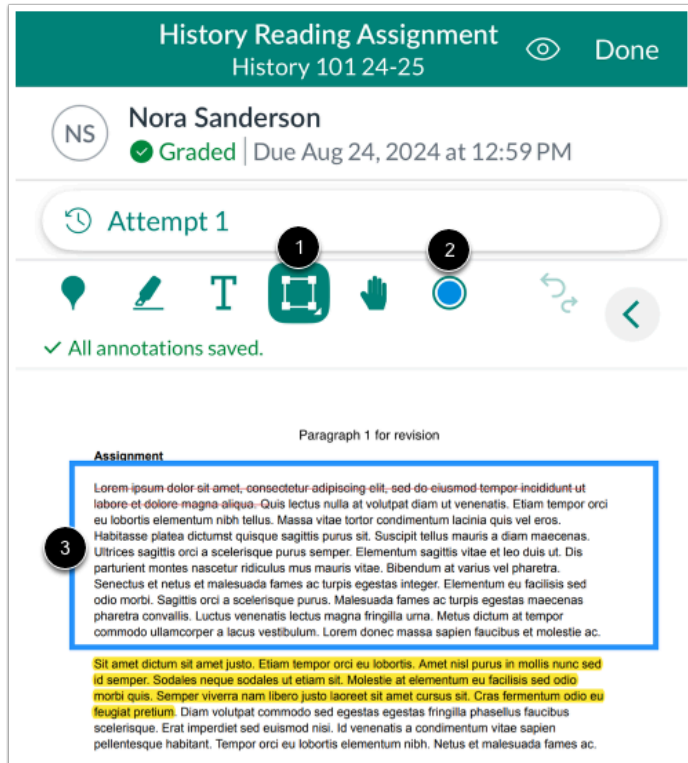
To modify the annotation, tap the annotation [1].

To add a comment to the text annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To delete a strikeout annotation, tap the **Remove** icon [3]. Deleting an annotation will also delete any associated comments.

Add Area Annotation

To leave an area annotation, tap the **Area** icon [1].

To select a color for the area annotation, tap the **Color** icon [2].

Tap and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

Modify Area Annotation
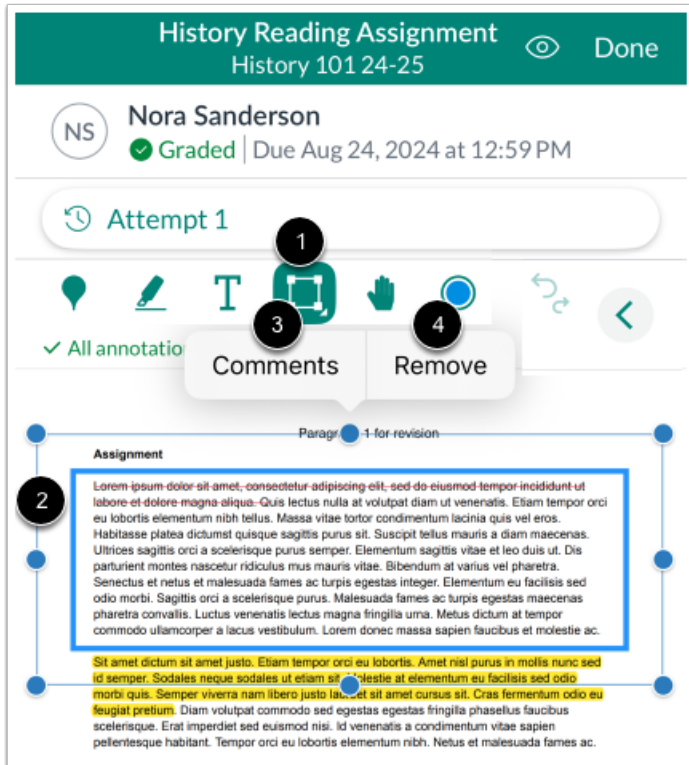
To modify the annotation, deselect the annotation type [1]. Tap the annotation icon in the document [2]. A blue outline will display around the annotation area.

To move the annotation, tap and hold the area annotation outline in the document. Drag the annotation to the new area.

To add a comment to the area annotation, tap the **Comments** link [3]. You can also use this link to view and reply to any student comments made in DocViewer.

To delete the annotation, tap the **Remove** icon [4]. Deleting an annotation will also delete any associated comments.

Add Draw Annotation
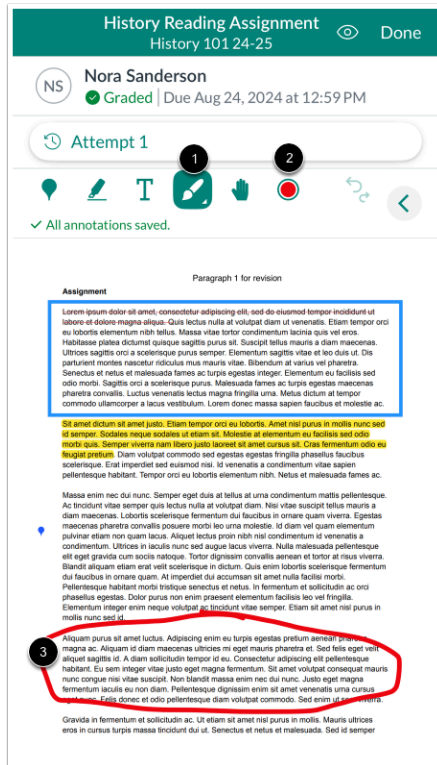
To make freehand drawings and annotations, tap the **Draw** icon [1].

To select a color for the draw annotation, tap the **Color** icon [2].

Tap and drag to start a drawing. Free-form lines will appear indicating the drawing area [3]. You can add multiple strokes to a drawn annotation.

Note: You may have to tap the Options icon to view the Draw tool.

Modify Draw Annotation

To modify the annotation, ensure the annotation type is not selected [1]. Then tap the annotation [2]. A blue outline will display around the annotation drawing. To move the annotation, tap and hold the draw annotation outline in the document. Drag the annotation to the new area.

To add a comment to the drawing annotation, tap the **Comments** link [3]. You can also use this link to view and reply to any student comments made in DocViewer.

To delete the annotation, tap the **Remove** icon [4]. Deleting an annotation will also delete any associated comments.

Erase Draw Annotation
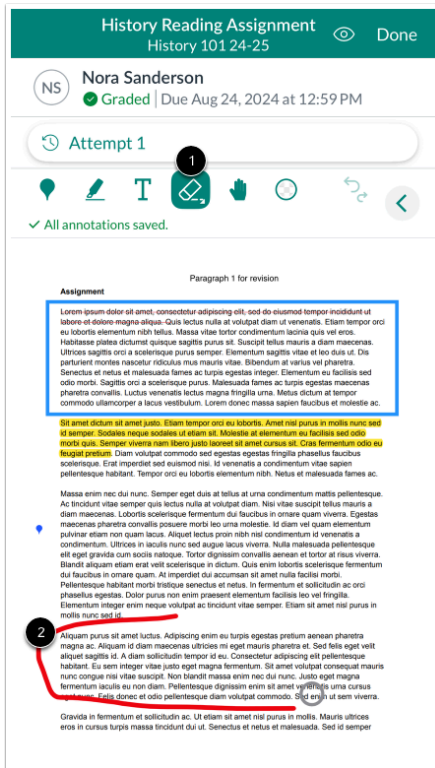
To erase your drawing annotation, tap the **Erase** icon [1]. Then tap and hold your screen to use the eraser tool [2].

Notes:

- The Eraser tool can only be used to erase drawing annotations.
- You may have to tap the Options icon to view the Eraser tool.

Undo Annotation
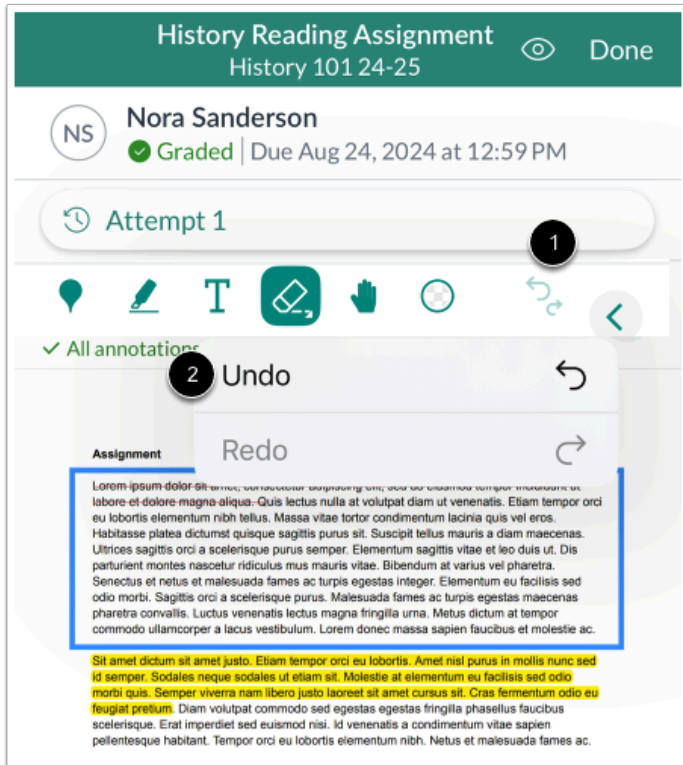
To undo the most recent annotation, tap the **Undo/Redo** icon [1]. Then select the **Undo** link [2].

How do I add a comment to an assignment submission in the Teacher app on my iOS device?

You can leave comments on student assignments. Comments can be added before or after grading a submission.

You can also add text comments using the comment library, add comments through Canvas DocViewer annotations, add a video comment, or add an audio comment.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course

In the **Courses** tab, tap the name of the course you want to view.

Open Assignments

Tap the **Assignments** link.

Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

Canvas By Instructure logo

Open Assignment

Locate the assignment and tap the name of the assignment.

Open Submissions

Tap the **Need Grading** status link [1].

If you want to filter submissions by a different status, tap the **All** link [2] and apply the filter in the Submissions page.

Open Submission

Locate the student's submission and tap the name of the student.

Open Comments

Tap the **Grade & Rubric** tab.

Add Comment

The student's submission is shown in the Comments tab and may contain comments from the student. If the submission was submitted multiple times, each file displays as a comment. To open a student's context card, tap the student's **Profile** icon [1].

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [2].

To add a comment, tap the **Comment** field [3].

Note: If you have populated comments in a comment library, you can add comments using the comment library.
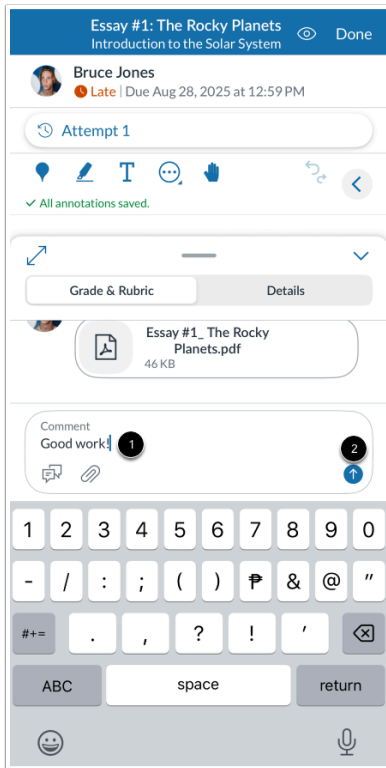
Enter your comment to the student [1]. Then tap the **Send** icon [2].

Note: The Comment field displays text only and does not include the Rich Content Editor for formatting.

View Comment
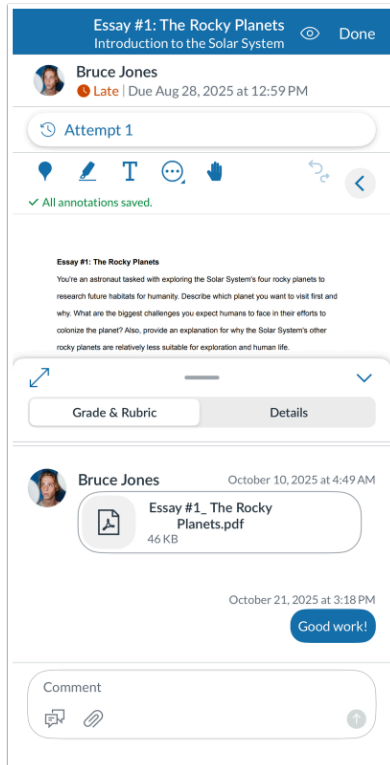
View your comment to the student.

How do I add a comment to an assignment submission using the comment library in the Teacher app on my iOS device?

If you have added comments to the comment library in the web version of Canvas, you can leave comments using the comment library on student assignments. Comments can be added before or after grading a submission.

If you disabled the comment library in Speedgrader in the Canvas Web application, then the comment library will not display in the mobile application. You can **manage comment library setting** in the web application only.

You can also **add text comments**, **add comments through Canvas DocViewer annotations**, **add a video comment**, or **add an audio comment**.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course

In the **Courses** tab, tap the name of the course you'd like to view.
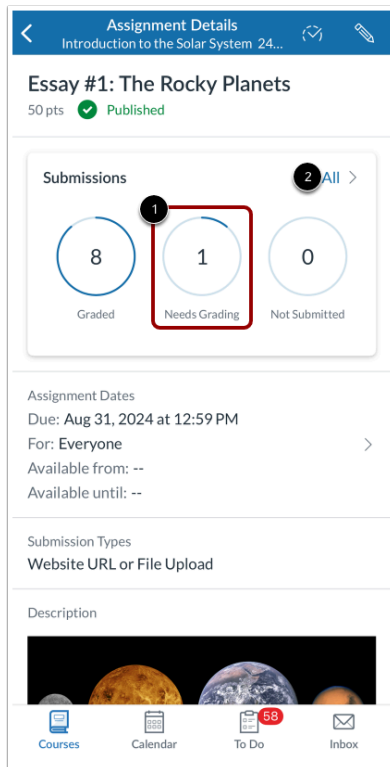
Open Assignments

Tap the **Assignments** link.

Open Assignment

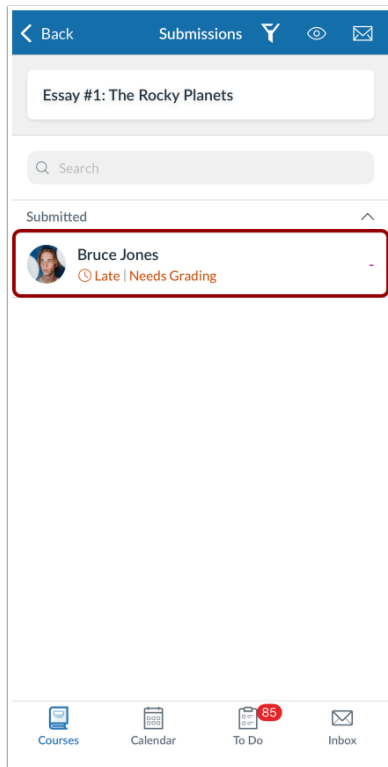
To view an assignment, tap the name of the assignment.

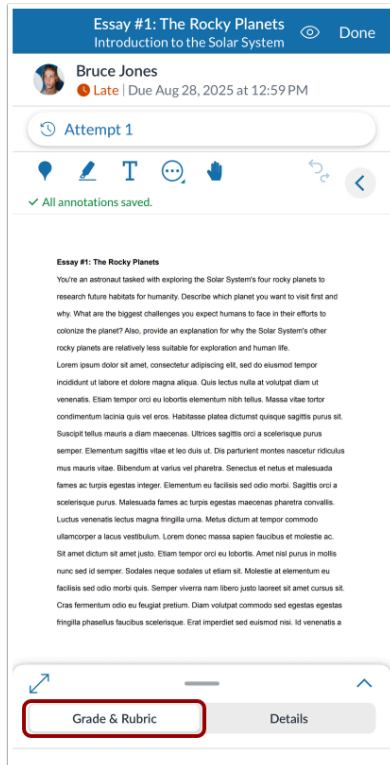# Open Submissions

Tap the **Need Grading** status link [1].

If you want to filter submissions by a different status, tap the All link [2] and apply the filter in the Submissions page.
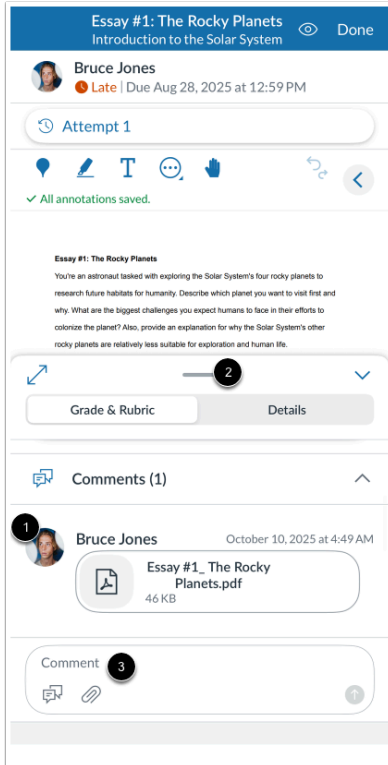
Open Submission

Locate the student's submission and tap the name of the student.

Open Comments

Tap the **Grade & Rubric** tab.

Add Comment

The student's submission is shown in the Comments tab and may contain comments from the student. If the submission was submitted multiple times, each file displays as a comment.

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [1].

To add a comment, tap the **Comment** field [2].

To add an attachment to your comment, tap the **Attachment** icon [3].

To open the Comment Library, tap the **Comment Library** icon [4].

View Comment Library
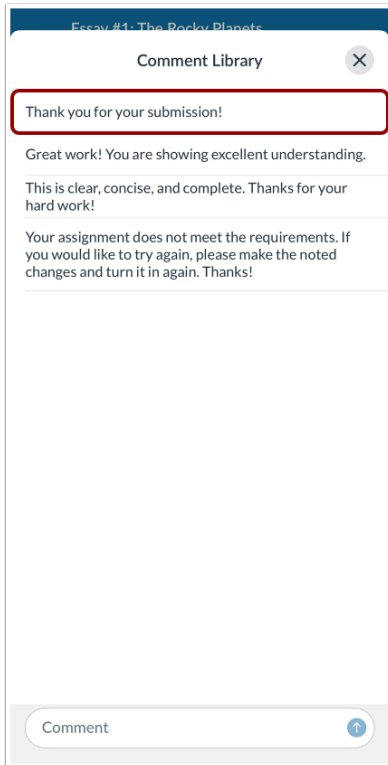
Tap the comment you want to use.

Note: The Comment field displays text only and does not include the Rich Content Editor for formatting.

Send Comment
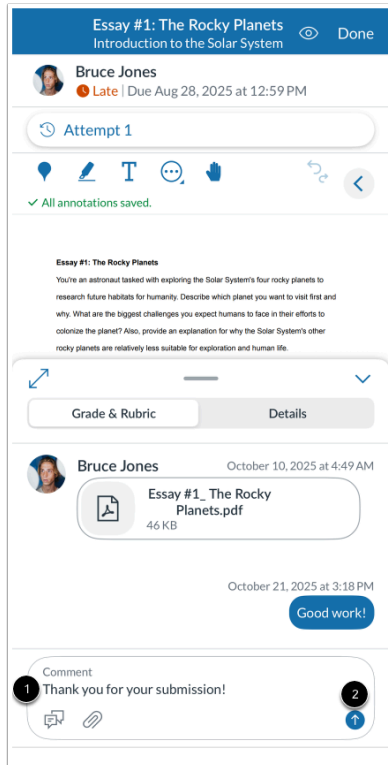
View your comment to the student [1]. Then tap the **Send** icon [2].

View Comment
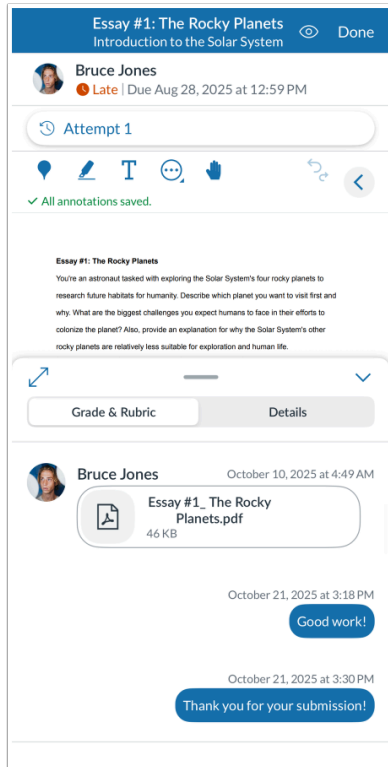
View your comment to the student.

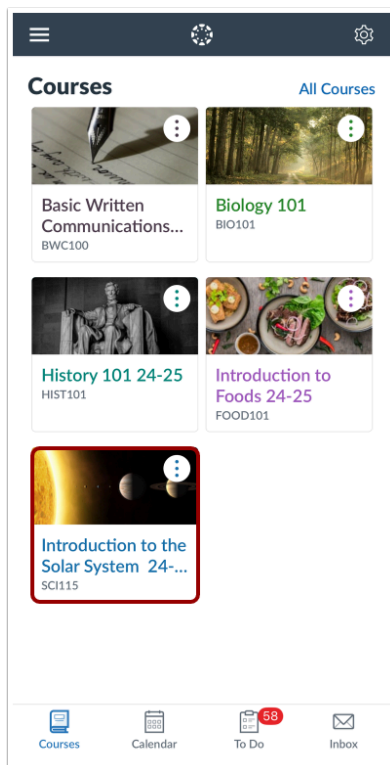# How do I add an audio comment to an assignment submission in the Teacher app on my iOS device?

You can leave audio comments on submissions before or after grading.

You can also add **text comments** or **video comments**.

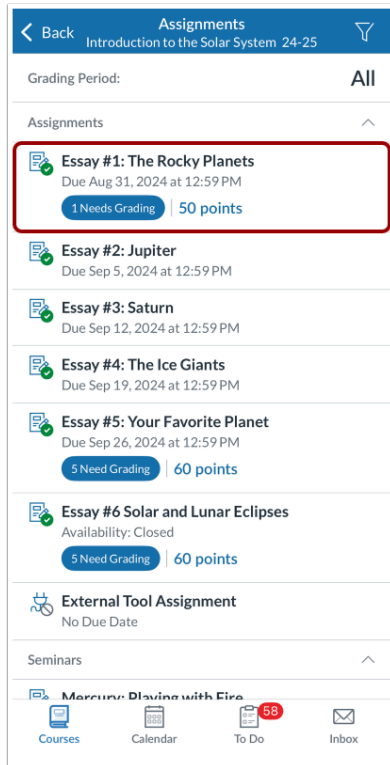This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Note: To learn more about audio comments, view the **Canvas Media Comparison PDF**.

Open Course

In the **Courses** tab, tap the name of the course you want to view.

Open Assignments

Tap the **Assignments** link.

Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

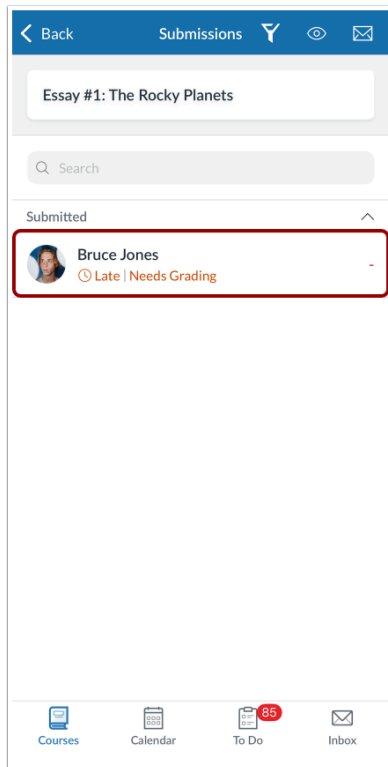# Open Assignment

Tap the name of the assignment.

Open Submissions
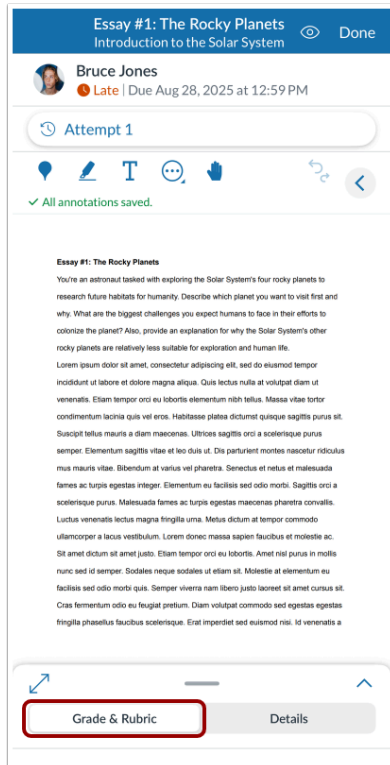

Tap the **Need Grading** status link [1].

If you want to filter submissions by a different status, tap the **All** link [2] and apply the filter in the Submissions page.
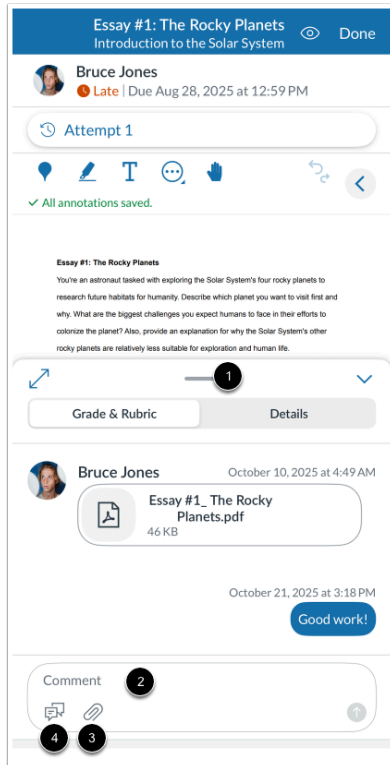
Open Submission

Locate the student's submission and tap the name of the student.

Open Comments

Tap the **Grade & Rubric** tab.

Add Comment

Tap the **Attachment** icon.

Record Audio Comment
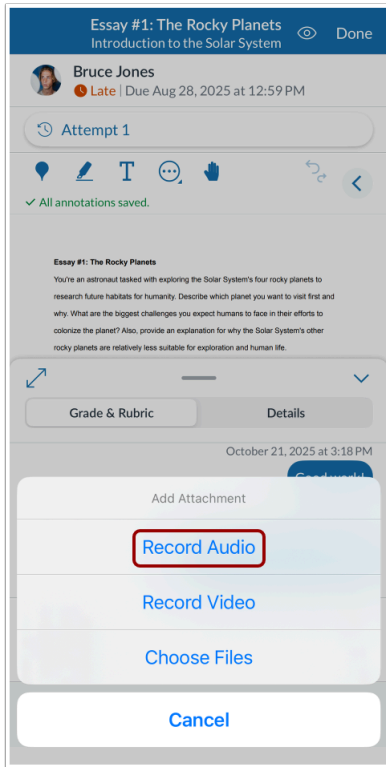
Tap the **Record Audio** button.

Start Audio Recording
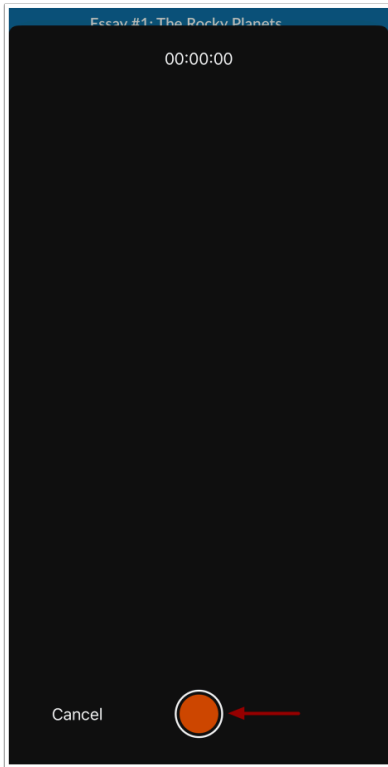
To start recording, tap the **Record** button.

Stop Audio Recording
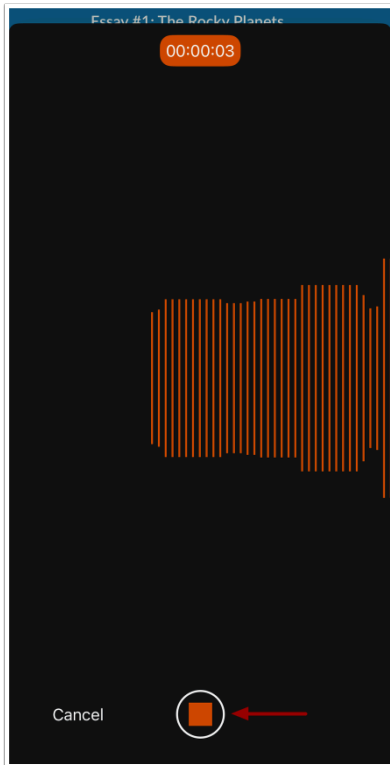
To stop recording, tap the **Stop** button.

Send Audio Comment

To send your recording audio as a comment, tap the **Use Audio** link [1].

To redo the recording, tap the **Retake** link [2].

To play your recording, click the **Playback** button [3].

How do I add a video comment to an assignment submission in the Teacher app on my iOS device?

You can leave video comments on student assignment submissions. Comments can be added before or after grading a submission.

You can also add **text comments** or **audio comments**.

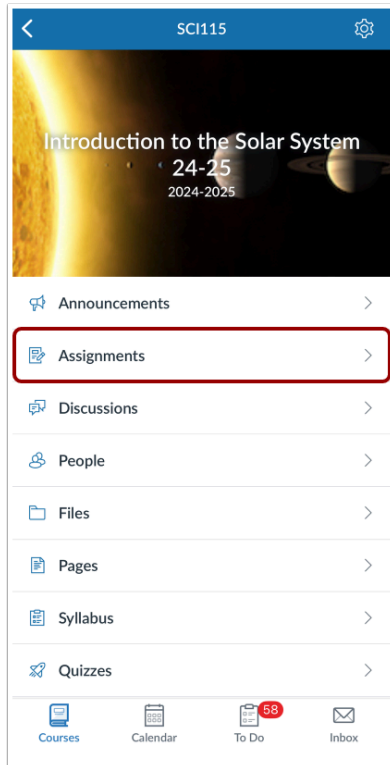This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Note: To learn more about video comments, view the **Canvas Media Comparison PDF**.

Open Course

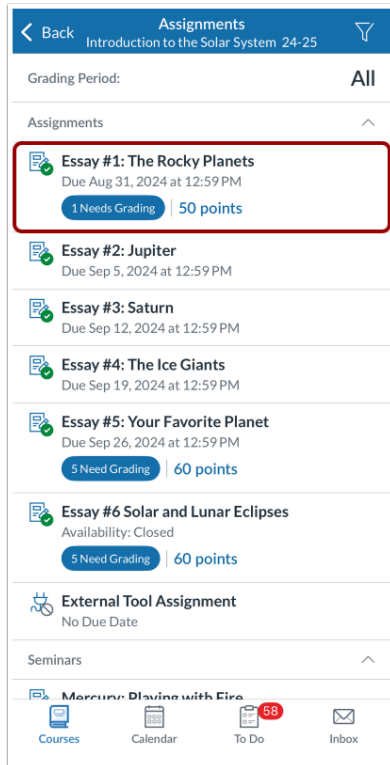In the **Courses** tab, tap the name of the course you want to view.

Open Assignments
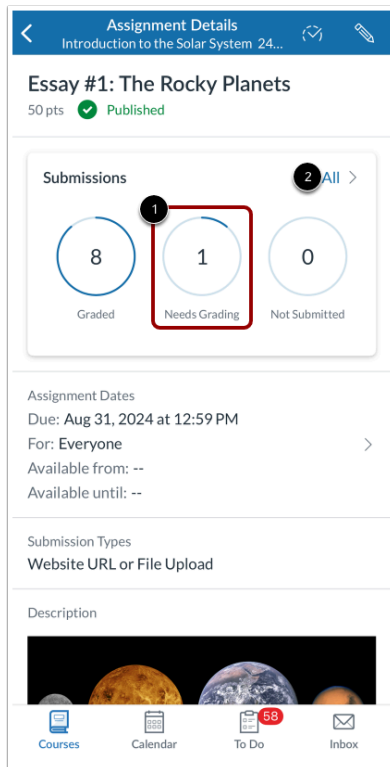

Tap the **Assignments** link.

Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

Open Assignment
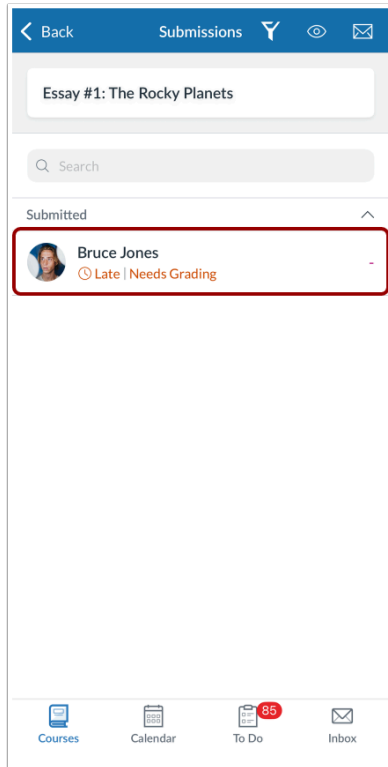

Tap the name of the assignment.

Open Submissions

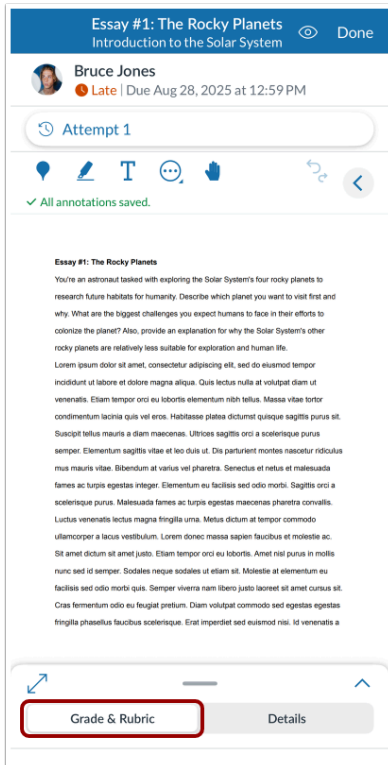Tap the **Need Grading** status link [1].

If you want to filter submissions by a different status, tap the **All** link [2] and apply the filter in the Submissions page.
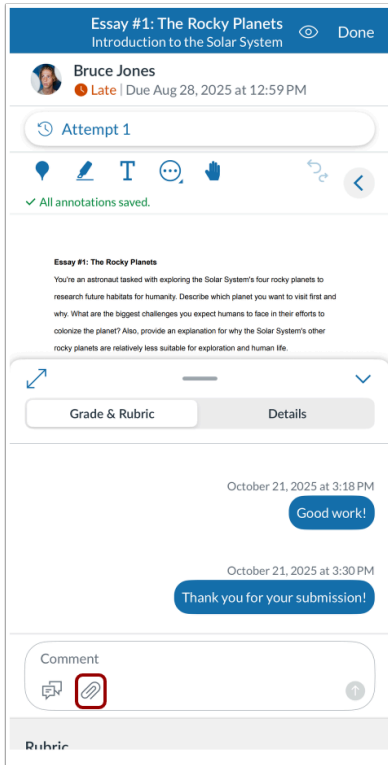
Open Submission

Locate the student's submission and tap the name of the student.

Open Comments

Tap the **Grade & Rubric** tab.

Add Comment

Tap the **Attachment** icon.

Record Video Comment
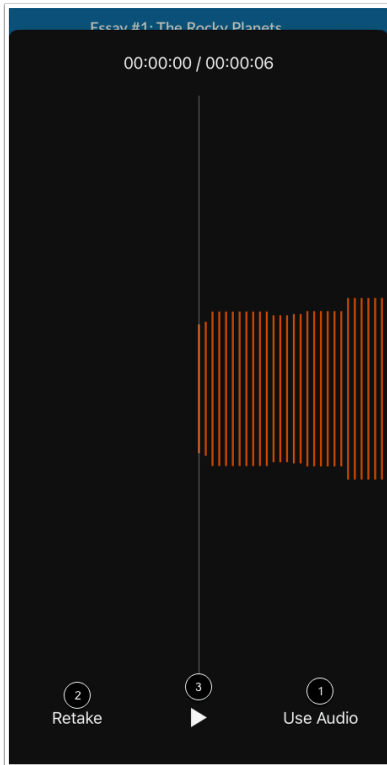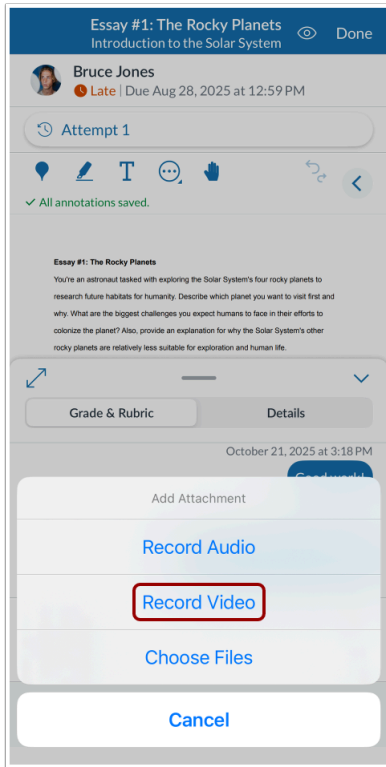

Tap the **Record Video** button.

Start Video Recording
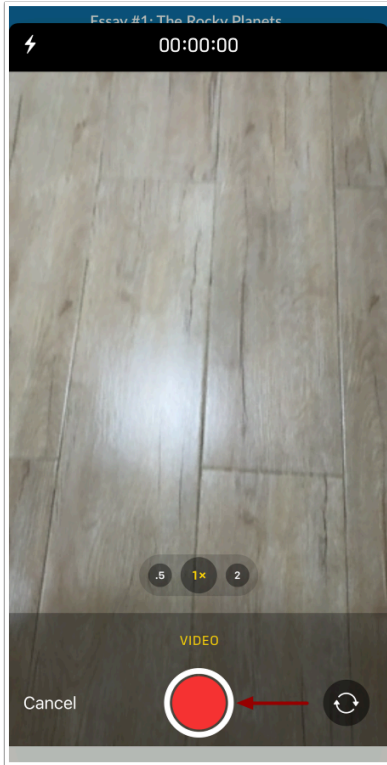
To start recording, tap the **Record** button.

Stop Video Recording
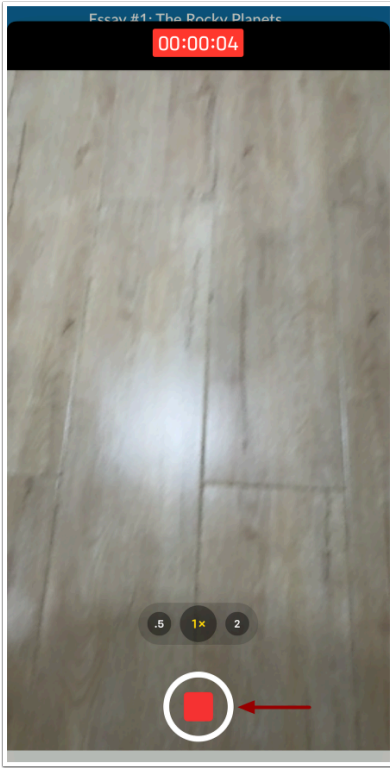
To stop recording, tap the **Stop** button.

View Video Recording
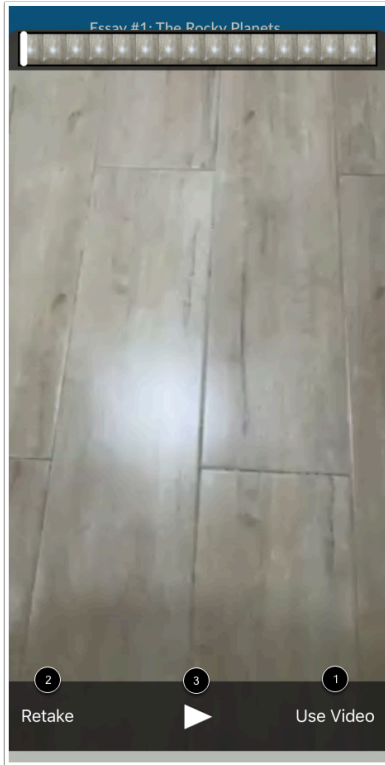
To view your video recording, tap the **Playback** button [3].

To send your recording as a comment, tap the **Use Video** link [1]. To delete and re-record the video, tap the **Retake** link [2].

How do I message students about assignment submissions in the Teacher app on my iOS device?

In the Teacher app, you can message students about their submissions based on the filter set for the assignment. You can send messages to all students, students with late submissions, students who have not submitted a submission, students whose submissions have not been graded, students whose submissions have been graded, students who received a score less than a specific value, and students who received a score greater than a specific value.

Messages are sent to students individually and display in the Conversations Inbox.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course
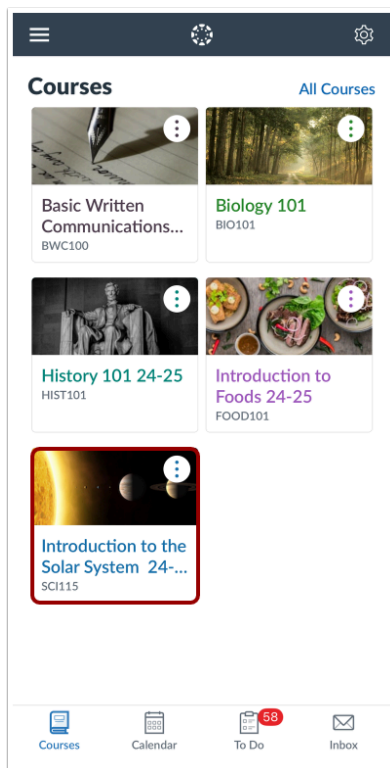
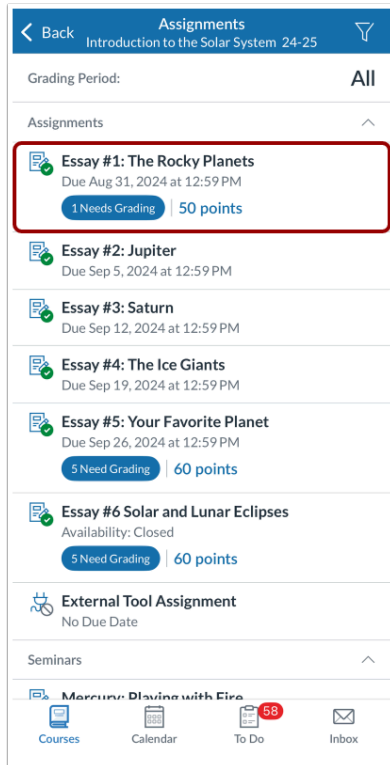In the **Courses** tab, tap the name of the course you'd like to view.
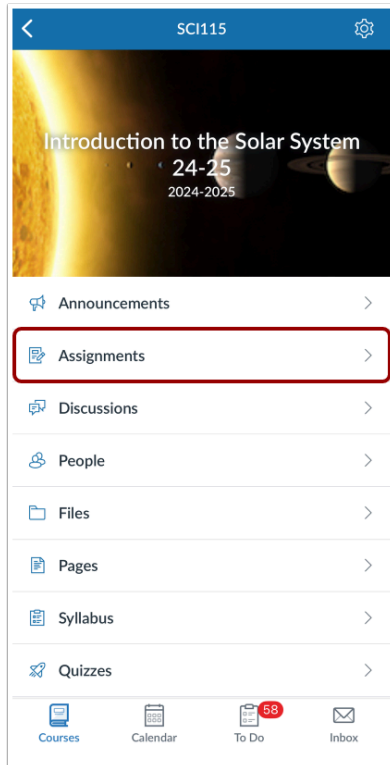
Open Assignments
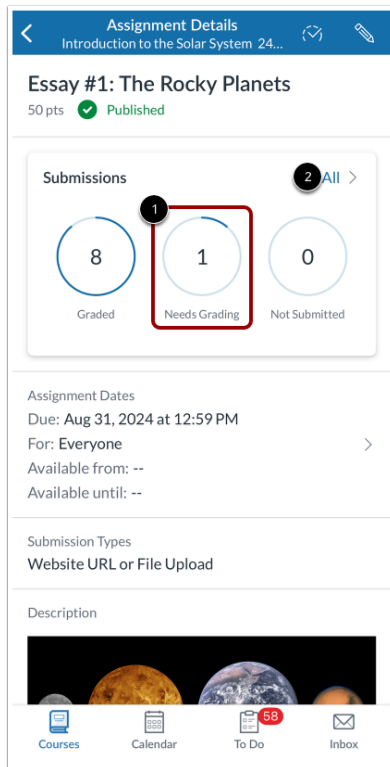

Tap the **Assignments** link.
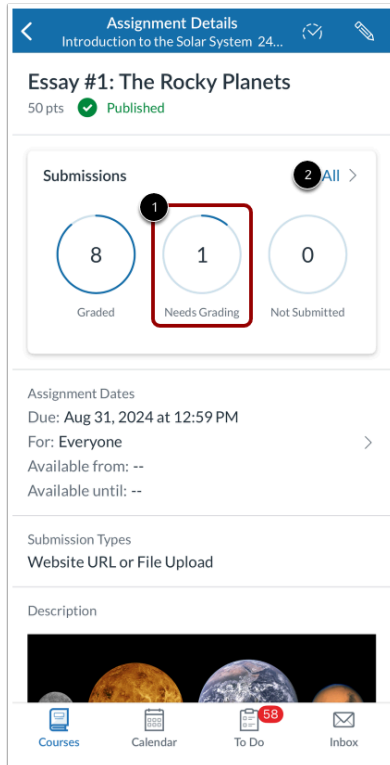
Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

Open Assignment

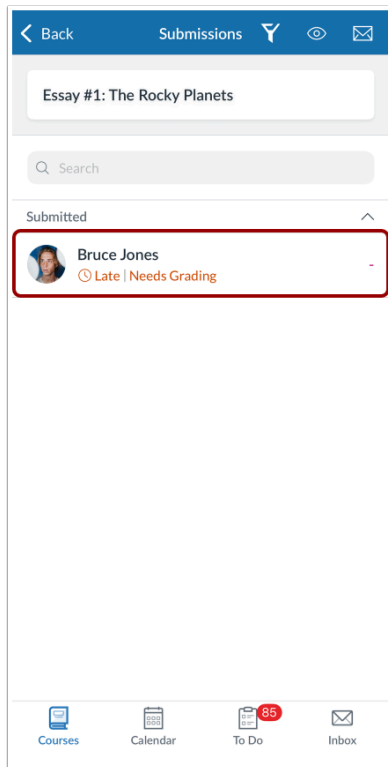Locate the assignment and tap the name of the assignment.
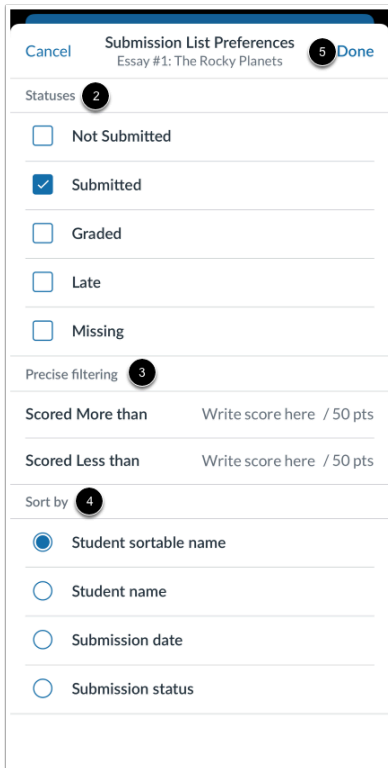
Open Submissions

The app will send a message to the filter selected in the app.

If you want to filter submissions by one of the three submission types in the submissions page, tap the submission status [1]. If you want to message a student by specific status, tap the **All** link [2].
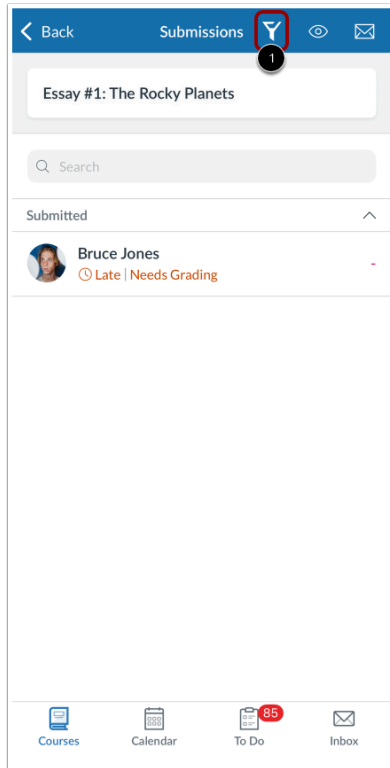
Filter Submissions

To apply a specific filter, tap the **Filter** link [1].

Tap the type of filter you want to apply.

You can filter submissions by Statuses [2], Precise Filtering based on grades [3], or sort them according to Student sortable name, Student name, Submission date, or Submission status [4].

To apply the filter, tap **Done** [5].

Message Students
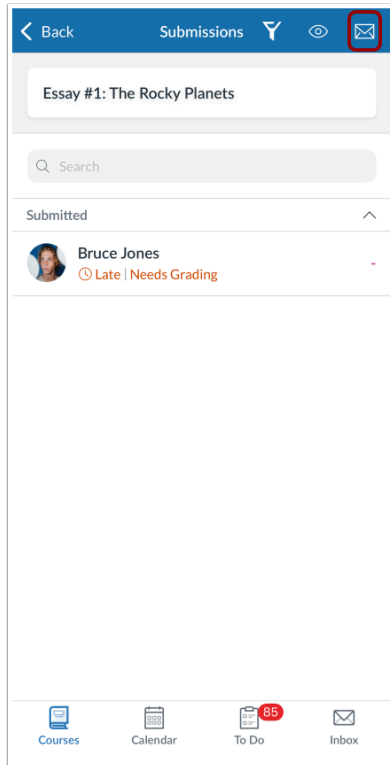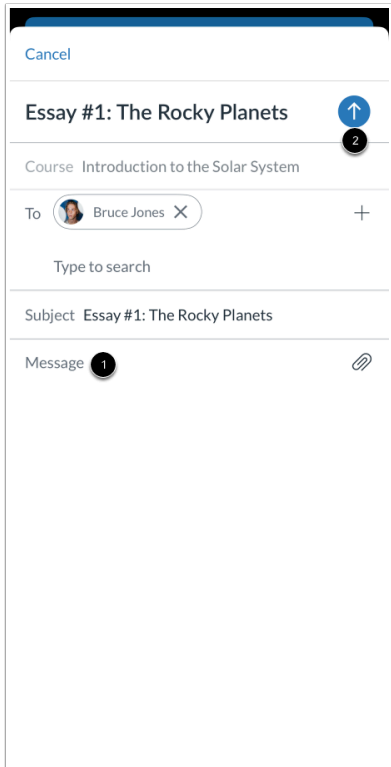
Tap the **Message** icon.

View Recipients
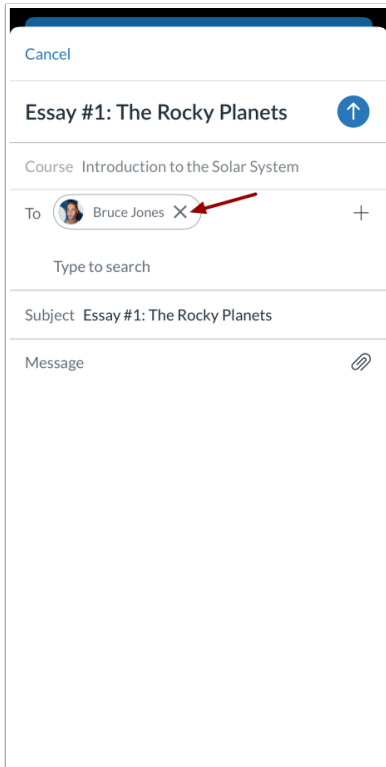
You can view the list of recipients for the message. If you want to manually remove any recipients, tap the **Remove** icon.

Send Message

In the text field [1], type your message. When you are finished, tap the **Send** link [2].

Note: Messages are sent to students individually.

How do I take attendance in the Teacher app on my iOS device?

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

You can take attendance in your course using the Canvas Teacher app on your iOS device.

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.

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.

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 the Canvas Teacher app, please contact your administrator.

Open Course
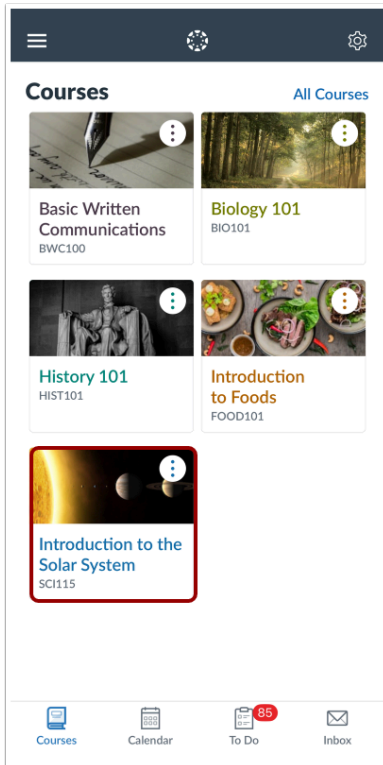
In the **Courses** tab, tap the name of the course you want to view.

Open Attendance
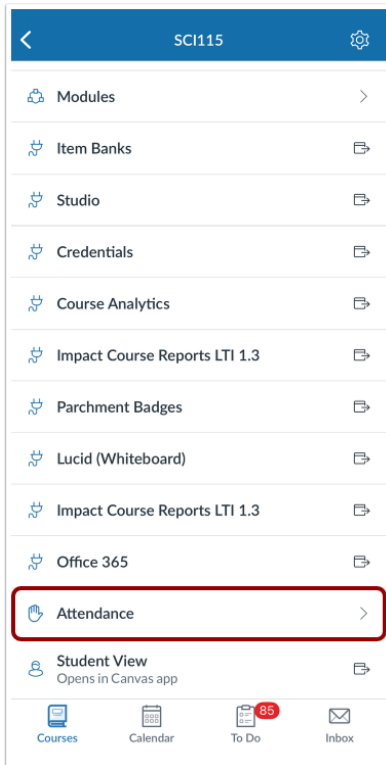
Tap the **Attendance** link.

View Attendance
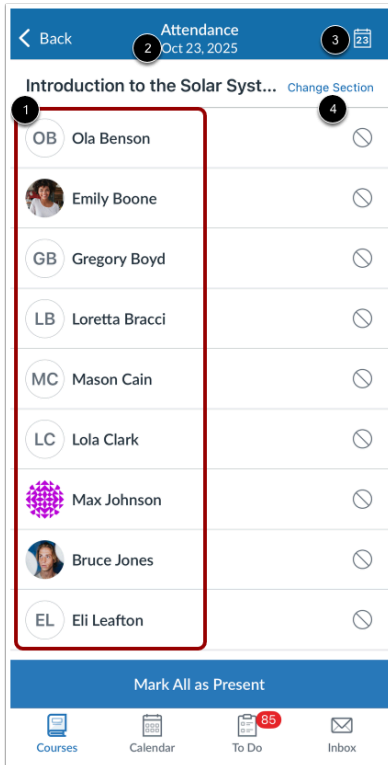
By default, the Attendance tool displays all students in the course [1] and the attendance status for the current date [2]. To change the date displayed for attendance, tap the **Calendar** icon [3].

To filter the students displayed in the tool by section, tap the **Change Section** link [4].

Take Attendance
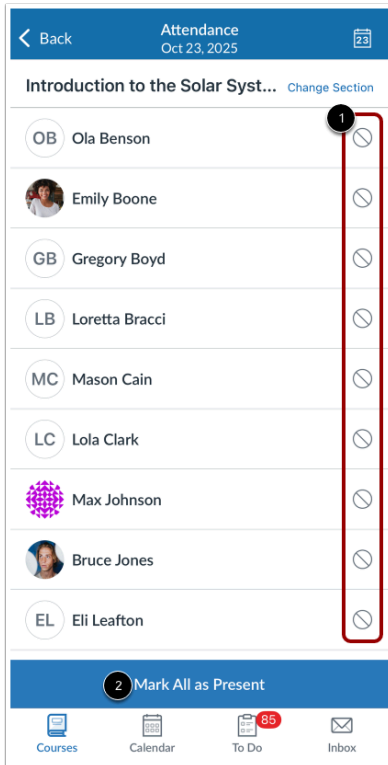
To change a student's attendance status, tap the **Attendance** icon next to the student [1]. To mark all students as present, tap the **Mark All as Present** button [2].

Note: Once you have marked attendance for one student, the Mark All as Present button will become the Mark Remaining as Present button. By tapping this button, only unmarked students will be marked as present.

View Attendance Options
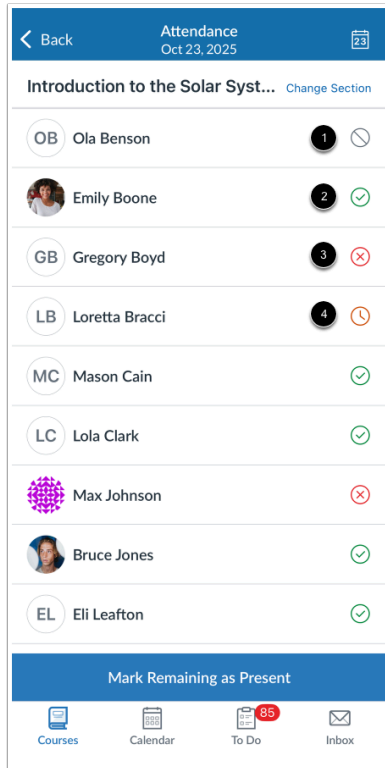
There are four attendance options in the Attendance tool:

- The gray **No Symbol** icon indicates attendance is unmarked [1].
- The green **Check Mark** icon indicates the student is present and on time [2].
- The red **X** icon indicates the student is not present [3].
- The orange **Clock** icon indicates the student is late [4].

How do I view Discussions in the Teacher app on my iOS device?

In Canvas Teacher, you can keep track of all course discussions.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Note: To view and reply to anonymous discussions, you must enable the [anonymous discussion option](#).

Open Course
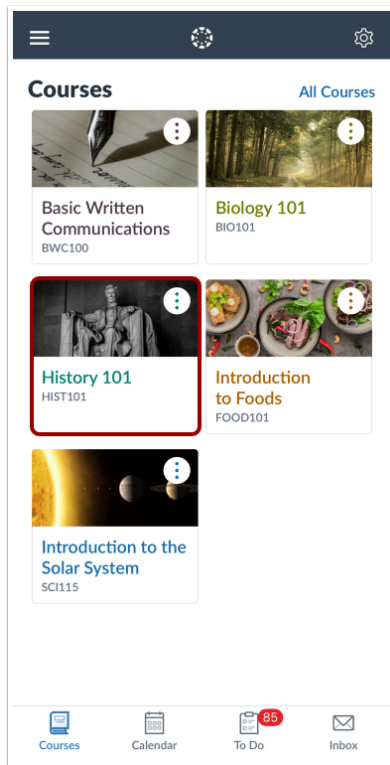
In the Dashboard, tap the name of the course you want to view.
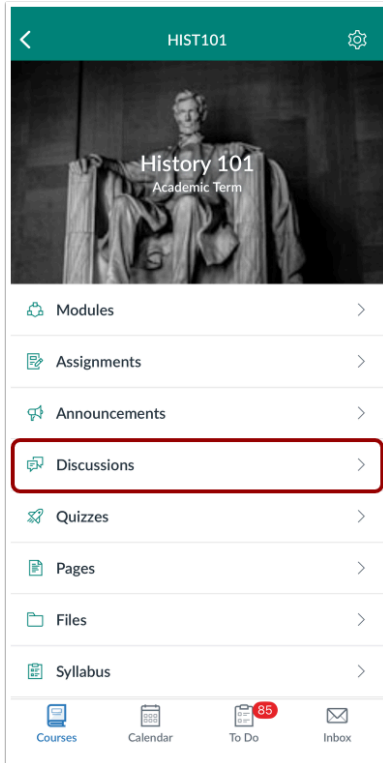
Open Discussions

Tap the **Discussions** link.

View Discussions
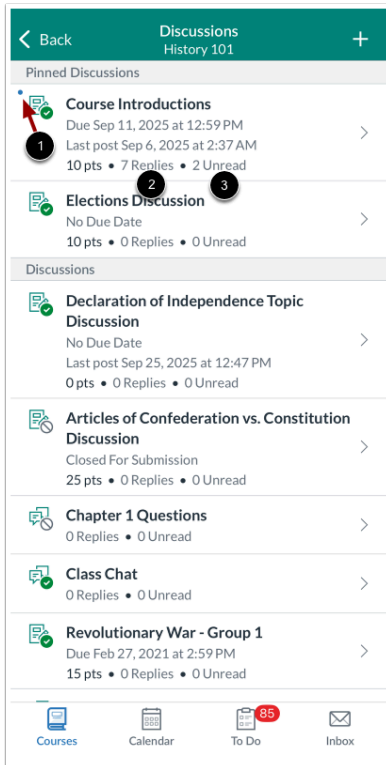
The most recent discussion always appears at the top. However, replies to the discussions stay housed within the discussion itself. Unread replies are indicated by a dot next to the discussion [1]. You can view the number of total replies [2] and the number of replies you have not read within each discussion [3].

Swipe your device from top to bottom to quickly refresh Discussions.

Manage Discussions
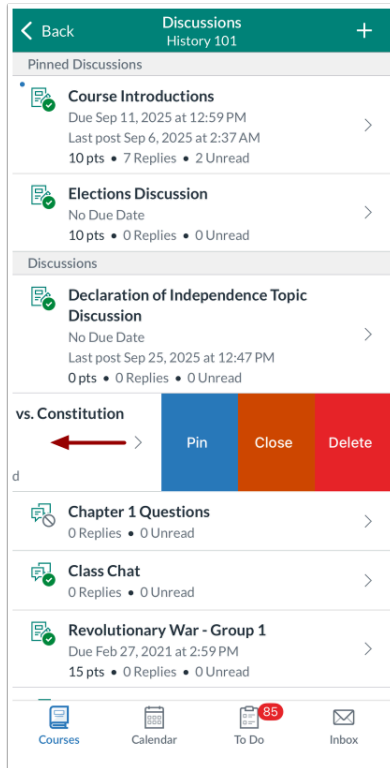
To pin or unpin, close a discussion to comments, or delete a discussion thread, swipe left to view the options.

Add Discussion
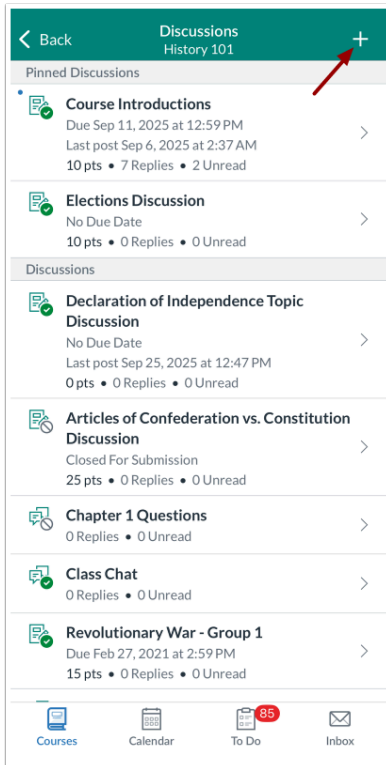
To add a discussion, tap the **Add** icon.

Open Discussion
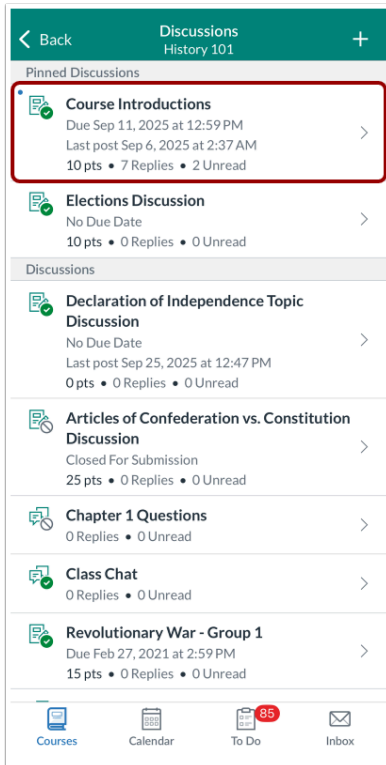
To view a discussion thread, tap the name of the thread.

View Discussion
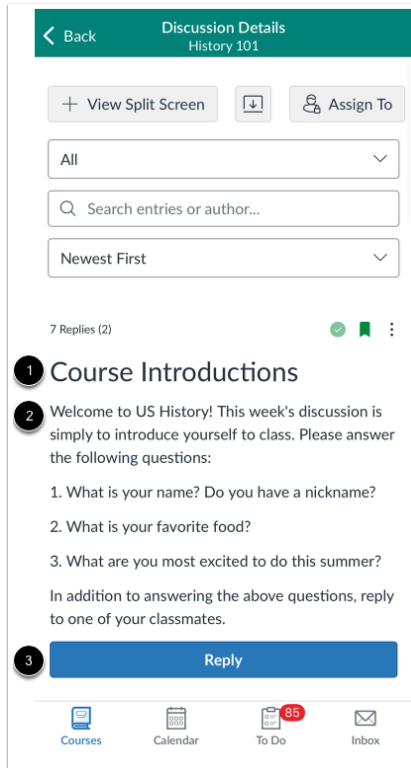
For each discussion, you can view the title [1] and description [2].

To reply to the discussion, tap the **Reply** button [3].

Note: When opening an anonymous discussion, you are prompted to open the anonymous discussion in a web browser.

View Discussion Toolbar
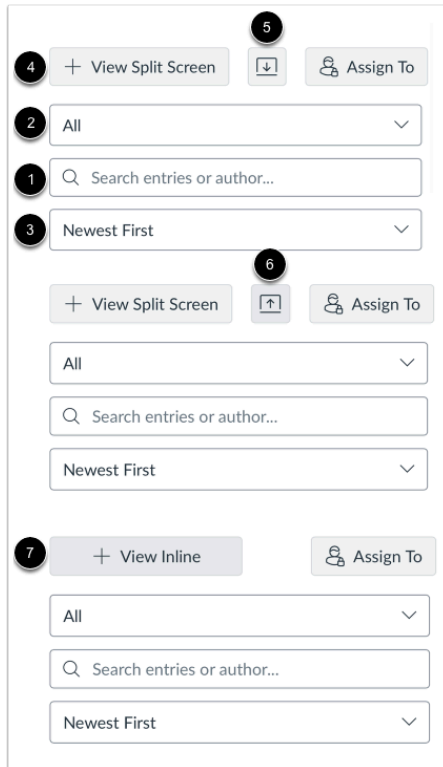
The Discussion Toolbar remains at the top of the discussion topic when you are viewing discussion replies.

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

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

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

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

To view threaded replies all at once, tap the **Expand Threads** button [5]. You can collapse the threaded replies by tapping the **Collapse Threads** button [6].

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

View Inline Discussion Thread Replies
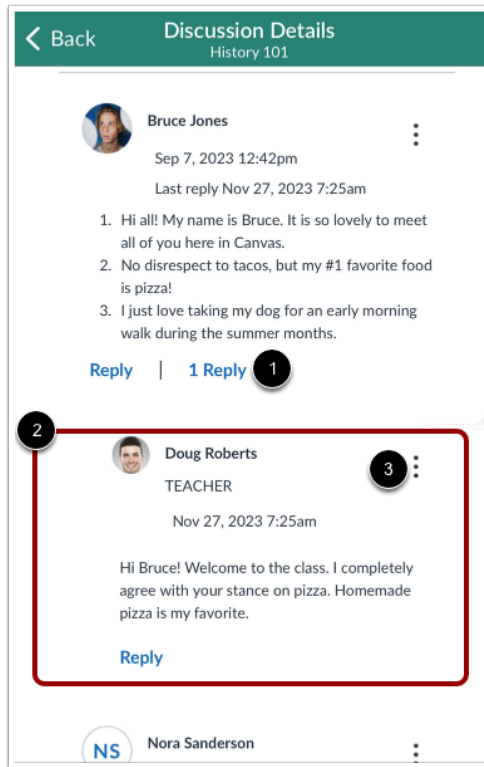
To expand the discussion thread replies inline, tap the **# of replies** link [1].

View the read and unread replies [2].

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

View Split Screen Discussion Thread Replies

When viewing split screen discussion 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 discussion thread replies sidebar, tap the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, tap the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.
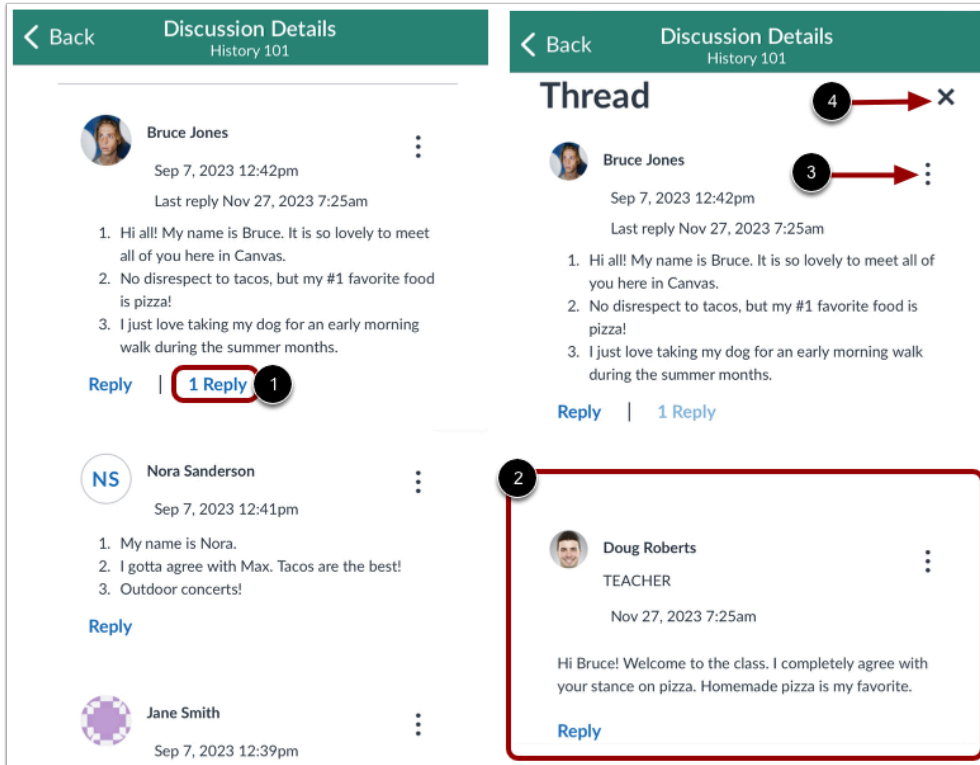
To collapse the discussion thread replies sidebar, tap the **Close** icon [4].

View Anonymous Discussion
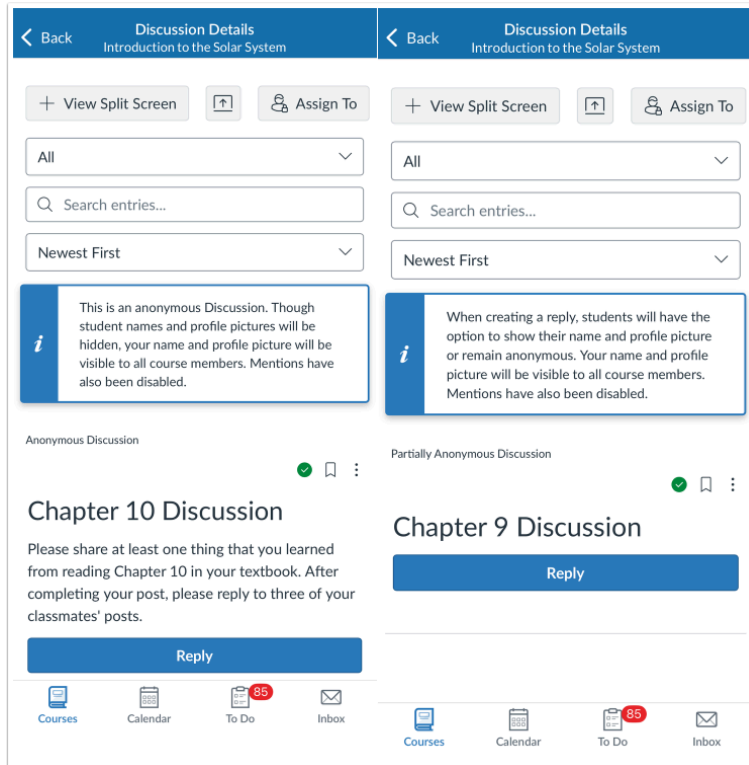
If the [anonymous discussion option is enabled for the discussion in the web version of Canvas](#), a message displays noting that student names and profile pictures are hidden or students have the option to show their name and profile picture or remain anonymous, however your name and profile picture is visible to all course members.

Manage Discussion
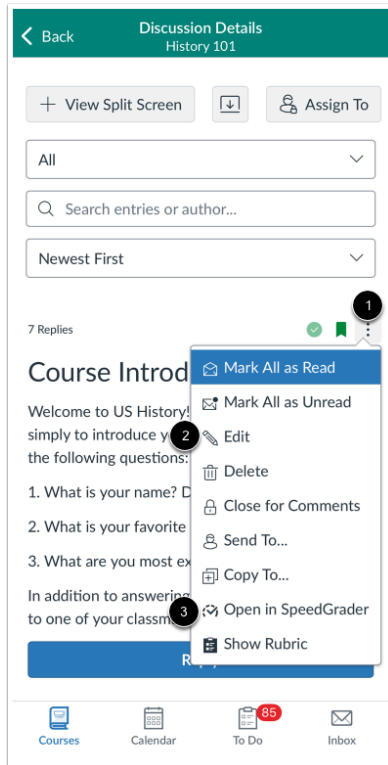
To manage the discussion, tap the **More Options** icon [1].

To edit the discussion, tap the **Edit** link [2]. To view the discussion in SpeedGrader, tap the **Open in Speedgrader** link [3].

How do I add a discussion in the Teacher app on my iOS device?

You can add an ungraded discussion in your course using the Teacher app.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Note: Graded discussions cannot be added using the app.

Open Course
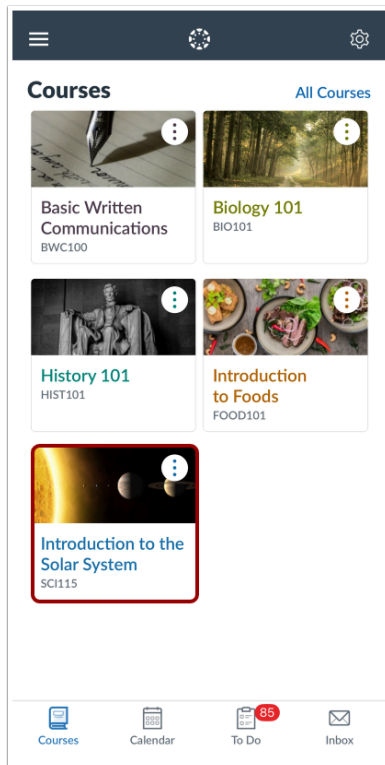
In the **Courses** tab, tap the name of the course you want to view.
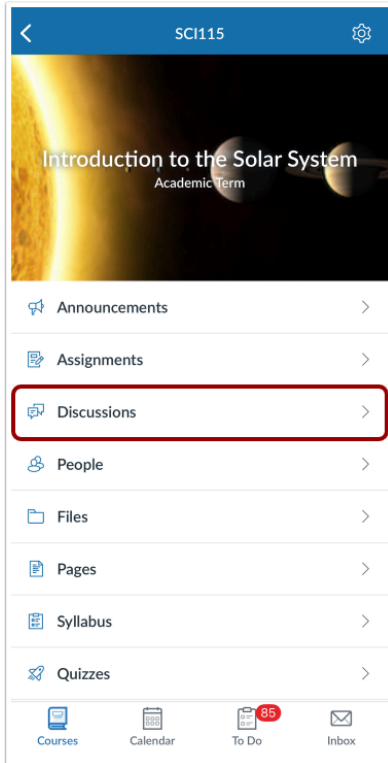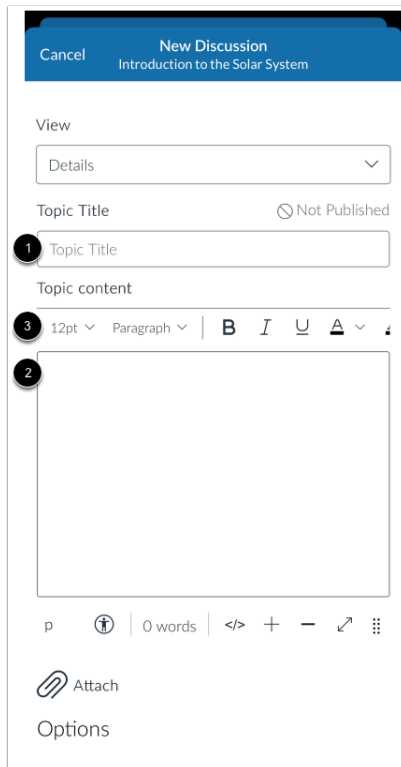
Open Discussions

Tap the **Discussions** link.

Add Discussion

To add a discussion, tap the **Add** icon.

Add Discussion Details

In the **Topic Title** field [1], add a title for the discussion.

In the **Description** field [2], add a description for the discussion. To format the title and description, use the Rich Content Editor [3].

Set Options

By default, discussions are not anonymous; student names and profile pictures display in discussions.

To allow students to decide whether to display their names and profile pictures, tap the **Partial: students can choose to reveal their name and profile picture** option.
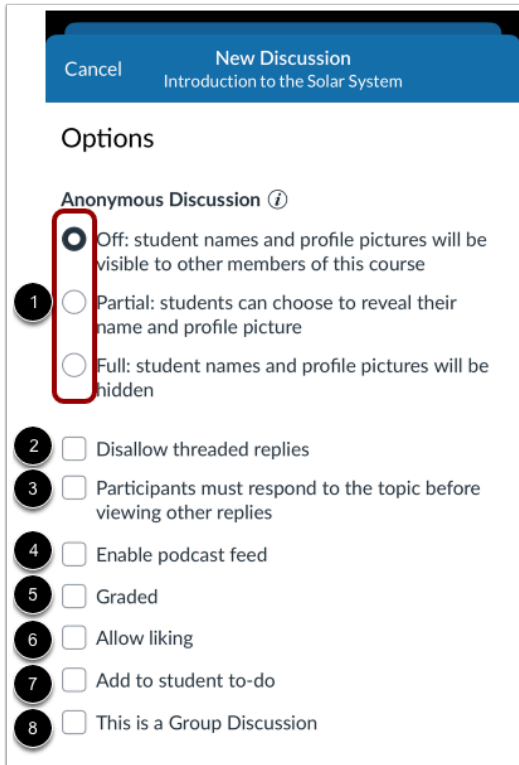
To enable anonymous discussions and hide student names and profile pictures, tap the **Full: student names and profile pictures will be hidden** option [1].

To allow only replies to the discussion topic and prevent users from replying to replies, tap the **Disallow threaded replies** checkbox [2].

To require students to reply to the discussion before they can see any other replies, tap the **Participants must respond to the topic before viewing other replies** checkbox [3]. Students see a *You must post before seeing replies* message when they view the Discussion topic.

To enable a discussion podcast feed, tap the **Enable podcast feed** checkbox [4].

To create a graded assignment, tap the **Graded** checkbox [5]. When creating a graded assignment, additional options display, where you can select a number of points, add peer reviews, and select other options.

To allow users to like discussion replies, tap the **Allow liking** checkbox [6]. To limit the liking functionality to only graders in the course, tap the **Only graders can like** checkbox. 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.
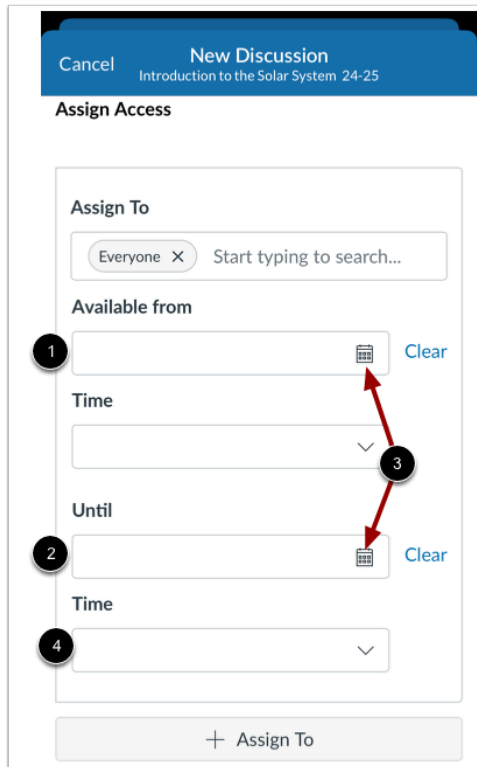
To add an ungraded discussion to the student to-do list, tap the **Add to student to-do** checkbox [7]. Student to-do items display in the course calendar, in the student-specific List View Dashboard, and in the global and course home page to-do lists. Graded discussions automatically display in a student's to-do list.

To make the discussion a group discussion, tap the **This is a Group Discussion** checkbox [8].

Notes:

- 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.
- 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.
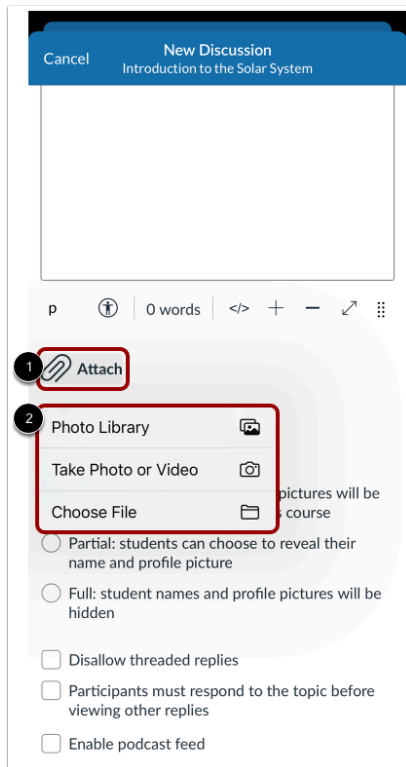
Set Availability

To set availability dates for the discussion, enter the dates in the **Available from** field [1] and **Until** field [2], or tap the calendar icons to select dates [3].

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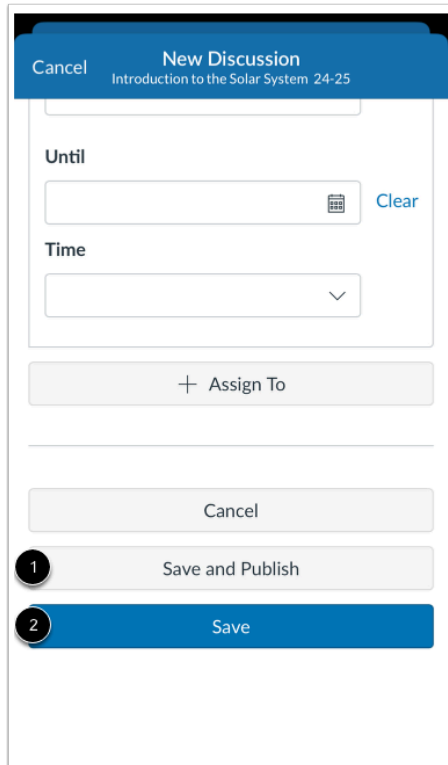
Attach File

To attach a file to the message, tap the **Attach** icon [1].

Select how you would like to attach a file [2].

Note: To learn more about media attachments, view the Canvas Media Comparison resource document.

Save Discussion

If you are ready to publish your discussion, tap the **Save and Publish** button [1].

To create a draft of your discussion and publish it later, tap the **Save** button [2].

How do I view Course Files in the Teacher app on my iOS device?

In the Canvas Teacher app, you can view and manage your course files. You can also **add new files and folders** in the Teacher app.

When editing a file, you can manage published status and restrict access to students. This lesson shows the steps to edit and restrict access for individual files. The steps to manage published status and access for folders are the same.
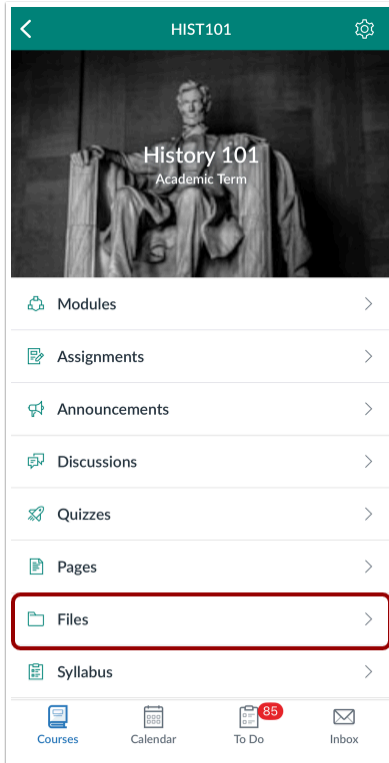
This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
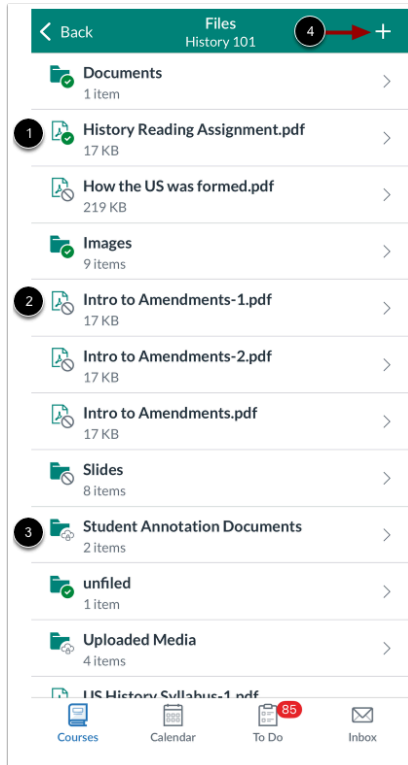
Open Course
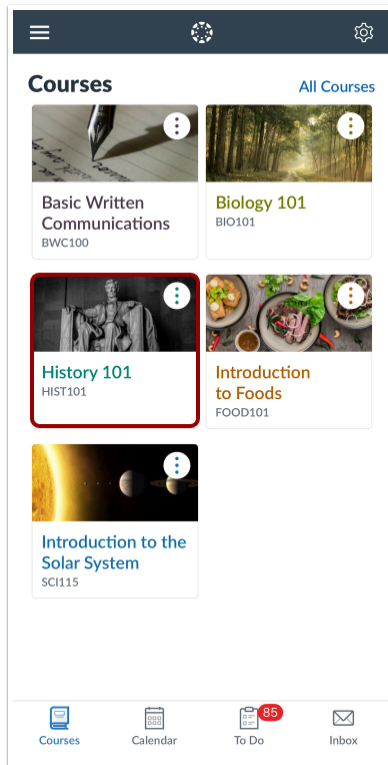
Tap the name of the course you want to view.

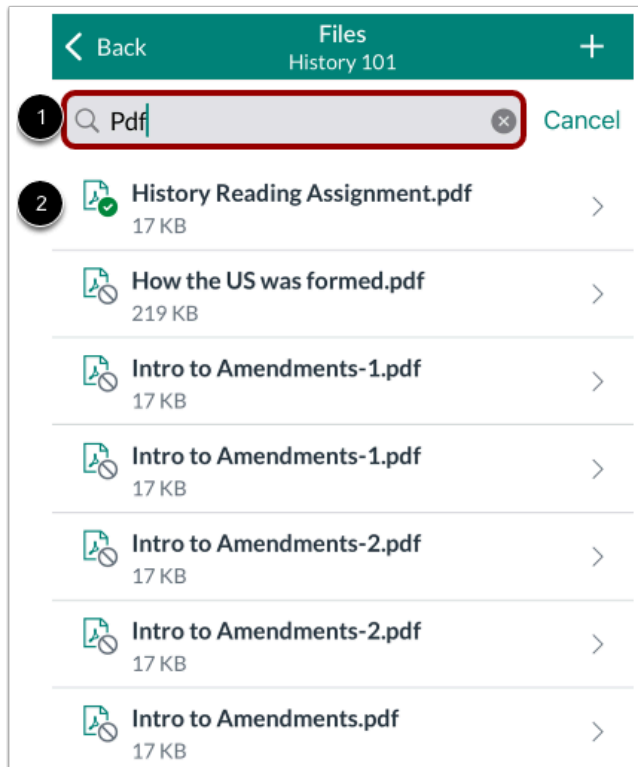# Open Files

Tap the **Files** link.

View Files

Files will display all your course files and file folders. Published files and folders display a **Checkmark** icon [1]. Unpublished files and folders display a **Unpublished** icon [2]. Files and folders with restricted access display a **Cloud** icon [3].

To add a new file or folder to your course files, tap the **Add** icon [4].
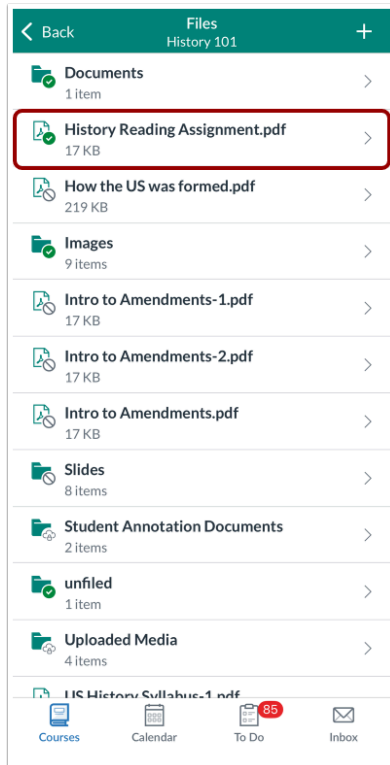
Search Files

To search for a file, tap the **Search** field [1]. Then enter the name of the file you want to view.

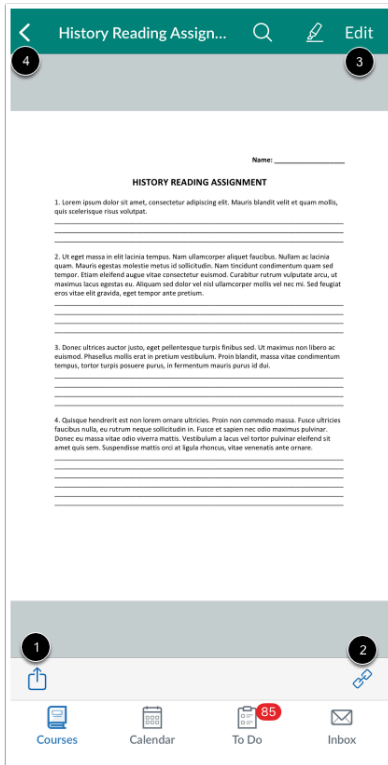To open the file, tap the name of the file in the search results [2].

Notes:

- You must type three or more characters for search results to display.
- Search results will not include file folders.

Open File

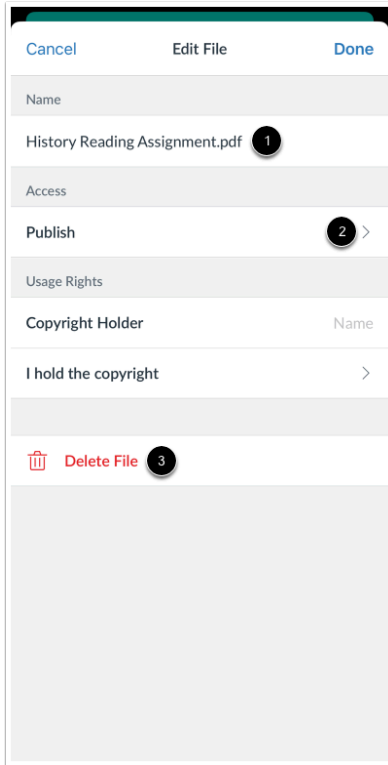To open a file, tap the name of the file.

View File

View your file.

To share your file, tap the **Share** icon [1]. To copy your file, tap the **Copy** icon [2].

To edit your file, tap the **Edit** link [3]. To return to your files, tap the **Back** icon [4].
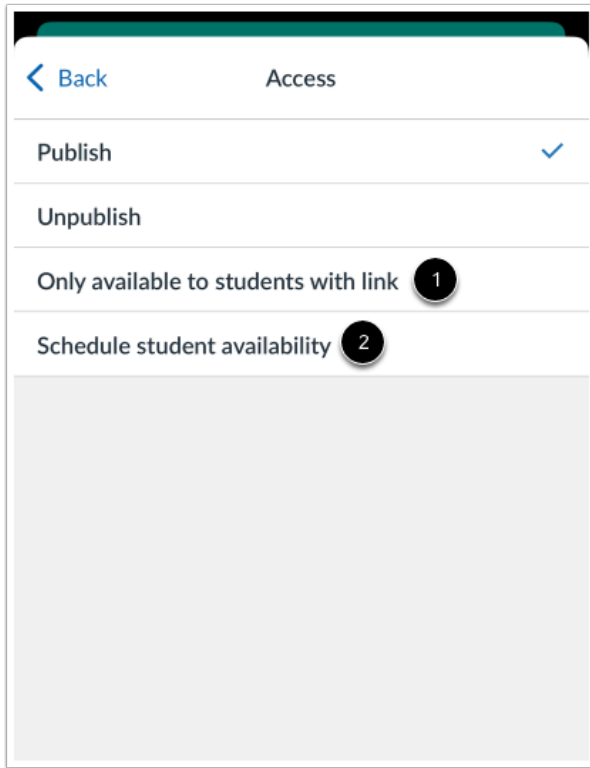
Edit File

To edit the title of the file, tap the **Title** field [1] and enter the new file title.

To edit the access settings for a file, tap the **Access** menu [2]. Your file access settings can be set to published, unpublished, or restricted access.

To delete the file, tap the **Delete File** link [3].
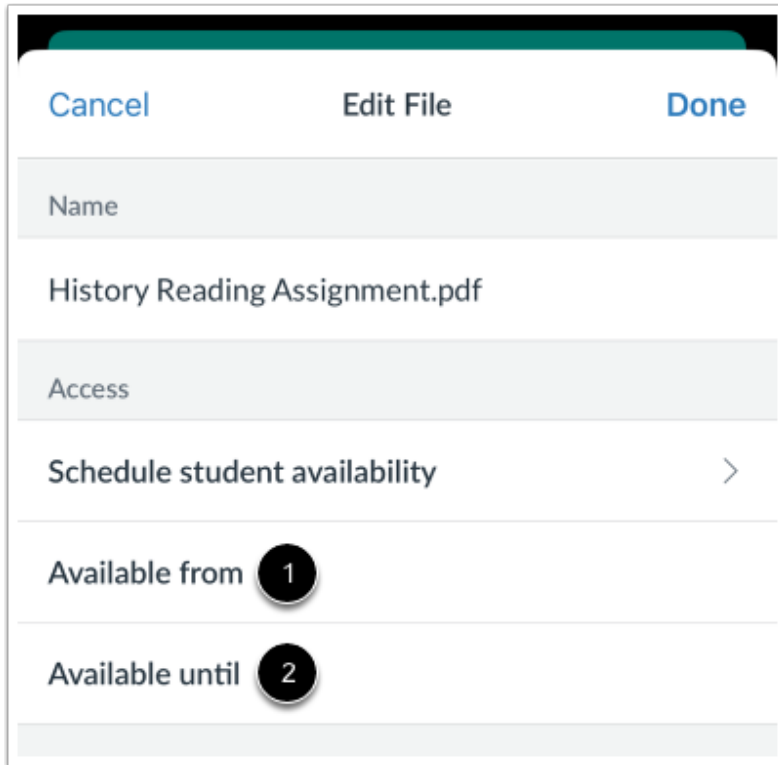
Restrict Access

If you select Restricted Access in the Access menu, you can select how to provide access to the file.

The **Only available to students with link** option makes the file available to students who are given a link to the file. The file will be hidden to students in Course Files [1].

The **Schedule student availability** option gives students a window of time to view the file [2]. If you select this option, the file can be viewed by students in Course Files as well as anywhere in Canvas (such as when the file is added to Modules or Assignments), but the file will be locked and they cannot view the actual file until the specified date.

Note: The Only available to students with link option only applies to Course Files; if you add this file to another area of Canvas, such as Assignments or Modules, all students can view the file.

Set Availability Dates

If you select the Schedule student availability option, you must select availability dates for the file. To set student availability dates, enter the starting date for the file to be available in the **Available from** field [1]. If applicable, enter the date when students can no longer view the file in the **Available to** field [2].

Note: The time in the Availability fields will default to the current time and cannot be changed.

How do I add a new file or folder to a course in the Teacher app on my iOS device?

In the Canvas Teacher app, you can add a new file or folder to your Course Files.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
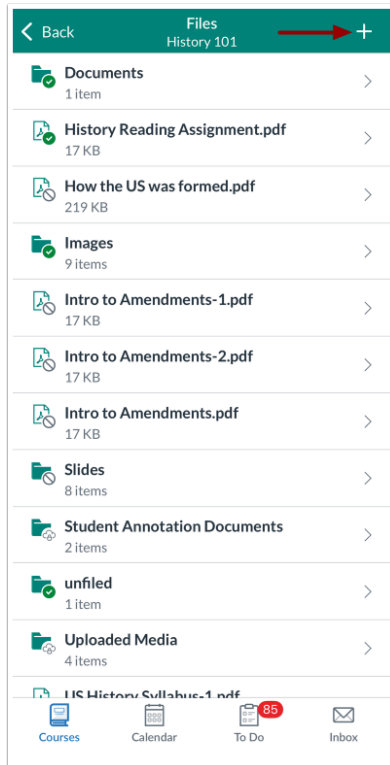
Open Course
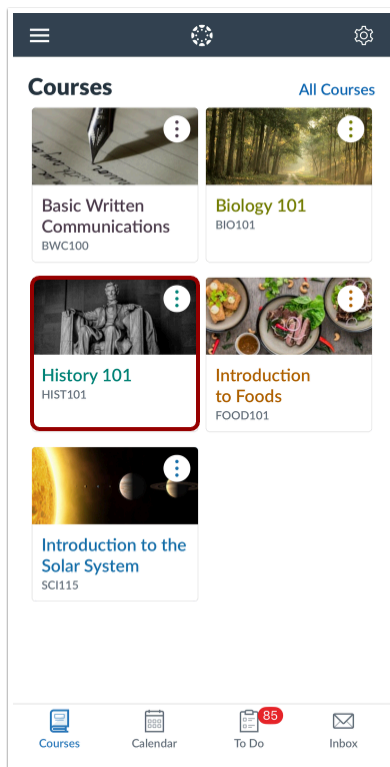
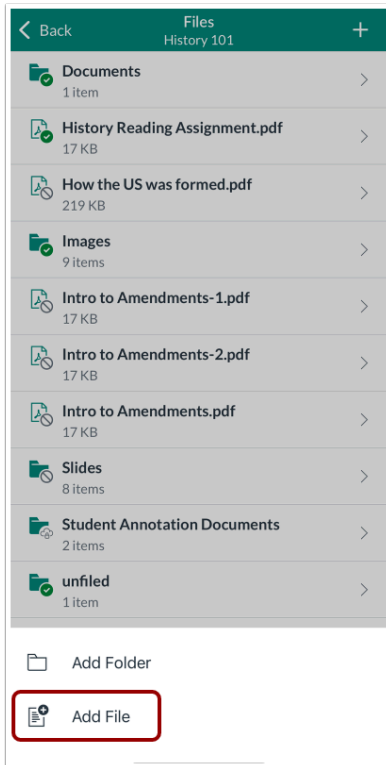
Tap the name of the course you want to view.

Open Files
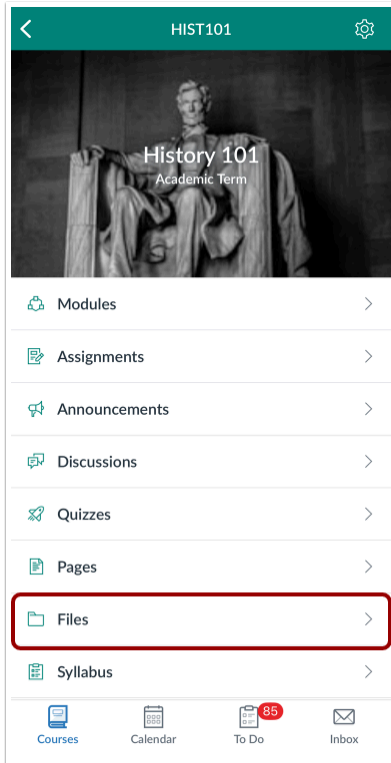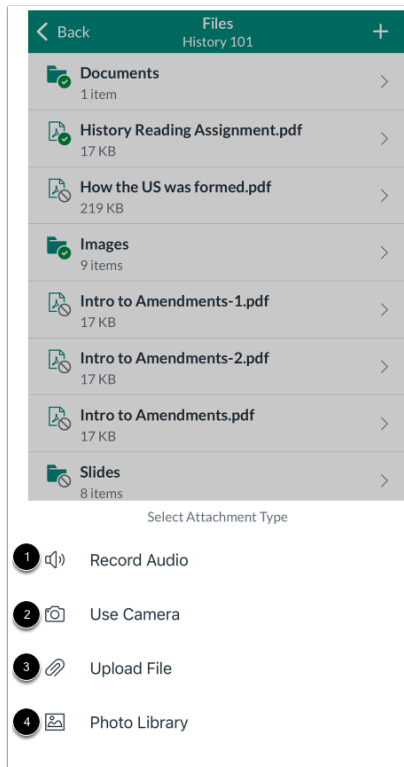

Tap the **Files** link.

View Files

[View your course files.](#) To add a file or folder, tap the **Add** button.

Add File

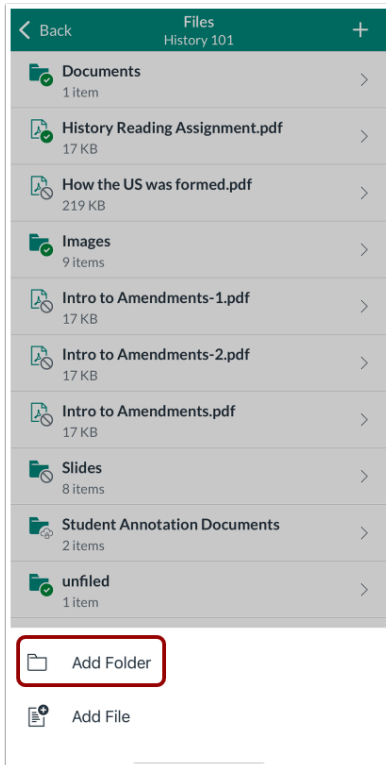To add a new file, tap the **Add File** link.

Select File Location

Select the location of your file. You can record audio [1], take a new photo from your camera [2], upload a file [3], or find a file in your library [4]
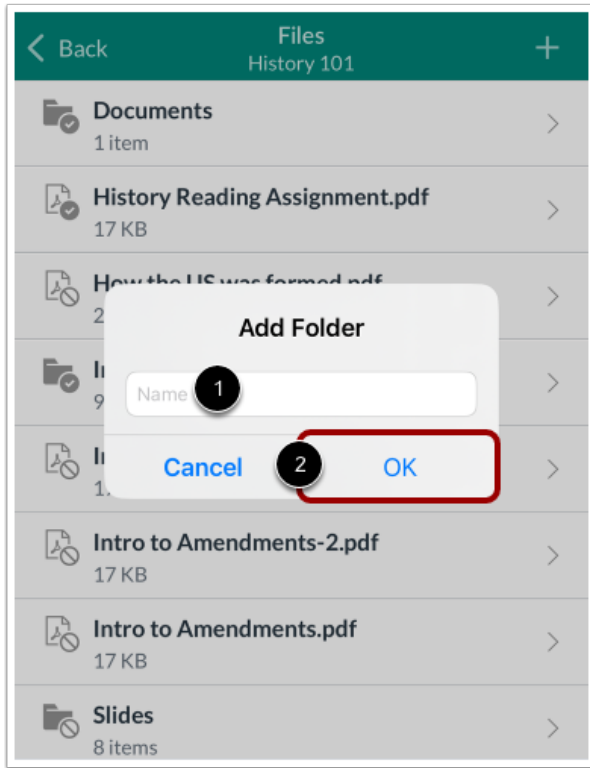
Note: To learn more about media uploads, view the Canvas Media Comparison resource document.
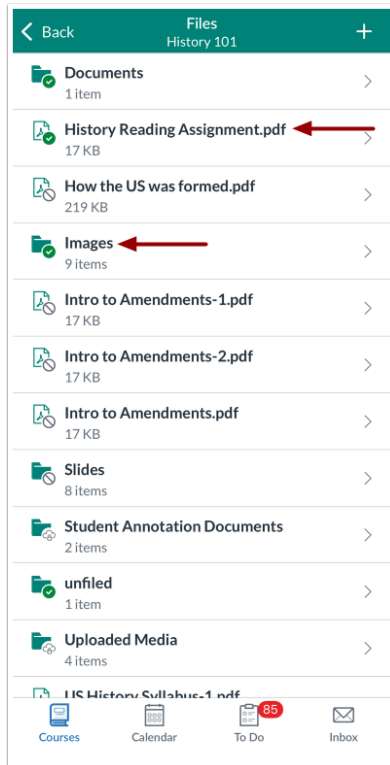
Add Folder

To add a new folder, tap the **Add Folder** link.

Name Folder

Enter the name of your folder [1], then tap the **OK** button [2].

View Items


View the items you added to your Course Files.

How do I view Modules in the Teacher app on my iOS device?

In the Canvas Teacher app, you can view your course modules.

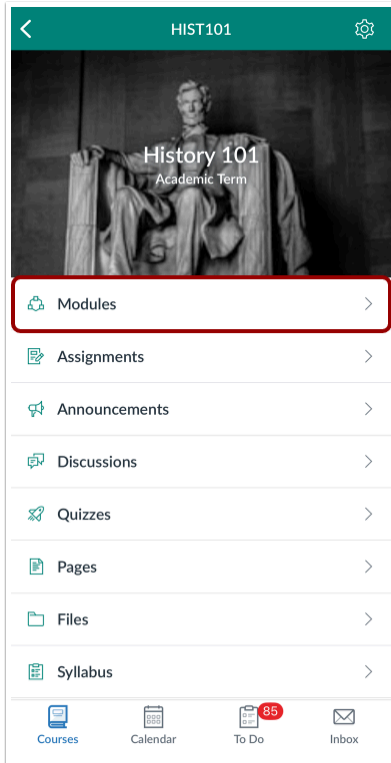This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Note: You cannot add modules, edit modules, or manage module settings from the Teacher app. You can publish and unpublish modules and module items.
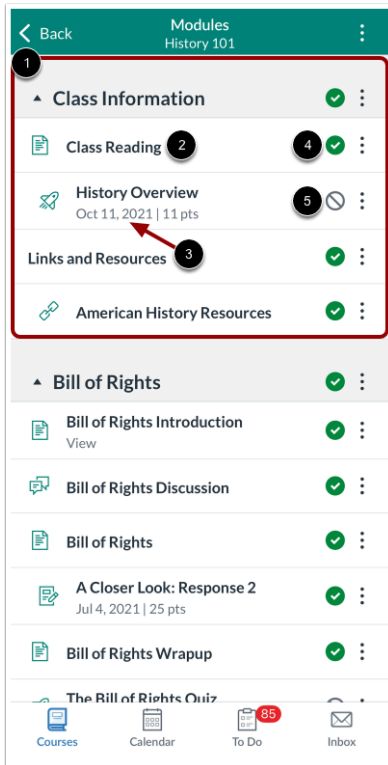
Open Course
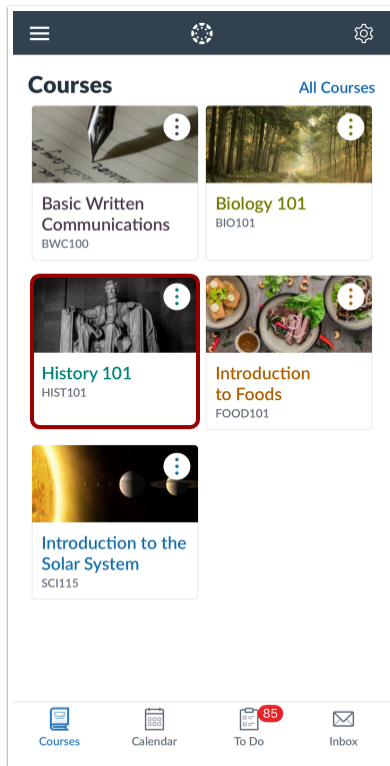
In the **Courses** tab [1], tap the name of the course you want to view [2].

Open Modules
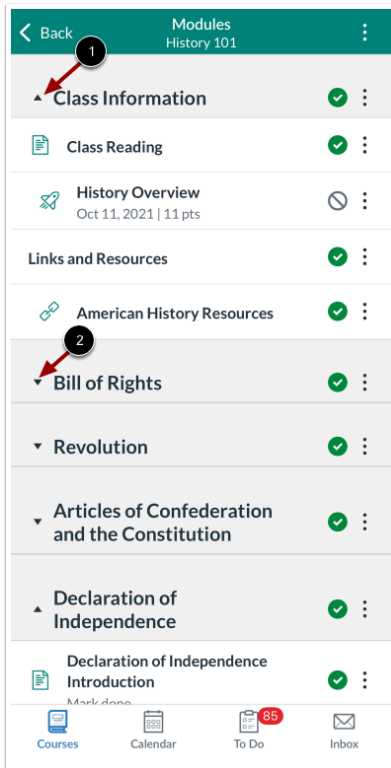

Tap the **Modules** link.

View Modules

View your course modules [1]. Modules contain the module items within each module.

Module items display the item title [2] and, if applicable, due date [3].

All modules and module items display a draft state status. Published modules and module items display the **Published** icon [4]. Unpublished modules and module items display the **Unpublished** icon [5].

Note: You cannot edit modules or manage module settings from the Teacher app. You can publish and unpublish modules and module items.

Collapse or Expand Modules

By default, modules are expanded and show all items in the module. To collapse a module, tap the **Collapse** icon [1].

To expand a collapsed module, tap the **Expand** icon [2].
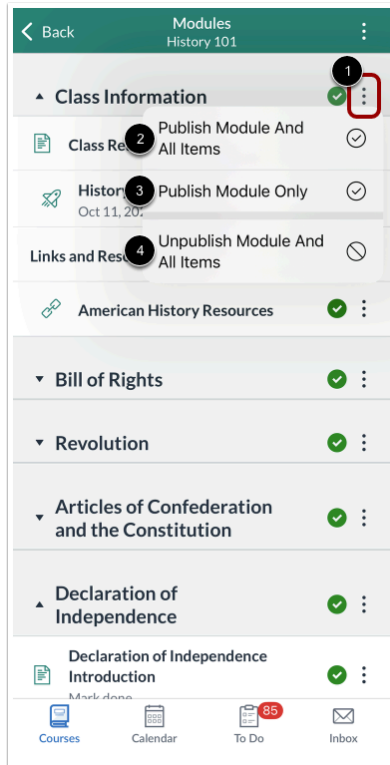
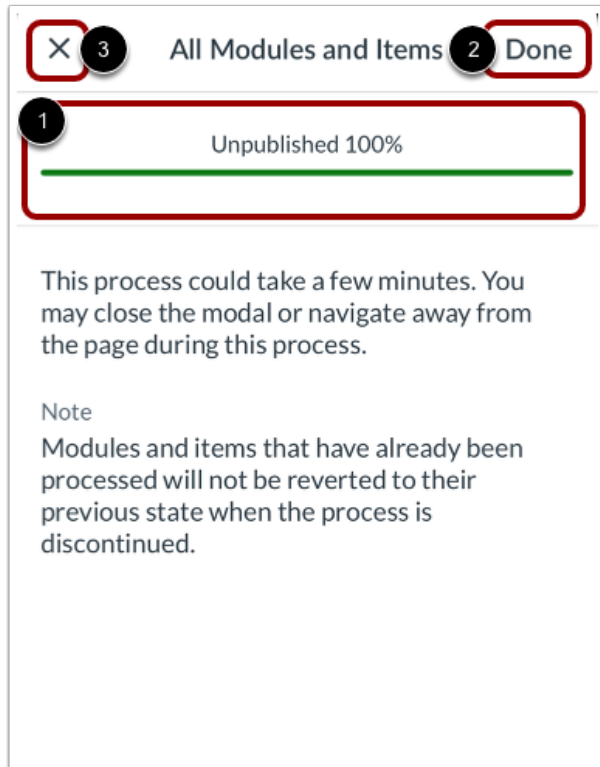# Bulk Publish and Unpublish All Modules
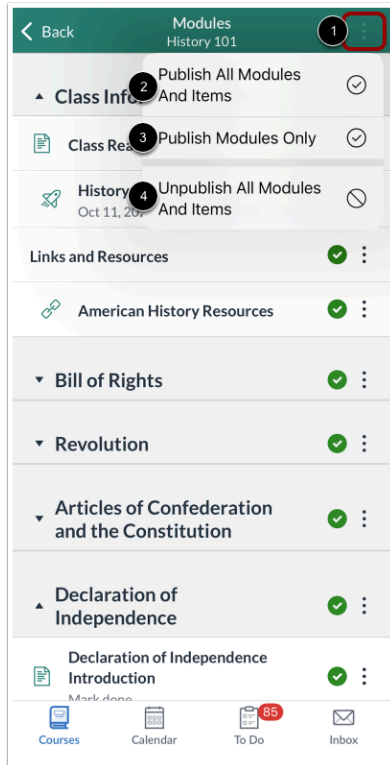
To bulk publish modules, tap the **Options** icon [1]. Then you can choose between tapping the **Publish all Modules and Items** option [2], **Publish Modules only** option [3], or **Unpublish all Modules and Items** option [4].

Note: If the publish icon does not display as opaque, you cannot change the module or module item status.

Bulk Publish and Unpublish Individual Module

To bulk publish individual modules, tap the **Options** icon [1]. Then you can choose between tapping the **Publish Module and all Items** option [2], **Publish Module only** option [3], or **Unpublish Modules and all Items** option [4].

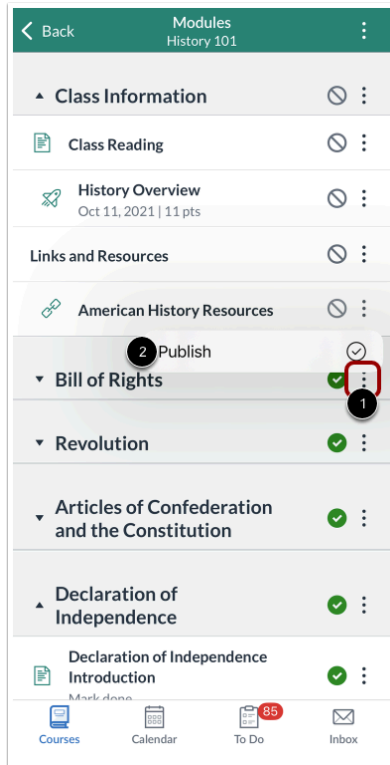**Note:** If the publish icon does not display as opaque, you cannot change the module status.

View Bulk Publish and Unpublish Progress

When publishing or unpublishing modules and module items in bulk, a progress indicator displays [1]. To return to the modules page, tap the **Done** link [2].

Note: Progress continues in the background when tapping the **Close** icon [3].

Publish and Unpublish Individual Module Items

To publish or unpublish individual module items, tap the **Options** icon [1] and tap the **Publish** or **Unpublish** option [2].

Notes:

- Module items with student submissions cannot be unpublished.
- If the publish icon does not display as opaque, you cannot change the module item status.

Open Module Item
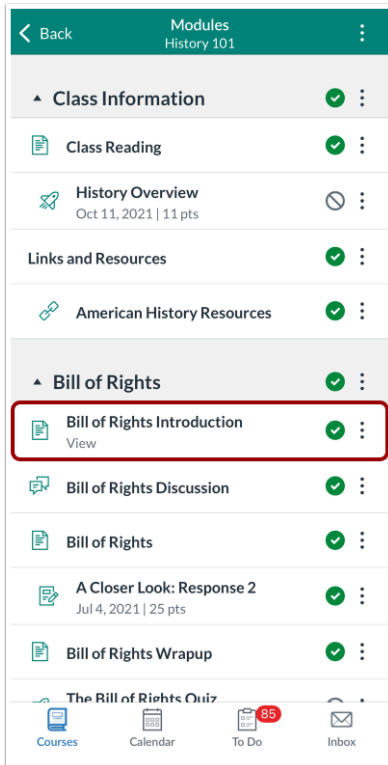
To open an module item, tap the name of the item.

How do I view Pages in the Teacher app in my iOS device?

In the Canvas Teacher app, you can view your course pages.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
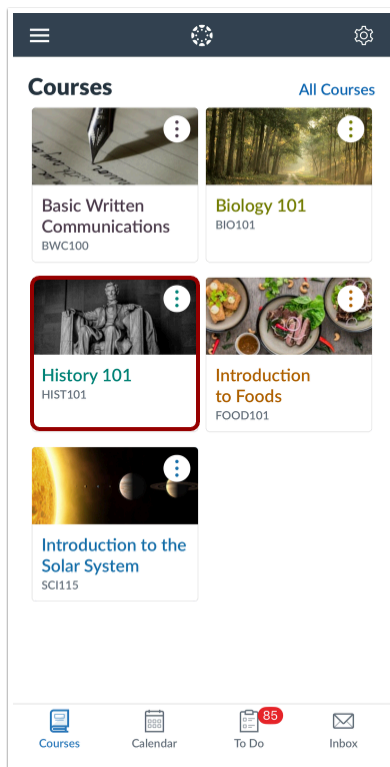
In the **Courses** tab, tap the name of the course you want to view.

Open Pages
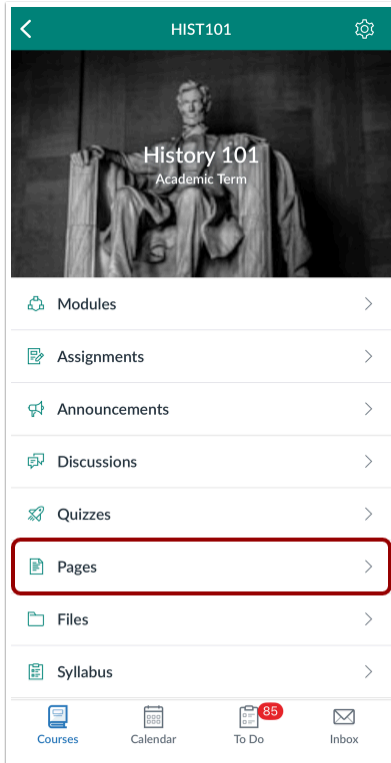
Tap the **Pages** link.

View Pages
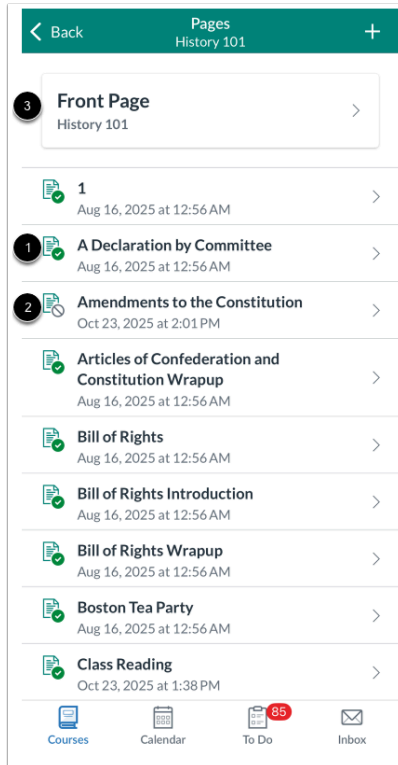
Pages will display all your course pages. Published pages display the **Published** icon [1]. Unpublished pages display the **Unpublished** icon [2]. The front page of the course is indicated by the **Front Page** label [3].

Open Page

To open a page, tap the name of the page.
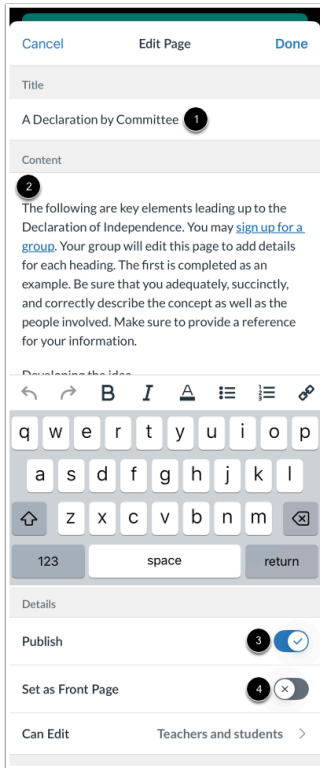
View Page

View your page.

Edit Page

To edit your page, tap the **Options** icon [1] then tap the **Edit** link [2].

To delete your page, tap the **Delete** link [3].

Note: Pages that are set as the Front Page cannot be deleted.
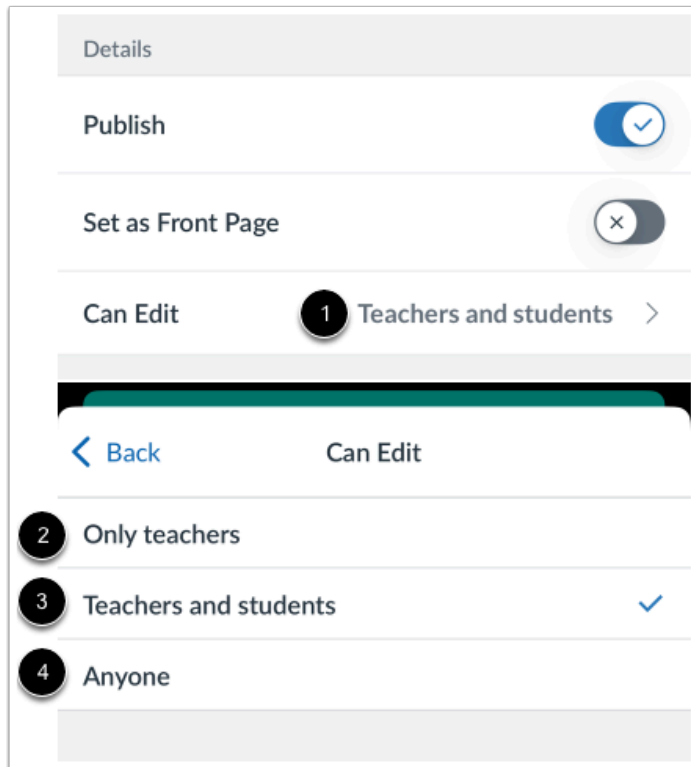
Edit Page Details

To edit the title of the page, enter the page name in the **Title** field [1].

To edit the content, enter your changes in the **Content** field [2].

To publish or unpublish the page, tap the **Publish** toggle button [3]. To set the page as the front page, tap the **Set as Front Page** toggle button [4].

Manage Editing Settings

To manage who can edit the page, tap the **Can Edit** menu [1]. Then select who can edit the page from the following options: only teachers [2], teachers and students [3], or anyone [4].
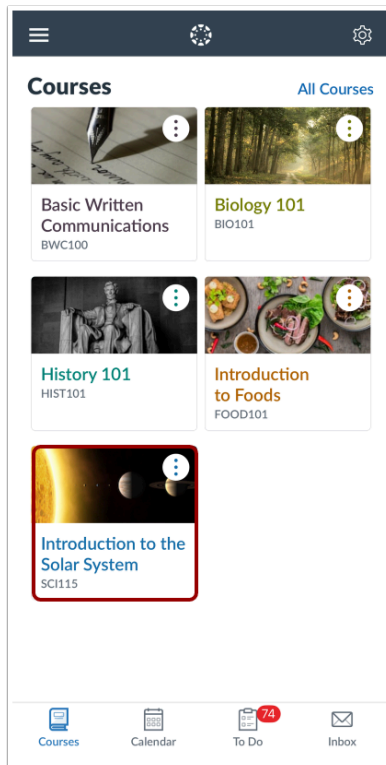
How do I view People in the Teacher app on my iOS device?

In Canvas Teacher, you can view all users that belong to a course. Users can also be filtered by user role.

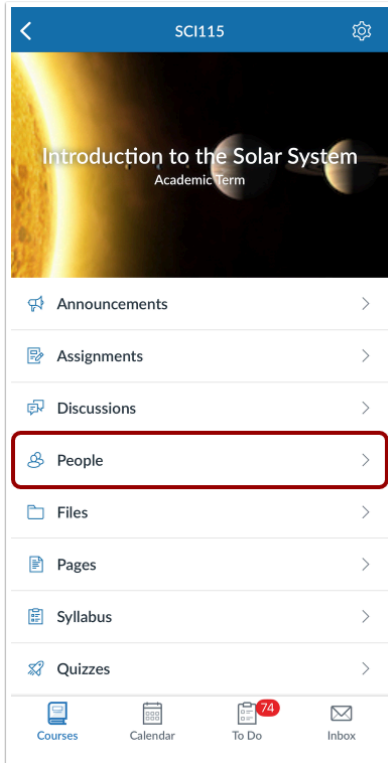To find for more information on a user, view the user's context card.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
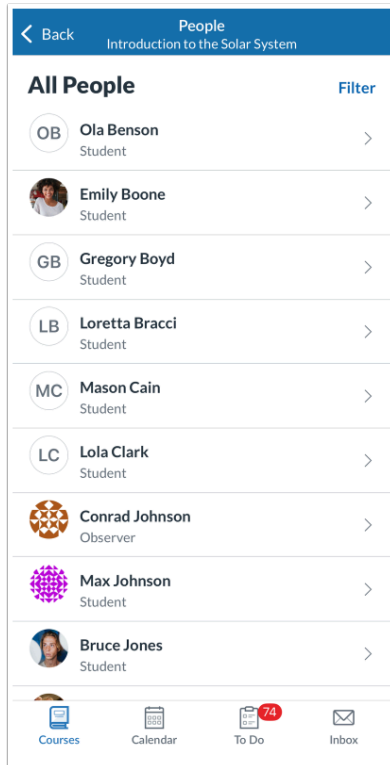
Open Course

In the **Courses** tab, tap the name of the course you'd like to view.
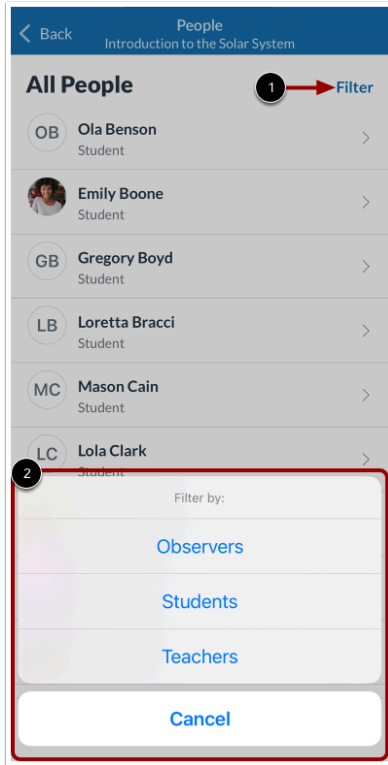

Open People

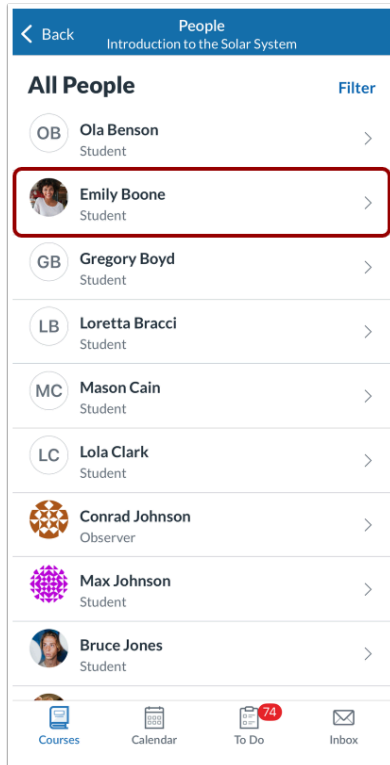Tap the **People** link.

View People

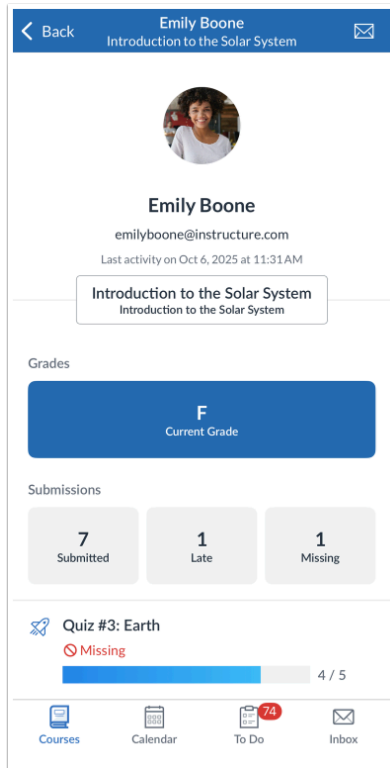People displays all the users that belong to the course.

Filter People

To filter the people displayed on the page, tap the **Filter** link [1]. Then tap the user role filter button for the role you want to view [2].

Open Context Card

To view the context card for a user, tap the name of the user.
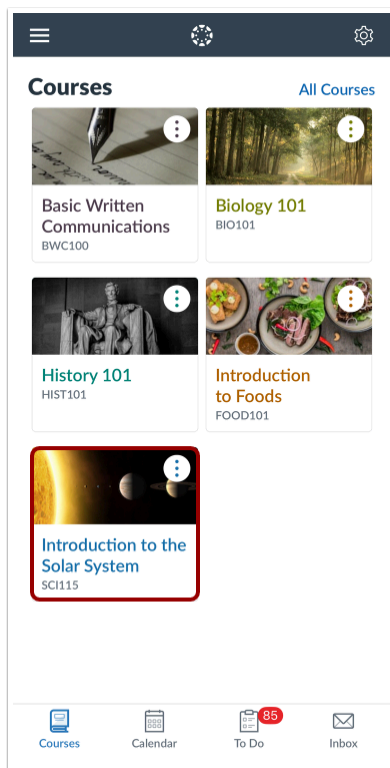
View Context Card

[View the user's context card](#).

How do I view context cards in the Teacher app on my iOS device?

In the Canvas Teacher app, you can open context cards to view information specific to students and other users in a course. Context cards can be opened by tapping a user's name from the People page, Submissions list, SpeedGrader, SpeedGrader comments, inbox messages, announcement replies, and discussion replies. This lesson explains how to open context cards from the People page.
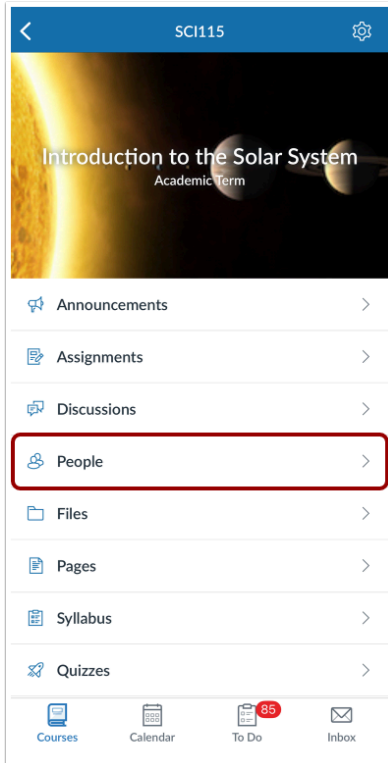
This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
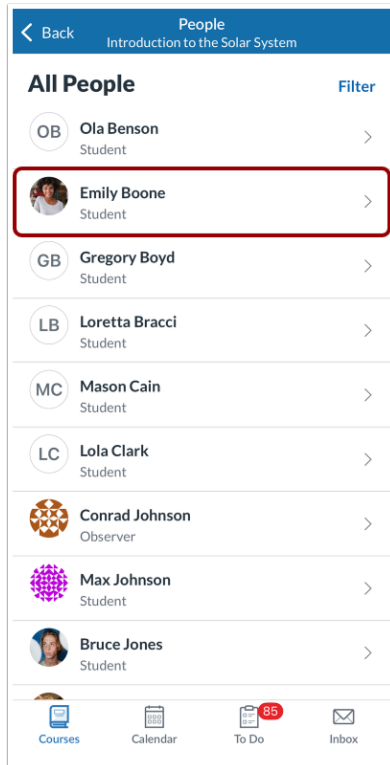
Open Course

In the **Courses** tab, tap the name of the course you want to view.
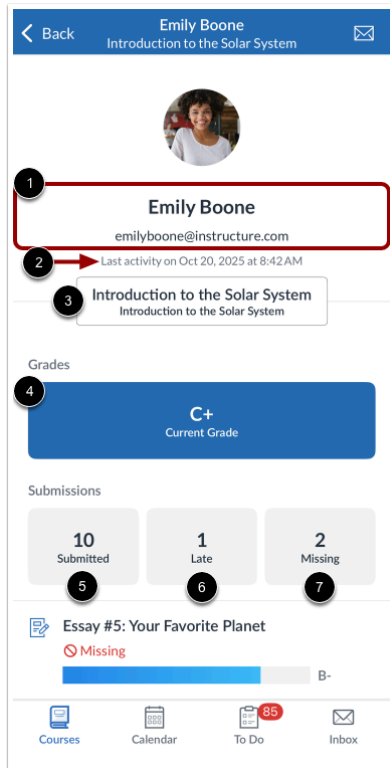
Open People

Tap the **People** link.

Open Context Card

To view the context card for a user, tap the name of the user.

View Student Context Card

The context card for a student includes their contact information [1], date/time of last activity [2], section [3], grade [4], number of submitted assignments [5], number of late assignments [6], and number of missing assignments [7].
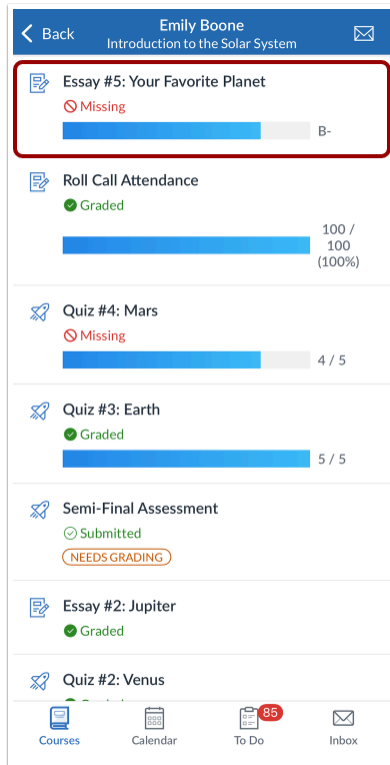
If a final grade override has been applied for the student, the override grade will also display on the context card.

View User Context Card
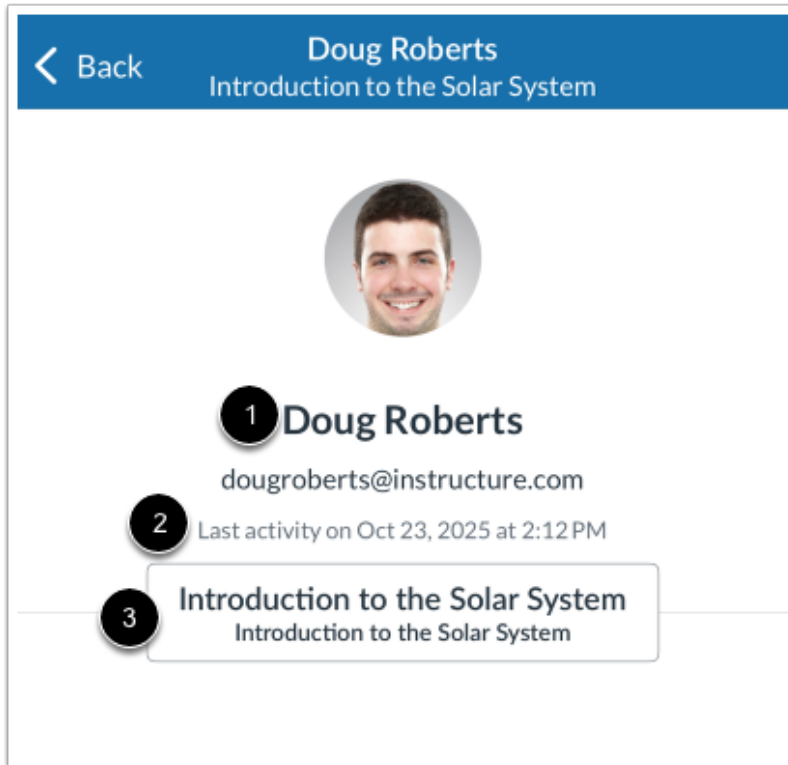
Context cards for users other than students include contact information [1], date/time of last activity [2], and section [3].
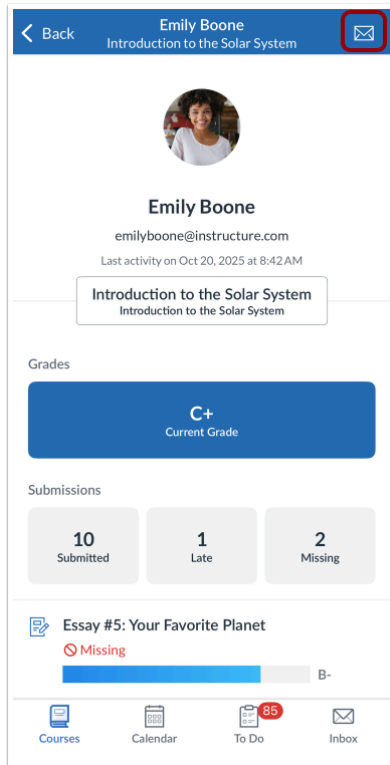
View Assignments

You can view assignment information from a student's context card.

If the student's context card was opened from the People page, you can also open student submissions. To view or grade a student submission, tap name of the submission.

Message User

To message a user from a context card, tap the **Message** icon.

# How do I view Quizzes in the Teacher app on my iOS device?

Canvas lets you view Quizzes from your mobile device. For each quiz, you can view the details of the quiz including the due date, points, number of questions, the time limit, and number of allowed attempts.

Canvas natively supports quizzes that contain Essay, Multiple Choice, Multiple Answer, Fill in the Blank, Matching, Numeric, or True/False questions. Any quizzes that do not contain supported question types are redirected to the web version of Canvas. Additionally, currently the app does not support one-question-at-a-time quizzes, quizzes with passcode restrictions, or quizzes with IP address restrictions.

This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.
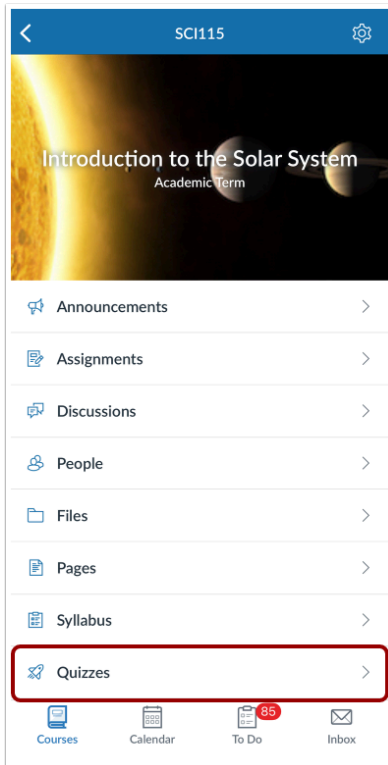
Note: Quiz questions cannot be edited in the Teacher app.
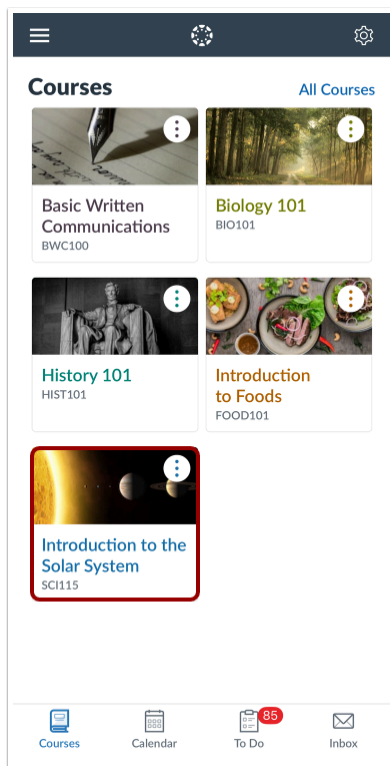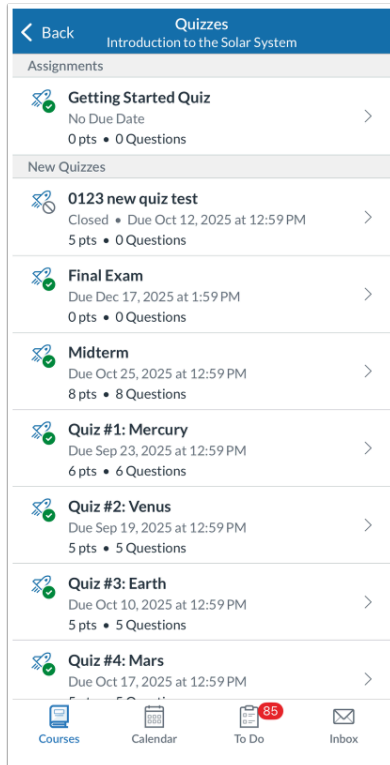
Open Course

In the **Courses** tab, tap the name of the course you want to view.
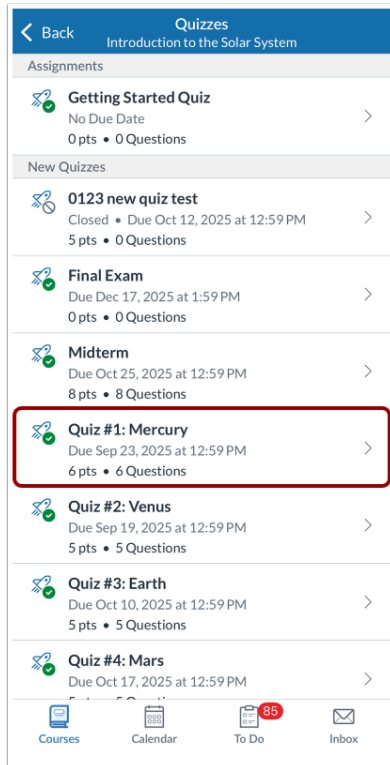
Open Quizzes

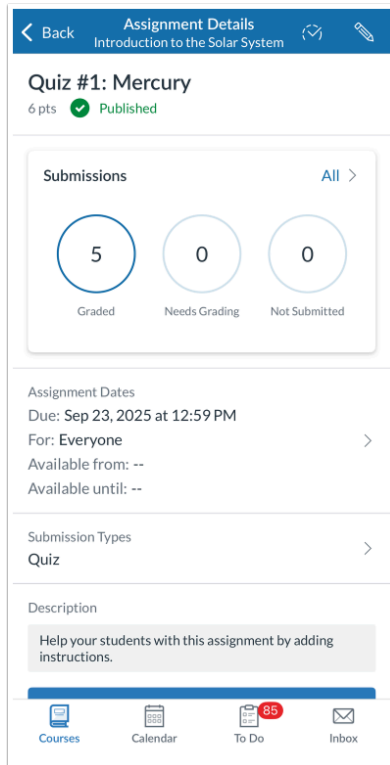Tap the **Quizzes** link.

View Quizzes

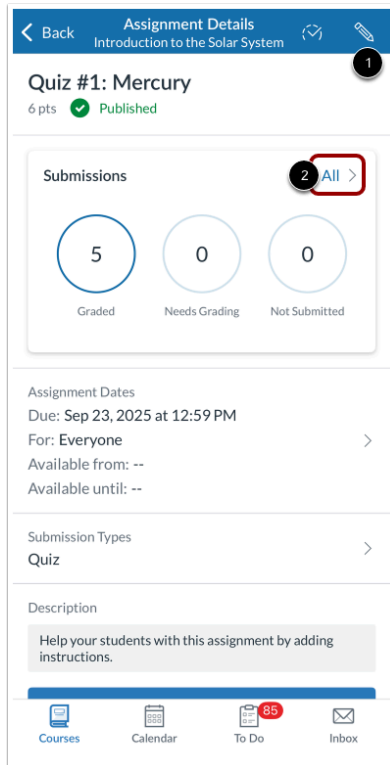Quizzes are organized by assignment group and due date.

Open Quiz

To view a quiz, tap the name of the quiz.

View Quiz

For each quiz, you can view all the details for the quiz including the title, points, display grade, quiz type, due date, and quiz details.
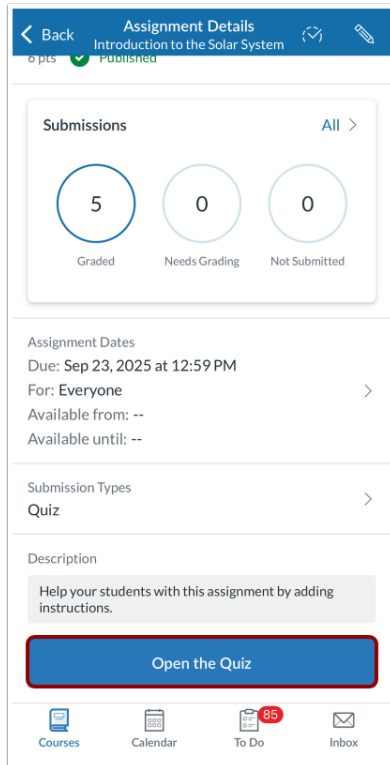
Manage Quiz

To edit the quiz details, tap the **Edit** link [1]. You can manage all quiz options as well as due and availability dates.

To [view all submissions](#) for the quiz, tap the **All Submissions** link [2].

Note: Quiz questions cannot be edited in the Teacher app.

Open Quiz

To open the quiz, scroll to the bottom of the quiz details and tap the **Open Quiz** button.

Depending on the type of quiz, you may be directed to the web version of Canvas.

How do I view New Quizzes in the Teacher app on my iOS device?

Canvas lets you view New Quizzes from your mobile device. For each quiz, you can view and edit the details of the quiz including the due date, points, number of questions, the time limit, and number of allowed attempts.
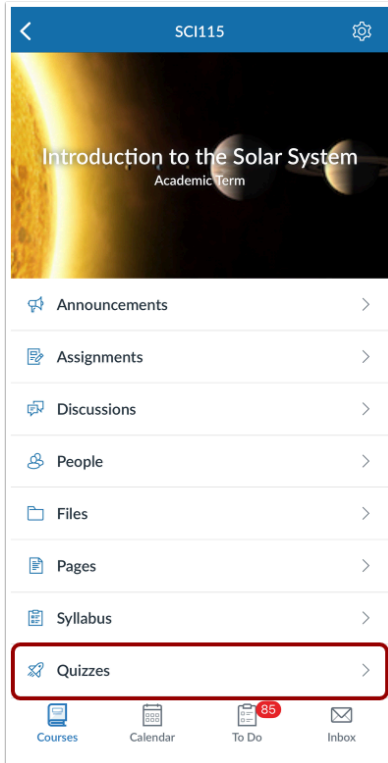
This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
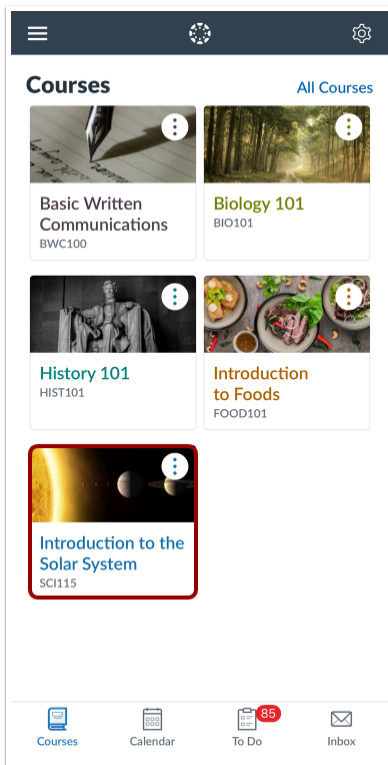
In the **Courses** tab, tap the name of the course you want to view.
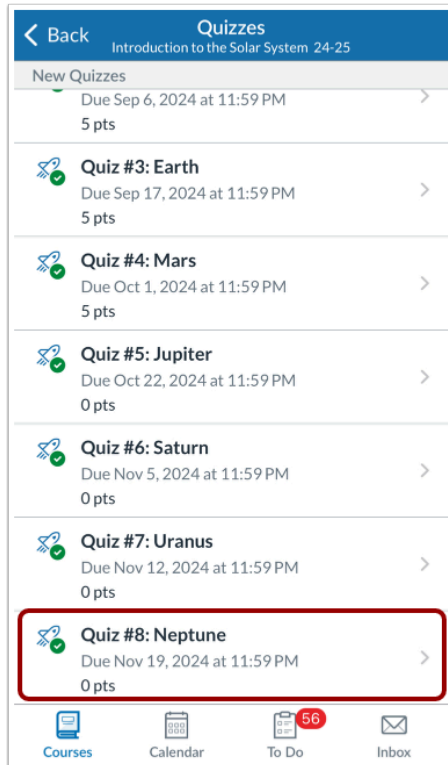
Open Quizzes

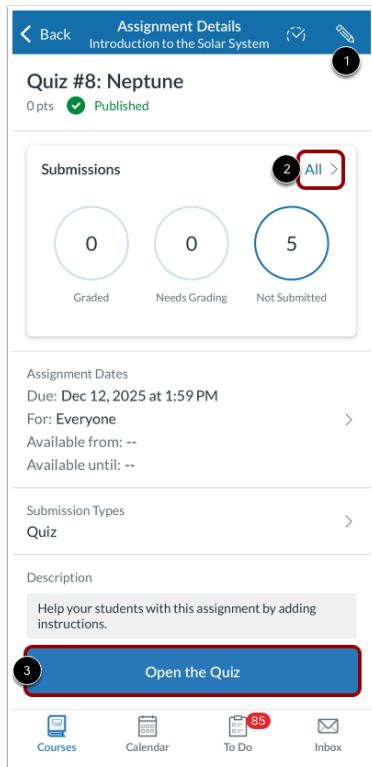Tap the **Quizzes** link.

View Quizzes

Quizzes are organized by assignment group and due date.

View Quiz Details

To view a quiz, tap the name of the quiz.

Open Quiz

For each quiz, you can view all the details for the quiz including the title, points, display grade, quiz type, due date, and quiz details.

To edit the quiz details, tap the **Edit** link [1]. You can manage all quiz options as well as due and availability dates.

To [view submissions](#) for the quiz, tap the **Submissions** link [2].

To manage the quiz in the web version of Canvas, tap the **Open the Quiz** button [3].
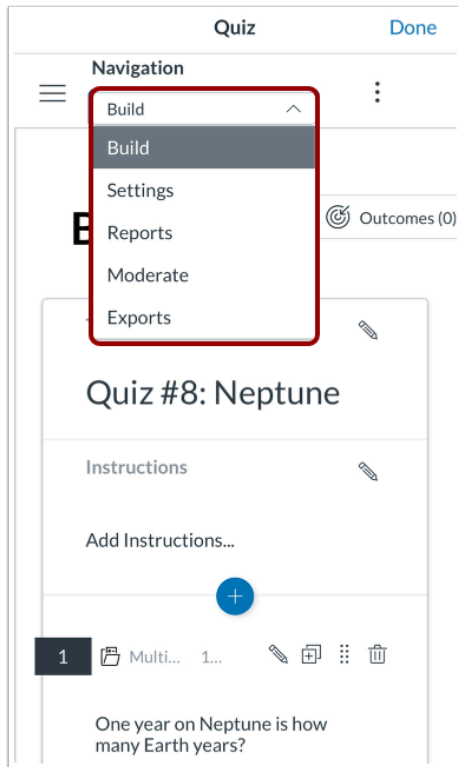
View Quiz
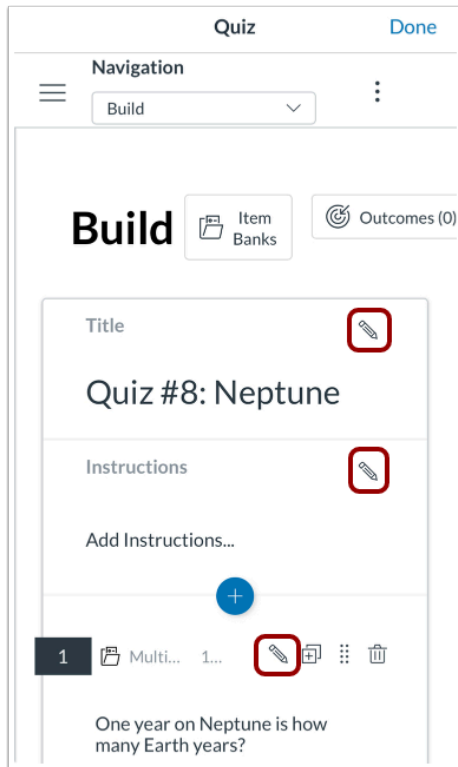
You can view and edit the New Quizzes quiz.

Tap the **Edit** icon to edit the title, instructions, or question.

Manage Quiz

You can [manage the quiz](#) by selecting an option in the **Build** drop-down menu.

How do I view and edit the Syllabus in the Teacher app on my iOS device?

If you are using a syllabus in your course, Canvas lets you access the Syllabus page and course summary list from the Teacher app. You can also choose to disable the Course Summary.

The Course Summary is enabled by default. It is automatically generated based on assignments and events within a course. Items within the Course Summary can only be changed by editing or deleting the assignments or events. All assignments (unpublished and published) are listed in the syllabus for instructors.
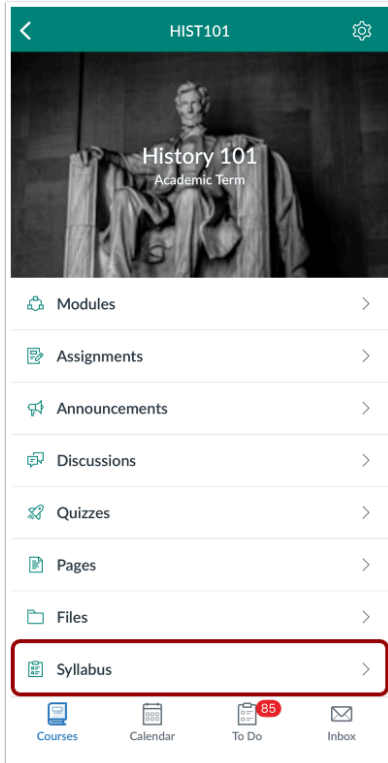
This lesson shows images for a phone display; however, unless otherwise noted, the steps are the same for tablets.

Open Course
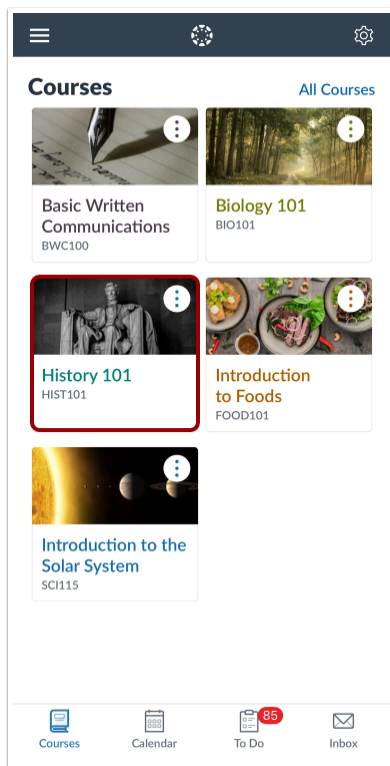
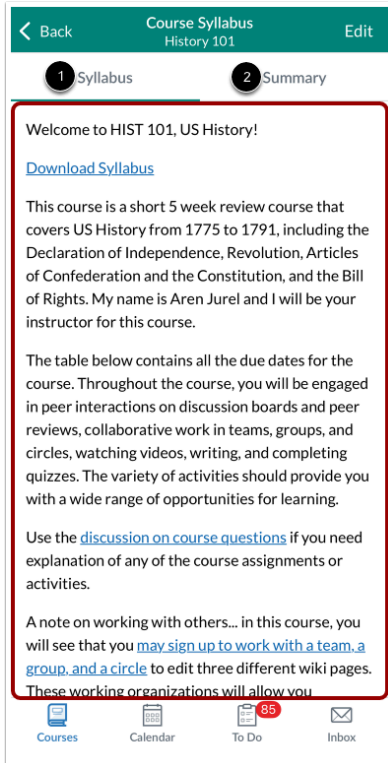In the **Dashboard**, tap the name of the course you want to view.

Open Syllabus

Tap the **Syllabus** link.

Note: You may need to swipe your screen to view the Syllabus link in the Course Navigation menu.
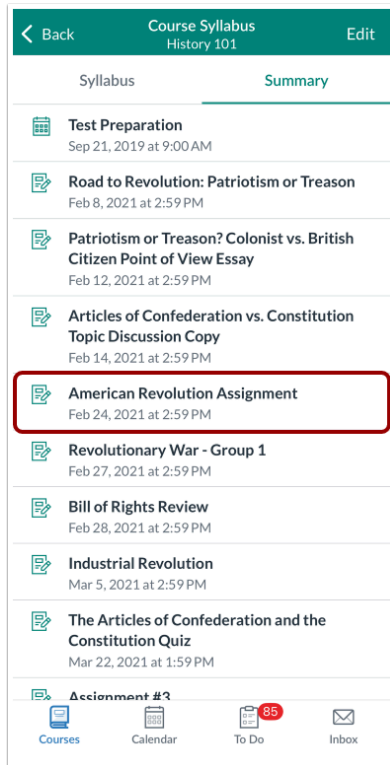
View Syllabus

View your course syllabus [1].

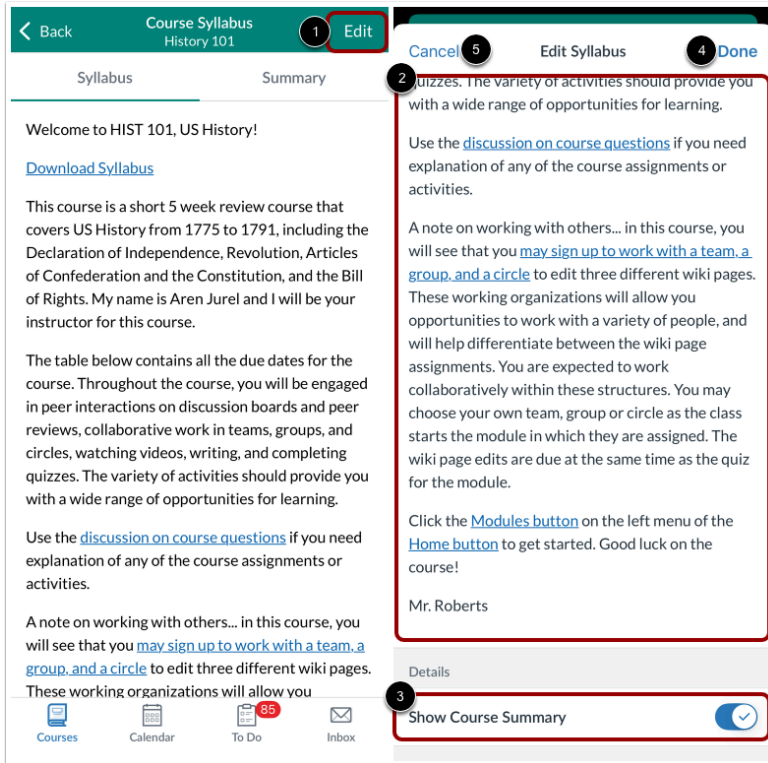To view your assignments and events, tap the **Summary** tab [2].

View Course Summary

View the course summary list. The course summary list includes course events, discussions, assignments, and quizzes. Items in the course summary list are organized by date.

To open an assignment or event, tap the name of the item.

Edit Syllabus

To edit your syllabus, tap the **Edit** link [1]. Make any changes to your syllabus in the Content field [2].

To disable the Course Summary, tap the **Show Course Summary** toggle off [3]. The Course Summary is enabled by default. It is automatically generated based on assignments and events within a course. Items within the Course Summary can only be changed by editing or deleting the assignments or events. All assignments (unpublished and published) are listed in the syllabus for instructors.

When you are finished making changes, tap the **Done** link [4]. To cancel making changes, tap the **Cancel** link [5].

Admin Features

# How do I act as a user in the Teacher app on my iOS device as an admin?

If you are an admin, you can act as instructors in the Teacher app and take any action in the app as if they were the instructor. Only account-level users with the Act as users account permission can act as other users. This permission does not apply to sub-account admins.

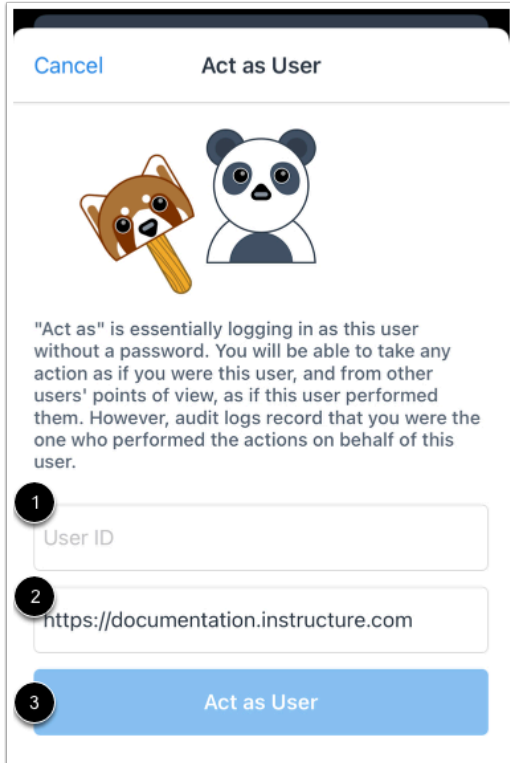## Open User Menu

Tap the **Menu** icon.

Canvas Teacher iOS Guide Updated 2026-01-05   **Page 392**
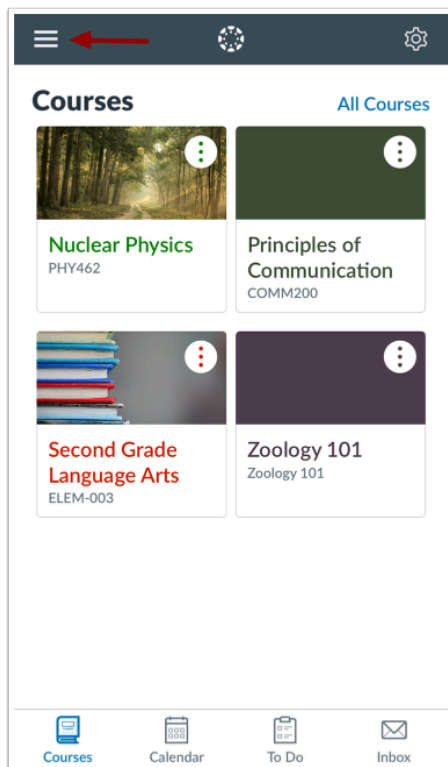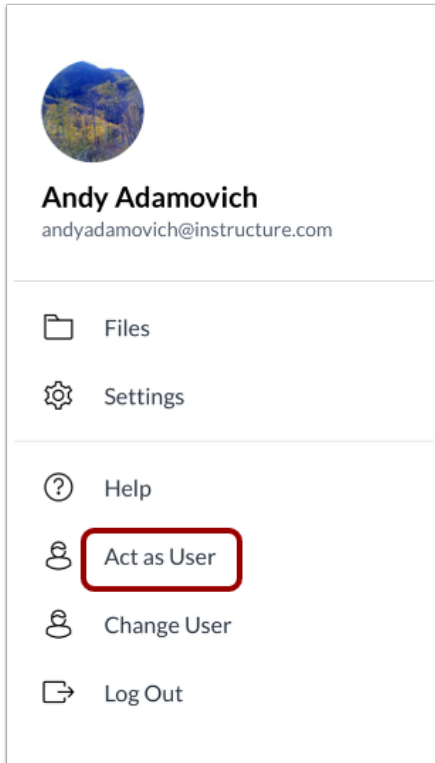
Act as User

Tap the **Act as User** link.

Note: If the Act as User link is not available in your user menu, you do not have the permission to perform this action.
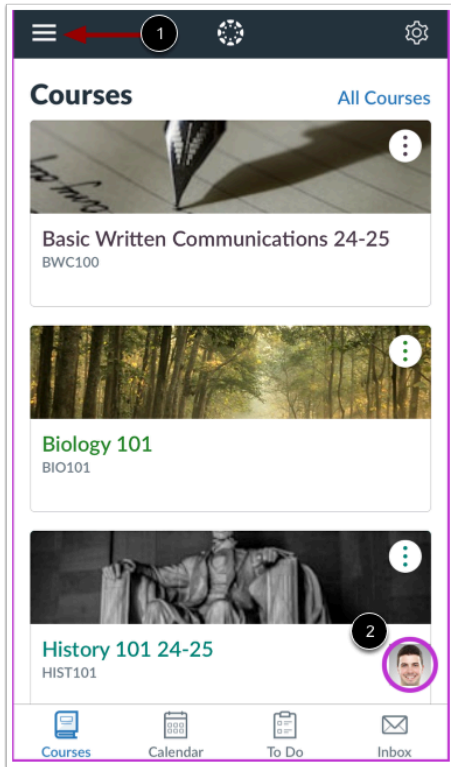
Enter User ID

In the **User ID** field [1], enter the Canvas ID number for the user. The domain will already be populated for you [2]. Then tap the **Act as User** button [3].
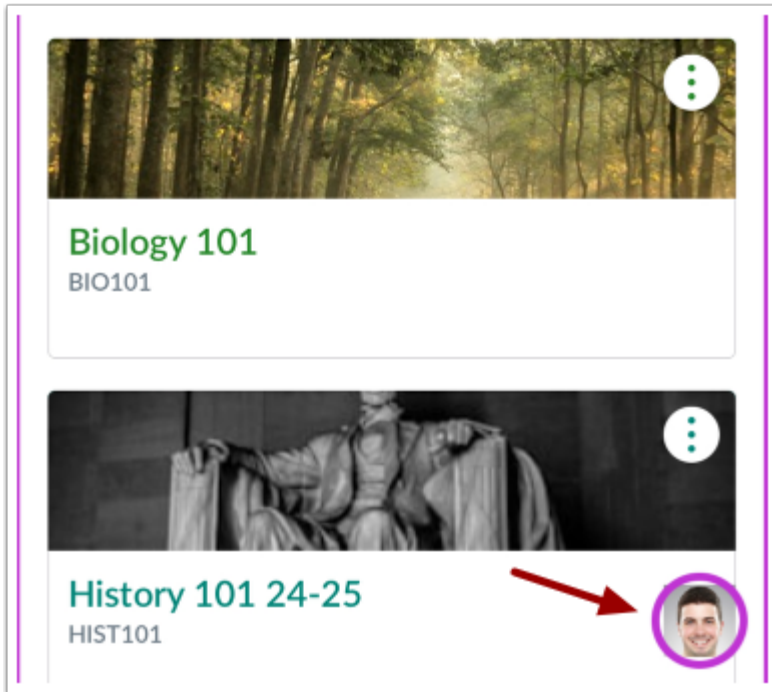
Note: The user's Canvas ID can be found as part of the user's URL in the web version of Canvas. Make sure you have the user's ID associated with the correct Canvas URL.

View App as User

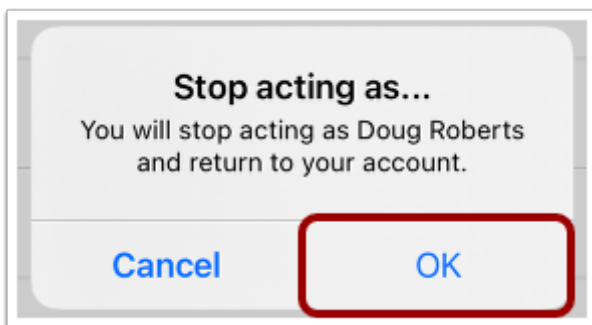
View the Teacher app as the user. A magenta border [1] and the user's **Profile** icon display on every page while you are acting as the user [2].

Stop Acting as User

To stop acting as user, tap the user's **Profile** icon.

Return to Account

To confirm and return to your account, tap the **OK** button.