

CANVAS STUDENT GUIDE



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Introduction

Student Getting Started Resources

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

Introduction

What is Canvas?

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

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

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

What is the Student role?

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

Canvas for Elementary

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

Canvas Guides

The [Canvas Student Guide](#) has over 200 articles that each answer a question that relates to using the Canvas interface as a student. Each article also includes Next and Previous links so you can easily navigate to related content.

Student Videos

You can also watch [videos for students](#).

User Account Setup

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

- [How do I accept an email invitation to join a Canvas course?](#)
- [How do I sign up for a Canvas account with a join code or secret URL as a student?](#)
- [How do I edit my profile in my user account?](#)
- [How do I change the settings in my user account?](#)

Logging in to Canvas

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

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

Logging in to the Canvas Student App

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

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

You can also log into the Canvas Student mobile app without a QR code:

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

Canvas Overview

Once you log into Canvas, take a minute to familiarize yourself with the Canvas user interface.

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

- [How do I use the Global Navigation Menu?](#)
- [How do I use the Dashboard as a student?](#)
- [How do I use the Inbox?](#)
- [How do I use the Calendar?](#)
- [How do I use Files?](#)

- [How do I add and modify text in the Rich Content Editor?](#)

Course Basics

Within a Canvas course, you can submit assignments, participate in discussions, view grades, and collaborate with other students. What is available in your course depends on what has been implemented by your instructor. View the articles below for some of the basics of Canvas courses.

- [How do I use the Course Home Page as a student?](#)
- [How do I view Assignments as a student?](#)
- [How do I submit an online assignment?](#)
- [How do I view my grades in a current course?](#)
- [How do I reply to a discussion as a student?](#)
- [How do I take a quiz? \(Classic Quizzes\)](#)
- [How do I take a quiz in New Quizzes?](#)
- [How do I view Collaborations as a student?](#)
- [How do I use Conferences in a course as a student?](#)
- [How do I view Pages as a student?](#)

Learn more about Canvas features and other basic topics in the [Canvas Basics Guide](#).

Learn more about using Canvas as a student in the [Canvas Student Guide](#).

Canvas Student App

View information about the [Canvas Student mobile app](#) in the articles below.

- [How do I use the Student app on my Android device?](#)
- [How do I use the Student app on my iOS device?](#)
- [How do I view Assignments in the Student app on my Android device?](#)
- [How do I view Assignments in the Student app on my iOS device?](#)

Visit the Canvas Student mobile app guides to learn more.

- [Canvas Student Android Guide](#)
- [Canvas Student iOS Guide](#)
- [Canvas for Elementary Student Android Guide](#)
- [Canvas for Elementary Student iOS Guide](#)

Additional Resources for Students

- [Getting Started with Canvas in 10 Steps \(Students\)](#)
- [Canvas for Elementary Student Guides](#)

- [Troubleshooting for Students](#)

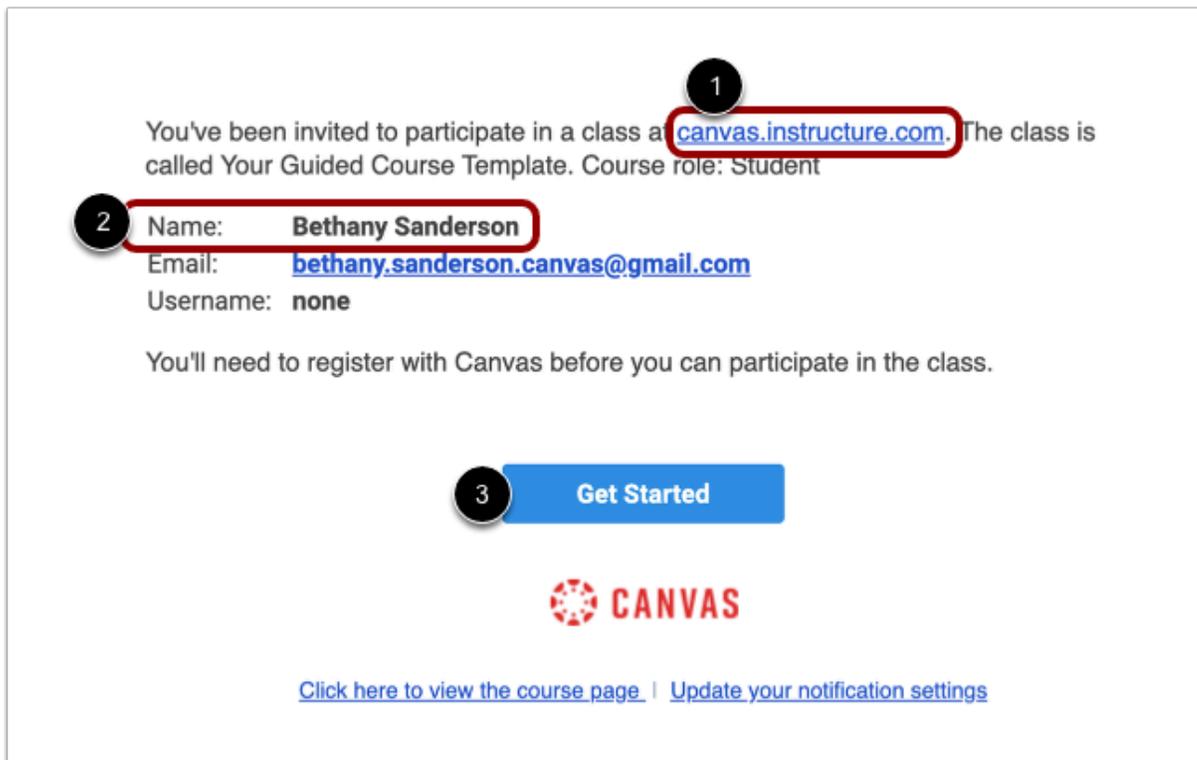
How do I accept an email invitation to join a Canvas course?

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

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

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

Accept Course Invitation



The screenshot shows an email invitation with the following content:

You've been invited to participate in a class at [canvas.instructure.com](#). The class is called Your Guided Course Template. Course role: Student

1

2 Name: **Bethany Sanderson**
Email: bethany.sanderson.canvas@gmail.com
Username: none

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

3 **Get Started**

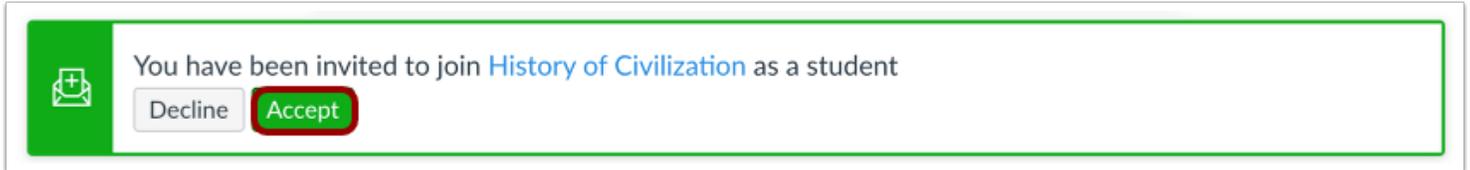


[Click here to view the course page.](#) | [Update your notification settings](#)

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2].

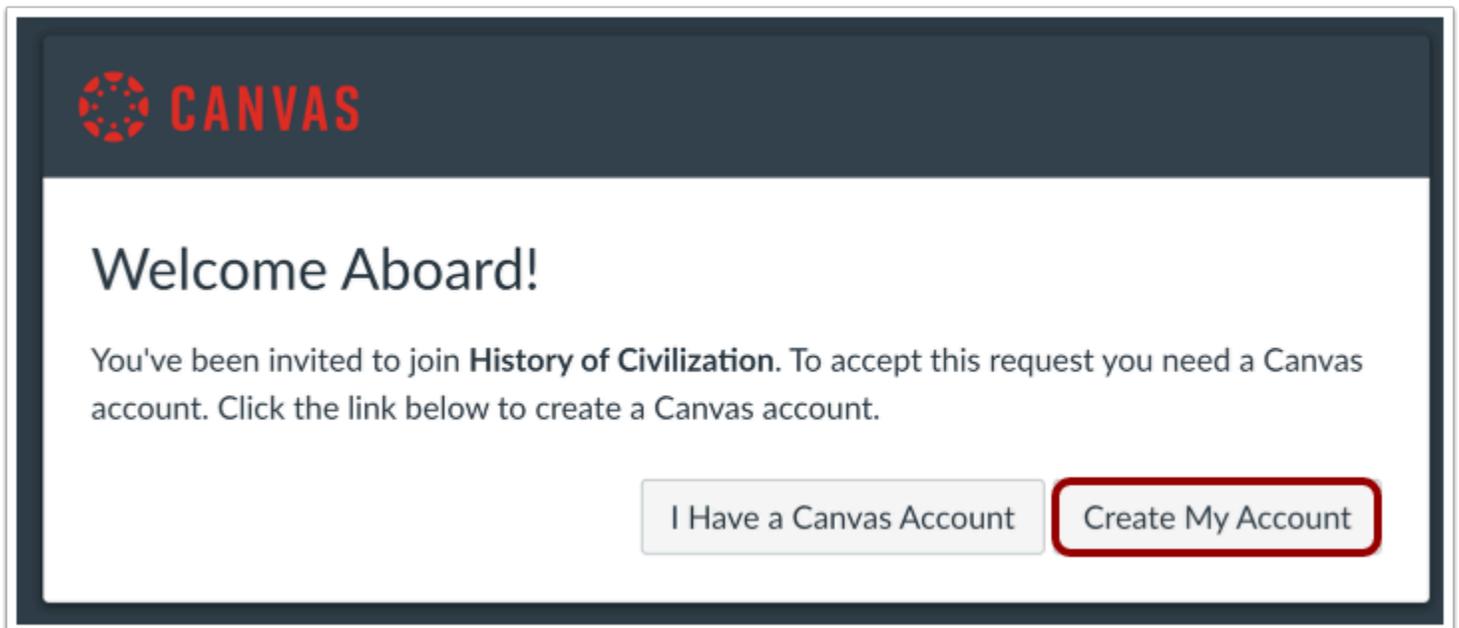
To accept the course invitation, click the **Get Started** button [3].

Accept Course



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

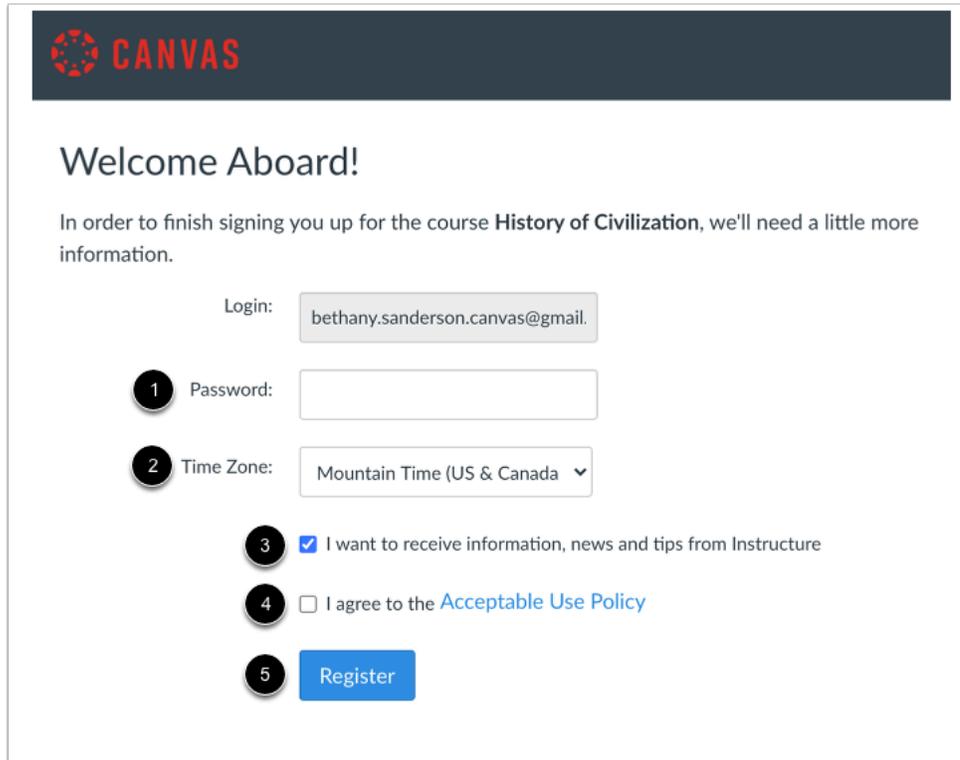
Create Canvas Account



Click the **Create My Account** button.

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

Complete Registration



The screenshot shows the Canvas registration interface. At the top, there is a dark blue header with the Canvas logo and the word "CANVAS" in red. Below the header, the text "Welcome Aboard!" is displayed. A message states: "In order to finish signing you up for the course **History of Civilization**, we'll need a little more information." The registration form includes the following elements:

- Login:** A text input field containing the email address "bethany.sanderson.canvas@gmail".
- 1 Password:** A text input field for creating a password.
- 2 Time Zone:** A dropdown menu currently set to "Mountain Time (US & Canada)".
- 3** I want to receive information, news and tips from Instructure
- 4** I agree to the [Acceptable Use Policy](#)
- 5** **Register** button

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

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

How do I sign up for a Canvas account with a join code or secret URL as a student?

If you do not already have a Canvas account, you need to create an account before you can [log in to Canvas](#).

If you are using Canvas through your institution, you most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you [accept the course invitation](#).

If you are not using Canvas through your institution, you can create your own account. Your instructor will provide you with a join code to link you directly to the course. This code will be sent to you separately from the Canvas email that invites you to join the course. ***If you need to create an account in Canvas but have not received your join code via email, please contact your instructor or institution for help with logging in.***

Notes:

- Once you create an account, you can request to delete your account at any time. Deleting your Canvas account cannot be undone and will delete all Canvas information including courses, assignments, grades, and participation. Do not request to have your account deleted unless you are certain you absolutely no longer require any access to your prior Canvas activity. To request to have your account deleted, [open the Help menu](#) and submit a ticket to Canvas support through the **Report a Problem** link.
- For some users, the user interface may appear differently if the New Login/Registration UI for Identity feature option is enabled at the root account level.

Enter URL

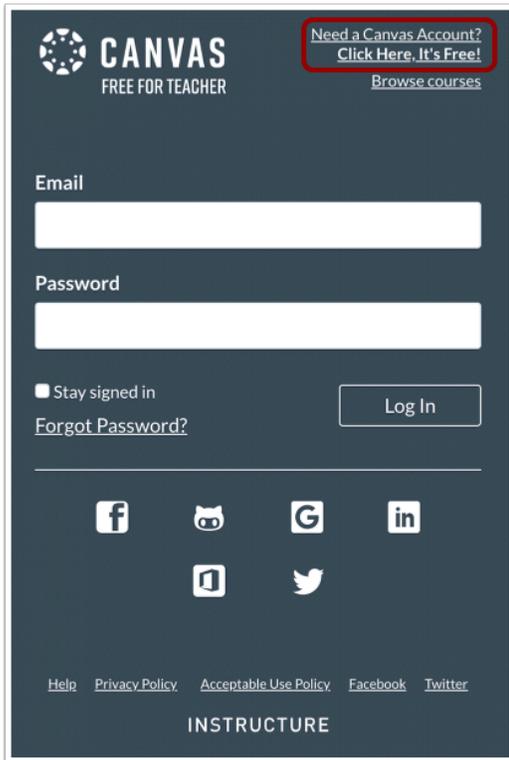


If you don't yet have an account, you can set one up for yourself without an email link.

To create your account, open a browser and type canvas.instructure.com into your browser.

Note: You must have a join code from your instructor or institution to create your account.

Create Canvas Account



The screenshot shows the Canvas login interface. At the top left is the Canvas logo with the text 'FREE FOR TEACHER'. At the top right, a red box highlights the link 'Need a Canvas Account? Click Here, It's Free!'. Below this is a 'Browse courses' link. The main form contains an 'Email' field, a 'Password' field, a 'Stay signed in' checkbox, and a 'Log In' button. A 'Forgot Password?' link is located below the password field. At the bottom, there are social media icons for Facebook, GitHub, Google+, LinkedIn, Instagram, and Twitter. The footer includes links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', and the text 'INSTRUCTURE'.

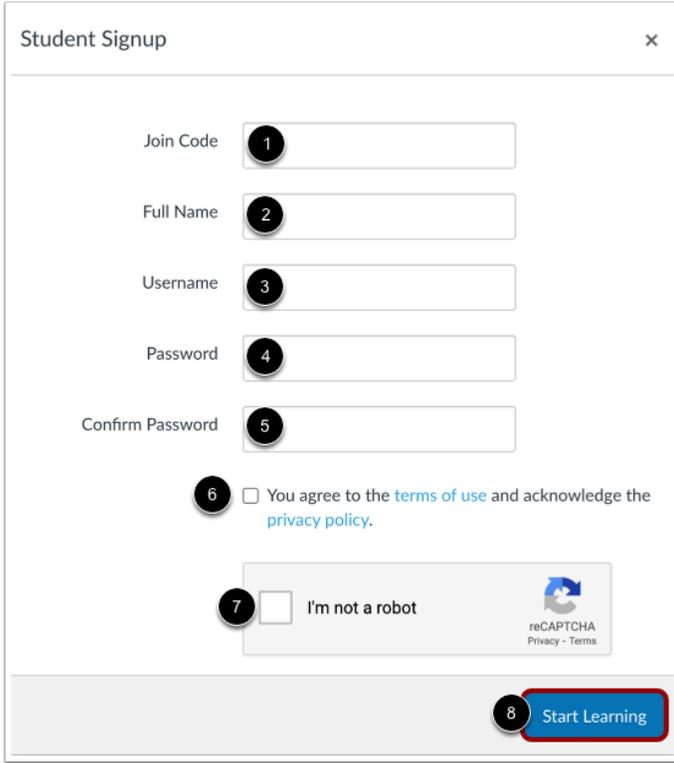
Click the **Need a Canvas Account?** link.

Sign Up As a Student



Click the **I'm a Student** button.

Complete Registration



The screenshot shows a 'Student Signup' form with the following fields and elements:

- 1. Join Code input field
- 2. Full Name input field
- 3. Username input field
- 4. Password input field
- 5. Confirm Password input field
- 6. A checkbox labeled 'You agree to the [terms of use](#) and acknowledge the [privacy policy](#).'
- 7. A reCAPTCHA 'I'm not a robot' checkbox.
- 8. A blue 'Start Learning' button.

Complete the following fields:

1. Enter the course join code in the **Join Code** field. This code will be emailed to you by your instructor or institution—the email is separate from your email invitation to join the course.
2. Enter your name in the **Full Name** field.
3. Enter your username in the **Username** field.
4. Set your password by typing in the **Password** field.
5. Confirm your password by typing your password in the **Confirm Password** field.
6. Agree to the terms of use by clicking the terms of use checkbox.
7. Confirm that you are not a robot by completing the Captcha form (if enabled by your institution)
8. Click the **Start Learning** button.

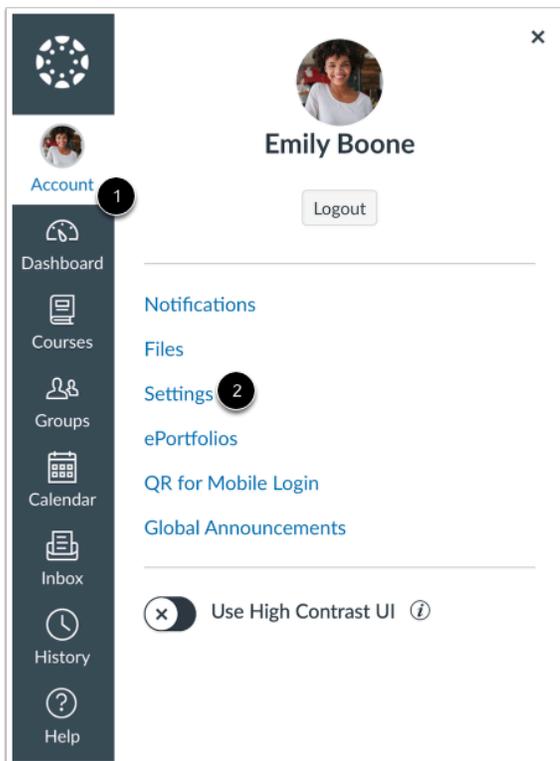
How do I generate a pairing code for an observer as a student?

As a student, you can generate a pairing code to link an observer to your Canvas account. You must create a separate pairing code for each observer who wants to link to your account. For more information on pairing codes, view the [Pairing Codes - Frequently Asked Questions resource document](#).

An observer may be your parent, guardian, mentor, counselor, or another individual who needs to view your Canvas courses. Linked observers can view and participate in certain elements of your Canvas courses. For more information on the observer role, view the [Observer Visibility and Participation resource document](#).

Note: If you are an observer, you can copy the pairing code and link the student by [entering the code in your User Settings](#).

Open User Settings



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

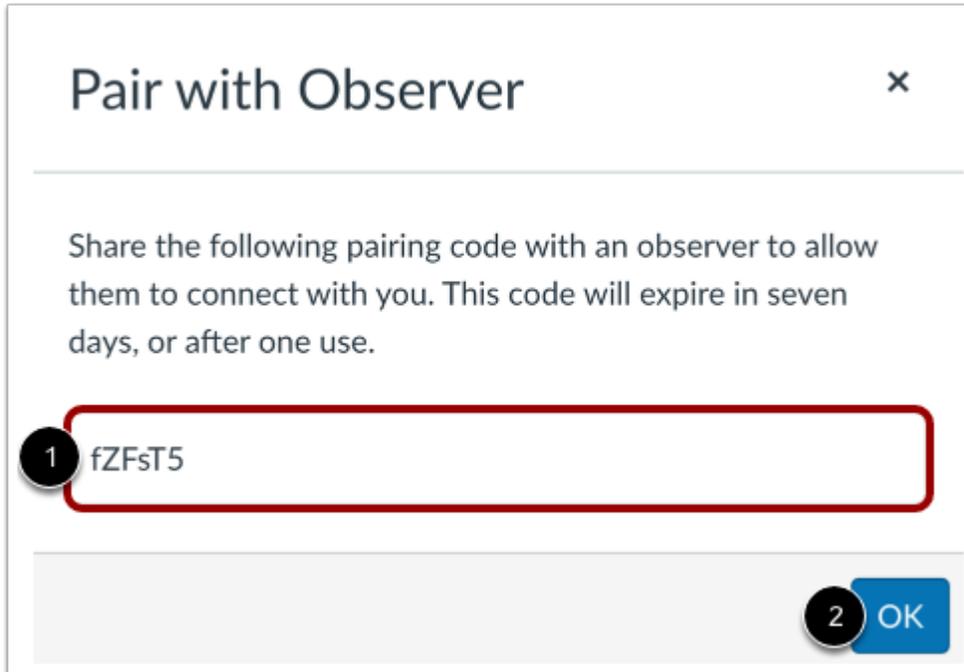
Pair with Observer



Click the **Pair with Observer** button.

Note: If the Pair with Observer button doesn't display in your User Settings, please contact your institution for assistance with pairing with an observer.

Copy Pairing Code



Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.

To close the window, click the **OK** button [2].

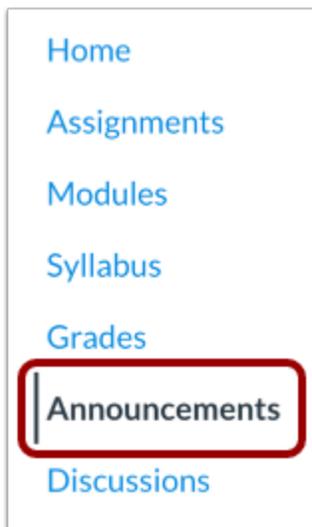
Note: Pairing codes are case sensitive.

Announcements

How do I view Announcements as a student?

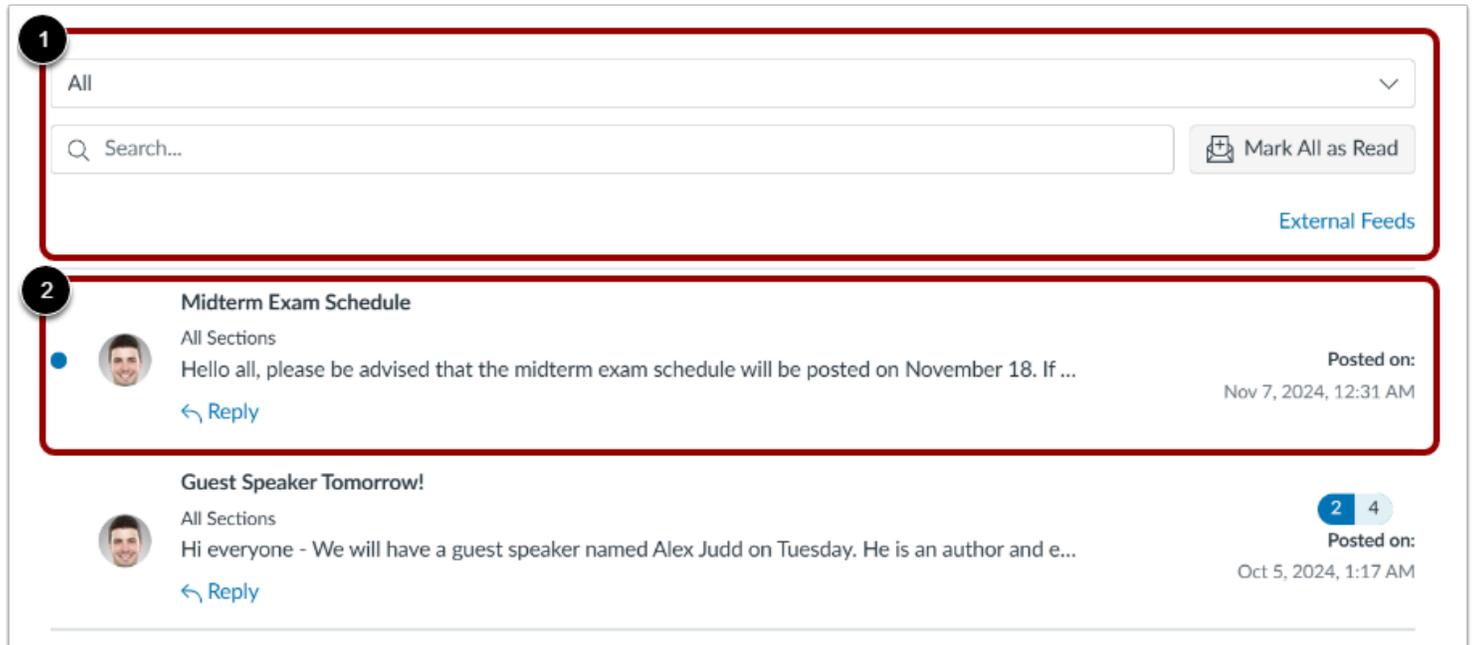
The Announcements Index Page allows you to view and filter announcements in your course. You can receive new announcements via [Canvas notifications](#), view announcements on the [Recent Activity Dashboard](#), or view announcements in the [To Do list](#). Your institution may also post global announcements. Learn how to [view Global Announcements](#).

Open Announcements



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

View Announcements Index Page



1

All

Search...

Mark All as Read

External Feeds

2

Midterm Exam Schedule
All Sections
Hello all, please be advised that the midterm exam schedule will be posted on November 18. If ...
Posted on: Nov 7, 2024, 12:31 AM

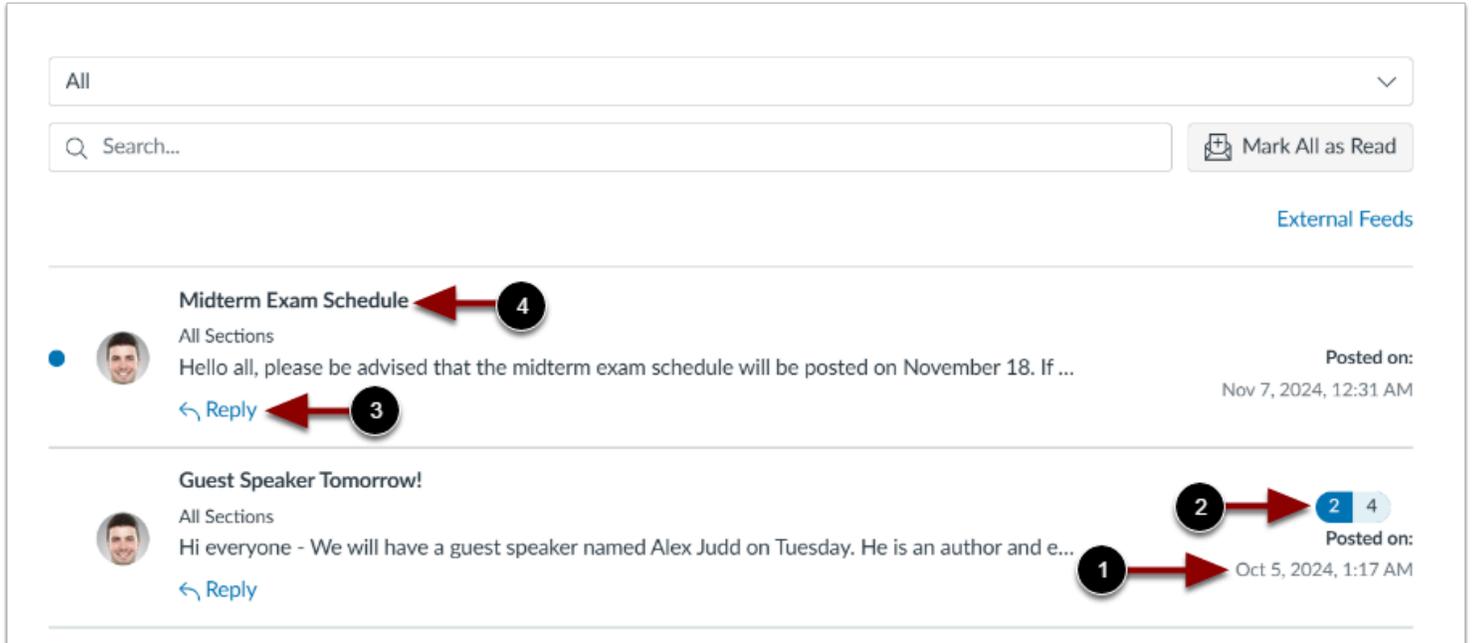
Guest Speaker Tomorrow!
All Sections
Hi everyone - We will have a guest speaker named Alex Judd on Tuesday. He is an author and e...
Posted on: Oct 5, 2024, 1:17 AM

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

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

Note: When an announcement is new or unread, a blue dot will appear next to the author's image.

View Announcement Details



The screenshot shows an announcement titled "Midterm Exam Schedule" with a "Reply" link. Callout 1 points to the "Reply" link, callout 2 points to the "2" in the "2/4" unread/total replies indicator, callout 3 points to the "4" in the "2/4" indicator, and callout 4 points to the "Midterm Exam Schedule" title. Below it is another announcement titled "Guest Speaker Tomorrow!" with a "Reply" link. Callout 1 points to the "Reply" link, callout 2 points to the "2" in the "2/4" indicator, callout 3 points to the "4" in the "2/4" indicator, and callout 4 points to the "Guest Speaker Tomorrow!" title.

Each announcement displays the date on which the announcement was posted [1] and the number of unread/total replies (if any) to the announcement [2].

To quickly reply to an announcement, click the Reply link [3].

To open an individual announcement, click the announcement link [4].

Note: If there is no Reply link, your instructor does not allow replies to announcements.

Manage Announcements



The screenshot shows the announcement management toolbar. Callout 1 points to the "All" dropdown menu, callout 2 points to the "Search..." input field, callout 3 points to the "Mark All as Read" button, and callout 4 points to the "External Feeds" link.

To manage announcements on the index page, use the Announcements Index page toolbar.

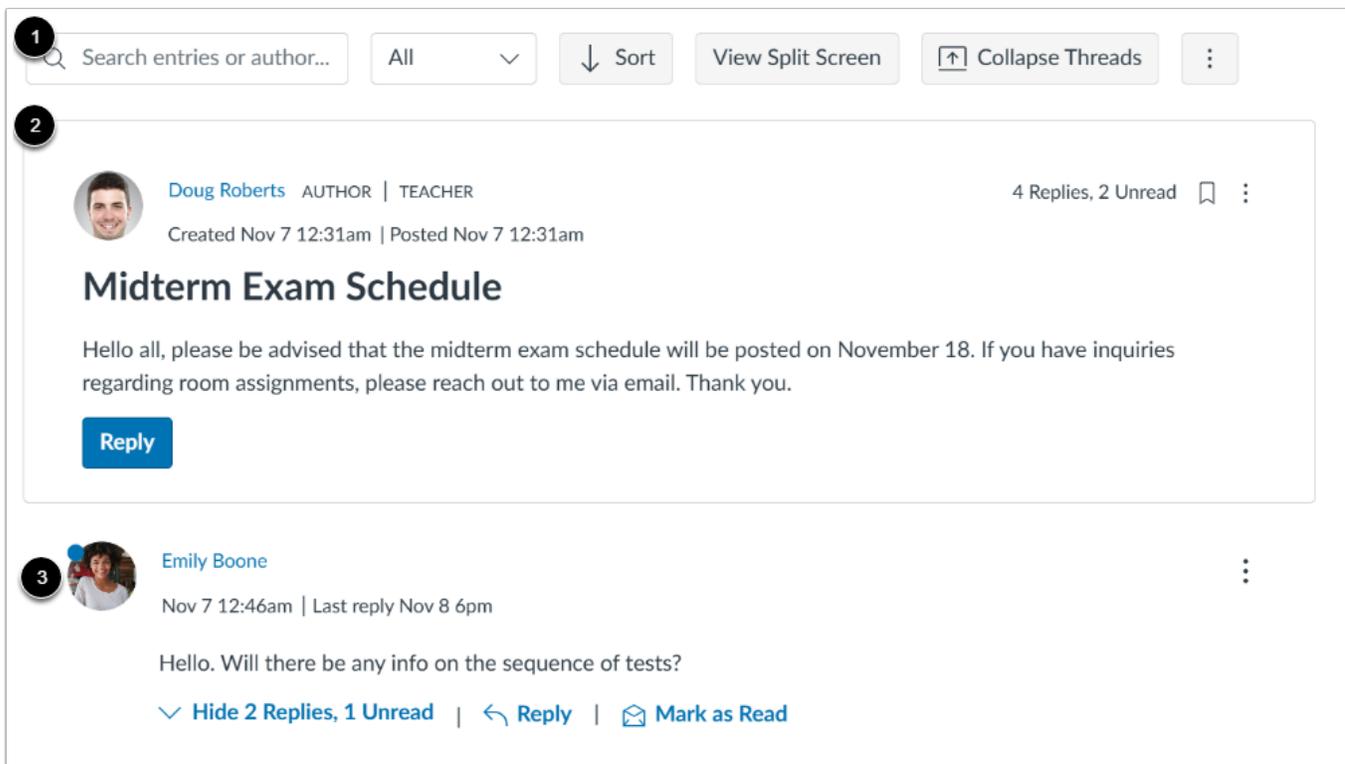
To view all or only unread announcements, click the drop-down menu [1].

To search for announcements by words or phrases in the announcement titles, enter terms in the Search field [2].

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

To subscribe to the Announcements RSS feed, click the External Feeds link [4].

View Announcement



The screenshot shows the announcement view interface. At the top is a toolbar with several items: a search field (1), a filter dropdown menu (2) set to 'All', a 'Sort' button with a downward arrow, a 'View Split Screen' button, a 'Collapse Threads' button with an upward arrow, and a three-dot menu. Below the toolbar is the announcement content (2), which includes a profile picture of Doug Roberts (AUTHOR | TEACHER), a '4 Replies, 2 Unread' indicator, and a bookmark icon. The announcement title is 'Midterm Exam Schedule' and the text reads: 'Hello all, please be advised that the midterm exam schedule will be posted on November 18. If you have inquiries regarding room assignments, please reach out to me via email. Thank you.' A blue 'Reply' button is located below the text. Below the announcement is a reply from Emily Boone (3), dated Nov 7 12:46am, with a 'Last reply Nov 8 6pm' indicator. Her text says: 'Hello. Will there be any info on the sequence of tests?'. Below her text are three options: 'Hide 2 Replies, 1 Unread' (with a downward arrow), 'Reply' (with a leftward arrow), and 'Mark as Read' (with an envelope icon).

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

View Announcement Toolbar



This close-up shows the announcement toolbar with six numbered callouts: 1 points to the search field, 2 to the filter dropdown menu, 3 to the 'Sort' button, 4 to the 'View Split Screen' button, 5 to the 'Expand Threads' button (with a downward arrow), and 6 to the three-dot menu.

The announcement toolbar remains at the top of the screen 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 **Filter** drop-down menu [2]. You can filter by all replies or unread replies.

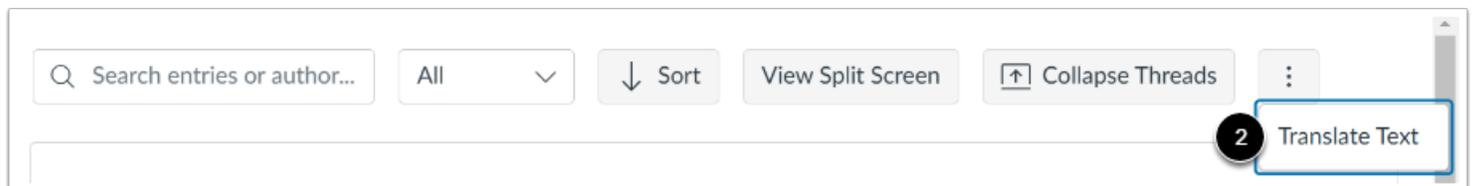
To sort replies by newest or oldest, click the **Sort** button [3].

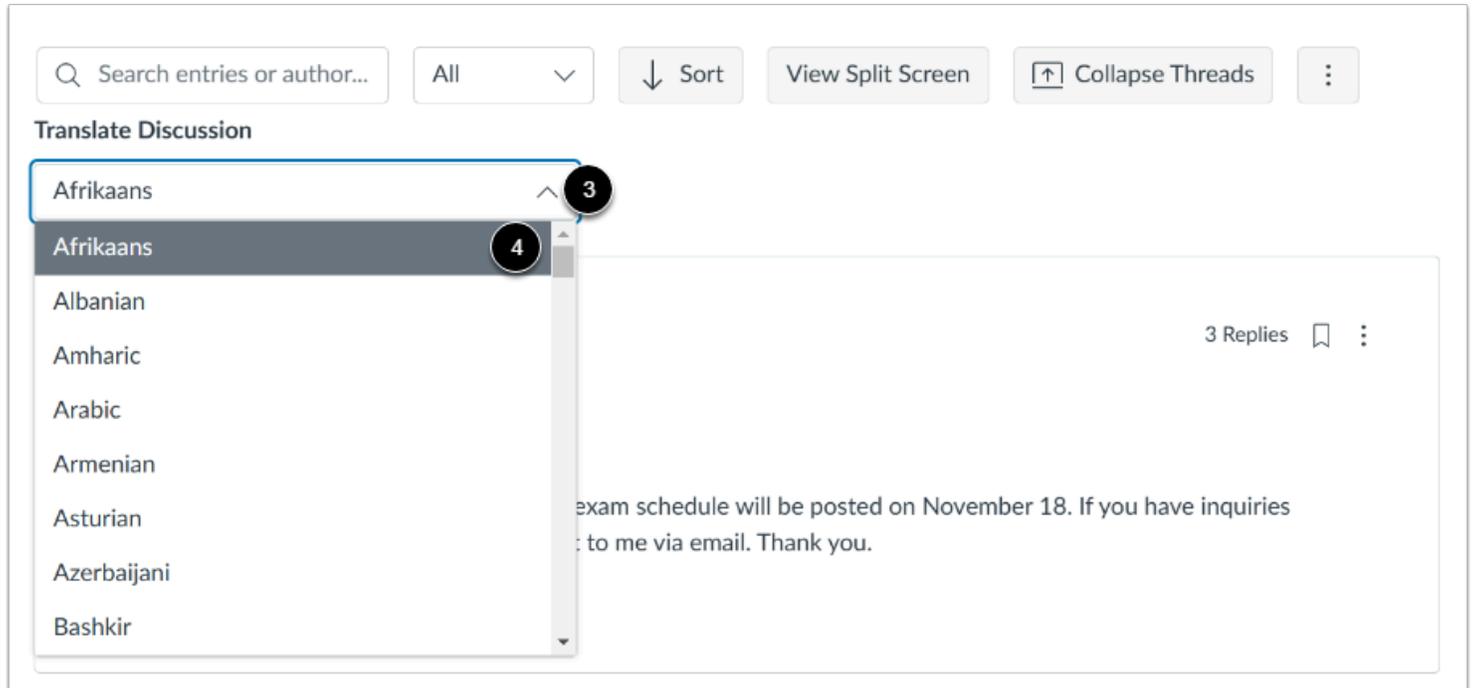
To view the thread in split screen, click the **View Split Screen** button [4].

To view the entire thread, click the **Expand Threads** button [5].

To access other features, click the **Menu** button [6].

Translate Announcements





Search entries or author... All Sort View Split Screen Collapse Threads

Translate Discussion

Afrikaans 3

Afrikaans 4

Albanian

Amharic

Arabic

Armenian

Asturian

Azerbaijani

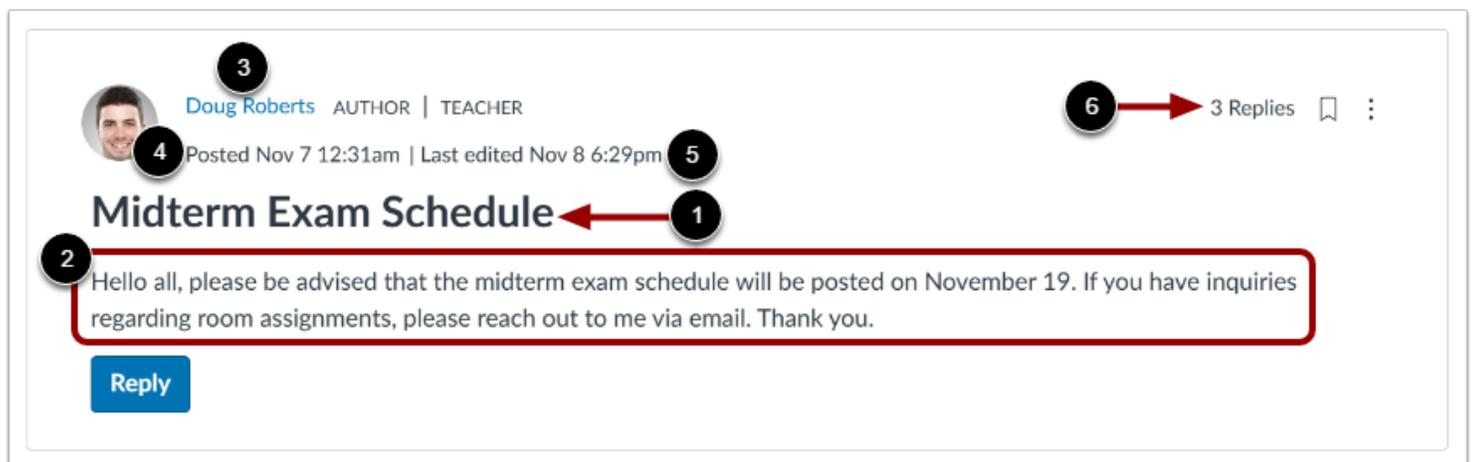
Bashkir

3 Replies

exam schedule will be posted on November 18. If you have inquiries to me via email. Thank you.

To translate announcements, click on the **Menu** button [1] then select **Translate Text** [2]. Under the **Translate Discussion** section, click the **drop-down** menu [3] and choose your **preferred language** [4].

View Announcements



Doug Roberts AUTHOR | TEACHER 3

Posted Nov 7 12:31am | Last edited Nov 8 6:29pm 5

Midterm Exam Schedule 1

Hello all, please be advised that the midterm exam schedule will be posted on November 19. If you have inquiries regarding room assignments, please reach out to me via email. Thank you. 2

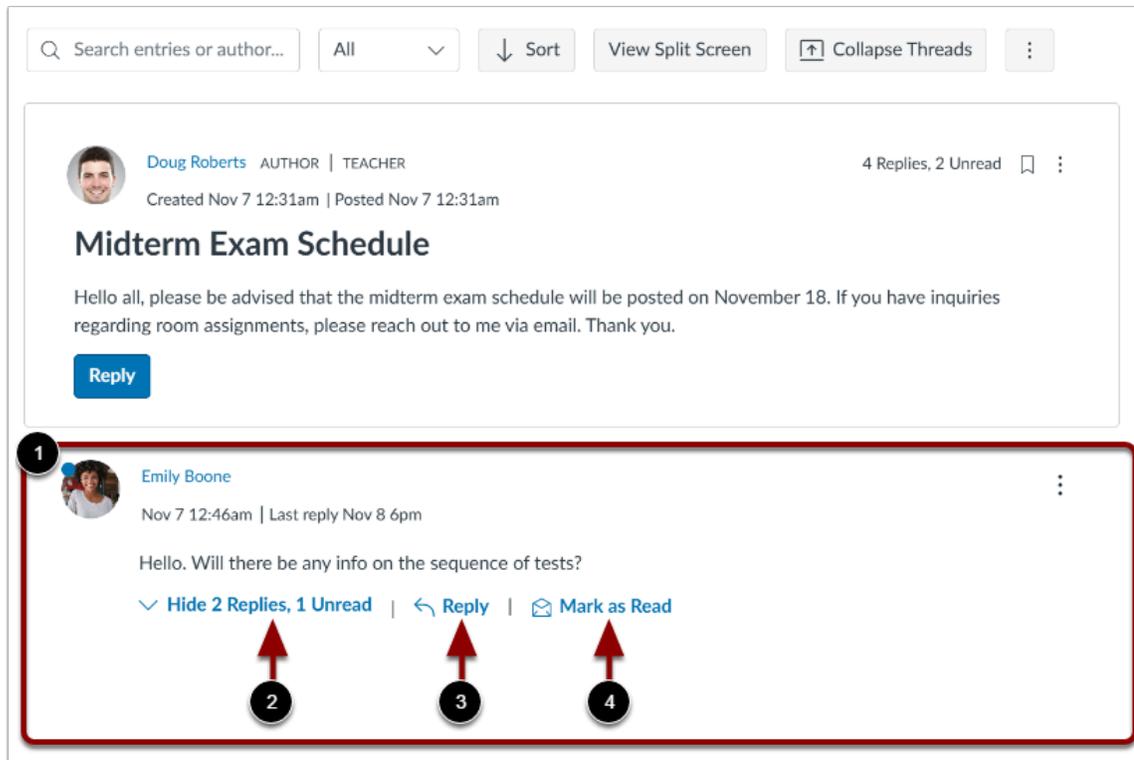
3 Replies 6

Reply

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

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

View Announcement Replies



The screenshot shows a Canvas interface for viewing announcement replies. At the top, there are search and filter options: a search bar labeled "Search entries or author...", a dropdown menu set to "All", a "Sort" button with a downward arrow, a "View Split Screen" button, a "Collapse Threads" button with an upward arrow, and a vertical ellipsis menu. Below this is the announcement by Doug Roberts, AUTHOR | TEACHER, titled "Midterm Exam Schedule". The announcement text reads: "Hello all, please be advised that the midterm exam schedule will be posted on November 18. If you have inquiries regarding room assignments, please reach out to me via email. Thank you." A blue "Reply" button is located below the announcement. Below the announcement, a reply from Emily Boone is highlighted with a red border. The reply is numbered "1" in a black circle. It contains the text: "Hello. Will there be any info on the sequence of tests?". Below the reply text are three links: "Hide 2 Replies, 1 Unread" (with a downward arrow), "Reply" (with a leftward arrow), and "Mark as Read" (with an envelope icon). Red arrows point from the numbers "2", "3", and "4" in black circles to the "Hide 2 Replies, 1 Unread", "Reply", and "Mark as Read" links respectively.

Announcement replies display below the announcement topic [1].

To [view threaded replies](#), click the **# of read/ unread replies** link [2].

To reply to an announcement reply, click the **Reply** link [3].

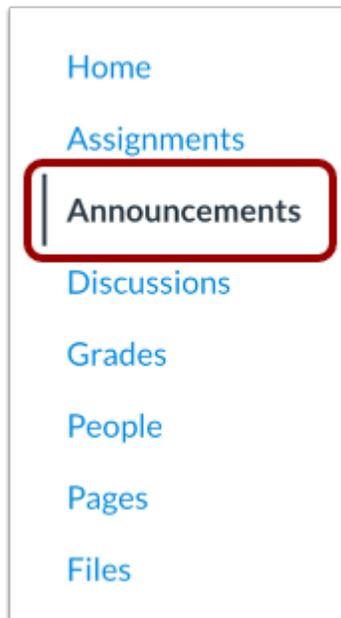
To mark a message as unread, click the **Mark as Unread** link [4].

Learn how to [reply to an announcement](#).

How do I add an announcement in a group?

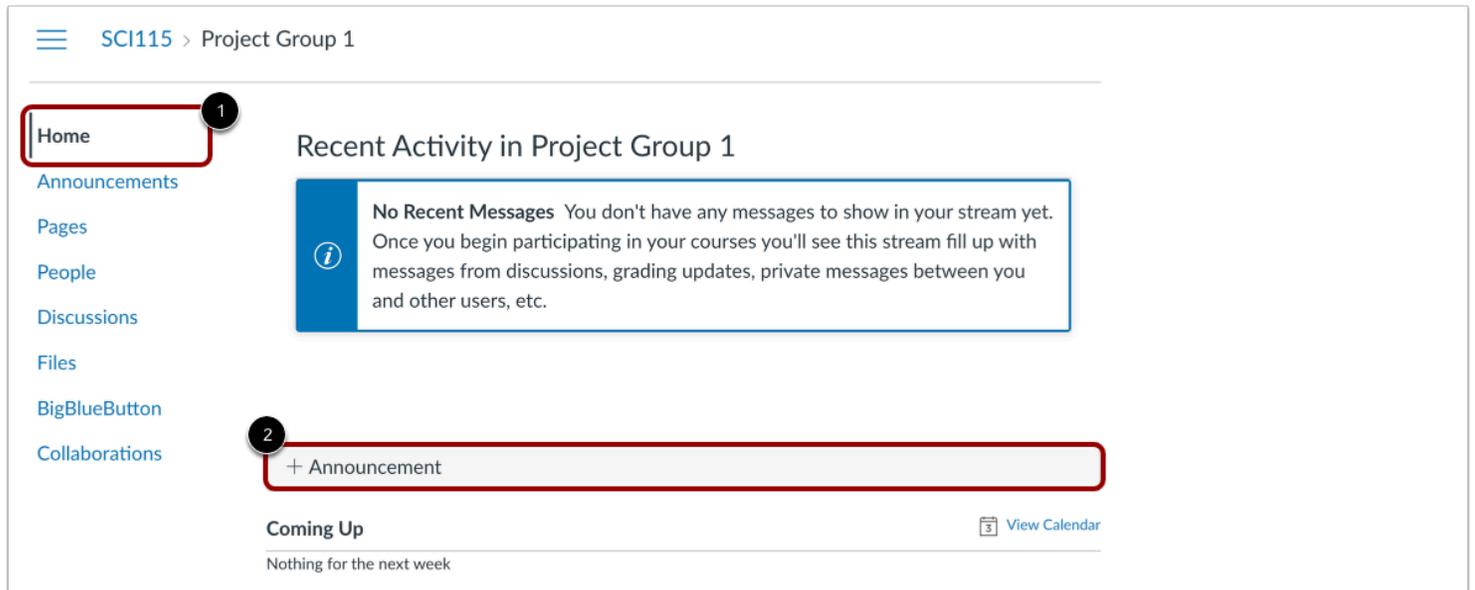
As a student, you can make an announcement within a [group](#).

Open Announcements



[Open a group](#) in which you are a member. Then, in Group Navigation, click the **Announcements** link.

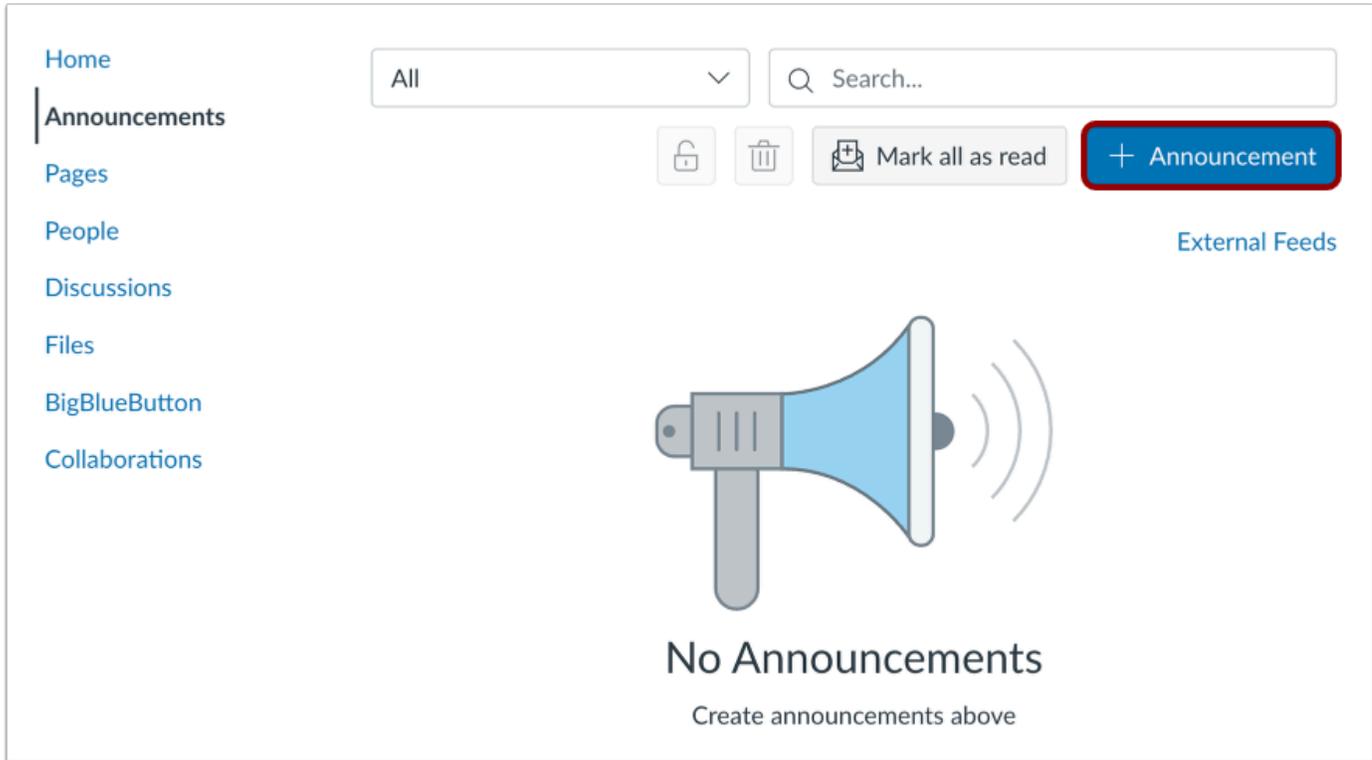
Add Announcement in Group Home Page



The screenshot shows the Canvas interface for a group named "Project Group 1". On the left is a navigation menu with items: Home, Announcements, Pages, People, Discussions, Files, BigBlueButton, and Collaborations. The "Home" link is highlighted with a red box and a circled "1". The main content area is titled "Recent Activity in Project Group 1" and contains a message: "No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." Below this is a button labeled "+ Announcement" with a red box and a circled "2". At the bottom, there is a "Coming Up" section with the text "Nothing for the next week" and a "View Calendar" link.

You can also add an announcement in a group by clicking the Group Navigation **Home** link [1] and then clicking the **Add Announcement** button [2].

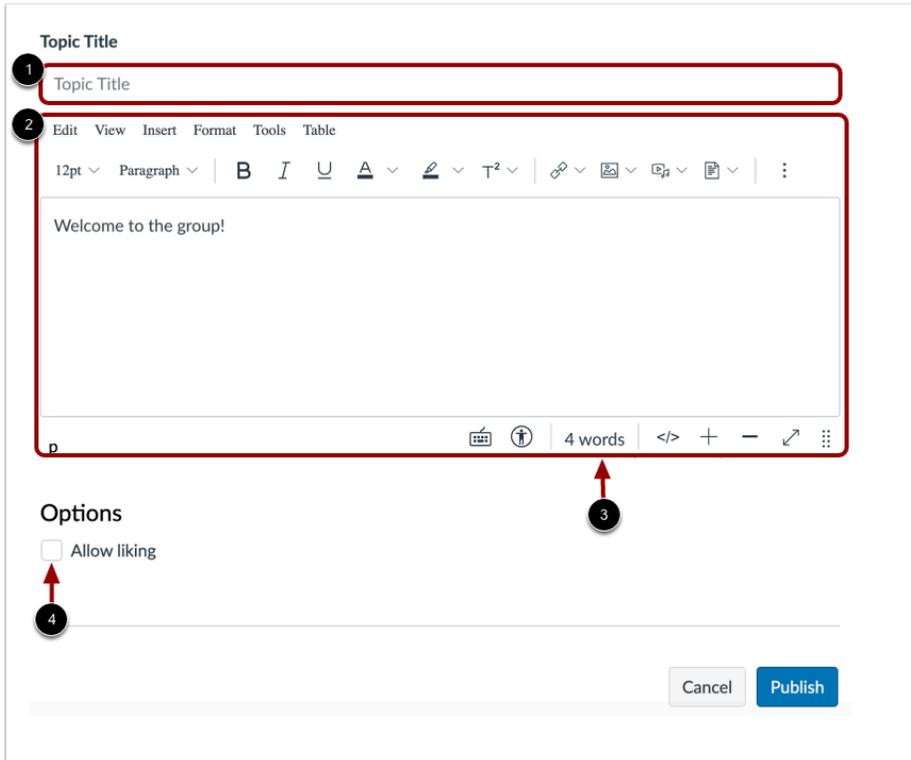
Add Announcement



The screenshot shows the Canvas interface for the Announcements section. On the left is a navigation menu with links for Home, Announcements (selected), Pages, People, Discussions, Files, BigBlueButton, and Collaborations. At the top right, there is a filter dropdown set to 'All', a search bar, and a 'Mark all as read' button. A blue button with a white plus sign and the text '+ Announcement' is highlighted with a red border. Below this, there is a 'No Announcements' message with a megaphone icon and the text 'Create announcements above'. A link for 'External Feeds' is also visible on the right side.

Click the **Add Announcement** button.

Create Announcement

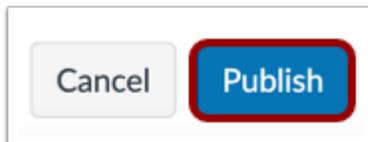


Enter an announcement title in the **Topic Title** field [1].

Add content using the [Rich Content Editor](#) [2]. A word count displays [3].

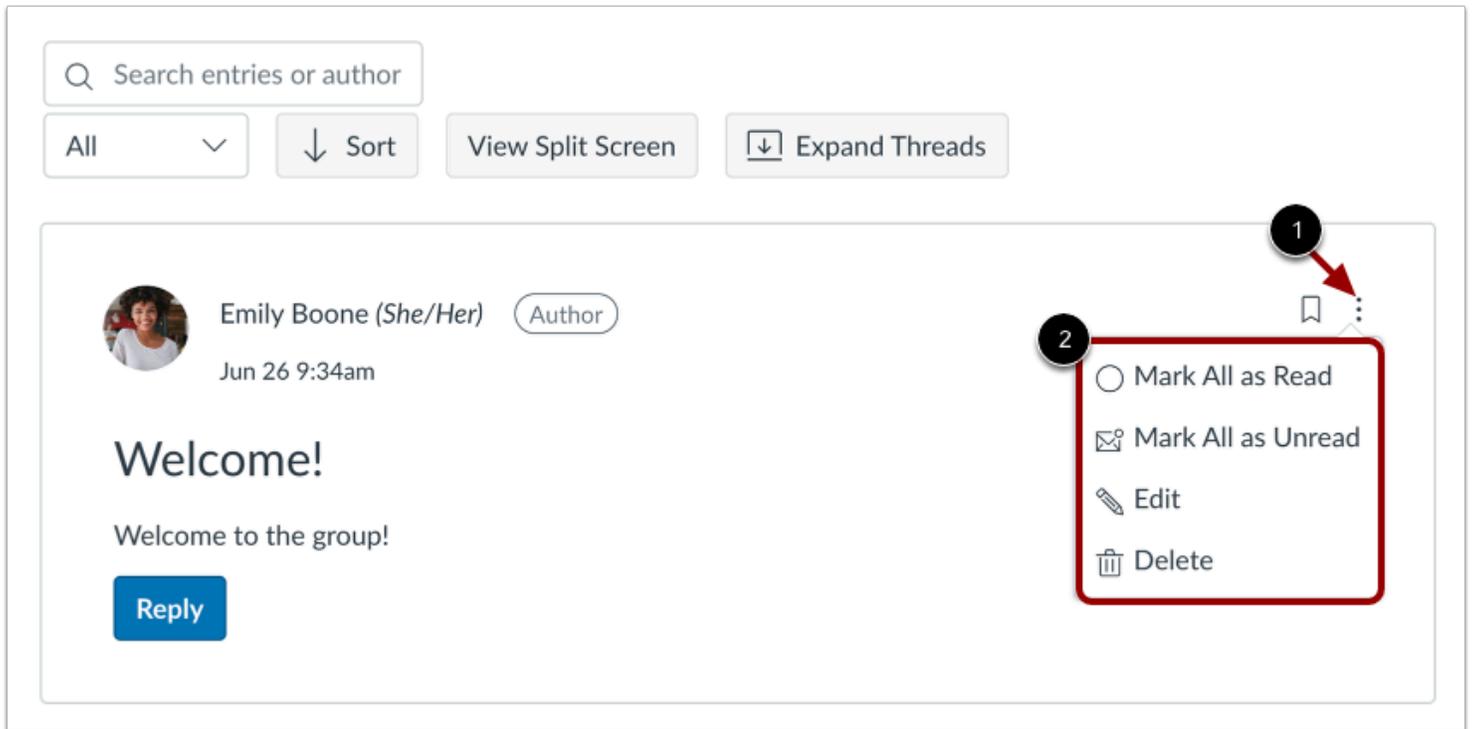
If enabled by your instructor, you can allow other users to like the announcement. To allow other users to like the announcement, click the **Allow liking** checkbox [4].

Publish Announcement



Click the **Publish** button.

View Announcement



The screenshot shows a Canvas announcement interface. At the top, there is a search bar labeled "Search entries or author" and several filter buttons: "All", "Sort", "View Split Screen", and "Expand Threads". Below this is an announcement card for Emily Boone (She/Her), the author, dated Jun 26 9:34am. The announcement text says "Welcome!" and "Welcome to the group!" with a blue "Reply" button. On the right side of the announcement card, there is a bookmark icon and a three-dot options menu icon. A red arrow labeled "1" points to the options menu icon. A red box labeled "2" highlights the options menu, which contains the following items: "Mark All as Read", "Mark All as Unread", "Edit", and "Delete".

View the announcement.

To manage the announcement, click the **Options** icon [1], then select an option [2]. You can mark the announcement as read, mark the announcement as unread, [edit the announcement](#), or [delete it](#).

View Announcements Page

All ▾

   Mark all as read + Announcement

[External Feeds](#)

 **Welcome!**
Welcome to the group!
[← Reply](#)

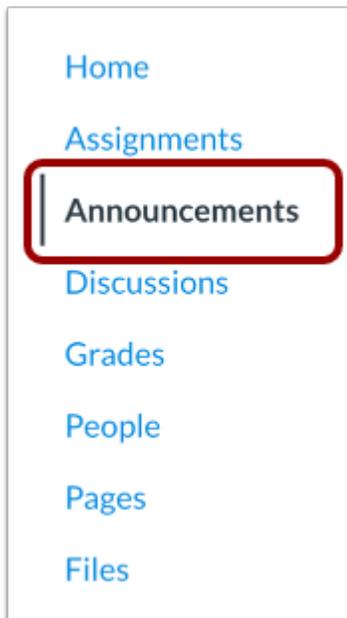
⋮
Posted on:
Jun 26, 2024, 9:34 AM

View the announcement in the group Announcements page.

How do I edit an announcement in a group?

As a student, you can edit an announcement you created within a [group](#).

Open Announcements



[Open a group](#) in which you are a member. Then, in Group Navigation, click the **Announcements** link.

Open Announcement

All Search... Lock Trash Mark all as read + Announcement

[External Feeds](#)

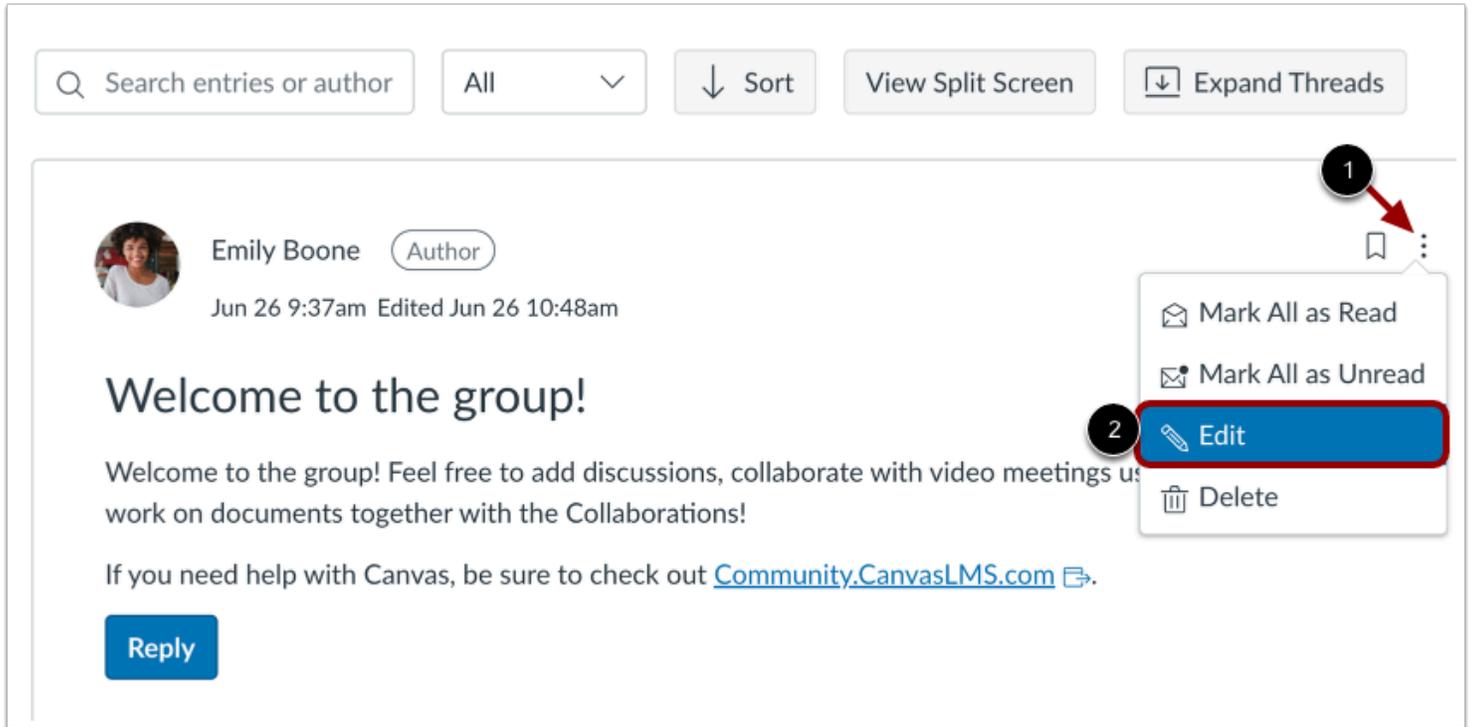
 **Welcome to the group!**
Welcome to the group! Feel free to add discussions, collab...
[Reply](#)

⋮
Posted on:
Jun 26, 2024, 9:37 AM

Click the name of the announcement.

Note: You can only edit announcements that you created. Learn how to [create an announcement](#).

Edit Announcement



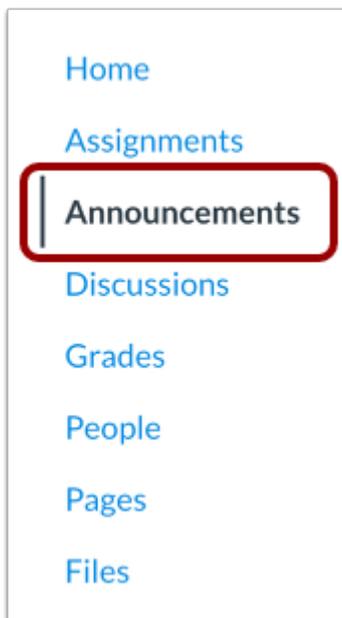
The screenshot shows a Canvas announcement interface. At the top, there are search and filter controls: a search bar labeled "Search entries or author", a dropdown menu set to "All", a "Sort" button with a downward arrow, a "View Split Screen" button, and an "Expand Threads" button. Below these is the announcement content. The author is "Emily Boone" (marked as "Author") with a profile picture, posted on "Jun 26 9:37am" and edited on "Jun 26 10:48am". The main text of the announcement reads: "Welcome to the group!" followed by "Welcome to the group! Feel free to add discussions, collaborate with video meetings us work on documents together with the Collaborations!" and "If you need help with Canvas, be sure to check out Community.CanvasLMS.com". A blue "Reply" button is at the bottom left. On the right side of the announcement, there is an options menu icon (three vertical dots) labeled with a circled "1". A red arrow points from this icon to a dropdown menu. This menu contains four items: "Mark All as Read", "Mark All as Unread", "Edit" (highlighted with a red box and labeled with a circled "2"), and "Delete".

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

How do I delete an announcement in a group?

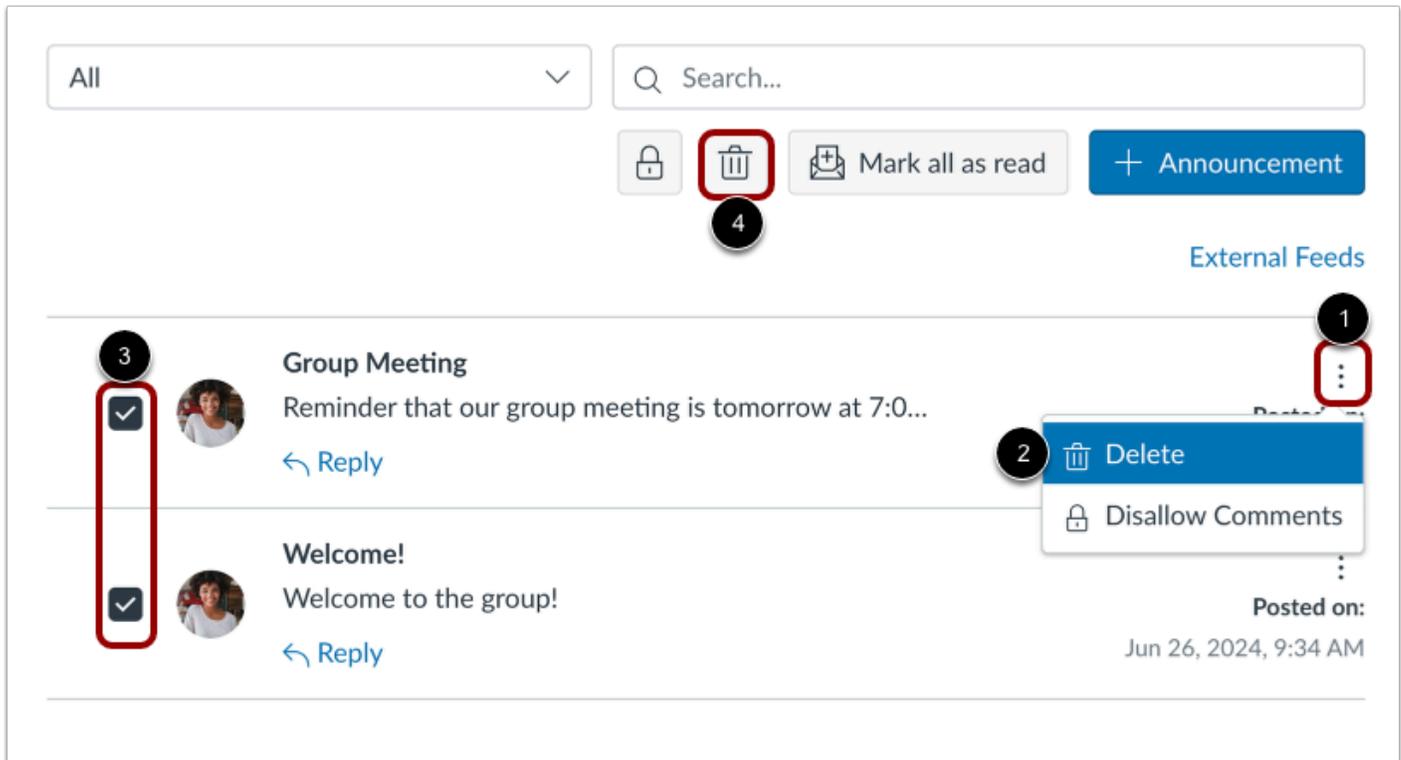
As a student, you can delete announcements only within a [group](#). You can delete an announcement in the Announcements Index Page or within an open announcement.

Open Announcements



[Open a group](#) in which you are a member. Then, in Group Navigation, click the **Announcements** link.

Delete in Announcements Index Page



The screenshot displays the Canvas Announcements Index Page. At the top, there is a filter dropdown set to 'All', a search bar, and a toolbar containing a lock icon, a trash can icon (labeled 4), a 'Mark all as read' button, and a '+ Announcement' button. Below the toolbar, the 'External Feeds' section is visible. Two announcements are listed: 'Group Meeting' and 'Welcome!'. The 'Group Meeting' announcement has a checkbox (labeled 3) checked and a 'Reply' link. The 'Welcome!' announcement also has a checkbox checked and a 'Reply' link. A dropdown menu (labeled 1) is open for the 'Group Meeting' announcement, showing 'Delete' (labeled 2) and 'Disallow Comments' options. The 'Delete' option is highlighted in blue. The 'Posted on:' date and time for the 'Welcome!' announcement is 'Jun 26, 2024, 9:34 AM'.

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

To delete multiple announcements at a time, click the checkboxes next to the announcements you want to delete [3] and click the **Delete** icon [4].

Delete Open Announcement

All ▼

🔒 🗑️ 📧 Mark all as read + Announcement

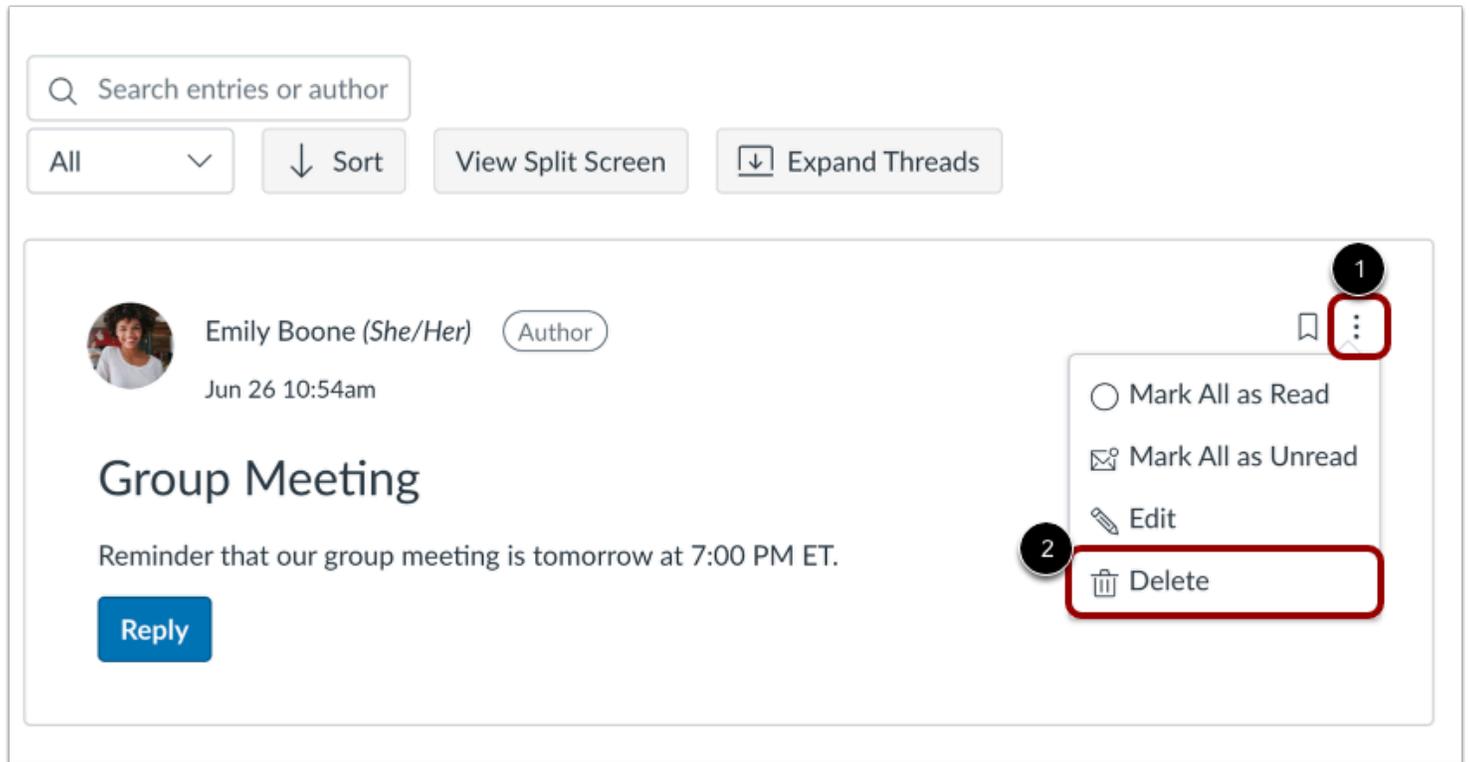
[External Feeds](#)

 **Group Meeting** ⋮
Reminder that our group meeting is tomorrow at 7:0... Posted on:
[↩ Reply](#) Jun 26, 2024, 10:54 AM

 **Welcome!** ⋮
Welcome to the group! Posted on:
[↩ Reply](#) Jun 26, 2024, 9:34 AM

You can also delete an announcement by opening the individual announcement. Click the name of the announcement.

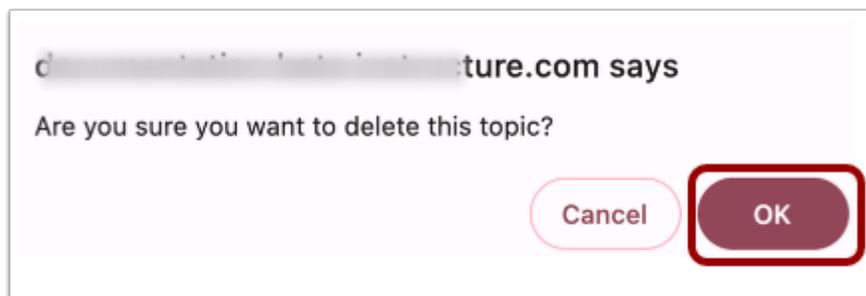
Delete Announcement



The screenshot shows a search bar at the top with the text "Search entries or author". Below it are several filters: "All" with a dropdown arrow, "Sort" with a downward arrow, "View Split Screen", and "Expand Threads" with a downward arrow. The main content area displays an announcement from Emily Boone (She/Her), the author, dated Jun 26 10:54am. The announcement title is "Group Meeting" and the text reads "Reminder that our group meeting is tomorrow at 7:00 PM ET." There is a blue "Reply" button. A dropdown menu is open on the right side of the announcement, with a red box around the three-dot options icon (labeled 1) and a red box around the "Delete" option (labeled 2). The menu options are: "Mark All as Read", "Mark All as Unread", "Edit", and "Delete".

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

Confirm Deletion



The screenshot shows a confirmation dialog box with a light pink background. At the top, it says "c...ture.com says". Below that, it asks "Are you sure you want to delete this topic?". At the bottom, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red box.

Click the **OK** button.

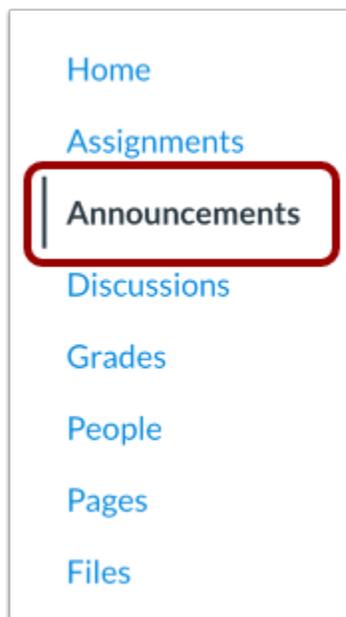
How do I add an external RSS feed to a group announcement as a student?

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

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

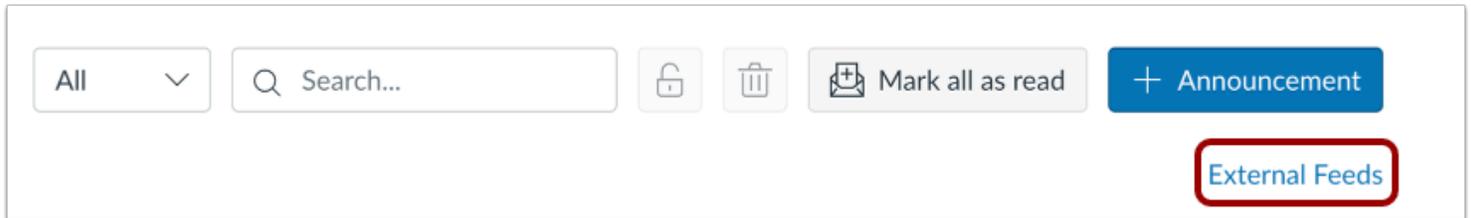
Note: Adding an RSS feed creates an announcement for every new item added to that feed. Users who have chosen to be notified of new announcements in their Canvas [notification settings](#) may see a substantial increase in the amount of notifications they receive.

Open Announcements



[Open a group](#) in which you are a member. Then, in Group Navigation, click the **Announcements** link.

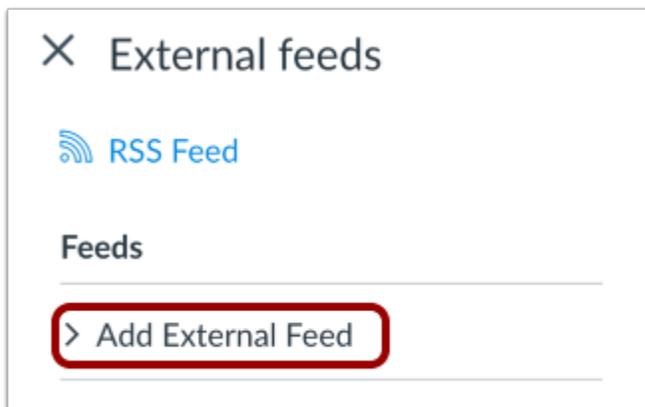
Open External Feeds



A horizontal navigation bar containing several elements: a dropdown menu with 'All' and a downward arrow; a search box with a magnifying glass icon and the text 'Search...'; a lock icon; a trash can icon; a button with a document icon and a plus sign labeled 'Mark all as read'; a blue button with a plus sign labeled '+ Announcement'; and a red-bordered button labeled 'External Feeds'.

Click the **External Feeds** link.

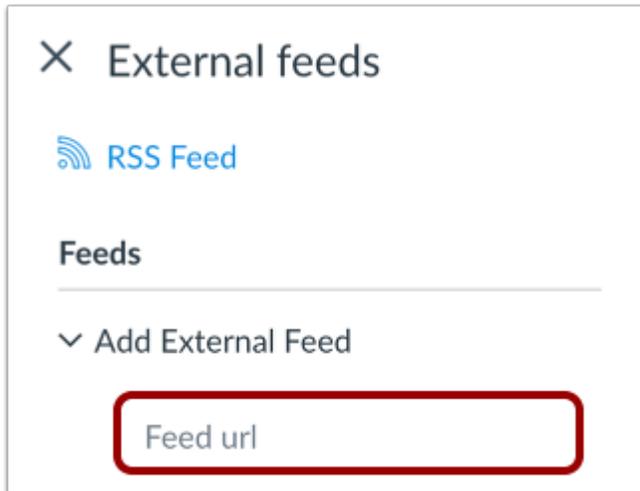
Add External Feed



A dialog box titled 'External feeds' with a close 'X' icon. It features an 'RSS Feed' icon and the text 'RSS Feed'. Below this is a section titled 'Feeds' with a horizontal line. At the bottom, there is a red-bordered button with a right-pointing chevron and the text '> Add External Feed'.

Click the **Add External Feed** link.

Enter Feed URL



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

Select Content to Post

▼ Add External Feed

Feed url

1 Full article

2 Truncated

3 Link only

4 Only add posts with a specific phrase in the title

Enter specific phrase

Cancel Add Feed

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

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

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

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

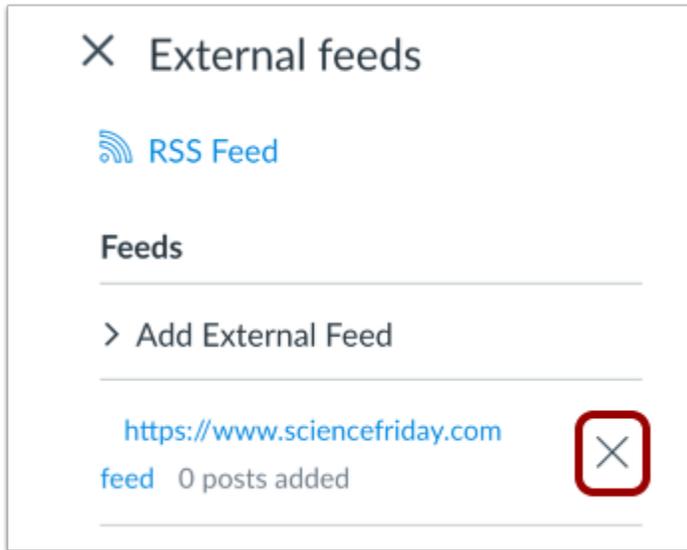
You can also choose to add only posts with a specific phrase in the title. Click the **Only add posts with a specific phrase in the title** checkbox [4], and type key words or phrases in the text box.

Add Feed

Cancel **Add Feed**

Click the **Add Feed** button.

View External Feeds



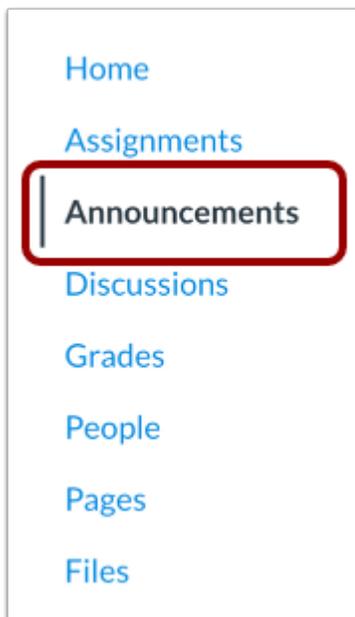
View the external feed in the feed list. If you want to delete the external feed, click the **Remove** icon.

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

How do I subscribe to the Announcements RSS feed as a student?

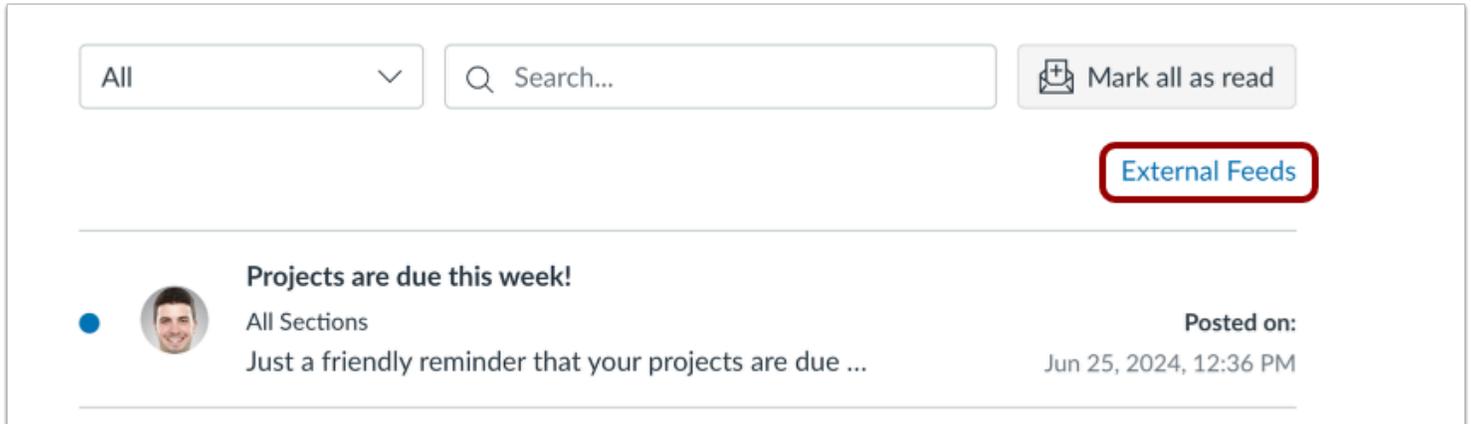
You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. This lesson shows how to subscribe in a course, but the steps are the same as in a group.

Open Announcements



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

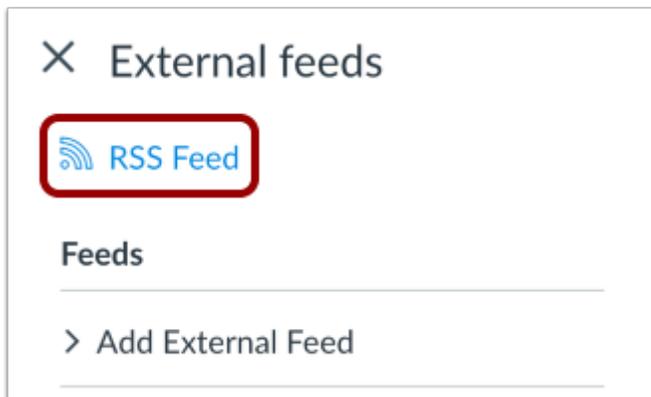
Open External Feeds



The screenshot shows the top of the Canvas External Feeds page. It includes a dropdown menu set to 'All', a search bar with the text 'Search...', and a 'Mark all as read' button. A red box highlights the 'External Feeds' link. Below this, a notification card is visible with a profile picture, the text 'Projects are due this week!', 'All Sections', and 'Just a friendly reminder that your projects are due ...'. The notification is dated 'Jun 25, 2024, 12:36 PM'.

Click the **External Feeds** link.

Open RSS Feed



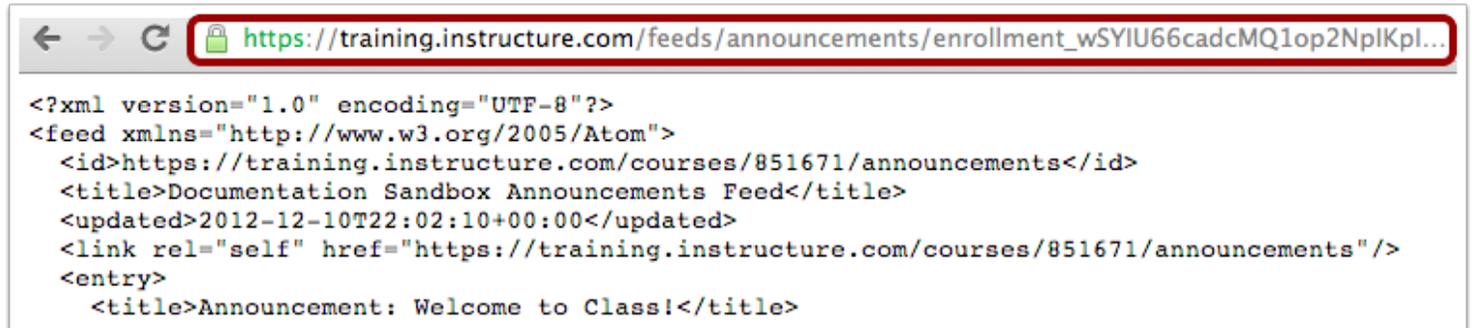
The screenshot shows a modal window titled 'External feeds'. It features a red box around the 'RSS Feed' button, which has a blue RSS icon. Below the button, the word 'Feeds' is displayed above a horizontal line. At the bottom, there is a link that says '> Add External Feed'.

Click the **RSS Feed** button.

Notes:

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

Copy URL



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

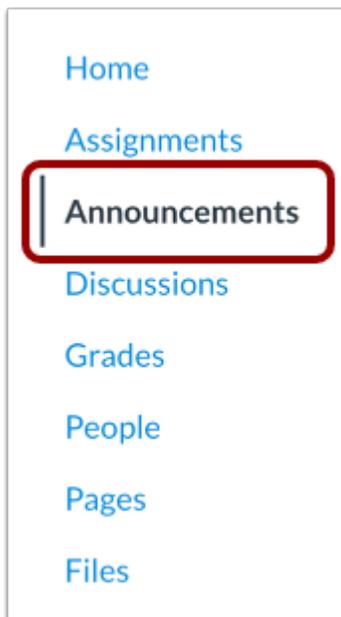
Copy the URL in your browser's address bar. Then open your preferred RSS feed reader and paste the copied URL in the text box.

How do I reply to an announcement as a student?

If you have a question or comment about an announcement, you can reply directly to that announcement.

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

Open Announcements



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

Open Announcement

All ▾ 📄 Mark all as read

[External Feeds](#)

 **Projects are due this week!**
All Sections
Just a friendly reminder that your projects are due ... Posted on:
Jun 25, 2024, 12:36 PM

 **No Class Monday`**
All Sections 0 1
Sorry, everyone, but I need to cancel class on Mon... Posted on:
Jun 25, 2024, 12:35 PM

[← Reply](#)

Click the **Reply** link.

Note: If the reply link is not available, the announcement has been closed for comments and you cannot post a reply.

Reply to Announcement



[Doug Roberts](#) AUTHOR | TEACHER 2 Replies  

Oct 2 1:11pm Last reply Oct 3 6:18pm

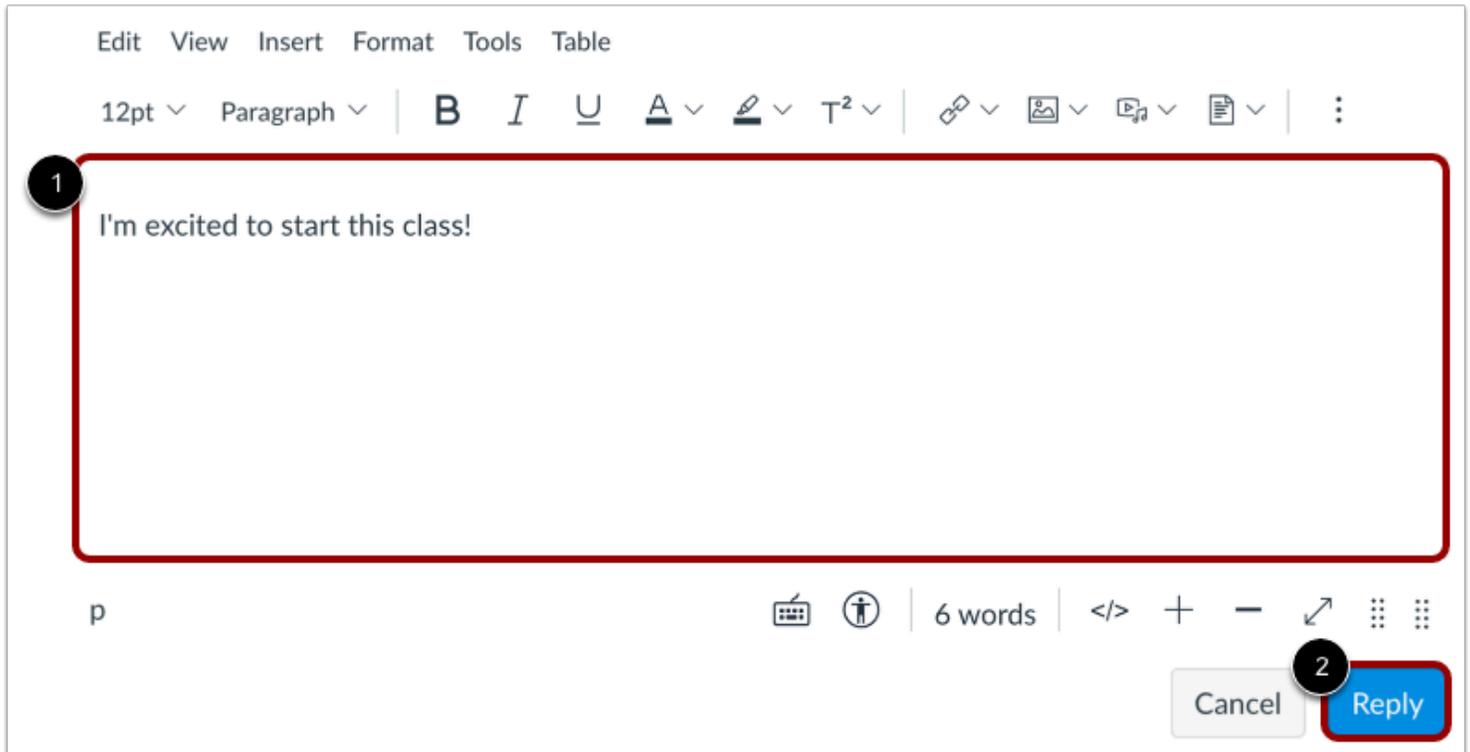
Class Chat

Join us on Zoom tonight for an open Q&A session about any course topic!

[Reply](#)

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

Post Message

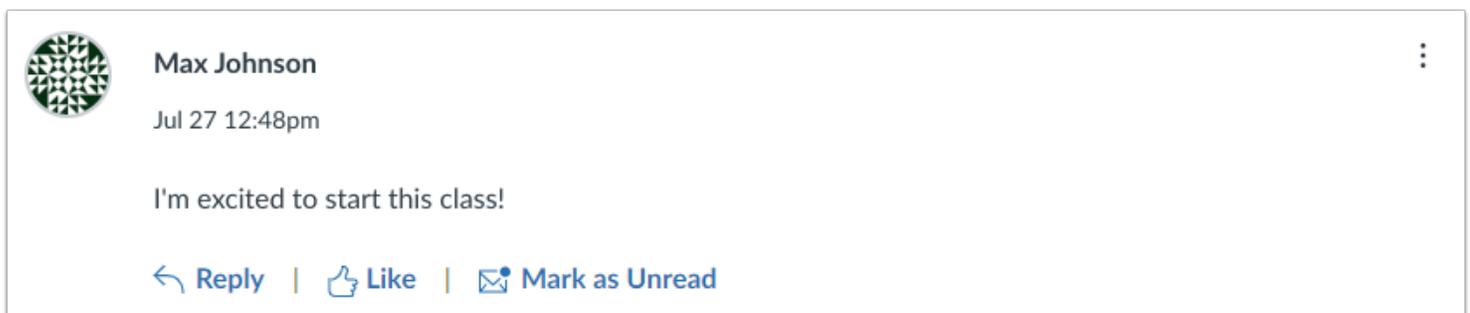


The screenshot shows the Canvas Rich Content Editor interface. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, and Table. Below the menu bar is a toolbar with various icons for text formatting (font size, paragraph style, bold, italic, underline, text color, background color, text background color, text background color), linking, inserting images, videos, and documents. A red box highlights the main text area, which contains the text "I'm excited to start this class!". A small black circle with the number "1" is positioned at the top left corner of the text area. At the bottom of the editor, there is a status bar showing "6 words" and a "Reply" button highlighted with a red box and a small black circle with the number "2".

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

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

View Your Reply



The screenshot shows a Canvas announcement reply thread. At the top left is a circular profile picture of Max Johnson. To the right of the profile picture is the name "Max Johnson" and the timestamp "Jul 27 12:48pm". Below the name and timestamp is the text "I'm excited to start this class!". At the bottom of the reply, there are three interactive options: "Reply" (with a left-pointing arrow icon), "Like" (with a thumbs-up icon), and "Mark as Unread" (with an envelope icon). A vertical ellipsis menu icon is located at the top right of the reply card.

Your reply will be posted at the top of the announcement reply thread.

Reply to a Comment

Class Chat

Join us on Zoom tonight for an open Q&A session about any course topic!

[Reply](#)

 **Emily Boone** ⋮
Sep 30 7:13pm Last reply Oct 3 8:53pm

Awesome thank you! Can we post our questions here?

1 [> 2 Replies](#) | [← Reply](#) | [👍 Like](#) | [✉️ Mark as Unread](#)

 **Doug Roberts** AUTHOR | TEACHER ⋮
Sep 30 8:50pm

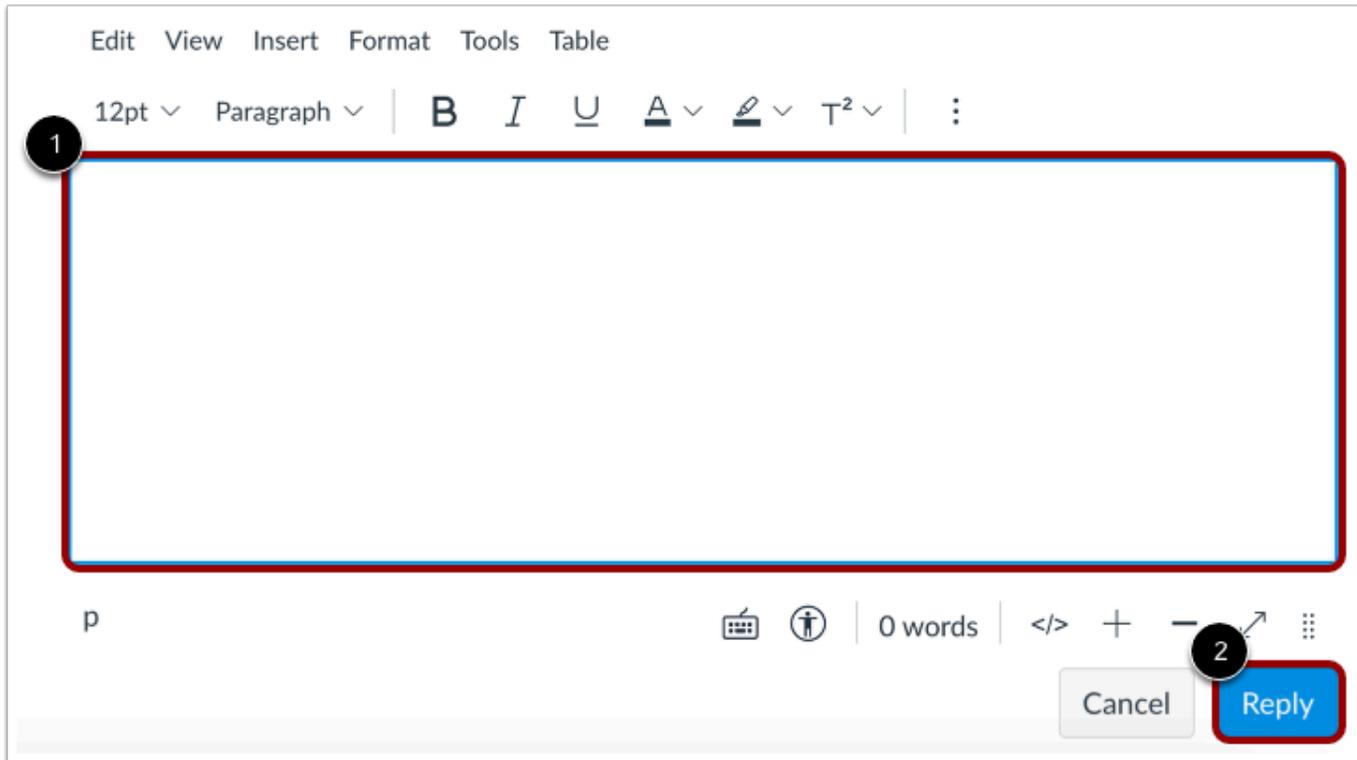
Good question Emily, yes you can leave your questions here

2 [← Reply](#) | [👍 Like](#) | [✉️ Mark as Unread](#)

To [view threaded replies](#), click the **# of replies** link [1].

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

Post Message



Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A   T² | :

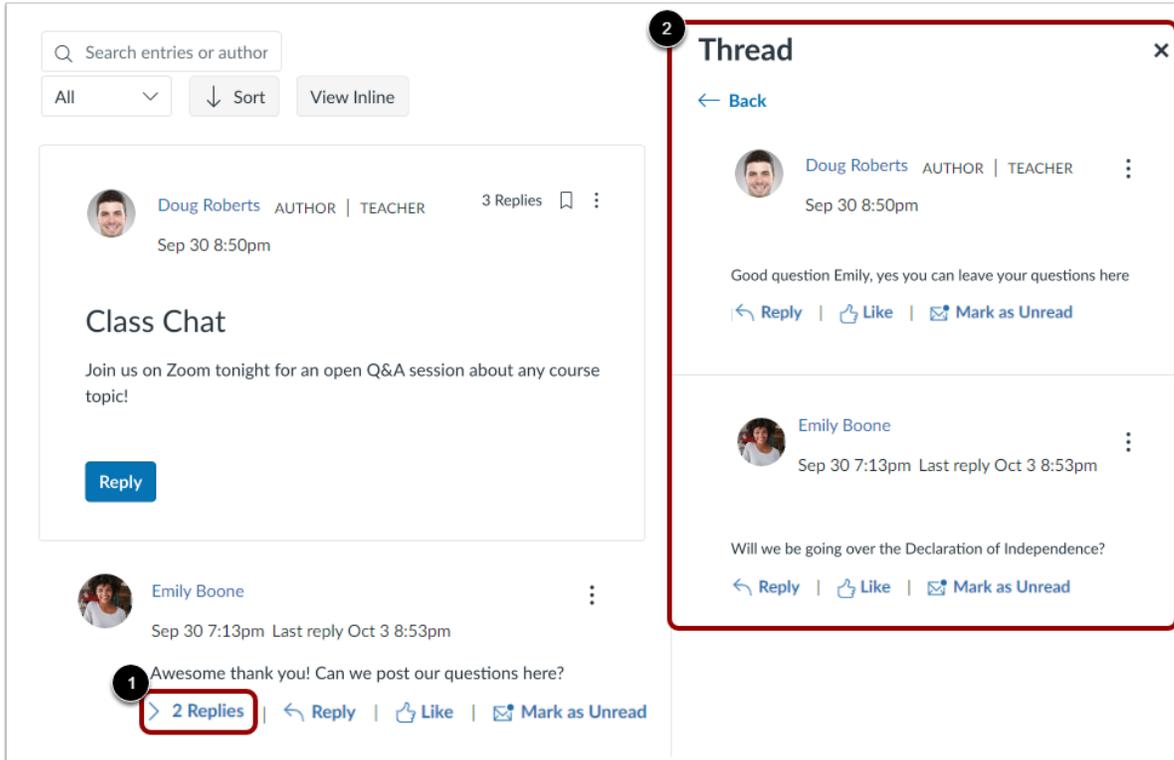
p   | 0 words |  + -  

Cancel Reply

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

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

View Your Reply



The screenshot shows a Canvas discussion interface. At the top left, there is a search bar labeled "Search entries or author" and filters for "All", "Sort", and "View Inline". The main content area features a post by Doug Roberts, AUTHOR | TEACHER, dated Sep 30 8:50pm, titled "Class Chat". The post text says "Join us on Zoom tonight for an open Q&A session about any course topic!" and has a "Reply" button. Below this is a reply by Emily Boone, dated Sep 30 7:13pm, with a "Last reply" of Oct 3 8:53pm. The reply text is "Awesome thank you! Can we post our questions here?" and has a "2 Replies" link circled in red, with a "1" in a black circle next to it. To the right, a "Thread" sidebar is open, showing a "Back" link and two entries. The top entry is by Doug Roberts, AUTHOR | TEACHER, dated Sep 30 8:50pm, with the text "Good question Emily, yes you can leave your questions here" and "Reply | Like | Mark as Unread" options. The bottom entry is by Emily Boone, dated Sep 30 7:13pm, with a "Last reply" of Oct 3 8:53pm, and the text "Will we be going over the Declaration of Independence?" with "Reply | Like | Mark as Unread" options. A "2" in a black circle is positioned at the top left of the thread sidebar.

To view your reply, click the **Total Replies** link [1].

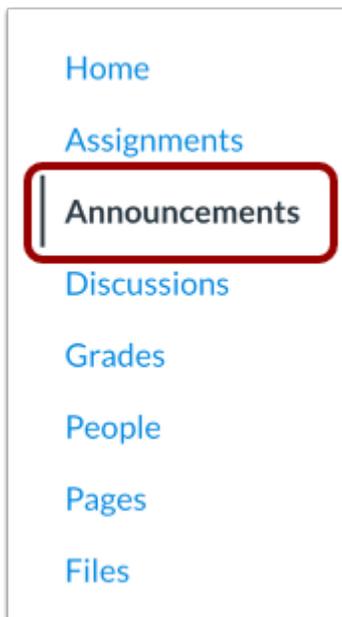
Your reply displays in the **Thread** sidebar [2].

How do I like a reply in a course announcement as a student?

If you can make a reply in an announcement, you may be able to like announcement replies in your course.

Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like an announcement reply, this feature is not available to you.

Open Announcements



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

Open Announcement

Group Project Proposals Due Monday

 [All Sections](#) 0 2

This is just a reminder that all group project proposals, including an abstract and list o...

[Reply](#) Posted on: Mar 5, 2018 at 12:37pm

Classroom Change

 [All Sections](#) 0 1

Due to a scheduling conflict, your Thursday lecture will take place in room 224 of the ...

Posted on: Feb 21, 2018 at 2:07pm

Midterm Review Collaboration

 [All Sections](#) 0 1

Please see the new Midterm Review collaboration. Each student has been assigned a ...

[Reply](#) Posted on: Feb 15, 2018 at 12:39pm

Click the name of the announcement.

Like Announcement Reply

 **Doug Roberts**
AUTHOR | TEACHER
Jul 19 9:51am Edited Jul 19 9:52am
1 Reply  

Class Chat

We are going to have a Zoom tonight for a class QA, so come prepared with questions

[Reply](#)

 **Doug Roberts**
AUTHOR | TEACHER
Edited Jul 19 9:53am
[View History](#)

Feel free to also leave your questions here.

[Reply](#) |  **Like** |  [Mark as Unread](#)

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

View Liking Restriction

 **Doug Roberts**
AUTHOR | TEACHER
Edited Jul 19 8:53am

Feel free to also leave your questions here.

[Reply](#) |  **1 Like** |  [Mark as Unread](#)

If your instructor has restricted the liking option to only users with grading permissions, you will not be able to see the Like icon or like your favorite replies.

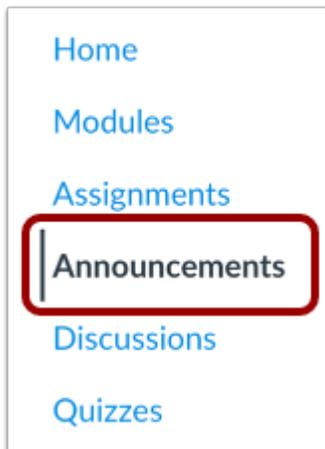
How do I view or reply to an announcement thread as a student?

You can view announcement replies and threaded announcement replies within an announcement.

If announcement replies are enabled by your instructor, you can respond to an announcement or respond to a reply thread. When responding to a thread, you can quote a threaded reply.

Note: If the Reply options do not display, your instructor has not enabled replies for the announcement.

Open Announcements



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

Open Announcement

 **Guest Speaker Tomorrow!** 0 1

All Sections

Hi everyone - On Tuesday July 9th, we will have a guest speak...

[← Reply](#)

Posted on:
Jul 8, 2024, 3:03 PM

 **Welcome to class!**

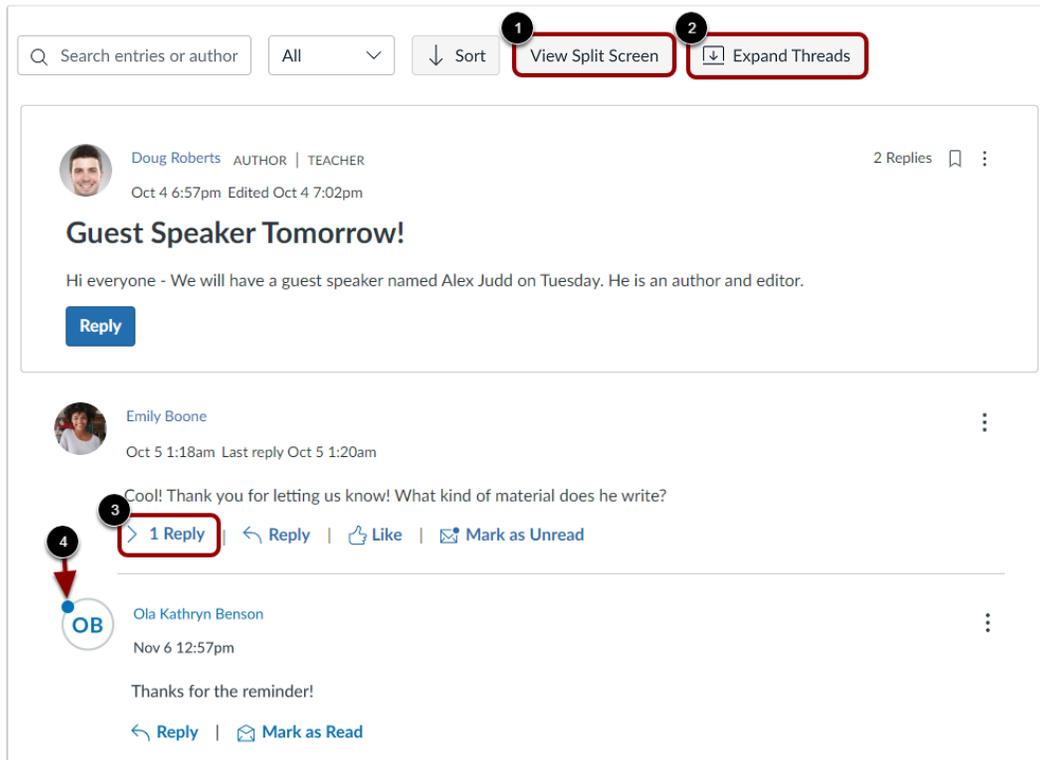
All Sections

Glad to have you here! This class in an introduction...

Posted on:
Jul 8, 2024, 3:02 PM

Click the name of the announcement.

Expand Threaded Replies



The screenshot shows a discussion thread interface. At the top, there is a search bar and a filter dropdown set to 'All'. To the right of the filter are two buttons: 'View Split Screen' (annotated with a red box and a '1' in a black circle) and 'Expand Threads' (annotated with a red box and a '2' in a black circle). Below this is a post by Doug Roberts, AUTHOR | TEACHER, dated Oct 4 6:57pm. The post title is 'Guest Speaker Tomorrow!' and the text says 'Hi everyone - We will have a guest speaker named Alex Judd on Tuesday. He is an author and editor.' There is a 'Reply' button. Below the main post are two replies. The first reply is by Emily Boone, dated Oct 5 1:18am, with the text 'Cool! Thank you for letting us know! What kind of material does he write?'. This reply has a '1 Reply' link (annotated with a red box and a '3' in a black circle) and 'Reply', 'Like', and 'Mark as Unread' options. The second reply is by Ola Kathryn Benson, dated Nov 6 12:57pm, with the text 'Thanks for the reminder!' and 'Reply' and 'Mark as Read' options. A red arrow (annotated with a '4' in a black circle) points to a blue dot in the top-left corner of Ola Kathryn Benson's profile picture.

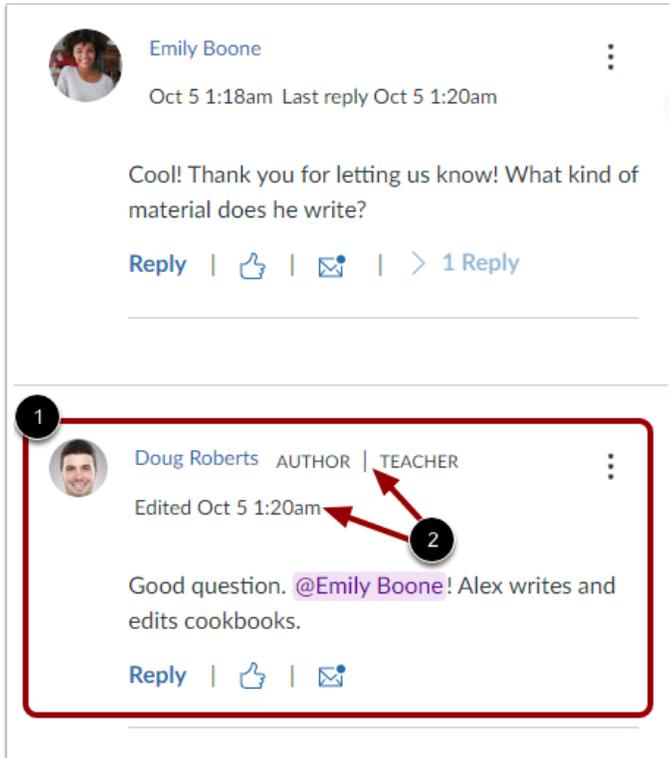
If users have responded to a reply, the replies are threaded underneath the parent reply. By default, threads display inline on the same page as the announcement. To view threaded replies in a split screen view, click the **View Split Screen** button [1].

To expand all threads, click the **Expand Threads** button [2].

Individual threads display a link indicating the number of replies and the number of unread replies [3]. To view an individual reply thread, click the threaded replies link.

Note: Unread replies will have a blue dot indicator on the upper-left corner of the author's image [4].

View Inline Threaded Replies

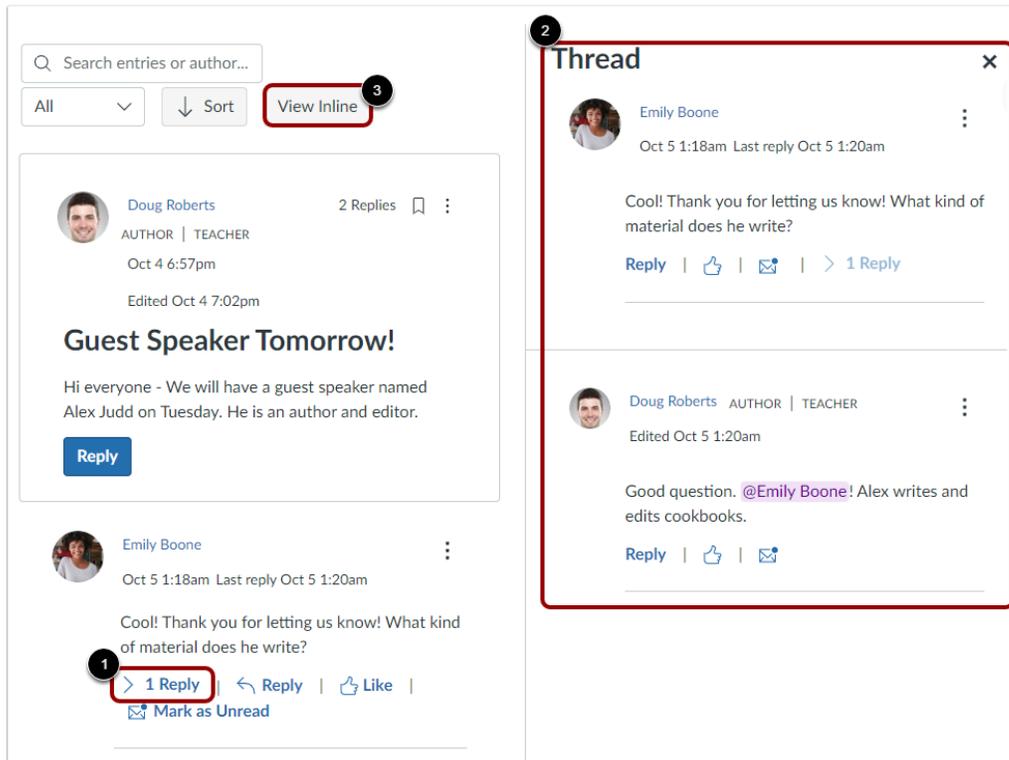


The screenshot shows two posts in a threaded view. The top post is by Emily Boone, dated Oct 5 1:18am, with a last reply at Oct 5 1:20am. The text of the post is "Cool! Thank you for letting us know! What kind of material does he write?". Below the text are icons for Reply, Like, and Message, followed by a chevron and "1 Reply".

The bottom post is by Doug Roberts, identified as AUTHOR | TEACHER, and is dated Edited Oct 5 1:20am. The text of the post is "Good question. @Emily Boone! Alex writes and edits cookbooks.". Below the text are icons for Reply, Like, and Message. A red box highlights the entire bottom post, with a "1" in a circle at the top left corner. Two red arrows point from a "2" in a circle to the "Edited Oct 5 1:20am" text and the "@Emily Boone!" mention.

Inline threaded replies expand and display [1]. You can view the name of the user who posted the reply as well as the date and time the reply was posted [2].

View Split Screen

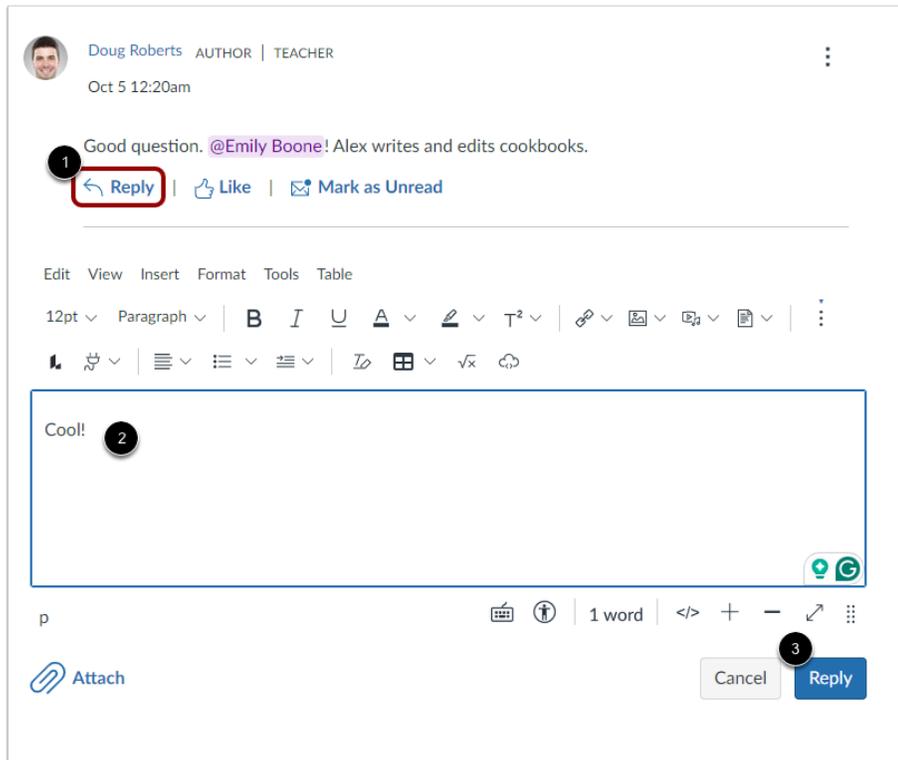


The screenshot illustrates the split-screen view in Canvas. On the left, a main post by Doug Roberts is shown with a 'View Inline' button circled in red and labeled with a '3'. Below the post, a reply by Emily Boone is visible, with its '1 Reply' link circled in red and labeled with a '1'. On the right, a 'Thread' sidebar is open, showing the threaded reply by Emily Boone and Doug Roberts' response. The entire thread sidebar is enclosed in a red box labeled with a '2'.

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

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

Reply in Thread

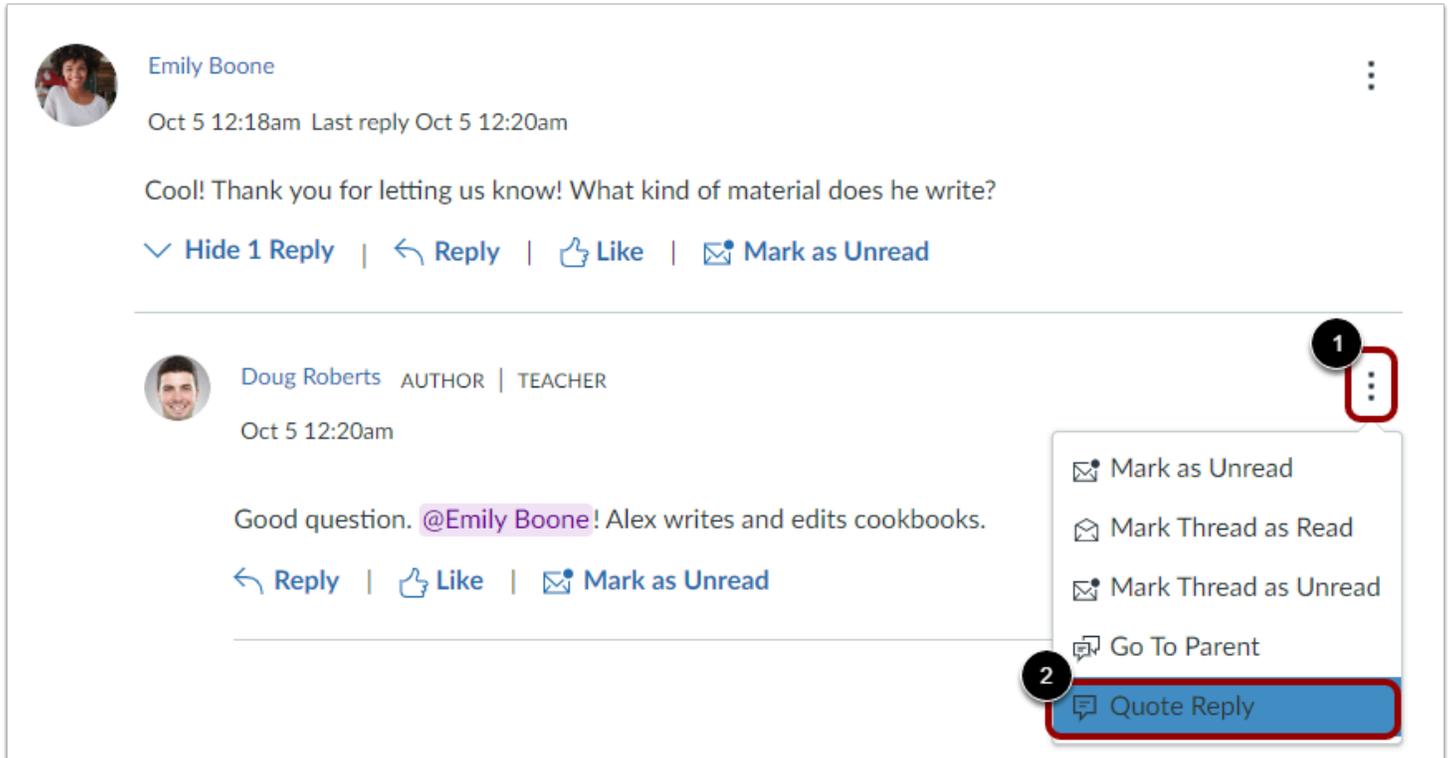


The screenshot shows a discussion thread interface. At the top, a user profile for "Doug Roberts" (AUTHOR | TEACHER) is visible with a timestamp of "Oct 5 12:20am". Below the profile, a message reads: "Good question. @Emily Boone! Alex writes and edits cookbooks." A red box labeled "1" highlights the "Reply" link. Below the message are "Like" and "Mark as Unread" buttons. A rich content editor is open below, with a text area containing "Cool!" and a red box labeled "2" around the text. The editor includes a toolbar with options like "Edit", "View", "Insert", "Format", "Tools", and "Table", along with various text and image formatting icons. At the bottom of the editor, there is a status bar showing "1 word" and a "Reply" button labeled "3".

To reply to a reply or threaded reply, click the **Reply** link [1]. Using the [Rich Content Editor](#), you can reply to the announcement, include links, photos, equations, media, or [@mention course users](#).

To post your reply, click the **Reply** button [3].

Quote Reply



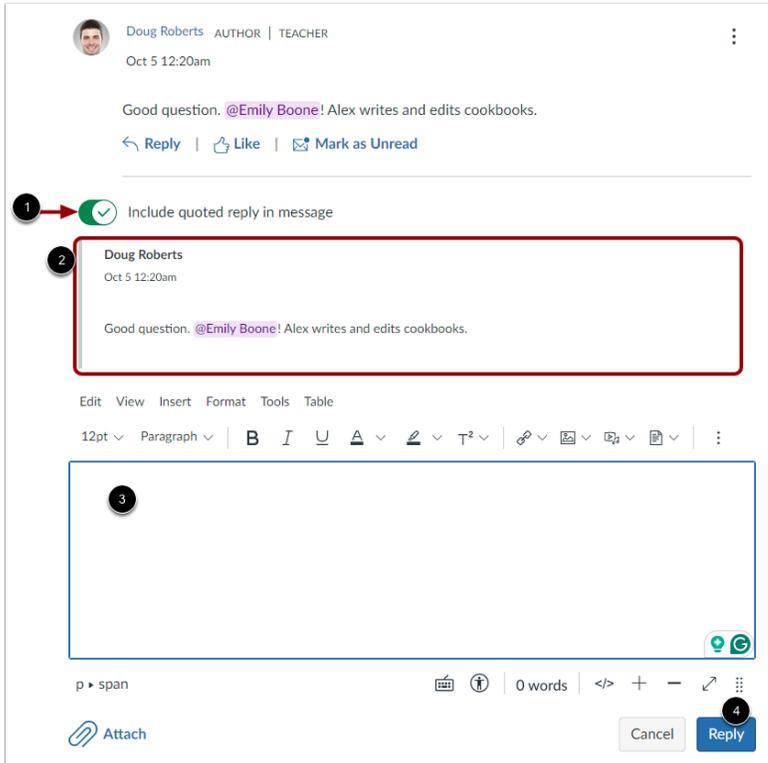
The screenshot shows a discussion thread with two posts. The first post is by Emily Boone, dated Oct 5 12:18am, with a last reply at Oct 5 12:20am. The text of the post is "Cool! Thank you for letting us know! What kind of material does he write?". Below the text are interaction options: "Hide 1 Reply", "Reply", "Like", and "Mark as Unread".

The second post is by Doug Roberts, dated Oct 5 12:20am, with the role of "AUTHOR | TEACHER". The text of the post is "Good question. @Emily Boone! Alex writes and edits cookbooks.". Below the text are interaction options: "Reply", "Like", and "Mark as Unread".

An options menu is open for Doug Roberts' post, indicated by a red circle with the number "1" around the three-dot menu icon. The menu items are: "Mark as Unread", "Mark Thread as Read", "Mark Thread as Unread", "Go To Parent", and "Quote Reply". The "Quote Reply" option is highlighted with a blue background and a red circle with the number "2" around it.

To reply to a thread by referencing a reply, click the **Options** icon [1], then click the **Quote Reply** link [2].

Post Quoted Reply



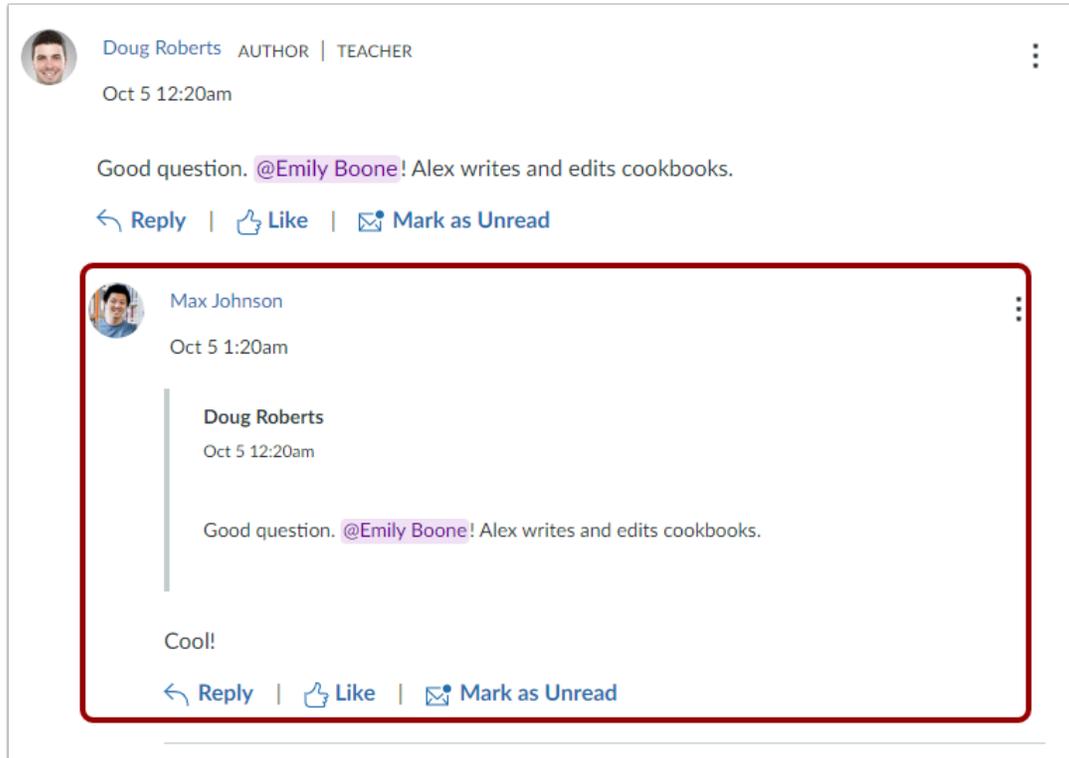
The screenshot shows a Canvas post by Doug Roberts, AUTHOR | TEACHER, dated Oct 5 12:20am. The post content is "Good question. @Emily Boone! Alex writes and edits cookbooks." Below the post are three interactive options: Reply, Like, and Mark as Unread. A red arrow labeled '1' points to a toggle switch labeled "Include quoted reply in message", which is currently turned on. A red box labeled '2' highlights the quoted text of the original post. Below the quote is a rich content editor with a menu (Edit, View, Insert, Format, Tools, Table) and a toolbar (12pt, Paragraph, Bold, Italic, Underline, Text color, Background color, Text background color, Link, Unlink, Embed, Video, Image, Table, More). A large text area labeled '3' is provided for the reply. At the bottom right of the editor are "Cancel" and "Reply" buttons, with a red arrow labeled '4' pointing to the "Reply" button.

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

Using the Rich Content Editor, you can reply to the announcement, include links, photos, equations, media, or [@mention course users](#) [3].

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

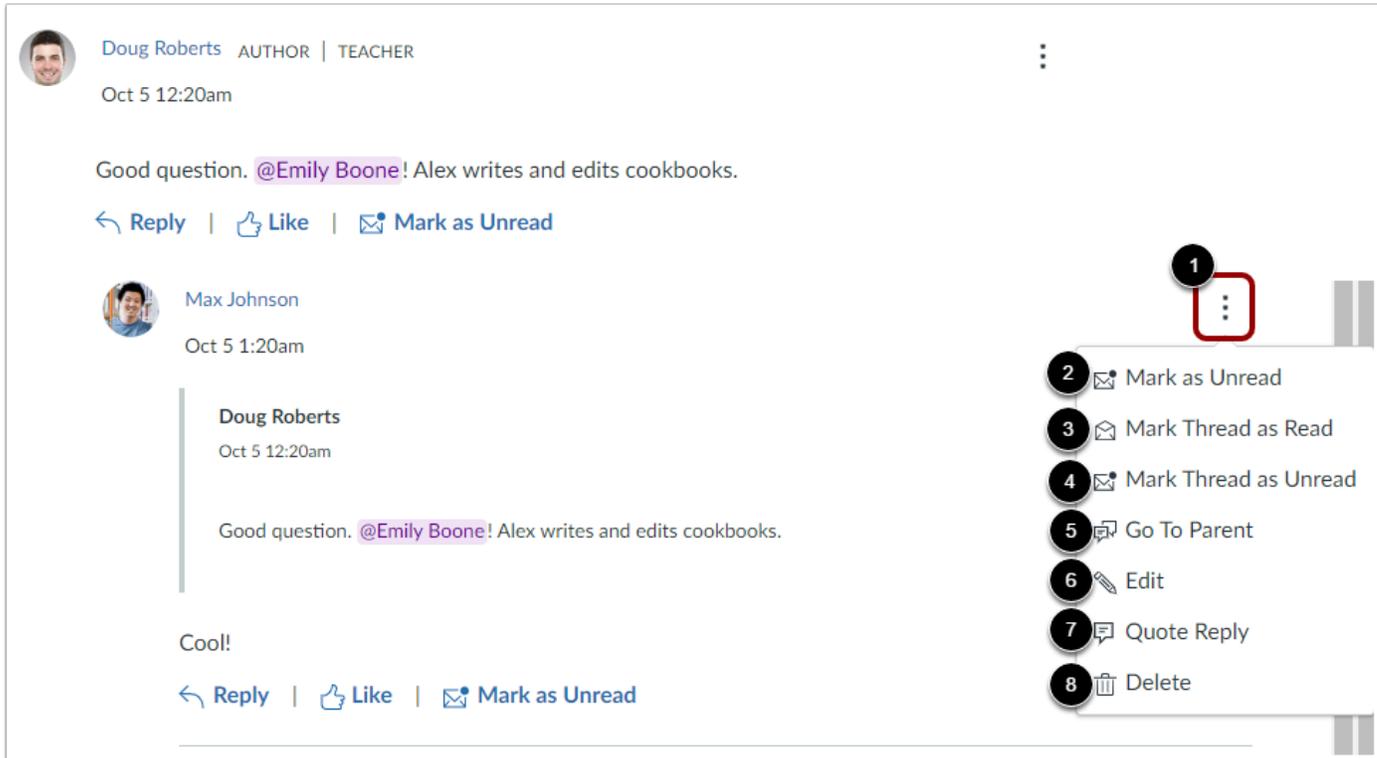
View Your Reply



The screenshot shows a discussion thread on Canvas. At the top, a post by Doug Roberts (AUTHOR | TEACHER) dated Oct 5 12:20am says "Good question. @Emily Boone! Alex writes and edits cookbooks." Below this are options for Reply, Like, and Mark as Unread. A red rectangular box highlights a reply by Max Johnson, dated Oct 5 1:20am. Max's reply includes a quote of Doug's post and says "Cool!". Below Max's reply are also options for Reply, Like, and Mark as Unread.

View your reply.

Manage Threaded Reply



The screenshot shows a threaded reply in Canvas. The top post is by Doug Roberts (AUTHOR | TEACHER) on Oct 5 12:20am, with the text "Good question. @Emily Boone! Alex writes and edits cookbooks." Below it are "Reply", "Like", and "Mark as Unread" buttons. A reply by Max Johnson on Oct 5 1:20am is shown below, with the text "Cool!". A context menu is open on the right side of the Max Johnson reply, with a red box highlighting the options icon (three vertical dots) labeled '1'. The menu items are: '2 Mark as Unread', '3 Mark Thread as Read', '4 Mark Thread as Unread', '5 Go To Parent', '6 Edit', '7 Quote Reply', and '8 Delete'.

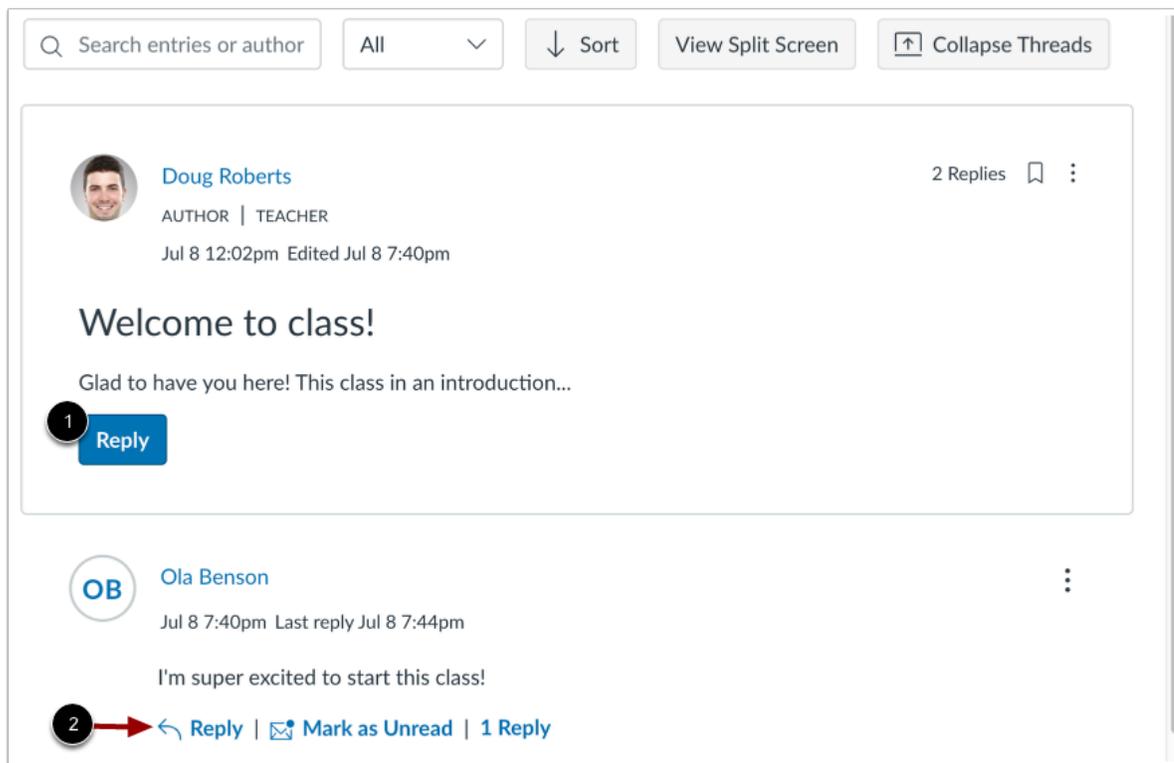
To manage a threaded reply, click the reply **Options** icon [1]. Then select one of the following menu options:

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

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

If replies are allowed in the announcement, you can @mention a course user in an announcement reply.

Reply to Announcement

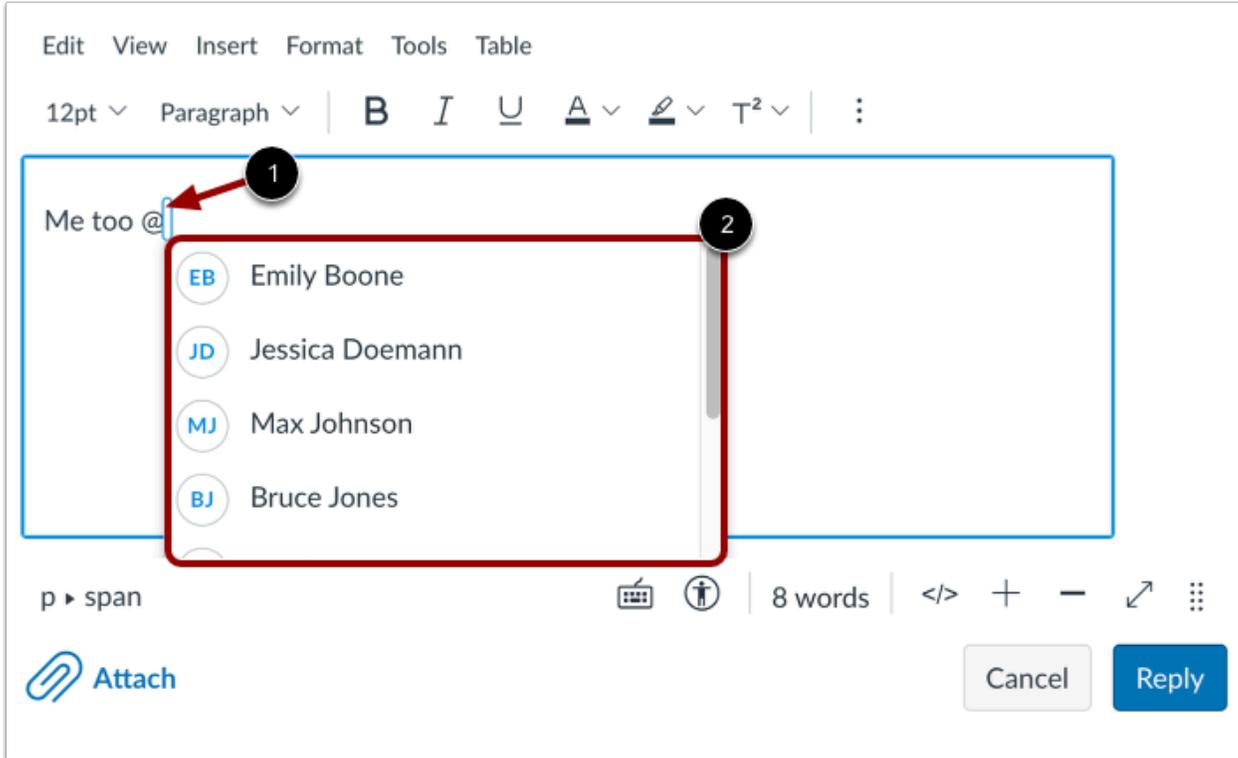


The screenshot shows a Canvas announcement interface. At the top, there are search and filter options: "Search entries or author", "All", "Sort", "View Split Screen", and "Collapse Threads". The main announcement is by Doug Roberts, an author and teacher, posted on Jul 8 at 12:02pm. The announcement text is "Welcome to class!" followed by "Glad to have you here! This class in an introduction...". Below the announcement, there is a "Reply" button with a "1" notification badge. Below that, there is a reply from Ola Benson, posted on Jul 8 at 7:40pm. The reply text is "I'm super excited to start this class!". Below the reply, there is a "Reply" link with a "2" notification badge, a "Mark as Unread" link, and a "1 Reply" link.

To [reply to the announcement](#), click the **Reply** button [1].

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

Mention User in Reply

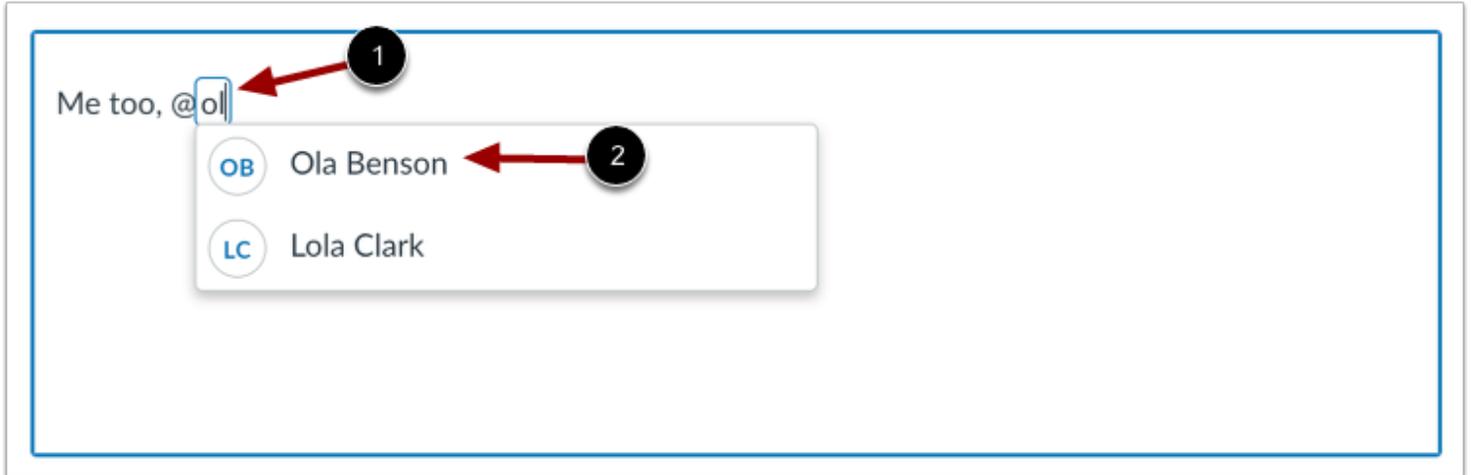


The screenshot shows the Canvas Rich Content Editor interface. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, and Table. Below the menu bar, there is a toolbar with various formatting options: 12pt, Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (brush), and Text Color (T²). The main text area contains the text "Me too @". A red arrow labeled "1" points to the "@" symbol. A dropdown menu is open below the text, showing a list of users: Emily Boone (EB), Jessica Doemann (JD), Max Johnson (MJ), and Bruce Jones (BJ). A red box labeled "2" highlights the dropdown menu. At the bottom of the editor, there is a status bar showing "p ▶ span", a word count of "8 words", and various icons for inserting content. Below the status bar, there is an "Attach" button with a paperclip icon, a "Cancel" button, and a "Reply" button.

Use the [Rich Content Editor](#) to enter your reply, links, photos, equations, or media.

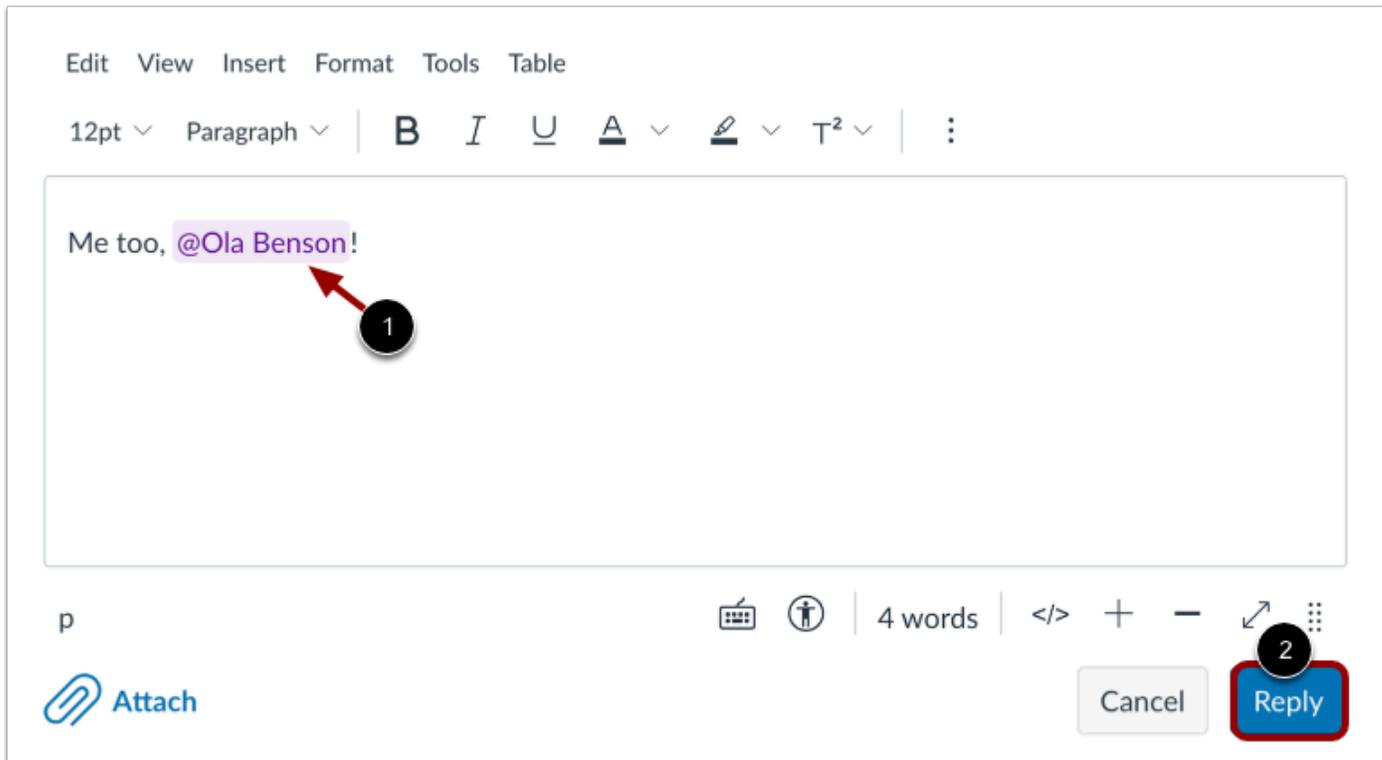
To mention a user in your reply, type the @ symbol in the Rich Content Editor [1]. A list of course users displays [2].

Select User



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

Post Reply



The screenshot shows the Canvas post reply editor. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, and Table. Below this is a rich text toolbar with options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, link, and a vertical ellipsis menu. The main text area contains the text "Me too, @Ola Benson!". A red arrow points from a black circle containing the number "1" to the "@Ola Benson!" text. Below the text area, there is a status bar showing "p", a list icon, a person icon, "4 words", a code icon, and plus/minus icons. At the bottom left is an "Attach" button with a paperclip icon. At the bottom right are "Cancel" and "Reply" buttons. A black circle containing the number "2" is positioned above the "Reply" button, which is highlighted with a red border.

Your @mention text displays [1].

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

View Reply

Welcome to class!

Glad to have you here! This class in an introduction...

[Reply](#)

 **Ola Benson** ⋮

Jul 8 7:40pm Last reply Jul 8 7:44pm

I'm super excited to start this class!

[← Reply](#) | [✉ Mark as Unread](#) | [1 Reply](#)

 **Max Johnson** ⋮

Jul 8 7:44pm

Me too, [@Ola Benson!](#)

[← Reply](#) | [✉ Mark as Unread](#)

Your post displays at the bottom of the thread.

Note: If the mentioned user has enabled settings to receive notifications for discussion mentions, the user is notified that they were mentioned.

How do I view announcements as a student in Canvas for Elementary?

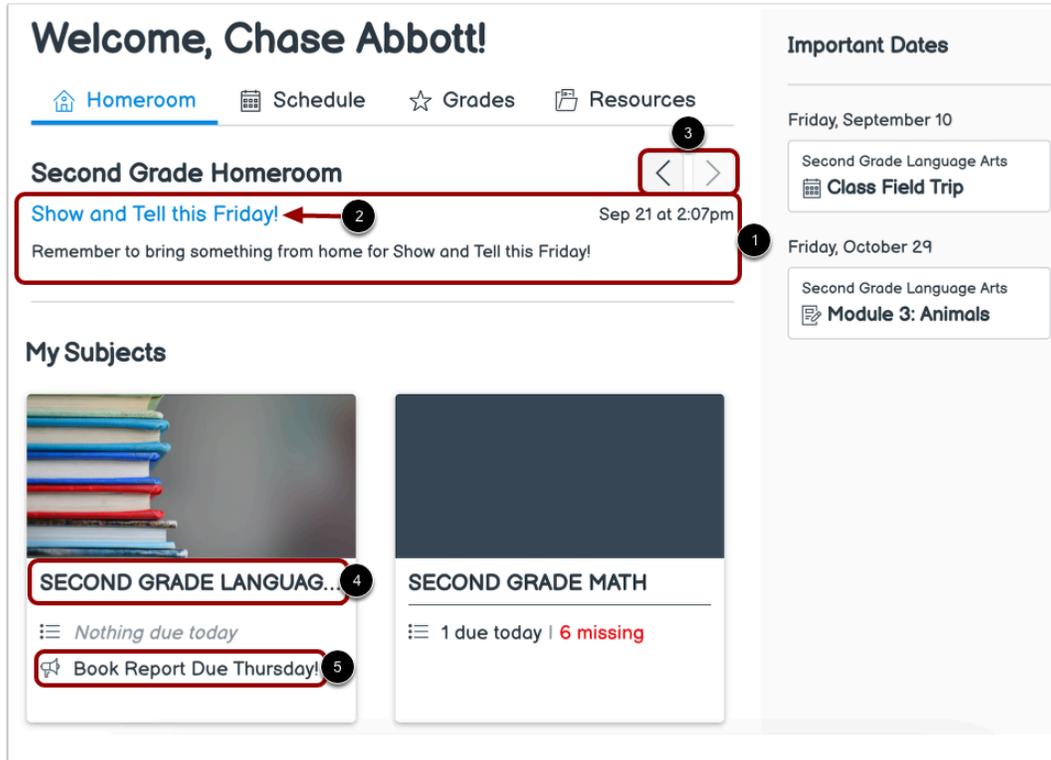
This lesson shows you how to view announcements using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to view Announcements as a student](#) in Classic Canvas.

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

Notes:

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

View Homeroom Announcements



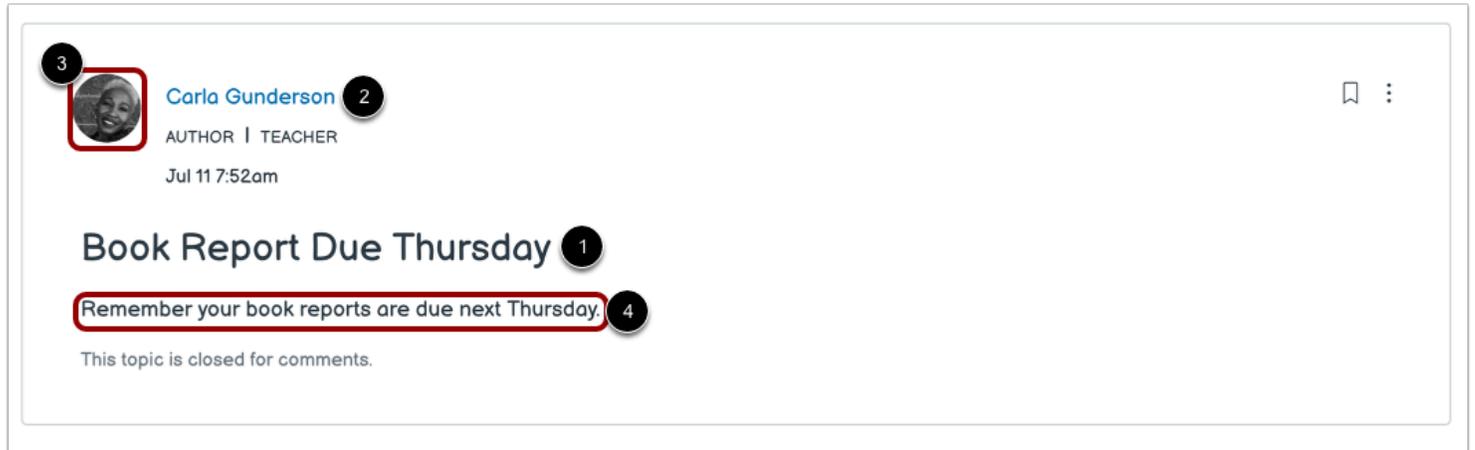
By default, the most recent homeroom announcement displays in the homeroom [1]. The most recent homeroom announcement displays for two weeks or until replaced by another homeroom announcement. You can view the announcement [2]. To navigate through homeroom announcements, use the **Next** and **Previous** buttons [3].

To view details for a homeroom announcement, click the homeroom announcement title [4] and the post date and time [5].

Notes:

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

View Homeroom Announcement Details



3  2 **Carla Gunderson**
AUTHOR | TEACHER
Jul 11 7:52am

Book Report Due Thursday 1

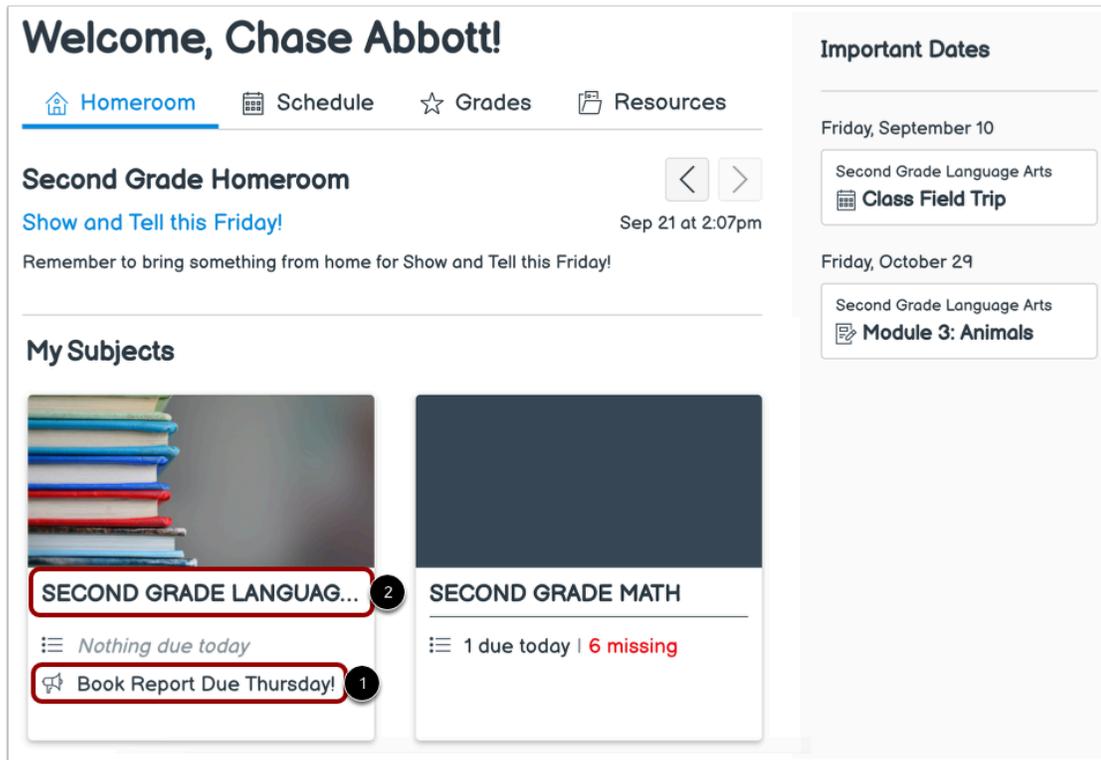
Remember your book reports are due next Thursday. 4

This topic is closed for comments.

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

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

Open Subject



Welcome, Chase Abbott!

[Home](#) **Homeroom** [Schedule](#) [Grades](#) [Resources](#)

Second Grade Homeroom < >

[Show and Tell this Friday!](#) Sep 21 at 2:07pm

Remember to bring something from home for Show and Tell this Friday!

My Subjects

SECOND GRADE LANGUAGE ARTS 2

Nothing due today

Book Report Due Thursday! 1

SECOND GRADE MATH

1 due today | 6 missing

Important Dates

Friday, September 10

Second Grade Language Arts
Class Field Trip

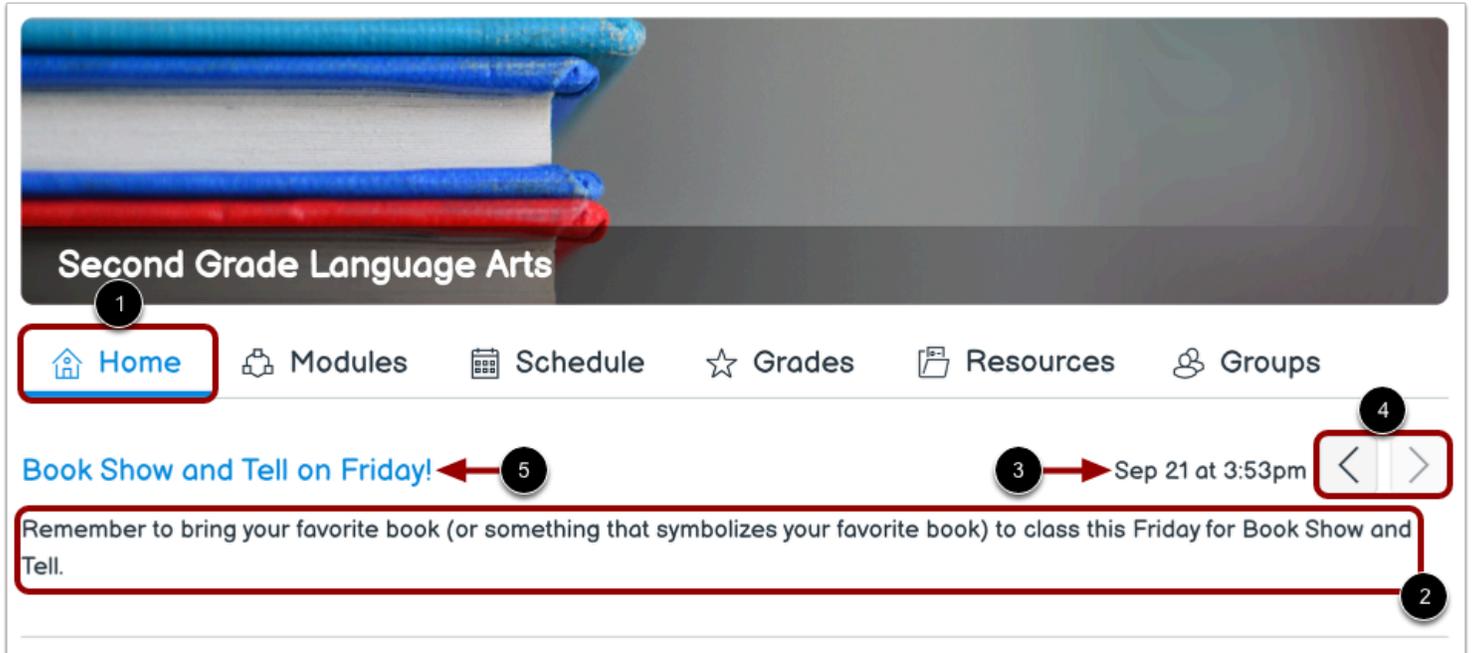
Friday, October 29

Second Grade Language Arts
Module 3: Animals

The most recent subject announcement displays in the subject card with an announcement icon [1]. To view subject announcement details, click the subject's announcement title.

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

View Subject Announcements



Second Grade Language Arts

Home Modules Schedule Grades Resources Groups

Book Show and Tell on Friday! Sep 21 at 3:53pm

Remember to bring your favorite book (or something that symbolizes your favorite book) to class this Friday for Book Show and Tell.

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

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

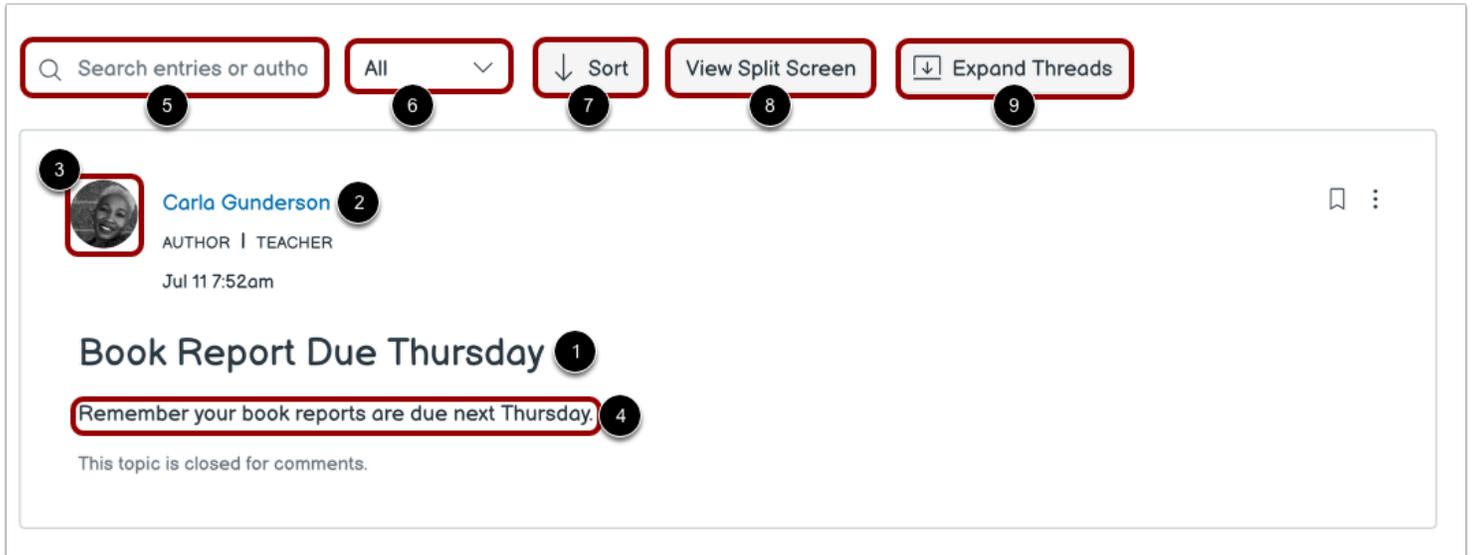
To navigate through subject announcements, use the **Next** and **Previous** buttons [4].

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

Notes:

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

View Subject Announcement Details



The screenshot shows the Canvas interface for viewing a subject announcement. At the top, there are five controls: a search field labeled 'Search entries or autho' (5), a dropdown menu set to 'All' (6), a 'Sort' button with a downward arrow (7), a 'View Split Screen' button (8), and an 'Expand Threads' button (9). Below these controls is the announcement details for Carla Gunderson (2), an author and teacher, posted on Jul 11 7:52am (3). The announcement title is 'Book Report Due Thursday' (1), and the content is 'Remember your book reports are due next Thursday.' (4). A note at the bottom states 'This topic is closed for comments.'

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

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

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

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

To sort newest first, click the **Sort** button [7].

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

To expand all replies, click the **Expand Threads** button [9].

Assignments

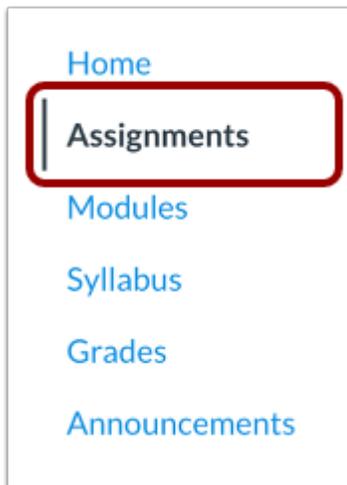
How do I view Assignments as a student?

You can view all your course assignments on the Assignments page.

Notes:

- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Learn more about [viewing assignments using Assignment Enhancements](#).

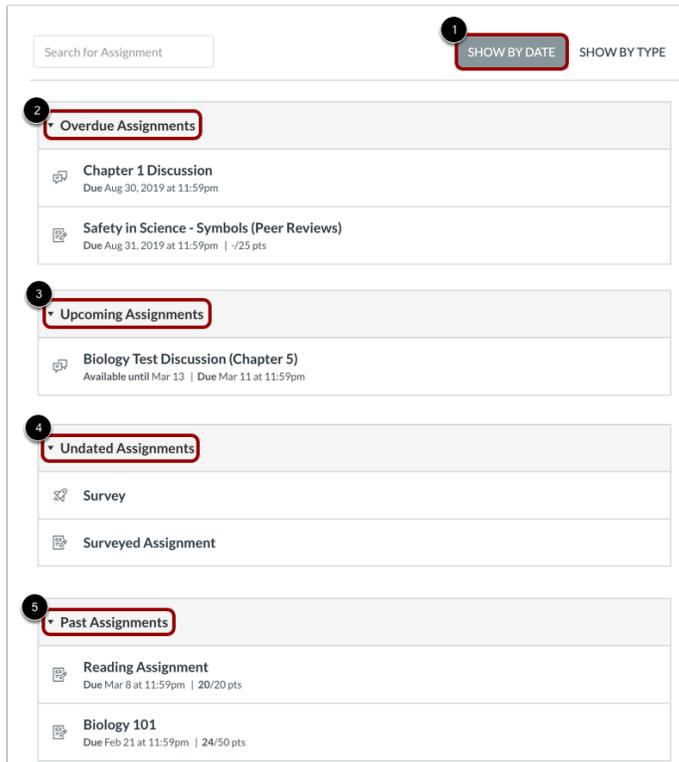
Open Assignments



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

Note: If the Assignments link is not available in Course Navigation, you can access course assignments through the Modules page.

View Assignments by Date



The screenshot shows the Canvas Assignments interface. At the top, there is a search bar and two filter buttons: 'SHOW BY DATE' (highlighted with a red box and a circled '1') and 'SHOW BY TYPE'. Below the filters, the assignments are grouped into five categories, each with a red box and a circled number:

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

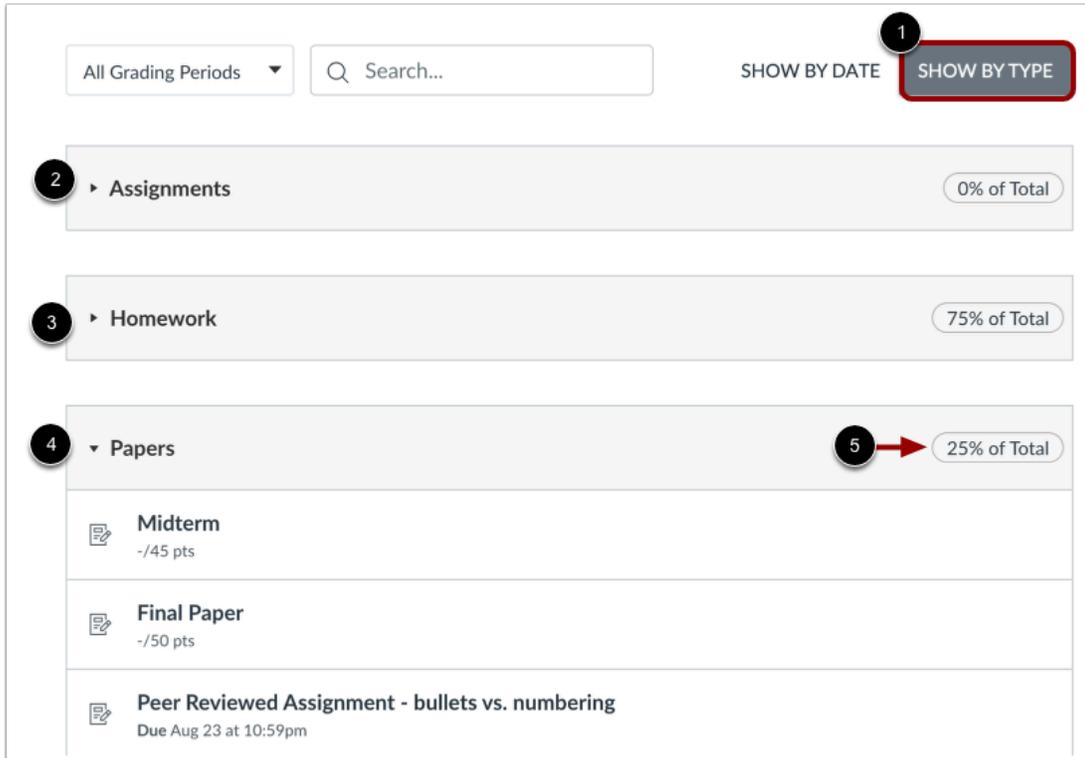
In Assignments, you can view all the assignments in your course.

By default, assignments are grouped by date [1]. You can view assignments grouped according to their due dates:

- **Overdue Assignments [2]:** assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments [3]:** assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments [4]:** assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments [5]:** assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

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

View Assignments by Type



All Grading Periods ▾ Q Search... SHOW BY DATE SHOW BY TYPE

2 ▸ Assignments 0% of Total

3 ▸ Homework 75% of Total

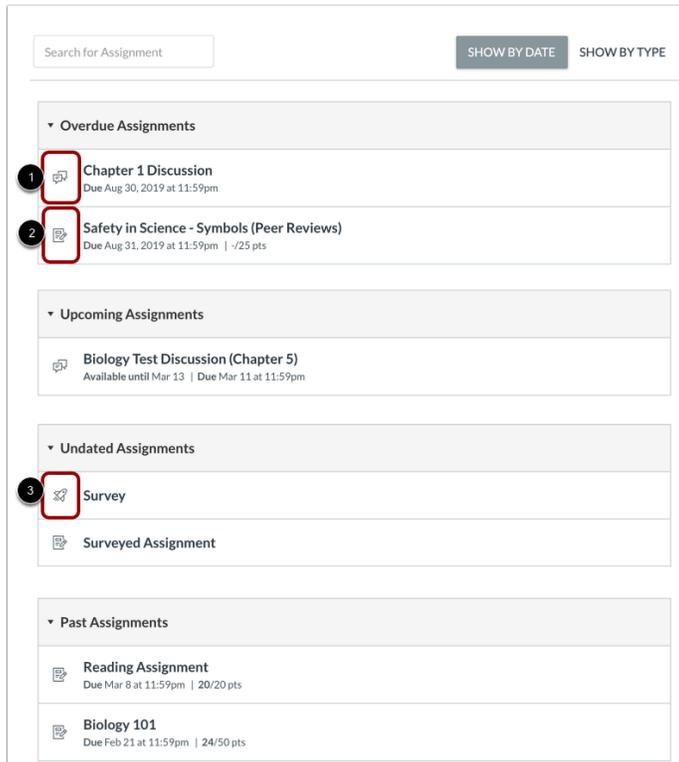
4 ▾ Papers 25% of Total

- Midterm -/45 pts
- Final Paper -/50 pts
- Peer Reviewed Assignment - bullets vs. numbering Due Aug 23 at 10:59pm

To view assignments grouped by type, click the **Show By Type** button [1]. You can view assignments by assignment groups, such as Assignments [2], Homework [3], and Papers [4].

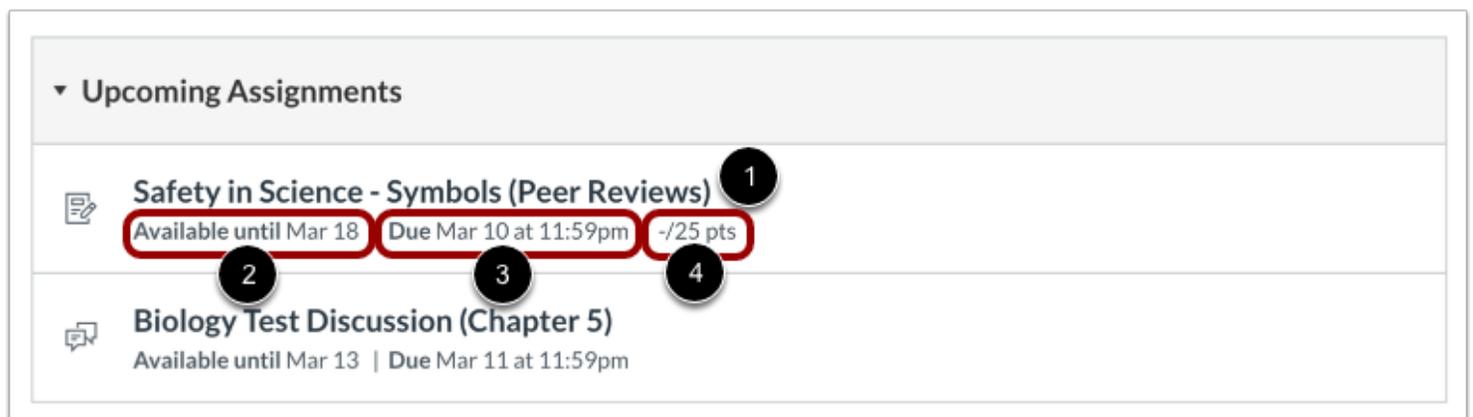
You can also see how much each grouping will be worth in the final grade [5].

View Assignment Icons



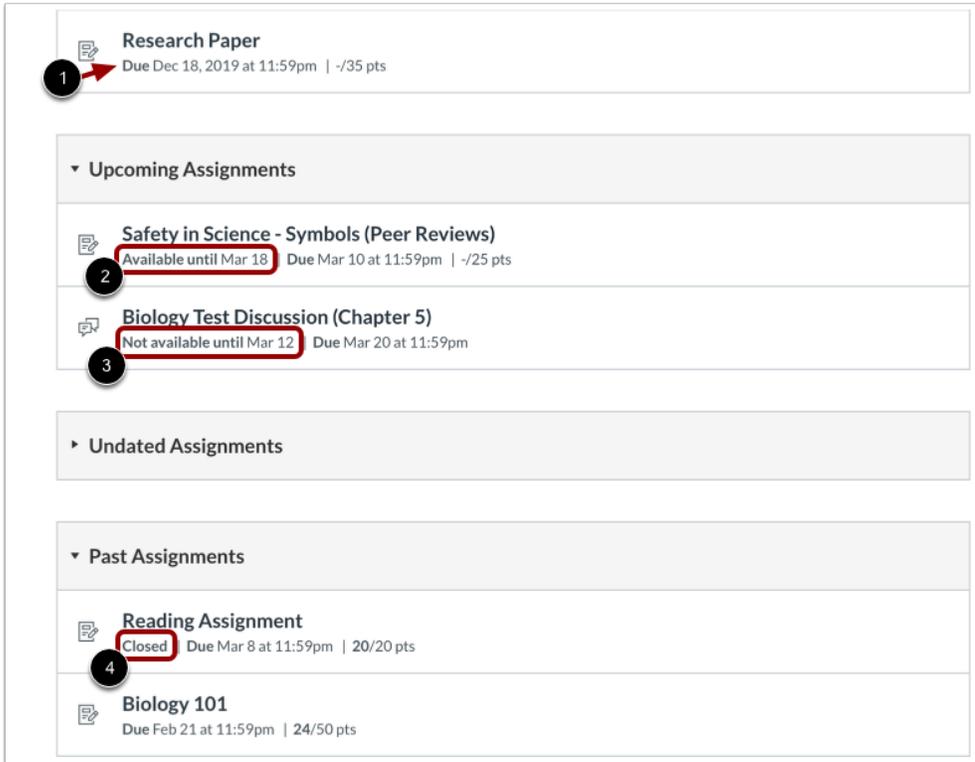
Each assignment also includes an icon, which indicates the assignment type: discussion [1], assignment [2], or quiz [3].

View Assignment Summary



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

View Availability Dates



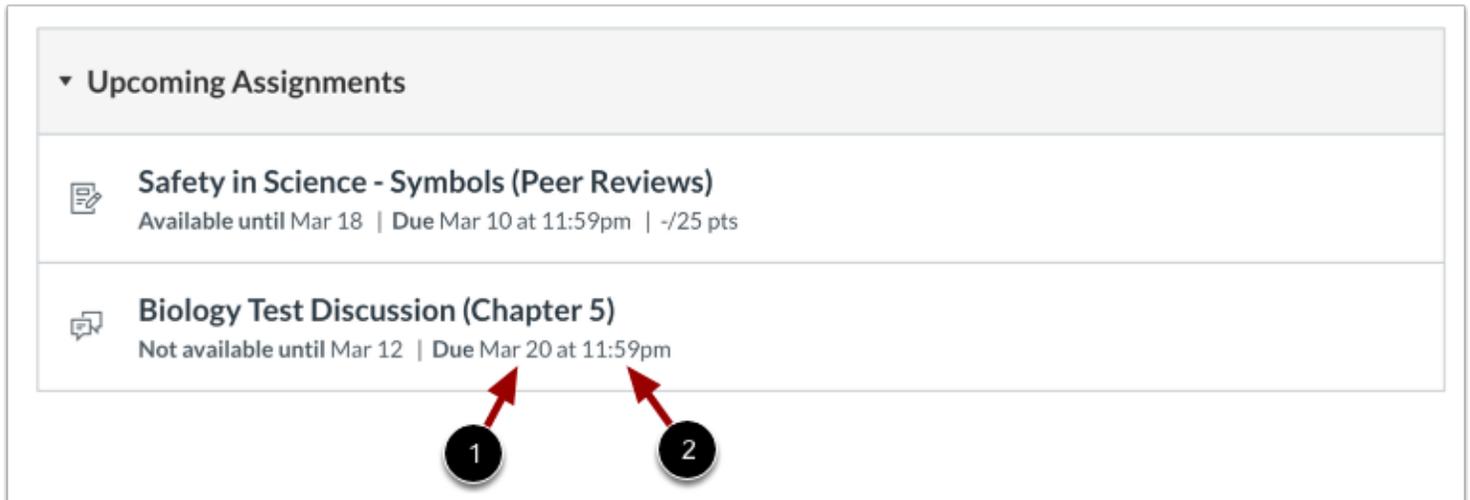
The screenshot shows a list of assignments in Canvas. Callout 1 points to the assignment name 'Research Paper'. Callout 2 points to the availability date 'Available until Mar 18' for 'Safety in Science - Symbols (Peer Reviews)'. Callout 3 points to the due date 'Due Mar 20 at 11:59pm' for 'Biology Test Discussion (Chapter 5)'. Callout 4 points to the points '20/20 pts' for 'Reading Assignment'.

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

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

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

View Due Dates



The screenshot shows a section titled "Upcoming Assignments" with a downward arrow. Below the title are two assignment cards. The first card is for "Safety in Science - Symbols (Peer Reviews)" with a document icon, available until Mar 18, due Mar 10 at 11:59pm, and worth -/25 pts. The second card is for "Biology Test Discussion (Chapter 5)" with a speech bubble icon, not available until Mar 12, and due Mar 20 at 11:59pm. Two red arrows point to the due dates: arrow 1 points to "Mar 10 at 11:59pm" and arrow 2 points to "Mar 20 at 11:59pm".

The second set of dates are the Due dates for each respective assignment [1]. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

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

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

Due dates also include a time [2]. Submissions are tracked down to the exact second, and submitting one second late will be marked as late. If your instructor does not set a due time, the listed date displays the course's default due time.

Filter Assignments



The screenshot shows a filter bar with three main components. On the left is a dropdown menu labeled "All Grading Periods" with a downward arrow, marked with a circled "1". In the center is a search field with a magnifying glass icon and the text "Search...", marked with a circled "2". On the right are two buttons: "SHOW BY DATE" and "SHOW BY TYPE".

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

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

Open Assignment

▼ Upcoming Assignments

-  **Safety in Science - Symbols (Peer Reviews)**
Available until Mar 18 | Due Mar 10 at 11:59pm | -/25 pts
-  **Biology Test Discussion (Chapter 5)**
Not available until Mar 12 | Due Mar 20 at 11:59pm
-  **Biome travel guide (brochure or video)**
Available until Apr 10 | Due Mar 27 at 11:59pm | -/100 pts

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

View Open Assignment

Biome travel guide (brochure or video) 4 Start Assignment

1 **Due** Wednesday by 12:59am **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload

2 Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

 The end product must use the informing not the persuading tone.

 INSTRUCTOR NOTE: (see if you can align this to common core language standards)

3 **Biome Travel Guide**

Criteria	Ratings	Pts
Description of criterion		5 pts
Criterion 3		5 pts
Description of criterion		5 pts
		Total Points: 15

When an assignment is open to you to submit at any time, you can view the due date, points, and the type(s) of submission(s) you can use for the assignment [1]. Not all assignments may have a due date.

You can also view additional details:

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

For example, an assignment may have a due date but may not list any other dates. If you were to miss the due date, you could still submit the assignment for late credit before the last day of the course. If the assignment does not have a due date, you can submit the assignment at any time before the last day of the course.

To [submit your assignment](#), click the **Start Assignment** button [4]. You can also [submit a quiz](#) or [reply to a discussion](#).

Note: You can always re-submit an assignment unless your instructor has set availability dates for the assignment.

View Assignment with Availability Dates

Biome travel guide (brochure or video) Start Assignment

1 **Due** Wednesday by 12:59am **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload

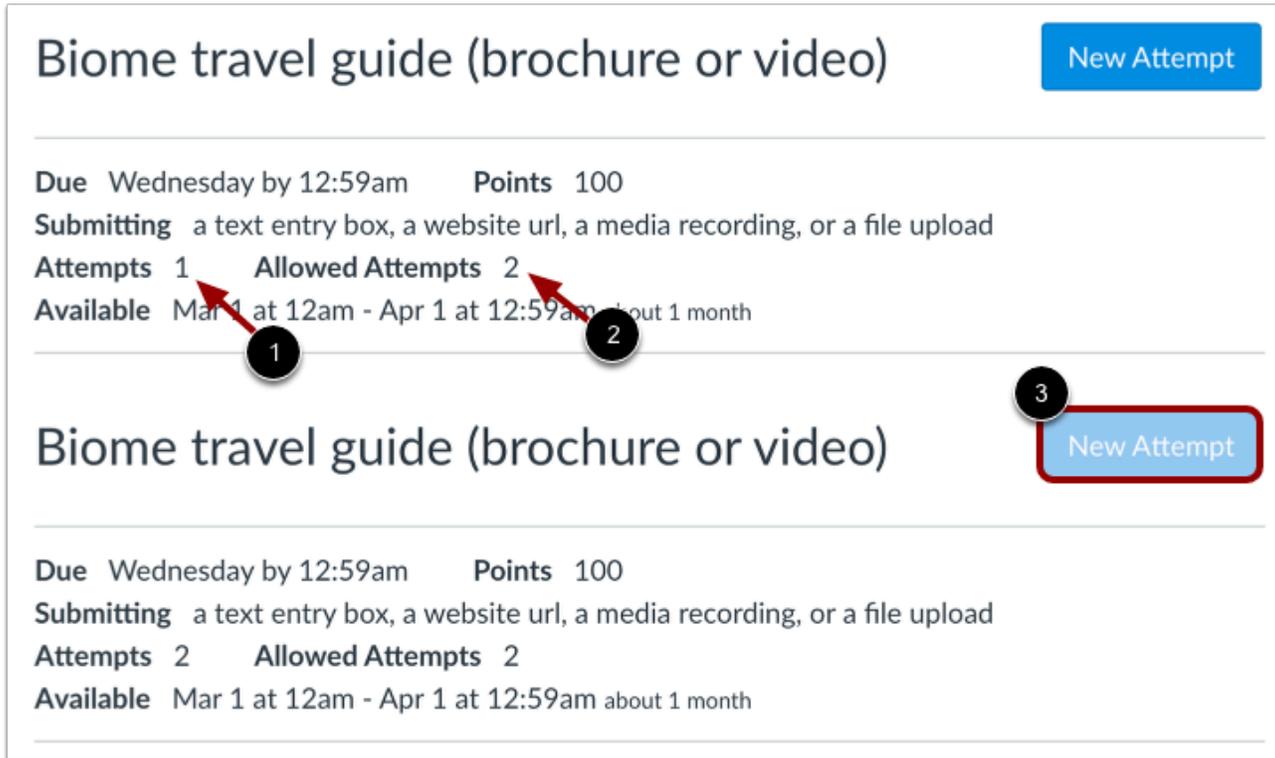
2 **Available** Mar 1 at 12am - Apr 1 at 12:59am about 1 month

When an assignment is open to you during availability dates, you can view all available assignment information in addition to the specific dates the assignment is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last date passes, you can no longer submit the assignment.

Note: If the due date is within 24 hours, an availability window will display.

View Assignment with Limited Attempts



The screenshot shows two identical assignment cards for "Biome travel guide (brochure or video)".

Assignment 1 (top):

- Due:** Wednesday by 12:59am
- Points:** 100
- Submitting:** a text entry box, a website url, a media recording, or a file upload
- Attempts:** 1 (Callout 1 points to this number)
- Allowed Attempts:** 2 (Callout 2 points to this number)
- Available:** Mar 1 at 12am - Apr 1 at 12:59am about 1 month
- Buttons:** A blue "New Attempt" button is visible in the top right.

Assignment 2 (bottom):

- Due:** Wednesday by 12:59am
- Points:** 100
- Submitting:** a text entry box, a website url, a media recording, or a file upload
- Attempts:** 2 (Callout 3 points to this number)
- Allowed Attempts:** 2
- Available:** Mar 1 at 12am - Apr 1 at 12:59am about 1 month
- Buttons:** A blue "New Attempt" button is visible in the top right and is highlighted with a red border.

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

Once you have used all your submission attempts, the New Attempt button displays as disabled [3].

View Locked Assignment

Safety in Science - Symbols (Peer Reviews)

This assignment is locked until Jul 12 at 12am.

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

An assignment can be locked before an instructor wants it open, or after a specific date has passed after the due date. When an assignment is locked, you can view the rubric (if any) and the assignment details. You can also view the date when the assignment will be open for submissions if it has not been opened yet.

View Closed Assignment

Biomes

Due Jun 29 at 11:59pm **Points** 8 **Questions** 8
Available until Jun 30 at 11:59pm **Time Limit** None
Allowed Attempts Unlimited

Instructions

Using the To Plant or Not to Plant page available [here on the NASA website](#) [↗], provide your answer to the question: Where would you plant this?

There is no time limit on this quiz and you have 3 attempts.

This quiz was locked Jun 30 at 11:59pm.

When an assignment is closed, you can still view the rubric, if any, and any existing submission details in the sidebar, but you can no longer view the assignment details or submit/re-submit the assignment. You can also view the date the assignment was locked to submissions.

Assignments close after the available until date has passed.

How do I view the rubric for my assignment?

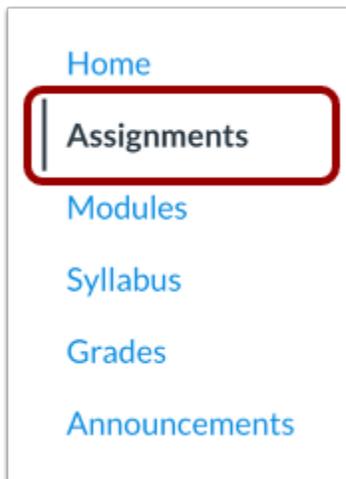
Your instructor may include a rubric as part of your assignment. The Rubric is a set of criteria that your instructor will use to grade your assignment. Before submitting your assignment, you can use the Rubric to evaluate your own work and make sure your assignment fulfills your instructor's requirements.

You can [view rubric results for a graded assignment in the Grades page](#) or from the assignment details page.

Notes:

- Not all assignments may include a rubric.
- [Rubrics for external tool assignments](#) can be viewed in the submissions detail page, before or after the assignment is submitted.
- If the assignment you are accessing displays differently, your assignment may be using [the Assignment Enhancements feature](#).

Open Assignments



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

Open Assignment

▼ Upcoming Assignments

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

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

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

Click the name of an assignment.

View Rubric

Writing Prompt Rubric				
Criteria 1	Ratings 2			Pts 3
Follows Instructions Addresses all aspects of the prompt	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts No Description	0.0 pts No Marks	5.0 pts
Grammar	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
🕒 Writing Prompt Outcome Demonstrates ability to complete the weekly writing prompt by following directions and format. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
🕒 1.1.d Speak in complete sentences. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
🕒 1.1.b Listen and demonstrate understanding by responding appropriately (e.g., follow multiple-step directions, restate, clarify, question). threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
Total Points: 30.0				

Assignment rubrics are shown below the assignment instructions.

The rubric includes Criteria [1], Ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

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

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions Addresses all aspects of the prompt	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts No Description	0.0 pts No Marks	5.0 pts
Grammar	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
 Writing Prompt Outcome Demonstrates ability to complete the weekly writing prompt by following directions and format. <small>threshold: 3.0 pts</small>	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
 1.1.d Speak in complete sentences. <small>threshold: 3.0 pts</small>	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
 1.1.b Listen and demonstrate understanding by responding appropriately (e.g., follow multiple-step directions, restate, clarify, question). <small>threshold: 3.0 pts</small>	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
Total Points: 30.0				

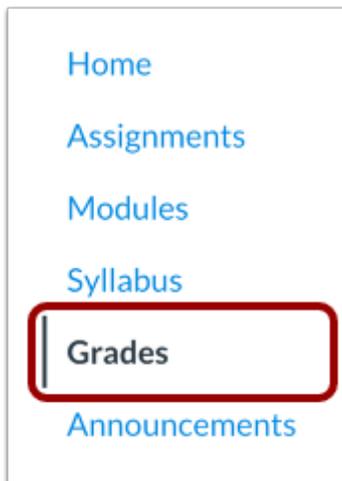
Criterion may include a description [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.

How do I view the rubric for my external tool assignment?

If your instructor creates an assignment with an external tool, such as a Google Drive or Microsoft Office 365 assignment, they may include a rubric as part of your assignment. Before submitting your assignment you can review the rubric's definitions.

Open Grades



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

Open Assignment

Grades for Emily Boone

Print

For the course: History 210

Arrange by: Assignment Group

Name	Due	Score	Out of
A Closer Look: The United States Constitution Written Response 2	Dec 15 by 11:59pm	-	15
A Closer Look: The United States Constitution Written Response 1	Dec 13 by 11:59pm	-	15
The Declaration of Independence: A Revisionist History	Sep 22 by 11:59pm	39.5 (2.5)	50

Click the name of an assignment.

Show Rubric

Submission Details

A Closer Look: The United States Constitution Written Response 2, Emily Boone

Grade: [Show Rubric](#)

No Preview Available

Add a Comment:
Teachers and submitter will be notified of all comments.

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

[Save](#)

In the submission details page, click the **Show Rubric** link.

View Rubric

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions view longer description	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 / 5 pts
Correct Length	5 to >3 pts Full Marks	3 to >0 pts No Description	0 pts No Marks	5 / 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	3 / 5 pts
Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.d view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.b view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
Total Points: 28				

View the rubric for your external tool assignment.

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

How do I submit an online assignment?

You can submit online assignments in Canvas using several submission types. Instructors can choose what kind of online submissions they want you to use. You may also have the option to resubmit assignments if your instructor allows.

Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your [user files](#) but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Submitted files are stored in the Submissions folder.

Before submitting an assignment, you may want to review all assignment information, such as the [assignment rubric](#), if any.

This lesson shows how to turn in a standard online assignment. Learn how to submit a [peer review assignment](#).

Third-Party File Application Submissions

You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

1. Download the file to your computer and [submit as a File Upload](#)
2. Share the file, copy the file URL, and submit as a Website URL

Mobile Submissions

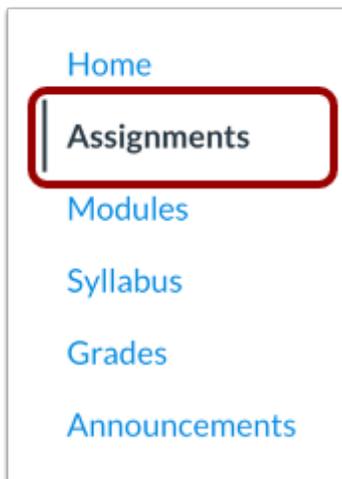
You can also submit assignments using your [Android](#) or [iOS](#) device.

Notes:

- Depending on the assignment submission type set by your instructor, not all file types may be available for your assignment submission.
- Not all of your assignments may be submitted online. If you cannot see the Start Assignment button, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation (confetti) when you submit an assignment on time. However, if you prefer, you can [disable this feature option](#) in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the [Assignment Enhancements feature](#).
- Group assignments do not support the student annotation submission type.

- If the assignment uses file restrictions, submitting through the Google Drive tab results in an error. In this case, download the file from Google Drive and [submit it using the file upload](#) tab instead.

Open Assignments



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

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

View Course Assignments

▼ Upcoming Assignments

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

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

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

Click the name of an assignment.

Start Assignment

Biome travel guide (brochure or video) [Start Assignment](#)

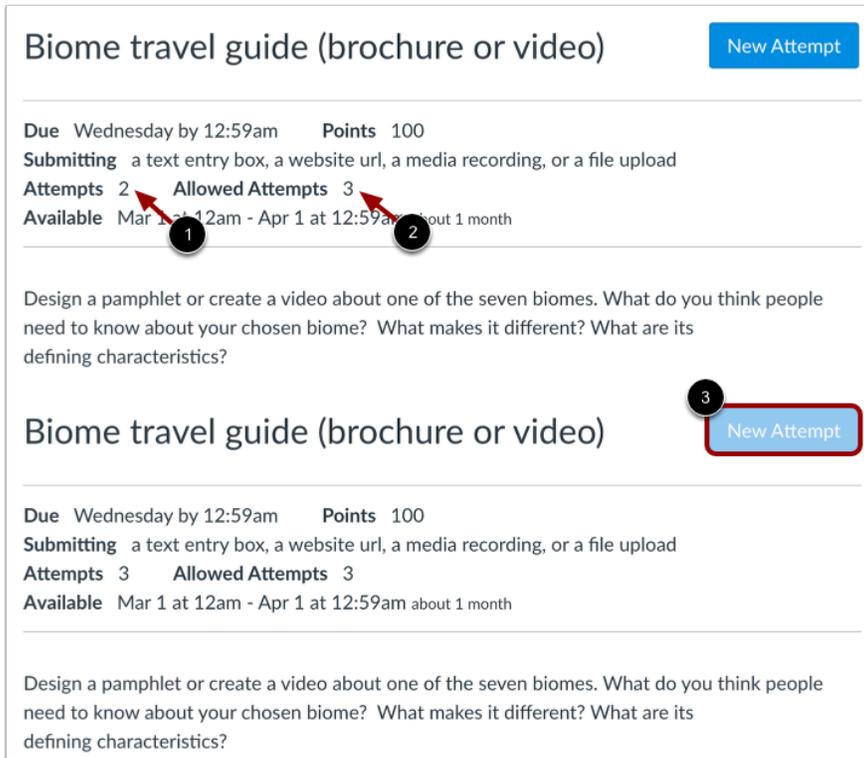
Due Wednesday by 12:59am **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload
Available Mar 1 at 12am - Apr 1 at 12:59am about 1 month

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

To submit an assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Submission Attempts



Biome travel guide (brochure or video) [New Attempt](#)

Due Wednesday by 12:59am **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload
Attempts 2 **Allowed Attempts** 3
Available Mar 1 at 12am - Apr 1 at 12:59am about 1 month

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

Biome travel guide (brochure or video) [New Attempt](#)

Due Wednesday by 12:59am **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload
Attempts 3 **Allowed Attempts** 3
Available Mar 1 at 12am - Apr 1 at 12:59am about 1 month

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

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

Once you have used all your submission attempts, the **New Attempt** button displays as disabled [3].

View Final Grade Notice

This assignment does not count toward the final grade.

Biome travel guide (brochure or video)

[New Attempt](#)

Due Wednesday by 12:59am **Points** 100

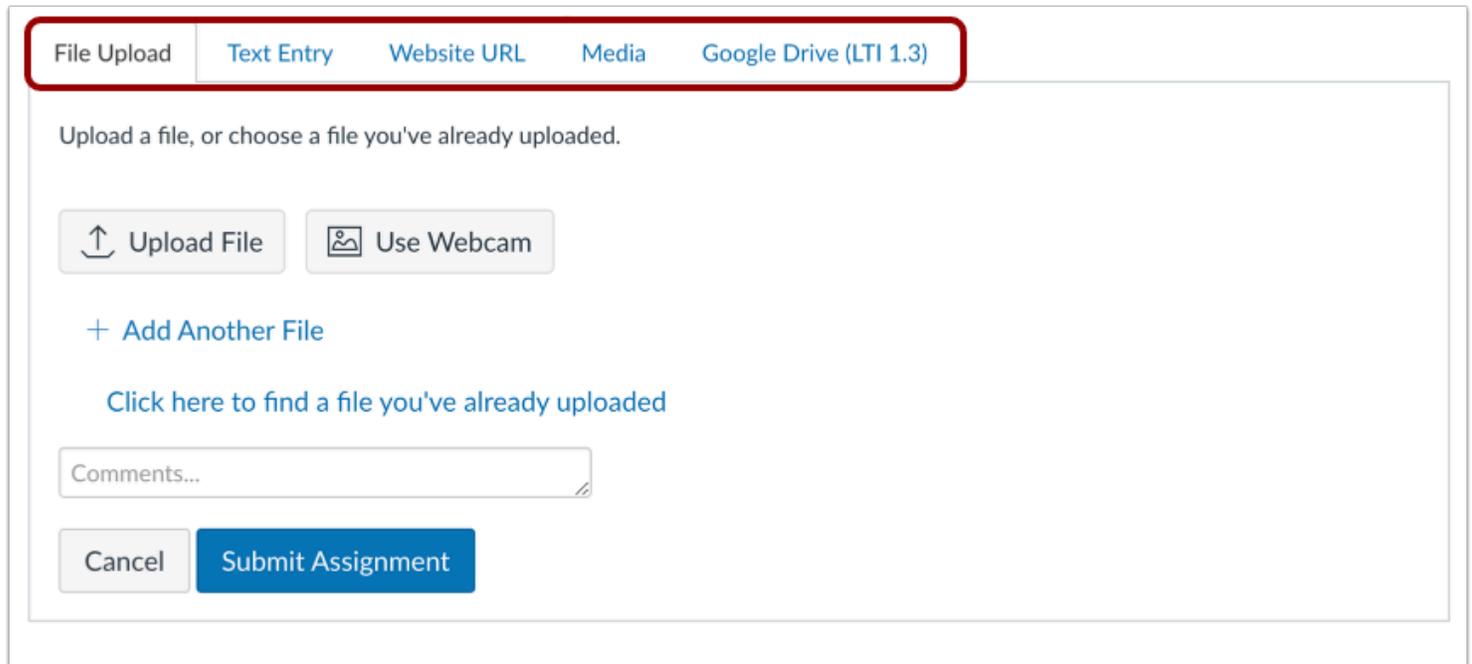
Submitting a text entry box, a website url, a media recording, or a file upload

Available Mar 1 at 12am - Apr 1 at 12:59am about 1 month

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Select Submission Type



File Upload | Text Entry | Website URL | Media | Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

[+ Add Another File](#)

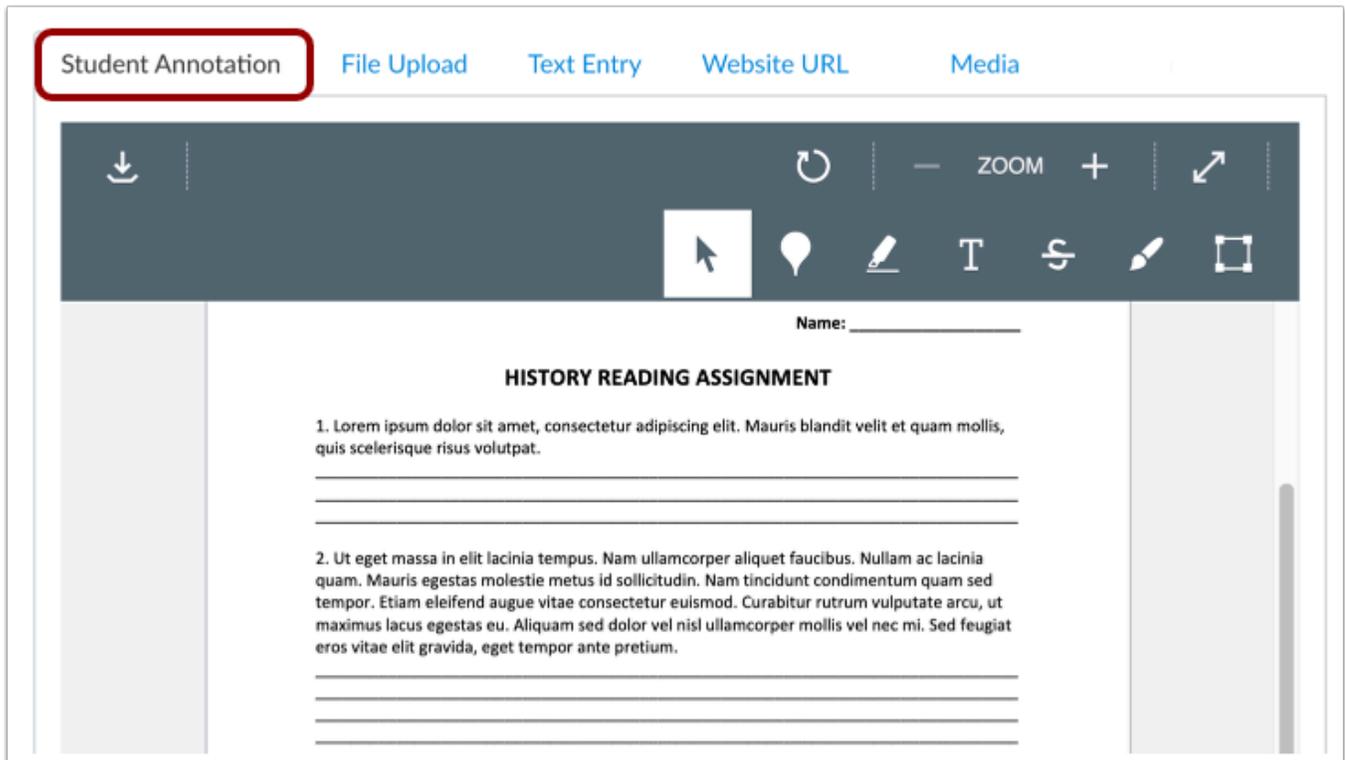
[Click here to find a file you've already uploaded](#)

Comments...

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media. You can only select one submission type per submission.

Note: Depending on the assignment submission type set by your instructor, not all file types may be available for your assignment submission.

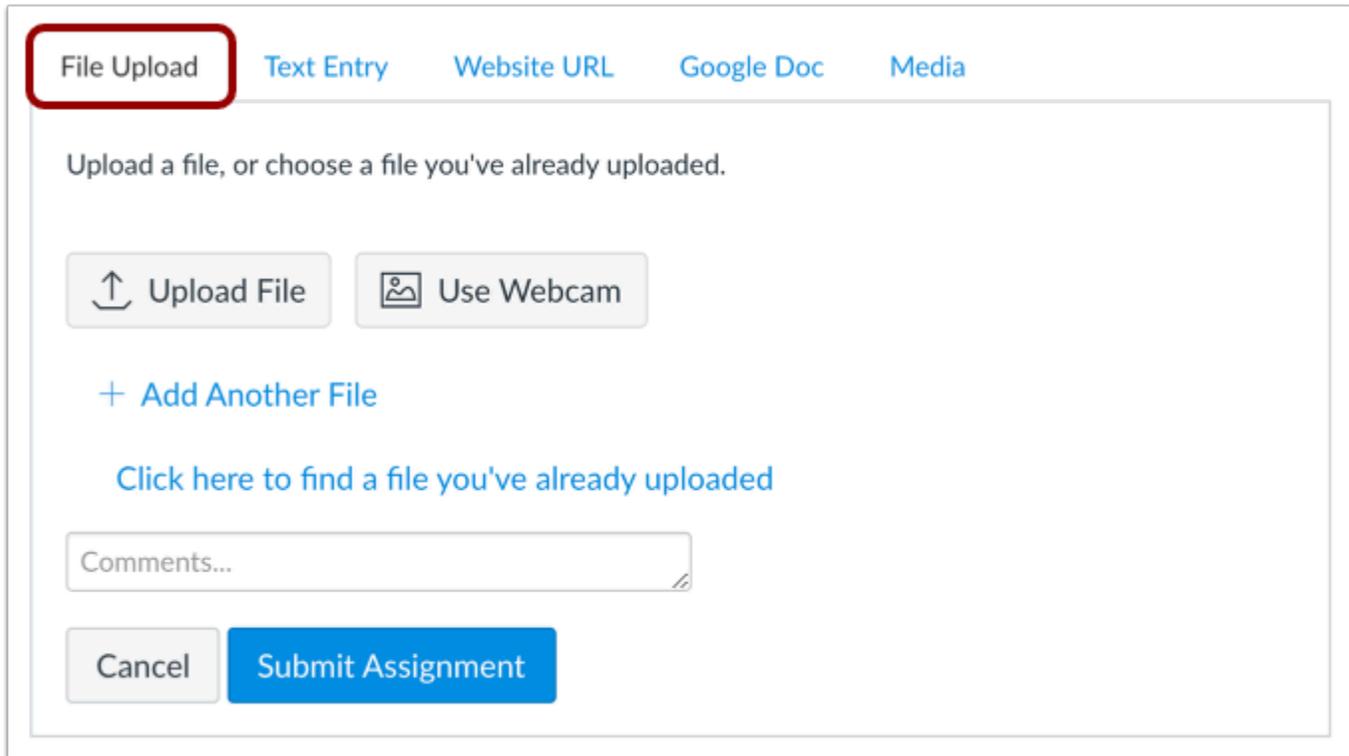
Submit Student Annotation



To [submit an annotated document](#), click the **Student Annotation** tab.

Note: Group assignments do not support the student annotation submission type.

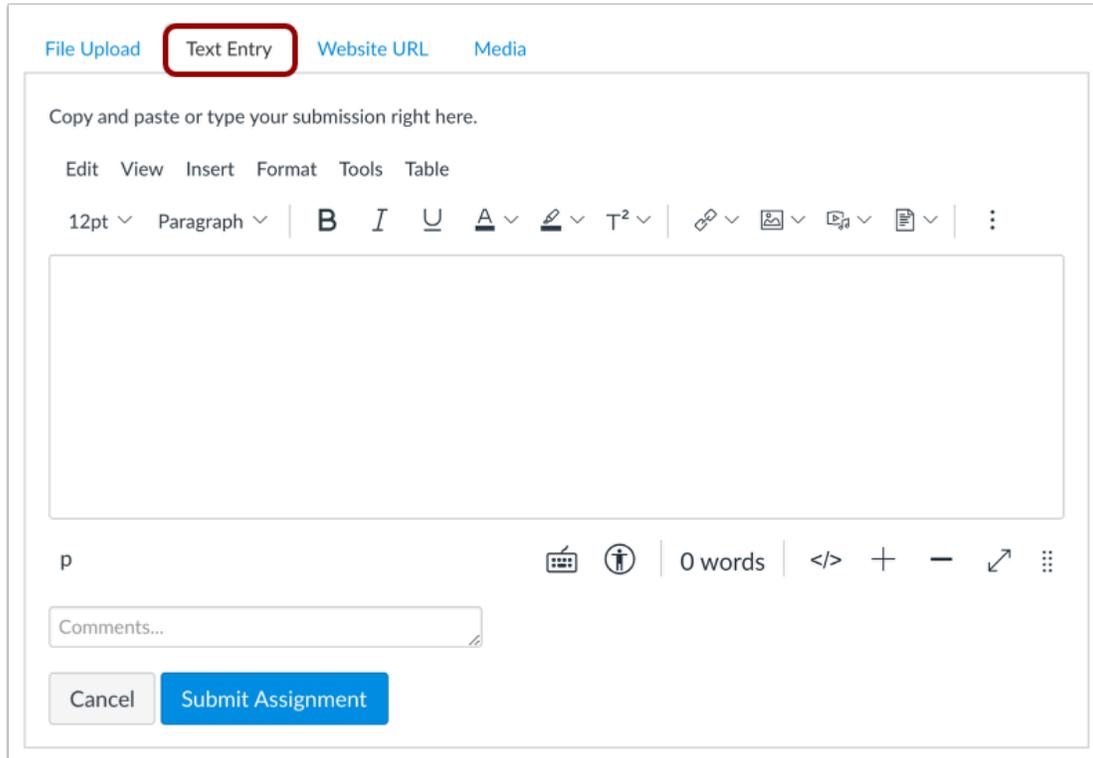
Submit a File Upload



The screenshot shows the Canvas submission interface. At the top, there are five tabs: "File Upload", "Text Entry", "Website URL", "Google Doc", and "Media". The "File Upload" tab is highlighted with a red border. Below the tabs, the text reads "Upload a file, or choose a file you've already uploaded." There are two buttons: "Upload File" (with an upward arrow icon) and "Use Webcam" (with a camera icon). Below these buttons is a blue link "+ Add Another File" and another blue link "Click here to find a file you've already uploaded". At the bottom, there is a text input field labeled "Comments..." and two buttons: "Cancel" and "Submit Assignment".

To [upload a file](#) from your computer or [take a photo using your webcam](#) and submit it as your assignment, select the **File Upload** tab.

Submit a Text Entry

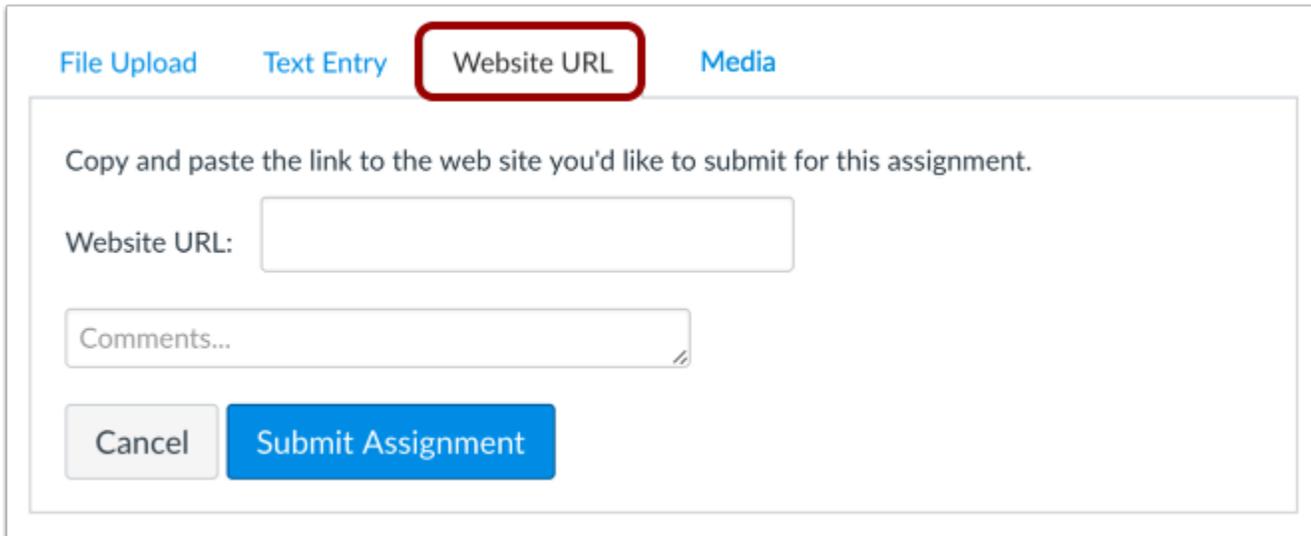


The screenshot shows the submission interface for a Text Entry assignment. At the top, there are four tabs: "File Upload", "Text Entry" (which is highlighted with a red box), "Website URL", and "Media". Below the tabs, the instruction "Copy and paste or type your submission right here." is displayed. A rich text editor follows, with a menu bar containing "Edit", "View", "Insert", "Format", "Tools", and "Table". The toolbar includes options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text color (T²), link, unlink, insert image, insert video, insert audio, and insert document. A large text area is provided for the submission. Below the text area, there is a "p" paragraph indicator, a word count display showing "0 words", and icons for source code, zoom in, zoom out, and share. At the bottom, there is a "Comments..." input field and two buttons: "Cancel" and "Submit Assignment".

To submit a [text entry](#) assignment, select the **Text Entry** tab.

Note: The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.

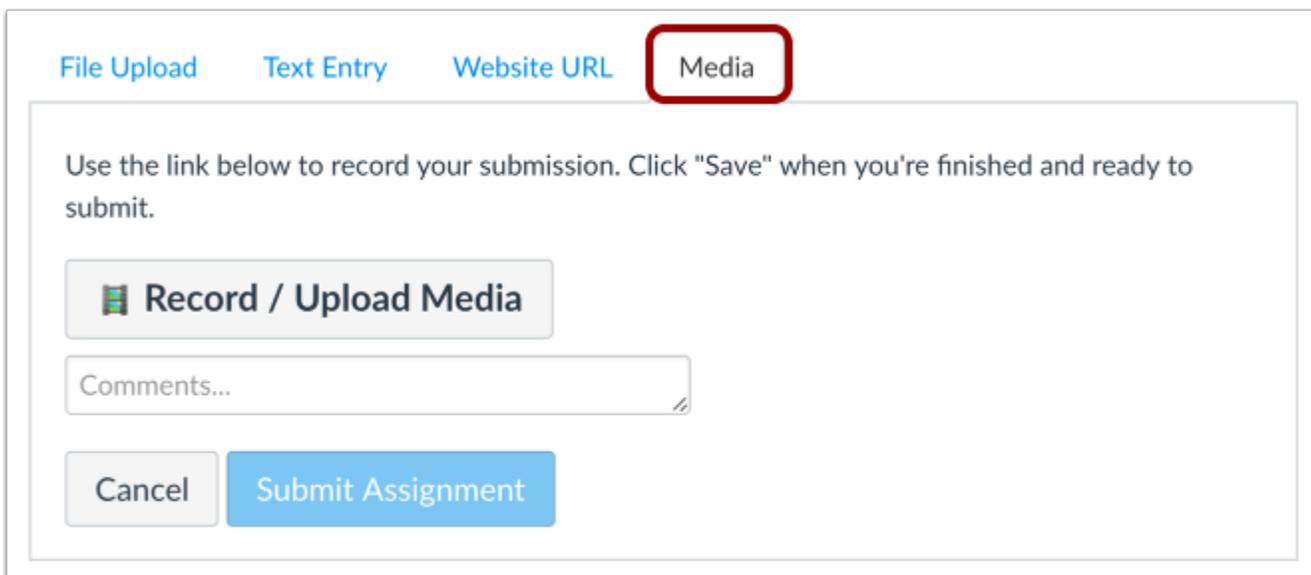
Submit Website URL



The screenshot shows the submission interface with four tabs: File Upload, Text Entry, Website URL, and Media. The Website URL tab is highlighted with a red border. Below the tabs, the text reads: "Copy and paste the link to the web site you'd like to submit for this assignment." There is a text input field labeled "Website URL:", a "Comments..." field, and two buttons: "Cancel" and "Submit Assignment".

To submit a [website URL](#), select the **Website URL** tab.

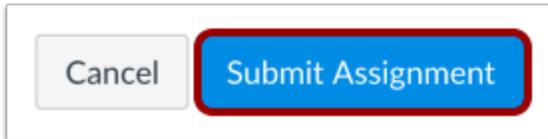
Submit Media Recording



The screenshot shows the submission interface with four tabs: File Upload, Text Entry, Website URL, and Media. The Media tab is highlighted with a red border. Below the tabs, the text reads: "Use the link below to record your submission. Click 'Save' when you're finished and ready to submit." There is a button labeled "Record / Upload Media", a "Comments..." field, and two buttons: "Cancel" and "Submit Assignment".

To [submit a media recording](#), select the **Media** tab.

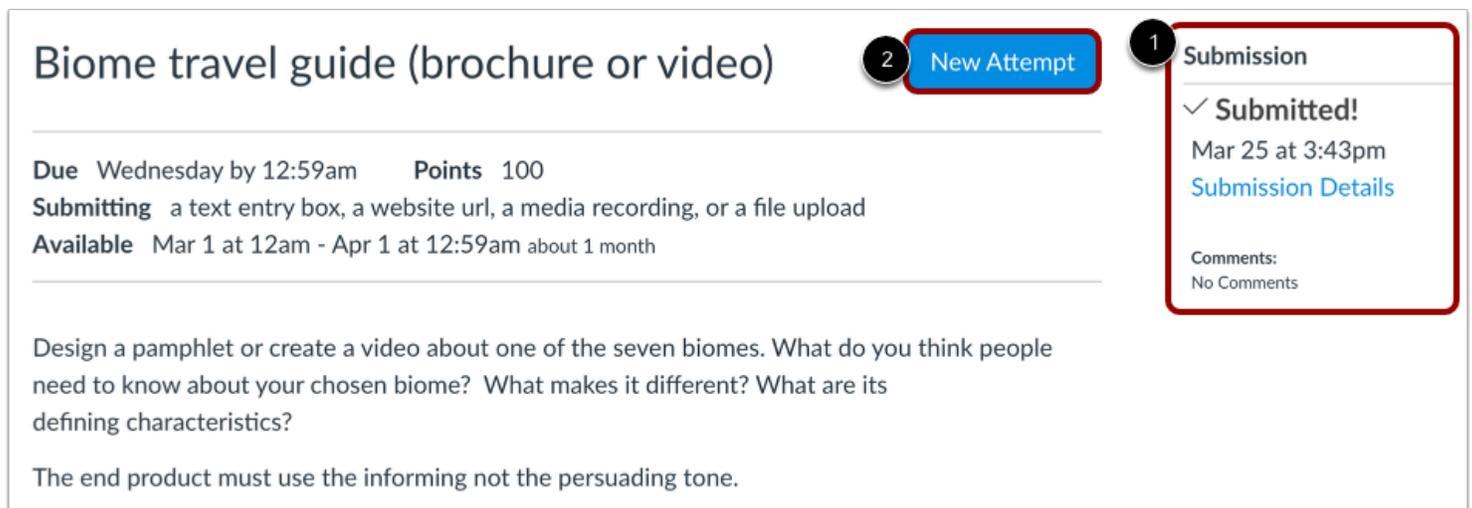
Submit Assignment



When you are ready to submit your assignment, click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission

A screenshot of the Canvas assignment submission page. The main heading is 'Biome travel guide (brochure or video)'. To the right of the heading is a 'New Attempt' button with a circled '2' next to it. Below the heading, the due date is 'Wednesday by 12:59am' and the points are '100'. The submission type is 'a text entry box, a website url, a media recording, or a file upload'. The available dates are 'Mar 1 at 12am - Apr 1 at 12:59am about 1 month'. The assignment description asks for a pamphlet or video about one of the seven biomes, focusing on defining characteristics and an informing tone. On the right side, there is a 'Submission' sidebar with a circled '1' next to it. The sidebar shows a 'Submitted!' status with a checkmark, the date 'Mar 25 at 3:43pm', a link to 'Submission Details', and 'Comments: No Comments'.

After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2]. You can view the details of your most recent submission in the Sidebar, but your instructor can see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation [displays a grading indicator](#).

You can also see details about your assignment and links to additional feedback in your [Grades](#) page.

Notes:

- Your assignment still displays in Assignments page and the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

Self-Assessment Submission



If enabled by your instructor, you may be required to fill out a [self-assessment rubric](#) for your submission.

How do I submit a text entry assignment?

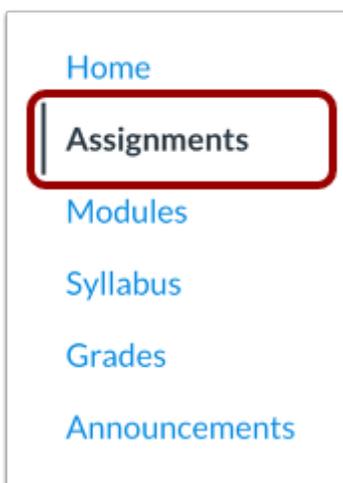
You can submit an assignment in Canvas using text entry. Text entry assignments are created in the Rich Content Editor. You may also have the option to resubmit assignments if your instructor allows.

Before submitting an assignment, you may want to review all assignment information, such as the [assignment rubric](#), if any.

Notes:

- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- Files uploaded and submitted do not count against the user's storage quota, but those uploaded through the Rich Content Editor are counted against the user's storage quotas.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view [this guide](#) for more information.

Open Assignments



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

View Course Assignments

 **Revolution Review**
Due May 7 at 11:59pm | -/30 pts

Click the name of an assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

To submit an assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice

This assignment does not count toward the final grade.

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

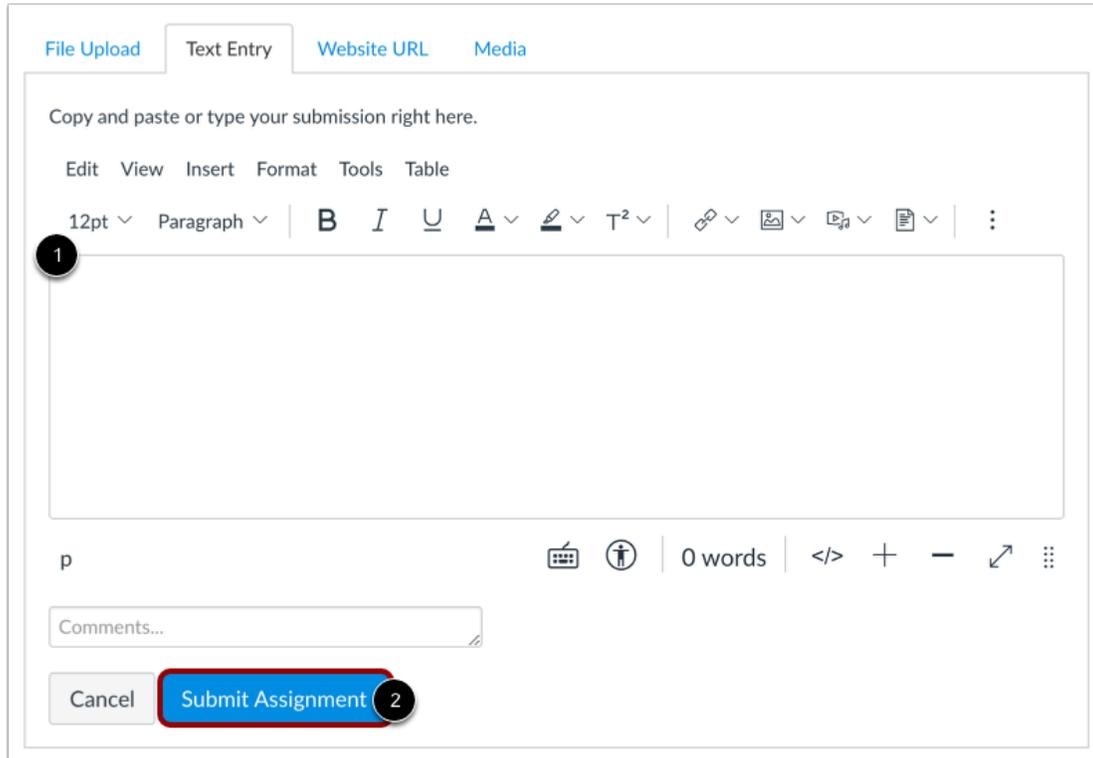
A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Open Text Entry

[File Upload](#) [Text Entry](#) [Website URL](#) [Media](#)

To submit a text entry assignment, click the **Text Entry** tab.

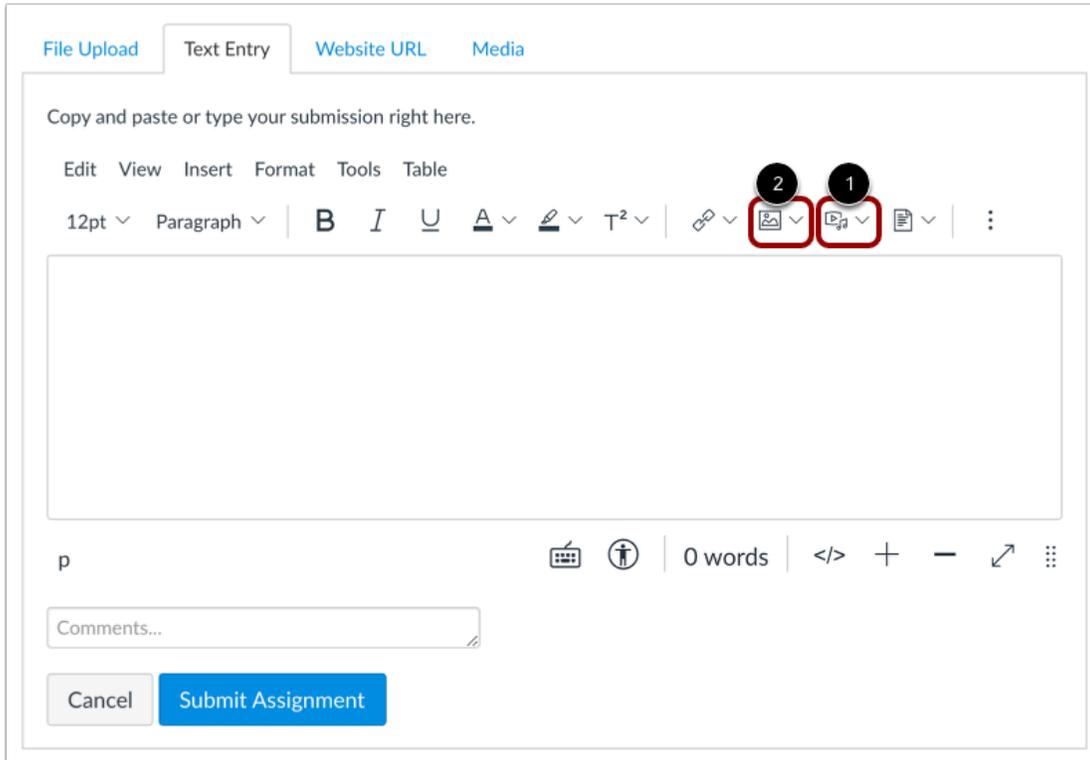
Submit Text Entry



The screenshot displays the Canvas submission interface. At the top, there are four tabs: "File Upload", "Text Entry", "Website URL", and "Media". The "Text Entry" tab is selected. Below the tabs, the instruction "Copy and paste or type your submission right here." is shown. A Rich Content Editor (RCE) is present, featuring a menu bar with "Edit", "View", "Insert", "Format", "Tools", and "Table". The RCE toolbar includes options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text color (T²), link, unlink, insert image, insert video, insert audio, and insert document. A large text area is provided for submission, with a small "1" in a circle at the top left corner. Below the text area, the text "p" is visible, along with icons for chat, help, and word count (0 words). There are also icons for source code, zoom in, zoom out, and share. At the bottom, there is a "Comments..." input field and two buttons: "Cancel" and "Submit Assignment". The "Submit Assignment" button is highlighted with a red box and a small "2" in a circle.

Type or copy and paste text into the Rich Content Editor [1]. Click the **Submit Assignment** button [2].

Add Media



File Upload | **Text Entry** | Website URL | Media

Copy and paste or type your submission right here.

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A**   T²  **1** **2**   

p  | 0 words |  + -  

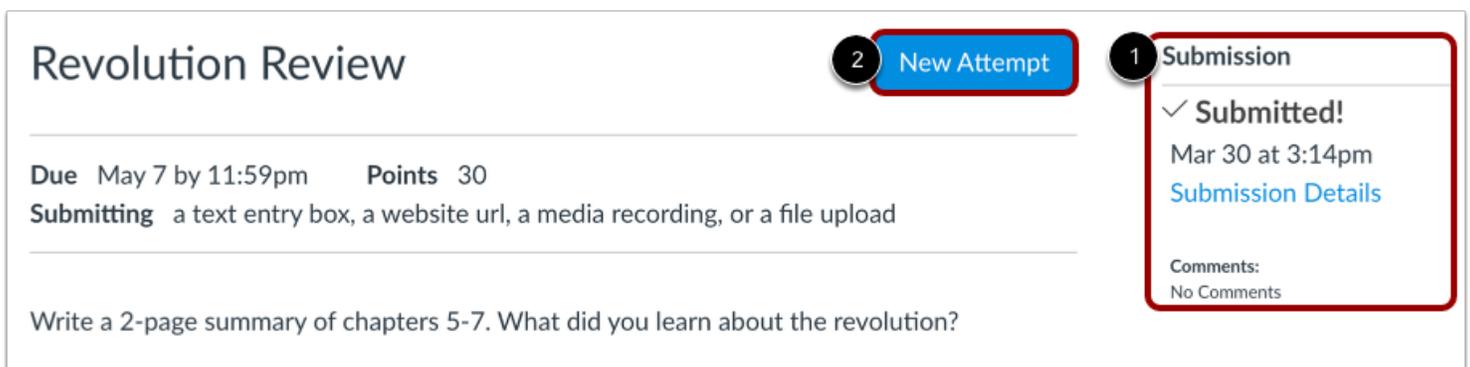
Comments...

Cancel **Submit Assignment**

As part of your text entry assignment submission, you can [record media](#) or [upload a media file](#) [1].

You can also [embed images from Canvas](#) or [upload images](#) in your text entry assignment submission [2].

View Submission



Revolution Review **2** **New Attempt** **1** **Submission**

✓ **Submitted!**
Mar 30 at 3:14pm
[Submission Details](#)

Comments:
No Comments

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I enter a URL as an assignment submission?

In Canvas, you can enter a website URL as an assignment submission. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted.

Before submitting an assignment, you may want to review all assignment information, such as the [assignment rubric](#), if any. You may also have the option to resubmit assignments if your instructor allows.

Third-Party File Application Submissions

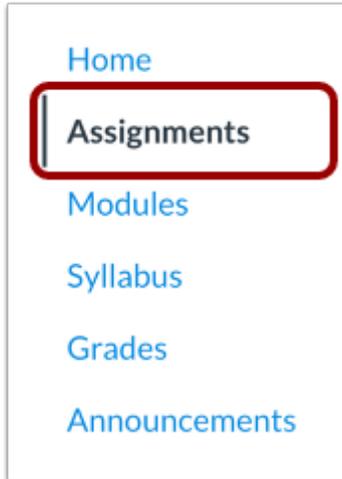
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

- Download the file to your computer and [submit as a File Upload](#)
- Share the file, copy the file URL, and submit as a Website URL

Notes:

- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view [this guide](#) for more information.

Open Assignments



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

View Course Assignments



Click the name of an assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

To submit an assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice

This assignment does not count toward the final grade.

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

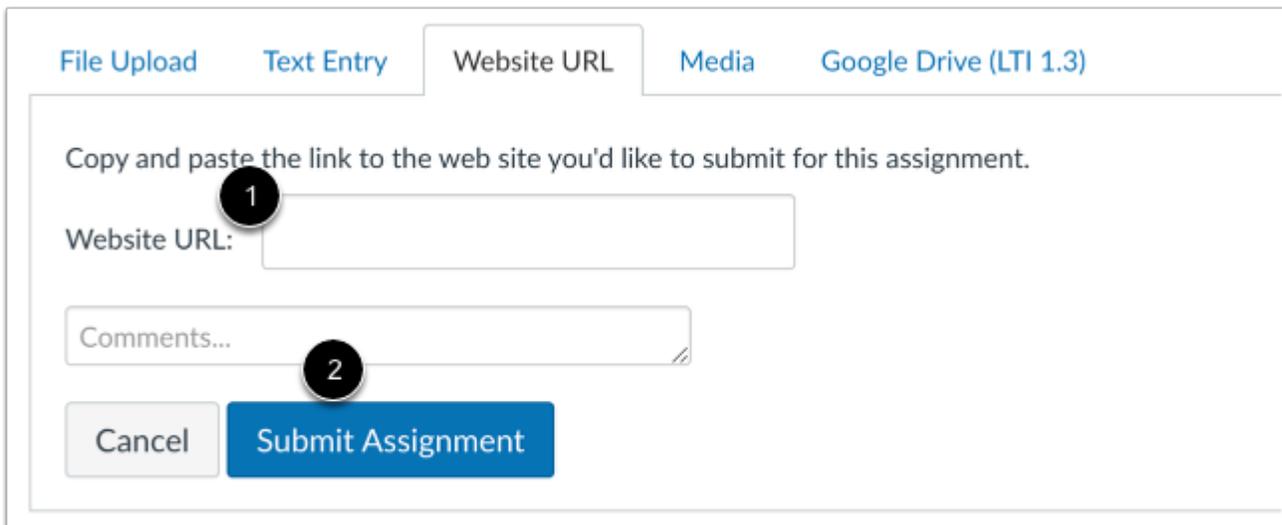
Open Website URL



A horizontal row of five tabs: File Upload, Text Entry, Website URL, Media, and Google Drive (LTI 1.3). The 'Website URL' tab is highlighted with a red rectangular border.

To submit a URL, click the **Website URL** tab.

Submit Website URL



The 'Website URL' tab is selected. The form contains the following elements:

- Instruction: Copy and paste the link to the web site you'd like to submit for this assignment.
- Field 1: A text input field labeled 'Website URL:' with a circled '1' next to it.
- Field 2: A text input field labeled 'Comments...' with a circled '2' next to it.
- Buttons: A 'Cancel' button and a blue 'Submit Assignment' button.

Type or copy and paste the URL into the **Website URL** field [1]. Click the **Submit Assignment** button [2].

You can submit assignments from Google Drive, Dropbox, or another third-party service by sharing the file, copying the URL, and submitting as a website URL. Alternatively, you can download the file to your computer and [submit as a file upload](#) if the assignment allows.

View Submission

Revolution Review

2 [New Attempt](#) **1** [Submission](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

✓ **Submitted!**
Mar 30 at 3:14pm
[Submission Details](#)

Comments:
No Comments

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit a media file as an assignment submission?

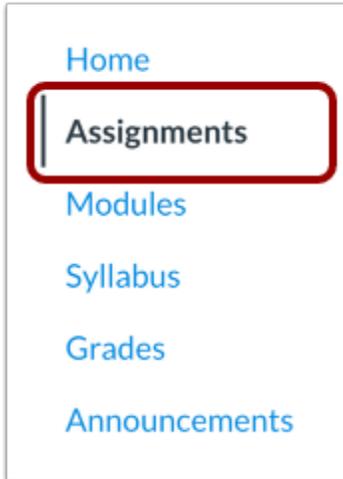
You can upload a video or audio file to submit as an assignment in Canvas. You can also use Canvas to record an audio or video file to submit as an assignment. Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any. You can also submit assignments using your Android or iOS device.

To learn more about available options for using media files in Canvas, view the [Canvas Media Comparison resource document](#).

Notes:

- Canvas will not accept media uploads larger than 500 MB.
- Your instructor will decide what type of submissions are allowed. One or both of these options may not be available. You may also have the option to resubmit assignments if your instructor allows.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Files uploaded and submitted do not count against the user's storage quota, but those uploaded through the Rich Content Editor are counted against the user's storage quotas.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the [Assignment Enhancements feature](#).

Open Assignments



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

Open Assignment



Click the name of the assignment.

Submit Assignment

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice

This assignment does not count toward the final grade.

Revolution Review

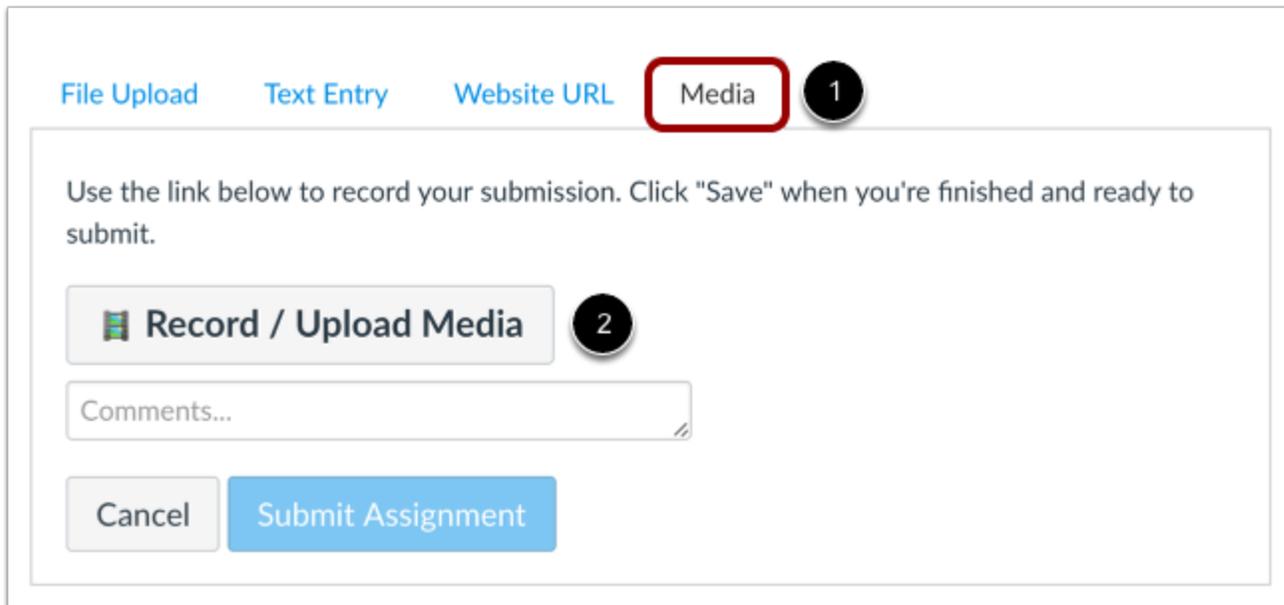
[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

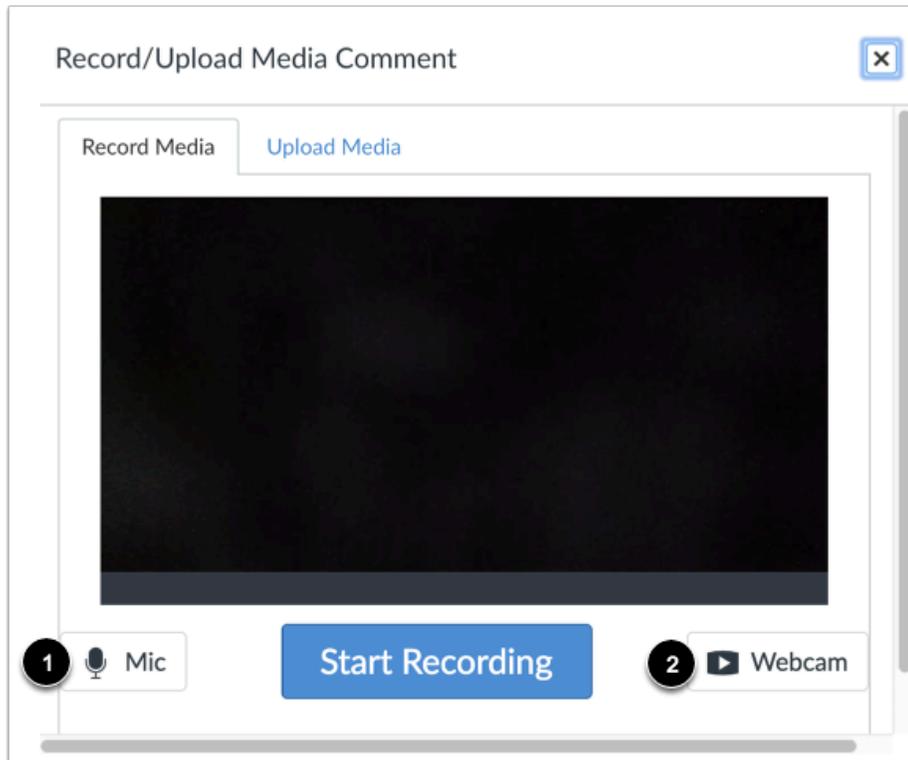
Select Media



The screenshot shows the Canvas assignment submission interface. At the top, there are four tabs: "File Upload", "Text Entry", "Website URL", and "Media". The "Media" tab is selected and highlighted with a red box, and a circled "1" is next to it. Below the tabs, there is a text box that says "Use the link below to record your submission. Click 'Save' when you're finished and ready to submit." Below this text box is a button labeled "Record / Upload Media" with a circled "2" next to it. Below the button is a text input field labeled "Comments...". At the bottom, there are two buttons: "Cancel" and "Submit Assignment".

To open the media upload tool, select the **Media** tab [1] and click the **Record/Upload Media** button [2].

Record Media

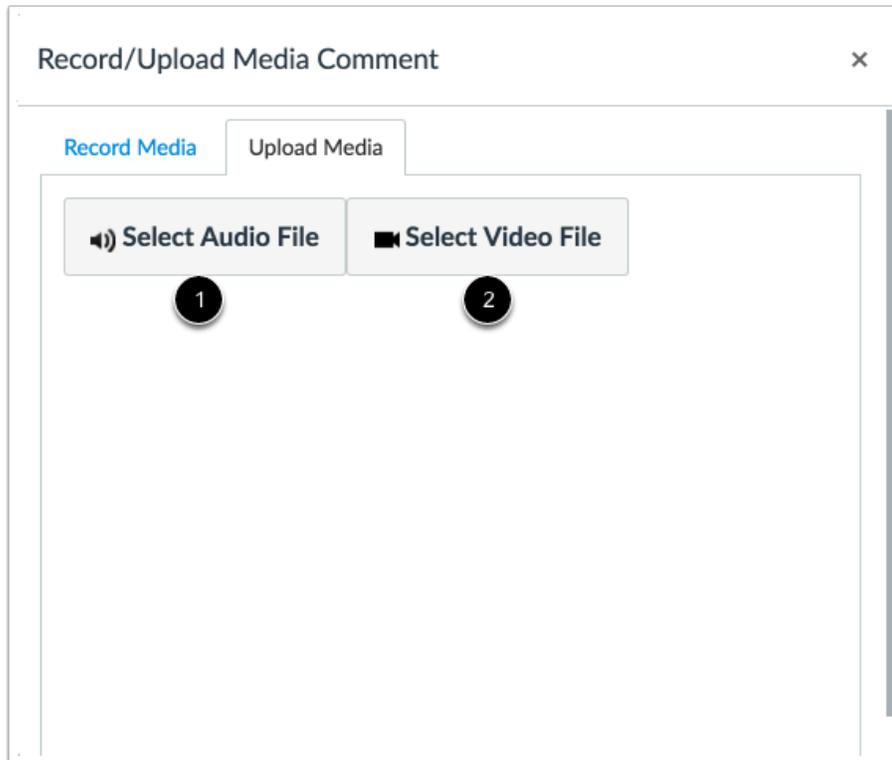


You have the option to record video or record audio to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [1]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [2].

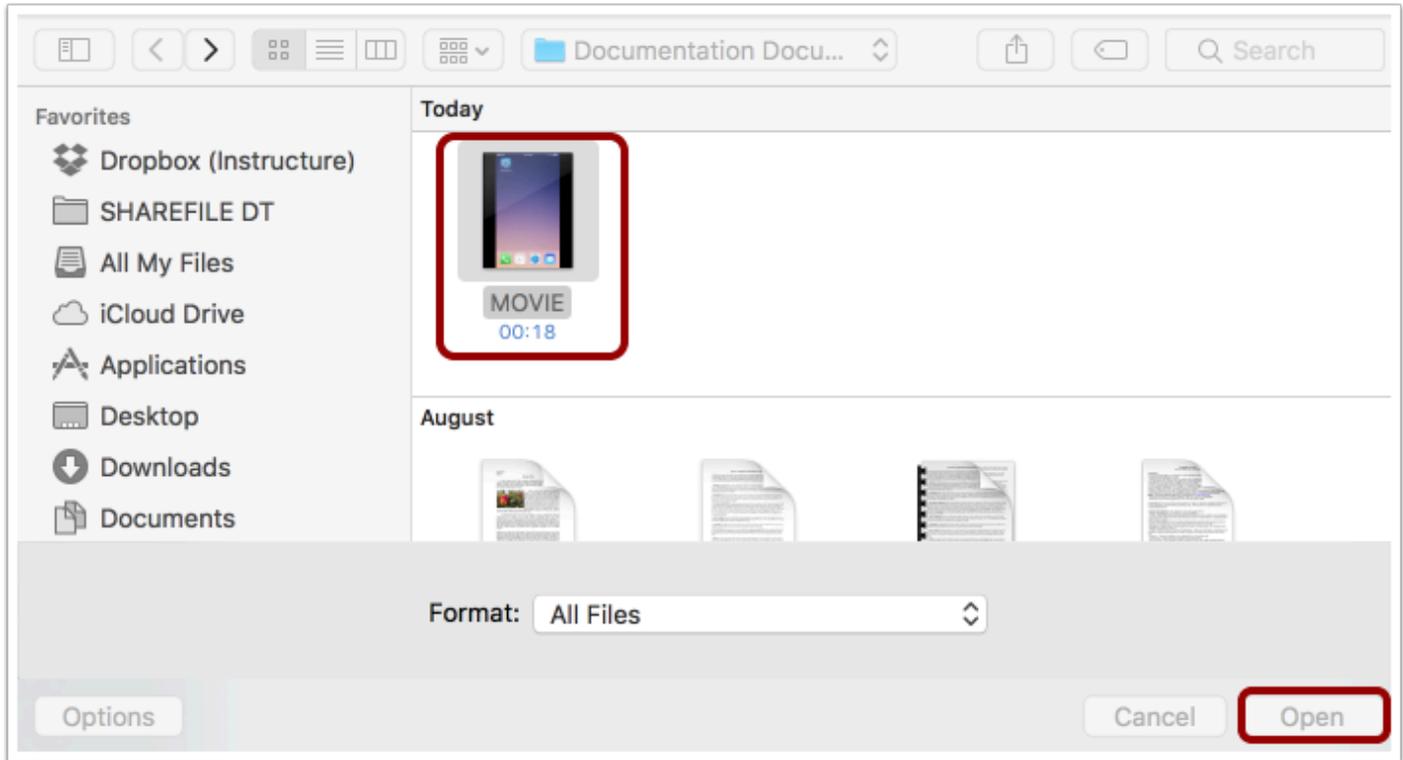
Note: If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.

Upload Media



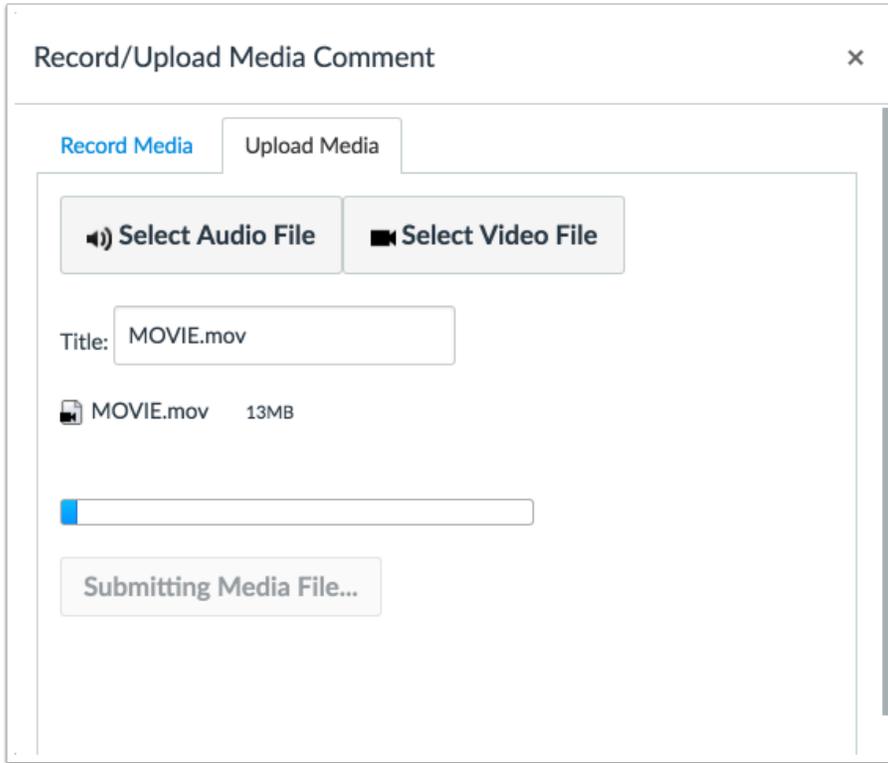
You can upload an audio file [1] or a upload a video file [2] to your assignment. The process is the same for both.

Select Media File



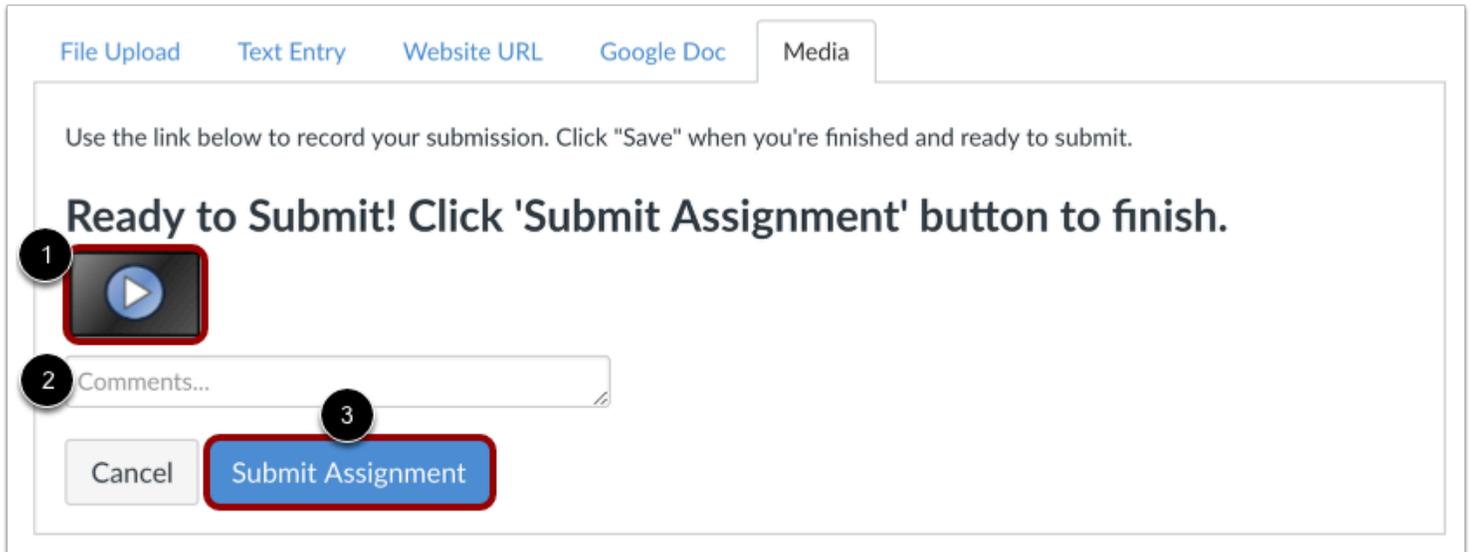
Select the file you want to upload and click **Open** to begin uploading the file.

Monitor File Upload



Monitor the file upload. The uploading process will finish automatically.

Submit Assignment



File Upload Text Entry Website URL Google Doc Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

Ready to Submit! Click 'Submit Assignment' button to finish.

1 [Play Button]

2 Comments...

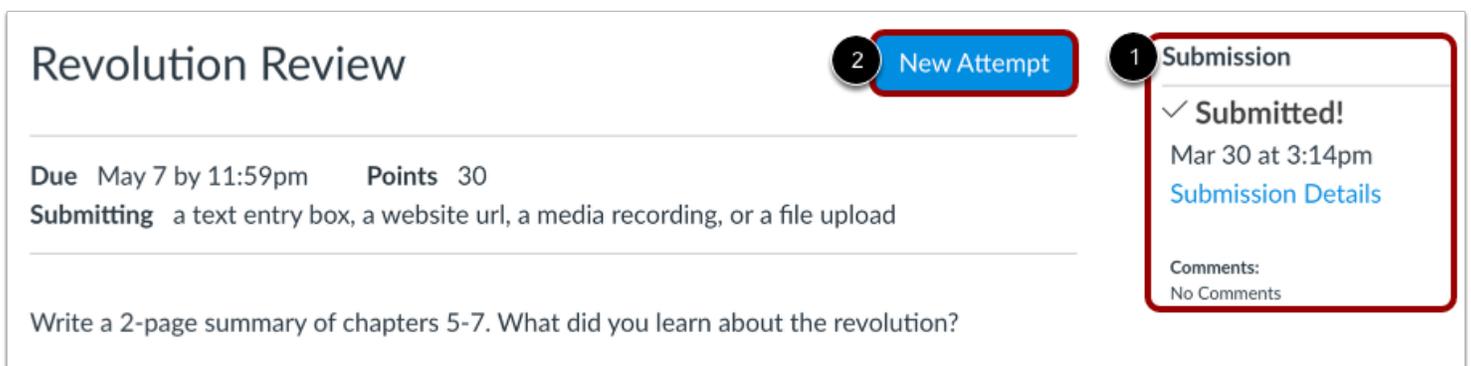
3 Submit Assignment

View your media recording upload in the assignment submission box [1]. You can add text comments to your recording [2].

To replace the recorded or uploaded media before submitting your assignment, refresh your web browser and record or upload your media again.

To submit your recording, click the **Submit Assignment** button [3].

View Submitted Assignment



Revolution Review

2 New Attempt

1 Submission

✓ Submitted!
Mar 30 at 3:14pm
[Submission Details](#)

Comments:
No Comments

Due May 7 by 11:59pm Points 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit a Lucid document for a Lucid assignment?

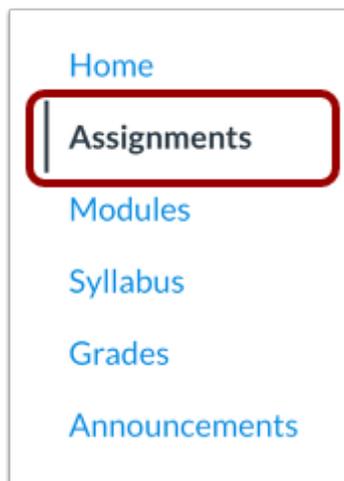
If your instructor has created a Lucid assignment, you can upload a Lucid Education Suite document as a submission. Lucid assignments accept Lucidchart and Lucidspark documents. [Lucidchart](#) is an intelligent diagramming application that allows you to visualize complex ideas, systems, and processes. [Lucidspark](#) is a virtual whiteboard application that enables teams to ideate, design, and build better ideas.

With your Canvas account, you get free full access to the Lucid Education Suite for visual collaboration. Before accessing Lucid from within Canvas, you must [set up and connect your free account](#).

Notes:

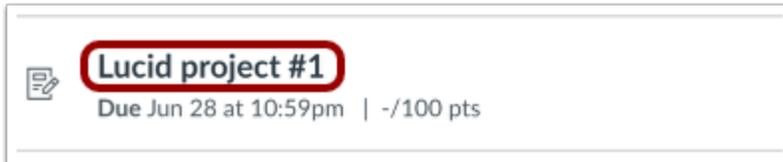
- You can also [embed Lucid documents](#) in an online Text Entry assignment through the Rich Content Editor.
- Learn more about using [Lucid in Canvas](#).
- If you have no Lucid assignment, you can access Lucid through the Lucid link in Course Navigation, unless your instructor has disabled the link.

Open Assignments



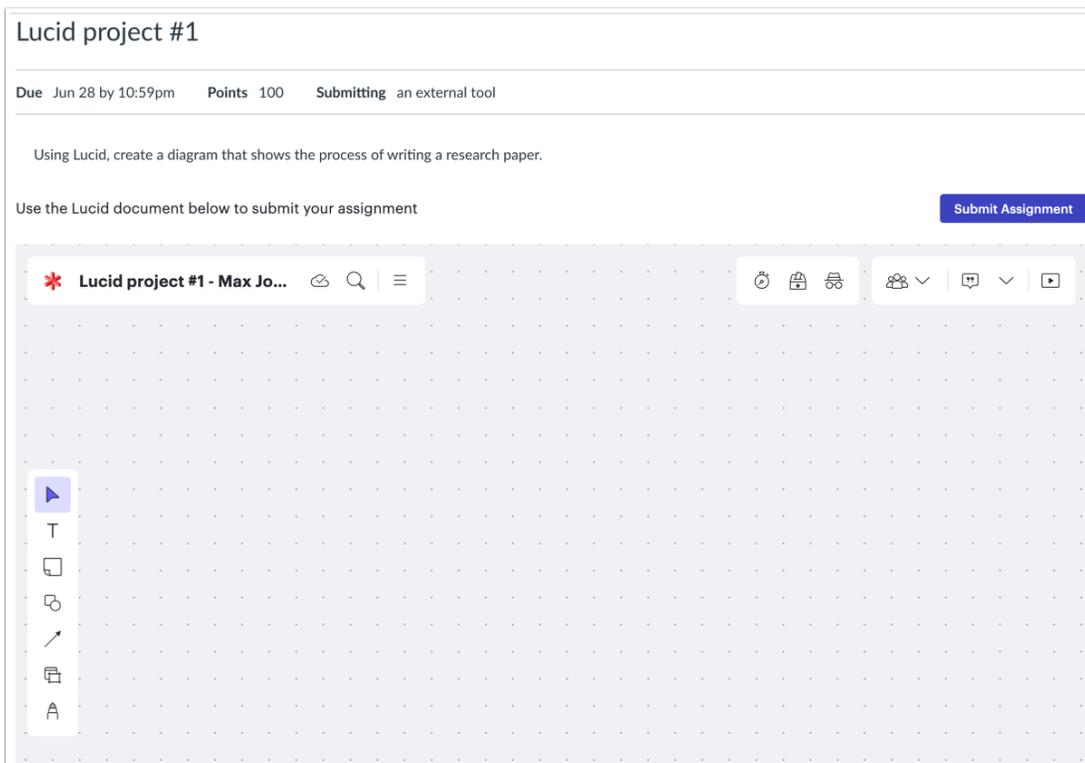
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the title of the assignment.

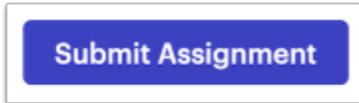
Open Lucid

A screenshot of the Canvas interface for the "Lucid project #1" assignment. At the top, the title "Lucid project #1" is displayed. Below it, the due date "Due Jun 28 by 10:59pm", points "Points 100", and submission method "Submitting an external tool" are shown. The main instruction reads: "Using Lucid, create a diagram that shows the process of writing a research paper." Below this, it says "Use the Lucid document below to submit your assignment" and a blue "Submit Assignment" button is visible. The central part of the screenshot shows a Lucid document editor interface with a grid background, a toolbar on the left, and a top navigation bar with the title "Lucid project #1 - Max Jo...".

Complete the assignment using [Lucidchart](#) or [Lucidspark](#).

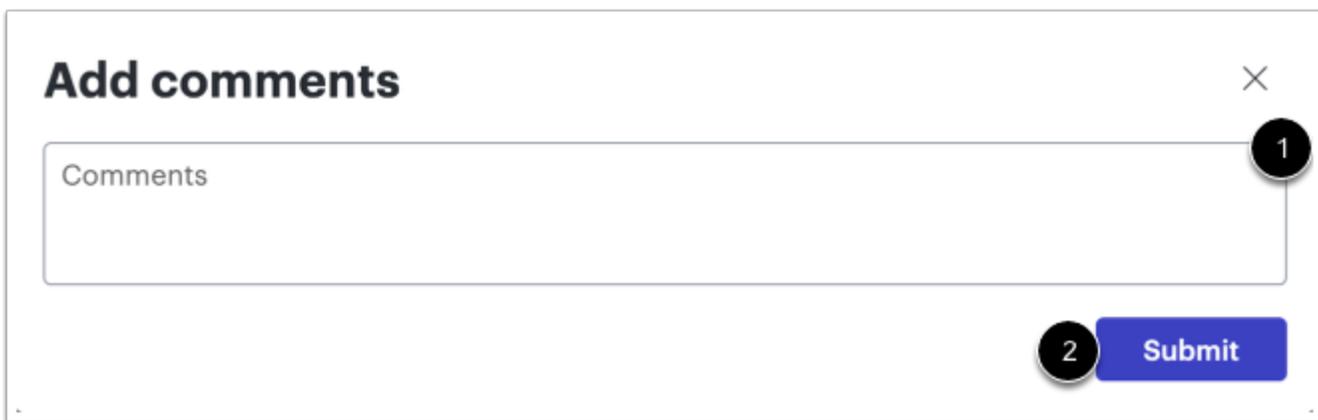
Note: If this is your first time accessing Lucid from Canvas in this course, you may be required to answer questions about your role and age before connecting to your account. You may also be required to [set up and connect to a free Lucid account](#).

Submit Assignment



To submit the assignment, click the **Submit Assignment** button.

Add Submission Comments

A dialog box titled "Add comments" with a close button (X) in the top right corner. It features a large text input field labeled "Comments" with a circled "1" next to it. Below the input field is a blue "Submit" button with a circled "2" next to it.

To add submission comments, use the **Comments** field [1].

To submit your comments and assignment, click the **Submit** button [2].

View Submission in Canvas

Submission

Jun 14 at 3:45pm

[Submission Details](#)

[Download Lucid project #1 - Max Johnson.pdf](#)

Comments:
No Comments

View the confirmation of your assignment submission in Canvas.

How do I submit an assignment on behalf of a group?

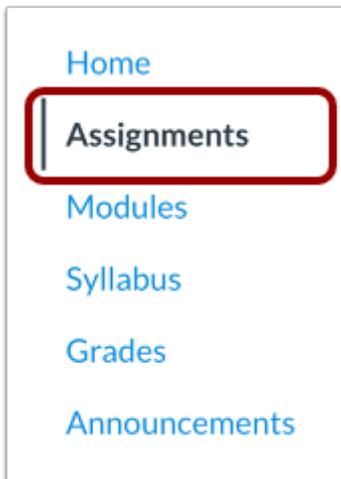
A group assignment is a way for instructors to allow students to work together on an assignment and submit it as a group. Only one group member needs to submit the assignment on behalf of the group.

Any attachments added as part of a graded assignment submission are also copied to your [group files](#) but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. If you upload a file from your computer, the file is stored in the group Submissions folder. However, please note that if you submit a file that was previously uploaded to your group files, the file is stored in your Submissions folder. Files uploaded using the Rich Content Editor count toward your user storage quota.

Notes:

- If you want to submit a file that was previously uploaded, the file must already be in your user files. Any files that have been uploaded to the group's files cannot be accessed through assignment submissions. Learn how to [move group files to user files](#).
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.

Open Assignments



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

Open Assignment

 **Revolution Group Assignment**
Due May 7 at 11:59pm | -/50 pts

Click the name of the assignment.

View Group Assignment

Revolution Group Assignment

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 50

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

Submit your group assignment

To open assignment submission options, click the **Start Assignment** button.

View Final Grade Notice

This assignment does not count toward the final grade.

Revolution Group Assignment

[Start Assignment](#)

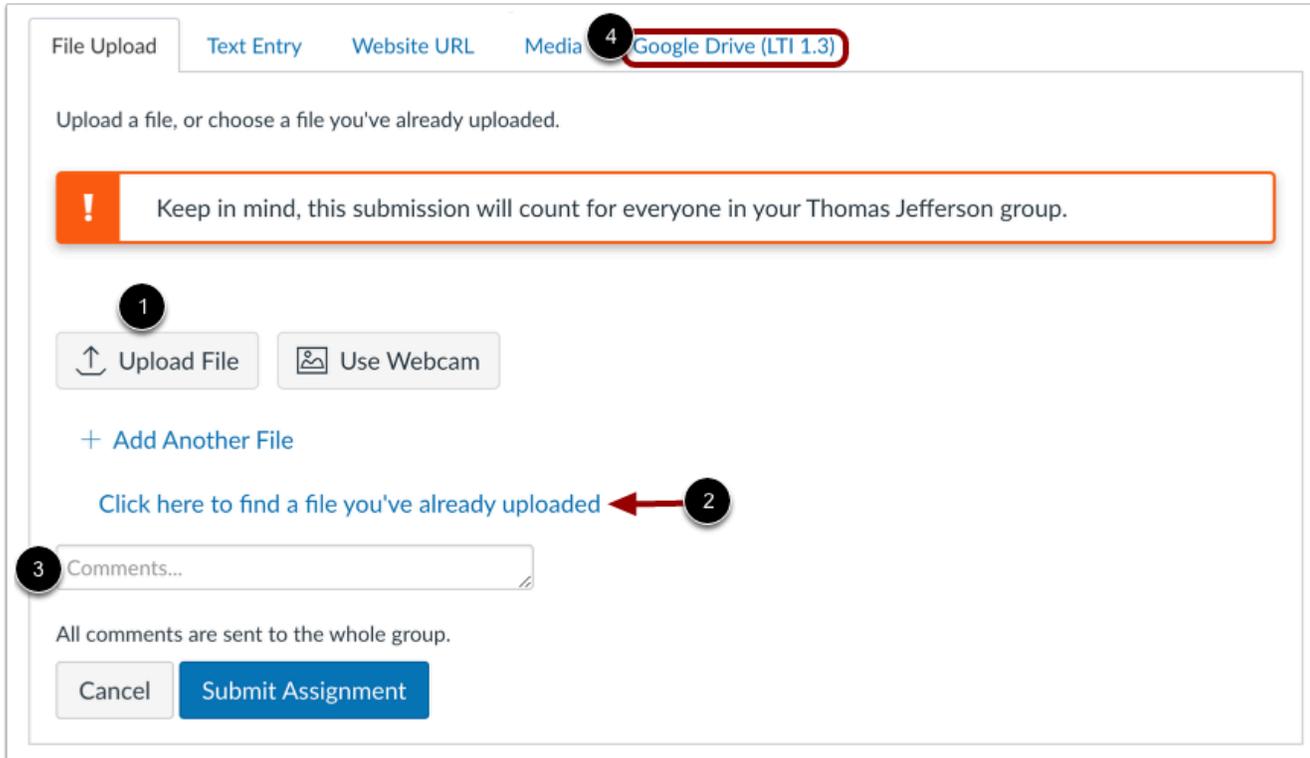
Due May 7 by 11:59pm **Points** 50

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

Submit your group assignment

A banner may appear above your assignment to indicate that your instructor has removed the group assignment from total grade calculations. However, this setting does not affect assignment submissions.

Upload File



To upload a file from your computer, click the **Upload File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Browse** button (depending on your browser).

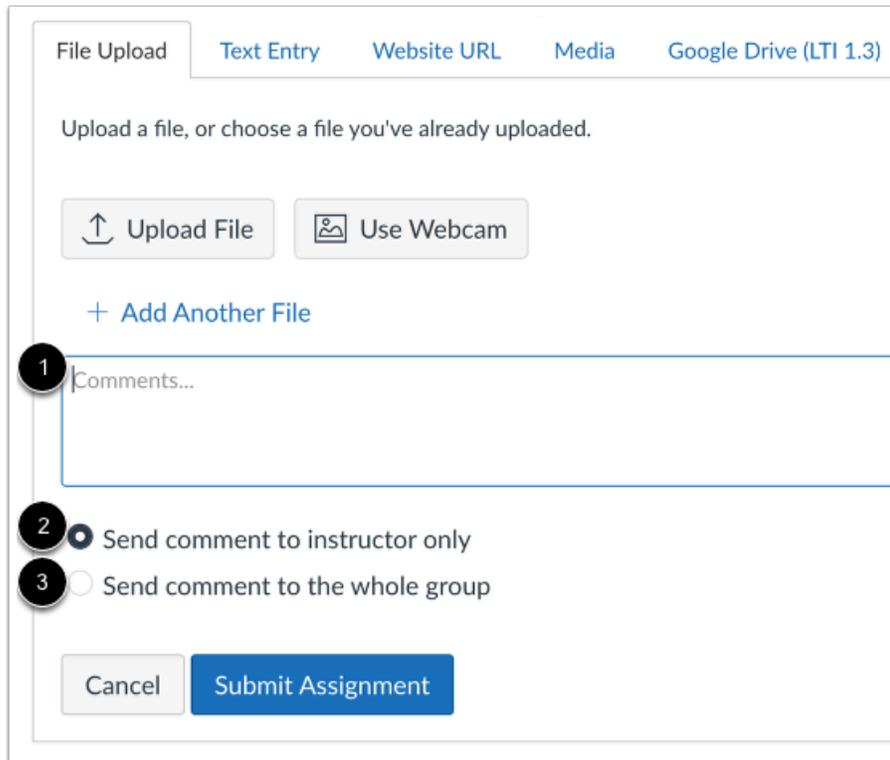
To upload a file you already uploaded to Canvas, click the **Click here to find a file you've already uploaded** link [2]. The file list will expand. Click the name of the file.

You can add a comment to your group assignment submission [3]. Comments on group assignments that are not graded individually are sent to the whole group.

If you have access to [upload a file from Google Drive](#), you can submit a Google file by clicking the **Google Drive** [4].

Note: If you want to submit a file that was previously uploaded, the file must already be in your user files. Group files cannot be accessed through assignment submissions.

Select Comment Option



File Upload **Text Entry** Website URL Media Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

+ Add Another File

1 Comments...

2 Send comment to instructor only

3 Send comment to the whole group

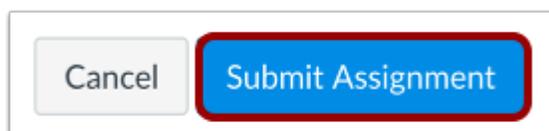
Cancel **Submit Assignment**

If your assignment submission includes commenting options, each member of your group is being graded individually. If you want to add a comment, type your comment in the comment box [1].

To send your comment to your instructor, select **Send comment to instructor only** [2].

To send your comment to your instructor and all members of your group, select **Send comment to the whole group** [3].

Submit Assignment



Cancel **Submit Assignment**

Click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission

Revolution Group Assignment

2 [New Attempt](#)

1 [Submission](#)

Due May 7 by 11:59pm **Points** 50

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

[Submit your group assignment](#)

✓ **Submitted!**

Mar 30 at 3:41pm

[Submission Details](#)

Comments:
No Comments

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about the group assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I know if I have a peer review assignment to complete?

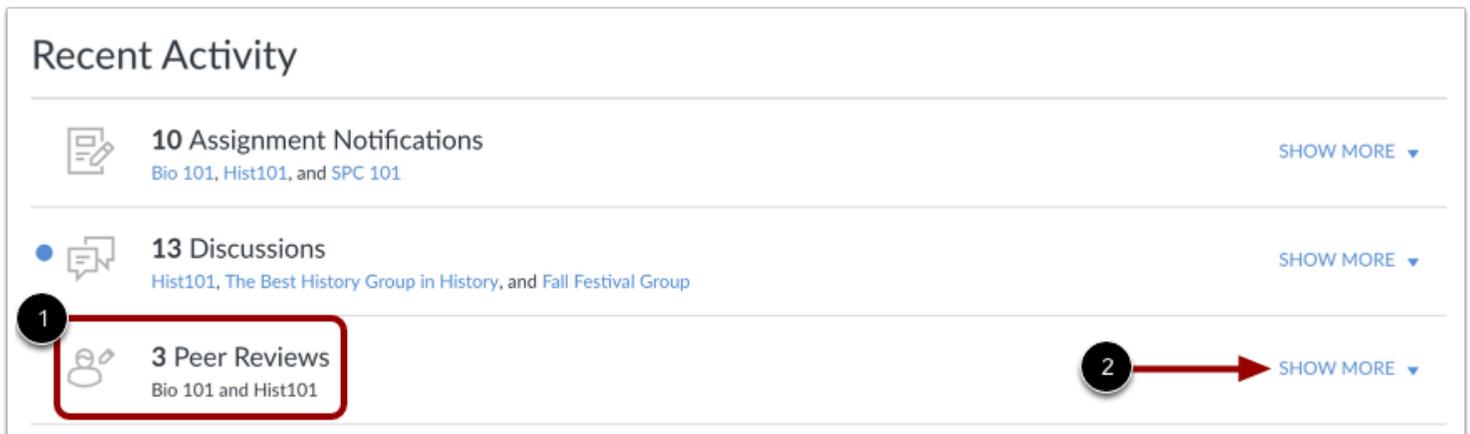
Your instructor can assign you to review another student's assignment. You [can view peer review notifications](#) in Canvas in the Recent Activity Stream, the To Do list, and from the individual assignment page. Once peer reviews are assigned, you will also be notified via email.

Note: If the [assignment you are accessing displays differently](#), Assignment Enhancements may be enabled in your course by your instructor.

View Dashboard

Once a peer review is assigned to you, a notification displays in several dashboard areas.

View Recent Activity



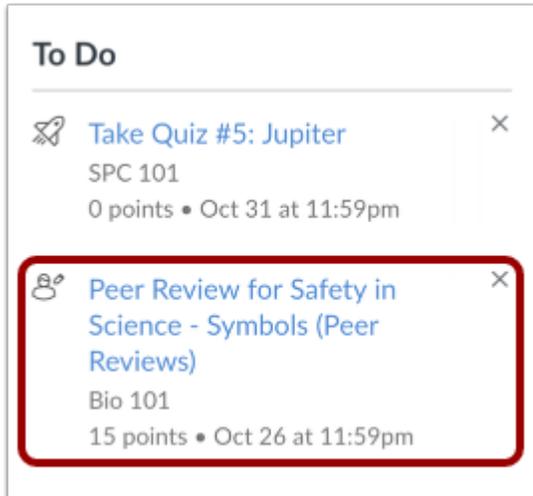
Recent Activity

-  **10 Assignment Notifications**
Bio 101, Hist101, and SPC 101 [SHOW MORE](#) ▾
-  **13 Discussions**
Hist101, The Best History Group in History, and Fall Festival Group [SHOW MORE](#) ▾
-  **3 Peer Reviews**
Bio 101 and Hist101 [SHOW MORE](#) ▾

In the Dashboard, you can view recent activity in your [Global Activity stream](#). Recent activity display a peer review and the name of the course [1]. Click the **Show More** link to access the assignment and view the name of the peer review student [2].

If a peer review is anonymous, the name displays as Anonymous User.

View To Do List



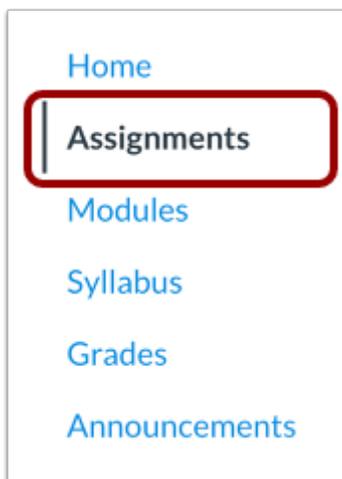
To Do

-  [Take Quiz #5: Jupiter](#) ×
SPC 101
0 points • Oct 31 at 11:59pm
-  [Peer Review for Safety in Science - Symbols \(Peer Reviews\)](#) ×
Bio 101
15 points • Oct 26 at 11:59pm

In both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review assignment. Peer reviews are identified with the Peer Review icon. To view the assignment for review, click the **Peer Review for [Assignment Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your assignment, please contact your instructor.

Open Assignments



- Home
- Assignments**
- Modules
- Syllabus
- Grades
- Announcements

You can also view peer reviews when viewing assignments. In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



▼ Upcoming Assignments

 **Essay #4: The Ice Giants**
Due Mar 29 at 10:59pm | 0/10 pts | Incomplete

  **Required Peer Review 1**
Ola Benson

 **Essay #5: Your Favorite Planet**
Due Apr 12 at 10:59pm | 7.9/10 pts | C+

In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

You can see the name of the student whose assignment you are reviewing [2]. If your peer review is anonymous, the student's name displays as Anonymous Student.

Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, you can still view it from the Dashboard.

View Assigned Peer Review

Submission

✓ **Submitted!**
Oct 24 at 8:58am
[Submission Details](#)
[Download my assignment.docx](#)

Assigned Peer Reviews

1  Max Johnson

2  Jessica Doe

In the sidebar under Assigned Peer Reviews, you can view any peer reviews assigned to you. The caution sign icon indicates the peer review has not been completed [1]. A check mark icon indicates that you have completed the peer review [2].

If your peer review is anonymous, you cannot see the name of the student. The peer review displays as Anonymous User.

Notes:

- If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.
- If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, you can still view it from the Dashboard.

How do I submit a peer review to an assignment?

Your instructor may require you to submit a [peer review](#) of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

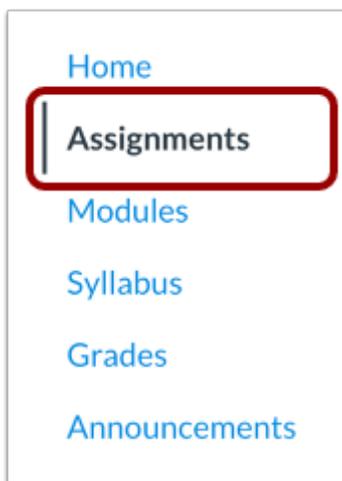
If your instructor includes a rubric, which is a predetermined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

Notes:

- You can only complete peer reviews in the web version of Canvas.
- You need to submit your assignment first to access your assigned peer reviews.
- If your instructor has set a manual grading policy for the assignment and the peer review requires you to complete a rubric, your rubric feedback will only become visible once the grades are released.
- If what you see in Canvas differs from the images shown in this lesson, your institution may be using the feature preview Assignment Enhancements – Student. You can learn [how to submit a peer review to an assignment using Assignment Enhancements](#) as a student.

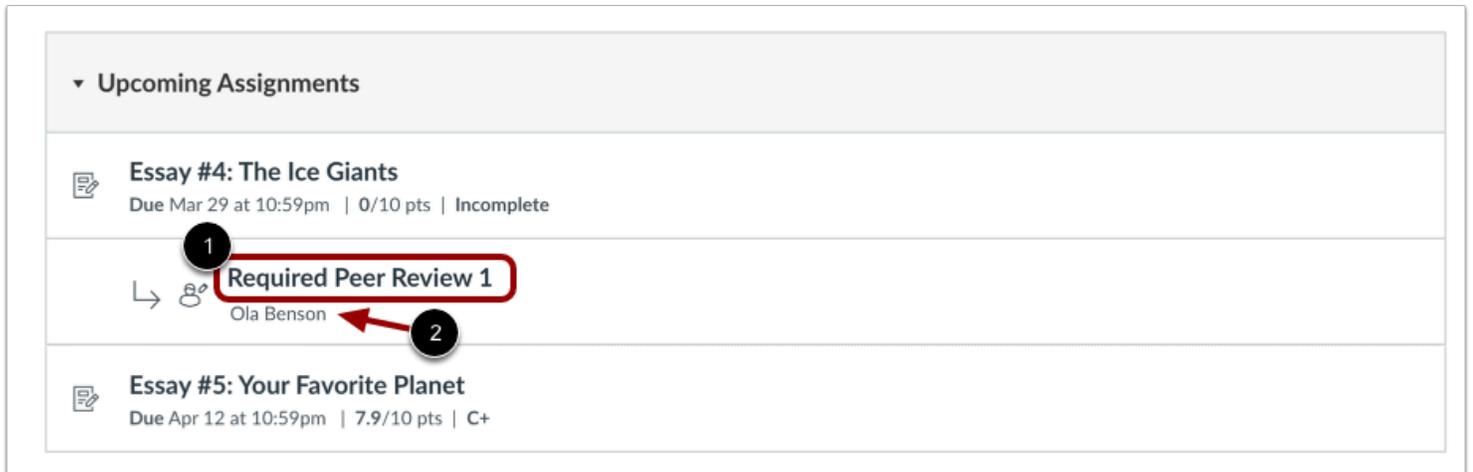
Open Assignments



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

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



▼ Upcoming Assignments

 **Essay #4: The Ice Giants**
Due Mar 29 at 10:59pm | 0/10 pts | Incomplete

  **Required Peer Review 1**
Ola Benson

 **Essay #5: Your Favorite Planet**
Due Apr 12 at 10:59pm | 7.9/10 pts | C+

In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

You can see the name of students whose assignments you are reviewing [2]. If your peer review is anonymous, the student's name displays as Anonymous Student.

Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, you can still view it from the Dashboard. For more information, visit our guide on [viewing peer review assignments](#).

Open Assigned Peer Review

Submission

✓ **Submitted!**
Oct 24 at 8:58am
[Submission Details](#)
[Download my assignment.docx](#)

Assigned Peer Reviews

- 1  Max Johnson
- 2 ✓ Jessica Doe

Under Assigned Peer Reviews, you can see any peer reviews assigned to you. Click the name of the assigned peer whose work you will be reviewing. The caution sign icon indicates the peer review has not been completed [1]. A checkmark icon indicates that you have completed the peer review [2].

Open Anonymous Peer Reviews

Submission

✓ **Submitted!**
Oct 24 at 8:58am
[Submission Details](#)
[Download my assignment.docx](#)

Assigned Peer Reviews

-  Anonymous User

Comments:
No Comments

If your peer review is anonymous, you cannot see the name of the student. The name of the student will also not be shown anywhere in the assignment.

View Peer Review



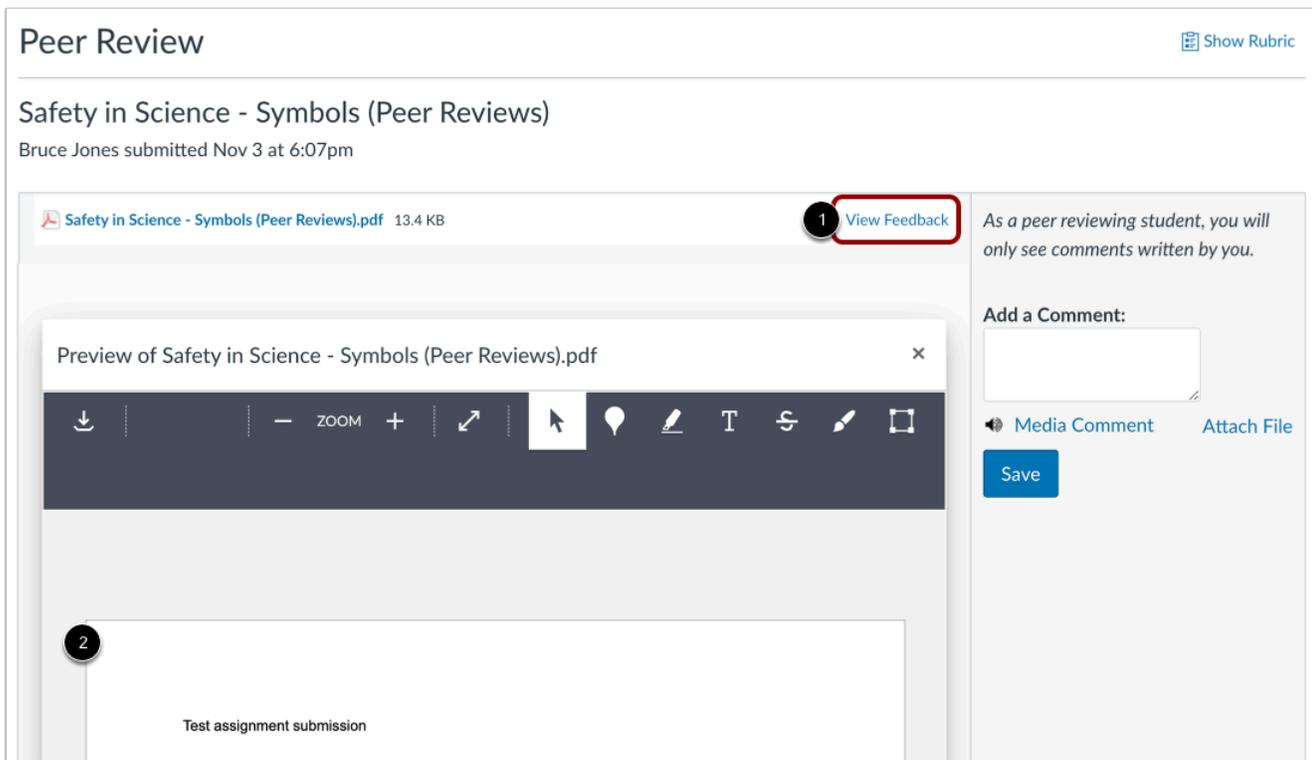
Peer Review Show Rubric

Safety in Science - Symbols (Peer Reviews)
Bruce Jones submitted Nov 3 at 6:07pm

1 [Safety in Science - Symbols \(Peer Reviews\).pdf](#) 13.4 KB 2 [View Feedback](#) *As a peer reviewing student, you will only see comments written by you.*

To download the assignment, click the name of the assignment [1]. To preview the submission, click the **View Feedback** link [2].

Create Annotated Feedback



Peer Review Show Rubric

Safety in Science - Symbols (Peer Reviews)
Bruce Jones submitted Nov 3 at 6:07pm

[Safety in Science - Symbols \(Peer Reviews\).pdf](#) 13.4 KB 1 [View Feedback](#) *As a peer reviewing student, you will only see comments written by you.*

Preview of Safety in Science - Symbols (Peer Reviews).pdf

2

Test assignment submission

Add a Comment:

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

[Save](#)

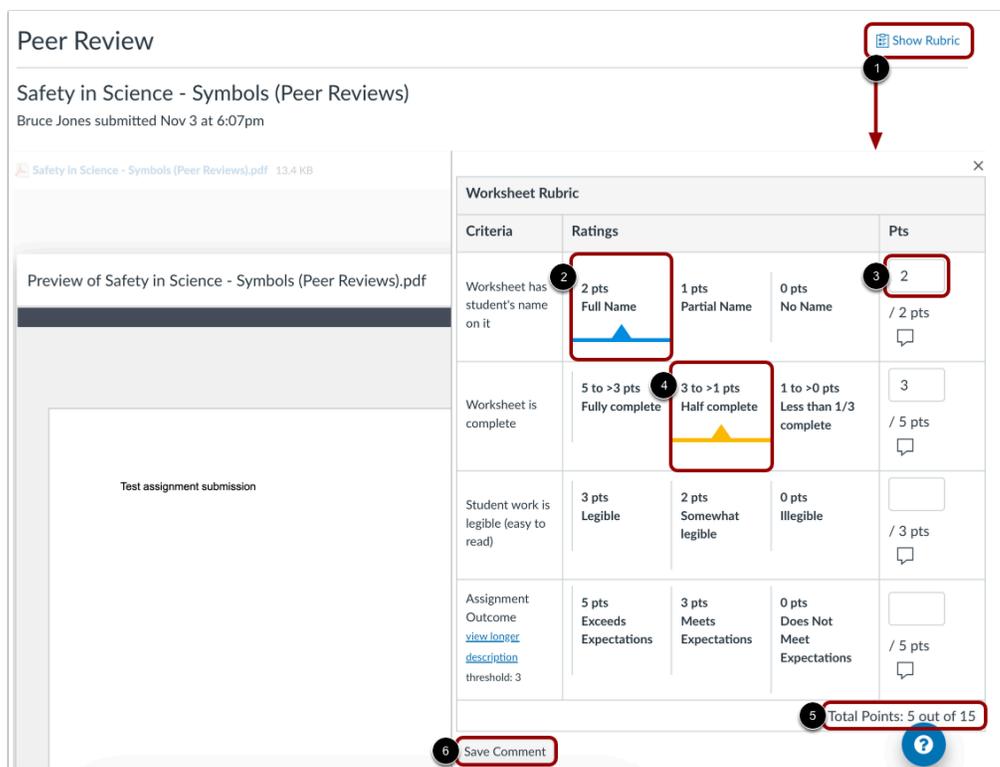
If the assignment supports annotated feedback, the Preview button will display as View Feedback.

To open the document with Canvas DocViewer, click the **View Feedback** link [1]. You can add comments directly to the submission through DocViewer [2].

You can leave direct feedback on the assignment using [DocViewer](#), but you cannot view any existing feedback submitted by another student or the instructor.

Note: In anonymous peer reviews, you cannot leave comments in DocViewer.

Complete Rubric



Peer Review

Safety in Science - Symbols (Peer Reviews)
Bruce Jones submitted Nov 3 at 6:07pm

Safety in Science - Symbols (Peer Reviews).pdf 13.4 KB

Preview of Safety in Science - Symbols (Peer Reviews).pdf

Test assignment submission

Criteria	Ratings	Pts
Worksheet has student's name on it	2 pts Full Name 1 pts Partial Name 0 pts No Name	2 / 2 pts
Worksheet is complete	5 to >3 pts Fully complete 3 to >1 pts Half complete 1 to >0 pts Less than 1/3 complete	3 / 5 pts
Student work is legible (easy to read)	3 pts Legible 2 pts Somewhat legible 0 pts Illegible	/ 3 pts
Assignment Outcome view longer description threshold: 3	5 pts Exceeds Expectations 3 pts Meets Expectations 0 pts Does Not Meet Expectations	/ 5 pts

Total Points: 5 out of 15

Save Comment

If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished.

To view the rubric, click the **Show Rubric** link [1].

To score the assignment with the rubric, select rubric ratings [2] or enter a score for each criterion in the **Points** column [3]. To deselect a rubric rating, click the rubric rating [4].

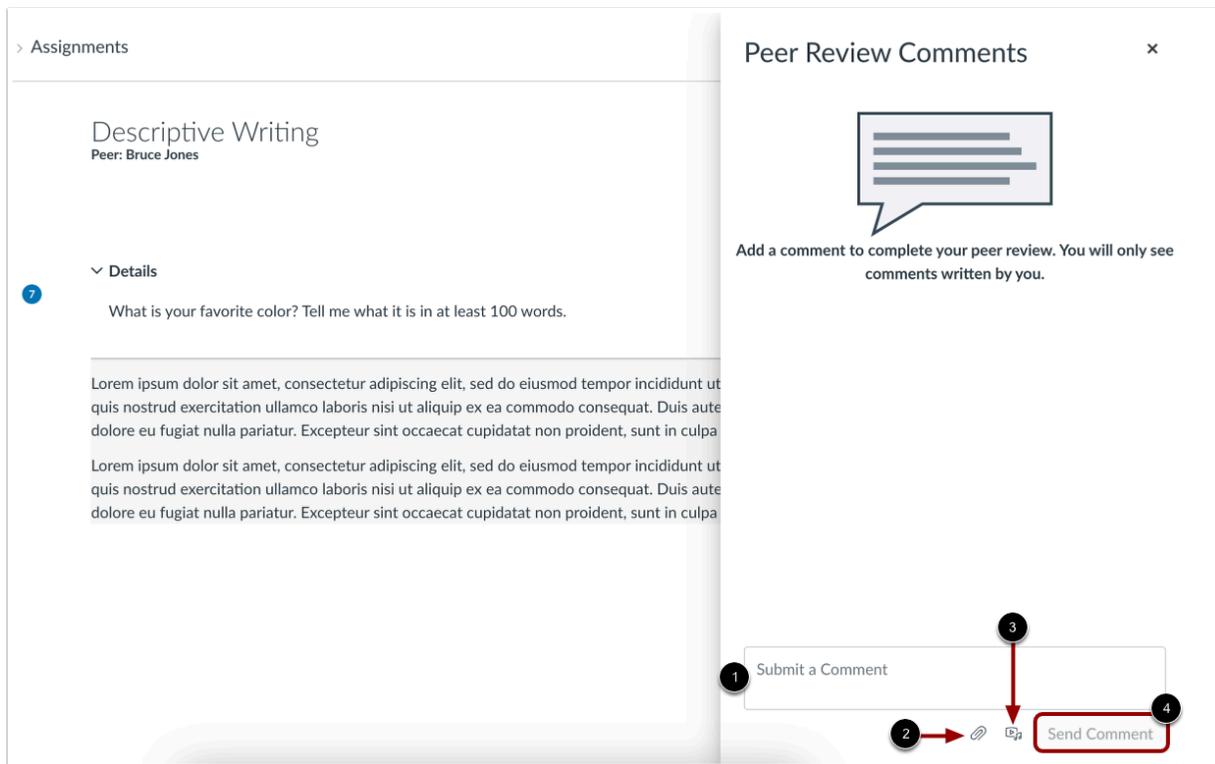
The scores for each criterion combine to create the total points for the assignment [5].

When you're finished, click the **Save Comment** button [6]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Notes:

- Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values you will still need to fill out the rubric to complete the peer review.
- After you save the rubric, you cannot edit it to change your comments or ratings.

Add Assignment Comment



The screenshot shows the Canvas interface for an assignment titled "Descriptive Writing" by Bruce Jones. The assignment details section includes a question: "What is your favorite color? Tell me what it is in at least 100 words." Below the question is a text input field containing placeholder text. To the right, a "Peer Review Comments" modal is open, showing a comment box with a "Submit a Comment" button (1), an "Add File" icon (2), a "Media Comment" icon (3), and a "Send Comment" button (4). A red box highlights the "Send Comment" button. Below the modal, a diagram shows the flow: 1 (Submit a Comment) leads to 2 (Add File), 2 leads to 3 (Media Comment), and 3 leads to 4 (Send Comment).

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], attach a file [2], or leave a media comment [3]. Click the **Send Comment** button [4].

Note: When an assignment's grades are not posted, you can view peer review comments. However, instructor comments are hidden until after the assignment is posted.

Where can I find my peers' feedback for peer reviewed assignments?

You can find your peers' feedback for peer-reviewed assignments in several places.

Notes:

- If the [peer review](#) is anonymous, the name of the reviewer will not be included in any feedback.
- If your instructor has set a manual grading policy for the assignment and the peer review requires completing a rubric, the rubric feedback will only become visible once the grades are released.
- If your peer review experience looks different than what is shown in this lesson, your institution may have the feature preview Assignment Enhancements enabled. You can learn [where to find feedback for peer-reviewed assignments in Assignment Enhancements](#).

View Recent Feedback

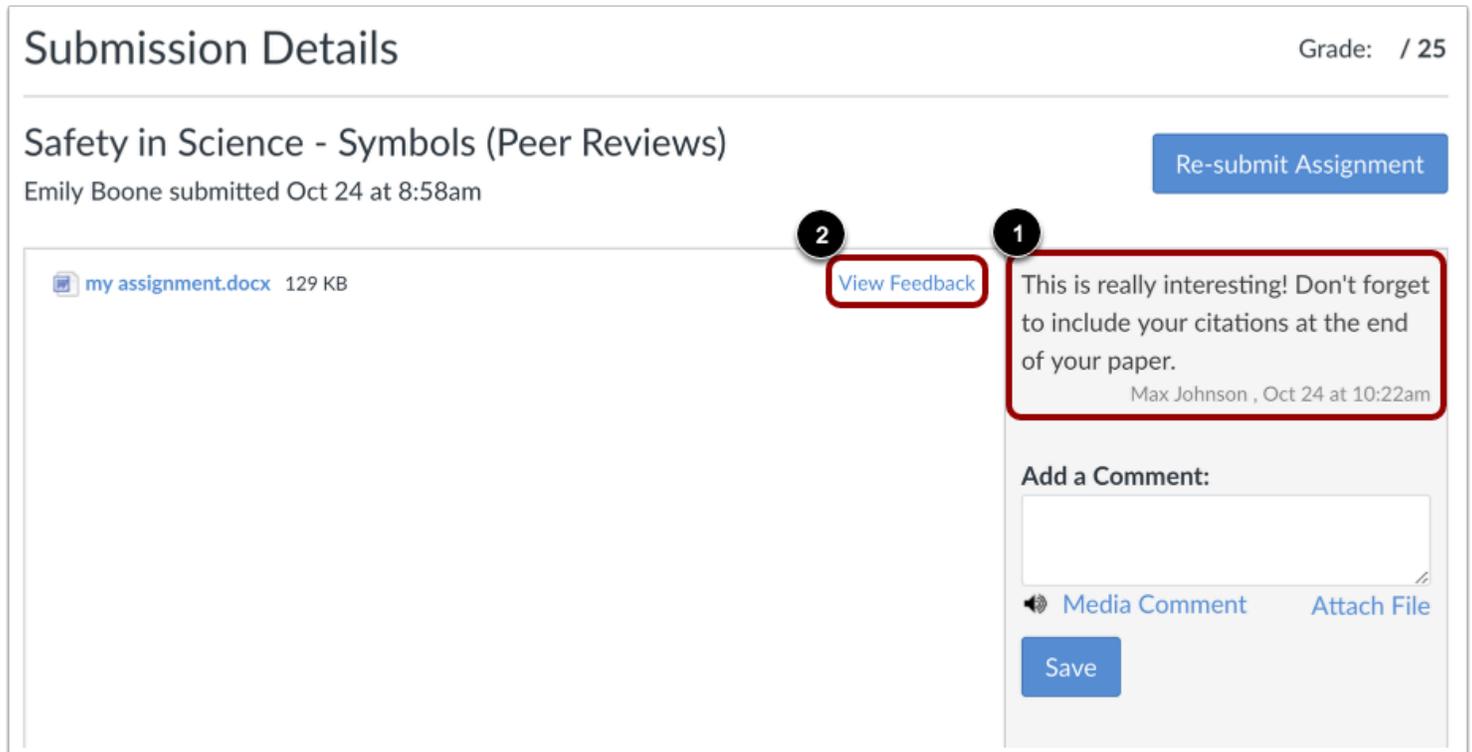
Recent Feedback

✓ Safety in Science - Symbols
(Peer Reviews)
Bio 101

"This is really interesting! Don't forget to include your citations at the end of your paper."

Under **Recent Feedback** in the sidebar of your Canvas course, you can view recent comments from peer-reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page



Submission Details Grade: / 25

Safety in Science - Symbols (Peer Reviews) [Re-submit Assignment](#)

Emily Boone submitted Oct 24 at 8:58am

 [my assignment.docx](#) 129 KB

[View Feedback](#) 1

This is really interesting! Don't forget to include your citations at the end of your paper.
Max Johnson , Oct 24 at 10:22am

Add a Comment:

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

[Save](#)

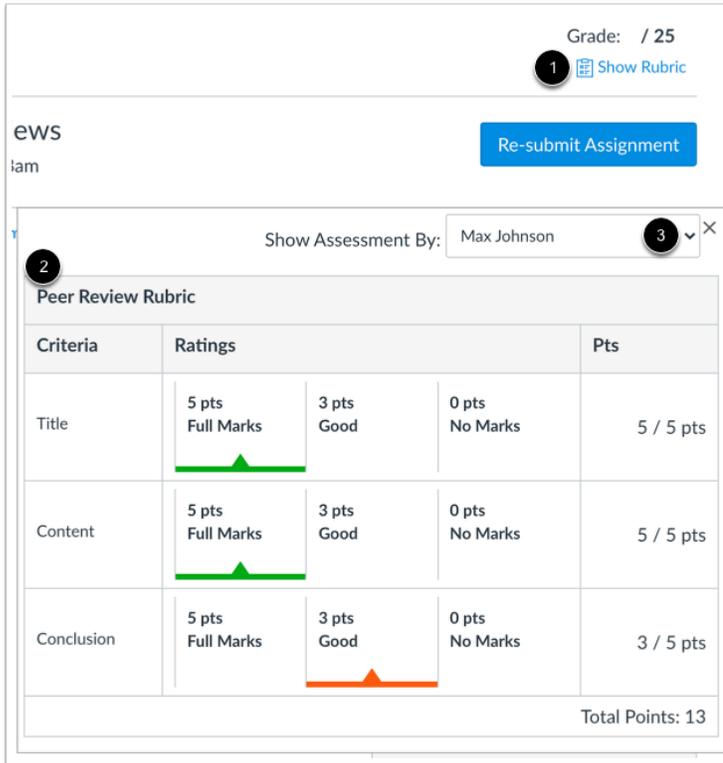
You can view the comment directly in the submission details page [1].

If your assignment is compatible with the Canvas annotations tool, Canvas DocViewer, your peers may also have left feedback directly in the assignment. To view their comments, click the **View Feedback** link [2]. This is the same link where you may be able to view [feedback from your instructor](#).

Notes:

- When assignment grades are hidden, you can view peer review comments. However, instructor comments are hidden until after assignments are posted.
- When peer reviews are anonymous, you can leave submission and rubric comments, but annotated submission comments are not supported.
- For group assignments, you will see peer review comments for all reviews of your group's submission.

View Rubric



Grade: / 25

1 [Show Rubric](#)

eWS

iam

Re-submit Assignment

Show Assessment By: Max Johnson 3

2

Peer Review Rubric

Criteria	Ratings			Pts
Title	5 pts Full Marks	3 pts Good	0 pts No Marks	5 / 5 pts
Content	5 pts Full Marks	3 pts Good	0 pts No Marks	5 / 5 pts
Conclusion	5 pts Full Marks	3 pts Good	0 pts No Marks	3 / 5 pts

Total Points: 13

If your assignment includes a rubric, you can view peer review rubric assessments.

To view the rubric assessment, click the **Show Rubric** link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the **Show Assessment By** drop-down menu to select other rubric assessments [3].

Note: If your instructor has set a manual grading policy for the assignment, the rubric feedback will only become visible once the grades are released.

View Assignment Page

Safety in Science - Symbols (Peer Reviews)

Re-submit Assignment

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

Submitting a text entry box or a file upload **File Types** docx and pdf

Review the Lab Safety - Symbols reading assignment in CK-12 and complete the attached worksheet.

Reading Assignment: <http://www.ck12.org/group-assignments/25892>

Submission

✓ **Submitted!**
Oct 24 at 8:58am

[Submission Details](#)
[Download my assignment.docx](#)

Assigned Peer Reviews

- ! [Max Johnson](#)
- ! [Jessica Doe](#)

Comments:
This is really interesting! Don't forget to include your citations at the end of your paper.

Max Johnson, Oct 24 at 10:22am

You can also view your peers' feedback on the individual assignment page. All comments from your peers will appear in the Submission box.

Note: Peer review feedback only displays on the assignment page for assignments that require an online submission.

View Grades

Safety in Science - Symbols (Peer Reviews)

Oct 26 by 11:59pm



25



Comments

[Close](#)

This is really interesting! Don't forget to include your citations at the end of your paper.

Max Johnson, Oct 24 at 10:22am

The comment can also be viewed on your Grades page.

How do I upload a file as an assignment submission in Canvas?

If your instructor allows file uploads as a submission type, you can upload a file from your computer as an assignment submission. Canvas [converts specific file types](#) as previews and supports certain media file uploads.

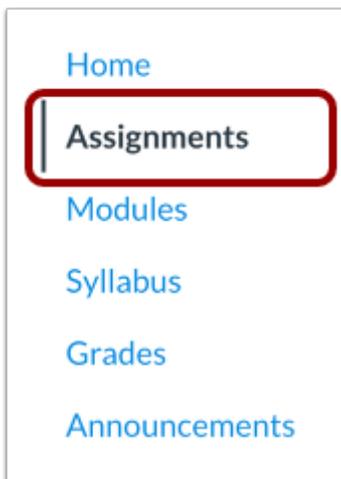
Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your [user files](#) but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Submitted files are stored in the Submissions folder.

If your institution has enabled Google Drive as a submission type, you can also [upload a file from Google Drive](#).

Notes:

- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation (confetti) when you submit an assignment on time. However, if you prefer, you can [disable this feature option](#) in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the [Assignment Enhancements feature](#).

Open Assignments



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

Select Assignment

 **Revolution Review**
Due May 7 at 11:59pm | -/30 pts

Click the title of the assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

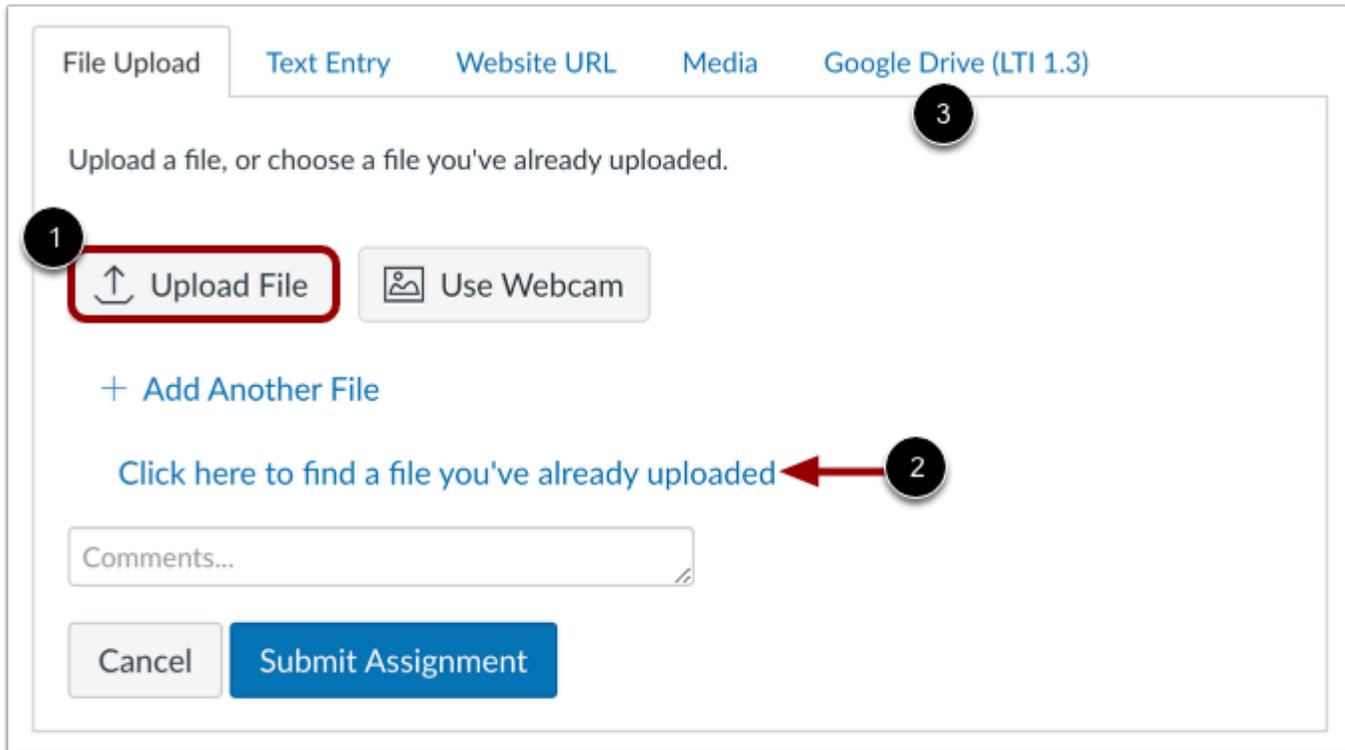
Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the **Start Assignment** button.

Upload File



File Upload Text Entry Website URL Media Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

1

+ Add Another File

[Click here to find a file you've already uploaded](#) 2

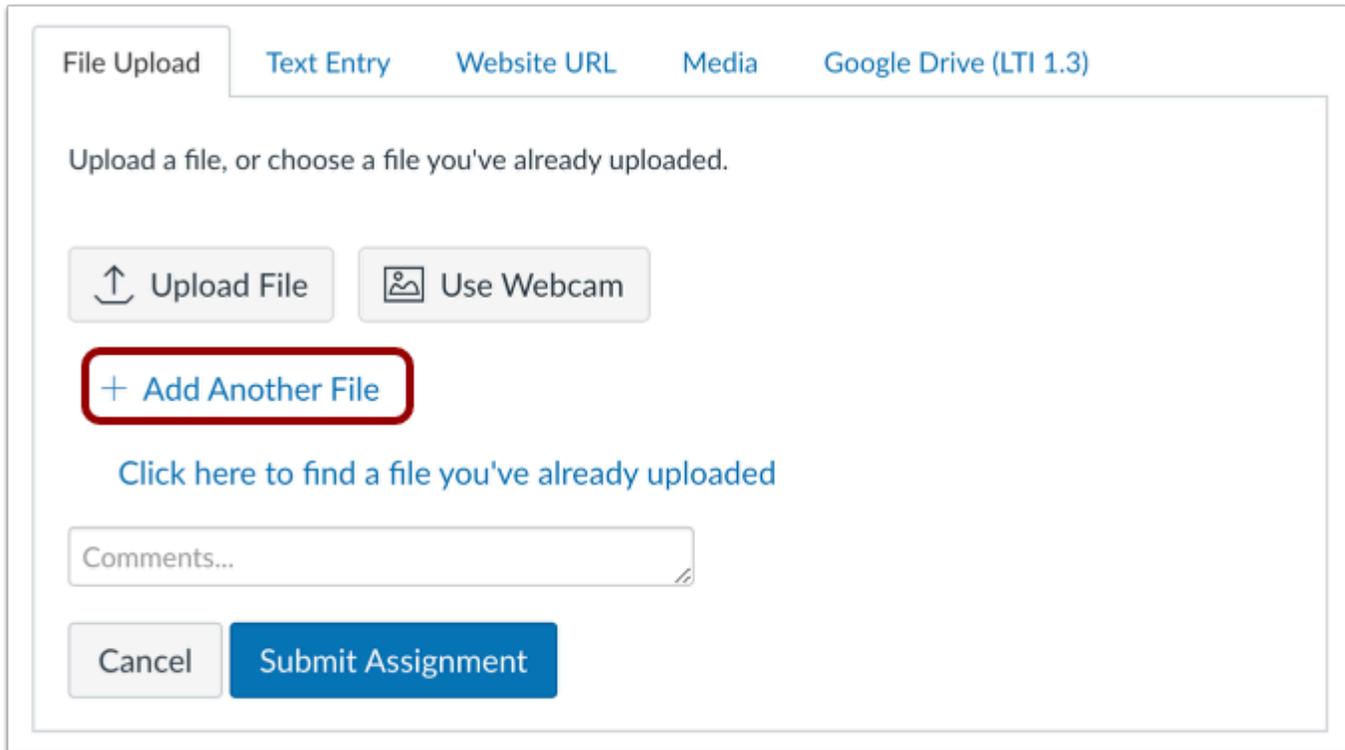
Comments...

To upload a file from your computer, click the **Upload File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Open** button (depending on your browser).

To upload a file you already uploaded to Canvas, click the **Click here to find a file...** link [2]. The file list will expand. Click the name of the file.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Drive** tab [3].

Add Another File

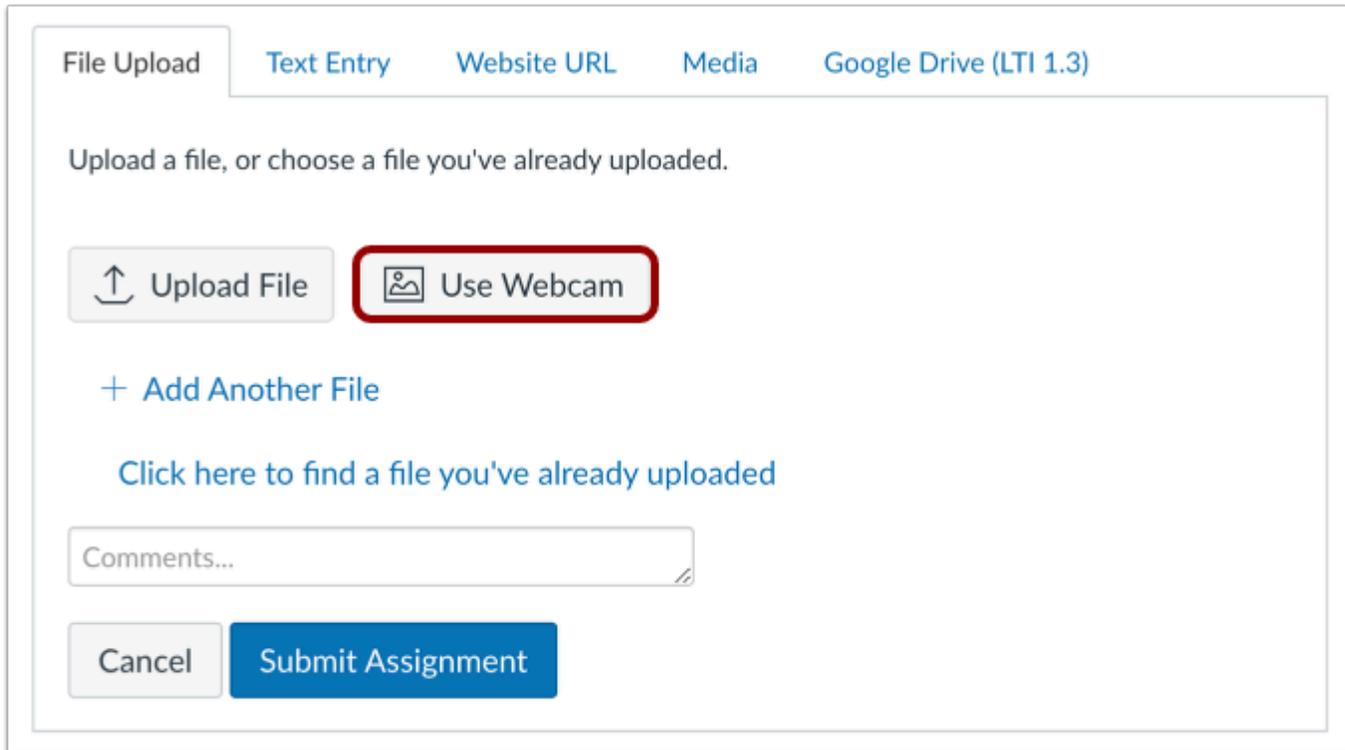


The screenshot shows the 'Add Another File' interface in Canvas. At the top, there are five tabs: 'File Upload' (selected), 'Text Entry', 'Website URL', 'Media', and 'Google Drive (LTI 1.3)'. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' There are three buttons: 'Upload File' (with an upward arrow icon), 'Use Webcam' (with a camera icon), and '+ Add Another File' (highlighted with a red border). Below these buttons is a blue link that says 'Click here to find a file you've already uploaded'. At the bottom, there is a 'Comments...' text input field and two buttons: 'Cancel' and 'Submit Assignment'.

If you need to upload another file, click the **Add Another File** link.

Note: You can only upload additional files from your computer.

Use Webcam



File Upload | Text Entry | Website URL | Media | Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

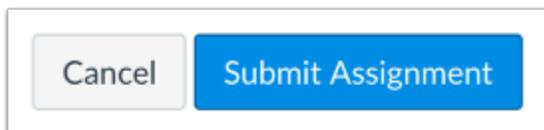
+ Add Another File

[Click here to find a file you've already uploaded](#)

Comments...

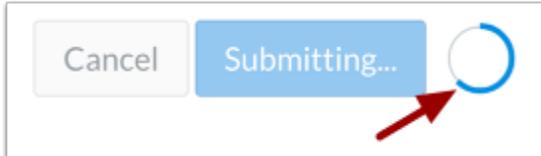
To [use your computer's webcam](#) to take a photo to upload as an assignment submission, click **Use Webcam**.

Submit Assignment



Click the **Submit Assignment** button.

View Submission Status



Large files display a submission status indicator.

View Submission

Revolution Review

[New Attempt](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Submission

✓ **Submitted!**
Mar 30 at 3:49pm
[Submission Details](#)
[Download Assignment copy.pdf](#)

Comments:
No Comments

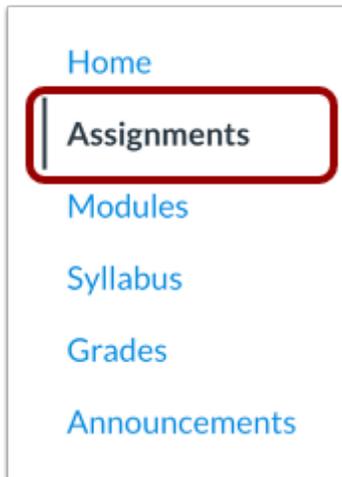
View the confirmation of your assignment submission.

How do I use my webcam to take a photo for an assignment submission in Canvas?

You can use your computer's webcam to take a photo and use it as your assignment submission. Submission photos are saved to the Submissions folder in your user files as a PNG file.

Note: If your instructor limits file types for an assignment submission, you may not be able to use your webcam to submit your assignment.

Open Assignments



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

Select Assignment



Click the title of the assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the **Start Assignment** button.

Use Webcam

File Upload **Text Entry** Website URL Media Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

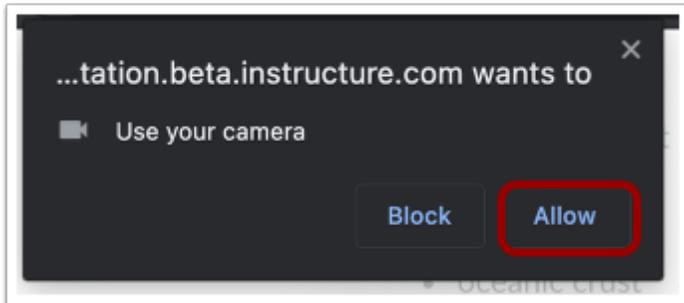
[+ Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

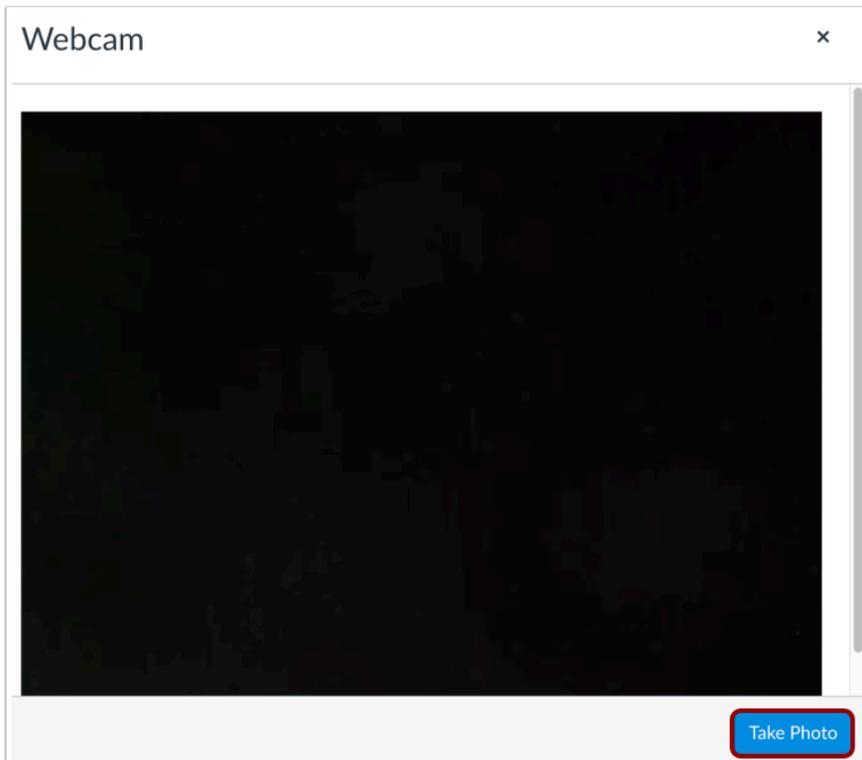
To take a picture with your webcam and submit the image, click the **Use Webcam** button.

Enable Webcam



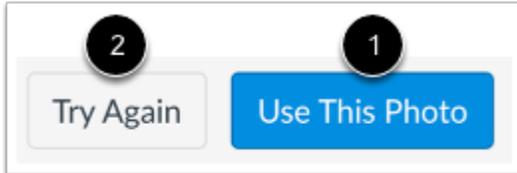
If your browser prompts you for access to your computer's camera, click the **Allow** button.

Take Photo



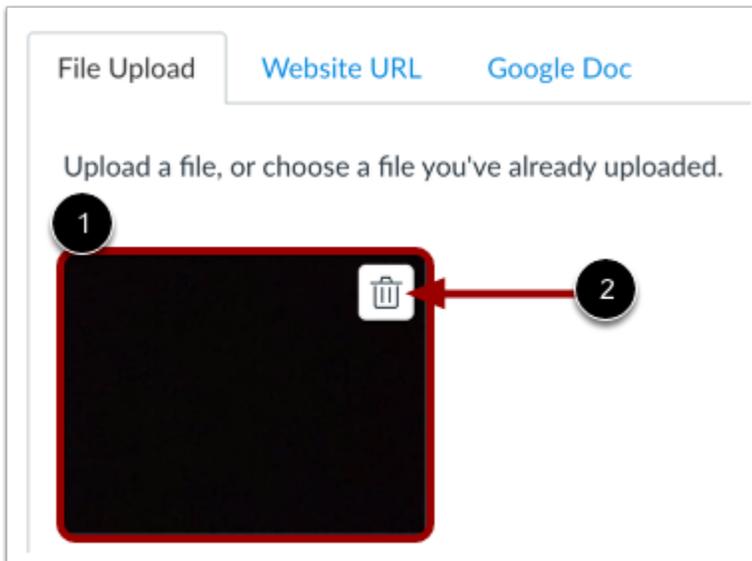
To take a photo using your computer's webcam, click the **Take Photo** button.

Submit Photo



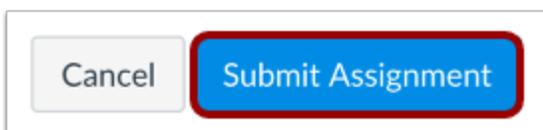
To use the photo you took as your assignment submission, click the **Use This Photo** button [1]. To retake the photo, click the **Try Again** button [2].

View Photo



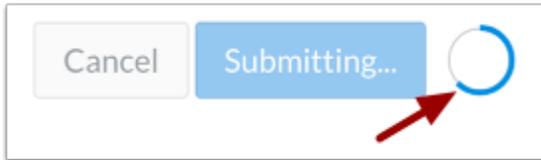
You can preview your photo in the **File Upload** tab [1]. To remove the photo from your submission, click the **Delete** icon [2].

Submit Assignment



Click the **Submit Assignment** button.

View Submission Status



Large files display a submission status indicator.

View Submission

Revolution Review

[New Attempt](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Submission

✓ **Submitted!**
Mar 30 at 3:53pm
[Submission Details](#)
[Download webcam-picture.png](#)

Comments:
No Comments

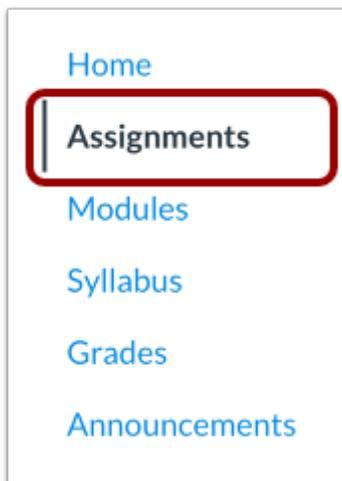
View the confirmation of your assignment submission.

How do I annotate a file as an assignment submission in Canvas?

Your instructor may upload a file for you to annotate as your assignment submission. You can annotate the file and submit the annotated file as your assignment submission from within Canvas.

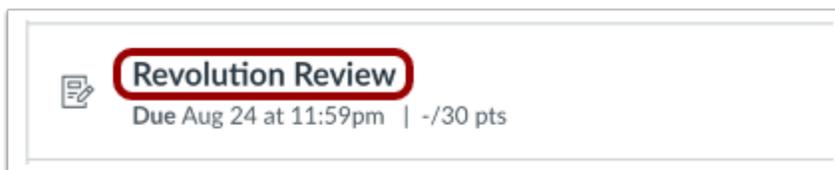
Note: Group assignments do not support the student annotation submission type.

Open Assignments



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

Select Assignment



Click the title of the assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

Due Aug 24 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

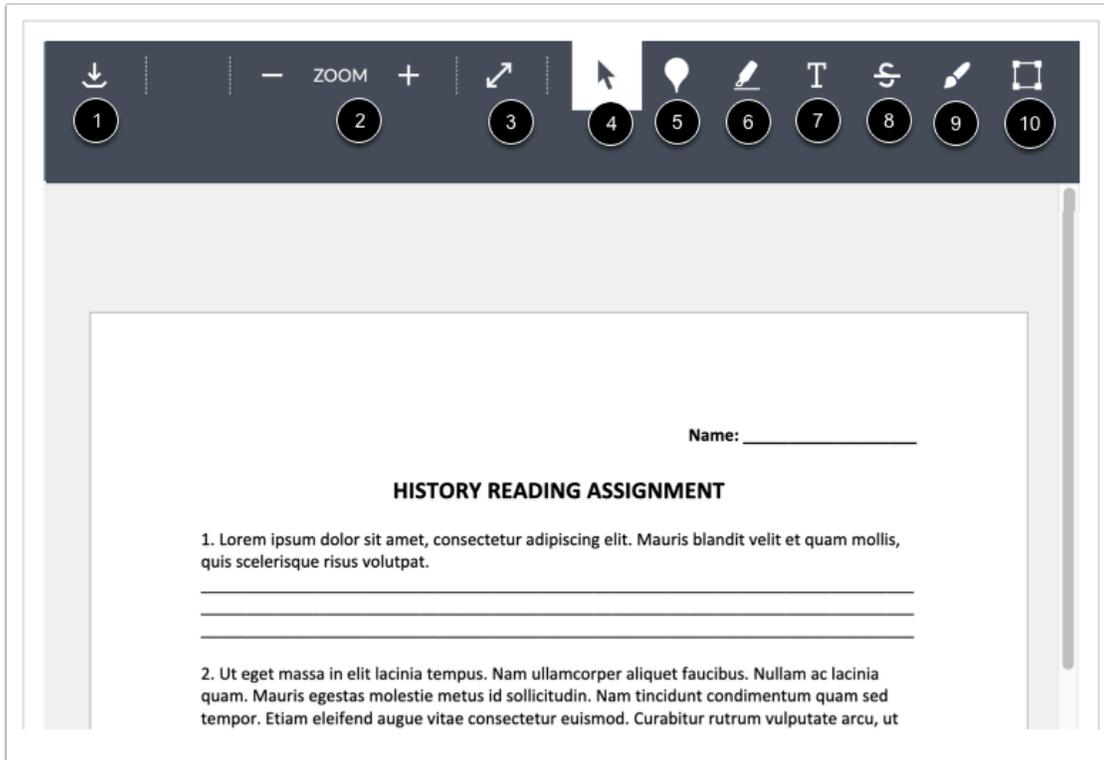
Click the **Start Assignment** button.

Open Student Annotation

[Student Annotation](#) [File Upload](#) [Text Entry](#) [Website URL](#) [Media](#)

Click the **Student Annotation** tab.

Annotate Assignment



To annotate your assignment submission, use the annotation tools in the DocViewer menu. [Learn more about how to use DocViewer.](#)

To download the file, click the **Download** icon [1].

To zoom in or out, click the **Zoom in** or **Zoom out** icons [2].

To view the document in full screen, click the **Fullscreen** icon [3].

To select and move annotations, click the **Selection** icon [4].

To add a point annotation, click the **Point Annotation** icon [5].

To add a highlight annotation, click the **Highlight Annotation** icon [6].

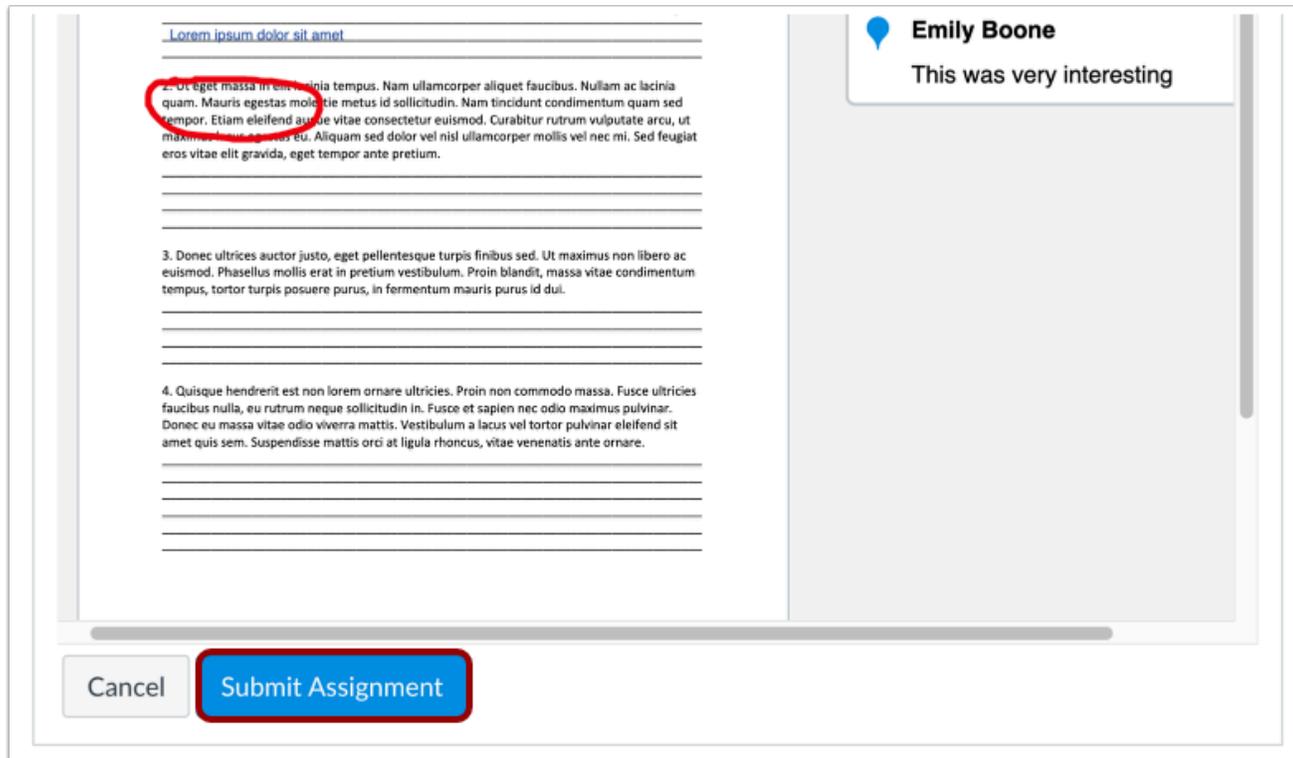
To add a text annotation, click the **Freetext Annotation** icon [7].

To add a strikeout annotation, click the **Strikeout Annotation** icon [8].

To add a drawing annotation, click the **Free Draw Annotation** icon [9].

To add an area annotation, click the **Area Annotation** icon [10].

Submit Assignment



To submit your assignment, click the **Submit Assignment** button.

Notes:

- To prevent losing your annotations, be sure to submit your work before leaving the assignment. Any unsubmitted changes will not be saved.
- If you exit the assignment after adding annotations and return later, you will be required to start over because your prior annotations will not be retained.

View Submission

Revolution Review

Due Aug 24 by 11:59pm **Points** 30
Submitting a text entry box, a website url, a media recording, a student annotation, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

2 [New Attempt](#)

1 **Submission**
✓ **Submitted!**
May 11 at 11:47am
[Submission Details](#)

Comments:
No Comments

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment still displays in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I upload a file from Google Drive as an assignment submission in Canvas?

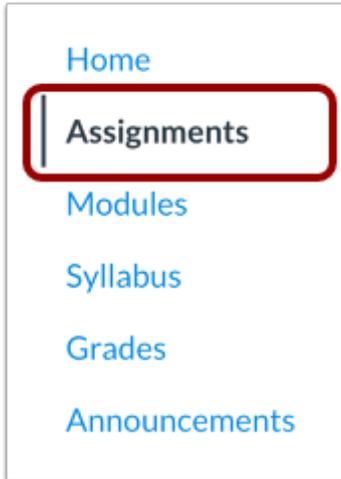
If your institution has enabled Google Drive as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the Google Drive tab is not available in your submission, your institution has not enabled this feature.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable [Google Drive as a web service](#) in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view [this guide](#) for more information.
- Depending on your institution, you may be able to [submit assignments using the Google Assignments LTI 1.3](#).

Open Assignments



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

Select Assignment



Click the title of the assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the **Start Assignment** button.

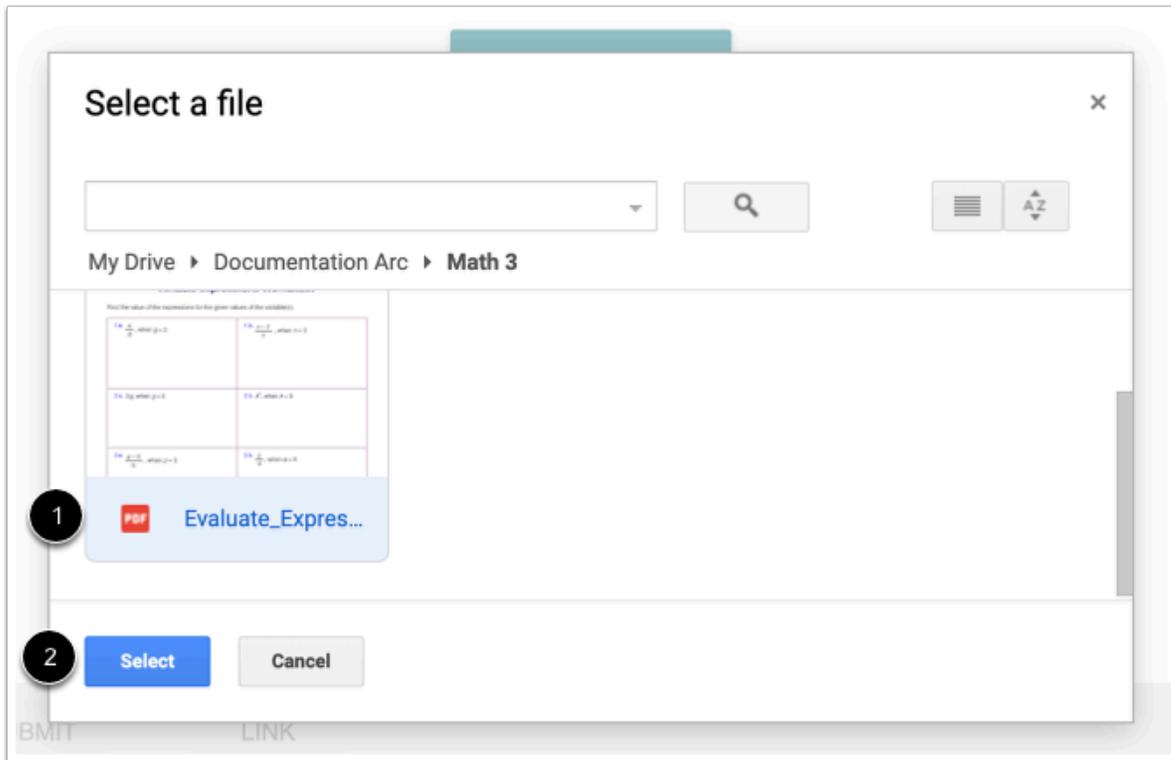
Open Google Drive

[File Upload](#) [Text Entry](#) [Website URL](#) [Media](#) [Google Drive \(LTI 1.3\)](#)

Click the **Google Drive (LTI 1.3)** tab.

Note: If the Google Drive tab is not available, your institution has not enabled this feature.

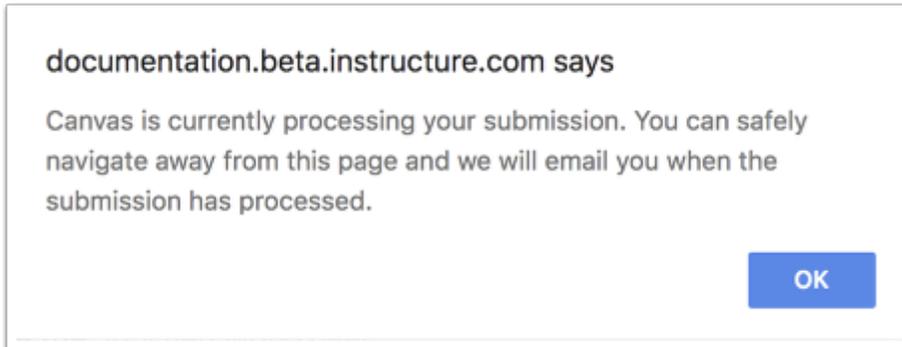
Submit Assignment



Google Drive will display a list of all allowed file types. Click the name of the file [1], then click the **Select** button [2].

Note: When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

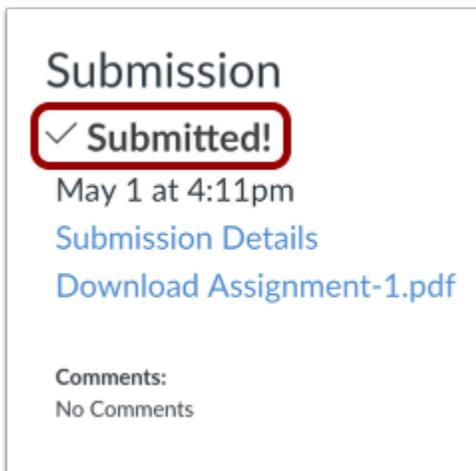
View Submission Notification



After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.

View Submission



View the confirmation of your assignment submission.

View Uploading and Failed Submission Icons

<p>Submission</p> <p>✓ Submitted!</p> <p>Oct 15 at 11:41am</p> <p>Submission Details</p> <p>Download Essay about Lincoln</p> <p>1 </p>	<p>Submission</p> <p>✓ Submitted!</p> <p>Oct 15 at 11:41am</p> <p>Submission Details</p> <p>Download Essay about Lincoln</p> <p>2 </p>
---	---

If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.

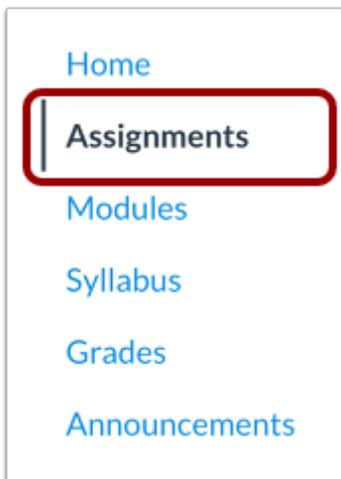
How do I submit a Google Assignments LTI 1.3 file as an assignment submission in Canvas?

If your institution has enabled Google Assignments LTI 1.3 as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

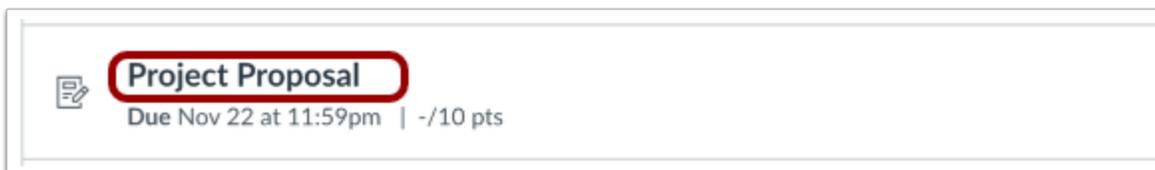
Note: If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.

Open Assignments



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

Open Assignment



Click the title of the assignment.

Open Google Drive

Project Proposal

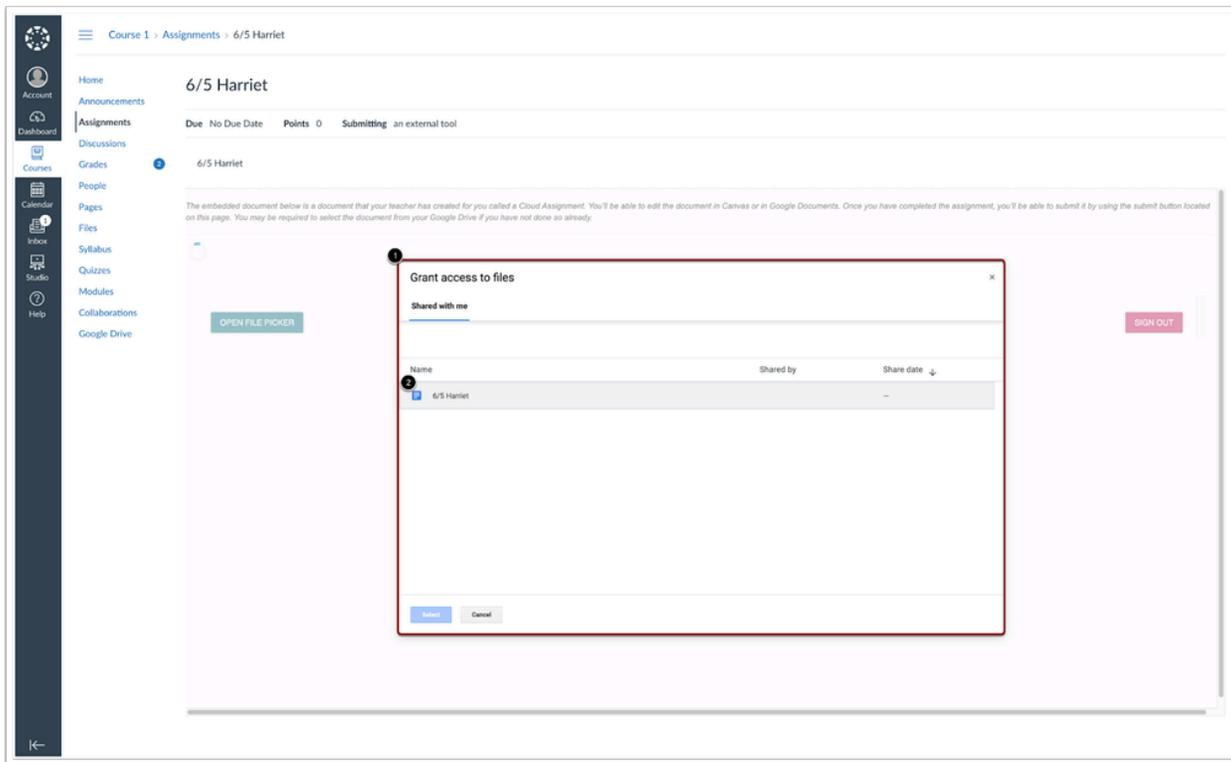
Due Wednesday by 11:59pm **Points** 10 **Submitting** an external tool

 **Google Assignments**

Project Proposal
Total points 10 Due date Nov 22, 11:59 PM

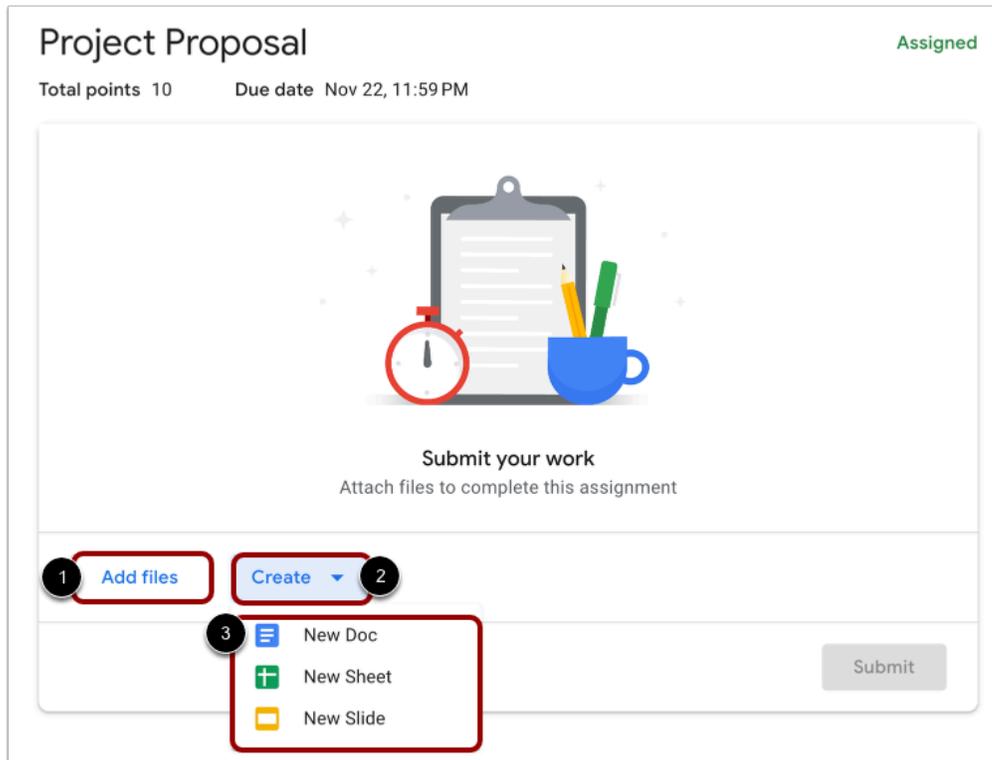
[Open to attach and submit](#)

Click the **Open to attach and submit** button.



When a file fails to share or copy, a Google Drive File Selector displays [1], then students must manually select the desired file to copy [2].

Add Assignment

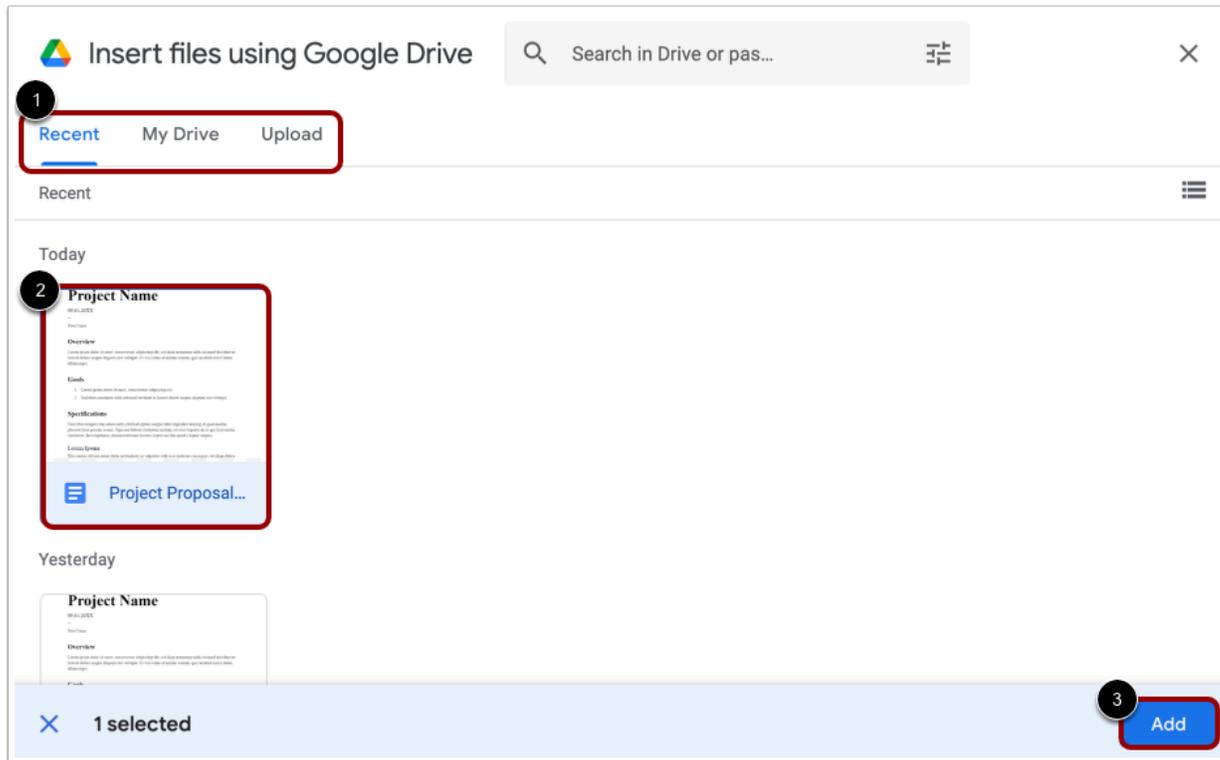


The screenshot shows the submission area for an assignment titled "Project Proposal". At the top right, it says "Assigned". Below the title, it displays "Total points 10" and "Due date Nov 22, 11:59 PM". The main area contains an illustration of a clipboard, a red alarm clock, and a blue cup with pens. Below the illustration, it says "Submit your work" and "Attach files to complete this assignment". At the bottom, there is a toolbar with three main options: "Add files" (labeled with a circled 1), "Create" (labeled with a circled 2), and a "Submit" button. The "Create" dropdown menu is open, showing three options: "New Doc" (labeled with a circled 3), "New Sheet", and "New Slide".

To add an existing file, click the **Add files** button [1].

To create a new file, click the **Create** drop-down menu [2] and select a file type [3].

Select Assignment



The screenshot displays the Google Drive interface for file selection. At the top, there is a search bar and navigation tabs for 'Recent', 'My Drive', and 'Upload'. The 'Upload' tab is highlighted with a red box and a '1' callout. Below the tabs, a file titled 'Project Name' is selected, also highlighted with a red box and a '2' callout. At the bottom, a blue bar shows '1 selected' and an 'Add' button, which is highlighted with a red box and a '3' callout.

You can choose from recent files, your Drive files, or upload files [1].

Google Drive displays only accepted file types for the assignment. Click the name of the file(s) [2], then click the **Add** button [3].

Submit Assignment

Project Proposal

Assigned

Total points 10 Due date Nov 22, 11:59 PM

Your files

- Project Proposals ×
- Course Project Ideas ×

[Add files](#) [Create](#) ▼

[Submit](#)

Click the **Submit** button.

View Submission Confirmation

Submit your work?

2 attachments will be uploaded to your LMS for "Project Proposal".

-  Project Proposals
-  Course Project Ideas

Cancel [Submit](#)

To confirm your submission, click the **Submit** link.

Project Proposal

Submitted

Total points 10 Due date Nov 22, 11:59 PM Submitted on Nov 16, 11:14 AM



Processing your files for your LMS

After you submit your assignment, a message displays notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload.

View Submission

History 101

Project Proposal

Submitted

Total points 10 Due date Nov 22, 11:59 PM Submitted on Nov 16, 11:14 AM



Your files are uploaded to your LMS

To revise your work, edit your attachments and click the "Resubmit" button below.

Your files

- Project Proposals ×
- Course Project Ideas ×

[Add files](#) [Create](#) ▾

[Resubmit](#)

View the confirmation of your assignment submission.

To revise your work, edit your attachments in Google Drive and click the **Resubmit** button.

View Submission in Canvas

Submission

Nov 16 at 11:31am

[Submission Details](#)

[Download Project Proposals-1.docx](#)

[Download Course Project Ideas.docx](#)

Comments:
No Comments

View the confirmation of your assignment submission in Canvas.

How do I submit a cloud assignment with Google Drive?

If your instructor creates a cloud assignment with a Google Drive file, you can edit the document directly and submit your changes as your assignment submission.

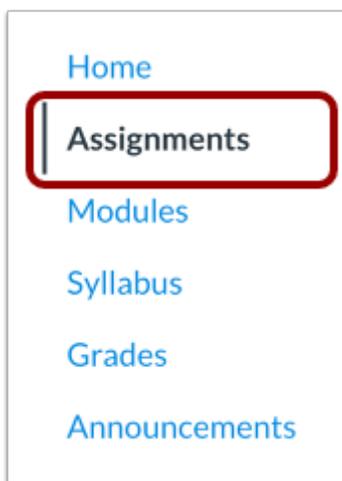
When you open the assignment, Google Drive will create a copy of the file as your submission. You can make changes per the assignment instructions, and submit the assignment directly from the assignment page. The copied document is also added to your Google Drive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

Notes:

- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.
- Depending on your institution, you may be able to [submit assignments using the Google Assignments LTI1.3](#).

Open Assignments



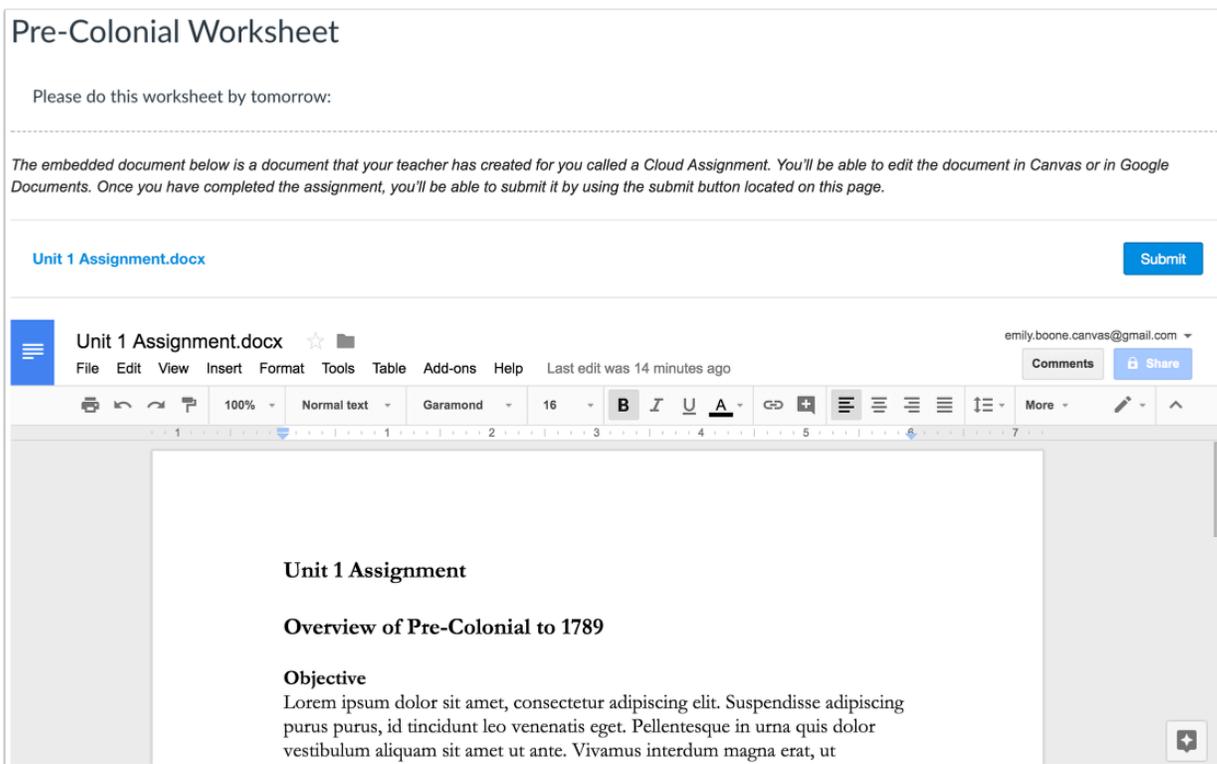
In Course Navigation, click the **Assignments** link.

Open Assignment



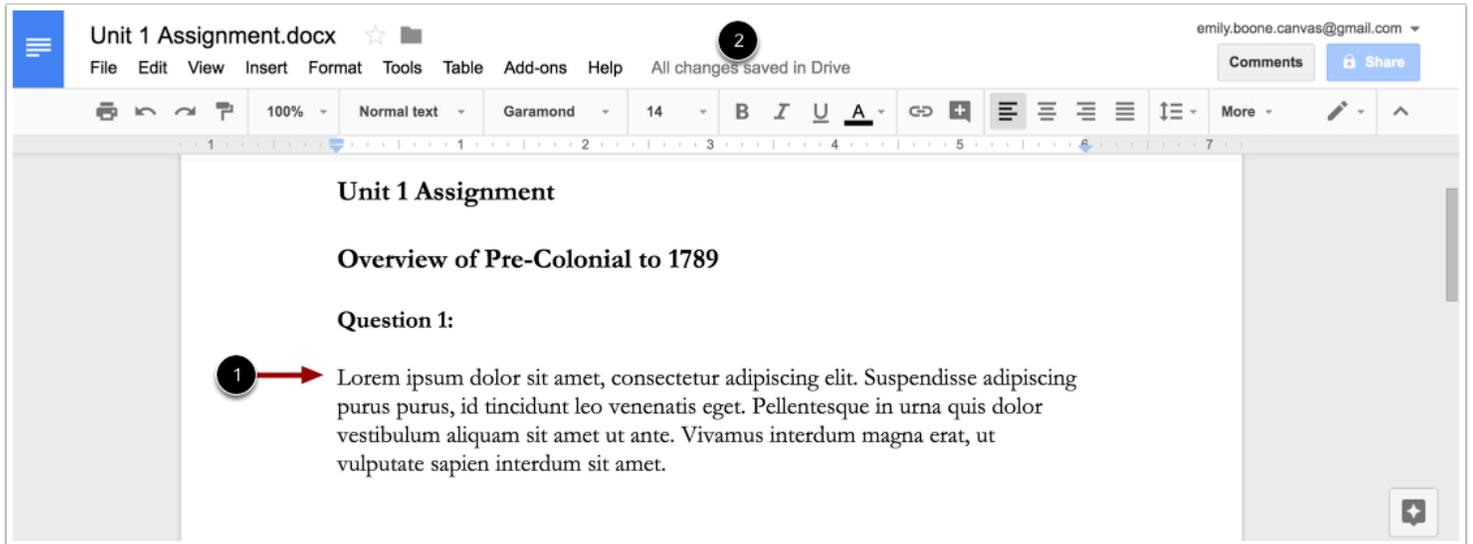
Click the name of the assignment.

View Assignment

A screenshot of the Canvas assignment view page. At the top, the title "Pre-Colonial Worksheet" is displayed. Below it, a message says "Please do this worksheet by tomorrow:". A dashed line separates this from a paragraph of text: "The embedded document below is a document that your teacher has created for you called a Cloud Assignment. You'll be able to edit the document in Canvas or in Google Documents. Once you have completed the assignment, you'll be able to submit it by using the submit button located on this page." Below this text is a document viewer for "Unit 1 Assignment.docx". The viewer includes a "Submit" button in the top right corner. The document content shows a title "Unit 1 Assignment", a subtitle "Overview of Pre-Colonial to 1789", and an "Objective" section with a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse adipiscing purus purus, id tincidunt leo venenatis eget. Pellentesque in urna quis dolor vestibulum aliquam sit amet ut ante. Vivamus interdum magna erat, ut". The document viewer has a standard toolbar with options for font, size, bold, italic, underline, text color, link, and list.

View the assignment in the assignment page.

Edit Assignment



Unit 1 Assignment.docx ☆

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

emily.boone.canvas@gmail.com

Comments Share

100% Normal text Garamond 14 B I U A

Unit 1 Assignment

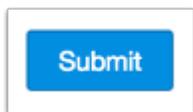
Overview of Pre-Colonial to 1789

Question 1:

1 → Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse adipiscing purus purus, id tincidunt leo venenatis eget. Pellentesque in urna quis dolor vestibulum aliquam sit amet ut ante. Vivamus interdum magna erat, ut vulputate sapien interdum sit amet.

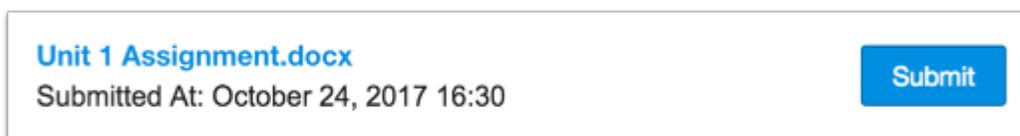
Make edits directly to the document as necessary to complete the assignment [1]. Google will periodically save your changes [2].

Submit Assignment



When you are ready to submit the assignment, verify that all edits have been saved, then click the **Submit** button.

Confirm Submission



Unit 1 Assignment.docx

Submitted At: October 24, 2017 16:30

Submit

Confirm your assignment was submitted.

If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.

How do I upload a file from Microsoft Office 365 as an assignment submission?

If your course has enabled Microsoft Office 365, you can upload a file from your Microsoft OneDrive for an assignment.

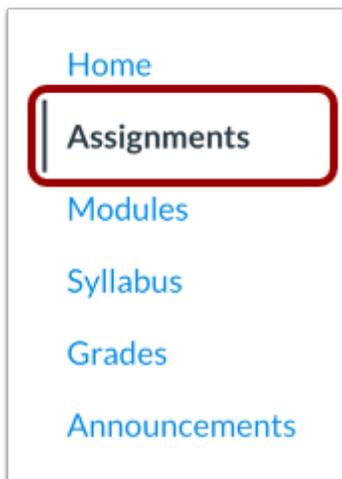
Like other file upload submissions, files uploaded from Office 365 are uploaded into your Canvas user files submissions folder.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Notes:

- If the Office 365 tab is not available in your submission, your institution has not enabled this feature.
- Canvas will require you to authorize access to your OneDrive account.
- In Office 365 assignments, you can only submit one file for your submission.
- When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view [this guide](#) for more information.

Open Assignments



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

Select Assignment

 **Revolution Review**
Due May 7 at 11:59pm | -/30 pts

Click the title of the assignment.

Start Assignment

Revolution Review

[Start Assignment](#)

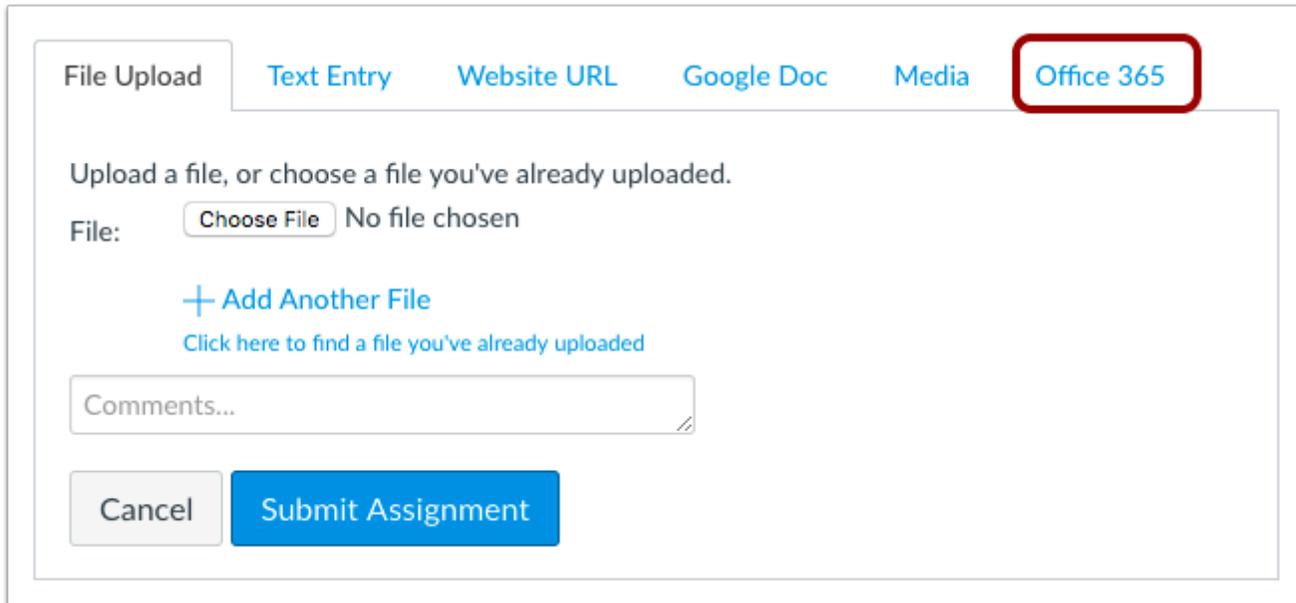
Due May 7 by 11:59pm **Points** 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the **Start Assignment** button.

Open Office 365

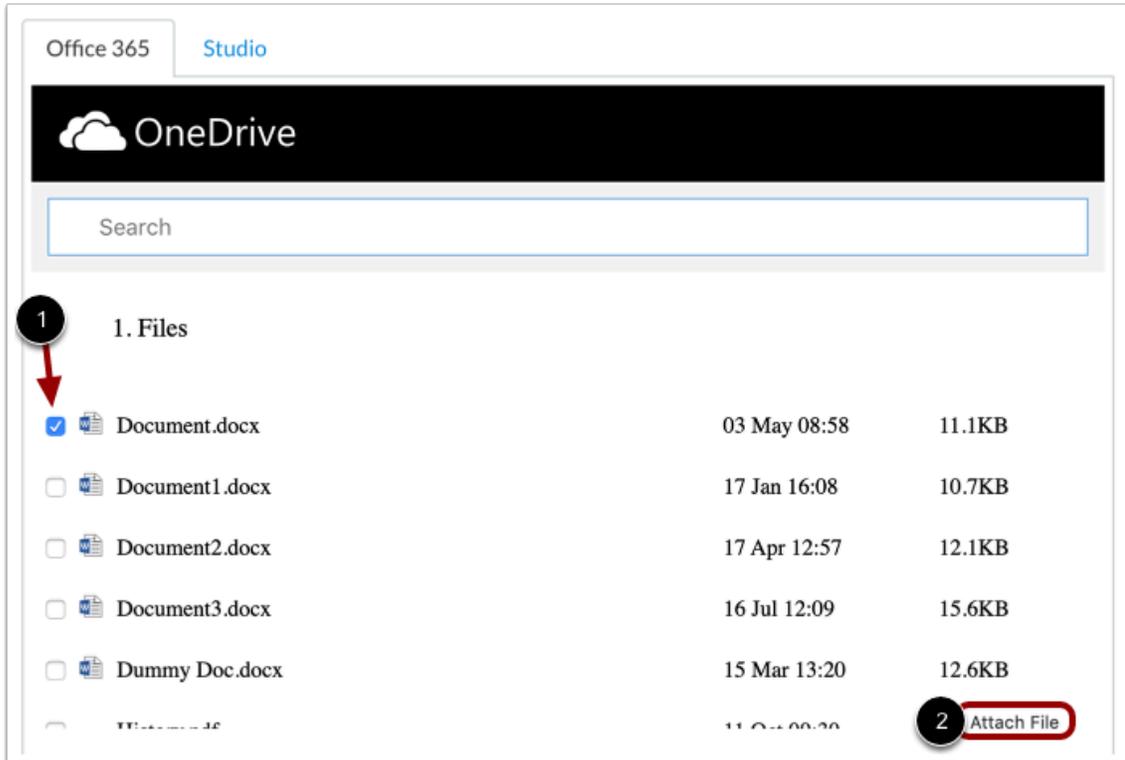


The screenshot shows the Canvas assignment submission interface. At the top, there are several tabs: "File Upload", "Text Entry", "Website URL", "Google Doc", "Media", and "Office 365". The "Office 365" tab is highlighted with a red border. Below the tabs, the text reads "Upload a file, or choose a file you've already uploaded." Underneath, there is a "File:" label followed by a "Choose File" button and the text "No file chosen". Below this is a blue link "+ Add Another File" and another blue link "Click here to find a file you've already uploaded". There is a text input field labeled "Comments...". At the bottom, there are two buttons: "Cancel" and "Submit Assignment".

Click the **Office 365** tab.

Note: If the **Office 365** tab is not available, your institution has not enabled this feature.

Attach File



Office 365 Studio

OneDrive

Search

1. Files

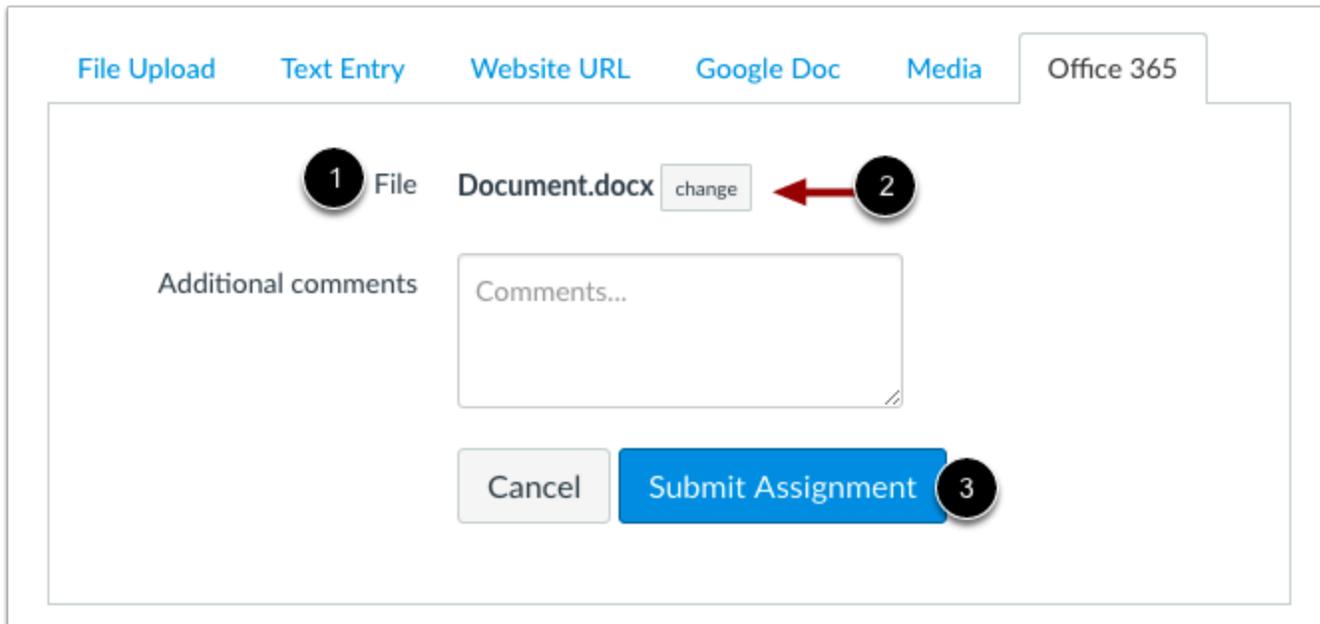
<input checked="" type="checkbox"/>	Document.docx	03 May 08:58	11.1KB
<input type="checkbox"/>	Document1.docx	17 Jan 16:08	10.7KB
<input type="checkbox"/>	Document2.docx	17 Apr 12:57	12.1KB
<input type="checkbox"/>	Document3.docx	16 Jul 12:09	15.6KB
<input type="checkbox"/>	Dummy Doc.docx	15 Mar 13:20	12.6KB
<input type="checkbox"/>

2 Attach File

Microsoft Office 365 will display a list of all allowed file types. Click the name of the file [1], then click the **Attach File** button [2].

Note: When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

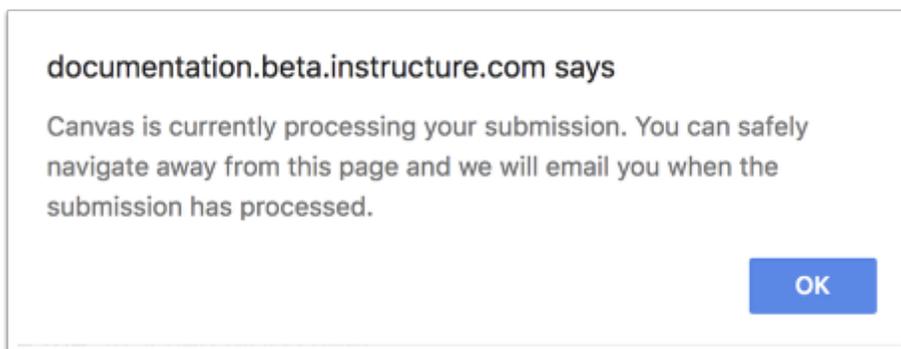
Submit Assignment



In the File field [1], confirm your selected file. To select a new file, click the **Change** button [2].

Click the **Submit Assignment** button [3].

View Submission Notification



After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.

View Submission

Submission

✓ **Submitted!**

May 1 at 4:11pm

[Submission Details](#)

[Download Assignment-1.pdf](#)

Comments:
No Comments

View the confirmation of your assignment submission.

View Uploading and Failed Submission Icons

<h3>Submission</h3> <p>✓ Submitted!</p> <p>Oct 15 at 11:41am</p> <p>Submission Details</p> <p>Download Essay about Lincoln</p> <p>1 </p>	<h3>Submission</h3> <p>✓ Submitted!</p> <p>Oct 15 at 11:41am</p> <p>Submission Details</p> <p>Download Essay about Lincoln</p> <p>2 </p>
--	--

If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.

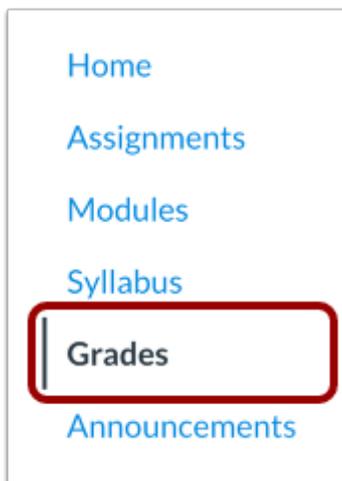
How do I know when my assignment has been submitted?

View the assignment submission details to know that you have turned in the assignment.

All file submissions also appear in your [personal unfiled folder](#).

Note: If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view [this guide](#) for more information.

Open Grades



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

Select Assignment

Grades for Emily Boone

Print

Grading Period: Fall Course: Bio 101 Arrange By: Due Date

Apply

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

Click the assignment name.

View Submission Details

Submission Details

Grade: / 10

General Class Question and Answer

Emily Boone submitted Oct 19 at 2:21pm

[Re-submit Assignment](#)

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

from [General Class Question and Answer](#)

 Does Professor Roberts have weekly office hours?

Add a Comment:

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

[Save](#)

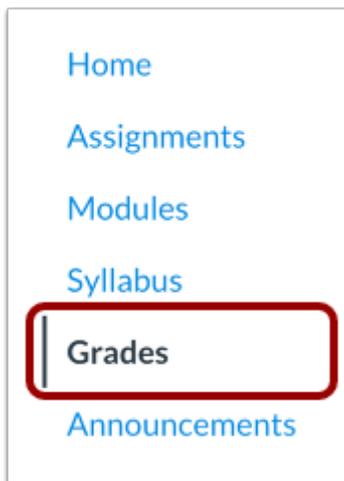
View the submission confirmation for submitted assignments.

How do I know when my instructor has graded my assignment?

When a change is made to your course grades, the Grades link in Course Navigation adds a indicator representing the number of changes in a course since your last visit. The Grades page shows the details of your graded assignments.

Note: You can also [set up notifications](#) to know when your instructor grades an assignment.

Open Grades



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

View Assignment Grade

Biology 101	Feb 21 by 11:59pm	24	50	
Tools and Measurements	Aug 31, 2019 by 11:59pm	LATE		7
• Safety in Science - Symbols (Peer Reviews)	Mar 10 by 11:59pm	24	25	

A dot next to the assignment indicates the assignment that has been graded [1]. The indicator disappears when you navigate away or refresh the page.

The score column displays the score given to the assignment [2].

In the [Grades page](#), you can also see if the assignment includes scoring details, comments, or rubrics.

How do I submit a cloud assignment with Microsoft Office 365?

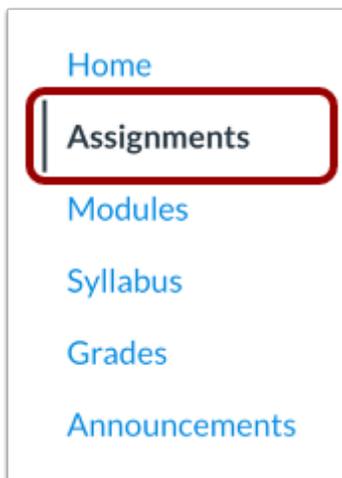
If your instructor creates a cloud assignment with a Microsoft OneDrive file, you can open the assignment, edit the document directly, and submit your changes as your assignment submission.

When you open the assignment, Office 365 will create a copy of the file as your submission. You can open the document and make changes per the assignment instructions. When you are ready to submit the assignment, return to the Canvas assignment page and submit the assignment. The copied document is also added to your OneDrive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

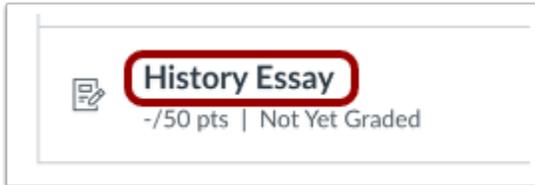
Note: When the Allow Multiple file AGS submissions count as one submission is enabled, you can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

Open Assignments



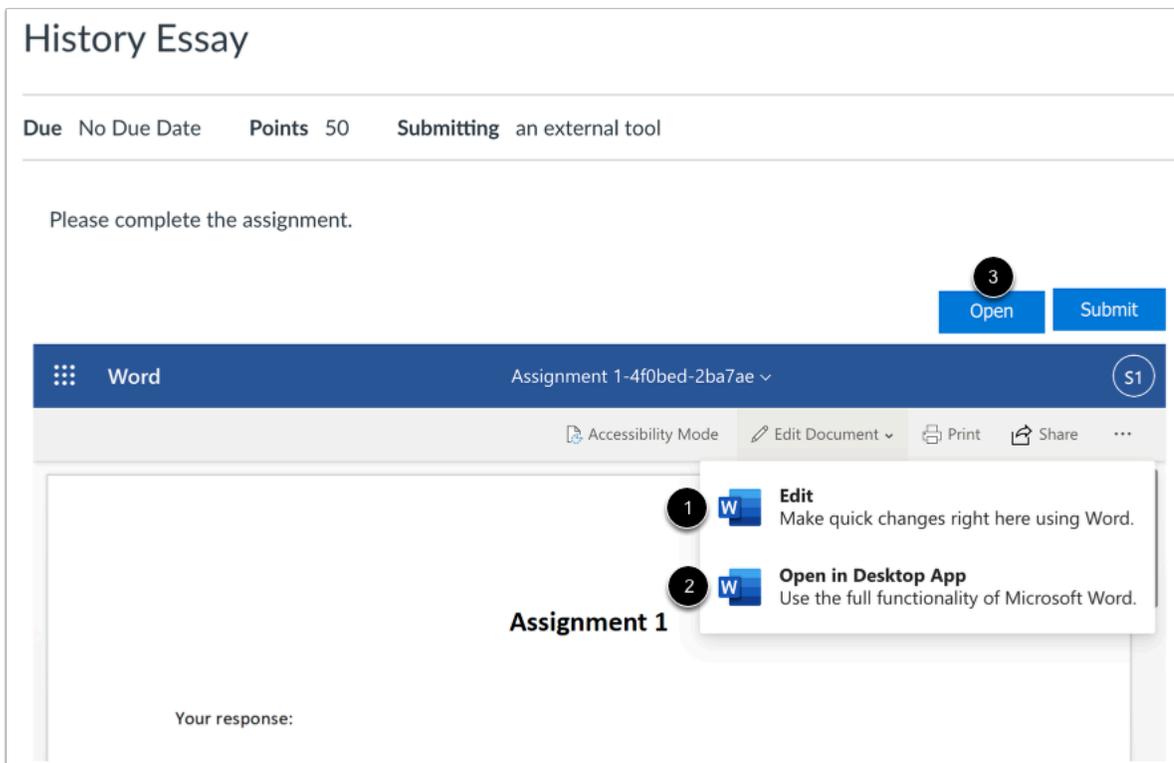
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of the assignment.

Open Document Editor

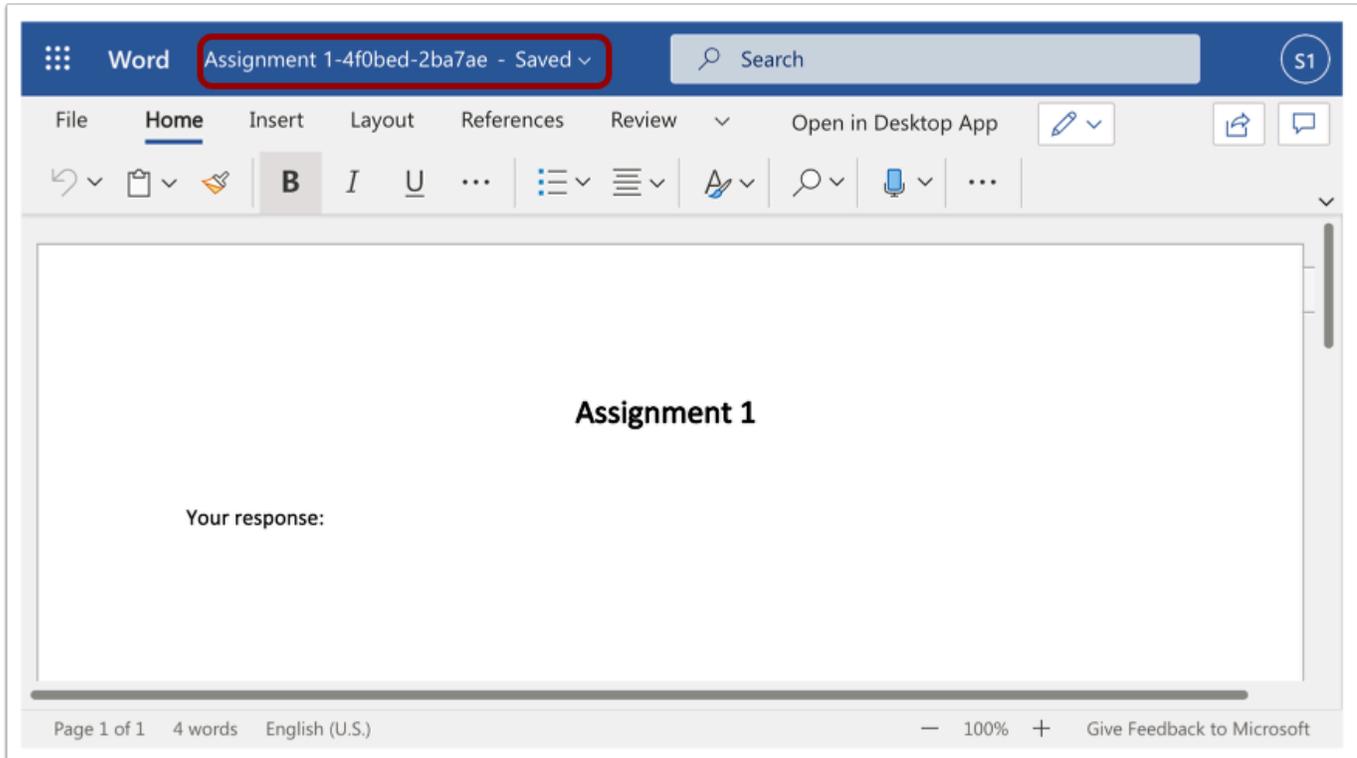
A screenshot of the Canvas document editor interface. At the top, the title 'History Essay' is shown. Below it, a status bar indicates 'Due No Due Date', 'Points 50', and 'Submitting an external tool'. A message says 'Please complete the assignment.' On the right, there are 'Open' and 'Submit' buttons, with a circled '3' above the 'Open' button. Below this is a blue header for 'Word' with the document ID 'Assignment 1-4f0bed-2ba7ae' and a 'S1' icon. A menu bar includes 'Accessibility Mode', 'Edit Document', 'Print', and 'Share'. A context menu is open over the 'Edit Document' button, showing two options: '1 Edit' (Make quick changes right here using Word.) and '2 Open in Desktop App' (Use the full functionality of Microsoft Word.). The main content area is labeled 'Assignment 1' and 'Your response:'.

To complete the assignment from the assignments page, click the Edit Document drop-down menu and select **Edit** [1].

To open the assignment using the corresponding app, select **Open in Desktop App** [2].

To open the assignment in a separate window, click the **Open** button [3].

Edit Assignment



Make edits directly to the document as necessary to complete the assignment. Word will periodically save your changes.

Submit Assignment



When you are ready to submit the assignment, verify that all edits have been saved, then close the Word Online window. In the assignment page, click the **Submit** button.

Confirm Submission

History Essay

Due No Due Date **Points** 50 **Submitting** an external tool

Please complete the assignment.

Assignment Submitted

History Essay
Submitted: November 16, 2020 17:04

FINISHED

Confirm your assignment was submitted. Click the **Finished** button.

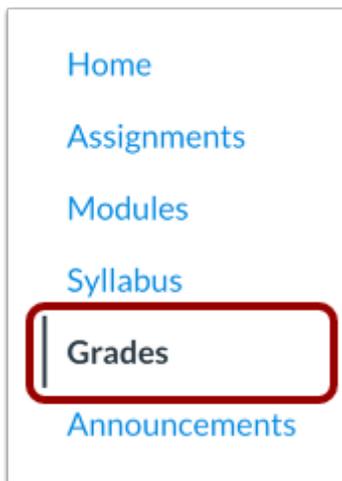
If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.

How do I view assignment comments from my instructor?

You can see comments from your instructor in the Grades page. Most comments are located in the assignment sidebar.

Your instructor may also leave comments in your assignment submission as annotations. Learn how to [view annotation feedback comments](#).

Open Grades



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

View Assignment Comments

Grades for Emily Boone

Course: History 101 | Arrange By: Due Date

[Print Grades](#)

Feedback ✕

Attempt 1 Feedback: 4

Jun 17 at 10:31am 3

Good job! Thanks for submitting this on time!
- Doug Roberts

Jun 17 at 10:59am

Canvas Release Notes (2024-06-15)
Upcoming Canvas Changes
- Doug Roberts

Jun 17 at 11am

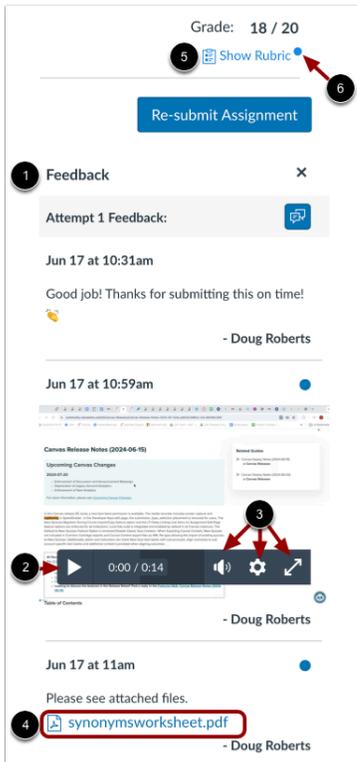
Please see attached files.
[synonymsworksheet.pdf](#)
- Doug Roberts

Name	Due	Status	Score
US History Quiz Assignments	May 9, 2022 by 11:59pm		- / 25
History Overview Quizzes	Sep 15, 2022 by 11:59pm		11 / 14
Course Introductions Discussions	Sep 16, 2022 by 9am		10 / 10
A Closer Look: The United States Constitution Written Response 1 Assignments	Sep 29, 2022 by 11:59pm		18 / 20
A Closer Look: Response 2 Assignments	Oct 6, 2022 by 11:59pm		/ 25

Locate the assignment and click the **Comment** icon [1]. View the comments in the assignment [2]. For each comment, you can view the author, date, and time of the comment [3].

To view the assignment details, click the **Feedback** icon [4].

View Comments



Any instructor comments added to your submission, as well as any comments added by you, appear in the Feedback portion of the sidebar [1]. These comments can be text comments, media comments, or attached files.

To view a media comment, click the **Play** button [2]. To control the volume, speed, and size of the media player, click the **Volume**, **Captions**, **Settings**, and **Full Screen** buttons [3].

To open an attached file, click the **file name** link [4].

If your assignment includes a rubric [5], your instructor may also [leave comments in the rubric](#). The Show Rubric link displays an indicator if comments have been added in a rubric [6].

Open Assignment

Grades for Emily Boone Print Grades

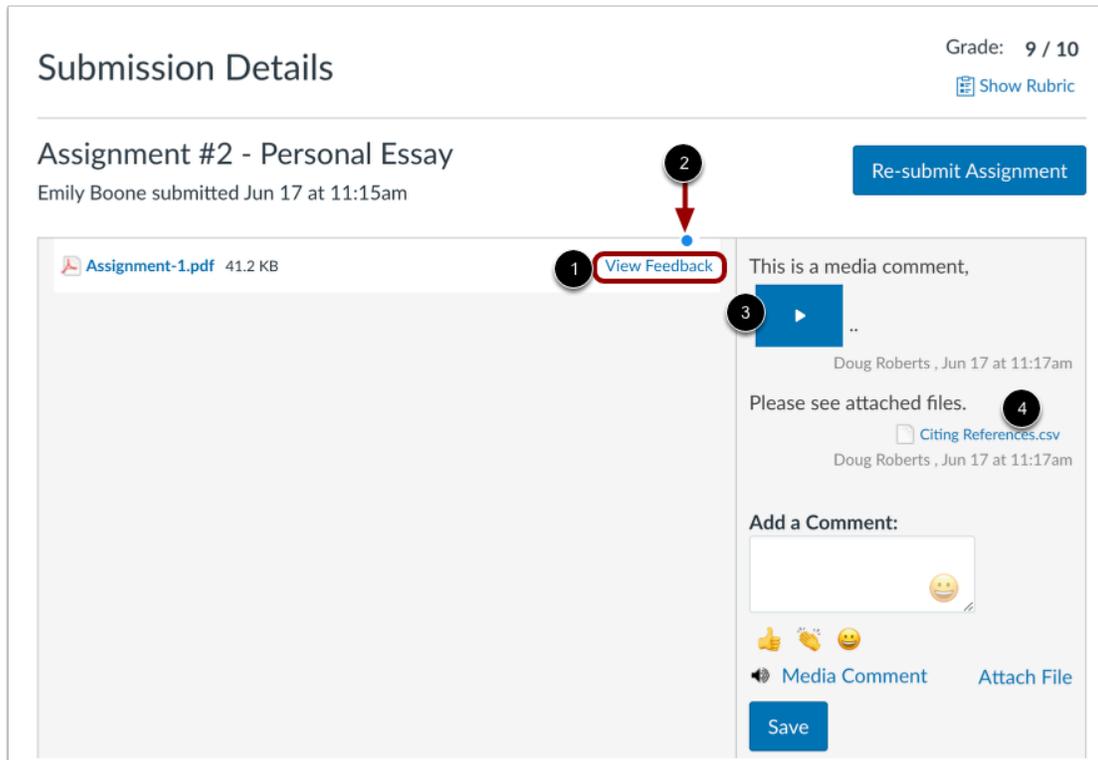
Course Arrange By

History 101 ▼ Due Date ▼ Apply

Name	Due	Status	Score
US History Quiz <small>Assignments</small>	May 9, 2022 by 11:59pm		- / 25
History Overview <small>Quizzes</small>	Sep 15, 2022 by 11:59pm		11 / 14
Course Introductions <small>Discussions</small>	Sep 16, 2022 by 9am		10 / 10
<div style="border: 2px solid red; padding: 2px;"> A Closer Look: The United States Constitution Written Response 1 </div> <small>Assignments</small>	Sep 29, 2022 by 11:59pm	2	18 / 20
A Closer Look: Response 2 <small>Assignments</small>	Oct 6, 2022 by 11:59pm		/ 25

Your assignment submission also displays comments. Click the title of the assignment.

View Annotated Comments



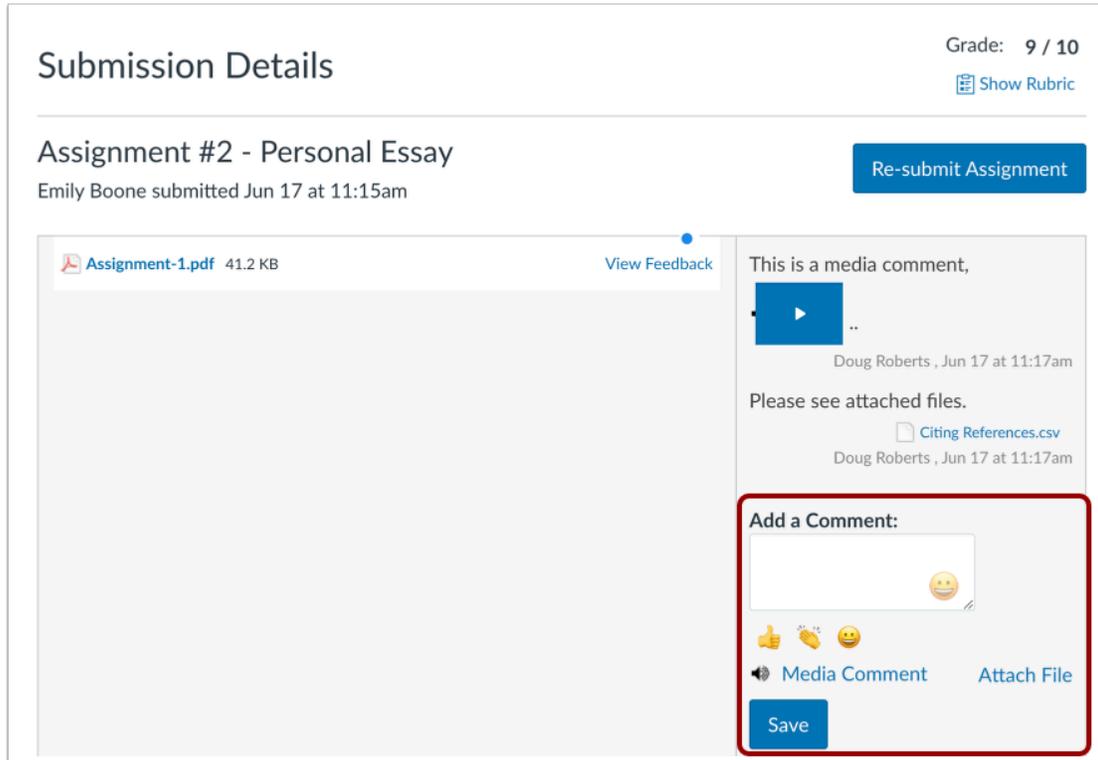
The screenshot displays the 'Submission Details' page for an assignment titled 'Assignment #2 - Personal Essay'. The submission is by Emily Boone, submitted on Jun 17 at 11:15am. The grade is 9 / 10. A 'Re-submit Assignment' button is visible. A file named 'Assignment-1.pdf' (41.2 KB) is shown with a 'View Feedback' link next to it, marked with a circled '1'. A red arrow points to a blue dot above the file, marked with a circled '2'. A play button icon is marked with a circled '3'. A file named 'Citing References.csv' is attached to a media comment, marked with a circled '4'. The media comment text reads: 'This is a media comment, ..' followed by 'Please see attached files.' and the file name 'Citing References.csv'. Below the comment is an 'Add a Comment' field with a smiley face emoji, and a 'Save' button. There are also thumbs up, thumbs down, and smiley face icons, and a 'Media Comment' button.

If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment.

On the Submission Details page, files that support annotations display a **View Feedback** link next to the submission [1]. If annotated comments have been added to an assignment, the View Feedback link displays an indicator [2]. Learn more about how to [view annotated comments](#).

While viewing submission details, you can also view media comments by clicking the **Play** icon [3] or view attached files by clicking the file name link [4].

Add Comment



The screenshot shows the 'Submission Details' page for an assignment titled 'Assignment #2 - Personal Essay'. The submission is by Emily Boone, submitted on Jun 17 at 11:15am. The grade is 9 / 10. A 'Re-submit Assignment' button is visible. Below the submission details, there is a list of files: 'Assignment-1.pdf' (41.2 KB) and 'Citing References.csv'. A comment by Doug Roberts, dated Jun 17 at 11:17am, is shown. The comment text is 'This is a media comment, ..' and 'Please see attached files.' Below the comment, there is an 'Add a Comment:' section with a text input field, a smiley face emoji, and a 'Save' button. There are also options for 'Media Comment' and 'Attach File'.

When viewing comments from your instructor, you can also [leave your own comment](#) in the **Add a Comment** area.

How do I use DocViewer in Canvas assignments as a student?

Canvas DocViewer is a tool that allows annotations on uploaded online assignment submissions in Canvas. You can use DocViewer to [view annotated feedback](#) in the assignment details section of the sidebar from your instructor or from other students in peer review assignments.

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Submitted annotations are saved and are not affected by the session limit. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Accessibility

You can access DocViewer annotations and comments with a screen reader, which can read the annotation, author name, comments, and any reply comments at the end of the document. However, the following limitations currently exist: when you are listening to your document, there is no indication that a comment is available; if you are tabbing through comments, you cannot jump to the associated place in the annotated assignment; the kind of annotation is not indicated; some images may have no alternate text or display; markers in the document are not in-line with the text.

Notes:

- If you cannot annotate a document in DocViewer, your institution may have restricted this feature.
- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas Student app.
- Your instructor can delete any comment or annotation at any time.
- If your instructor anonymously grades an assignment, annotations in DocViewer will not be available until the assignment is unmuted.

View DocViewer

Submission Details

Grade: 22 / 25
[Show Rubric](#)

Position Paper

Emily Boone submitted Nov 16 at 3:42pm **LATE** [Re-submit Assignment](#)

[history essay.docx](#) 102 KB [View Feedback](#)

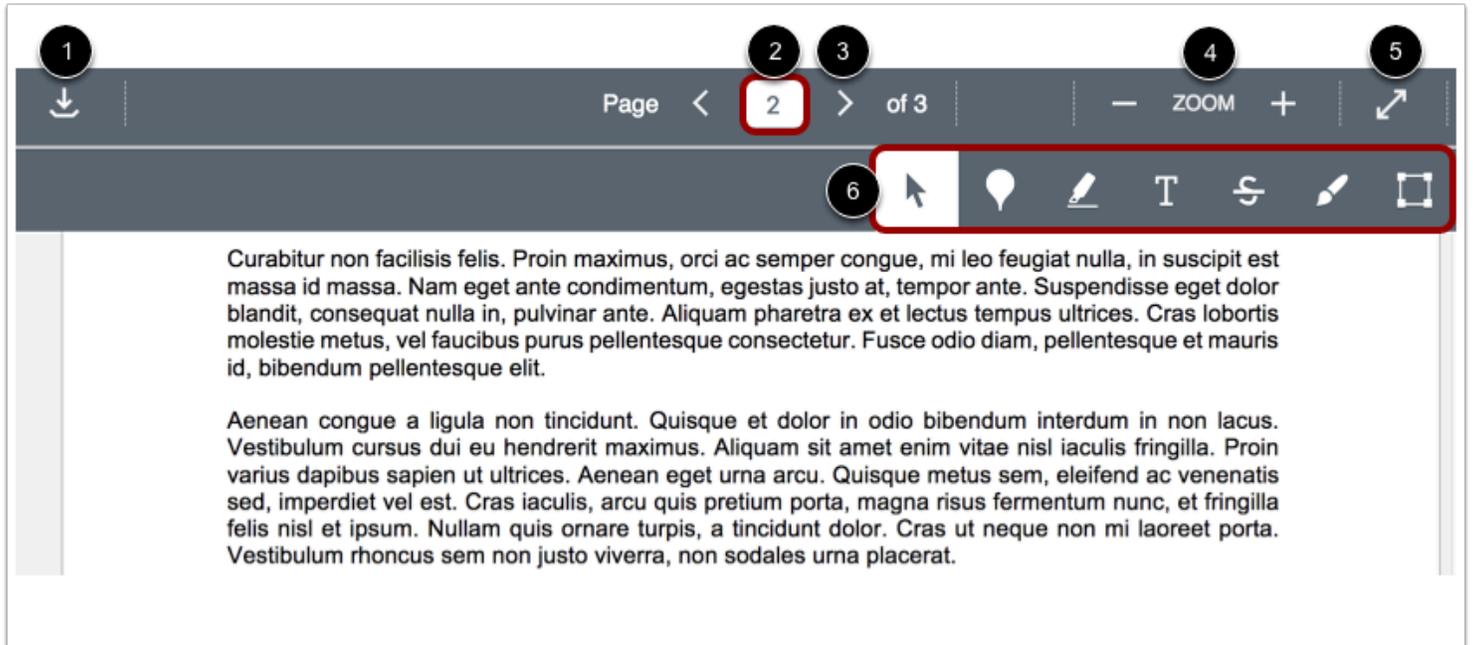
Add a Comment:

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

[Save](#)

To access DocViewer, [view feedback from your instructor](#) or [peer review feedback](#) on the assignment details page. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.

View DocViewer Toolbar



The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [3] to advance through the submission.

To zoom in and out on the submission, use the **Zoom** buttons [4].

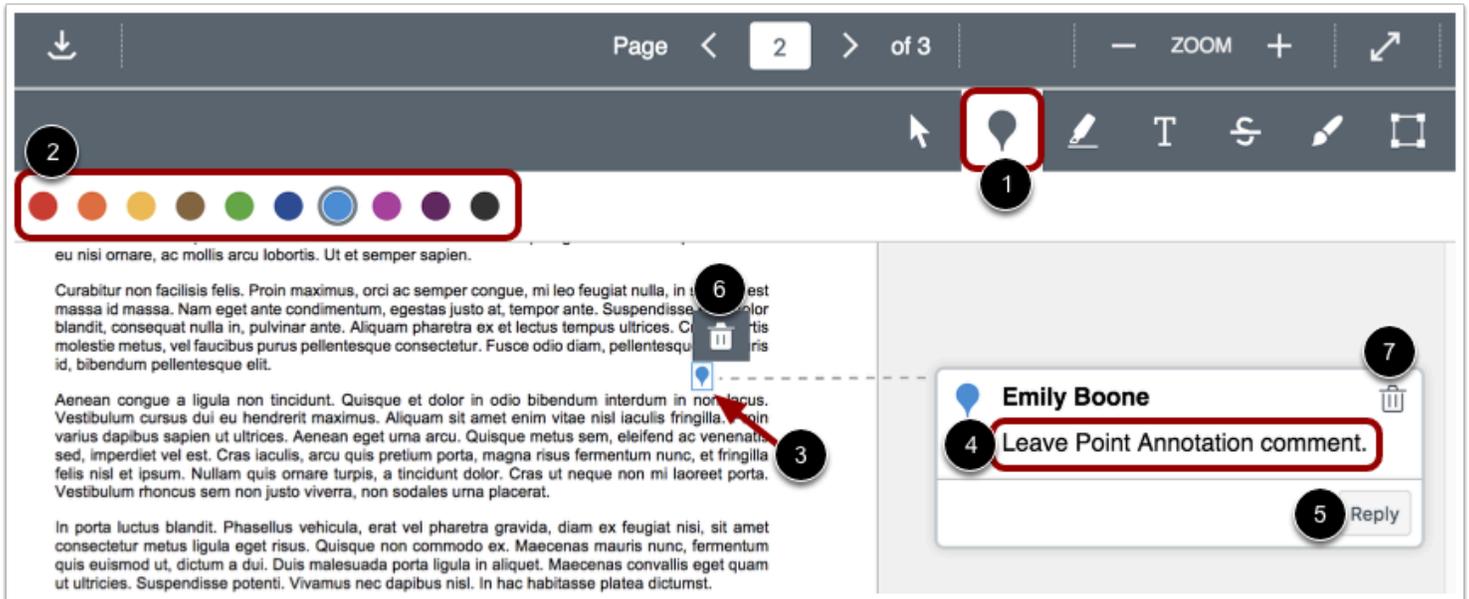
To view the submission in full screen, click the **Full Screen** button [5].

To annotate the submission, use the annotation tools [6].

Notes:

- You can edit documents using a touch input (finger) or stylus on ChromeOS devices.
- If you cannot use the annotation tools in DocViewer, your institution may have restricted this feature.

Add Point Annotation



To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

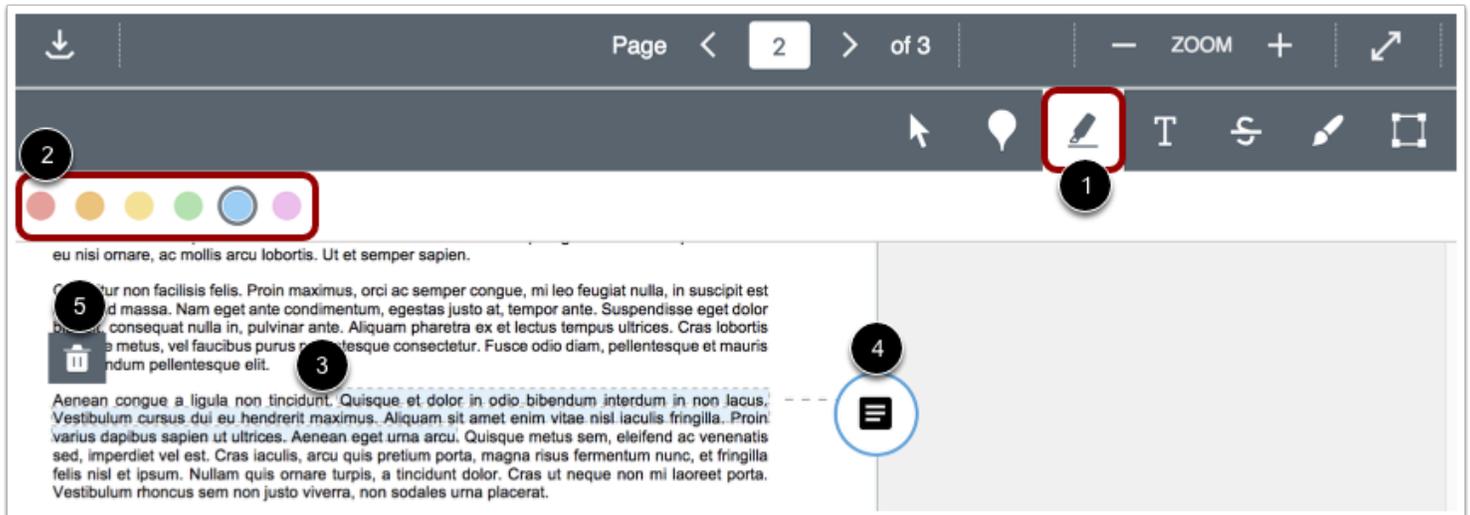
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation and its comments, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation.

To delete a point annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

Add Highlight Annotation



To highlight text within the document, select the Highlight annotation type [1].

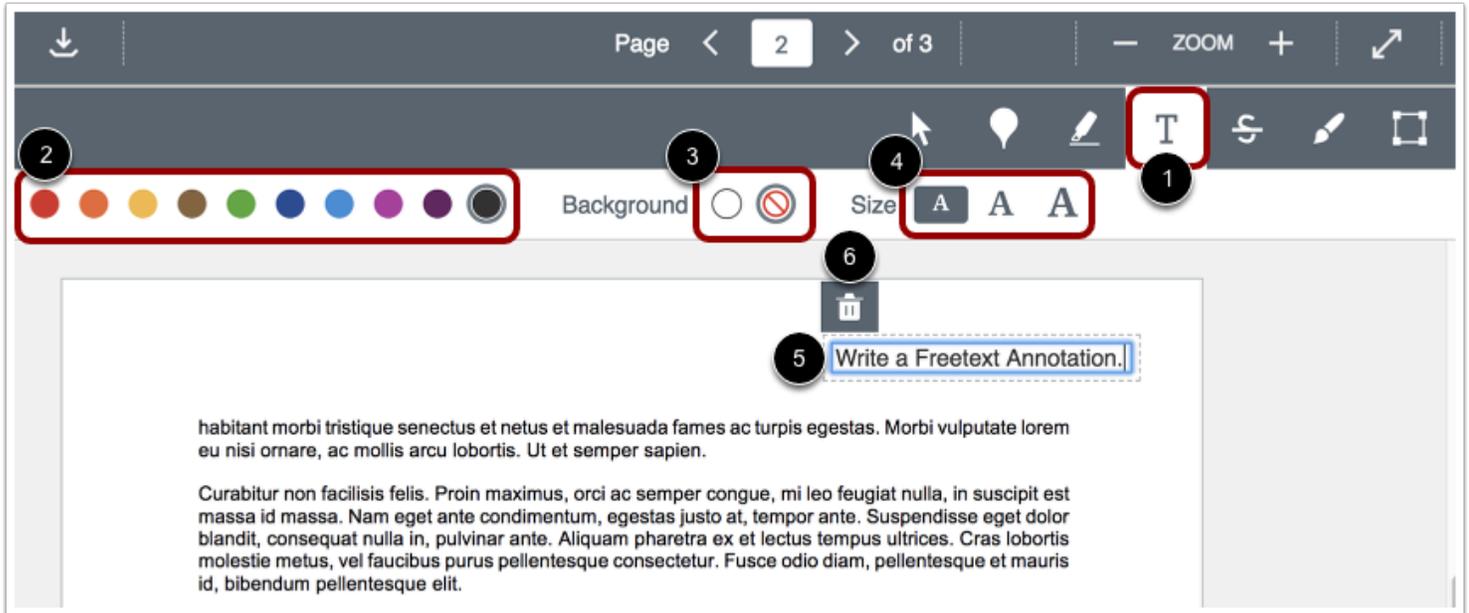
Select the color for the highlight annotation in the color panel [2].

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

To add a comment to the highlight annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a highlight annotation, click the highlighted area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation will also delete any associated comments.

Add Text Annotation



To add text directly in the submission, select the **Free text** annotation type [1].

Select the color for the text annotation in the color panel [2].

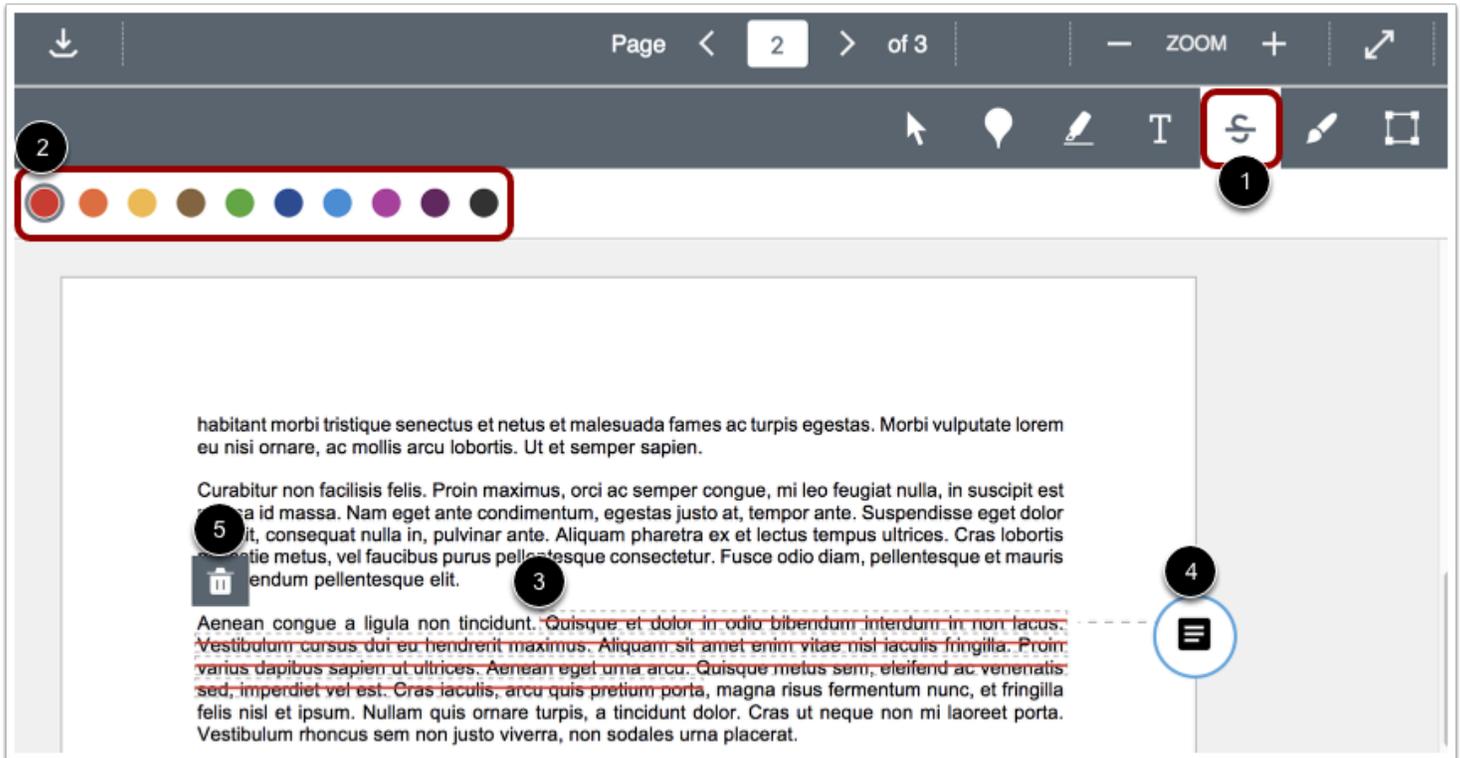
Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, press the **Shift+Enter/Return** keys.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.

Add Strikeout Text Annotation



To indicate that text should be deleted, select the **Strikeout** annotation type [1].

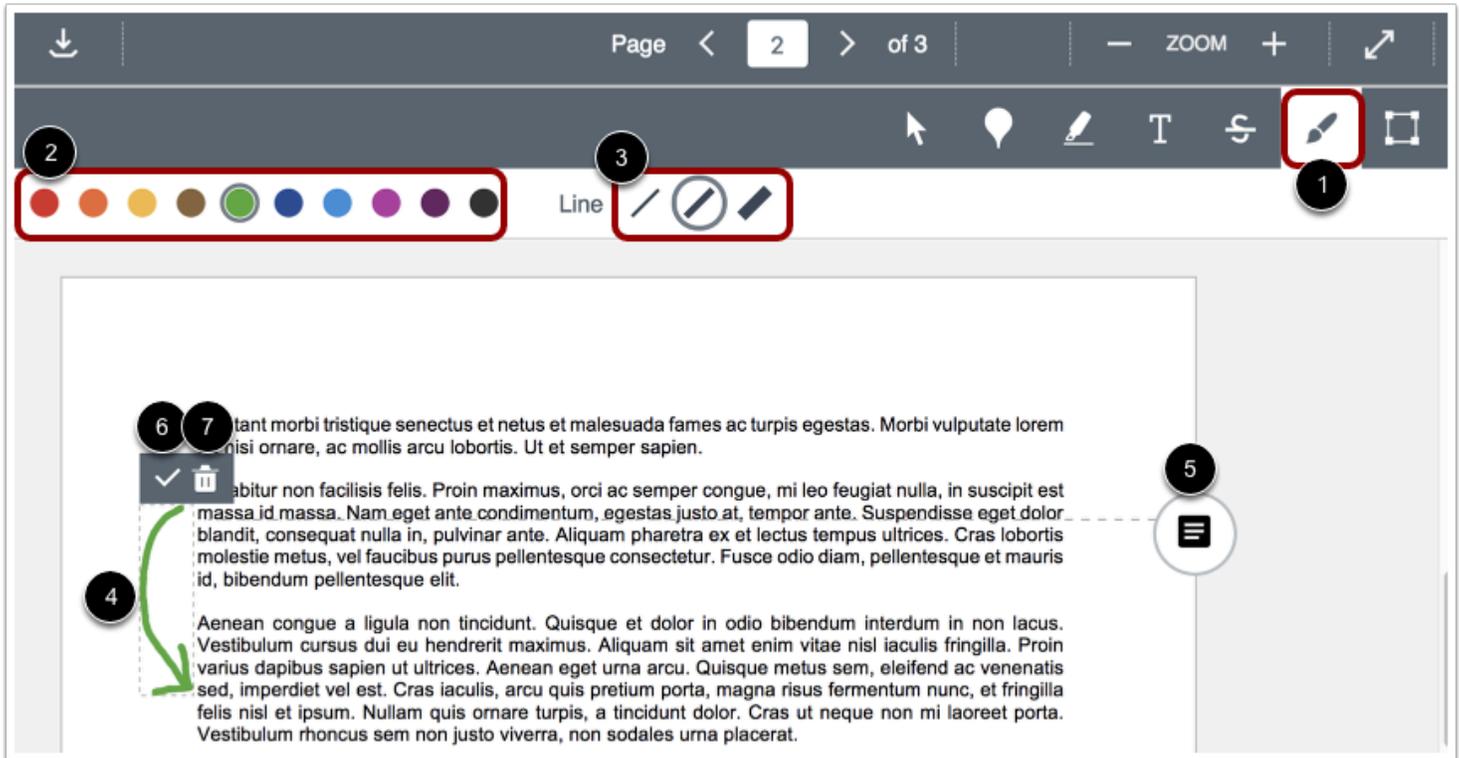
Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation will also delete any associated comments.

Add Draw Annotation



To make freehand drawings and annotations, select the **Free Draw** annotation type [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation also deletes any associated comments.

Note: Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

Add Area Annotation



To leave an area annotation, select the **Area** annotation type [1].

Select the color for the area annotation in the color panel [2].

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

To add a comment to the area annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

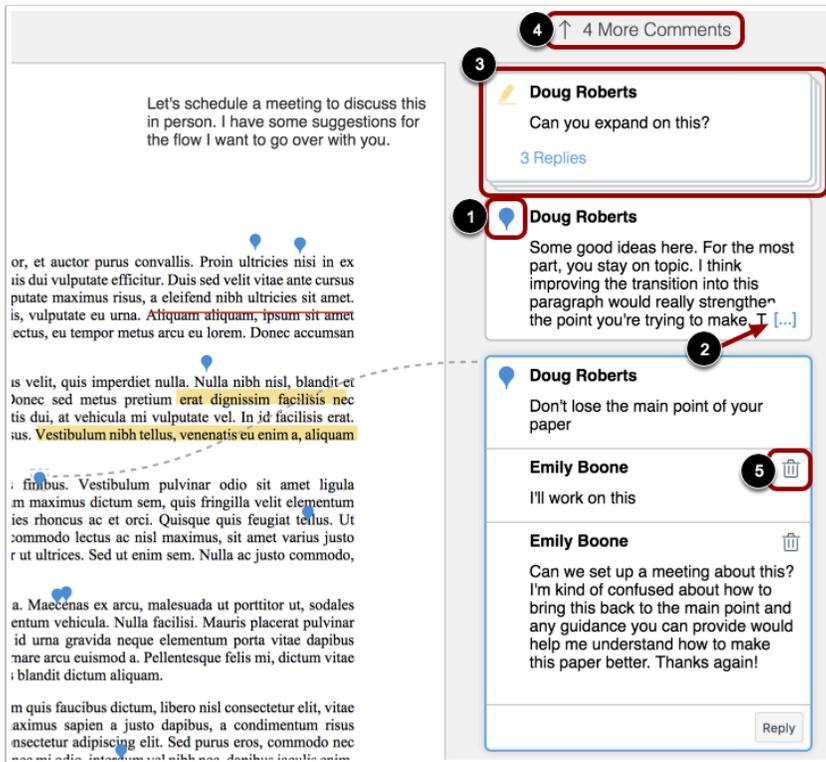
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation will also delete any associated comments.

To delete an area annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

View Comments



Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes more than five content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [3]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [4].

You can delete your comments by clicking the **Delete** icon [5].

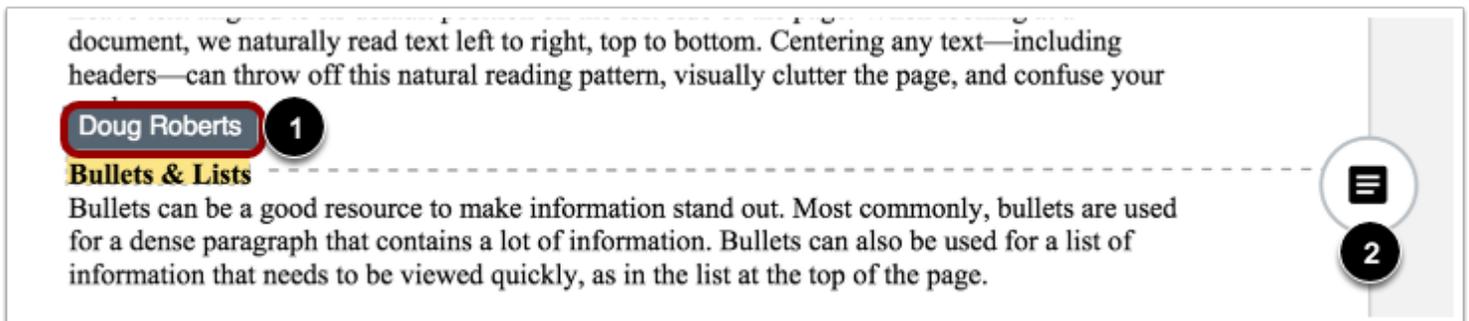
View Anonymous Instructor Comments



The screenshot shows a document titled "Research Paper" with three paragraphs of placeholder text. On the right side, there are three comment boxes, each starting with a blue location pin icon and the word "Grader". The first comment, which is highlighted with a red border, says "This is interesting." The second comment says "Can you expand on this in the next paragraph?" The third comment says "Good introduction".

If your instructor has enabled Anonymous Instructor Annotations, annotations and comments on your submission will not display the name of the instructor or grader.

View Other User Annotations

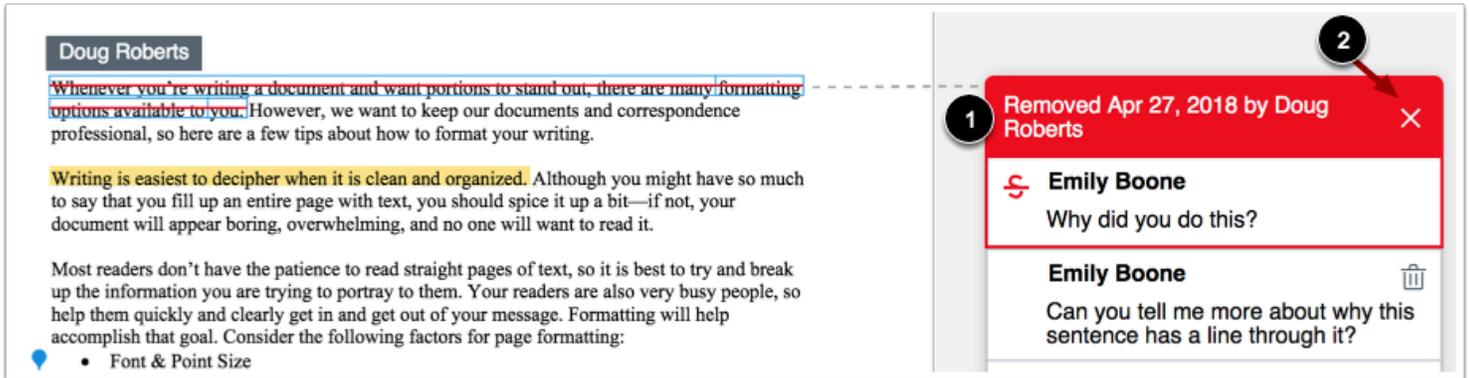


The screenshot shows a document with two paragraphs. The first paragraph is "document, we naturally read text left to right, top to bottom. Centering any text—including headers—can throw off this natural reading pattern, visually clutter the page, and confuse your". The second paragraph is "Bullets can be a good resource to make information stand out. Most commonly, bullets are used for a dense paragraph that contains a lot of information. Bullets can also be used for a list of information that needs to be viewed quickly, as in the list at the top of the page." There are two annotations: one by "Doug Roberts" (labeled with a red box and a circle with the number 1) pointing to the first paragraph, and another (labeled with a circle with the number 2) pointing to the second paragraph. A vertical bar on the right side of the document contains a hamburger menu icon and a circle with the number 2.

When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1].

You can also leave a comment on any annotation created by other users [2].

View Deleted Items



The screenshot shows a document with a comment by Doug Roberts. The comment text is partially crossed out with a red line. A sidebar on the right shows a notification: "Removed Apr 27, 2018 by Doug Roberts" (labeled with a circled 1) and a red box with a white 'X' icon (labeled with a circled 2). Below the notification, a comment by Emily Boone asks "Why did you do this?".

Your instructor can delete any comment or annotation at any time. If a comment or annotation is deleted, the deleted item displays in the sidebar [1]. You can view the name of the user who made the deletion and the date of the deletion. Items can only be deleted by instructors or admins.

If multiple comments or annotations are deleted, including comment replies with the same comment thread, each comment or annotation will include its own heading information about the deletion.

To permanently remove the deleted item, click the **Remove** icon [2].

Note: Permanently deleted items cannot be recovered.

How do I view annotation feedback comments from my instructor directly in my assignment submission?

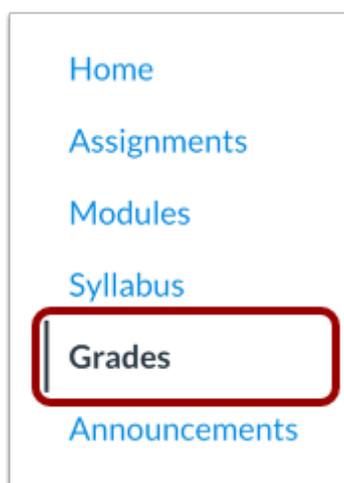
Your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use [Canvas DocViewer](#) to reply to any comments or make your own annotations.

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

Notes:

- If the assignment attachment displays a Preview button instead of the View Feedback button, your file is not DocViewer compatible and will not include any annotated comments.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Learn how to [view assignment feedback from your instructor using Assignment Enhancements](#).
- If you submitted a group assignment but are not a member of a group, instructor comments may not display in the Submission Details page. You can view comments from your Grades page or the Submission Comments folder of the Inbox.

Open Grades



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

View Assignment Details

Social Media Homework	Mar 20 by 10:59pm	Mar 19 at 9:45am	4 / 5
Writing Skills Homework	Mar 28 by 10:59pm	Mar 25 at 8:34am	10 / 10 ●
Q2 Quiz - Parts of Speech Homework	Mar 29 by 10:59pm		3 / 4

Click the title of an assignment.

View Feedback

Writing Skills

Emily Boone submitted Mar 25 at 8:34am Attempts 1 Allowed Attempts 3

 [12class-size.docx](#) 568 KB

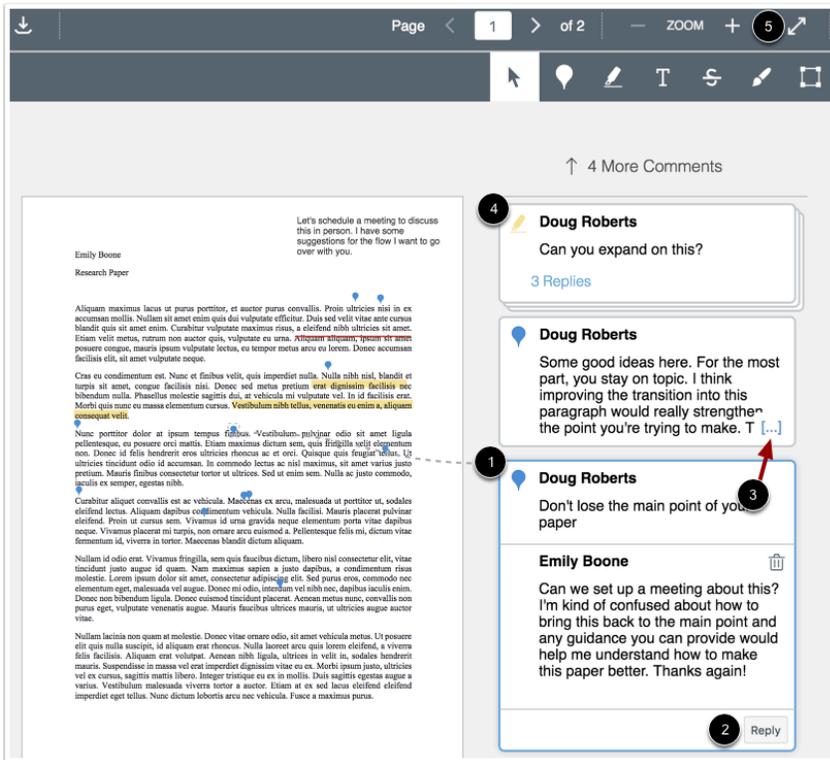
[View Feedback](#)

Click the **View Feedback** link. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.

Notes:

- If the assignment attachment displays a **Preview** button, your file is not DocViewer compatible.
- If your assignment looks different than what is displayed in this lesson, your instructor may be using Assignment Enhancement in your course. [Learn how to find feedback from your instructor in Assignment Enhancements.](#)

View Annotated Comments



View the annotated comments from your instructor [1].

To reply to a comment, click on the comment and click the **Reply** button [2].

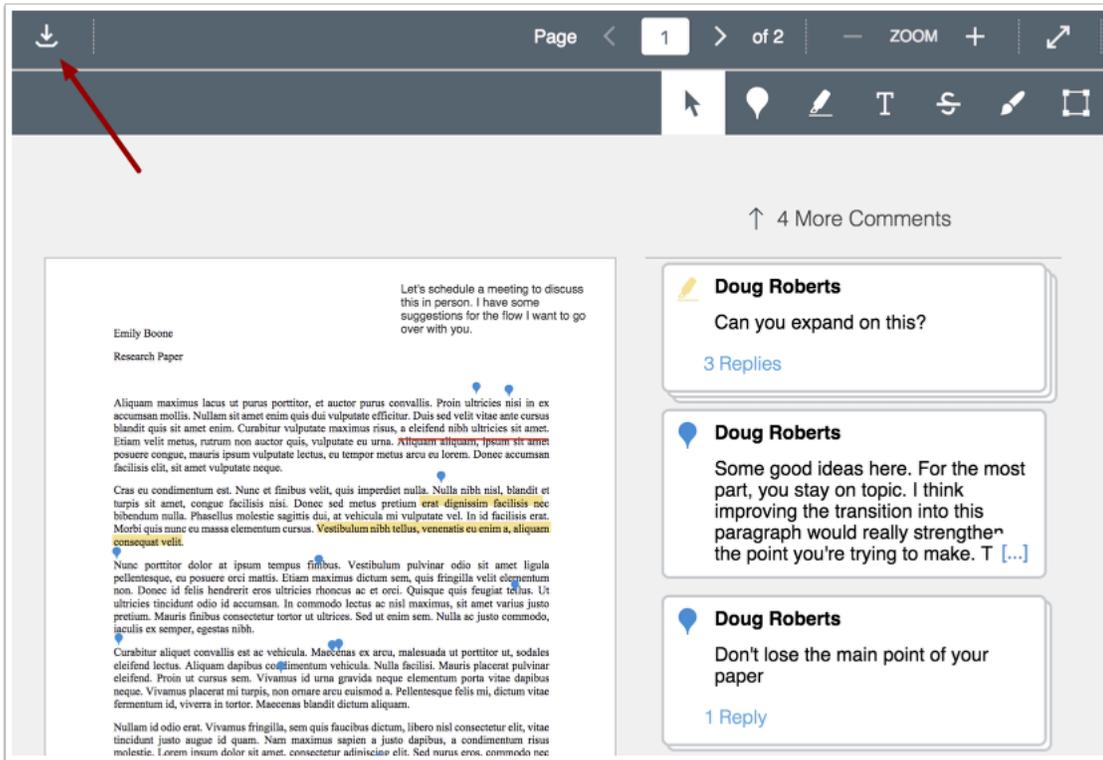
When an annotated comment includes multiple content lines, the content box displays an ellipses link. To expand a comment, click the **ellipses** link [3].

To view stacked replies, click the comment to expand all replies [4].

To view comments in an expanded view, click the **Full Screen** icon [5].

You can also [use DocViewer](#) to make your annotations on your assignment.

Download File



The screenshot shows a document viewer interface. At the top, there is a navigation bar with a download icon (a downward arrow) on the left, a page indicator showing 'Page 1 of 2', and a zoom control. Below the navigation bar is a toolbar with various editing tools. The main content area displays a document titled 'Emily Boone Research Paper'. The document text includes several paragraphs with blue annotations (dots and lines) and a comment thread on the right. The comment thread shows three comments by 'Doug Roberts', with the first comment asking 'Can you expand on this?' and the others providing feedback on the document's flow and main point. A red arrow points to the download icon in the top left corner of the viewer interface.

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

Note: If you download the PDF files to view the annotations on your computer, Adobe Acrobat Reader is a common tool used for this purpose.

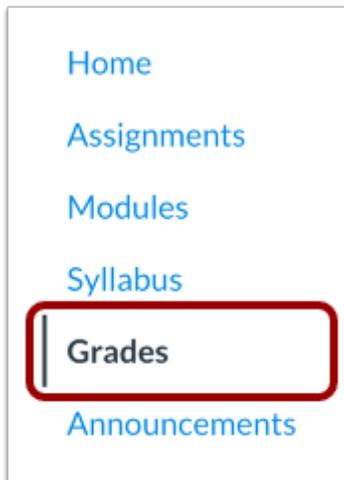
How do I view rubric results for my assignment?

You can view your rubric results for your assignment in the Grades page. You can also view comments left by your instructor on the rubric.

You can also [view comments from your instructor](#) or [view annotation feedback comments directly in a submission](#).

Note: If the steps in this lesson are different from what you see in your course, Assignment Enhancements may be enabled. Learn how to [view assignment feedback using Assignment Enhancements](#).

Open Grades



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

Open Rubric

External Tool Assignment			10	
George Washington Biography Assignment	Aug 15 by 11:59pm	37	40	
George Washington Essay	Aug 19 by 11:59pm	40	40	

If an assignment has a rubric, the assignment will display the rubric icon. To open the rubric, click the **Rubric** icon.

View Rubric Results

External Tool Assignment 10

Assessment by Doug Roberts

Close Rubric

Criteria	Ratings			Pts
Follows Instructions <small>view longer description</small>	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 / 5 pts
Correct Length	5 to >3 pts Full Marks	3 to >0 pts No Description	0 pts No Marks	5 / 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	3 / 5 pts
Writing Prompt Outcome <small>view longer description</small> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.d <small>view longer description</small> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
1.1.b <small>view longer description</small> threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts
Total Points: 28				

View the rubric results for your assignment.

View Non-Scoring Rubric Results

Position Paper May 2 by 11pm LATE 22 25 

Assessment by Doug Roberts

[Close Rubric](#)

Essay Rubric (1)			
Criteria	Ratings		
Grammar and Spelling	No grammar or spelling errors 	A few grammar or spelling errors	Many grammar or spelling errors
Analysis	Strong analysis of the topic and solid evidence provided 	Some analysis and weak evidence	No analysis or evidence provided
Thoroughness	Many examples supporting the argument	Few examples to support the argument 	No examples to support the argument
Writing Prompt Outcome view longer description	Exceeds Expectations	Meets Expectations 	Does Not Meet Expectations
1.1.a view longer description	Exceeds Expectations 	Meets Expectations	Does Not Meet Expectations
1.1.b view longer description	Exceeds Expectations 	Meets Expectations	Does Not Meet Expectations

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

View Rubric Comments

Position Paper May 2 by 11pm 21 25

Assessment by Doug Roberts

[Close Rubric](#)

Criteria	Ratings		
Grammar and Spelling	No grammar or spelling errors 	A few grammar or spelling errors	Many grammar or spelling errors
Analysis	Strong analysis of the topic and solid evidence provided	Some analysis and weak evidence 	No analysis or evidence provided
Thoroughness	Many examples supporting the argument	Few examples to support the argument 	No examples to support the argument
<div style="border: 2px solid red; padding: 5px;"> <p>Comments Could have used more examples to support your perspective.</p> </div>			
Writing Prompt Outcome view longer description	Exceeds Expectations 	Meets Expectations	Does Not Meet Expectations
1.1.a view longer description	Exceeds Expectations 	Meets Expectations	Does Not Meet Expectations
1.1.b view longer description	Exceeds Expectations 	Meets Expectations	Does Not Meet Expectations

If your instructor has left comments in your rubric, you can view them under the rubric criteria.

Note: This text will only appear if your instructor has left comments in the rubric.

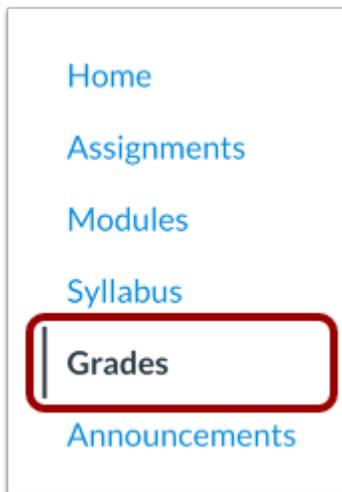
How do I view my Roll Call Attendance report as a student?

If your Assignments page includes a Roll Call Attendance assignment, your instructor is taking attendance in your course. As part of the assignment, you can view your attendance record in your course. Like any other Canvas assignment, you can also view or leave comments in the submission details page.

If the Roll Call Attendance assignment is available to you, this lesson shows you how to view your attendance report through the Grades page. However, if your instructor allows you to view the Assignments link in Course Navigation, you can also access the submission details through the [Assignments page](#) by opening the Attendance assignment.

Note: If the Roll Call Attendance assignment does not appear in the Grades page, your instructor has chosen to not use Attendance for grading.

Open Grades



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

Open Assignment

• Roll Call Attendance	84%	100
Assignments	84%	84.00 / 100.00
Assignments	N/A	0.00 / 0.00
Discussions	N/A	0.00 / 0.00
Quizzes	N/A	0.00 / 0.00
Total	0%	

Click the name of the Roll Call Attendance assignment.

Authorize Account

Submission Details

Roll Call Attendance, Emily Boone submitted Sep 21, 2016 at 10:17am

Grade: 89%
89 out of 100

 **canvas**

Rollcall

Rollcall is requesting access to your account.

You are authorizing this app as [Emily Boone](#).
Your email address is emily.boone.canvas@gmail.com.

Add a Comment:
Teachers and submitter will be notified of all comments.

The first time you view the Roll Call Attendance assignment, you must authorize your account. Click the **Authorize** button.

View Submission Details

Submission Details 1

Roll Call Attendance, Emily Boone submitted Sep 21, 2016 at 10:17am

Grade: 89%
89 out of 100

Roll Call Attendance 2



49
Days Total

3

3 Late Days
5 Absent Days
41 Present Days

4

89%
Current Score

Add a Comment:
Teachers and submitter will be notified of all comments.

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

[Save](#)

Date	Day	Status	% Points
● Jun 22	Thursday	Late	80%
● Jun 13	Tuesday	Absent	0%
● May 29	Monday	Absent	0%
● Mar 14	Tuesday	Absent	0%

The submission details shows the first date that your instructor took attendance in your course [1]. You can also view an overview of your attendance record through a graph [2], with the graph key displayed to the right [3]. Attendance is identified by color, where green shows the days you were on time and present, yellow shows the days you were late, and red shows the days you were absent.

You can also view the total percentage of days you have been marked as on time in your class [3].

View Late and Absent Dates

Submission Details

Roll Call Attendance, Emily Boone submitted Sep 21, 2016 at 10:17am

Grade: 89%
89 out of 100

Roll Call Attendance



49
Days Total

● 3 Late Days
● 5 Absent Days
● 41 Present Days

89%
Current Score

1

2

3

4

Date	Day	Status	% Points
Jun 22	Thursday	Late	80%
Jun 13	Tuesday	Absent	0%
May 29	Monday	Absent	0%
Mar 14	Tuesday	Absent	0%

Add a Comment:
Teachers and submitter will be notified of all comments.

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

[Save](#)

Below the overview information, you can also view the specific days that you were marked late or absent. For each attendance record, you can view the date [1], day of the week [2], status [3], and percentage points earned [4].

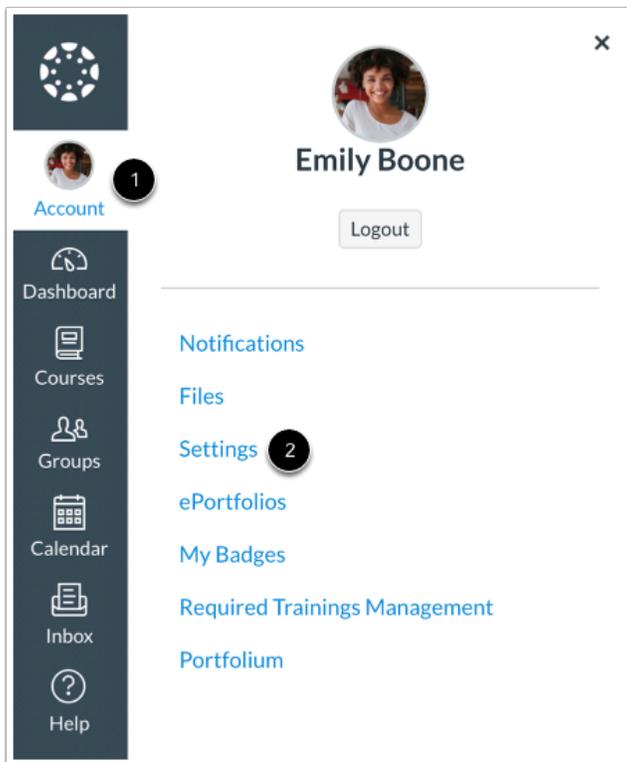
How do I download assignment submissions from all my courses?

As a student, you can download all your assignment submissions in Canvas. Submissions are for both current and concluded courses and only includes any files that were submitted to fulfill an assignment; they do not include any submissions modified by instructors, such as annotated submissions.

The download also includes submissions for group assignments, even if the submission was made by another student in your group.

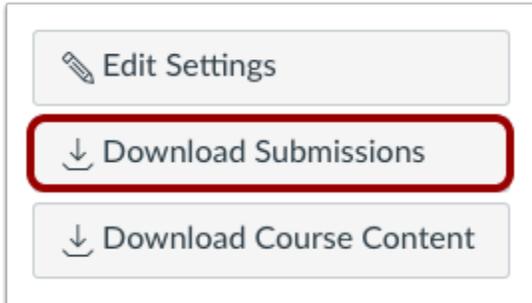
When the export has finished generating, submissions are downloaded as a ZIP file.

Open User Settings



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

Download Submissions



In the sidebar, click the **Download Submissions** button.

Create Export

Download Submissions

Creating a Submission Export will allow you to download a zip file of all your assignment submissions in all of your present and past courses. This could be a big file, so it may take a while. You can navigate away from the page and come back later.

Content export files cannot be downloaded after 30 days.

Create Export

Click the **Create Export** button.

Download Export

Download Submissions

Creating a Submission Export will allow you to download a zip file of all your assignment submissions in all of your present and past courses. This could be a big file, so it may take a while. You can navigate away from the page and come back later.

[New Export](#)

Content export files cannot be downloaded after 30 days.

When the export has completed, click the **New Export** link.

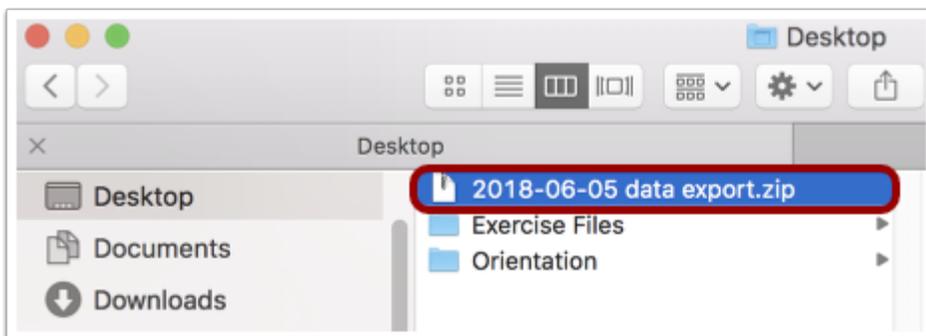
Note: Content exports expire after 30 days and can no longer be downloaded.



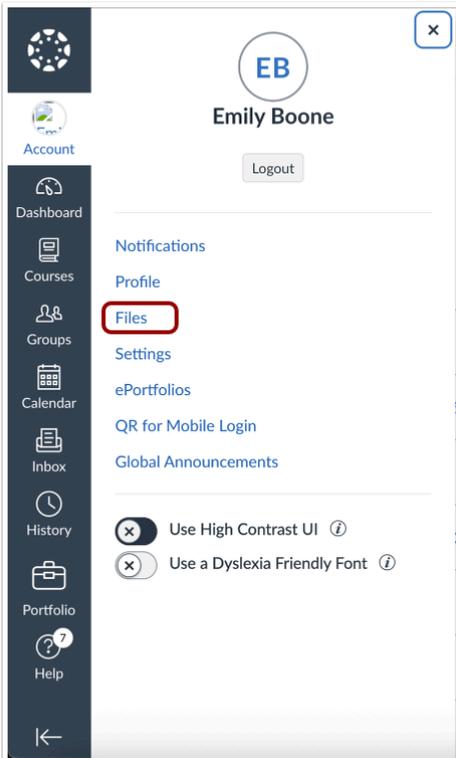
The ZIP file will automatically download to your computer. If your computer asks you what to do with the file, you can choose to open the file directly, or save the file to your computer.

The filename of the ZIP file includes the date of your export.

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).



To open the ZIP file, you can also click the **Files** link.

Emily Boone

All My Files

[Switch to Old Files Page](#)

All My Files

Name ▾

-  [My Files](#)
-  [Basic Written Communications 24-25](#)
-  [Biology 201 - Intermediate Biology](#)
-  [Introduction to the Solar System 24-25](#)
-  [Introduction to Foods 24-25](#)
-  [Biology 101 24-25](#)
-  [History 101 24-25](#)

Click the **MyFiles** link.

Files

Switch to Old Files Page + Folder Upload

Search files

Search files... Search

Enter at least 2 characters to search

All My Files > My Files 0 selected Download Delete More

<input type="checkbox"/>	Name ▲	Created ↕	Last Modified ↕	Modified By ↕	Size ↕	Rights ↕	Status	Actions
<input type="checkbox"/>	conversation attachments	Mar 30, 2022	Mar 30, 2022		--		✓	⋮
<input type="checkbox"/>	data exports	Yesterday	Yesterday		--		✓	⋮
<input type="checkbox"/>	profile pictures	Aug 19, 2021	Aug 19, 2021		--		✓	⋮
<input type="checkbox"/>	Submissions	Sep 14, 2021	Sep 14, 2021		--		✓	⋮
<input type="checkbox"/>	unfiled	Aug 19, 2021	Aug 19, 2021		--		✓	⋮
<input type="checkbox"/>	Uploaded Media	Oct 21, 2021	Oct 21, 2021		--		🔗	⋮

Click the **data exports** link.

Emily Boone

Files

Switch to Old Files Page + Folder Upload

Search files

Search files... Search

Enter at least 2 characters to search

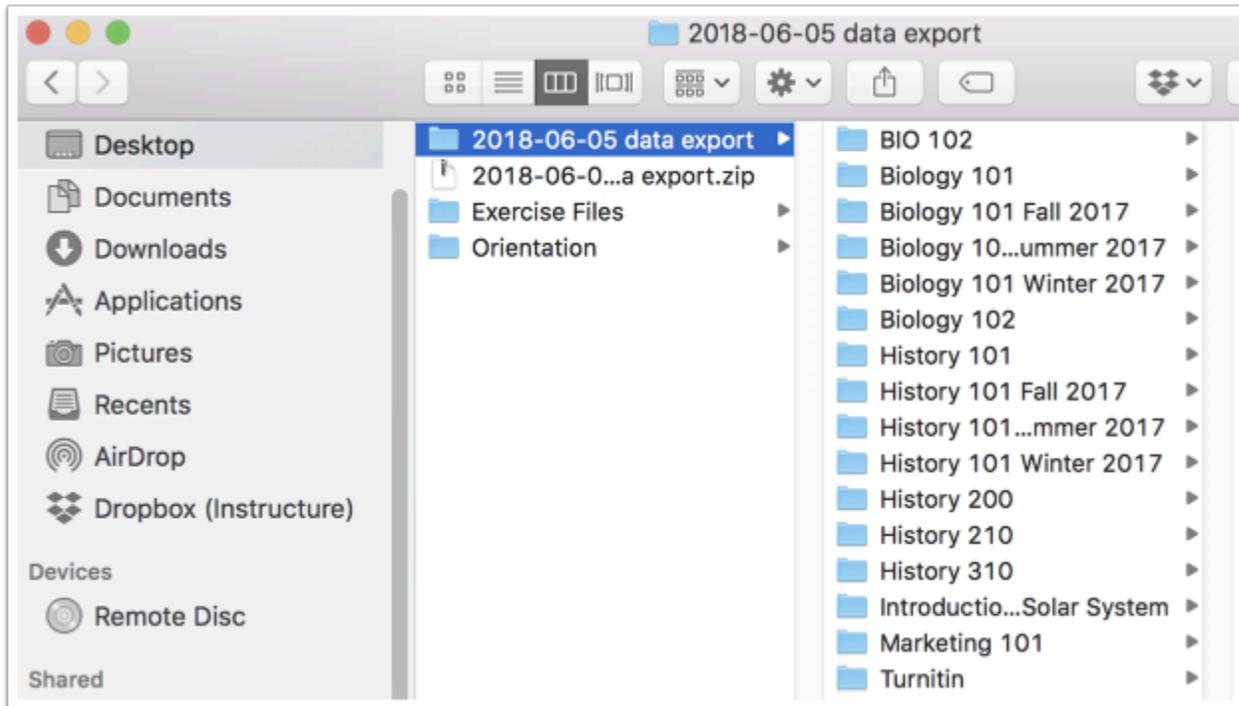
All My Files > My Files > data exports 0 selected Download Delete More

<input type="checkbox"/>	Name ▾	Created ▾	Last Modified ▾	Modified By ▾	Size ▾	Rights ▾	Status	Actions
<input type="checkbox"/>	 2025-09-10 data export.zip	Yesterday	Yesterday	Emily Boone	13.7 MB			

45.2 MB of 50 MB used < 1-1 of 1 >

The ZIP file is also stored in the data exports folder and counts toward the student's file quota.

View Submissions



Open the expanded folder and view your assignment submissions by course.

How do I submit an online assignment in Canvas for Elementary?

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

You can submit online assignments in Canvas for Elementary using several submission types. Instructors can choose what kind of online submissions they want you to use. You may also have the option to resubmit assignments if your instructor allows.

This lesson shows how to turn in a standard online assignment.

Third-Party File Application Submissions

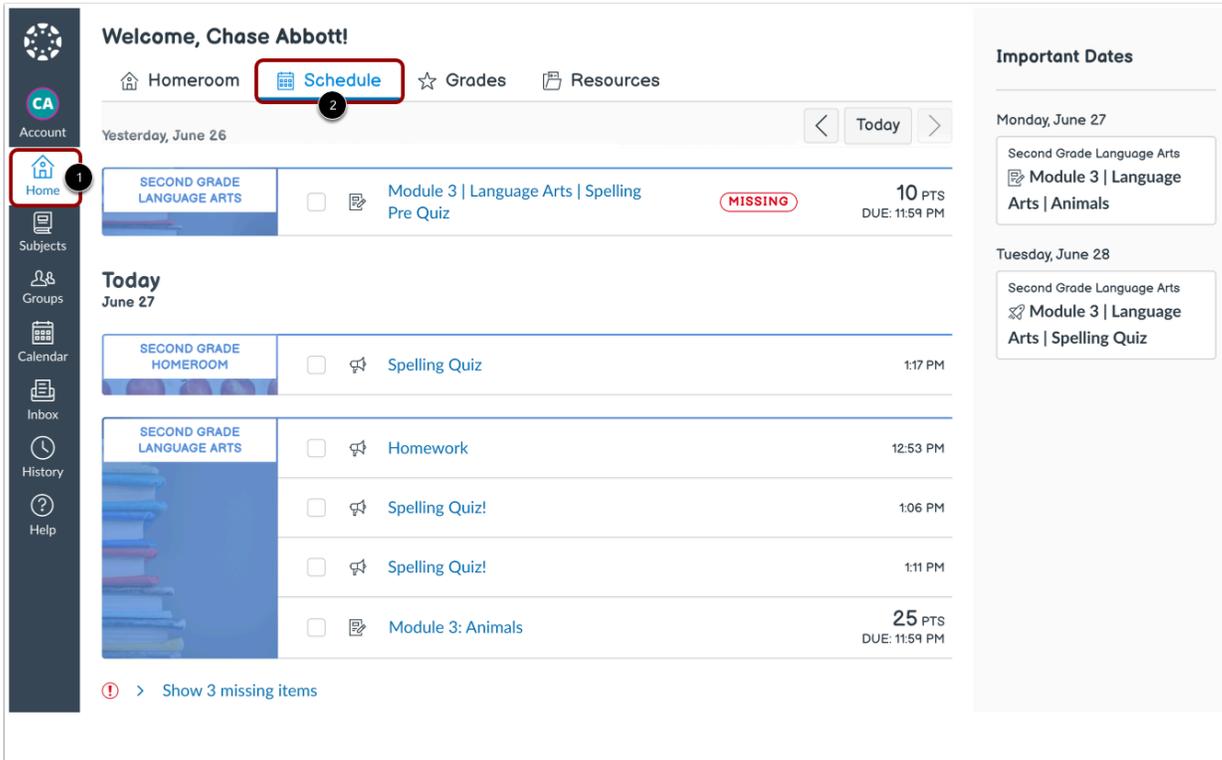
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

1. Download the file to your computer and [submit as a File Upload](#)
2. Share the file, copy the file URL, and submit as a Website URL

Notes:

- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can [disable this feature setting](#) in your user settings.
- If the assignment you are accessing displays differently than the steps in this lesson, your assignment may be using the Assignment Enhancements feature. Follow the guide on [how to submit an online assignment in Canvas for Elementary using Assignment Enhancements](#).
- Group assignments do not support the student annotation submission type.

Open Schedule

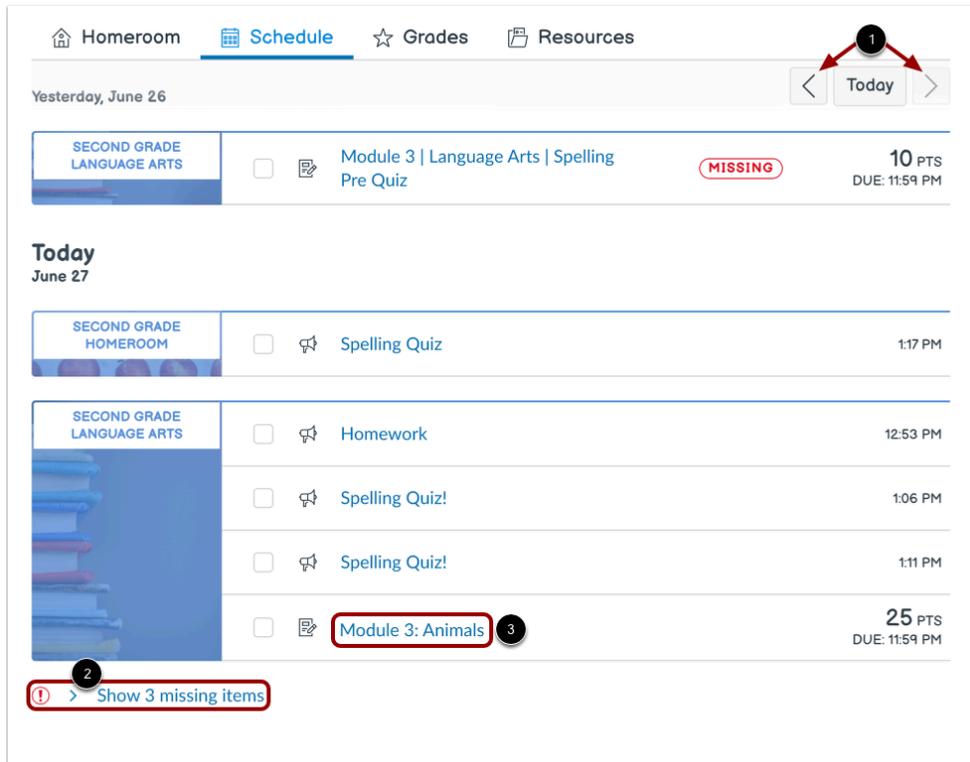


The screenshot shows the Canvas student interface for Chase Abbott. The navigation bar at the top includes Home, **Schedule** (highlighted with a red box and a '2' callout), Grades, and Resources. The left sidebar has a 'Home' icon highlighted with a red box and a '1' callout. The main content area shows a list of assignments for 'SECOND GRADE LANGUAGE ARTS' under the 'Today' date (June 27). One assignment, 'Module 3 | Language Arts | Spelling Pre Quiz', is marked as 'MISSING' and is worth 10 points, due at 11:59 PM. Other assignments include 'Spelling Quiz' (1:17 PM), 'Homework' (12:53 PM), 'Spelling Quiz!' (1:06 PM), 'Spelling Quiz!' (1:11 PM), and 'Module 3: Animals' (25 points, due at 11:59 PM). A right-hand panel titled 'Important Dates' shows upcoming assignments for Monday, June 27 and Tuesday, June 28.

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access assignments through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Assignment



The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing assignments, click the **Show missing items** drop-down [2].

To open an assignment, click the assignment name [3].

View Assignment Details

< Back to Subject
Second Grade Language Arts

Module 3: Animals

Start Assignment

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

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

Attempts 0 **Allowed Attempts** 3

Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?

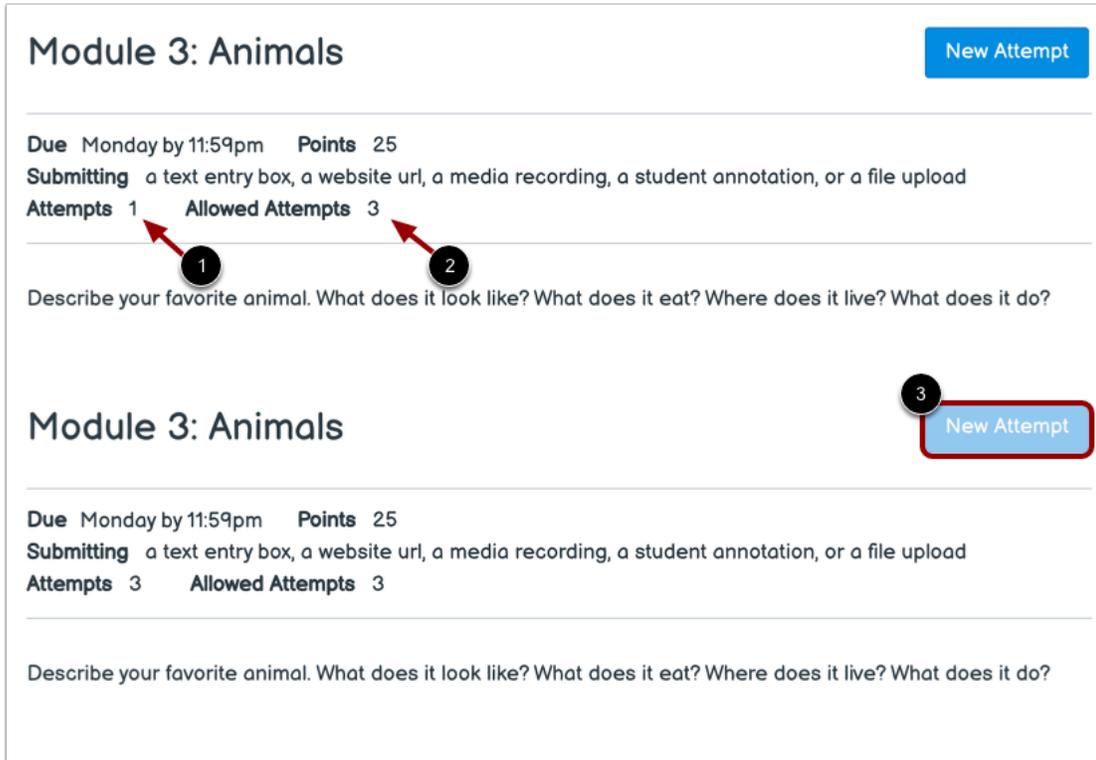
Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	5 pts
Correct Length	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	5 pts
Correct Grammar	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	5 pts
Total Points: 15				

Assignment details display including the due date [1], points [2], allowed submission types [3], allowed submission attempts [4], and the assignment description [5].

If the assignment includes a rubric, the rubric displays [6].

View Submission Attempts



The screenshot shows two instances of a Canvas assignment titled "Module 3: Animals".

Top Instance: The "Attempts" field shows "1" with a red arrow pointing to a circled "1". The "Allowed Attempts" field shows "3" with a red arrow pointing to a circled "2". A blue "New Attempt" button is visible in the top right corner.

Bottom Instance: The "Attempts" field shows "3" and the "Allowed Attempts" field shows "3". A blue "New Attempt" button is visible in the top right corner, but it is disabled and has a red border. A circled "3" is positioned above the button.

Both instances have the following details:
Due: Monday by 11:59pm
Points: 25
Submitting: a text entry box, a website url, a media recording, a student annotation, or a file upload
Question: Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?

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

Once you have used all your submission attempts, the **New Attempt** button displays as disabled [3].

View Final Grade Notice

This assignment does not count toward the final grade.

Module 3: Animals Start Assignment

Due Monday by 11:59pm **Points** 25 **Submitting** a text entry box, a website url, a media recording, or a file upload **Attempts** 0
Allowed Attempts 3

Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Start Assignment

Module 3: Animals Start Assignment

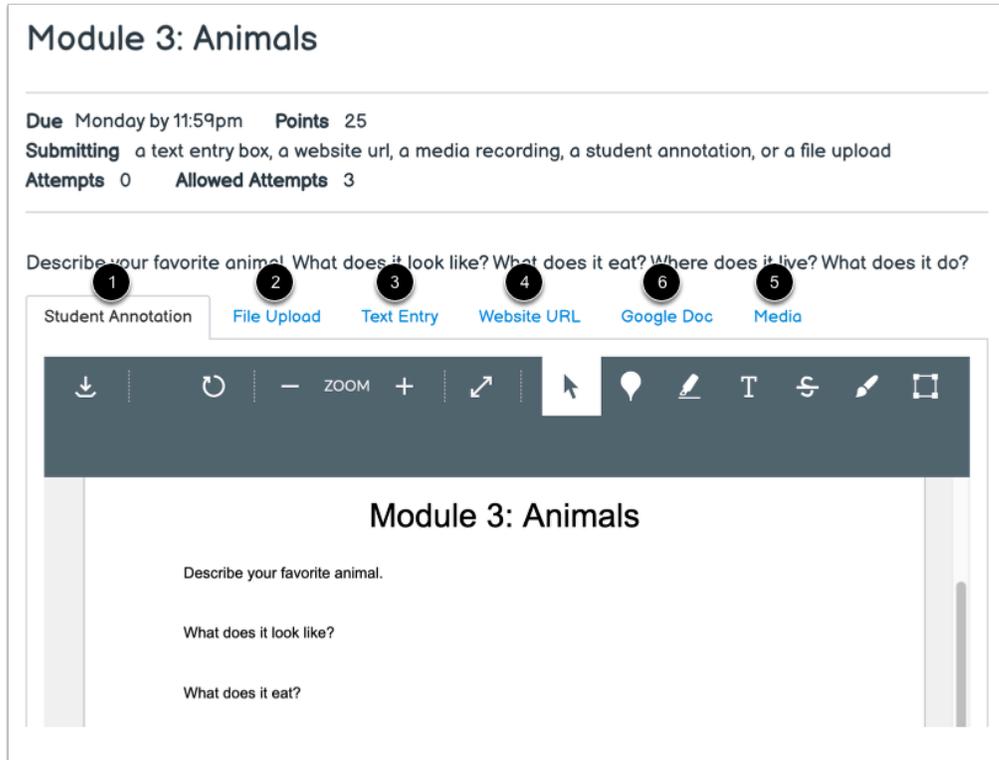
Due Monday by 11:59pm **Points** 25 **Submitting** a text entry box, a website url, a media recording, or a file upload
Attempts 0 **Allowed Attempts** 3

Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?

To begin your assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

Select Submission Type



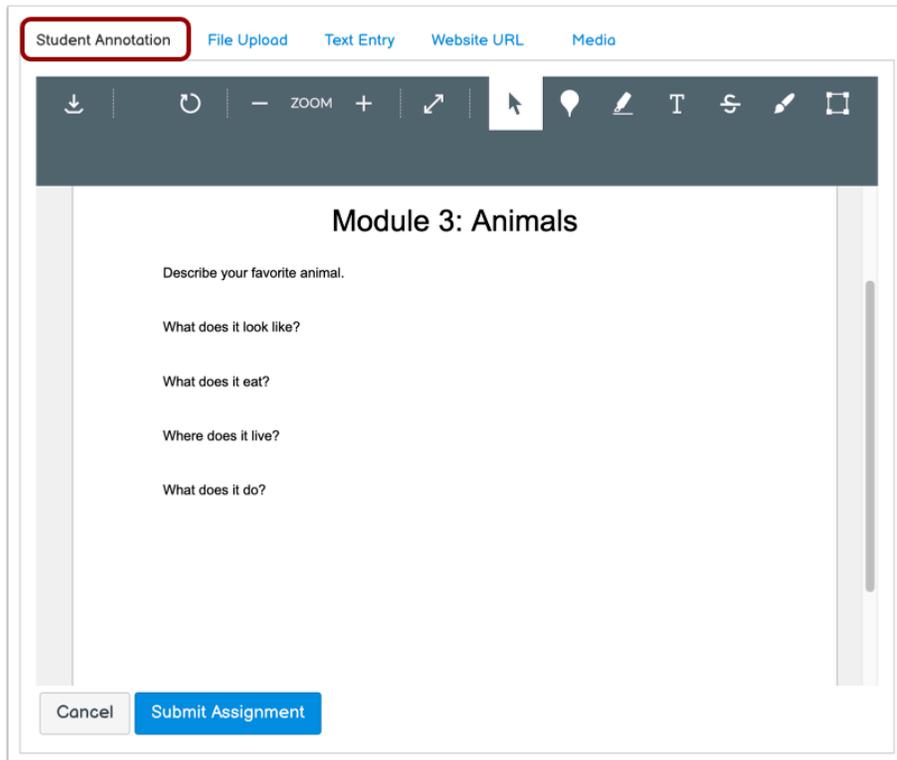
Your instructor decides what kinds of submissions are appropriate for each assignment.

There are five submission types: Student Annotation [1], File Upload [2], Text Entry [3], Website URL [4], and Media [5]. You can only select one submission type per submission.

Notes:

- If a subject application can be used to upload submissions, such as the Google Doc app, additional submission options may display [6].
- Your instructor may choose to restrict file types that can be submitted to the assignment.

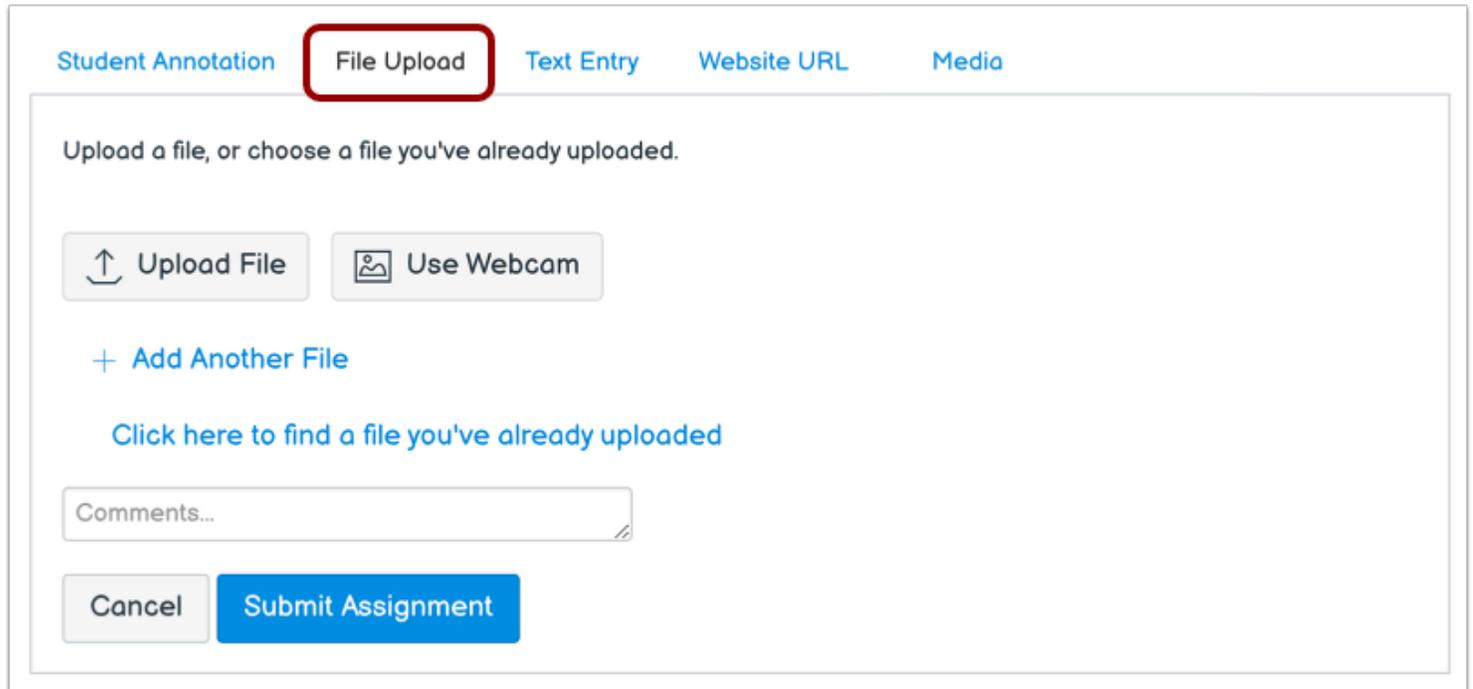
Submit Student Annotation



To [submit an annotated document](#), click the **Student Annotation** tab.

Note: Group assignments do not support the student annotation submission type.

Submit File Upload



Student Annotation **File Upload** Text Entry Website URL Media

Upload a file, or choose a file you've already uploaded.

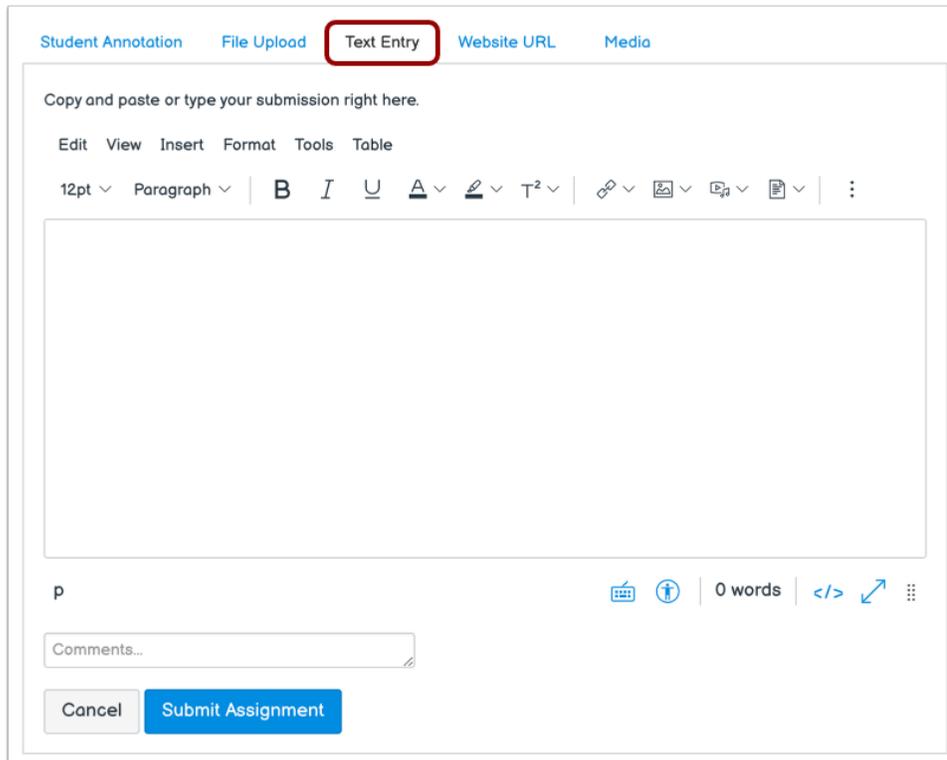
[+ Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

To [upload a file](#) from your computer or [take a photo using your webcam](#) and submit it as your assignment, click the **File Upload** tab.

Submit Text Entry



Student Annotation File Upload **Text Entry** Website URL Media

Copy and paste or type your submission right here.

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A ▼ ▼ T² ▼ | ▼ ▼ ▼ ▼ ▼ | :

p | 0 words | </> ↗ ⋮

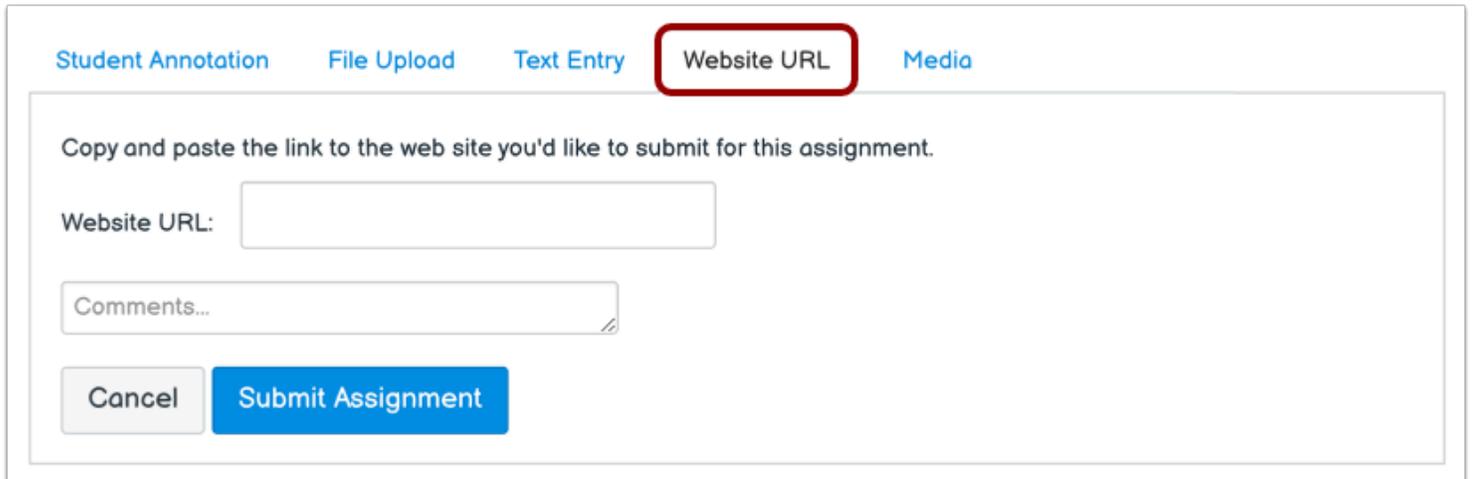
Comments...

Cancel Submit Assignment

To submit a [text entry](#) assignment, click the **Text Entry** tab.

Note: The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.

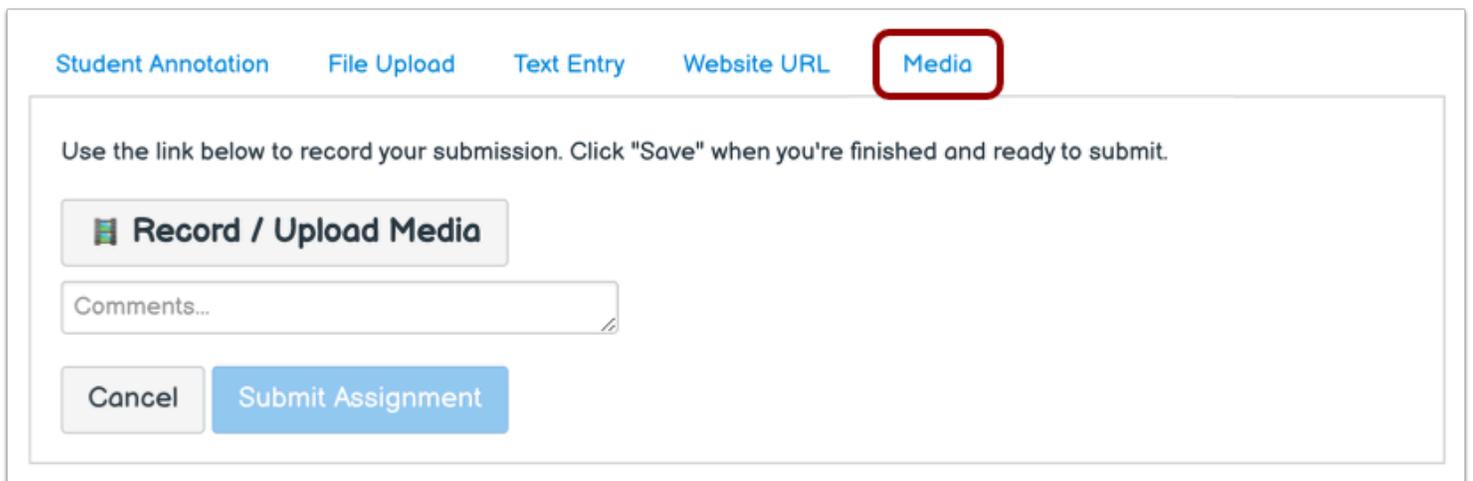
Submit Website URL



The screenshot shows the submission interface with tabs for Student Annotation, File Upload, Text Entry, Website URL, and Media. The Website URL tab is highlighted with a red box. Below the tabs, the text reads: "Copy and paste the link to the web site you'd like to submit for this assignment." There is a text input field labeled "Website URL:", a "Comments..." field, and two buttons: "Cancel" and "Submit Assignment".

To submit a [website URL](#), click the **Website URL** tab.

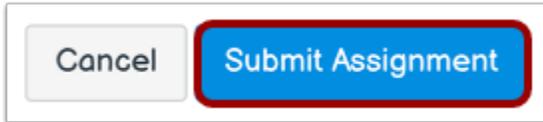
Submit Media Recording



The screenshot shows the submission interface with tabs for Student Annotation, File Upload, Text Entry, Website URL, and Media. The Media tab is highlighted with a red box. Below the tabs, the text reads: "Use the link below to record your submission. Click 'Save' when you're finished and ready to submit." There is a button labeled "Record / Upload Media", a "Comments..." field, and two buttons: "Cancel" and "Submit Assignment".

To [submit a media recording](#), click the **Media** tab.

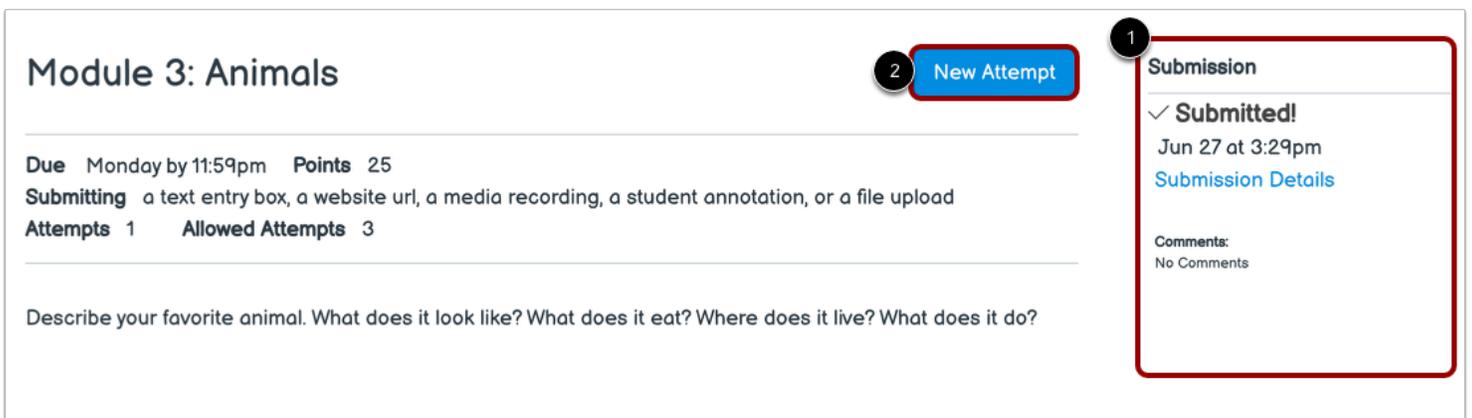
Submit Assignment



When you are ready to submit your assignment, click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission

A screenshot of the Canvas assignment submission interface. The main area shows 'Module 3: Animals' with a 'New Attempt' button (labeled 2). Below this, it lists 'Due Monday by 11:59pm', 'Points 25', 'Submitting a text entry box, a website url, a media recording, a student annotation, or a file upload', and 'Attempts 1 Allowed Attempts 3'. The question text is 'Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?'. On the right sidebar (labeled 1), it shows 'Submission' with a checkmark, 'Submitted!', 'Jun 27 at 3:29pm', a 'Submission Details' link, and 'Comments: No Comments'.

After you have submitted your work, submission information displays in the sidebar [1]. If a file was uploaded, the sidebar provides a link to download your submission.

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the sidebar, but your instructor can see all of your submissions.

Once your instructor has graded your submission, you can view your [assignment grade](#) and [assignment feedback](#).

Notes:

- When you submit your assignment, the assignment is automatically marked as completed in your schedule.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I view assignment feedback from my instructor in Canvas for Elementary?

This lesson shows you how to view assignment feedback from my instructor in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to view assignment feedback from my instructor using Assignment Enhancements](#) in Classic Canvas.

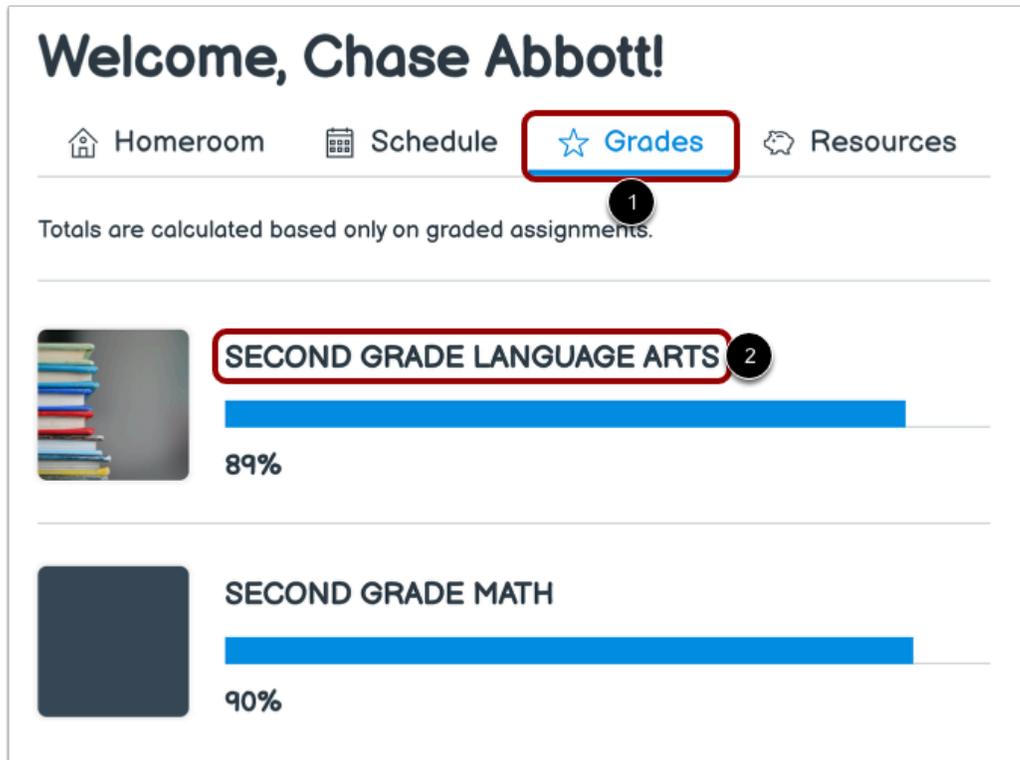
You can view most assignment comments in the assignment submission sidebar. However, your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use [Canvas DocViewer](#) to reply to any comments or make your own annotations.

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

Notes:

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

Open Subject Grades



Welcome, Chase Abbott!

Home [Homeroom](#) [Schedule](#) **[Grades](#)** [Resources](#)

Totals are calculated based only on graded assignments. ¹

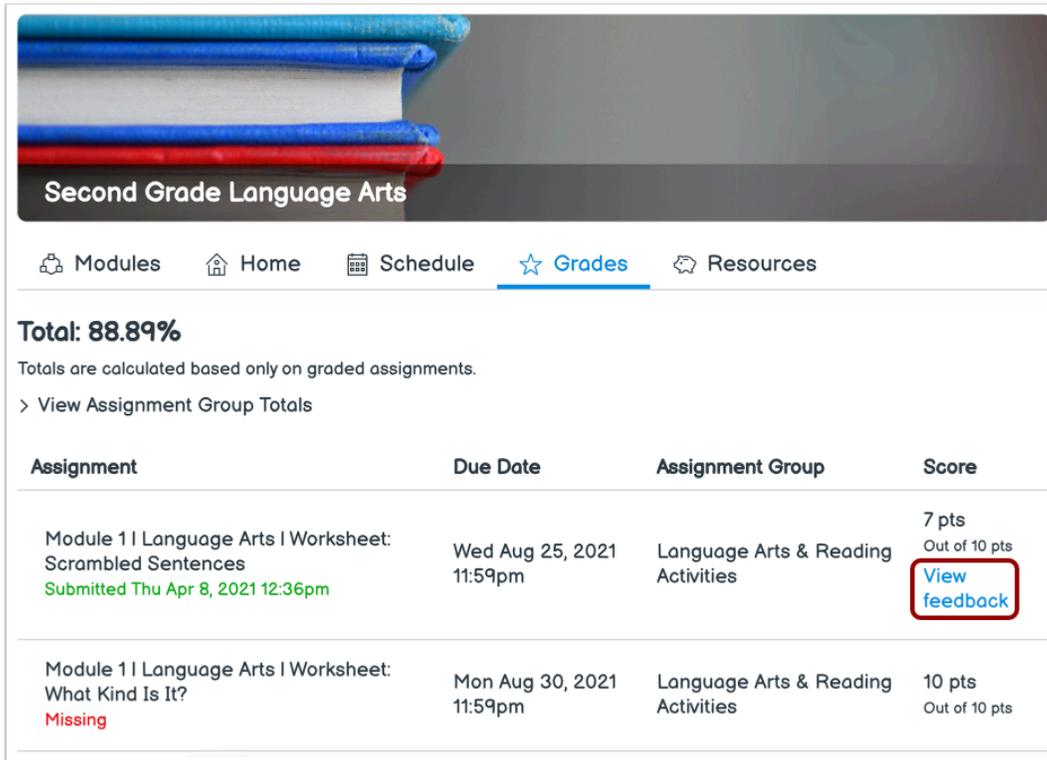
 **SECOND GRADE LANGUAGE ARTS** ²
89%

 **SECOND GRADE MATH**
90%

From the Homeroom, click the **Grades** tab [1].

To view grade details for a subject, click the subject name [2].

Open Submission Feedback



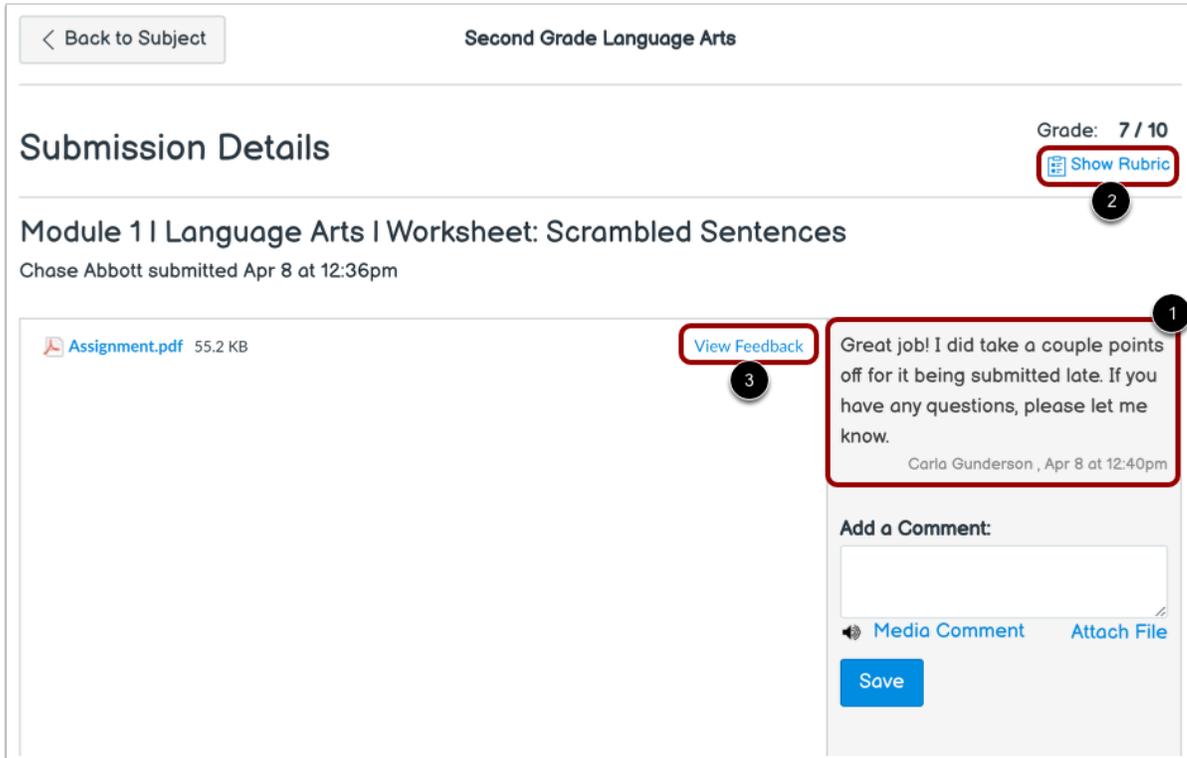
The screenshot shows the Canvas interface for a course titled "Second Grade Language Arts". At the top, there are navigation links: Modules, Home, Schedule, Grades (highlighted with a star), and Resources. Below the navigation, the overall grade is displayed as "Total: 88.89%", with a note that totals are calculated based only on graded assignments. A link to "View Assignment Group Totals" is provided. The main content is a table with the following columns: Assignment, Due Date, Assignment Group, and Score.

Assignment	Due Date	Assignment Group	Score
Module 1 Language Arts Worksheet: Scrambled Sentences Submitted Thu Apr 8, 2021 12:36pm	Wed Aug 25, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts View feedback
Module 1 Language Arts Worksheet: What Kind Is It? Missing	Mon Aug 30, 2021 11:59pm	Language Arts & Reading Activities	10 pts Out of 10 pts

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

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

View Submission Feedback



The screenshot shows the Canvas submission feedback interface for a "Second Grade Language Arts" assignment. At the top left is a "Back to Subject" button. The assignment title is "Module 1 | Language Arts | Worksheet: Scrambled Sentences" and the student "Chase Abbott" submitted it on Apr 8 at 12:36pm. The grade is 7/10. A "Show Rubric" button is circled in red with a callout '2'. The assignment attachment is "Assignment.pdf" (55.2 KB). A "View Feedback" link is circled in red with a callout '3'. The feedback comment, circled in red with a callout '1', reads: "Great job! I did take a couple points off for it being submitted late. If you have any questions, please let me know." It is from "Carla Gunderson" on Apr 8 at 12:40pm. Below the comment is an "Add a Comment" section with a text input field, "Media Comment" and "Attach File" options, and a "Save" button.

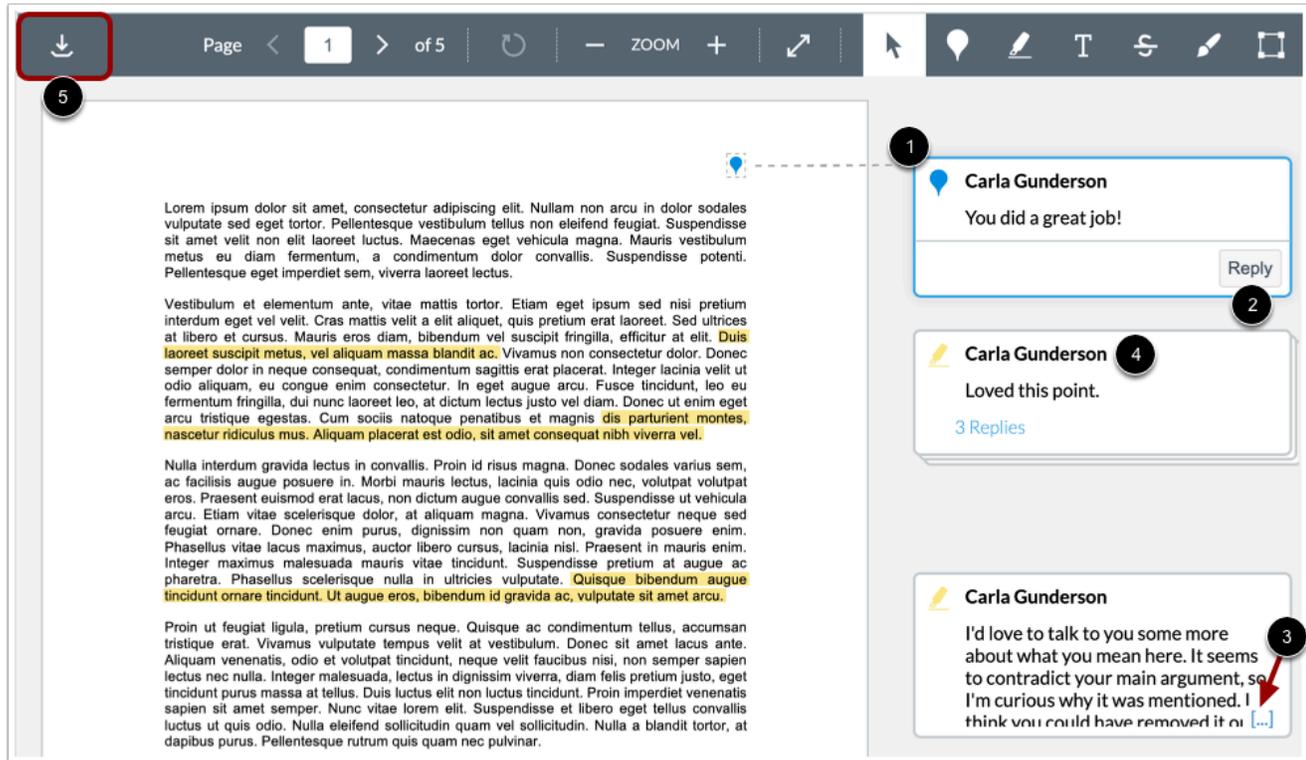
Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

If your assignment includes a rubric, your instructor may also [leave comments in the rubric](#) [2].

If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment. If your instructor included annotated feedback, you can view it by clicking the **View Feedback** link [3].

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

View Annotated Feedback



View the annotated comments from your instructor [1].

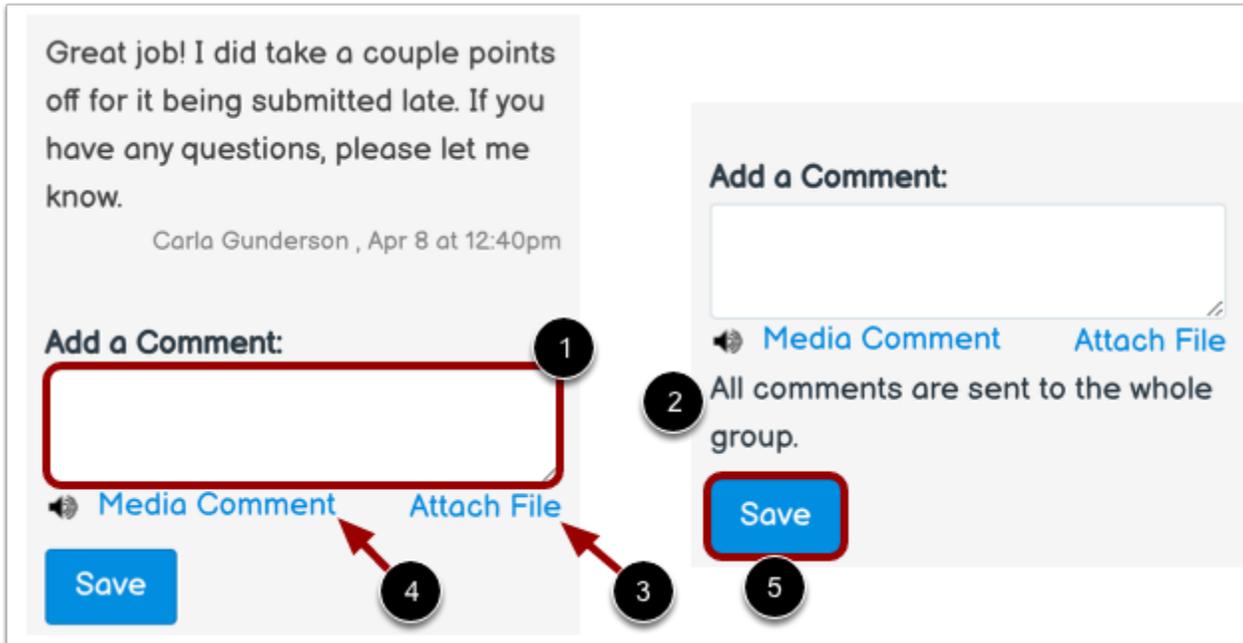
To reply to a comment, click on the comment and click the **Reply** button [2].

When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link.

To view stacked replies, click the comment to expand all replies [4]. You can also [use DocViewer](#) to make your own annotations on your assignment.

To download a PDF of the submission and annotations, click the **Download** icon [5].

Add Comments



The screenshot shows a comment thread. The top comment is from Carla Gunderson, dated Apr 8 at 12:40pm, with the text: "Great job! I did take a couple points off for it being submitted late. If you have any questions, please let me know." Below this is a sidebar for adding a comment. It features a text input field (1), a "Media Comment" link (4), an "Attach File" link (3), and a "Save" button (5). A note (2) states: "All comments are sent to the whole group." The "Save" button is highlighted with a red box.

To add a comment to your assignment submission, type your comment in the sidebar's **Add a Comment** field [1]. All comments left on a group assignment submission are sent to the instructor and the whole group [2].

To attach a file, click the **Attach File** link [3].

To add a media comment, click the **Media Comment** link [4]. You can [record a video or record an audio comment](#) to send to your instructor.

To submit your comment, click the **Save** button [5].

Assignment Enhancements

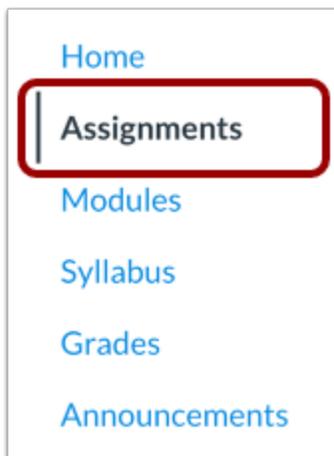
How do I view an assignment in a course using Assignment Enhancements as a student?

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

Notes:

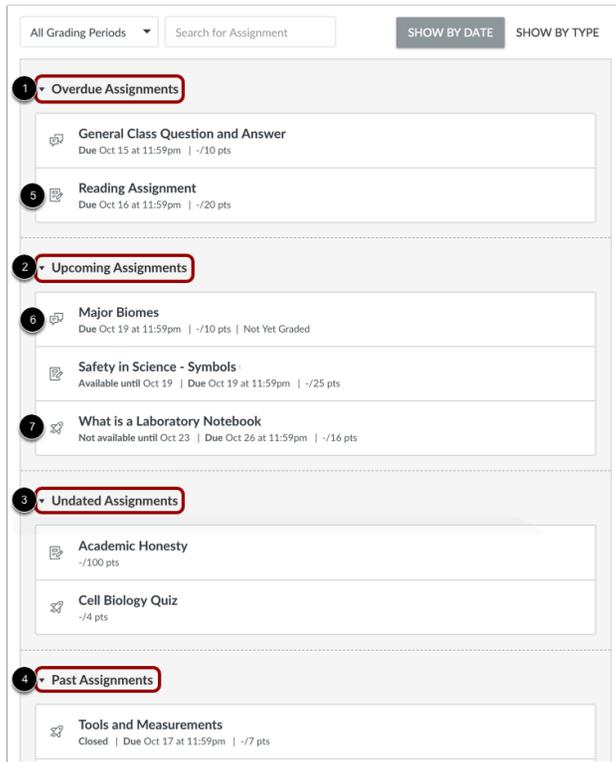
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments.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

Open Assignments



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

View Assignments Index Page



In the Assignments Index page, you can view all the assignments in your course.

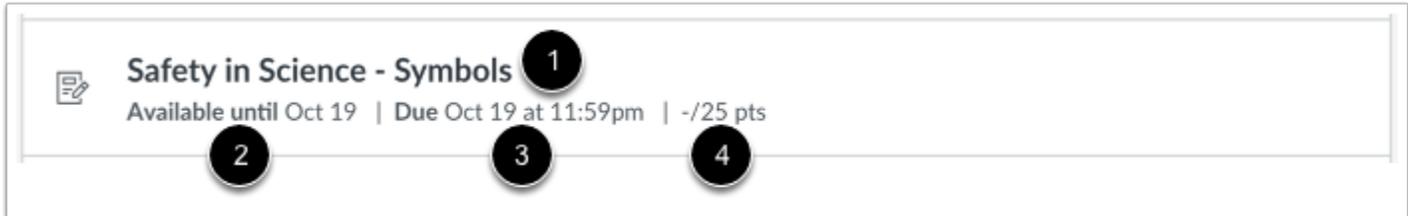
By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

- **Overdue Assignments** [1]: assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments** [2]: assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments** [3]: assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments** [4]: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [5], discussion [6], or quiz [7].

Note: The Assignments Index page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

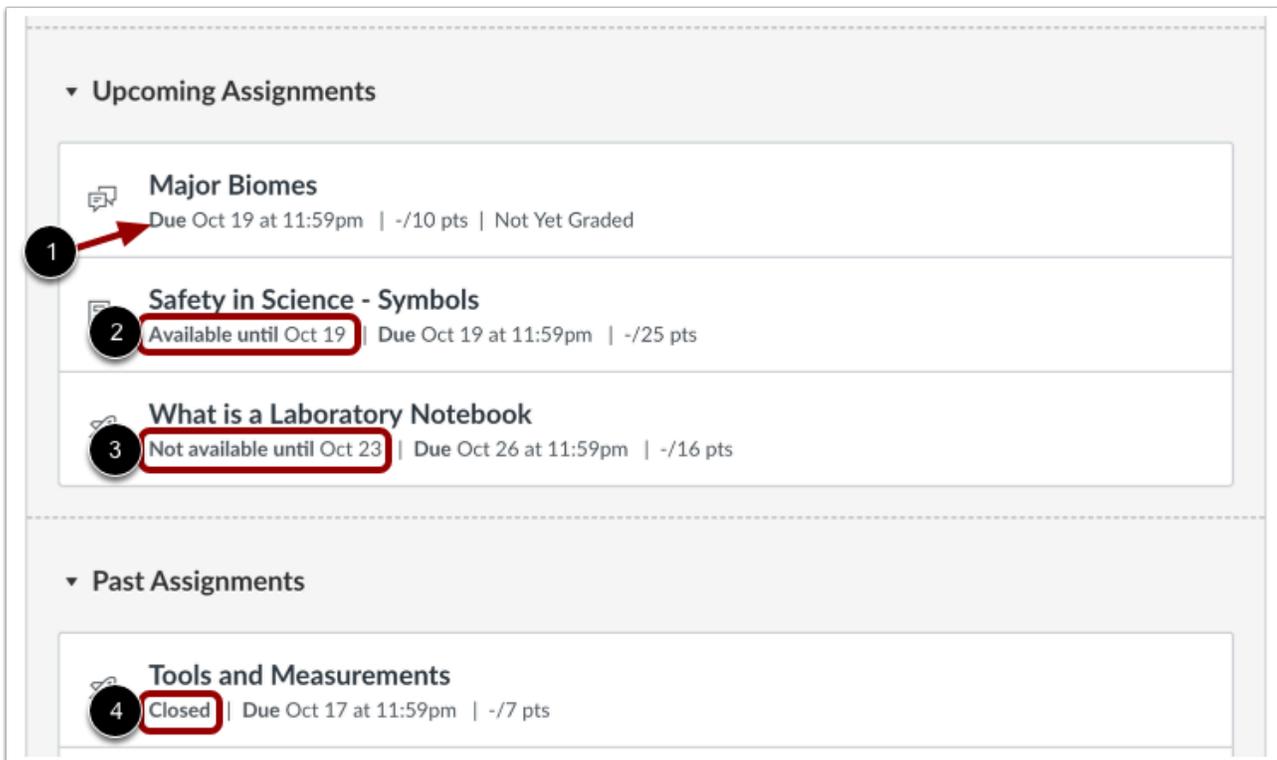
View Assignment Summary



Safety in Science - Symbols 1
Available until Oct 19 | Due Oct 19 at 11:59pm | -/25 pts
2 3 4

Each assignment displays the assignment name [1], availability dates (if any) [2], due date (if any) [3], and points possible [4].

View Availability Dates



▼ Upcoming Assignments

- Major Biomes** 1
Due Oct 19 at 11:59pm | -/10 pts | Not Yet Graded
- Safety in Science - Symbols** 2
Available until Oct 19 | Due Oct 19 at 11:59pm | -/25 pts
- What is a Laboratory Notebook** 3
Not available until Oct 23 | Due Oct 26 at 11:59pm | -/16 pts

▼ Past Assignments

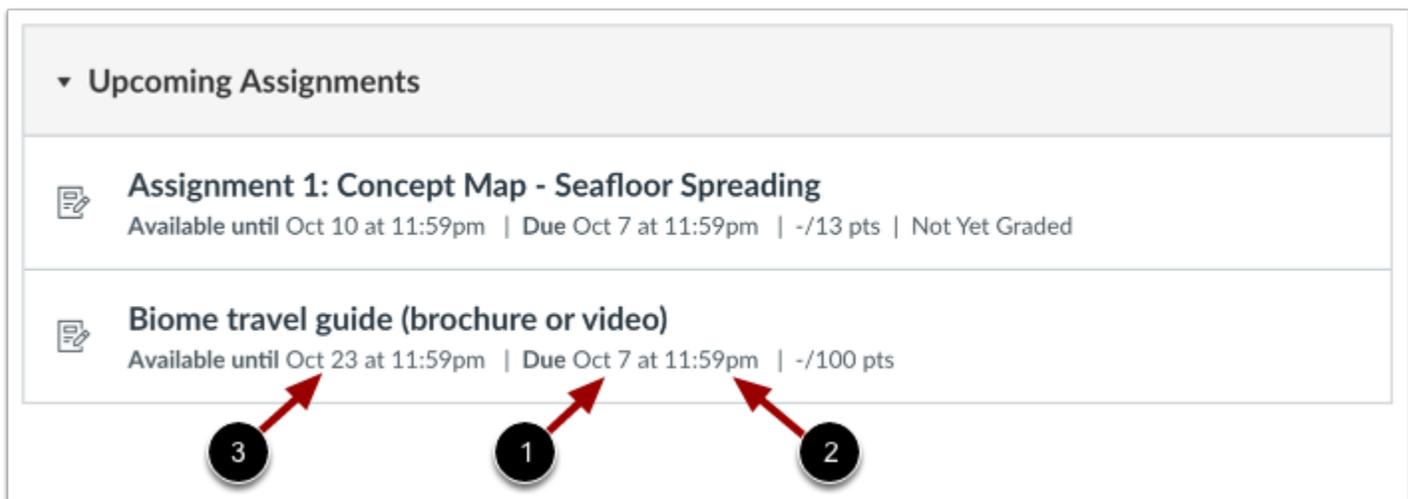
- Tools and Measurements** 4
Closed | Due Oct 17 at 11:59pm | -/7 pts

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

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

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

View Due Dates



The screenshot shows a section titled "Upcoming Assignments" with two entries:

- Assignment 1: Concept Map - Seafloor Spreading**
Available until Oct 10 at 11:59pm | Due Oct 7 at 11:59pm | -/13 pts | Not Yet Graded
- Biome travel guide (brochure or video)**
Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts

Callouts are placed below the assignments:

- Callout 1 points to the "Due Oct 7 at 11:59pm" text of the second assignment.
- Callout 2 points to the "Due Oct 7 at 11:59pm" text of the first assignment.
- Callout 3 points to the "Available until Oct 23 at 11:59pm" text of the second assignment.

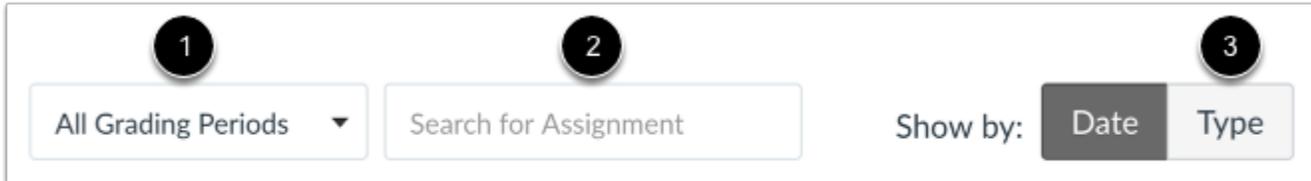
An assignment may display a second date, which is the **Due date** [1]. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

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

You can still submit late assignments before the **Available until** date [3].

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

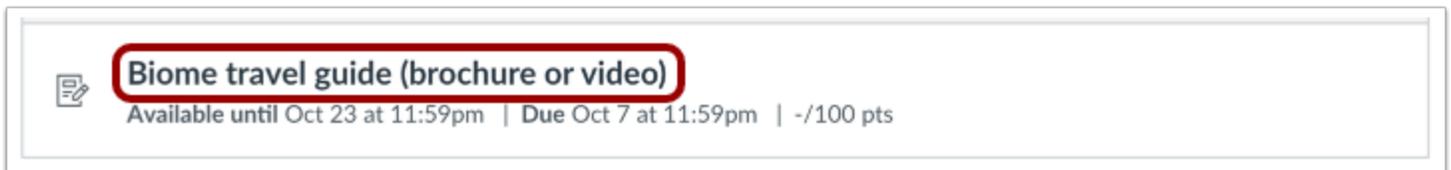
Filter Assignments



The interface shows three numbered callouts: 1 points to a dropdown menu labeled 'All Grading Periods'; 2 points to a text input field labeled 'Search for Assignment'; 3 points to a 'Show by:' section with two buttons, 'Date' (which is highlighted) and 'Type'.

If your course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the **Search for assignment** field [2]. By default, assignments on the Assignments Index page display by due date. To view assignments by type (assignment, discussion, quiz), click the **Type** button [3].

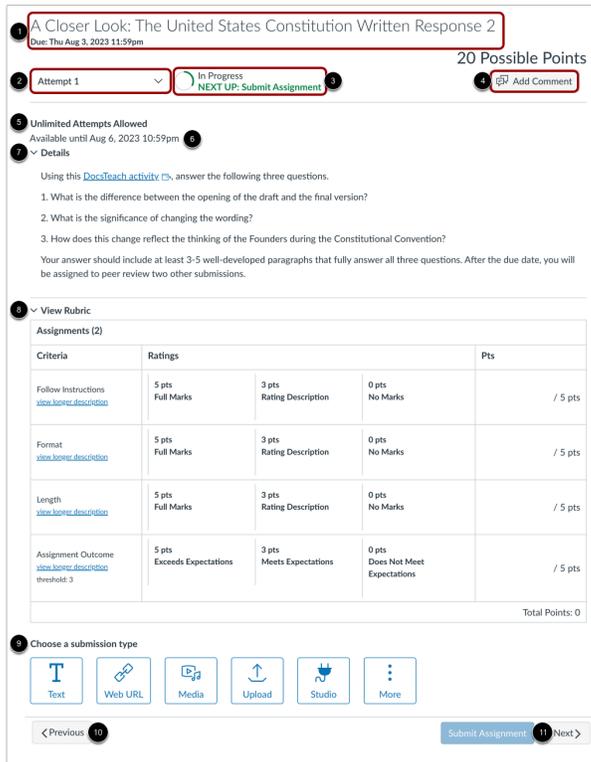
Open Assignment



The card displays an icon of a document with a pencil, followed by the assignment title 'Biome travel guide (brochure or video)' which is circled in red. Below the title, it shows the availability and due date: 'Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts'.

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

View Assignment



1 A Closer Look: The United States Constitution Written Response 2
Due: Thu Aug 3, 2023 11:59pm

2 Attempt 1 **3** In Progress
NEXT UP: Submit Assignment **4** Add Comment

5 Unlimited Attempts Allowed
Available until Aug 6, 2023 10:59pm **6**

7 Details

Using this [DocTeach activity](#), answer the following three questions.

1. What is the difference between the opening of the draft and the final version?
2. What is the significance of changing the wording?
3. How does this change reflect the thinking of the Founders during the Constitutional Convention?

Your answer should include at least 3-5 well-developed paragraphs that fully answer all three questions. After the due date, you will be assigned to peer review two other submissions.

8 View Rubric

Criteria	Ratings			Pts
Follow Instructions view lower description	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	/ 5 pts
Format view lower description	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	/ 5 pts
Length view lower description	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	/ 5 pts
Assignment Outcome view lower description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts

Total Points: 0

9 Choose a submission type

Text Web URL Media Upload Studio More

< Previous **10** Submit Assignment **11** Next >

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

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

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

To [add an assignment comment for your instructor](#), click the **Add Comment** button [4].

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

If your instructor added assignment instructions, they display in the **Details** section [7].

If a rubric has been added to the assignment, the **View Rubric** section automatically expands to display the assignment rubric [8].

If the assignment is accepting submissions, you can select a permitted submission type from the **Choose a submission type** section [9].

Notes:

- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [10] and the next module item by clicking the **Next** button [11].
- Assignment instructions can only be downloaded if your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program. You can also view the assignment in the Canvas mobile app.
- If the assignment allows multiple attempts and is within its set availability dates, you can resubmit the assignment.

View Assignment with Availability Dates

A Closer Look: The United States Constitution Written Response 2

1 Due: Thu Aug 3, 2023 11:59pm

20 Possible Points

Attempt 1 In Progress **NEXT UP: Submit Assignment**

Unlimited Attempts Allowed

2 Available until Aug 6, 2023 10:59pm

When you access an assignment during its set availability dates, you can view all available assignment information. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last available date passes, you can no longer submit the assignment.

View Assignment with Limited Attempts

A Closer Look: The United States Constitution Written Response 2

Due: Thu Aug 3, 2023 11:59pm

20 Possible Points

1 Attempt 1 Submitted on Jul 17, 2023 1:27pm
NEXT UP: Review Feedback Attempt 1 Score: N/A Add Comment

2 3 Attempts Allowed
Available until Aug 6, 2023 10:59pm

▼ Details

Using this [DocsTeach activity](#), answer the following three questions.

1. What is the difference between the opening of the draft and the final version?
2. What is the significance of changing the wording?
3. How does this change reflect the thinking of the Founders during the Constitutional Convention?

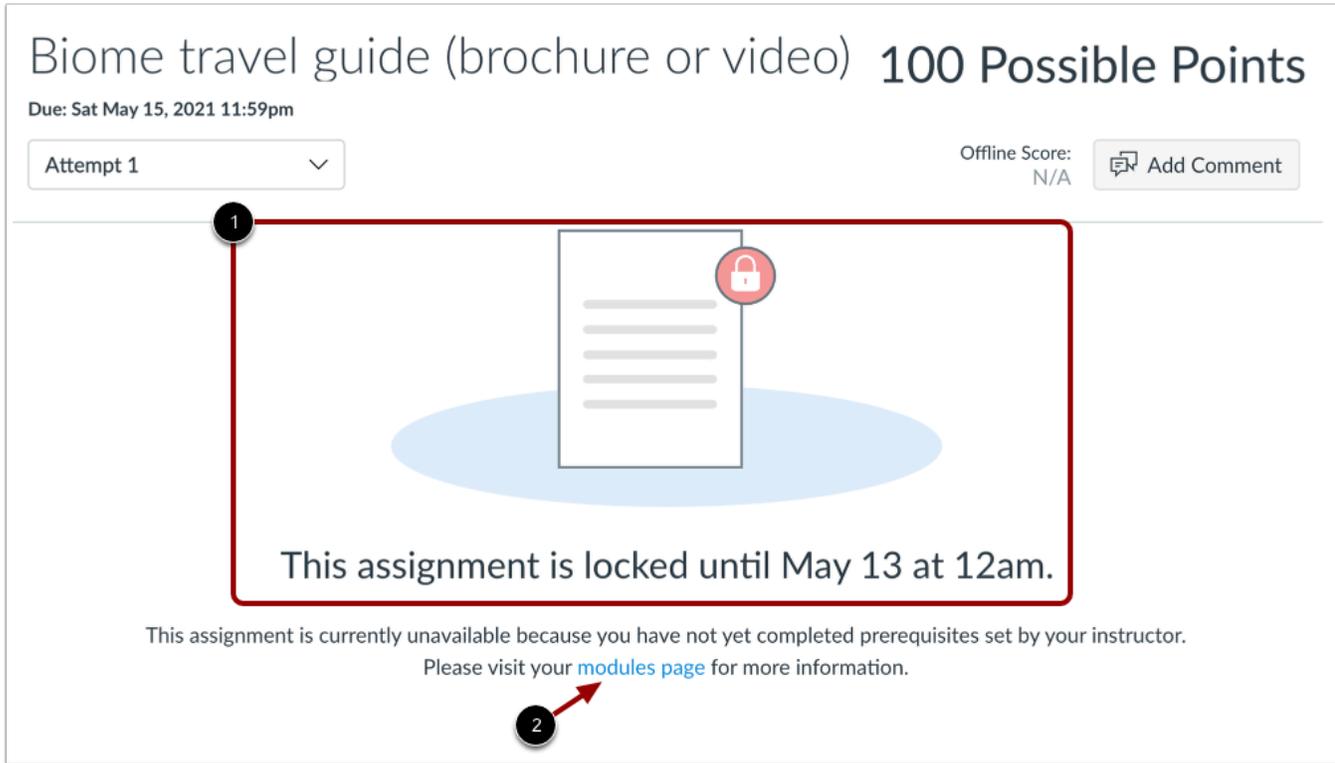
Your answer should include at least 3-5 well-developed paragraphs that fully answer all three questions. After the due date, you will be assigned to peer review two other submissions.

3 New Attempt Next >

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

Once you have used all your submission attempts, the **New Attempt** button will disappear [3].

View Locked Assignment



Biome travel guide (brochure or video) 100 Possible Points

Due: Sat May 15, 2021 11:59pm

Attempt 1

Offline Score: N/A Add Comment

This assignment is locked until May 13 at 12am.

This assignment is currently unavailable because you have not yet completed prerequisites set by your instructor.
Please visit your [modules page](#) for more information.

If an assignment is not within its set availability dates, you cannot view assignment details nor submit or resubmit work.

Locked assignments display locked icon and message [1]. If your assignment is locked due to module prerequisites, you can view course modules by click the **modules page** link [2].

View Assignment Score

A Closer Look: The United States Constitution Written Response 2
Due: Thu Aug 3, 2023 11:59pm

Attempt 1 **SUBMITTED: Jul 17, 2023 1:27pm** 1 Attempt 1 Score: 20/20

20/20 Points

Revolution Review 2 Offline Score: 80%

80%

If your assignment has been graded by your instructor, you can view the score for each attempt [1]. If your assignment has been graded without a submission, you can view your offline score [2].

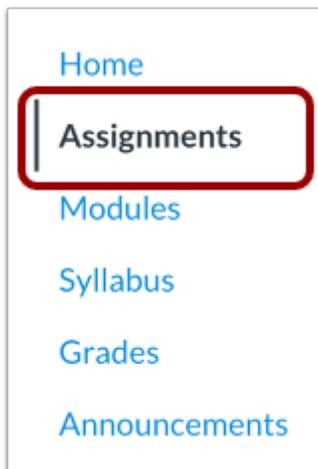
How do I view the rubric for an assignment in a course using Assignment Enhancements?

Your instructor may include a rubric as part of your assignment. The rubric is a set of criteria that your instructor will use to grade your assignment. Before submitting your assignment, you can use the rubric to evaluate your own work and make sure your assignment fulfills your instructor's requirements.

Notes:

- Not all assignments may include a rubric.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.

Open Assignments



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

Open Assignment

▼ Upcoming Assignments

-  **Class Journal Week 4**
Available until Feb 7 | Due Jan 31 at 11:59pm | -/25 pts
-  **Class Journal Week 5**
Available until Feb 14 | Due Feb 7 at 11:59pm | -/25 pts

Click the name of an assignment.

View Rubric

Position Paper
25 Possible Points

Due: Fri Jul 21, 2023 11:59pm
Submitted on Jul 10, 2023 11:12am
NEXT UP: Review Feedback
Attempt 1 Score: N/A [Add Comment](#)

Attempt 1

Unlimited Attempts Allowed

Details

After comparing and contrasting the two documents in this [DocsTeach activity](#), consider the following questions:

- Do you agree with the Founding Fathers?
- Did they really need to make a whole new form of government?

Write a position paper and cite examples from this activity to defend your position. Remember to have an introduction, at least 3 points, and a conclusion.

View Rubric

Criteria	Ratings			Pts
Follows Instructions View Loner description	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	/ 5 pts
Correct Length View Loner description	5 to >3 pts Full Marks	3 to >0 pts No Description	0 pts No Marks	/ 5 pts
Grammar View Loner description	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	/ 5 pts
Writing Prompt Outcome View Loner description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
1.1.d View Loner description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
1.1.b View Loner description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
Total Points: 0				

If a rubric has been added to the assignment, the **View Rubric** section automatically expands to display the assignment rubric.

How do I submit an online assignment in a course using Assignment Enhancements?

You can submit online assignments in Canvas courses that have enabled Assignment Enhancements. Instructors can choose what kind of online submissions they want you to use. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. If your instructor allows, you may also have the option to resubmit assignments.

Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your [user files](#) but are not counted against your user quota. Files are stored in the Submissions folder, and you can download them. However, once a file has been uploaded as a submission, you cannot delete the file.

Before submitting an assignment, you may want to review all assignment information, such as the [assignment rubric](#).

Third-Party File Application Submissions

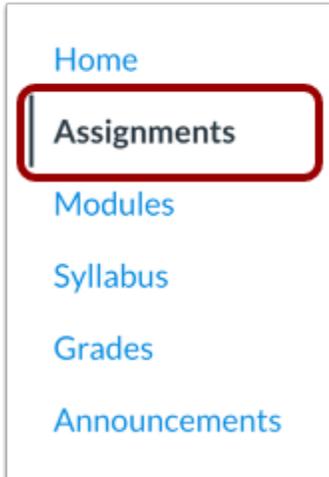
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

1. Download the file to your computer and [submit as a File Upload](#)
2. Share the file, copy the file URL, and submit as a Website URL

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- Group assignments do not support the student annotation submission type.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.

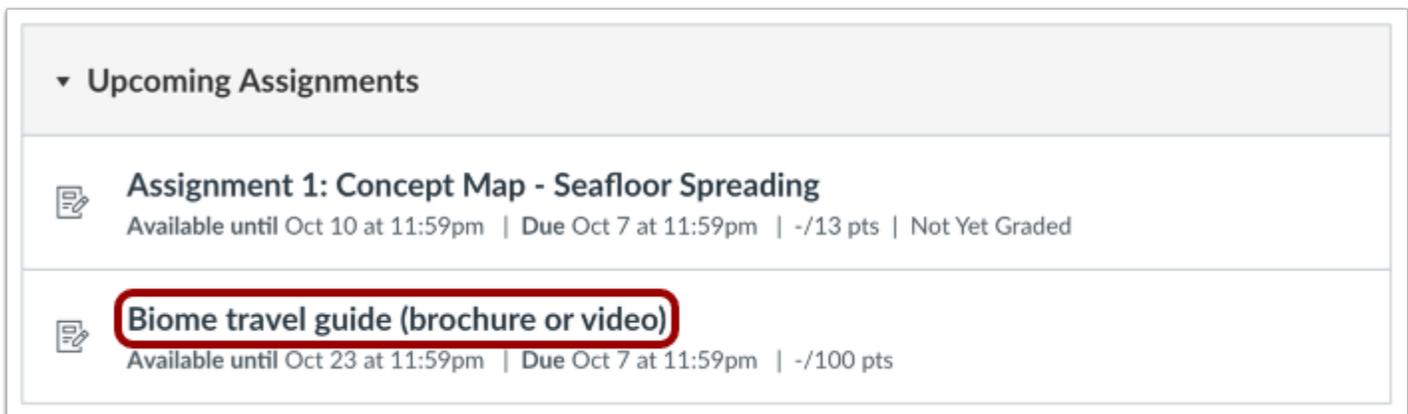
Open Assignments



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

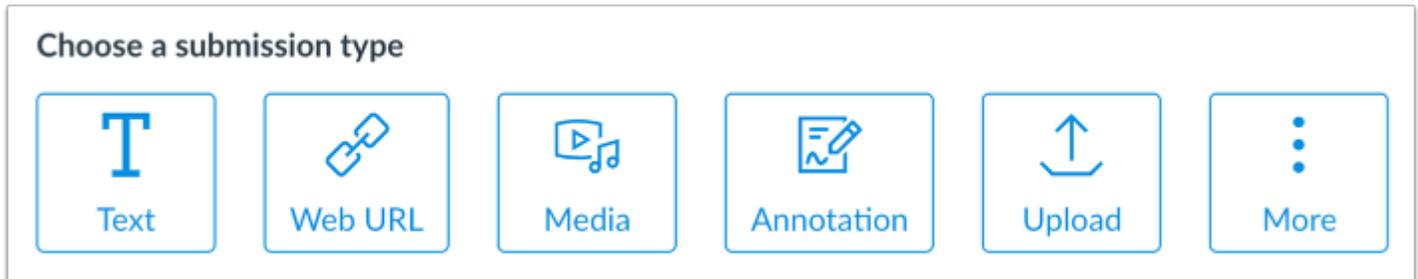
Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



Click the name of the assignment.

Select Submission Type

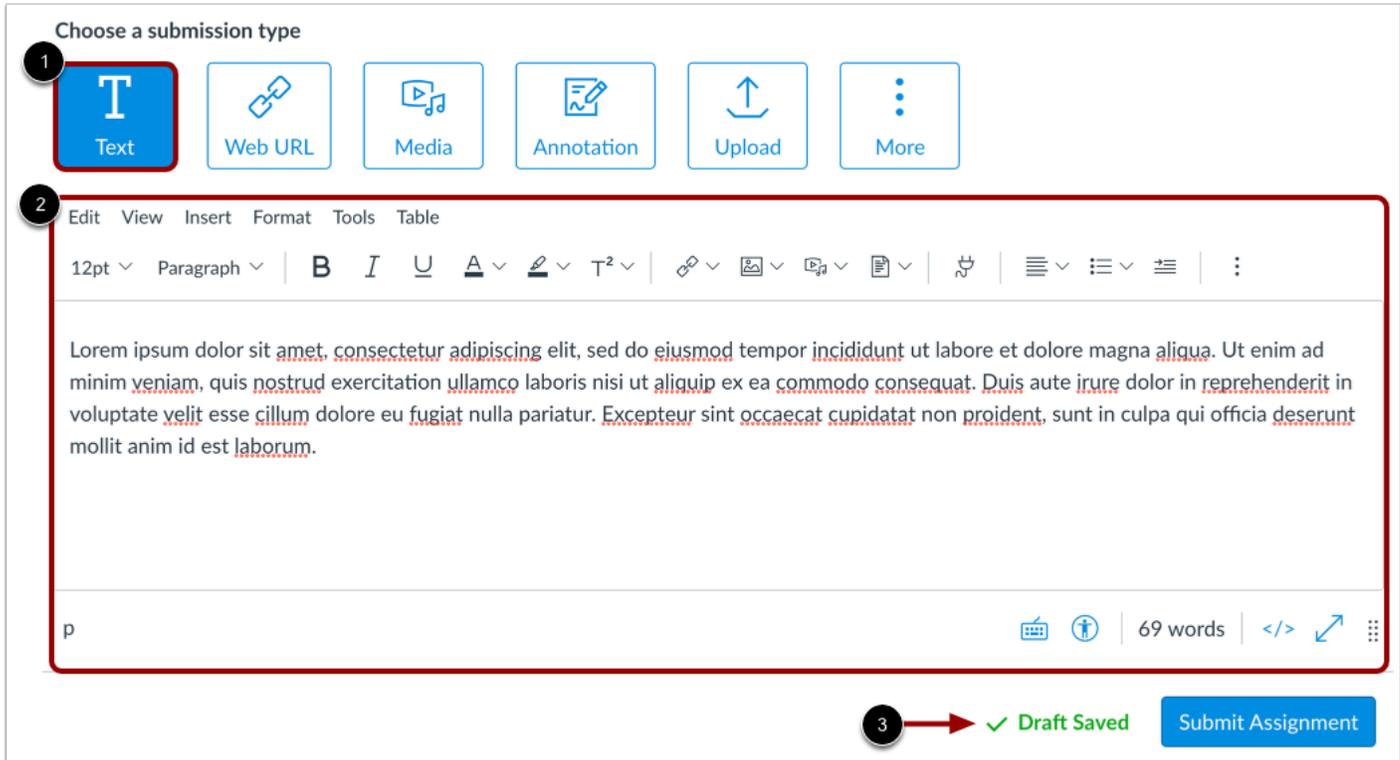


The following submission types are accepted using Assignment Enhancements: Text Entry, Website URL, Media, Annotation, File Upload, and external application. However, your instructor may specify which submission types are appropriate for each assignment.

In the **Choose a submission type** section, click a submission type button.

Note: If your instructor only allows one submission type or has created an External Tool assignment, the Choose a submission type section does not display.

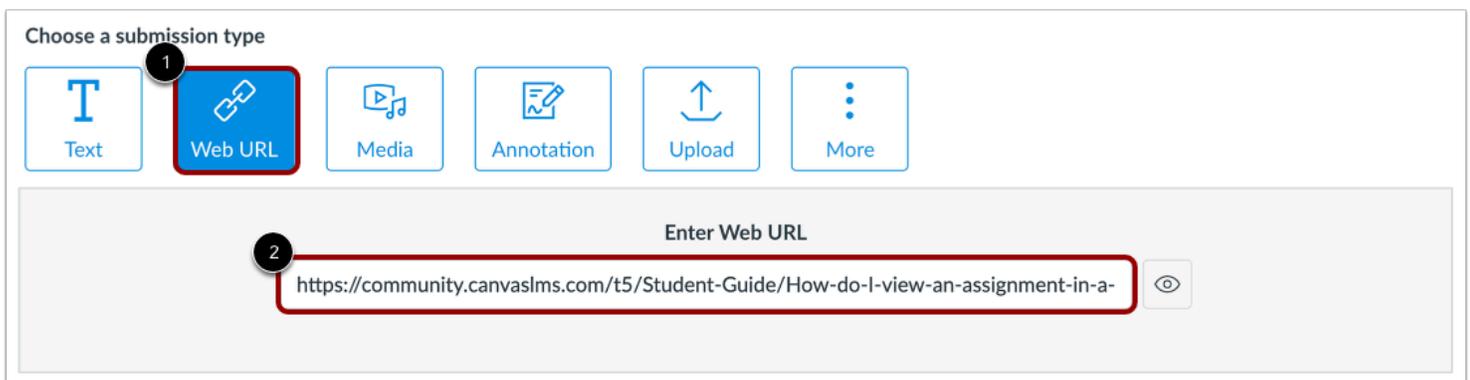
Submit Text Entry



The screenshot shows the submission interface for a Text Entry assignment. At the top, under "Choose a submission type", the "Text" button is highlighted with a red box and a circled "1". Below this is the Rich Content Editor, which is also highlighted with a red box and a circled "2". The editor contains a paragraph of Lorem Ipsum text. At the bottom right, a green checkmark and "Draft Saved" text are highlighted with a red box and a circled "3", next to a blue "Submit Assignment" button.

To [submit a text entry](#) assignment, click the **Text** button [1]. Then, enter text in the [Rich Content Editor](#) [2]. Once added, your text will be saved as an assignment submission draft [3].

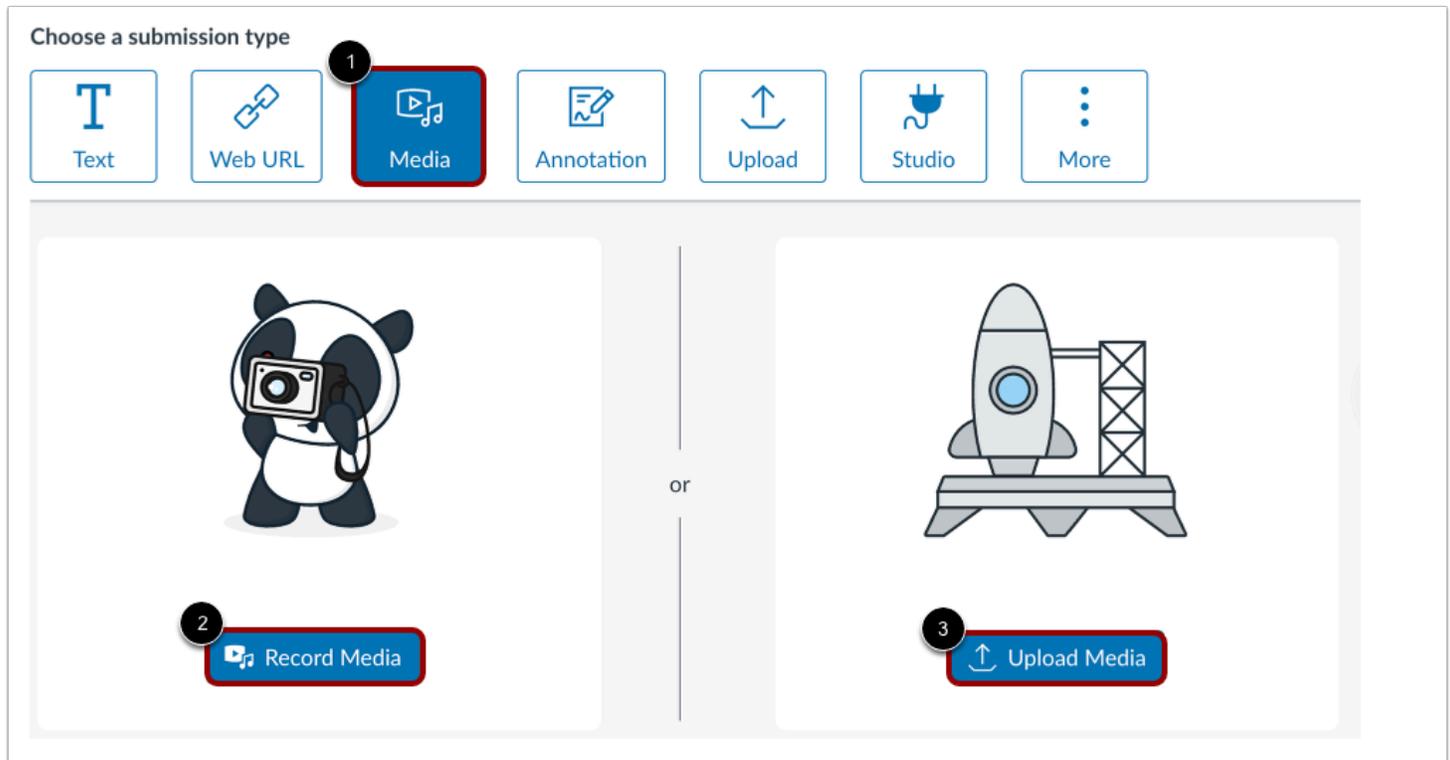
Submit Website URL



The screenshot shows the submission interface for a Website URL assignment. At the top, under "Choose a submission type", the "Web URL" button is highlighted with a red box and a circled "1". Below this is a text input field labeled "Enter Web URL", which is also highlighted with a red box and a circled "2". The input field contains the URL: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-an-assignment-in-a>.

To [submit a website URL](#), click the **Web URL** button [1]. Then, type or paste the URL in the **Enter Web URL** field [2]. Once added, your website URL will be saved as an assignment submission draft.

Submit Media Recording



Choose a submission type

1

Text Web URL **Media** Annotation Upload Studio More

2

Record Media

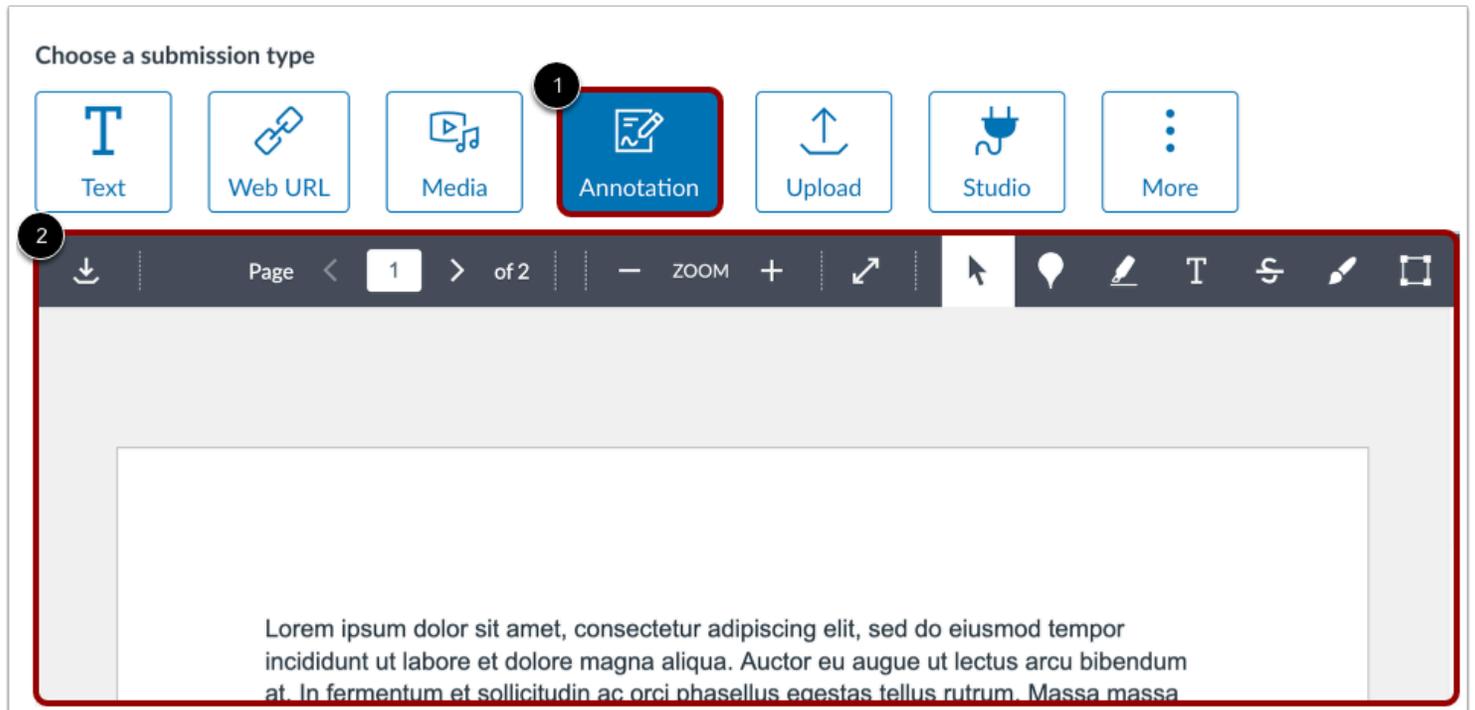
or

3

Upload Media

To [submit a media recording](#), click the **Media** button [1]. To create a recording, click the **Record Media** button [2]. To upload a media file from your computer, click the **Upload Media** button [3].

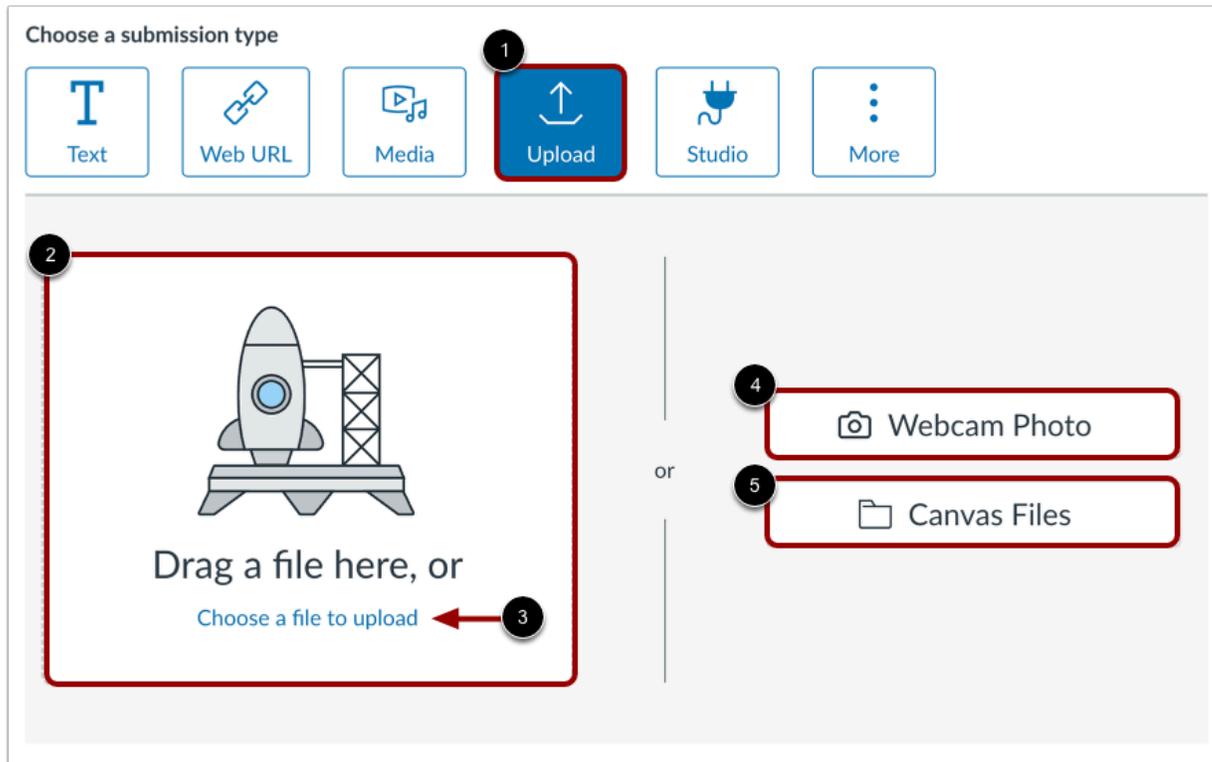
Submit Annotation



To [submit an annotated document](#), click the **Annotation** button [1]. Then, [use the Docviewer](#) to annotate the document [2].

Note: Group assignments do not support the student annotation submission type.

Submit File Upload



To upload a file as your submission, click the **Upload** button [1].

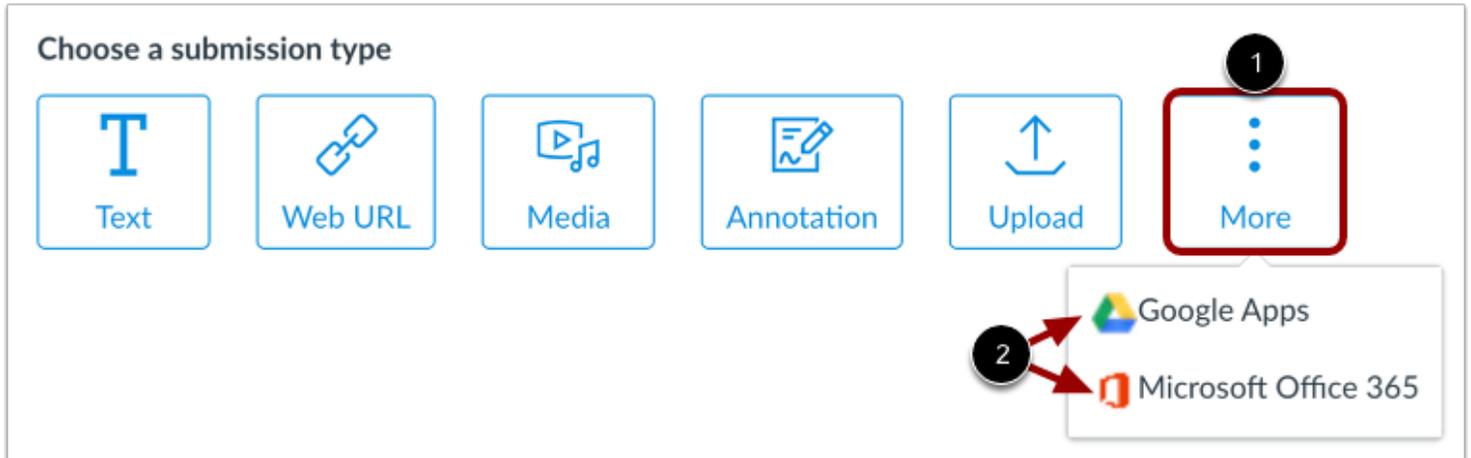
To [upload a file from your computer](#), drag and drop a file [2], or browse your computer files by clicking the **Choose a file to upload** link [3].

To [capture a photo of your assignment using your computer's webcam](#), click the **Webcam** button [4].

To [upload a file from your Canvas user files](#), click the **Canvas Files** button [5].

Once uploaded, your file will be saved as an assignment submission draft.

Submit Course App File

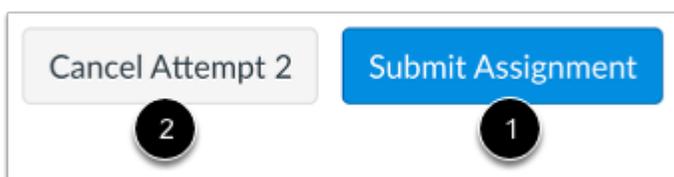


If added to your course, you may see options to upload a file from a course app such as [Google Drive](#) or [Office 365](#).

To upload a file or URL from a course app, click the **More** button [1]. Then click the app name [2].

Once added, your file will be saved as an assignment submission draft.

Submit Assignment

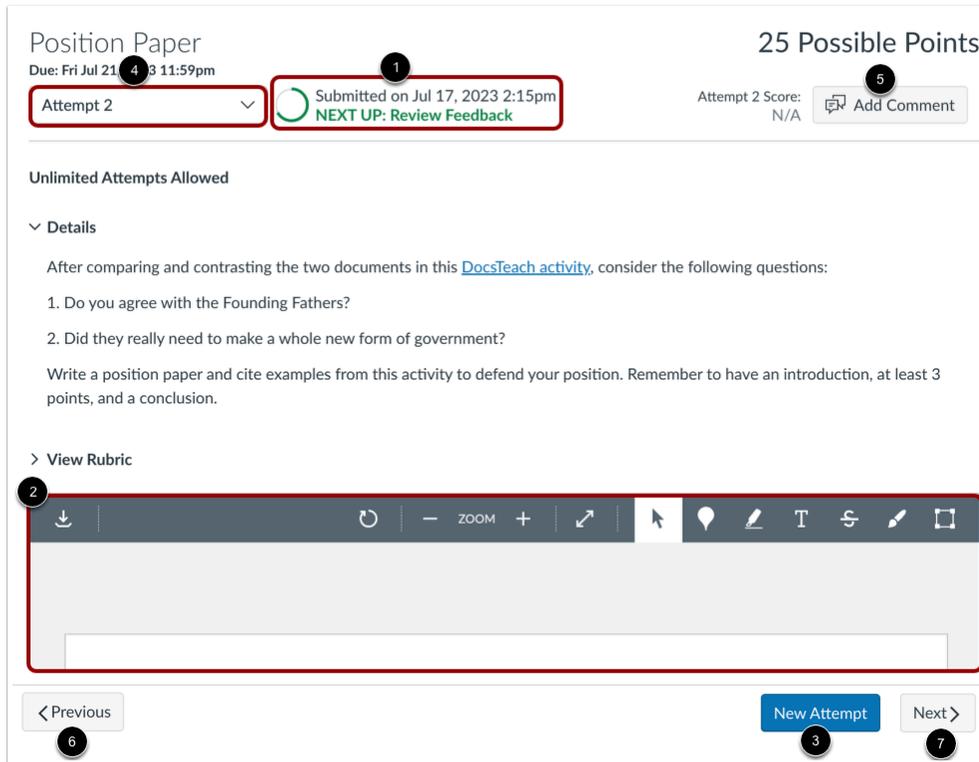


When you are ready to submit your assignment, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [2].

Note: If you added a text entry submission, you must save the submission draft before you can submit the assignment.

View Submission



Position Paper

Due: Fri Jul 21, 2023 11:59pm

Attempt 2

Submitted on Jul 17, 2023 2:15pm
NEXT UP: Review Feedback

25 Possible Points

Attempt 2 Score: N/A

Add Comment

Unlimited Attempts Allowed

Details

After comparing and contrasting the two documents in this [DocsTeach activity](#), consider the following questions:

1. Do you agree with the Founding Fathers?
2. Did they really need to make a whole new form of government?

Write a position paper and cite examples from this activity to defend your position. Remember to have an introduction, at least 3 points, and a conclusion.

View Rubric

Previous

New Attempt

Next

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [6] and the next module item by clicking the **Next** button [7].
- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit an assignment on behalf of a group using Assignment Enhancements?

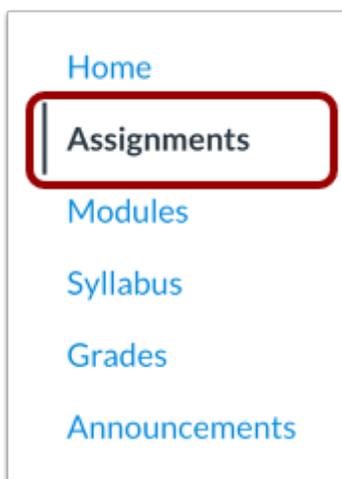
A group assignment allow students to work together on an assignment and submit it as a group using Assignment Enhancements. Only one group member needs to submit the assignment on behalf of the group.

Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added as part of a graded assignment submission are also copied to your [group files](#) but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. If you upload a file from your computer, the file is stored in the group Submissions folder. However, please note that if you submit a file that was previously uploaded to your group files, the file is stored in your Submissions folder.

Notes:

- When a group assignment is submitted, any submission drafts belonging to other group members are deleted.
- Previously uploaded group files cannot be accessed in the assignment details page. To submit a previously uploaded group file as an assignment submission, you must [move the group file to user files](#).
- Group assignments do not support Student Annotation assignments.

Open Assignments



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

Open Assignment

▼ Upcoming Assignments

 **Group Project: U.S. Presidents**
Due Aug 27 at 11:59pm | -/30 pts

 **Declaration of Independence Topic Discussion**
Available until Sep 17 at 11:59pm | Due Sep 10 at 11:59pm | -/10 pts

Click the name of the assignment.

Choose Submission Type

Group Project: U.S. Presidents 30 Possible Points

Due: Fri Aug 27, 2021 11:59pm

Attempt 1 IN PROGRESS
Next Up: Submit Assignment Add Comment

Unlimited Attempts Allowed

▼ Details

As a group, summarize the life of one of the U.S. presidents by submitting ONE of the following:

- 5 page, double-spaced paper
- 8 minute video presentation
- Picture of a poster displaying at least 15 images and descriptions of the president's life
- Link to a Google Drawing displaying at least 15 images and descriptions of the president's life

Choose a submission type: 1

2 3 4 5 6 7

Submit Assignment

To begin the assignment, select a submission type from the **Choose a submission type** section [1].

If allowed by your instructor, you can choose to add a [text entry submission](#) [2], a [website URL submission](#) [3], a [media file submission](#) [4], an [annotation submission](#) [5], or a [file upload submission](#) [6].

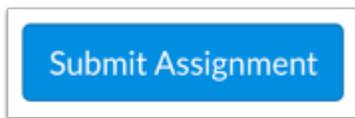
If external tools are installed in your course, such as Google Drive or Microsoft Office 365, you can add a [Google Drive file or URL submission](#) or a [Microsoft Office 365 file or URL submission](#) [7].

Lastly, if allowed by your instructor, you may also [take a photo of your assignment submission using your webcam](#).

Notes:

- If your assignment does not list one or more of the available submission types, those submission types have been restricted by your instructor.
- Group assignments do not support Student Annotation assignments.

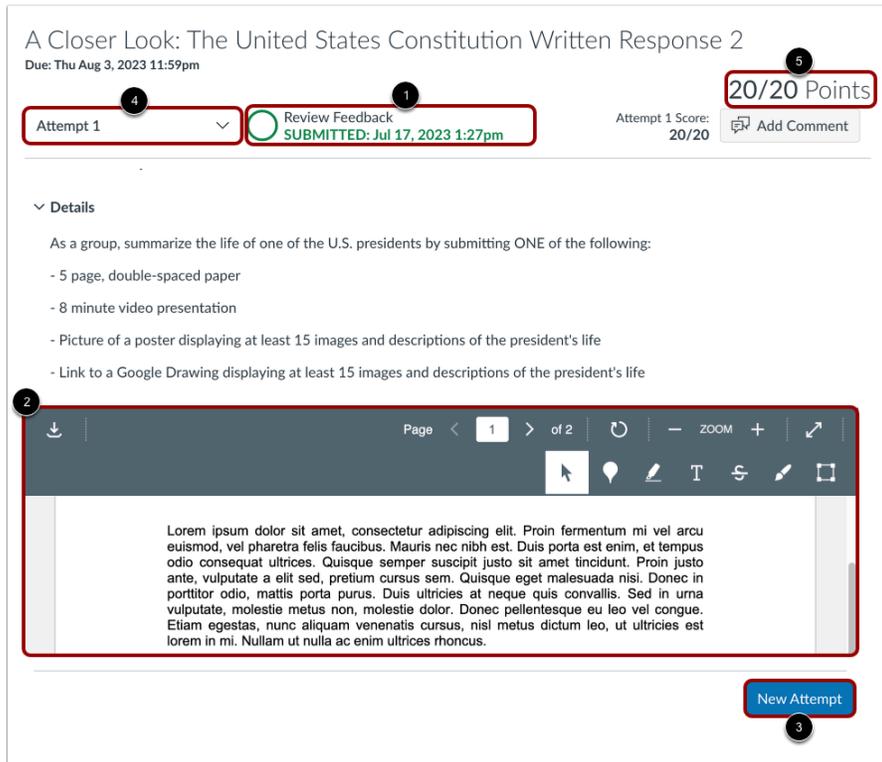
Submit Assignment



Click the **Submit Assignment** button.

Note: When a group assignment is submitted on behalf of a group, any submission drafts belonging to other group members are deleted.

View Submission



A Closer Look: The United States Constitution Written Response 2
 Due: Thu Aug 3, 2023 11:59pm

Attempt 1 Review Feedback 20/20 Points
 SUBMITTED: Jul 17, 2023 1:27pm Attempt 1 Score: 20/20 Add Comment

Details

As a group, summarize the life of one of the U.S. presidents by submitting ONE of the following:

- 5 page, double-spaced paper
- 8 minute video presentation
- Picture of a poster displaying at least 15 images and descriptions of the president's life
- Link to a Google Drawing displaying at least 15 images and descriptions of the president's life

Preview: Page 1 of 2. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin fermentum mi vel arcu euismod, vel pharetra felis faucibus. Mauris nec nibh est. Duis porta est enim, et tempus odio consequat ultrices. Quisque semper suscipit justo sit amet tincidunt. Proin justo ante, vulputate a elit sed, pretium cursus sem. Quisque eget malesuada nisi. Donec in porttitor odio, mattis porta purus. Duis ultricies at neque quis convallis. Sed in urna vulputate, molestie metus non, molestie dolor. Donec pellentesque eu leo vel congue. Etiam egestas, nunc aliquam venenatis cursus, nisi metus dictum leo, ut ultricies est lorem in mi. Nullam ut nulla ac enim ultrices rhoncus.

New Attempt

When your submission is successfully submitted, the Progress Tracker displays a **Submitted** status [1] and your most recent submission displays [2].

If your instructor allows multiple attempts, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a text entry assignment in a course using Assignment Enhancements?

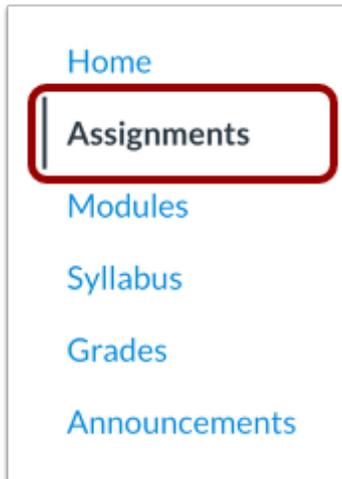
You can submit a text entry submission in a Canvas course that uses Assignment Enhancements. Text entry assignments are created in the Rich Content Editor. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. If your instructor allows, you may also have the option to resubmit assignments.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

Notes:

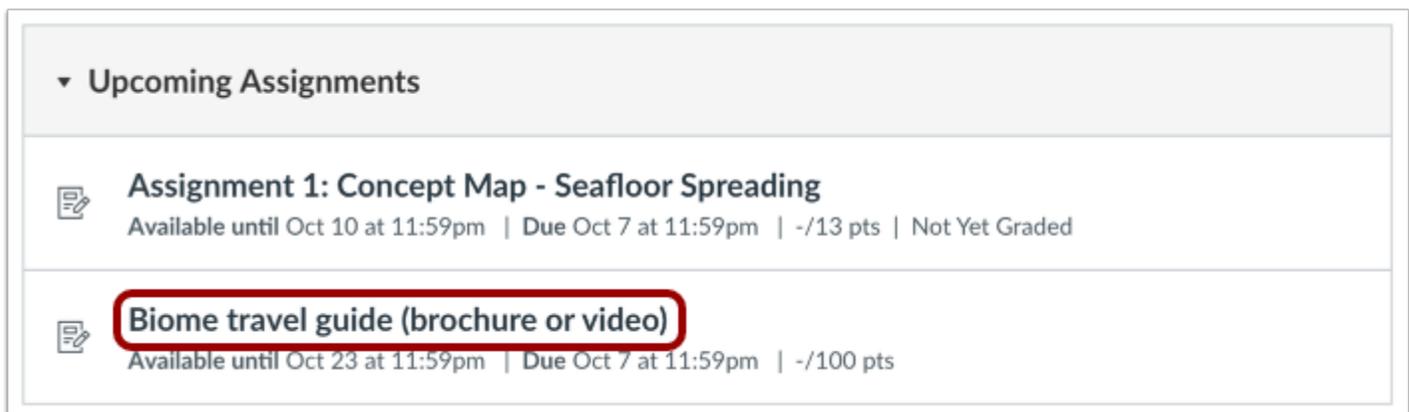
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- Assignment Enhancements does not support Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Files uploaded and submitted do not count against the user's storage quota, but those uploaded through the Rich Content Editor are counted against the user's storage quotas.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.

Open Assignments



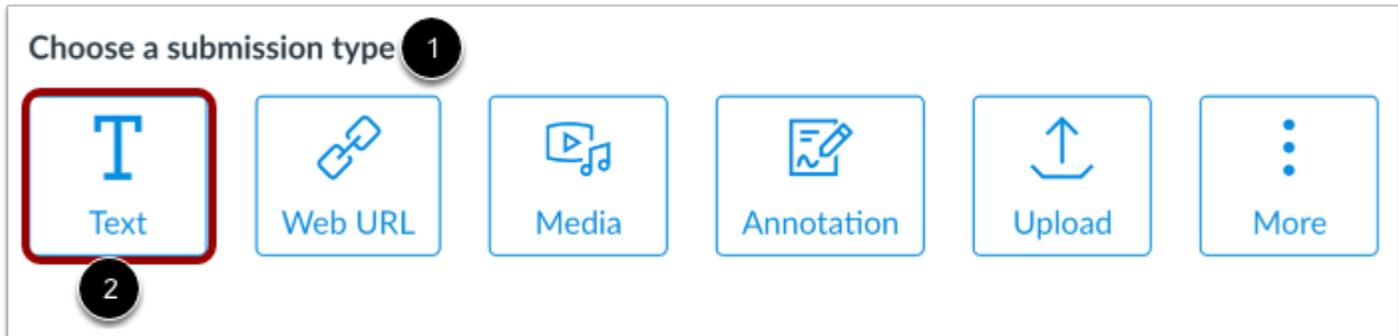
In Course Navigation, click the **Assignments** link.

Open Assignment

A screenshot of the 'Upcoming Assignments' section in Canvas. The section title is 'Upcoming Assignments' with a dropdown arrow. Below it are two assignment entries. The first entry is 'Assignment 1: Concept Map - Seafloor Spreading' with a document icon, available until Oct 10 at 11:59pm, due Oct 7 at 11:59pm, worth -/13 pts, and 'Not Yet Graded'. The second entry is 'Biome travel guide (brochure or video)' with a document icon, available until Oct 23 at 11:59pm, due Oct 7 at 11:59pm, worth -/100 pts. The name of the second assignment is highlighted with a red rounded rectangle.

Click the name of an assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

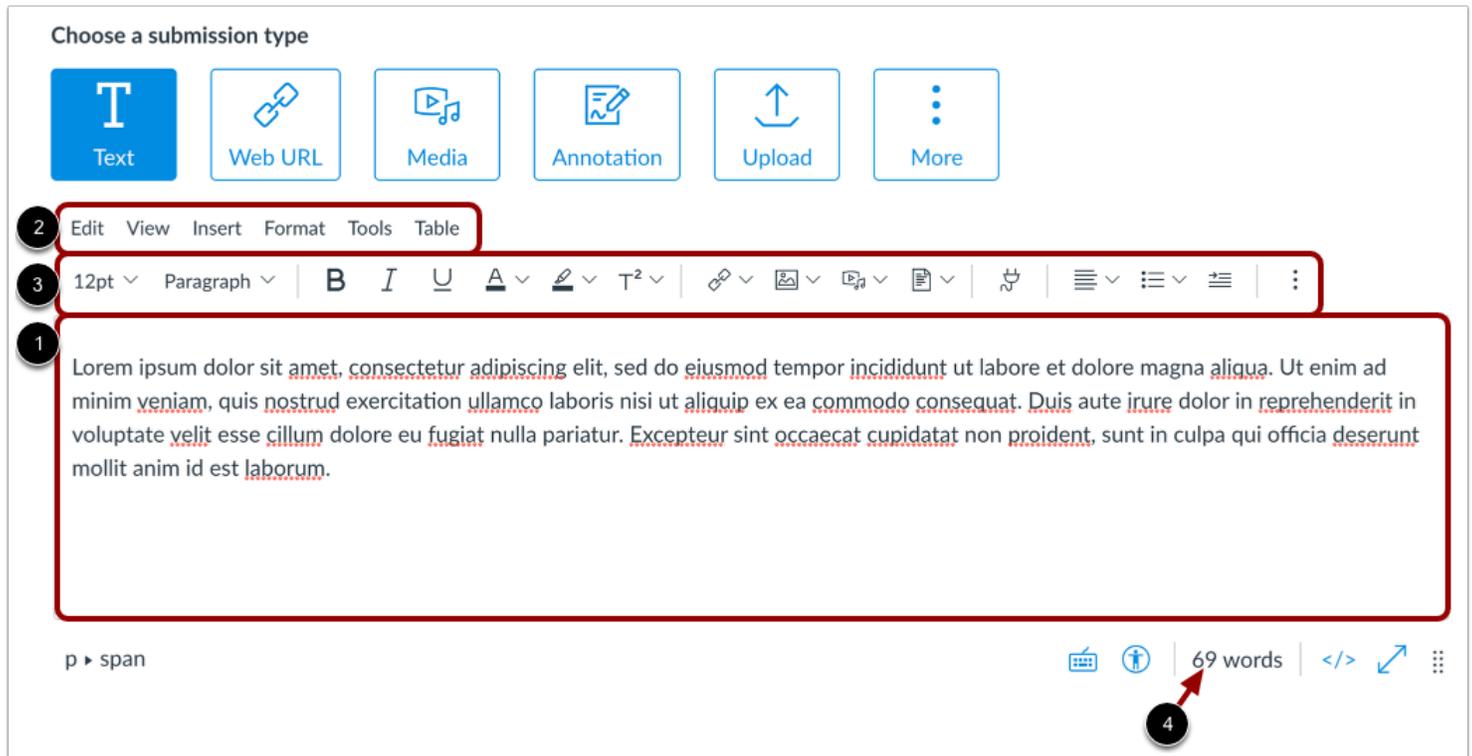
In the **Choose a submission type** section [1], select the **Text** option [2].

If your instructor only allows Text Entry submissions, the Rich Content Editor may display in place of the Choose a submission type section.

Notes:

- If the Text option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Draft Text Entry



Choose a submission type

Text Web URL Media Annotation Upload More

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A   T²             

1 Lorem ipsum dolor sit amet. consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

p ▶ span   69 words |   

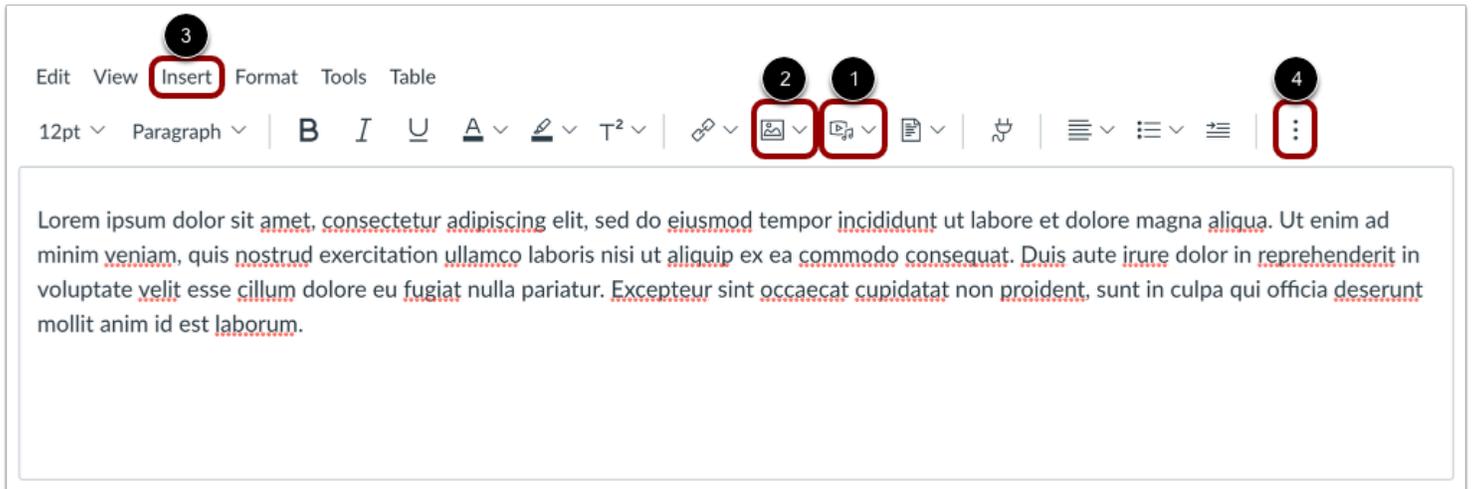
4

Enter your assignment submission text in the Rich Content Editor [1].

To format your text or insert content, use the Rich Content Editor menu bar [2] or toolbar [3]

View the word count in the Editor Status bar [4].

Add Media



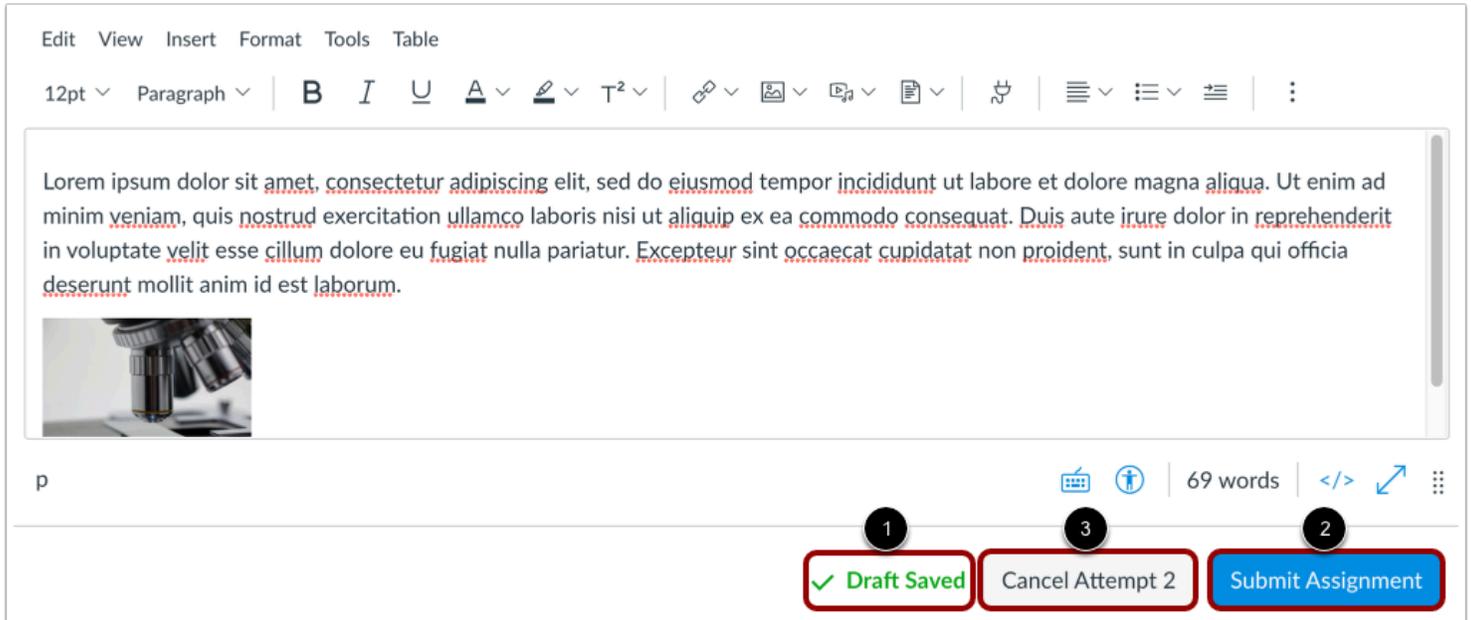
As part of your text entry assignment submission, you can [record media](#), [upload a media file from your computer](#), or [upload a media file from your user files](#) by clicking the **Media** icon [1].

You can also [embed images from Canvas](#) and [from the web](#) in your text entry assignment submission by clicking the **Image** icon [2]. Canvas also allows you to [embed images from your user files](#).

To insert media or images, you can also use the **Insert** menu [3] in the menubar.

Note: You may need to click the **Options** icon [4] to view the Record/Upload Media and Images icons in the toolbar.

Submit Text Entry



Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A   T²         

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



p   | 69 words |   

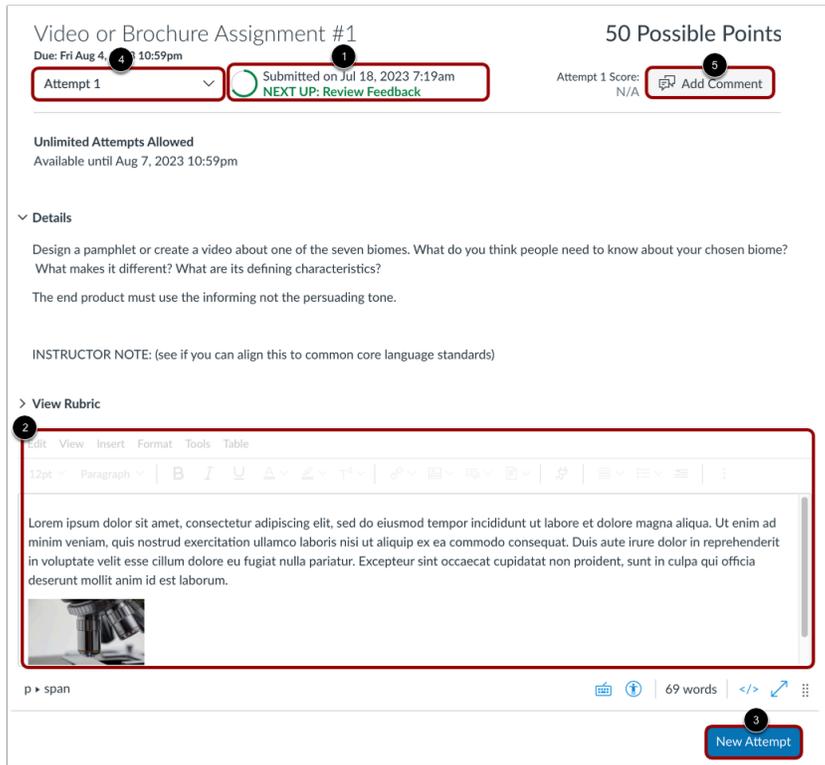
1 **✓ Draft Saved** 3 **Cancel Attempt 2** 2 **Submit Assignment**

Your work automatically saves as an assignment draft [1].

To submit your text entry draft, click the **Submit Assignment** button [2].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [3].

View Submission



Video or Brochure Assignment #1

Due: Fri Aug 4, 10:59pm

Attempt 1

Submitted on Jul 18, 2023 7:19am
NEXT UP: Review Feedback

50 Possible Points

Attempt 1 Score: N/A Add Comment

Unlimited Attempts Allowed
Available until Aug 7, 2023 10:59pm

Details

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

INSTRUCTOR NOTE: (see if you can align this to common core language standards)

View Rubric

Rich text editor content: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

New Attempt

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays in a read-only format [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I upload a file as an assignment submission for a course using Assignment Enhancements?

If your instructor allows file uploads as a submission type, you can upload a file from your computer or Canvas User files as an assignment submission. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

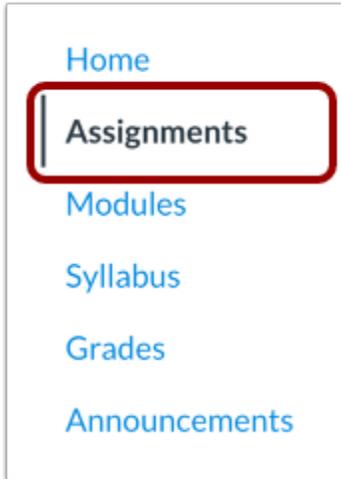
Files uploaded using the Rich Content Editor count toward your user storage quota. Any attachments added from your computer as part of a graded assignment submission are also copied to your [user files](#) but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

If your institution has enabled Google Docs or Microsoft Office 365 as a submission type, you can [upload a file from Google Drive](#) or [Office 365](#).

Notes:

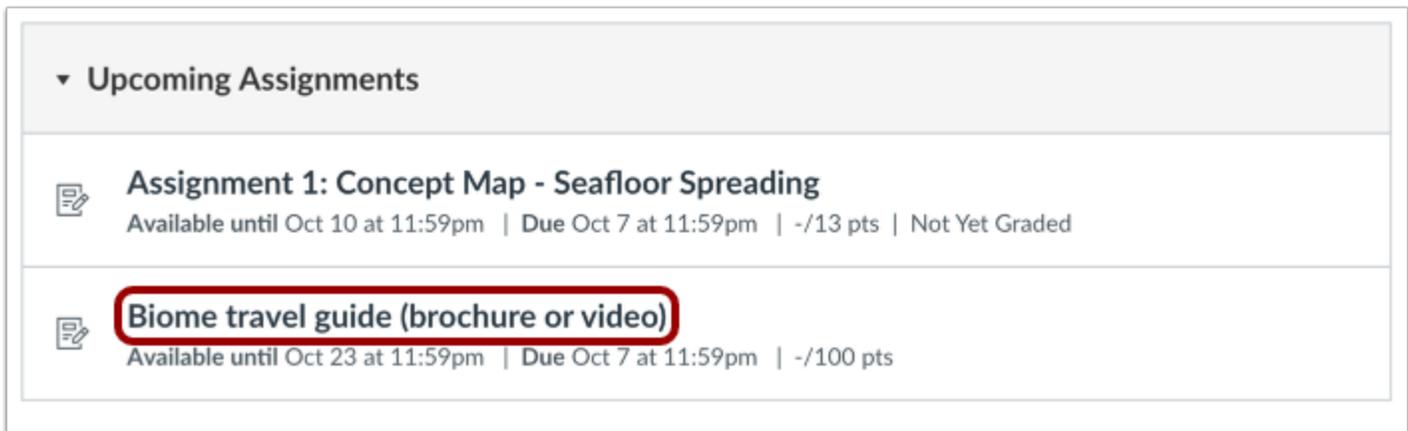
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
- Canvas will not accept file uploads larger than 500 MB.

Open Assignments



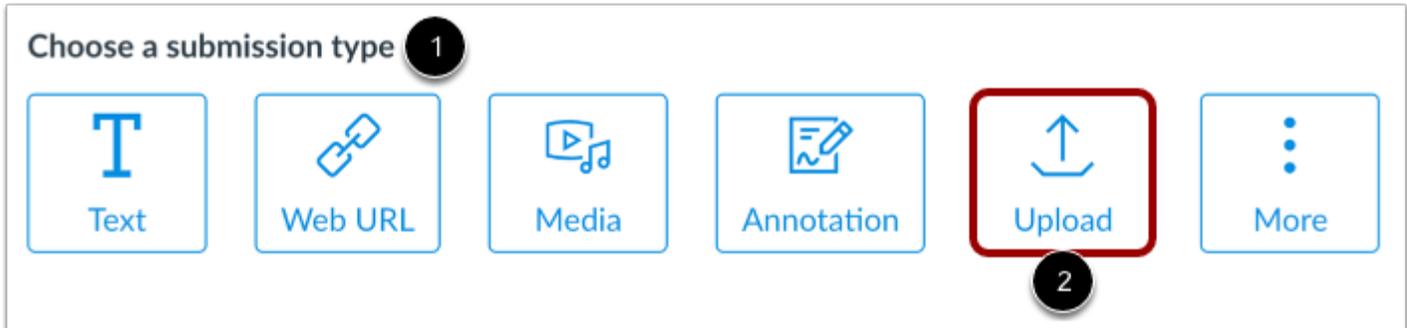
In Course Navigation, click the **Assignments** link.

Open Assignment

A screenshot of the 'Upcoming Assignments' section in Canvas. The section title is 'Upcoming Assignments'. There are two assignment entries. The first entry is 'Assignment 1: Concept Map - Seafloor Spreading' with details: 'Available until Oct 10 at 11:59pm | Due Oct 7 at 11:59pm | -/13 pts | Not Yet Graded'. The second entry is 'Biome travel guide (brochure or video)' with details: 'Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts'. The name of the second assignment is highlighted with a red rounded rectangle.

Click the name of the assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the **Choose a submission type** section [1].

Click the **Upload** option [2].

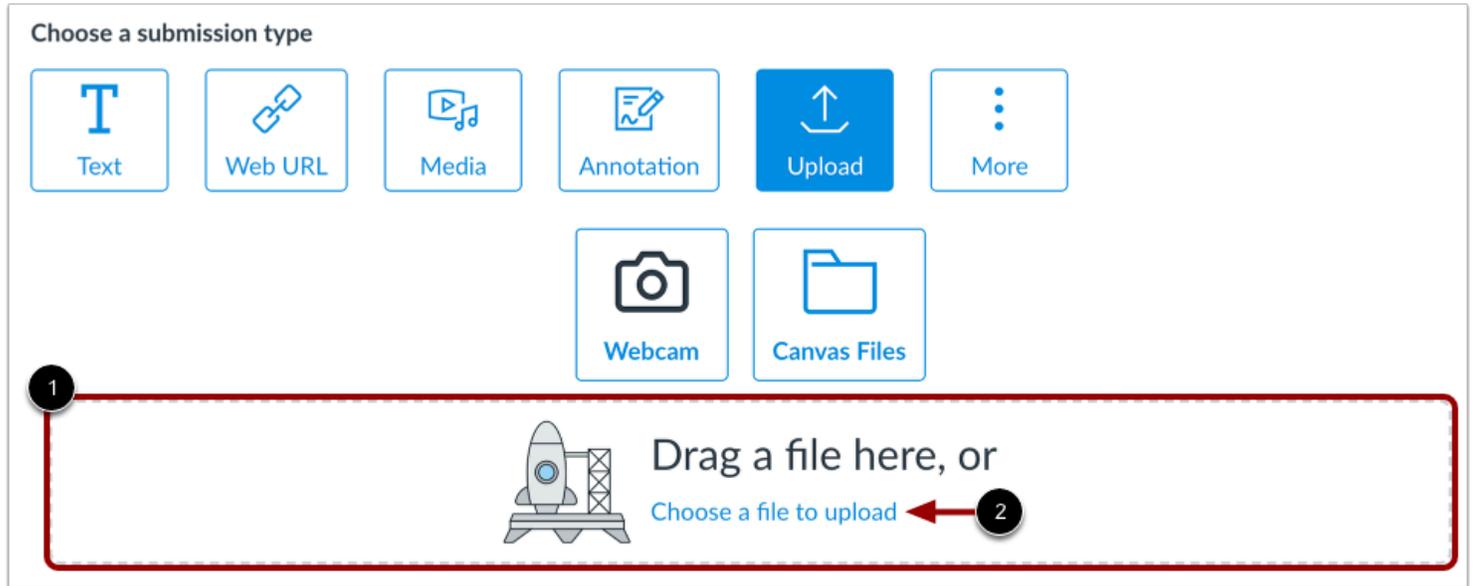
If your instructor only allows File submissions, the Upload File tool displays in place of the Choose a submission type section.

Notes:

- If the Upload submission type does not display, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Upload Computer File

Choose a submission type



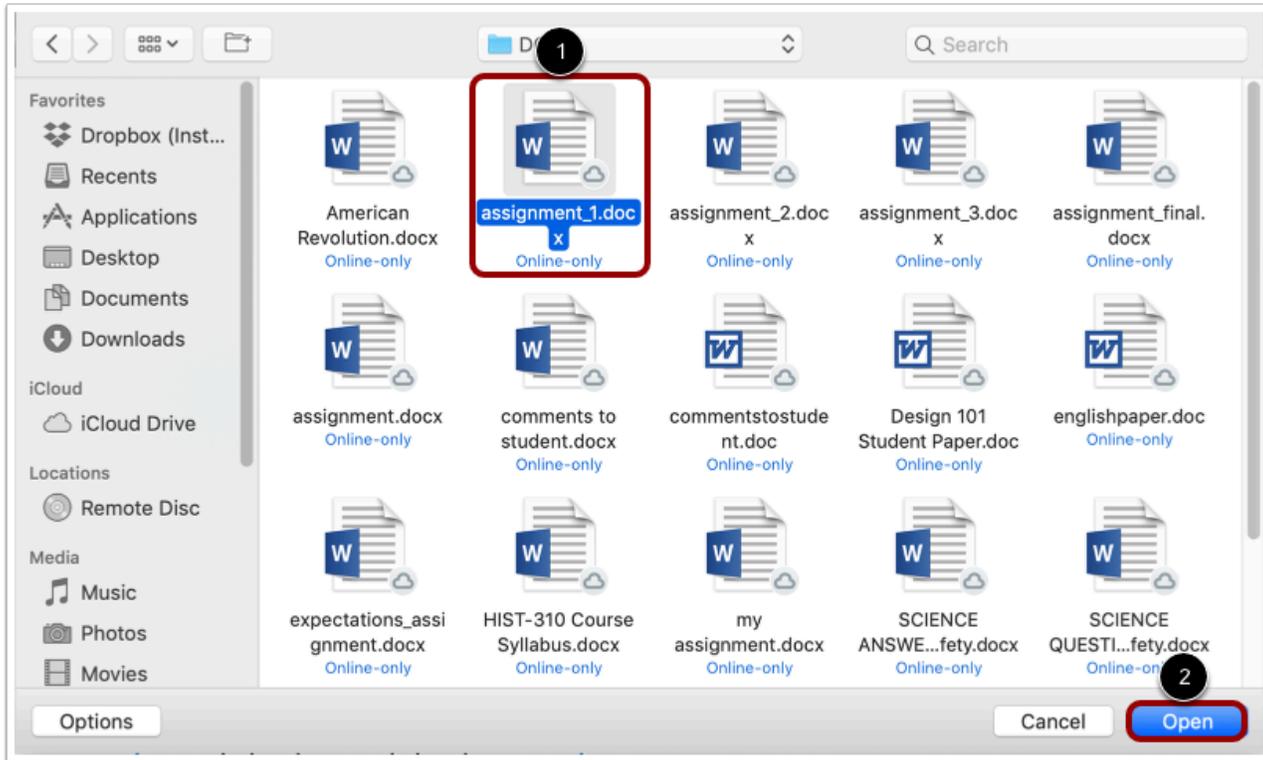
Text Web URL Media Annotation Upload More

Webcam Canvas Files

Drag a file here, or
Choose a file to upload

To upload a file from your computer, drag and drop a file [1], or browse your computer files by clicking the **Choose a file to upload** link [2].

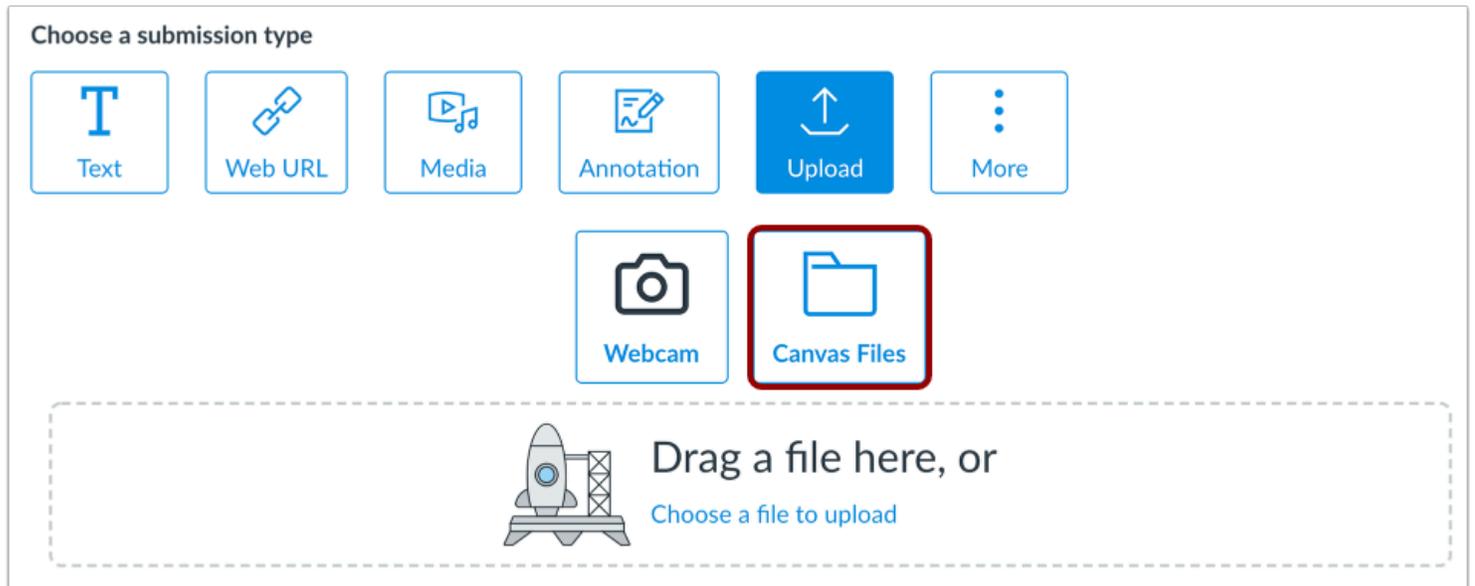
Select File



Select your file [1] and click the **Open** button [2].

Upload Canvas User File

Choose a submission type



Text Web URL Media Annotation Upload More

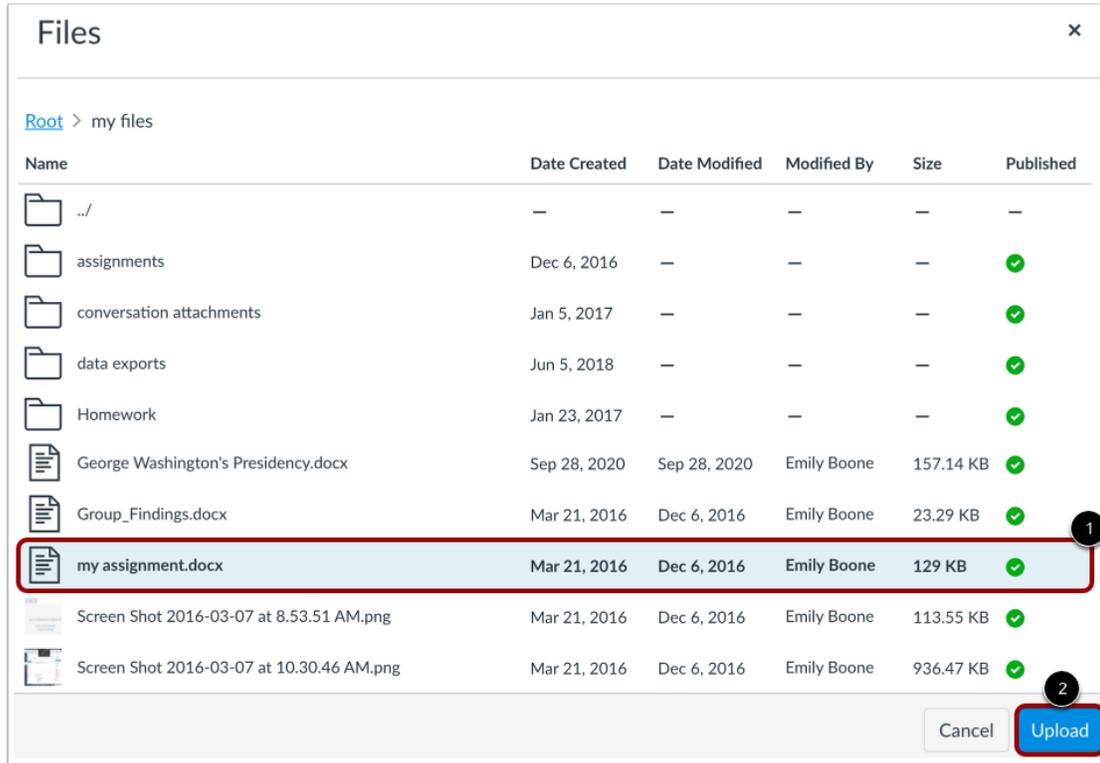
Webcam Canvas Files

Drag a file here, or
Choose a file to upload

To upload a file from your Canvas user files, click the **Canvas Files** button.

Note: Currently, multiple file selection isn't available. You can only select one file at a time for upload and viewing.

Select Canvas User File



Files

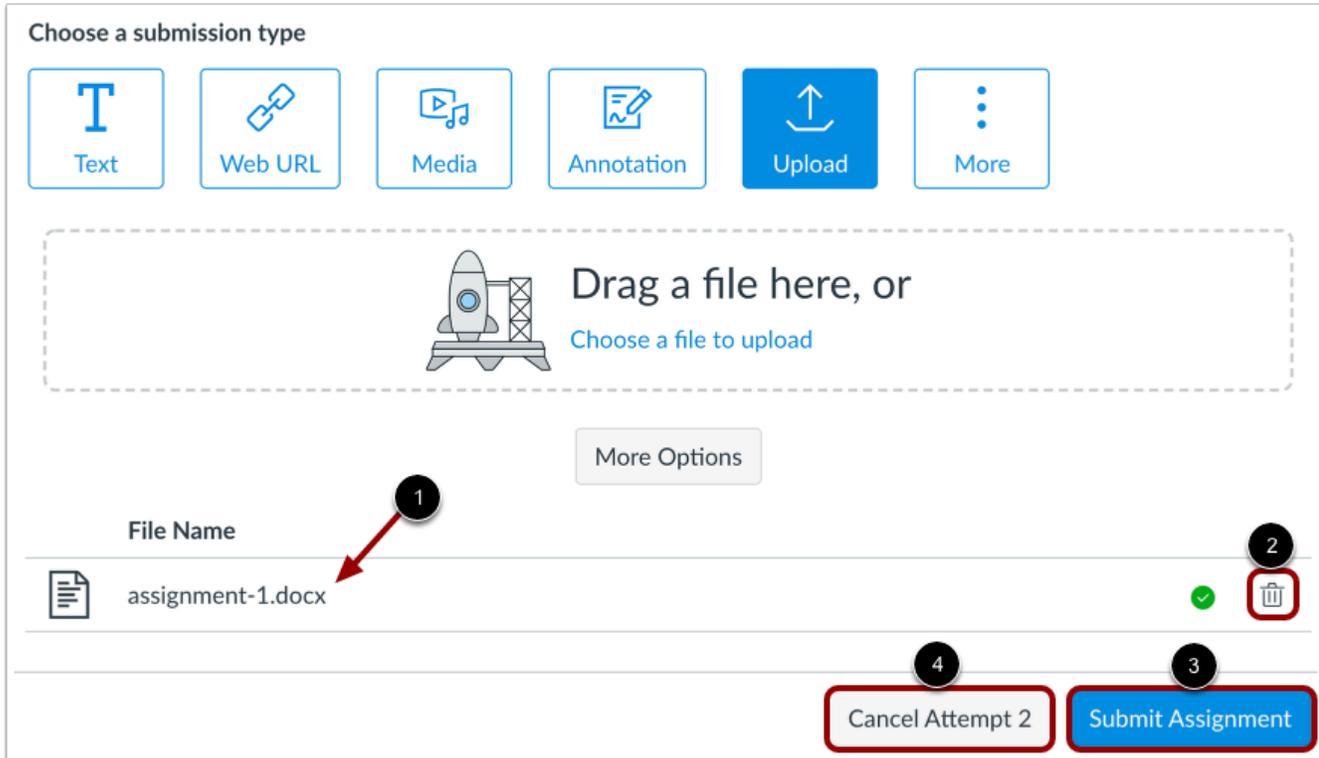
Root > my files

Name	Date Created	Date Modified	Modified By	Size	Published
..	—	—	—	—	—
assignments	Dec 6, 2016	—	—	—	✓
conversation attachments	Jan 5, 2017	—	—	—	✓
data exports	Jun 5, 2018	—	—	—	✓
Homework	Jan 23, 2017	—	—	—	✓
George Washington's Presidency.docx	Sep 28, 2020	Sep 28, 2020	Emily Boone	157.14 KB	✓
Group_Findings.docx	Mar 21, 2016	Dec 6, 2016	Emily Boone	23.29 KB	✓
my assignment.docx	Mar 21, 2016	Dec 6, 2016	Emily Boone	129 KB	✓
Screen Shot 2016-03-07 at 8.53.51 AM.png	Mar 21, 2016	Dec 6, 2016	Emily Boone	113.55 KB	✓
Screen Shot 2016-03-07 at 10.30.46 AM.png	Mar 21, 2016	Dec 6, 2016	Emily Boone	936.47 KB	✓

Cancel Upload

Use the Files page to select your file [1] and click the **Upload** button [2].

Submit Assignment



Choose a submission type

Text Web URL Media Annotation Upload More

Drag a file here, or
Choose a file to upload

More Options

File Name

assignment-1.docx

Cancel Attempt 2 Submit Assignment

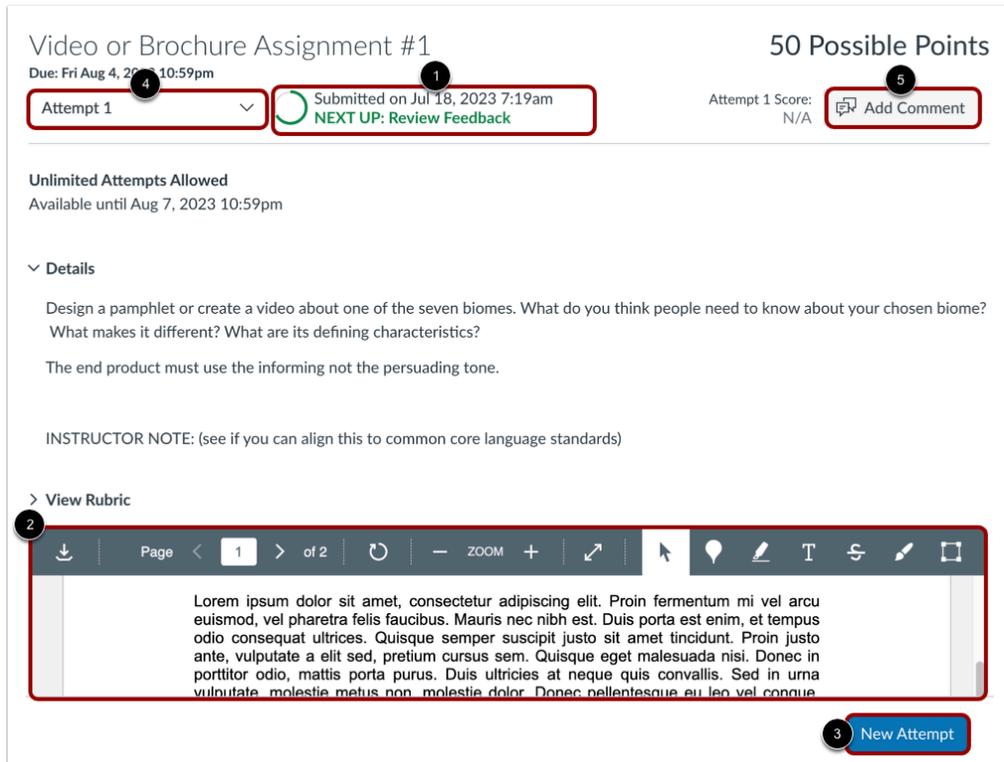
Your file displays as a draft submission [1].

To delete the file, click the **Delete** icon [2].

To submit the file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [4].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

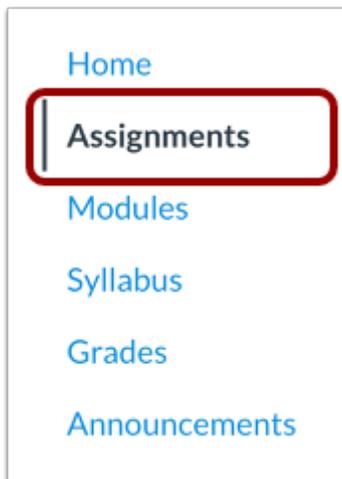
How do I annotate a file as an assignment submission using Assignment Enhancements?

Your instructor may upload a file for you to annotate as your assignment submission. You can annotate the file and submit it as your assignment submission using Assignment Enhancements.

Notes:

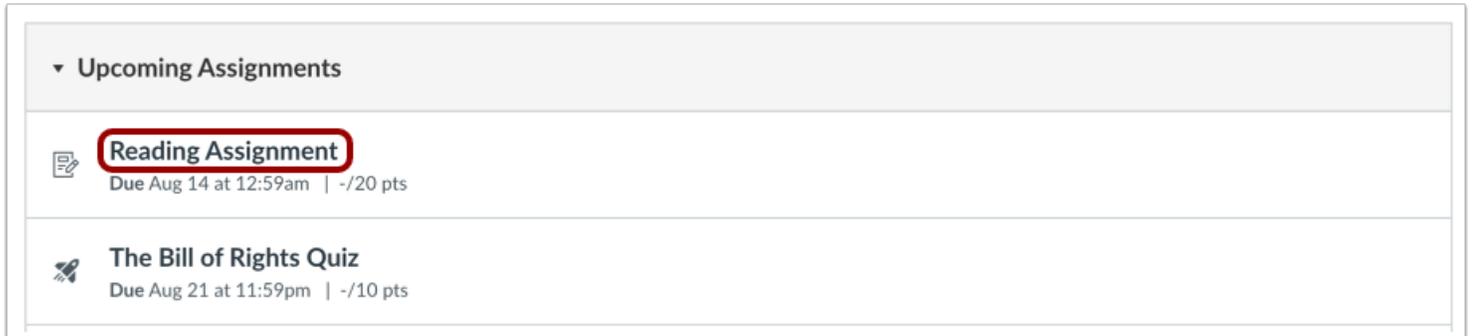
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Group assignments do not support the student annotation submission type.

Open Assignments



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

Open Assignment



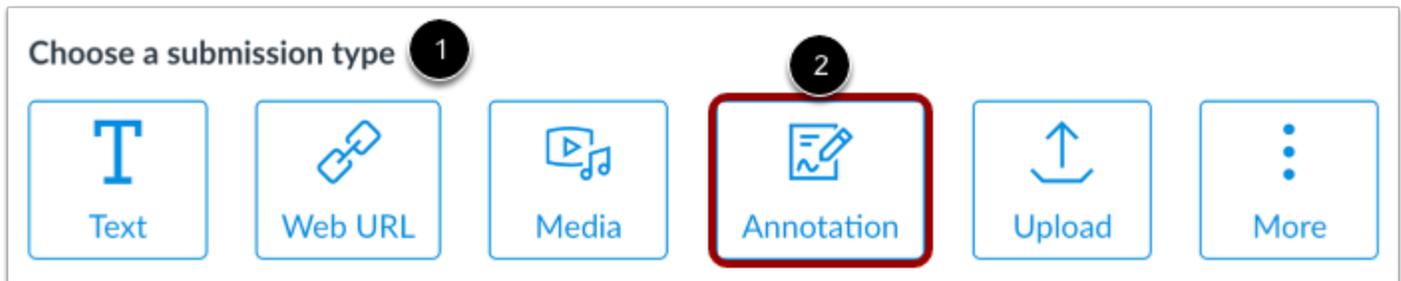
▼ Upcoming Assignments

Reading Assignment
Due Aug 14 at 12:59am | -/20 pts

The Bill of Rights Quiz
Due Aug 21 at 11:59pm | -/10 pts

Click the title of the assignment.

Select Submission Type



Choose a submission type **1**

2

Text Web URL Media Annotation Upload More

Your instructor may specify which submission types are appropriate for each assignment.

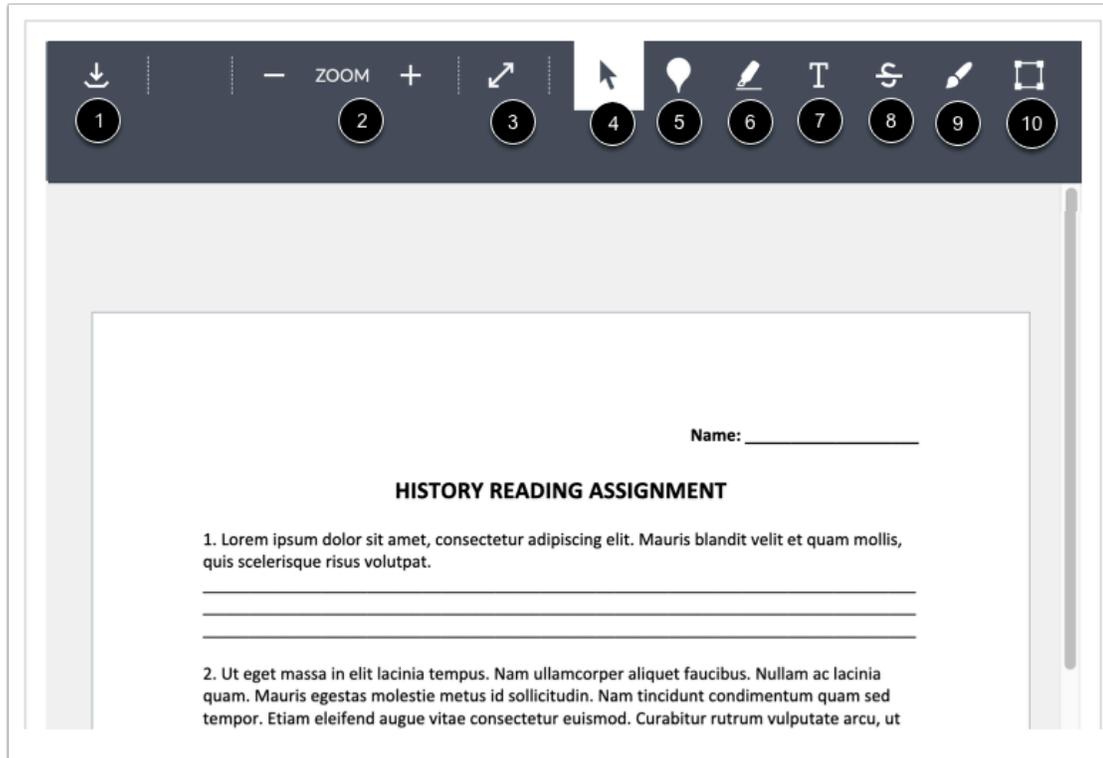
In the **Choose a submission type** section [1], click the **Annotation** button [2].

If your instructor only allows Annotation submissions, DocViewer may display in place of the Choose a submission type section.

Notes:

- If the Annotation option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Annotate Assignment



To annotate your assignment submission, use the annotation tools in the DocViewer menu. [Learn more about how to use DocViewer.](#)

To download the file, click the **Download** icon [1].

To zoom in or out, click the **Zoom in** or **Zoom out** icons [2].

To view the document in full screen, click the **Fullscreen** icon [3].

To select and move annotations, click the **Selection** icon [4].

To add a point annotation, click the **Point Annotation** icon [5].

To add a highlight annotation, click the **Highlight Annotation** icon [6].

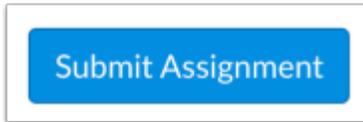
To add a text annotation, click the **Freetext Annotation** icon [7].

To add a strikeout annotation, click the **Strikeout Annotation** icon [8].

To add a drawing annotation, click the **Free Draw Annotation** icon [9].

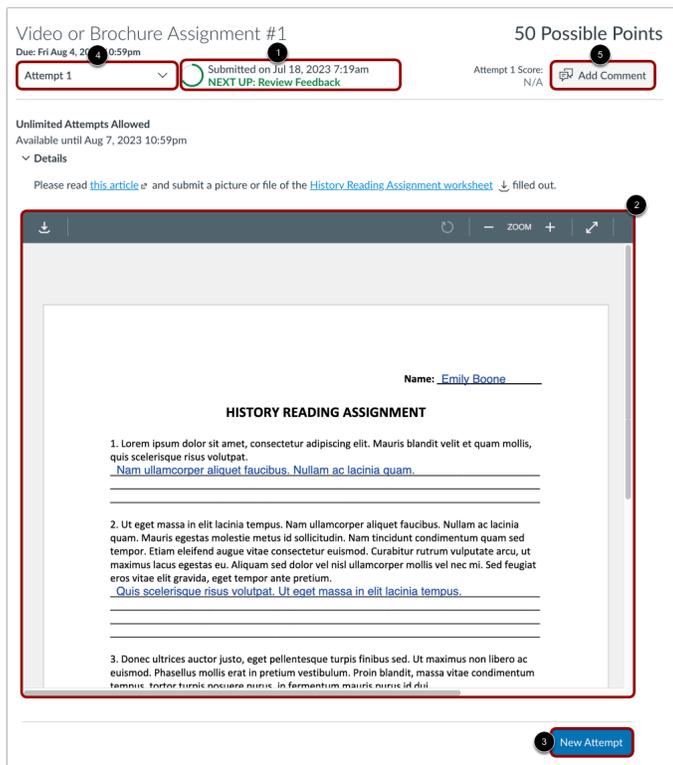
To add an area annotation, click the **Area Annotation** icon [10].

Submit Assignment



To submit your assignment, click the **Submit Assignment** button.

View Submission

A screenshot of the Canvas assignment submission interface. At the top, it says "Video or Brochure Assignment #1" and "50 Possible Points". Below this, there's a "Due: Fri Aug 4, 2023 10:59pm" and a "Submitted on Jul 18, 2023 7:19am" status. A "NEXT UP: Review Feedback" button is visible. On the left, there's an "Attempt 1" dropdown menu. On the right, there's an "Add Comment" button. Below the submission info, it says "Unlimited Attempts Allowed" and "Available until Aug 7, 2023 10:59pm". There's a "Details" link. The main content area shows a preview of a document titled "HISTORY READING ASSIGNMENT" with three numbered paragraphs of placeholder text. At the bottom right, there's a "New Attempt" button. Numbered callouts [1] through [5] are placed over various elements: [1] on the submission status, [2] on the document preview, [3] on the "New Attempt" button, [4] on the "Attempt 1" dropdown, and [5] on the "Add Comment" button.

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays in a read-only format [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To view add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

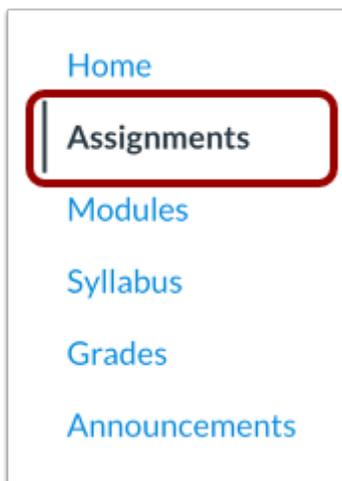
How do I use my webcam to take a photo for an assignment submission using Assignment Enhancements?

You can use your computer's webcam to take a photo and use it as your assignment submission using Assignment Enhancements. Submission photos are saved to the Submissions folder in your user files as a PNG file.

Notes:

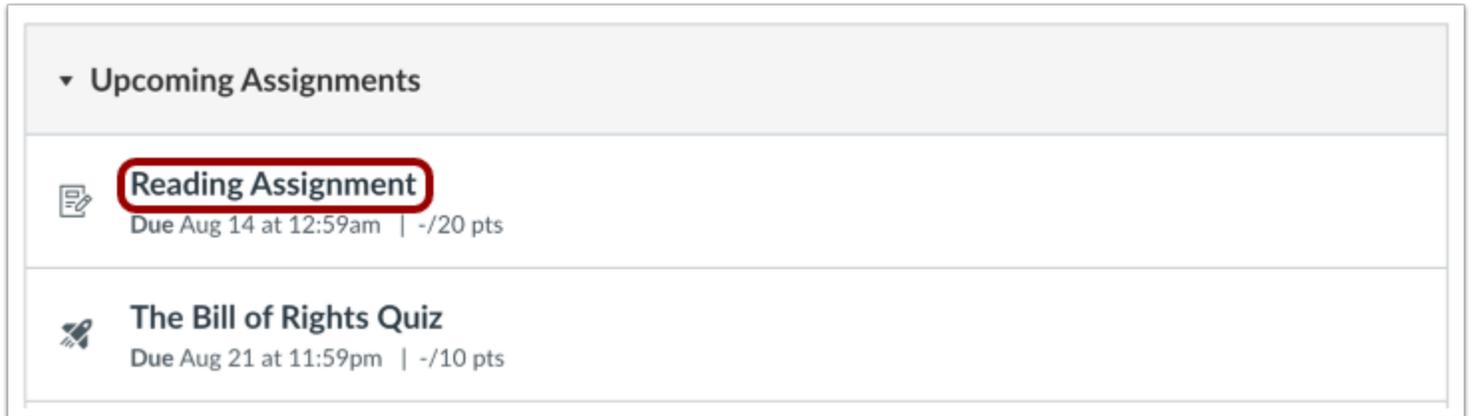
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- If your assignment does not allow image file types, such as PNG and JPEG files, the Webcam option does not display.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.

Open Assignments



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

Select Assignment



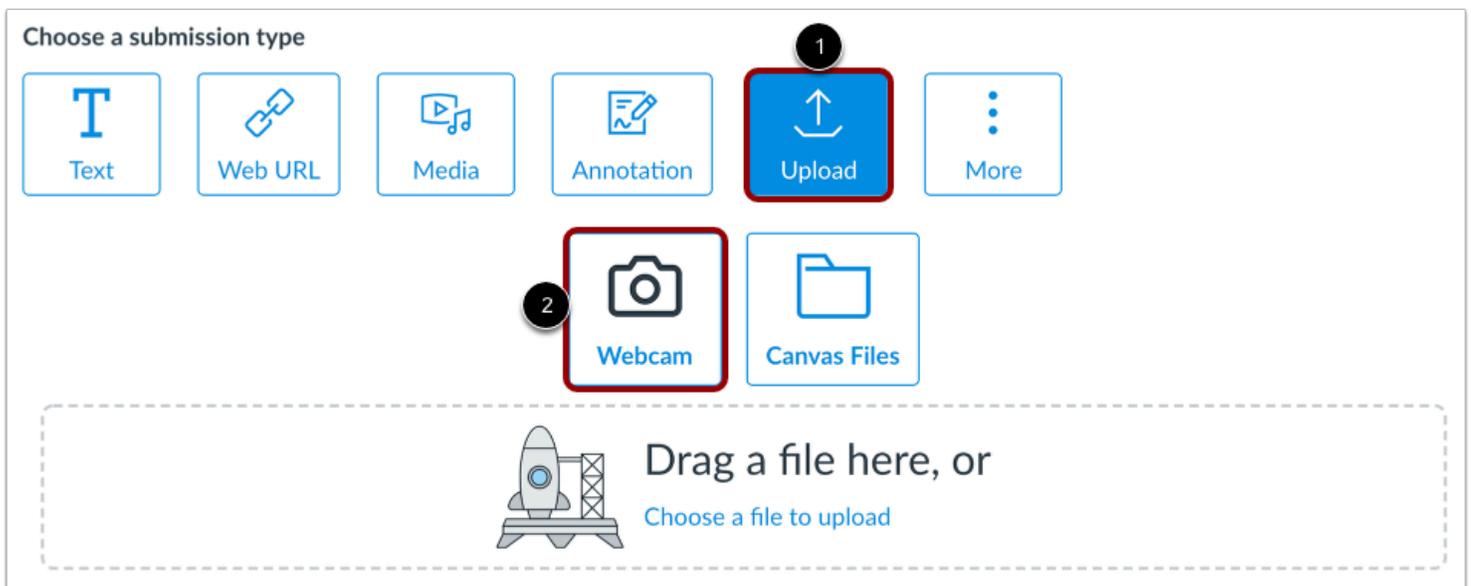
▼ Upcoming Assignments

 **Reading Assignment**
Due Aug 14 at 12:59am | -/20 pts

 **The Bill of Rights Quiz**
Due Aug 21 at 11:59pm | -/10 pts

Click the title of the assignment.

Select Submission Type



Choose a submission type

 Text

 Web URL

 Media

 Annotation

 Upload

 More

 Webcam

 Canvas Files

 Drag a file here, or
Choose a file to upload

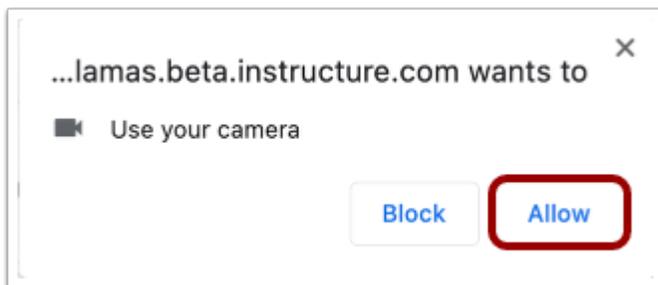
Your instructor may specify which submission types are appropriate for each assignment.

To use your webcam to upload a photo of your assignment, click the **Upload** button [1]. Then click the **Webcam** button [2].

If your instructor only allows File Upload submissions, the File Upload options may display in place of the Choose a submission type section.

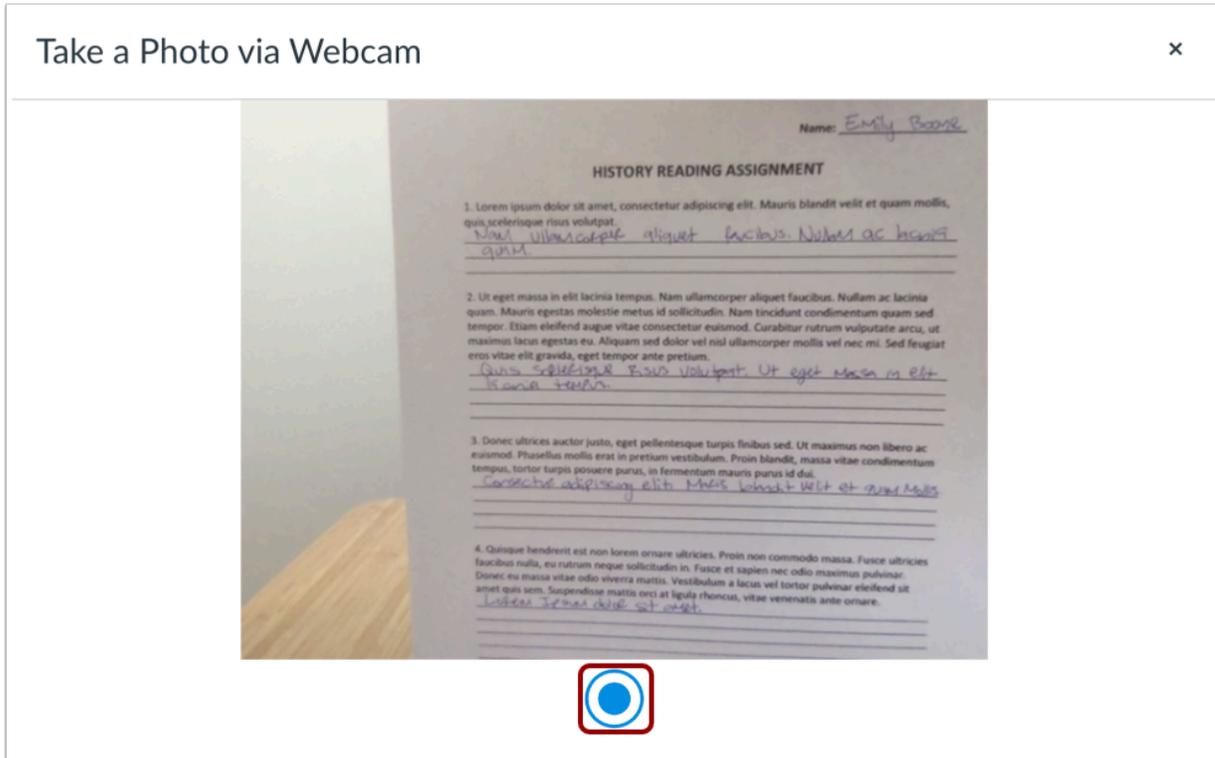
Notes:

- If the Upload option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- If your assignment does not allow image file types, such as PNG and JPEG files, the Webcam option does not display.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Enable Webcam

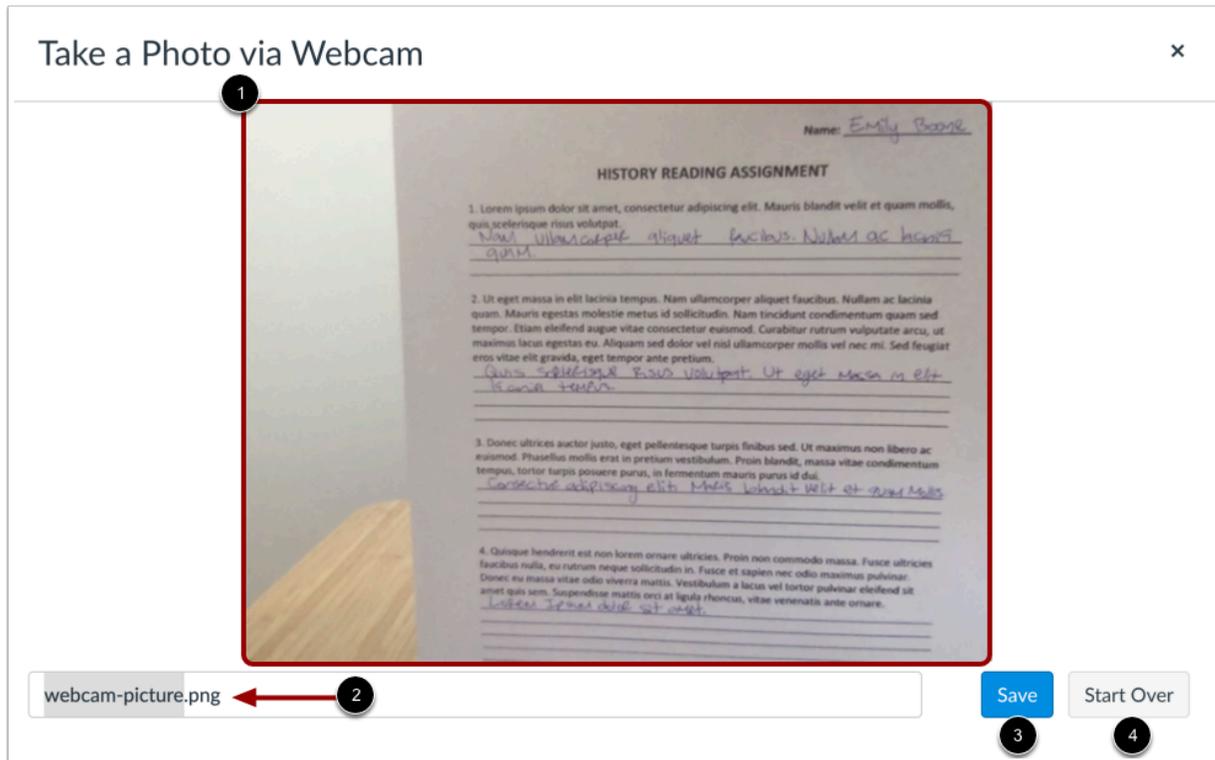
If your browser prompts you for access to your computer's camera, click the **Allow** button.

Take Photo



To take a photo using your computer's webcam, click the **Take Photo** icon. A timer will count down from three seconds and take the picture.

View Photo



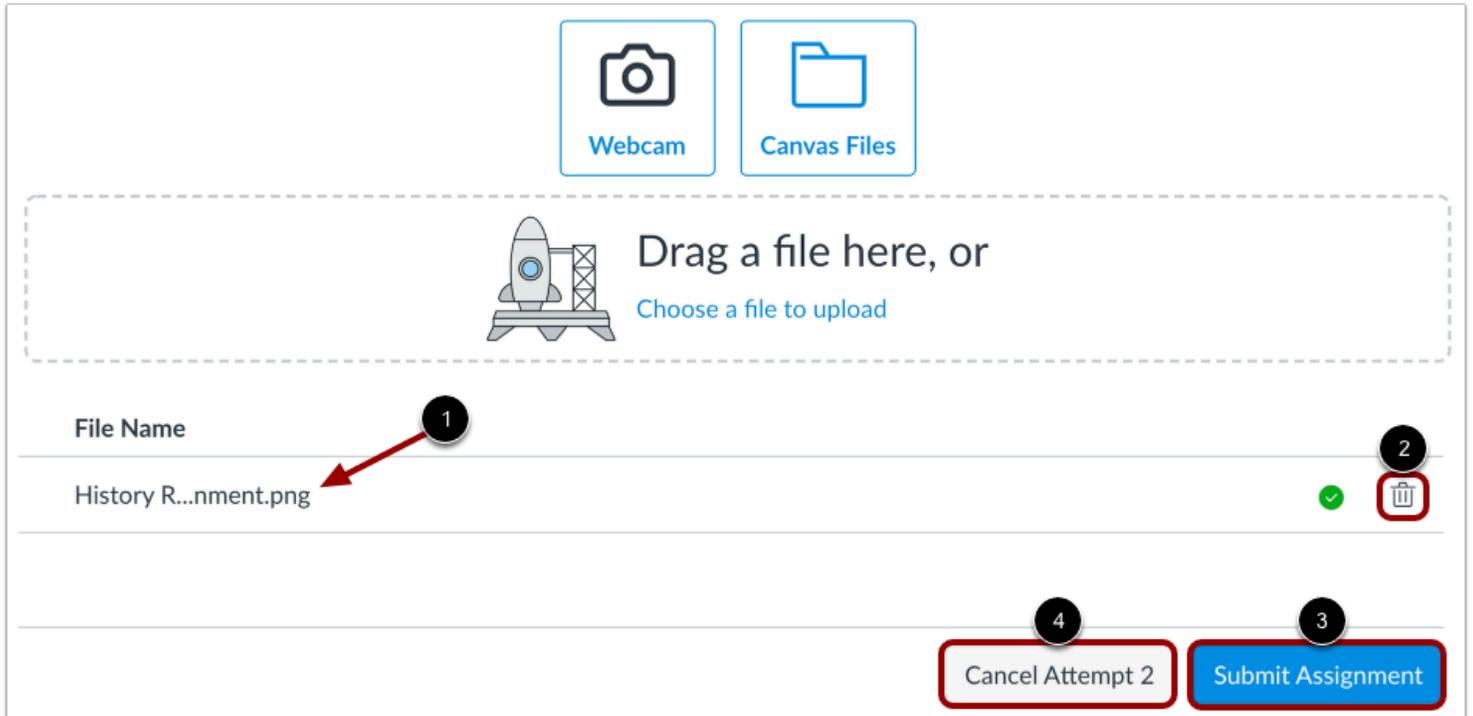
Once taken, your photo is previewed in the Take a Photo via Webcam page [1].

To edit the photo name, enter your edits in the **Photo Name** field [2].

To save your photo, click the **Save** button [3].

To remove your photo and take a new photo, click the **Start Over** button [4].

Submit Assignment



Webcam Canvas Files

Drag a file here, or
Choose a file to upload

File Name
History R...nment.png ✓ 🗑️

Cancel Attempt 2 Submit Assignment

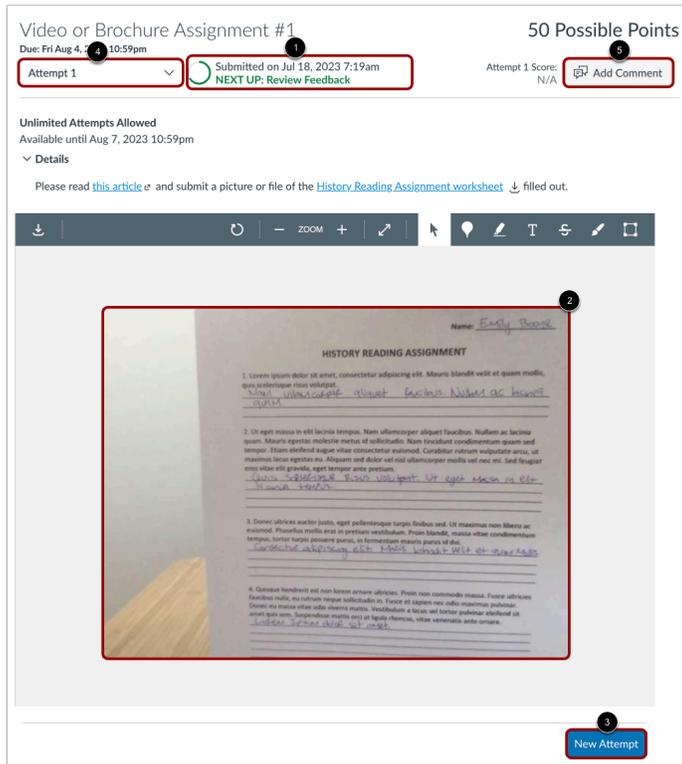
Your file displays as a draft submission [1].

To delete the file, click the **Delete** icon [2].

To submit the file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [4].

View Submission



When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a media file as an assignment submission for a course using Assignment Enhancements?

You can upload a video or audio file as an assignment submission in a Canvas course that uses Assignment Enhancements. You can also use Canvas to record an audio or video file to submit as an assignment. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

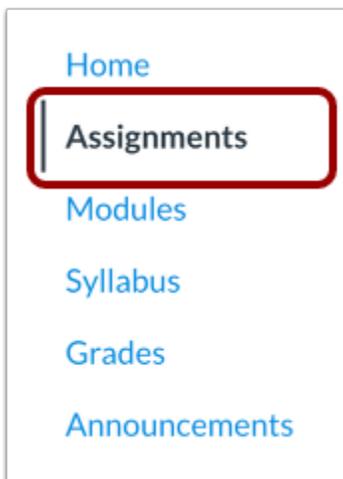
Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

To learn more about available options for using media files in Canvas, view the [Canvas Media Comparison resource document](#).

Notes:

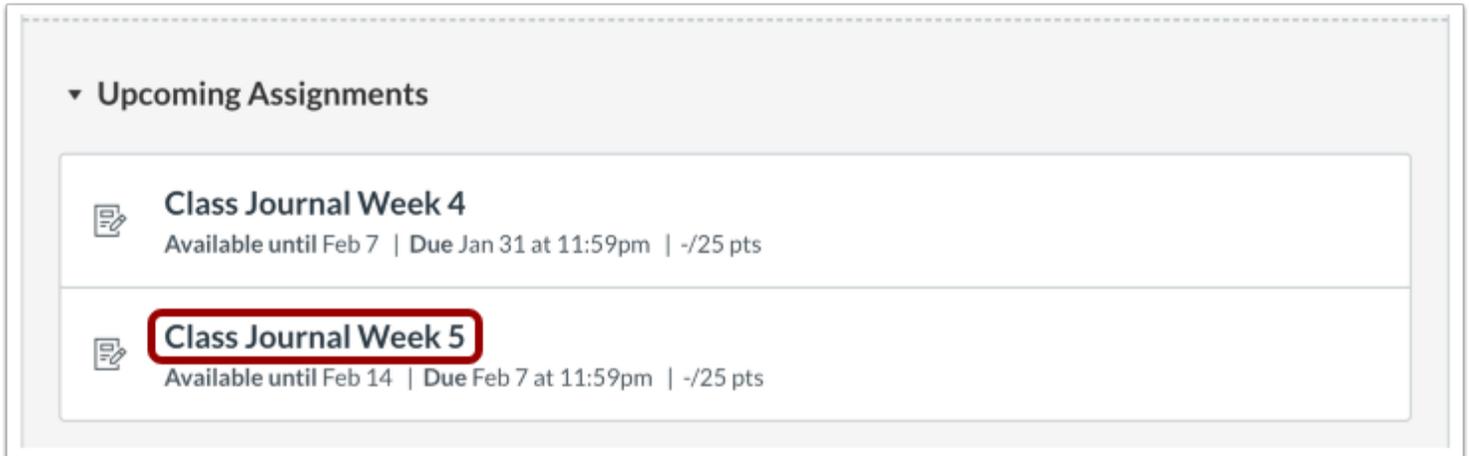
- Canvas will not accept media uploads larger than 500 MB.
- Assignment Enhancements does not support Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Open Assignments



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

Open Assignment

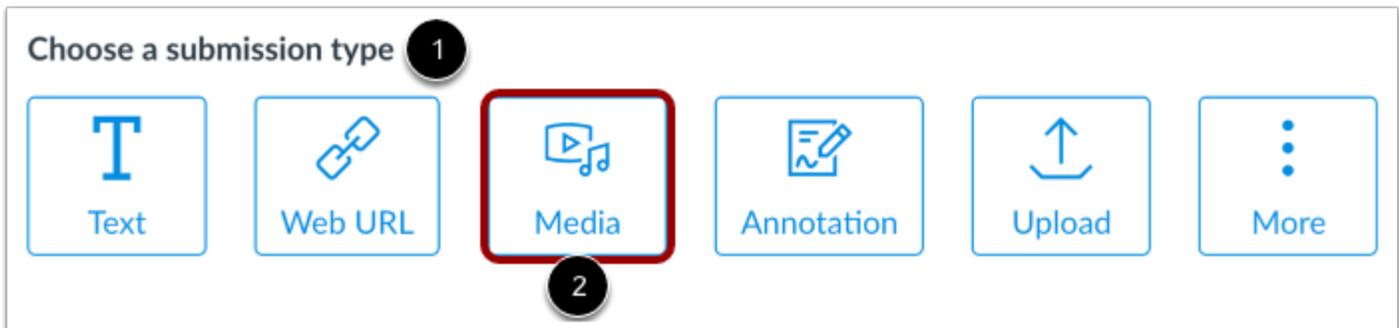


▼ Upcoming Assignments

-  **Class Journal Week 4**
Available until Feb 7 | Due Jan 31 at 11:59pm | -/25 pts
-  **Class Journal Week 5**
Available until Feb 14 | Due Feb 7 at 11:59pm | -/25 pts

Click the name of the assignment.

Select Submission Type



Choose a submission type **1**

-  Text
-  Web URL
-  **Media** **2**
-  Annotation
-  Upload
-  More

Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

Click the **Media** option [2]

If your instructor only allows Media submissions, the Media Upload tool displays in place of the Choose a submission type section.

Notes:

- If the Media submission type does not display, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions or contact your instructor for assistance.

Open Media Upload Tool

Choose a submission type

 Text

 Web URL

 **Media**

 Annotation

 Upload

 More

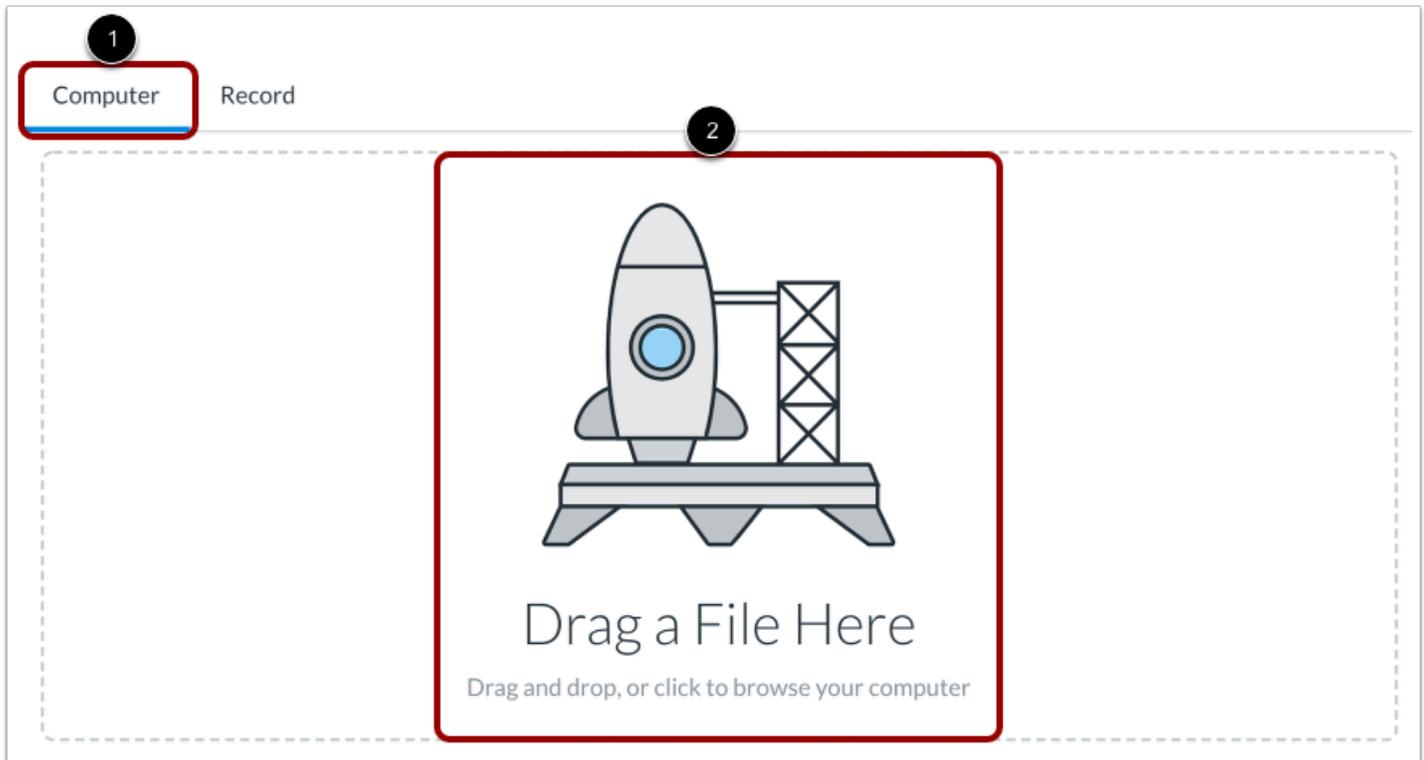


Add Media

Record/Upload

To open the media upload tool, the **Record/Upload Media** button.

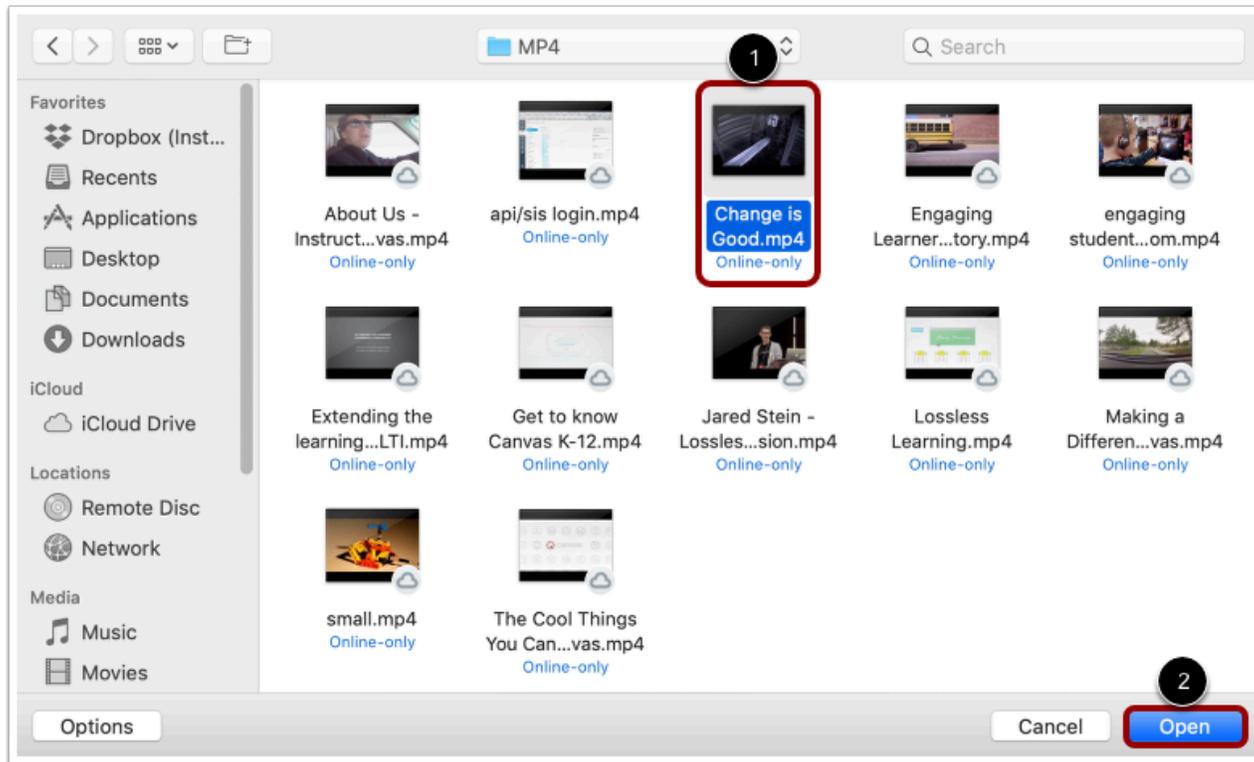
Upload Media



By default, the Media Upload tool opens on the **Computer** tab [1].

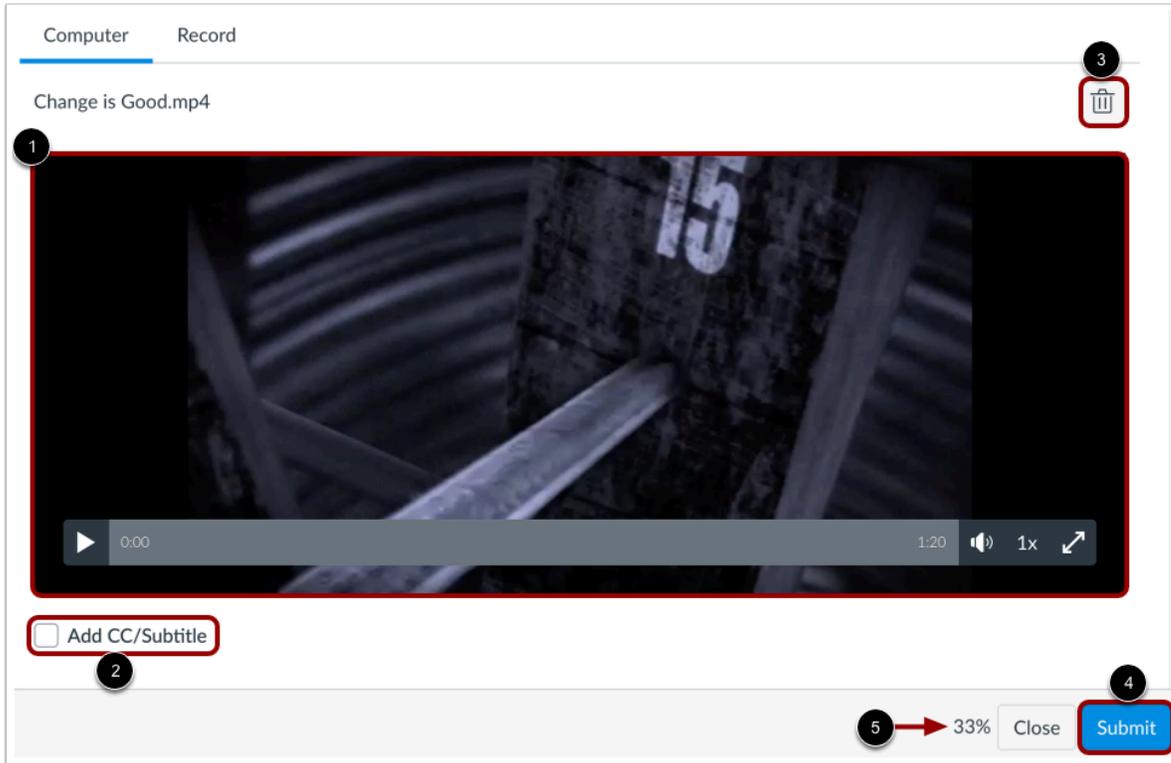
To upload a file from your computer, drag and drop a file, or browse your computer files by clicking the **Upload File** icon [2].

Select Media File



Select your media file [1] and click the **Open** button [2].

Save File as Submission Draft



The screenshot shows the Canvas media player interface. At the top, there are tabs for 'Computer' and 'Record'. Below the tabs, the file name 'Change is Good.mp4' is displayed. A red box labeled '1' highlights the video player area, which shows a video frame with a play button, a progress bar at 0:00, a total duration of 1:20, a volume icon, and a 1x zoom level. A red box labeled '2' highlights the 'Add CC/Subtitle' checkbox. A red box labeled '3' highlights the delete icon (trash can) in the top right corner. A red box labeled '4' highlights the 'Submit' button in the bottom right corner. A red box labeled '5' highlights the progress bar, which shows 33% completion, a 'Close' button, and the 'Submit' button.

Once uploaded, you can review the media using the media player [1].

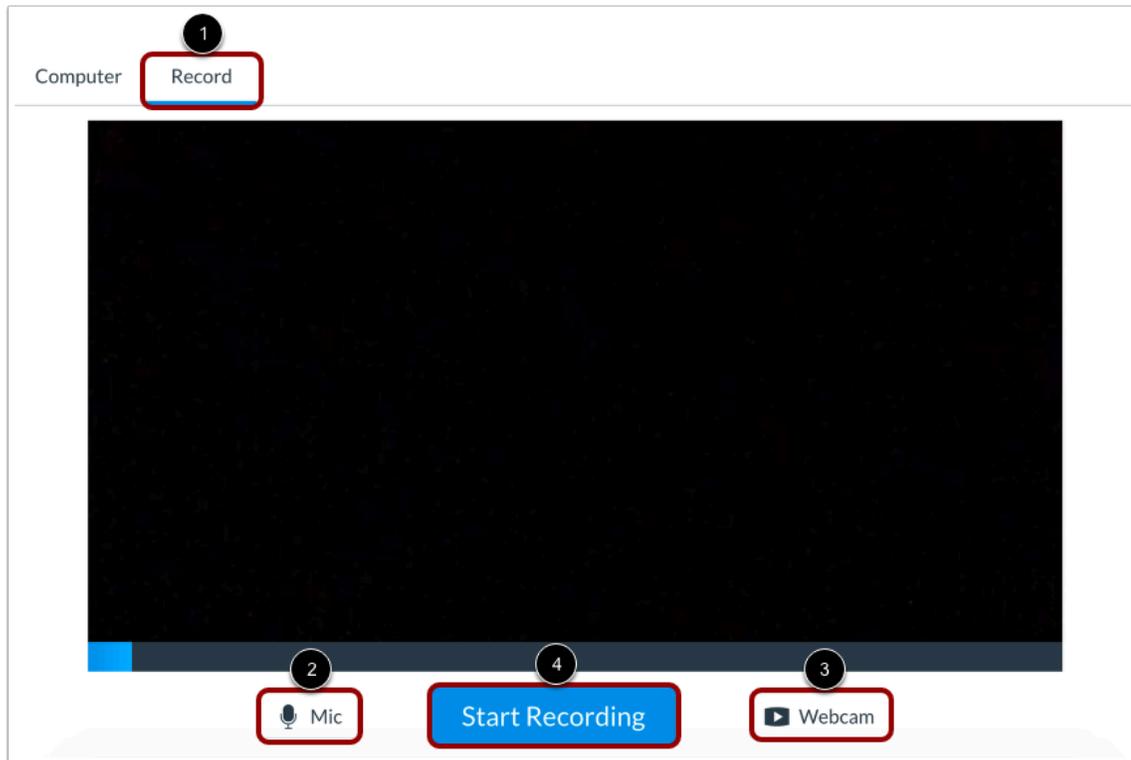
To upload a closed caption or subtitle file, click the **Add CC/Subtitle** checkbox [2].

To delete your uploaded file, click the **Delete** icon [3].

To save your media as a submission draft, click the **Submit** button [4].

Note: When a media file is submitted, an upload percentage tracks the upload progress [5].

Record Media



To record media, click the **Record** tab [1].

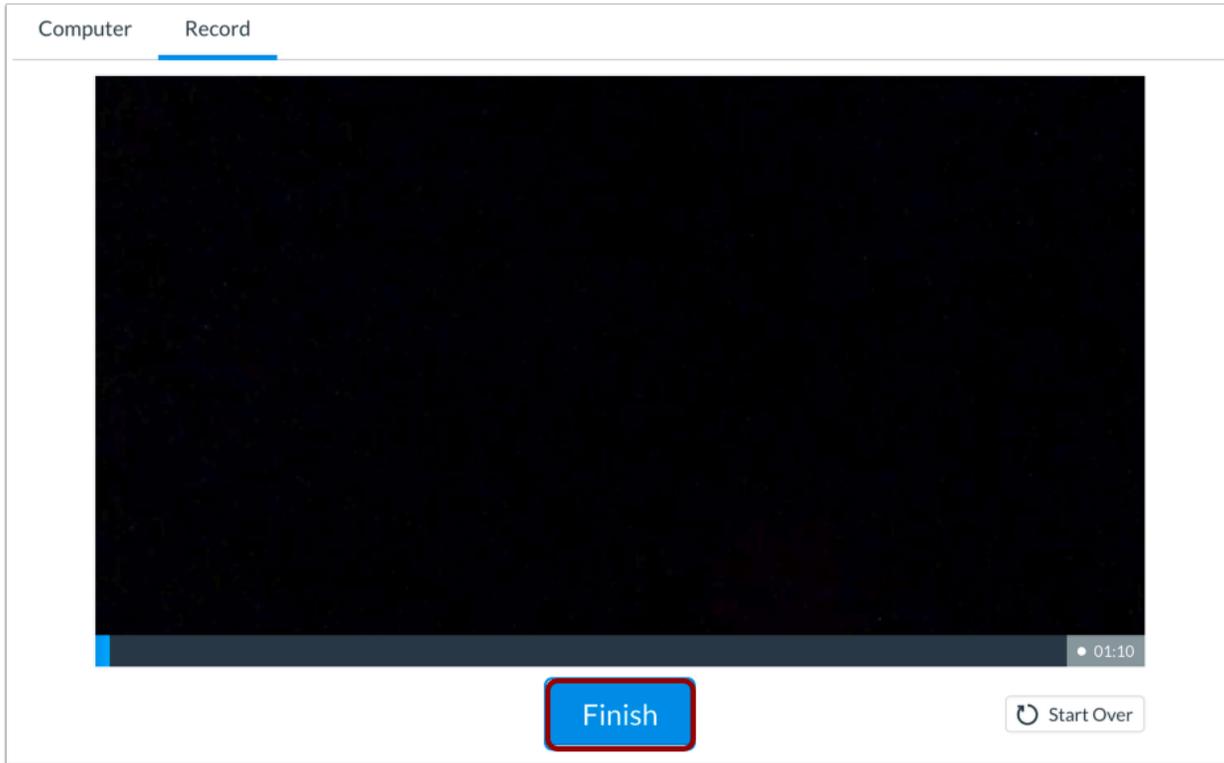
You have the option to record video or audio to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [2]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [3].

To begin recording, click the **Start Recording** button [4].

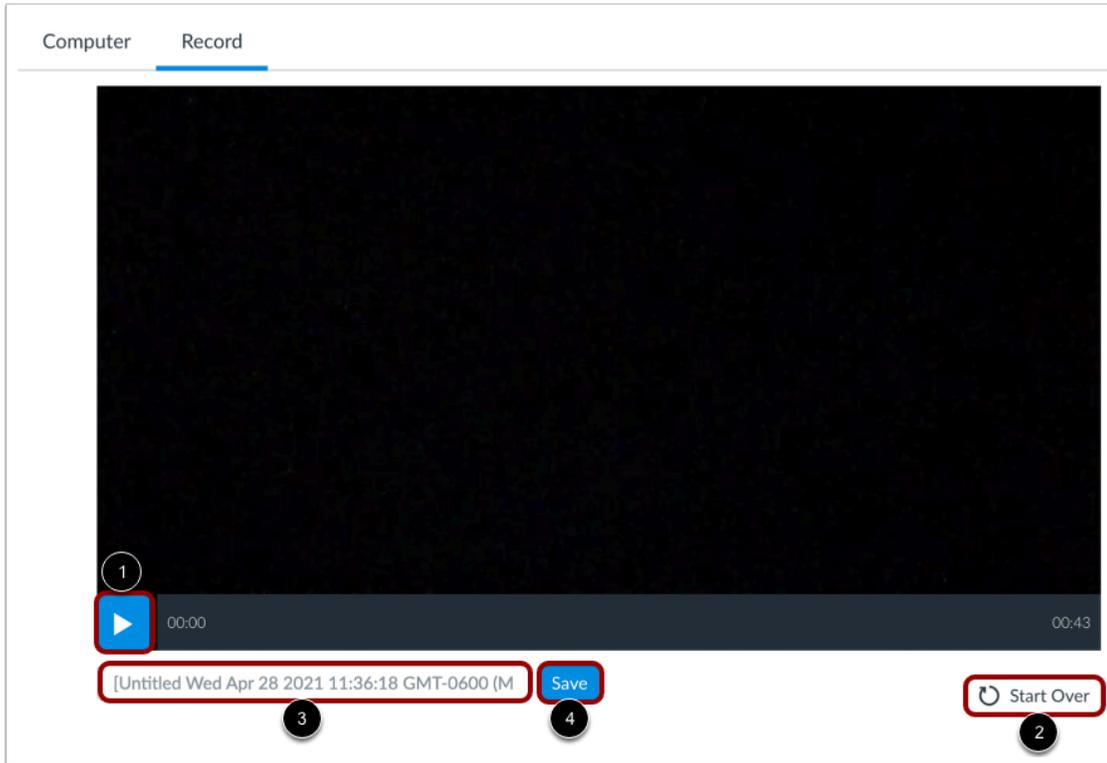
Note: If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.

Finish Recording



To end your recording, click the **Finish** button.

Save Recorded Media as Draft



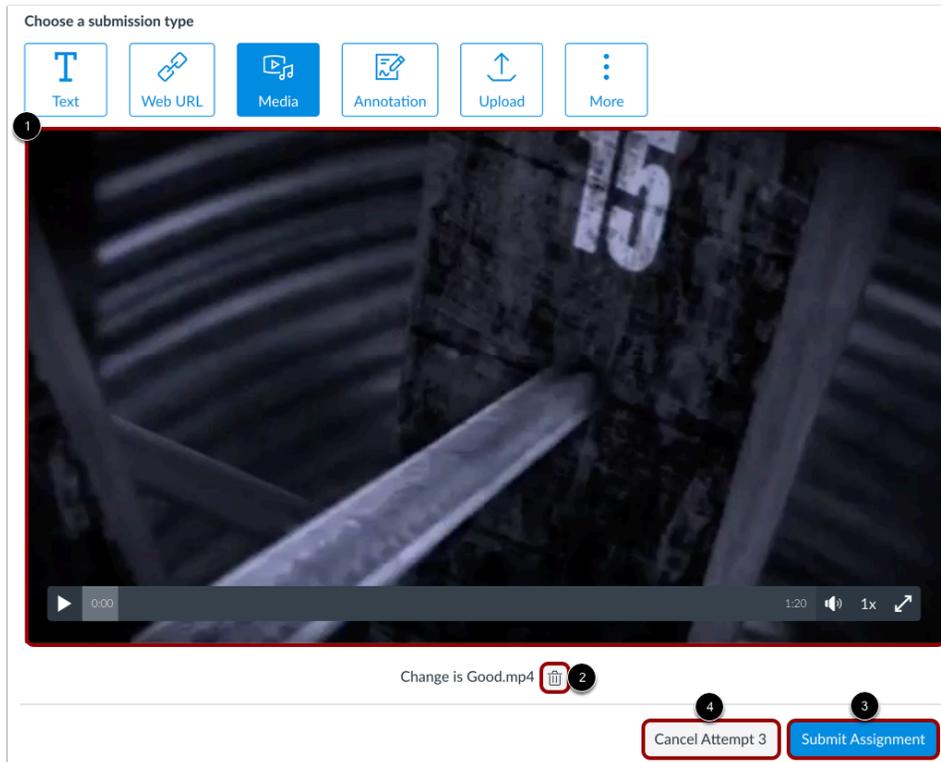
To play your media, click the **Play** button [1].

To erase your current recording and try again, click the **Start Over** button [2].

By default, the media file name will save as "Untitled" and include the date and time of the recording. To edit the default file name, type your preferred file name in the **File Name** field [3].

To save your recording as a submission draft, click the **Save** button [4].

Submit Assignment



The screenshot shows the 'Choose a submission type' interface. At the top, there are six buttons: Text, Web URL, Media (highlighted in blue), Annotation, Upload, and More. Below these is a video player showing a dark scene with a person's face. The video player has a progress bar at 0:00 and a total duration of 1:20. Below the video player, the filename 'Change is Good.mp4' is displayed with a delete icon (a trash can) next to it. At the bottom right, there are two buttons: 'Cancel Attempt 3' and 'Submit Assignment'.

Once your media file has been saved as a draft submission, you can review it in the media player [1].

To delete the media file, click the **Delete** icon [2].

To submit the media file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [4].

View Submission

Video or Brochure Assignment #1 50 Possible Points

Due: Fri Aug 4, 2023 10:59pm

Attempt 1 Submitted on Jul 18, 2023 7:19am
NEXT UP: Review Feedback Attempt 1 Score: N/A [Add Comment](#)

3 1 4

Unlimited Attempts Allowed
Available until Aug 7, 2023 10:59pm

Details

Talk about what you're learning in class and one question you have.

> View Rubric

2
[New Attempt](#)

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [3].

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

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I enter a URL as an assignment submission for a course using Assignment Enhancements?

You can enter a website URL as a submission in a Canvas course that uses Assignment Enhancements. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. You may also have the option to resubmit assignments if your instructor allows.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric.

Third-Party File Application Submissions

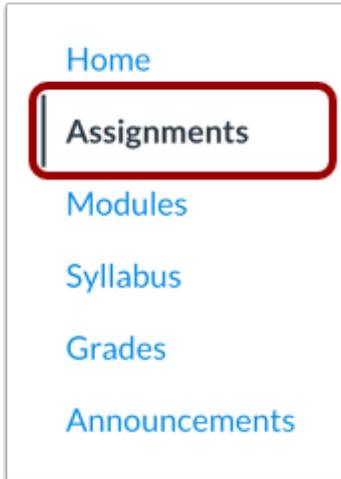
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

- Download the file to your computer and [submit as a File Upload](#)
- Share the file, copy the file URL, and submit as a Website URL

Notes:

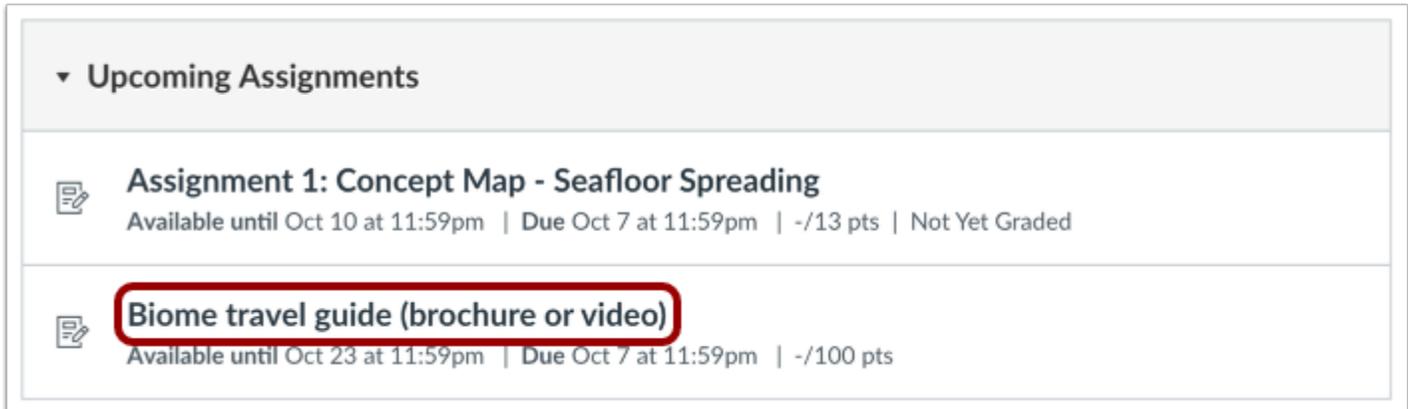
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- Assignment Enhancements does not support Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Open Assignments



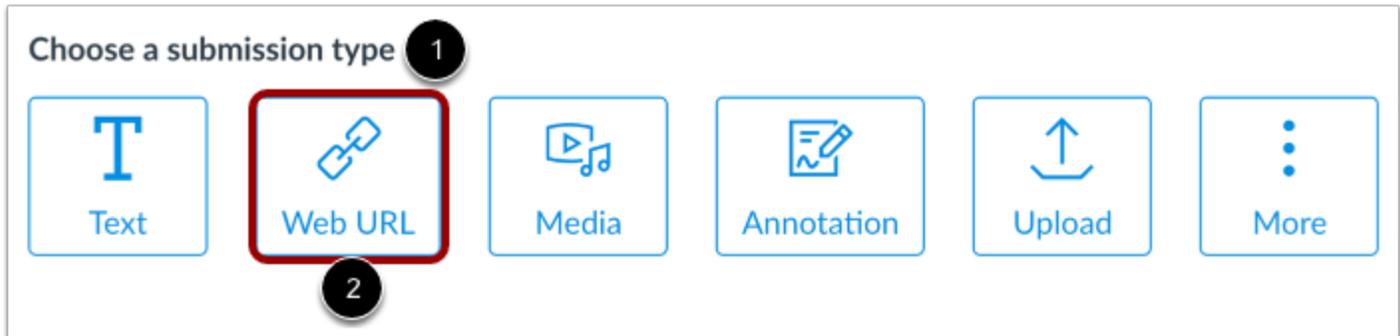
In Course Navigation, click the **Assignments** link.

Open Assignment



Click the name of an assignment.

Select Submission Type



Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

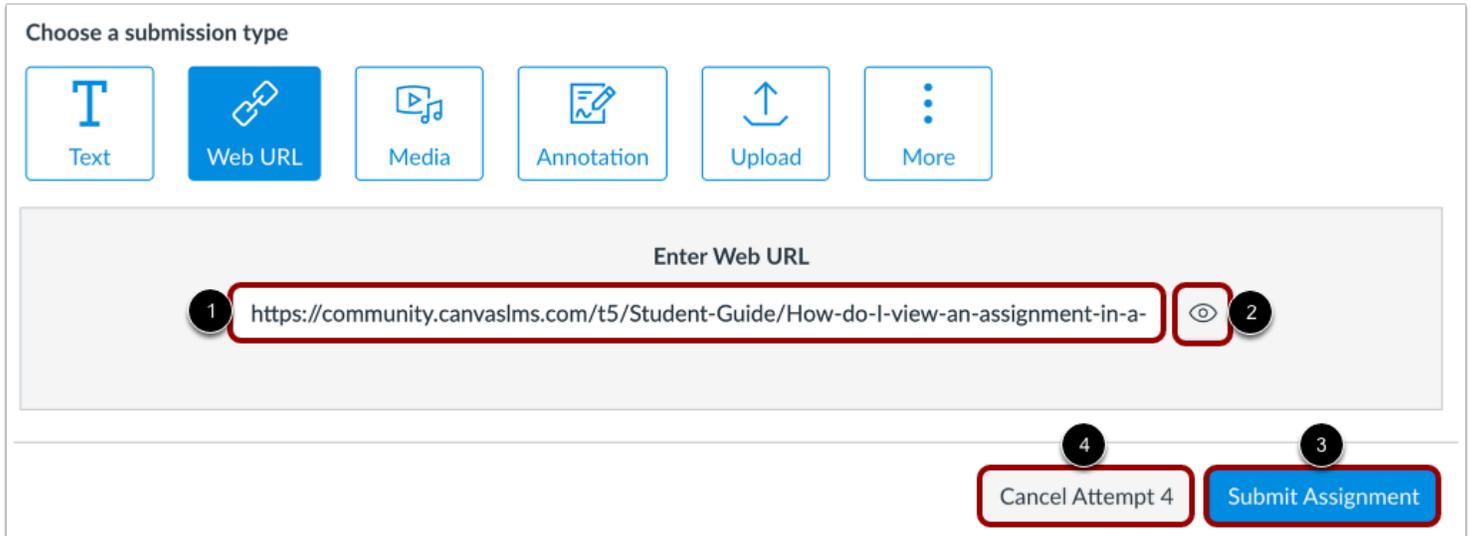
Click the **Web URL** option [2].

If your instructor only allows URL submissions, the Website URL field displays in place of the Choose a submission type section.

Notes:

- If the URL submission type does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Submit a Website URL



Choose a submission type

Text Web URL Media Annotation Upload More

Enter Web URL

1 2

4 Cancel Attempt 4 3 Submit Assignment

Type or copy and paste the URL into the **Enter Web URL** field [1].

You can submit assignments from Google Drive, Dropbox, or another third-party service by sharing the file, copying the URL, and submitting as a website URL. Alternatively, you can download the file to your computer and [submit as a file upload](#) if the assignment allows.

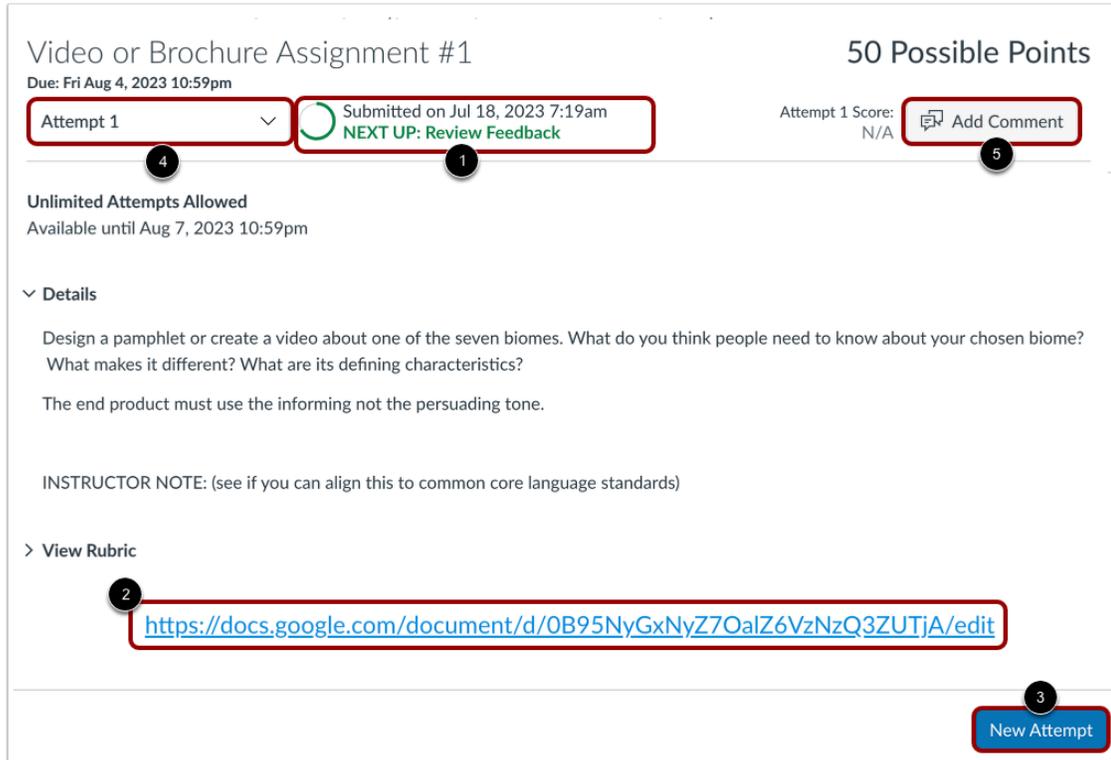
To preview your URL in a new browser tab, click the **View** icon [2].

To submit your URL submission, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [4].

Note: A URL must be entered to view the Preview icon and Submit Assignment button.

View Submission



Video or Brochure Assignment #1 50 Possible Points

Due: Fri Aug 4, 2023 10:59pm

Attempt 1 Submitted on Jul 18, 2023 7:19am
NEXT UP: Review Feedback Attempt 1 Score: N/A Add Comment

Unlimited Attempts Allowed
Available until Aug 7, 2023 10:59pm

Details

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

INSTRUCTOR NOTE: (see if you can align this to common core language standards)

View Rubric

<https://docs.google.com/document/d/0B95NyGxNyZ7OalZ6VzNzQ3ZUTjA/edit>

New Attempt

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a Google Drive file or URL as an assignment submission using Assignment Enhancements?

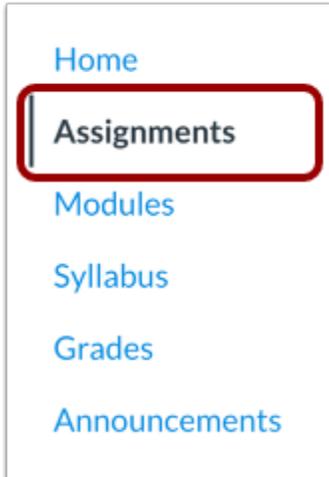
If your institution has enabled Google Drive or Google Docs as a submission type and enabled Assignment Enhancements in your course, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- If the Google Apps submission type does not display, your instructor has not installed the app in your course.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable [Google Drive a web service](#) in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Canvas does not support file uploads larger than 5 GB.

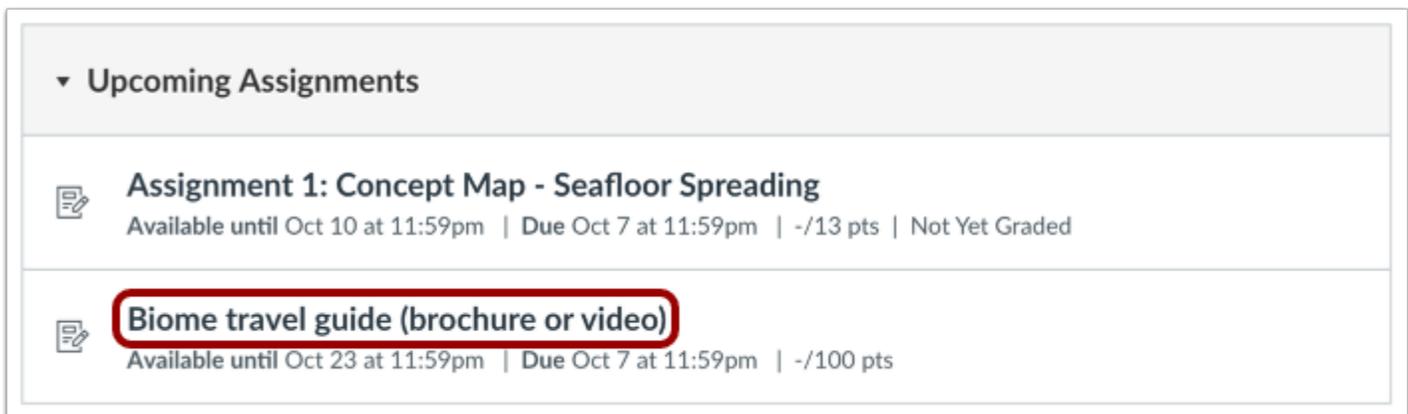
Open Assignments



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

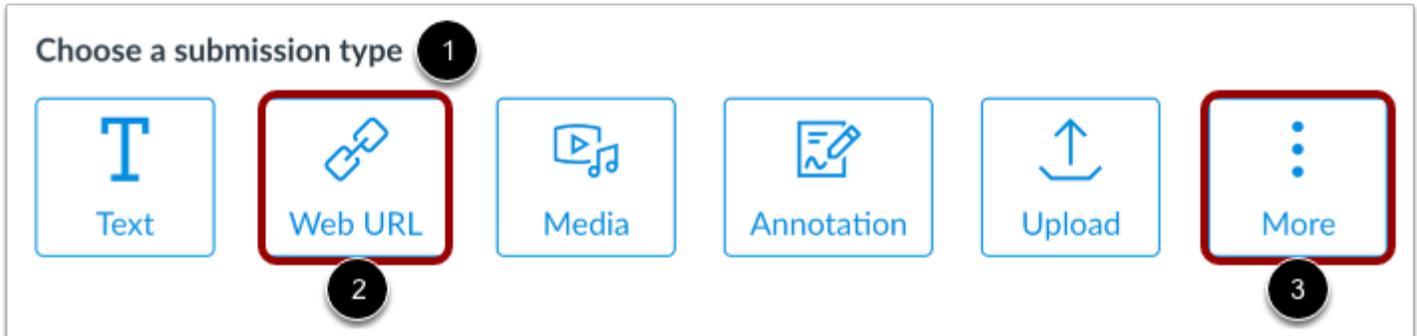
Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



Click the name of the assignment.

Select Submission Type

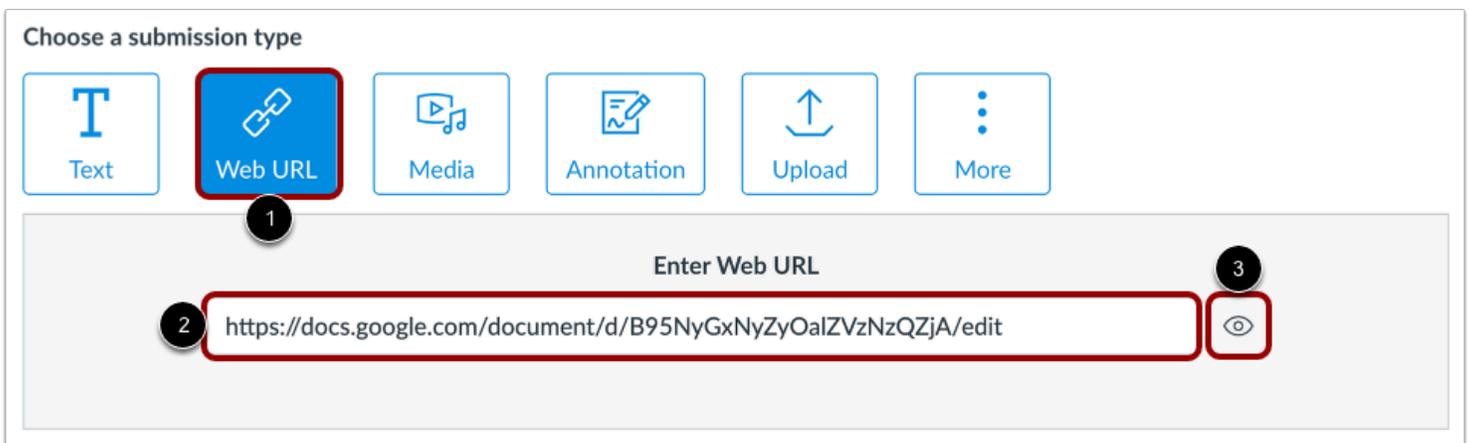


If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

You can add a Google Drive or Google Doc URL submission using the **Web URL** button [2].

Alternatively, if the Google Apps LTI has been added to your course, you can upload a Google Drive or Google Doc file using the **More** button [3].

Submit Google Drive URL



To add a Google Drive or Google Docs URL as your assignment submission, click the **Web URL** option in the Choose a submission type section [1].

Create a [shareable URL for your Google Drive or Google Docs file](#).

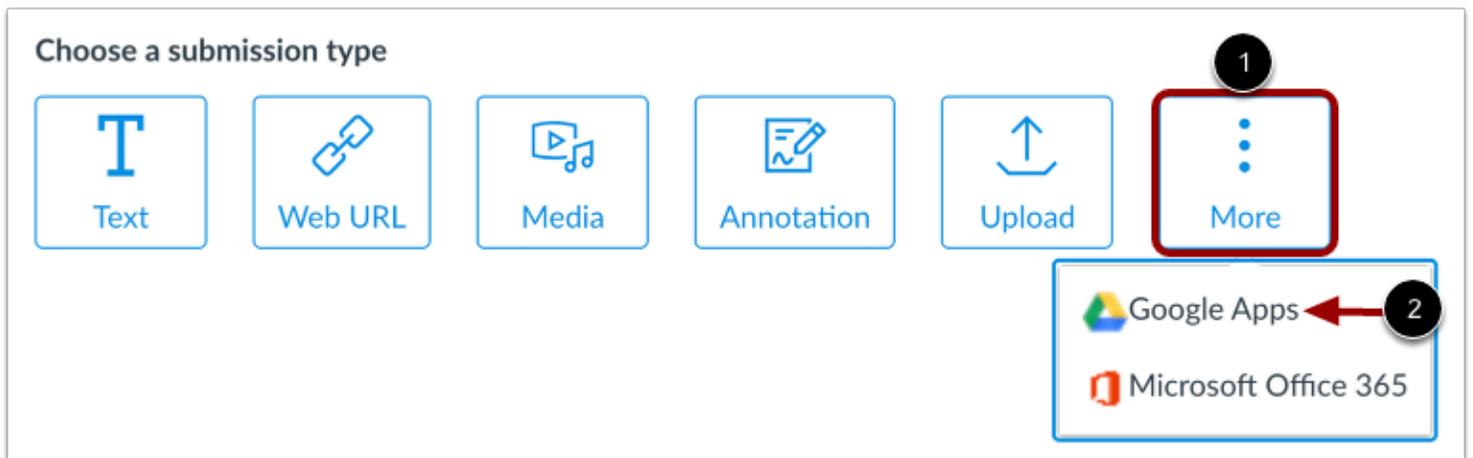
Then, in Canvas, add the shareable website URL to the **Enter Web URL** field [2].

Once added, your website URL will be saved as an assignment submission draft.

To preview your URL in a new browser tab, click the **View** icon [3].

Note: If a shareable link is not created, your instructor will not have permission to view your file.

Submit Google Drive File

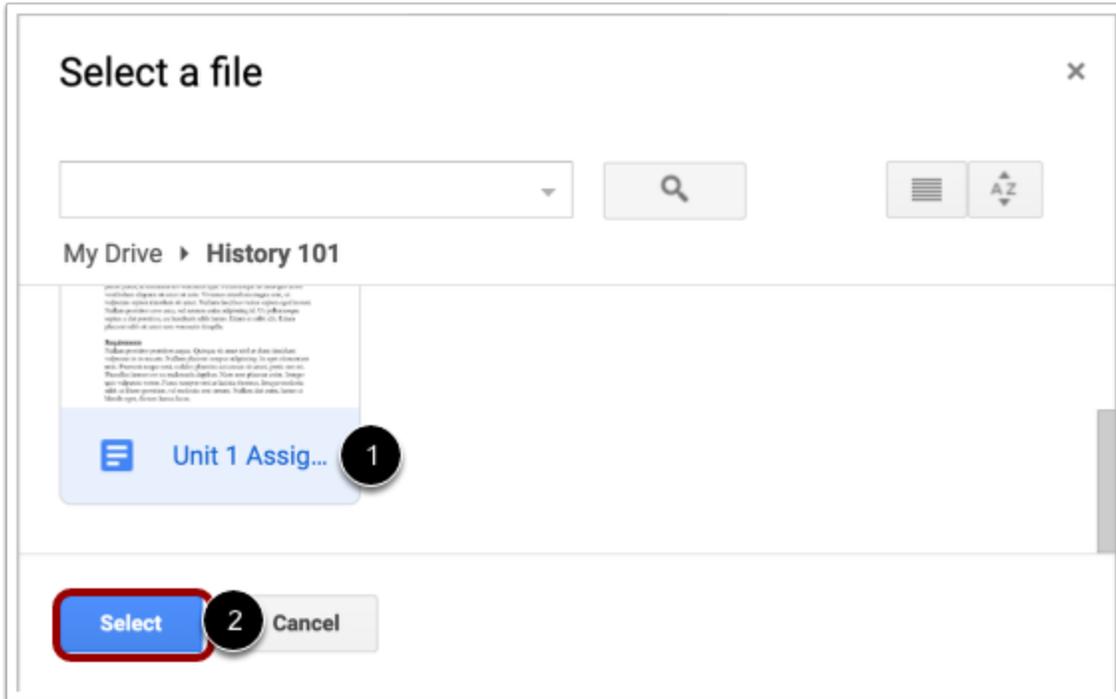


To upload a Google Drive or Google Docs file as your assignment submission, click the **More** option in the Choose a submission type section [1].

Then click the **Google Apps** option [2].

Note: If the Google Apps option does not display, your instructor has not installed the app in your course.

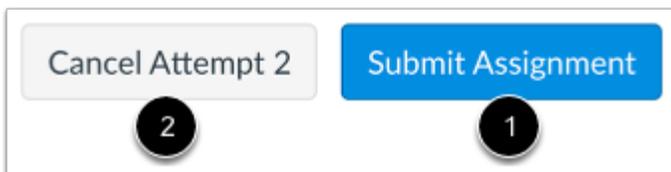
Select File



Select the appropriate Google Drive or Google Doc file [1].

To save your upload as a draft, click the **Select** button [2].

Submit Assignment

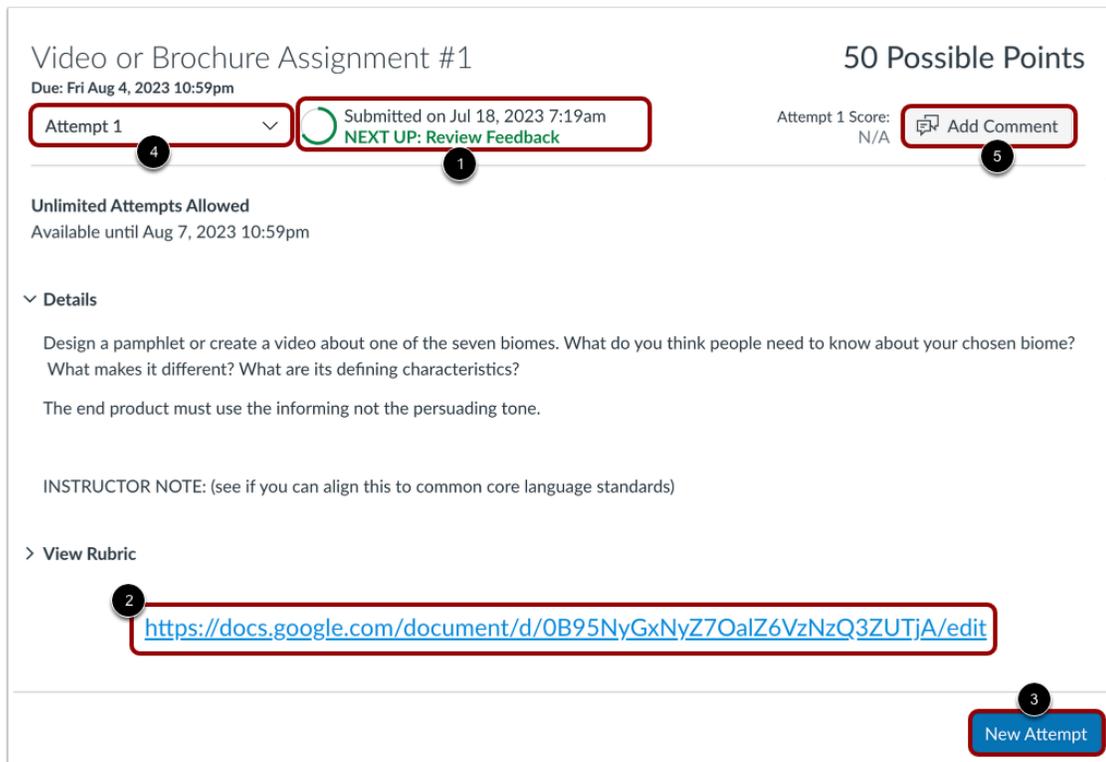


To submit your your Google Drive file or URL as your assignment submission, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [2].

Note: If you submit a website URL without creating a shareable link, your instructor will not have permission to view your file. Once a [shareable link](#) is created, your instructor will have access to the submitted URL.

View Submission



The screenshot shows the submission interface for an assignment titled "Video or Brochure Assignment #1". The page includes the following elements:

- Assignment Title:** Video or Brochure Assignment #1
- Points:** 50 Possible Points
- Due Date:** Due: Fri Aug 4, 2023 10:59pm
- Attempt 1:** A drop-down menu showing "Attempt 1" (callout 4).
- Submission Status:** Submitted on Jul 18, 2023 7:19am. A green checkmark icon and the text "NEXT UP: Review Feedback" are visible (callout 1).
- Score:** Attempt 1 Score: N/A
- Comment:** An "Add Comment" button (callout 5).
- Attempts:** Unlimited Attempts Allowed. Available until Aug 7, 2023 10:59pm.
- Details:** A section with a downward arrow and the text: "Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics? The end product must use the informing not the persuading tone. INSTRUCTOR NOTE: (see if you can align this to common core language standards)".
- Rubric:** A link to "View Rubric" (callout 2) pointing to a Google Docs document: <https://docs.google.com/document/d/0B95NyGxNyZ7OalZ6VzNzQ3ZUTjA/edit>.
- Resubmit:** A "New Attempt" button (callout 3).

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I submit a Microsoft Office 365 file as an assignment submission using Assignment Enhancements?

If your course has enabled Microsoft Office 365 and Assignment Enhancements, you can upload a file from your Microsoft OneDrive for an assignment.

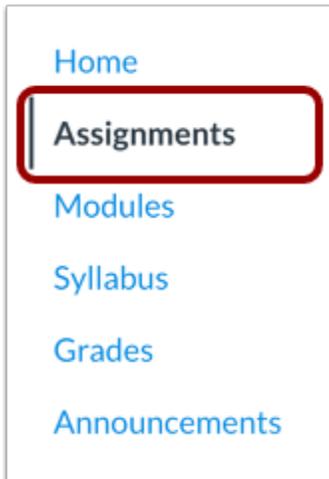
Files uploaded from Office 365 are added to your Canvas user files submissions folder.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- If the Microsoft Office 365 submission type does not display, your instructor has not installed the app in your course.
- Canvas will require you to authorize access to your OneDrive account.
- You can only attach one file for your submission.
- When Office 365 files are uploaded as a submission, changes later made to the file in OneDrive will not be updated in the submission.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has created an External Tool assignment, the Assignment Submission page may appear differently depending on the tool.
- Canvas does not support file uploads larger than 5 GB.

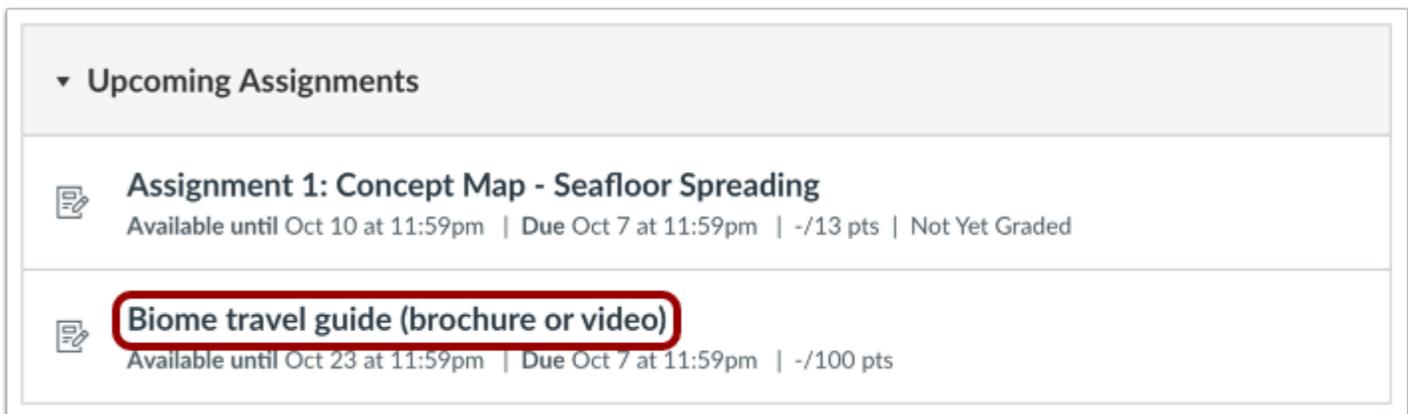
Open Assignments



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

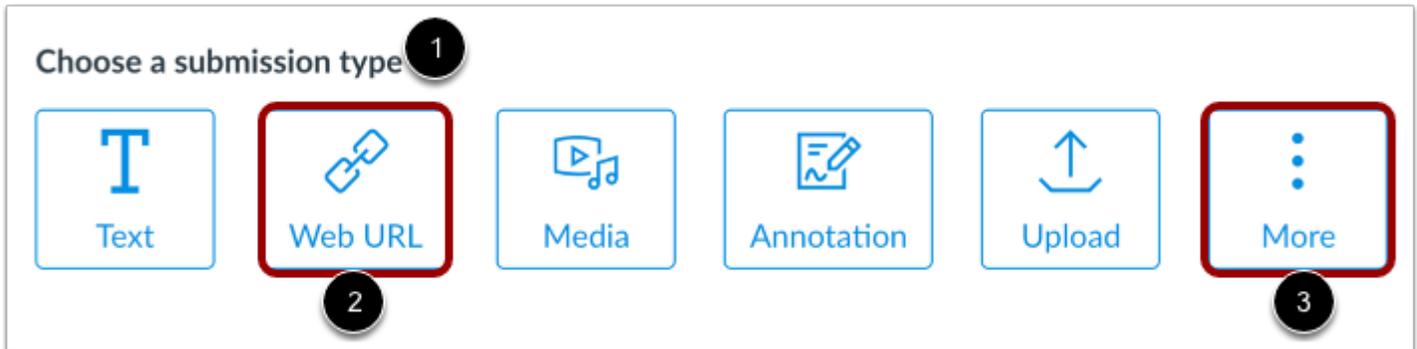
Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment



Click the name of the assignment.

Select Submission Type

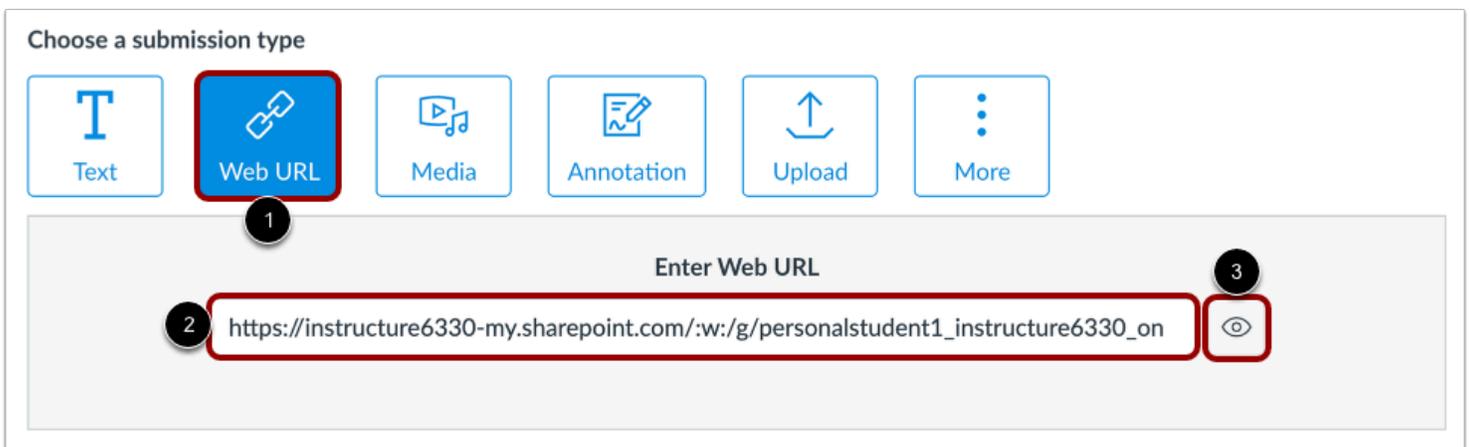


If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

You can add an Office 365 URL submission using the **Web URL** button [2].

Alternatively, if the Microsoft Office 365 LTI has been added to your course, you can upload an Office 365 file using the **More** button [3].

Submit Office 365 URL



To add an Office 365 URL as your assignment submission, click the **Web URL** option in the Choose a submission type section [1].

Create a [shareable URL for your Office 365 file](#).

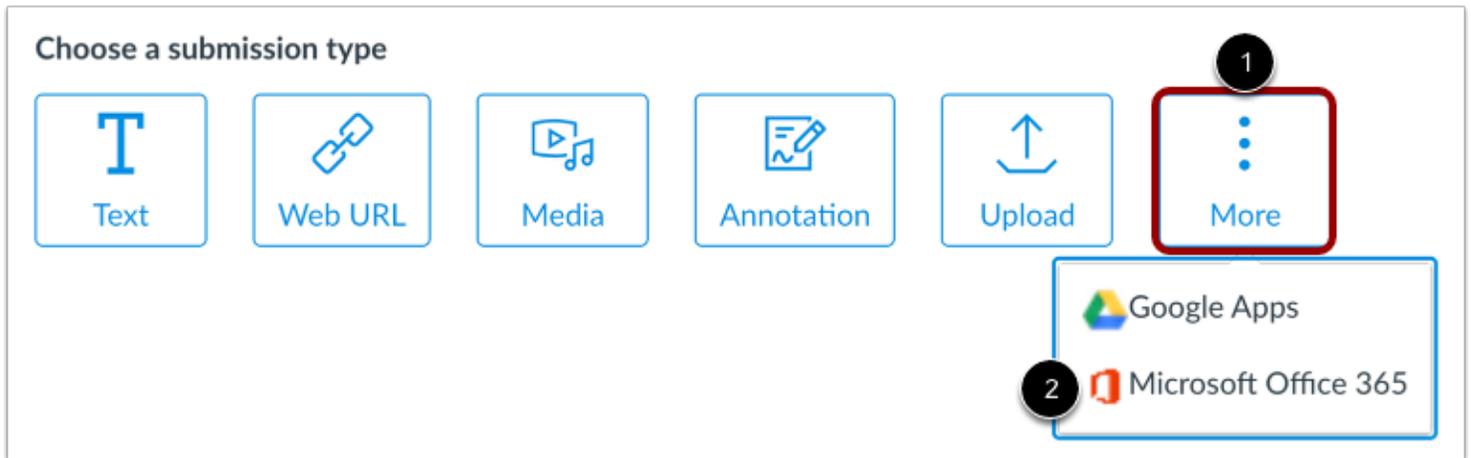
Then, in Canvas, add the shareable website URL to the **Enter Web URL** field [2].

Once added, your website URL will be saved as an assignment submission draft.

To preview your URL in a new browser tab, click the **View** icon [3].

Note: If a shareable link is not created, your instructor will not have permission to view your file.

Submit Office 365 File

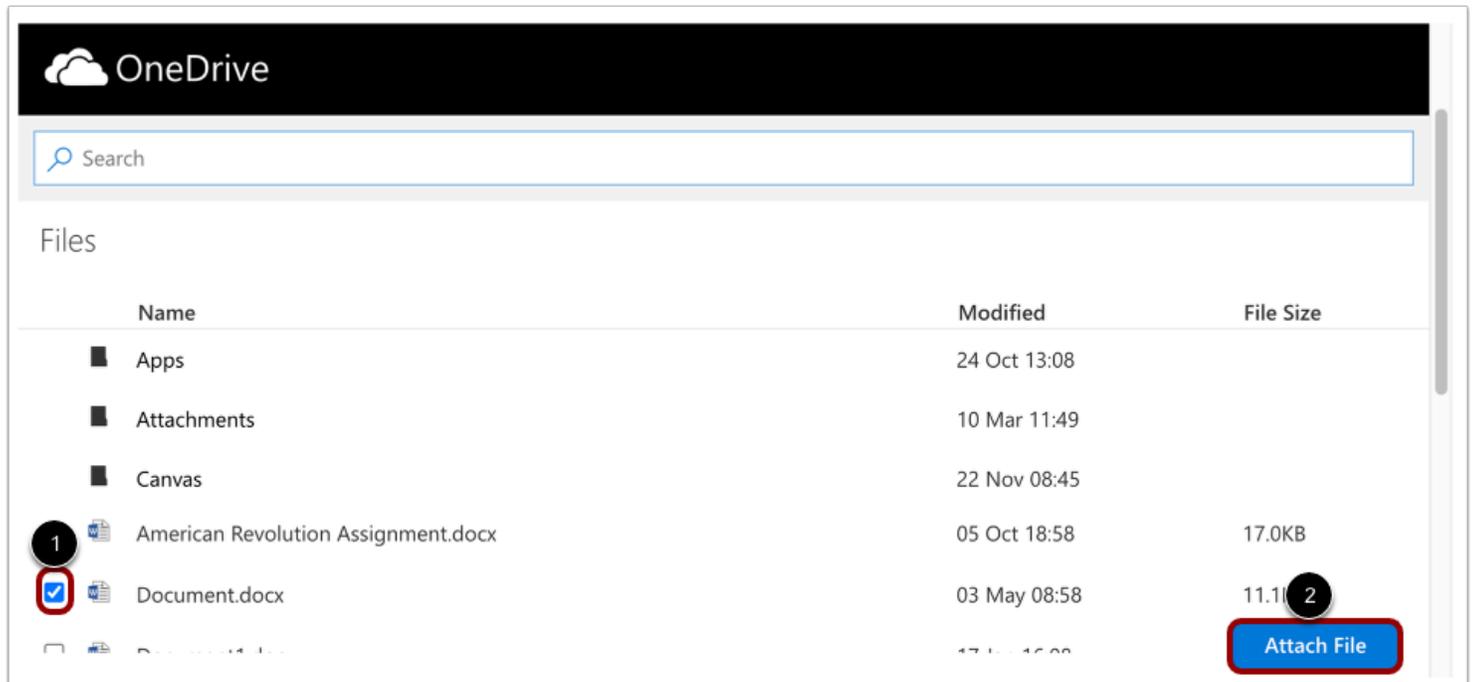


To upload a Microsoft Office 365 file as your assignment submission, click the **More** option in the Choose a submission type section [1].

Then click the **Microsoft Office 365** option [2].

Note: If the Microsoft Office 365 option does not display, your instructor has not installed the app in your course.

Select File



The screenshot shows the OneDrive interface with a search bar and a list of files. The file 'Document.docx' is selected, and the 'Attach File' button is highlighted.

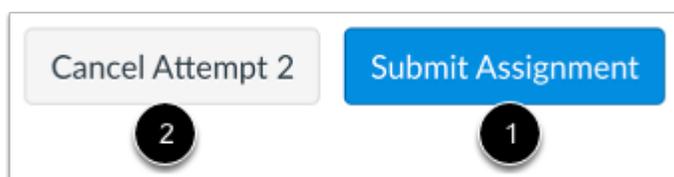
Name	Modified	File Size
Apps	24 Oct 13:08	
Attachments	10 Mar 11:49	
Canvas	22 Nov 08:45	
American Revolution Assignment.docx	05 Oct 18:58	17.0KB
<input checked="" type="checkbox"/> Document.docx	03 May 08:58	11.1KB
		Attach File

Microsoft Office 365 displays a list of allowed file types.

Click the checkbox of the appropriate file [1].

To save your upload as a draft, click the **Attach File** button [2].

Submit Assignment

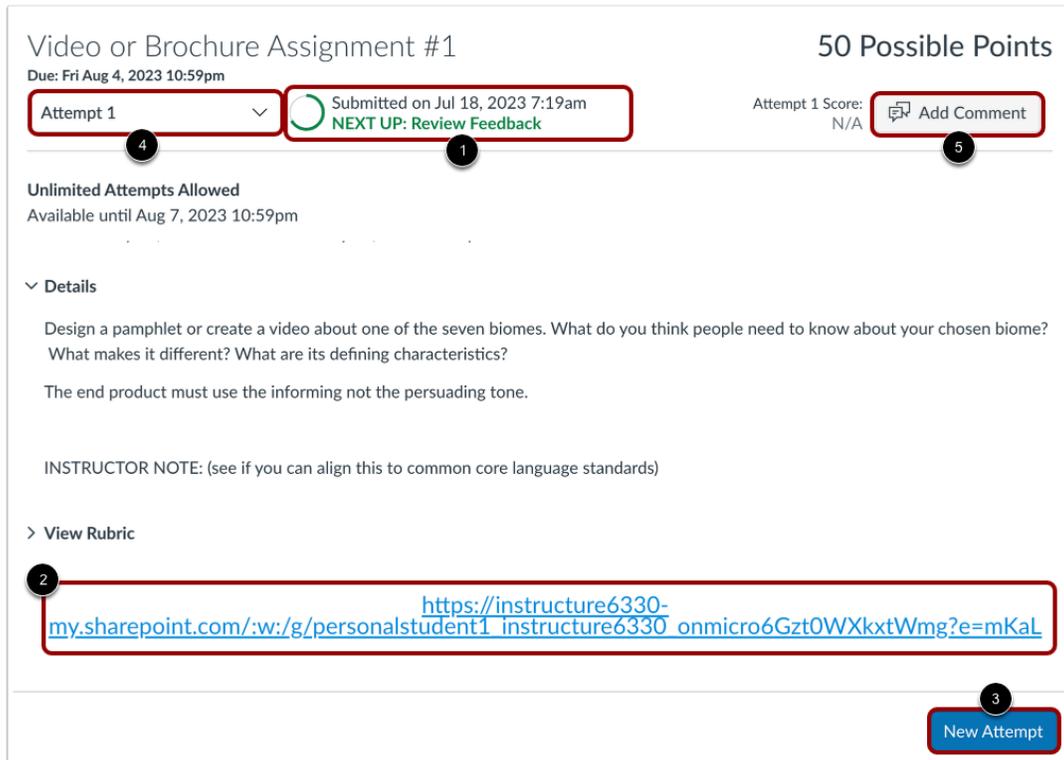


The screenshot shows two buttons: 'Cancel Attempt 2' and 'Submit Assignment'. The 'Submit Assignment' button is highlighted with a red circle and the number 1, and the 'Cancel Attempt 2' button is highlighted with a red circle and the number 2.

To submit your Office 365 file or URL as your assignment submission, click the **Submit** button [1].

If you are working on an additional assignment attempt, you can cancel your submission by clicking the **Cancel Attempt** button [2].

View Submission



Video or Brochure Assignment #1 50 Possible Points

Due: Fri Aug 4, 2023 10:59pm

Attempt 1 4 1 Submitted on Jul 18, 2023 7:19am
 NEXT UP: Review Feedback

Attempt 1 Score: N/A 5 Add Comment

Unlimited Attempts Allowed
 Available until Aug 7, 2023 10:59pm

Details

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

INSTRUCTOR NOTE: (see if you can align this to common core language standards)

> View Rubric

2 https://instructure6330-my.sharepoint.com/:w:/g/personalstudent1_instructure6330_onmicro6Gzt0WXkxtWmg?e=mKaL

3 New Attempt

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the **New Attempt** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

How do I know when my assignment has been submitted in a course using Assignment Enhancements?

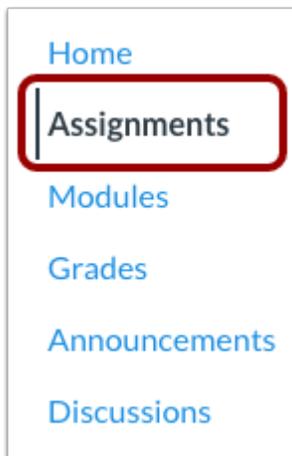
If Assignment Enhancements is enabled in your course, you can view an assignment to verify your assignment submission.

All file submissions also appear in your [personal unfiled folder](#).

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- Assignment Enhancements does not support Cloud Assignments.

Open Assignments



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

Open Assignment

▼ Upcoming Assignments

 **Assignment 1: Concept Map - Seafloor Spreading**
Available until Oct 10 at 11:59pm | Due Oct 7 at 11:59pm | -/13 pts | Not Yet Graded

 **Biome travel guide (brochure or video)**
Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts

Click the assignment name.

View Assignment Status

Video or Brochure Assignment #1 50 Possible Points

Due: Fri Aug 4, 2023 10:59pm

Attempt 1 Submitted on Jul 18, 2023 7:19am
NEXT UP: Review Feedback Attempt 1 Score: N/A Add Comment

Unlimited Attempts Allowed
Available until Aug 7, 2023 10:59pm

▼ Details

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

INSTRUCTOR NOTE: (see if you can align this to common core language standards)

> View Rubric

Page < 1 > of 2

Zoom: - +

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New Attempt

The Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a **Submitted** status [1].

Additionally, you can view your most recent submission [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

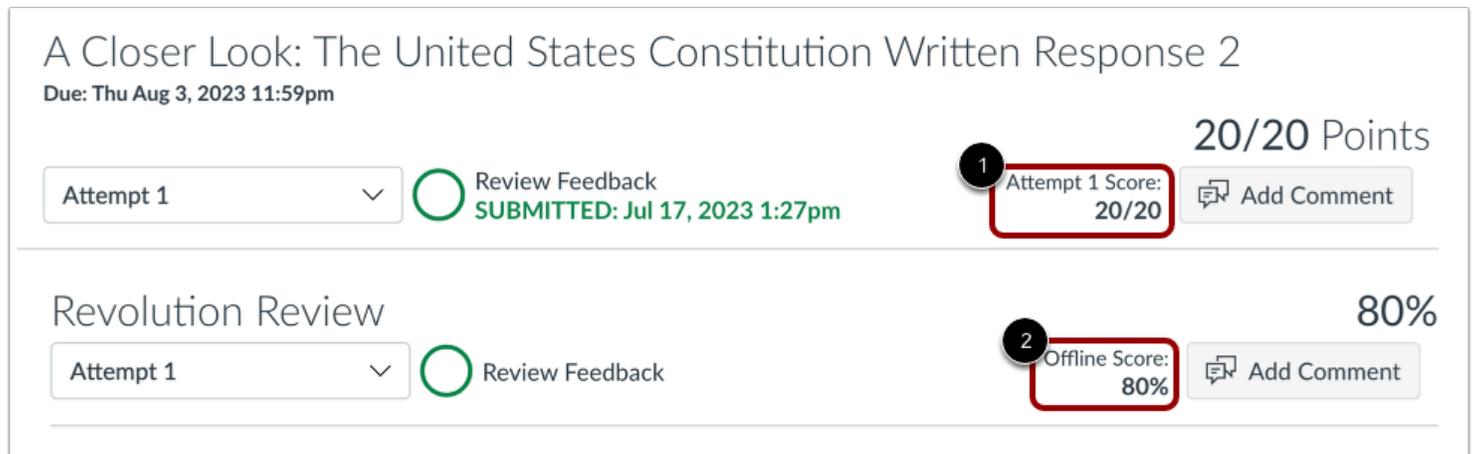
If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

View Assignment Score



The screenshot shows two assignment entries. The first entry is 'A Closer Look: The United States Constitution Written Response 2' with a due date of 'Thu Aug 3, 2023 11:59pm'. It shows 'Attempt 1' selected, a 'Review Feedback' button, and a 'SUBMITTED: Jul 17, 2023 1:27pm' status. The score is '20/20 Points' and 'Attempt 1 Score: 20/20'. The second entry is 'Revolution Review' with 'Attempt 1' selected, a 'Review Feedback' button, and an 'Offline Score: 80%'.

Assignment Title	Due Date	Attempt	Status	Score	Offline Score
A Closer Look: The United States Constitution Written Response 2	Thu Aug 3, 2023 11:59pm	Attempt 1	SUBMITTED: Jul 17, 2023 1:27pm	20/20 Points	20/20
Revolution Review		Attempt 1	Review Feedback	80%	80%

If your assignment has been graded by your instructor, you can view the score for each attempt in the **Attempt Score** field [1]. If your assignment has been graded without a submission, you can view your score in the **Offline Score** field [2].

How do I submit a self-assessment to an assignment using Enhanced Rubrics as a student?

If Assignment Enhancements is enabled in your course, you can view an assignment to verify your assignment submission.

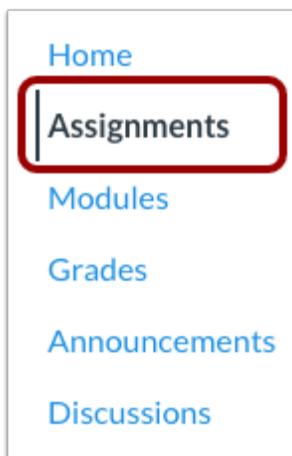
If your instructors enable the self assessment, you can evaluate your work using the assignment's attached rubric. Instructors can then view the self-assessment in SpeedGrader.

All file submissions also appear in your [personal unfiled folder](#).

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type.
- Assignment Enhancements does not support Cloud Assignments.
- Self-assessments do not have grades and cannot be assigned a separate deadline apart from the assignment's due date. You also cannot close them, which allows you the flexibility to complete the assignments at any time while they are open.

Open Assignments



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

Open Assignment

▼ Upcoming Assignments

 **Assignment 1: Concept Map - Seafloor Spreading**
Available until Oct 10 at 11:59pm | Due Oct 7 at 11:59pm | -/13 pts | Not Yet Graded

 **Biome travel guide (brochure or video)**
Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts

Click the assignment name.

View Assignment Status

Video or Brochure Assignment #1 50 Possible Points

Due: Fri Aug 4, 2023 10:59pm

Attempt 1 Submitted on Mar 11, 2025 8:47pm
NEXT UP: Review Feedback Attempt 1 Score: N/A [Add Comment](#)

Unlimited Attempts Allowed
Available until Aug 7, 2023 10:59pm

▼ Details

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

INSTRUCTOR NOTE: (see if you can align this to common core language standards)

> View Rubric

Page < 1 > of 2

Zoom +

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin fermentum mi vel arcu euismod, vel pharetra felis faucibus. Mauris nec nibh est. Duis porta est enim, et tempus odio consequat ultrices. Quisque semper suscipit justo sit amet tincidunt. Proin justo ante, vulputate a elit sed, pretium cursus sem. Quisque eget malesuada nisi. Donec in

[New Attempt](#) [Self-Assess](#)

The Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a **Submitted** status [1].

Additionally, you can view your most recent submission [2].

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [3].

If you have submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

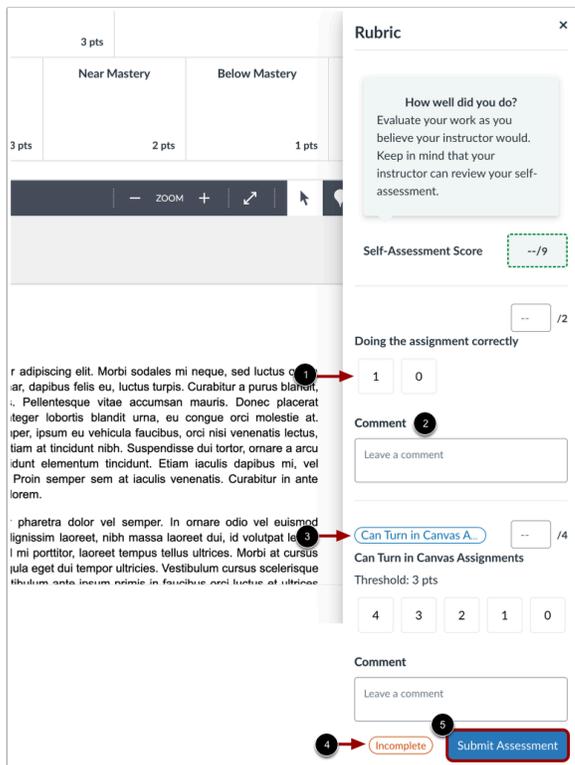
If enabled by your instructor, the **Self-Assess** button displays [5].

To add an assignment comment for your instructor, click the **Add Comment** button [6].

Notes:

- If you are unable to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you have submitted your work, the assignment will still display in the Assignments page and the Syllabus.

Assess the Assignment



The screenshot shows the 'Rubric' window in Canvas. It features a table with columns for 'Near Mastery' and 'Below Mastery', and rows for different criteria. Below the table are sections for 'Self-Assessment Score', 'Doing the assignment correctly', and 'Can Turn in Canvas A...'. At the bottom, there are 'Incomplete' and 'Submit Assessment' buttons. Numbered callouts (1-6) point to specific elements: 1 points to the 'Doing the assignment correctly' score input, 2 to the 'Comment' input, 3 to the 'Can Turn in Canvas A...' button, 4 to the 'Incomplete' button, and 5 to the 'Submit Assessment' button. A 'Comment' input is also present below the 'Can Turn in Canvas A...' section.

Once you submit the assignment, you can evaluate your own work using self assessment feature. Use the tray to assess the assignment.

Select your score [1] and leave comments [2]. If the rubric includes an outcome, you can view its details in a pop-up by clicking the outcome link [3]. If one or more criteria have not been scored, an Incomplete label displays [4]. Once all criteria are scored, the label changes to Complete.

Click the **Submit Assessment** button [5].

Notes:

- You can submit incomplete assessments.
- Once submitted, the assessment cannot be edited unless you resubmit the assignment.

How do I know if I have a peer review assignment to complete using Assignment Enhancements as a student?

Your instructor can assign you to review another student's assignment. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual assignment page. Once peer reviews are assigned, you will also be notified via email.

[Learn how to submit a peer review assignment using Assignment Enhancements.](#)

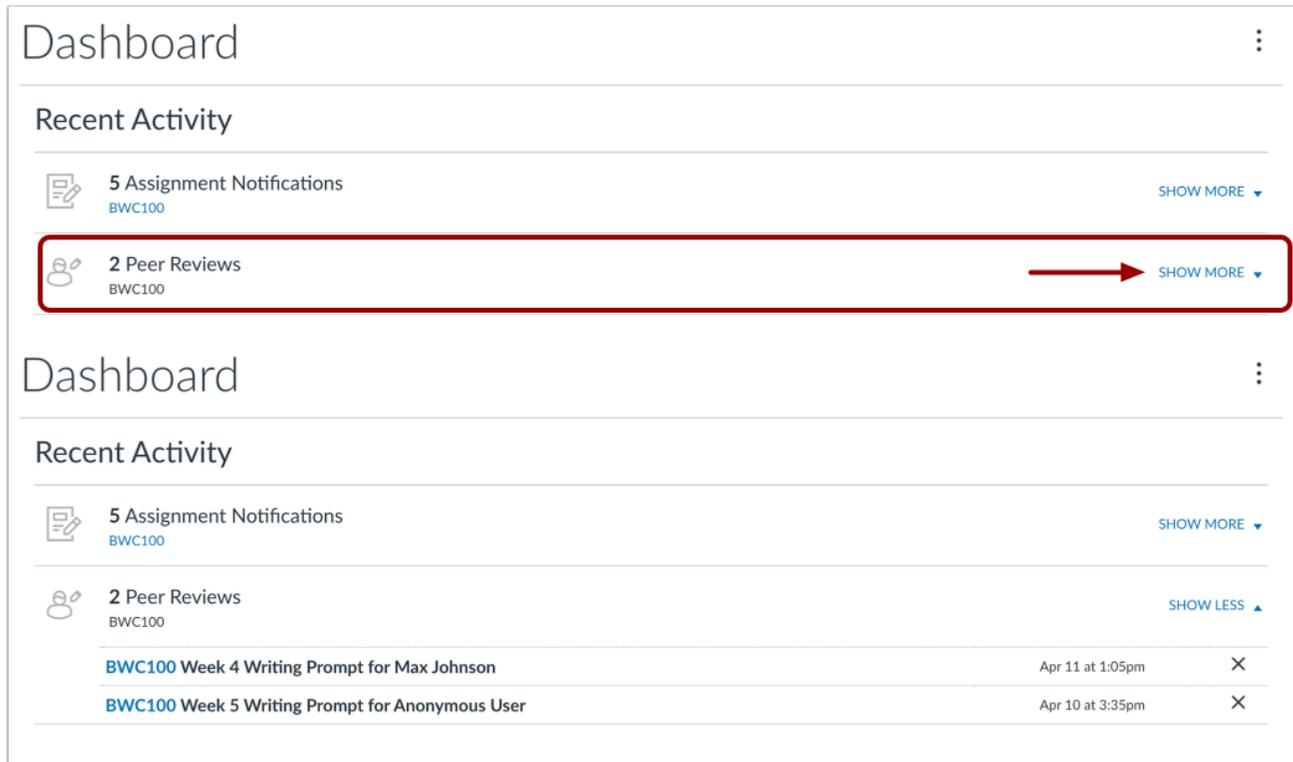
Notes:

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

View Dashboard

Once a peer review is assigned to you, a notification appears in several dashboard areas.

View Recent Activity



Dashboard

Recent Activity

- 5 Assignment Notifications
BWC100 [SHOW MORE](#) ▾
- 2 Peer Reviews
BWC100 [SHOW MORE](#) ▾

Dashboard

Recent Activity

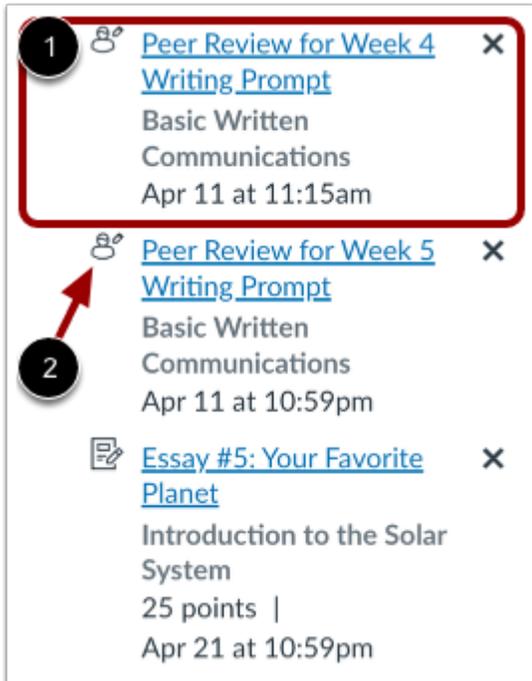
- 5 Assignment Notifications
BWC100 [SHOW MORE](#) ▾
- 2 Peer Reviews
BWC100 [SHOW LESS](#) ▲

BWC100 Week 4 Writing Prompt for Max Johnson	Apr 11 at 1:05pm	×
BWC100 Week 5 Writing Prompt for Anonymous User	Apr 10 at 3:35pm	×

On your Dashboard, you can view recent activity in your [Global Activity stream](#). Recent activity displays a peer review and the name of the course. Click the **Show More** link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

View To Do List



1  [Peer Review for Week 4 Writing Prompt](#) ×
Basic Written Communications
Apr 11 at 11:15am

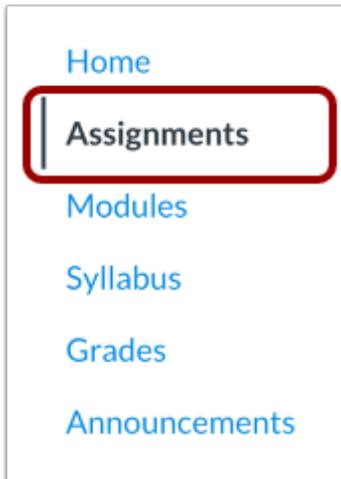
2  [Peer Review for Week 5 Writing Prompt](#) ×
Basic Written Communications
Apr 11 at 10:59pm

 [Essay #5: Your Favorite Planet](#) ×
Introduction to the Solar System
25 points |
Apr 21 at 10:59pm

On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review assignment [1]. Peer reviews are identified with the Peer Review icon [2]. To view the assignment for review, click the **Peer Review for [Assignment Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your assignment, please contact your instructor.

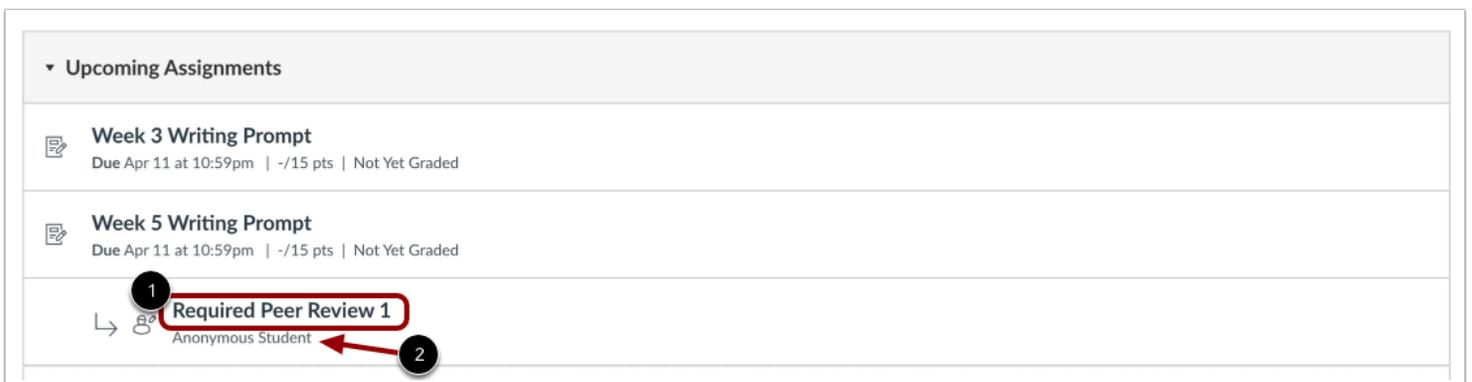
Open Assignments



You can also view peer reviews when viewing assignments. In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

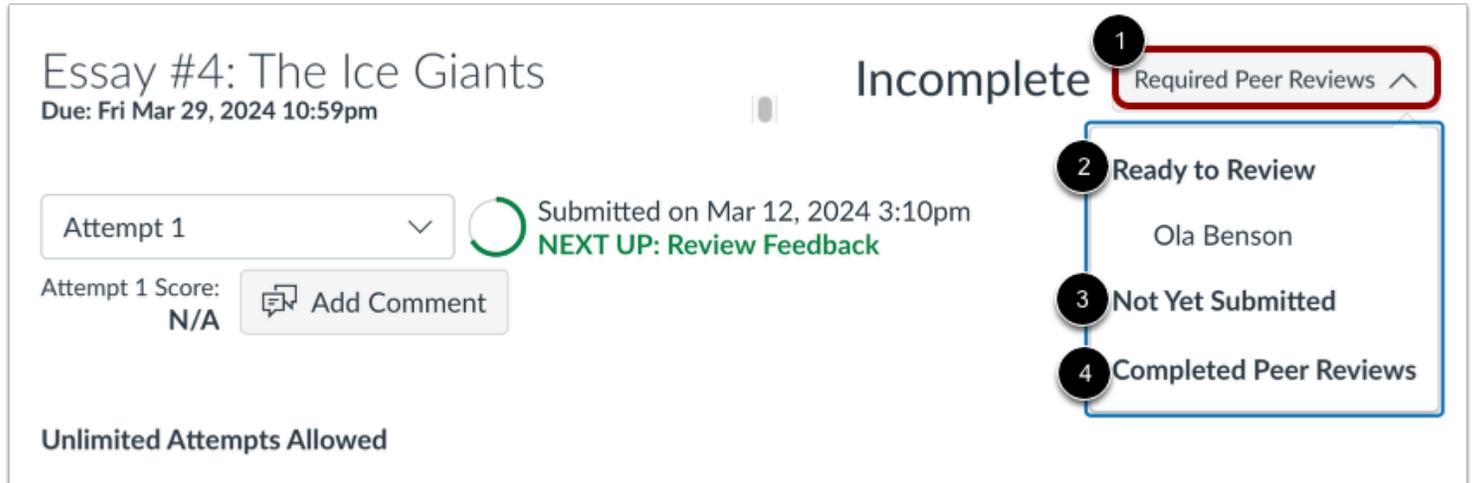
View Peer Review Assignment



In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

If your peer review is anonymous, the student's name displays as Anonymous Student [2].

View Assignment Peer Reviews



The screenshot displays the assignment details for "Essay #4: The Ice Giants" with a due date of "Fri Mar 29, 2024 10:59pm". The status is "Incomplete". A dropdown menu for "Required Peer Reviews" is open, showing four options: "Ready to Review" (selected), "Not Yet Submitted", and "Completed Peer Reviews". The "Ready to Review" option is further detailed with the name "Ola Benson". Other information includes "Attempt 1" selected, "Submitted on Mar 12, 2024 3:10pm", and "NEXT UP: Review Feedback".

Essay #4: The Ice Giants
Due: Fri Mar 29, 2024 10:59pm

Incomplete

Attempt 1

Submitted on Mar 12, 2024 3:10pm
NEXT UP: Review Feedback

Attempt 1 Score: N/A

Add Comment

Unlimited Attempts Allowed

Required Peer Reviews ^

Ready to Review
Ola Benson

Not Yet Submitted

Completed Peer Reviews

In an open assignment, you can view the status of any peer reviews assigned to you. To view peer review assignments, click the **Required Peer Reviews** drop-down menu [1]. You can view peer reviews that are ready to review [2], not yet submitted but require peer review [3], and completed peer reviews [4].

How do I submit a peer review to an assignment using Assignment Enhancements as a student?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

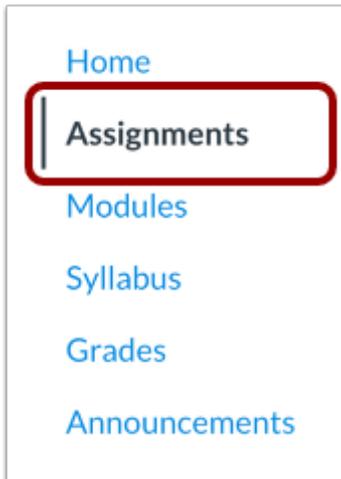
Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

[Learn how to know if you have a peer review assignment to complete.](#)

Notes:

- Peer reviews can only be completed in the web version of Canvas.
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the steps in this lesson do not match what is displayed in your account, Assignment Enhancements and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type. Additionally, your institution may have enabled Enhanced Rubrics. Learn how to [find peer feedback with Assignment Enhancements disabled](#) or how to [find peer review feedback with Assignment and Enhanced Rubrics](#).

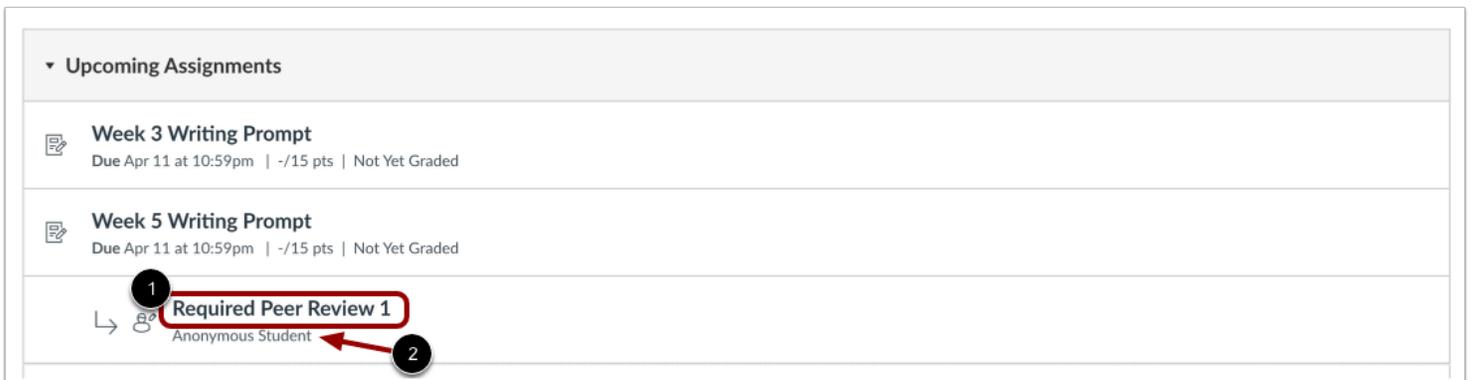
Open Assignments



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

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Peer Review Assignment

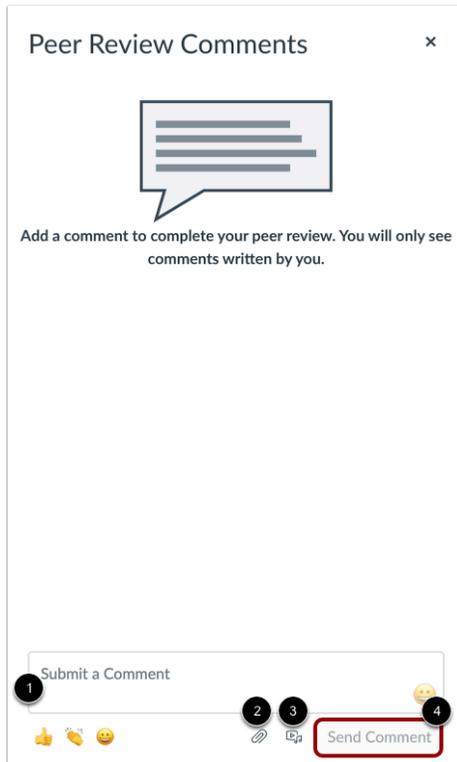


In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

If your peer review is anonymous, the student's name displays as Anonymous Student [2].

Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, it can still be viewed from the Dashboard.

Complete Peer Review



To complete the peer review, add a comment [1], attach a file [2], or media comment [3], and click the **Send Comment** button [4].

Note: If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Complete Rubric

Week 5 Writing Prompt

Peer: Anonymous student | Due: Tue Apr 11, 2023 10:59pm

1 of 1

[Add Comment](#)

> Details

1 Fill out the rubric below after reviewing the student submission to complete this review.

Fill Out Rubric

Criteria	Ratings 2	Pts 3
Doing the assignment correctly view longer description	2 pts Full Marks 	0 pts No Marks 2 / 2 pts 
Doing the assignment nicely and with a decent amount of effort view longer description	3 pts Full Marks 	0 pts No Marks 2 / 3 pts 
Can Turn in Canvas Assignments view longer description threshold: 3	4 pts Exceeds Mastery 	3 pts Mastery 2 pts Near Mastery 1 pts Below Mastery 0 pts No Evidence 4 / 4 pts 
		5 Total Points: 8 out of 9

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6 [Submit](#)

If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished.

To view the rubric, click the **Fill Out Rubric** link [1].

To score the assignment with the rubric, select rubric ratings [2] or enter a score for each criterion in the **Points** column [3]. To deselect a rubric rating, click the rubric rating [4].

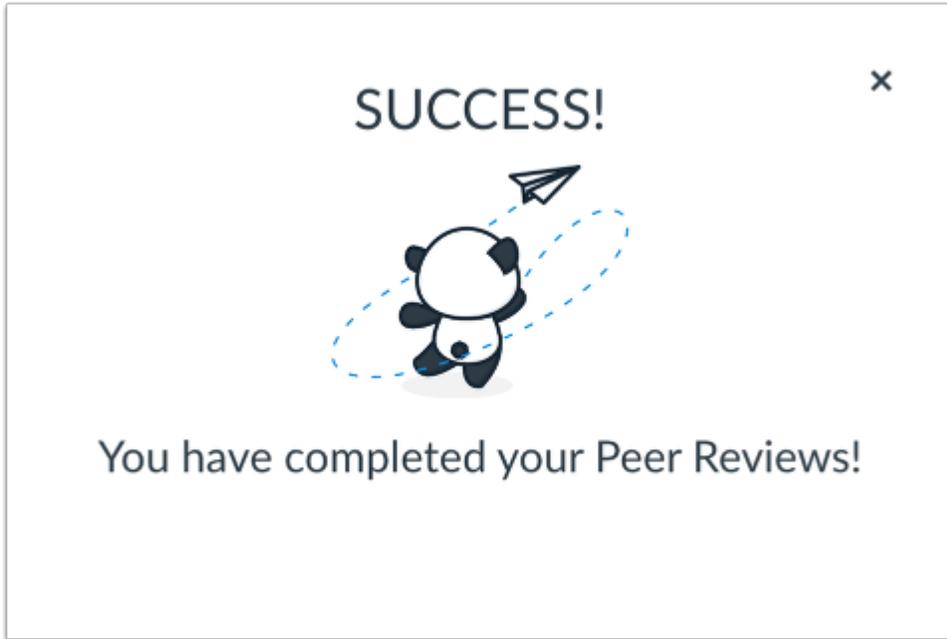
Each criterion score is added toward the total points for the assignment [5].

When you're finished, click the **Submit** button [6]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Notes:

- Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values you still need to fill out the rubric to complete the peer review.
- After you save the rubric, you cannot edit it to change your comments or ratings.

View Confirmation



View confirmation you have completed the peer review.

How do I submit a peer review to an assignment using Enhanced Rubrics as a student?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

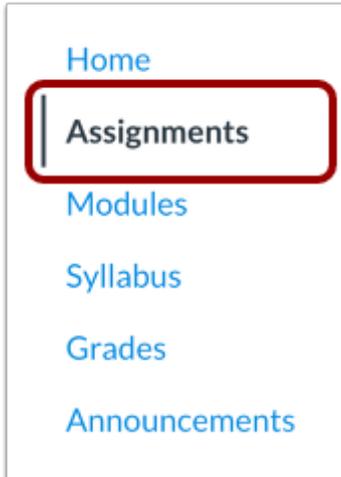
Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

You can [check if you have required peer reviews](#) in your dashboard and the Assignments page.

Notes:

- You can only complete peer reviews in the web version of Canvas.
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If the [assignment you are accessing displays differently](#), Assignment Enhancements, Enhanced Rubrics, and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type.

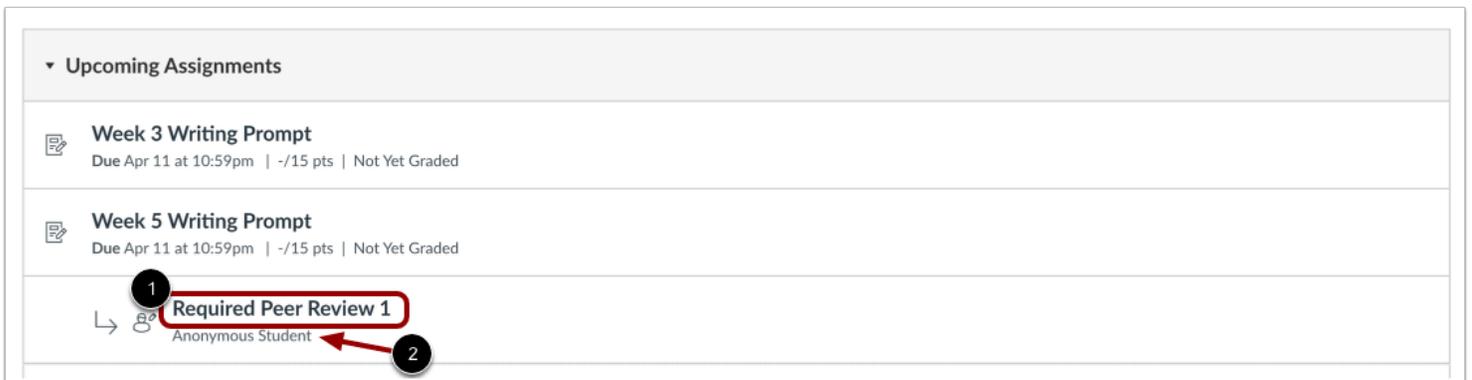
Open Assignments



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

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Peer Review Assignment

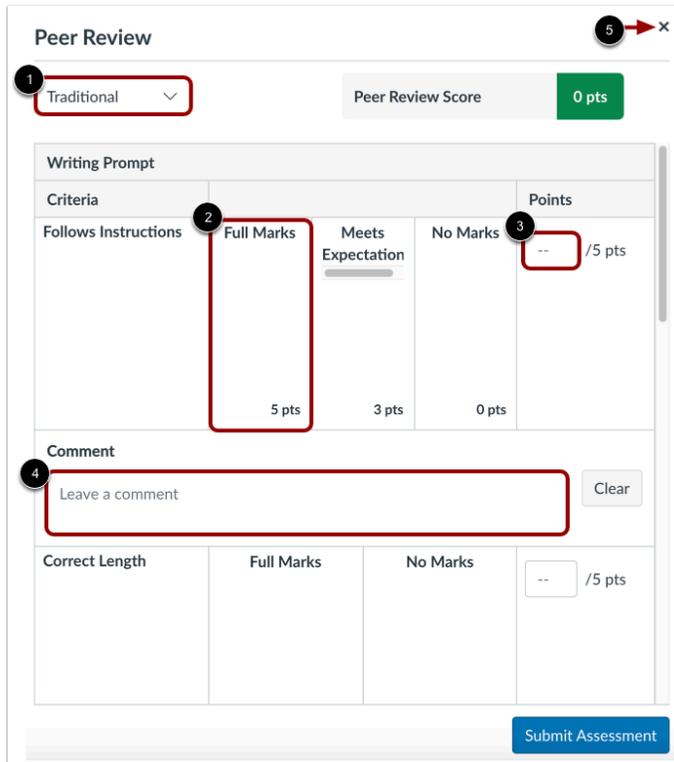


In the Assignment Index page, you can view any peer reviews assigned to you. To open the peer review, click the **Required Peer Review** link [1].

If your peer review is anonymous, the student's name displays as Anonymous Student [2].

Note: If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review does not display on this page. However, it can still be viewed from the Dashboard.

Complete Rubric



Peer Review 5 

1 Traditional Peer Review Score 0 pts

Writing Prompt

Criteria	Full Marks	Meets Expectation	No Marks	Points
Follows Instructions	2 Full Marks	3 pts	0 pts	3 -- /5 pts
	5 pts			

Comment

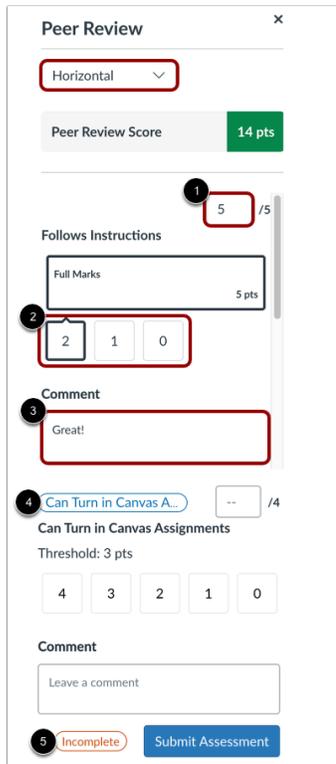
4 Clear

Correct Length	Full Marks	No Marks	Points
			-- /5 pts

Submit Assessment

By default, the rubric displays in a traditional format in the Peer Review window. In traditional display, you can review each criterion. Select a rating [2] or enter points directly [3]. You can also leave a comment [4].

To close the Peer Review window, click the **Close** icon [5].



To change the format to a more narrow and condensed format, click the **Display** drop-down menu [1]. Then, select the **Horizontal** or **Vertical** option.

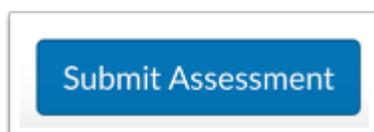
In horizontal or vertical display formats, enter points for criteria [1] or select a rating [2]. You can also enter a comment [3].

If the rubric includes an outcome, you can view its details in a pop-up by clicking the outcome link [4].

If one or more criteria have not been scored, an Incomplete label displays [5]. Once all criteria are scored, the label changes to Complete.

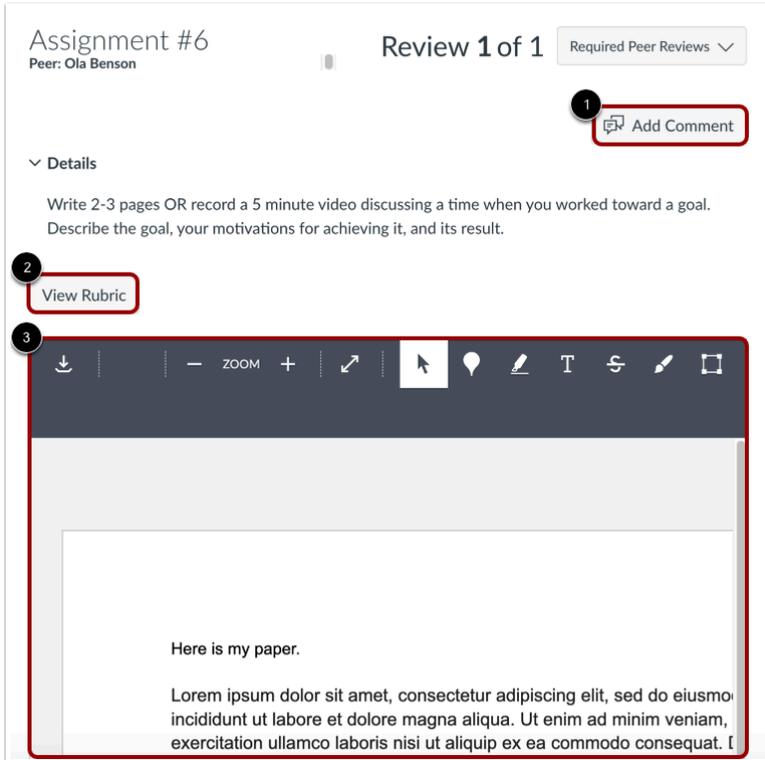
Note: You can submit incomplete assessments.

Submit Assessment



To submit the completed rubric, click the **Submit Assessment** button.

Complete Rubric on Assignment Page



The screenshot shows the Canvas assignment page for 'Assignment #6' by Ola Benson. The page is in 'Review 1 of 1' mode. A red box highlights the 'Add Comment' button (1). Below the details section, a red box highlights the 'View Rubric' button (2). A third red box highlights the submission preview area (3), which shows a document with the text 'Here is my paper.' followed by a paragraph of Lorem Ipsum text. The submission preview area includes a toolbar with various editing tools like zoom, pan, and text.

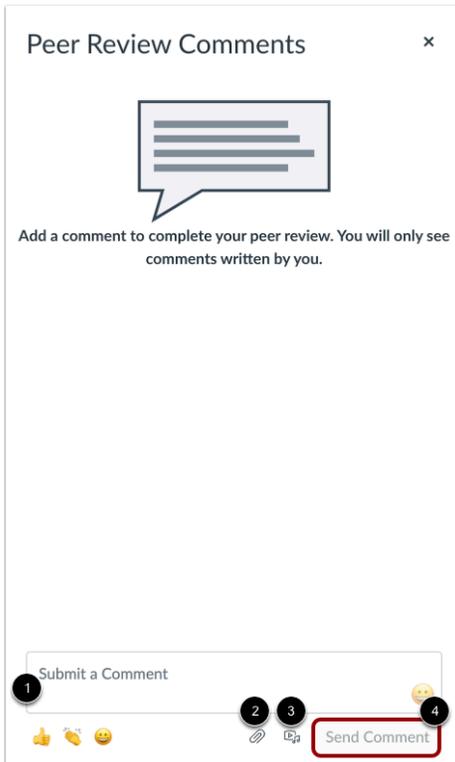
You can also complete a peer review from the assignment page.

To leave an overall comment, click the **Add Comment** button [1].

To complete the rubric, click the **View Rubric** button [2].

You can also view your peer's submission [3].

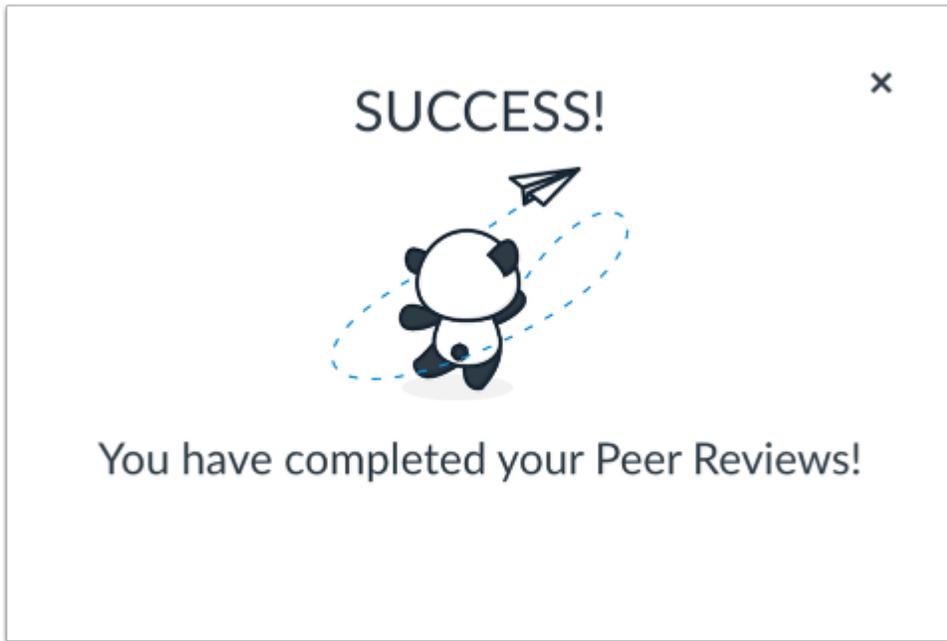
Add Peer Review Comment



To complete the peer review, add comment text [1], attach a file [2], or record or upload a media comment [3]. Then, click the **Send Comment** button [4].

Note: If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

View Confirmation



Once you have fulfilled your instructor's requirements to complete the entire rubric and/or leave a comment, view confirmation you have completed the peer review.

Where can I find my peers' feedback for peer-reviewed assignments using Assignment Enhancements as a student?

You can find your peers' feedback for peer-reviewed assignments in several places.

Notes:

- Peer reviews can only be completed in the web version of Canvas.
- If the peer review is anonymous, the name of the reviewer is not included in any feedback.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has set a manual grading policy for the assignment and the peer review requires completing a rubric, the rubric feedback will only become visible once the grades are released.
- If the assignment you are accessing displays differently, Assignment Enhancements and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type. Additionally, your institution may have enabled Enhanced Rubrics. For more information, visit our guide on how to [find peer feedback with Assignment Enhancements disabled](#) or how to [find peer review feedback with Assignment Enhancements and Enhanced Rubrics](#).

View Recent Feedback

Recent Feedback

 **Week 3 Writing Prompt**
BWC100
"You show a great understanding of the topic and assignment instructions. Way to go!"

Under Recent Feedback in the sidebar of your Canvas course, you can view recent comments from peer-reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page

Week 3 Writing Prompt 15 Possible Points

Due: Tue Apr 11, 2023 10:59pm

Attempt 2 Attempt 2 Score: N/A [View Feedback](#)

○ **SUBMITTED on Apr 11, 2023 2:38pm**
Next Up: Review Feedback

Unlimited Attempts Allowed

To view peer review comments, click the **View Feedback** button.

View Feedback

Attempt 2 Feedback ×

 Jane Smith at Tue Apr 11, 2023 5:16pm
You show a great understanding of the topic and assignment instructions. Way to go!

Submit a Comment 😊

👍 🙌 😊 🔗 📎 Send Comment

View feedback including comments, emojis (if enabled), attached files, or media files.

Notes:

- When assignment grades are hidden, you can view peer review comments. However, instructor comments are hidden until after assignments are posted.
- When peer reviews are anonymous, you can leave submission and rubric comments, but annotated submission comments are not supported.
- For group assignments, peer review comments display for all reviews of your group's submission.

View Feedback in Grades

Week 3 Writing Prompt	Apr 11 by 10:59pm	 / 15	 1
Week 5 Writing Prompt	Apr 11 by 10:59pm	T / 15	
Assignment #7	Sep 6 by 11:59pm	- / 40	
Grammar Pet Peeves	Sep 19 by 11:59pm	- / 0	

Feedback ×

Attempt 2 Feedback: 

Apr 11 at 5:16pm

You show a great understanding of the topic and assignment instructions. Way to go!

- Jane Smith

Peer review comments can also be viewed on your Grades page.

View Rubric

View Rubric 1

Select Grader

Anonymous
3
▼

Assignment 1 Rubric (1)

Criteria	Ratings 2	Pts
Doing the assignment correctly view longer description	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>2 pts Full Marks</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, #007bff 45%, #ccc 45%);"></div> </div> <div style="width: 45%;"> <p>0 pts No Marks</p> </div> </div>	2 / 2 pts
Doing the assignment nicely and with a decent amount of effort view longer description	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>3 pts Full Marks</p> </div> <div style="width: 45%;"> <p>0 pts No Marks</p> </div> </div>	2 / 3 pts
Can Turn in Canvas Assignments view longer description threshold: 3	<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p>4 pts Exceeds Mastery</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, #007bff 15%, #ccc 15%);"></div> </div> <div style="width: 15%;"> <p>3 pts Mastery</p> </div> <div style="width: 15%;"> <p>2 pts Near Mastery</p> </div> <div style="width: 15%;"> <p>1 pts Below Mastery</p> </div> <div style="width: 15%;"> <p>0 pts No Evidence</p> </div> </div>	4 / 4 pts
Total Points: 8		

If your assignment includes a rubric, you can view peer review rubric assessments.

To view the rubric assessment, click the **View Rubric** link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the **Select Grader** drop-down menu to select other rubric assessments [3].

Note: If your instructor has set a manual grading policy for the assignment, the rubric feedback will only become visible once the grades are released.

Where can I find my peers' feedback for peer-reviewed assignments using Enhanced Rubrics as a student?

You can find your peers' feedback for peer-reviewed assignments in several places.

Notes:

- Peer reviews can only be completed in the web version of Canvas.
- If the peer review is anonymous, the name of the reviewer is not included in any feedback.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support Cloud Assignments.
- If your instructor has set a manual grading policy for the assignment and the peer review requires completing a rubric, the rubric feedback will only become visible once the grades are released.
- If the steps in the lesson do not match what is displayed in your course, Assignment Enhancements, Enhanced Rubrics, and/or Peer Review Support may not be enabled in your course or your instructor may not have used a supported assignment type. For more information, visit our guide on how to [find peer feedback without enhancement features](#).

View Recent Feedback

Recent Feedback

 **Week 3 Writing Prompt**
BWC100
"You show a great understanding of the topic and assignment instructions. Way to go!"

Under Recent Feedback in the sidebar of your Canvas course, you can view recent comments from peer-reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page

Assignment #6 25 Points Possible Required Peer Reviews

Attempt 2 Submitted on Jul 16, 2024 11:36am
NEXT UP: Review Feedback

Attempt 2 Score: N/A [Add Comment](#)

▼ Details

Write 2-3 pages OR record a 5 minute video discussing a time when you worked toward a goal. Describe the goal, your motivations for achieving it, and its result.

View Rubric 1

Select Grader

Anonymous 3

Criteria	Ratings 2	Pts
Doing the assignment correctly view longer description	<div style="display: flex; justify-content: space-between;"> 2 pts Full Marks 0 pts No Marks </div>	2 / 2 pts
Doing the assignment nicely and with a decent amount of effort view longer description	<div style="display: flex; justify-content: space-between;"> 3 pts Full Marks 0 pts No Marks </div>	2 / 3 pts
 Can Turn in Canvas Assignments view longer description threshold: 3	<div style="display: flex; justify-content: space-between;"> 4 pts Exceeds Mastery 3 pts Mastery 2 pts Near Mastery 1 pts Below Mastery 0 pts No Evidence </div>	4 / 4 pts
Total Points: 8		

If your assignment includes a rubric, you can view peer review rubric assessments from the Assignment Details page.

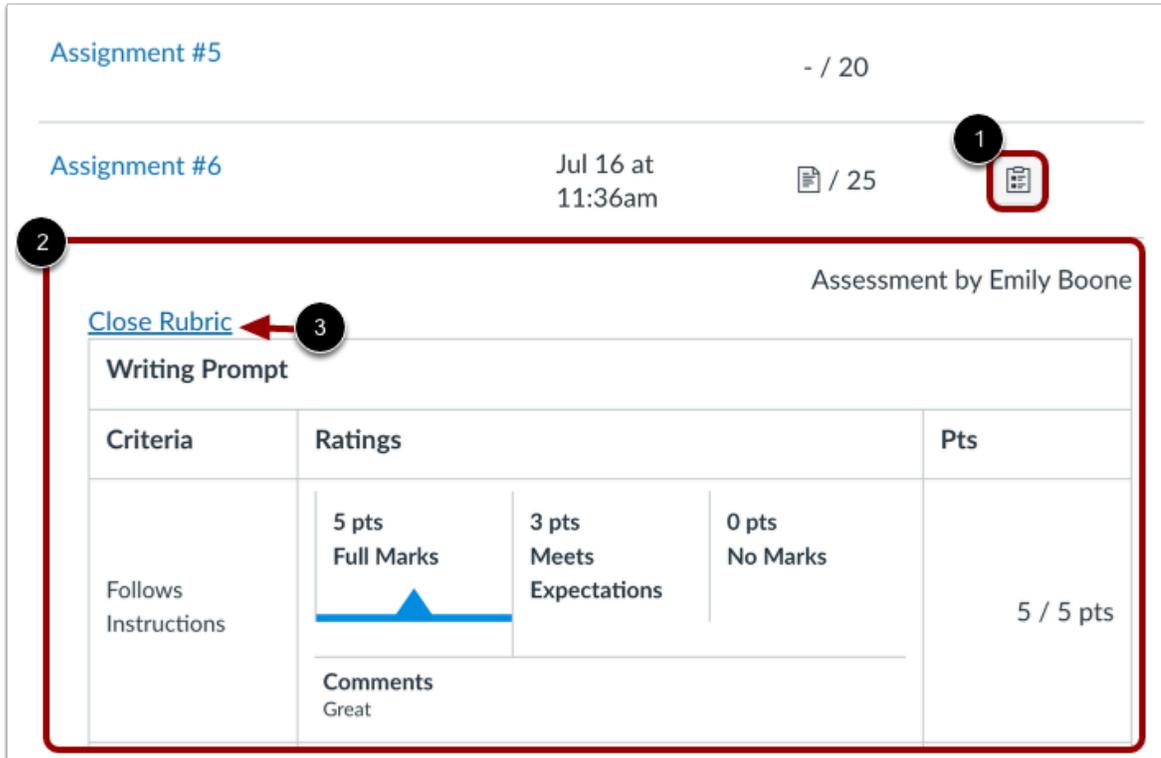
If the rubric is not displayed by default, click the **View Rubric** link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the **Select Grader** drop-down menu to select other rubric assessments [3].

Note: If your instructor has set a manual grading policy for the assignment, the rubric feedback will only become visible once the grades are released.

View Feedback in Grades



The screenshot shows the 'Grades' page in Canvas. At the top, 'Assignment #5' is shown with a score of '- / 20'. Below it, 'Assignment #6' is shown with a due date of 'Jul 16 at 11:36am' and a score of '25 / 25'. A 'Feedback' icon (a document with a speech bubble) is circled in red and labeled with a '1'. A red box labeled '2' encompasses the rubric details for 'Writing Prompt'. Inside this box, a 'Close Rubric' link is circled in red and labeled with a '3'. The rubric table shows a rating of '5 pts Full Marks' for the criterion 'Follows Instructions', with a blue bar indicating the score. The total score for this criterion is '5 / 5 pts'. A comment 'Great' is visible below the rubric.

Assignment #5 - / 20

Assignment #6 Jul 16 at 11:36am 25 / 25

Assessment by Emily Boone

[Close Rubric](#)

Writing Prompt

Criteria	Ratings	Pts
Follows Instructions	5 pts Full Marks 3 pts Meets Expectations 0 pts No Marks	5 / 5 pts
Comments Great		

You can also view peer reviews from the Grades page. Click the **Feedback** icon [1]. Then view the rubric scoring [2].

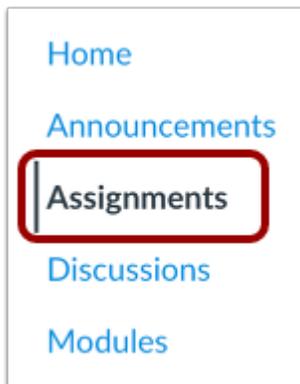
To close the rubric, click the **Close Rubric** link [3].

How do I view assignment feedback from my instructor using Assignment Enhancements?

You can see comments from your instructor in the Assignment Details page. Most comments are located in the Feedback sidebar. However, your instructor may also leave comments in a rubric or as annotations on your assignment submission.

Note: If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course, or your instructor may not have used a supported assignment type. Learn how to [view assignment feedback from your instructor without Assignment Enhancements](#).

Open Assignments



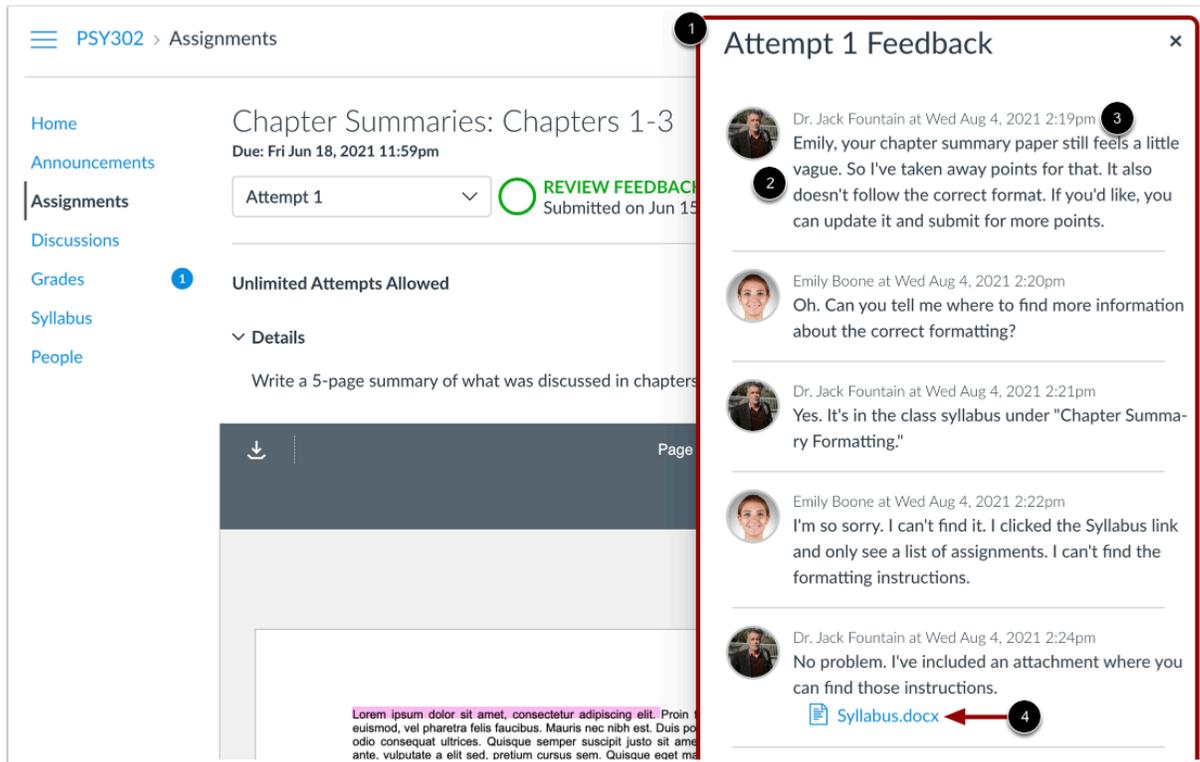
In Course Navigation, click the **Assignments** link.

Open Assignment



To open the assignment, click the assignment title.

View Feedback



The screenshot shows the Canvas interface for an assignment titled "Chapter Summaries: Chapters 1-3". The assignment is due on Friday, June 18, 2021, at 11:59pm. The current attempt is "Attempt 1", which was submitted on June 15. A "REVIEW FEEDBACK" button is visible. The feedback sidebar on the right, titled "Attempt 1 Feedback", displays a list of comments:

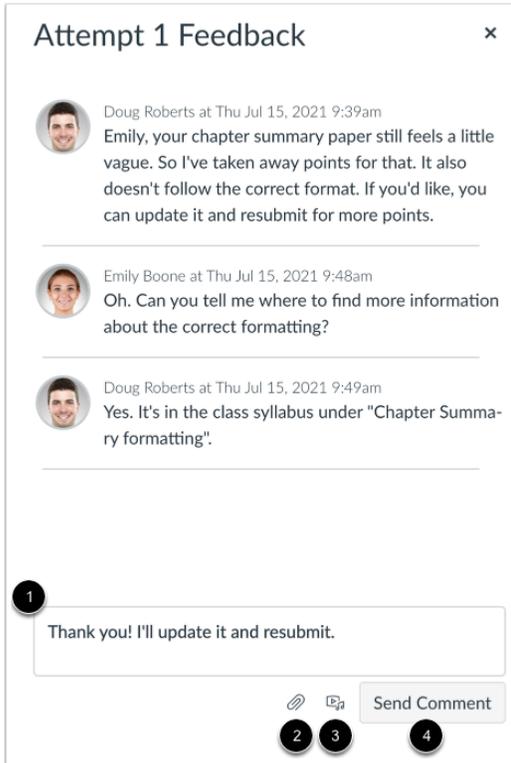
- Comment 1:** Dr. Jack Fountain at Wed Aug 4, 2021 2:19pm. "Emily, your chapter summary paper still feels a little vague. So I've taken away points for that. It also doesn't follow the correct format. If you'd like, you can update it and submit for more points."
- Comment 2:** Emily Boone at Wed Aug 4, 2021 2:20pm. "Oh. Can you tell me where to find more information about the correct formatting?"
- Comment 3:** Dr. Jack Fountain at Wed Aug 4, 2021 2:21pm. "Yes. It's in the class syllabus under 'Chapter Summary Formatting.'"
- Comment 4:** Emily Boone at Wed Aug 4, 2021 2:22pm. "I'm so sorry. I can't find it. I clicked the Syllabus link and only see a list of assignments. I can't find the formatting instructions."
- Response:** Dr. Jack Fountain at Wed Aug 4, 2021 2:24pm. "No problem. I've included an attachment where you can find those instructions." This response includes a file attachment named "Syllabus.docx".

If your instructor has added assignment feedback, the Feedback sidebar displays by default [1]. You can view up to the 20 most recent comments for the submission attempt.

You can view comments [2] as well as the author, date, and time the comment was written [3]. Comments may also include media or file attachments [4].

Note: The feedback sidebar is specific to the submission attempt viewed in the assignment page. Opening a new submission attempt will display a separate sidebar.

Add Comments



Attempt 1 Feedback ×

 Doug Roberts at Thu Jul 15, 2021 9:39am
Emily, your chapter summary paper still feels a little vague. So I've taken away points for that. It also doesn't follow the correct format. If you'd like, you can update it and resubmit for more points.

 Emily Boone at Thu Jul 15, 2021 9:48am
Oh. Can you tell me where to find more information about the correct formatting?

 Doug Roberts at Thu Jul 15, 2021 9:49am
Yes. It's in the class syllabus under "Chapter Summary formatting".

1 Thank you! I'll update it and resubmit.

  **Send Comment**

2 **3** **4**

To add an assignment comment, type your comment in the comment field [1].

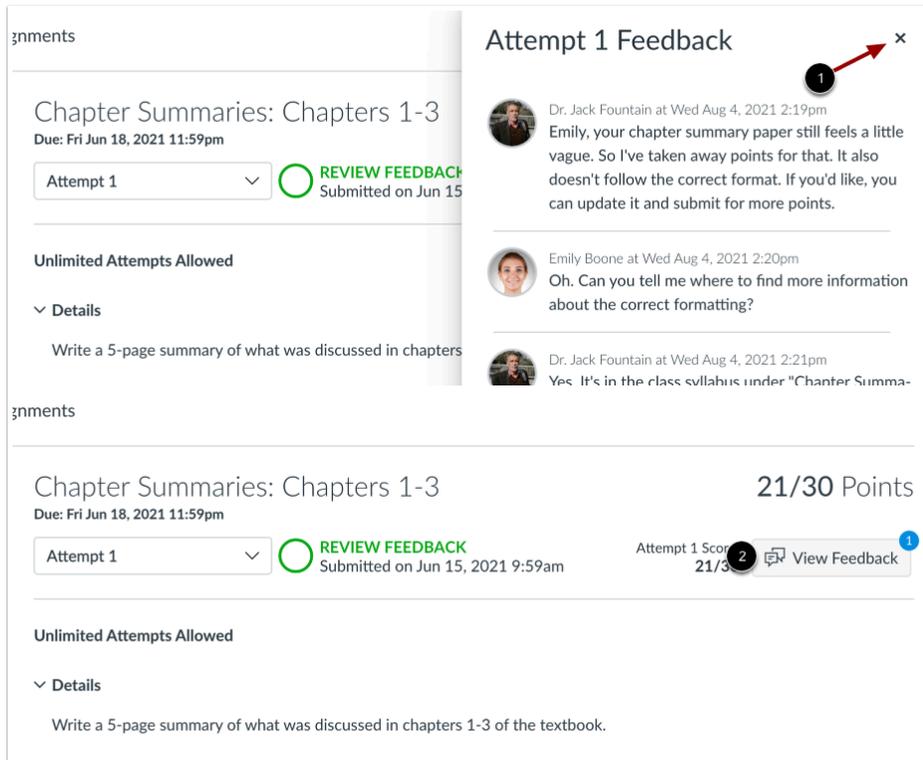
To attach a file, click the **Attach File** button [2].

You can [record a media comment](#) for your instructor. To record or attach a media file, click the **Attach Media File** button [3].

To send your comment, click the **Send Comment** button [4].

Note: If your instructor has not provided feedback via the Feedback sidebar, the Add Comment button displays in place of the View Feedback button on the Assignment Details page. To add an assignment comment, click the Add Comment button.

Close Feedback Sidebar



The screenshot shows two examples of the Canvas feedback sidebar. The top example is titled "Attempt 1 Feedback" and features a close icon (an 'x' in a circle) with a red arrow and the number '1' pointing to it. The feedback text includes comments from Dr. Jack Fountain and Emily Boone. The bottom example shows the same assignment page with a "View Feedback" button that has a blue notification bubble with the number '1' next to it, and a "Close" button with a black notification bubble with the number '2' next to it.

To close the feedback sidebar, click the **Close** icon [1].

To reopen the feedback sidebar, click the **View Feedback** button [2].

View Rubric Feedback

Chapter Summaries: Chapters 1-3 10/20 Points
 Due: Fri Jun 18, 2021 11:59pm

Attempt 1 REVIEW FEEDBACK Submitted on Jun 15, 2021 9:59am Attempt 1 Score: 10/20 Add Comment

Unlimited Attempts

Details
Write a 5-page summary of what was discussed in chapters 1-3 of the textbook.

View Rubric 1

Select Grader
Doug Roberts (Teacher) 2

Criteria	Ratings			Pts 4
Follow Instructions	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	5 / 5 pts
Format	5 pts Full Marks	3 pts Rating Description 3	0 pts No Marks	0 / 5 pts
	Comments Doesn't follow the required formatting. 5			
Length	5 pts Full Marks	3 pts Rating Description	0 pts No Marks	5 / 5 pts
Assignment Outcome	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	0 / 5 pts
	Comments The summary is quite vague. Could use much more detail.			
				6 Total Points: 10

If your assignment includes a rubric, your instructor may also leave comments in the rubric.

By default, if a rubric was completed for your submission attempt, the **View Rubric** section is expanded [1].

You can view ratings and comments made by specific graders using the **Select Grader** drop-down [2].

You can view awarded ratings [3], points [4], criteria comments [5], and total points [6].

Note: To collapse the rubric, click the View Rubric link.

View Annotated Comments

Chapter Summaries: Chapters 1-3 10/20 Points

Due: Fri Jun 18, 2021 11:59pm

Attempt 1 REVIEW FEEDBACK Submitted on Jun 15, 2021 9:59am Attempt 1 Score: 10/20 Add Comment

Unlimited Attempts

Details

Write a 5-page summary of what was discussed in chapters 1-3 of the textbook.

View Rubric

Page 1 of 2

Annotations:

- Doug Roberts**
This is missing your name, class section, and date the paper was written.
- Doug Roberts**
Could use some more detail here.

If you added a file upload submission, your instructor may have included annotated feedback directly on your submission.

Files that support annotations display in Docviewer. Learn how to [view annotated comments](#).

How do I use DocViewer in Canvas using Assignment Enhancements as a student?

Canvas DocViewer is a tool that allows annotations on uploaded online assignment submissions in Canvas. In assignment details, you can use DocViewer to view annotated feedback from your instructor or from other students in peer review assignments. You can also use DocViewer when [submitting peer review feedback](#).

Session Limits

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Accessibility

You can access DocViewer annotations and comments with a screen reader, which can read the annotation, author name, comments, and any reply comments at the end of the document. However, the following limitations currently exist: when you are listening to your document, there is no indication that a comment is available; if you are tabbing through comments, you cannot jump to the associated place in the annotated assignment; the kind of annotation is not indicated; some images may have no alternate text or display; markers in the document are not in-line with the text.

Notes:

- If you cannot annotate a document in DocViewer, your institution may have restricted this feature.
- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas Student app.
- Your instructor can delete any comment or annotation at any time.
- If your instructor anonymously grades an assignment, annotations in DocViewer will not be available until the assignment is unmuted.
- Submitted annotations are saved and are not affected by the session limit.

Review Feedback

Essay #3: Saturn
Due: Tue Jul 2, 2024 4:12am

Attempt 1 Review Feedback
SUBMITTED: Jul 1, 2024 12:43pm

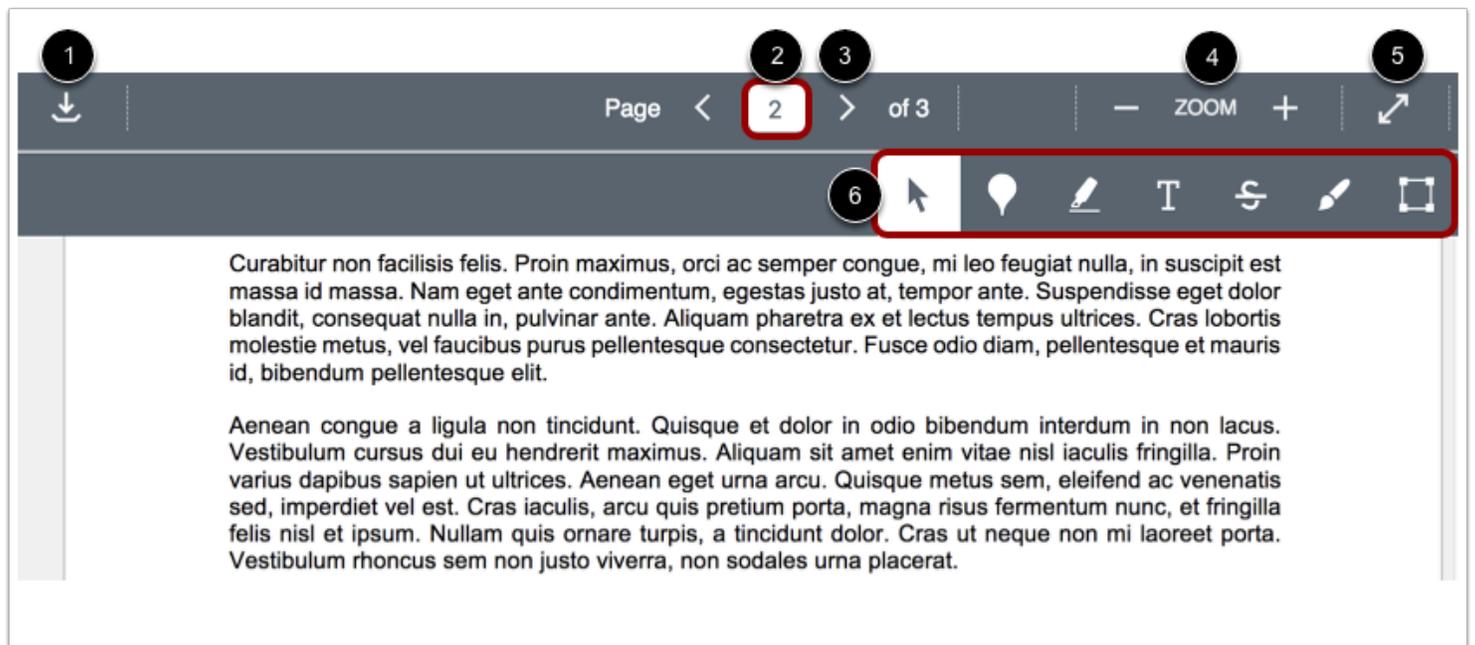
Attempt 1 Score: 52/60 View Feedback

Anonymous Grading: no

Unlimited Attempts Allowed

To access DocViewer, [view feedback from your instructor](#) or [peer review feedback](#) on the assignment details page. The Review Feedback displays an indicator if annotated comments have been added to a supported assignment.

View DocViewer Toolbar



The screenshot shows the DocViewer toolbar with the following elements highlighted by numbered callouts:

- 1: Download icon
- 2: Page navigation (Page 2 of 3)
- 3: Previous page navigation
- 4: Zoom controls (ZOOM)
- 5: Share icon
- 6: Selection tools (Cursor, Highlighter, Text, Eraser, Lasso)

Curabitur non facilisis felis. Proin maximus, orci ac semper congue, mi leo feugiat nulla, in suscipit est massa id massa. Nam eget ante condimentum, egestas justo at, tempor ante. Suspendisse eget dolor blandit, consequat nulla in, pulvinar ante. Aliquam pharetra ex et lectus tempus ultrices. Cras lobortis molestie metus, vel faucibus purus pellentesque consectetur. Fusce odio diam, pellentesque et mauris id, bibendum pellentesque elit.

Aenean congue a ligula non tincidunt. Quisque et dolor in odio bibendum interdum in non lacus. Vestibulum cursus dui eu hendrerit maximus. Aliquam sit amet enim vitae nisl iaculis fringilla. Proin varius dapibus sapien ut ultrices. Aenean eget urna arcu. Quisque metus sem, eleifend ac venenatis sed, imperdiet vel est. Cras iaculis, arcu quis pretium porta, magna risus fermentum nunc, et fringilla felis nisl et ipsum. Nullam quis ornare turpis, a tincidunt dolor. Cras ut neque non mi laoreet porta. Vestibulum rhoncus sem non justo viverra, non sodales urna placerat.

The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [3] to advance through the submission.

To zoom in and out on the submission, use the **Zoom** buttons [4].

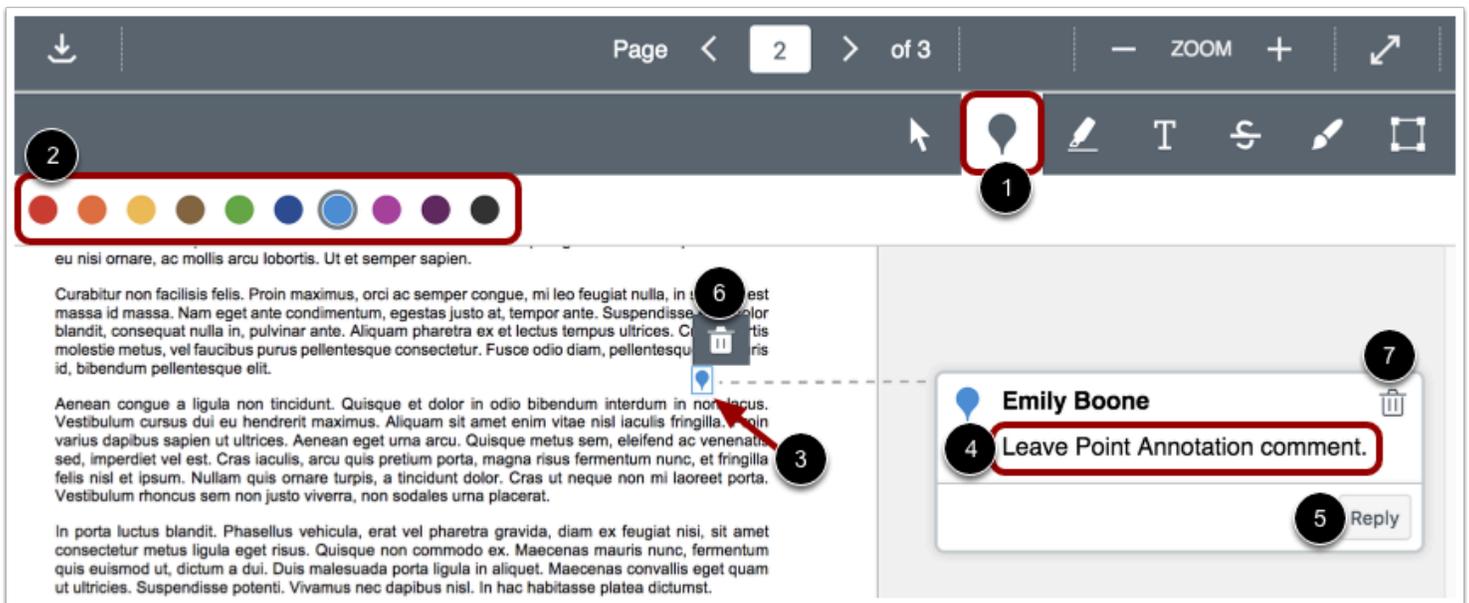
To view the submission in full screen, click the **Full Screen** button [5].

To annotate the submission, use the annotation tools [6].

Notes:

- You can edit documents using a touch input (finger) or stylus on ChromeOS devices.
- If you cannot use the annotation tools in DocViewer, your institution may have restricted this feature.

Add Point Annotation



To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

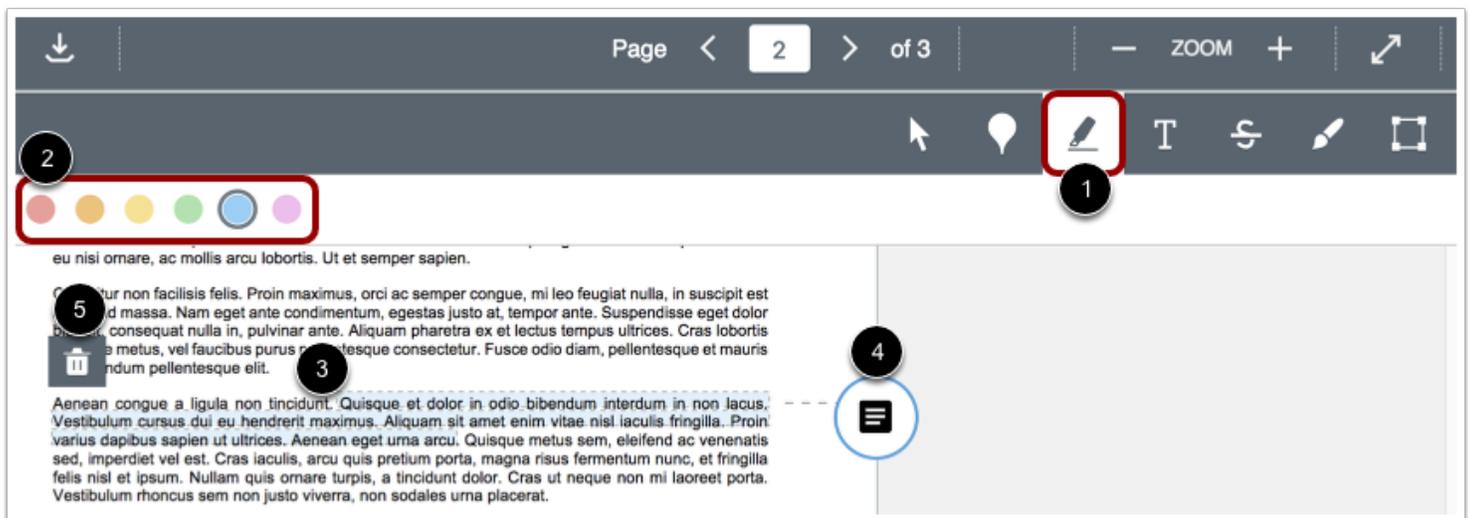
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation and its comments, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation.

To delete a point annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

Add Highlight Annotation



To highlight text within the document, click the **Highlight annotation** icon [1].

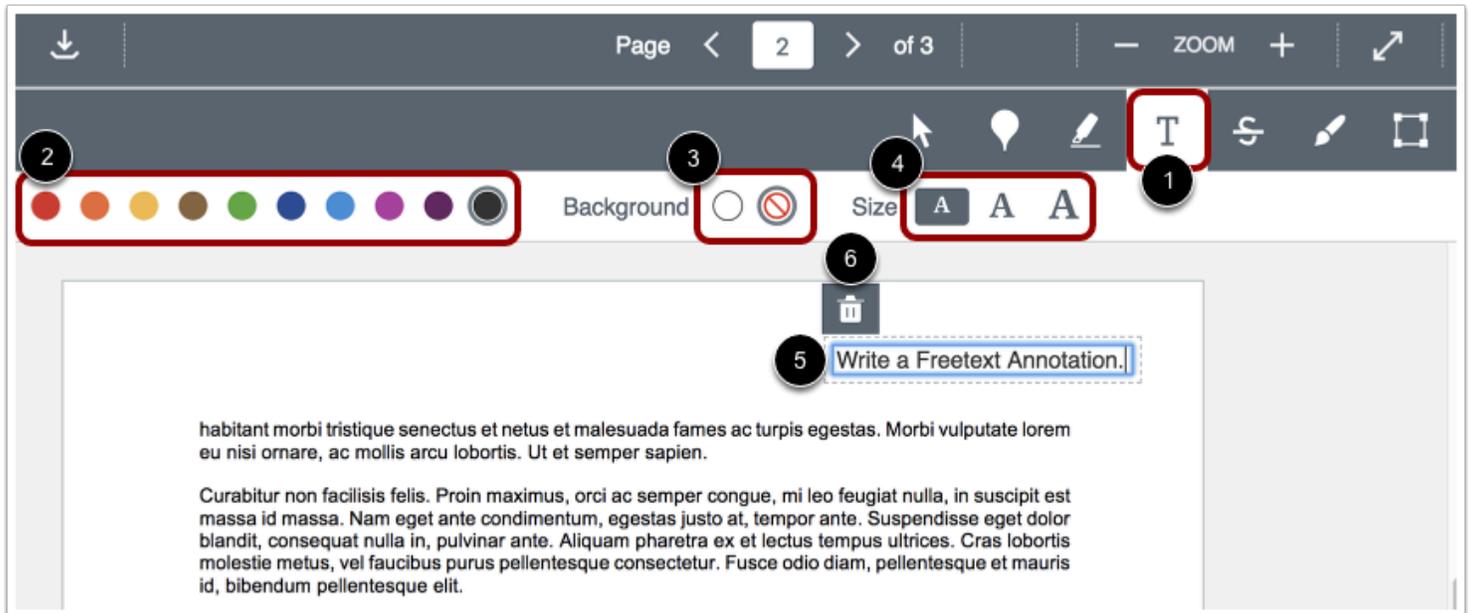
Select the color for the highlight annotation in the color panel [2].

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

To add a comment to the highlight annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a highlight annotation, click the highlighted area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation also deletes any associated comments.

Add Text Annotation



To add text directly in the submission, click the **Free text annotation** icon [1].

Select the color for the text annotation in the color panel [2].

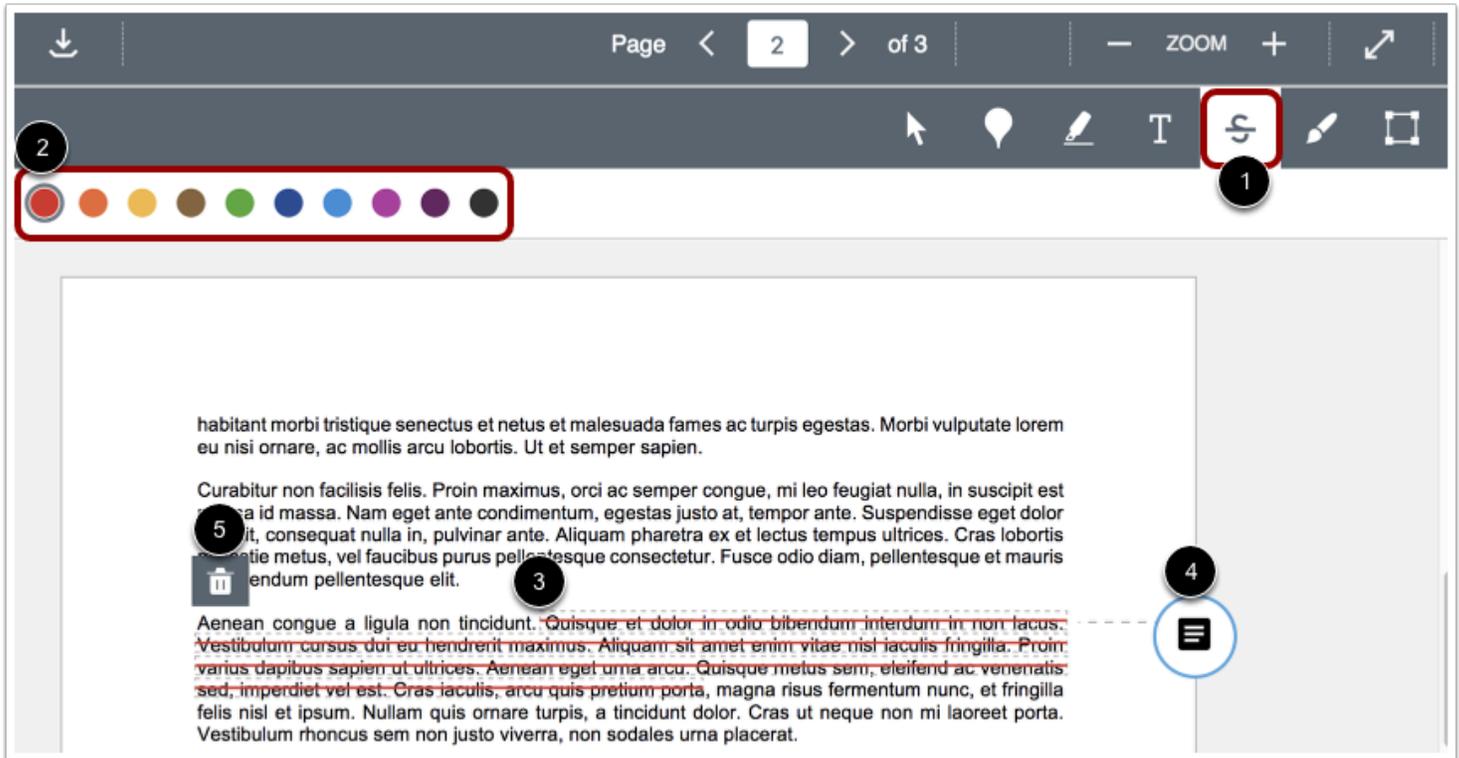
Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, press the **Shift+Enter/Return** keys.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.

Add Strikeout Text Annotation



To indicate that text should be deleted, click the **Strikeout annotation** icon [1].

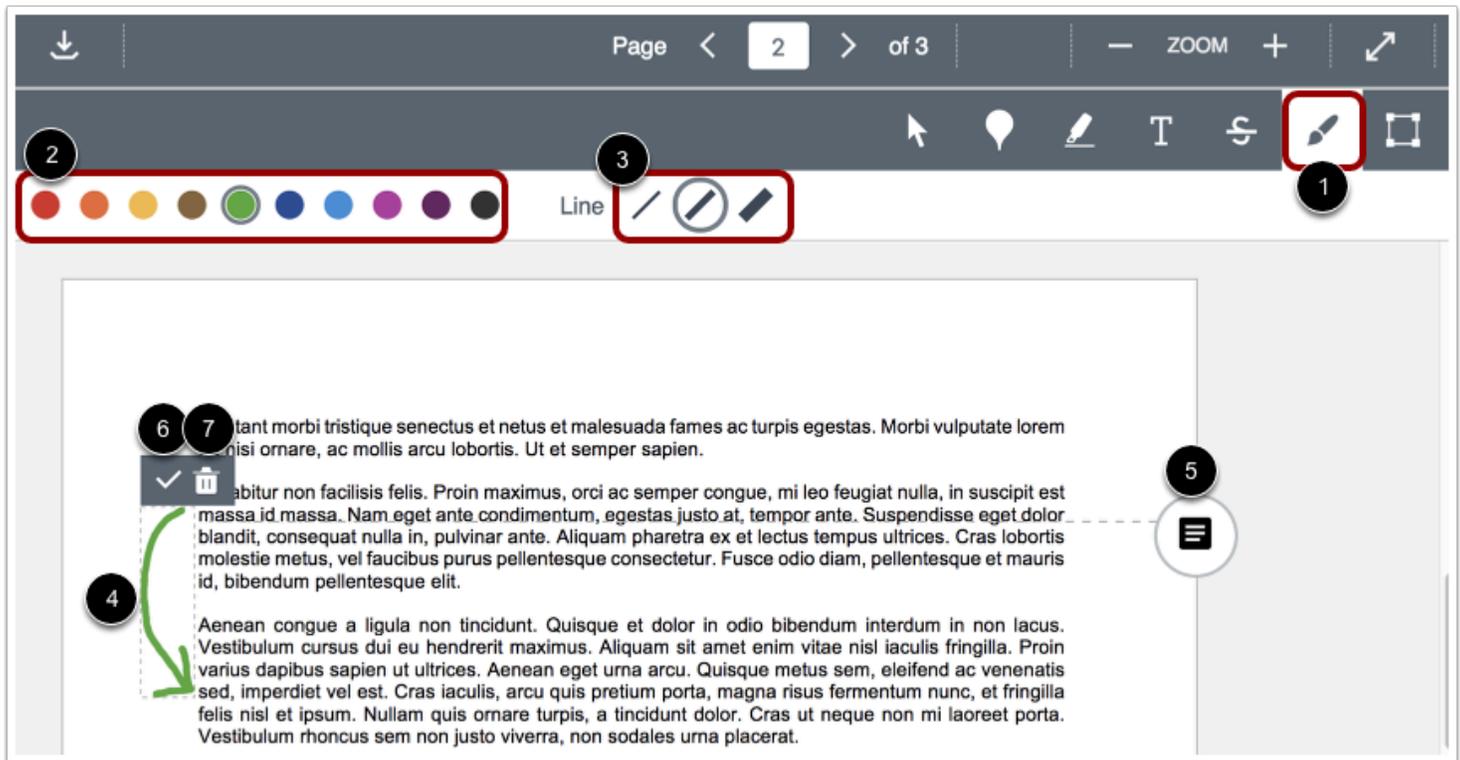
Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation also deletes any associated comments.

Add Draw Annotation



To make freehand drawings and annotations, click the **Free draw annotation** icon [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation also deletes any associated comments.

Note: Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

Add Area Annotation



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

Select the color for the area annotation in the color panel [2].

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

To add a comment to the area annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, press the **Shift+Enter/Return** keys. To submit your comment, press the **Enter/Return** key.

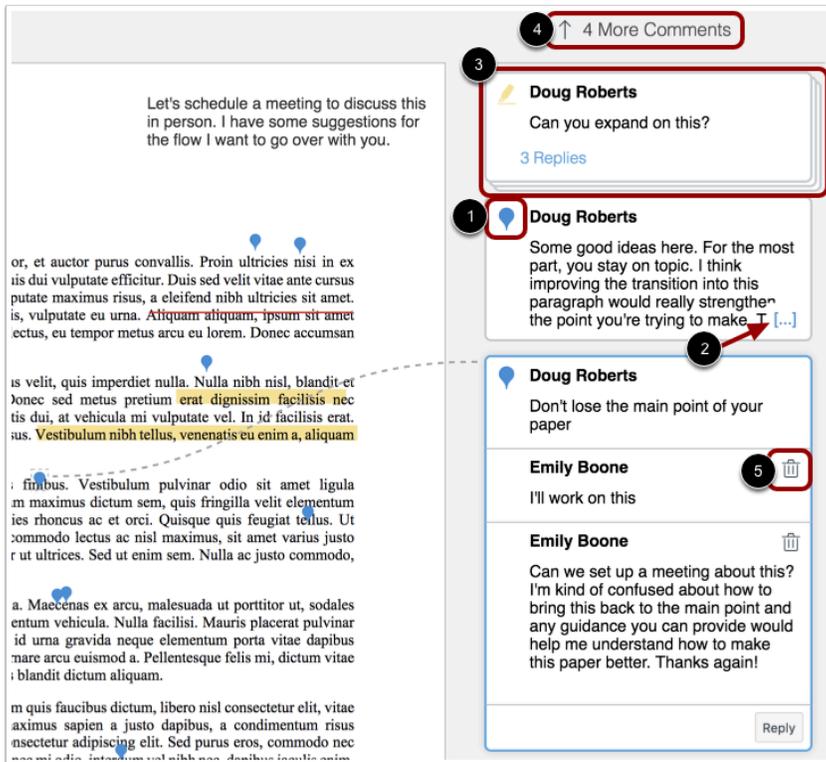
You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation also deletes any associated comments.

To delete an area annotation comment and its replies, click the comment **Delete** icon [7]. DocViewer will confirm you want to delete the annotation comment and its replies.

View Comments



Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes more than five content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies are expanded.

Comments with replies are stacked [3]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [4].

You can delete your comments by clicking the **Delete** icon [5].

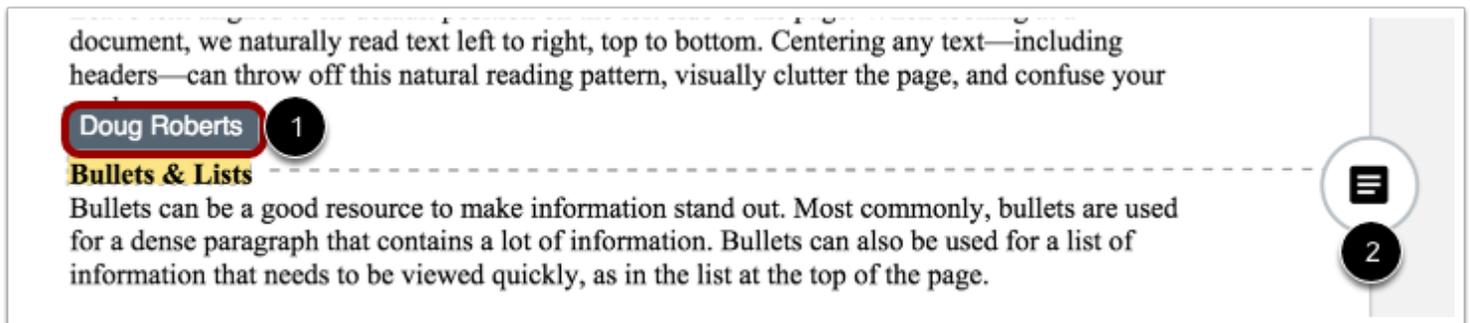
View Anonymous Instructor Comments



The screenshot shows a document titled "Research Paper" with three paragraphs of placeholder text. On the right side, there are three comment boxes, each starting with a blue location pin icon and the word "Grader". The top comment, which is highlighted with a red border, says "This is interesting." The middle comment asks "Can you expand on this in the next paragraph?" The bottom comment says "Good introduction".

If your instructor has enabled Anonymous Instructor Annotations, annotations and comments on your submission will not display the name of the instructor or grader.

View Other User Annotations

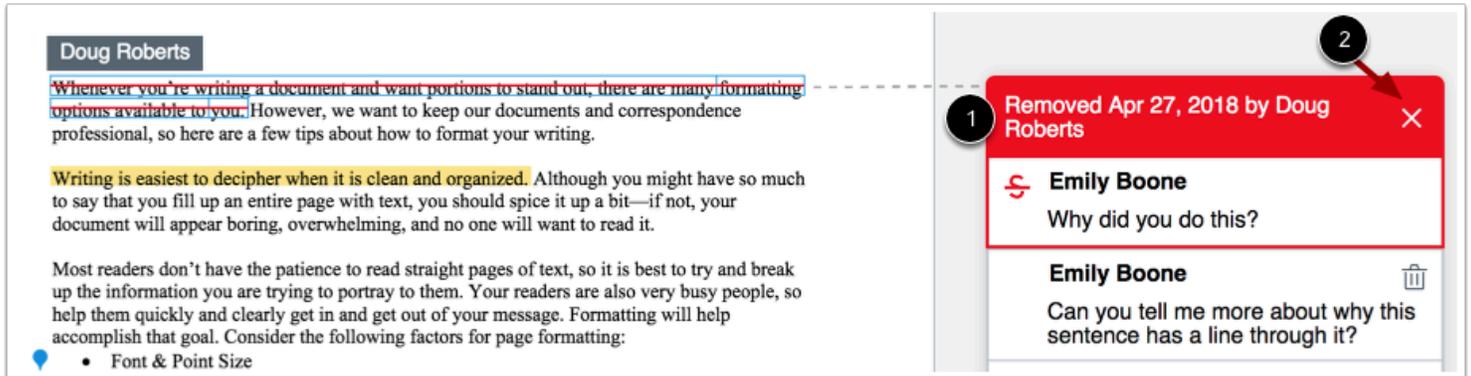


The screenshot shows a document with two paragraphs. The first paragraph is "document, we naturally read text left to right, top to bottom. Centering any text—including headers—can throw off this natural reading pattern, visually clutter the page, and confuse your". Below it is a section titled "Bullets & Lists" with the text "Bullets can be a good resource to make information stand out. Most commonly, bullets are used for a dense paragraph that contains a lot of information. Bullets can also be used for a list of information that needs to be viewed quickly, as in the list at the top of the page." On the right side, there is a vertical toolbar with a hamburger menu icon and a circular button with the number "2". A red box highlights the name "Doug Roberts" and a circular button with the number "1" next to it, indicating an annotation.

When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1].

You can also leave a comment on any annotation created by other users [2].

View Deleted Items



The screenshot shows a document with a comment by Doug Roberts. A red line is drawn through the comment text. A dashed line connects this comment to a notification in the sidebar. The notification is a red box with a white 'X' in the top right corner. It contains the text: 'Removed Apr 27, 2018 by Doug Roberts'. Below this, there is a section for 'Emily Boone' with a question mark icon and the text 'Why did you do this?'. Below that, there is another section for 'Emily Boone' with a trash can icon and the text 'Can you tell me more about why this sentence has a line through it?'. A red arrow points from a circled '2' to the 'X' icon. A circled '1' points to the notification box.

Your instructor can delete any comment or annotation at any time. If a comment or annotation is deleted, the deleted item displays in the sidebar [1]. You can view the name of the user who made the deletion and the date of the deletion. Items can only be deleted by instructors or admins.

If multiple comments or annotations are deleted, including comment replies with the same comment thread, each comment or annotation will include its own heading information about the deletion.

To permanently remove the deleted item, click the **Remove** icon [2].

Note: You can not recover permanently deleted items.

How do I submit an online assignment in Canvas for Elementary using Assignment Enhancements?

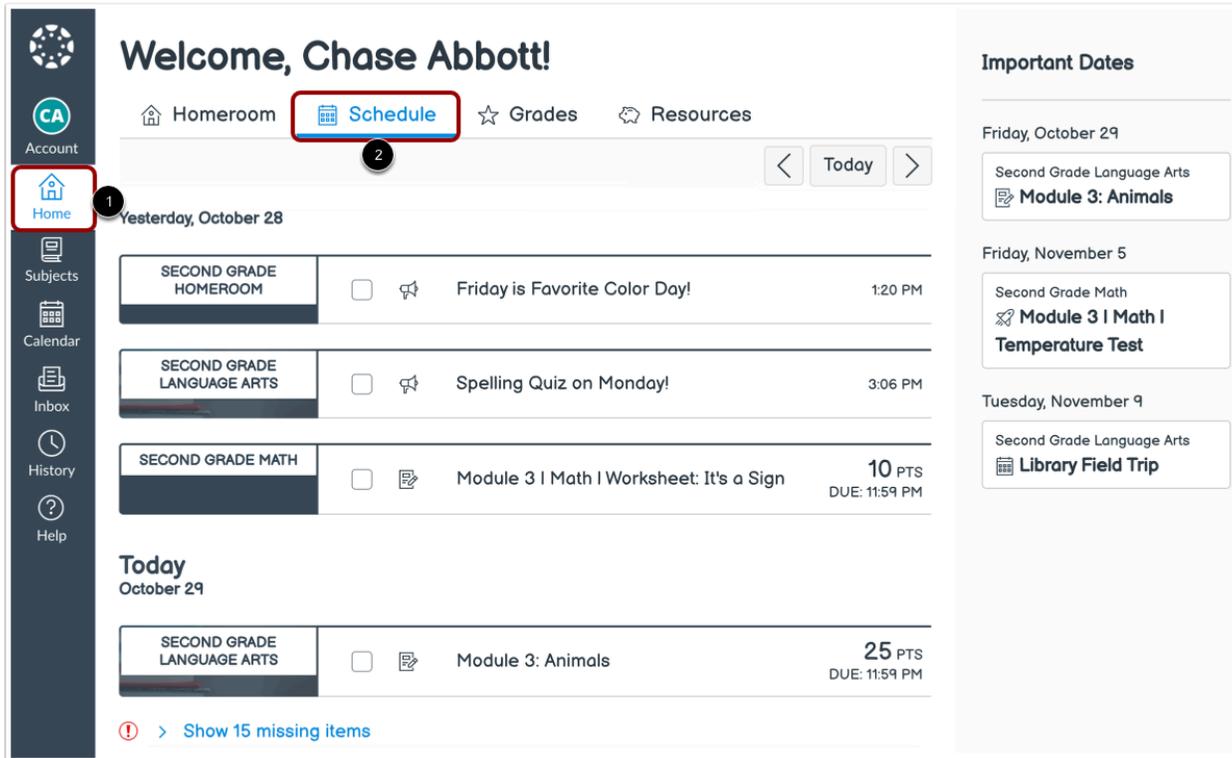
This lesson shows you how to submit an online assignment using Assignment Enhancements in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to submit an online assignment in course using Assignment Enhancements](#) in Classic Canvas.

You can submit online assignments in subjects that have enabled Assignment Enhancements. Instructors can choose what kind of online submissions they want you to use. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

Notes:

- If the assignment you are accessing displays differently than the steps in this lesson, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- Group assignments do not support the student annotation submission type.

Open Schedule



The screenshot shows the Canvas student interface for Chase Abbott. The top navigation bar includes "Home", "Schedule", "Grades", and "Resources". The "Schedule" tab is highlighted with a red box and a circled "2". The left sidebar contains "Home" (circled with a red box and a circled "1"), "Subjects", "Calendar", "Inbox", "History", and "Help". The main content area displays a calendar view for "Yesterday, October 28" and "Today, October 29".

Subject	Item	Points	Due
SECOND GRADE HOMEROOM	Friday is Favorite Color Day!		1:20 PM
SECOND GRADE LANGUAGE ARTS	Spelling Quiz on Monday!		3:06 PM
SECOND GRADE MATH	Module 3 Math I Worksheet: It's a Sign	10 PTS	DUE: 11:59 PM
SECOND GRADE LANGUAGE ARTS	Module 3: Animals	25 PTS	DUE: 11:59 PM

Important Dates:

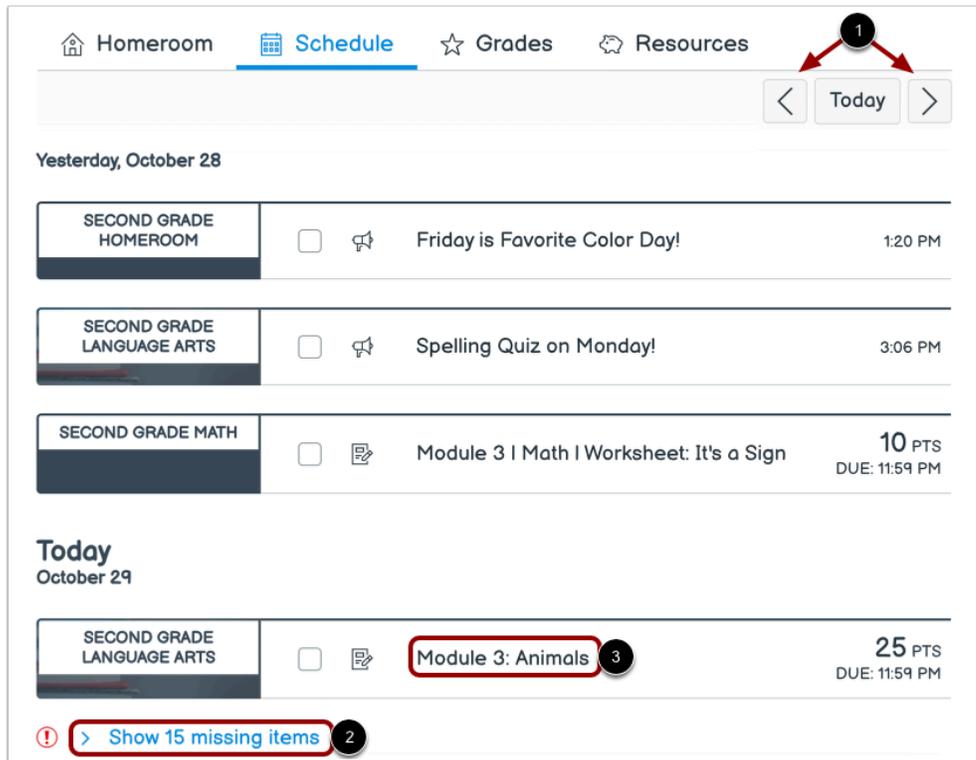
- Friday, October 29: Second Grade Language Arts, Module 3: Animals
- Friday, November 5: Second Grade Math, Module 3 | Math I Temperature Test
- Tuesday, November 9: Second Grade Language Arts, Library Field Trip

[Show 15 missing items](#)

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access assignments through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Assignment



Homeroom **Schedule** Grades Resources

< Today >

Yesterday, October 28

SECOND GRADE HOMEROOM	<input type="checkbox"/>	Friday is Favorite Color Day!	1:20 PM
SECOND GRADE LANGUAGE ARTS	<input type="checkbox"/>	Spelling Quiz on Monday!	3:06 PM
SECOND GRADE MATH	<input type="checkbox"/>	Module 3 Math Worksheet: It's a Sign	10 PTS DUE: 11:59 PM

Today
October 29

SECOND GRADE LANGUAGE ARTS	<input type="checkbox"/>	Module 3: Animals	25 PTS DUE: 11:59 PM
----------------------------	--------------------------	-------------------	-------------------------

Show 15 missing items

The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing assignments, click the **Show missing items** drop-down [2].

To open an assignment, click the assignment name [3].

View Assignment Details

Module 3: Animals 2 25 Possible Points

Due: Fri Nov 5, 2021 11:59pm 1

Attempt 1 IN PROGRESS

Next Up: Submit Assignment Add Comment

3 Attempts Allowed 3

Details 4

Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?

View Rubric 6

Criteria	Ratings				Pts	
Follow Instructions	5 pts Full Credit	3 pts Partial Credit	0 pts No Credit		/ 5 pts	
Answers each question	16 pts Full Credit Answers all questions	9.6 pts Partial Credit Answers some questions	0 pts No Credit Doesn't answer any questions		/ 16 pts	
Assignment Outcome view longer description threshold: 3	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery	1 pts Below Mastery	0 pts No Evidence	/ 4 pts
Total Points: 0						

Choose a submission type 5

T
Text

Web URL

Media

Annotation

Upload

More

Assignment details display including the due date [1], points [2], allowed submissions attempts [3], details [4], and allowed submission types [5].

If the assignment includes a rubric, the rubric displays below the assignment description [6].

Select Submission Type

Choose a submission type

T
Text

Web URL

Media

Annotation

Upload

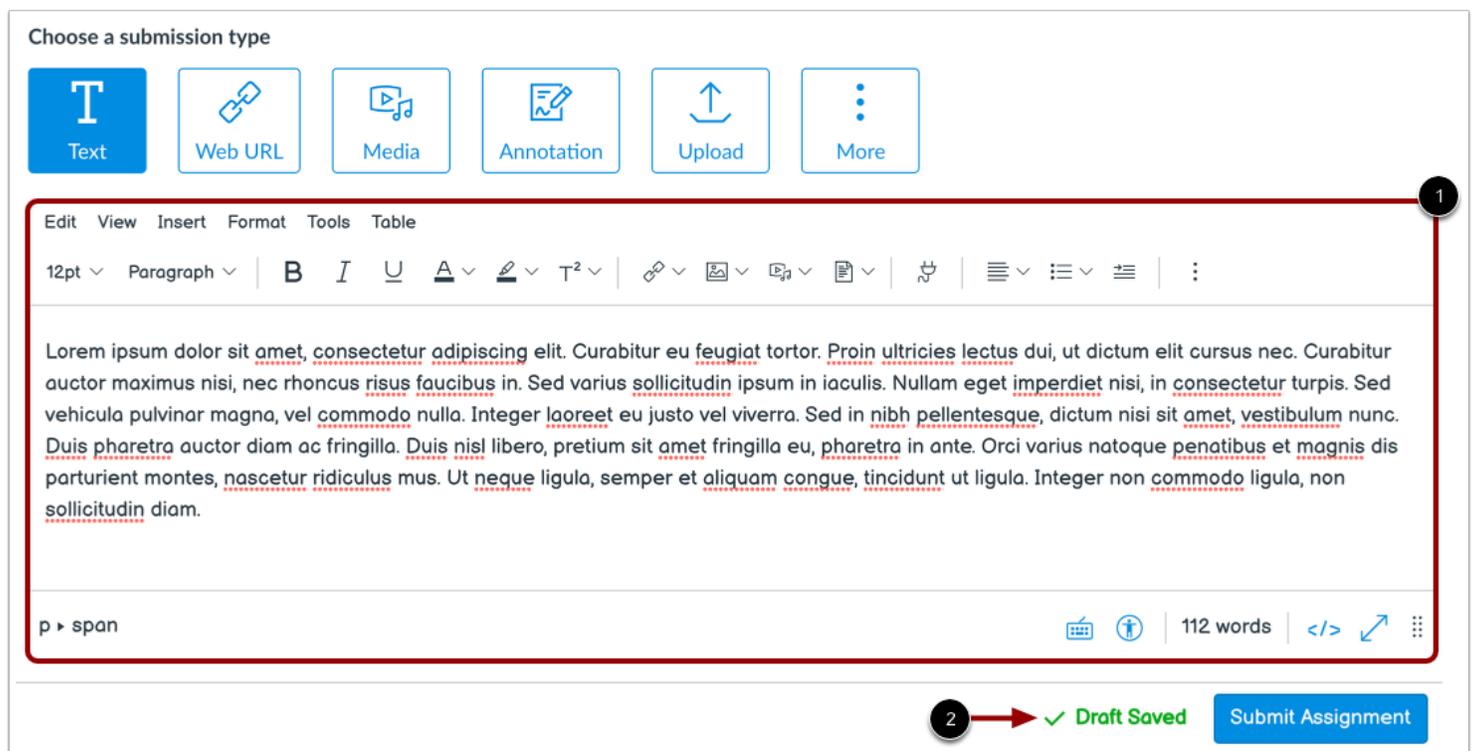
More

The following submission types are accepted using Assignment Enhancements: Text Entry, Website URL, Media, Annotation, File Upload, and external application. However, your instructor may specify which submission types are appropriate for each assignment.

Select a submission type from the **Choose a submission type** section.

If your instructor only allows one submission type, the Choose a submission type section does not display.

Submit Text Entry



The screenshot shows the submission interface. At the top, there is a section titled "Choose a submission type" with six buttons: "Text" (highlighted in blue), "Web URL", "Media", "Annotation", "Upload", and "More". Below this is the Rich Content Editor, which includes a menu bar (Edit, View, Insert, Format, Tools, Table), a toolbar with various formatting options (font size, paragraph, bold, italic, underline, text color, background color, superscript, link, unlink, insert link, insert image, insert video, insert document, undo, redo, bulleted list, numbered list, indent, outdent), and a text area containing placeholder text. At the bottom right of the editor, it shows "112 words" and icons for help, user, code, and share. Below the editor, a green checkmark and the text "Draft Saved" are visible, along with a blue "Submit Assignment" button.

To submit a [text entry](#) assignment, enter text in the **Rich Content Editor** [1].

Once added, your text will be saved as an assignment submission draft [2].

Submit Website URL

Choose a submission type

 Text  Web URL  Media  Annotation  Upload  More

Enter Web URL



To submit a [website URL](#), add the URL to the **Website Url** field.

Once added, your website URL will be saved as an assignment submission draft.

Submit Media Recording

Choose a submission type

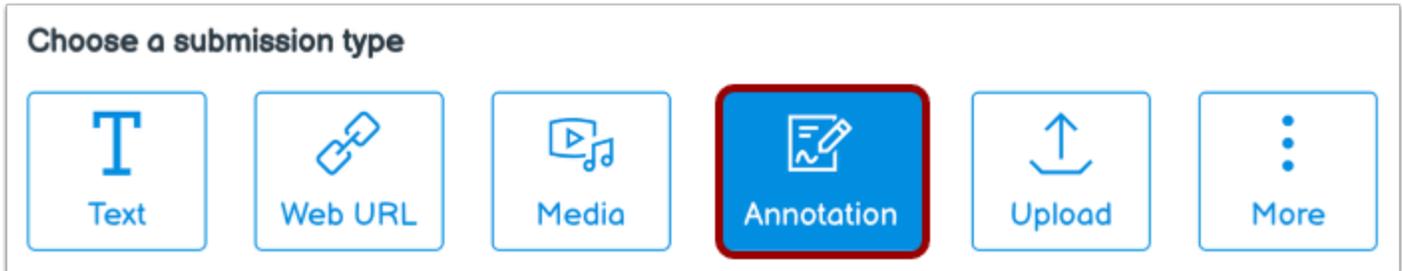
 Text  Web URL  Media  Annotation  Upload  More



Add Media

To [submit a media recording](#), click the **Record/Upload** button.

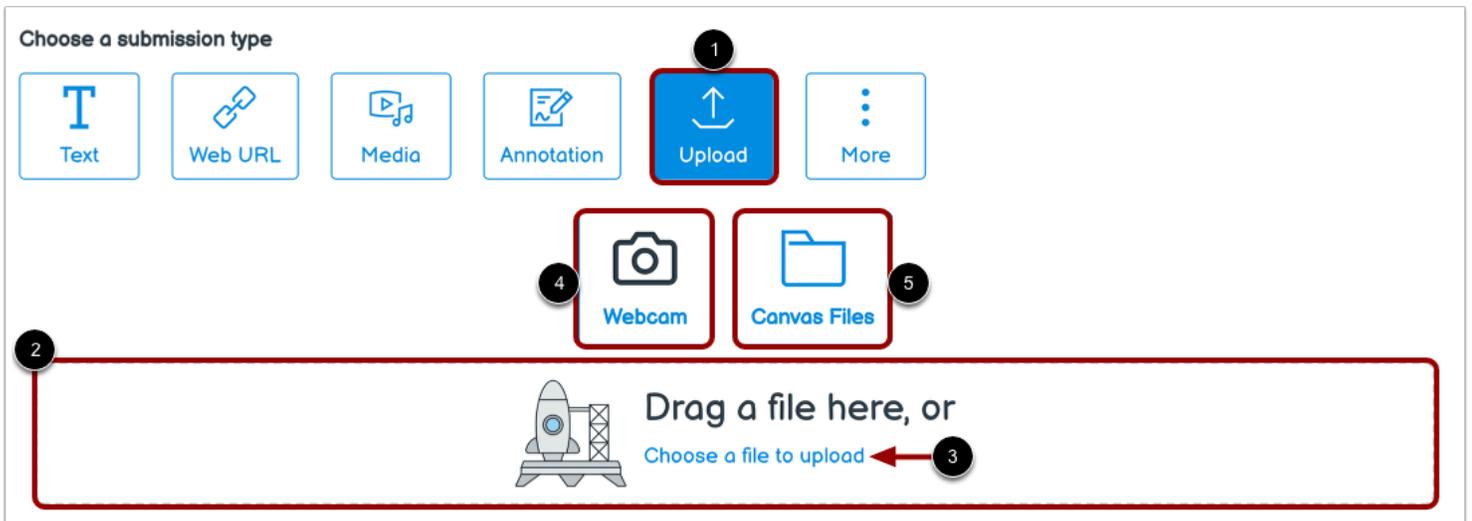
Submit Annotation



To [submit an annotated document](#), click the **Annotation** button.

Note: Group assignments do not support the student annotation submission type.

Submit File Upload



To upload a file as your submission, click the **Upload** button [1].

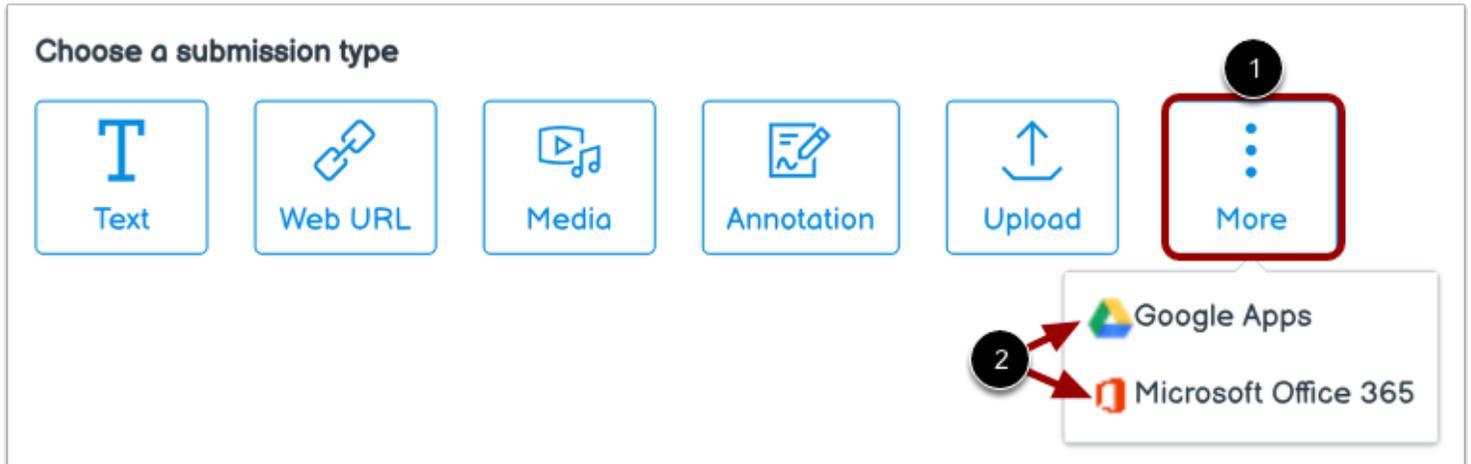
To [upload a file from your computer](#), drag and drop a file [2], or browse your computer files by clicking the **Choose a file to upload** link [3].

To [capture a photo of your assignment using your computer's webcam](#), click the **Webcam** button [4].

To [upload a file from your Canvas user files](#), click the **Canvas Files** button [5].

Once uploaded, your file will be saved as an assignment submission draft.

Submit Course App File

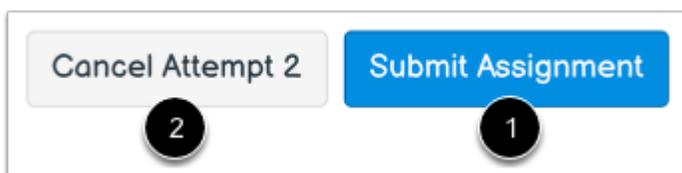


If added to your course, you may see options to upload a file from a course app such as [Google Drive](#) or [Office 365](#).

To upload a file or URL from a course app, click the **More** button [1]. Then click the app name [2].

Once added, your file will be saved as an assignment submission draft.

Submit Assignment

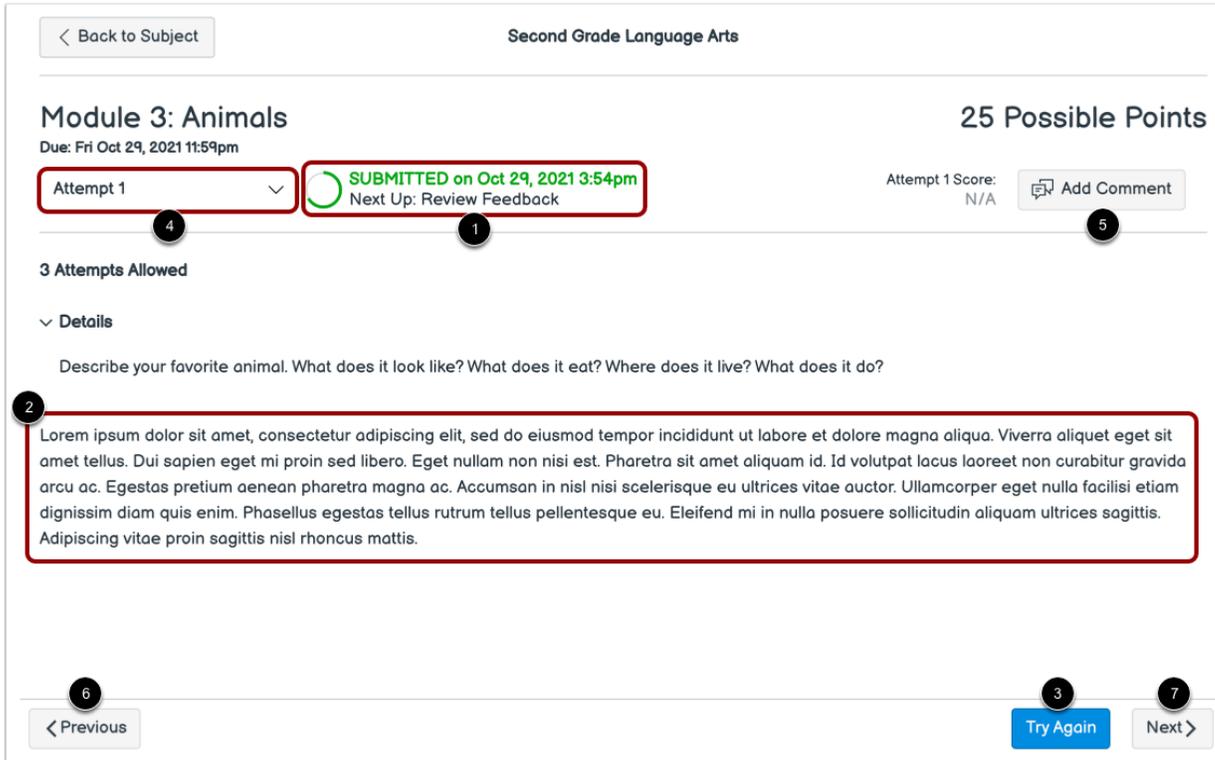


When you are ready to submit your assignment, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [2].

Note: If you added a text entry submission, you must save the submission draft before you can submit the assignment.

View Submission



The screenshot shows the 'View Submission' page for 'Module 3: Animals' in 'Second Grade Language Arts'. The page displays a progress tracker with a 'SUBMITTED on Oct 29, 2021 3:54pm' status (1) and a 'Next Up: Review Feedback' message. A dropdown menu shows 'Attempt 1' (4). The 'Attempt 1 Score' is 'N/A' (5), and there is an 'Add Comment' button. Below the progress tracker, it indicates '3 Attempts Allowed' and a 'Details' section. The question prompt is 'Describe your favorite animal. What does it look like? What does it eat? Where does it live? What does it do?'. The submission content is a block of placeholder text (2). At the bottom, there are navigation buttons: '< Previous' (6), 'Try Again' (3), and 'Next >' (7).

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If allowed by your instructor, you may resubmit another version of your assignment using the **Try Again** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- When you submit your assignment, the assignment is automatically marked as completed in your schedule.
- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [6] and the next module item by clicking the **Next** button [7].

Chat

How do I use Chat as a student?

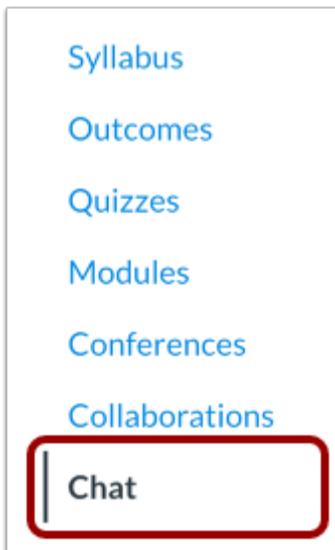
The Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation. All content in a course chat can be viewed by anyone in the course. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You can open Chat in a new browser window while viewing other areas in Canvas.

Note:

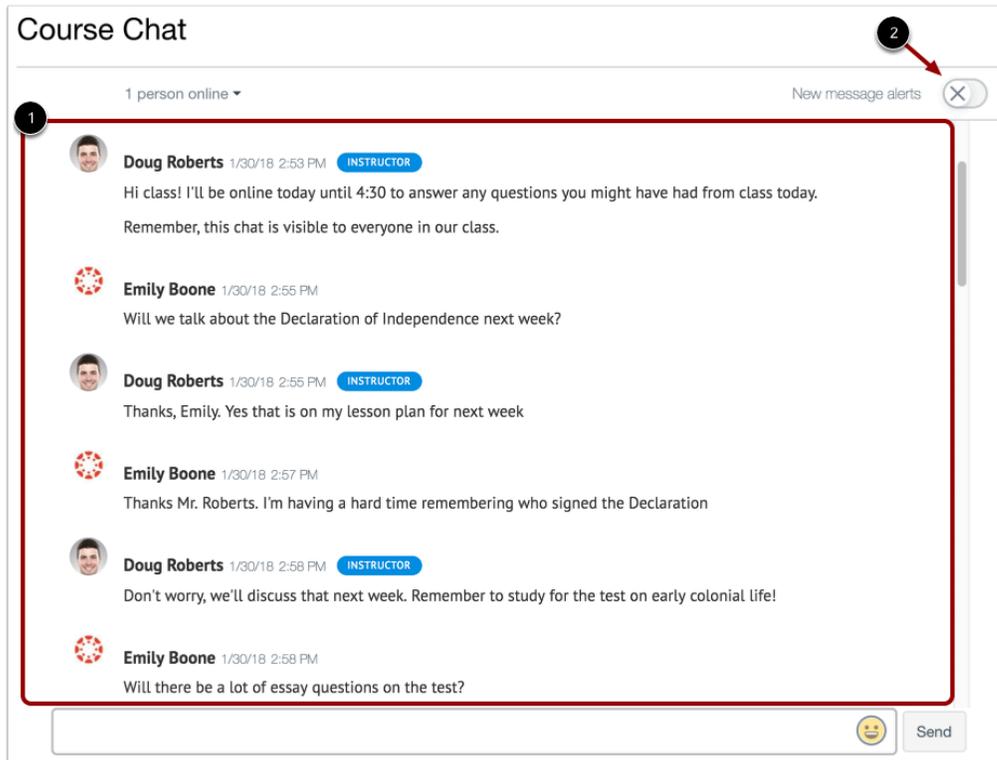
- If you cannot view the Chat tool, Chat has not been enabled for your institution.
- You cannot delete chat messages.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by [disabling cross-site tracking prevention](#) in Safari when using Canvas.

Open Chat



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

View Chat

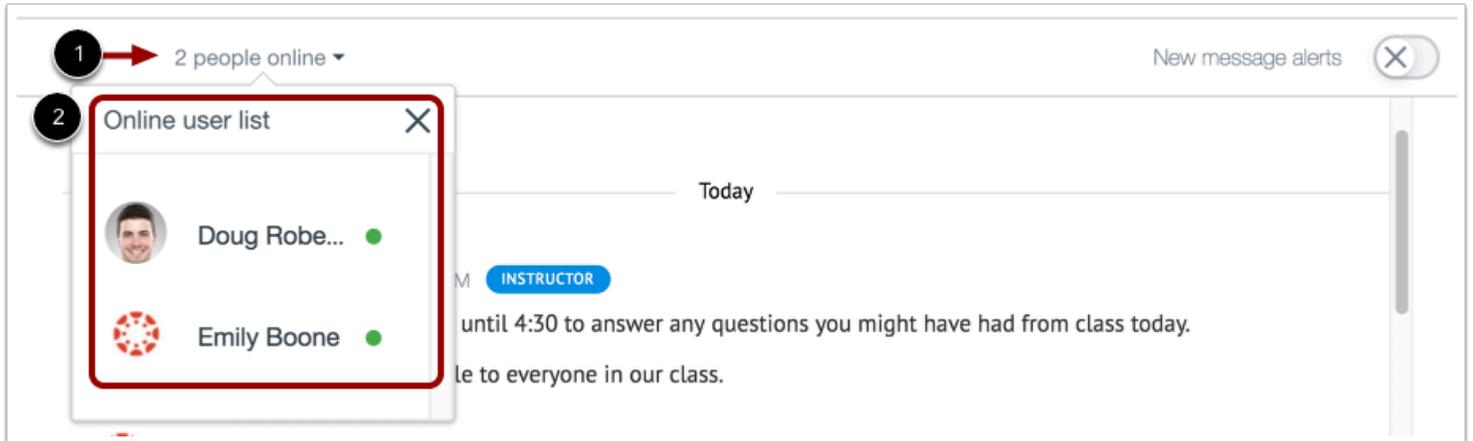


When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

To receive alerts for new chat messages, click the **New message alerts** button [2]. If this option is turned on, you will receive alerts if Chat is open in Canvas but your browser window is minimized or you are viewing another browser tab. Alerts will not send if you leave Chat to view another area in Canvas.

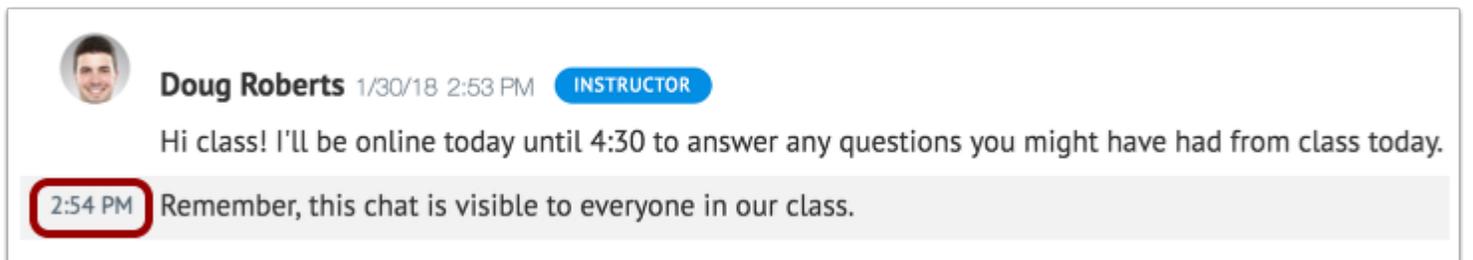
Message history each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

View Online Users



Chat displays the number of users who are in the chat [1]. To view a list of these users [2], hover your cursor over the number.

View Time Stamp



When a user sends multiple chat messages without another user sending a message, all messages will appear under the first message's time stamp. To view additional time stamps, hover your cursor over the message.

Send Message



To send a chat message, enter your message in the chat window [1]. To add an emoji to your message, click the **Emoji** icon [2]. Then click the **Send** button [3].

How do I use inline chat as a student?

If configured for your institution, inline chat allows you to communicate with other users in a course from areas other than the Chat page.

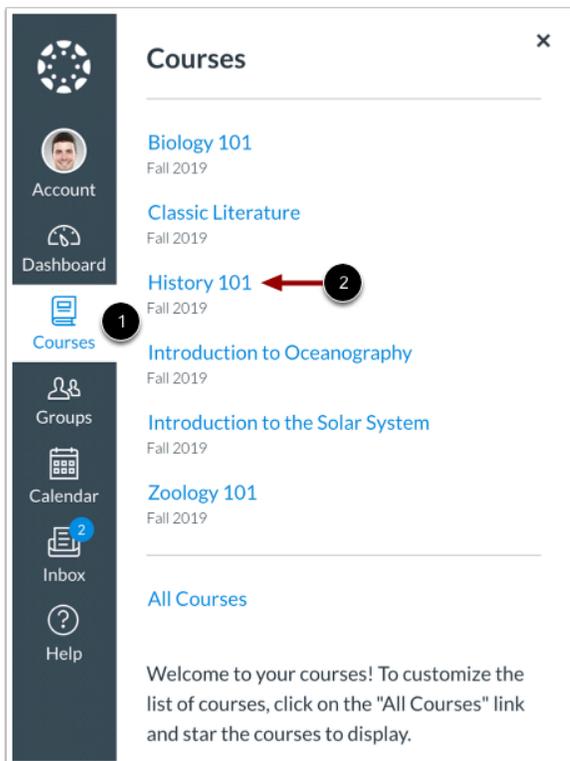
When inline chat is enabled, any user viewing the course will appear as online on the Chat page. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

You can also chat with course users from the Chat page.

Notes:

- If you cannot view inline chat, it has not been enabled for your institution.
- Chat alerts are not available for inline chat.

Open Course



Courses

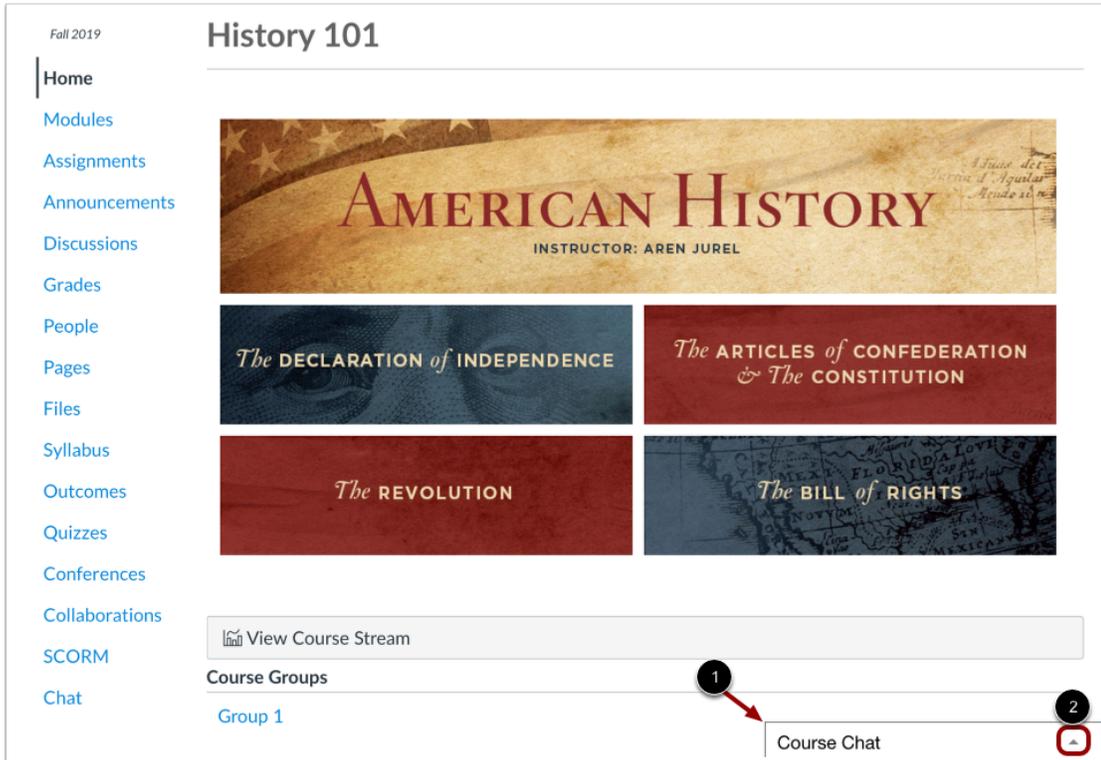
- Biology 101
Fall 2019
- Classic Literature
Fall 2019
- History 101
Fall 2019
- Introduction to Oceanography
Fall 2019
- Introduction to the Solar System
Fall 2019
- Zoology 101
Fall 2019

[All Courses](#)

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

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

Open Chat



The screenshot shows a Canvas course page for 'History 101' in the 'Fall 2019' session. On the left is a navigation menu with items like Home, Modules, Assignments, Announcements, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Conferences, Collaborations, SCORM, and Chat. The main content area features a banner for 'AMERICAN HISTORY' by instructor 'AREN JUREL'. Below the banner are four topic cards: 'The DECLARATION of INDEPENDENCE', 'The ARTICLES of CONFEDERATION & The CONSTITUTION', 'The REVOLUTION', and 'The BILL of RIGHTS'. At the bottom, there is a 'View Course Stream' button, a 'Course Groups' section with 'Group 1', and a 'Course Chat' button. A red arrow labeled '1' points to the 'Course Chat' button, and a red circle labeled '2' highlights the 'Expand' icon (a square with an upward-pointing arrow) on the right side of the chat button.

View inline chat in your course [1]. To open your chat, click the **Expand** icon [2]. Chat must be reopened whenever you navigate to a new page within your course.

View Chat

Course Chat ▾

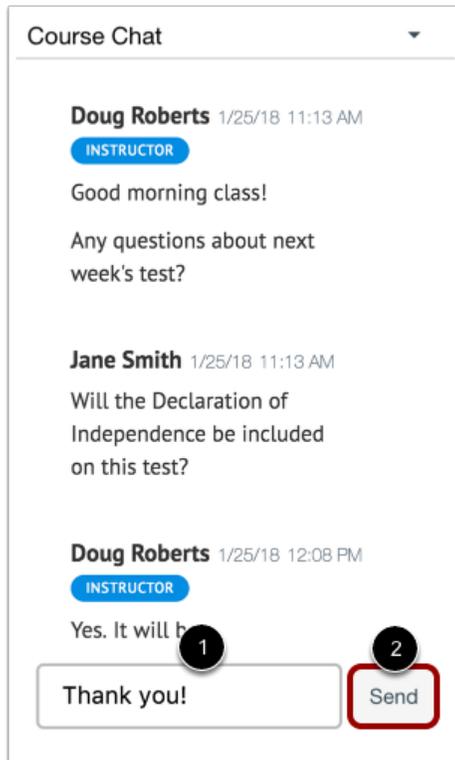
Doug Roberts 1/25/18 11:13 AM
INSTRUCTOR
Good morning class!
Any questions about next week's test?

Jane Smith 1/25/18 11:13 AM
Will the Declaration of Independence be included on this test?

Doug Roberts 1/25/18 12:08 PM
INSTRUCTOR
Yes. It will be.

Chat messages appear in the content window.

Send Message



The screenshot shows a 'Course Chat' window. It contains three messages:

- Doug Roberts** 1/25/18 11:13 AM
INSTRUCTOR
Good morning class!
Any questions about next week's test?
- Jane Smith** 1/25/18 11:13 AM
Will the Declaration of Independence be included on this test?
- Doug Roberts** 1/25/18 12:08 PM
INSTRUCTOR
Yes. It will be

At the bottom, there is a text input field containing 'Thank you!' with a circled '1' above it, and a 'Send' button with a circled '2' above it.

To send a chat message, enter your message in the chat window [1]. Then click the **Send** button [2].

Hide Chat

Course Chat 

Good morning class!

Any questions about next week's test?

Jane Smith 1/25/18 11:13 AM
Will the Declaration of Independence be included on this test?

Doug Roberts 1/25/18 12:08 PM
INSTRUCTOR
Yes. It will be.

Jane Smith 1/25/18 12:11 PM
Thank you!

To hide the chat window, click the **Collapse** icon.

Collaborations

How do I view Collaborations as a student?

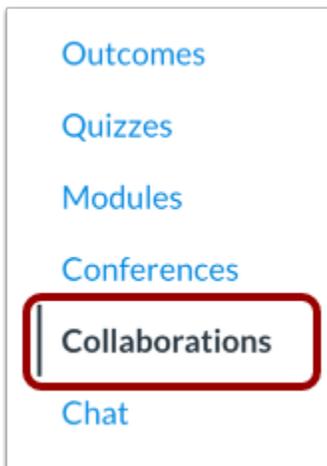
If you've been invited to join a collaboration, you can access the collaboration from Canvas. You can also view collaboration files from within your online account associated with the collaboration type (OneDrive or Google Drive).

If your institution grants permission, you can create collaborations in the course. Your instructor can always view any collaboration you create, though other students can only view collaborations that have been shared with them. If your instructor has added you to a course group, you can always [create collaborations within a group](#).

You can [choose to receive notifications about collaborations](#) in your Canvas notification settings.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



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

View Collaborations

[+ Collaboration](#)

1 [Course Midterm Review](#)

2 Here are some questions and notes for our midterm review!
[Doug Roberts](#), Nov 13, 2:39 PM

[Course Presentations](#)

3 [Doug Roberts](#), Nov 13, 2:44 PM **4**

[Course Resources](#)
[Doug Roberts](#), Nov 13, 2:26 PM

The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration

[+ Collaboration](#)

[Course Midterm Review](#)
Here are some questions and notes for our midterm review!
[Doug Roberts](#), Nov 13, 2:39 PM

[Course Presentations](#)
[Doug Roberts](#), Nov 13, 2:44 PM

[Course Resources](#)
[Doug Roberts](#), Nov 13, 2:26 PM

If you have permission, your institution may allow you to create collaborations in your course.

To create a new collaboration, click the **Start a new collaboration** button.

Depending on your institution's preference, you may be able to [create a Google Drive collaboration](#) or [create a Microsoft Office 365 collaboration](#).

If your collaborations page does not match the image shown in this lesson, you can still [create a Google Docs collaboration](#).

Open Collaboration

[Course Midterm Review](#)

Here are some questions and notes for our midterm review!

[Doug Roberts](#), Nov 13, 2:39 PM

[Course Presentations](#)

[Doug Roberts](#), Nov 13, 2:44 PM

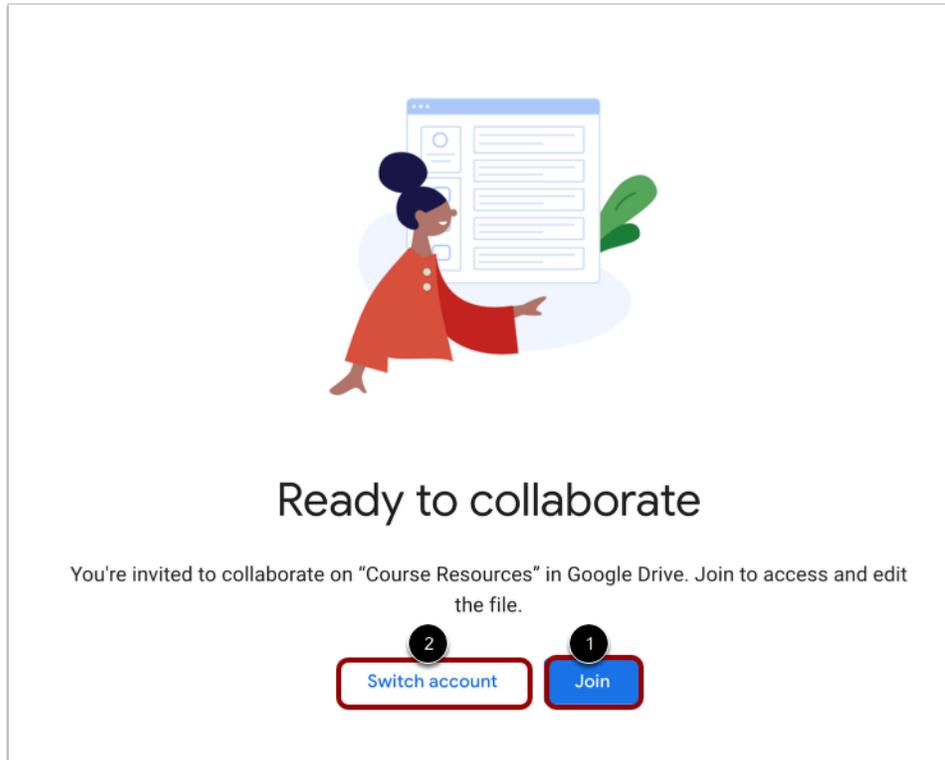
[Course Resources](#)

[Doug Roberts](#), Nov 13, 2:26 PM

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

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

Access Collaborations

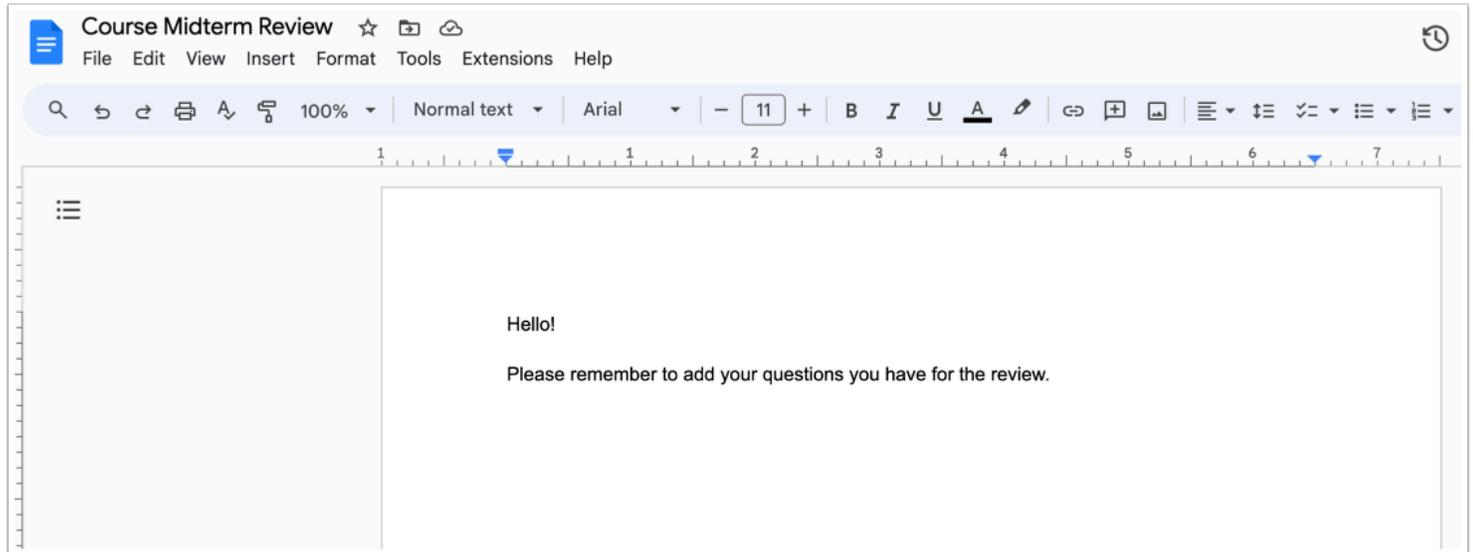


To access a file, you may need to authorize Canvas to access your Google Drive or OneDrive account.

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

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

View File



The screenshot shows a Google Docs interface. The title bar reads "Course Midterm Review" with a star icon, a folder icon, and a cloud icon. Below the title bar is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Extensions", and "Help". A toolbar contains various icons for search, undo, redo, print, text color, background color, zoom (100%), text style (Normal text), font (Arial), font size (11), bold (B), italic (I), underline (U), text color (A), link, insert, image, bulleted list, numbered list, indent, and outdent. A ruler is visible below the toolbar. The main document area contains the text:

Hello!

Please remember to add your questions you have for the review.

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

How do I create a Google Docs collaboration as a student?

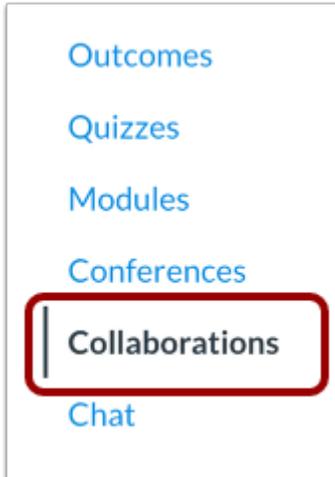
You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Google Docs collaborations are separate from Google Drive collaborations. If your collaboration options include Google Spreadsheets and Presentations in addition to Documents, your course has enabled [Google Drive collaborations](#).

Notes:

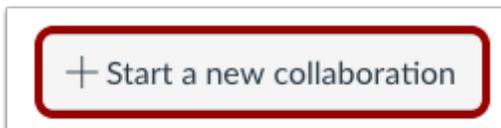
- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Each collaborator will need a Google account and will need to [connect Google Drive as a registered service in Canvas](#).
- Google Apps for Education (integration with your institution) works with Google Docs in Canvas. Please note, if your institution email does not allow access to Google Docs, you will need to use a regular Google account (i.e. example@gmail.com).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive.

Open Collaborations



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

Start a New Collaboration



Click the **Start a new collaboration** button.

Authorize Google

Start a New Collaboration

Collaborate using:

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Before you can collaborate on documents, you need to authorize Canvas to access your Google Drive account:

If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button to log in to Google.

Collaborate Using Google Docs

Start a New Collaboration

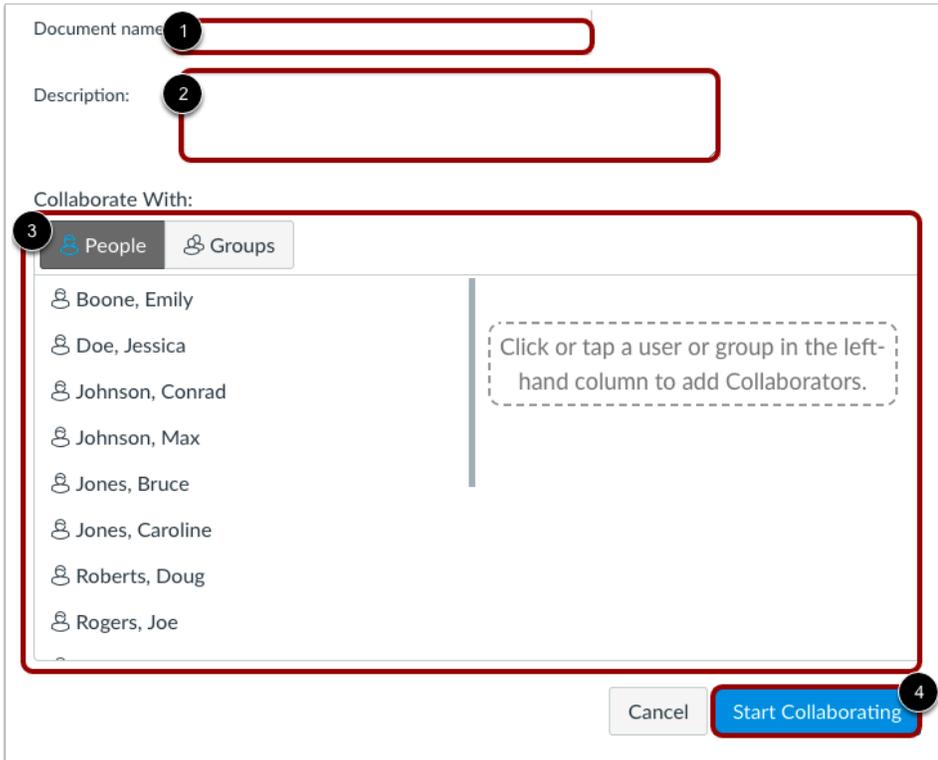
Collaborate using:

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Click the **Collaborate using** drop-down menu and select Google Docs.

Create Collaboration Document



Document name **1**

Description: **2**

Collaborate With: **3**

People Groups

Boone, Emily
Doe, Jessica
Johnson, Conrad
Johnson, Max
Jones, Bruce
Jones, Caroline
Roberts, Doug
Rogers, Joe

Click or tap a user or group in the left-hand column to add Collaborators.

Cancel **4** Start Collaborating

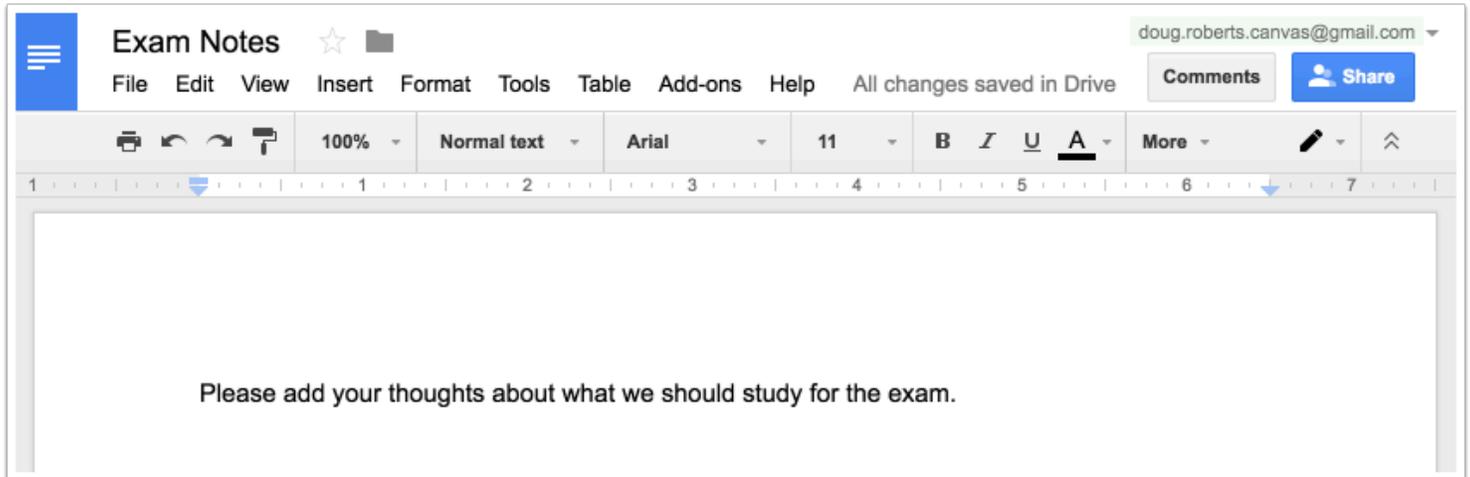
To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click the Groups tab and collaborate with a group.

Click the **Start Collaborating** button [4].

Notes:

- Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or [creating a group collaboration from groups](#).

Edit Document



The screenshot shows a Google Docs interface. At the top left, the document title is "Exam Notes" with a star icon and a folder icon. The top right shows the user's email address "doug.roberts.canvas@gmail.com" and a "Share" button. Below the title bar is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". A status bar indicates "All changes saved in Drive". Below the menu bar is a toolbar with icons for undo, redo, print, zoom (100%), text color (Normal text), font family (Arial), font size (11), bold (B), italic (I), underline (U), text background color (A), and a "More" dropdown. Below the toolbar is a ruler with markings from 1 to 7. The main document area contains a single line of text: "Please add your thoughts about what we should study for the exam."

View the newly created document in a new browser window.

Note: By default, any collaborator can share the document. The document owner can manage the document's share settings from within the Google Doc.

How do I create a Google Drive collaboration as a student?

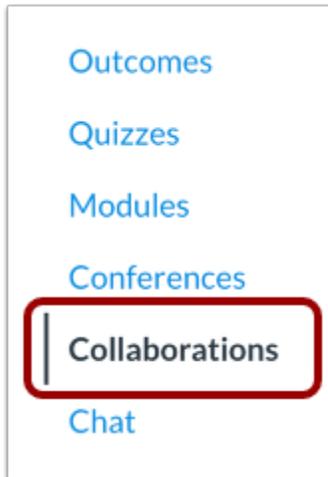
You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

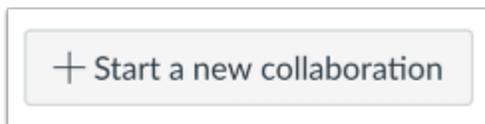
- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Google Drive collaborations are separate from [Google Docs collaborations](#).
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- Once you have created a Google Drive collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations



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

Start a New Collaboration



Click the **Start a new collaboration** button.

Authorize Google

Start a New Collaboration

Collaborate using:

Log In

You need to authorize this integration in order to use it.
Please sign in to your Google account and authorize this integration.

AUTHORIZE

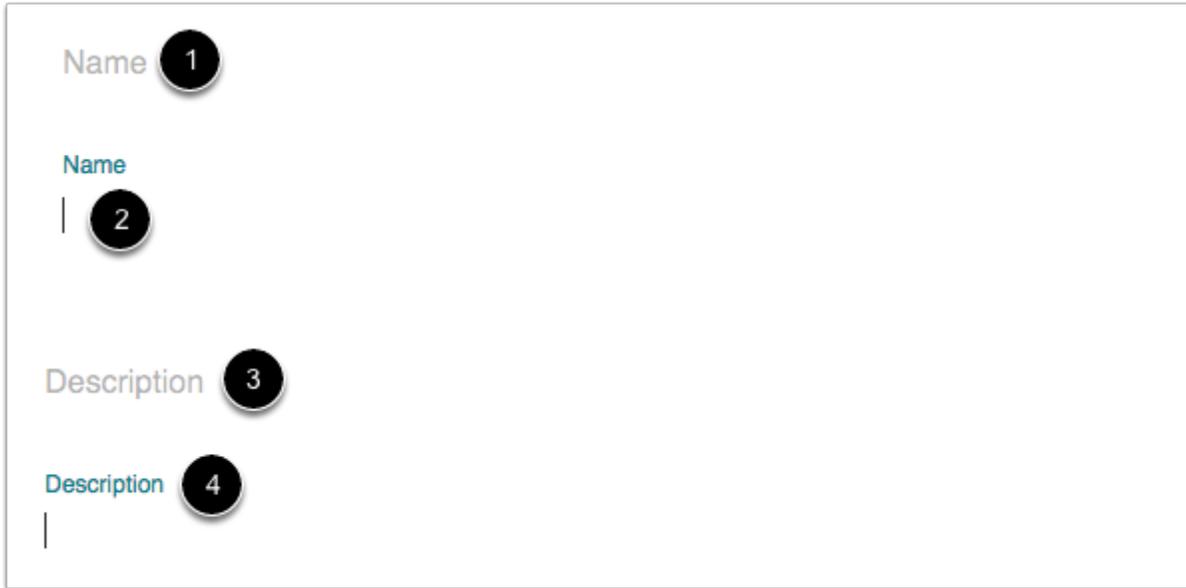
If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize** button.

Select Type

Kind

In the Kind drop-down menu, select the type of collaboration you want to create. You can create a Document, Spreadsheet, or Presentation.

Add Details

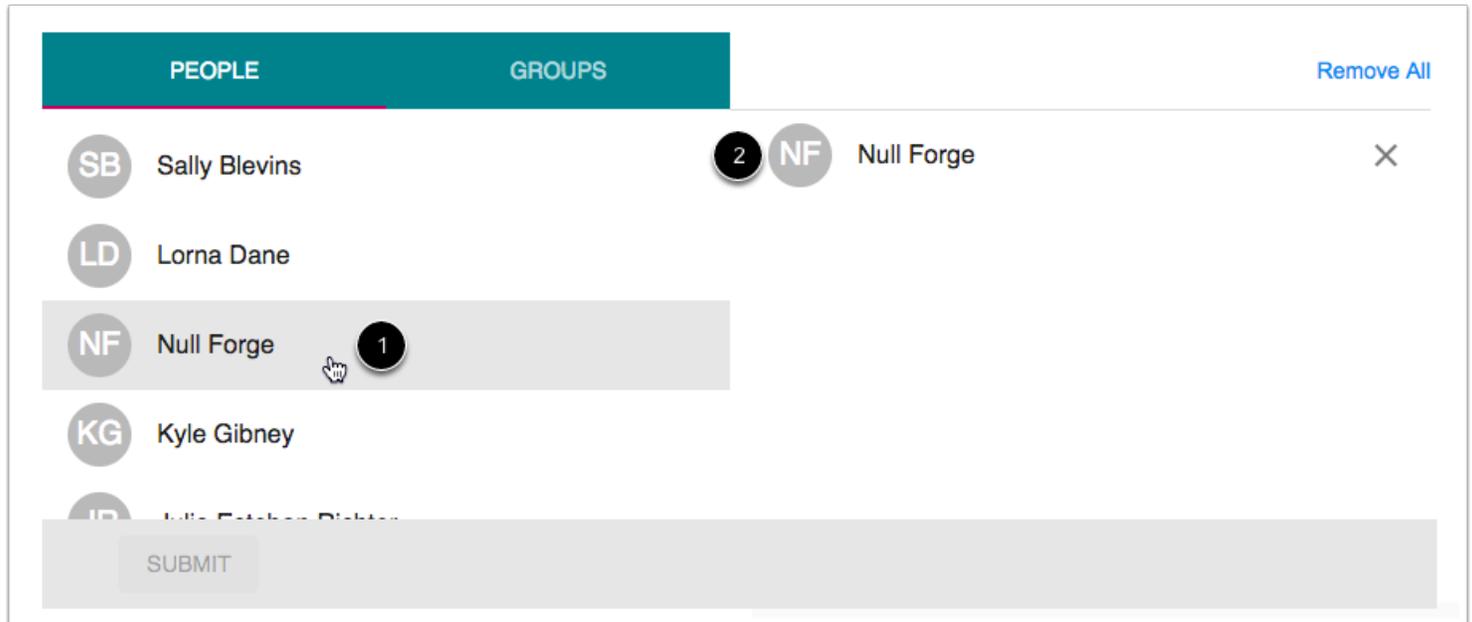


The screenshot shows a form with two sections. The first section is for the 'Name' field, with a 'Name' header (1) and a text input field (2). The second section is for the 'Description' field, with a 'Description' header (3) and a text input field (4).

To create a name for the collaboration, click the **Name** header [1]. The page will create a text field for you to enter the name [2].

To create a description for the collaboration, click the **Description** header [3]. The page will create a text field for you to enter the description [4].

Add People



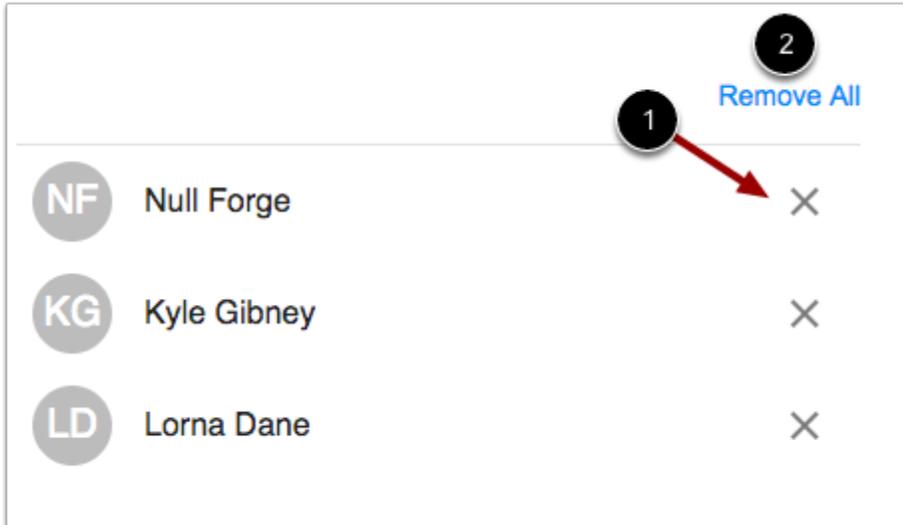
The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Notes:

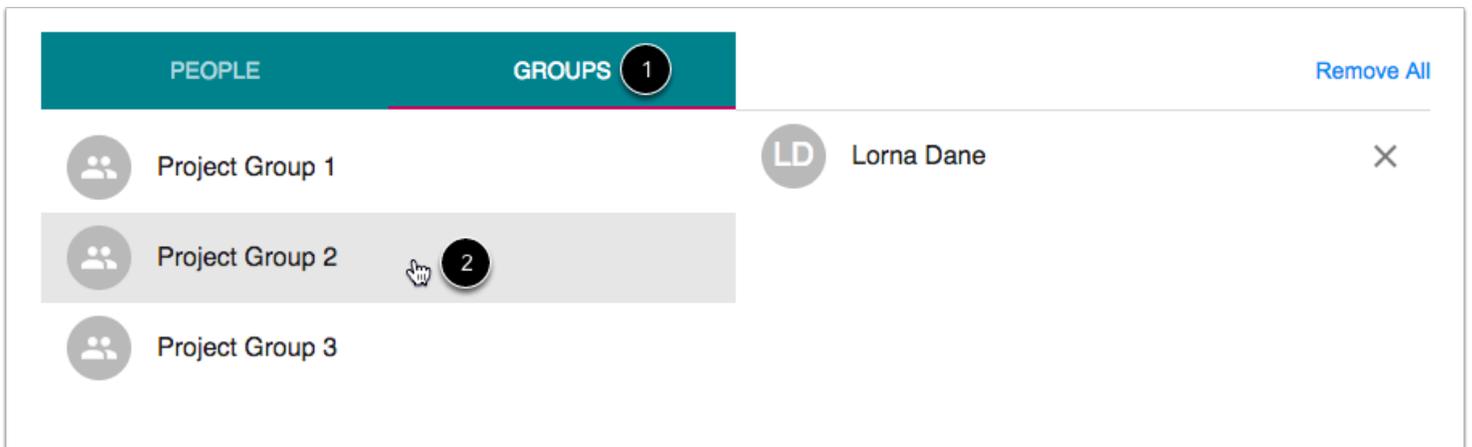
- Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or [creating a group collaboration from groups](#).

Remove Collaborators



To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups



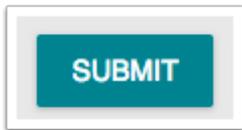
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

- You can select individual users as well as a group in a collaboration.

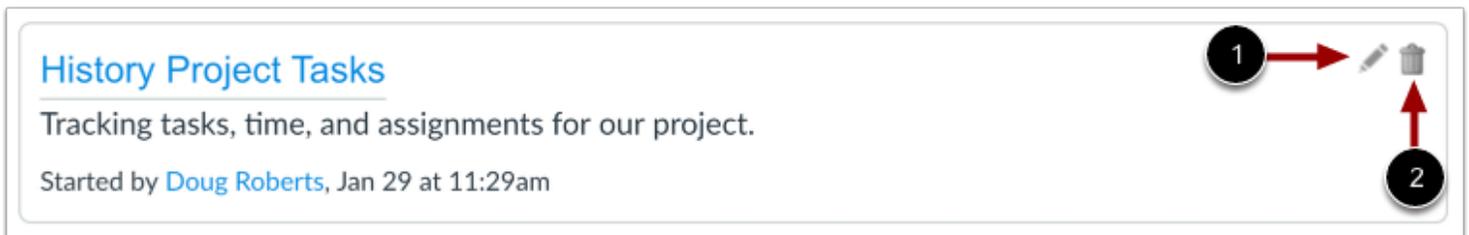
- Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Submit Collaboration



Click the **Submit** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I create a Google Assignments LTI 1.3 collaboration as a student?

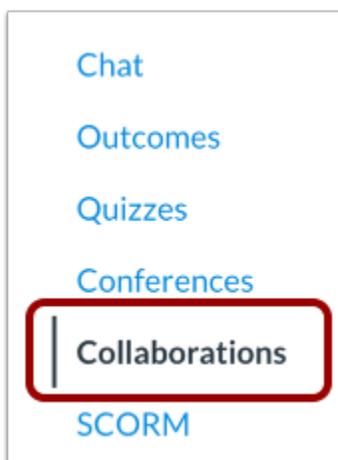
You can use the Google Assignments LTI 1.3 to create a collaboration with a Google Document, Spreadsheet, Presentation, or other Workspace files.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

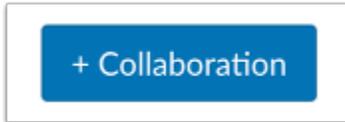
- Google Assignments LTI 1.3 collaborations are separate from [Google Drive collaborations](#) and [Google Docs collaborations](#). If you cannot create a Google Assignments LTI 1.3 collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.
- Once you have created a Google Assignments LTI 1.3 collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations



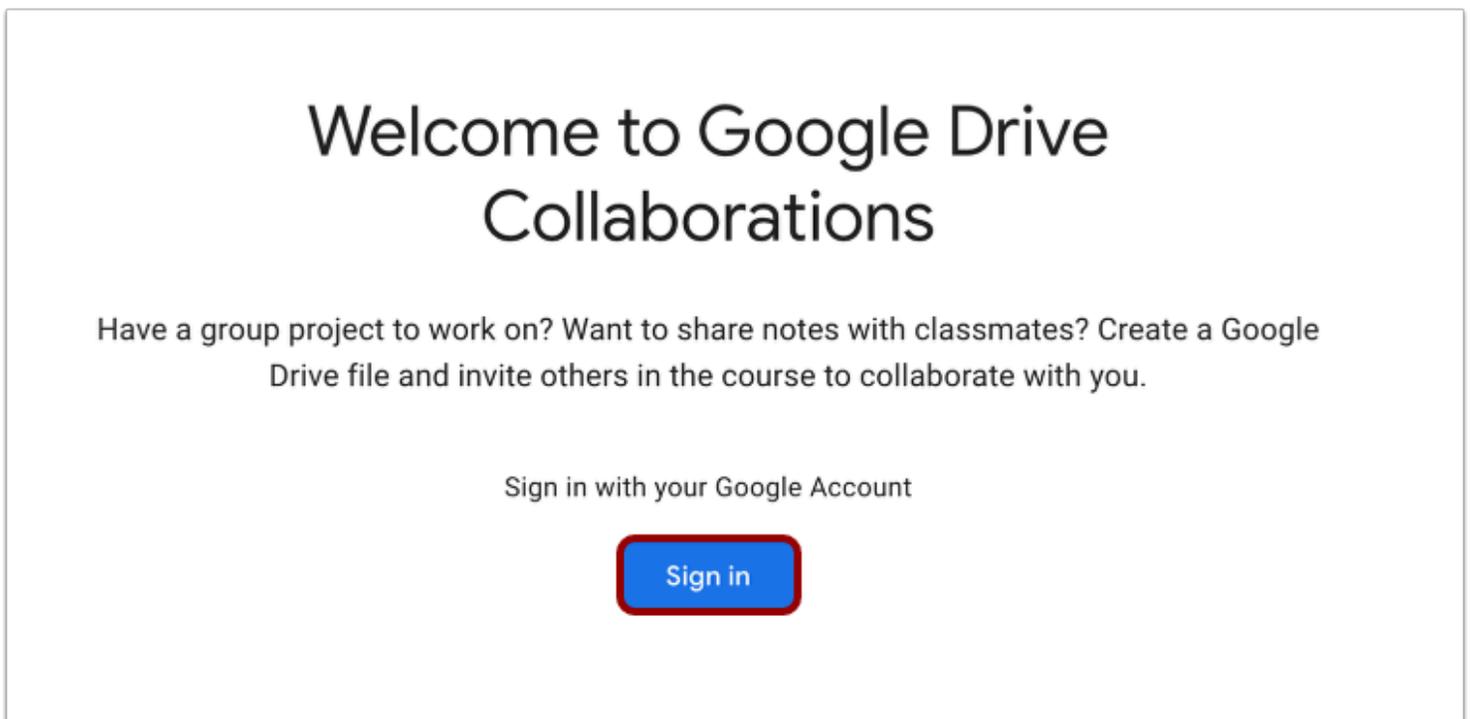
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration

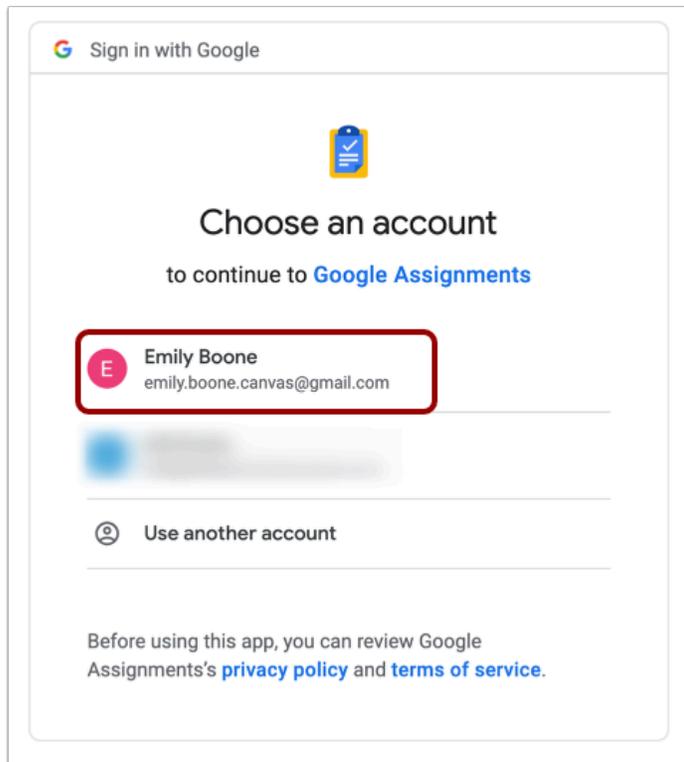


Click the **Add Collaboration** button.

Sign in to Google

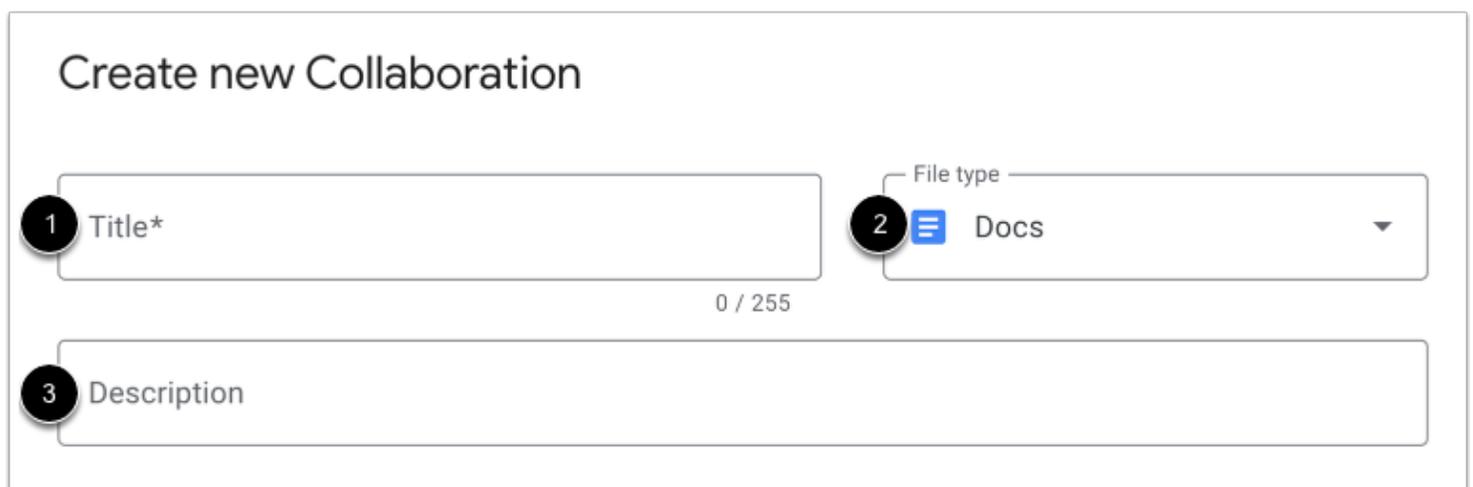


If you have not previously authorized Google Drive access in Canvas, you may be prompted to sign in. Click the **Sign in** button.



Select your Google account.

Add Details



Create new Collaboration

1 Title* 0 / 255

2 File type Docs

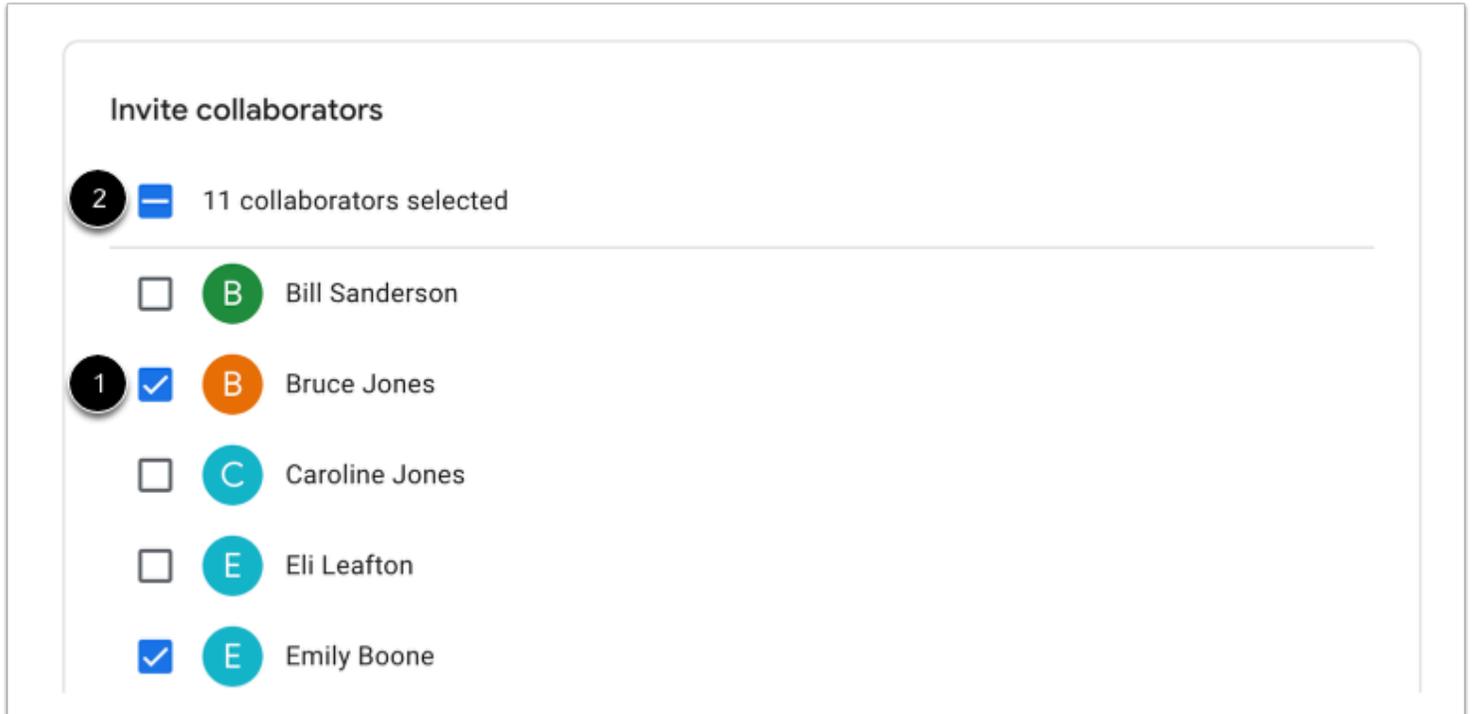
3 Description

To add a title for the collaboration, enter a title in the **Title** field [1].

In the **File type** drop-down menu, select the type of collaboration you want to create [2]. You can create docs, slides, sheets, forms, drawings, or sites.

To add a description for the collaboration, enter text in the **Description** field [3].

Invite Collaborators



Invite collaborators

2 11 collaborators selected

B Bill Sanderson

1 B Bruce Jones

C Caroline Jones

E Eli Leafton

E Emily Boone

Click the checkbox next to the name of a user you want to add to the collaboration [1]. To select or deselect all users, click the **Collaborators Selected** checkbox [2].

Add as many users as necessary.

Note: Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.

Create Collaboration

Create Collaboration

Create a shareable file in Google Drive. Invited collaborators who access it through the LMS can then edit and exchange feedback.

 Course Midterm Review

Cancel Create

Click the **Create** button.

View Collaboration

Group Reviews
Emily Boone, Nov 13, 3:04 PM

View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

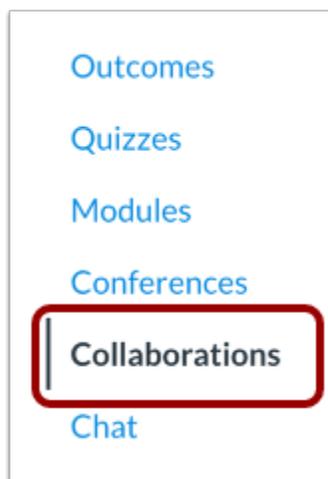
How do I create a Microsoft Office 365 collaboration as a student?

You can use Microsoft Office 365 to create a collaboration with a Microsoft Word, Excel, or PowerPoint file. You can select individual users, groups, or both as part of a collaboration.

Notes:

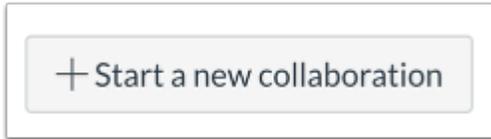
- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Microsoft OneDrive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.

Open Collaborations



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

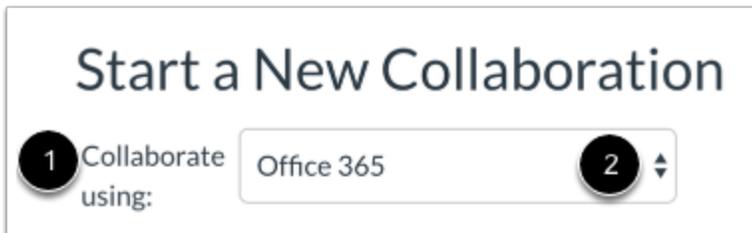
Add Collaboration



To add a collaboration, click the **Start a new collaboration** button.

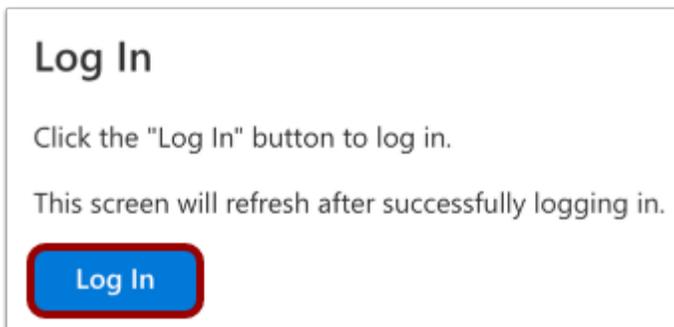
Note: If you do not have any existing collaborations, this button will not display in the Collaborations page.

Select Office 365



In the **Collaborate using** drop-down menu [1], select the **Office 365** option [2].

Log in to Office 365



You may be asked to authenticate your account. Click the **Log In** button.

In an external window, enter your Office 365 email (or phone number) and password.

Select Type



Type

- ✓ Word
- Excel
- PowerPoint

Description

In the **Type** drop-down menu, select the type of collaboration you want to create. You can select Word, Excel, or PowerPoint.

Add Details



Document name

1

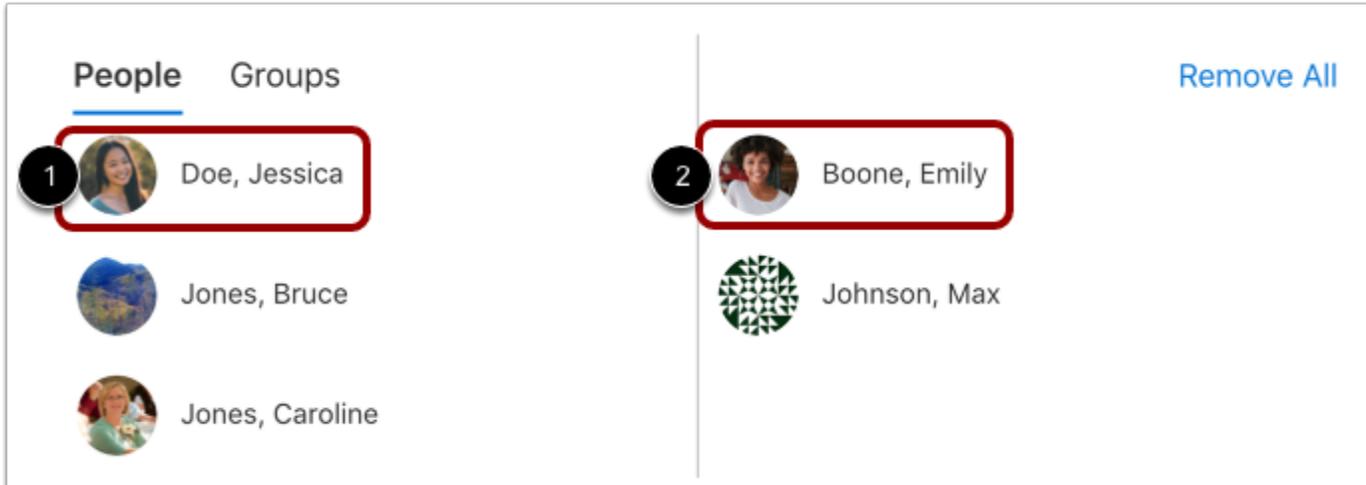
Description

2

In the **Document Name** field [1], enter the name of your document.

In the **Description** field [2], enter a description for the collaboration.

Add People

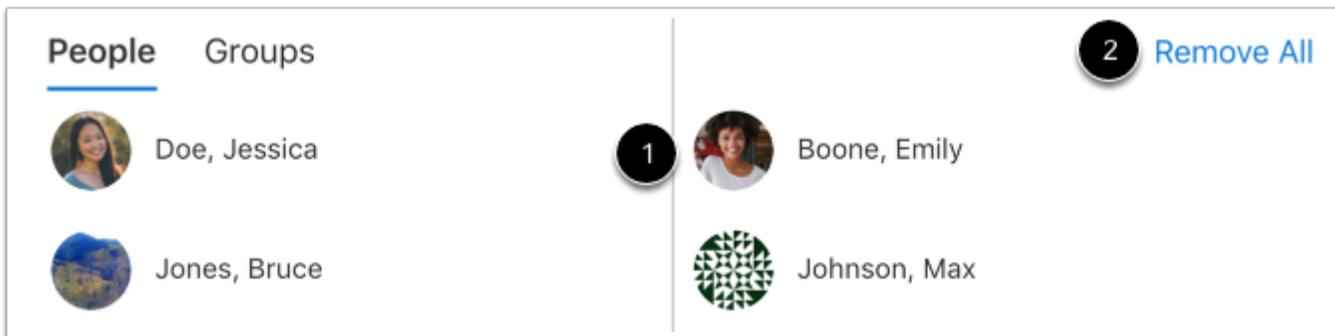


The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

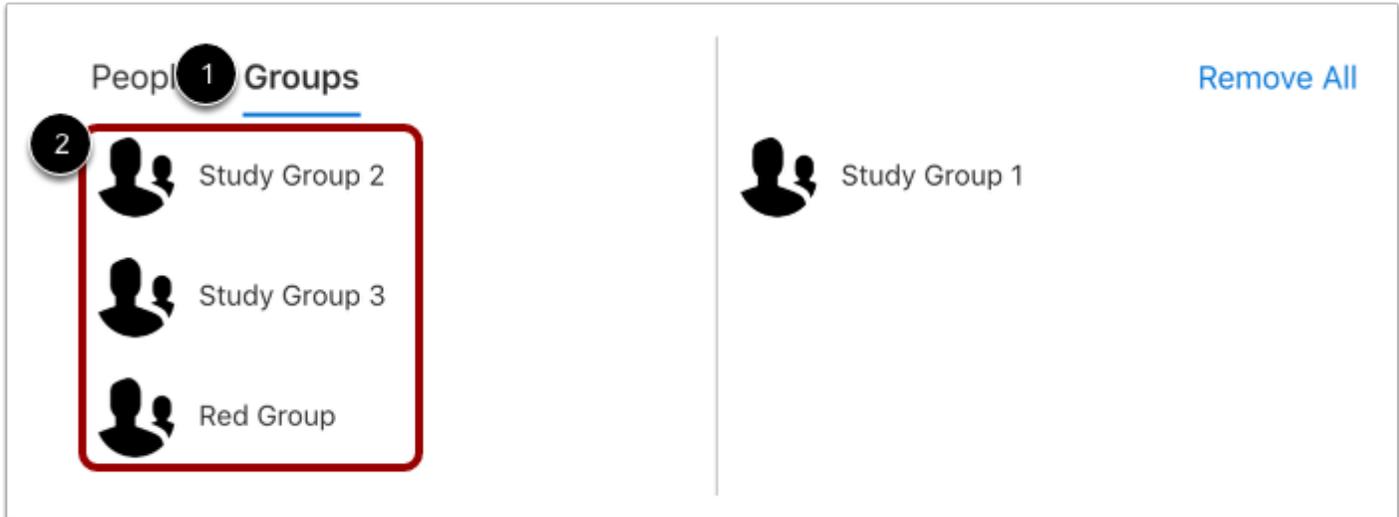
Note: Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.

Remove Collaborators



To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups

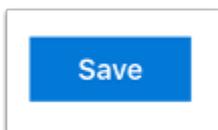


You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Note:

- You can select individual users as well as a group in a collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or [creating a group collaboration from groups](#).

Save Collaboration



Click the **Save** button.

View Collaboration

Current Collaborations

[+ Start a new collaboration](#)

[Office Collaborations](#)

Meeting up to discuss our project.

Started by [Doug Roberts](#), May 8 at 1:26pm

 
1 2

View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I delete a collaboration as a student?

If you are the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. If the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

Google Drive, Google Assignments, and OneDrive

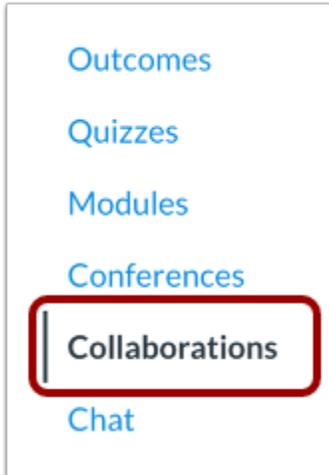
When deleting a Google Drive, Google Assignments, or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

Google Doc

If you are deleting a Google Doc, you can choose to delete the collaboration only from the course, or you can delete it from the course as well as Google Docs. However, deleting the document from Google Docs immediately deletes the collaboration and cannot be recovered.

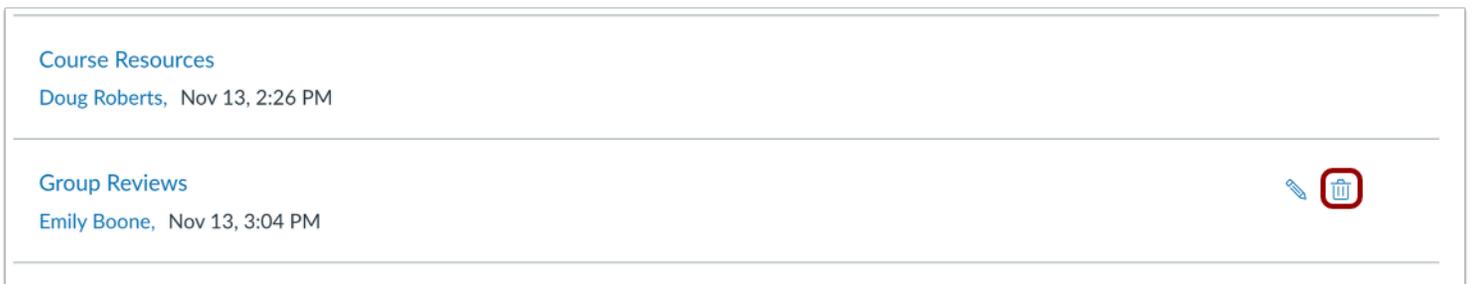
Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



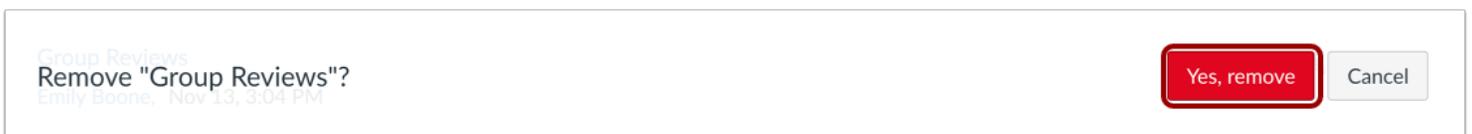
In Course Navigation, click the **Collaborations** link.

Delete Collaboration



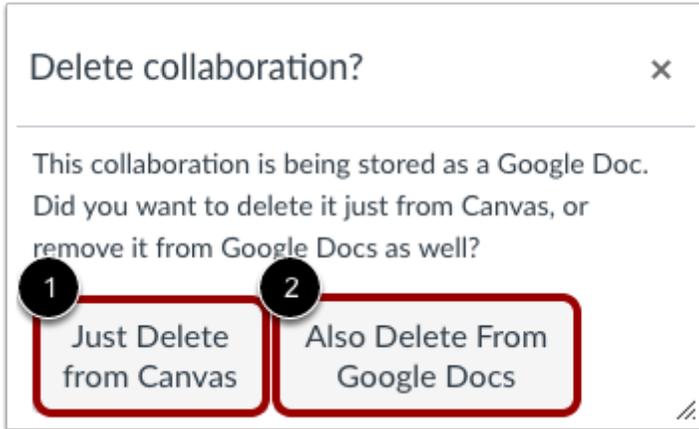
Locate the collaboration and click the **Delete** icon.

Remove Collaboration



To remove a Google Assignments collaboration, click the **Yes, remove** button.

Delete Google Doc



If you are deleting a Google Doc, Canvas will ask you if you want to delete the collaboration from Canvas or also delete from Google Docs.

If you only want to delete the Google Doc link from Canvas, click the **Just Delete from Canvas** button [1]. This option removes the Google Doc link from Canvas, but users can still access the document in their Google account.

If you want to remove the document from Google Docs as well, click the **Also Delete From Google Docs** button [2].

Note: The Also Delete From Google Docs option immediately deletes the document from Google Docs, and the document cannot be recovered. If you want to retain the document for your records, open the Google Doc and change the sharing and owner settings, or create a copy of the document before deleting.

Conferences

How do I use Conferences in a course as a student?

The Conferences page allows you to view all the conferences within a course. As a student, you can [join conferences](#) where you have been invited to participate.

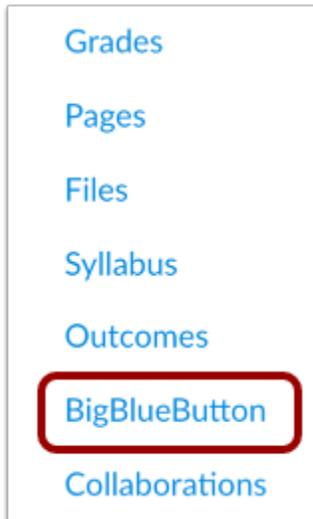
In student groups, you can [create new conferences](#), [start conferences](#), and [manage concluded conferences](#).

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

 **Troubleshooting Tip:** If you have difficulty accessing a conference, you may need to try the following solutions:

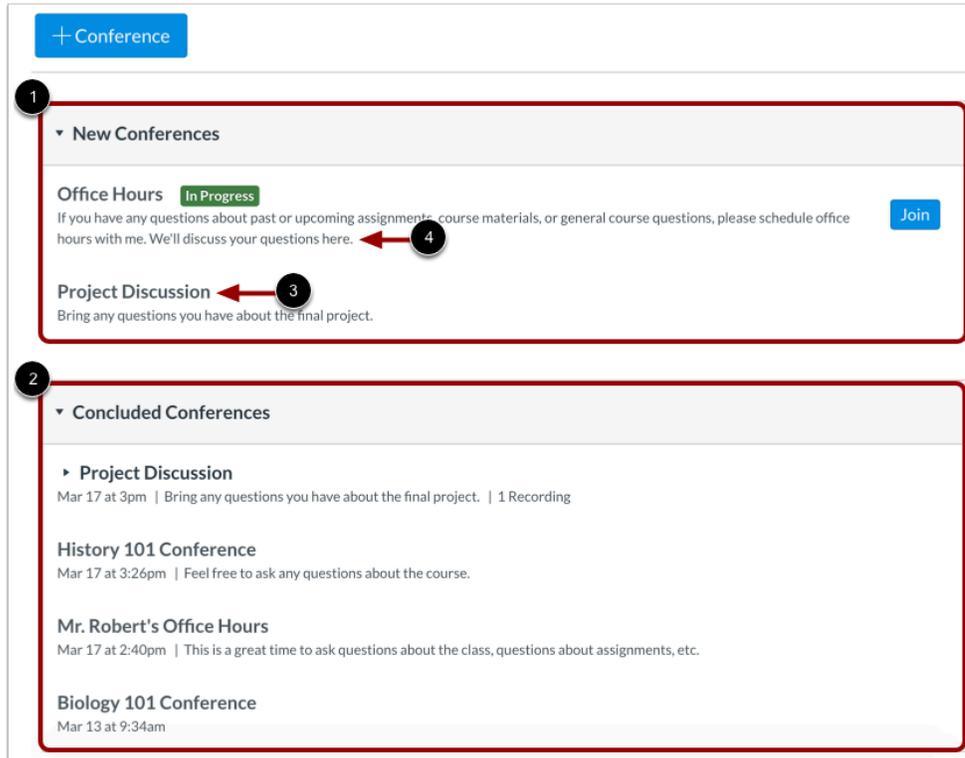
- First, [clear your browser's cache and cookies](#) and try again.
- If clearing your cache and cookies doesn't resolve the problem, something in your browser may be blocking your access to Canvas Conferences. To verify this, try using [Chromes incognito](#) or [Firefox Private mode](#).
- If you cannot access a conference from an incognito or private browser, try using a different browser such as Chrome or Firefox.
- If you are still having trouble accessing your conference, view the [Canvas status page](#) to see if any issues are currently affecting Conferences.

Open Conferences



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

View Conferences



+ Conference

1

▼ **New Conferences**

Office Hours In Progress
If you have any questions about past or upcoming assignments, course materials, or general course questions, please schedule office hours with me. We'll discuss your questions here. **4** Join

Project Discussion **3**
Bring any questions you have about the final project.

2

▼ **Concluded Conferences**

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

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

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

Biology 101 Conference
Mar 13 at 9:34am

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

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

View In Progress Conference

▼ New Conferences

Office Hours In Progress   Join

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

Project Discussion
Bring any questions you have about the final project.

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

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

View Concluded Conferences

▼ Concluded Conferences

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

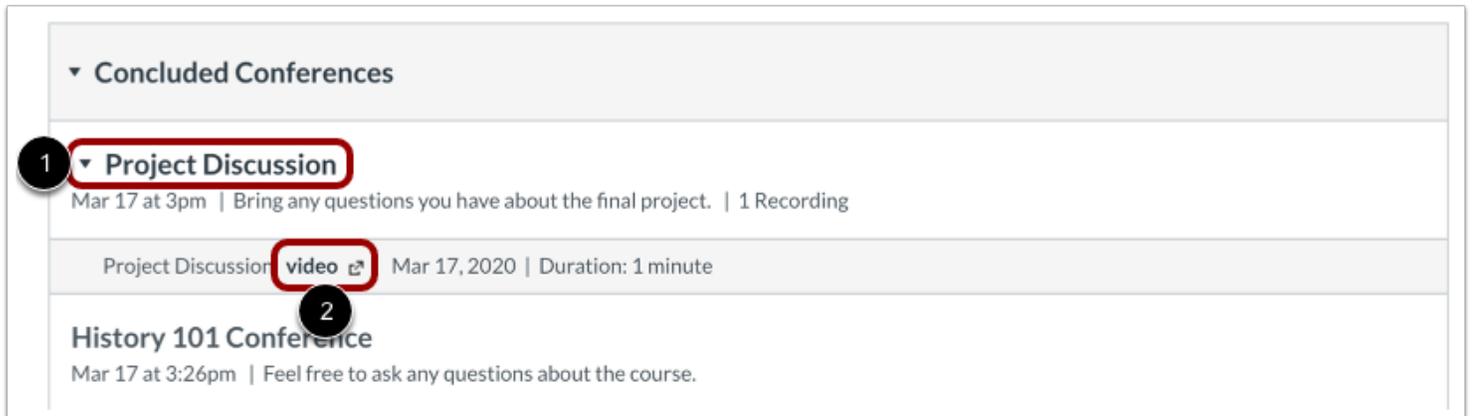
History 101 Conference
Mar 17 at 3:26pm | Feel free to ask any questions about the course.

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

Biology 101 Conference
Mar 13 at 9:34am

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

View Recorded Conference



▼ Concluded Conferences

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

Project Discussion video Mar 17, 2020 | Duration: 1 minute

2

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

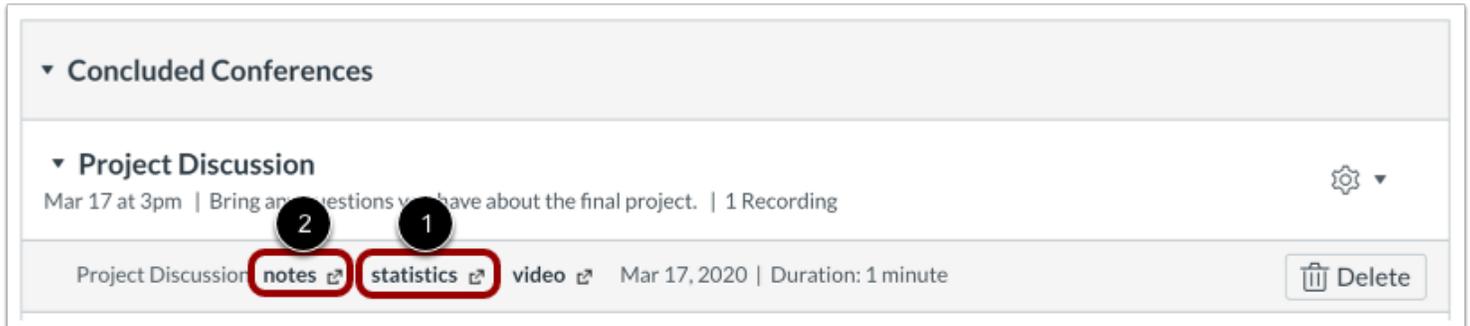
When your conference has concluded, click the name of the recorded conference [1]. To replay the conference, click the recording format link [2]. The recording format displays as either a presentation or a video.

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

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

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

View Statistics and Notes



The screenshot shows a 'Concluded Conferences' section with a 'Project Discussion' conference. The conference details include the date 'Mar 17 at 3pm', a description 'Bring any questions you have about the final project.', and '1 Recording'. Below the details, there are three links: 'notes', 'statistics', and 'video'. The 'notes' and 'statistics' links are circled in red, with a '2' in a black circle above 'notes' and a '1' in a black circle above 'statistics'. A 'Delete' button is visible on the right side of the conference entry.

If you created a conference in a group, you may be able to view statistics and notes for your conference.

If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the **Statistics** link [1].

If your conference included shared notes, you can view the notes by clicking the **Notes** link [2]. The shared notes will display in a new browser tab, where they can be viewed and copied.

Note: Notes are only available for recorded conferences.

How do I create a conference in a student group?

You can create an online web conference in your [student group](#). Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users.

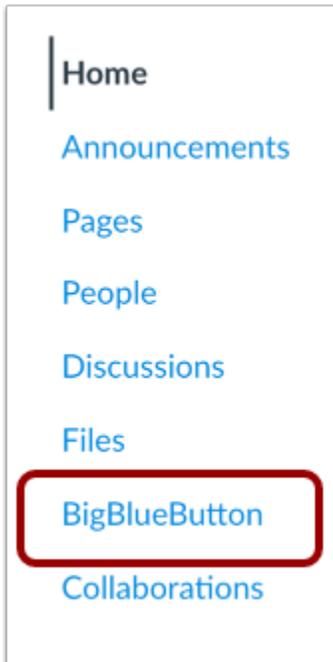
You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Notes:

- Creating a web conference is a [course role permission](#). If you cannot create a conference, your institution has restricted this feature.
- Users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via their [preferred notification method\(s\)](#). To notify group users of a conference in Canvas, consider adding a [group announcement](#) or [calendar event](#).

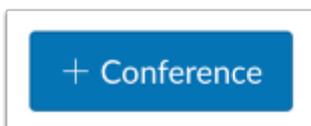
Note: If your institution is likely to need more than 10 concurrent Conferences powered by BigBlueButton, consider upgrading to Premium BigBlueButton or exploring alternative conferencing solutions Canvas partners with, such as Zoom, Hangouts, Teams, and other [video conferencing tools](#) who are offering free or discounted services.

Open Conferences



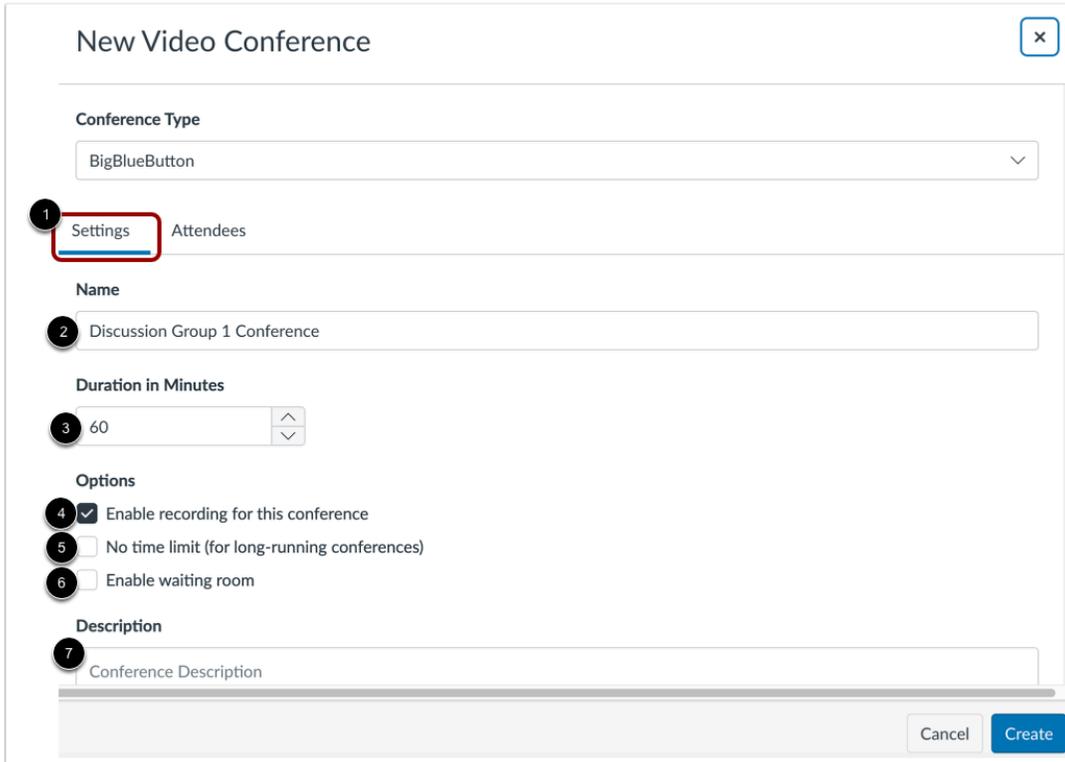
In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference



Click the **Add Conference** button.

Manage Conference Settings



The New Video Conference window defaults to the **Settings** tab [1].

To create a new conference, type a name for the conference in the **Name** field [2].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the **Duration in Minutes** field [3]. The time limit begins when the presenter starts the conference. Once the duration has expired, new participants cannot join, and the conference continues until the last person leaves the conference room or the conference organizer concludes the conference.

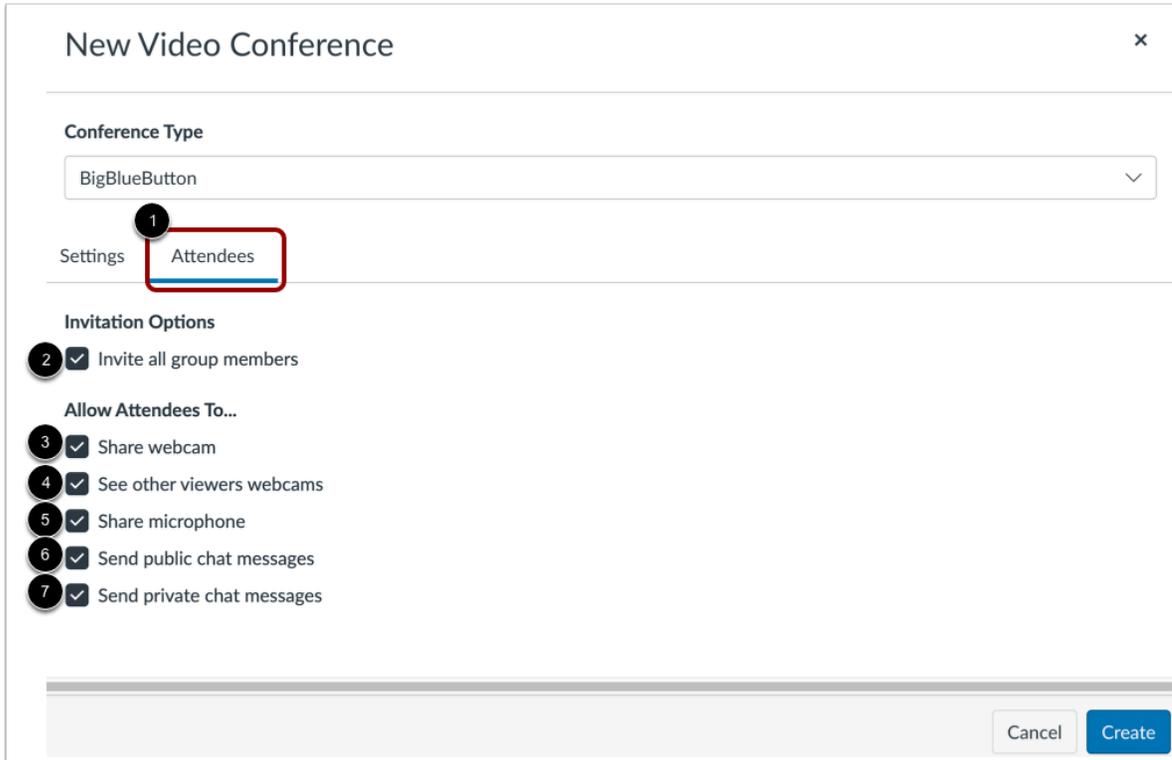
If you want to enable [recording options](#) for this conference, click the **Enable recording for this conference** checkbox [4].

If you don't want to set a time limit for the conference, you can create a long-running conference by clicking the **No time limit (for long-running conferences)** checkbox [5].

To have participants wait in a waiting room as they join, click the **Enable waiting room** checkbox [6]. As the conference organizer, you will need to admit participants who are in the waiting room.

To create a description of your conference, type a description in the **Description** field [7].

Manage Attendees



New Video Conference ×

Conference Type
BigBlueButton ▾

Settings **Attendees**

Invitation Options

Invite all group members

Allow Attendees To...

Share webcam

See other viewers webcams

Share microphone

Send public chat messages

Send private chat messages

Cancel Create

To manage settings and invitations for attendees, click the **Attendees** tab [1].

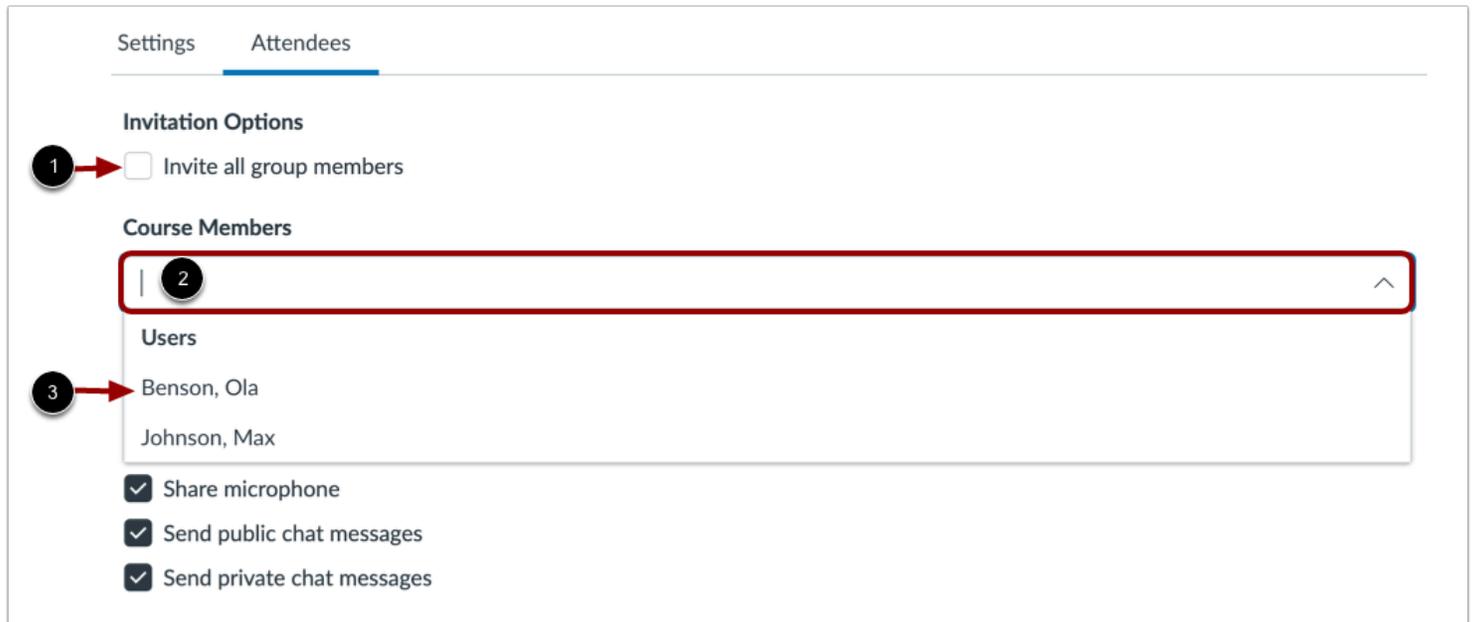
By default, all group members will be invited to the conference [2].

You can manage the following attendee settings:

- **Share webcam:** allows attendees to share their webcam [3].
- **See other viewers webcams:** allows attendees to see other viewers' webcams [4].
- **Share microphone:** allows attendees to share their microphones [5].
- **Send public chat messages:** allows attendees to send public chat messages [6].
- **Send private chat messages:** allows attendees to send private chat messages [7].

Note: Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 25 users.

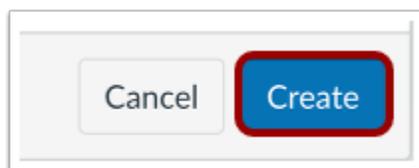
Invite Individual Members



To invite specific group members, de-select the **Invite all group members** checkbox [1]. Then click the **Course Members** drop-down menu [2]. From the list, select member names one at a time [3].

Note: You can add any user in your group to your conference. However, once a user has been invited, the user cannot be removed from the conference.

Create Conference



To save the conference settings, click the **Create** button.

View Conference



▼ New Conferences

Final Project Discussion Start  ▼

History 101 Conference Start  ▼

View your created conference.

Note: Students invited to a conference will not receive a notification in Canvas. However, depending on the student's notification settings, they may receive a notification via email, text, and/or push notifications. To notify students of a conference in Canvas, consider adding a [group announcement](#) or [calendar event](#).

How do I edit or delete a conference in a student group?

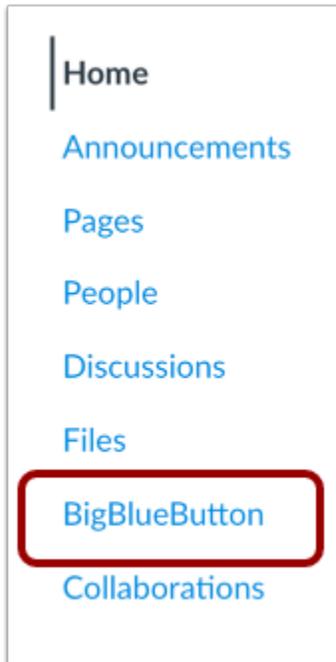
You can edit conferences within your student groups. Conferences can be edited by any group member. You can add new users to the conference, but you cannot remove any users who have already been invited.

You can delete new and concluded conferences.

Notes:

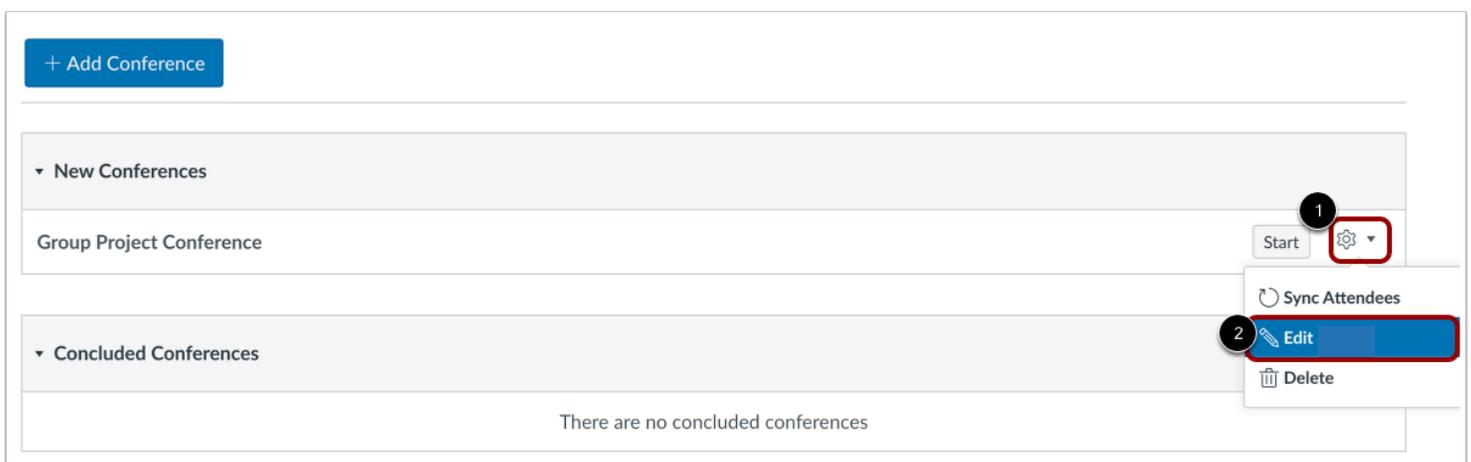
- When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.
- New users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via their [preferred notification method\(s\)](#). To notify group users of a conference in Canvas, consider adding a [group announcement](#) or [calendar event](#).
- Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.
- The link for your web conferencing tool reflects the name of the web conferencing tool being used at your institution. The link may display as BigBlueButton, Adobe Connect, or the name of the web conferencing tool your institution uses.

Open Conferences



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

Edit Conference



Click the **Settings** icon [1] and select the **Edit** link [2].

Edit Conference Details

Edit Video Conference ×

Conference Type
BigBlueButton

Settings Attendees

Name
Group Project Conference

Duration in Minutes
60

Options
 Enable recording for this conference
 No time limit (for long-running conferences)
 Enable waiting room

Description
Conference Description

Cancel Save

Edit the fields you'd like to change.

Update Conference

Cancel Save

Click the **Save** button.

View Conference



▼ New Conferences

Group Project Conference Start  ▼

Bring any questions you have about your group project.

View the updated Conference.

Delete Conference



▼ New Conferences

Group Project Conference Start  ▼ **1**

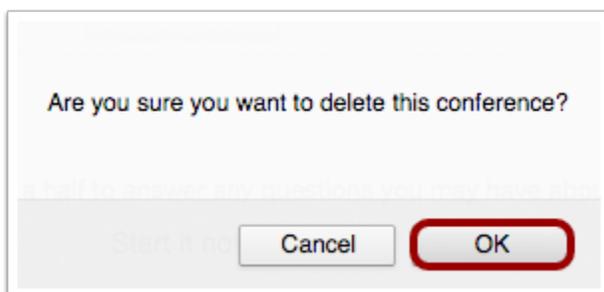
▼ Concluded Conferences

 Edit

 **Delete** **2**

Click the **Settings** icon [1] and click the **Delete** link [2].

Confirm Deletion



Are you sure you want to delete this conference?

Start it no

Click the **OK** button.

How do I record a conference in a student group?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

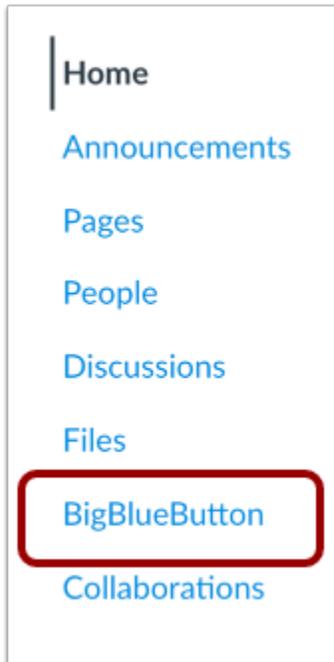
After the conference has concluded, you can view recorded segments in the group Conferences page. If you recorded multiple segments in your conference, each segment will be a separate recording.

Recording Restrictions

- When creating your conference, you must select the record option to record the conference.
- Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.
- Recorded conferences can only be viewed inside the group where the conference was recorded; URLs cannot be shared outside Canvas.

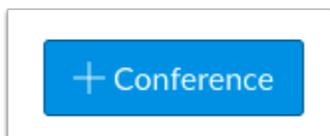
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences



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

Add Conference



Click the **Add Conference** button.

Enable Recording

New Conference ×

Name

Type

Duration minutes

Options Enable recording for this conference

No time limit (for long-running conferences)

Description

Members

Invite All Group Members

While completing the details for the conference, click the **Enable recording for this conference** checkbox.

Update Conference

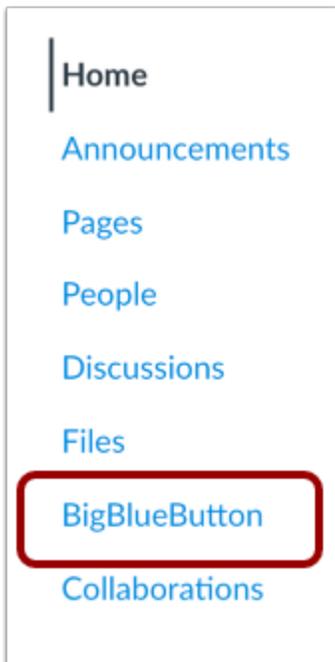
Click the **Update** button.

Once you [start your conference](#), you can start and stop the recording as necessary in the Conferences interface.

How do I start a conference in a student group?

You can start conferences that you have created for your group.

Open Conferences



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

Start Conference



Next to the conference you want to start, click the **Start** button.

Canvas will direct you to the conference room for your conference.

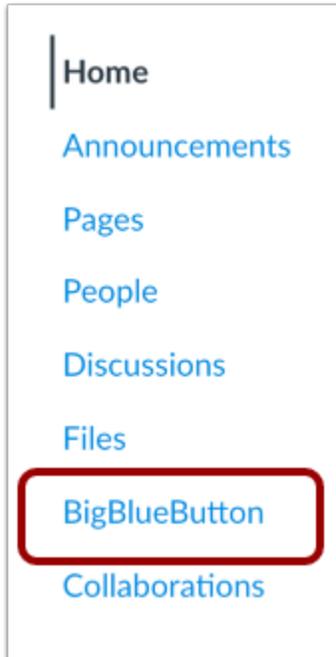
How do I join a conference in a course as a student?

You can join a conference that has already been started by the conference host.

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

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

Open Conferences



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

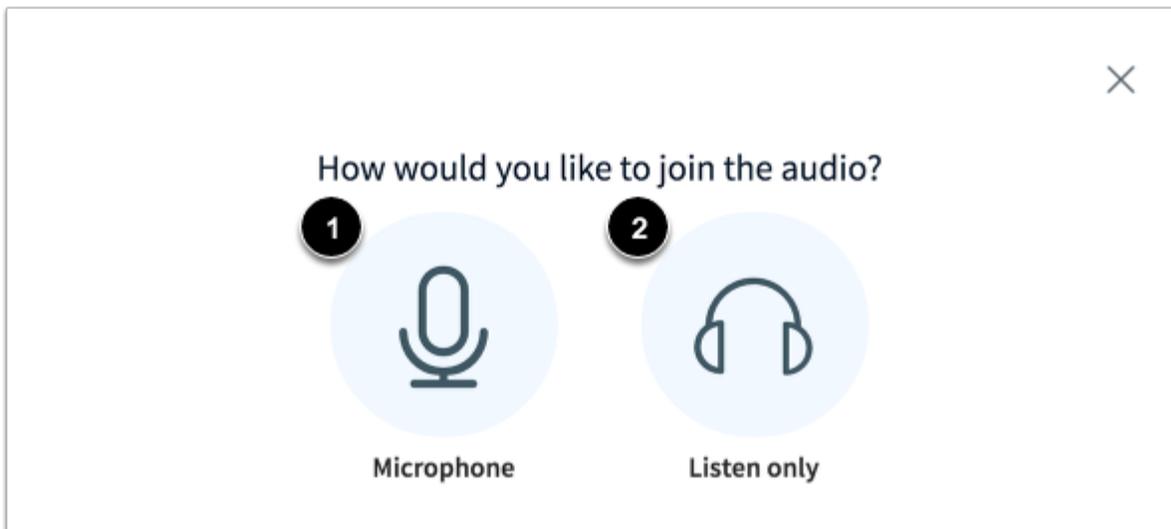
Join Conference



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

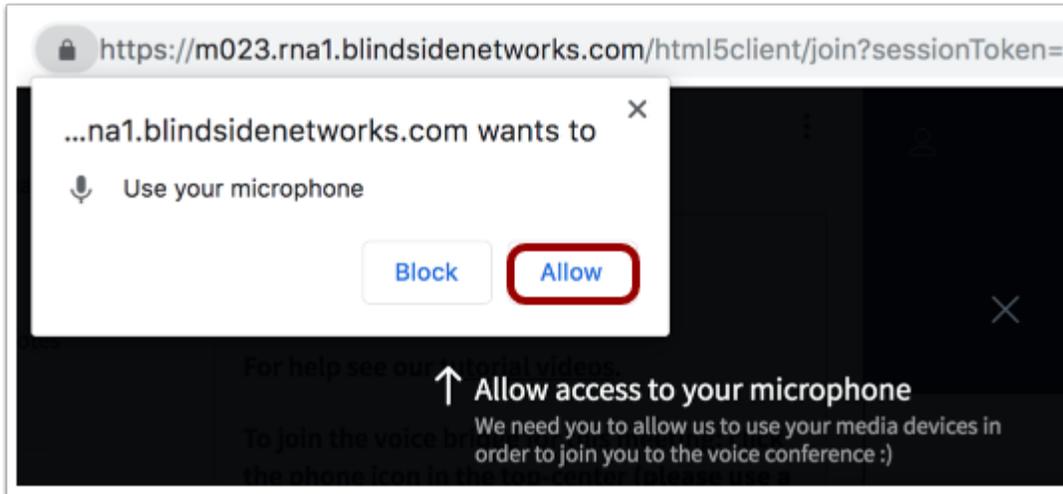
Note: You cannot join a conference until the conference host has started the conference.

Join Audio



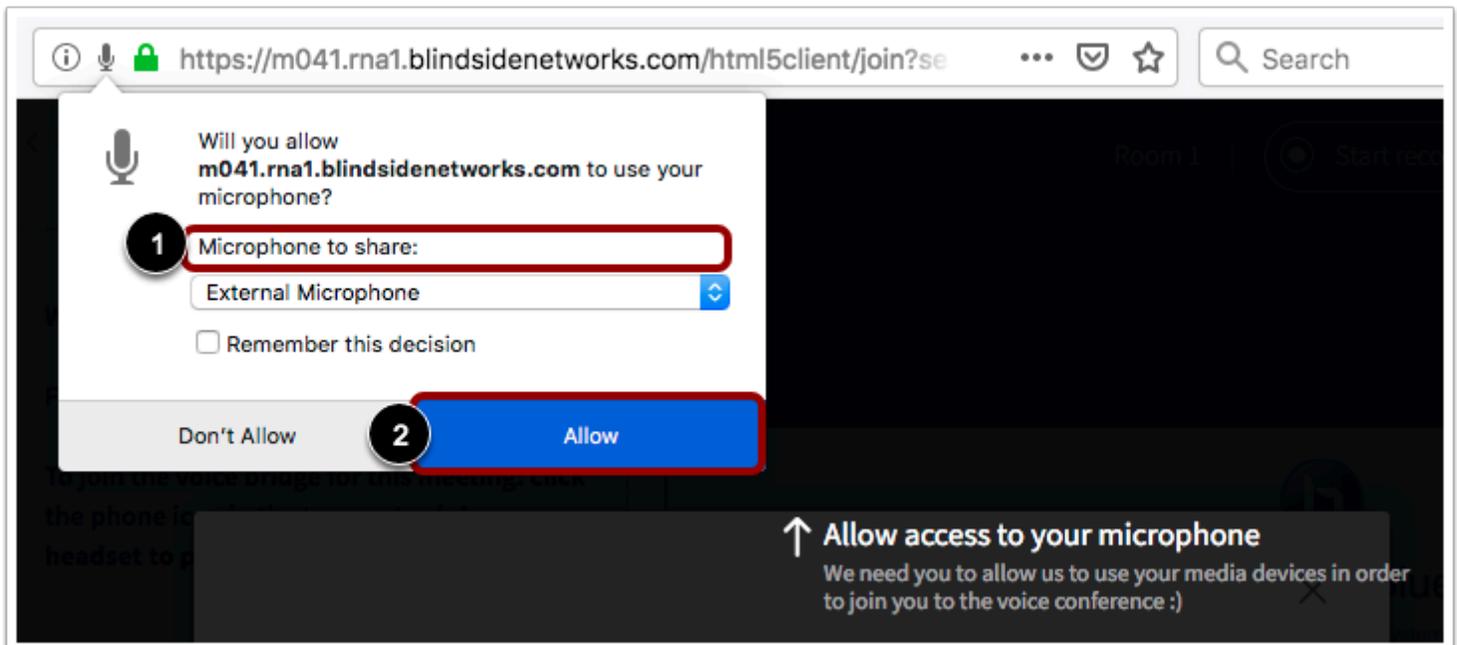
To use your microphone during the conference, click the **Microphone** icon [1]. To join the conference without enabling a microphone, click the **Listen only** icon [2]. You will be able to change your audio preference once you've joined the conference.

View Chrome Microphone Permissions



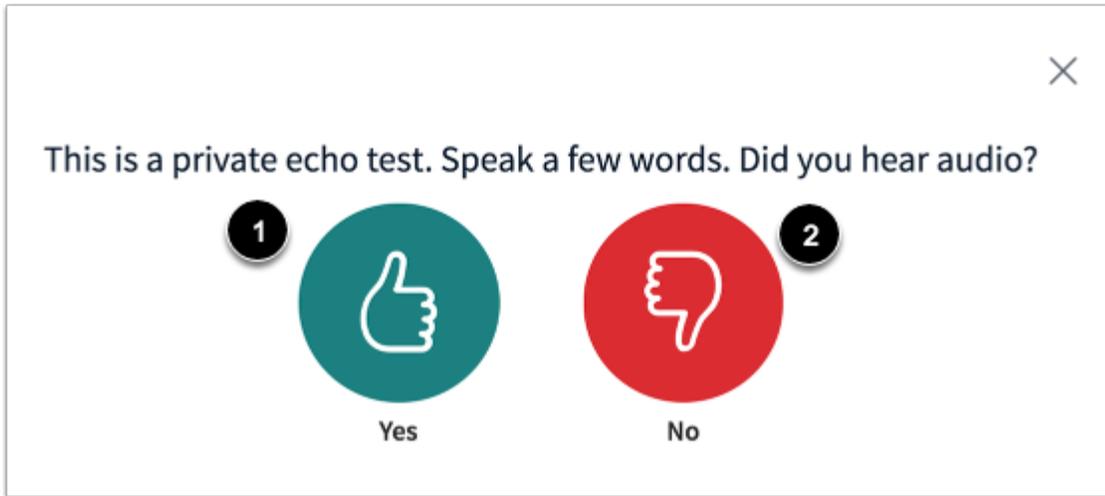
To enable a microphone in a Chrome browser, click the **Allow** button.

View Firefox Microphone Permissions



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

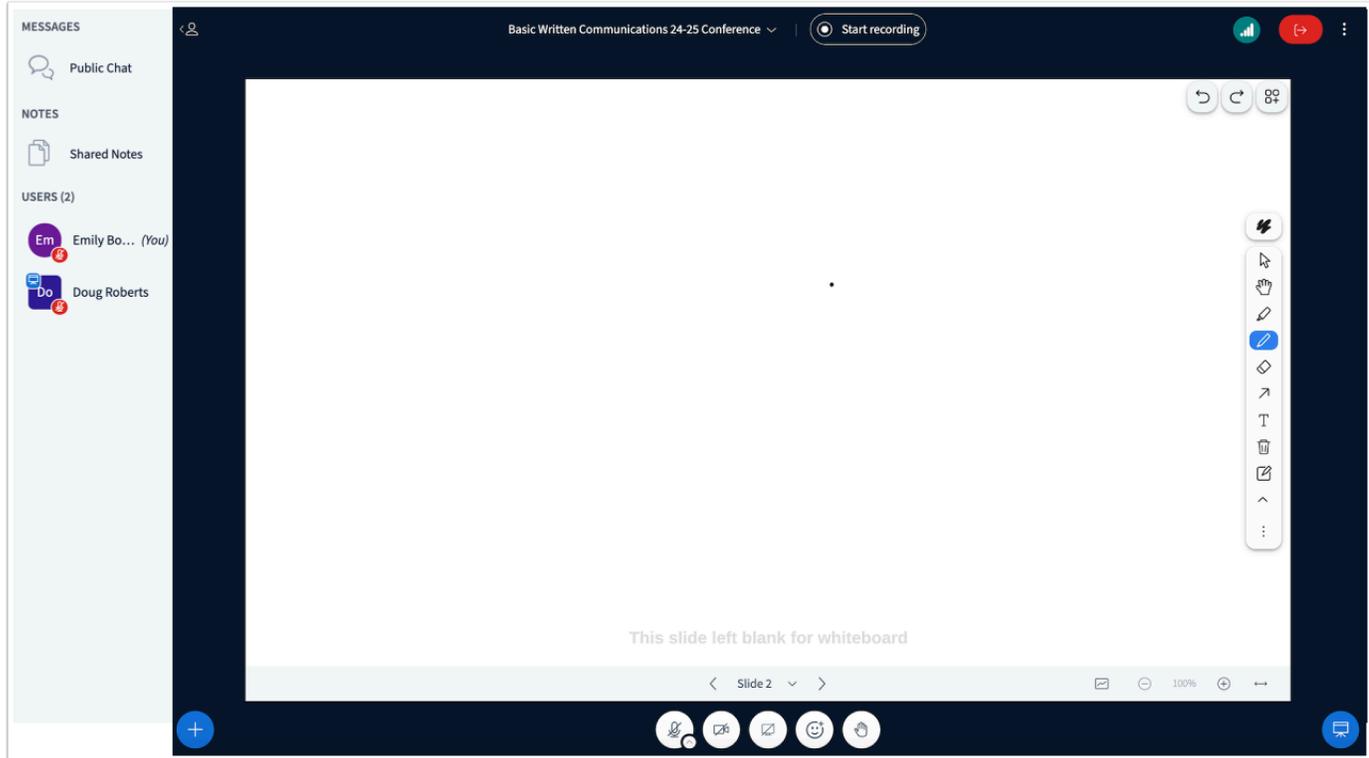
Audio Test



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

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

View Conference



View the conference.

Learn how to [use the Conferences interface](#).

How do I use the Conferences interface as a participant?

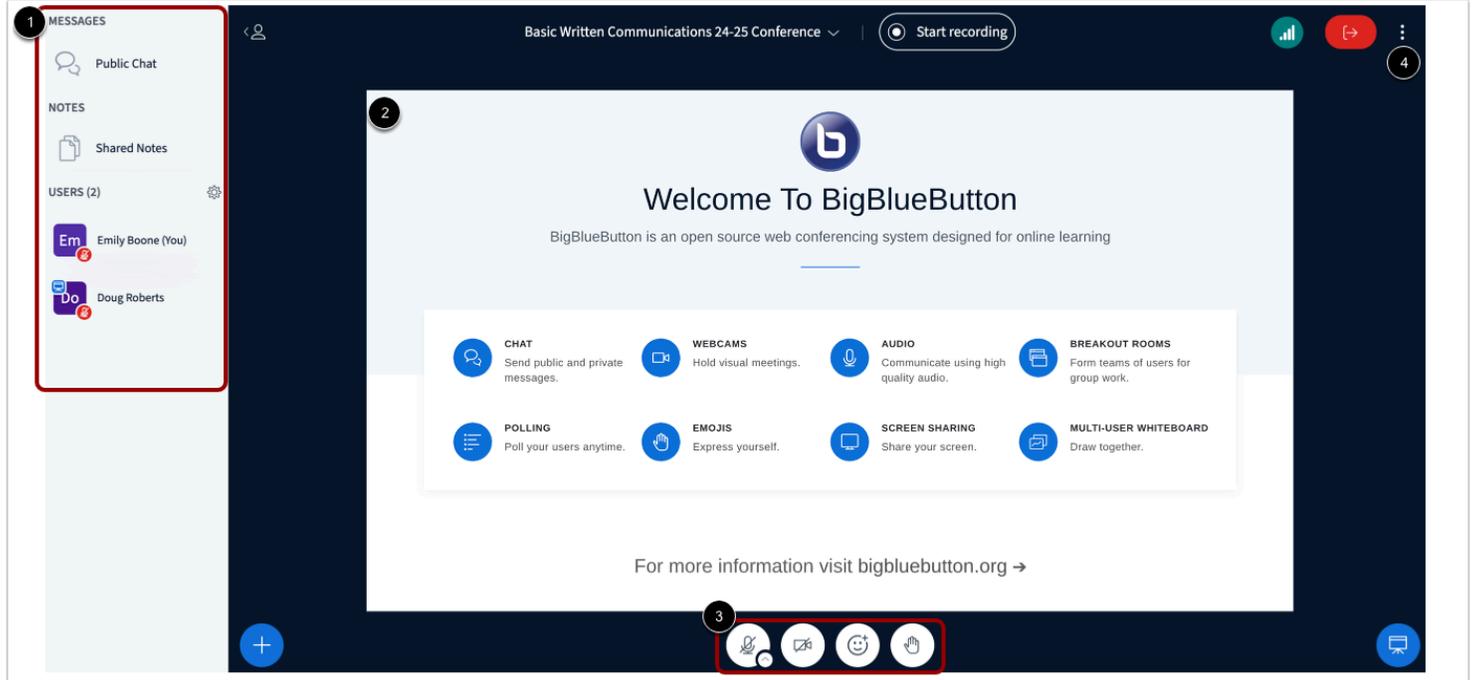
Once you have [joined a conference](#) as a participant, the [Conferences](#) interface contains multiple tools to help you participate in the conference. Any student who joins a conference that was started by someone else will be considered a participant.

You may also start a conference or be given the role of presenter or moderator. Learn more about [using the Conferences interface as a moderator or presenter](#).

The Conferences interface is displayed using BigBlueButton's conferencing system. This guide provides a basic overview of the Conferences interface. To learn more about specific features, view [BigBlueButton's user documentation](#).

It is recommended to use Chrome or Firefox browsers to access the Conferences interface. Screen sharing is not supported on Safari browsers.

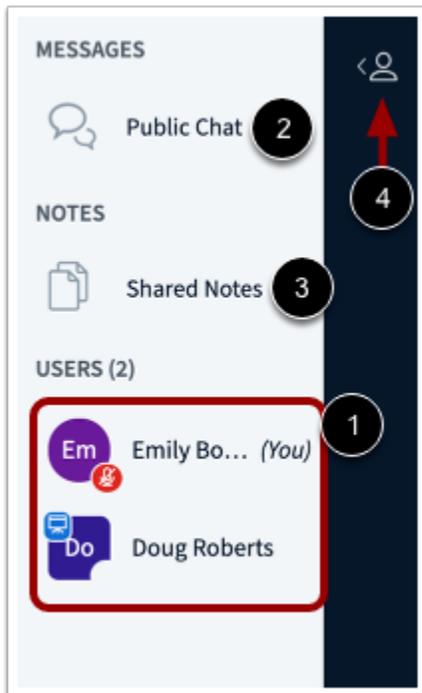
View Conferences Interface



The Conferences interface contains a variety of tools to help you moderate and participate in your presentation. The interface consists of the following areas:

- User Menu [1]
- Presentation Window [2]
- Conference Tools [3]
- Options Menu [4]

View User Menu



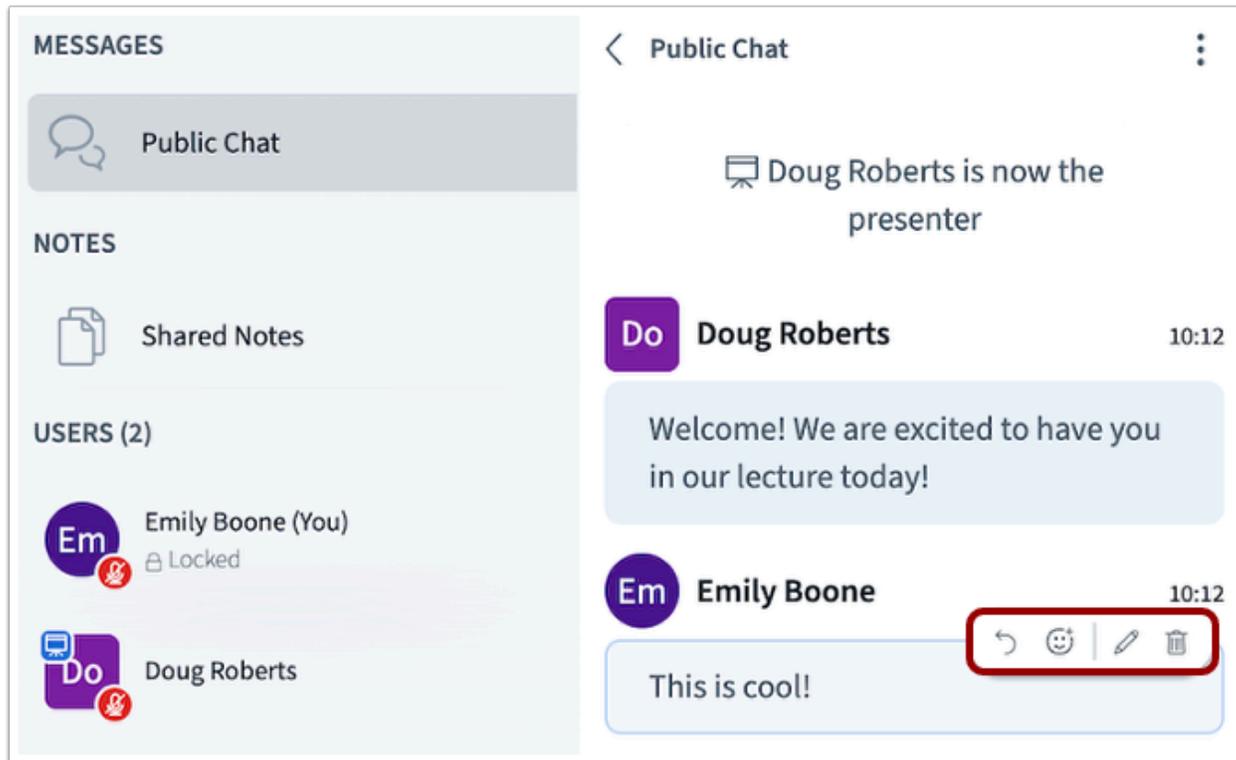
From the User Menu, you can view all the users in the conference [1]. Each user is represented by their display name in Canvas.

You can also chat with conference participants and contribute to shared notes. To open the conference chat, click the **Public Chat** link [2]. To open the Shared Notes, click the **Shared Notes** link [3].

The User Menu is open by default. To close the User Menu, click the **User Menu** icon [4].

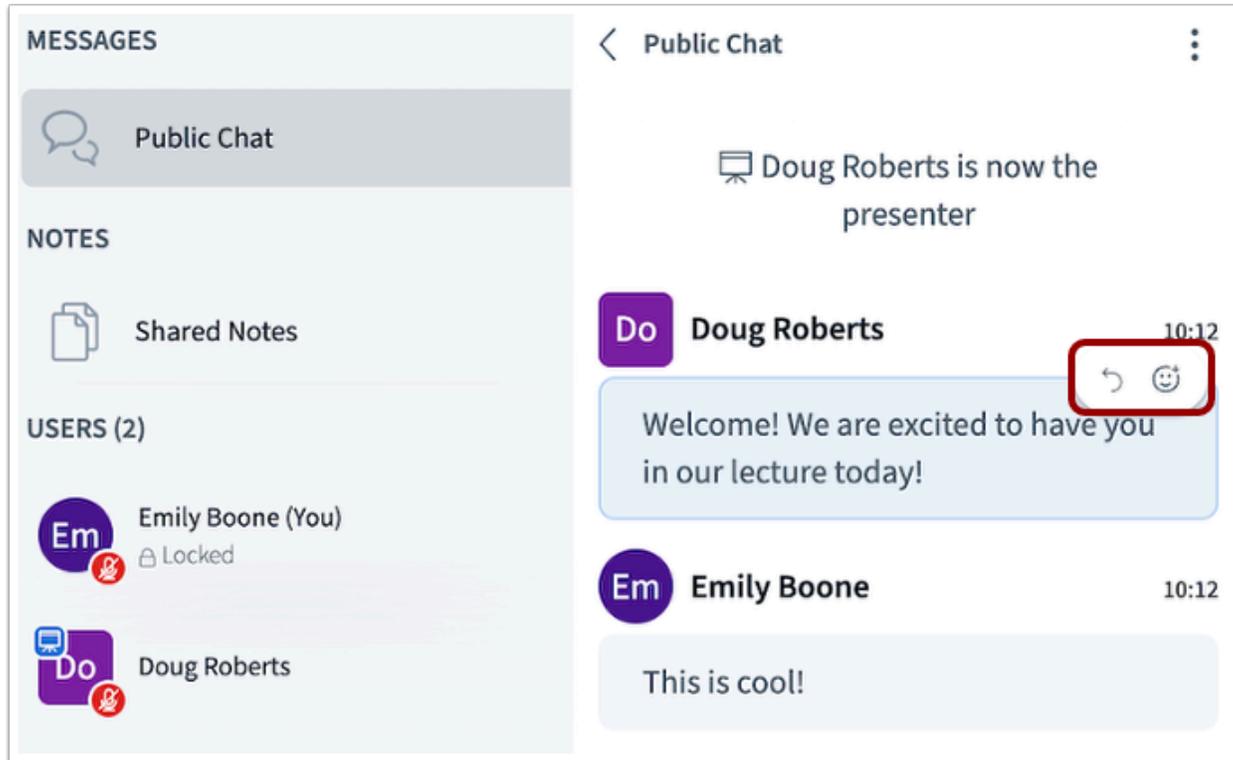
Note: If your institution uses BigBlueButton Premium Tier, Canvas user profile pictures may display as user avatars in BigBlueButton.

View Chat Tool



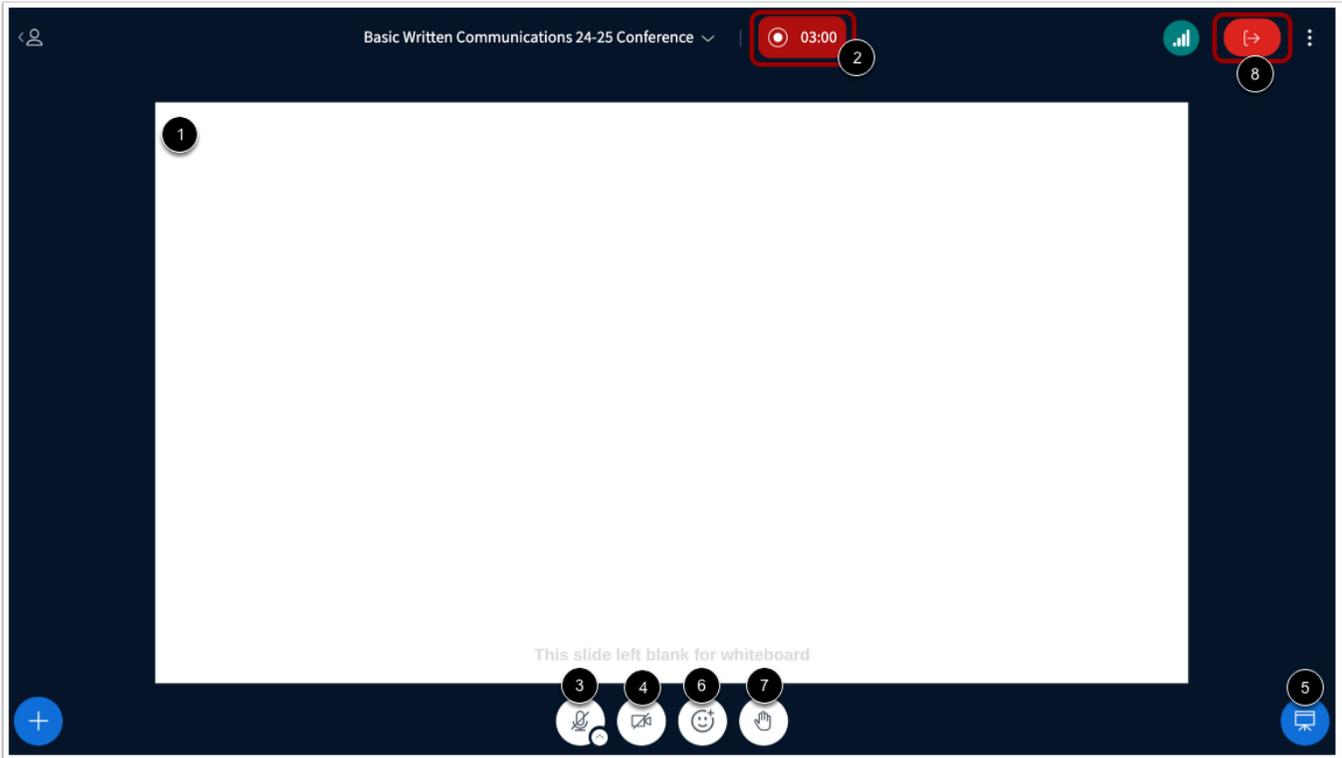
The screenshot displays the Canvas chat interface. On the left is a sidebar with three sections: 'MESSAGES' containing 'Public Chat', 'NOTES' containing 'Shared Notes', and 'USERS (2)' listing 'Emily Boone (You)' (locked) and 'Doug Roberts'. The main chat area is titled 'Public Chat' and shows a system message: 'Doug Roberts is now the presenter'. Below this, a message from 'Doug Roberts' (10:12) says 'Welcome! We are excited to have you in our lecture today!'. A message from 'Emily Boone' (10:12) says 'This is cool!'. A red box highlights the action icons (reply, react, edit, delete) for the 'This is cool!' message.

You can reply to, react to, or delete your own messages.



You can only reply to or react to individual messages from others.

View Presentation Window



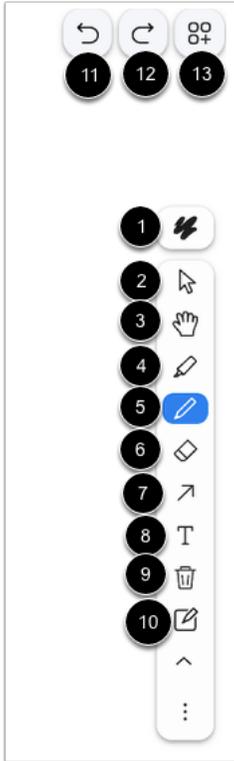
The Presentation Window displays the presentation that has been uploaded by the moderator or presenter [1]. If the conference is being recorded, the recording time will display at the top of the screen [2].

The Presentation Window also includes several tools that control how you can participate in the conference. To **Mute** or **Unmute** your microphone, click the microphone button [3].

To enable your webcam, click the **Share webcam** button [4]. If webcams are enabled, you can hide the presentation window and display only webcams by clicking the **Minimize presentation** icon [5].

To show reactions, click the **Share a reaction** [6]. To signal that you want to speak or ask a question, click the **Raise your hand** button [7], and the **Leave session** allows you to leave the session [8].

View Annotation Tools



If the moderator allows, participants can use tools to annotate the presentation window. If an annotation is added to your presentation, you can select the thickness and color of text, click the **Styles** [1].

To point to or indicate specific parts of an image, click the **Select** [2]. To pan a document **zoom in** or **zoom out**, click the **Hand** icon [3].

To emphasize or mark certain parts of an image or text, click the **Highlight** [4].

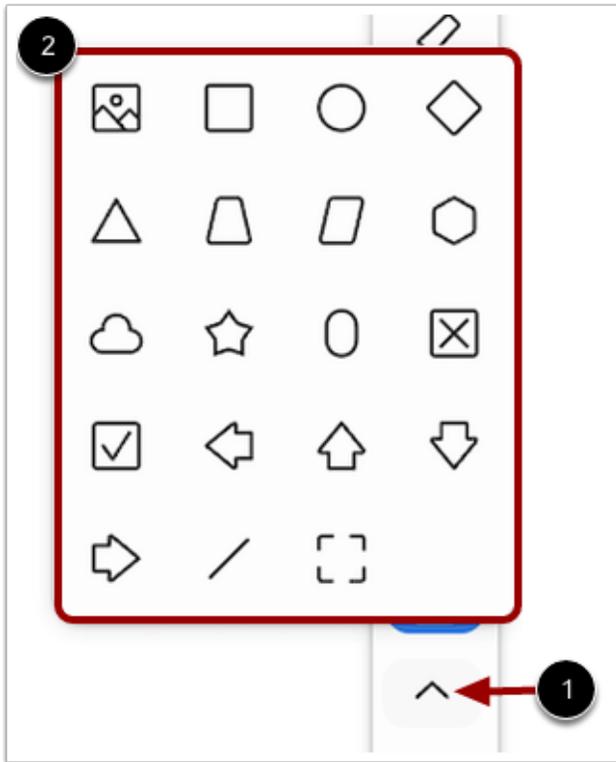
To use a pencil to draw in the presentation window, click the **Draw** icon [5]. To remove, click the **Eraser** icon [6].

To draw or place arrows on an image or document, click **Arrow** icon [7], to add text, click the **Text** icon [8].

To delete all annotations that you have created, click the **Clear all annotations** icon [9]. To create a note, click **Note** [10].

To undo the most recent annotation, click the **Undo** icon [11], to restore an action that was previously undone, click the **Redo** icon [12].

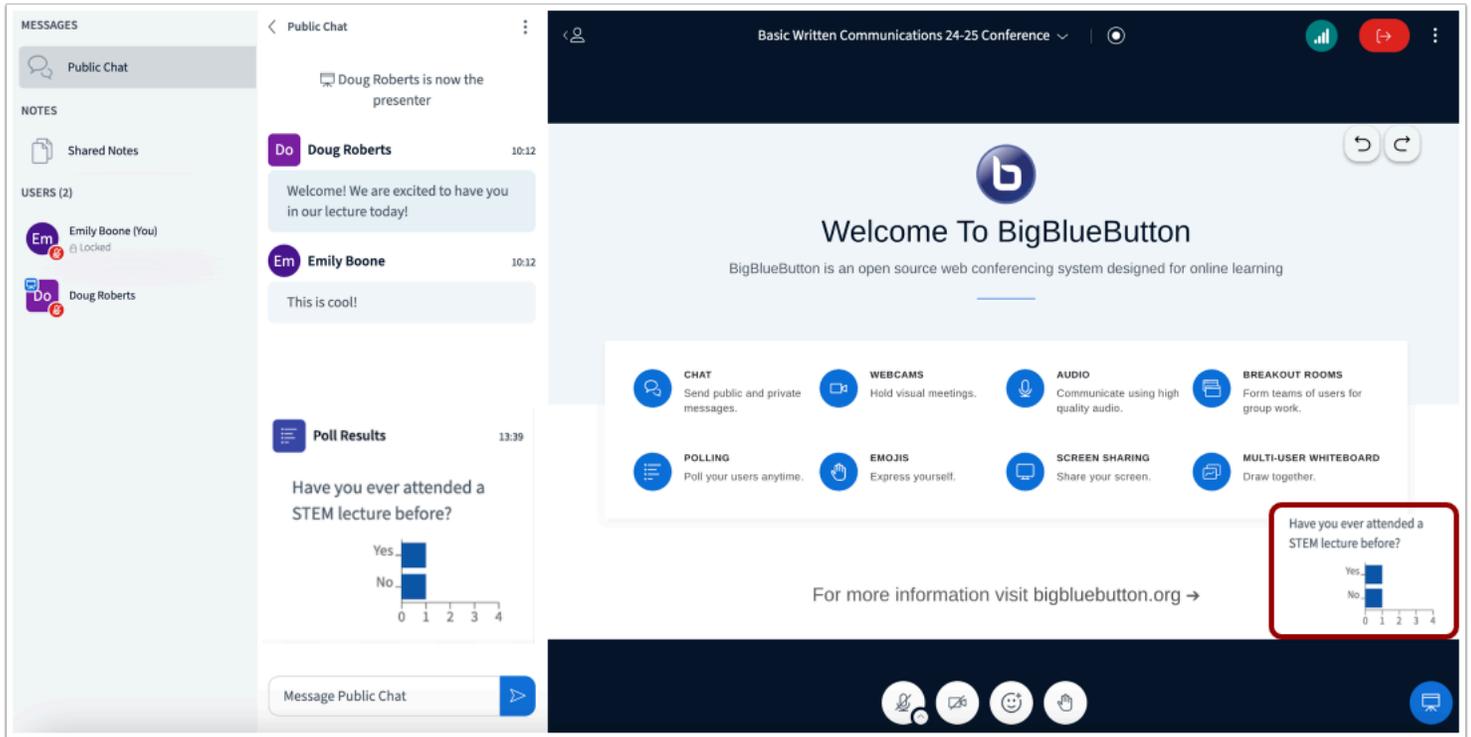
To hide or minimize the toolbars [13].



To create line annotations or shape annotations, click **More** [1]. The whiteboard tools includes line and shapes [2].

Note: If you cannot view the annotation tools, they are not enabled for participants in your conference.

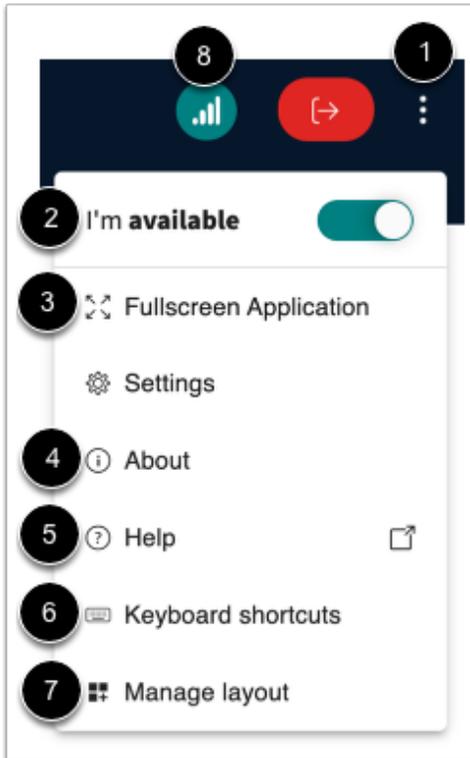
View Poll Results



The screenshot displays the BigBlueButton interface during a conference. On the left, a chat window shows a poll titled "Have you ever attended a STEM lecture before?" published at 13:39. The poll results are shown as a bar chart with "Yes" at 1 and "No" at 1. The main presentation area shows a "Welcome To BigBlueButton" slide with a similar poll results bar chart highlighted by a red box. The interface includes a sidebar with messages, notes, and users, and a bottom toolbar with various controls.

When poll results are published, you can view the poll results as a graph in both the chat and presentation area.

Open Options Menu



To open the Options menu, click the **Options** icon [1].

To indicate availability, click I'm **available** [2]. When in I'm **away** status, it toggles both your audio and webcam on or off simultaneously.

To view the conference in fullscreen mode, click the **Fullscreen Application** [3].

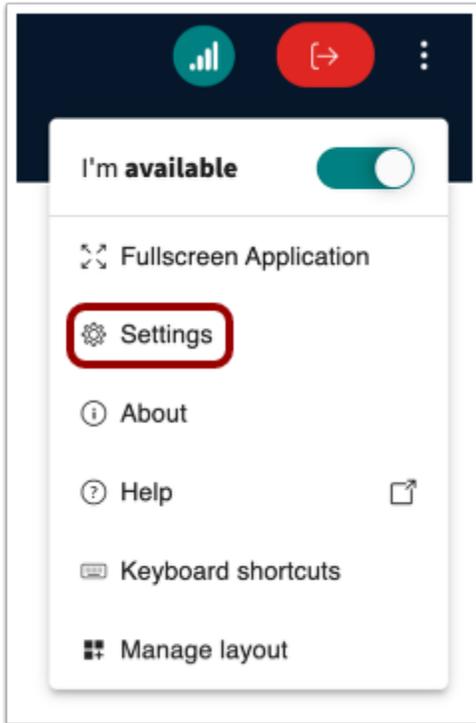
To view information about the interface, click the **About** option [4]. To view help tutorials, click the **Help** link [5].

To view hotkeys, click the **Keyboard shortcuts** link [6].

To view presentation layout, click **Manage layout** [7].

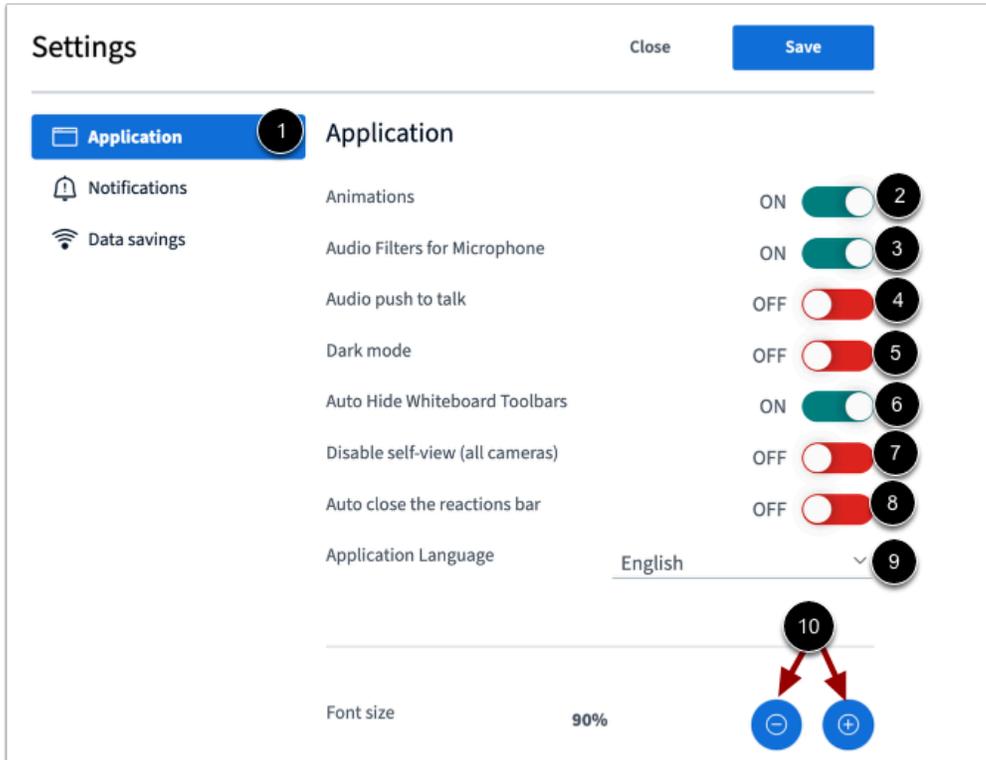
To view your connection status, click the **Connection status** icon [8].

View Settings Menu



To open the Settings menu, click the **Settings** link.

Manage Application Settings



To manage applications settings, click the **Application** link [1].

To manage animations that display when a user is speaking, click the **Animations** toggle [2].

To manage microphone audio filters, click the **Audio Filters for Microphone** toggle [3].

To press a button to activate your microphone and speak, click **Audio push to talk** toggle [4].

To switch between light and dark user interface, click **Dark mode** toggle [5].

To allow you to auto-hide the toolbar for a cleaner workspace, click **Auto Hide Whiteboard Toolbars** toggle [6].

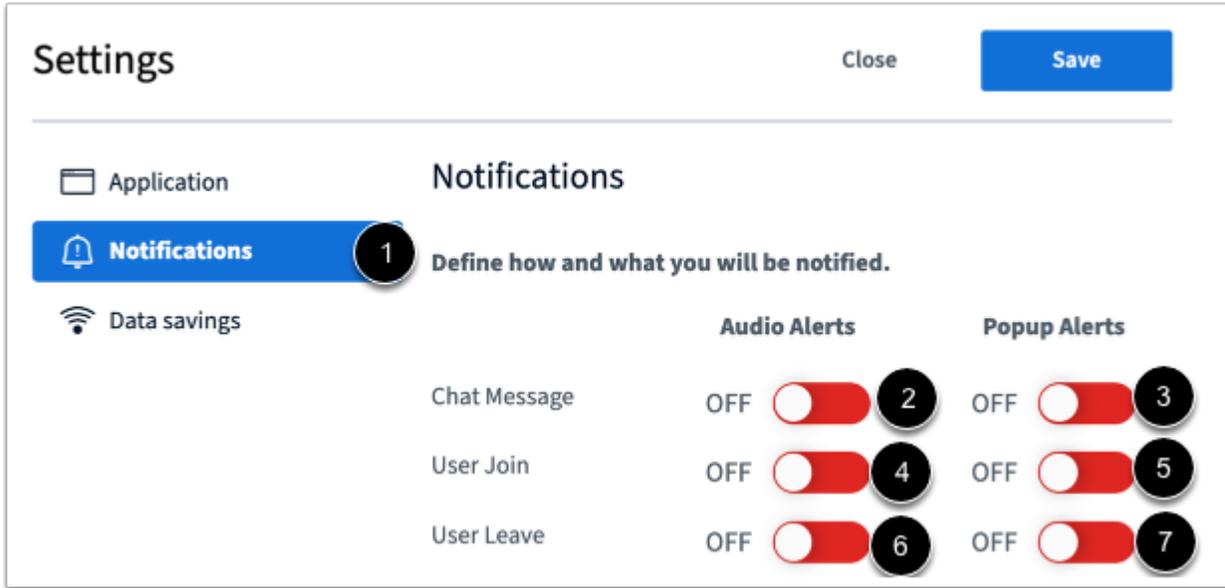
To hide your own video feed while still keeping your camera on for others to see, click **Disable self-view (all cameras)** toggle [7].

To manage excessive use of reactions, set **auto-close the reaction bar** toggle [8] after a reaction is shown.

To select the language for the interface, click the **Application Language** drop-down menu [9].

To adjust the font size, click the **Decrease** or **Increase** buttons [10].

Manage Notification Settings



To manage notification settings, click the **Notifications** link [1].

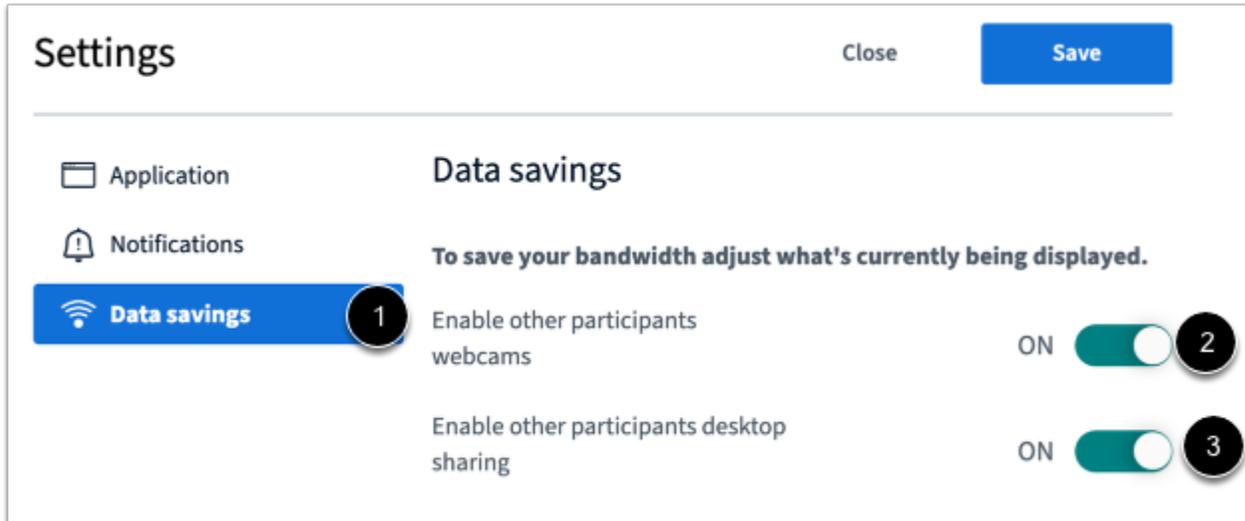
To manage chat alerts, click the **Chat Message Audio Alerts** [2] and **Popup Alerts** toggles [3].

To manage user join alerts, click the **User Join Audio Alerts** [4] and **Popup Alerts** toggles [5].

To manage user leave alerts, click the **User Leave Audio Alerts** [6] and **Popup Alerts** toggles [7].

Note: Chat alerts only function within the same browser in which the Conferences interface is open.

Manage Data Savings Settings



The screenshot shows the 'Settings' dialog box with the 'Data savings' section selected. The 'Data savings' link in the left sidebar is highlighted with a blue bar and a circled '1'. The 'Data savings' section title is 'Data savings'. Below it is the instruction: 'To save your bandwidth adjust what's currently being displayed.' There are two toggle switches: 'Enable other participants webcams' and 'Enable other participants desktop sharing'. Both are currently turned 'ON' and are highlighted with a green bar and a circled '2' and '3' respectively.

To manage data saving settings, click the **Data savings** link [1].

To enable or disable webcams, click the **Enable other participants webcams** toggle [2].

To enable or disable desktop sharing, click the **Enable other participants desktop sharing** toggle [3].

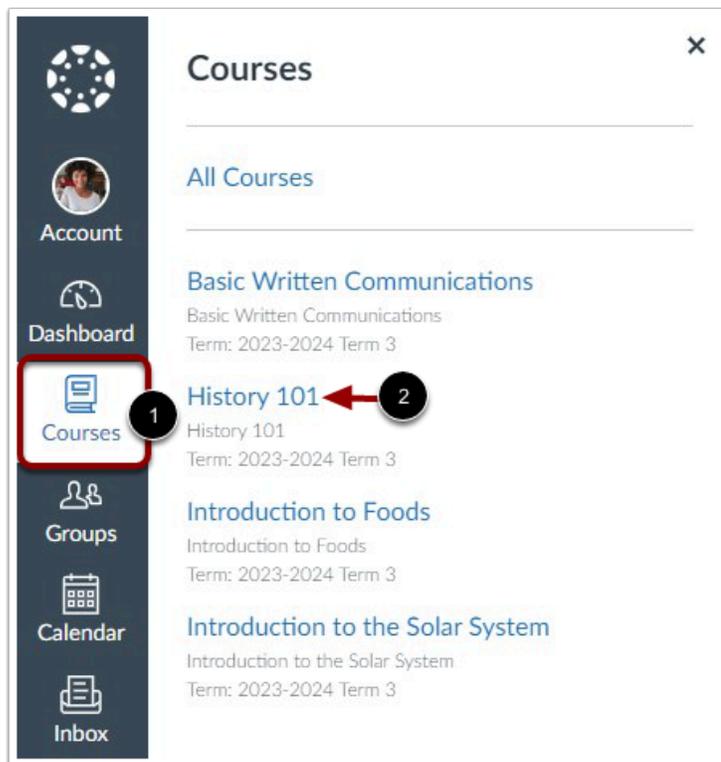
Course Navigation

How do I use the Course Home Page as a student?

If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework. The Course Navigation Menu is always visible on its respective pages.

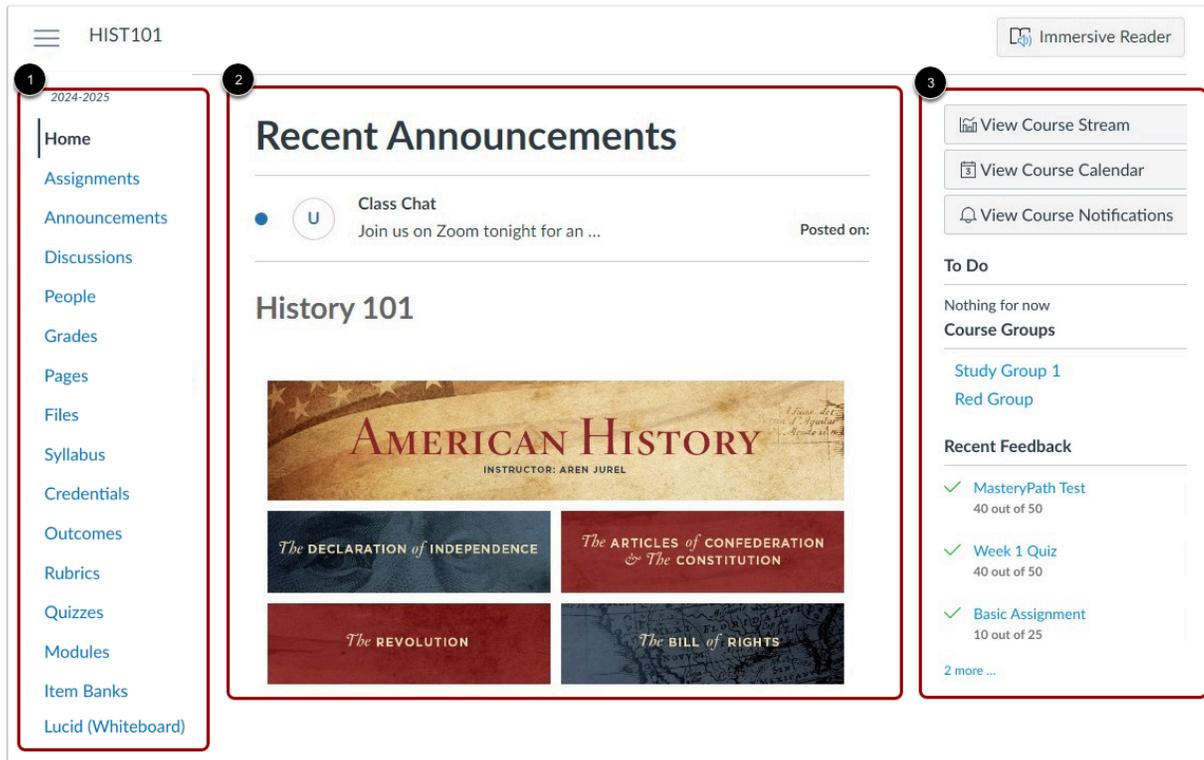
Note: Your instructor may choose to display a different font for your course.

Open Course



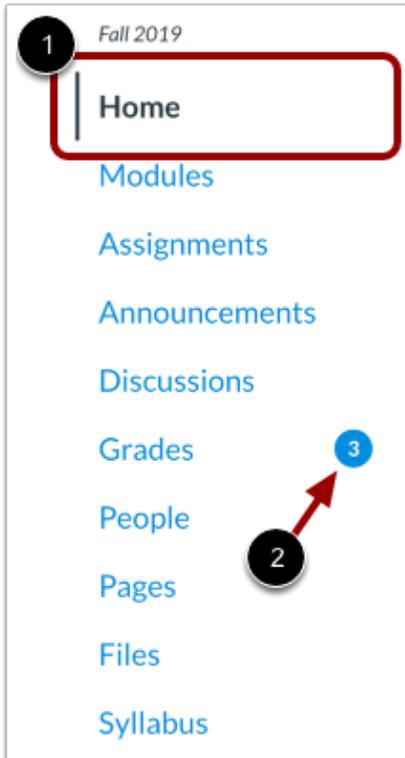
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

View Course Home Page



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

View Course Navigation

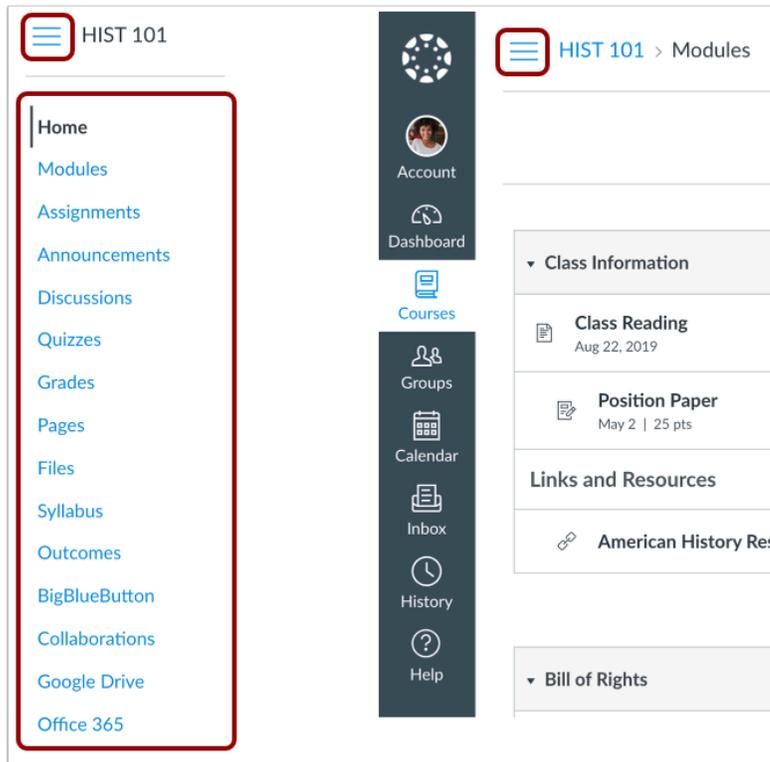


The Course Home Page is viewed from the Course Navigation **Home** link [1]. The active link of the page you are viewing is highlighted with different color text and a line indicator.

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

When your [instructor grades your assignments](#), you may also see course indicators that show updates to your course Grades [2].

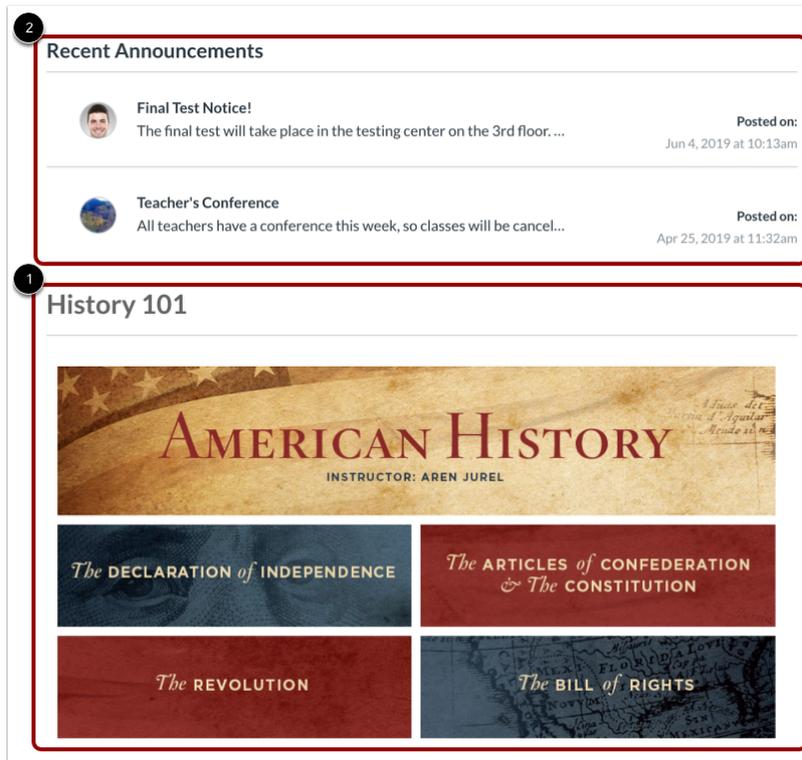
Collapse Course Navigation Menu



The screenshot shows the Canvas interface for a course titled "HIST 101". On the left, a navigation menu is expanded, listing various course components such as Home, Modules, Assignments, Announcements, Discussions, Quizzes, Grades, Pages, Files, Syllabus, Outcomes, BigBlueButton, Collaborations, Google Drive, and Office 365. A red box highlights the menu icon (three horizontal lines) at the top left of the navigation menu. Another red box highlights the course title "HIST 101" at the top left of the main content area. The main content area displays "Class Information" with items like "Class Reading" (Aug 22, 2019) and "Position Paper" (May 2 | 25 pts), and "Links and Resources" with "American History Res".

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

View Content Area



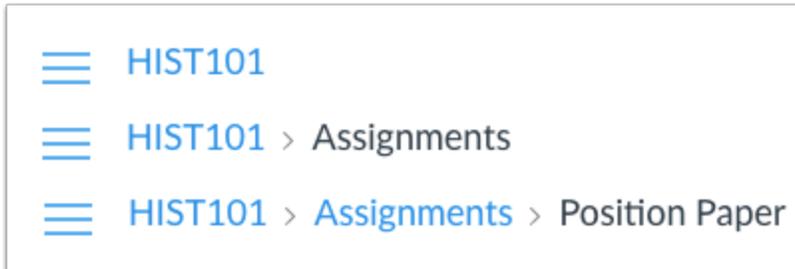
The screenshot shows the Canvas interface. At the top, a red-bordered box labeled '2' contains 'Recent Announcements'. It lists two items: 'Final Test Notice!' (posted Jun 4, 2019) and 'Teacher's Conference' (posted Apr 25, 2019). Below this, a red-bordered box labeled '1' shows the 'History 101' course page. The page features a banner for 'AMERICAN HISTORY' by instructor 'AREN JUREL' and four content tiles: 'The DECLARATION of INDEPENDENCE', 'The ARTICLES of CONFEDERATION & The CONSTITUTION', 'The REVOLUTION', and 'The BILL of RIGHTS'.

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

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

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

View Breadcrumbs

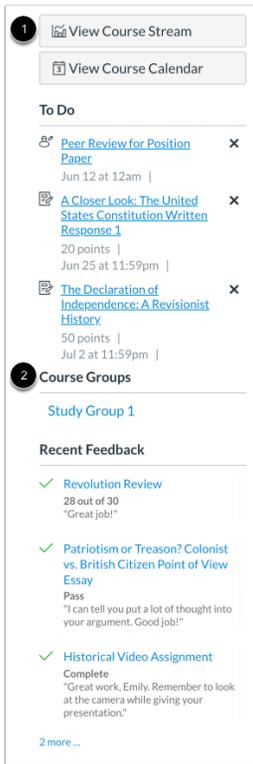


Breadcrumbs appear above the course content area.

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

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

View Sidebar



The screenshot shows a sidebar with the following sections:

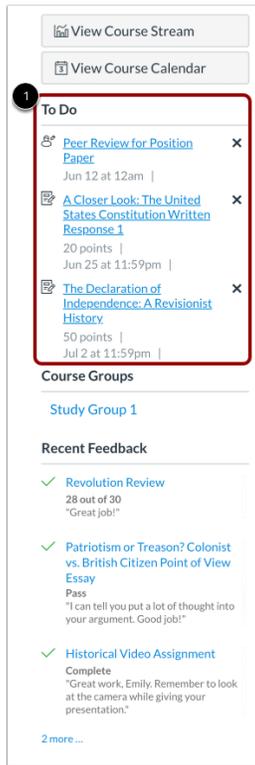
- 1** View Course Stream (with a camera icon)
- View Course Calendar (with a calendar icon)
- To Do**
 - Peer Review for Position Paper (with a speech bubble icon, Jun 12 at 12am, and a close button)
 - A Closer Look: The United States Constitution Written Response 1 (with a document icon, 20 points, Jun 25 at 11:59pm, and a close button)
 - The Declaration of Independence: A Revisionist History (with a document icon, 50 points, Jul 2 at 11:59pm, and a close button)
- 2** Course Groups
 - Study Group 1
- Recent Feedback**
 - Revolution Review (28 out of 30, "Great job!")
 - Patriotism or Treason? Colonist vs. British Citizen Point of View Essay (Pass, "I can tell you put a lot of thought into your argument. Good job!")
 - Historical Video Assignment (Complete, "Great work, Emily. Remember to look at the camera while giving your presentation.")
- 2 more ...

The sidebar functions the same as the [Dashboard sidebar](#) but only shows content for the specific course and includes additional options.

If your Course Home Page displays a page other than the Course Activity Stream, you can view the course activity stream by clicking the sidebar **View Course Stream** button [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

If you have been added to a group in your course, the **Course Group** section [2] includes links to your course groups.

View Sidebar Sections



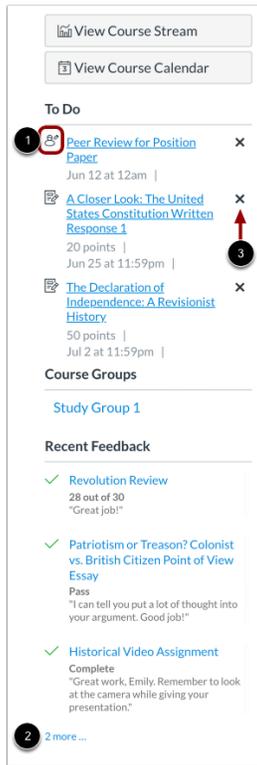
The screenshot shows the Canvas sidebar with the following sections:

- View Course Stream
- View Course Calendar
- To Do** (highlighted with a red box and a circled '1')
 - Peer Review for Position Paper (Jun 12 at 12am)
 - A Closer Look: The United States Constitution Written Response 1 (20 points, Jun 25 at 11:59pm)
 - The Declaration of Independence: A Revisionist History (50 points, Jul 2 at 11:59pm)
- Course Groups
 - Study Group 1
- Recent Feedback
 - Revolution Review (28 out of 30, "Great job!")
 - Patriotism or Treason? Colonist vs. British Citizen Point of View Essay (Pass, "I can tell you put a lot of thought into your argument. Good job!")
 - Historical Video Assignment (Complete, "Great work, Emily. Remember to look at the camera while giving your presentation.")

The sidebar always shows the To Do section [1], which shows all recent announcements and up to seven assignments that are due in the upcoming weeks, including ungraded quizzes and assignments that do not require a submission. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The sidebar can also include a variety of other sections, depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include the Assignment list, Calendar and Assignment Groups, and Recent Feedback.

Manage Sidebar Items



Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

The To Do section shows up to seven items with due dates in the upcoming weeks. To view more items, you must manually remove items from the list. To remove a To Do item, click the **remove** icon [3].

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.

How do I use the Course Activity Stream as a student?

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

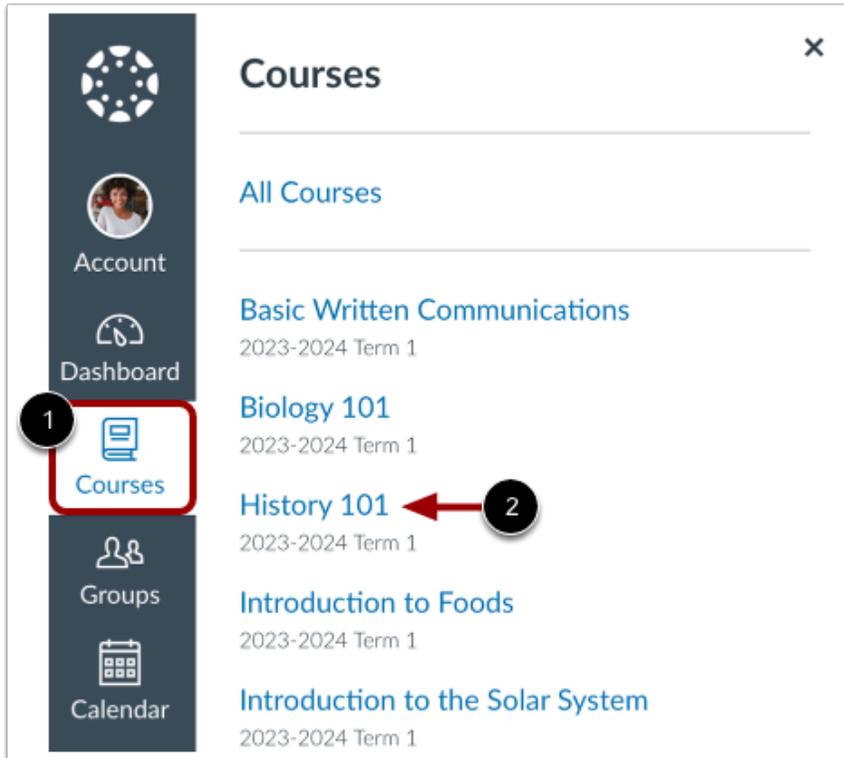
The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the **Notify users that this content has changed** button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

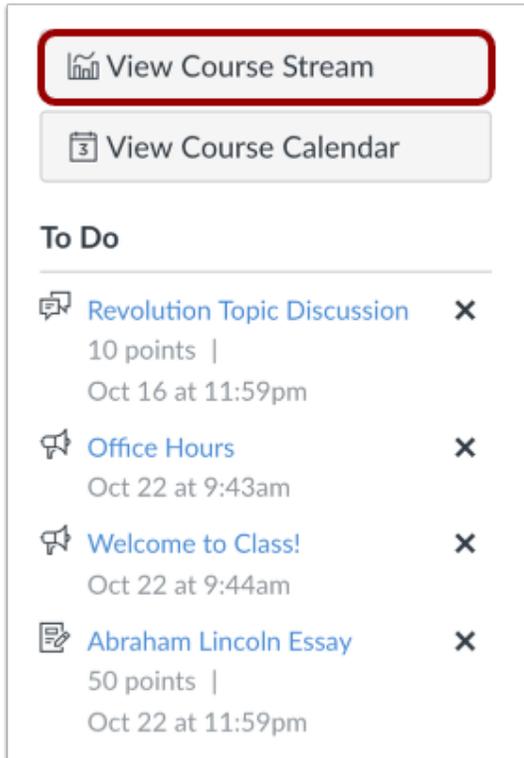
Open Course



The screenshot shows the Canvas interface for a student. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses (highlighted with a red box and a black circle containing the number 1), Groups, and Calendar. The main content area is titled 'Courses' and lists several courses for the 2023-2024 Term 1. The courses listed are: 'All Courses', 'Basic Written Communications', 'Biology 101', 'History 101' (with a red arrow pointing to it and a black circle containing the number 2), 'Introduction to Foods', and 'Introduction to the Solar System'.

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

Open Course Activity



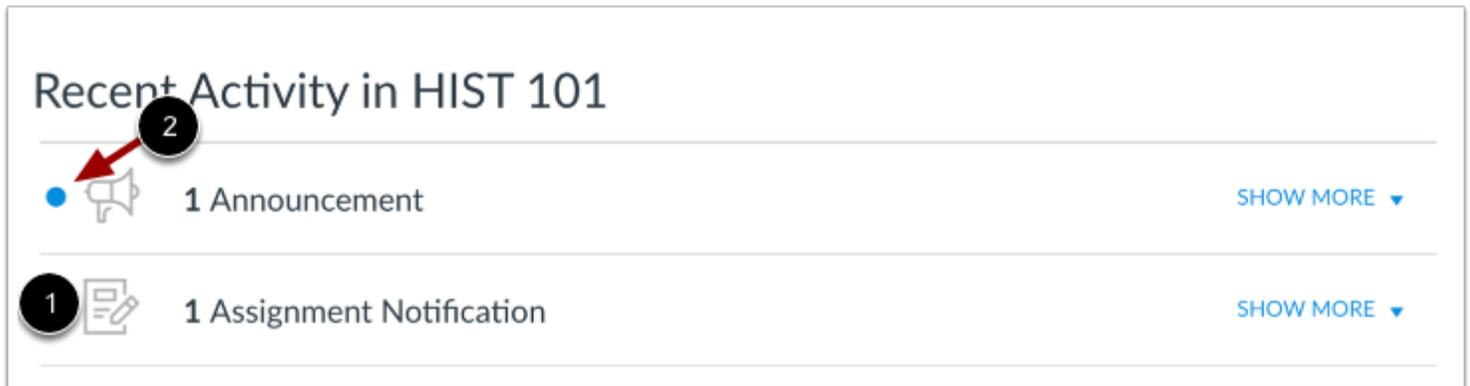
The screenshot shows a sidebar with two buttons at the top: "View Course Stream" (highlighted with a red border) and "View Course Calendar". Below these is a "To Do" section with a horizontal line separator. The "To Do" list contains four items, each with an icon, a title, a score/points, and a due date, followed by a close button (X):

-  **Revolution Topic Discussion** X
10 points |
Oct 16 at 11:59pm
-  **Office Hours** X
Oct 22 at 9:43am
-  **Welcome to Class!** X
Oct 22 at 9:44am
-  **Abraham Lincoln Essay** X
50 points |
Oct 22 at 11:59pm

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

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

View Course Activity



Recent Activity in HIST 101

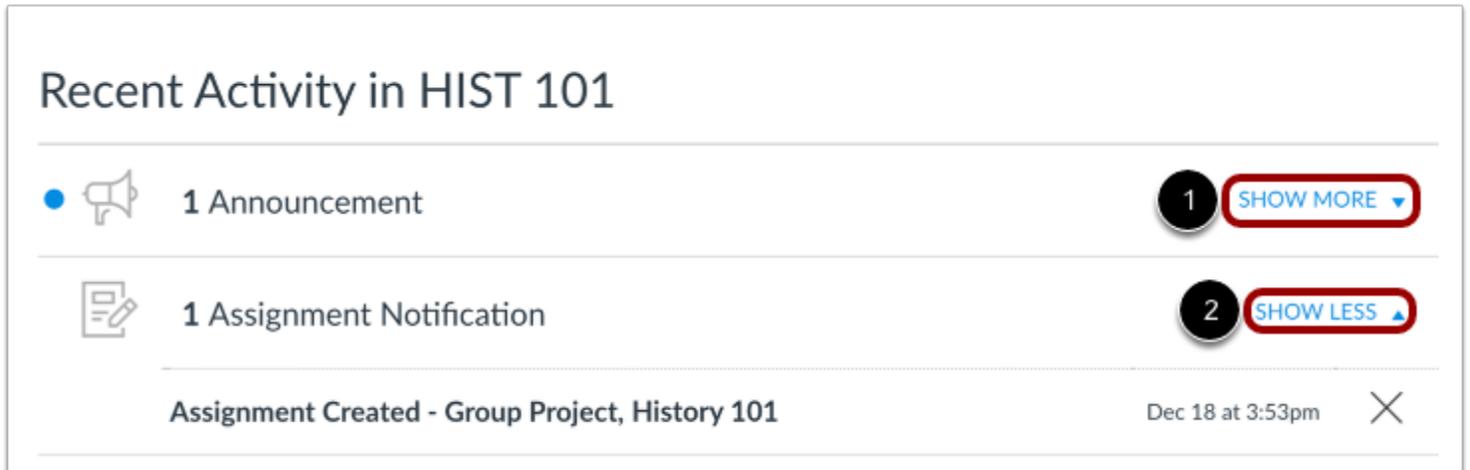
- 1 Announcement [SHOW MORE ▾](#)
- 1 Assignment Notification [SHOW MORE ▾](#)

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

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

Note: To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Expand and Collapse Notifications



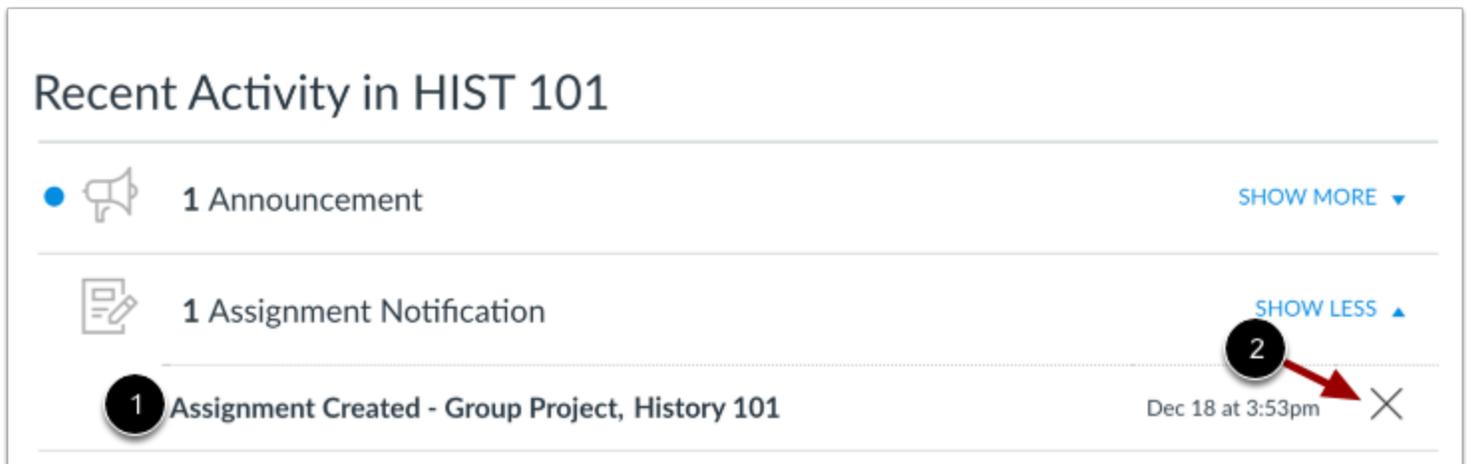
Recent Activity in HIST 101

- 1 Announcement 1 [SHOW MORE](#)
- 1 Assignment Notification 2 [SHOW LESS](#)

Assignment Created - Group Project, History 101 Dec 18 at 3:53pm 

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

Manage Recent Activity



Recent Activity in HIST 101

- 1 Announcement [SHOW MORE](#)
- 1 Assignment Notification [SHOW LESS](#)

1 Assignment Created - Group Project, History 101 Dec 18 at 3:53pm 

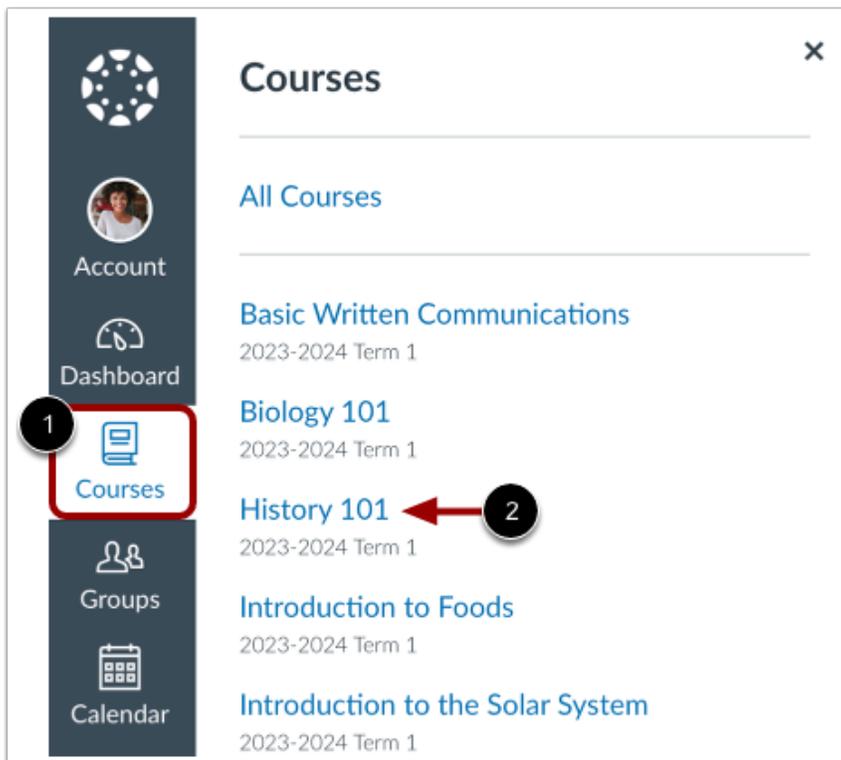
You can directly access your recent activities by clicking the activity link [1]. To remove a notification, click the **remove** icon [2].

How do I drop a self-enrolled Canvas course?

If you decide you want to drop a course you self-enrolled in using Canvas, follow these steps.

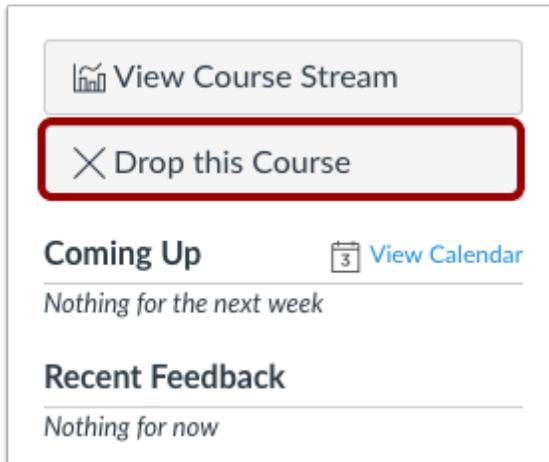
Note: You can only drop a self-enrolled Canvas course while it is in progress (between the course participation dates). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your instructor or institution to be removed from the course.

Open Course



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

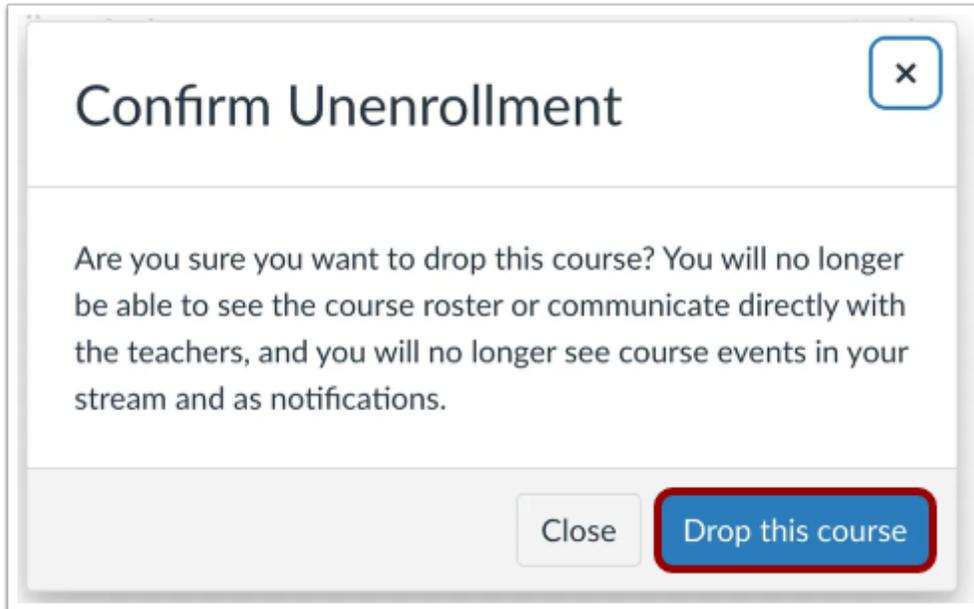
Drop this Course



In the sidebar, click the **Drop this Course** button.

Note: You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your instructor or institution to be removed from the course.

Confirm Un-enrollment



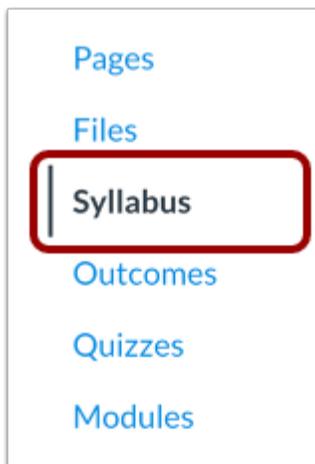
Click the **Drop this Course** button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.

How do I use the Syllabus as a student?

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by assignments and calendar events in the course.

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

Open Syllabus



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

View Syllabus

Course Syllabus Jump to Today

3

1

Welcome to HIS101, American History!

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

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

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

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

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

Mr. Jurel

2

Course Summary:

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

3

August 2018

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

Assignments are weighted by group:

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

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

View Syllabus Description

Course Syllabus [Jump to Today](#)

Welcome to HIS101, American History!

[Download Syllabus](#)  

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

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

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

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

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

Mr. Jurel

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

View Course Summary

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

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

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

View Time Zones

Date	Details	
Wed Jul 4, 2018	 Holiday - No Class	2am
Sat Jul 7, 2018	 Position Paper	due by 1:59am
Thu Aug 2, 2018	 Road to Revolution: Patriotism or Treason	due by 1:59am
	 Revolutionary War Required Reading	<div data-bbox="1198 737 1484 814" style="background-color: #333; color: white; padding: 2px;"> Local: Aug 2 at 1:59am Course: Aug 1 at 11:59pm </div>

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

View Sidebar

1 < August 2018 >

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

2 Assignments are weighted by group:

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

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

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

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

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

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

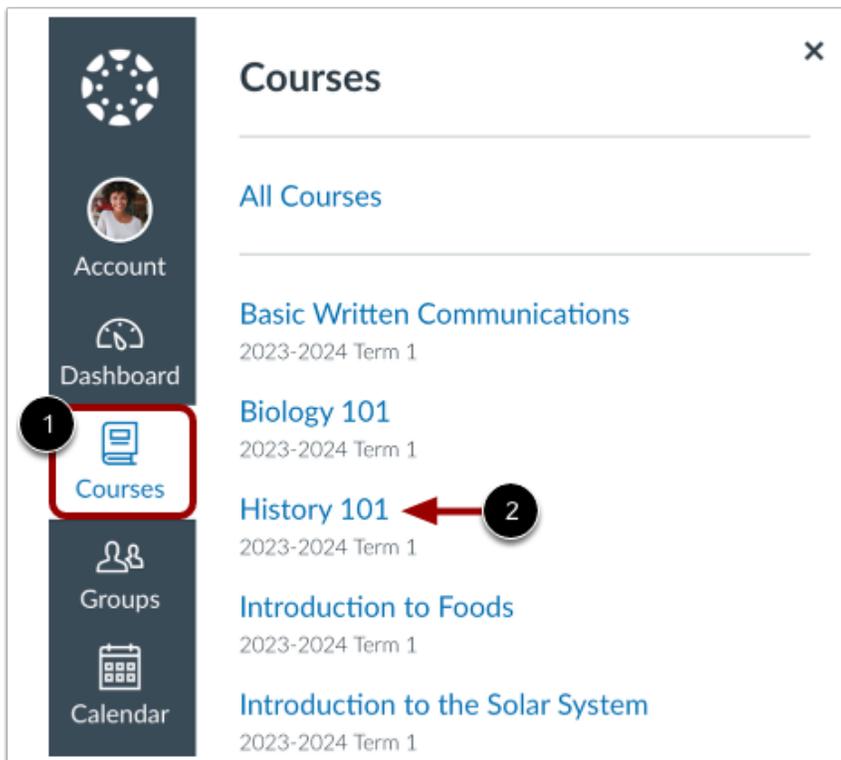
As a student, you can view [Course Analytics](#) in a course.

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

Notes:

- If you cannot view an option to access Course Analytics, your institution may not have enabled this feature.
- Data is refreshed in Course Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent activity and submissions.

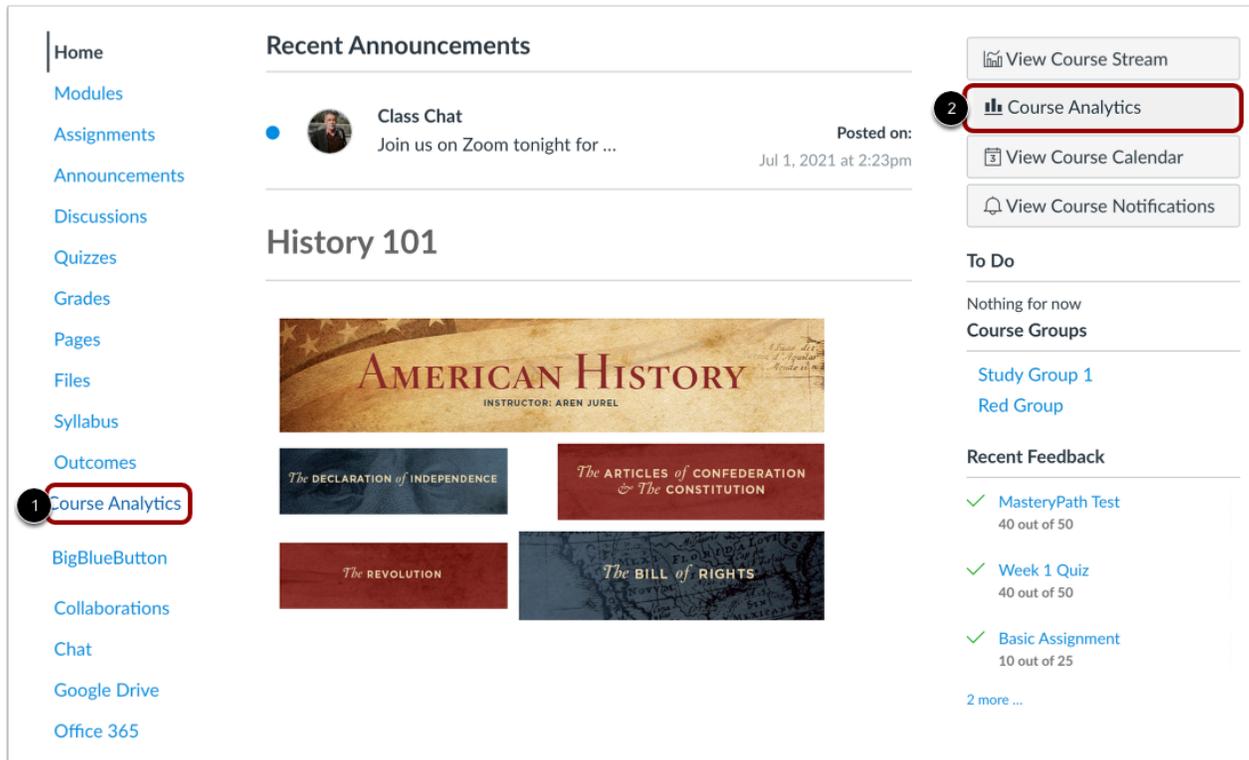
Open Course



The screenshot shows the Canvas interface for a student. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses (highlighted with a red box and a circled '1'), Groups, and Calendar. The main content area is titled 'Courses' and lists several courses for the 2023-2024 Term 1. The courses listed are: Basic Written Communications, Biology 101, History 101 (highlighted with a red arrow and a circled '2'), Introduction to Foods, and Introduction to the Solar System.

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

Open Course Analytics

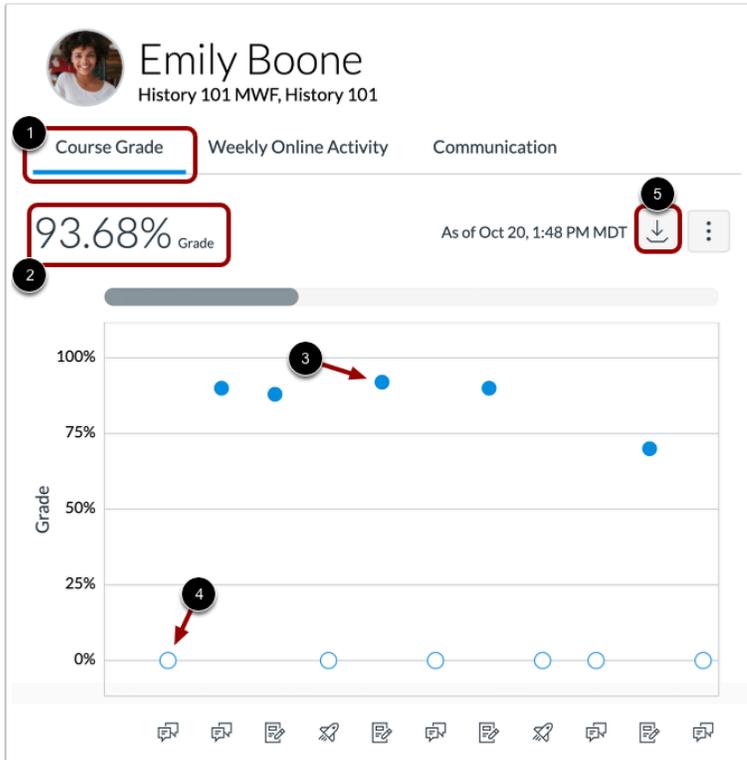


The screenshot displays the Canvas course home page for 'History 101'. On the left, a navigation menu lists various course elements, with 'Course Analytics' highlighted by a red box and a circled '1'. The main content area features a 'Recent Announcements' section with a 'Class Chat' announcement, a 'History 101' banner, and a 'To Do' section. On the right, a vertical navigation bar contains buttons for 'View Course Stream', 'Course Analytics' (highlighted with a red box and a circled '2'), 'View Course Calendar', and 'View Course Notifications'. Below these are sections for 'To Do', 'Course Groups', and 'Recent Feedback'.

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

Note: If you cannot view an option to access Course Analytics, your instructor may not have enabled this feature or you may not have the necessary course role permissions.

View Course Grade Graph



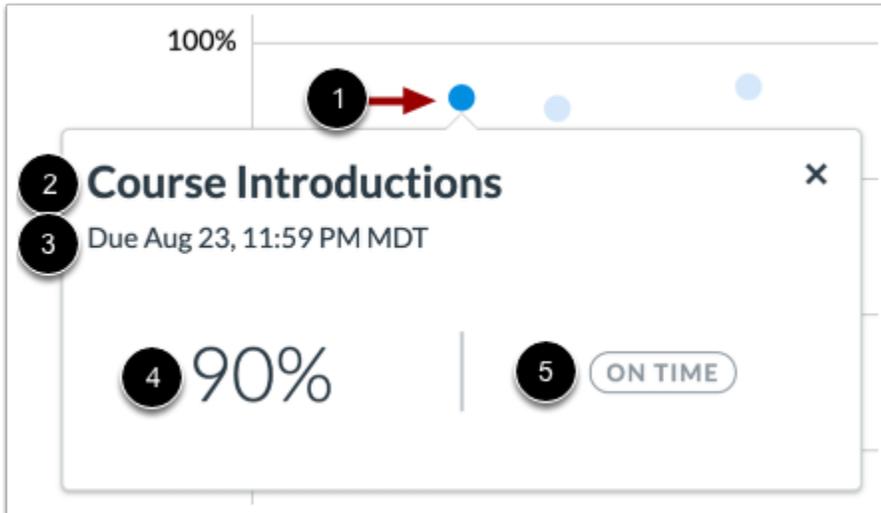
By default, student analytics opens to the **Course Grade** tab [1]. The Course Grade graph shows your submission status and grade for all the assignments in the course. Your current course grade is shown above the chart graph [2].

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

A solid dot [3] represents a graded assignment and an empty dot [4] represents an ungraded assignment.

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

View Assignment Details



To view more details about an assignment, click the dot [1].

Each assignment will display the title [2], due date [3], grade [4], and status label [5]. The status label may display as on time, missing, late, or excused.

View Course Grade Data Table



Emily Boone

History 101 MWF, History 101

Course Grade
Weekly Online Activity
Communication

93.68%

Grade

As of Oct 20, 1:48 PM MDT



1

3 Assignment Name	4 Due Date	5 Status	
Articles of Confederation vs. Constitution Topic Discussion	Aug 22, 2019	MISSING	
Course Introductions	Aug 23, 2019	ON TIME	90%

Chart Options

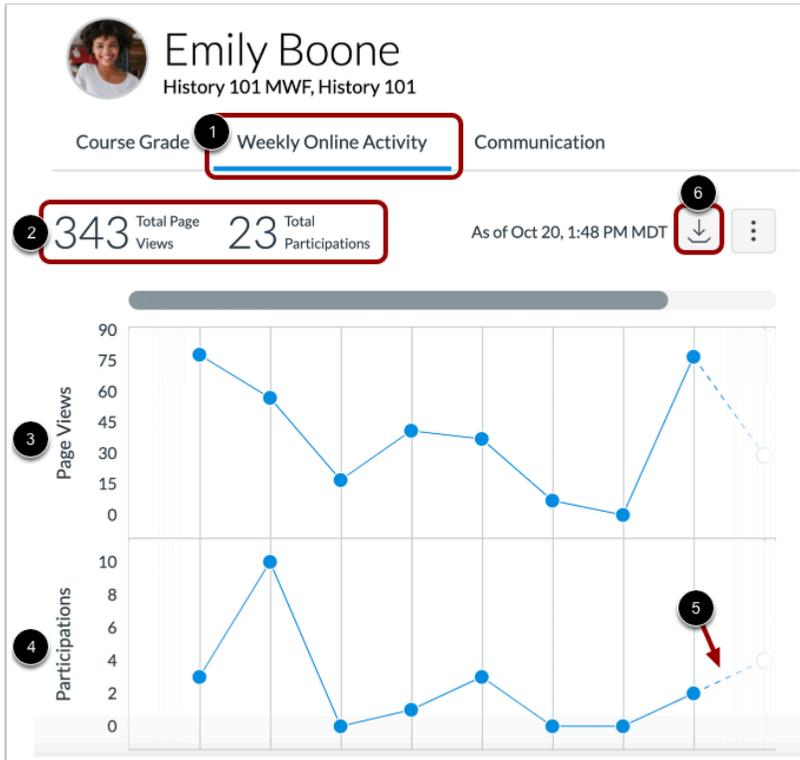
- 2 ✓ Data Table
- Display Shapes

6

←

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

View Weekly Online Activity Graph



To view your weekly online activity, click the **Weekly Online Activity** tab [1]. Your total page views and total participations are displayed above the chart [2].

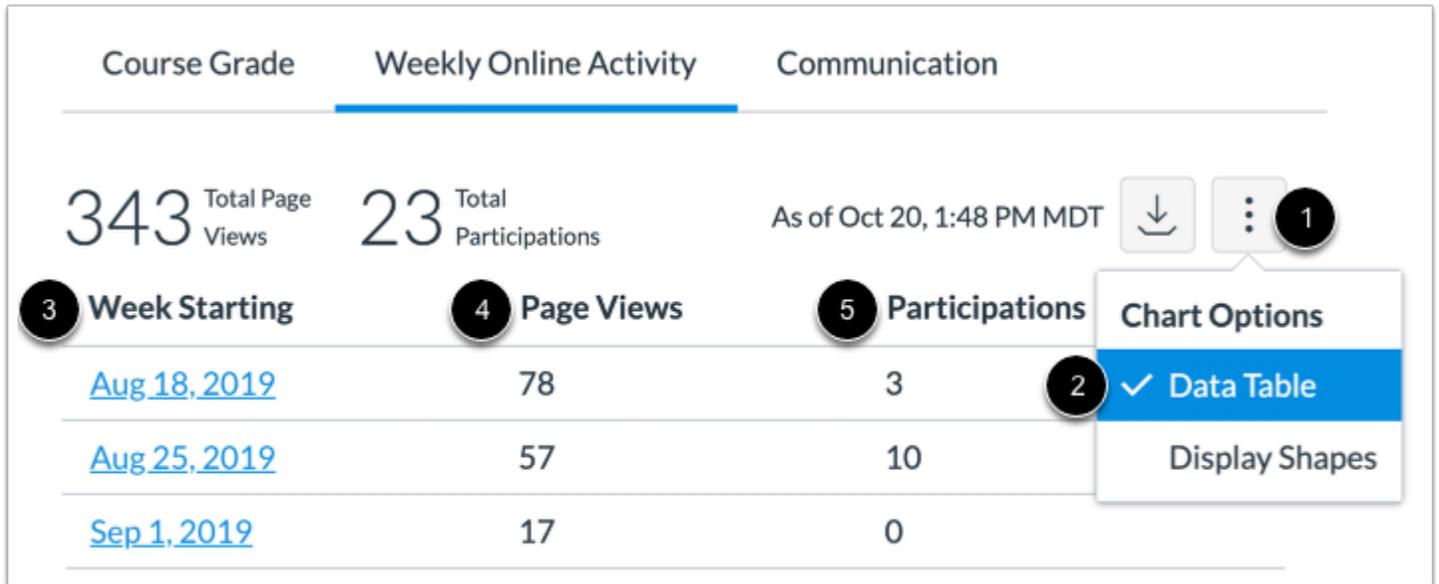
Data is displayed as a chart with two rows: average page views [3] and average participations [4]. The following actions will generate participations:

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

Data for the week that is currently in progress is indicated by a dotted line [5].

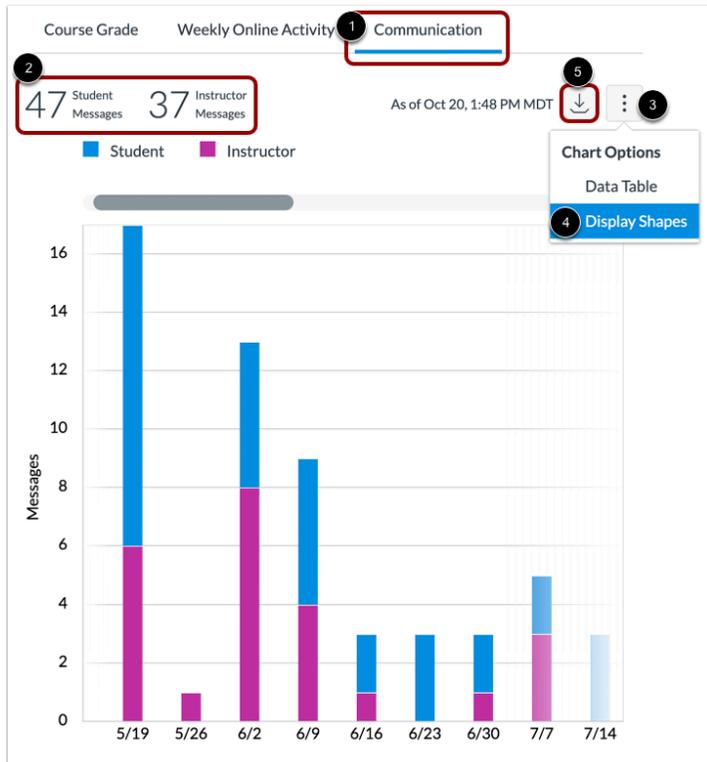
To download a CSV of the weekly online activity data, click the **Download** button [6].

View Weekly Online Activity Data Table



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

View Communication Graph



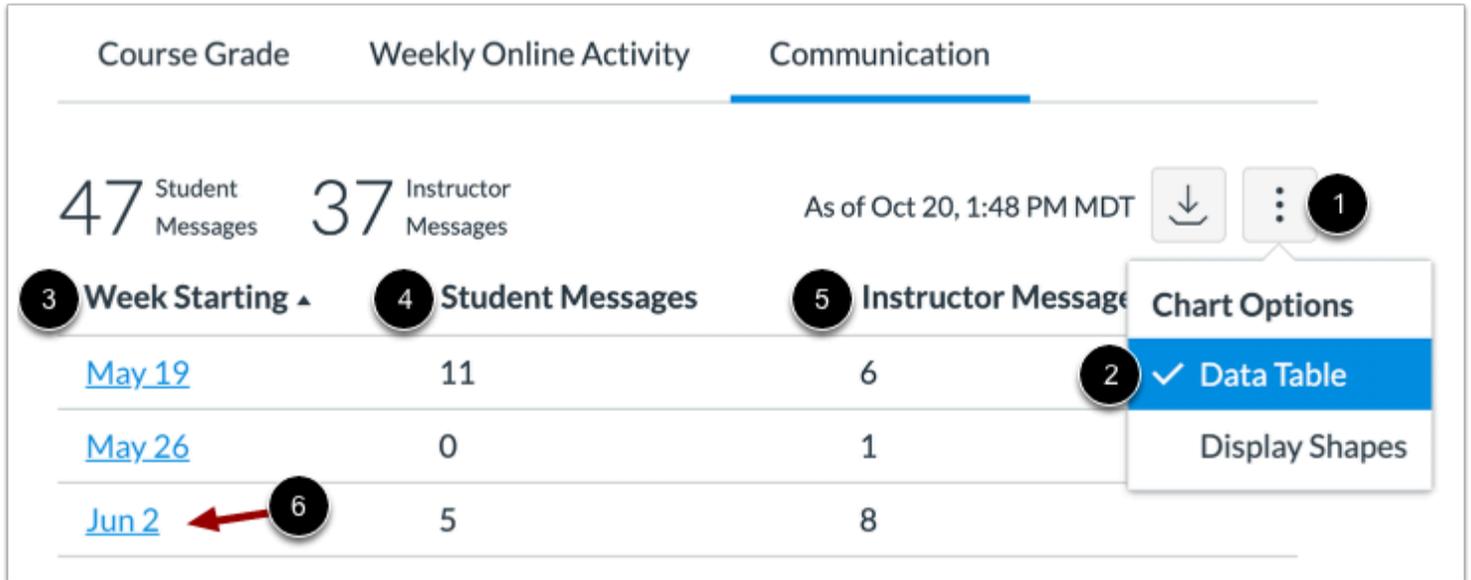
To view an overview of messages, click the **Communication** tab [1]. The Communication graph shows the number of conversations that have taken place between you and your instructor(s) in the Canvas Inbox. The total number of messages sent by you and your instructors is displayed above the graph [2].

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

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

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

View Communication Data Table



Week Starting	Student Messages	Instructor Messages
May 19	11	6
May 26	0	1
Jun 2	5	8

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

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

How do I use the Microsoft Immersive Reader in a course as a student?

The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. You can use the Microsoft Immersive Reader when viewing the Course Home Page or Syllabus or when viewing an individual assignment or page. For more information about the reader, visit the [Microsoft Immersive Reader](#) website.

Notes:

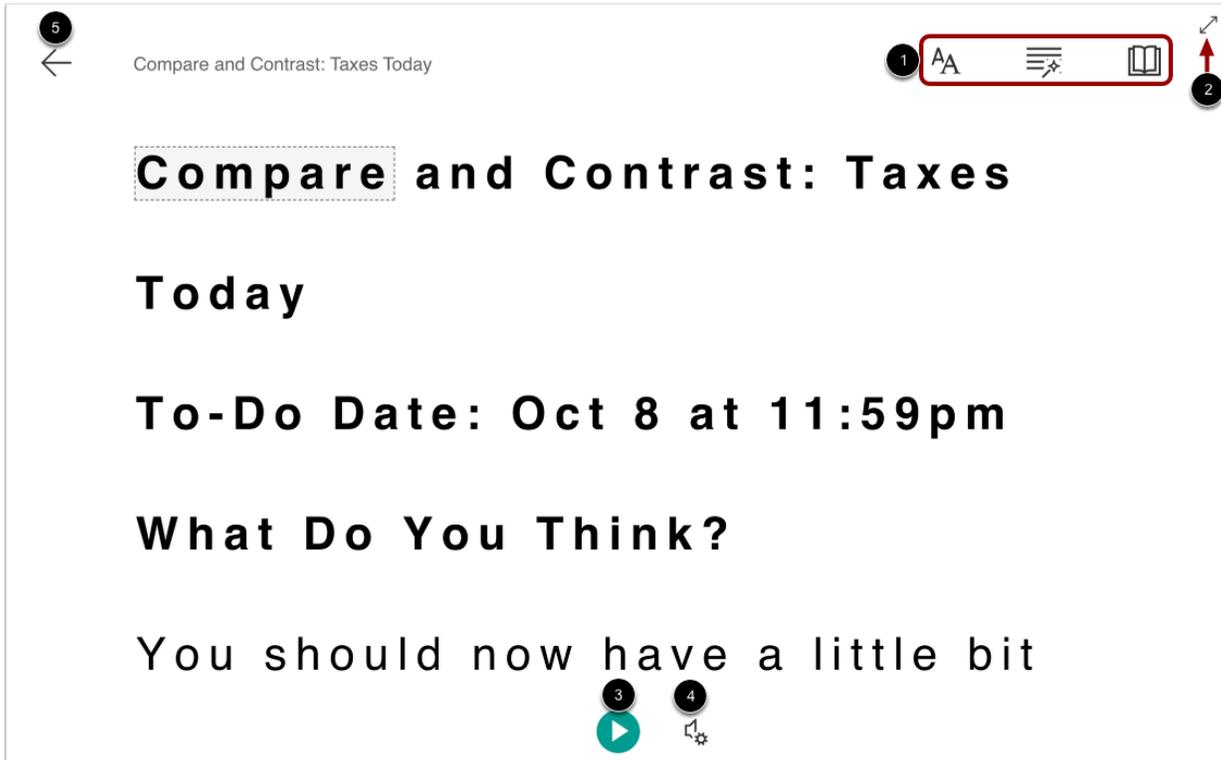
- You can enable Microsoft Immersive for your user account in your [User Settings](#). However, if the feature is on for the entire account, the account preference overrides the user preference, and the user setting has no effect.
- External Tool content embedded in the Rich Content Editor cannot be read by the Immersive Reader.
- The Immersive Reader will not appear on external tool assignments.

Open Immersive Reader



When viewing [pages](#), [assignments](#), [course home pages](#), and the [syllabus](#) in a course, click the **Immersive Reader** button.

View Immersive Reader



5

Compare and Contrast: Taxes Today

1 AA

2

Compare and Contrast: Taxes Today

To-Do Date: Oct 8 at 11:59pm

What Do You Think?

You should now have a little bit

3 4

The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the **Play** button [3]. To adjust audio settings, click the **Voice Settings** button [4].

To close the reader and return to Canvas, click the **Exit** button [5].

Note: For more details about the Microsoft Immersive Reader functionality, visit the [Microsoft Immersive Reader website](#).

How do I use my Homeroom as a student in Canvas for Elementary?

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

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

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

Notes:

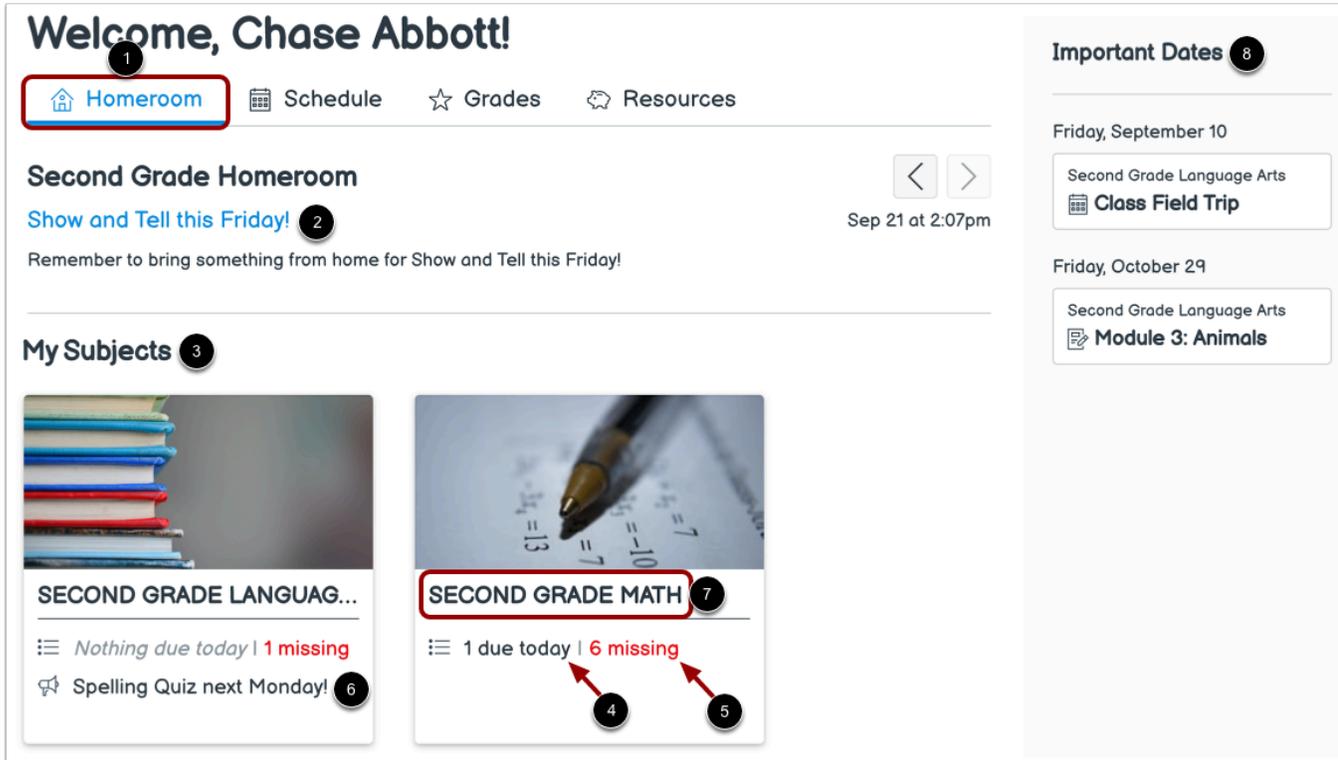
- If you do not have an active enrollment in a Canvas for Elementary subject, the [Classic View Dashboard](#) displays.
- The Canvas for Elementary homeroom does not display favorited subjects. However, any subjects favorited from the Classic View Dashboard are retained and display in the Classic View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

Open Homeroom



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

View Homeroom



The Homeroom is your landing page in Canvas.

In the **Homeroom** tab [1], you can [view a homeroom announcement](#), if one has been added by your instructor [2].

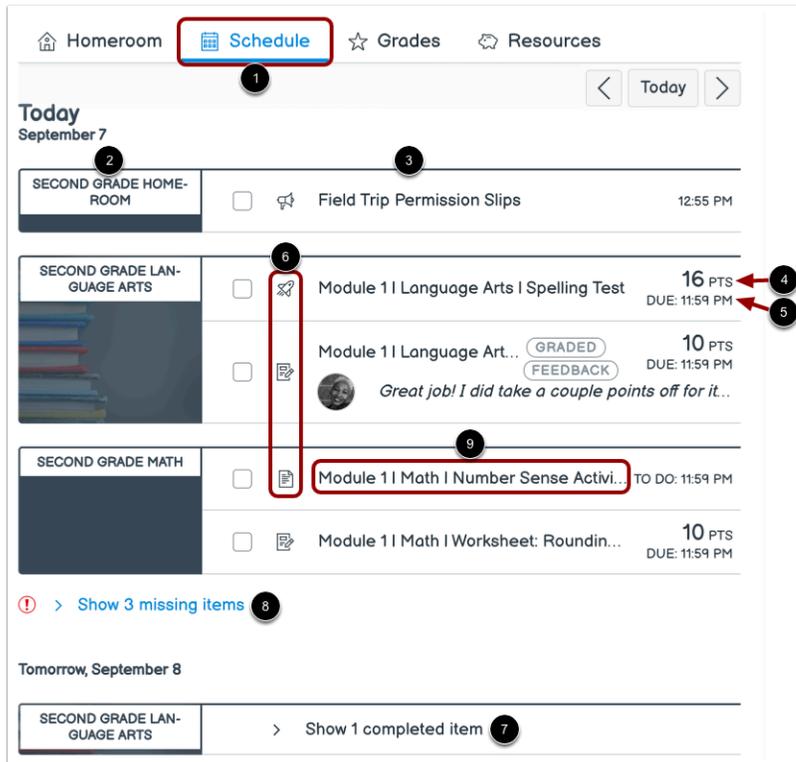
You can also view your subjects [3] and subject details such as assignments that are due today [4], missing assignments [5], or [subject announcements](#) [6].

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

Items that your instructor has marked with an important date display in the sidebar [8].

Note: By default, your published and unpublished subjects display in the Homeroom tab. However, if you have an additional enrollment type, such as an instructor enrollment type, [you can favorite subjects](#). If subjects are favorited, only favorited subjects display in the Homeroom.

View Homeroom Schedule



The screenshot shows the Canvas Homeroom interface. At the top, there are navigation tabs: 'Homeroom' (selected), 'Schedule' (highlighted with a red box and callout 1), 'Grades', and 'Resources'. Below the tabs, there is a date selector for 'Today, September 7'. The main content area is divided into sections for different subjects: 'SECOND GRADE HOME-ROOM', 'SECOND GRADE LANGUAGE ARTS', and 'SECOND GRADE MATH'. Each section contains a list of assignments. For example, under 'SECOND GRADE LANGUAGE ARTS', there are three items: 'Field Trip Permission Slips' (12:55 PM), 'Module 1 | Language Arts | Spelling Test' (16 PTS, DUE: 11:59 PM), and 'Module 1 | Language Art...' (10 PTS, DUE: 11:59 PM, GRADED, FEEDBACK). The 'Spelling Test' item has a red box around its icon (callout 6) and arrows pointing to its points and due date (callouts 4 and 5). The 'Module 1 | Language Art...' item has a red box around its name (callout 9). At the bottom, there is a 'Show 3 missing items' link (callout 8) and a 'Show 1 completed item' link (callout 7) for the 'SECOND GRADE LANGUAGE ARTS' section.

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

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

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

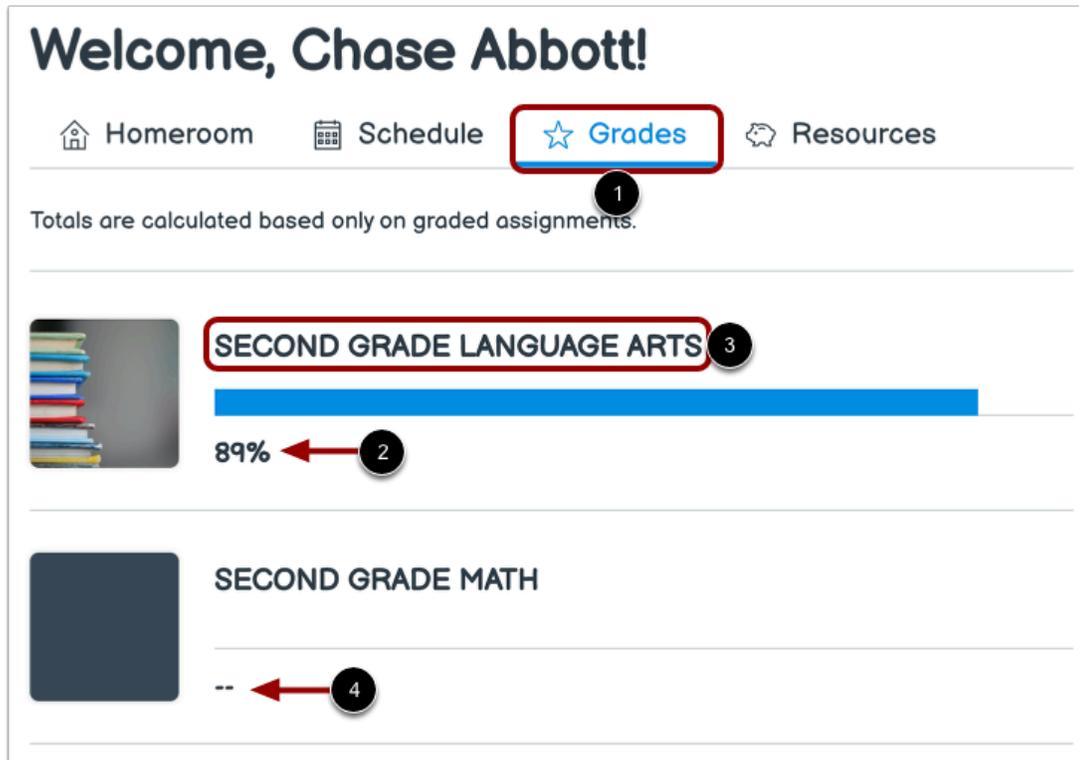
When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** dropdown [7].

To view missing tasks, click the **Show missing items** dropdown [8].

To view item details, click the name of the item [9].

[Learn more about your schedule.](#)

View Homeroom Grades



Welcome, Chase Abbott!

Home Homeroom Schedule **Grades** Resources

Totals are calculated based only on graded assignments.

SECOND GRADE LANGUAGE ARTS

89%

SECOND GRADE MATH

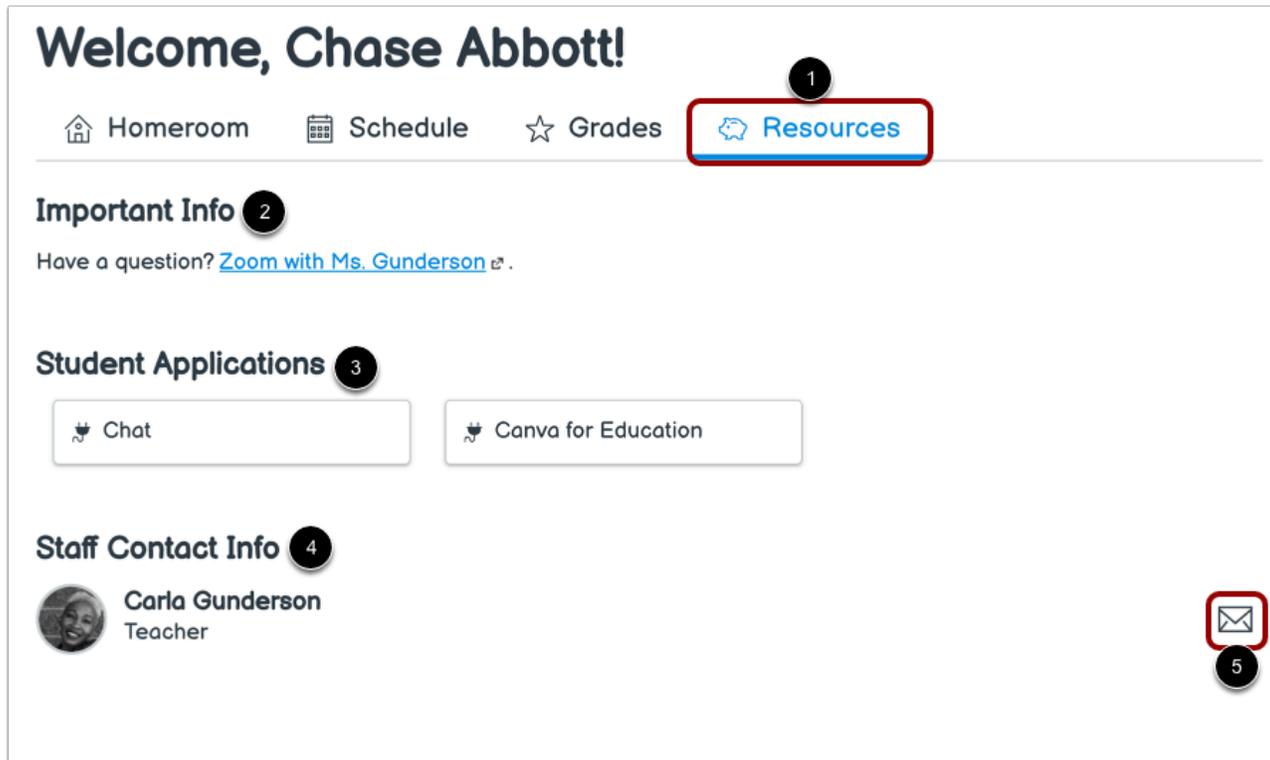
--

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

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

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

View Homeroom Resources



The screenshot shows a Canvas student homeroom page for Chase Abbott. At the top, the navigation bar includes 'Homeroom', 'Schedule', 'Grades', and 'Resources'. The 'Resources' tab is highlighted with a red box and a callout '1'. Below the navigation bar, the 'Important Info' section is highlighted with a callout '2' and contains a link to 'Zoom with Ms. Gunderson'. The 'Student Applications' section is highlighted with a callout '3' and contains two buttons: 'Chat' and 'Canva for Education'. The 'Staff Contact Info' section is highlighted with a callout '4' and shows a profile for 'Carla Gunderson, Teacher'. A 'Message' icon is highlighted with a red box and a callout '5'.

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

If student applications have been added, you can view them in the Student Applications section [3].

You can also view staff contact information [4] and send a message to your instructor by clicking the **Message** icon [5].

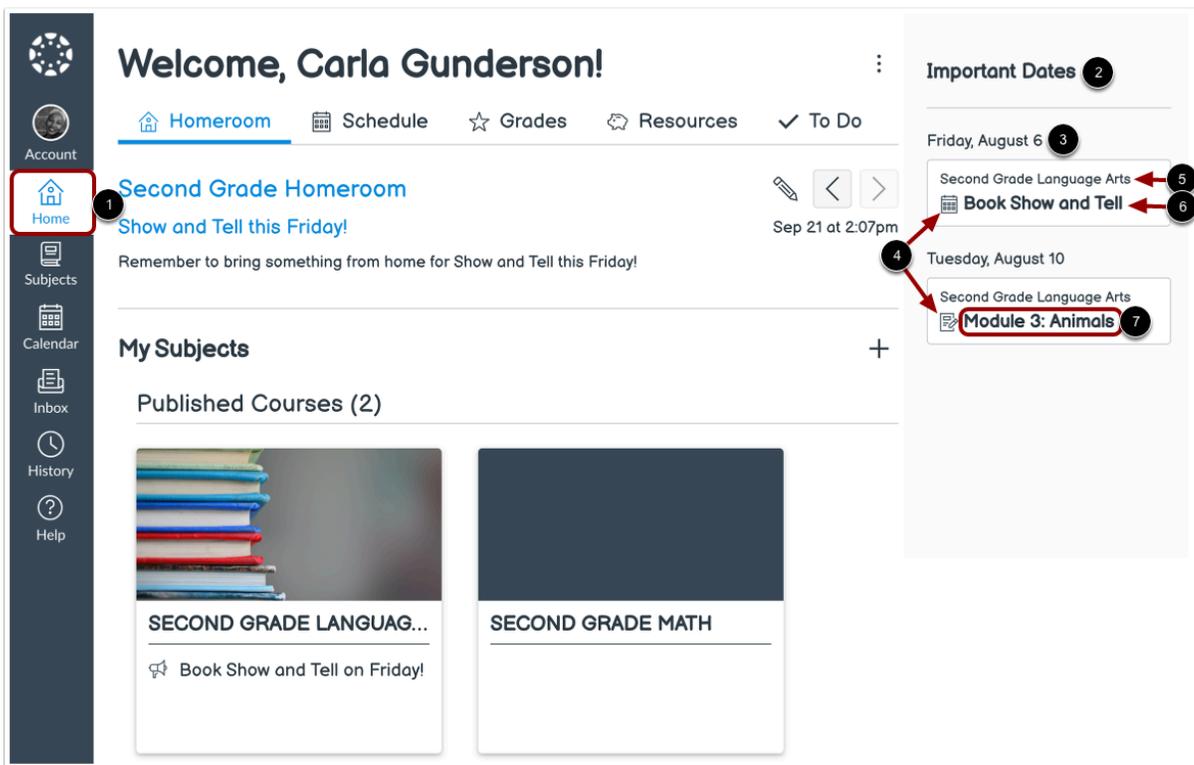
Notes:

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

How do I view Important Dates as a student in Canvas for Elementary?

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

View Important Dates



In the **Homeroom** [1], you can view assignments, discussions, quizzes, and events that your instructor has marked as important in the **Important Dates** sidebar [2].

Items in the Important Dates sidebar are organized by the associated due date or event date [3].

Each item displays an icon with the event or assignment type [4] as well as the subject name [5], and item name [6].

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

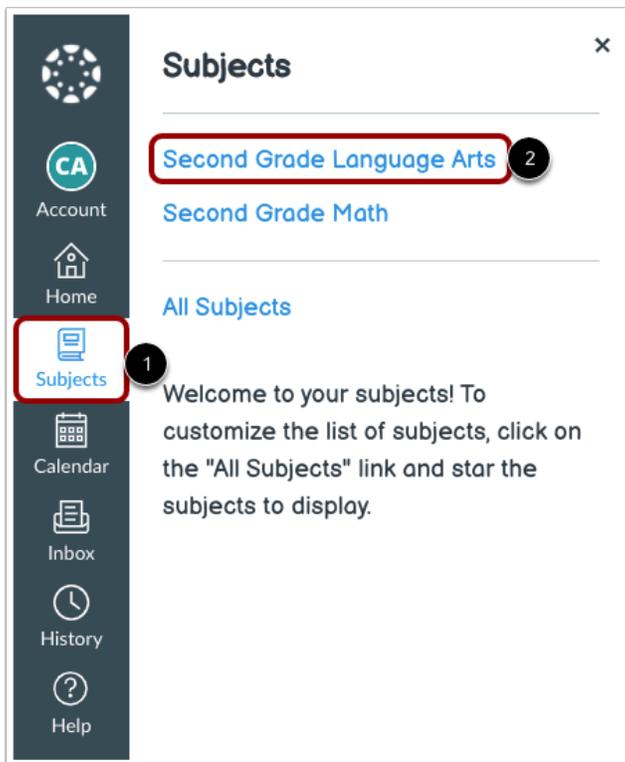
How do I navigate my subject as a student in Canvas for Elementary?

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

If you are enrolled in a Canvas for Elementary subject, the Course Home Page helps you navigate your subject and manage your coursework.

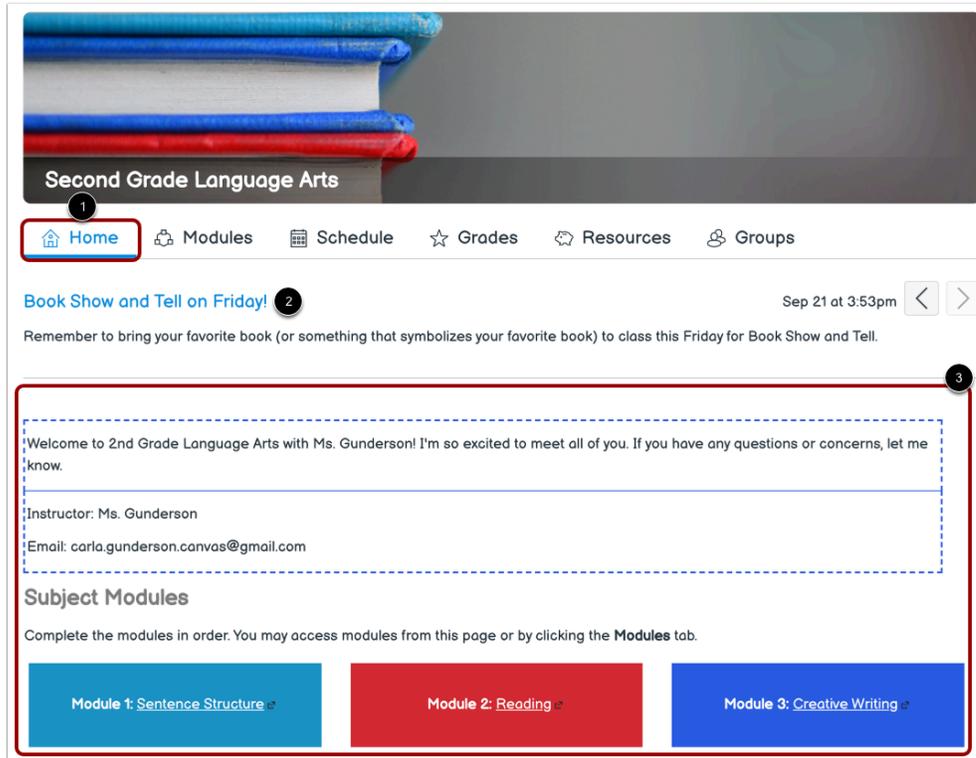
Note: If you do not have an active enrollment in a Canvas for Elementary subject, the [classic Course view](#) displays.

Open Subject



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

View Subject Home Page



Second Grade Language Arts

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

Book Show and Tell on Friday! Sep 21 at 3:53pm

Remember to bring your favorite book (or something that symbolizes your favorite book) to class this Friday for Book Show and Tell.

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

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

Subject Modules

Complete the modules in order. You may access modules from this page or by clicking the **Modules** tab.

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

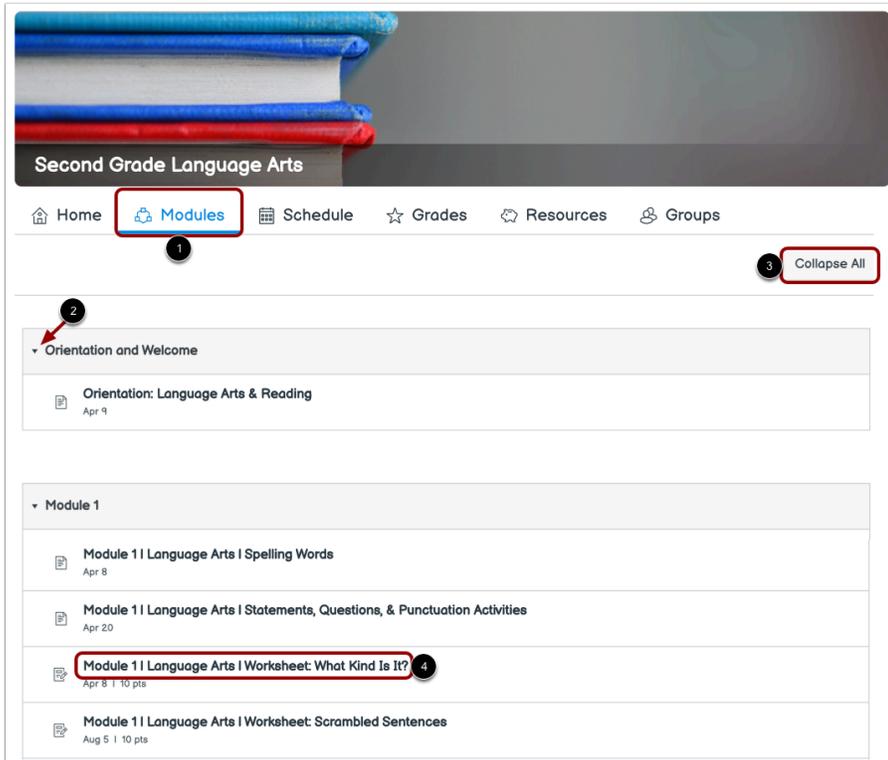
In the **Home** tab [1], you can [view subject announcements](#), if added by your instructor [2].

You can also view your subject home page [3].

Notes:

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

View Subject Modules



The screenshot displays the Canvas LMS interface for a subject titled "Second Grade Language Arts". The navigation bar includes "Home", "Modules" (highlighted with a red box and callout 1), "Schedule", "Grades", "Resources", and "Groups". A "Collapse All" button is highlighted with a red box and callout 3. The main content area shows a dropdown arrow next to "Orientation and Welcome" (callout 2) and a list of modules. One module item, "Module 1 | Language Arts | Worksheet: What Kind Is It?" (callout 4), is highlighted with a red box. Other visible items include "Orientation: Language Arts & Reading" (Apr 9), "Module 1 | Language Arts | Spelling Words" (Apr 8), "Module 1 | Language Arts | Statements, Questions, & Punctuation Activities" (Apr 20), and "Module 1 | Language Arts | Worksheet: Scrambled Sentences" (Aug 5 | 10 pts).

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

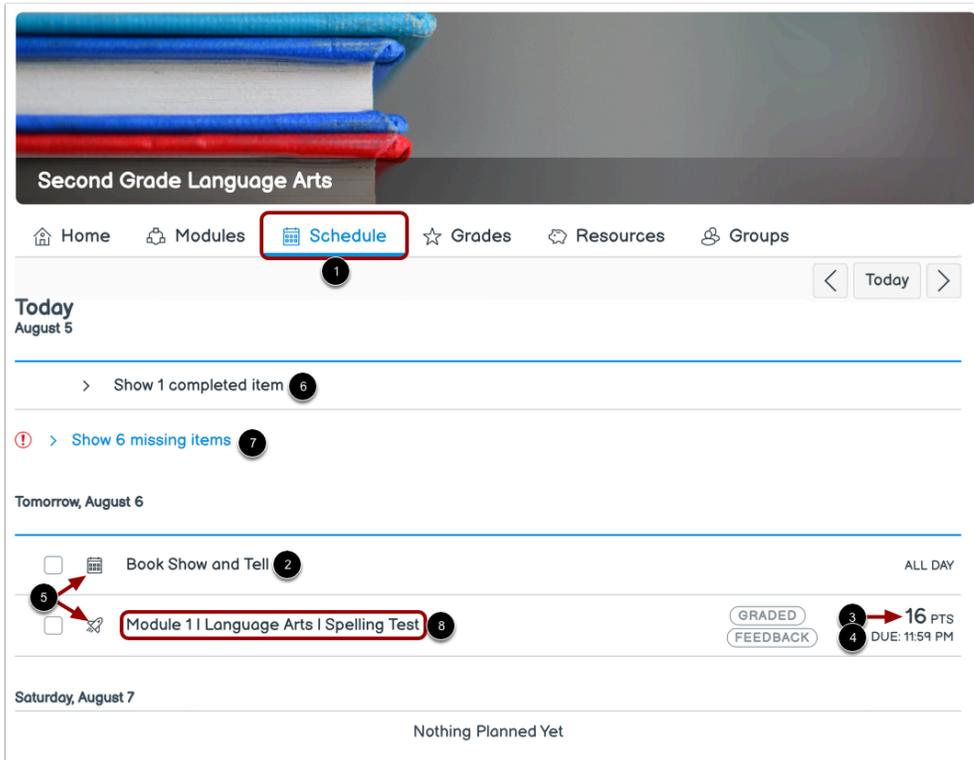
To collapse an individual module, click the module's collapse icon [3].

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

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

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

View Subject Schedule



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

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

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

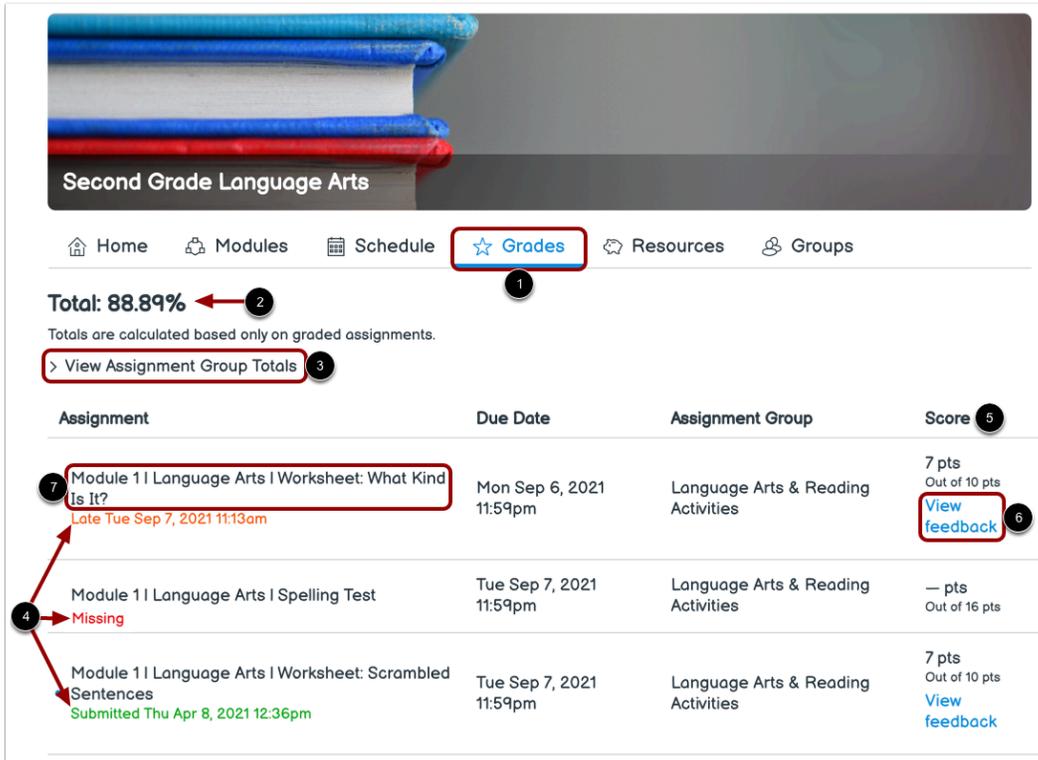
When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** dropdown [6].

To view missing tasks, click the **Show missing items** dropdown [7].

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

[Learn more about your schedule.](#)

View Subject Grades



Second Grade Language Arts

Home Modules Schedule **Grades** Resources Groups

Total: 88.89%
Totals are calculated based only on graded assignments.
> View Assignment Group Totals

Assignment	Due Date	Assignment Group	Score
Module 1 Language Arts Worksheet: What Kind Is It? <i>Late Tue Sep 7, 2021 11:13am</i>	Mon Sep 6, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts View feedback
Module 1 Language Arts Spelling Test <i>Missing</i>	Tue Sep 7, 2021 11:59pm	Language Arts & Reading Activities	— pts Out of 16 pts
Module 1 Language Arts Worksheet: Scrambled Sentences <i>Submitted Thu Apr 8, 2021 12:36pm</i>	Tue Sep 7, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts View feedback

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

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

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

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

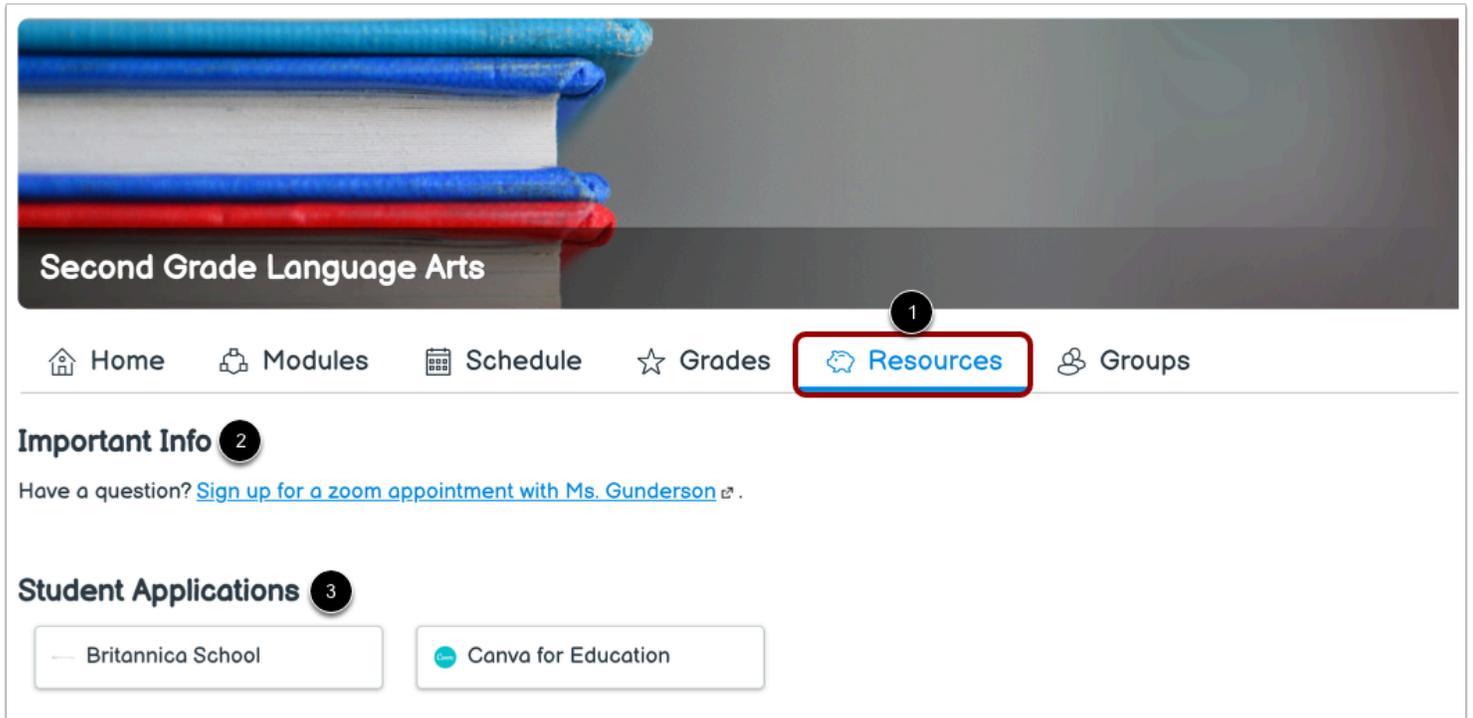
If your instructor has added feedback to your submission, click the **View Feedback** link [6].

To view grade details for an item, click the item name [7].

Notes:

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

View Subject Resources



Second Grade Language Arts

Home Modules Schedule Grades **Resources** Groups

Important Info 2

Have a question? [Sign up for a zoom appointment with Ms. Gunderson](#) external link.

Student Applications 3

Britannica School Canva for Education

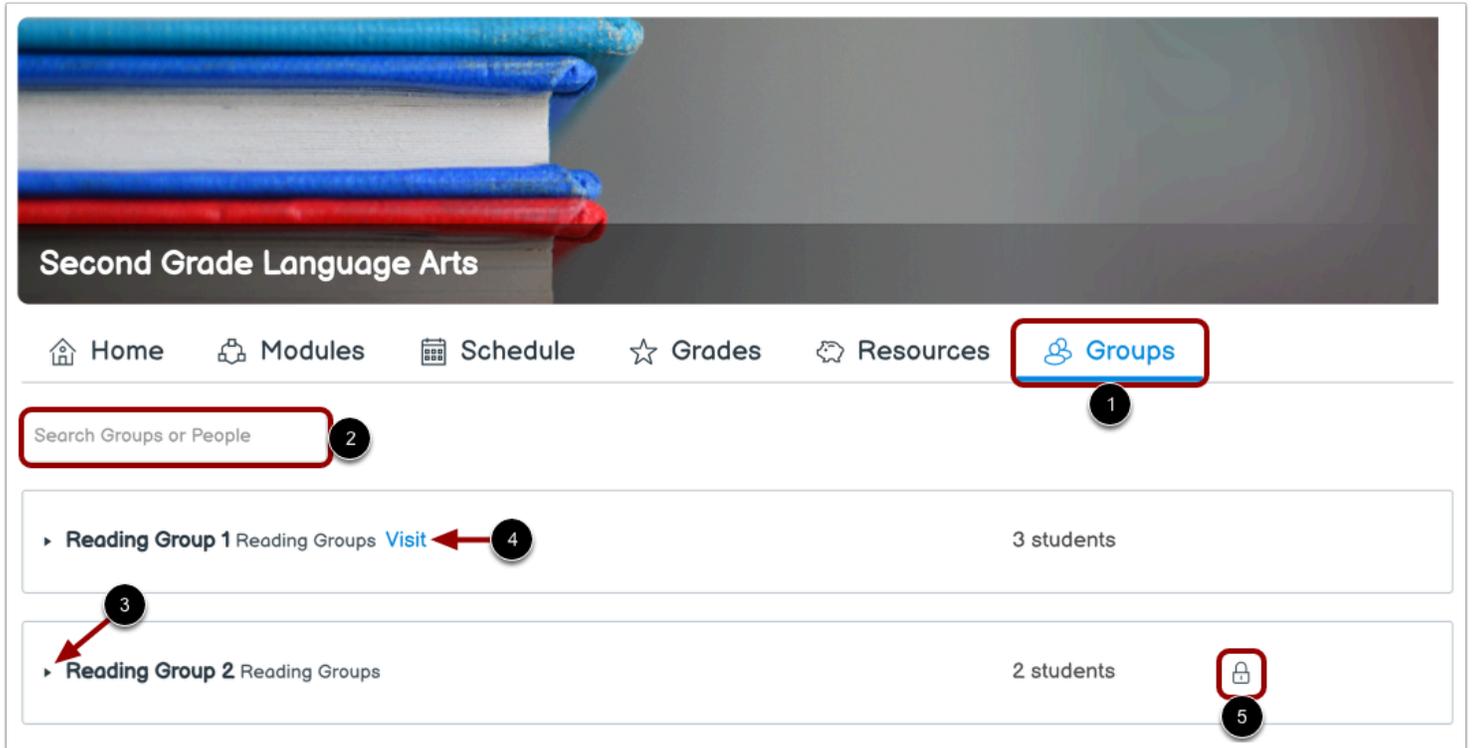
In the **Resources** tab [1], you can view important information your instructor has added to your subject [2].

If student applications have been added, you can view them in the Student Applications section [3].

Notes:

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

View Subject Groups



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

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

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

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

If you are a member of a group, you can visit your group page. To visit your group page, click the **Visit** link [4].

A **Lock** icon appears for groups in which you are not a member [5].

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

How do I drop a self-enrolled Canvas for Elementary subject?

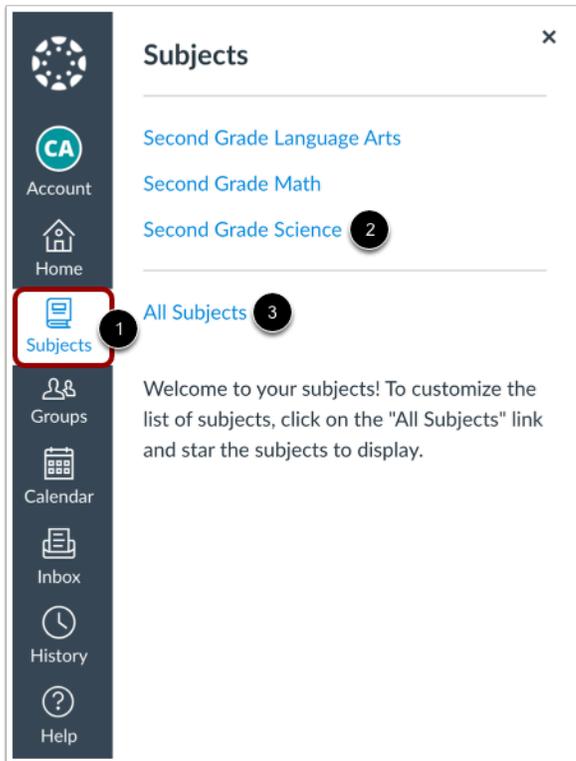
This lesson shows you how to drop a self-enrolled subject using Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how do I drop a self-enrolled subject](#) in Classic Canvas.

If needed, you can drop a self-enrolled Canvas for Elementary subject.

Notes:

- You can only drop a self-enrolled Canvas for Elementary subject while the subject is within its participation dates.
- If you did not self-enroll in the subject, contact your instructor or institution for assistance to be removed from the subject.

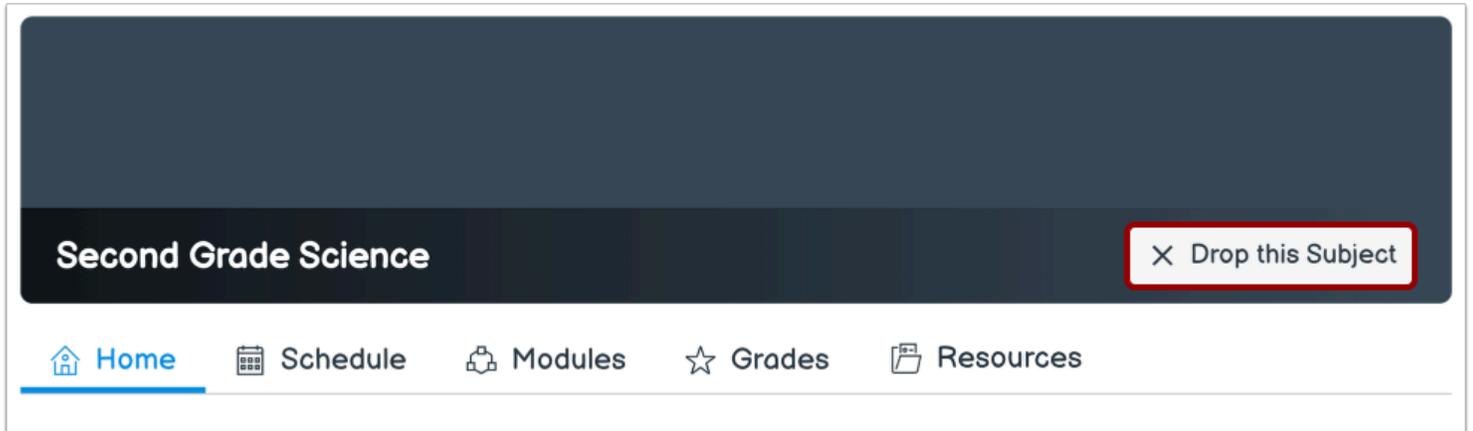
Open Subject



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

To view all of your subjects, click the **All Subjects** link [3].

Drop Subject



The screenshot shows a dark blue subject banner for "Second Grade Science". On the right side of the banner, there is a white button with a red border and a red 'X' icon, labeled "Drop this Subject". Below the banner is a navigation bar with five items: "Home" (with a house icon), "Schedule" (with a calendar icon), "Modules" (with a folder icon), "Grades" (with a star icon), and "Resources" (with a document icon). The "Home" link is underlined.

In the subject banner, click the **Drop this Subject** button.

Notes:

- You can only drop a self-enrolled Canvas for Elementary subject while the subject is active.
- If you did not self-enroll in the subject, contact your instructor or institution for assistance to be removed from the subject.

Confirm Unenrollment

Drop Second Grade Science ×

Confirm Unenrollment

Are you sure you want to unenroll in this subject? You will no longer be able to see the subject roster or communicate directly with the teachers, and you will no longer see subject events in your stream and as notifications.

Cancel Drop this Subject

Click the **Drop this Subject** button to un-enroll from the subject. You will no longer be able to see the subject roster, communicate with people in the subject, and see subject events or notifications.

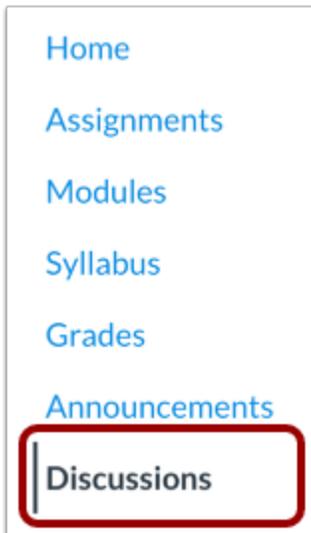
Discussions

How do I view Discussions as a student?

The Discussion Index page allows you to view all the discussions within a course as well as participate in course and group discussions.

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

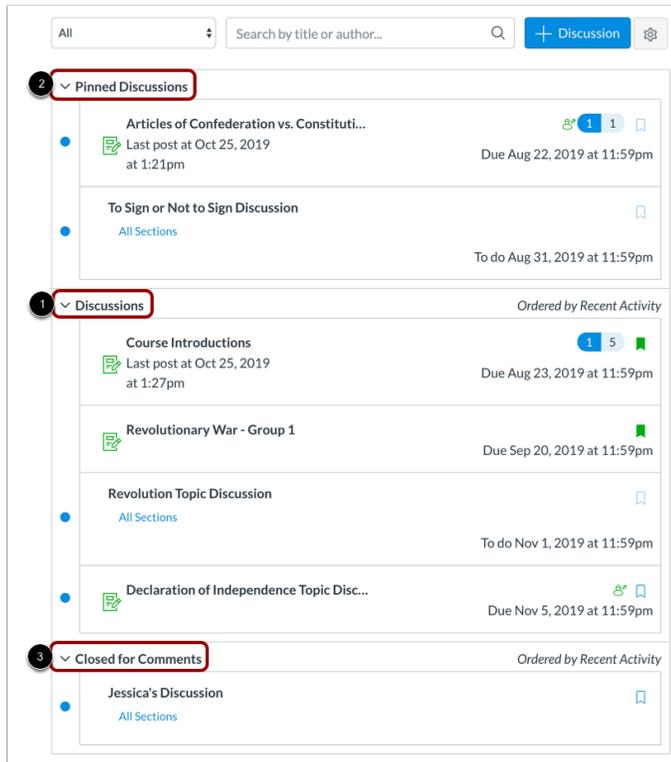
Open Discussions



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

Note: If the Discussions link is not available in Course Navigation, you can access course discussions through the Modules page.

View Discussions



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

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

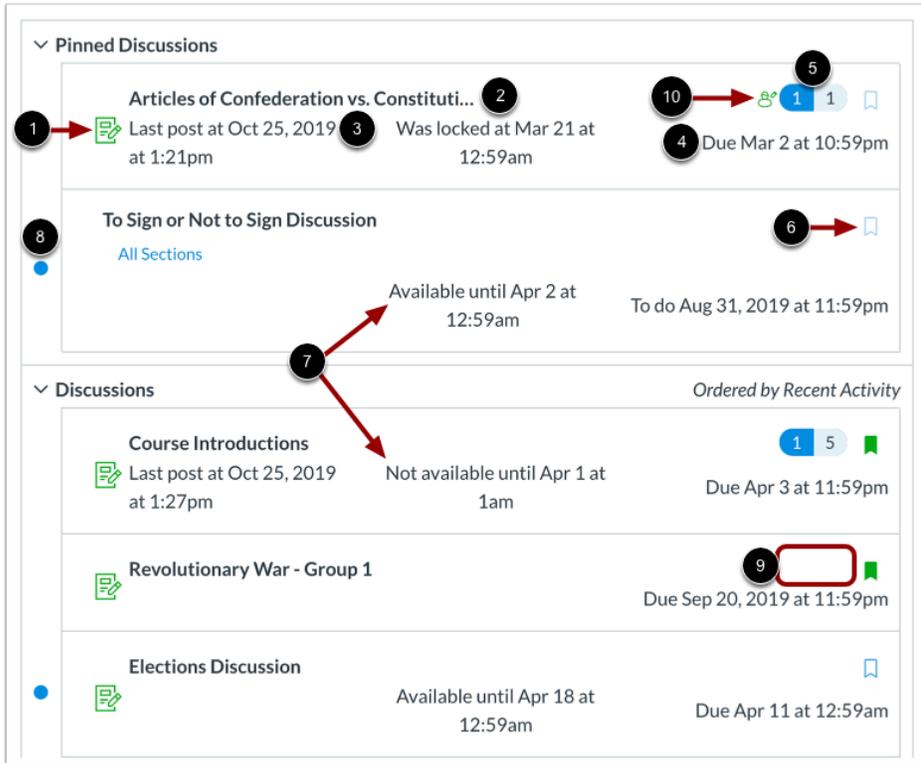
Discussions are organized into three main areas.

Discussions [1]: These are current discussions within the course. Discussions are ordered by most recent activity. This section heading only displays if there are discussions within this section.

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

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

View Individual Discussion



The screenshot shows a 'Pinned Discussions' section and a 'Discussions' section. The 'Pinned Discussions' section contains two items: 'Articles of Confederation vs. Constituti...' and 'To Sign or Not to Sign Discussion'. The 'Discussions' section is ordered by recent activity and contains three items: 'Course Introductions', 'Revolutionary War - Group 1', and 'Elections Discussion'. Numbered callouts (1-10) point to specific UI elements: 1 (graded icon), 2 (discussion name), 3 (last post date), 4 (due date), 5 (unread/total posts), 6 (subscribe icon), 7 (availability date), 8 (unread icon), 9 (peer review icon), and 10 (peer review icon).

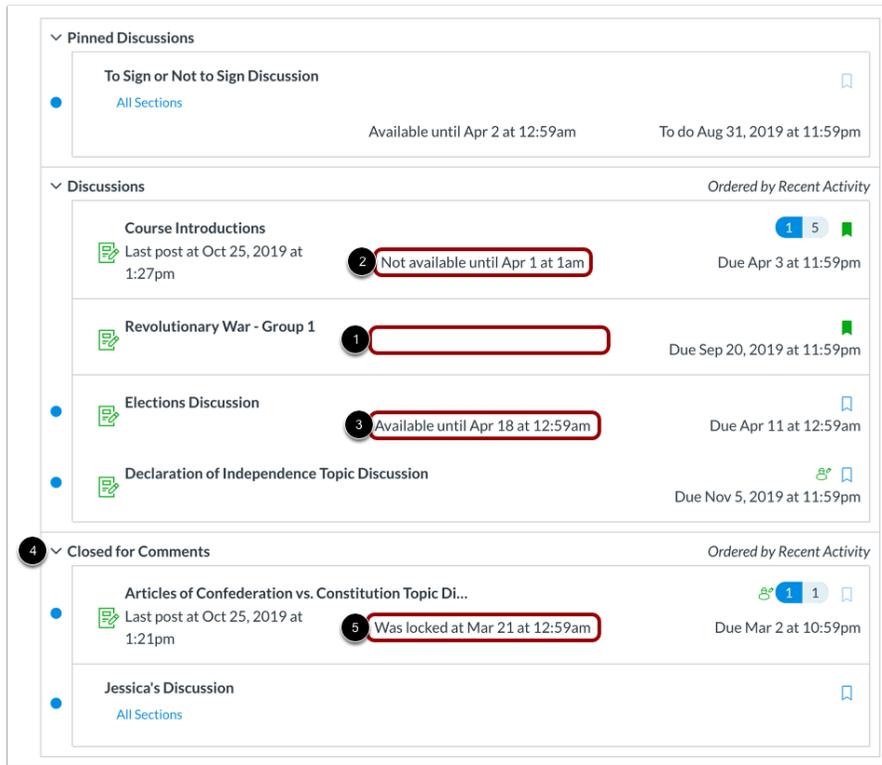
Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date on which the last discussion reply was posted [3], the due date (if any) [4], the number of unread/total posts in the discussion [5], and whether or not you are subscribed to the discussion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

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

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

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

View Availability Dates



The screenshot displays a list of discussions in Canvas. The 'Pinned Discussions' section includes 'To Sign or Not to Sign Discussion' with availability dates 'Available until Apr 2 at 12:59am' and 'To do Aug 31, 2019 at 11:59pm'. The 'Discussions' section, ordered by recent activity, includes:

- Course Introductions:** Last post at Oct 25, 2019 at 1:27pm. Status: 'Not available until Apr 1 at 1am' (circled in red, labeled 2). Due Apr 3 at 11:59pm.
- Revolutionary War - Group 1:** Status: 'Not available until Apr 1 at 1am' (circled in red, labeled 1). Due Sep 20, 2019 at 11:59pm.
- Elections Discussion:** Status: 'Available until Apr 18 at 12:59am' (circled in red, labeled 3). Due Apr 11 at 12:59am.
- Declaration of Independence Topic Discussion:** Due Nov 5, 2019 at 11:59pm.

The 'Closed for Comments' section, also ordered by recent activity, includes:

- Articles of Confederation vs. Constitution Topic Di...:** Last post at Oct 25, 2019 at 1:21pm. Status: 'Was locked at Mar 21 at 12:59am' (circled in red, labeled 5). Due Mar 2 at 10:59pm.
- Jessica's Discussion:** All Sections.

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

If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [1].

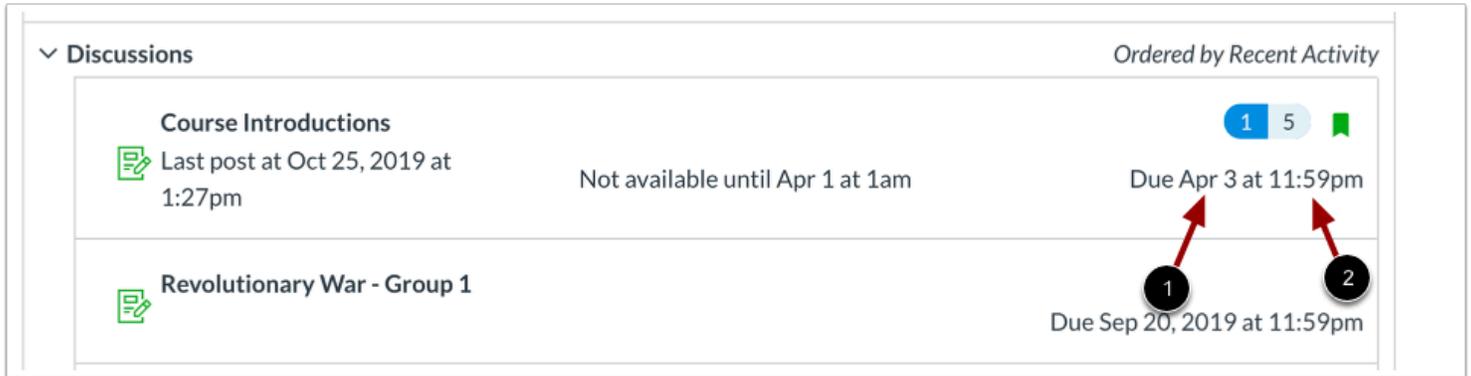
If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].

If the discussion says **Available until** [date], you can reply to the discussion until the specified date [3].

If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4]. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments [5].

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

View Due Dates



The screenshot shows a list of discussions under the heading "Discussions" and "Ordered by Recent Activity".

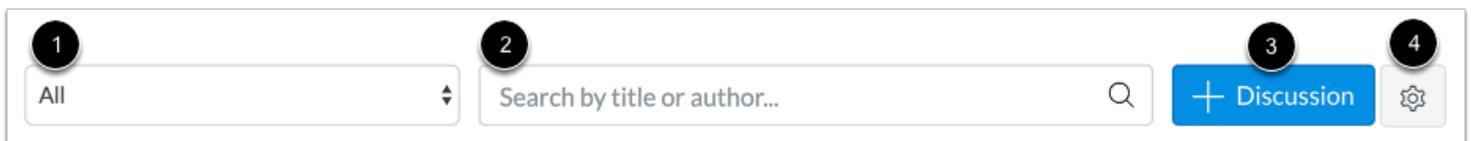
- Course Introductions:** Last post at Oct 25, 2019 at 1:27pm. Status: Not available until Apr 1 at 1am. Due date: Due Apr 3 at 11:59pm. A blue pill with "1" and a green pill with "5" are shown above the due date.
- Revolutionary War - Group 1:** Due Sep 20, 2019 at 11:59pm. Two red arrows point from the due date to the "1" pill of the first discussion and the "2" pill of this discussion.

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

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

Note: The Due date may be before or on the Available date.

Filter Discussions



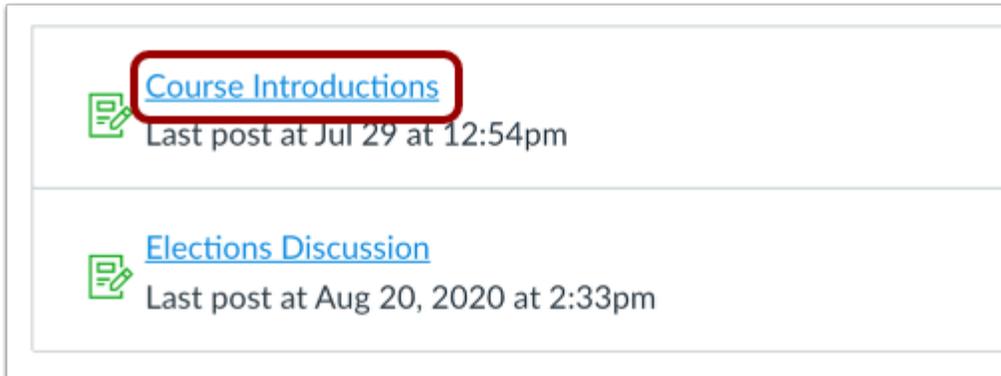
The screenshot shows the filter controls for discussions:

- 1:** A dropdown menu currently set to "All".
- 2:** A search field labeled "Search by title or author..." with a magnifying glass icon.
- 3:** A blue button labeled "+ Discussion".
- 4:** A gear icon representing settings.

There are a few ways to filter Discussions:

1. View All or only unread discussions by selecting an option from the drop-down menu.
2. Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search** field.
3. [Start a new discussion](#) by clicking the **Add Discussion** button. (**Note:** Some instructors may choose to disable this option.)
4. Change the discussions settings to [manually mark posts as read](#) by clicking the **Settings** icon.

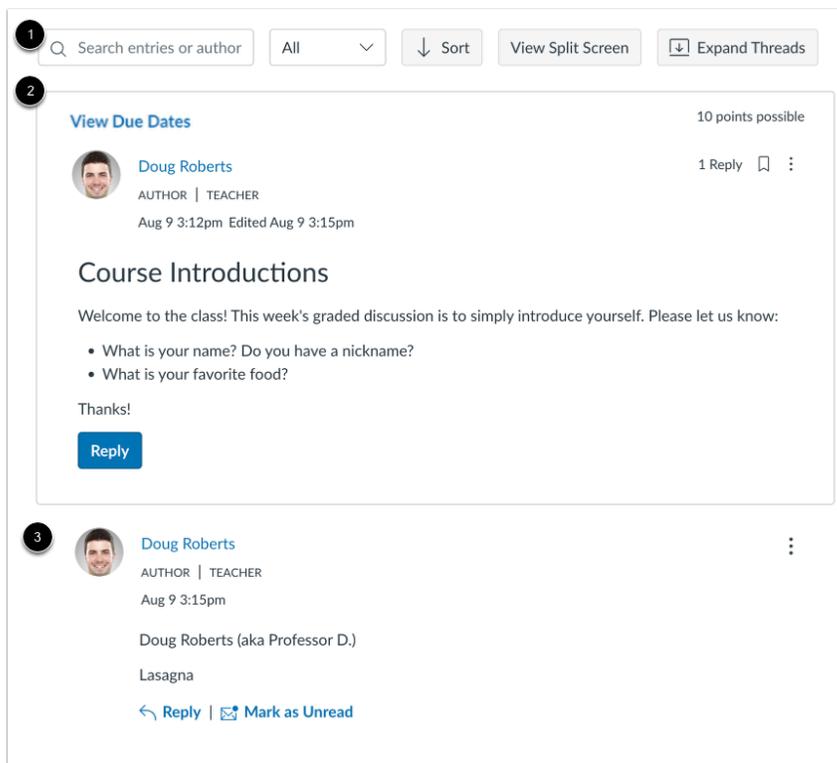
Open Discussion



The screenshot shows a list of two discussion topics. The first topic, "Course Introductions", is highlighted with a red rounded rectangle. Below it, the text "Last post at Jul 29 at 12:54pm" is visible. The second topic is "Elections Discussion", with "Last post at Aug 20, 2020 at 2:33pm" below it. Each topic is preceded by a green icon of a document with a pencil.

Click the name of a discussion.

View Discussion



The screenshot shows a discussion thread interface. At the top, there is a search bar (1) and navigation buttons: "All" (dropdown), "Sort" (dropdown), "View Split Screen", and "Expand Threads". The main content area (2) shows a discussion titled "View Due Dates" with "10 points possible". The author is "Doug Roberts" (AUTHOR | TEACHER), with a timestamp of "Aug 9 3:12pm Edited Aug 9 3:15pm" and "1 Reply" with a bookmark icon. The discussion title is "Course Introductions". The text reads: "Welcome to the class! This week's graded discussion is to simply introduce yourself. Please let us know:" followed by a bulleted list: "• What is your name? Do you have a nickname?" and "• What is your favorite food?". It ends with "Thanks!" and a blue "Reply" button. Below this, a third comment (3) from "Doug Roberts" (AUTHOR | TEACHER) is shown, with a timestamp of "Aug 9 3:15pm". The text says "Doug Roberts (aka Professor D.)" and "Lasagna", followed by "Reply" and "Mark as Unread" links.

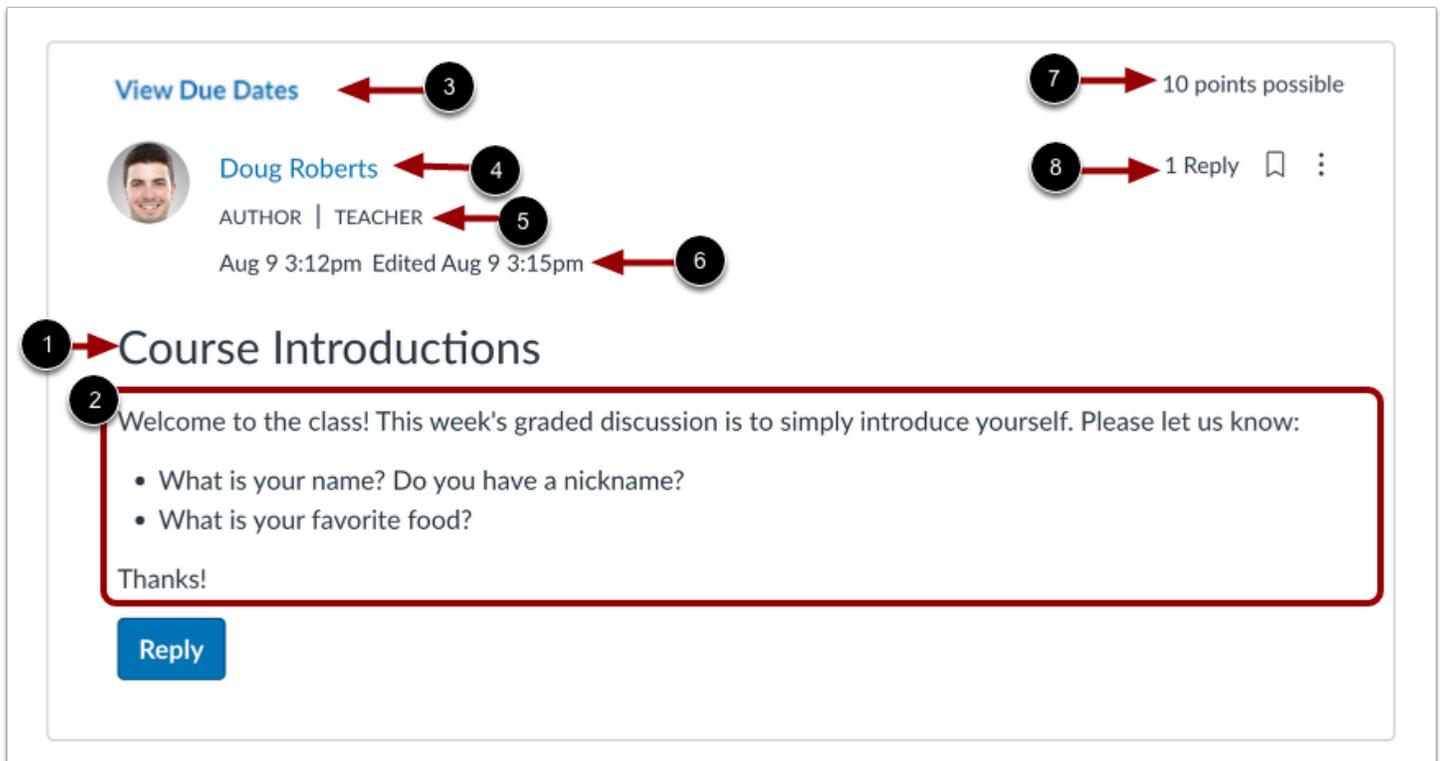
A discussion includes three sections: the discussion toolbar [1], discussion topic [2], and discussion replies [3]. You have several options to [view and sort discussions](#).

View Anonymous Discussion Message

 This is an anonymous Discussion, Your name and profile picture will be hidden from other course members.

If the discussion is an anonymous discussion, a message displays noting that your name and profile picture will be hidden from other course members.

View Discussion Topic



The screenshot shows a discussion topic interface with the following elements and callouts:

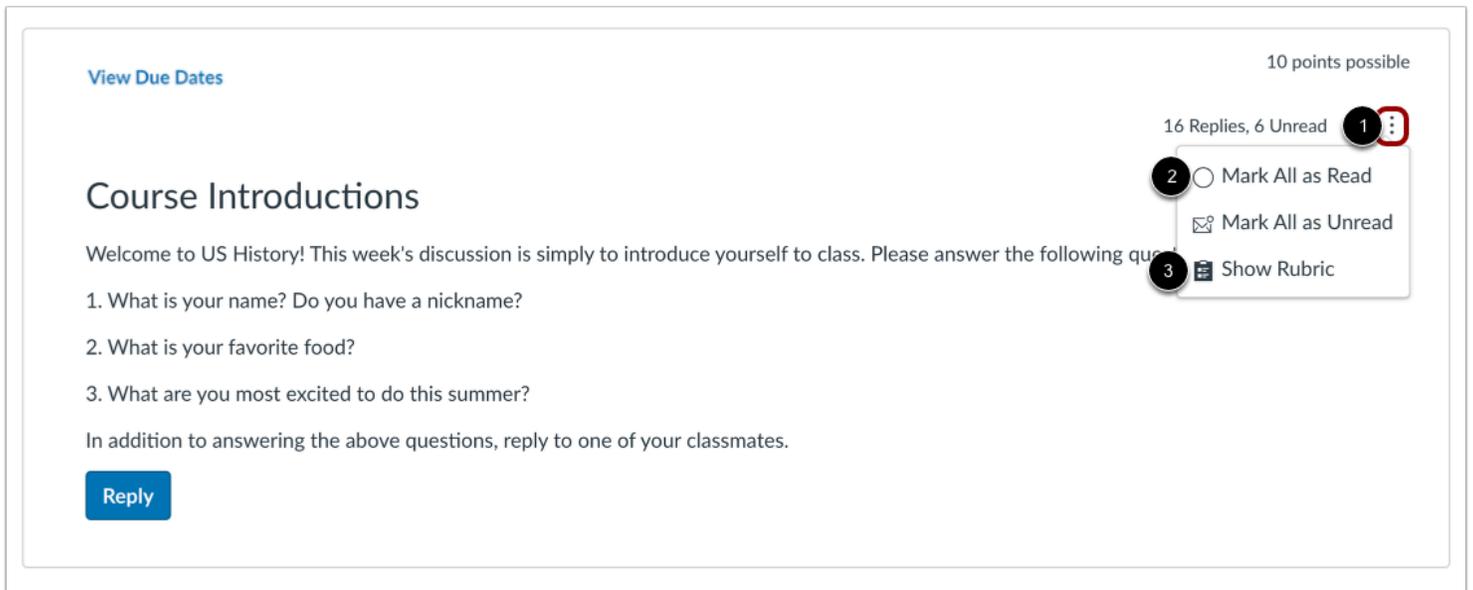
- 1**: Points to the discussion title, "Course Introductions".
- 2**: Points to the discussion description, "Welcome to the class! This week's graded discussion is to simply introduce yourself. Please let us know:
 - What is your name? Do you have a nickname?
 - What is your favorite food? Thanks!".
- 3**: Points to the "View Due Dates" link.
- 4**: Points to the author's name, "Doug Roberts".
- 5**: Points to the author's role, "AUTHOR | TEACHER".
- 6**: Points to the timestamp, "Aug 9 3:12pm Edited Aug 9 3:15pm".
- 7**: Points to the points possible, "10 points possible".
- 8**: Points to the reply count and options, "1 Reply" with a bookmark and menu icon.

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

If enabled by your institution, you can view multiple due dates and checkpoints for a graded discussion [3], the name of the author [4], user role labels for TAs and Teacher (Instructor) roles [5], the date and time the discussion was published [6], the number of points possible (if any) [7], and number of replies [8].

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

View Discussion Options



The screenshot shows a discussion post titled "Course Introductions" with a score of "10 points possible". The post content includes a welcome message and three numbered questions. A "Reply" button is visible at the bottom left. An options menu is open on the right side, showing "16 Replies, 6 Unread" and three numbered options: 1. Options icon, 2. Mark All as Read, and 3. Show Rubric.

[View Due Dates](#) 10 points possible

16 Replies, 6 Unread **1**

Course Introductions

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

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

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

[Reply](#)

- 2** ○ Mark All as Read
- 3** 📄 Show Rubric

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

To mark all replies as read, click the **Mark All as Read** link [2]. To view the discussion rubric, click the **Show Rubric** link [3].

Note: If the Show Rubric link does not display in the Options menu, a rubric has not been added to the discussion by your instructor.

View Discussion Replies

[Discussions](#) > Course Introductions

 **Doug Roberts** 1 Reply  
AUTHOR | TEACHER
Aug 9 3:12pm Edited Aug 9 3:15pm

Course Introductions

Welcome to the class! This week's graded discussion is to simply introduce yourself. Please let us know:

- What is your name? Do you have a nickname?
- What is your favorite food?

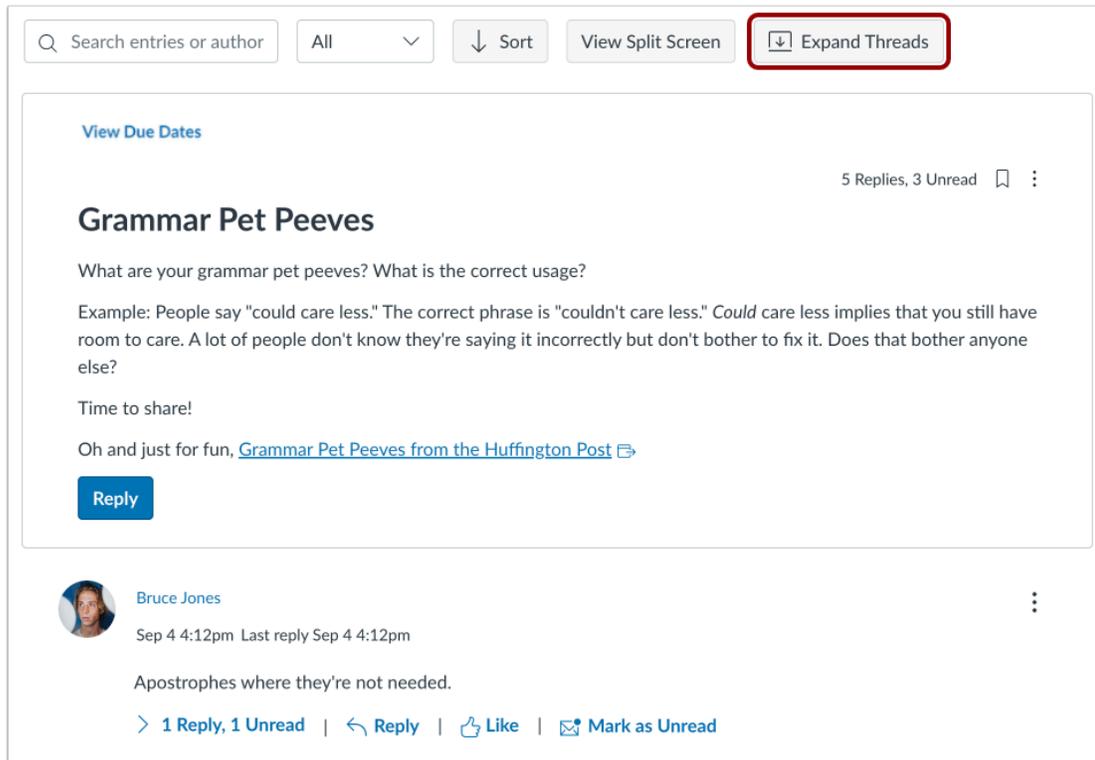
Thanks!

[Reply](#)

 **Doug Roberts** 
AUTHOR | TEACHER
Aug 9 3:15pm
Doug Roberts (aka Professor D.)
Lasagna
[Reply](#) | [Mark as Unread](#)

Discussion replies display below the discussion topic. You can [view and sort discussion replies](#) or [report discussion replies](#).

View Inline Discussion Thread Replies



When viewing inline discussion thread replies, [you can collapse and expand the discussion threads](#) by clicking the **Expand Threads** and **Collapse Threads** buttons.

View Split Screen Discussion Thread Replies



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

View Discussion with Required Replies

i You must post before seeing replies. ×

View Due Dates10 points possible



Road to Revolution: Patriotism or Treason

Using this [DocsTeach activity](#) ², closely examine the image depicting the tarring and feathering of a tax collector. Then answer the questions below:

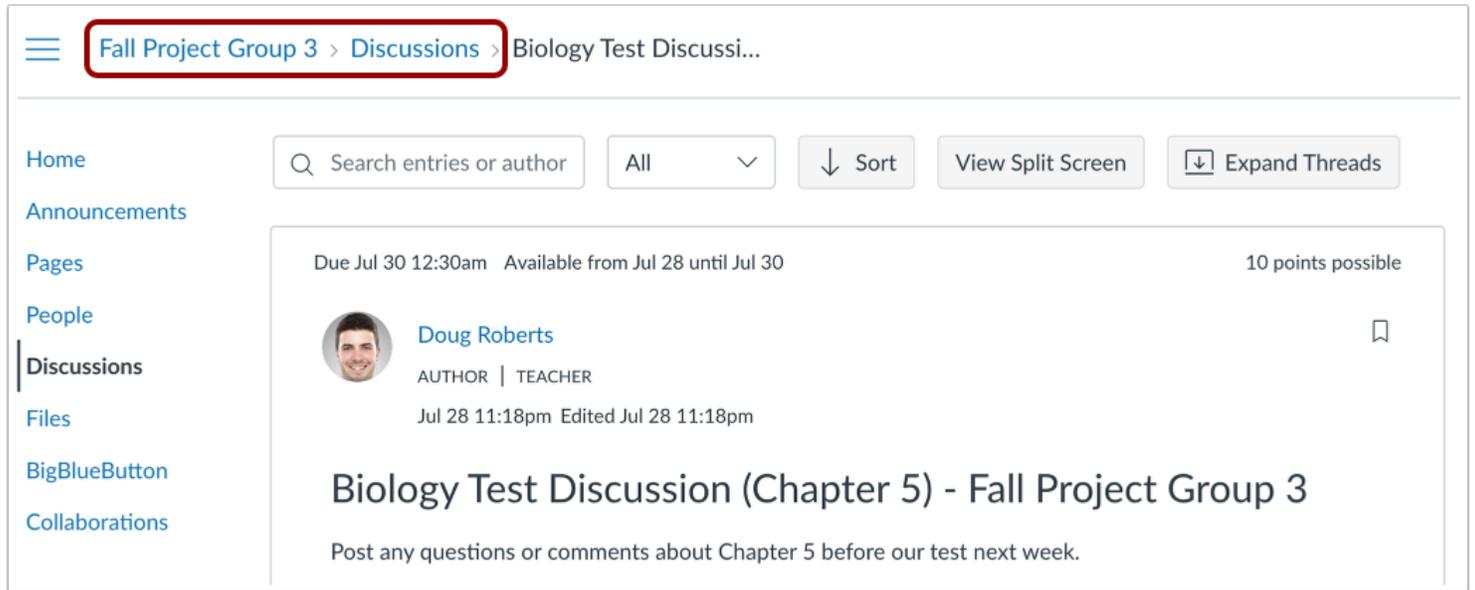
1. Write down descriptive words or phrases that come to mind when you see this picture.
2. Imagine this picture appeared in a London newspaper. How would this look to a British citizen living in London?
3. You are the man on the left with the tea kettle. What are you doing and why?
4. What is the significance of a noose next to the term "Liberty Tree"?

Remember that you will not be able to see the responses of anyone else until you have first shared your thoughts. Once you have posted, read through a few of your peer's responses. In what ways are your responses similar? In what ways are they different?

Reply

If you are unable to view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.

View Group Discussion



The screenshot shows a Canvas interface for a group discussion. At the top, a breadcrumb trail reads "Fall Project Group 3 > Discussions > Biology Test Discussi...". The left sidebar contains navigation links: Home, Announcements, Pages, People, Discussions (highlighted), Files, BigBlueButton, and Collaborations. The main content area features a search bar, a filter dropdown set to "All", a "Sort" button, a "View Split Screen" button, and an "Expand Threads" button. Below these are details for a discussion: "Due Jul 30 12:30am Available from Jul 28 until Jul 30" and "10 points possible". The author is "Doug Roberts" (AUTHOR | TEACHER), with a profile picture and a bookmark icon. The discussion title is "Biology Test Discussion (Chapter 5) - Fall Project Group 3" and the text says "Post any questions or comments about Chapter 5 before our test next week."

If a discussion is a group discussion, you will be directed to Discussions in your group.

View Rich Content Editor

Topic Title ⊘ Not Published

Topic Title

Topic content

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾  ▾  ▾ T² ▾ |  ▾  ▾  ▾  ▾  ▾ | ⋮

p   | 0 words |  + - ↗ ⋮

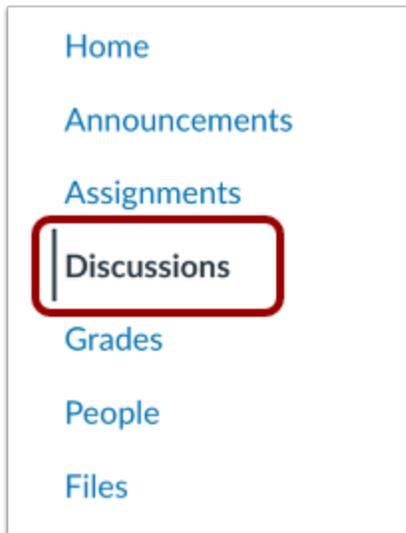
When creating or editing discussion topics or replies, you will enter and edit your content using the [Rich Content Editor](#). The Rich Content Editor allows you to format text, link text to course or external content, insert media, and attach files.

How do I view the rubric for my graded discussion?

Your instructor may include a rubric as part of a graded discussion. The rubric is a set of criteria that your instructor can use to grade your discussion. Before submitting your discussion, you can use the rubric to evaluate your own work and make sure your discussion fulfills your instructor's requirements.

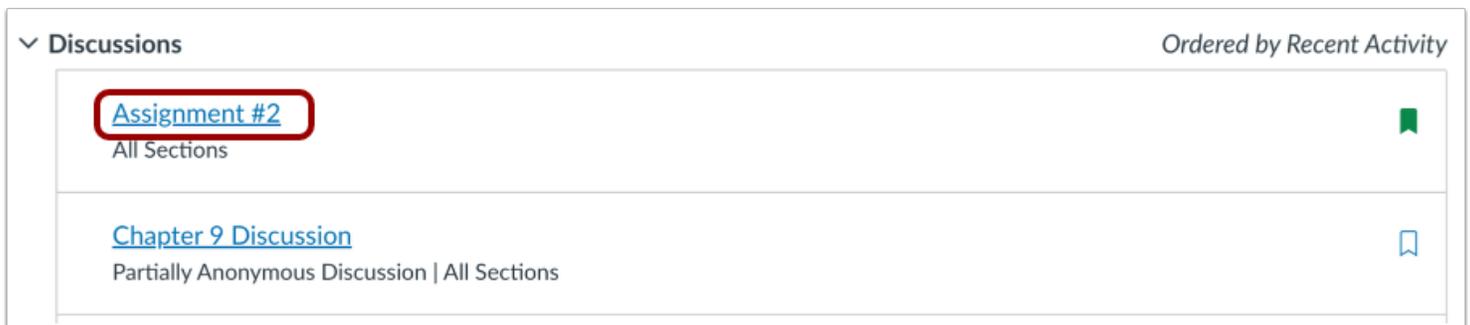
Note: Not all graded discussions include a rubric.

Open Discussions



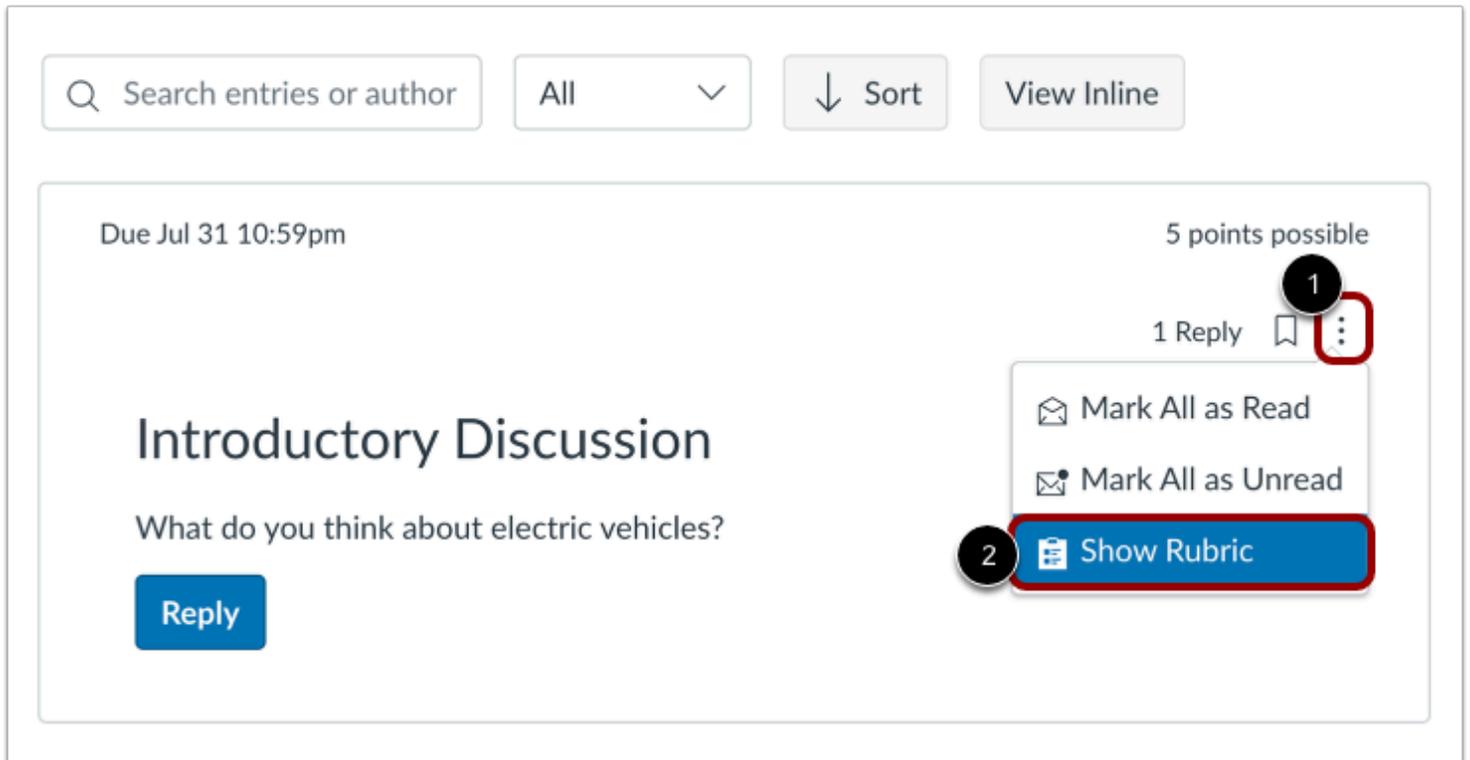
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the name of the graded discussion.

Show Rubric



The screenshot shows a discussion interface with the following elements:

- Search bar: Search entries or author
- Filter: All
- Sort: Sort
- View: View Inline
- Discussion details: Due Jul 31 10:59pm, 5 points possible
- Discussion title: Introductory Discussion
- Discussion content: What do you think about electric vehicles?
- Reply button: Reply
- Options menu (circled in red):
 - 1 Reply
 - Options icon (circled in red with '1')
 - Mark All as Read
 - Mark All as Unread
 - 2 Show Rubric (circled in red with '2')

Click the **Options** icon [1] and select the **Show Rubric** link [2].

Note: If the **Show Rubric** link does not display, there is no rubric for your discussion.

View Rubric Details

Assignment Rubric Details ×

Discussion Rubric

1 Criteria	2 Ratings				3 Pts
Description of criterion	5 pts Excellent	4 pts Good	2 pts Attempted	0 pts No Marks	5 pts
					4 Total Points: 5

View the graded discussion rubric.

The rubric includes criteria [1], ratings with point values [2], criterion total points [3], and total points possible [4]. A rubric criterion may include up to five different ratings and individual point values.

View Rubric Outcome

Research Rubric						
Criteria	Ratings					Pts
Introduction Paragraph	5 pts States theme and provides background info	3 pts States theme but does not provide background info			0 pts Does not state theme	5 pts
Grammar and Spelling	5 pts No grammar or spelling errors	3 pts A few grammar or spelling errors		0 pts Many grammar or spelling errors		5 pts
Analysis	5 pts Strong analysis of the topic and solid evidence provided		3 pts Some analysis and weak evidence		0 pts No analysis or evidence provided	5 pts
Thoroughness	5 pts Many examples supporting the argument		3 pts Few examples to support the argument		0 pts No examples to support the argument	5 pts
 Assignment Outcome Demonstrates ability to follow directions and complete the assignment. threshold: 3.0 pts	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery	1 pts Below Mastery	0 pts No Evidence	4 pts

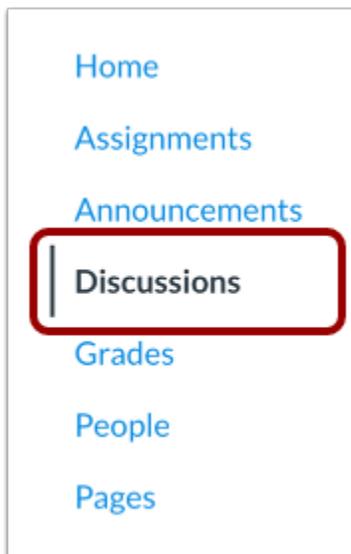
The rubric may also include an outcome associated with the course. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view [outcomes results in your course grades](#).

How do I subscribe to a discussion podcast as a student?

If your instructor has enabled a podcast in a discussion, you can subscribe to receive the feed in a podcast application. This lesson explains how to add a podcast to Apple Podcast.

Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions



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

Open Discussion

Discussions Ordered by Recent Activity

 Course Introductions	Last post at Oct 25, 2019 at 1:27pm	Available until Apr 11 at 12:59am	1 5 
 Revolutionary War - Group 1			

Click the title of the discussion.

Open RSS Feed

No Due Date 0 points possible

Grammar Pet Peeves

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

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

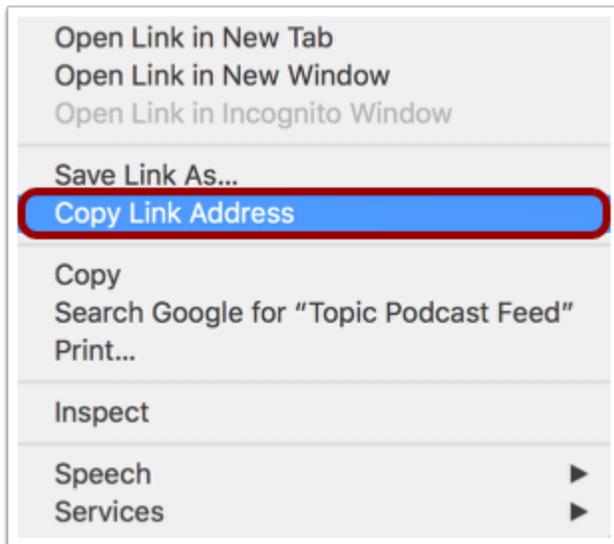
Time to share!

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

[Reply](#) [Topic: Podcast Feed](#)

Right click the **Topic: Podcast Feed** button.

Copy URL Link



Click the **Copy Link Address** link.

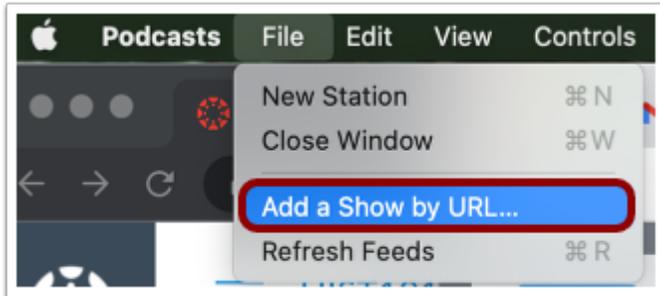
Note: Depending on your browser, the option may read **Copy Link Location**.

Open Podcast Application



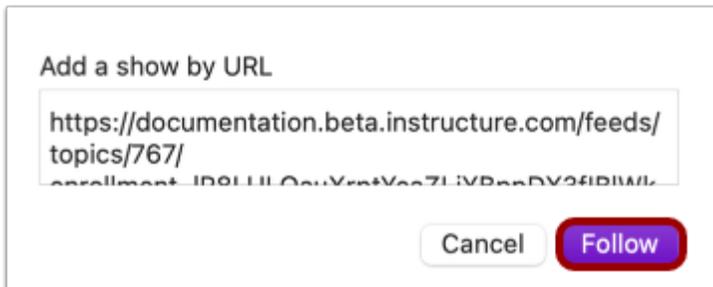
Open Apple Podcasts or other podcast application.

Subscribe to Podcast



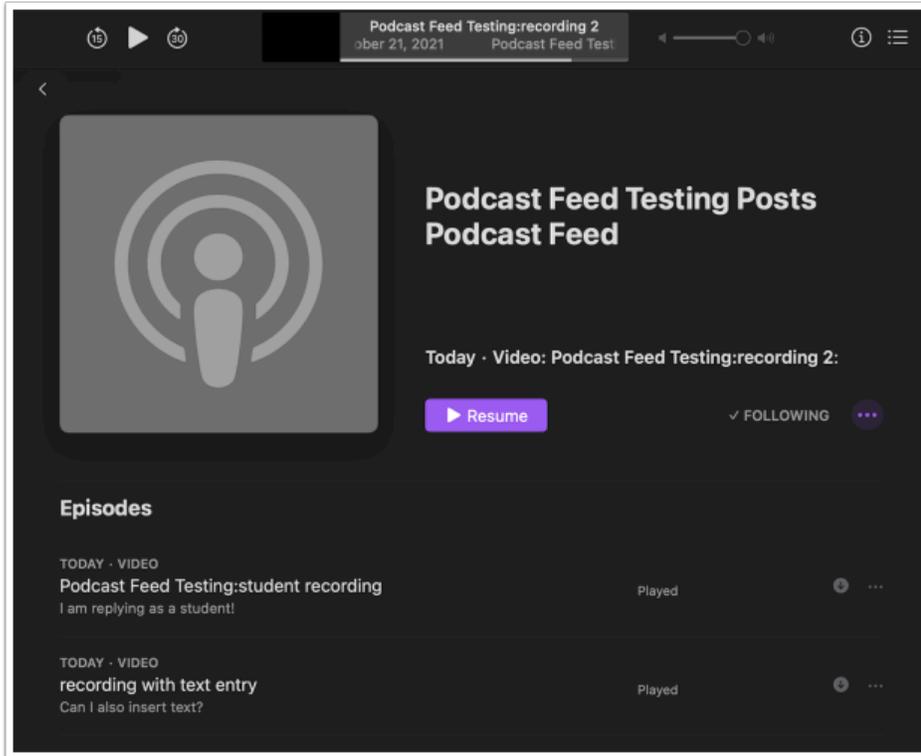
Open the File options and click the **Add a Show by URL...** link.

Paste URL



To subscribe to the podcast, paste the URL into the text box and click the Follow button

View Podcast



The discussion displays in your podcast application.

How do I know if I have a peer review discussion to complete?

Your instructor can assign you to review another student's discussion post. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual discussion page. Once peer reviews are assigned, you can also be notified according to your Canvas notification settings.

Learn how to submit a [peer review discussion](#).

View Dashboard

Once a peer review is assigned to you, a notification will appear in several dashboard areas.

View Recent Activity

Recent Activity

 **9 Assignment Notifications** SHOW MORE ▾
History 101

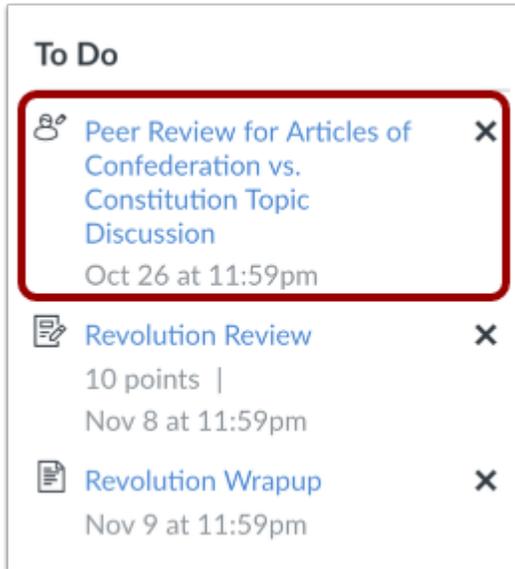
 **4 Discussions** SHOW MORE ▾
History 101

 **4 Peer Reviews** SHOW MORE ▾
History 101

On your Dashboard, you can view recent activity in your [Global Activity Stream](#). Recent activity will display a peer review and the name of the course. Click the Show More link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

View To Do List

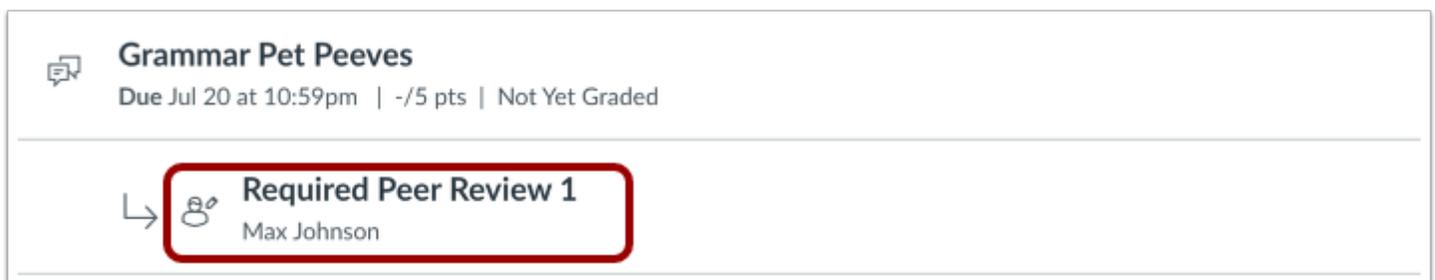


The screenshot shows a 'To Do' list with three items. The first item, 'Peer Review for Articles of Confederation vs. Constitution Topic Discussion', is highlighted with a red box. It includes a peer review icon, the title, and the due date 'Oct 26 at 11:59pm'. The second item is 'Revolution Review' with a due date of 'Nov 8 at 11:59pm' and '10 points'. The third item is 'Revolution Wrapup' with a due date of 'Nov 9 at 11:59pm'. Each item has a close button (X) on the right.

On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review discussion. Peer reviews are identified with the Peer Review icon. To review the discussion, click the **Peer Review for [Discussion Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your graded discussion, please contact your instructor.

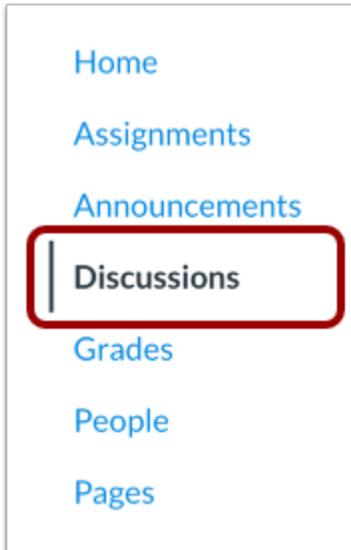
View Assignments Page



The screenshot shows an assignment titled 'Grammar Pet Peeves' with a due date of 'Jul 20 at 10:59pm', '-/5 pts', and 'Not Yet Graded'. Below the assignment title, there is a link to a 'Required Peer Review 1' for 'Max Johnson', which is highlighted with a red box.

On the [Assignments page](#), you can view peer review links for discussions.

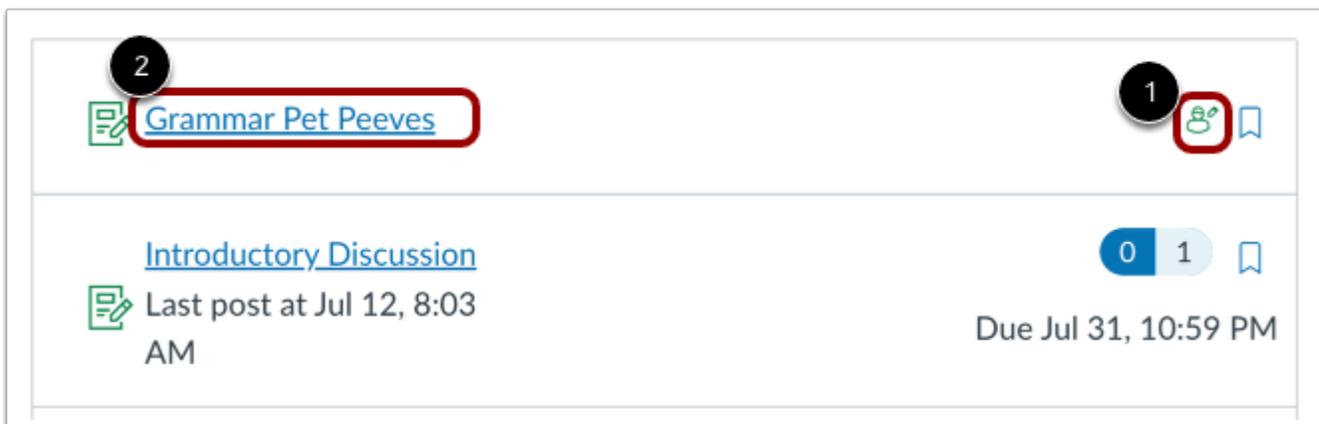
Open Discussions



You can also view peer reviews when viewing discussions. In Course Navigation, click the **Discussions** link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, Assignments, the Syllabus, Gradebook, Calendar, or Modules.

Open Discussion



Peer review discussions display the peer review icon [1]. Click the title of the discussion [2].

View Assigned Peer Review

Due Jul 20 10:59pm 5 points possible

 Peer review for Ola Benson [Review Now](#)




Grammar Pet Peeves

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

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

Time to share!

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

[Reply](#)

Text indicates that you have a peer review and for which student [1].

To [submit the peer review](#), click the **Review Now** link [2].

How do I submit a peer review to a discussion?

Your instructor may require you to submit a peer review of another student's discussion reply. To complete the peer review, you must review the student's discussion reply and add a comment in the comment sidebar.

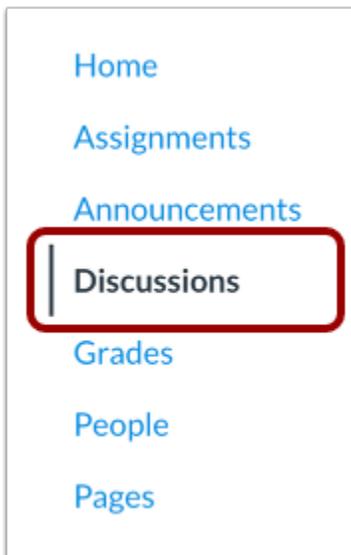
If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Discussion peer reviews cannot be anonymous.

Learn how to see if you have been [assigned a peer review discussion](#).

Notes: For standard graded discussions, students must post at least one discussion entry to meet the participation requirement.

Open Discussions



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

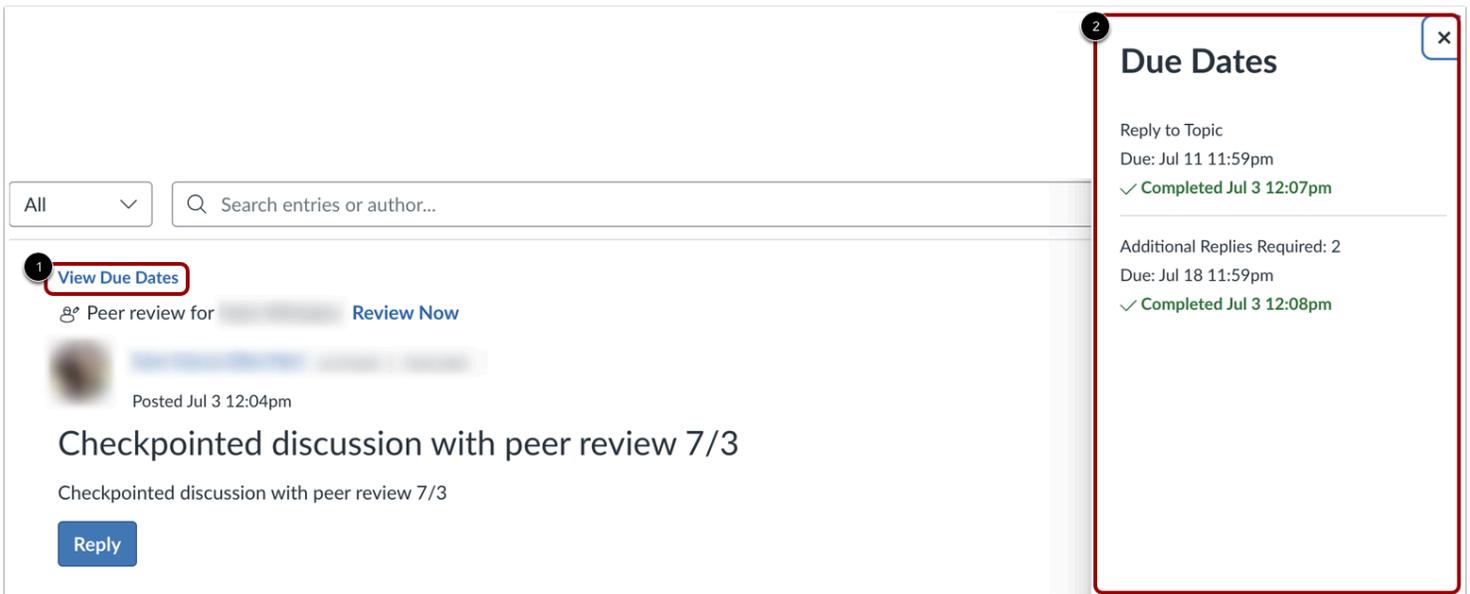
Note: You can also access your Discussions through your user or course dashboard, Assignments, the Syllabus, Gradebook, Calendar, or Modules.

View Discussions



To view a Peer Review Discussion, click the **Peer Review** icon [1] or click the title of the discussion [2].

Checkpointed Discussions



For checkpointed discussions, complete the requirements for both initial post and required replies. To check your progress, click the **View Due Dates** link [1], then view the **Due Dates** tray [2]. Peer reviews are only auto-assigned to students who have met all participation requirements.

Open Assigned Peer Review

Due: Aug 23 9:59pm 10 points possible

 Peer review for Max Johnson [Review Now](#) 

 **Doug Roberts** AUTHOR TEACHER 2 replies  

Aug 16 2:26pm Edited Aug 16 2:50pm

Declaration of Independence Topic Discussion

Based on the materials in this module, describe the importance of the Declaration of Independence as well as at least 3 key points raised by the Founding Fathers.

Your response should be at least 5 paragraphs and use correct spelling and grammar. You will not be able to see the responses of your classmates until you have submitted your post. Once you have submitted, read and respond to at least two peer posts. After the due date, you will be assigned to review two of your peer posts.

[Reply](#)

Click the **Review Now** link.

Note: If you see an "Access Denied" message when clicking the Review Now link, reply to the discussion first, then click the Review Now link.

Add Discussion Comment

Peer Review

Declaration of Independence Topic Discussion

Max Johnson (He/Him) submitted Aug 16 at 2:50pm

This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment.

The submissions for this assignment are posts in the assignment's discussion. Below are the discussion posts for Max Johnson (He/Him), or you can [view the full discussion](#).

from [Declaration of Independence Topic Discussion](#) 3 minutes ago



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut dignissim ut ligula in eleifend. Nunc mattis tellus at risus faucibus tincidunt. Suspendisse ornare laoreet lacus a iaculis. Nullam ut volutpat libero. Cras volutpat justo tellus, quis dignissim nunc eleifend nec. Quisque vehicula tellus eget tincidunt tincidunt. Mauris finibus ligula a tellus euismod, nec lacinia nibh pharetra. Nunc enim nulla, consequat nec malesuada ut, placerat non ipsum. Sed non placerat lectus. Vivamus sit amet leo fermentum, mattis purus sit amet, pharetra nunc.

As a peer reviewing student, you will only see comments written by you.

Add a Comment:

1

2  [Media Comment](#) 3 [Attach File](#)

4

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], leave a media comment [2], or attach a file [3].

Click the **Save** button [4].



Canvas Student Guide Updated 2026-01-05

Page 578

Confirm Completed Peer Review

Due: Aug 23 9:59pm 10 points possible

 You have completed a peer review for Max Johnson

 **Doug Roberts** AUTHOR TEACHER 2 replies  

Aug 16 2:26pm Edited Aug 16 2:50pm

Declaration of Independence Topic Discussion

Based on the materials in this module, describe the importance of the Declaration of Independence as well as at least 3 key points raised by the Founding Fathers.

Your response should be at least 5 paragraphs and use correct spelling and grammar. You will not be able to see the responses of your classmates until you have submitted your post. Once you have submitted, read and respond to at least two peer posts. After the due date, you will be assigned to review two of your peer posts.

[Reply](#)

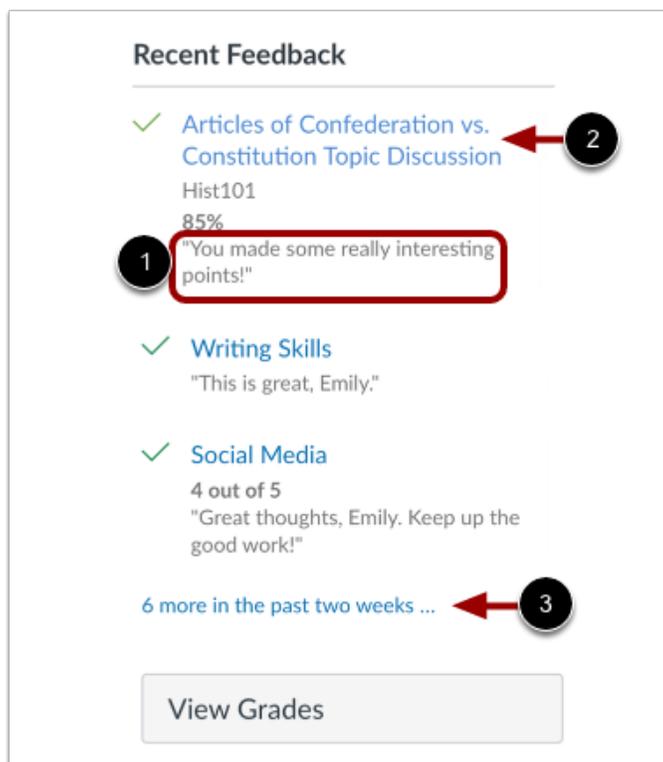
A message will appear on your discussion to confirm you have completed the peer review.

Note: You may need to refresh your browser to see that you've completed the required steps for the peer review.

Where can I find my peers' feedback for peer reviewed discussions?

You can find your peers' feedback for peer reviewed discussions in the Recent Feedback sidebar of your Canvas course Home page or Dashboard, on the submission details page, and in the Course Grades feedback tray.

View Recent Feedback



Recent Feedback

- ✓ [Articles of Confederation vs. Constitution Topic Discussion](#) ← 2
Hist101
85%
1 "You made some really interesting points!"
- ✓ **Writing Skills**
"This is great, Emily."
- ✓ **Social Media**
4 out of 5
"Great thoughts, Emily. Keep up the good work!"

[6 more in the past two weeks ...](#) ← 3

[View Grades](#)

Under **Recent Feedback** in the sidebar of your Canvas course Home page, you can view recent comments from peer reviewed discussions [1].

To view submission details, click the title of the discussion [2].

Note: The Recent Feedback section displays a limited amount of feedback. To view any additional recent feedback, click the **more in the past two weeks** link [3].

View Submission Details Page

Submission Details

Grade: / 5

Grammar Pet Peeves

Emily Boone submitted Jul 12 at 11:46am

[Re-submit Assignment](#)

The submissions for this assignment are posts in the assign...
are the discussion posts for Emily Boone, or you can [view t](#)

from [Grammar Pet Peeves](#)



This is more of a word usage issue, but I ha...
it in the but" but when I look it up, it's supp...
bud."

That's a good example, Emily!

Max Johnson , Jul 12 at 11:42am

Add a Comment:



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

[Save](#)

You can also view peer review comments in the discussion submission details.

Note: You can open discussion submission details from the Recent Feedback area of the Home page, the Assignments page, or the Grades page.

Open Course Grades Page

Grades for Emily Boone

Print Grades

Grading Period: Semester 2

Course: Basic Written Communicat

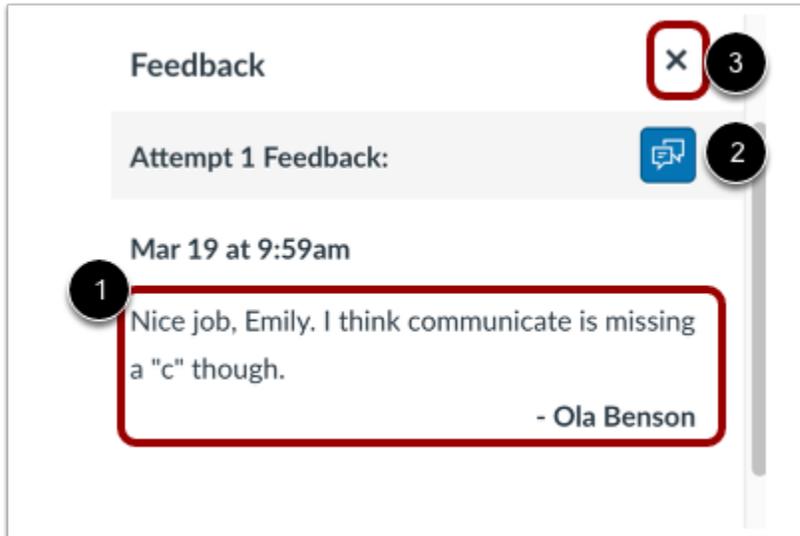
Arrange By: Due Date

Apply

Name	Due	Submitted	Status	Score
Writing Skills Homework	Feb 23 by 10:59pm		missing	- / 10
Social Media Homework	Mar 20 by 10:59pm	Mar 19 at 9:45am		 / 0 

You can also view peer review comments from the Course Grades page. On the Course Grades page, click the **Feedback** button.

View Feedback Tray



In the Feedback tray, view peer comments [1].

To view or edit discussion replies, click the **Feedback** button [2].

To close the Feedback tray, click the **Close** icon [3].

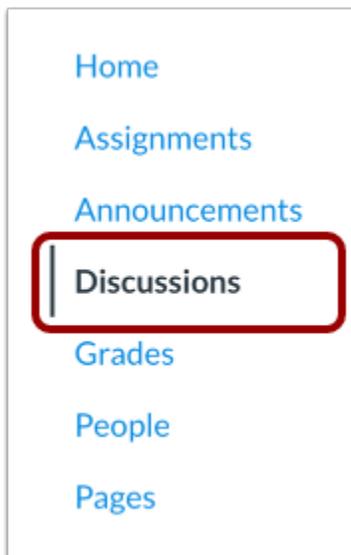
How do I create a course discussion as a student?

You may be able to create new discussions in your course. These discussions are part of the course and are separate from [creating a discussion in a group](#).

Note:

- If the **Add Discussion** button does not display, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.
- If you are unable to Assign the Discussion, this is because of restrictions on your enrollment in the course. You can still post the Discussion to all users in the course.
- If you add a file to your discussion, it will be stored in course files in the unfiled folder.

Open Discussions



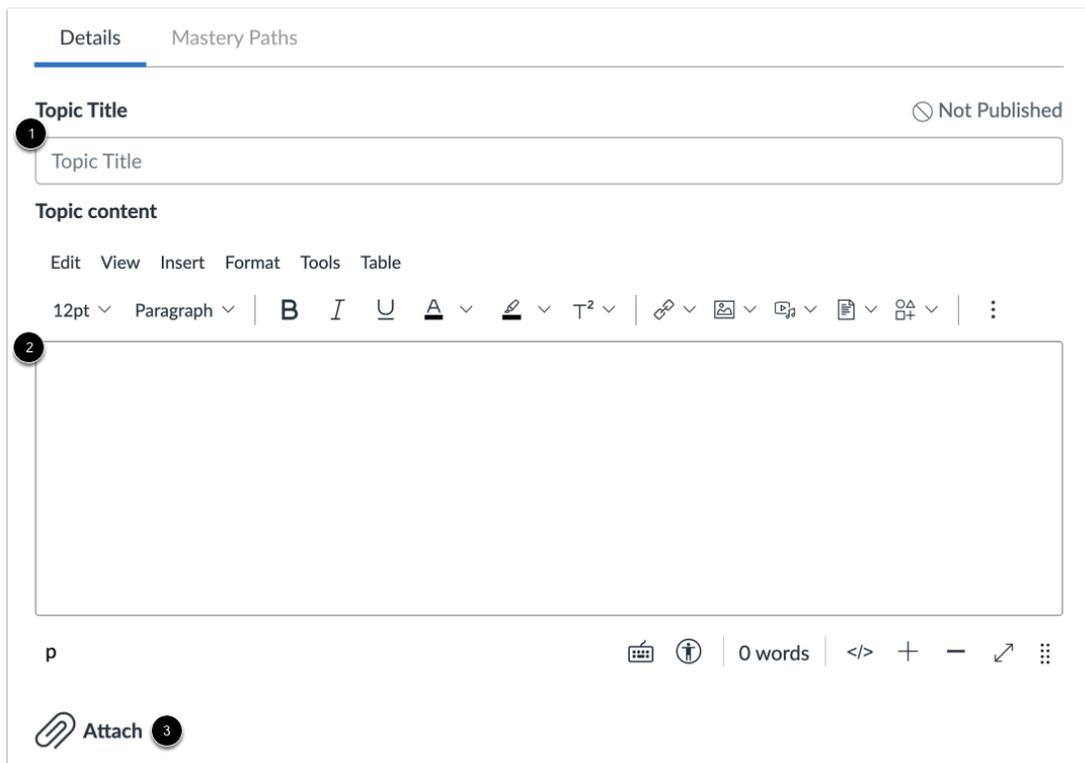
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

Create Discussion



Details Mastery Paths

Topic Title Not Published

1 Topic Title

Topic content

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U **A** T^2

2

p | 0 words | `</>` + - ↗ ⋮

Attach 3

Enter a discussion title in the **Topic Title** field [1].

Add discussion content using the [Rich Content Editor](#) [2].

You can also attach files to your discussion [3].

Set Discussion Options

Options

1 Participants must respond to the topic before viewing other replies

2 Allow liking

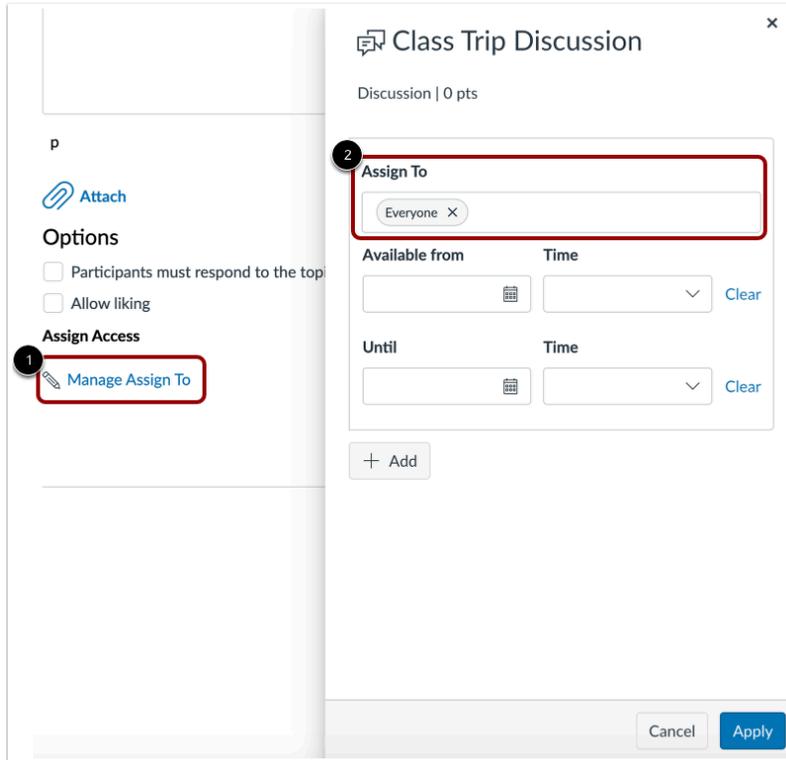
Assign Access

 [Manage Assign To](#)

To force user to reply to the topic before viewing replies from others, click the **Participants must respond to the topic before viewing other replies** checkbox [1].

To allow users to like discussion replies, click the **Allow liking** checkbox [2].

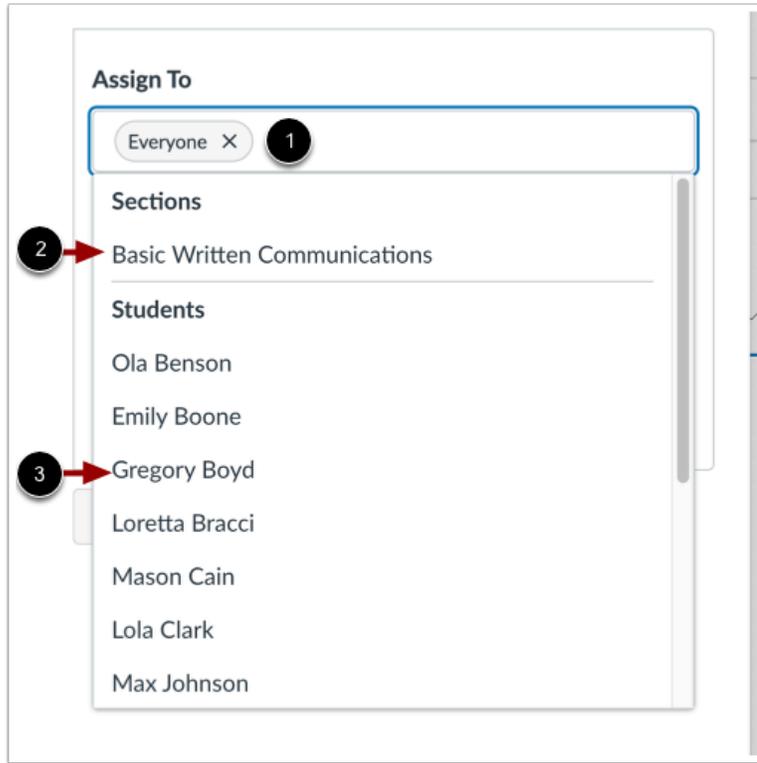
Assign Discussion



The screenshot shows the 'Assign Discussion' dialog box for a discussion titled 'Class Trip Discussion'. The dialog is titled 'Class Trip Discussion' and shows 'Discussion | 0 pts'. On the left sidebar, there are options for 'Attach', 'Options' (with checkboxes for 'Participants must respond to the top' and 'Allow liking'), and 'Assign Access'. The 'Assign Access' section has a link 'Manage Assign To' which is circled in red and labeled with a '1'. The main area of the dialog has an 'Assign To' field, also circled in red and labeled with a '2', which currently contains 'Everyone'. Below this are two rows of date and time pickers: 'Available from' and 'Until', each with a 'Time' dropdown and a 'Clear' button. At the bottom of the dialog are 'Cancel' and 'Apply' buttons.

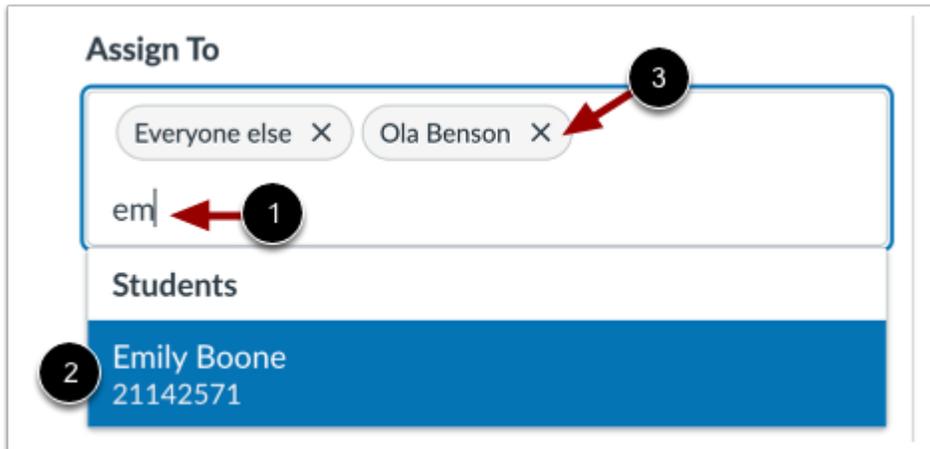
By default, all sections and students in your course can view and participate in the discussion. To specify specific sections or users for your discussion, click the **Manage Assign To** link [1]. Enter assignees in the **Assign To** area [2].

Select Assignees



To change the assignees, click the **Assign To** field [1]. Then, select one or more assignees. You can assign to everyone, everyone else, a course section [2], or an individual student [3].

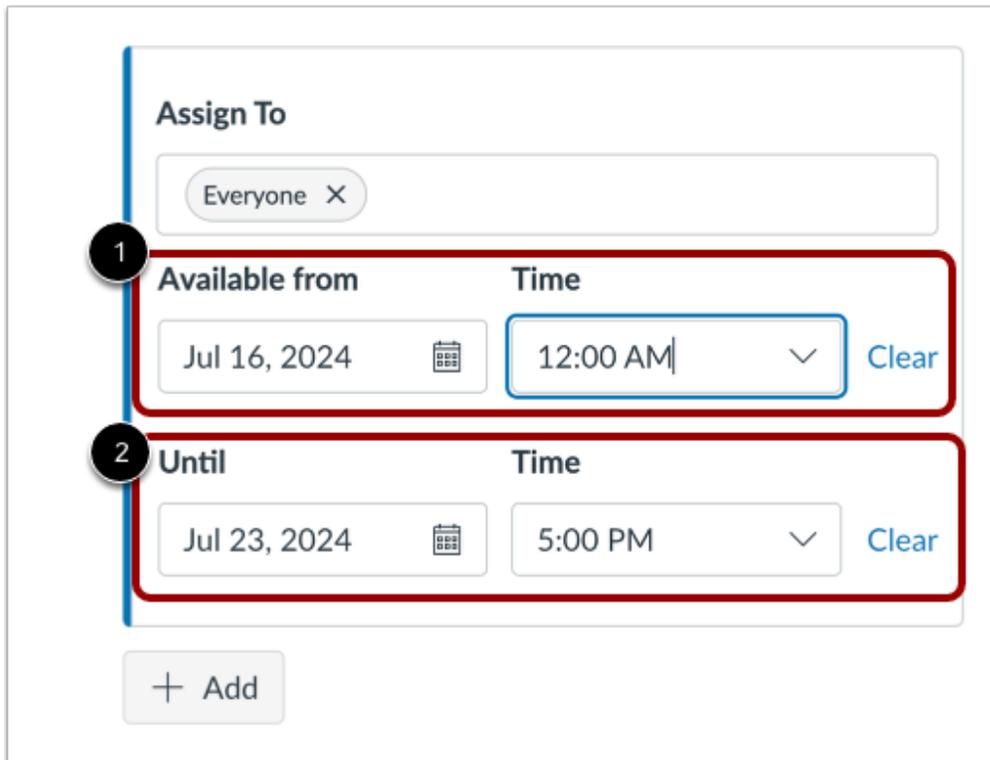
Find Student or Section



To find a student or section more easily, enter a few letters of the name [1] and select the name from a filtered list [2].

To remove an assignee, click the assignee **Remove** icon [3].

Enter Availability Dates



Assign To

Everyone X

1 Available from Time

Jul 16, 2024 12:00 AM Clear

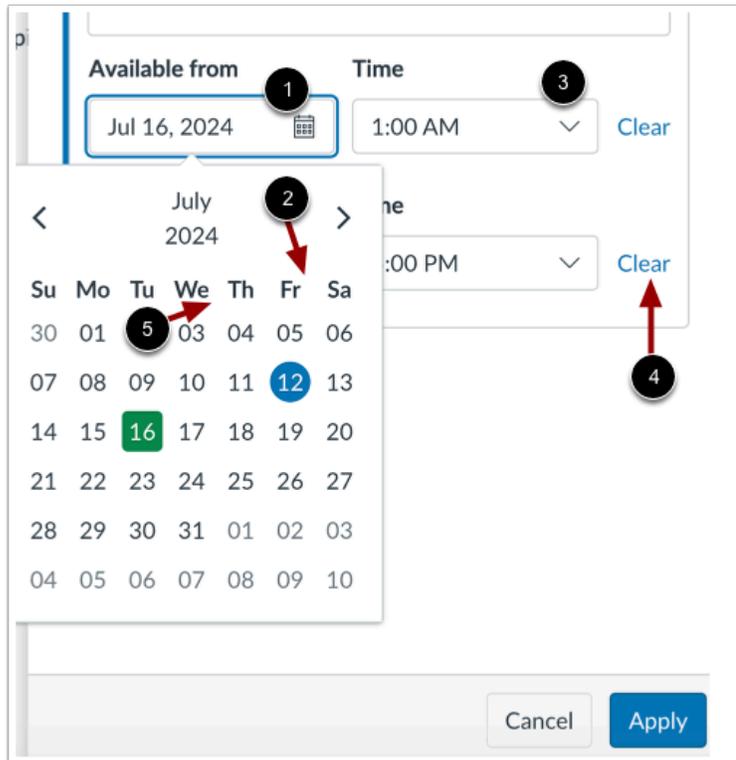
2 Until Time

Jul 23, 2024 5:00 PM Clear

+ Add

By default, classmates can access the discussion at any time during the course or section dates. However, to provide specific dates and times for the discussion to be available, enter dates and/or times in the **Available from** [1] and **Until** areas [2].

Set Dates and Times



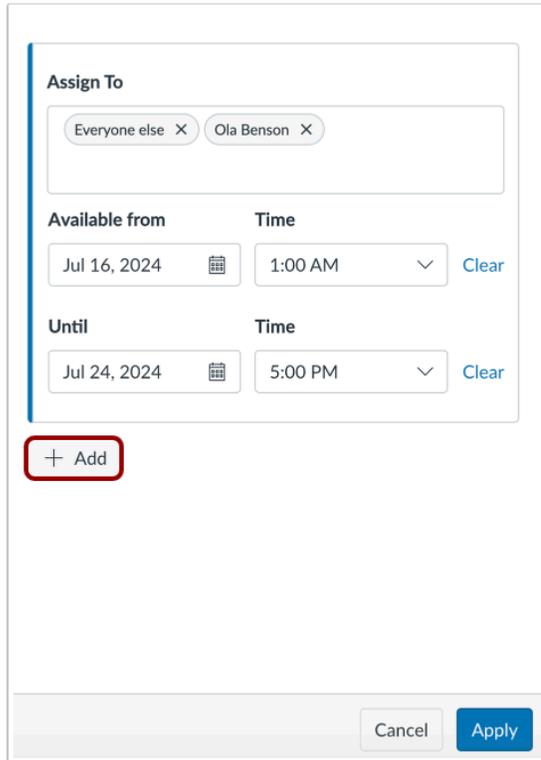
To set dates, enter a date in **Available from** or **Until** field [1]. Or click the field and select a date from the calendar [2].

To set times, enter a time or click the **Time** drop-down menu and select a time [3].

Notes:

- To remove date and time selections, click the **Clear** link [4].
- In the calendar, the current date displays in a blue circle [5].

Add Additional Assignment Details



Assign To

Everyone else × Ola Benson ×

Available from Jul 16, 2024 Time 1:00 AM Clear

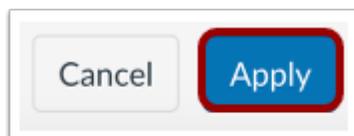
Until Jul 24, 2024 Time 5:00 PM Clear

+ Add

Cancel Apply

To assign to other students or sections with different dates and times, click the **Add** button. Then, enter additional assignees and availability dates.

Apply Details



Cancel Apply

To save the discussion assignment details, click the **Apply** button.

Save Discussion

Options

- Participants must respond to the topic before viewing other replies
- Allow liking
 - Only graders can like

Assign Access

 [Manage Assign To](#) Pending Changes ← **1**

Cancel **Save** **2**

The Pending Changes label displays [1].

To save the assignment details, click the **Save** button [2].

How do I subscribe to a discussion as a student?

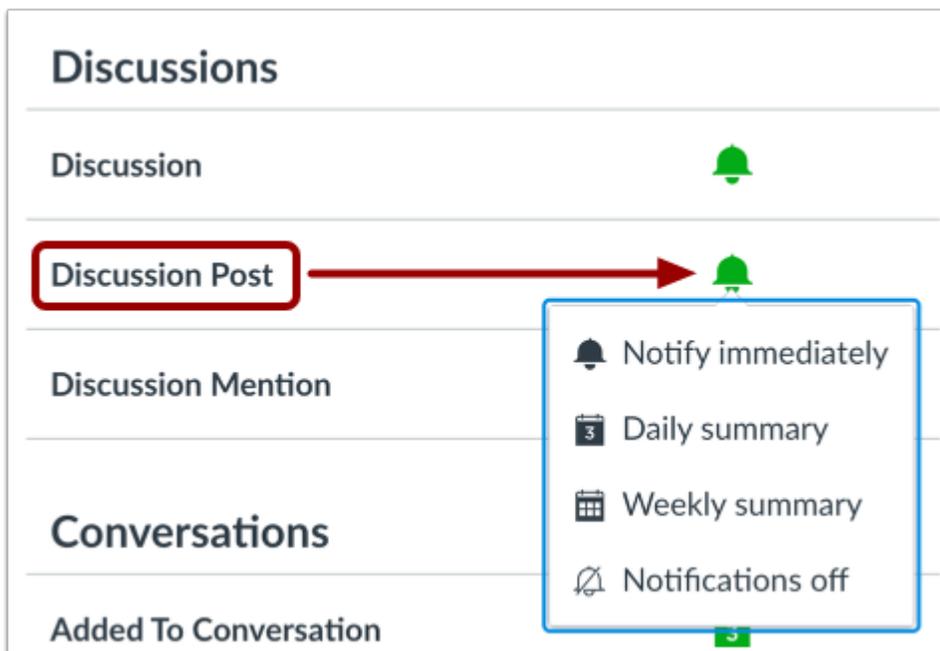
You can subscribe to entire discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your [student groups](#). You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

Notes:

- You must specify your notification settings to receive updates for subscribed discussions.
- You cannot subscribe to a discussion if you're required to reply before viewing other replies and have not replied to the discussion. You must reply first and then subscribe to the discussion.

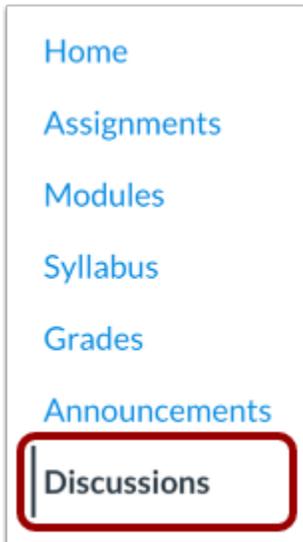
View Discussion Notification Settings



The screenshot shows the 'Discussions' notification settings interface. It features a list of categories: 'Discussion', 'Discussion Post', 'Discussion Mention', and 'Conversations'. The 'Discussion Post' category is highlighted with a red box, and a red arrow points from it to a green bell icon. A blue-bordered menu is open, showing four options: 'Notify immediately' (with a bell icon), 'Daily summary' (with a calendar icon showing '3'), 'Weekly summary' (with a calendar icon), and 'Notifications off' (with a bell icon and a slash). Below the 'Conversations' section, there is an 'Added To Conversation' category with a green bell icon.

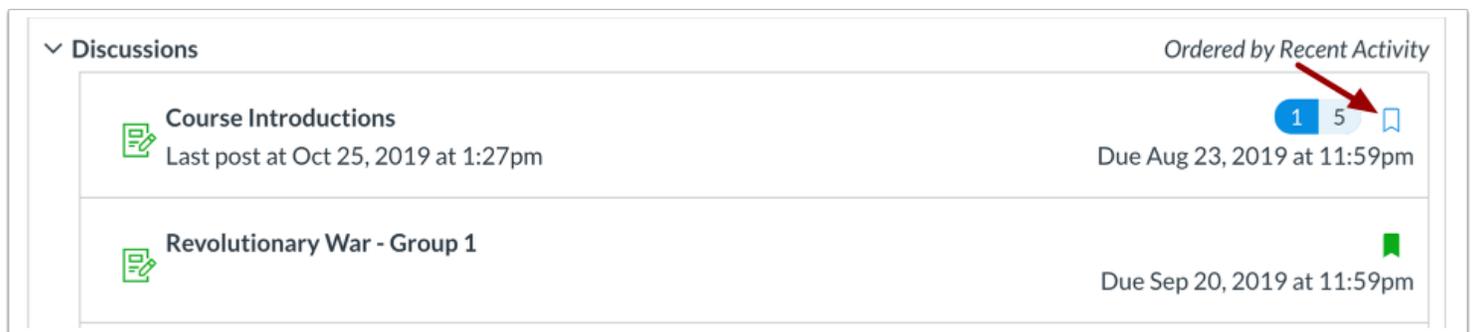
In [Notification Settings](#), you can change the method and frequency of subscribed discussion posts.

Open Discussions



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

Subscribe on Discussions Index Page

A screenshot of the Discussions index page. At the top left is a dropdown arrow and the text 'Discussions'. At the top right is the text 'Ordered by Recent Activity'. Below this are two discussion entries. The first entry is 'Course Introductions' with a green document icon, 'Last post at Oct 25, 2019 at 1:27pm', and a due date of 'Due Aug 23, 2019 at 11:59pm'. To the right of the due date are two buttons: a blue one with '1' and a grey one with '5', both with a red arrow pointing to the '5' button. A bookmark icon is also present. The second entry is 'Revolutionary War - Group 1' with a green document icon and a due date of 'Due Sep 20, 2019 at 11:59pm'. A solid green bookmark icon is shown to the right of the due date.

You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the **Subscribe** icon.

The Subscribe icon will display solid green when you are subscribed.

Unsubscribe on Discussions Index Page

Discussions Ordered by Recent Activity

 Course Introductions Last post at Oct 25, 2019 at 1:27pm	1 5  Due Aug 23, 2019 at 11:59pm
 Revolutionary War - Group 1	 Due Sep 20, 2019 at 11:59pm

To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the **Subscribe** icon.

The Subscribe icon will display as an outline when you are unsubscribed.

Subscribe within Discussion

Elections Discussion  Last post at Aug 20, 2020 at 2:33pm	0 1  Due Apr 5 at 11:59pm
Course Introductions  Last post at Jul 10, 2020 at 9:51am	0 10  Due Jun 25 at 11:59pm

You can also subscribe within a discussion. Click the title of the discussion you want to subscribe to.

Subscribe to Discussion

Due: Jun 24 11:59pm

10 points possible

 **Doug Roberts** AUTHOR TEACHER 10 replies, 5 unread 

Jun 3 9:11am Edited Jul 29 12:54pm

Course Introductions

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

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

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

[Reply](#)

Click the **Subscribe** icon.

The Subscribe icon will display solid green when you are subscribed to the discussion topic.

Unsubscribe from Discussion

Due: Jun 24 11:59pm

10 points possible

 **Doug Roberts** AUTHOR TEACHER 10 replies, 9 unread 

Jun 3 9:11am Edited Jul 29 12:54pm

Course Introductions

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

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

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

[Reply](#)

To unsubscribe from a discussion, open the discussion and click the green **Subscribed** icon.

The Subscribed icon will display as a black outline when you are unsubscribed from a discussion topic.

How do I view and sort discussion replies as a student?

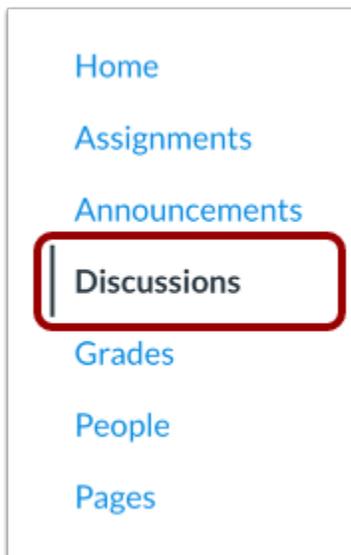
You can view all replies in a discussion by scrolling or searching content.

Discussion replies are sorted by date in descending order (newest to oldest) by default. Sorting discussion replies applies to the root replies. Threaded replies are collapsible and expandable.

You can also search for discussion replies by author or entry keywords and filter discussion replies by all or unread.

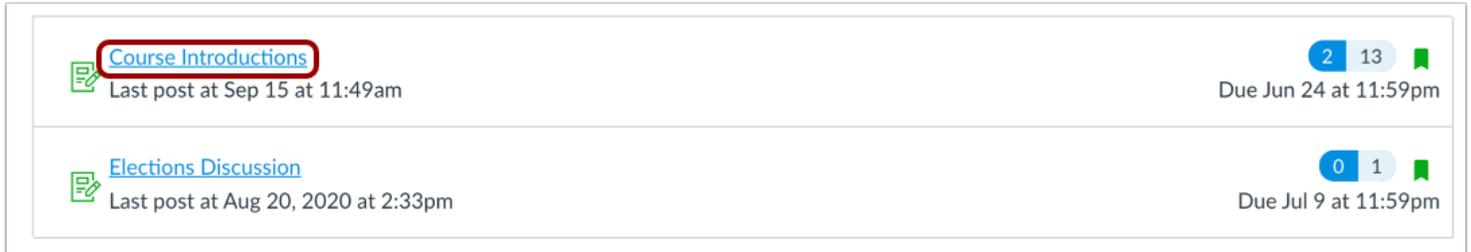
Note: Your instructor can configure the view settings of replies in a discussion, including thread collapse/expansion and sorting options. If these settings are locked, you will not be able to change the view or sort discussion replies.

Open Discussions



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

Open Discussion

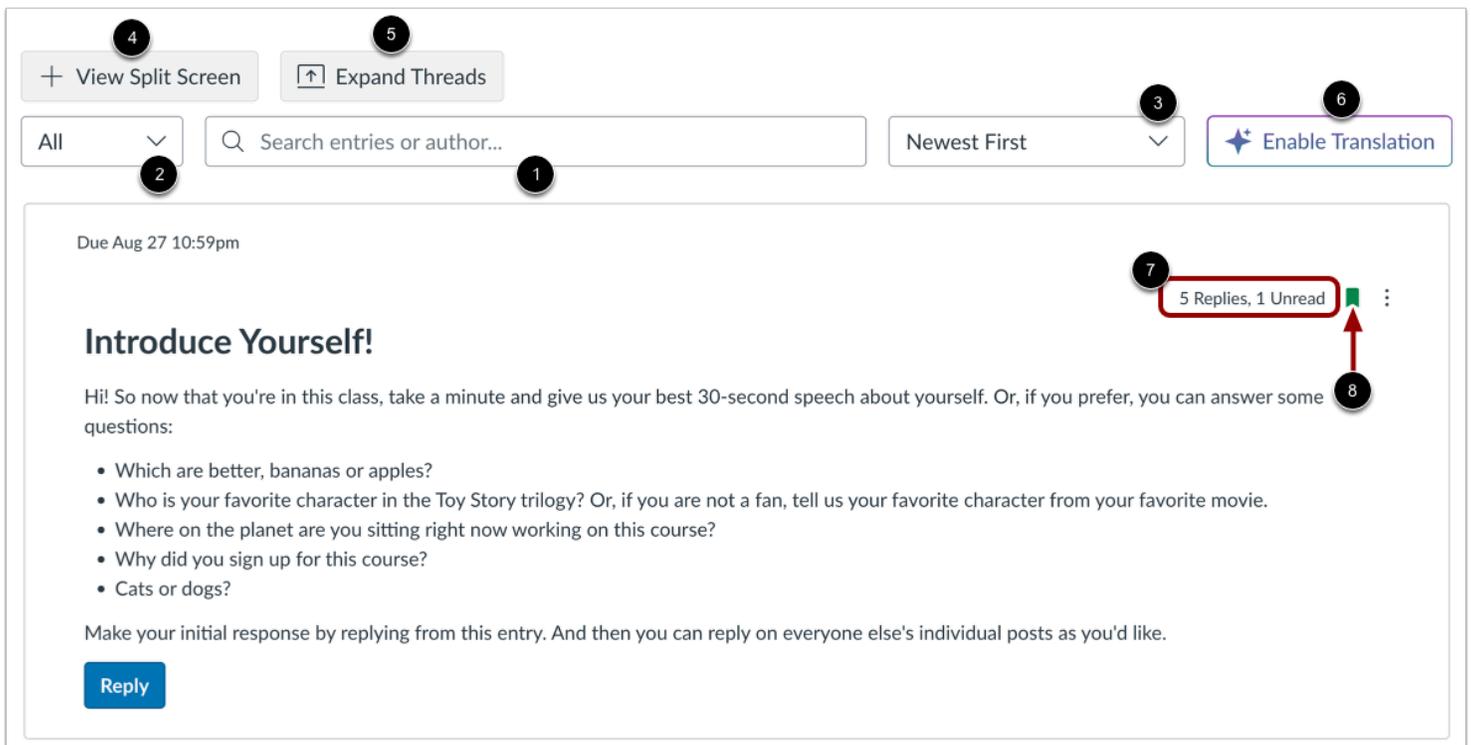


Course Introductions 2 13 Due Jun 24 at 11:59pm
Last post at Sep 15 at 11:49am

Elections Discussion 0 1 Due Jul 9 at 11:59pm
Last post at Aug 20, 2020 at 2:33pm

Click the title of the discussion.

View Discussion



4 View Split Screen 5 Expand Threads

All 2 Search entries or author... 1 3 Newest First 6 Enable Translation

Due Aug 27 10:59pm

Introduce Yourself! 7 5 Replies, 1 Unread 8

Hi! So now that you're in this class, take a minute and give us your best 30-second speech about yourself. Or, if you prefer, you can answer some questions:

- Which are better, bananas or apples?
- Who is your favorite character in the Toy Story trilogy? Or, if you are not a fan, tell us your favorite character from your favorite movie.
- Where on the planet are you sitting right now working on this course?
- Why did you sign up for this course?
- Cats or dogs?

Make your initial response by replying from this entry. And then you can reply on everyone else's individual posts as you'd like.

Reply

In a discussion, you have several options to view and sort discussions. You can search for replies or specific authors [1]. To filter discussion replies by All or Unread replies, select an option from the **View** drop-down menu [2].

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

To view threaded replies in a split screen sidebar, click the **View Split Screen** button [4]. To view threaded replies inline, click the Inline button that displays when the View Split Screen button is clicked.

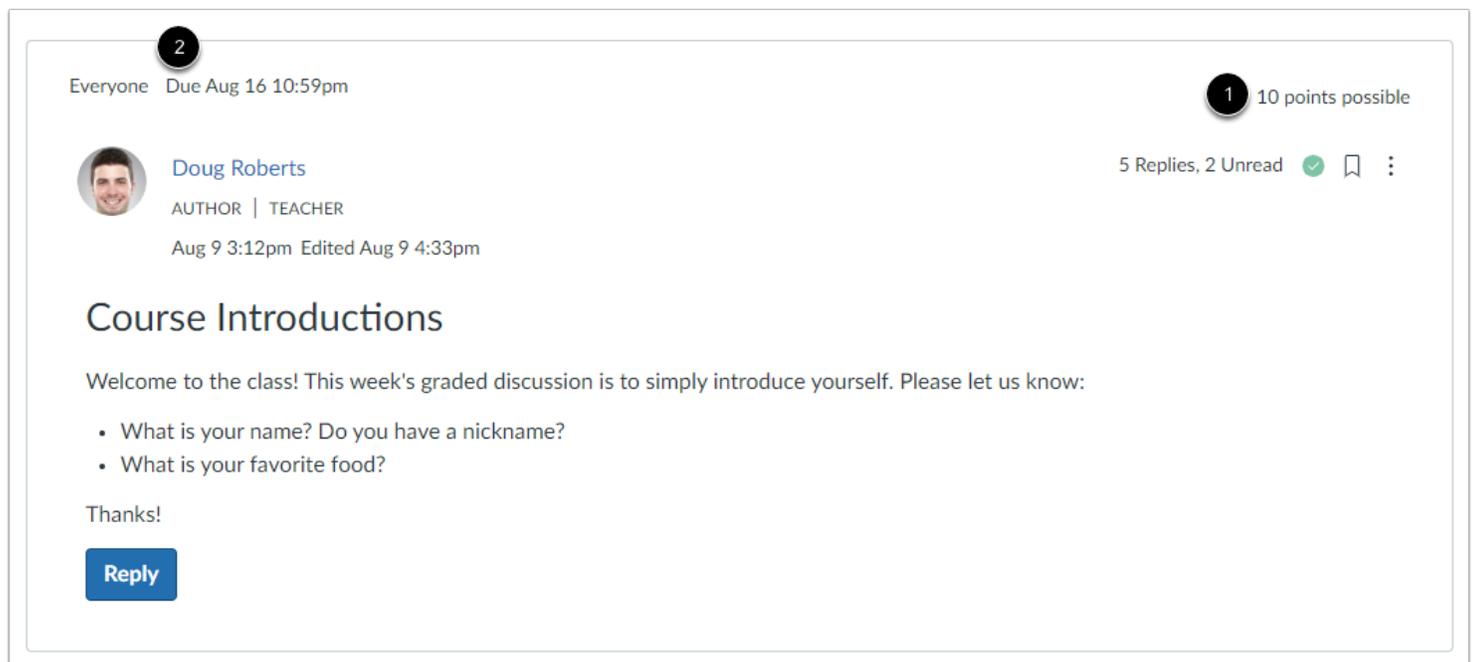
To view threaded replies all at once, click the **Expand Threads** button [5]. To collapse the threaded replies, click the **Collapse Threads** button. When you expand or collapse all discussion threads, they will automatically be expanded or collapsed the next time you view the discussion.

If enabled at your institution, you can access [AI-supported translations for Discussions](#) by clicking the **Enable Translation** button [6].

You can view how many total replies and unread replies are in a thread [7]. The number on the left indicates total replies, while the number on the right indicates the number of unread replies.

To subscribe to a discussion, click the **Subscribe** icon [8]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification settings. You are automatically subscribed to any discussions you reply to. When you create a discussion in a group—or in a course if you have permission—you are also automatically subscribed to the discussion. If you are subscribed, the icon displays a solid green background. To unsubscribe, click the **Subscribe** icon. When you are unsubscribed, the icon displays outlined in black.

View Graded Discussion



The screenshot shows a discussion post in Canvas. At the top left, there is a circular icon with the number '2'. Below it, the text reads 'Everyone Due Aug 16 10:59pm'. At the top right, there is a circular icon with the number '1' and the text '10 points possible'. Below this, it says '5 Replies, 2 Unread' followed by a green checkmark icon, a bookmark icon, and a three-dot menu icon. The author's profile is shown on the left: a profile picture of Doug Roberts, his name 'Doug Roberts', and his roles 'AUTHOR | TEACHER'. Below the name, it says 'Aug 9 3:12pm Edited Aug 9 4:33pm'. The title of the discussion is 'Course Introductions'. The main text of the post reads: 'Welcome to the class! This week's graded discussion is to simply introduce yourself. Please let us know:'. Below this, there is a bulleted list: '• What is your name? Do you have a nickname?' and '• What is your favorite food?'. At the bottom left, it says 'Thanks!' and there is a blue 'Reply' button.

If your discussion is a graded discussion, you can view the discussion the same way as regular discussions. However, you can view the number of points the discussion is worth [1], and if there is a due date [2].

View Group Discussion

Everyone Due Aug 16 10:59pm 10 points possible

 **Doug Roberts**
AUTHOR | TEACHER
Aug 9 3:12pm Edited Aug 9 4:33pm

5 Replies, 2 Unread ✔  

Course Introductions

[Reply](#)

If a discussion is a group discussion, you can view the group discussion from the course Discussions Index Page or from your group Discussions Index Page.

View Anonymous Discussion Message

i This is an anonymous Discussion. Your name and profile picture will be hidden from other course members. Mentions have also been disabled.

Anonymous Discussion

 **Doug Roberts** 🔖 ⋮
AUTHOR | TEACHER
Aug 13 7:40am

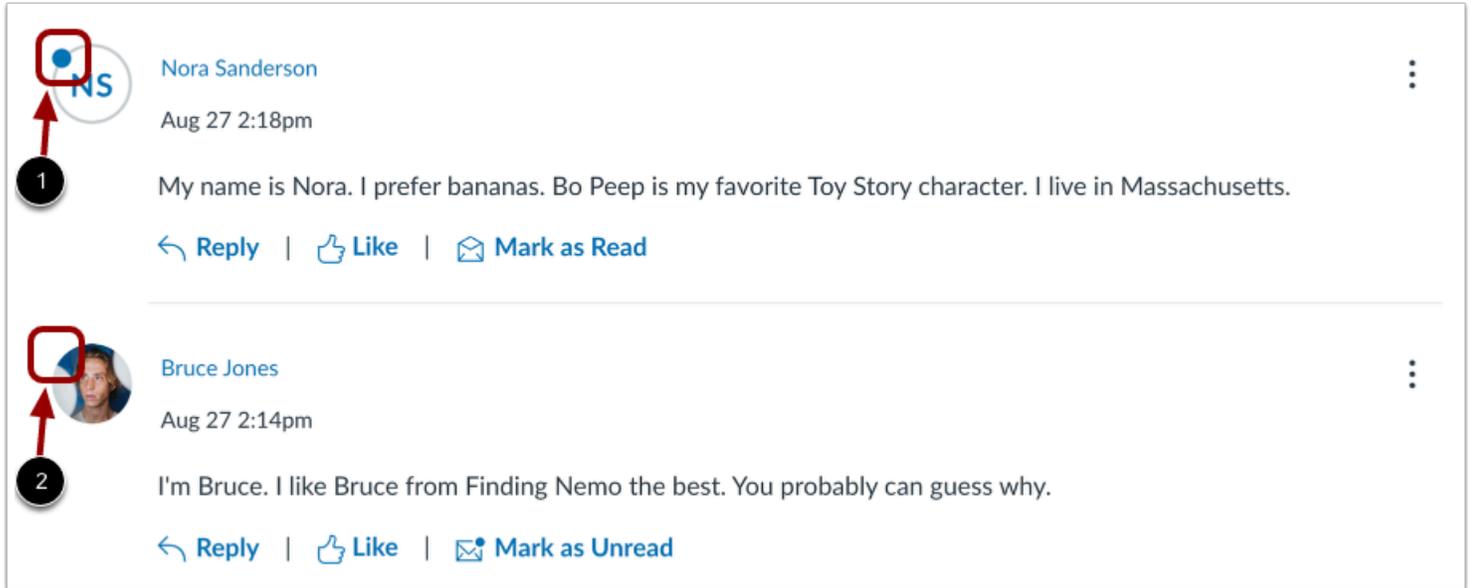
Anonymous Discussion - are cats or dogs better?

Discuss

[Reply](#)

If the discussion is an anonymous discussion, a message displays. In anonymous discussions, names and profile pictures are hidden on replies and you cannot use @ to mention other users.

View Replies



Nora Sanderson
Aug 27 2:18pm

My name is Nora. I prefer bananas. Bo Peep is my favorite Toy Story character. I live in Massachusetts.

[Reply](#) | [Like](#) | [Mark as Read](#)

Bruce Jones
Aug 27 2:14pm

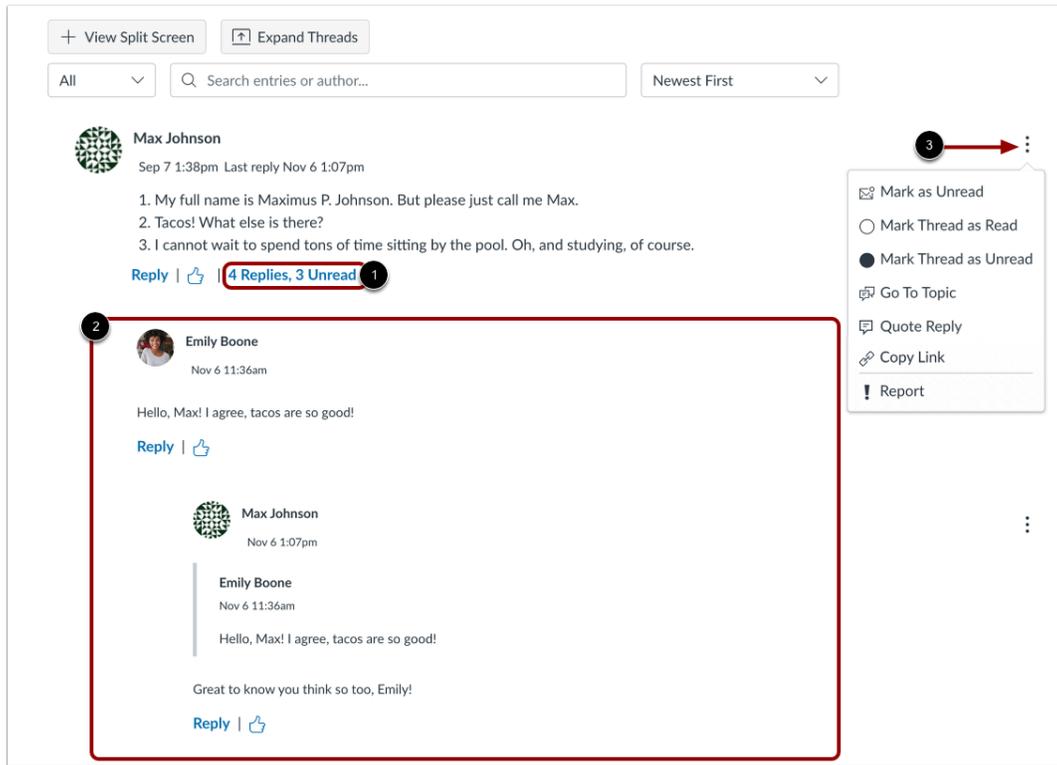
I'm Bruce. I like Bruce from Finding Nemo the best. You probably can guess why.

[Reply](#) | [Like](#) | [Mark as Unread](#)

Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. After you view a discussion reply, the unread icon no longer displays [2]. When you scroll past a reply, navigate away from the Discussion, or refresh the page, Canvas automatically marks the replies as read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

You can also [change your Discussion Settings](#) so you can manually mark discussion replies as read.

View Inline Discussion Thread Replies



The screenshot shows a discussion thread interface. At the top, there are buttons for "View Split Screen" and "Expand Threads". Below these are filters for "All" and a search bar, along with a "Newest First" dropdown menu. The main post is by Max Johnson, dated Sep 7 1:38pm, with a last reply on Nov 6 1:07pm. The post content includes three numbered items. Below the post is a "Reply" button and a link that says "4 Replies, 3 Unread". A red box labeled "2" highlights a collapsed reply by Emily Boone, dated Nov 6 11:36am, with the text "Hello, Max! I agree, tacos are so good!". Below the collapsed reply, a preview of the original post by Max Johnson is visible. A red arrow labeled "3" points to the options menu for the main post, which includes options like "Mark as Unread", "Mark Thread as Read", "Mark Thread as Unread", "Go To Topic", "Quote Reply", "Copy Link", and "Report".

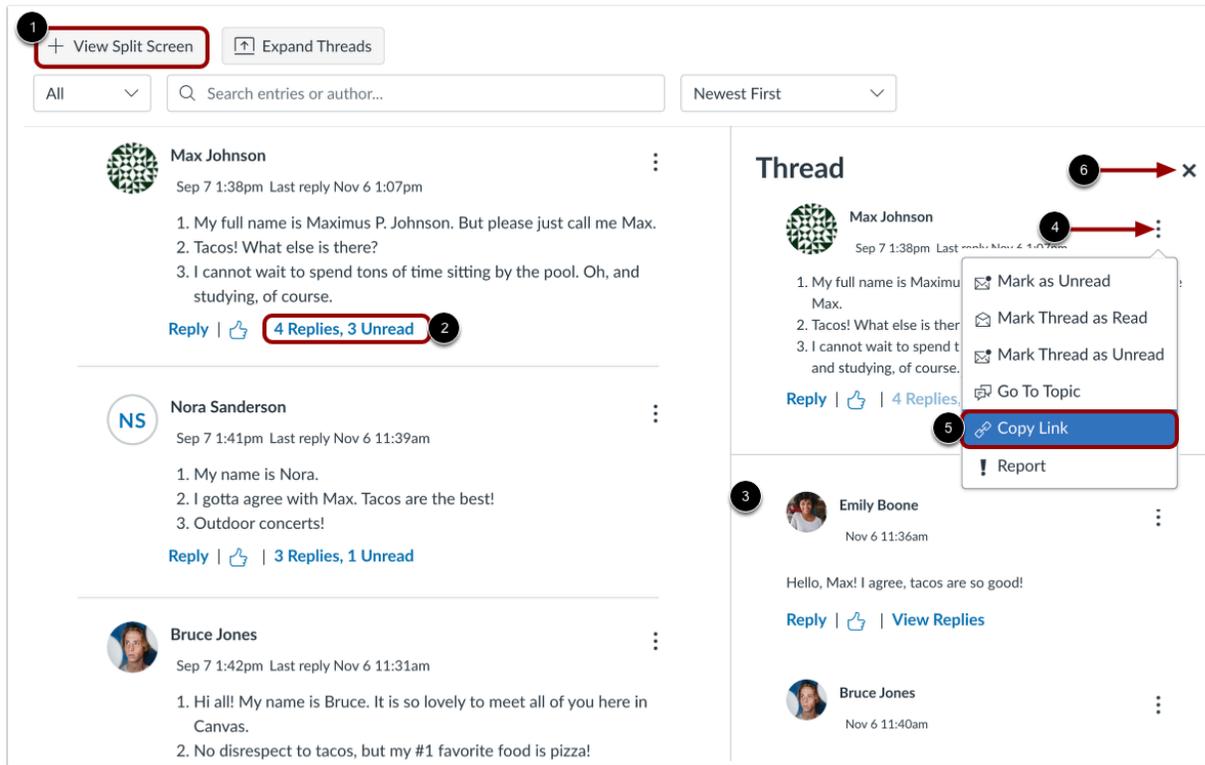
When viewing inline discussion thread replies, you can collapse and expand the discussion threads by clicking the Expand Threads and Collapse Threads buttons. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies 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, copy a permalink to a reply, or report the reply.

View Split Screen Discussion Thread Replies



To view threaded replies in a split screen sidebar, click the **View Split Screen** button [1].

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, click the **# of replies** link [2].

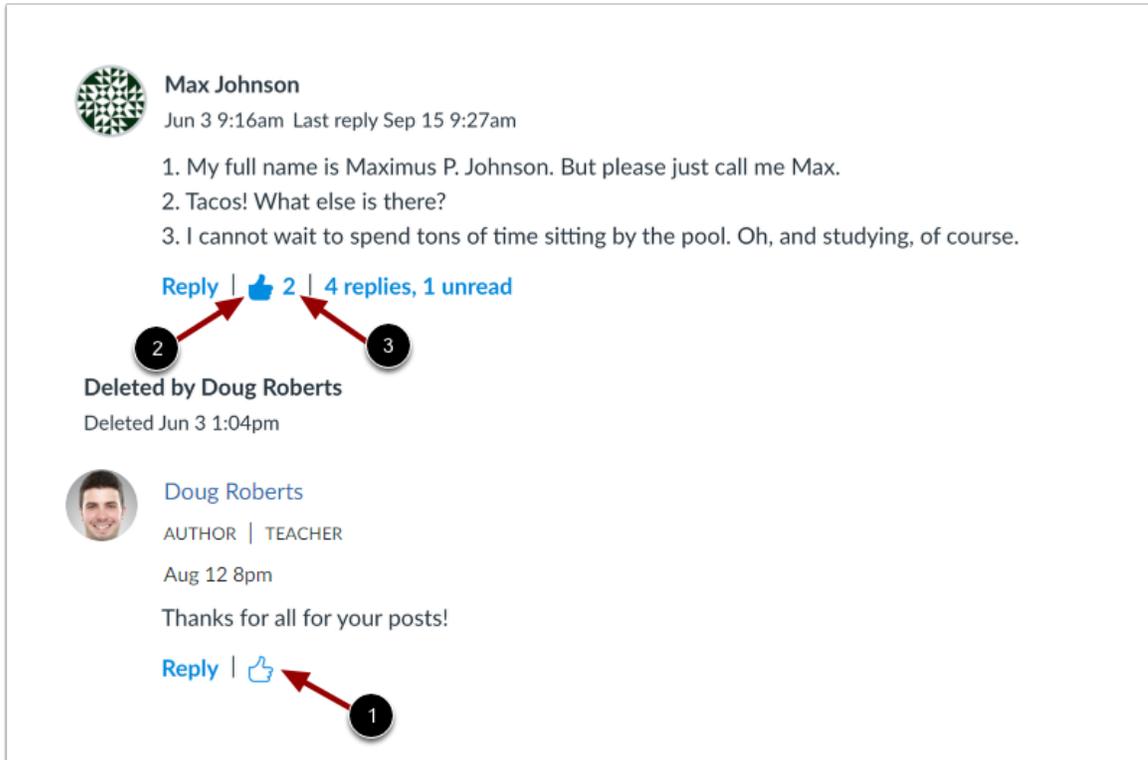
View the read and unread replies [3].

To view threaded replies options, click the **Options** icon [4]. 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 copy a permalink to a specific reply, select the **Copy Link** option [5].

To collapse the discussion thread replies sidebar, click the **Close** icon [6].

View Liked Discussions



Max Johnson
Jun 3 9:16am Last reply Sep 15 9:27am

1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

Reply |  2 | 4 replies, 1 unread

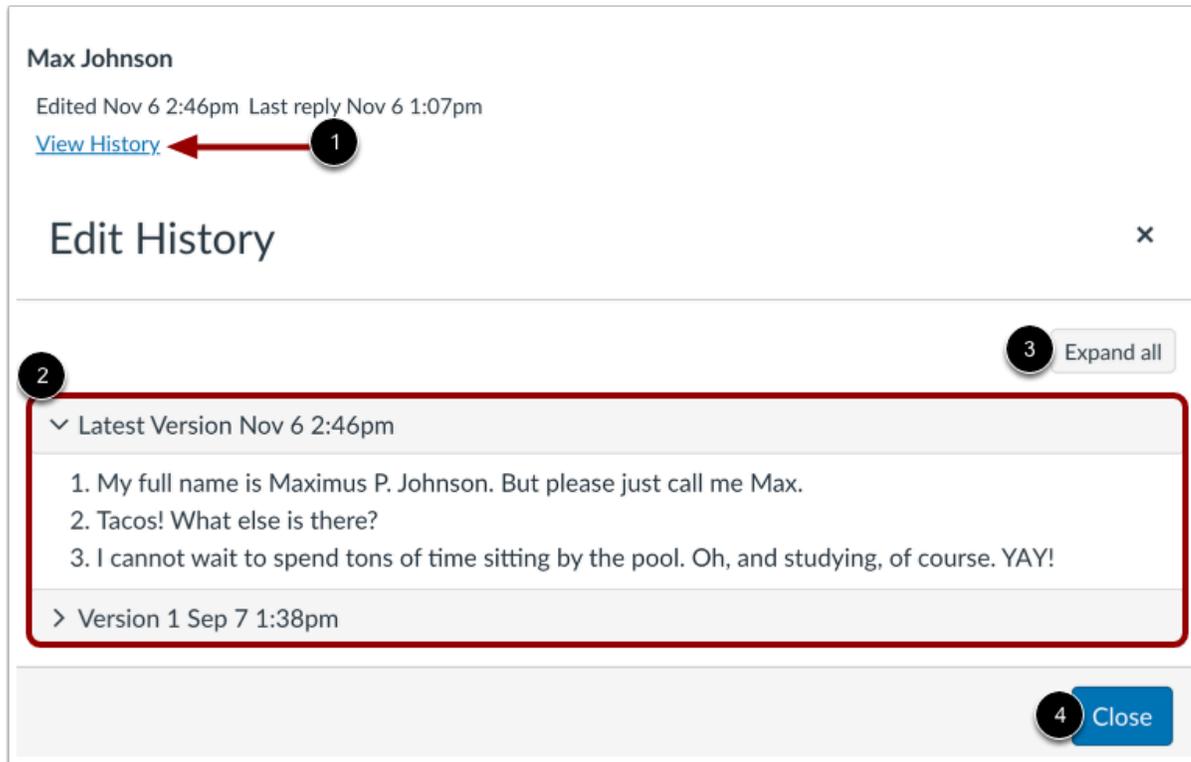
Deleted by Doug Roberts
Deleted Jun 3 1:04pm

Doug Roberts
AUTHOR | TEACHER
Aug 12 8pm
Thanks for all for your posts!

Reply |  

If your instructor allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion [1]. A solid blue like icon indicates replies that you've liked [2]. The number of total likes also appears next to the icon [3].

View Reply History



Max Johnson
Edited Nov 6 2:46pm Last reply Nov 6 1:07pm
[View History](#)

Edit History

Expand all

Latest Version Nov 6 2:46pm

1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course. YAY!

Version 1 Sep 7 1:38pm

Close

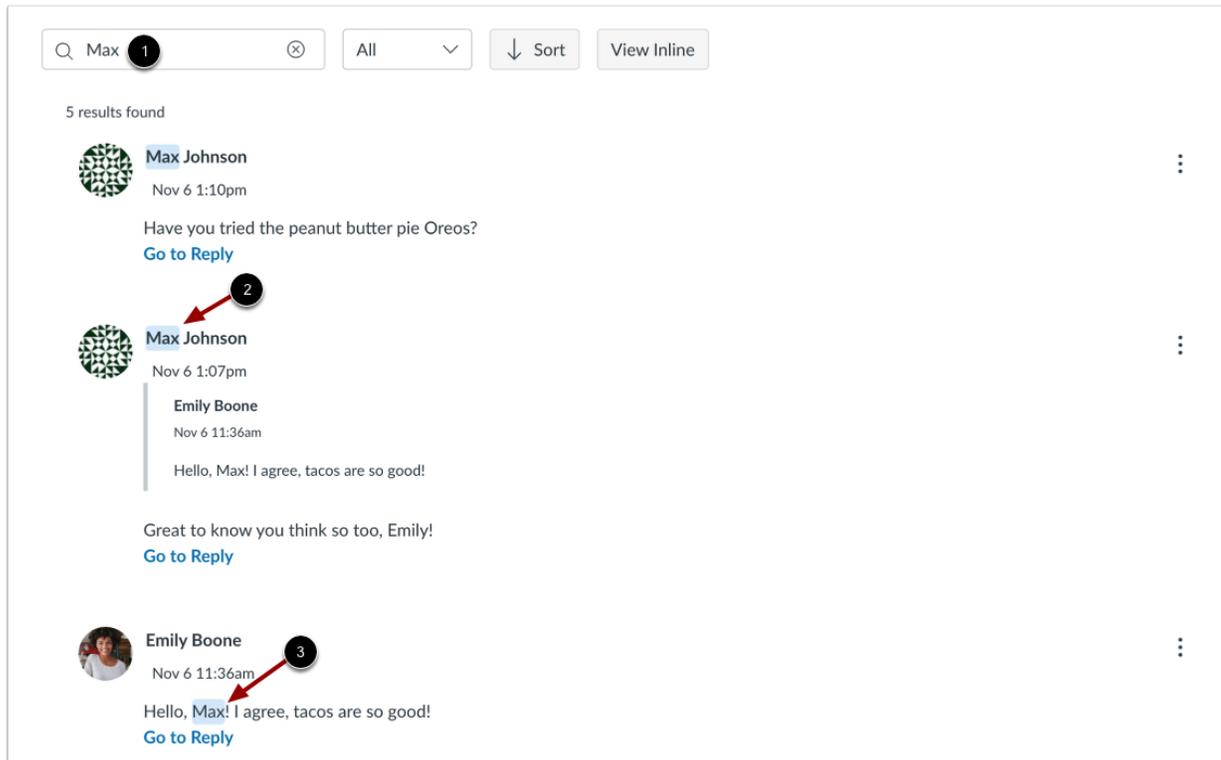
If you are allowed to edit their discussion posts, you can view the edit history of your post.

To view the history, click the **View History** link [1].

In the Edit History window, you can view any version with the date and time stamp of your post [2]. To expand all of the versions, click the **Expand all** button [3].

To return to the discussion, click the **Close** button [4].

Search for Reply



The screenshot shows a search interface with a search bar containing "Max" (labeled 1), a dropdown menu set to "All", a "Sort" button, and a "View Inline" button. Below the search bar, it indicates "5 results found".

The first result is from Max Johnson (Nov 6 1:10pm) with the text "Have you tried the peanut butter pie Oreos?" and a "Go to Reply" link.

The second result is from Max Johnson (Nov 6 1:07pm) with the text "Hello, Max! I agree, tacos are so good!". A red arrow points to the name "Max Johnson" (labeled 2). Below this is a reply from Emily Boone (Nov 6 11:36am) with the text "Hello, Max! I agree, tacos are so good!". A red arrow points to the name "Emily Boone" (labeled 3).

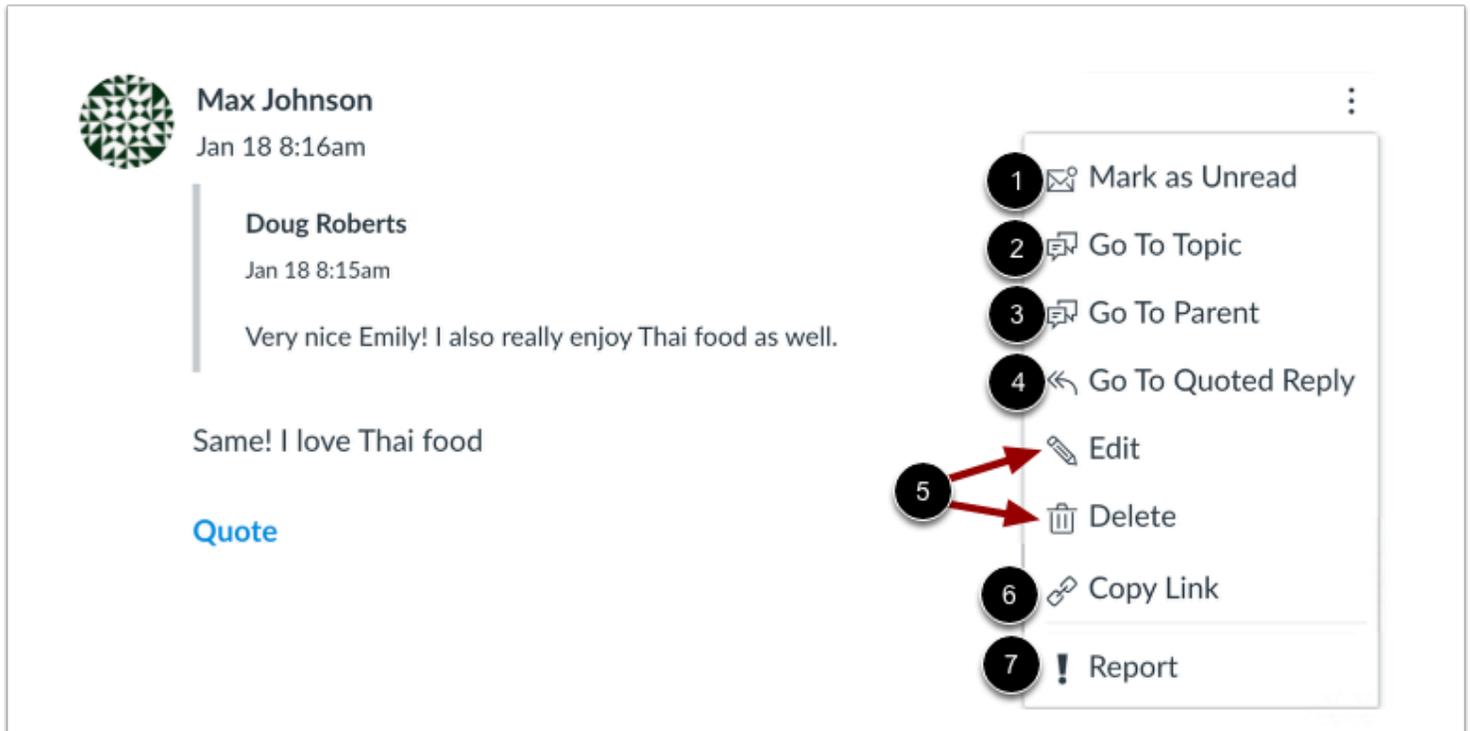
The third result is from Emily Boone (Nov 6 11:36am) with the text "Hello, Max! I agree, tacos are so good!". A red arrow points to the name "Emily Boone" (labeled 3).

To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].

To clear search results and view all replies, remove your search term from the Search field.

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

View Reply Options



The screenshot shows a discussion thread. At the top, a user named Max Johnson has a post from Jan 18 8:16am. Below it, a reply by Doug Roberts from Jan 18 8:15am says "Very nice Emily! I also really enjoy Thai food as well." Below that, another reply says "Same! I love Thai food" with a blue "Quote" button. On the right side of the Doug Roberts reply, a vertical options menu is open, listing seven items: 1. Mark as Unread (with an envelope icon), 2. Go To Topic (with a speech bubble icon), 3. Go To Parent (with a speech bubble icon), 4. Go To Quoted Reply (with a double arrow icon), 5. Edit (with a pencil icon), 6. Delete (with a trash can icon), 6. Copy Link (with a link icon), and 7. Report (with an exclamation mark icon). Red arrows point from a circle containing the number 5 to the Edit and Delete options.

Each discussion reply has its own options menu.

To mark the selected post as read or unread, click the **Mark as ...** option [1].

In original discussion replies, you can return to the main discussion topic by clicking the **Go To Topic** option [2].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the **Go To Parent** option [3].

If a reply was quoted in the threaded reply, click **Go to Quoted Reply** to view the reply that was quoted [4].

If you are allowed to edit and delete your own discussion posts, you will also view **Edit** and **Delete** options [5].

To copy a permalink to a specific reply, select the **Copy Link** option [6].

If you are allowed to report replies, you will also view the **Report** option [7].

Reply to Discussion

Everyone Due Aug 16 10:59pm 10 points possible

 **Doug Roberts** 5 Replies, 2 Unread
AUTHOR | TEACHER
Aug 9 3:12pm Edited Aug 9 4:33pm

Course Introductions

Welcome to the class! This week's graded discussion is to simply introduce y

- What is your name? Do you have a nickname?
- What is your favorite food?

Thanks!

Reply 1

 **Emily Boone**
Aug 9 4:33pm

I'm Emily. I really enjoy tacos!

[friends.jpg](#)

2 **Reply**  Like |  Mark as Unread

To reply to a discussion, reply to the main discussion topic by clicking the **Reply** button [1]. If your discussion is threaded, you can reply to any other post in the discussion by clicking the **Reply** link [2].

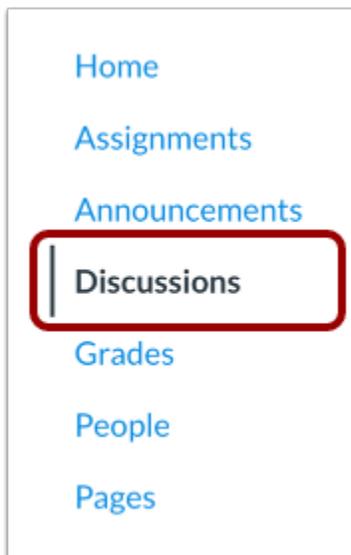
How do I change discussion settings to manually mark discussion replies as read as a student?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots automatically change to white dots, indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option applies to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

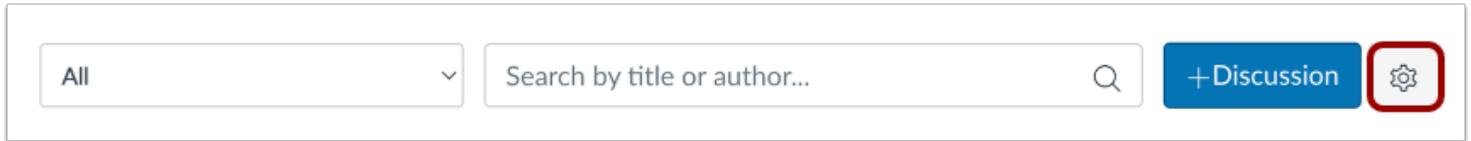
You can [manually mark discussion replies as read or unread](#) at any time.

Open Discussions



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

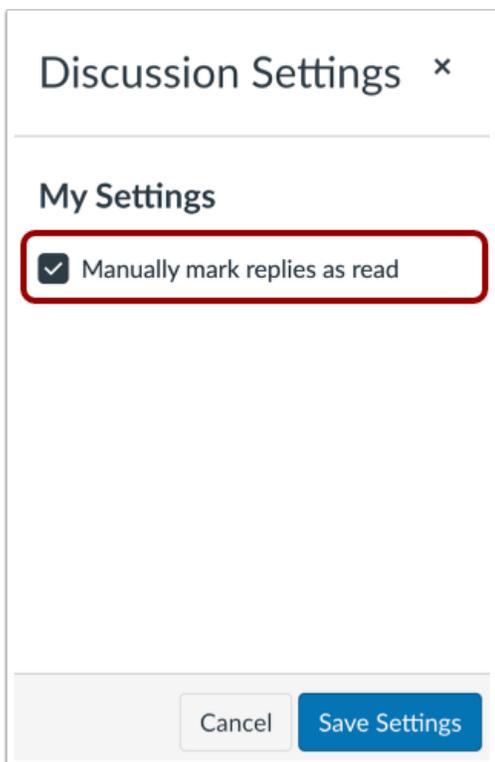
Open Settings



A horizontal bar containing a dropdown menu with 'All' selected, a search input field with the placeholder text 'Search by title or author...', a magnifying glass icon, a blue '+ Discussion' button, and a gear icon (Settings) circled in red.

Click the **Settings** icon.

Manually Mark Replies as Read

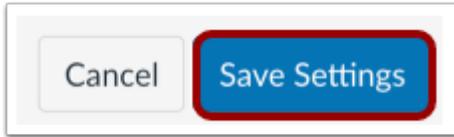


A dialog box titled 'Discussion Settings' with a close button (x). Under the 'My Settings' section, the checkbox 'Manually mark replies as read' is checked and circled in red. At the bottom, there are 'Cancel' and 'Save Settings' buttons.

Click the **Manually mark replies as read** checkbox.

Note: Selecting this option will require you to [manually mark replies as read](#) for all of your courses.

Save Settings



Click the **Save Settings** button.

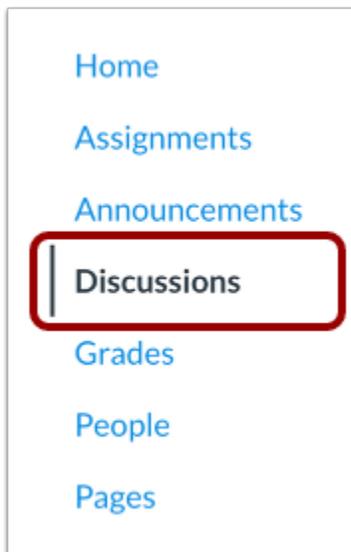
How do I mark discussion replies as read or unread as a student?

By default, as you read new Discussion posts, Canvas will mark them as read as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your [Discussion settings](#).

Note: Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

Open Discussions



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

Open Discussion

Discussions Ordered by Recent Activity

 **Grammar Pet Peeves** 3 5 

Last post at Oct 9, 10:43 PM Due Sep 4, 10:59 PM

 [Group Projects - topic selections](#) 

Click the discussion you want to view.

View Posts

 **Bruce Jones** ⋮

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

1 Apostrophes where they're not needed.

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

 **Max Johnson** ⋮

Sep 4 3:10pm

2 Irregardless.

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

The unread icon indicates a reply is new or unread [1]. After you view a discussion reply, the unread icon no longer displays [2].

Mark All Posts as Read or Unread

Due Sep 4 10:59pm

Grammar Pet Peeves

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

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

Time to share!

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

[Reply](#)

5 Replies, 3 Unread  

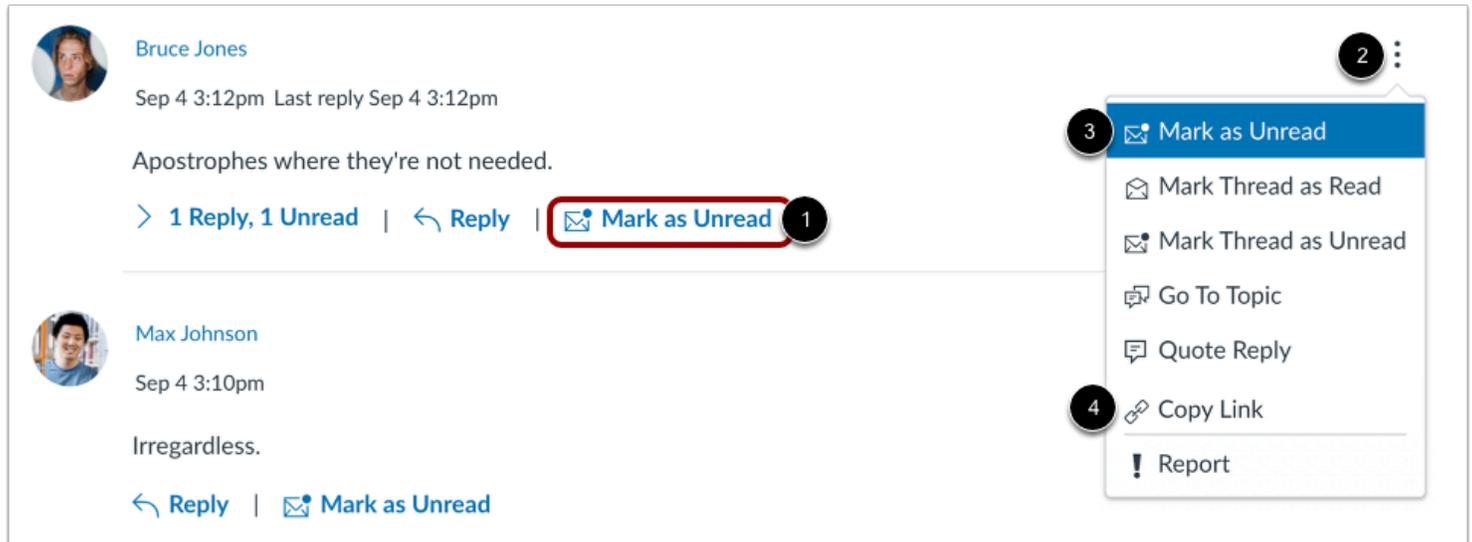
-  Mark All as Read 
-  Mark All as Unread 

To mark all posts as read or unread, click the discussion topic's **Options** icon [1].

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

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

Mark Post as Unread

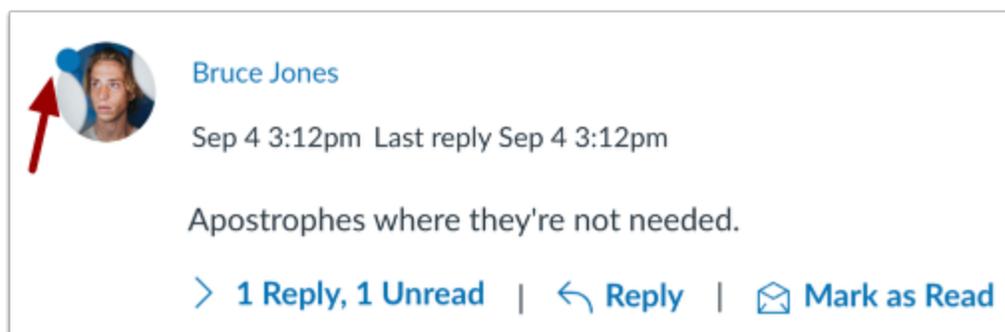


The screenshot shows a discussion post by Bruce Jones. The post content is "Apostrophes where they're not needed." Below the post, there are two rows of interaction options. The first row, for the post itself, includes a chevron icon, "1 Reply, 1 Unread", a "Reply" button, and a "Mark as Unread" button (circled in red with a '1'). The second row, for a reply by Max Johnson, includes a "Reply" button and a "Mark as Unread" button. A dropdown menu is open next to the first "Mark as Unread" button, showing options: "Mark as Unread" (circled with a '3'), "Mark Thread as Read", "Mark Thread as Unread", "Go To Topic", "Quote Reply", "Copy Link" (circled with a '4'), and "Report". A '2' in a circle is next to the options menu icon.

To change a read post to unread, you can either click the **Mark as Unread** link below the reply [1], or click the **Options** icon next to the reply [2] and then click the **Mark as Unread** link [3].

To copy a permalink to a specific reply, select the **Copy Link** option [4].

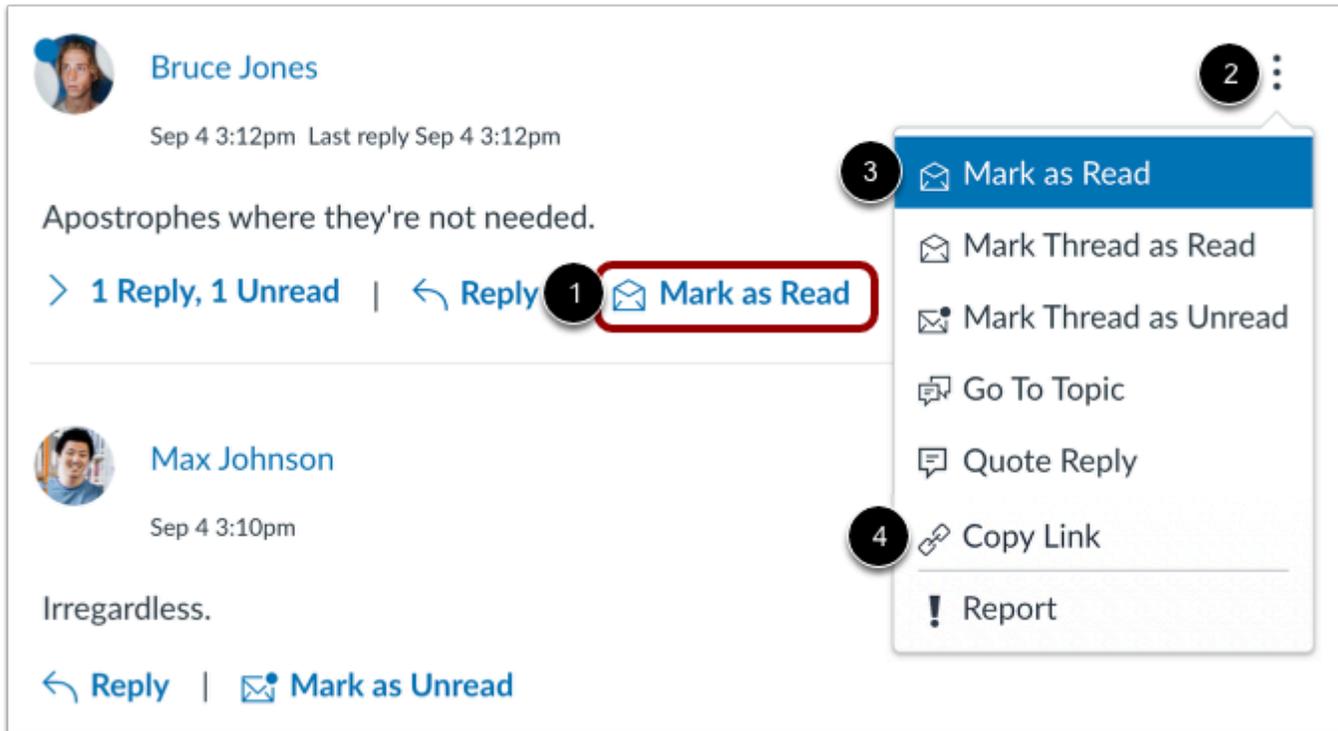
Verify Post as Unread



The screenshot shows the same discussion post by Bruce Jones. A red arrow points to the profile picture of Bruce Jones. Below the post, the interaction options are: a chevron icon, "1 Reply, 1 Unread", a "Reply" button, and a "Mark as Read" button.

View the post now marked as unread.

Mark Post as Read



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

Apostrophes where they're not needed.

> 1 Reply, 1 Unread | < Reply | **Mark as Read**

Max Johnson
Sep 4 3:10pm

Irregardless.

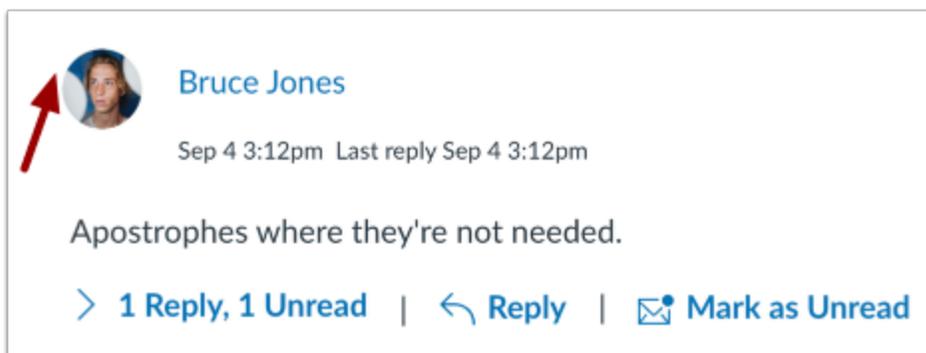
< Reply | Mark as Unread

- Mark as Read
- Mark Thread as Read
- Mark Thread as Unread
- Go To Topic
- Quote Reply
- Copy Link
- Report

To change an unread post to read, you can either click the **Mark as Read** link below the reply [1], or click the **Options** icon next to the reply [2] and then click the **Mark as Read** link [3].

To copy a permalink to a specific reply, select the **Copy Link** option [4].

Verify Post as Read



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

Apostrophes where they're not needed.

> 1 Reply, 1 Unread | < Reply | Mark as Unread

View the post now marked as read.

Note: If a post's state is manually changed, the post will not change states (become read or unread) unless you manually change it again.

How do I reply to a discussion as a student?

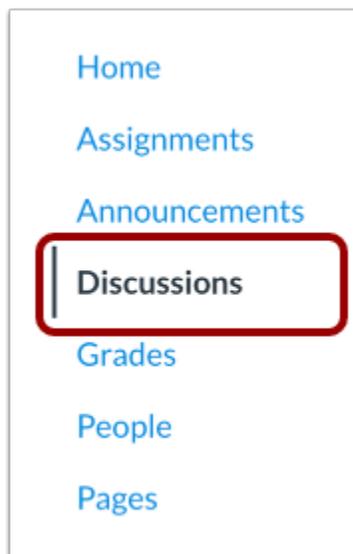
You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. [Discussion replies can be edited or deleted](#), as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the [graded discussion rubric](#), if any.

Notes:

- The discussion reply [Rich Content Editor](#) includes a word count display below the bottom right corner of the text box.
- If you are unable view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.
- If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.

Open Discussions



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

Open Discussion

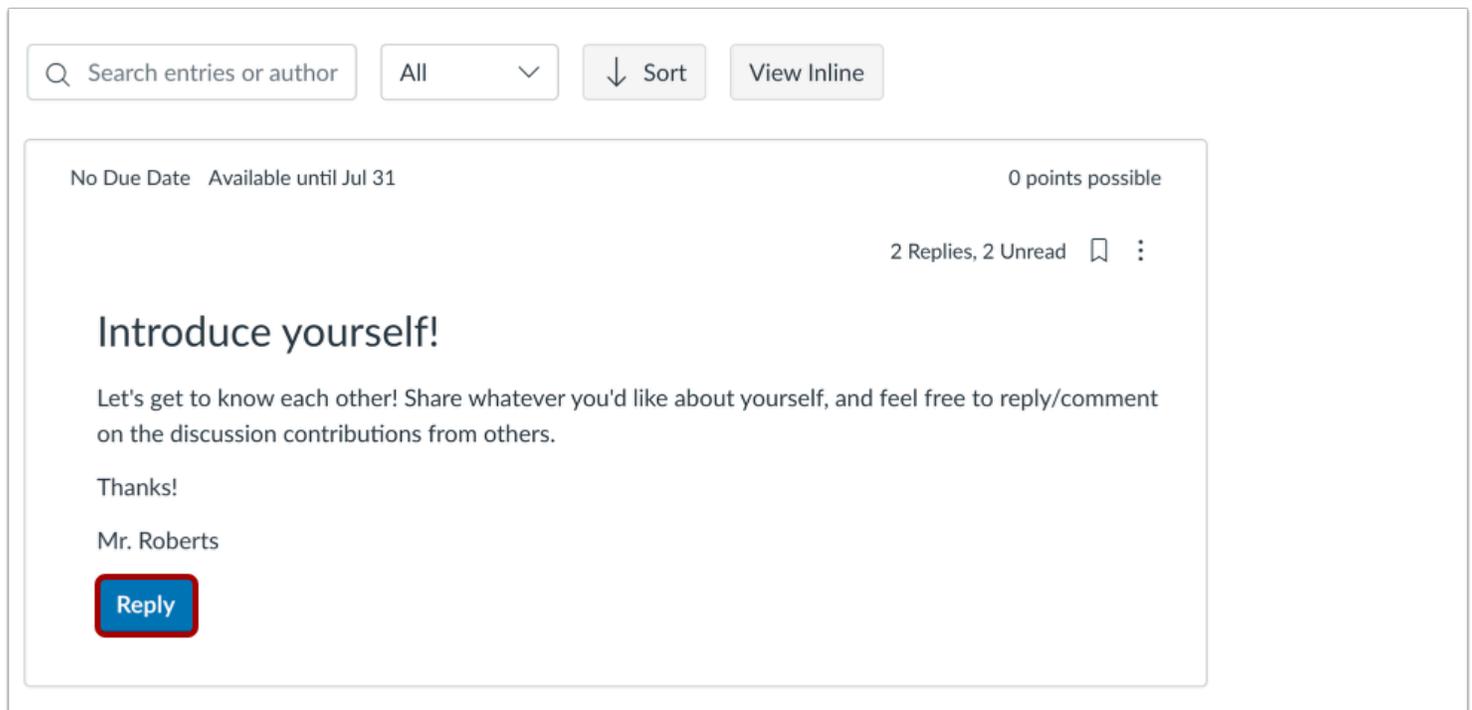


Discussions Ordered by Recent Activity

- [Introduce yourself!](#) 2 3 
Last post at Jul 10, 3:05 PM Available until Jul 31, 10:59 PM
- [Chapters 8-9](#) 
- [What did you think of the state of the union?](#) 

Click the title of the discussion.

Reply to Discussion



Search entries or author All Sort View Inline

No Due Date Available until Jul 31 0 points possible

2 Replies, 2 Unread  

Introduce yourself!

Let's get to know each other! Share whatever you'd like about yourself, and feel free to reply/comment on the discussion contributions from others.

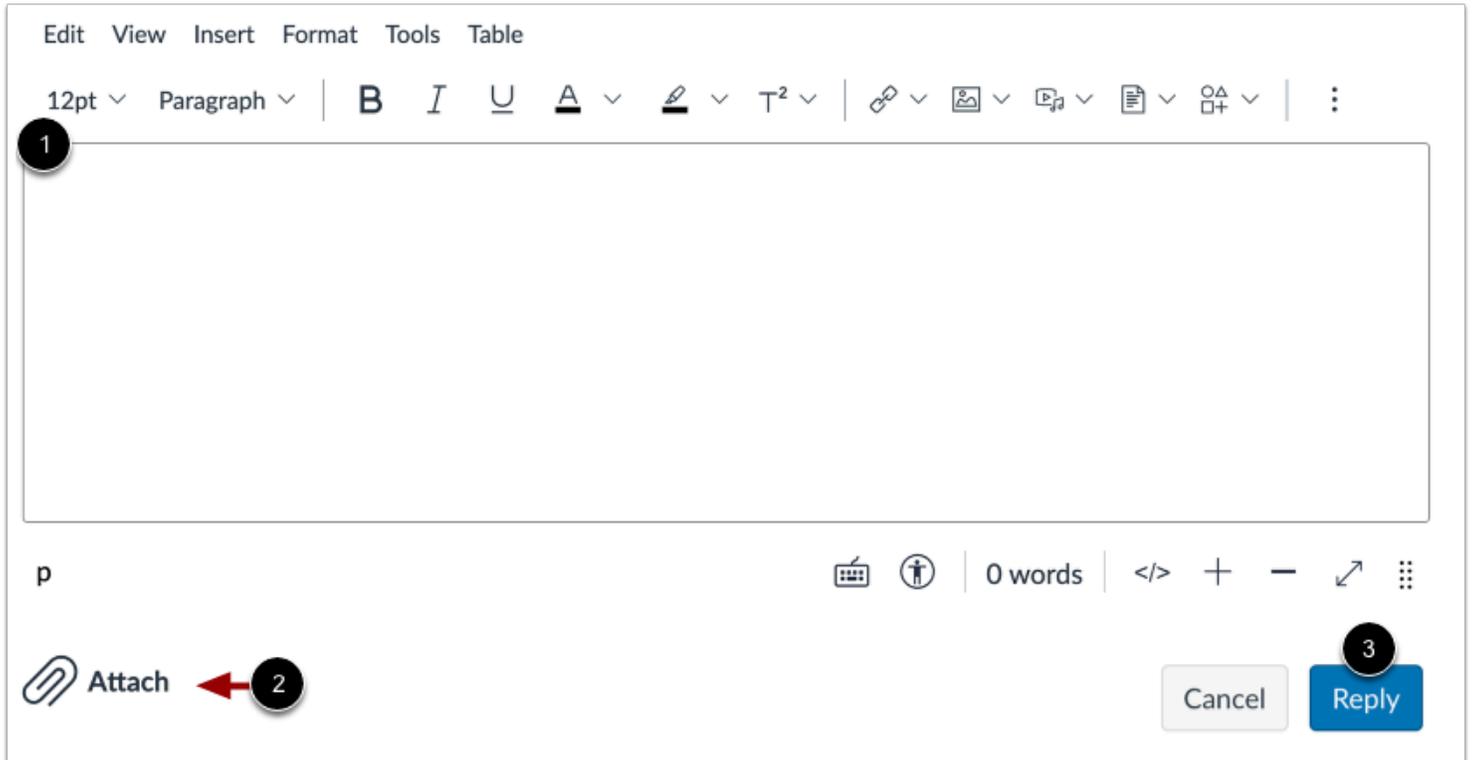
Thanks!

Mr. Roberts

[Reply](#)

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

Post Reply



Add your reply, links, files, and other media in the [Rich Content Editor](#) [1].

To attach a file to your reply, click the **Attach** link [2].

To post your reply, click the **Reply** button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply



Emily Boone ⋮

Jun 17 1:25pm Last reply Jul 10 1:34pm

Hi everyone! I'm Emily and I'm a freshman. I love school and using Canvas.

[← Reply](#) | [👍 Like](#) | [✉️ Mark as Read](#) | **1 Reply, 1 Unread**

Your reply automatically displays at the top of the discussion reply thread.

Thread a Discussion Reply



Ola Benson ⋮

Jul 10 3:05pm

Hello, everyone!

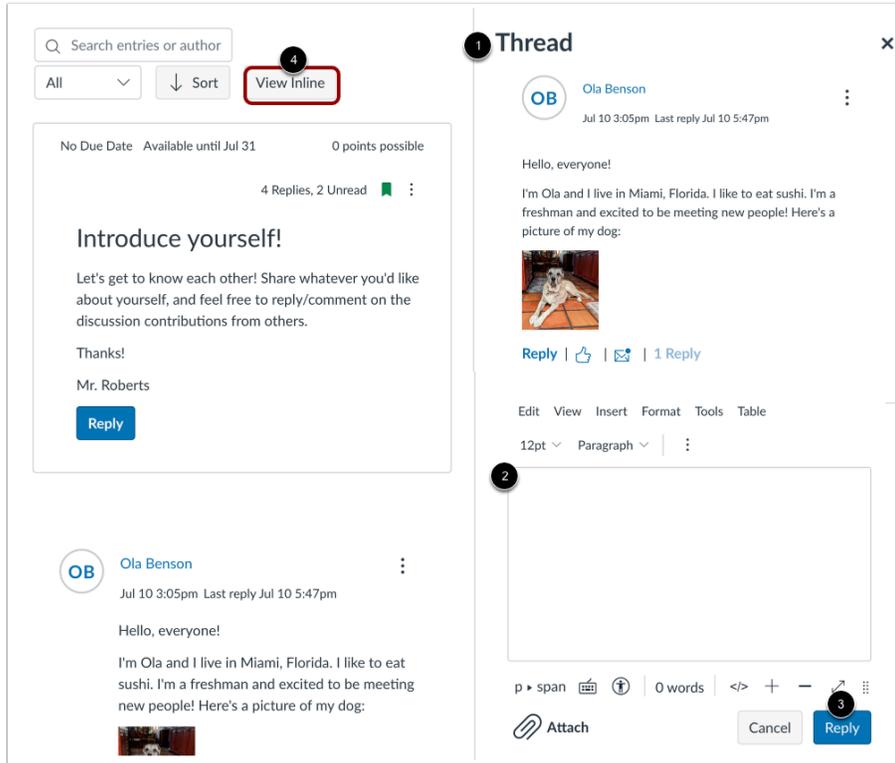
I'm Ola and I live in Miami, Florida. I like to eat sushi. I'm a freshman and excited to be meeting new people! Here's a picture of my dog:



[← Reply](#) | [👍 Like](#) | [✉️ Mark as Unread](#)

To respond to a discussion reply, click the **Reply** link.

Post Reply



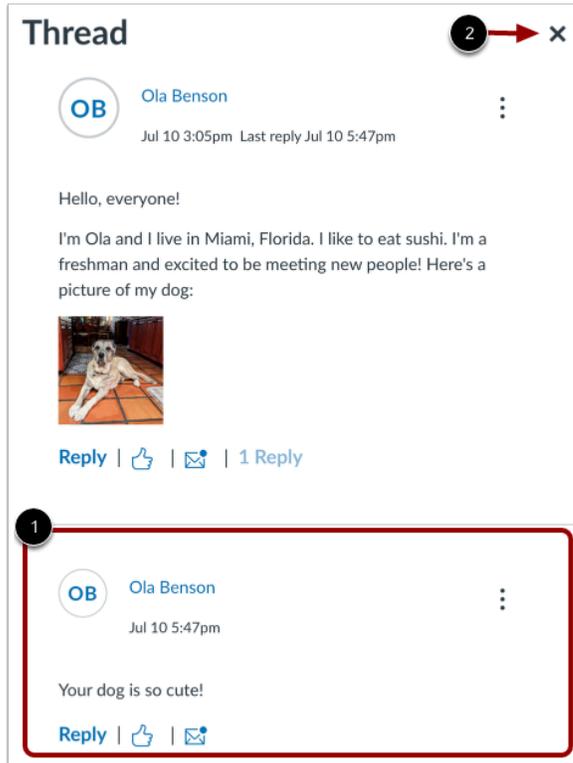
The screenshot shows the Canvas discussion interface. On the left, a discussion post titled "Introduce yourself!" is displayed. The post includes a search bar, a "View Inline" button (circled in red with a '4'), and a "Reply" button. The post content reads: "No Due Date Available until Jul 31 0 points possible", "4 Replies, 2 Unread", "Introduce yourself!", "Let's get to know each other! Share whatever you'd like about yourself, and feel free to reply/comment on the discussion contributions from others.", "Thanks!", "Mr. Roberts", and a "Reply" button. Below the post, the author's name "Ola Benson" and a "Reply" button are visible. On the right, a "Thread" sidebar (circled with a '1') is open, showing the same post content. The thread includes a "Reply" button (circled with a '3') and a "Rich Content Editor" (circled with a '2') for adding content to the reply. The editor includes a toolbar with options like "p", "span", "span", "0 words", and "Attach".

By default, the discussion thread displays in the Thread sidebar [1]. To add your reply, links, files, and other media use the [Rich Content Editor](#) [2].

To post your reply, click the **Reply** button [3].

Note: To view the discussion thread within the same screen, click the **View Inline** button [4].

View Reply

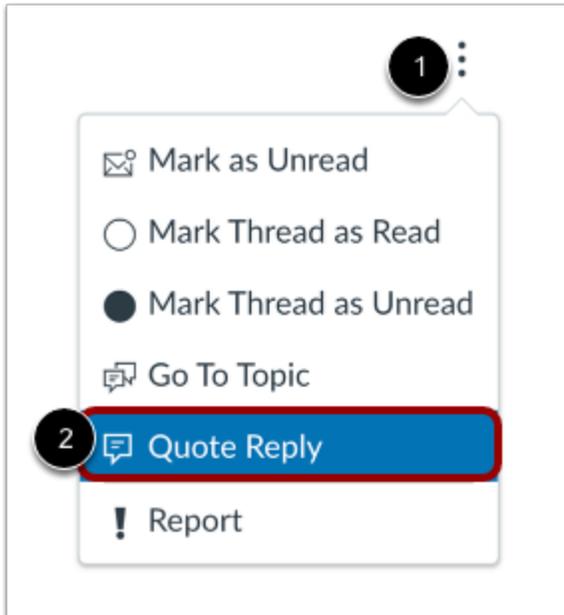


The screenshot shows a 'Thread' sidebar in Canvas. At the top right, there is a close icon (an 'x') and a notification bubble with the number '2' and a red arrow pointing to the right. The main thread contains two posts by 'Ola Benson' (profile icon 'OB'). The first post, dated 'Jul 10 3:05pm' with a 'Last reply Jul 10 5:47pm', says 'Hello, everyone!' and 'I'm Ola and I live in Miami, Florida. I like to eat sushi. I'm a freshman and excited to be meeting new people! Here's a picture of my dog:' followed by a photo of a dog. Below the post are icons for 'Reply', 'like', and 'comment', and a count of '1 Reply'. The second post, dated 'Jul 10 5:47pm', says 'Your dog is so cute!' and also has 'Reply', 'like', and 'comment' icons. A red rectangular box highlights the second post, and a small black circle with the number '1' is positioned at the top left corner of this box. A vertical ellipsis menu icon is visible to the right of both posts.

Your reply displays at the bottom of the discussion thread [1].

To close the Thread sidebar, click the **Close** icon [2].

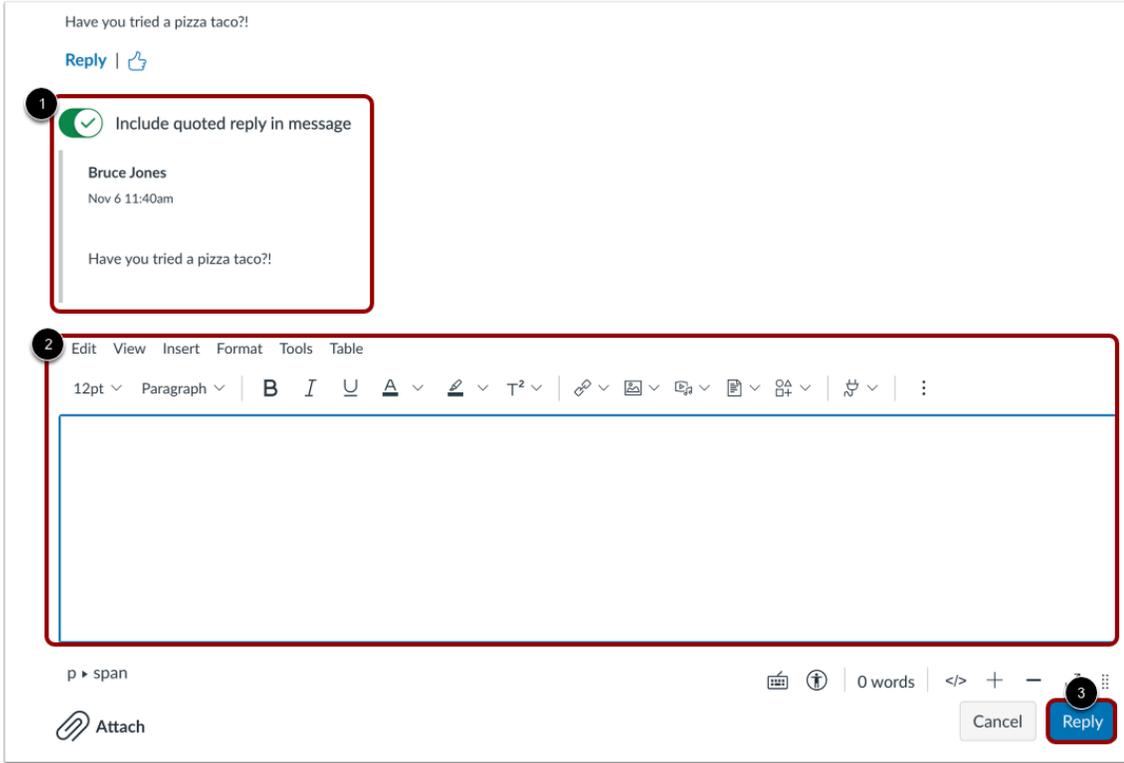
Quote Discussion Replies



When replying to discussion replies, you can quote a reply.

To quote a discussion reply, click the **Options** icon [1] and then click the **Quote Reply** link [2].

View Quoted Discussion Reply Options



The screenshot shows a discussion reply interface. At the top, the text "Have you tried a pizza taco?!" is displayed. Below it, a "Reply" button with a thumbs-up icon is visible. A red box labeled "1" highlights a toggle switch labeled "Include quoted reply in message", which is currently turned on. Below the toggle, a quoted message is shown: "Bruce Jones", "Nov 6 11:40am", and "Have you tried a pizza taco?!". A second red box labeled "2" highlights the rich content editor, which includes a menu bar with "Edit", "View", "Insert", "Format", "Tools", and "Table", and a toolbar with various icons for text formatting, alignment, and insertion. The editor area is currently empty. At the bottom of the editor, there is a status bar showing "p > span", "0 words", and a "Reply" button highlighted with a red box labeled "3".

By default, a quote is included in the reply. To exclude a quote, click the **Include quoted reply in message** toggle button off [1].

Add your reply, links, files, and other media in the Rich Content Editor [2].

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

View Quoted Discussion Reply

**Max Johnson**
Sep 7 1:38pm Last reply Nov 6 1:07pm

1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

[Reply](#) |  | **4 Replies, 2 Unread**

**Emily Boone**
Nov 6 11:36am

Hello, Max! I agree, tacos are so good!

[Reply](#) | 

**Max Johnson**
Nov 6 1:07pm

**Emily Boone**
Nov 6 11:36am

Hello, Max! I agree, tacos are so good!

Great to know you think so too, Emily!

[Reply](#) | 

View the quoted message in your reply.

Closed for Comments

5 Replies, 1 L

Introduce Yourself!

Hi! So now that you're in this class, take a minute and give us your best 30-second speech about yourself. Or, you can answer some questions:

- Which are better, bananas or apples?
- Who is your favorite character in the Toy Story trilogy? Or, if you are not a fan, tell us your favorite character and favorite movie.
- Where on the planet are you sitting right now working on this course?
- Why did you sign up for this course?
- Cats or dogs?

Make your initial response by replying from this entry. And then you can reply on everyone else's individual posts and give them a like.

This topic is closed for comments.

When a discussion is closed for comments, you will see the message: **This topic is closed for comments.**

How do I attach a file to a discussion reply as a student?

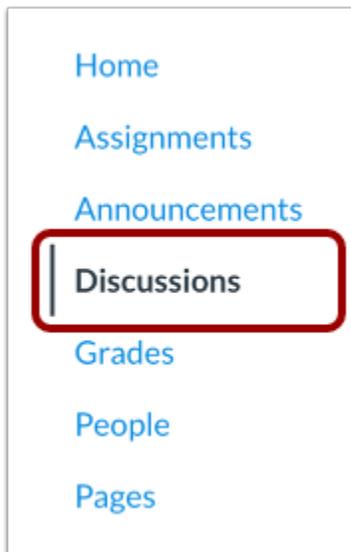
If your instructor allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions.

Any attachments added as part of discussions are copied to your [user files](#). Attachments for graded discussions are not counted against your user quota and cannot be deleted. Files uploaded using the Rich Content Editor count toward your user storage quota.

Notes:

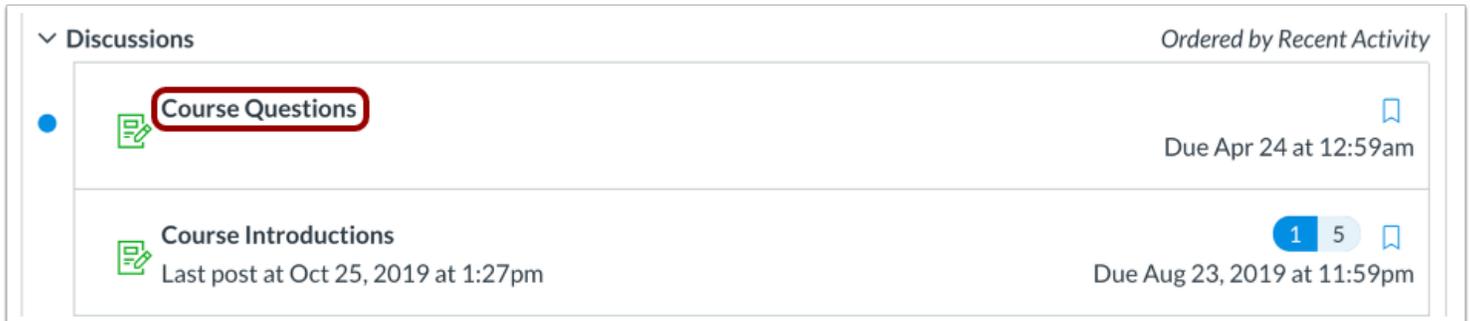
- If the attachment icon does not display, this option is not available in your course.
- If your attachment causes you to exceed your user file quota, the file may fail to attach to an ungraded discussion.
- If you have permission to [edit or delete discussion replies](#), editing a reply also allows you to remove an attachment.

Open Discussions



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

Open Discussion

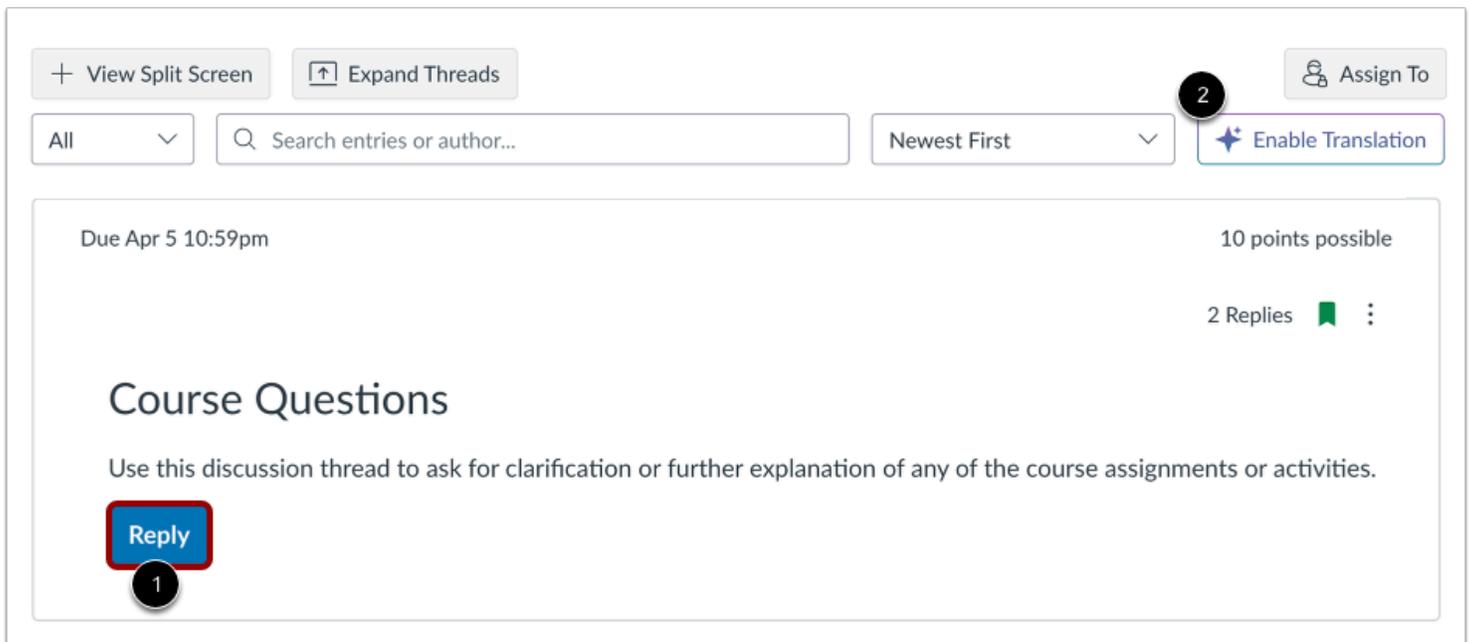


Discussions Ordered by Recent Activity

- Course Questions** Due Apr 24 at 12:59am
- Course Introductions 1 5 1 5 Due Aug 23, 2019 at 11:59pm
Last post at Oct 25, 2019 at 1:27pm

Click the title of the discussion you want to participate in.

Create Reply



+ View Split Screen Expand Threads Assign To

All Search entries or author... Newest First Enable Translation

Due Apr 5 10:59pm 10 points possible

2 Replies

Course Questions

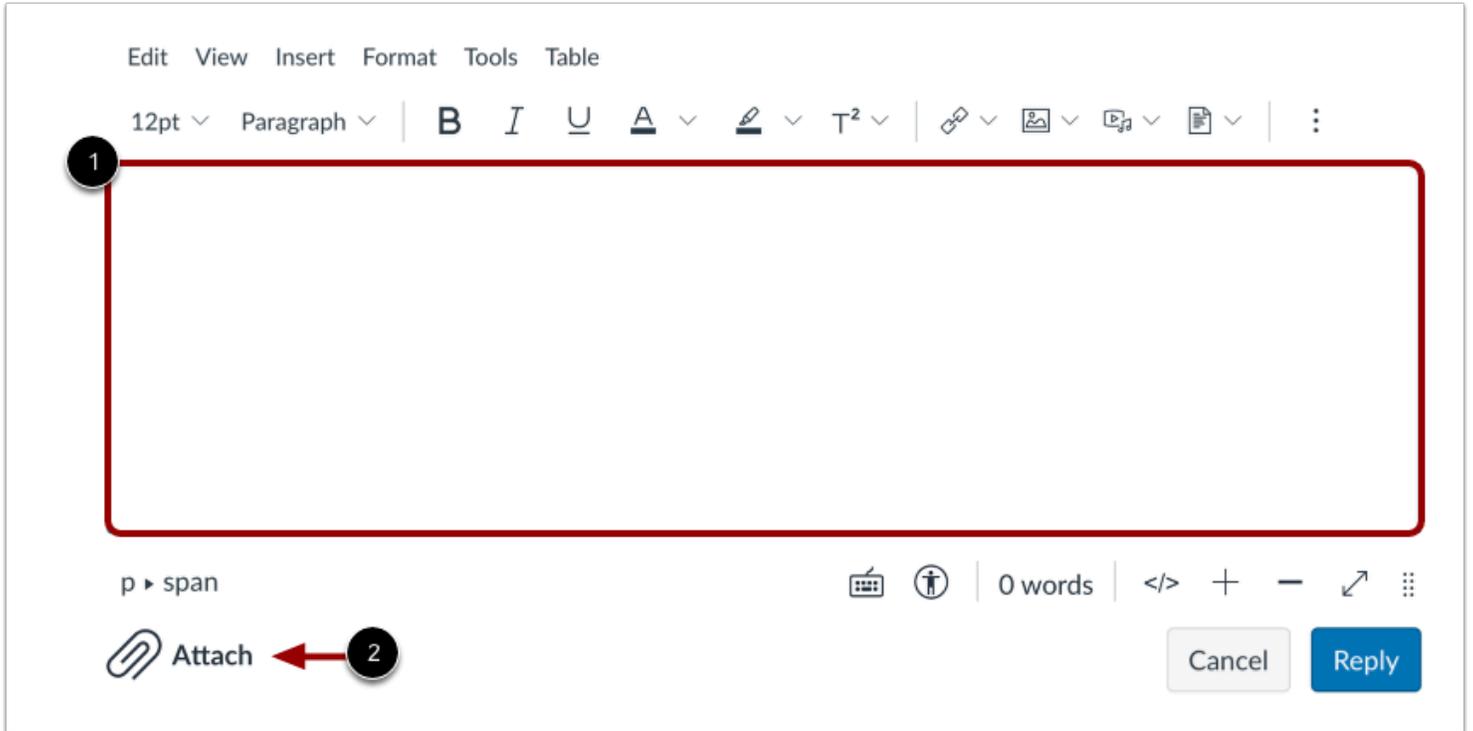
Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Reply 1 2

Click the **Reply** button [1].

Note: When the IgniteAI Translations for Discussions & Announcements feature option is enabled at the course level, the Enable Translation button displays [2]. For more information, visit our guide on [how to translate a discussion](#).

Attach File

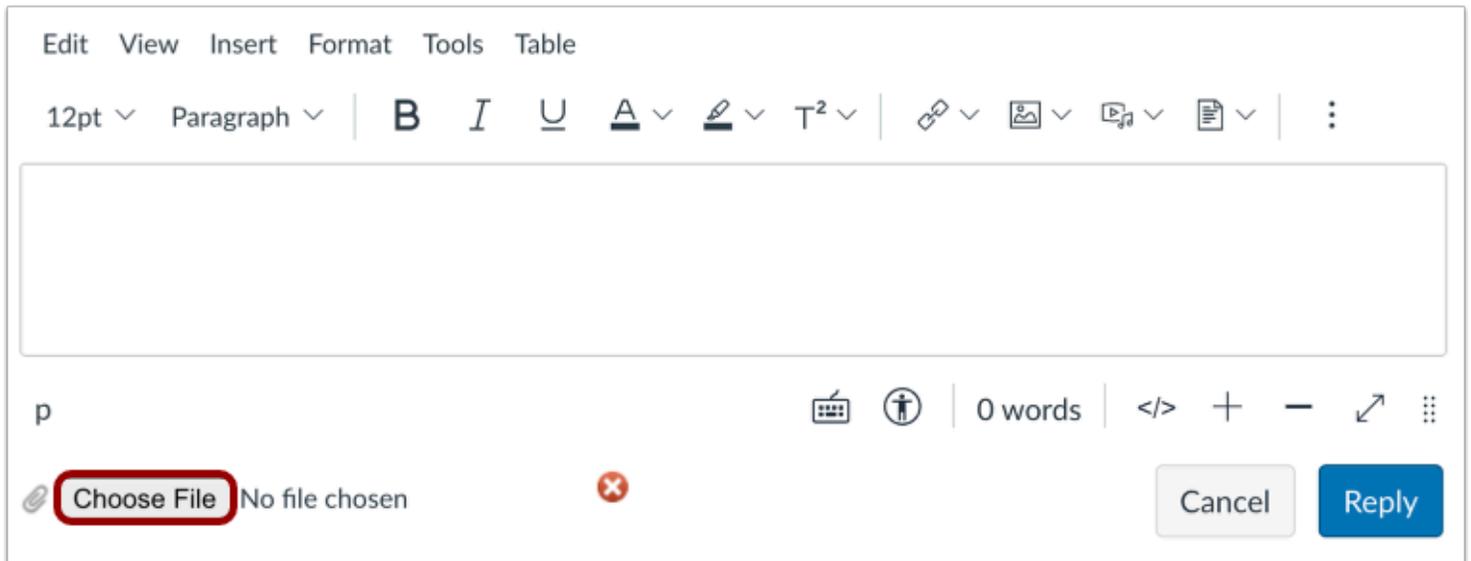


The screenshot displays the Canvas Rich Content Editor interface. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, and Table. Below this is a toolbar containing various icons for text formatting (font size, paragraph style, bold, italic, underline, text color, background color, subscript), linking, image insertion, video insertion, and document insertion. A red circle with the number '1' is placed at the top-left corner of the main text area. At the bottom of the editor, there is a status bar showing 'p > span', a word count of '0 words', and several utility icons. On the left side of the status bar, there is a paperclip icon followed by the text 'Attach', with a red arrow pointing to it and a red circle with the number '2' next to the arrow. On the right side of the status bar, there are 'Cancel' and 'Reply' buttons.

After adding content using the [Rich Content Editor](#) to the discussion reply [1], click the **Attach** link [2].

Note: If you do not have a file attachment icon in your Discussion reply, your instructor has disabled this feature.

Browse for File

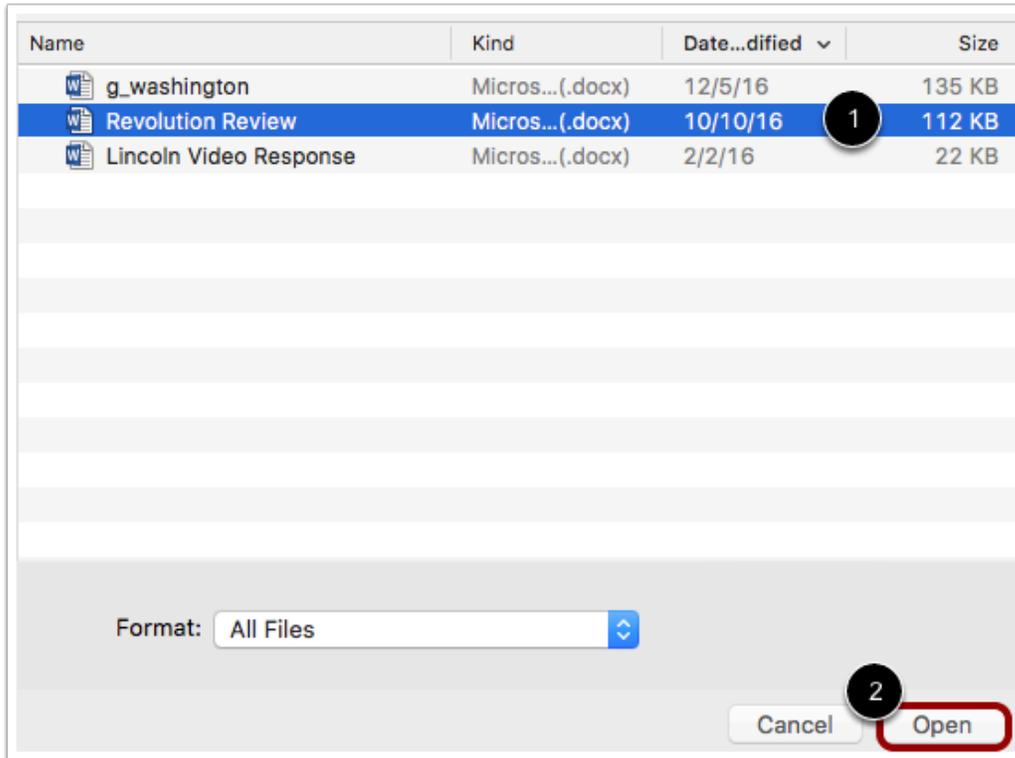


The screenshot shows the Canvas rich text editor interface. At the top, there are menu tabs: Edit, View, Insert, Format, Tools, and Table. Below these are various formatting options: font size (12pt), paragraph style (Paragraph), bold (B), italic (I), underline (U), text color (A), background color (brush), subscript (T²), link, image, video, and document icons. A large empty text area is in the center. Below the text area, there are icons for text color, background color, and a word count indicator showing '0 words'. At the bottom left, there is a 'Choose File' button with a red border, followed by the text 'No file chosen' and a red 'x' icon. At the bottom right, there are 'Cancel' and 'Reply' buttons.

Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

Note: Once an attachment is posted to a discussion post, the attachment cannot be deleted.

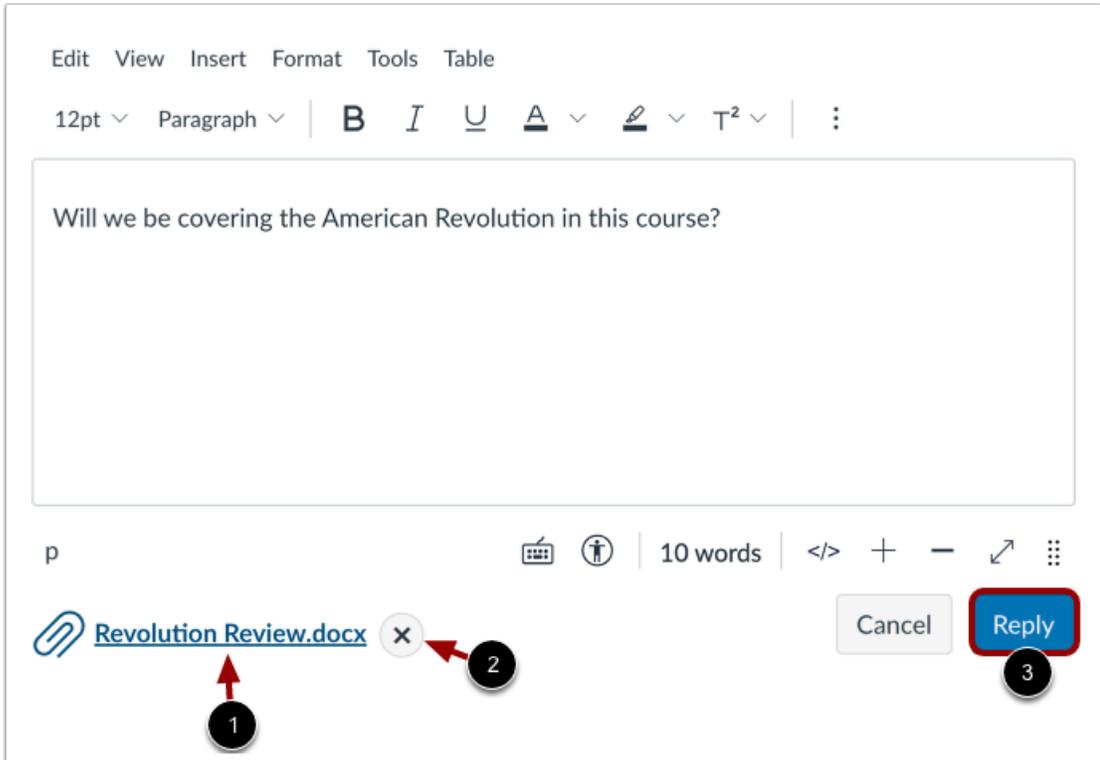
Select File Upload



Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the **Open** or **Choose** button [2] to upload the files to the discussion reply.

Note: You can only upload one attachment in your reply.

Post Reply



Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A |  |  | T² | :

Will we be covering the American Revolution in this course?

p   | 10 words |  + -  ⋮

 [Revolution Review.docx](#)  

Cancel Reply

Your attached file displays.

You can download the file by clicking the link [1], or you can remove it by clicking the **Delete** icon [2].

To post the reply, click the **Reply** button [3].

View Discussion Reply



Emily Boone 

Jul 12 1:21pm

Will we be covering the American Revolution in this course?

[Revolution Review.docx](#) 

 Reply |  Mark as Unread

View your discussion reply. Your attached file displays under the text.

How do I embed an image in a discussion reply as a student?

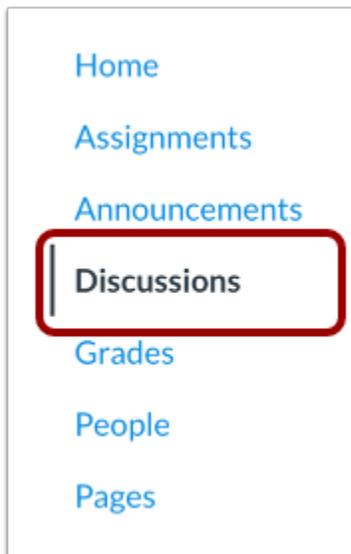
You can embed an image file directly into discussion replies using toolbar and menubar options in the [Rich Content Editor](#). You can upload images from your computer, from a website URL, or from [your Canvas user files](#).

If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not change.

Notes:

- Before you can embed an image from Canvas, the image must first be [uploaded to your user files](#).
- You can embed a variety of image file types. Learn what [types of image files you can embed](#).
- You can also [attach a file to a discussion reply](#).
- If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

Open Discussions



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

Open Discussion

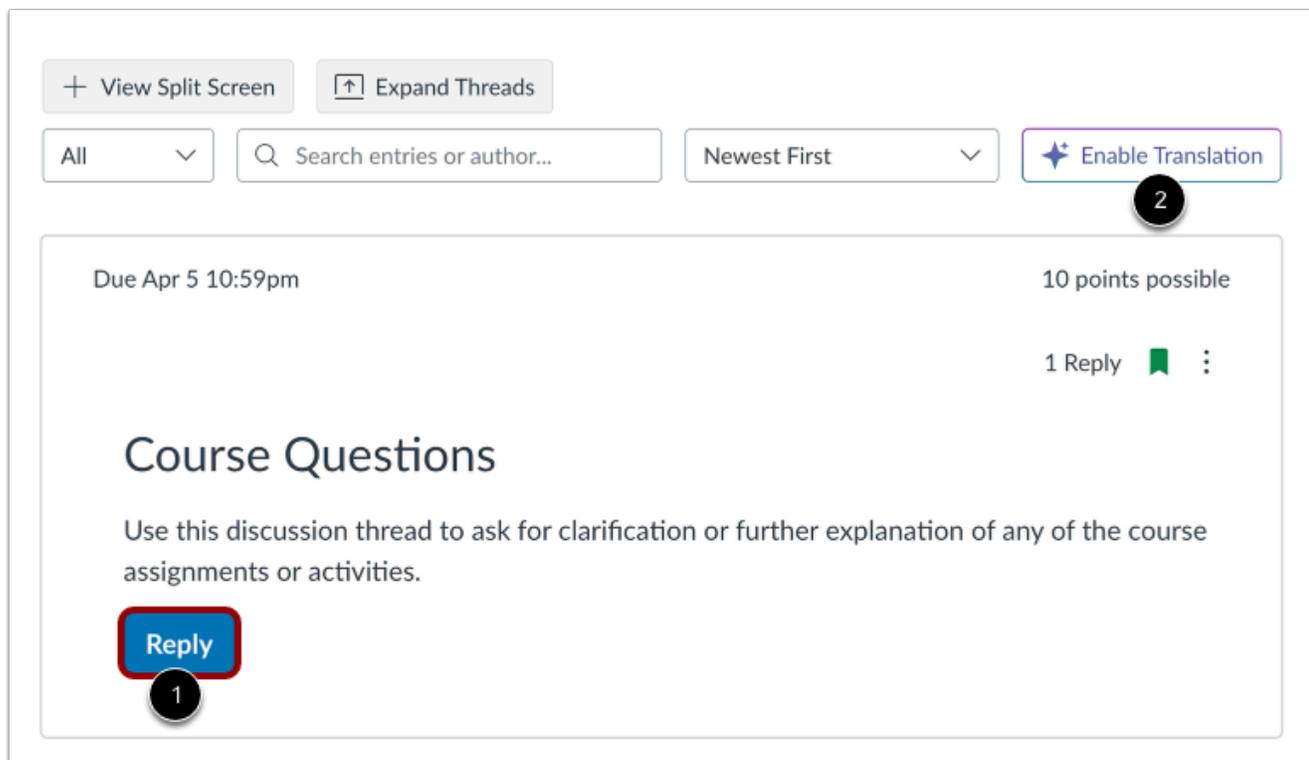


Discussions Ordered by Recent Activity

- [Course Questions](#) Due Apr 24 at 12:59am
- [Social Media](#) 1 5
Last post at Mar 19, 9:56 AM Due Aug 23, 2019 at 11:59pm

Click the discussion title.

Write Reply



+ View Split Screen Expand Threads

All Search entries or author... Newest First **Enable Translation** 2

Due Apr 5 10:59pm 10 points possible

1 Reply 📌 ⋮

Course Questions

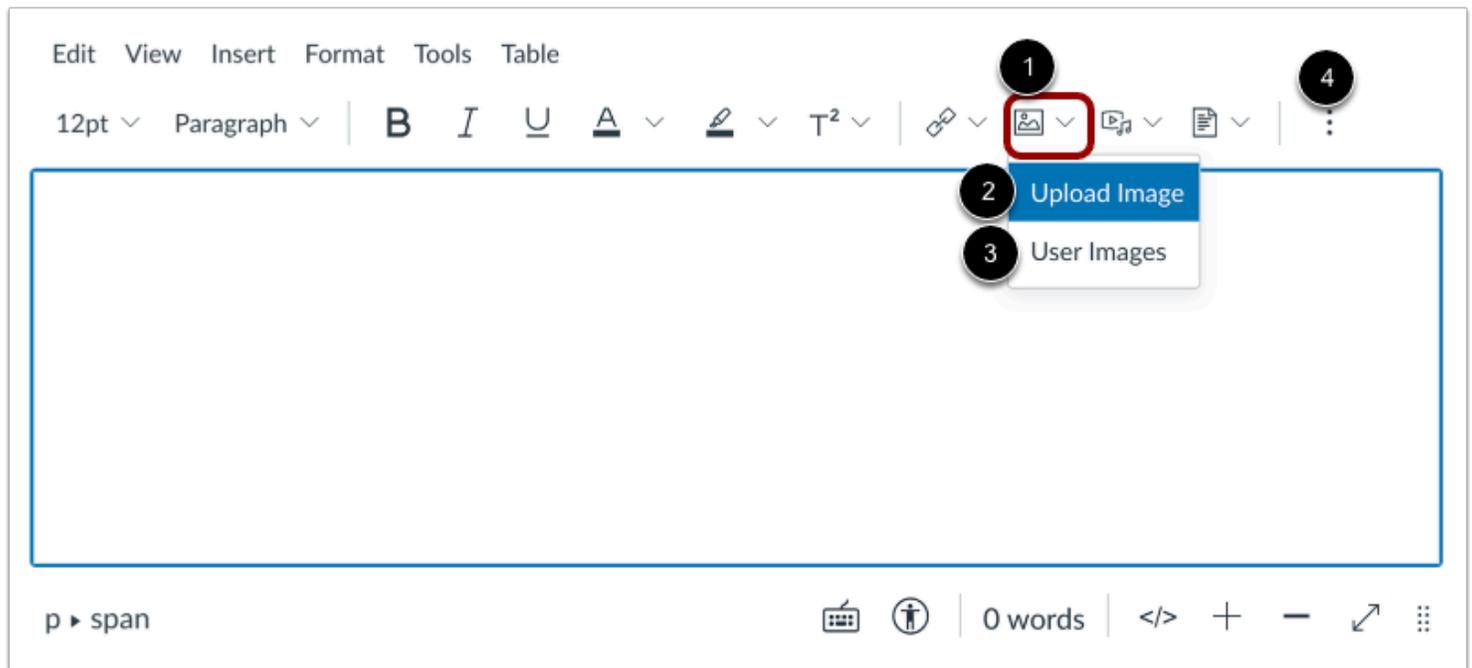
Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Reply 1

Create a new discussion entry by clicking the **Reply** button.

Note: If enabled at your institution, you can access [AI-supported translations for Discussions](#) by clicking the **Enable Translation** button [2].

Add Image from Toolbar



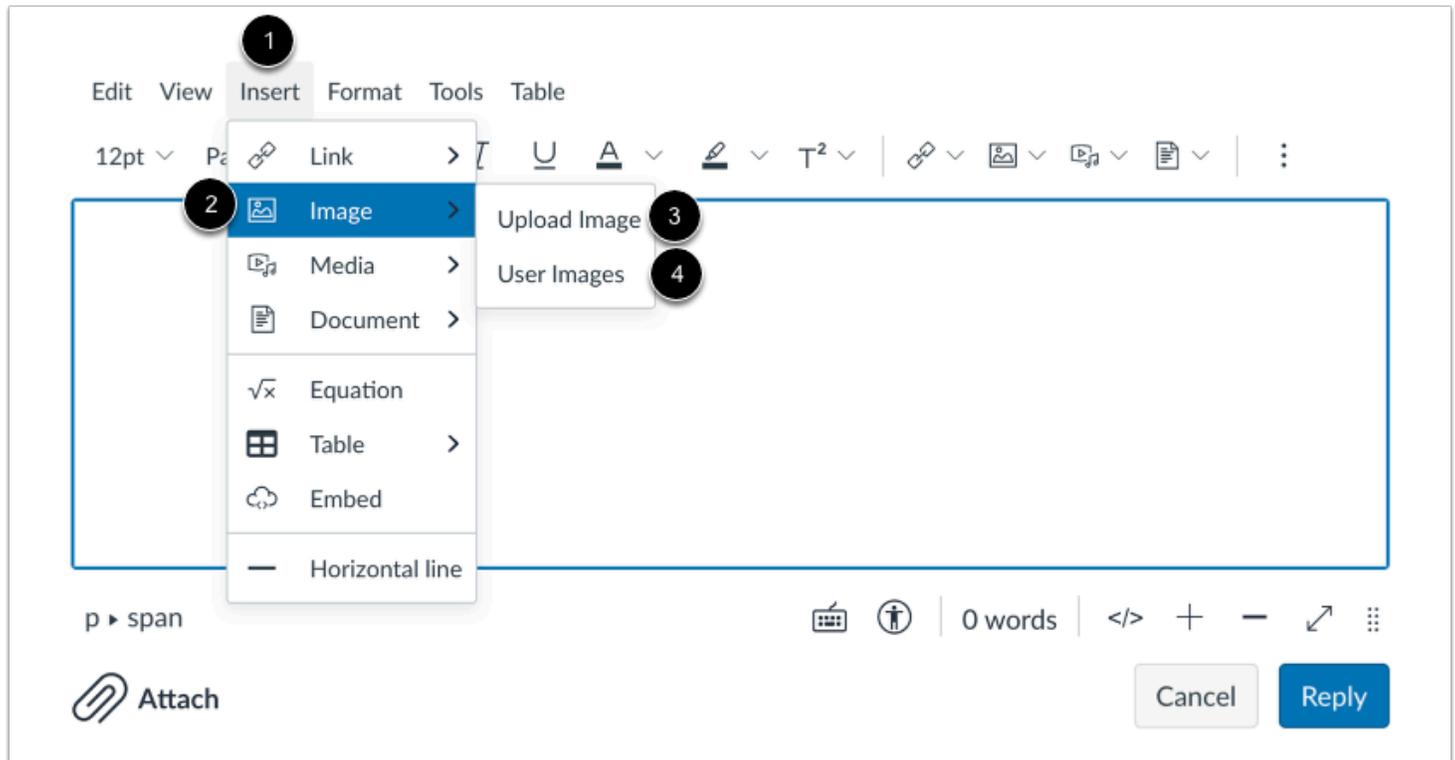
To add an image from the toolbar, click the **Image** icon [1].

To upload new images from your computer or a URL, select the **Upload Image** option [2].

To [embed images from your user files](#), select the **User Images** option [3].

Note: To view the Image icon, you may have to click the **Options** icon [4].

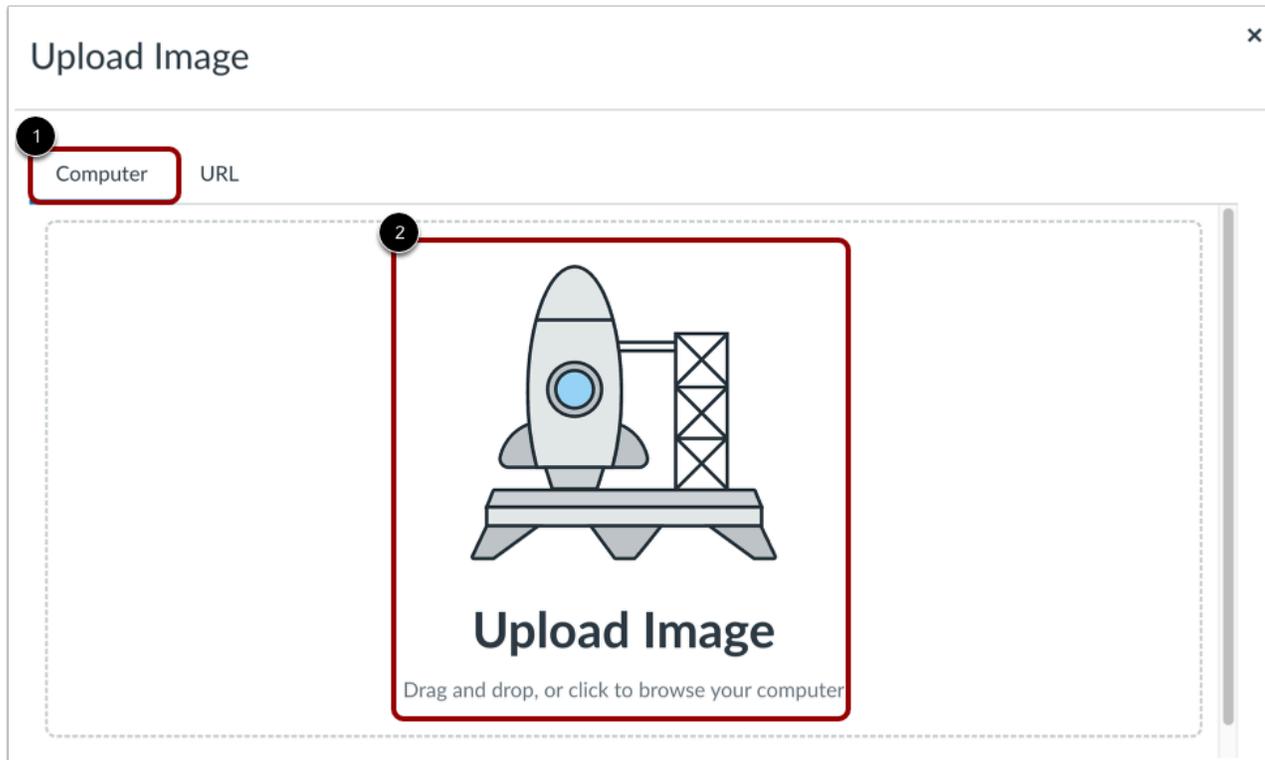
Add Image from Menubar



You can also add an image using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

To upload an image using the menubar, click the **Insert** menu [1], and select the **Image** option [2]. To upload new images from your computer or a URL, select the **Upload Image** option [3], or to [embed images from your user files](#), select the **User Images** option [4].

Upload Image from Computer



By default, the Upload Image window displays the **Computer** tab [1]. To upload a file from your computer, click or drag and drop an image file to the image uploader [2]. Or, click the image uploader and select a file from your computer.

Note: Images uploaded from your computer are added to your user files.

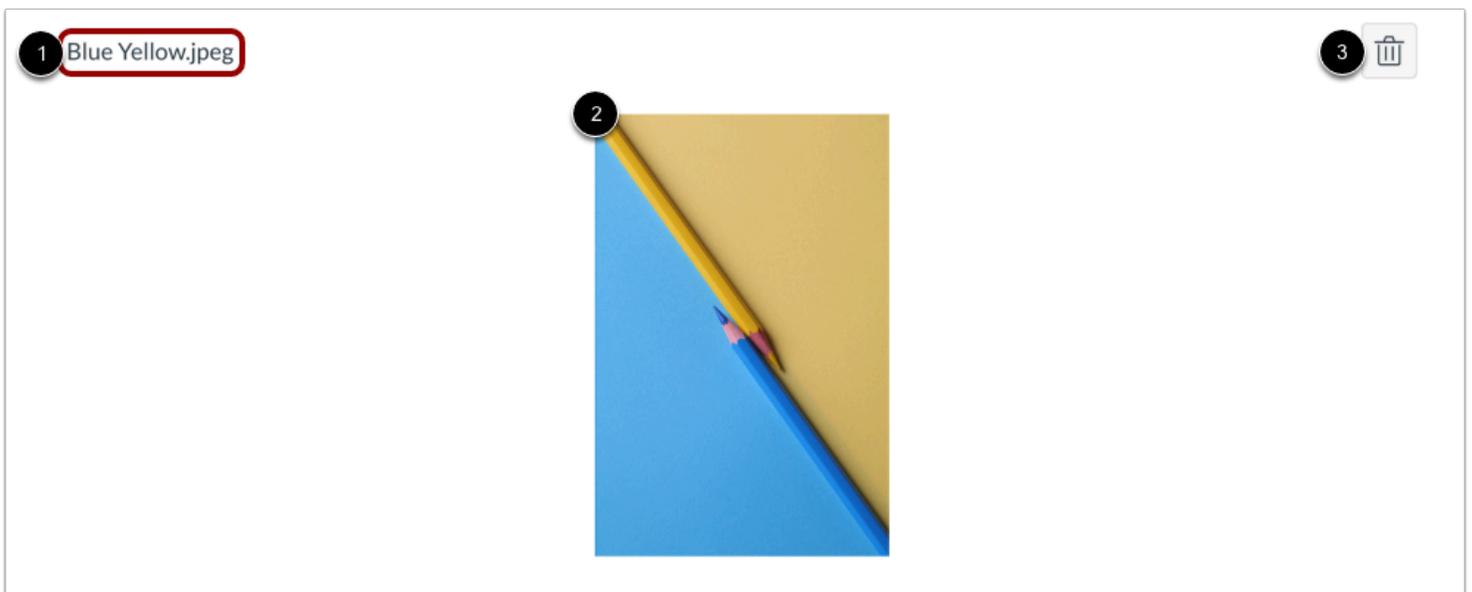
Select File



If you click to upload a file, select the image file [1] and click the **Open** button [2].

Note: To check if the file type is supported, visit the [What types of media files can I upload in Canvas?](#) guide.

View Selected File



Preview the image file name [1] and the image [2].

Note: To remove the image and select a different image, click the **Delete** icon [3].

Embed Image from URL

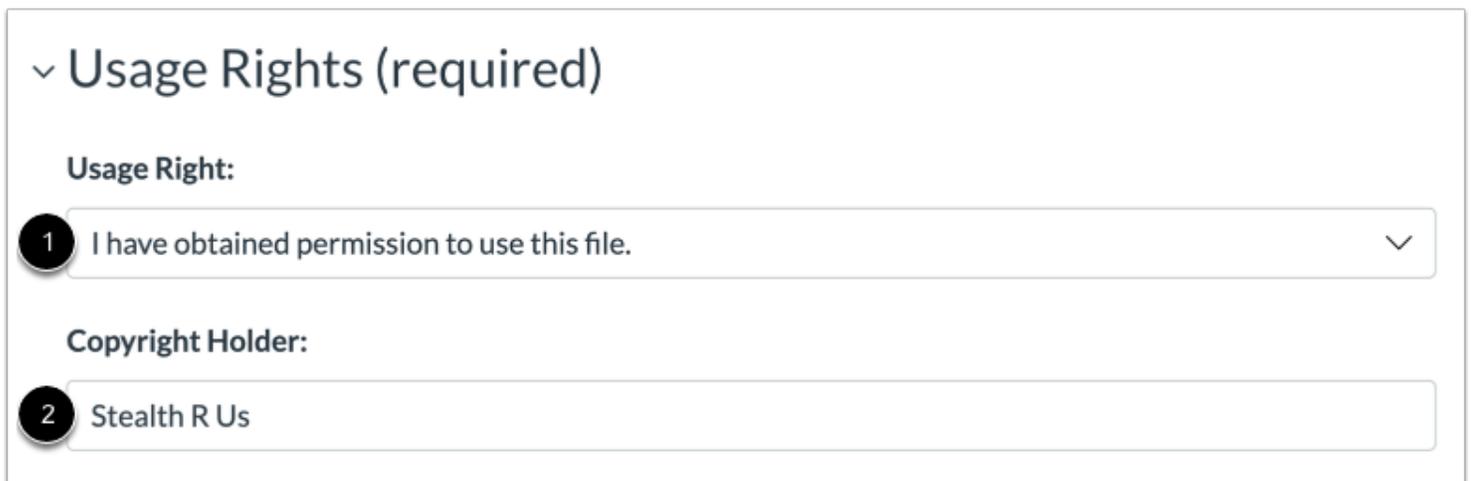


The screenshot shows the 'Embed Image from URL' interface. At the top, there are two tabs: 'Computer' and 'URL'. The 'URL' tab is selected and highlighted with a red box and a circled '1'. Below the tabs is a 'File URL' field. A circled '2' points to the URL 'https://learn.utoronto.ca/sites/default/files/styles/medium_landscape_790_by_425_/public/images/2018-09/quality-support-gro' entered in the field.

To embed an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

Manage Usage Rights



The screenshot shows the 'Usage Rights (required)' section. It has a dropdown menu for 'Usage Right:' with the option 'I have obtained permission to use this file.' selected, indicated by a circled '1'. Below it is a 'Copyright Holder:' field with the text 'Stealth R Us' entered, indicated by a circled '2'.

If required by your institution, you need to select usage right settings for your image.

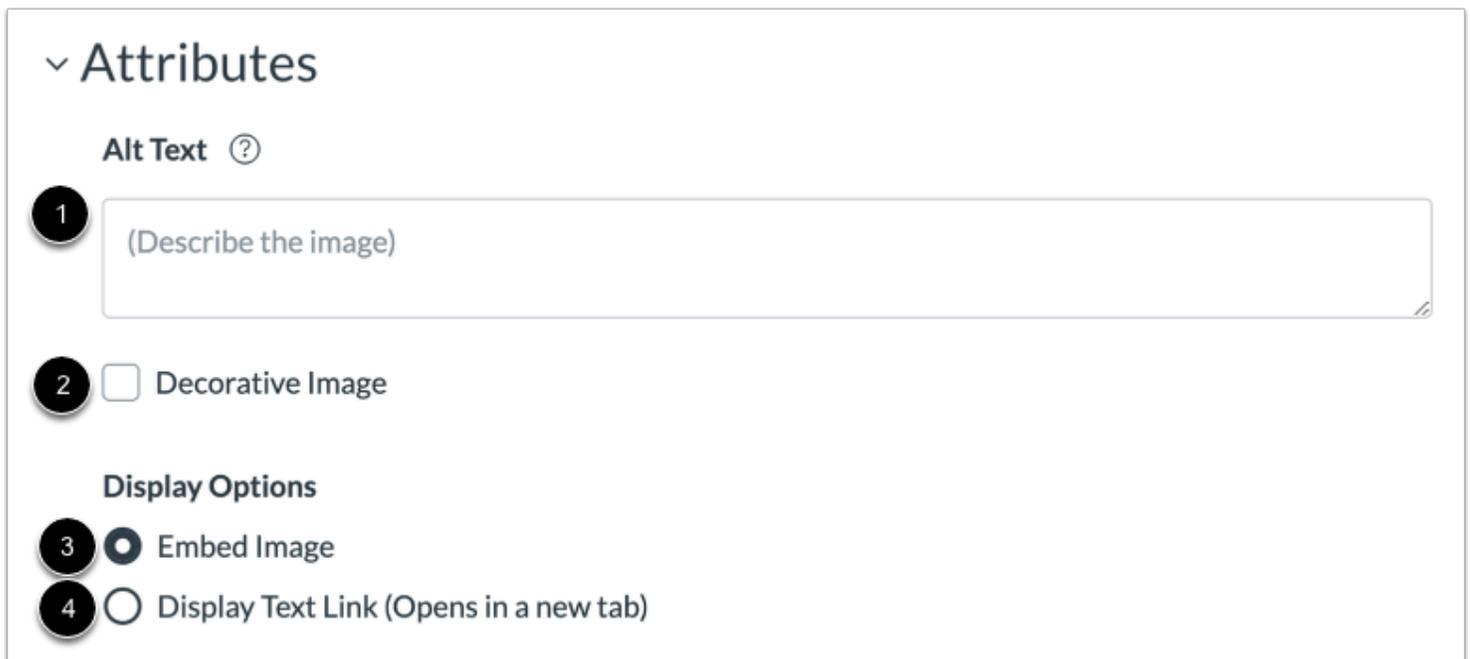
In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **I hold the copyright:** original content created by you
- **I have obtained permission to use this file:** authorized permission by the author
- **The material is in the public domain:** explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright

- **The material is subject to an exception – e.g. fair use, the right to quote, or others under applicable copyright laws:** excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons:** this option also requires setting a specific [Creative Commons](#) license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Manage Image Attributes



Attributes

Alt Text ?

1 (Describe the image)

2 Decorative Image

Display Options

3 Embed Image

4 Display Text Link (Opens in a new tab)

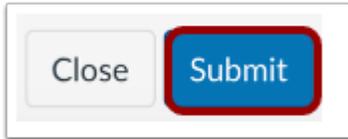
To add Alt Text to your image, type an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the **Decorative Image** checkbox [2].

By default, the **Embed Image** display option is selected for embedded images [3].

To display the image file link, select the **Display Text Link** display option [4]. The file link will replace the image in the Rich Content Editor.

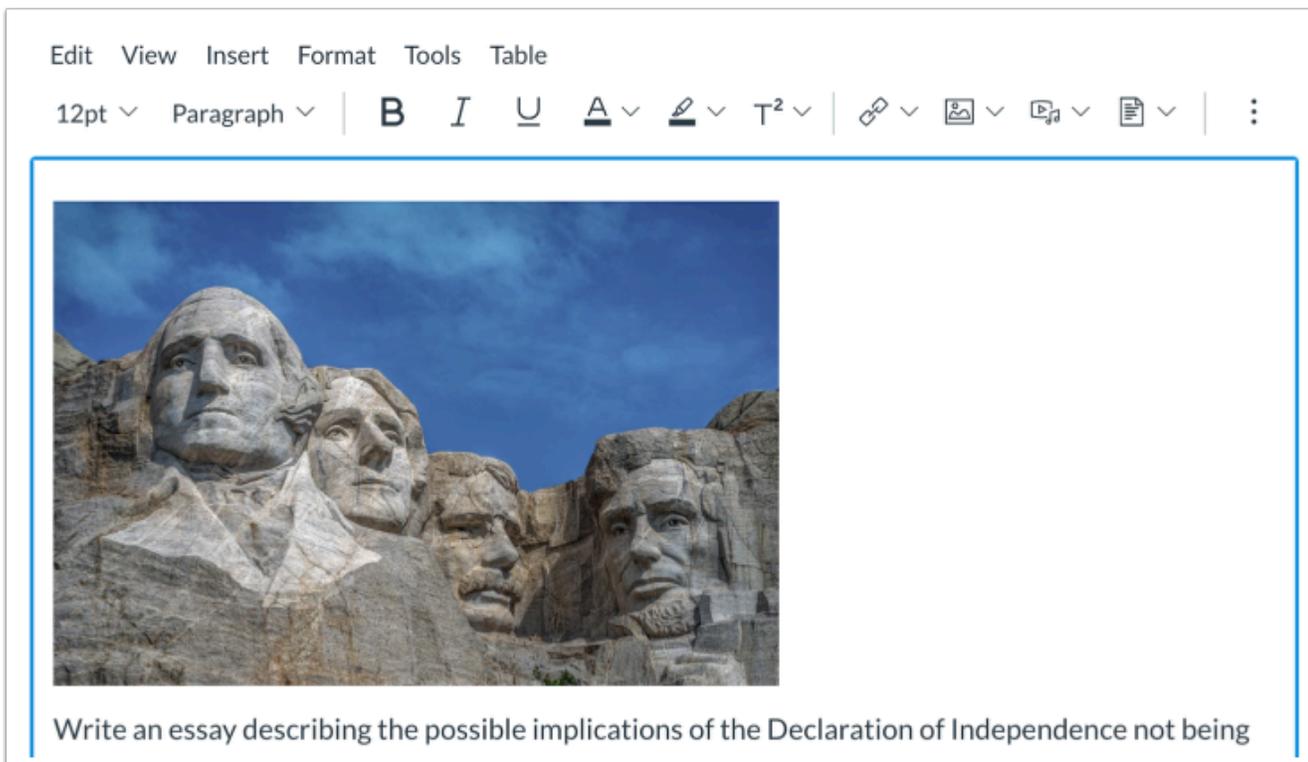
Embed Image



To embed your selected image, click the **Submit** button.

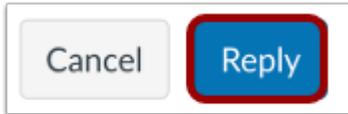
Note: The image flashes before it embeds in the Rich Content Editor.

View Embedded Image

A screenshot of the Canvas Rich Content Editor. At the top is a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu is a toolbar with various icons for text formatting (font size, paragraph, bold, italic, underline, text color, background color, text background color, text style) and other functions (link, image, video, document). The main content area contains an embedded image of Mount Rushmore. Below the image is a text prompt: 'Write an essay describing the possible implications of the Declaration of Independence not being'.

View your uploaded image in the Rich Content Editor. You can also add or modify [alt text tags and manage the image display options](#).

Post Reply



Click the **Reply** button.

View Discussion Reply



Emily Boone

Edited Apr 2 1:20pm

[View History](#)

President Lincoln did many great things for our country.



[Reply](#)

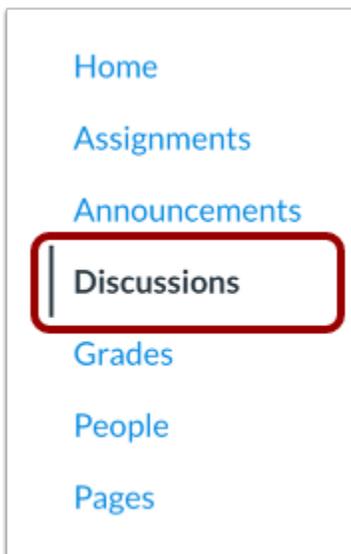
View your discussion reply.

How do I edit or delete discussion replies as a student?

If your instructor allows, you can edit and delete your own discussion posts. If the edit or delete option does not display, your instructor has restricted this setting in your course.

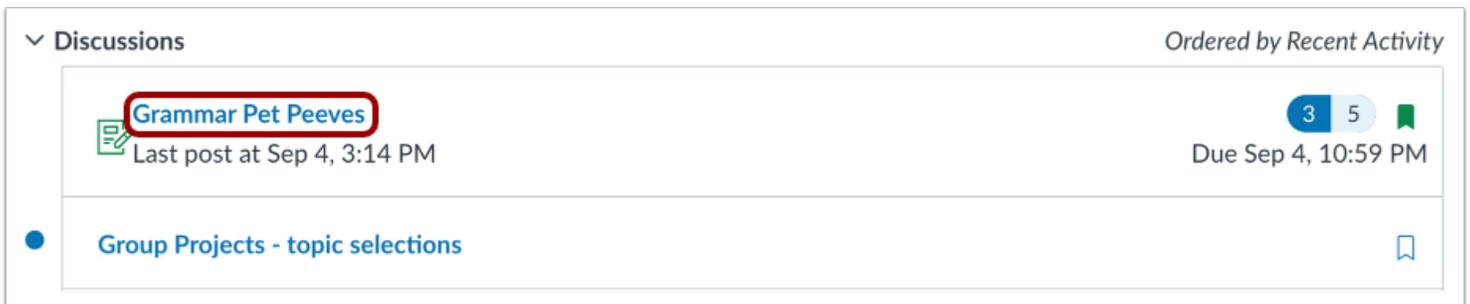
Note: This setting does not affect discussions in course groups.

Open Discussions



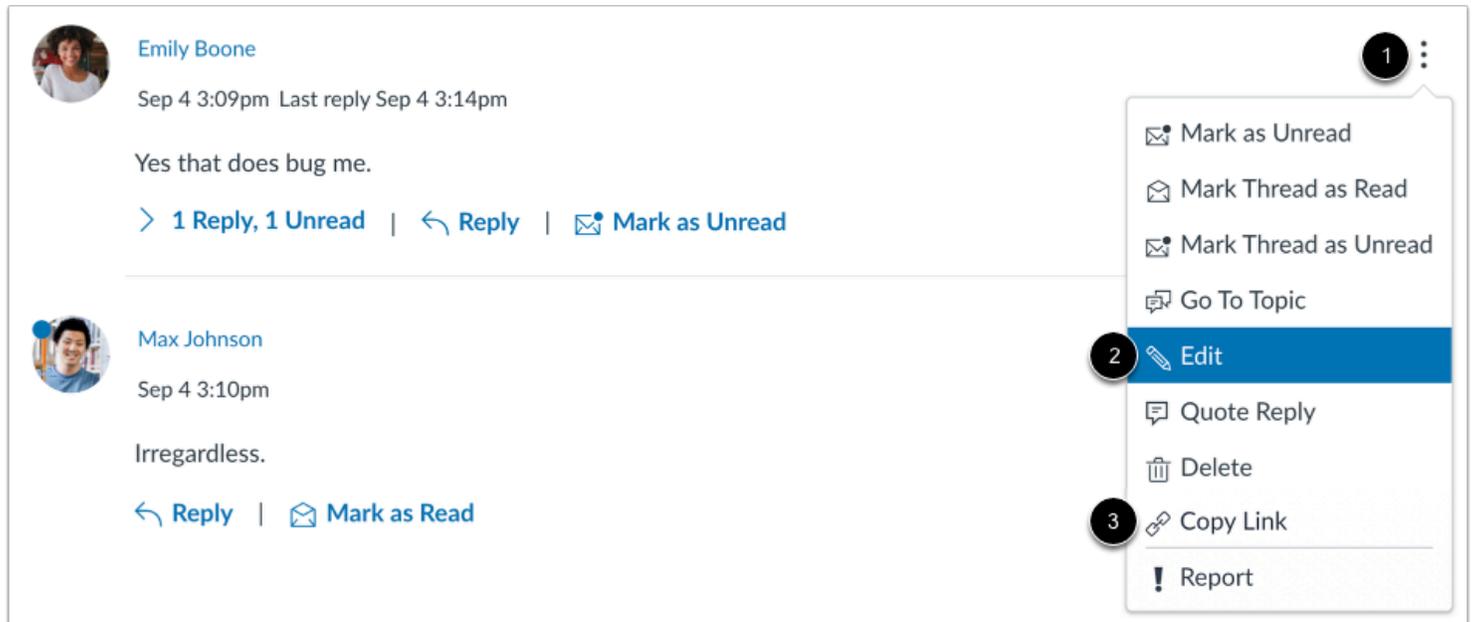
In Course Navigation, click the **Discussions** link.

Open Discussion



Click a discussion title.

Edit Discussion Reply

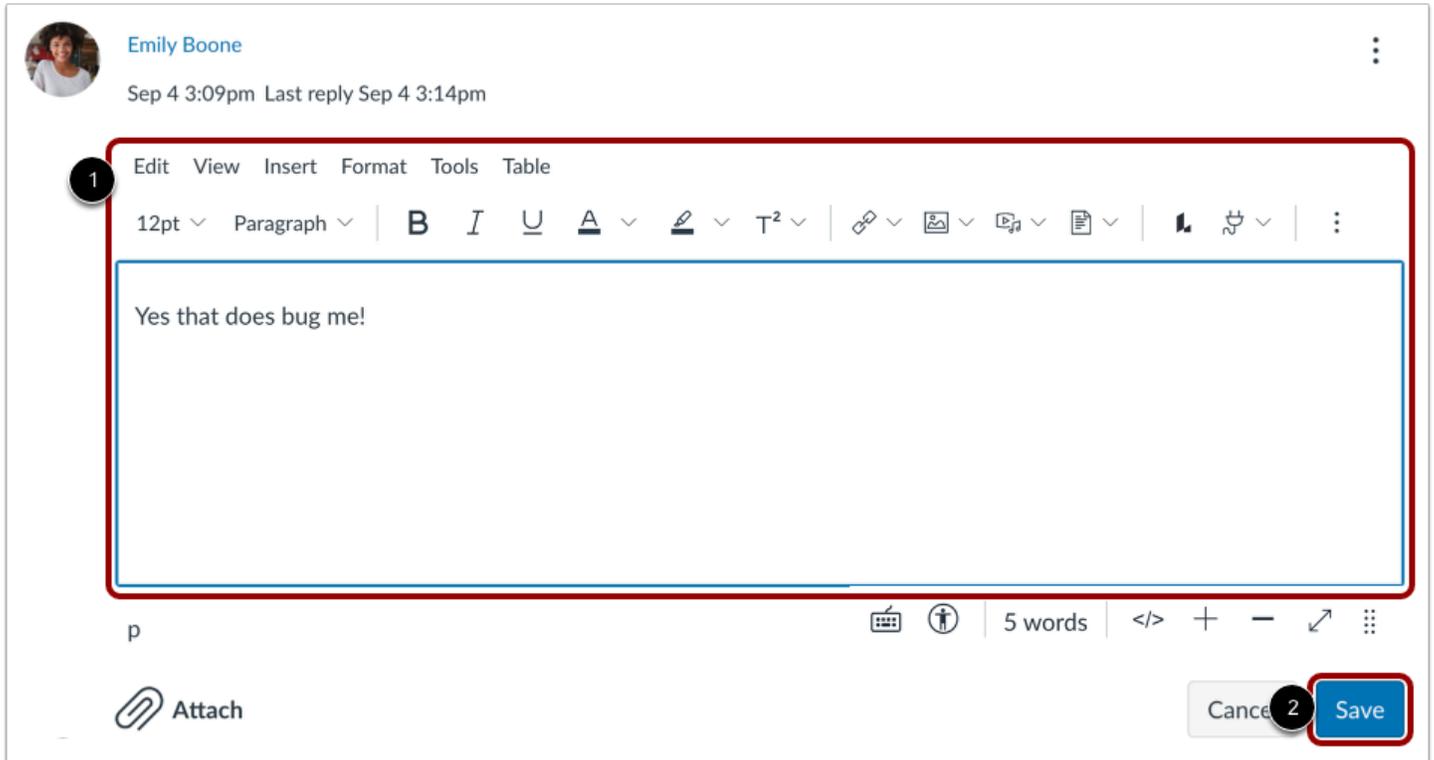


The screenshot shows a discussion thread with two replies. The first reply is from Emily Boone, dated Sep 4 3:09pm, with the text "Yes that does bug me." Below the text are links for "1 Reply, 1 Unread", "Reply", and "Mark as Unread". The second reply is from Max Johnson, dated Sep 4 3:10pm, with the text "Irregardless." Below the text are links for "Reply" and "Mark as Read". An options menu is open over the second reply, with three numbered callouts: [1] points to the options icon (three dots), [2] points to the "Edit" option (pencil icon), and [3] points to the "Copy Link" option (link icon). Other options in the menu include "Mark as Unread", "Mark Thread as Read", "Mark Thread as Unread", "Go To Topic", "Quote Reply", "Delete", and "Report".

Locate the reply you want to edit and click the **Options** icon [1]. Then select the **Edit** option [2].

To copy a permalink to a specific reply, select the **Copy Link** option [3].

Save Edits



Emily Boone
Sep 4 3:09pm Last reply Sep 4 3:14pm

1 Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** |  |  |  |  |  | 

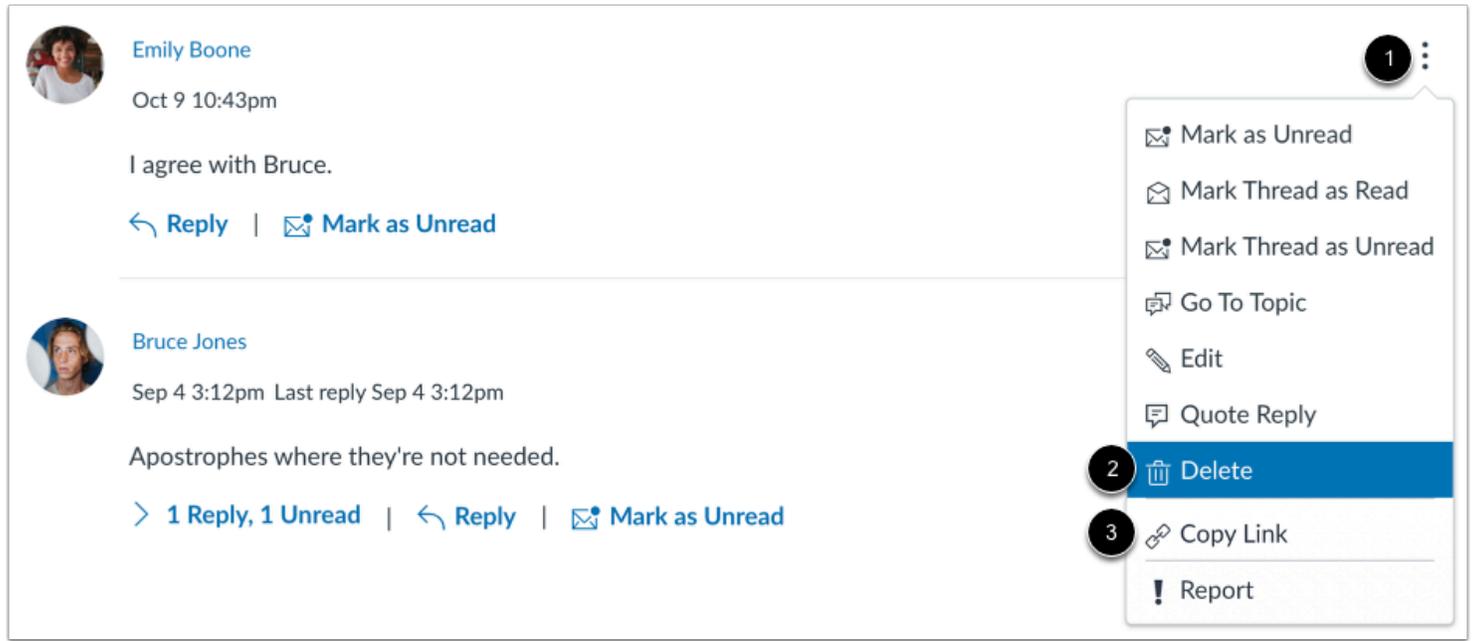
Yes that does bug me!

p   | 5 words |  + -  

 Attach Cancel **2 Save**

Edit the discussion reply in the [Rich Content Editor](#) [1]. To post your edits, click the **Save** button [2].

Delete Reply



Emily Boone
Oct 9 10:43pm
I agree with Bruce.
← Reply | ✉ Mark as Unread

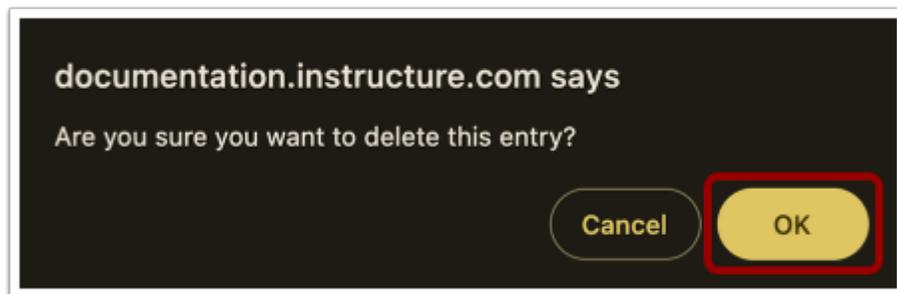
Bruce Jones
Sep 4 3:12pm Last reply Sep 4 3:12pm
Apostrophes where they're not needed.
> 1 Reply, 1 Unread | ← Reply | ✉ Mark as Unread

- 1 ⋮
- ✉ Mark as Unread
- ✉ Mark Thread as Read
- ✉ Mark Thread as Unread
- 🗨 Go To Topic
- ✎ Edit
- 🗨 Quote Reply
- 2 🗑 Delete
- 3 🔗 Copy Link
- ! Report

To delete your reply to a discussion topic, click the reply **Options** icon [1], then select the **Delete** option [2].

To copy a permalink to a specific reply, select the **Copy Link** option [3].

Confirm Delete



documentation.instructure.com says
Are you sure you want to delete this entry?

Cancel OK

Click the **OK** button.

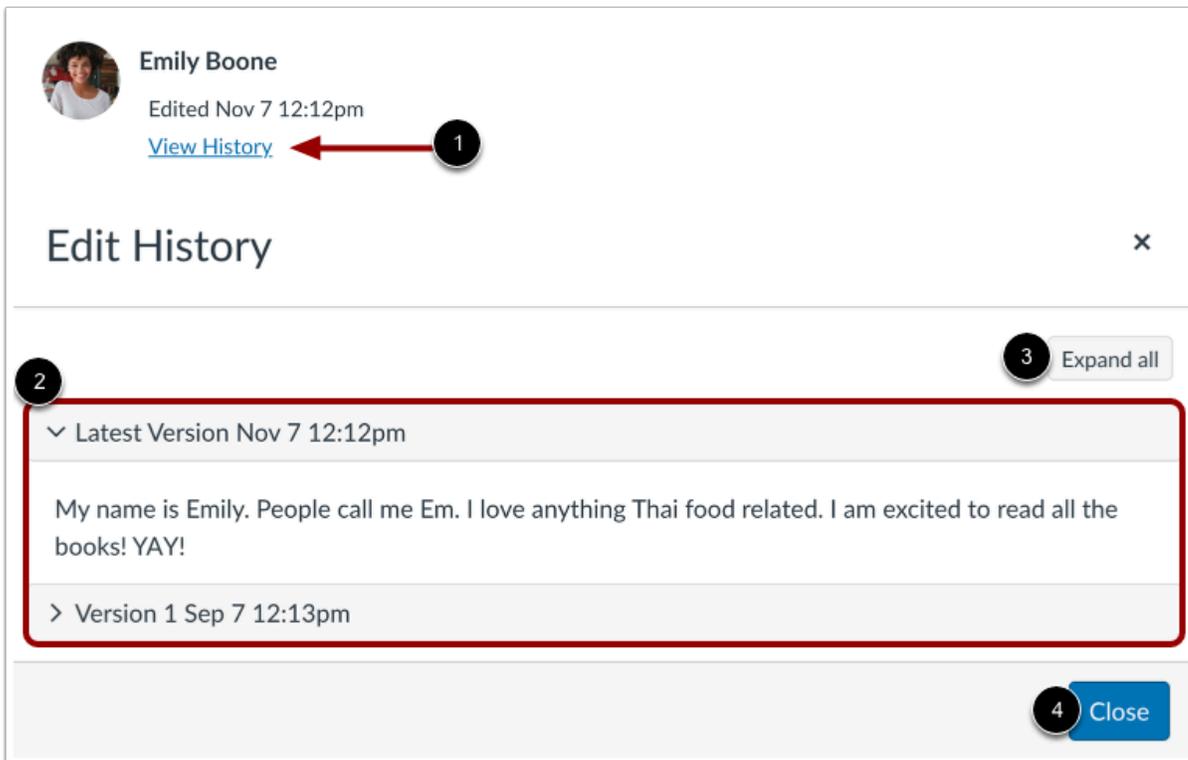
Verify Delete



If you delete a discussion reply with other course user replies attached, Canvas shows a Deleted by notification. The notification includes your name. This entry cannot be removed.

Note: Course instructors can see that you deleted your replies in the discussion.

View Reply History

A screenshot of the 'Edit History' dialog box in Canvas. At the top left is a profile picture of Emily Boone, followed by her name and the text "Edited Nov 7 12:12pm". Below this is a blue link "View History" with a red arrow pointing to it, labeled with a circled "1". The dialog box has a title "Edit History" and a close button (an 'x' icon). Below the title is a section for the edit history. It starts with a dropdown menu showing "Latest Version Nov 7 12:12pm" (labeled with a circled "2"). Below this is the text of the latest version: "My name is Emily. People call me Em. I love anything Thai food related. I am excited to read all the books! YAY!". Below that is another dropdown menu showing "> Version 1 Sep 7 12:13pm". In the top right corner of the dialog box is a button labeled "Expand all" (labeled with a circled "3"). In the bottom right corner is a blue button labeled "Close" (labeled with a circled "4").

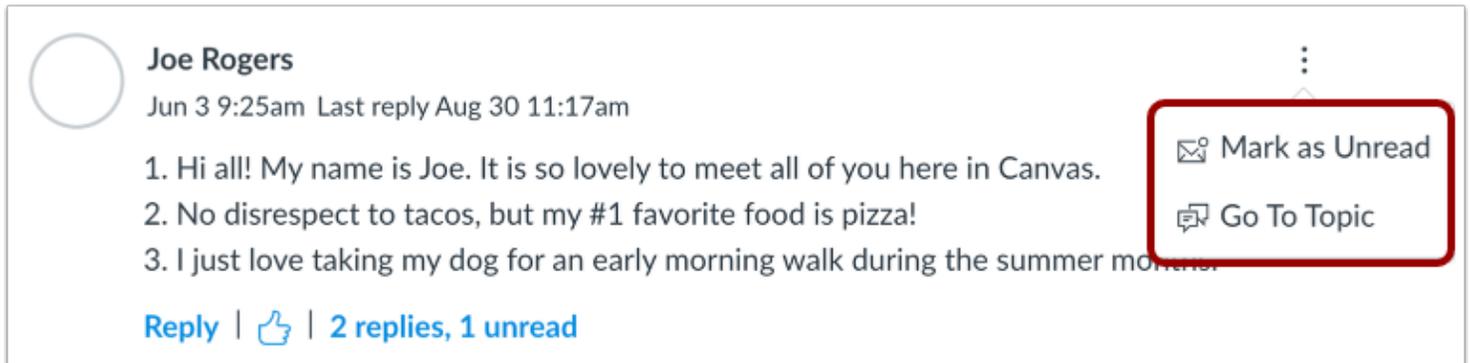
If students are allowed to edit their discussion posts, you can view the edit history of their post.

To view the history, click the **View History** link [1].

In the Edit History window, you can view any version with the date and time stamp of the student's post [2]. To expand all of the versions, click the **Expand all** button [3].

To return to the discussion, click the **Close** button [4].

View Restricted Options



 **Joe Rogers**
Jun 3 9:25am Last reply Aug 30 11:17am

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

[Reply](#) |  | [2 replies, 1 unread](#)


 [Mark as Unread](#)
 [Go To Topic](#)

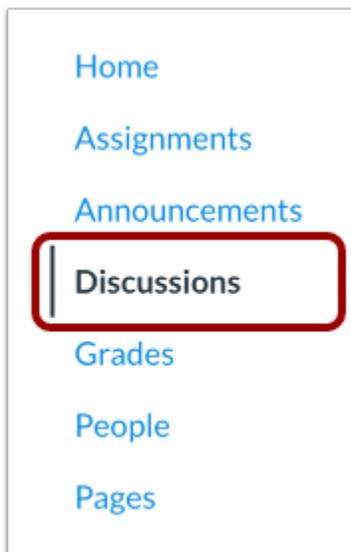
If your instructor has restricted the option to edit or delete your discussion replies, the options do not display in the Options menu.

How do I like a reply in a course discussion as a student?

You may be able to like discussion replies in your course.

Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like a discussion reply, this feature is not available to you.

Open Discussions



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

Open Discussion

▼ Pinned Discussions

[Course Introductions](#) 6 13 

 Last post at Jun 3 at 9:19am Available until Jun 27 at 11:59pm Due Jun 25 at 11:59pm

 [Elections Discussion](#) 1 1 

 Last post at Aug 20, 2020 at 2:33pm Due Apr 5 at 11:59pm

Click the title of the discussion.

Like Discussion Reply

 **Doug Roberts**
AUTHOR | TEACHER
Jun 5 2:30pm Edited Jul 12 10:10am
Thanks for all for your posts!

Reply  1 reply

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

View Liked Discussion



Doug Roberts
AUTHOR | TEACHER
Jun 5 2:30pm Edited Jul 12 10:10am
Thanks for all for your posts!

Reply  1 reply

The Like icon will change color, indicating you have liked the reply. The Like icon also displays the total number of times a reply has been liked.

View Liking Restriction



Jane Smith Jun 3 9:33am ⋮

Howdy! Great to see everyone in here.

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

Reply |  1 

If your instructor has restricted the liking option to only users with grading permissions, the like icon will be inactive. However, you can still view the total number of likes on a reply.

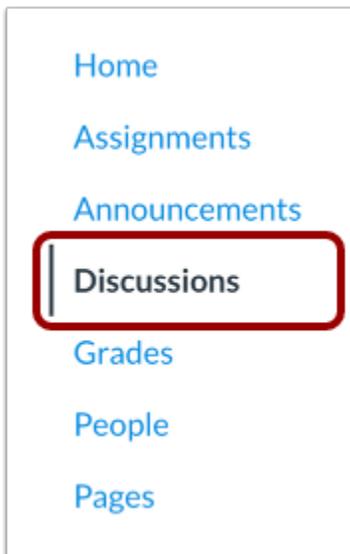
How do I view a discussion thread as a student?

You can view discussion threads in a discussion. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable. You can view discussion reply threads in a separate sidebar or inline.

Notes:

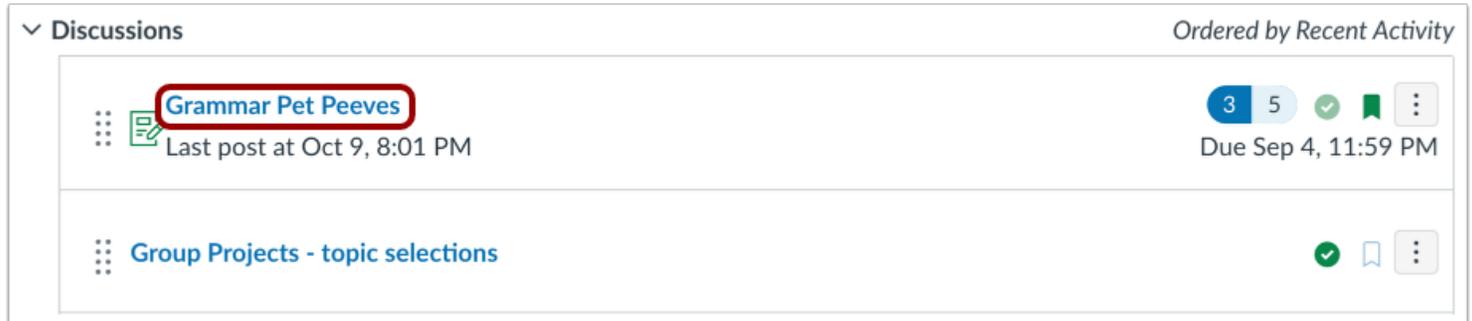
- If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.
- If enabled at your institution, you can access [AI-supported translations for Discussions](#).

Open Discussions



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

Open Discussion



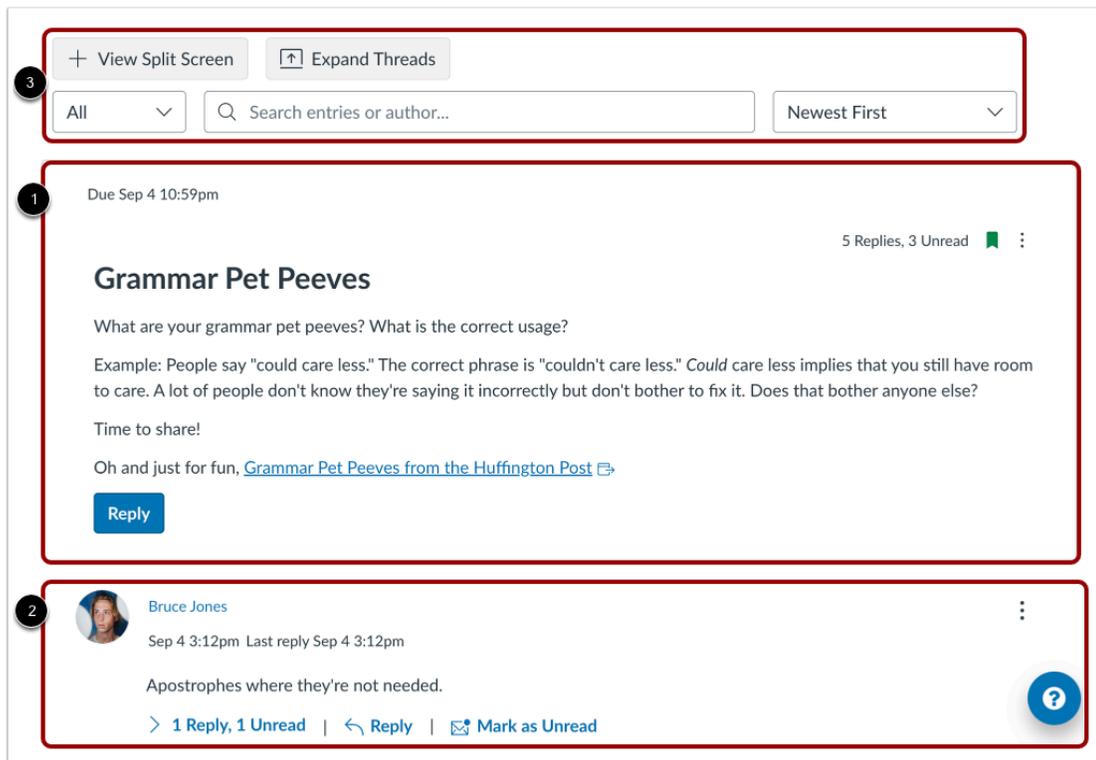
Discussions Ordered by Recent Activity

Grammar Pet Peeves 3 5 ✓ 📌 ⋮
Last post at Oct 9, 8:01 PM Due Sep 4, 11:59 PM

Group Projects - topic selections ✓ 📌 ⋮

Click the title of the discussion.

View Discussion



3 + View Split Screen Expand Threads

All Newest First

1 Due Sep 4 10:59pm 5 Replies, 3 Unread 📌 ⋮

Grammar Pet Peeves

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

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

Time to share!

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

Reply

2  **Bruce Jones** ⋮

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

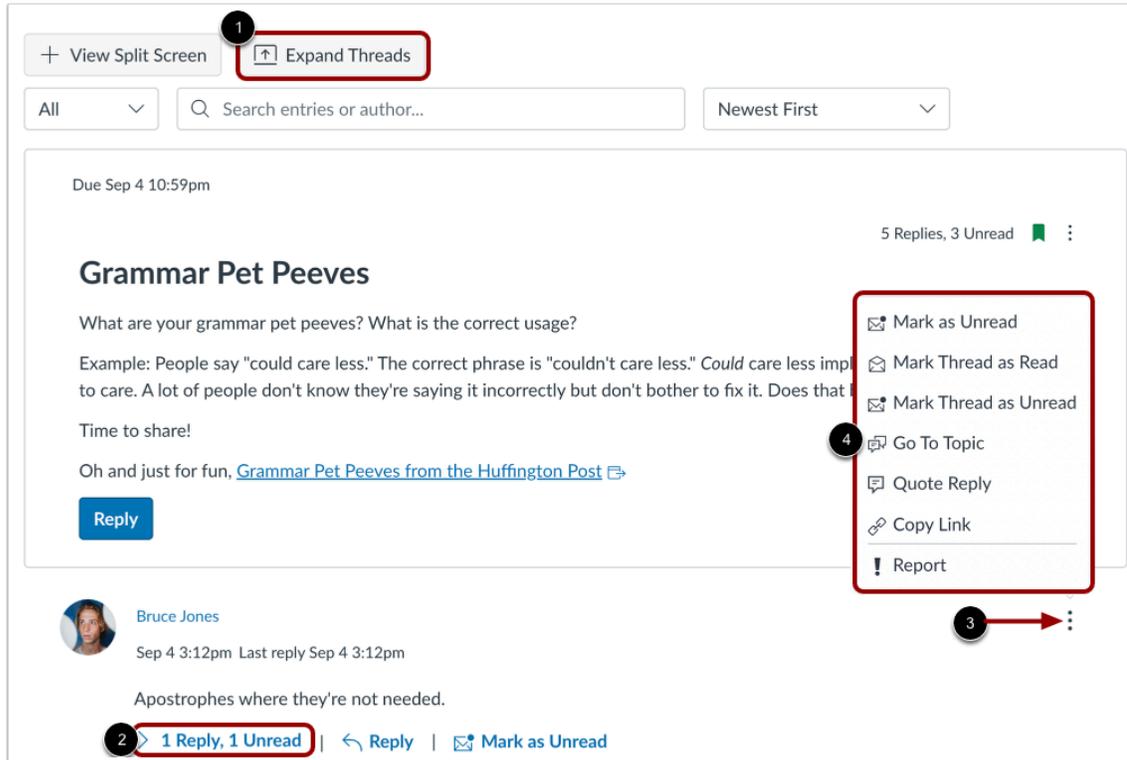
Apostrophes where they're not needed.

> 1 Reply, 1 Unread | ← Reply | ✉ Mark as Unread ?

View the discussion topic [1] and any replies [2].

You can use the toolbar options to [view and sort discussion replies](#) [3].

View Inline Discussion Thread Replies



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

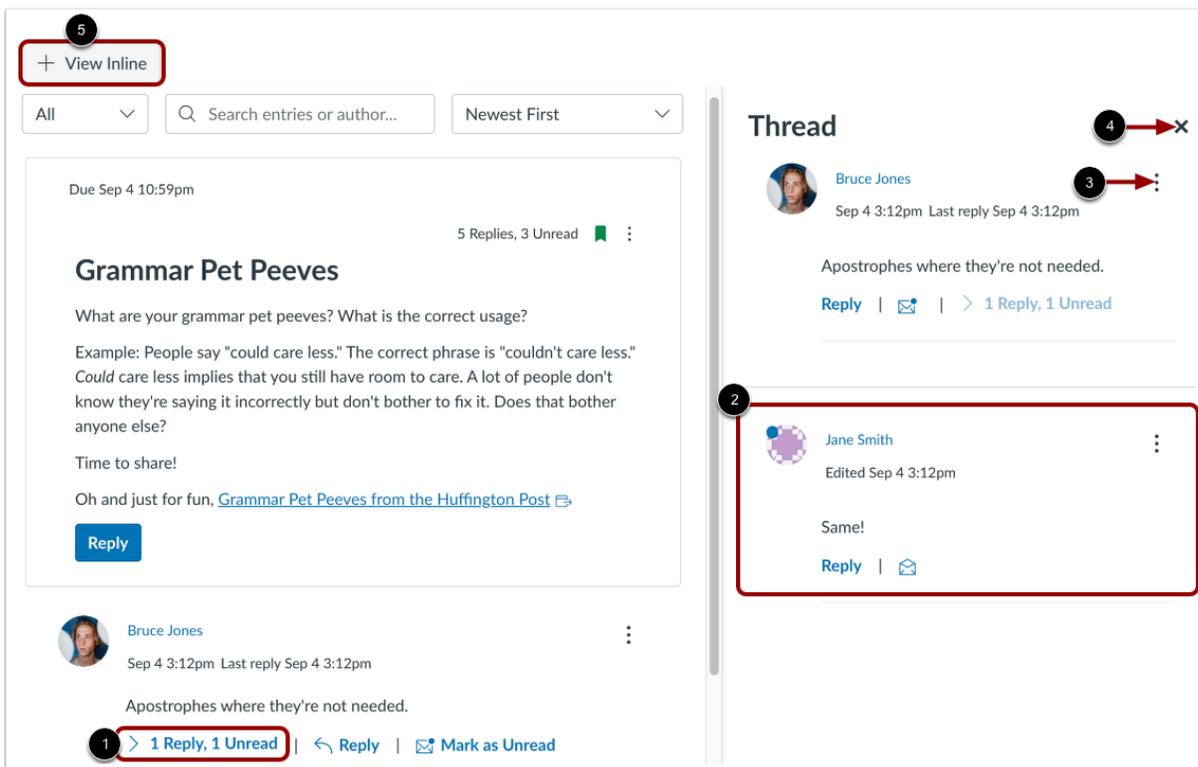
When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies. To expand the discussion thread for an individual reply, click the **# Replies** link [2].

To view threaded reply 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](#), copy a permalink to a reply, or [report the reply](#) [4].

View Split Screen Discussion Thread Replies



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



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

To expand the discussion thread replies sidebar, click the **# Replies** link [1]. View the read and unread replies [2].

To view reply options, click the **Options** icon [3].

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

To view discussion threads inline on one page, click the **View Inline** button [5].

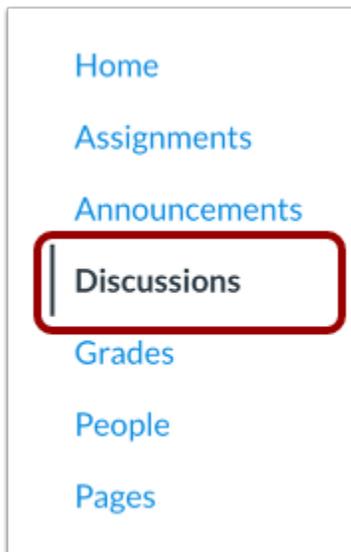
How do I mention a user in a discussion reply as a student?

You can mention another course member in a discussion reply using the @ symbol.

Notes:

- Mentioning users is not supported in anonymous discussions.
- Mentioning users is related to a [course role permission](#). If you are not able to mention users, the required permission may not be enabled for your role.
- When you mention a user and their Discussions - New Mention [notification setting](#) is enabled, the user is notified.

Open Discussions



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

Open Discussion

 [Introduce yourself!](#) 0 1 

Last post at Jun 17, 1:25 PM

[Chapters 8-9](#) 

[What did you think of the state of the union?](#) 

Click the title of the discussion.

Reply to Discussion

No Due Date Available until Jul 31 0 points possible

4 Replies, 2 Unread  

Introduce yourself!

Let's get to know each other! Share whatever you'd like about yourself, and feel free to reply/comment on the discussion contributions from others.

Thanks!

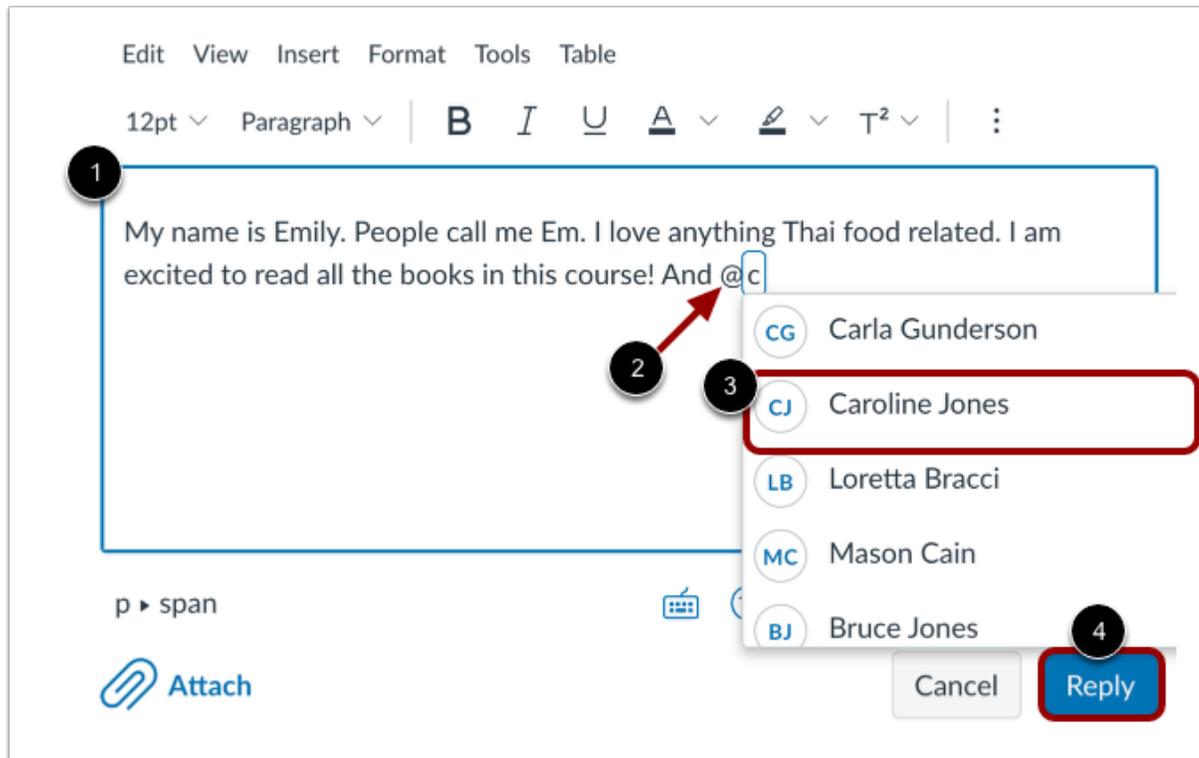
Mr. Roberts

[Reply](#)

To [reply](#) to the main discussion, click the **Reply** button.

You can also reply to a threaded discussion.

Post Reply



Add your reply, links, files, and other media in the [Rich Content Editor](#) [1].

To mention a course user in your reply, type the **@ symbol** [2] and select a user from the list [3]. To more easily find a user, enter one or more letters of the user's name.

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

Notes:

- When you type the @ symbol, user display names show in the drop-down list.
- If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply



Emily Boone ⋮

Jul 11 8:33am

My name is Emily. People call me Em. I love anything Thai food related. I am excited to read all the books in this course! And [@Caroline Jones](#) I also love tacos!

[← Reply](#) | [👍 Like](#) | [✉️ Mark as Unread](#)

View your reply with your mentioned user.

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

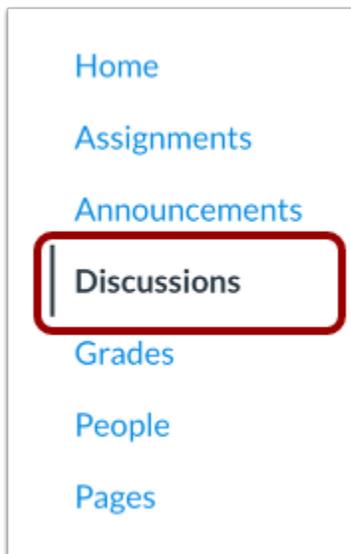
How do I report a reply in a discussion?

If allowed by your instructor, you can report a discussion reply because it is inappropriate, offensive, abusive, or for another reason.

Notes:

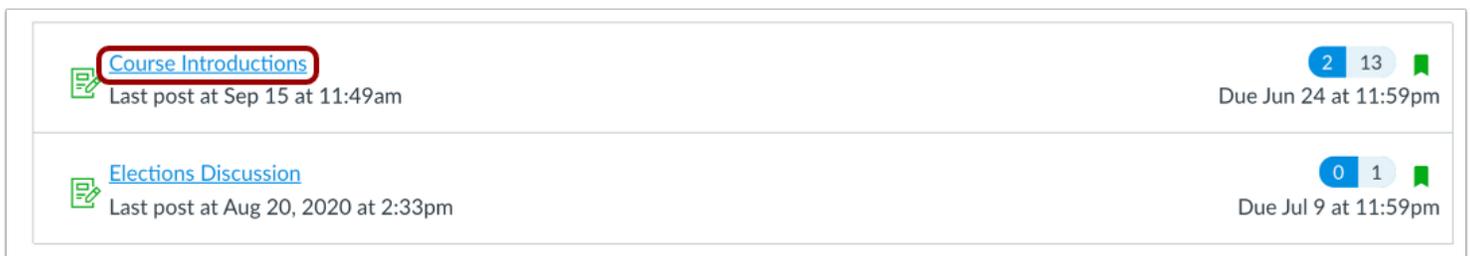
- Reporting a reply cannot be undone.
- Your instructor can view the reported discussion reply but they cannot identify who reported it.

Open Discussions



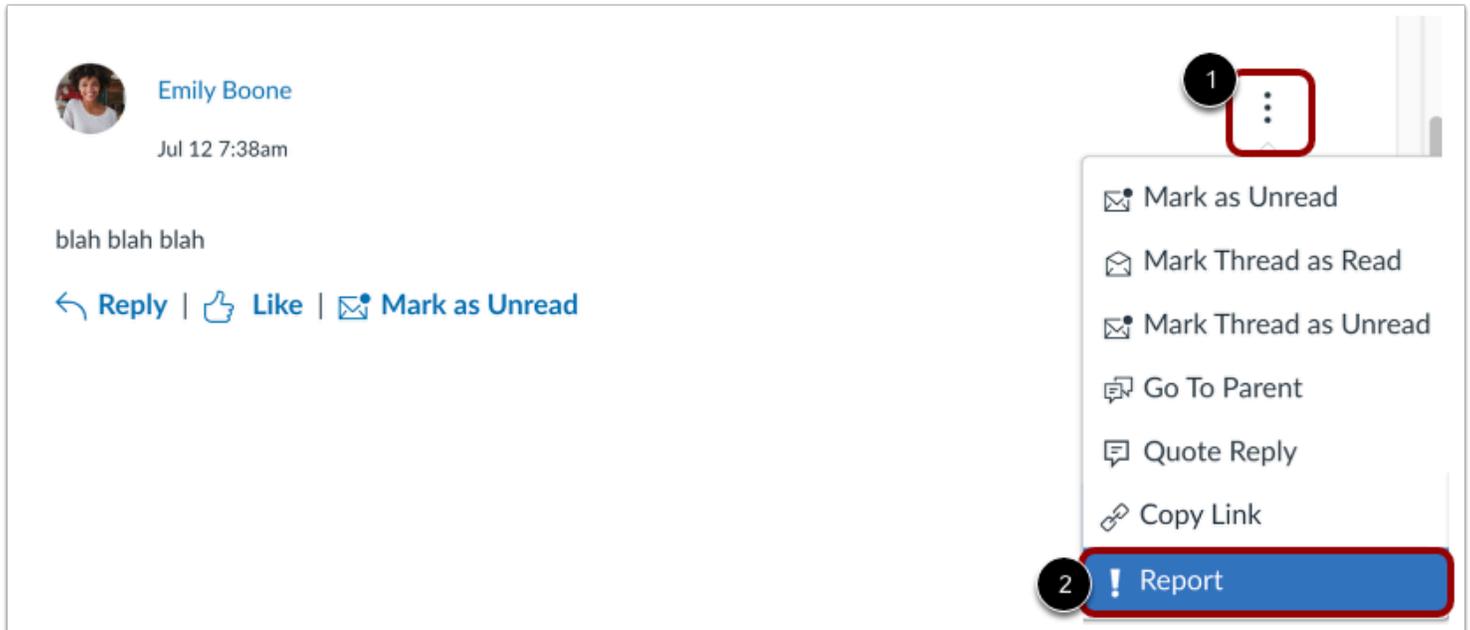
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the title of the discussion.

Report Discussion Reply



The screenshot shows a discussion reply by Emily Boone on July 12 at 7:38am. The reply text is "blah blah blah". Below the text are links for Reply, Like, and Mark as Unread. On the right side, a menu is open, showing options: Mark as Unread, Mark Thread as Read, Mark Thread as Unread, Go To Parent, Quote Reply, Copy Link, and Report. The Report option is highlighted in blue. A red box highlights the options menu icon (three vertical dots) with a '1' in a black circle, and another red box highlights the Report option with a '2' in a black circle.

Locate the discussion reply you want to report. Click the **Options** icon [1] and then click the **Report** link [2].

Report Reply ×

Reported replies will be sent to your teacher for review. You will not be able to undo this action.

1 Please select a reason for reporting this reply

- Inappropriate
- Offensive, abusive
- Other

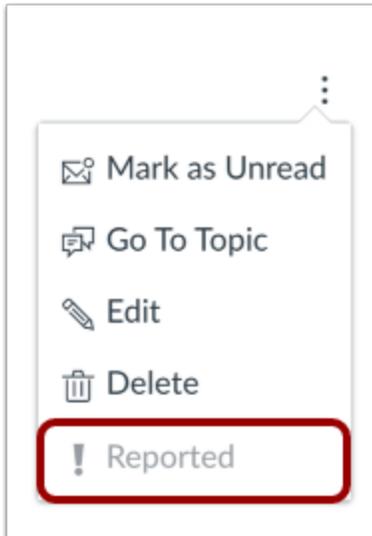
Cancel **2** Submit

When a reply is reported, you must indicate why the reply is being reported (inappropriate, offensive and/or abusive, or other) [1].

Click the **Submit** button [2].

Note: Reporting a reply cannot be undone.

View Reported Reply



Once you report a reply, the **Reported** link displays in the Options menu, and you cannot report the reply again. However, other users can still view and report the reply.

Your instructor will review the reported reply and may edit or delete the reply.

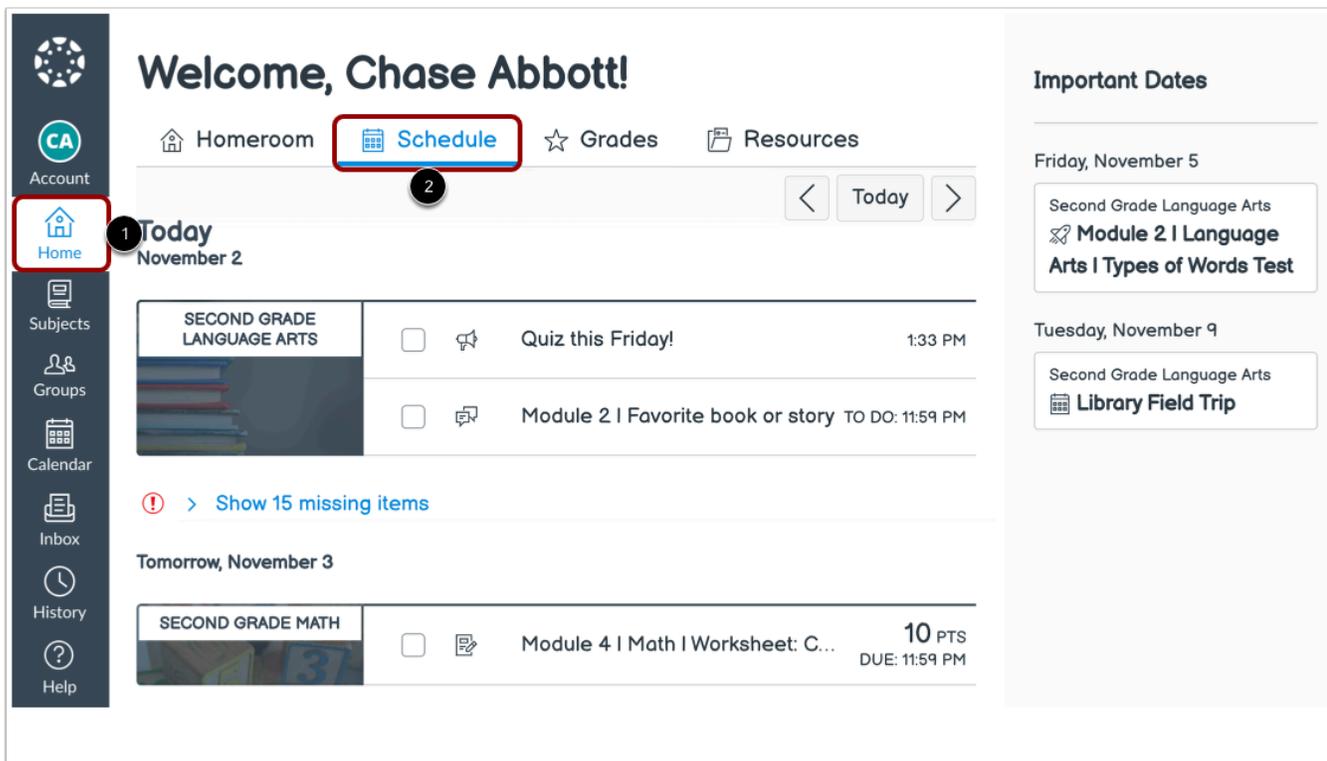
How do I reply to a discussion as a student in Canvas for Elementary?

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

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. [Discussion replies can be edited or deleted](#), as long as your instructor has not restricted this setting in your course.

Note: The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

Open Schedule

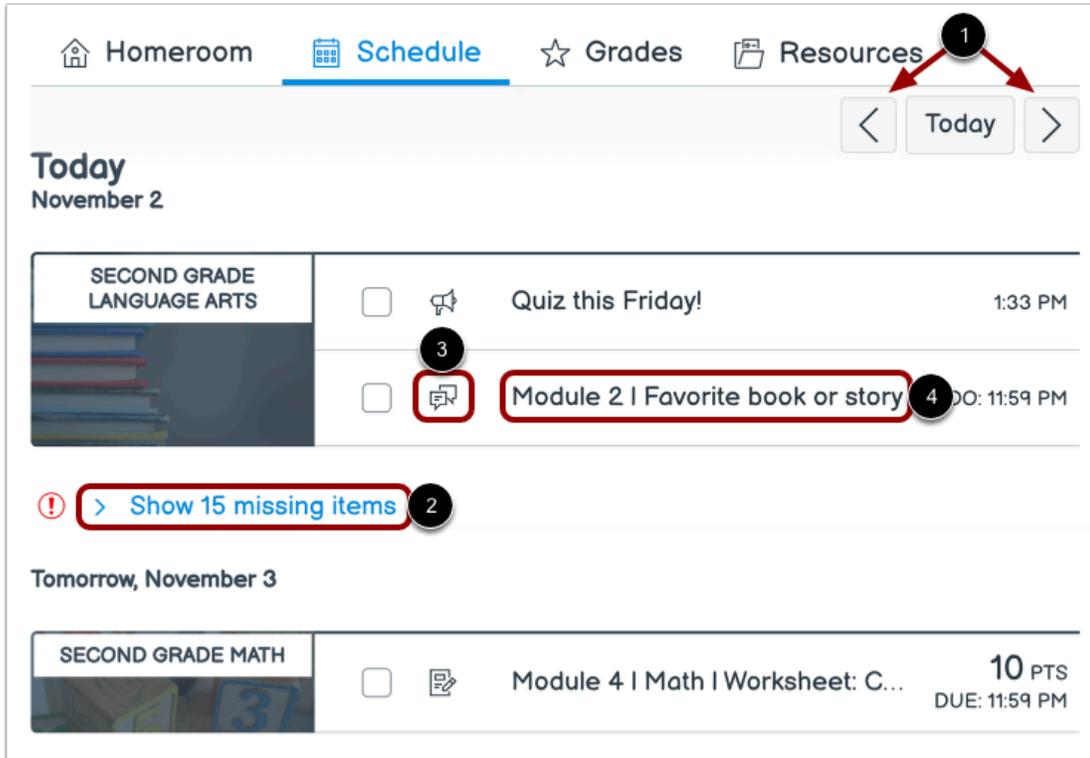


The screenshot shows the Canvas student interface for Chase Abbott. The 'Home' link in the left sidebar is circled with a red box and labeled with a '1'. The 'Schedule' tab in the top navigation bar is also circled with a red box and labeled with a '2'. The main content area shows a calendar view for November 2, 3, 5, and 9. On November 2, there are two discussion items: 'Quiz this Friday!' and 'Module 2 | Favorite book or story'. On November 3, there is one discussion item: 'Module 4 | Math | Worksheet: C...'. On the right side, there is an 'Important Dates' section with two dates: Friday, November 5 (Module 2 | Language Arts | Types of Words Test) and Tuesday, November 9 (Second Grade Language Arts | Library Field Trip).

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access discussions through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Discussion



The screenshot shows the Canvas Homeroom Schedule interface. At the top, there are navigation tabs: Home, Schedule (selected), Grades, and Resources. A callout '1' points to the Resources tab. Below the tabs is a date navigation bar with left and right arrows and a 'Today' button. The main content is organized by date: 'Today, November 2' and 'Tomorrow, November 3'. Under 'Today', there are two items from 'SECOND GRADE LANGUAGE ARTS': 'Quiz this Friday!' (1:33 PM) and 'Module 2 | Favorite book or story' (DUE: 11:59 PM). A callout '3' points to the discussion icon on the second item, and a callout '4' points to the item name. Below these items is a button labeled '> Show 15 missing items' with a callout '2'. Under 'Tomorrow', there is one item from 'SECOND GRADE MATH': 'Module 4 | Math | Worksheet: C...' (10 PTS, DUE: 11:59 PM).

The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing items, click the **Show missing items** drop-down [2].

Discussion items display a Discussion icon [3].

To open a discussion, click the discussion name [4].

View Discussion Details

All Sort View Split Screen Expand Threads

Due Aug 15 11:59pm **1** **2** 10 points possible

 **Carla Gunderson**
AUTHOR | TEACHER
Jul 22 1:56pm Edited Jul 22 1:57pm

3 **Practice Writing**

Tell me about your favorite animal and why you like them.

[Reply](#)

Discussion details display including the To-Do date, if assigned [1], points possible [2], and the discussion topic [3].

Reply to Discussion

Due Aug 15 11:59pm 10 points possible

 **Carla Gunderson**
AUTHOR | TEACHER
Jul 22 1:56pm Edited Jul 22 1:57pm

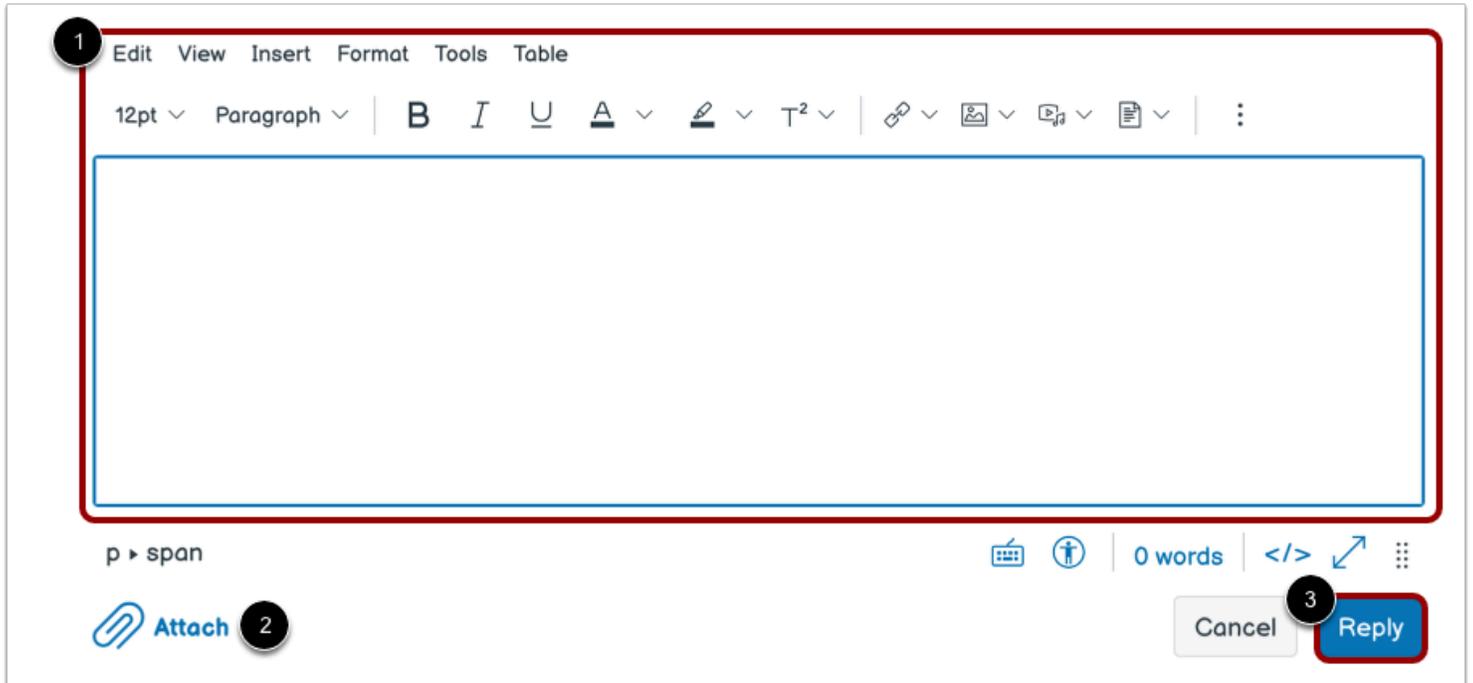
Practice Writing

Tell me about your favorite animal and why you like them.

[Reply](#)

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

Post Reply

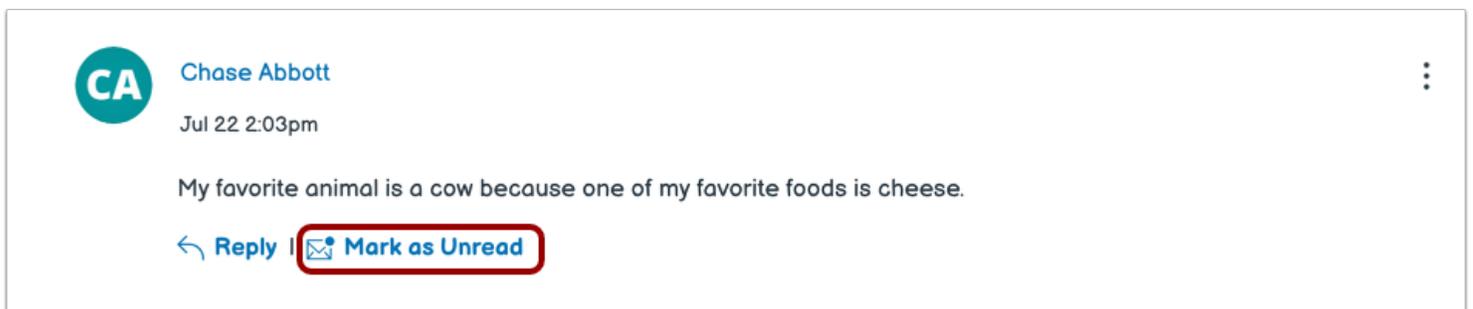


Add your reply, links, files, and other media in the [Rich Content Editor](#) [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply



Your reply is posted at the bottom of the discussion reply thread. The border of your post will flash indicating it has been newly posted.

If your discussion replies are [automatically marked as read](#), your new reply displays a **Mark as Unread** link. However, if you [manually mark your posts as read](#), the unread icon will remain until you manually mark it as read.

Thread a Discussion Reply

 **Chase Abbott** ⋮
Jul 22 2:03pm

My favorite animal is a cow because one of my favorite foods is cheese.

[↩ Reply](#) | [✉ Mark as Unread](#)

To respond to a discussion reply, click the **Reply** link.

View Reply

 **Chase Abbott** 
Jul 22 2:03pm Last reply Jul 22 2:09pm

My favorite animal is a cow because one of my favorite foods is cheese.

[← Reply](#) | [✉ Mark as Unread](#) | [1 Reply](#)

 **Chase Abbott** 
Jul 22 2:09pm

I also really like hamburgers!

[← Reply](#) | [✉ Mark as Unread](#)

Your reply displays at the bottom of the discussion thread.

How do I translate a discussion using IgniteAI Translations as a student?

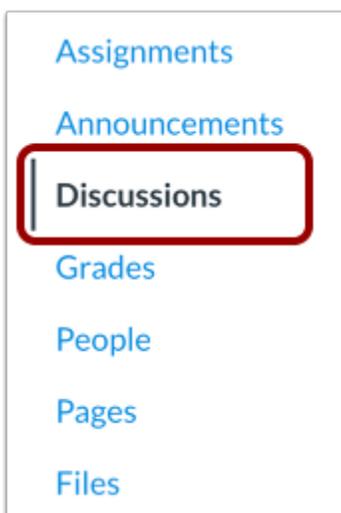
This guide applies only to institutions that have enabled the IgniteAI Translations for Discussions & Announcements feature preview. If your user interface differs from what is shown, the feature is not enabled at your institution.

To learn more about the feature preview, ask questions, or comment on functionality, navigate to the [IgniteAI Translations for Inbox, Discussions and Announcements user group](#).

This feature currently supports the following languages:

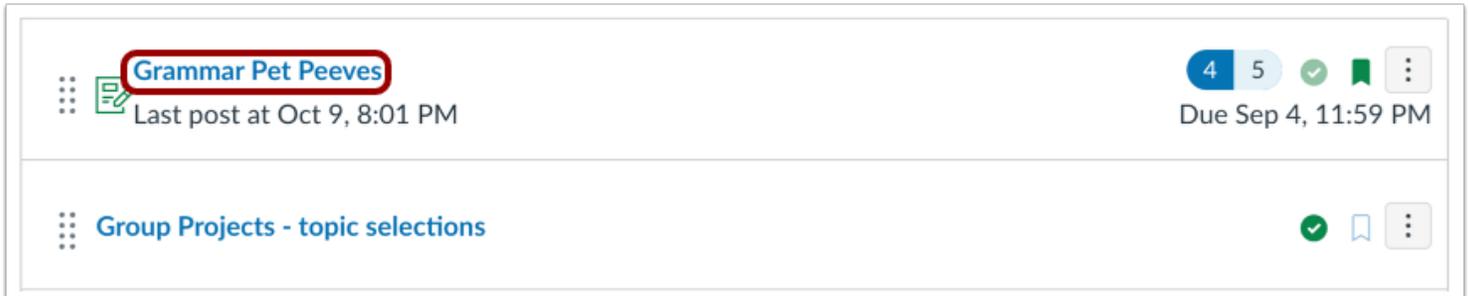
- Catalan
- Chinese (Simplified)
- Dutch
- English
- French
- German
- Portuguese (Brazil)
- Russian
- Spanish
- Swedish

Open Discussions



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

View Discussion

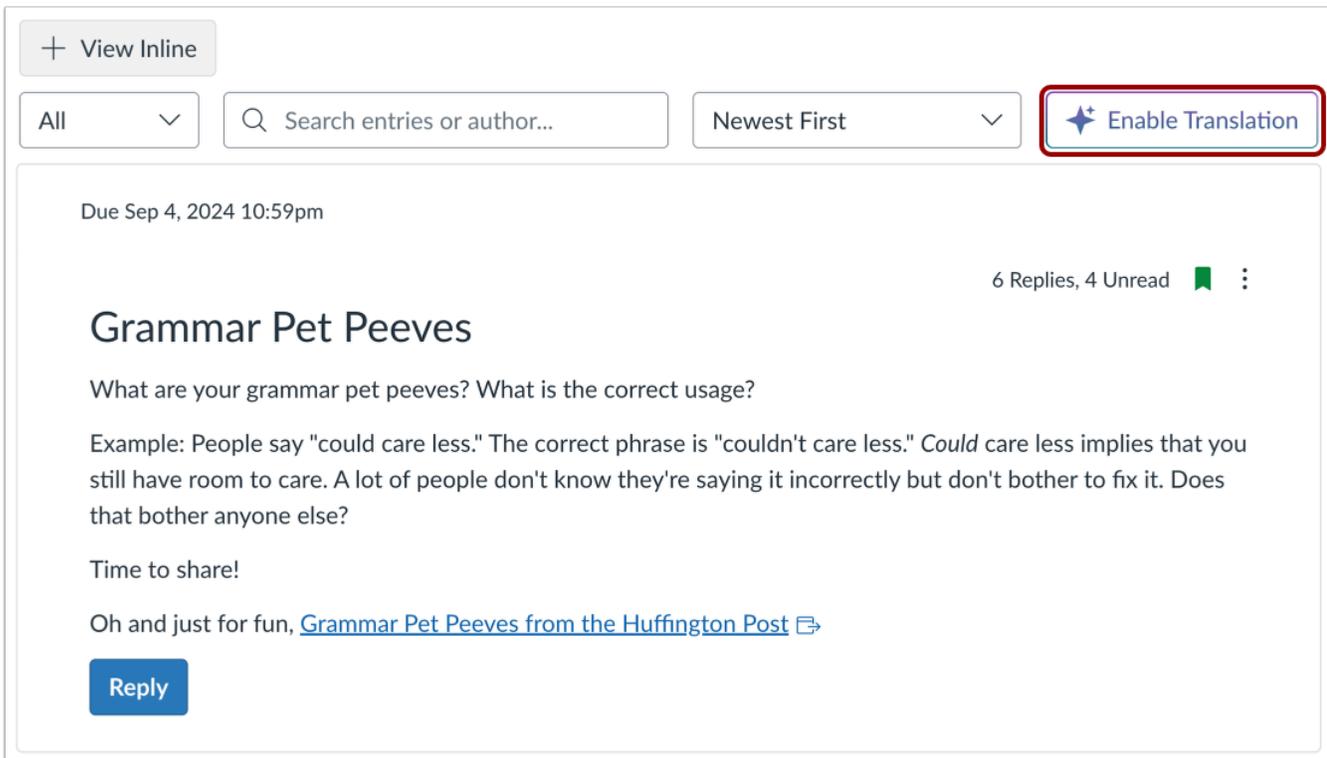


Grammar Pet Peeves 4 5 ✓  
Last post at Oct 9, 8:01 PM Due Sep 4, 11:59 PM

Group Projects - topic selections ✓  

Click the name of the discussion.

Enable Translation



+ View Inline

All  Newest First  **✦ Enable Translation**

Due Sep 4, 2024 10:59pm

6 Replies, 4 Unread  

Grammar Pet Peeves

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

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

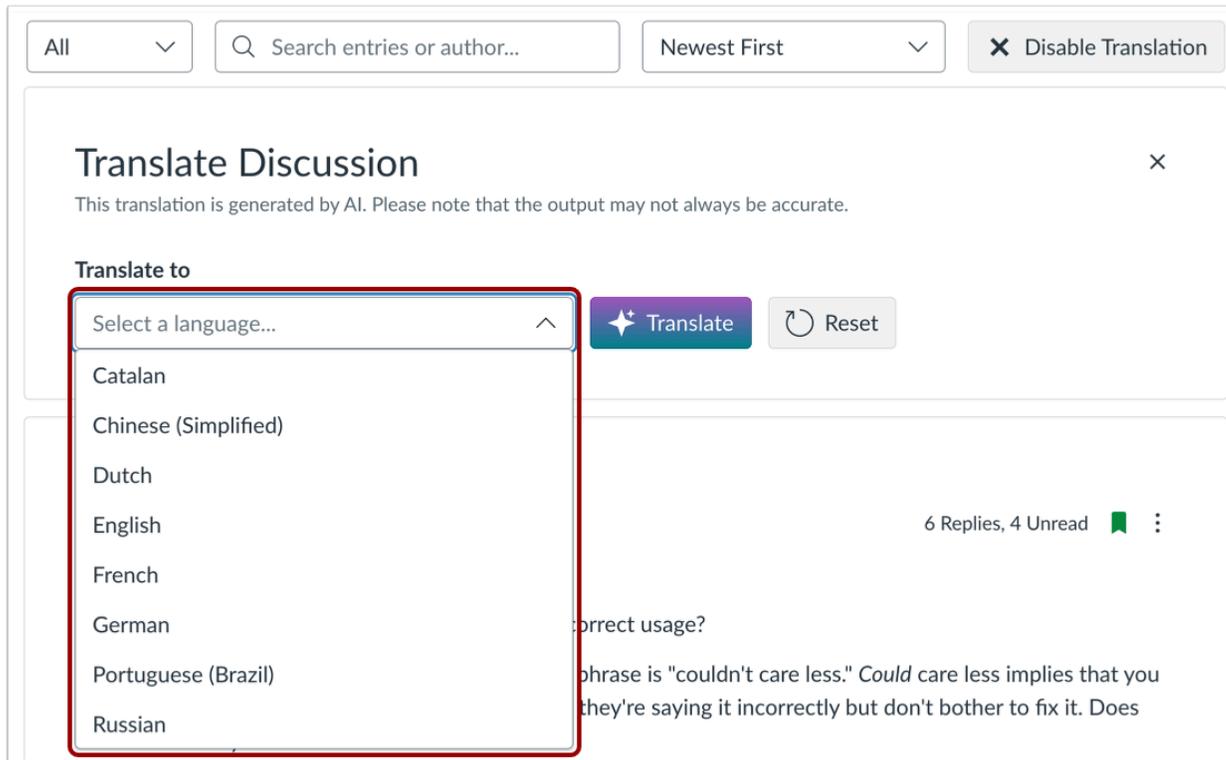
Time to share!

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

Reply

To translate content, click the **Enable Translation** button.

Select Language



All Newest First

Translate Discussion

This translation is generated by AI. Please note that the output may not always be accurate.

Translate to

- Select a language...
- Catalan
- Chinese (Simplified)
- Dutch
- English
- French
- German
- Portuguese (Brazil)
- Russian

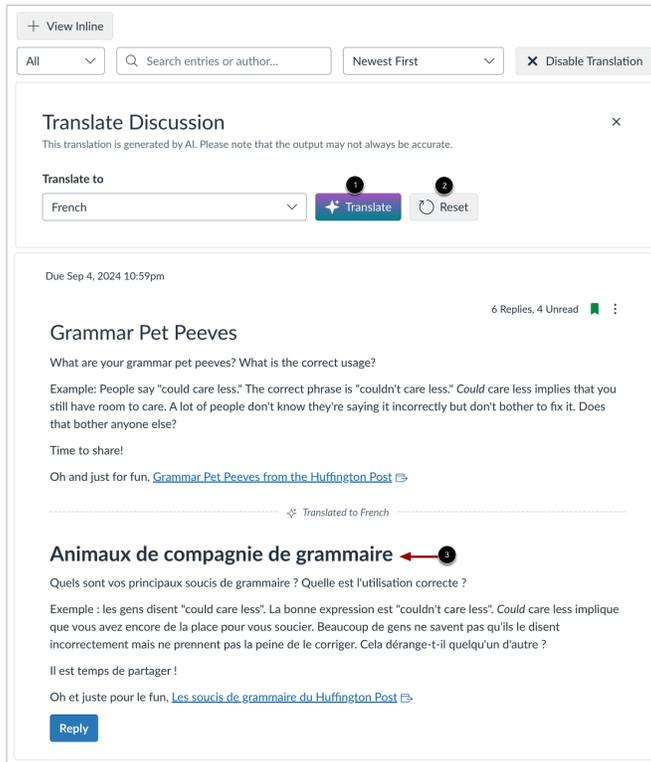
6 Replies, 4 Unread

Correct usage?

phrase is "couldn't care less." *Could* care less implies that you they're saying it incorrectly but don't bother to fix it. Does

In the **Translate to** drop-down menu, select your preferred language.

View Translation Options and Translations



The screenshot shows the 'Translate Discussion' interface. At the top, there is a '+ View Inline' button, a dropdown menu set to 'All', a search bar, a 'Newest First' dropdown, and a 'Disable Translation' button. Below this is a 'Translate Discussion' header with a close button. A note states: 'This translation is generated by AI. Please note that the output may not always be accurate.' Underneath, there is a 'Translate to' dropdown menu set to 'French', a 'Translate' button (marked with a circled '1'), and a 'Reset' button (marked with a circled '2'). The main content area shows a discussion titled 'Grammar Pet Peeves' with a due date of 'Due Sep 4, 2024 10:59pm' and '6 Replies, 4 Unread'. The original text asks for grammar pet peeves and provides an example about 'could care less'. Below this, a separator line indicates 'Translated to French'. The translated text is titled 'Animaux de compagnie de grammaire' (marked with a circled '3') and asks for grammar concerns in French, providing a similar example. A 'Reply' button is at the bottom.

To translate the discussion to your preferred language, click the **Translate** button [1]. To remove the translation, click the **Reset** button [2]. The translated information displays below the original text [3].

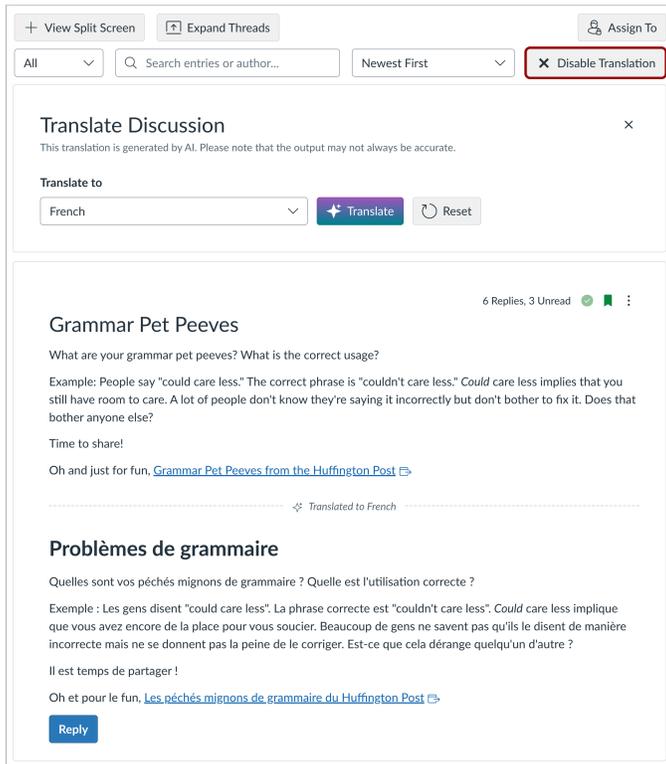
View Translated Discussion Replies

**Bruce Jones** ⋮
Sep 4, 2024 3:12pm | Last reply Sep 4, 2024 3:12pm
Apostrophes where they're not needed.
----- ⇄ Translated to French -----
Apostrophes là où ils ne sont pas nécessaires.
[1 Reply, 1 Unread](#) | [Reply](#) | [Mark as Read](#)

**Max Johnson** ⋮
Sep 4, 2024 3:10pm
Irregardless.
----- ⇄ Translated to French -----
Irrégardless.
[Reply](#) | [Mark as Unread](#)

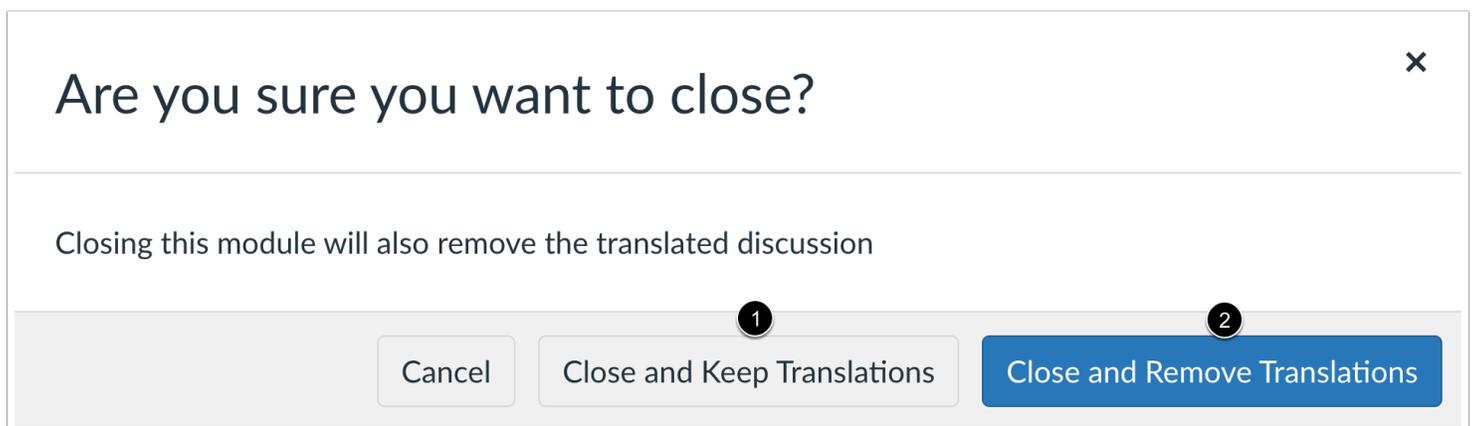
Once a language is selected, the discussion topic and replies display in the original language and the translated language.

Disable Translation



The screenshot shows the Canvas interface with a discussion titled "Grammar Pet Peeves". At the top right, there is a button labeled "X Disable Translation" which is highlighted with a red box. Below the discussion title, there is a "Translate Discussion" section with a dropdown menu set to "French" and "Translate" and "Reset" buttons. The discussion content includes the text "What are your grammar pet peeves? What is the correct usage?" and a link to "Grammar Pet Peeves from the Huffington Post". Below the discussion, there is a translated version of the text in French, titled "Problèmes de grammaire".

To disable translation, click the **Disable Translation** button.



The dialog box asks "Are you sure you want to close?". Below the question, it states "Closing this module will also remove the translated discussion". At the bottom, there are three buttons: "Cancel", "Close and Keep Translations" (labeled with a circled 1), and "Close and Remove Translations" (labeled with a circled 2).

If you want to disable translation but keep the translated text, click the **Close and Keep Translations** button.

To disable translation and remove the translated text, click the **Close and Remove Translations** button.

Grades

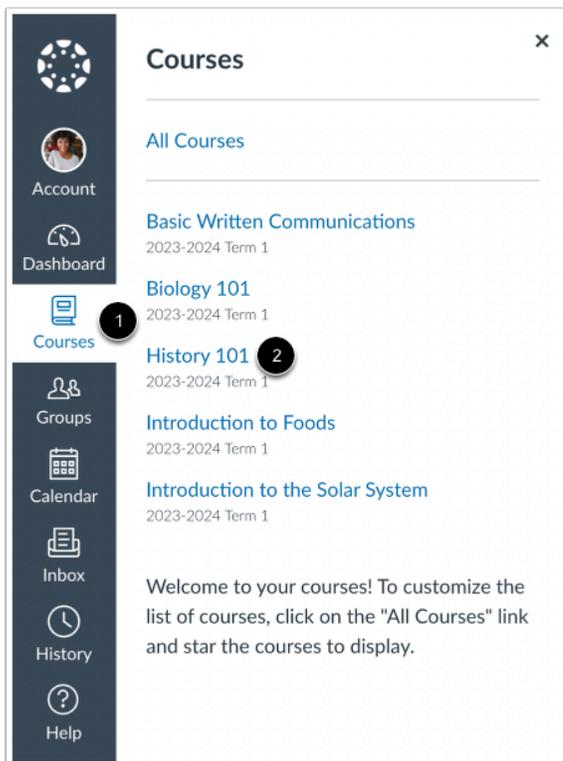
How do I view my grades in a current course?

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

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also [view concluded course grades](#) from the Global Navigation Menu.

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

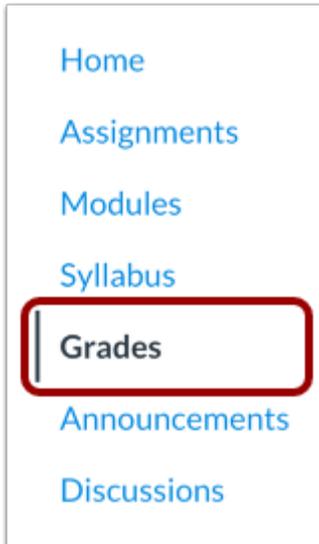
Open Course



The screenshot shows the Canvas Global Navigation menu. The 'Courses' link is highlighted with a red circle and a '1' callout. The 'History 101' course link is highlighted with a red circle and a '2' callout. The menu includes links for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main content area displays a list of courses for the 2023-2024 Term 1, including 'Basic Written Communications', 'Biology 101', 'History 101', 'Introduction to Foods', and 'Introduction to the Solar System'. A welcome message at the bottom of the course list reads: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

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

Open Grades



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

View Grades

Grades for Emily Boone 11

Course History 101 Arrange By Due Date Apply

Name	Due	Submitted	Status	Score	
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10	
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16	9 
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		95%	 1
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)	
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		 / 25	10 

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

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

You may see various [grade icons](#) in the score column indicating the type of assignment you submitted [10]. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

The grades page also lets you create hypothetical or [What-if grades](#). You can click any score field and approximate your grade for both graded assignments (if want to submit an assignment) and ungraded assignments.

To print your grades, click the **Print Grades** button [1].

View Grading Periods

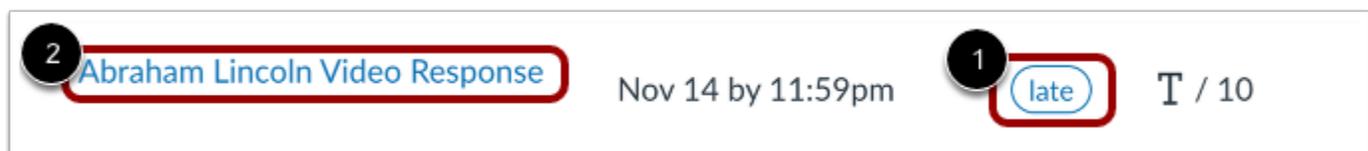


If grading periods are enabled in your course, you can view your grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course,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

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

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

View Late Assignment



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

View Late Submission

Submission Details

Grade: 30 / 30
Late penalty: -6
Final grade: 24 / 30

An Introduction to US History

Emily Boone submitted Aug 13 at 11:30am **LATE**

Re-submit Assignment

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

View Grade Info

Constitution Assignment - / 50  

 **Final Grade Info** [Close](#)

This assignment does not count toward the final grade.

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

View Comments

Final Exam Nutrition	Dec 16, 2022 by 10:59pm	48 / 70		Feedback 4
Food Group Overview: Dairy Nutrition	Dec 16, 2022 by 10:59pm	20 / 20	1 3	Attempt 1 Feedback: 3
Oils Overview Nutrition	Dec 20, 2022 by 10:59pm	/ 20		Apr 7 at 8:58am •
				Thank you for your submission! - Doug Roberts
				Apr 7 at 8:59am •
				- Doug Roberts
				Apr 7 at 11am •
				See attached files. - Doug Roberts

If there are comments in your assignment, the assignment displays a Comment icon. To view comments, click the **Comment** icon [1]. If there are unread comments, an indicator is displayed [2]. Once the comments are read, the indicator disappears.

Comments are organized chronologically.

If there is feedback besides text comments, such as media comments, click the **Feedback** icon to open the [submission details](#) and view the other feedback [3].

To close comments, click the **Close** link [4].

View Scoring Details

Articles of Confederation vs. Constitution Discussion	Dec 6 by 11:59pm	20 / 20	1
Score Details			4 Close
2	Mean: 20.14 Median: 20	High: 25 Upper Quartile: 22.5	Low: 15 Lower Quartile: 18
			3

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

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

You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment.

To close scoring details, click the **Close** link [4].

View Rubric

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

Assessment by Doug Roberts

3 [Close Rubric](#)

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

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

Note: The total rubric score may be restricted by your instructor.

View Assignment Groups

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

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

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

View Sidebar

Total: 90.04% (A-) 1

Show Saved "What-If" Scores 2

Show All Details 3

Assignments are weighted by group:

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

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Calculation of totals has been disabled 4

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

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

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

The grade summary shows your total grade [1], allows you to view any saved [what-if scores](#) [2], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [3].

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

Note: Your instructor may restrict you from viewing your total grade [4].

View Current and Total Grades

Total: 90.04% (A-)

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

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

Calculate based only on graded assignments

1 You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Total: 37.8% (F)

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

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

Calculate based only on graded assignments

2 You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox [1] selected in the sidebar.

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

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

View Percentage Grade Calculation

Grades for Emily Boone

Course: History 101 | Arrange By: Due Date | Apply

Print Grades

Total: 98.5% (A) | Show All Details

Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		95%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		0 / 25
Assignments				95% 19.00 / 20.00
Discussions				100% 10.00 / 10.00
Quizzes				100% 26.00 / 26.00
Total				98.5%

Assignments are weighted by group:

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

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

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

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

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

Note: Your instructor may restrict you from viewing your grade totals in assignment group percentages.

View Points Grade Calculation

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

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

Note: Your instructor may restrict you from viewing grade totals.

View Qualitative Grade Calculation

Grades for Emily Boone

Course: Science Arrange By: Due Date Apply

Name	Due Date	Status	Score
Essay #1: The Rocky Planets Assignments	Sep 12, 2023 at 11:59pm	GRADED	A
Quiz #1: Mercury Assignments	Sep 18, 2023 at 10pm	GRADED	B-
Essay #2: Jupiter Assignments	Sep 20, 2023 at 11:59pm	GRADED	A
Assignment 1 Assignments		NOT...	
Assignments			A
Total			A

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

Change Gradebook

Grades for Emily Boone

For the course: History 101 1 Arrange by: Due Date

Assignments: Learning Mastery 2

If you have more than one course, you can use the **course drop-down menu** [1] to view grades in other courses.

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

How do I add a comment to a submission as a student?

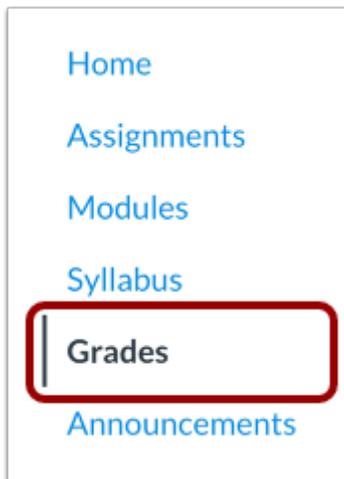
You can add comments to a submission by opening an assignment from the Grades page. You can add text comments, media comments, or attach files. You may also be able to add emojis.

When adding a media comment, you can record or upload media. You can record media for any length of time, but shorter media recordings are recommended. If your media is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media recordings require more time to render and may be interrupted without a stable internet connection.

Notes:

- The Safari browser does not support recording media. Please use Chrome or Firefox to record media comments.
- Recorded media files are stored in the Uploaded Media folder of your User Files. Learn how to [view your user files](#).

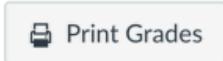
Open Grades



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

Open Assignment

Grades for Emily Boone

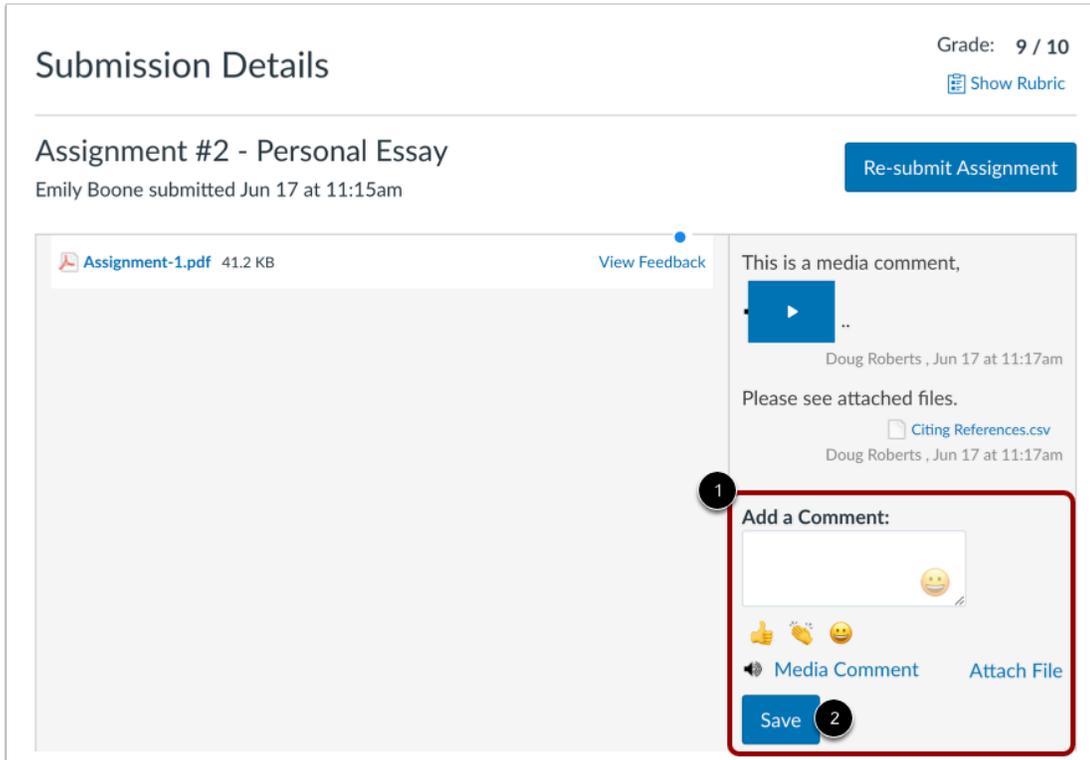


Course: Arrange By:

Name	Due	Submitted	Status	Score
Assignment #2 - Personal Essay		Jun 17 at 11:15am		9 / 10 
Assignment #3				25 / 25 
Assignment #4				- / 10

Click the assignment title link.

Add Comments

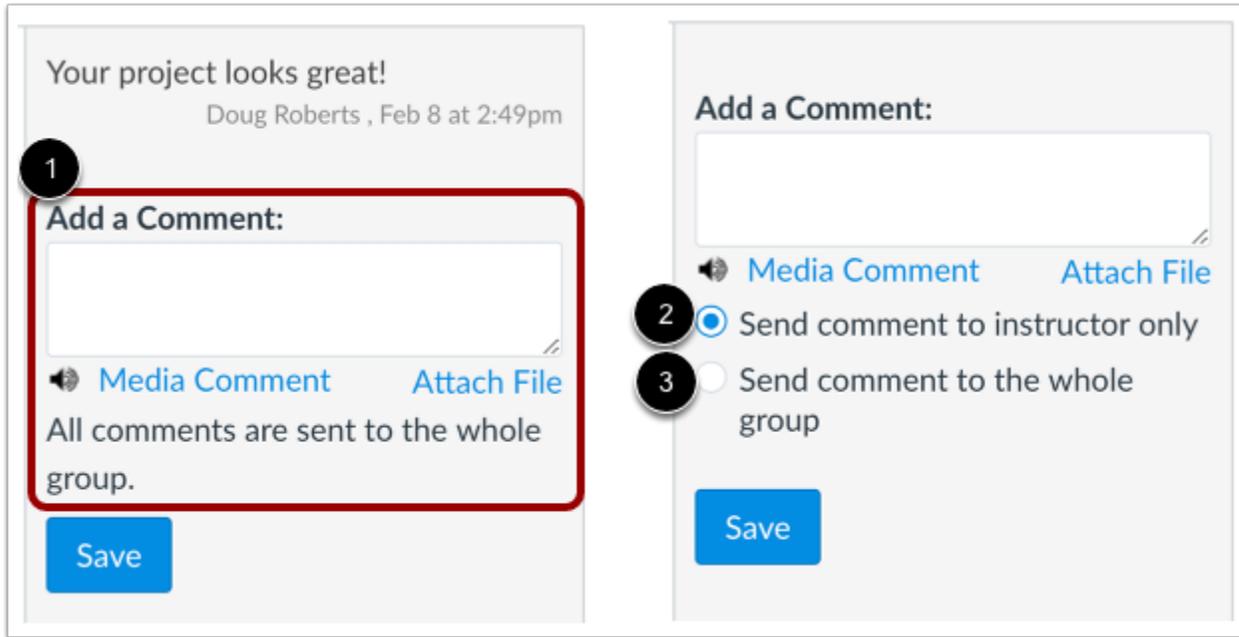


The screenshot shows the 'Submission Details' page for 'Assignment #2 - Personal Essay'. The submission is by Emily Boone, submitted on Jun 17 at 11:15am. The grade is 9 / 10. A 'Re-submit Assignment' button is visible. The submission includes a file 'Assignment-1.pdf' (41.2 KB) and a 'View Feedback' link. A comment by Doug Roberts is shown, stating 'This is a media comment, ..' and 'Please see attached files.' with a file 'Citing References.csv'. The 'Add a Comment' area is highlighted with a red box and numbered 1. It contains a text input field, an emoji picker, and buttons for 'Media Comment', 'Attach File', and 'Save' (numbered 2).

In the Submission Details page, you can add comments to your assignment submission in the **Add a Comment** area [1]. You can add comments on group assignments. You may also be able to add emojis, attach a file, record a media comment, or upload a media file.

To submit a comment, click the **Save** button [2].

Add Group Comments



Your project looks great!
Doug Roberts , Feb 8 at 2:49pm

1

Add a Comment:

Media Comment Attach File

All comments are sent to the whole group.

Save

Add a Comment:

Media Comment Attach File

2 Send comment to instructor only

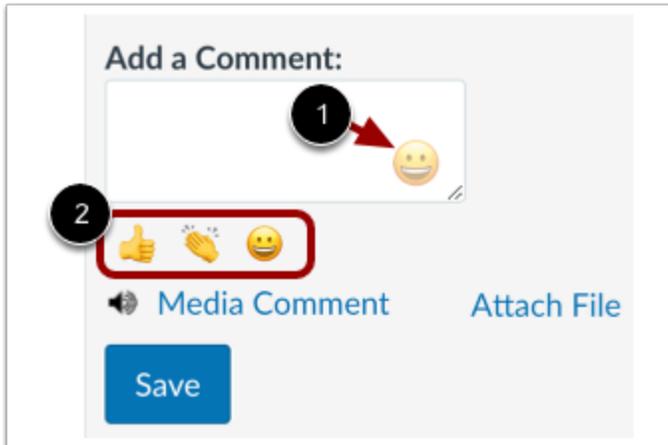
3 Send comment to the whole group

Save

If your group assignment submission is being graded as a group, all comments left on a group assignment submission are sent to the instructor and the whole group [1].

If your group assignment submission is being graded individually, you have commenting options. To send your comment to your instructor, select **Send comment to instructor only** [2]. To send your comment to your instructor and the whole group, select **Send comment to the whole group** [3].

Add Emoji

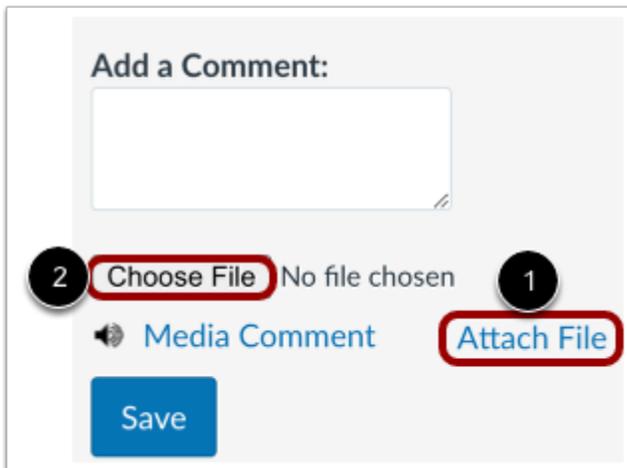


If enabled by your instructor, you can add emojis to submission comments.

To select an emoji, click the **Emoji** icon [1].

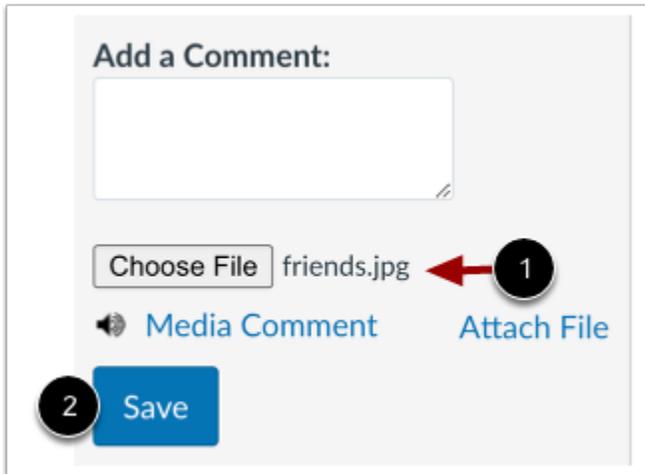
To use a recently used emoji, click the emoji from the recently used menu [2].

Attach File



To attach a file as a comment, click the **Attach File** link [1]. Click the **Choose File** button [2]. Select a file using your browser's file selection process.

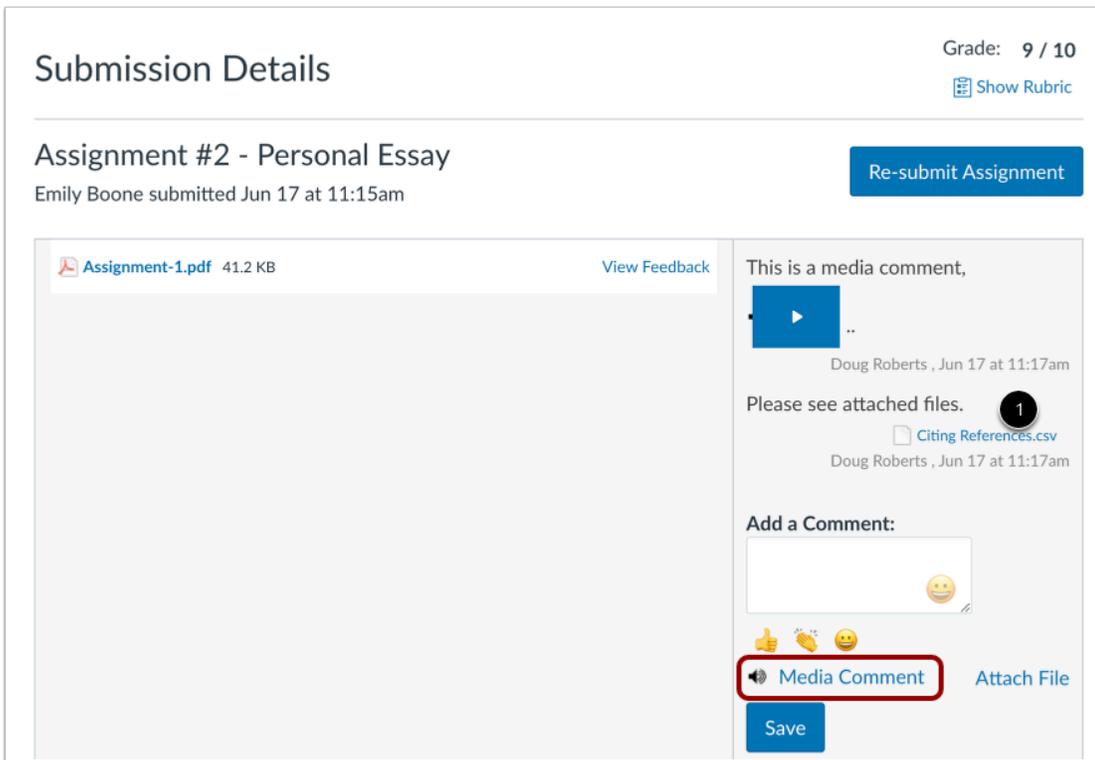
Note: To upload multiple files, click the Attach File link again.



View the name of your file [1].

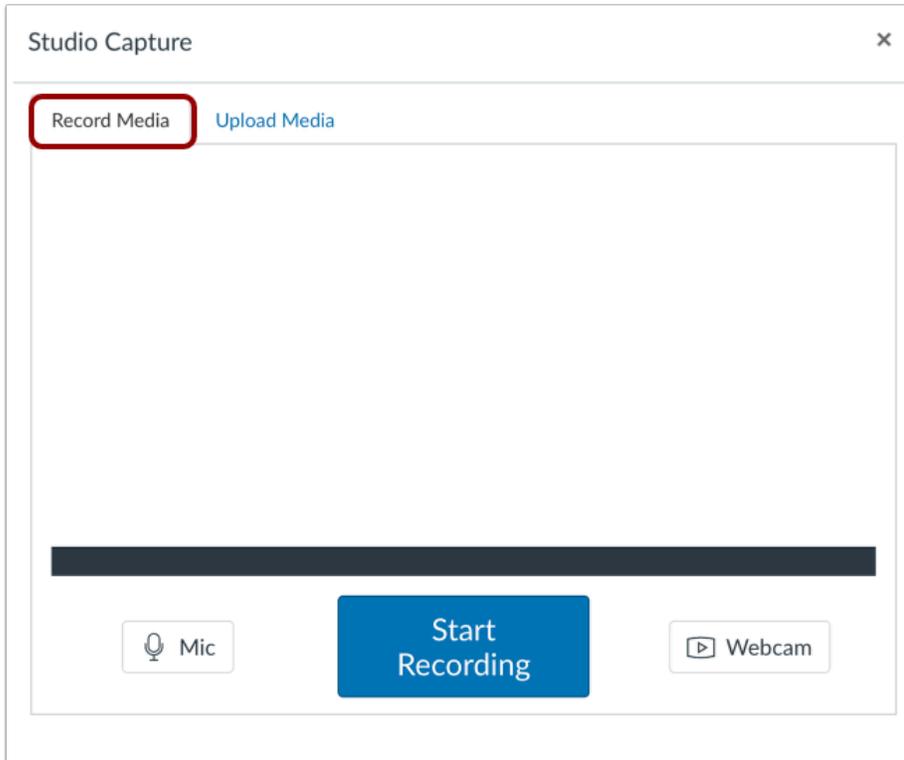
To save the file as a comment, click the **Save** button [2].

Add Media Comment



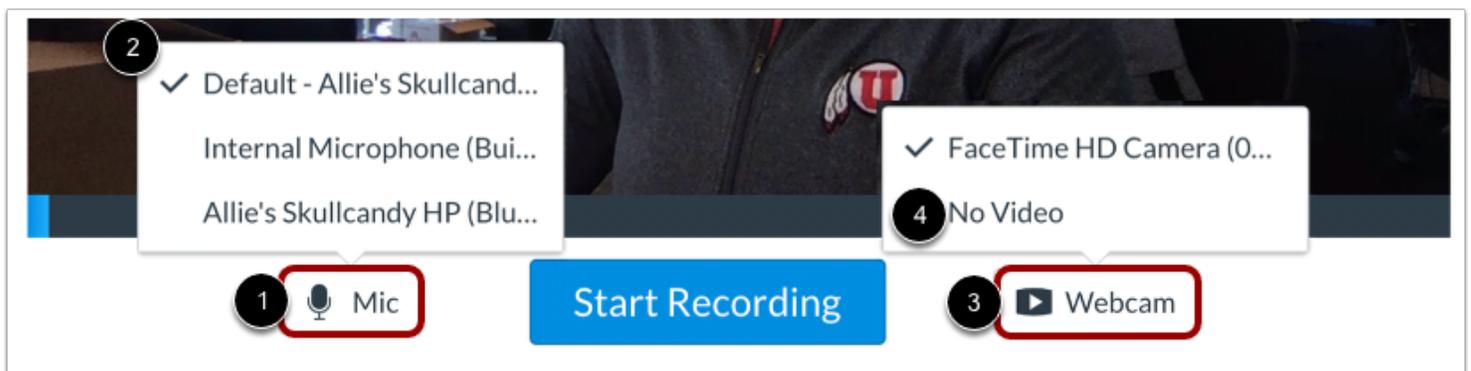
On the Submission Details page, click the **Media Comment** link.

Open Record Media



By default, the **Record Media** tab displays in the Studio Capture window.

Select Mic and Webcam Options

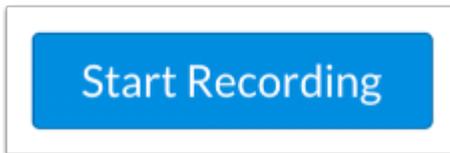


The media recorder connects to your computer's default microphone and web cam.

To change your microphone settings, click the **Mic** button [1]. Then select from the displayed options [2].

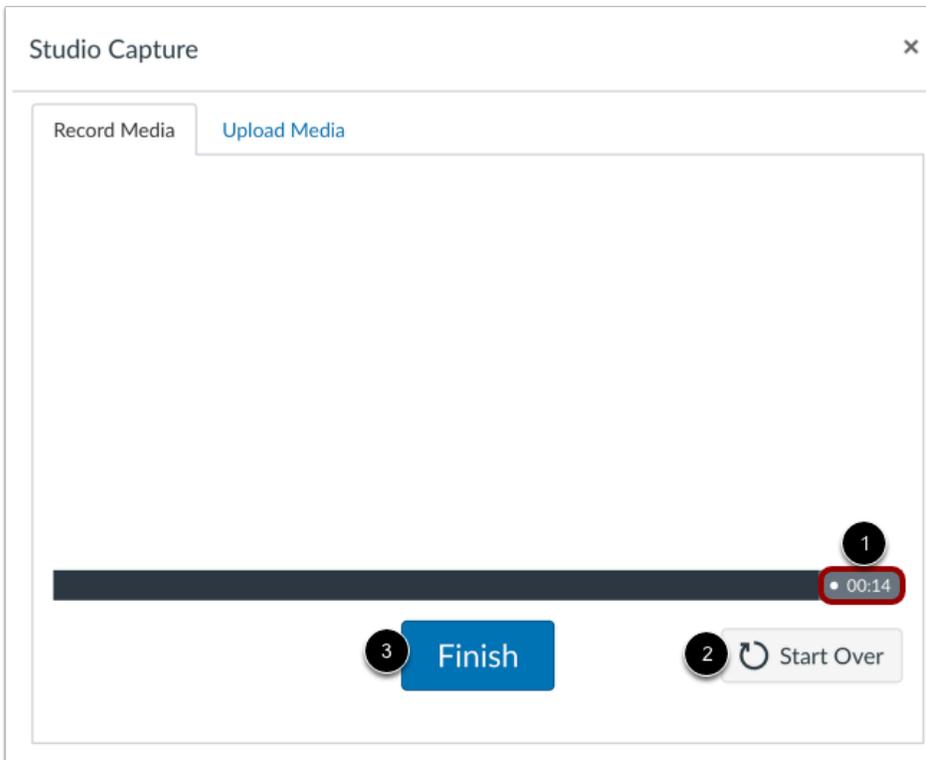
To change your webcam settings, click the **Webcam** button [3]. To disable video recording, select the **No Video** option [4].

Record Media



Click the **Start Recording** button. A count down begins.

Finish Media Recording

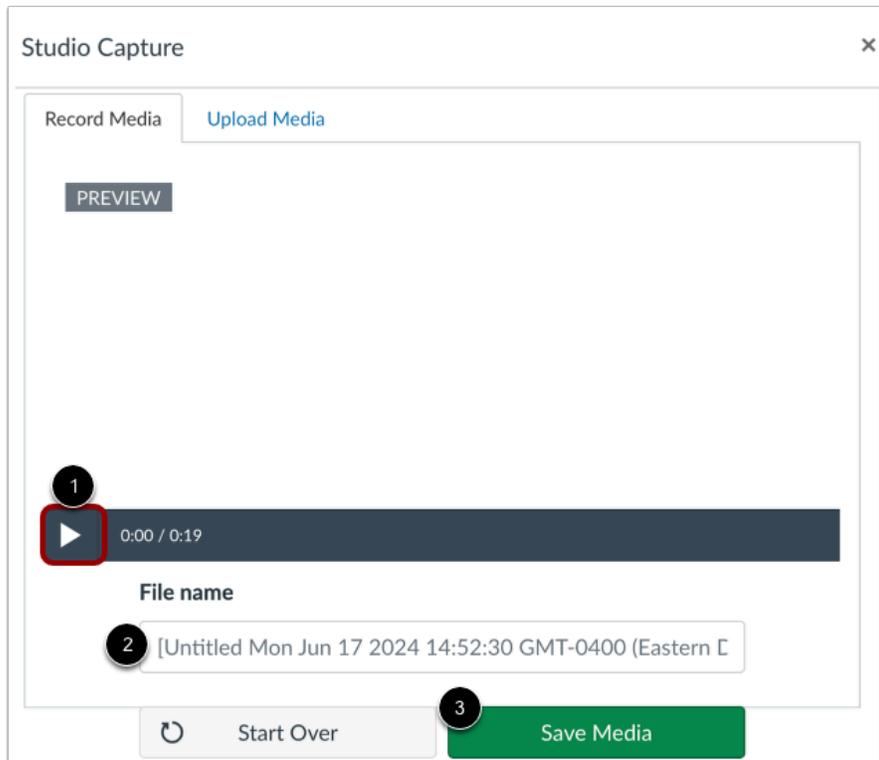


The media recorder displays the length of your current recording [1].

To restart your recording, click the **Start Over** button [2].

To finish your recording, click the **Finish** button [3].

Preview and Save Media



To preview your recorded media, click the **Play** button [1].

To title your media, enter a title in the **File name** field [2].

To save your recorded comment, click the **Save Media** button [3].

View Media Comment

Submission Details

Grade: 9 / 10
[Show Rubric](#)

Assignment #2 - Personal Essay

Emily Boone submitted Jun 17 at 11:15am

[Re-submit Assignment](#)

 [Assignment-1.pdf](#) 41.2 KB [View Feedback](#)

This is a media comment,
 ..
Doug Roberts , Jun 17 at 11:17am

Please see attached files.
 [Citing References.csv](#)
Doug Roberts , Jun 17 at 11:17am

1 This is a media comment,
 .. **2**
Emily Boone , Jun 17 at 11:43am

Your recorded media comment displays on the Submission Details page [1].

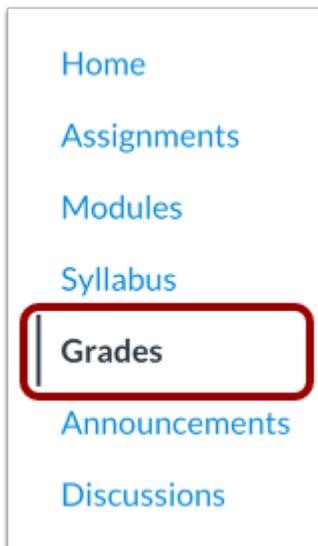
To view the recorded media, click the **Play** button [2].

How do I view my Learning Mastery scores in the Grades page?

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

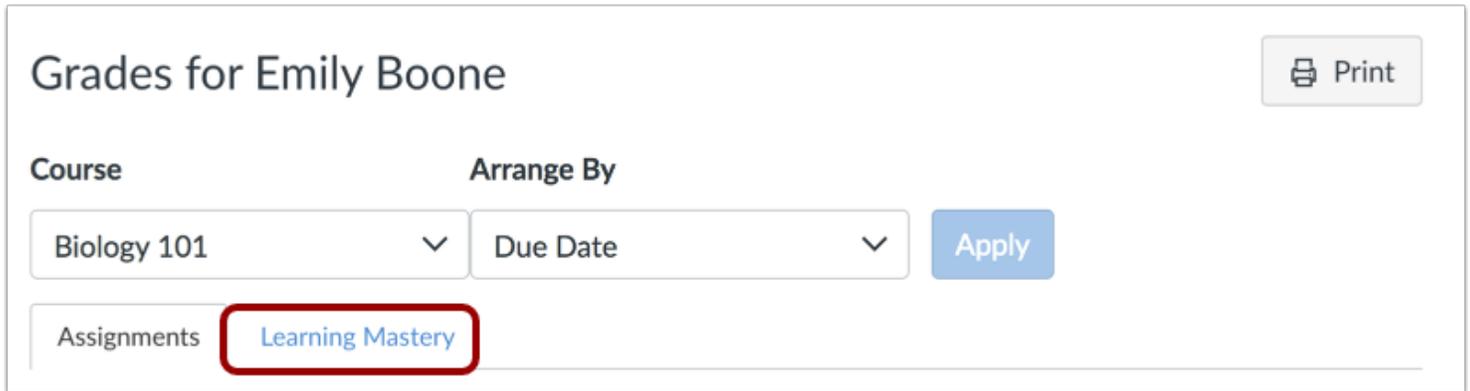
If your Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab. If enabled, the Learning Mastery tab can be the default view for students.

Open Grades



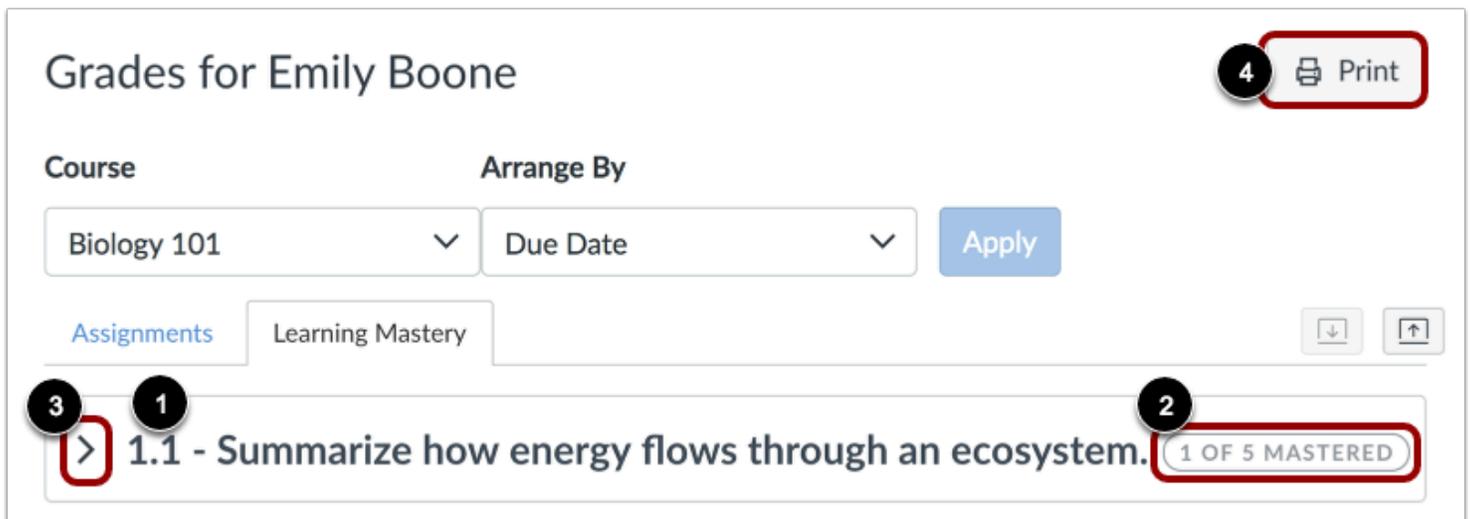
In Course Navigation, click the **Grades** link.

Open Learning Mastery Link



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

View Outcomes Overview

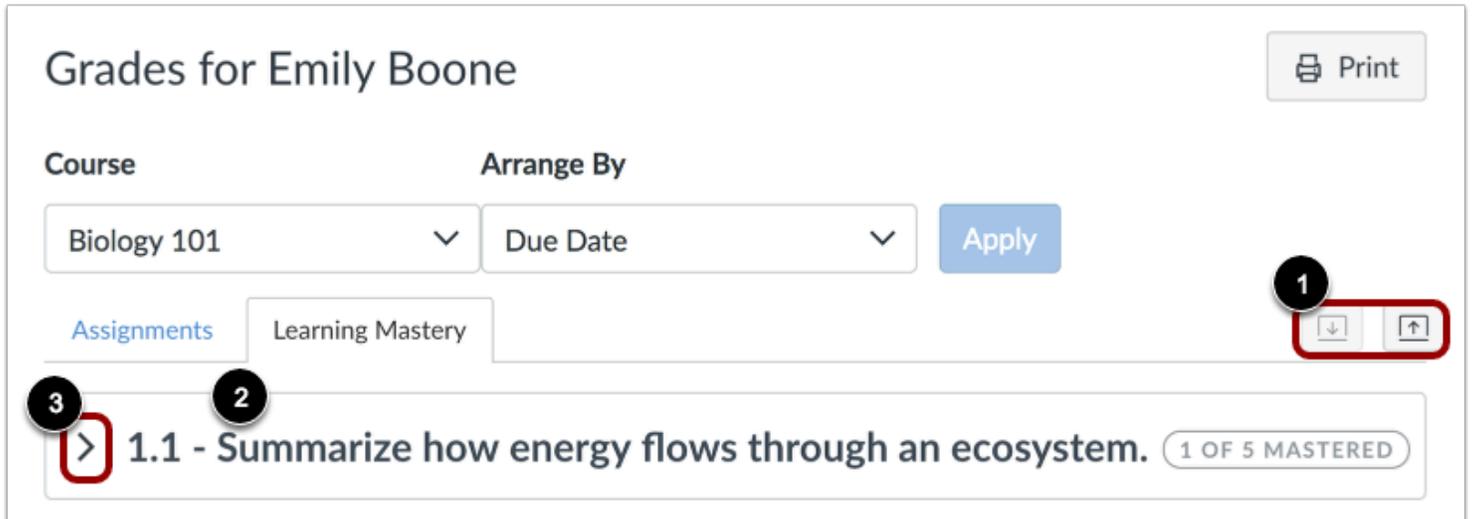


In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered on the left, while the the total number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

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

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

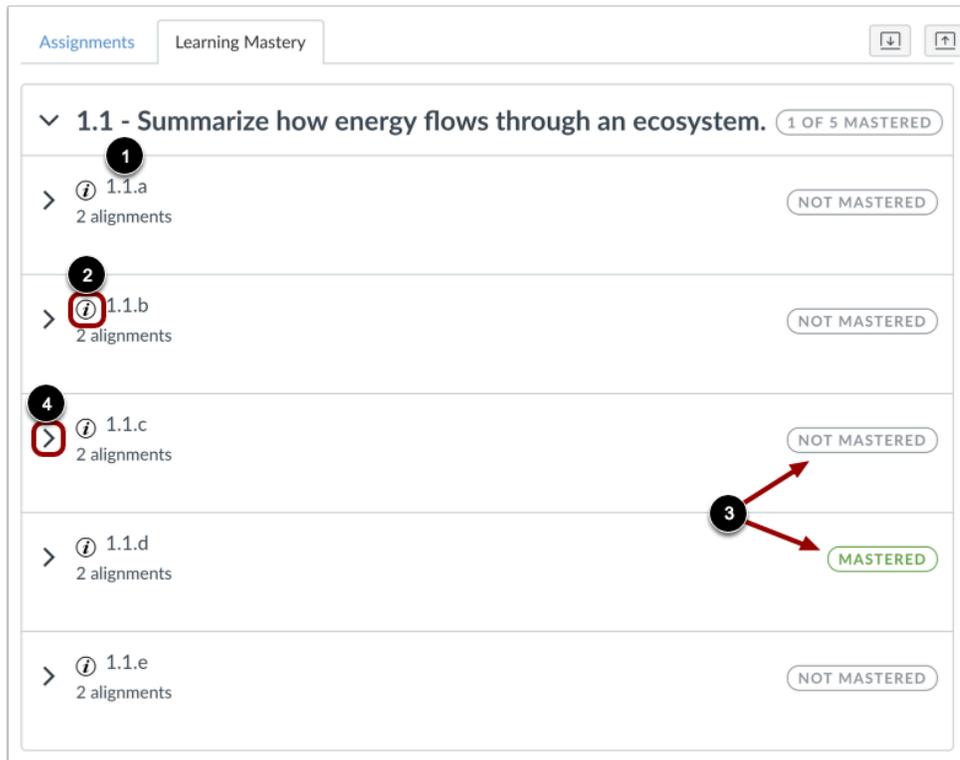
Expand Outcome Group



The screenshot shows the 'Grades for Emily Boone' interface. At the top right is a 'Print' button. Below it are two dropdown menus: 'Course' (set to 'Biology 101') and 'Arrange By' (set to 'Due Date'), with an 'Apply' button to the right. Below these are two tabs: 'Assignments' (selected) and 'Learning Mastery'. On the right side, there are two small square icons: a down arrow and an up arrow, both enclosed in a red box with a callout '1'. Below the tabs is a list of outcome groups. The first group is '1.1 - Summarize how energy flows through an ecosystem.' with a status of '1 OF 5 MASTERED'. To the left of this group is a right-pointing chevron icon, also enclosed in a red box with a callout '3'. Above the chevron is a callout '2' pointing to the outcome name.

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

View Outcomes



The screenshot displays the 'Learning Mastery' section of the Canvas interface. It shows a list of outcome groups under the heading '1.1 - Summarize how energy flows through an ecosystem.' (1 OF 5 MASTERED). The outcomes are listed as follows:

- 1.1.a (2 alignments) - NOT MASTERED
- 1.1.b (2 alignments) - NOT MASTERED
- 1.1.c (2 alignments) - NOT MASTERED
- 1.1.d (2 alignments) - MASTERED
- 1.1.e (2 alignments) - NOT MASTERED

Annotations in the image include:

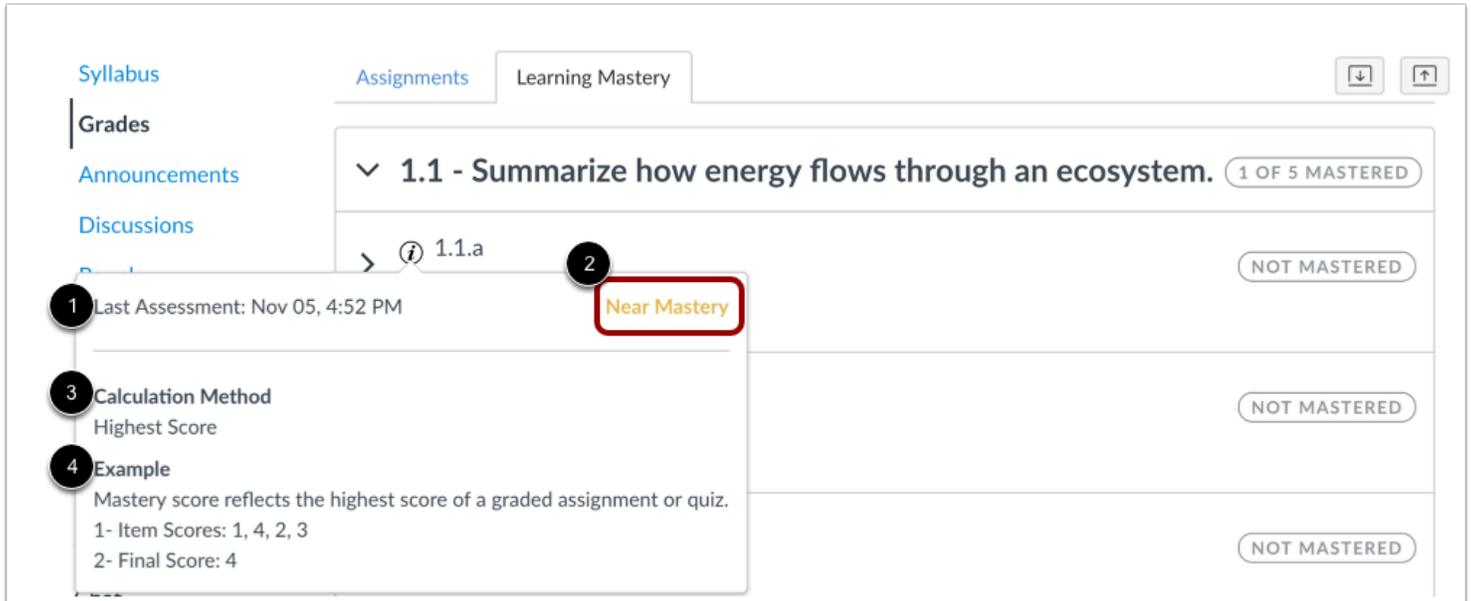
- 1: A black circle with the number 1 pointing to the outcome group name.
- 2: A black circle with the number 2 pointing to the information icon (i) next to 1.1.a.
- 3: A black circle with the number 3 pointing to the mastery status icons (NOT MASTERED and MASTERED) for 1.1.d.
- 4: A black circle with the number 4 pointing to the arrow icon (>) next to 1.1.c.

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

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

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

View Outcome Information

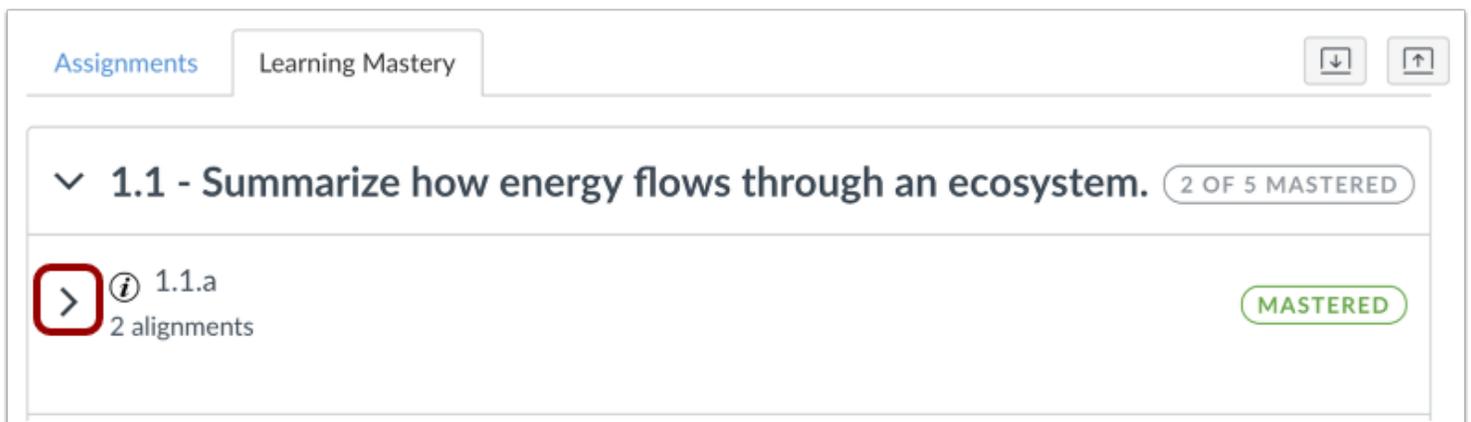


The information window displays the assessment of the outcome.

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

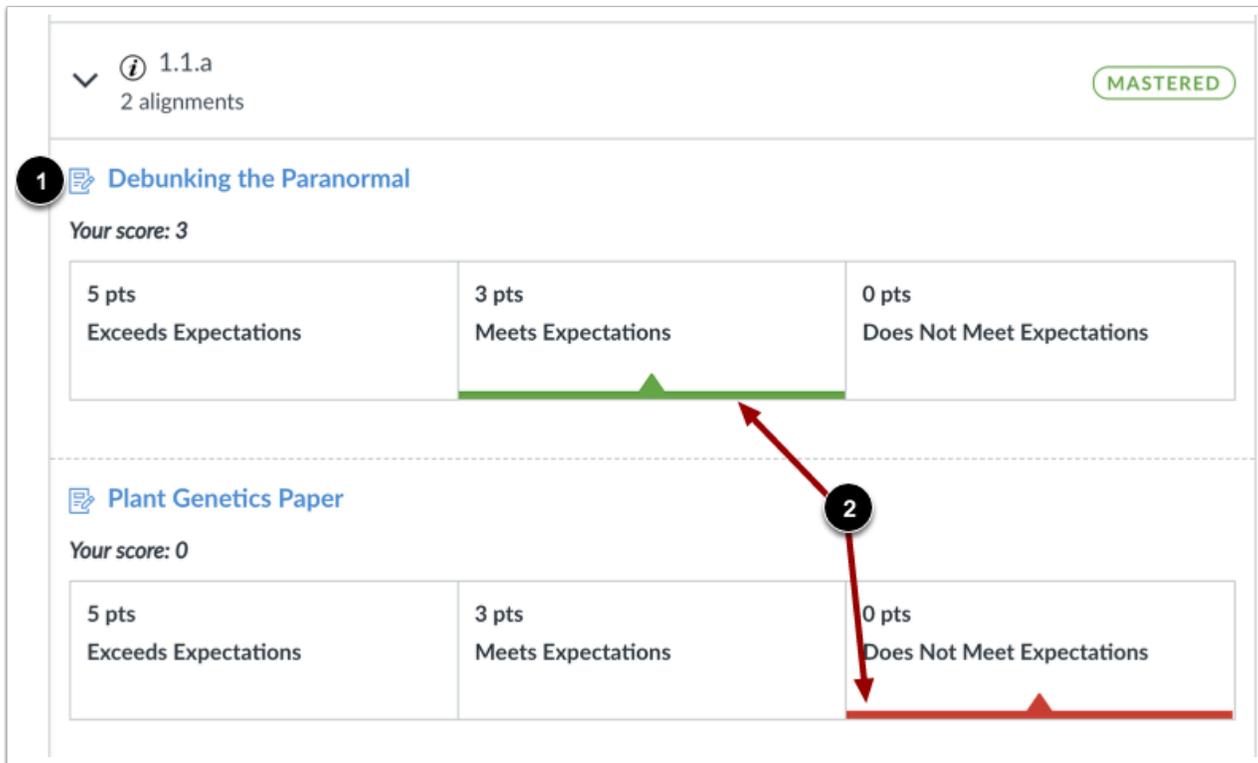
You can also view the calculation method for the outcome [3] and an example of the calculation method [4].

View Alignments



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

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



1.1.a
2 alignments MASTERED

1 [Debunking the Paranormal](#)
Your score: 3

5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations
-------------------------------	-----------------------------	-------------------------------------

[Plant Genetics Paper](#)
Your score: 0

5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations
-------------------------------	-----------------------------	-------------------------------------

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

Change Gradebook

Grades for Emily Boone

Print

Course ² History 101 Arrange By Due Date Apply

¹ Assignments Learning Mastery Download Refresh

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

If you have more than one course, you can view grades by selecting another course name in the grades **course drop-down menu** [2].

How do I use the icons and colors in the Grades page?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

Submission Type Icons

Status	Score
1 	/ 20
2 	/ 35
3 	/ 40
4 	/ 0
5 	/ 25
6 	/ 40
7 	/ 1
8 	/ 25

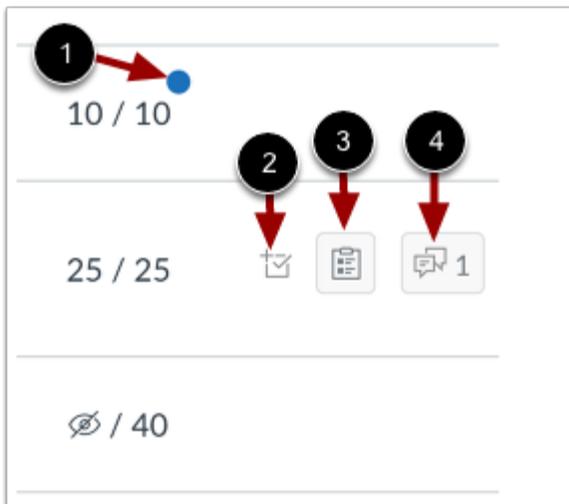
The following icons represent different assignment submission types on your Grades page:

- **Document Icon** [1]: File upload submitted, not graded
- **Text Icon** [2]: Text entry submitted, not graded
- **New Quiz Icon** [3]: New Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Discussion Icon** [4]: Graded discussion submitted, but not graded
- **Link Icon** [5]: A URL has been submitted, not graded

- **Visibility Icon** [6]: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor posts grades for the assignment
- **Quiz icon** [7]: Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Media Icon** [8]: Media recording submitted, not graded

Note: Some external tool assignments may display a dash instead of a submission icon after you submit the assignment.

Submission Details Icons



When your instructor grades your assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Check Plus Icon** [2]: Scoring details
- **Rubric Icon** [3]: Rubric details
- **Discussion Icon** [4]: Assignment comments

Grading Types

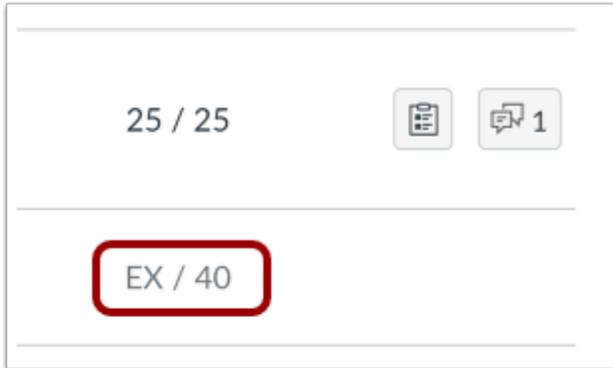
Status	Score
1	18.6 (4.0)
2	31.15 (B+)
3	75%
4	-
5	✓
6	10 / 10 ⓘ
7	25 / 25   1
8	EX / 40
9	×

Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- **GPA [1]**: GPA scale
- **Letter [2]**: Letter grade
- **Percentage [3]**: Grade shown as a percentage
- **Dash [4]**: No submission
- **Check Icon [5]**: Complete grade
- **Grade Info Icon [6]**: Points earned from this assignment do not count toward your final grade
- **Number [7]**: Grade shown by number of points
- **EX [8]**: Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- **X Icon [9]**: Incomplete grade

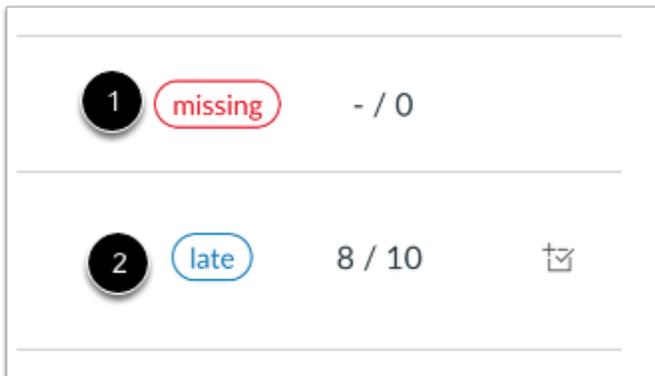
Note: A dash may still display in the Grades page after you submit an assignment for an external tool assignment.

Colors



When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your total score.

Status



The status column displays labels for assignments that are late or missing. If an assignment has not been submitted by the due date, it is identified as missing [1]. If an assignment was submitted after the due date, it is identified as late [2].

Note: Depending on your institution, custom statuses may display.

Originality Report

Name	Due	Status	Score	
A Closer Look: The United States Constitution Written Response 1	Aug 18 by 11:59pm		18.6 (A-)	1 
A Closer Look: Response 2			31.15 (B+)	
Amendment Quiz			75%	
Constitution Assignment			-	
Course Introduction			✓	2 

If your instructor uses an originality tool, you may be able to view an originality report for your submissions. To view the originality report, click the Originality Report icon [1]. The icon color indicates the percentage of text matched by the originality tool. A timer icon indicates the originality tool is still checking your submission [2].

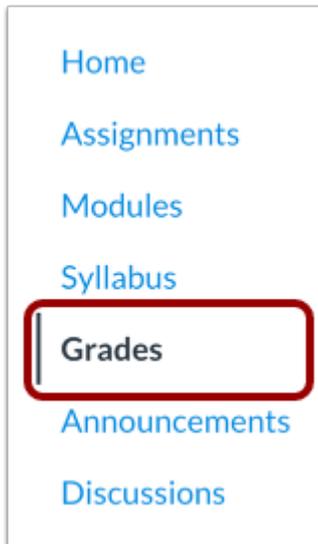
How do I approximate my assignment scores using the What-If Grades feature?

As a student, you can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Notes:

- What-If scores simulate updates to your current and final grades. Depending on the grade calculation for your course, your grades may display as a point value or as a percentage.
- Your instructor may restrict you from viewing your current and/or final grades.
- If enabled by your institution, you may only have the ability to view qualitative data, such as letter grades and grading comments.

Open Grades



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

View Current or Total Grade

Grades for Emily Boone

[Print Grades](#)

Course: History 101 Arrange By: Due Date [Apply](#)

Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		/ 25

1 Total: 97.14% (A)

[Show All Details](#)

Assignments are weighted by group:

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

2 Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

View your existing grades to see how approximating scores will affect your grade.

If available, your current grade is displayed in the sidebar [1]. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme and applies when the **Calculate based only on graded assignments** checkbox [2] is selected in the sidebar. This checkbox is selected in the sidebar by default.

If you want to view your total grade, deselect the sidebar checkbox. Your grade will be calculated based on both graded and ungraded assignments.

View Grading Periods

Grades for Emily Boone

Grading Period 1 Course

Fall 2017 History 101

Arrange By 2

Due Date Apply

If your instructor is using grading periods, the grades page defaults to the current grading period. To change grading periods, click the **Grading Period** drop-down menu [1]. Click the **Apply** button [2].

Test Assignment Score

Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am	  / 25	
Constitution Assignment	Oct 25, 2023 by 11:59pm	Oct 24, 2023 at 10:14am		45 / 50 

Locate the assignment and click the score cell.

Enter What-If Score

Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		<input type="text" value="25"/> / 25
Constitution Assignment	Oct 25, 2023 by 11:59pm	Oct 24, 2023 at 10:14am		45 / 50 ⓘ

Enter a hypothetical score for the assignment.

View What-If Grades

Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		25 / 25
Constitution Assignment	Oct 25, 2023 by 11:59pm	Oct 24, 2023 at 10:14am		45 / 50 ⓘ

The Grades page updates the total score with the What-If grade.

Revert to Actual Score

Name	Due	Submitted	Status	Score
Course Introductions	Sep 7, 2023 by 11:59pm	Sep 7, 2023 at 12:13pm		10 / 10
History Overview	Sep 12, 2023 by 11:59pm	Aug 28, 2023 at 3:07pm		16 / 16
A Closer Look: The United States Constitution Written Response 1	Sep 19, 2023 by 11:59pm	Sep 18, 2023 at 10:57am		85%
The Declaration of Independence: A Revisionist History	Sep 26, 2023 by 11:59pm	Sep 25, 2023 at 9:56am		42 (B)
A Closer Look: Response 2	Oct 20, 2023 by 11:59pm	Oct 16, 2023 at 11:23am		25 / 25
Constitution Assignment	Oct 25, 2023 by 11:59pm	Oct 24, 2023 at 10:14am		45 / 50 ⓘ

Total: 92.95% (A-)
NOTE: This is NOT your official score.

↶ Revert to Actual Score

Show All Details

Assignments are weighted by group:

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

Calculate based only on graded assignments

To revert your What-If score to your actual score, click the **Revert to Actual Score** button.

Show Saved What-If Scores

Total: 97.14% (A)

Show Saved "What-If" Scores

Show All Details

To view your grades using any What-If scores you've ever tested in your course, click the **Show Saved What-If Scores** button.

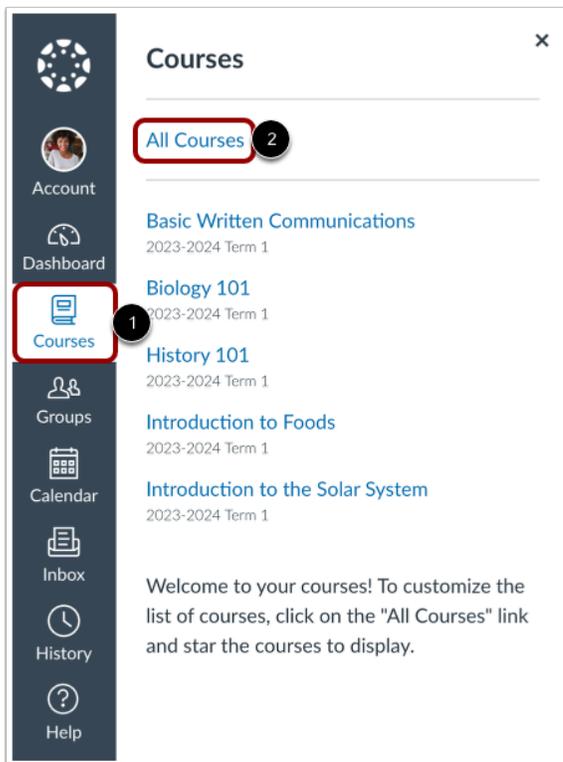
How do I view my grades in a concluded course?

You may be able to view your grades for courses that have ended. Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

Notes:

- Your instructor may restrict you from viewing grade totals.
- Some institutions may restrict the option to view concluded courses.

Open Courses



In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Open Concluded Course

Past Enrollments					
Favorite ↕	Course ↕	Nickname ↕	Term ▲	Enrolled as ↕	Published ↕
☆	■ History 101		2023-2024 Term 1	Student	Yes
☆	■ Introduction to the Solar System		2023-2024 Term 1	Student	Yes
☆	■ Biology 101		2023-2024 Term 1	Student	Yes
☆	■ Biology 101		2023-2024 Term 2	Student	Yes
☆	■ History 101		2023-2024 Term 2	Student	Yes

Under the **Past Enrollments** heading, click the name of your concluded course.

Open Grades

Home
Modules
Assignments
Announcements
Discussions
Quizzes
Grades
Pages

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

View Grades

Grades for Emily Boone

Course

History 101
▼

Arrange By

Module
▼

Apply

Print Grades

Name	Due	Submitted	Status	Score	
Course Introductions	Sep 3, 2021 by 9am	Aug 30, 2021 at 9:33pm		10 / 10	
History Overview	Sep 2, 2021 by 11:59pm	Aug 30, 2021 at 10:30pm		9 / 11	
A Closer Look: The United States Constitution Written Response 1	Sep 16, 2021 by 11:59pm	Sep 14, 2021 at 1:37pm		80%	

Total: 104.92% (A)

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

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

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you

View your grades in your concluded course.

How do I view my grades in a current subject in Canvas for Elementary?

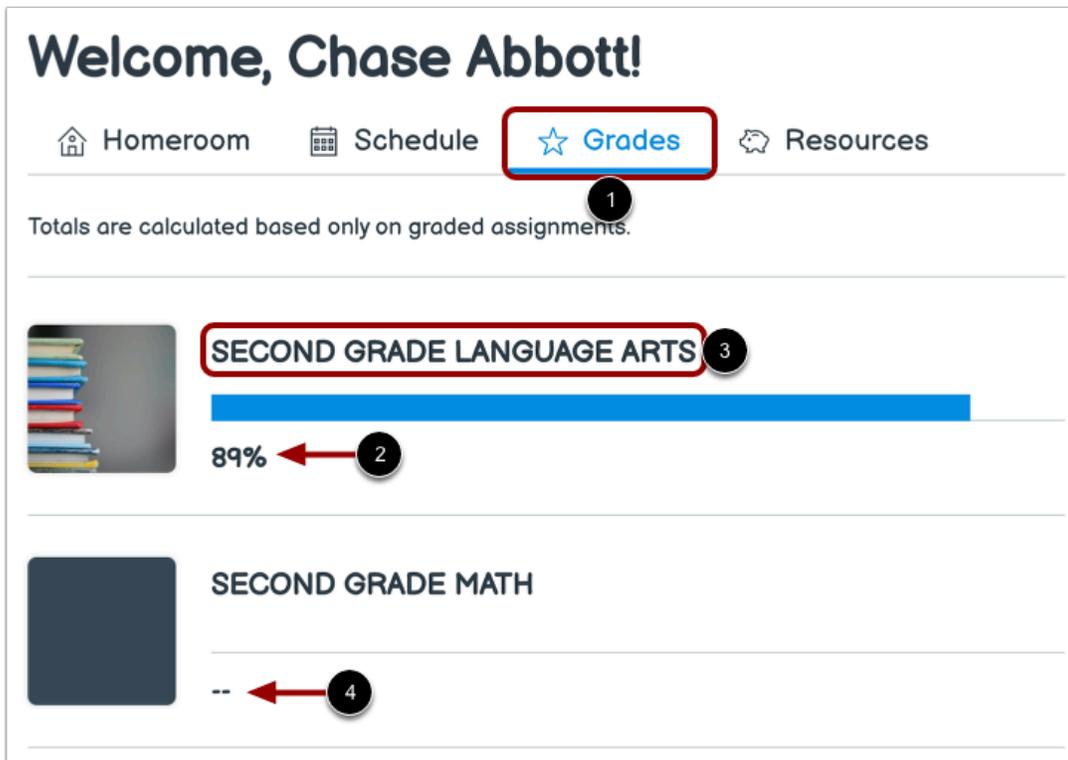
This lesson shows you how to view your grades in a current subject in Canvas for Elementary. If your course appears differently than this lesson, follow the guide on [how to view your grades in a current course](#) in Classic Canvas.

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your institution has enabled grading periods, you can also filter grades by grading period.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also [view concluded course grades](#) from the Global Navigation Menu.

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

Open Subject Grades



Welcome, Chase Abbott!

Homeomom Schedule **Grades** Resources

Totals are calculated based only on graded assignments.

SECOND GRADE LANGUAGE ARTS

89%

SECOND GRADE MATH

--

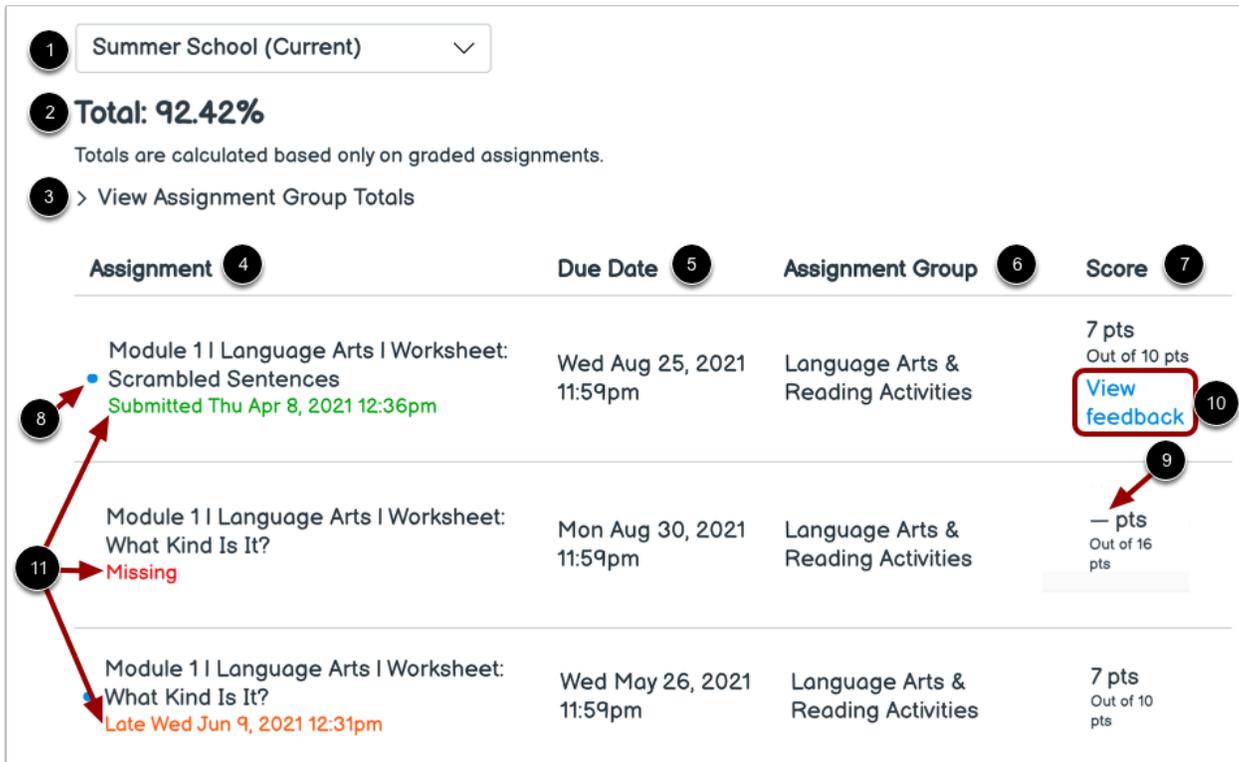
From the Homeroom, click the **Grades** tab [1].

If allowed by your instructor, your total subject grades display [2].

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

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

View Subject Grades



The screenshot shows the Canvas Grades interface. At the top, a dropdown menu (1) is set to 'Summer School (Current)'. Below it, the total grade is displayed as 'Total: 92.42%' (2), with a note that totals are calculated based only on graded assignments. A link to 'View Assignment Group Totals' (3) is present. The main table lists assignments with columns for Assignment (4), Due Date (5), Assignment Group (6), and Score (7). Three assignments are shown: 'Scrambled Sentences' (8) with a score of 7/10 and a 'View feedback' button (10); 'What Kind Is It?' (11) which is 'Missing' with a score of 0/16; and another 'What Kind Is It?' (9) with a score of 7/10. Red arrows point from callouts 8, 11, and 9 to their respective rows.

Assignment	Due Date	Assignment Group	Score
Module 1 Language Arts I Worksheet: Scrambled Sentences Submitted Thu Apr 8, 2021 12:36pm	Wed Aug 25, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts View feedback
Module 1 Language Arts I Worksheet: What Kind Is It? Missing	Mon Aug 30, 2021 11:59pm	Language Arts & Reading Activities	— pts Out of 16 pts
Module 1 Language Arts I Worksheet: What Kind Is It? Late Wed Jun 9, 2021 12:31pm	Wed May 26, 2021 11:59pm	Language Arts & Reading Activities	7 pts Out of 10 pts

If your institution has enabled grading periods, you can view grading periods using the **Grading Period** dropdown [1].

If allowed by your instructor, your overall subject grade displays [2].

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

By default, grades are sorted chronologically by assignment due date.

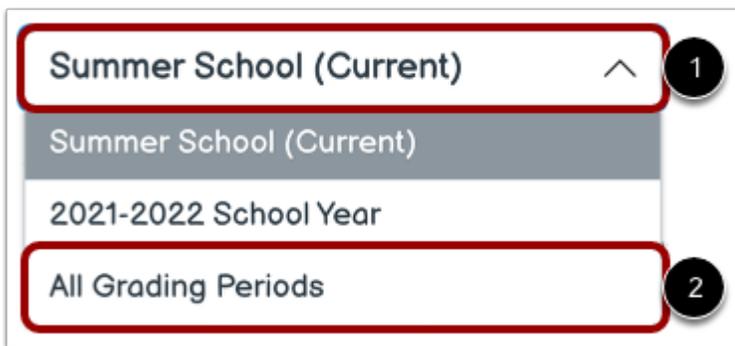
You can view the name of the assignment [4], the assignment due date [5], the assignment group [6], and your assignment score and total assignment points [7]. You may also view whether the assignment includes unread scoring details or comments [8].

A dash icon in the score column indicates grades have not been posted [9]. Once the assignment is graded, the icon will be replaced by your score.

If grading feedback has been added to your submission, you can view feedback by clicking the assignment's **View Feedback** link [10].

The submission status displays below the assignment name [11].

View Grading Periods

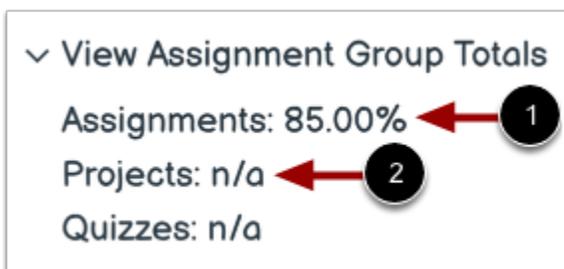


If your institution has enabled grading periods, you can view your grades according to grading period. By default the Grades page displays the current grading period [1]. If an assignment does not include a due date, it will display as a part of the last grading period.

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

When grading periods are weighted and you select the **All Grading Periods** option [2], the weights of each grading period display.

View Assignment Groups



Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score you've earned for each group [1]. If you have not been graded on assignments in an assignment group, a percentage does not display [2].

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

Open Feedback



Module 1 | Language Arts | Worksheet: What Kind Is It?
Late Tue Sep 7, 2021 11:13am

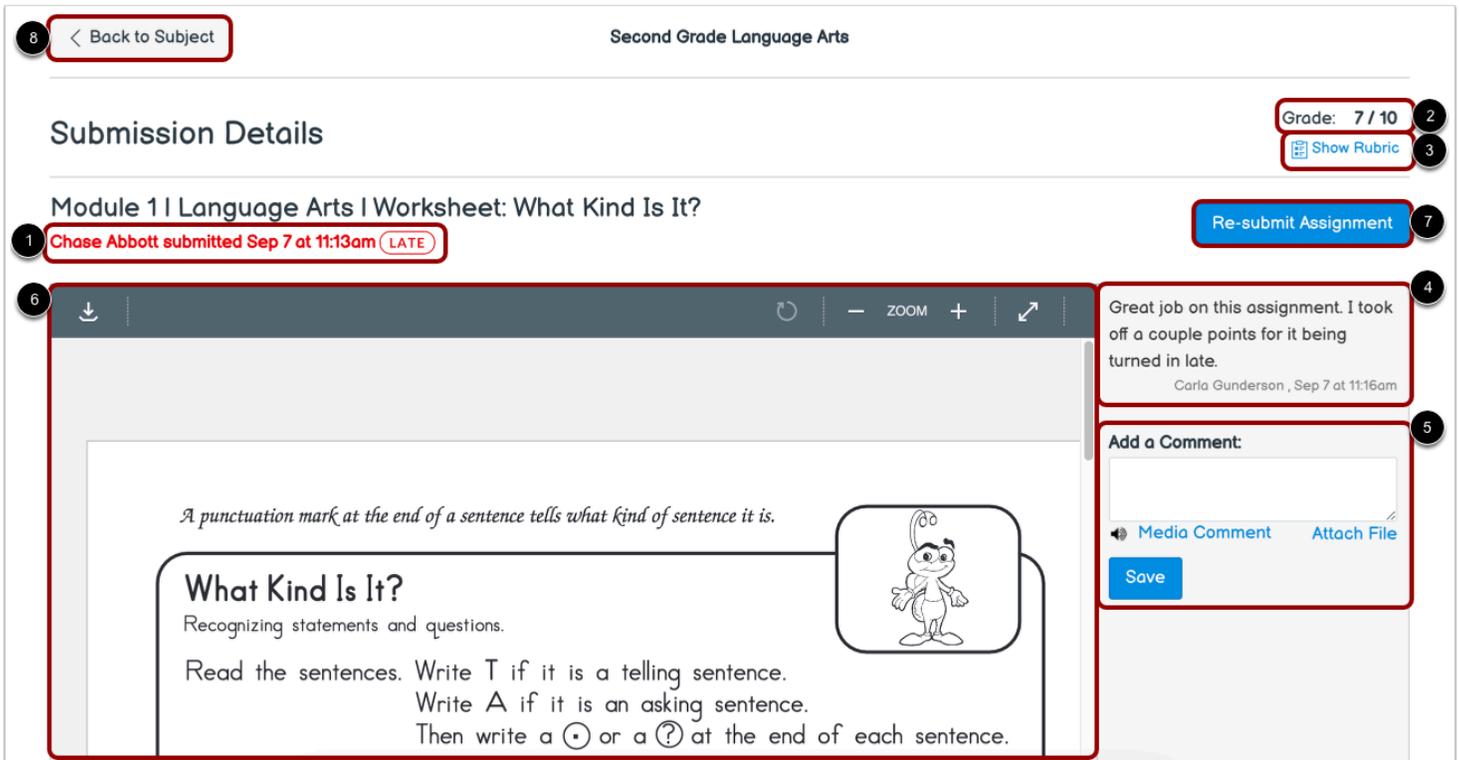
Mon Sep 6, 2021 11:59pm

Language Arts & Reading Activities

7 pts
Out of 10 pts
[View feedback](#)

If your instructor has left feedback, you can view feedback by clicking the **View Feedback** link.

View Submission Details



8 < Back to Subject

Second Grade Language Arts

Submission Details

Grade: 7 / 10

Show Rubric

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

1 Chase Abbott submitted Sep 7 at 11:13am LATE

Re-submit Assignment

6

Great job on this assignment. I took off a couple points for it being turned in late.
Carla Gunderson, Sep 7 at 11:16am

Add a Comment:

Media Comment Attach File

Save

A punctuation mark at the end of a sentence tells what kind of sentence it is.

What Kind Is It?
Recognizing statements and questions.

Read the sentences. Write T if it is a telling sentence.
Write A if it is an asking sentence.
Then write a ⓪ or a ⓑ at the end of each sentence.

The Submission Details page displays submission information and submission feedback.

You can view your submission date and time [1] and your overall submission grade [2].

If a rubric was used to grade the assignment you can view the rubric by clicking the **Show Rubric** link [3].

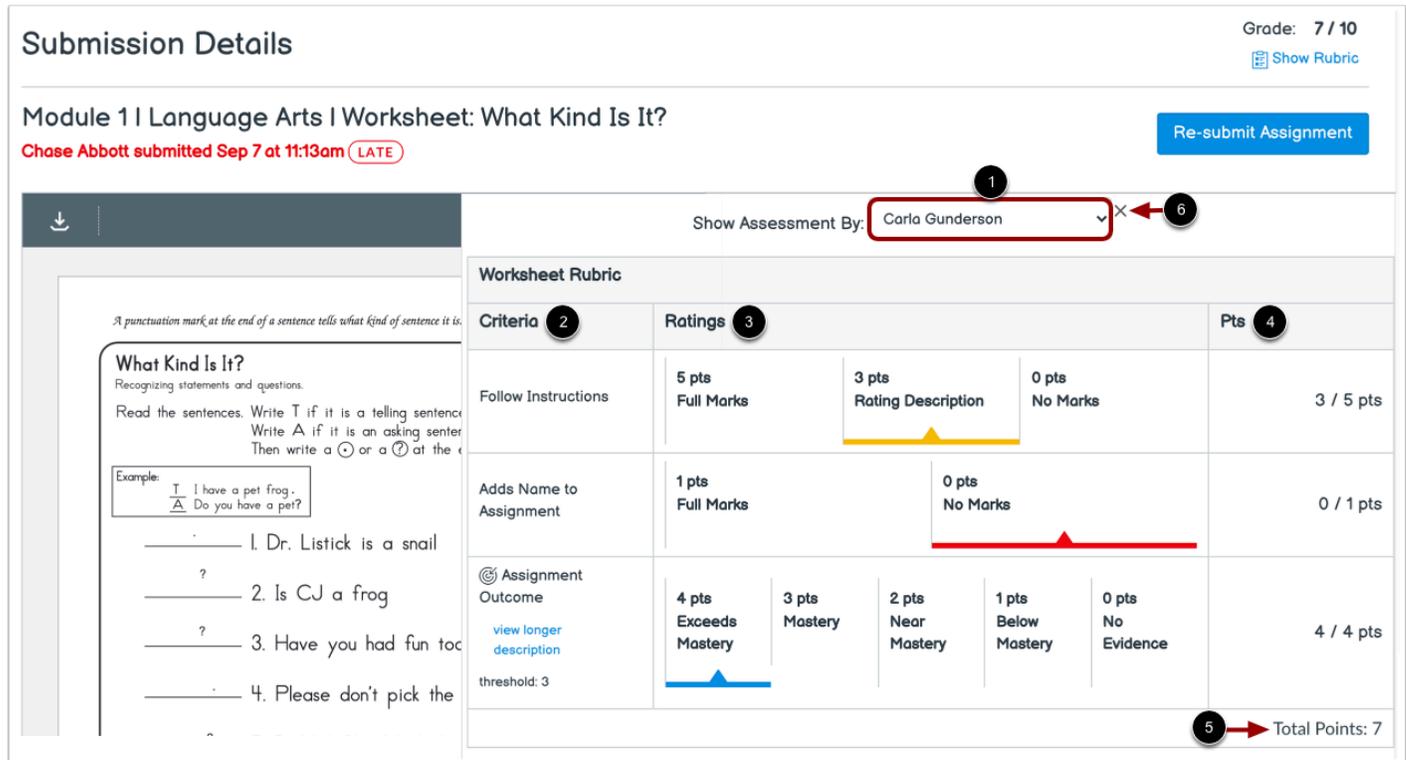
If your instructor added assignment comments, comments display in the sidebar [4]. You can [add submission comments](#) using the **Add a Comment** field [5].

If your instructor has added annotation feedback comments, [use DocViewer to view submission feedback](#) [6]. If DocViewer does not automatically display, you may need to click the View Feedback link.

If you are allowed to add a new submission to the assignment, the **Re-Submit** button or **New Attempt** button may display [7].

To return to the subject, click the **Back to Subject** button [8].

View Rubric



Submission Details Grade: 7 / 10
[Show Rubric](#)

Module 1 | Language Arts | Worksheet: What Kind Is It? [Re-submit Assignment](#)

Chase Abbott submitted Sep 7 at 11:13am LATE

Show Assessment By: Carla Gunderson 1 6

Criteria 2	Ratings 3					Pts 4
Follow Instructions	5 pts Full Marks	3 pts Rating Description	0 pts No Marks			3 / 5 pts
Adds Name to Assignment	1 pts Full Marks	0 pts No Marks				0 / 1 pts
Assignment Outcome view longer description threshold: 3	4 pts Exceeds Mastery	3 pts Mastery	2 pts Near Mastery	1 pts Below Mastery	0 pts No Evidence	4 / 4 pts
5 → Total Points: 7						

If you selected to view the rubric evaluation, the rubric details display.

If multiple graders used the rubric to score your assignment, you can view the rubric evaluation from a particular grader using the **Show Assessment By** dropdown menu [1].

The rubric displays rubric criteria [2], assigned ratings [3], awarded and total points for a criteria [4], and the total rubric score [5].

To close the rubric, click the **Close** icon [6].

Note: The total rubric score may be restricted by your instructor.

View Late Submission

Submission Details

Grade: 10 / 10
Late penalty: -3
Final grade: 7 / 10
[Show Rubric](#)

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

Chase Abbott submitted Jun 9 at 12:31pm **LATE** ← 1

Re-submit Assignment

Your instructor may enforce an automatic late policy in your course.

Any assignments submitted after the due date displays a Late label [1].

The late policy automatically deducts a percentage of the grade from the total score. View your grade, the late penalty deduction, and the final grade [2].

View Grade Info

This assignment does not count towards the final grade.

Submission Details

Grade: 7 / 10

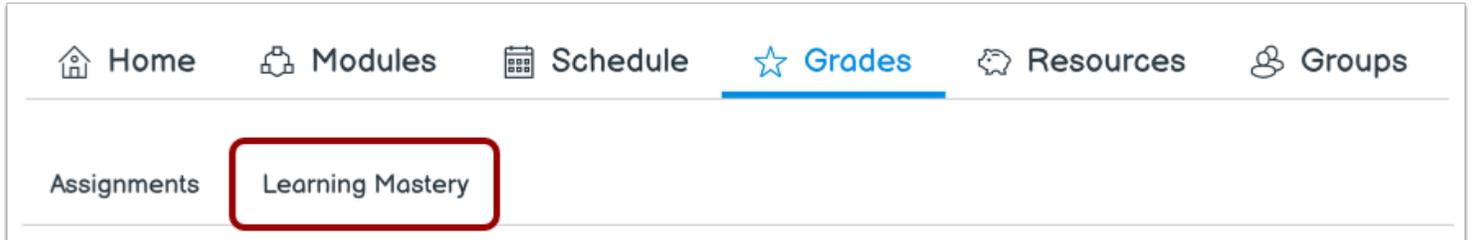
Module 1 | Language Arts I Worksheet: Scrambled Sentences

Chase Abbott submitted Apr 8 at 12:36pm

Re-submit Assignment

If the assignment does not count toward the final grade, a message displays. You should still submit this assignment unless it has been excused by your instructor.

Change Gradebook



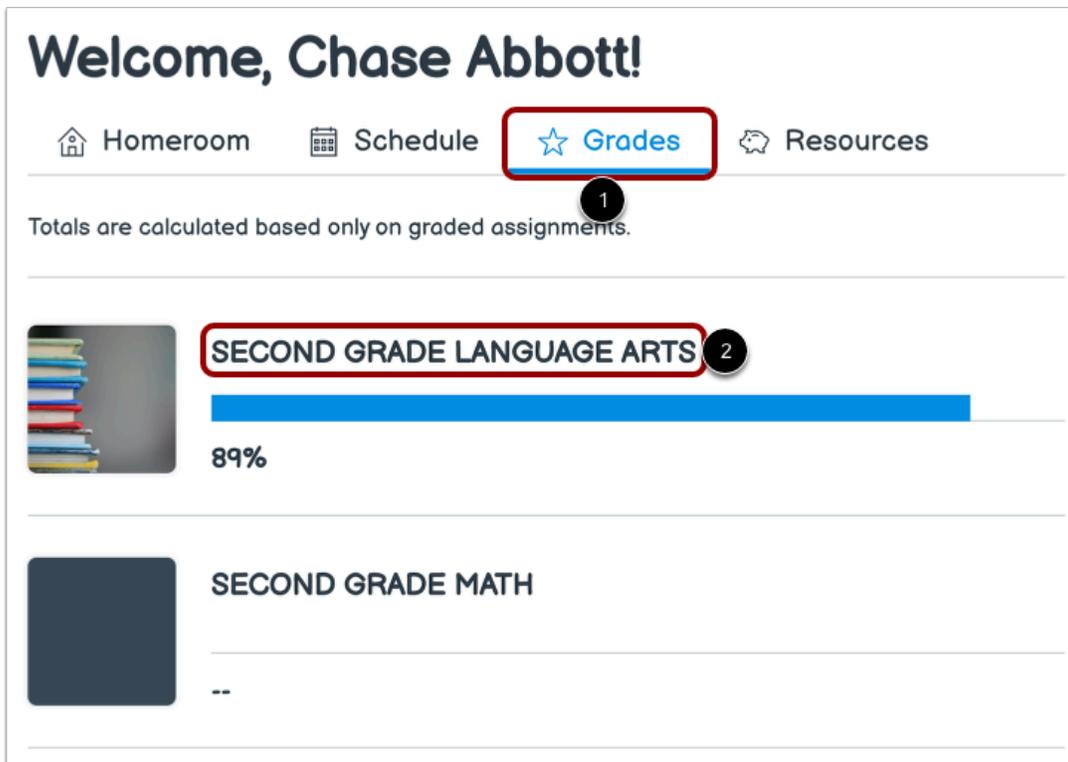
If the Learning Mastery Gradebook has been enabled for students, you can view your standards-based scores in the [Learning Mastery](#) tab.

How do I view my Learning Mastery scores for a subject in Canvas for Elementary?

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

If your subject Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab. If enabled, the Learning Mastery tab can be the default view for students.

Open Subject



Welcome, Chase Abbott!

Home **Grades** Resources

Totals are calculated based only on graded assignments.

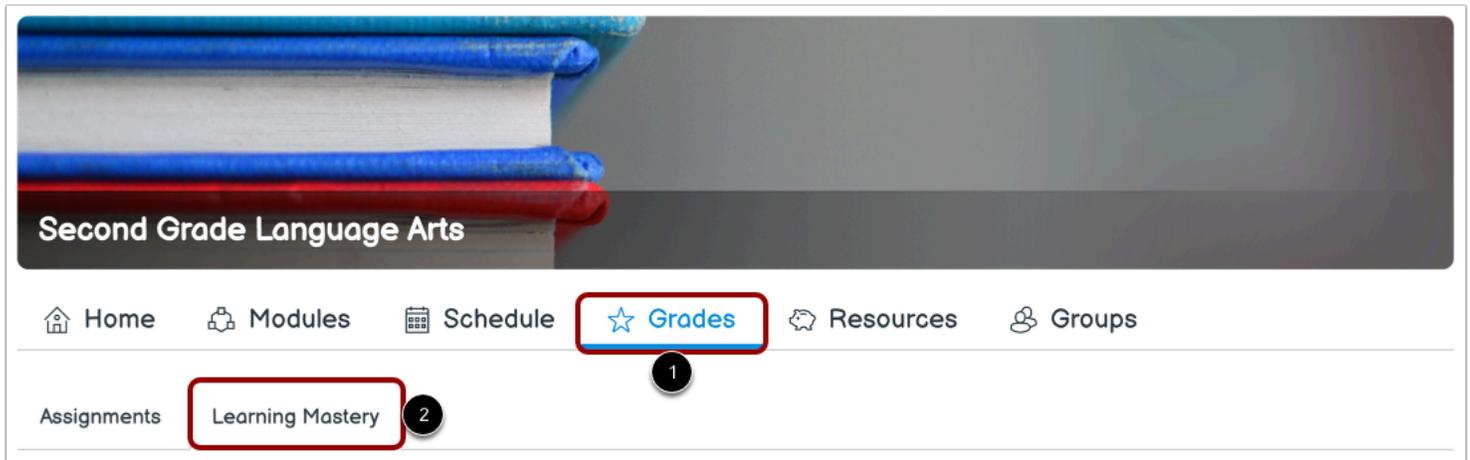
SECOND GRADE LANGUAGE ARTS 89%

SECOND GRADE MATH --

From the Homeroom, click the **Grades** tab [1].

To view grade details for a subject, click the subject name [2].

View Subject's Learning Mastery Gradebook



Click the **Grades** tab [1]. Then click the **Learning Mastery** tab [2].

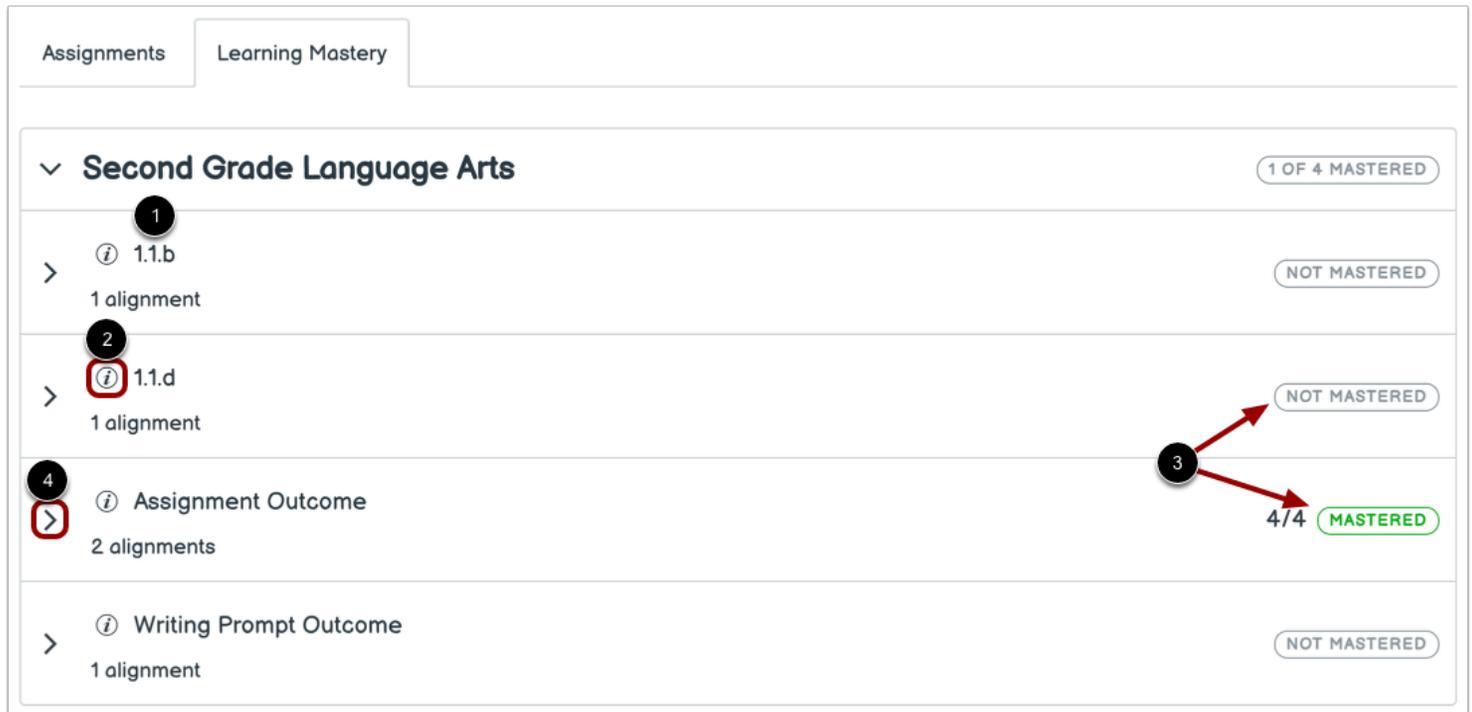
View Outcomes Overview



In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered out of the total number of outcomes within the group.

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

View Outcomes



The screenshot shows the 'Learning Mastery' tab in Canvas. Under the 'Second Grade Language Arts' group, four outcome items are listed:

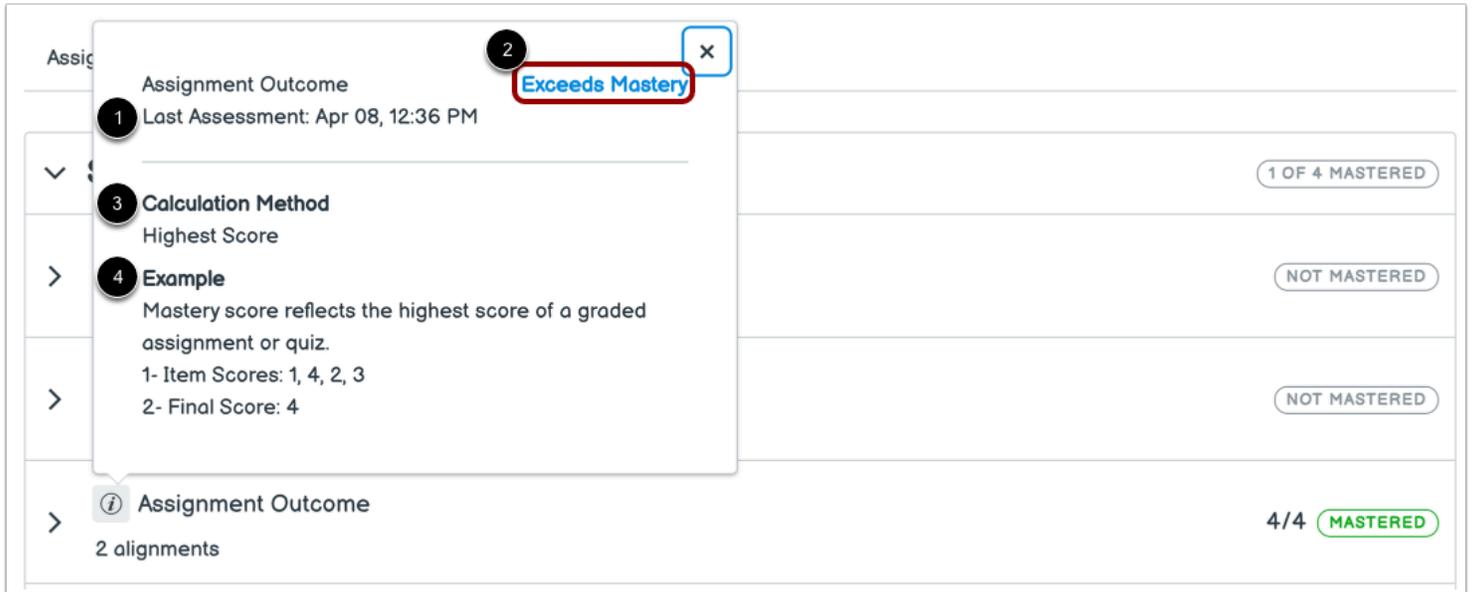
- 1.1.b** (1 alignment): NOT MASTERED. An information icon (i) is circled with a '1'.
- 1.1.d** (1 alignment): NOT MASTERED. An information icon (i) is circled with a '2'.
- Assignment Outcome** (2 alignments): 4/4 MASTERED. An arrow icon (>) is circled with a '4'. A mastery icon (3) is circled with a '3', with two red arrows pointing to the 'NOT MASTERED' and 'MASTERED' status buttons.
- Writing Prompt Outcome** (1 alignment): NOT MASTERED. An information icon (i) is circled with a '4'.

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

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

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

View Outcome Information



The screenshot shows a modal window titled "Assignment Outcome" with a close button (X) in the top right corner. The window contains the following information:

- 1** Last Assessment: Apr 08, 12:36 PM
- 2** Exceeds Mastery (highlighted in a red box)
- 3** Calculation Method: Highest Score
- 4** Example: Mastery score reflects the highest score of a graded assignment or quiz.
1- Item Scores: 1, 4, 2, 3
2- Final Score: 4

Below the modal window, a table displays the mastery status for the outcome:

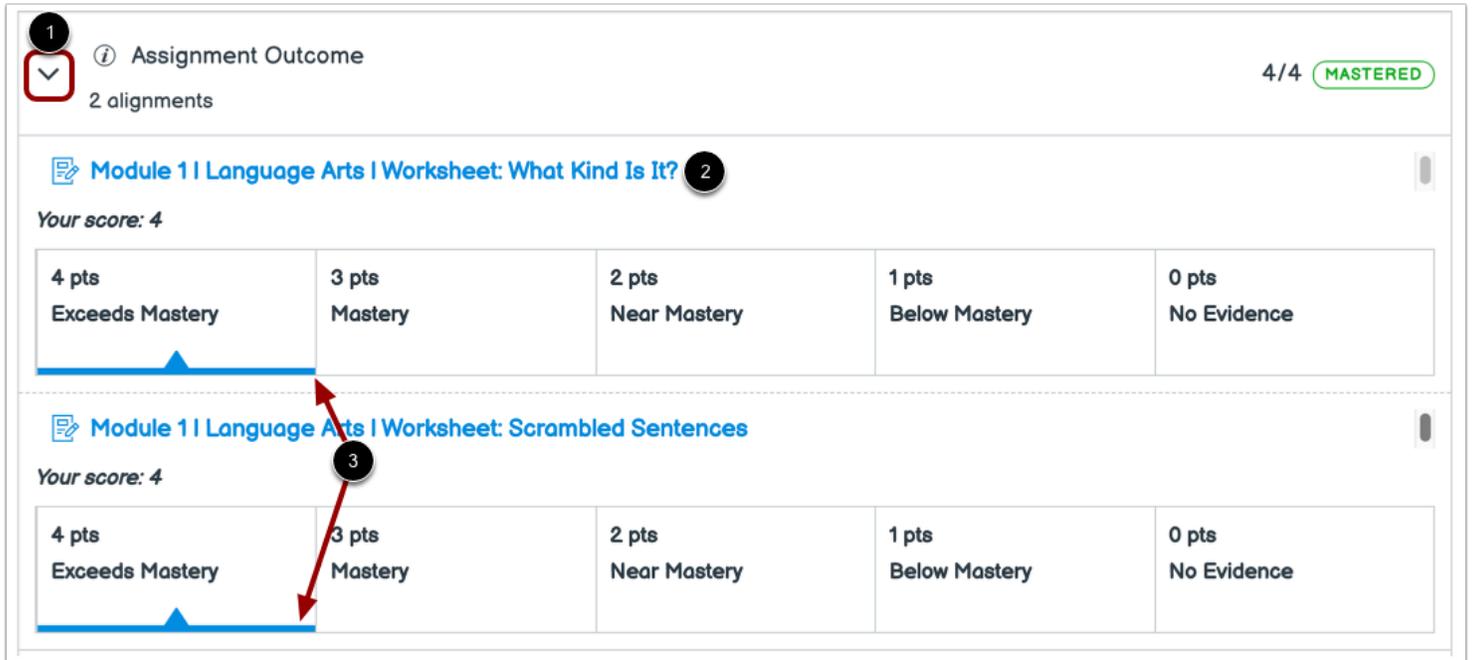
1 OF 4 MASTERED
NOT MASTERED
NOT MASTERED
4/4 MASTERED

The information window displays the assessment of the outcome.

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

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

View Alignments



The screenshot shows an 'Assignment Outcome' section with a score of 4/4 and a 'MASTERED' status. It lists two assignments: 'Module 1 | Language Arts I Worksheet: What Kind Is It?' and 'Module 1 | Language Arts I Worksheet: Scrambled Sentences'. Each assignment has a score of 4 and is aligned to the 'Exceeds Mastery' level (4 pts).

4 pts	3 pts	2 pts	1 pts	0 pts
Exceeds Mastery	Mastery	Near Mastery	Below Mastery	No Evidence

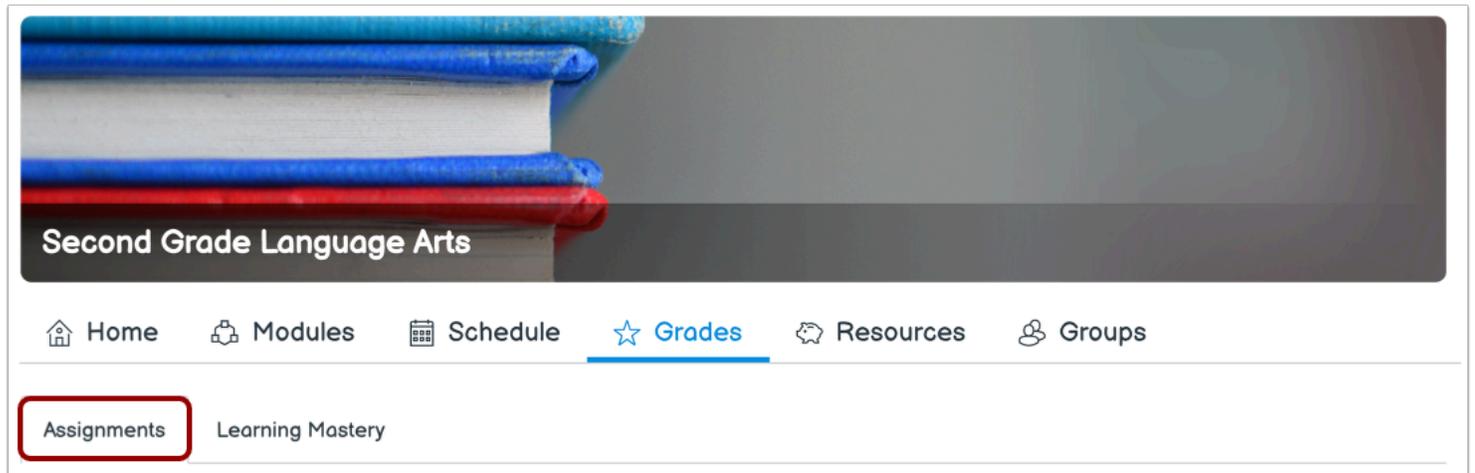
4 pts	3 pts	2 pts	1 pts	0 pts
Exceeds Mastery	Mastery	Near Mastery	Below Mastery	No Evidence

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

To view alignments for an outcome, click the **arrow** icon [1].

Each outcome displays a link for each aligned item [2], as well as your assessed mastery level for each aligned item [3].

Change Gradebook



Second Grade Language Arts

Home Modules Schedule **Grades** Resources Groups

Assignments Learning Mastery

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

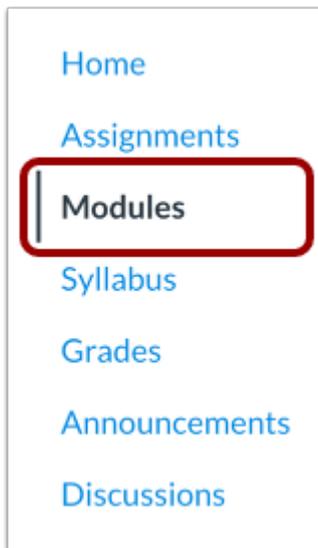
Modules

How do I view Modules as a student?

Some instructors will use modules to organize the course. Modules control the entire flow of the course, along with its content.

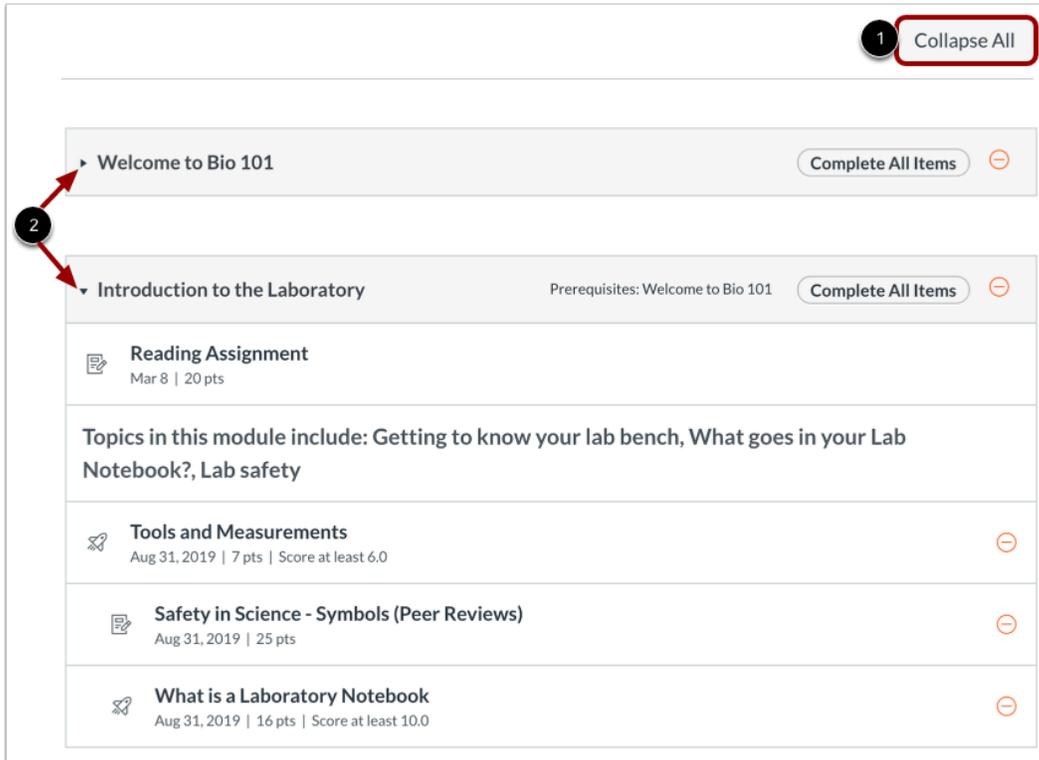
Note: Your instructor may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your instructor may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your instructor wants you to navigate the course using Modules.

Open Modules



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

View Modules



The screenshot shows the Canvas Modules interface. At the top right, there is a button labeled "Collapse All" with a circled "1" next to it. Below this, a list of modules is displayed. The first module is "Welcome to Bio 101" with a "Complete All Items" button and a collapse arrow. The second module is "Introduction to the Laboratory", which is expanded to show its content. A red arrow labeled "2" points to the collapse arrow of this module. The expanded content includes a "Reading Assignment" (Mar 8 | 20 pts), a list of topics ("Getting to know your lab bench, What goes in your Lab Notebook?, Lab safety"), and three other items: "Tools and Measurements" (Aug 31, 2019 | 7 pts | Score at least 6.0), "Safety in Science - Symbols (Peer Reviews)" (Aug 31, 2019 | 25 pts), and "What is a Laboratory Notebook" (Aug 31, 2019 | 16 pts | Score at least 10.0). Each of these items has its own collapse arrow.

In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module.

To expand or collapse all modules, click the Expand All/Collapse All button [1].

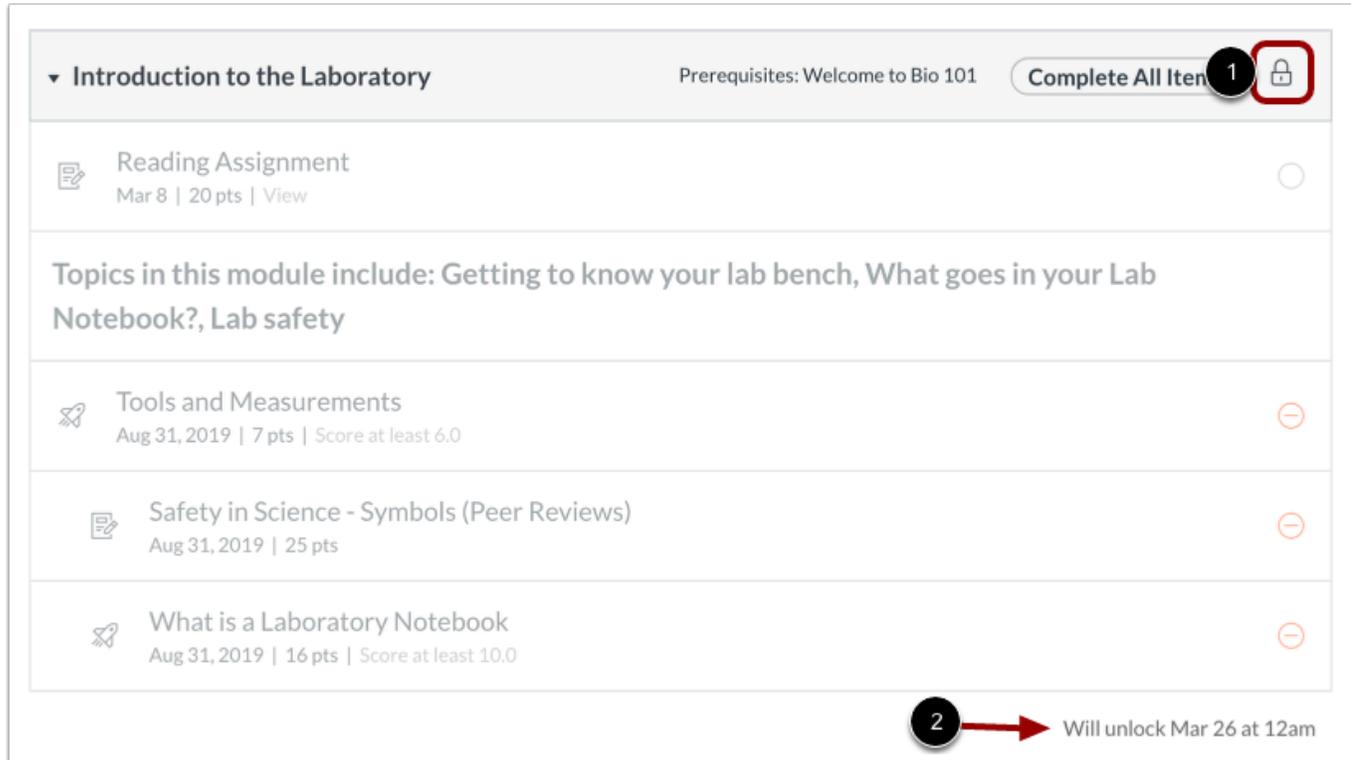
To expand or collapse individual modules, click the module Expand or Collapse arrows [2].

If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

Notes:

- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- The Modules page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Locked Module



▼ Introduction to the Laboratory Prerequisites: Welcome to Bio 101 Complete All Items 1 

 Reading Assignment
Mar 8 | 20 pts | View 

Topics in this module include: Getting to know your lab bench, What goes in your Lab Notebook?, Lab safety

 Tools and Measurements
Aug 31, 2019 | 7 pts | Score at least 6.0 

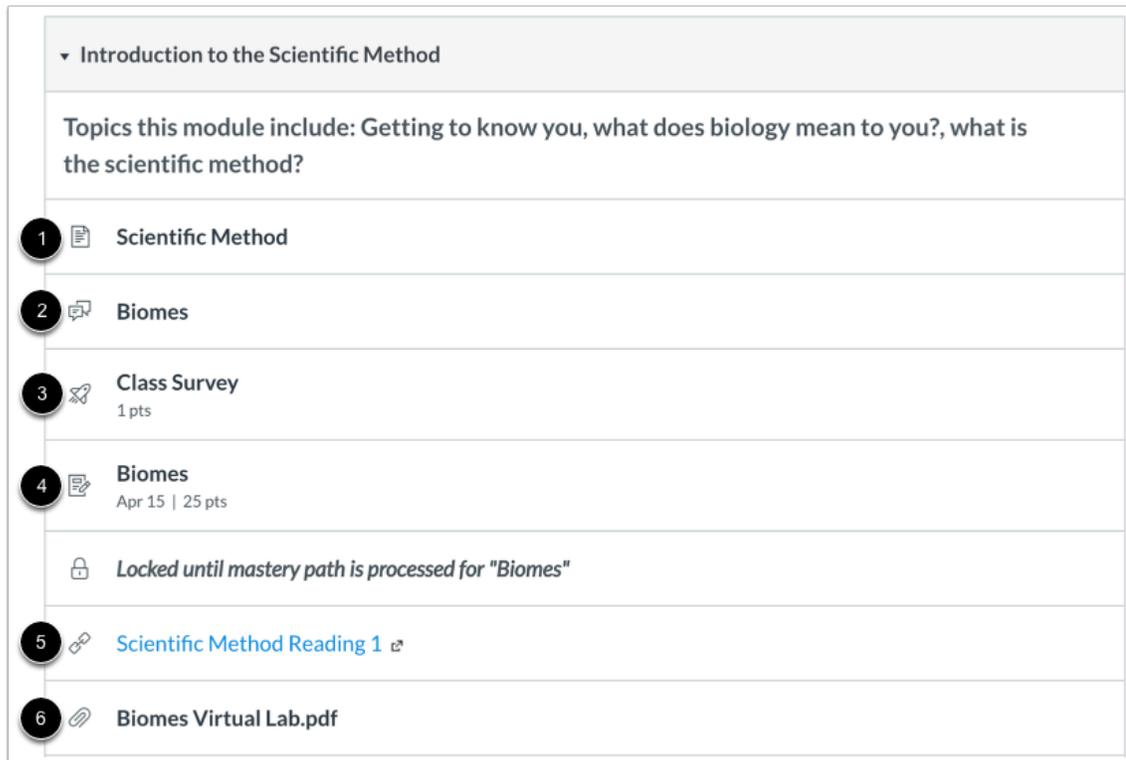
 Safety in Science - Symbols (Peer Reviews)
Aug 31, 2019 | 25 pts 

 What is a Laboratory Notebook
Aug 31, 2019 | 16 pts | Score at least 10.0 

2  Will unlock Mar 26 at 12am

Your instructor may lock a module until a specified date. Locked modules display a Locked icon [1] and an unlock date [2].

View Module Icons



▼ Introduction to the Scientific Method

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

- 1  Scientific Method
- 2  Biomes
- 3  Class Survey
1 pts
- 4  Biomes
Apr 15 | 25 pts

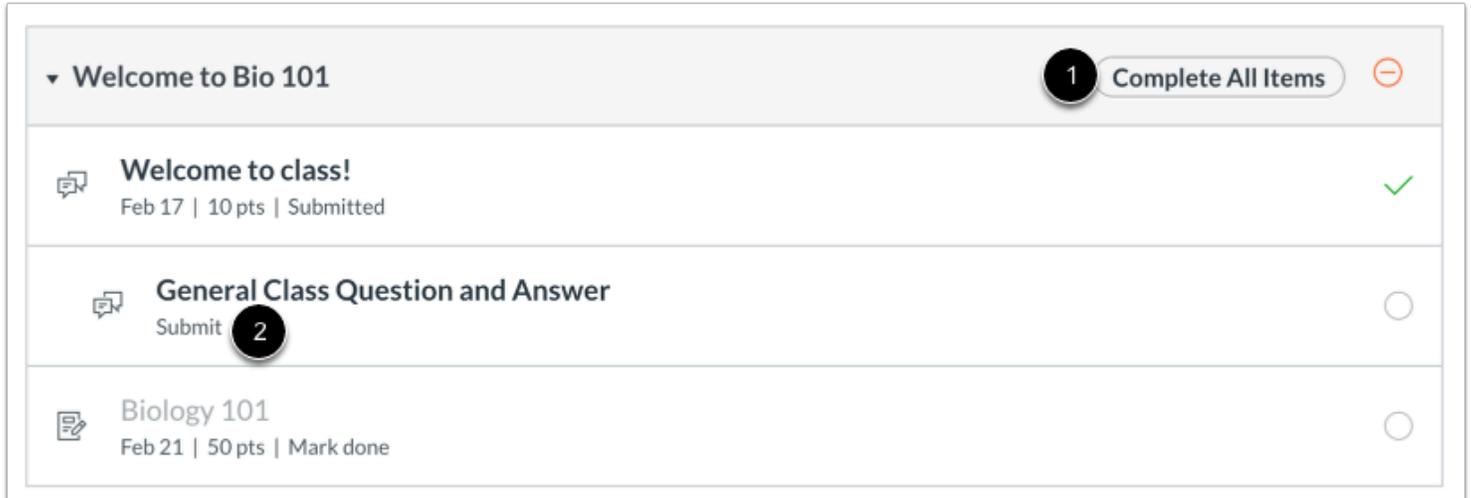
 Locked until mastery path is processed for "Biomes"

- 5  [Scientific Method Reading 1](#) 
- 6  Biomes Virtual Lab.pdf

Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view

View Requirements



The screenshot shows a module titled "Welcome to Bio 101" with a "Complete All Items" button and a minus sign. Below the header are three items:

- Welcome to class!** (Feb 17 | 10 pts | Submitted) with a green checkmark.
- General Class Question and Answer** (Submit 2) with a radio button.
- Biology 101** (Feb 21 | 50 pts | Mark done) with a radio button.

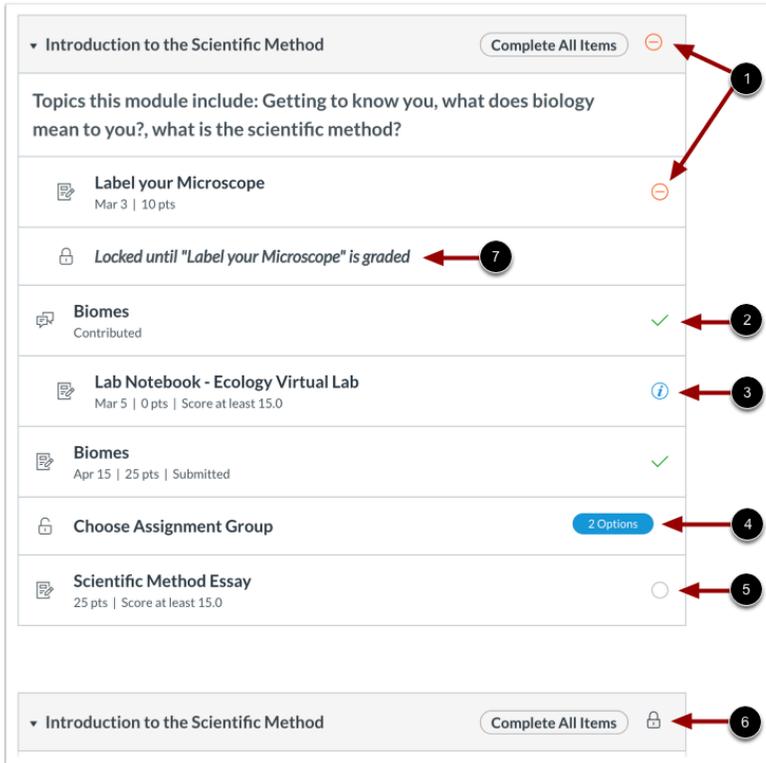
If a module includes requirements, the header shows whether you are supposed to complete all requirements or select one requirement [1].

Next to the module item, you can view the type of requirement necessary to complete the module item [2]. You must complete all required module items before you can progress to the next module. Some modules may require you to complete the module items in order.

Depending on the module item type, requirements include up to five options:

- **View:** You must view the item.
- **Mark as done:** You must [mark the module item as done](#) before you can progress to the next item.
- **Contribute:** You must post a reply to the discussion topic or contribute content to a page.
- **Submit:** You must submit the assignment, graded discussion, or quiz.
- **Score at least X:** You must submit the assignment with a minimum of the shown score.

View Progression Icons



The screenshot displays a course module titled "Introduction to the Scientific Method" with a "Complete All Items" button. Below the module heading, there is a list of items with various icons indicating their status:

- Item 1:** "Label your Microscope" (Mar 3 | 10 pts) with an orange dash icon.
- Item 2:** "Biomes" (Contributed) with a green checkmark icon.
- Item 3:** "Lab Notebook - Ecology Virtual Lab" (Mar 5 | 0 pts | Score at least 15.0) with a blue info icon.
- Item 4:** "Choose Assignment Group" with a blue "2 Options" label.
- Item 5:** "Scientific Method Essay" (25 pts | Score at least 15.0) with a white circle icon.
- Item 6:** The bottom of the module is locked, indicated by a lock icon.
- Item 7:** A lock icon next to the text "Locked until 'Label your Microscope' is graded".

Module items can also be used to show progression through a module. Modules and/or module items that are not available to you are grayed out.

For any module icon, you can hover over the icon and view the message for the requirement.

Icon meanings may change depending on if your course is using requirements:

- **Orange dash icon** [1]: when next to a module item, the module item is overdue. When next to the module heading, the module requirements have not been met.
- **Green check mark** [2]: the module item has been completed. For requirements, this icon means the module requirement has been met.
- **Blue info icon** [3]: the module item has been submitted, but has not yet been graded.
- **Options label** [4]: the module item requires you to choose an assignment path before additional module items can be displayed.
- **White circle** [5]: the module item has not been started.
- **Lock icon** [6]: the module is locked until a future date. For prerequisites, this icon means the previous module has not been completed so it cannot be viewed.

- **Lock message** [7]: the module may contain additional information that cannot be accessed until the name of the assignment in the message is graded.

View Individual Module Item



Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

Note: If your instructor has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.

Open Module Item

▼ Introduction to the Scientific Method Complete All Items 

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

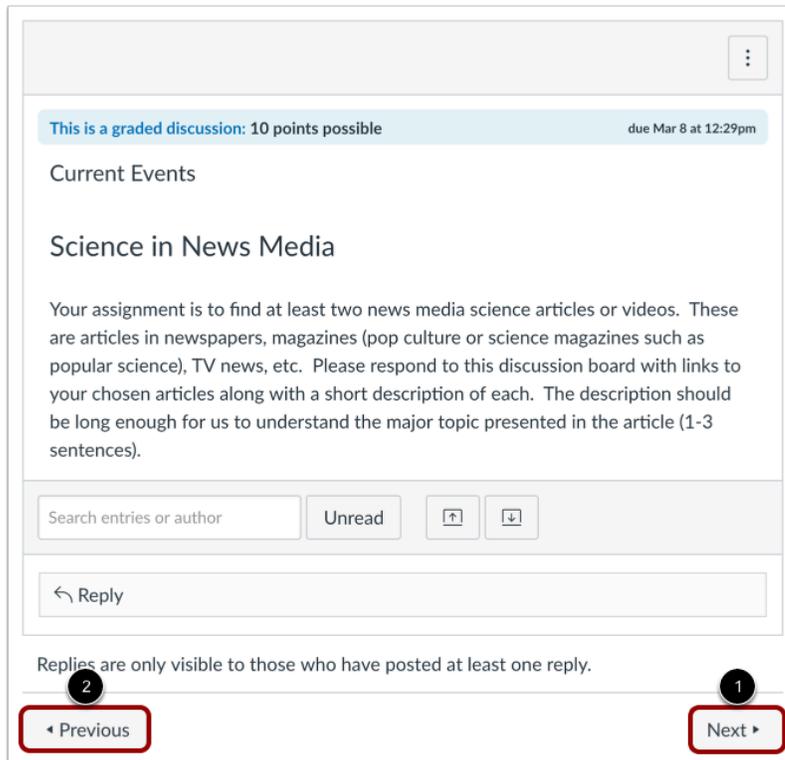
 **Label your Microscope** 
Mar 3 | 10 pts

 *Locked until "Label your Microscope" is graded*

 **Biomes** 
Contributed

To begin a module, click the first item in the module.

Navigate Module



This is a graded discussion: 10 points possible due Mar 8 at 12:29pm

Current Events

Science in News Media

Your assignment is to find at least two news media science articles or videos. These are articles in newspapers, magazines (pop culture or science magazines such as popular science), TV news, etc. Please respond to this discussion board with links to your chosen articles along with a short description of each. The description should be long enough for us to understand the major topic presented in the article (1-3 sentences).

Search entries or author Unread [Up] [Down]

← Reply

Replies are only visible to those who have posted at least one reply.

2 ◀ Previous Next ▶ 1

You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the **Next** button [1]. To return to a previous module item, click the **Previous** button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

Note: If your instructor has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.

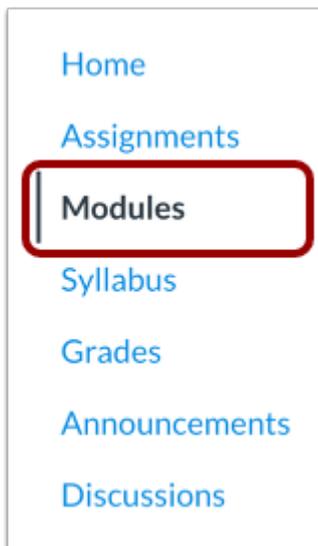
How do I mark a module item as done for a module requirement?

Your instructor may require you to mark a module page or assignment as completed before you can progress to the next item in the module.

Marking a content page as *done* means that you understand the course material in the content page and are ready to progress to the next item. Additionally, when you mark a content page as done, its associated to-do item is removed from the to-do list and the item displays as complete in the Dashboard List View.

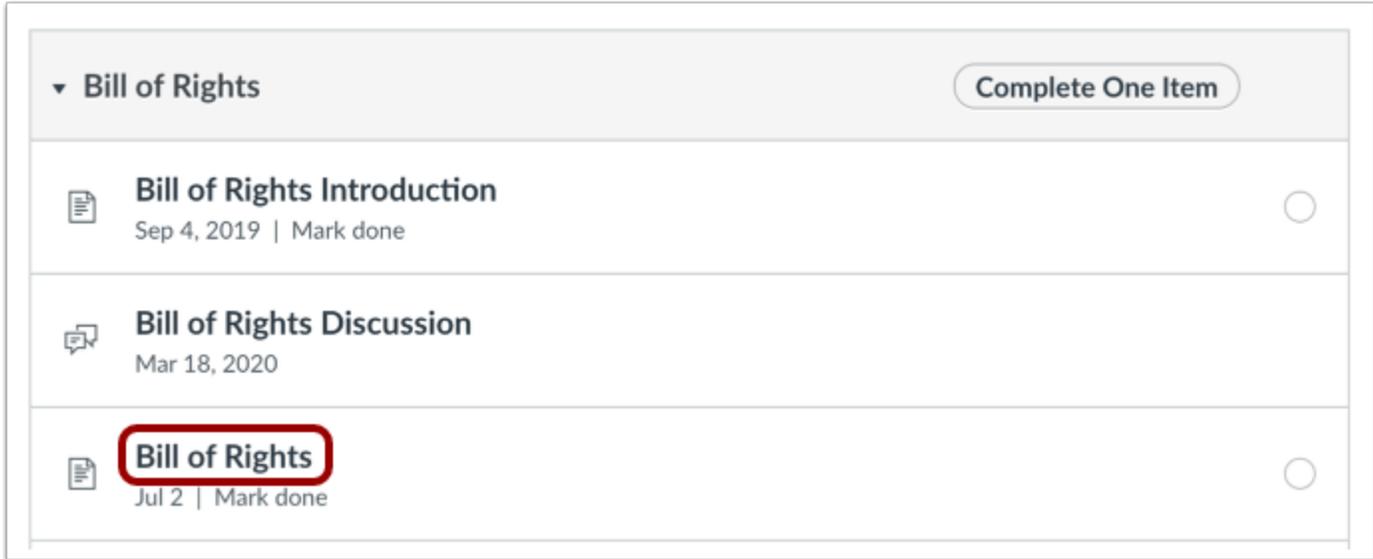
Note: You may be able to mark online or external tool submission assignments as done. However, you must still submit the assignment for your instructor to grade.

Open Modules



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

Open Content Page

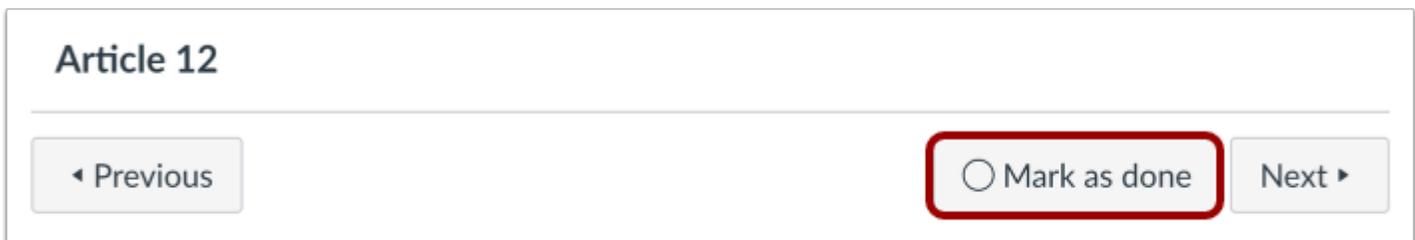


▼ Bill of Rights Complete One Item

-  **Bill of Rights Introduction**
Sep 4, 2019 | Mark done
-  **Bill of Rights Discussion**
Mar 18, 2020
-  **Bill of Rights**
Jul 2 | Mark done

Click the name of the content page with the requirement.

Mark Done



Article 12

◀ Previous Mark as done Next ▶

Click the **Mark as Done** button.

Confirm Done



Mark as done → Done

When you mark the page as done, the button changes from Mark as Done to Done.

Unmark Page

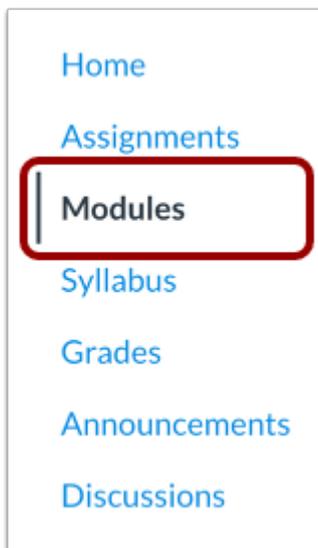


If you want to unmark the page as done, click the **Done** button. The button will turn back into the **Mark as Done** button.

How do I choose an assignment path in a module?

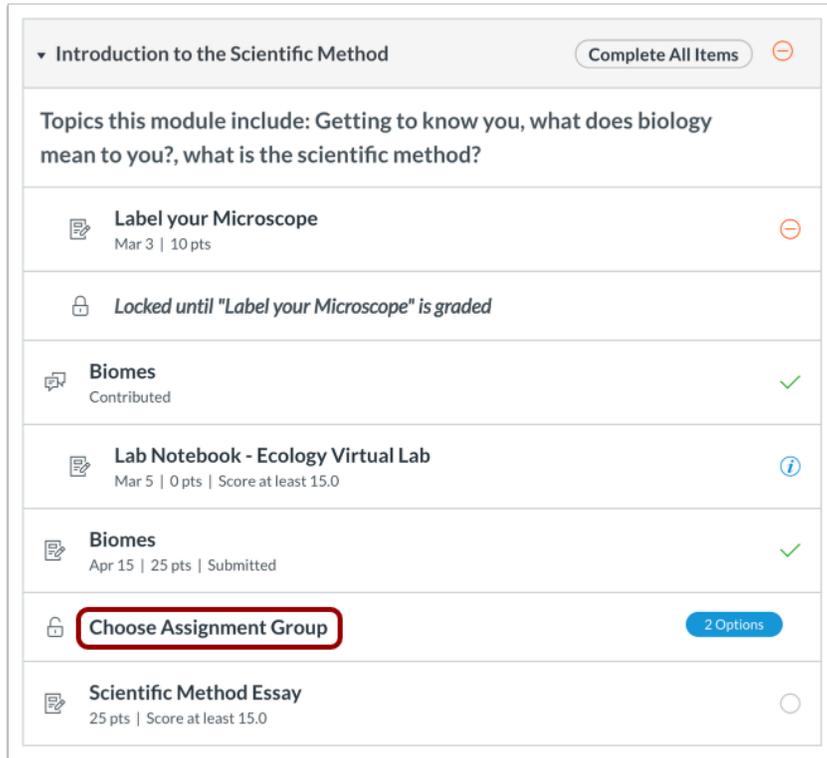
If your Modules page asks you to choose an assignment group, you need to choose which assignment(s) you want to select before you can progress to the next assignment.

Open Modules



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

Choose Assignment Group



The screenshot shows a list of assignment groups for the course "Introduction to the Scientific Method". At the top, there is a "Complete All Items" button. Below that, a text box lists topics: "Getting to know you, what does biology mean to you?, what is the scientific method?". The list of assignment groups includes:

- Label your Microscope** (Mar 3 | 10 pts) with a minus icon.
- Locked until "Label your Microscope" is graded** (indicated by a lock icon).
- Biomes** (Contributed) with a green checkmark.
- Lab Notebook - Ecology Virtual Lab** (Mar 5 | 0 pts | Score at least 15.0) with an information icon.
- Biomes** (Apr 15 | 25 pts | Submitted) with a green checkmark.
- Choose Assignment Group** (highlighted with a red box) with a blue button labeled "2 Options" and a lock icon.
- Scientific Method Essay** (25 pts | Score at least 15.0) with a radio button.

Locate the current module and click the **Choose Assignment Group** link.

Select Assignment

Choose Assignment Path

Select one of the options:

Option 1 Select

Safety in Science - Symbols
25 pts

Review the Lab Safety - Symbols reading assignment in CK-12 and complete the attached worksheet.

Reading Assignment: <http://www.ck12.org/group-assignments/25892> e

Worksheet: [CK12_MS Concepts Physical Science_Quiz_Safety in Science.docx](#) 

- This assignment is worth 25 points
- Your completed assignment should be submitted in either .docx or .pdf format.

Option 2 Select

Biology Overview
8 pts

View the assignment options. Locate the assignment you want to select and click the **Select** button.

Note: Once you select an assignment, you cannot select a different assignment.

View Selected Assignment

Assignment Path Selected

Option 1 Selected

Safety in Science - Symbols
25 pts

Review the Lab Safety - Symbols reading assignment in CK-12 and complete the attached worksheet.

Reading Assignment: <http://www.ck12.org/group-assignments/25892>

Worksheet: [CK12_MS Concepts Physical Science_Quiz_Safety in Science.docx](#)

- This assignment is worth 25 points
- Your completed assignment should be submitted in either .docx or .pdf format.

Option 2 Unavailable

Biology Overview
8 pts

Canvas will verify your selected assignment. To move to the next assignment, click the assignment link.

Note: If the link generates an error message, you can access the assignment by clicking the Modules link in Course Navigation.

View Modules

 **Scientific Method Essay**
25 pts | Score at least 15.0

 **Safety in Science - Symbols**
Mar 5 | 25 pts

In the Modules page, you can also view your next assignment.

How do I view course content offline as an HTML file as a student?

If your institution has enabled offline content, you can view your course offline as an HTML file. You can download the HTML file from the Modules page and view any content available in each module. Currently HTML files can only be generated in the browser version of Canvas and are only supported on a computer.

HTML offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

Content items within modules are available if you have permission to view them. However, content items locked by modules or by date are not included in offline content and show that the content is not available.

Offline downloads include all content from the course at the time of the download. You will need to download the course each time you want to view updated course content. After the initial download, the export page shows the history of each download, and the Modules page shows the last time the content was exported.

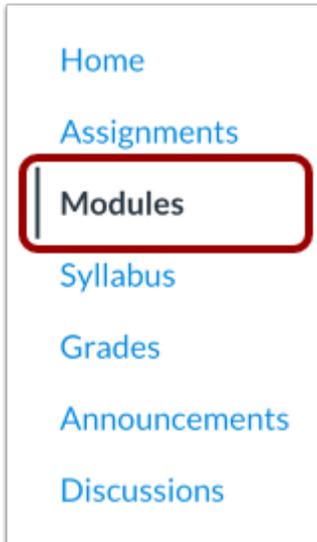
User Guidelines

When exporting course content, you may not reproduce or communicate any of the content in the course, including exported files, without your institution's prior written permission. Please be aware of your institution's online user agreement guidelines.

Notes:

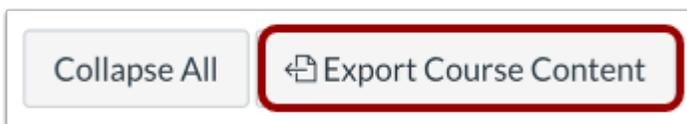
- If your Course Home Page is set to Modules, you can export course content from the Course Home Page.
- Offline content cannot be downloaded once a course is concluded.
- If your course does not allow access to the Modules page, or if your course Modules page does not display the **Export Course Content** button, offline content is not available in your course. However, your institution may allow you to [export course content as an ePub file](#).

Open Modules



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

Export Course Content



Click the **Export Course Content** button.

Export Course

Exported Package History

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

Processing

this may take a bit...



The download process has started. This can take awhile for large courses. You can leave the page and you'll get a notification when the download is complete.

The course will download to your computer as a ZIP file. If you remain in the page until the download is complete, the file will download directly to your computer.

If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.

View Export History

Exported Package History

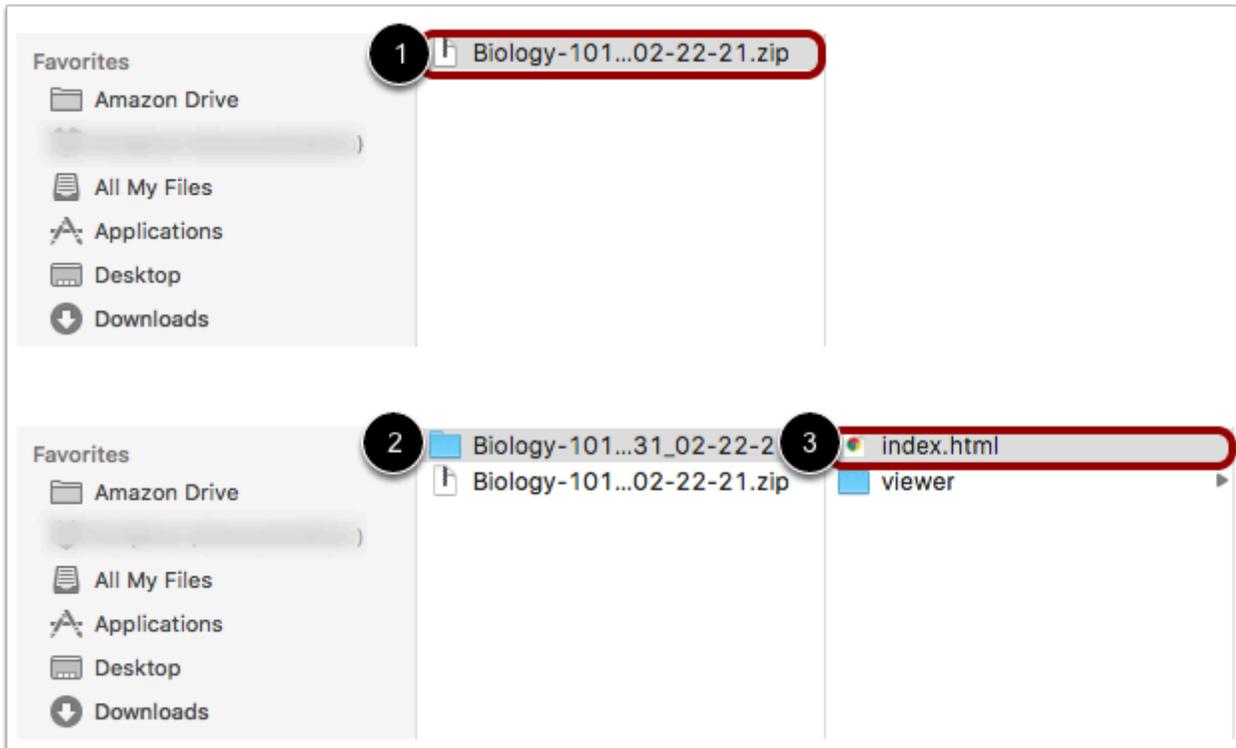
Most recent export: [Jul 3 at 11:44am](#)

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

When the export is complete, the Exported Package History page shows the most recent export. To download the export again, click the date of the export.

If you export the course again at a later date, the most recent export will always display in the page, along with previous exports.

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. Double click the file to open it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, open the course folder [2] and open the index.html file [3].

Open Course Content



The screenshot shows the Canvas course interface for "Biology 101 > Modules". At the top right, a clock icon with a "1" indicates the last export time: "Last Export: Thu, Mar 30, 2017 9:15 PM". Below the breadcrumb, a "Files" link with a "3" icon is highlighted. The main content area is titled "Introduction" and includes a "Complete All Items" button. The list of items includes: "Biology Overview" (with a "4" icon), "Welcome to class!" (10 pts), "Biology 101 Introduction" (50 pts), "Biology - Wikipedia" (with an external link icon and a "2" icon), "microquiz.pdf", and "Current Events" (10 pts).

The HTML file will open in your default browser. Offline downloads include all content from the course at the time of the download [1]. You will need to download the course each time you want to view updated course content.

If any content can only be accessed online, the content link includes an external icon identifying the content as online only [2].

To view course files, click the **Files** link [3].

To open course content, click the name of the content [4].

View Course Content

Biology Overview

Aenean tellus metus, bibendum sed, posuere ac, mattis non, nunc. Pellentesque posuere. Aenean imperdiet. Vivamus consetetur hendrerit lacus. Nunc egestas, augue at pellentesque laoreet, felis eros vehicula leo, at malesuada velit leo quis pede.

Sed augue ipsum, egestas nec, vestibulum et, malesuada adipiscing, dui. In ac felis quis tortor malesuada pretium. Aenean commodo ligula eget dolor. Praesent congue erat at massa. Curabitur vestibulum aliquam leo.

Fusce egestas elit eget lorem. Nullam vel sem. Curabitur blandit mollis lacus. In turpis. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum.

Cras risus ipsum, faucibus ut, ullamcorper id, varius ac, leo. Donec interdum, metus et hendrerit aliquet, dolor diam sagittis ligula, eget egestas libero turpis vel mi. Phasellus ullamcorper ipsum rutrum nunc. Fusce risus nisl, viverra et, tempor et, pretium in, sapien. Vivamus laoreet.

Fusce vel dui. In hac habitasse platea dictumst. Suspendisse potenti. Vestibulum rutrum, mi nec elementum vehicula, eros quam gravida nisl, id fringilla neque ante vel mi. Etiam ut purus mattis mauris sodales aliquam.

[Biology 101](#)

2

[Next >](#)

1

View the content in the course file.

To view the next content item in the module, click the **Next** button [1].

To return to the main Modules page, click the name of the course in the page footer [2].

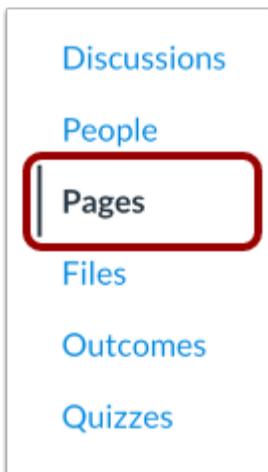
Pages

How do I view Pages as a student?

You can view Pages in your course through the Pages Index page or through Modules.

Note: If you cannot view the Pages Course Navigation link, your instructor has hidden the link in your course. Additionally, you will also not be able to view the View All Pages button if your course includes a Front Page.

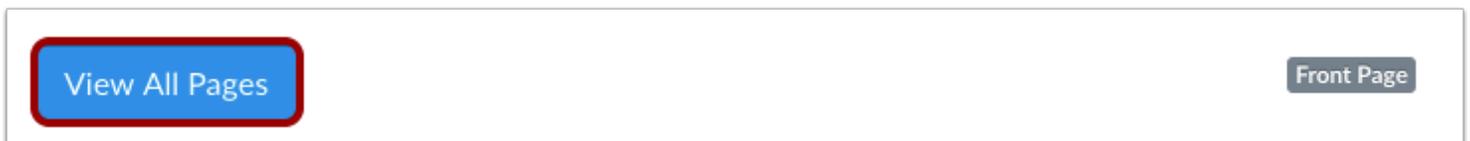
View Pages



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

Note: If the Pages link is not available in Course Navigation, you can access course pages through the Modules page.

View All Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To view the Pages index, click the **View All Pages** button.

View Pages Index

Page title ▲	Creation date ▼	Last edit ▼
A Declaration by Committee	Oct 19, 2018	Oct 19, 2018 by Doug Roberts
Amendments to the Constitution	Oct 19, 2018	Oct 19, 2018 by Doug Roberts
Bill of Rights	Oct 19, 2018	Feb 6, 2019 by Doug Roberts
Bill of Rights Introduction	Oct 19, 2018	Feb 6, 2019 by Doug Roberts
Bill of Rights Wrapup	Oct 19, 2018	Oct 19, 2018 by Doug Roberts

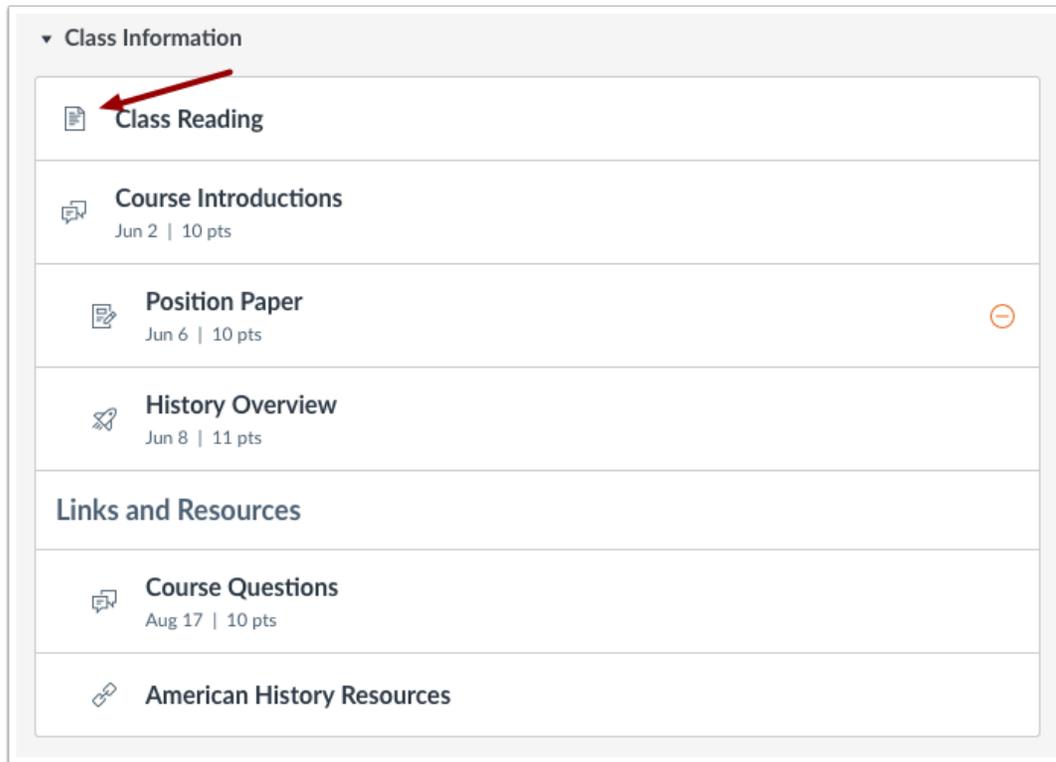
The Pages index will list all the pages in the course. Click the title of the page you want to view.

View Modules

Home
Assignments
Modules
Syllabus
Grades
Announcements
Discussions

You may also be able to view pages in Modules. In Course Navigation, click the **Modules** link.

View Modules Index



▼ Class Information

-  **Class Reading**
-  **Course Introductions**
Jun 2 | 10 pts
-  **Position Paper** 
Jun 6 | 10 pts
-  **History Overview**
Jun 8 | 11 pts

Links and Resources

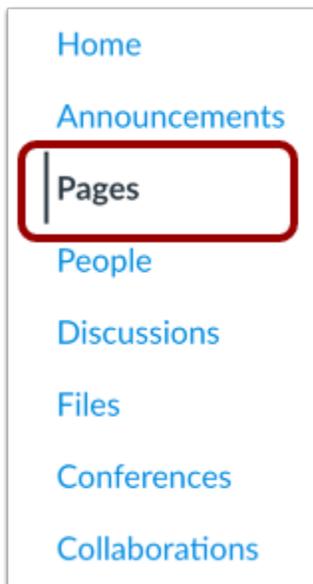
-  **Course Questions**
Aug 17 | 10 pts
-  **American History Resources**

Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. Course Pages are indicated with a document icon. Depending on how your course is set up, you may not be able to view module items that have a pre-requisite requirement.

How do I create a new page in a group?

You can create new pages in your student groups.

Open Pages



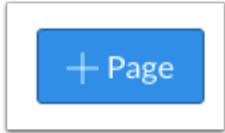
In Group Navigation, click the **Pages** link.

View Pages



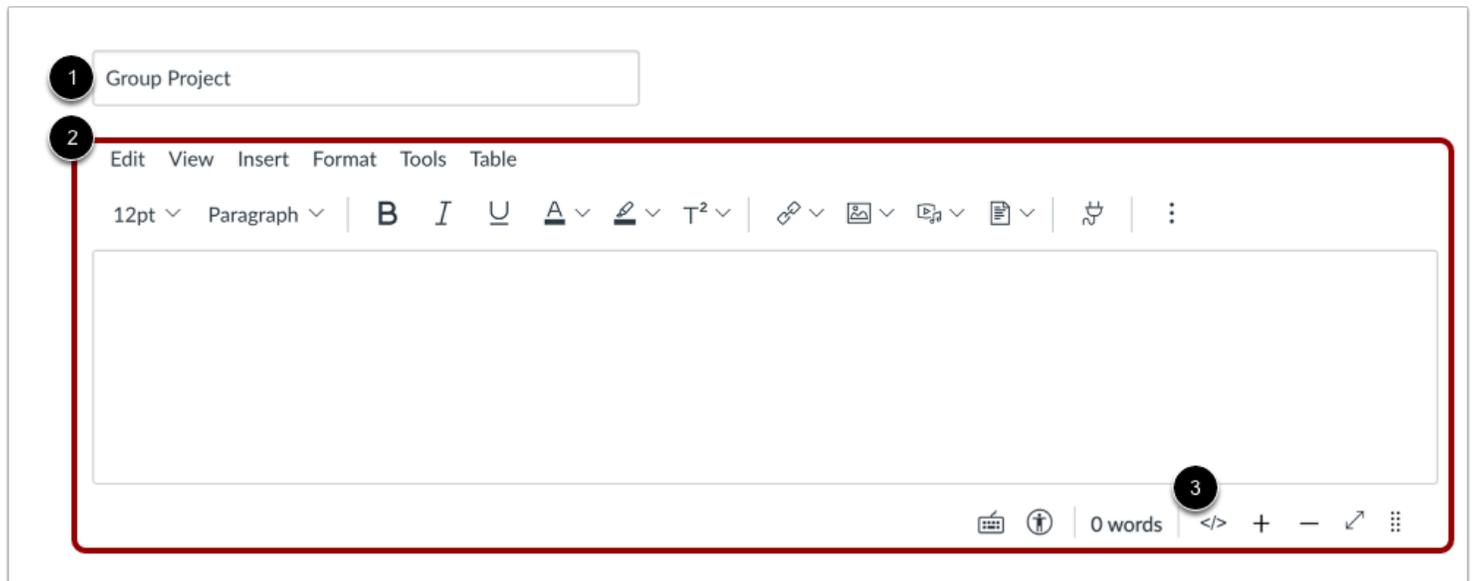
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Create a New Page



Click the **Add Page** button.

Add Content

A screenshot of the Canvas Rich Content Editor interface. At the top, there is a text input field containing 'Group Project', with a circled '1' next to it. Below this is a red-bordered box representing the editor. The top of the editor has a menu with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, text size), linking, media insertion, and other functions. A circled '2' is placed at the top left of the editor area. At the bottom right of the editor, there is a status bar showing '0 words' and a 'Word Count' link, with a circled '3' next to it.

Type a name for your page [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box. To view the total word count, characters, and characters excluding spaces, click the **Word Count** link.

Edit Page Settings

Options Users allowed to edit this page

Only members 1

Add to student to-do

Notify users that this content has changed 2

You can decide who can edit the page by selecting the **Users allowed to edit this page** drop down menu [1]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].

Save Changes

Click the **Save** button.

Note: If you try to navigate away from a page without saving, a pop-up warning will be generated.

View Page

✔ Published

Group Project

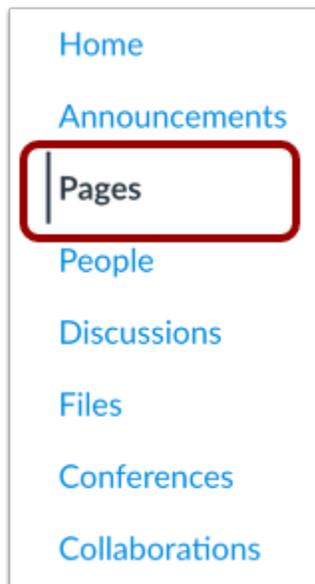
Everyone is required to submit 3 proposals for our group project. Post/link them below.

View the page you created.

How do I change a page name in a group?

You can rename pages in your group.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Select Page

Page title ▲	Creation date ▼	Last edit ▼
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 28, 2020 by Emily Boone

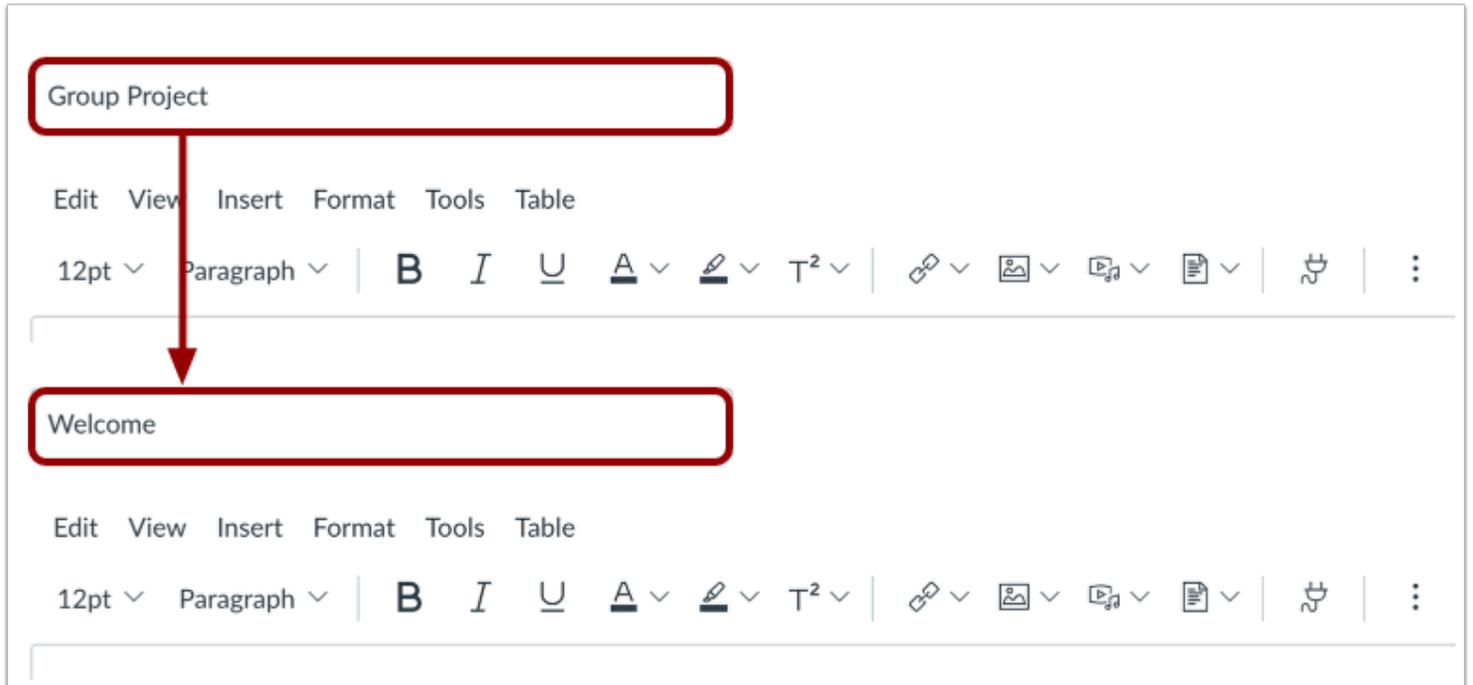
Click the name of the page you wish to edit.

Edit Page



Click the **Edit** button.

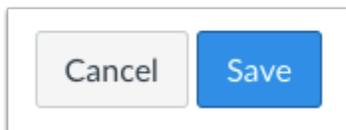
Rename Page



The screenshot shows two instances of the Canvas page editor. The top instance has a text box containing "Group Project" which is highlighted with a red rounded rectangle. A red arrow points from this box down to a second instance of the editor. In the second instance, the text box contains "Welcome", also highlighted with a red rounded rectangle. Both editors show a menu bar with "Edit", "View", "Insert", "Format", "Tools", and "Table", and a toolbar with various formatting options like font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text color, text background color, and a refresh icon.

Delete the previous title, and rename the page title.

Save Changes



To save changes, click the **Save** button.

View the Updated Page

[View All Pages](#) ✔ Published Edit ⋮

Welcome

Welcome to our Project Group! We'll be collaborating on a midterm project this semester.
Take a moment to introduce yourself here!

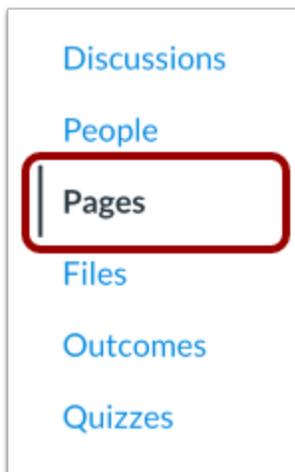
View the new page name at the top of the page.

How do I edit a course page as a student?

The default setting in Canvas is to restrict editing of pages to instructors only. However, your instructor may allow you to edit a page in your course and contribute content to the page.

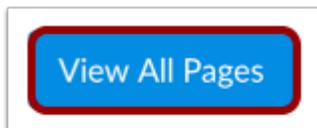
If you can edit a page, you can also view the history of a course page.

Open Pages



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

View Pages



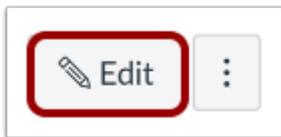
Pages is designed to open to the front page for the course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▼	Last edit ▼	To-Do Date ▼
A Declaration by Committee	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	May 21 at 12:59am
Amendments to the Constitution	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	Oct 29 at 11:59pm
Articles of Confederation and Constitution Wrapup	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	Nov 14 at 11:59pm

Click the title of the page.

Edit Page



Click the **Edit** button.

Note: You will only see the Edit button if you are allowed to edit the page.

View Page

A Declaration by Committee

The following are key elements leading up to the Declaration of Independence. You may [sign up for a group](#). Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Developing the idea

In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.

(References: http://www.archives.gov/exhibits/charters/declaration_history.html , <http://www.history.com/this-day-in-history/congress-appoints-committee-of-five-to-draft-the-declaration-of-independence> , http://en.wikipedia.org/wiki/Committee_of_Five)

Writing

John Adams, Thomas Jefferson

Group A

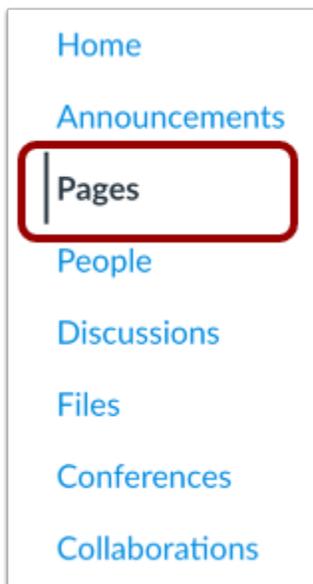
View your changes.

How do I edit a page in a group?

You can easily edit a page to collaborate on group projects or assignments.

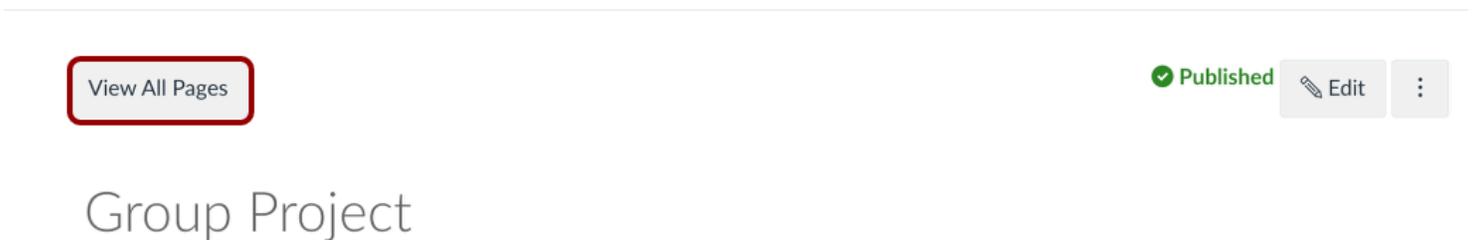
Note: Your instructor may also allow you to [edit course pages](#).

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



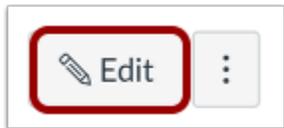
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▼	Last edit ▼
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone ⋮
<input type="checkbox"/> Study Group 1	Jul 28, 2020	Jul 28, 2020 by Emily Boone ⋮
<input type="checkbox"/> Welcome	Jul 28, 2020	Jul 29, 2020 by Emily Boone ⋮

Click the title of the page you wish to change.

Edit Page



Click the **Edit** button to make changes to the page.

Edit Content

Welcome

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |   ▾ |  ▾

1

Everyone is required to submit 3 proposals for our group project. Post or link them below.

p   | 16 words  + - ↗ ⋮

2

Edit the content and add links and media using the [Rich Content Editor](#) [1] or switch to the HTML Editor [2].

Save Changes

Cancel **Save**

Click the **Save** button.

View Changes

[View All Pages](#) ✔ **Published** [Edit](#) [⋮](#)

Group Project

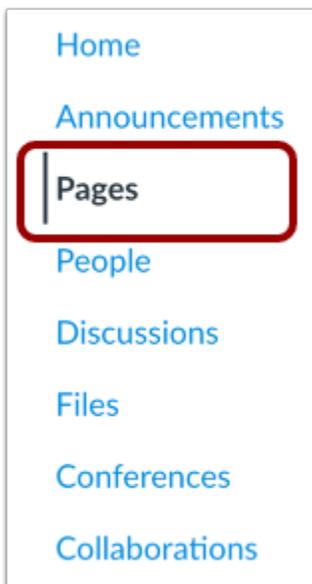
View the changes you made to the page.

How do I delete pages in a group?

You can delete a single page or multiple pages if you no longer need them in your group.

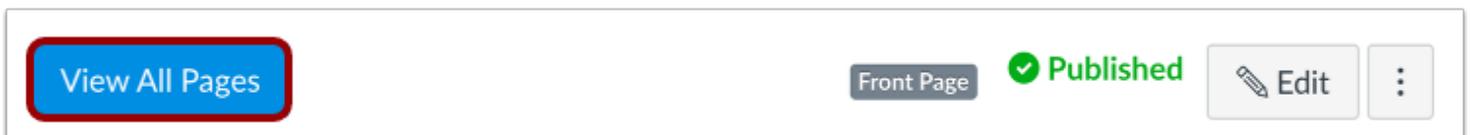
Note: You will be unable to delete a page if it is used as the Front Page for your group.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Delete Pages

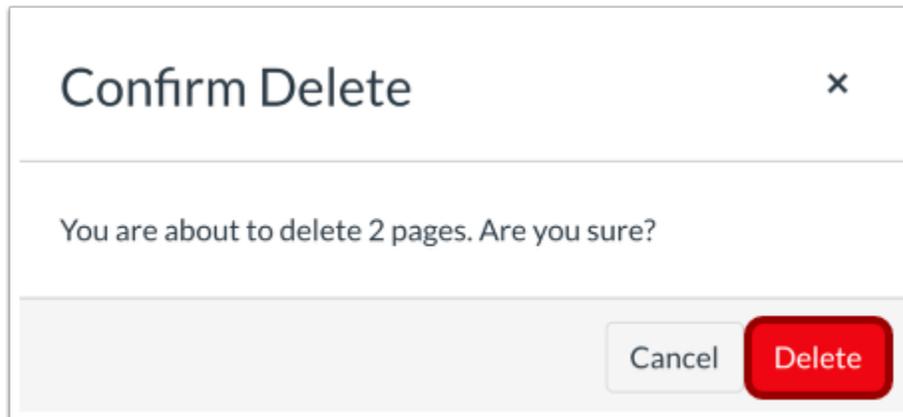


	Page title ▲	Creation date ▼	Last edit ▼	
3	<input type="checkbox"/> Group Introductions <small>Front Page</small>	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
1	<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
	<input type="checkbox"/> Study Group 1	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮

Select the checkbox of the page or pages you want to delete [1]. Then click the **Delete** button [2].

Note: You will be unable to delete a page if it is used as the Front Page for your course [3].

Confirm Deletion



Confirm Delete ×

You are about to delete 2 pages. Are you sure?

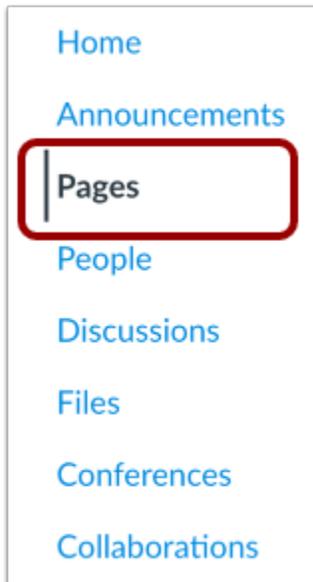
Cancel Delete

To confirm deletion of the selected pages, click the **Delete** button.

How do I upload a PDF to a page in a group?

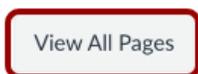
You can upload PDFs to a group page in Canvas.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Group Project

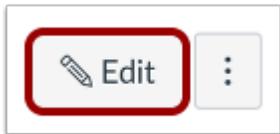
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▼	Last edit ▼	
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮
<input type="checkbox"/> Study Group 1	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮

Click the title of the page you want to edit.

Edit Page



Click the **Edit** button.

Select PDF Location

Group Project

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾  ▾ T² ▾ |  ▾  ▾  ▾  ▾  ▾ |   ▾ | ⋮

Everyone is required to submit 3 proposals for our group project. Post or link them below. |



p

  | 16 words |  + -  

In the Rich Content Editor, place your cursor where you wish to insert the PDF document. You can [embed previously uploaded documents](#) or [upload new documents](#).

Verify PDF Upload

Page Title *

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U **A** ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾ |  ▾

Everyone is required to submit 3 proposals for our group project. Post or link them below.

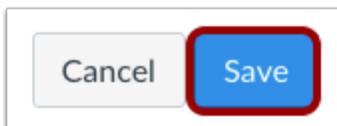
[Assignment.pdf](#)

p ▶ a

  | 17 words |  + -  

Verify the placement of the linked file. The text will turn blue indicating that the link is downloadable.

Save Changes



Click the **Save** button.

Preview PDF File

View All Pages ✔ Published Edit ⋮

Group Project

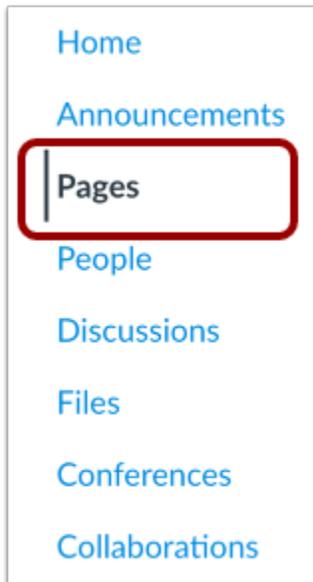
Everyone is required to submit 3 proposals for our group project. Post/link them below.
Read more about it here: [Assignment.pdf](#)  

View the PDF file by clicking on the file name.

How do I link to other pages in a group?

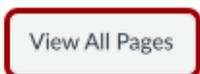
You can link to other pages in your group.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Group Project

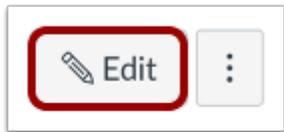
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▼	Last edit ▼	
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the title of the page you want to edit.

Edit Page



Click the **Edit** button.

Select Link Location

Group Project

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾  ▾ T² ▾ |  ▾  ▾  ▾  ▾  ▾ |   ▾ | ⋮

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Read more about the project tasks: 

p

  | 22 words | `</>` + - ↗ ⋮

In the Rich Content Editor, place your cursor where you wish to insert the link.

Insert Link

Group Project

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** |  |  |  |  |  |  |  |  |  |  | 

Everyone is required to submit 3 proposals for our group project. Post or link them below.

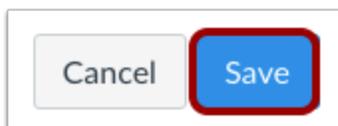
Read more about the project tasks: [Group Project Tasks](#)

p a

  | 25 words |  + -  

You can [add links to group content](#). The name of the content will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Changes



Click the **Save** button.

View Page

View All Pages ✔ Published Edit ⋮

Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: [Group Project Tasks](#)

View the page.

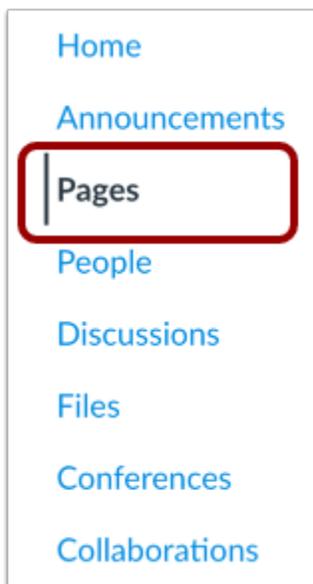
How do I embed media in a page in a group?

Canvas lets you embed media content within a page.

Notes:

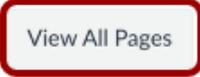
- Canvas only supports secure video URLs (HTTPS) for embedding.
- Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.
- To block unsuitable ads on YouTube used within your Canvas instance, the owner of your institution's domain can [tag your institution's URL for child-directed treatment](#).

Open Pages



In Group Navigation, click the **Pages** link.

View Pages

 View All Pages Published Edit

Group Project

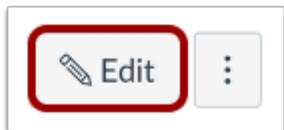
Pages is designed to open to the front page for a group, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

Page title ▲	Creation date ▼	Last edit ▼	
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the title of the page you want to view.

Edit Page



Click the **Edit** button.

Open Insert Media Tool

Group Project

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** |  |  |  |  |  |  |  |   | 

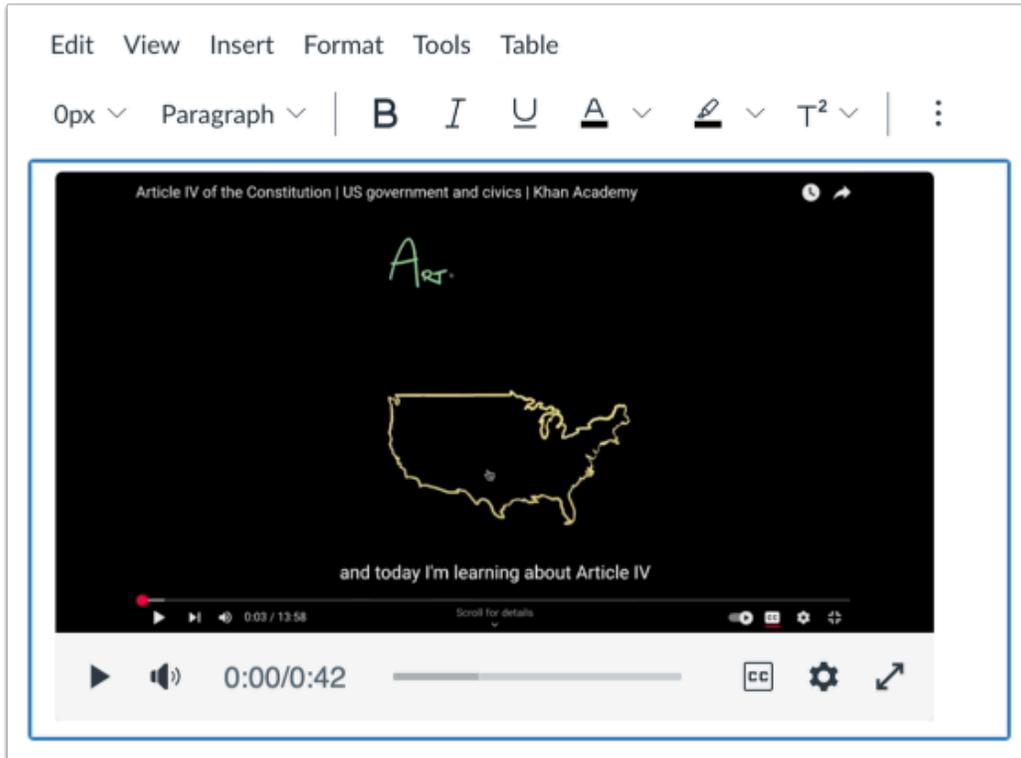
Everyone is required to submit 3 proposals for our group project. Post or link them below.

p   | 16 words |  + -  

Click the **Media** icon. You can upload and embed media files [from your computer](#), [external sources](#), or [Canvas](#).

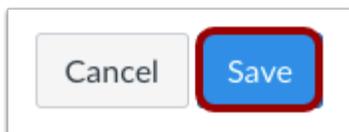
Note: Media will be inserted at the location of your cursor in the Rich Content Editor.

Preview Media



Preview your media in the Rich Content Editor.

Save Changes

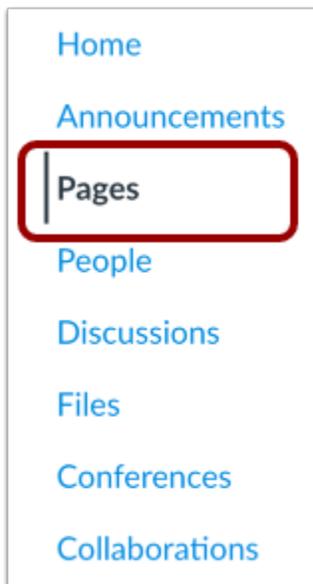


To save changes to the page, click the **Save** button.

How do I create a file link in a page in a group?

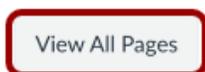
In groups, you can add a file to a page.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



Group Project

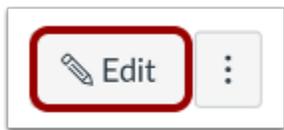
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▼	Last edit ▼	
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the title of the page you want to edit.

Edit Page



Click the **Edit** button.

Select Link Location

Group Project

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** |  |  |  |  |  |  |   | 

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Read more about it here: 

p

  | 21 words |  + -   

In the Rich Content Editor, place your cursor where you wish to insert your file.

Insert File Link

Page Title *

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** |  |  |  |  |  |  |  | 

Everyone is required to submit 3 proposals for our group project. Post or link them below.

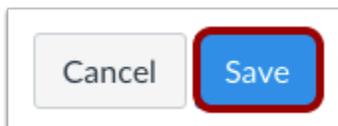
Read more about it here: [Assignment.pdf](#)

p ▶ a

  | 22 words |  + - ↗ ⋮

You can [add links to group or user files](#). The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Changes



Click the **Save** button.

View Page

View All Pages ✔ Published Edit ⋮

Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about it here: [Assignment.pdf](#)

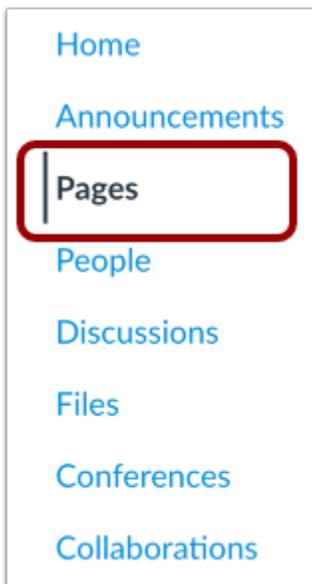
View the page.

How do I view the history of a page in a group?

In your student groups, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also restore the page content to a previous version of the page.

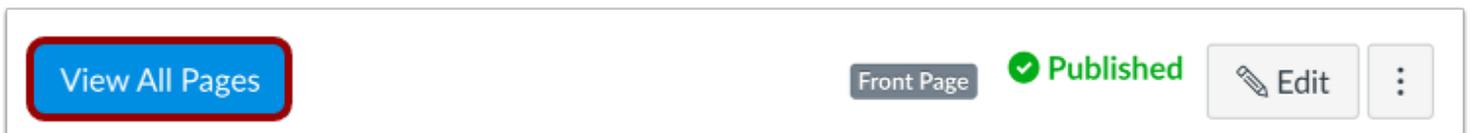
Note: If your instructor allows students to edit course pages, students will be able to view the page history but will not be able to restore a prior version of the page.

Open Pages



In Group Navigation, click the **Pages** link.

View Pages



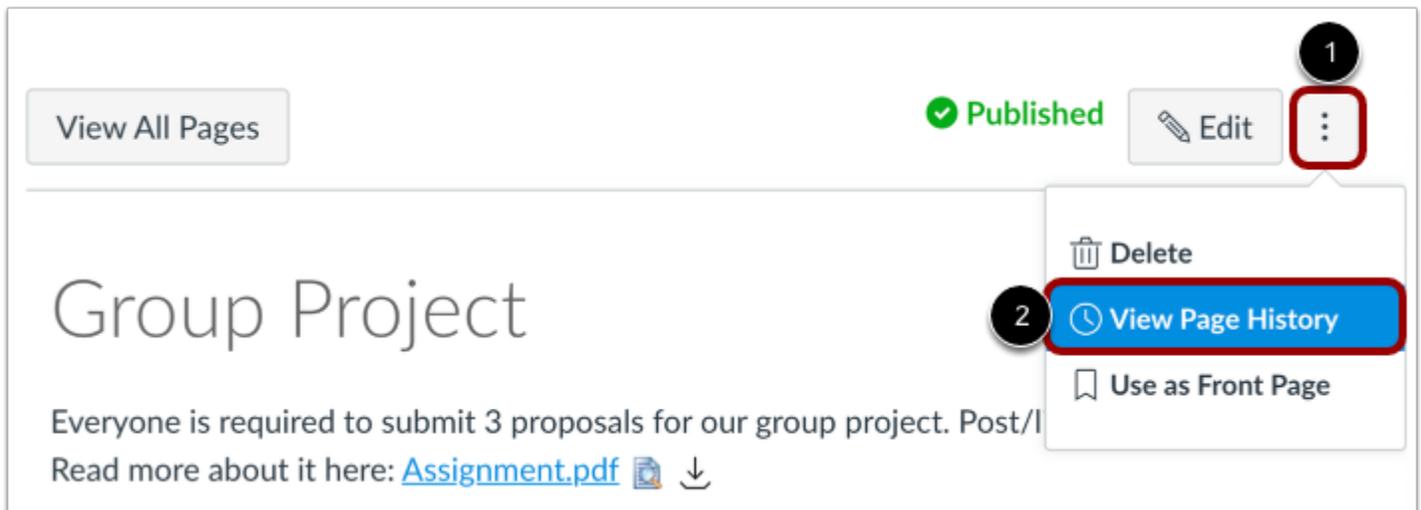
Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▼	Last edit ▼	
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the page you wish to view.

View Page History



View All Pages

Published

Edit

1

Group Project

2

Delete

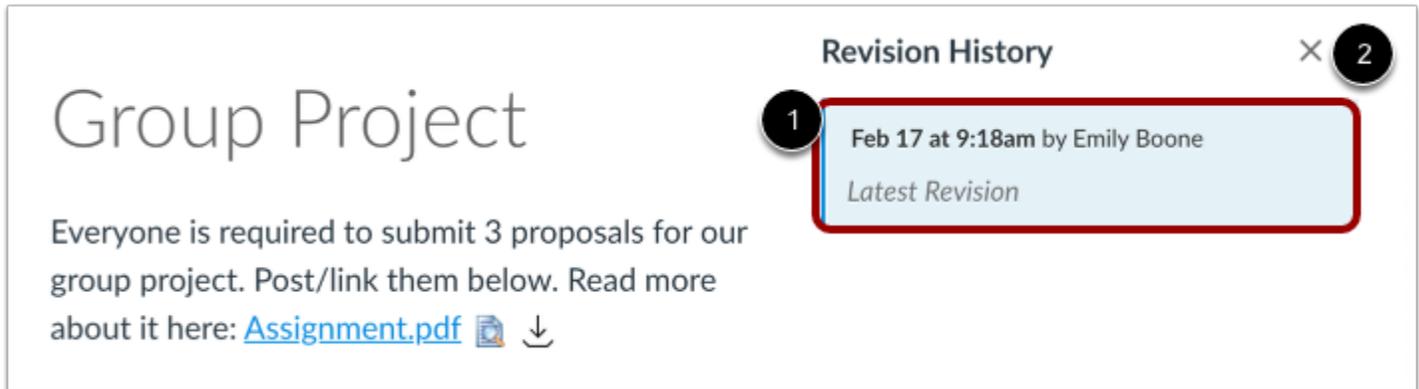
View Page History

Use as Front Page

Everyone is required to submit 3 proposals for our group project. Post/
Read more about it here: [Assignment.pdf](#)  

Click the **Options** icon [1] and select the **View Page History** link [2].

View Past Revisions



Group Project

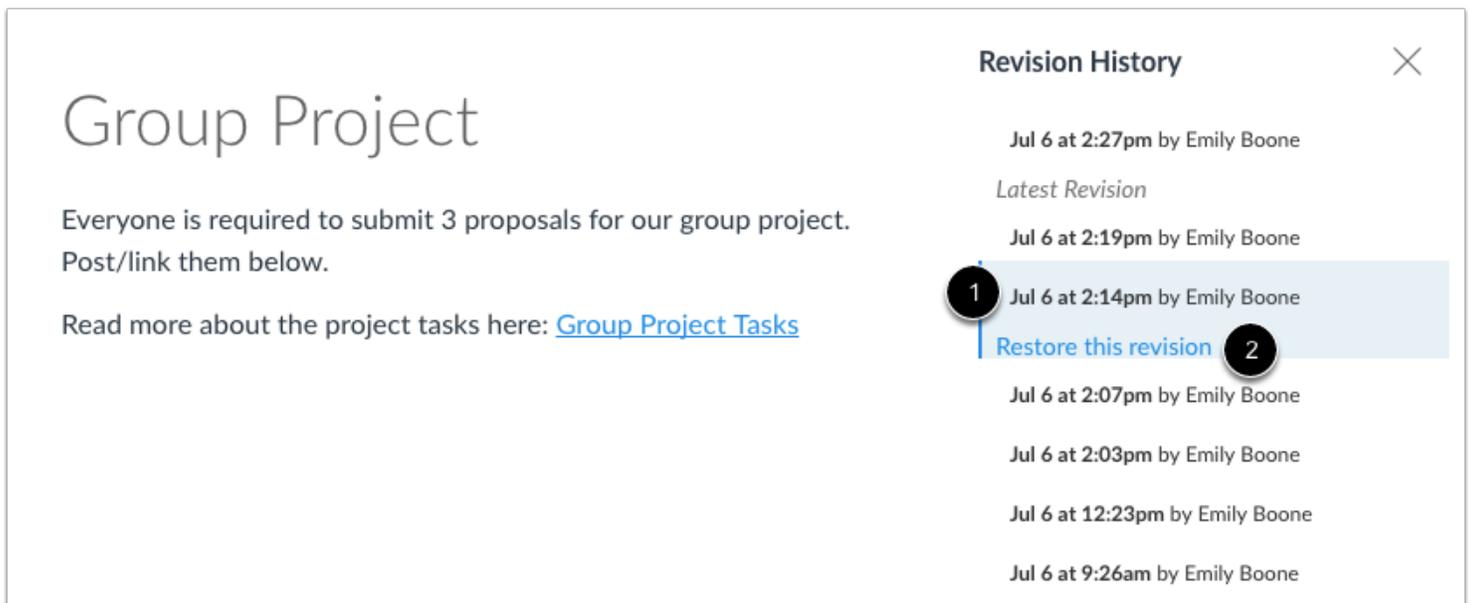
Everyone is required to submit 3 proposals for our group project. Post/link them below. Read more about it here: [Assignment.pdf](#)  

Revision History × **2**

1 Feb 17 at 9:18am by Emily Boone
Latest Revision

View the revision history [1]. To return to the current page revision, click the **Close** icon [2].

Open Prior Page Revision



Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: [Group Project Tasks](#)

Revision History ×

Jul 6 at 2:27pm by Emily Boone
Latest Revision

Jul 6 at 2:19pm by Emily Boone

1 Jul 6 at 2:14pm by Emily Boone
[Restore this revision](#) **2**

Jul 6 at 2:07pm by Emily Boone

Jul 6 at 2:03pm by Emily Boone

Jul 6 at 12:23pm by Emily Boone

Jul 6 at 9:26am by Emily Boone

To open a prior version of your page, click the date [1] you want to access and then click the **Restore this revision** link [2].

View Prior Version

Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: [Group Project Tasks](#)

Revision History

1

2 ✕

Jul 6 at 2:33pm by Emily Boone
Latest Revision

Jul 6 at 2:27pm by Emily Boone

Jul 6 at 2:19pm by Emily Boone

Jul 6 at 2:14pm by Emily Boone

Jul 6 at 2:07pm by Emily Boone

Jul 6 at 2:03pm by Emily Boone

Jul 6 at 12:23pm by Emily Boone

Jul 6 at 9:26am by Emily Boone

View the content from the latest revision. Canvas will remind you that this version of your page is the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision.

Click the **Close** icon [2] to return to the current page.

People and Groups

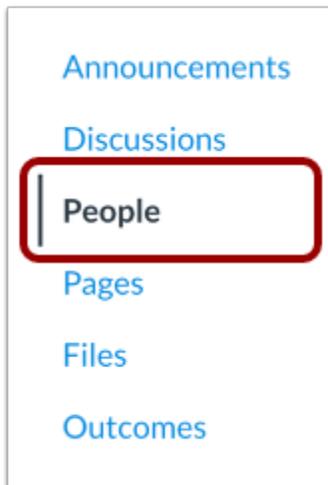
How do I use the People page in a course as a student?

People shows all the users enrolled in the course.

Notes:

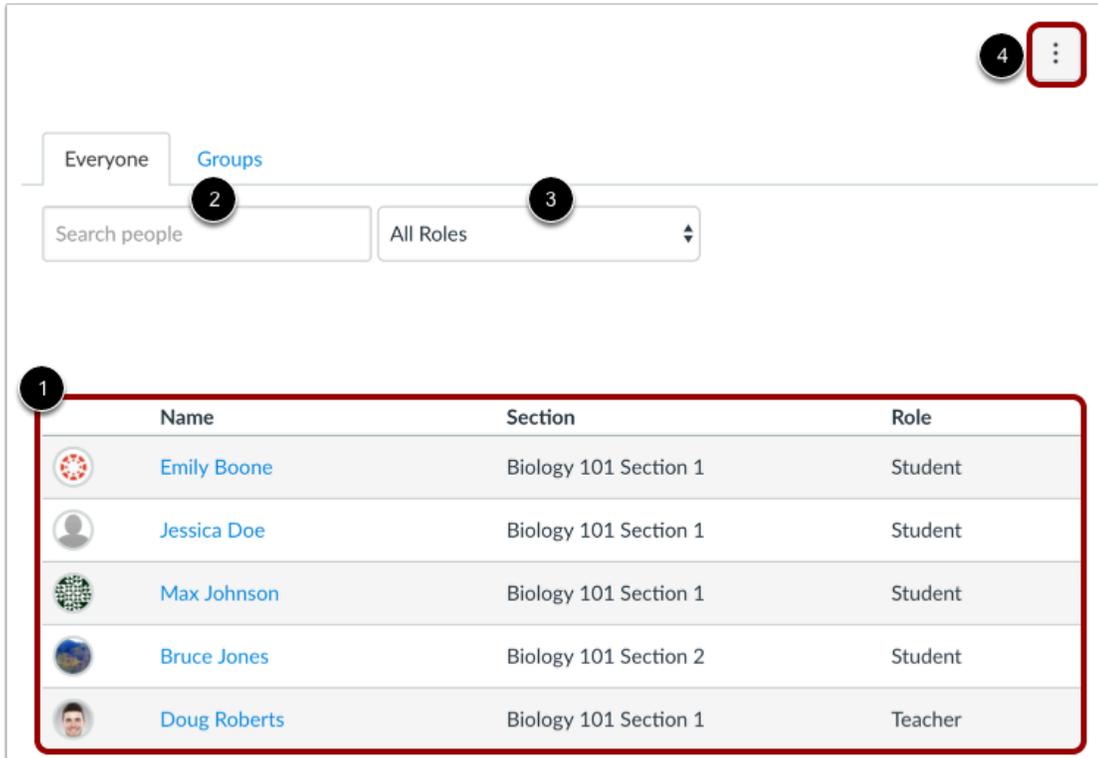
- The Section column may be hidden in your course.
- If People is not available in your Course Navigation, your instructor has hidden the course navigation link.

Open People



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

View People

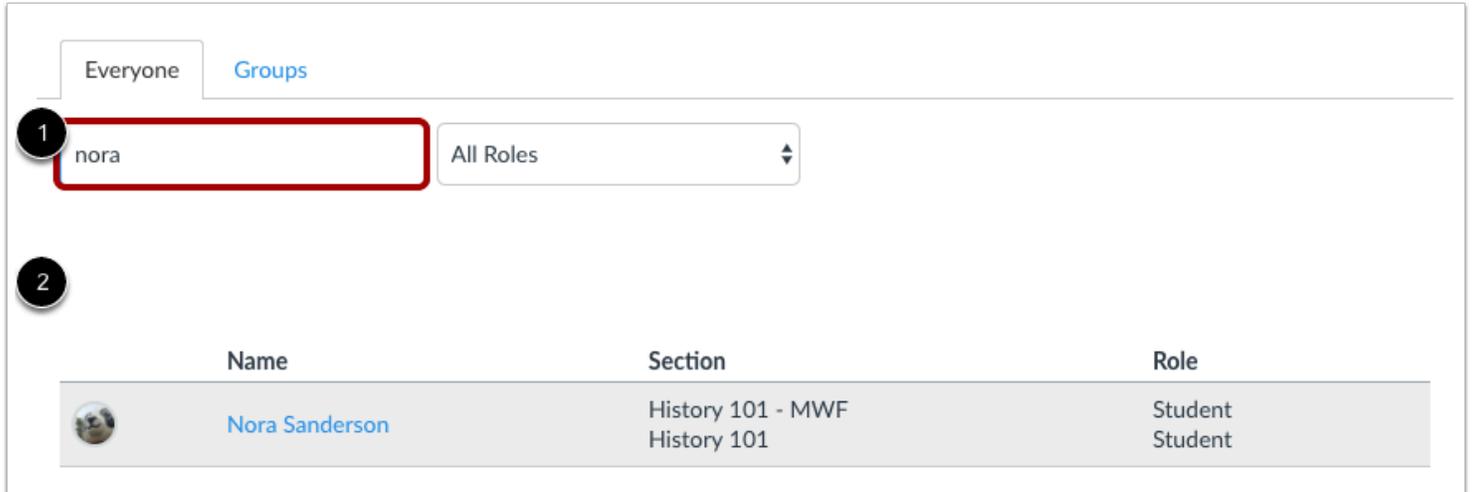


	Name	Section	Role
	Emily Boone	Biology 101 Section 1	Student
	Jessica Doe	Biology 101 Section 1	Student
	Max Johnson	Biology 101 Section 1	Student
	Bruce Jones	Biology 101 Section 2	Student
	Doug Roberts	Biology 101 Section 1	Teacher

In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Use the Options drop-down menu to view user groups or registered services in the course.

Search Users



Everyone Groups

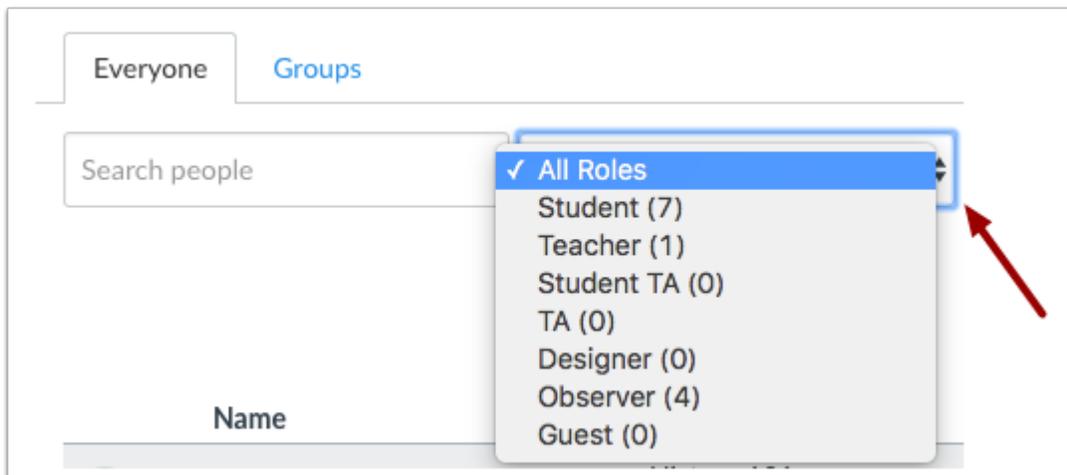
1 nora All Roles

2

Name	Section	Role
 Nora Sanderson	History 101 - MWF History 101	Student Student

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

Filter Users by Role



Everyone Groups

Search people

- ✓ All Roles
- Student (7)
- Teacher (1)
- Student TA (0)
- TA (0)
- Designer (0)
- Observer (4)
- Guest (0)

Name

Use the Roles drop-down menu to view the number of users for each role type.

View User

Name	Section
 Emily Boone	History 101 History 101 - MWF
 Jessica Doe	History 101 - TTH History 101
 Conrad Johnson	

To learn more about a specific user in the course, click the user's name.

Clicking your own name provides access to your grades. You may also be able to [view your own course analytics](#).

View User Details

Jessica Doe

 [Report inappropriate picture](#)

More About This User

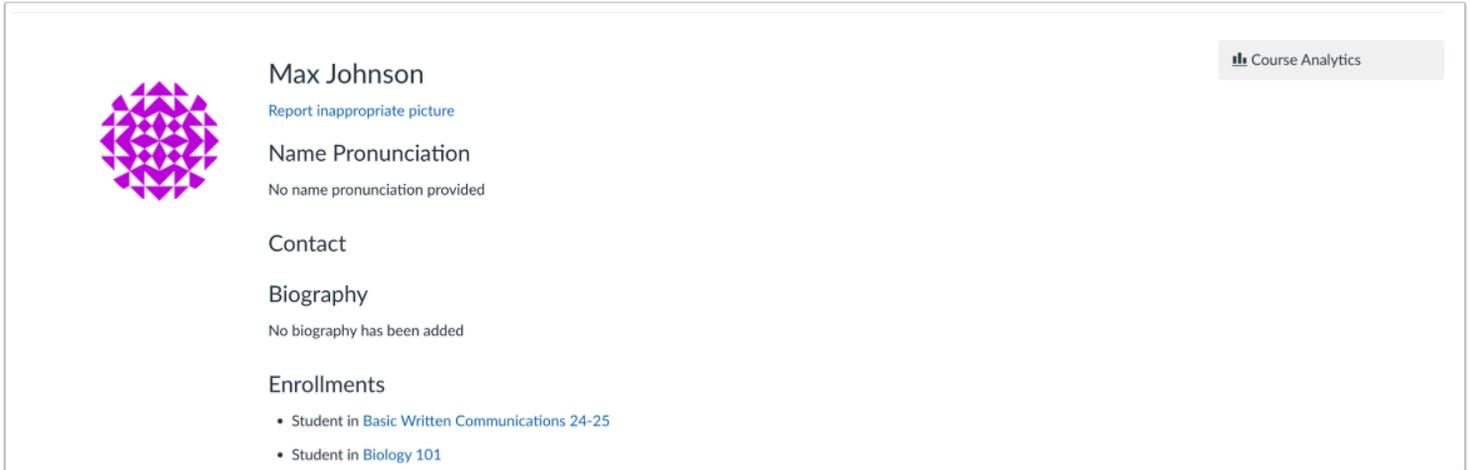
 [Send Message](#)

Registered Web Services

Jessica Doe hasn't linked any external services to their account yet.

You can view any details the user has included. You can also send a message directly to the user.

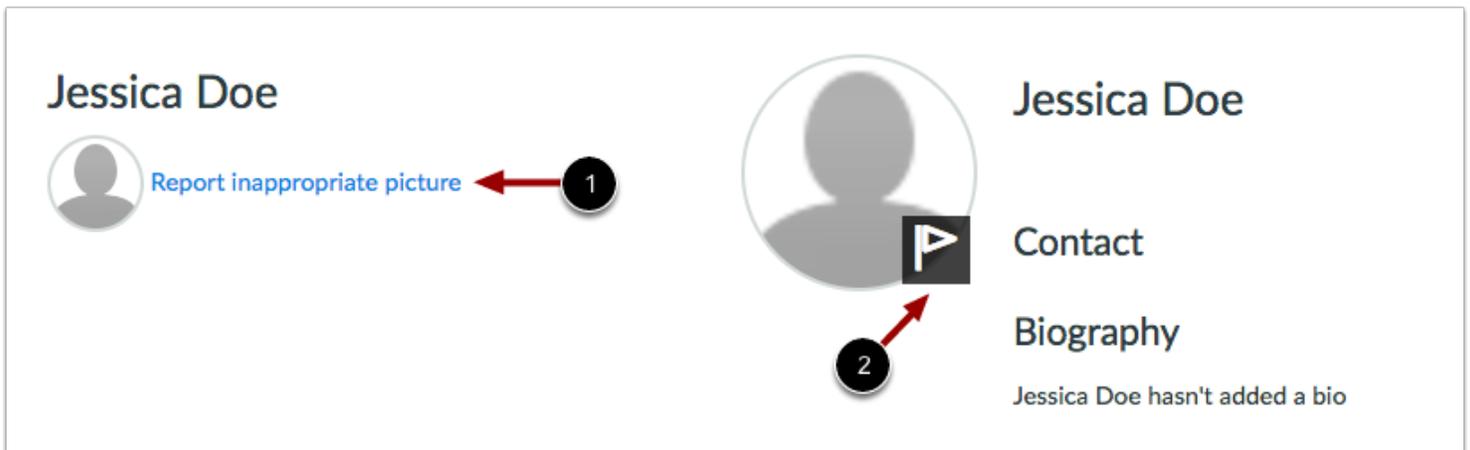
If your institution supports the Profiles feature, the page displays slightly differently. You can view the user's profile information, if any.



When Profiles are enabled by your institution, you can view additional details the user has provided.

Note: The Send a Message button is no longer available when profiles are enabled.

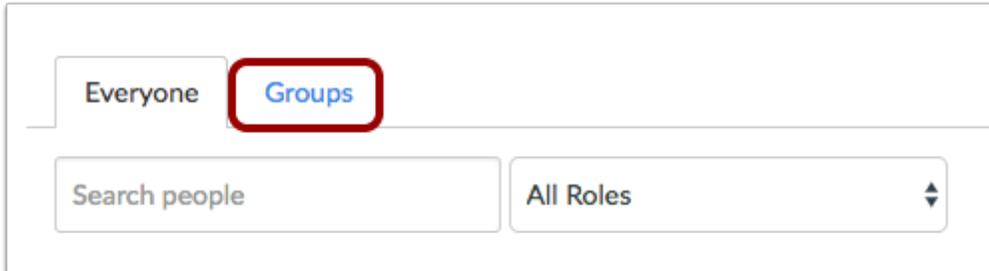
Report Profile Picture



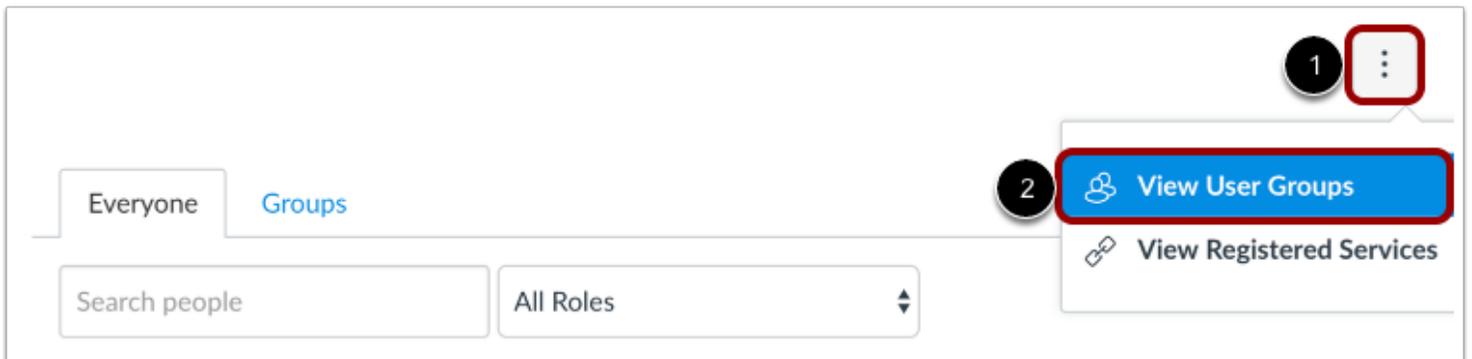
If your institution supports profile pictures and the user's profile picture is inappropriate, you can report the image to your institution by clicking the **Report inappropriate picture** link [1].

If your institution supports the Profiles feature, you can report the image by hovering over the picture and clicking the **Flag** icon [2].

View User Groups

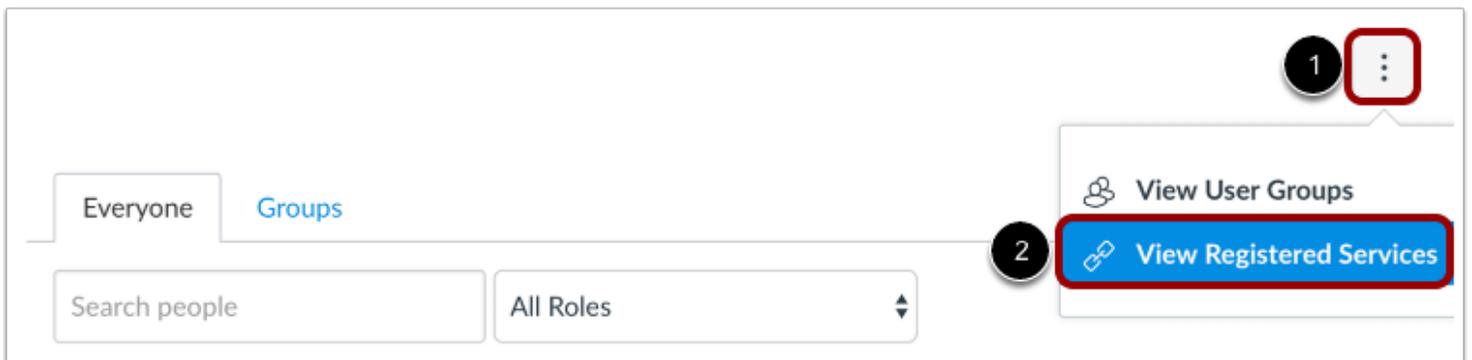


To view [User Groups](#), click the **Groups** tab.



You can also access your User Groups in the Settings menu. Click the **Options** icon [1], and click the **View User Groups** link [2].

View Registered Services



To view the registered services for each person in the course, click the **Options** icon [1], and click the **View Registered Services** link [2]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered. Learn how to [connect to web services](#) in Canvas.

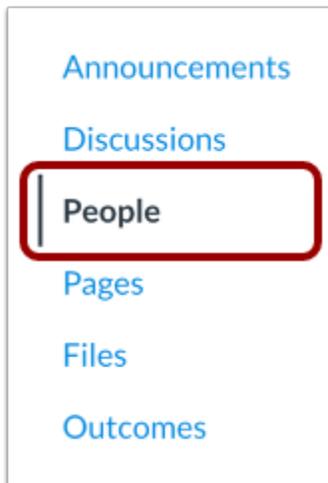
How do I view my course analytics as a student?

If you have permission from your institution, you can view your own analytics in an active course. Analytics show your activity and communication within the course.

Notes:

- Viewing Analytics is a course permission. If you cannot view Analytics, your institution has restricted this feature.
- If the analytics displayed in your course are different that what is displayed in this lesson, your course is using New Analytics. For more information on using New Analytics, please view the [New Analytics Guide](#).
- Students cannot view analytics in concluded courses.

Open People



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

Open User Details

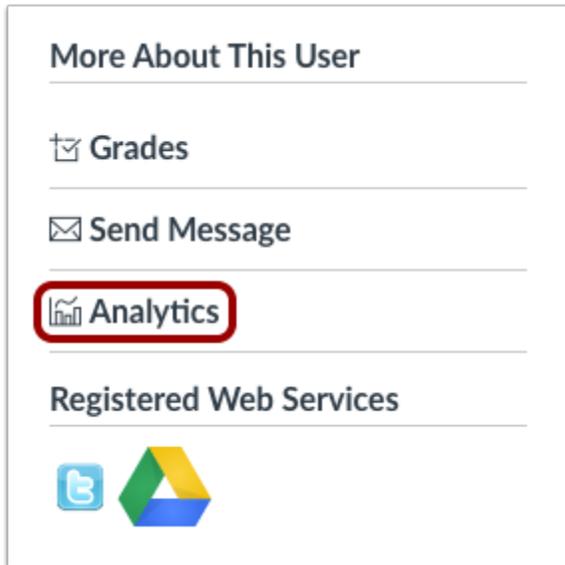
Everyone **Groups**

Search people All Roles

Name	Section	Role
 Emily Boone	History 101 History 101 - MWF	Student Student
 Jessica Doe	History 101 - TTH History 101	Student Student
 Conrad Johnson		Observing: Max Johnson
 Max Johnson	History 101 - MWF History 101	Student Student

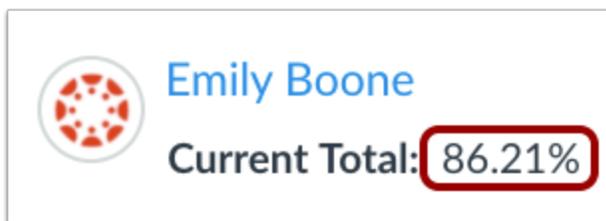
Locate and click your name in the course roster.

Open Analytics



In the sidebar, click the **Analytics** button.

View Grade Percentage



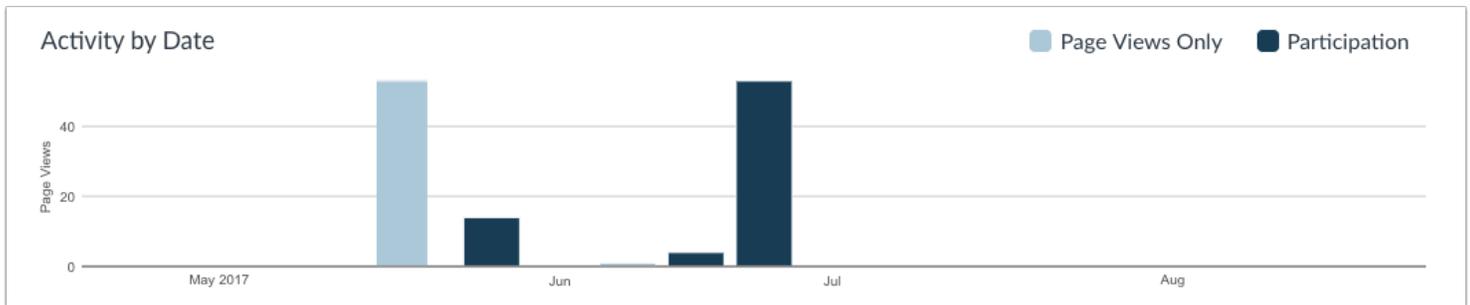
In the analytics page, you can view your total grade percentage in the course.

View Analytics Graphs



By default, analytics are shown in a graph format. These are four types of graphs: Activity by Date, Communication, Submissions, and Grades.

View Activity by Date



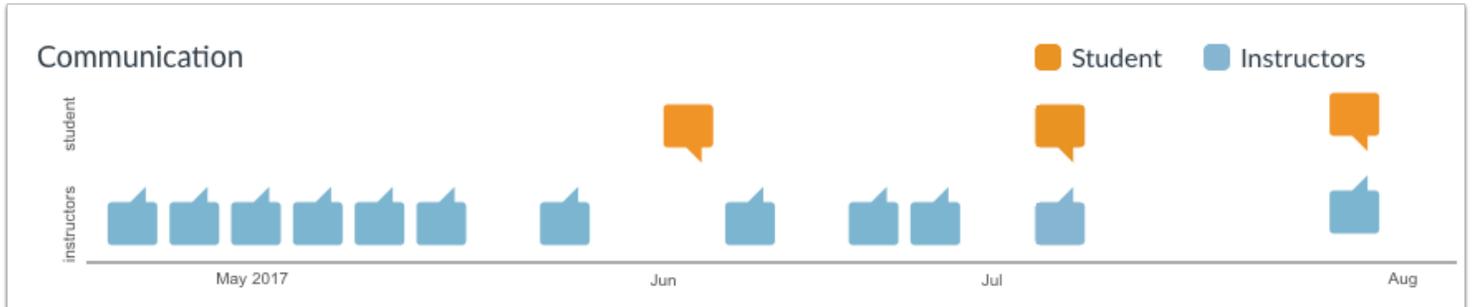
The Activity by Date graph shows all your course activity. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.

The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year. Browser window size, zoom level, and screen resolution may also change how the bars display.

The following user actions will generate analytics course participation:

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

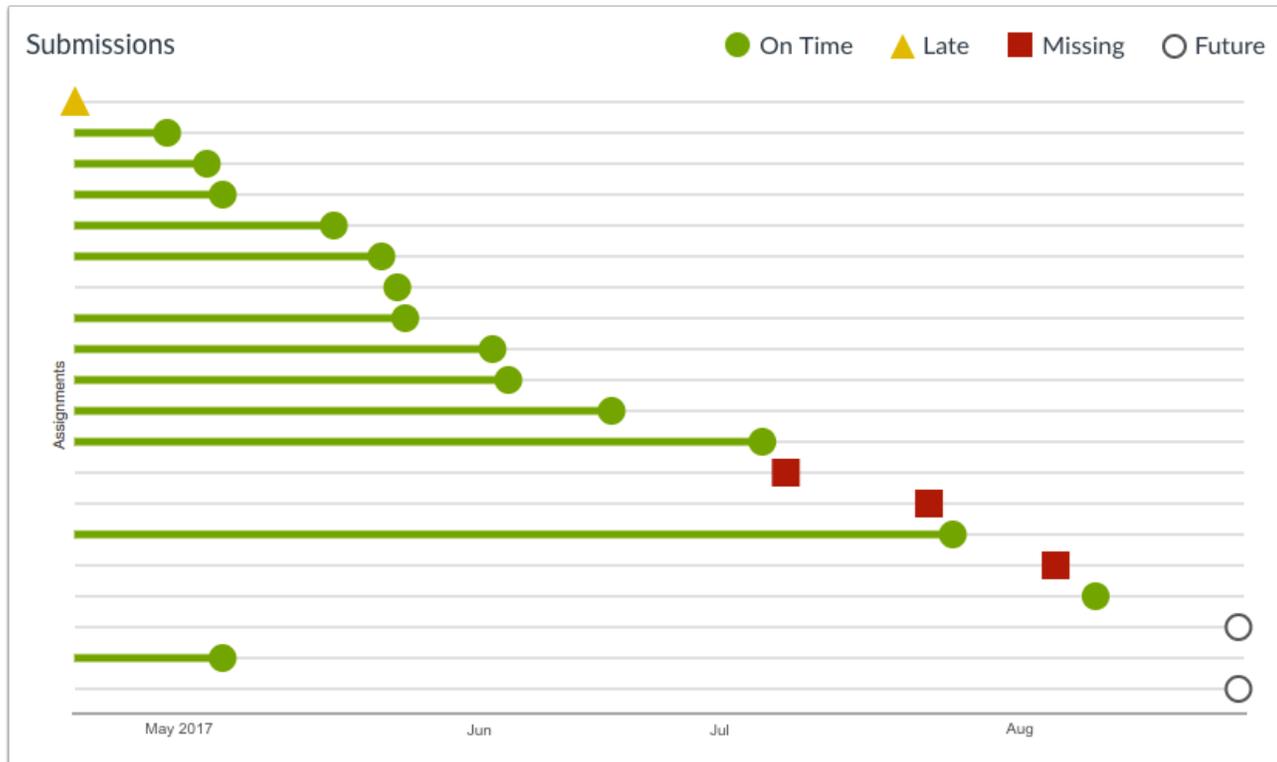
View Communication



The Communication graph shows the conversations that have taken place with your instructor(s) through the Canvas Inbox. The x-axis represents the user type; orange message icons show when you sent a message to an instructor, and blue message icons show when an instructor sent a message to you. The y-axis represents the interaction date.

To view the details of the bar graph, hover over the specific bar you want to view. You can view the date of the communication and how many messages were sent. A message is an individual message passed from one user to the other; in message threads, each message is individually counted. In group conversations, interactions are counted as long as you were one of the recipients. Notifications are not included in analytics unless you acted on the notification and generated a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.

View Submissions



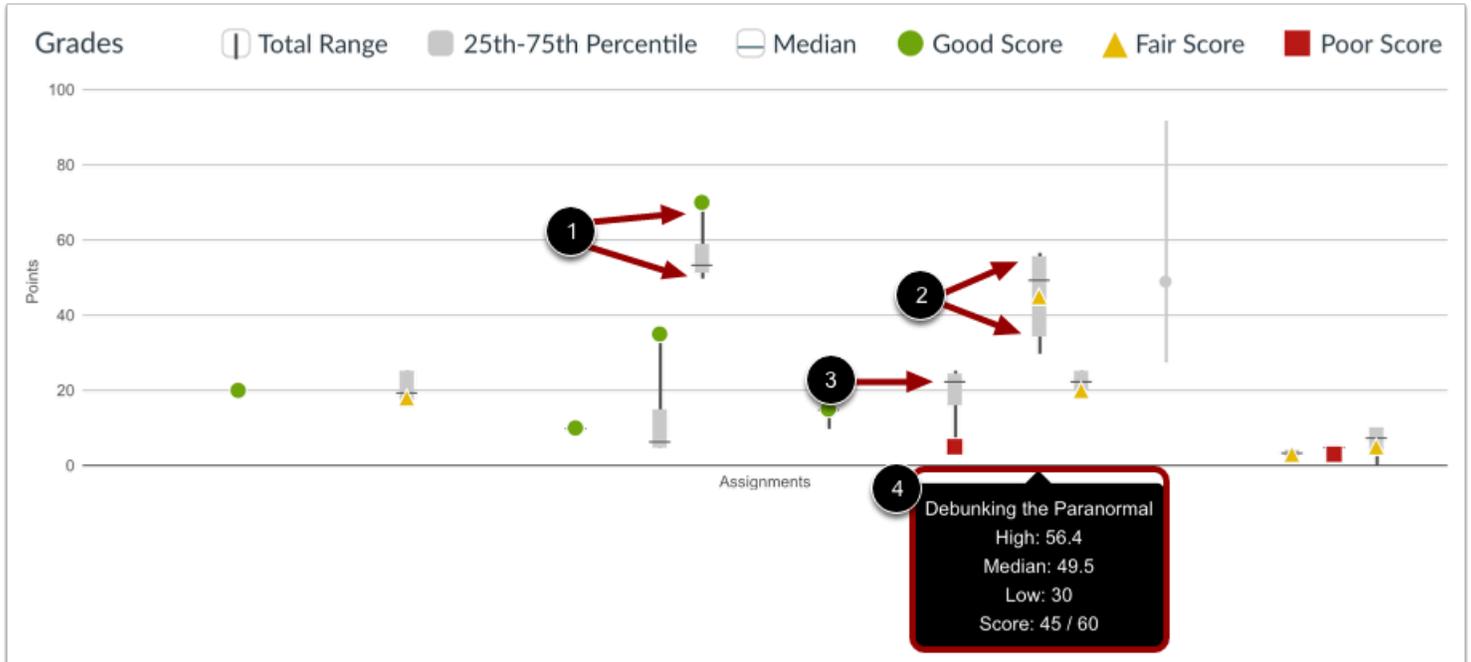
The Submissions graph shows the status of each of your assignment submissions. The x-axis represents each assignment, while the y-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). The diamond indicates the due date and the bar extends to the submission date. A white circle with a black outline indicates an assignment with a future due date.

If a submission includes a due date, the submission may include horizontal line. The line indicates when the assignment was submitted, while the shape indicates the actual due date. If a submission was submitted before the due date, the horizontal line is green; if it was submitted after the due date, the horizontal line is yellow. Submissions without a horizontal line either have no due date, or the assignment was submitted on the due date.

To view the details of the bar graph, hover over the specific bar you want to view. Current and past assignments include the assignment title, the due date (if any), the submission date, and the score. Future assignments include the assignment title, due date (if any), and the score.

Note: The Submissions chart does not include information about assignments that do not require a submission (e.g., not graded, on paper assignments) or excused assignments.

View Grades

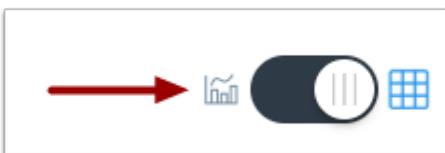


The Grades graph shows the median, high, and low scores for each of your assignments. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical black line extends from the highest score to the lowest score [1]. The gray box extends from the 75th percentile to 25th percentile [2]. The horizontal black line shows the median score for the assignment [3].

Each assignment score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a score at or above the course median. A yellow triangle indicates an assignment with a score slightly below the median. A red square indicates an assignment with a score below the median or at the bottom of the score range.

To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables



To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

View Table Data

Activity by Date

Date	Page Views	Actions Taken
2017-06-30	2	0
2017-06-29	11	1
2017-06-29	13	0
2017-06-29	3	0
2017-06-29	6	1
2017-06-28	18	1
2017-06-21	4	1
2017-06-18	1	0
2017-06-02	4	1
2017-06-02	10	3

<< < 1 > >>

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

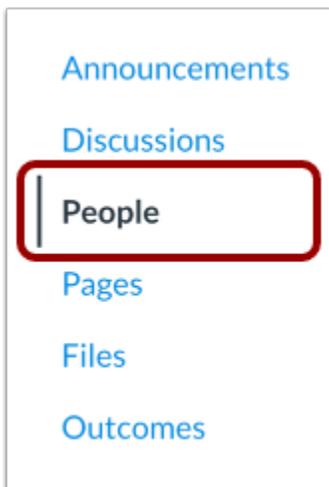
Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.

How do I view all groups in a course as a student?

If your instructor allows, you can view all course groups by clicking the People link within the course. You can also access any groups where your instructor or another student has enrolled you as a member. You can join, leave, or switch to any available self sign-up groups in your course.

Use the Groups link in Global Navigation to easily [view groups you are enrolled in](#).

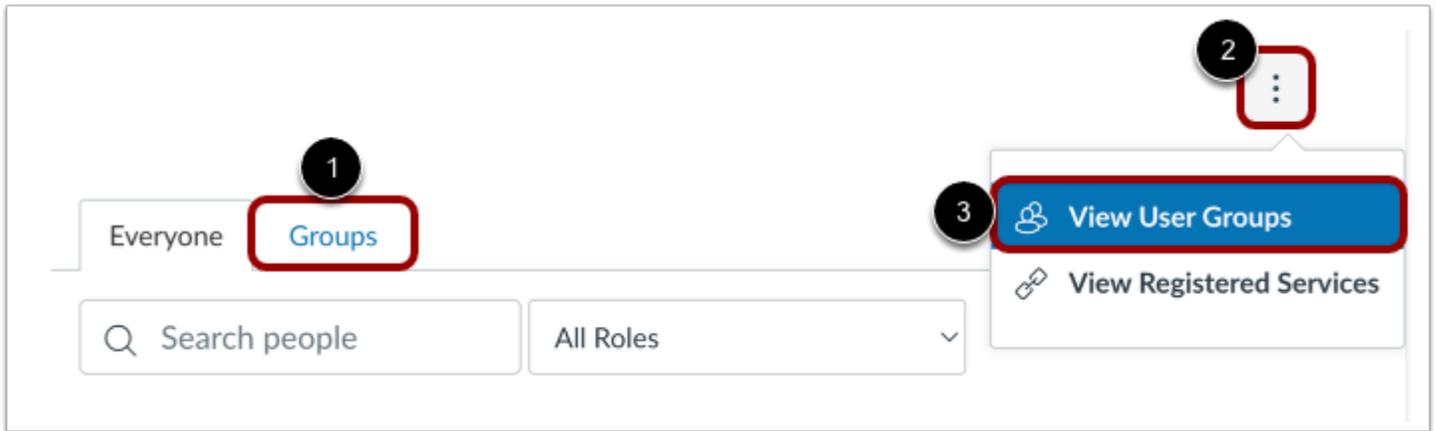
Open People



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

Note: If your instructor has disabled the People link in Course Navigation, you can only [view groups you are enrolled in](#).

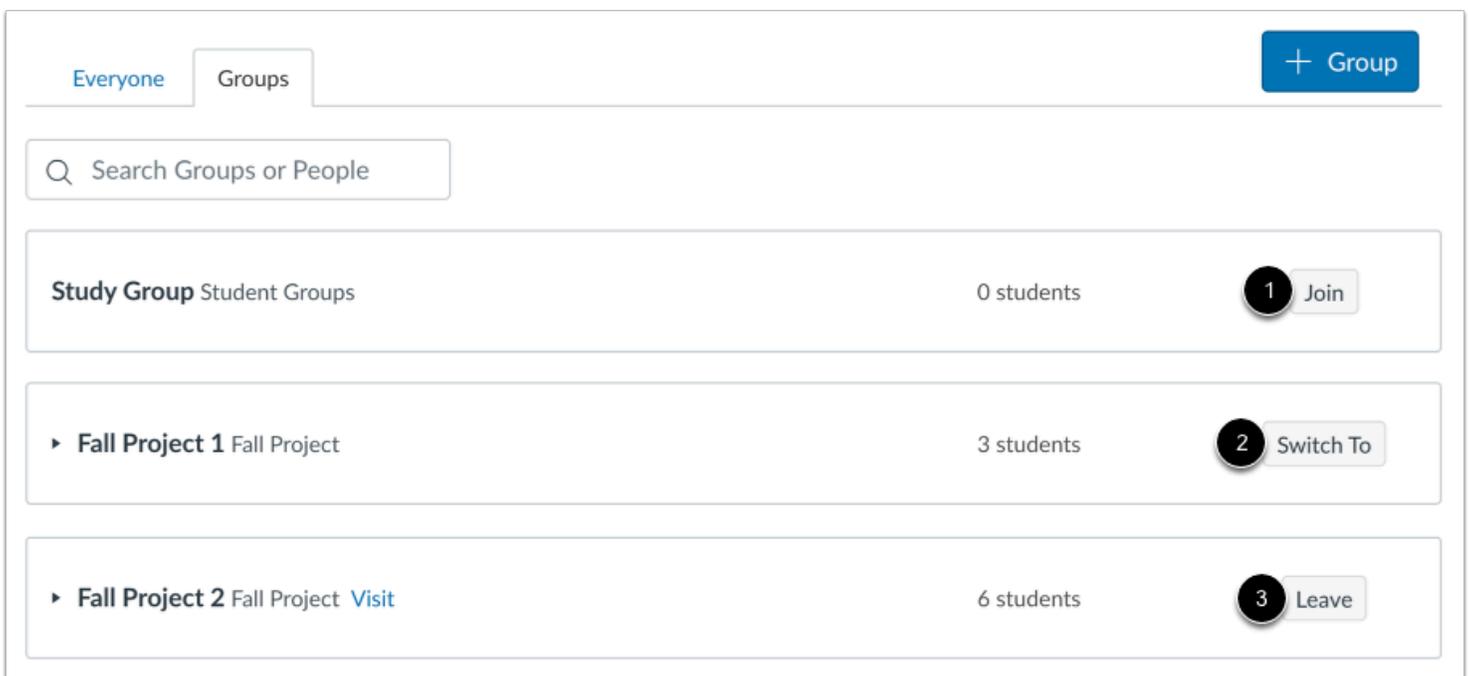
Open Groups



Click the **Groups** tab [1].

Or, to open your groups from the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Access Course Groups



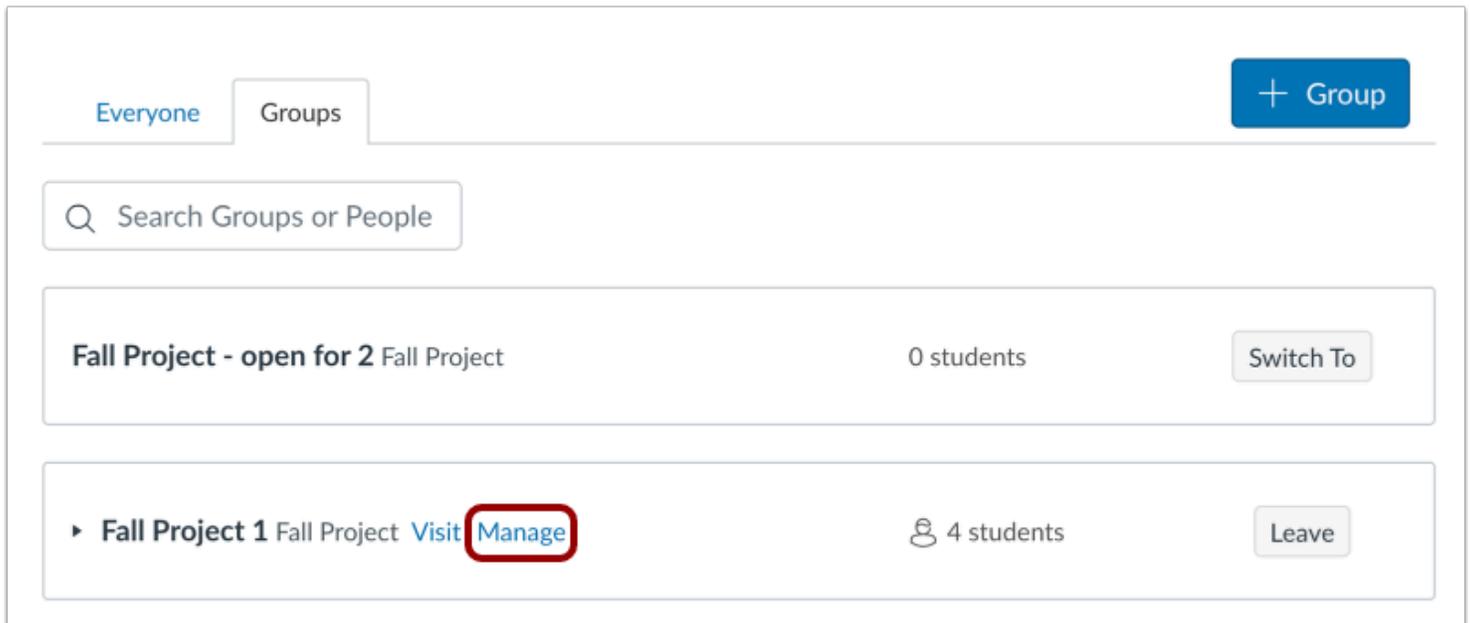
View the groups available in your course. Each group shows the name of the group and how many members are part of that group.

If there are any self sign-up groups available to join, you can [join the group](#) by clicking the **Join** button [1], or you can [switch groups](#) within a group set by clicking the **Switch To** button [2].

If you are already part of a self sign-up group, you can [leave the group](#) by clicking the **Leave** button [3].

Note: You cannot leave groups that are not self sign-up groups.

Access Student Leader Groups

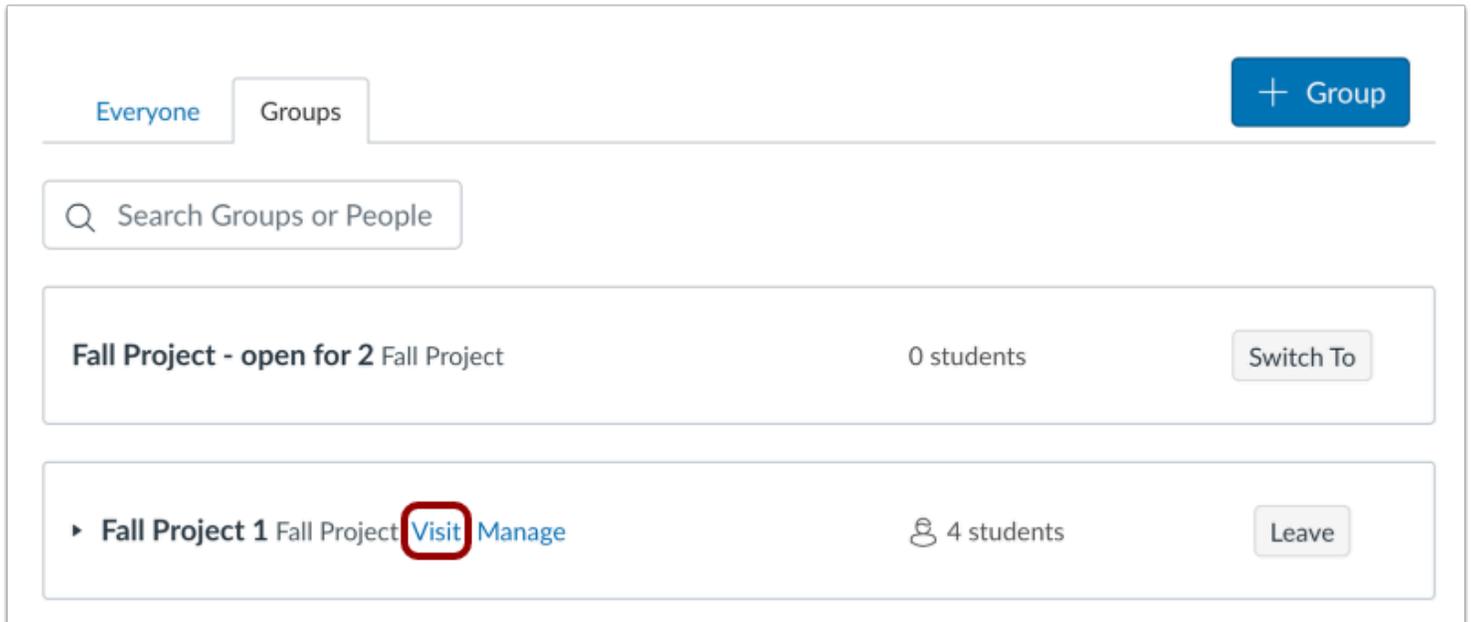


The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main area displays a list of groups:

Group Name	Members	Action
Fall Project - open for 2 Fall Project	0 students	Switch To
▶ Fall Project 1 Fall Project Visit Manage	4 students	Leave

If you have been invited to be a student leader and [manage a group](#), the **Manage** link displays.

Access Visit Group

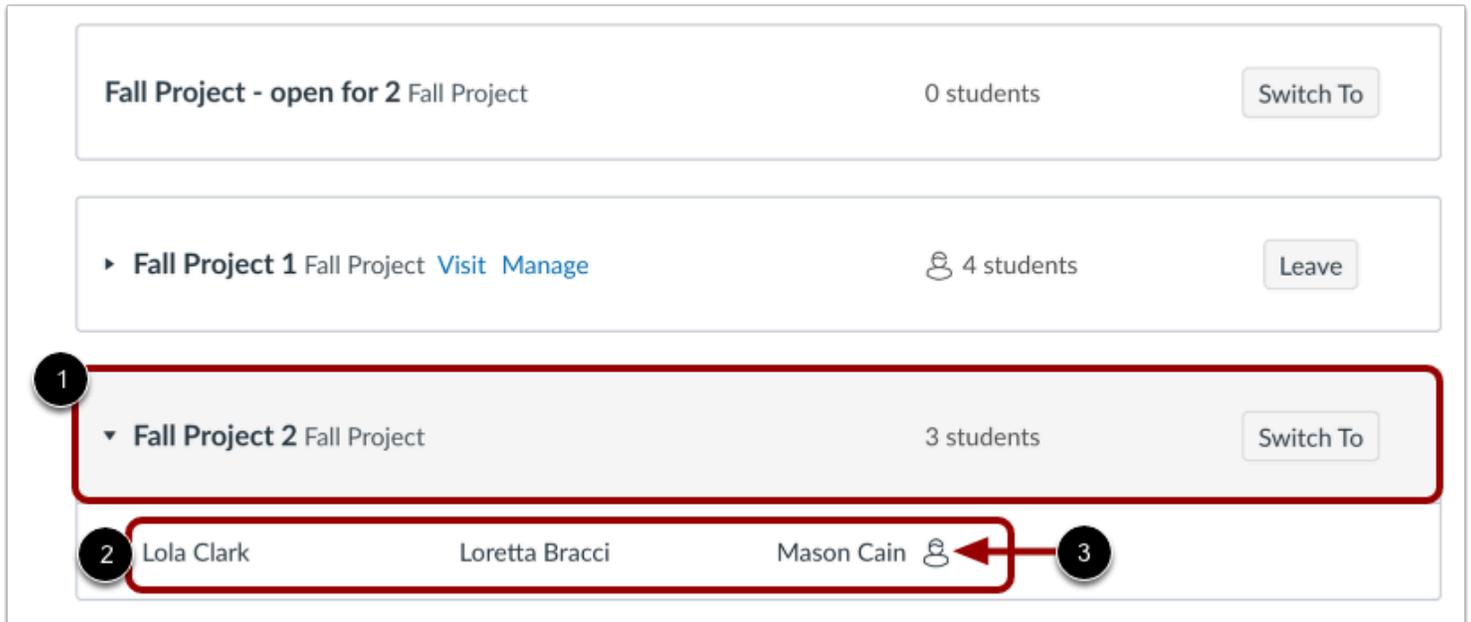


The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main area displays a list of groups:

Group Name	Students	Actions
Fall Project - open for 2 Fall Project	0 students	Switch To
▶ Fall Project 1 Fall Project Visit Manage	4 students	Leave

If you are a current group member, the **Visit** link displays. To access the group's Home page and the Group Navigation menu, visit the group.

Access Group Members



The screenshot shows a list of groups in Canvas. The first group is "Fall Project - open for 2 Fall Project" with 0 students and a "Switch To" button. The second group is "Fall Project 1 Fall Project" with 4 students and a "Leave" button. The third group, "Fall Project 2 Fall Project", has 3 students and a "Switch To" button. This group is highlighted with a red border and a callout '1'. Below it, an expanded list of members is shown: "Lola Clark", "Loretta Bracci", and "Mason Cain" with a person icon. A red box highlights this list with callout '2'. A red arrow points from callout '3' to the person icon next to "Mason Cain", indicating the student group leader.

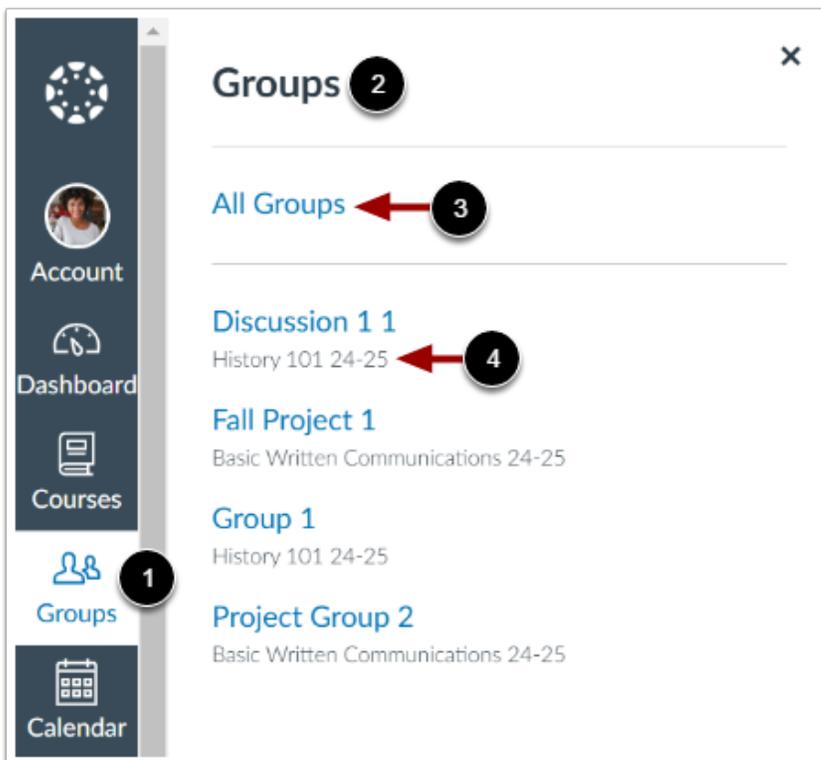
To view which students are assigned to the group, click anywhere in the group [1]. The names of the students display in an expanded list [2].

The Person icon displays next to the [student group leader](#) [3].

How do I view my Canvas groups as a student?

You can see the current groups where you are enrolled using the Global Navigation Menu. If you do not see any groups listed, you have not [joined a group](#) or been enrolled in a group by your instructor. Previous groups are listed under the Previous Groups header.

Open Groups



In Global Navigation, click the **Groups** link [1], then view your current groups [2]. To view all your groups, click the **All Groups** link [3]. In the Group Tray, groups display the associated course name [4].

View Groups

Groups

Current Groups ①

Group	Course	Term
Fall Festival Group	Documentation Canvas	
Red Group	History 101	
Study Group 1	History 101	

Previous Groups ②

Group	Course	Term
Discussion Group 1	Classic Literature	Default Term
Group A	Classic Literature	Default Term
Project Group 1	Zoology 101.	Default Term
Project Groups 1 2	Marketing 101	
Study Group 1	Classic Literature	Default Term

Groups are organized into Current Groups [1] and Previous Groups [2].

View Current Groups

Current Groups

Group ①	Course ②	Term ③
Fall Festival Group	Documentation Canvas	
Red Group	History 101	
Study Group 1 ④	History 101	

Current Groups are groups in courses that are part of the current semester or term. You can view the name of the group [1] and the course name for the group [2]. If a course includes a term date [3], the term date

displays next to the course name. Depending on access settings for a course, Current Groups can also display groups in courses that have been published but have not yet started.

Groups that are available to you display linked text [4]. These groups are associated with current courses. To open a group, click the name of the group.

View Previous Groups

Previous Groups		
Group	Course	Term
Discussion Group 1	Classic Literature	Default Term
Group A	Classic Literature	Default Term
Project Group 1	Zoology 101.	Default Term
Project Groups 1 2	Marketing 101	
Study Group 1	Classic Literature	Default Term

Groups listed under the **Previous Groups** heading are groups that are part of courses that have concluded. Students cannot view group material nor interact with the group after the course is concluded.

Note: Some institutions may not allow previous groups to display in the Courses page.

How do I use groups as a student?

As a student, your instructor may assign you to a course group, or another student may include you as a member in a student group. You may also be able to [create groups](#), [join groups](#), [switch groups](#), or [leave groups](#).

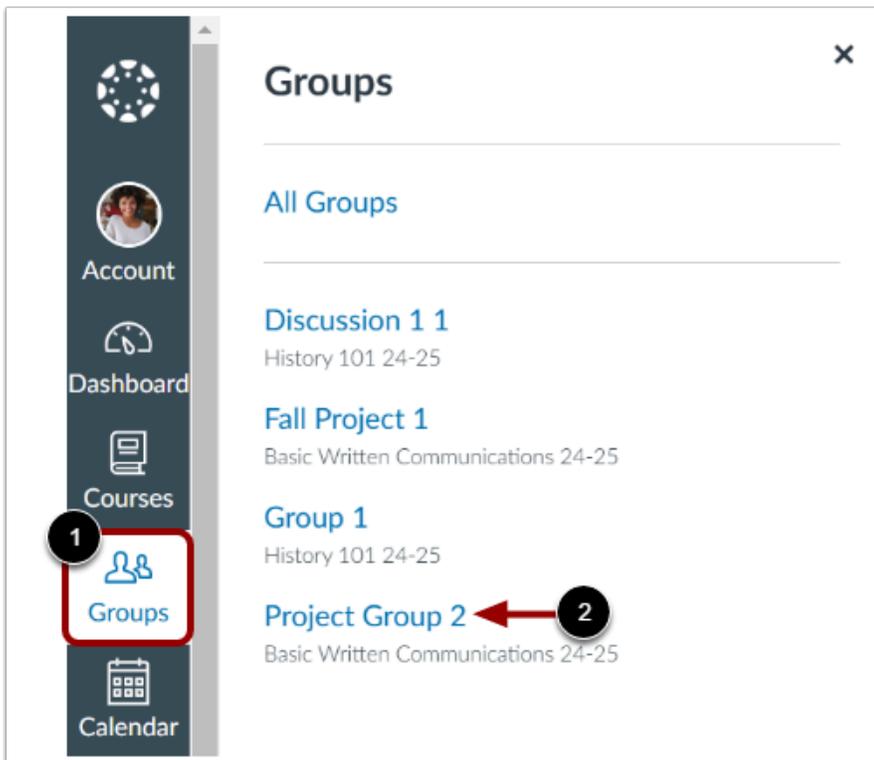
Groups allow you to work together with other students. Group Navigation gives you access to group activities and files.

If there are any assignments assigned to your group, one member can [submit assignments on behalf of the group](#).

On the Assignments page, you can [view assignments assigned to your group](#) along with other assignments.

If your instructor has assigned you to be the student group leader, you can edit the group name or add and remove users from the group. Learn more about [managing groups as a student group leader](#).

Open Group

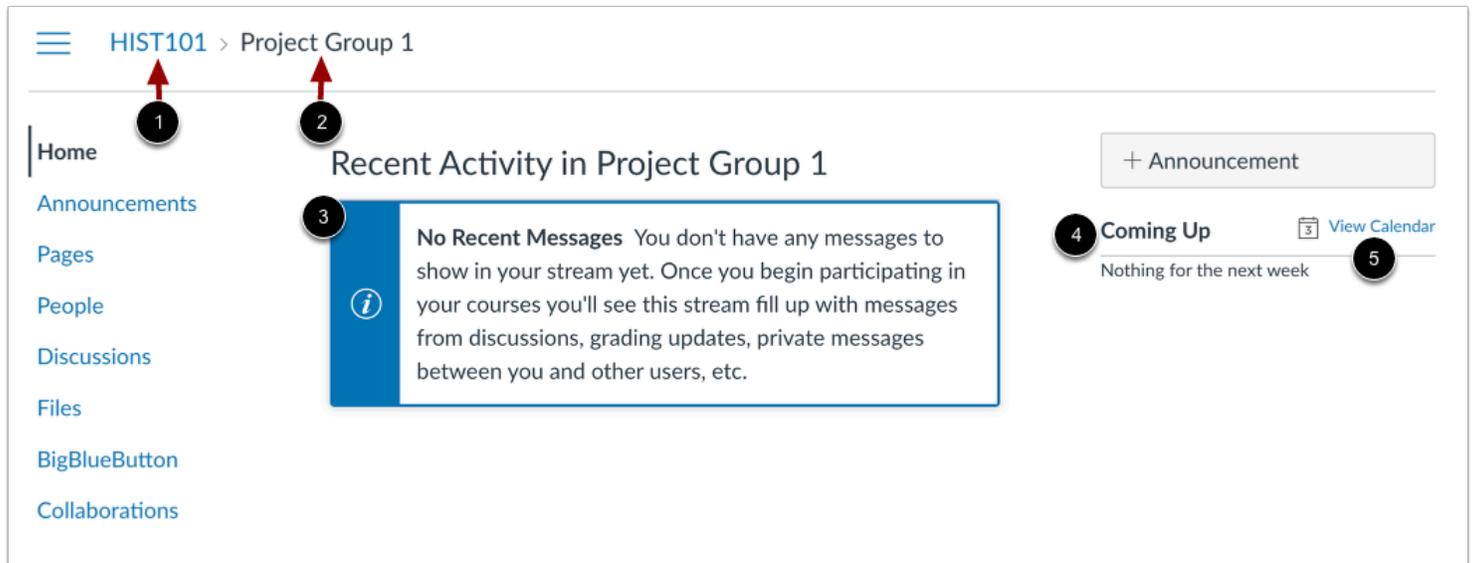


The screenshot shows the Canvas Groups interface. On the left sidebar, the 'Groups' option is highlighted with a red box and a '1' in a black circle. The main content area is titled 'Groups' and lists several groups: 'All Groups', 'Discussion 1 1' (History 101 24-25), 'Fall Project 1' (Basic Written Communications 24-25), 'Group 1' (History 101 24-25), and 'Project Group 2' (Basic Written Communications 24-25). A red arrow points to 'Project Group 2' with a '2' in a black circle.

In Global Navigation, click the **Groups** link [1], then click a group name link [2].

You can learn more about [viewing your groups](#) or [viewing all available groups](#).

View Group Details



The screenshot shows the Canvas interface for a group. At the top, the breadcrumb navigation reads "HIST101 > Project Group 1". On the left, a navigation menu lists "Home", "Announcements", "Pages", "People", "Discussions", "Files", "BigBlueButton", and "Collaborations". The "Home" link is highlighted. The main content area is titled "Recent Activity in Project Group 1" and contains a message box with an information icon and the text: "No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." To the right, there is a "+ Announcement" button, a "Coming Up" section with a calendar icon and the text "Nothing for the next week", and a "View Calendar" link.

You can view the group's course code or nickname [1] and the group name [2].

The Group Home page displays recent messages [3], To Do items that are coming up [4], and a link to the [group calendar](#) [5].

Use Group Navigation



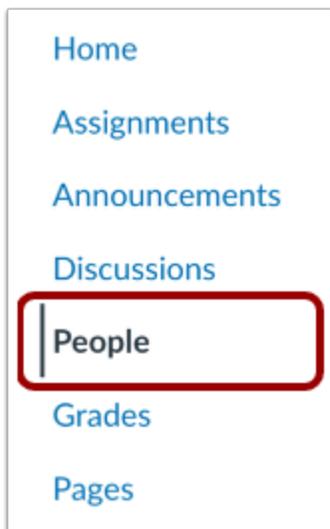
You can use the Group Navigation to view or [make group announcements](#) [1], [create a group page](#) [2], view group membership [3], [create](#) or reply to group discussions [4], view and [upload group files](#) [5], access [group conferences](#) [6], or access [group collaborations](#) [7].

How do I join a group as a student?

You can sign up for a group in your course if your instructor has enabled the self sign-up option.

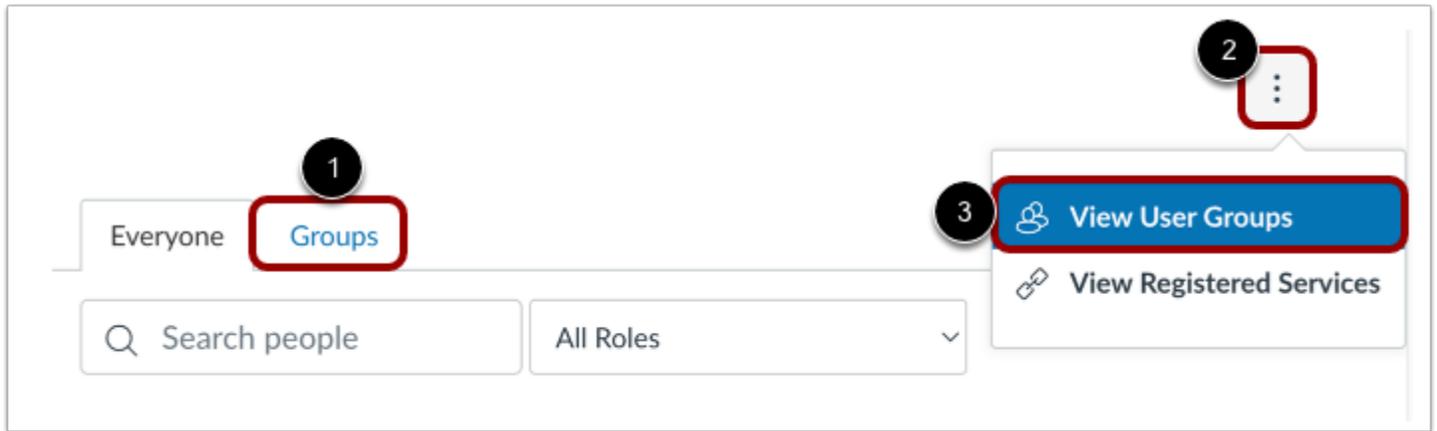
Note: If your instructor has disabled the People link in Course Navigation, you cannot join a group.

Open People



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

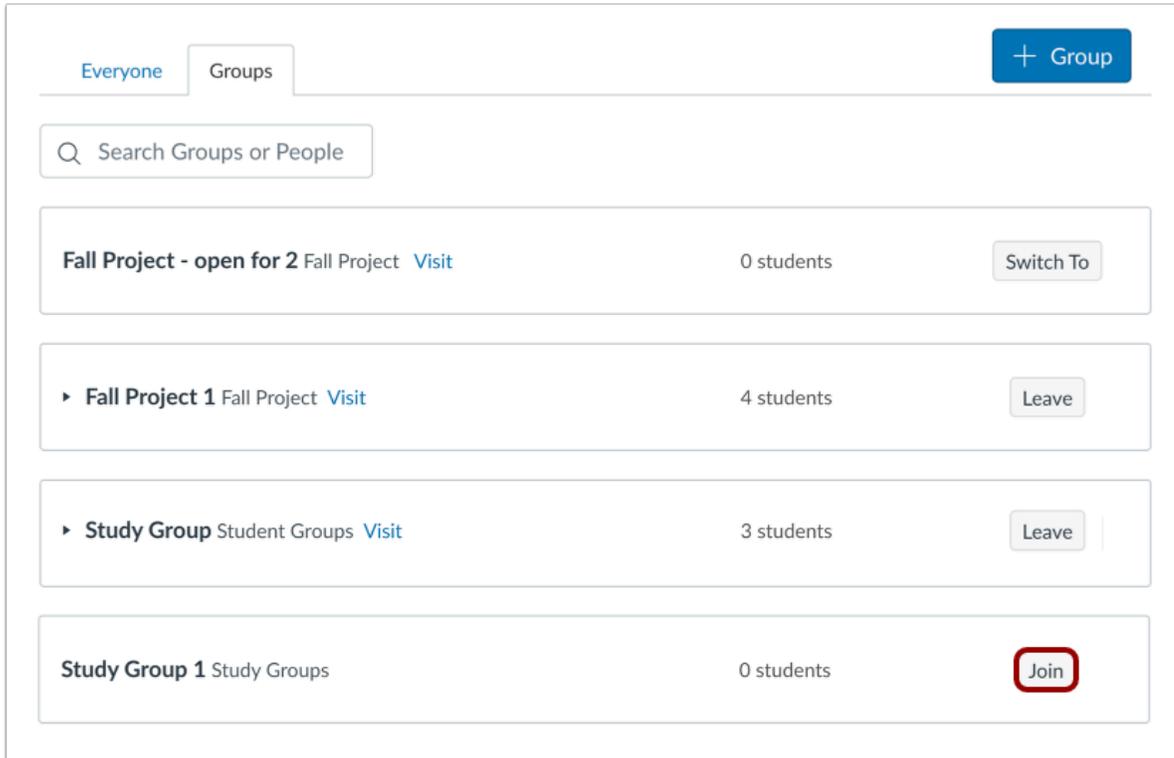
Open Groups



Click the **Groups** tab [1].

Or, to access your groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Join Group



The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main area displays a list of groups:

Group Name	Students	Action
Fall Project - open for 2 Fall Project Visit	0 students	Switch To
▸ Fall Project 1 Fall Project Visit	4 students	Leave
▸ Study Group Student Groups Visit	3 students	Leave
Study Group 1 Study Groups	0 students	Join

Next to the name of an available group, click the **Join** button.

Note: You can also join a group by switching to it. You can [learn more about switching groups](#).

Verify Group Sign Up



The screenshot shows a browser notification message with a green checkmark icon on the left and a close button (X) on the right. The text of the message is "Joined Group Discussion Group 2".

A message appears at the top of your browser verifying you signed up for the group.

Visit Group

<p>▸ Study Group 1 Study Groups Visit ←</p>	1 student	Leave
--	-----------	-----------------------

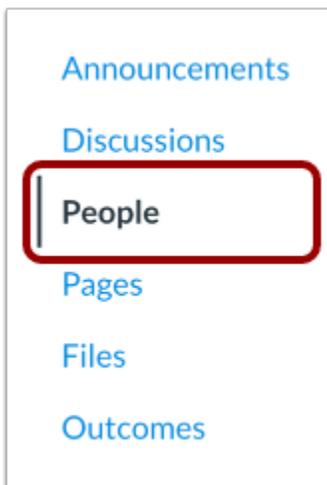
To [access a group](#) you joined, click the **Visit** link.

How do I leave a group as a student?

If you were able to [join a group](#) in your course, you can leave the group at any time. You cannot leave groups that are not self sign-up groups or student groups that are by invitation only.

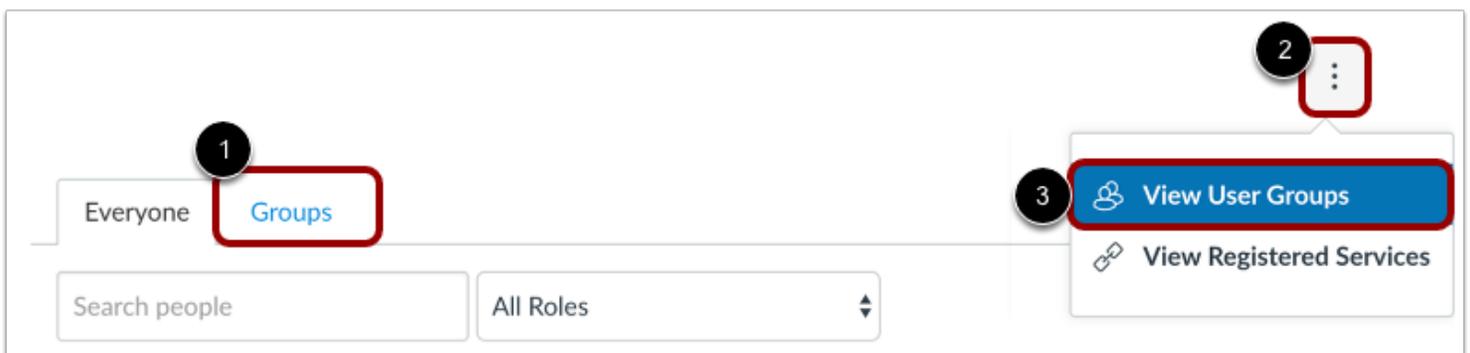
When a course is concluded, all associated groups will be shown as previous groups in your [groups list](#).

Open People



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

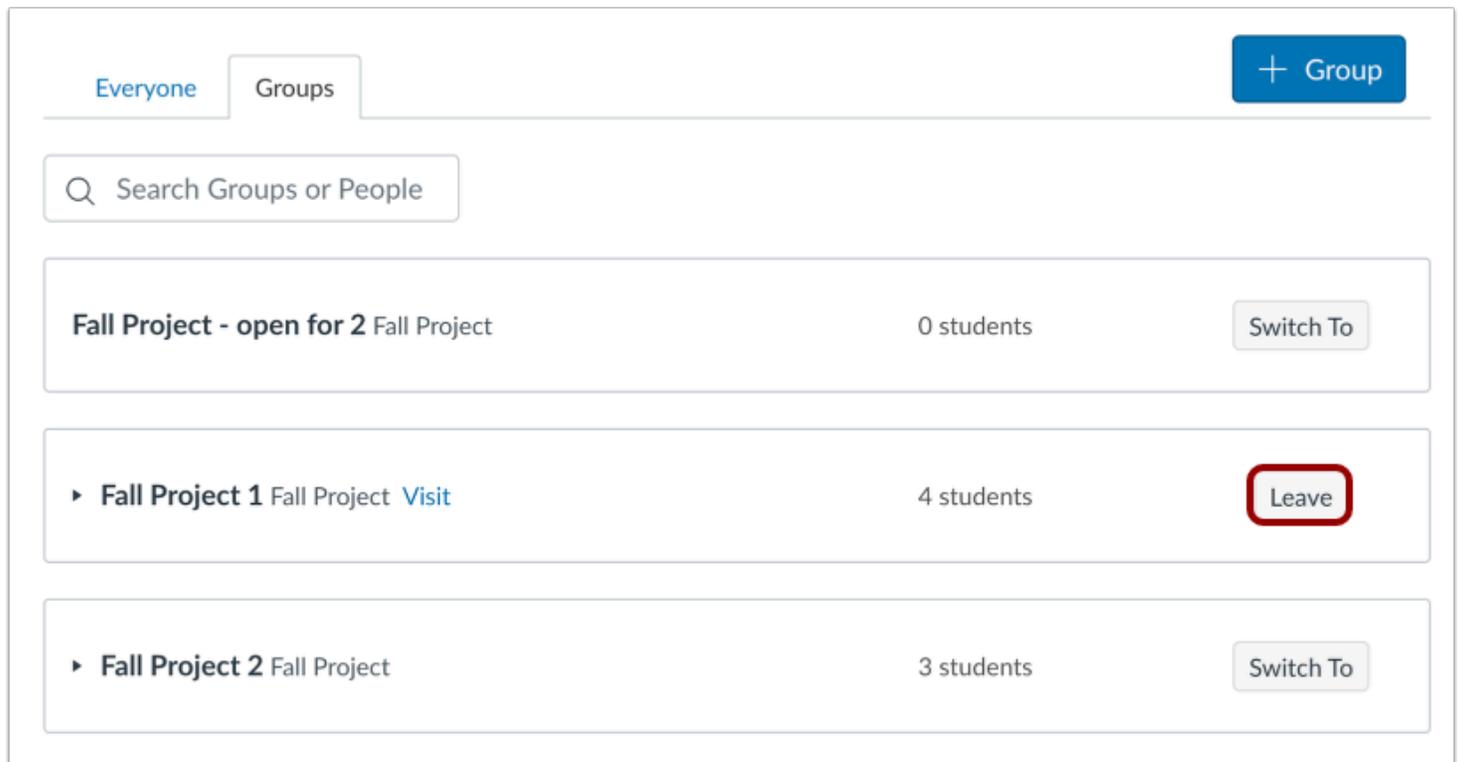
Open Groups



Click the **Groups** tab [1].

Or, to access groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Leave Group

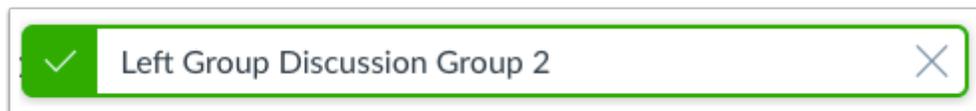


The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main area displays a list of groups:

Group Name	Number of Students	Action
Fall Project - open for 2 Fall Project	0 students	Switch To
▶ Fall Project 1 Fall Project Visit	4 students	Leave
▶ Fall Project 2 Fall Project	3 students	Switch To

Next to the name of an available group, click the **Leave** button.

Verify Group Removal



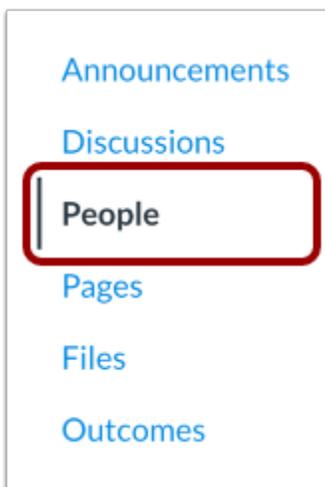
The screenshot shows a browser notification message with a green checkmark icon on the left and a close button (X) on the right. The text of the message is: "Left Group Discussion Group 2".

A message appears at the top of your browser verifying you left the group.

How do I switch groups as a student?

If you are a member of a group that is part of a group set, you can leave your current group and join another group within the set.

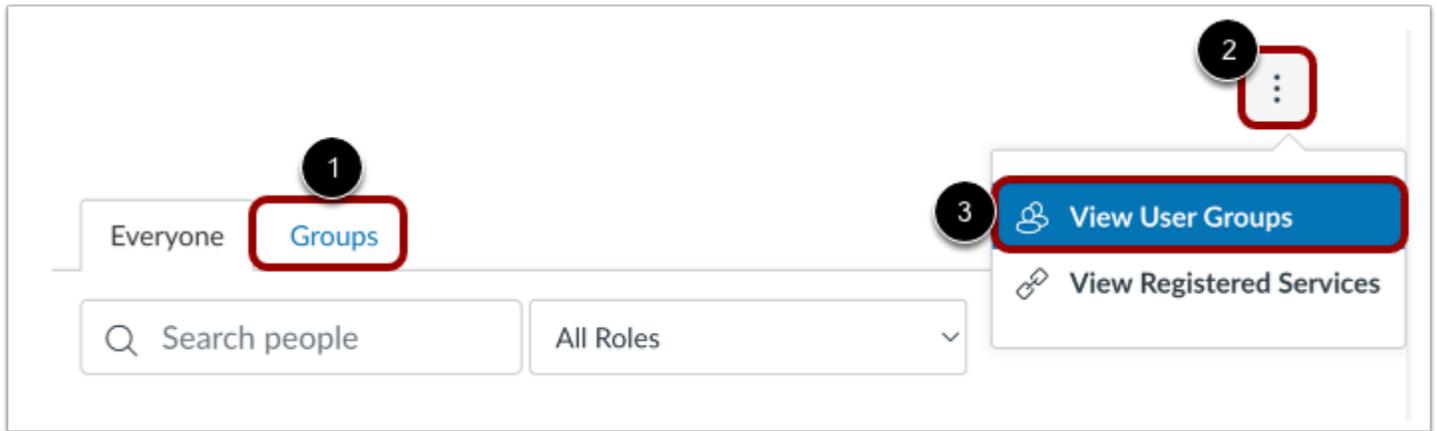
Open People



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

Note: If your instructor has disabled the People link in Course Navigation, you cannot switch groups.

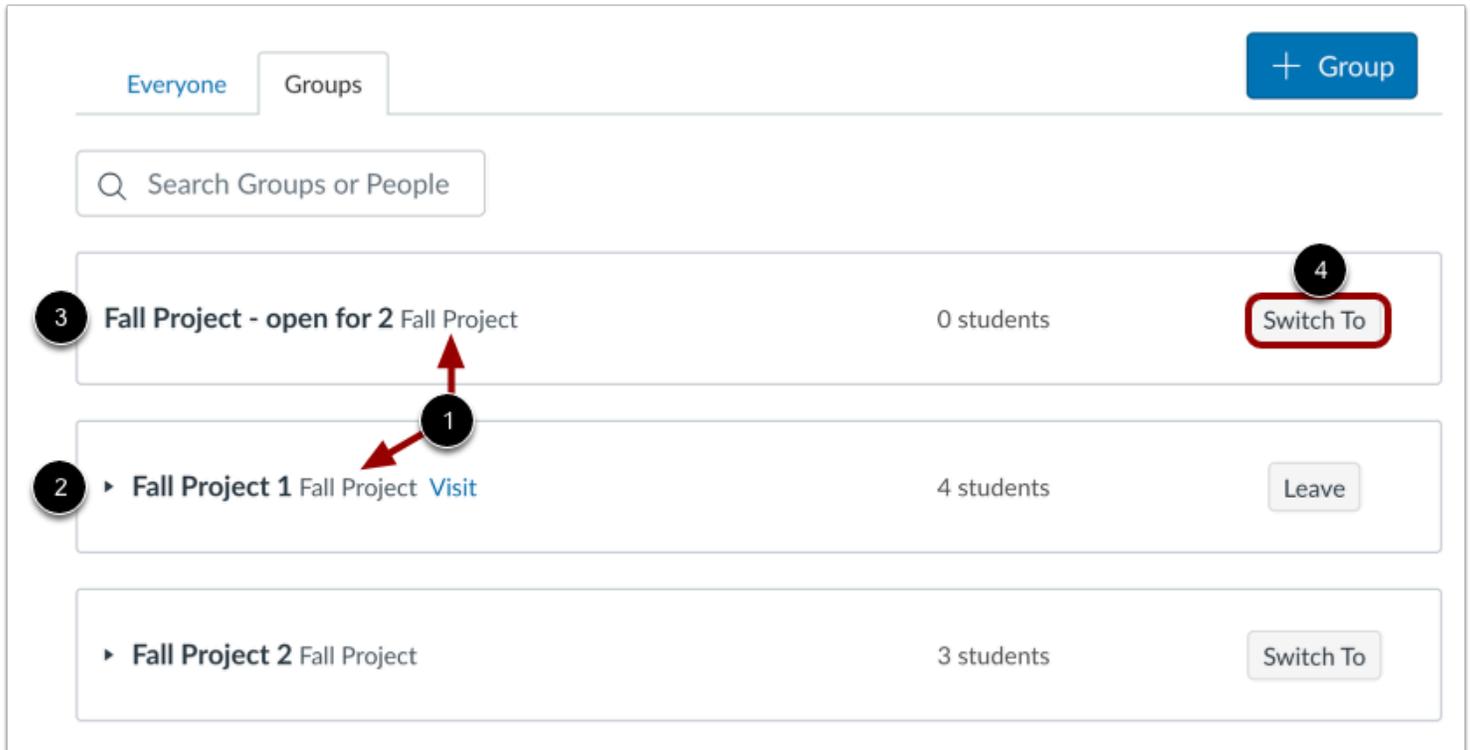
Open Groups



Click the **Groups** tab [1].

Or, to open your groups from the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Switch Groups

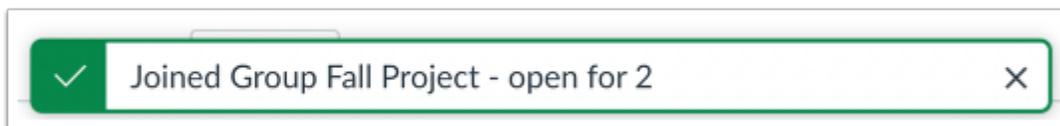


The screenshot shows the Canvas Groups interface. At the top, there are tabs for "Everyone" and "Groups", and a "+ Group" button. Below the tabs is a search bar labeled "Search Groups or People". The main area displays a list of groups. The first group is "Fall Project - open for 2 Fall Project" with 0 students and a "Switch To" button. The second group is "Fall Project 1 Fall Project Visit" with 4 students and a "Leave" button. The third group is "Fall Project 2 Fall Project" with 3 students and a "Switch To" button. Numbered callouts are present: 1 points to the group set containing the first two groups; 2 points to the first group; 3 points to the second group; and 4 points to the "Switch To" button of the second group.

When multiple groups are within the same group set [1], you can switch groups to simultaneously leave your current group [2] and join another group in the set [3].

To switch to another group in the set, click the group **Switch To** button [4].

Verify Group Removal



The screenshot shows a browser notification message with a green checkmark on the left and a close button (X) on the right. The text of the notification is "Joined Group Fall Project - open for 2".

A message appears at the top of your browser verifying you joined the other group.

Everyone **Groups** + Group

Q Search Groups or People

- ▶ **Fall Project - open for 2** Fall Project [Visit](#) 1 student Leave
- ▶ **Fall Project 1** Fall Project 3 students Switch To
- ▶ **Fall Project 2** Fall Project 3 students Switch To

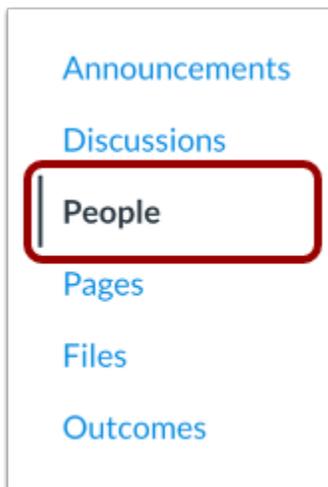
You are now a member of the group you switched to and you have left the other group.

How do I create a group as a student?

As a student, you can create your own Student Groups for study groups, discuss an assignment, etc. You can be part of more than one student group.

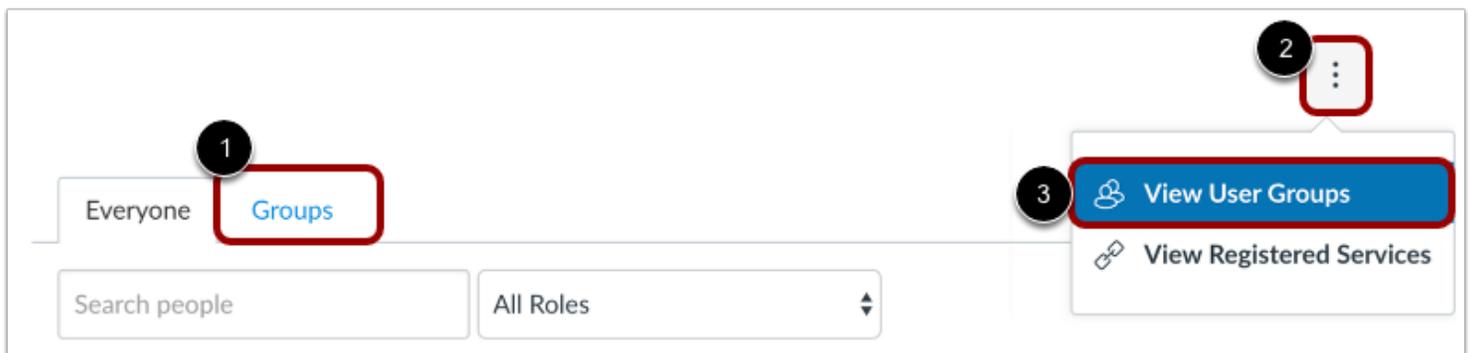
Note: If you cannot see the People tab in your course, or if you cannot see the Add Group button, your instructor has restricted this feature.

Open People



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

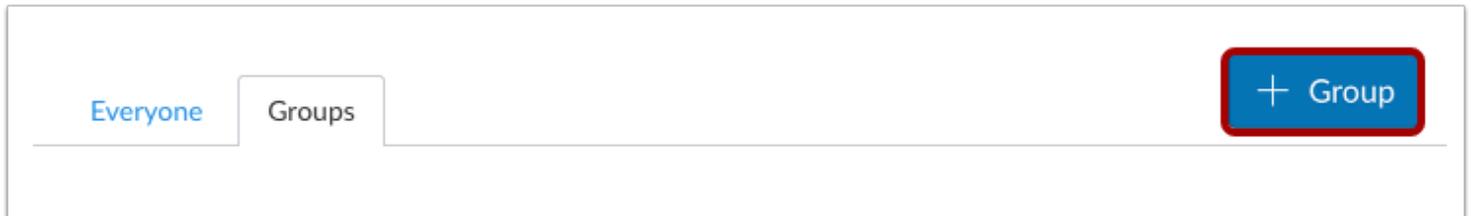
Open Groups



Click the **Groups** tab [1].

Or, to access groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Add Group



Click the **Add Group** button.

Enter Group Name

New Student Group ×

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

Group Name

Joining

Course members are free to join ▼

Invite Students

Q Search ▼

Cancel Submit

Name the group by entering a name in the **Group Name** field.

Choose Group Membership Option

New Student Group ×

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

Group Name

Joining

Invite Students

Determine who can join the group by clicking the **Joining** drop-down menu.

Joining

- 1 Course members are free to join
- 2 Membership by invitation only

To allow anyone in the course to join the group, select the **Course members are free to join** option [1].

To allow only specific people to join the group, select the **Membership by invitation only** option [2].

Invite Students

New Student Group ✕

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.

Group Name

Joining

Invite Students

- 1

Max Johnson 2

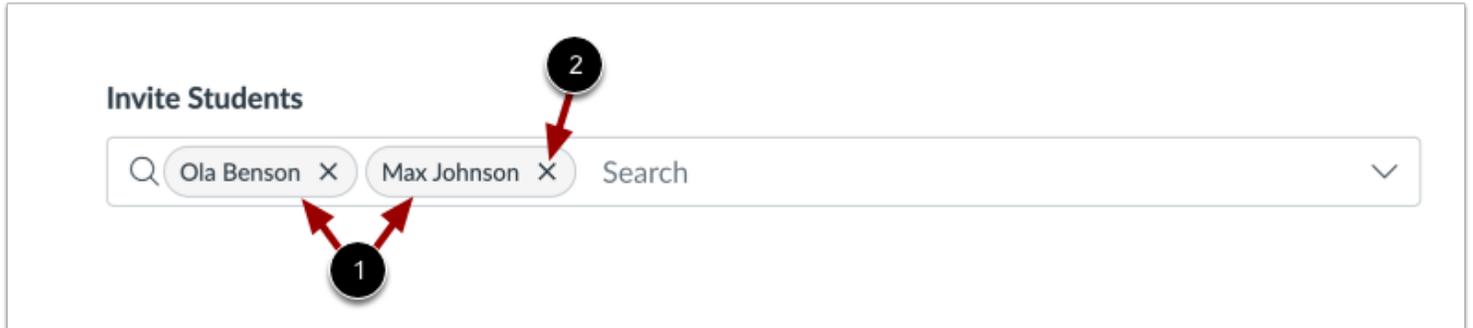
You can send group invitations to specific students. To invite a student, click in the empty **Invite Students** search field or enter a one or more letters of the student's first name [1]. Then select a student name from the list [2].

To invite multiple students, repeat this process.

Notes:

- If you set the group membership option so that anyone can join, but you select only a few of the students to invite to the group, the remaining students who were not invited can see the group in the student group list and can still [join the student group](#).
- If you set the group membership option as invitation only, students who were not invited cannot see the group in the student group list.
- To add a new student to a group at a later time, contact your instructor for assistance. Your instructor can add or remove students, or your instructor can make you the student group leader so that you can [manage the group membership](#).

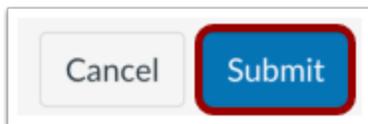
View Invited Students



In the Invite Students field, view invited student names [1].

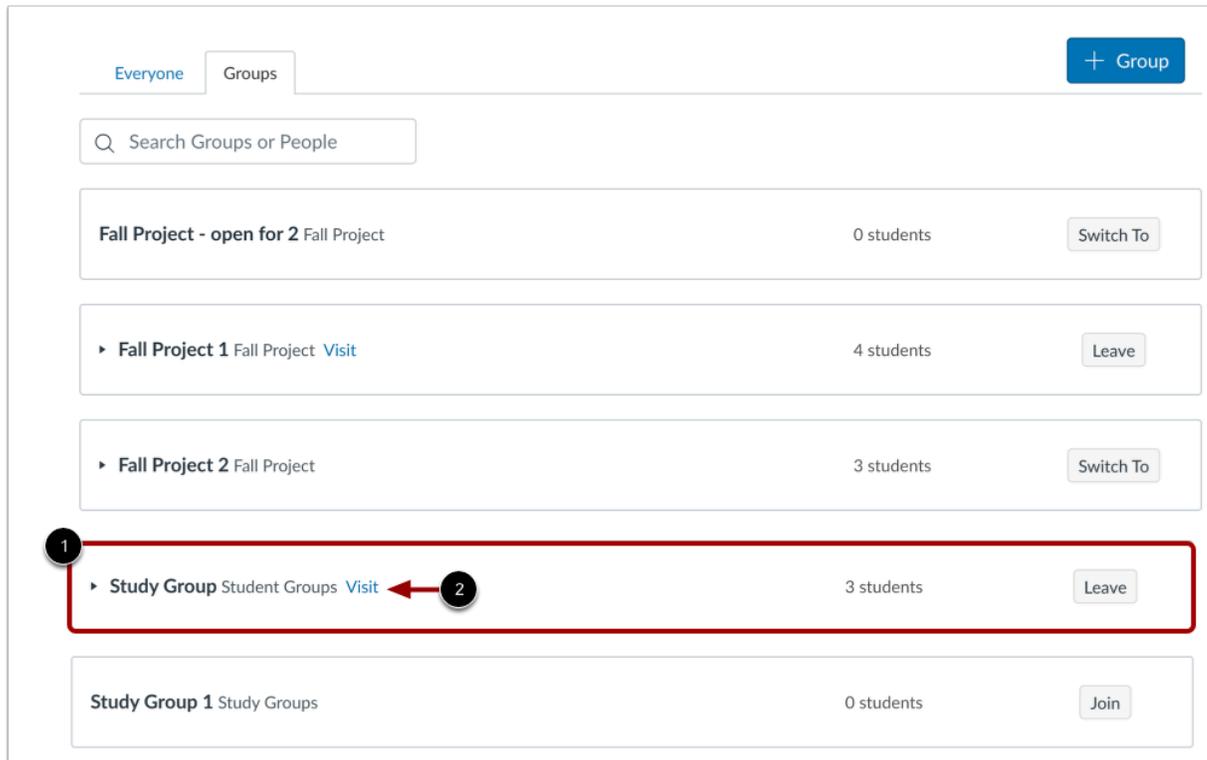
To remove a student name, click the **Remove** icon [2].

Save Group



To create the group, click the **Submit** button.

View Group



The screenshot shows the 'View Group' interface in Canvas. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main content area displays a list of groups:

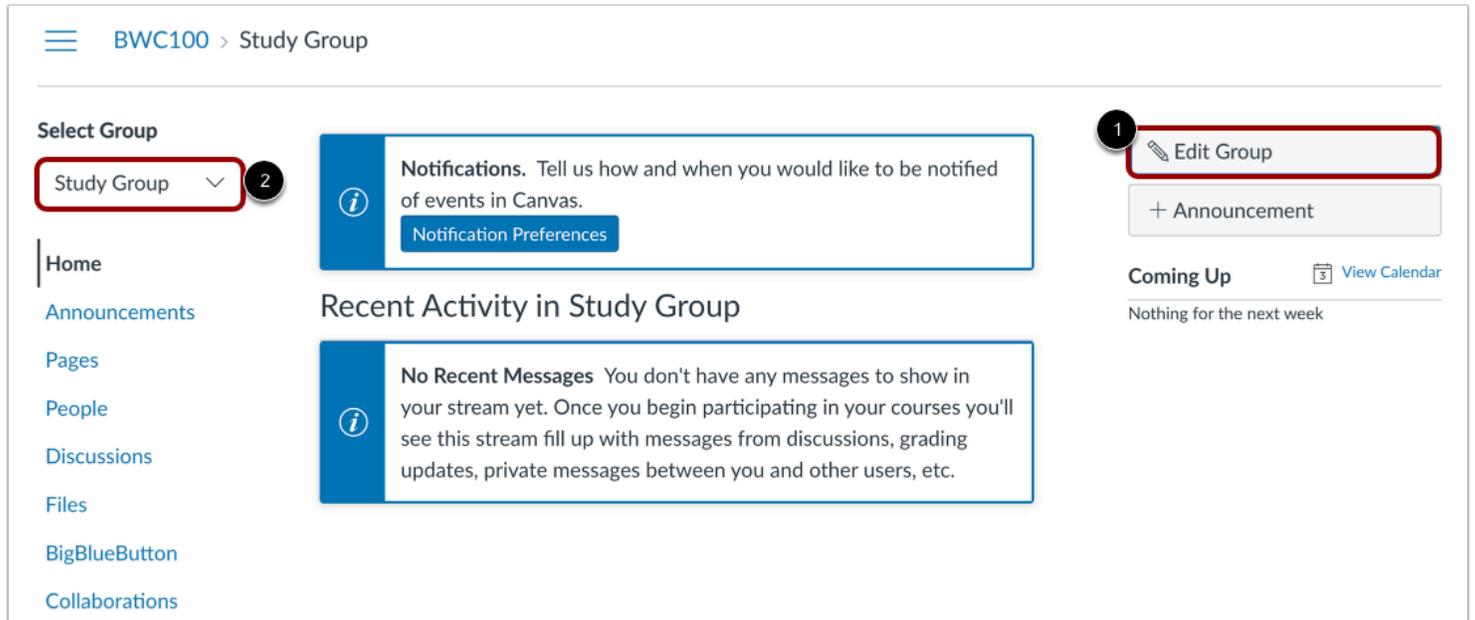
- Fall Project - open for 2** Fall Project, 0 students, [Switch To](#)
- **Fall Project 1** Fall Project [Visit](#), 4 students, [Leave](#)
- **Fall Project 2** Fall Project, 3 students, [Switch To](#)
- **Study Group** Student Groups [Visit](#), 3 students, [Leave](#)
- Study Group 1** Study Groups, 0 students, [Join](#)

A red box highlights the 'Study Group' entry. A red circle with the number '1' is next to the group name, and a red circle with the number '2' is next to the 'Visit' link.

The new group you created is listed in your course groups [1].

To open Group details, click the **Visit** link [2].

Edit Group Details



The screenshot shows the 'Edit Group Details' page for a 'Study Group' in a Canvas course. The breadcrumb navigation at the top reads 'BWC100 > Study Group'. On the left is a navigation menu with options: Home, Announcements, Pages, People, Discussions, Files, BigBlueButton, and Collaborations. The main content area is divided into three sections:

- Select Group:** A dropdown menu currently set to 'Study Group' is highlighted with a red box and a callout '2'.
- Notifications:** A blue box with an information icon contains the text: 'Notifications. Tell us how and when you would like to be notified of events in Canvas.' Below this is a 'Notification Preferences' button.
- Recent Activity in Study Group:** A blue box with an information icon contains the text: 'No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.'

On the right side of the page, there are two buttons: 'Edit Group' (highlighted with a red box and callout '1') and '+ Announcement'. Below these is a 'Coming Up' section with a 'View Calendar' link and the text 'Nothing for the next week'.

If you need to change the group name, click the **Edit Group** button [1].

To switch between groups you have created, click the **Select Group** drop-down menu [2].

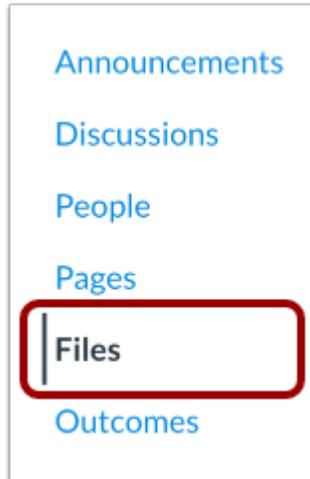
How do I upload a file to a group?

You can share files with members of your group.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- All files added to the group will be accessible to all group members.

Open Files



In Group Navigation, click the **Files** link.

View Group Files

Files

Switch to Old Files Page
All My Files
+ Folder
Upload

Search

Fall Project 1 0 selected

↓
🗑️
⋮

<input type="checkbox"/>	Name ▲	Created ↕	Last Modified ↕	Modified By ↕	Size ↕	Rights ↕	Actions
<input type="checkbox"/>	Group Submission	1:04am	1:04am		--		⋮
<input type="checkbox"/>	Assignment-1.pdf	1:01am	1:01am	Emily Boone	29 KB	⚠️	⋮
<input type="checkbox"/>	Unit 1 Worksheet.do...	1:01am	1:01am	Emily Boone	7 KB	⚠️	⋮

65 KB of 50 MB used

The Files page displays all the files for the group.

Add Files

Files

Switch to Old Files Page
All My Files
+ Folder
Upload

Search

Fall Project 1

0 selected

Download
Delete
More

	Name ▲	Created ↕	Last Modified ↕	Modified By ↕	Size ↕	Rights ↕	Actions
<input type="checkbox"/>	Group Submission	1:04am	1:04am		--		⋮
<input type="checkbox"/>	Assignment-1.pdf	1:01am	1:01am	Emily Boone	29 KB	!	⋮
<input type="checkbox"/>	Unit 1 Worksheet.do...	1:01am	1:01am	Emily Boone	7 KB	!	⋮

To add new files to the group, click the **Upload** button.

Choose File to Upload

	assignment.pdf	Mar 13, 2015, 2:46 PM	40 KB	Adobe...cument
	module1.html	Dec 18, 2014, 2:00 PM	97 bytes	HTML
	about.html	Dec 18, 2014, 2:00 PM	97 bytes	HTML
	commentstostudent.doc	Jun 24, 2014, 6:44 PM	24 KB	Word
	Unit 1 Assignment.docx	Jun 24, 2014, 5:38 PM	73 KB	Micros...cument
	expectations_assignment.docx	Mar 12, 2014, 12:11 PM	162 KB	Micros...cument
	assignment_final.docx	Mar 12, 2014, 11:42 AM	171 KB	Micros...cument
	assignment_3.docx	Mar 12, 2014, 11:42 AM	171 KB	Micros...cument
	assignment_1.docx	Mar 12, 2014, 11:42 AM	171 KB	Micros...cument
	assignment.docx	Mar 12, 2014, 11:42 AM	171 KB	Micros...cument
	American Revolution.docx	Mar 12, 2014, 11:42 AM	171 KB	Micros...cument
	assignment_2.docx	Mar 12, 2014, 11:42 AM	171 KB	Micros...cument

Find the file you want to upload to the group. Then, click the **Open** button.

View Uploaded File

Files

Switch to Old Files Page 5
All My Files 6
+ Folder 4
Upload

Search

Fall Project 1 0 selected

<input type="checkbox"/>	Name ▲	Created ↕	Last Modified ↕	Modified By ↕	Size ↕	Rights ↕	Actions
<input type="checkbox"/>	Group Submission	Yesterday	Yesterday		--		⋮
<input type="checkbox"/>	Assignment-1.pdf	Yesterday	Yesterday	Emily Boone	29 KB	⚠	⋮
<input type="checkbox"/>	Unit 1 Assignment.docx	Yesterday	Yesterday	Emily Boone	793 KB	⚠	⋮
<input type="checkbox"/>	 Unit 1 Worksheet.docx	Yesterday	Yesterday	Emily Boone	7 KB	⚠ 2	⋮

857 KB of 50 MB used

View the uploaded file [1]. You must [set usage rights](#) for the file before it can be published. Files that do not contain a usage right display as a warning icon [2].

You can also do the following:

- Search for files by file name [3].
- [Add a folder](#). Folders can also house other folders [4].
- [Rename a file or folder](#).
- [Download a file or folder](#).
- [Move a file or folder](#). Group files and folders can only be moved to folders within the group.
- [Delete a file or folder](#).

To switch to the old view, click the **Switch to Old Files Page** button [5].

If you want to [view the Files for all your groups](#), click the **All My Files** button [6]. Canvas will display your User Files page with all group folders displayed below your user files.

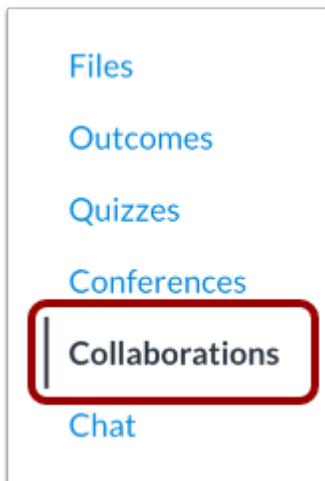
Note: All group members hold the same permissions, so one group member can delete or move files uploaded by another group member.

How do I start a collaboration in a group as a student?

You can create collaborations within your groups. Canvas defaults to using Google Docs. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.

Depending on your institution's preference, you may be able to [create a Google Drive collaboration](#) or [create a Microsoft Office 365 collaboration](#) in groups as well.

Open Collaborations



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

Authorize Access

Current Collaborations

What do we mean by collaborations? We're talking about web-based tools that students are already familiar with. Students can use online web tools to work collaboratively on tasks like group papers or note-taking. This page gives teachers and students an easy place to keep track of those collaborations, and also to set them up without having to swap emails.

To find out more about a particular type of collaboration, click "Start a New Collaboration" and then choose that type in the dropdown list.

Start a New Collaboration

1 Collaborate using:

Warning: you (and all your collaborators) will need accounts from the supported web tool in order to participate in any collaborations. Free online web tools are an excellent place for students to work on group projects or papers, take shared notes, etc. Teachers or students can set up group collaborations.

Before you can collaborate on documents, you need to authorize Canvas to access your Google Drive account:

2

Free online web tools are an excellent place for students to work on group projects or papers, take shared notes, etc. Teachers or students can set up group collaborations.

By default, the **Collaborate using** drop-down menu is set to **Google Docs** [1].

If you have not previously authorized a web tool access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button [2].

Create Collaboration

Start a New Collaboration

Collaborate using:

Warning: you (and all your collaborators) will need accounts from the supported web tool in order to participate in any collaborations. Free online web tools are an excellent place for students to work on group projects or papers, take shared notes, etc. Teachers or students can set up group collaborations.

1 Document name:

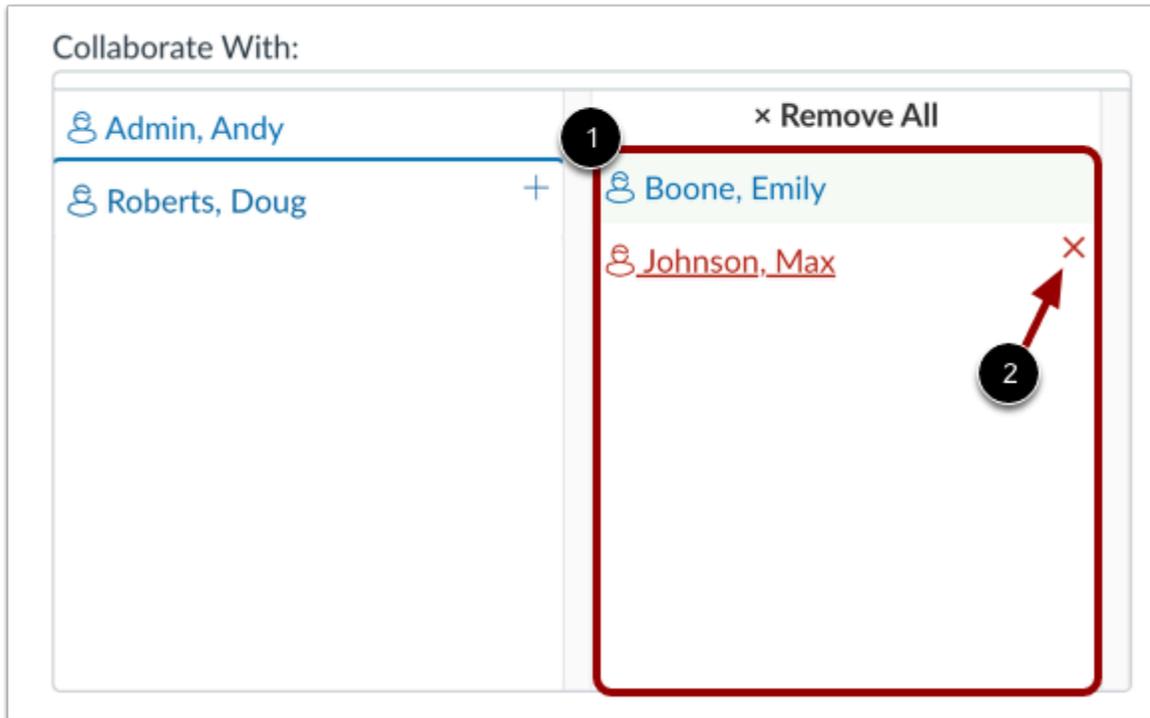
2 Description:

3 Collaborate With:

<ul style="list-style-type: none"> Admin, Andy Boone, Emily Johnson, Max Roberts, Doug	<p>Click or tap a user or group in the left-hand column to add Collaborators.</p>
---	---

To create a collaboration document using Google Docs, enter a document name in the **Document name** field [1], create a description [2], and click the names of the people you want to collaborate with [3].

Verify Collaborators



Verify the users you want to collaborate with [1].

To remove any user, hover your cursor over the user name and click the **Remove** icon [2].

Start Collaborating

Document name:

Description:

Collaborate With:

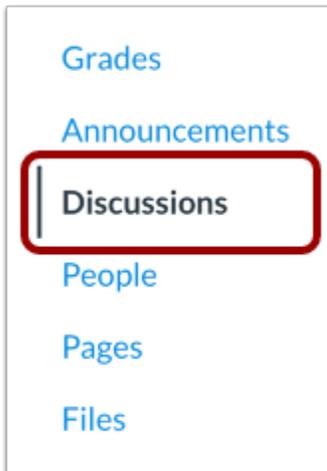
	× Remove All
 Admin, Andy	
 Roberts, Doug	
	 Boone, Emily
	 Johnson, Max

Click the **Start Collaborating** button.

How do I create a discussion in a group as a student?

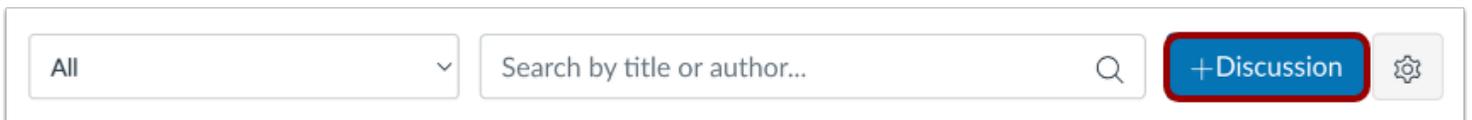
If you are a member of a [group in your course](#), you can start discussions within the group.

Open Discussions



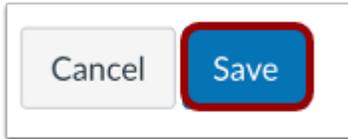
In Group Navigation, click the **Discussions** link.

Add Discussion



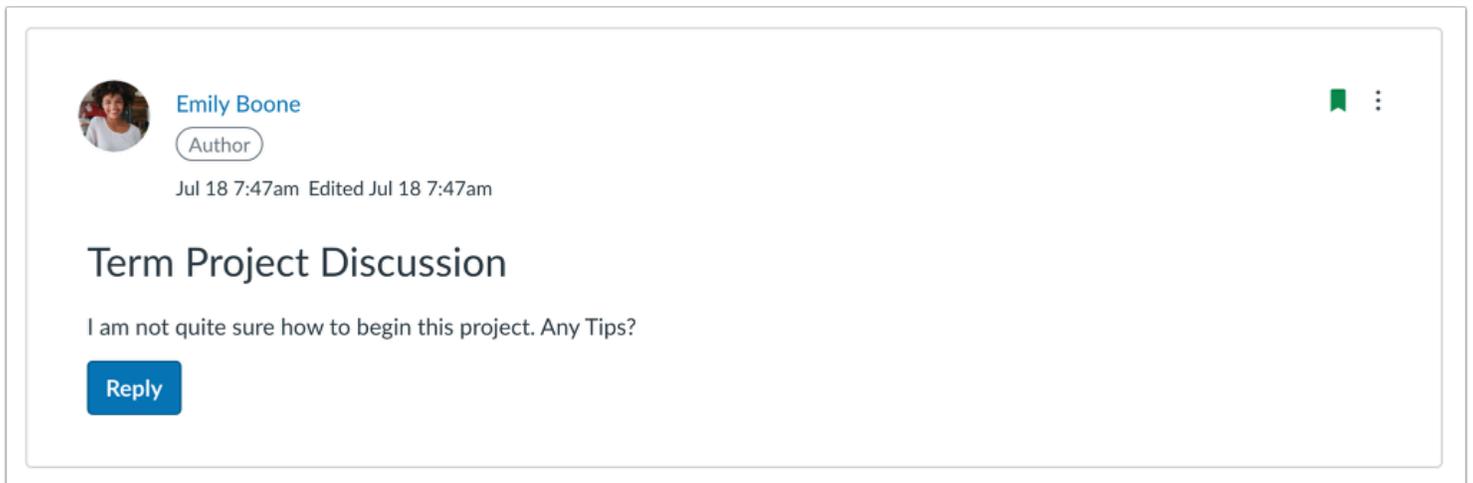
Click the **Add Discussion** button.

Save Discussion



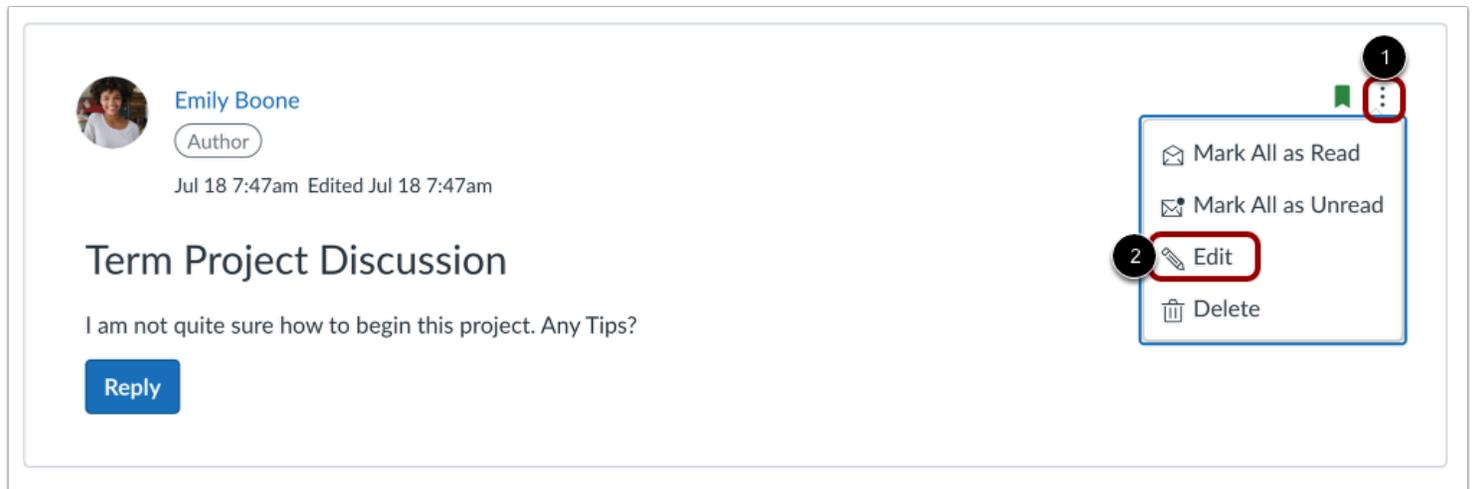
To start the discussion, click the **Save** button.

View or Edit Discussion

A screenshot of a discussion post. At the top left is a profile picture of Emily Boone, followed by her name 'Emily Boone' and the role 'Author' in a pill-shaped badge. Below this is the timestamp 'Jul 18 7:47am Edited Jul 18 7:47am'. The title of the discussion is 'Term Project Discussion'. The text of the post reads 'I am not quite sure how to begin this project. Any Tips?'. At the bottom left of the post is a blue 'Reply' button. In the top right corner of the post area, there is a green bookmark icon and a vertical ellipsis menu icon.

View the discussion you started in your group.

If you need to edit the discussion, click the **Edit** button.



 **Emily Boone**
Author
Jul 18 7:47am Edited Jul 18 7:47am

Term Project Discussion

I am not quite sure how to begin this project. Any Tips?

[Reply](#)

- 1 
- 2 [Edit](#)
- Mark All as Read
- Mark All as Unread
- Delete

If Discussions Redesign is enabled for your course and you need to edit the discussion, click the **Options** menu [1] and select the **Edit** link [2].

How do I close a discussion for comments in a group as a student?

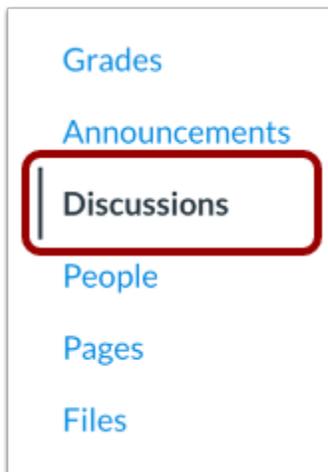
As a student in a [group](#), you can close a discussion for comments if it meets the following conditions:

- You are the creator of the discussion.
- There are no replies to the discussion.

After a discussion is closed, no replies are allowed.

Note: Once a discussion is closed for comments, only instructors can re-open it.

Open Discussions



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

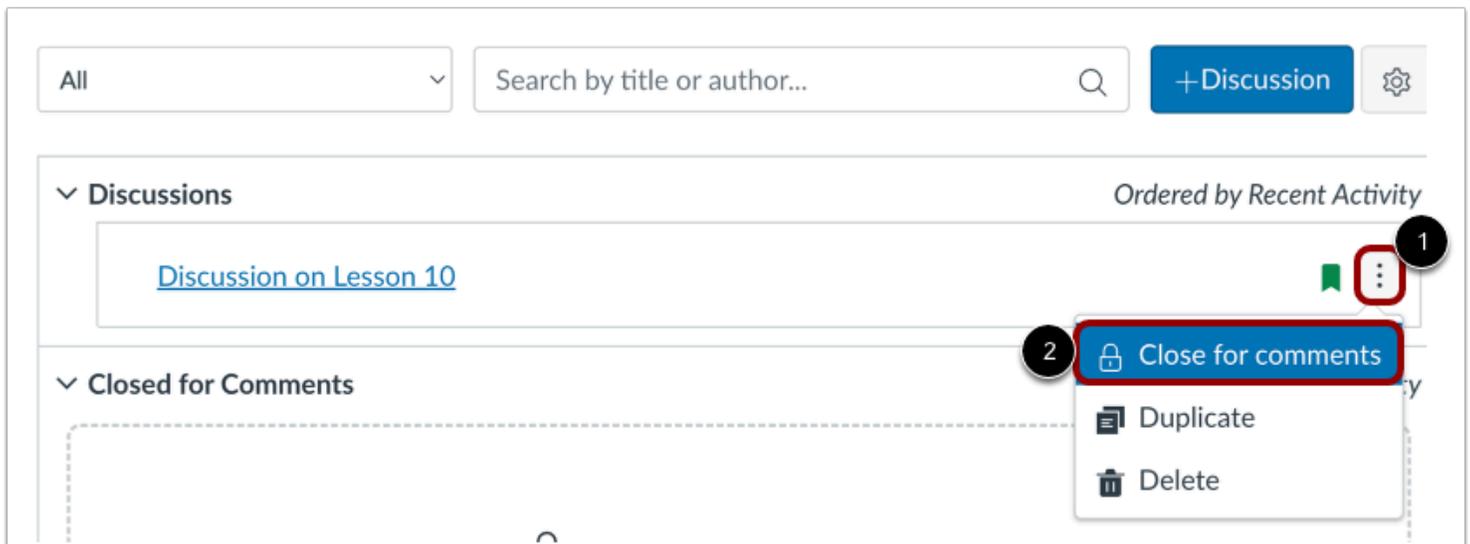
View Discussions



The screenshot shows the 'View Discussions' interface. At the top, there is a dropdown menu set to 'All', a search bar with the text 'Search by title or author...', a '+ Discussion' button, and a settings gear icon. Below this, there are two sections: 'Discussions' and 'Closed for Comments', both ordered by 'Recent Activity'. In the 'Discussions' section, a link 'Discussion on Lesson 10' is shown with a red arrow pointing to it labeled '1'. To the right of the link is a green bookmark icon with a red arrow pointing to it labeled '2', and a vertical ellipsis menu icon.

The group Discussions Index page is very similar to the course Discussions Index page. It displays a link to the discussion [1] and indicates whether the user is subscribed [2]. A green discussion icon indicates a subscription to the discussion.

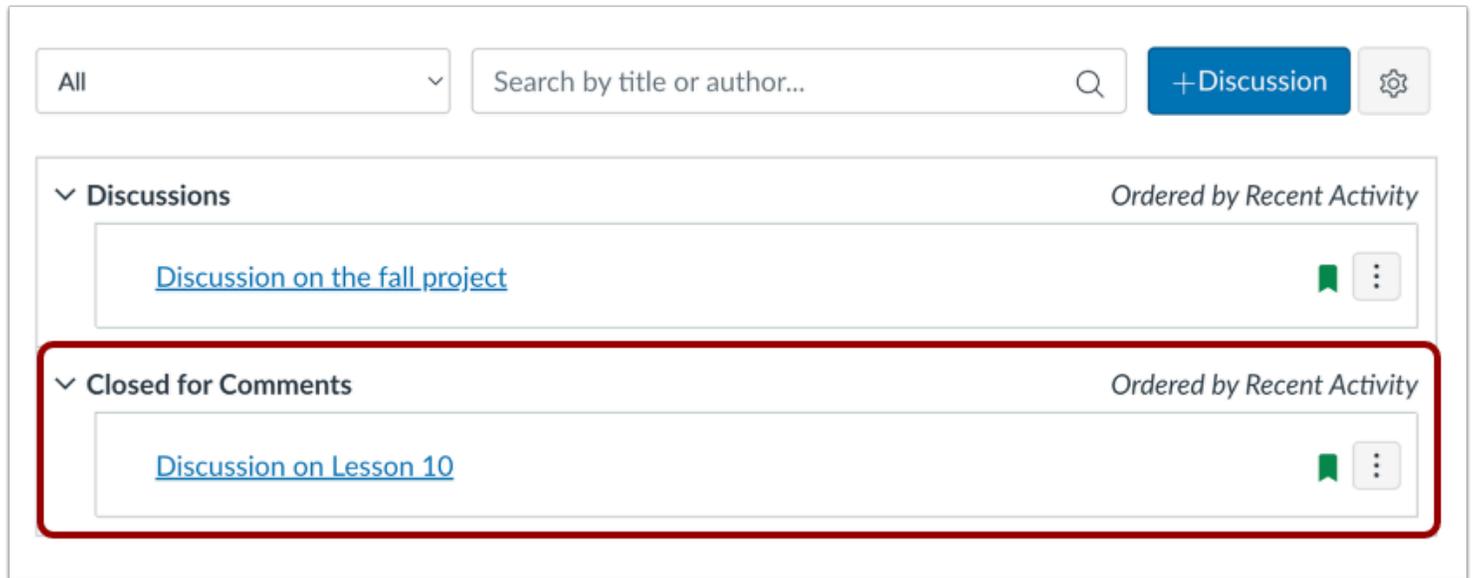
Close for Comments



This screenshot shows the same interface as the previous one, but with the 'Options' icon (vertical ellipsis) highlighted with a red circle and labeled '1'. A dropdown menu is open, showing three options: 'Close for comments' (with a lock icon), 'Duplicate' (with a document icon), and 'Delete' (with a trash icon). A red box highlights the 'Close for comments' option, and a red arrow labeled '2' points to it.

Click the **Options** icon [1] and select the **Close for comments** link [2].

View Discussion



All

▼ Discussions Ordered by Recent Activity

[Discussion on the fall project](#)

▼ Closed for Comments Ordered by Recent Activity

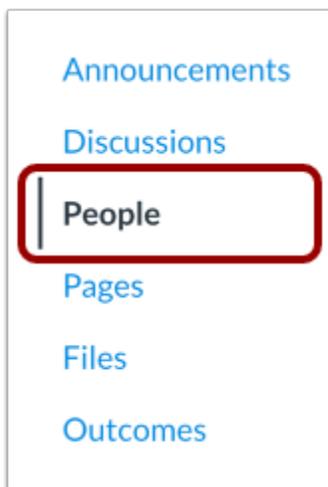
[Discussion on Lesson 10](#)

The discussion is listed on the Discussions Index page in the **Closed for Comments** section.

How do I manage groups as a student group leader?

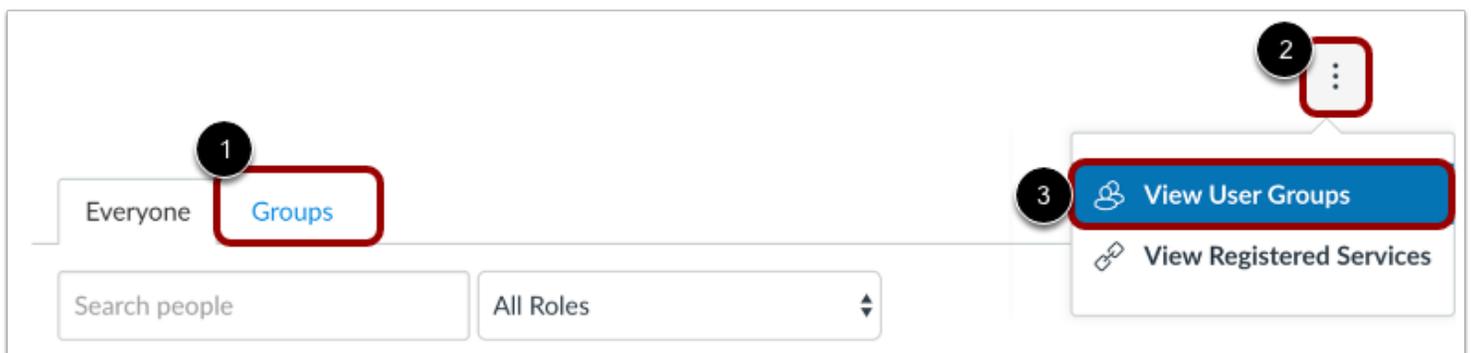
As a student group leader, you can help manage a [group](#) in a course. Group leaders are assigned automatically or manually by your instructor. You will not receive any notification that you have been added as a group leader.

Open People



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

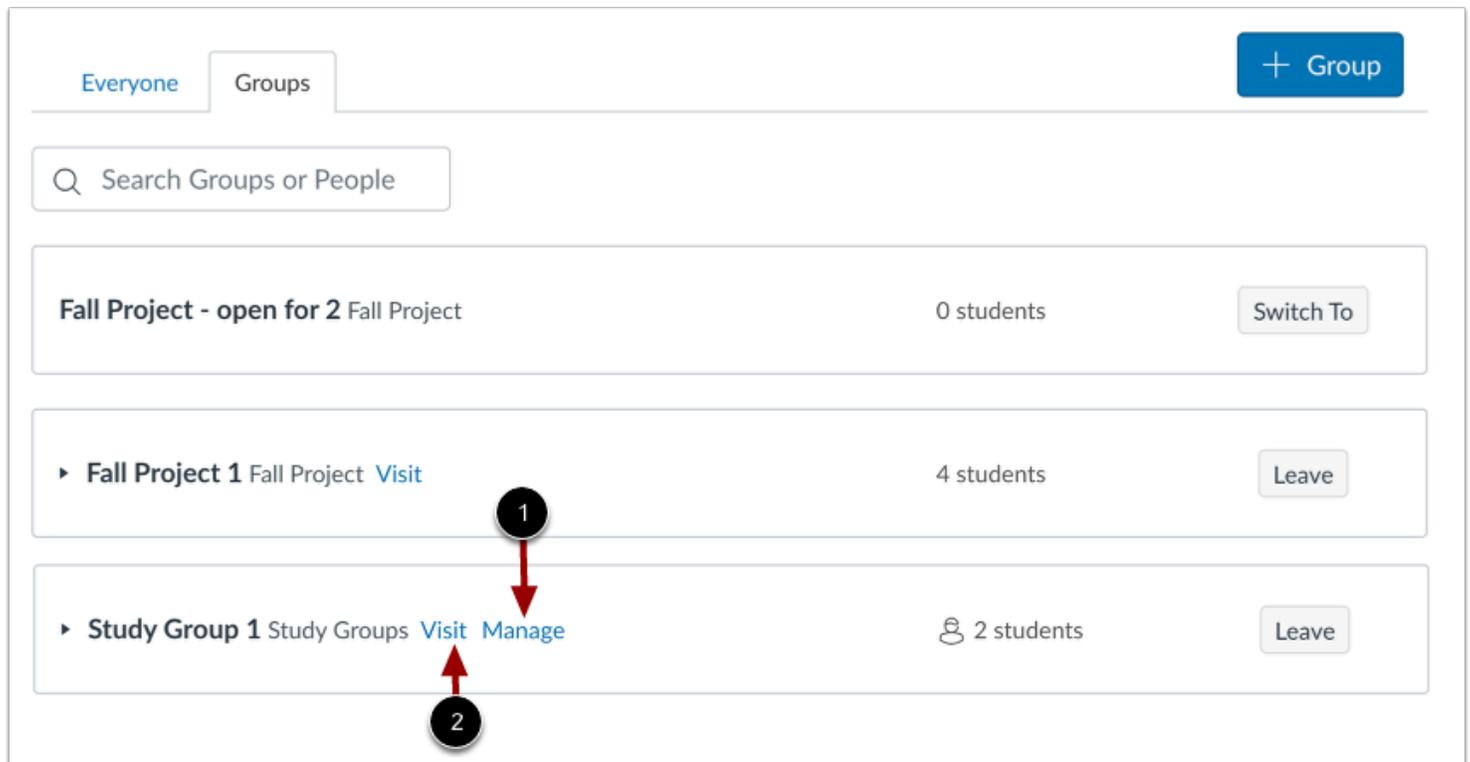
Open Groups



Click the **Groups** tab [1].

Or, to access groups through the Options menu, click the **Options** icon [2] and then click the **View User Groups** link [3].

Manage Group



The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main area displays a list of groups:

- Fall Project - open for 2** Fall Project, 0 students, with a 'Switch To' button.
- Fall Project 1** Fall Project, 4 students, with a 'Visit' link and a 'Leave' button.
- Study Group 1** Study Groups, 2 students, with 'Visit' and 'Manage' links, and a 'Leave' button.

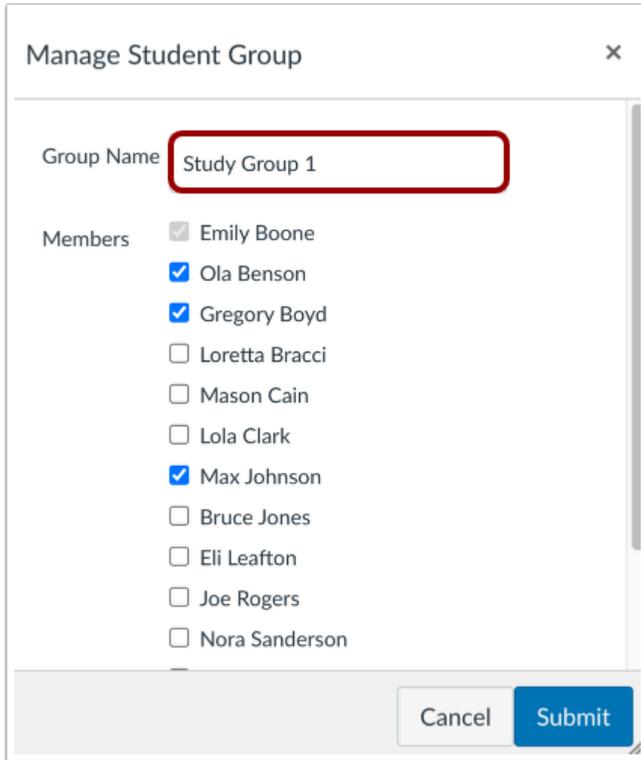
Red arrows and numbered circles (1 and 2) highlight the 'Manage' link in the 'Study Group 1' row and the 'Visit' link in the 'Fall Project 1' row, respectively.

To edit the group name and add or remove members, click the **Manage** link [1].

To view the group Home page, click the **Visit** link [2].

Note: If you visit the group Home page, you can click the **Edit Group** button to edit the group name.

Edit Group Name



Manage Student Group ×

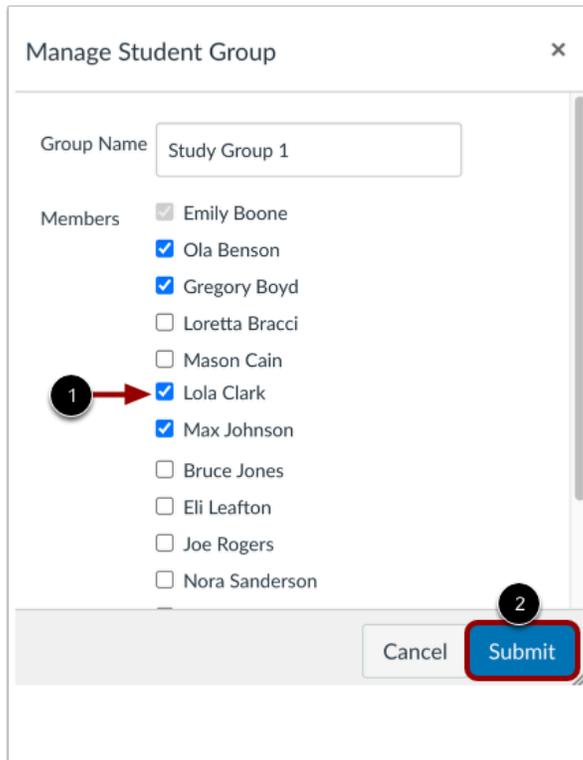
Group Name

Members

- Emily Boone
- Ola Benson
- Gregory Boyd
- Loretta Bracci
- Mason Cain
- Lola Clark
- Max Johnson
- Bruce Jones
- Eli Leafton
- Joe Rogers
- Nora Sanderson

To edit the group name, edit the text in the **Group Name** field.

Add or Remove Group Members



Manage Student Group

Group Name: Study Group 1

Members:

- Emily Boone
- Ola Benson
- Gregory Boyd
- Loretta Bracci
- Mason Cain
- Lola Clark
- Max Johnson
- Bruce Jones
- Eli Leafston
- Joe Rogers
- Nora Sanderson

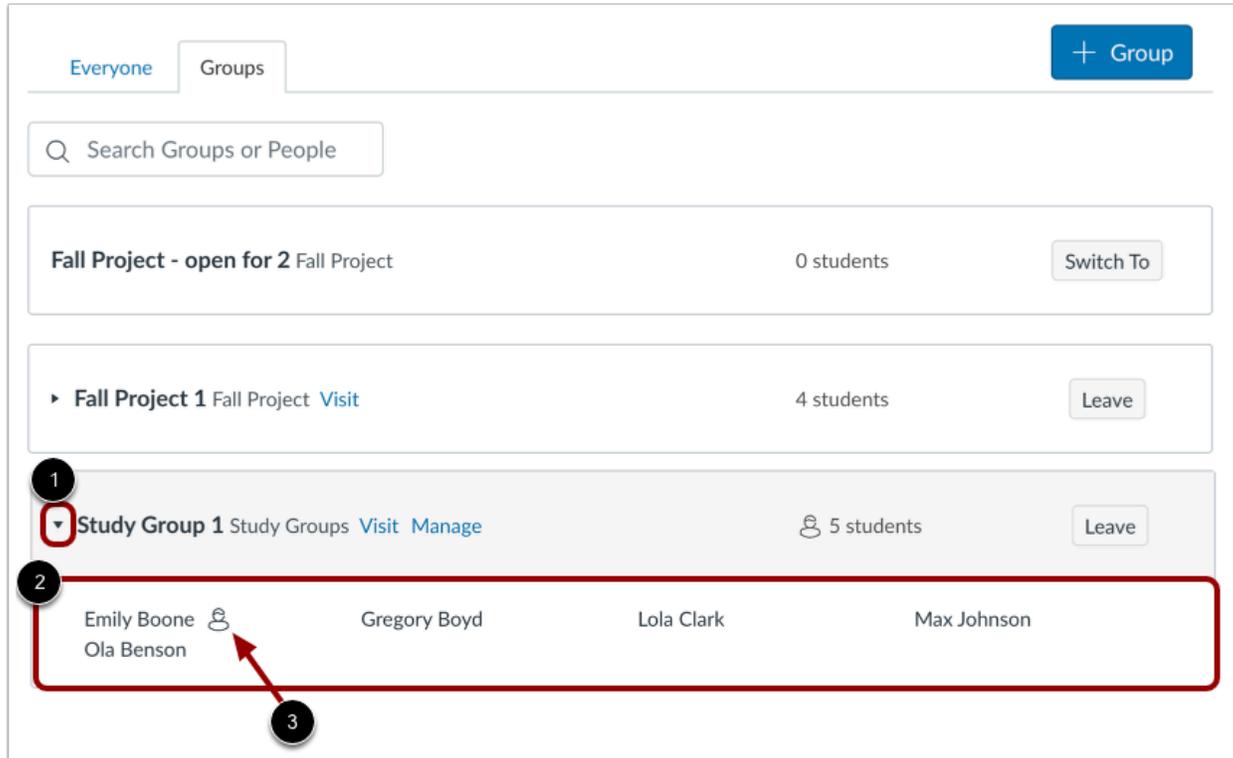
Buttons: Cancel, Submit

To add or remove group members, click the checkboxes next to their names [1].

When you are finished, click the **Submit** button [2].

Note: You cannot change the list of members to choose from.

View Group Changes



The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below is a search bar labeled 'Search Groups or People'. A list of groups is displayed:

- Fall Project - open for 2** Fall Project, 0 students, Switch To
- Fall Project 1** Fall Project Visit, 4 students, Leave
- Study Group 1** Study Groups Visit Manage, 5 students, Leave

The 'Study Group 1' group is expanded, showing its members: Emily Boone, Ola Benson, Gregory Boyd, Lola Clark, and Max Johnson. A person icon next to Emily Boone and Ola Benson indicates they are the group student leader. Numbered callouts 1, 2, and 3 highlight the expand icon, the group members list, and the leader icon respectively.

To view the updated group membership, click the group **Expand** icon [1]. View the group members [2].

Note: The person icon indicates the group student leader [3].

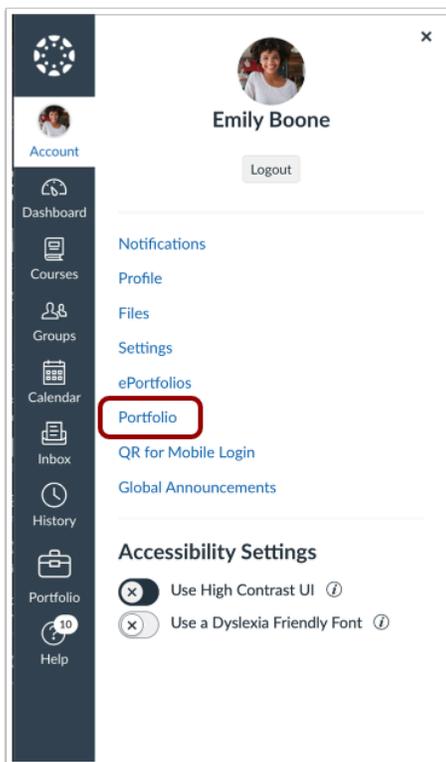
Portfolios

How do I view Portfolios as a student?

You can view all portfolios on your Portfolios page. Portfolios include learner-driven Showcase Portfolios and instructor-guided Evaluation Portfolios.

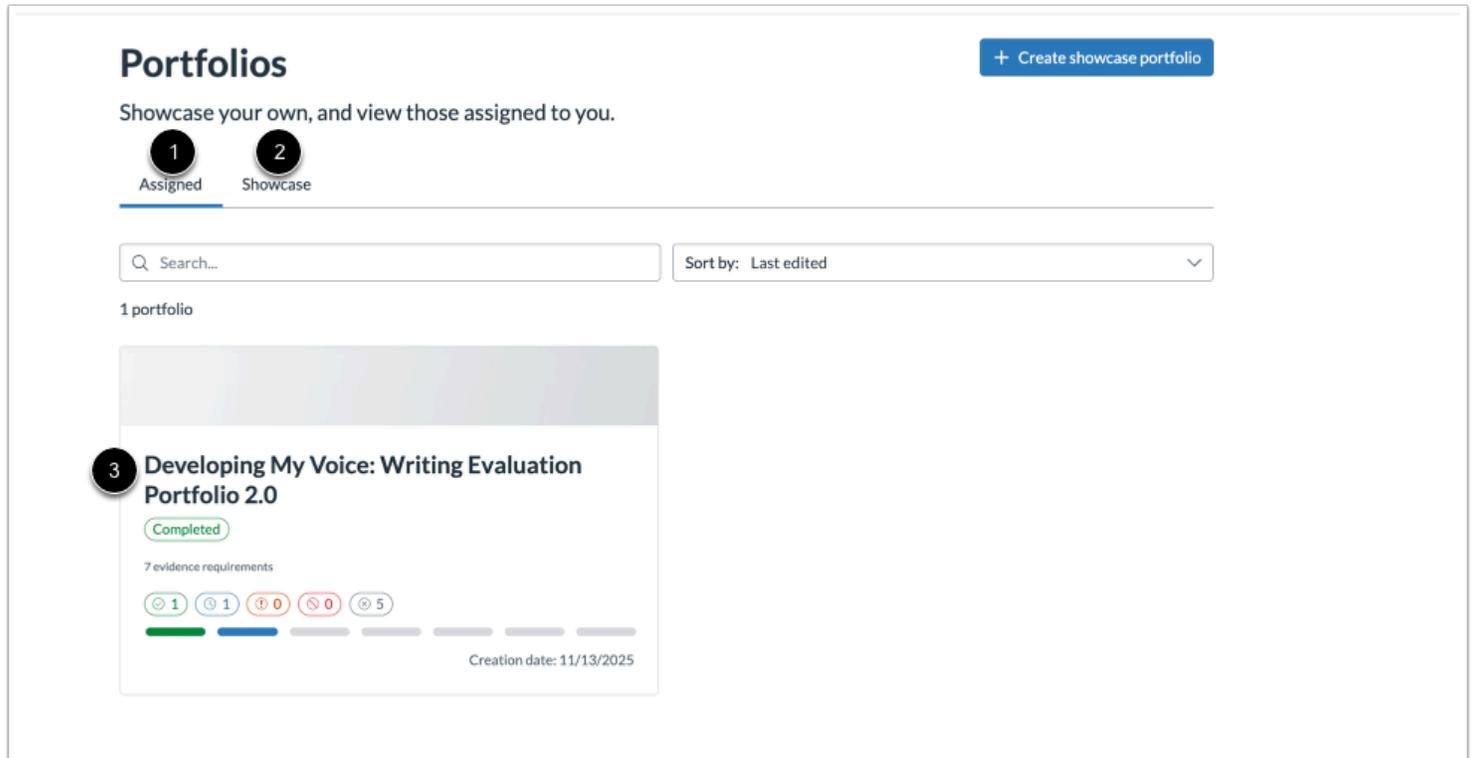
Note: If the Portfolio feature does not display in your account, it has not been enabled by your institution.

Open Portfolio



Click the **Portfolio** link [1] in the User Navigation menu.

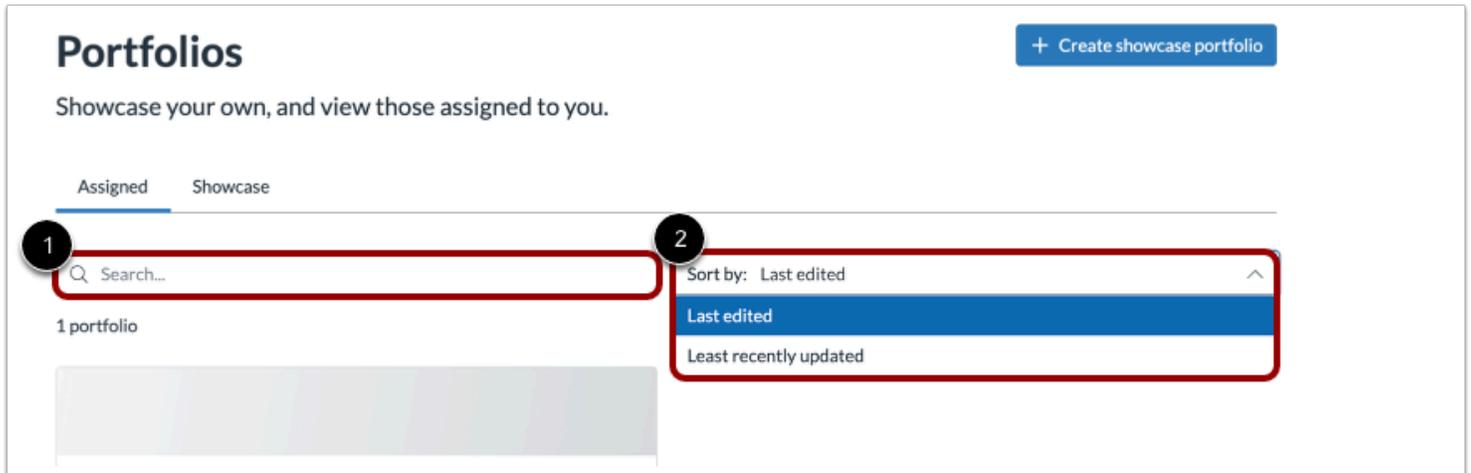
View Portfolios



The screenshot shows the Canvas Portfolios interface. At the top left is the heading "Portfolios" and a blue button labeled "+ Create showcase portfolio". Below this is the instruction "Showcase your own, and view those assigned to you." Two tabs are visible: "Assigned" (marked with a circled 1) and "Showcase" (marked with a circled 2). A search bar and a "Sort by: Last edited" dropdown menu are present. Below the search bar, it says "1 portfolio". A portfolio card is displayed with the title "Developing My Voice: Writing Evaluation Portfolio 2.0" (marked with a circled 3), a "Completed" status, and "7 evidence requirements". A progress bar shows five items, with the first two completed (green) and the last three pending (grey). The creation date is "11/13/2025".

On the Portfolios page, click the **Assigned** tab to view instructor-assigned Portfolios [1] and the **Showcase** tab to view your own Showcase Portfolios [2]. Click the portfolio you want to view to see its content [3].

Manage and Find Portfolios



The screenshot shows the 'Portfolios' page in Canvas. At the top right, there is a blue button labeled '+ Create showcase portfolio'. Below the title 'Portfolios', the text reads 'Showcase your own, and view those assigned to you.' There are two tabs: 'Assigned' (which is selected) and 'Showcase'. A search bar with a magnifying glass icon and the text 'Search...' is highlighted with a red box and a circled '1'. To the right of the search bar, a dropdown menu for sorting is also highlighted with a red box and a circled '2'. The dropdown menu shows 'Sort by: Last edited' at the top, with two options below it: 'Last edited' (highlighted in blue) and 'Least recently updated'. Below the search and sort elements, it says '1 portfolio' and there is a grey rectangular placeholder for the portfolio content.

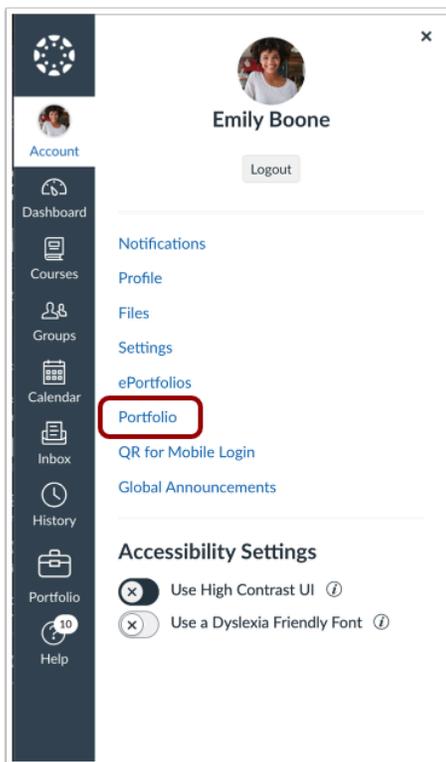
On the Portfolio page, you can **search** [1] and **sort** [2] to display desired portfolios

How do I create a Showcase Portfolio as a student?

The Portfolio page is where you can create and manage your portfolios in Canvas. Portfolios help you organize and showcase your work.

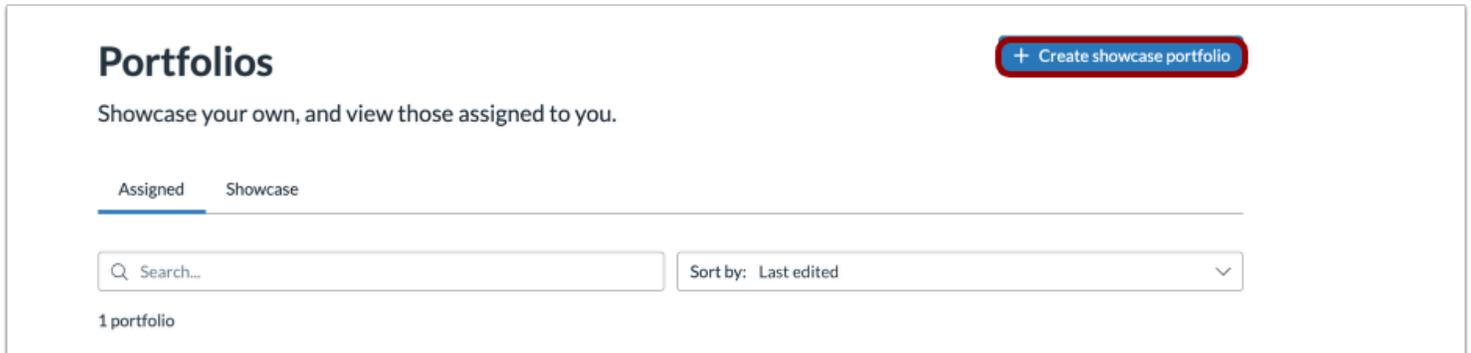
Note: Each student can have up to 100 Showcase Portfolios. Both published and draft portfolios count toward this limit.

Open Portfolio



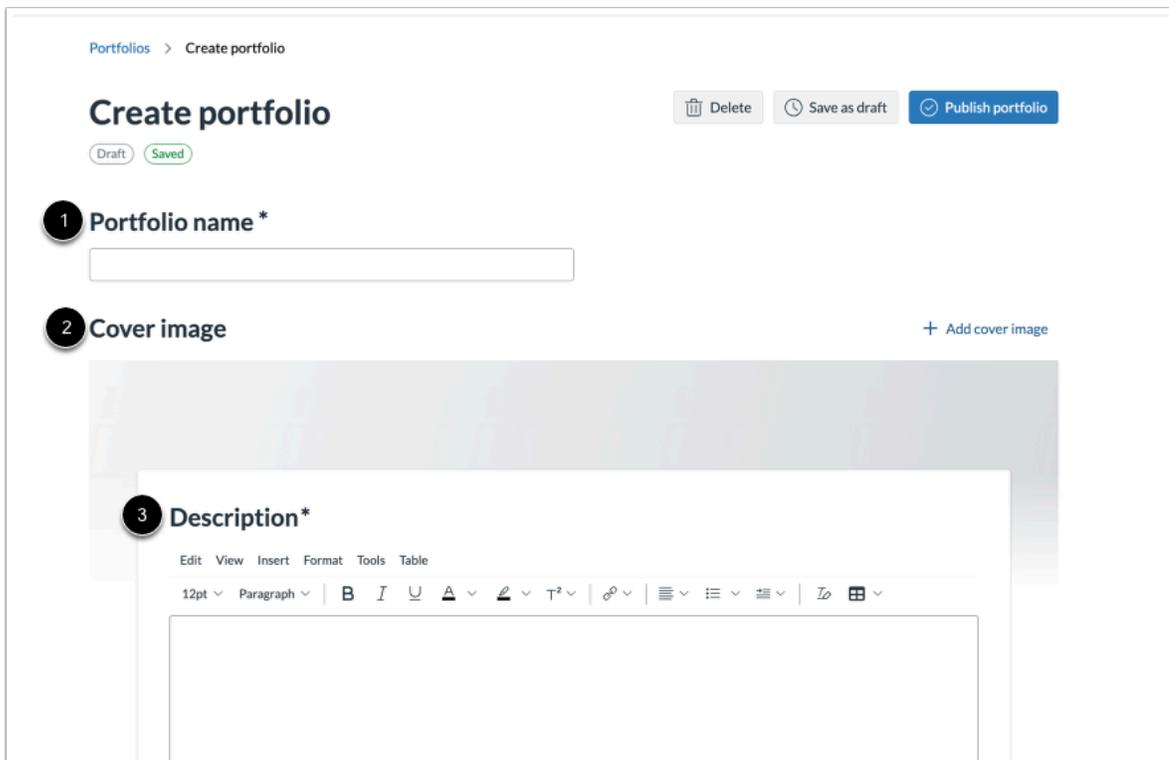
In the User Navigation, click the **Portfolio** link.

Create a Portfolio



Click the **Create showcase portfolio** button.

Add Portfolio Details



Add a **Portfolio name** [1], an optional **Cover image** [2] and a **Description** [3].

Add Evidence



Evidence* + Add evidence + Add section Manage sections

No evidence

2 Add assignment from course

3 Create new evidence

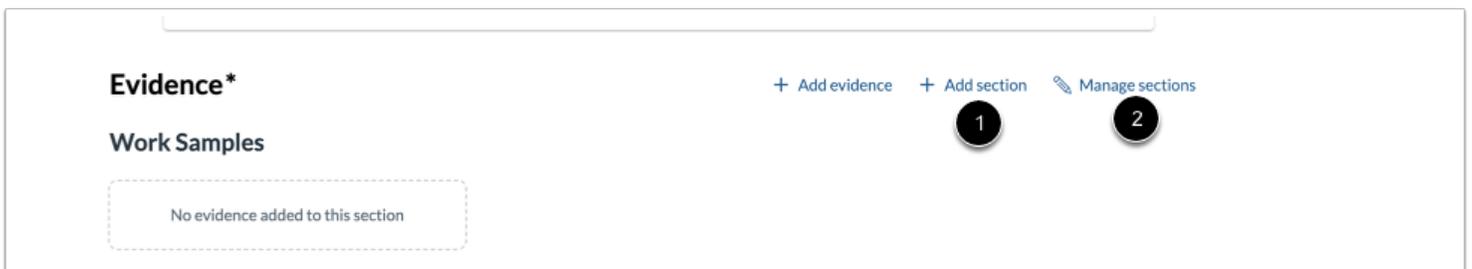
Tags ②

No tags added

To [add evidence](#) in a portfolio, click the **Add evidence** link [1], then choose to **Add assignment from course** [2] or **Create new evidence** [3].

Note: Tags added to your evidence display in the Tags section.

Add Sections



Evidence* + Add evidence + Add section Manage sections

Work Samples

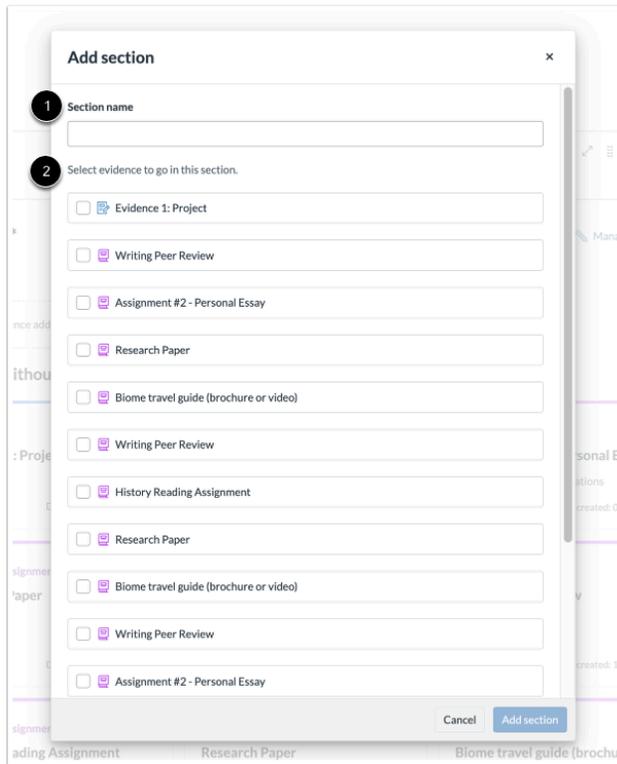
No evidence added to this section

1

2

To create a section, click the **Add section** link [1]. To order or delete sections, click the **Manage sections** link [2].

Section Details



Add section [x]

1 Section name

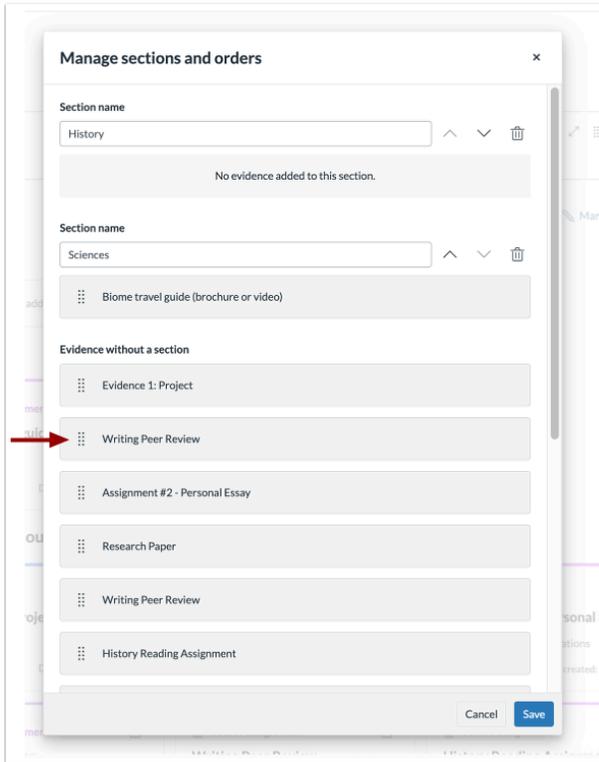
2 Select evidence to go in this section.

- Evidence 1: Project
- Writing Peer Review
- Assignment #2 - Personal Essay
- Research Paper
- Biome travel guide (brochure or video)
- Writing Peer Review
- History Reading Assignment
- Research Paper
- Biome travel guide (brochure or video)
- Writing Peer Review
- Assignment #2 - Personal Essay

Cancel Add section

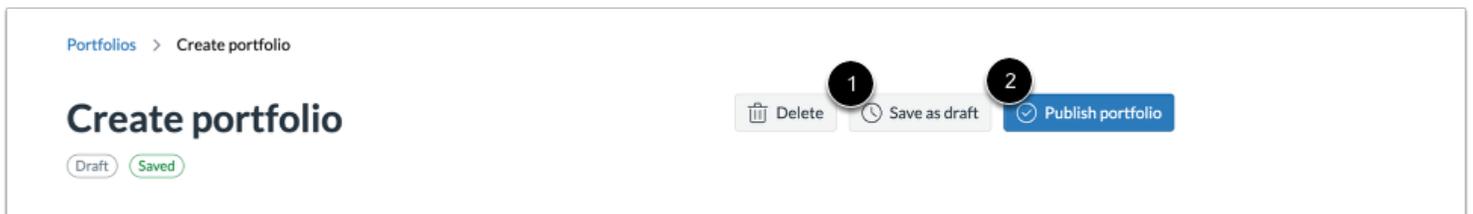
Add a section name [1] and then select the evidence to go in this section [2].

Manage Sections



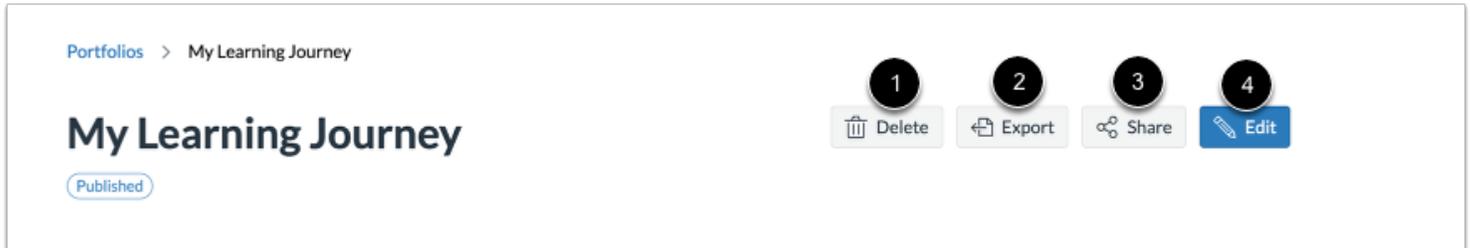
Drag and drop evidence to move it to the desired section. Evidence can also be reordered within a section using drag and drop.

Save as Draft



To save a portfolio as a draft, click the **Save as draft** button [1]. Click the **Publish portfolio** button [2] to finalize and share your portfolio.

Portfolio Action Buttons



When a portfolio is published, you can **Delete** [1], **Export** [2], **Share** [3], or **Edit** [4] your work.

Note: Portfolios can be exported in multiple formats, including PDF, HTML, or as a bulk file download. When sharing a portfolio, you can either generate a unique public link or share directly to LinkedIn.

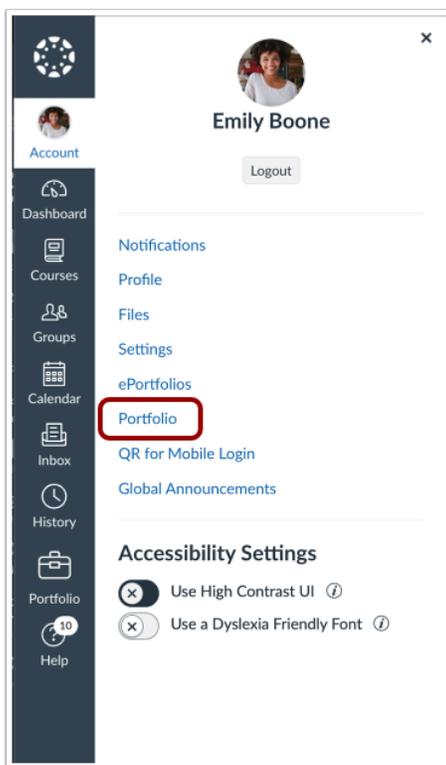
How do I add evidence to a Portfolio as a student?

As a student, you can add and organize evidence in a portfolio to showcase your work, learning, and accomplishments. Portfolios can include assignments from your courses, projects, extracurricular activities, or professional experiences. You can also add reflections, tags, and attachments to provide context and highlight your achievements.

Notes:

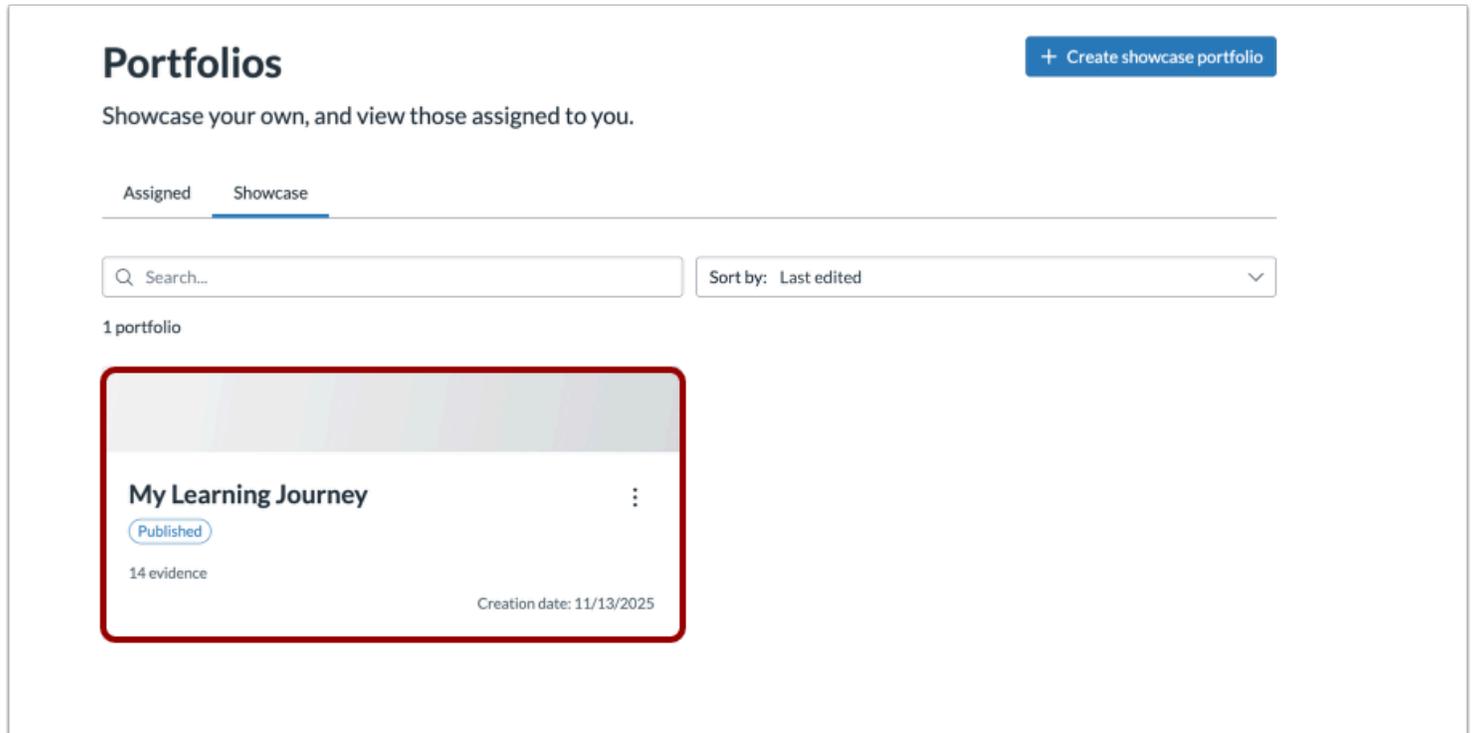
- If you do not see the Portfolio link in User Navigation, your institution may not have enabled this feature.
- You can organize evidence into sections to make your portfolio easier to navigate.
- Individual attachments uploaded to a Portfolio can be up to 25 MB each. The total combined size of all attachments in a users Portfolios can be up to 1 GB. This storage is separate from your main Canvas account quota.

Open Portfolio



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

Select a Portfolio



Portfolios + Create showcase portfolio

Showcase your own, and view those assigned to you.

Assigned Showcase

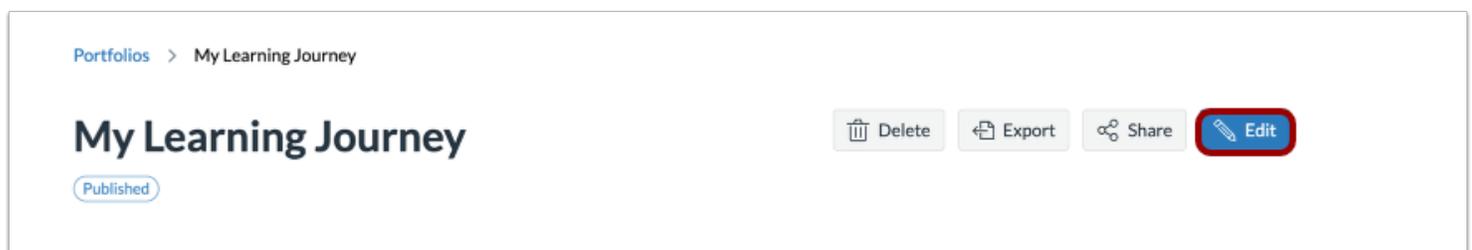
Search... Sort by: Last edited

1 portfolio

My Learning Journey Published 14 evidence Creation date: 11/13/2025

Select the portfolio where you want to add evidence.

Edit Portfolio



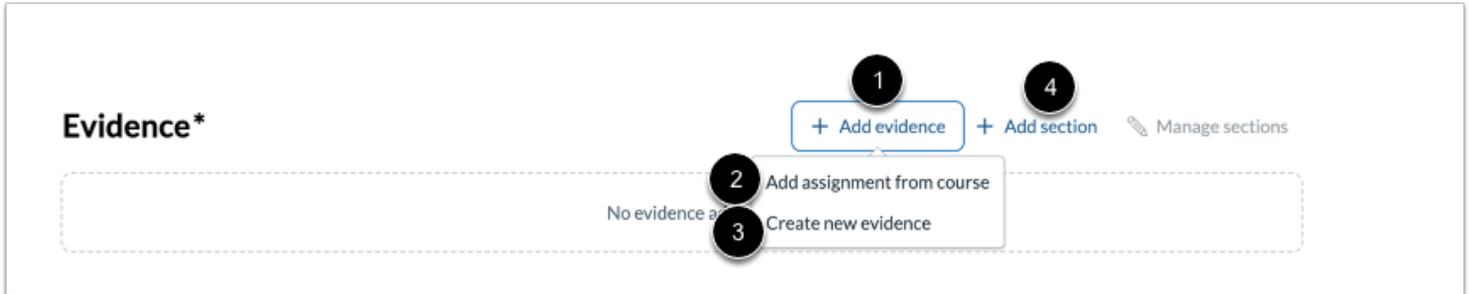
Portfolios > My Learning Journey

My Learning Journey Published

Delete Export Share **Edit**

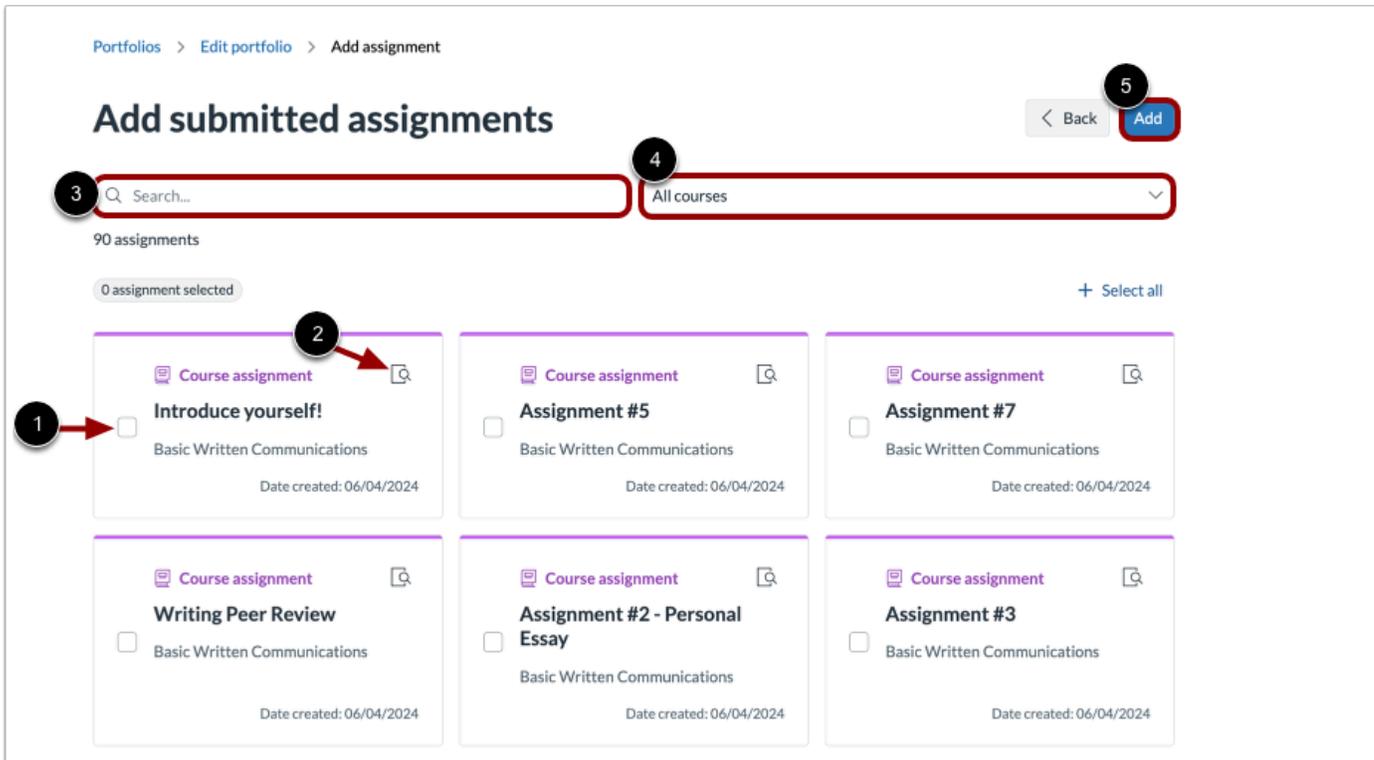
Click the **Edit** button.

Add Evidence



To include evidence in a portfolio, click the **Add evidence** link [1], then choose to **Add assignment from course** [2] or **Create new evidence** [3]. To organize evidence content, click the **Add section** link [4].

Add Assignment



To select an assignment to add as evidence, click the add assignment checkbox [1].

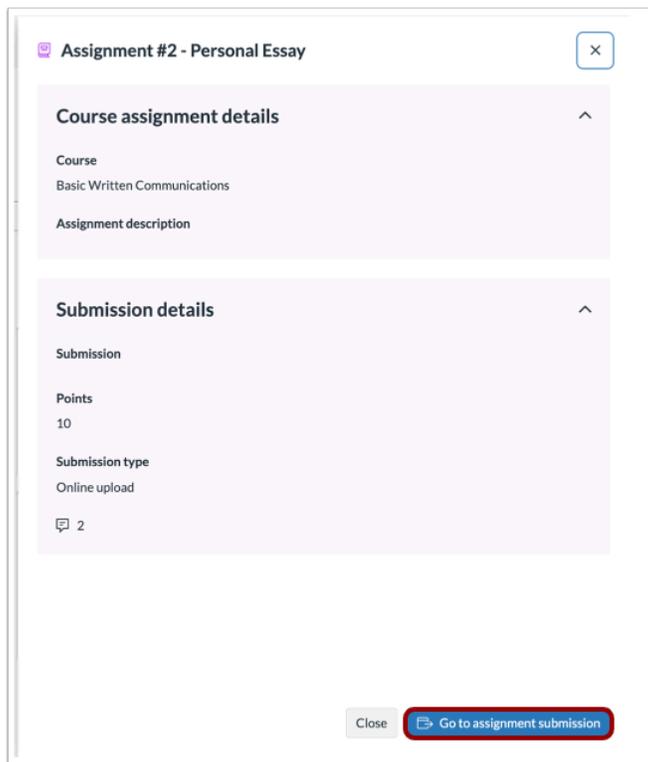
To view assignment details, click the review icon [2].

You can find assignments by typing keywords into the search field [3].

Select a course from the drop-down menu to filter assignments. [4].

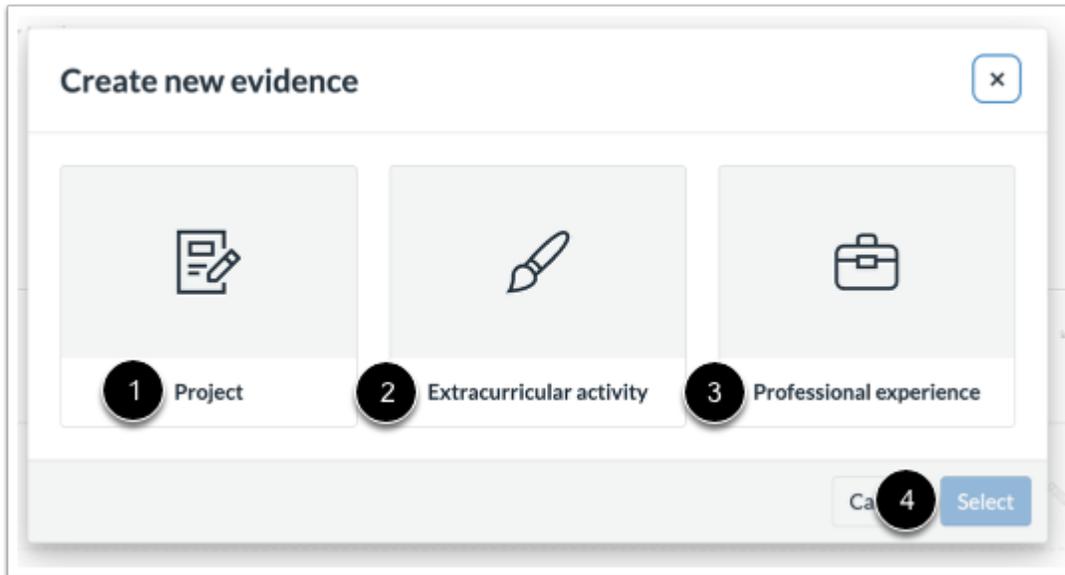
After selecting all assignments, click **Add** button [5].

View Assignment



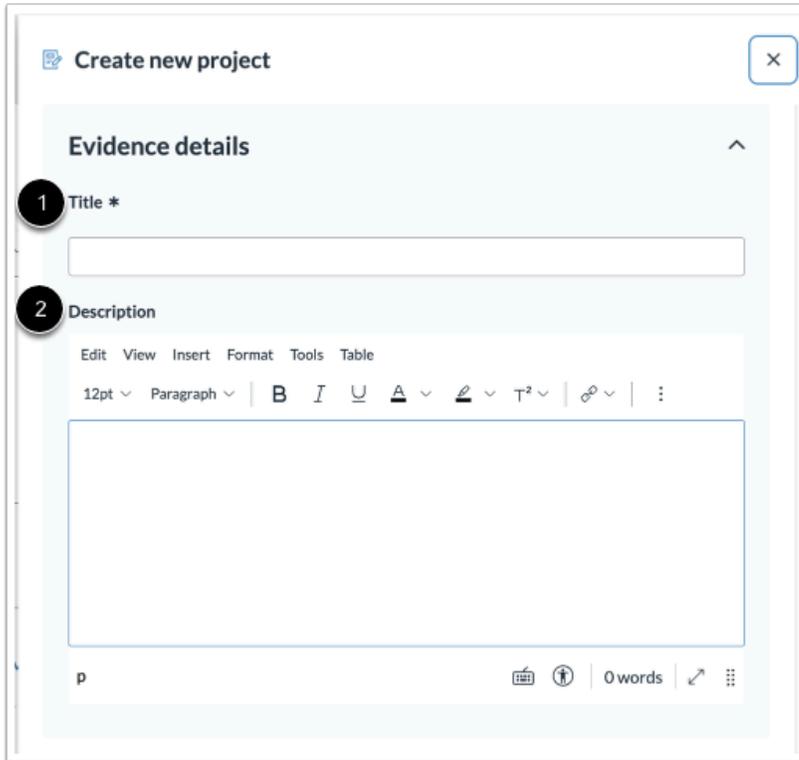
In a portfolio, assignment details open in a modal. To view the assignment in the course, click the **Go to assignment submission** button.

Create New Evidence



To create new evidence, select between a Project [2], Extracurricular activity [2] or Professional experience [3]. Then, click the **Select** button [4].

Add Evidence Details



Create new project [X]

Evidence details

1 Title *

2 Description

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A A T² @ | :

p [Image] [Image] 0 words [Image] [Image]

Add a title [1] and an optional description [2].

Add Tags



Tags

Add tags

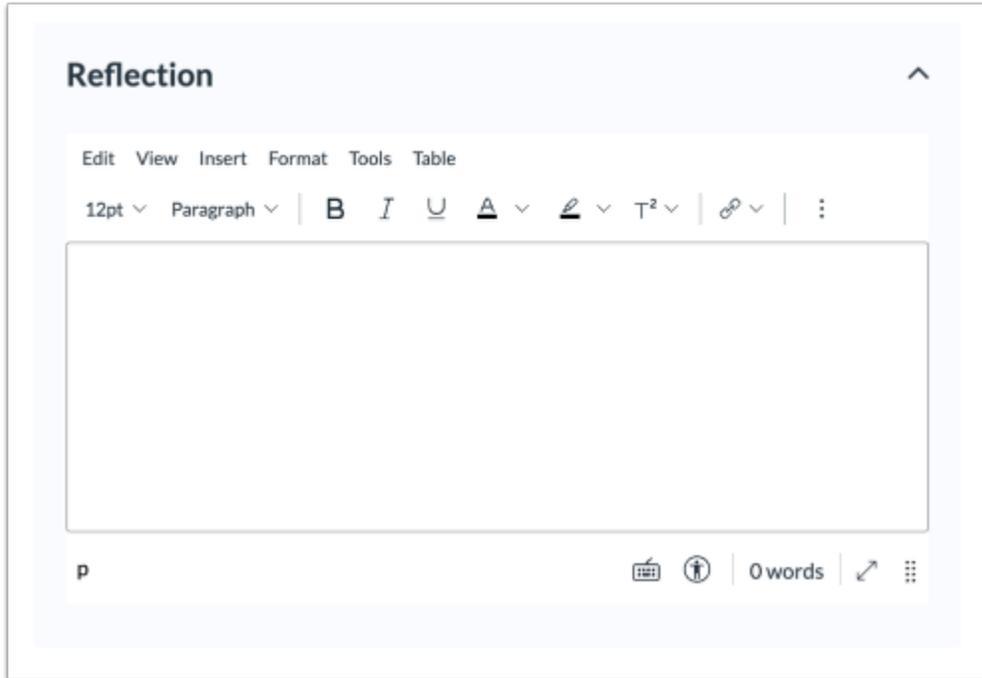
1 Presentation 2 + Add

Use comma to add multiple tags.

3 Research X

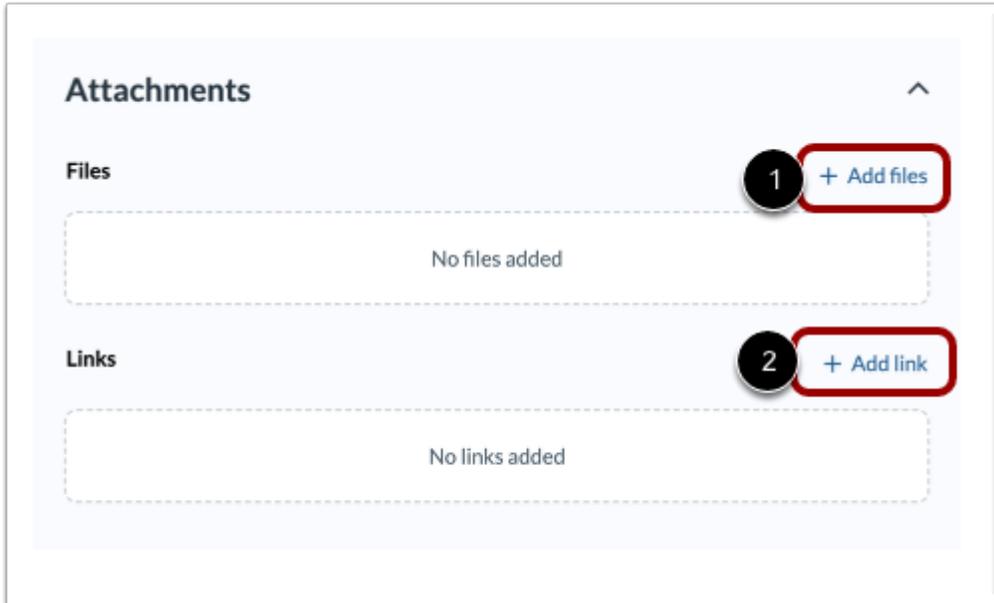
Add optional tags [1], then click the **Add** link [2]. Added tags display as pills [3].

Add Reflection



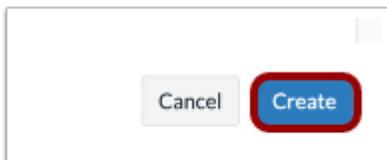
Add an optional reflection.

Add Attachments



Click the **Add files** link [1] to upload files, or click **Add link** [2] to add a URL.

Create



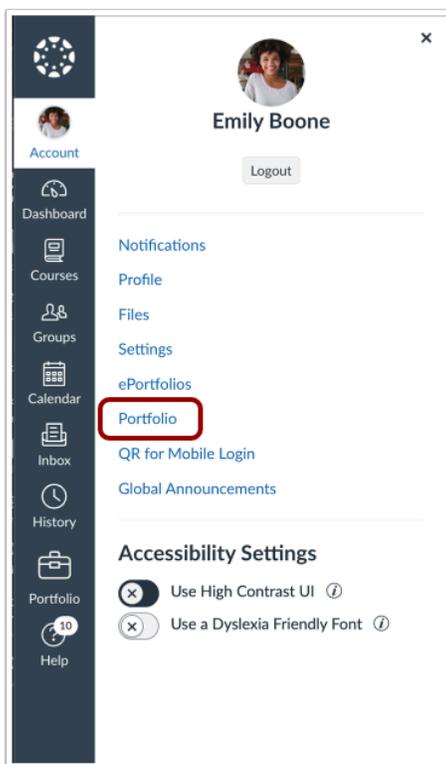
Click the **Create** button.

How do I submit a Course Assignment in Evaluation Portfolios as a student?

You can submit course assignments for Evaluation Portfolios directly through Canvas. Assignments in Evaluation Portfolios are connected to your Canvas courses, allowing instructors to review your work and provide feedback in both systems.

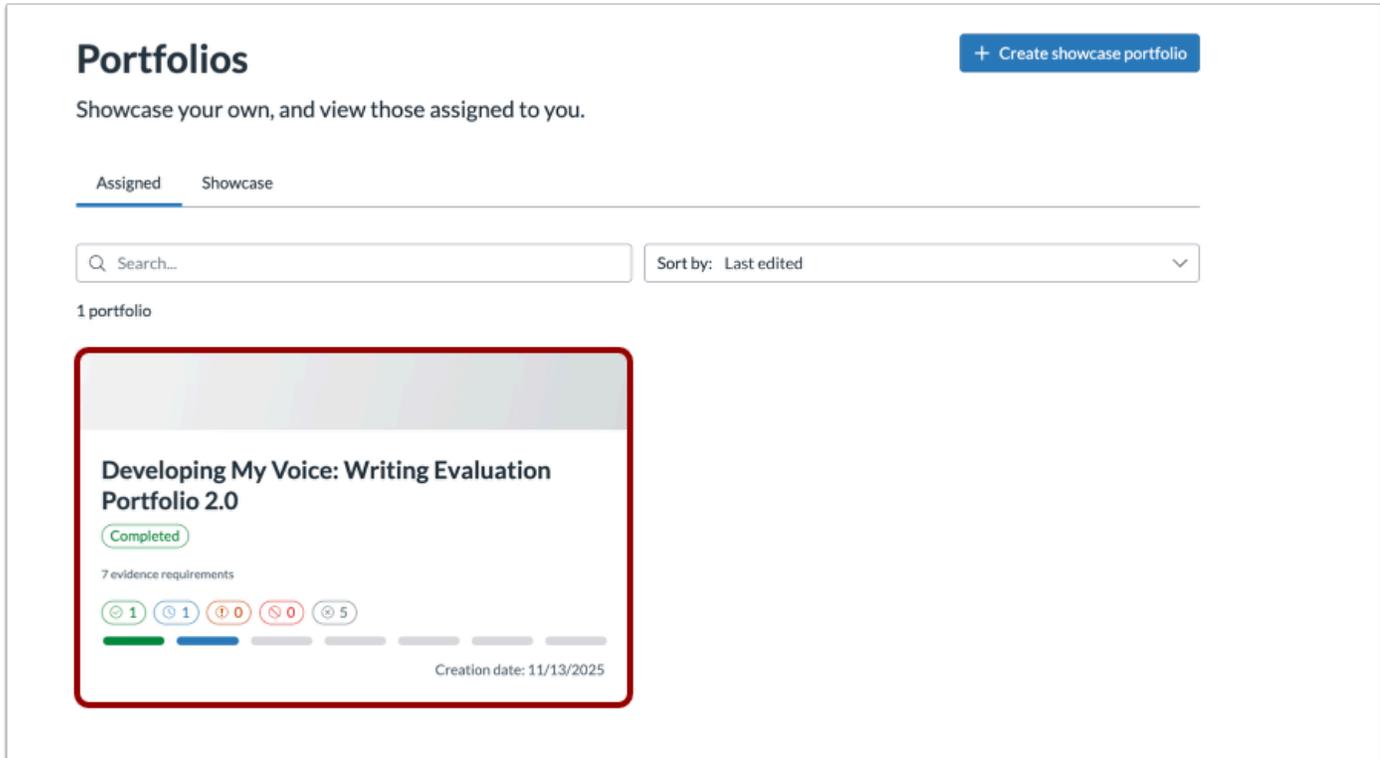
Depending on how your instructor has set up the assignment, submission types and requirements may vary. Before submitting, review the assignment details, rubric, and any specific instructions to ensure your submission meets the requirements.

Open Portfolio



In the User Navigation menu, click the **Portfolio** link.

Select a Portfolio



The screenshot shows the 'Portfolios' page in Canvas. At the top right is a blue button labeled '+ Create showcase portfolio'. Below the title 'Portfolios' is the instruction 'Showcase your own, and view those assigned to you.' There are two tabs: 'Assigned' (selected) and 'Showcase'. A search bar with 'Search...' and a dropdown menu set to 'Sort by: Last edited' are visible. Below this, it says '1 portfolio'. The portfolio card is titled 'Developing My Voice: Writing Evaluation Portfolio 2.0' and has a 'Completed' status. It shows '7 evidence requirements' with a progress bar where the first requirement is complete (green), the second is in progress (blue), and the others are not started (grey). The creation date is '11/13/2025'.

Select the desired assigned portfolio.

Select Assignment

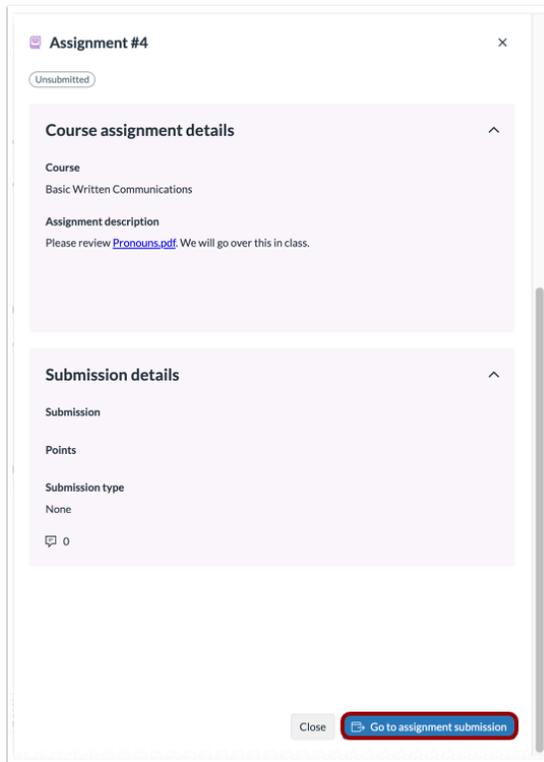
Evidence requirements

2 1 0 0 0

Course assignment Assignment #3 Basic Written Communications Unsubmitted Date created: 11/13/2025	Course assignment Assignment #4 Basic Written Communications Unsubmitted Date created: 11/13/2025	Course assignment Assignment #7 Basic Written Communications Unsubmitted Date created: 11/13/2025
Course assignment Assignment #6 Basic Written Communications Submitted Date created: 11/13/2025	Course assignment Assignment #5 Basic Written Communications Unsubmitted Date created: 11/13/2025	Course assignment Assignment #2 - Personal Essay Basic Written Communications Graded Date created: 11/13/2025
Project Multimedia Storytelling Project Completed 1 15 Date created: 11/13/2025		

Click the assignment you want to submit.

Go to Assignment Submission



Assignment #4

Unsubmitted

Course assignment details

Course
Basic Written Communications

Assignment description
Please review [Pronouns.pdf](#). We will go over this in class.

Submission details

Submission

Points

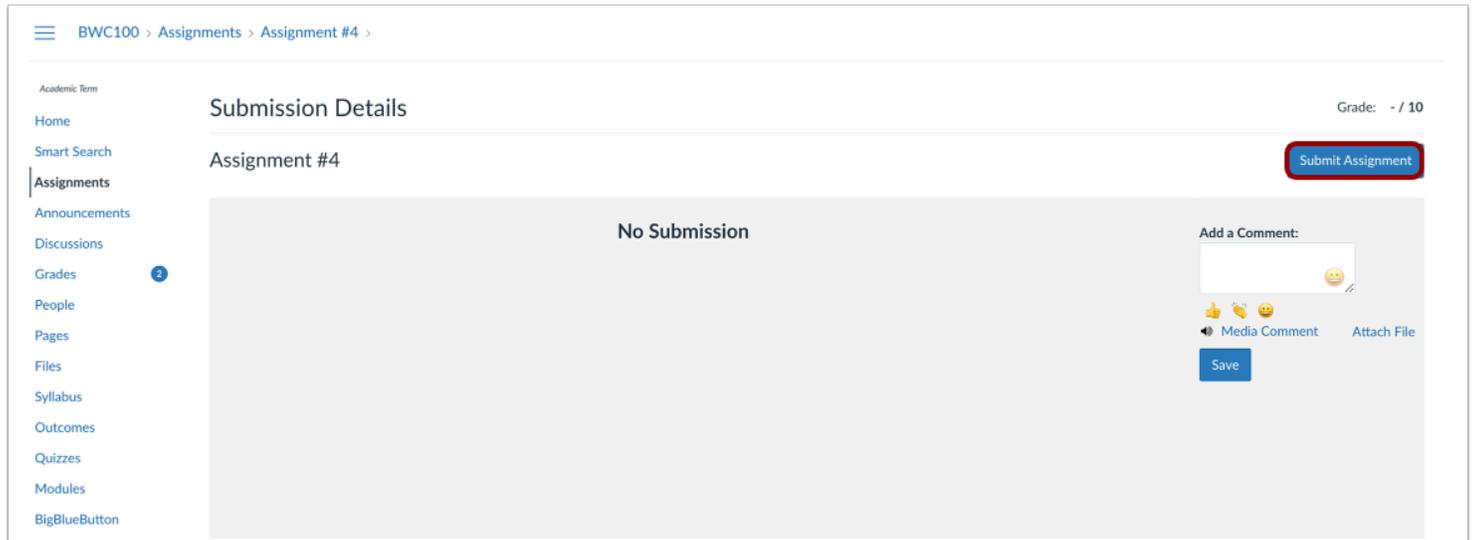
Submission type
None

0

Close **Go to assignment submission**

Click the **Go to assignment submission** button.

Submission Details



The screenshot shows the Canvas interface for 'Submission Details' for 'Assignment #4'. The breadcrumb trail at the top reads 'BWC100 > Assignments > Assignment #4 >'. On the left is a navigation menu with items: Home, Smart Search, Assignments (highlighted), Announcements, Discussions, Grades (with a '2' badge), People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, and BigBlueButton. The main content area is titled 'Submission Details' and 'Assignment #4'. The grade is shown as '- / 10'. A blue 'Submit Assignment' button is highlighted with a red box. The submission area contains the text 'No Submission'. On the right, there is a comment section with a text input field, a 'Save' button, and options for 'Media Comment' and 'Attach File'.

Click the **Submit Assignment** button.

Submit Assignment

Assignment #4

Due No Due Date Points 10 Submitting a text entry box, a website url, a media recording, or a file upload

Please review [Pronouns.pdf](#) ↓. We will go over this in class.

File Upload Text Entry Website URL Media Google Drive (LT1 1.3) Office 365 Studio

Upload a file, or choose a file you've already uploaded.



Drag a file here, or
[Choose a file to upload](#)

[+ Add Another File](#)

[Click here to find a file you've already uploaded](#)

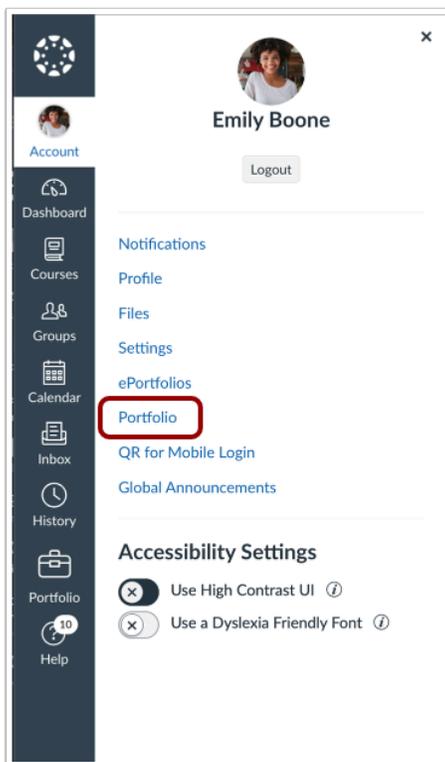
Comments...

Submit your assignment according to the instructors specified submission requirements, then click the **Submit Assignment** button.

How do I view evidence feedback in Portfolios?

You can view Projects, Extracurricular Activities, and Professional Experience directly in the portfolio modal. Canvas assignment grades and comments, however, are available in the assignment submission details within the course.

Open Portfolio



In the User Navigation menu, click the **Portfolio** link.

Select a Portfolio

Portfolios

Showcase your own, and view those assigned to you.

Assigned Showcase

Q Search... Sort by: Last edited

1 portfolio

My Learning Journey ⋮

Published

14 evidence

Creation date: 11/13/2025

Select the portfolio you want to view.

Select the Evidence

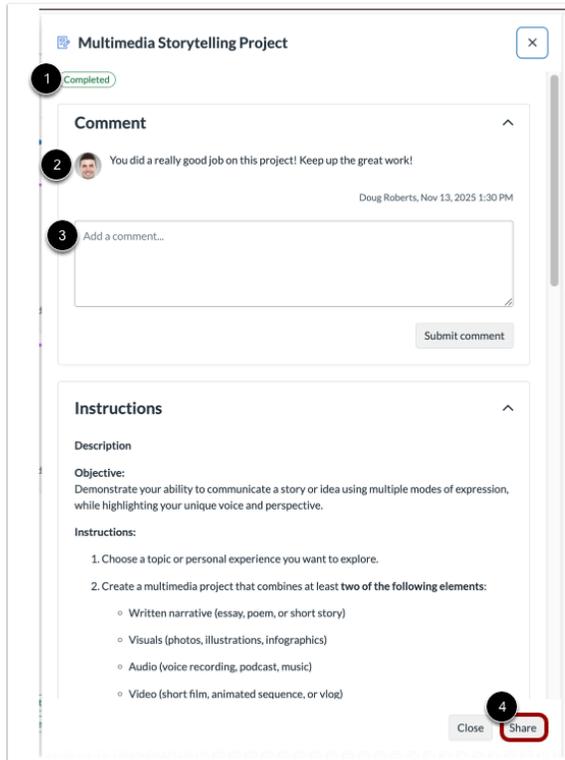
Evidence requirements

Progress bar: 2/10 (2 green, 1 blue, 7 grey)

Course assignment Assignment #3 Basic Written Communications Unsubmitted Date created: 11/13/2025	Course assignment Assignment #4 Basic Written Communications Unsubmitted Date created: 11/13/2025	Course assignment Assignment #7 Basic Written Communications Unsubmitted Date created: 11/13/2025
Course assignment Assignment #6 Basic Written Communications Submitted Date created: 11/13/2025	Course assignment Assignment #5 Basic Written Communications Unsubmitted Date created: 11/13/2025	Course assignment Assignment #2 - Personal Essay Basic Written Communications Graded Date created: 11/13/2025
Project Multimedia Storytelling Project Completed 1 15 Date created: 11/13/2025		

Select the evidence you want to review feedback for.

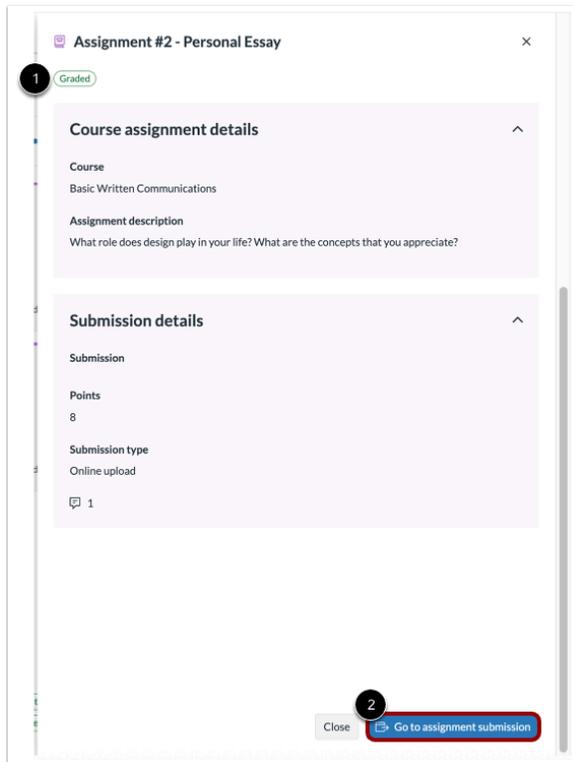
View Feedback and Share Your Work



The screenshot shows a Canvas interface for a "Multimedia Storytelling Project". At the top, a status indicator shows "1 Completed". Below this is a "Comment" section with a profile picture and a message: "You did a really good job on this project! Keep up the great work!" attributed to "Doug Roberts, Nov 13, 2025 1:30 PM". A text input field with the placeholder "Add a comment..." and a "Submit comment" button is also present. Below the comment section is an "Instructions" section with a "Description", an "Objective" (to demonstrate communication skills), and a list of instructions. The first instruction is to choose a topic, and the second is to create a multimedia project combining at least two of the following elements: written narrative, visuals, audio, or video. At the bottom right of the instructions section, there are "Close" and "Share" buttons, with the "Share" button circled in red and labeled with a "4".

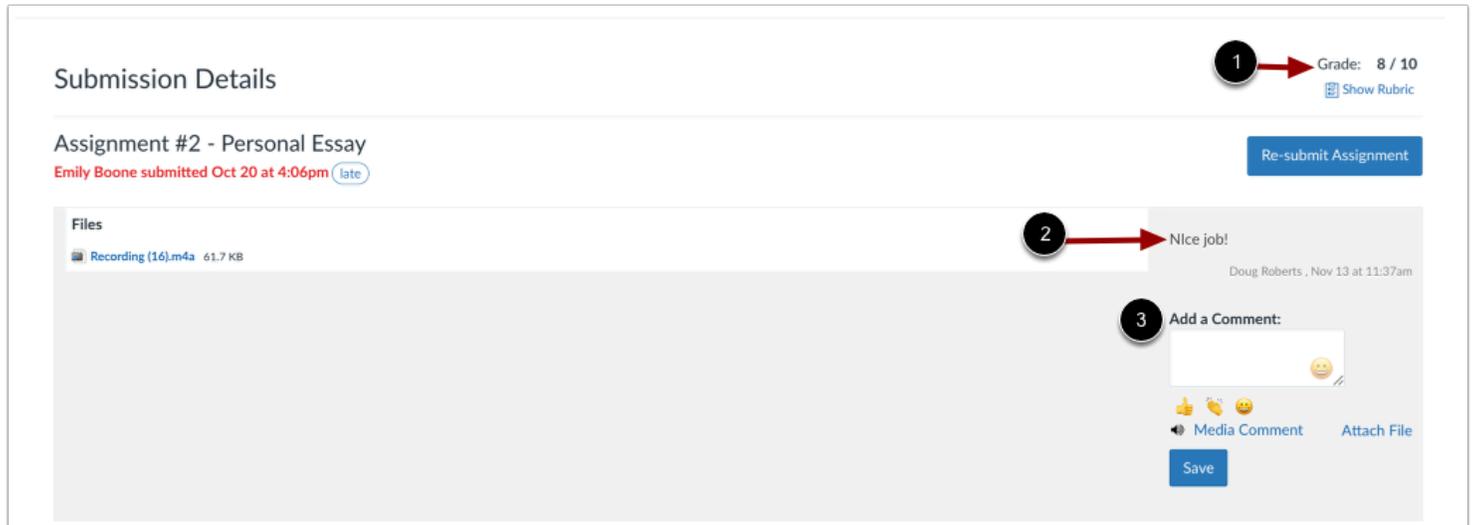
For Projects, Extracurricular Activities, and Professional Experience evidence, you can view the instructors review status [1] and any comments they have provided [2]. You can also respond to comments [3]. Additionally, you can share your Projects, Extracurricular Activities, and Professional Experience using the **Share** button [4].

View Canvas Assignment Status and Feedback



For Canvas assignments, you can view the status in the modal [1]. To see any comments or your grade, click the **Go to assignment submission** button [2].

View Assignment Feedback and Leave Comments



The screenshot shows the 'Submission Details' page for an assignment titled 'Assignment #2 - Personal Essay'. The submission is by Emily Boone, submitted on Oct 20 at 4:06pm, marked as 'late'. The grade is 8 / 10, with a 'Show Rubric' link. A 'Re-submit Assignment' button is visible. Under the 'Files' section, a file named 'Recording (16).m4a' (61.7 KB) is listed. A comment from Doug Roberts, dated Nov 13 at 11:37am, says 'Nice job!'. Below the comment is an 'Add a Comment' form with a text input field, a smiley face emoji, and a 'Save' button. There are also 'Media Comment' and 'Attach File' options.

Submission Details

Grade: 8 / 10
[Show Rubric](#)

Assignment #2 - Personal Essay

Emily Boone submitted Oct 20 at 4:06pm [late](#)

[Re-submit Assignment](#)

Files

[Recording \(16\).m4a](#) 61.7 KB

Nice job!

Doug Roberts, Nov 13 at 11:37am

Add a Comment:

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

[Save](#)

In an assignments submission details, you can view your grade [1] and any comments from your instructor [2]. You can also leave comments for your instructor [3].

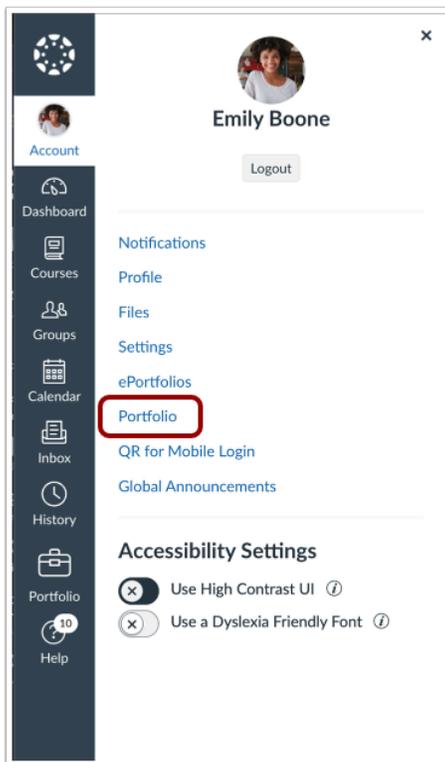
How do I export and share Portfolio content as a student?

As a student, you can export and share your portfolio to showcase your work and accomplishments. Portfolios can be exported in different formats, such as PDF or HTML, or downloaded as a file. You can also generate shareable links to share your portfolio with others or post it on LinkedIn.

Notes:

- If you do not see the Portfolio link in User Navigation, your institution may not have enabled this feature.
- When sharing a portfolio link, anyone with the link can view your portfolio, so only share it with people you want to see your work.

Open Portfolio



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

Select a Portfolio

Portfolios

Showcase your own, and view those assigned to you.

Assigned Showcase

Search... Sort by: Last edited

1 portfolio

My Learning Journey

Published

14 evidence

Creation date: 11/13/2025

Click the portfolio you want to share or export.

Export Portfolio

Portfolios > My Learning Journey

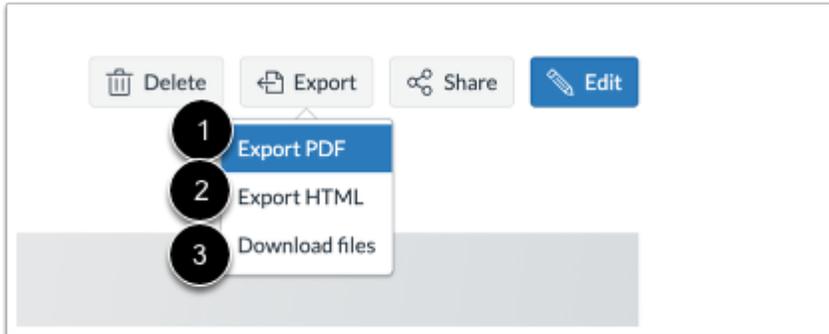
My Learning Journey

Published

Delete Export Share Edit

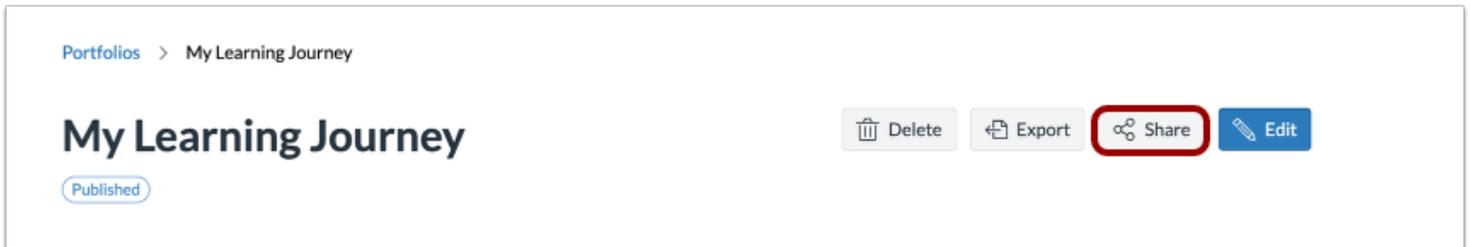
Click the **Export** button.

Choose Export Type



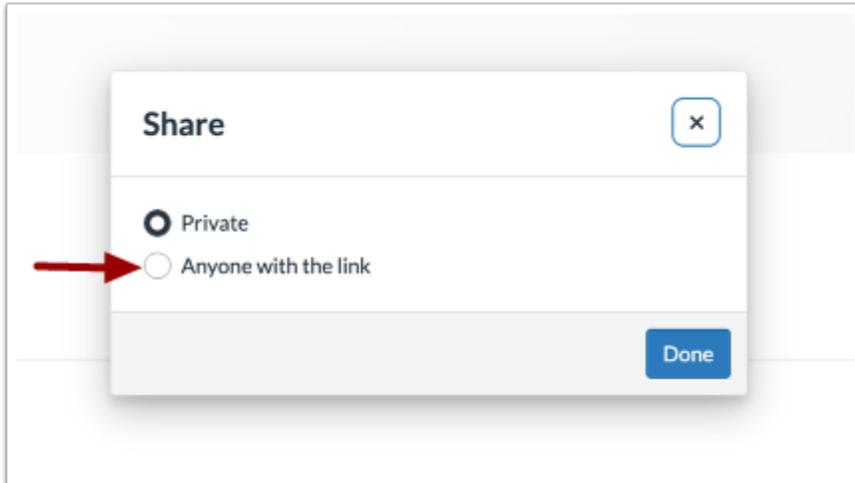
Choose to export your portfolio as a **PDF** [1], **HTML** [2] or **download a file** [3].

Share Portfolio



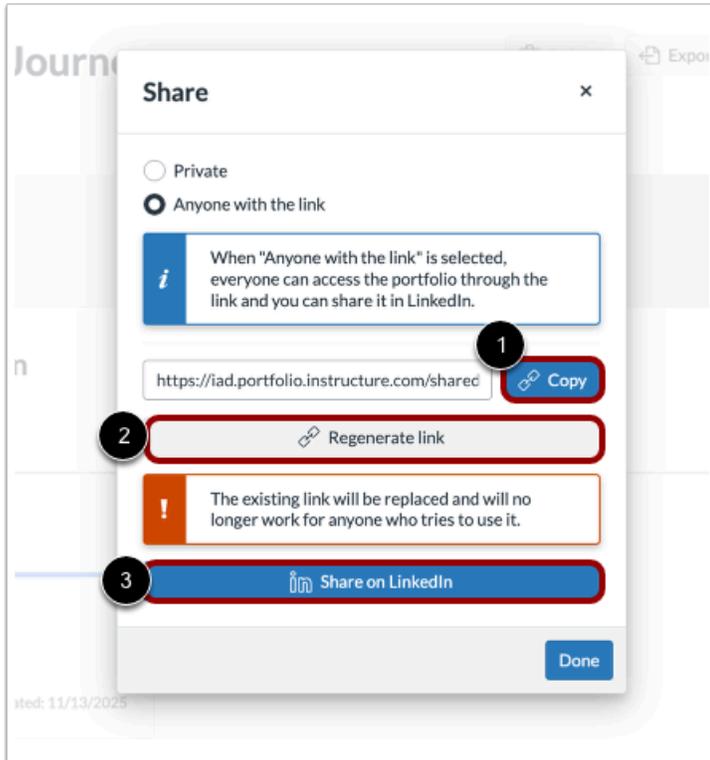
Click the **Share** button.

Share with Anyone with the Link



Click the **Anyone with the link** radio button.

Share Links



Click the **Copy** [1] or **Regenerate link** [2] button to copy your portfolio link. To share it on LinkedIn, click the **Share on LinkedIn** button [3].

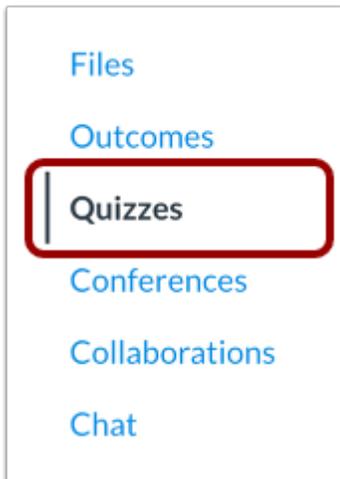
Quizzes

How do I view Quizzes as a student?

You can view quizzes in your course by accessing the Quizzes page. Learn how to view each type of quiz that may appear in your course.

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

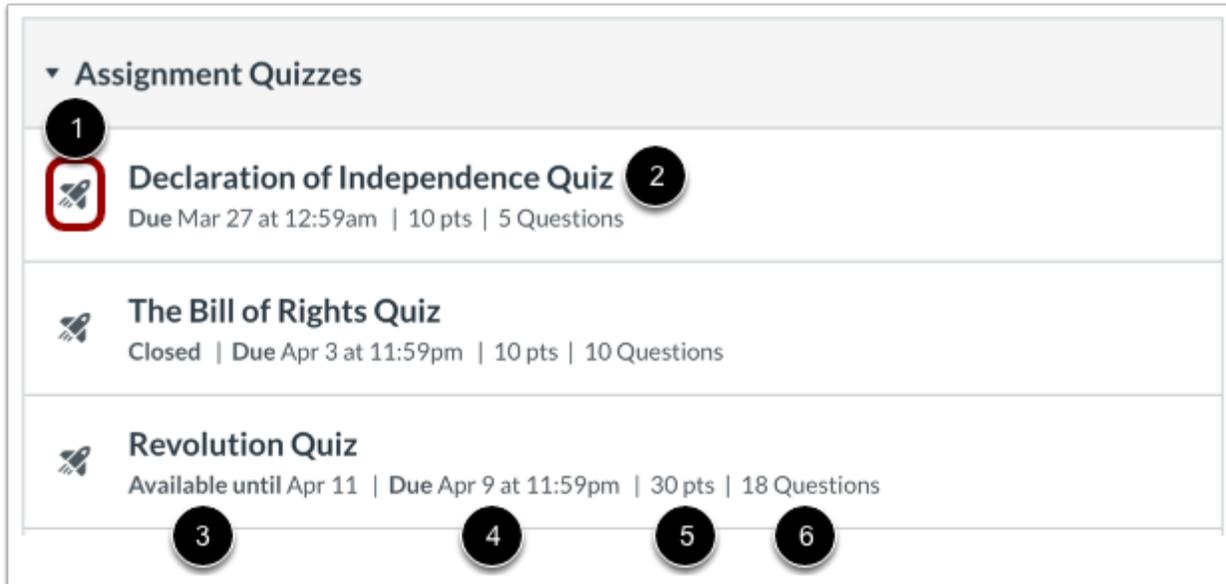
Open Quizzes



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

Note: If the Quizzes link is not available in Course Navigation, you can access course quizzes through the Modules page.

View Quizzes



▼ Assignment Quizzes

1  **Declaration of Independence Quiz** **2**
Due Mar 27 at 12:59am | 10 pts | 5 Questions

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

3 **4** **5** **6**

Quizzes are identified by the quiz icon [1].

In the Quiz Index Page, you can view the name of each quiz [2], the availability dates for the quiz [3], the due date for the quiz [4], the number of points the quiz is worth [5], and the number of questions in the quiz [6].

Quizzes are ordered by due date. Some quizzes may not include a due date.

View Availability Dates

▼ Assignment Quizzes



The Bill of Rights Quiz
Closed 4 Apr 3 at 11:59pm | 10 pts | 10 Questions



Revolution Quiz
Available until Apr 11 2 Apr 9 at 11:59pm | 30 pts | 18 Questions



History Overview
Not available until Apr 13 3 Apr 14 at 11:59pm | 11 pts | 11 Questions



American Revolution Quiz
9 pts | 9 Questions 1

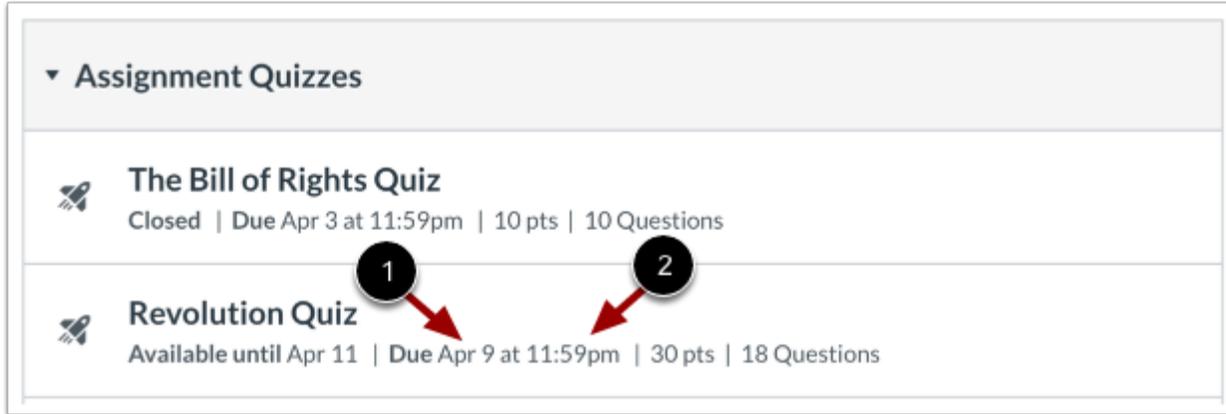
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit a quiz during a specified date range, so the available dates are the range of time that the quiz is accessible to you.

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

If you start a quiz but do not submit it, Quizzes includes an autosubmit feature that will submit the quiz for you on the **Available until** quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

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

View Due Dates



▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

Diagram illustrating due dates for two quizzes. A circled '1' with a red arrow points to the 'Due Apr 9 at 11:59pm' date for the Revolution Quiz. A circled '2' with a red arrow points to the 'Due Apr 3 at 11:59pm' date for the The Bill of Rights Quiz.

The second set of dates are the Due dates [1] for each respective quiz. Any quizzes submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all quizzes may include a Due date.

You can still submit late quizzes before the quiz **Available until** date (otherwise the quiz will be autosubmitted for you).

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

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

Filter Quizzes

You can search for a quiz by typing a quiz title or a keyword in the **Search for Quiz** field.

View Quiz Details

▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

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

View Open Quiz

Revolution Quiz

Due Apr 9 at 11:59pm **Points** 30 **Questions** 18
Available Apr 8 at 12am - Apr 10 at 11:59pm 3 days
Time Limit 15 Minutes **1** **Allowed Attempts** 2

Instructions **2**

Please take this quiz following module 2. This is not an open-book quiz.

[Take the Quiz](#)

When a quiz is open to you to take at any time, you can view the due date, points, and questions for the quiz.

You can also view additional details:

- **Time Limit** [1]: the length of time you have to complete the quiz. If your quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.
- **Instructions** [2]: any instructions that your instructor has about the quiz.

In the example above, the quiz is due by September 15. However, if you were to miss the due date, you could still take the quiz for late credit before the last day of the course.

To [take the quiz](#), click the **Take the Quiz** button.

Notes:

- If you start a quiz that has a due date, but do not finish the quiz by the due date (as indicated in your local time zone), Canvas will automatically submit the quiz on the due date.
- Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz before it is marked late. Canvas will notify you regarding any time restrictions when you begin the quiz.

View Quiz with Availability Dates

Revolution Quiz

Due Apr 9 at 11:59pm	Points 30	Questions 18
Available Apr 8 at 12am - Apr 10 at 11:59pm 3 days		
Time Limit 15 Minutes	Allowed Attempts 2	

Instructions

Please take this quiz following module 2. This is not an open-book quiz.

[Take the Quiz](#)

When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

In the example above, the quiz is available to you starting April 8 at 12 am and is due by April 9 at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until April 10 at 11:59 pm for late credit. If you do not submit the quiz by the last available date of April 10 at 11:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On April 11 at 12 am, the quiz will not be available to you.

View Locked Quiz

Declaration of Independence Quiz

Due May 6 at 11:59pm	Points 10	Questions 5
Available after May 4 at 12am	Time Limit 60 Minutes	

This quiz is locked until May 4 at 12am.

When a quiz is locked, you can view all details of the quiz. You can also view the date when you can take the quiz.

View Closed Quiz

The Bill of Rights Quiz

Due Apr 3 at 11:59pm Points 10 Questions 10
Available until Apr 5 at 12:59am Time Limit None
Allowed Attempts 3

Instructions

This quiz will test your knowledge of the Bill of Rights. Make sure you review the [Bill of Rights transcript](#) before taking the quiz. You have 3 attempts and your highest score will be kept.

This quiz was locked Apr 5 at 12:59am.

When a quiz is closed, you can view all details of the quiz. You can also view the date the quiz was locked to submissions.

View Unavailable Quiz

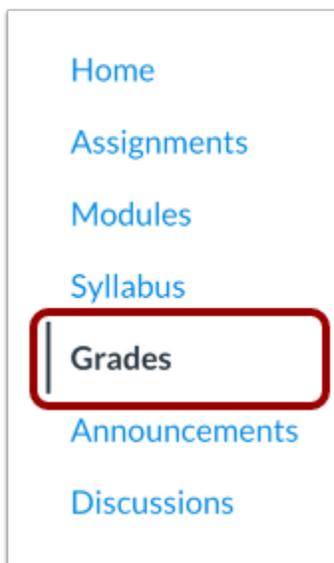
This quiz is no longer available as your enrollment has been concluded.

In New Quizzes, when your enrollment has been concluded in a course, a message displays that the quiz is no longer available.

How do I view the rubric for a quiz?

Your instructor may attach a rubric to a quiz. Before submitting your quiz, you can view the rubric's definitions.

Open Grades



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

Open Quiz

Industrial Revolution	May 14 by 11:59pm	MISSING	-	50
Bill of Rights Discussion	May 15 by 11:59pm		-	10
Bill of Rights Quiz	May 16 by 11:59pm		-	15

Click the name of a quiz.

Show Rubric

Submission Details

Grade: / 15 [Show Rubric](#)

Bill of Rights Quiz

Bill of Rights Quiz

Due May 16 at 11:59pm	Points 15	Questions 3	Time Limit None
-----------------------	-----------	-------------	-----------------

[Take the Quiz](#)

Add a Comment:

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

[Save](#)

In the submission details page, click the **Show Rubric** link.

View Rubric

×

Quiz Rubric

Criteria	Ratings			Pts
Correct Answers	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	/ 5 pts
Correct Spelling and Grammar	5 pts Full Marks	3 pts Partial Marks	0 pts No Marks	/ 5 pts
Description of criterion	5 pts Full Marks		0 pts No Marks	/ 5 pts
 Quiz Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
 Group Work view longer	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts

View the rubric for your quiz.

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

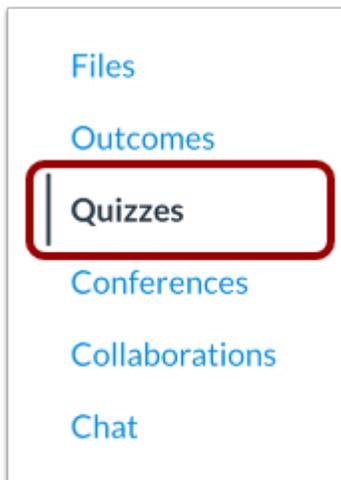
How do I take a quiz?

You can easily take a quiz by accessing the Quizzes page. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz you may be able to resume it at a later time.

Notes:

- Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are taking displays differently than what is shown in this lesson, your instructor may be using New Quizzes. For help with taking a New Quizzes quiz, please see [How do I take a quiz in New Quizzes?](#)
- Having multiple browser tabs or windows open while taking a quiz may cause issues when submitting answers or when completing a quiz.
- If you lose internet connectivity Canvas extends the time for five minutes, saving the answer entered before the timer runs out.
- If enabled by your instructor, your quiz might require the use of the [Respondus Lockdown Browser](#).
- If your instructor has a Late Submissions policy that deducts points on late submissions, be aware that if a quiz allows multiple attempts and you make an attempt after the due date has passed, deductions are taken from all attempts, including attempts you may have made before the due date.

Open Quizzes



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

Open Quiz

▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 10 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

 **History Overview**
Not available until Apr 13 | Due Apr 14 at 11:59pm | 11 pts | 11 Questions

 **Declaration of Independence Quiz**
Available until Aug 25 | Due Aug 25 at 11:59pm | 10 pts | 5 Questions

Find an available quiz you'd like to take and click the title of the quiz.

Take Quiz

Declaration of Independence Quiz

Due Aug 25 at 1:59pm **Points** 10 **Questions** 5

Available May 19 at 12am - Aug 25 at 11:59pm 3 months

Time Limit 60 Minutes

Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

Take the Quiz

To begin the quiz, click the **Take the Quiz** button.

View Quiz

Declaration of Independence Quiz

Started: Jul 10 at 1:47pm

Quiz Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

▶ For the following sections of the Declaration of Independence, write in your OWN words what the founding fathers meant by them.

[Next ▶](#)

Questions

- [? Spacer](#)
- [? Question 1](#)
- [? Question 2](#)
- [? Question 3](#)
- [? Question 4](#)
- [? Question 5](#)

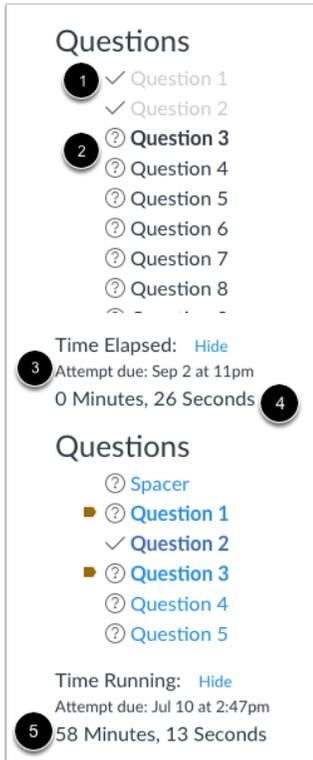
Time Running: [Hide](#)
Attempt due: Jul 10 at 2:47pm
59 Minutes, 44 Seconds

Complete the quiz per your instructor's instructions. Quizzes will either have all the questions on one page, or each question will be shown [one at a time](#).

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. Questions can vary by [question type](#). Each question will show in the top right corner the point value of the question. Each question will be divided from others by a box surrounding the question and answers.

You can use other areas in the quiz to help you navigate and complete quiz questions, including the sidebar and the flagging questions feature.

View Sidebar



Questions

- ✓ Question 1
- ✓ Question 2
- ?** Question 3
- ?** Question 4
- ?** Question 5
- ?** Question 6
- ?** Question 7
- ?** Question 8

Time Elapsed: [Hide](#)
Attempt due: Sep 2 at 11pm
0 Minutes, 26 Seconds

Questions

- [?](#) Spacer
- ?** Question 1
- ✓ Question 2
- ?** Question 3
- [?](#) Question 4
- [?](#) Question 5

Time Running: [Hide](#)
Attempt due: Jul 10 at 2:47pm
58 Minutes, 13 Seconds

At any point during the quiz, you can view a summary of your quiz. Questions you've answered will be faded out and identified by a checkmark icon [1], while unanswered questions will be bolded and identified by a question mark icon [2].

You can also view the due date for the quiz [3]. In the sidebar, the quiz due date refers to the autosubmit date, which can be a specified Until date or the last day of the course.

You'll also see a timer showing your progress on the quiz. For untimed quizzes [4], the quiz shows as the elapsed time. If you are taking a timed quiz [5], the timer shows the running time and counts down until the time expires.

Flag Questions

Declaration of Independence Quiz

Started: Jul 10 at 1:47pm

Quiz Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

1

Question 1 2 pts

Section 1

When, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

Questions

- ? Spacer
- ? Question 1
- ✓ Question 2
- 2** ■ ? Question 3
- ? Question 4
- ? Question 5

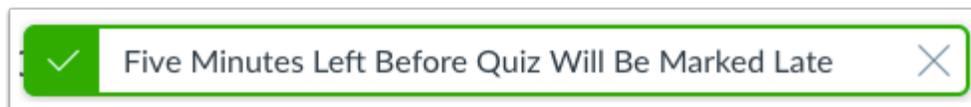
Time Running: [Hide](#)
Attempt due: Jul 10 at 2:47pm
56 Minutes, 6 Seconds

You can flag the questions you want to go back to by clicking the flag by the question [1]. The flag will change color to yellow to remind you to finish the question. The yellow flag will also appear in the question overview in the sidebar [2].

View Quiz Warning Notifications

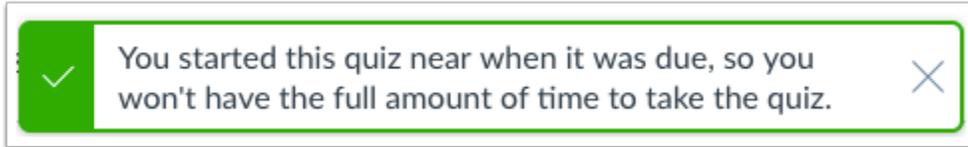
If you are taking a timed quiz, or you are taking a quiz close to the due date or lock date and time, Canvas generates warning messages to help you manage your time in the quiz. Canvas will also warn you if you lose your internet connection during the quiz.

View Due Date Warning



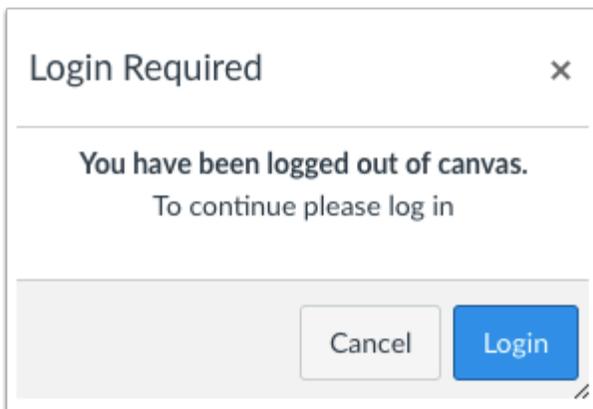
If you are taking a quiz with a set due date, you will see a warning popup banner as to how many minutes remain before the quiz will be marked late. Warnings appear 30 minutes prior, five minutes prior, and one minute prior.

View Time Restriction Warning



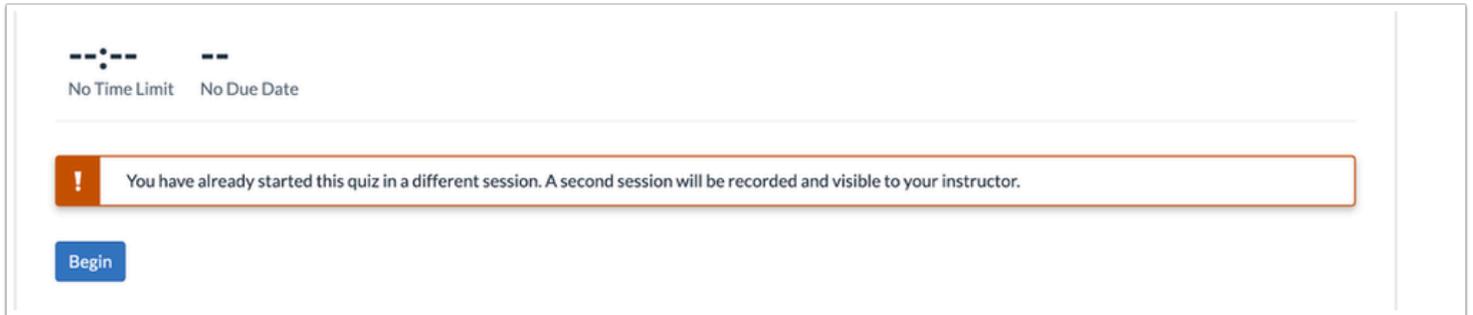
If you start a quiz near the time when it will be due, you will see a warning popup banner. Use the sidebar to view the time the quiz is due and how many minutes are remaining. In this sense, the quiz due date refers to the autosubmit date, which is either a specified lock (Available until) date or the last day of the course. Warnings appear 30 minutes prior, five minutes prior, one minute prior, and 10 seconds prior.

View Quiz Logout Warning



If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up banner. To resume your quiz, click the **Login** button.

View Notification for Multiple Quiz Sessions



The screenshot shows a notification banner with a red border and a white background. At the top left, there are two status indicators: a clock icon with "No Time Limit" and a calendar icon with "No Due Date". The main text of the banner reads: "You have already started this quiz in a different session. A second session will be recorded and visible to your instructor." Below the text is a blue "Begin" button.

If you start a New Quiz session on one device or browser and then attempt to access it from another, a banner displays notifying you that your multi-session activity will be recorded and visible to your instructor.

Pause Quiz

If your browser allows you to leave the quiz, you can pause the quiz by leaving the quiz page. When you are ready to [resume the quiz](#), the quiz will resume where you left off.

Note: If you leave a timed quiz, the timer will keep running and the quiz will be automatically submitted when time runs out.

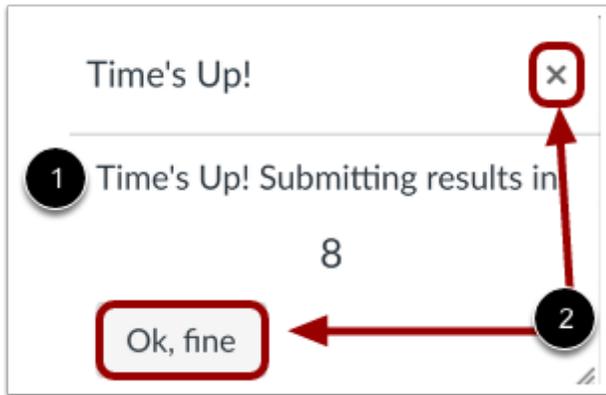
Submit Quiz



The screenshot shows a quiz submission interface. On the right side, there is a grey button labeled "Submit Quiz". To the left of the button, the text "Quiz saved at 1:52pm" is displayed.

Canvas will save your quiz as you go through it. When you are finished, [submit your quiz](#) and view the [quiz results](#) to find out your score.

View Auto Submit Warning



If you do not submit a timed quiz before the time runs out, Canvas displays a pop-up box telling you that your quiz time has expired. The quiz automatically submits after the ten-second countdown [1], or you can click the **Ok, fine** button, or **Close** icon to submit your quiz [2].

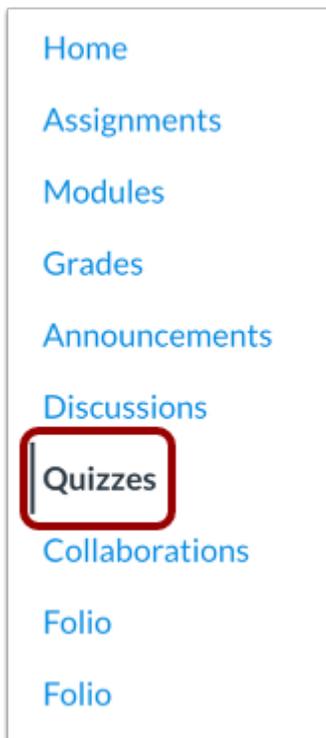
How do I take a quiz in New Quizzes?

You can take a New Quizzes quiz on the Quizzes page in Canvas. Depending on how your instructor set up the quiz, questions may be shown all on one page or [one at a time](#). If you are unable to finish a quiz, you may be able to resume it at a later time.

Notes:

- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see [How do I take a quiz?](#)
- If enabled by your instructor, your quiz might require the use of the [Respondus LockDown Browser](#).

Open Quizzes



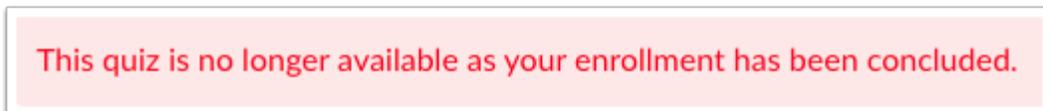
In Course Navigation, click the **Quizzes** link.

Open Quiz



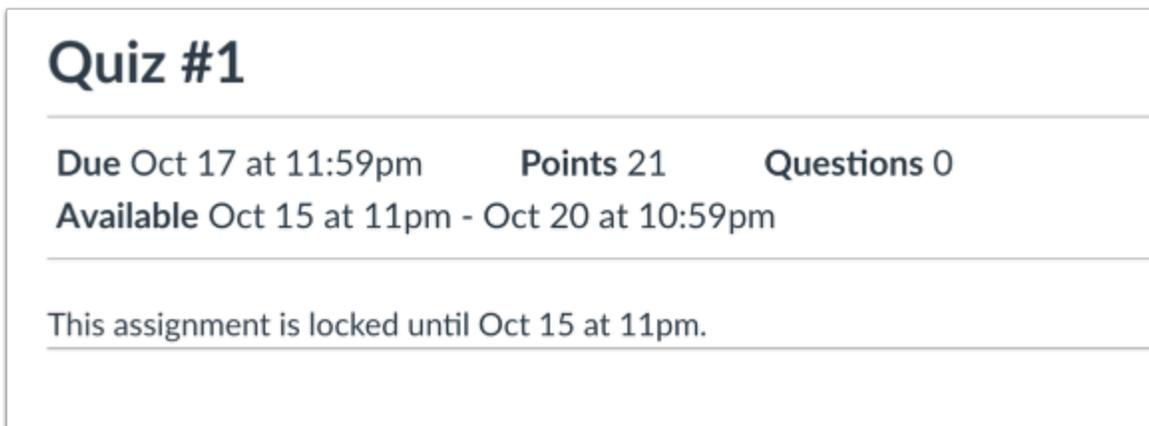
To open a quiz, click the title of a quiz.

View Unavailable Quiz



When your enrollment has been concluded in a course, a message displays that the quiz is no longer available.

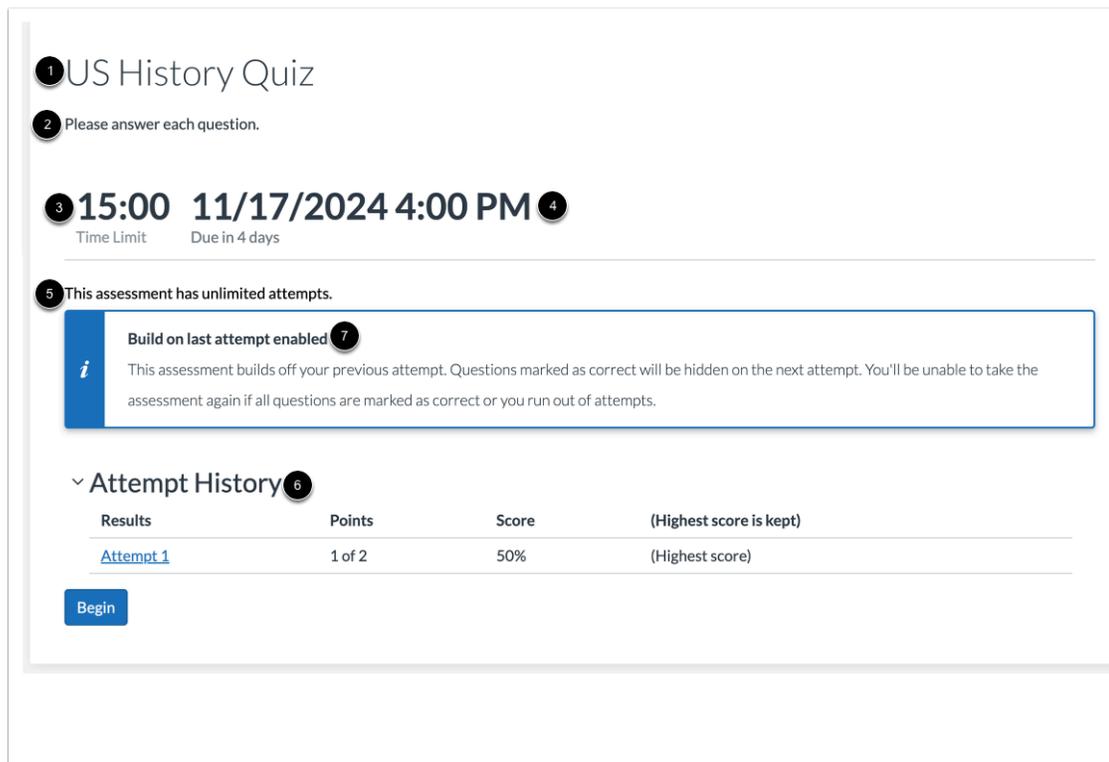
View Quiz with Availability Dates



When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

In the example above, the quiz is available to you starting October 15 at 11 pm and is due by October 17th at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until October 20th at 10:59 pm for late credit. If you do not submit the quiz by the last available date of October 20 at 10:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On October 20 at 11 pm, the quiz will not be available to you.

View Quiz



The screenshot shows a quiz interface with the following elements:

- 1** US History Quiz
- 2** Please answer each question.
- 3** 15:00 (Time Limit) **4** 11/17/2024 4:00 PM (Due in 4 days)
- 5** This assessment has unlimited attempts.
- 7** Build on last attempt enabled. This assessment builds off your previous attempt. Questions marked as correct will be hidden on the next attempt. You'll be unable to take the assessment again if all questions are marked as correct or you run out of attempts.
- 6** Attempt History table:

Results	Points	Score	(Highest score is kept)
Attempt 1	1 of 2	50%	(Highest score)
- Begin button

From the quiz page, you can view the title [1], introduction [2], time limit [3], and due date and time [4]. You can also view the number of attempts allowed [5] and previous attempts of the quiz [6].

If enabled by your instructor, the build on last attempt option allows you to reattempt incorrectly answered questions [7].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see [How do I take a quiz?](#)

Enter Access Code

An access code is required to start

-
- Show access code
-

If your quiz includes an access code, enter the code in the **Access Code** field [1]. To display a masked access code, click the **Show access code** checkbox [2]. Then click the **Submit** button [3].

Take Quiz



To begin taking a quiz, click the **Begin** button.

Resume Quiz

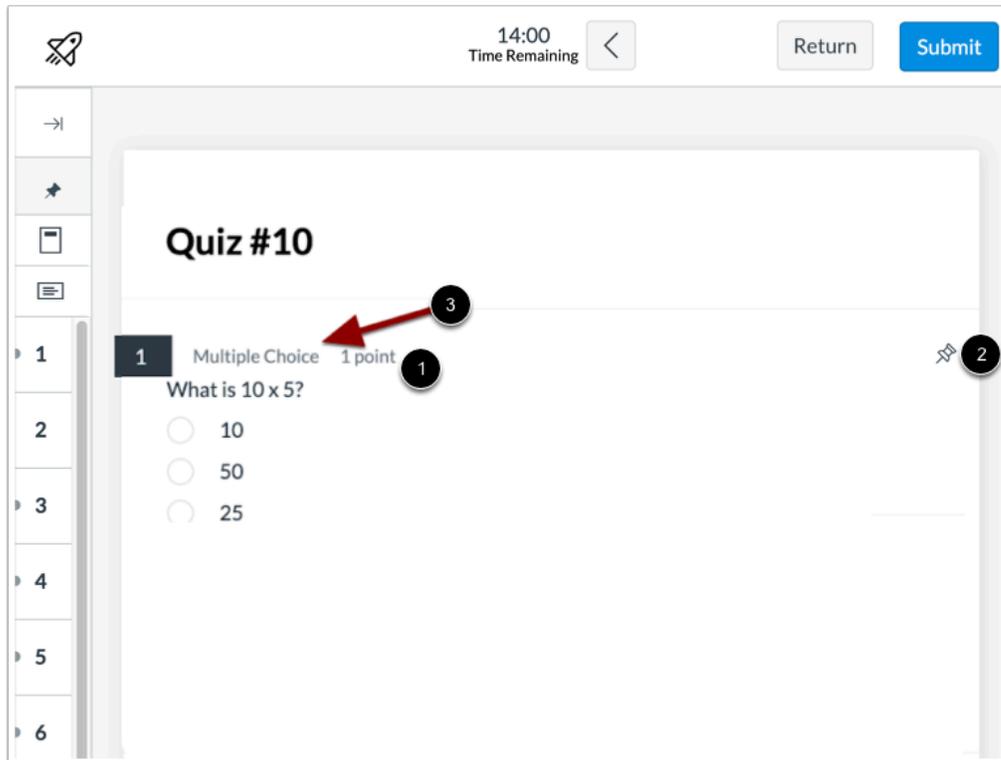
Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	2 of 11	18.18%	(Highest score)

If you previously left your quiz and are still able to complete it, the page will display the Resume button.

To resume your quiz, click the **Resume** button.

View Quiz



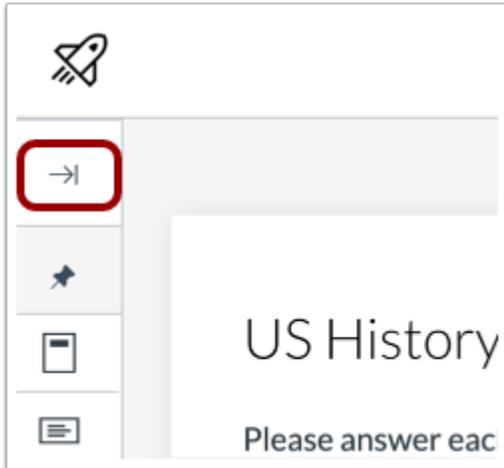
Complete the quiz per your instructor's instructions.

Your instructor may ask you to complete [several types of questions](#). Each question will display its point value [1].

To pin a question to review later, click the **Pin** icon [2].

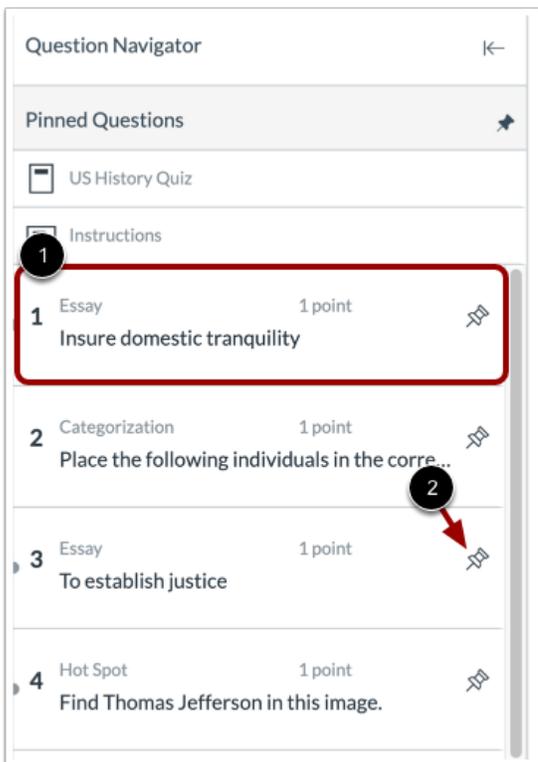
When taking a quiz, a label indicating the question type will display [3].

Open Question Navigator



To open the Question Navigator, click the **Expand** icon.

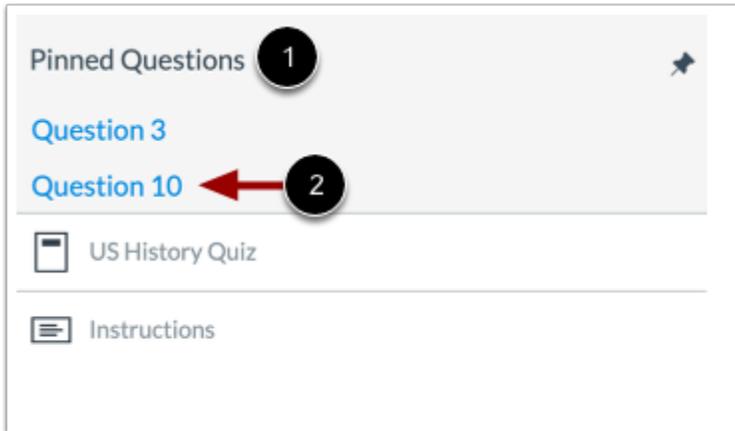
View Question Navigator



The Question Navigator allows you to easily view all questions included in a quiz. To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the **Pin** icon [2].

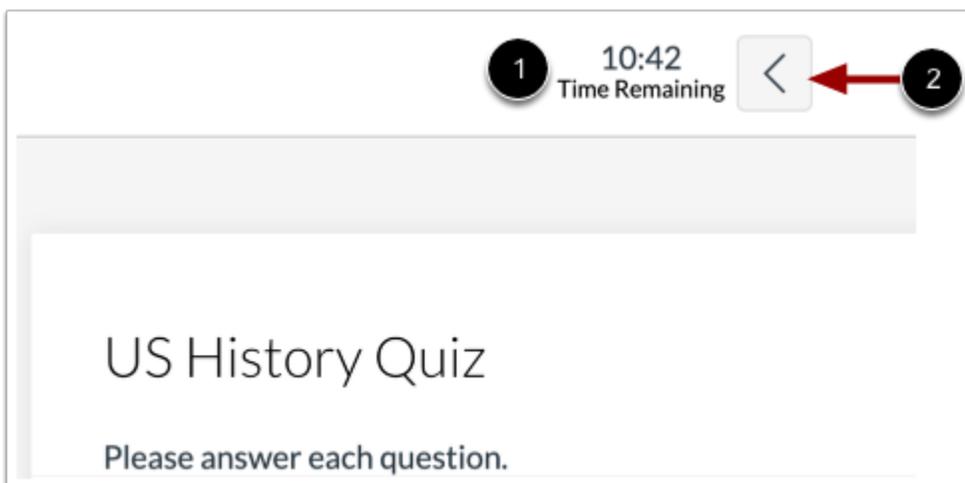
Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

View Pinned Questions



All pinned questions will display in the **Pinned Questions** section [1]. To view a pinned question, click the name of the question [2].

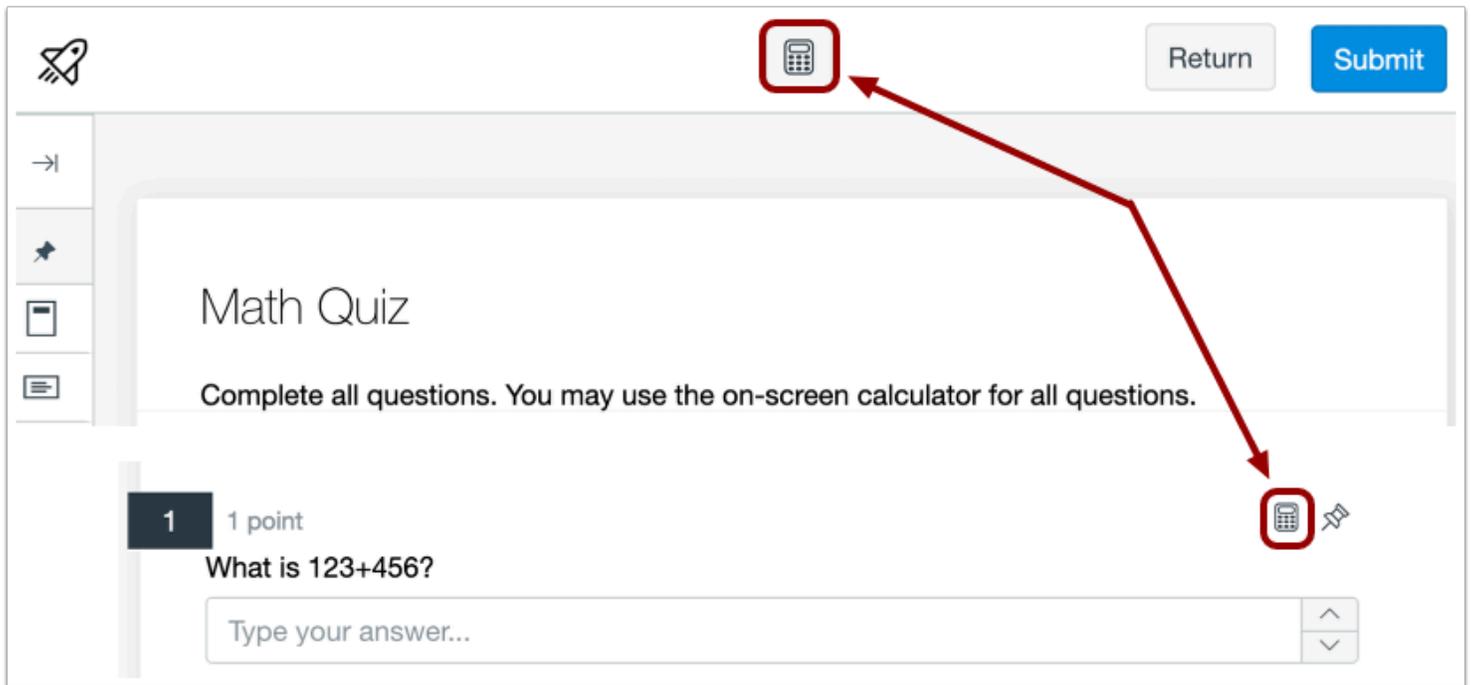
View Time Limit



If your quiz has a time limit, a countdown will appear on your screen [1]. To hide the time limit, click the **Hide** button [2].

Note: A warning displays when there are only two minutes left, and another warning displays 30 seconds before the timed quiz ends.

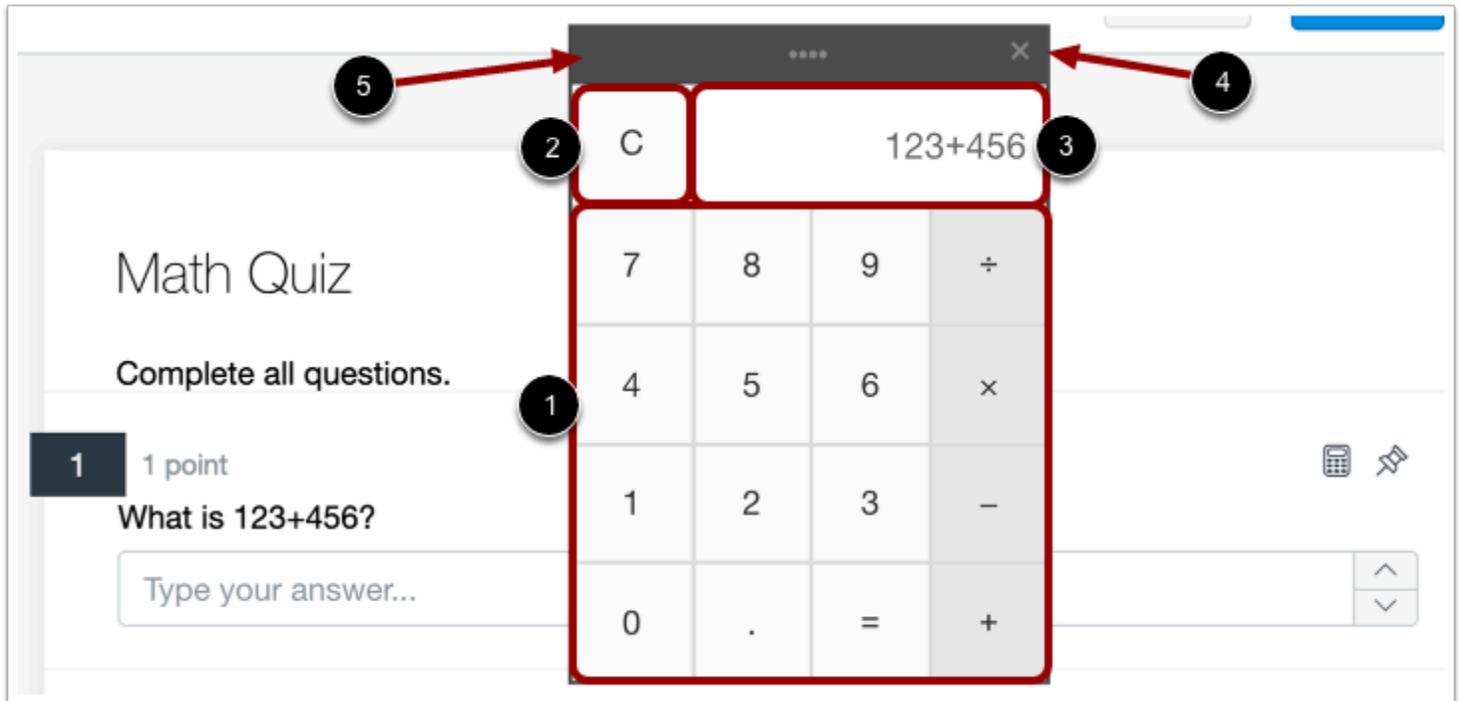
Open Calculator



Your instructor may allow you to use an on-screen calculator for the entire quiz or only for certain questions. To open the on-screen calculator, click the **Calculator** icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.

Use Calculator



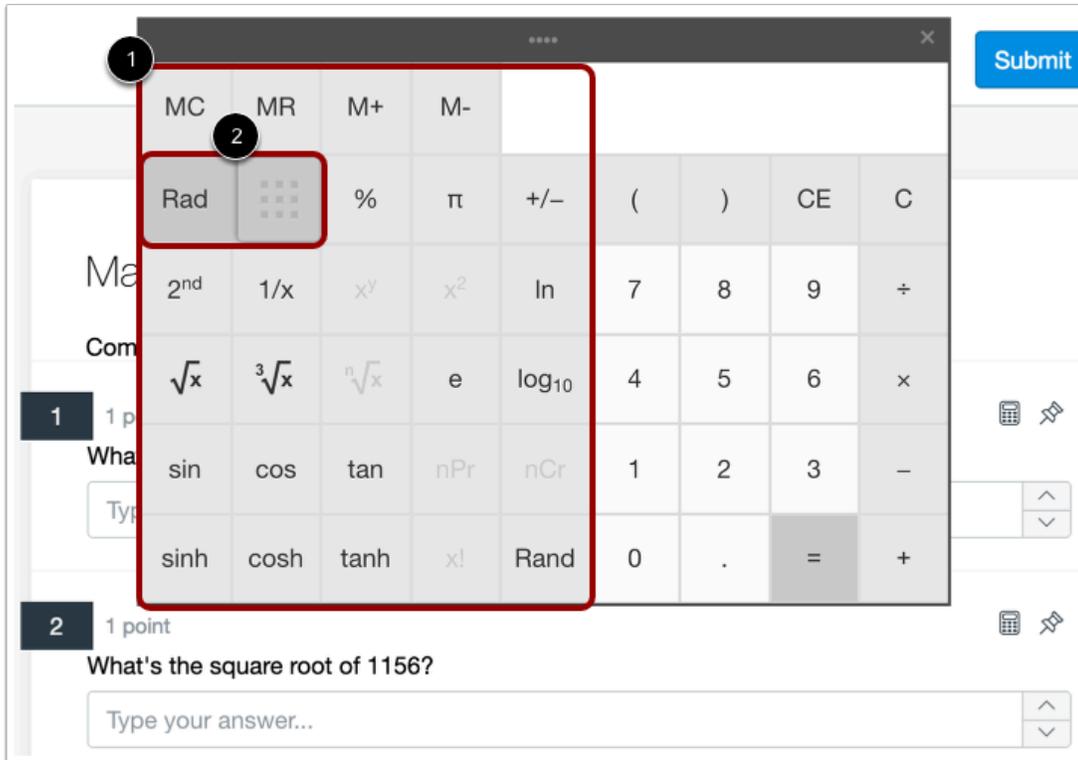
Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

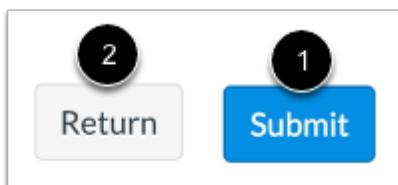
To move the calculator around the browser window, click and drag the calculator header [5].



The scientific calculator includes additional buttons for more advanced functionality [1].

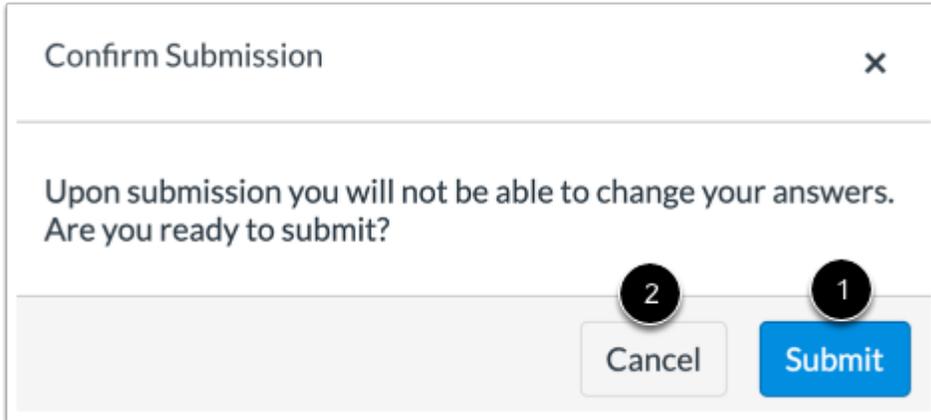
Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

Submit Quiz



To submit your quiz, click the **Submit** button [1]. To return to Canvas and resume your quiz at a later time, click the **Return** button [2].

Confirm Submission



Confirm Submission ×

Upon submission you will not be able to change your answers.
Are you ready to submit?

2 Cancel 1 Submit

To confirm submission of your quiz, click the **Submit** button [1]. To continue working on your quiz, click the **Cancel** button [2]. If you have unanswered questions in your quiz, Canvas will display a message notifying you of unanswered questions.

How do I take a quiz where I can only view one question at a time?

Your instructor may choose to build quizzes that show one question at a time. This means you will receive only one quiz question on your screen at a time instead of all questions posted at once.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see [How do I take a quiz where I can only view one question at a time in New Quizzes?](#)

Next Questions

 **Question 1** 1 pts

How much time should you spend on your online course each week in order to understand the concepts?

However long it takes

30 minutes

1-2 hours

At least 3 hours

Next ▶

Each question will appear on the screen by itself. Once you have answered the question, the Next button will turn blue. Click the **Next** button to advance through the quiz.

Previous Questions

 **Question 2** **1 pts**

George Washington is the only president to have a state named after him.

True

False

[< Previous](#) [Next >](#)

If your instructor allows you to return to prior questions, you can click the **Previous** button to check your answers or return to questions you left blank.

Navigate Questions in Sidebar

History Overview

Started: Jul 10 at 2:05pm

Quiz Instructions

Please complete the quiz by the indicated due date.

Question 4 1 pts

Roses are , violets are

[◀ Previous](#) [Next ▶](#)

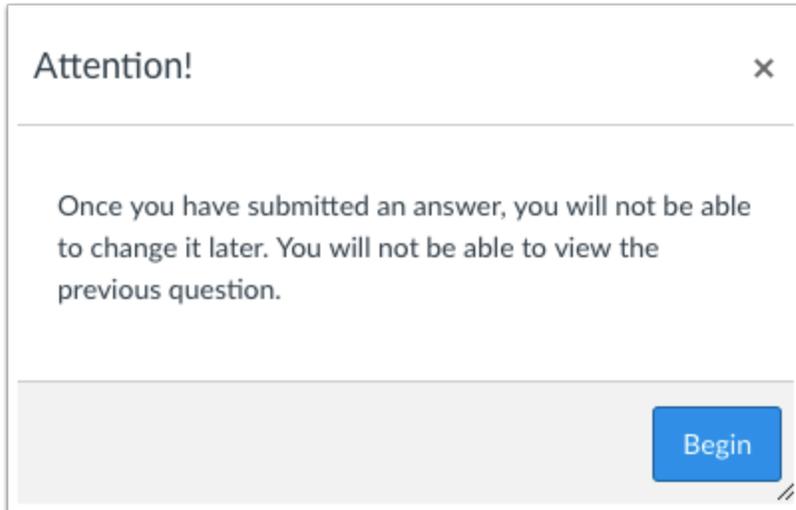
Questions

- ✓ Question 1
- ✓ Question 2
- ⊛ Question 3
- ⊛ Question 4
- ⊛ Question 5
- ⊛ Question 6
- ⊛ Question 7
- ⊛ Question 8

Time Elapsed: [Hide](#)
Attempt due: Sep 2 at 11pm
1 Minute, 13 Seconds

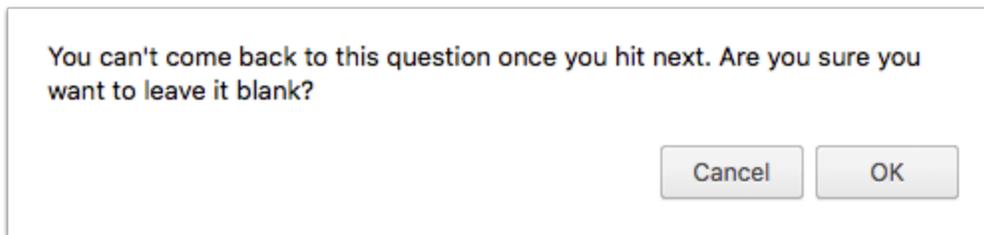
You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. If your instructor allows you to return to prior questions, you may return to a previously answered question by clicking the link to that question.

Lock Questions after Answering



If your instructor does not allow you to go back to questions after you answer them, a pop-up window will display a warning message when you begin your quiz.

Blank Responses



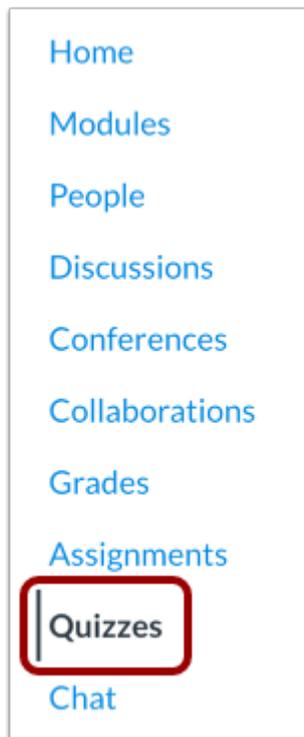
If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.

How do I take a quiz where I can only view one question at a time in New Quizzes?

Your instructor may choose to build quizzes that show one question at a time. This means you will view only one question on your screen at a time instead of [all questions posted at once](#).

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see [How do I take a quiz where I can only view one question at a time?](#)

Open Quizzes



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

Open Quiz



To open an quiz, click the title of a quiz.

View Quiz

1 US History Quiz

2 Please answer each question.

3 **15:00** **11/17/2024 4:00 PM** **4**
Time Limit Due in 4 days

5 This assessment has unlimited attempts.

∨ **Attempt History** **6**

Results	Points	Score	(Highest score is kept)
Attempt 1	2 of 11	18.18%	(Highest score)
Attempt 2	0 of 11	0%	

[Begin](#)

From the quiz page, you can view the title [1], introduction [2], time limit [3], and due date and time [4]. You can also view the amount of attempts allowed [5] and previous attempts of the quiz [6].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see [How do I take a quiz where I can only view one question at a time?](#)

View Backtracking Warning

Backtracking disabled

i This assessment is delivered one question at a time. Viewing and going back to a previously answered question (backtracking) is not allowed. Exercise caution when navigating through this assessment.

If your instructor has disabled backtracking in your quiz, a warning message displays in the quiz page. The message states that the quiz is delivered one question at a time and going back to previously answered questions is not allowed.

Enter Access Code

An access code is required to start

1

2 Show access code

3

If your quiz includes an access code, enter the code in the **Access Code** field [1]. To display a masked access code, click the **Show access code** checkbox [2]. Then click the **Submit** button [3].

Begin Quiz



To begin taking a quiz, click the **Begin** button.

View Next Question

1 1 point 🚩

Match the state to its capital.

Delaware	_____	<input type="text"/>	▼
New Jersey	_____	<input type="text"/>	▼
Maryland	_____	<input type="text"/>	▼

Next

Each question displays one at a time. To advance through the quiz, click the **Next** button.

View Previous Question

3 1 point 🚩

The Declaration of Independence was in ,

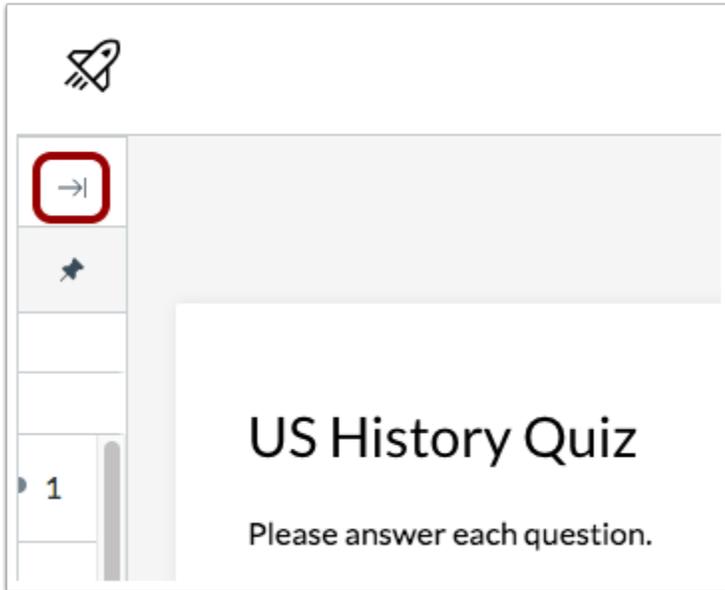
Drag your answer here .

📄 Delaware📄 Pennsylvania📄 New Jersey

PreviousNext

If your instructor did not disable backtracking and allows you to return to prior questions, you can click the **Previous** button to check your answers or return to questions you left blank.

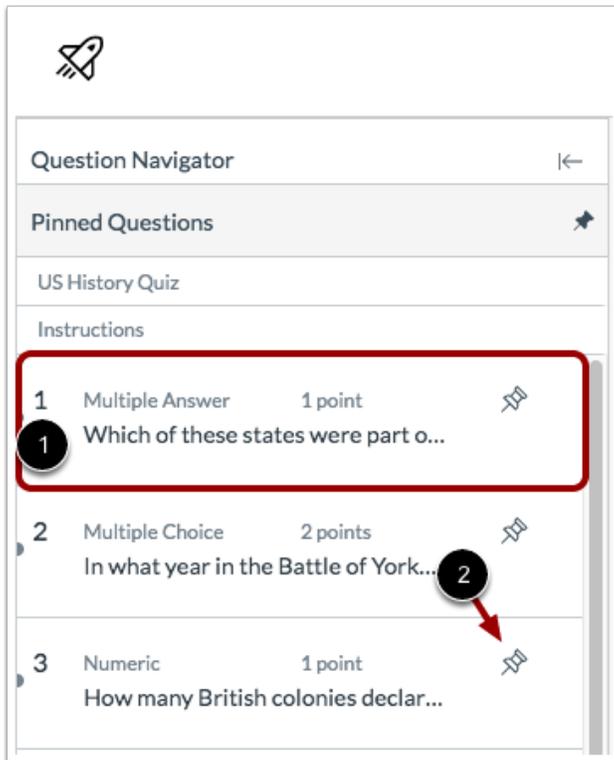
Open Question Navigator



You can also use the Question Navigator to move between questions in a quiz. To open the Question Navigator, click the **Expand** icon.

Note: If you cannot view the Question Navigator, your instructor has disabled backtracking in your quiz.

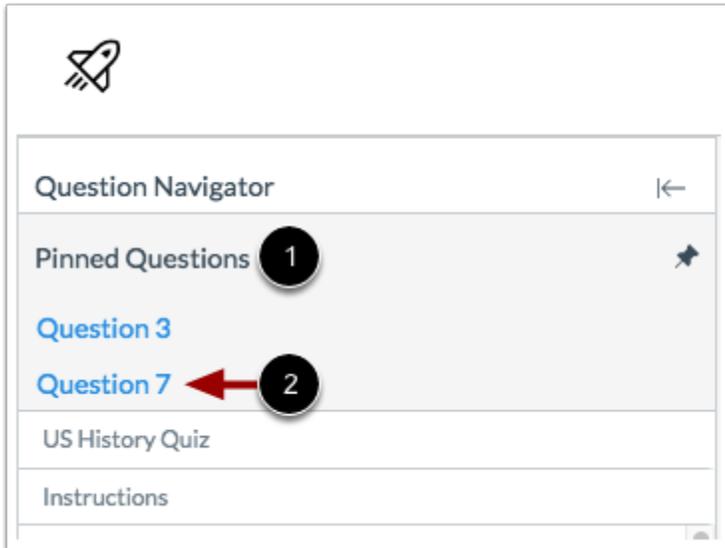
View Question Navigator



To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the **Pin** icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

View Pinned Questions



All pinned questions will display in the **Pinned Questions** section of the Question Navigator [1]. To view a pinned question, click the name of the question [2].

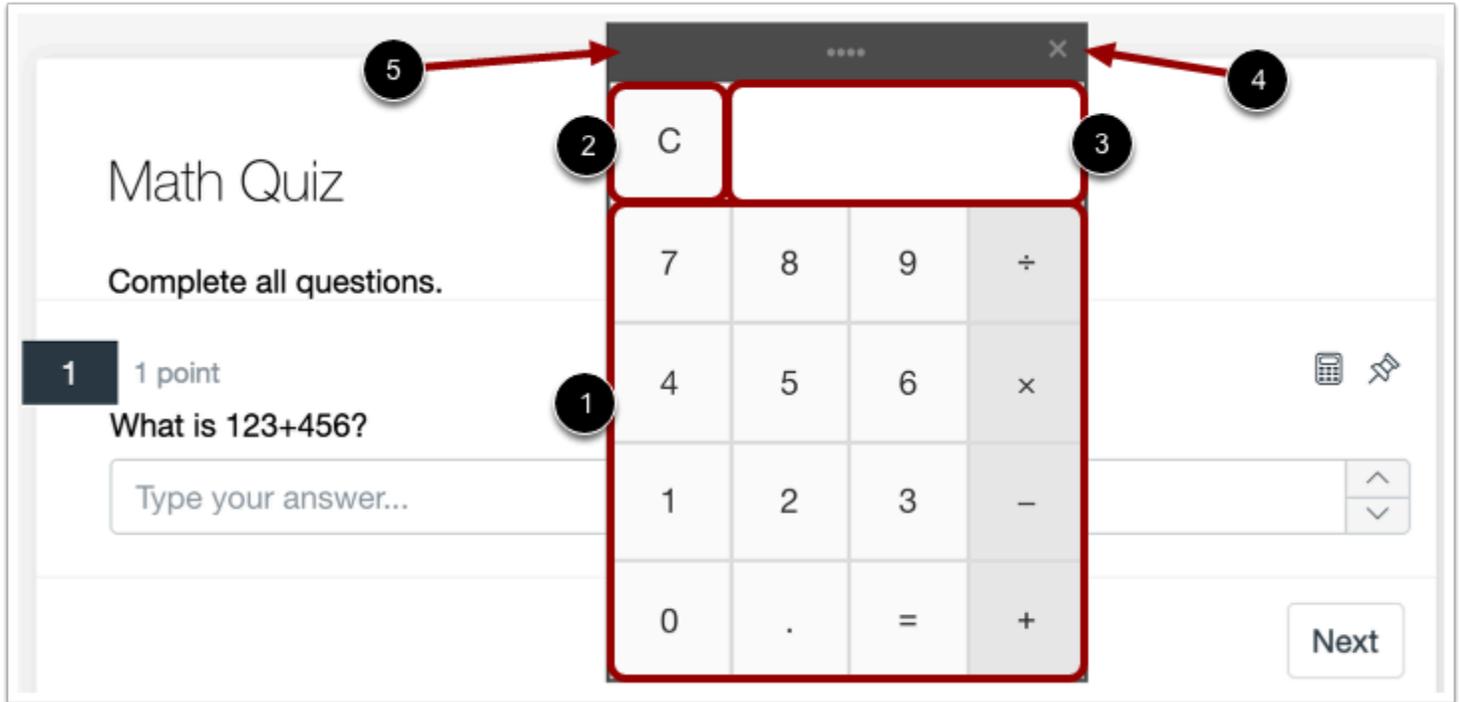
Open Calculator



To open the on-screen calculator, click the **Calculator** icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.

Use Calculator



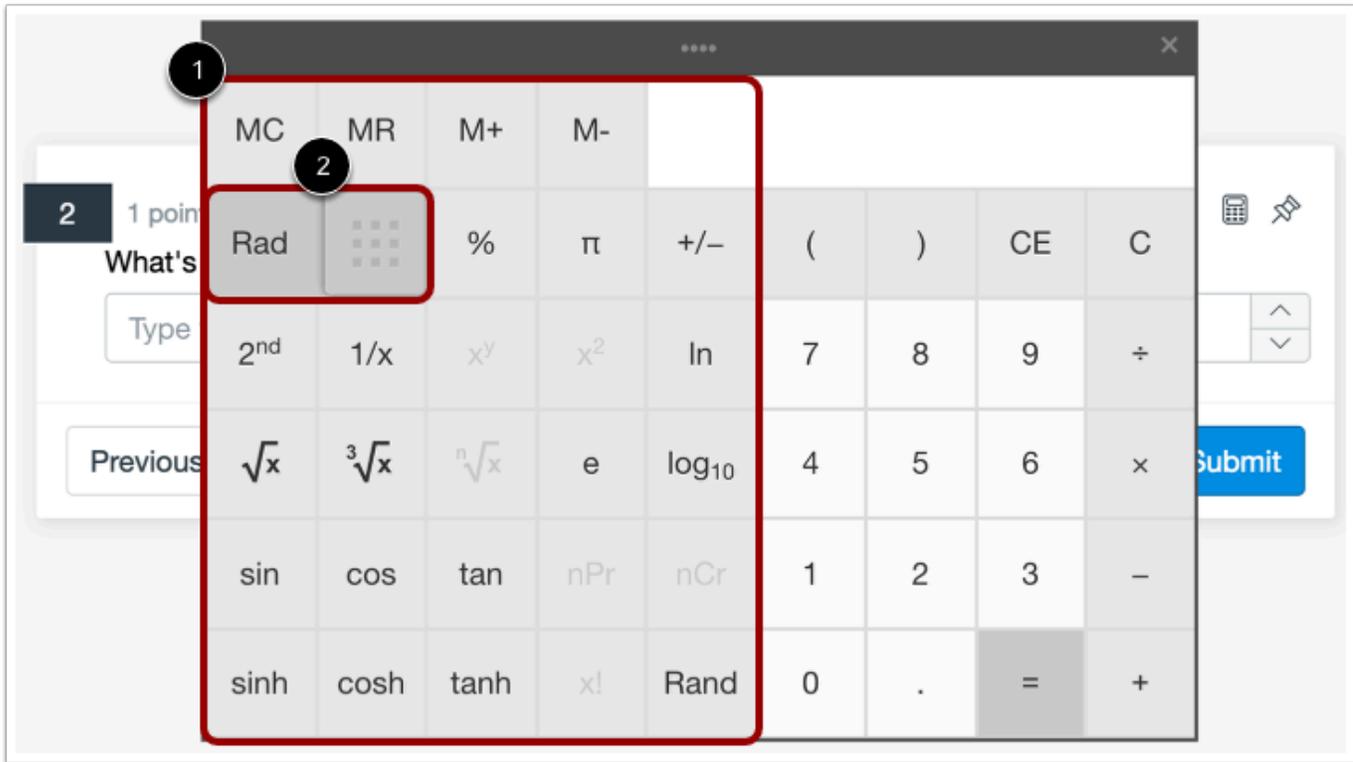
Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

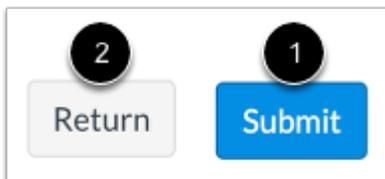
To move the calculator around the browser window, click and drag the calculator header [5].



The scientific calculator includes additional buttons for more advanced functionality [1].

Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

Submit Quiz



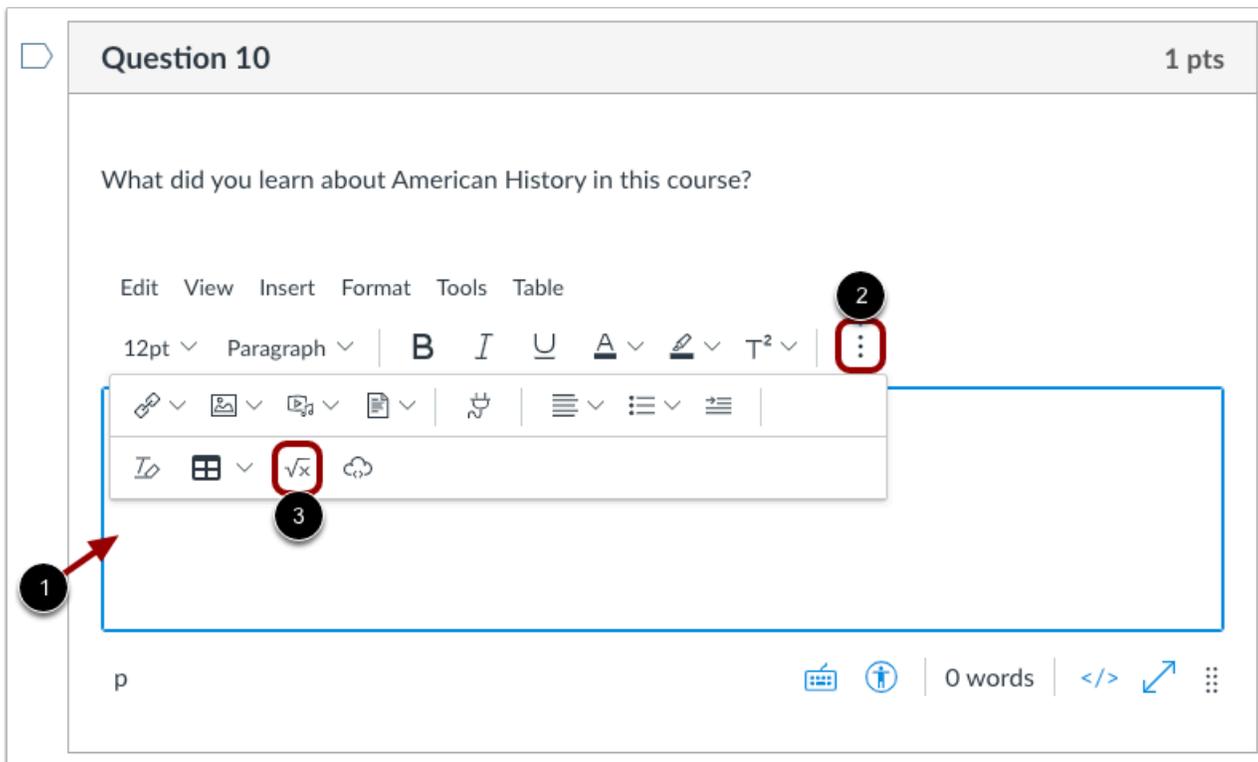
To submit the quiz, click the **Submit** button [1]. To return to Canvas and resume the quiz at a later time, click the **Return** button [2].

How do I answer each type of question in a quiz?

Instructors can choose from a variety of question types to add to a quiz.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see [How do I answer each type of question in New Quizzes?](#)

Essay Question

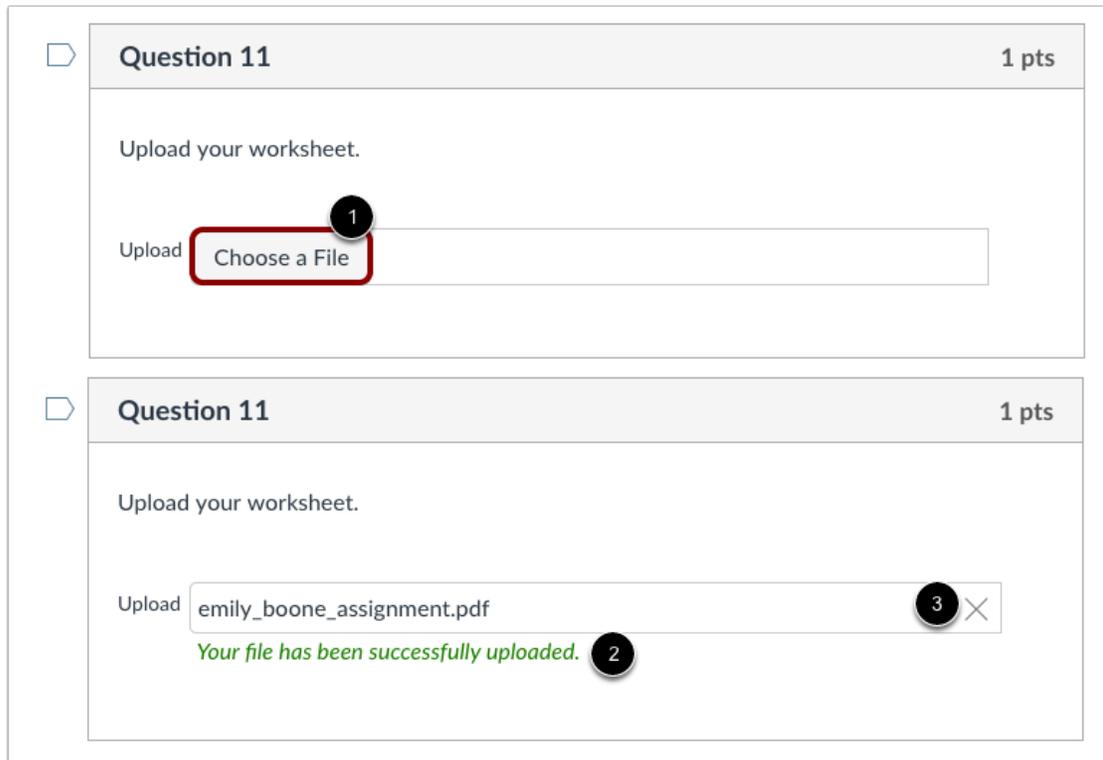


The screenshot shows a quiz question titled "Question 10" worth "1 pts". The question text is "What did you learn about American History in this course?". Below the question is a Rich Content Editor (RCE) with a menu bar (Edit, View, Insert, Format, Tools, Table) and a toolbar. The toolbar includes options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text color (T²), and a vertical ellipsis (Options) icon. A red box highlights the Options icon, labeled with a circled "2". Below the Options icon is a sub-menu with icons for link, image, video, audio, table, list, and equation. The equation icon (√x) is highlighted with a red box, labeled with a circled "3". A red arrow points to the text input area, labeled with a circled "1". At the bottom right of the editor, there is a word count display showing "0 words" and other icons.

To answer an essay question, click the text box and type your content in the Rich Content Editor [1]. You can use the editor to format your content. The Rich Content Editor also includes a word count display below the bottom right corner of the text box

Note: Essay questions can also be used for mathematical questions that require the LaTeX equation editor. To insert a mathematical equation, click the **Options** icon [2] and click the **Equation** icon [3].

File Upload Question



Question 11 1 pts

Upload your worksheet.

Upload **Choose a File** 1

Question 11 1 pts

Upload your worksheet.

Upload emily_boone_assignment.pdf 3 X

Your file has been successfully uploaded. 2

To answer a file upload question, click the **Choose a File** button. Canvas will open a file dialog box where you can locate the file on your computer. Select the file and it will be uploaded as your answer. Canvas will confirm that your file has been uploaded [2]. You can also remove your file by clicking the remove icon [3] and submit a new file.

Fill-in-the-Blank Question

▶ **Question 3** 1 pts

is the capital of Washington



To answer a fill-in-the-blank question, click the text box and type your answer.

Fill-in-Multiple-Blanks Question

▶ **Question 4** 1 pts

Roses are 1, violets are 2

To answer a fill-in-multiple-blanks question, click the first text box [1] and type your first answer. Click the second text box [2] and type your second answer. Continue this process until you have answered the question.

Formula Question

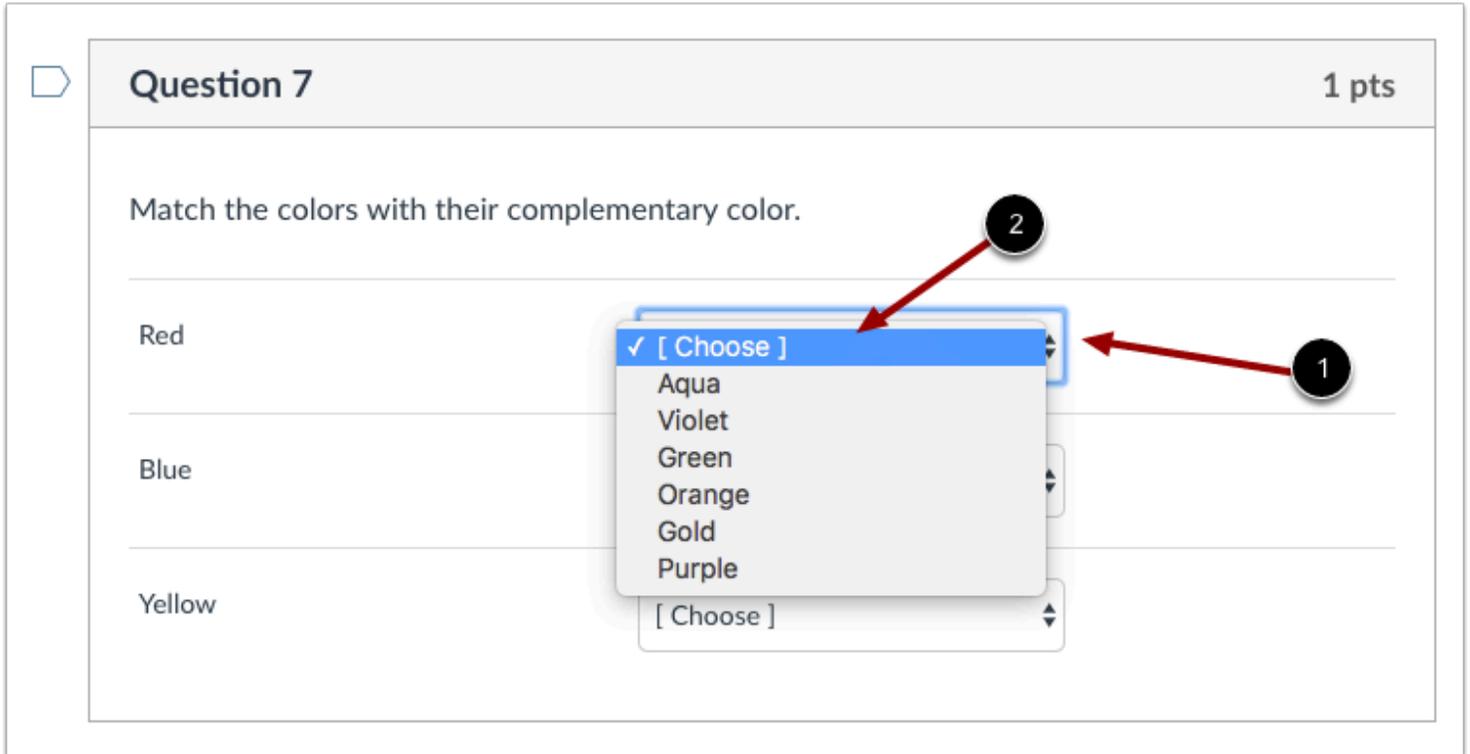
Question 9 1 pts

Simplify

What is $5 + (2 - (4 * 12))$?

To answer a formula question, click the text box and type your answer.

Matching Question



Question 7 1 pts

Match the colors with their complementary color.

Red

Blue

Yellow

[Choose]
Aqua
Violet
Green
Orange
Gold
Purple
[Choose]

To answer a matching question, click the drop-down menu [1] and select your answer [2]. Continue until you have matched all the options.

Multiple Answers Question

 **Question 5** **1 pts**

What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America

1918

1931

1810

1814

To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].

Multiple Choice Question

Question 1 1 pts

How much time should you spend on your online course each week in order to understand the concepts?

However long it takes

At least 3 hours

30 minutes

1-2 hours

To answer a multiple choice question, click the radio button next to the answer.

Multiple Dropdowns Question

Question 6 1 pts

The opposite of is

To answer a multiple drop-down question, click the the drop-down menu and select your answer. Continue until you have answered all parts of the question.

Numerical Answer Question

 **Question 8** 1 pts

A boulder weights 180x tons. Find the weight of 6 boulders.

To answer a numerical question, click the text box and type your answer.

True/False Question

 **Question 2** 1 pts

George Washington is the only president to have a state named after him.

True

False

To answer a true/false question, click the radio button next to the answer.

How do I answer each type of question in New Quizzes?

You can answer a variety of question types in a quiz in New Quizzes.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, refer to our guide on how to [answer each type of question in a quiz](#).

Categorization Question

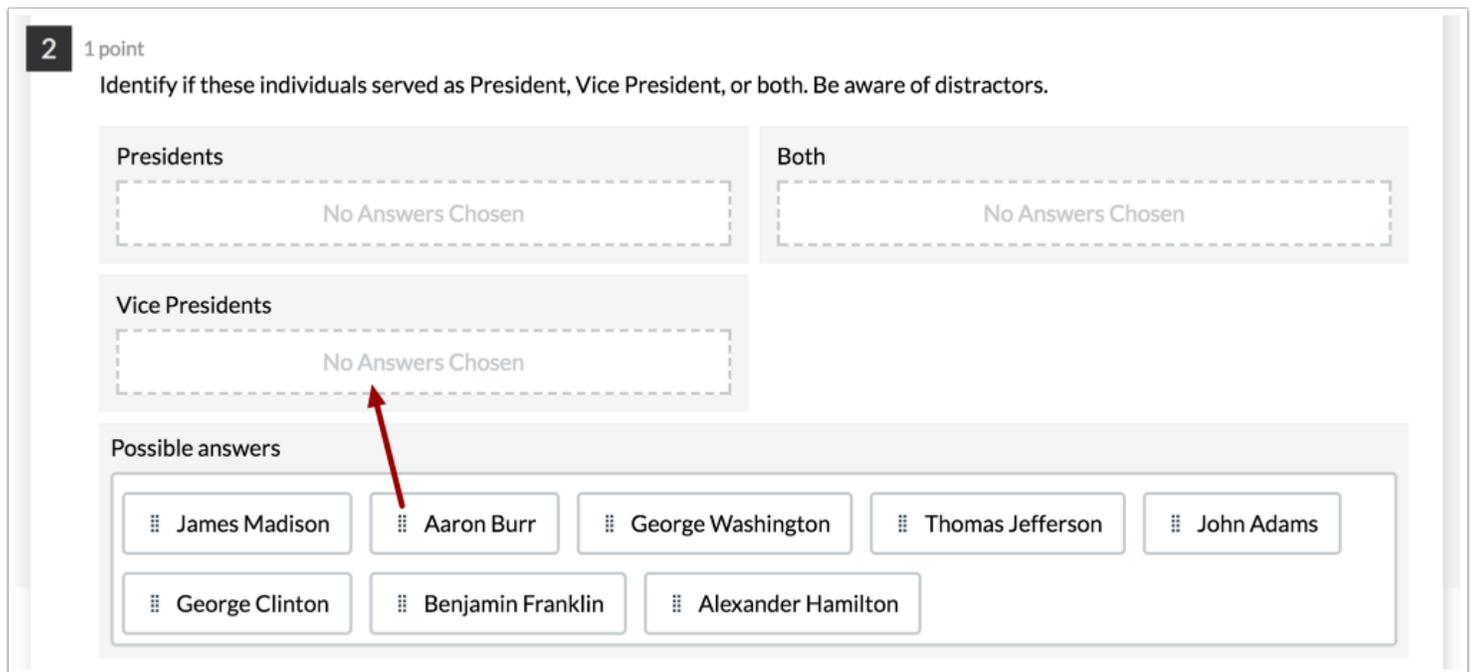
2 1 point

Identify if these individuals served as President, Vice President, or both. Be aware of distractors.

Presidents No Answers Chosen	Both No Answers Chosen
Vice Presidents No Answers Chosen	

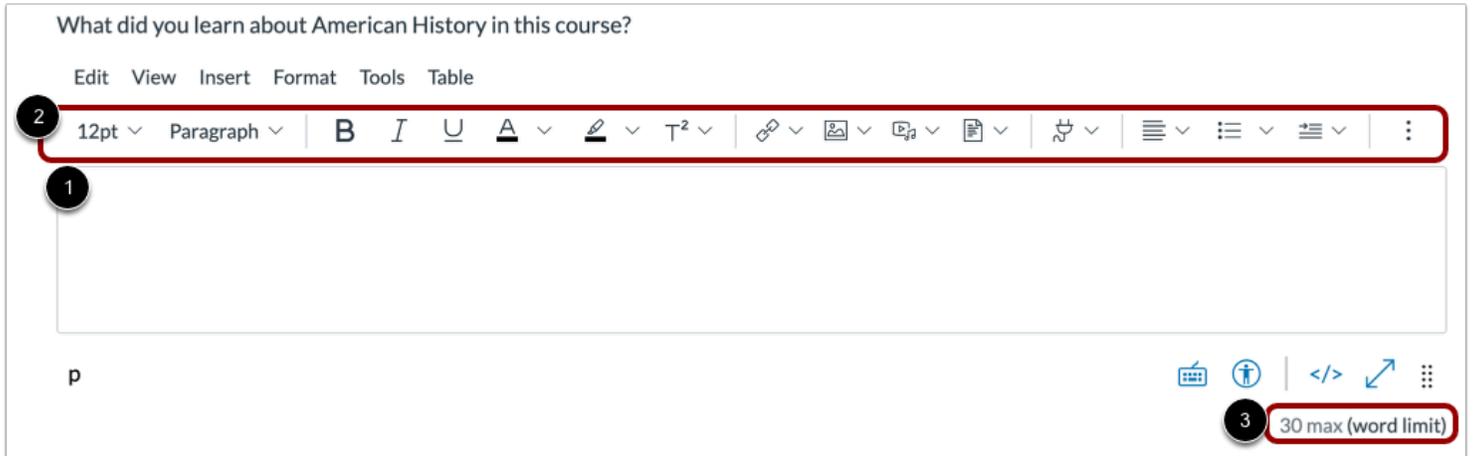
Possible answers

- James Madison
- Aaron Burr
- George Washington
- Thomas Jefferson
- John Adams
- George Clinton
- Benjamin Franklin
- Alexander Hamilton



To answer a Categorization question, drag and drop the possible answers in the matching category.

Essay Question



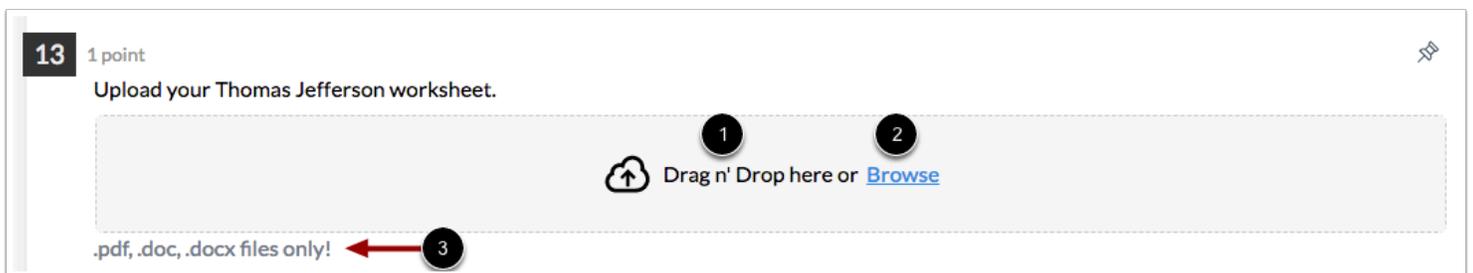
To answer an Essay question, click the text box [1] and type your content. Content can be formatted through the [Rich Content Editor](#) [2].

Your essay may also include a minimum and/or maximum word count [3].

Notes:

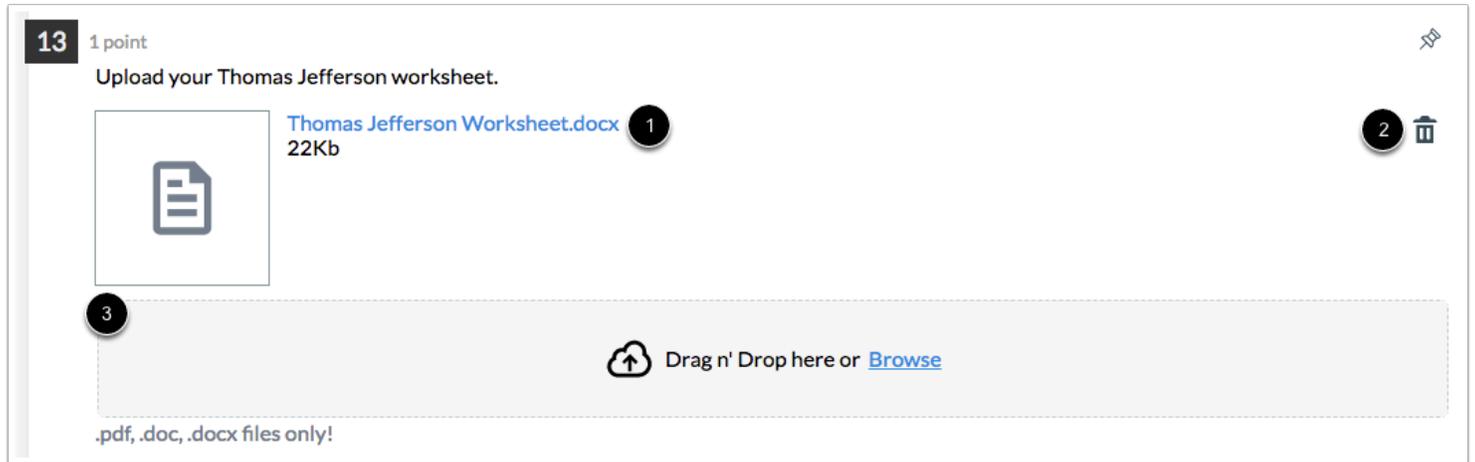
- When the [Disable Document Uploads setting](#) is turned on for a quiz, you can't use the Insert Media or Insert Document options in the Rich Content Editor.
- This setting is controlled by your instructor and is turned off by default.

File Upload Question



To answer a File Upload question, drag and drop the file [1] or select a file by clicking the **Browse** link [2].

If your instructor has limited the file types that can be uploaded, you can view the allowed file types for the question [3].

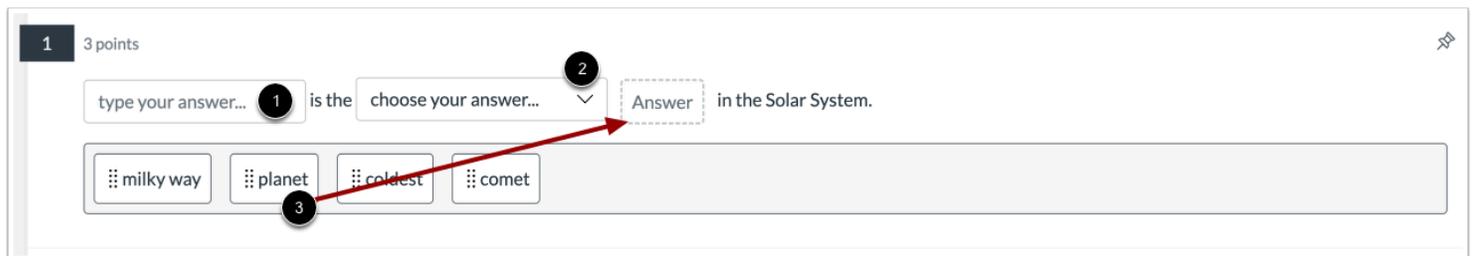


View your uploaded file [1]. To delete the file, click the **Delete** icon [2].

If your instructor allows multiple file uploads, you can upload additional files [3].

Note: If the option to upload a new file is not displayed, you have reached the file upload limit.

Fill in the Blank Question



Fill in the Blank questions include three answer types: text entry, drop-down, and drag and drop. To answer a text entry question, type your answer in the **Answer** field [1]. To answer a drop-down question, click the drop-down menu [2] and select the option that answers your question.

To answer a drag and drop question, drag your answer to the answer field [3].

Formula Question

1 1 point 

The average blue whale weighs 300,000 pounds. Calculate the weight of 7 whales.

2,100,000

To answer a Formula question, enter your response in the text box.

Hot Spot Question

6 1 point

Locate Thomas Jefferson in the image below.



To answer a Hot Spot question, click the area of the image that answers the question.

Alternatively, press the **S** key and then use the **Arrow** keys to adjust the position of the pointer. To save your answer, press the **D** key.

Note: You can select multiple hotspots, and your attempts are limited to the number of hotspots set by your instructor.

Matching Question

1 1 point

Match the state to its capital.

1 Delaware	_____	2 ▾
New Jersey	_____	▾
Maryland	_____	▾

To answer a Matching question, view the question [1]. Then click the drop-down menu to select the matching answer [2].

Multiple Answer Question

8 1 point

Which of these states were part of the original 13 colonies.

- North Carolina
- Vermont
- New Hampshire
- Utah

To answer a Multiple Answer question, click the checkboxes next to all applicable answers.

Multiple Choice Question

3 1 point

How much time should you spend on your online course each week in order to understand the concepts?

30 minutes

1 1-2 hours

At least 3 hours

However long it takes

2 [Clear my selection](#)

To answer a Multiple Choice question, click the button next to the answer [1]. You can clear your selection to leave the question unanswered by clicking **Clear my selection** [2].

Numeric Question

8 1 point

How many British colonies declared independence in 1776?

Type your answer... **1**

2  

To answer a Numeric question, type the answer in the **Answer** field [1] or use the arrow keys to increase or decrease the answer [2].

To answer a Numeric question in scientific notation, use the following format: $m*10^n$, where m represents the coefficient, the asterisk represents the multiplication function, and n represents the exponent.

Note: Your institution may set the decimal and thousand separator for numeric questions in new Quizzes.

Ordering Question

5 1 point

Place the US colonies in the order they ratified the U.S. Constitution.

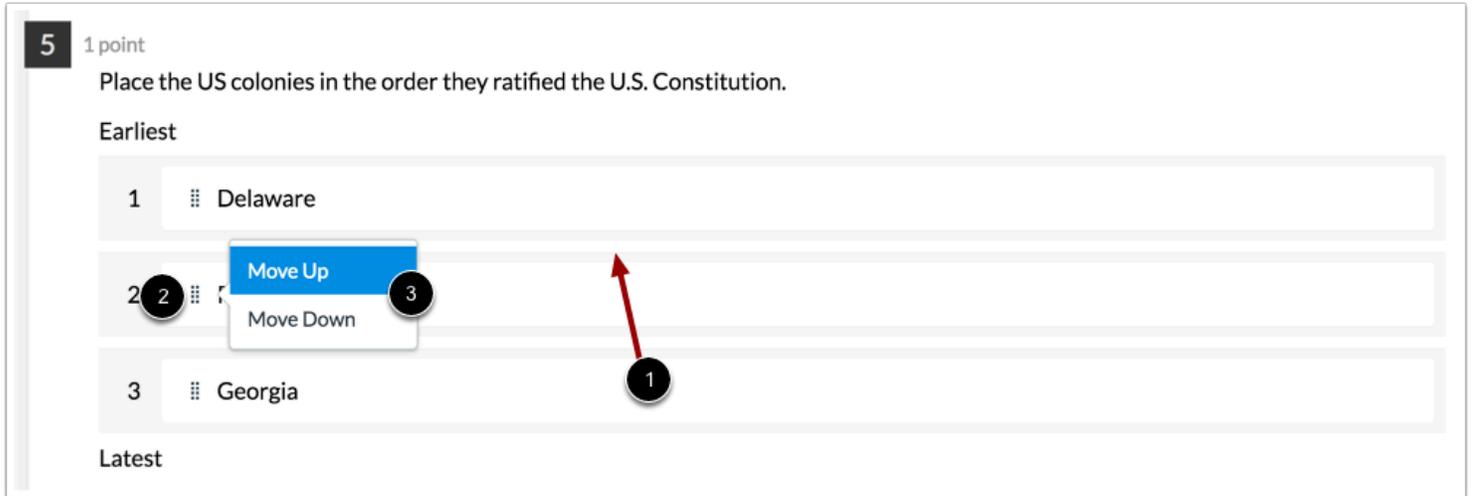
Earliest

1 :: Delaware

2 :: Move Up Move Down 3

3 :: Georgia

Latest



To answer an Ordering question, drag and drop the items in the correct order [1]. You can also click the **Move** icon [2] and move an item up or down [3].

Stimulus Question

Declaration of Independence

1



10 1 point

2 The Declaration of Independence includes the signatures of 56 delegates.

True

False

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ac cursus augue. Donec sed molestie arcu. Mauris eget ante consequat, molestie est quis, consectetur lacus. Morbi eu libero nunc. In dui leo, viverra eu gravida sed, porta ut nisl. Vestibulum quis elementum elit. Morbi non neque turpis. Cras viverra finibus felis, a mollis mauris finibus sed. Interdum et malesuada fames ac ante ipsum primis in faucibus. Vivamus porttitor, arcu id cursus cursus, mauris lorem pretium urna, quis volutpat odio nibh eget nisl. Sed nec blandit lorem, ut imperdiet nibh. Vivamus mollis nibh sed massa facilisis, ac sollicitudin orci malesuada. Suspendisse potenti. Maecenas et mi hendrerit, egestas mauris sed, cursus ligula. Duis sodales a urna in luctus.

To answer a question that includes content, view the content [1] to answer the related question(s) [2]. Associated questions can be any of the other questions available in New Quizzes.

True or False Question

9 1 point

The 1st Continental Congress met in Philadelphia.

→ True

False

To answer a True or False question, click the button next to the answer.

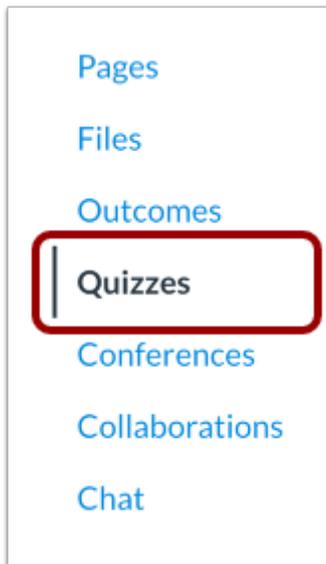
How do I resume a quiz that I already started taking?

You can resume a quiz you previously started.

Note:

- If you navigate away from an unfinished timed quiz, the timer will continue running and the quiz will autosubmit when time runs out.
- If your instructor changes the due date of a quiz that you have already begun, the quiz will auto-submit based on the date and time of the original due date.

Open Quizzes



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

Open Quiz

▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 10 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

 **History Overview**
Due Jun 8 at 11:59pm | 11 pts | 11 Questions

Find the quiz you would like to resume and click the title of the quiz.

Resume Quiz

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

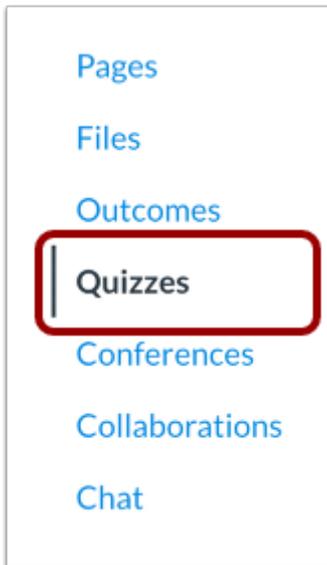
[Resume Quiz](#)

To resume the quiz, click the **Resume Quiz** button. The quiz will resume where you left off. When you are finished, you can [submit the quiz](#).

How do I submit a quiz?

[Learn how to submit a quiz in Canvas.](#)

Open Quizzes



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

Open Quiz

▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 10 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

 **History Overview**
Due Jun 8 at 11:59pm | 11 pts | 11 Questions

Click the quiz title to open quiz.

Take Quiz

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Take the Quiz](#)

Click the **Take the Quiz** button.

Resume Quiz

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Resume Quiz](#)

If you navigate away from the quiz, when you return to the quiz the button will show as **Resume Quiz**.

Submit Quiz

Quiz saved at 2:20pm [Submit Quiz](#)

Answer the questions in the quiz. [Learn how to view the quiz page.](#)

When you are finished, click the **Submit Quiz** button.

Unanswered Questions Warning

You have 2 unanswered questions (see the right sidebar for details).
Submit anyway?

2

Cancel

1

OK

If you have forgotten to answer some of the quiz questions, Canvas will confirm your submission before submitting the quiz. To submit the quiz anyway, click the **OK** button [1]. To return to the quiz, click the **Cancel** button [2].

View Results

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

Take the Quiz Again

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	19 minutes	4 out of 11 *

* Some questions not yet graded

Last Attempt Details:

Time: 19 minutes

Current Score: 4 out of 11 *

Kept Score: 4 out of 11

* Some questions not yet graded

1 More Attempt available

[Take the Quiz Again](#)

(Will keep the latest of all your scores)

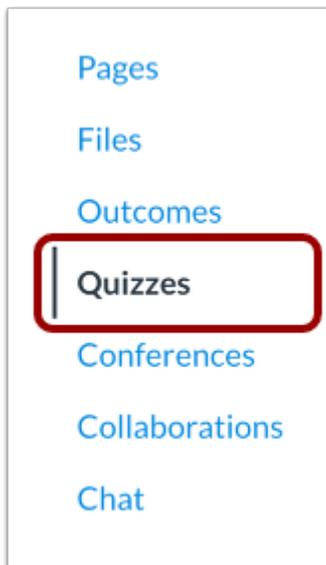
View the [quiz results](#) to find out your score.

How do I view quiz results as a student?

Quiz results are easy to read in Canvas. As a student, you can see different types of quiz results, depending on your instructor's preference.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with quiz results, please see [How do I view my quiz results as a student in New Quizzes?](#)

Open Quizzes



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

Open Quiz

▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 10 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

 **History Overview**
Due Jun 8 at 11:59pm | 11 pts | 11 Questions

Click the title of the quiz.

View Quiz Results

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
 Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

Take the Quiz Again

3 Last Attempt Details:

Time: 19 minutes

Current Score: 4 out of 11 *

Kept Score: 4 out of 11

* Some questions not yet graded

1 More Attempt available

Take the Quiz Again

(Will keep the latest of all your scores)

1 Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	19 minutes	4 out of 11 *

* Some questions not yet graded

2 ⓘ Correct answers are hidden.

Score for this attempt: 4 out of 11 *

Submitted Apr 10 at 9:10am

This attempt took 19 minutes.

Incorrect

➔

Question 1

0 / 1 pts

The quiz results screen consists of several areas:

1. Attempt History
2. Quiz Results
3. Submission Details

Unavailable Quiz Results

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Take the Quiz Again](#)

Your quiz has been muted

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

If your instructor has hidden your quiz grades, your results will be unavailable until grades are posted.

View Attempt History

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	19 minutes	4 out of 11 *

* Some questions not yet graded

Attempt History shows your latest quiz attempt, the time it took to take the quiz, and your score.

View Quiz Due

Q1 Quiz - the Presidents
Due: Wed Nov 13, 2024 5:00pm

Attempt 1 In Progress
NEXT UP: Submit Assignment Add Comment

Details
No additional details were added for this assignment.

Q1 Quiz - the Presidents

--:-- **11/13/2024 5:00 PM** ←

No Time Limit Due in 8 days

This assessment has unlimited attempts.

[Begin](#)

On the Quiz page, you can view the due time displayed alongside the due date when starting a New Quiz.

Attempt History with Repeated Quiz Attempts

Attempt History			
	Attempt	Time	Score
KEPT	Attempt 2	11 minutes	10 out of 11
LATEST	Attempt 2	11 minutes	10 out of 11
	Attempt 1	19 minutes	8 out of 11 *

* Some questions not yet graded

For repeated quiz attempts, the history will display the results of every attempt. Each attempt has a hyperlink that will display each quiz result, respectively.

View Quiz Results

Score for this attempt: **10** out of 11
Submitted Apr 10 at 9:32am
This attempt took 11 minutes.

Question 1	1 / 1 pts
-------------------	-----------

If your instructor allows, you can view the results of your quiz along with the correct answers. This view will also show your total score, the time and date it was submitted, and how long it took to complete the quiz.

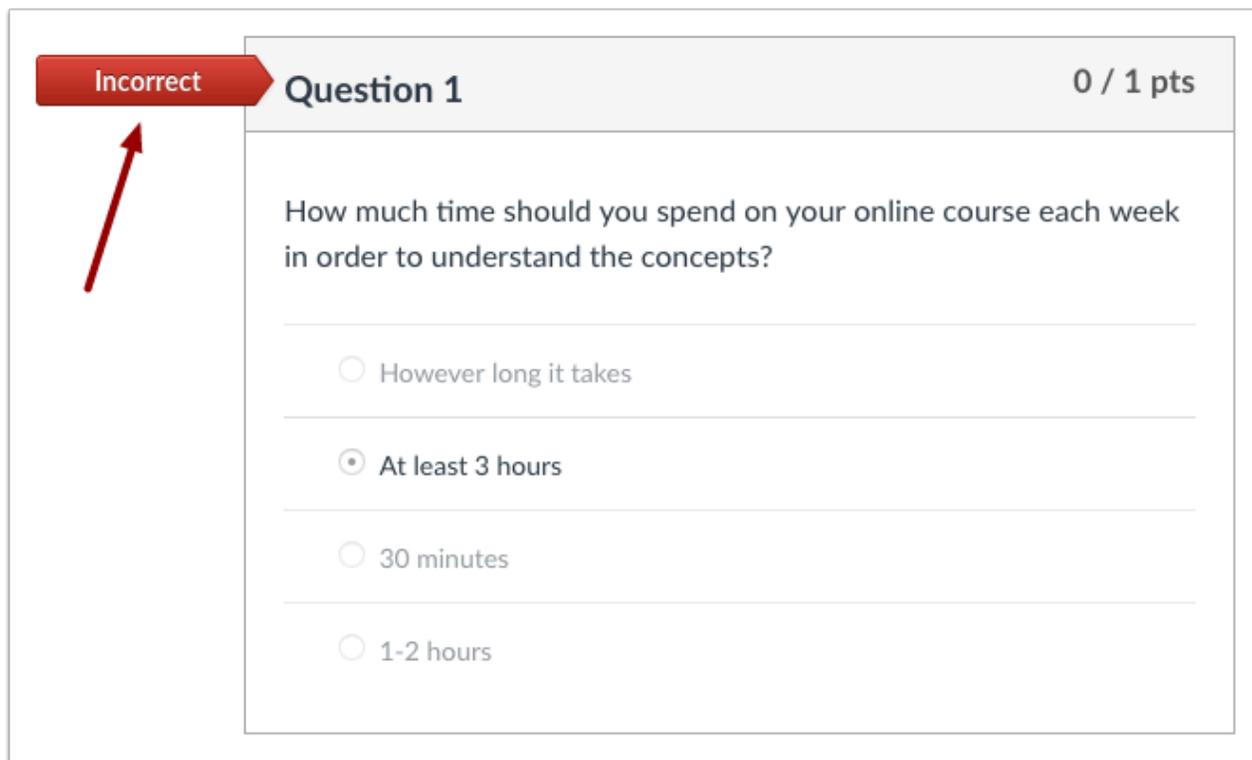
View Correct Answers

	Question 5	0 / 1 pts
	What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America	
1	Correct!	<input checked="" type="checkbox"/> 1814
2	You Answered	<input checked="" type="checkbox"/> 1918
3	Correct Answer	<input type="checkbox"/> 1931
		<input type="checkbox"/> 1810

If your instructor allows you to see correct answers, the quiz results will display your answer along with the correct answer.

A correct answer that you marked will be indicated by a green flag [1]. A wrong answer will be indicated by a red flag pointing to your answer [2]. The correct answer will be indicated by a gray flag [3].

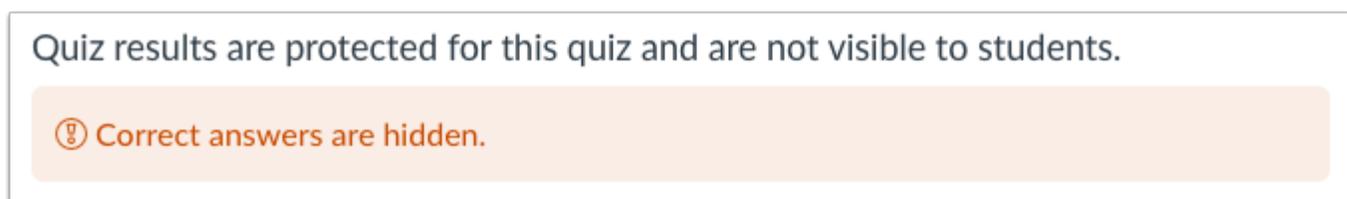
View Quiz Responses Only



The screenshot shows a quiz question interface. At the top left, a red arrow-shaped flag contains the word "Incorrect". To its right, the question is titled "Question 1" and is worth "0 / 1 pts". The question text asks, "How much time should you spend on your online course each week in order to understand the concepts?". Below the question are four radio button options: "However long it takes", "At least 3 hours", "30 minutes", and "1-2 hours". The "At least 3 hours" option is selected. A red arrow points from the "Incorrect" flag to the selected radio button.

If your instructor does not allow you to view correct answers, the quiz results will only display your responses and note whether they were correct or incorrect.

View Protected Quiz Results



The screenshot shows a message box with a light gray border. The text inside reads: "Quiz results are protected for this quiz and are not visible to students." Below this text is a light orange banner containing a red flag icon and the text "Correct answers are hidden."

Some instructors will not allow you to view your quiz results at all. This setting is common for quizzes that are allowed multiple attempts.

View Submission Details

Last Attempt Details:

Time: 12 minutes **1**

Current Score: 7 out of 21 * **2**

Kept Score: 20 out of 21 **3**

 * Some questions not yet graded

Submission Details is another way to view your quiz results. Displayed in the sidebar, submission details will show the time it took to take the quiz [1], your current score [2], and your kept score [3], which is the score that Canvas records in the Gradebook.

Note: If your current score includes an asterisk, some questions have not been graded by your instructor, such as essay and file upload questions. You can also view the status of your quiz on your [Grades page](#).

Submission Details with Repeated Quiz Attempts

Last Attempt Details:

Time: 12 minutes

1 Current Score: 7 out of 21 *

2 Kept Score: 20 out of 21

* Some questions not yet graded

5 Attempts so far
[🕒 View Previous Attempts](#)
Unlimited Attempts

3 [Take the Quiz Again](#)
(Will keep the highest of all your scores)

For repeated quiz attempts, the submission details will continue to display the current score [1] and the kept score [2]. However, in this case, the kept score is assigned by your instructor and can either be your latest quiz attempt score, the highest quiz score, or the average of all your scores. The kept score is indicated at the bottom of the submission detail area [3].

View Previous Attempts

Last Attempt Details:

Time: 12 minutes

Current Score: 7 out of 21 *

Kept Score: 20 out of 21

* Some questions not yet graded

5 Attempts so far 

[View Previous Attempts](#)

Unlimited Attempts

Take the Quiz Again

(Will keep the highest of all your scores)

You can also view previous attempts through the sidebar submission details. Click the **View Previous Attempts** link.

View Quiz Results for Previous Attempts

History Overview Results for Emily Boone

Quiz results are protected for this quiz and are not visible to students.

 Correct answers are hidden.

Score for this attempt: 20 out of 21 * 

Some questions not yet graded

Quiz Submissions

-  Attempt 1: 5.33
-  Attempt 2: 20  
-  Attempt 3: 1
-  Attempt 4: 0
-  Attempt 5: 7

This quiz has unlimited attempts

 [← Back to Quiz](#)

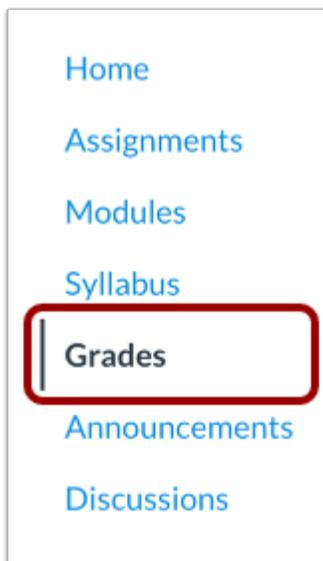
Each quiz attempt will be listed in the sidebar with a hyperlink to the quiz results. Click the attempt you wish to view [1]. The quiz results for that attempt will appear [2]. Keep in mind that the same settings will apply in the quiz results, meaning that you may only be able to view your responses or not view quiz results at all.

To return to the quiz, click the **Back to Quiz** link [3].

How do I view quiz comments from my instructor?

While grading your quiz, your instructor may leave comments for the whole quiz. You can view these comments on the [Grades page](#) and on the [Submission Details page](#).

Open Grades



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

View Quiz Comments

Grades for Emily Boone

Course: Introduction to the Solar System Arrange By: Due Date ▼ Apply

Name	Due	Status	Score
Pre-Test	Oct 3 by 11:59pm		/ 20
Mercury: Playing with Fire	Oct 5 by 7pm		- / 5
Quiz #1: Mercury	Oct 7 by 10:59pm		5 / 6 🗉 1

Feedback ✕

Attempt 1 Feedback: 🗉

Dec 8 at 9:56am ●

2 Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

3 - Doug Roberts

Locate the quiz and click the **Comment** icon [1].

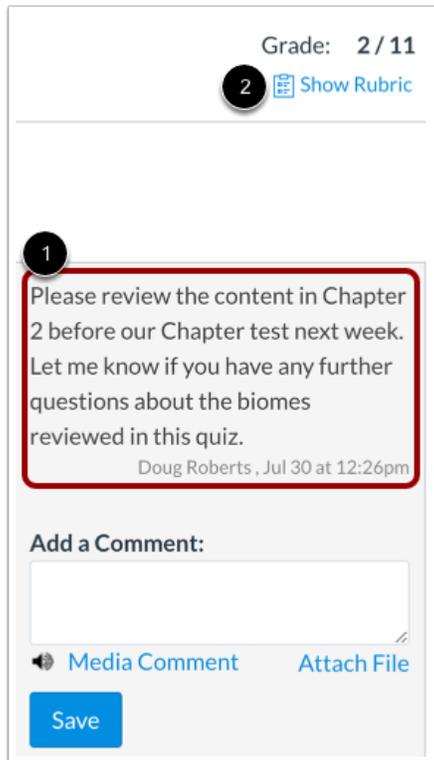
View the comments in the assignment [2]. You can also view the author [3].

Open Quiz

Mercury: Playing with Fire	Oct 5 by 7pm	- / 5	
Quiz #1: Mercury	Oct 7 by 10:59pm	5 / 6	🗉 1
Venus: A Long Day12	Oct 11 by 11:59pm	- / 5	

Your quiz submission also displays comments. Click the title of the quiz.

View Comments



Grade: 2 / 11

2 [Show Rubric](#)

1

Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts, Jul 30 at 12:26pm

Add a Comment:

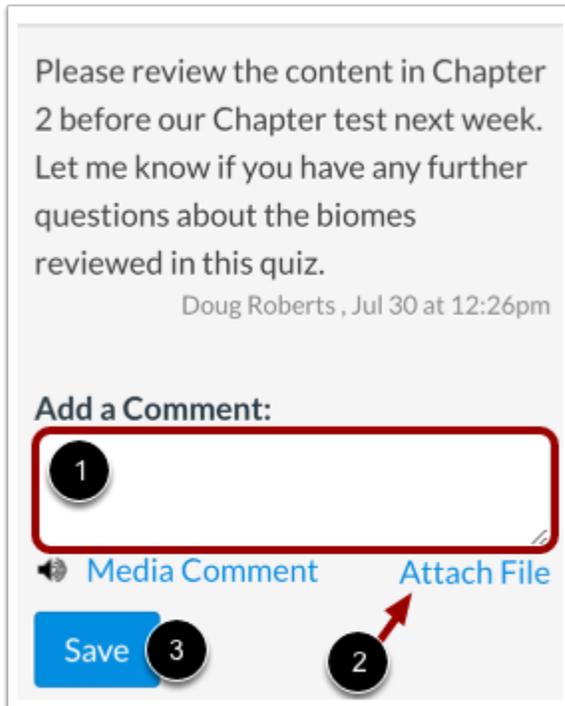
[Media Comment](#) [Attach File](#)

Save

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

If your quiz includes a rubric [2], your instructor may also leave comments in the rubric.

Add Comments



Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts , Jul 30 at 12:26pm

Add a Comment:

1

Media Comment Attach File

Save 3 2

You can add comments to your assignment submission. Type your comment in the **Add a Comment** field [1].

To attach a file to your comment, click the **Attach File** link [2].

To submit your comment, click the **Save** button [3].

View Feedback

Question 2 1 / 1 pts

A tub holds 5000 liters of water. The tub is filled with 4000 liters of water. An object with a volume of 1100 liters, a mass of 60 kilograms, and a height of 120 cm is dropped into the tub.

Given these parameters, the water in the tub will not overflow.

True

False

1

Additional Comments:

Great job!

If your instructor has added general feedback to a question or specific feedback to an answer, you can view that feedback in your quiz results [1].

Add Media Comment

Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts , Jul 30 at 12:26pm

Add a Comment:

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

[Save](#)

To add a media comment to your submission, click the **Media Comment** link. You can [record a video](#) or [record an audio](#) comment to send to your instructor.

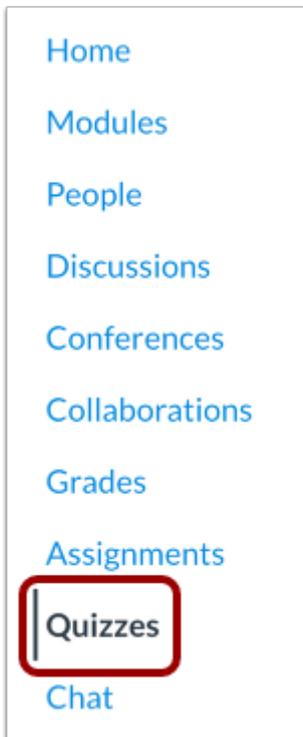
How do I view my quiz results as a student in New Quizzes?

Once you have [taken a quiz](#), you can view your quiz results for any quiz created in New Quizzes. You can also view feedback left by your instructor for specific answers.

Notes:

- If your quiz results are different from the images in this lesson, your instructor has restricted view of the results page. Instructors can select to hide points awarded, points possible, quiz items, correct and incorrect indicators, and feedback.
- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see [How do I view quiz results as a student?](#)
- If you attempt to access New Quizzes after the deadline, you will find a locked assignment page instead.

Open Quizzes



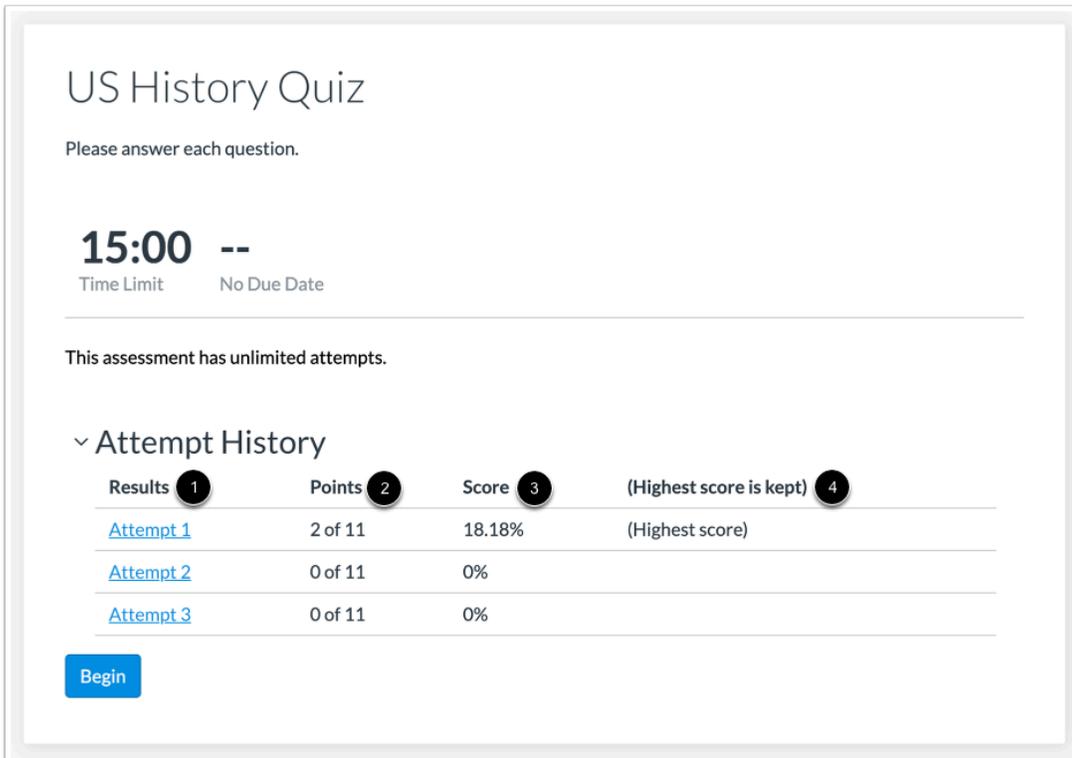
In Course Navigation, click the **Quizzes** link.

Open Quiz



To open a quiz, click the title of the quiz.

View Attempt History



US History Quiz

Please answer each question.

15:00 --
Time Limit No Due Date

This assessment has unlimited attempts.

∨ Attempt History

Results ¹	Points ²	Score ³	(Highest score is kept) ⁴
Attempt 1	2 of 11	18.18%	(Highest score)
Attempt 2	0 of 11	0%	
Attempt 3	0 of 11	0%	

[Begin](#)

You can view the attempt history for each attempt you've completed for a quiz [1]. The Attempt History table includes the points [2] and score [3] earned for each attempt. You can also view which of your scores will be added to your grades [4].

Notes:

- If you cannot view points in your quiz results, your instructor has hidden points awarded and/or points possible.
- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see [How do I view quiz results as a student?](#)

Open Results

v Attempt History			
Results	Points	Score	(Highest score is kept)
Attempt 1 ←	2 of 11	18.18%	(Highest score)
Attempt 2	0 of 11	0%	
Attempt 3	0 of 11	0%	

To open results for an attempt, click the link for that attempt.

View Results

Results

Emily Boone – 1st Attempt

i 2 questions require grading



18.18%

2

Out of 11 points

01:15

Time for this attempt

This assessment has unlimited attempts. Take Now

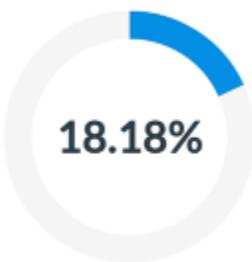
∨ Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	2 of 11	18.18%	(Highest score)
Attempt 2	0 of 11	0%	
Attempt 3	0 of 11	0%	

View the results for your quiz.

View Grading Message

i 2 questions require grading



18.18%

2

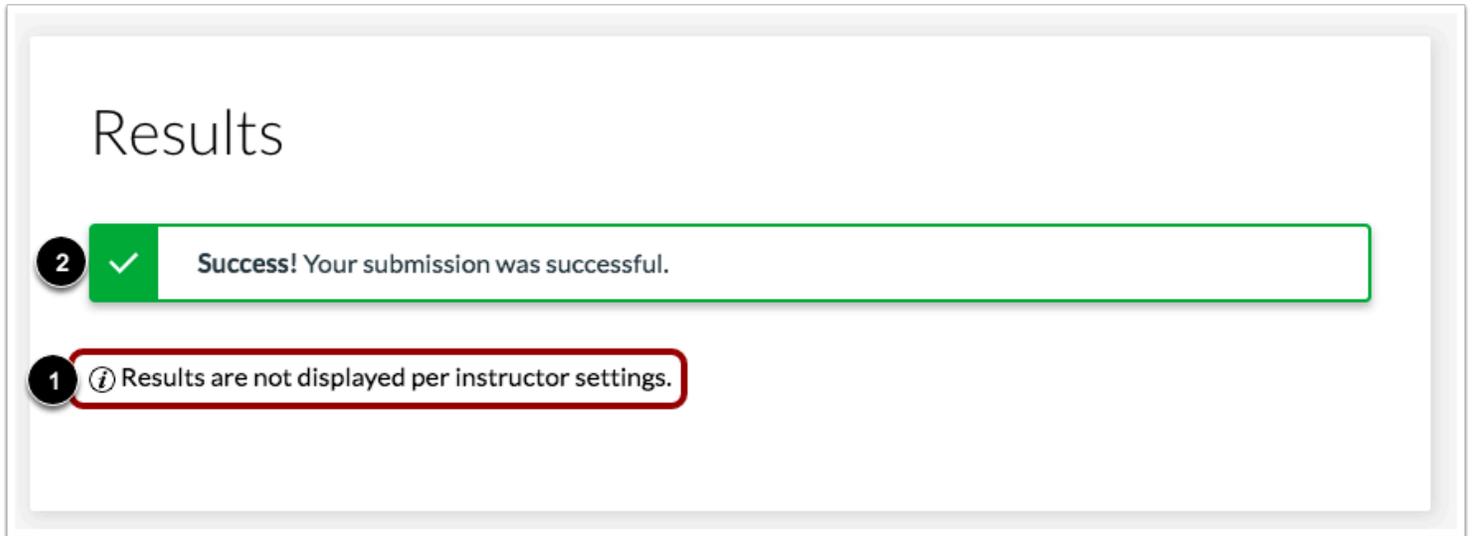
Out of 11 points

01:15

Time for this attempt

If any of your quiz questions require instructor grading, a notification displays in the Results page.

View Results Restriction Message



Results

2 ✓ Success! Your submission was successful.

1 ⓘ Results are not displayed per instructor settings.

If you cannot view your results, your instructor has restricted view of the results page [1]. You can still view if your quiz submission was successful or not [2].

View Answers

2 0 / 1 point **1**

Identify if these individuals served as President, Vice President, or both. Be aware of distractors.

Uncategorized answers

2 ✓ Benjamin Franklin ✓ Alexander Hamilton

Presidents

✓ George Washington ✓ James Madison

3 ✗ Thomas Jefferson

Correct Answer: Both ← **4**

Both

✓ John Adams

Vice Presidents

✓ George Clinton ✓ Aaron Burr

You can view the total points earned for each question [1].

Correct answers are indicated by a **green checkmark** icon [2]. Incorrect answers are indicated by a **red X** icon [3]. Incorrect answers include the solution for the correct response [4].

Note: If you cannot view answers for quiz items, your instructor has hidden quiz items or correct/incorrect indicators.

View Feedback

7

0 / 1 point

Which of the states were part of the original 13 colonies?

✕
 Vermont

Selected Answer - Incorrect

✓
 New Hampshire

✓
 North Carolina

All of the above

Incorrect Feedback

Vermont was the 14th state to join the Union.

If your instructor has added feedback to a question, you can view that feedback in your quiz results.

View Submission Details

What is a Laboratory Notebook

Due Sep 23 by 12:59am Points 16 Submitting an external tool Available Sep 22 at 12am - Sep 24 at 11:59pm

This assignment was locked Sep 24 at 11:59pm.
No additional details were added for this assignment.

Criteria	Ratings			Pts
Quiz Outcome Completes quiz questions and receives a passing grade.	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 pts
Total Points: 5				

Submission

Submission Details

Grade:
(16 pts possible)
Graded Anonymously: no

Comments:
No Comments

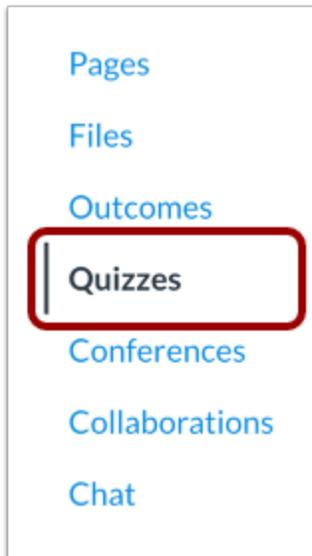
To see the New Quiz results that are closed due to availability dates, click the **Submission Details** link.

How do I know if I can retake a quiz?

Some instructors will allow you to retake a quiz. The quiz will show you if you are allowed more attempts.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with retaking quizzes, please see [How do I know if I can retake a quiz in New Quizzes?](#)

Open Quizzes



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

Open Quiz

▼ Assignment Quizzes

 **The Bill of Rights Quiz**
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**
Available until Apr 10 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

 **History Overview**
Due Jun 8 at 11:59pm | 11 pts | 11 Questions

Click the quiz title to open the quiz you want to retake.

View Quiz

History Overview

Due Jun 8 at 11:59pm Points 11 Questions 11
Time Limit None Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Take the Quiz Again](#)

If you can retake the quiz, you will see **Take the Quiz Again** button. Click the button to retake the quiz.

Contact your instructor if you have problems accessing the quiz.

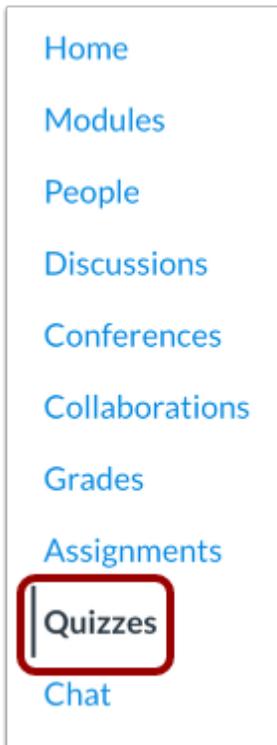
Note: You can see past attempts in your [quiz results](#).

How do I know if I can retake a quiz in New Quizzes?

Some instructors will allow you to retake a quiz. The quiz displays if you are allowed multiple attempts.

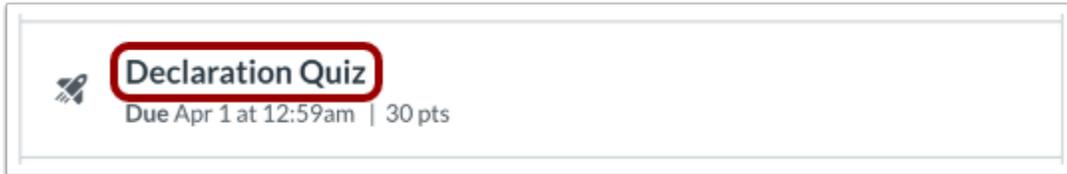
Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between quizzes created using Classic Quizzes and New Quizzes. For help retaking a classic quiz, see [How do I know if I can retake a quiz?](#)

Open Quizzes



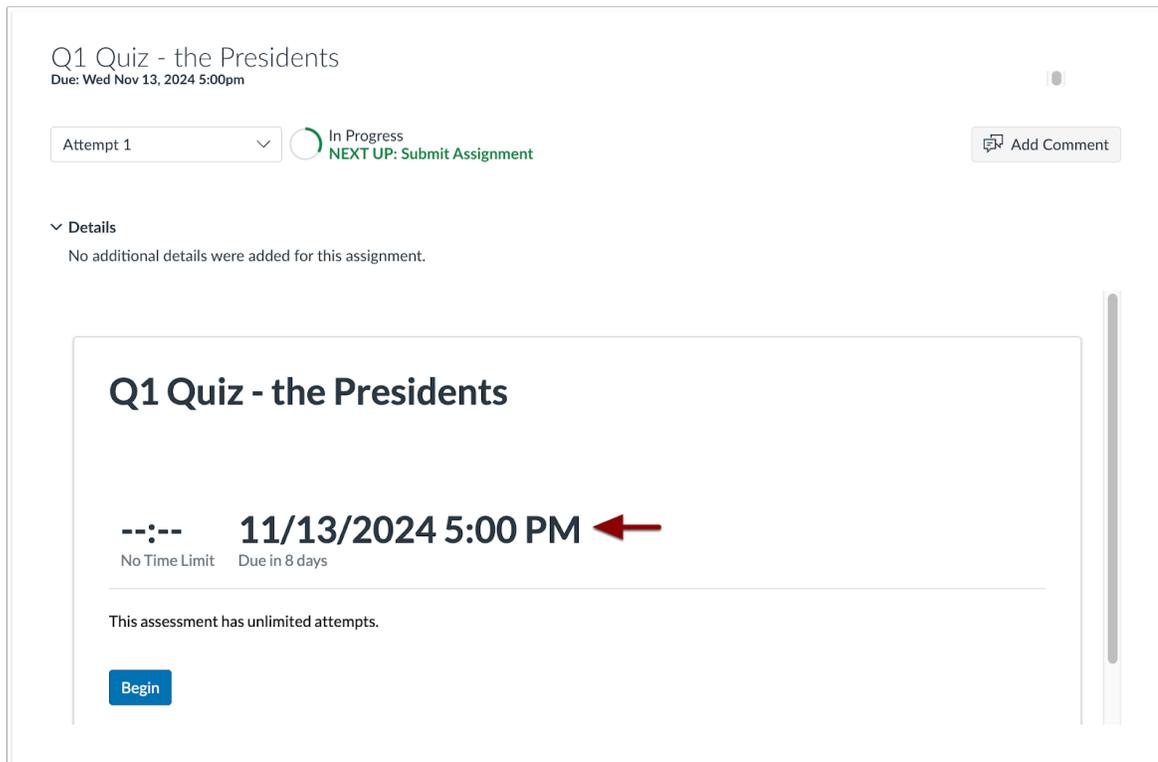
In Course Navigation, click the **Quizzes** link.

Open Quiz



To open a quiz, click the title of the quiz.

View Quiz Due Date and Time

A screenshot of the Canvas quiz page for 'Q1 Quiz - the Presidents'. The page title is 'Q1 Quiz - the Presidents' with a subtitle 'Due: Wed Nov 13, 2024 5:00pm'. Below the title is a dropdown menu set to 'Attempt 1' and a status indicator 'In Progress' with a green circle and the text 'NEXT UP: Submit Assignment'. There is an 'Add Comment' button. A 'Details' section is expanded, showing 'No additional details were added for this assignment.' The main content area features the quiz title 'Q1 Quiz - the Presidents' and a large display of the due date and time: '11/13/2024 5:00 PM' with a red arrow pointing to it. Below this, it says 'No Time Limit' and 'Due in 8 days'. A note states 'This assessment has unlimited attempts.' and there is a blue 'Begin' button.

On the Quiz page, you can view the due time displayed alongside the due date when starting a New Quiz.

View Attempts

Declaration Quiz

Complete all quiz questions using the provided resources. This is not an open book or open notes quiz!

01:00:00 **4/1/2020**
Time Limit Due in 2 days

1 2 of 3 attempts taken. This will be your 3rd attempt.

∨ Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	9 of 15	60%	(Highest score)
Attempt 2	9 of 15	60%	

2 [Begin](#)

View the number of attempts you have taken [1]. To retake a quiz, click the **Begin** button [2].

Note: If the quiz displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. For help retaking a classic quiz, see [How do I know if I can retake a quiz?](#)

Declaration Quiz

Complete all quiz questions using the provided resources. This is not an open book or open notes quiz!

01:00:00 **4/1/2020**

Time Limit

Due in 2 days



You have used all attempts for this assessment. 

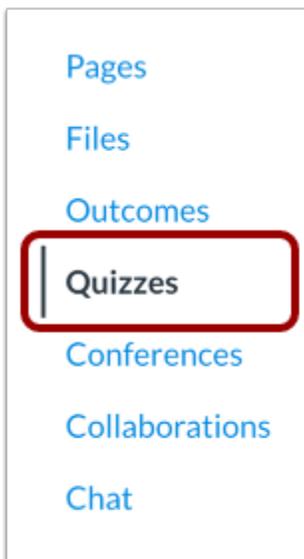
If you have no attempts remaining, a warning message will appear on the quiz page.

How do I submit a survey?

Your instructor may assign you a survey to complete in your course. Surveys are non-graded quizzes that may be used to gather your opinion on a topic in your course.

Note: Surveys are not currently supported in New Quizzes.

Open Quizzes



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

Open Survey



Click the Survey title to open the Survey.

Take Survey

Class Survey

Due No due date Points 10 Questions 2 Time Limit None
Allowed Attempts Unlimited

Instructions

Please take this survey about your experience in this online course.

[Take the Survey](#)

Click the **Take the Survey** button.

Complete Survey

Class Survey

Started: Jul 10 at 2:41pm

Quiz Instructions

Please take this survey about your experience in this online course.

Question 1 1 pts

Please rate your agreement with the following statements.

Course expectations were clearly defined	<input type="text" value="[Select]"/>
My instructor provided helpful feedback on my course work	<input type="text" value="[Select]"/>
My instructor answered my questions in a timely manner	<input type="text" value="[Select]"/>

Answer the questions available.

Submit Survey

Quiz saved at 2:42pm

Click the **Submit Quiz** button.