

CANVAS INSTRUCTOR QUICKSTART GUIDE



canvas
BY INSTRUCTURE

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Get Started with Canvas

How do I log in to Canvas?

To log into your Canvas account, simply enter your Canvas-registered email address and associated password into the corresponding fields of your institution's Canvas URL.

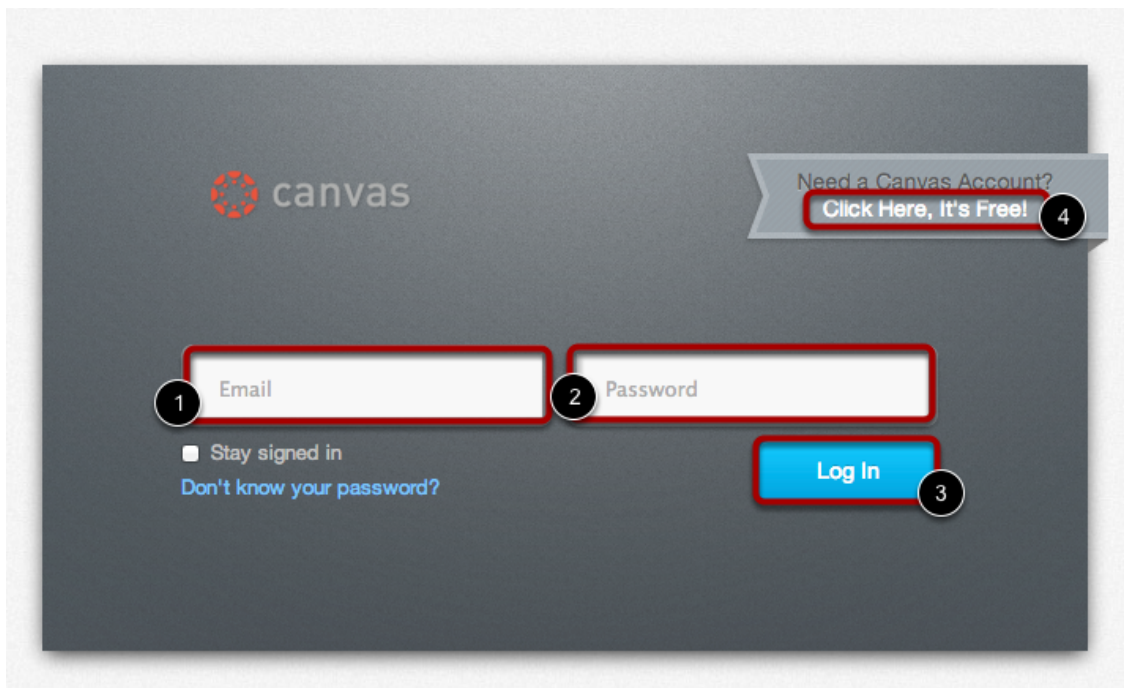
Note: Students need to be invited or enrolled through an institution to access a Canvas course.

Log In to Canvas

 <https://canvas.instructure.com/login>

Log in by typing your institution's Canvas URL or learn.canvas.net for Canvas Network courses in a browser address bar.

Enter Login Information



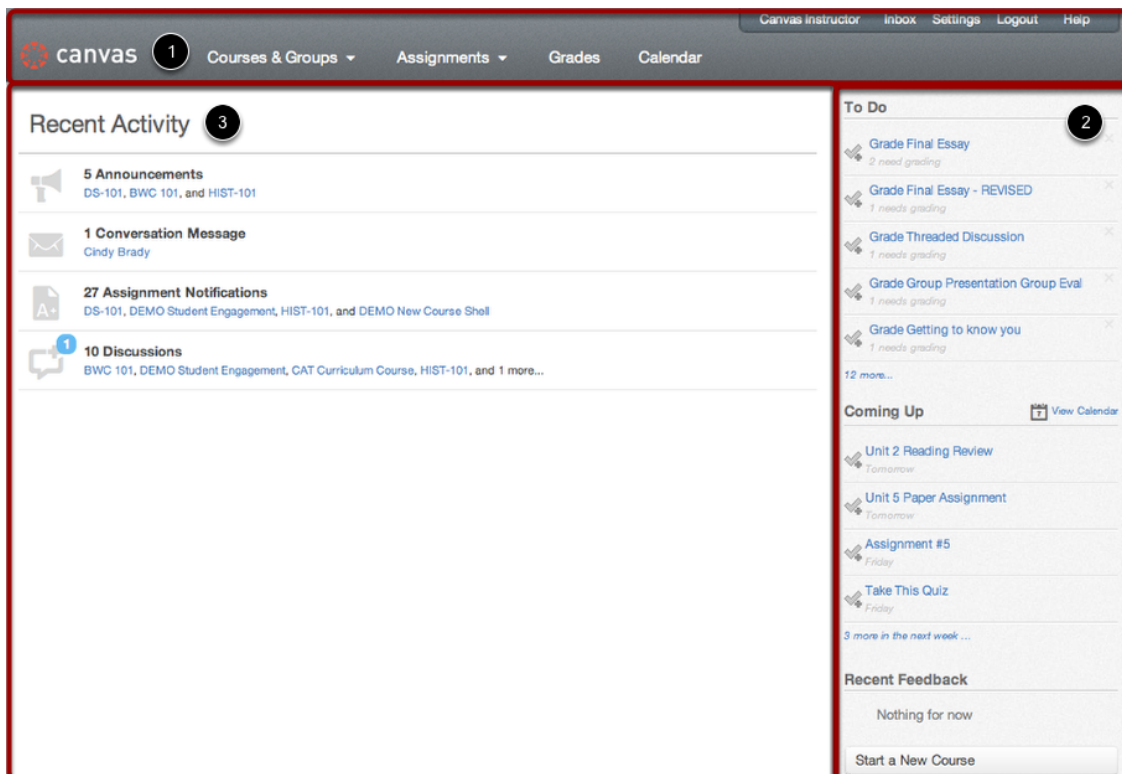
Enter your email address [1] and password [2]. Click the **Log In** button [3].

Note: If you need free Canvas account, click the **Click Here, It's Free!** link [4] and [learn how to sign up for free](#). The free Canvas account is for instructors who are not already using Canvas through their institution.

What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

The Canvas Dashboard

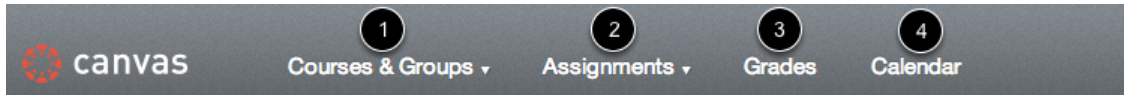


The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"

Global Navigation

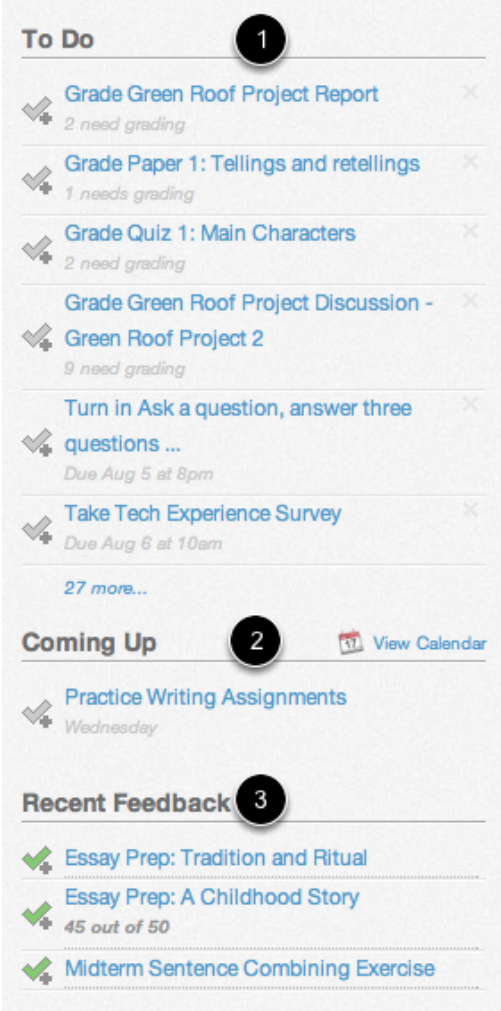


The Global Navigation directs users to menus or pages that display:

1. all of a user's courses and groups,
2. all of a user's assignments,
3. a grade summary page, and
4. the Calendar.

These four menus and pages will display different items depending on whether you are a student or an instructor. Under Assignments, for example, Instructors will see assignments that need to be graded and students will see assignments that need to be turned in.

Sidebar



The screenshot shows the Canvas sidebar with three main sections:





- To Do** (1): A list of assignments with checkmarks and 'x' icons. Items include 'Grade Green Roof Project Report' (2 need grading), 'Grade Paper 1: Tellings and retellings' (1 needs grading), 'Grade Quiz 1: Main Characters' (2 need grading), 'Grade Green Roof Project Discussion - Green Roof Project 2' (9 need grading), 'Turn in Ask a question, answer three questions ...' (Due Aug 5 at 8pm), and 'Take Tech Experience Survey' (Due Aug 6 at 10am). A '27 more...' link is at the bottom.
- Coming Up** (2): A section with a calendar icon and 'View Calendar' link. It contains 'Practice Writing Assignments' (Wednesday).
- Recent Feedback** (3): A section with green checkmarks and plus icons. It contains 'Essay Prep: Tradition and Ritual', 'Essay Prep: A Childhood Story' (45 out of 50), and 'Midterm Sentence Combining Exercise'.

The Sidebar contains three helpful feeds:

1. The **To Do** feed lists the next five assignments you need to turn in (if you are a student) or you need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click on the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. The **Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.

Global Stream

Recent Activity

-  **5 Announcements**
DS-101, BWC 101, and HIST-101 SHOW MORE ▾
-  **1 Conversation Message**
Cindy Brady
-  **27 Assignment Notifications**
DS-101, DEMO Student Engagement, HIST-101, and DEMO New Course Shell
-  **10 Discussions**
BWC 101, DEMO Student Engagement, CAT Curriculum Course, HIST-101, and 1 more...

The Global Stream contains a stream of recent activity from all of your courses. There are announcements, discussions, assignment notifications, and conversations. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. You can view the details of each section by hovering in the section area and clicking the **Show More** button.

Return to Dashboard



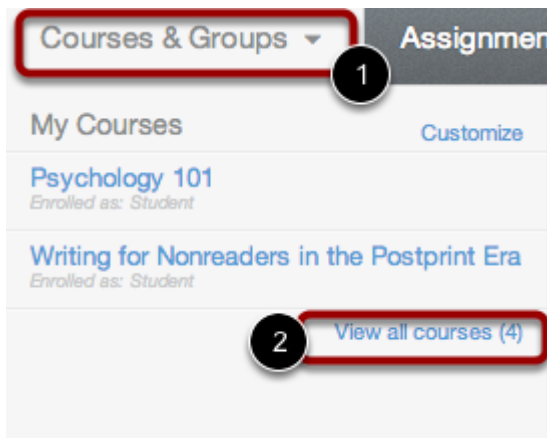
Click the Canvas logo in the Global Navigation to return to your Dashboard.

How do I view my courses?

You can view your current, past, and future enrollments in Canvas.

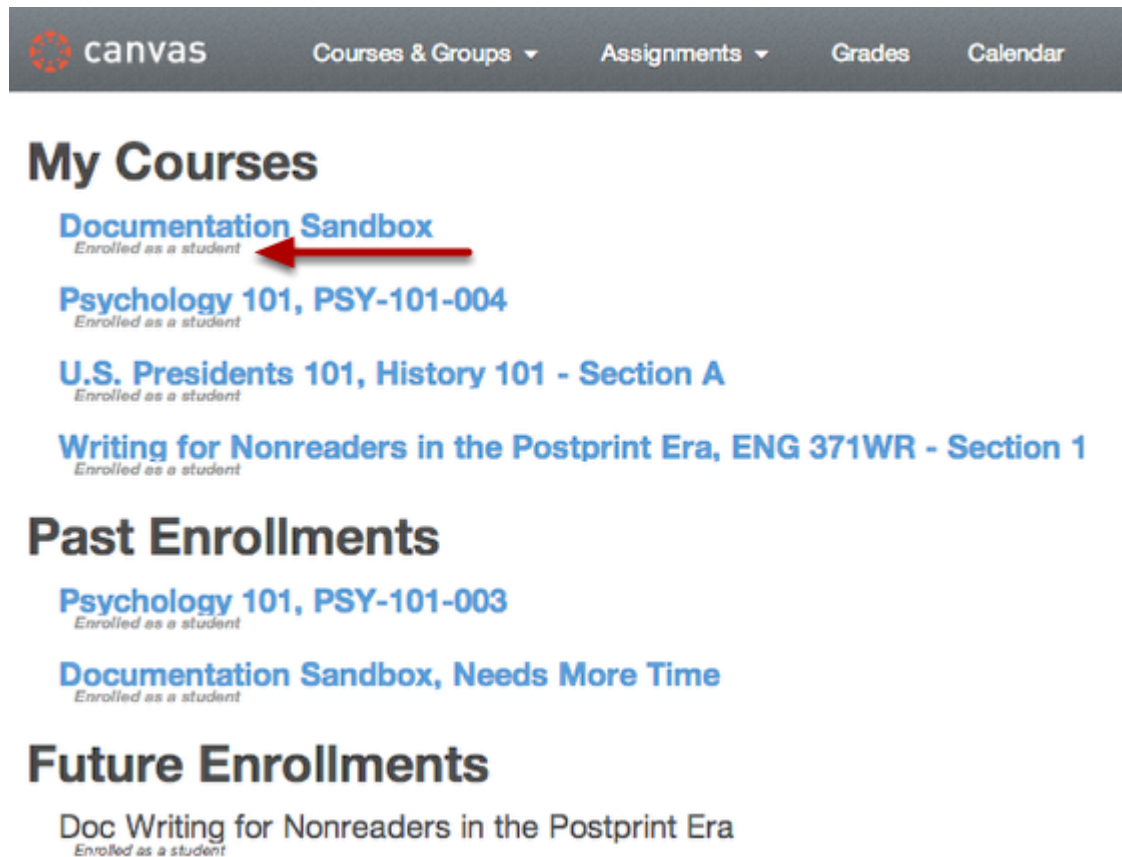
Note: Some institutions may disable the option for students to view Future Enrollments.

Open Courses



Hover over **Courses & Groups** in your Global Navigation [1], then click the **View all courses** link [2].

View Courses



My Courses

- Documentation Sandbox
Enrolled as a student
- Psychology 101, PSY-101-004
Enrolled as a student
- U.S. Presidents 101, History 101 - Section A
Enrolled as a student
- Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1
Enrolled as a student

Past Enrollments

- Psychology 101, PSY-101-003
Enrolled as a student
- Documentation Sandbox, Needs More Time
Enrolled as a student

Future Enrollments

- Doc Writing for Nonreaders in the Postprint Era
Enrolled as a student

Each course displays your enrollment status: student, teacher, TA, observer, or designer.

Courses are organized into three categories:

- My Courses are courses that are active and currently in progress.
- Past Enrollments are courses that have concluded and are archived as a read-only course. Past enrollees can view course material and grades but cannot submit any assignments.
- Future Enrollments are courses that you have enrolled in that have not yet started. Students cannot access these courses until they are published as active courses.

Note: Some institutions may disable the option for students to view Future Enrollments.

How do I navigate a Canvas course?

A Canvas course is divided into six main sections.

Canvas Course Navigation Overview



There are six main sections in a Canvas course:

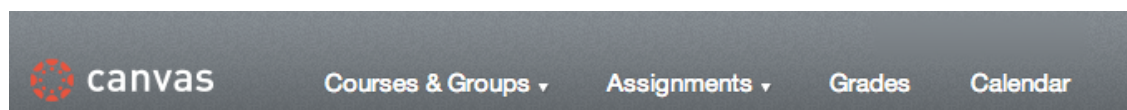
1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner

Course Navigation

HIST-101
Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Settings

The Course Navigation links help you get to where you want to go within a Canvas course. As an instructor, you can customize what links are shown in your course.

Global Navigation Menu



The Global Navigation menu helps you get to where you want to go across all of the Canvas courses you are enrolled in.

Help Corner



The Help Corner helps students contact the instructor or Canvas Support. It also provides places for user feedback and user ideas.

Breadcrumbs



The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.

Content Area

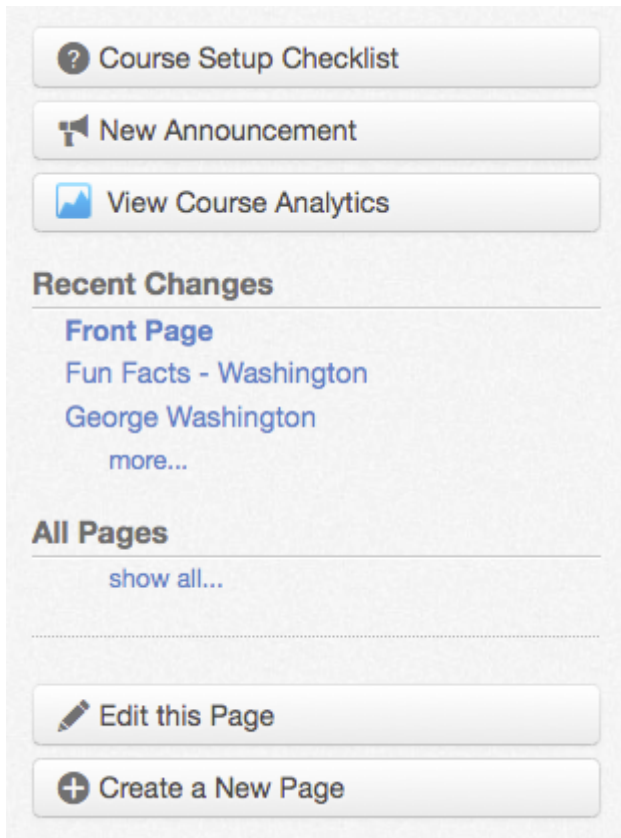
Welcome to U.S. Presidents 101!



Meet Your Instructor
About the Course
Modules

The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.

Sidebar



The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.

Customize Canvas

How do I access my personal Settings?

Personal settings differ from course settings.

If you want to view a video about personal settings, you can watch [Settings - Personal Settings and Profile Picture \(Video\)](#).

Locate Settings Link



By clicking on the **Settings** link in the Help Corner of the Canvas interface, users can

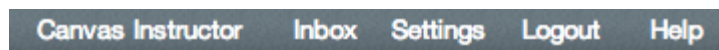
- add a Profile picture
- change their display name
- adjust Notification Preferences
- upload Files
- create ePortfolios
- adjust user settings

[Click here to return to the Profile & Personal Settings chapter.](#)

How do I set my Notification Preferences?

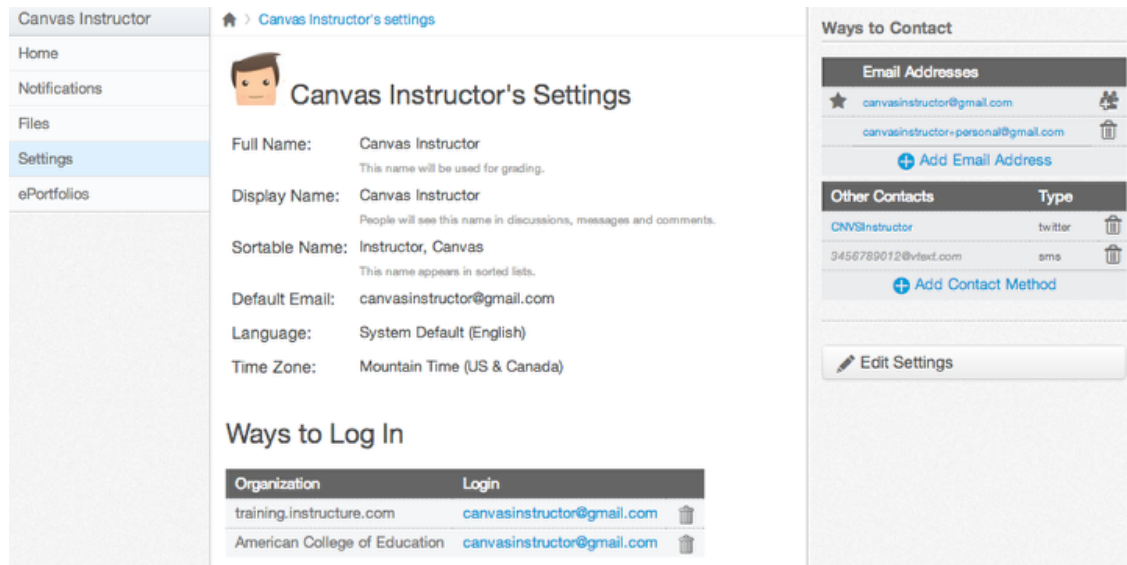
You can set each notification to your preference and it will apply to all of your courses.

Open Personal Settings



Click the **Settings** link.

View Settings



Canvas Instructor's Settings

Full Name: Canvas Instructor
This name will be used for grading.

Display Name: Canvas Instructor
People will see this name in discussions, messages and comments.

Sortable Name: Instructor, Canvas
This name appears in sorted lists.

Default Email: canvasinstructor@gmail.com

Language: System Default (English)

Time Zone: Mountain Time (US & Canada)

Organization	Login
training.instructure.com	canvasinstructor@gmail.com
American College of Education	canvasinstructor@gmail.com

Ways to Contact

Email Addresses

- ★ canvasinstructor@gmail.com
- canvasinstructor-personal@gmail.com
- + Add Email Address

Other Contacts

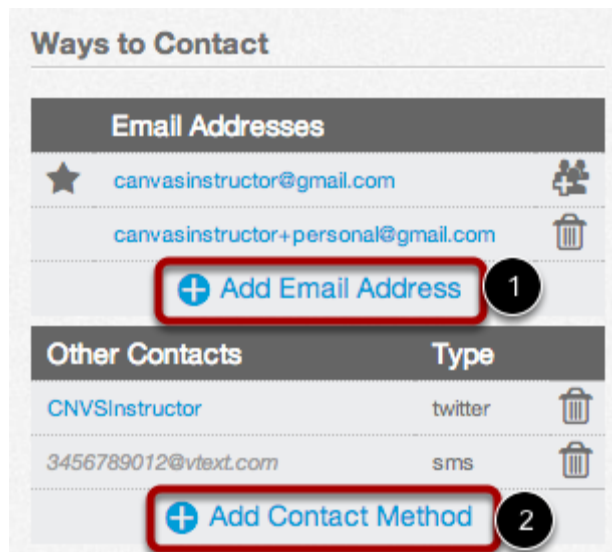
Other Contacts	Type
CNVSIInstructor	twitter
3456789012@vtext.com	sms

+ Add Contact Method

Edit Settings

After clicking the Settings link, you will be able to edit your personal settings.

Add Ways to Contact



Ways to Contact

Email Addresses

- ★ canvasinstructor@gmail.com
- canvasinstructor+personal@gmail.com
- + Add Email Address 1

Other Contacts

Other Contacts	Type
CNVSIInstructor	twitter
3456789012@vtext.com	sms

+ Add Contact Method 2

Before you can set your Notification Preferences, you will need to set the ways you want to be notified. Click the **Add Email Address** link to add additional emails to be contacted by [1]. Click the **Add Contact Method** link to add an SMS contact [2].

Link to Other Services

Registered Services



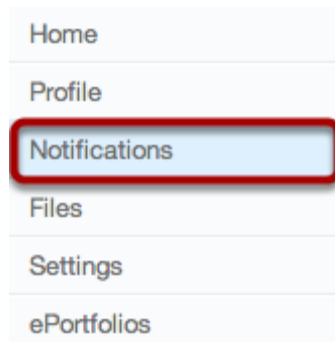
Other Services

Click any service below to register:



If you want to be contacted through Facebook or Twitter, you will need to link to those services. Register the external service by clicking the **[ServiceName]** button [1].

Open Notifications



Click the **Notifications** link.

View Notification Preferences

Notification Preferences

Course Activities	Email Address	Email Address
Due Date	📅 Weekly	
Grading Policies	✔ ASAP	
Course Content	✔ ASAP	
Files		
Announcement	🕒 Daily	
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	✔ ASAP	
All Submissions		
Late Grading	🕒 Daily	
Submission Comment		
<input type="checkbox"/> Mark new submission comments as read.	✔ ASAP	

Discussions		
Discussion Entry	✔ ASAP	
Discussion	✔ ASAP	

Communications		
Added To Conversation	✔ ASAP	
Conversation Message	✔ ASAP	

Scheduling		
Student Appointment Signups		
Appointment Signups	✔ ASAP	
Appointment Cancellations	✔ ASAP	
Appointment Availability	✔ ASAP	
Calendar		

Groups		
Membership Update	✔ ASAP	

Alerts		
Alert	🕒 Daily	
Administrative Notifications	✔ ASAP	

Your weekly notifications will be sent Friday between 11pm and 1am.

You will need to go through and set how you want to be notified for each type of alert. The notifications are divided up into six categories:






1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

View Weekly Notification Time

Your weekly notifications will be sent Friday between 11pm and 1am.

Here is an example of what the weekly notifications note will look like at the bottom of the page. It will give you a day and time when they will be sent. This varies between users.

Set Notification Preferences

Course Activities	Email Address canvasinstructor@gmail.com	Email Address canvasinstructor-personal@gmail.com
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.		

When you hover over a cell, four icons appear.

1. By selecting the **C**heckmark icon, you will be immediately notified of any change for the activity.
2. By selecting the **C**lock icon, you will be notified daily of any change for the activity.
3. By selecting the **C**alendar icon, you will be notified weekly of any change for the activity.
4. By selecting the **X** icon, you will remove the notification preference and will not be notified of any change for the activity.

Note: Each set notification preference will apply to all of your courses.

View Set Notification Preferences

Course Activities	Email Address	Email Address
	canvasinstructor@gmail.com	canvasinstructor+personal@gmail.com
Due Date	📅 Weekly	
Grading Policies	✓ ASAP	
Course Content	✓ ASAP	
Files 1		
Announcement	🕒 Daily	
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.		
Invitation	✓ ASAP	
All Submissions		
Late Grading	🕒 Daily	
Submission Comment <input type="checkbox"/> Mark new submission comments as read. 2	✓ ASAP	

View the newly set notification preferences.

The default notification settings are:

1. Due dates: Emailed weekly
2. Grading policy changes: Emailed weekly
3. Course Content: Emailed never
4. Files: Emailed never
5. Announcements: Emailed right away
6. Grading alerts: Emailed right away
7. New invitations: Emailed right away
8. All submissions: Emailed never
9. Late grading: Emailed daily
10. Comments on assignment submissions: Emailed daily
11. New Discussion Topics: Emailed never
12. Discussion Topics I've commented on: Emailed daily
13. Added to Conversation: Emailed right away
14. Conversation messages: Emailed right away

15. Student appointment signups: Emailed never
16. Student appointment cancellations: Emailed never
17. Changes to appointment time slots: Emailed right away
18. Canceled appointments: Emailed right away
19. New Appointments: Emailed right away
20. Calendar changes: Emailed never
21. Group membership updates: Emailed daily
22. Alerts: Emailed daily
23. Administrative alerts: Emailed daily

Note: There are two new notification options. The Files notification will notify users of new files in a course, but will wait until all the files are done updating before sending a notification [1]. Users can also click the **Mark new submission comments as read** checkbox to mark all submission comment as read in their Inbox [2].

How do I connect to web services outside of Canvas?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Integrate Web Services With Canvas

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

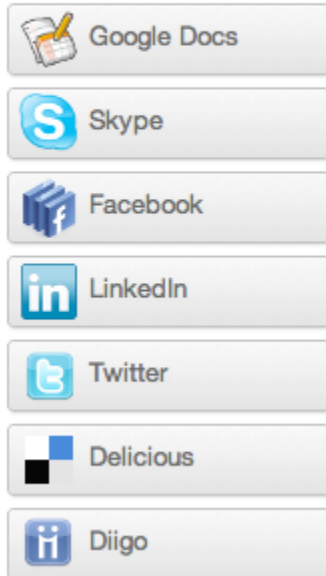
Let fellow course/group members see which services I've linked to my profile

By registering other web services with Canvas, you create different ways to be contacted. By default we do not disclose this information to other users within the system unless you give us your consent.

Integrate Web Services with Canvas

Other Services

Click any service below to register:



Integrated web services include:

- Google Docs
- Etherpad (Typewith.me)
- Facebook
- Twitter
- Scribd
- Skype
- LinkedIn
- Delicious

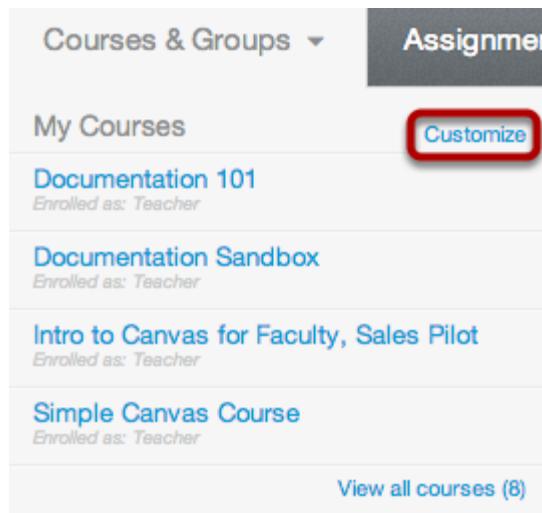
Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Wimba

How do I customize my Courses dropdown menu?

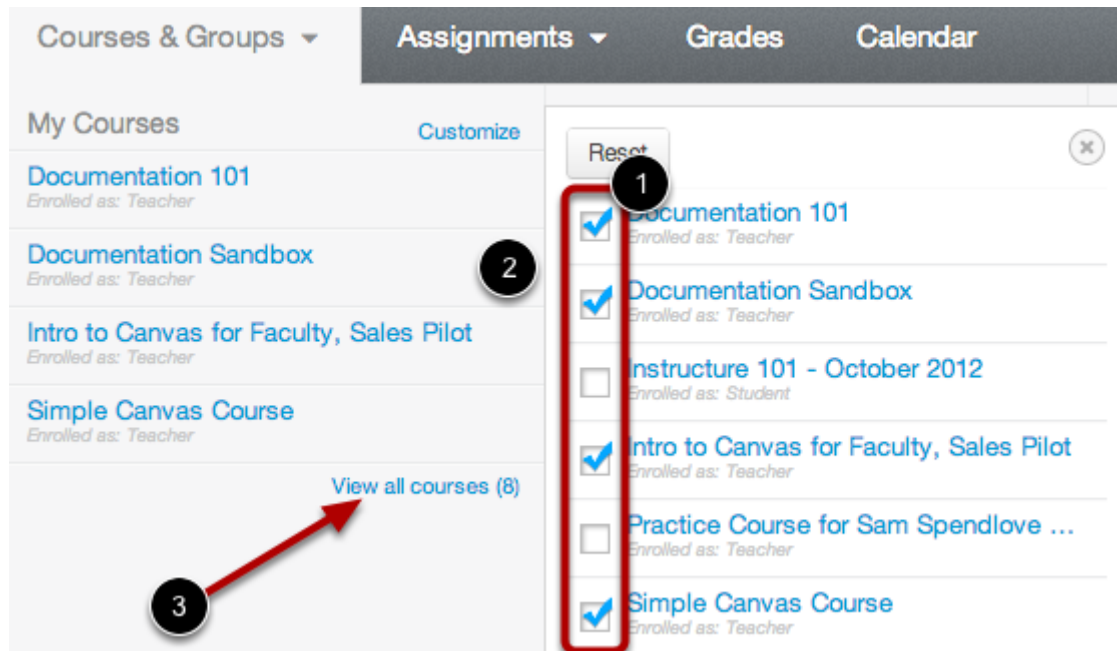
Canvas displays up to 12 courses in the Courses dropdown menu. Once users have more than 12 courses, they may customize the dropdown menu to choose which courses will display.

Select Courses from the Global Navigation



Click **Customize** on the Courses dropdown menu

Choose Courses



1. Click the checkboxes next to a course to add or remove the course from the Courses dropdown menu [1].
2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

Note: You can see all your present, past, and future courses by clicking on the **View all courses** link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.

Close the Customization Menu



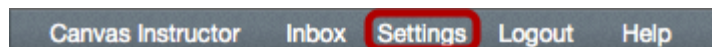
Once you have finished customizing the dropdown Courses menu, close the customization menu by clicking the **X** icon at the top right. You can also click the Reset button to make all the courses you are enrolled in re-appear.

How do I change the language preference in my user account?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open Settings



In the Help Corner, click the **Settings** link.

Edit Settings



Click the **Edit Settings** button.

Select Language



Canvas Instructor's Settings

Full Name:

This name will be used for grading.

Display Name:

People will see this name in discussions, messages and comments.

Sortable Name:

This name appears in sorted lists.

Language:

Time Zone:

Password:

[Delete My Account](#)

System Default (English)

English

Español

Français

Português

русский

العربية

中文

日本語

Choose your preferred language in the Language dropdown menu.

Update Settings

Language:

This will override any browser or account settings.

Time Zone:


Password: Change Password

[Delete My Account](#)

Click the **Update Settings** button.

View Preferred Language

[Профиль Canvas Instructor](#)



Профиль Canvas Instructor

Полное имя: Canvas Instructor
Это имя будет использоваться преподавателями для выставления оценок.

Отображаемое имя: Canvas Instructor
Пользователи будут видеть это имя в обсуждениях, сообщениях и комментариях.

Сортируемое имя: Instructor, Canvas
Это имя отображается в отсортированных списках.

Язык: русский

Часовой пояс: Mountain Time (US & Canada)

Веб-сервисы

Canvas может упростить вашу работу, связав вашу учетную запись с веб-инструментами, которые вы уже используете. Щелкните любой сервис в разделе "Другие сервисы", чтобы увидеть, что мы имеем в виду.

Разрешить членам курса/группы видеть, какие сервисы связаны с моим профилем

Зарегистрированные **Другие сервисы**

Способы связи

Адреса электронной почты

★ katie@instructure.com

[+ Добавить адрес электронной почты](#)

Другие контакты **Тип**

[+ Добавить способ связи](#)

View Canvas in your preferred language.

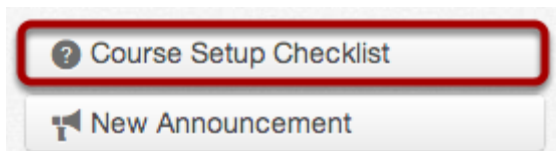
[Click here to return to the **Profile & Personal Settings** chapter.](#)

Organize a Course

What is the Course Setup Checklist?

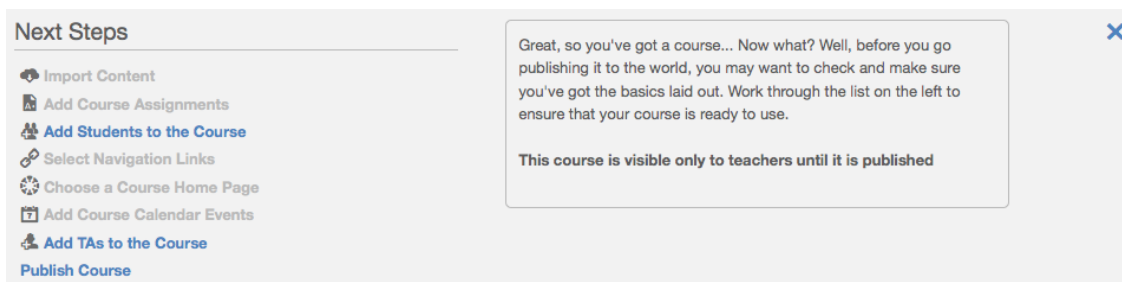
The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course



A course originally starts in an unpublished state allowing instructors to set up your course and ready the content while concealing it from students. Instructors, designers, and admins can add students, teachers, and TAs to the course. As soon as you're ready then you can publish your course and make it available to the students.

When would I use the Course Setup Checklist



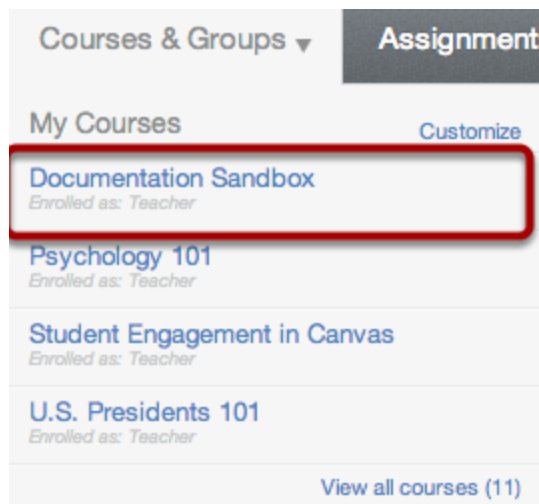
The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course in Canvas. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course under the Users tab in Settings
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Add TAs to the course under the Users tab in Settings
- Publish the course, which will automatically send invitation emails to any students you have already added to the course

How do I change the Course Home Page?

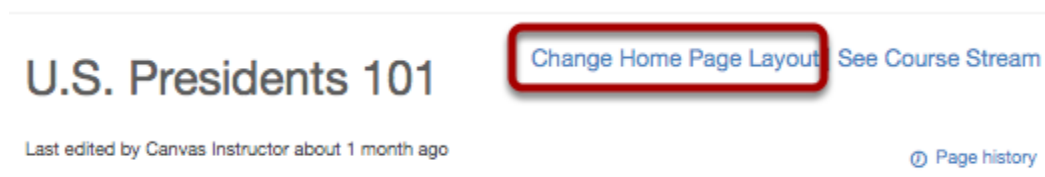
You can change your Course Home Page to 1) the Recent Activity Dashboard, 2) a Page you can Decide Yourself, 3) the Course Modules/Sections, 4) the Assignment List, or 5) the Syllabus with Assignment List.

Open Course



Find the course you want to view the home page for and click on the link. You will see the Course Home Page when you open the course.

View Course Home Page



Click the **Change Home Page Layout** link to update or change the home page [1].

Open Home Page Layout Drop Down Menu

Set Home Page Layout

When people visit the course page, show them a Page I'll Design Myself

You can **design your own course home page** and include whatever links, images or rich media you like.

Update Layout Cancel

Open the Home Page Layout drop down menu.

Select Home Page Layout

- the Recent Activity Dashboard
- ✓ a Page I'll Design Myself
- the Course Modules/Sections
- the Assignment List
- the Assignments with Syllabus

Click the home page layout you prefer. Your selection will be indicated with a check mark. Your choices for the home page include: the Communication Stream, a Page I'll Design Myself, the Course Modules/Sections, the Assignment List, or the Assignments with Syllabus.

Update Layout

Set Home Page Layout

When people visit the course page, show them a Page I'll Design Myself

You can **design your own course home page** and include whatever links, images or rich media you like.

Update Layout Cancel


Click the **Update Layout** button to save the changes made to the Course Home Page.

View the Recent Activity Dashboard

 > DS-101

Recent Activity in DS-101

[Change Home Page Layout](#)

 **1 Announcement**

 **8 Assignment Notifications**

The Recent Activity Dashboard lets participants see the most recent conversations, notifications and interactions for this course. It is very similar to the dashboard page where users first log in, but only shows content for the specific course.

View Page I'll Design Myself

U.S. Presidents 101

[Change Home Page Layout](#) | [See Course Stream](#)

Last edited by Canvas Instructor about 1 month ago

[Page history](#)

Welcome to U.S. Presidents 101!








[Meet Your Instructor
About the Course
Modules](#)

A Page I'll Design Myself allows instructors to design your the course homepage and include links, images or rich media.

View the Course Modules/Sections

Course Modules

View Progress
Create a Module

Module 1		
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Greetings</p> <p>must view the page</p> </div> </div>		
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Reading Assignment #1</p> <p>must submit the assignment</p> </div> </div>	Feb 15	10 pts
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Assignment #1</p> <p>must submit the assignment</p> </div> </div>	Jan 25	10 pts
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>Module 1 Quiz</p> <p>must score at least a 2</p> </div> </div>		2 pts
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>What do you know about Psychology?</p> </div> </div>	Multiple Due Dates	5 pts

The Course Modules/Sections allows instructors to organize the course into modules or sections. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.

View the Assignment List

Upcoming Assignments [Change Home Page Layout](#) | [See Course Stream](#)

Abraham Lincoln Assig...	out of 10
George Washington As...	out of 10
Graph Assignment	out of 10
Introduce Yourself	out of 5
John Adams Assignment	out of 10

The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

View the Assignments with Syllabus

★ > DS-101 > Syllabus

Documentation Sandbox

[Change Home Page Layout](#) | [See Course Stream](#)

[Jump to Today](#)

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Winter 2012 quarter.

Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
- Office: Panda Desk

Description of course: This course is a kaleidoscope of information regarding Canvas. It's pretty awesome and you should enjoy doing everything in this course because you are guided throughout the entire course.

If you need help, feel free to email, call or text, stop by the office, or send me a message in Canvas. I am here to help you be successful, so please do not hesitate to ask questions.

Date	Day	Details
		Assignment #1
		Assignment #2
		Assignment #3
		Assignment #4
		Assignment #5

The Assignments with Syllabus allows instructors to write up a description of course expectations or introduce the course with links, images, etc. It then shows a calendar view of all assignments and course events.

How do I reorder and hide Course Navigation links?

By default, all links are enabled for all courses. Please note that links cannot be renamed.

Links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

Note: Configured [External \(LTI\) Tools](#) may create additional Course Navigation links.

Open Settings

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Settings

Click the **Settings** link.

Open Navigation



Click the **Navigation** tab.

Reorder Navigation Links

Drag and drop items to reorder them in the course navigation.

Home
Announcements
Assignments
Discussions
Grades
Pages
Syllabus
Quizzes
Modules
Conferences
Collaborations

Drag items here to hide them from students.
 Disabling most pages will cause students who visit those pages to be redirected to the course home page.

People
Outcomes <i>Page disabled, will redirect to course home page</i>
Files <i>Page disabled, will redirect to course home page</i>



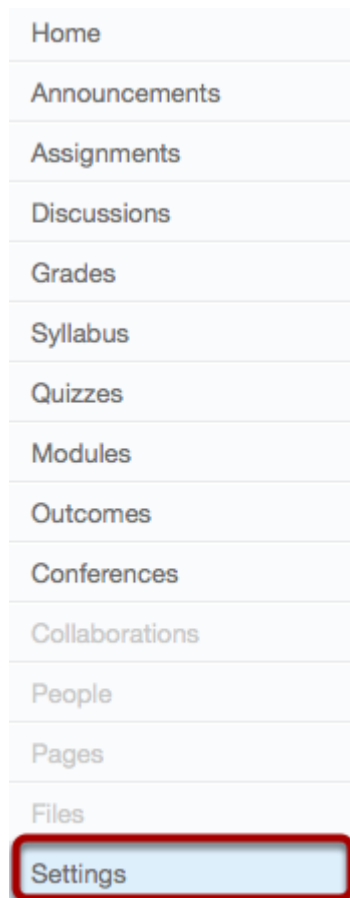
Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the **Save** button when you are finished reordering everything.

Note: Course Navigation links cannot be renamed.

What course settings do I have control over?

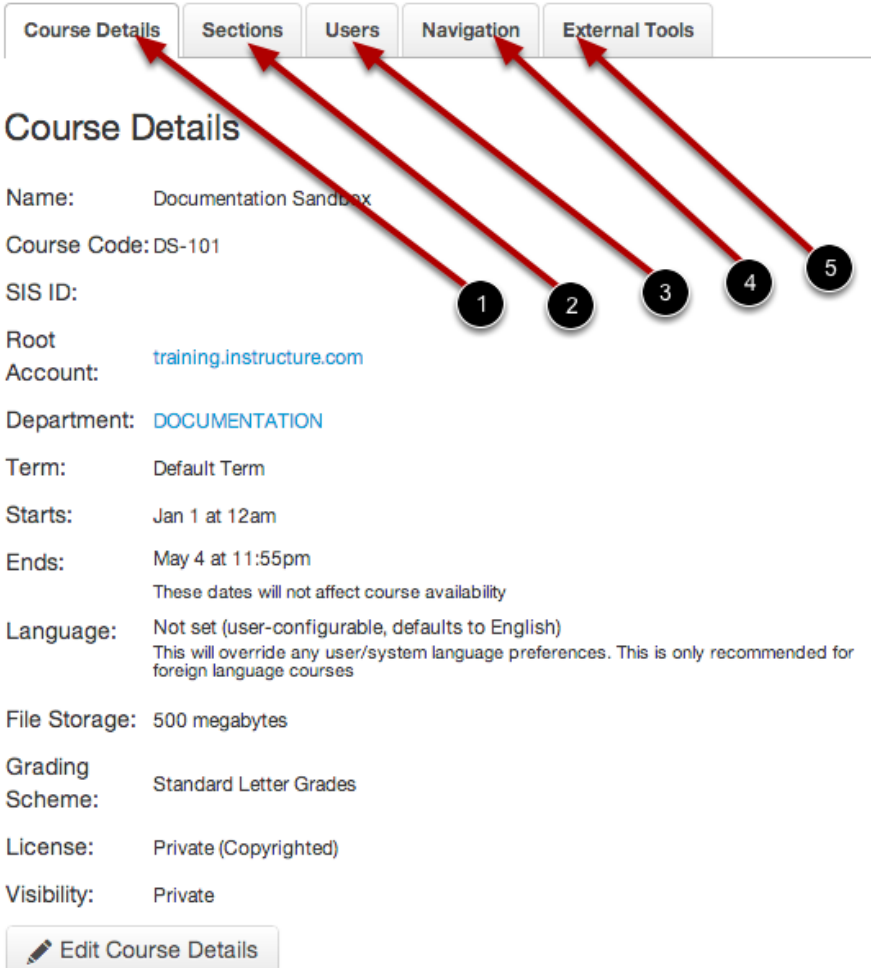
The Settings navigation link is where you can easily update and see the different users, sections and also modify the navigation of your course.

Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

View Settings



Course Details

Name: Documentation Sandbox

Course Code: DS-101

SIS ID:

Root Account: training.instructure.com

Department: DOCUMENTATION

Term: Default Term

Starts: Jan 1 at 12am

Ends: May 4 at 11:55pm
These dates will not affect course availability


Language: Not set (user-configurable, defaults to English)
This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes

Grading Scheme: Standard Letter Grades

License: Private (Copyrighted)

Visibility: Private

 Edit Course Details

Depending on your permissions, you can edit differing levels of the course settings.

1. In the **Course Details** tab, you can view the details of your course, its' name, what your quota is, and what license that you've attached to this content inside of your course.
2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. In the **Users** tab, you can add your TA's or other people and view the course roster.
4. In the **Navigation** tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of of the links. You can also hide specific links from students. Any configured [External \(LTI\) Tools](#) will also appear here as links.
5. The **External Tools** tab allows you to link external tools enabled by your institution to your course.

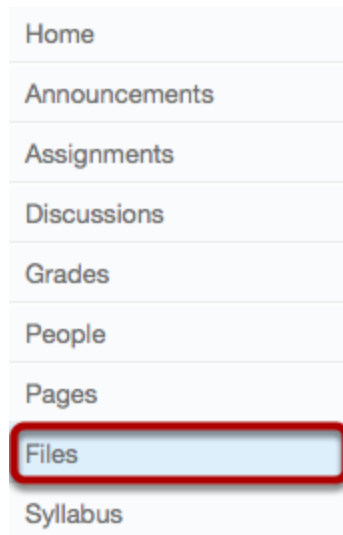
Add Course Content

How do I add a file to my course?

To add a file to your course, make sure you are in the course you wish to add the file to.

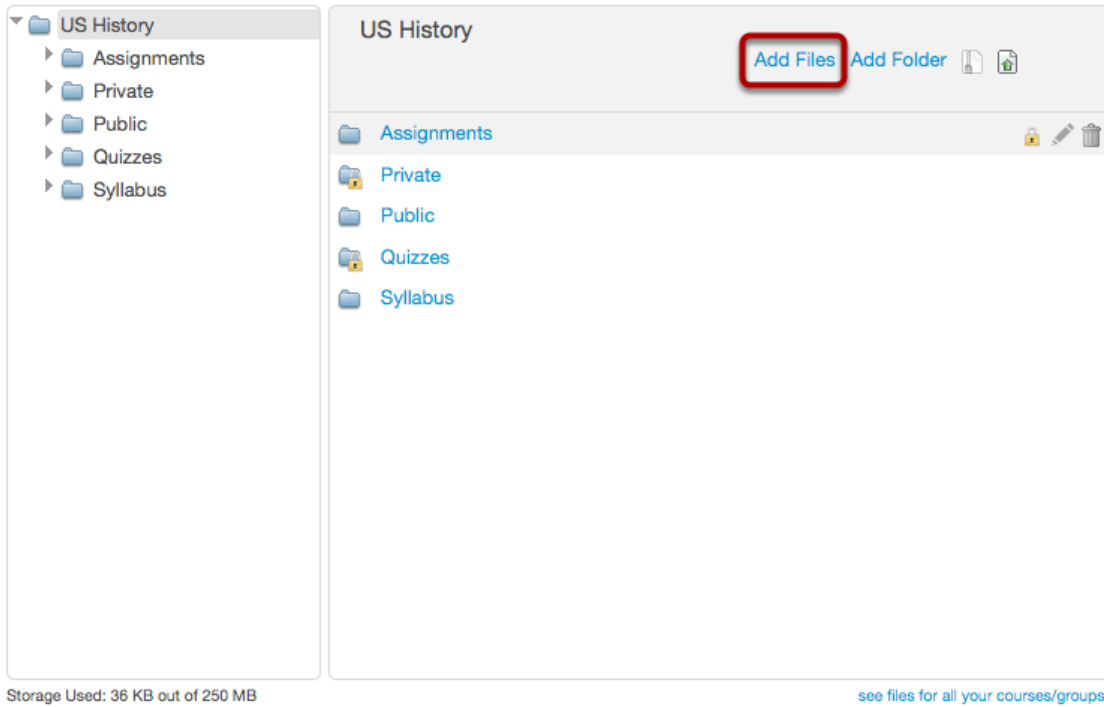
Note: Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

Open Files



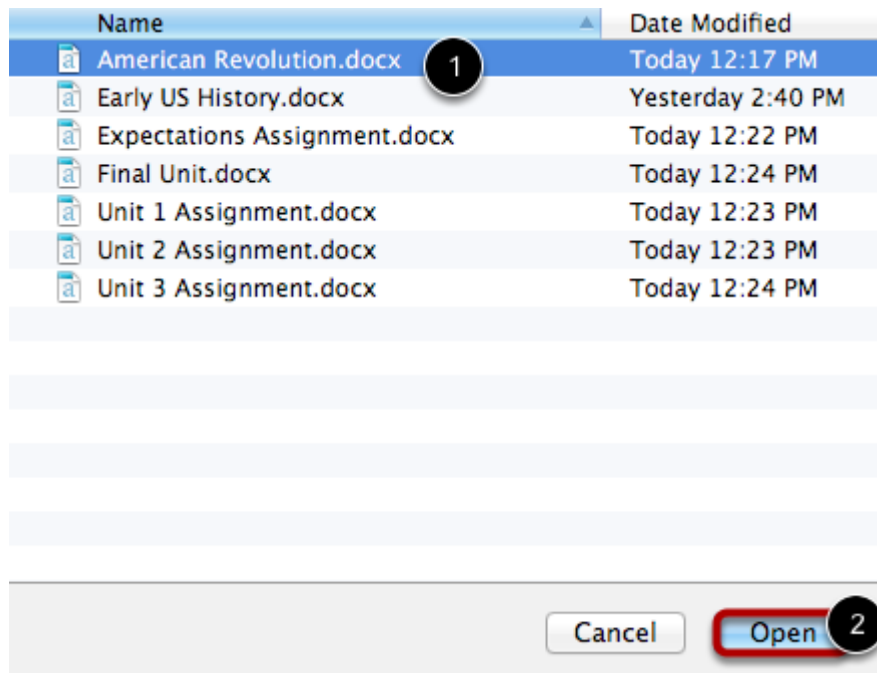
Click the **Files** link.

Add Files



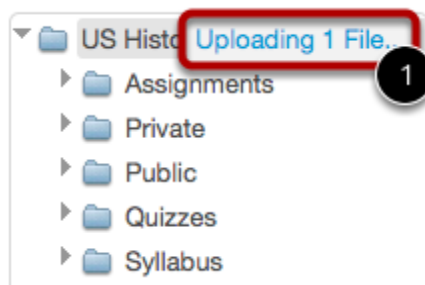
Click the **Add Files** link to upload files.

Select Files



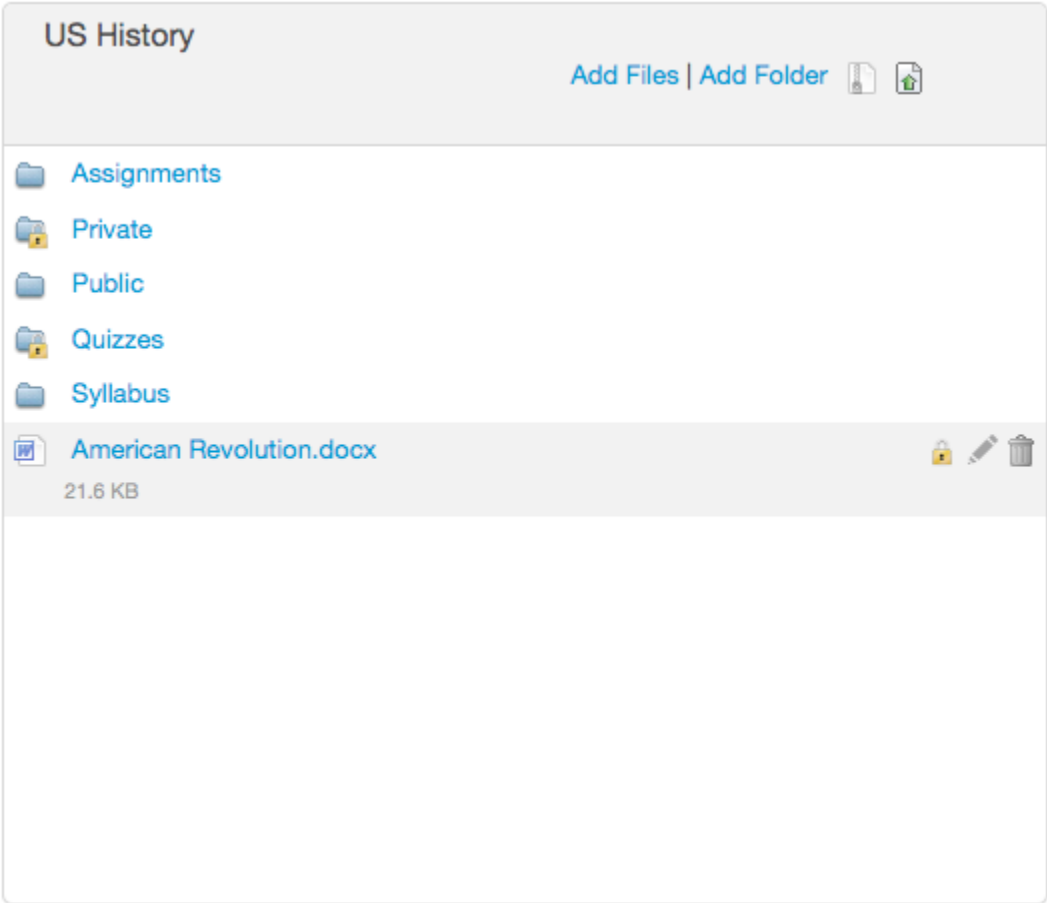
Click the title of the file you wish to upload [1] and click the **Open** button to upload the file.

Monitor Uploads



A progress bar [1] will appear at the top of screen tracking the progress of your file upload.

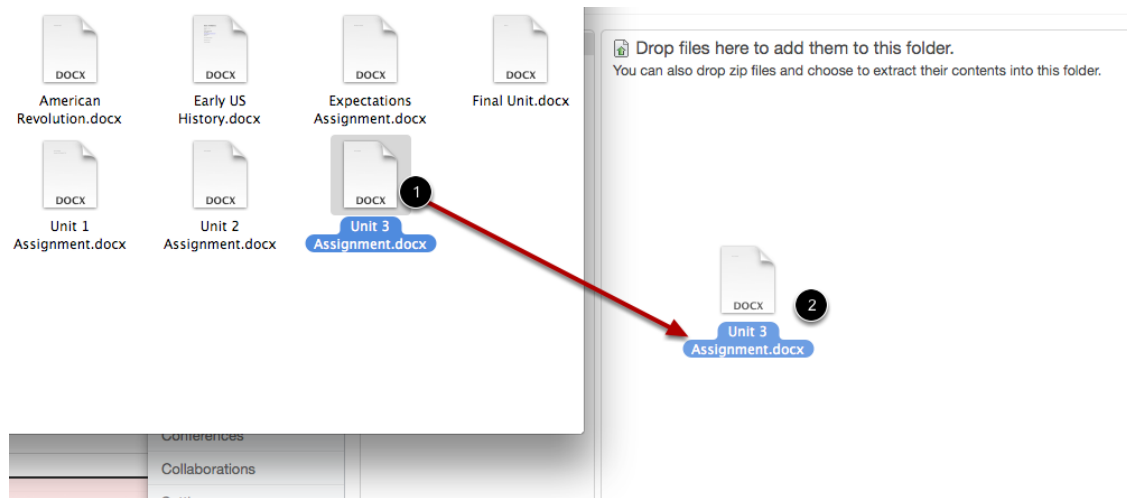
View Files



[see files for all your courses/groups](#)

All files will be organized in alphabetical order.

Adding Files in Chrome, Firefox & Safari

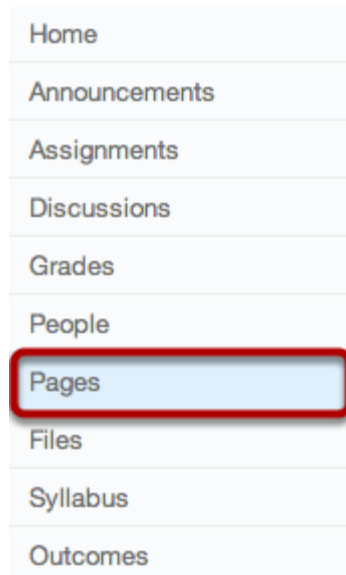


Some web browsers (Chrome, Firefox, and Safari) contain a unique feature which allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.

How do I create a new Page?

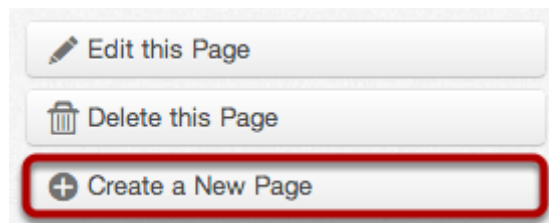
Creating new Pages is easy in Canvas courses.

Open Pages



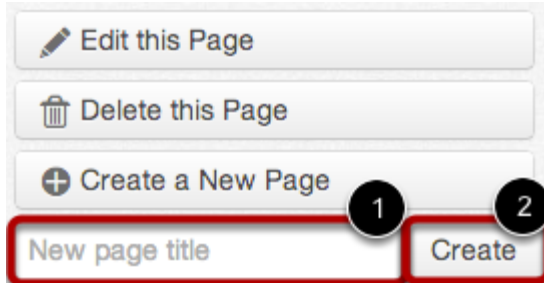
Click the **Pages** link.

Create a New Page



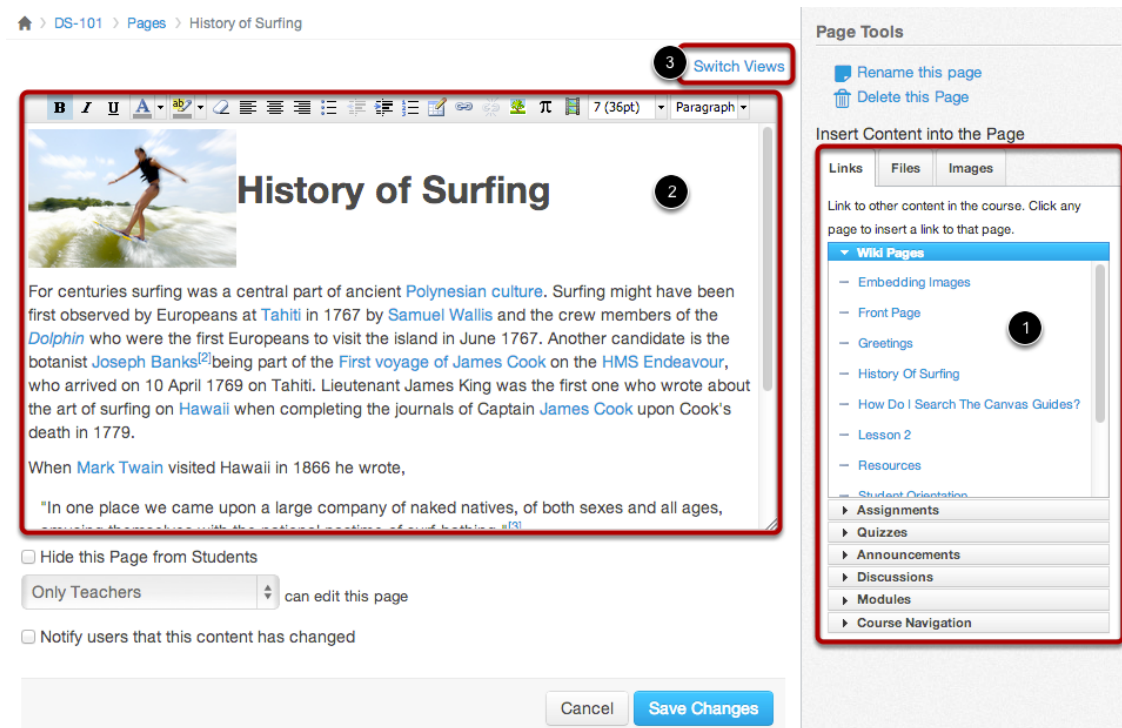
Click the **Create a New Page** button.

Name the Page



Type a name for the page in the new page title field [1]. Click the **Create** button [2].

Add Content



Add content to your page using the Content Selector [1]. Edit the content using the Rich Content Editor [2] or switch views to edit HTML [3].

Edit Page Settings

- 1 Hide this Page from Students
- 2 Only Teachers can edit this page
- 3 Notify users that this content has changed

You can choose to hide the page from students by selecting the **Hide this Page from Students** checkbox [1]. You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [2]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [3].

Save Changes



Click the **Save Changes** button.

View Page

🏠 > DS-101 > Pages > History of Surfing

Last edited by Katie Hooever less than a minute ago

 Page history



History of Surfing

For centuries surfing was a central part of ancient [Polynesian culture](#). Surfing might have been first observed by Europeans at [Tahiti](#) in 1767 by [Samuel Wallis](#) and the crew members of the [Dolphin](#) who were the first Europeans to visit the island in June 1767. Another candidate is the botanist [Joseph Banks](#) being part of the [First voyage of James Cook](#) on the [HMS Endeavour](#), who arrived on 10 April 1769 on Tahiti. Lieutenant James King was the first one who wrote about the art of surfing on [Hawaii](#) when completing the journals of Captain [James Cook](#) upon Cook's death in 1779.

When [Mark Twain](#) visited Hawaii in 1866 he wrote,

"In one place we came upon a large company of naked natives, of both sexes and all ages, amusing themselves with the national pastime of surf-bathing."^[3]

References to surf riding on planks and single canoe hulls are also verified for pre-contact [Samoa](#), where surfing was called *fa'ase'e* or *se'egalua* (see Kramer, Samoa Islands) and [Tonga](#) far pre-dating the practice of surfing by Hawaiians and eastern Polynesians by over a thousand years.

[George Freeth](#) (November 8, 1883 – April 7, 1919) is often credited as being the "Father of Modern Surfing". He is also thought to have been the first modern surfer.

View the page you created.

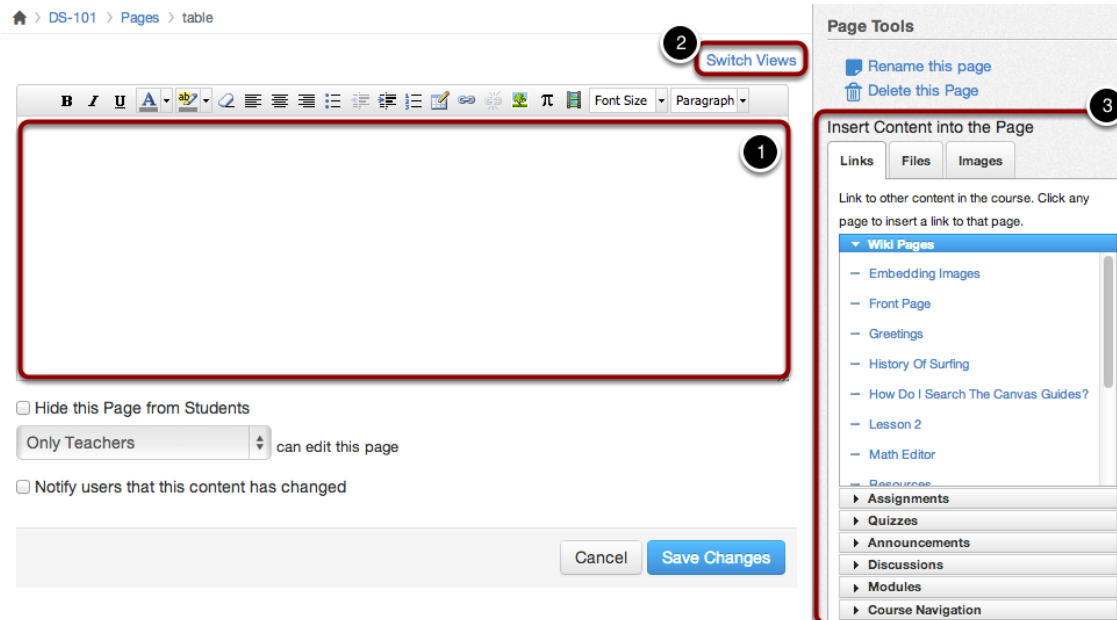
What is the Rich Content Editor?

Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

Note: Configured [External \(LTI\) Tools](#) may create additional buttons in the Rich Content Editor.

Open the Rich Content Editor



The screenshot shows the Canvas Rich Content Editor interface. The main content area is a large empty box labeled '1'. Above it is a toolbar with various editing tools and a 'Switch Views' button labeled '2'. To the right is a 'Page Tools' sidebar with options like 'Rename this page' and 'Delete this Page', and an 'Insert Content into the Page' section with a 'Wiki Pages' list labeled '3'.

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the Switch View link [2]. Users can also easily link to course content using the Content Selector [3].

What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

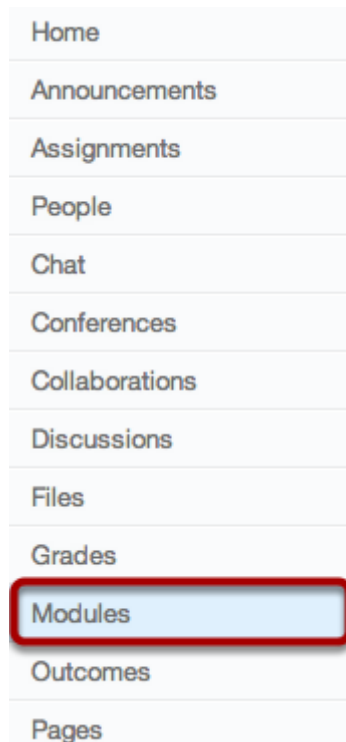
- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

[Click here to go to the Rich Content Editor chapter.](#)

How do I create a new Module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Open Modules



Click the **Modules** link.

Create a Module



Click the **Create a Module** button.

Name the Module

Add Module ✕

Name:

lock module until a given date

Before students can view this module:

No prerequisites defined

[+ Add prerequisite](#)

students must move through requirements in this module in sequential order

Type a Module name in the name field.

Lock Module Until a Given Date

Add Module ✕

Name:

lock module until a given date 1

Unlock At: 2

Before students

No prerequisite

[+ Add prerequ](#)

students mus

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
		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		

Time: :


Select the **Lock module until a given date** checkbox [1] to lock the module until a set date. Select the **Calendar** icon [2] to set the date and time.

Add Prerequisites

Add Module ✕

Name:

lock module until a given date

Unlock At: 
Fri Jan 4, 2013

Before students can view this module:

No prerequisites defined

+ Add prerequisite 1

students must move through requirements in this module in sequential order


Click the **Add prerequisite** link [1] to define prerequisites for access to the module.

Set Prerequisites

Add Module ✕

Name:

lock module until a given date

Unlock At: 
Fri Jan 4, 2013

Before students can view this module:

They must complete [Select Module] 1 ← ✕

+ Add prerequisite

students must move through requirements in this module in sequential order


Select the prerequisite dropdown menu [1] and select the task students must complete to set the prerequisite.

Add Module Requirements

Add Module
✕

Name:

lock module until a given date

Unlock At: 

Fri Jan 4, 2013

Before students can view this module:

They must complete ✕

[+ Add prerequisite](#)

students must move through requirements in this module in sequential order

Select the **Students must move through requirements...** checkbox [1] to require students to move through the content in the modules in sequential order.

Add Modules

Click the **Add Module** button to create the module.

View Module

[Home](#) > [BWC 101](#) > [Modules](#)

Course Modules

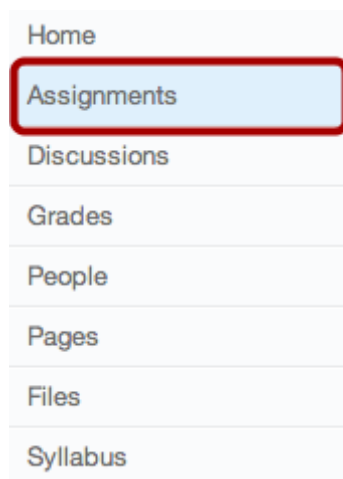
Introduction
☰ ⚙

View the new module.

What are the different Assignment types?

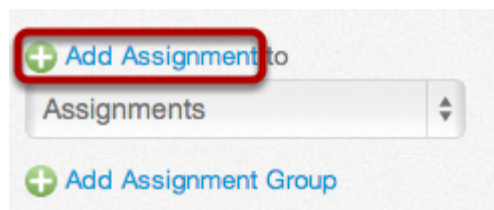
The different assignment types include Assignments, Discussions, Quizzes, External Tools, and Not Graded.

Open Assignments



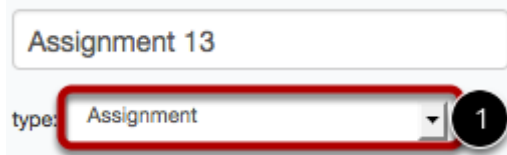
Click the **Assignments** link.

Add Assignment (Instructors)



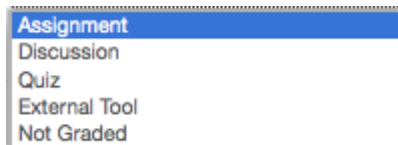
Click the **Add Assignment** link to view assignment options.

View Assignment Types (Instructors)



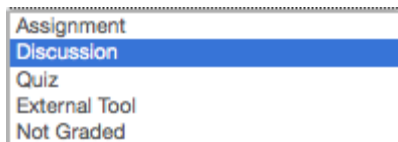
Click the dropdown menu [1] underneath the assignment title to view assignment types.

View Assignment Types: Assignment



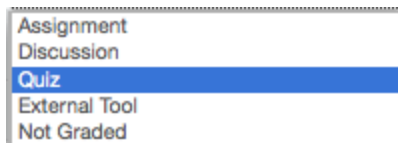
Selecting **Assignment** creates a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Discussion



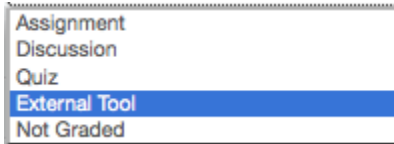
Selecting **Discussion** creates a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Quiz



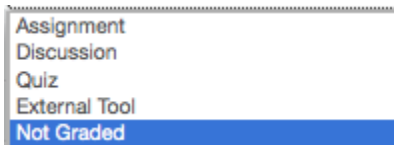
Selecting **Quiz** creates a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: External Tool



Selecting **External Tool** creates an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Not Graded



Selecting **Not Graded** creates a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment will show up on the Syllabus page and the Dashboard.

Create Assignment

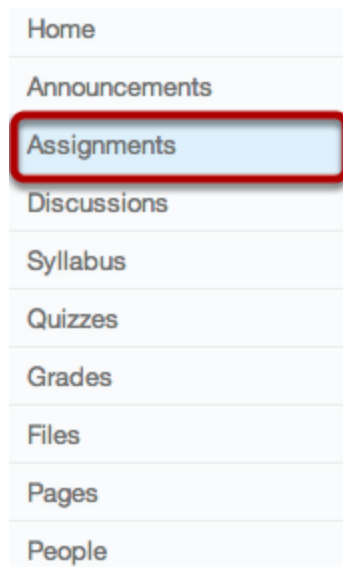


Click the **Update** button.

How do I create an Assignment shell on the Assignments page?

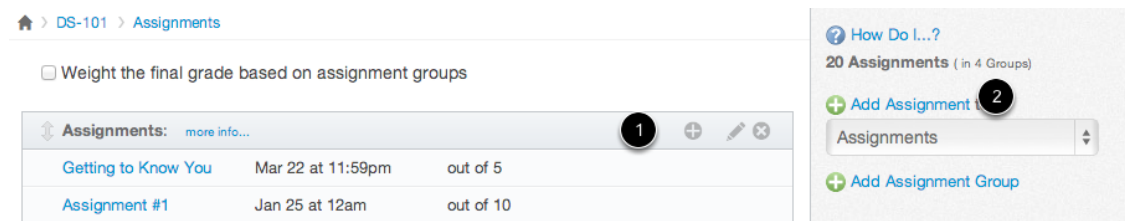
You can create an Assignment shell on the Assignment page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details.

Open Assignments



Click **Assignments** in the Course Navigation.

Create an Assignment Shell



Home > DS-101 > Assignments

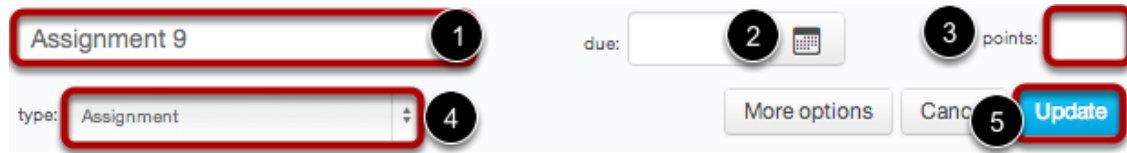
Weight the final grade based on assignment groups

Assignments: more info...		
Getting to Know You	Mar 22 at 11:59pm	out of 5
Assignment #1	Jan 25 at 12am	out of 10

How Do I...?
20 Assignments (in 4 Groups)
+ Add Assignment
Assignments
+ Add Assignment Group

Click the **plus** icon in an Assignment group header [1] or the **Add Assignment** to link [2] to create an assignment shell.

Enter Assignment Shell Details



Enter the Assignment title in the first field [1], click the **Calendar** icon to select a due date [2] or manually enter a due date, and enter the number of points for the assignment in the points field [3]. Set the Assignment type by selecting the type drop down menu [4]. Click **Update** to save the Assignment shell [5].

Add More Assignment Details

Assignments:		30%
Assignment #1	Jan 25 at 12am	out of 10
Assignment #2	Feb 1 at 12am	out of 10
Assignment #3	Feb 8 at 12am	out of 15
Assignment #4	Friday at 12am	out of 10
Assignment #5	Feb 22 at 12am	out of 10
Assignment #6	Mar 1 at 12am	out of 10
Assignment #7	Mar 8 at 12am	out of 10

To add more Assignment details click the assignment title [1].

Edit the Assignment

Assignment #6



No Content

Click the **Edit** button to add more details to the Assignment.

What are the different types of Quizzes?

The quiz tool is used to create and administer online quizzes and surveys. The steps to create quiz content are the same for each quiz type.

Create Graded Quiz

Quiz Type

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Create Practice Quiz

Quiz Type

A practice quiz can be used as a learning tool to help students see how well they understand the course material.

Create Graded Survey

Quiz Type

A graded survey allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers.

Create Ungraded Survey

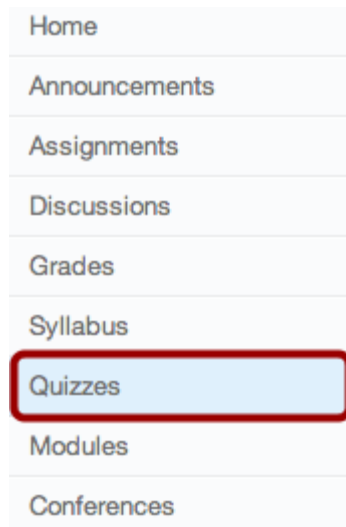
Quiz Type

An ungraded survey allows you to get opinions or other information from your students, but they are not given a grade for answering.

How do I create a new Quiz with individual Questions?

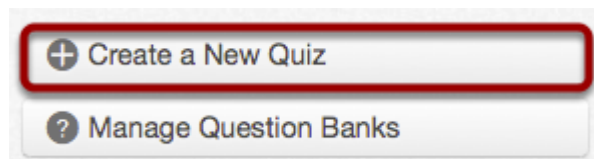
You can add your own questions to your quizzes.

Open Quizzes



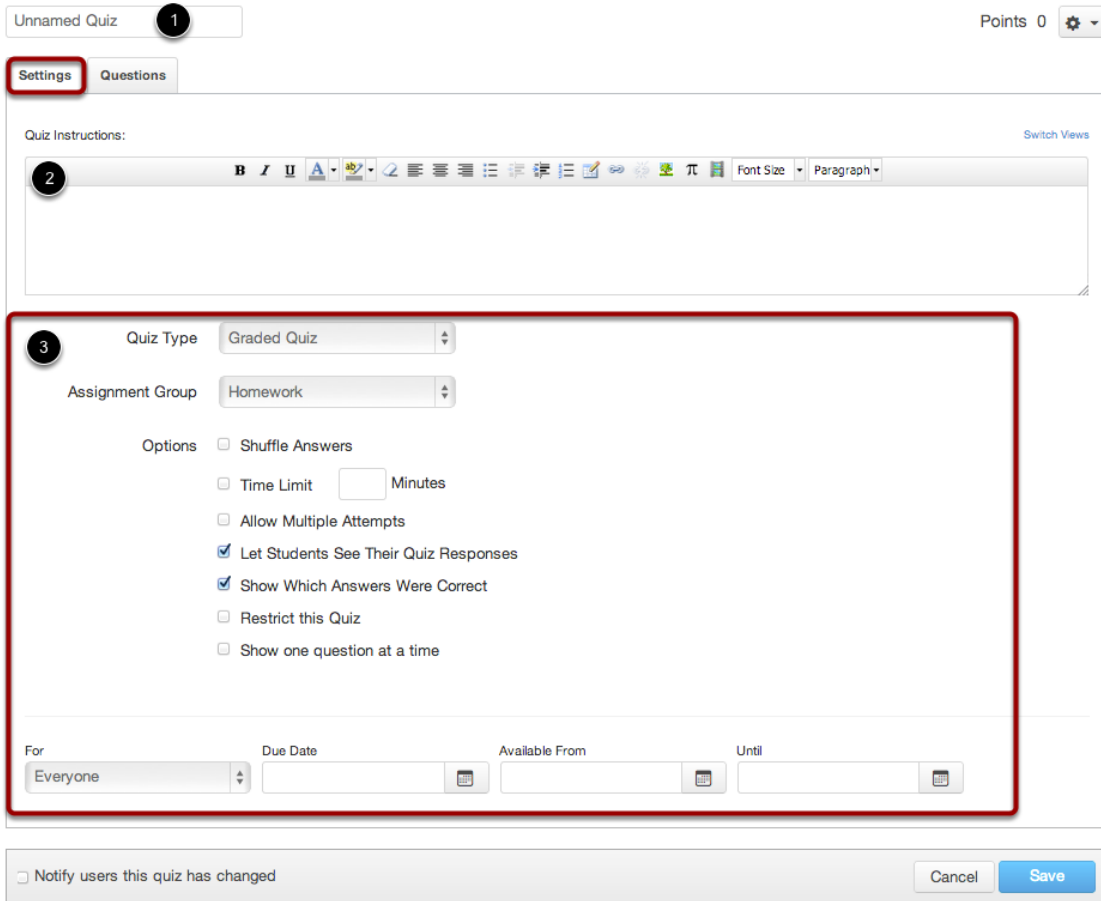
Click the **Quizzes** link.

Create New Quiz



Click the **Create a New Quiz** button.


Edit Quiz Settings



Unnamed Quiz 1 Points 0 ⚙️

Settings Questions

Quiz Instructions: Switch Views

2 **B I U**  Font Size Paragraph

3 Quiz Type Graded Quiz ⌵

Assignment Group Homework ⌵

Options

- Shuffle Answers
- Time Limit Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses
- Show Which Answers Were Correct
- Restrict this Quiz
- Show one question at a time

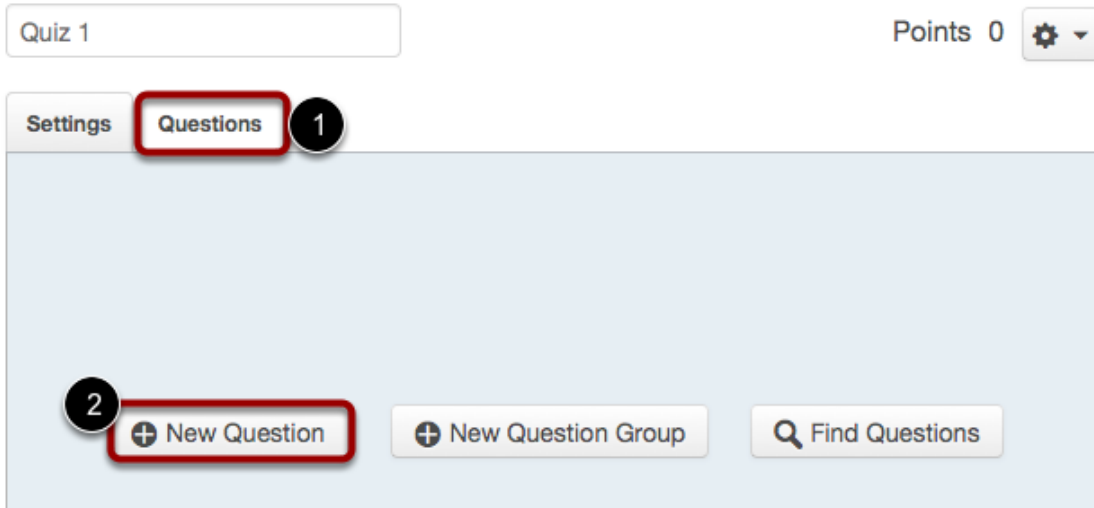
For Everyone ⌵ Due Date 📅 Available From 📅 Until 📅

Notify users this quiz has changed Cancel Save

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the [lesson on Quiz options](#).

Add New Question



Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

Complete Question

Question

Multiple Choice ▾

pts: 1

Enter your question and multiple answers, then select the one correct answer.

Question: Switch Views

B I U A ab ↶ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡

↶ ↷ ↶ ↷ π Font Size Paragraph

Answers:

➔ Answer Text ✎ 🗑

⏏ Answer Text

⏏ Answer Text

⏏ Answer Text

⏏ Answer Text

+ Add Another Answer

Cancel
Update Question

⏏
⏏
⏏

Read the other lessons in the [chapter](#) to learn more about adding different type of quiz questions.

Save Quiz

Cancel

Save

Click the **Save** button to save your work on your quiz.

Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

Preview

Publish

1

2

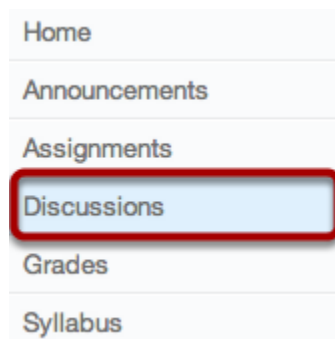
Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].

Note: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I start a Discussion?

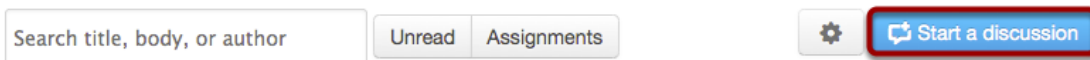
Creating and starting a Discussion in your course is straightforward.

Open Discussions



Click the **Discussions** link.

Start a Discussion












Click the **Start a Discussion** button.

Create a Discussion

[Home](#) > [Anthropology 101](#) > [Discussions](#) > Create new


Topic Title 1


Switch Views

B *I* U **A** **ab**          Font Size Paragraph

Attachment Browse... 3

Options Allow threaded replies 4
 Users must post before seeing replies 5
 Enable podcast feed 6
 Graded 7

Available From  8

Until 

Create your discussion by utilizing the following options:





1. Enter your topic title in the topic title field.
2. Use the [Rich Content Editor](#) to format your content.
3. Attach a file to your discussion.
4. Create a threaded replies by clicking the **Allow threaded replies** checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** button.
6. Create a podcast feed for the discussion by clicking the **Enable podcast feed** checkbox.
7. Create a graded discussion by clicking the **Graded** checkbox.
8. Make your discussion available on a certain date by filling out the **Available From** and **Until** fields.

Save Discussion




Click the **Save** button to start the discussion.

View Discussion

Search entries or author Unread    Edit 

This is a graded discussion due Mar 22

 **Introductions** Mar 1 at 4:21pm
Canvas Instructor

Welcome! We'd like to learn a few things from you:

- Where you are from
- If you have a nickname you'd prefer to be called
- Why you are taking this class

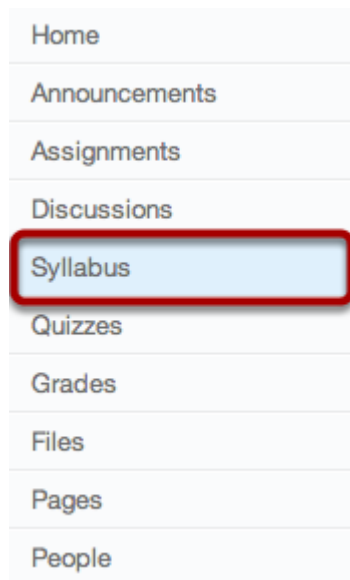
Reply

View the discussion.

What is the Syllabus?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

Locate Syllabus Link



Click the **Syllabus** link in the course navigation.

View Syllabus

🏠 > DS-101 > Syllabus

Course Syllabus 3
[Jump to Today](#)

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Spring 2013 quarter.

Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
- Office: Panda Desk

Description of course: This course is a kaleidoscope of information regarding Canvas. It's pretty awesome and you should enjoy doing everything in this course because you are guided throughout the entire course.

If you need help, feel free to email, call or text, stop by the office, or send me a message in Canvas. I am here to help you be successful, please do not hesitate to ask questions.

Date	Day	Details
Feb 8	Fri	Assignment #3 due by 12am
Feb 15	Fri	Reading Assignment #1 due by 12am
Feb 22	Fri	Take This Quiz due by 11:59pm
		Assignment #5 due by 11:59pm

Edit Syllabus Description 1

2

May 2013

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

Assignments are weighted by group:

Group	Weight
Assignments	25%
Reading Assignments	25%
Quizzes	50%
Extra Credit	5%
Total	105%

To edit the Syllabus, click on Edit Syllabus Description [1]. There are three main parts: a calendar and grading scheme [2], a syllabus description [3], and a syllabus table automatically managed by Canvas [4].

View Syllabus Description

[Jump to Today](#)

Course Syllabus

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Spring 2013 quarter.

Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
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Description of course: This course is a kaleidoscope of information regarding Canvas. It's pretty awesome and you should enjoy doing everything in this course because you are guided throughout the entire course.

If you need help, feel free to email, call or text, stop by the office, or send me a message in Canvas. I am here to help you be successful, please do not hesitate to ask questions.

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a Scribd preview of your document so your students don't have to download it before reading it.

View Calendar and Grading Scheme

◀ **May 2013** ▶

28	29	30	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	25%
Reading Assignments	25%
Quizzes	50%
Extra Credit	5%
Total	105%

The Calendar and Grading Scheme section will display information about course events and grading. The grading scheme information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus tool.

View Syllabus Table

Date	Day	Details	
Feb 8	Fri	Assignment #3	due by 12am
Feb 15	Fri	Reading Assignment #1	due by 12am
Feb 22	Fri	Take This Quiz	due by 11:59pm
		Assignment #5	due by 11:59pm
Mar 1	Fri	Assignment #6	due by 12am
Mar 8	Fri	Assignment #7	due by 12am
Mar 15	Fri	What do you know about Psychology?	due by 11:59pm
Mar 22	Fri	Getting to Know You	due by 11:59pm
Mar 29	Fri	Reading Assignment #6	due by 11:59pm
Apr 5	Fri	Assignment #4	due by 11:59pm
Apr 25	Thu	Softchalk Assignment	due by 11:59pm
May 8	Wed	Assignment #2	due by 11:59pm
		Assignment #8	due by 11:59pm
May 9	Thu	Assignment #1	due by 11:59pm
1	Other	Extra Credit 1	

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom [1]. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus tool.

View Public Syllabus Course Setting

Course Details


Name:


Course Code:

SIS ID:

Department:


Term:

Starts: 
Tue Jan 1, 2013

Ends: 


Users can only participate in the course between these dates
This will override any term availability settings.

Language:

Join the [Canvas Translation Community](#) 
 This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: megabytes

Grading Scheme: Enable course grading scheme
[view grading scheme](#)

License: 

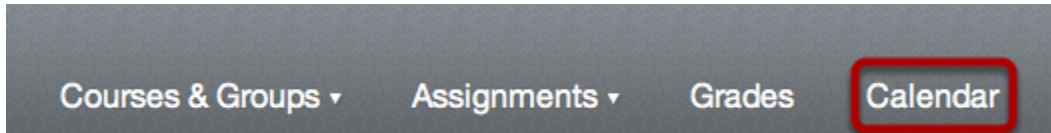
Visibility: **Make the syllabus for this course publicly visible**
 Make this course publicly visible (student data will remain private)
[more options](#)

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. In your course settings, you can select the **Make the syllabus for this course publicly visible** check box to make your syllabus public.

How do I view the Calendar?

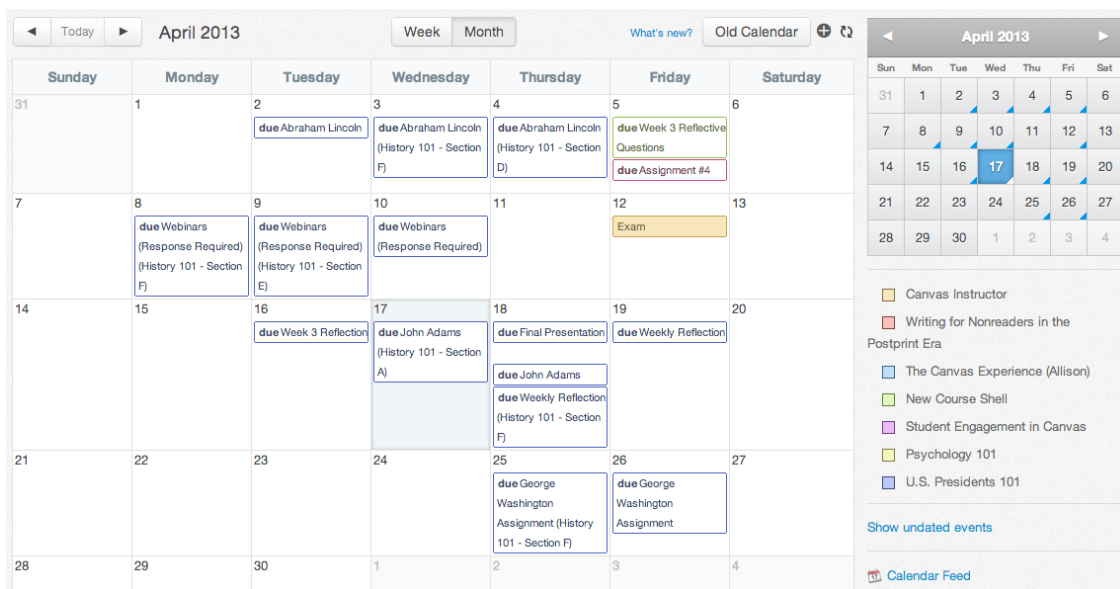
The Calendar is a great way to view everything you have to do for all your courses in one place.

Locate Calendar Link



Click the **Calendar** link in the Global Navigation menu.

View Calendar



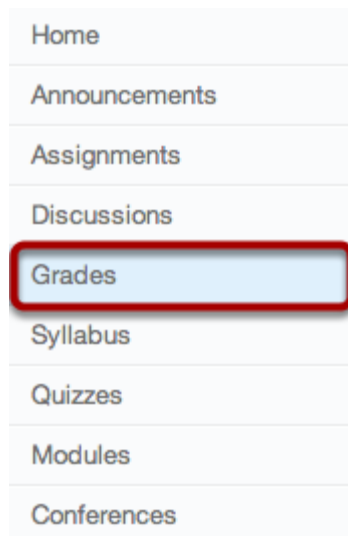
After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calendar spans across all courses.

Work with Grades and People

How do I enter and edit scores in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, if you want to enter or edit scores in the Gradebook, follow these steps.

Open Grades



Click the **Grades** link.

Enter New Score

🏠 > DS-101 > Gradebook

Showing: All Sections ▾ ⚙️ ▾

Student Name	Secondary ID	Getting to Know You Out of 5	Assignment #1 Out of 10	Take This Quiz Out of 19
Emily Boone Documentation Sandbox	emily.boone.canva...		10	-
Bruce Jones Documentation Sandbox	bruce.jones.canva...		9	-
Jane Smith Documentation Sandbox	jane.smith.canvas...	-	9.5	-
Canvas Student Documentation Sandbox	cnvsstudent@gma...	-	10	-
Test Student Documentation Sandbox	149548f35df0c46...	-		11

Click the assignment cell located in the row of the student whose score you want to enter.

Enter New Score

🏠 > DS-101 > Gradebook

Showing: All Sections ▾ ⚙️ ▾









Student Name	Secondary ID	Getting to Know You Out of 5	Assignment #1 Out of 10	Take This Quiz Out of 19
Emily Boone Documentation Sandbox	emily.boone.canva...		10	-
Bruce Jones Documentation Sandbox	bruce.jones.canva...		9	-
Jane Smith Documentation Sandbox	jane.smith.canvas...	4/5	9.5	-
Canvas Student Documentation Sandbox	cnvsstudent@gma...	-	10	-
Test Student Documentation Sandbox	149548f35df0c46...	-		11

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

View New Score

🏠 > DS-101 > Gradebook

Showing: All Sections ▾ ⚙️ ▾

<i>Student Name</i>	<i>Secondary ID</i>	Getting to Know You Out of 5	Assignment #1 Out of 10	Take This Quiz Out of 19
 Emily Boone Documentation Sandbox	emily.boone.canva...		10	-
 Bruce Jones Documentation Sandbox	bruce.jones.canva...		9	-
 Jane Smith Documentation Sandbox	jane.smith.canvas...	4	9.5	-
 Canvas Student Documentation Sandbox	cnvsstudent@gma...	-	10	-
 Test Student Documentation Sandbox	149548f35df0c46...	-		11

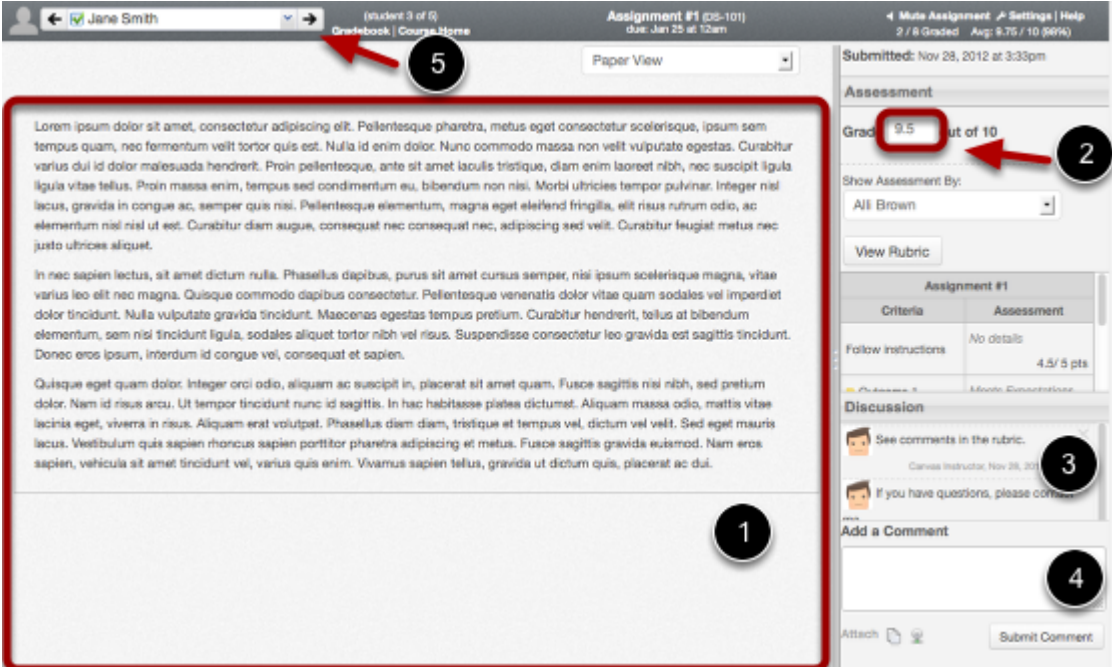
View the new score.

[Click here to return to the Grades chapter.](#)

What can I do with SpeedGrader™?

The SpeedGrader™ allows you to view different types of assignment submissions in one place, make text and audio comments to students, and grade using different methods including a simple point scale or a complex rubric.

View Assignment Submissions



The screenshot shows the Canvas SpeedGrader interface for a student submission. The interface is divided into several sections:

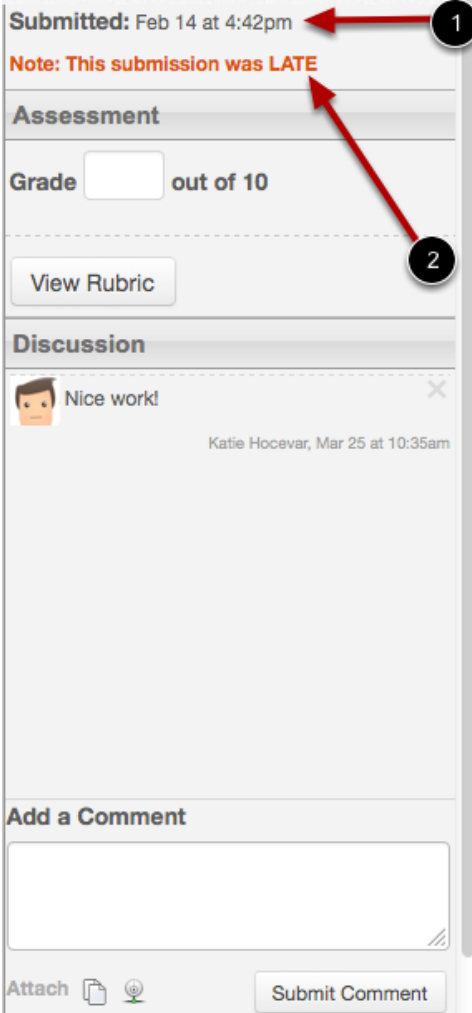
- Header:** Shows the student's name (Jane Smith), the assignment name (Assignment #1), and submission details (Submitted: Nov 28, 2012 at 3:33pm).
- Assessment Section:** Displays the grade (9.5 out of 10) and a dropdown menu for "Show Assessment By" (set to All Brown). A "View Rubric" button is also present.
- Assignment #1 Table:** A table with two columns: "Criteria" and "Assessment". The row "Follow Instructions" shows "No details" and "4.5/ 5 pts".
- Discussion Section:** Includes a "See comments in the rubric" link and a "If you have questions, please comment" prompt. There is an "Add a Comment" input field and a "Submit Comment" button.
- Main Content Area:** A large text area containing placeholder text (Lorem ipsum). A red box highlights this area, and a circular callout labeled "1" is positioned at the bottom right of the box.
- Navigation:** A circular callout labeled "5" points to a navigation arrow in the top left corner of the submission area.
- Grade Callout:** A circular callout labeled "2" points to the grade "9.5" in the assessment section.
- Discussion Callout:** A circular callout labeled "3" points to the "See comments in the rubric" link.
- Submit Comment Callout:** A circular callout labeled "4" points to the "Submit Comment" button.

Canvas accepts a variety of document formats and even URLs as assignment submissions. SpeedGrader™ will automatically convert .doc, .docx, .xls, .xlsx, .ppt, .pptx, and .pdf using [Crocodoc](#), while the rest of the file formats will be converted using either Scribd or Google Preview.

Within one frame, you can view [1], grade [2], start discussions [3], and provide students with written, video, and audio commentary [4]. Your private feedback to the student, through text, audio, or video, will be sent via the communication channels that they prefer.

When you have finished with the first student, you can see the submission from the next student by clicking the arrow button [5].

View Submission Details



Submitted: Feb 14 at 4:42pm **1**

Note: This submission was LATE

Assessment

Grade out of 10

View Rubric **2**

Discussion

Nice work! ×

Katie Hovevar, Mar 25 at 10:35am

Add a Comment

Attach

Submit Comment

When you open SpeedGrader™ for a particular assignment, you will see each individual submission, the date and time that it was submitted [1], and a red notification if the assignment was submitted after the due date [2].

Use Rubrics for Grading

Grading

Assignment #1				
Criteria	Ratings			Pts
Follow instructions	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	<input style="width: 40px; text-align: center;" type="text" value="3"/> / 5 pts <small>comment icon</small>
▢ Outcome 1 view longer description threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	-- <small>comment icon</small>
Length	Full Marks 5 pts		No Marks 0 pts	<input style="width: 40px; text-align: center;" type="text" value="5"/> / 5 pts <small>comment icon</small>
Total Points: 8 out of 10				

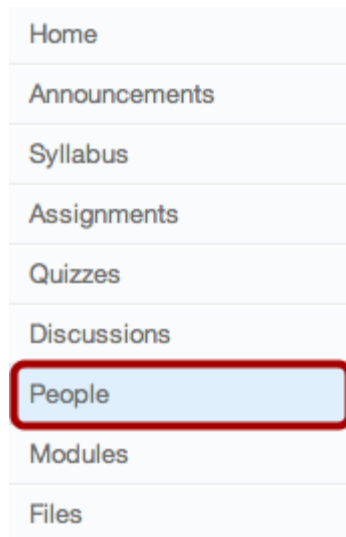
SpeedGrader™ also supports the use of Rubrics, which can help you communicate your expectations for any given assignment, increasing the chances that students will turn in better work.

[Click here to return to the SpeedGrader™ chapter.](#)

How do I invite students into my course shell?

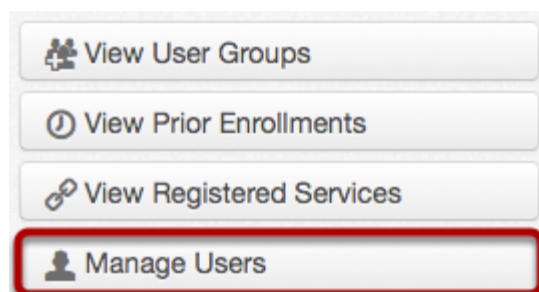
You can invite students into your course shell.

View People



In the event you need to send an invitation to a student in the course, click the **People** link.

Manage Users









Click the **Manage Users** button to view the users in the course.

View Users

Course Details Sections **Users** Navigation External Tools

Current Users


<p>Students (5)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Boone, Emily Emily Boone emily.boone.canvas@gmail.com History 101 - Section A</p> <p style="text-align: right;"></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Johnson, Max Max Johnson max.johnson.canvas@gmail.com History 101 - Section A</p> <p style="text-align: right;"></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Jones, Bruce Bruce Jones bruce.jones.canvas@gmail.com History 101 - Section A</p> <p style="text-align: right;"></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Smith, Jane Jane Smith jane.smith.canvas@gmail.com History 101 - Section A</p> <p style="text-align: right;"></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Student, Canvas Student</p> <p style="text-align: right;"></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Teachers (1)</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Instructor, Canvas Canvas Instructor canvasinstructor@gmail.com History 101 - Section A</p> <p style="text-align: right;"></p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Designers (0)</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>TAs (0)</p> </div>
<p>Observers (0)</p>	



In order to invite users, click the **Add Users** button.

Add Users

Add Course Users

Add More Students 

Copy and paste a list of email addresses to add users.

Sample format: "Example Student" <student@example.com>, "Lastname, Firstname"
<firstlast@example.com>, justAnEmailAddress@example.com

Cancel Continue...

You can invite different people to the course via the dropdown menu (students, teachers, TAs, observers, or designers), you can have the users auto-accepted, only search existing users. You can use their email address. Once you finish adding your list of people, then click the **Continue...** button. The user will need to accept their invite after receiving the link to the course in their email.

Note: It could take up to 24 hours for students to receive their invitations.

Check Users

Add Course Users

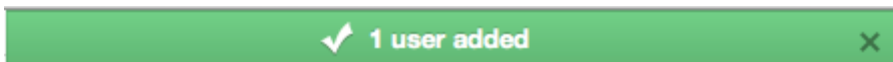
Add More Students ▾

Jane Smith
jane.smith.canvas@gmail.com

[Go back and edit the list of users](#) [OK Looks Good, Add This 1 User](#)

Double check the user(s). Click the **OK Looks Good, Add This [number] User** button.

View Message



A message will appear saying that the [number] user(s) added.

How do I access People?

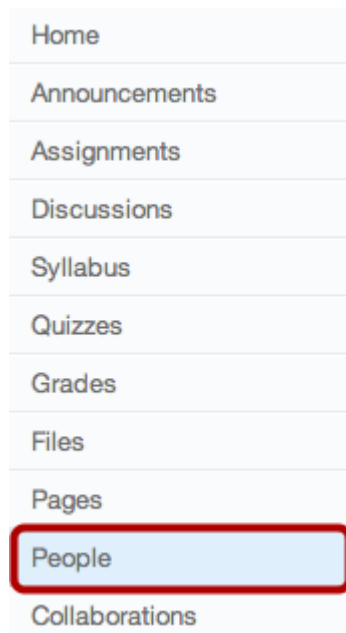
You can access details about the People in your course.

Open Course



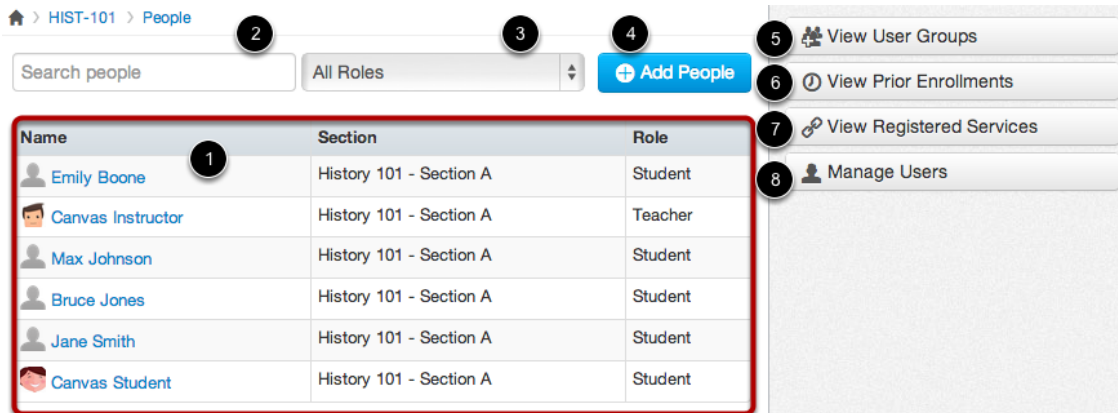
In the Courses & Groups drop-down menu, click the course title.

Open People



Click the **People** navigation link.

View People



Name	Section	Role
Emily Boone	History 101 - Section A	Student
Canvas Instructor	History 101 - Section A	Teacher
Max Johnson	History 101 - Section A	Student
Bruce Jones	History 101 - Section A	Student
Jane Smith	History 101 - Section A	Student
Canvas Student	History 101 - Section A	Student

In People, instructors can:

1. View all the users participating in the course.
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. Manually add people to the course.
5. View user groups in the course.
6. View prior enrollments in the course.
7. View registered services for course users.
8. Manage users in the course.

Students can view users [1], use the search bar [2], use the drop-down menu [3], view user groups [5], and view registered services for course users [7].

To learn more about People, read the lesson about [course people](#).

More Help

Where do I download a copy of the Instructor Quickstart Guide?

You can view the Canvas Instructor Quickstart Guide [online](#) or [download a PDF version](#).

Canvas Instructor Quickstart Guide

[Click here to download the Instructor Quickstart Guide.](#)

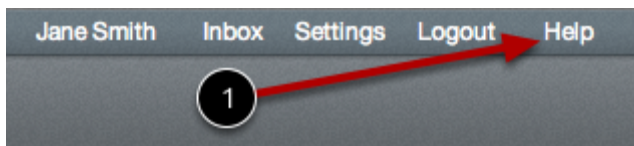
Guía de Inicio Rápido del Instructor de Canvas

[Click here to download the Spanish version - Guía de Inicio Rápido del Instructor de Canvas.](#) Or you can visit the [Spanish version online](#).

How do I get help and submit feedback?

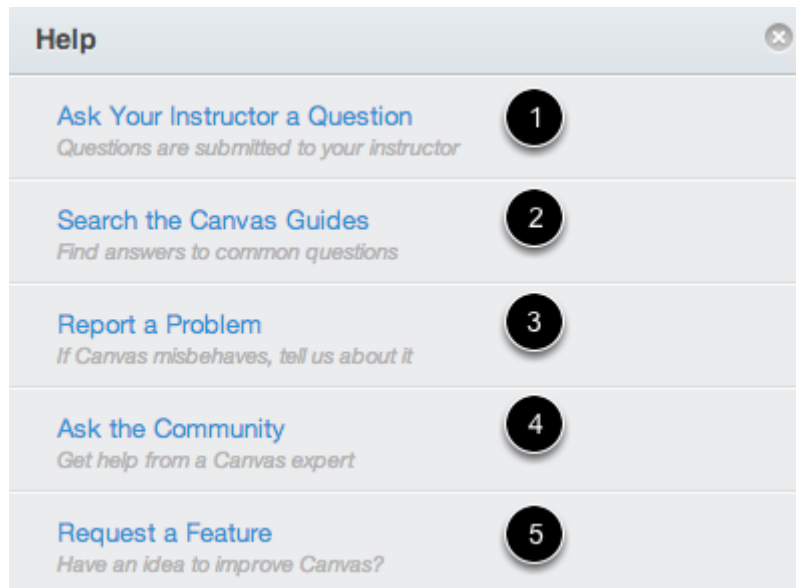
Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

Open Help



Click the **Help** link [1] from anywhere in Canvas to contact your instructor or Canvas Support. A popup window will appear in your browser.

View Different Types of Feedback



There are five links to various types of options available for help or feedback:

1. **Ask your instructor a question:** Ask your instructor questions about course material or send them a message
2. **Search the Canvas Guides:** This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.
3. **Report a problem:** Submit questions and problems to the Canvas Support Team
4. **Ask the Community:** Submit questions and problems to the community of [Canvas experts](#).
5. **Request a Feature:** Submit ideas about how to [make Canvas better](#).

Note: If you are an instructor, you will not see the Ask your instructor a question help link.

Ask Your Instructor a Question

◀ Ask Your Instructor a Question ▶

Which course is this question about?
Message will be sent to all the Teachers / TA's in the course.

Writing for Nonreaders in the Postprint Era 1

Message

I missed class on Monday, can I do some extra credit work, please?

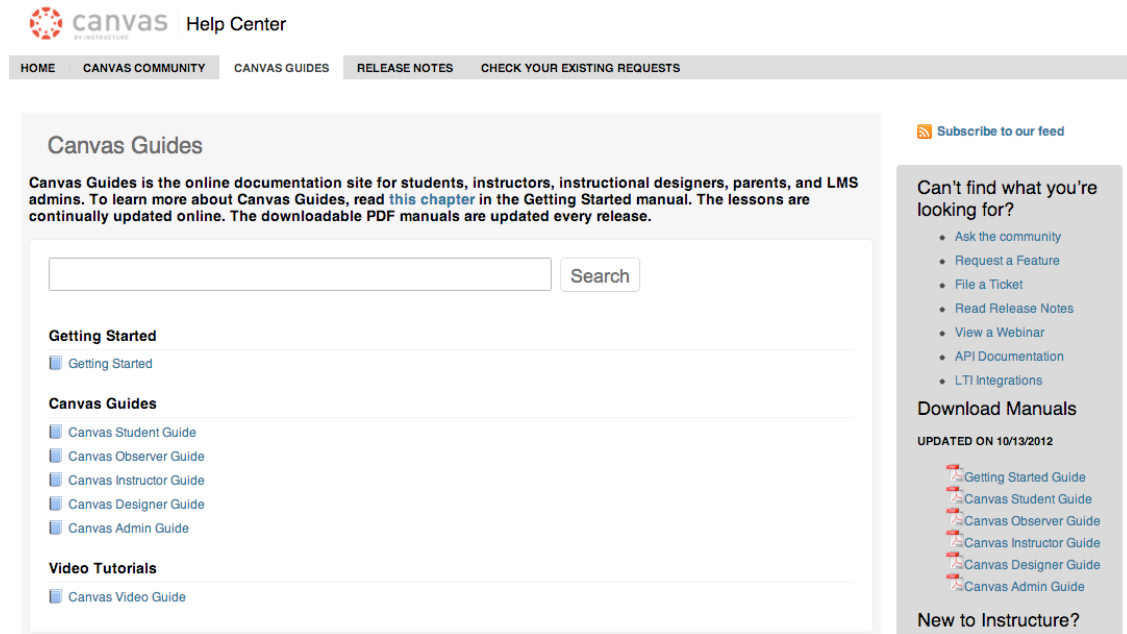
Thank you! 2

Send Message

To ask your instructor or TA questions about course material or send them a message, click the **Ask your instructor a question** link. Select the relevant course in the dropdown [1] and type your message in the description field [2]. When you're done, click the **Send Message** button.

Note: If you are an instructor, you will not see the Ask your instructor a question help link.

Search Canvas Guides



Canvas Guides

Canvas Guides is the online documentation site for students, instructors, instructional designers, parents, and LMS admins. To learn more about Canvas Guides, read [this chapter](#) in the Getting Started manual. The lessons are continually updated online. The downloadable PDF manuals are updated every release.

HOME | CANVAS COMMUNITY | **CANVAS GUIDES** | RELEASE NOTES | CHECK YOUR EXISTING REQUESTS

Subscribe to our feed

Can't find what you're looking for?

- Ask the community
- Request a Feature
- File a Ticket
- Read Release Notes
- View a Webinar
- API Documentation
- LTI Integrations

Download Manuals

UPDATED ON 10/13/2012

- Getting Started Guide
- Canvas Student Guide
- Canvas Observer Guide
- Canvas Instructor Guide
- Canvas Designer Guide
- Canvas Admin Guide

New to Instructure?

To find an answer to your question, click the **Search Canvas Guides** link. This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.

Report a Problem

Report a Problem

File a ticket for a personal response from our support team

For an instant answer:
See if your issue is addressed in the [Canvas Guides](#). **1**

Subject
Webcam Not Working **2**

Description
Include a link to a screencast/screenshot using something like [Jing](#).
Can you please help me? I cannot get my webcam to work for my assignment. Here is what I see: <http://screencast.com/t/39ixduHpx>. Thank you! **3**

How is this affecting you?
Something's broken but I can work around it for now **4**

5

Reporting a problem in Canvas is simple, but before you do, please use the [Canvas Community](#) to see if you can find your answer(s).

1. Before submitting a ticket, try searching the [Canvas Guides](#) for help.
2. To report a problem with Canvas, click the **Report a Problem** link.
3. Add a subject to your message by typing in the subject field
4. Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.
5. Choose from the drop-down menu of how the problem is affecting you. Your choices include: *Just a casual question, comment, idea, suggestion; I need some help but it's not urgent; Something's broken but I can work around it for now; I can't get things done until I hear back from you; EXTREMELY CRITICAL EMERGENCY!*

6. When you're done, click **Submit Ticket** to send your problem. All questions and problems will be sent to the Canvas Support Team.

Ask the Community

Ask the Community
Get help from a Canvas expert

To ask a question or get feedback about Canvas from a community of experts, click the **Ask the Community** link. This link will take you to the [Canvas Coach Q&A Site](#) and allow you to ask questions and get feedback from Canvas users like you.

Request a Feature

Request a Feature
Have an idea to improve Canvas?

Click the **Request a Feature** link. You can submit your ideas about how to make Canvas even better by clicking on this link or by visiting the [Feature Request Categories](#).