# Students GETTING STARTED WITH CANVAS

**Grades** page

in a course displays

all current grades for all

can also view scoring

details, comments,

You can submit

online Assignments

submission types.

in Canvas using several

and rubrics.

There

are several different

question types in

**Canvas that your instructor** 

may choose to employ, from

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. If you are unable view responses from other

students, you may be required to make a reply before you can view

responses. Once you reply to the discussion, any other replies will be visible.

True/False to Essay format.

Questions can vary by

question type.

course assignments. You





· Click the icon to the left of your name to add a **Profile Image** (this can be a picture of yourself or any

· Click the Edit Settings button, on the right, to modify your Display Name (this will be the name seen in

In Global Navigation, click the **Account** link and go to the **Settings** link.

**Note:** Notification preferences apply to all of your courses.

discussions, messages, and comments), language, or to change your timezone.

picture that you would like to represent you).

· Click **Update Settings** to save your changes.

**Customize Your** 

**Notifications** 



### **Get Help Using Canvas**

- In Global Navigation, click the Help link.
- The **Report a Problem** link allows you to submit problems with Canvas to our support team.
- The Ask your Instructor a Question link allows you to contact an instructor in any of your active courses directly from the Help page.
- The Search the Canvas Guides link helps you search Canvas documentation for information about features in Canvas.
- The Submit a Feature Idea link allows you to submit ideas about how to make Canvas better.



### **Check Your Grades**



By default, grades are sorted chronologically by assignment due date. In Course Navigation, click the **Grades** link.



### Take a Quiz



- In Course Navigation, click the **Quizzes** link and find an available guiz that you would like to take and click the **title** of the guiz.
- To begin the guiz, click the Take the Quiz button.
- Complete the guiz 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.
- 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.

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, such as the **Modules** area.



### Submit an Assignment



- In Course Navigation, click the **Assignments** link. You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Click the **name** of an assignment.
- Click the **Submit Assignment** button and complete the assignment as instructed.
- Click the **Submit Assignment** button to submit your work.

Note: If you cannot see the Submit 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.





- In Course Navigation, click the Discussions link
- To view the details of a discussion, click the name of the discussion.
- When a discussion is available for participation, you can view the **Reply** field beneath the discussion topic. To reply to the discussion, click the **Reply** button.
- Write or upload your response and click Post Reply.

**There** are 4 links for help and feedback within the Canvas Help Menu: Report a Problem, Ask Your Instructor a Question, Search the Canvas Guides, & Submit a Feature Idea.

The Discussion

Index page allows

discussions within

a course.

you to view all the

Canvas you have the option of customizing your Settings by adding a Display Name, adding a Profile Image, and/or changing your timezone.

Your **Notifications in** system WHAT information you wish to be sent outside of Canvas, HOW **OFTEN, and WHERE** it is sent.

Canvas supports notifications through email, SMS text message, and other external services. You will need to setup Ways to Contact in order to receive notification preferences. - In Global Navigation, click the **Account** link and go to the **Settings** link. - Under Ways to Contact on the right, add any additional contact methods to have messages from Canvas sent to (e.g., add a second email address or SMS/Text message phone) and Register each Click the **Notifications** link, at the left. Review each item and select how and where you want to be

Canvas is what tells the



Calendar is a great way to view everything you have to do for your courses in one place. The Calendar displays everything you are enrolled in since the Calendar spans across all

courses.

When you are logged into Canvas, you access your courses under the Course menu. All Courses are courses that are part of the current semester or term.

**View Course** 

## **Use the Calendar**



- In Global Navigation, click the Calendar link.
- In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view. The view you choose dictates the style of the calendar window. By default, the calendar appears in Month view.
- The sidebar shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.
- **Note:** Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen

### Access a Canvas Course



Courses that are available to you are listed in maroon text. These courses have been published and include a link to the course. Courses that are within the current term dates, but are not yet available are listed in black text. These courses have not been published.

- In Global Navigation, click the Courses link, then click the All Courses link.
- To open a course, click the **name** of the course.



<u>Announcements</u>



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

- In Course Navigation, click the **Announcements**
- To view an Announcement, click the name of the announcement.

















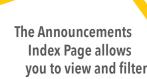












announcements in

your course.

