CANVAS INSTRUCTOR GUIDE

This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike License

Table of Contents

Introduction 29
How do I sign up for a Canvas account as an instructor? 30
How does Canvas work as a supplement to face-to-face courses? 40
How do I embed a Guides lesson inside a Canvas course? 41
How can I use Canvas on my mobile device as an instructor? 49
Analytics 50
How do I view Course Analytics? 51
How do I view analytics for a student in a course? 59
New Analytics 66
How do I send a message to all students based on specific course criteria in New Analytics? 67
How do I send a message to an individual student in New Analytics? 74
How do I compare the course average chart graph with an assignment, section, or student filter in New Analytics? 77
How do I view average course grade analytics in an interactive chart graph in New Analytics? 90
How do I compare the course average data table with an assignment, section, or student filter in New Analytics? 101
How do I view average course grade analytics in a data table in New Analytics? 111
How do I view weekly online activity analytics in an interactive chart graph in New Analytics? 120
How do I view weekly online activity analytics in a data table in New Analytics? 130
How do I compare the weekly online activity chart graph with a section or student filter in New Analytics? 138
How do I compare the weekly online activity data table with a section or student filter in New Analytics? 147
How do I send a message to all students based on specific course participation criteria in New Analytics? 154
How do I send a message to an individual student based on specific course participation criteria in New Analytics? 161
How do I view analytics for an individual student in New Analytics? 164

Announcements 173
How do I use the Announcements Index Page? 174
How do I view and sort announcement replies as an instructor? 178
How do I add an announcement in a course? 187
How do I edit an announcement in a course? 191
How do I attach a file to an announcement in a course? 195
How do I delete an announcement in a course? 200
How do I add an external RSS feed to an announcement as an instructor? 203
How do I subscribe to the Announcements RSS feed as an instructor? 208
How do I allow or disallow announcement replies in a course? 210
How do I delay posting an announcement until a specific date in a course? 217
How do I reply to an announcement as an instructor? 220
How do I allow students to like replies in a course announcement? 224
How do I like a reply in a course announcement as an instructor? 227
Assignments 230
How do I use the Assignments Index Page? 231
How do I use Draft State in Assignments? 240
What is the difference between a Canvas Assignment and a Canvas Activity? 245
What assignment types can I create in a course? 248
What is the difference between assignment due dates and availability dates? 258
How do I create an assignment? 266
How do I create an assignment shell in an assignment group? 269
How do I move or reorder an assignment group? 273
How do I add an assignment group in a course? 278
How do I weight the final course grade based on assignment groups? 282
How do I create rules for an assignment group? 286
How do I create an online assignment? 294

How do I add an assignment using an external app? 300
How do I add or edit details in an assignment? 303
How do I add or edit points for an assignment? 312
How do I exclude an assignment from the course's final grades? 315
How do I add an assignment that includes anonymous grading? 318
How do I enable anonymous instructor annotations in student submissions? 322
How do I add a moderated assignment to be graded by multiple reviewers? 325
How do I give extra credit in a course? 331
How do I move or reorder an assignment? 339
How do I import SCORM files as an assignment? 349
How do I delete an assignment? 356
How do I duplicate an assignment? 358
How do I use Direct Share to copy an assignment to another course? 360
How do I use Direct Share to send an assignment to another instructor? 365
How do I assign an assignment to everyone in a course? 370
How do I assign an assignment to an individual student? 377
How do I assign an assignment to a course section? 388
How do I assign an assignment to a course group? 397
How do I view differentiated assignments with different due dates in a course? 409
How do I add a grading scheme to an assignment? 417
Can a student resubmit Canvas assignments? 425
How do I download all student submissions for an assignment? 430
How do I upload all student submissions for an assignment? 434
How do I use peer review assignments in a course? 440
How do I create a peer review assignment? 443
How do I manually assign peer reviews for an assignment? 451
How do I automatically assign peer reviews for an assignment? 456

How do I view student peer review comments as an instructor? 462
How do I create a cloud assignment with a Google Drive file? 467
How do I create a cloud assignment with a Microsoft Office 365 file? 475
How do I set up an assignment to be sent to my institution's student information system (SIS)? 482
How do I import assignment groups from PowerSchool? 486
Attendance (Roll Call) 489
How do I use the Roll Call Attendance tool in a course? 490
How do I create a roll call seating chart using the Attendance tool? 494
How do I edit the Roll Call Attendance assignment? 496
How do I take roll call using the Attendance tool? 502
How do I use Roll Call Attendance badges in a course? 508
How do I run Roll Call Attendance reports in a course? 515
Calendar 518
How do I use the Calendar as an instructor? 519
How do I filter the Calendar view by course as an instructor? 530
How do I add an event to a course calendar? 533
How do I add and duplicate an event in the Calendar as an instructor? 537
How do I add an event to my calendar as an instructor? 544
How do I add an assignment from the Calendar? 548
How do I edit an event or assignment in the Calendar? 551
How do I set a different event date for each section in a course calendar? 560
How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor? 566
How do I subscribe to the Calendar feed using Google Calendar as an instructor? 569
How do I subscribe to the Calendar feed using Outlook as an instructor? 575
How do I add a Scheduler appointment group in a course calendar? 581
How do I view or edit a Scheduler appointment group in a course calendar? 588
How do I remove students from a Scheduler appointment in a course calendar? 594

Chat 600
How do I use Chat as an instructor? 601
How do I use inline Chat as an instructor? 605
Collaborations 610
How do I use the Collaborations Index Page? 611
How do I create a Google Drive collaboration as an instructor? 615
How do I create a Google Docs collaboration as an instructor? 621
How do I create a Microsoft Office 365 collaboration as an instructor? 626
How do I delete a collaboration as an instructor? 631
Commons 634
How do I use Commons? 635
How do I preview resources in Commons? 644
How do I import and view a Commons resource in Canvas? 655
How can I leave a review for a resource in Commons? 664
How do I add and manage Favorites in Commons? 669
How do I view my imported and shared resources in Commons? 674
How do I import Commons Favorites in the Rich Content Editor in Canvas? 679
How do I view updates to resources I previously imported from Commons? 685
What information do I need to share a resource to Commons? 693
How do I add a thumbnail image to my shared resource? 696
What types of content licenses are available in Commons? 702
What types of sharing options are available in Commons? 706
What types of document and media files can be shared to Commons? 711
How do I share a course to Commons? 713
How do I share a resource to Commons? 720
How do I share a document, image, video, or audio file to Commons? 727
How do I update a resource I previously shared to Commons? 734

How do I edit the details of a resource in Commons? 741
How do I manage Groups in Commons? 746
How do I manage approved content in Commons? 750
Conferences 754
How do I use the Conferences Index Page? 755
How do I create a conference in a course? 761
How do I delete a conference? 765
How do I edit a conference? 767
How do I record a conference? 770
How do I start a conference? 773
How do I join a conference? 775
How do I conclude a conference? 779
How do I use the Conferences interface as a moderator or presenter? 783
Course Import Tool 792
How do I copy a Canvas course into a new course shell? 793
How do I copy content from another Canvas course using the Course Import tool? 798
How do I import a Canvas course export package? 802
How do I import content from Bb Vista/CE, WebCT 6+ into Canvas? 807
How do I import content from Moodle into Canvas? 812
How do I import content from Angel into Canvas? 817
How do I import content from Blackboard 6/7/8/9 into Canvas? 822
How do I import content from Common Cartridge into Canvas? 828
How do I import content from Desire 2 Learn (D2L) into Canvas? 834
How do I export a Canvas course? 839
How do I select specific content as part of a course import? 843
How do I import Thin Common Cartridge files as separate modules? 850
How do I adjust events and due dates in a course import? 857

How do I view the status of current and prior course imports? 863
Course Navigation 868
How do I use the Course Home Page as an instructor? 869
How do I use the Course Navigation Menu as an instructor? 877
How do I manage Course Navigation links? 881
What layout options are available in the Course Home Page as an instructor? 890
How do I change the Course Home Page? 900
How do I use the Course Activity Stream as an instructor? 904
How do I use the Syllabus as an instructor? 908
How do I edit the Syllabus description in a course? 914
Courses and Sections 918
How do I use the Course Setup Checklist? 919
How do I use the Canvas course setup tutorial as an instructor? 921
How do I start a new course from the Dashboard as an instructor? 924
How do I delete a course as an instructor? 927
How do I add a section to a course as an instructor? 930
How do I change the start and end dates for a course section as an instructor? 932
How do I change the name of a course section? 938
How do I delete a course section? 941
How do I view enrollments in a course section? 944
How do I remove an enrollment from a course section? 946
How do I cross-list a section in a course as an instructor? 949
How do I de-cross-list a section in a course as an instructor? 954
What are the different states of a Canvas course? 957
How do I publish a course? 960
How do I conclude a course at the end of a term as an instructor? 963
How do I manage content for a course associated with a blueprint course? 966

How do I view the blueprint sync information for a course associated with a blueprint course? ... 972
How do I lock course objects in a blueprint course as an instructor? ... 976
How do I sync course content in a blueprint course as an instructor? ... 983
How do I view the sync history for a blueprint course as an instructor? ... 991
Discussions ... 996
How do I use the Discussions Index Page? ... 997
How do I create a discussion as an instructor? ... 1004
How do I create a group discussion in a course? ... 1009
How do I duplicate a discussion in a course? ... 1015
How do I use Direct Share to copy a discussion to another course? ... 1017
How do I use Direct Share to send a discussion to another instructor? ... 1022
How do I use Draft State in Discussions? ... 1026
How do I edit a discussion in a course? ... 1031
How do I delay posting a discussion until a specified date in a course? ... 1034
How do I move or reorder a discussion in a course? ... 1038
How do I assign a graded discussion to everyone in a course? ... 1043
How do I assign a graded discussion to an individual student? ... 1051
How do I assign a graded discussion to a course group? ... 1062
How do I assign a graded discussion to a course section? ... 1073
How do I reply to a discussion as an instructor? ... 1084
How do I view and sort discussion replies as an instructor? ... 1091
How do I mark discussion replies as read or unread as an instructor? ... 1101
How do I change discussion settings to manually mark discussion replies as read as an instructor? ... 1105
How do I like a reply in a course discussion as an instructor? ... 1107
How do I pin a discussion in a course? ... 1110
How do I subscribe to a discussion as an instructor? ... 1113

How do I delete a discussion in a course? 1117
How do I enable a podcast feed for a discussion in a course? 1120
How do I use peer review discussions in a course? 1125
How do I create a peer review discussion? 1127
How do I automatically assign peer reviews for a discussion? 1132
How do I manually assign peer reviews for a discussion? 1139
How can I require students to reply to a course discussion before they see other replies? 1144
How do I edit or delete student discussion replies in a course? 1148
How do I embed an image in a discussion reply as an instructor? 1155
How do I attach a file to a discussion reply as an instructor? 1162
How do I link to a YouTube video in a discussion reply as an instructor? 1167
How do I allow students to create a course discussion? 1173
How do I allow students to like replies in a discussion? 1175
How do I allow students to attach files to a course discussion? 1178
How do I allow students to edit and delete their own discussion posts in a course? 1180
How do I close a discussion for comments in a course? 1183
How do I set up a graded discussion to be sent to my institution's student information system (SIS)? 1187

ePortfolios 1191
How do I use the ePortfolio Getting Started Wizard as an instructor? 1192
How do I create a new ePortfolio as an instructor? 1198
How do I create a new ePortfolio section as an instructor? 1204
How do I organize my ePortfolio as an instructor? 1208
How do I edit the default page in my ePortfolio section as an instructor? 1213
How do I create a new page in my ePortfolio section as an instructor? 1217
How do I add rich text content to my ePortfolio page as an instructor? 1226
How do I upload a file or image to my ePortfolio page as an instructor? 1231

How do I organize my ePortfolio pages as an instructor? 1237
How do I add HTML/embedded content to my ePortfolio page as an instructor? 1242
How do I preview a page in my ePortfolio as an instructor? 1246
How do I download the contents of my ePortfolio as an instructor? 1250
How do I retrieve assignments from previous courses in my ePortfolio as an instructor? 1253
How can I share a private ePortfolio as an instructor? 1257
How do I make my ePortfolio public as an instructor? 1260
How do I enable comments in my ePortfolio as an instructor? 1263
How do I delete my ePortfolio as an instructor? 1267
External Apps (LTI) 1270
How do I use the Canvas App Center in a course? 1271
How do I add an external app in a course? 1278
How do I configure an external app for a course using a URL? 1281
How do I configure an external app for a course using XML? 1287
How do I configure an external app for a course using an LTI 2 Registration URL? 1292
How do I configure an external app for a course using a client ID? 1296
How do I configure a manual entry external app for a course? 1301
Files 1308
How do I view my user files as an instructor? 1309
How do I view course files as an instructor? 1314
How do I view group files as an instructor? 1317
How do I use Files as an instructor? 1320
How do I move and organize my files as an instructor? 1325
How do I rename a file as an instructor? 1330
How do I create a folder in Files as an instructor? 1333
How do I upload a file to a course? 1336
How do I preview a file as an instructor? 1341

How do I upload ZIP files as an instructor? 1344
How do I bulk upload files to a course? 1355
How do I delete a file or folder as an instructor? 1358
How do I download a single file as an instructor? 1361
How do I download a folder in ZIP format as an instructor? 1364
How do I restrict files and folders to students in Canvas? 1367
How do I set usage rights and user access for a course file? 1371
How do I set usage rights and user access for a course file folder? 1376
How do I edit an HTML file in a course? 1381
What types of files can be previewed in Canvas? 1386
What types of media files can I upload in Canvas as an instructor? 1390
How do I view my Microsoft Office 365 files in Canvas as an instructor? 1392
How do I view my Google Drive files in Canvas as an instructor? 1397

Global Navigation 1402
How do I log in to Canvas as an instructor? 1403
How do I use the Global Navigation Menu as an instructor? 1408
How do I use the Dashboard as an instructor? 1417
How do I view my favorite courses in the Card View Dashboard as an instructor? 1420
How do I use the To Do list and sidebar in the Dashboard as an instructor? 1428
How do I view global activity for all my courses in the Recent Activity Dashboard as an instructor? 1432
How do I view grades in the Dashboard as an instructor? 1436
How do I view all my Canvas courses as an instructor? 1438
How do I view my instructor groups in Canvas? 1443
How do I customize my Courses list as an instructor? 1446
How do I view my institution's Public Course Index as an instructor? 1449
How do I get help with Canvas as an instructor? 1453

How do I use the Training Services Portal as an instructor? 1462
How do I log out of Canvas as an instructor? 1468
Grades 1469
How do I use the Gradebook? 1470
How do I arrange columns in the Gradebook? 1482
How do I filter columns by type in the Gradebook? 1490
How do I use the Total column in the Gradebook? 1498
How do I sort and display student data in the Gradebook? 1502
How do I view assignments or students individually in the Gradebook? 1508
How do I use the Notes column in the Gradebook? 1519
How do I view the Unpublished Assignments column in the Gradebook? 1524
How do I create assignment columns for non-submission assignments in the Gradebook? 1528
How do I use the icons and colors in the Gradebook? 1532
How do I sort an individual assignment column in the Gradebook? 1542
How do I change the color for a grading status in the Gradebook? 1549
How do I view grades for inactive or concluded student enrollments in the Gradebook? 1554
How do I use posting policies in a course? 1559
How do I select a grade posting policy for a course in the Gradebook? 1565
How do I select a grade posting policy for an assignment in the Gradebook? 1570
How do I post grades for an assignment in the Gradebook? 1576
How do I hide grades that were previously posted in the Gradebook? 1584
How do I change the status of a submission in the Gradebook? 1592
How do I send a message to students from the Gradebook? 1600
How do I download all student submissions for an assignment in the Gradebook? 1605
How do I upload all student submissions for an assignment in the Gradebook? 1610
How do I enter and edit grades in the Gradebook? 1617
How do I enter grades for an individual assignment as a specific grading type in the

Gradebook? 1630
How do I get to SpeedGrader from the Gradebook? 1636
How do I curve grades in the Gradebook? 1640
How do I set a default grade for an assignment in the Gradebook? 1645
How do I apply a Missing Submission policy in the Gradebook? 1650
How do I apply a Late Submission policy in the Gradebook? 1655
How do I override a student's final grade in the Gradebook? 1662
How do I leave comments for students in the Gradebook? 1666
How do I import grades in the Gradebook? 1671
How do I publish final grades for a moderated assignment? 1678
How do I view the history of all grading changes in the Gradebook? 1686
How do I view a student's Grades page in a course from the Gradebook? 1692
How do I export grades in the Gradebook? 1699
How do I sync grades to Banner in the Gradebook? 1703
How do I sync grades to PowerTeacher Pro in PowerSchool in the Gradebook? 1709
How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool in the Gradebook? 1713
How do I sync grades to Infinite Campus in the Gradebook? 1720
How do I sync grades to Skyward in the Gradebook? 1725
How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook? 1729
How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook? 1738
How do I use grading periods in a course? 1745
Groups 1752
How do I view all groups in a course as an instructor? 1753
How do I add a group set in a course? 1758
How do I edit a group set in a course? 1761

How do I automatically create groups in a group set? 1764
How do I manually create groups in a group set? 1769
How do I create self sign-up groups in a group set? 1775
How do I allow students to create their own student groups? 1780
How do I automatically assign students to groups? 1783
How do I manually assign students to groups? 1787
How do I assign a student leader to a group? 1790
How do I message students who have not signed up for a self sign-up group? 1795
How do I prevent students from switching groups in self sign-up groups? 1798
How do I move a student into a different group? 1801
How do I view content and student activity within a group as an instructor? 1806

Inbox 1809

How do I use the Inbox as an instructor? 1810
How do I find my unread messages in the Inbox as an instructor? 1817
How do I filter conversations as an instructor? 1822
How do I star a conversation as an instructor? 1827
How do I send a message to a user in a course in the Inbox as an instructor? 1831
How do I send a message to a user in a group in the Inbox as an instructor? 1838
How do I send a message to all course users in the Inbox as an instructor? 1843
How do I attach a file to a message as an instructor? 1850
How do I attach a media comment to a message as an instructor? 1855
How do I reply to a message in the Inbox as an instructor? 1863
How do I privately respond to one individual in a group message as an instructor? 1866
How do I reply to submission comments in the Inbox as an instructor? 1869
How do I forward a message from a conversation as an instructor? 1873
How do I add new people to an existing conversation as an instructor? 1876
How do I delete a conversation as an instructor? 1881

How do I delete a message from a conversation as an instructor? 1886
How do I archive a conversation as an instructor? 1889
Modules 1893
How do I use the Modules Index Page? 1894
How do I use Draft State in Modules? 1905
How do I add a module? 1909
How do I duplicate a module? 1913
How do I add prerequisites to a module? 1916
How do I add requirements to a module? 1922
How do I edit a module? 1929
How do I lock a module? 1933
How do I delete a module? 1939
How do I move or reorder a module? 1941
How do I add assignment types, pages, and files as module items? 1946
How do I add a text header as a module item? 1951
How do I add an external tool as a module item? 1955
How do I add an external URL as a module item? 1960
How do I duplicate a module item? 1964
How do I edit module items? 1966
How do I remove module items? 1970
How do I move or reorder a module item? 1972
How do I use MasteryPaths in course modules? 1978
How do I allow a page to be a MasteryPath module item? 1985
How do I add conditional content to a MasteryPath source item? 1988
How do I assign a conditional assignment for students to complete in MasteryPaths? 1999
How do I view the MasteryPaths range breakdown results for an assignment? 2004
How do I use modules to view the progress of students in a course? 2010

How do I view course content offline as an HTML file as an instructor? 2013

Outcomes 2019

How do I use the outcomes page in a course? 2020

How do I create an outcome for a course? 2024

How do I create outcome groups for a course? 2029

How do I import outcomes for a course? 2031

How do I edit or delete an outcome in a course? 2037

How do I edit or delete an outcome group in a course? 2043

How do I create custom course outcome names for students? 2045

How do I move outcomes and outcome groups in a course? 2048

How do I find an existing outcome to add to a course? 2051

How do I align an outcome with a question bank? 2054

How do I find Learning Standards to add to a course-level outcome? 2059

How do I view all aligned items and artifacts within an outcome? 2063

How do I use the Learning Mastery Gradebook to view outcome results in a course? 2066

How do I view outcomes or student results individually in the Learning Mastery Gradebook? 2076

How do I view the outcomes results report for an individual student in a course? 2083

Pages 2087

How do I use the Pages Index Page? 2088

How do I use Draft State in Pages? 2093

How do I create a new page in a course? 2099

How do I change the name of a page in a course? 2104

How do I edit a page in a course? 2108

How do I duplicate a page in a course? 2112

How do I use Direct Share to copy a page to another course? 2115

How do I use Direct Share to send a page to another instructor? 2120

How do I delete a page in a course? 2125

How do I upload a PDF to a page in a course? 2127
How do I link to other Canvas pages in a course? 2135
How do I set a Front Page in a course? 2140
How do I embed a video in a page in a course? 2144
How do I create a file link in a page in a course? 2150
How do I view the history of a page in a course? 2157
How do I use the Microsoft Immersive Reader when viewing a page as an instructor? 2162
People 2166
How do I use the People page in a course as an instructor? 2167
How do I view a context card for a student in a course? 2174
How do I add users to a course? 2181
How do I limit a user to only interact with other users in the same course section? 2193
How do I view user details for an enrollment in a course? 2197
How do I record the last day a user attended a course? 2202
How do I view a user's profile in a course as an instructor? 2207
How do I edit user roles in a course? 2213
How do I edit sections for an enrollment in a course? 2216
How do I resend student invitations to a course? 2221
How do I deactivate an enrollment in a course? 2224
How do I conclude an enrollment in a course? 2227
How do I restore a concluded enrollment in a course? 2231
How do I view concluded enrollments in a course? 2235
How do I remove an enrollment from a course? 2237
How do I link a student to an observer in a course? 2239
How do I generate a pairing code for an observer as an instructor? 2243
How do I view a summary of all my student interactions in a course? 2248
How do I view my course interactions with an individual student? 2252

How do I view the course access report for an individual user? 2255
How do I view registered services for all users in a course? 2260
Profile and User Settings 2262
How do I edit my profile in my user account as an instructor? 2263
How do I add a profile picture in my user account as an instructor? 2268
How do I change the settings in my user account as an instructor? 2281
How do I change the language preference in my user account as an instructor? 2285
How do I select personal pronouns in my user account as an instructor? 2288
How do I set a time zone in my user account as an instructor? 2292
How do I change my login password as an instructor? 2295
How do I add contact methods to receive Canvas notifications as an instructor? 2298
How do I merge my user account with an account using the same email address as an instructor? 2303
How do I set my Canvas notification preferences as an instructor? 2307
How do I add an additional email address as a contact method in Canvas as an instructor? 2313
How do I view course content offline as an ePub file as an instructor? 2317
How do I change my default email address in my user account as an instructor? 2321
How do I reset my password as an instructor? 2323
How do I add a text (SMS) contact method in Canvas as an instructor? 2328
How do I set up multi-factor authentication for my user account as an instructor? 2335
How do I manage API access tokens as an instructor? 2339
What feature options can I enable in my user account as an instructor? 2346
How do I manage new features in my user account as an instructor? 2350
How to I manage content shared to me from other users? 2353
Quizzes 2359
How do I use the Quizzes Index Page? 2360
How do I use Draft State in Quizzes? 2366

What quiz types can I create in a course? 2370
What options can I set in a quiz? 2372
How do I import quizzes from QTI packages? 2384
How do I create a quiz with individual questions? 2390
How do I create a quiz with a question group to randomize quiz questions? 2396
How do I create a quiz by finding questions in a question bank? 2402
How do I create a quiz with a question group linked to a question bank? 2408
How do I create a Multiple Choice quiz question? 2415
How do I create a True/False quiz question? 2427
How do I create a Fill-in-the-Blank quiz question? 2433
How do I create a Fill-in-Multiple-Blanks quiz question? 2439
How do I create a Multiple Answers quiz question? 2448
How do I create a Multiple Dropdown quiz question? 2457
How do I create Likert scale quiz questions? 2467
How do I create a Matching quiz question? 2474
How do I create a Numerical Answer quiz question? 2480
How do I create a Formula quiz question with a single variable? 2487
How do I create a Simple Formula quiz question? 2495
How do I create an Essay quiz question? 2502
How do I create a File Upload quiz question? 2506
How do I create a Text (no question) quiz question? 2512
How do I link course content to a quiz question? 2515
How do I create a question bank in a course? 2522
How do I bookmark a question bank in a course? 2527
How do I unbookmark a question bank in a course? 2532
How do I delete a question bank in a course? 2534
How do I move multiple questions from one question bank to another? 2537

How do I move/copy a question from one question bank to another? 2541
How do I reorder questions or question groups in a quiz? 2545
How do I import a question bank from one Canvas course to another? 2554
How can I create a quiz where students only see one question at a time? 2560
How do I make a quiz available before or after the due date? 2565
How do I assign a quiz to an individual student? 2572
How do I assign a quiz to a course section? 2583
How do I delete a quiz? 2594
How do I export quiz content from a course? 2597
How do I use Direct Share to copy a quiz to another course? 2601
How do I use Direct Share to send a quiz to another instructor? 2606
Once I publish a quiz, how do I make additional changes? 2611
Once I publish a quiz, how do I use the Moderate Quiz page? 2615
Once I publish a quiz, what kinds of quiz statistics are available? 2622
Once I publish a quiz, how can I give my students extra attempts? 2629
Once I publish a timed quiz, how can I give my students extra time? 2638
How do I manually submit outstanding student quiz submissions? 2648
How do I view student results in a quiz? 2652
How do I view a quiz log for a student? 2657
What options can I use to regrade a quiz in a course? 2666
How do I regrade a Multiple Choice quiz question? 2670
How do I regrade a True/False quiz question? 2676
How do I regrade a Multiple Answers quiz question? 2682
How do I create a survey in my course? 2688
How do I view survey results in a course? 2695
How do I view practice quiz results in a course? 2699
How do I set up a quiz to be sent to my institution's student information system (SIS)? 2703

New Quizzes 2707
How do I create an assessment using New Quizzes? 2708
How do I import an assessment from a QTI package in New Quizzes? 2718
How do I create a Categorization question in New Quizzes? 2724
How do I create an Essay question in New Quizzes? 2731
How do I create a File Upload assessment question using New Quizzes? 2737
How do I create a Fill in the Blank question in New Quizzes? 2743
How do I create a Formula question in New Quizzes? 2752
How do I create a Hot Spot question in New Quizzes? 2761
How do I create a Matching question in New Quizzes? 2771
How do I create a Multiple Answer question in New Quizzes? 2778
How do I create a Multiple Choice question in New Quizzes? 2785
How do I create a Numeric question in New Quizzes? 2794
How do I create an Ordering question in New Quizzes? 2801
How do I create a True or False question in New Quizzes? 2809
How do I insert stimulus content in New Quizzes? 2814
How do I add feedback to an assessment question in New Quizzes? 2820
How do I reorder questions in an assessment using New Quizzes? 2824
How do I edit an assessment in New Quizzes? 2833
How do I use the Rich Content Editor in New Quizzes? 2840
How do I edit a New Quizzes assessment from the Assignments page? 2847
How do I grade an assessment in New Quizzes? 2852
How do I regrade an assessment question in New Quizzes? 2857
How do I manage settings for an assessment in New Quizzes? 2864
How do I preview an assessment in New Quizzes? 2877
How do I manage item banks in New Quizzes? 2882
How do I create an item bank in New Quizzes? 2893

How do I add content to an item bank in New Quizzes? 2897
How do I import questions from a QTI package into an item bank in New Quizzes? 2902
How do I add an item from an item bank to an assessment in New Quizzes? 2909
How do I edit an item bank item in New Quizzes? 2915
How do I add all items or a random set from an item bank to an assessment in New Quizzes? 2923
How do I move or copy a question from one item bank to another in New Quizzes? 2929
How do I share an item bank in New Quizzes? 2935
How do I align an outcome to an assessment in New Quizzes? 2941
How do I align an outcome to an assessment question in New Quizzes? 2947
How do I view reports for an assessment in New Quizzes? 2953
How do I use the Moderation page in New Quizzes? 2961
How do I migrate a Canvas quiz to New Quizzes? 2970
How do I moderate a student's assessment attempt in New Quizzes? 2973
How do I add assessment accommodations for a student in New Quizzes? 2980
How do I use Direct Share to copy a quiz to another course in New Quizzes? 2986
How do I use Direct Share to send a quiz to another instructor in New Quizzes? 2991
How do I delete a New Quizzes assessment? 2996

Rich Content Editor 2998
How do I add and modify text in the Rich Content Editor as an instructor? 2999
How do I insert a table using the Rich Content Editor as an instructor? 3008
How do I use the HTML view in the Rich Content Editor as an instructor? 3019
How do I embed images from Canvas into the Rich Content Editor as an instructor? 3022
How do I embed images from Flickr Creative Commons in the Rich Content Editor as an instructor? 3034
How do I embed images from the web in the Rich Content Editor as an instructor? 3043
How do I create a hyperlink in the Rich Content Editor as an instructor? 3050
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor? 3054

How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor? 3057
How do I link to a YouTube video in the Rich Content Editor as an instructor? 3060
How do I embed iFrame videos using the Rich Content Editor as an instructor? 3070
How do I record a video using the Rich Content Editor as an instructor? 3075
How do I record a video using Flash in the Rich Content Editor as an instructor? 3082
How do I upload a video using the Rich Content Editor as an instructor? 3090
How do I record audio using the Rich Content Editor as an instructor? 3095
How do I record audio using Flash in the Rich Content Editor as an instructor? 3102
How do I upload an audio file using the Rich Content Editor as an instructor? 3110
How do I use the Math Editor in the Rich Content Editor as an instructor? 3115
How do I use the Accessibility Checker in the Rich Content Editor as an instructor? 3121
How do I insert links to course content into the Rich Content Editor using the Content Selector as an instructor? 3127
How do I insert course files into the Rich Content Editor using the Content Selector as an instructor? 3135
How do I insert course images into the Rich Content Editor using the Content Selector as an instructor? 3144
How do I set the auto-open for inline preview for files using the Rich Content Editor as an instructor? 3152
How do I disable inline previews for files using the Rich Content Editor as an instructor? 3158
How do I add captions to an external video as an instructor? 3164
How do I add captions to new or uploaded videos in Canvas as an instructor? 3166
How do I create a caption file using the subtitle creation tool as an instructor? 3172
How do I view captions in a video as an instructor? 3182
New Rich Content Editor 3185
How do I add and modify text in the New Rich Content Editor as an instructor? 3186
How do I insert a table using the New Rich Content Editor as an instructor? 3198
How do I use the HTML view in the New Rich Content Editor as an instructor? 3213

How do I create hyperlinks to external URLs in the New Rich Content Editor as an instructor? .3216
How do I create hyperlinks to course content in the New Rich Content Editor as an instructor? .3223
How do I create hyperlinks to course and user files in the New Rich Content Editor as an instructor? .3230
How do I edit and remove hyperlinks in the New Rich Content Editor as an instructor? .3238
How do I upload and embed an image in the New Rich Content Editor as an instructor? .3242
How do I embed images from Canvas into the New Rich Content Editor as an instructor? .3249
How do I manage alt text and display options for images embedded in the New Rich Content Editor as an instructor? .3254
How do I upload and embed a media file from my computer in the New Rich Content Editor as an instructor? .3260
How do I record media using the New Rich Content Editor as an instructor? .3267
How do I upload and embed media from an external source in the New Rich Content Editor? .3274
How do I embed media files from Canvas into the New Rich Content Editor as an instructor? .3278
How do I upload a document in the New Rich Content Editor as an instructor? .3282
How do I embed course and user documents in the New Rich Content Editor? .3288
How do I use the Math Editor in the New Rich Content Editor as an instructor? .3294
How do I create a hyperlink or embed a file from Google Drive into the New Rich Content Editor as an instructor? .3300
How do I create a hyperlink from Microsoft Office 365 in the New Rich Content Editor as an instructor? .3306
How do I link to a YouTube video in the New Rich Content Editor as an instructor? .3312
How do I use the Accessibility Checker in the New Rich Content Editor as an instructor? .3320

Rubrics .3326
How do I manage rubrics in a course? .3327
How do I add a rubric in a course? .3334
How do I align an outcome with a rubric in a course? .3345
How do I add a rubric to an assignment? .3351

How do I add a rubric to a graded discussion? 3361
How do I add a rubric to a quiz? 3371
Settings 3380
How do I use course settings? 3381
How do I set details for a course? 3387
How do I change a course name and course code? 3397
How do I add an image to a course card in the Dashboard? 3400
How do I set a time zone for a course? 3405
How do I change the start and end dates for a course? 3408
How do I restrict student access to a course before or after the course dates? 3414
How do I change the language preference for a course? 3417
How do I enable SpeedGrader to launch filtered by student group? 3420
How do I use grading schemes in a course? 3422
How do I view grading schemes in a course? 3428
How do I enable a grading scheme for a course? 3433
How do I add a grading scheme in a course? 3438
How do I view grading periods in a course? 3443
How do I customize visibility options for a course? 3447
How do I customize visibility options for course content? 3450
How do I set a Creative Commons license for a course? 3453
How do I include a course in the Public Course Index? 3457
How do I set a course format? 3460
How do I change the format of a course ePub export file? 3462
How do I allow course content to be exported as an offline HTML file? 3464
How do I enable course self-enrollment with a join code or secret URL? 3466
How do I show recent announcements in the Course Home Page? 3470
How do I hide totals in my students' grade summaries? 3473

How do I hide grade distribution scoring details from students? 3475
How do I disable announcement replies for an entire course? 3477
How do I validate links in a course? 3480
How do I view course statistics? 3486
How do I view a course as a test student using Student View? 3492
How do I reset course content? 3496
How do I manage new features for a course? 3499
What feature options are currently available for Canvas courses? 3504
How do I access the Canvas beta environment as an instructor? 3513
How do I access the Canvas test environment as an instructor? 3516
SpeedGrader 3519
How do I get to SpeedGrader from an assignment, quiz, or graded discussion? 3520
How do I use SpeedGrader? 3524
How do I use the student list to view student submissions in SpeedGrader? 3535
How do I sort the student list in SpeedGrader? 3539
How do I grade group assignments in SpeedGrader? 3542
How do I view the details of a submission for a student in SpeedGrader? 3545
How do I hide student names in SpeedGrader? 3549
How do I hide or post assignment grades in SpeedGrader? 3552
How do I add annotated comments in student submissions using DocViewer in SpeedGrader? 3558
How do I enter and edit grades in SpeedGrader? 3568
How do I grade a text entry submission in SpeedGrader? 3574
How do I grade a website URL submission in SpeedGrader? 3577
How do I grade a media recording submission in SpeedGrader? 3580
How do I grade a file upload submission in SpeedGrader? 3582
How do I audit an assessment in SpeedGrader? 3585
How do I use a rubric to grade submissions in SpeedGrader? 3593

How do I use free-form comments instead of ratings in a rubric in SpeedGrader? 3598
How do I use a non-scoring rubric to assess submissions in SpeedGrader? 3604
How do I leave feedback comments for student submissions in SpeedGrader? 3608
How do I download submission comments as a PDF in SpeedGrader? 3614
How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader? 3617
How do I review moderated assignments in SpeedGrader as a moderator? 3621
How do I grade quiz questions in SpeedGrader? 3628
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader? 3632
How do I grade one quiz question at a time in SpeedGrader? 3637
How do I grade a graded discussion in SpeedGrader? 3645
How do I view plagiarism assignments in SpeedGrader? 3649
Web Services 3652
How do I connect to web services outside of Canvas as an instructor? 3653
How do I connect to Delicious as a web service in Canvas as an instructor? 3656
How do I connect to Google Drive as a web service in Canvas as an instructor? 3659
How do I connect to Twitter as a web service in Canvas as an instructor? 3663
How do I connect to Skype as a web service in Canvas as an instructor? 3667

Introduction

How do I sign up for a Canvas account as an instructor?

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

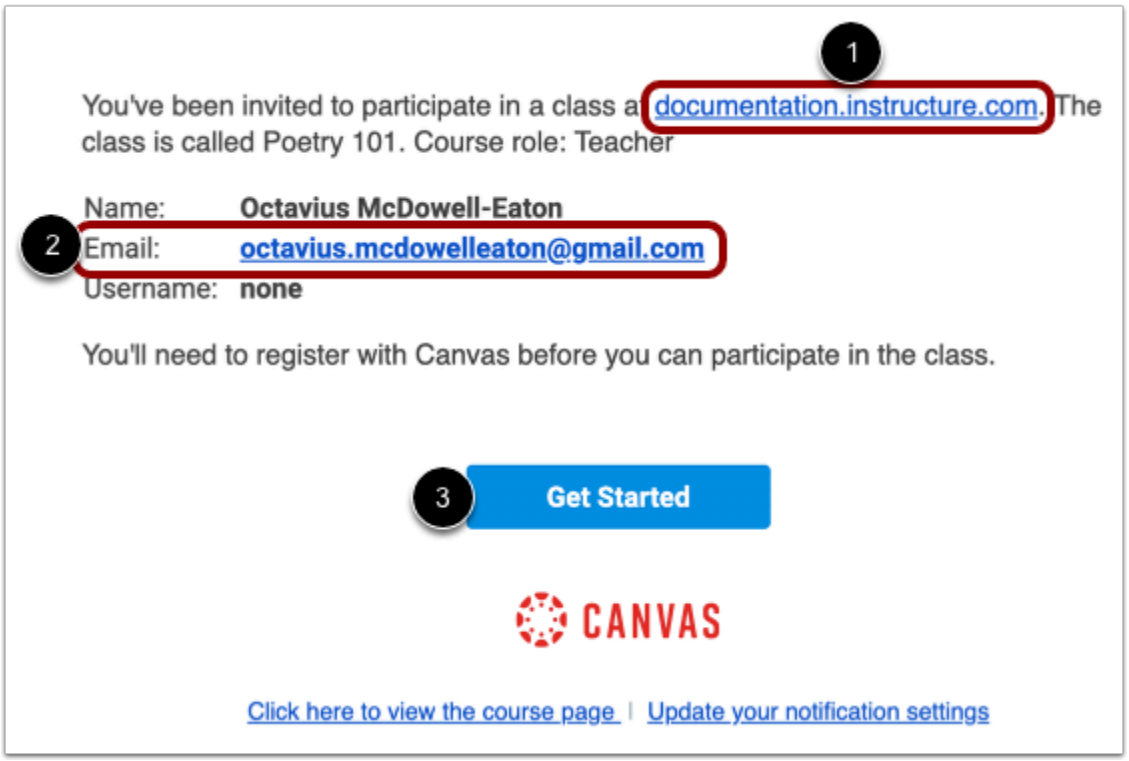
If you are using Canvas through your institution, you will most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation. If your institution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

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

Notes:

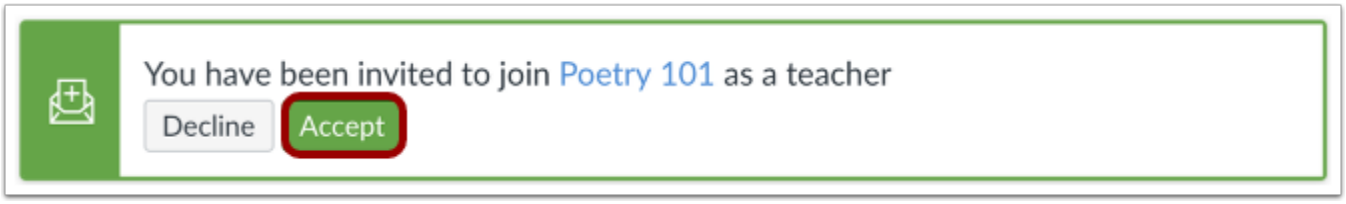
- Free-for-Teacher accounts are always free. However, they do not contain all features available to institutional users of Canvas. Learn more in the Canvas Account Comparison PDF.
- For help with your Free-for-Teacher account, view our Free-for-Teacher Account FAQ in the Canvas Community.

Accept Course Invitation



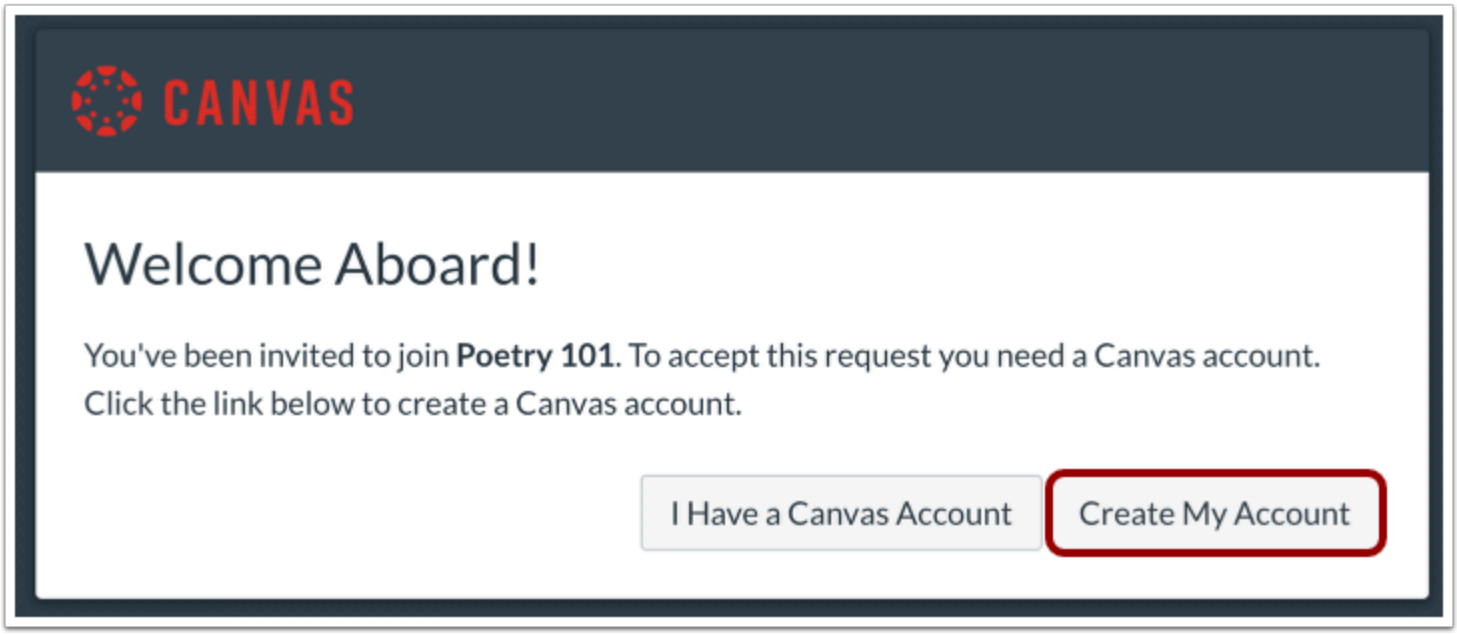
If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2]. To accept the course invitation, click the **Get Started** button [3].

Accept Course



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

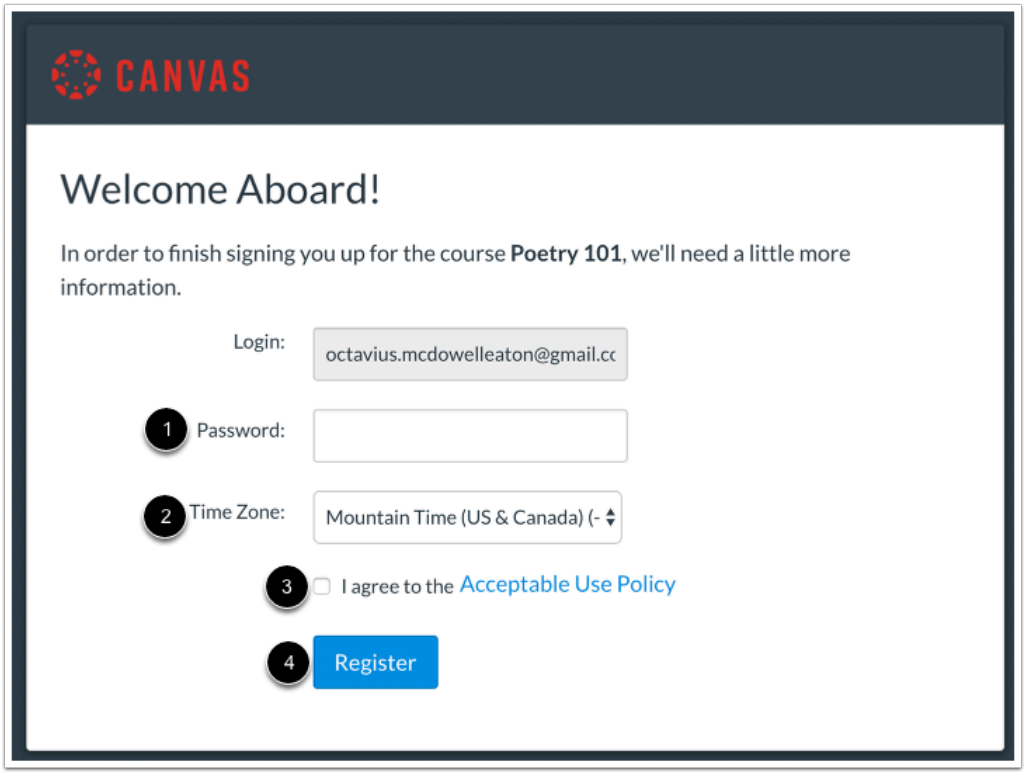
Create Canvas Account



Click the **Create My Account** button.

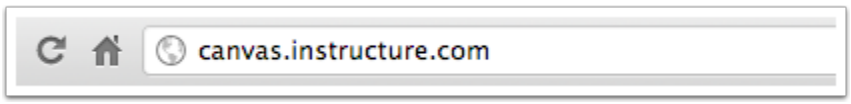
Note: If you already have a Canvas account, click the **I Have a Canvas Account** button. You'll be directed to the Canvas login page.

Complete Registration



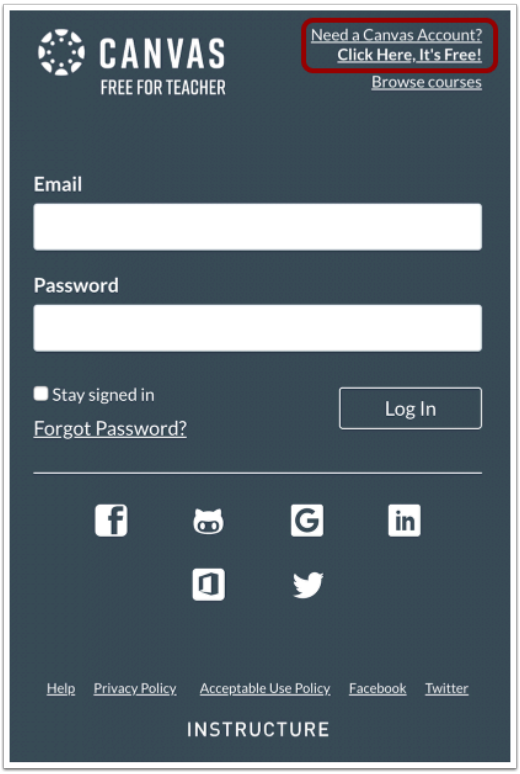
Create a password [1], enter your time zone [2], and click the acceptable use policy agreement checkbox [3]. Then click the **Register** button [4].

Create Your Own Account



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

Create Canvas Account

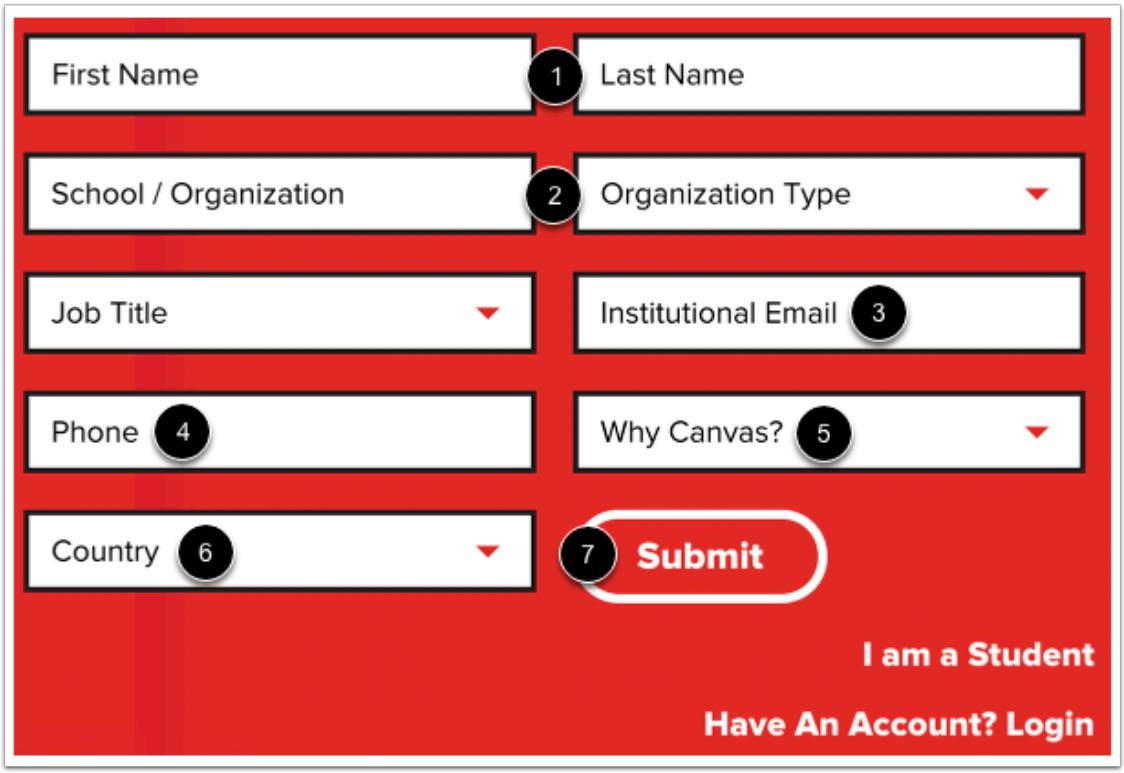


Click the **Need a Canvas Account?** link.

Sign Up As a Teacher

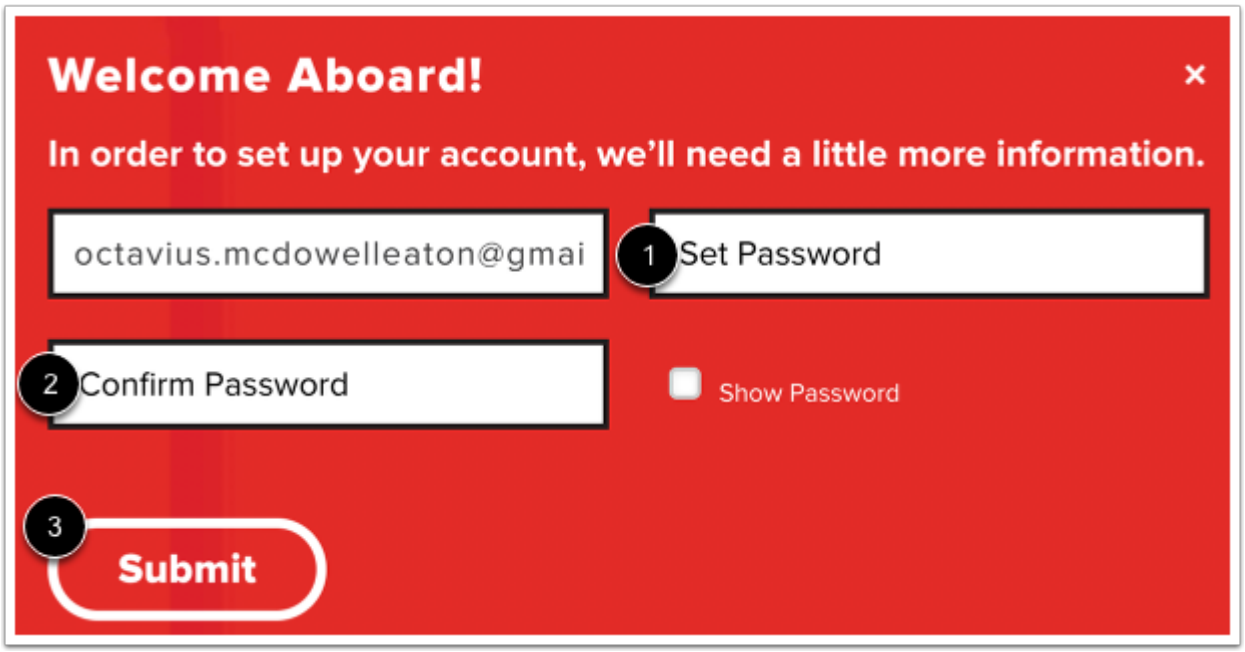
Click the **I'm a Teacher** link.

Sign Up for Your Account



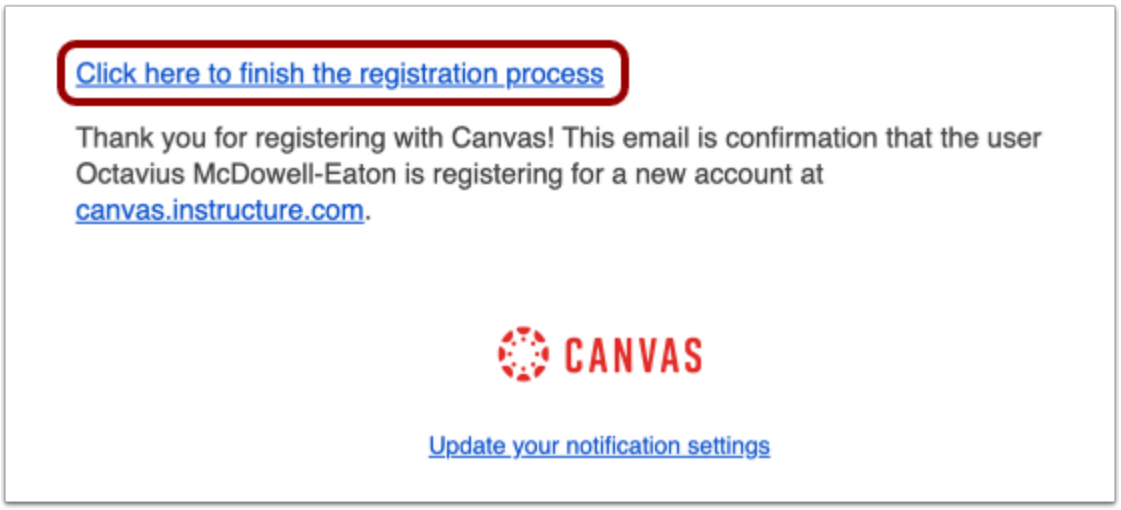
To sign up for a free Canvas teacher account, enter your first and last name [1], information about your institution [2], and your institutional email address [3] and phone number [4]. Select a reason for signing up for Canvas in the **Why Canvas** drop-down menu [5], and specify the country from which you are requesting the account [6]. Then click the **Submit** button [6].

Create Password



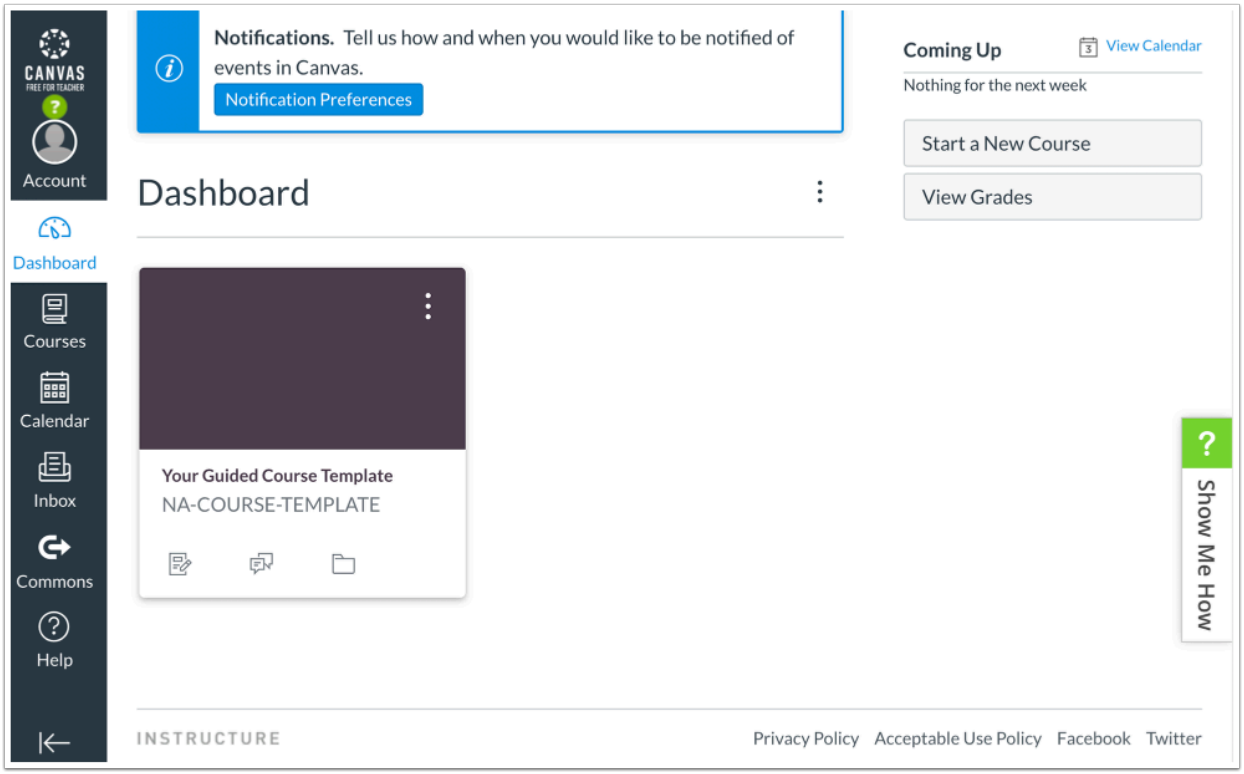
Create a password for your account [1], and confirm your chosen password [2]. Then click the **Submit** button [3].

Finish Registration



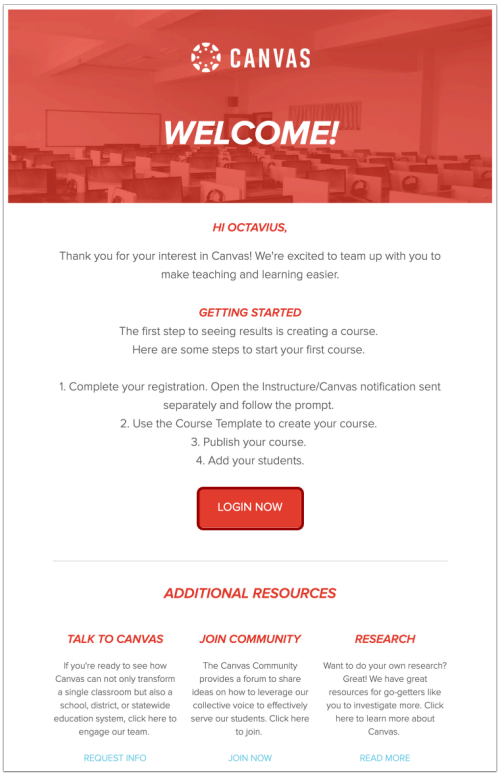
To finish registering for Canvas, log into your email account. Locate the registration email and click the **Click here to finish the registration process** link.

View Canvas Account



You will be automatically logged into your Canvas Free-for-Teacher account. Click the Show Me How link for a guided Canvas tutorial.

View Welcome Email



You will receive a welcome email from Canvas with tips to get started with Canvas and additional resources. To log into Canvas, click the **Login Now** button.

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

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

Instructors

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

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

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

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

How do I embed a Guides lesson inside a Canvas course?

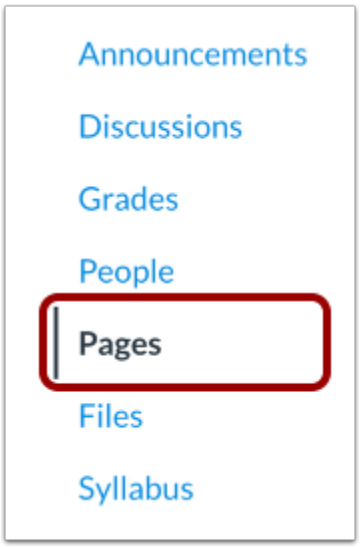
The existing community (guides.canvaslms.com) doesn't allow embedding.

Content is available for embedding at guides.instructure.com; however, this site will be discontinued at a future date. For referencing content, consider linking lessons from the community into your course content.

Many of our clients are using Canvas Guides to build their own training modules inside Canvas. We think this is a great idea since our product is changing so quickly. By embedding lessons in your course with iFrames, you can be sure that our most recent documentation is available to your learners. You can also link to the Guides in Modules.

Note: Some browsers such as Firefox and Chrome create security restrictions as noted in our general browsers lesson. If you visit a page in your Canvas course with an embedded iFrame that is linked to insecure content, you may see a shield icon in the browser address bar. You can choose to override the security restriction and display the content anyway by clicking the shield icon and then choosing Disable Protection on This Page or Load unsafe script.

Open Pages

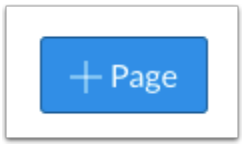


In Course Navigation, click the **Pages** link.

View Pages

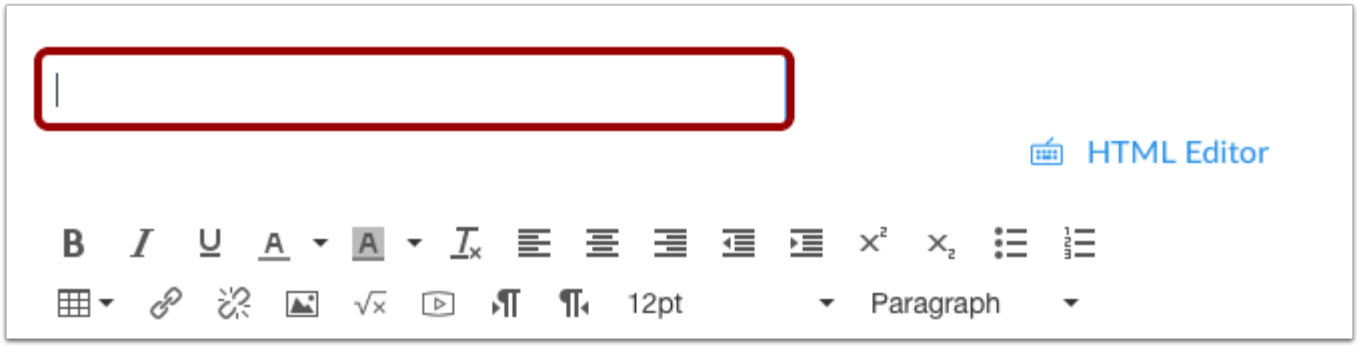
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Add Page



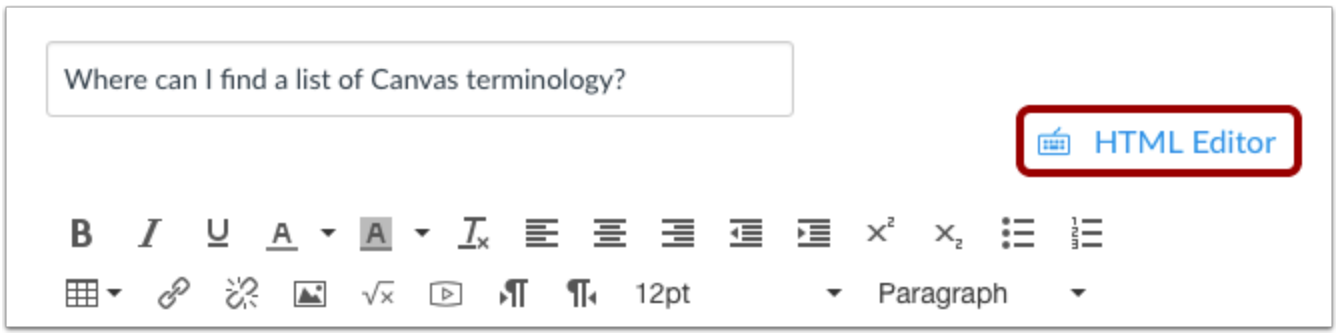
Click the **Add Page** button.

Enter Page Title



Enter the name of the new page. You may decide to copy and paste the exact title of the Canvas Guides lesson.

Switch Views



Click the **HTML Editor** link.

Secure Content

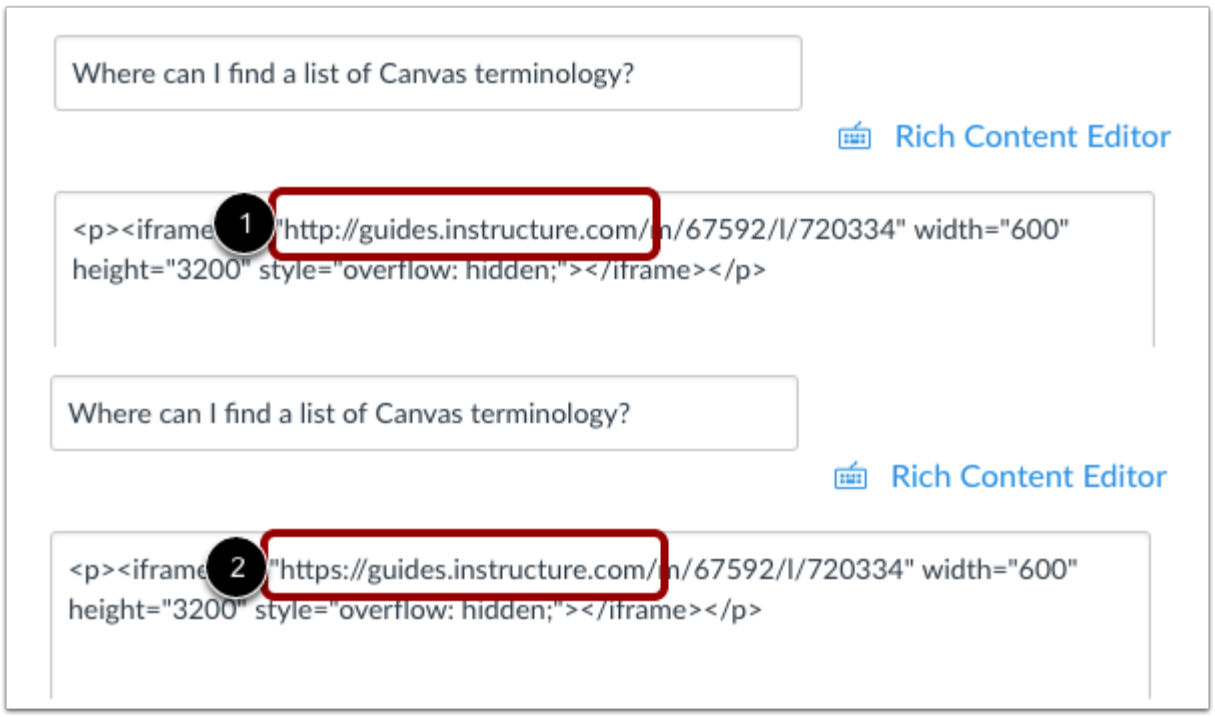
If you wish to prevent web browsers from blocking mixed secure and non-secure content or creating pop-up warnings, you can link to Canvas Guide lessons using secure content.

In regular (unsecured) guide links, the URL begins with *http://guides.instructure.com*. However, secure content is created by replacing that part of the *URL with https://guides.instructure.com*.

Copy Canvas Guides URL

Copy the URL of the Canvas Guide you wish to embed.

Enter HTTPS iFrame Embed Code (Secure)



To paste a Canvas Guide as a secure iFrame, replace the beginning of the URL, **http://guides.instructure.com** [1], with **https://guides.instructure.com** [2].

```
<p><iframe src="https://guides.instructure.com/m/67952/l/720334"
width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

Note: https://guides.instructure.com replaces http://guides.instructure.com/ but everything else in the code snippet stays the same.

Non-Secure Content

Non-secure content may create pop-up warnings. You can link to Canvas Guide lessons using secure content, see the Secure Content steps.

In (unsecured) guide links, the URL begins with *http://guides.instructure.com*. However, secure content is created by replacing that part of the *URL with https://guides.instructure.com*.

Copy Canvas Guides URL

Copy the URL of the Canvas Guide you wish to embed.

Enter HTTP iFrame Embed Code (Non-Secure)

To paste a Canvas Guide as an iFrame, copy the iFrame code snippet below, replacing the text **CANVASURL** with the exact URL of the lesson you wish to embed.

```
<p><iframe src="CANVASURL-?e=4" width="600" height="3200"
style="overflow: hidden;"></iframe></p>
```

For instance, if you wanted to embed the lesson titled "Where can I find a list of Canvas terminology?," you would replace the URL as follows:

```
<p><iframe src="http://guides.instructure.com/m/67952/l/720334-?e=4"
width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

Save and Publish

If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.

Publish Page

When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

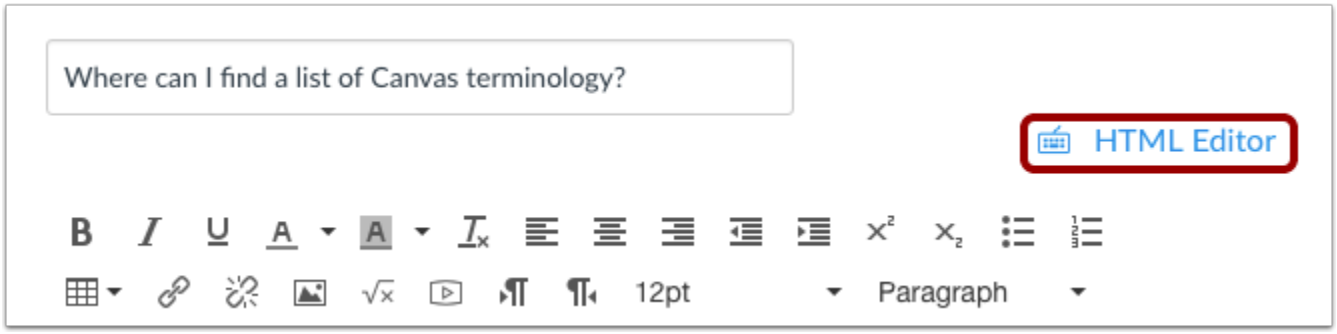
View iFrame Borders and Scrollbars

Depending on the browser you use, you may see some borders and scrollbars around the iFrame area, which is normal.

Adjust iFrame Height

After you view your page, the iFrame may be too long, or not long enough, for the length of the Canvas Guide lesson. To change the height or width, click the **Edit** button.

Switch Views



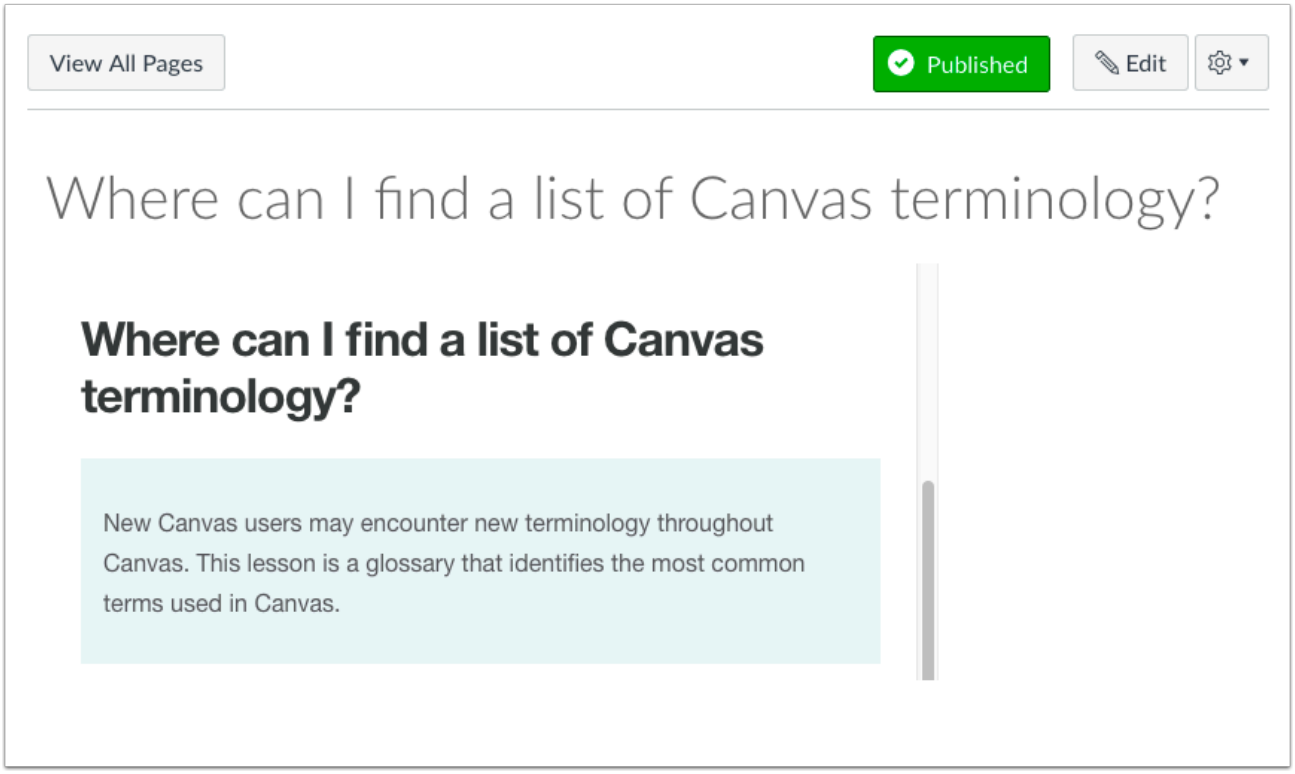
Click the **HTML Editor** link.

Adjust iFrame Height

Change the number in the height or width area of the embed code to adjust the **height** or **width** (in pixels). Then click the **Save** button at the bottom of the page.

Note: You can also change **e=4** to **e=3** to expand the lesson in the browser window.

View iFrame of Canvas Guide Lesson



When you open the page in Canvas, it may take a moment to load the content. For a split second, you may see some of the formatting from the original Canvas Guides site. You may need to refresh the page. Once it loads, it will look great!

How can I use Canvas on my mobile device as an instructor?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. With the growing use of mobile devices, you should build your courses with best practices for mobile in mind.

Mobile Browsers

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is designed to be used within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the limited-support mobile browser guidelines.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has four native mobile applications for instructors free for download on both phones and tablets.

- **Canvas Teacher App** (iOS 10.0+, Android 5.0+). This app allows you to manage course content and grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. View Canvas Teacher mobile features by version and device.
- **MagicMarker** (iOS 8.0+ iPad only). This app assists you with standards-based learning. Syncs with the Learning Mastery Gradebook.
- **Polls for Canvas** (iOS 7.0+, Android 4.0+). This app is the easy to way for you to collect student opinion in your courses without any extra devices.

You can learn more about mobile applications in the Canvas Mobile Guides.

Analytics

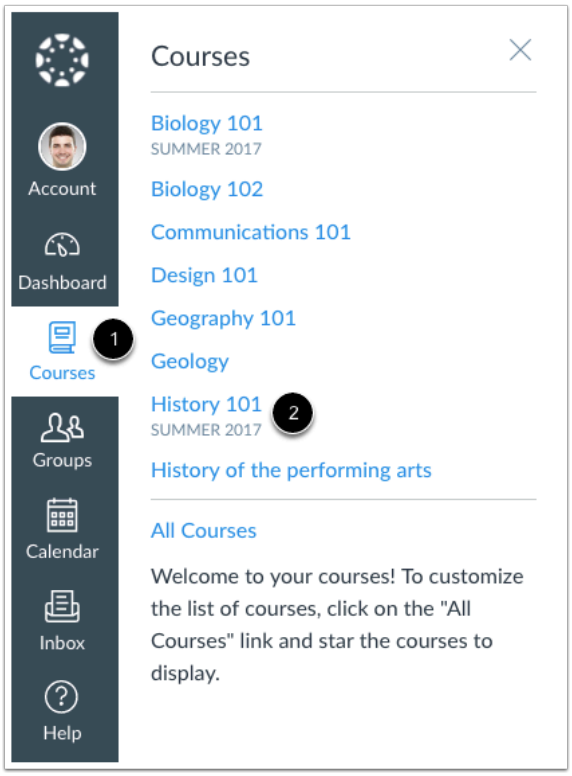
How do I view Course Analytics?

Course analytics will show you activity, assignment submissions, grades, and students. You can view analytics in both active and concluded courses.

Notes:

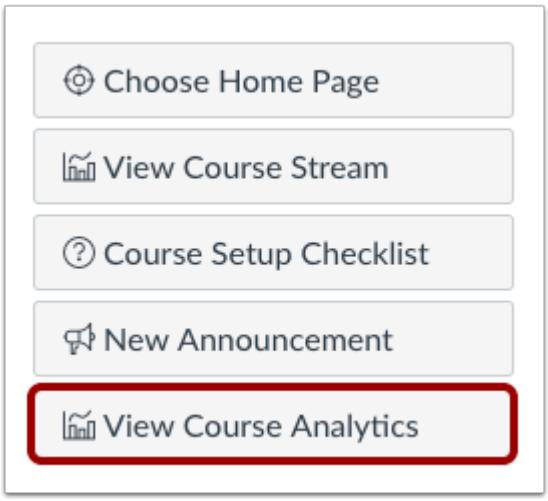
- The Analytics features displayed in this lesson will be removed on March 21, 2020, and will be replaced by New Analytics. View more information on using New Analytics.
- Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
- The Analytics button only displays once students have been enrolled and students have started to participate in the course.

Open Courses



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

Open Course Analytics

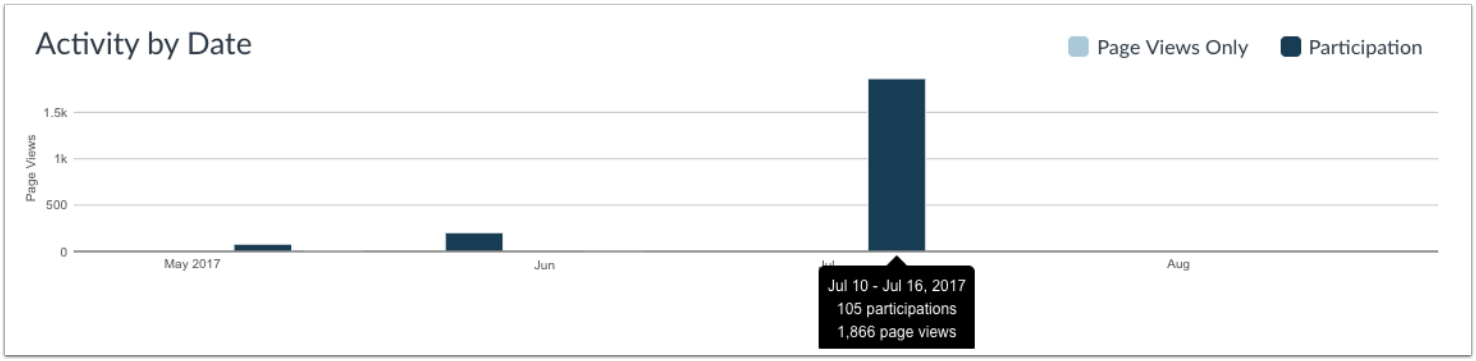


Click the **View Course Analytics** button.

View Analytics Graphs

By default, analytics are shown in a graph format. There are three types of graphs: Activity by Date, Submissions, and Grades.

View Activity by Date



The Activity by Date graph shows all course activity for all users in the course. 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.

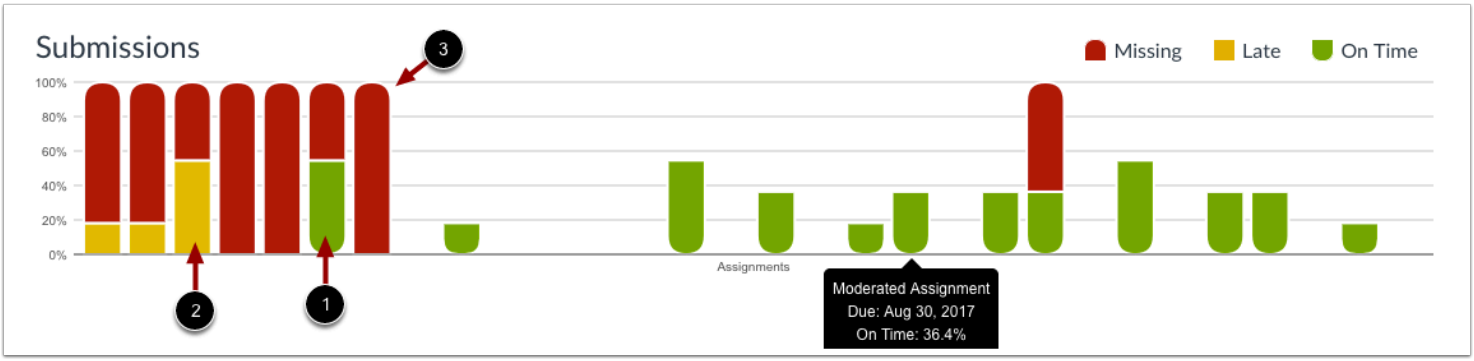
The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. Browser window size, zoom level, and screen resolution may also change how the bars display.

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.

The following user actions will generate analytics course participation:

- Announcements: posts an announcement (instructor)
- Announcements: posts a new comment to an announcement
- Assignments: updates an assignment's settings or description (instructor)
- Assignments: submits an assignment (student)
- Calendar: updates a calendar event's settings or description (instructor)
- 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 wiki page
- Quizzes: submits a quiz (student)
- Quizzes: starts taking a quiz (student)

View Submissions



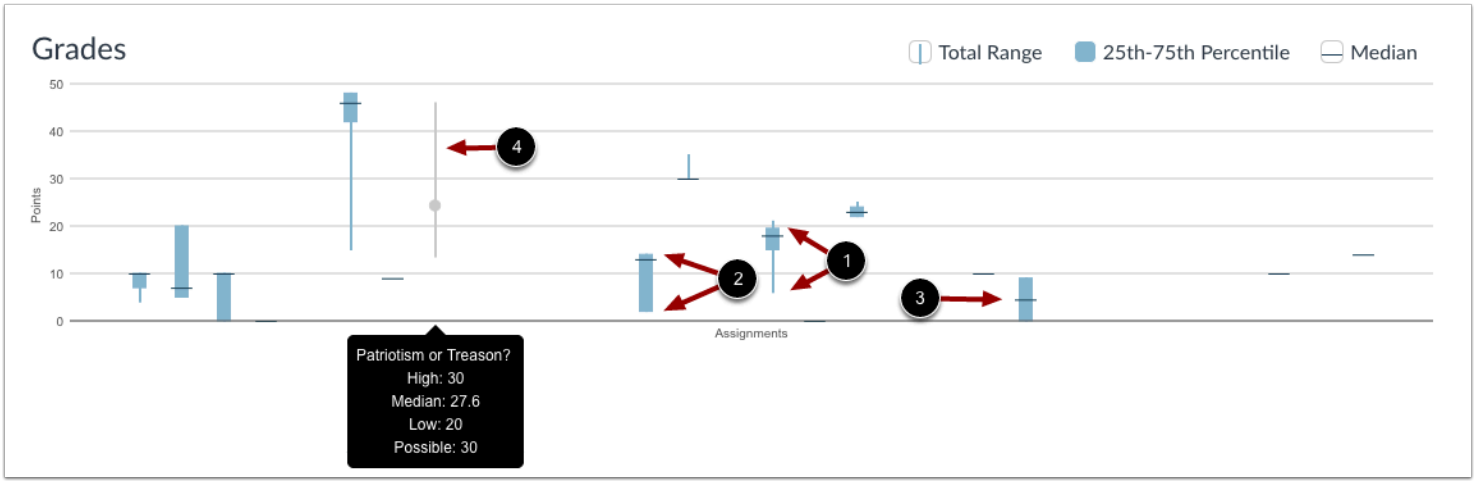
The Submissions Graph shows the status of each assignment in the course. The x-axis represents the assignments, while the y-axis represents the percentage of submissions for all students in the course.

The green rounded shape at the bottom of the bar indicates how many students submitted the assignment on time [1]. The yellow straight-edge shape indicates how many students submitted the assignment late/past due [2]. The red rounded shape at the top of the bar indicates how many students have not submitted the assignment [3].

To view the details of the bar graph, hover over the specific bar you want to view. The details include the assignment title, the due date (if any), and the percentage of late, on time, and missing submissions.

Note: The bars will only extend to the edge of the dates available for the course, even if there is an assignment or quiz that extends beyond the course start and end dates. The graph will include a note graph explaining there are assignments outside of the course dates.

View Grades



The Grades graph shows the median, high, and low scores for an assignment. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical blue line extends from the lowest score to the highest score [1]. The blue box extends from the 25th to 75th percentile [2]. The horizontal black line shows the median score for the assignment [3]. Gray lines indicate muted assignments [4].

To view the details of the bar graph, hover over the specific bar you want to view.

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
2017-07-13	301	22
2017-07-12	202	3
2017-07-11	397	21
2017-07-10	967	59
2017-06-13	2	0

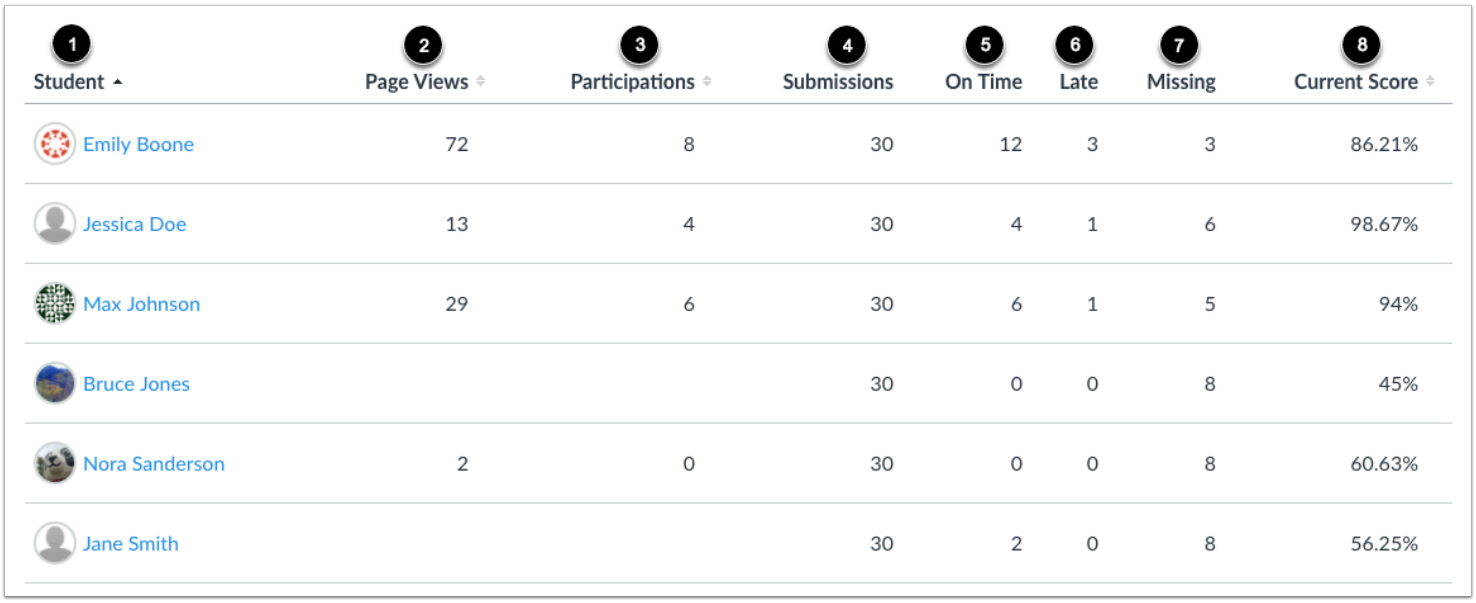
Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

2017-06-02	192	20
2017-05-31	12	0
2017-05-18	10	0
2017-05-12	11	0
2017-05-11	34	3
2017-05-10	35	1

<< < 1 > >>

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.

View Student Analytics



1 Student	2 Page Views	3 Participations	4 Submissions	5 On Time	6 Late	7 Missing	8 Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%
Bruce Jones			30	0	0	8	45%
Nora Sanderson	2	0	30	0	0	8	60.63%
Jane Smith			30	2	0	8	56.25%

Student Analytics are always shown in a table format and displays an overview of student participation in the course.

You can view the student name [1], page views [2], participations [3], and submissions [4].

The Submissions column shows how many published and graded assignments each student has submitted in the course. Submissions are broken down according to how many submissions were on time [5], late [6], and missing [7]. Note that an assignment only counts as missing if the due date has passed and it has not been submitted.

You can also view a student's current score percentage [8], which is their total score in the course.

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

Sort Student Analytics

Student	Page Views	Participations	Submissions	On Time	Late	Missing	Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%

You can sort student analytics in ascending or descending order by student name, page views, participations, and current score. These filters allow you to evaluate student performance according to your preference.

View Student Analytics

Student	Page Views	Participations	Submissions	On Time	Late	Missing	Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%

To view analytics for a specific student, click the name of the student.

How do I view analytics for a student in a course?

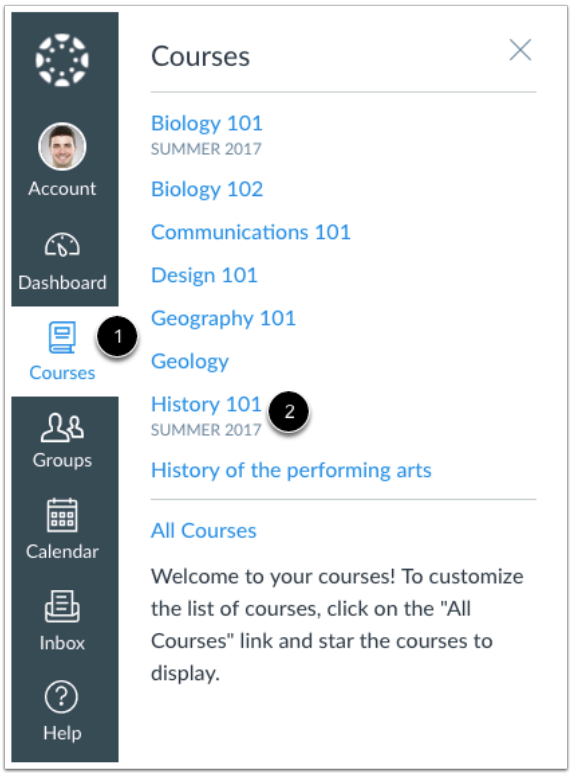
Student analytics show you how well a particular student is doing in your course. You can also view student analytics after your course has concluded.

Your institution may allow students to view their own course analytics, which helps show them accurate information about their course activity and interactions. If this permission is enabled, your view and the student's view of their analytics is the same.

Notes:

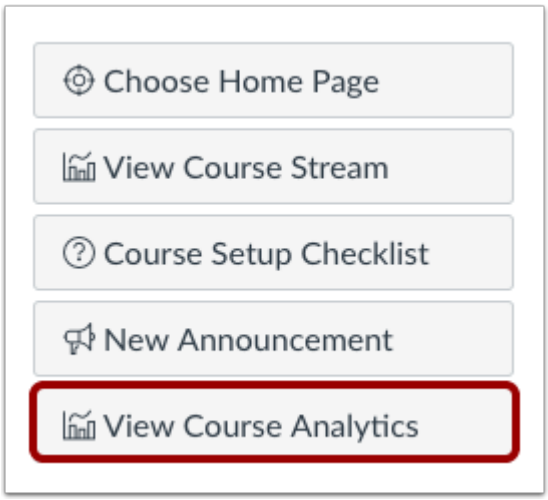
- The Analytics features displayed in this lesson will be removed on March 21, 2020, and will be replaced by New Analytics. View more information on using New Analytics.
- Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
- Analytics can also be accessed through the People page and viewing a student's user details page.

Open Courses



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

Open Course Analytics



Click the **View Course Analytics** button.

Open Student Analytics

Student	Page Views	Participations	Submissions	On Time	Late	Missing	Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%

In the Student Analytics table, click the name of the student.

To locate a student, you can sort the table by student name, page views, participates, and current score. The analytics table is paginated so you can view more students if you continue to scroll on the page.

View Student Information

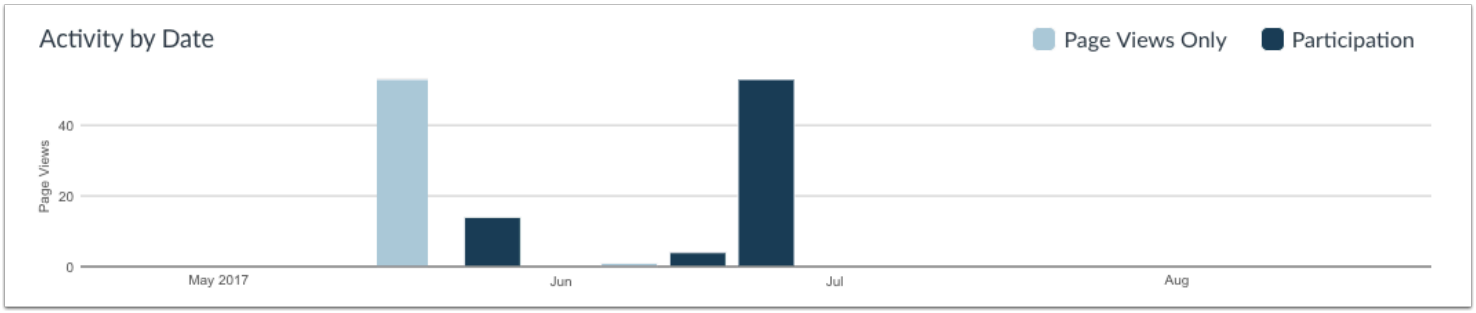
When viewing analytics for an individual student, you can view the student's name and current percentage in the course [1]. To send a message directly to the student, click the **mail** icon [2].

To view analytics for a different student, click the next or previous buttons in the user menu [3], or locate the student in the drop-down menu [4].

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 course activity for the student. 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.

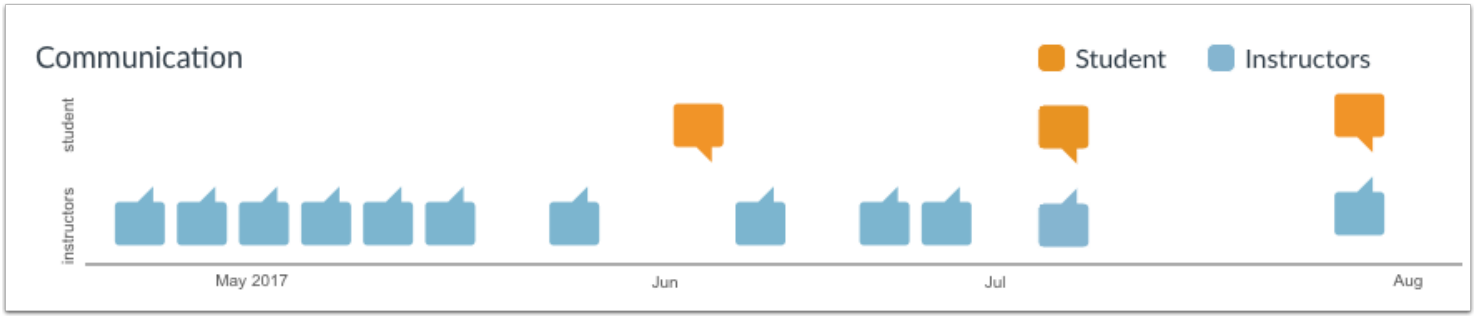
The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. To view the details of the bar graph, 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:

- loads a collaboration to view/edit the document
- joins a web conference
- posts a new comment to a discussion or an announcement
- submits a quiz
- starts taking a quiz
- submits an assignment
- creates a wiki page

You can also view specific content participation data in the course access report.

View Communication

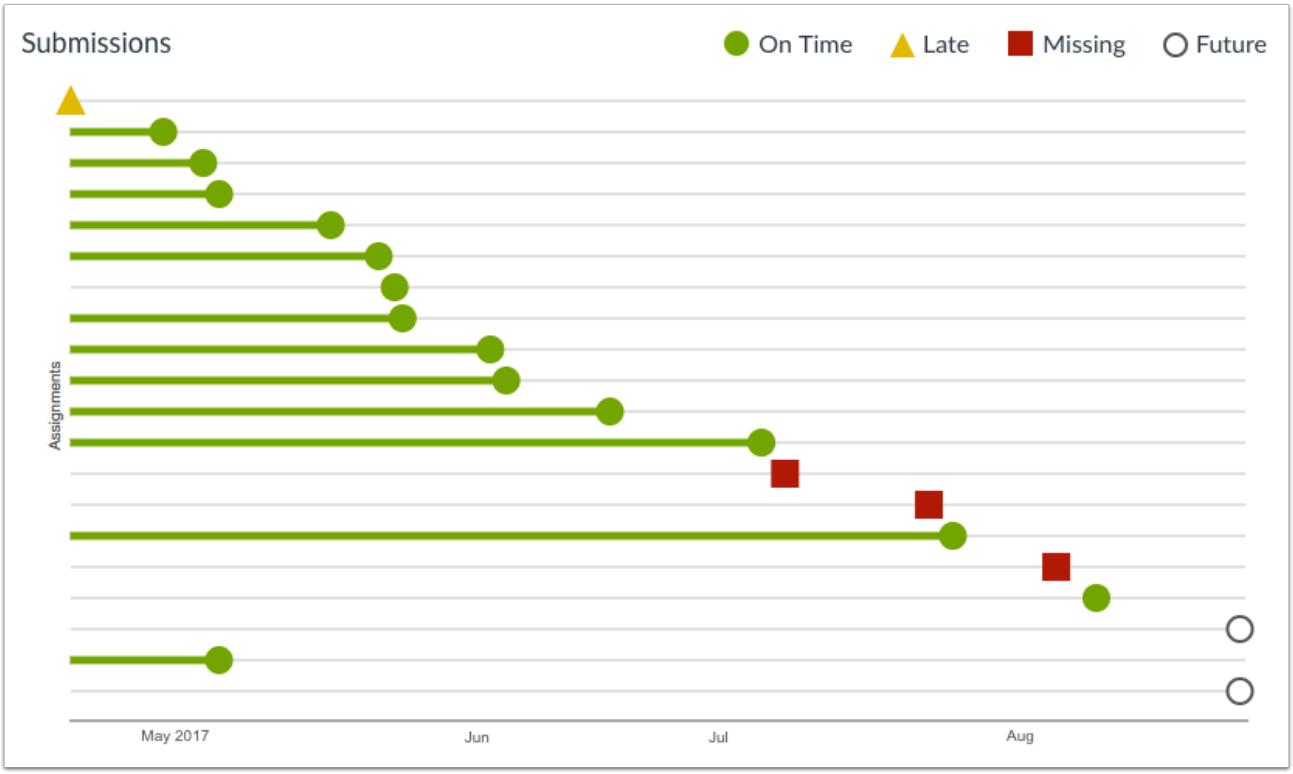


The Communication graph shows the conversations that have taken place between the student and instructor(s) in the Canvas Inbox. The y-axis represents the user type; orange message icons show when a student sent a message to an instructor, and blue message icons show when an instructor sent a message to the student. The x-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 the student is one of the recipients. Notifications are not included in analytics unless the user acts on the notification and generates a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.

You can also view specific communication data in the student interactions report.

View Submissions



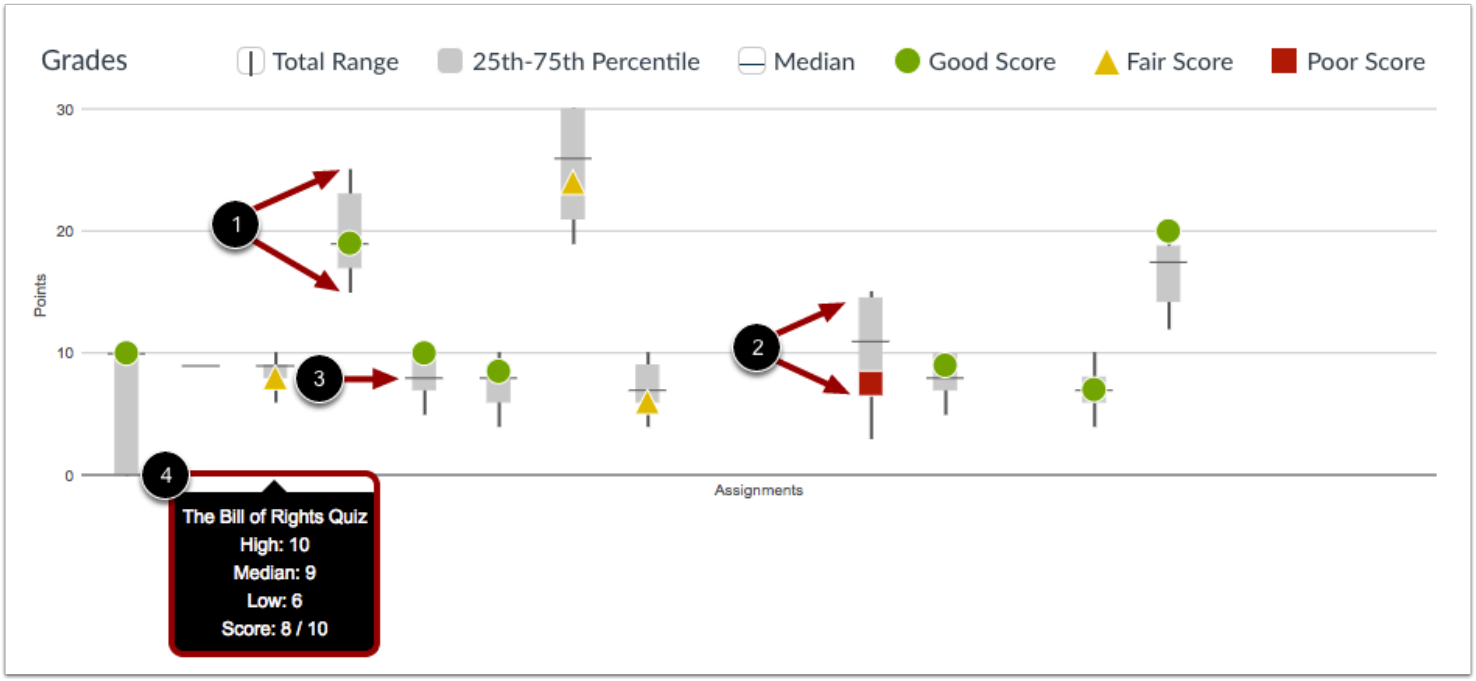
The Submissions graph shows the status of each submission for the student. The y-axis represents each assignment, while the x-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). 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), excused assignments, or assignments that do not apply to a student because of differentiated assignments.

View Grades



The Grades graph shows the median, high, and low scores for each assignment. 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].

The student's score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a good score. A good score is equal to or greater than the median score. A yellow triangle indicates an assignment with a fair score. A fair score is below the median but still within the 75th to 25th percentile range. A red square indicates an assignment with a poor score. A poor score is below the 25th percentile.

To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables

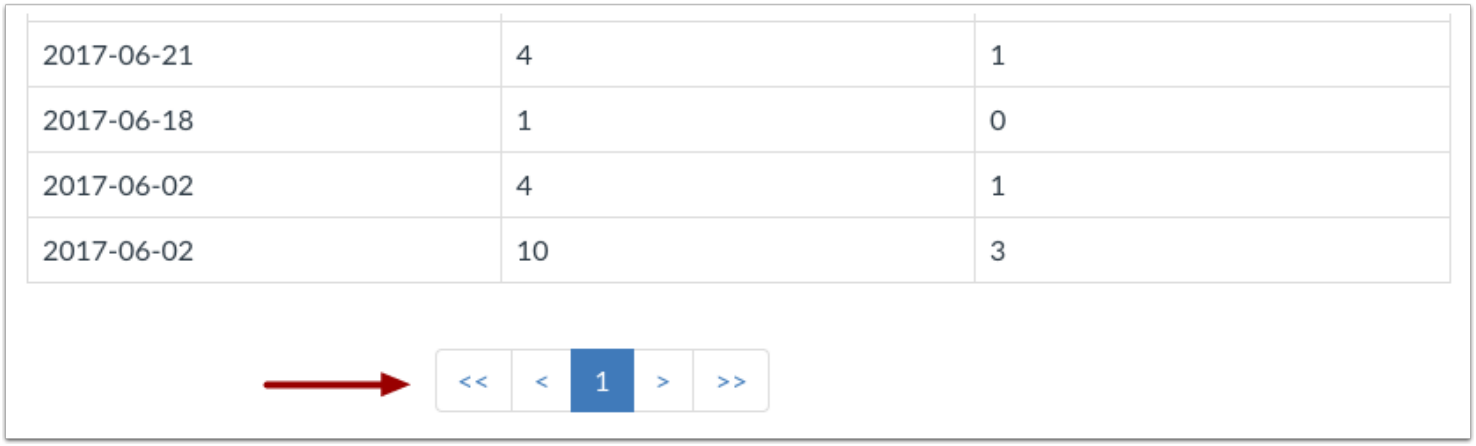
To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

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

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.



2017-06-21	4	1
2017-06-18	1	0
2017-06-02	4	1
2017-06-02	10	3

<< < 1 > >>

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.

New Analytics

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

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

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

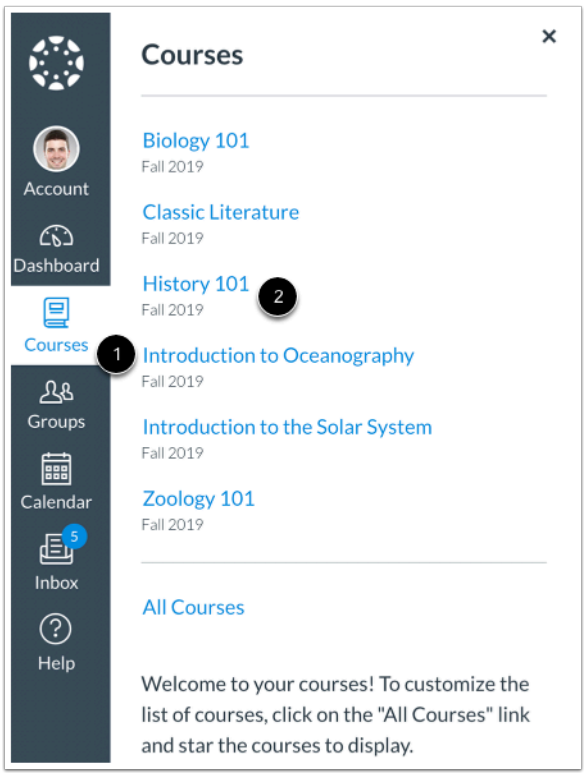
Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

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

Notes:

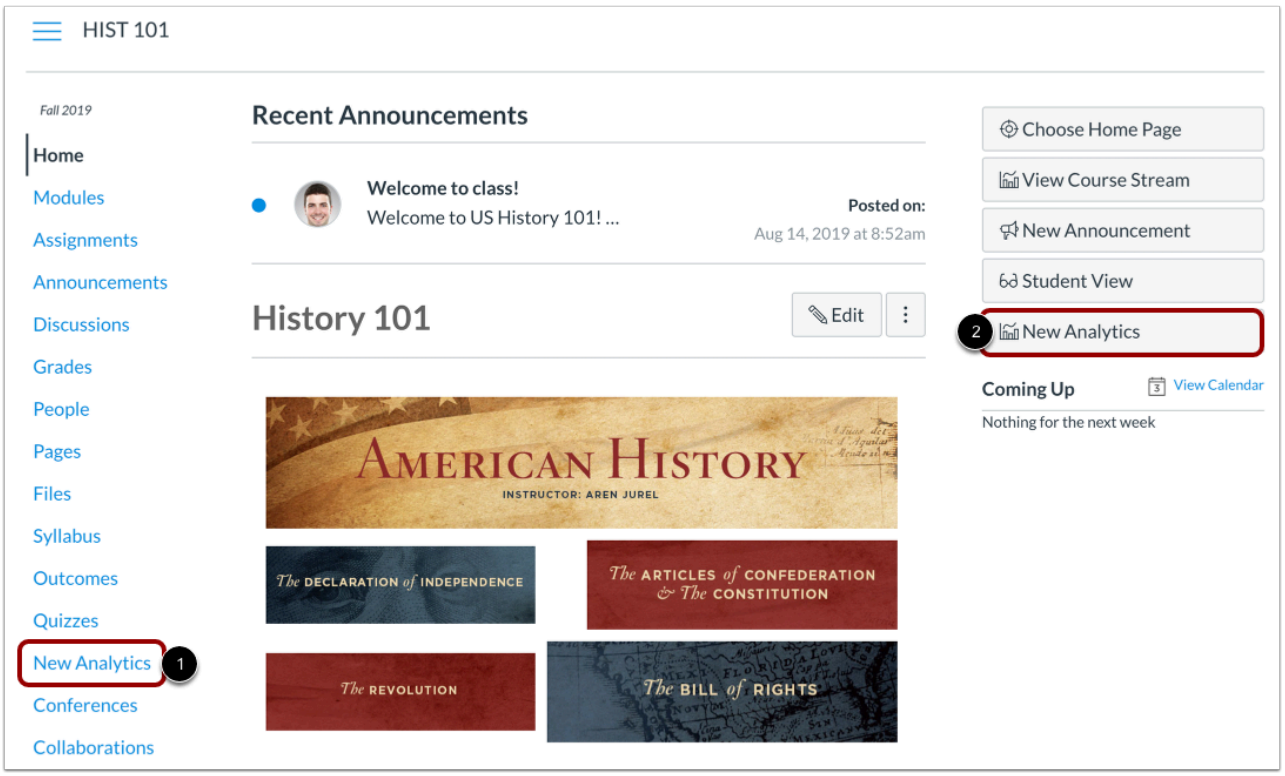
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- New Analytics is not viewable to students.

Open Course



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

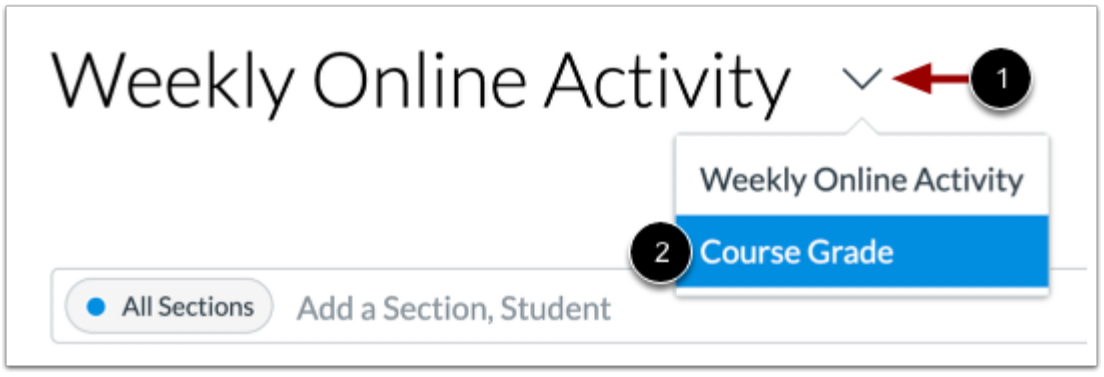
Open New Analytics



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

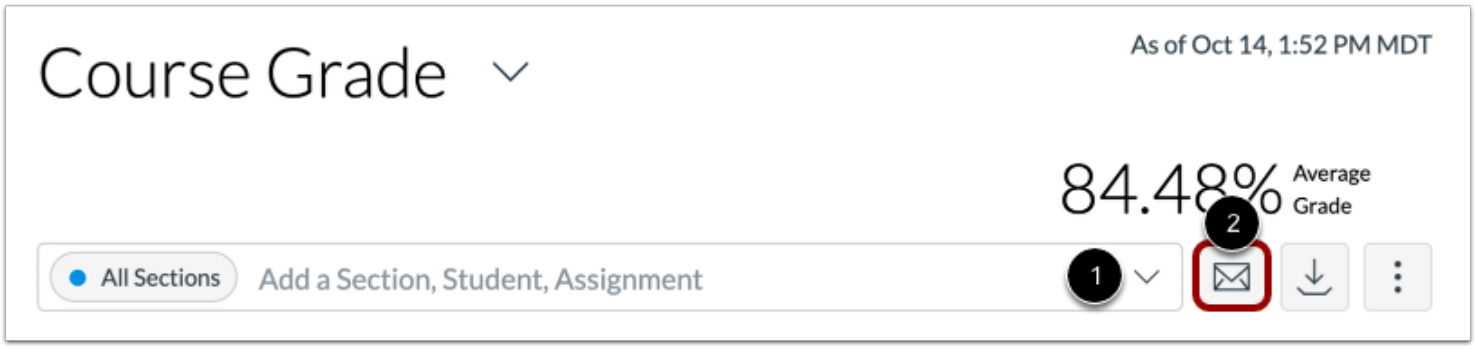
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



To view course grade analytics, click the **Analytics** drop-down menu [1] and select the **Course Grade** option [2].

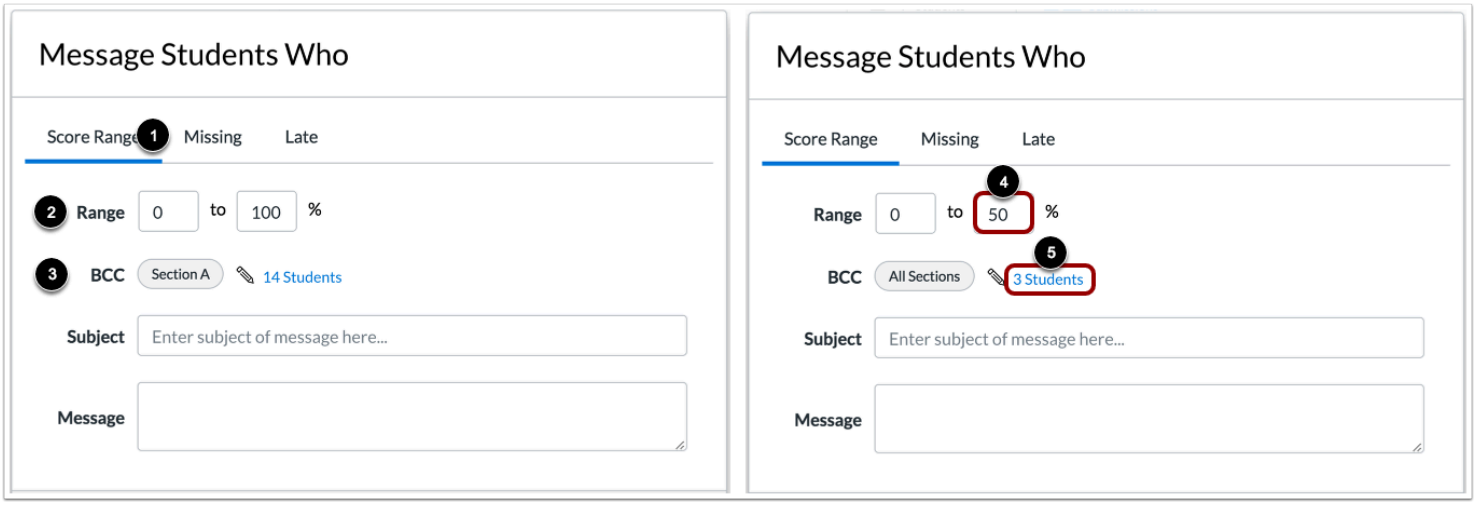
Message Students Who



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

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

Select Criteria

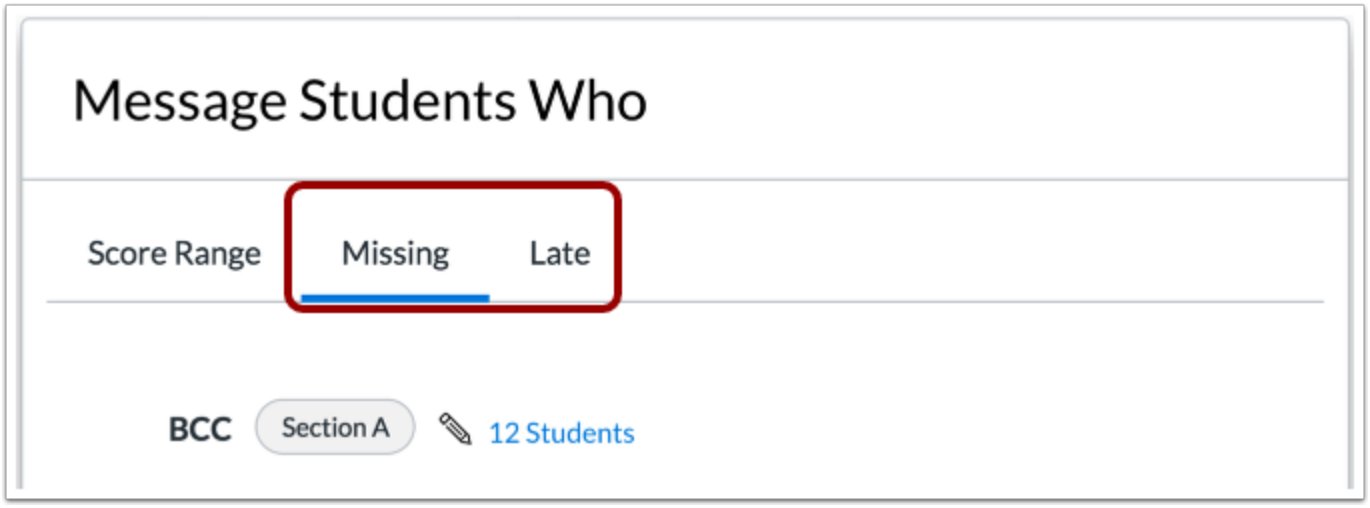


The Message Students Who window defaults to the Score Range criterion [1], which allows you to message students based on a specific current grade percentage range in the course.

The Range field determines the specified percentage range [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Range field displays 0 to 100%, so the BCC field includes all students in the course.

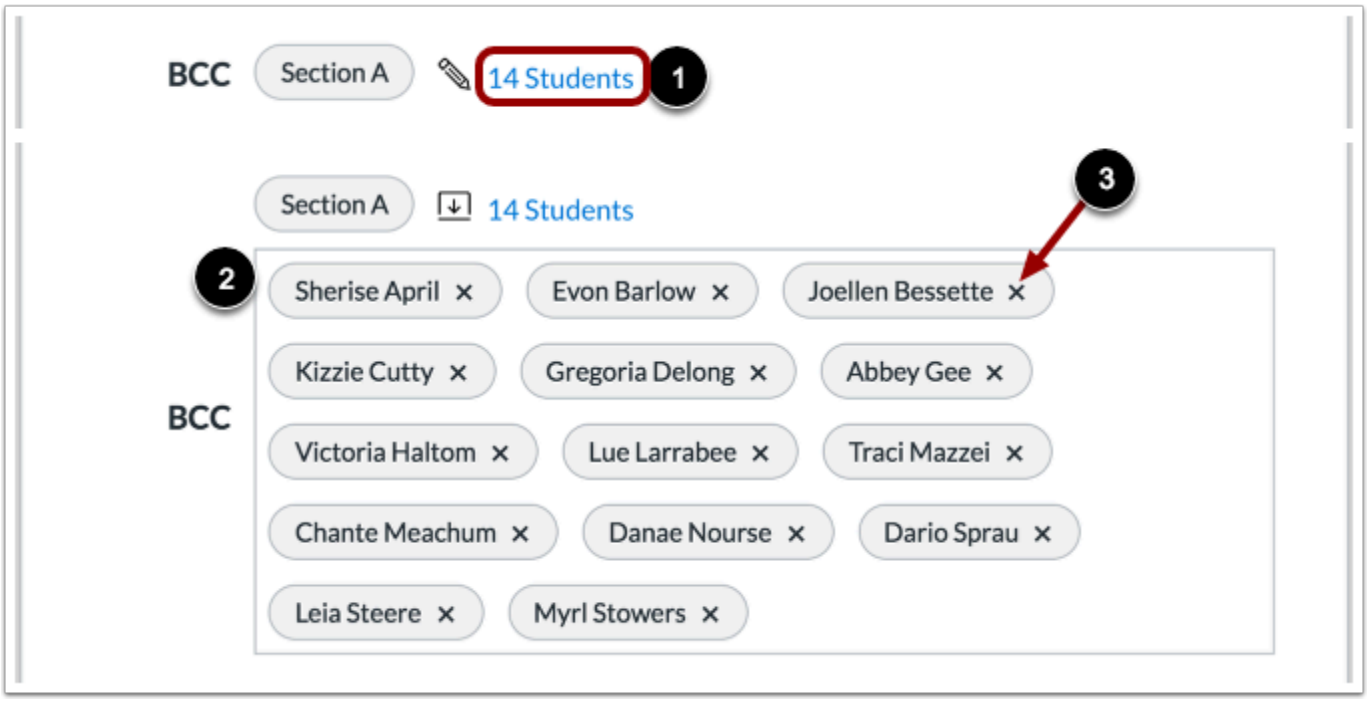
Additionally, any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

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



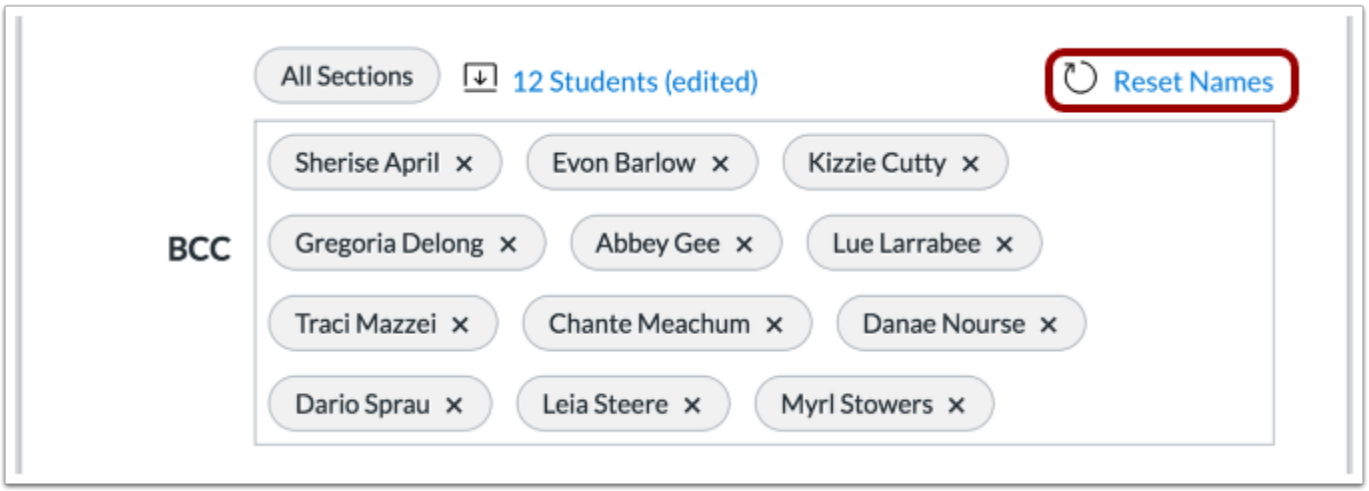
The Missing and Late criteria options do not include any additional criterion. Selected students are based on submission status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended recipients.

Verify Recipients



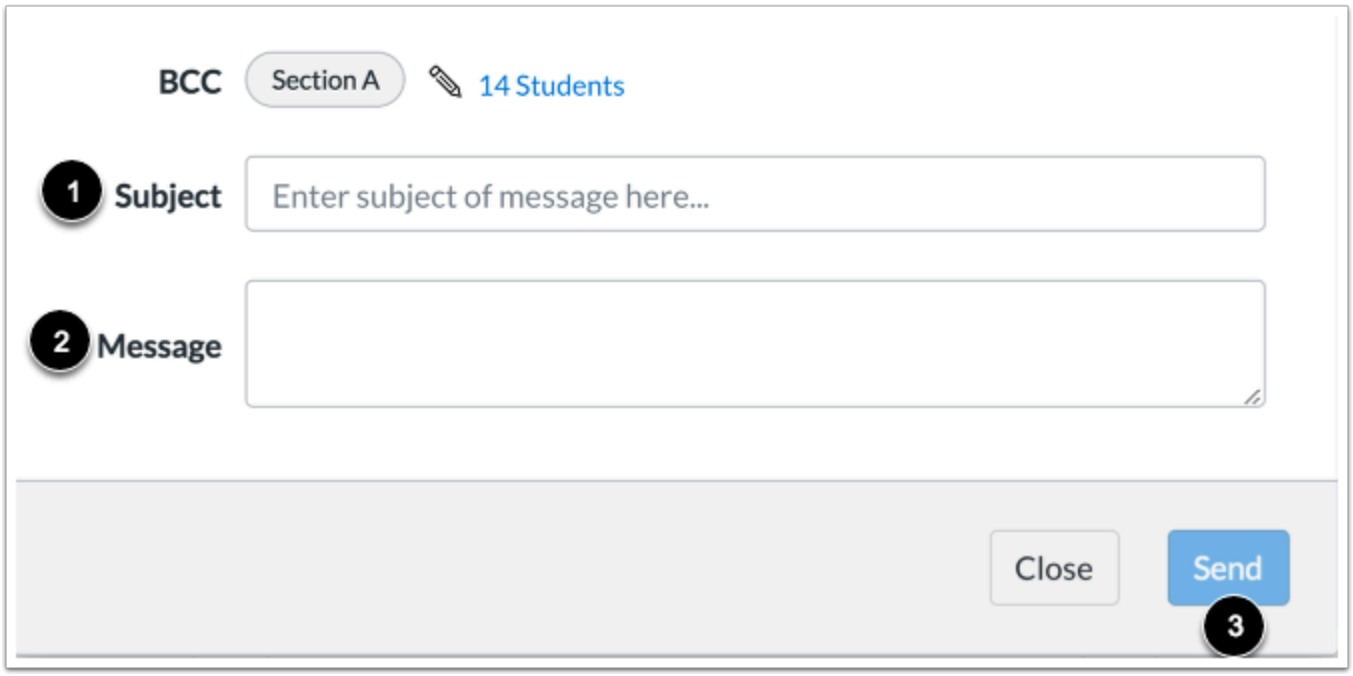
For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].

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



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

Send Message



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

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

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

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

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

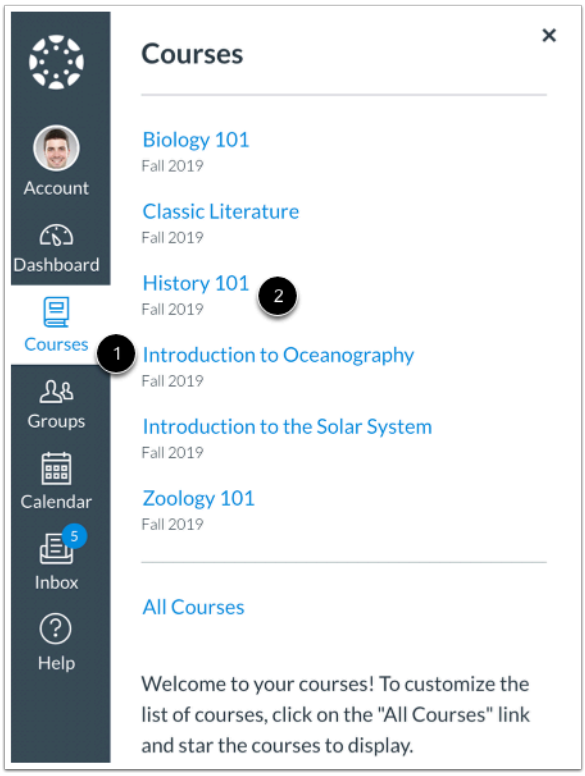
You can also view a student comparison card and send a message to the student directly from the card at any time.

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

Notes:

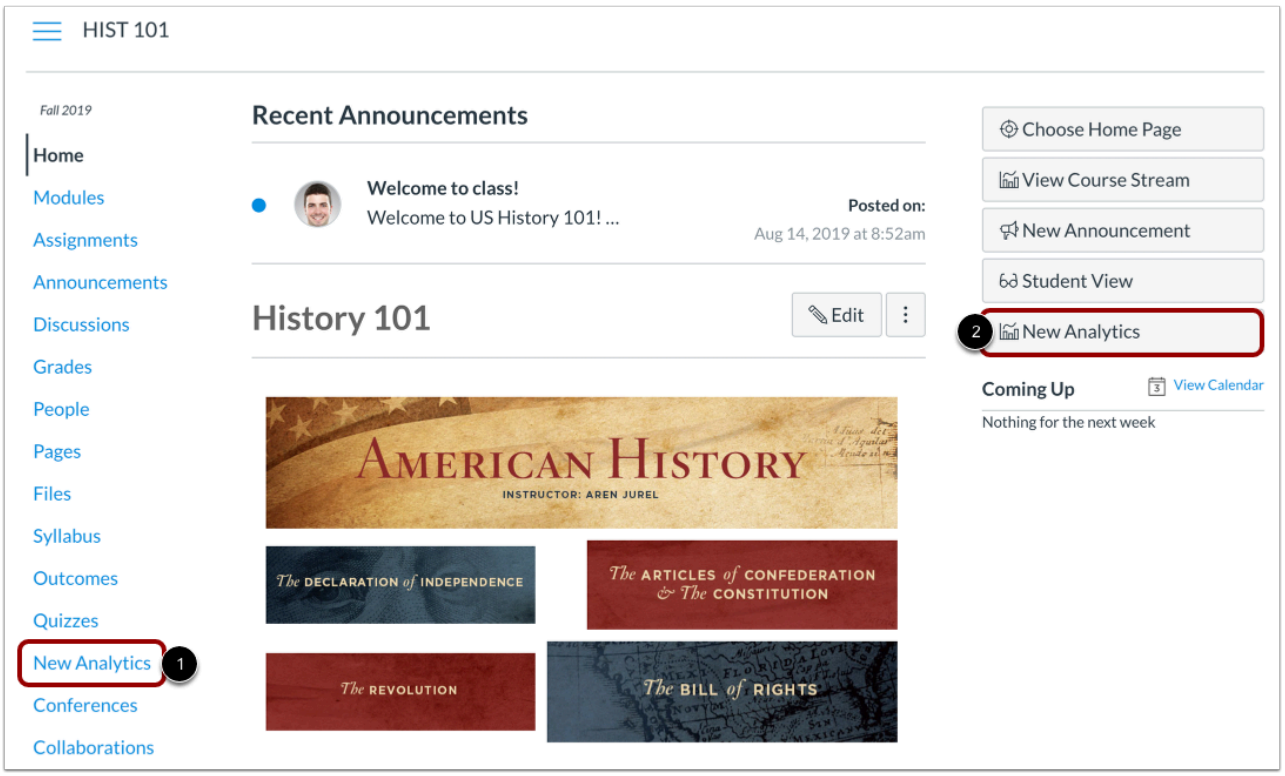
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

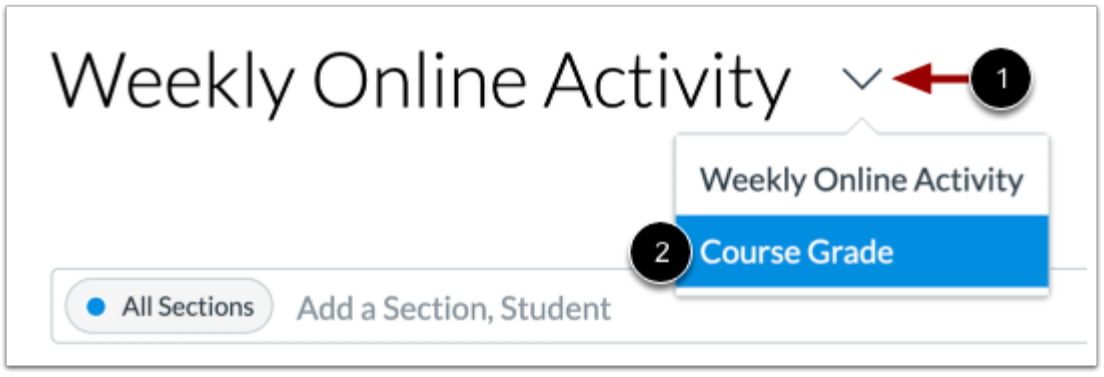
Open New Analytics



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

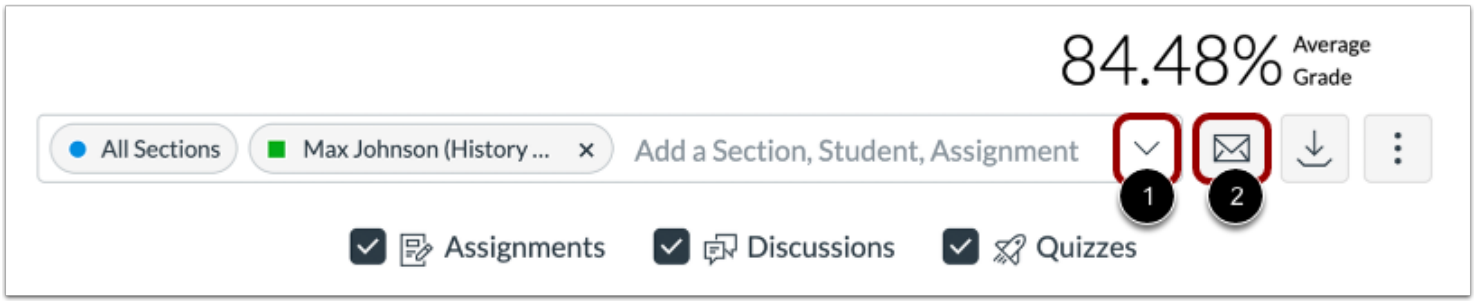
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



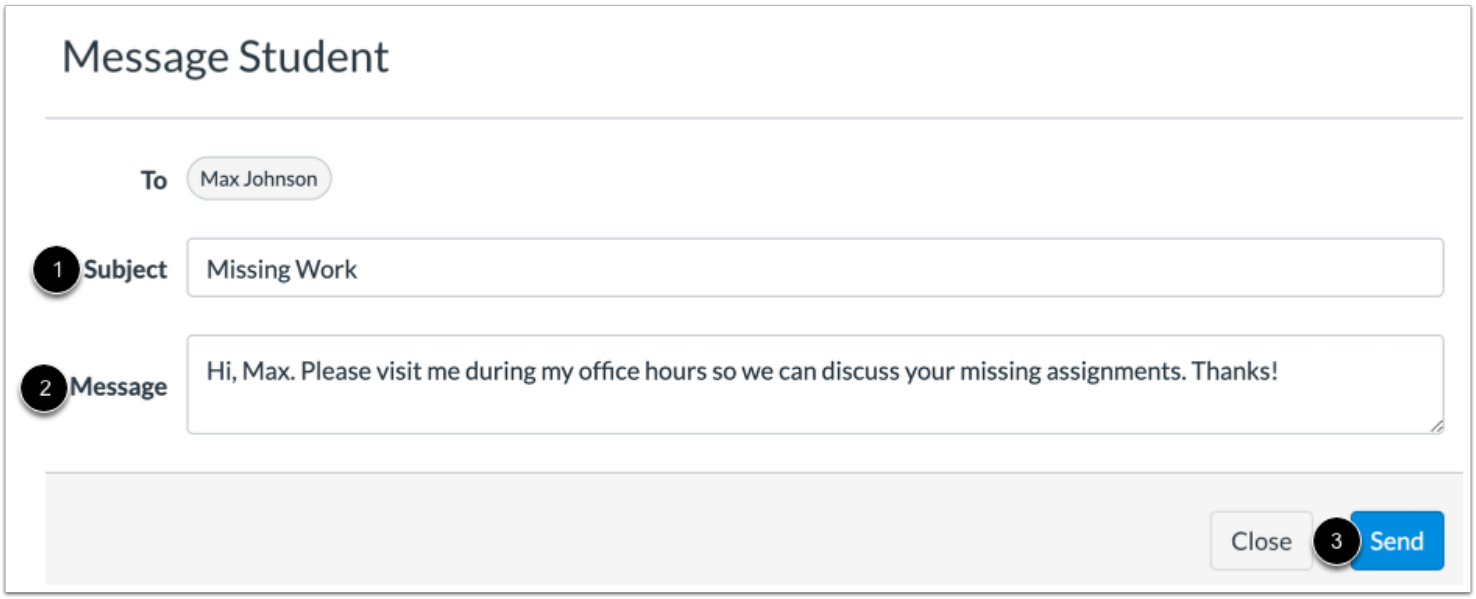
To view course grade analytics, click the **Analytics** drop-down menu [1] and select the **Course Grade** option [2].

Message Students Who



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

Send Message



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

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

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

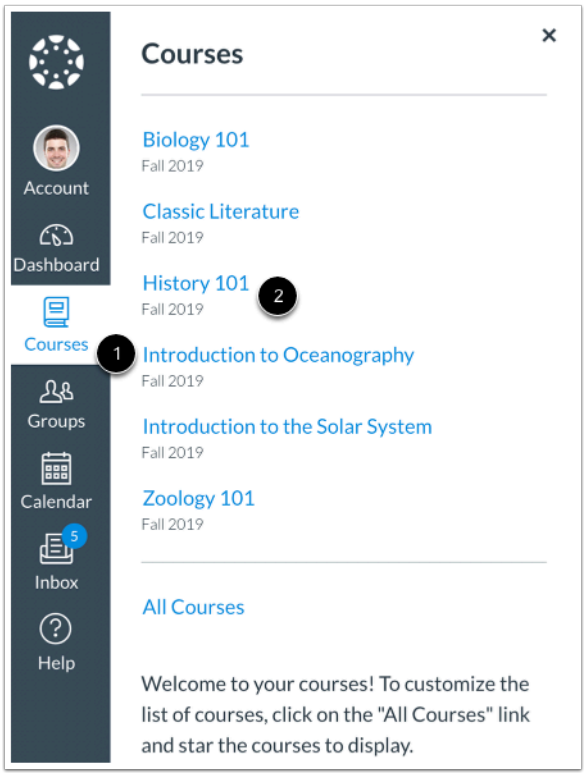
How do I compare the course average chart graph with an assignment, section, or student filter in New Analytics?

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

Notes:

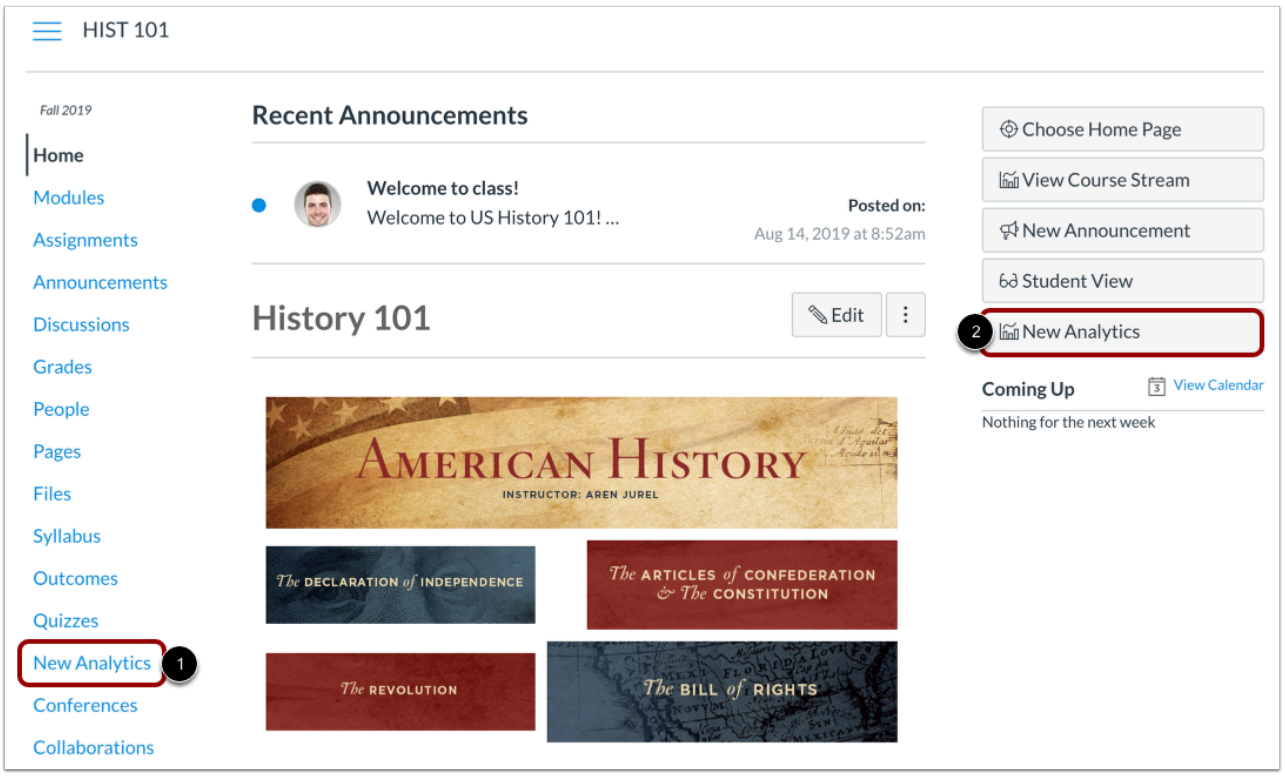
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

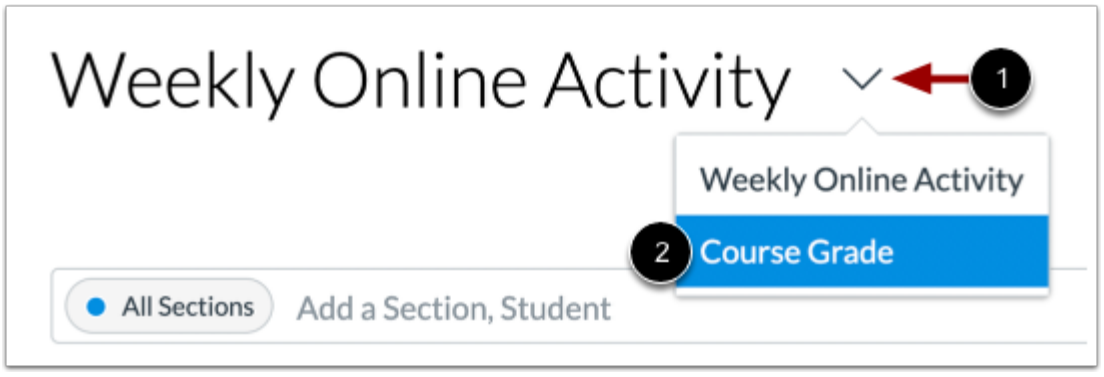
Open New Analytics



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

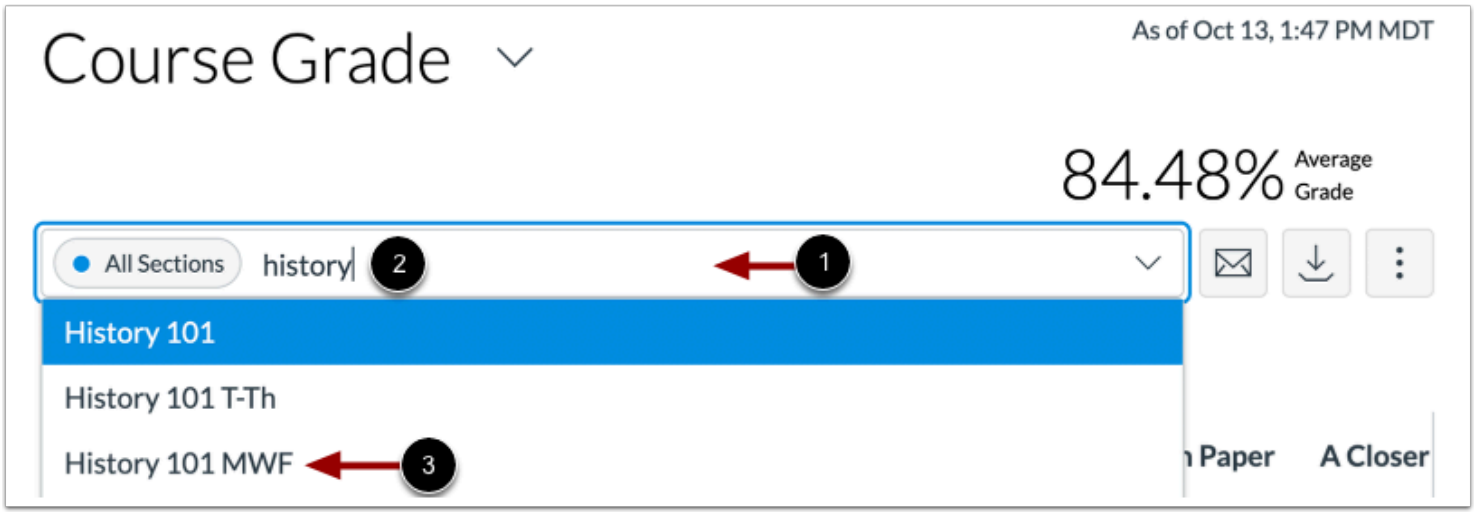
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



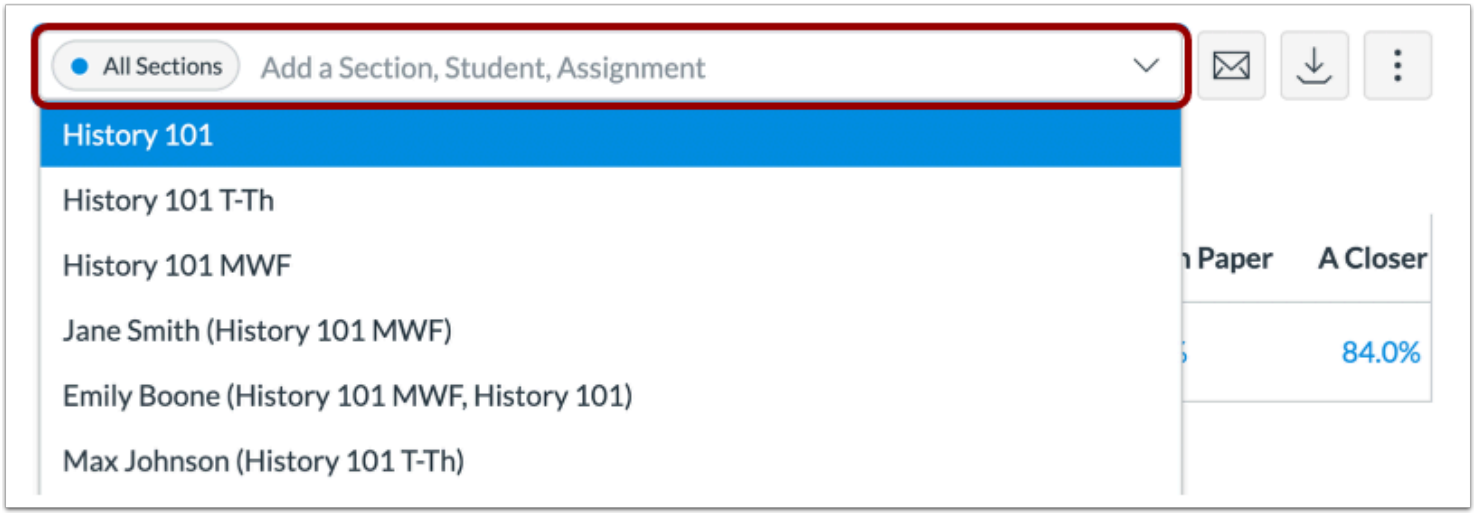
To view course grade analytics, click the **Analytics** drop-down menu [1] and select the **Course Grade** option [2].

Filter Data



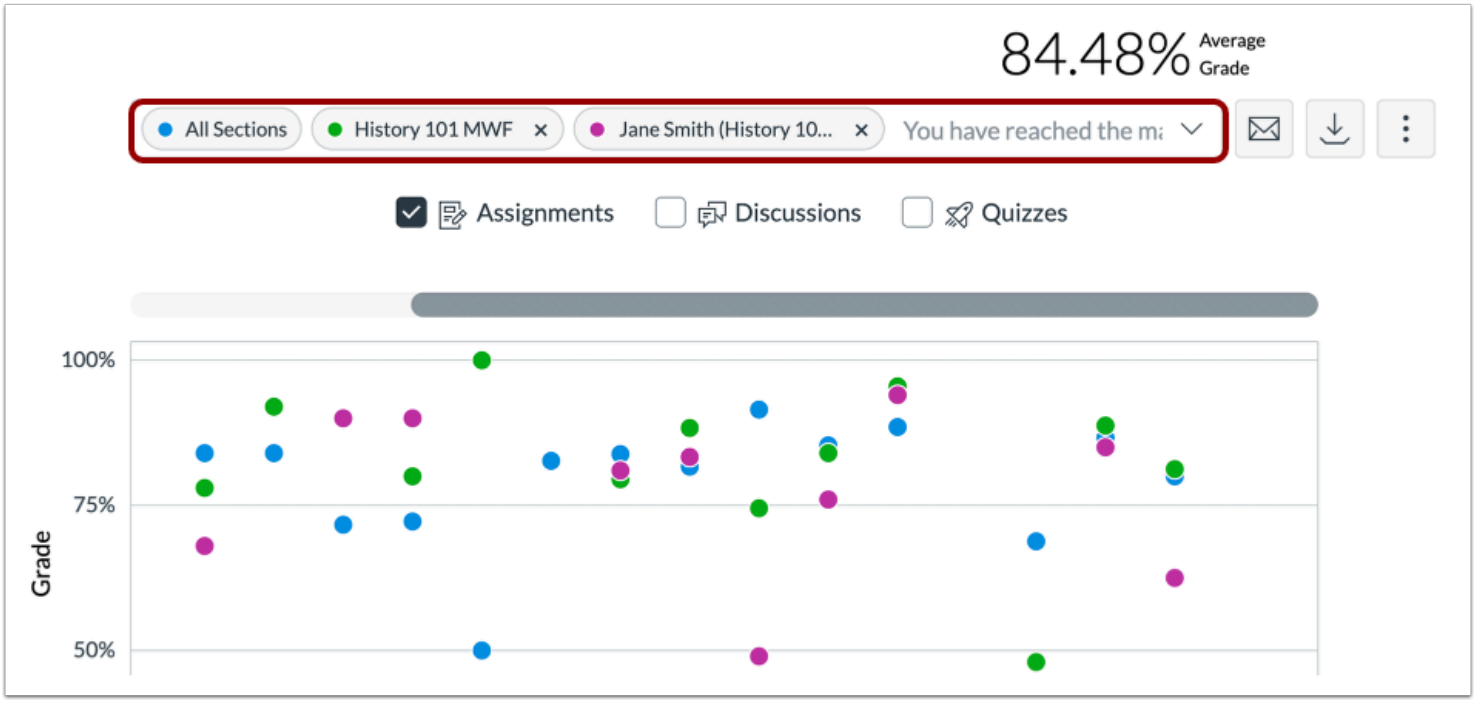
Click the **Filter** field [1]. Type the name of a section, student, or assignment [2]. Canvas will populate all matching results.

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



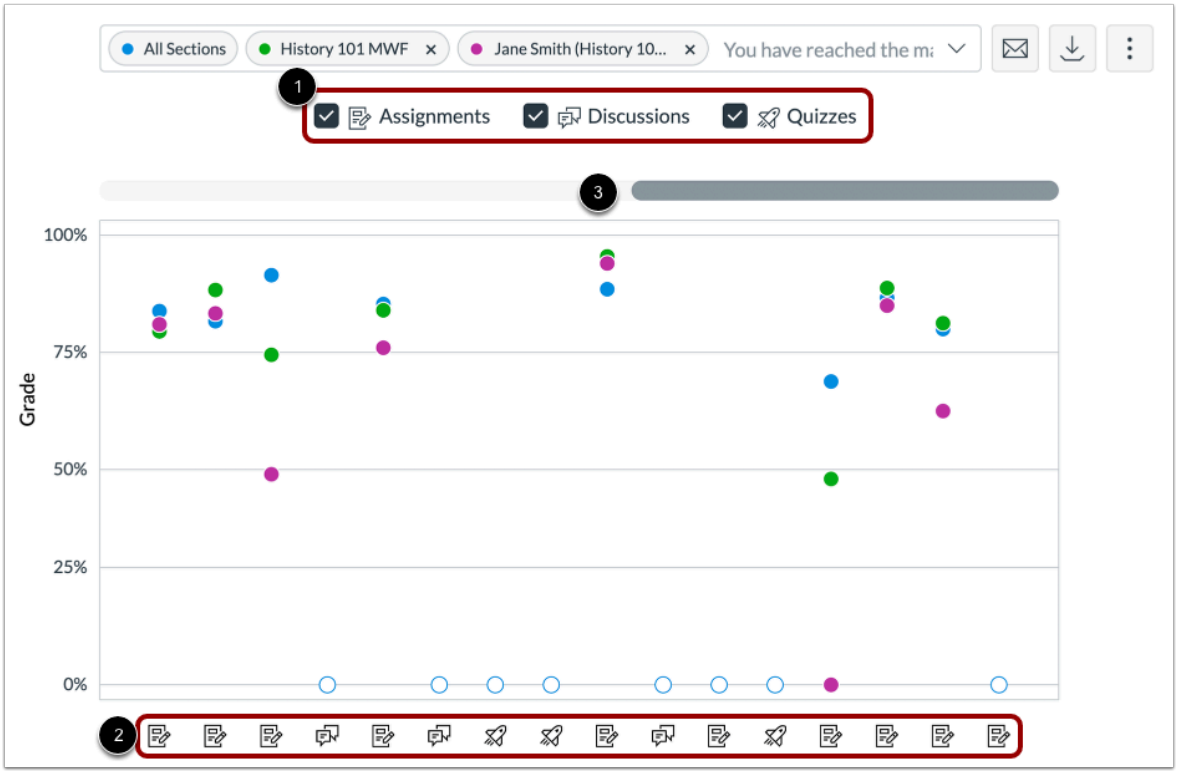
You can also click the **Filter** field and use the scroll to locate and select a section, student, or assignment.

View Additional Filters



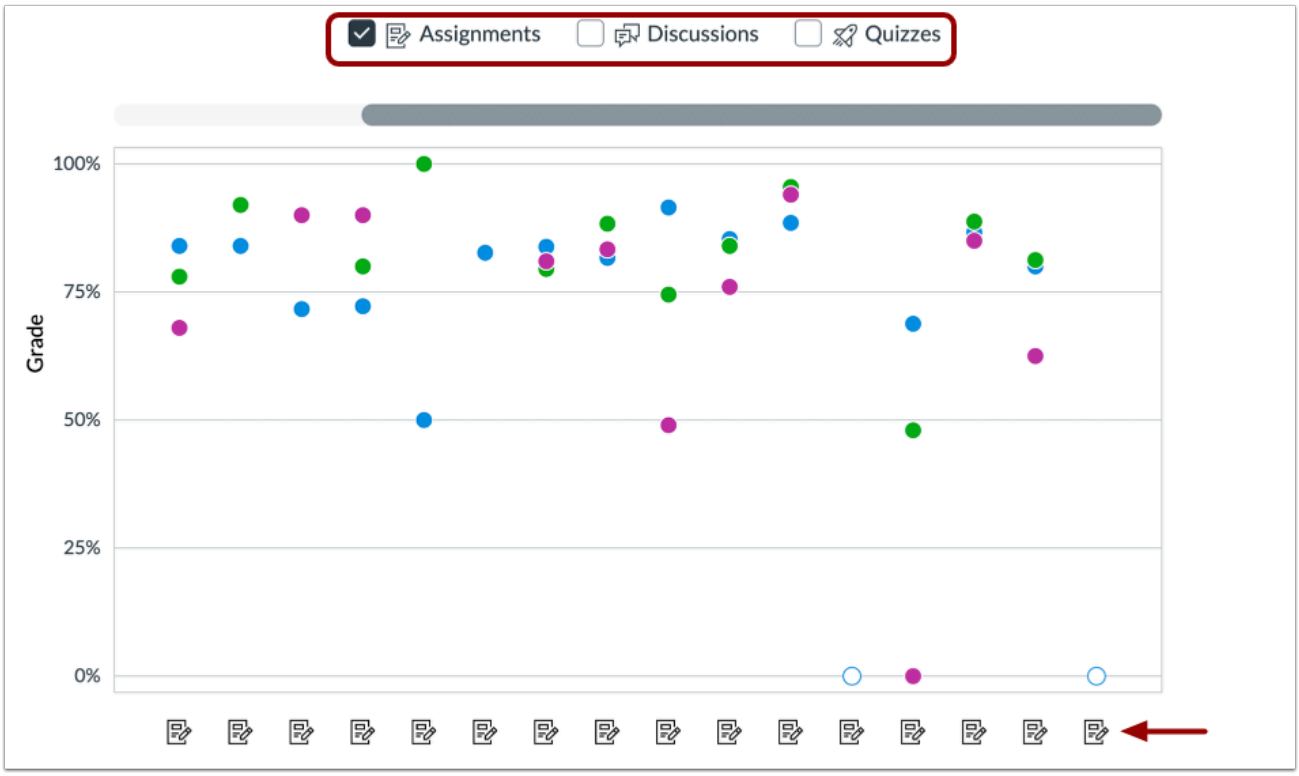
To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

Filter by Assignment



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

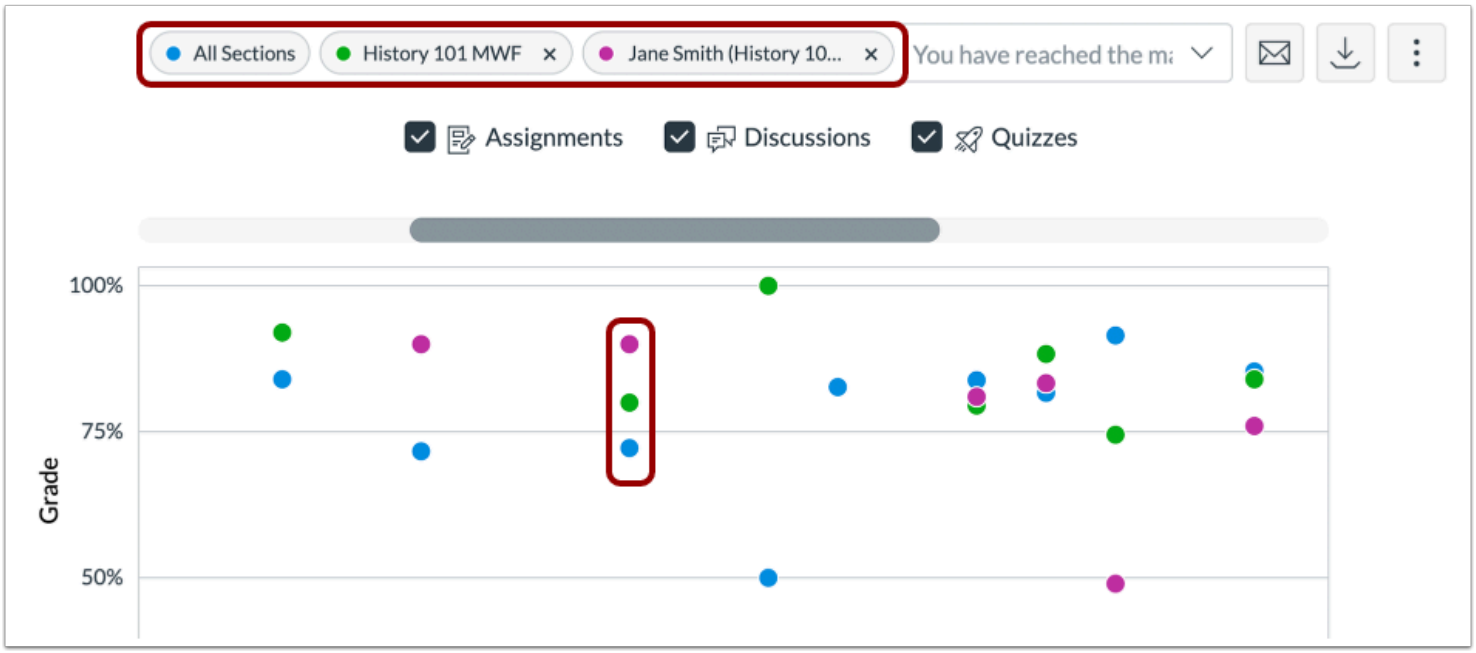
Note: The Quiz icon represents both classic quizzes and New Quizzes question types.



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

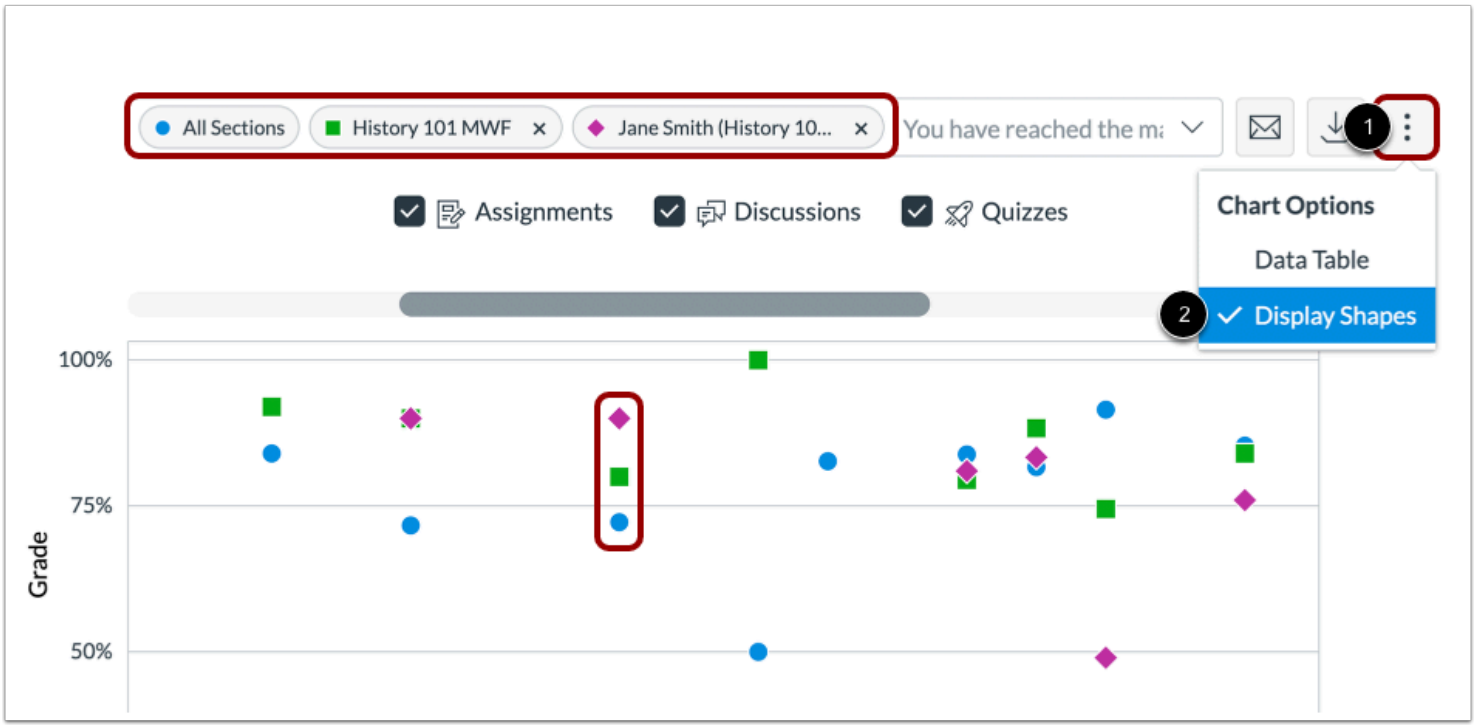
Note: At least one assignment type is required at all times.

View Filtered Results



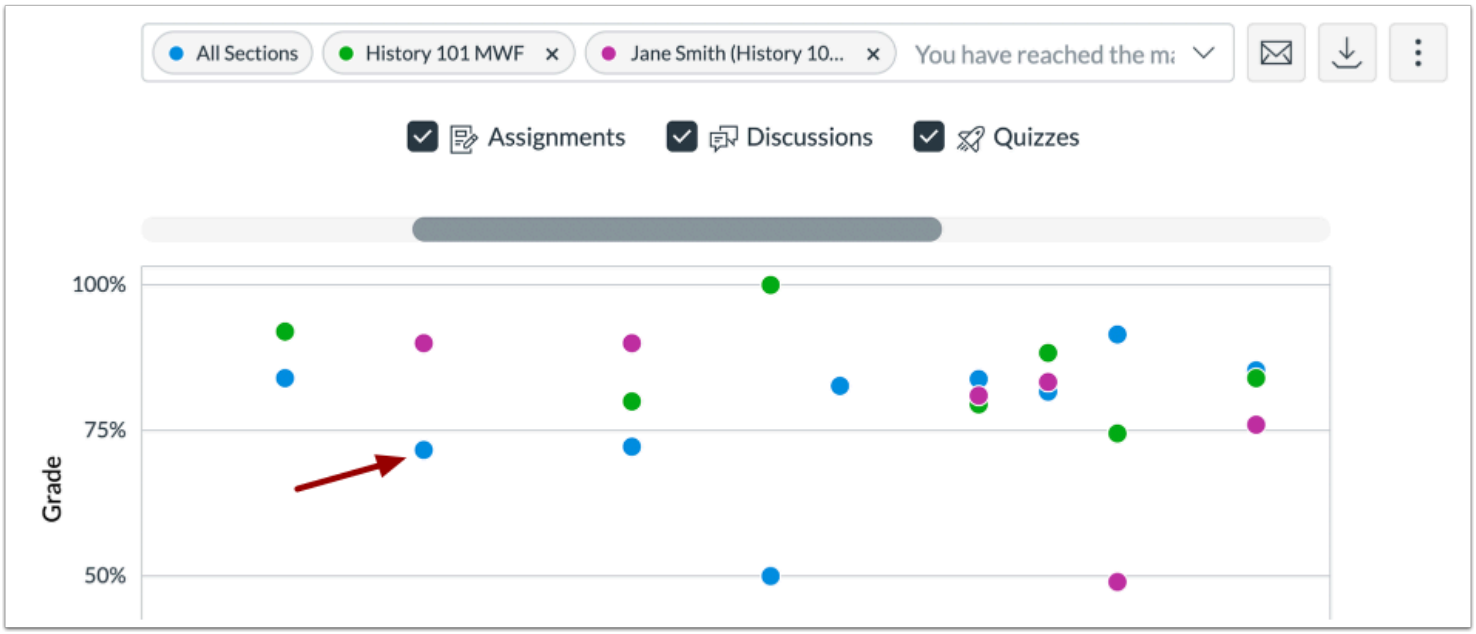
The added filter displays in the analytics results. Each filter is identified by a specific color.

Each filter displays as a data point within the table.



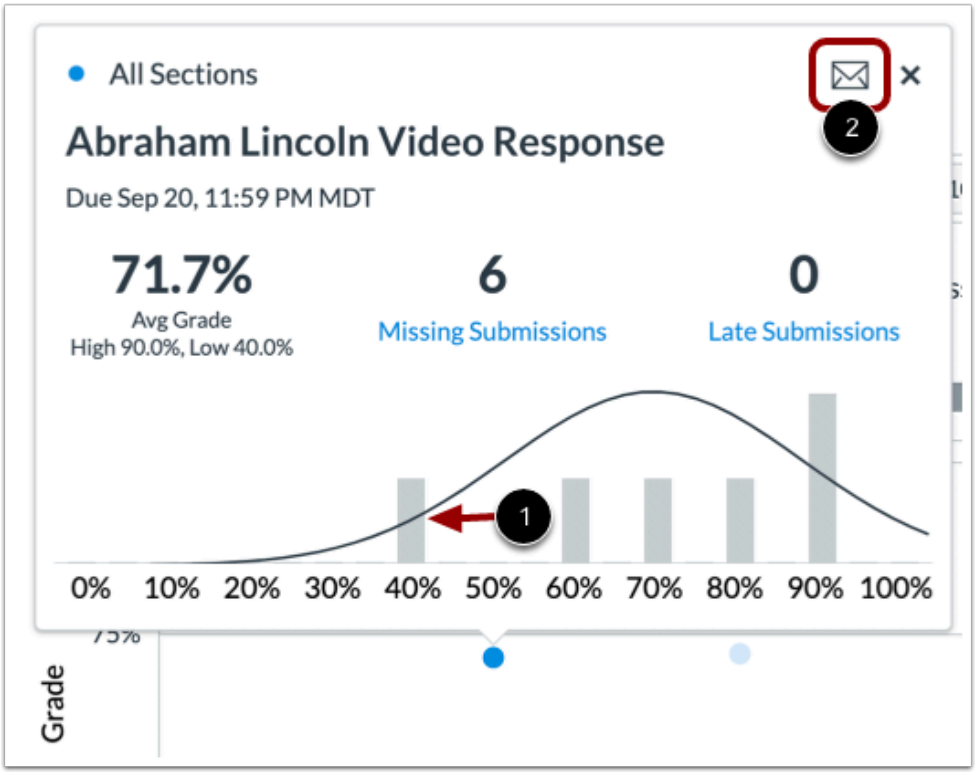
When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

View Data Comparison



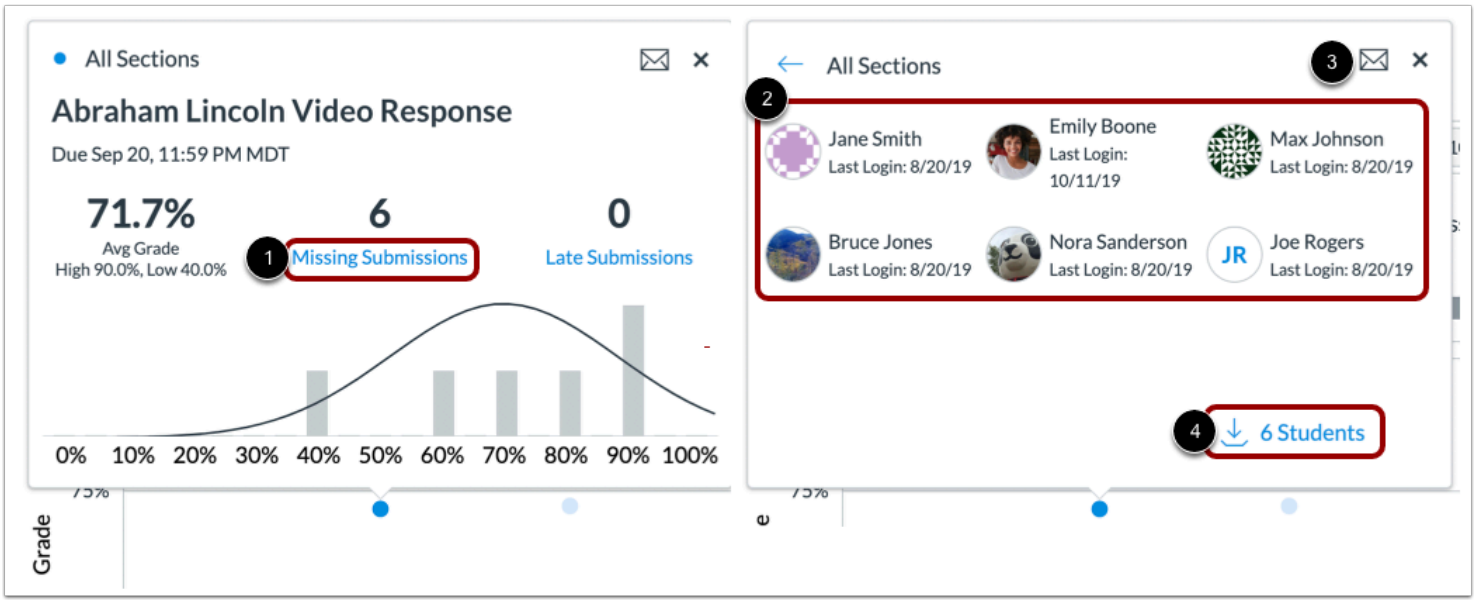
To compare data for a specific result, click the data point in the graph.

View Section Comparison



In a section comparison, details provide additional metrics for the section name, assignment name, assignment due date, average grade for the assignment, low and high grades by percentage, and number of missing and late submissions. You can hover over a percentage bar and view the number of students who achieved each grade percentage [1].

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

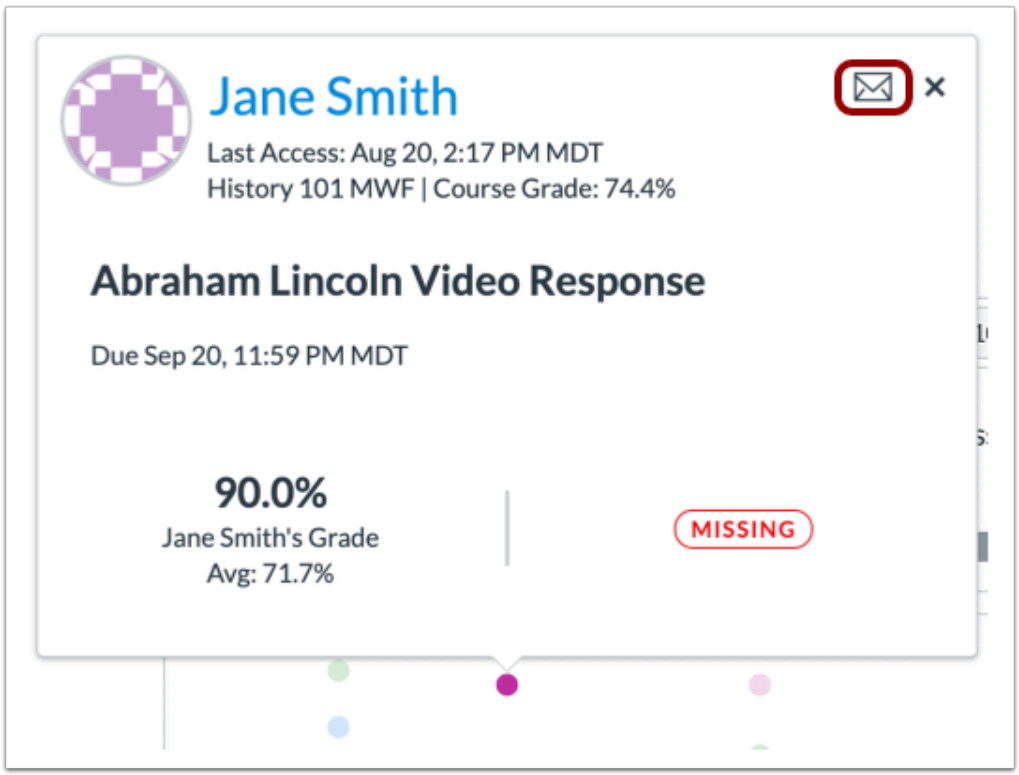


When comparing sections, you can also view submissions by status: missing and late. To view the names of students within each status, click the link for the status [1]. The card displays the student information for the submission statuses, including the names and last login date for each student [2].

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

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

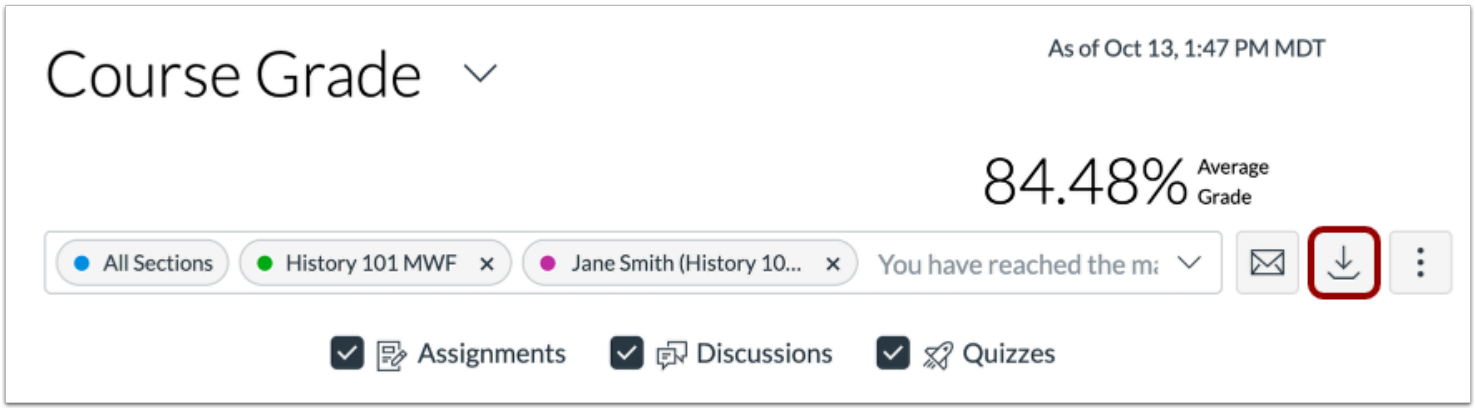
View Student Comparison



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

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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

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

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

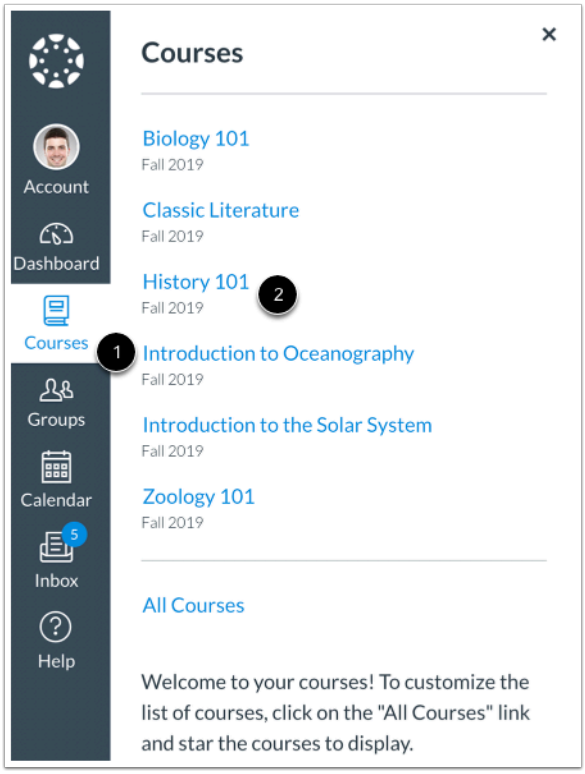
Only active student enrollments are included in data for New Analytics.

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

Notes:

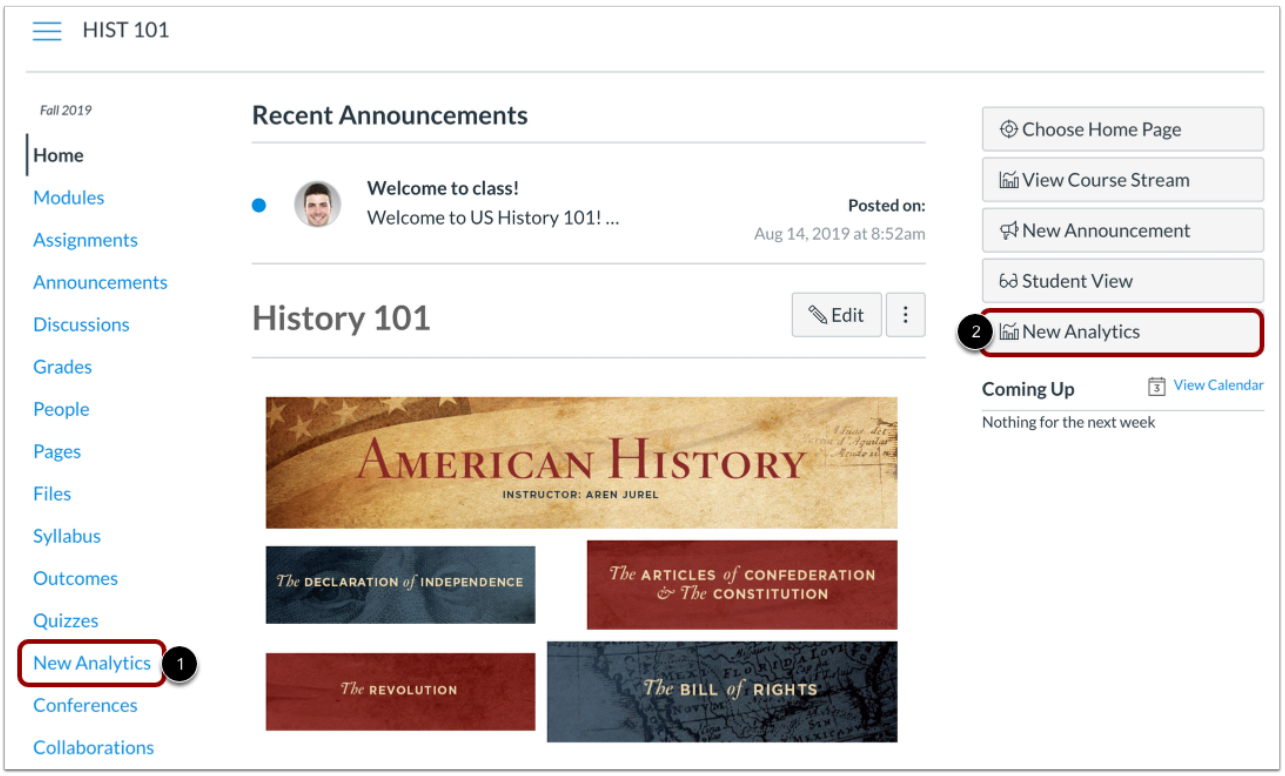
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

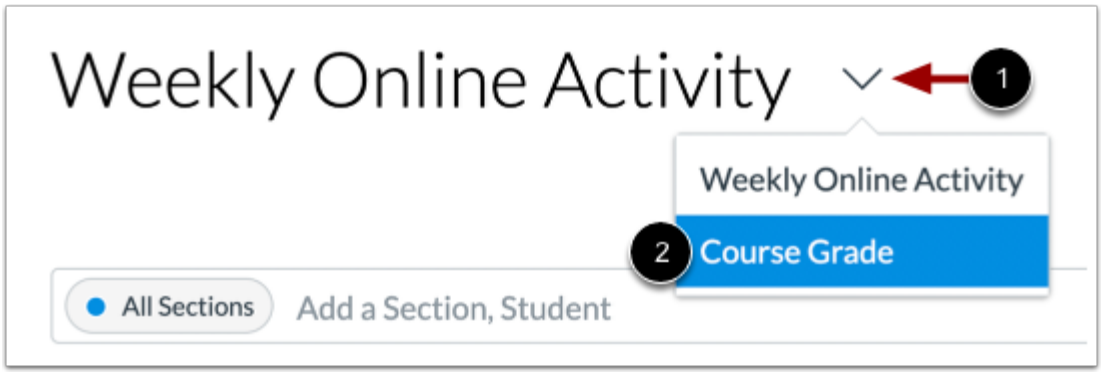
Open New Analytics



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

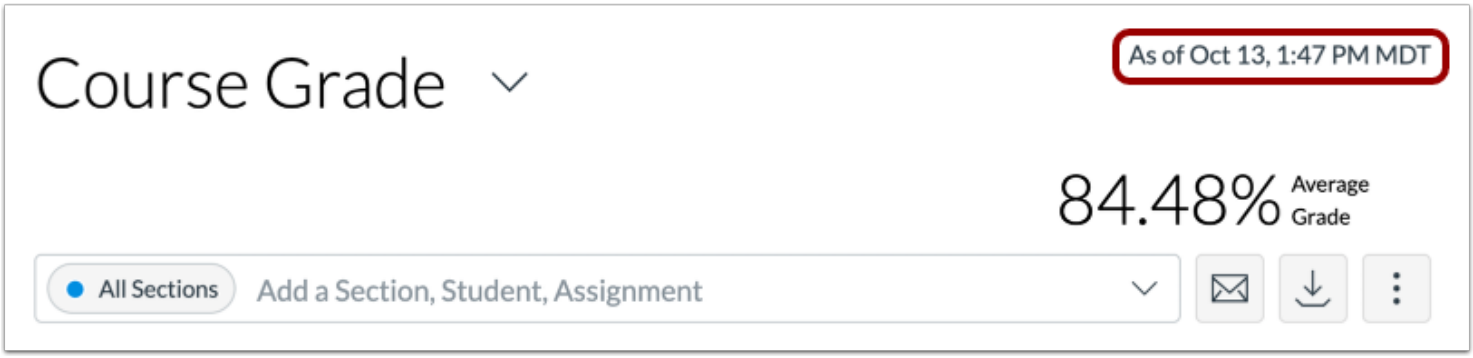
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



To view course grade analytics, click the Analytics drop-down menu [1] and select the Course Grade option [2].

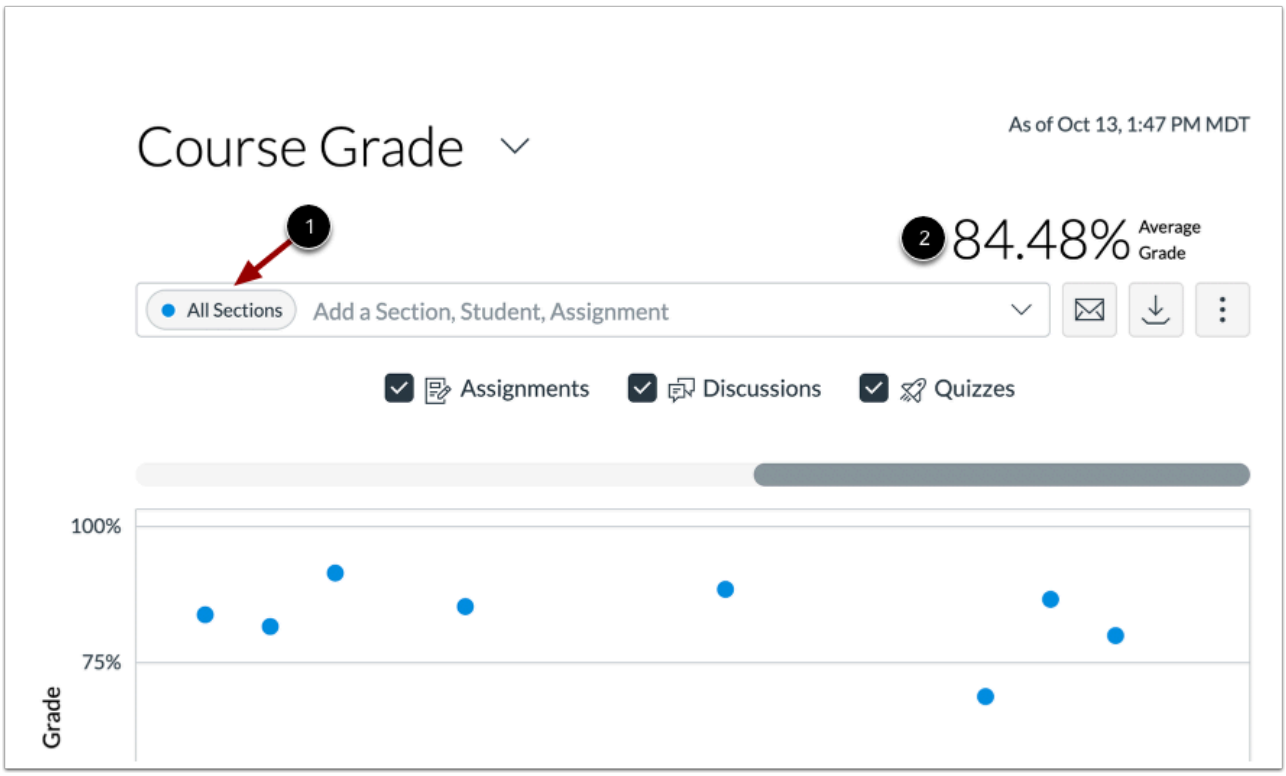
View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

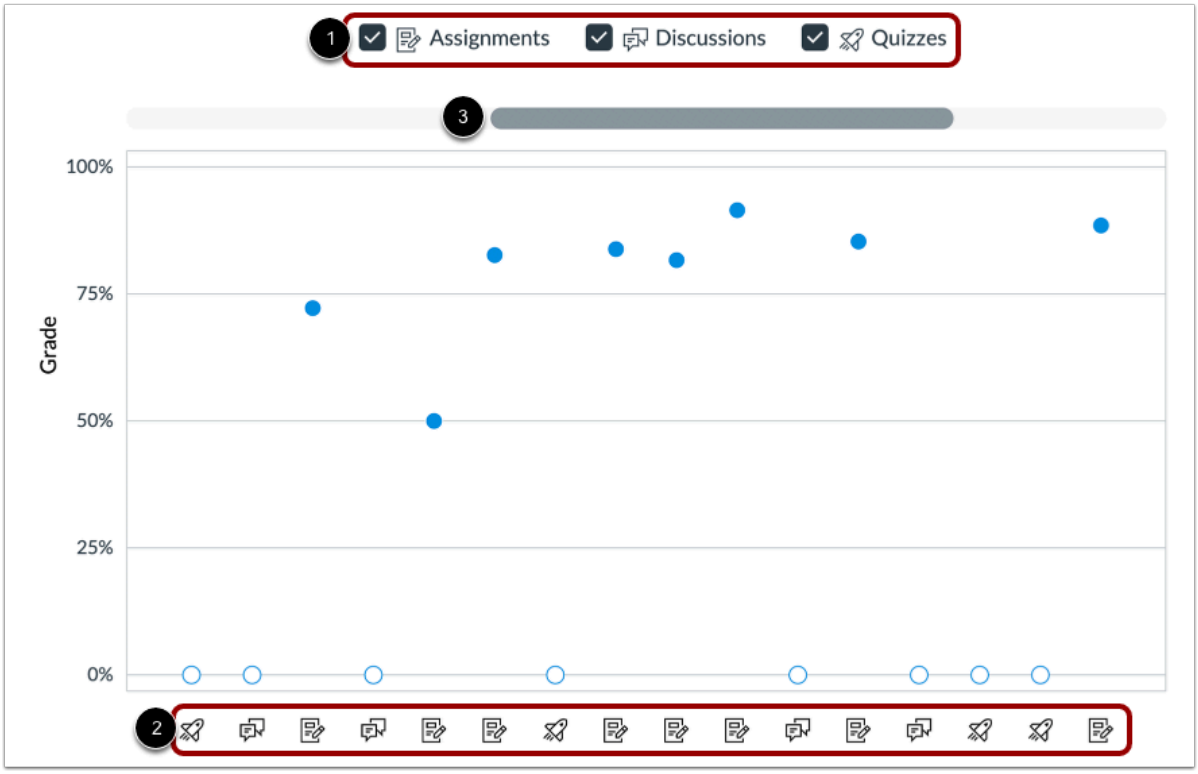
View Filter



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

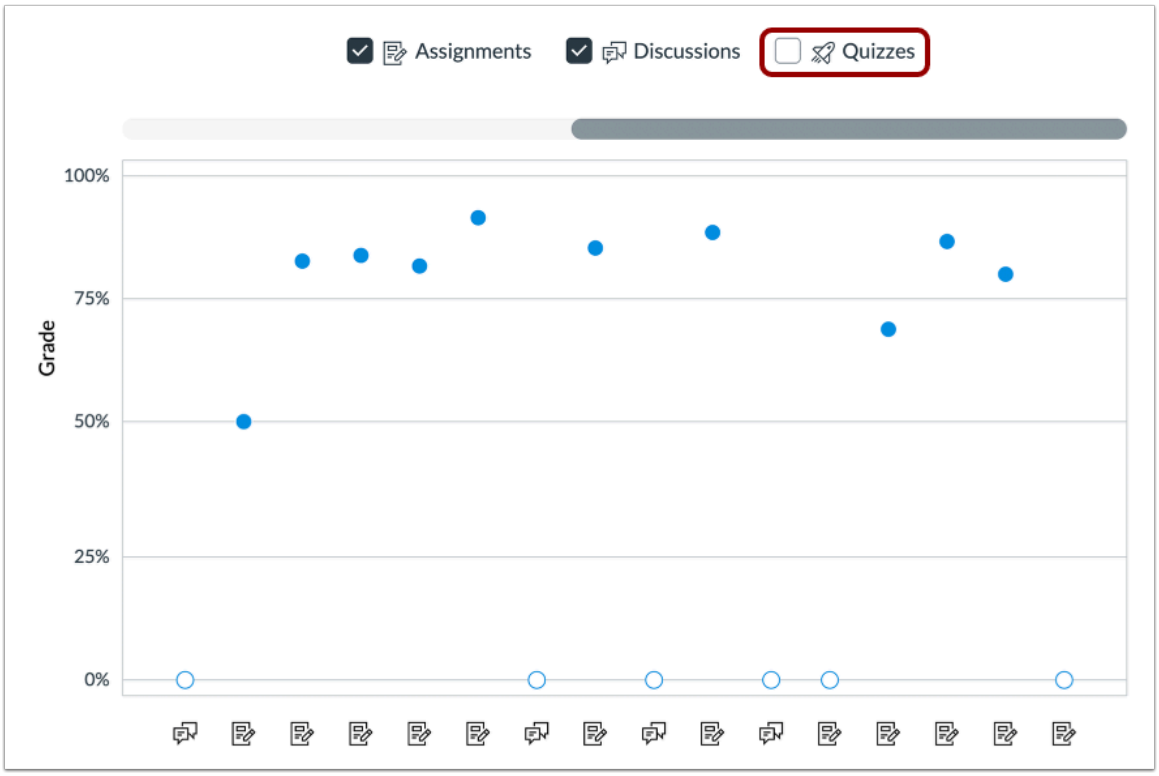
You can also view the average grade percentage for all students [2], which is not affected by any filter.

Filter by Assignment



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

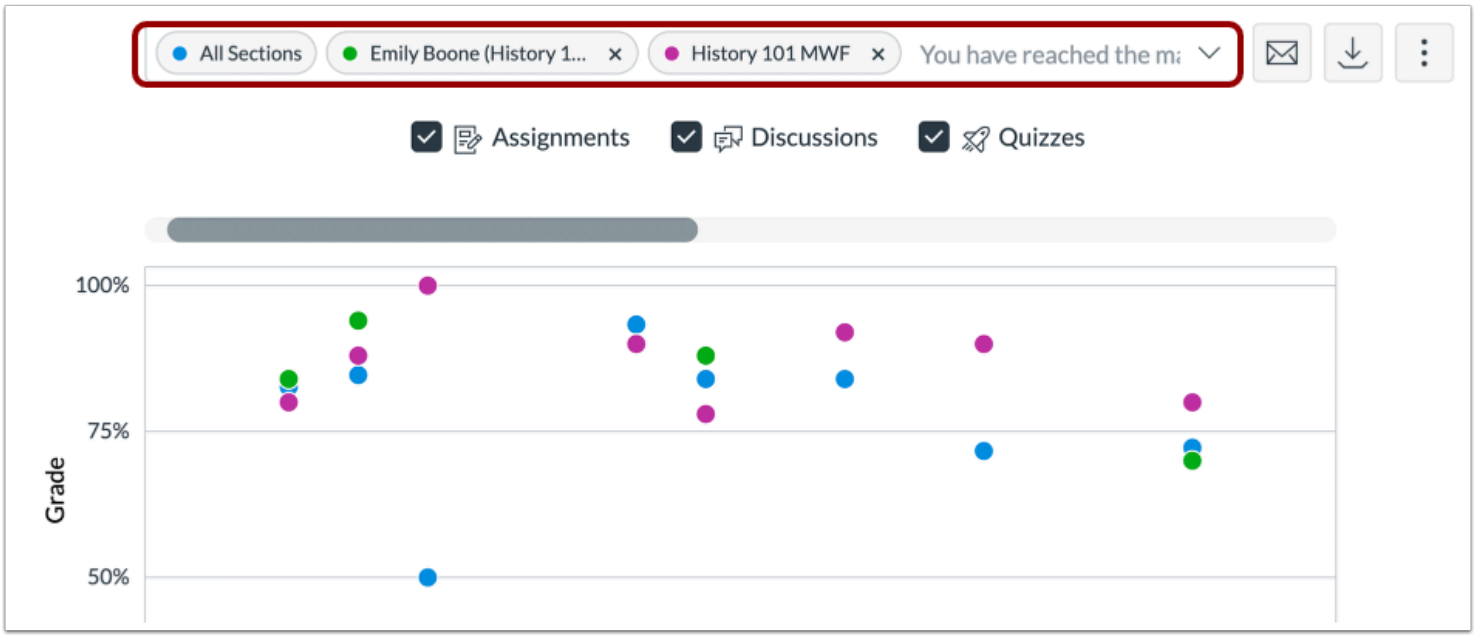
Note: The Quiz icon represents both classic quizzes and New Quizzes question types.



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

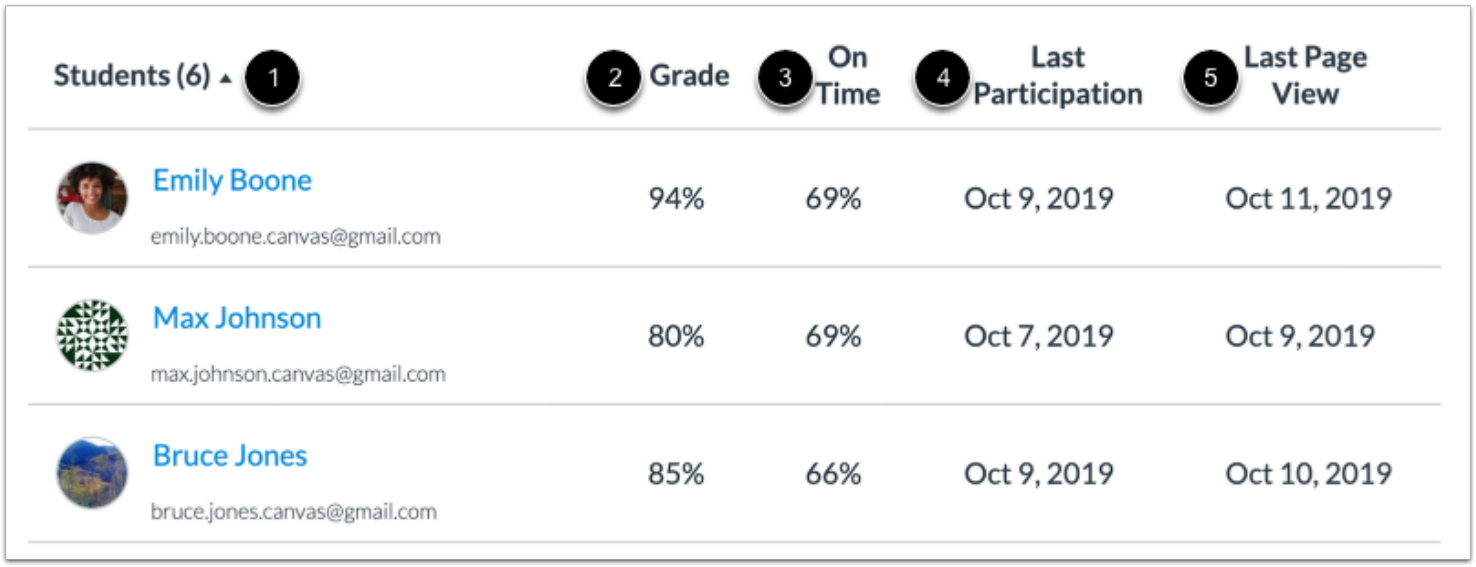
Note: At least one assignment type is required at all times.

Compare Course Data



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

View Student Table

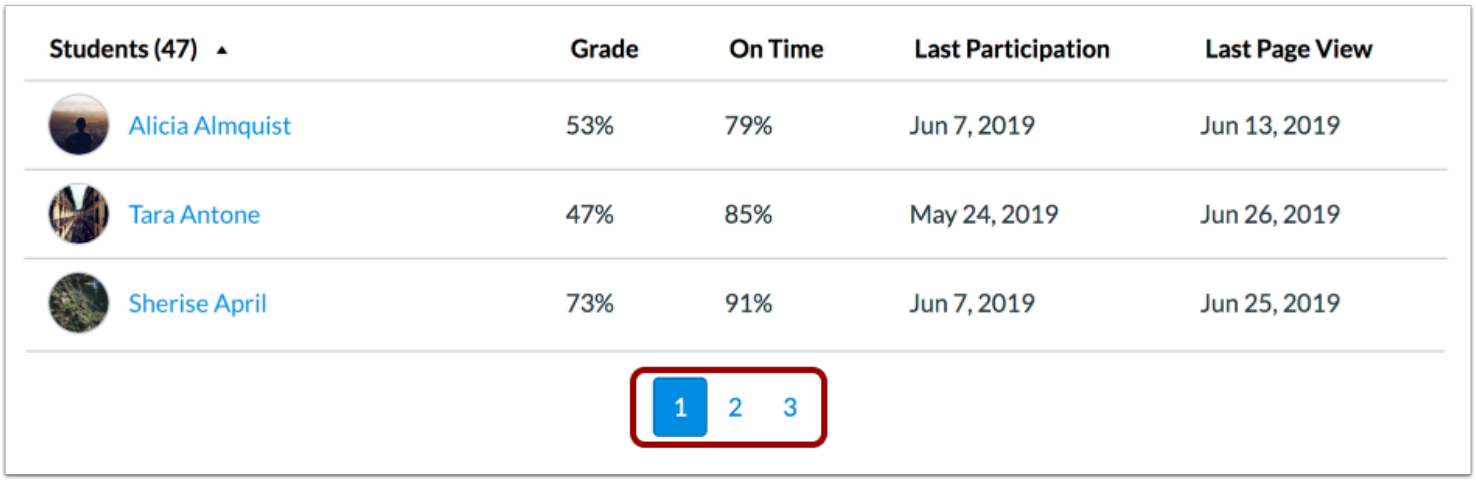


Below the chart and table, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

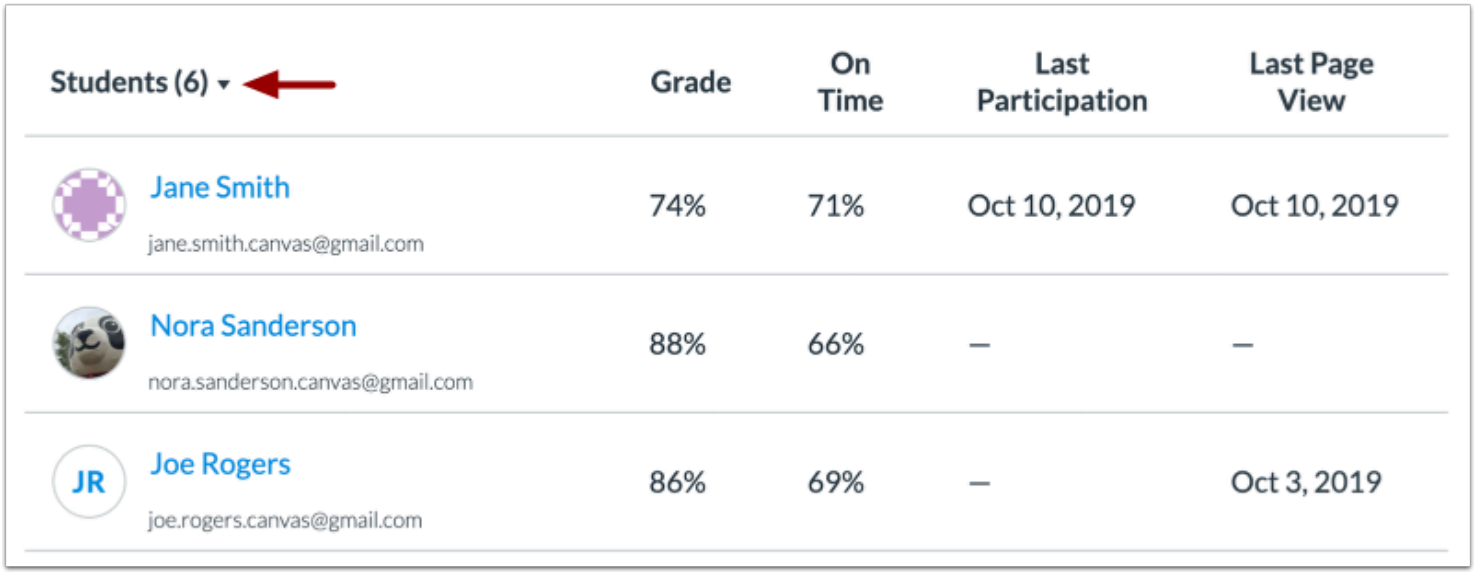
- Students [1]: the list of students in the course sorted by last name
- Grade [2]: current course grade
- On Time [3]: the percent of assignments submitted on or before a due date
- Last Participation [4]: the date the student last interacted with the course
- Last Page View [5]: the date the student last accessed the course

View Additional Students



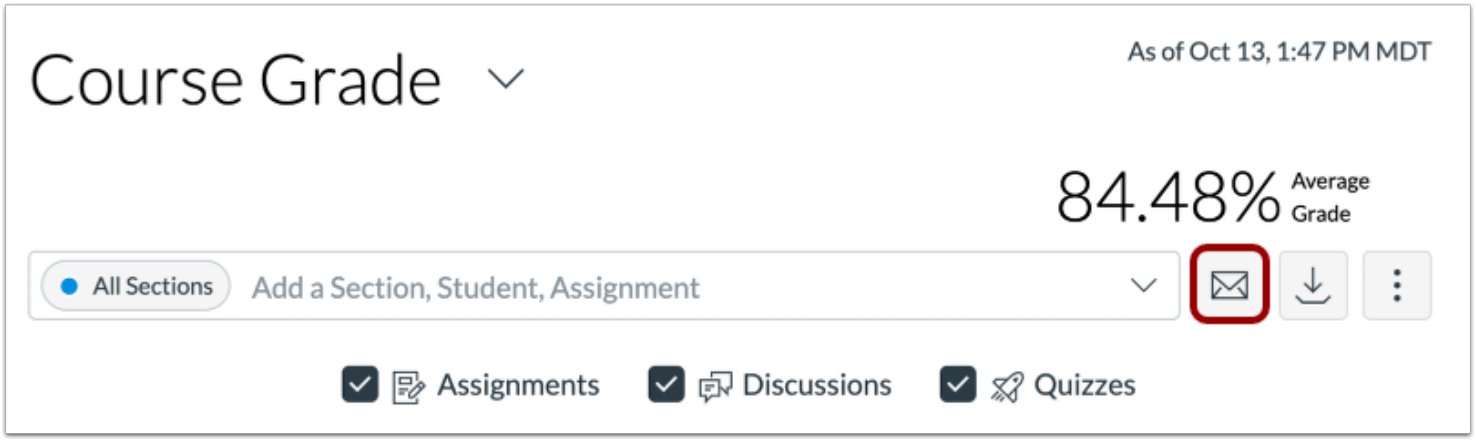
By default, the students table displays 25 students at a time. You can view additional pages in the pagination bar.

Sort Student Data



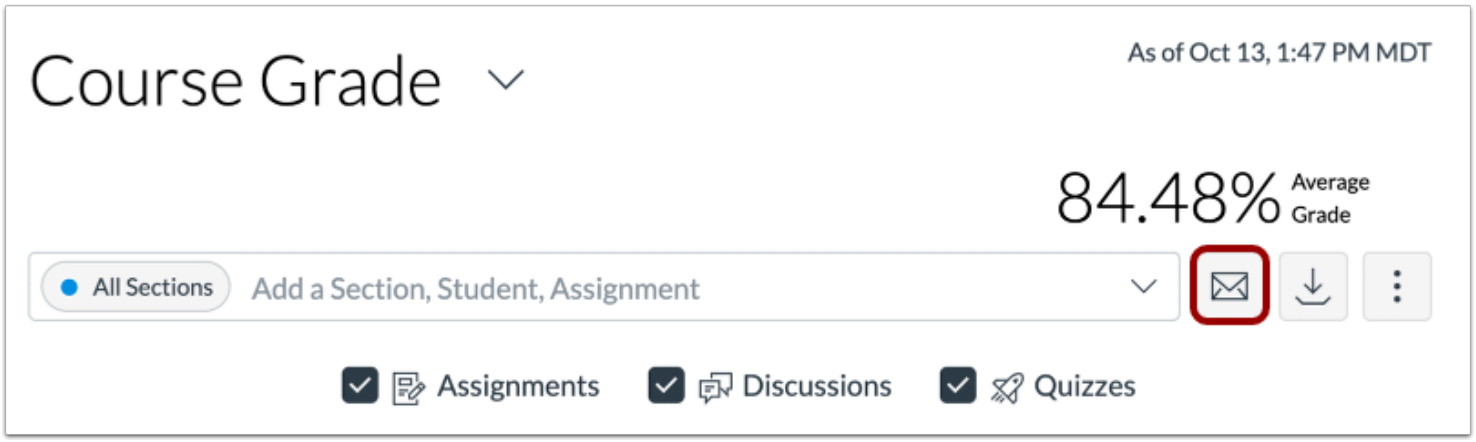
By default, the table sorts by last name, first name. However, you can sort any column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.

Message Students Who



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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

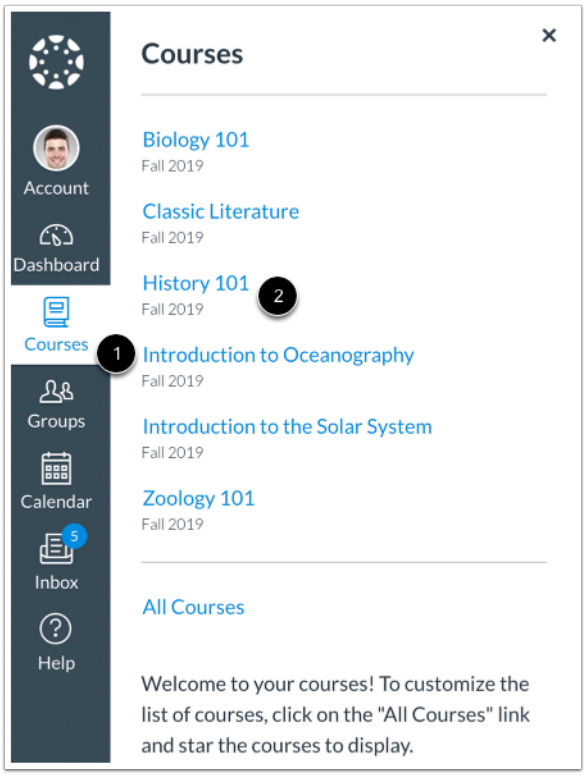
How do I compare the course average data table with an assignment, section, or student filter in New Analytics?

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

Notes:

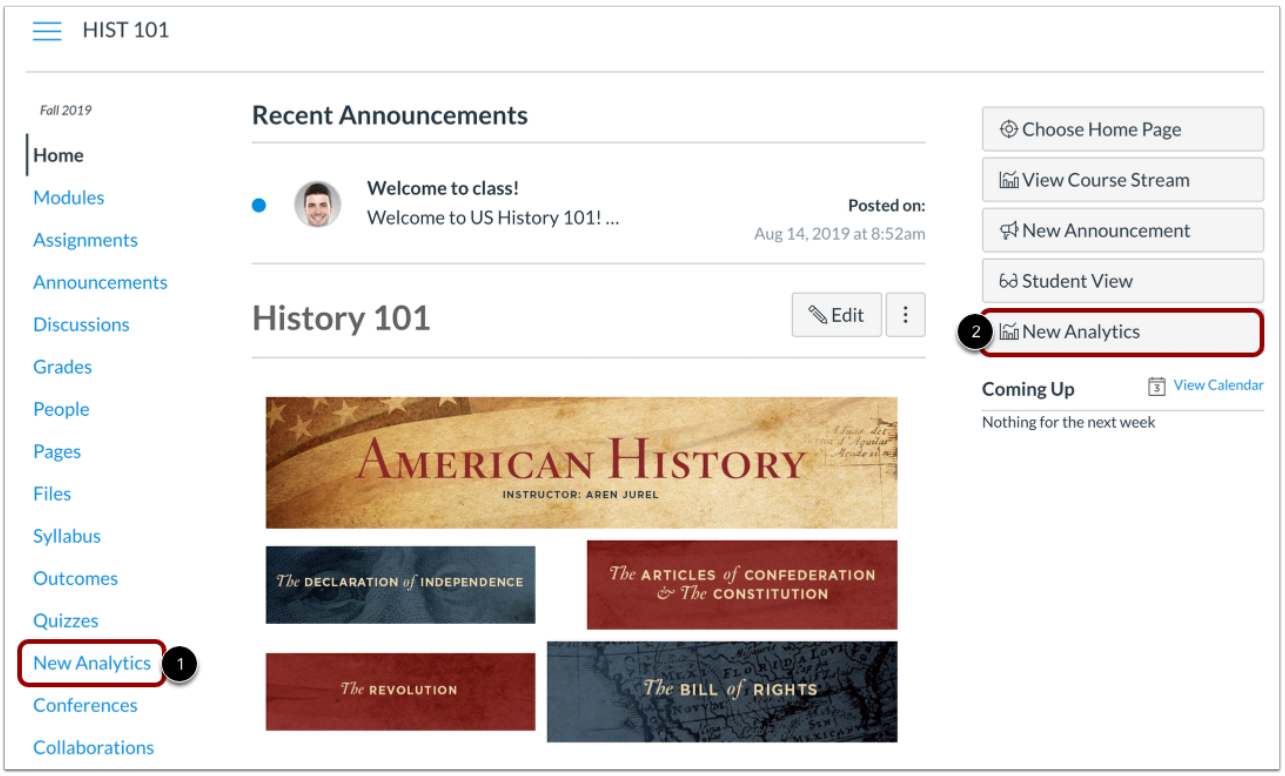
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

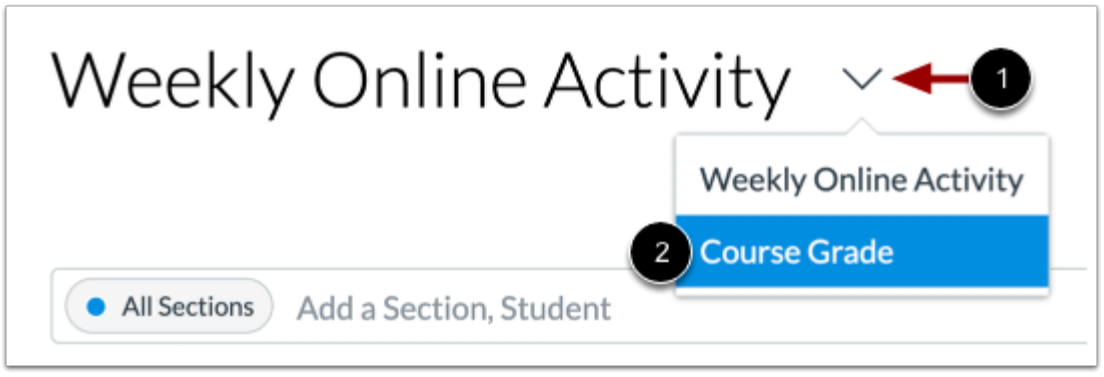
Open New Analytics



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

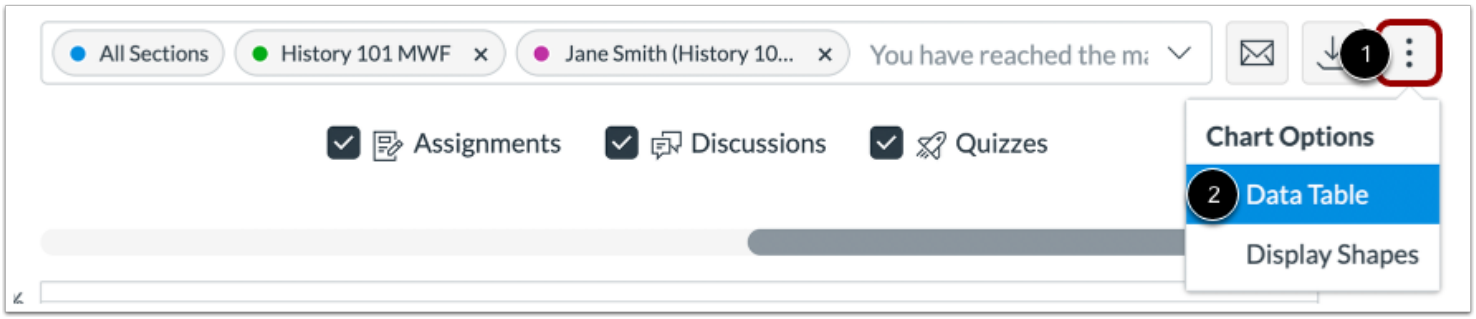
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



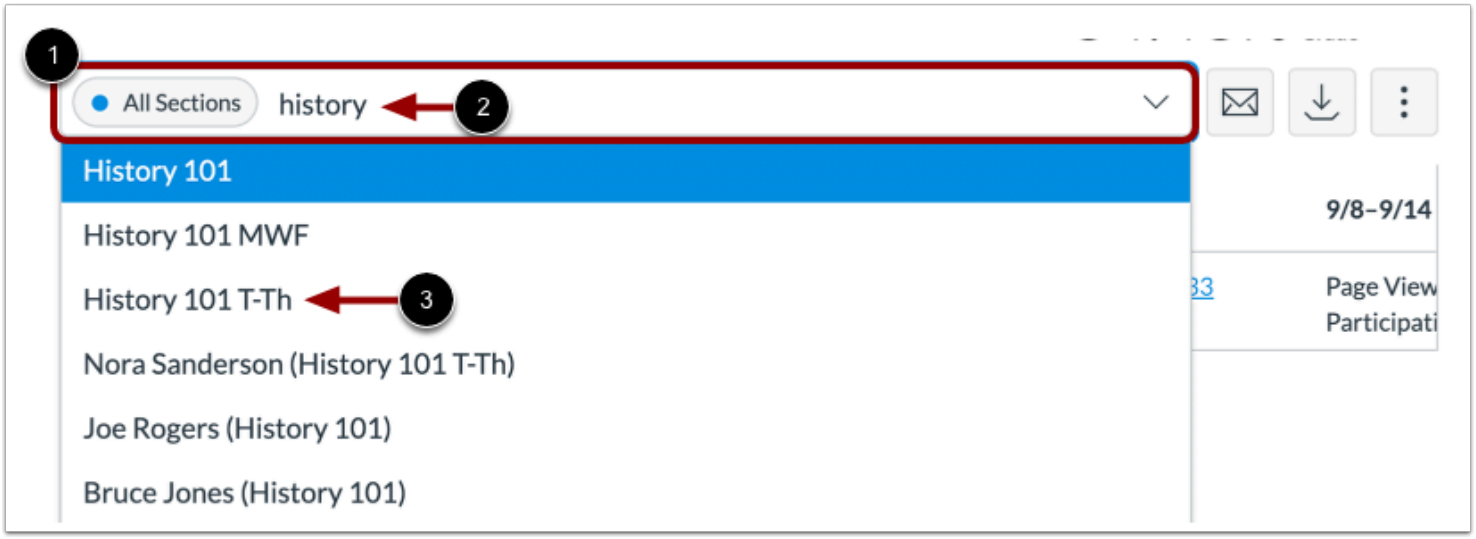
To view course grade analytics, click the **Analytics** drop-down menu [1] and select the **Course Grade** option [2].

View Data Table



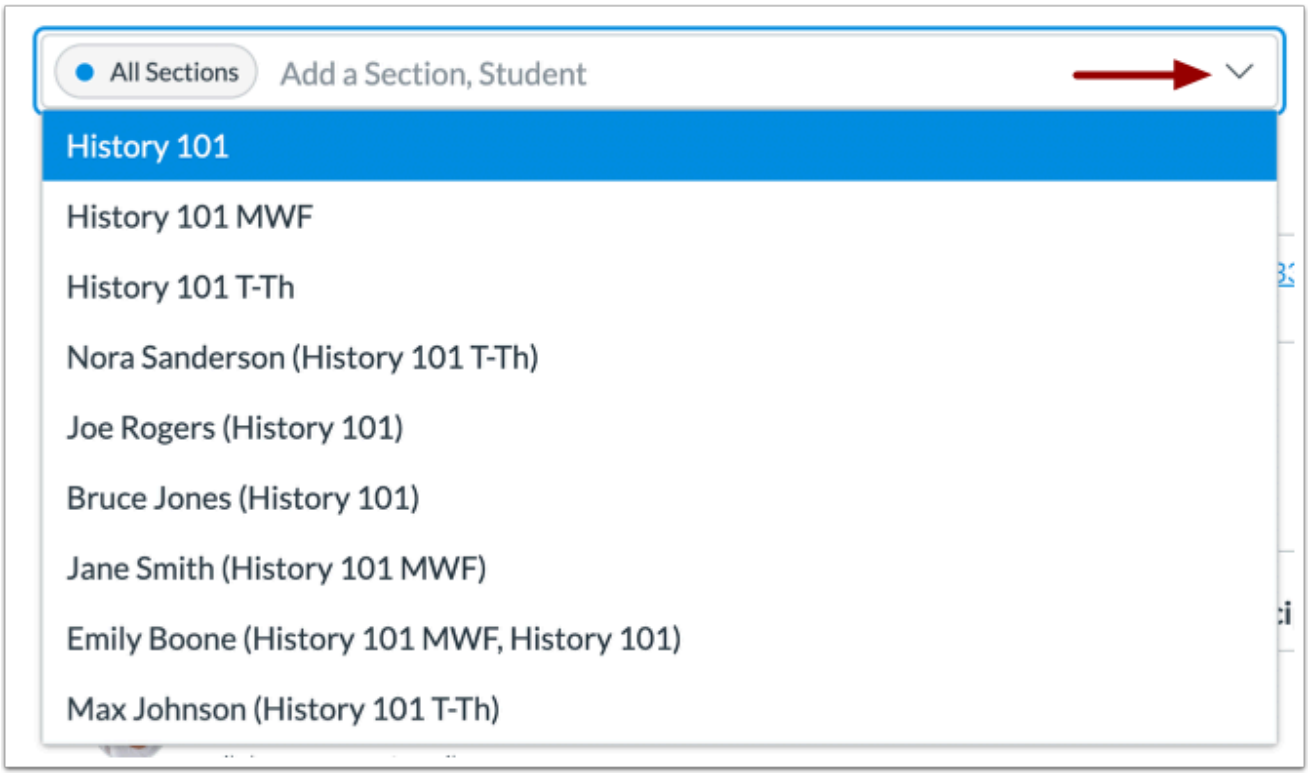
Click the **Chart Options** icon [1] and click the **Data Table** option [2].

Filter Data



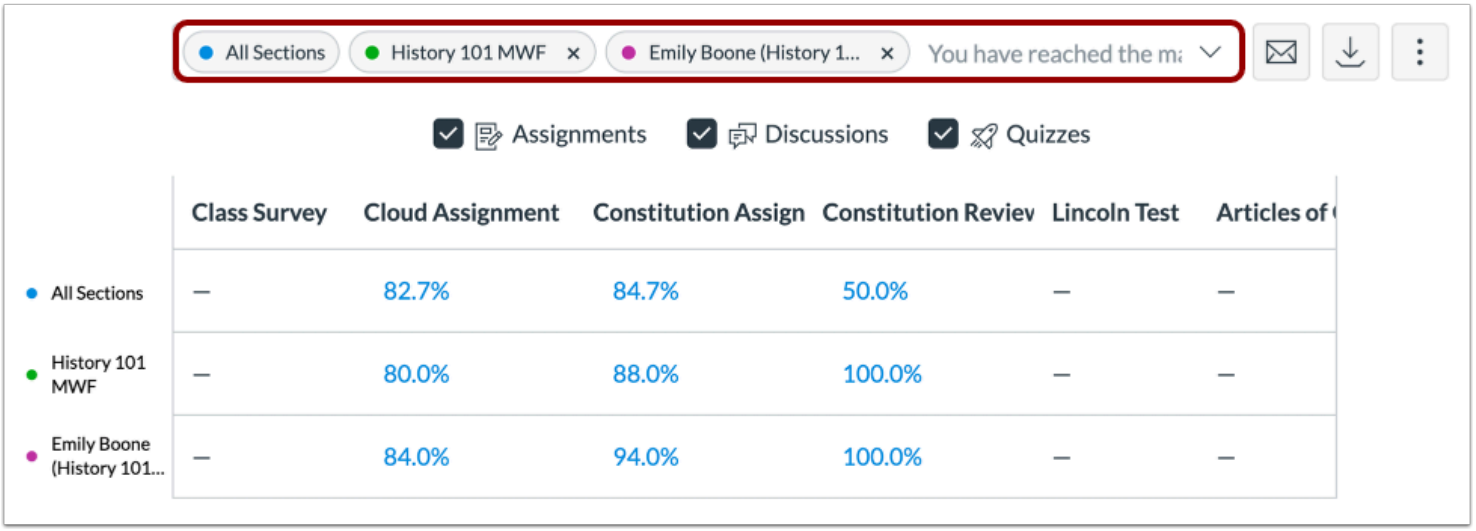
Click the **Filter** field [1]. Type the name of a section, student, or assignment [2]. Canvas will populate all matching results.

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



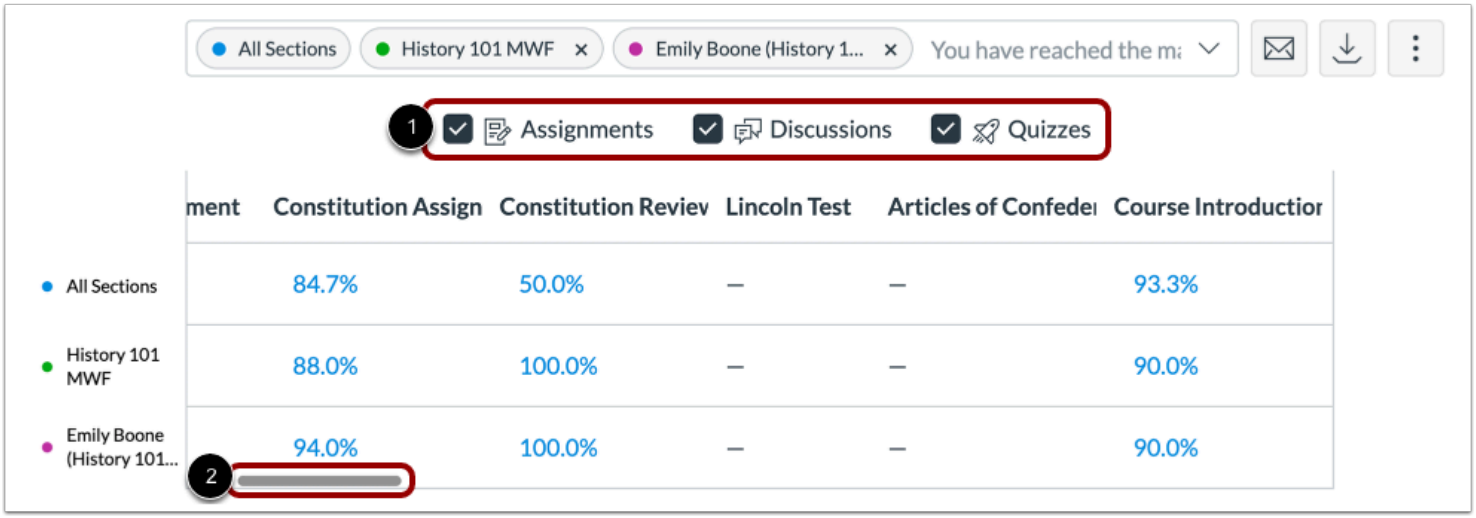
You can also click the **Filter** field and use the scroll to locate and select a section, student, or assignment.

View Additional Filters



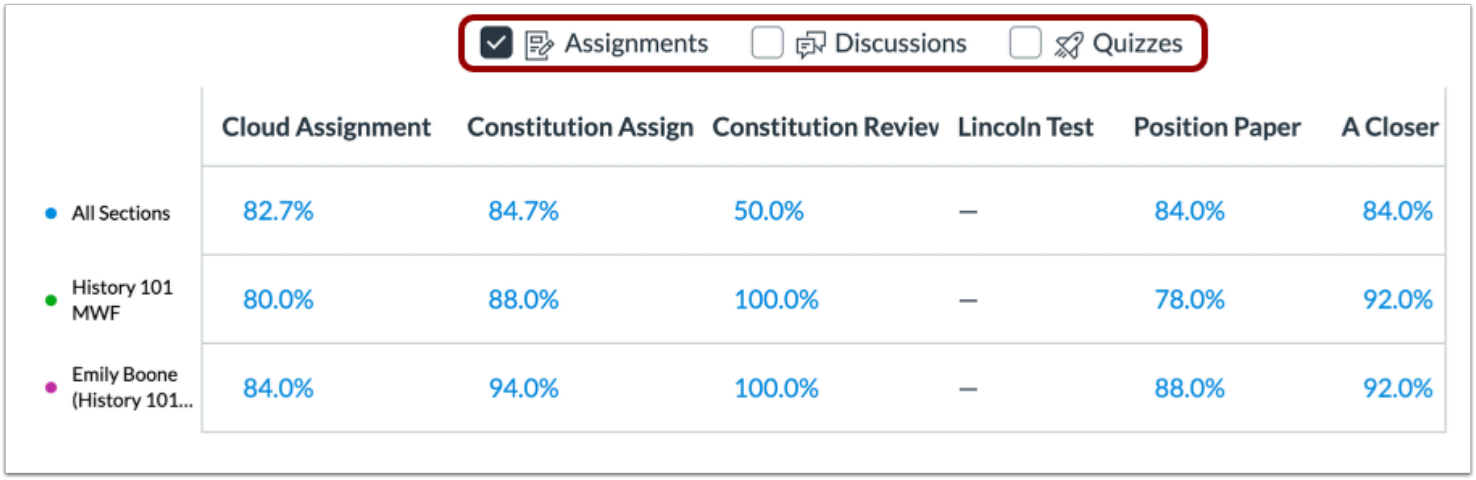
To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

Filter by Assignment



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

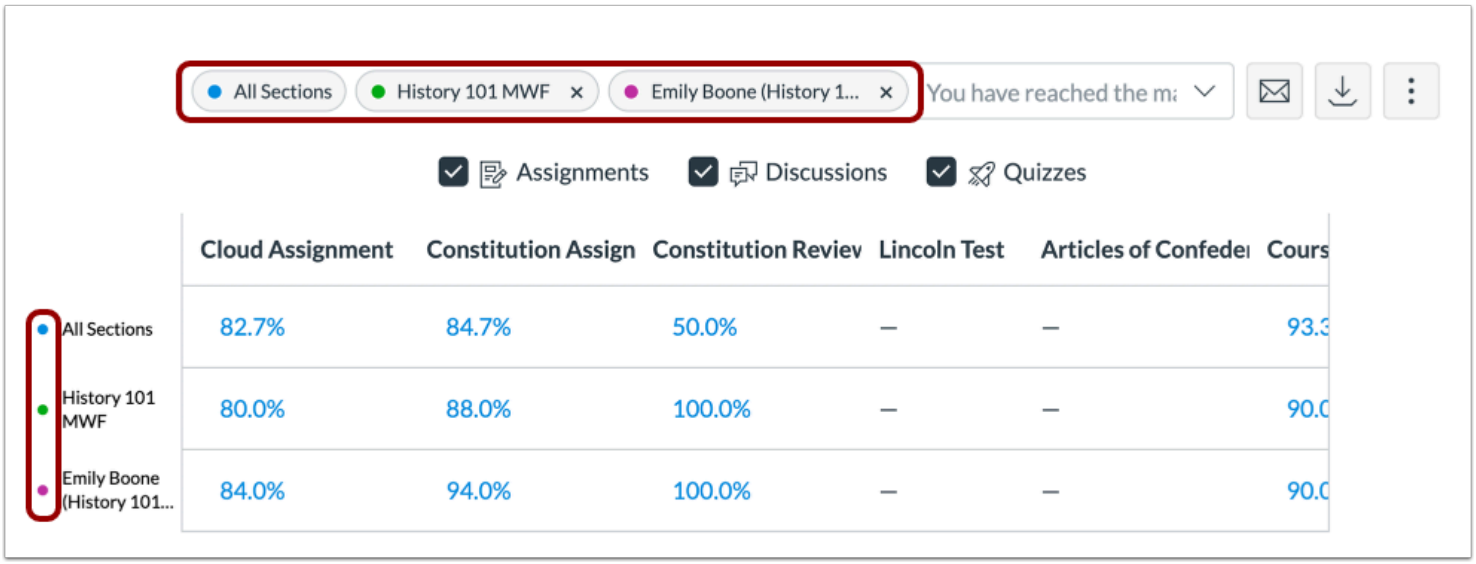
To view additional assignments within the filtered results, scroll within the table [2].



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

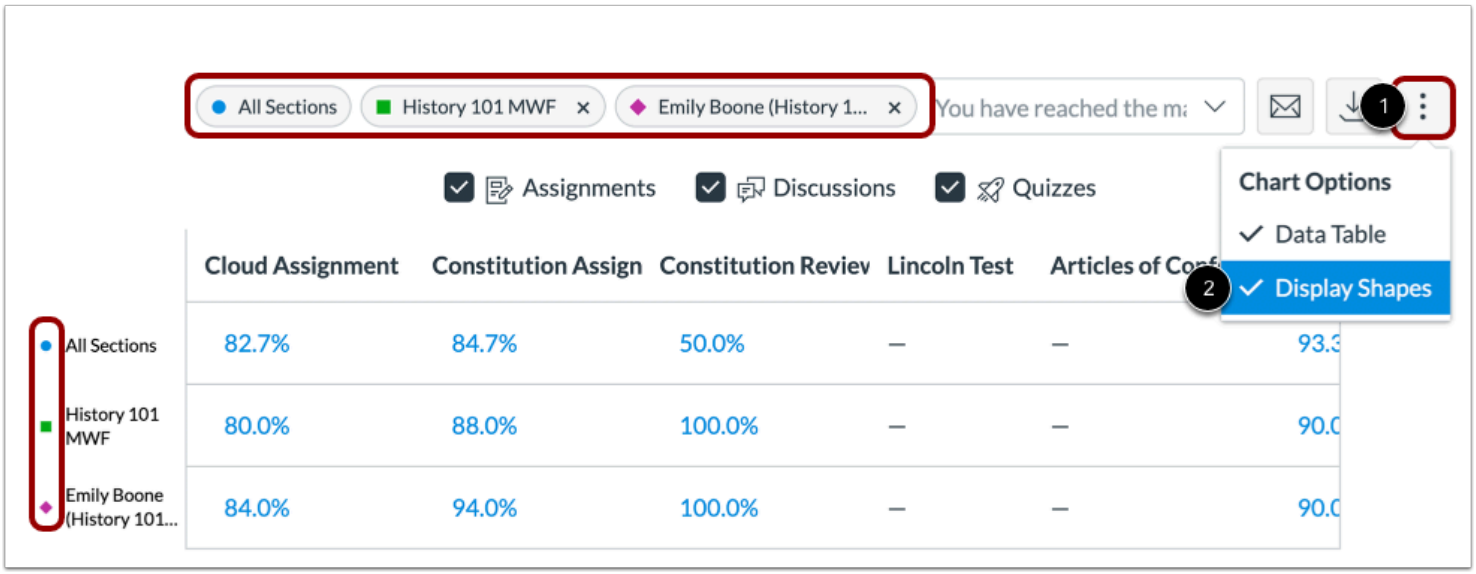
Note: At least one assignment type is required at all times.

View Filtered Results



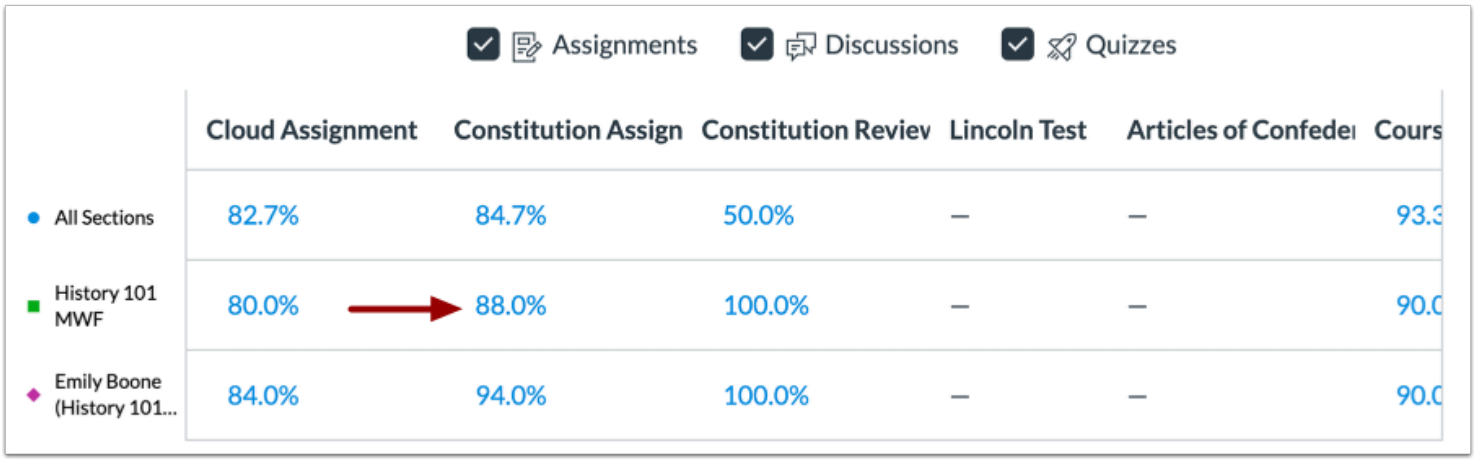
The added filter displays in the analytics results. Each filter is identified by a specific color.

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



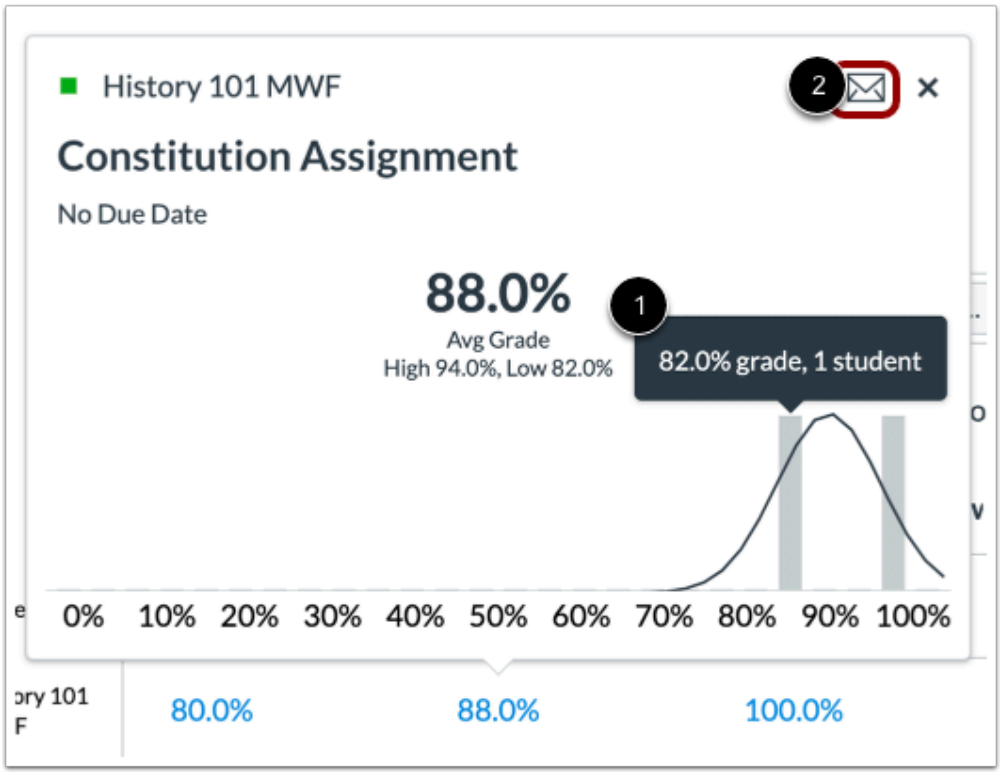
When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

View Data Comparison



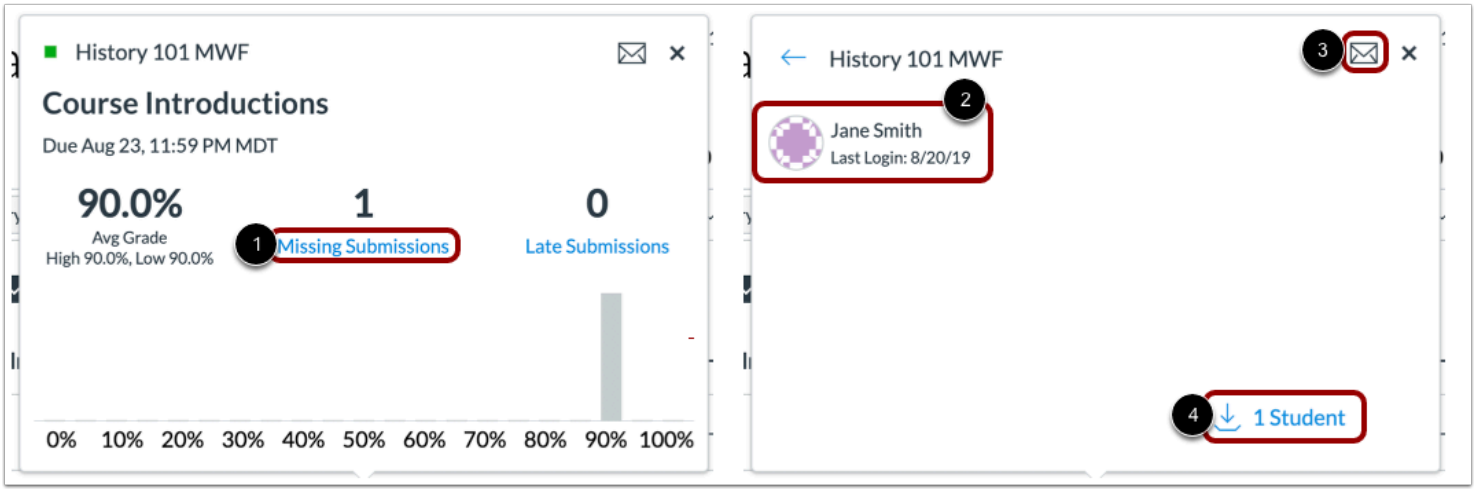
To view specific data for a specific result, click the data percentage in the table.

View Section Comparison



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

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

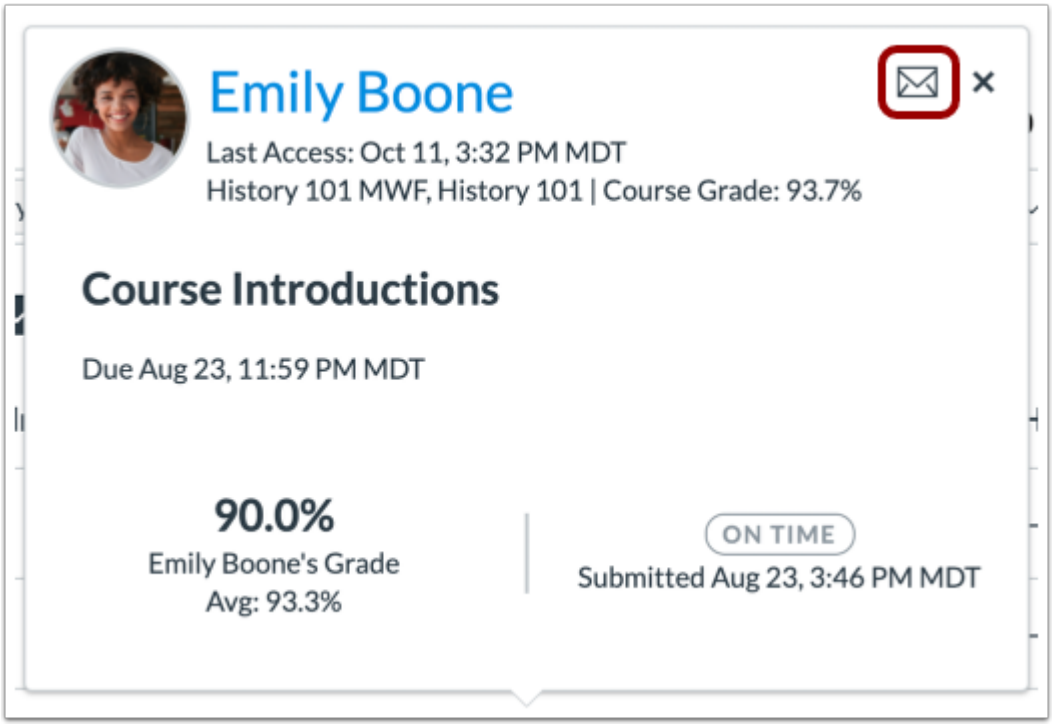


When comparing sections, you can also view submissions by status: missing and late. To view the names of students within each status, click the link for the status [1]. The card displays the student information for the submission statuses, including the names and last login date for each student [2].

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

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

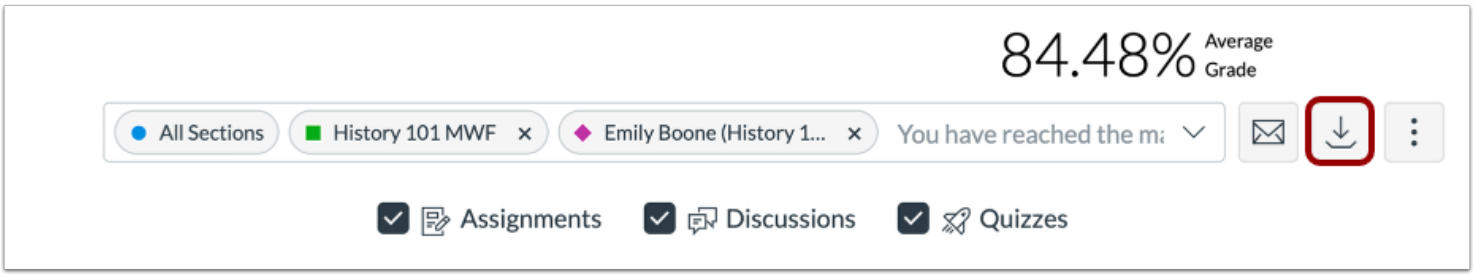
View Student Comparison



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

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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

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

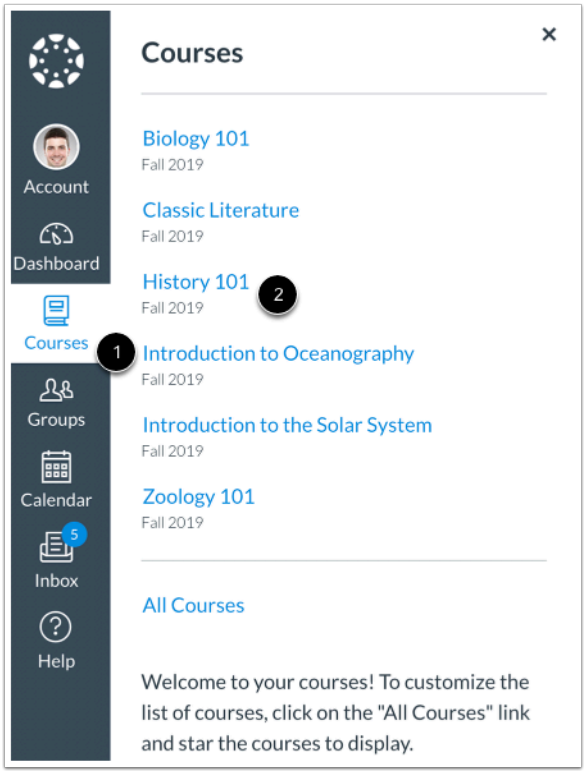
New Analytics allows you to track an average course grade for student submissions. The average course grade is the average of all student totals from the Gradebook. Course analytics will show you student activity, assignment submissions, grades, and student names. Page views and participation metrics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

Only active student enrollments are included in data for New Analytics.

Notes:

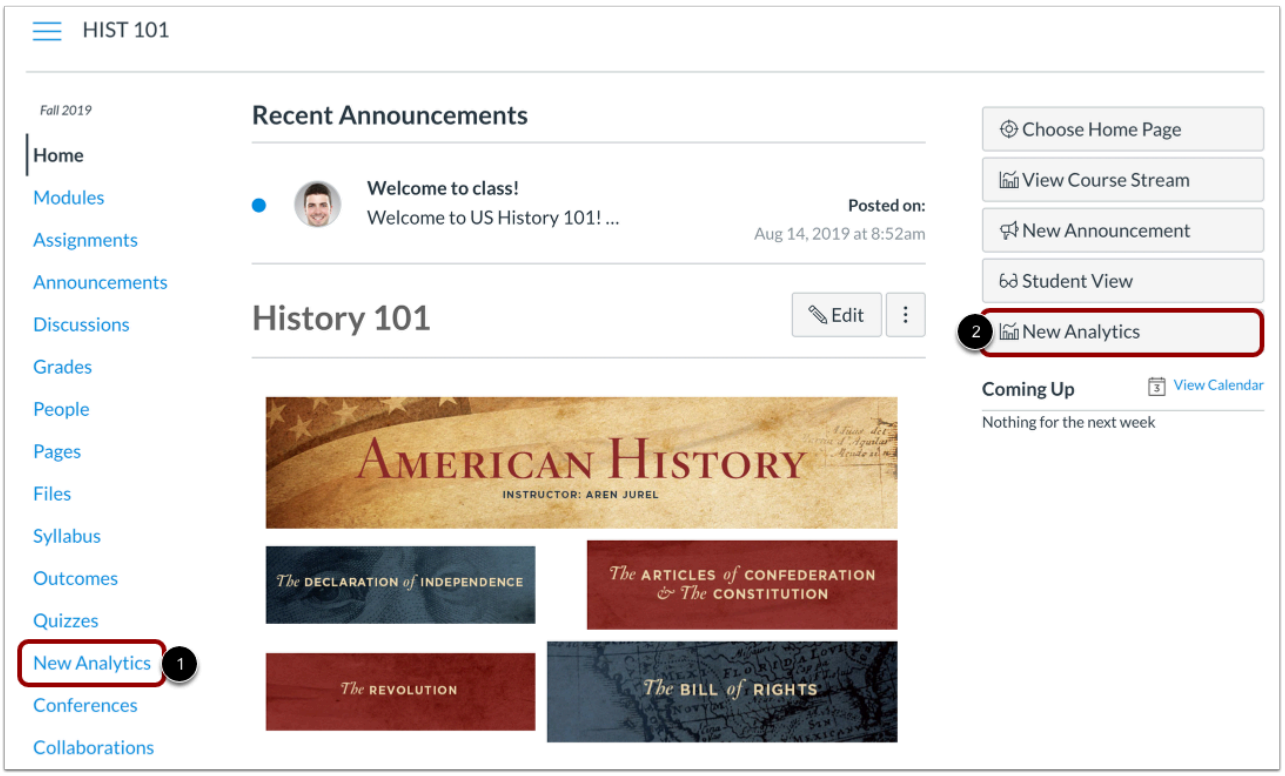
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

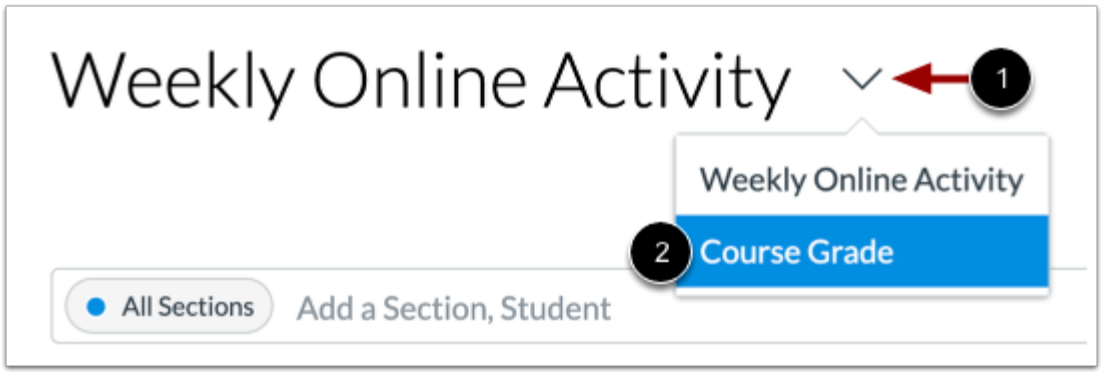
Open New Analytics



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

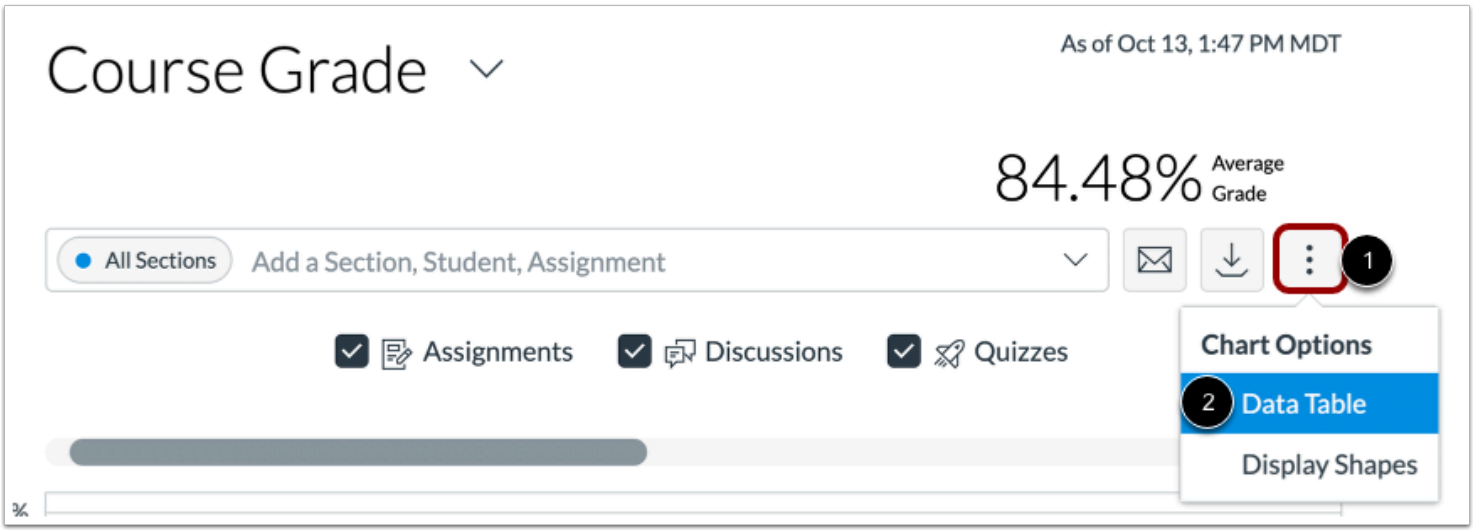
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



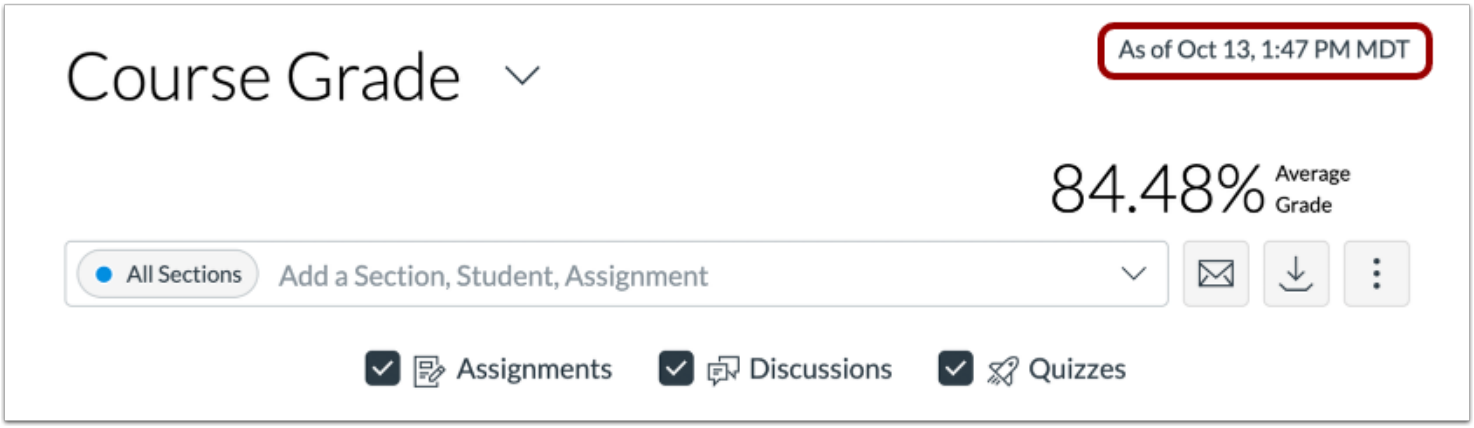
To view course grade analytics, click the **Analytics** drop-down menu [1] and select the **Course Grade** option [2].

View Data Table



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

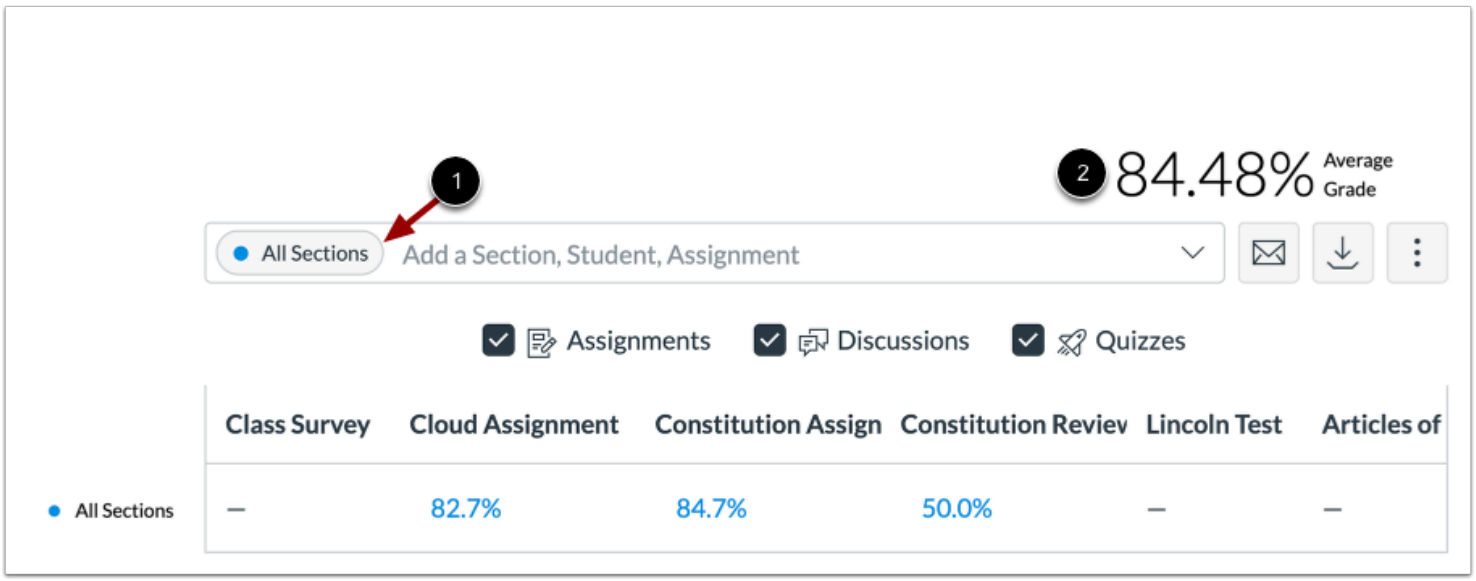
View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

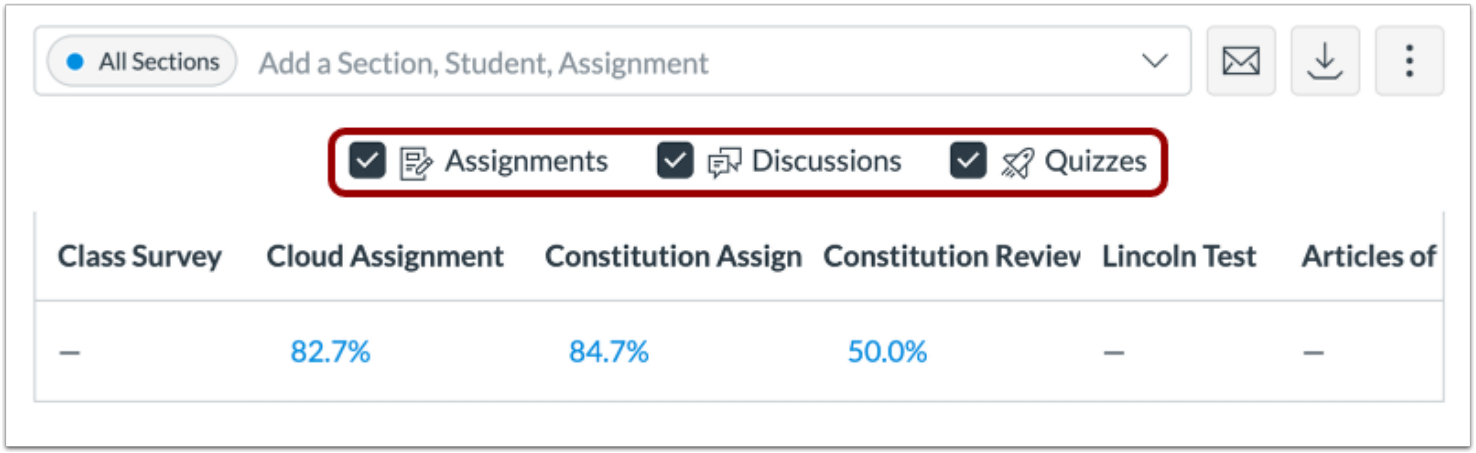
View Filter



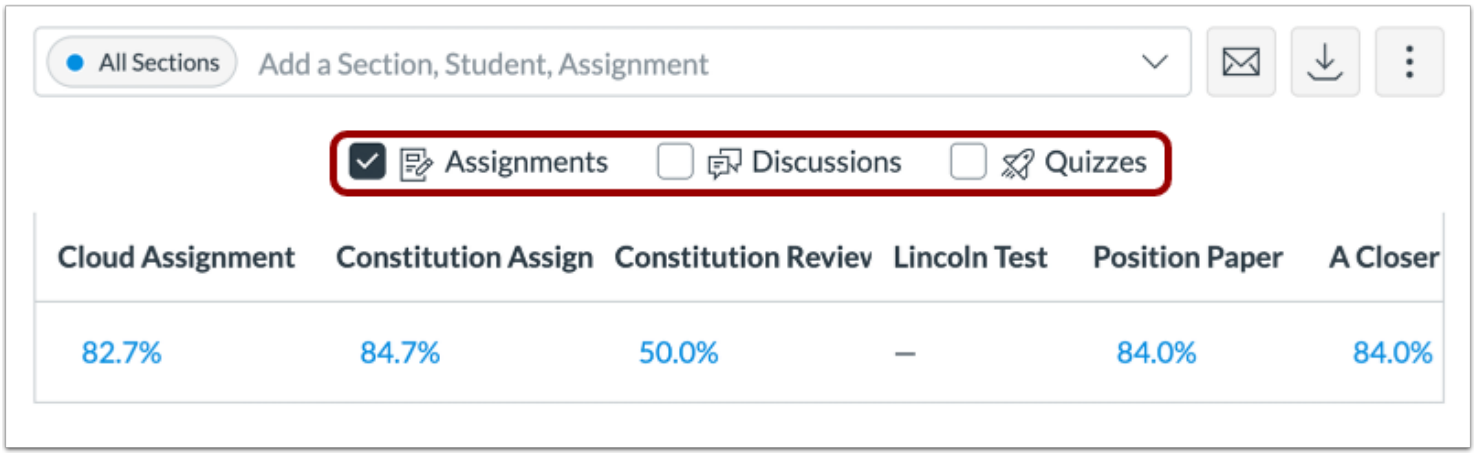
The analytics page is dynamic based on filtered content. By default, all results display the course average, which cannot be removed [1].

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

Filter by Assignment



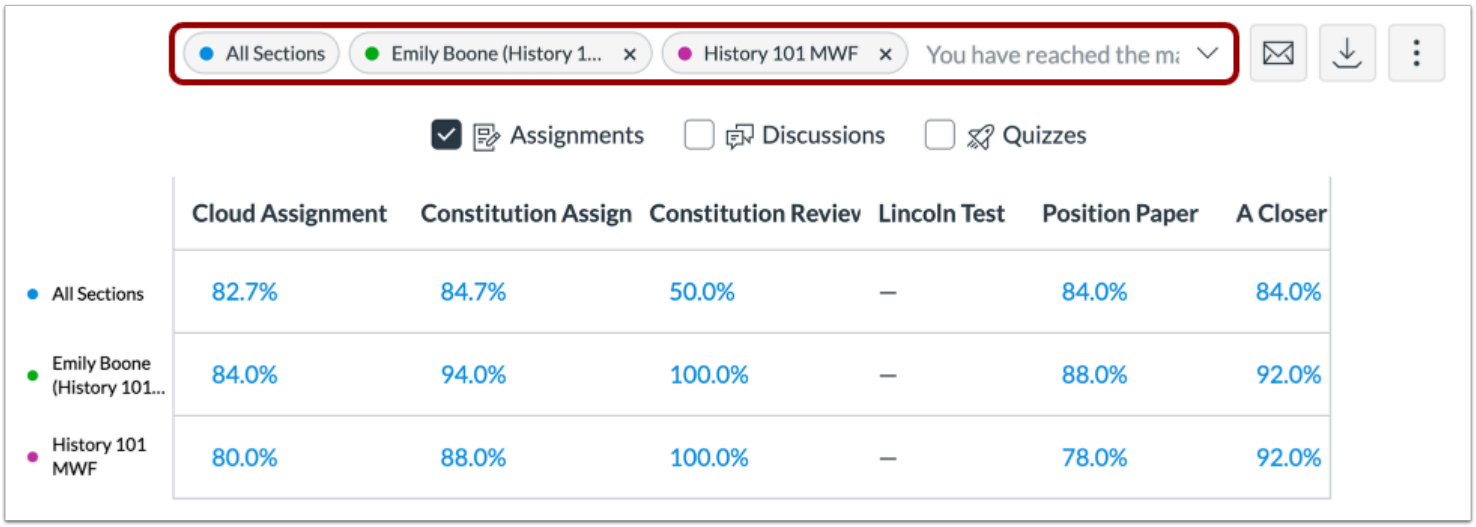
By default, analytics selects all assignment types to display within the page.



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

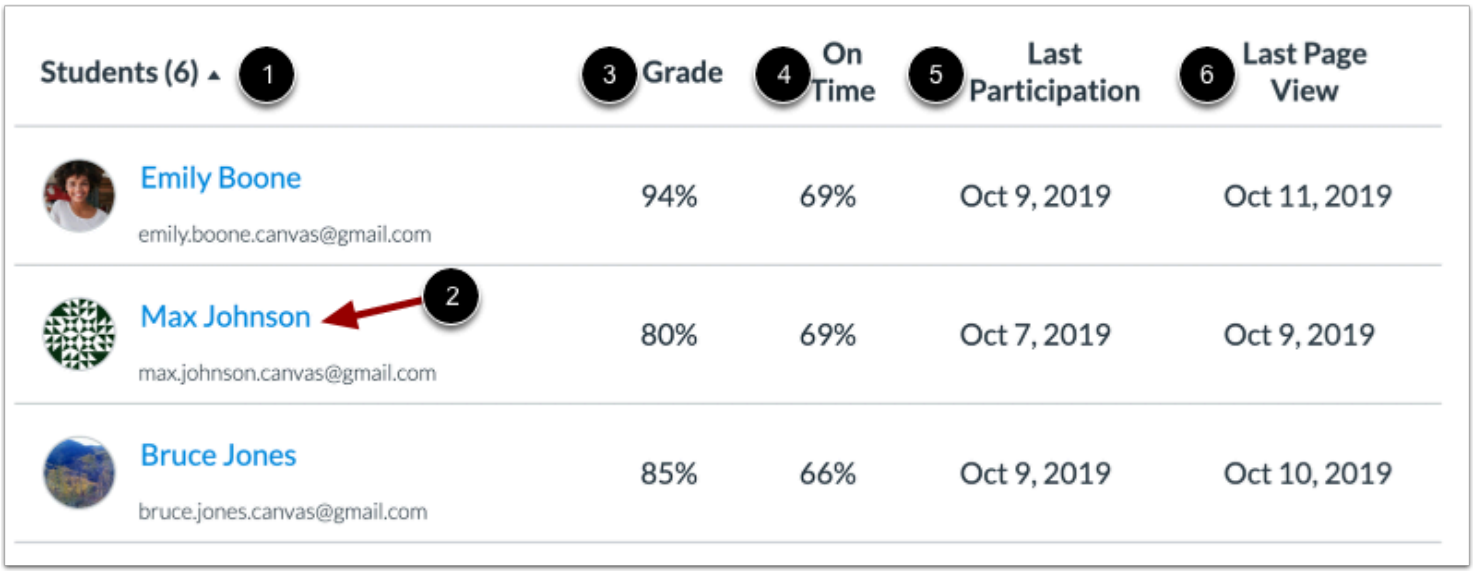
Note: At least one assignment type is required at all times.

Compare Course Data



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

View Student Table

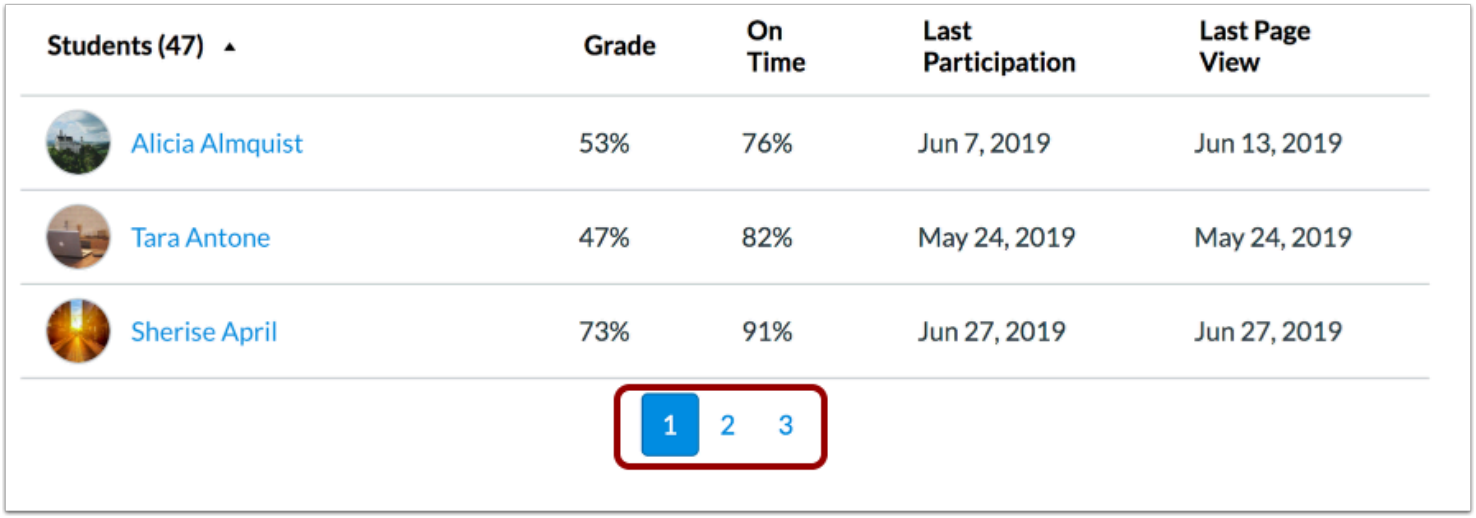


Below the chart and table, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

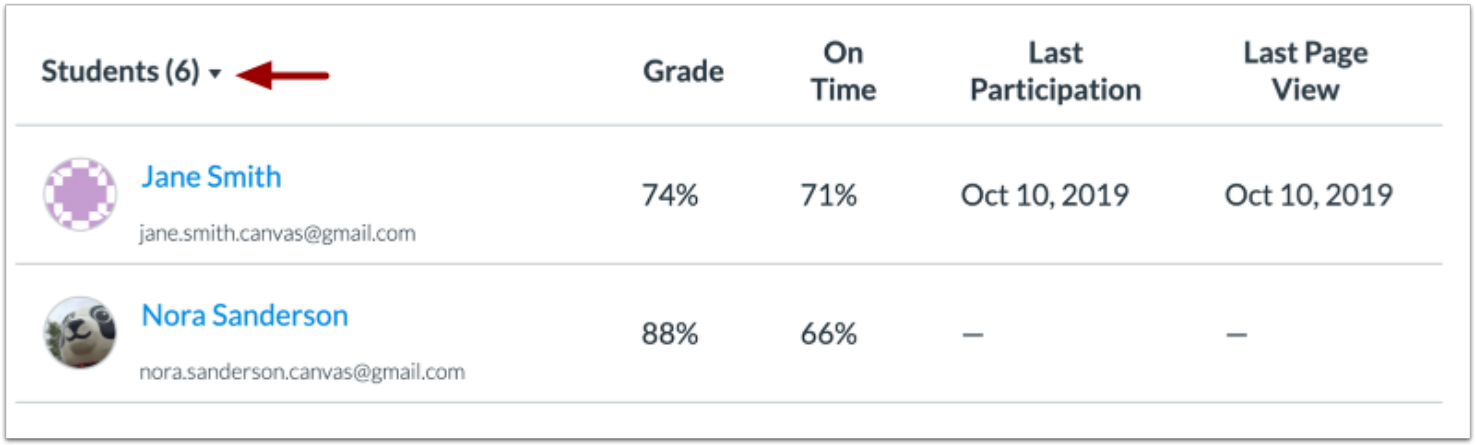
- Students [1]: the list of students in the course sorted by last name. Click a student's name to view analytics for the student [2]
- Grade [3]: current course grade
- On Time [4]: the percent of assignments submitted on or before a due date
- Last Interaction [5]: the date the student last interacted with the course
- Last Activity [6]: the date the student last accessed the course

View Additional Students



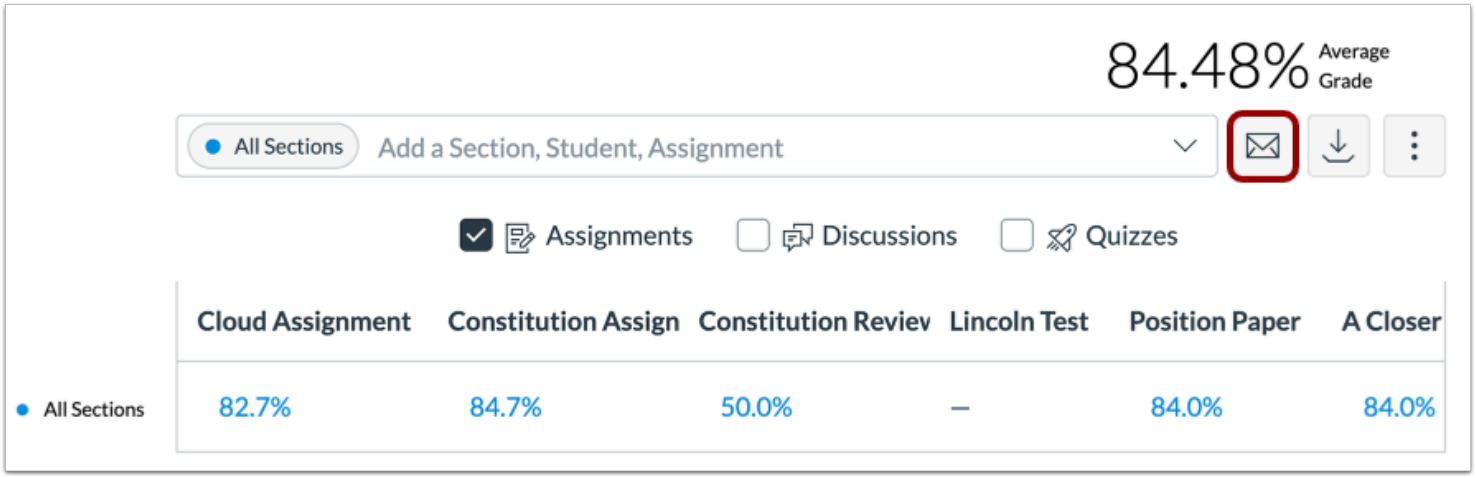
By default, the students table displays 20 students at a time. You can view additional pages in the pagination bar.

Sort Student Data



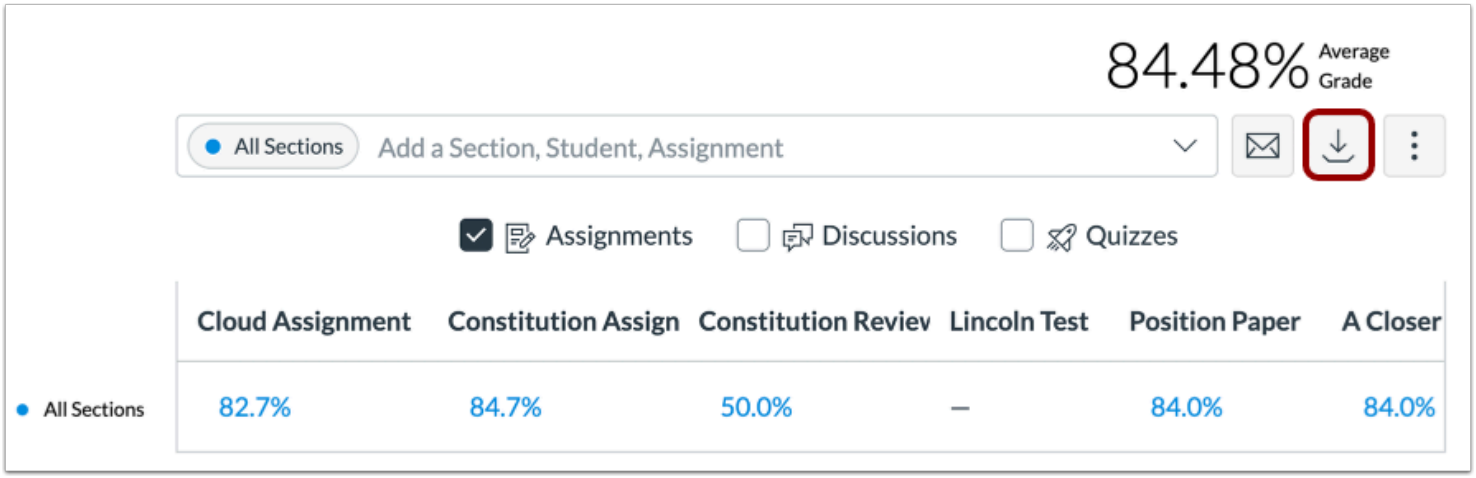
By default, the table sorts by last name, first name. However, you can sort any column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.

Message Students Who



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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

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

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

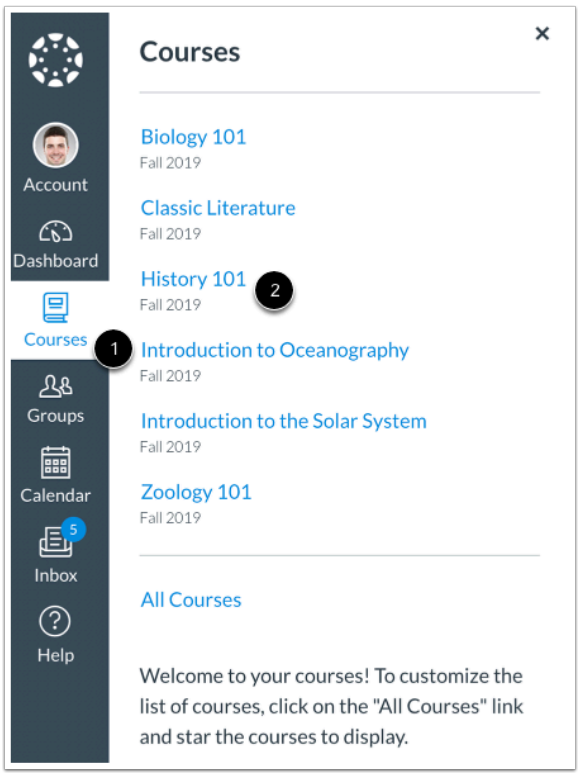
Only active student enrollments are included in data for New Analytics.

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

Notes:

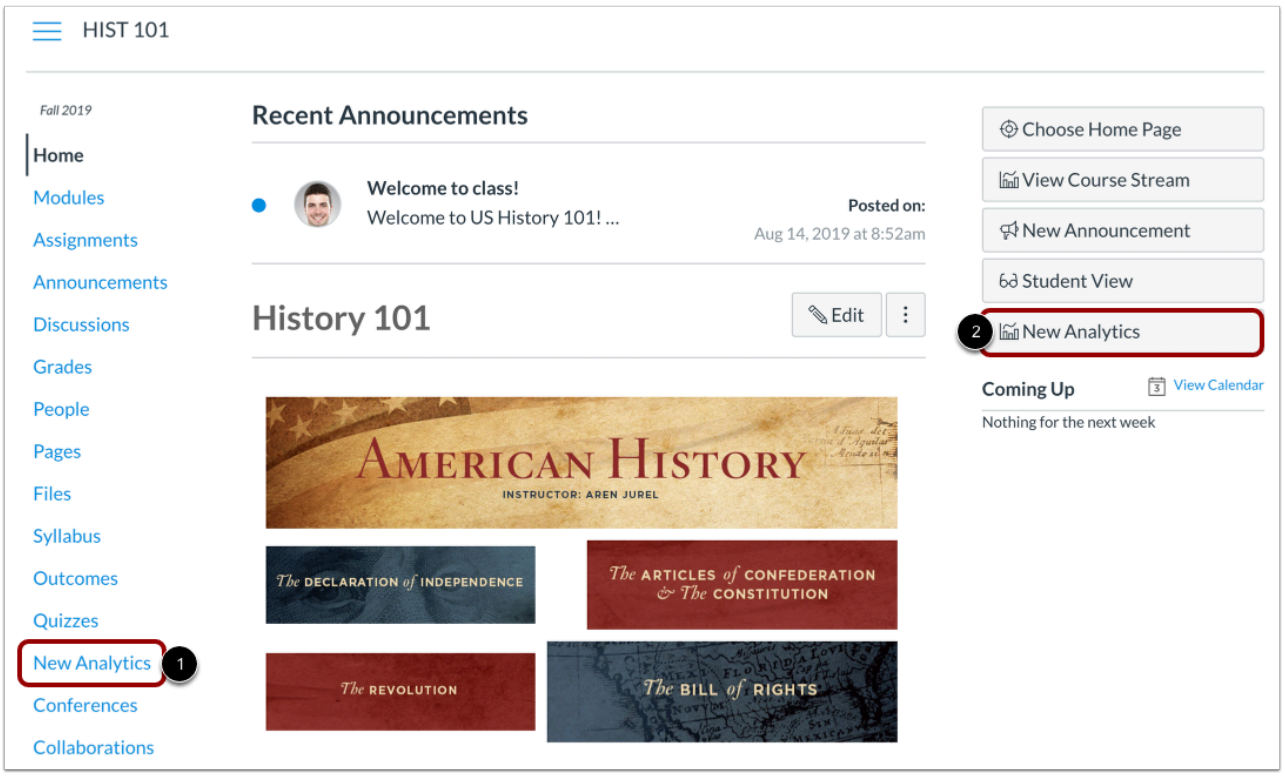
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

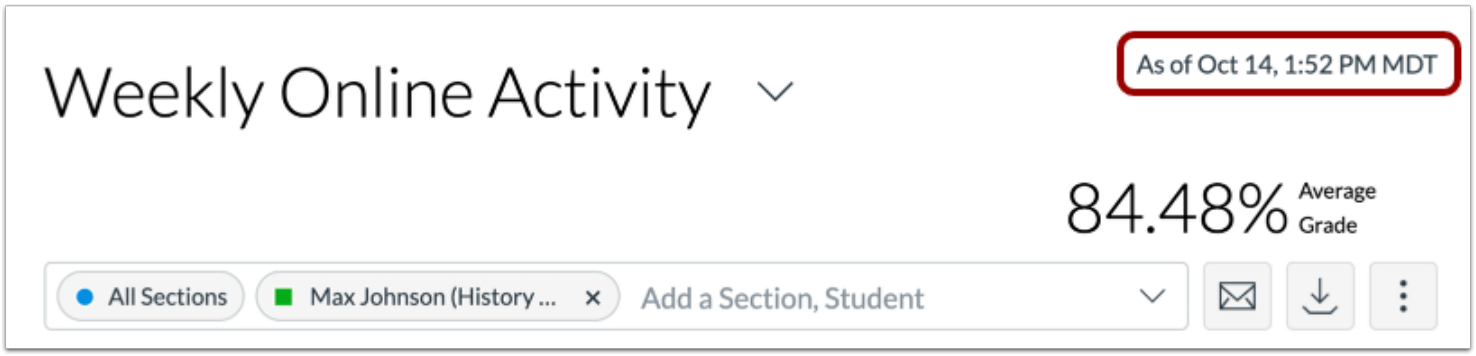
Open New Analytics



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

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

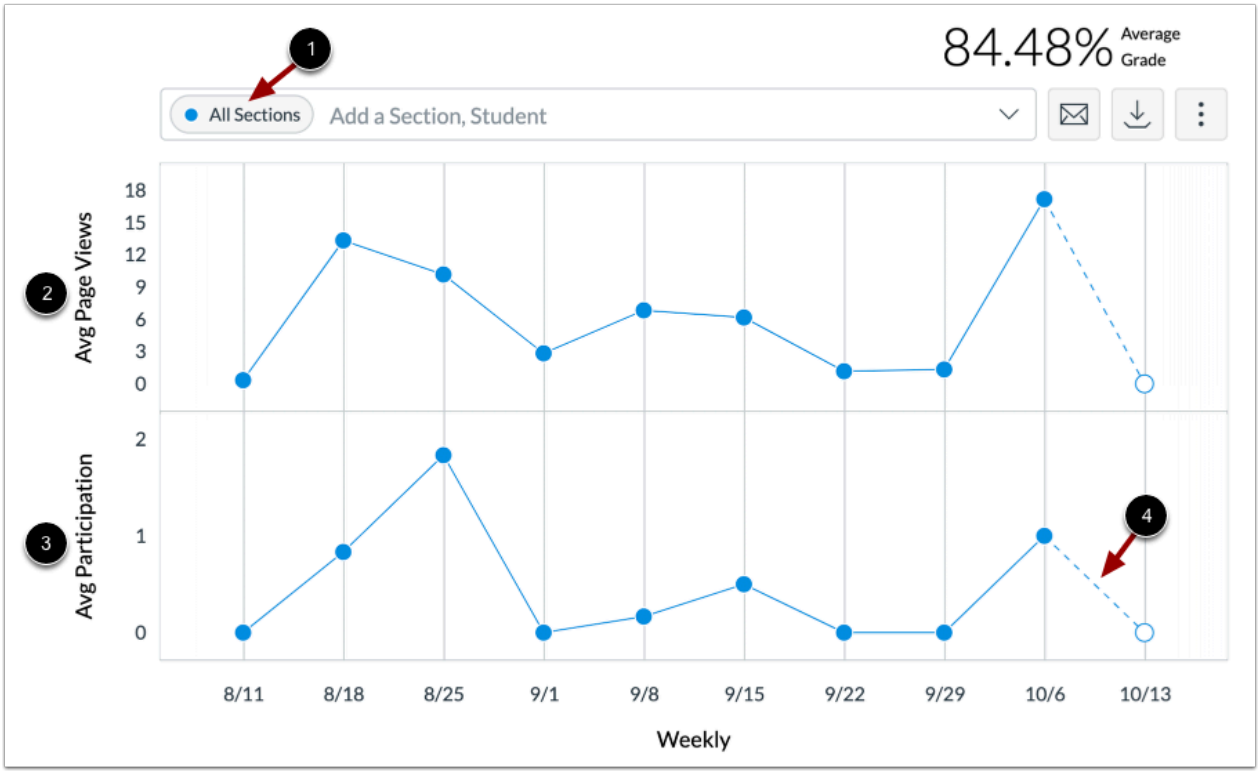
View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

View Course Data



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

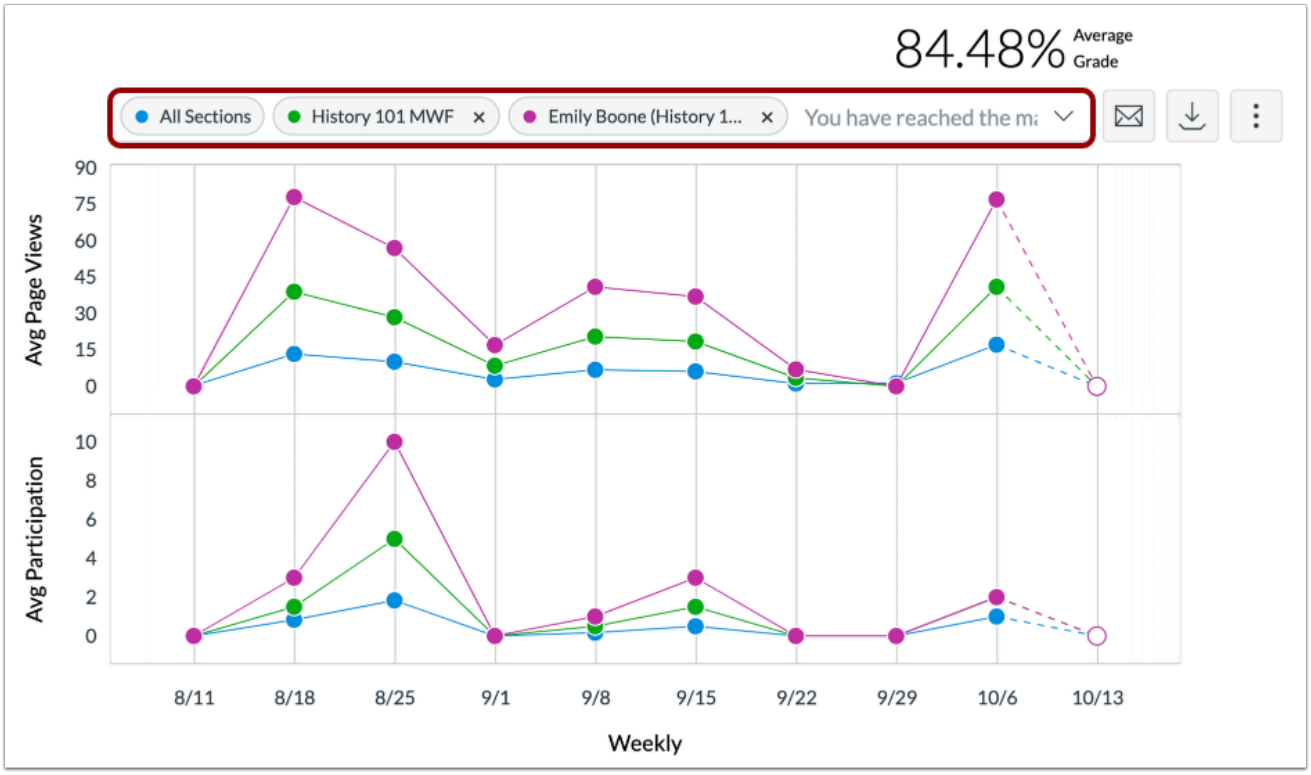
Filtered data is displayed as a chart with two rows: average page views [2] and average participations [3]. The following actions will generate participations:

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

Incomplete data is predicted and indicated by a broken line [4].

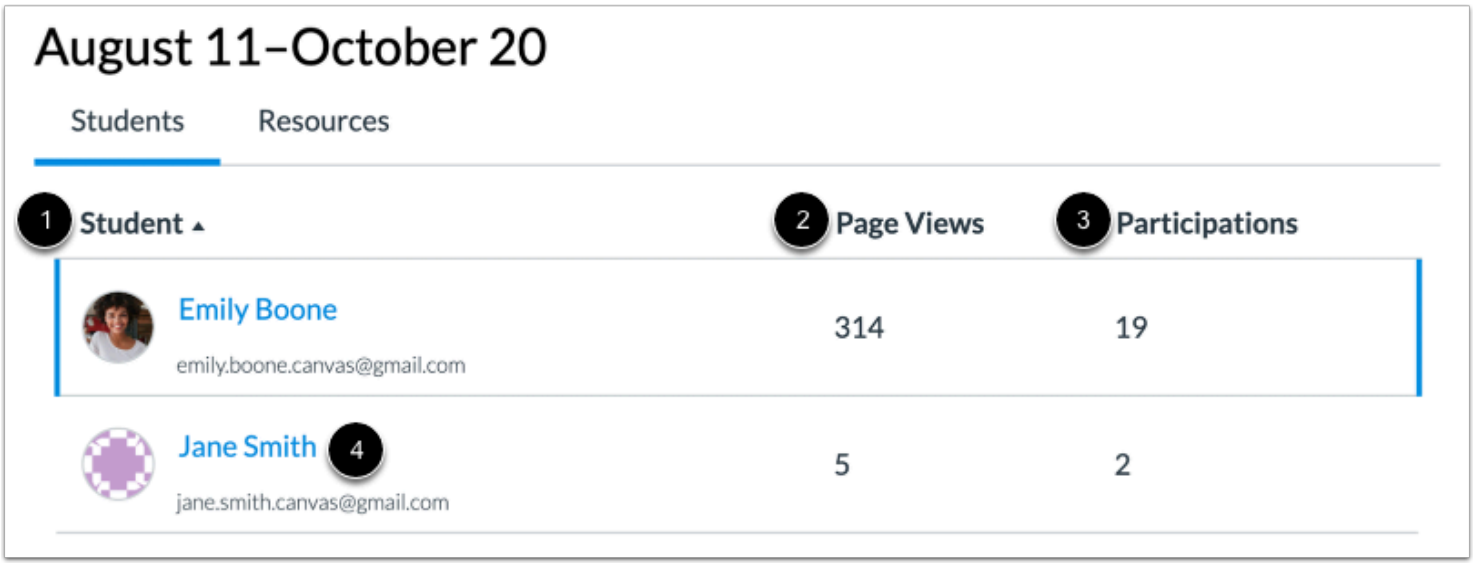
Note: The definition of participation is based on federal guidelines related to student attendance as applicable to online courses. Please note that because communication between students and teachers often happens outside of the LMS, it is not included as a participation metric. However, as part of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

Compare Course Data



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

View Student Table



Below the chart, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

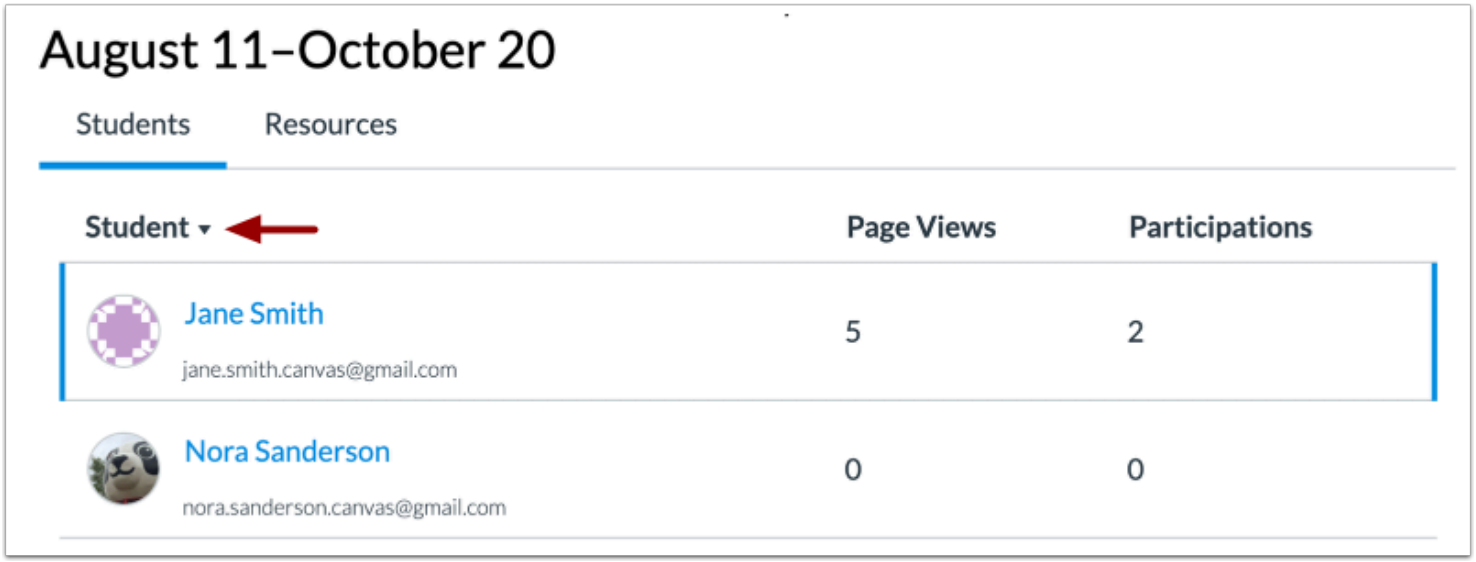
- Students [1]: the list of students in the course sorted by last name
- Page Views [2]: the student's total number of page views in the course
- Participations [3]: the student's total number of participations in the course

To view analytics for an individual student, click the student's name [4].

View Additional Students

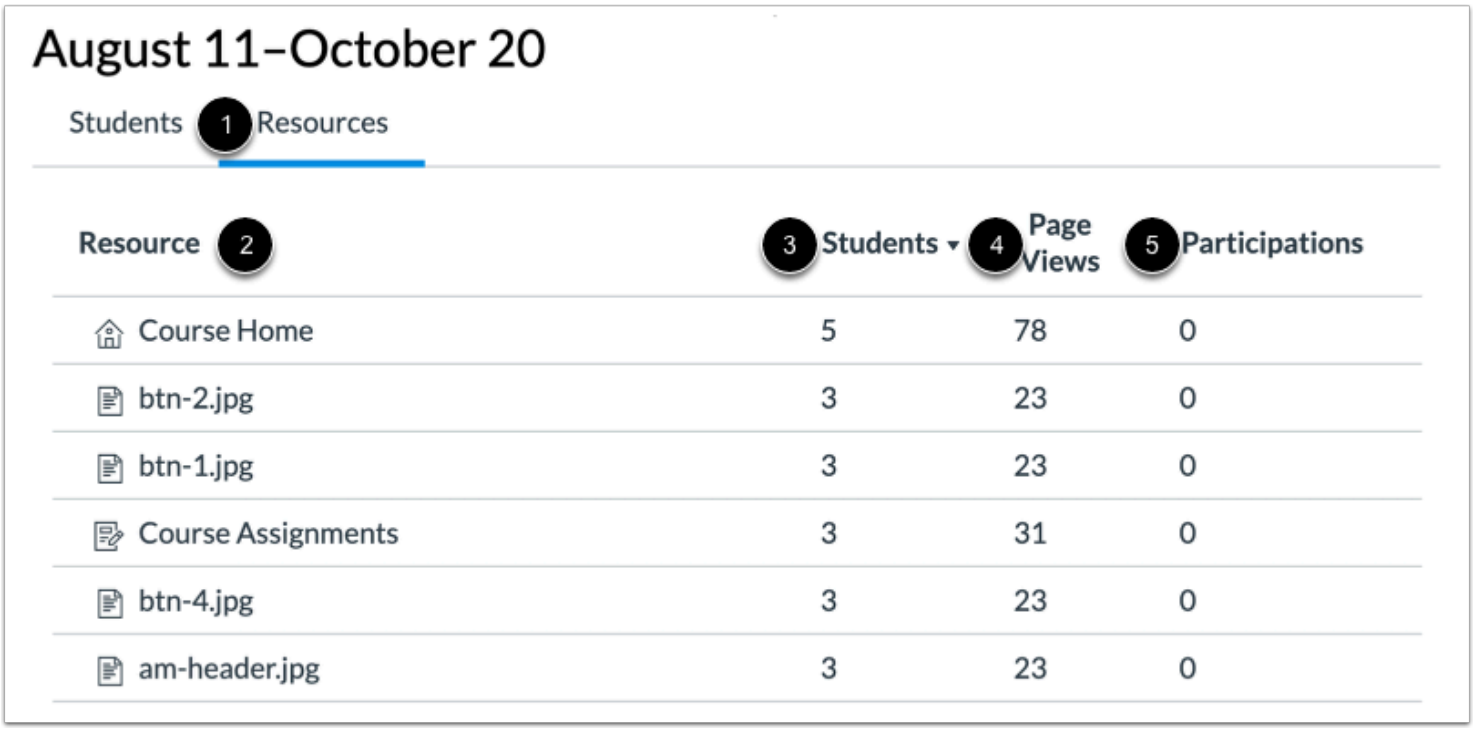
By default, the students table displays twenty students at a time. If your course includes additional students, you can view additional pages in the pagination bar at the bottom of the table.

Sort Student Data



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

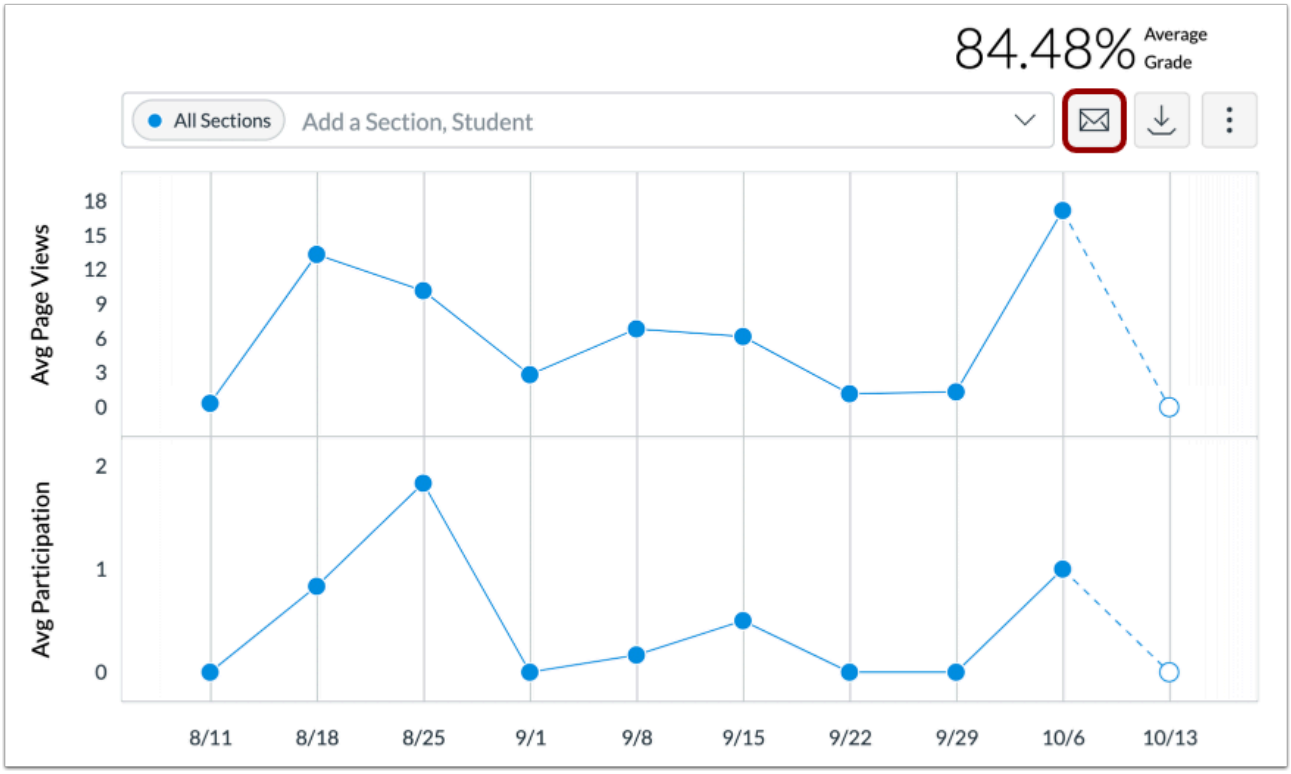
View Resources Table



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

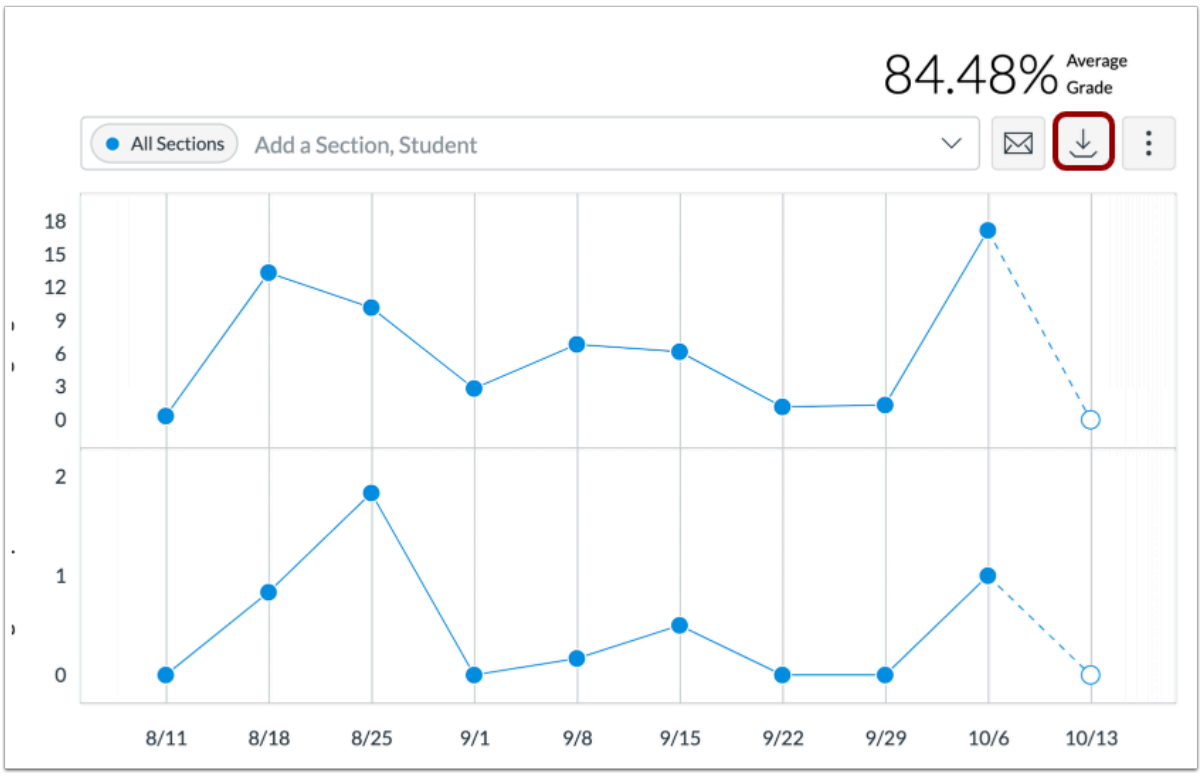
On the Resources tab, you can view the resource name [2], the number of students who accessed the page [3], the number of views for the page [4], and the number of participations for the page [5].

Message Students Who



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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

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

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

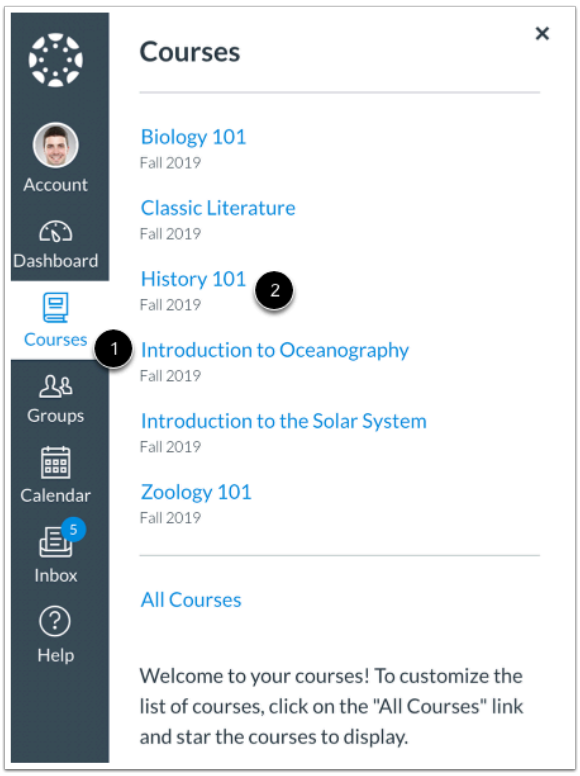
New Analytics allows you to view the average number of page views and participations per week in your course. The average page views is the average approximation of student activity across the course. Participation analytics are defined by specific actions a student takes in the course and can be used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

Only active student enrollments are included in data for New Analytics.

Notes:

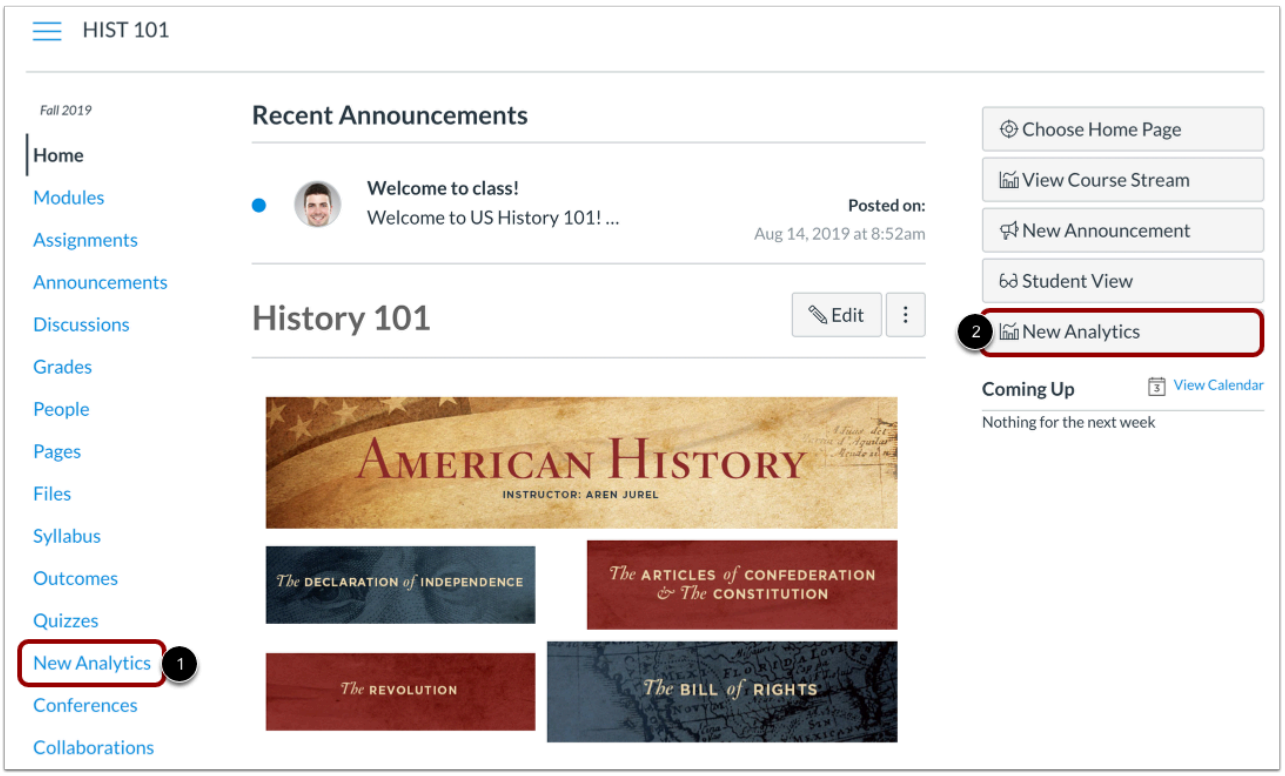
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

Open New Analytics



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

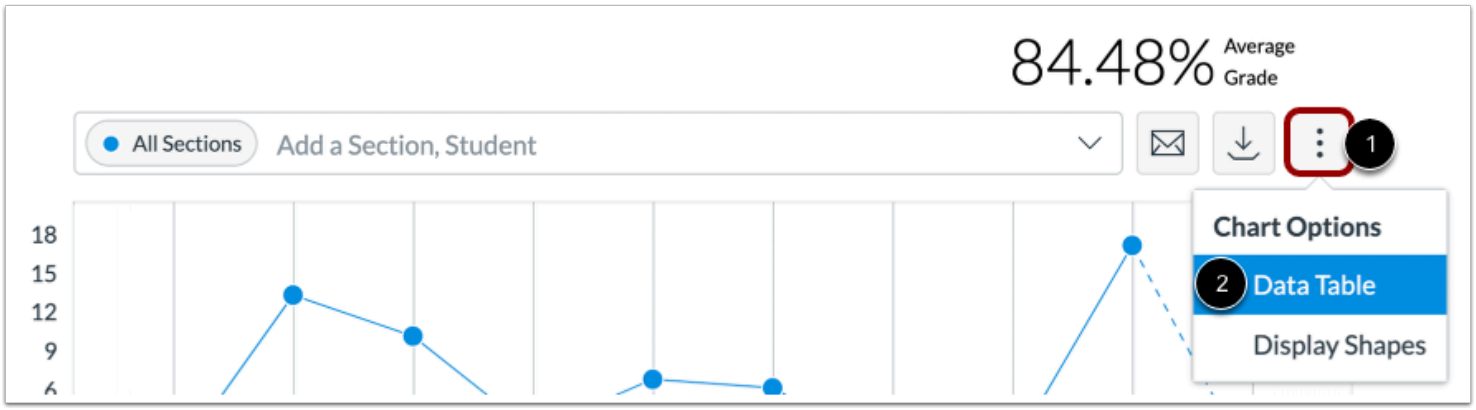
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Data Status

For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

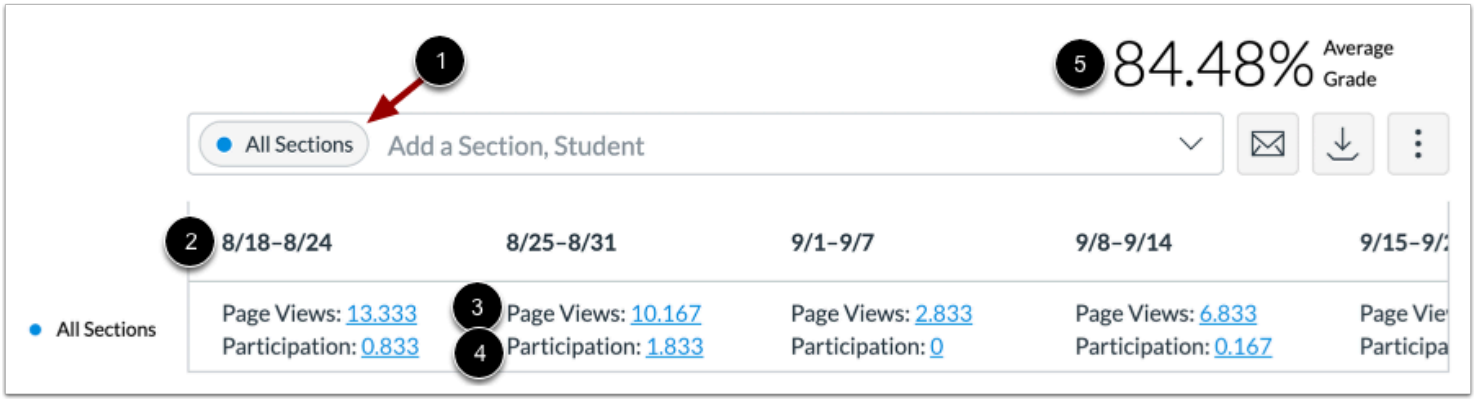
Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

View Data Table



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

View Filter Tabs

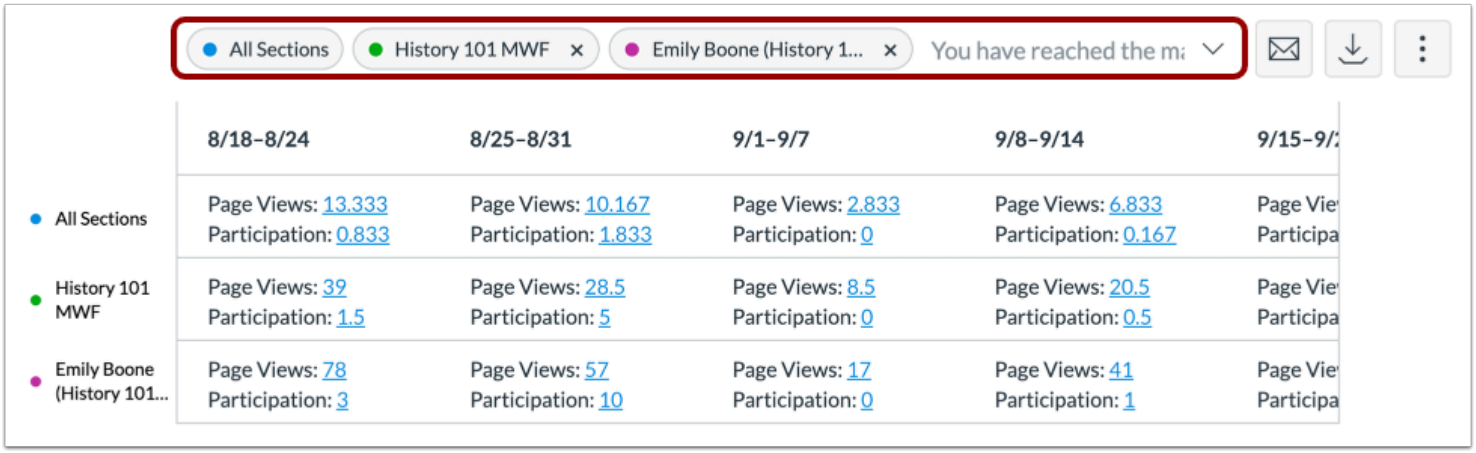


The analytics page is dynamic based on filtered content. By default, all sections are displayed and cannot be removed [1].

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

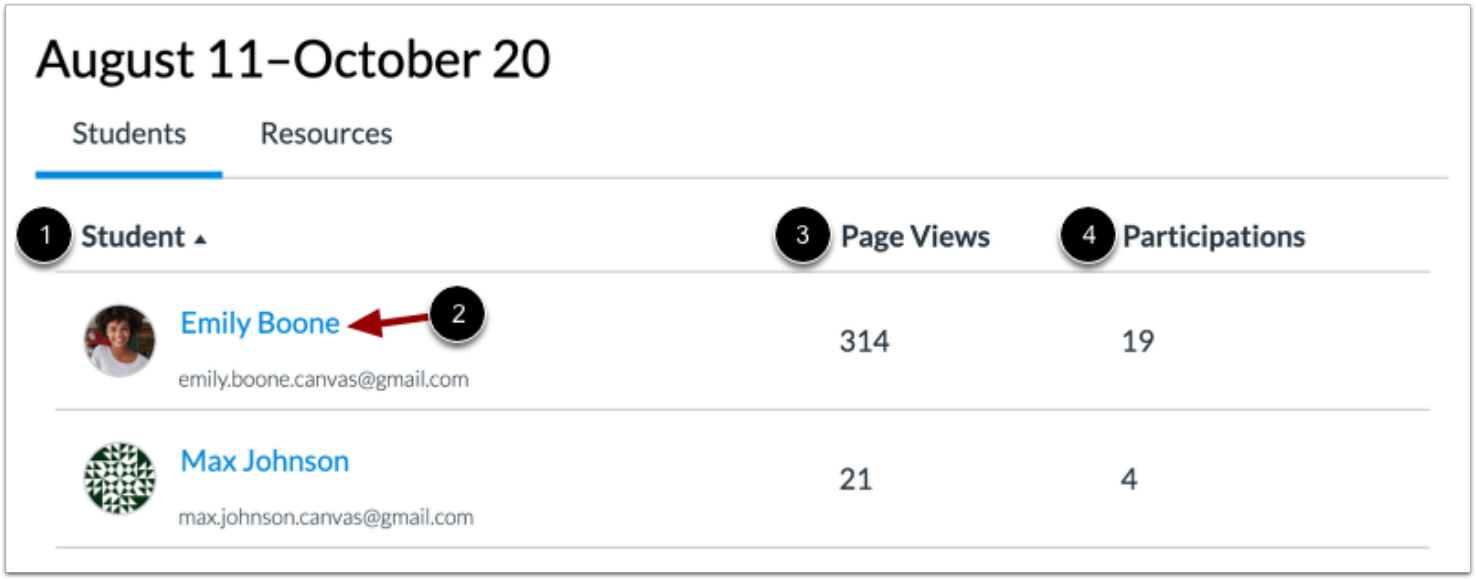
You can also view the average grade percentage for all students [5], which is not affected by any filter.

Compare Course Data



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

View Student Table



Below the chart, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

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

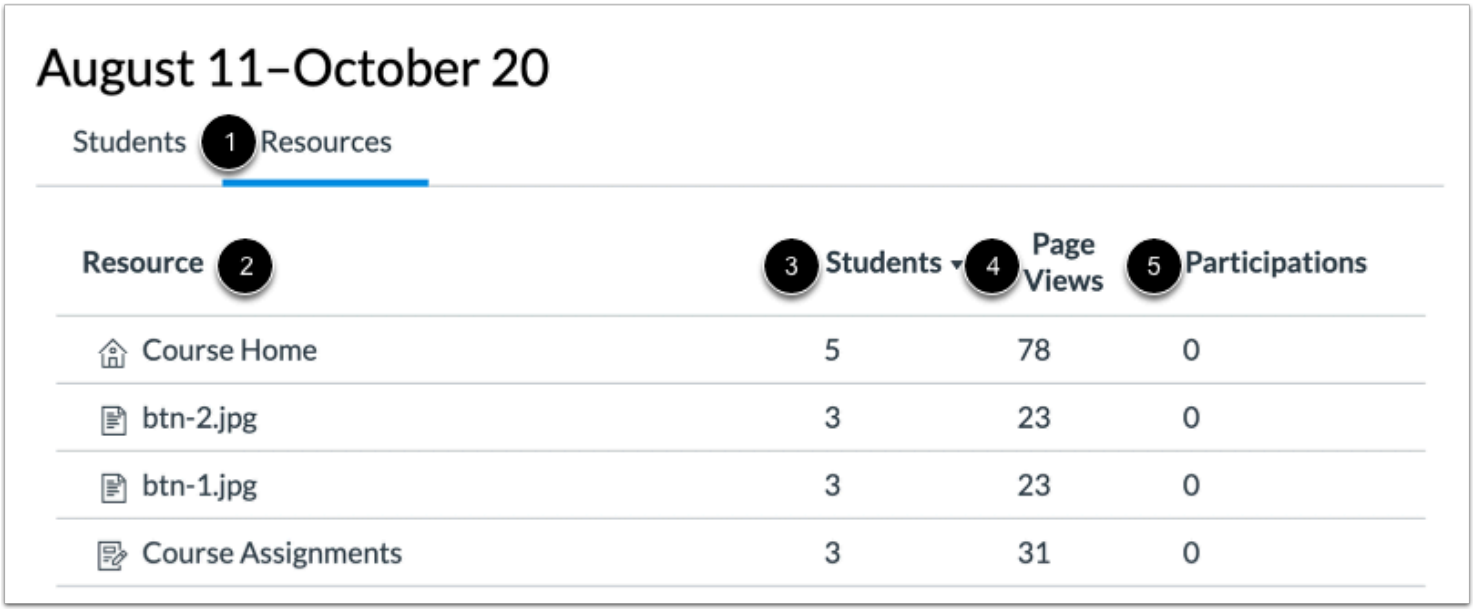
View Additional Students

By default, the students table displays twenty students at a time. If your course includes additional students, you can view additional pages in the pagination bar [2].

Sort Student Data

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

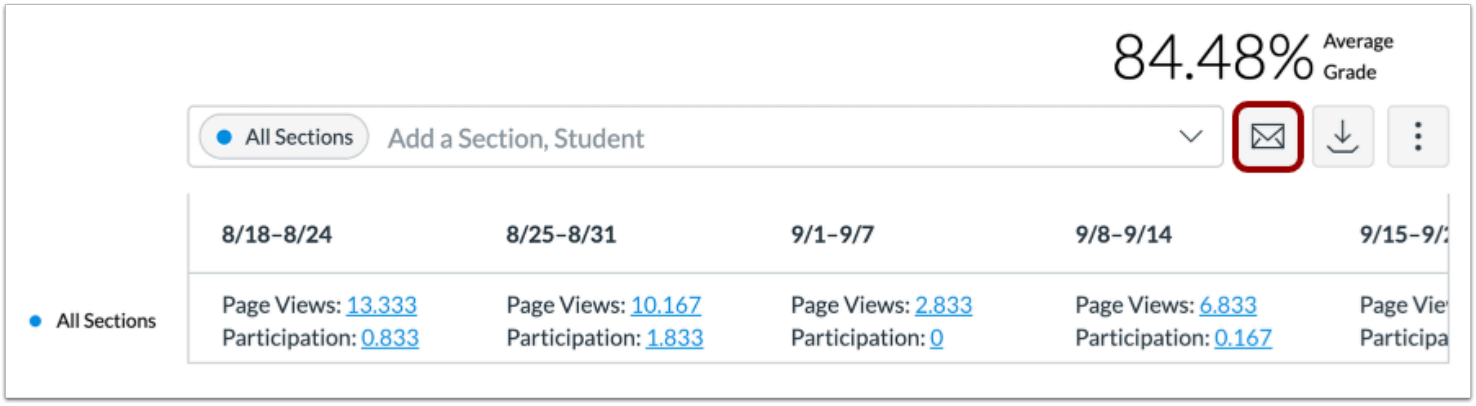
View Resources Tab



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

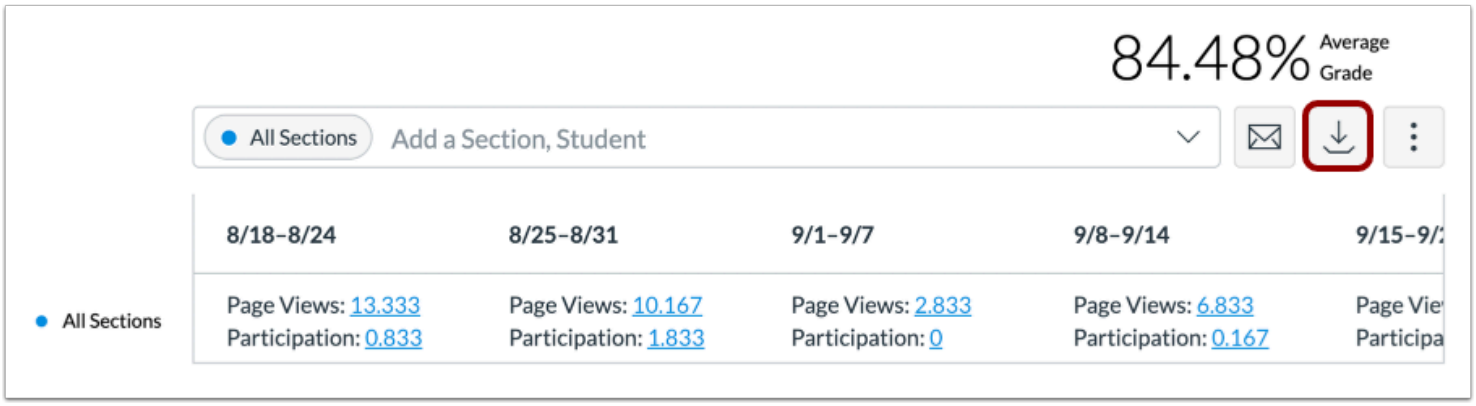
On the Resources tab, you can view the resource name [2], the number of students who accessed the page [3], the number of views for the page [4], and the number of participations for the resource [5].

Message Students Who



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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

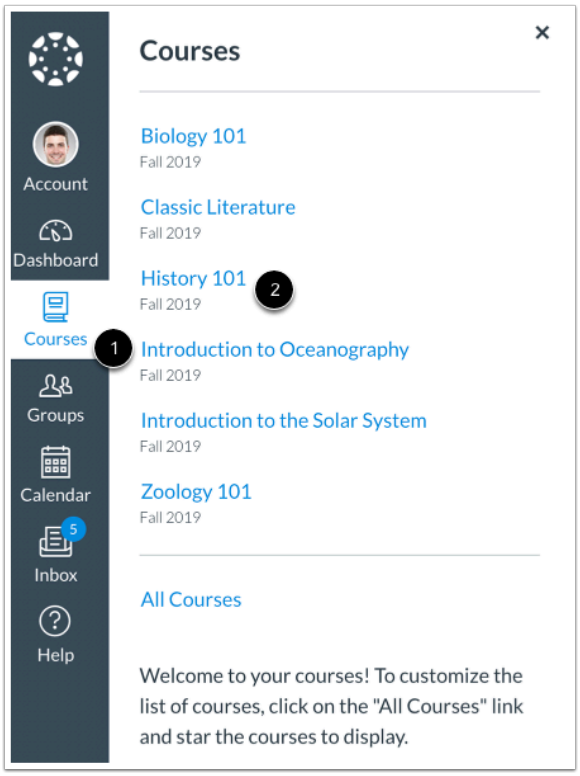
How do I compare the weekly online activity chart graph with a section or student filter in New Analytics?

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

Notes:

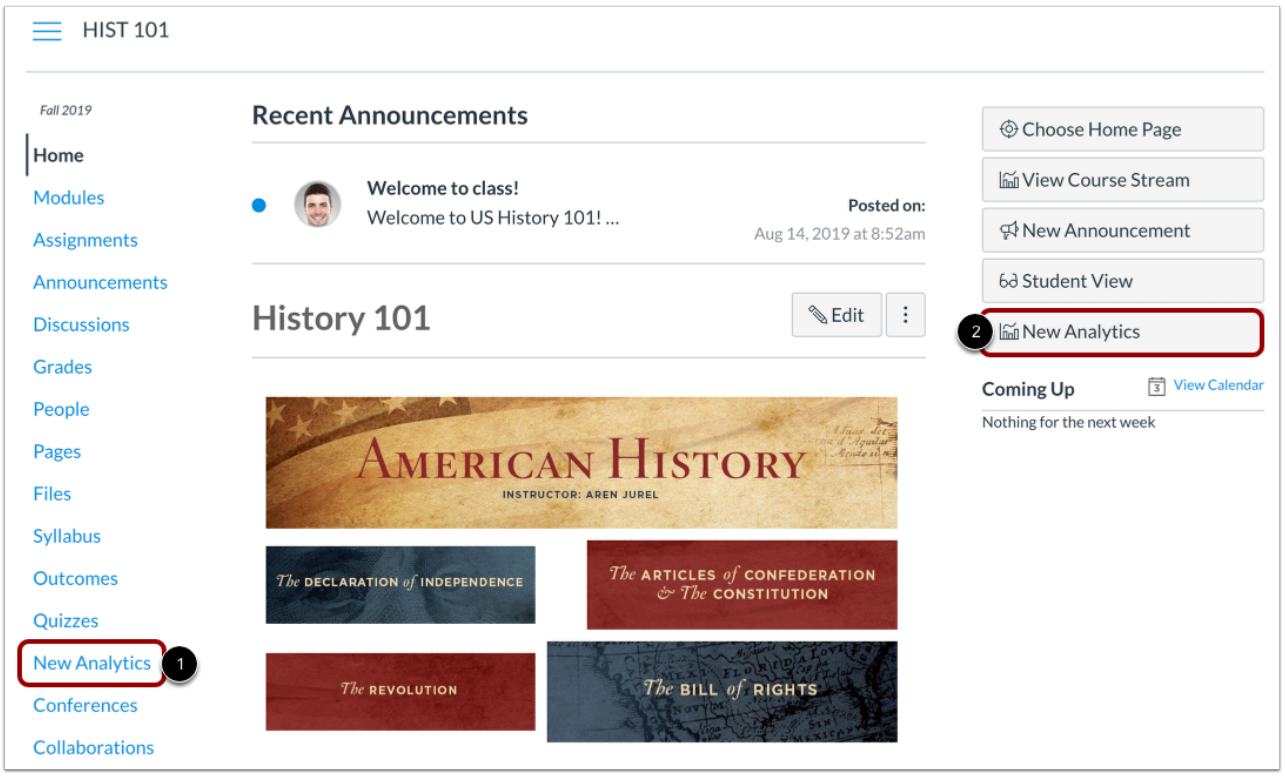
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

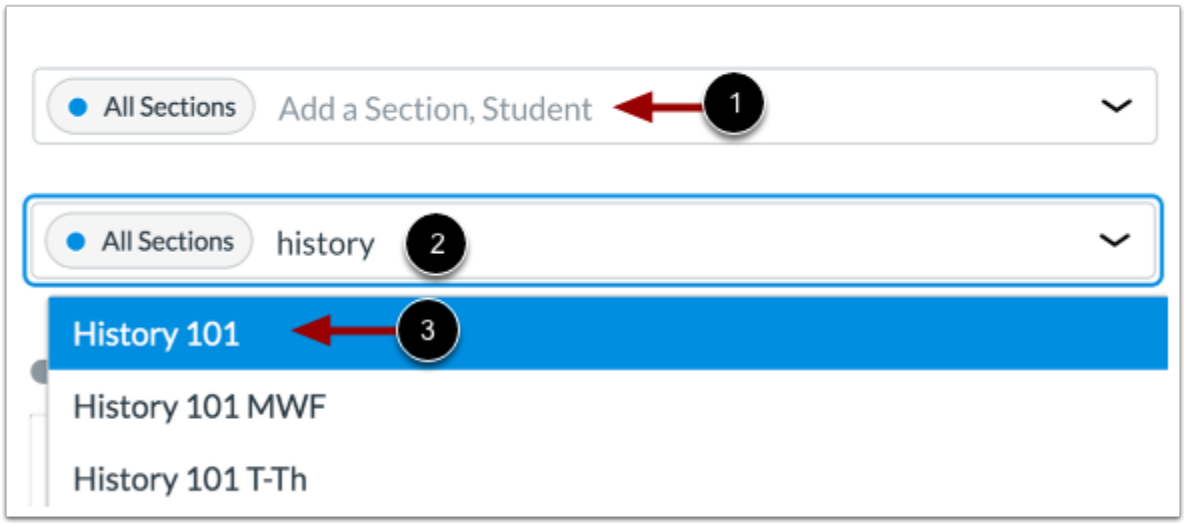
Open New Analytics



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

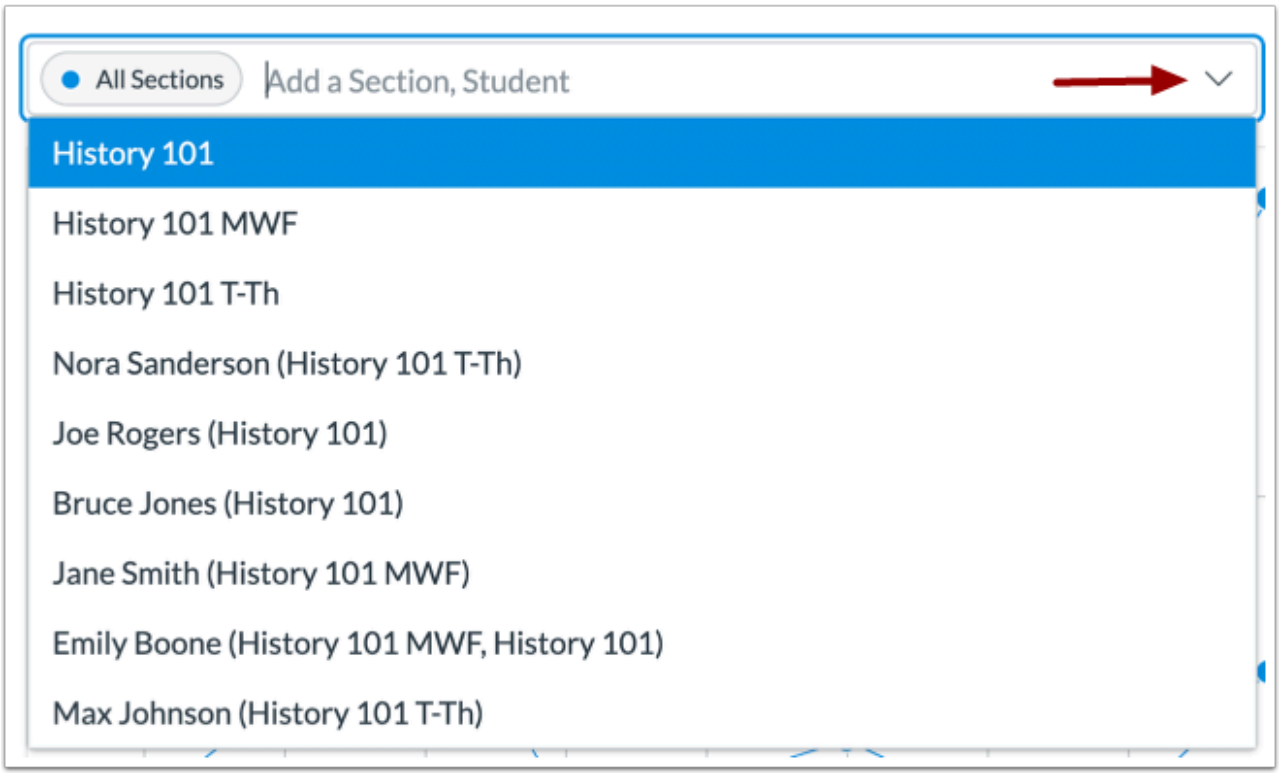
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Filter Data



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

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

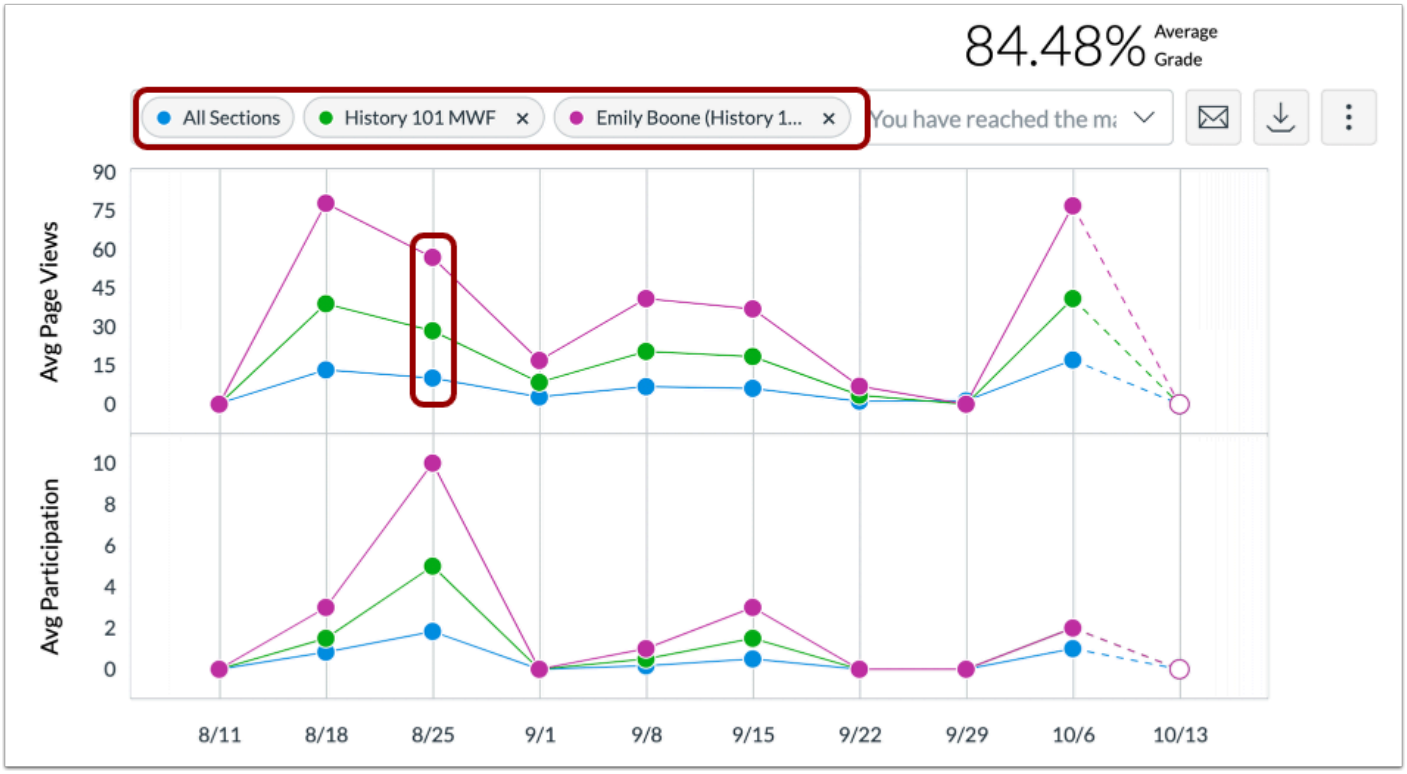


You can also click the **Filter** field and scroll to locate and select a section or student.

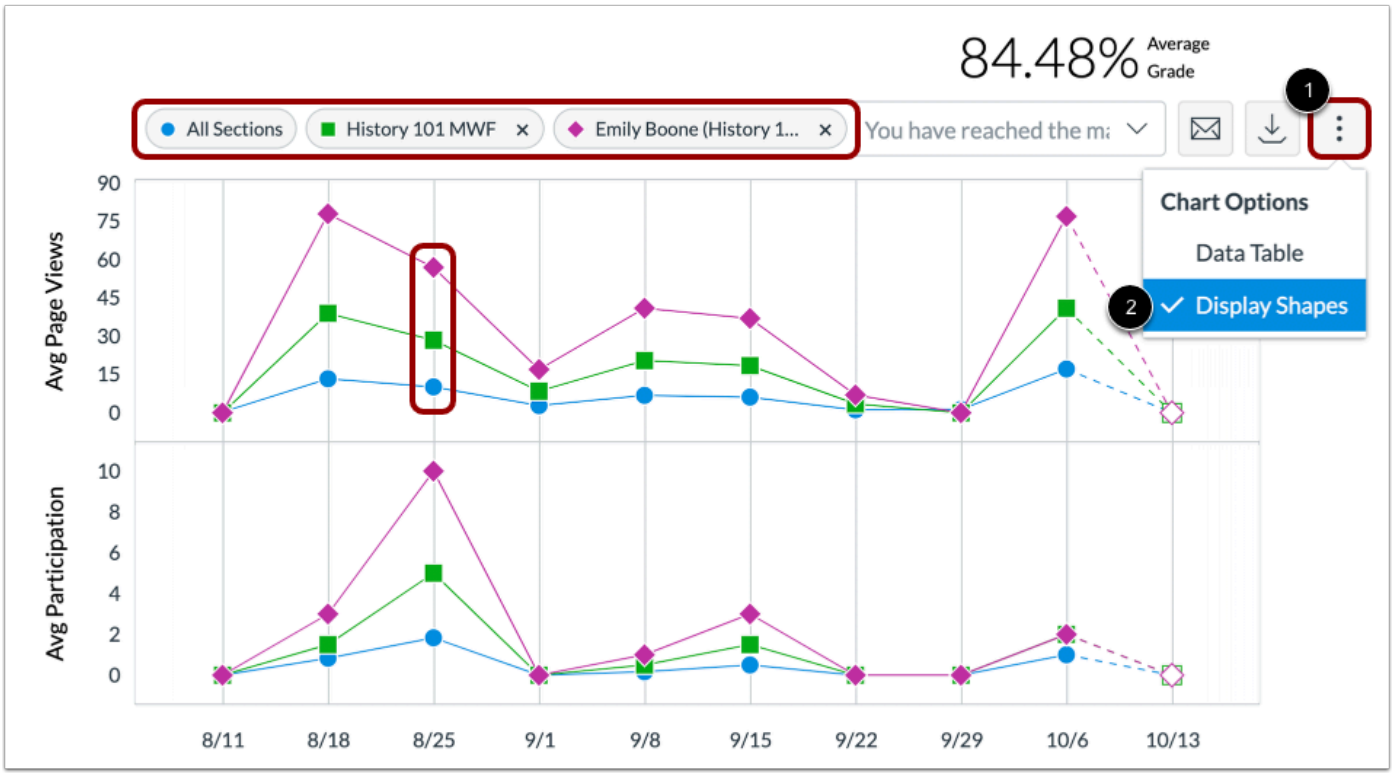
View Additional Filters

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

View Filtered Results

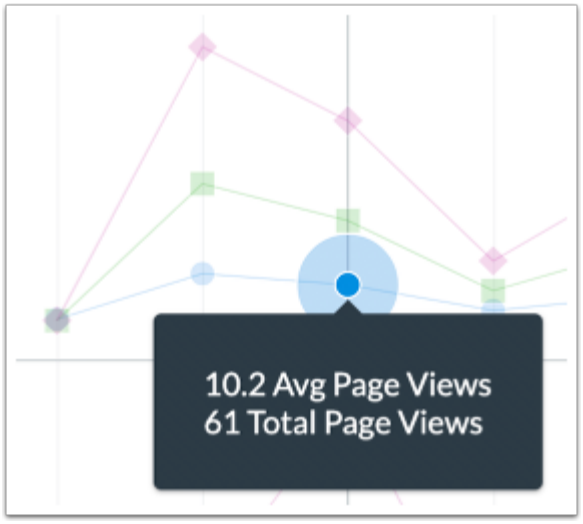


The added filter displays in the analytics results. Each filter is identified by a specific color and displays as a data point within the table.



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

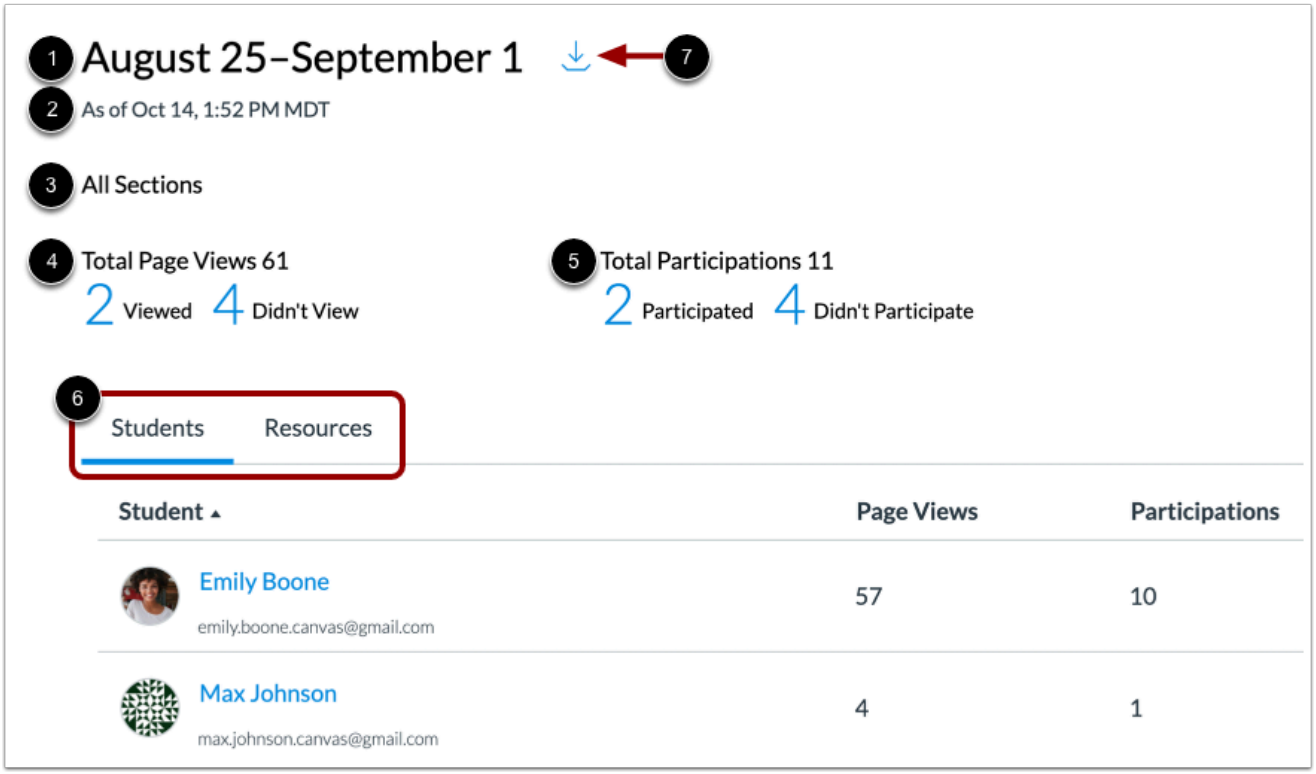
View Data Comparison



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

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

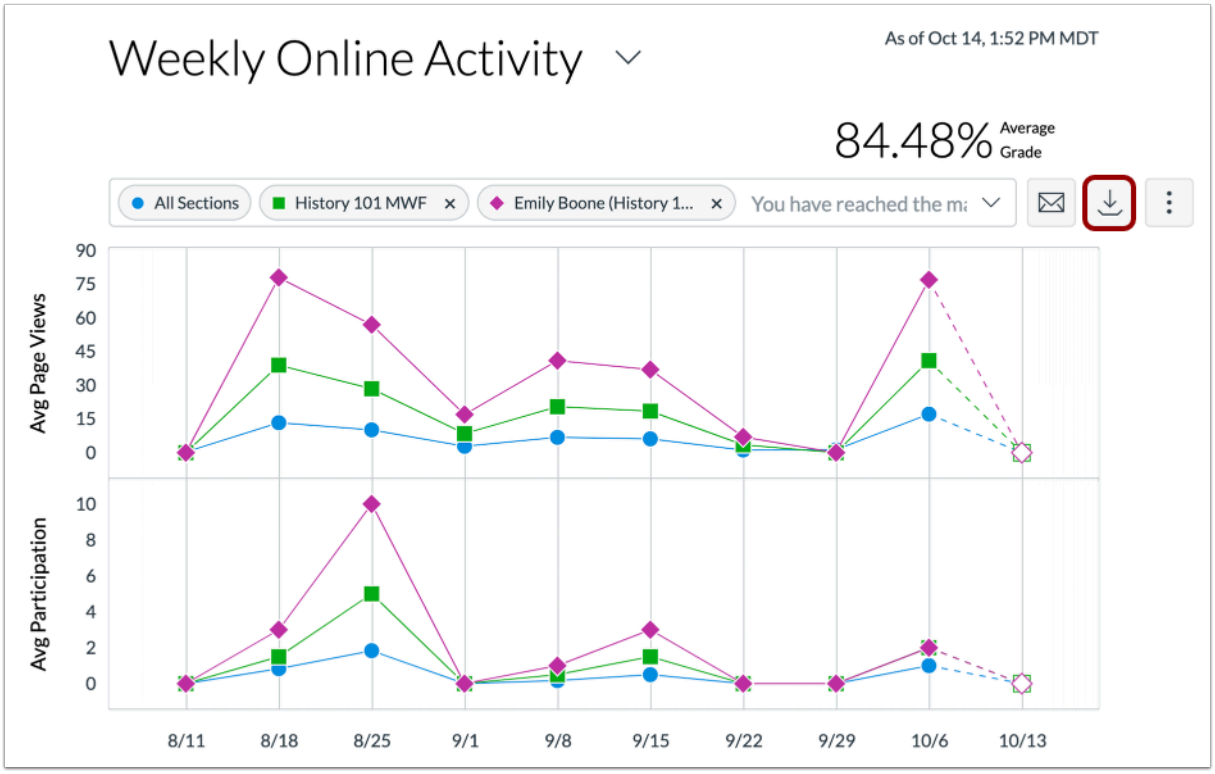
View Data Tray



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

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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

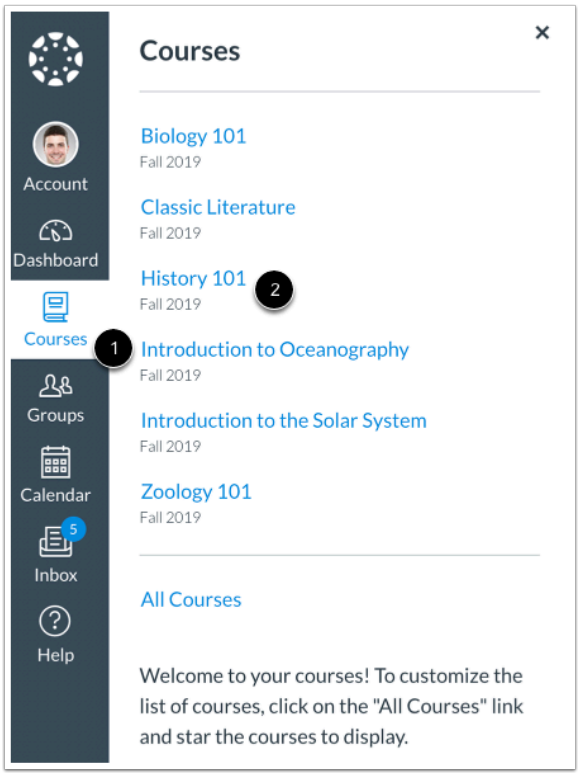
How do I compare the weekly online activity data table with a section or student filter in New Analytics?

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

Notes:

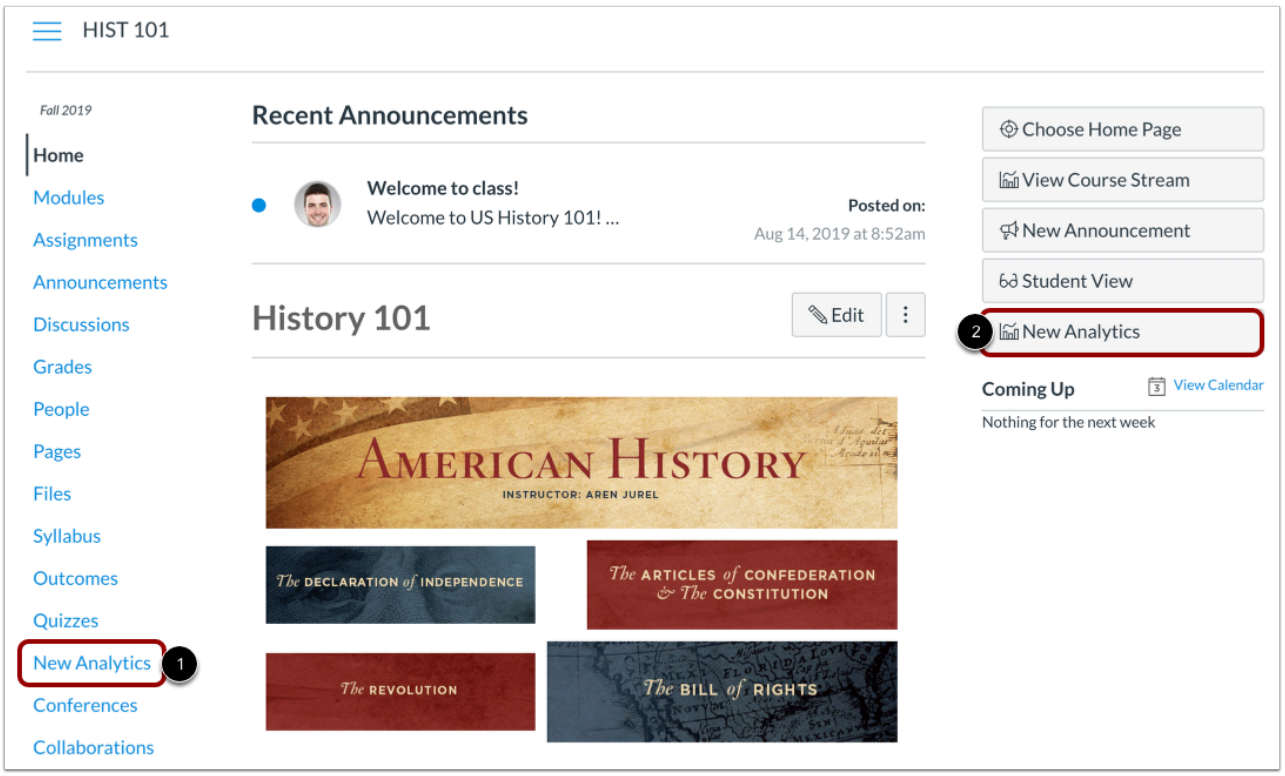
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

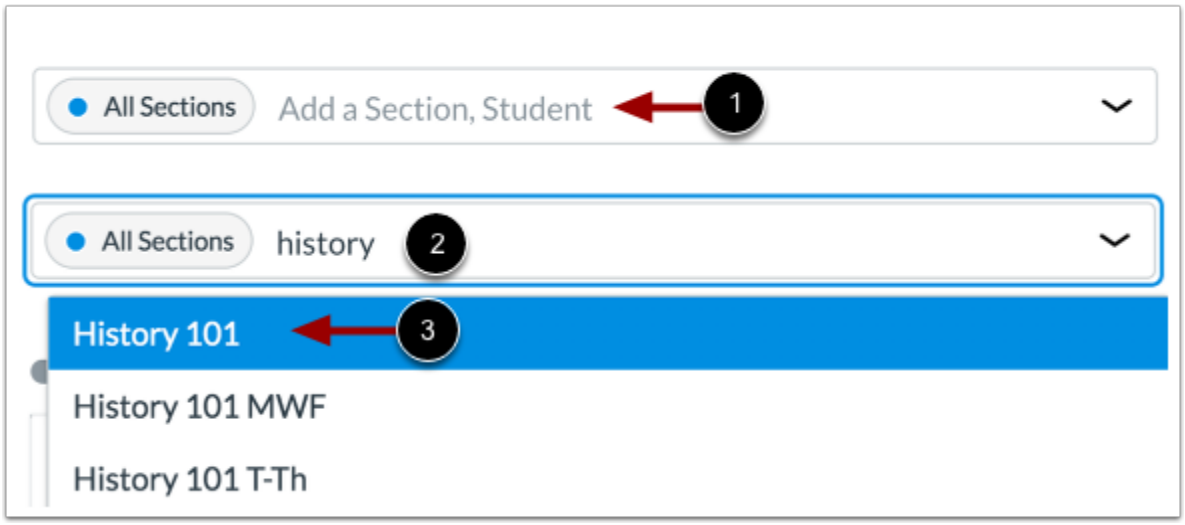
Open New Analytics



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

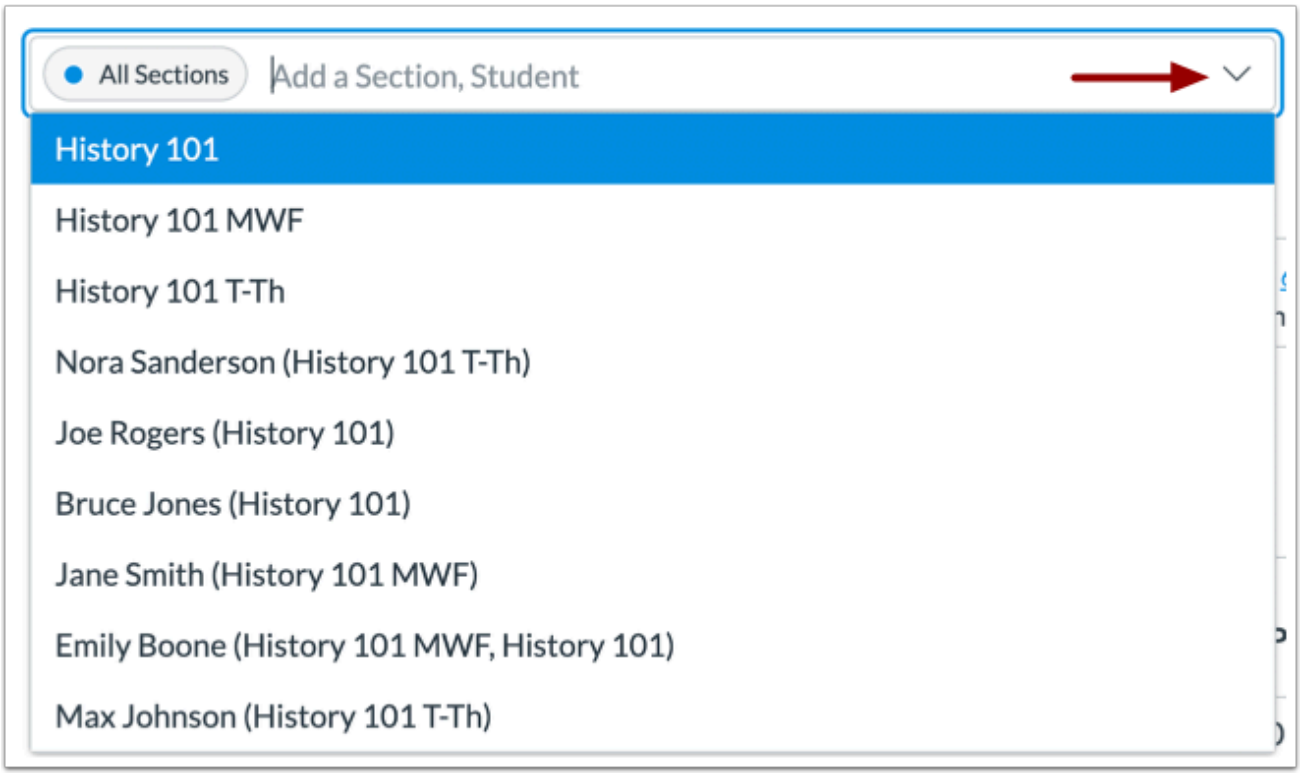
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Filter Data



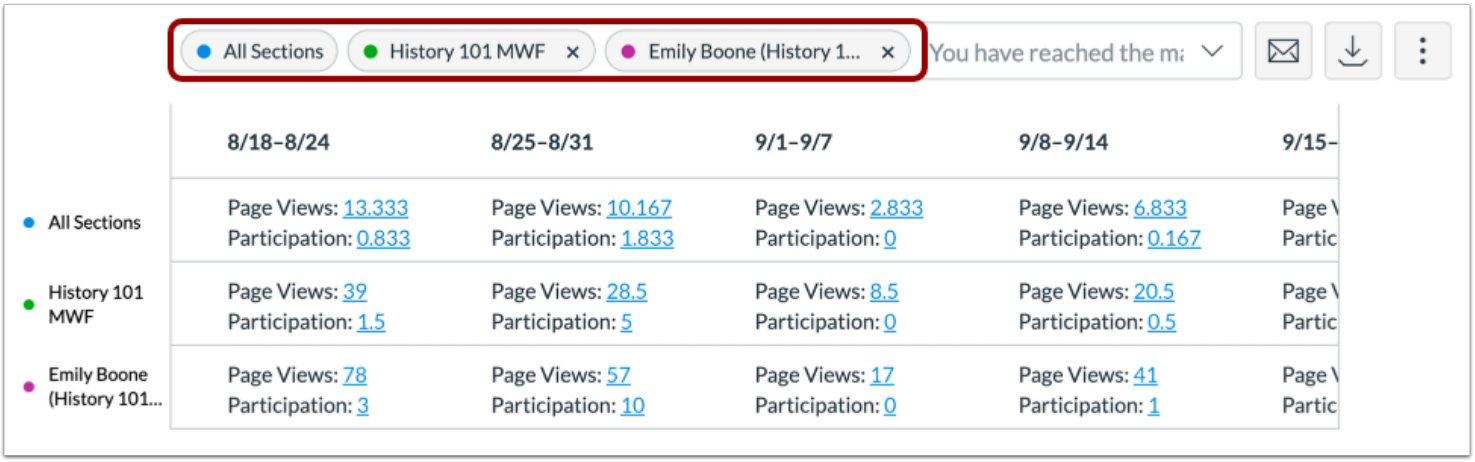
Click the **Filter** field [1]. Type the name of a section or student. Canvas will populate all matching results.

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



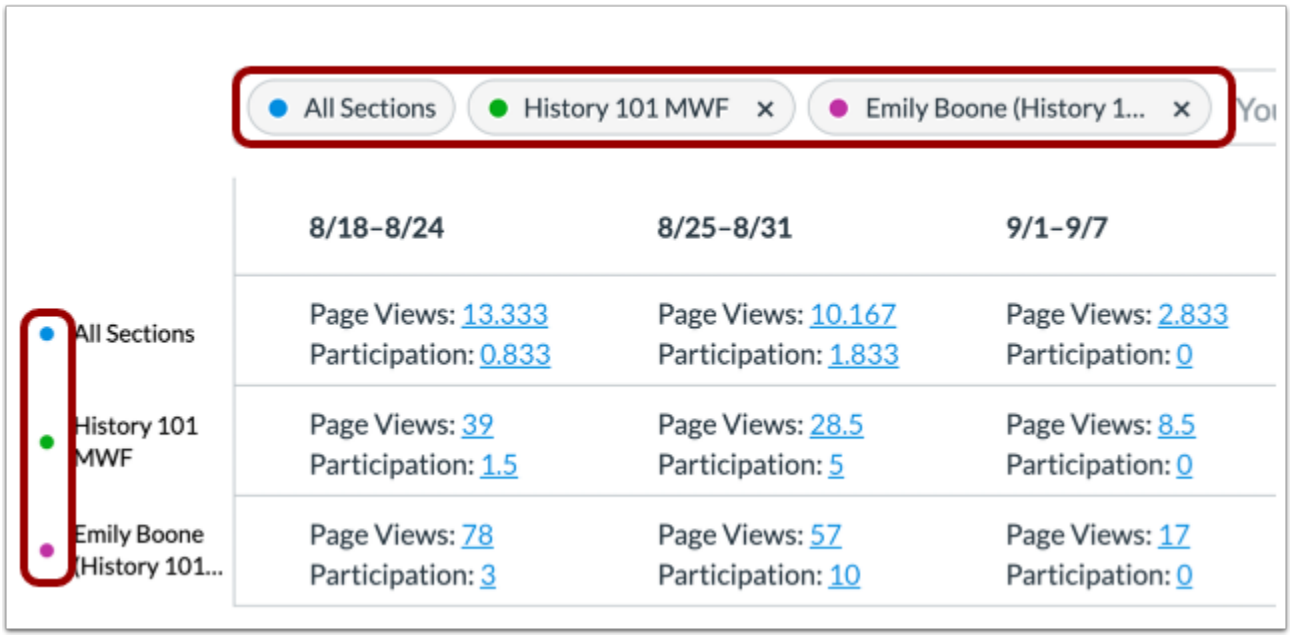
You can also click the **Filter** field and scroll to locate and select a section or student.

View Additional Filters



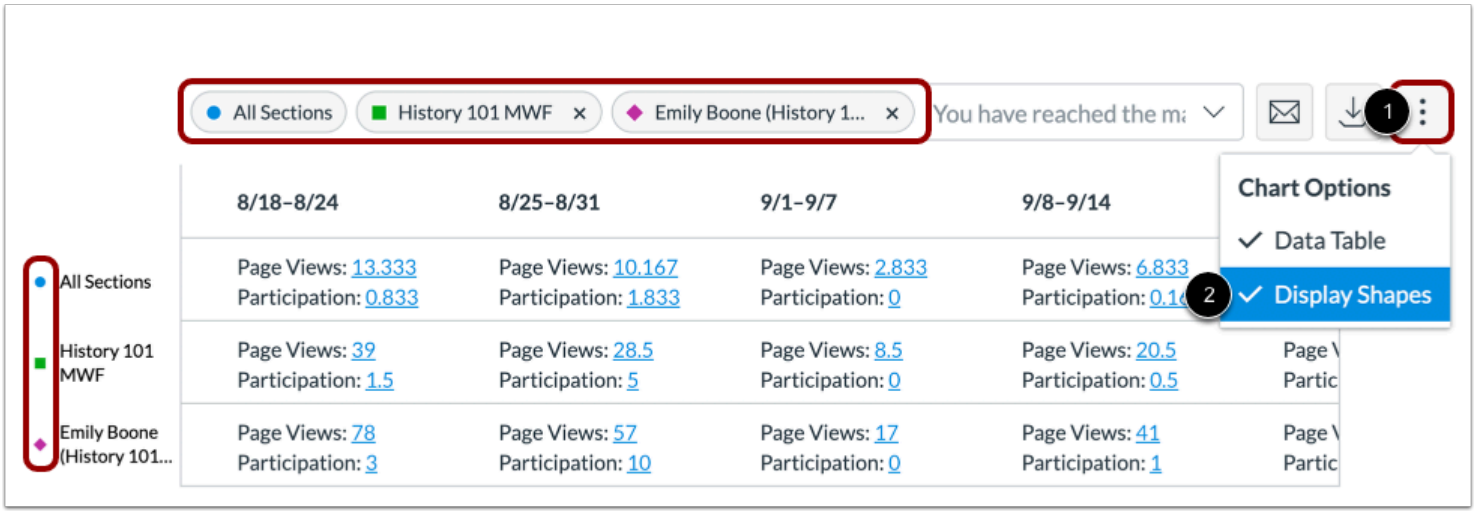
To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

View Filtered Results



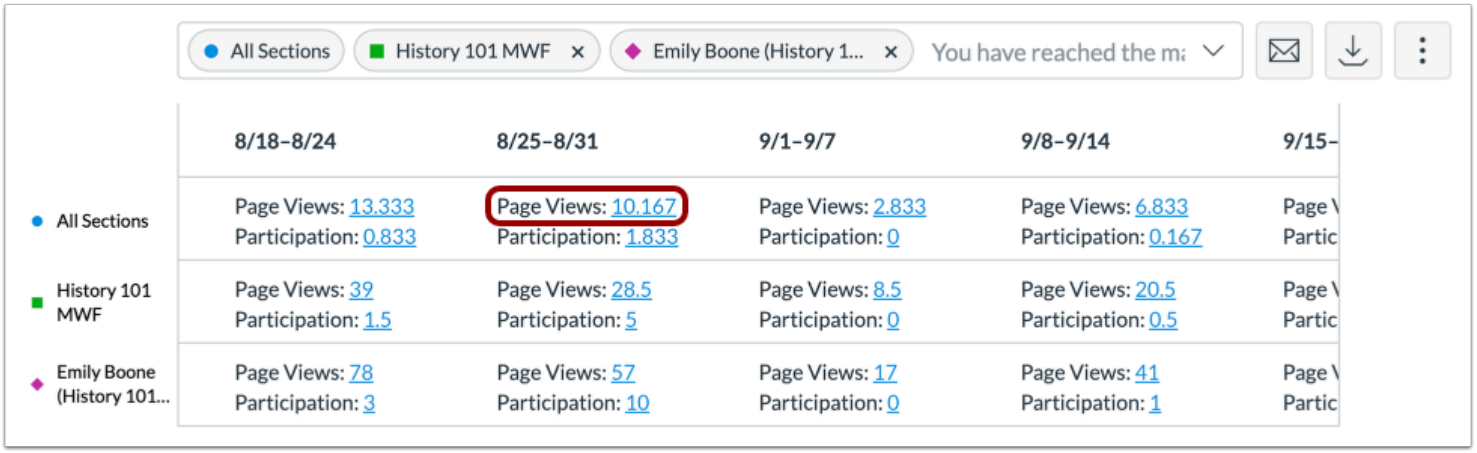
The added filter displays in the analytics results. Each filter is identified by a specific color.

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



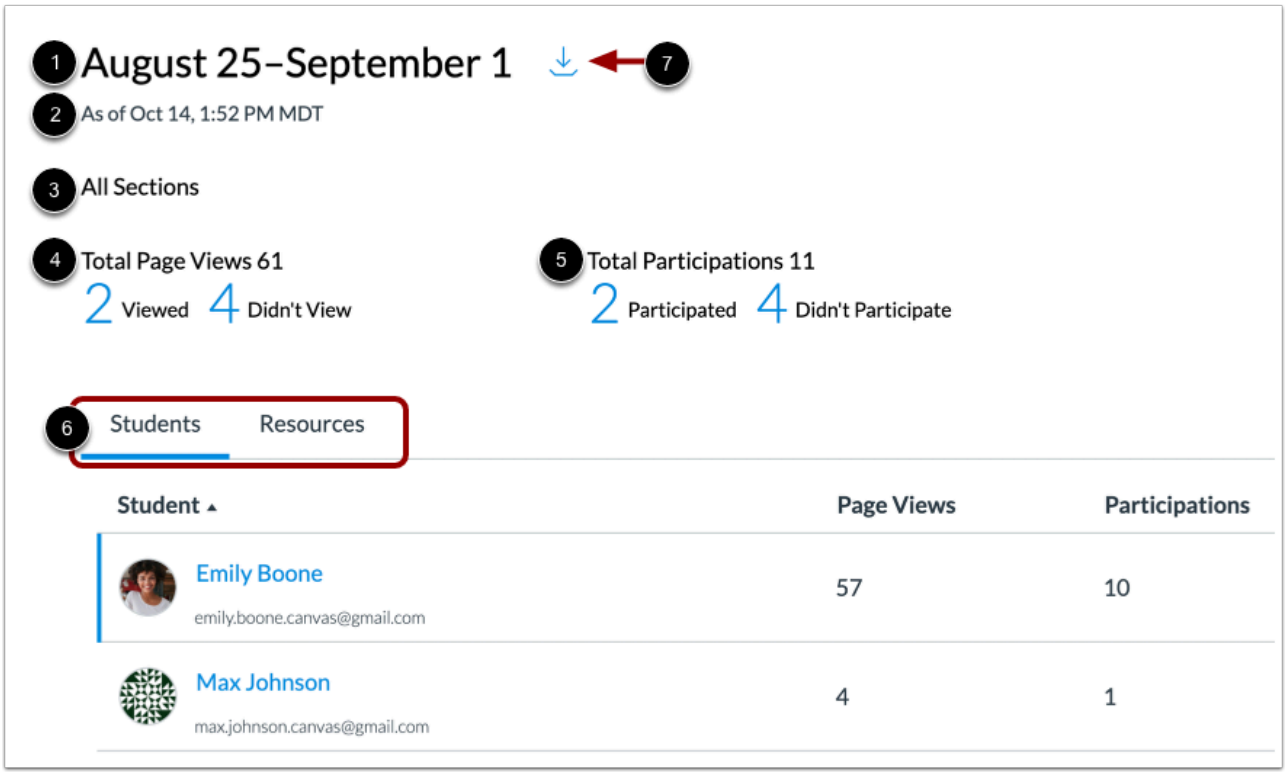
When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

View Data Comparison



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

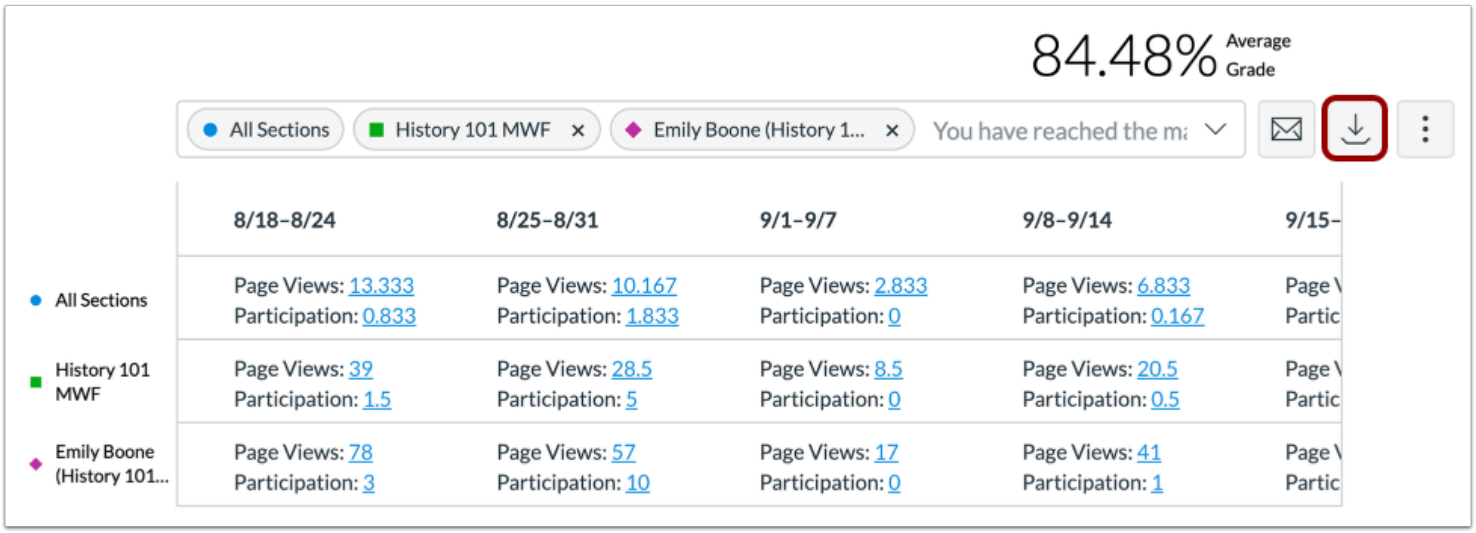
View Data Tray



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

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

Export Table CSV



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

CSV data is exported according to the filtered data.

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

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

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

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

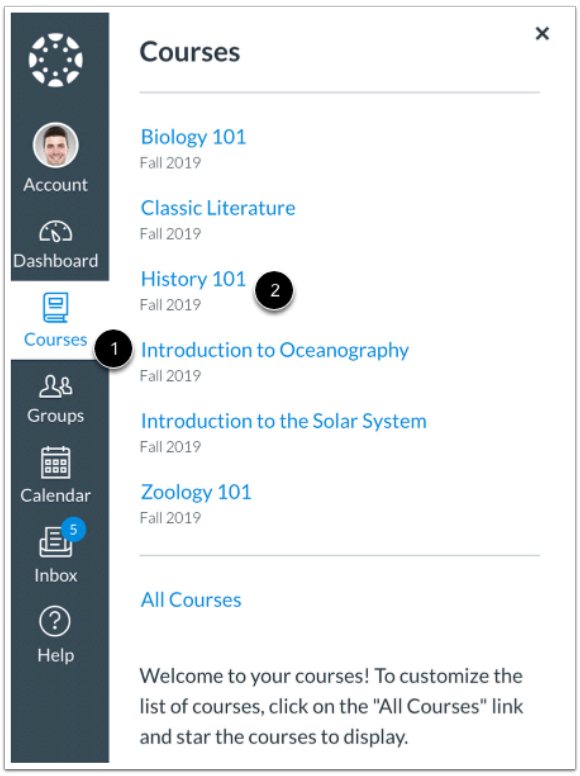
Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

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

Notes:

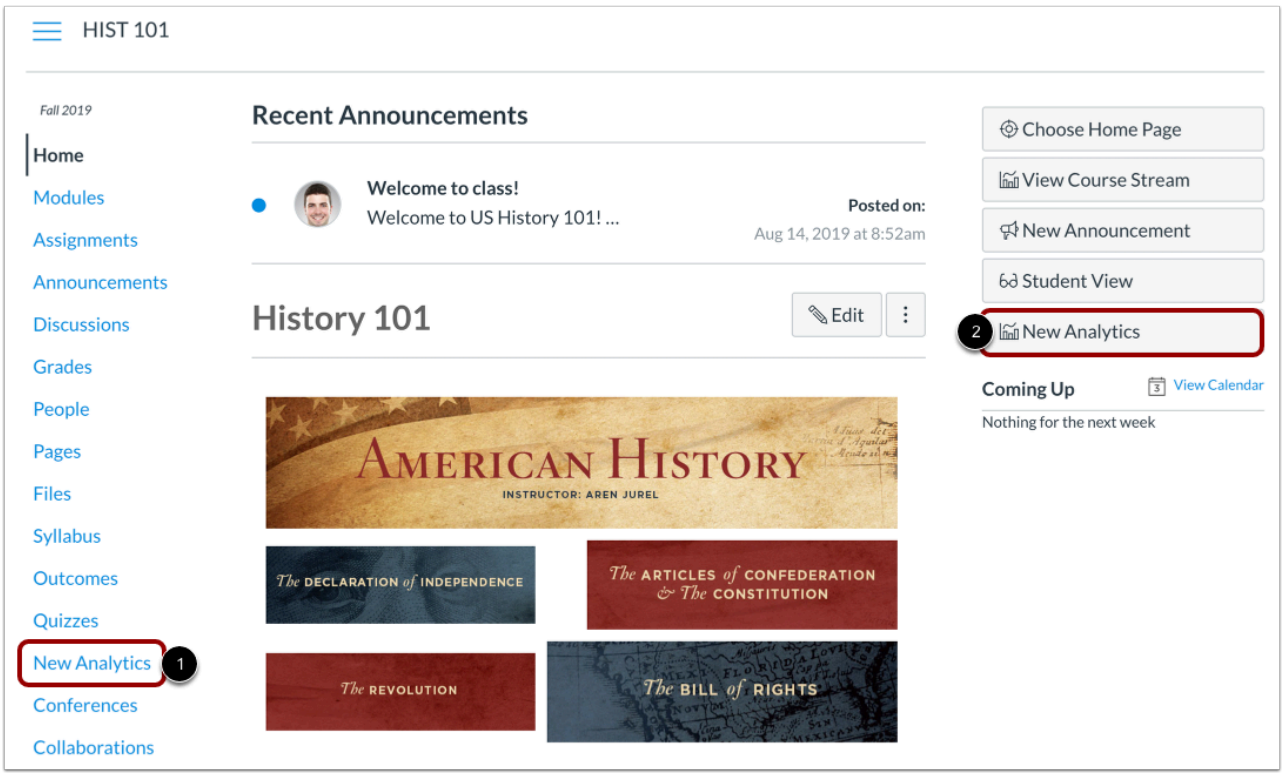
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

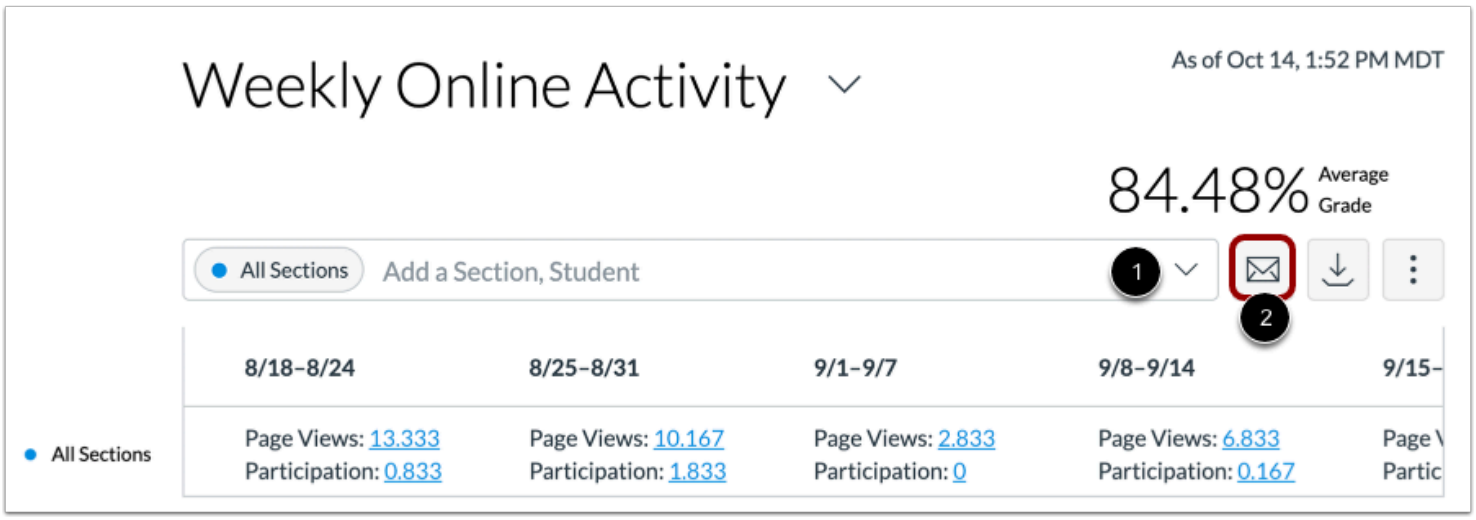
Open New Analytics



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

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

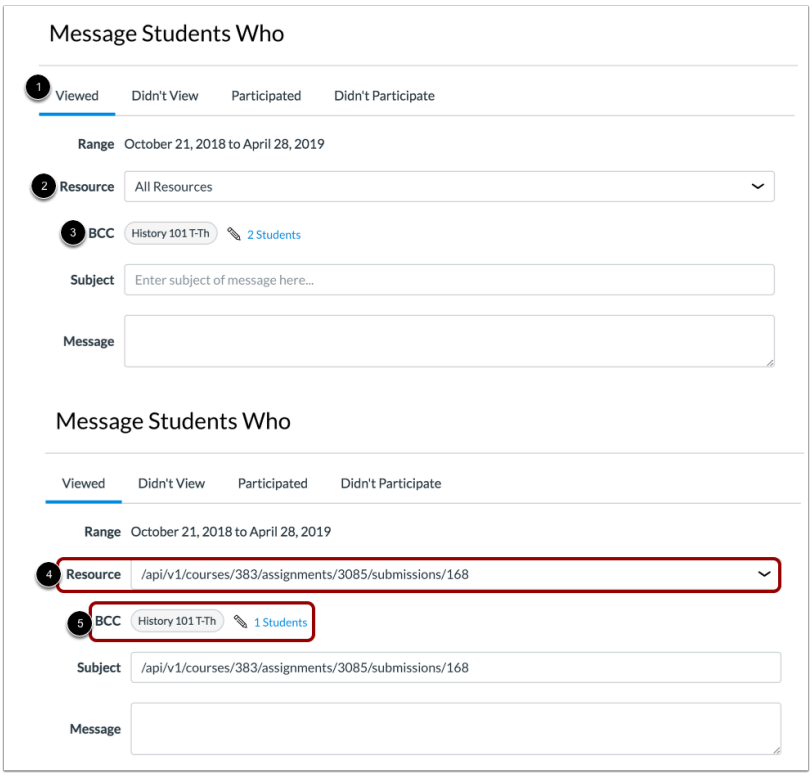
Message Students Who



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

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

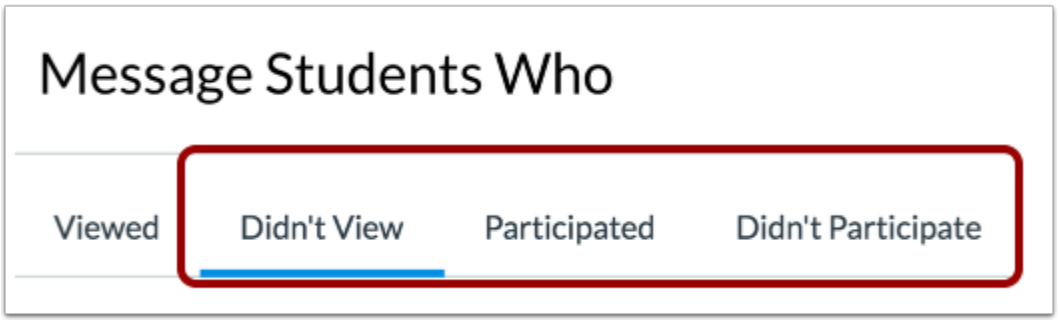
Select Criteria



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

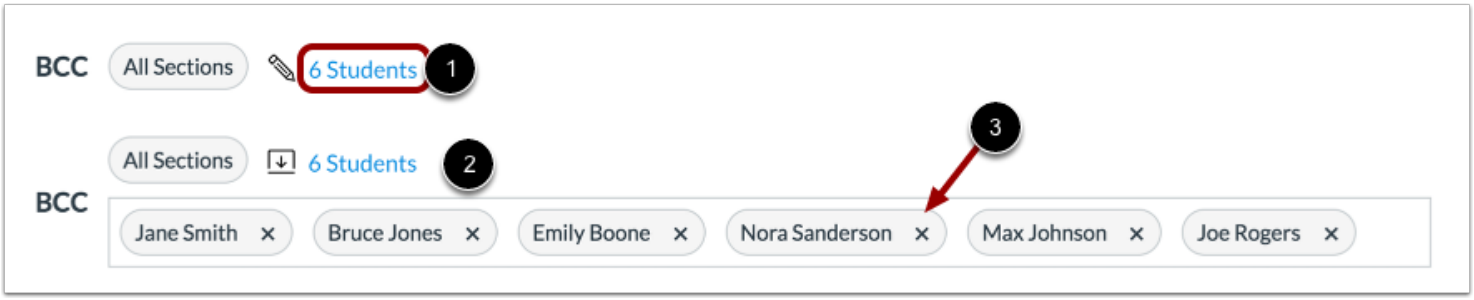
The Resource field determines the specified resource [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Resource field has All Resources selected. Additionally, any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

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



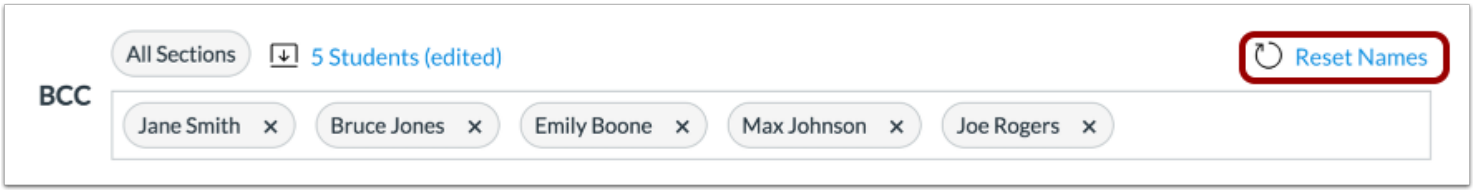
The Didn't View, Participated, and Didn't Participate criteria options do not include any additional criterion. Selected students are based on participation status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended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

Verify Recipients



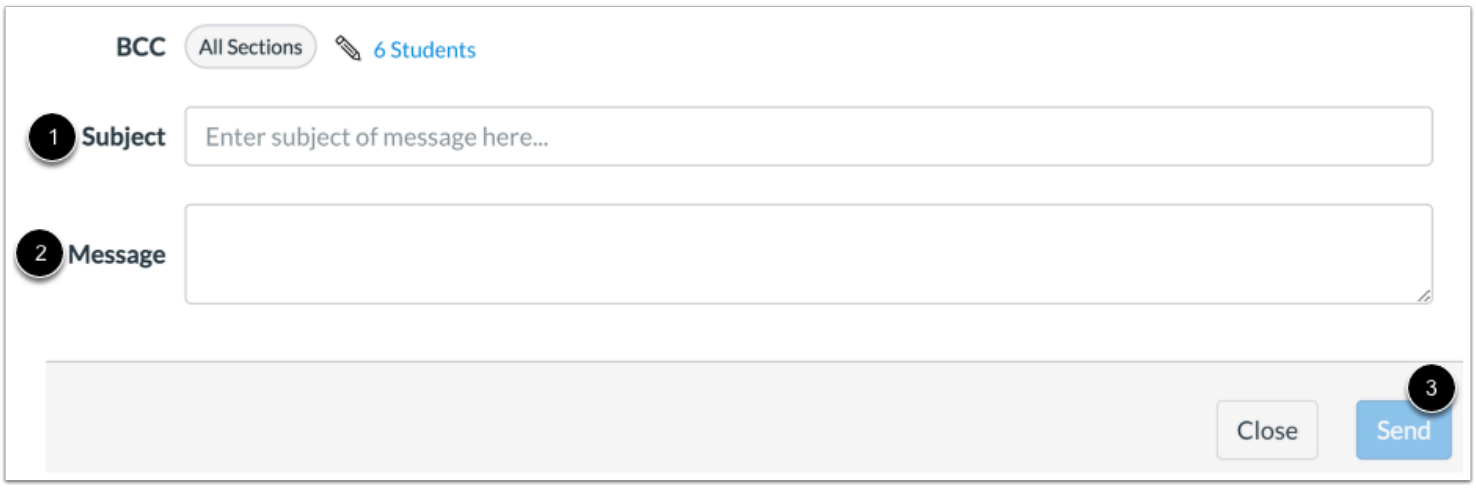
For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].

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



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

Send Message



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

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

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

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

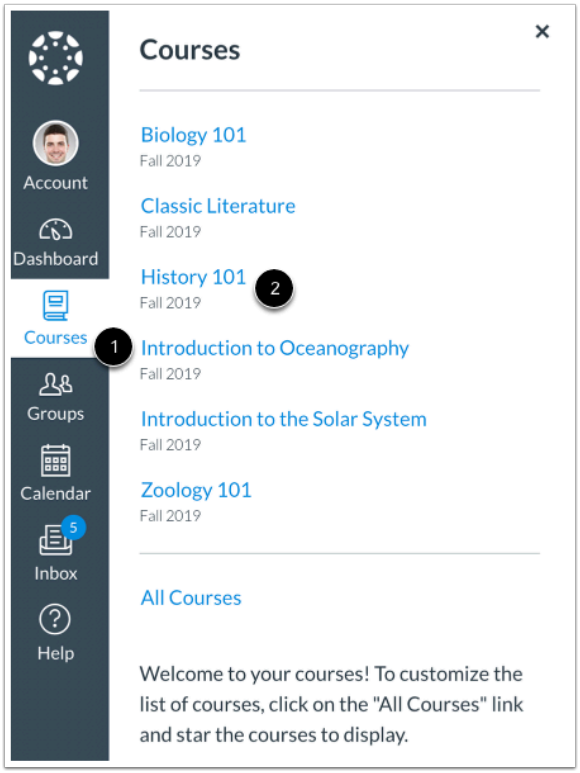
When comparing the course average to an individual student, you can send a message to the student in the analytics page.

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

Notes:

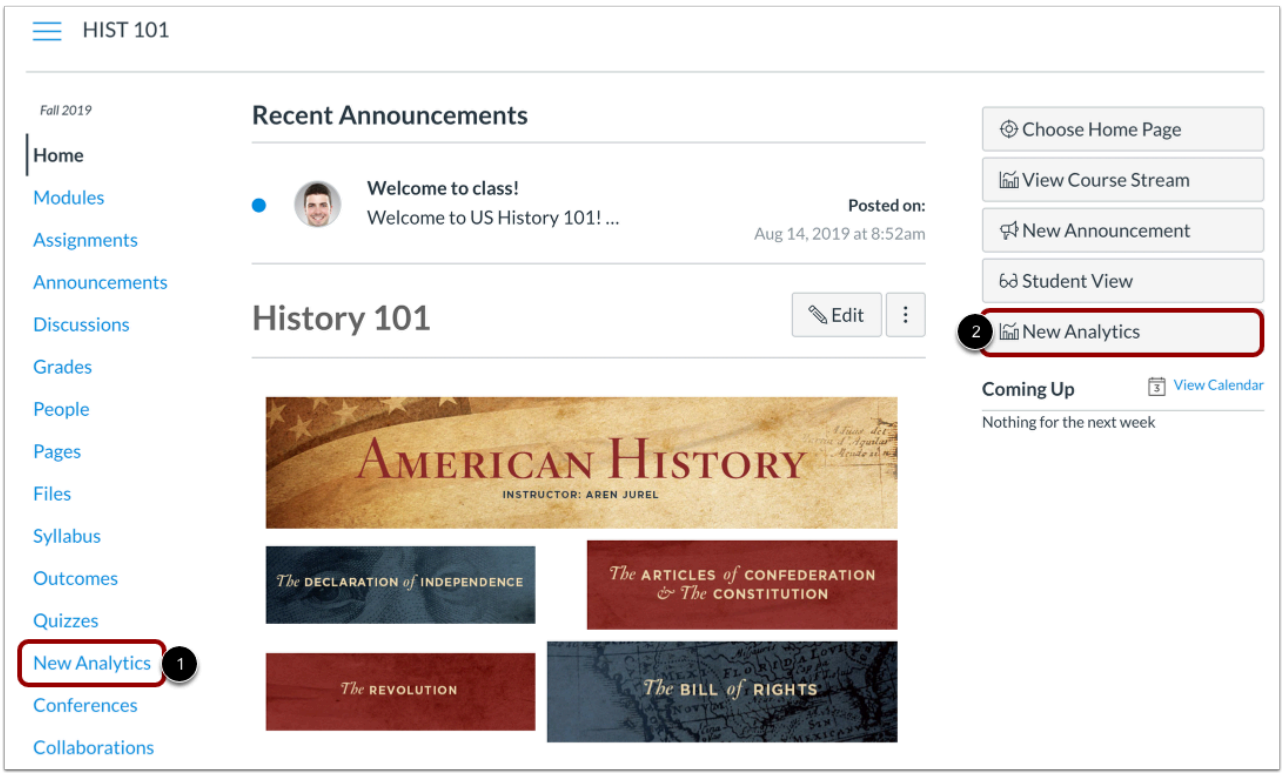
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Courses



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

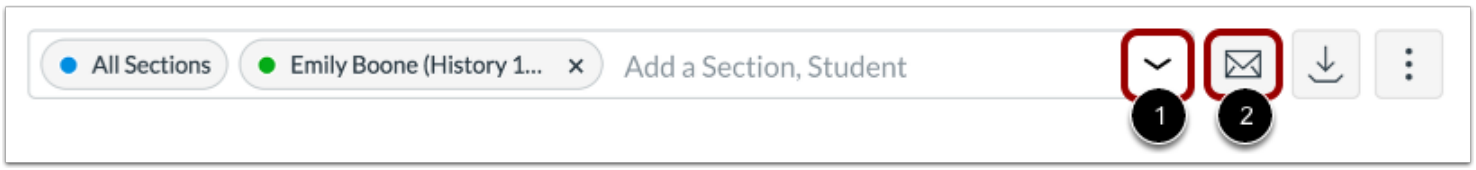
Open New Analytics



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

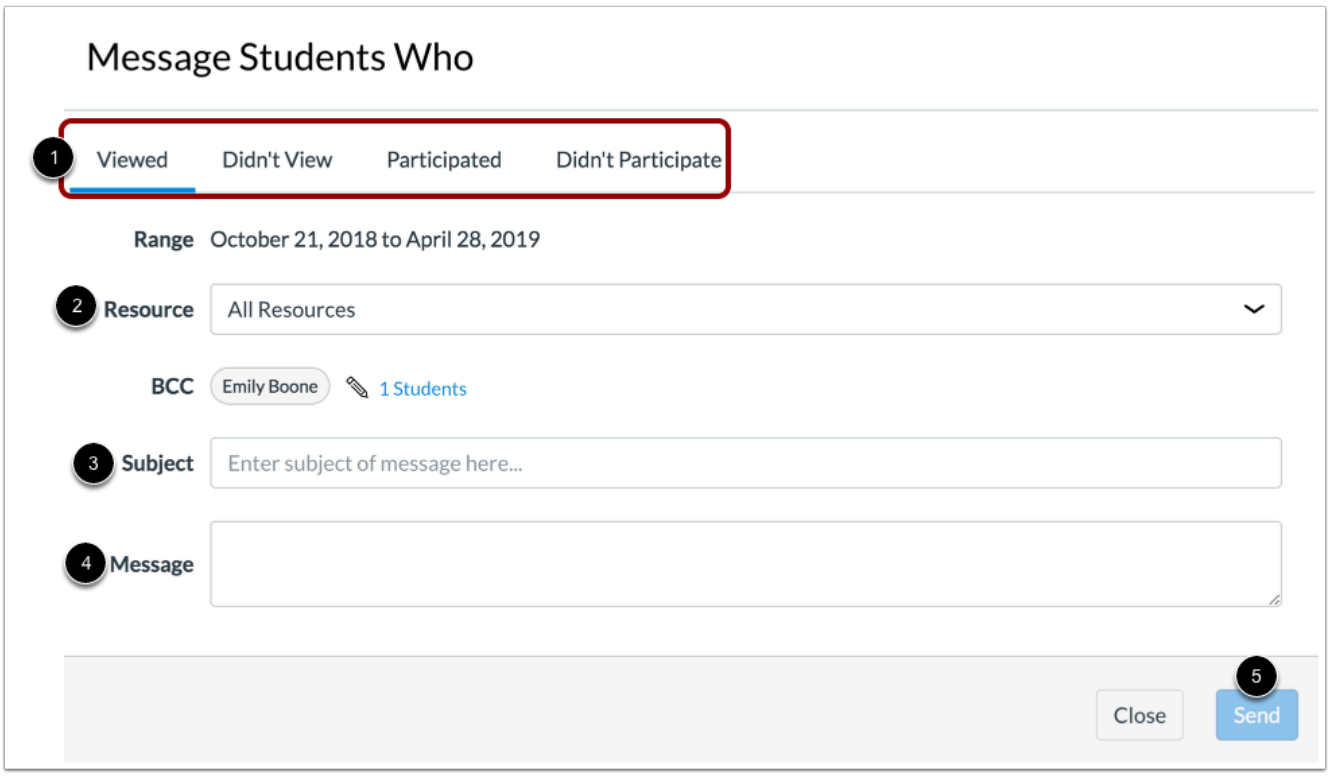
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Message Students Who



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

Send Message



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

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

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

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

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

How do I view analytics for an individual student in New Analytics?

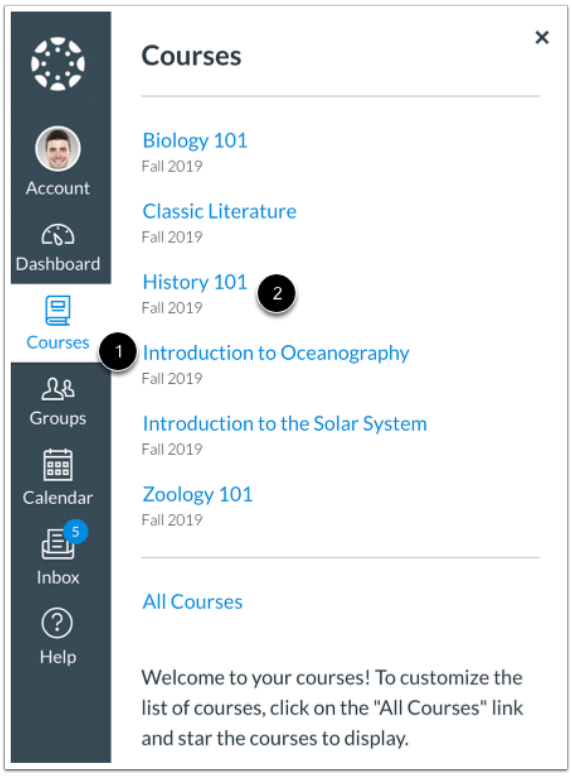
Student analytics show you how well a particular student is doing in your course. You can view analytics in both active and concluded courses. However, only active student enrollments are included in data for New Analytics.

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:

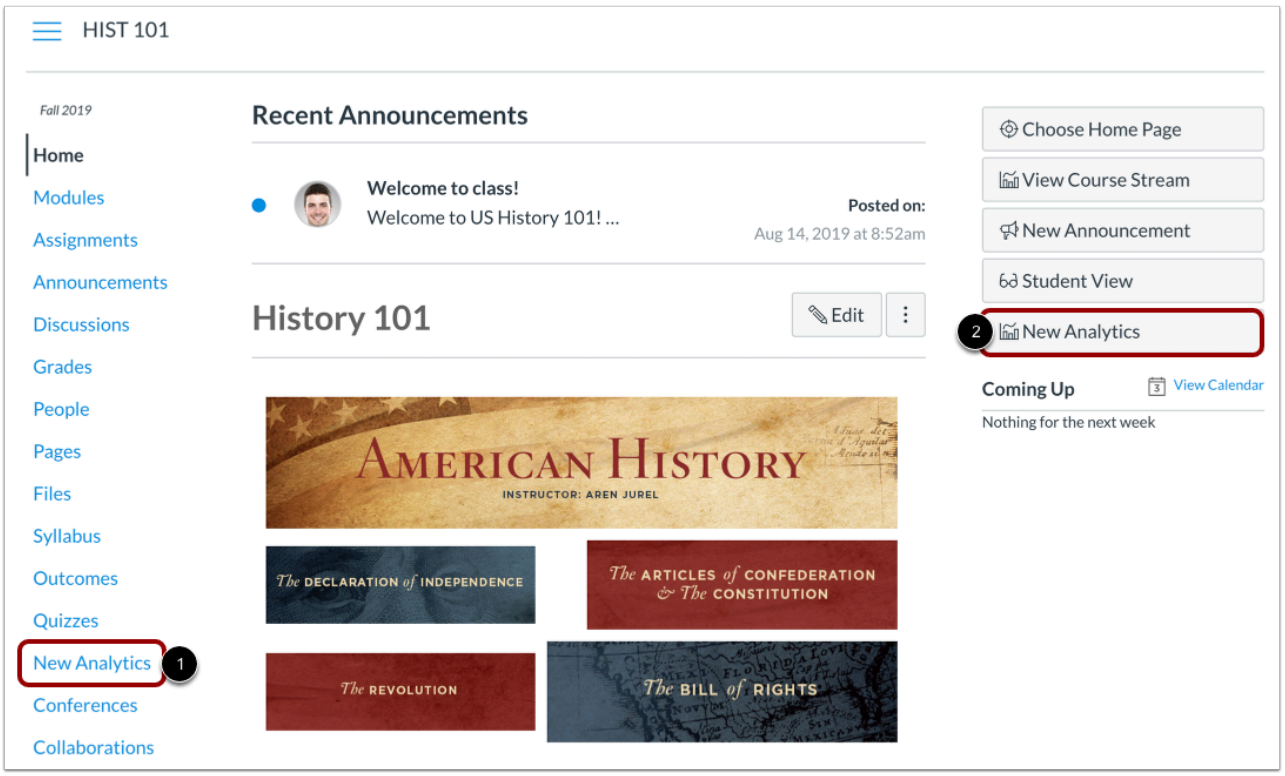
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24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

Open Course



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

Open New Analytics



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

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

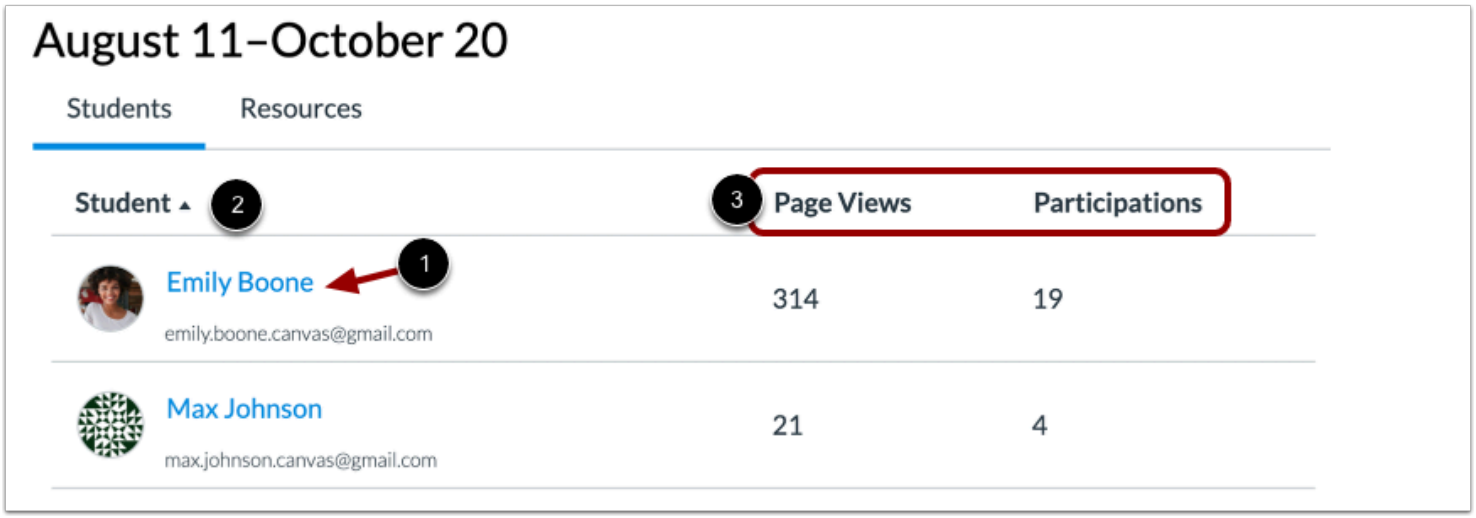
View Data Status

For reporting accuracy, the page displays the last time analytics data was last updated.

Notes:

- If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.
- Data is refreshed in New Analytics every 24 hours.

Open Student Analytics

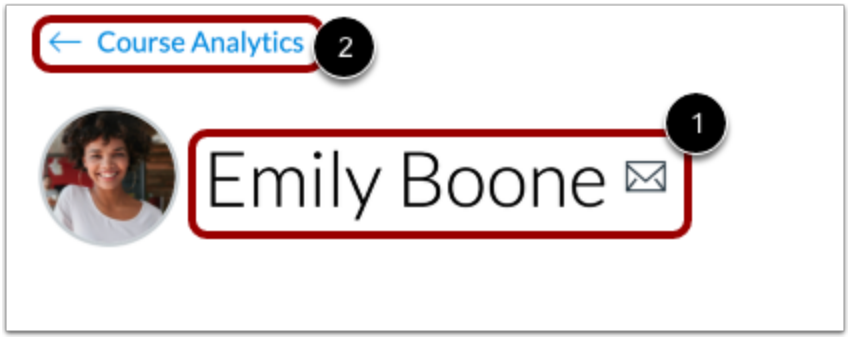


In the Student Analytics table, click the name of the student [1].

To locate a student, you can sort the table by student name [2], or any other column header [3].

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

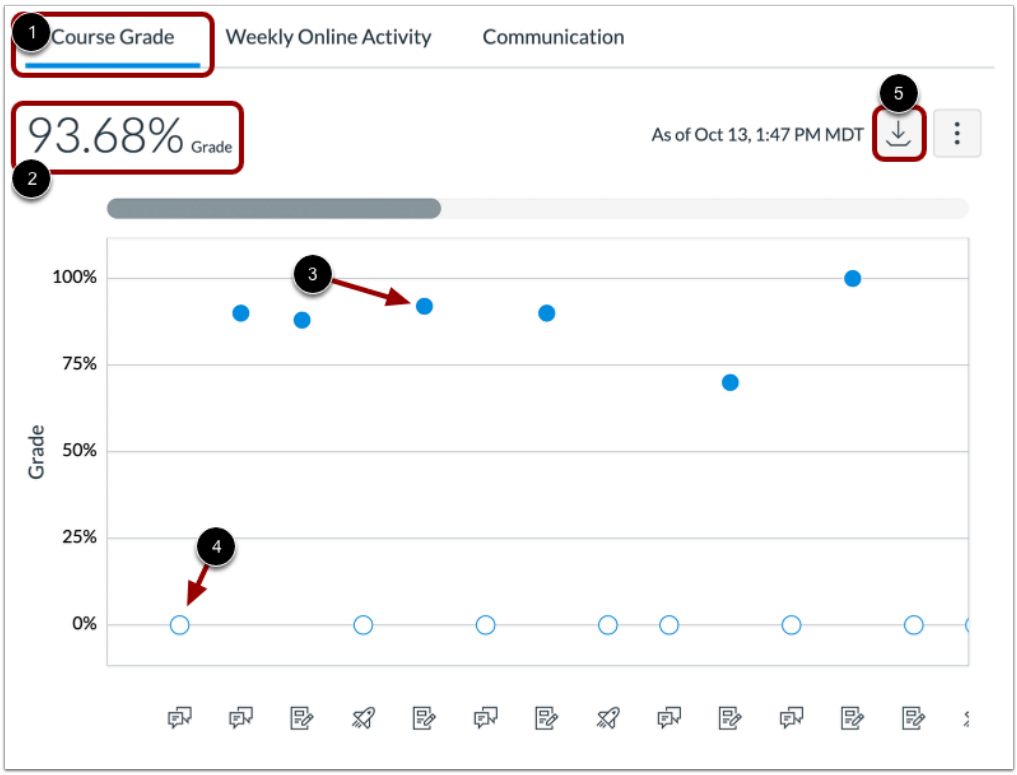
View Student Information



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

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

View Course Grade Chart Graph



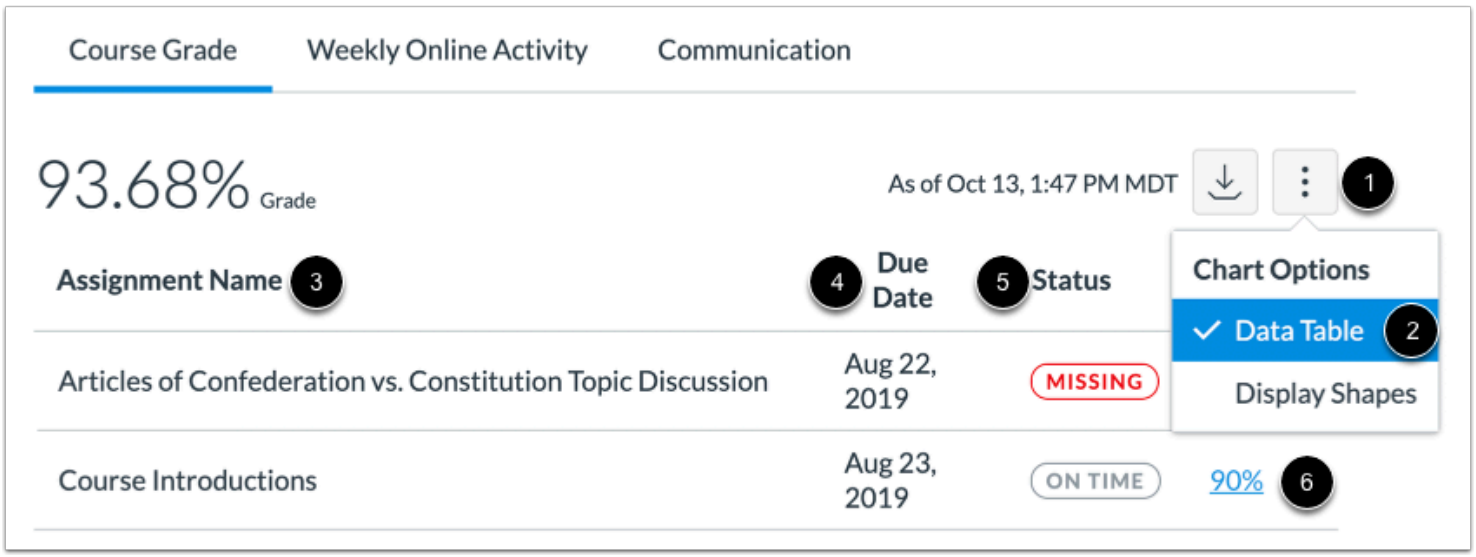
By default, the student analytics opens to the Course Grade tab [1]. The Course Grade chart graph shows the submission status and grade for all the assignments in the course. The student's current course grade is shown above the chart graph [2].

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

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

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

View Course Grade Data Table



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

View Weekly Online Activity Graph

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

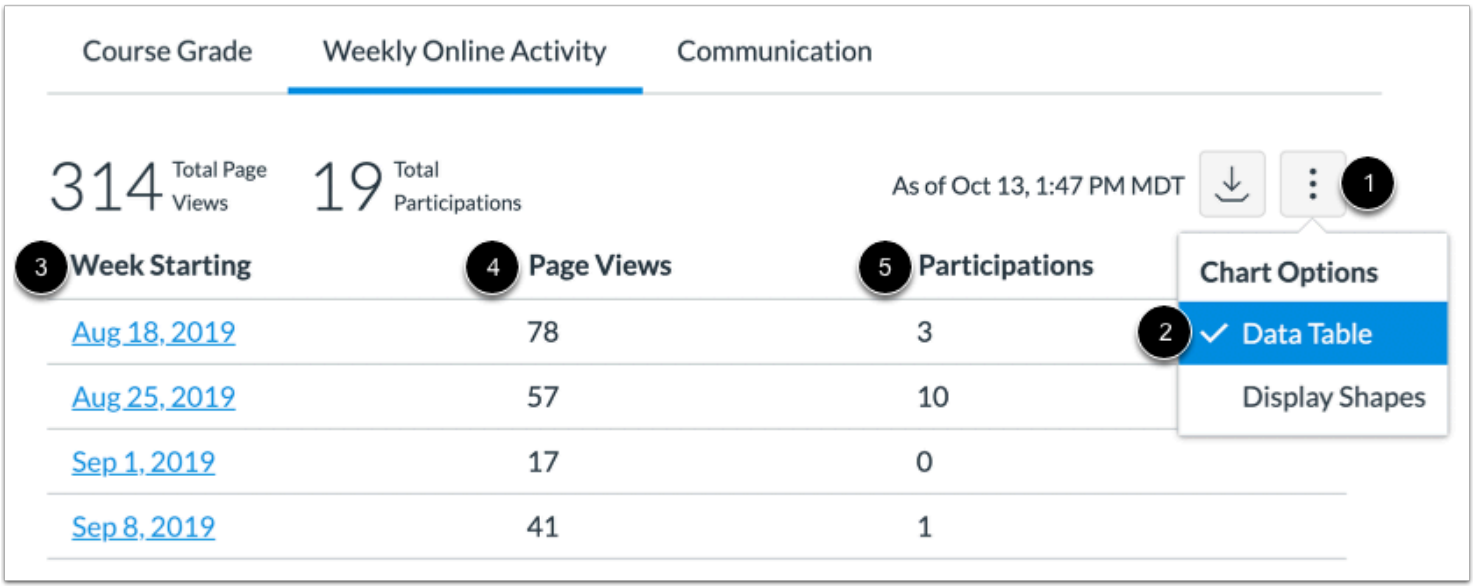
- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a page
- Quizzes: submits a quiz
- Quizzes: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

Incomplete data is predicted and indicated by a broken line [5].

To download a CSV of the weekly online activity data, click the **Download** button [6].

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

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

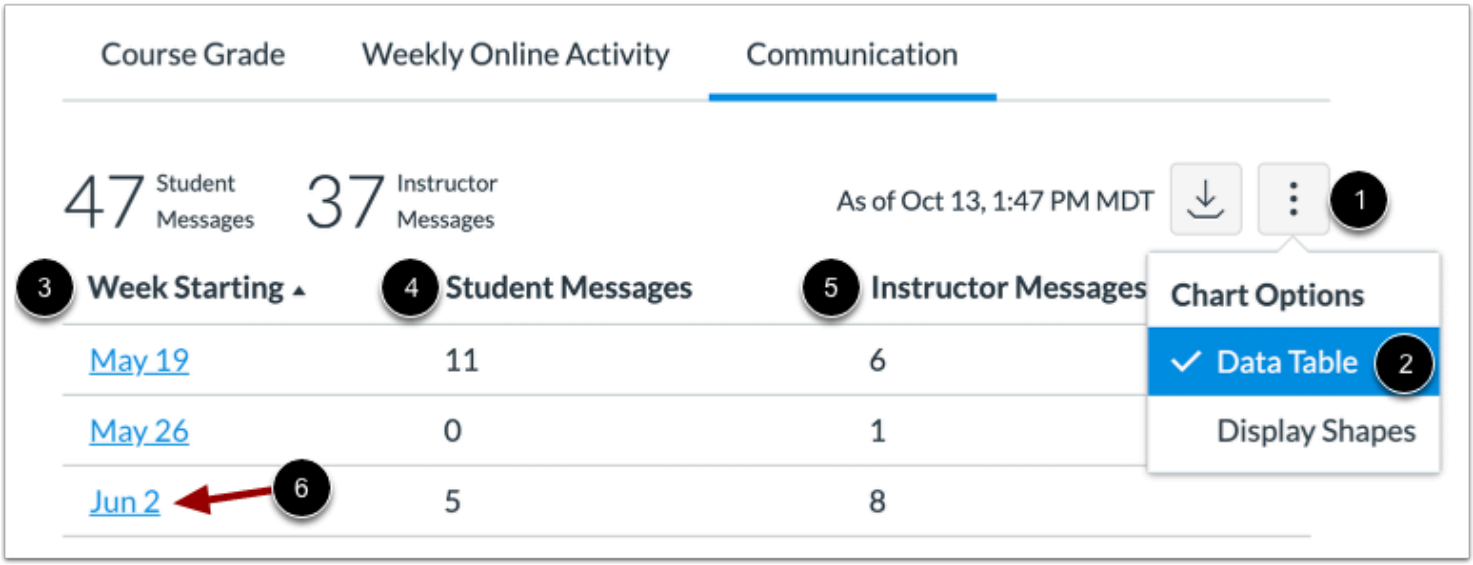
To view an overview of messages, click the **Communication** tab [1]. The Communication graph shows the number of conversations that have taken place between the student and instructor(s) in the Canvas Inbox. The total number of messages sent by students and instructors is displayed above the graph [2].

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

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

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

View Communication Data Table



To view Communication activity in a table, click the **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.

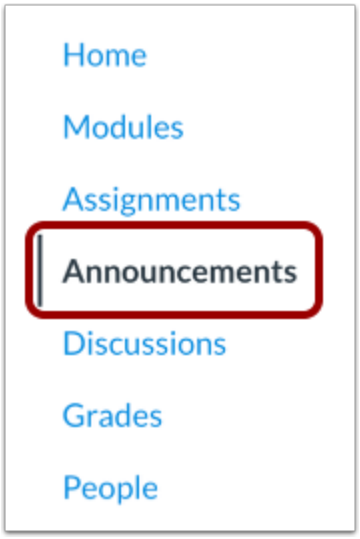
To view details of a specific date range, click the date [6].

Announcements

How do I use the Announcements Index Page?

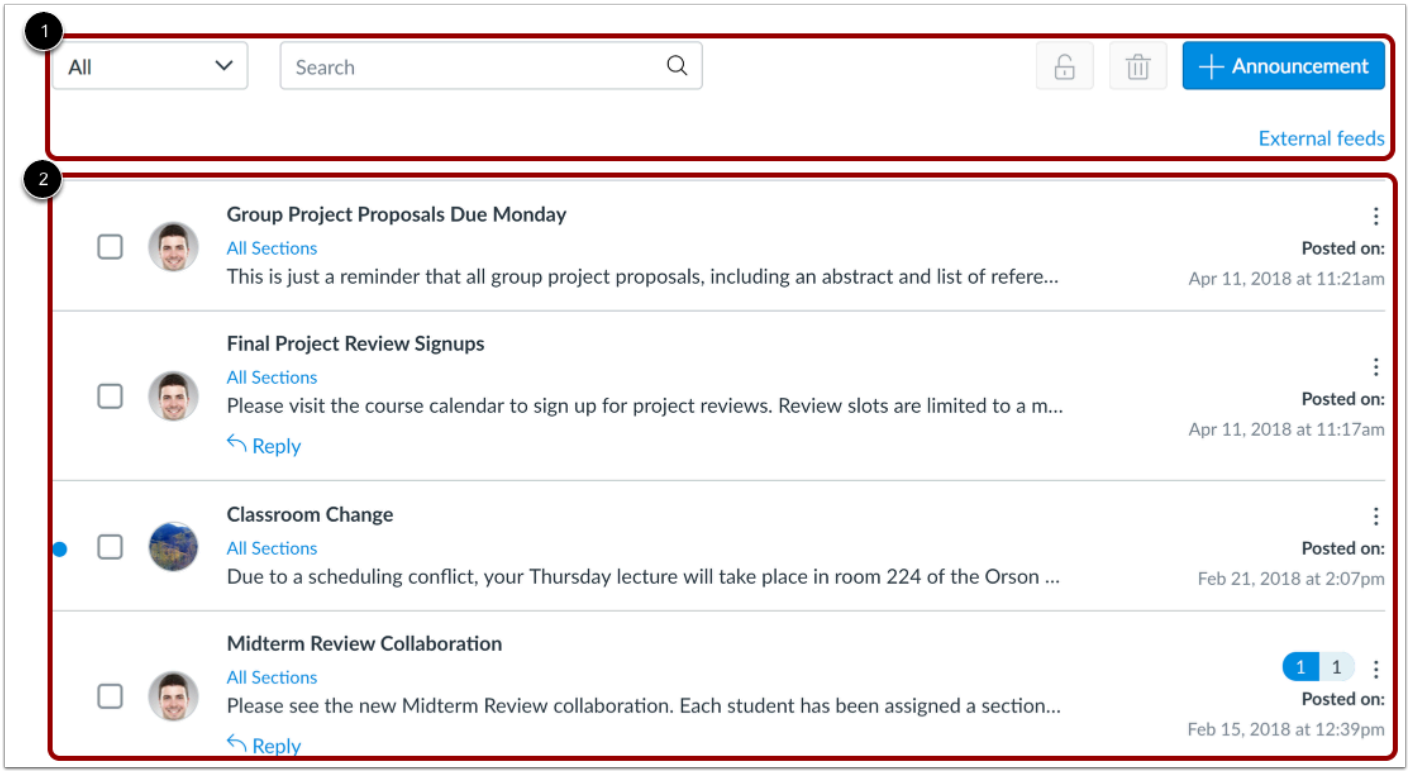
You can view all your course announcements in the Announcements Index Page. As an instructor, you can also create announcements and modify announcement settings.

Open Announcements



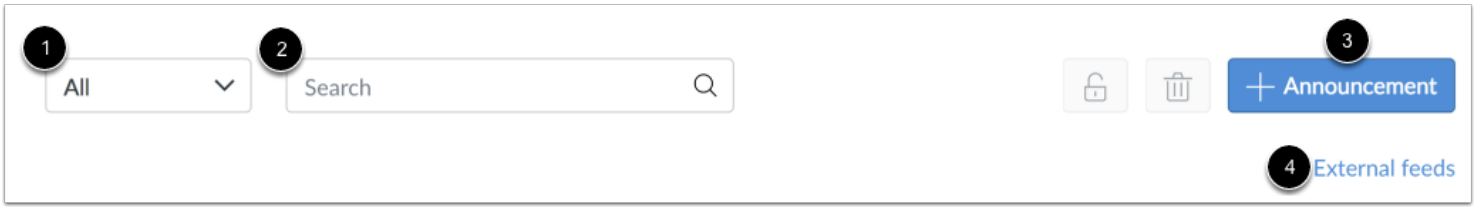
In Course Navigation, click the **Announcements** link.

View Index Page



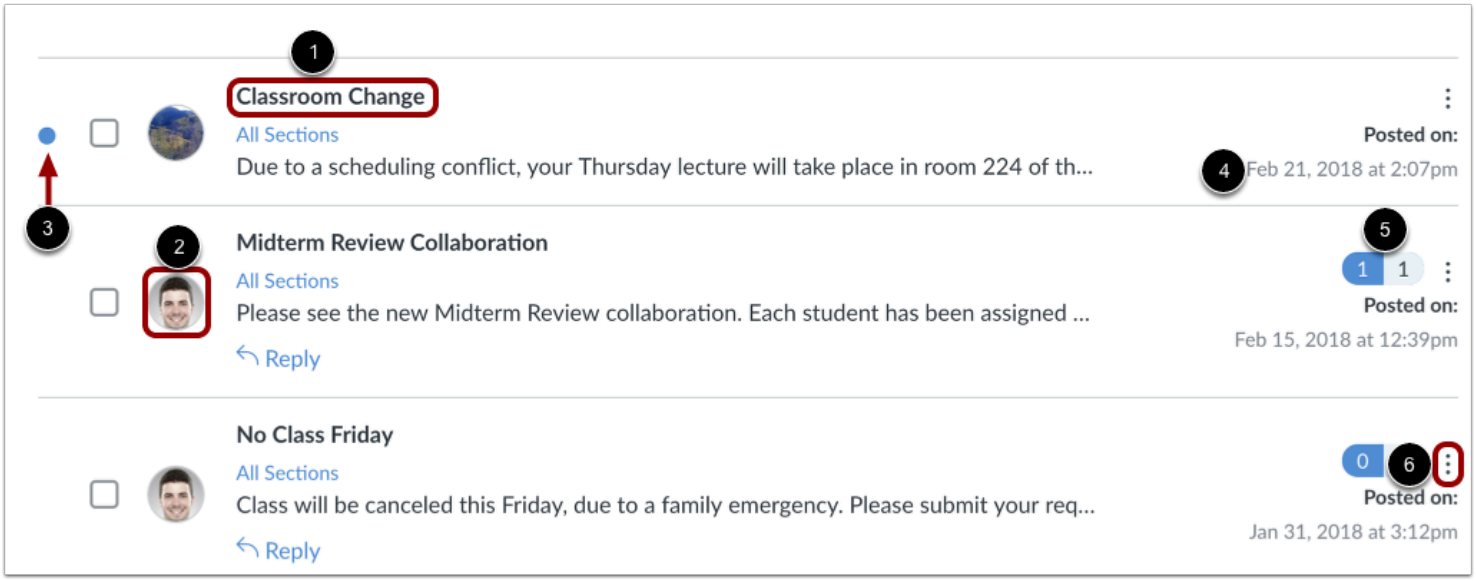
The Announcements Index page is designed with global settings at the top of the page [1], followed by the individual announcements [2].

View Global Settings



Global settings include a drop-down menu to filter all or unread announcements [1] and a search field for searching an announcement [2]. You can also add a new announcement [3] and view external feeds for announcements [4]. External feeds include adding an external feed and subscribing to the Announcements RSS feed.

View Announcements



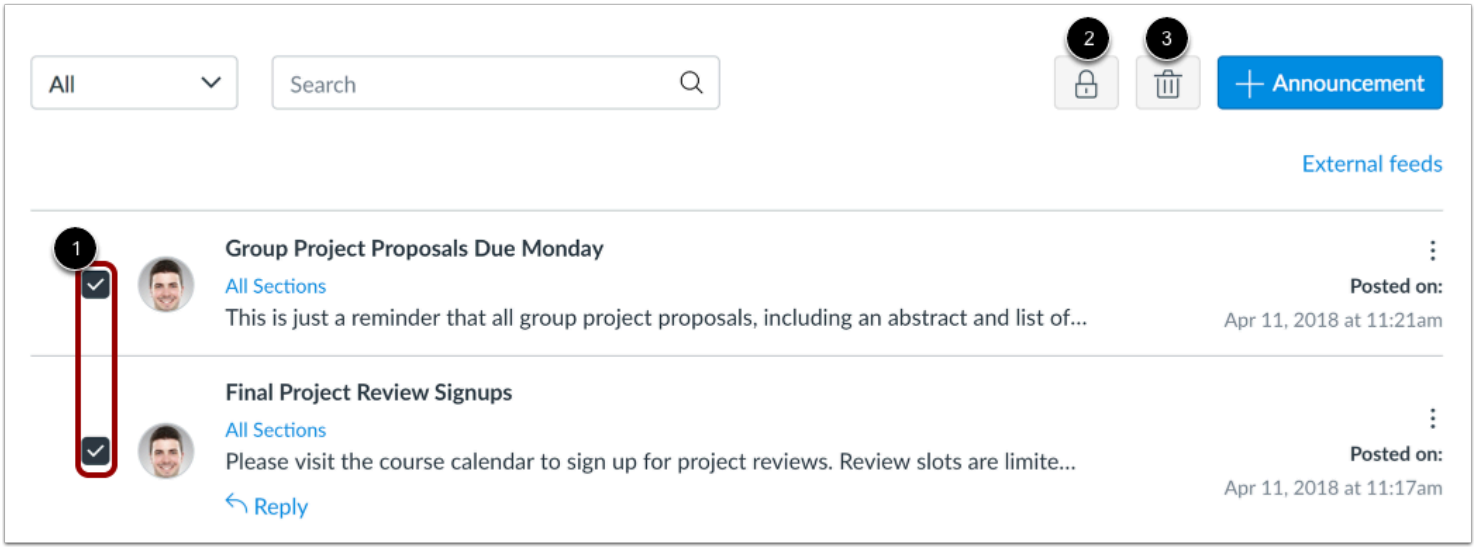
Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.

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

Notes:

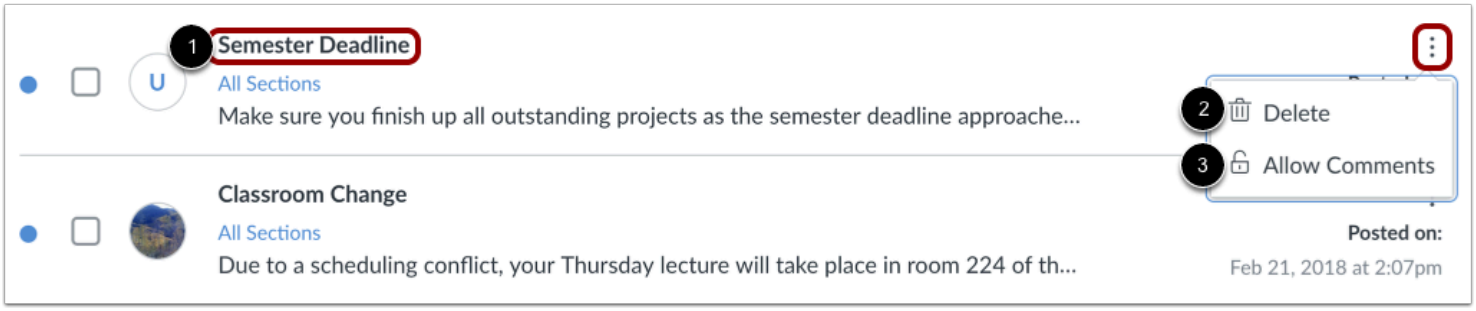
- A profile picture displaying the letter U in place of a user's profile picture indicates that an announcement was imported using a course copy, the Course Import Tool, or a blueprint course. Additionally, copied announcements do not include a posted date and time.
- If a user does not have a profile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

Manage Announcements



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

Manage Individual Announcements



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

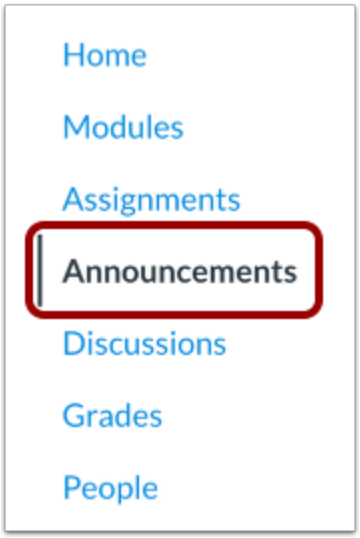
You can also use the options icon to delete the announcement [2]. If your course allows comments, you can also allow or disallow comments [3].

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

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

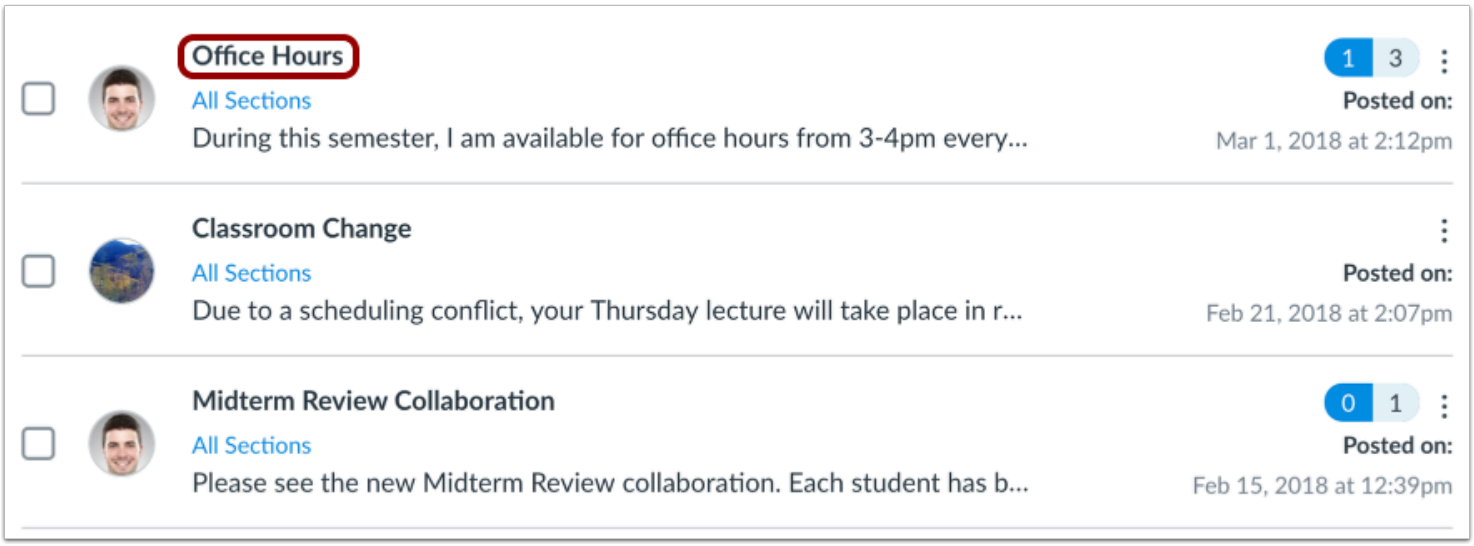
Note: Not all announcements may allow replies. Additionally, announcement replies may be disabled in Course Settings or at the account level.

Open Announcements



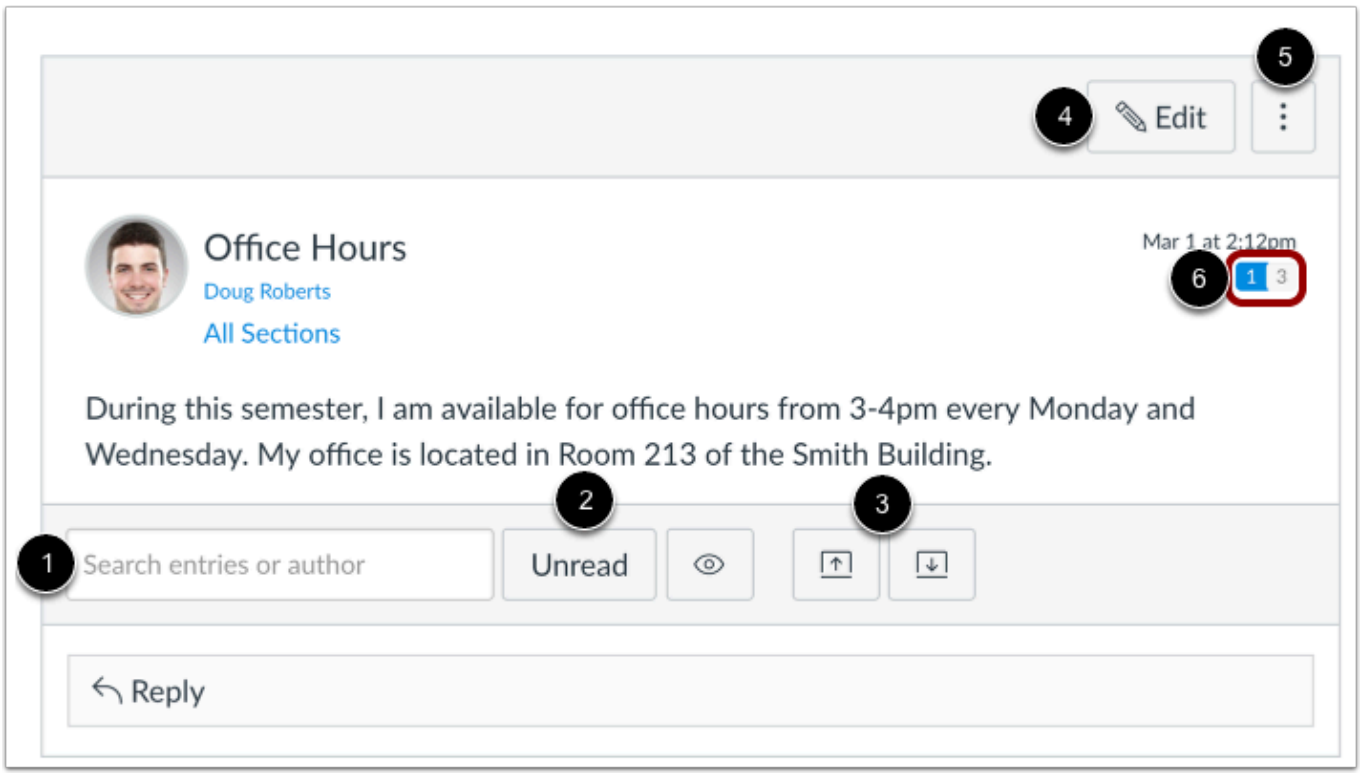
In Course Navigation, click the **Announcements** link.

Open Announcement



Click the name of an announcement.

View Announcement



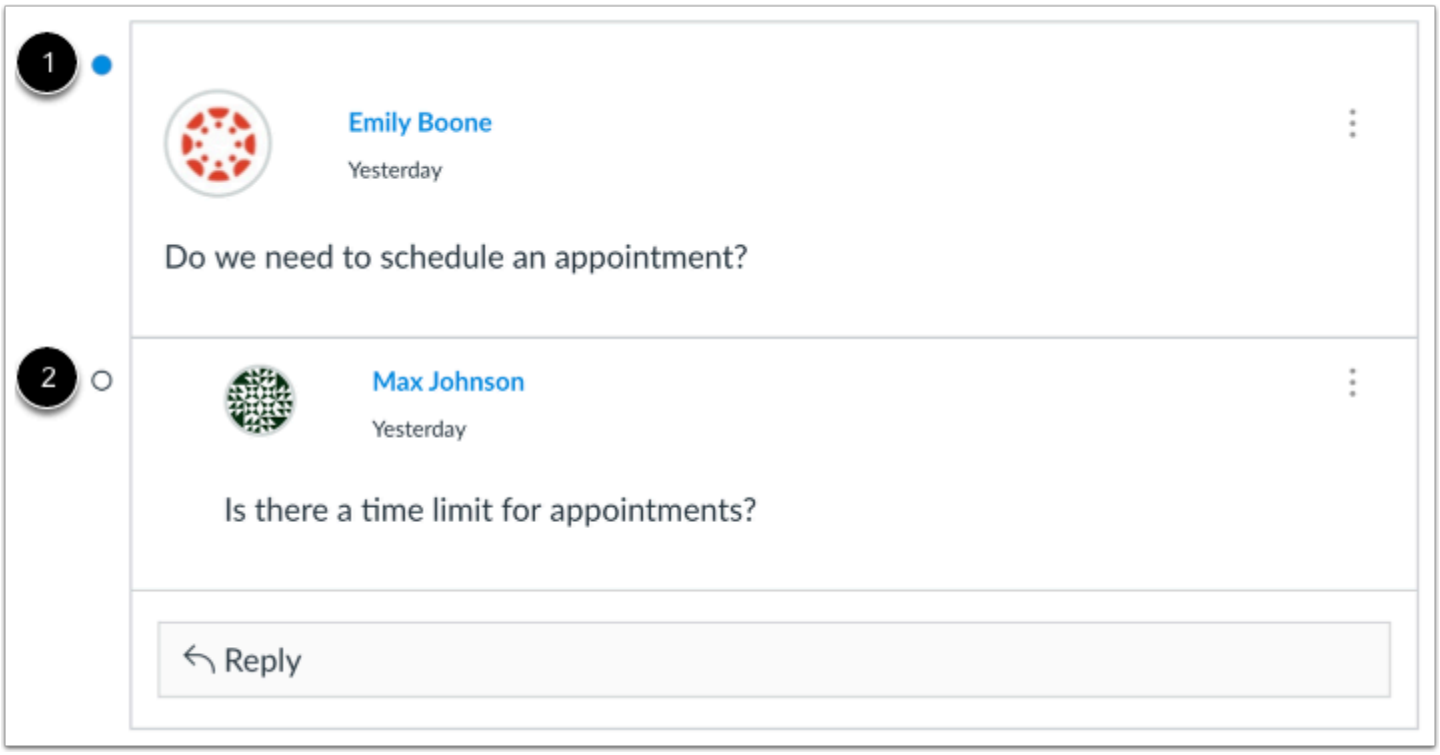
In an announcement, you have several options to view and sort announcements. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the **Unread** button [2]. You can also collapse and expand [3] all announcement replies.

To edit the announcement, click the **Edit** button [4].

To manage the announcement, click the **Options** icon [5]. Announcement Options allow you to mark all existing posts (replies) as read, delete the announcement, and close the announcement for comments.

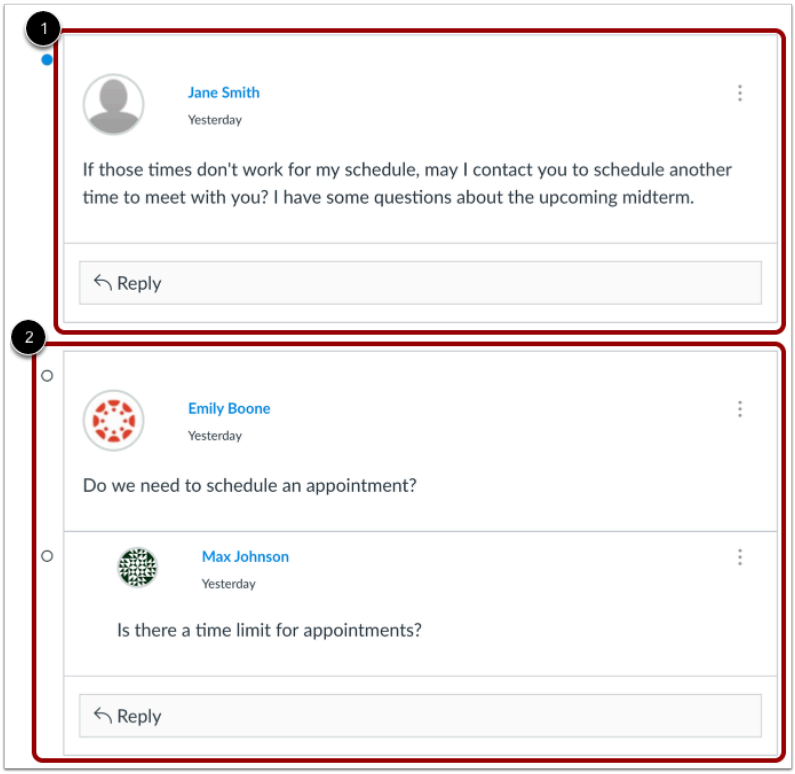
You can view the number of unread and total replies in the thread [6]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.

View Replies

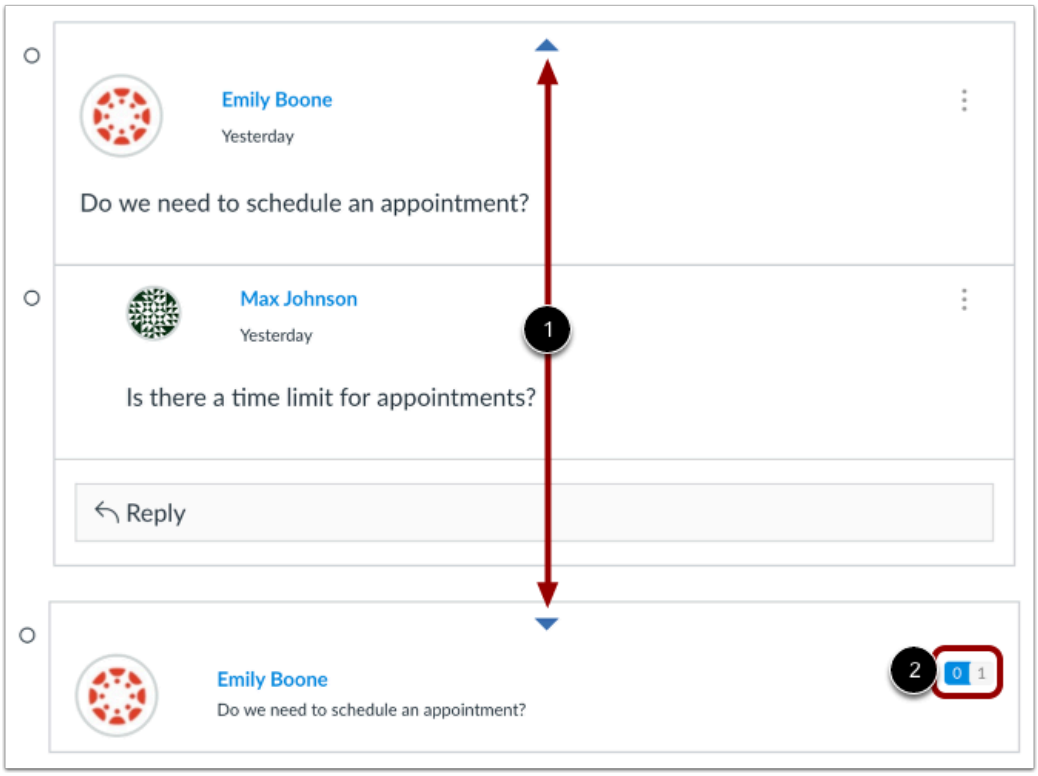


Announcement replies are shown in order of post date. New and unread replies are indicated by a solid dot [1]. Read replies are indicated by an empty dot [2]. When you navigate away from the Announcement or refresh the page, the sold dots will change to empty dots indicating the replies are read.

Manage Replies

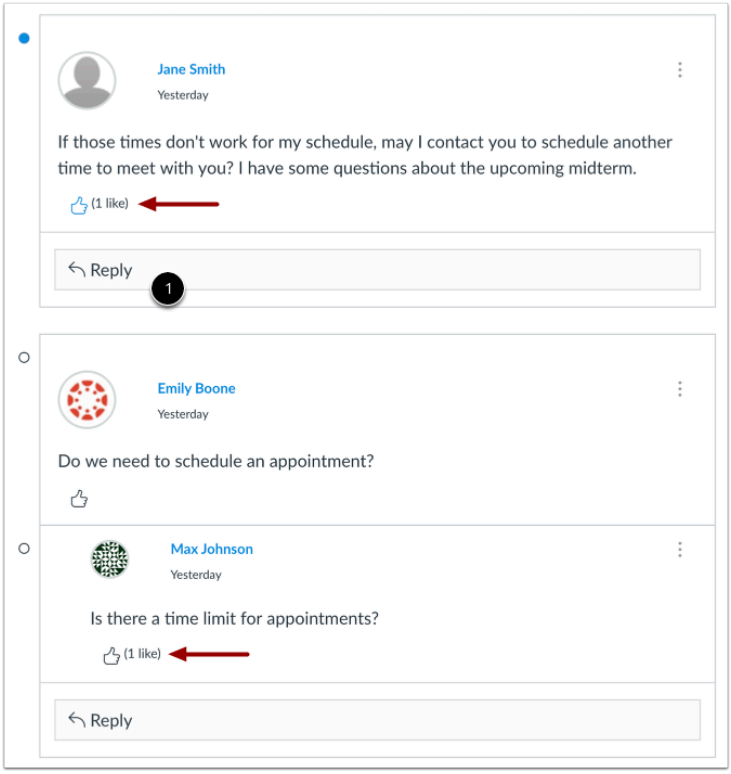


Announcement replies are shown by post date and in hierarchical order. If a new reply is added to the initial announcement topic, the reply is shown as a new content group [1]. Additionally, similar to focused replies in discussions, users may reply to each other's replies and these responses are grouped together [2].



When viewing announcement replies, you can collapse and expand individual announcement replies by hovering over the top of the box containing the entire reply and clicking the collapse icon [1]. When an announcement reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].

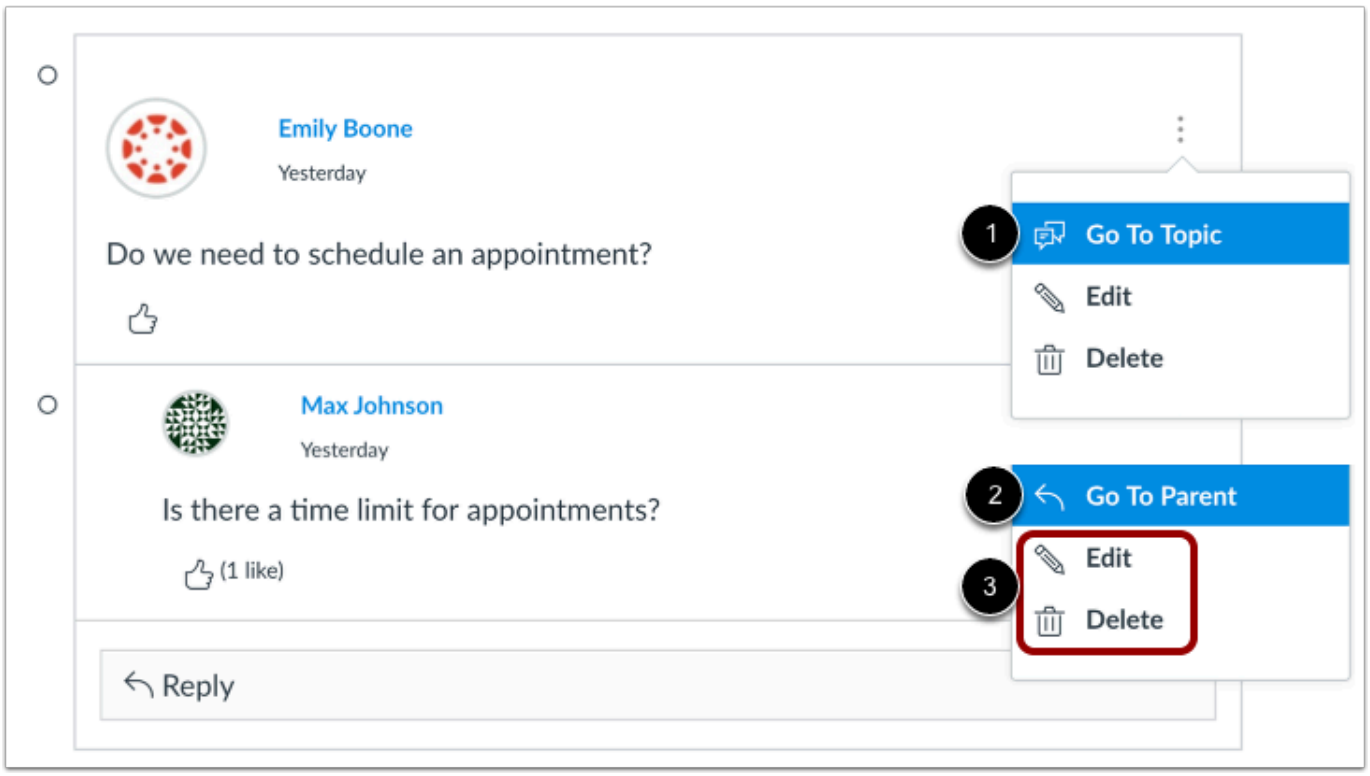
View Liked Discussions



If you allow students to like replies in an announcement, a Like icon appears next to each reply in the announcement. Highlighted icons indicate replies that you've liked. The number of total likes also appears next to the icon.

If you set up the announcement to sort automatically according to the number of likes, original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.

View Reply Options



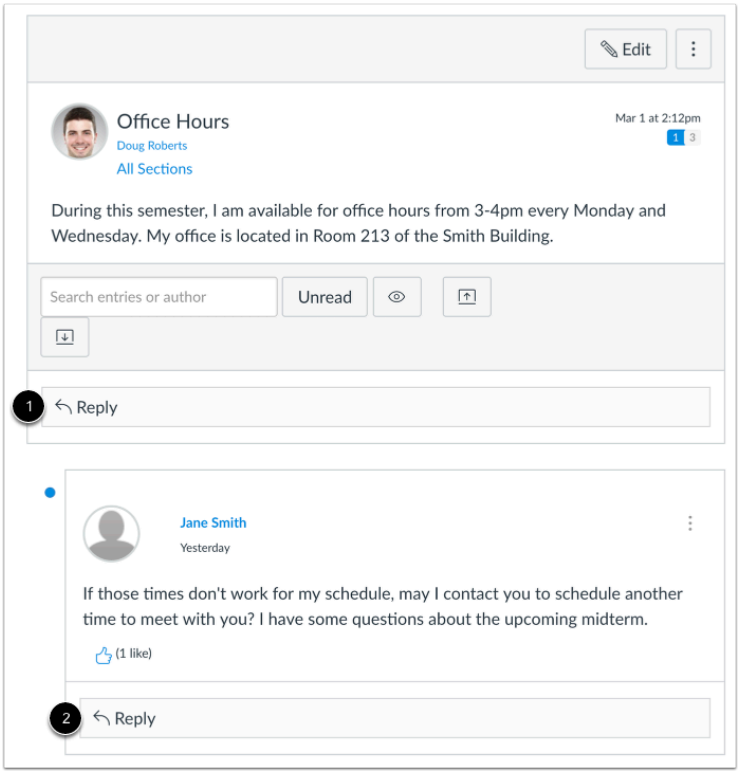
Each announcement reply has its own options icon.

In original announcement replies, you can return to the main announcement topic by clicking the **Go to Topic** link [1].

If you are viewing a reply within a reply, return to the original reply by clicking the **Go to Parent** link [2].

To edit or delete the reply, click the **Edit** or **Delete** links [3].

Reply to Announcement



To reply to an announcement, reply to the announcement by clicking the **Reply** button [1]. You can reply to any other reply in the announcement by clicking the **Reply** button [2].

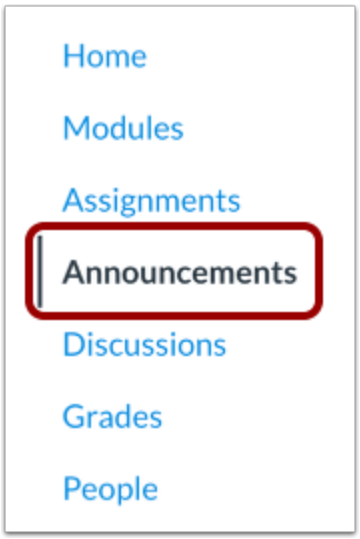
How do I add an announcement in a course?

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

Notes:

- Your course must be published for students to receive announcement notifications.
- If you import course content from another Canvas course, you must manually enable notifications to receive notifications for imported announcements.

Open Announcements

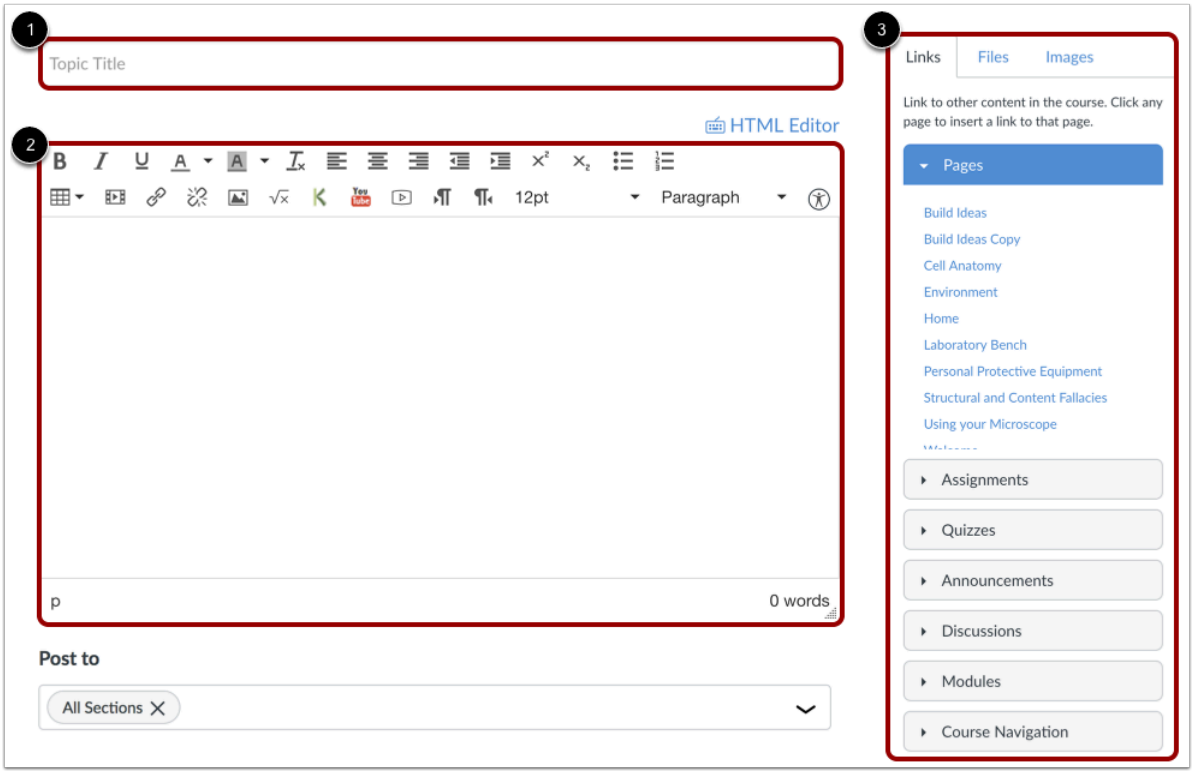


In Course Navigation, click the **Announcements** link.

Add Announcement

Click the **Add Announcement** button.

Create Announcement



Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also add links, files, and images to the announcement using the content selector [3].

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

Select Sections

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

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

Select Options

You can add an attachment to your announcement by clicking the **Choose File** button [1].

In the Options section, you can select various options for your announcement. You can delay the posting of your announcement [2], which allows you to schedule the announcement for a future date.

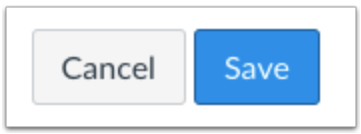
Additionally, you can allow users to comment on the announcement [3] and require students to reply to a post before seeing other replies [4].

You can also enable an announcement podcast feed [5] and allow students to like announcement replies [6].

Notes:

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

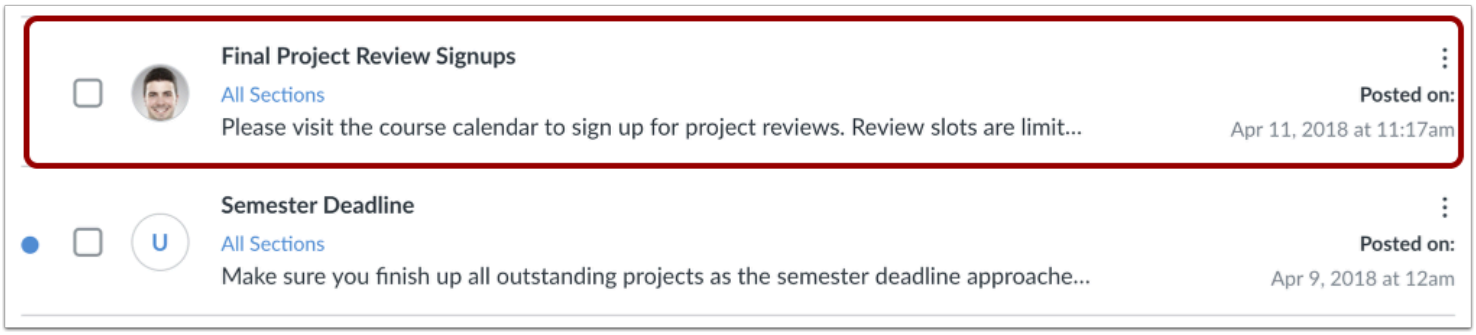
Save Announcement



Click the **Save** button.

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

View Announcement



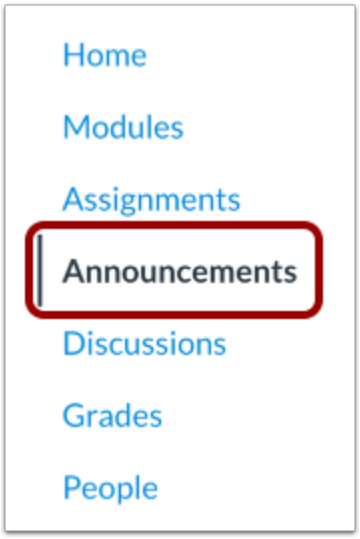
View the announcement in the Announcements Index Page.

How do I edit an announcement in a course?

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

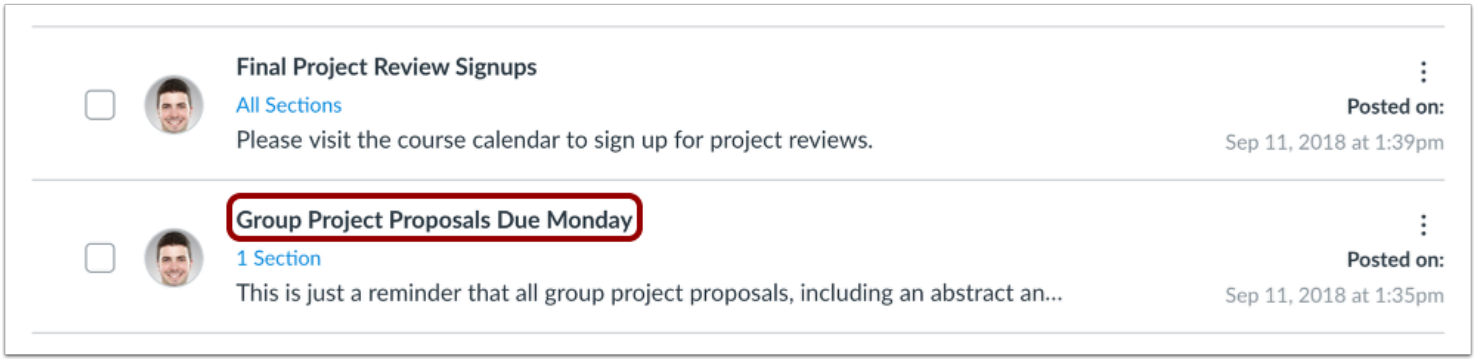
Note: Editing an annoucement will create a notification in the User Dashboard and Course Activity Stream. If you want users to receive the edited announcement via their notification preferences, you will need to create a new announcement.

Open Announcements



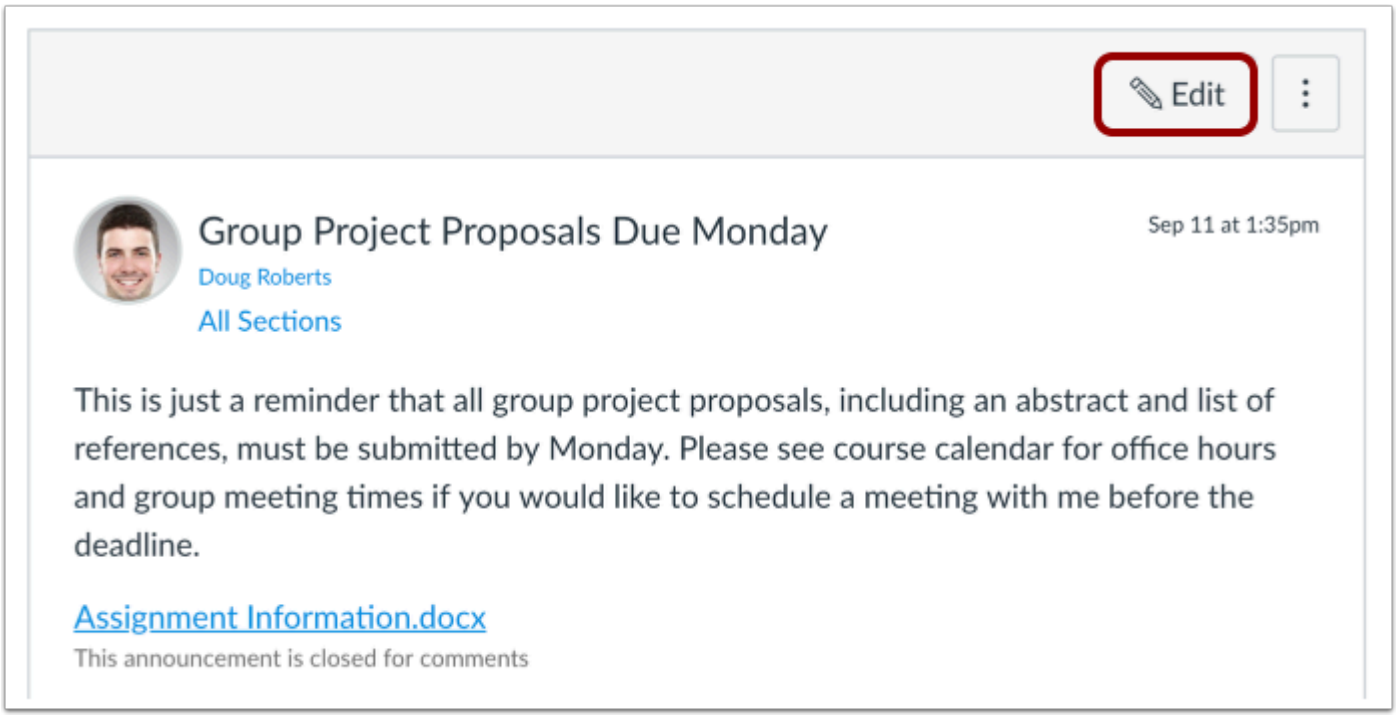
In Course Navigation, click the **Announcements** link.

Open Announcement



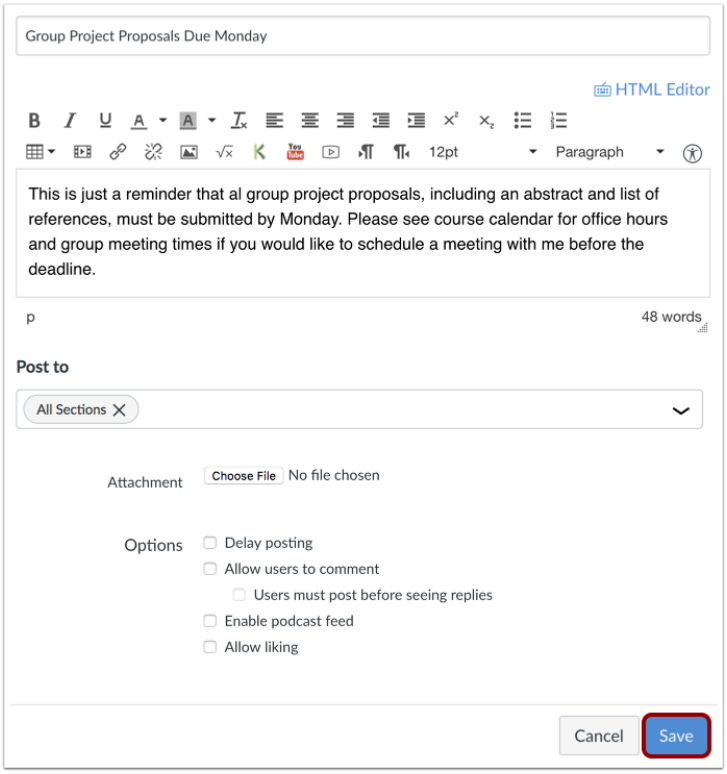
Click the name of the announcement.

Click Edit



Click the **Edit** button.

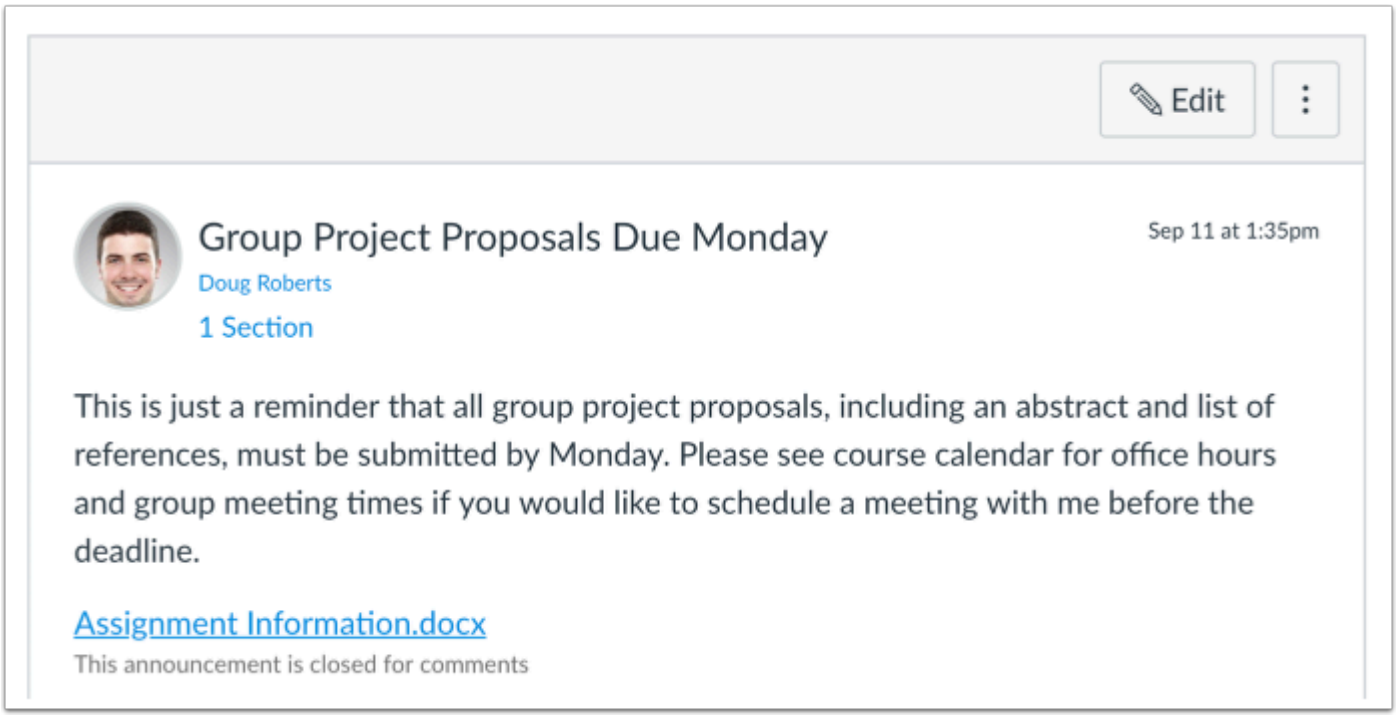
Edit Announcement



Edit the necessary announcement fields.

Click the **Save** button.

View Announcement

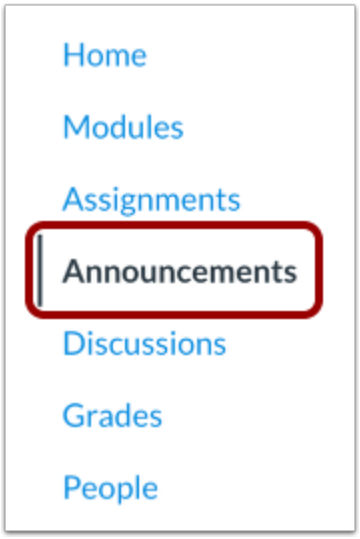


View the announcement.

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

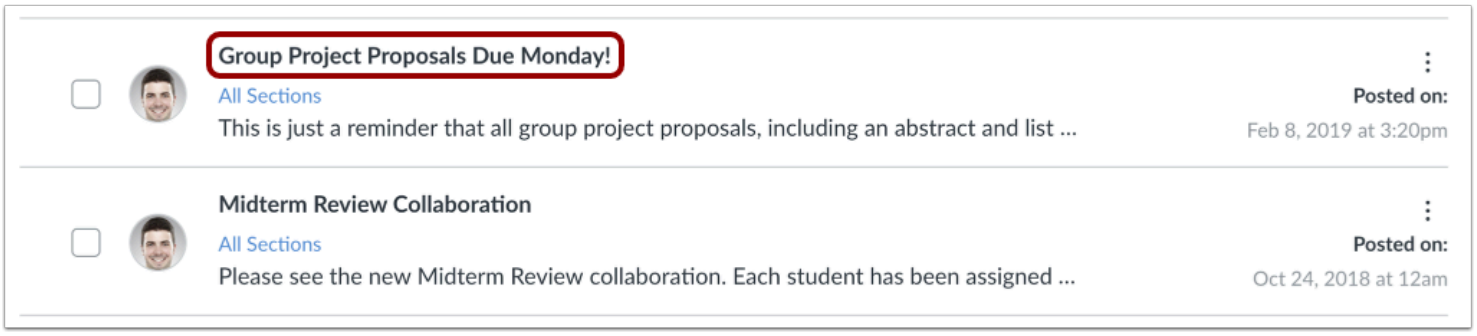
You can attach a file to an announcement for users to download.

Open Announcements



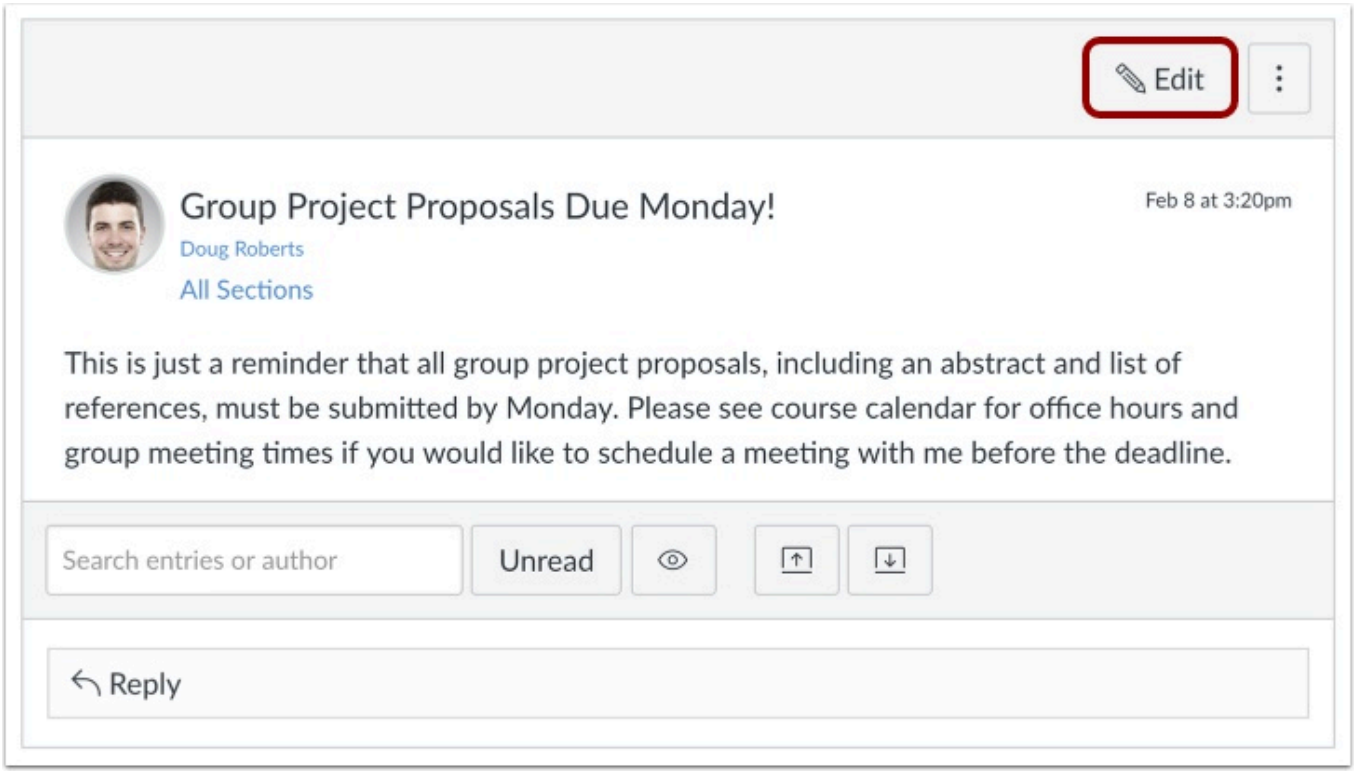
In Course Navigation, click the **Announcements** link.

Open Announcement



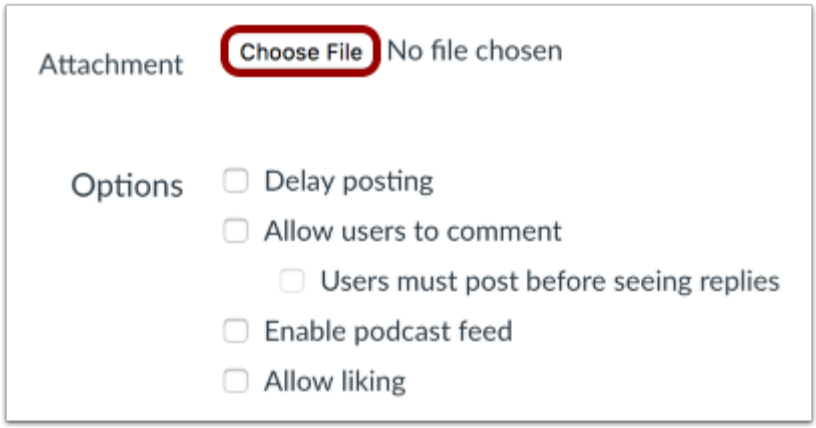
Click the name of the announcement.

Edit Announcement



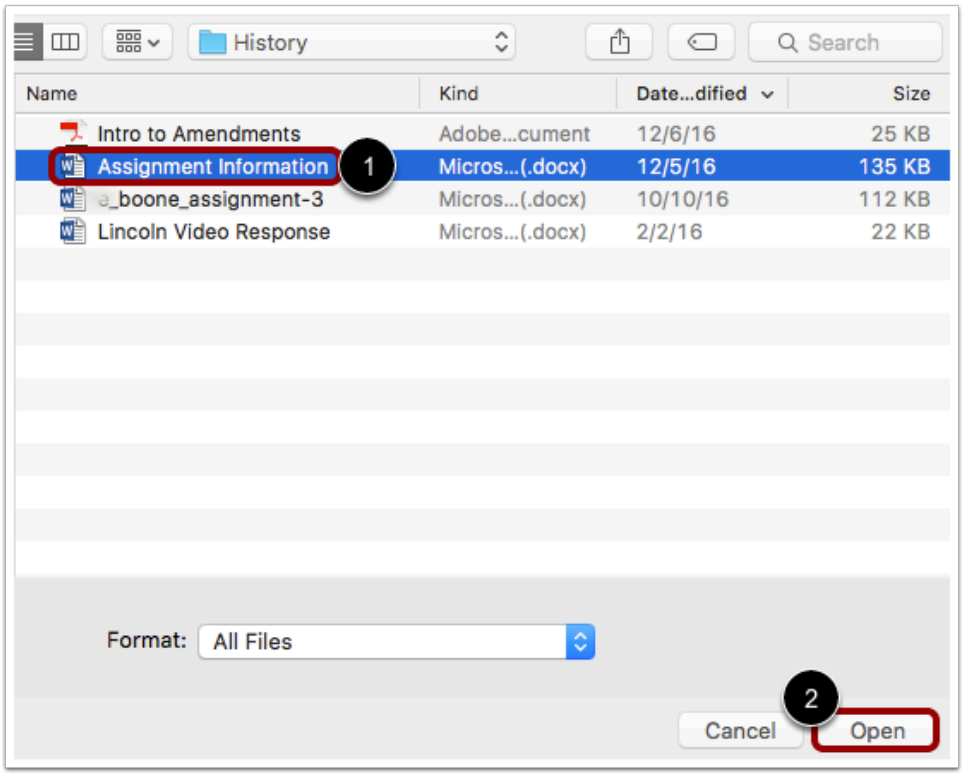
Click the **Edit** button.

Attach File



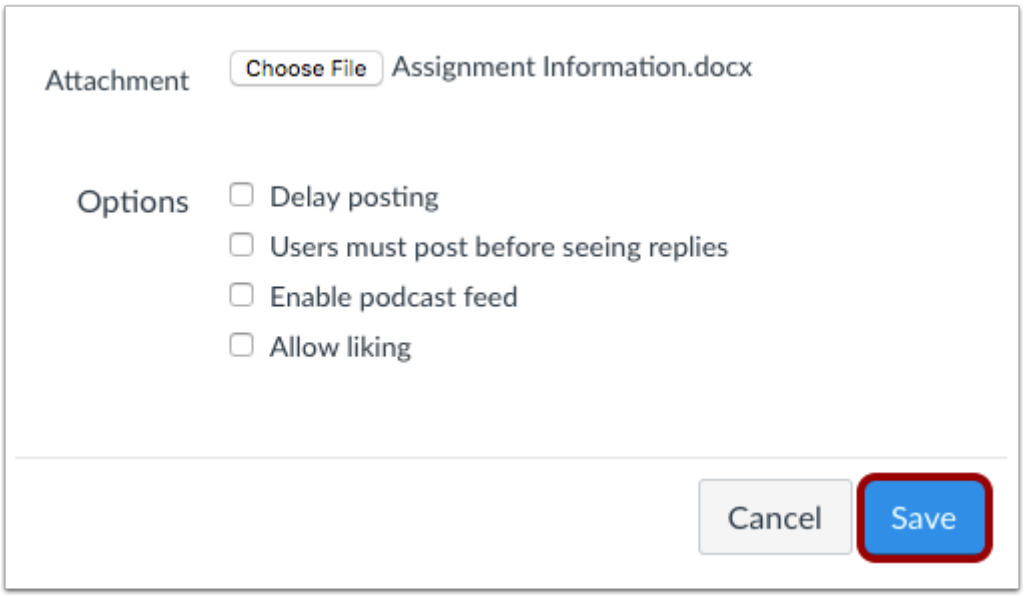
Click the **Choose File** button.

Browse for File



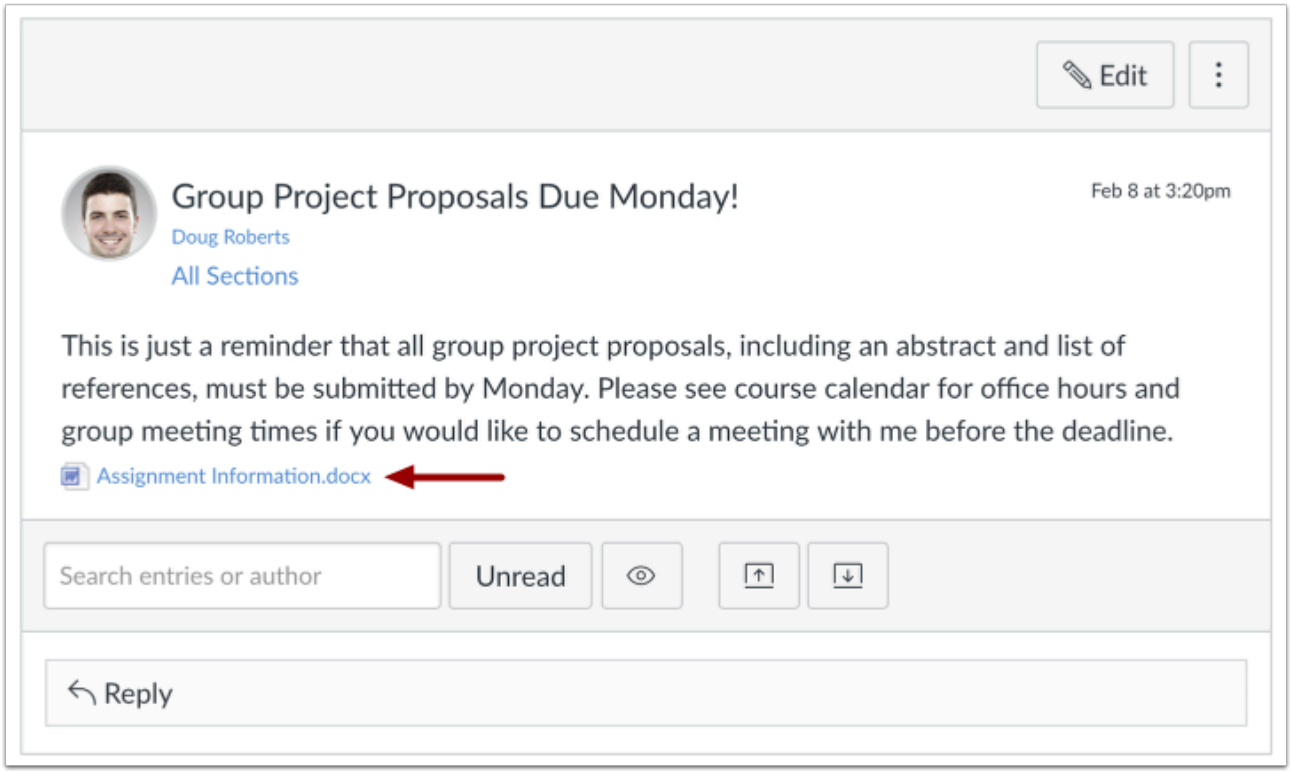
Choose the file you want to attach [1]. To attach the file to the Announcement, click the **Open** button [2].

Save Announcement



Click the **Save** button.

View Announcement

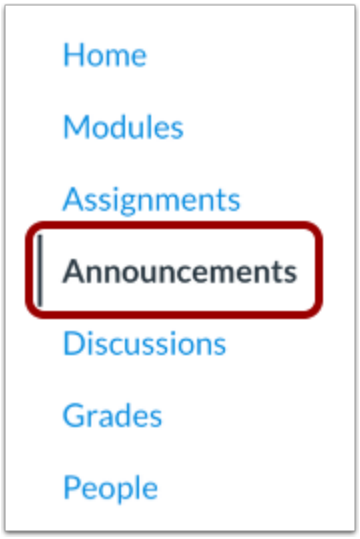


View the attachment in the announcement.

How do I delete an announcement in a course?

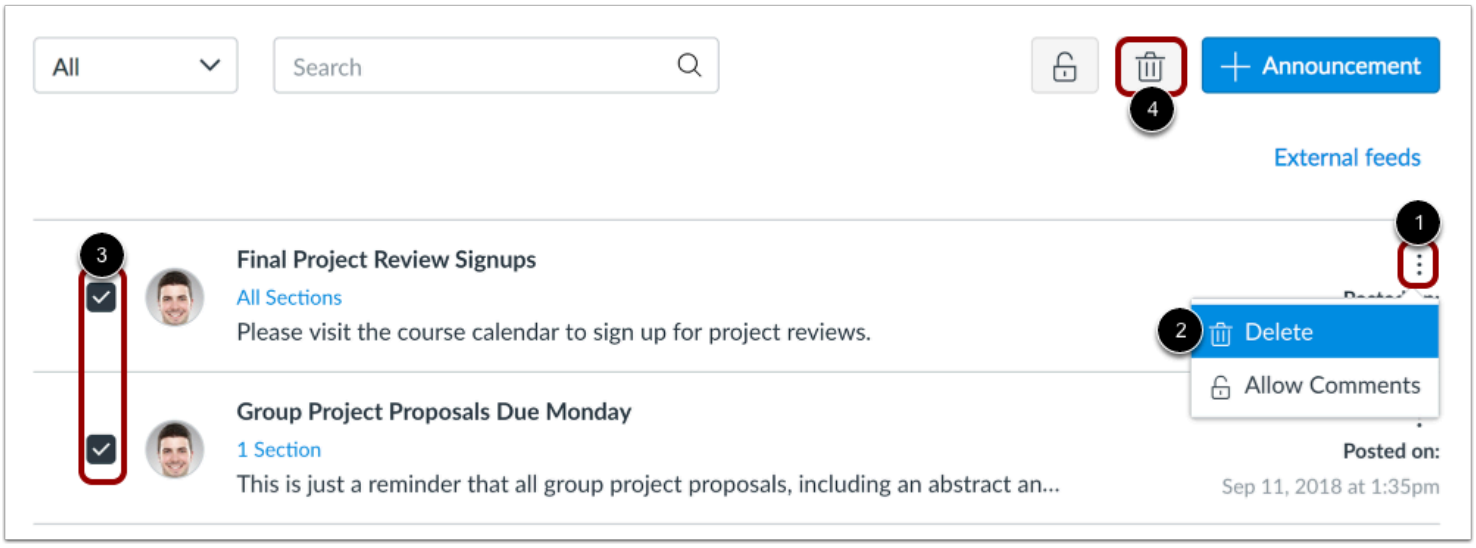
If you need to remove an announcement from your course, you can easily delete it in Canvas.

Open Announcements



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

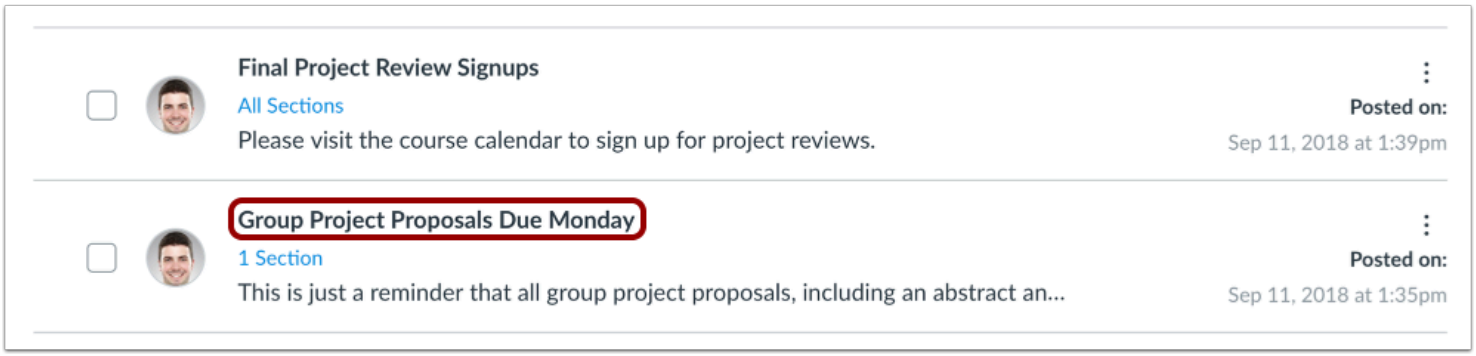
Delete in Announcements Page



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

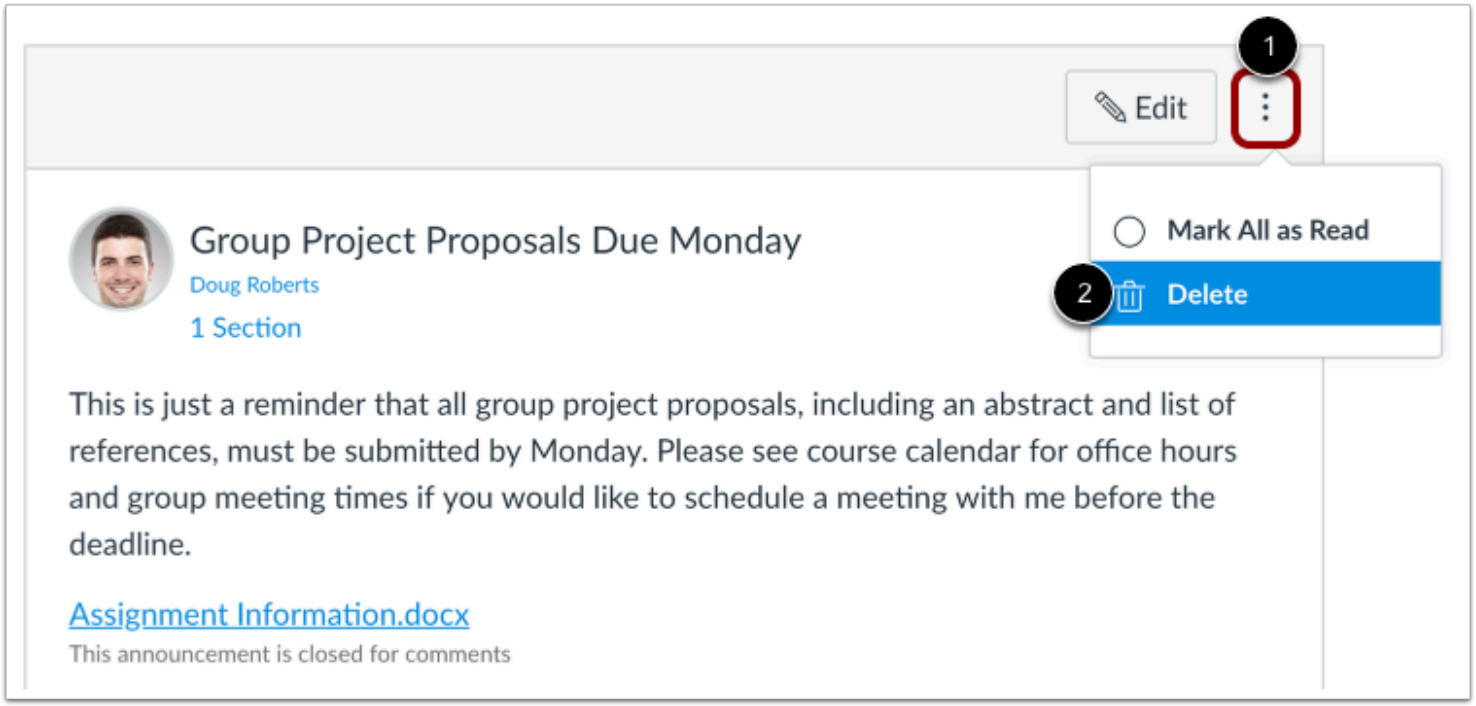
To delete multiple announcements at a time, click the checkbox next to the announcements you want to delete [3] and click the **Delete** button [4].

Delete in Individual Announcement



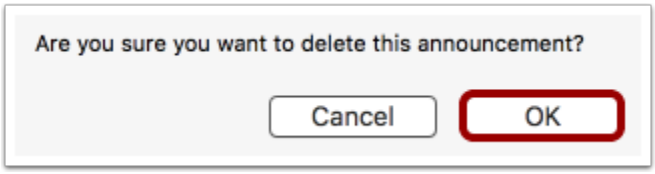
To delete an announcement individually, click the title of the announcement.

Delete Announcement



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

Confirm Deletion



Click the **OK** button.

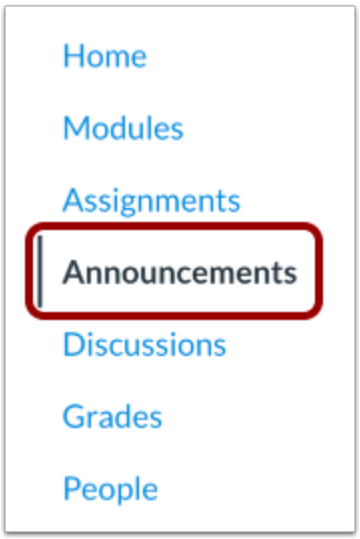
How do I add an external RSS feed to an announcement as an instructor?

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

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

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

Open Announcements

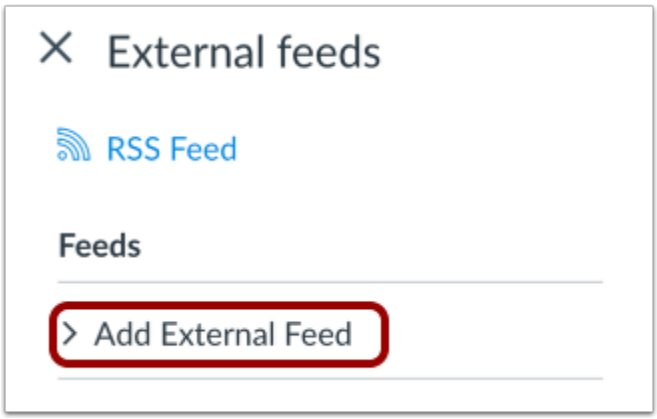


In Course Navigation, click the **Announcements** link.

Open External Feeds

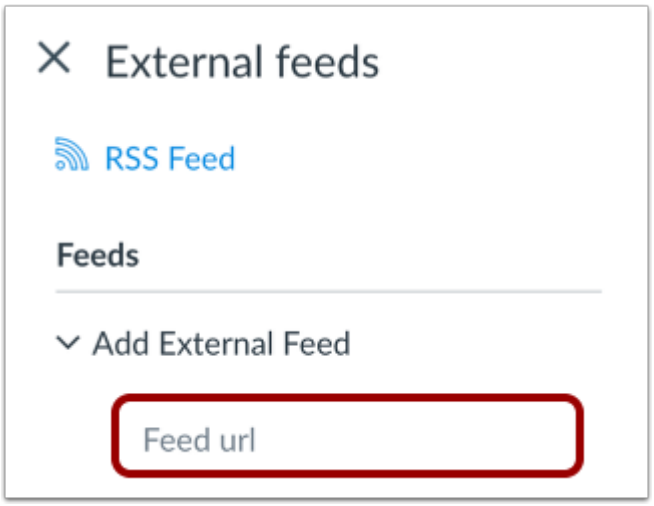
Click the **External Feeds** link.

Add External Feed



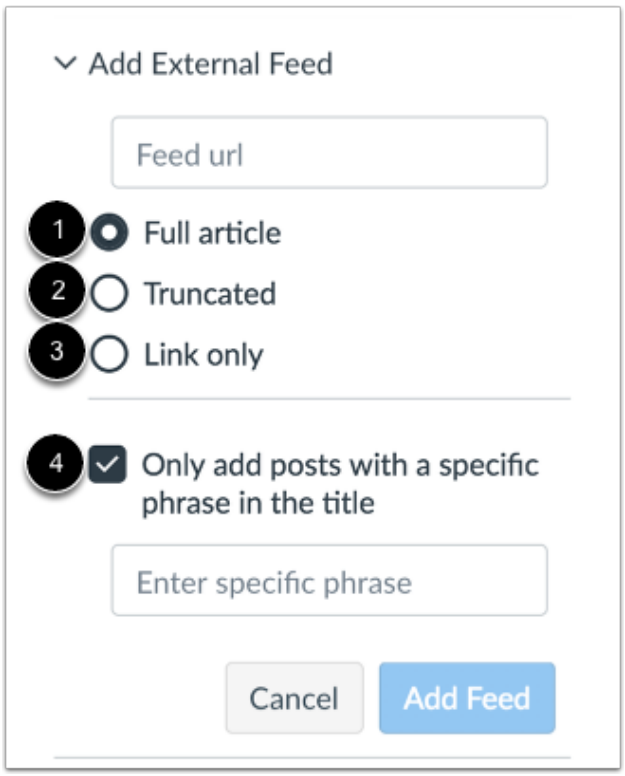
Click the **Add External Feed** link.

Enter Feed URL



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

Select Content to Post



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

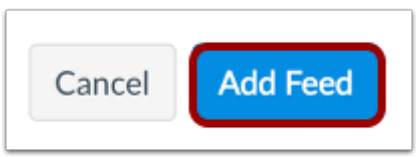
To view the entire article, click the **Full article** option [1].

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

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

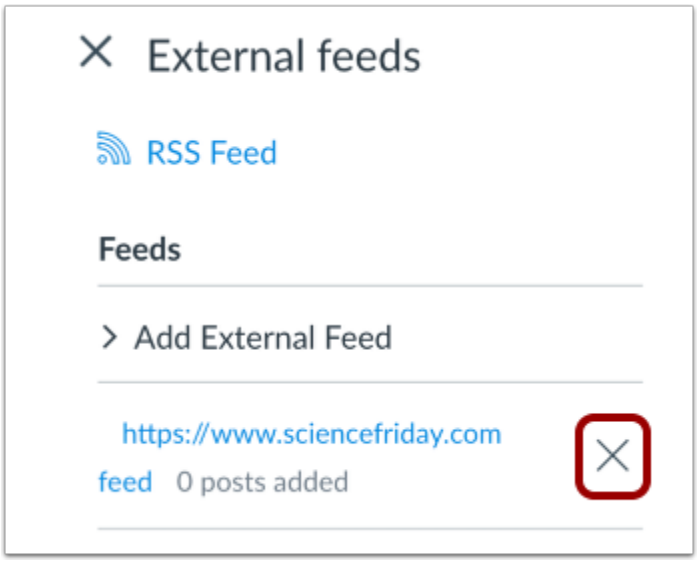
You can also choose to add only posts with a specific phrase in the title. Click the **Only add posts with a specific phrase in the title** checkbox [4], and type key words or phrases in the text box.

Add Feed



Click the **Add Feed** button.

View External Feeds



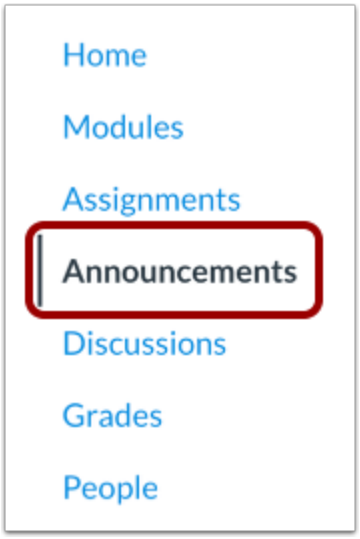
View the external feed in the feed list. If you want to delete the external feed, click the **Remove** icon.

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

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

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

Open Announcements

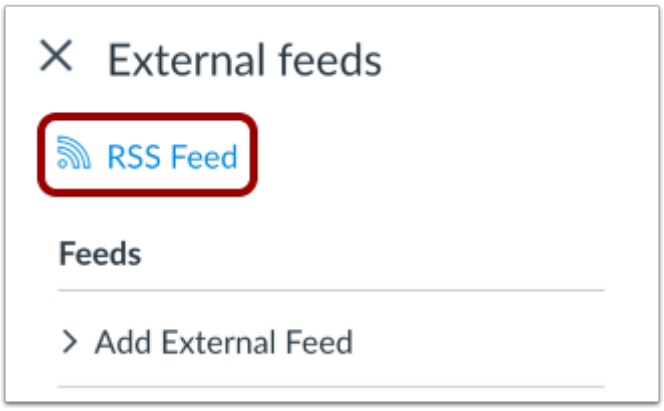


In Course Navigation, click the **Announcements** link.

Open External Feeds

Click the **External Feeds** link.

Open RSS Feed

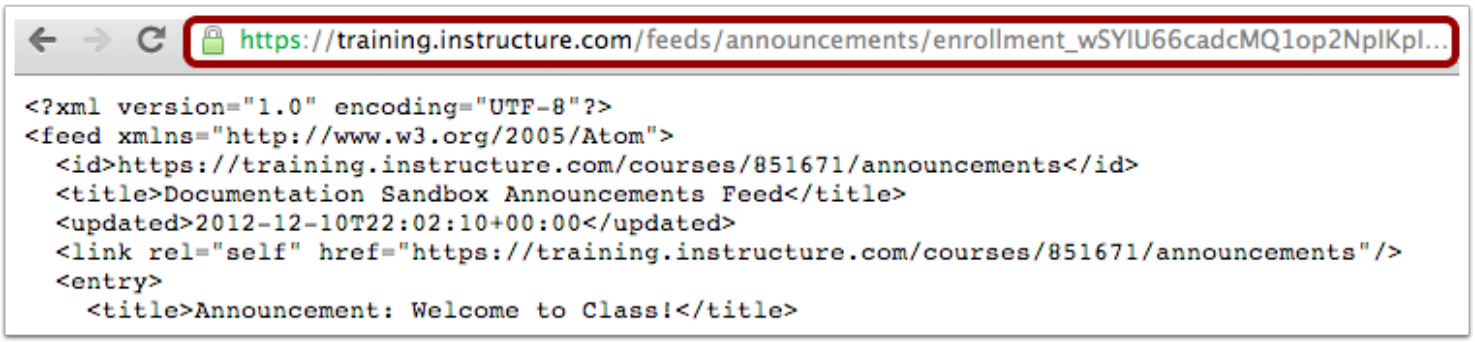


Click the **RSS Feed** link.

Notes:

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

Copy URL



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

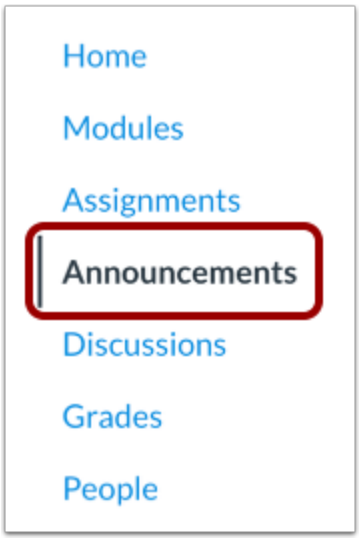
How do I allow or disallow announcement replies in a course?

By default, comments are disabled for announcements. When you create an announcement, you can allow comments on that announcement by selecting the **Allow users to comment** checkbox in the announcement options. Additionally, if an announcement allows users to comment, you can require students to post to the announcement before seeing other replies. The Allow users to comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course.

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

Note: If announcement comments are disabled for your course, comment options may not be available to you. Check Course Settings if you cannot manage user replies in an announcement.

Open Announcements



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

Add Announcement

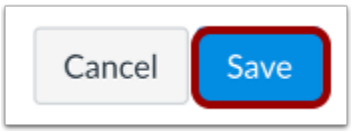
Click the **Add Announcement** button.

Allow Comments

Click the **Allow users to comment** checkbox [1]. You can also require students to reply to a post before seeing other replies [2].

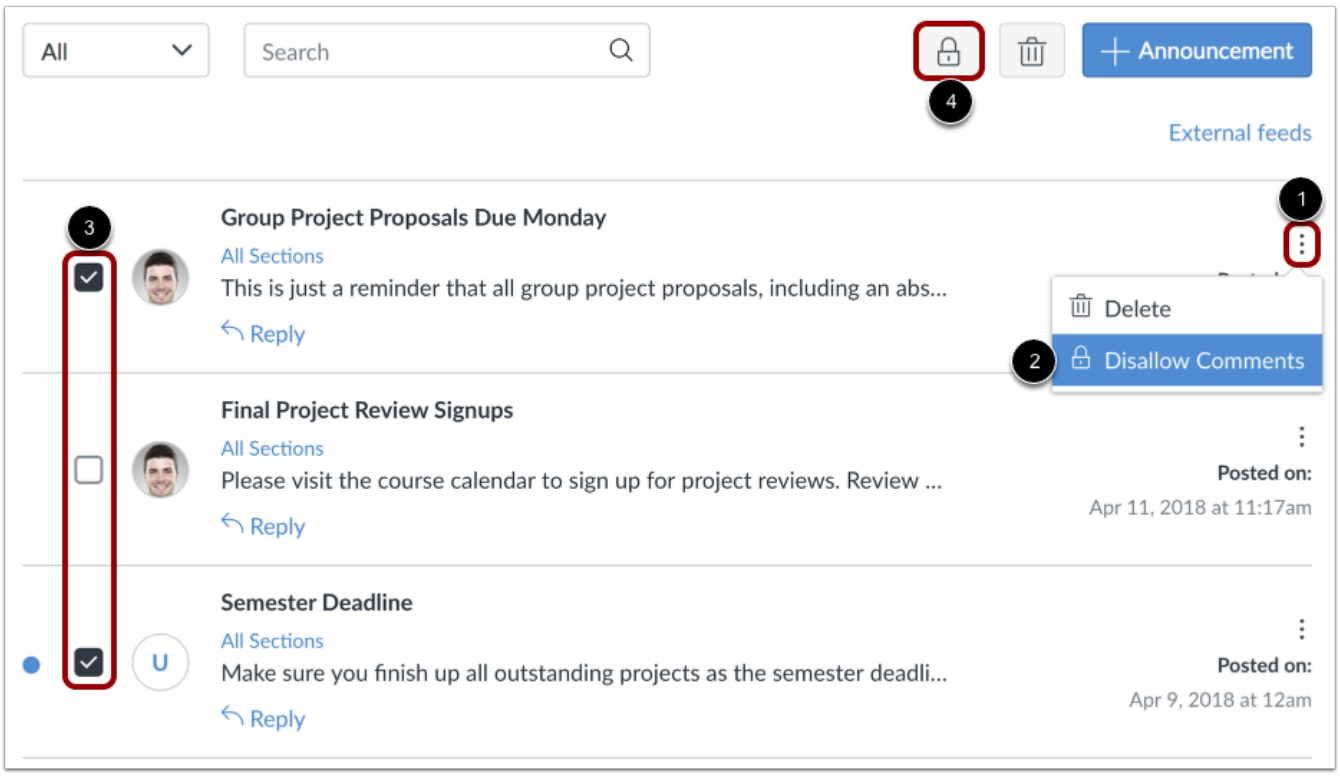
The Allow users to comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course.

Save Announcement



Click the **Save** button.

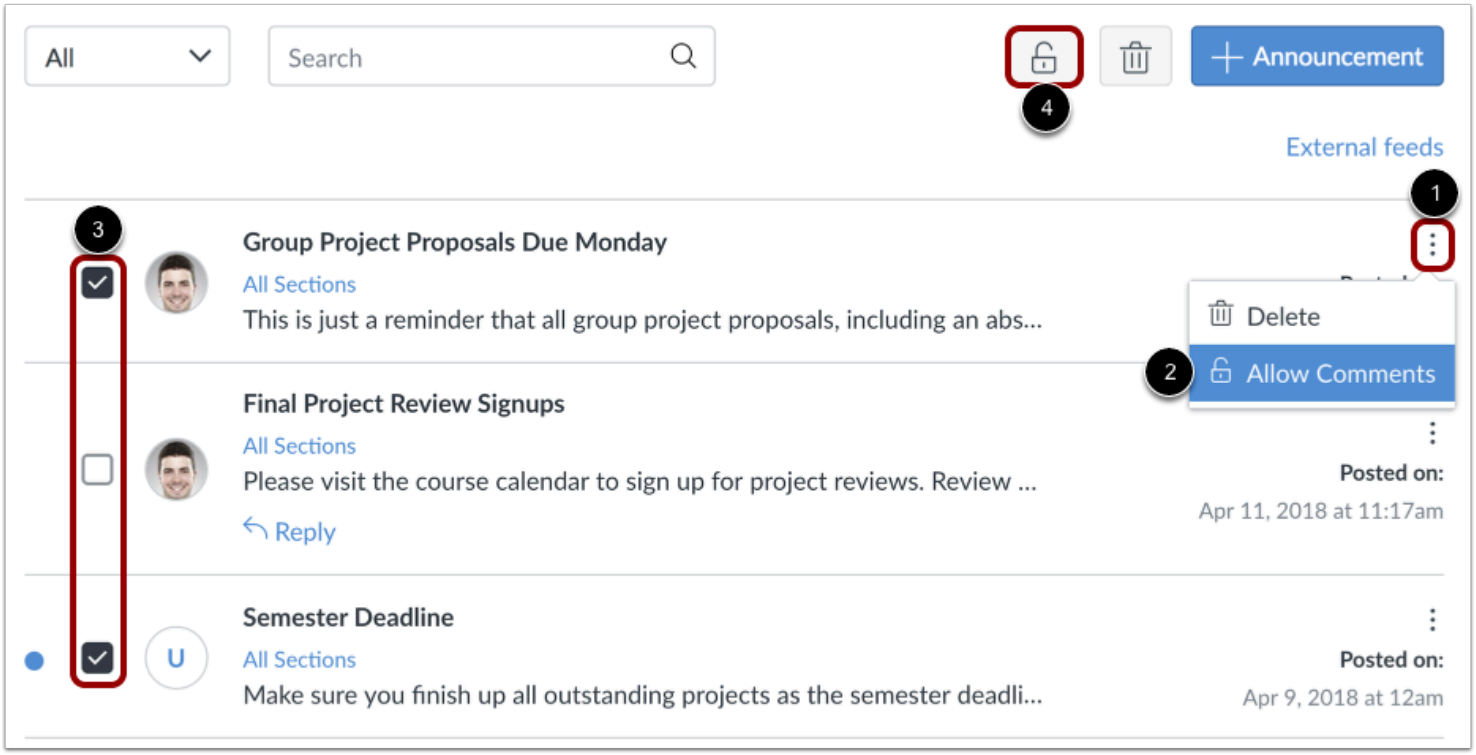
Close in Announcements Page



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

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

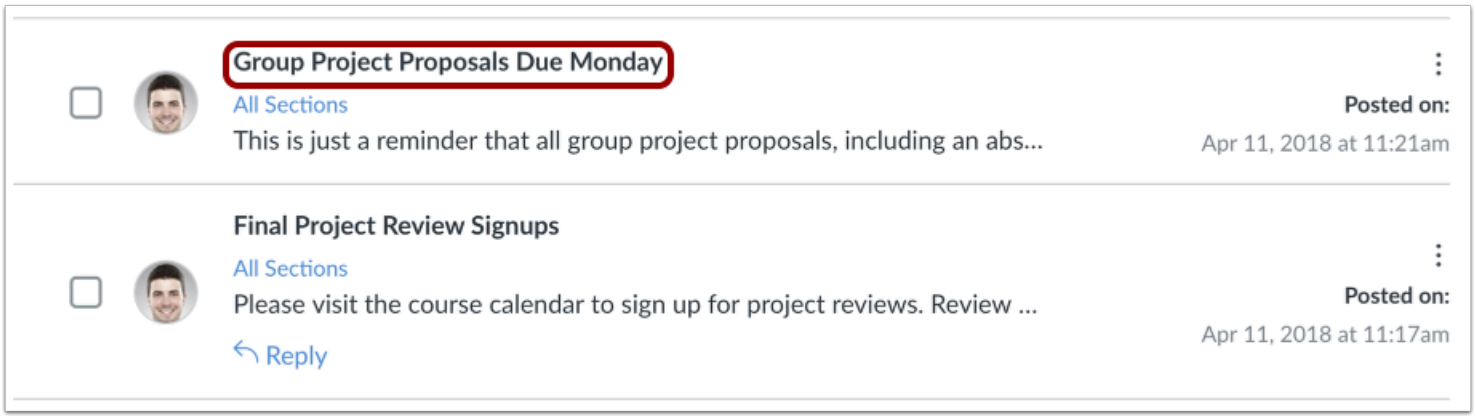
Open for Comments



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

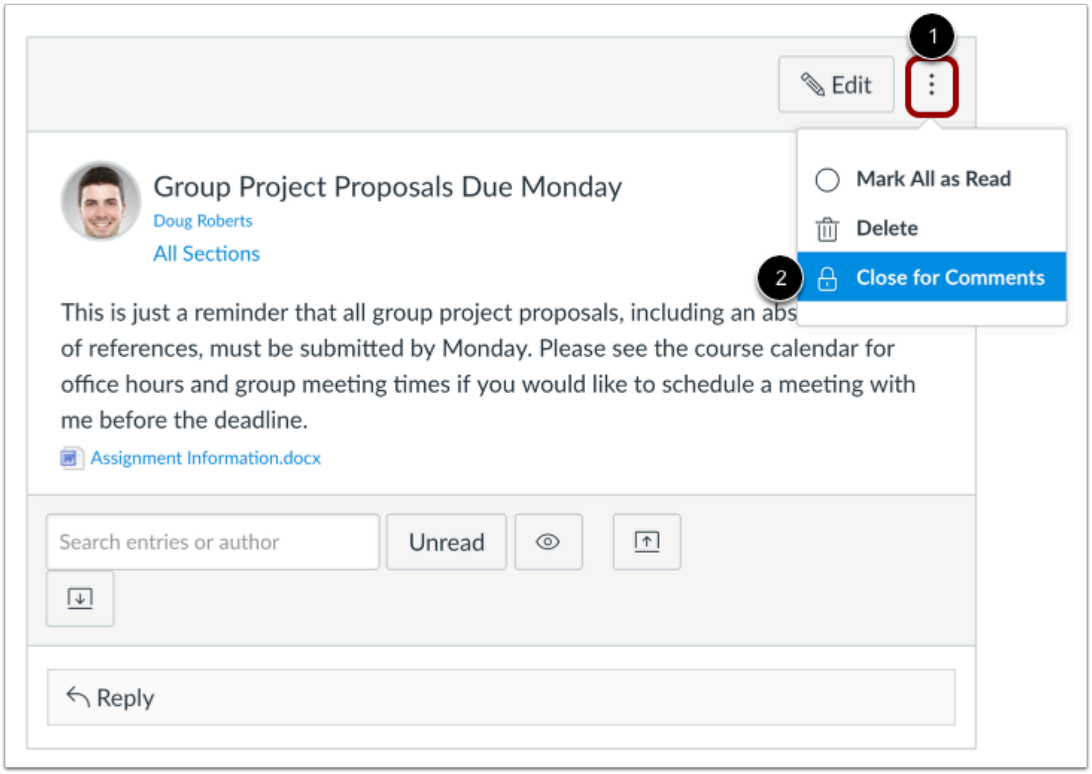
To open more than one announcement for comments from the index page, click the checkbox next to each announcement [3] and click the **Lock Reply** button [4].

Close in Individual Announcement



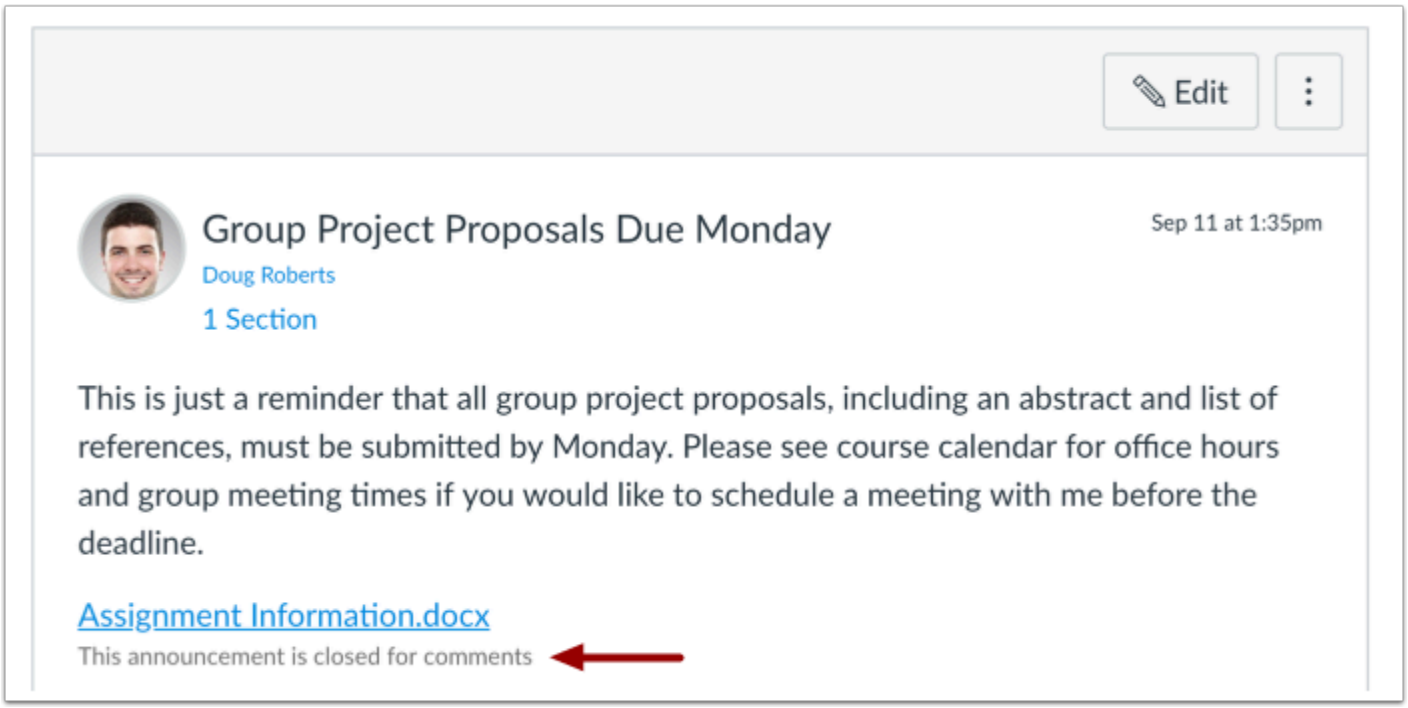
To close comments within an individual announcement, click the name of the announcement.

Close for Comments



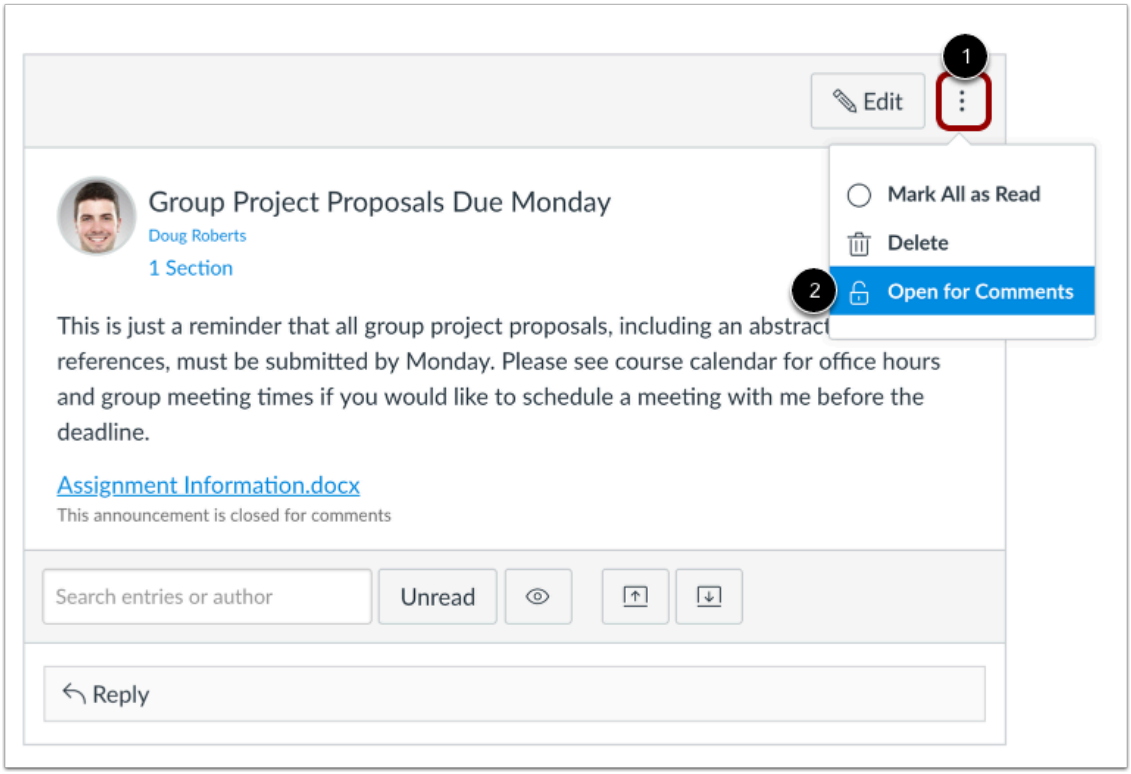
Click the **Options** icon [1], then click the **Close for Comments** link [2].

View Announcement



View the announcement closed to comments.

Open for Comments



To open the announcement for comments, click the **Options** icon [1] and click the **Open for Comments** link [2].

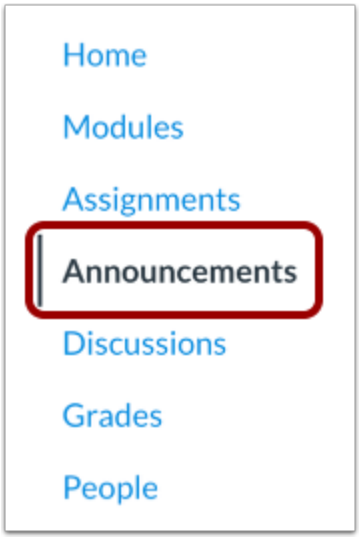
How do I delay posting an announcement until a specific date in a course?

You can set new announcements to post at a certain date and time. The delayed post information also displays directly in the Announcements page. Delayed announcements are not displayed to students until the intended date and time.

Notes:

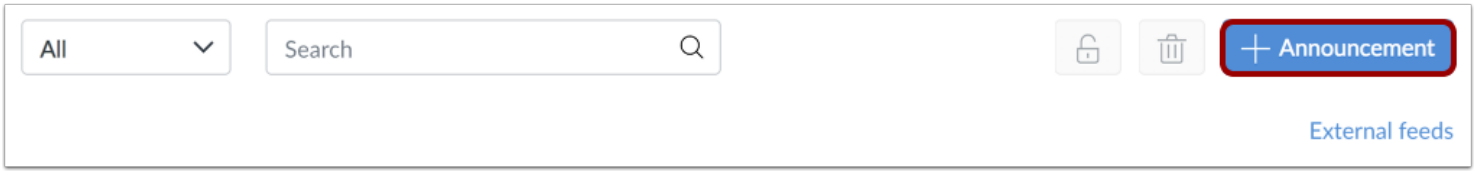
- If you create an announcement in an unpublished course, the delay posting date must take place after the course has been published for notifications to send to those who have chosen to receive notifications for new announcements.
- If you check the Delay Posting checkbox and don't set a date the announcement will post immediately.

Open Announcements



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

Add Announcement

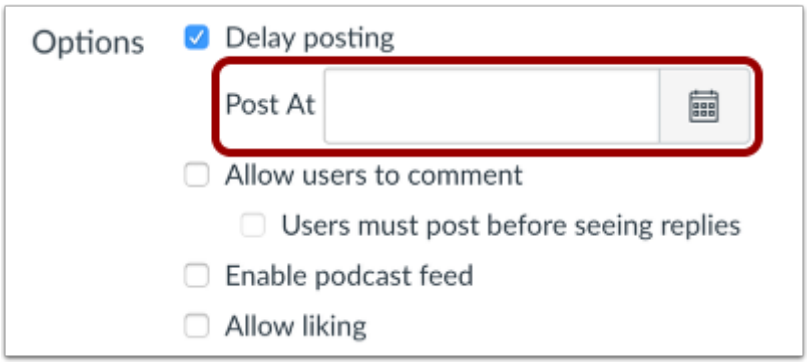


Click the **Add Announcement** button.

Delay Posting

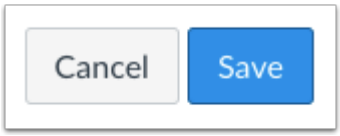
Click the **Delay posting** checkbox.

Set Date and Time



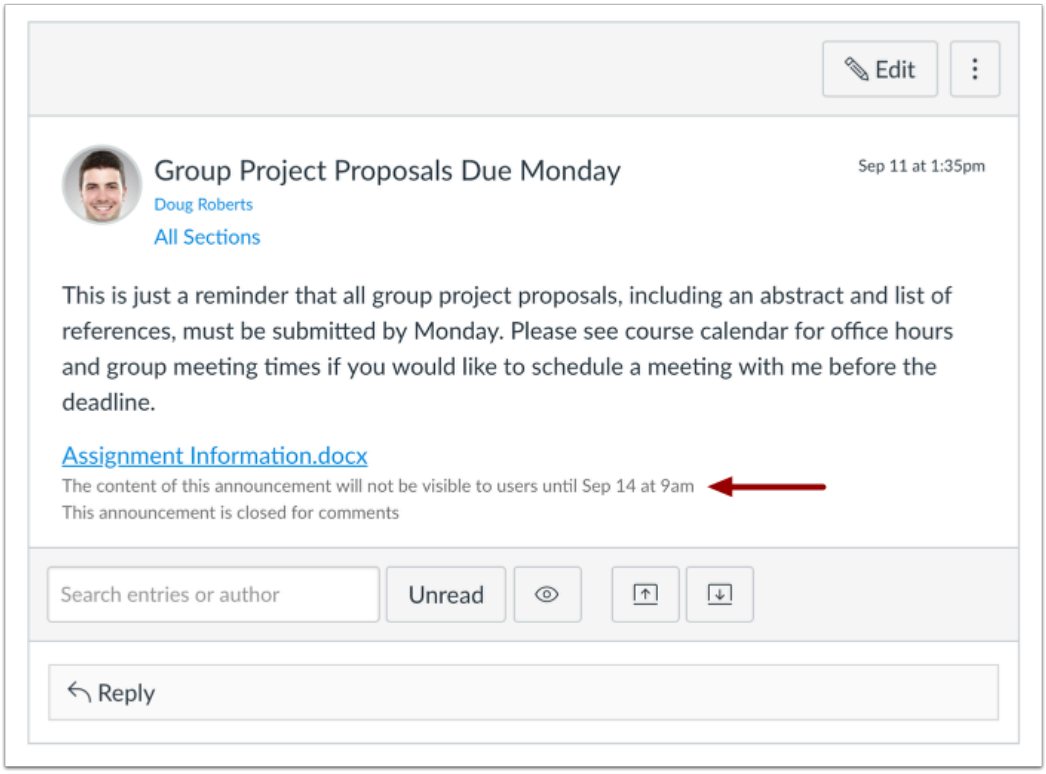
Select the **Calendar** icon and set the date and time using the calendar tool. Or manually enter a date and time.

Save Announcement



Click the **Save** button.

View Announcement



View the delayed post information in the announcement.

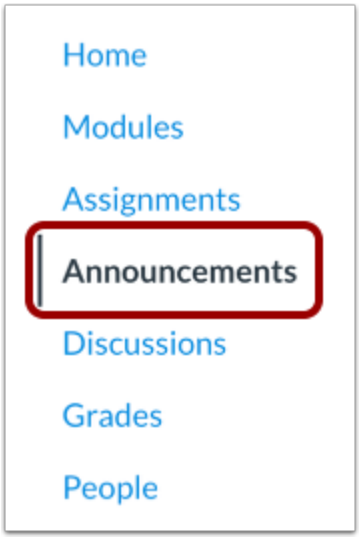
How do I reply to an announcement as an instructor?

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

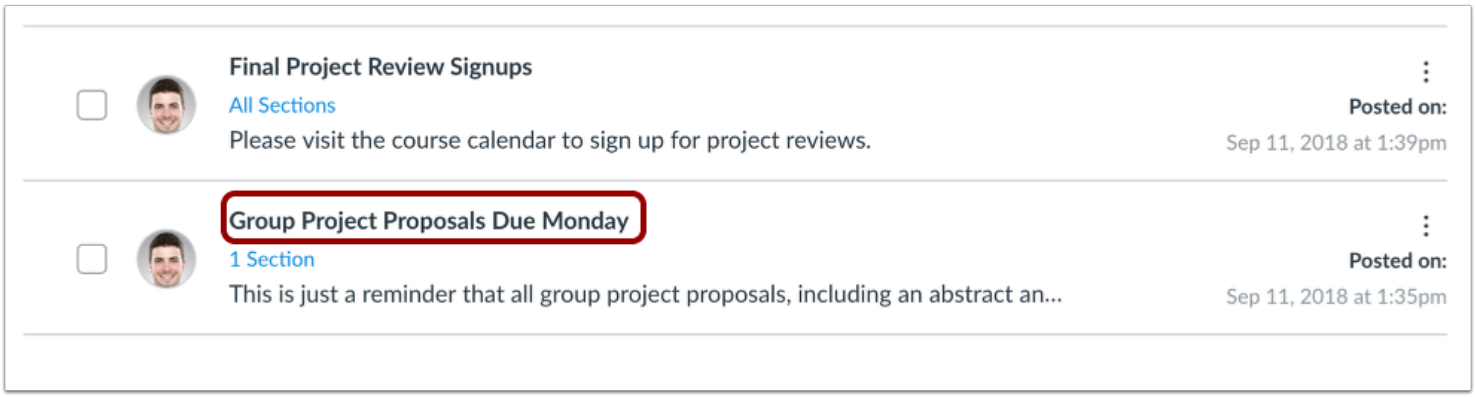
Note: Not all announcements may allow replies. Additionally, announcement replies may be disabled in Course Settings or at the account level.

Open Announcements



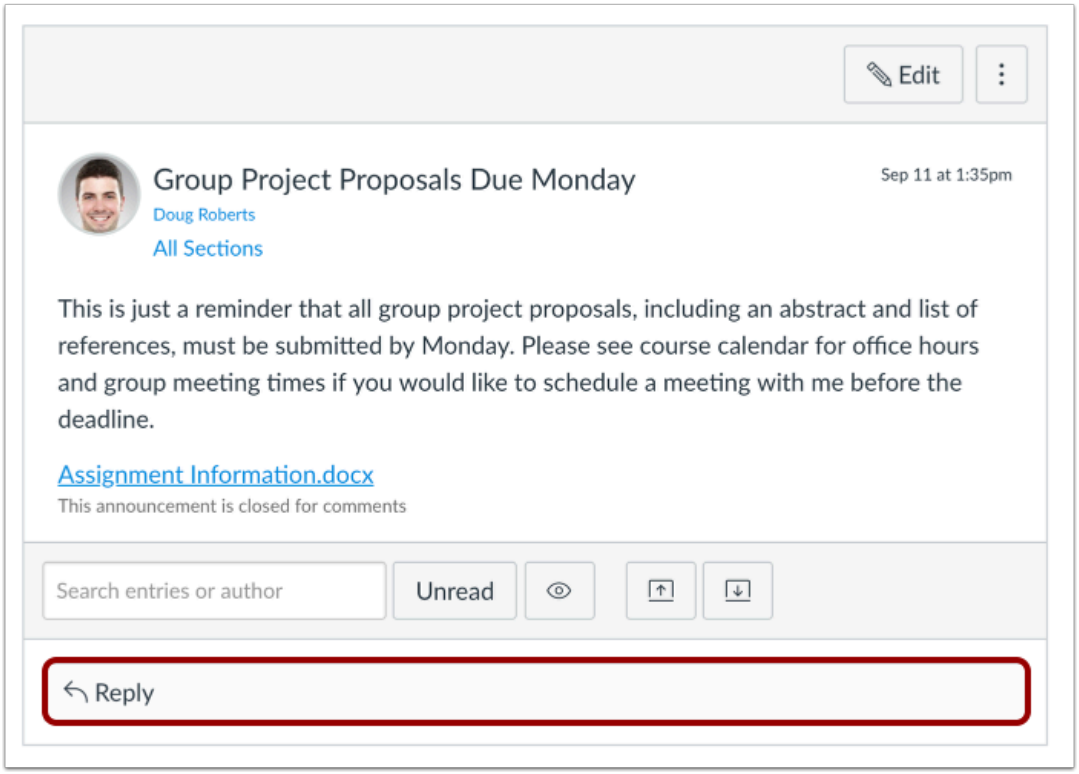
In Course Navigation, click the **Announcements** link.

Open Announcement



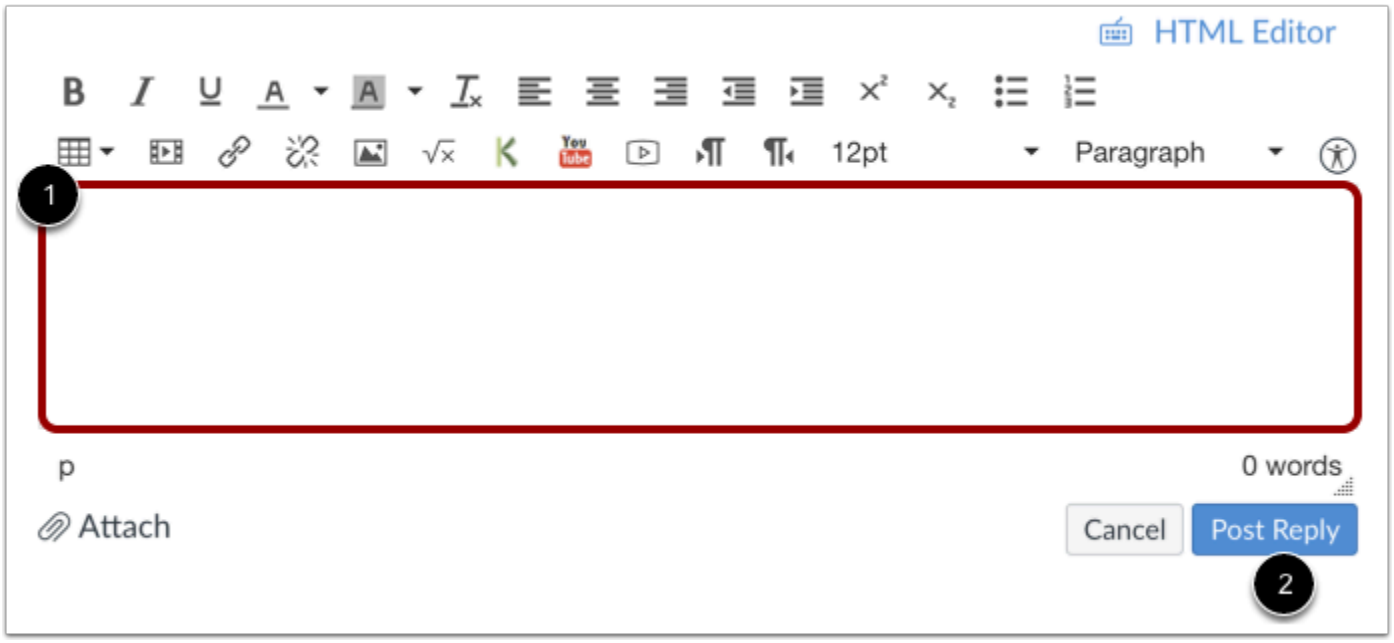
Click the name of the announcement.

Reply to Announcement



Click the **Reply** box.

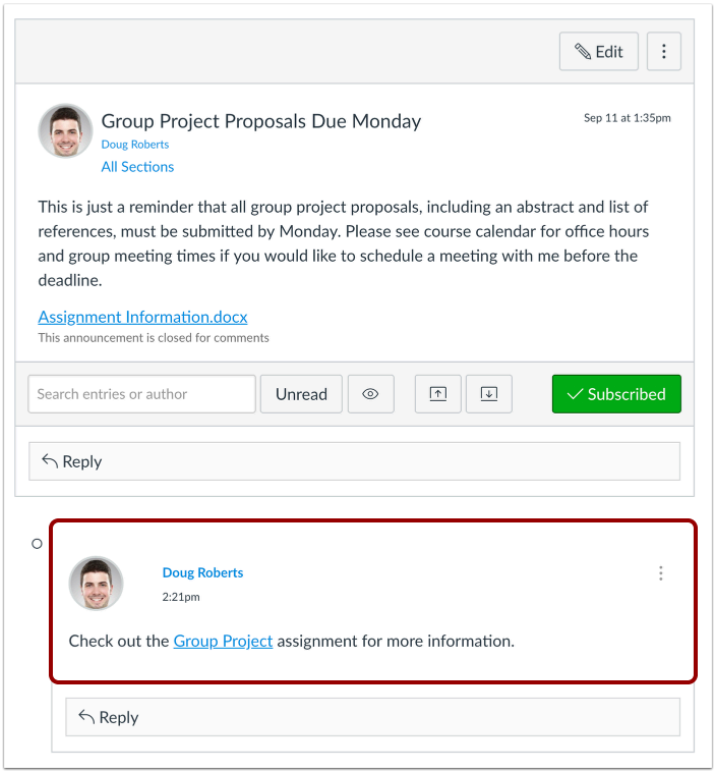
Post Reply



Format your response and add media, links, photos, and/or equations using the Rich Content Editor [1]. Click the **Post Reply** button [2].

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

View Reply



View your reply to the announcement.

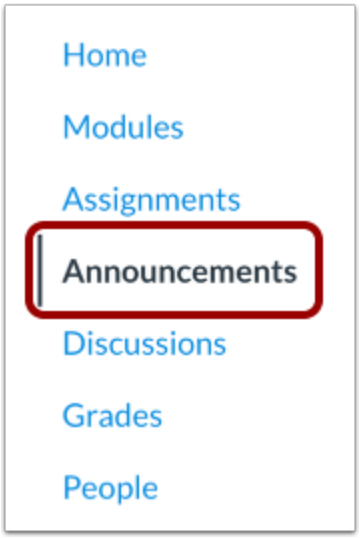
How do I allow students to like replies in a course announcement?

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

The Like icon is enabled on a per-assignment basis.

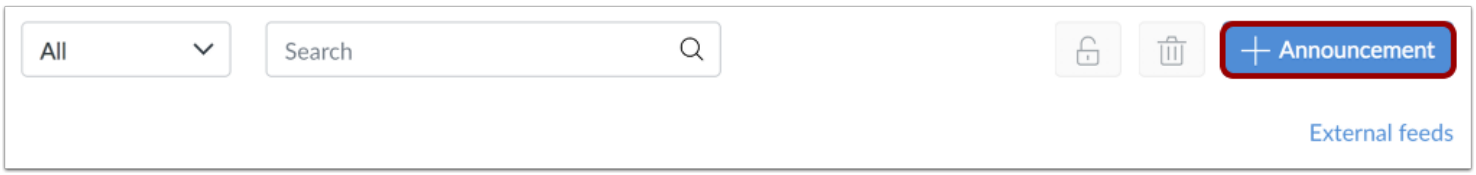
You can also like announcement replies as an instructor.

Open Announcements



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

Add Announcement



Click the **Add Announcement** button.

Allow Liking

Click the **Allow liking** checkbox.

Set Liking Options

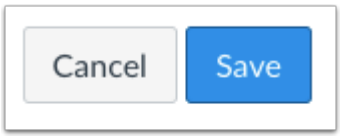
You can also select two additional options when allowing announcement likes.

Only graders can like [1]: select this checkbox if you want to limit the liking functionality to only graders in the course, which means only users with the Edit Grades permission can see the Like link. However, all users will still see the total number of likes for each reply.

Sort by likes [2]: select this checkbox if you want the announcement to sort replies by the number of likes. Sorting cannot be changed by any users unless you remove the sorting setting. *This option may take at least 10 seconds to cache the page and view sorting appropriately.*

Announcement replies are sorted in descending order.

Save Announcement

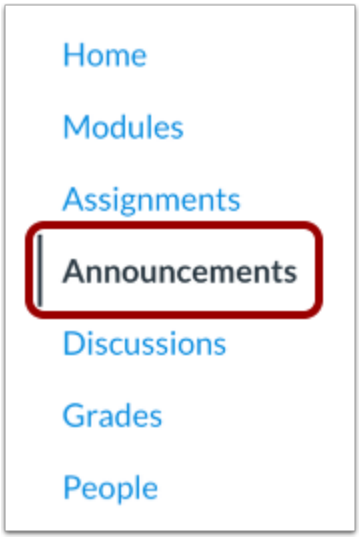


Click the **Save** button.

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

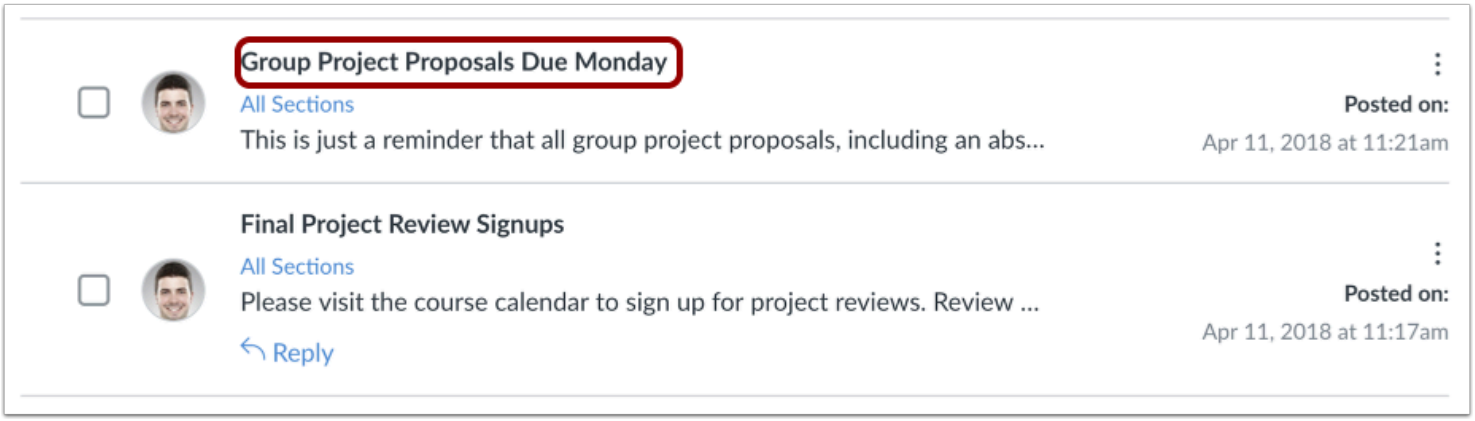
If you allow students to like announcements, you can like announcement replies in your course. To view the Like icon on announcements, you must allow users to like replies in a course announcement.

Open Announcements



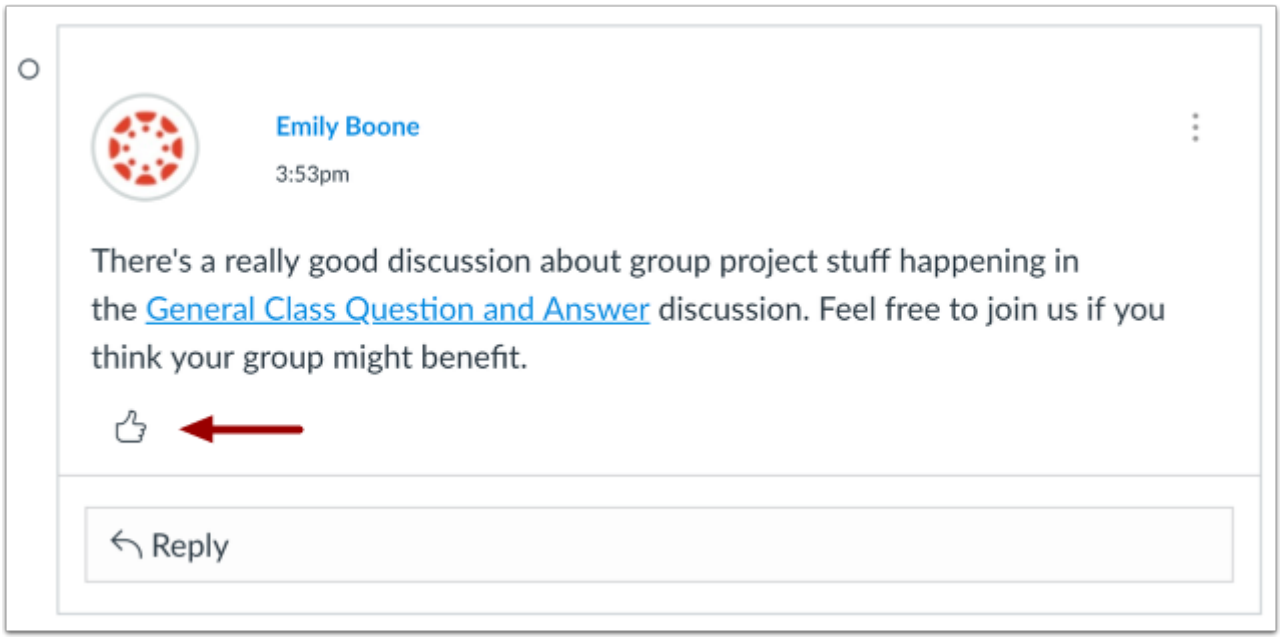
In Course Navigation, click the **Announcements** link.

Open Announcement



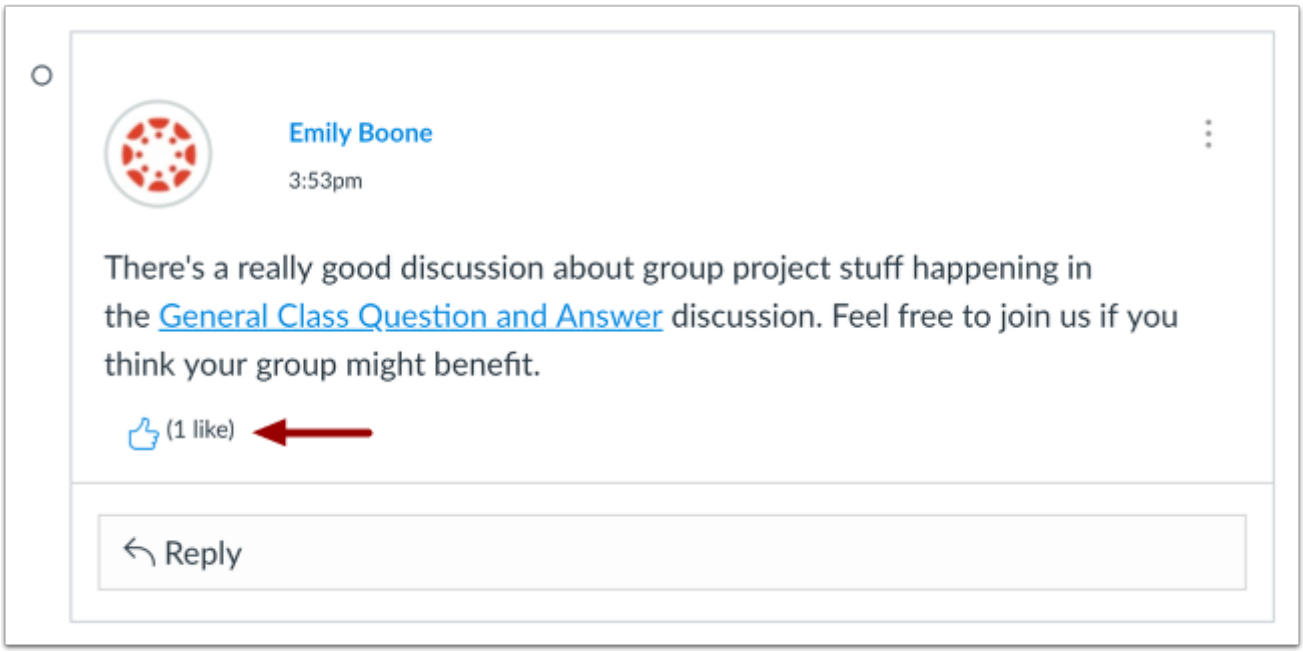
Click the name of the announcement.

Like Announcement Reply



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

View Liked Reply



The Like icon will be highlighted, indicating you have liked the reply.

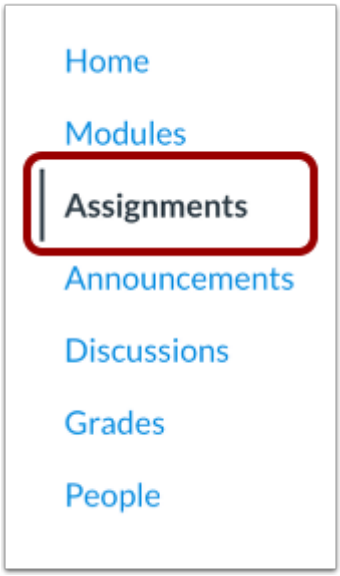
When a reply is liked, the Like icon will also display the total number of likes for all users in the announcement.

Assignments

How do I use the Assignments Index Page?

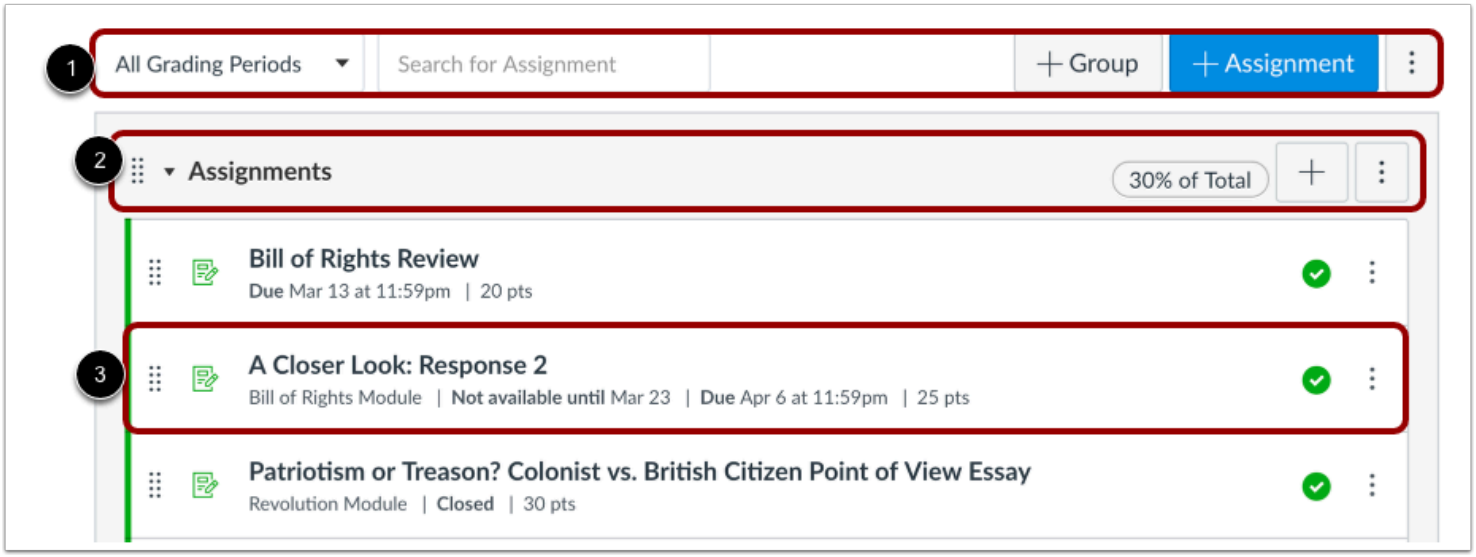
You can view all your course assignments on the Assignments Index page. As an instructor, you can also add assignment groups, create an assignment, and modify assignment settings. You can also reorder assignments and assignment groups.

Open Assignments



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

View Assignments Index Page



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

Note: The Assignments Index page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key.

View Assignment Global Settings

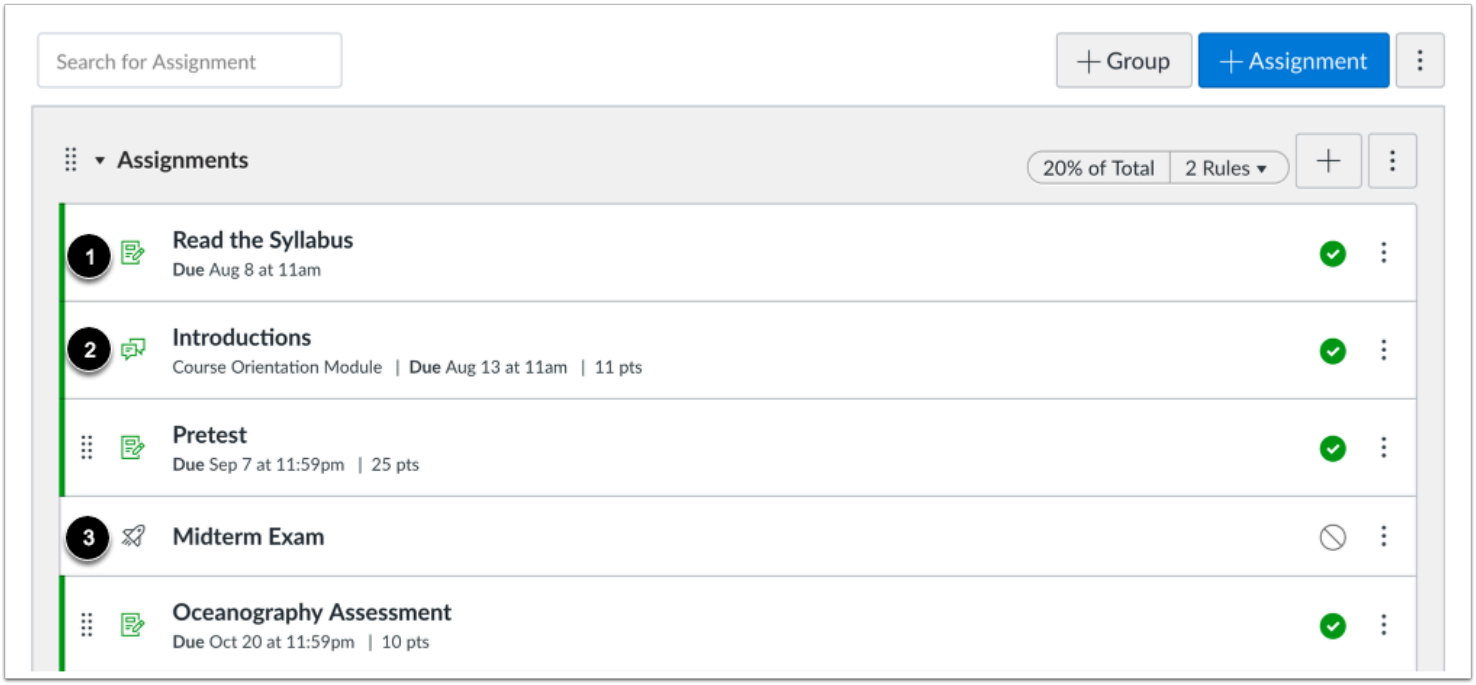
Global settings include searching for assignments [1], adding a new assignment group [2], and adding a new assignment [3]. To weight the final grade with assignment groups, click the **Options** icon [4].

View by Grading Periods

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

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

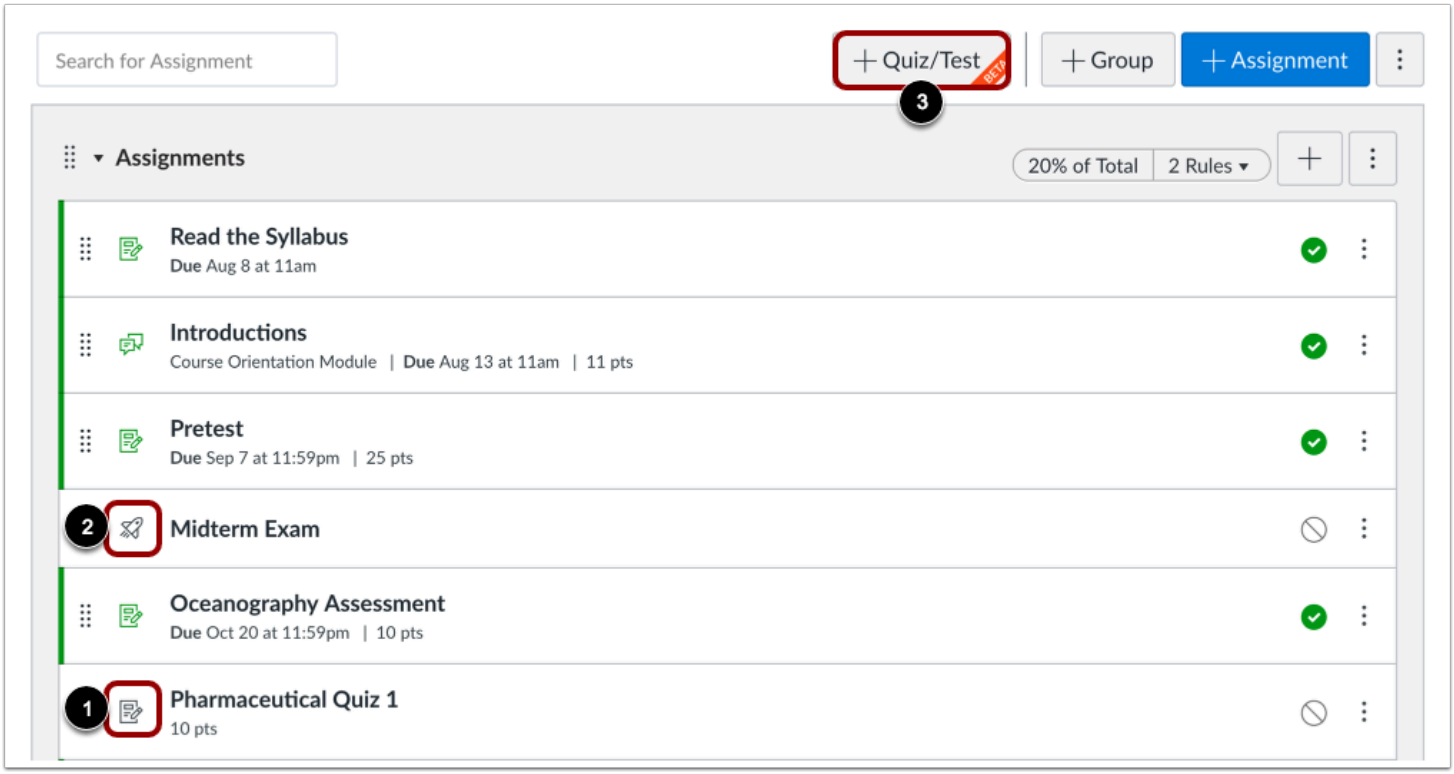
View Assignment Types



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

Discussions and Quizzes also display within their respective index page in Canvas.

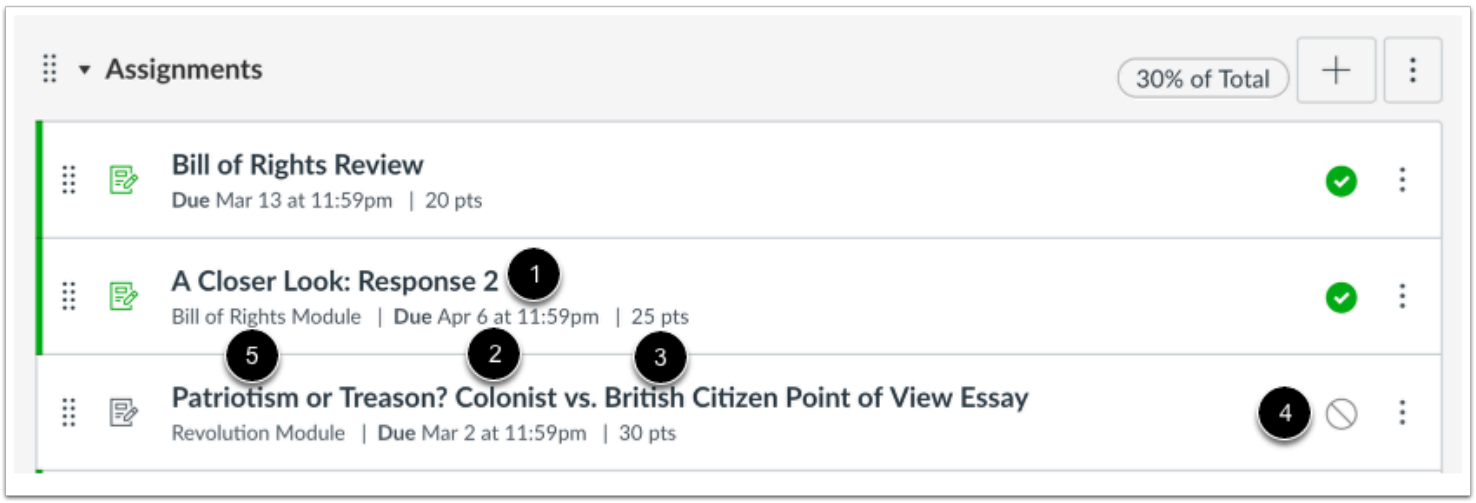
View New Quizzes Assessments



If you are using the New Quizzes LTI in your course, the Assignments page also displays New Quizzes assessments with the *assignments* icon [1]. The *Quiz* icon indicates quizzes created with the classic Canvas quiz tool [2]. Both quiz types can be used in the same course.

New Quizzes assessments are created using the **Add Quiz/Test** button [3]. For help with New Quizzes functionality, please see the New Quizzes chapter in the Instructor Guide.

View Individual Assignment



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

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

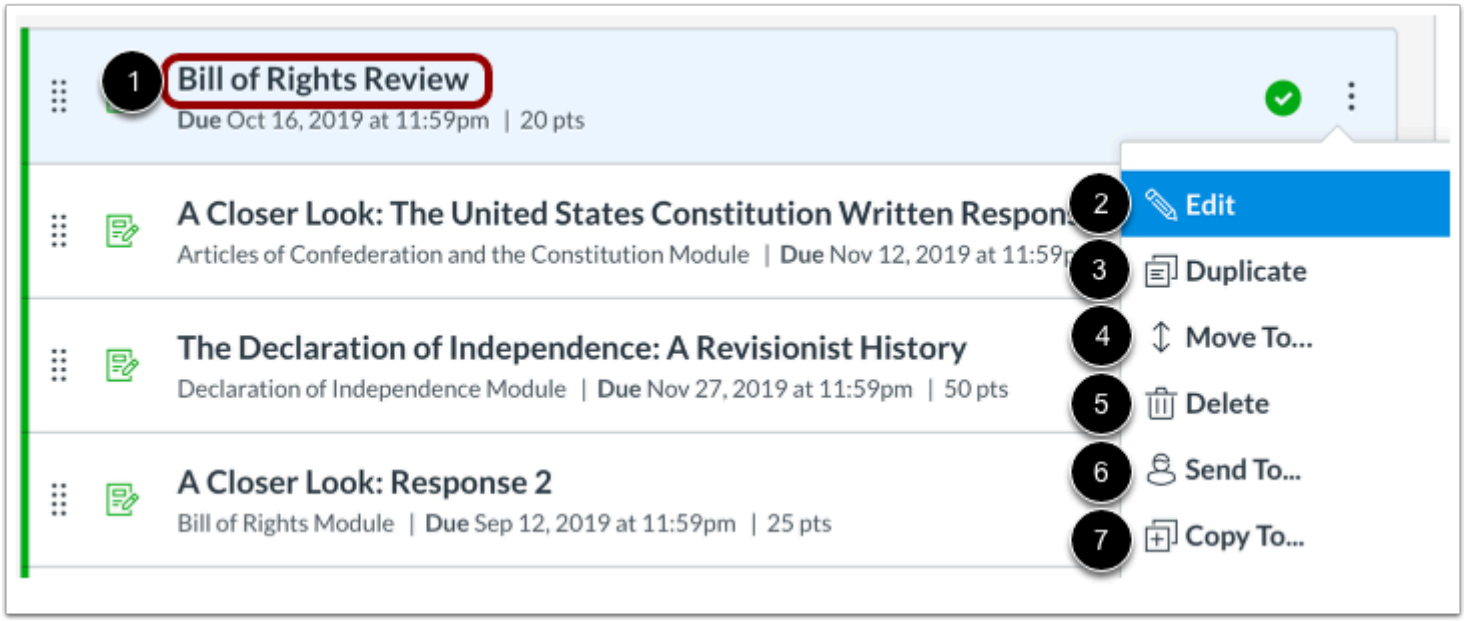
If an assignment is associated with a module, the module name will appear on the individual line item of the assignment [5].

Note: Due dates are not required for an assignment.

View Availability Dates

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

Manage Individual Assignment



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

You can also use the options drop-down menu to edit the assignment [2], duplicate the assignment [3], move the assignment [4], delete the assignment [5], send the assignment to another instructor [6], or copy the assignment to another course [7].

Note: The send and copy options are only available if the Direct Share feature option is enabled at the account level.

Manually Reorder Assignment

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

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

View SIS Assignments

If your institution has enabled a student information system (SIS) integration, you can tell if an assignment is set up to be sent to your institution's SIS. Graded assignments can be enabled directly by clicking the sync icon next to an assignment [1].

Some SIS integrations such as PowerSchool allow you to import assignment groups. Imported groups include an import icon to identify them from manually created assignment groups in Canvas [2].

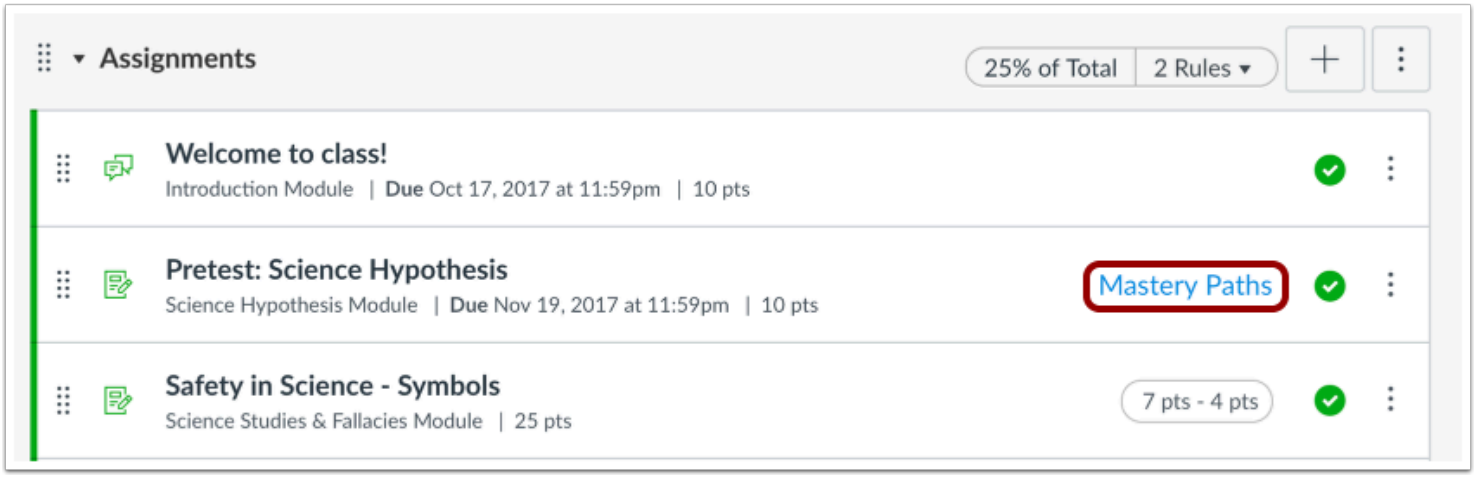
Note: Some institutions may limit assignment names and/or require assignment due dates. If you try to enable an assignment and you receive an error message, the error will show which requirement needs to be resolved before the assignment can be enabled to be synced to your SIS.

Disable Sync

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

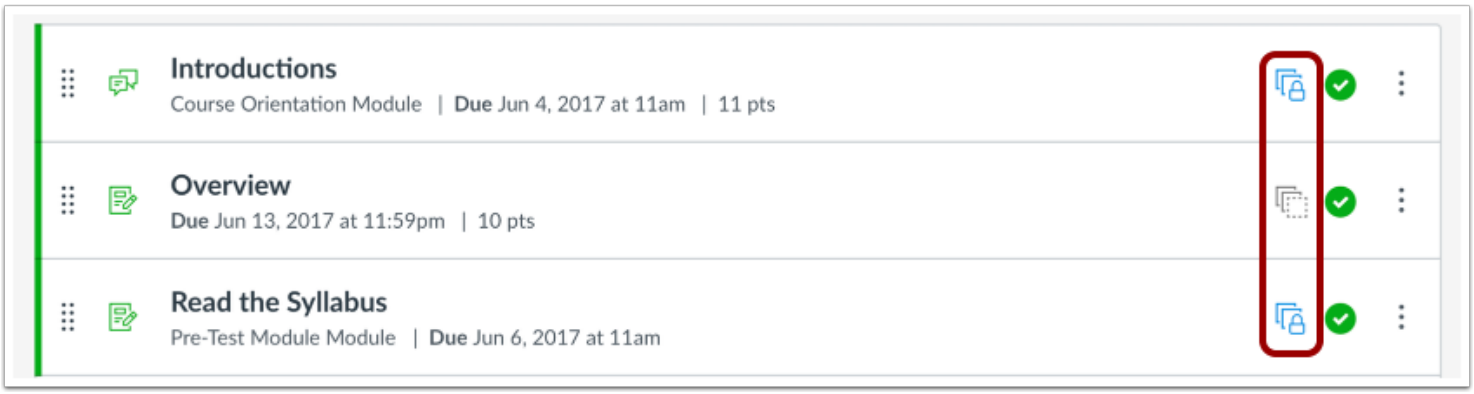
Note: Disable Sync to SIS is not available in the Options menu unless at least one assignment is already enabled to be synced to the SIS.

View MasteryPaths



If you use MasteryPaths in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items. Pages allowed for MasteryPaths also display in the Assignments Index Page.

View Blueprint Course



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

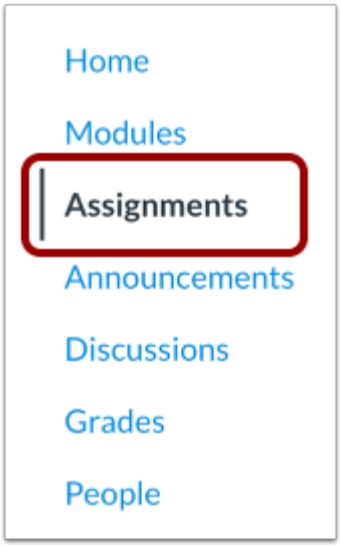
The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

How do I use Draft State in Assignments?

Draft State allows content in Assignments to exist in an unpublished (draft) state. Unpublished assignments are invisible to students and excluded from grade calculations. You can manage the state of all assignments on the Assignments Index Page, or you can manage each assignment individually.

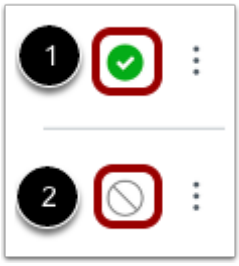
Note: If you use Modules in your course and add an Assignment to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Assignments unpublished until you are ready to publish the entire Module. For more information please see the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

Open Assignments



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

View Status of All Assignments

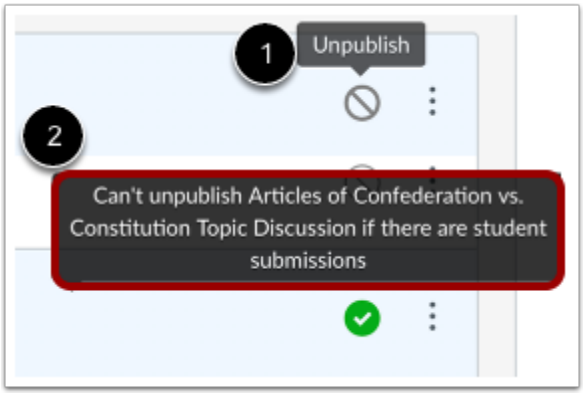


On the Assignments Index page, you can view the status of each assignment. Green icons indicate the assignment is published [1]. Gray icons indicate unpublished assignments [2]. You can change the status of an assignment by toggling the published and unpublished icons.

Publish an Assignment

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

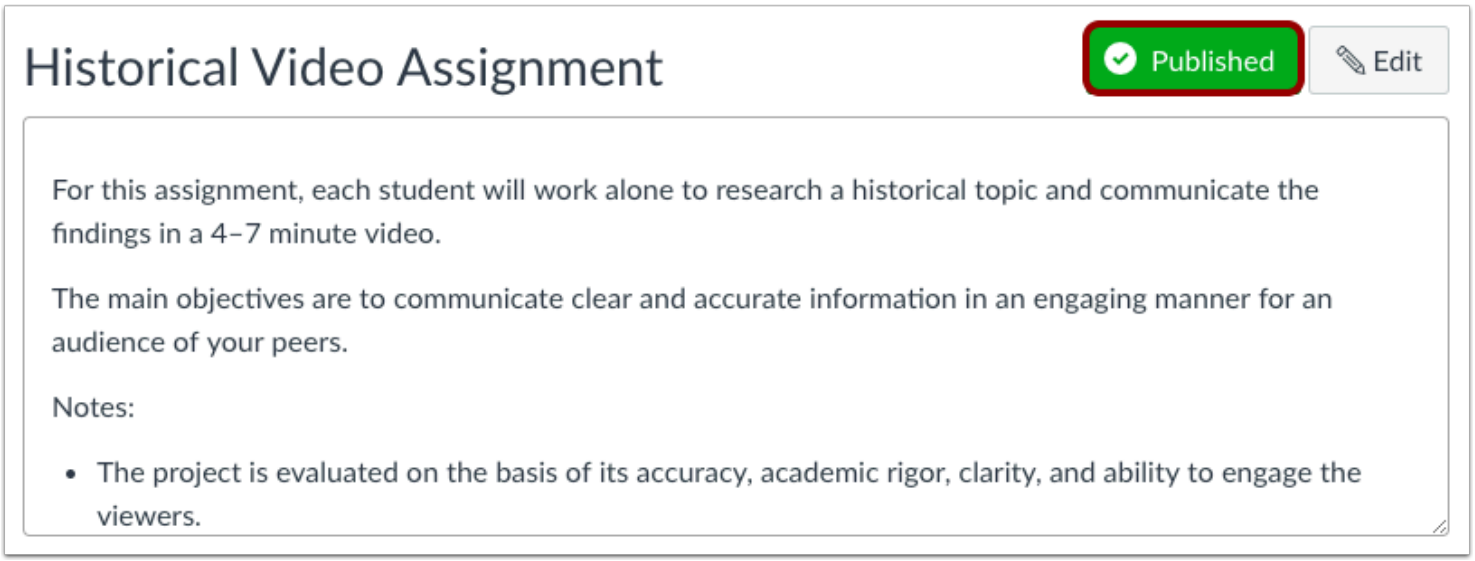
Unpublish an Assignment



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

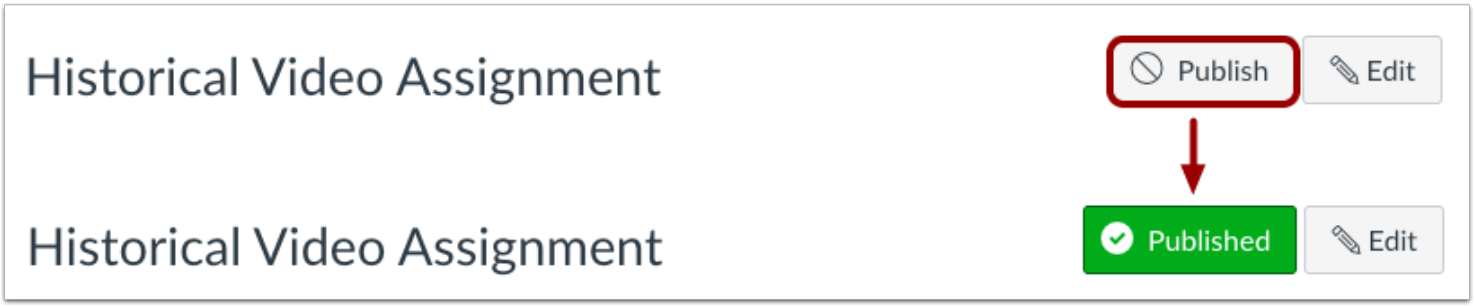
Assignments with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

View Status within an Individual Assignment



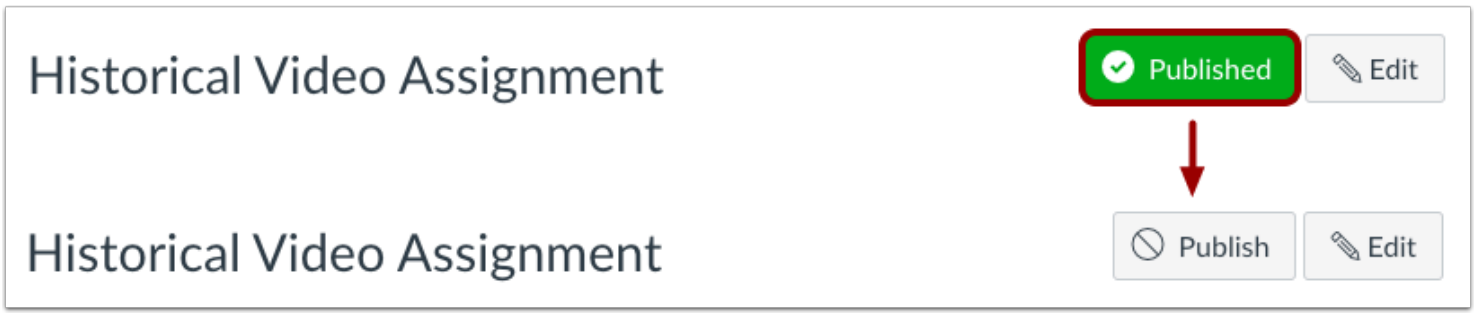
Within individual assignments, the assignment status is shown next to the assignment name.

Publish an Assignment



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

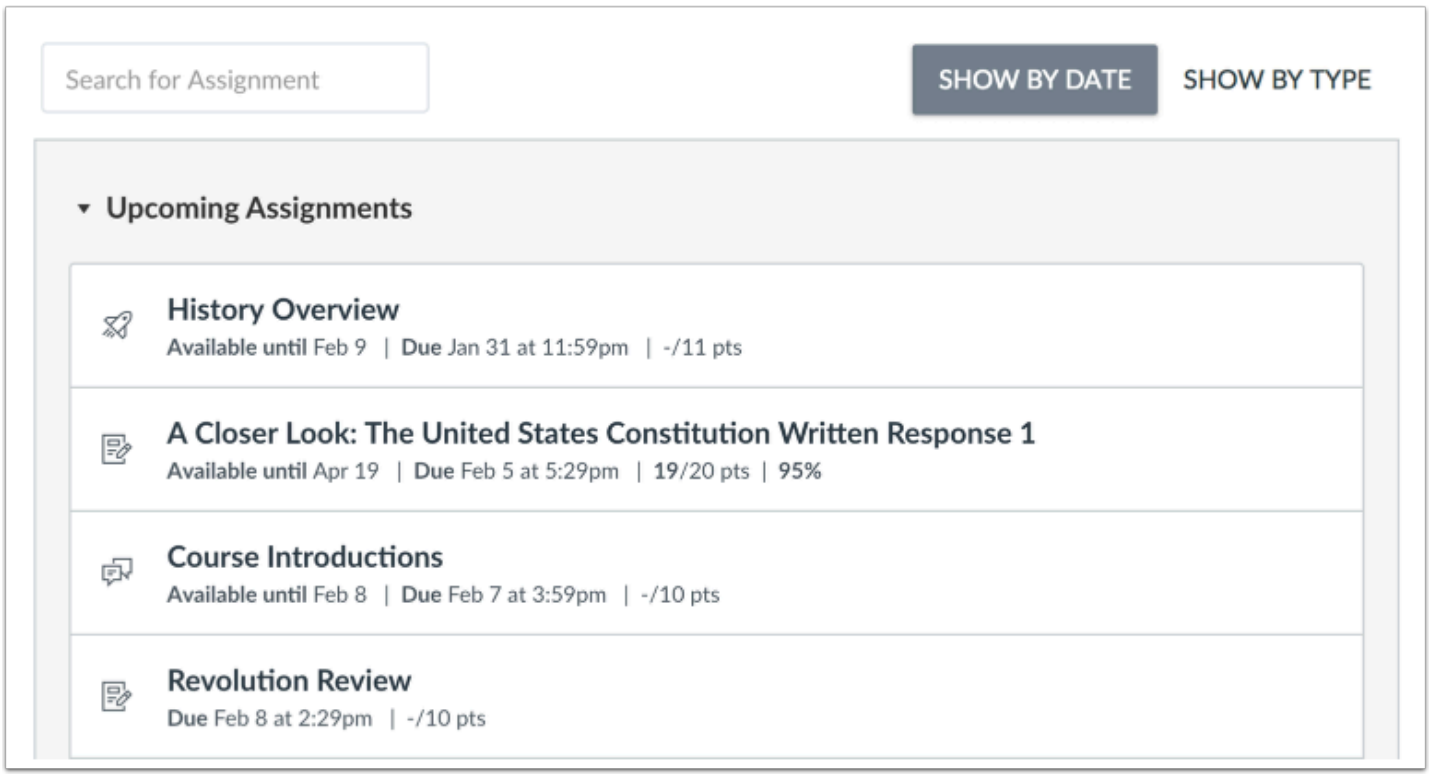
Unpublish an Assignment



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

Assignments with student submissions cannot be unpublished.

Assignments Student View

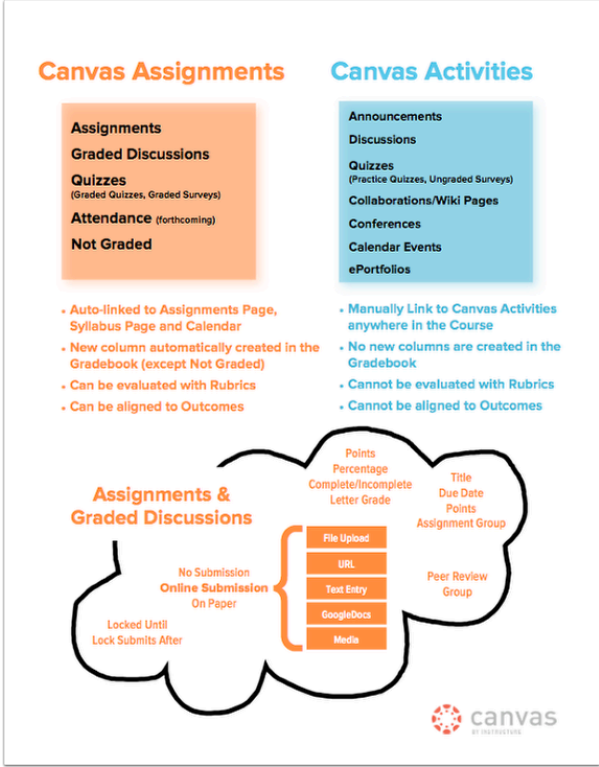


Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published assignments, which are posted in gray text.

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

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

Canvas Assignments vs. Canvas Activities



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

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

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

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

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

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

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

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

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

Additional options for **Assignments** only:

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

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

Here are two ways of accounting for extra credit:

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

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

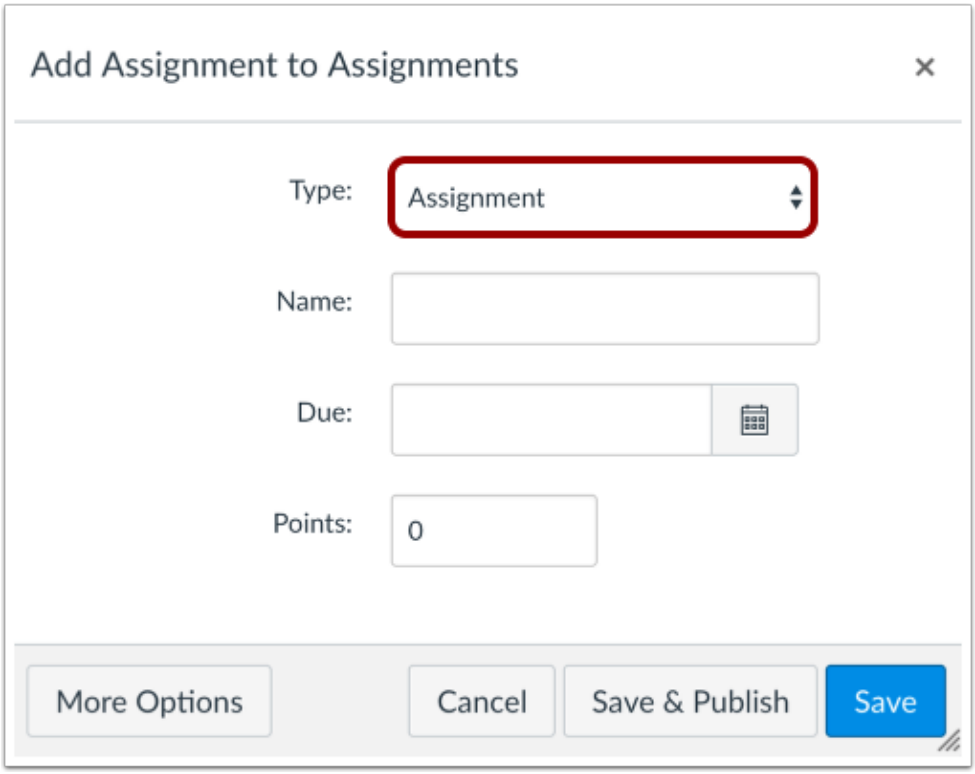
- If one or more students are collaborating in a Google Doc to complete a project, they will be able to submit that Google Doc as an online Assignment. Instructors will be able to view the history of a Google Doc to see who has contributed to the document.
- If students are collaborating in Pages using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

What assignment types can I create in a course?

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

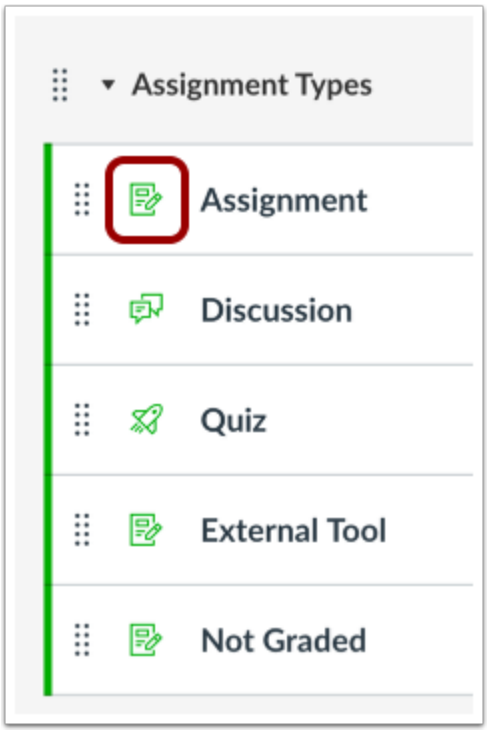
As an instructor, you can select an assignment type when creating an assignment shell. However, you can also create assignments within an assignment type by visiting each type's respective Index Page.

Assignment



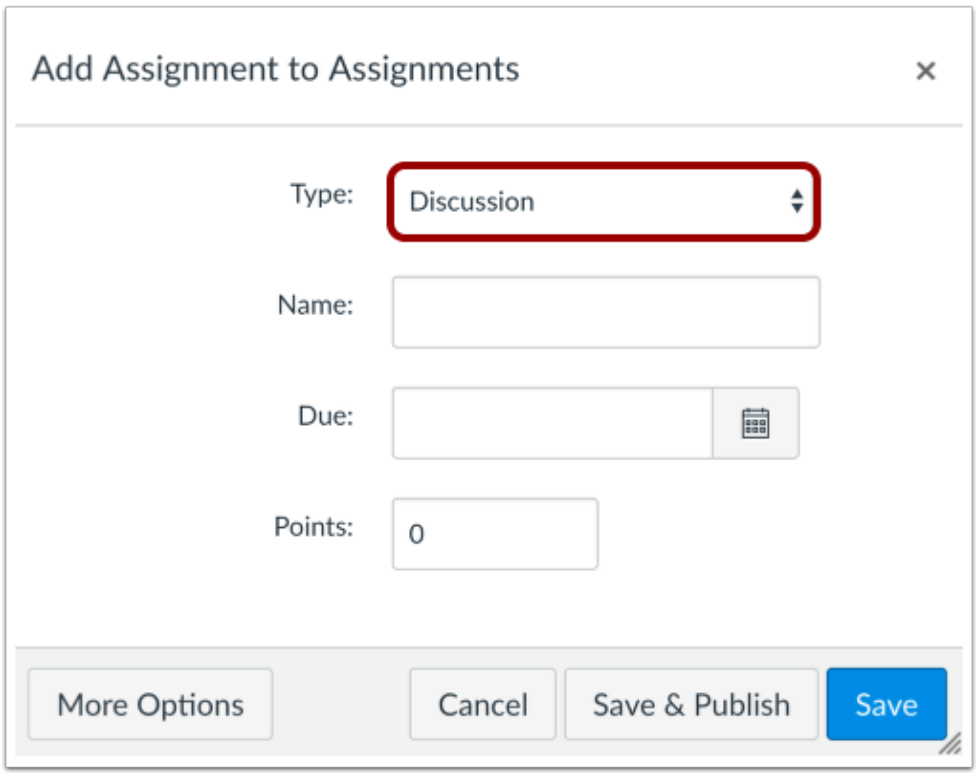
An **Assignment** is a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment appears on the Assignments Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

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



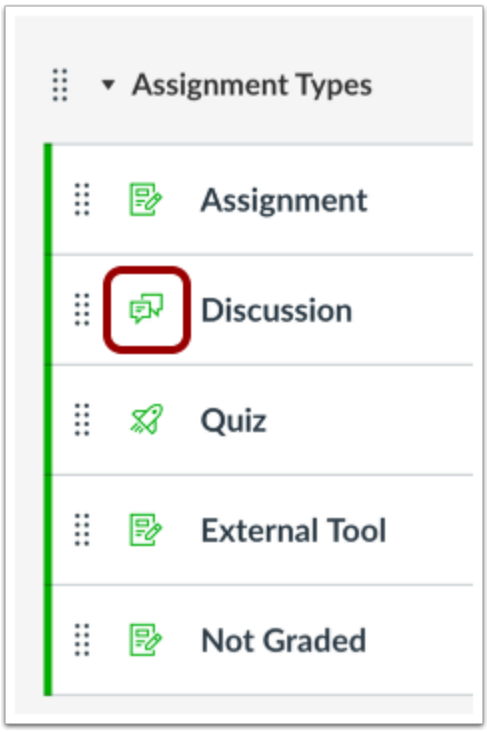
Throughout Canvas, users can recognize assignments with the Assignment icon.

Discussion



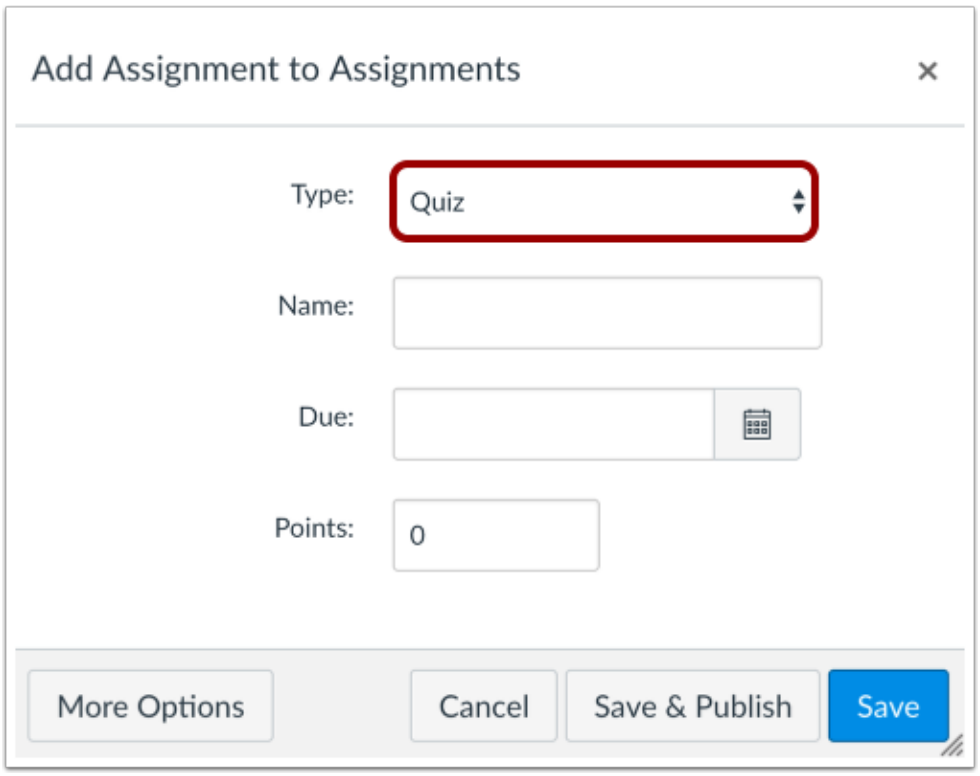
A Discussion is a Canvas assignment that will grade student response to discussion topics. This assignment will appear on the Assignment Index Page (graded only), the Discussions Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

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



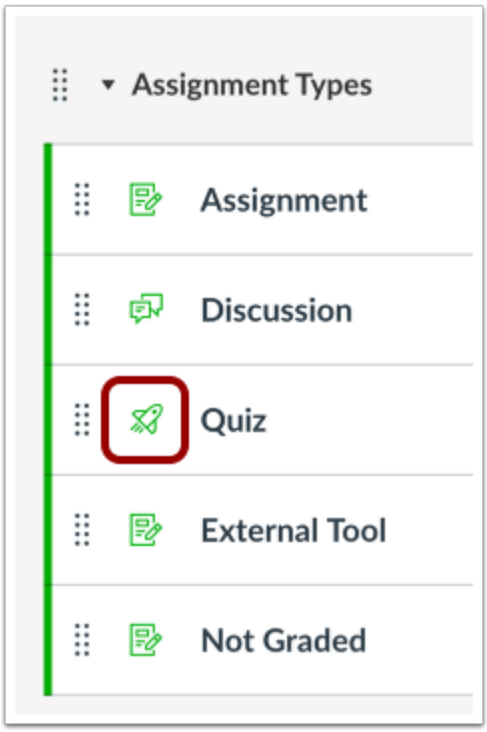
Throughout Canvas, users can recognize discussions with the Discussion icon.

Quiz



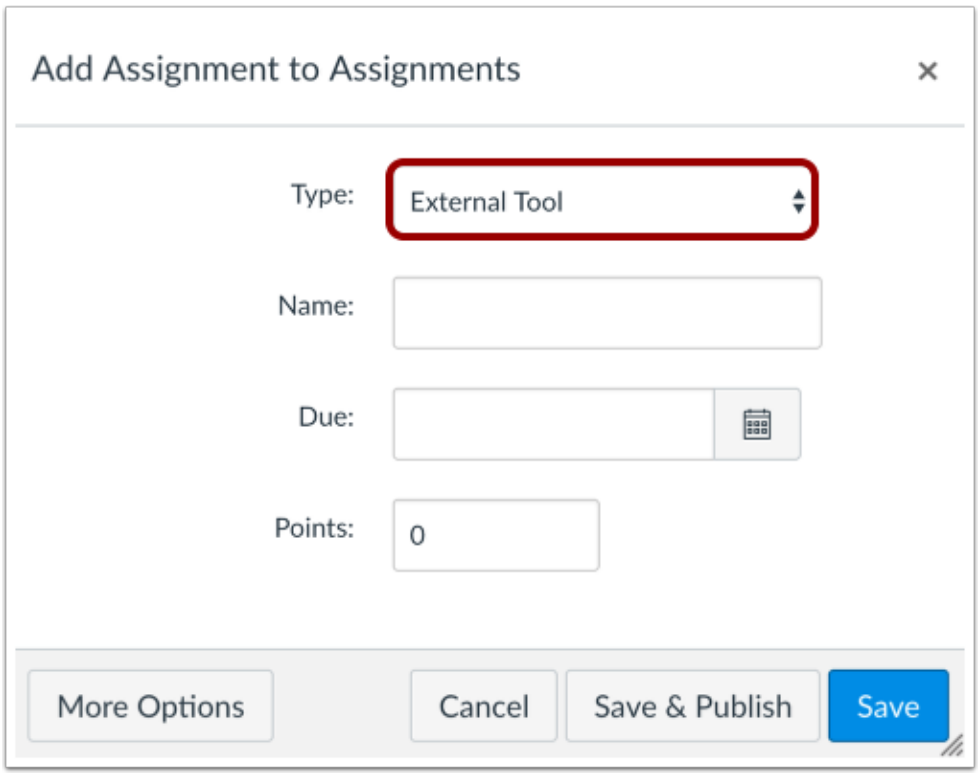
A Quiz is a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will appear on the Assignments Index Page (graded only), the Quizzes Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

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



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

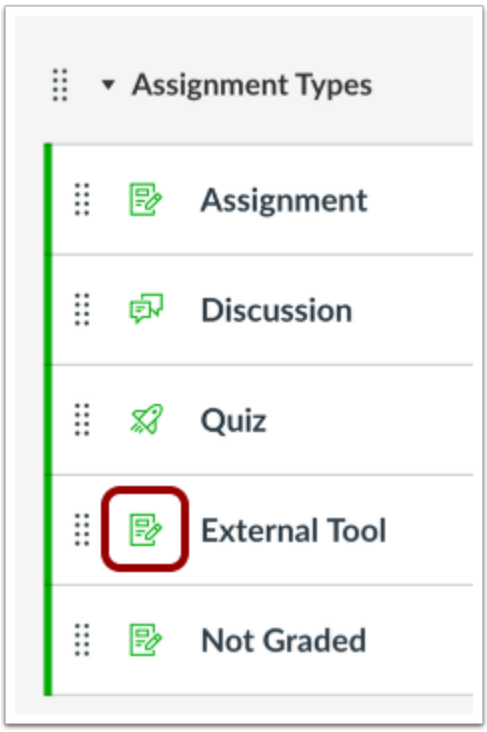
External Tool



An **External Tool** is an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will appear on the Assignments Index Page, the Gradebook (graded only), the Syllabus page, and on the User Dashboard (graded only).

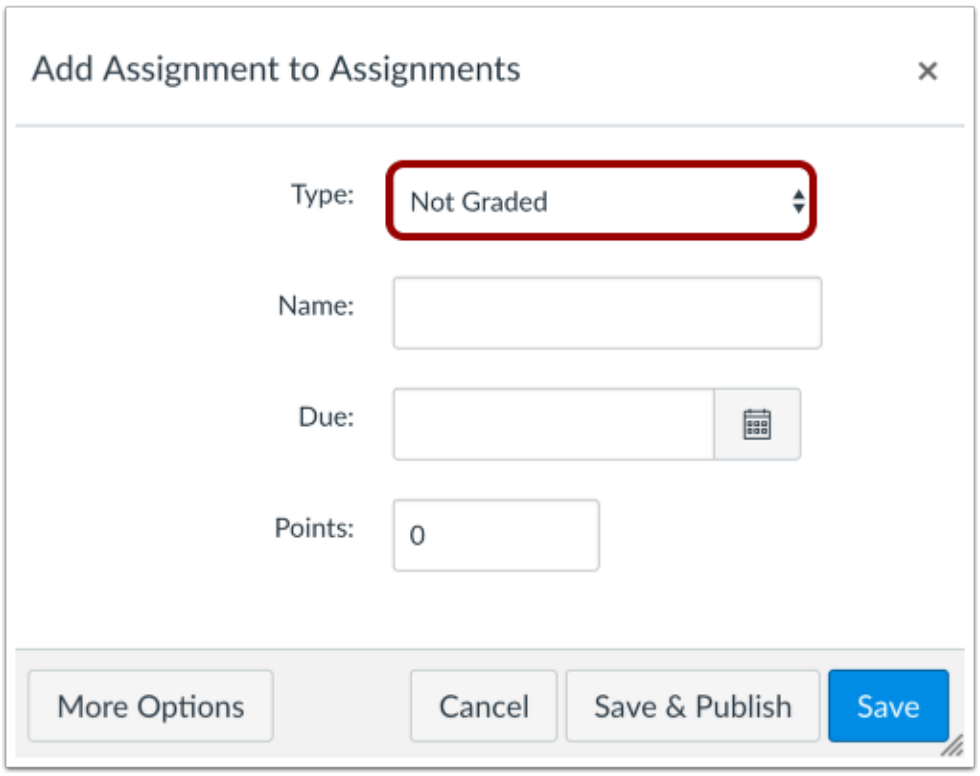
External Tools must be configured in your course before they can be added as an assignment. Learn how to find External Tools to use as assignments.

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



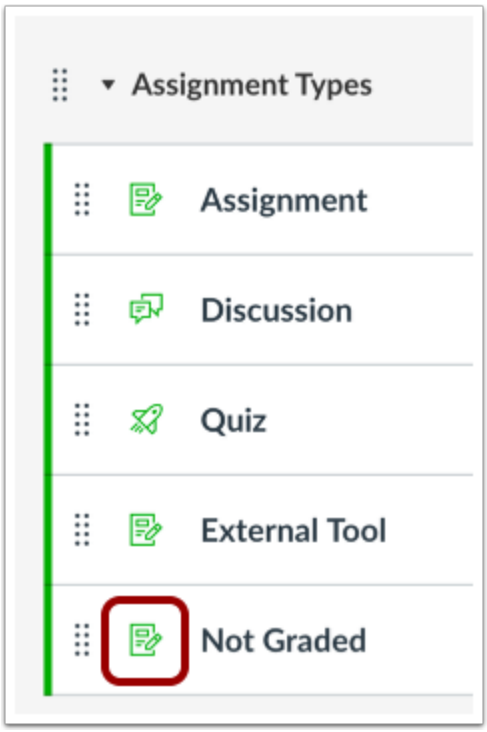
External Tool assignments are identified as assignments, which users can recognize with the Assignment icon.

Not Graded



Not Graded is a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment type can be used for practice assignments as well. This assignment will appear on the Assignments Index Page, the Syllabus, and the User Dashboard.

Not Graded assignments can be assigned to individual students or sections; they cannot be assigned to groups.



Not Graded assignments are also identified as assignments.

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

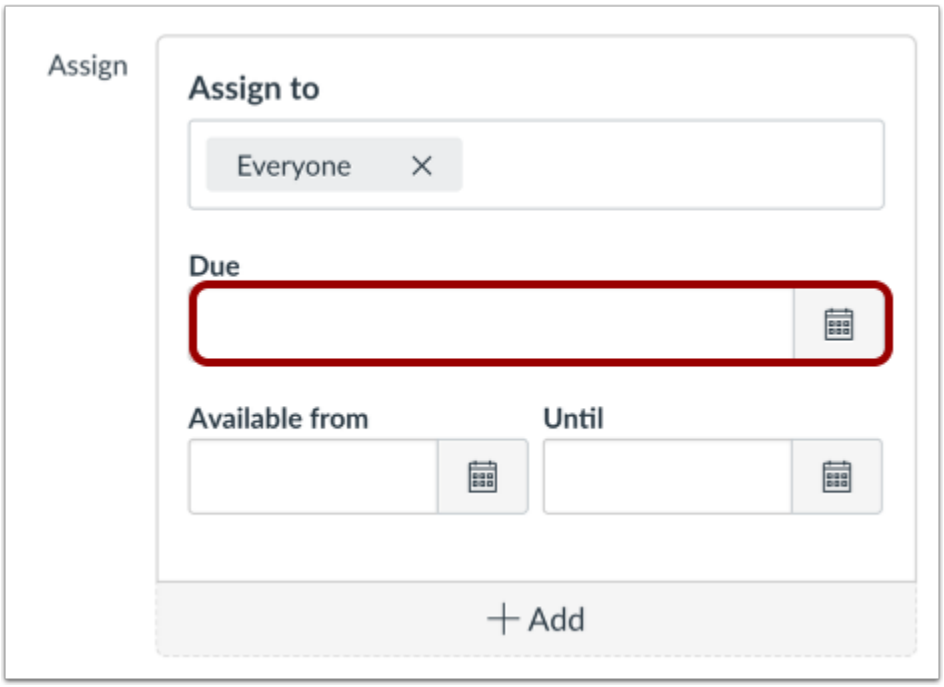
In addition to setting a due date for an assignment, instructors can specify a specific date range when students can submit the assignment. These dates are called availability dates. These dates are optional and can be set depending how you want to manage the assignment.

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

Notes:

- Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times will be displayed for reference.
- When Multiple Grading Periods are enabled in a course, only due dates are validated against closed grading periods. Availability dates do not apply.

View Due Date

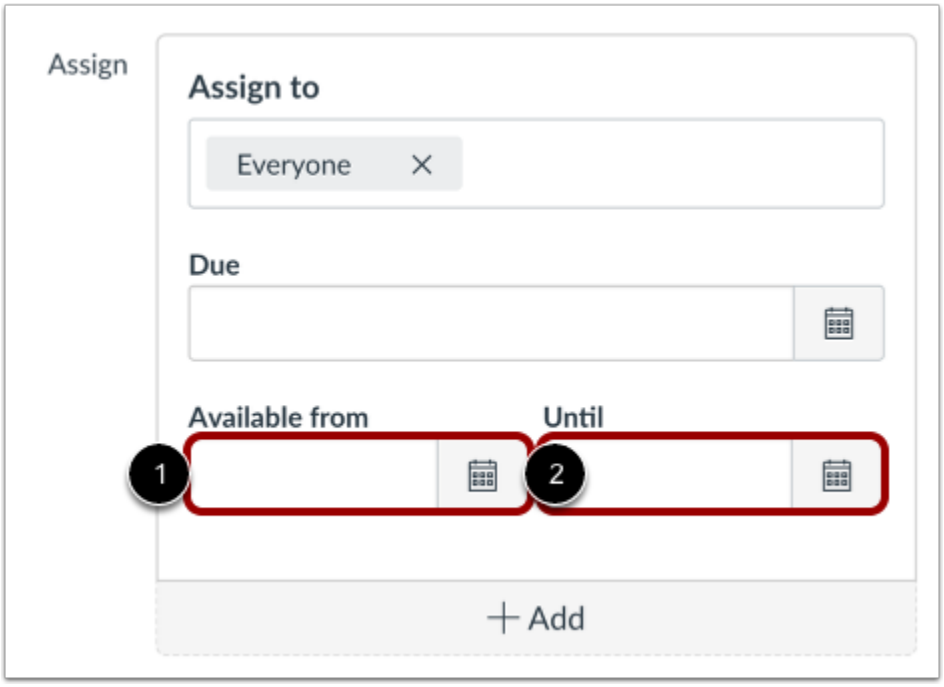


The due date is the date and time when the assignment is due. Student assignments submitted after the due date will be marked as late in the Gradebook. Due Dates are not required in Canvas, but they are helpful in managing course workflow and deadlines.

You can also set a specific time as part of the due date. When you change a due time on an assignment, the seconds value defaults to 0 unless the minutes value is set to 59, in which case, the seconds also set to 59. For example, if you set a due date of September 19 at 4:15pm, any student submision made at or after September 19 at 4:15:01 is marked late.

If no time is set, the due time defaults to 11:59:59 pm for the course time zone, and the assignment is marked late at 12:00:00 am. For example, if you set a due date of September 19 at 11:59 pm, the assignment is marked late if submitted at or after September 20 at 12:00:00.

View Availability Dates



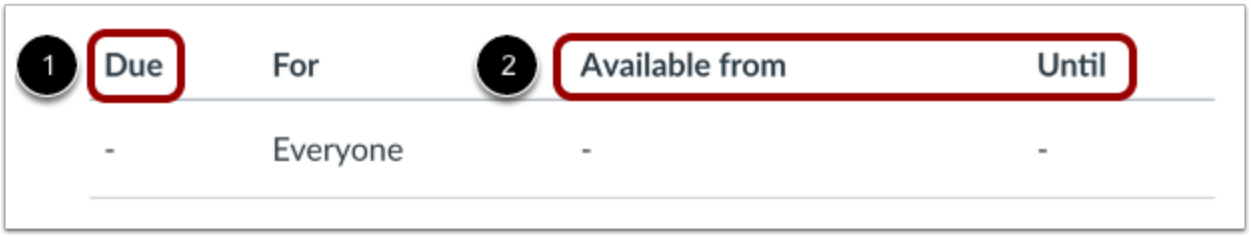
If you want to create a date range for students to view and submit an assignment, you can set availability dates. Availability dates can also be called lock dates.

Available From [1]: the date and time when the Assignments will become available to students. If no time is set, this date defaults to 12:00 am for the course time zone.

Until [2]: the date and time when students can no longer submit the assignment. If no time is set, this time defaults to 11:59 pm for the course time zone and the assignment will close at 12:00:00 am of the following day.

When the assignment is published, blank availability date fields allow the assignment to be submitted at any time throughout the entire course.

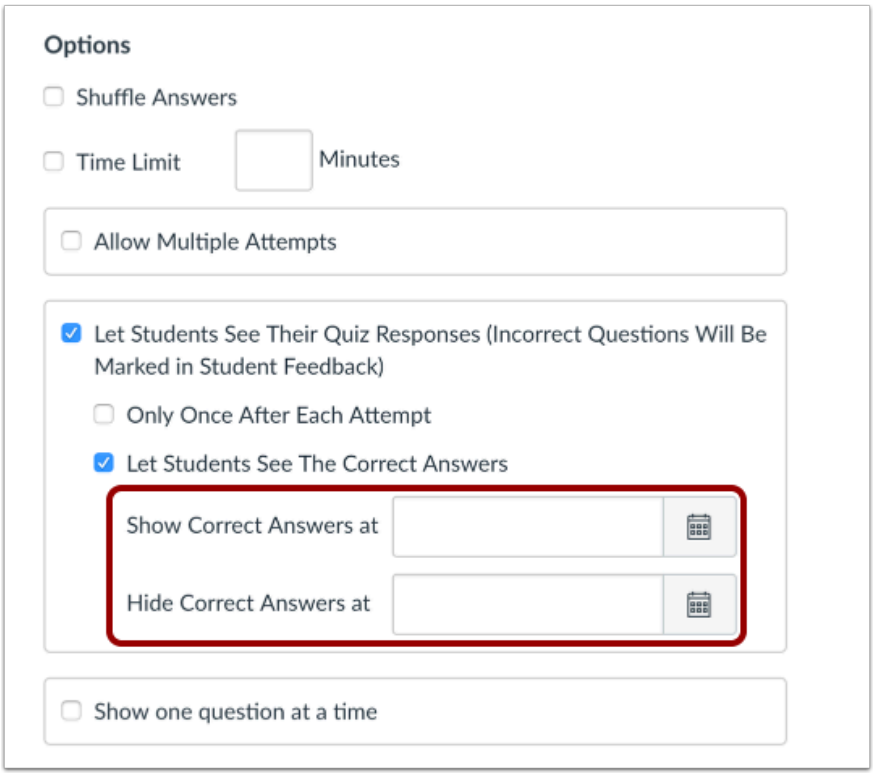
View Assignment Details



After you save the assignment, you can view the details for the assignment. If there is an assignment due date, the date displays under the **Due** heading [1]. If there are availability dates, they display under the **Available from** and **Until** headings [2].

You can also view details for all assignments on the Assignments Index Page.

View Correct Answers in Quizzes

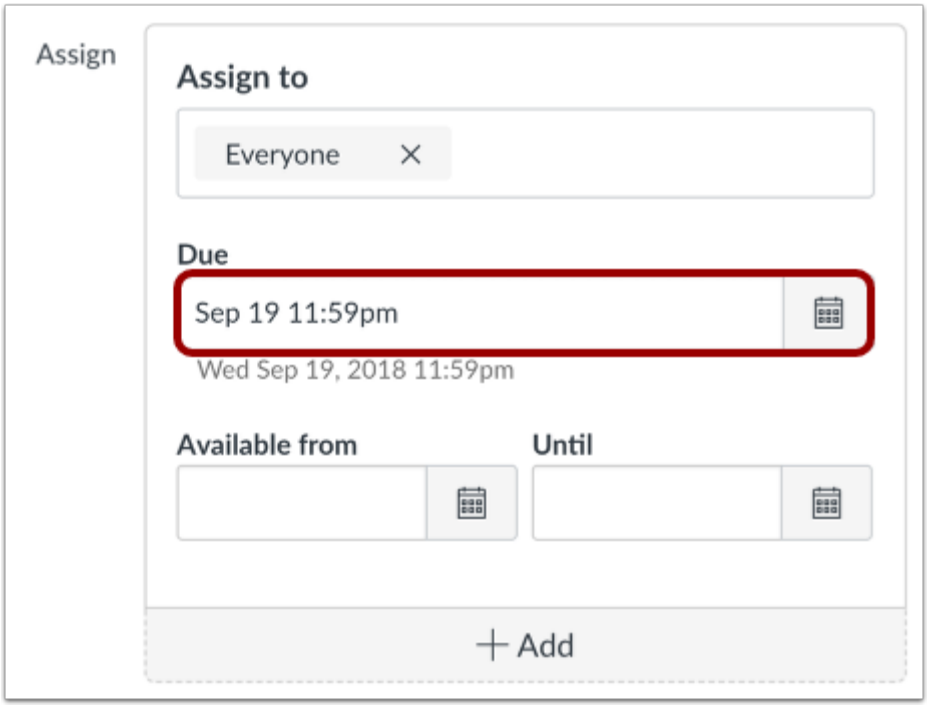


In Quizzes, the **Until** date does not restrict student access to view the result of their quiz. For instance, you may not want students to view the results of their quiz after the Until date. To make this change, you need to edit the quiz options and restrict the quiz results.

Working with Due and Availability Dates

Due Dates and Availability Dates can be used together, depending on how you want to manage the assignment. Here are some common scenarios you can create with dates. All examples include a Due Date, though they are not required for assignments.

Create Open Assignment



If you want to keep an assignment open throughout the entire course, do not set any availability dates. When no availability dates are set, the assignment can be submitted by all users until the course ends.

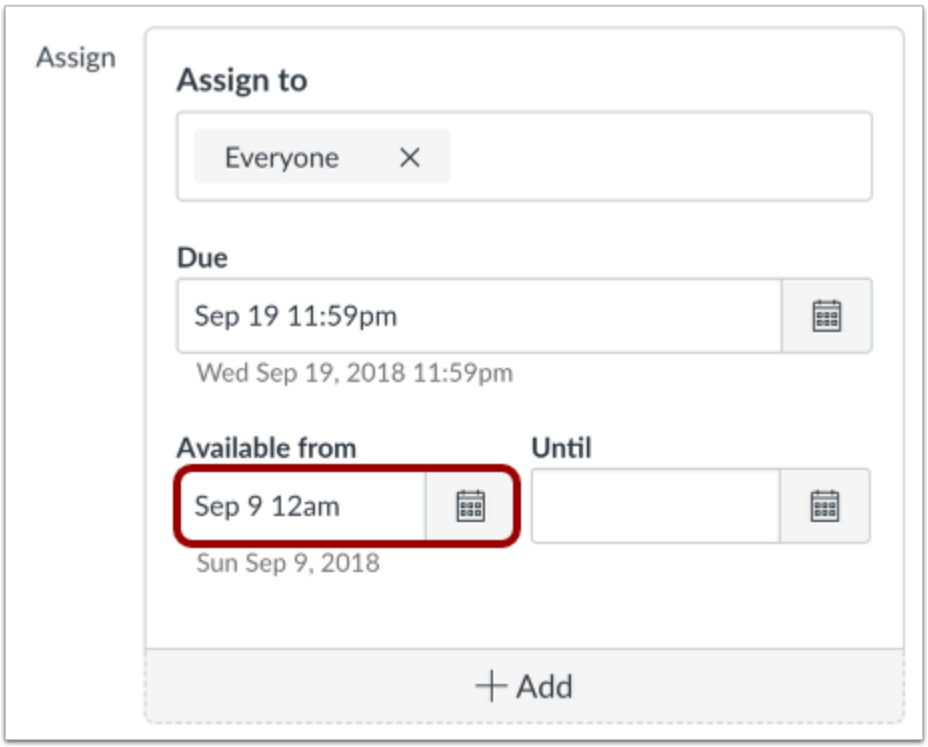
For example, if you want students to be able to view and submit the assignment at any time but reward those who submit by a due date of September 19 at 11:59 pm, only set the Due Date.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)

- In the Gradebook, the assignment is marked on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted on or after September 20 at 12:00:00 am (according to course time zone)
- Canvas closes the assignment to all student submissions on the last day of the course (according to term date and course time zone)

Limit Submission Available From Date



If you want to keep students from submitting an assignment until a specific date, set an Available From date.

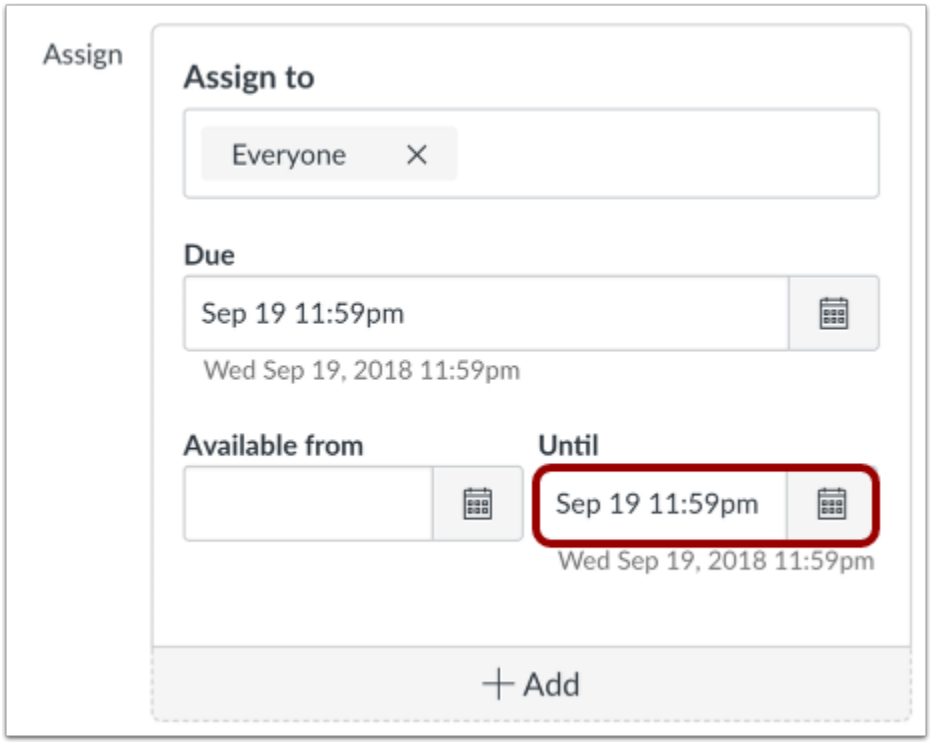
For example, if you set an assignment as due on September 19 at 11:59 pm, but you do not want students to submit the assignment until September 9 at 12 am, set the Available From date as September 9 at 12 am.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on September 9 at 12:00 am (according to course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted on or after September 20 at 12:00:00 am (according to course time zone)

- Canvas closes the assignment to all student submissions on the last day of the course (according to term date and course time zone)

Limit Submission Until Date

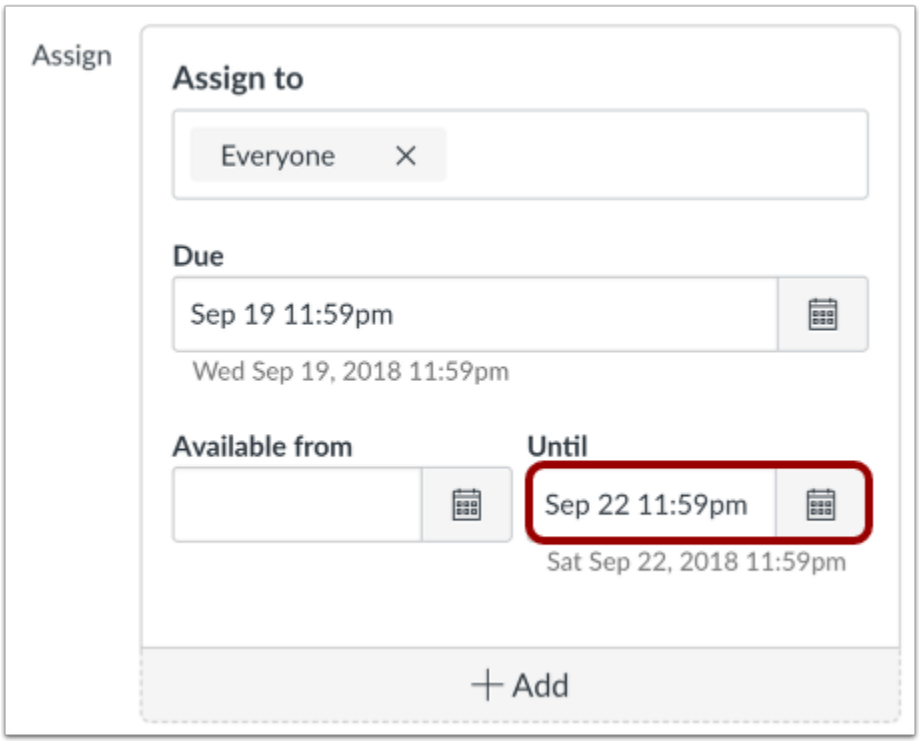


If you want to allow students to submit an assignment until a specific date, set an Until date. The date you set depends on whether you want to accept late submissions. When the Until date has passed, students can still view or download their submissions and view any submission comments.

No late submissions—Some instructors do not allow any late submissions by setting the Until Date as the Due Date. For example, If you want to allow students to view the assignment at any time with a due date of September 19 at 11:59 pm, but you do not want to accept any late submissions, also set the Until Date as September 19 at 11:59 pm.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 20 at 12:00 am (according to course time zone)



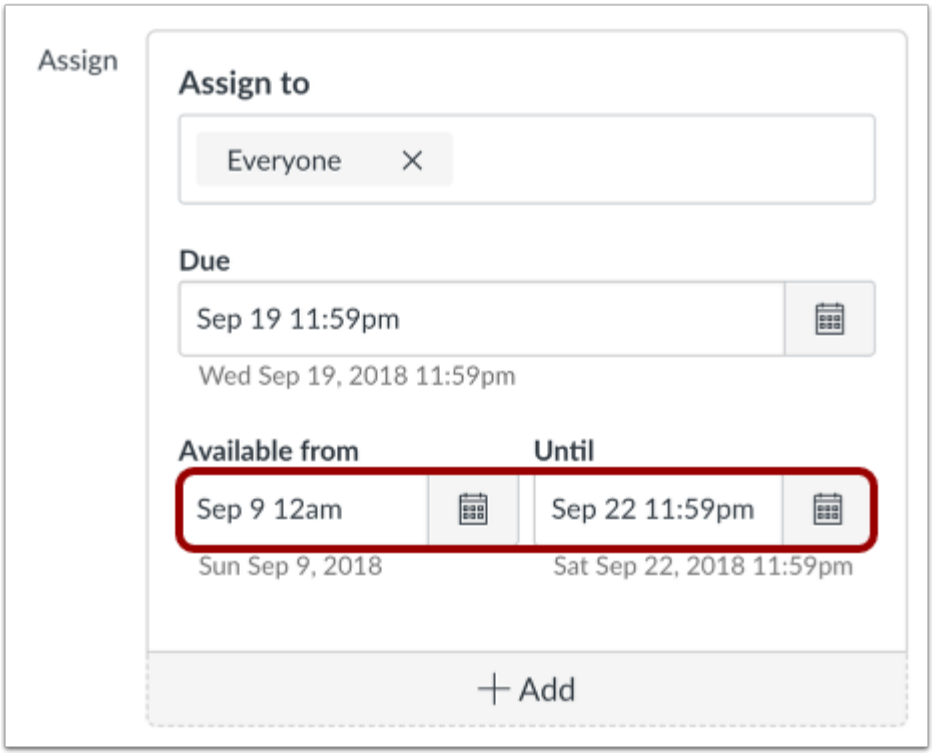
Allow late submissions—Some instructors allow late submissions within a specific period of time after the due date. For example, if you want to allow students to submit a late assignment up to three days after the due date, set the Until Date as September 22 at 11:59 pm.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted between September 20 at 12:00:00 am and September 22 at 11:59:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 23 at 12:00:00 am (according to course time zone)

Note: In Quizzes, the autosubmit feature is tied to the Until date, which may affect student submissions. For more details, view the Quiz availability dates lesson.

Limit Submission Date Range



If you want to allow students to submit an assignment only in a specific date range, set both availability dates for the assignment.

For example, if an assignment is due September 19 at 11:59 pm, but you only want students to be able to submit the assignment between September 9 and September 22, and you want to allow late assignments for 3 days, set the Available From date as September 9 at 12 am, and the Until date as September 22 at 11:59 pm.

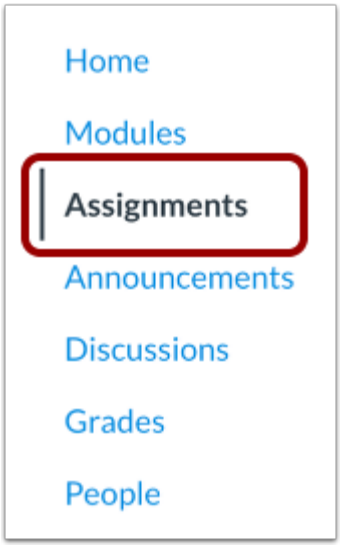
Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on September 9 at 12 am (according to course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted between September 20 at 12:00 am and September 22 at 11:59:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 23 at 12:00:00 am (according to course time zone)

How do I create an assignment?

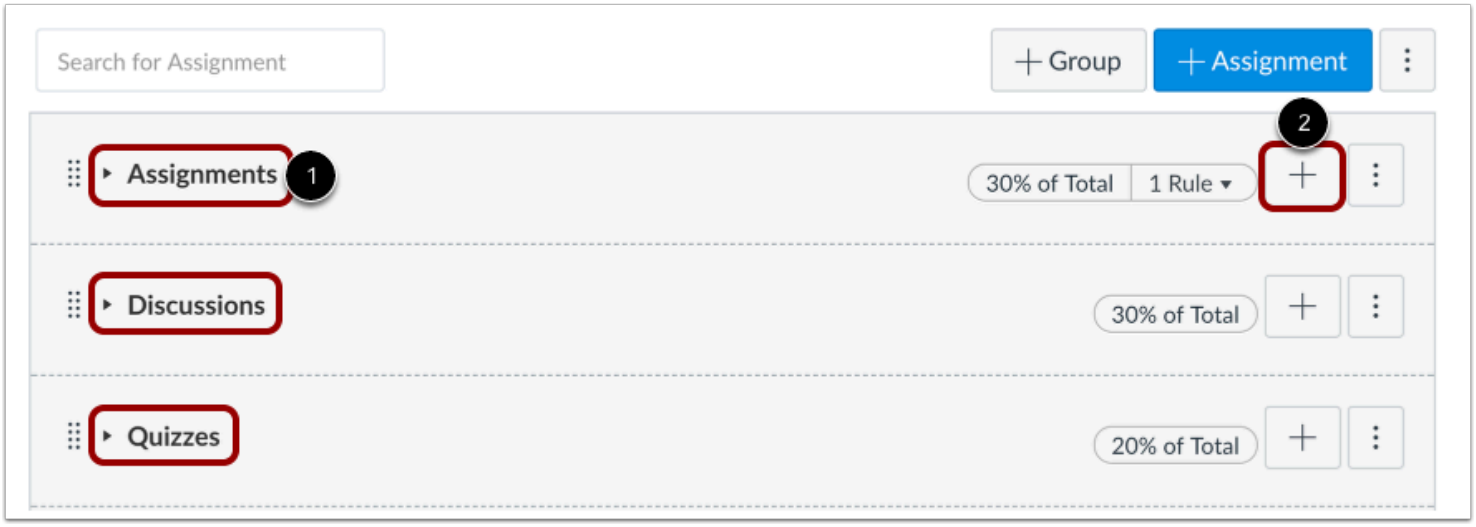
You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details at the same time.

Open Assignments



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

Add Assignment Shell



If you just want to create an assignment placeholder with a title and a date, you can create an assignment shell in an assignment group.

Assignment groups [1] house the different types of assignments you may want to keep in your course, such as assignments, discussions, quizzes, surveys, etc. If you create assignment groups in your course, students can filter their assignments page by assignment type to view the same groups. Learn how to add an assignment group.

To create an assignment shell, locate an assignment group and click the **Add Assignment** button [2]. Assignment shells only include fields for the assignment type, name, due date (optional), and points. You can add assignment details at any time by editing the assignment.

Add Assignment

If you want to create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Assignment details include fields for the assignment type, name, description, points, assignment group (if desired), grade display, and submission type, and due dates. You can also specify if the assignment is a group assignment or requires peer reviews in the assignment details lesson.

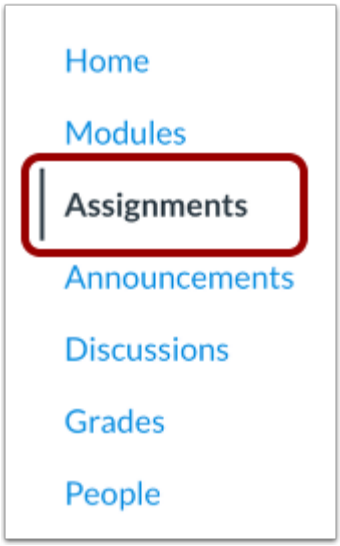
When you add details to an assignment, you can also assign the assignment to all students, course sections, course groups, or individual students as part of the Canvas differentiated assignments feature.

How do I create an assignment shell in an assignment group?

Assignment shells are placeholders for Assignments that only include the assignment type, name, due date, and point value. You can choose to save the assignment as an unpublished assignment and edit the Assignment details later.

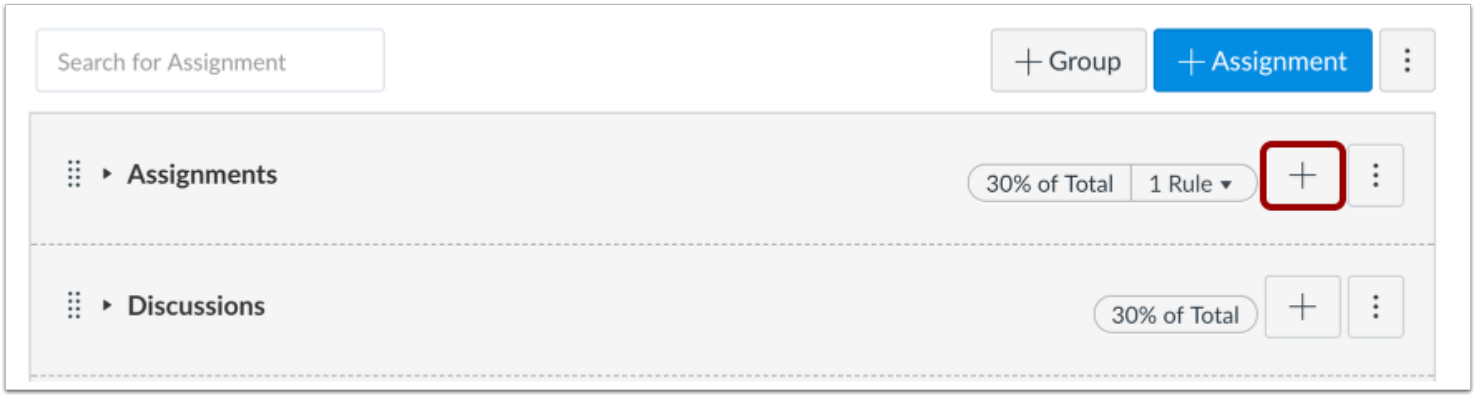
Assignment shells can be created in an assignment group in the Assignments index page. New courses include one assignment group by default. If you want to add your assignments to another assignment group, you must add assignment groups before creating an assignment shell.

Open Assignments



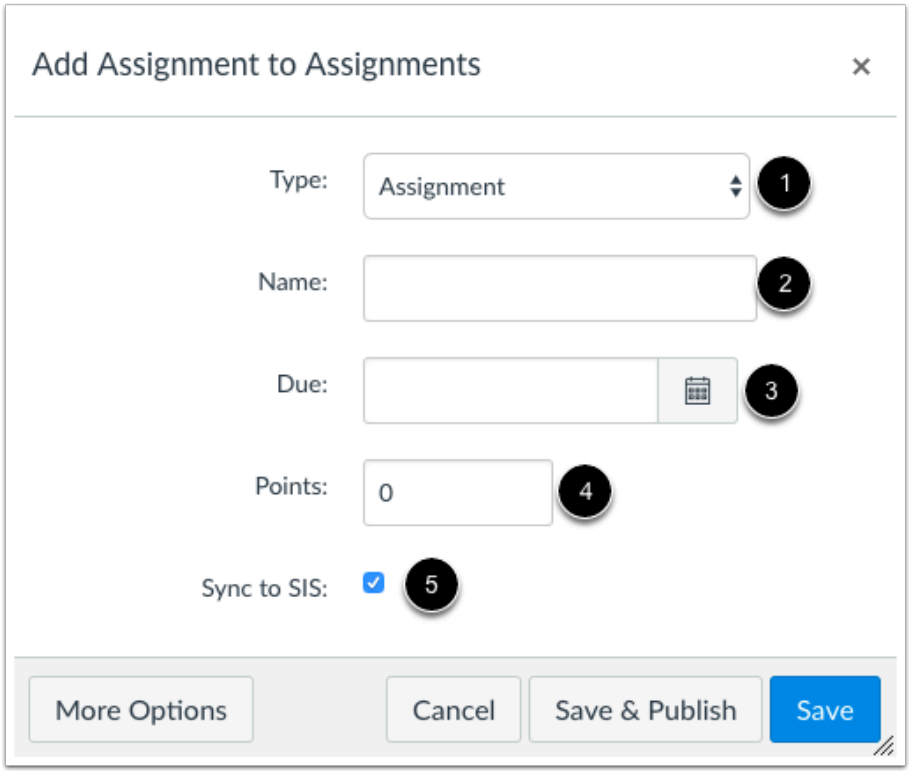
In Course Navigation, click the **Assignments** link.

Add Assignment



In an assignment group header, click the **Add** icon.

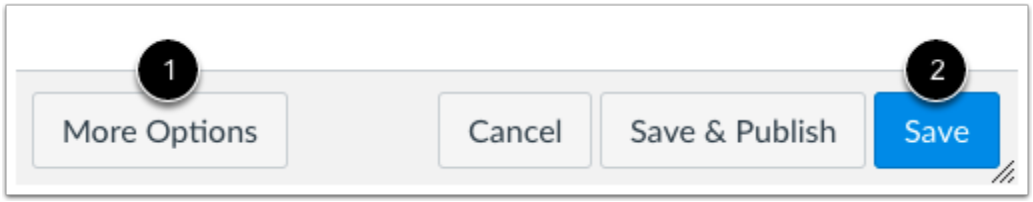
Enter Assignment Details



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

If your institution has enabled a student information system (SIS) integration, you can enable the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [5].

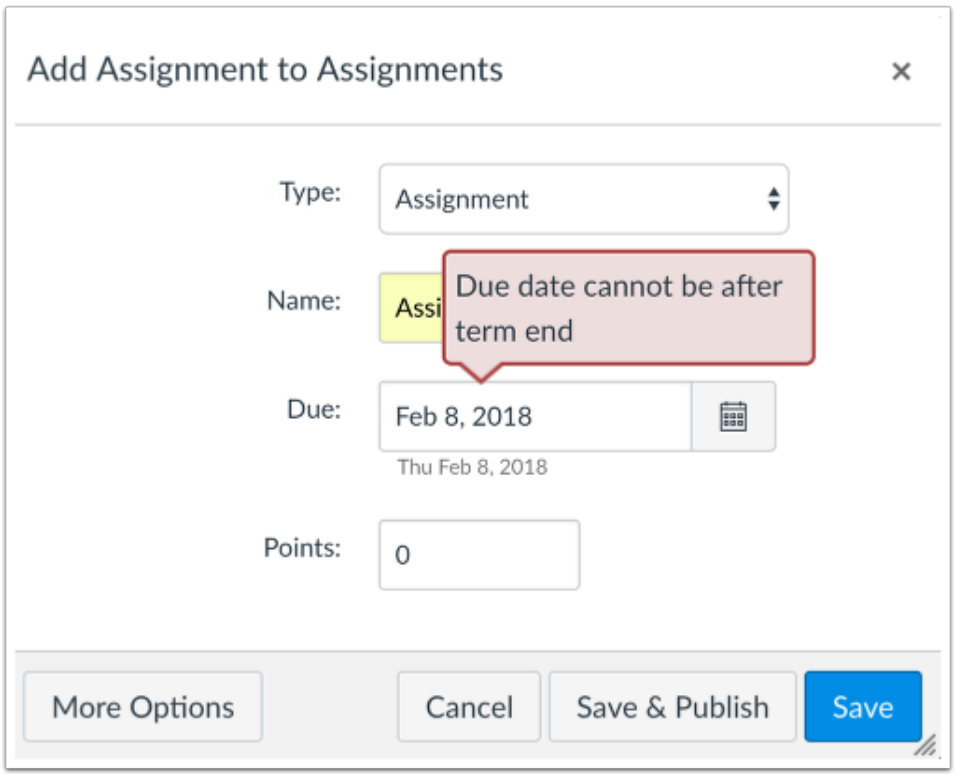
Save Assignment



To edit the assignment details, click the **More Options** button [1].

If you want to save your assignment shell and edit the details later, click the **Save** button [2].

View Due Date Error



Due dates are verified against course data. If you have set a due date that is not allowed, Canvas displays information about the error.

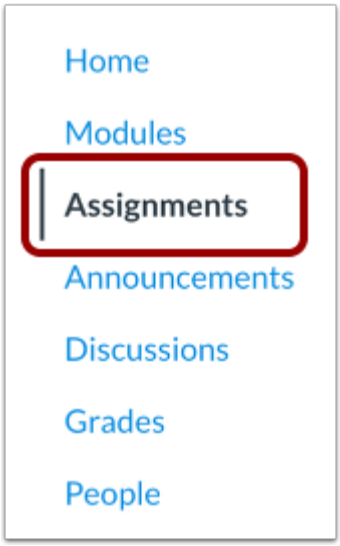
Correct the date and then save the assignment again.

Note: If the error relates to a course end date, and the course does not include specified course start and end dates, Canvas validates the assignment against the term date for the course.

How do I move or reorder an assignment group?

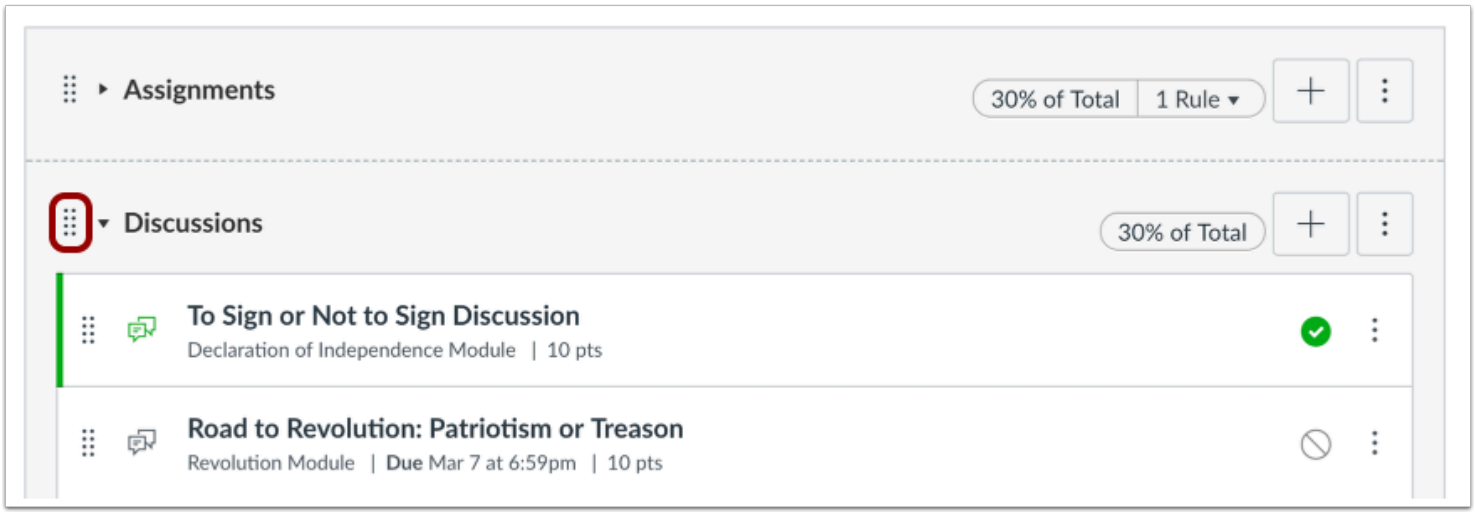
You can move or reorder assignment groups after you've created them. You can manually drag and drop the assignment group, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder Individual assignments.

Open Assignments



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

Drag and Drop Assignment Group

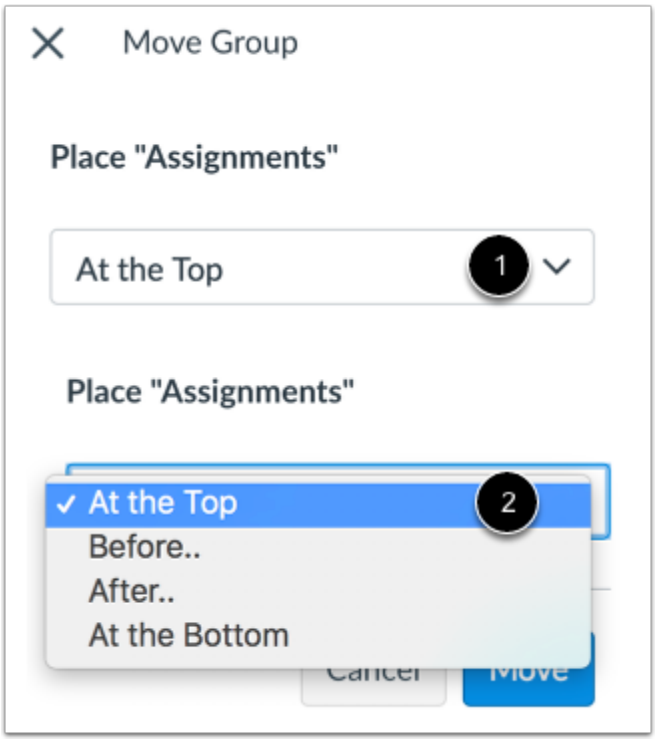


You can use the drag and drop option to reorder assignment groups. Click the drag handle next to the assignment group name. Drop the assignment group in the desired location by releasing the mouse.

Move Assignment Group

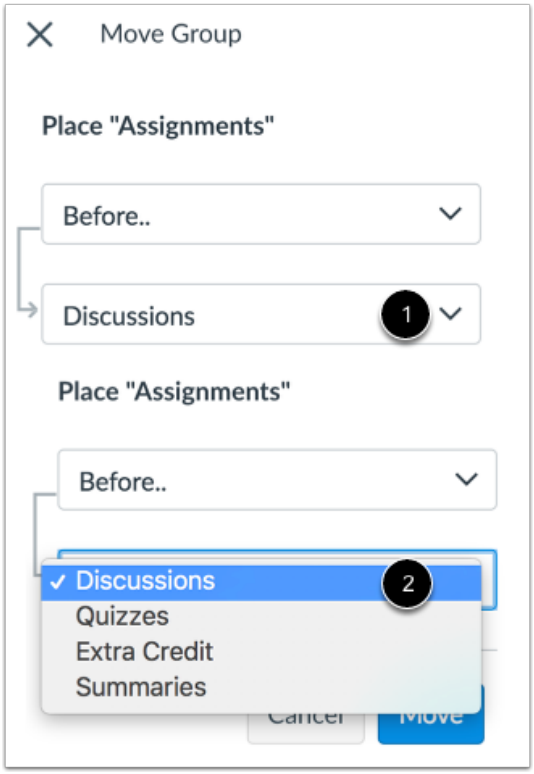
You can also use the Move Group option to reorder an assignment group. Click the **Options** icon [1] and select the **Move Group** link [2].

Place Assignment Group Location



In the Move Assignment Group sidebar, click the **Place** drop-down menu [1]. Select the placement of the assignment group you are moving [2]. You can move the group so it is located at the top of the page, before a specific group, after a specific group, or at the bottom of the page.

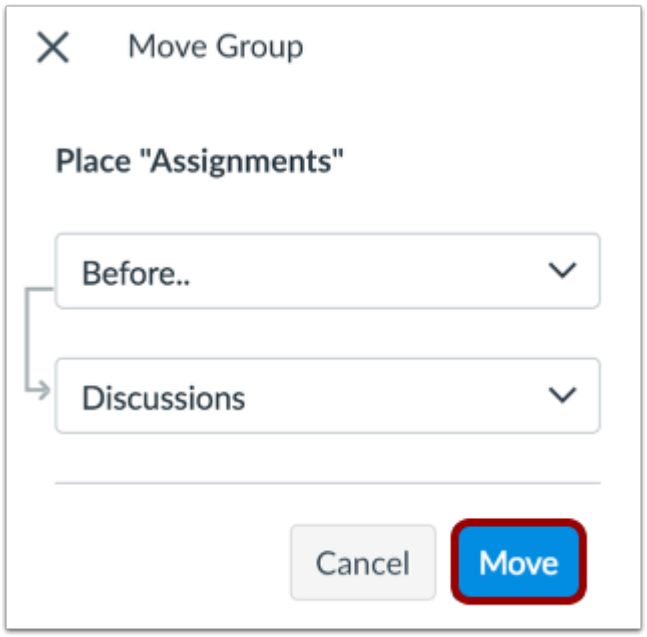
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the assignment group that should be before or after the assignment group you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the assignment group to another location, change the sidebar placement options as needed.

Move Assignment Group

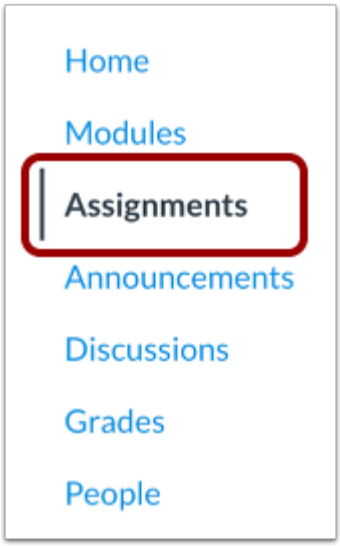


Click the **Move** button.

How do I add an assignment group in a course?

Using Assignment Groups allows you to organize the assignments in your course.

Open Assignments

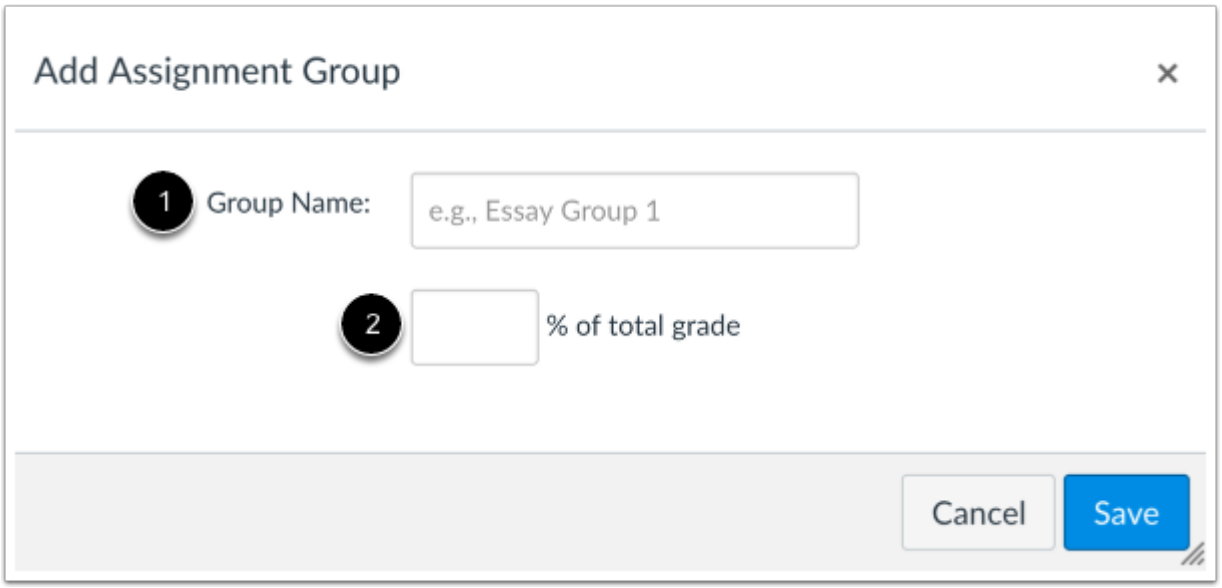


In Course Navigation, click the **Assignments** link.

Add Assignment Group

Click the **Add Group** button.

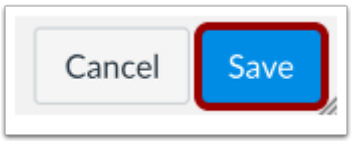
Create Assignment Group



Type the Assignment Group Name in the **Group Name** field [1]. If you want to weight the final grade for students using assignment groups, the percentage will appear in **% of total grade** field [2].

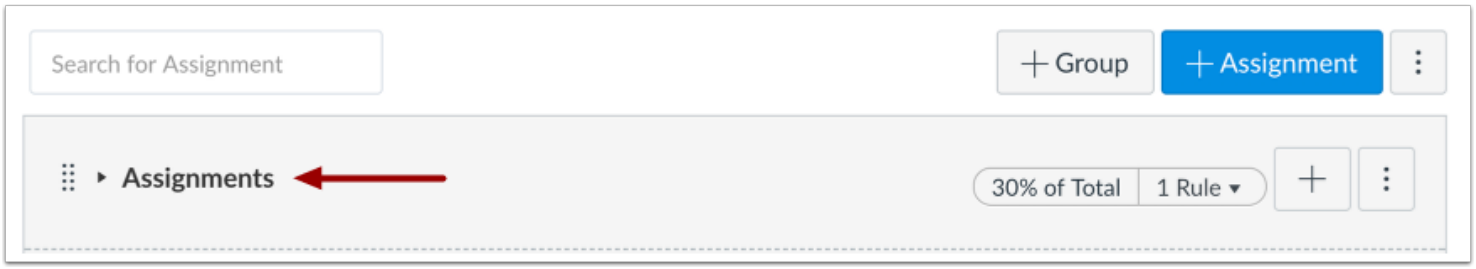
Note: You must create assignment groups before you can assign percentages to each group.

Save Assignment Group



Click the **Save** button.

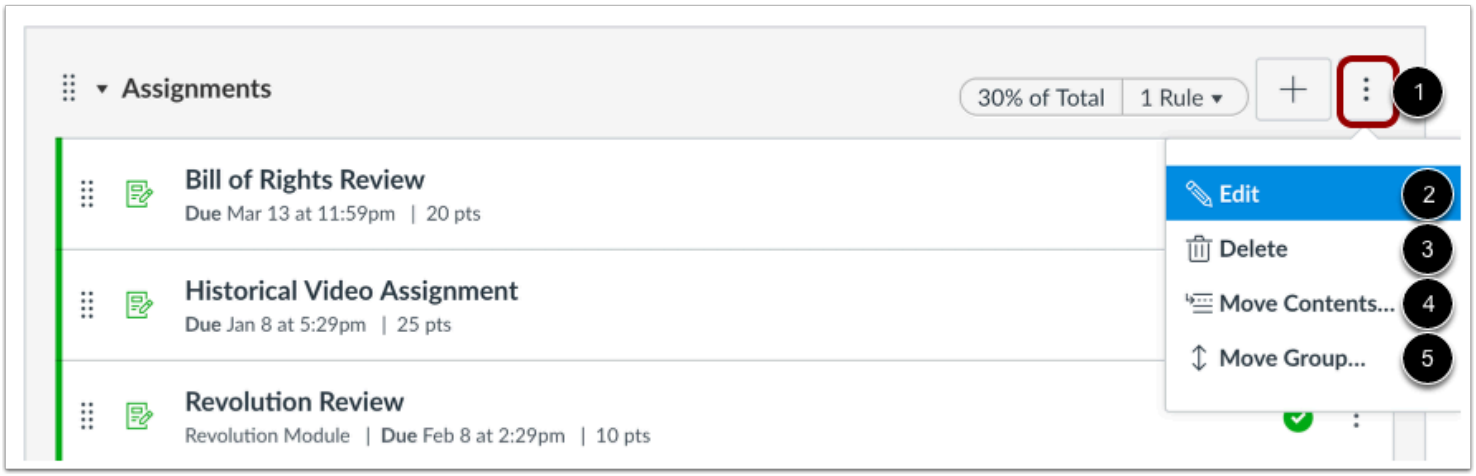
View Assignment Group



View your Assignment Group.

Learn how to create assignment shells and assignments for your Assignment Group.

Manage Assignment Group



To manage an assignment group, click the group's **Options** drop-down menu [1].

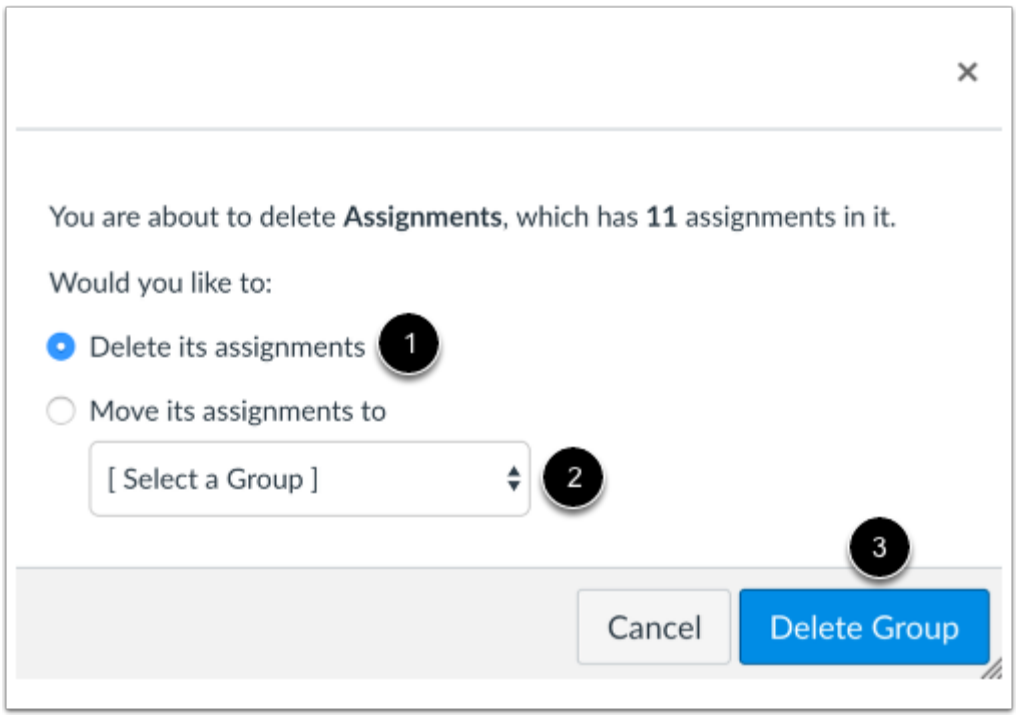
To edit the Assignment Group, click the **Edit** link [2]. You can edit the Assignment Group name and the weighted percentage (if applicable). After you've added assignments to your Assignment Group, you can also edit the Assignment Group to set Assignment Group rules.

To delete the Assignment Group, click the **Delete** link [3].

To move all content from an assignment group into another group, click the **Move Contents** link [4].

To move or reorder an assignment group on the Assignments page, click the **Move Groups** link [5].

Delete Group



If you want to delete an assignment group that has assignments in it, Canvas will ask you if you want to Delete the assignments (default) [1] or move the assignments to another group [2]. When you are finished, click the **Delete Group** button [3].

How do I weight the final course grade based on assignment groups?

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

For example, if an assignment group included three assignments totaling 25 points, and a student's scores totaled 15 points, the student would earn 60% for the assignment group (15/25). This percentage is then multiplied by the selected group weight. Each assignment group calculation is added together to create the final grade.

For example, an instructor may create three assignment groups (A, B, and C) weighted at 20%, 50%, and 30%, respectively. The total score equation for a course with three assignment groups would be (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage. If a student scores 75% in Group A, 98% in Group B, and 87% in Group C, the final score would be calculated as (.75 x .20) + (.98 x .50) + (.87 x .30) = .901, or 90.1%.

The final score calculation is changed if there are no graded items in an assignment group. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation. If the previous example were adjusted so Group C contained no graded discussions, assignments, or quizzes, the calculation for final score would be [(.75 x .20) + (.98 x .50)] ÷ .70 = .9143, or 91.43%.

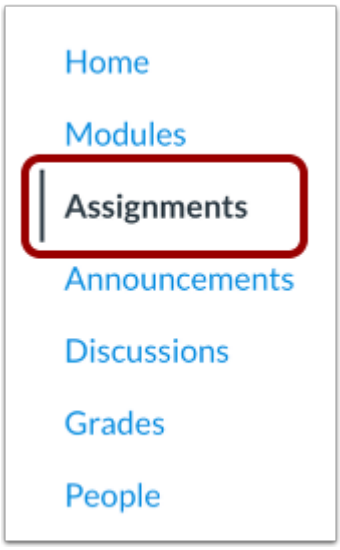
Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group weights once an assignment group has assignments in a closed grading period. Additionally, weighted grading periods can also support weighted assignment groups in a course. The weight of an assignment group is applied to the grading period's final grade, and each grading period's final grade is added together to calculate the overall grade.

If you choose to use weighted assignment groups, separate assignment groups should be created for each grading period in the course. If an assignment group contains assignments that fall into multiple grading periods with different weighted percentages, grades may have unintended consequences.

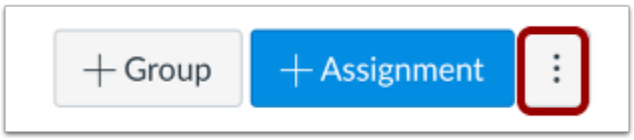
Note: If an assignment group is weighted to zero percent, any course items added to the group will not count toward the final grade.

Open Assignments



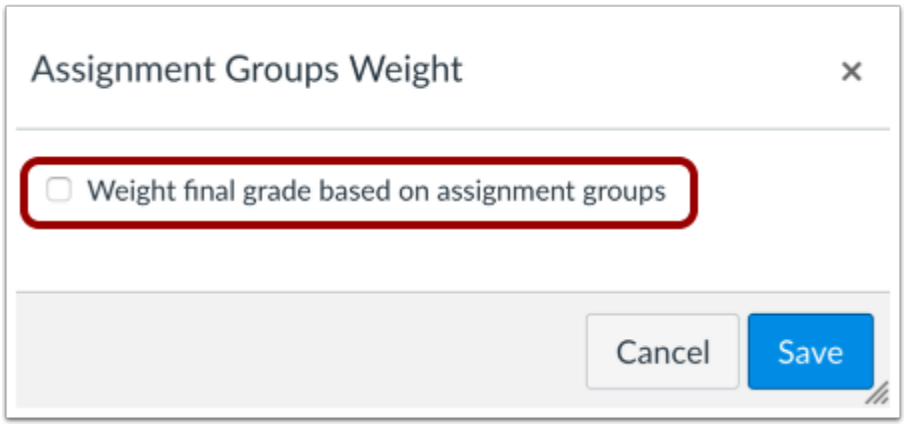
In Course Navigation, click the **Assignments** link.

Open Assignments Settings



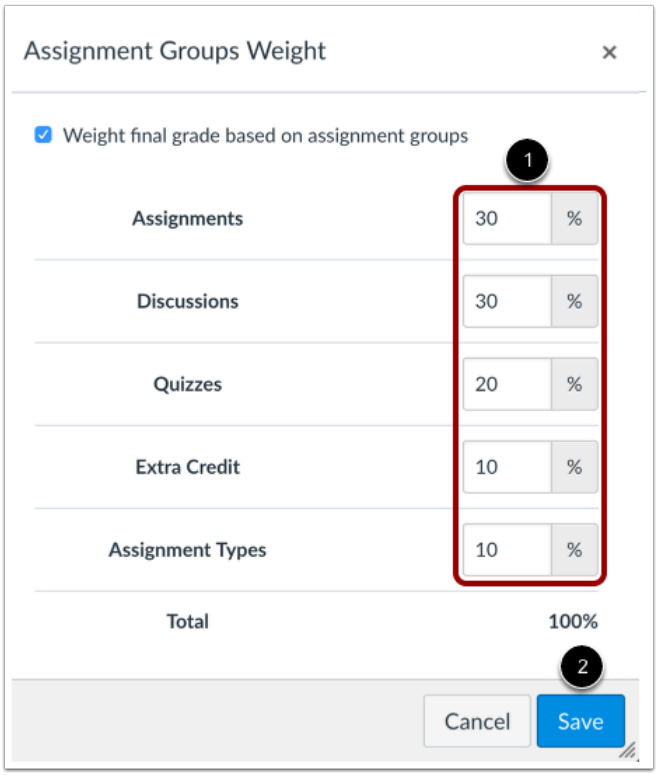
Click the **Options** icon.

Weight Final Grade



Click the **Weight final grade based on assignment groups** checkbox.

Set Weights



Enter the percentage weights for each of the different Assignment Groups you created [1]. The percentage weights you specify here will determine how Canvas calculates the final grade for your course. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.

Click the **Save** button [2].

Notes:

- Assignment group weights can include decimals.
- The total percentage of all assignment groups can be set above or below 100%.

How do I create rules for an assignment group?

Once you have added assignments to your assignment group, you can create rules for the entire assignment group. Assignment group rules determine how Canvas handles any exceptions you want to create for grade calculations. Assignment groups can be weighted or unweighted.

When using the lowest or highest score rule, an assignment group must include at least one score, plus the number of dropped scores and the number of assignments that should not be dropped. For instance, if you have a rule for dropping three scores and one Never Drop assignment, you would need five student scores in the assignment group to have all three lowest or highest scores dropped.

Canvas considers how the rule most negatively or positively affects the student's overall score. A rule to drop the lowest score will remove the assignment score(s) from a student's group percentage calculation that will result in the best possible score for that group. A rule to drop the highest score will remove the assignment score(s) from a student's group percentage calculation that will result in the lowest possible score for that group. Dropping both the lowest and the highest score(s) removes any outlying scores and calculates a student's grade based upon the remaining middle scores.

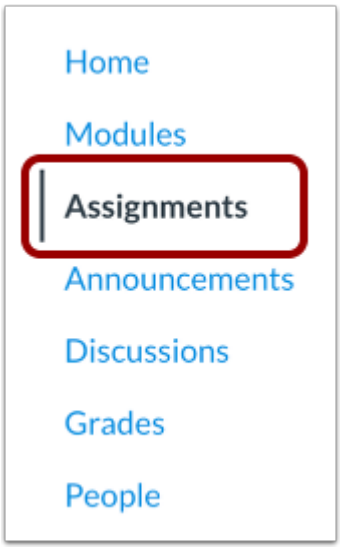
Dropping scores is based on the impact to the total points for that assignment group. In some cases, the point value may be considered more important than percentage score when determining which assignment to drop. For example, if a student earns 100% on a 50-point assignment, 65% on a 100-point assignment, and 50% on a 24-point assignment, the student's total score is 127 out of 174 points, or 73% for the assignment group. If an instructor sets a rule to drop the assignment with the lowest score in the assignment group, Canvas will drop the score that gives the student a better total score for the group. Even though the 50% score is the lowest percentage, the assignment with the 65% score will be dropped, giving the student a score of 62 out of 74 points, or an 84%, for the assignment group.

Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group rules once an assignment group has assignments in a closed grading period.

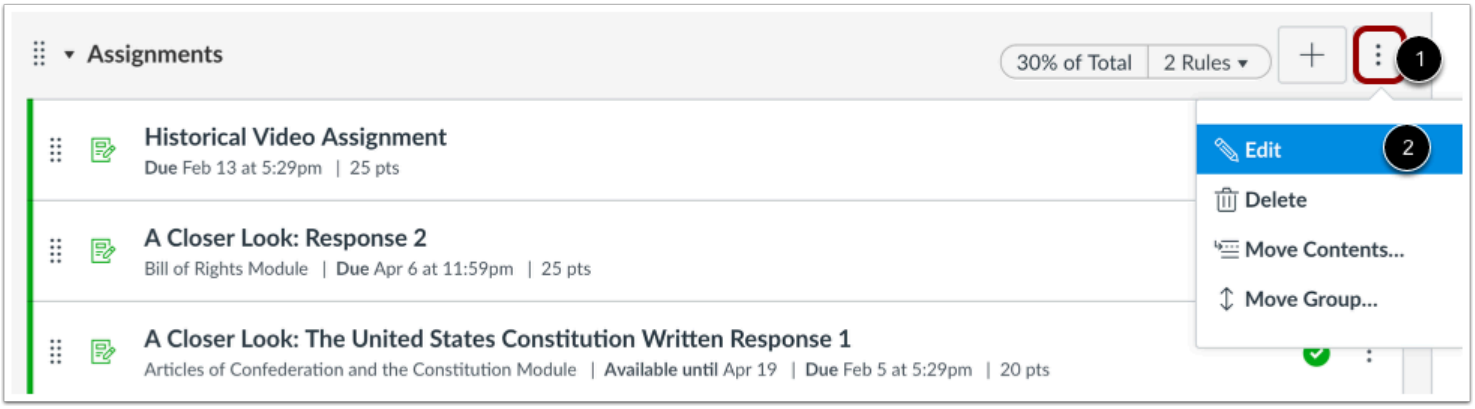
Additionally, if an assignment group contains assignments that fall into multiple grading periods, grades may have unintended consequences when calculating assignment group rules.

Open Assignments



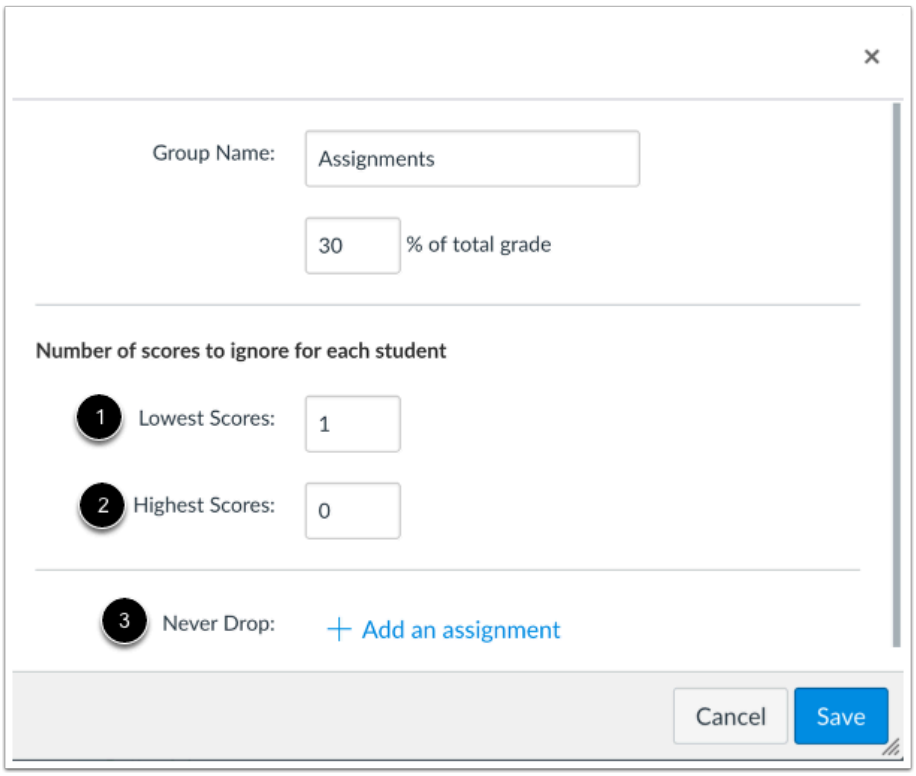
In Course Navigation, click the **Assignments** link.

Edit Assignment Group



Click the Assignment Group **Options** drop-down menu [1]. Click the **Edit** link [2].

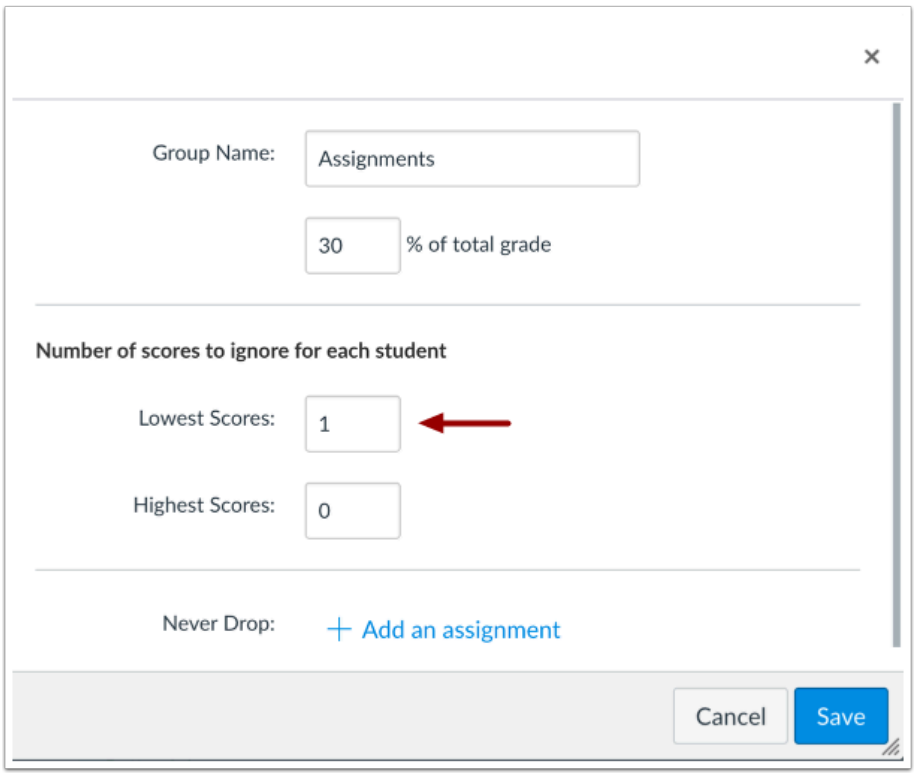
Create Rules



For each Assignment Group, you can create one of three grading rules:

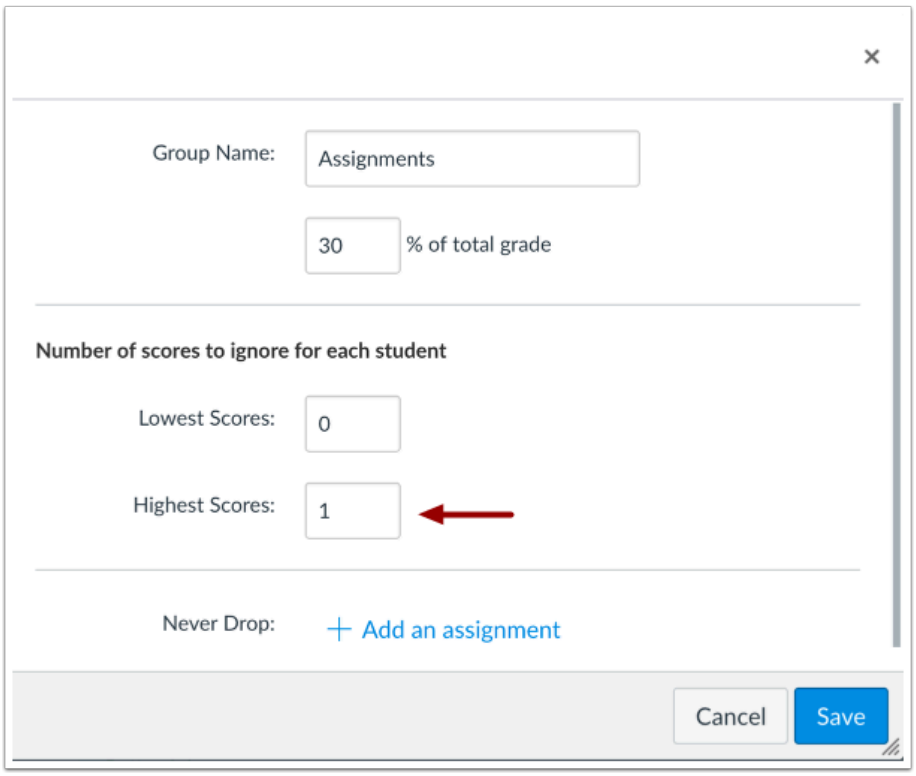
1. Drop (ignore) the lowest x scores for each student
2. Drop (ignore) the highest x scores for each student
3. Never drop a specific assignment

Drop Lowest Score



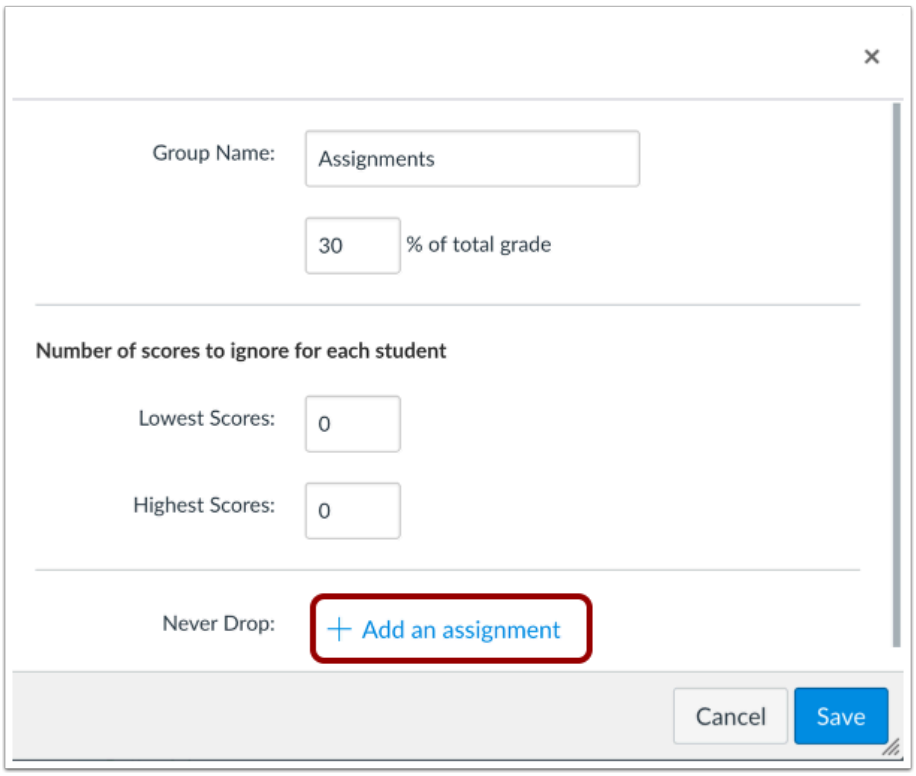
To drop a certain number of lowest scores, enter the number in the **Lowest Scores** field. You can use the arrows to adjust the number.

Drop Highest Score



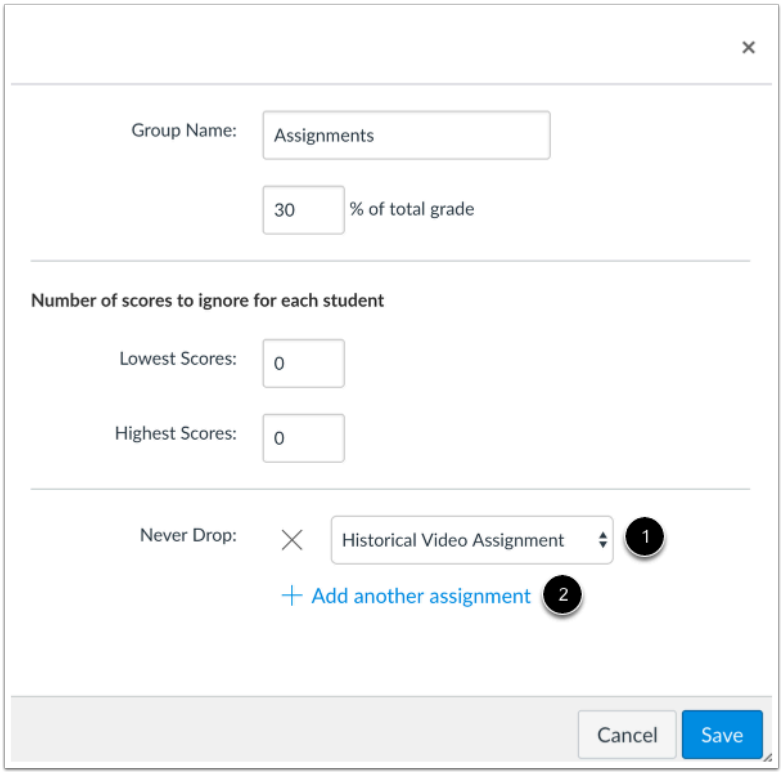
To drop a certain number of highest scores, enter the number in the **Highest Scores** field. You can use the arrows to adjust the number.

Never Drop Assignment



To tell Canvas to never drop a certain assignment, click the **Add an assignment** link.

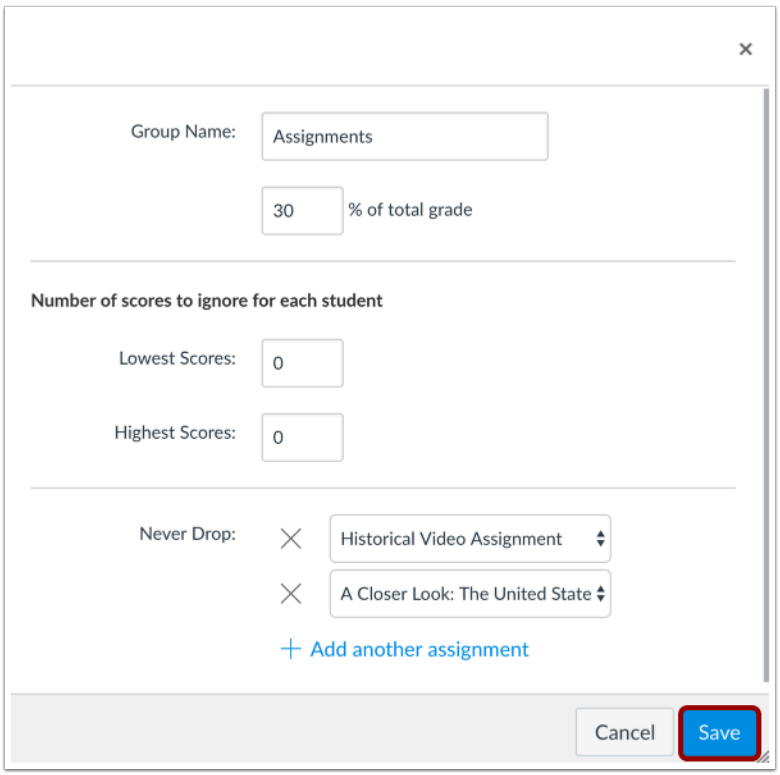
Select Assignment



In the Assignment drop-down menu [1], select the name of the assignment in the Assignment Group that should never be dropped.

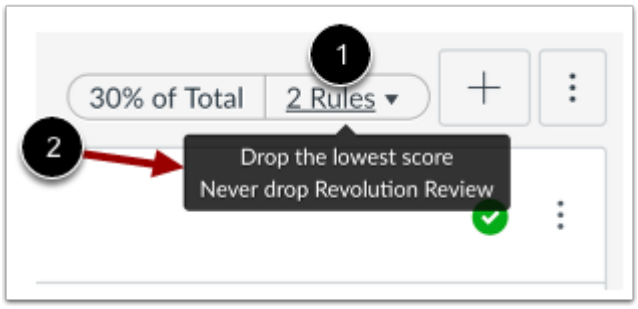
To select another assignment, click the **Add another assignment** link [2].

Save Rules



When you are finished adding rules, click the **Save** button.

View Assignment Group Rules



In the Assignment Group toolbar, Canvas will show the number of rules assigned to the group [1]. Hover over the link to view the rules [2].

How do I create an online assignment?

You can create online assignments for students to submit their assignments through Canvas. Students can submit audio or video recordings by recording new media or uploading existing media. Files submitted to an online assignment do not count against the user's storage quota.

When allowing file uploads as an online entry option, you can restrict certain types of files for assignment submissions. In the case of restricting assignments with an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.

If your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. (If only Google Docs are enabled for your institution, students must connect to Google Drive as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide.) You can allow Google Drive and OneDrive files as submission types by selecting the File Uploads checkbox when creating an assignment.

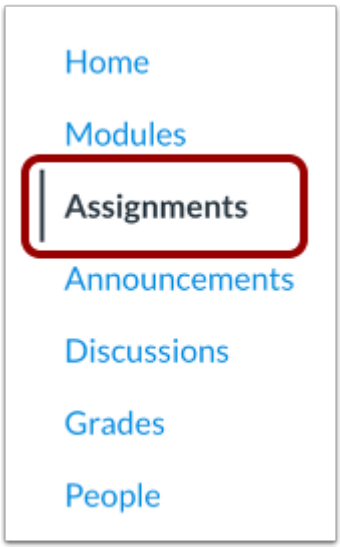
Google Drive File Types

Students can submit Google Doc (.gdoc), Google Sheet (.gsheet), or Google Slide (.gslide) files. They can also use Google Docs to submit uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

When Google file types are submitted as an assignment submission, those files will convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. Canvas uses the conversion file type for submissions (and to render supported file types as DocViewer files in SpeedGrader), so if you want to restrict file types to only include Google file types, you must also include the file types for each respective Microsoft file type as well. For instance, if you want to only allow Google Slide submissions, you must include .pptx as a restrictive file type, otherwise Canvas will not show the .gslide files in the Google Doc tab.

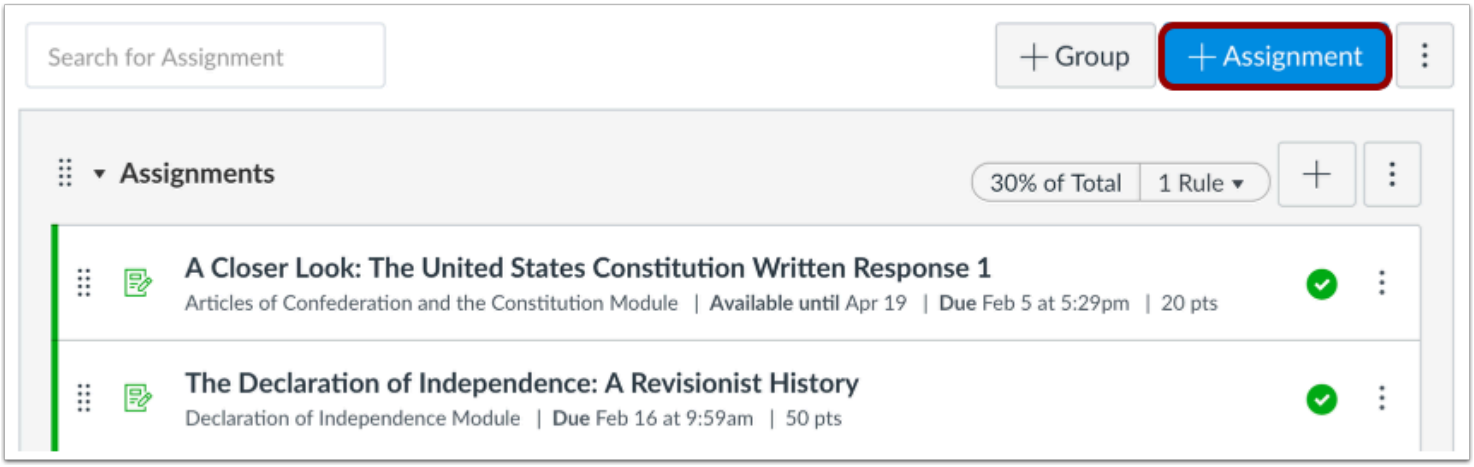
Note: Canvas does not support file uploads larger than 5 GB. However, media uploads cannot exceed 500 MB.

Open Assignments



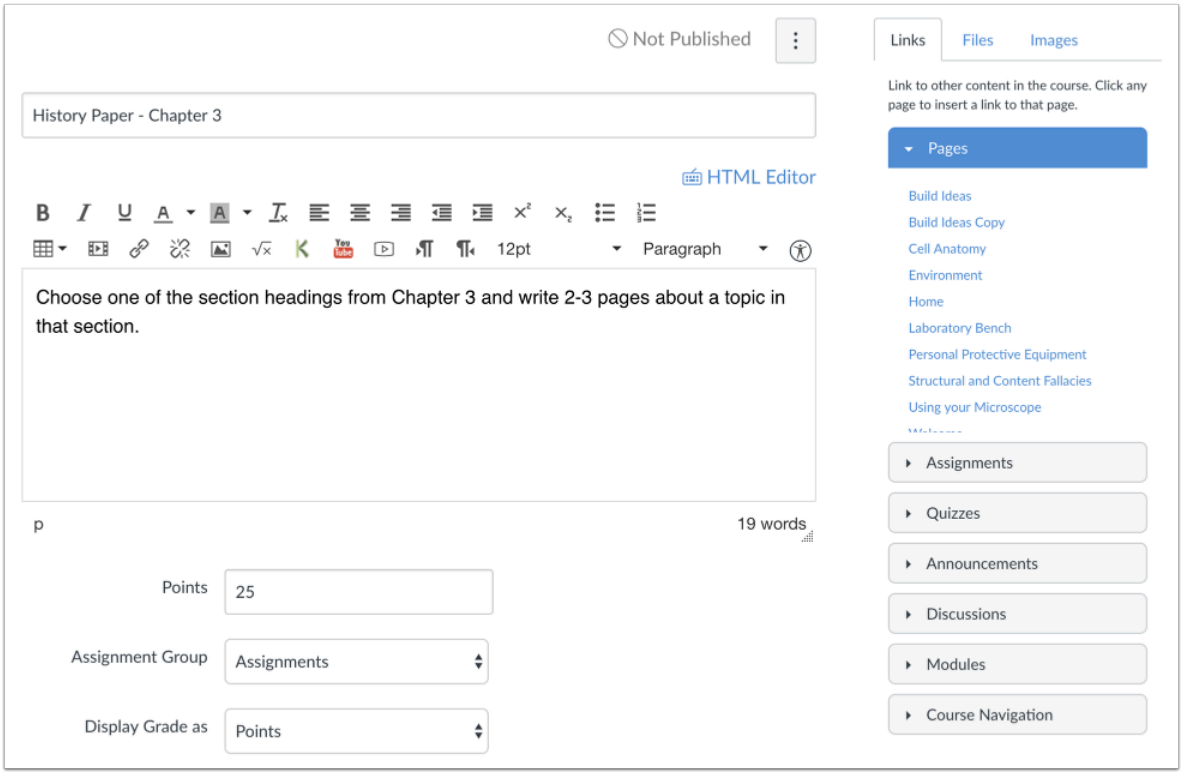
In Course Navigation, click the **Assignments** link.

Add Assignment



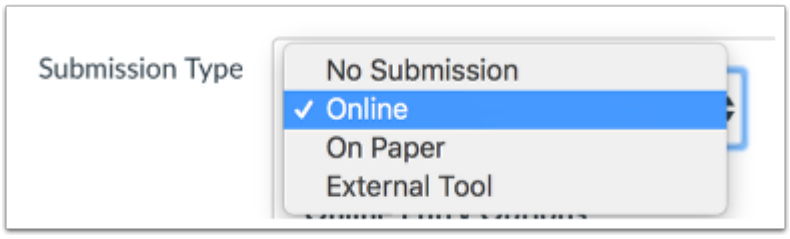
To create a new assignment, click the **Add Assignment** button.

Add Assignment Details



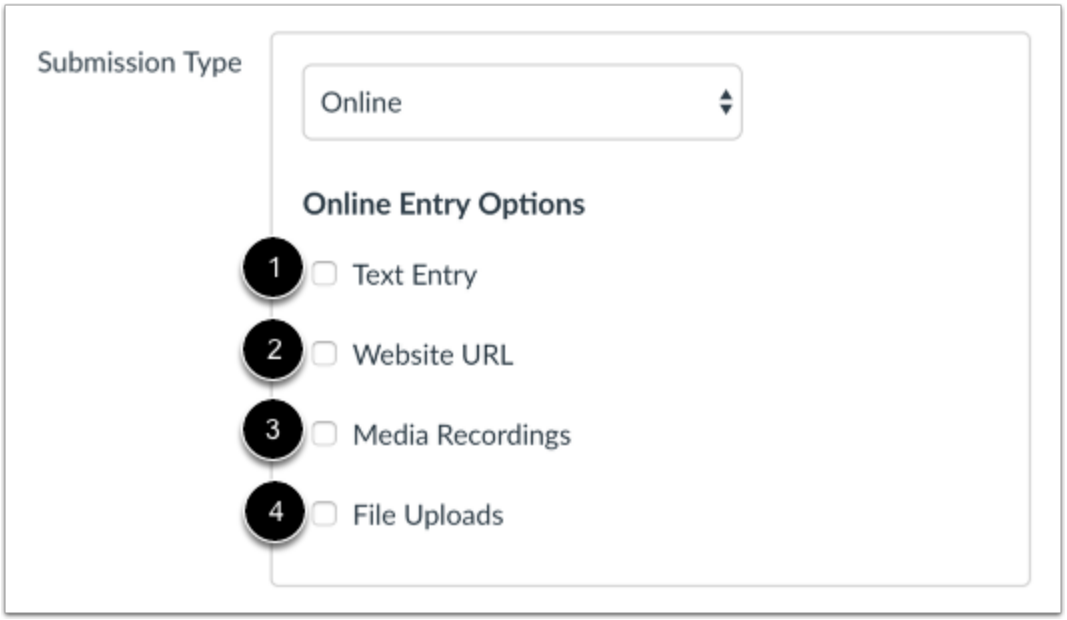
Add details to the assignment.

Select Online Submission Type



In the **Submission Type** drop-down menu, select the Online option.

Select Online Entry Options



Select the online entry options you want to allow for the assignment. You can select up to four options:

Text Entry [1]: Students can submit their assignment directly in the Rich Content Editor. DocViewer annotations are not available for text entry submissions. Additionally, text entry submissions cannot be re-uploaded to the Gradebook.

Website URLs [2]: Students can submit a URL that fulfills the assignment. DocViewer annotations are not available for website URL submissions. Additionally, website URL submissions cannot be re-uploaded to the Gradebook.

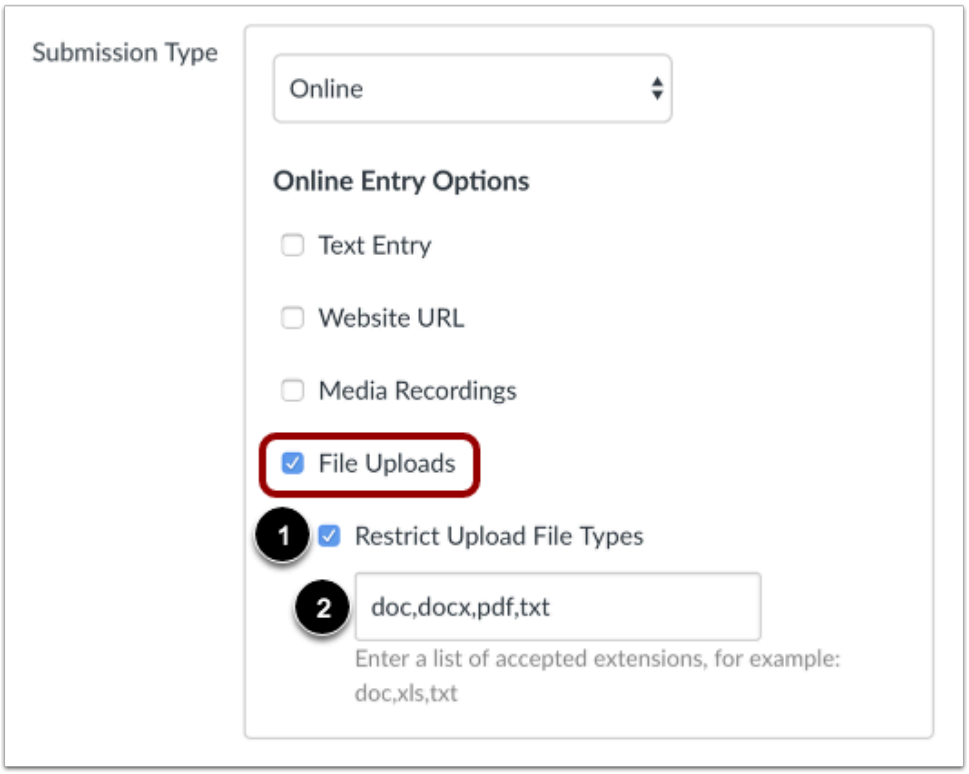
Media Recordings [3]: Students can submit an audio or video recording that fulfills the assignment. They can either record new media or upload existing media. Video and audio uploads to Canvas can be up to 500 MB. DocViewer annotations are not available for media recording submissions. Additionally, media recording submissions cannot be downloaded.

File Uploads [4]: Students can upload a file to fulfill the assignment. DocViewer annotations are available for supported file types in SpeedGrader. Additionally, if your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. If only Google Docs are enabled for your institution, students must connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide. File upload submissions can be downloaded and re-uploaded to the Gradebook. Canvas supports file uploads up to 5 GB.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

Note: If your institution has enabled the Microsoft Office 365 LTI, you must select either the File Uploads option or both the Website URL and File Uploads options to use the Office 365 tab on the assignment submission page. If you only select Website URL as an entry option, the Office 365 tab will not function properly.

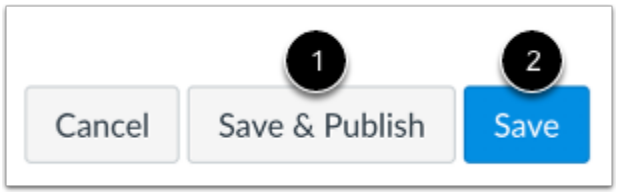
Restrict File Types



If you allow file uploads, you can choose to restrict submissions to specific file types. To enable this option, click the **Restrict Upload File Types** checkbox [1]. In the **Allowed File Extensions** field [2], enter a list of accepted extensions. All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

Note: In the case of an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.

Save Assignment



To save the assignment and publish it, click the **Save & Publish** button [1]. To save the assignment as a draft, click the **Save** button [2].

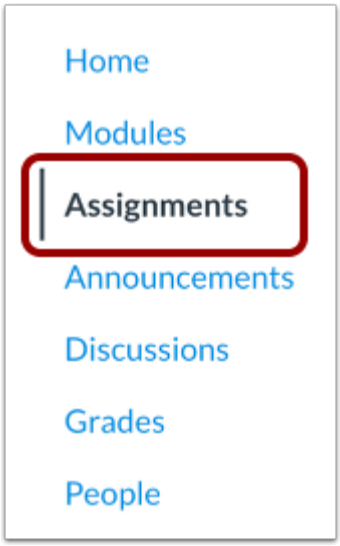
How do I add an assignment using an external app?

When you create an assignment, you can choose to add an external app (LTI tool) as a submission type. External apps must be added in your course before they can be added to an assignment.

Notes:

- The External Tool submission type does not support group assignments or peer reviews.
- Grade passback from external applications (LTI tools) to the Canvas Gradebook is not restricted by course start dates. When students have access to a course before a course start date, they can participate in assignments using some external applications (LTI tools), and grades for those assignments will populate the Gradebook.

Open Assignments

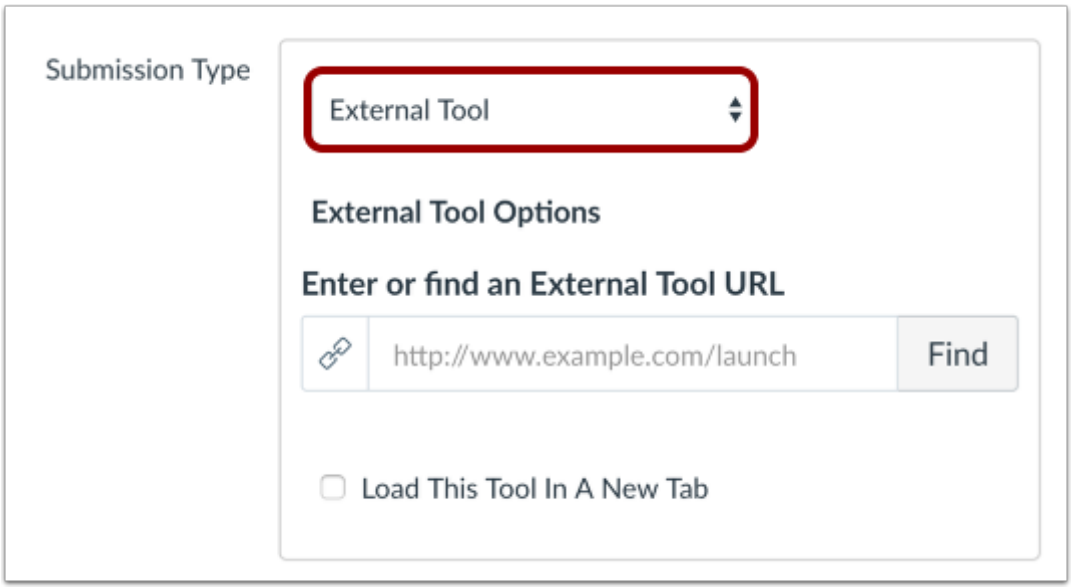


In Course Navigation, click the **Assignments** link.

Add Assignment

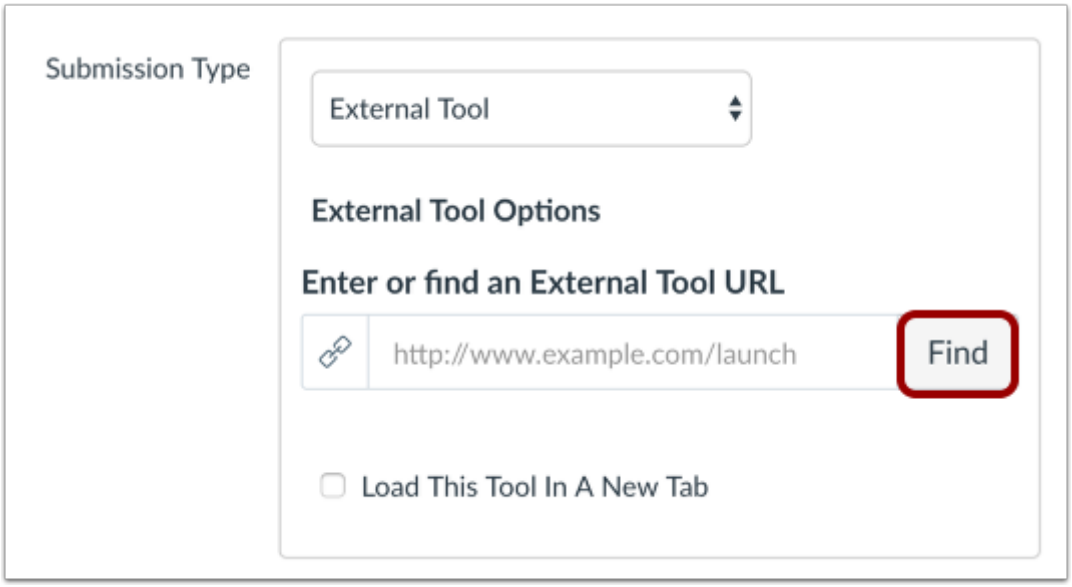
Click the **Add Assignment** button.

Select Submission Type



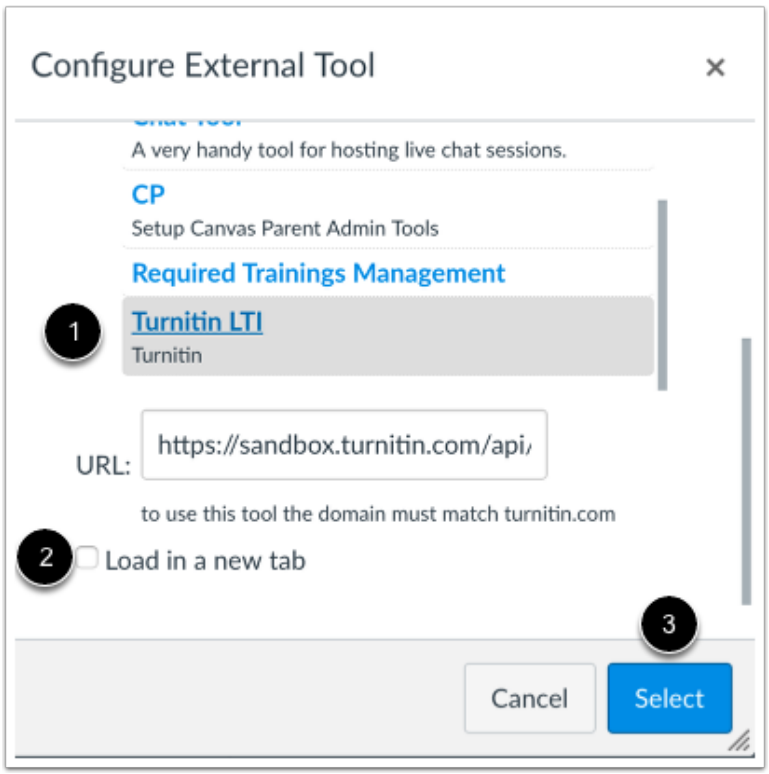
In the **Submission Type** drop-down menu, select the **External Tool** option.

Find External Tool



Click the **Find** button.

Configure External Tool



Click the name of the LTI tool [1]. Depending on the tool type, you may be taken to a separate screen for further configuration.

If you want the assignment to load in a new tab, click the **Load in a new tab** checkbox [2]. Click the **Select** button [3].

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

How do I add or edit details in an assignment?

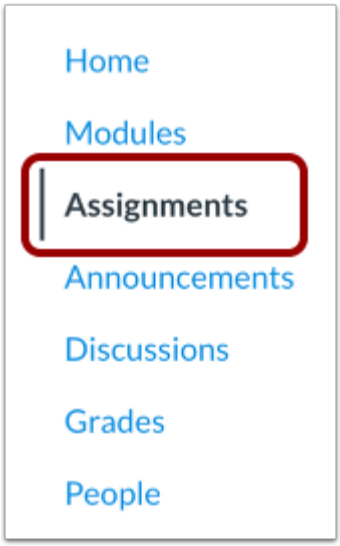
When you create an assignment, you'll add details for the assignment such as the description, file submission types, and point value.

If you create an assignment shell, you must edit the assignment to add the assignment details.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Please note that this feature only applies to settings; it does not include assignment due dates.

Note: When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods. Some attributes may not be available to editing.

Open Assignments



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

Open Assignment

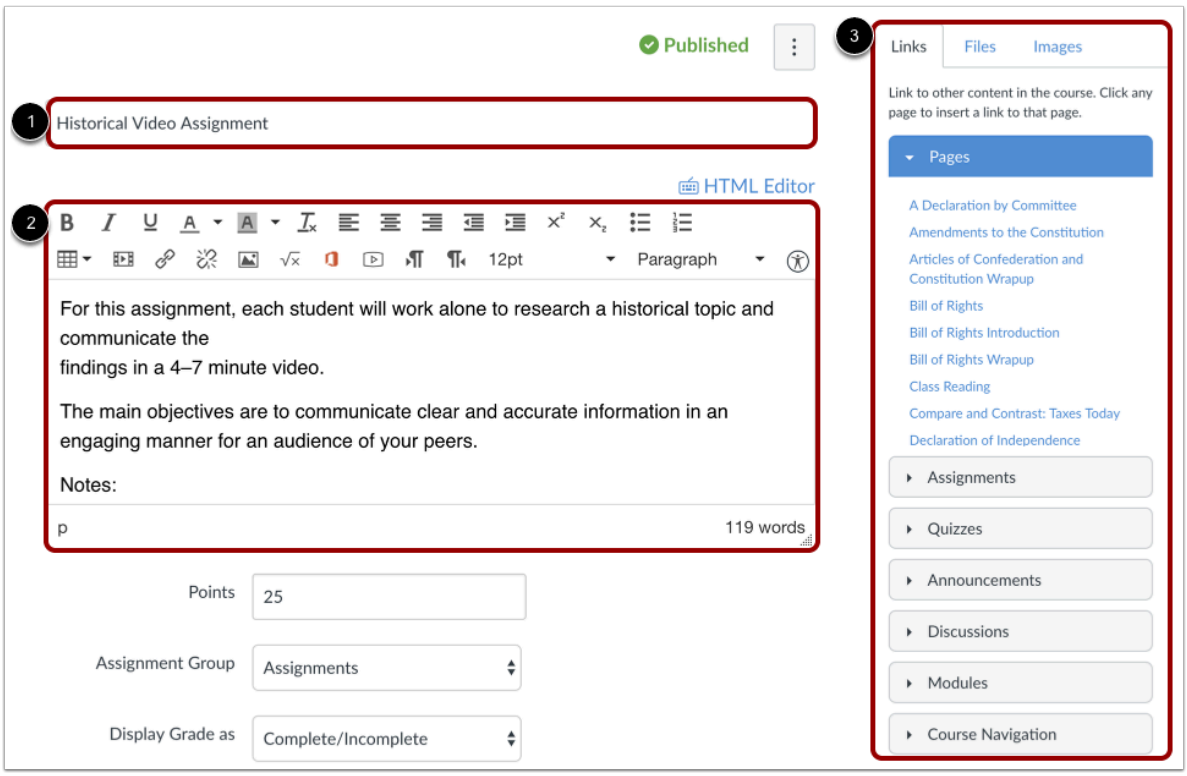
To open an existing assignment, click the Assignment name [1].

To create a new assignment, click the **Add Assignment** button [2].

Edit Assignment

Click the **Edit** button.

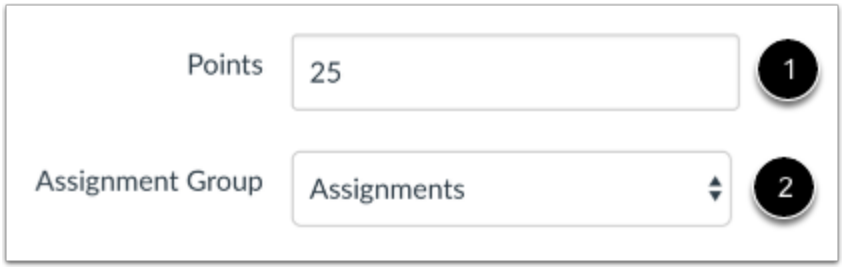
Edit Assignment Details



Type the assignment title in the Assignment Name field [1]. If you created your assignment as an assignment shell, this field will be populated for you, but you can change it if necessary.

Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3].

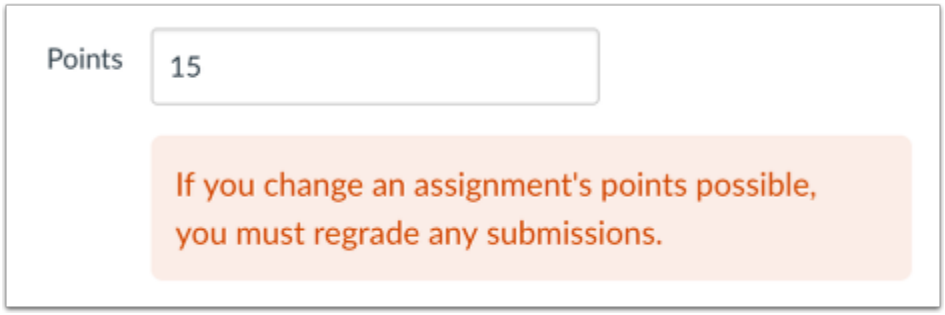
Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.



Enter the points for your assignment in the **Points** field [1]. Select the Assignment Group for the assignment in the **Assignment Group** drop-down menu [2].

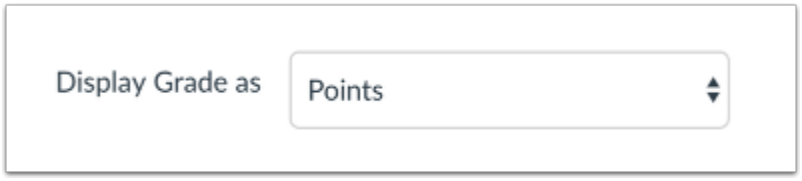
If you created your assignment as an assignment shell, the points field and Assignment Group will be populated for you. You can edit these if necessary.

Change Points Possible



If you change the points possible for an existing assignment with graded submissions, you will need to regrade the assignment. This warning message applies to any grading type with assignment submissions, including changing points from or to zero.

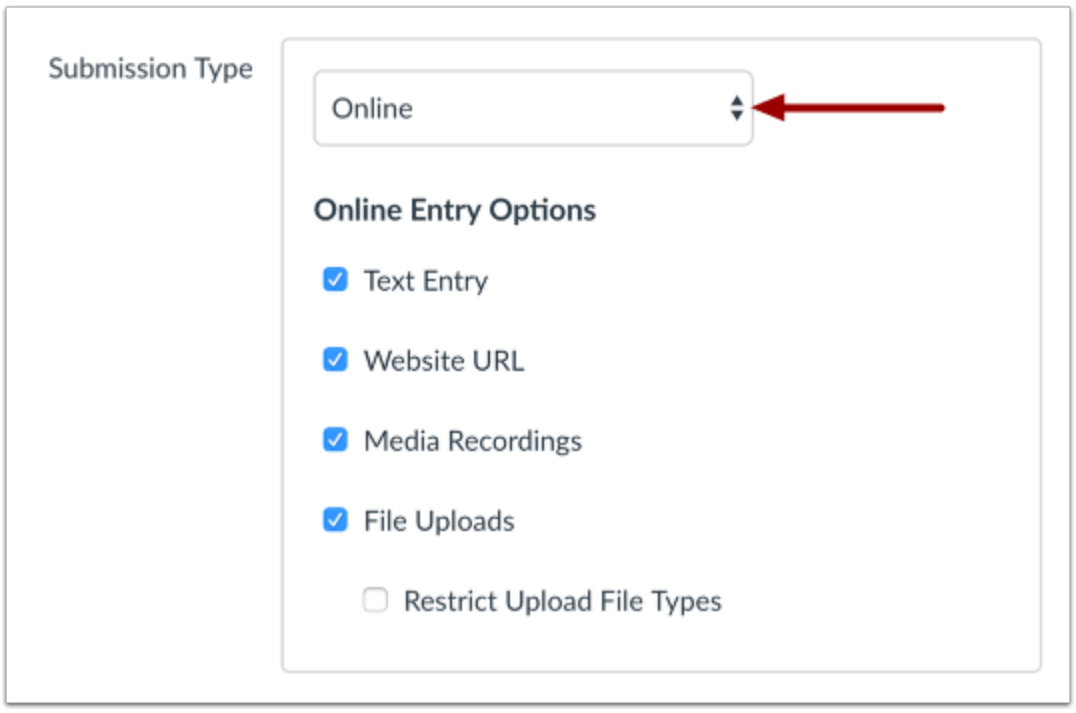
Select Grading Type



In the **Display Grade as** drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or set as not graded.

Note: The grading type is how the assignment score will display in the Gradebook. For example, an assignment worth 10 points is set to display as a percentage. A student who receives 8/10 points on the assignment will show as 80 in the Gradebook. If using a letter grade, learn how to create a grading scheme and apply a grading scheme to your assignment.

Select Submission Type



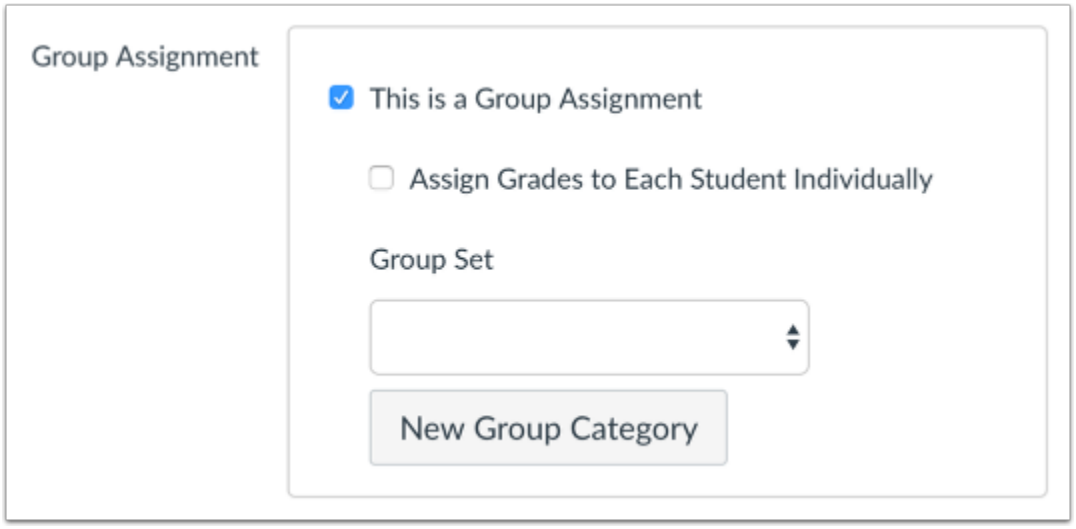
In the **Submission Type** drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to Online.

- **No Submission** is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, or when you want to create an assignment that involves multiple scores. *Submission Type does not apply to Not Graded assignments.*
- Online is when you want students to submit their assignments using Canvas.
- **On Paper** is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.
- External Tool is when you want students to submit their assignments using an external app (LTI) enabled for your course. You must enter a URL for the external tool.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

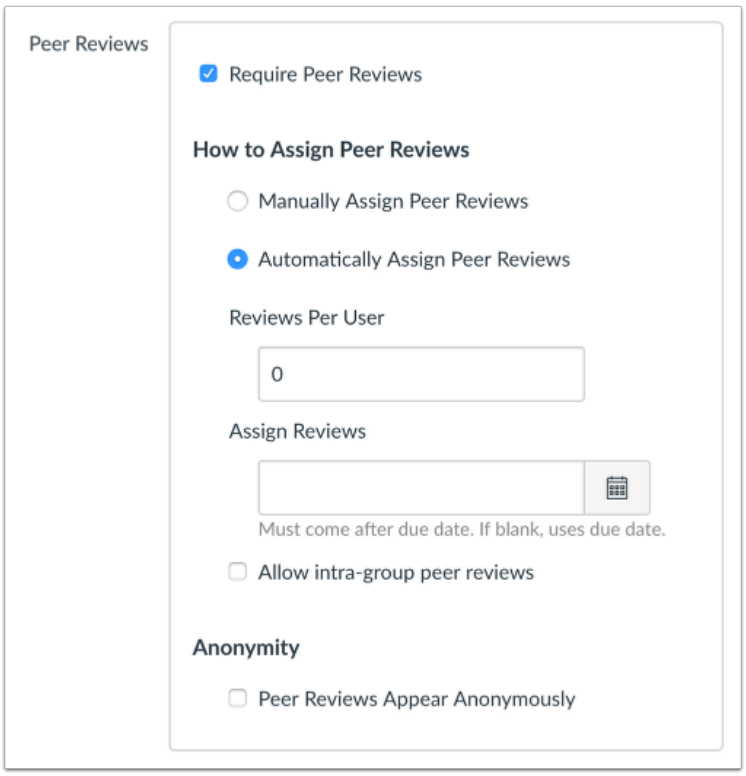
Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Create Group Assignment



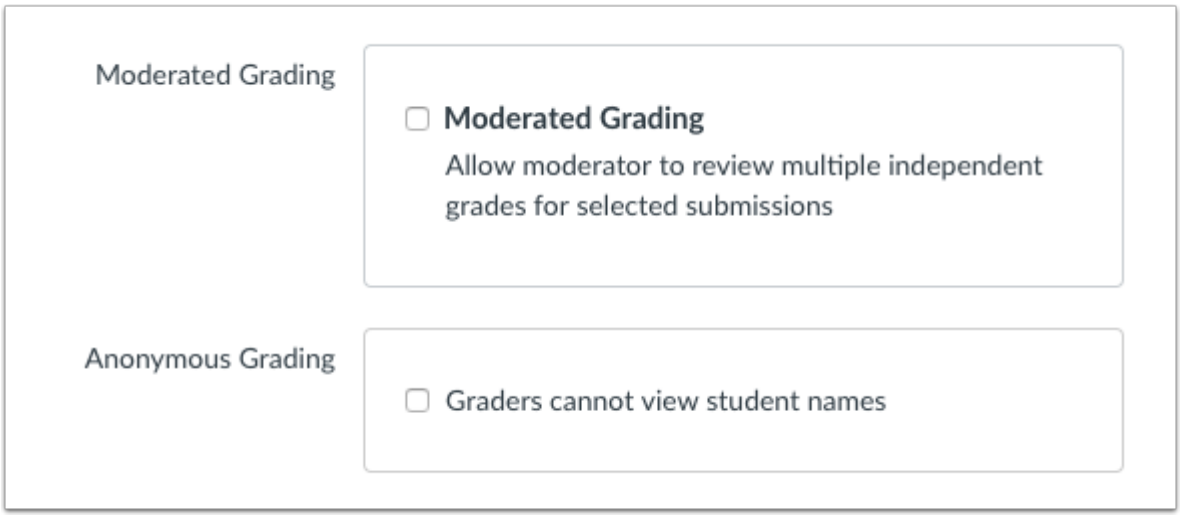
As part of an assignment submission, Canvas lets you set up an assignment as a group assignment. You can also choose to grade students individually in group assignments.

Require Peer Reviews



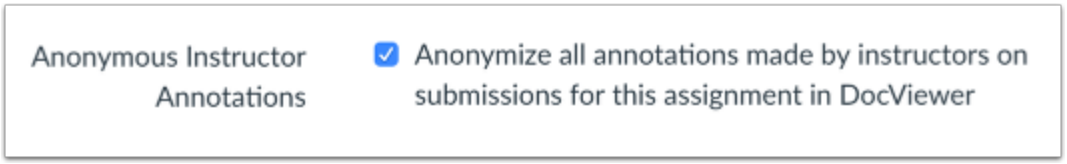
If you want to require students review each other's work, you can create a peer review assignment. When requiring peer reviews, you can select whether to manually assign peer reviews or automatically assign peer reviews.

Allow Anonymous and Moderated Grading



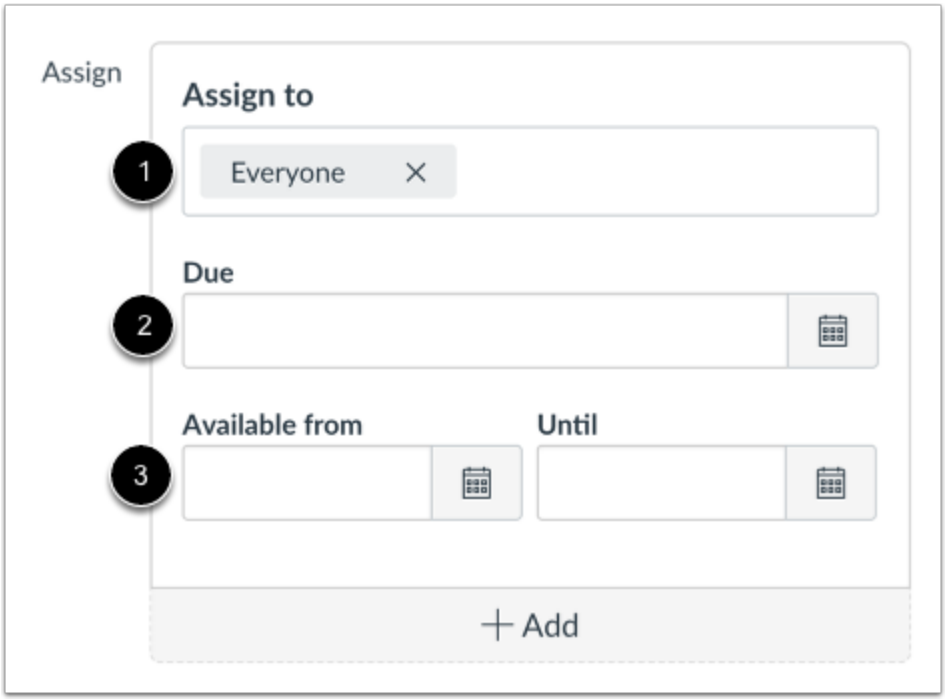
If you want to set up an assignment with additional reviews, you may be able to enable Moderated Grading, Anonymous Grading, or both. Moderated grading allows multiple graders to evaluate a student's work and create provisional grades. Anonymous grading hides student names from graders when they view assignment submissions in SpeedGrader. These options can be used together or independently.

Enable Anonymous Instructor Annotations



If you want to assess submissions with DocViewer and make all instructor annotations and comments in DocViewer-supported submissions anonymous, select the **Anonymous Instructor Annotations** checkbox.

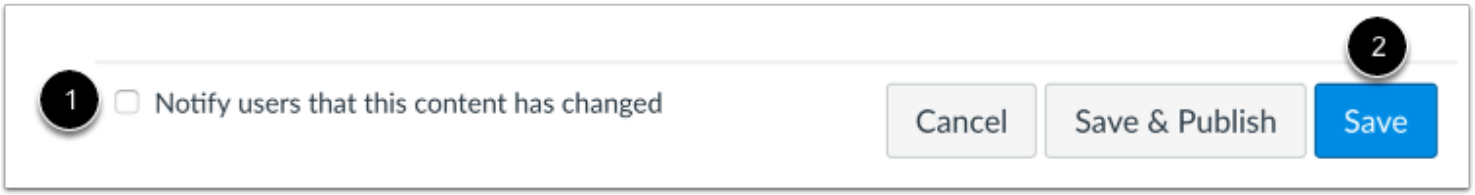
Edit Due and Availability Dates



By default, Canvas will set your assignment dates for everyone in your course [1]. However, you can assign the assignment to an individual student or course section.

Create a due date for the assignment in the **Due Date** field [2]. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary. You also have the option to add availability date fields [3].

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

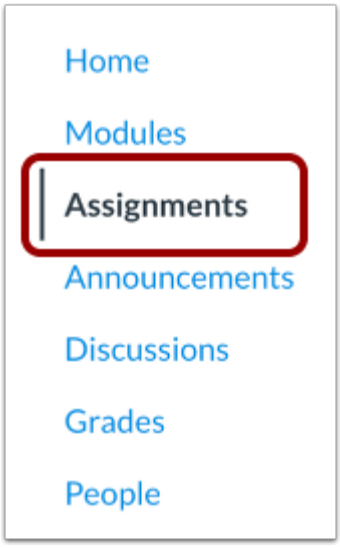
Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

How do I add or edit points for an assignment?

You can add or edit the amount of points on a given assignment.

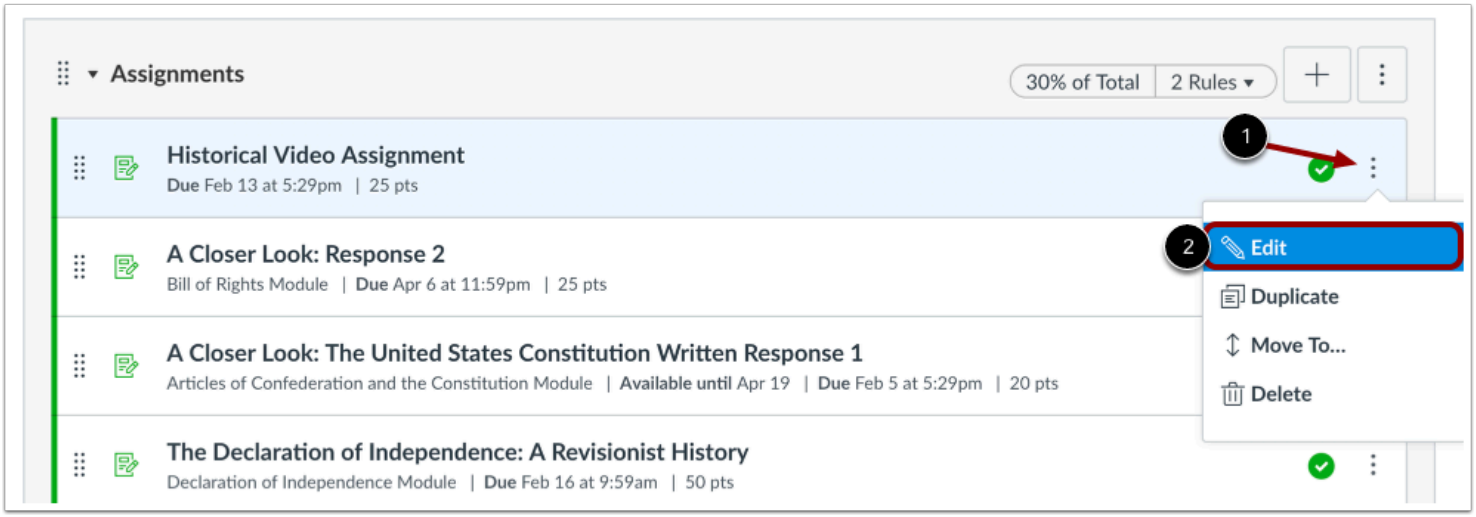
Note: When an assignment is set as a moderated assignment, only the moderator or a Canvas admin can edit the assignment after it is published.

Open Assignments



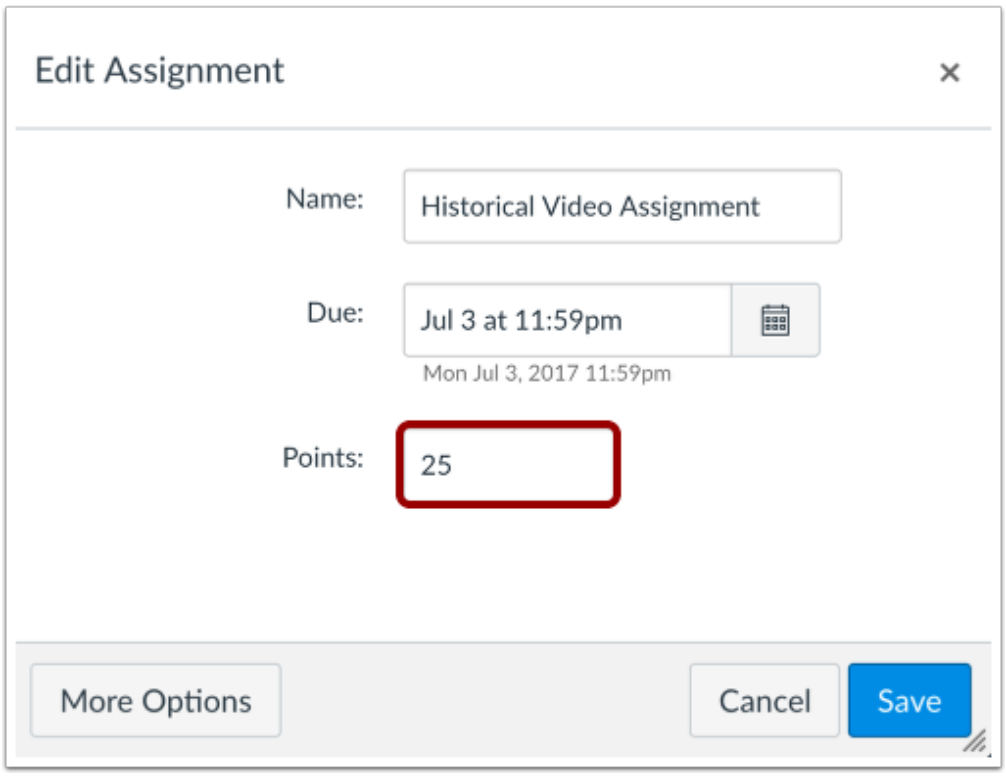
In Course Navigation, click the **Assignments** link.

Edit Assignment



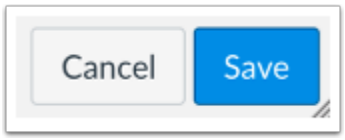
Click the assignment's **Options** icon [1] then click the **Edit** link [2].

Edit Points



Edit the points available for the assignment by typing in the points field.

Save Assignment



Click the **Save** button.

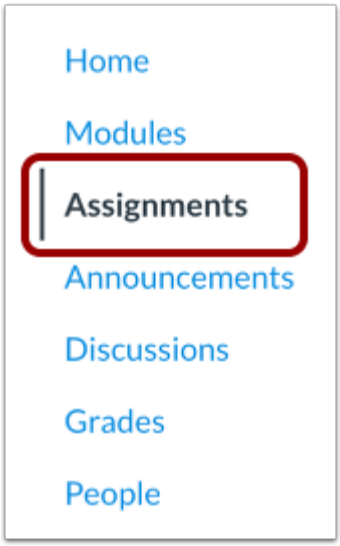
How do I exclude an assignment from the course's final grades?

When creating an assignment, you can choose to not count assignments toward the final grade. This feature allows you to provide feedback for assignments without the assignment counting toward Gradebook calculations. By default, everyone in the course will have the grade excluded unless you specifically assign course sections, assign individual students, or assign course groups to the assignment.

Assignments that are excluded from the final grade include a banner at the top of the assignment page and the assignment details page. The Gradebook and student Grades page also includes an icon showing the grade has been excluded.

Note: This feature is only available in assignments; it does not apply to graded discussions or quizzes.

Open Assignments

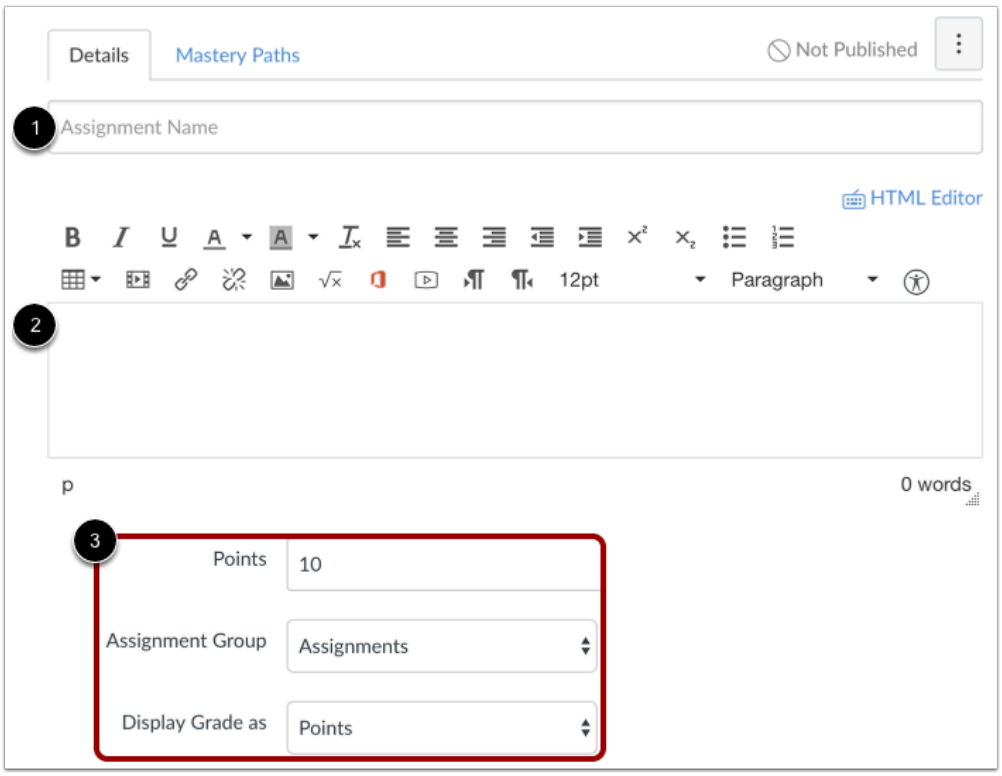


In Course Navigation, click the **Assignments** link.

Add Assignment

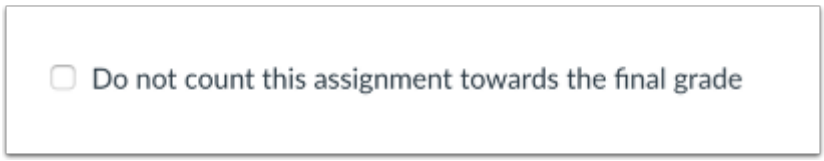
Click the **Add Assignment** button.

Enter Assignment Details



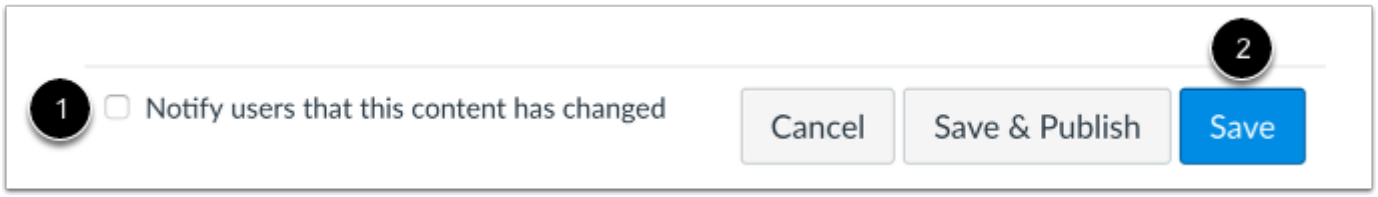
Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Exclude Assignment from Final Grade



Click the **Do not count this assignment toward the final grade** checkbox.

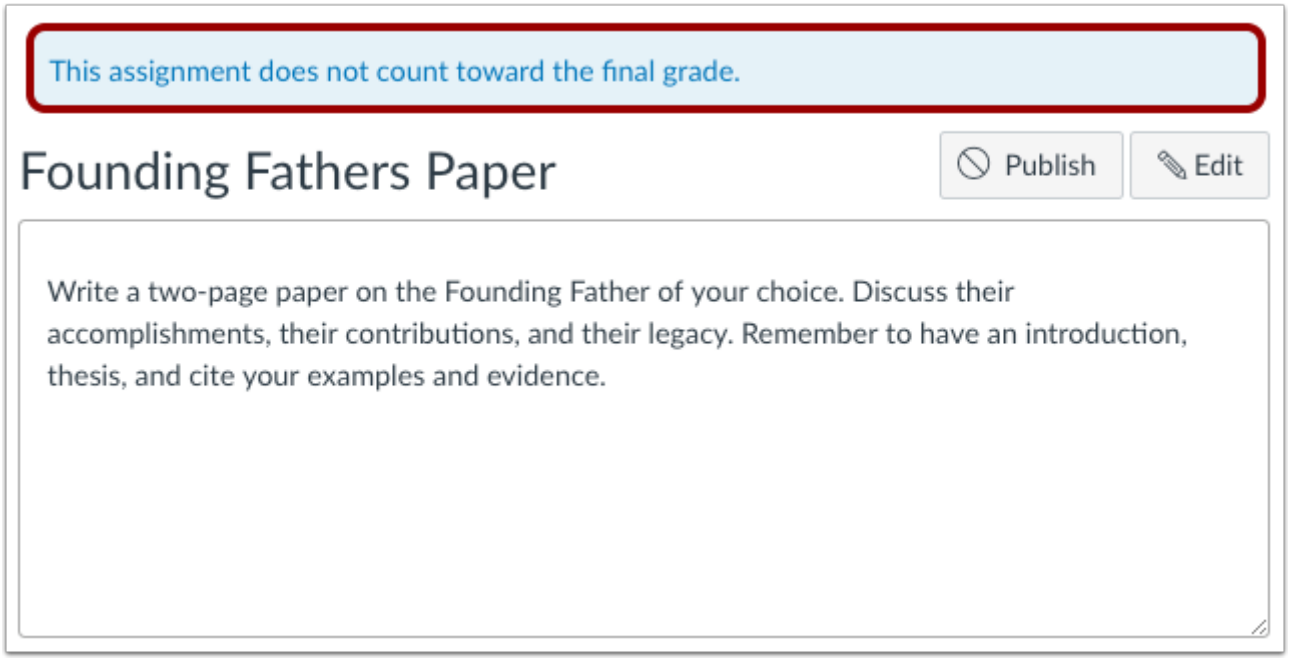
Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

View Assignment



View your assignment with the banner showing the assignment does not count toward the final grade.

How do I add an assignment that includes anonymous grading?

When creating an assignment, you can choose to set up an assignment with anonymous grading. Selecting the anonymous grading option hides student names from graders when they view assignment submissions in SpeedGrader.

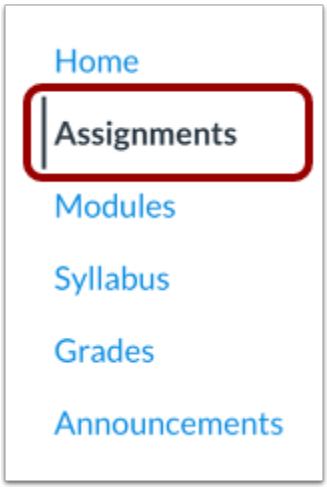
If anonymous grading is not enabled as a feature option in your course, you can enable anonymous grading in SpeedGrader on a per-assignment basis at any time.

You can add annotations and comments in DocViewer when Anonymous Grading is enabled. If you want to use DocViewer tools and create anonymous comments in the submission, you can enable Anonymous Instructor Annotations in your assignment instead.

Notes:

- Anonymous grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- You or an admin can enable or disable the anonymous grading option at any time. Any edits made to the assignment will be tracked, and auditing tools will be added to help with accountability in a future release.
- Anonymous grading can be enabled with moderated grading assignment options.
- Anonymous assignments are automatically muted or hidden. Grades for anonymous assignments, like other muted or hidden assignments, are not displayed to students until the assignment is unmuted or assignment grades are posted.
- Unmuting or posting grades for an anonymous assignment will remove anonymity from the assignment.

Open Assignments

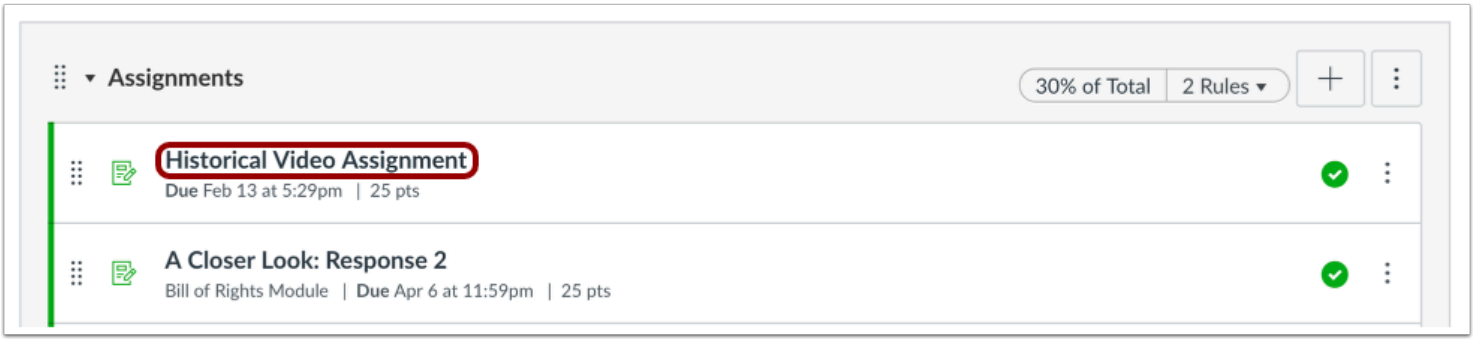


In Course Navigation, click the **Assignments** link.

Add Assignment

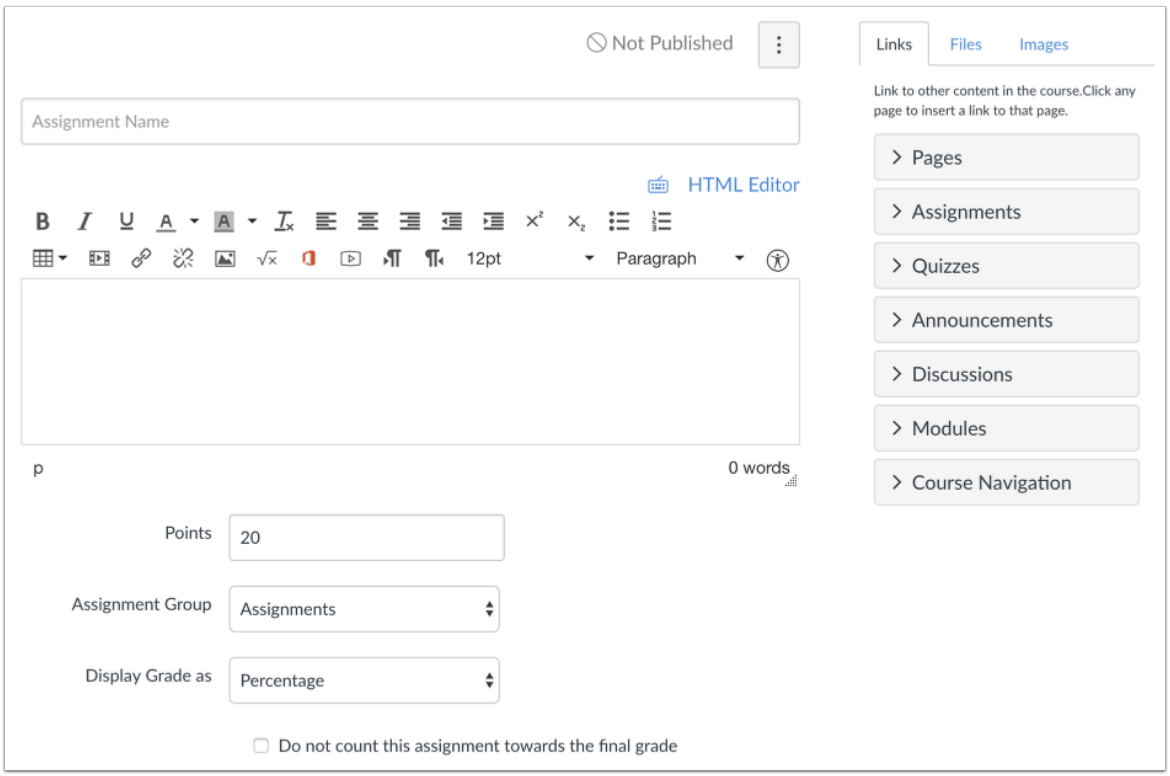
To create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Edit Assignment



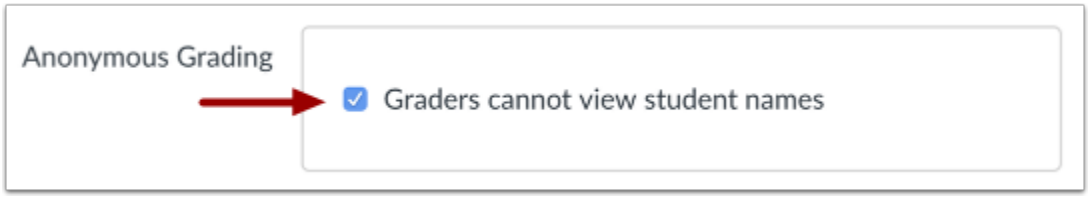
If you want to edit an existing assignment that has not yet received student submissions, click the name of the assignment.

Add Assignment Details



Add details to the assignment.

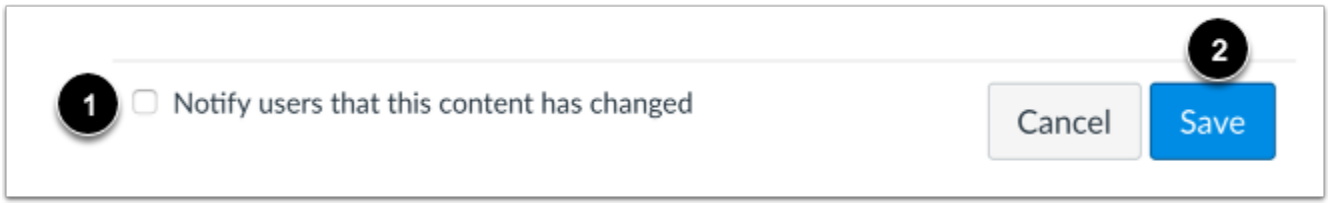
Select Anonymous Grading



Click the **Graders cannot view student names** checkbox.

Note: If the moderated grading assignment option is also enabled, anonymous grading includes an additional option for graders to not view each other's names.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

How do I enable anonymous instructor annotations in student submissions?

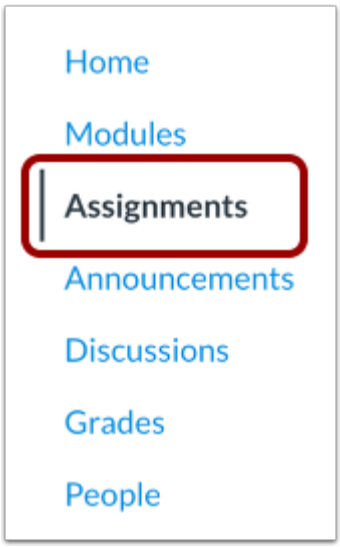
When creating an assignment, you can enable anonymous instructor annotations in DocViewer supported submissions. When students view a submission with anonymous instructor annotations in DocViewer, comments do not display an instructor's name.

This option only affects comments added in DocViewer in the SpeedGrader submission window. Comments added in the Speedgrader sidebar are not anonymous.

Notes:

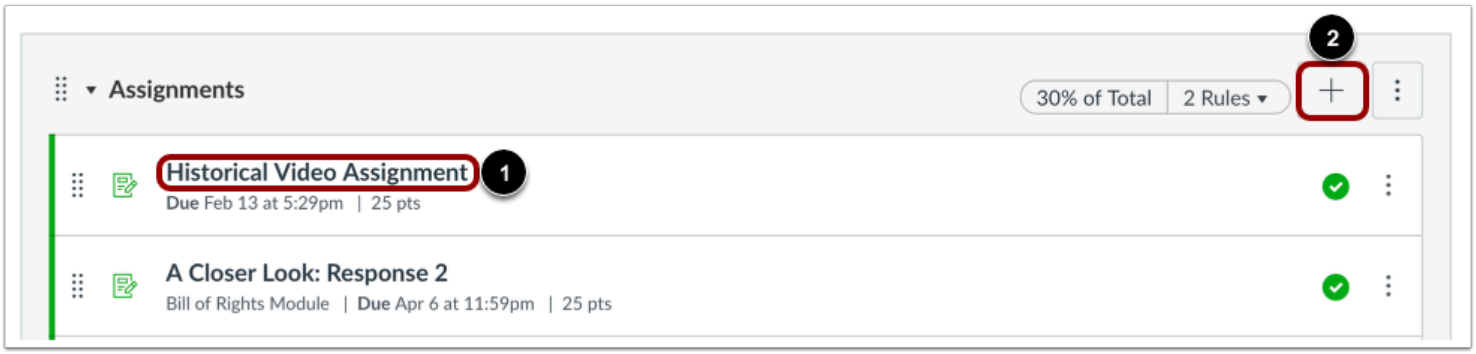
- Anonymous instructor annotations is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Anonymous Instructor Annotations is not associated with the Anonymous Grading feature and displays as an option in all assignments.
- If you select this checkbox after student submissions are received, any annotations already made in DocViewer will not be anonymous. Ensure this checkbox is selected before allowing students to submit assignments.

Open Assignments



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

Open Assignment



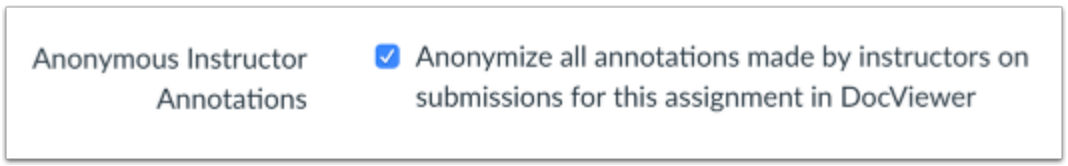
To open an existing assignment, click the Assignment name [1].

To create a new assignment, click the **Add Assignment** button [2].

Edit Assignment

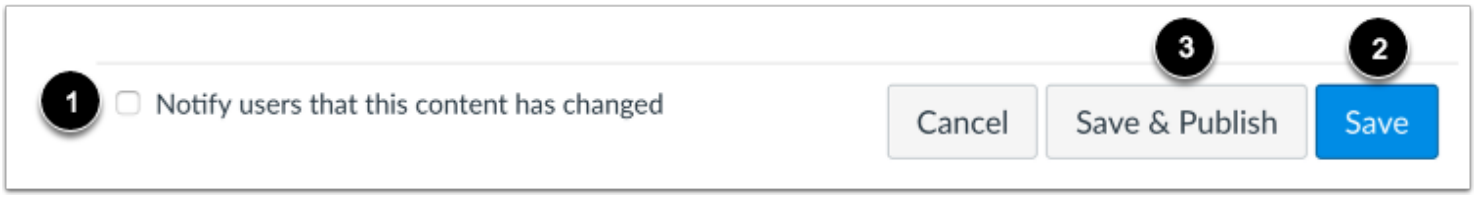
Click the **Edit** button.

Enable Anonymous Instructor Annotations



Select the Anonymous Instructor Annotations checkbox.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button [3]. The Save button will create a draft of your assignment so you can publish it later.

How do I add a moderated assignment to be graded by multiple reviewers?

When creating an assignment, you can choose to set up an assignment with moderated grading. Moderated grading allows multiple reviewers to grade a students work and create draft or provisional grades for an assignment. For instance, you may want to allow two TAs in your course to grade all assignments, and you can review their assessments before determining the final grade. This feature can also be used to create a sampling of students for assignment review to ensure grading is consistent and allows secondary grade reviews.

When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.

In moderated grading, anyone with assignment creation permissions can specify an assignment submission to be reviewed by one or multiple graders, edit the assignment if necessary, review the grades, and select which grade should be set as the final grade for each student. For each moderated submission, the user set as the moderator is the only user who can specify the final grade for each assignment. Any grader can be specified as the grader who can determine the final grade as long as they have the corresponding permission, but the moderator does not have to personally grade the assignment. Once the assignment is created, only the moderator and admins will be able to change the assigned final grader.

Moderated Grading

For moderated assignments, when an assignment reaches its maximum number of graders, the grading notification will be removed from the Dashboard for graders who have not yet assessed the assignment. However, submissions can still be accessed through the Gradebook, if needed. SpeedGrader displays submissions in a read-only mode to hide all student names and submission details.

Anonymous Grading

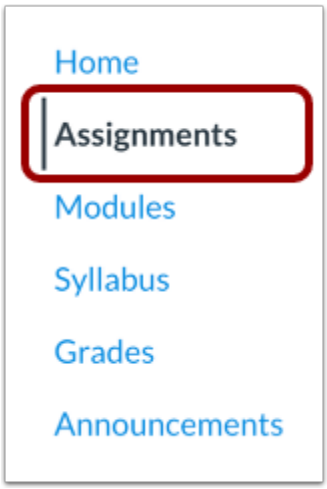
Moderated grading can be enabled with anonymous grading assignment options. If enabled in an assignment, anonymous grading is enabled by default in SpeedGrader, although anonymous grading in SpeedGrader can be enabled separately if not enabled for an assignment.

Notes:

- Moderated grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Once an assignment has been set as a moderated assignment, the moderated assignment option cannot be disabled once submissions have been received, but any edits made to the moderated settings will be tracked.
- Grades cannot be edited in the Gradebook before grades are released as final grades to the Gradebook by the moderator. However, after grades are posted, grades can be edited in the Gradebook by any grader.
- Moderated assignments are automatically muted or hidden in the Gradebook until grades are posted.

- Moderated assignments are not supported with Peer Review assignments.

Open Assignments

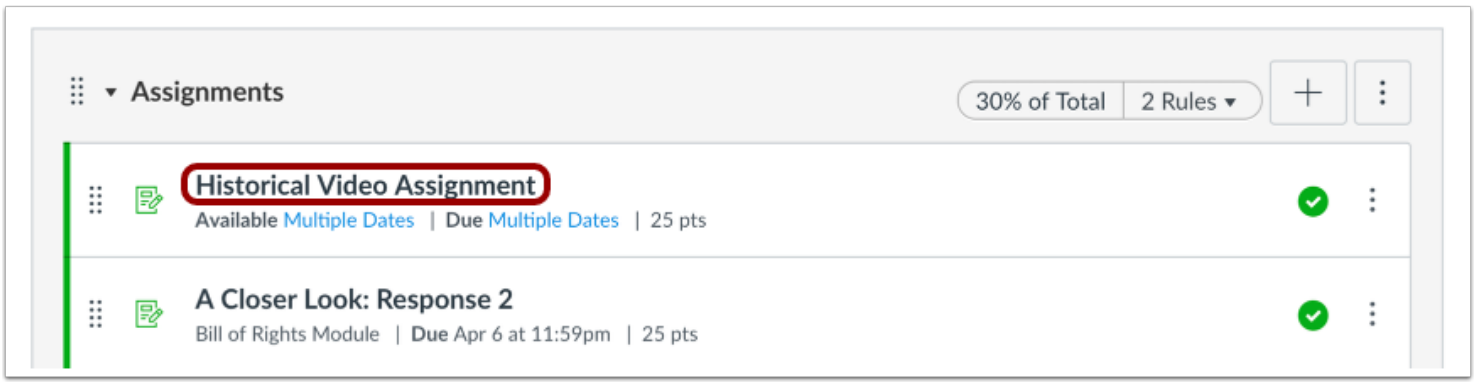


In Course Navigation, click the **Assignments** link.

Add Assignment

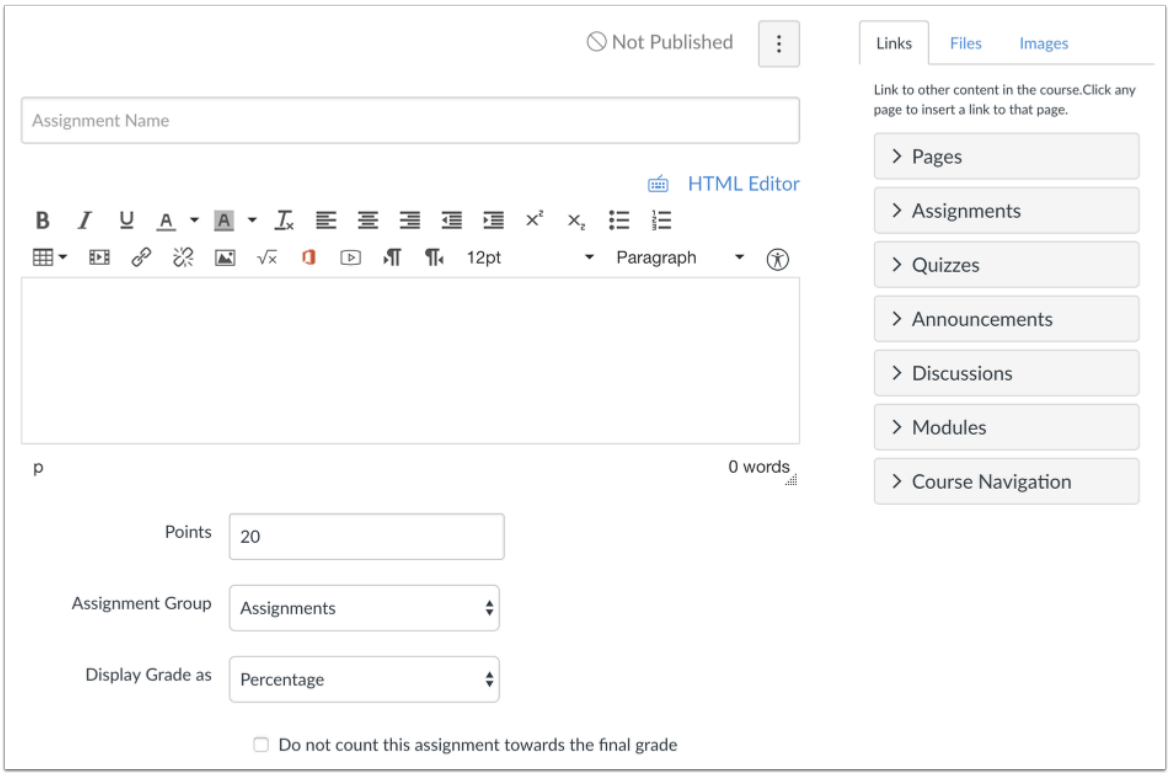
To create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Edit Assignment



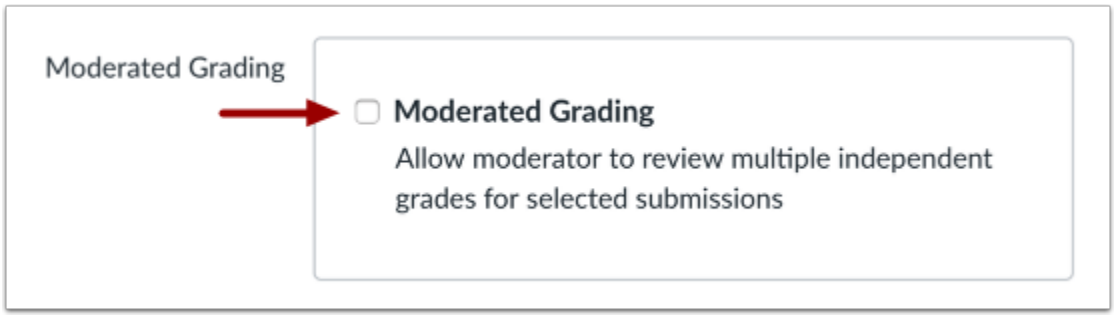
If you want to edit an existing assignment that has not yet received student submissions, click the name of the assignment.

Add Assignment Details



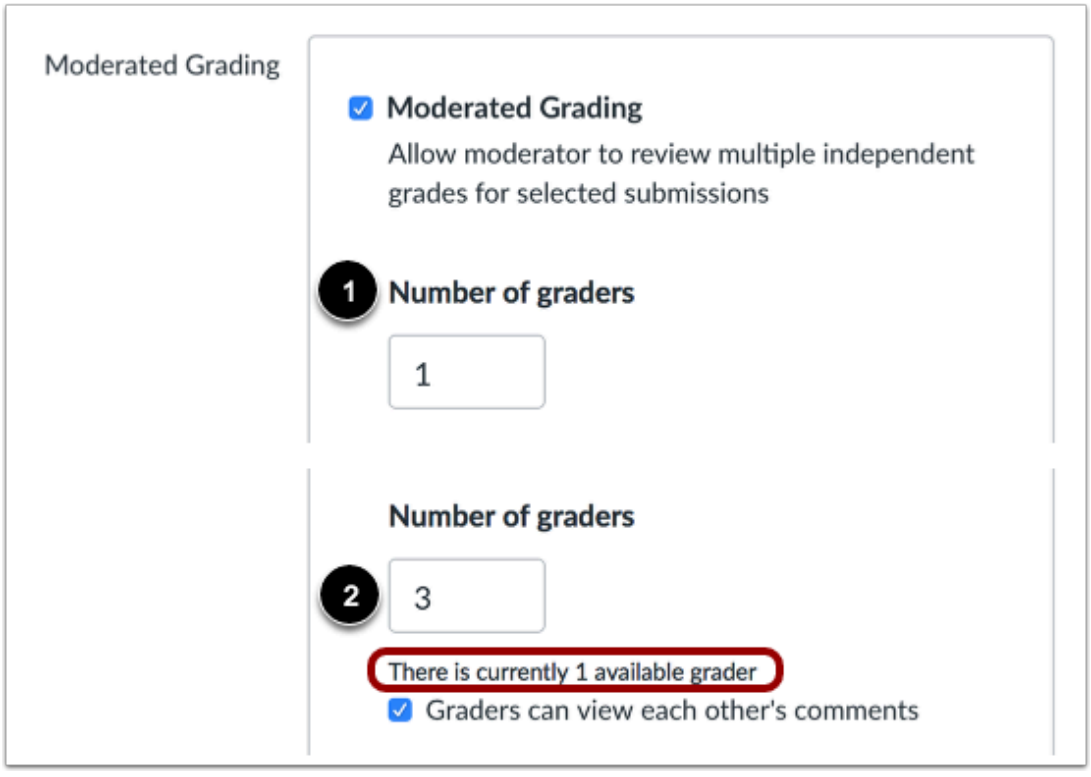
Add details to the assignment.

Select Moderated Grading



Click the **Moderated Grading** checkbox.

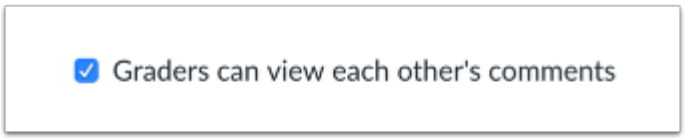
Select Number of Graders



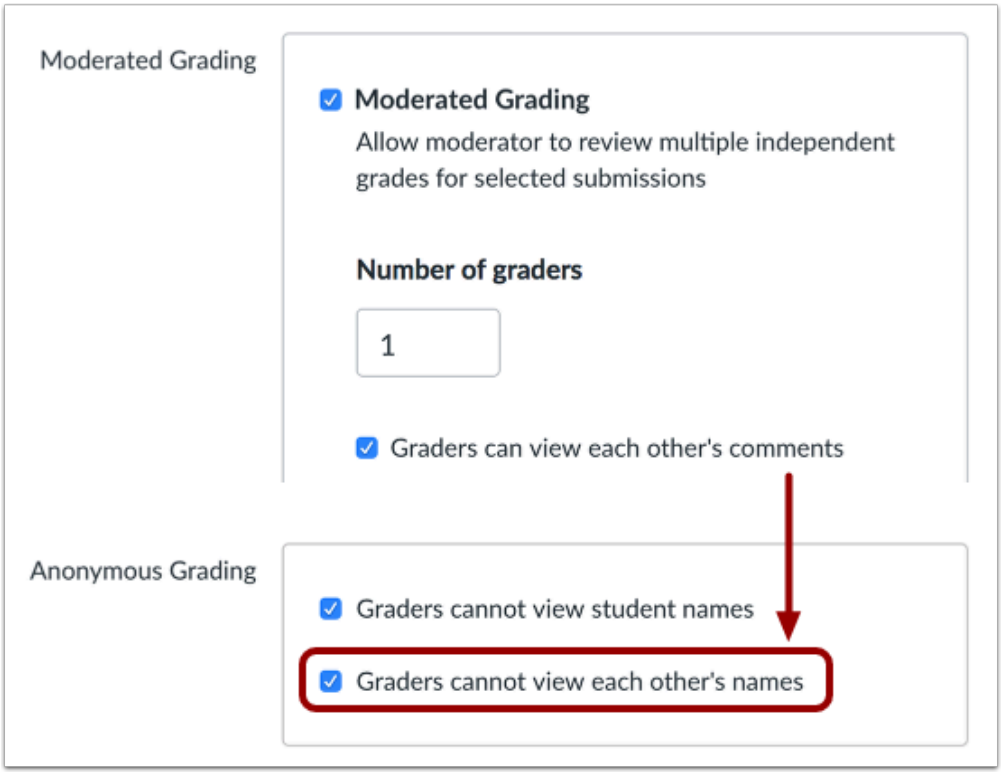
In the **Number of Graders** text box [1], enter the number of graders who should grade the submission. This number does not have a limit. However, if the number of graders is changed to a higher number, the page displays a message if there are not enough course users with grading permissions to fulfill the desired number of graders [2].

- A moderator does not have to specify which specific graders in the course can grade submissions. If a course includes a surplus of graders higher than the desired number of graders, any grader can assess an assignment submission until the specified number of grades has been achieved. When an assignment has reached the specified number of graders, remaining graders will not be able to access the assignment anywhere in Canvas.
- The moderator is never included in the number of available graders since the moderator does not traditionally grade individual submissions. However, the moderator may choose to provide a custom grade instead of selecting a grade from one of the graders.

Select Grader Visibility



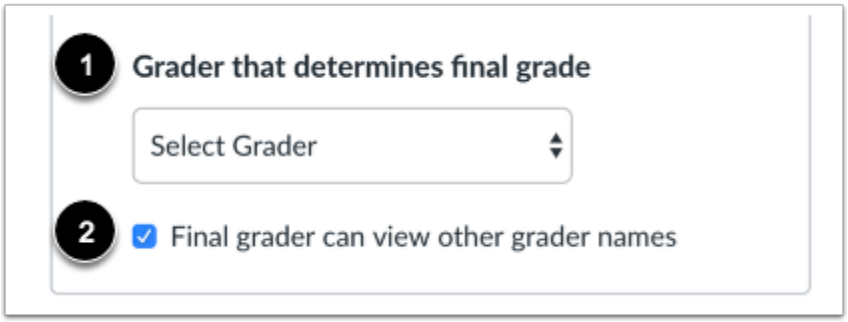
If you want to allow graders to view each other's comments, select the **Graders can view each other's comments** checkbox. This option is selected by default.



Note: If anonymous grading is also enabled for your course, selecting this option displays the **Graders cannot view each other's names** checkbox in the anonymous grading assignment options.

This option allows graders to view comments from other graders but not view the name associated with each comment.

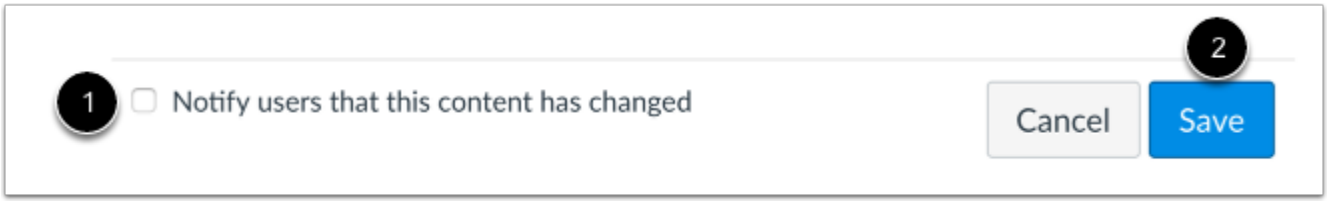
Select Final Grader



In the **Select Grader** menu [1], select the name of the moderator, or the grader who determines the final grade. The Select Grader menu displays the names of course graders who have been given permission to determine the final grade. This permission is assigned to one or more roles at the account level. If you have permission, you can select your own name as the final grader.

If you want the final grader to view the names of the grader who graded each submission, select the **Final grader can view other grader names** checkbox. This option is selected by default.

Save Assignment



If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

Note: If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

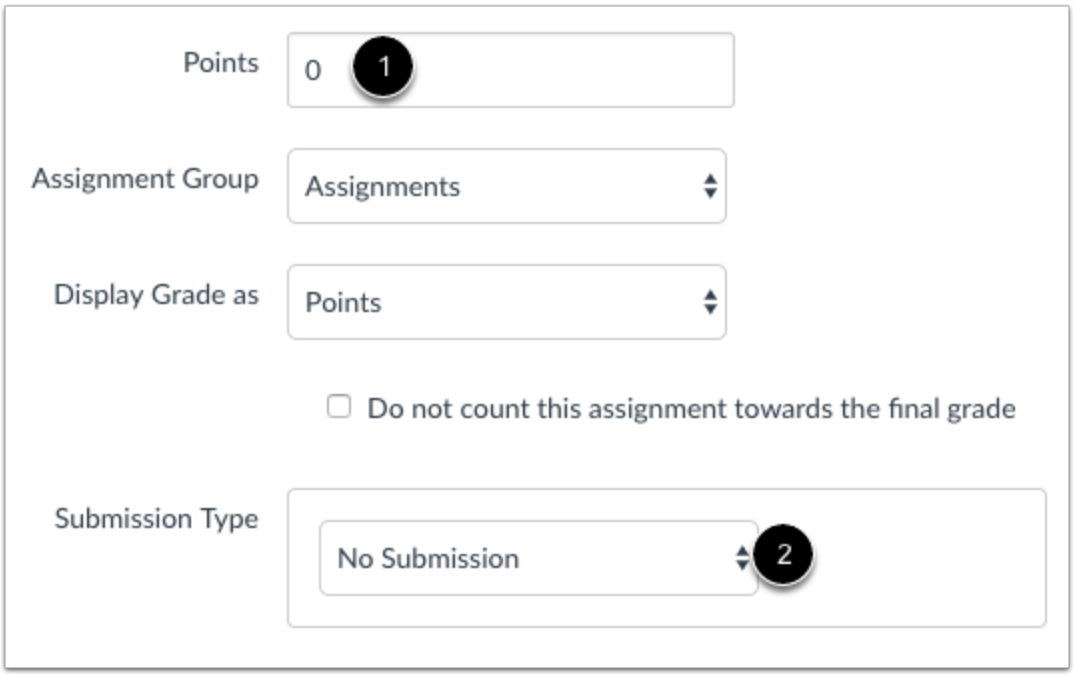
How do I give extra credit in a course?

Extra credit is currently not a default option in Canvas. However, you can give students extra credit using a variety of options.

Notes:

- If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.
- If you have drop rules set in an assignment group, adding extra points may affect your students' scores.

Create New Assignment with Zero Point Value

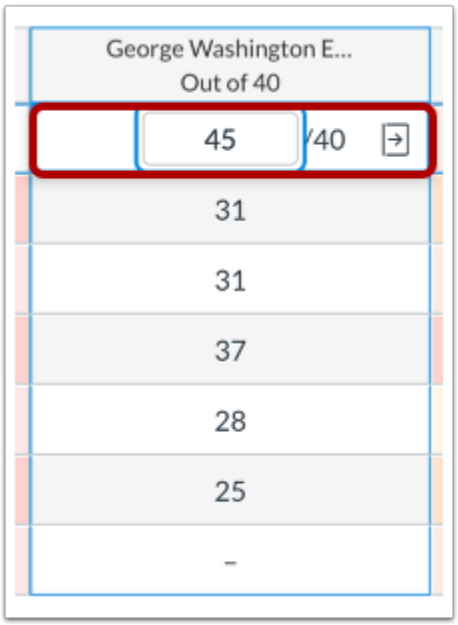


Create a new assignment with zero points possible [1] and select any submission type [2]. Assignments set to the No Submission type work well for classroom activities, such as in-class discussions or presentations.

After students complete an online submission or complete and submit work offline, you can add and adjust points in the Gradebook.

Note: For a zero-point assignment to factor into a student's grade, you must add a positive point value to at least one additional assignment in any assignment group.

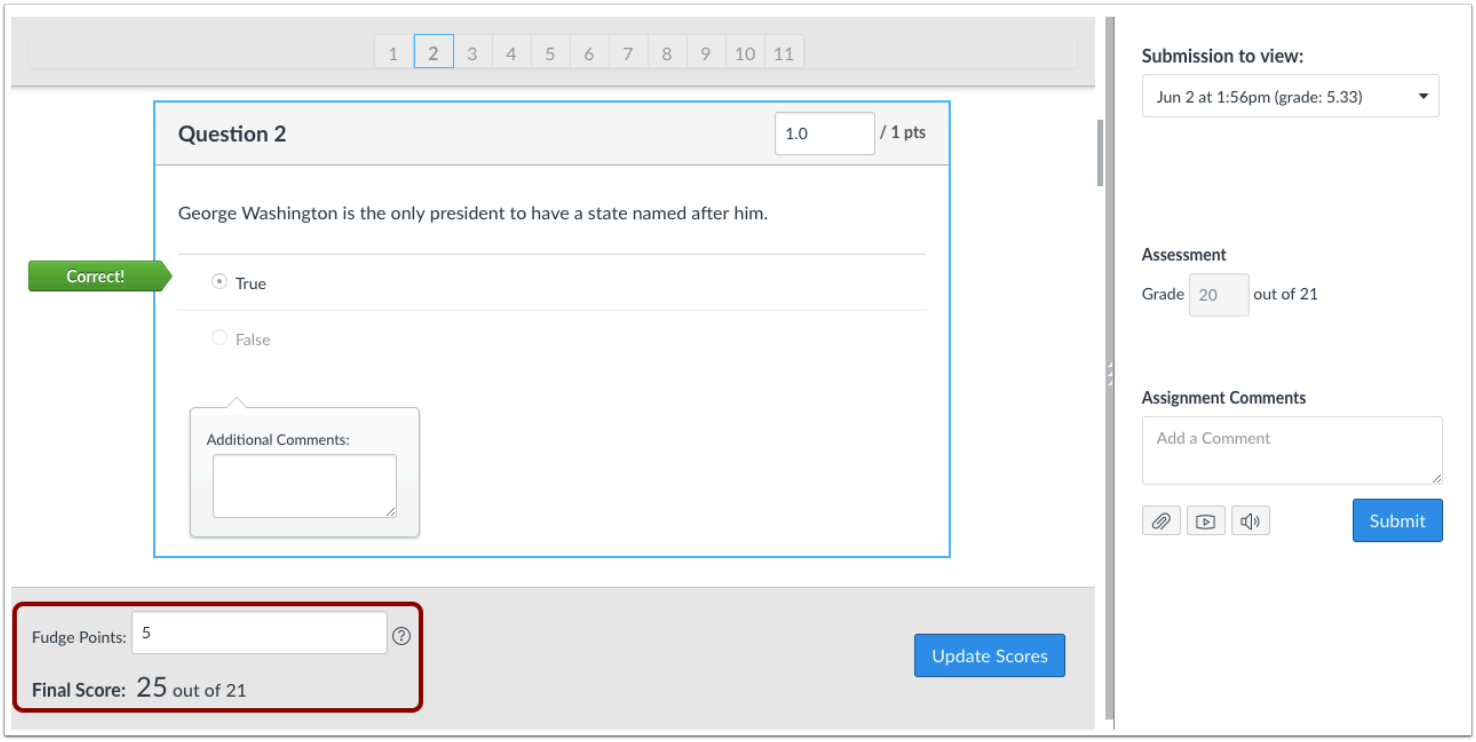
Add Extra Points to an Existing Assignment



Add extra points to an Assignment you've already created. Manually enter the extra points in the Gradebook.

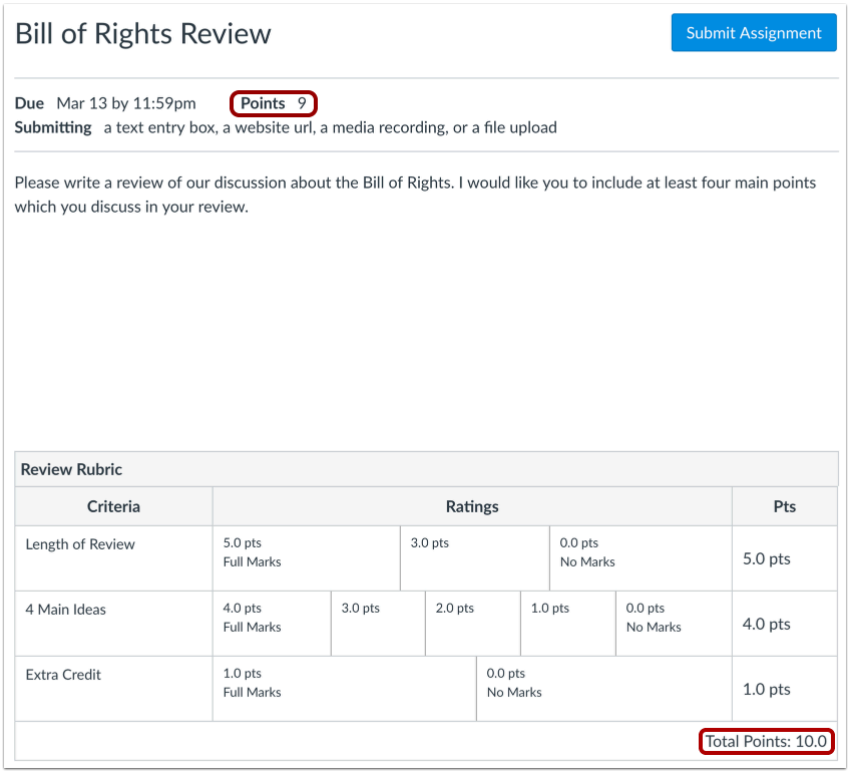
For example, this assignment is worth 40 points. Adding 5 extra points will bring the assignment total for this student to 45 points. The added points will increase total points calculated in the Gradebook's final grade.

Add Fudge Points to a Quiz



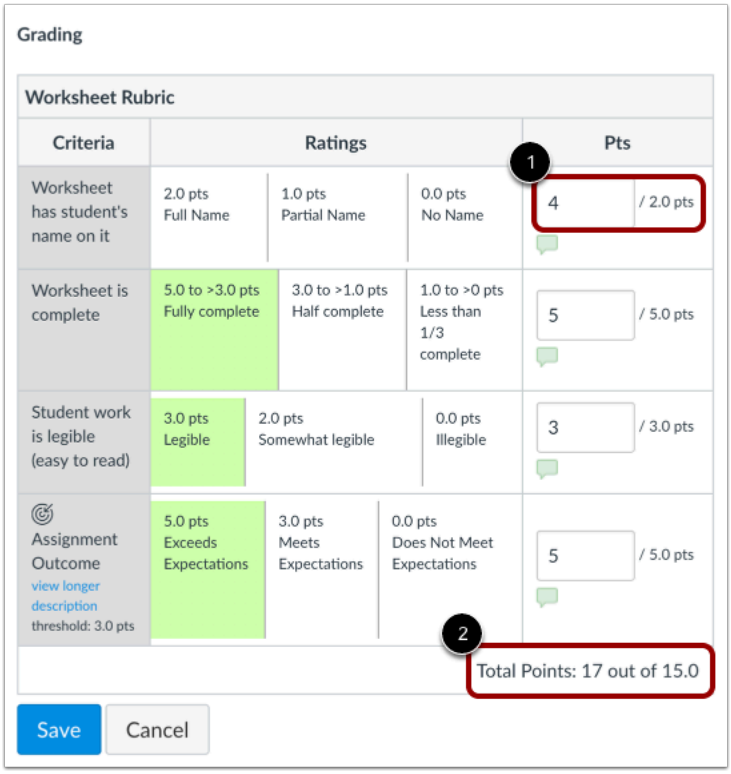
You can use Fudge points within SpeedGrader to add points to a quiz. Fudge points allow you to manually adjust an overall quiz score.

Create Extra Credit within a Rubric



Add an additional Criterion to a Rubric for extra credit. Make sure you make the rubric worth more than the assignment and you can give students extra points or not without affecting the actual assignment points.

Add Extra Points using a Rubric in SpeedGrader



You can add extra credit using a rubric in SpeedGrader. Enter a point value that is greater than the points possible for a criterion [1]. The Total Points calculation will reflect any extra points awarded for each Criterion [2].

Note: For SpeedGrader to automatically update the rubric point value for grading, select the **Use this rubric for assignment grading** checkbox when adding the Rubric to an assignment. Otherwise, you can update the grade field manually.

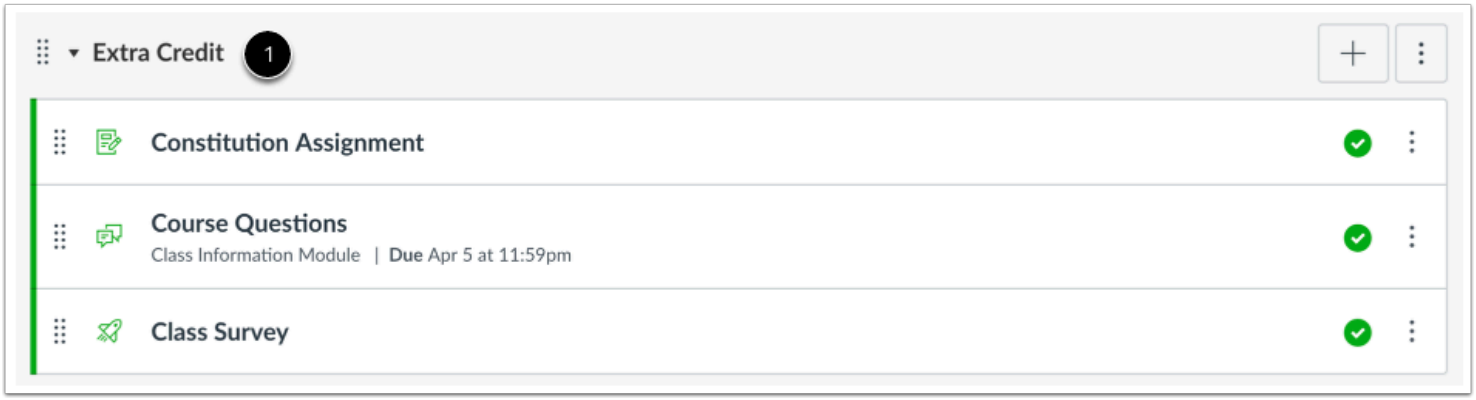
Add Extra Points using SpeedGrader

You can manually add extra points by editing the grade shown in the Grade field in SpeedGrader.

Create Extra Credit with Assignment Groups

Assignments must be housed within an assignment group. Assignment groups can be unweighted or weighted, depending on how you wish to grade students within your course.

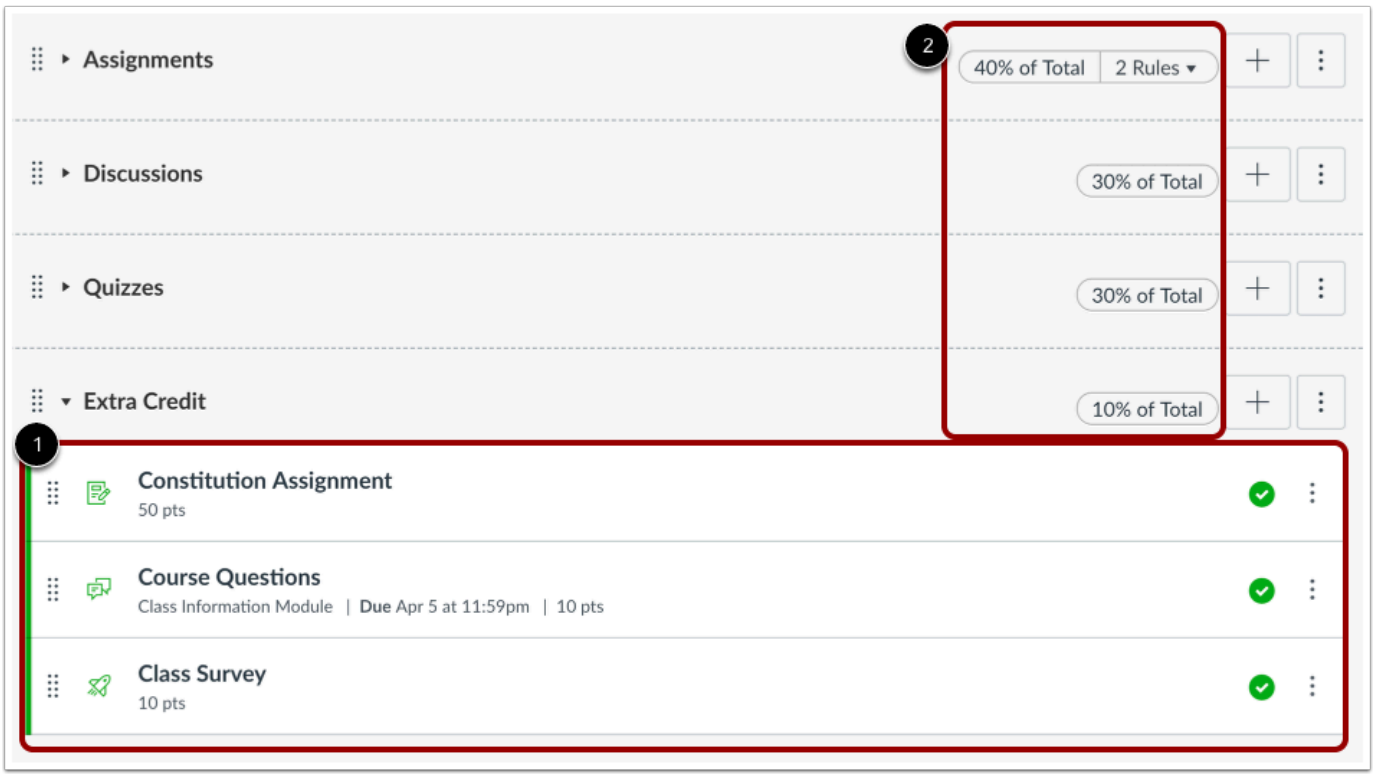
Create Extra Credit using Unweighted Assignment Groups



When assignment groups are **not weighted**, you can create extra credit assignments in their own assignment group if you wish. You may want to create a separate group to help distinguish between the different types of assignments. In this example, this entire assignment group has no points possible [1].

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.

Create Extra Credit using Weighted Assignment Groups

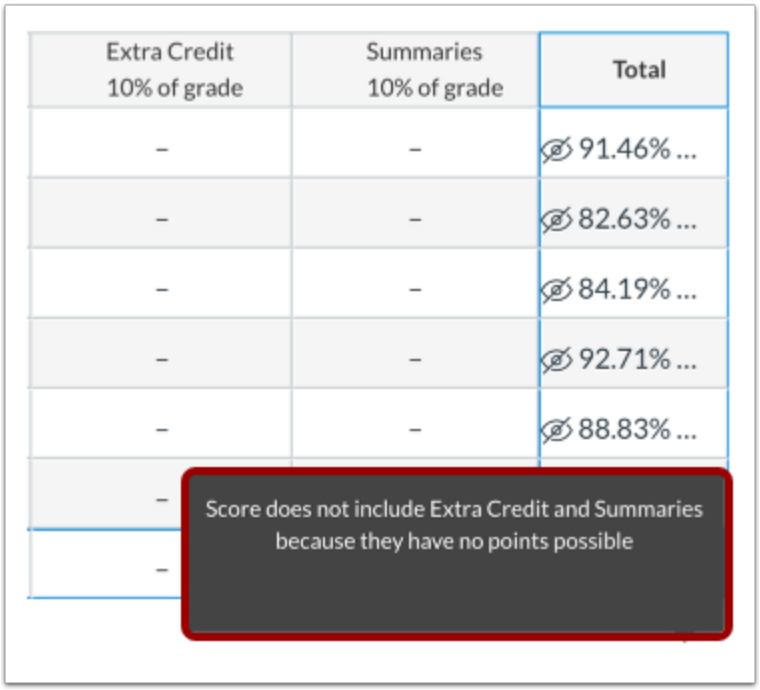


When assignment groups are **weighted**, Canvas will **not** calculate grades for an entire group that has no points possible. Therefore, for extra credit assignments to calculate correctly in weighted groups, they must be housed within an existing assignment group that has at least one assignment worth more than zero points.

In this example, the extra credit assignment is housed within the Extra Credit assignment group with multiple assignments worth more than zero points [1]. Notice that the assignment groups weights total 110% [2]. Any assignment placed within the Extra Credit assignment group will have either a positive or neutral effect on your students' overall grade. Additionally, if a student does not submit the extra credit assignment, their grade will not be negatively impacted.

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.

Errors with Weighted Assignment Group



If you create your extra credit assignments with zero points within their own assignment group, but you decide to weigh your assignment groups, your extra credit assignments will not calculate correctly within Canvas. Canvas cannot calculate assignment groups where there are no points possible. For example, if the student has 12 points of 0 points possible, Canvas can't determine the impact to the overall grade because 12 cannot be divided by 0.

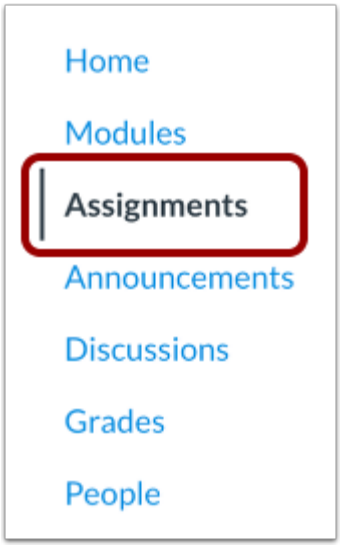
An error will appear in the total grade column. In this example, the two extra credit assignments (both with zero possible points) have been placed in an assignment group called Extra Credit. However, the assignment group has been weighted. The warning notification indicates that the score does not include Extra Credit (as an assignment group) because the entire group has no points possible. In this situation, the assignments will have to be moved to another assignment group, or you will need to include an assignment within the Extra Credit assignment group that has at least one point possible.

How do I move or reorder an assignment?

You can move or reorder assignments after you've created them. You can manually drag and drop the assignment, or you can use the Move To option, which is also accessible for keyboard users. You can also move all assignments in an assignment group to another assignment group.

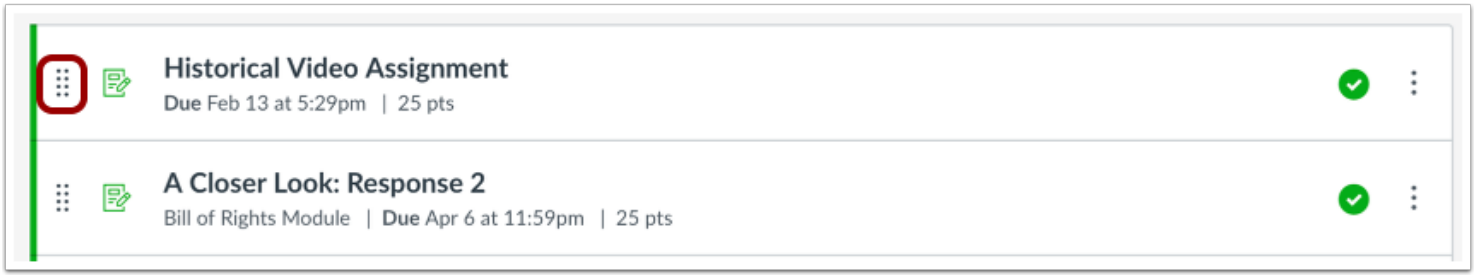
Note: If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

Open Assignments



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

Drag and Drop Assignment

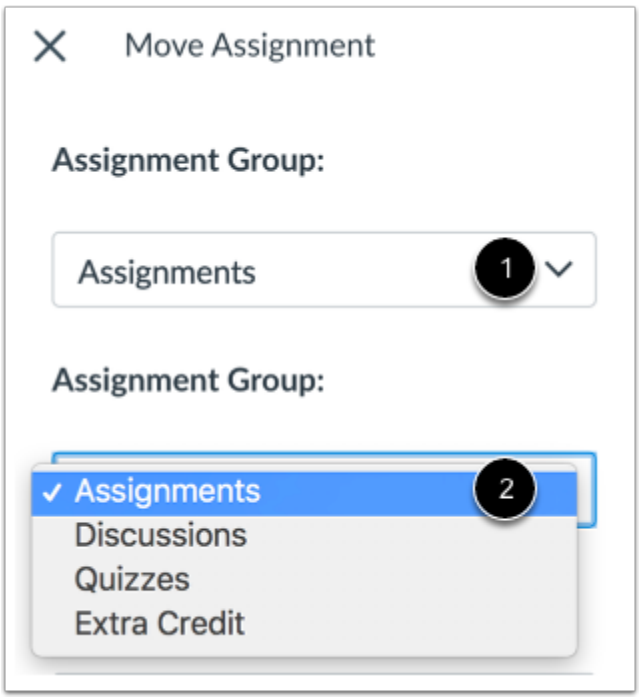


You can use the drag and drop option to reorder assignments. Click the drag handle next to the assignment name. Drop the assignment in the desired location by releasing the mouse.

Move Assignment

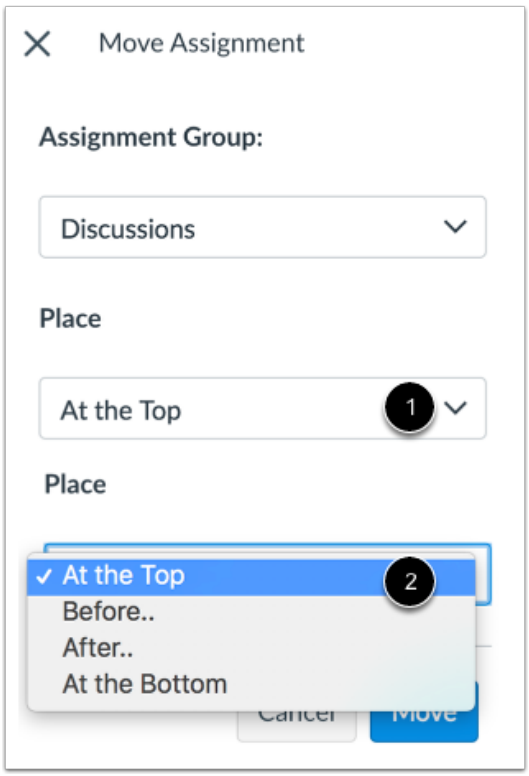
You can also use the Move To option to reorder an assignment. Click the **Options** icon [1] and select the **Move To...** link [2].

Select Assignment Group



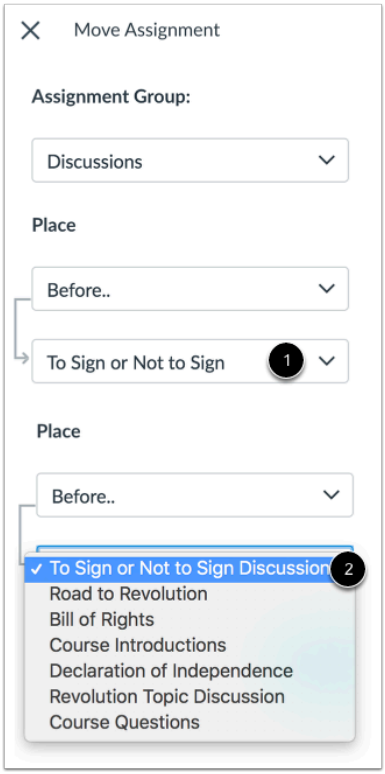
In the Move Assignment sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group for the assignment [2]. If you want to keep the assignment in the existing assignment group, select the existing assignment group name. However, if you want to move the assignment into another assignment group, select the new assignment group name.

Place Assignment



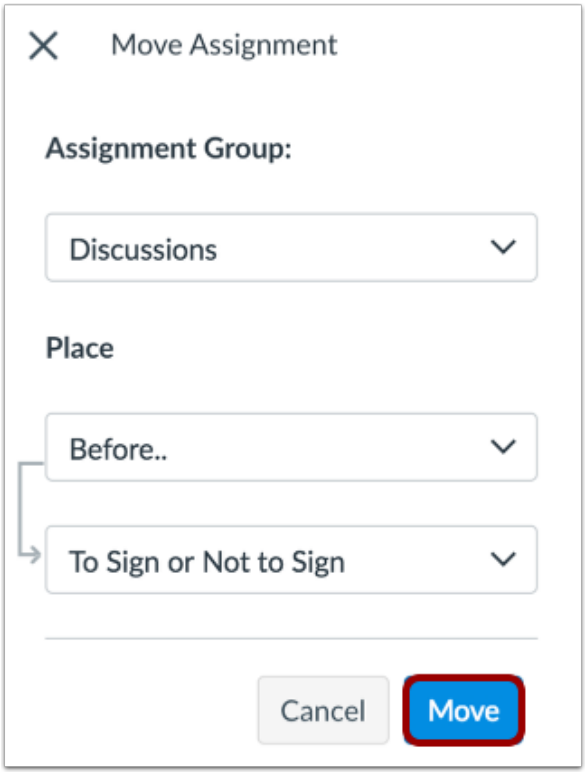
In the **Place** drop-down menu [1], select the placement of the assignment you are moving. You can move the assignment so that it is at the top of the section, before or after a specific section, or at the bottom of the section [2].

Place Before or After



If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment that should be before or after the assignment you are moving [2].

Move Assignment

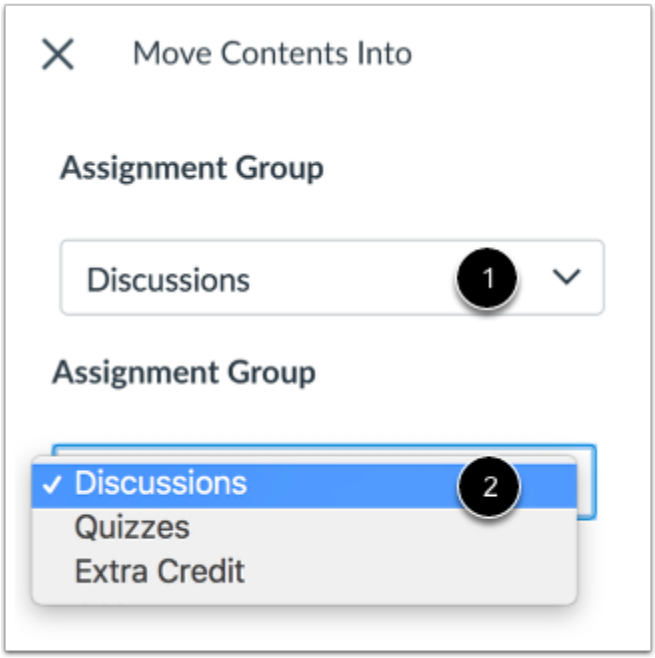


Click the **Move** button.

Move Assignment Group Contents

If you want to move all assignments within an assignment group, click the **Options** icon [1] and select the **Move Contents** link [2].

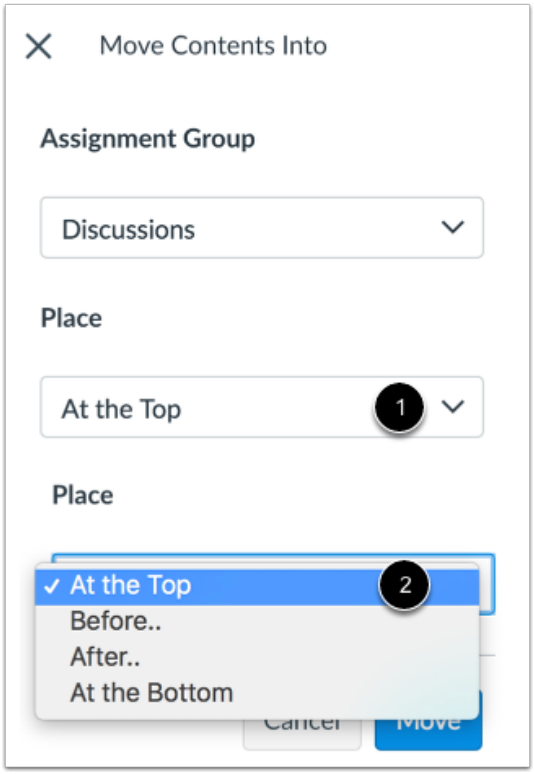
Choose Assignment Group



In the Move Contents Into sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group [2].

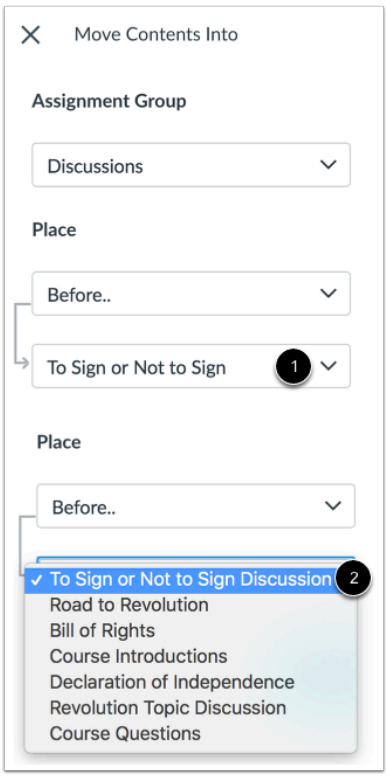
Note: Choosing a placement for the assignment group contents will place all contents in the same order as they currently exist in the assignment group. After you have moved the contents, you can reorder assignments within the assignment group individually.

Place Contents



In the **Place** drop-down menu [1], select the placement of the contents you are moving. You can move the contents to appear at the top of a new assignment group, before or after specific items within the selected assignment group, or at the bottom of the list of items in the selected assignment group [2].

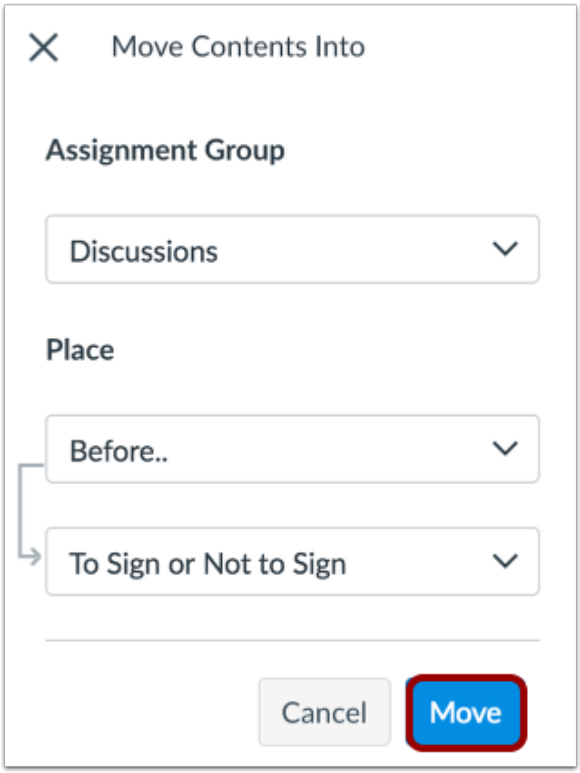
Place Before or After



If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment group content item that should be before or after the contents you are moving [2].

If you want to move the contents to another location, change the sidebar placement options again.

Move Contents



Click the **Move** button.

How do I import SCORM files as an assignment?

If your institution has enabled the SCORM LTI, you can upload SCORM ZIP files as assignments in your course (per the applicable package content). SCORM is a technical standard for many e-learning products and is often used to create course content. Once enabled, the SCORM Link will appear in the Course Navigation menu. SCORM packages are imported as External Tool Assignment submissions.

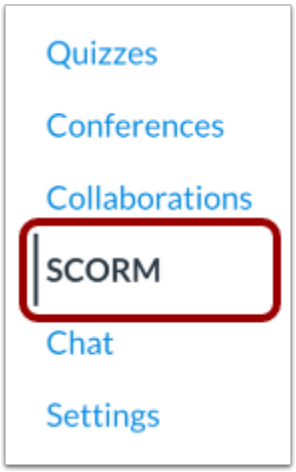
To enable your SCORM content as a stand-alone HTML site, you may need to re-export your SCORM content.

If you are interested in uploading non-assignment SCORM content into a course, learn how to import .zip content into Course Files.

Notes:

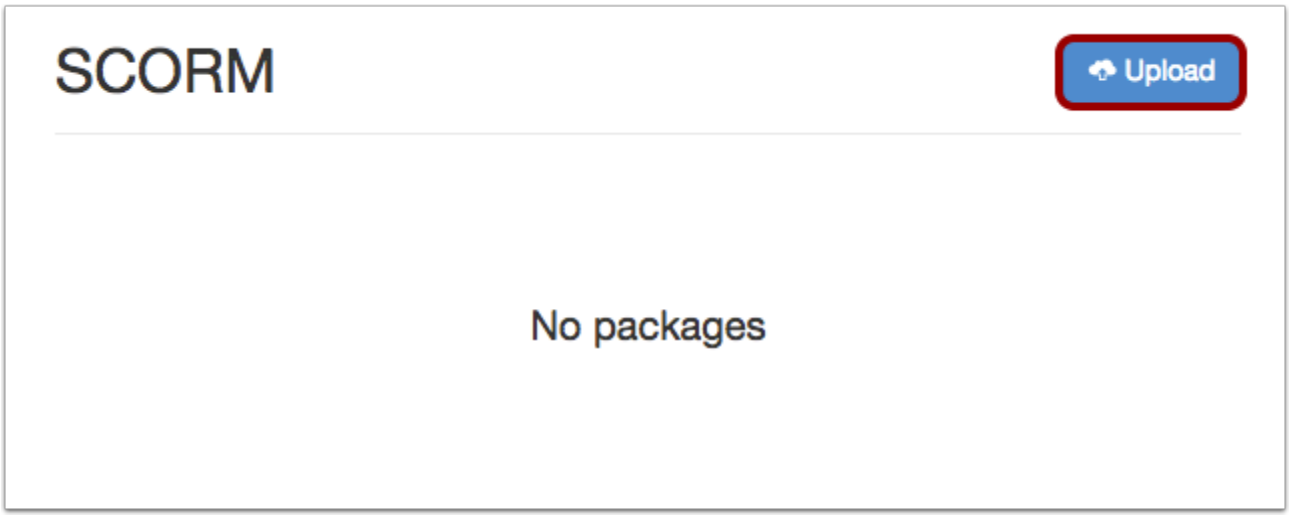
- The SCORM LTI must be enabled in External Apps at the account level before it can be used in courses. If you are an administrator, please contact your Customer Success Manager for assistance.
- If you delete a SCORM assignment from the Assignments page, the assignment will still appear on the SCORM page, and if you try to open the assignment, Canvas will generate an error. However, if you delete the assignment from the SCORM page, the assignment will also be deleted from all other applicable Canvas locations.
- Canvas supports the following versions of SCORM: SCORM 1.2 and SCORM 2004 (2nd, 3rd, and 4th Edition).
- SCORM is not available in beta or test environments of Canvas.

Open SCORM



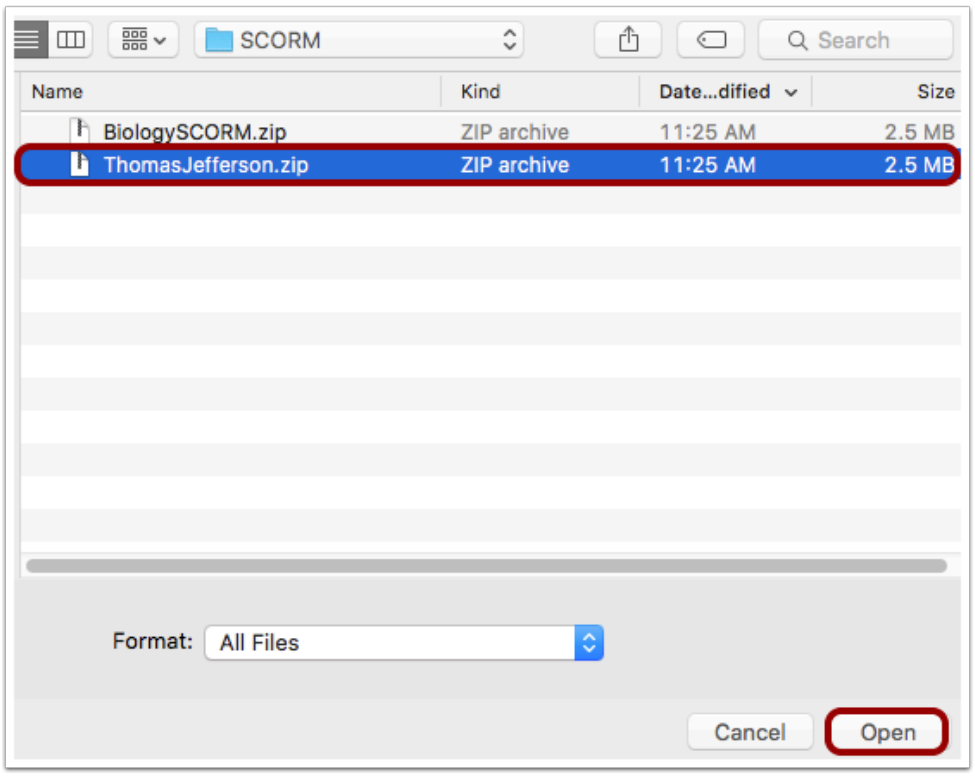
In Course Navigation, click the **SCORM** link.

Upload File



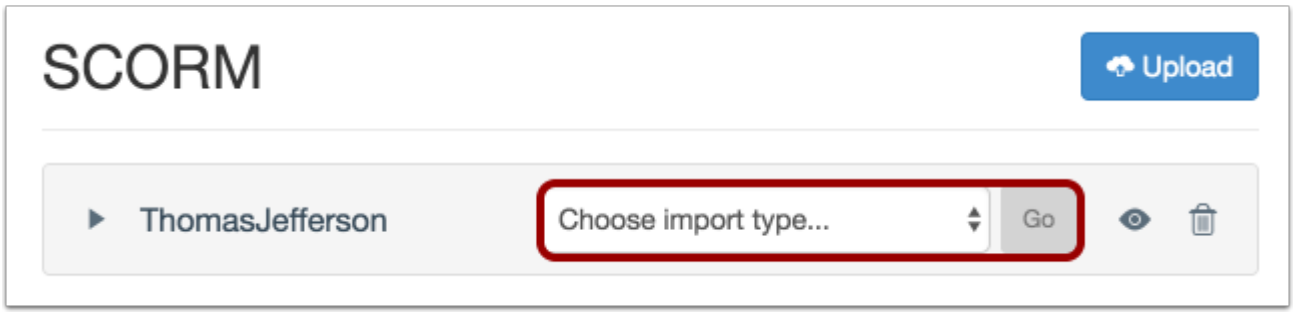
Click the **Upload** button.

Open File

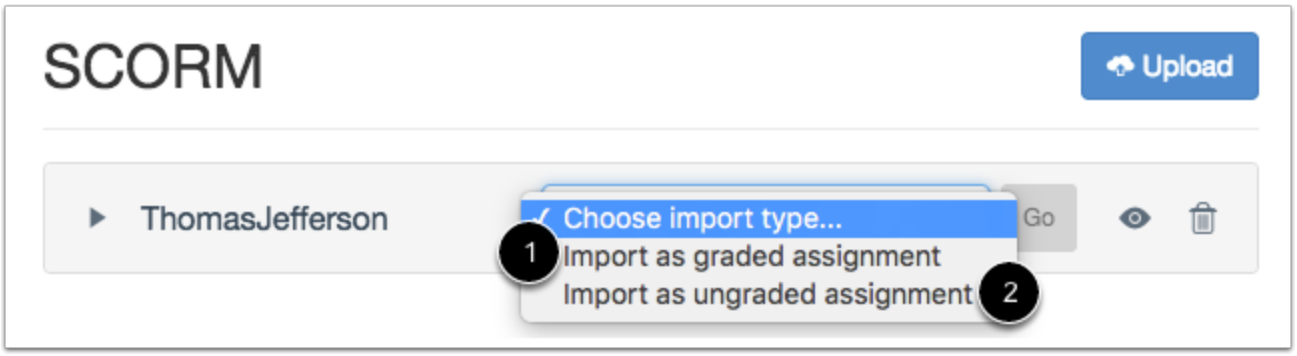


Locate the file and click the **Open** button.

Choose Import Type



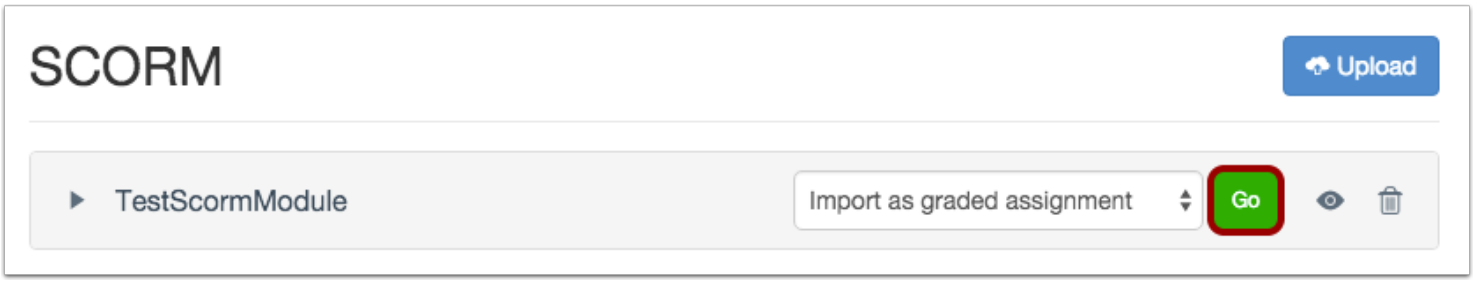
Once the file has loaded, click the **Choose Import Type** drop-down menu.



Choose to import the SCORM file as a graded assignment [1] or ungraded assignment [2].

Note: Choosing graded or ungraded when importing a SCORM file is permanent and cannot be changed in Canvas. If you import a SCORM file as an ungraded assignment, the assignment will not be worth points and will not display a grade for students.

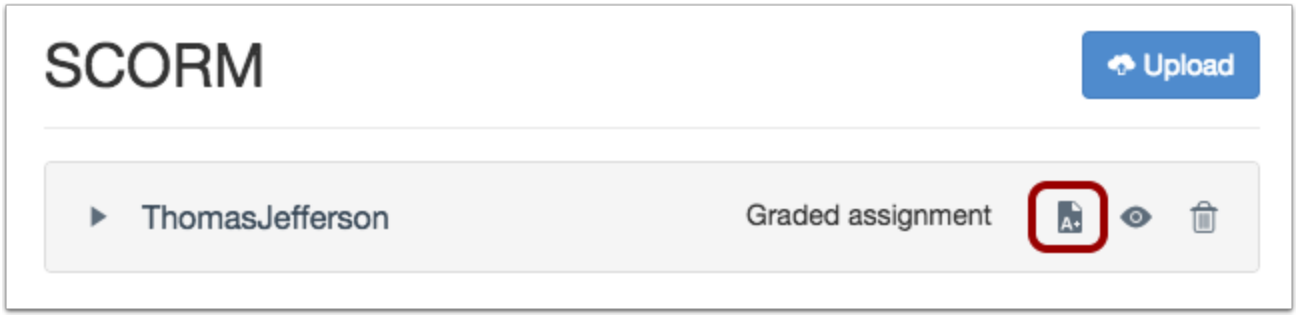
Import File



Click the **Go** button.

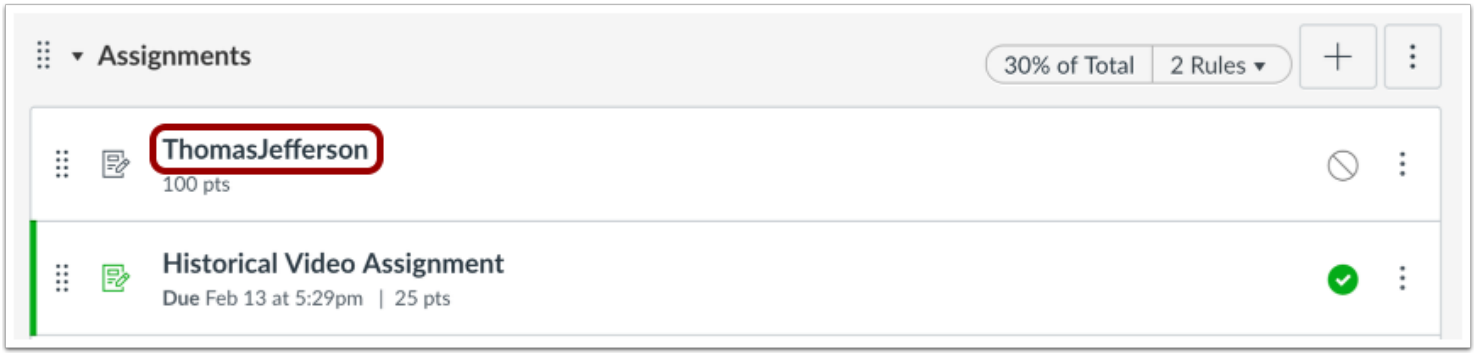
Note: If content does not immediately load, your LTI tool may need to be reconfigured. Please contact your admin for assistance.

View File



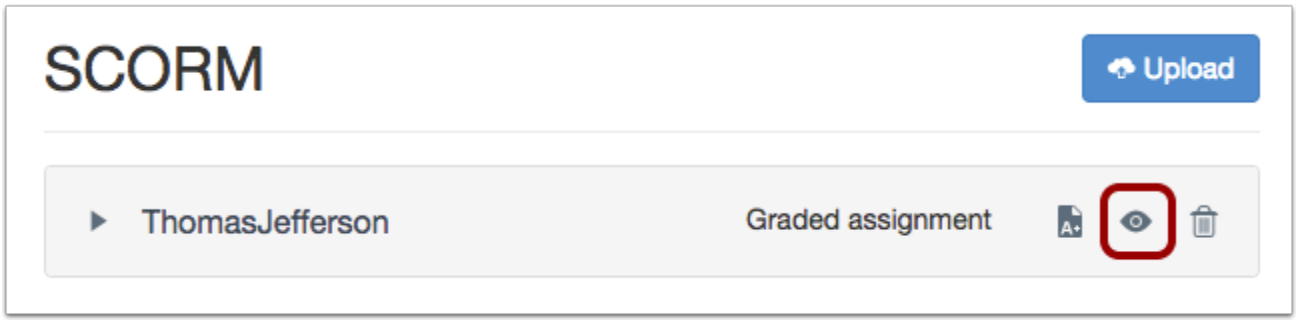
To view the Assignment in Canvas or edit assignment details, click the **Assignment** icon.

View in Assignments

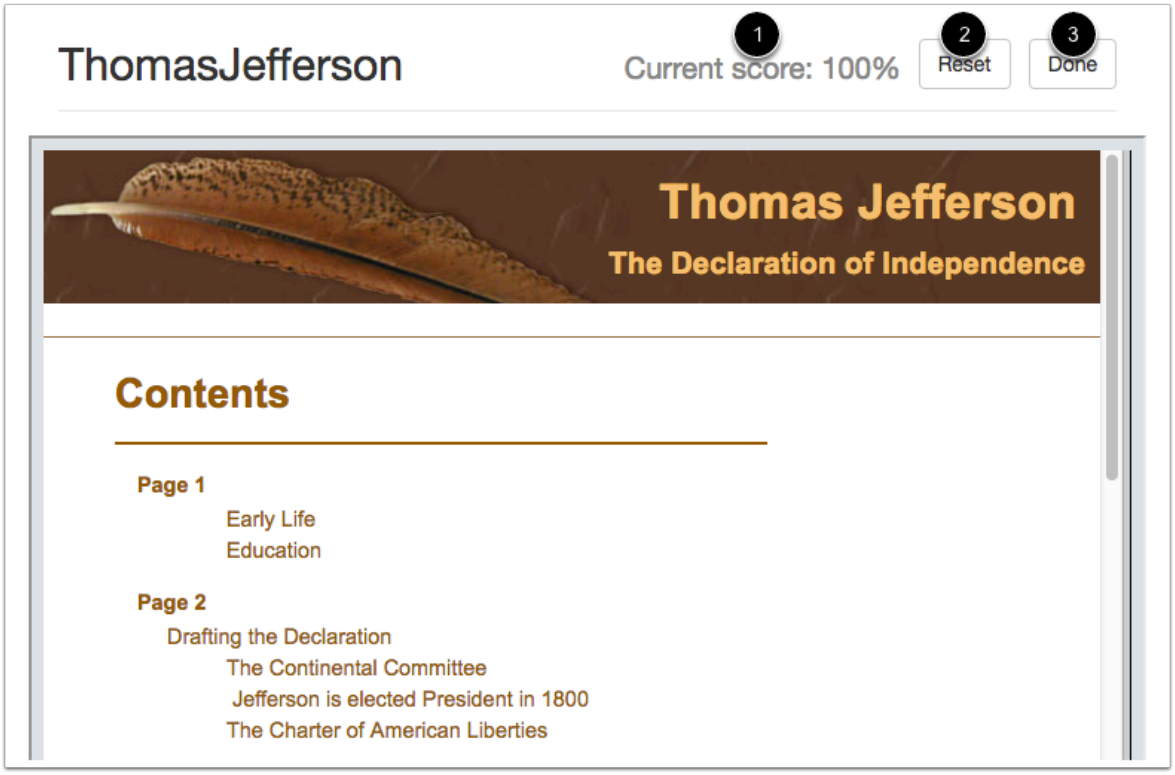


You can also view the assignment in the Assignments page. Once a SCORM package has been imported, the assignment can be moved to an assignment group, added to modules, or managed like any other assignment in Canvas.

Preview File

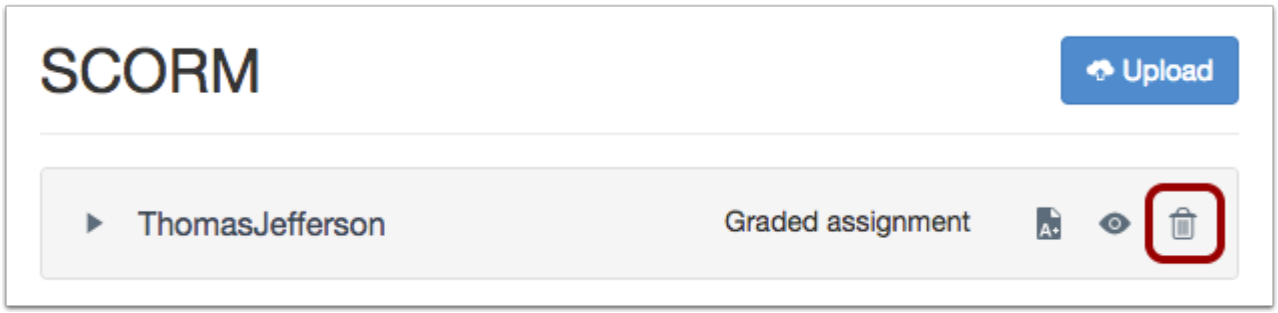


If you want to preview the SCORM content to see how students will view the assignment, click the **Preview** icon.



If you complete the assignment in the preview, Canvas will update the score to display how the score [1] appears to students. All package uploads default to 100 points. To reset the test content, click the **Reset** button [2]. When you are finished with the preview, click the **Done** button [3].

Delete File



To delete a SCORM file, click the **Delete** icon.

Note: If you delete a SCORM assignment from the Assignments page, the assignment will still appear on the SCORM page, and if you try to open the assignment, Canvas will generate an error. However, if you delete the assignment from the SCORM page, the assignment will also be deleted from all other applicable Canvas locations.

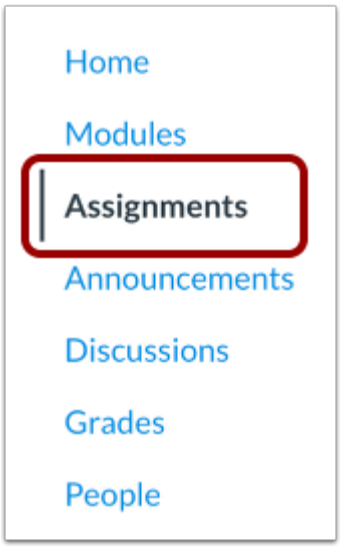
How do I delete an assignment?

You can delete an assignment from your course if necessary.

Notes:

- Deleting a graded assignment also removes the assignment from the Gradebook.
- Deleting an assignment deletes all student submissions. Students can still access their assignments from their user files if they were submitted as file uploads. However, any comments you may have made in student assignments are also deleted.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual assignments for any student, group, or section in a closed grading period.

Open Assignments

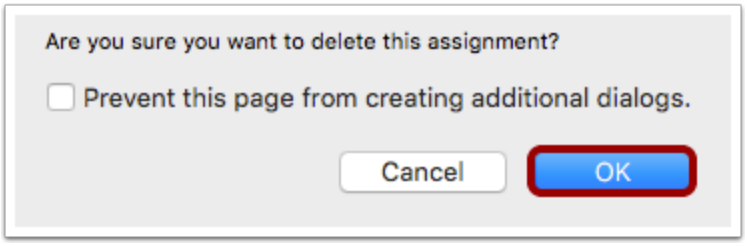


In Course Navigation, click the **Assignments** link.

Delete Assignment

Locate the assignment you want to delete and click the **Options** icon [1]. Click the **Delete** link [2].

Confirm Delete



Click the **OK** button.

How do I duplicate an assignment?

You can duplicate an assignment in your course. When an assignment is duplicated, the word *Copy* is added to the end of the assignment name.

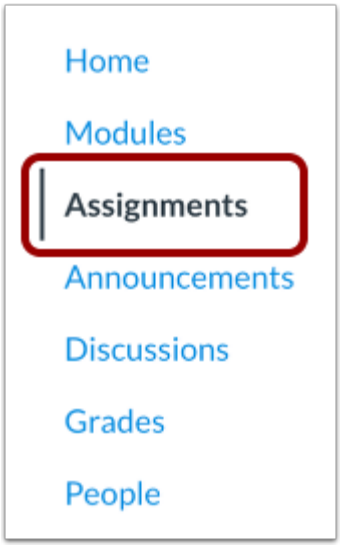
Duplicating an assignment defaults the copied assignment to an unpublished status. All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:

- Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
- Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
- If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
- If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.

Notes:

- Assignments currently cannot be duplicated for quizzes.
- Except for Quizzes.Next assessments, assignments configured as an external tool (LTI) submission type cannot be duplicated.

Open Assignments



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

Duplicate Assignment

Locate the assignment you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate

View the assignment duplicate in your course.

Note: If applicable to your course, the Assignments page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

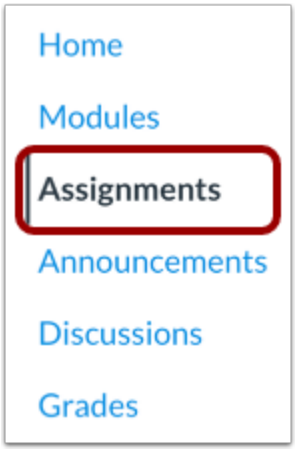
How do I use Direct Share to copy an assignment to another course?

As an instructor, you can use Direct Share to copy individual assignments in one course directly into another course in which you are enrolled. Direct Share also allows you to send assignments to other instructors at your institution. When you copy an assignment, any assets within that assignment (images, files, etc.) will be included in your assignment copy.

Notes:

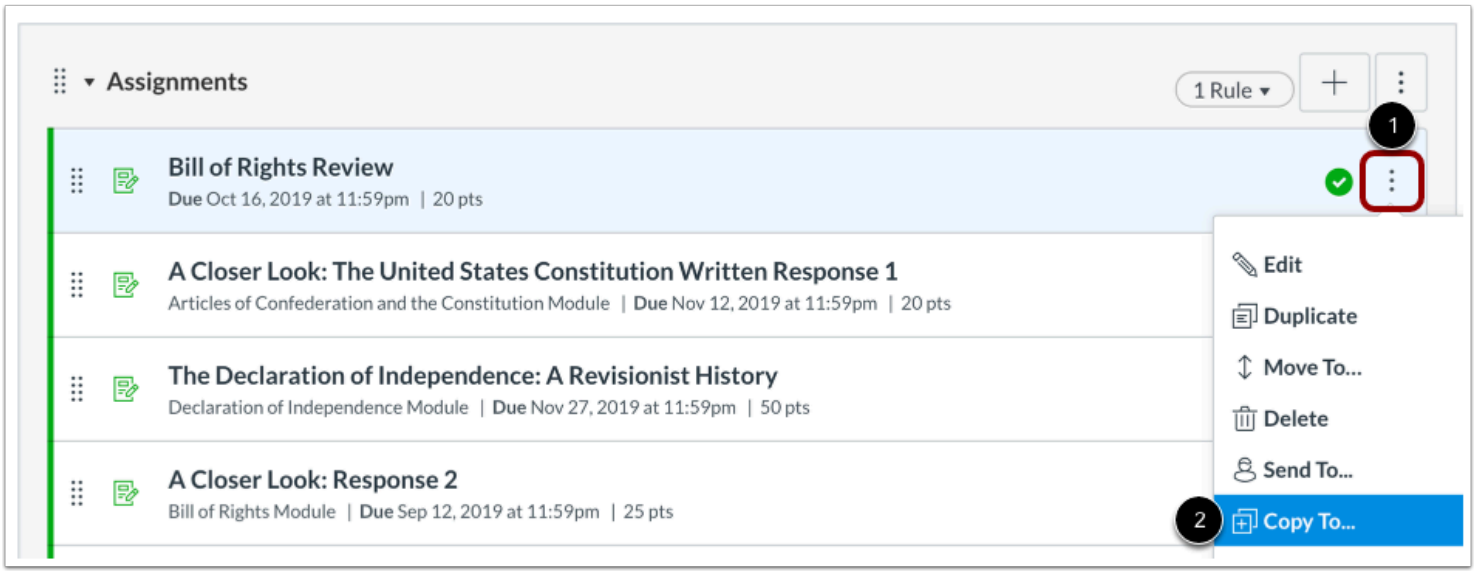
- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Assignments



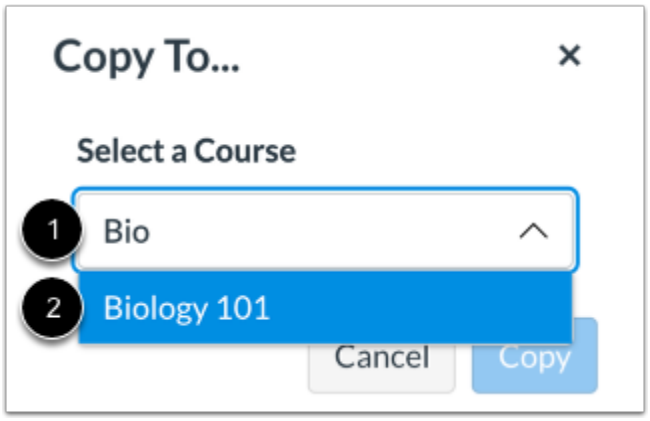
In Course Navigation, click the **Assignments** link.

Open Assignment Options



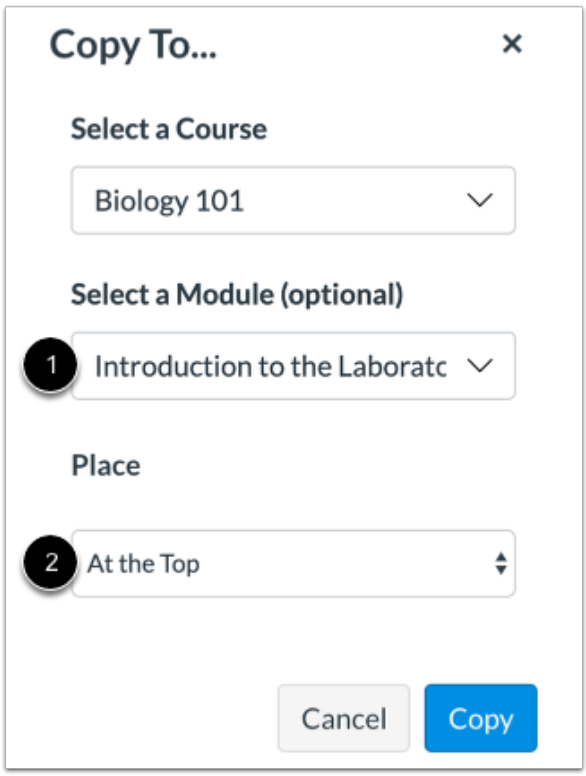
Locate the assignment you wish to copy, then click the assignment **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



Click or type the name of a course in the **Select a Course** field [1]. Then select the course into which you want to copy the assignment [2].

Select Location

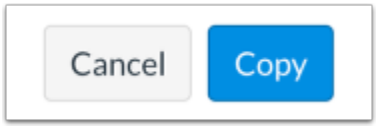


If you wish, you can copy the assignment into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied assignment.

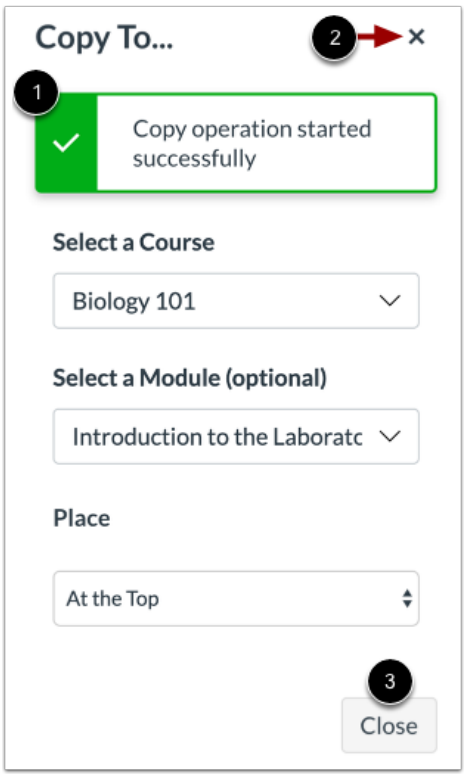
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the assignment to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Assignment



Click the **Copy** button.

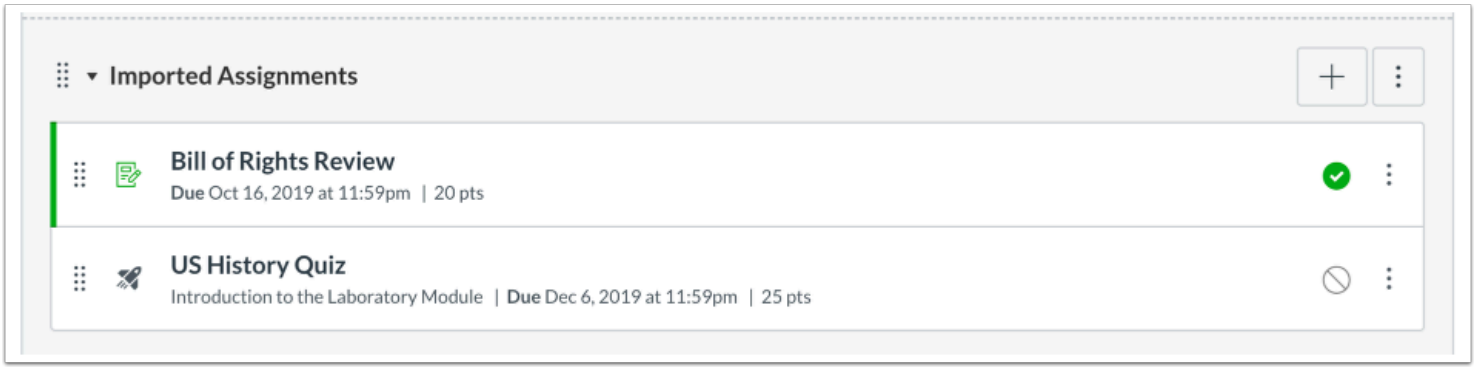
View Copy Notification



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

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

View Copied Assignment



Copied assignments display on the Assignments Index Page in the Imported Assignments group for the course into which it copied.

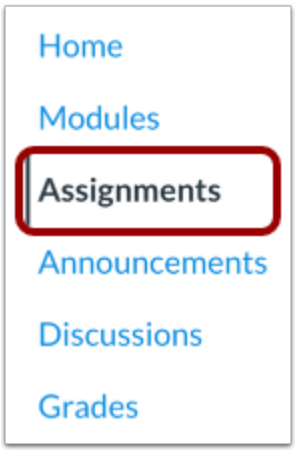
How do I use Direct Share to send an assignment to another instructor?

As an instructor, you can use Direct Share to share individual assignments in your course with other instructors at your institution. You can also use Direct Share to copy an individual assignment into another course. When you share an assignment, any assets within that assignment (images, files, etc.) will be included in the shared file.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Assignments

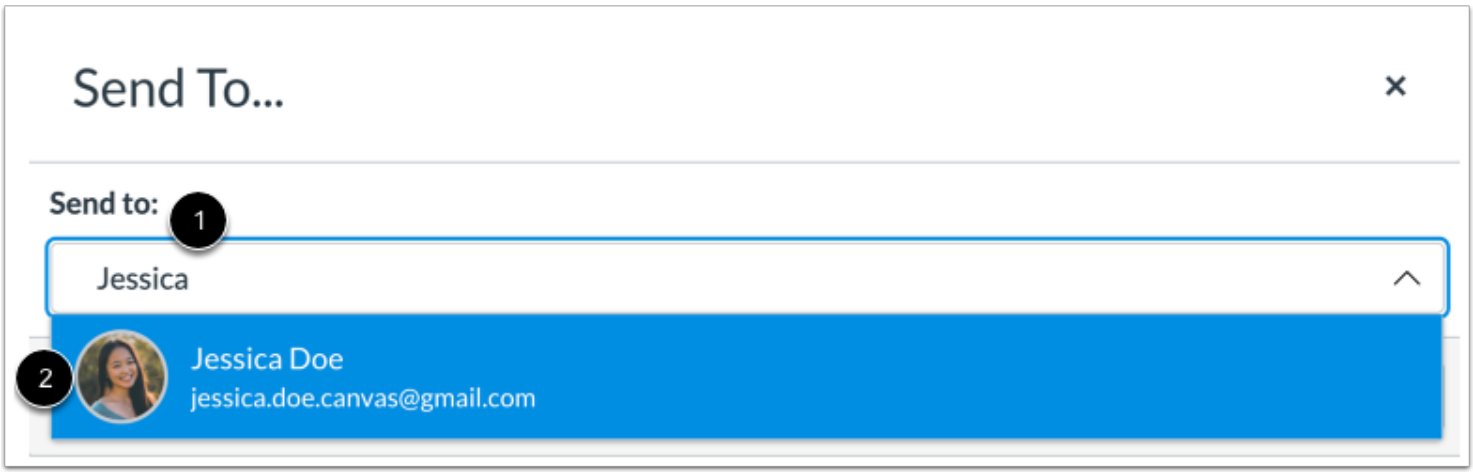


In Course Navigation, click the **Assignments** link.

Open Assignment Options

Locate the Assignment you wish to copy, then click the assignment **Options** icon [1]. Select the **Send To...** option [2].

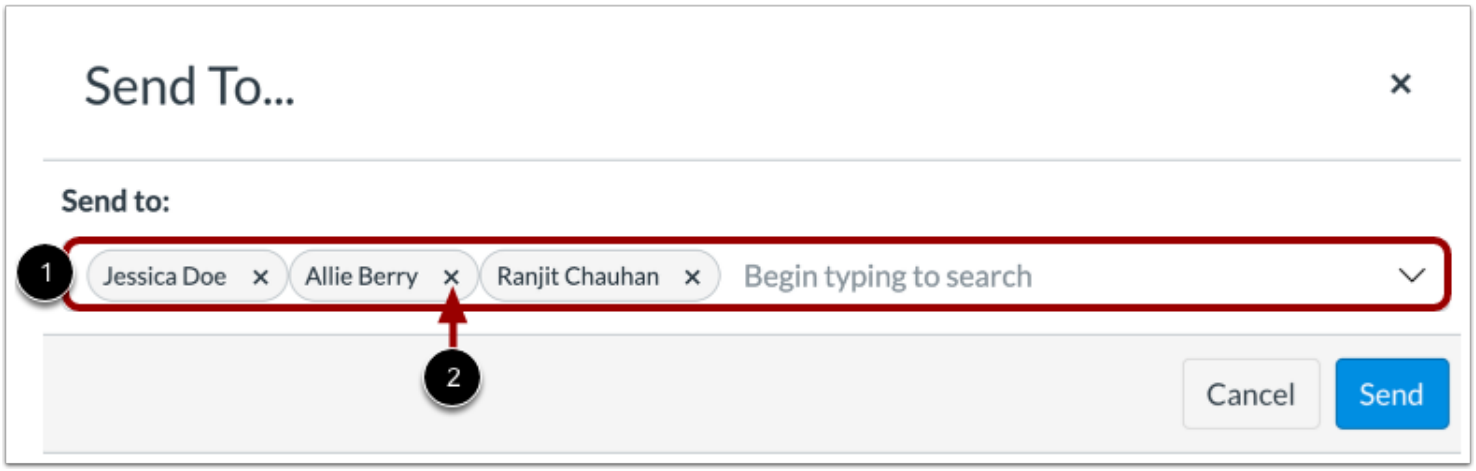
Select Recipient



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

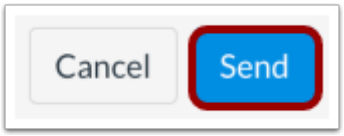
Note: You can send the assignment to multiple instructors at one time.

View Recipients



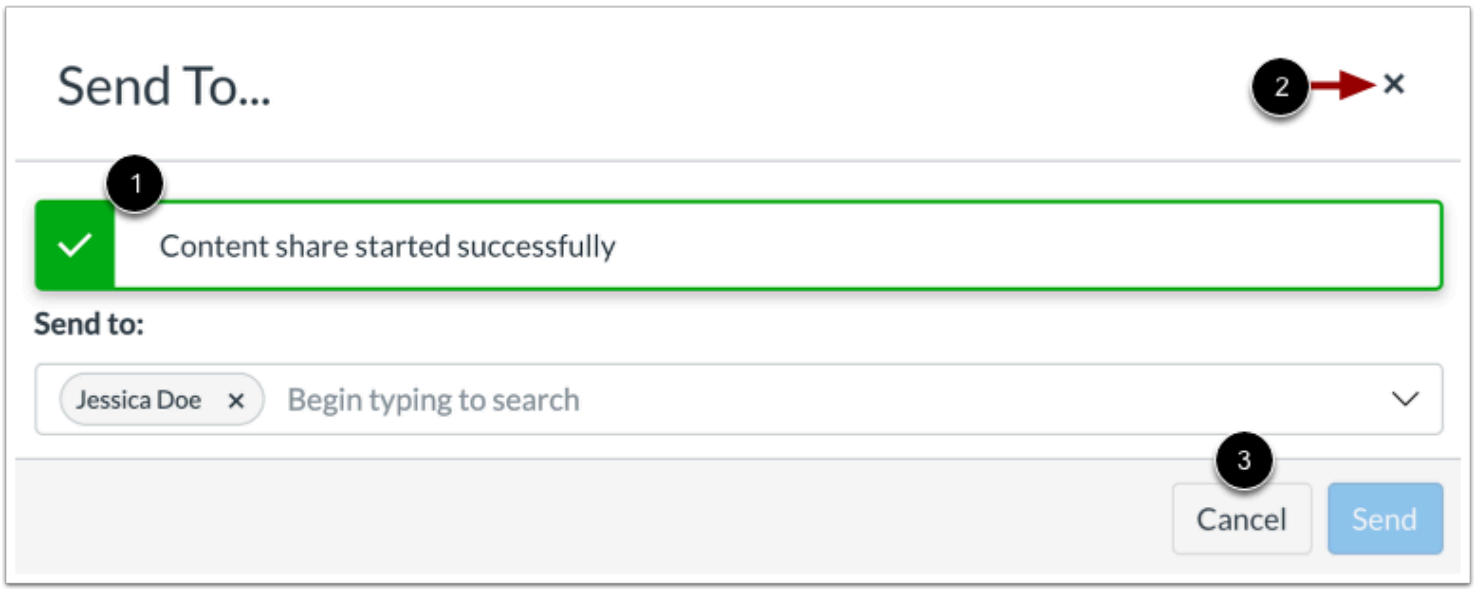
You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Send Assignment



Click the **Send** button.

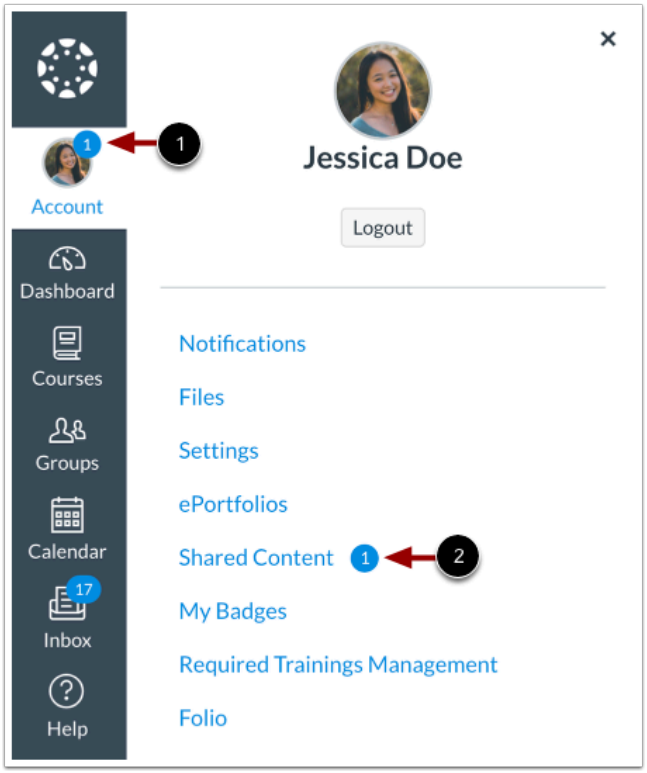
View Sent Notification



Canvas displays a notification when content sends successfully [1].

To close the **Send To...** modal, click the **Close** icon [2] or **Cancel** button [3].

View Shared Content



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

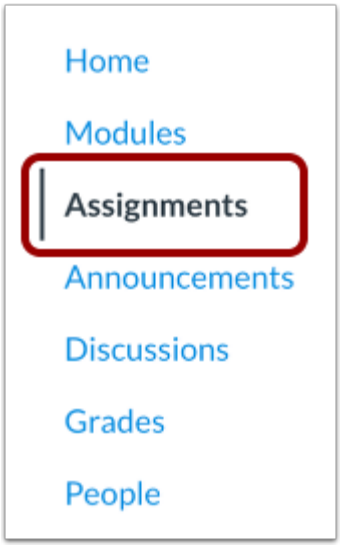
Learn how to manage received content.

How do I assign an assignment to everyone in a course?

By default, assignments you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign an assignment to an individual student, course section, or course group.

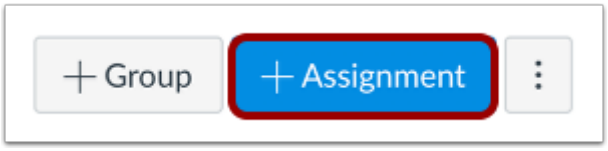
When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Open Assignments



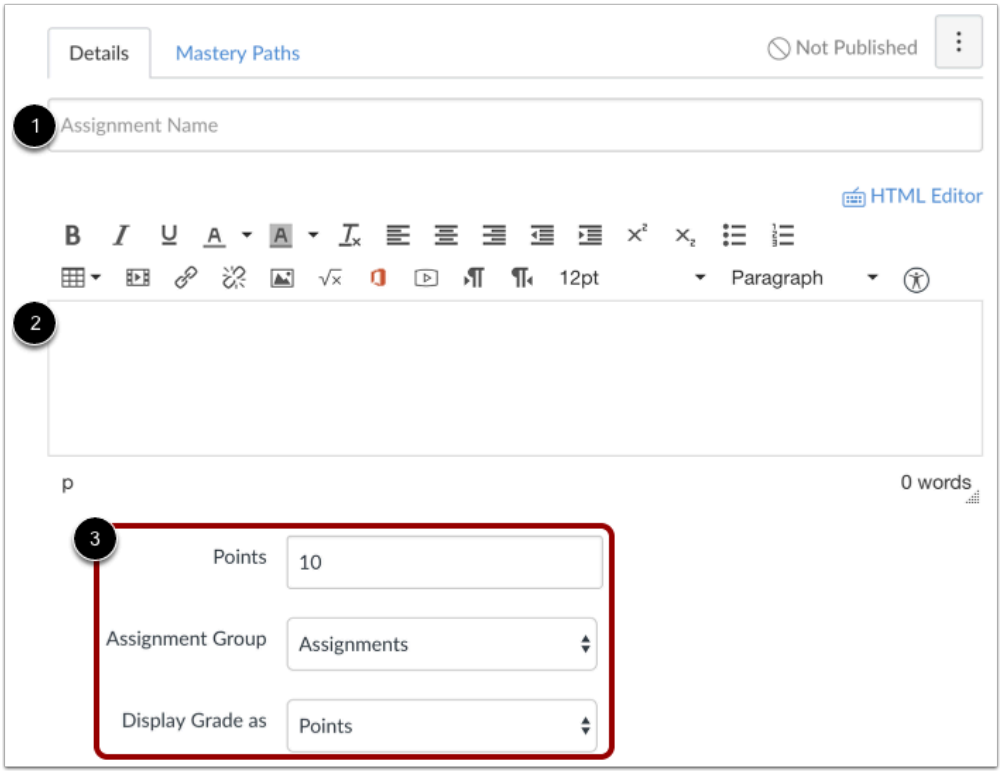
In Course Navigation, click the **Assignments** link.

Add Assignment



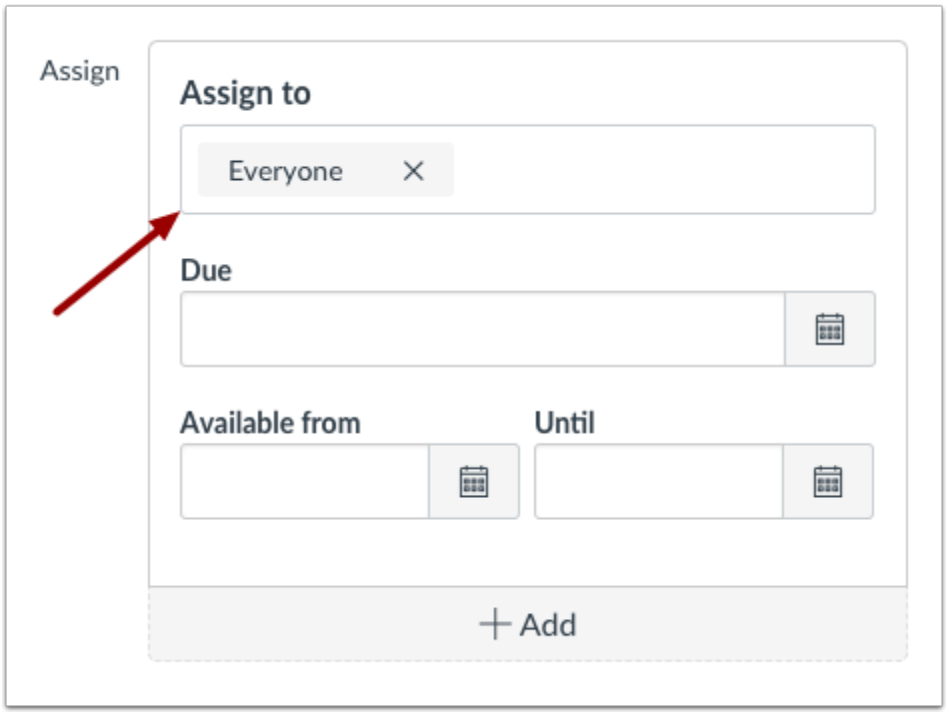
Click the **Add Assignment** button.

Enter Assignment Details



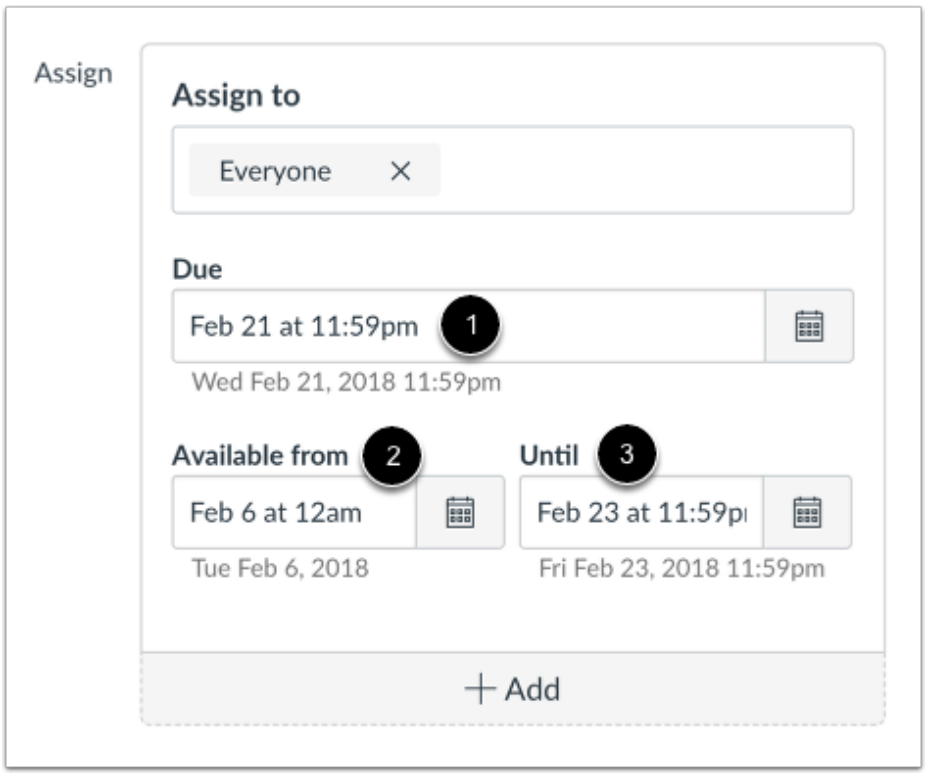
Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Assign to Everyone



By default, Canvas will assign your assignment for everyone in your course.

Edit Due and Availability Dates



In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the assignment will become available.
- **Until** [3]: Set the date and time when the assignment will no longer be available.

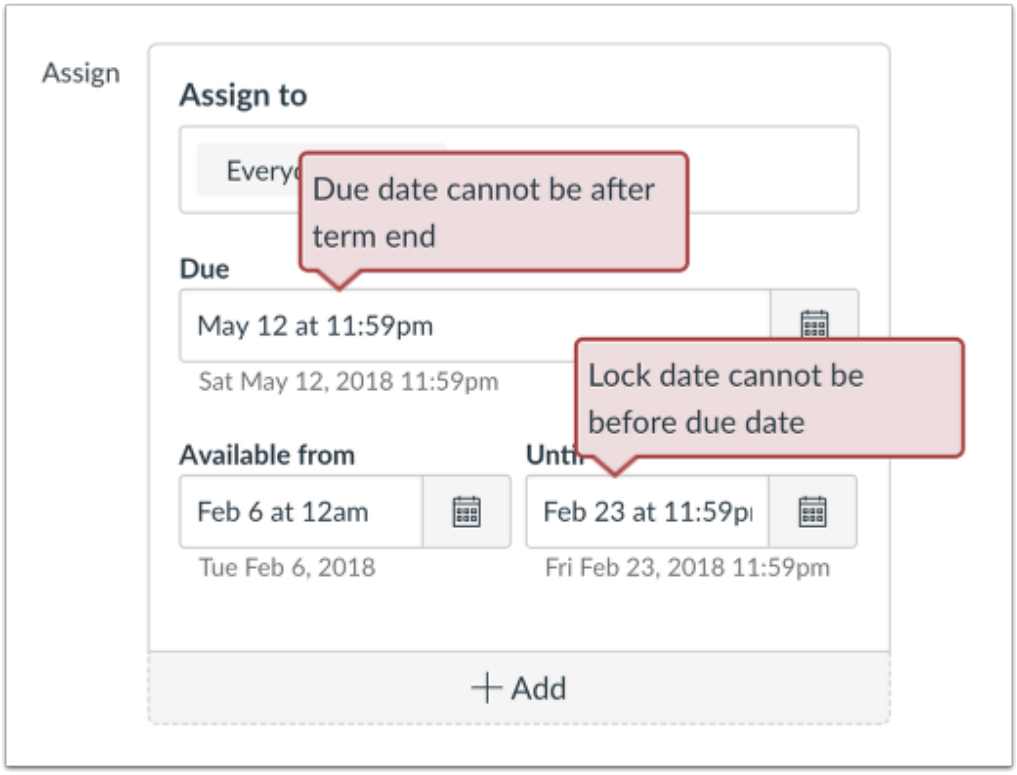
Notes:

- If you have set section override dates in your course, you may need to select a course section and set due and availability dates that fall within the section override dates.
- Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Date Error



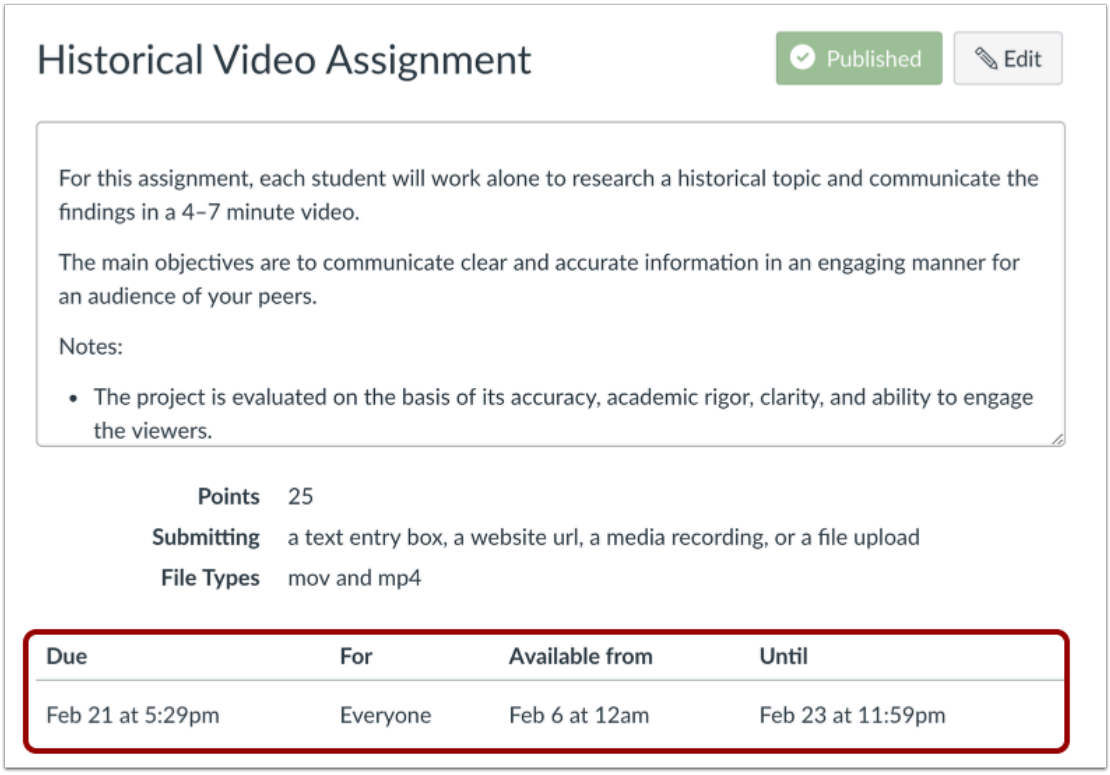
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is not using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

View Assignment Dates



View the dates assigned to the assignment.

View Assignments Page

On the Assignments Index Page, the assignment shows the dates assigned to the assignment.

How do I assign an assignment to an individual student?

When creating or editing an assignment, you can assign an assignment to individual students. You can also set different due and availability dates for a student within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

Only the student(s) specified in the assignment details can view the assignment.

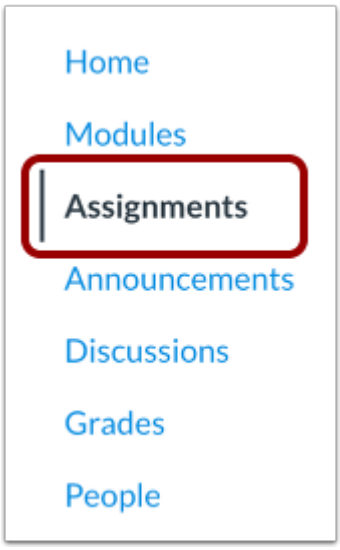
When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Notes:

- To allow a student access to an assignment past the assignment's initial **Until** date, you must set a different **Until** date for the individual student.
- If your course is using MasteryPaths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using MasteryPaths.
- If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if a student's individual due date is November 18 and the group due date is November 20, the student will be assigned a due date of November 20.

Open Assignments

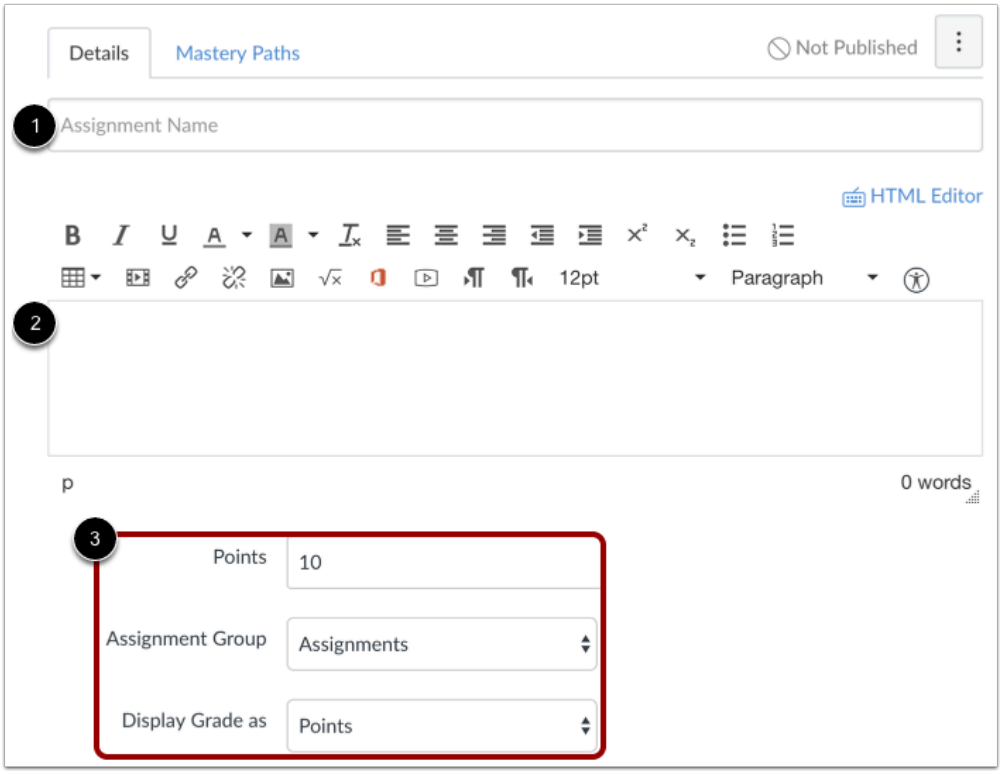


In Course Navigation, click the **Assignments** link.

Add Assignment

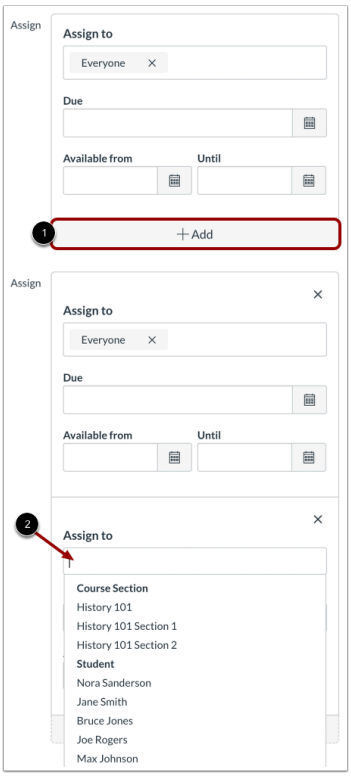
Click the **Add Assignment** button.

Enter Assignment Details



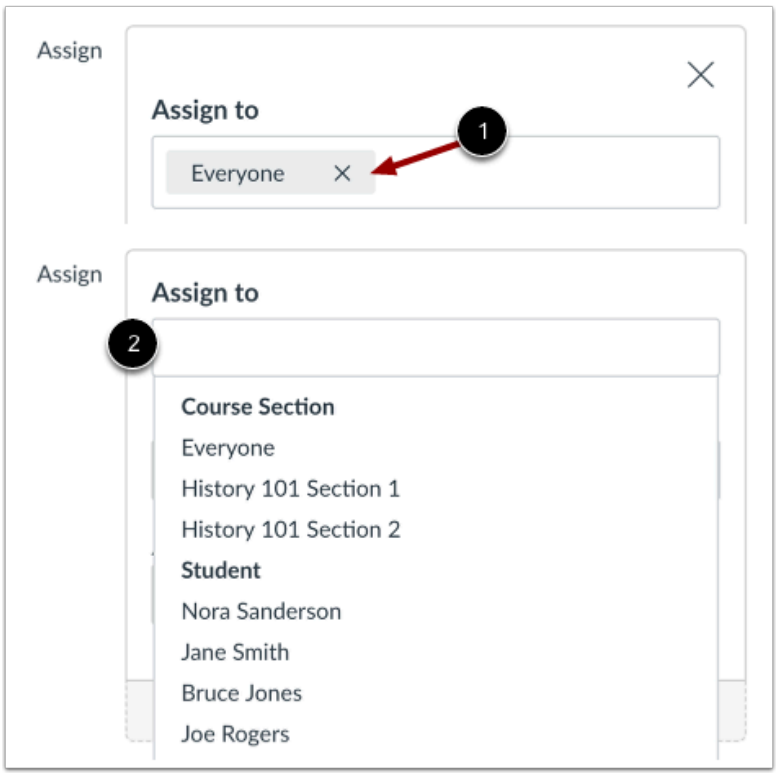
Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Assign to Student



By default, Canvas will assign your assignment for everyone in your course. To assign a different due date to an individual student, click the **Add** button [1]. Type the name of the student in the Assign to field [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. *Lists are not scrollable.*

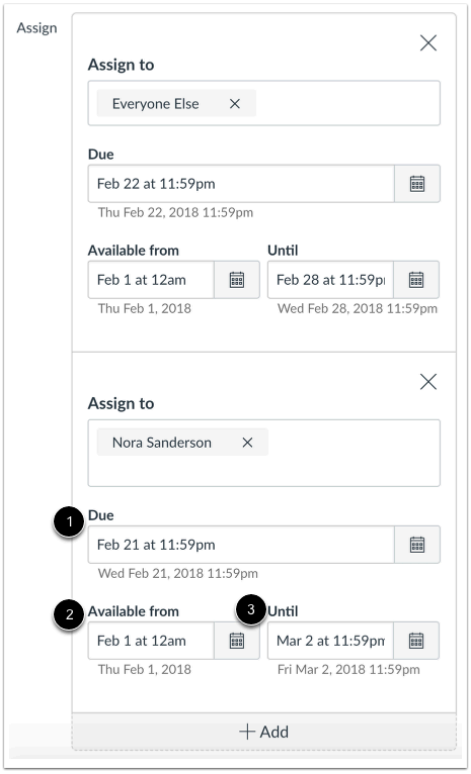
Assign to Specific Student



To create an assignment that is assigned only to a specific student, click the **Remove** icon next to the Everyone label [1], then start to type the name of a student in the **Assign to** field [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. *Lists are not scrollable.*

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.

Edit Due and Availability Dates



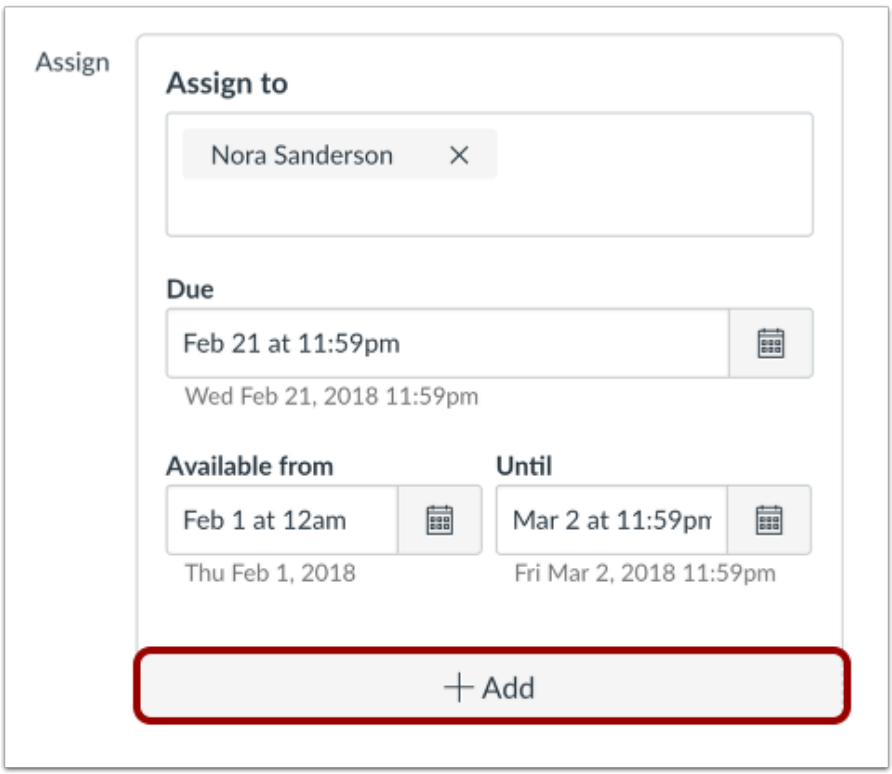
In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the assignment will become available.
- **Until** [3]: Set the date and time when the assignment will no longer be available.

Notes:

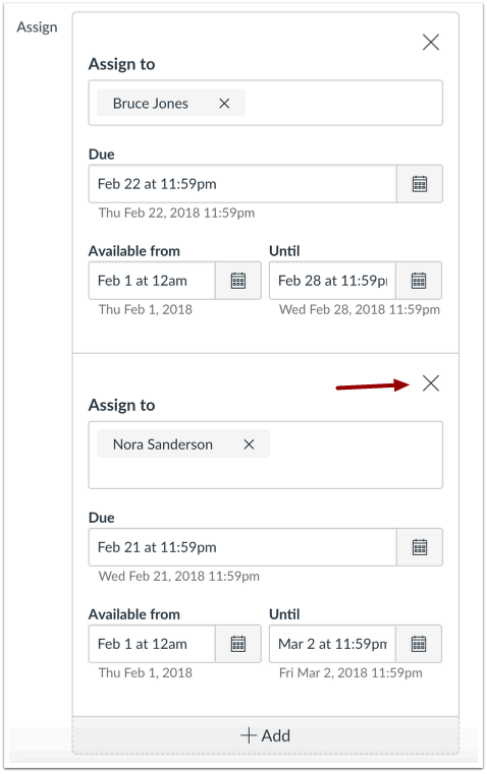
- To allow a student access to an assignment past the assignment's initial **Until** date, you must set a different **Until** date for the individual student.
- Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Add Additional Dates



To add another student with a different due date and availability dates, click the **Add** button.

Remove Dates

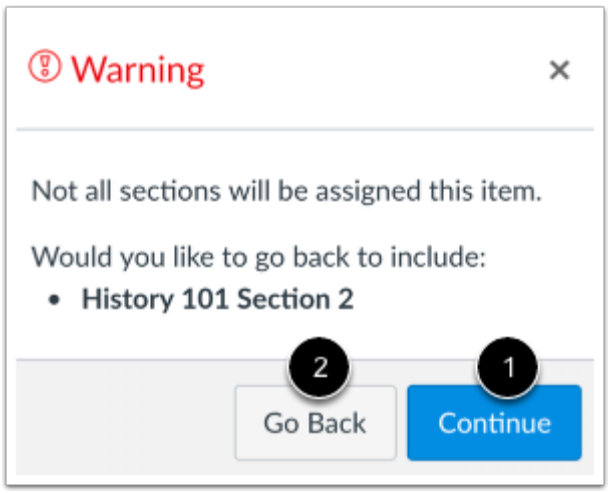


You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Due Date Warning

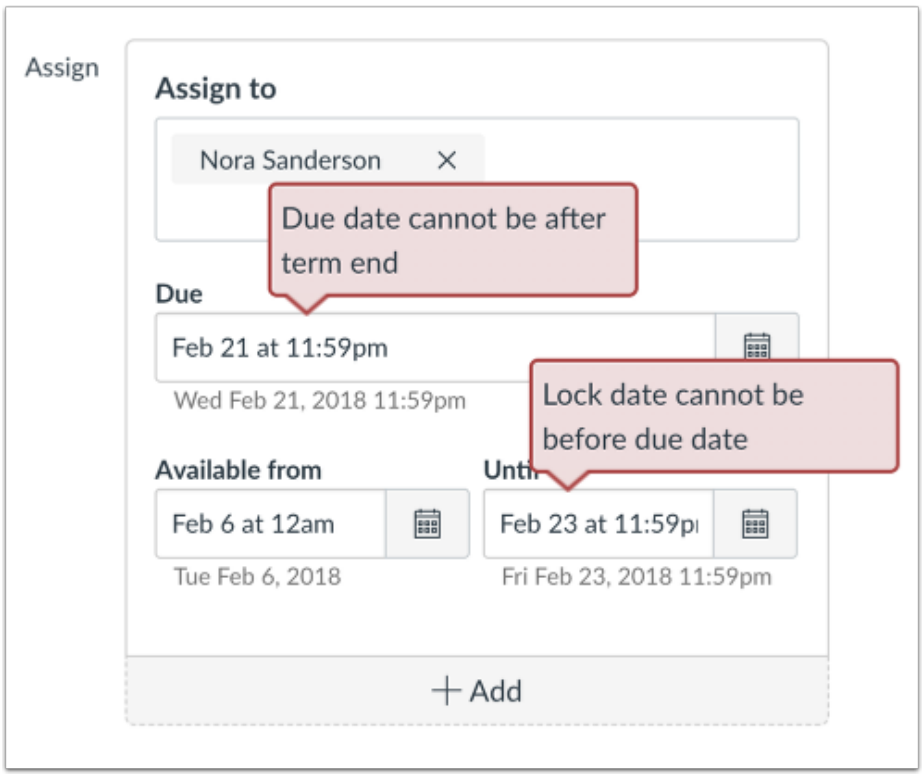


If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

Note: This warning message will not appear if everyone or all course sections are assigned to the assignment.

View Date Error



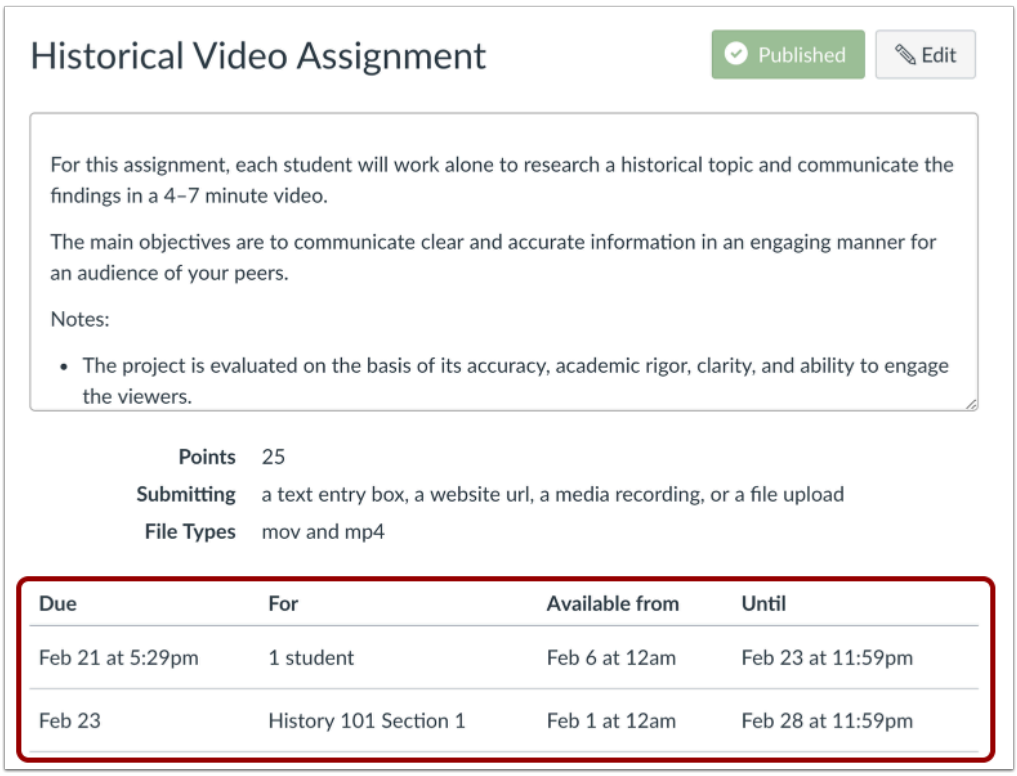
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

View Assignment Dates



View the dates and users assigned to the assignment.

View Assignments Page

On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.

How do I assign an assignment to a course section?

When creating or editing an assignment, you can assign an assignment to a specific course section. You can also set different due and availability dates for a section within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

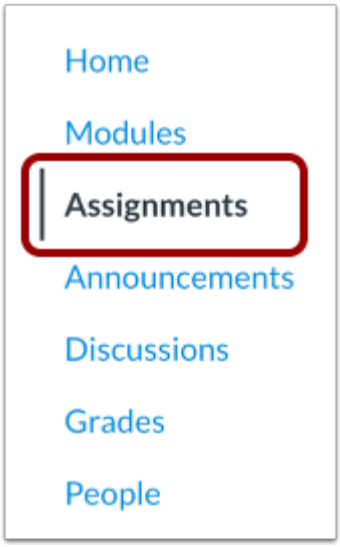
Only the section(s) specified in the assignment details can view the assignment.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Note: If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if a student's individual due date is November 18 and the section due date is November 20, the student will be assigned a due date of November 20.

Open Assignments

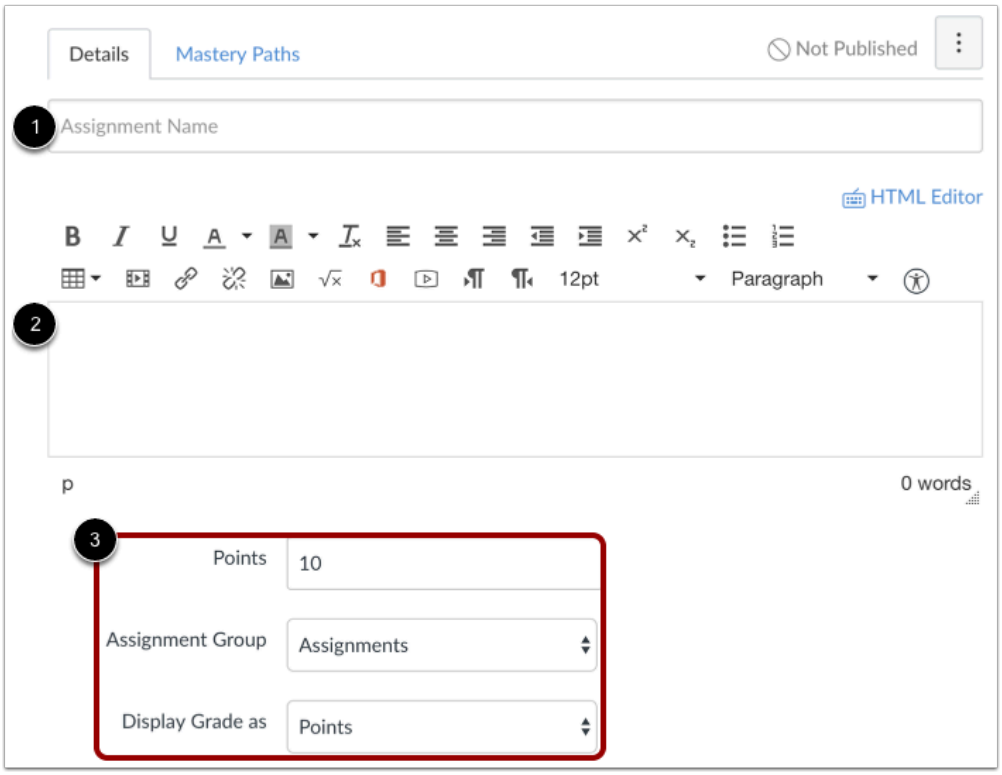


In Course Navigation, click the **Assignments** link.

Add Assignment

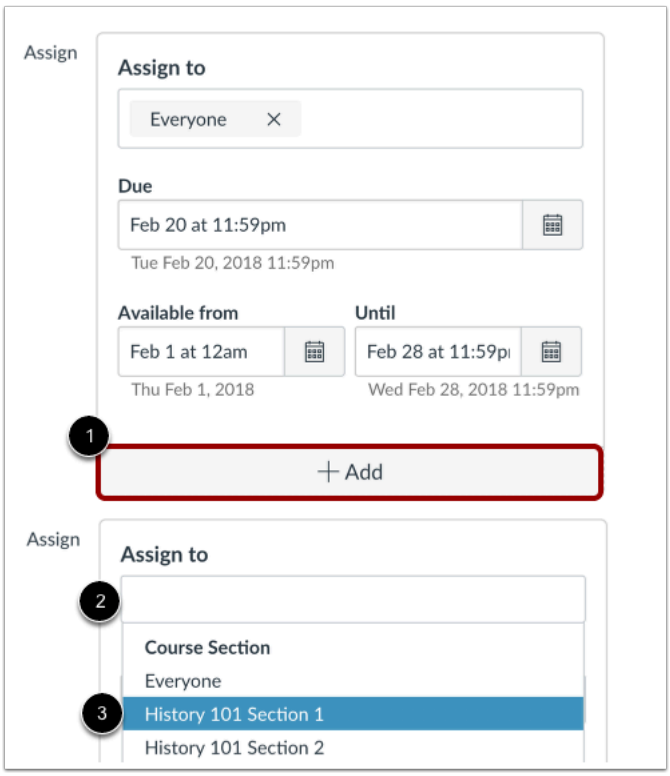
Click the **Add Assignment** button.

Enter Assignment Details



Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

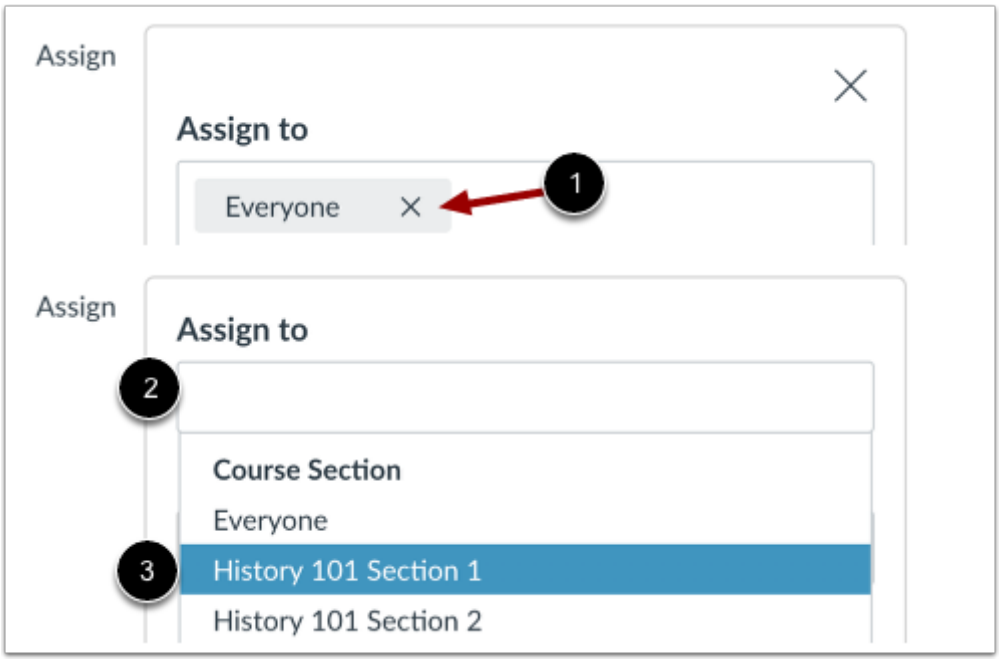
Assign Different Dates to Section



By default, Canvas will set your assignment for everyone in your course. To add another section with a different due and availability dates, click the **Add** button [1]. Then start to type the name of the section in the new **Assign to** field [2]. Search fields are dynamic, and you can search by any part of the section name. Click the section's name when it appears [3]. Lists are not scrollable.

You can include more than one section in the **Assign to** field as long as the sections are to be assigned the same due and availability dates.

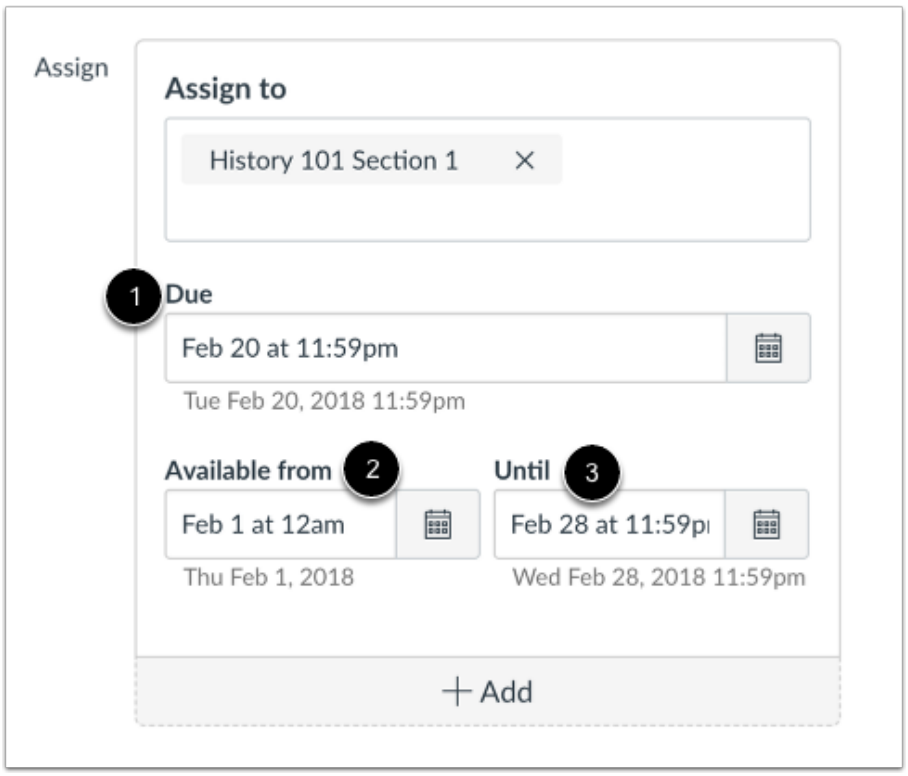
Assign to Section Only



To create the assignment that is assigned only to a specific section, click the **Remove** icon next to the Everyone label [1].

Start to type the name of a section in the **Assign to** field [2]. Click the section's name when it appears [3].

Edit Due and Availability Dates

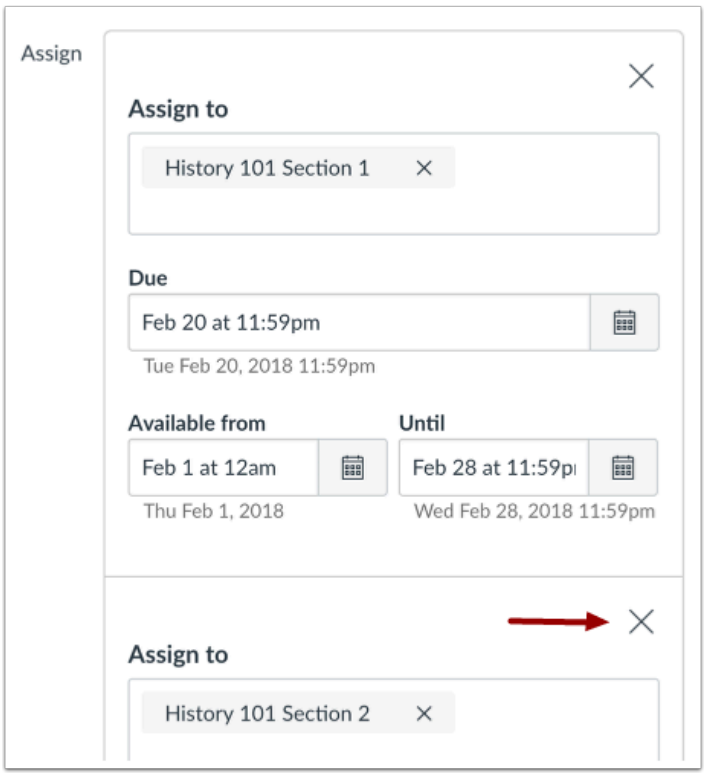


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the assignment will become available.
- **Until** [3]: Set the date and time when the assignment will no longer be available.

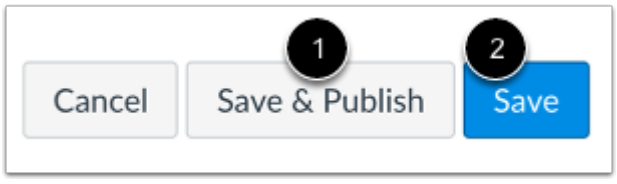
Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Remove Dates



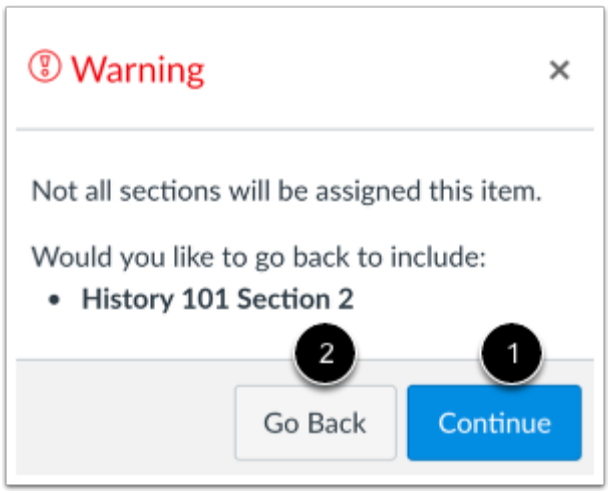
You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Due Date Warning

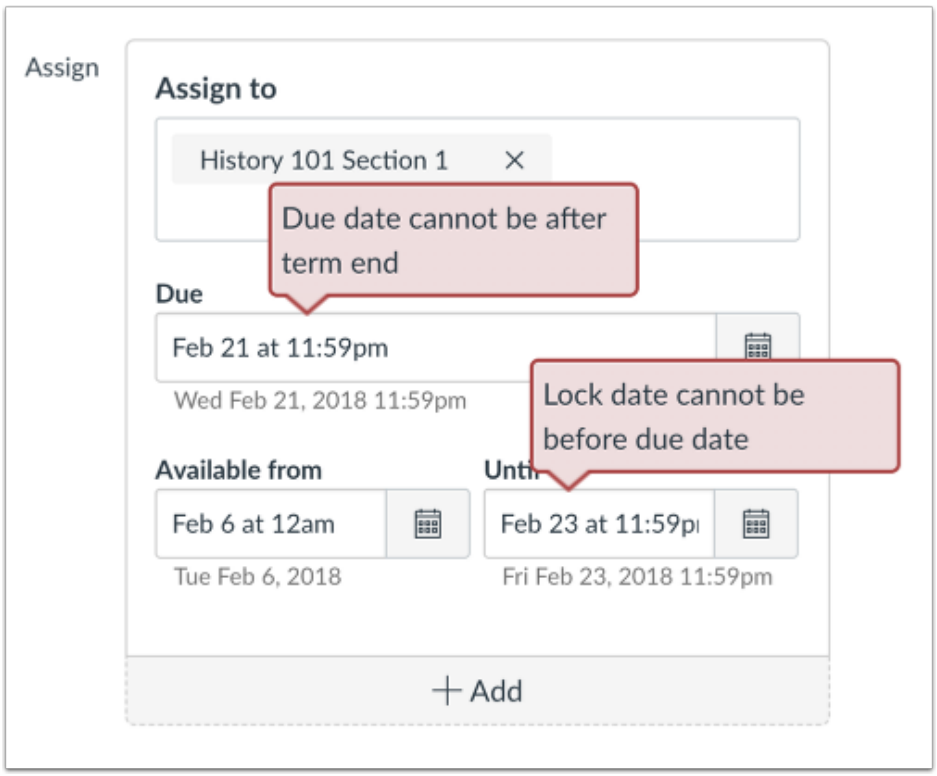


If you do not add all course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any other sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

Note: This warning message will not appear if everyone or all course sections are assigned to the assignment.

View Date Error



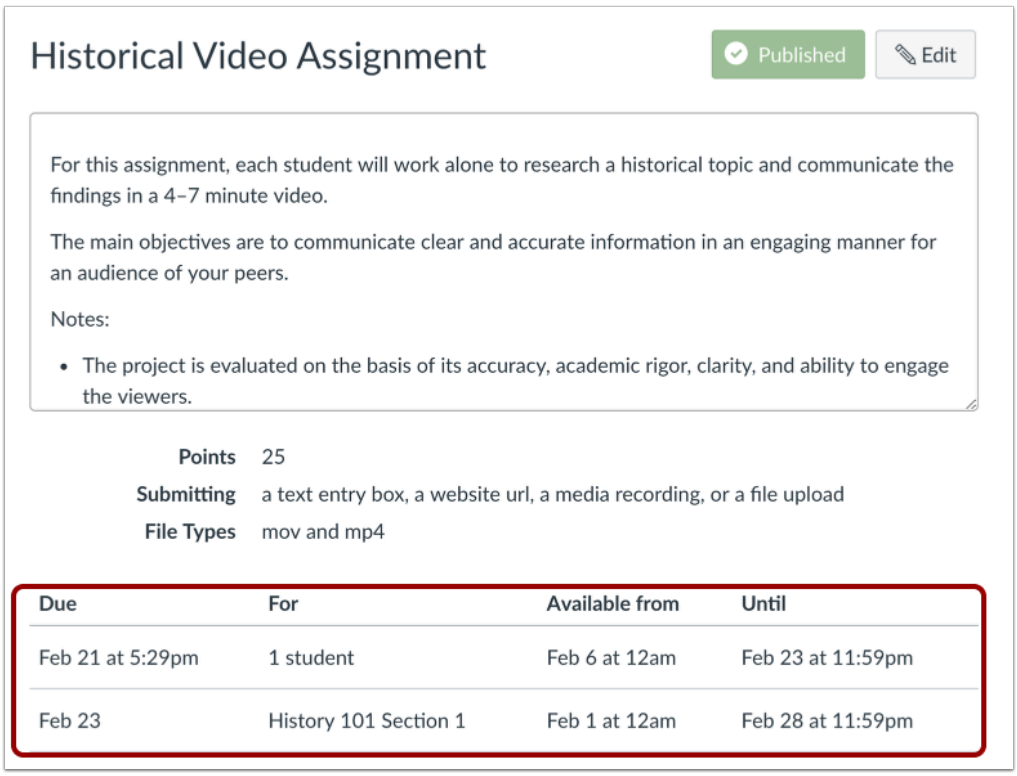
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

View Assignment Dates



View the dates and users assigned to the assignment.

View Assignments Page

On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.

How do I assign an assignment to a course group?

You can create a group assignment by using the Group Assignment checkbox. Canvas uses group sets to assign group assignments, and each group within the group set that is assigned to the assignment is required to complete the assignment. When creating or editing a group assignment, you can assign an assignment to specific groups. You can also set different due dates and availability dates for a group within an assignment that is assigned to the rest of the class.

You will need to assign a group set as part of the assignment. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups. Student-created groups cannot be used for group assignments.

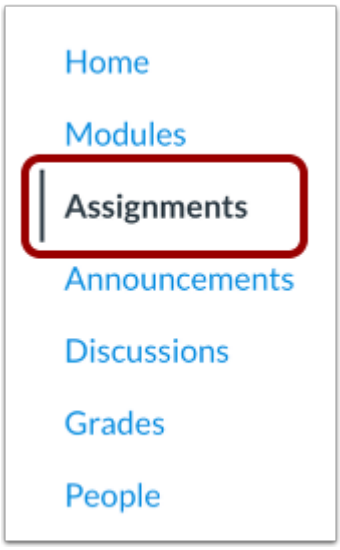
When differentiating groups in assignments, students can only view the assignment if they are a member of an assigned group. Otherwise the assignment does not appear in the student's assignments page. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Notes:

- In group assignments, one submission will count for the entire group. Learn more about evaluating group work.
- Group assignments cannot be used with External Tool assignments.
- In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.
- If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if the group due date is November 18 and a student's individual due date is November 20, the student will be assigned a due date of November 20.

Open Assignments

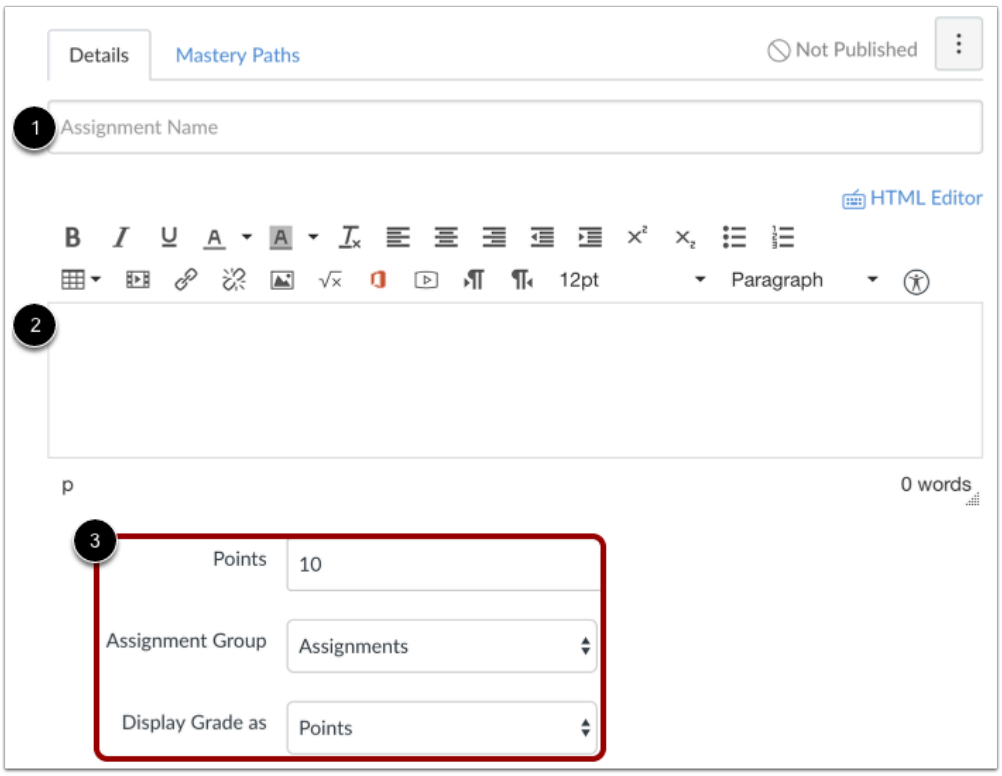


In Course Navigation, click the **Assignments** link.

Add Assignment

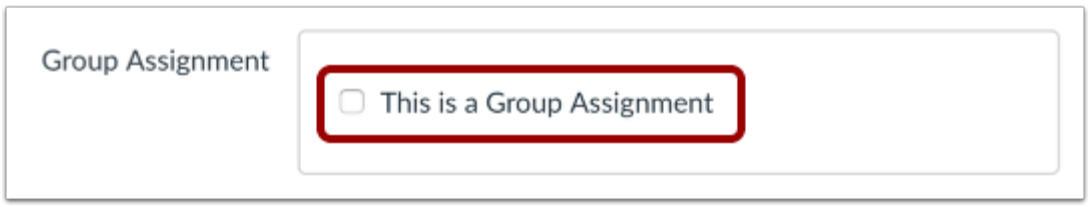
Click the **Add Assignment** button.

Enter Assignment Details



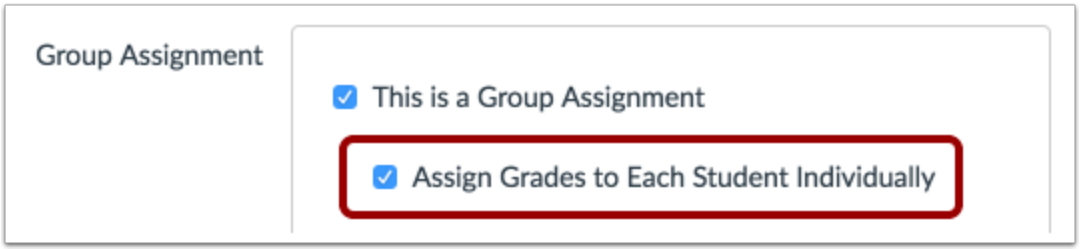
Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Select Group Assignment



Click the **This is a Group Assignment** checkbox.

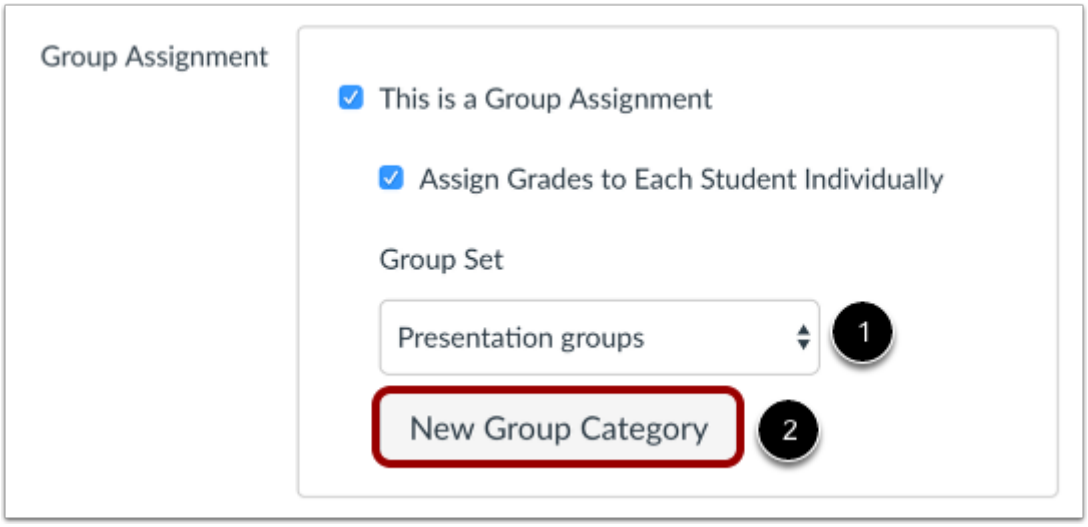
Assign Grades Individually



You can choose to assign grades to students individually by selecting the **Assign grades to each student individually** checkbox.

If this box is left unchecked, all the students in the group will receive the same grade.

Select Group Set



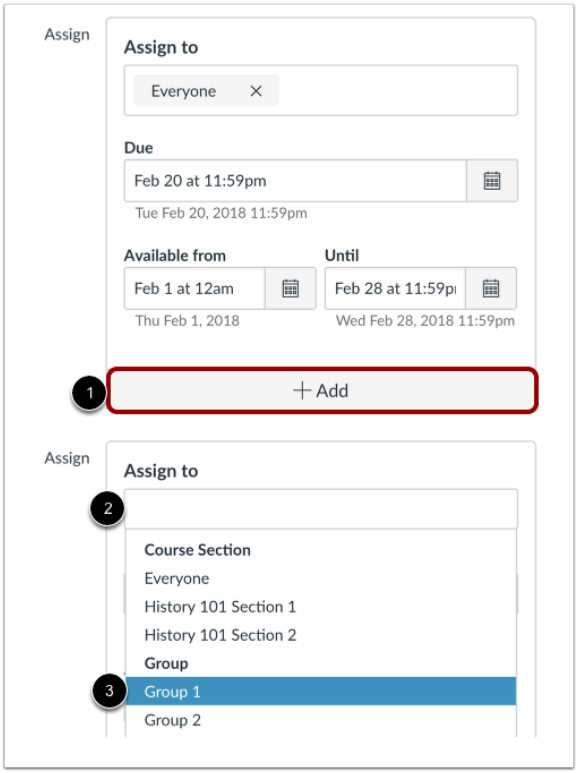
To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group category, click the **New Group Category** button [2].

Note: Groups created by students cannot be used for Group Assignments and do not appear in the drop-down menu.

Require Peer Reviews

Peer reviews can be used with group assignments. If you want to assign peer reviews, click the **Require Peer Reviews** checkbox.

Assign Different Dates for Groups

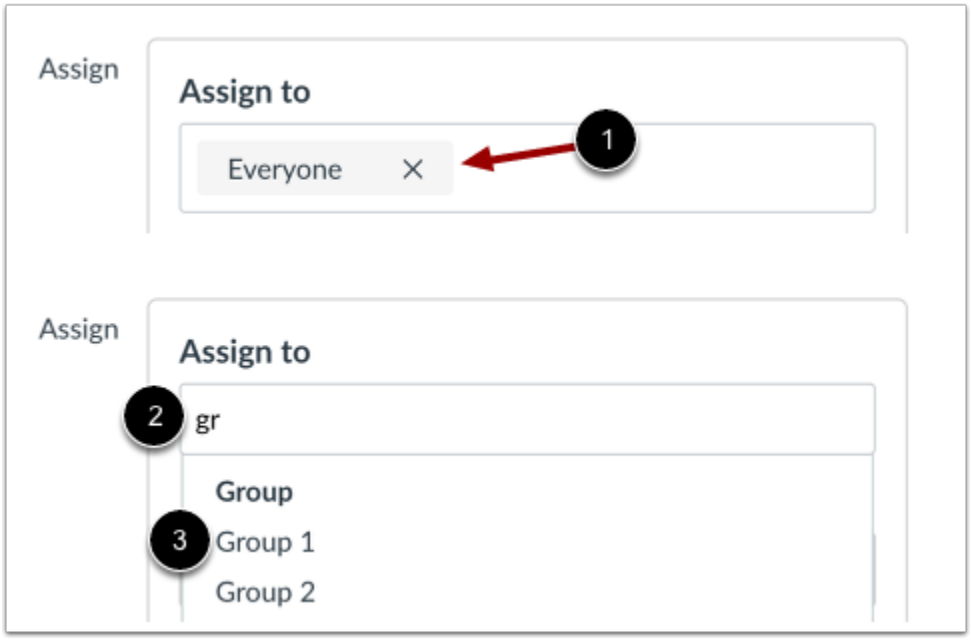


By default, Canvas will assign your assignment to everyone in your course. To add new due and availability dates for other users in your course, click the **Add** button [1].

Then start to type the name of the group in the new **Assign to** field [2]. Search fields are dynamic, and you can search by any part of the group name. Click the group's name when it appears [3]. Lists are not scrollable.

You can include more than one group in the **Assign to** field as long as the groups are to be assigned the same due and availability dates.

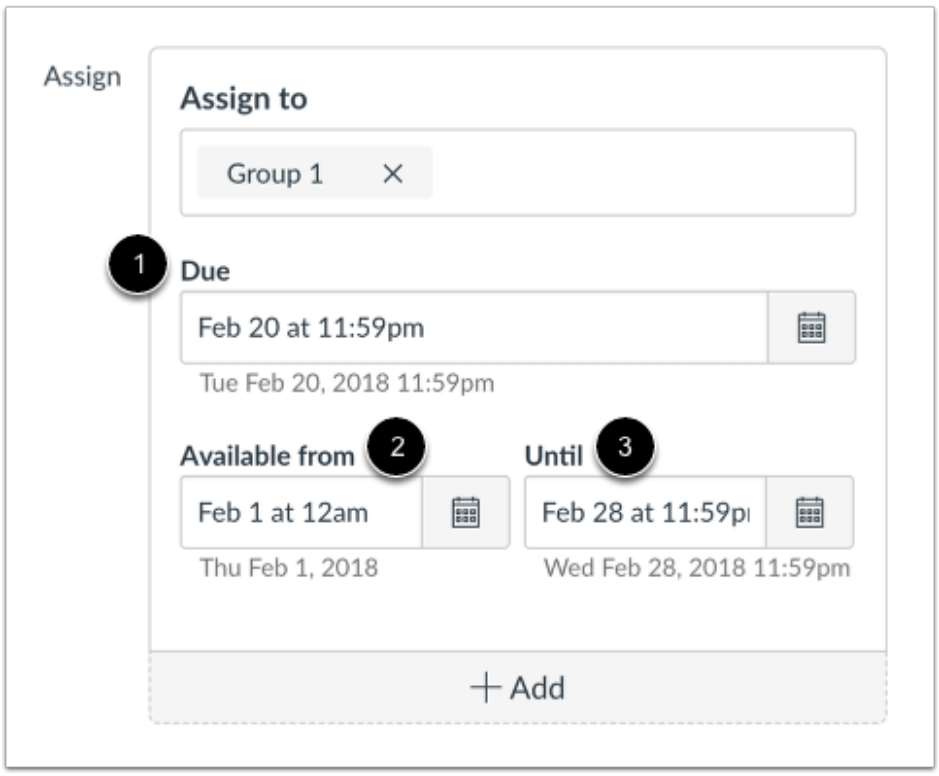
Assign to Group Only



To create the assignment that is only for a specific group in the group set, click the **Remove** icon next to the Everyone label [1].

Start to type the name of a group in the **Assign to** field [2]. Click the group's name when it appears [3].

Edit Due and Availability Dates

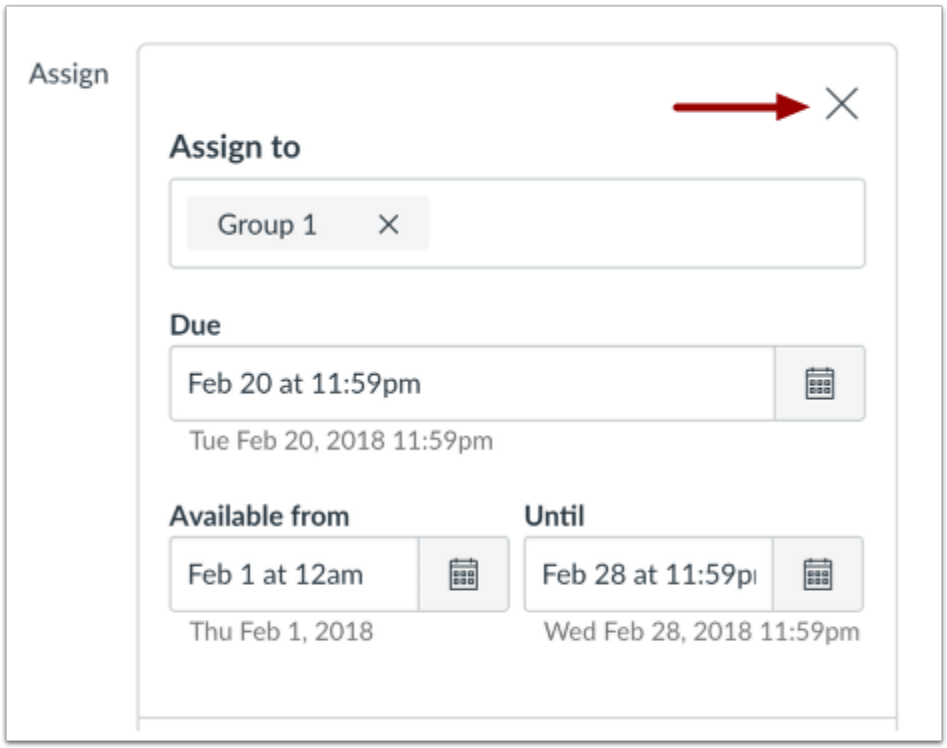


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the assignment will become available.
- **Until** [3]: Set the date and time when the assignment will no longer be available.

Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Remove Dates

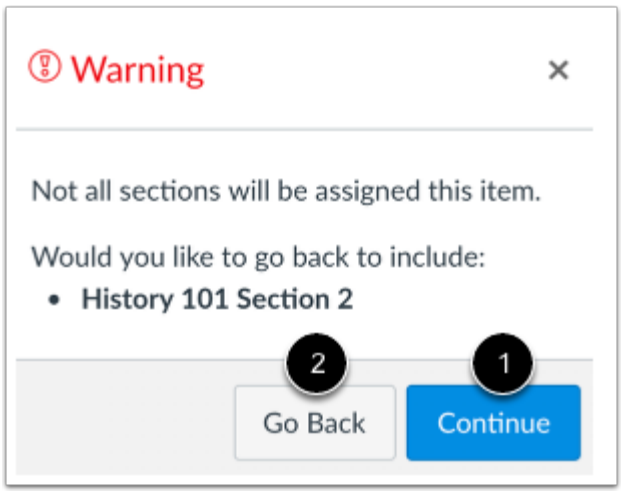


You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Due Date Warning

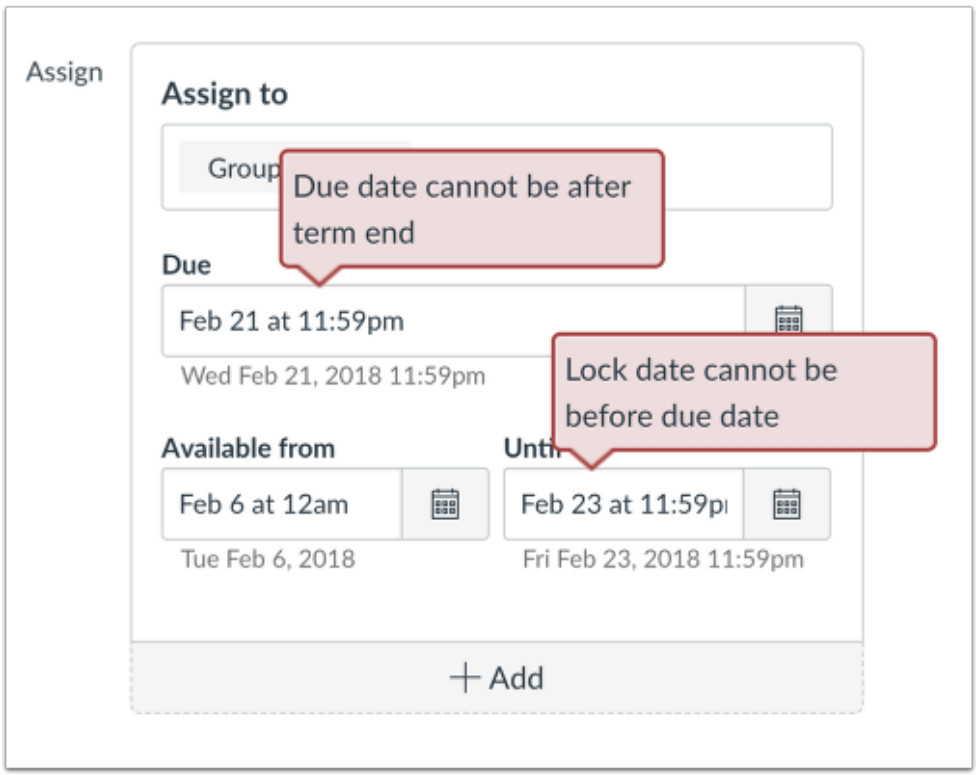


Even when you aren't adding sections, you will see a warning message asking you if you want to add sections.

You can click the **Continue** button [1] if you don't want to add any other sections to the assignment, or click the **Go Back** button [2] to go back and add sections.

Note: This warning message will not appear if everyone in the course or all course sections are assigned.

View Date Error



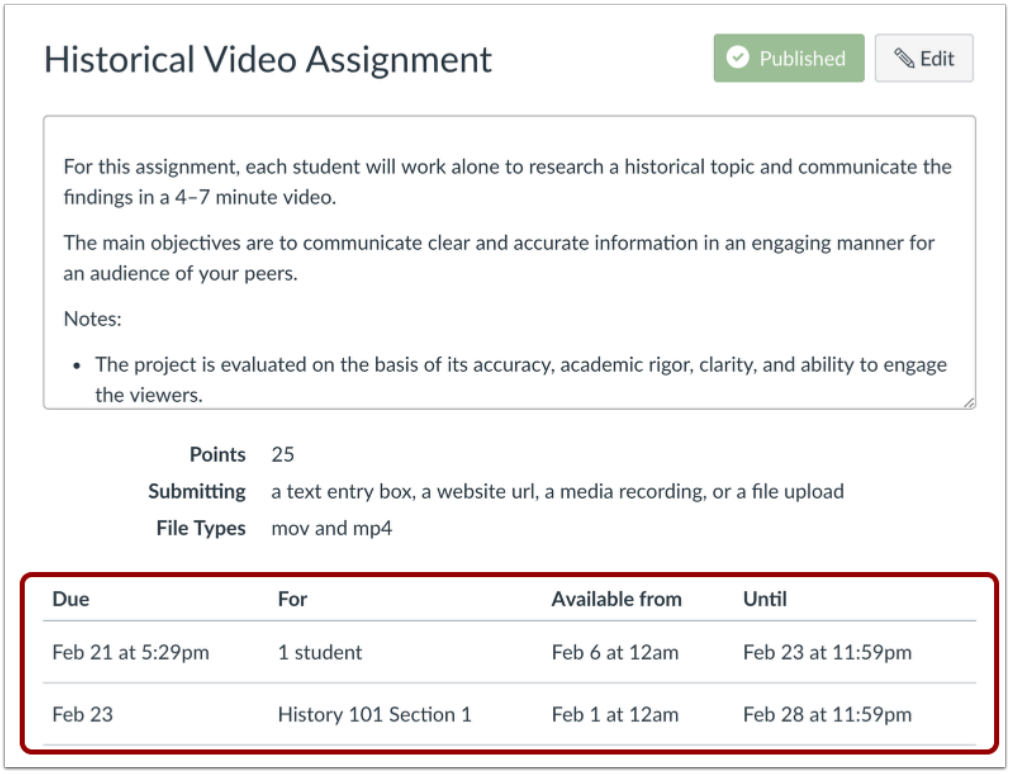
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

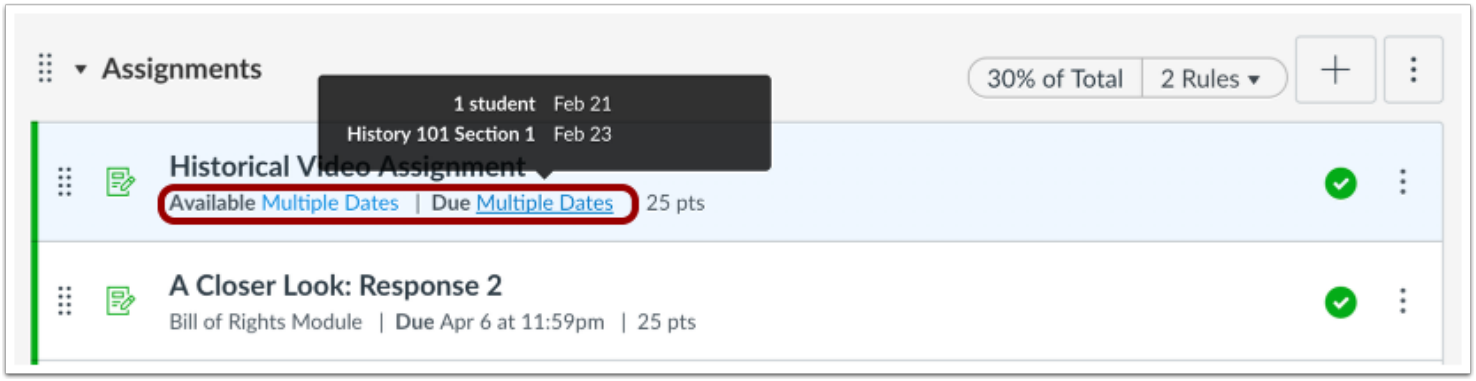
- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

View Assignment Dates



View the dates and users assigned to the assignment.

View Assignments Page



On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.

How do I view differentiated assignments with different due dates in a course?

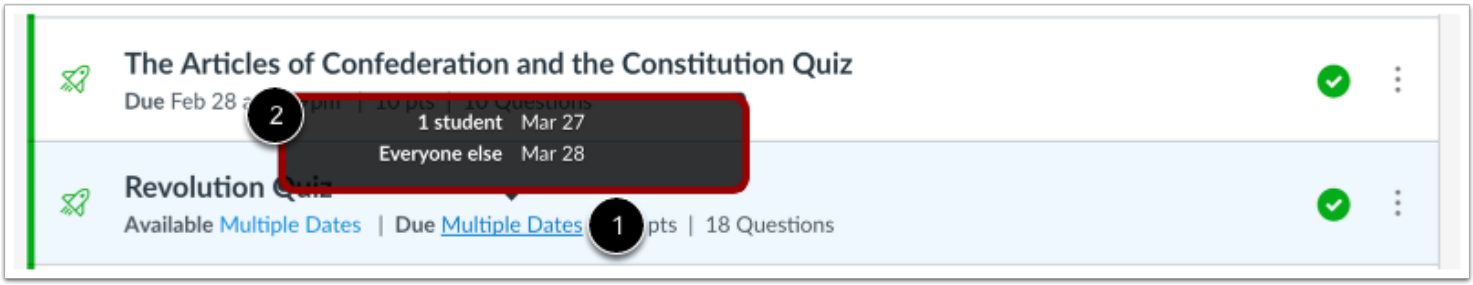
Differentiated Assignments is a Canvas feature that lets you create different due dates and availability dates for assignments, quizzes, and discussions. Assignments and graded discussions can be differentiated for individual students, sections, or groups; quizzes can only be differentiated for individual students or sections. You can designate if the assignment will be limited to those students, sections, or groups or if it will also be assigned to everyone else in the course. Differentiated assignments are also used in MasteryPaths.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment. Additionally, assignments that are not assigned to students—whether individually or as part of a section, group, or entire course—are not factored into overall grades. Differentiated assignments are also respected in Multiple Grading Periods.

On the student grades page, students can only view assignments that have been assigned to them.

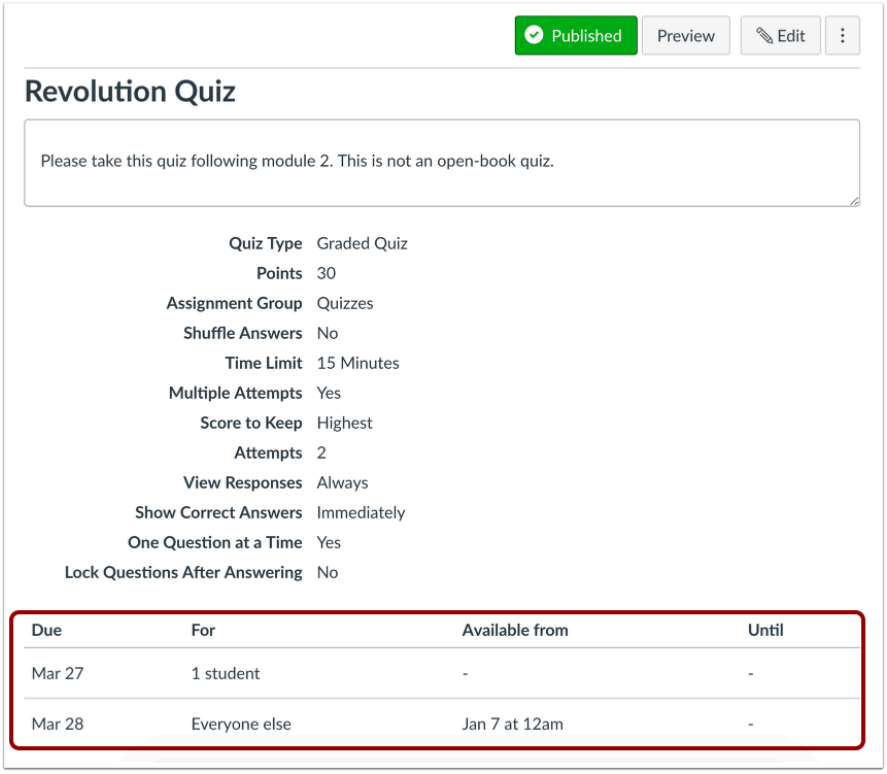
This lesson is an overview of placement throughout Canvas. Differentiated assignments do not affect your students since they will only see the assignment that have been assigned to them. However, when an assignment includes more than one section, group, or user, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader.

View Quizzes



Quizzes that contain multiple users and availability dates will read **Multiple Dates** on the Quizzes Index Page [1]. You can hover over multiple due date links and view each individual due date [2].

View Quiz Dates



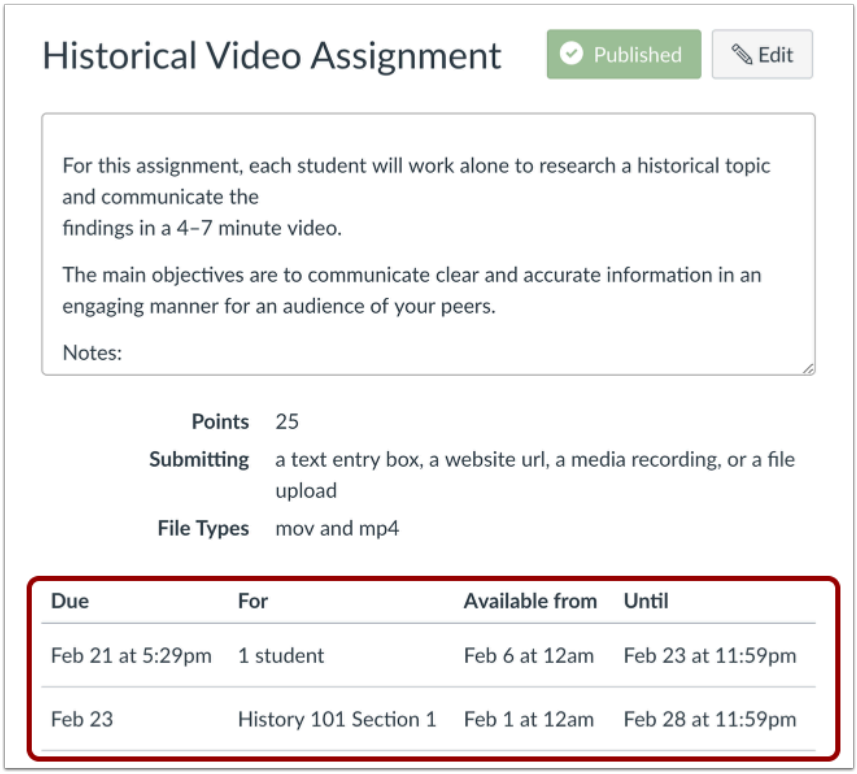
When you click the name of a quiz, the quiz details will also display the number of individual users and dates for the quiz.

Learn how to create a quiz for individual students or course sections.

View Assignments

Assignments that contain multiple users and availability dates will read **Multiple Dates** on the Assignments Index Page [1]. You can hover over multiple due date links and view each individual due date [2].

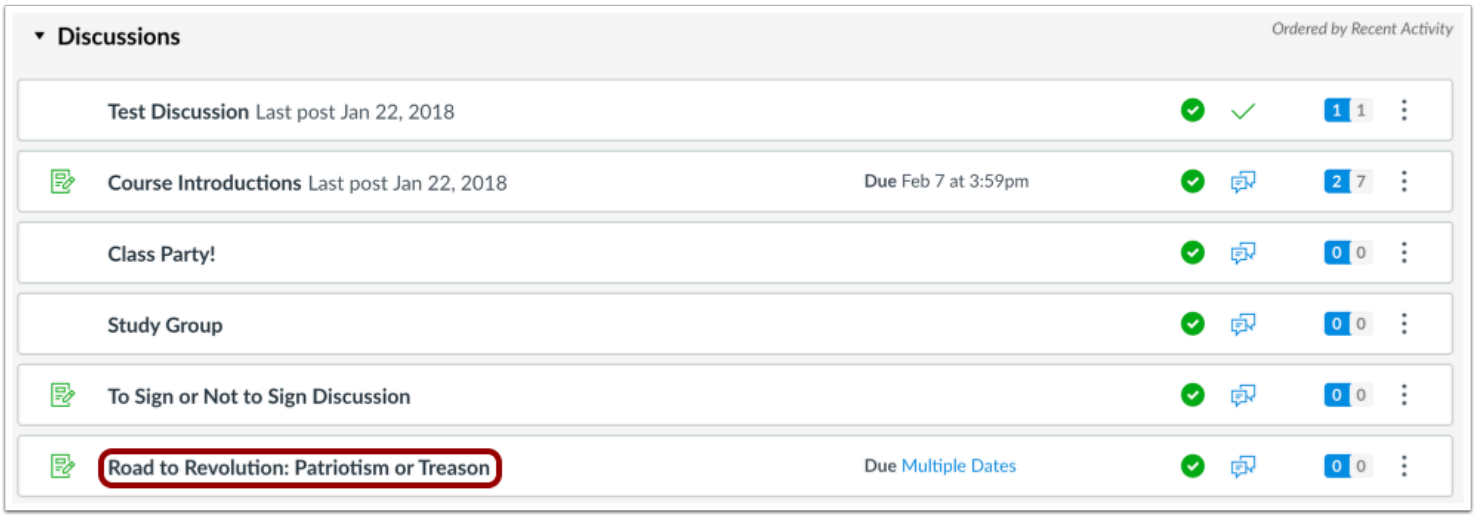
View Assignment Dates



When you click the name of an assignment, the assignment details will also display the users and dates for the assignment.

Learn how to create an assignment for individual students, course sections, or course groups.

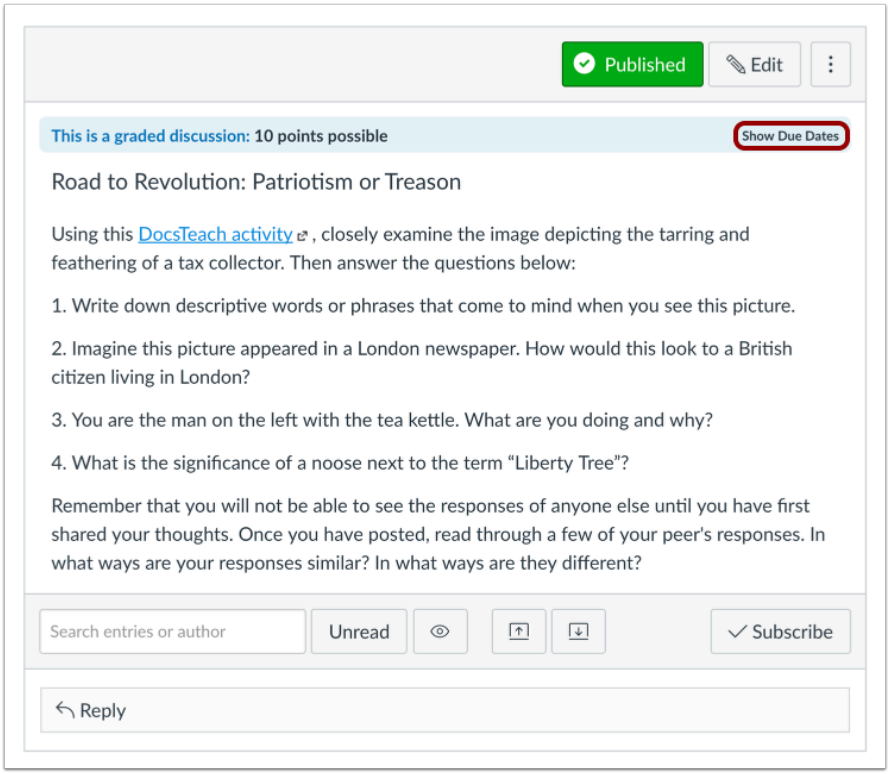
View Discussions



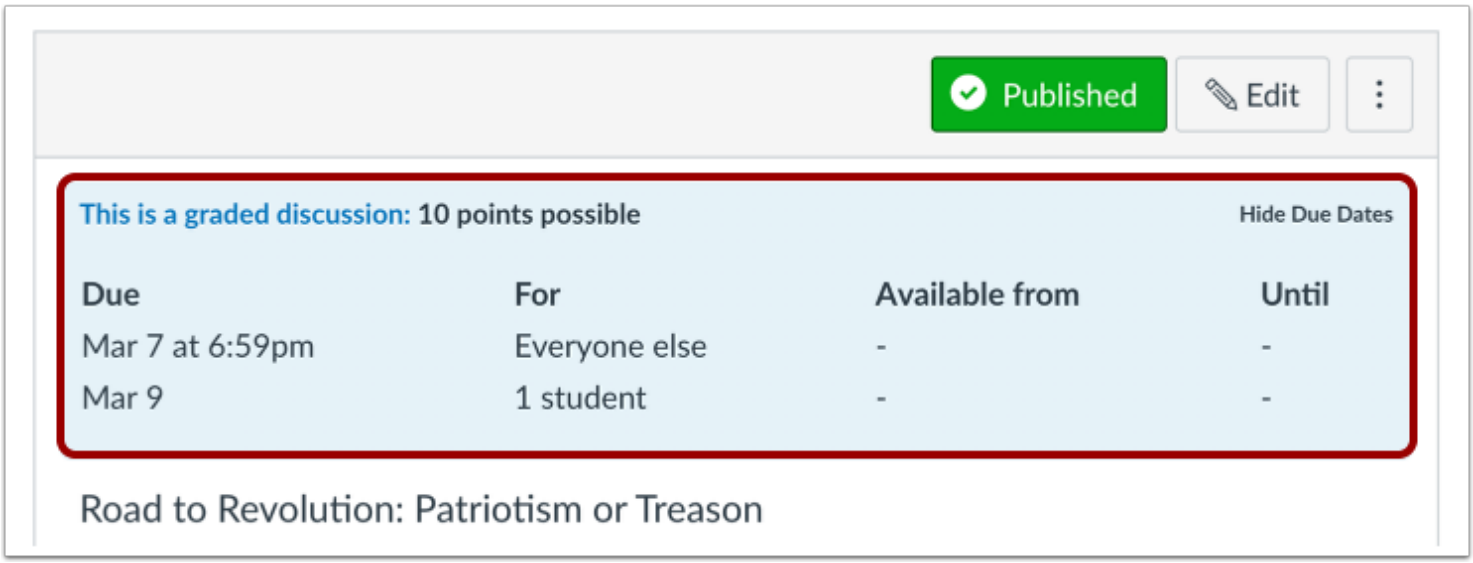
Graded Discussions that contain multiple users and availability dates will not show Multiple Due Dates on the Discussions Index Page. However, they will show as part of the Assignments Index Page. The Discussions Index Page also does not show any due dates for graded discussions with multiple users.

Note: Due dates do not apply to non-graded discussions.

View Discussion Dates



When you click the name of a Graded Discussion, the discussion details will also display the users and dates for the discussion. Click the **Show Due Dates** link.



View the users and dates for the assignment.

Learn how to create a graded discussion for individual students, course sections, or course groups.

View Syllabus

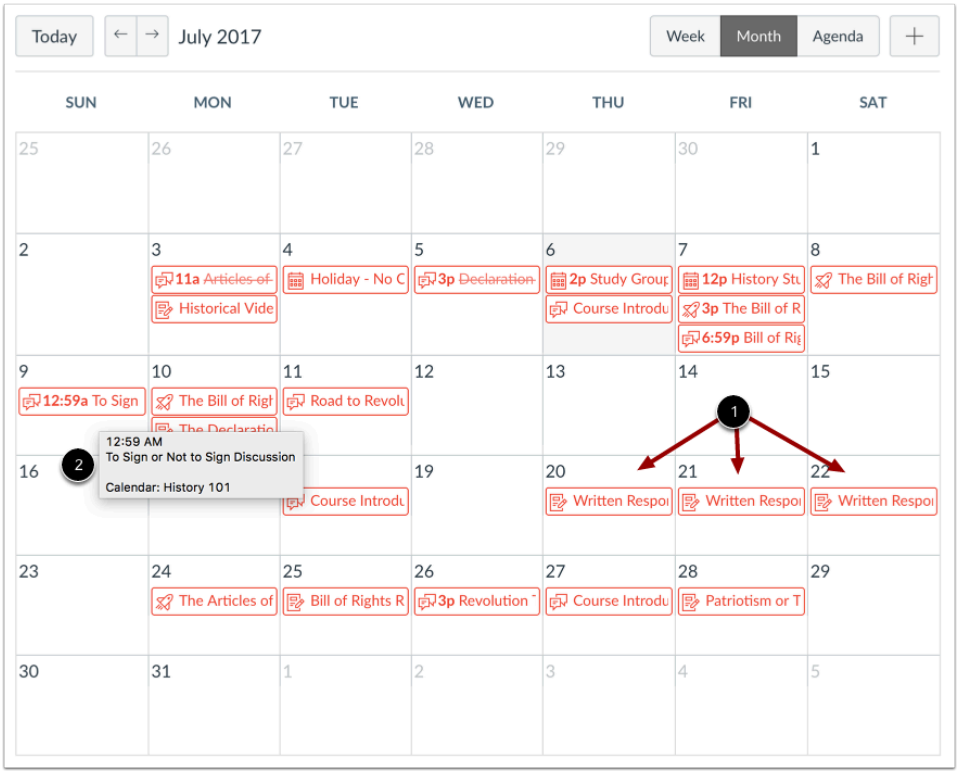
The Syllabus lists all Assignments according to due date, which causes assignments with multiple sections and due dates to appear more than once [1].

Assignments that are for everyone in the course will not have a user, section, or group associated beneath the assignment title [2], meaning it is due on the same date for all students and only appears once in the Syllabus.

View Modules

Module contents with multiple dates will only be listed once within the Module. **Multiple Due Dates** will appear next to the affected Module items [1]. You can hover over multiple due date links and view each due date [2].

View Calendar

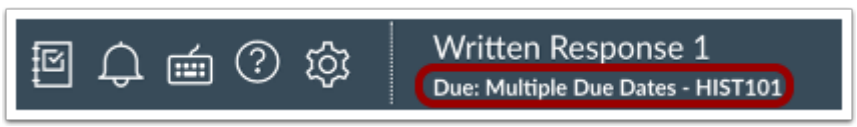


The Calendar displays all Assignments according to due date, which causes assignments, discussions, and quizzes with multiple sections and due dates to appear more than once in the Month view [1].

Assignments that are for everyone in the course will not have a user, section, or group associated when hovering over the assignment title [2], meaning it is due on the same date for all students and only appears on the Calendar due date.

Multiple Due Dates can also be viewed easily in the Agenda view, which displays dates like the Syllabus.

View SpeedGrader



SpeedGrader displays the assignment as having Multiple Due Dates. View each due date by opening the assignment.

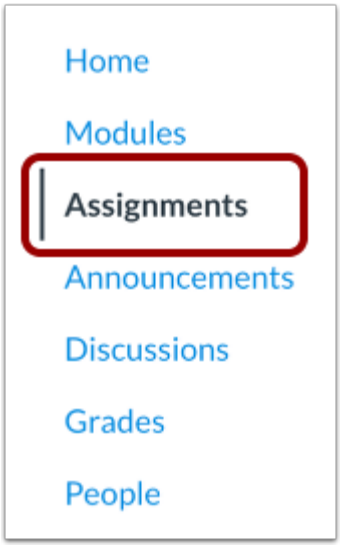
How do I add a grading scheme to an assignment?

You can add a grading scheme to customize assignment grading. You can use grading schemes created by your institution or you can create a new grading scheme, such as a Pass/Fail grading scheme, GPA scale grading scheme, etc.

Notes:

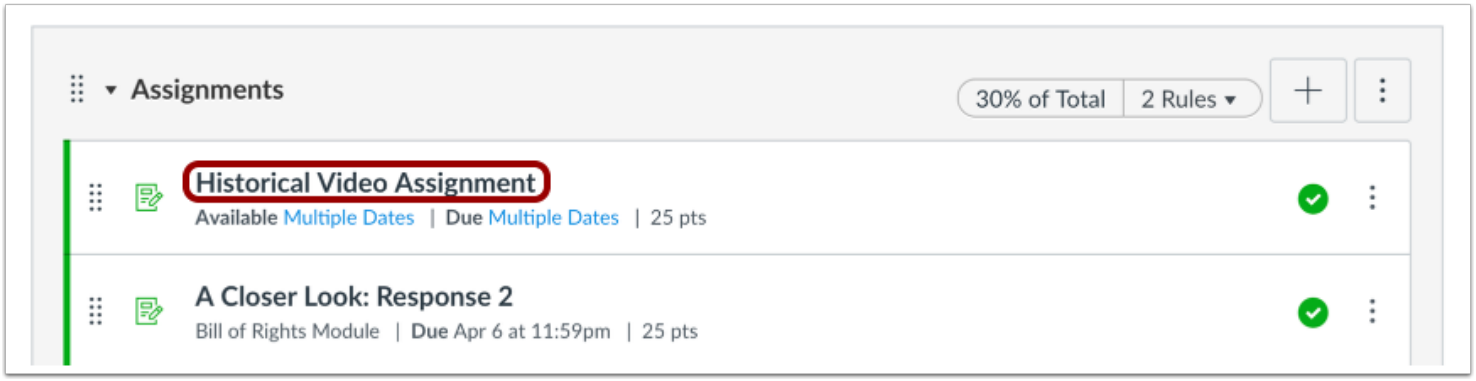
- When an assignment is part of selected content in a course export, the grading scheme for the assignment will also be imported.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Open Assignments



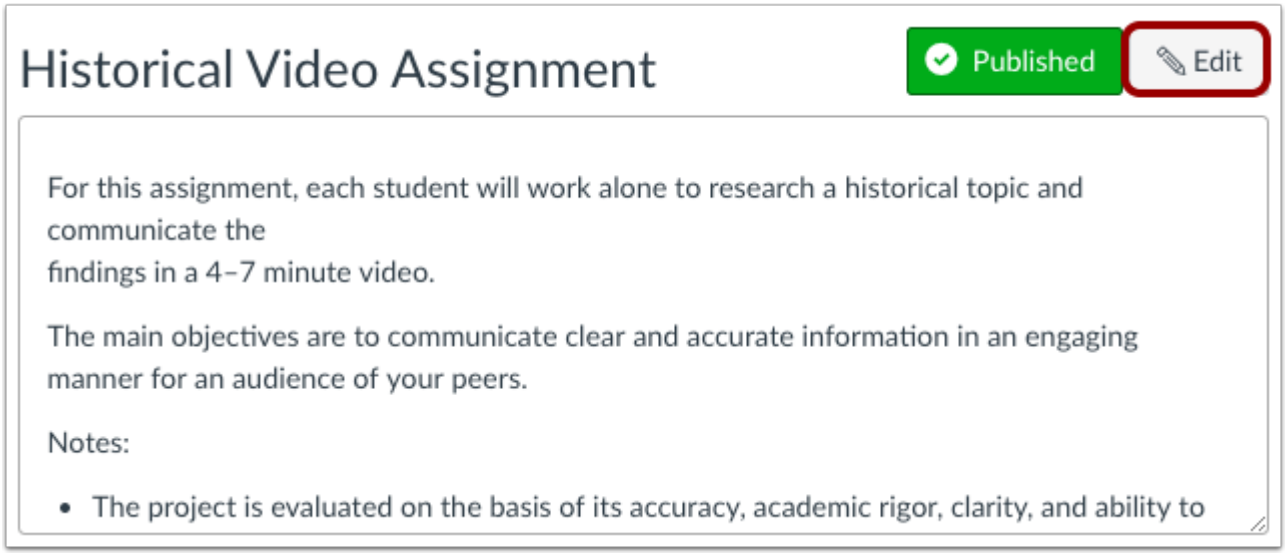
In Course Navigation, click the **Assignments** link.

Open Assignment



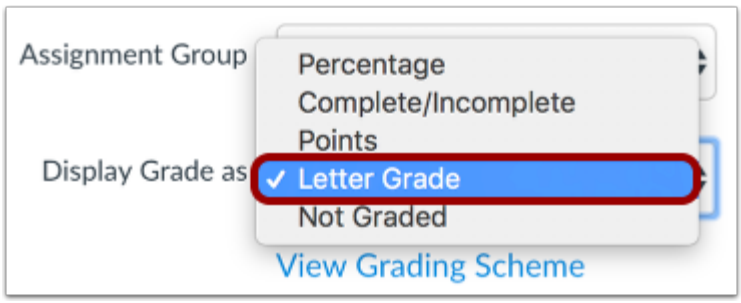
Click the title of the assignment you want to edit.

Edit Assignment



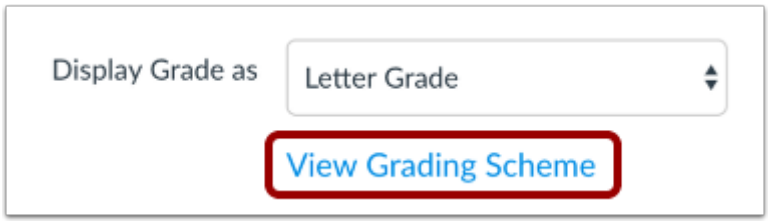
Click the **Edit** button.

Edit Grading Type



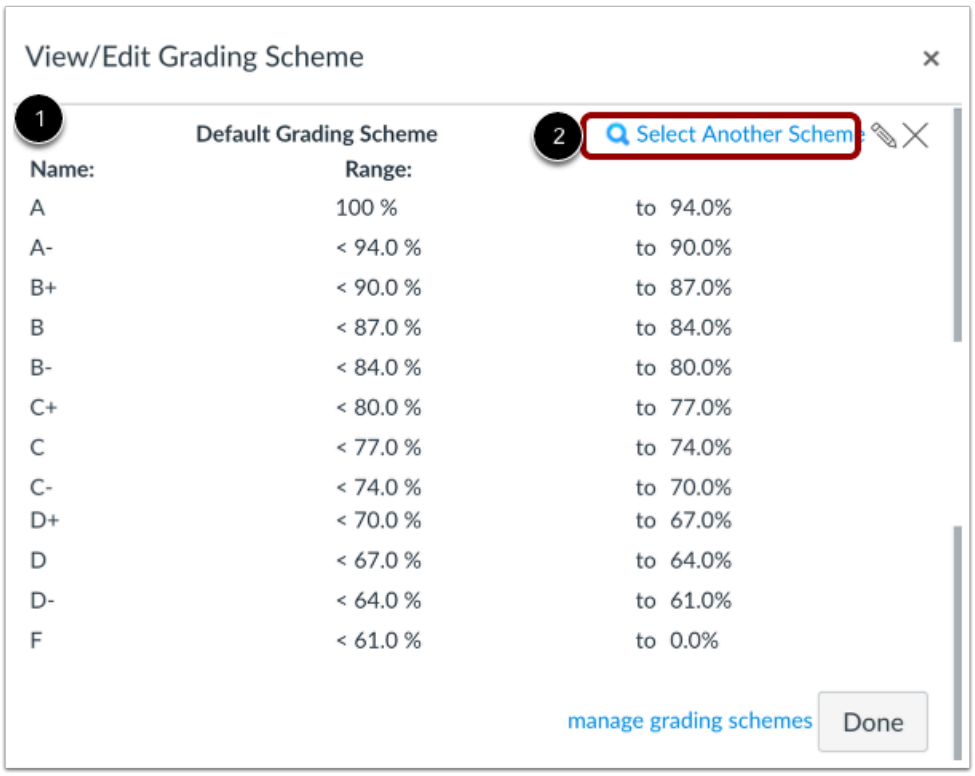
Click the **Display Grade as** drop-down menu and select how you would like to display the assignment grade. Grading schemes are also supported options.

View Grading Scheme



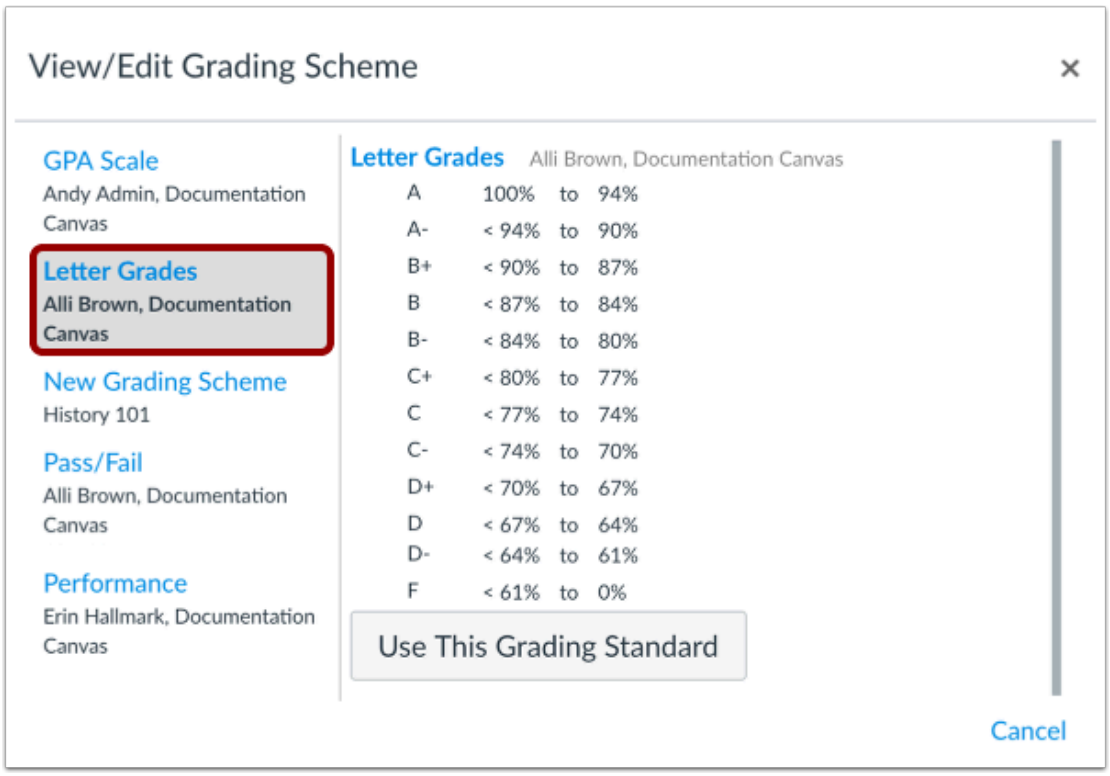
Click the **View Grading Scheme** link.

Search Grading Schemes

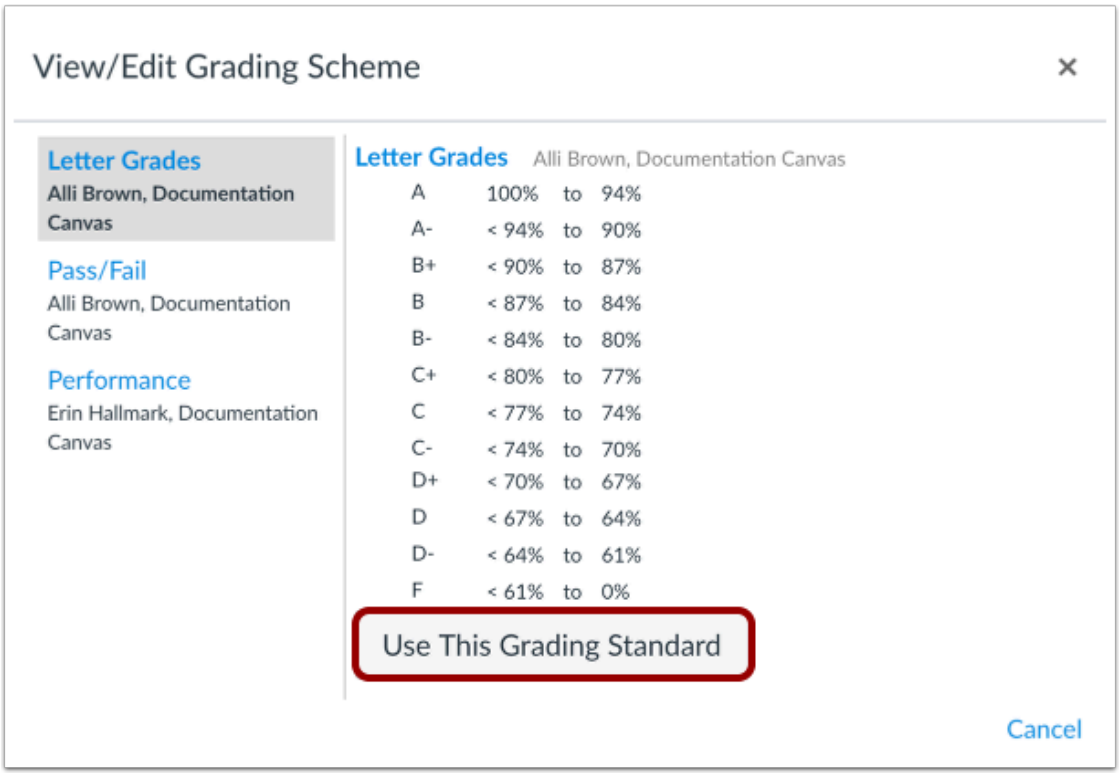


Canvas will show you the current grading scheme enabled for the assignment [1]. If you want to select another grading scheme, click the **Select Another Scheme** link [2].

Choose Grading Scheme

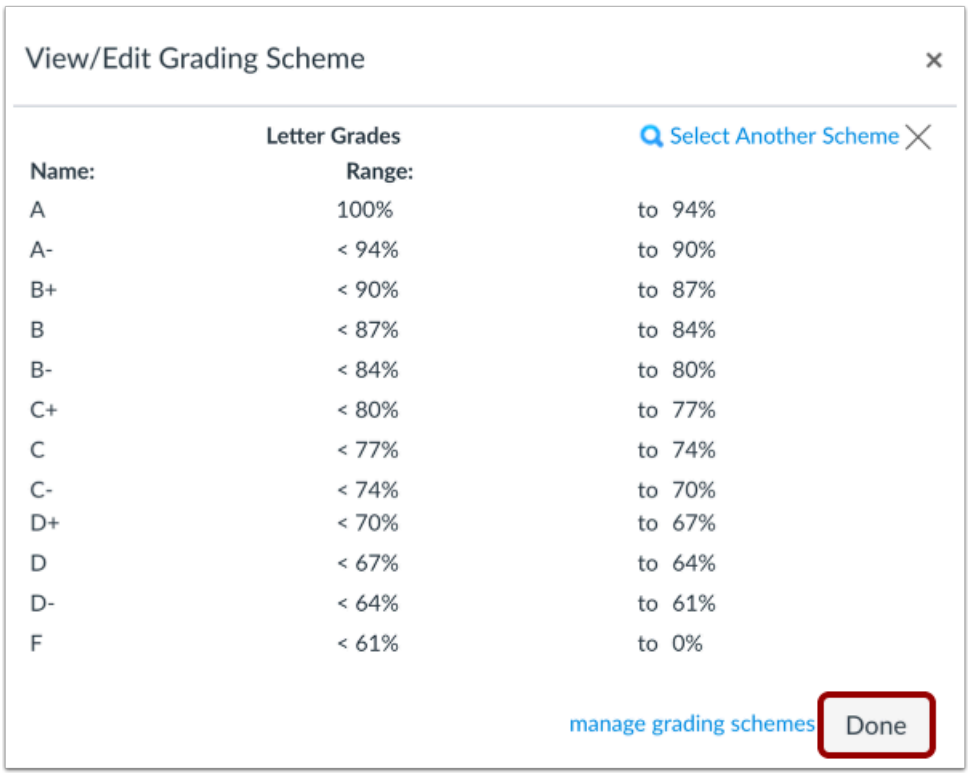


To view a grading standard, click the title of the grading scheme.



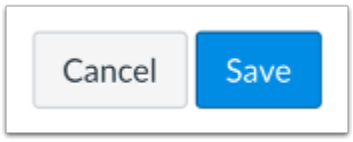
At the bottom of the grading scheme, click the **Use This Grading Standard** button.

Confirm Grading Scheme



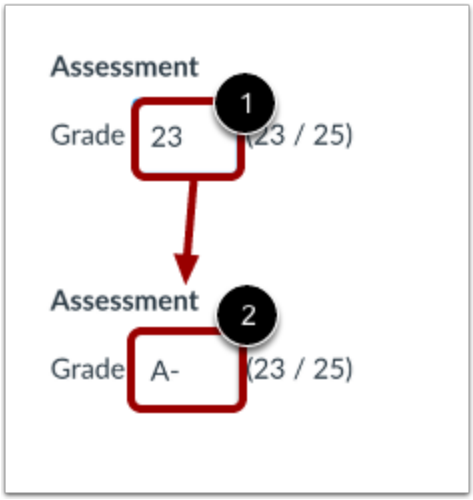
View your selected grading scheme. Click the **Done** button.

Save Assignment



Click the **Save** button.

Grade Assignment



In SpeedGrader, enter the point value for the assignment [1]. The point value will change to the name indicated in the grading scheme percentile range [2]. In this example, the point value (23 out of 25) is 92% and is expressed as an A-.

Can a student resubmit Canvas assignments?

Students always have the option to resubmit their Canvas assignments. As an instructor, you can decide how to handle assignment resubmissions.

You do have the option to set availability dates for each assignment. Availability dates can restrict the dates that an assignment can be submitted.

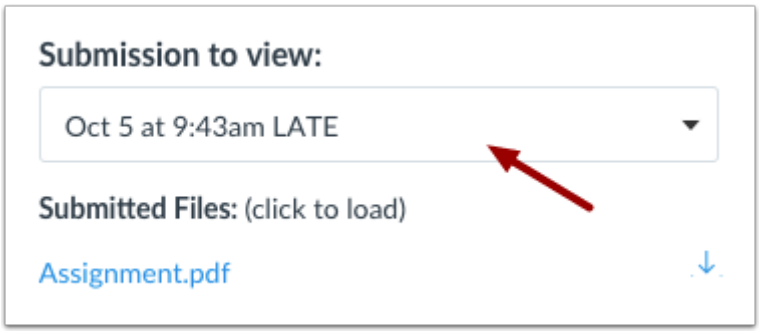
All assignment submissions can be viewed in SpeedGrader. Students will not be able to view their previous submissions after resubmitting unless you reupload the assignments to Canvas.

Note: The option to resubmit an assignment may not be available for external tool assignments.

Student View for Resubmit Assignment

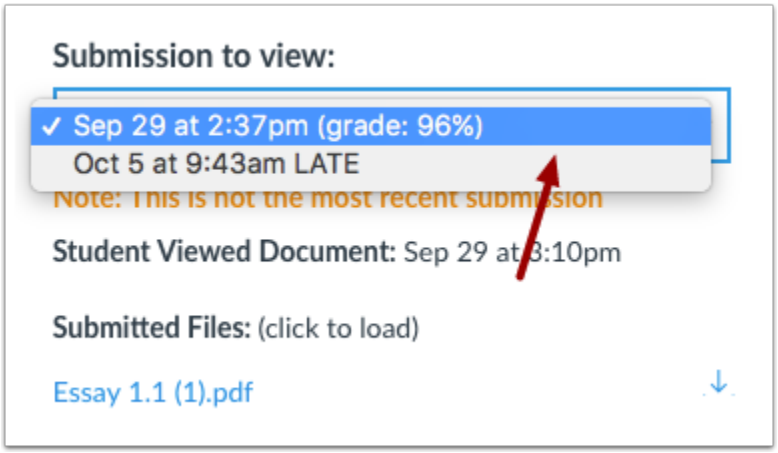
Students will see a **Re-submit Assignment** link in the Sidebar below the Assignment submission details.

View Assignments in SpeedGrader



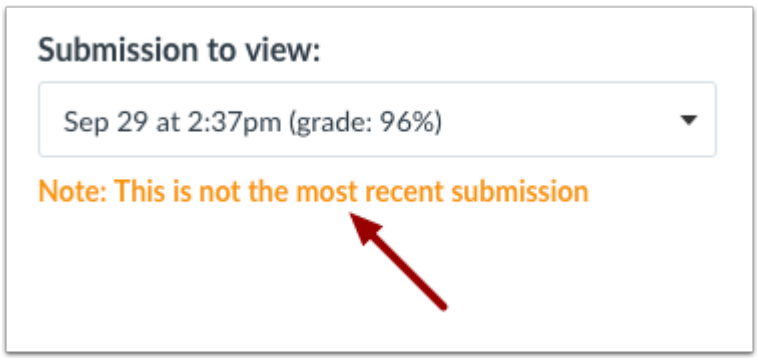
Open the student's Assignment in SpeedGrader. When a student has submitted multiple submissions, you can view them by clicking the drop-down button.

Select Submission



Select the submission you'd like to view.

Viewing Older Submissions

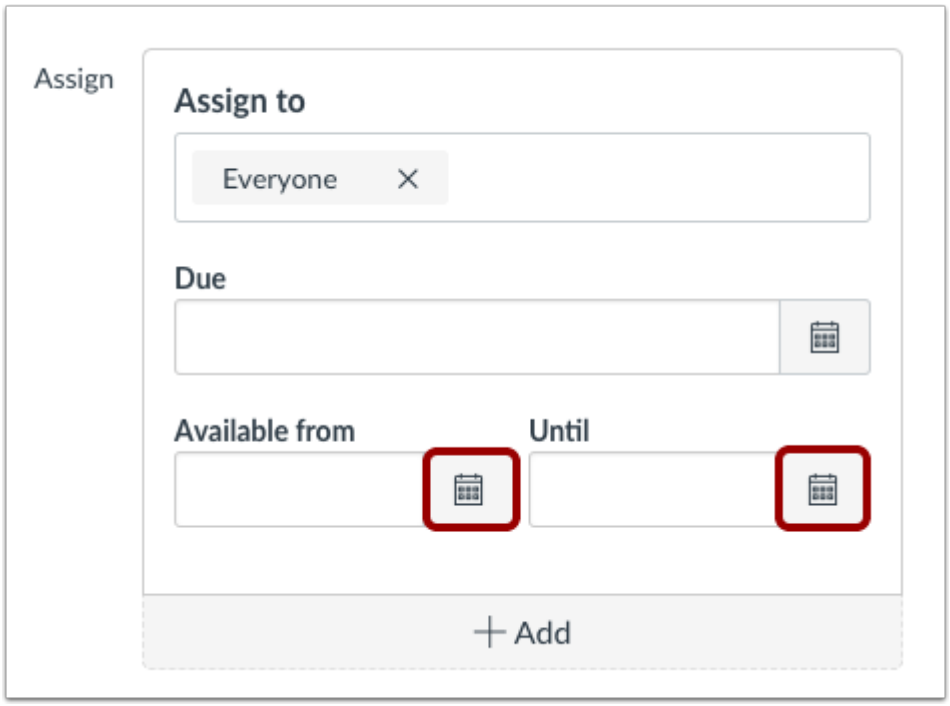


If you view an older submission, Canvas will warn you that the submission you are viewing is not the most recent version.

Regrading Assignments

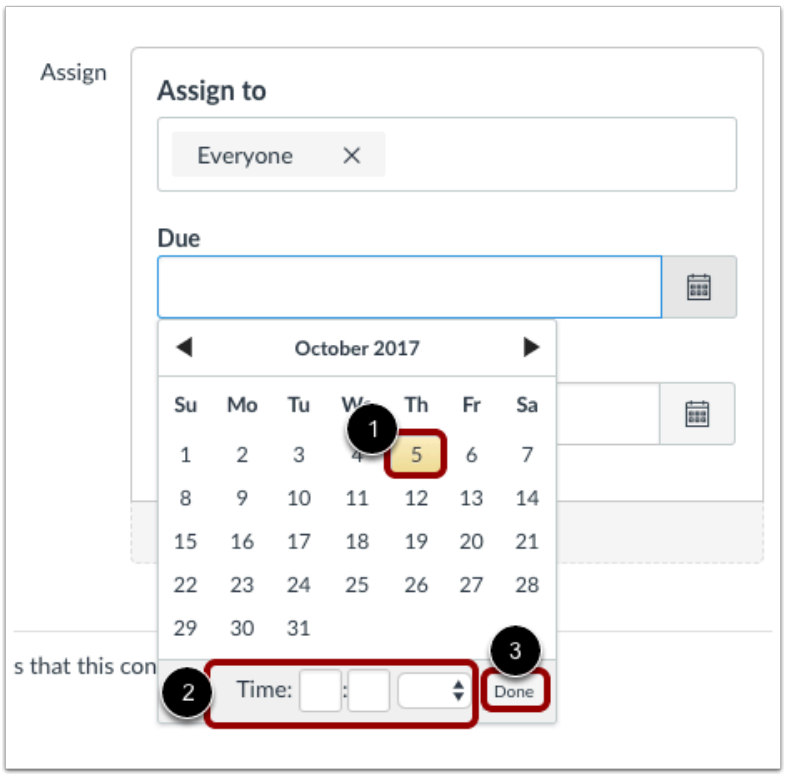
If you have already graded an assignment that a student has resubmitted, you have the option of using the same grade for the resubmission without doing any additional work. To apply the same grade to the new assignment, click the **Use this same grade for the resubmission** link.

Set Assignment Availability Dates



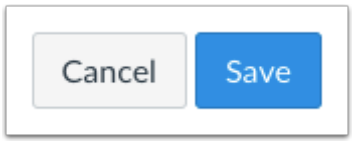
If you want to keep students from resubmitting assignments after a certain date, you can change the Assignment availability dates. Next to the date you want to change, choose the **Calendar** icon.

Set Date



Set the date and time the assignment availability date by selecting a date [1] and time [2]. Click the **Done** button [3].

Save Assignment



Click the **Save** button.

How do I download all student submissions for an assignment?

If you want to download all student submissions for an assignment, you can download them as a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the Gradebook.

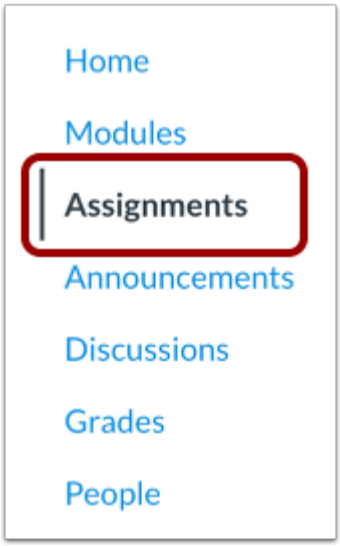
Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

Note: After downloading student files, you can re-upload all student submissions. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.

Open Assignments

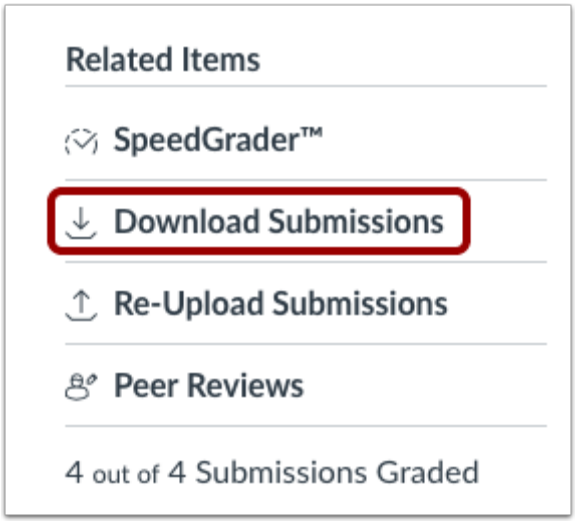


In Course Navigation, click the **Assignments** link.

View Assignment

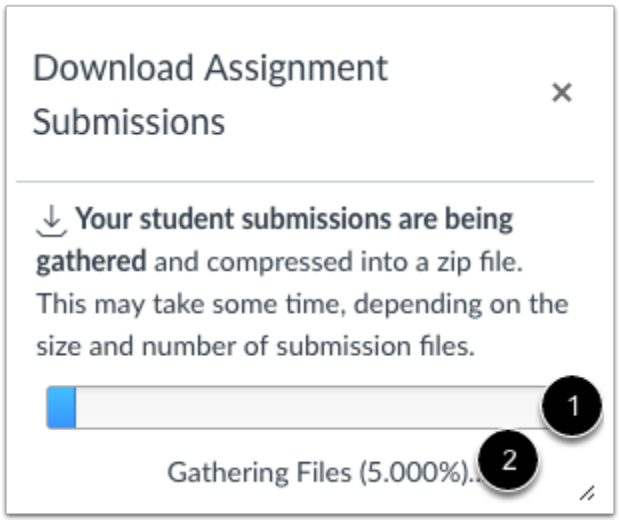
Click the name of the assignment you want to view.

Download Submissions



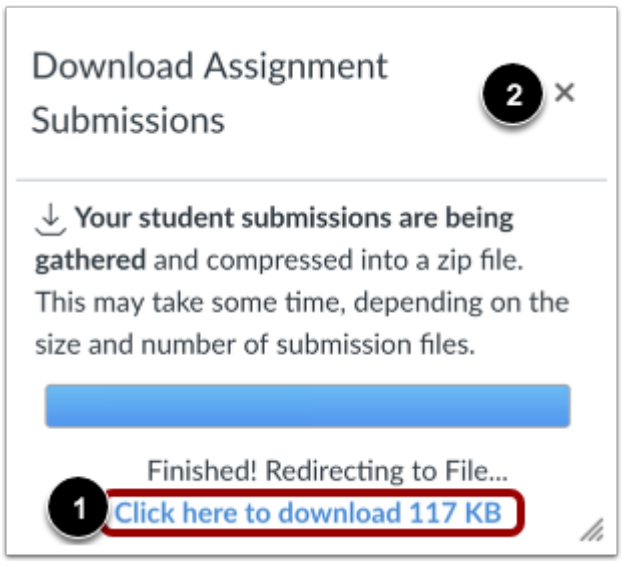
Click the **Download Submissions** link.

View Progress



Canvas will generate the assignment submissions together and download them to your computer as a .zip file. You can view the status of the download in the progress bar [1] and also by download percentage [2].

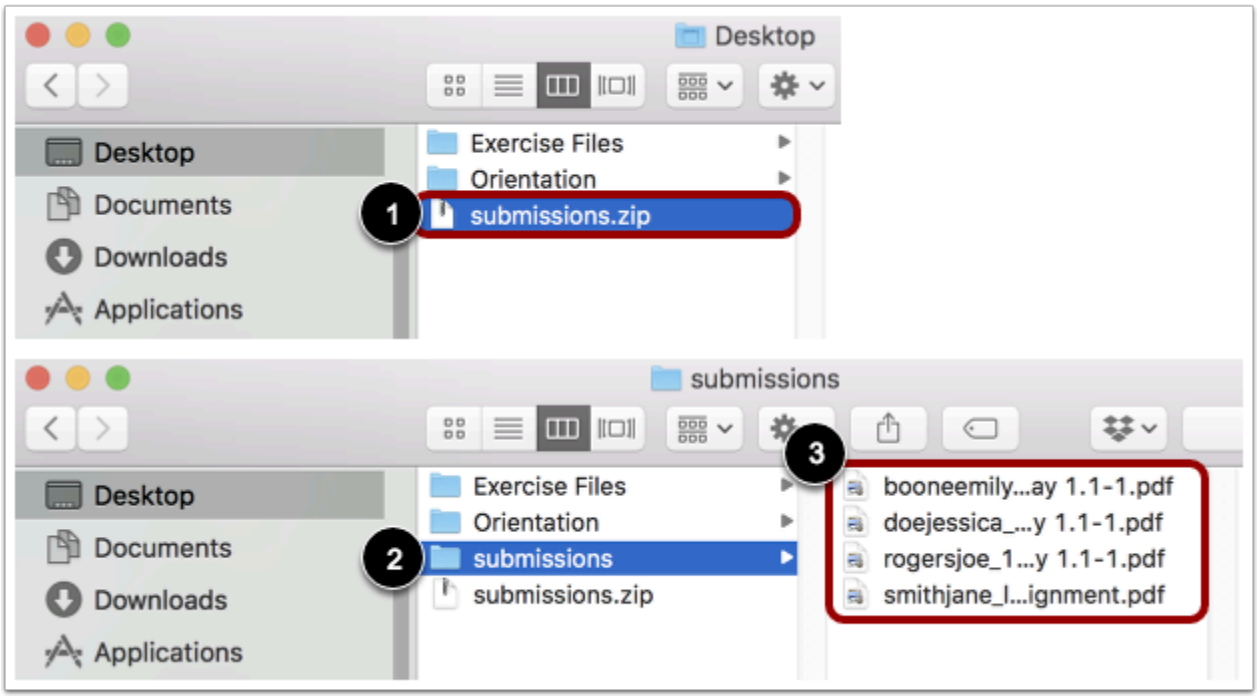
Download File



When the file is finished processing, download the file by clicking the **Click here to download** link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window [2], click the **close** icon.

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].

How do I upload all student submissions for an assignment?

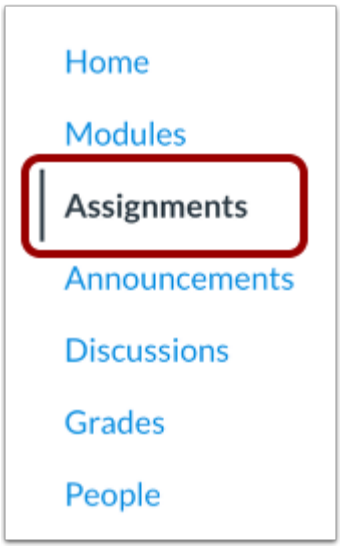
When you download all student submissions for an assignment, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a .zip file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Assignments

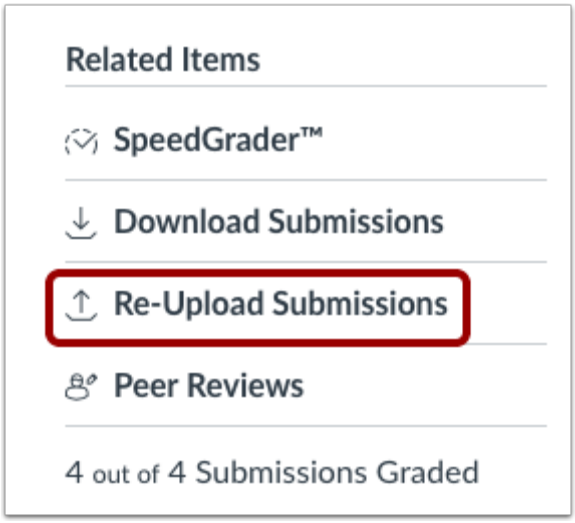


In Course Navigation, click the **Assignments** link.

Open Assignment

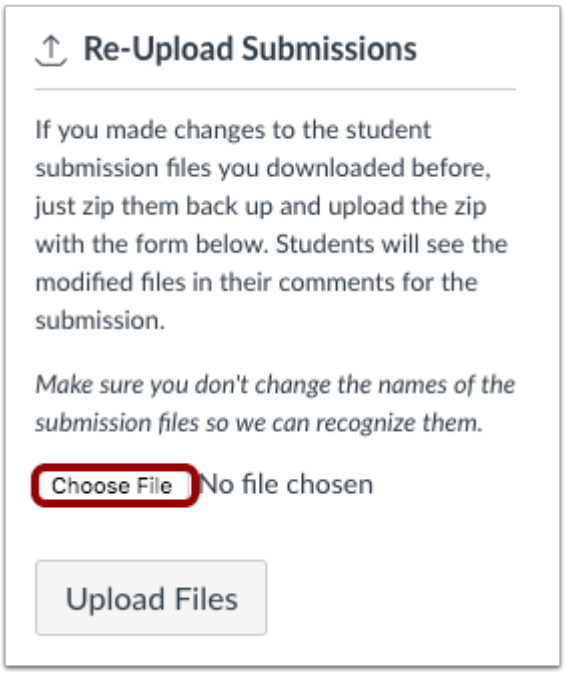
Click the name of the assignment.

Re-Upload Submissions



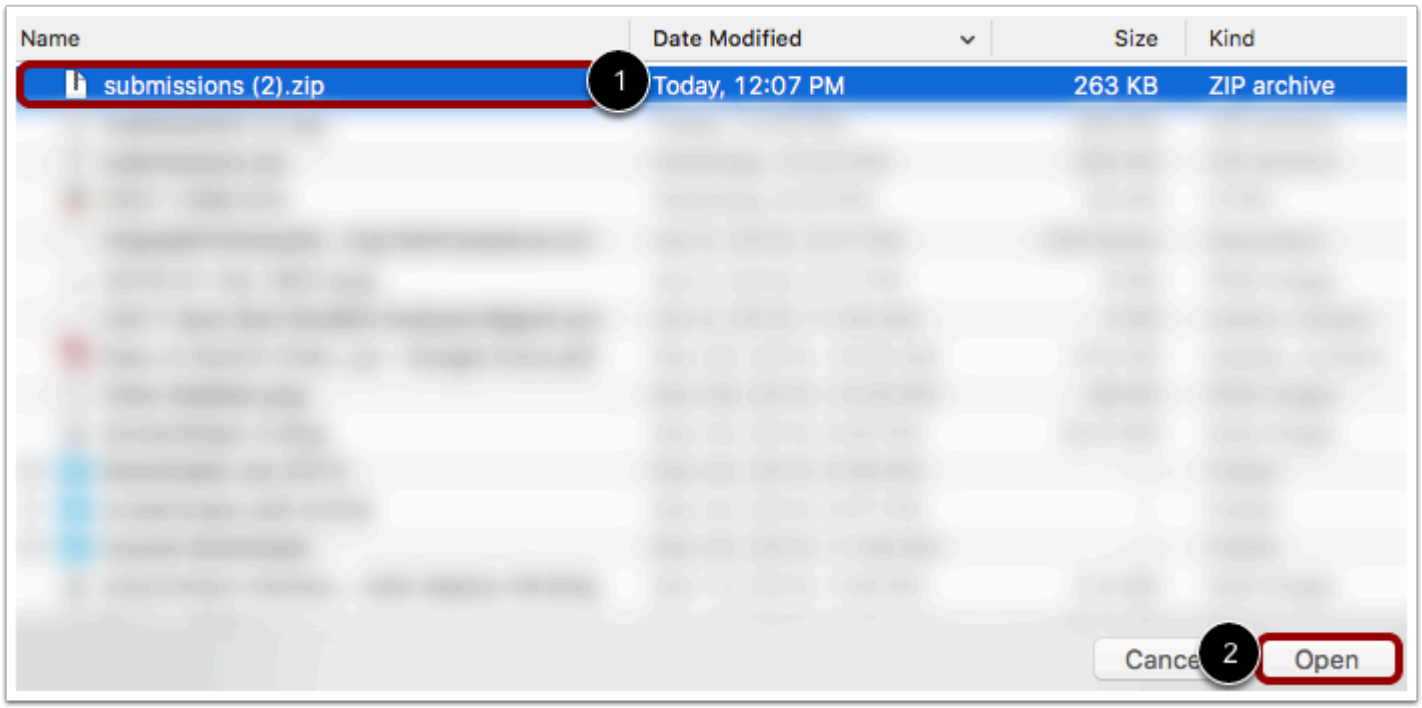
Click the **Re-Upload Submissions** link.

Choose File



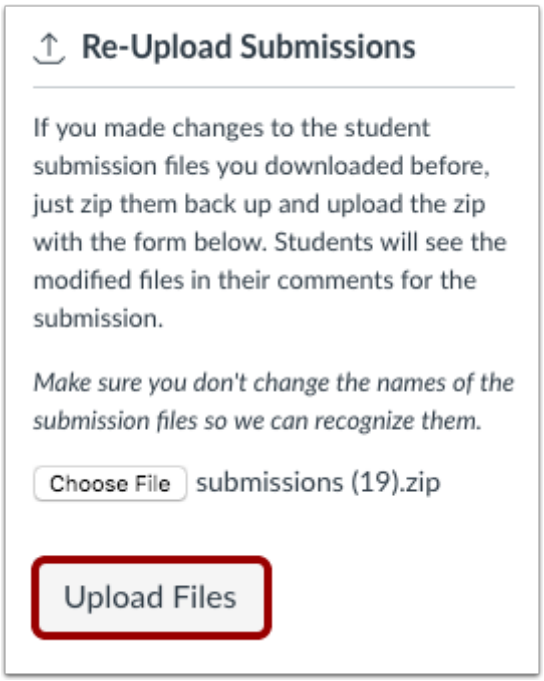
Click the **Choose File** button.

Open File



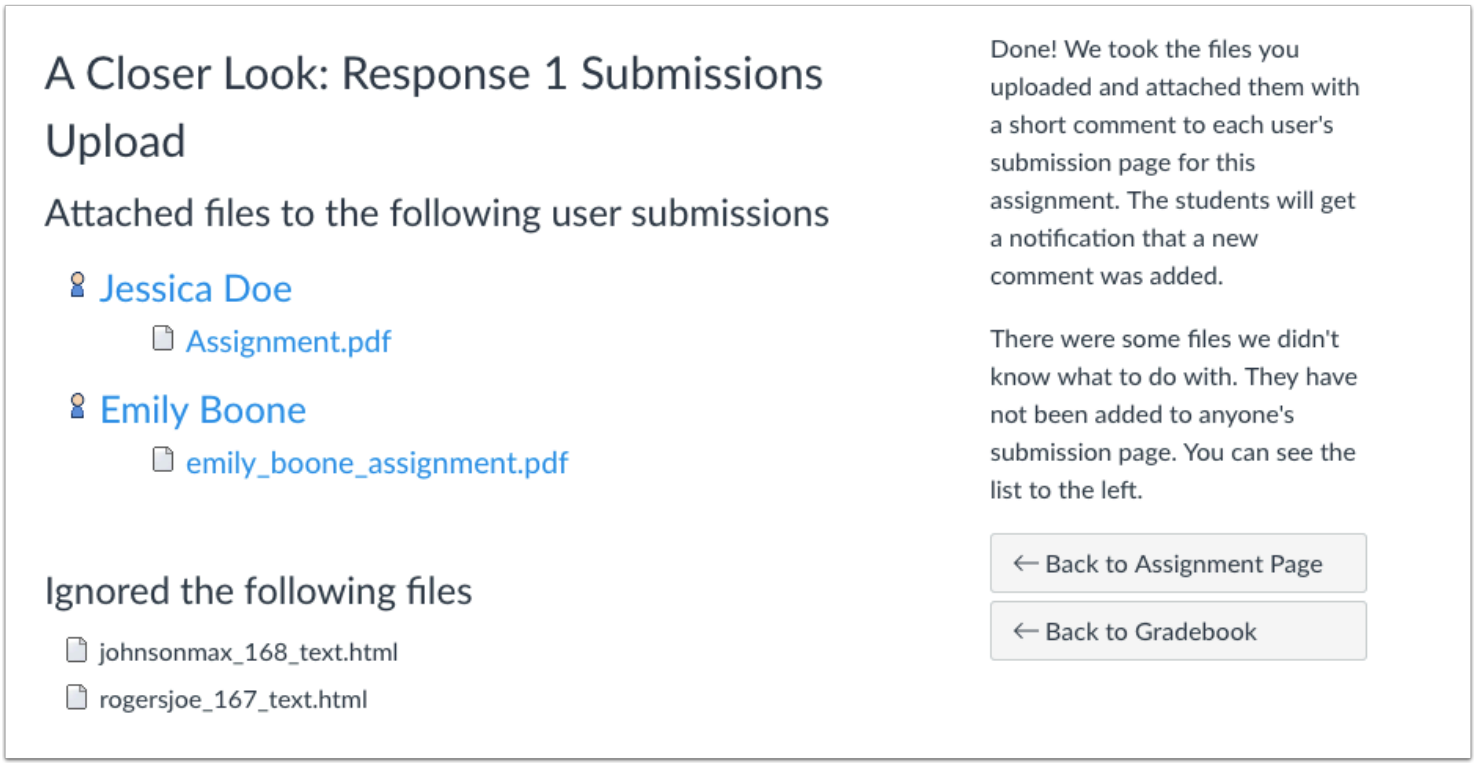
Click the file name to choose the file [1]. Then click the **Open** button [2].

Upload Files



Click the **Upload Files** button.

View Uploaded Submissions



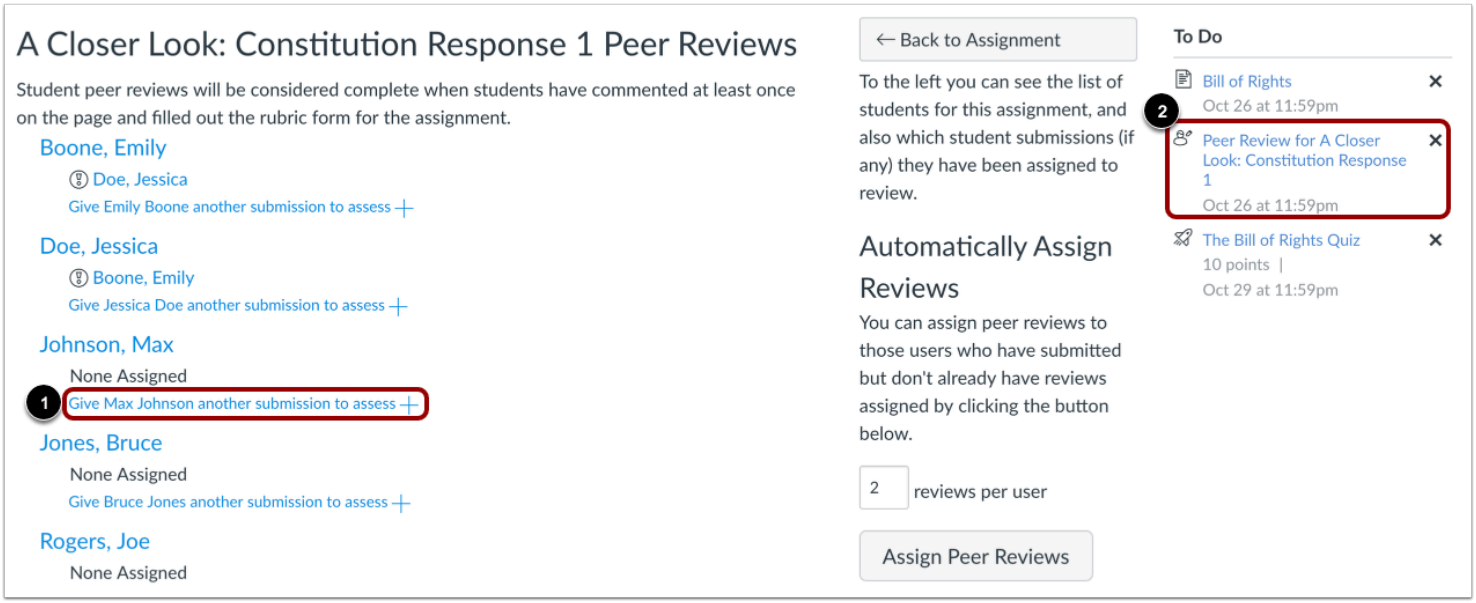
Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Note: Depending on your computer's operating system, your upload may include hidden files with a ._ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

How do I use peer review assignments in a course?

A peer review assignment enables students to provide feedback on another student's assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. Peer reviews can be assigned to show student names or display anonymously.

View Peer Review Assignments

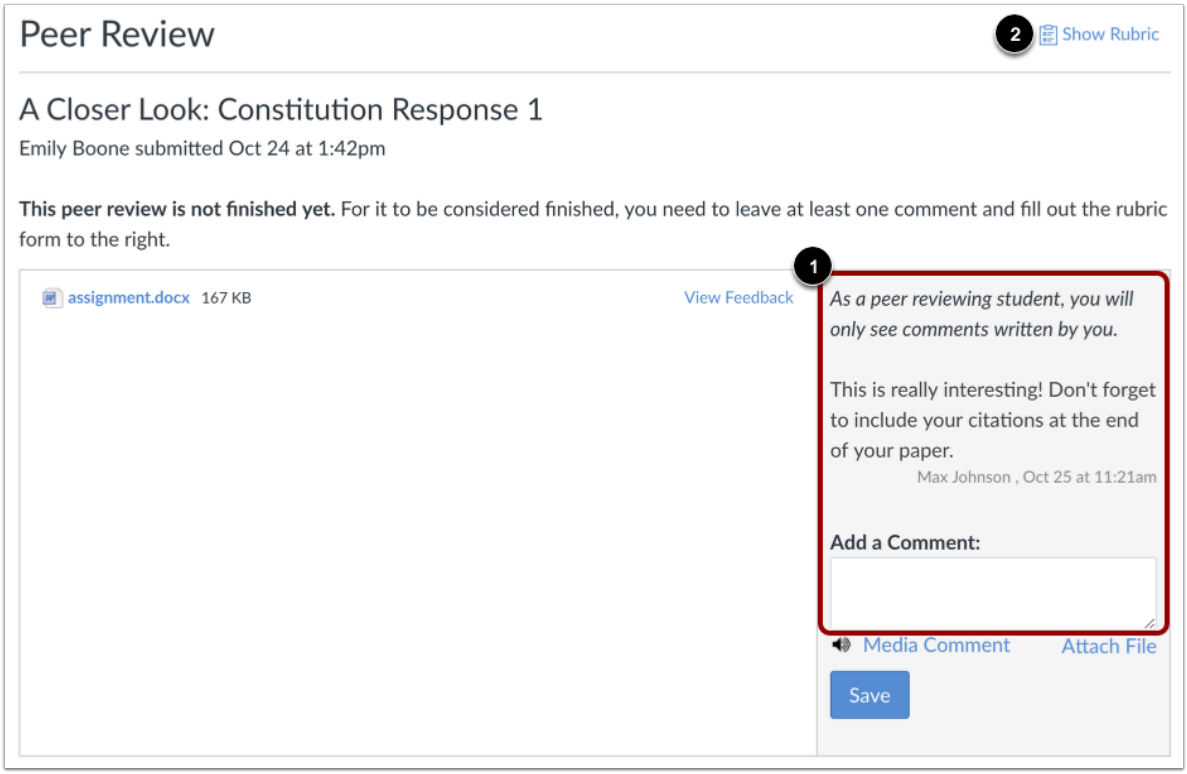


When you or a TA create a peer review assignment, you can assign peer reviews manually or you can have Canvas assign them automatically [1]. Group assignments can also be assigned peer reviews.

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification.

If the assignment is not an On Paper or No Submission assignment type, students can also view the peer review information in the sidebar of the assignment details page.

View Peer Review Comments



To complete a peer review, students must review the assignment and leave a comment on the submission details page [1].

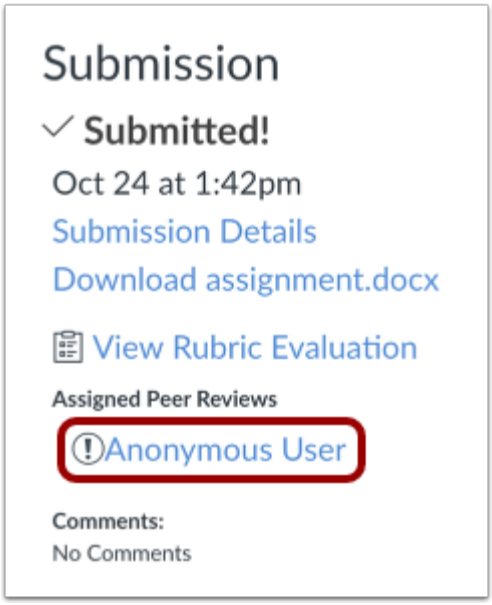
Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the assignment. If the assignment includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the assignment and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the assignment will show the names of students who have completed the peer review.

View Anonymous Peer Reviews



As part of creating a peer review, the anonymous option allows you to hide the name of the student reviewer from the student with the submission. The reviewer cannot see the name of the assigned person whose work is to be reviewed, and the student who submitted the assignment cannot view names associated with any comments.

Notes about Anonymous Peer Reviews

- Email notifications sent to students about peer reviews are anonymous. Student reviewers cannot view the name of the person whose work they are reviewing.
- Once a peer review has been assigned, the viewing setting cannot be changed. For instance, a regular peer review cannot later be made anonymous—and appear anonymous—unless the peer review is deleted and re-assigned.
- Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.
- When anonymous peer reviews are enabled, you and your TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.

How do I create a peer review assignment?

When creating an assignment, you can require students to complete a peer review of another student's work. Learn more about peer review assignments.

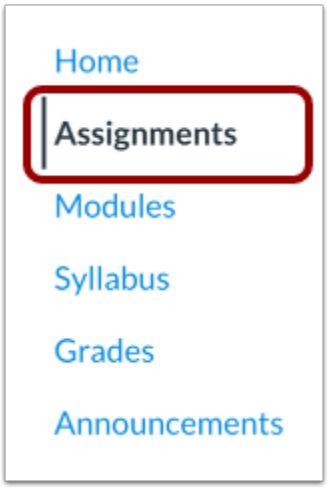
For peer reviews, you can manually assign peer reviews or choose to have Canvas automatically assign peer reviews for you. You can also choose to allow students to see other students' names in peer reviews or make them anonymous. When anonymous peer reviews are enabled, instructors and TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.

To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are only required to complete the rubric.

Notes:

- To learn how assignment and peer review due dates appear in a student's To Do list, view the Peer Review Tips PDF.
- Peer reviews cannot be used with External Tool assignments.
- Students can see peer review comments when an assignment is muted or if assignment grades are hidden. However, students cannot see instructor comments until after the assignment is unmuted or assignment grades have been posted.

Open Assignments

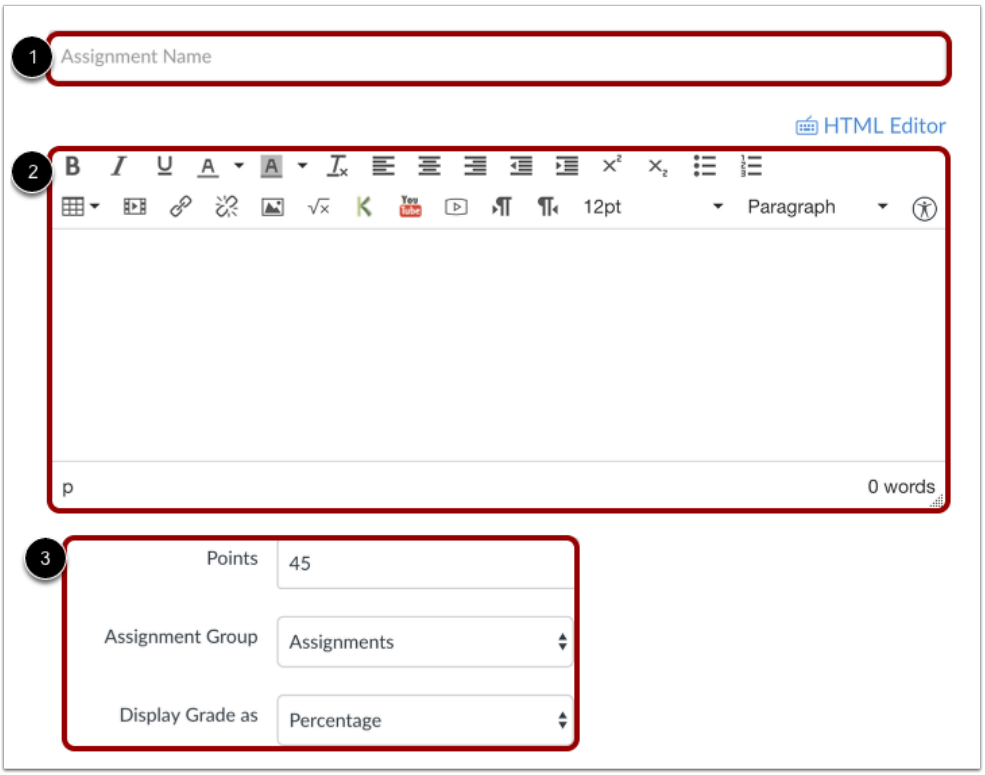


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

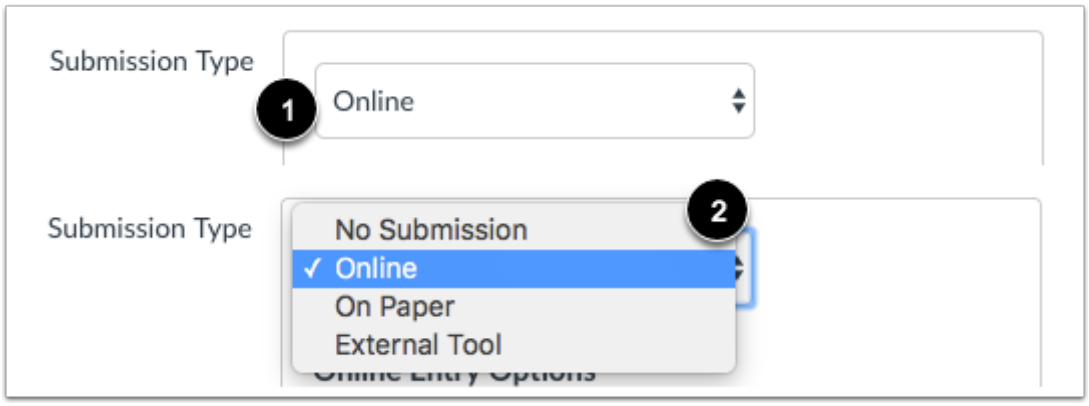
Enter Assignment Details



Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

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

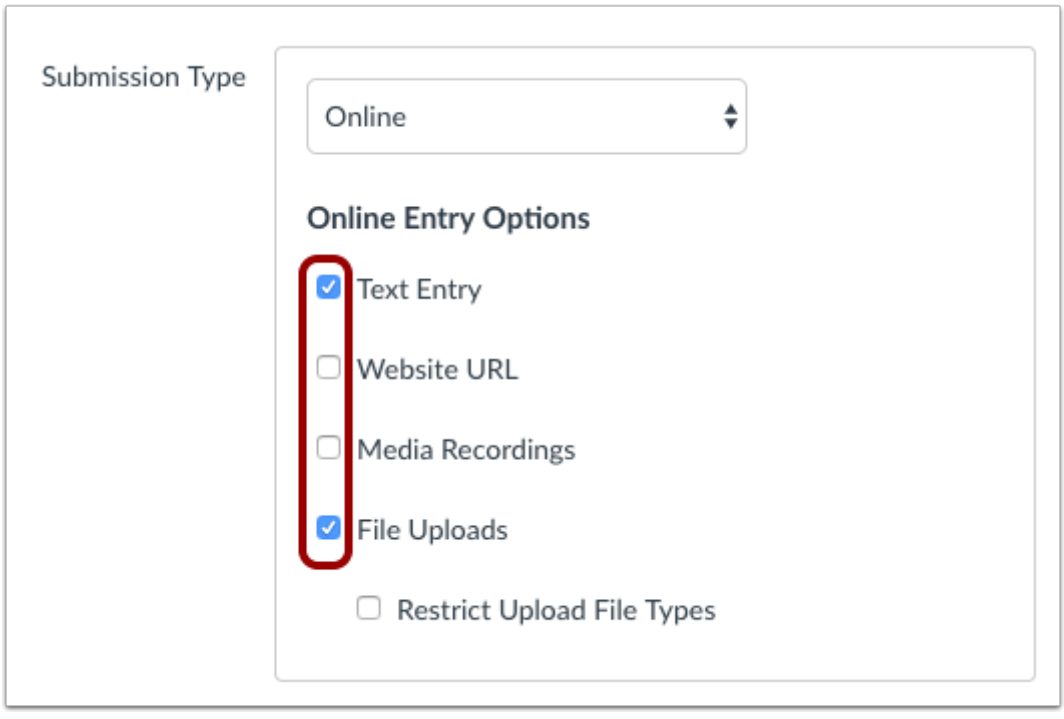
Select Submission Type



In the **Submission Type** drop-down menu [1], select your preferred submission type [2].

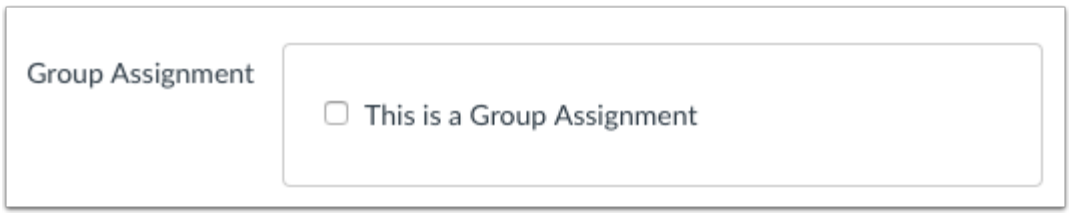
Note: The External Tool submission type does not support peer review assignments.

Select Online Entry Options



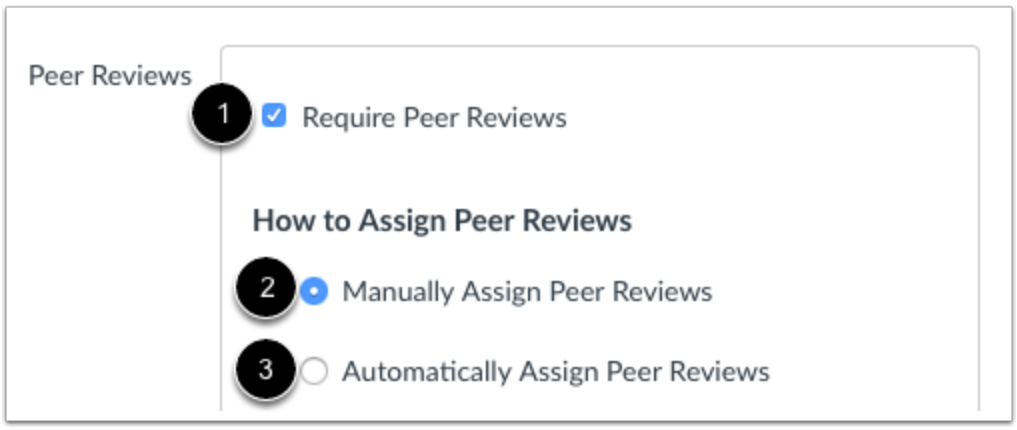
Select the checkboxes for the types of online entries allowed in the assignment.

Add Group Assignment



Peer reviews can be used with group assignments. If you want to create a group assignment, click the **This is a Group Assignment** checkbox.

Require Peer Reviews

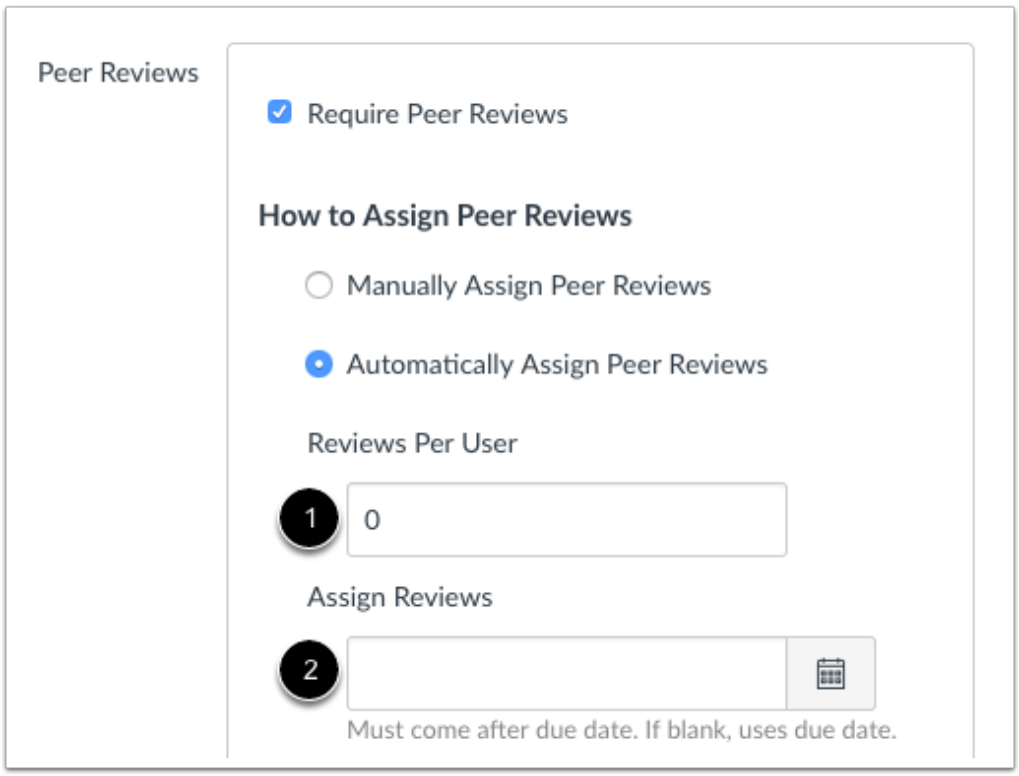


Click the **Require Peer Reviews** checkbox [1]. By default, peer reviews are assigned manually [2].

If you want to assign peer reviews automatically, select the Automatically Assign radio button [3].

Note: Peer reviews must be manually assigned for On Paper and No Submission assignment types.

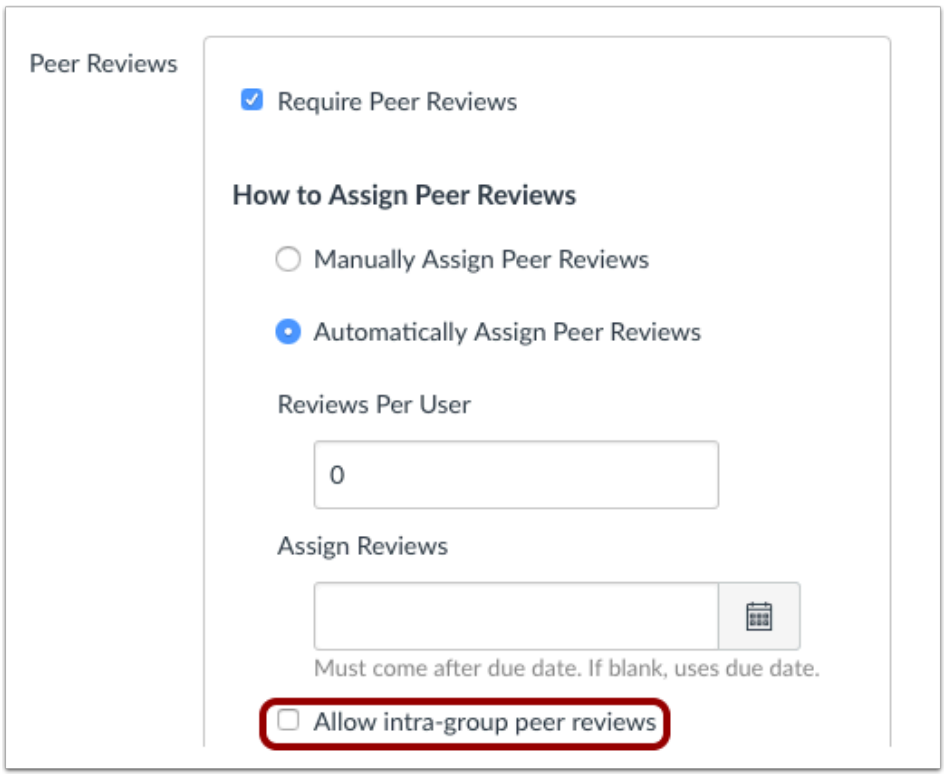
Automatically Assign Peer Reviews



If you automatically assign peer reviews, the menu displays additional options. In the **Reviews Per User** field [1], enter the number of reviews each student will be required to complete.

In the **Assign Reviews** field [2], use the calendar icon to select a date or manually enter the date for student peer reviews to be assigned. The Assign date must come on or after the assignment due date. If left blank, Canvas will use the assignment due date.

Assign Group Assignment Intra-Group Peer Reviews



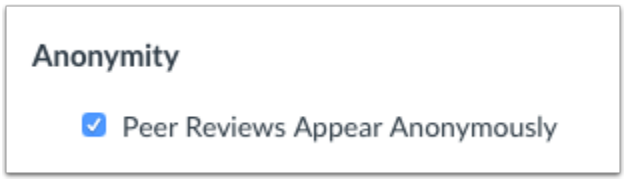
In group assignments, you also have the option to allow intra-group peer reviews.

Peer reviews require a student to review an individual submission by another student. However, group assignment submissions are made by one group member on behalf of the entire group, and all group members have the same submission.

By default, the **Allow intra-group peer reviews** checkbox is not selected, which means Canvas will filter out members of the same group when automatically assigning the reviews. However, selecting the checkbox allows assignments to be truly random and disregard student group associations.

To allow Canvas to automatically assign a peer review to a student from within the student's own group, select the **Allow intra-group peer review** checkbox.

Assign Anonymous Peer Reviews



If you want to make peer reviews anonymous, check the **Peer Reviews Appear Anonymously** checkbox.

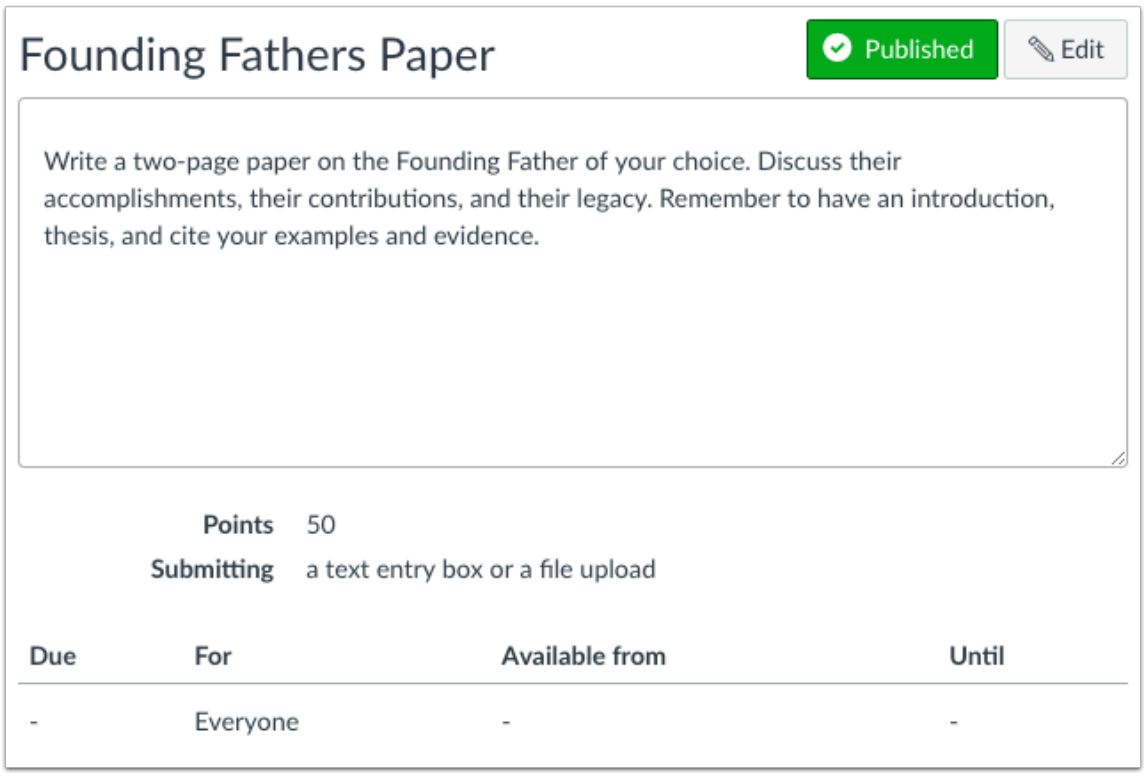
Note: Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.

Save and Publish Assignment

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button.

View Published Assignment



View published assignment.

You can also attach a rubric to the assignment for students to fill out when completing peer reviews. To add a rubric to the assignment, click the **Add Rubric** button.

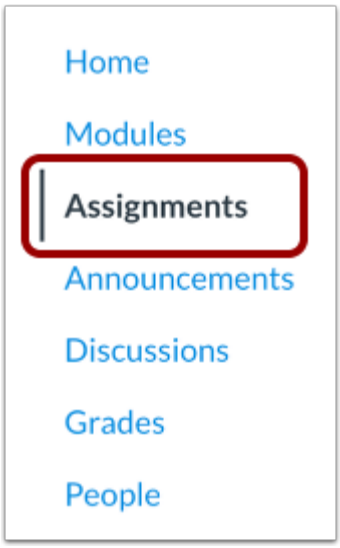
How do I manually assign peer reviews for an assignment?

When you create a peer review assignment with manual peer reviews, you can choose which students will be assigned peer reviews.

Notes:

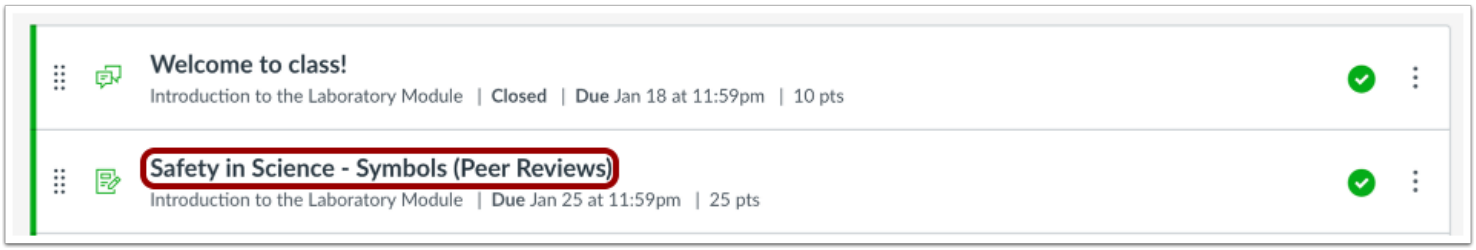
- When manually assigning peer reviews, students can complete their assigned peer reviews without having to submit their own assignment first. If you require students to complete their own assignment before being able to complete a peer review, you must automatically assign peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Assignments



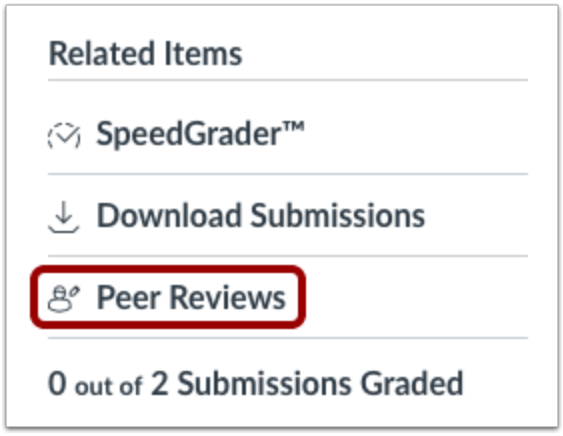
In Course Navigation, click the **Assignments** link.

Open Assignment



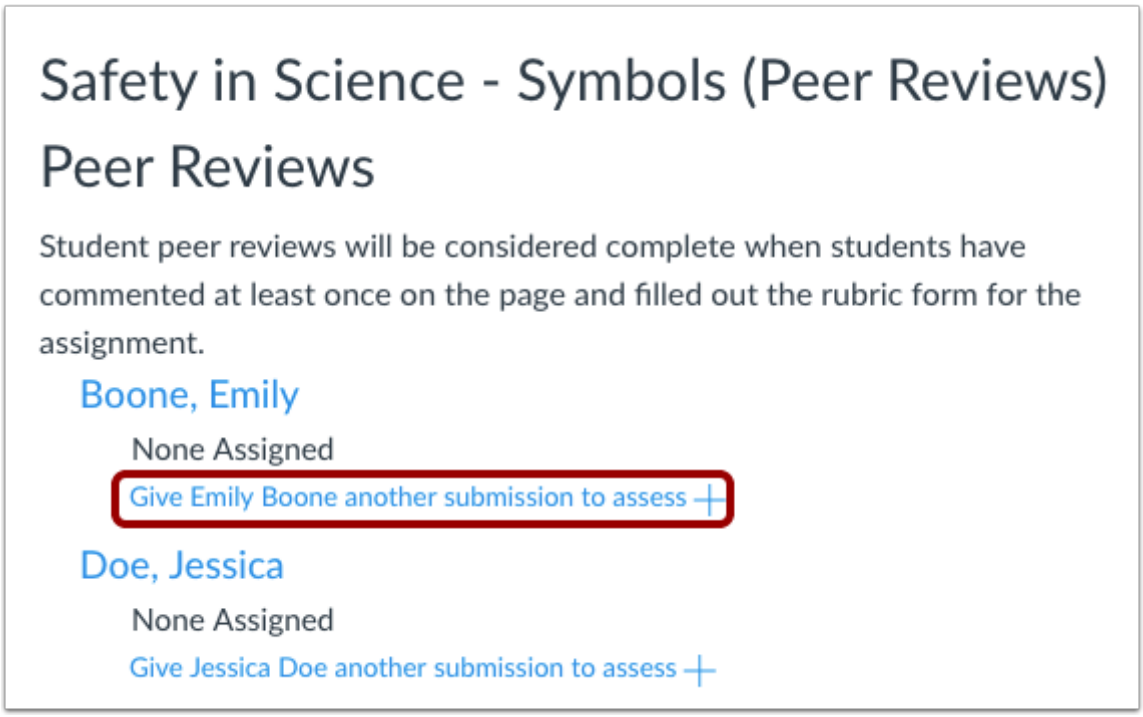
Click the name of the assignment.

Open Peer Reviews



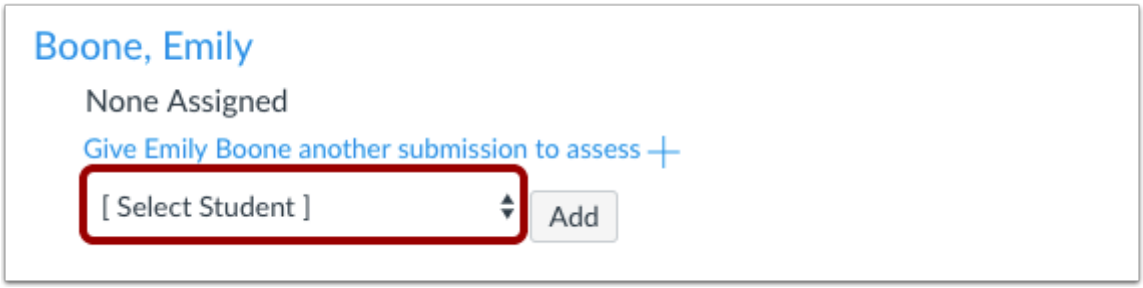
Under Related Items in the sidebar, click the **Peer Reviews** link.

Manually Assign Peer Reviews

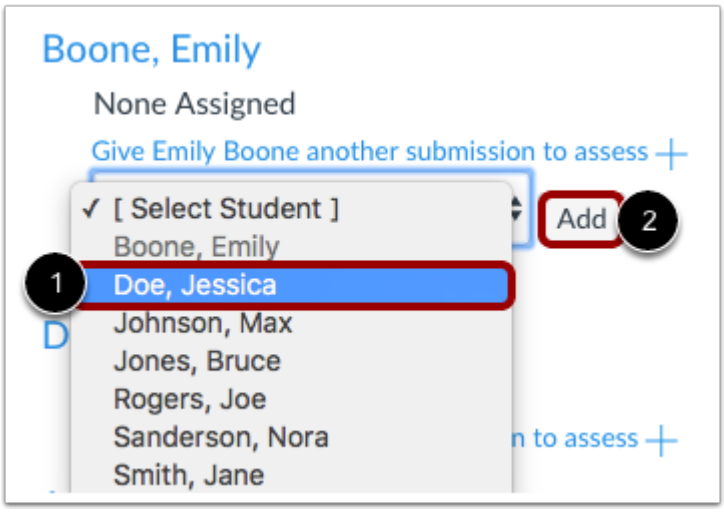


Below the name of a student, click the **Add** link.

Select Student

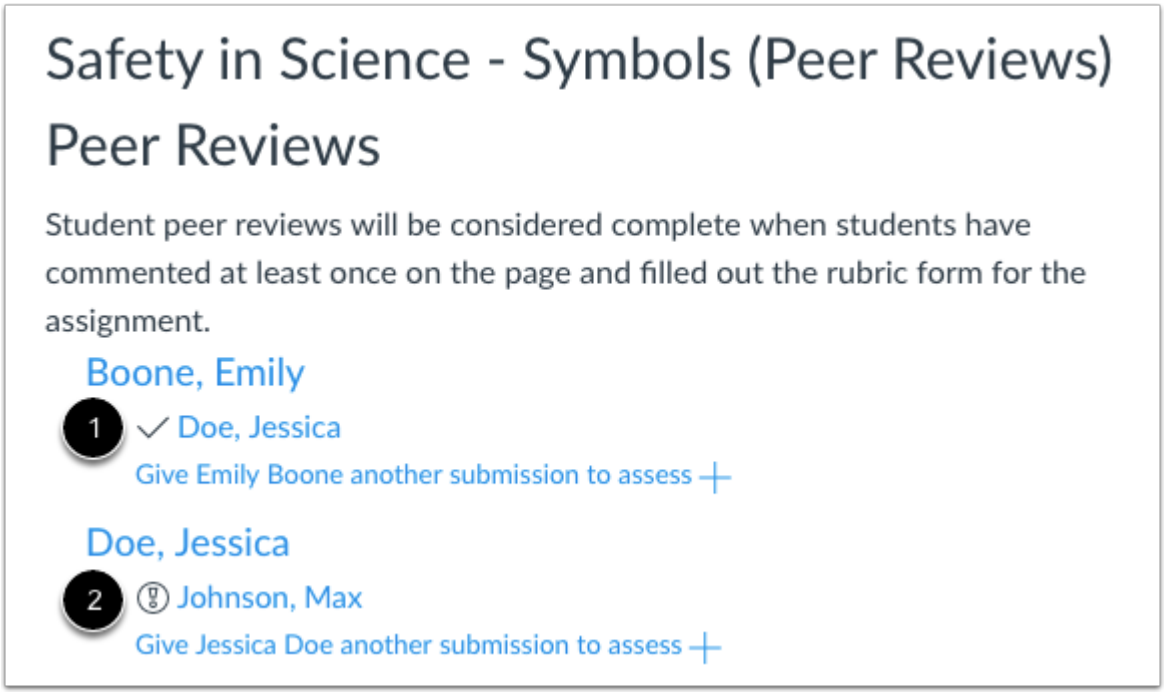


Click the **Select Student** drop-down menu.



Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the **Add** button [2].

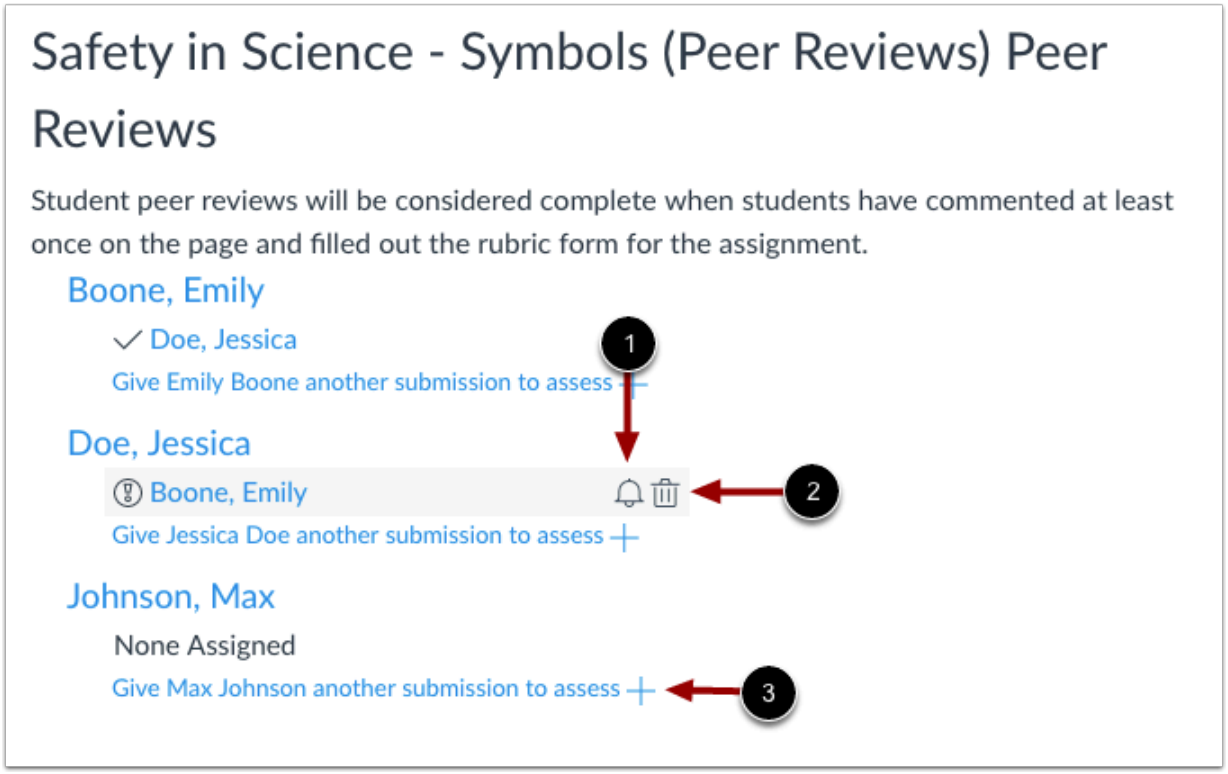
View Assigned Peer Reviews



Assigned peer reviews appear underneath the student names. A **check mark** [1] indicates a peer review as been completed. A **warning icon** [2] indicates a peer review still needs to be completed.

Note: A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.

Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].

To manually assign or reassign a peer review, click the **Give [student name] another submission to assess** link [3].

How do I automatically assign peer reviews for an assignment?

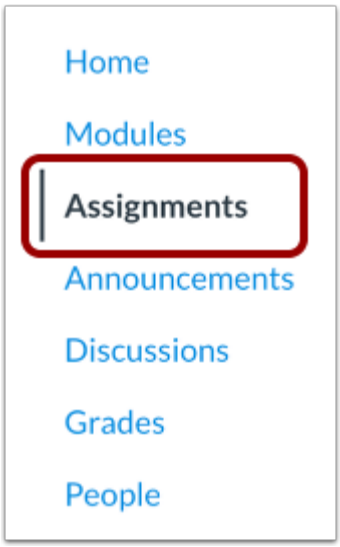
When you create a peer review assignment with automatic peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own assignment.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

Notes:

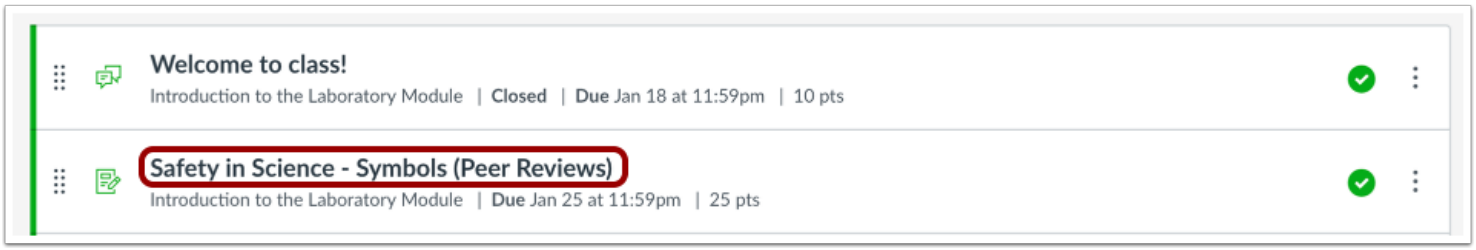
- It may take up to one hour for Canvas to assign peer reviews.
- If a student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- On Paper and No Submission assignment types must have manually assigned peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Assignments



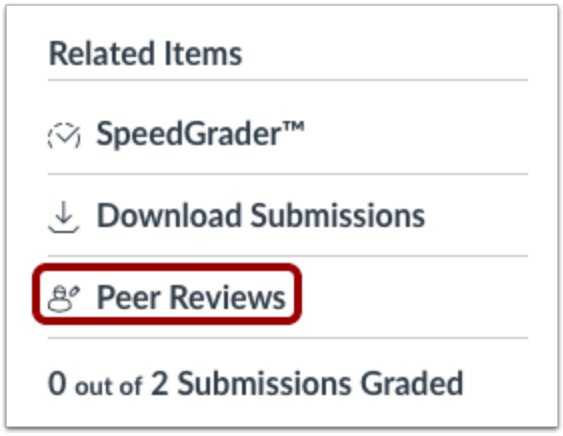
In Course Navigation, click the **Assignments** link.

Open Assignment



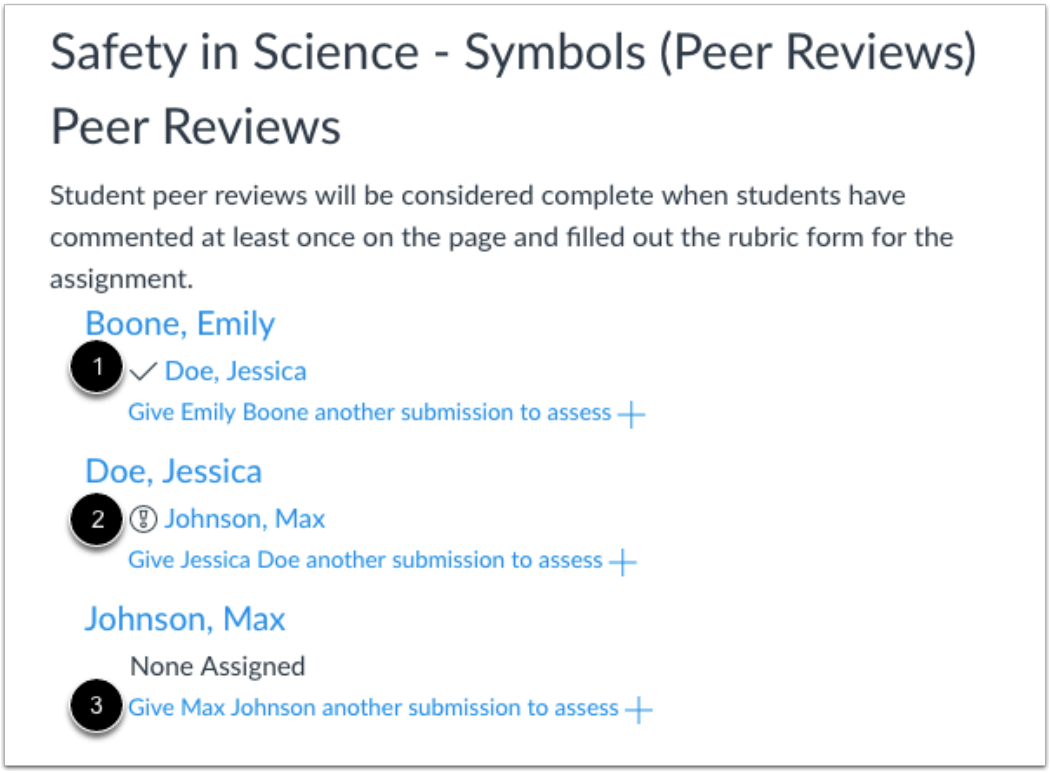
Click the name of the assignment.

Open Peer Reviews



Under Related Items in the sidebar, click the **Peer Reviews** link.

View Assigned Peer Reviews



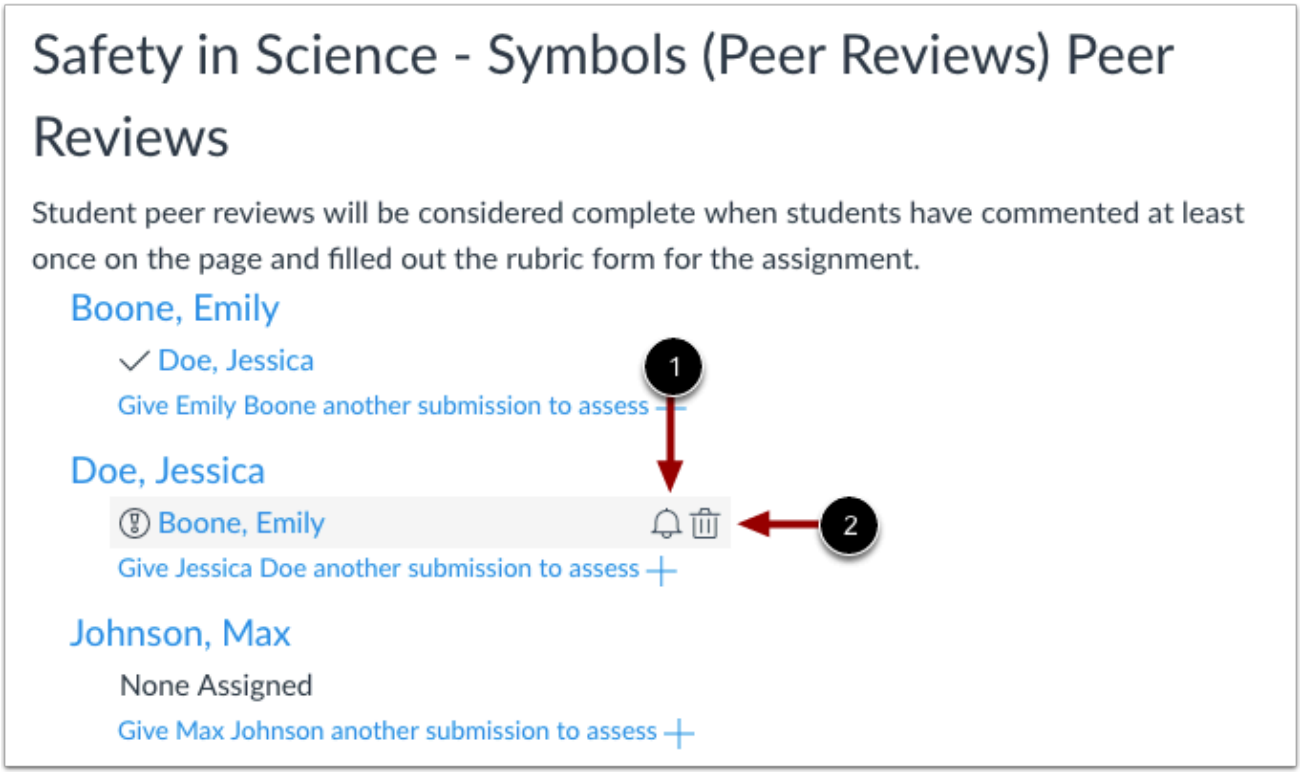
Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the student names. A **check mark** [1] indicates a peer review has been completed. A **warning icon** [2] indicates a peer review still needs to be completed.

If the student has not submitted the assignment or submits the assignment after the due date [3], the student will not automatically be assigned a peer review and you must manually assign one.

Notes:

- It may take up to one hour for Canvas to assign peer reviews.
- A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.

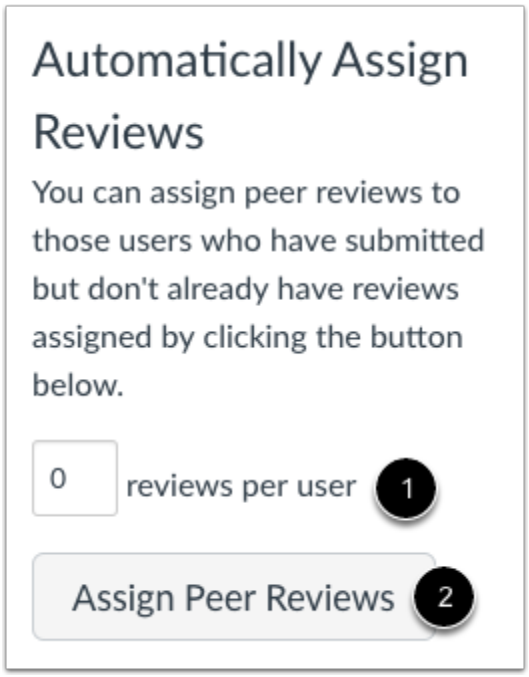
Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

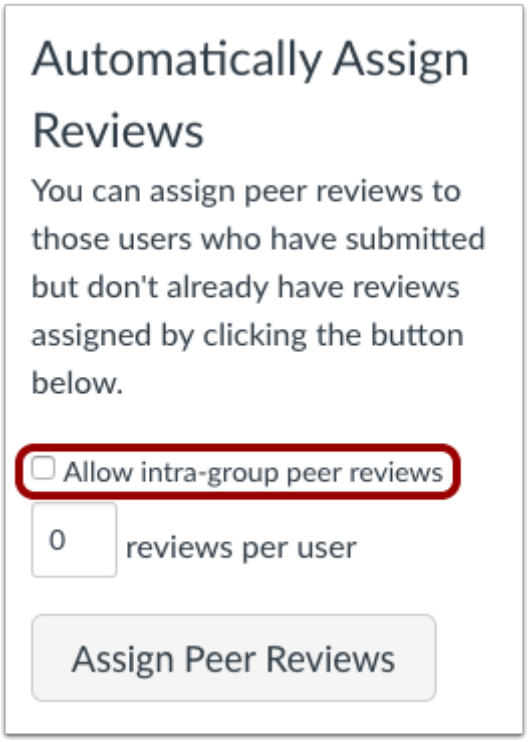
To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [2]. To cancel a peer review, click the **Delete** icon [2].

Automatically Assign Reviews



In the sidebar, you can also assign multiple peer reviews to students who have submitted their assignment but don't already have reviews assigned to them. Enter the number of reviews per user [1] then click the **Assign Peer Reviews** button [2].

Assign Group Assignment Intra-Group Peer Reviews



In group assignments, you also have the option to allow intra-group peer reviews.

Peer reviews require a student to review an individual submission by another student. However, group assignment submissions are made by one group member on behalf of the entire group, and all group members have the same submission.

By default, the **Allow intra-group peer reviews** checkbox is not selected, which means Canvas will exclude members of the same group when assigning peer reviews. However, by selecting the checkbox, reviews can be assigned randomly to all members of the course, including members of the same group.

To allow Canvas to automatically assign a peer review to any student in any other group, including students from within the student's own group, select the Allow intra-group peer review checkbox. Selecting the checkbox allows assignments to be truly random and disregard group associations.

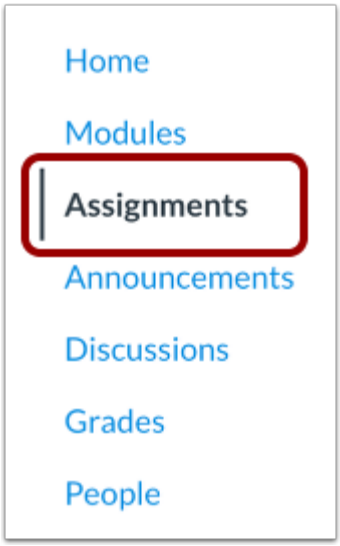
How do I view student peer review comments as an instructor?

You can verify if students completed an assigned peer review. In the peer review page, you can view all peer reviews left on a student's submission. You can also view a single review left by a student for an assigned peer review. Peer review comments also display in SpeedGrader along with any other comments left on the assignment.

Students don't automatically receive a grade for completing a peer review. If you want to award points for peer reviews, you can create a no submission assignment in the gradebook and assign points manually.

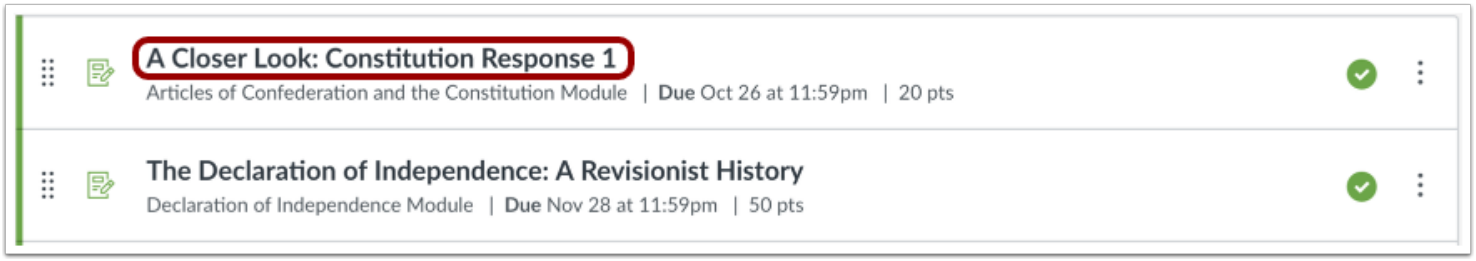
Note: When anonymous grading is enabled, instructors cannot view peer review comments from the peer review page.

Open Assignments



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

Open Assignment

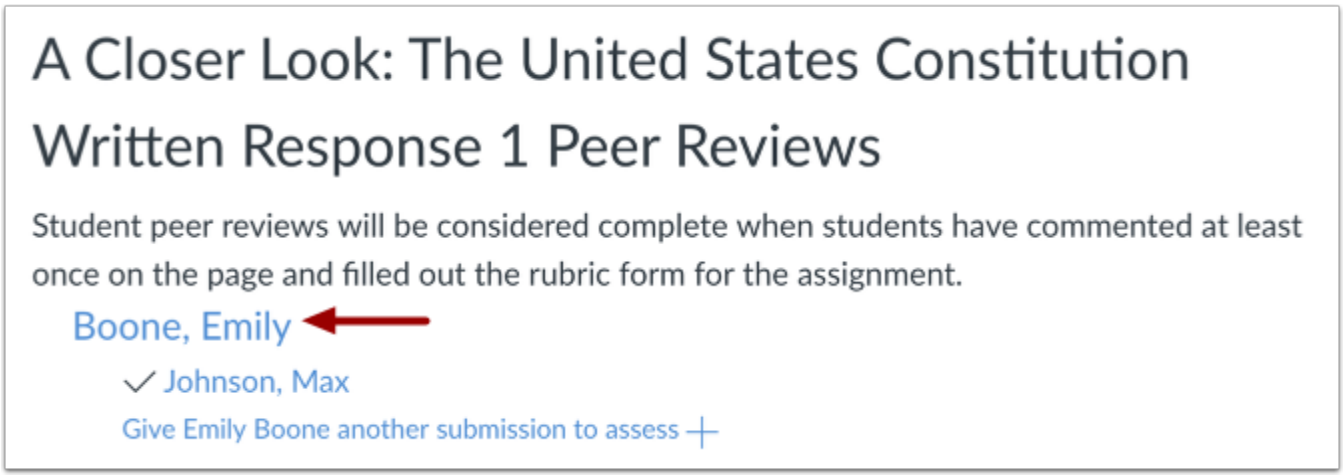


Click the name of the peer review assignment.

Open Peer Review

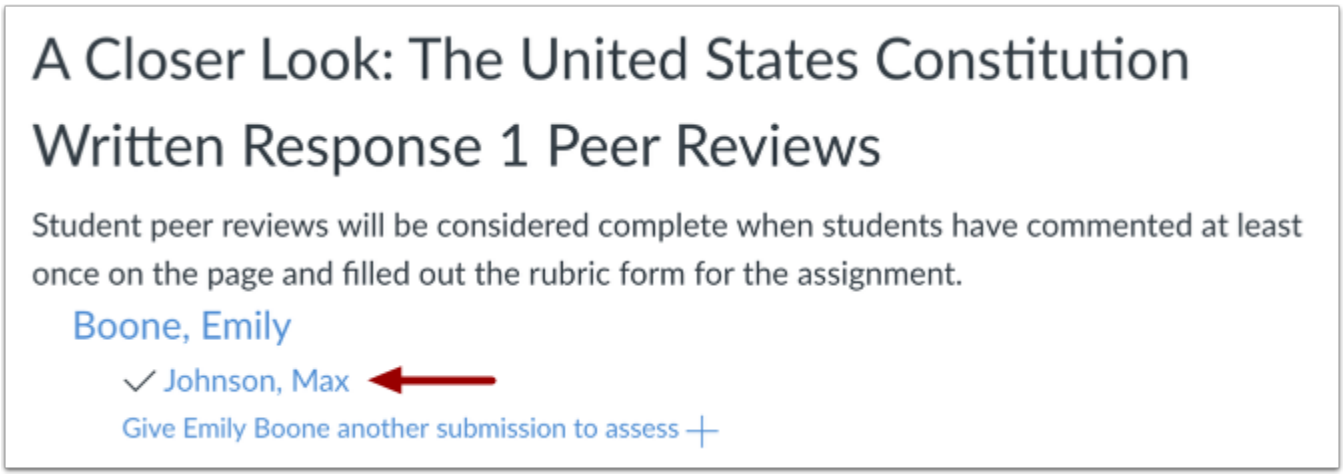
In the sidebar, click the **Peer Reviews** link.

Select Student Assignment



In the Peer Reviews page, locate the student assignment with peer reviews you would like to view. To view all peer reviews left on a student's submission, click the student's name [1].

Select Individual Review



To view a single review left by a student for their assigned peer review, click the assigned student's name.

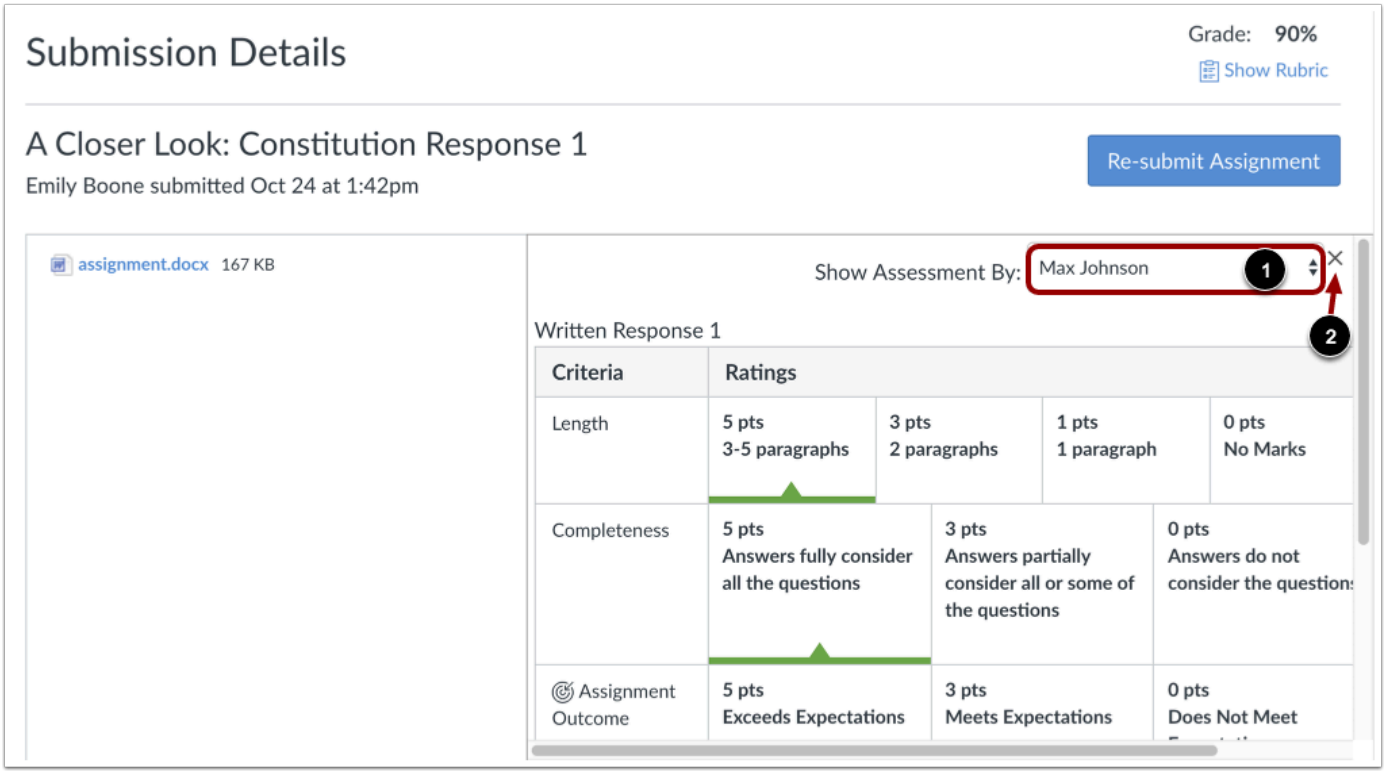
View Peer Review Comments

Each comment includes the name of the reviewer and the time they made the comment.

Notes:

- If anonymous peer reviews are enabled, you and your TAs can still view the names of student reviewers in the submission details page.
- Group assignments will include comments sent to all group members.

View Rubric



If you added a rubric to the assignment, you can view the peer reviewer's rubric assessment. To switch between reviews, select another name from the **Show Assessment By** [1] drop-down menu.

To close the rubric, click the **Close** icon [2].

How do I create a cloud assignment with a Google Drive file?

You can create an online assignment that embeds a document directly from your Google Drive folder. Accepted assignment types are Google Documents, Spreadsheets, and Slides. Please note that in cloud assignments, Google Slide presentations are not displayed in presentation mode.

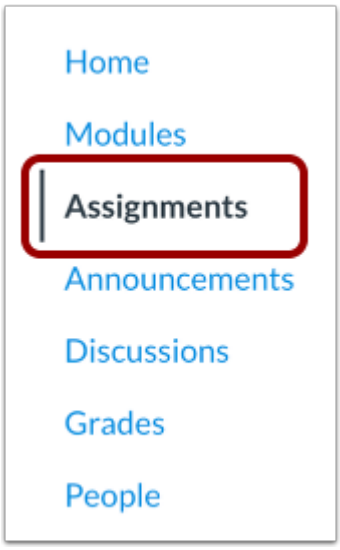
When students open the assignment, Google Drive will create a copy of the file as the student's submission. Students can make changes per the assignment instructions directly from the Canvas assignment page. When they are ready to submit the assignment, they can submit the assignment. The copied document is also added to the student's Google Drive folder for the course.

You can also view each student's document copy in SpeedGrader for grading. Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

The Google Apps LTI currently includes a few limitations when creating assignments:

- You cannot use Google Drive files in an external tool for group assignments.
- If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Create the assignment with any other submission type, save the assignment, add the rubric, and then edit the assignment to select the External Tool.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add */moderate* after the assignment URL.

Open Assignments

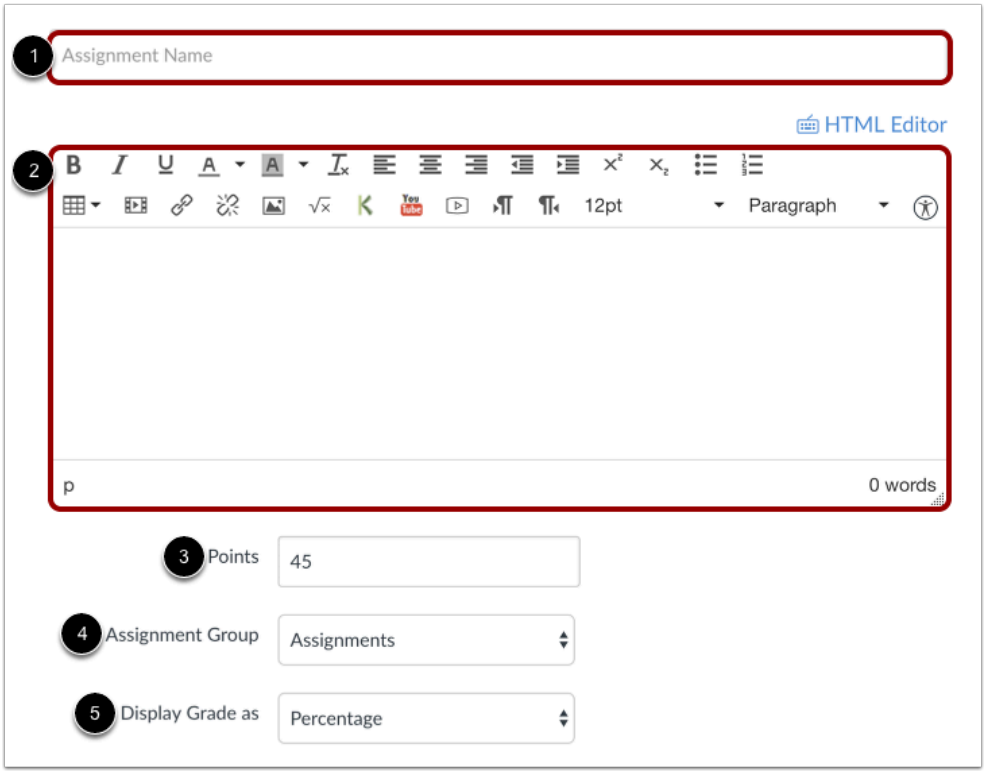


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

Add Assignment Details

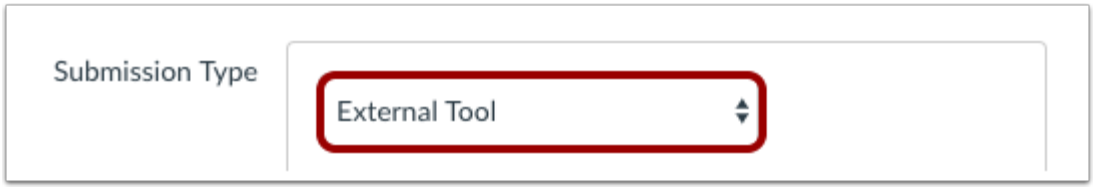


In the Assignment Name field [1], create a name for the assignment. In the Description field [2], enter the details of the assignment for your students. When students view the assignment, the description appears at the top of the page. However, the text shouldn't be significantly long in this space.

Enter the number of points for the assignment [3], select the Assignment Group [4], and select the grading type from the **Display Grade as** menu [5].

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

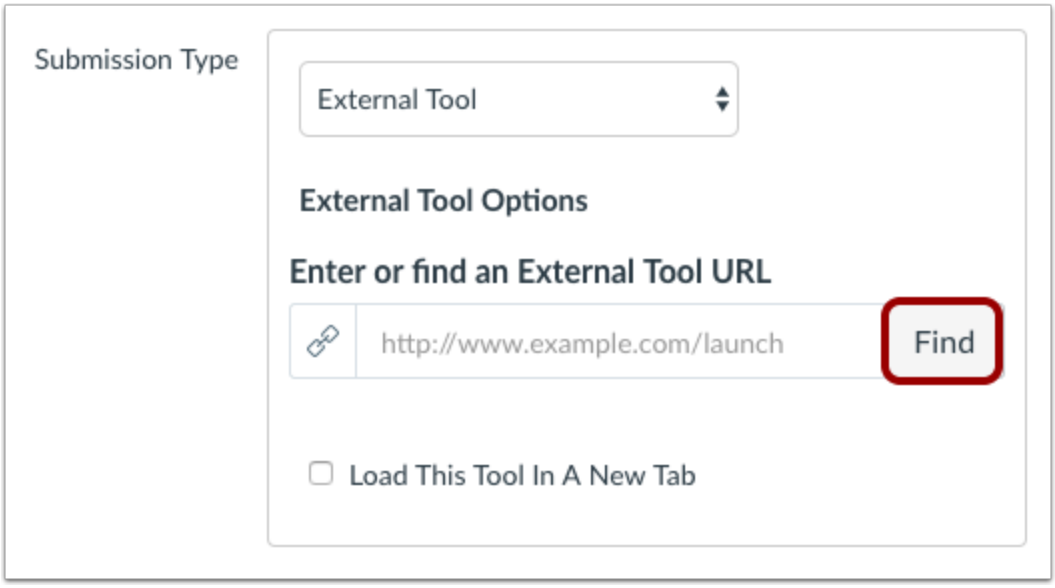
Select Submission Type



In the **Submission Type** drop-down menu, select the **External Tool** option.

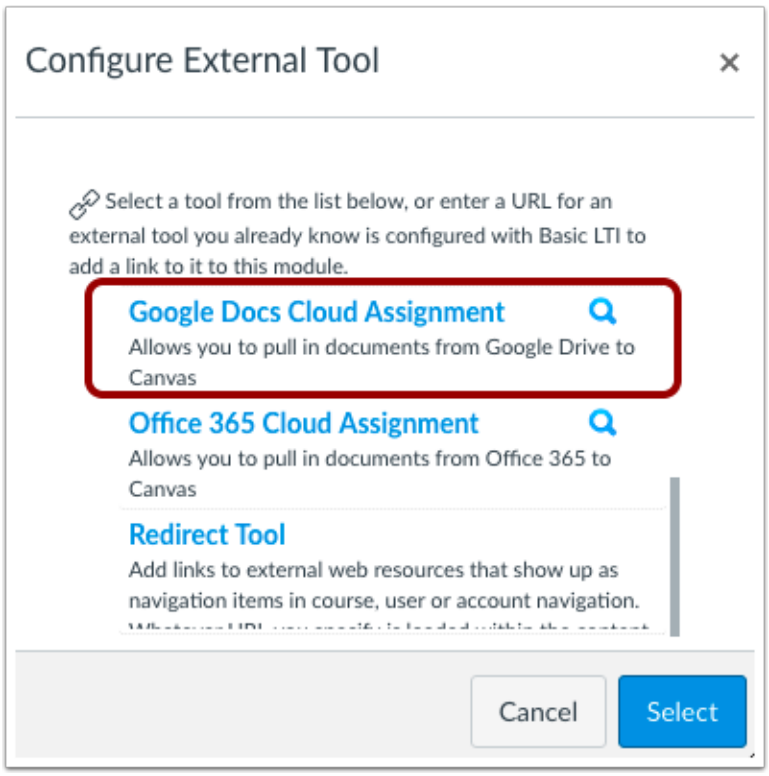
Note: If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Additionally, if you want to apply moderated grading, you must set up moderated grading before setting the External Tool submission type.

Find External Tool



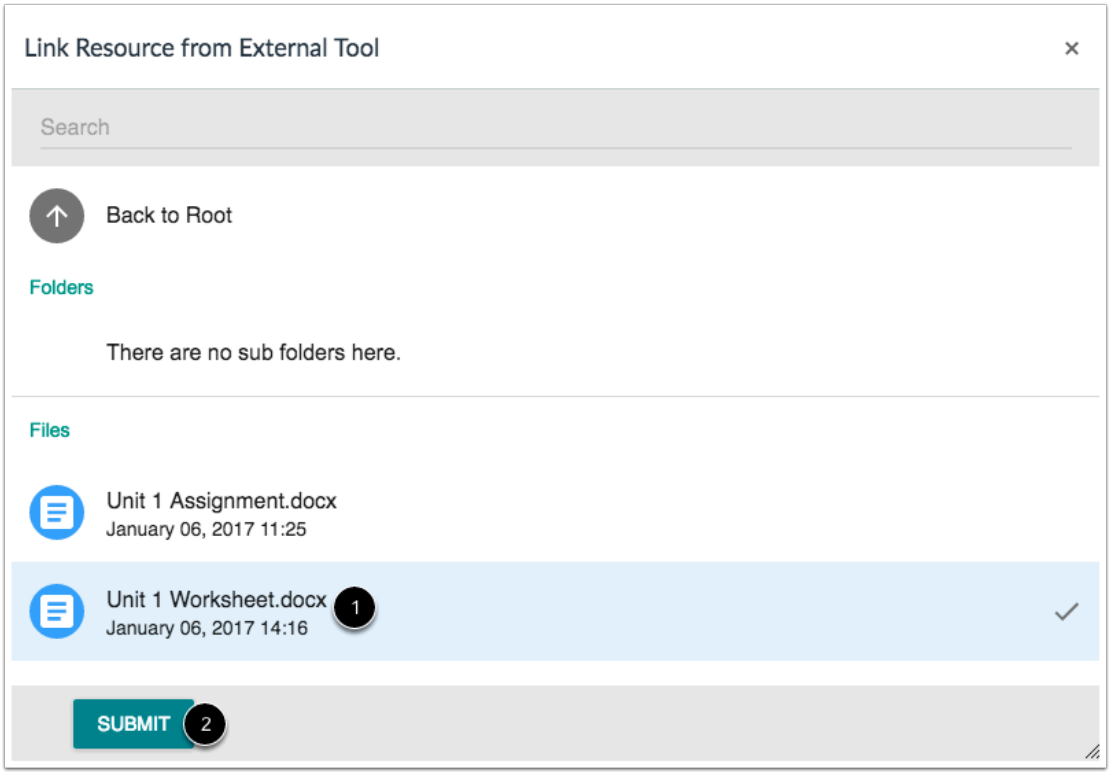
Click the **Find** button.

Configure External Tool



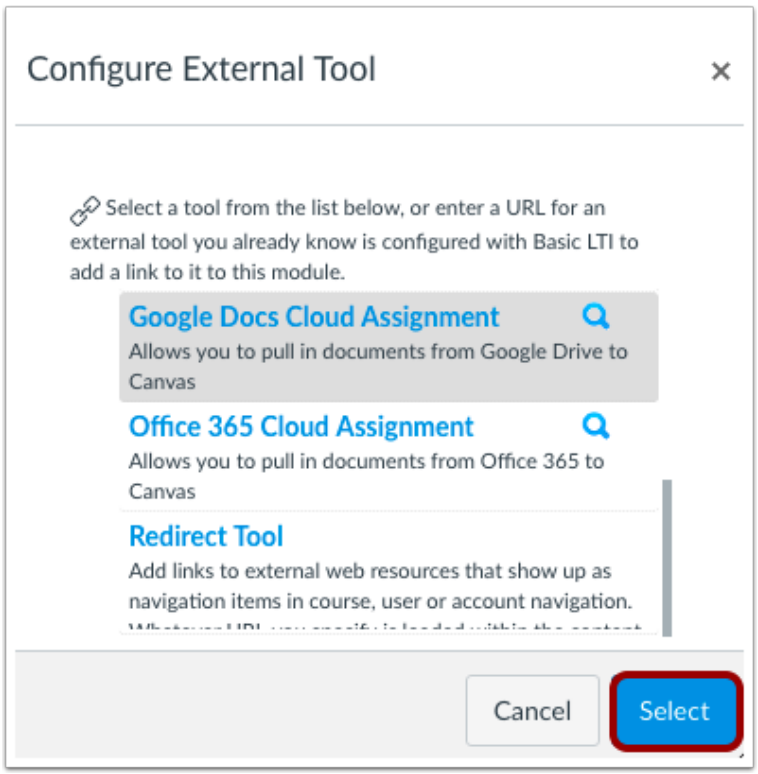
Locate and select Google Drive.

Attach File



Locate and select the file you want to link to the assignment [1]. Click the **Submit** button [2].

Select Tool

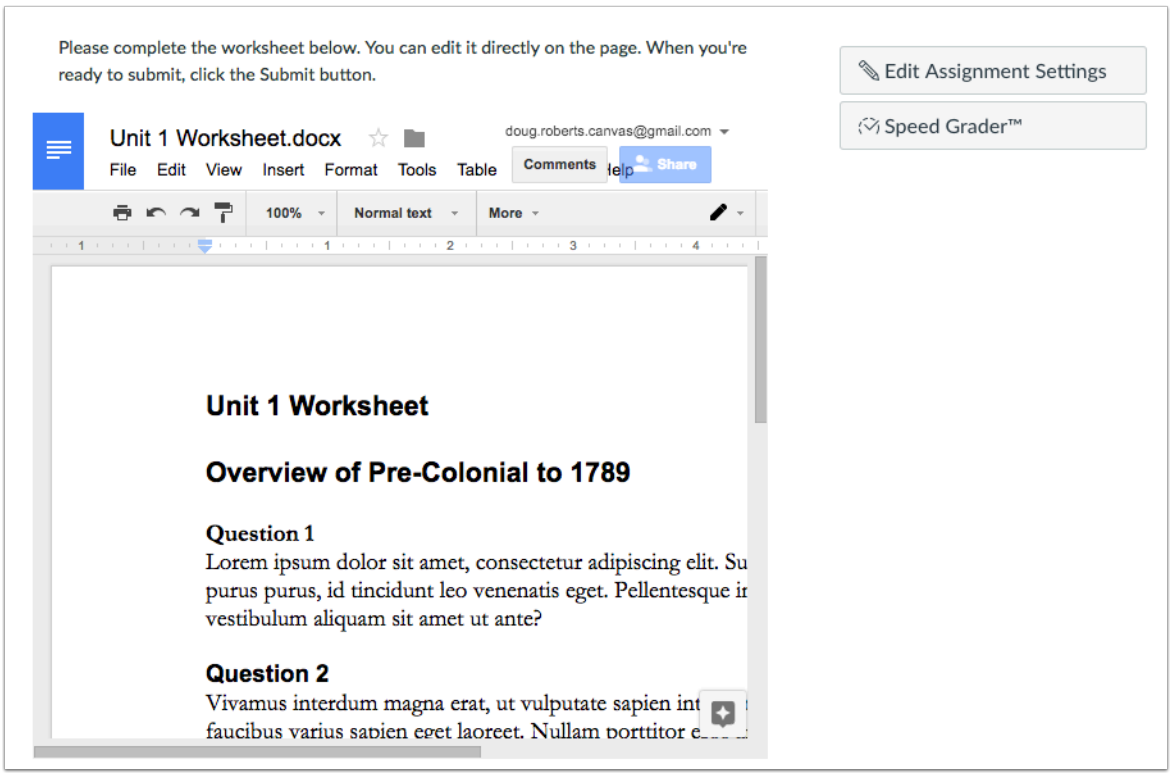


Click the **Select** button.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Assignment



View the assignment.

How do I create a cloud assignment with a Microsoft Office 365 file?

You can create an online assignment that embeds a document directly from your Microsoft Office 365 (OneDrive) folder. Accepted assignment types are Microsoft Word, PowerPoint, and Excel.

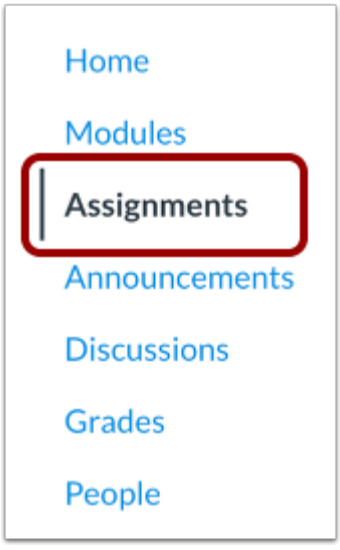
When students open the assignment, Office 365 will create a copy of the file as the student's submission. Students can open the document and make changes per the assignment instructions. When they are ready to submit the assignment, they can return to the Canvas assignment page and submit the assignment. The copied document is also added to the student's OneDrive folder for the course. You can also view each student's document copy in SpeedGrader for grading.

You can also view each student's document copy in SpeedGrader for grading. Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

The Microsoft Office 365 LTI currently includes a few limitations when creating assignments:

- You cannot use Microsoft Office 365 files in an external tool for group assignments.
- If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Create the assignment with any other submission type, save the assignment, add the rubric, and then edit the assignment to select the External Tool.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add /moderate after the assignment URL.

Open Assignments

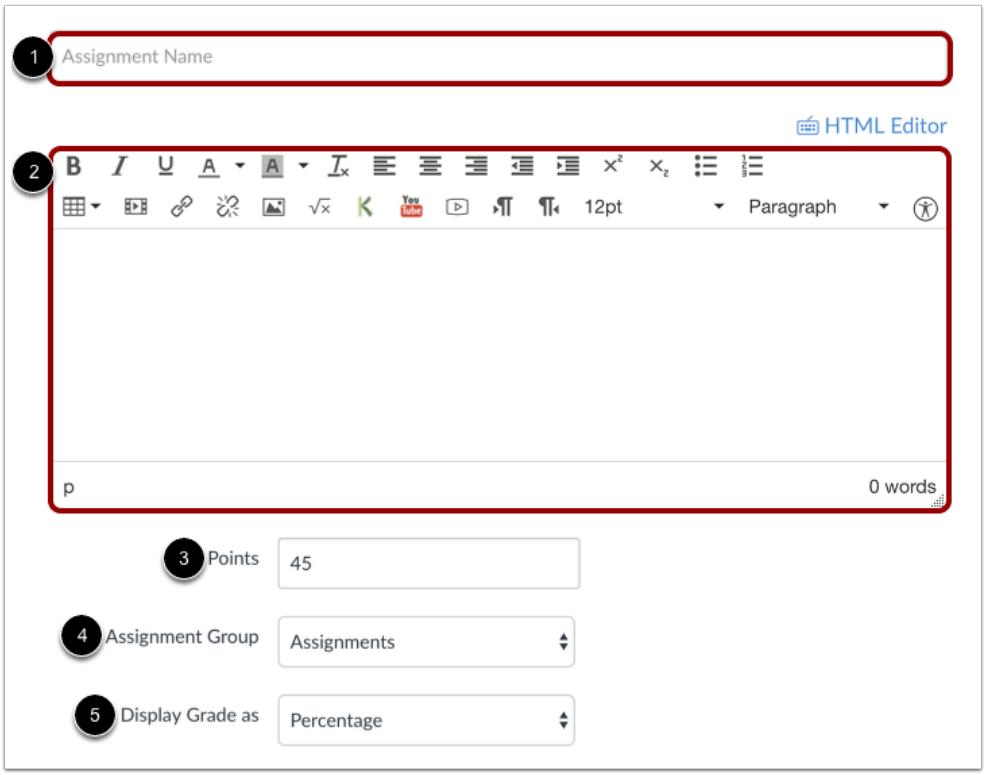


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

Add Assignment Details

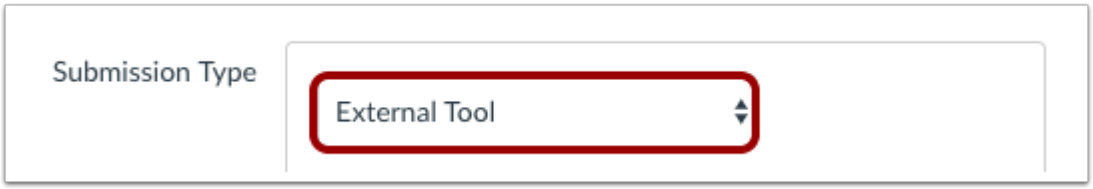


In the **Assignment Name** field [1], create a name for the assignment. In the **Description** field [2], enter the details of the assignment for your students. When students view the assignment, the description appears at the top of the page. However, the text shouldn't be significantly long in this space.

Enter the number of points for the assignment [3], select the Assignment Group [4], and select the grading type from the **Display Grade as** menu [5].

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

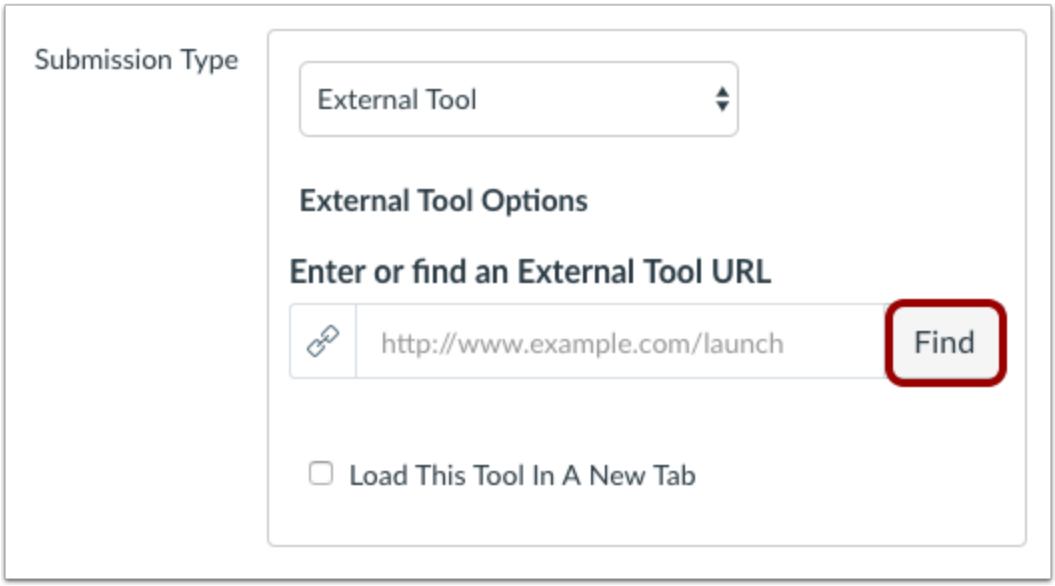
Select Submission Type



In the **Submission Type** drop-down menu, select the **External Tool** option.

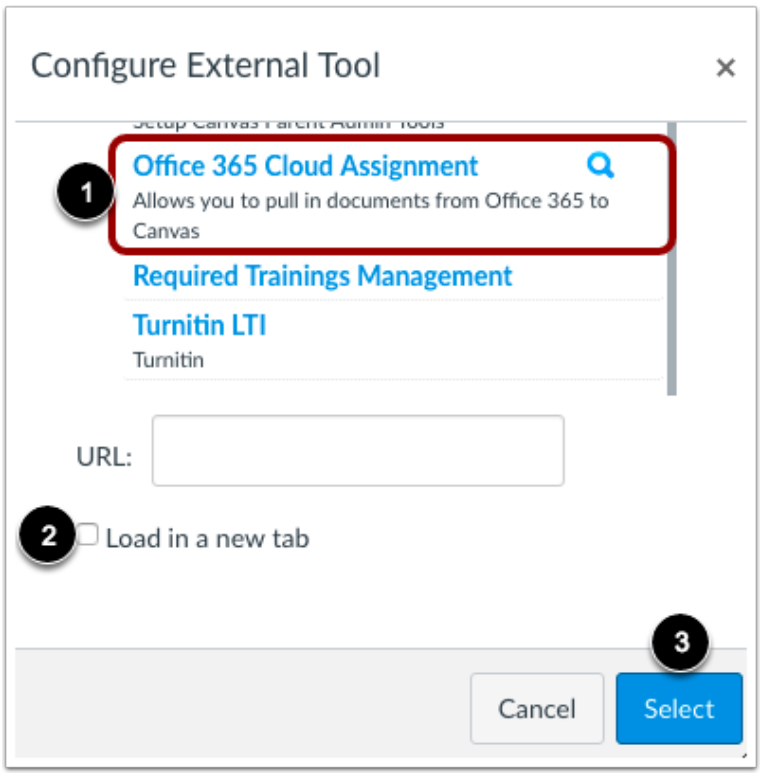
Note: If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Additionally, if you want to apply moderated grading, you must set up moderated grading before setting the External Tool submission type.

Find External Tool



Click the **Find** button.

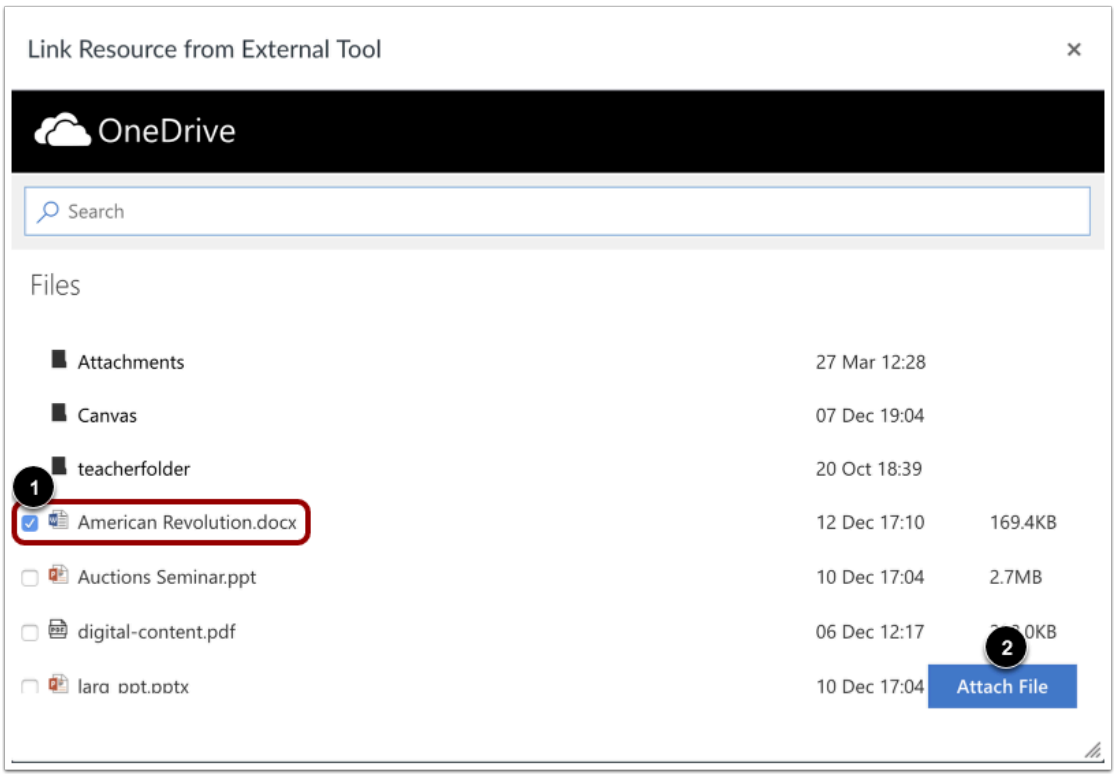
Configure External Tool



Locate and select Office 365 Cloud Assignment [1].

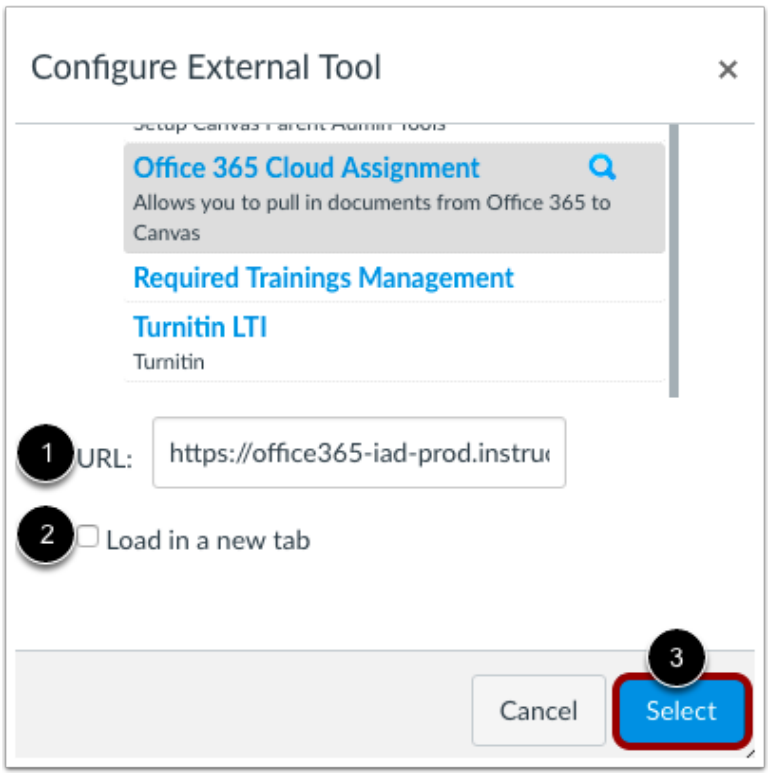
If you want the assignment to load in a new tab, click the **Load in a new tab** checkbox [2]. Click the **Select** button [3].

Attach File



Locate and select the file you want to link to the assignment [1]. Click the **Attach File** button [2].

Select Tool

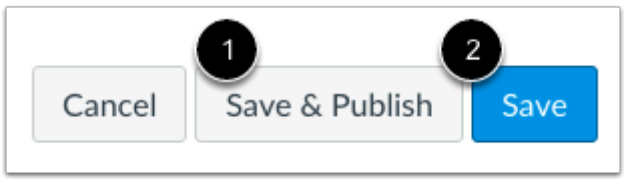


In the External Tool window, view the URL for your assignment file [1]. To select a different file, click the Office 365 link again.

If you want the assignment to load in a new tab, click the **Load in a new tab** checkbox [2].

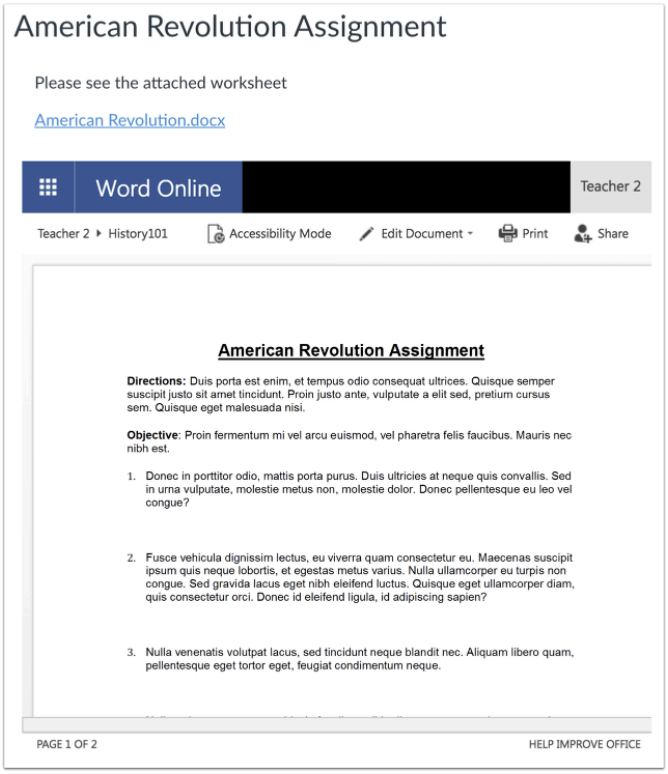
Click the **Select** button [3].

Save and Publish



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Assignment



View the assignment.

How do I set up an assignment to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up an assignment to be sent back to the SIS. However, you must first specify which assignment(s) in the course should be sent to your SIS as part of the grade publishing process. Each assignment must be modified individually. **However, your institution may have already enabled an option for all assignments to be configured for your SIS.**

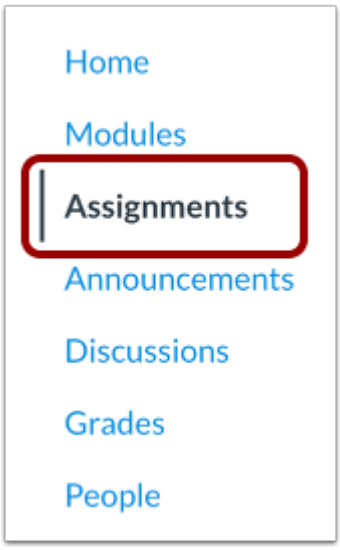
Once a graded assignment is set up to be sent to your SIS, the Assignment Index Page and Quizzes Index Page lets you enable or disable an assignment by clicking the SIS sync icon next to an assignment or quiz. Not Graded assignment types cannot be sent to your SIS. In the Assignments Index Page, you can also disable all assignments from being synced to the SIS.

Each SIS requires specific setup procedures to properly post grades for assignments. Depending on how assignments are assigned to students, **some assignments may not be supported**. For details and troubleshooting tips, view the appropriate help document for your SIS integration:

- Instructor Help: Canvas and PowerSchool (Legacy)
- Instructor Help: Canvas and PowerTeacher Pro
- Instructor Help: Canvas and Skyward
- Instructor Help: Canvas and InfiniteCampus

Note: The Banner integration does not require any assignment setup and only pulls total grades from the Gradebook.

Open Assignments

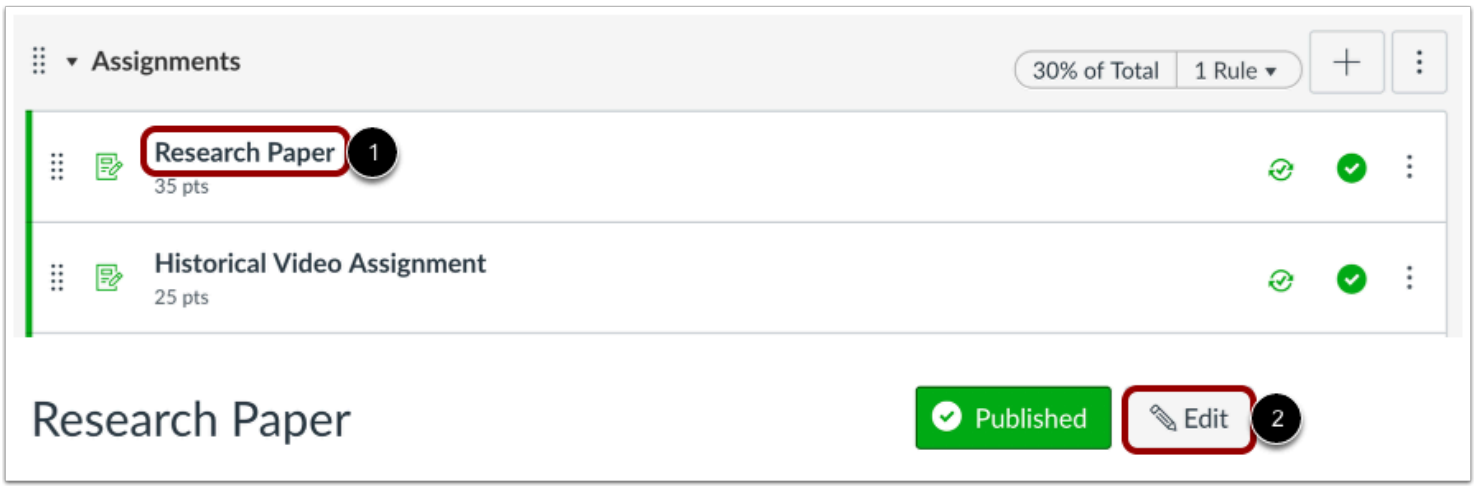


In Course Navigation, click the **Assignments** link.

Add Assignment

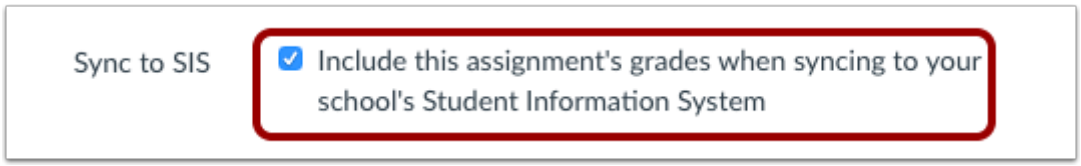
Click the **Add Assignment** button.

Edit Assignment



To set up an assignment that has already been created, click the name of the assignment [1] and click the **Edit** button [2].

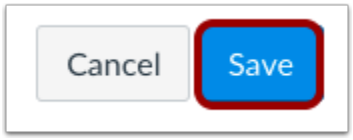
Sync to SIS



In the assignment details, check the **Sync to [SIS]** checkbox. The [SIS] label may display the name of your institution's SIS.

The SIS option is not available for Not Graded assignment types.

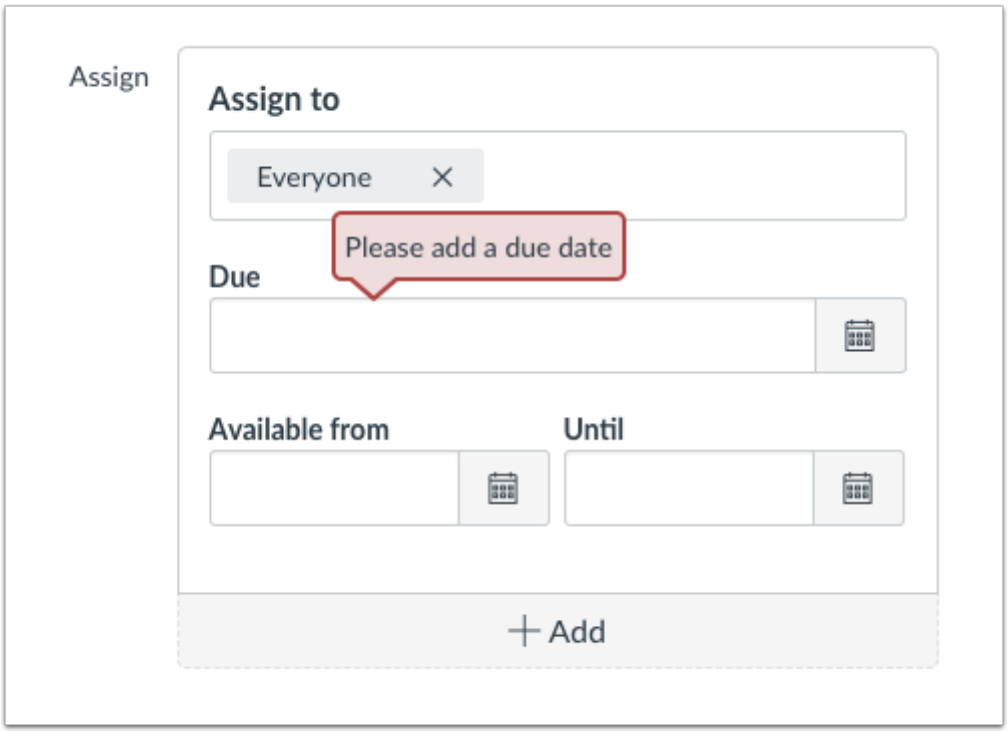
Save Assignment



Click the **Save** button.

Note: For new assignments, you can click the **Save & Publish** button.

View Assignment Errors



If you cannot save your assignment and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the assignment can be enabled to be synced to your SIS. Correct the error then save the assignment again.

How do I import assignment groups from PowerSchool?

If your institution is using PowerTeacher Pro in the PowerSchool student information system (SIS), you can import assignment groups from PowerTeacher Pro. Assignment groups are collected and verified every 24 hours to be imported into Canvas.

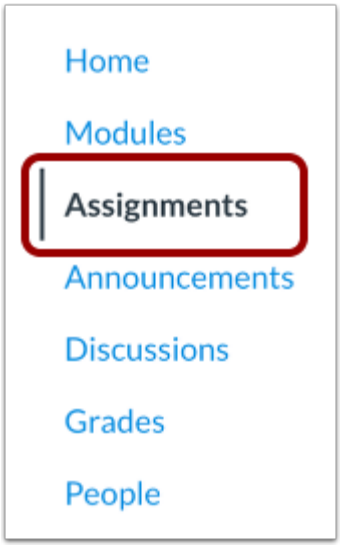
If you choose to use this feature for PowerTeacher Pro, **you must import all assignment groups into Canvas before adding assignments in Canvas.** Canvas assignments will not be synced to PowerTeacher Pro unless they are located in the default assignment group or in a group imported from PowerTeacher Pro.

Imported groups include an import icon to identify them from manually created assignment groups in Canvas.

Notes:

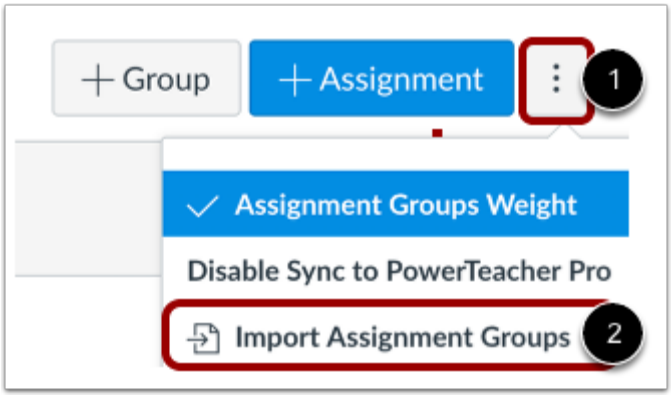
- If your course includes multiple sections in PowerTeacher Pro, each section must have the same number of assignment groups (categories) with the same names. For instance, if one section in PowerTeacher Pro includes four categories, and another section includes three categories, you will need to create another category in the second section so that each section contains four categories.
- Assignment groups cannot be imported from the legacy PowerTeacher gradebook. PowerTeacher does not support assignment group imports. However, you can manually create assignment groups that match the assignment groups in the PowerSchool PowerTeacher gradebook.

Open Assignments



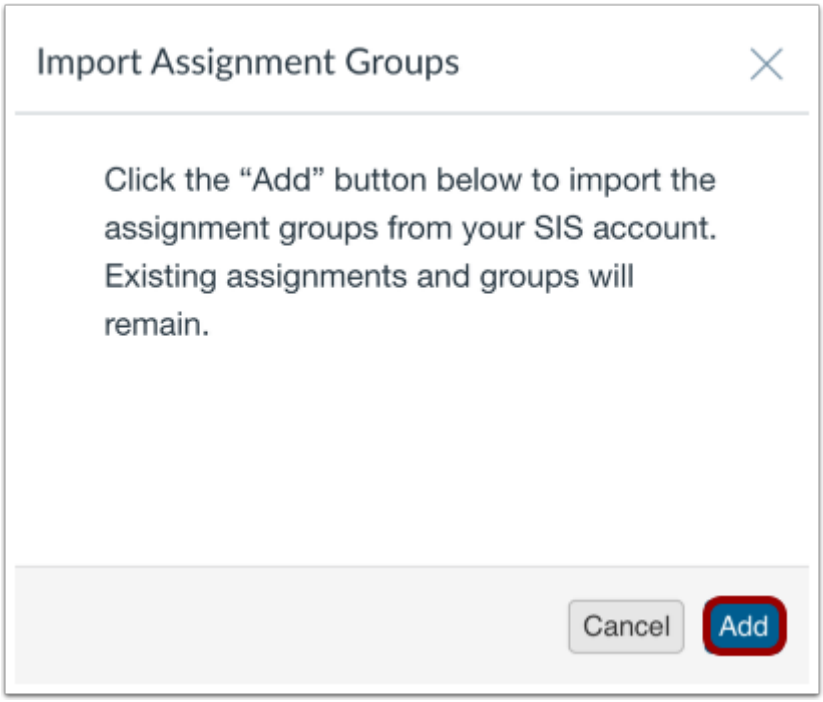
In Course Navigation, click the **Assignments** link.

Import Assignment Groups



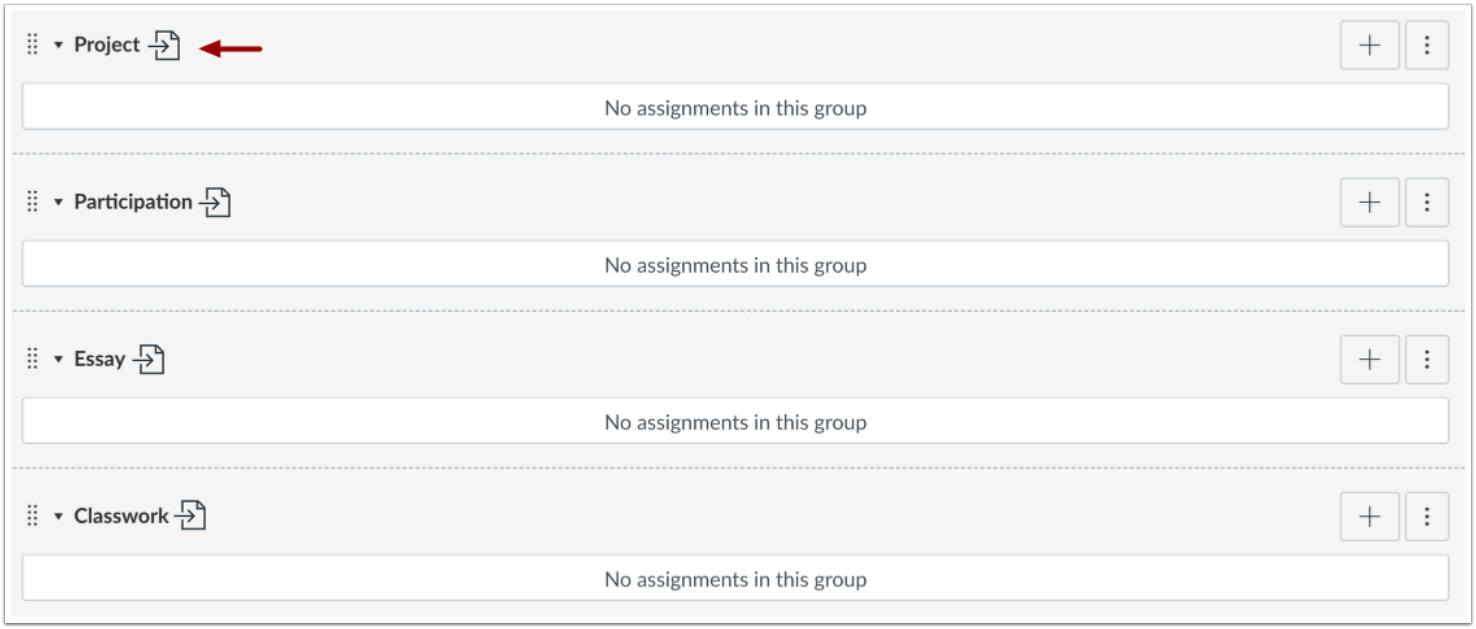
Click the **Options** menu [1], then click the **Import Assignment Groups** option [2].

Add Assignment Groups



In the Import Assignment Groups window, click the **Add** button.

View Imported Groups



View the groups imported from PowerTeacherPro.

Note: If an assignment group is not imported, the assignment group may not yet be verified for import. Try importing the groups again in 24 hours.

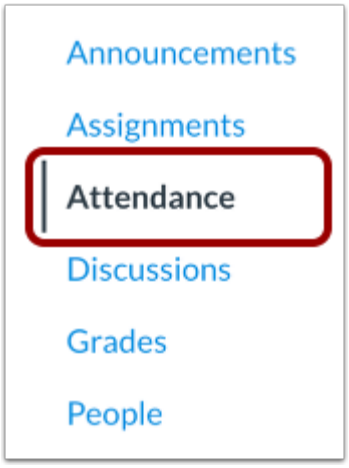
Attendance (Roll Call)

How do I use the Roll Call Attendance tool in a course?

After the Attendance tool has been enabled for your course, you can configure the attendance tool to meet the needs of your students. However, some items cannot be configured until after your course is published and students have accepted the course invitation.

Note: The Attendance tool must be enabled by your Canvas admin before it can be used in your course. If you cannot see the Attendance link in Course Navigation, please contact your administrator.

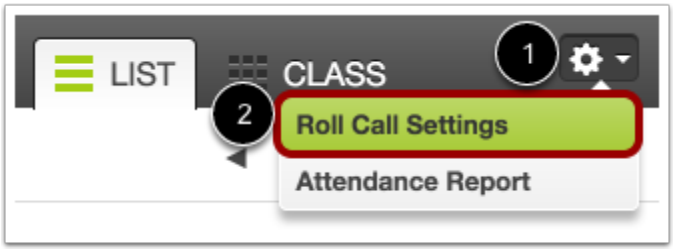
Open Attendance



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

Note: The Attendance link does not display to students, so you do not need to hide this link in the Navigation tab within Course Settings.

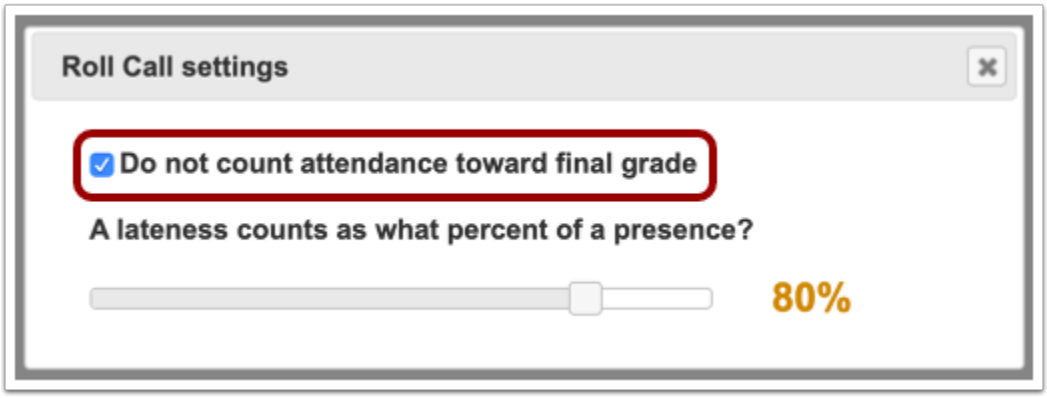
Edit Roll Call Settings



To edit Roll Call settings, click the **Settings** icon [1], then click the **Roll Call Settings** button [2].

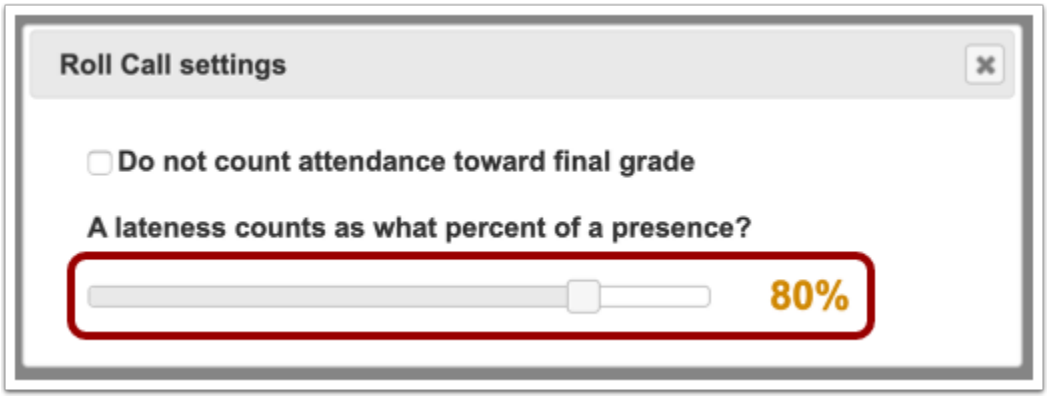
You can exclude the Roll Call assignment from the final grade and adjust the lateness value.

Exclude from Final Grade



If you do not want the Roll Call Attendance assignment to count toward the final grade, select the **Do not count attendance toward final grade** checkbox.

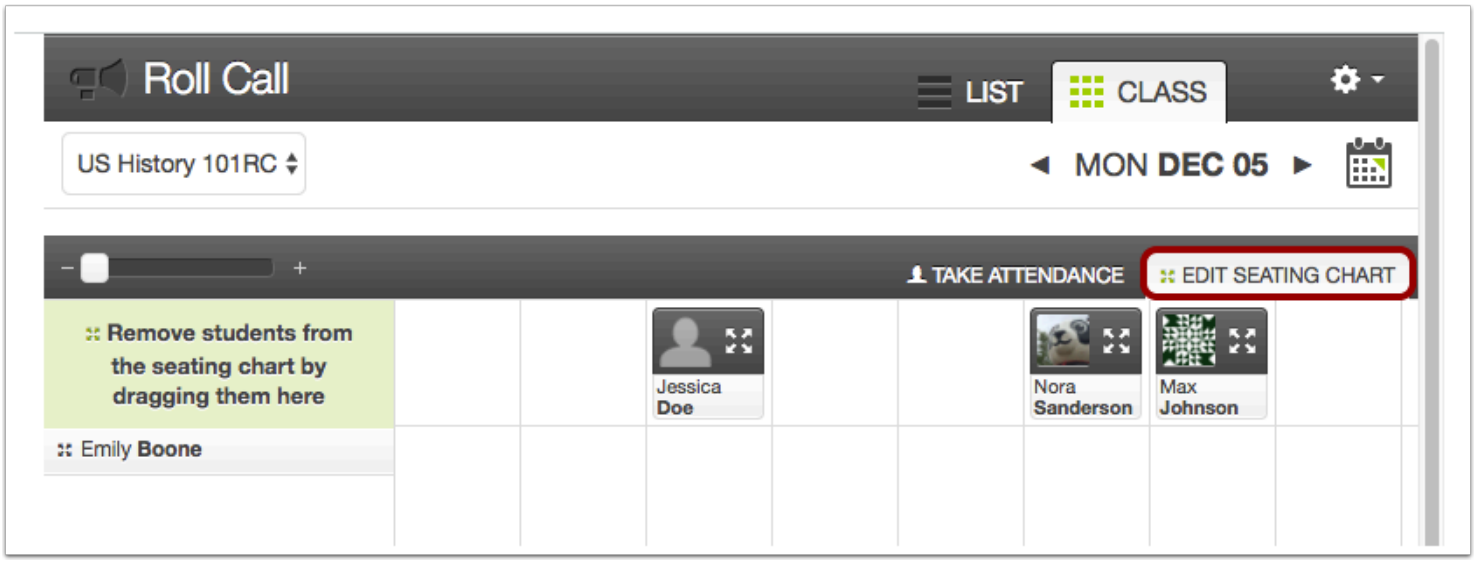
View Lateness Value



To specify a lateness percentage, move the slider bar. By default, the lateness bar is set to 80%.

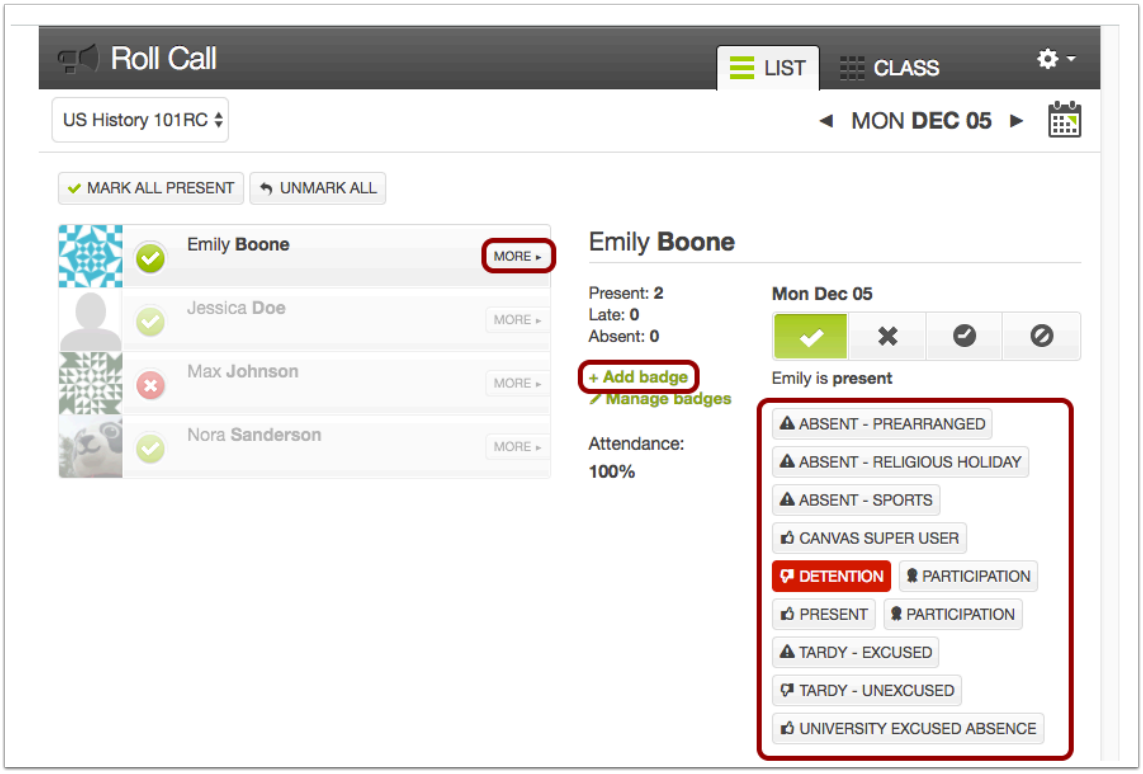
The lateness percentage indicates the attendance score a student will receive if they are marked late. For example, a student with one presence (100%) and one lateness (80%) will have an average attendance score of 90%.

Create Seating Chart



When your course is published and students have accepted course invitations, you can create a seating chart in the Class view.

Manage Badges



When your course is published and students have accepted course invitations, you can use a student to manage badges in your course. Any badges added at the account level will automatically display as badges in your course. You can add additional badges for your course before you begin taking roll call.

Change Attendance Value

If you want to change the value of Attendance in your course, or if you want to remove Attendance from the Gradebook completely, currently you must take roll call for at least one student before you can make any changes in Roll Call. Learn more about how to change the value of Roll Call Attendance.

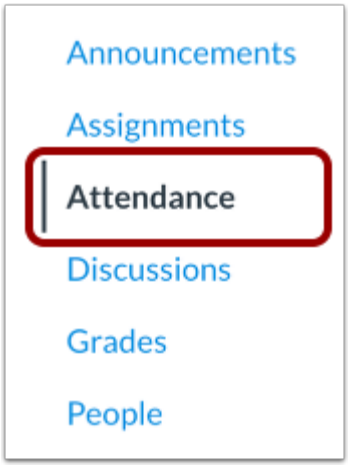
How do I create a roll call seating chart using the Attendance tool?

You can drag and drop the students in your course to create a seating chart for your classroom.

Once you have created your seating chart, learn how to take roll call in your course.

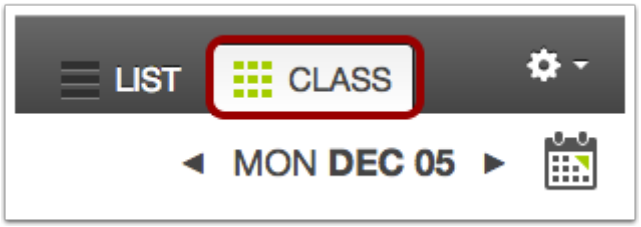
Note: Currently Roll Call does not support a seating chart print option. However, you can always print the screen image from your browser.

Open Attendance



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

Open Class View

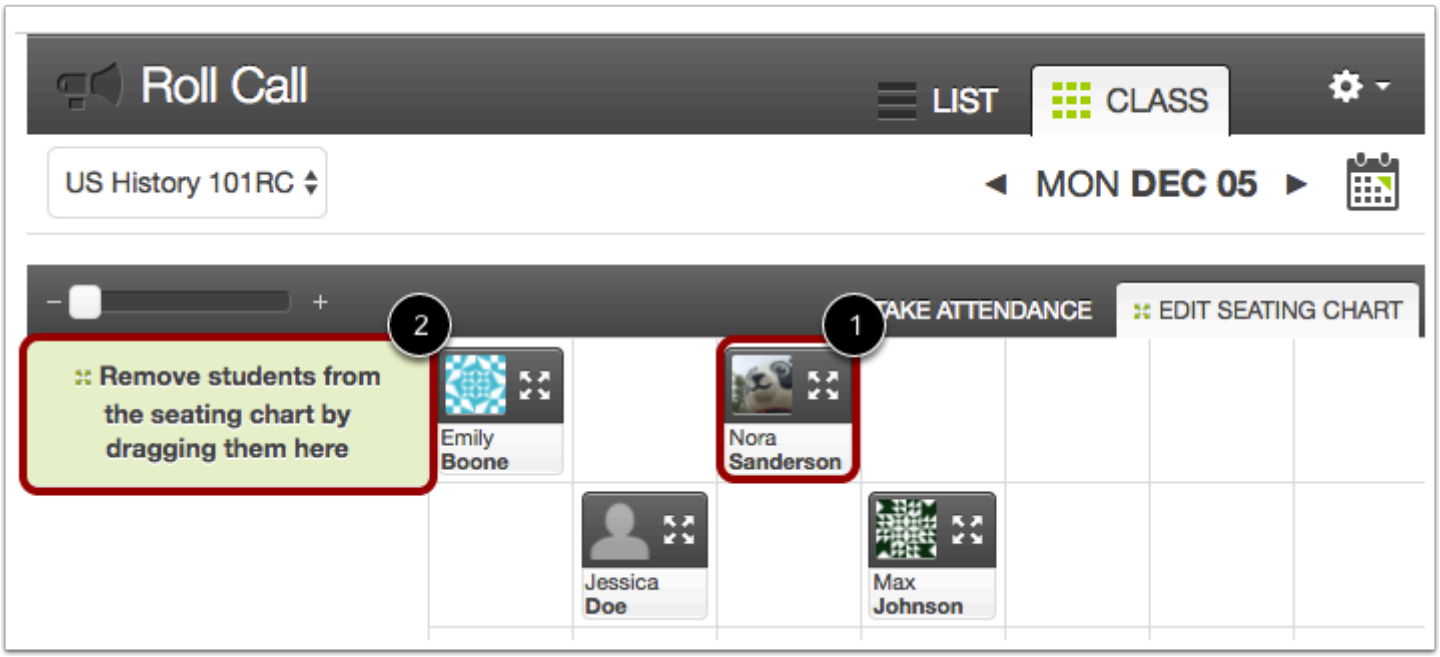


Click the **Class** tab.

Edit Seating Chart

To create a seating chart for your class, click the **Edit Seating Chart** tab.

Create Seating Chart



The first time you edit the seating chart, all your students' names will appear in the left column. Drag your students onto the grid and arrange them as desired [1]. Remove students from the seating chart by dragging them to the green box in the left hand column [2]. You can rearrange the placement of students in the grid as necessary.

How do I edit the Roll Call Attendance assignment?

After the first time you take roll call, Canvas automatically creates an assignment for Roll Call Attendance and adds a column to the Gradebook. By default, attendance is worth 100 points.

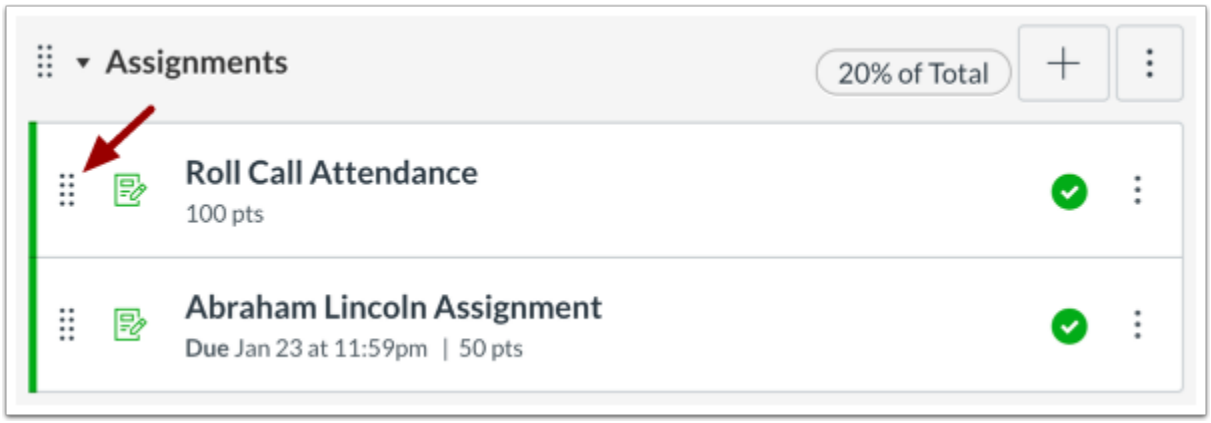
To avoid Attendance calculation errors, never delete, rename, or unpublish the Attendance assignment.

Instructors can edit several components of the Roll Call Attendance assignment:

- If you are using weighted assignment groups, you can create a new weighted assignment group and move the attendance assignment into that group.
- You can edit the assignment and change the point value.
- You can remove Attendance from the Gradebook completely by changing the assignment type.
- You can exclude the attendance assignment from the final grade.

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

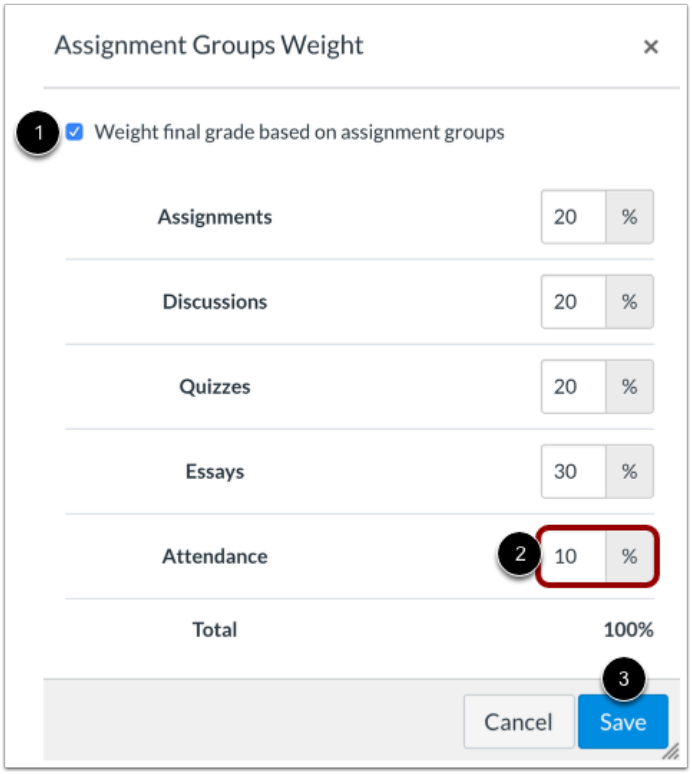
Create Weighted Assignment Group



If you are using weighted assignment groups and would rather set grade weighting for attendance, you can create a new weighted assignment group for Attendance. You can drag and drop the Roll Call Attendance assignment by clicking and grabbing the handle icon.

Note: You can also move the assignment by editing the assignment, locating the Assignment Group menu, selecting the name of the assignment group, and saving the assignment.

Edit and Save Percentage Value



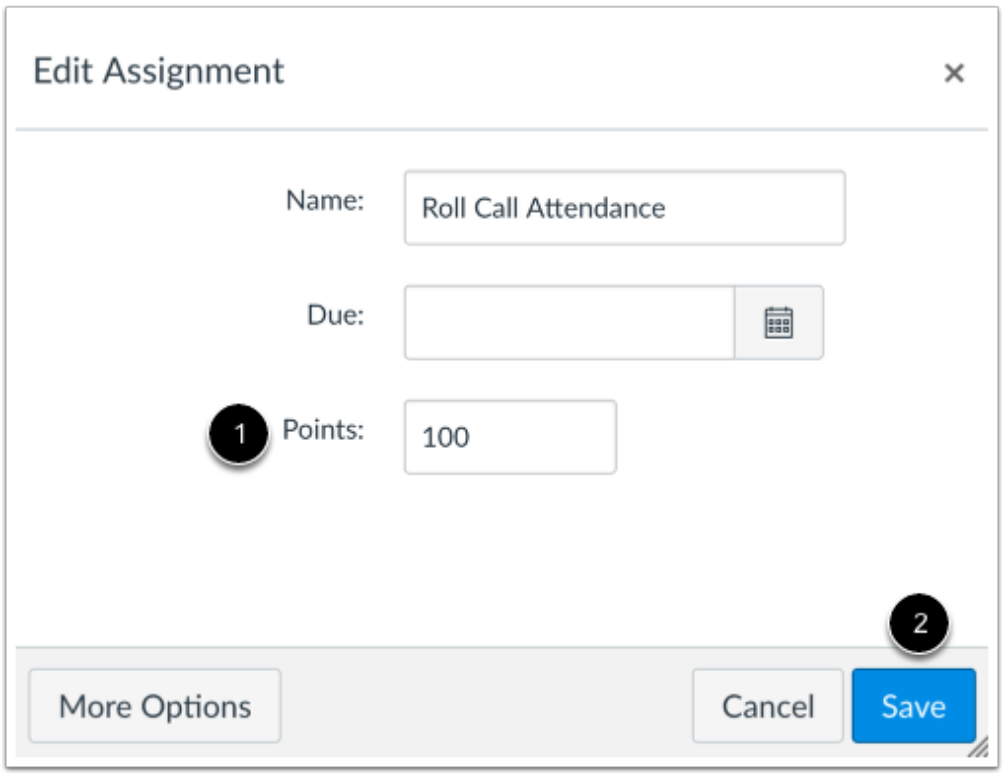
In Assignment Settings, click the weight final grade checkbox [1]. Set the group percentage value to your preferred percentage value (zero up to 100) [2], then click the **Save** button [3].

Make sure the Attendance assignment is moved into the Roll Call assignment group.

The percentage value you set for the group will control the point value assigned to the Attendance assignment, despite the assigned point value.

Note: If you want to set the percentage value as zero, the point value for the assignment must be higher than zero. Canvas cannot calculate weighted assignment groups with zero points possible.

Change Point Value

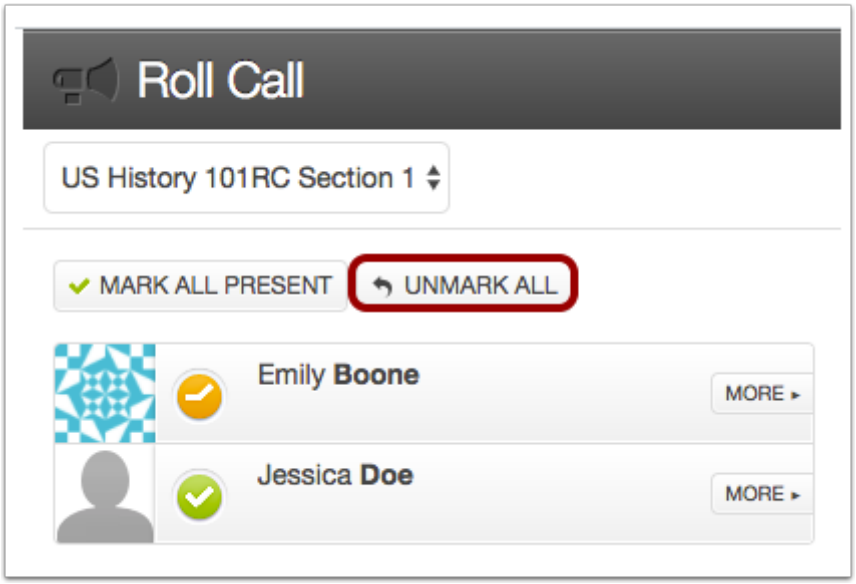


If you are not using weighted assignment groups and just want to edit the points assigned for Attendance, you can edit the point value in the assignment. However, this adjustment is only recommended if (1) you are never going to change the point value again *and* (2) you make the adjustment after your first roll call entry.

To change the point value for the assignment, edit the assignment, then in the points field [1], enter the new point value for attendance. At the bottom of the window, click the **Save** button [2].

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

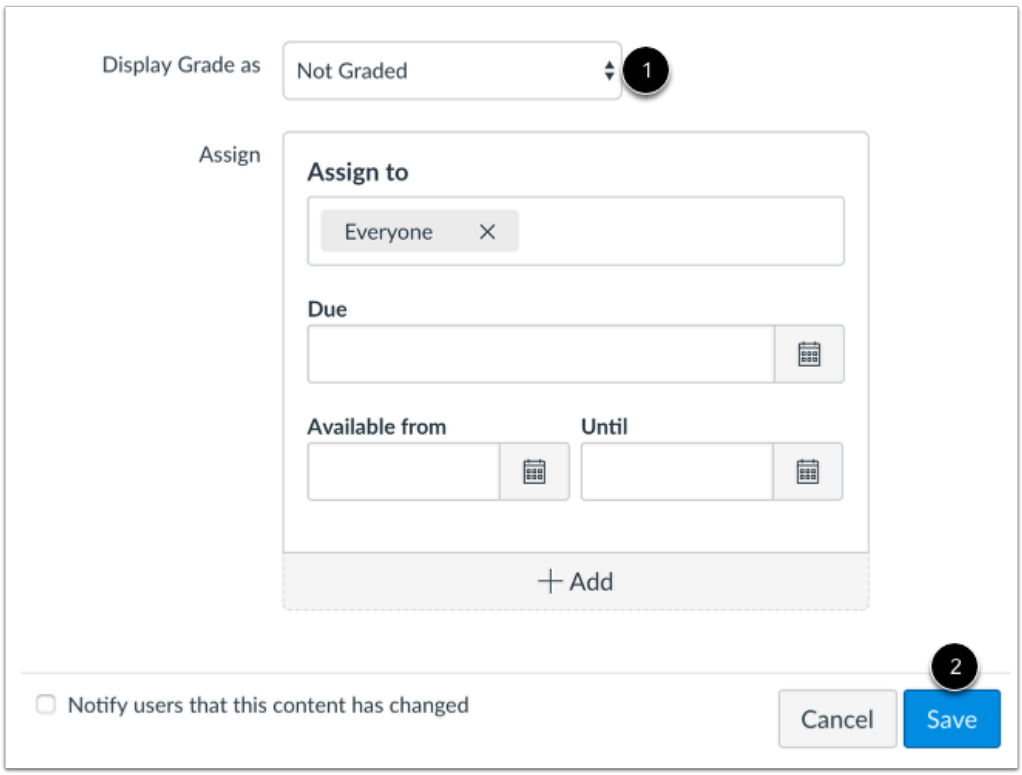
Edit Roll Call



The Gradebook doesn't currently adjust point value changes accurately after point values have been changed, and the percentage values in the SpeedGrader and the Gradebook will be incorrect.

Return to roll call, click the **Unmark All** button, and then take attendance for all students as normal. The percentage value will then adjust correctly in both SpeedGrader and the Gradebook. If you make this change immediately after the first time you take roll in your course and edit the point value, you only have to adjust your work once.

Remove from Gradebook

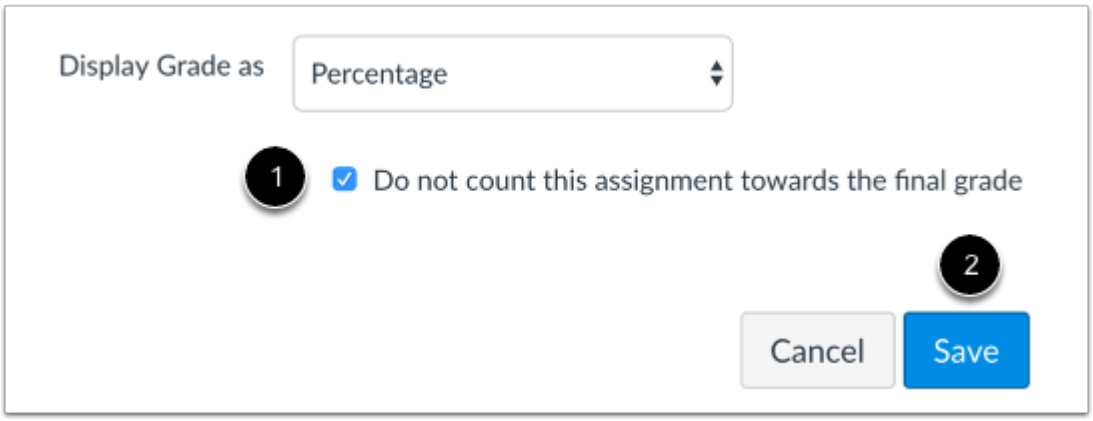


If you do not want Attendance to appear in the Gradebook as a graded assignment, you can edit the Attendance assignment and change the assignment type. Students can still view the assignment but it will not appear in their grades.

To remove the assignment from the Gradebook, edit the attendance assignment, then in the Display Grade as menu [1], select the Not Graded option. At the bottom of the window, click the **Save** button [2].

Note: Once you have changed the assignment type, you cannot change it back to a graded assignment. *Please ensure you do not want to grade Attendance before changing the assignment type.*

Exclude from Final Grade



If you do not want the Roll Call Attendance assignment to be calculated in the final grade, you can choose to exclude the assignment from final grade calculations.

Edit the attendance assignment, then select the **Do not count this assignment towards the final grade** checkbox [1]. At the bottom of the window, click the **Save** button [2].

Note: You can also set the **Do not count attendance toward final grade** option in Roll Call settings.

How do I take roll call using the Attendance tool?

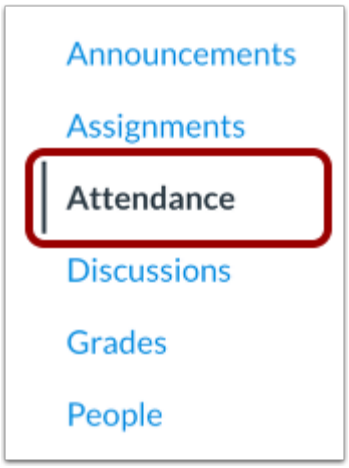
Once the attendance tool is set up in your course, and your course is published, you can start to take attendance using Roll Call.

The attendance tool is configured by default to allow taking roll seven days a week. This setting is useful for courses where there may be a need to take attendance for an event that takes place outside of a regular school week. However, the attendance tool will only calculate grades in the gradebook out of the total number of days roll has been taken.

Currently you can only view Roll Call on a day-by-day basis. To view additional dates you can run an attendance report for your course.

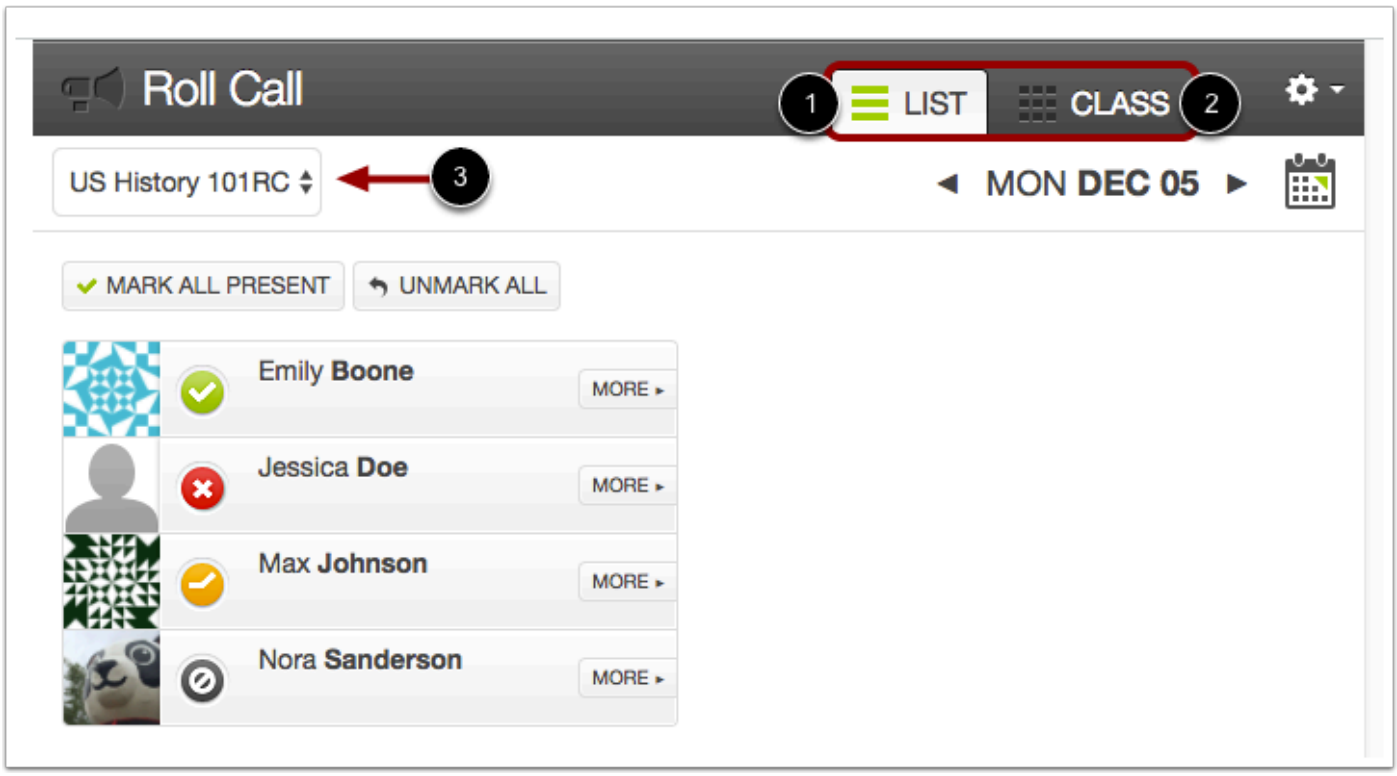
Notes: Students cannot access the Attendance tool; only instructors have the ability to take attendance. However, students can see the Attendance assignment in the Assignments page and view their attendance report as part of the Roll Call Attendance submission details page. If you are using attendance for grading, students can also view their attendance grade in the Grades page.

Open Attendance



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

View Attendance



By default, Roll Call displays the **List View** tab [1], which shows all students in a list format. To view the class in the seating chart format, click the **Class View** tab [2].

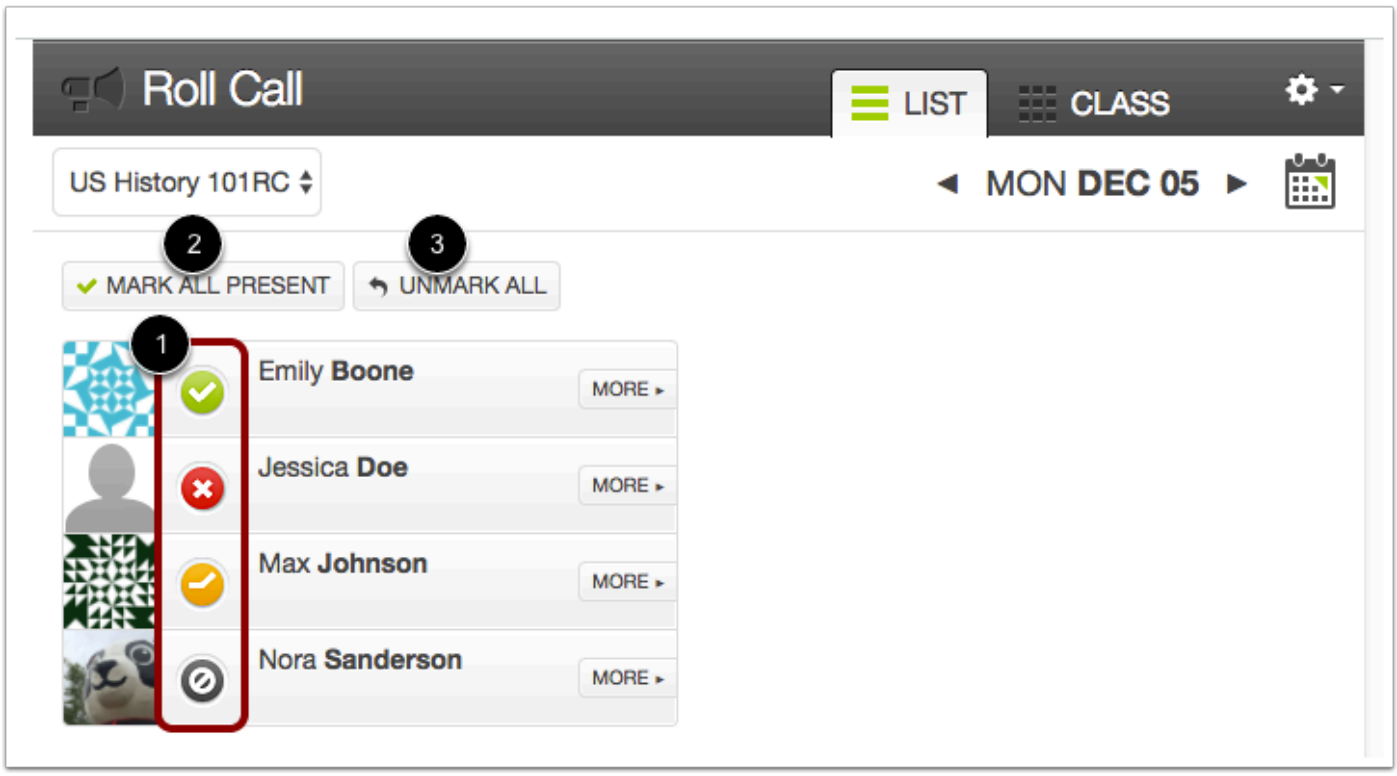
If your course includes sections, both views show a drop-down menu with the names of course section(s). To view students in a specific section, click the section drop-down menu [3]. Note that this menu displays even if your course only contains one section.

View Attendance Dates

By default, Roll Call will display the current date.

You can edit attendance records for a different date by using the **arrow** icons next to the date [1] or by clicking the **Calendar** icon [2].

Take Attendance in List View



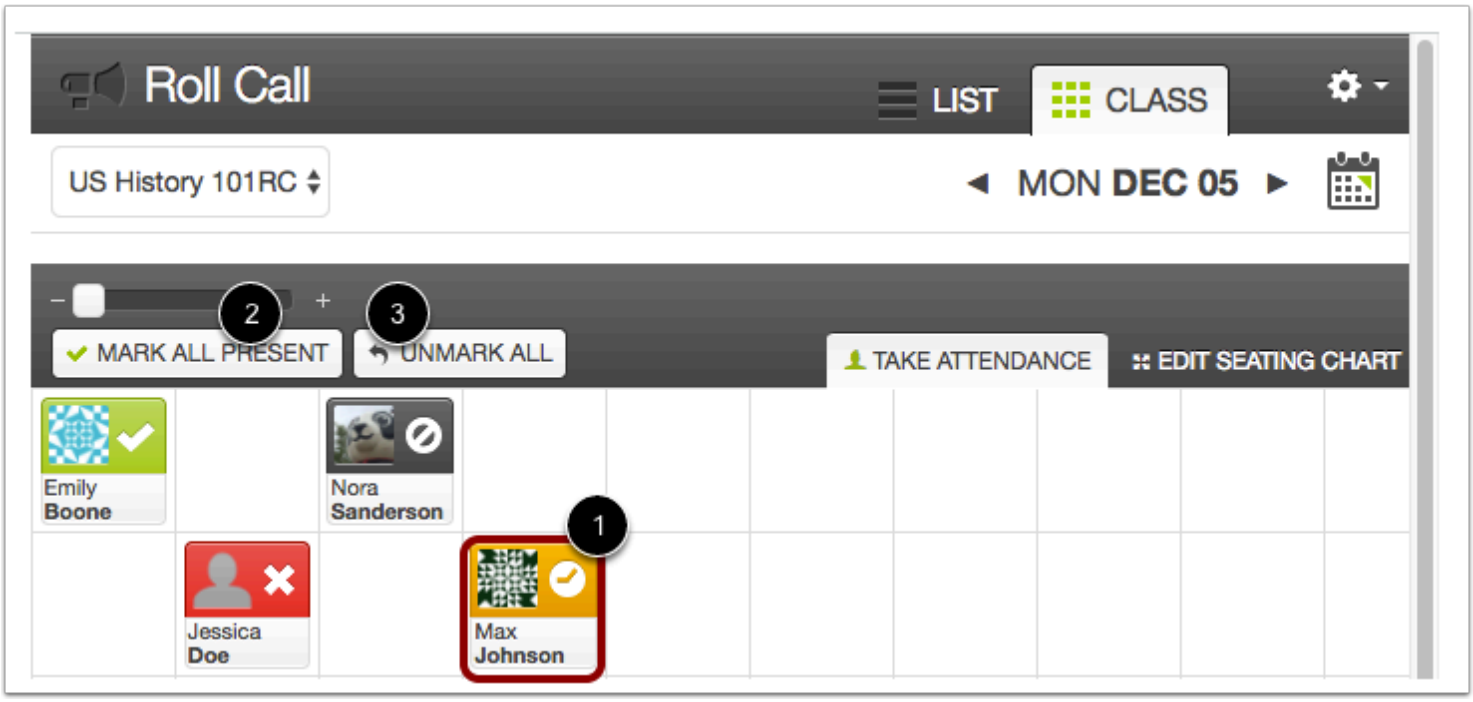
In the List View, you can take attendance by toggling the correct mark next to each student's name [1]. Click the attendance mark until you arrive at the desired mark:

- To mark the student as present and on time, click one time (green **check mark** icon).
- To mark the student as not present, click two times (red **X** icon).
- To mark the student as late, click three times (orange **clock** icon).
- To unmark the attendance status, leave the button as the default (gray **no symbol** icon). The unmarked attendance status also indicates an excused absence.

You can also take attendance by clicking the **Mark All Present** button [2].

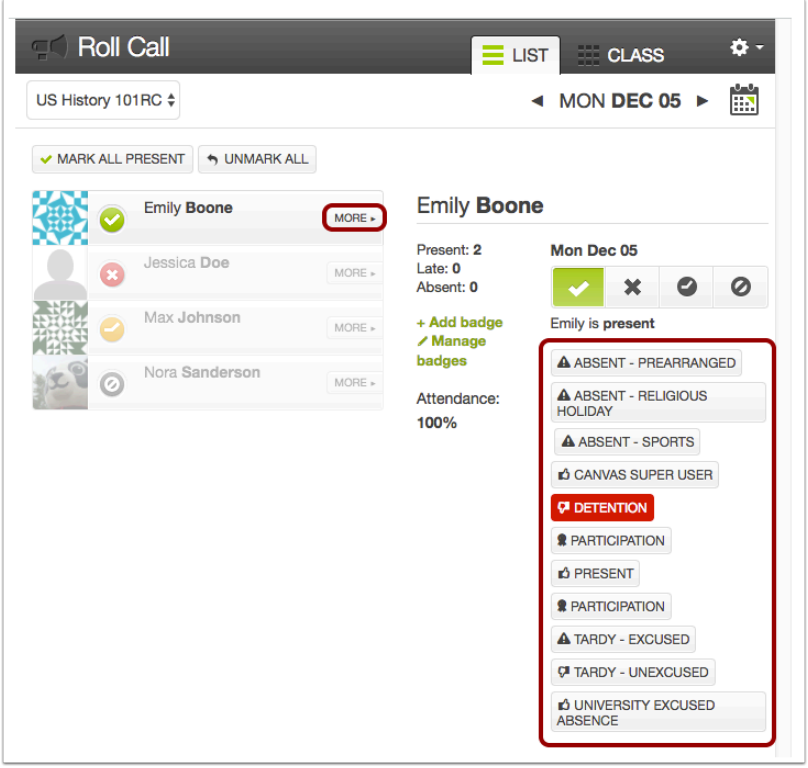
If you need to start over or clear all attendance entries, click the **Unmark All** button [3].

Take Attendance in Class View



In Class View, you can also toggle the correct mark next to each student's name (present, absent, or late) [1], or click the **Mark All Present** button [2]. To unmark all student entries, click the **Unmark All** button [3].

Add Badges to Roll Call



If you want to use roll call badges as part of the entry, view more options for the student and add the selected badge.

How do I use Roll Call Attendance badges in a course?

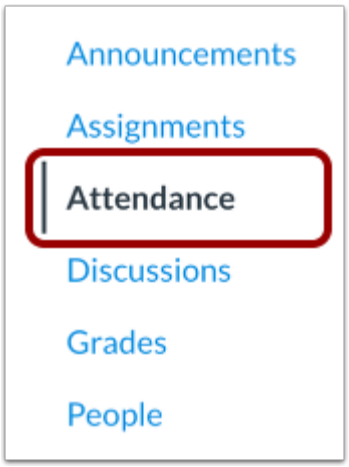
Once you have configured the Attendance tool, Roll Call Badges are a versatile way to make quick notations about your students using the Roll Call attendance tool. For example, you can quickly mark when a student is disruptive or actively participating in the class so that you have a record of that student's activities.

You can add and manage any course-level attendance badges in any student's attendance information profile. New badges are always available to all students and will not/cannot be created for individual students. Badges may be created, however, that are only applicable in certain circumstances such as "Absent due to death in family" or "Absent due to school-sanctioned activity."

Canvas admins have the right to delete any course-level badges that may be considered inappropriate.

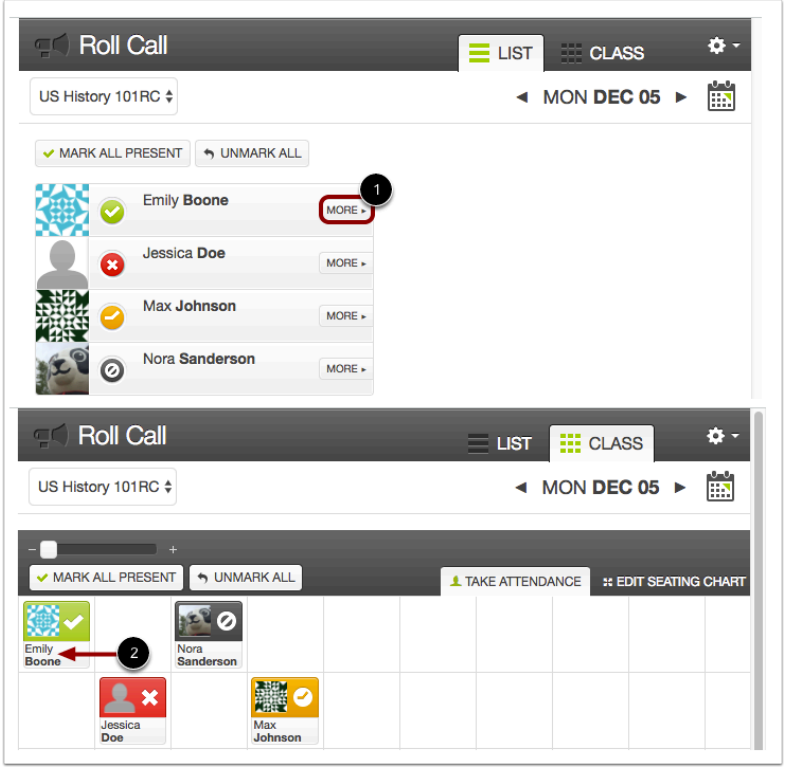
Note: Roll Call Attendance Badges are not visible to students.

Open Attendance



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

View More Options

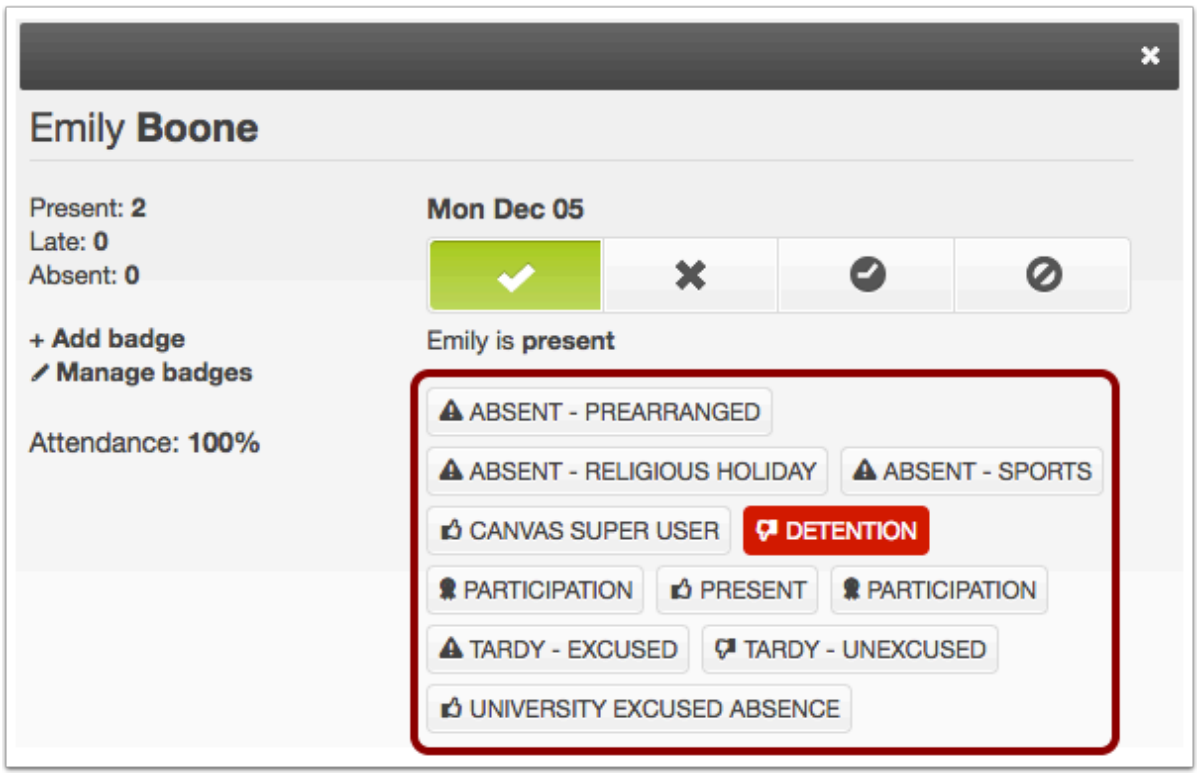


Badges can be added and managed in any student's attendance information profile.

In List View [1], click the **More** tab next to a student's name.

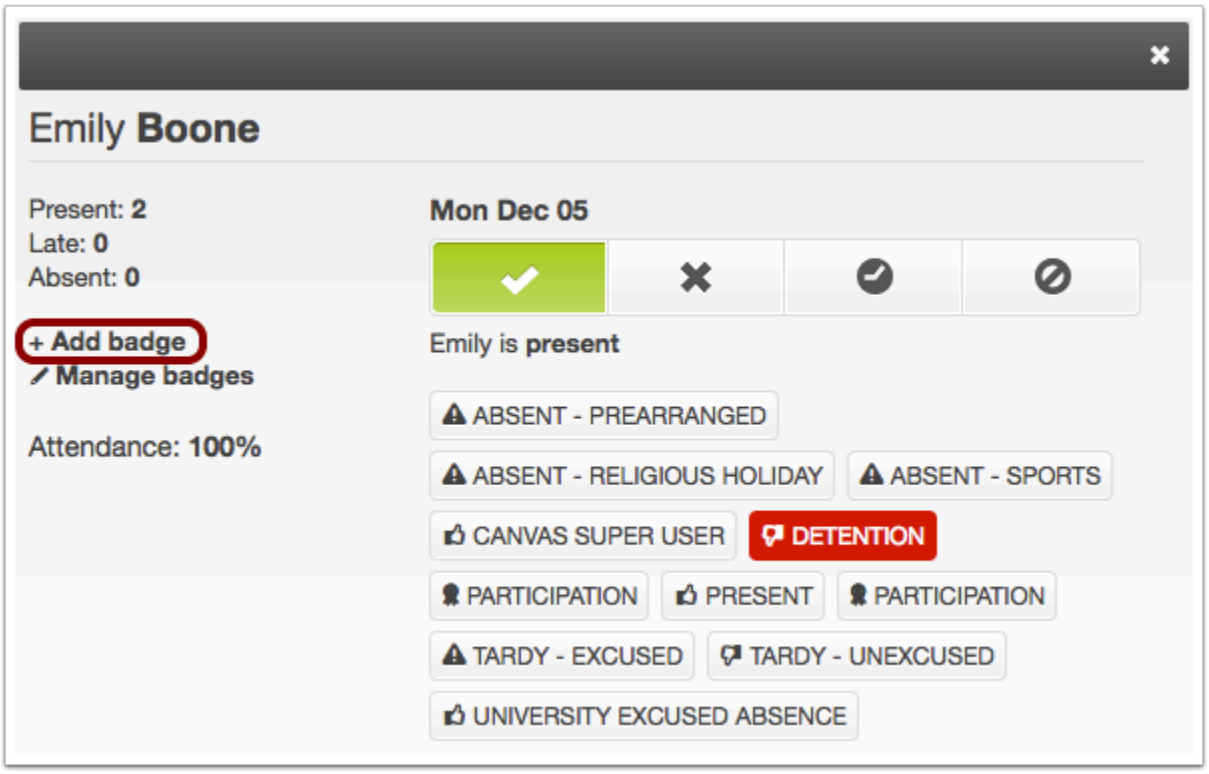
In Class View [2], click the name of the student.

View Badges



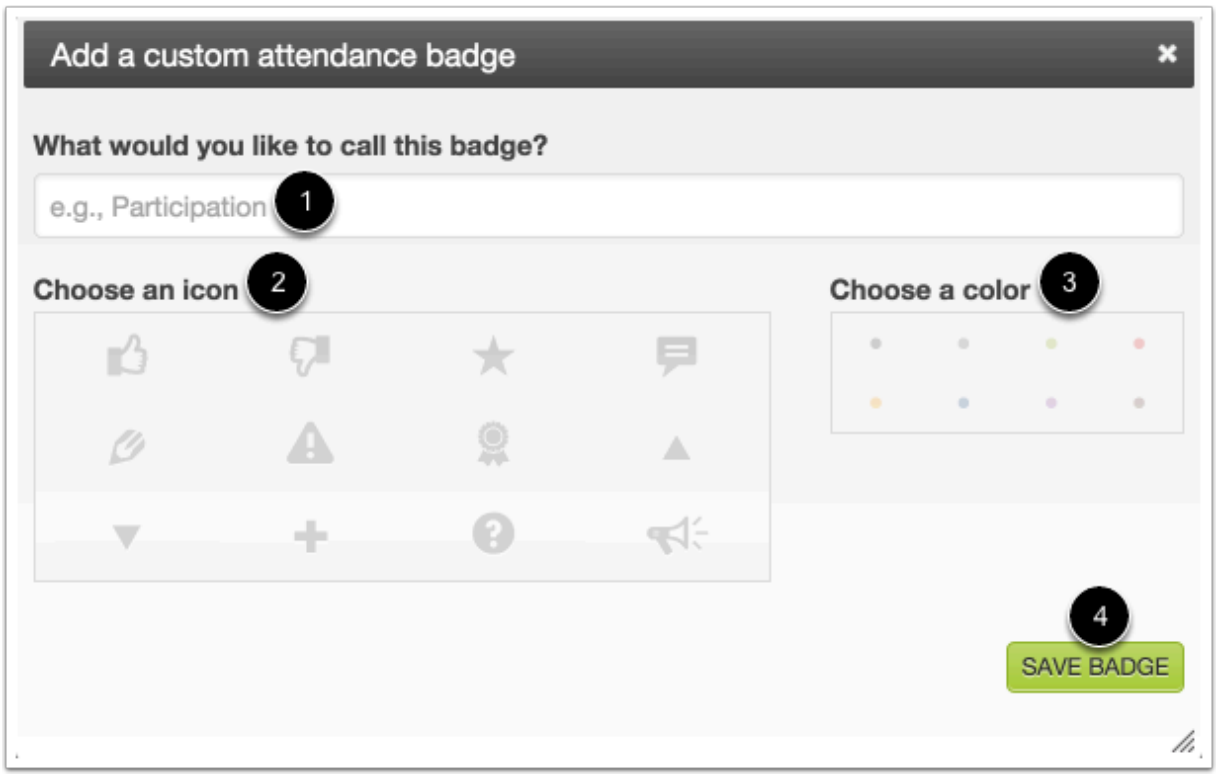
Any existing badges appear as buttons below the student's attendance information. All available and created badges are created for the entire course and will be shown for each student.

Add Badge



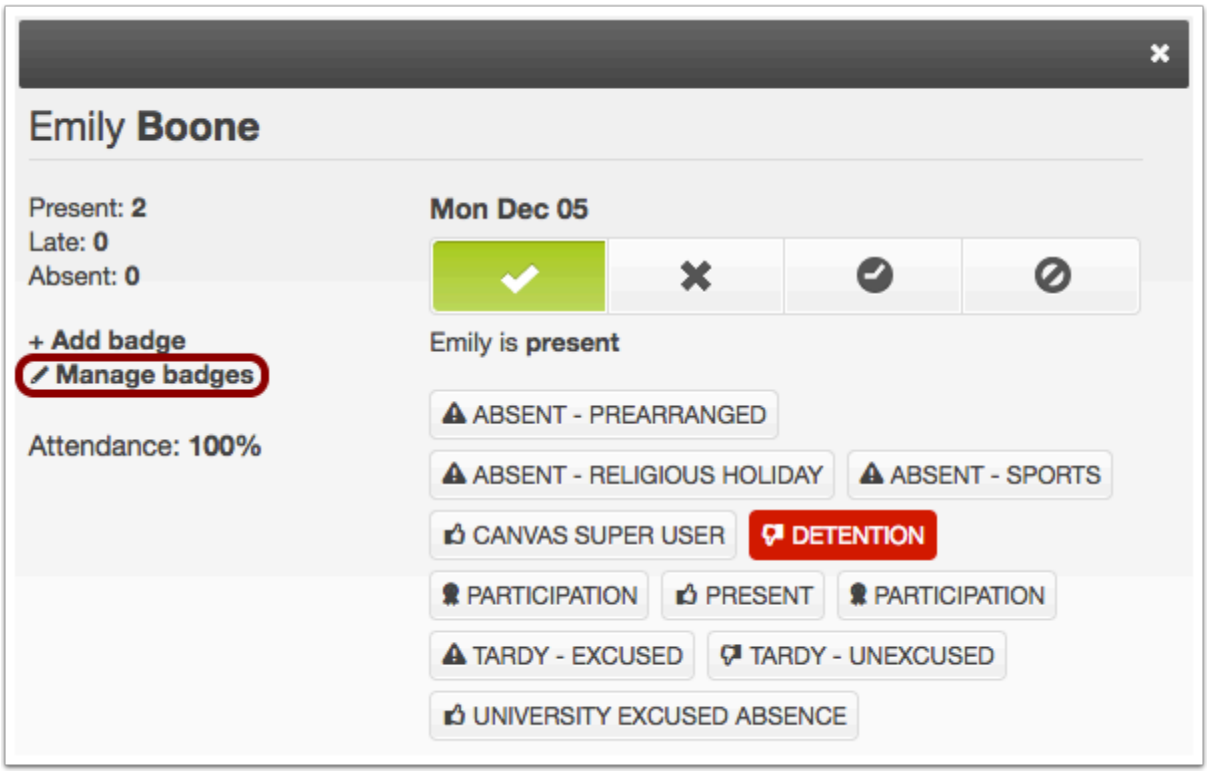
To add a new badge, click the **Add Badge** link.

Save Badge



Create a name for your badge [1], assign an icon [2], and choose a color to highlight the background when the badge is assigned [3]. Click the **Save Badge** button [4].

Manage Badges



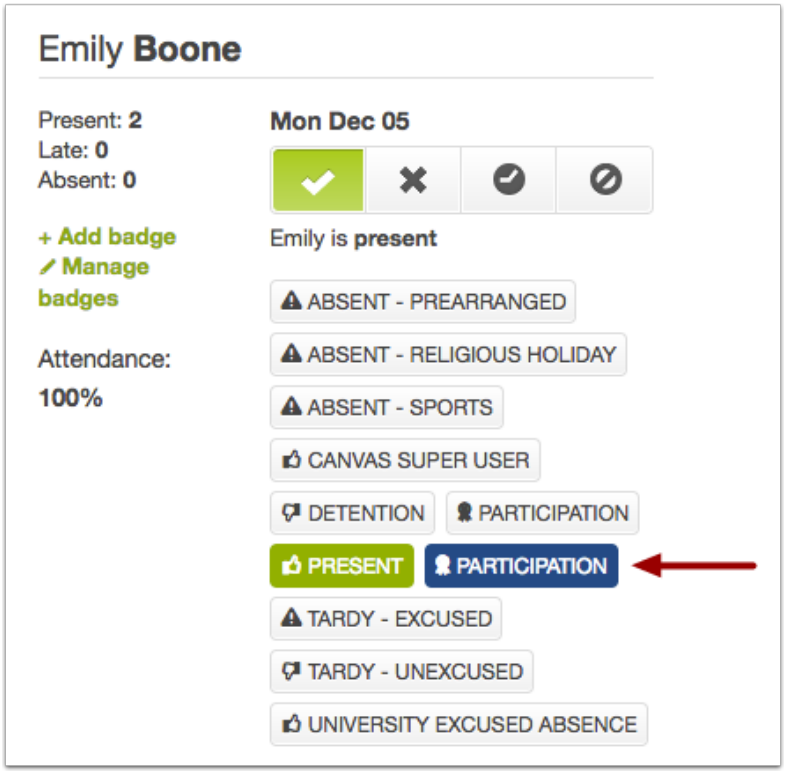
To edit any existing badge you created for your course, click the **Manage badges** link.

Note: When managing or editing badges, any changes made will affect the entire course, not an individual student. Additionally, you cannot manage any badges created at the account level.

To change the badge name, icon, or color, click the badge name [1].

To delete a badge, click the **Delete** button [2]. Deleting a badge will delete the badge for the entire course and all students.

Assign Badge



When you want to assign a badge, make sure you are viewing the profile for the specific student who should receive a badge.

To assign a badge, click the name of a badge. The badge will highlight with the set badge color. To remove a badge, click the badge again.

How do I run Roll Call Attendance reports in a course?

You can run reports to review attendance data for your students. This report is sent to your email, where it can be downloaded as a comma separated value (CSV) file.

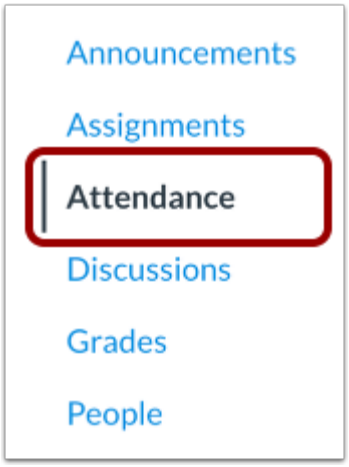
Reports are delivered in a CSV format and display all content in a list. Reports always include the following data fields: Course ID, SIS Course ID, Course Code, Course Name, Teacher ID, Teacher Name, Student ID, Student Name, Class Date, Attendance, and Timestamp.

Roll Call Attendance Badges are included in course reports if they were created at the most immediate account or sub-account level and have been assigned to students. If the course belongs to a sub-account, only badges created at the sub-account level will appear in reports. If the course does not belong to a sub-account, only badges created at the account level will appear in reports. Additionally, the badges will also only be included if they were set within the time frame you specify in the report.

You can generate reports for the entire course or a specific student. To locate a student or course ID, view the People page. The student SIS ID will be listed in the table. The course ID will be in the browser URL (e.g. courses/XXXXXX/users/XXX).

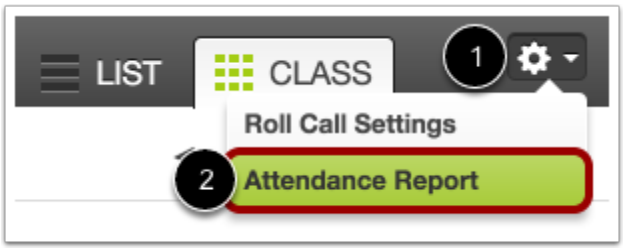
Note: You can narrow large results within a CSV report using the Data group Filter button.

Open Attendance



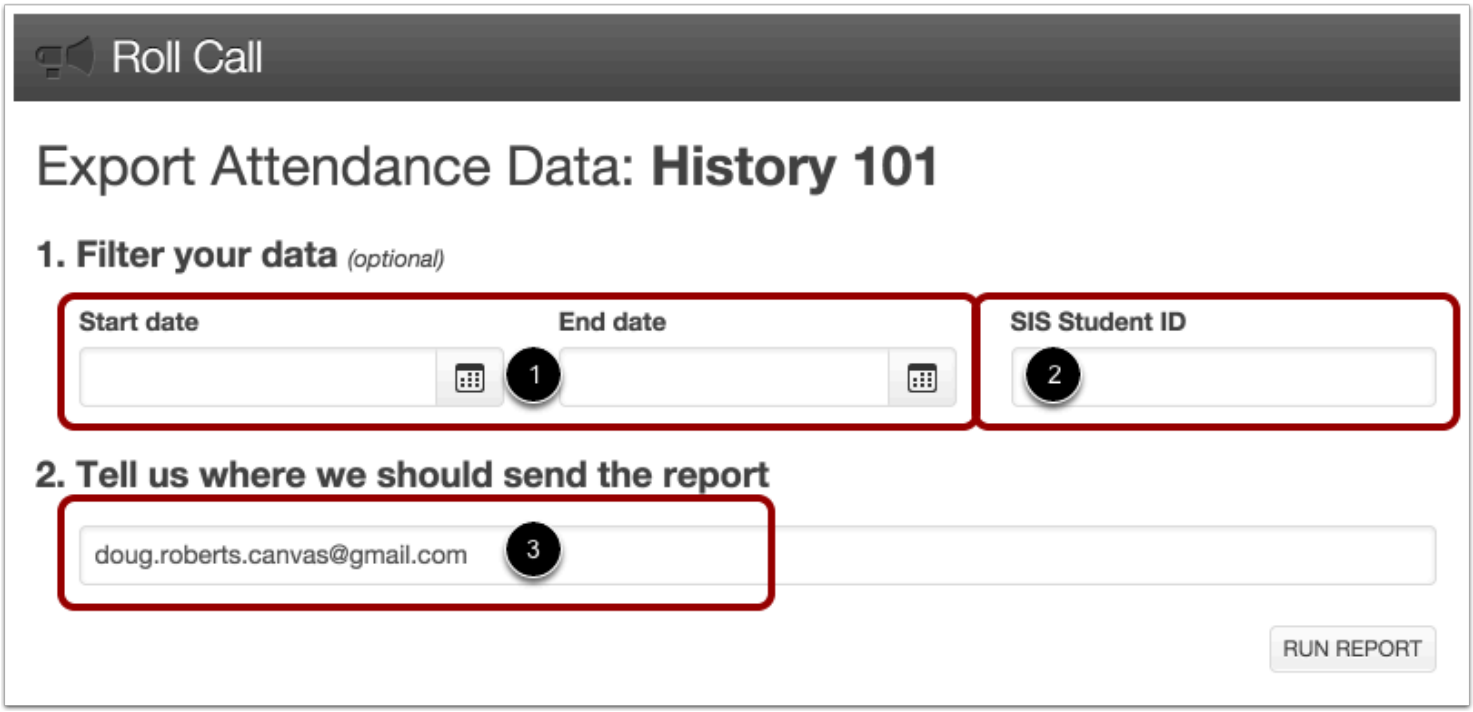
In Course Navigation, click the **Attendance** link.

Open Attendance Report



In Roll Call, click the **Settings** icon [1] and select **Attendance Report** [2].

Specify Report Data



You can specify criteria for your report. If you leave the fields blank, the report will be generated for the entire course.

You can choose a date range for the report [1]. You can also optionally filter by SIS Student ID [2].

By default, the email field [3] will be populated with your email address to send the report. Confirm your email in the field or enter a new email address.

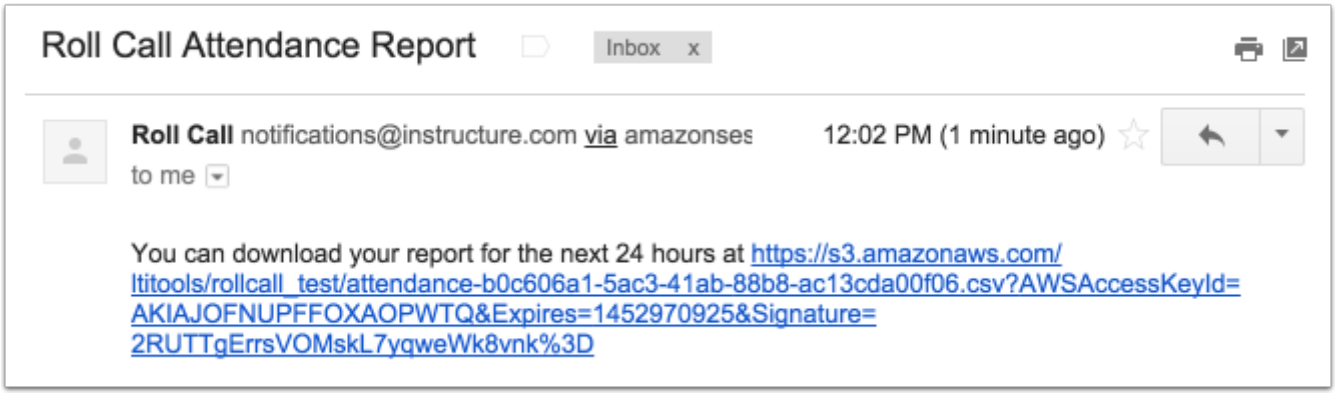
Run Report

Click the **Run Report** button.

View Notification

Confirm that the report was generated successfully.

View Email



Check your email for a message with the subject Roll Call Attendance Report. The email contains a link where you can access your attendance report for the next 24 hours. When you click the link, you will be prompted to open or save the CSV file that contains your report results. This report will be available for 24 hours.

Calendar

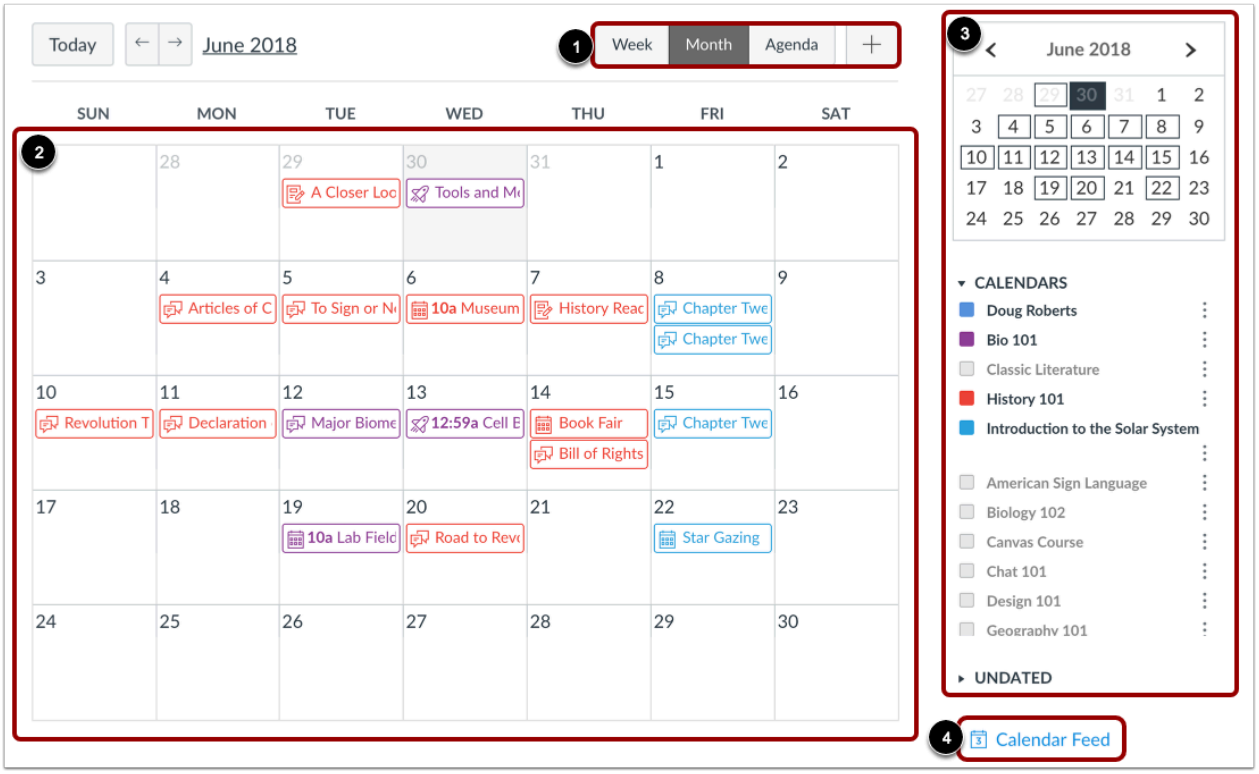
How do I use the Calendar as an instructor?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Open Calendar

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

View Calendar

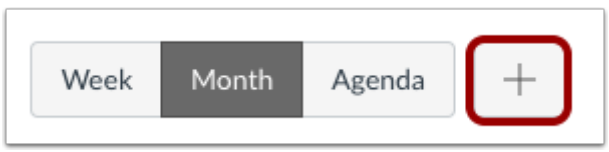


The Calendar spans all courses and displays information for each of your enrolled courses and groups. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

The sidebar shows a quick-view calendar [3], your list of courses and groups, and undated items for your courses and groups.

To view the iCal link for exporting your Canvas calendar to other calendar apps, click the Calendar Feed link [4].

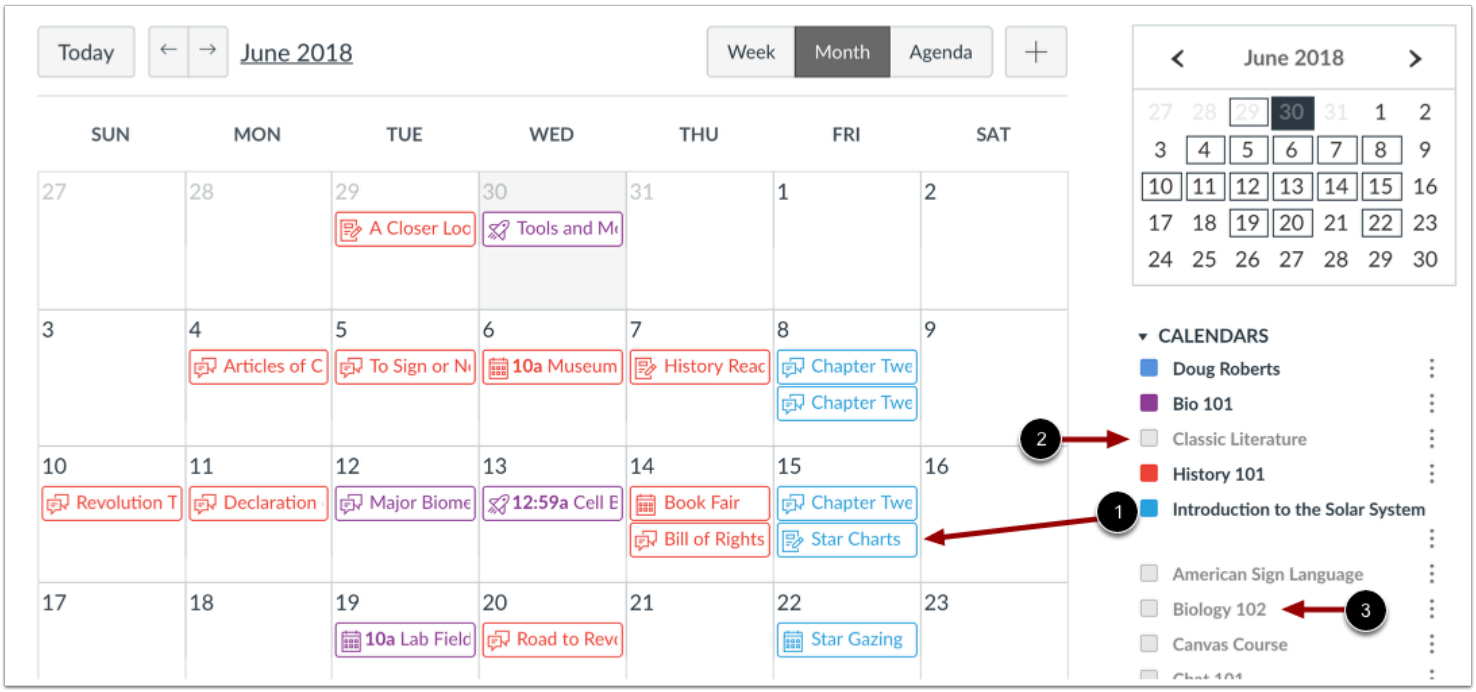
Add Calendar Items



Each calendar view shows any assignments, events, or to-do items that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the **Add** button. You can add assignments and add course events, and all users can add personal events.

If your institution is using the Scheduler tool, you can also create Scheduler appointment groups.

View Calendar List

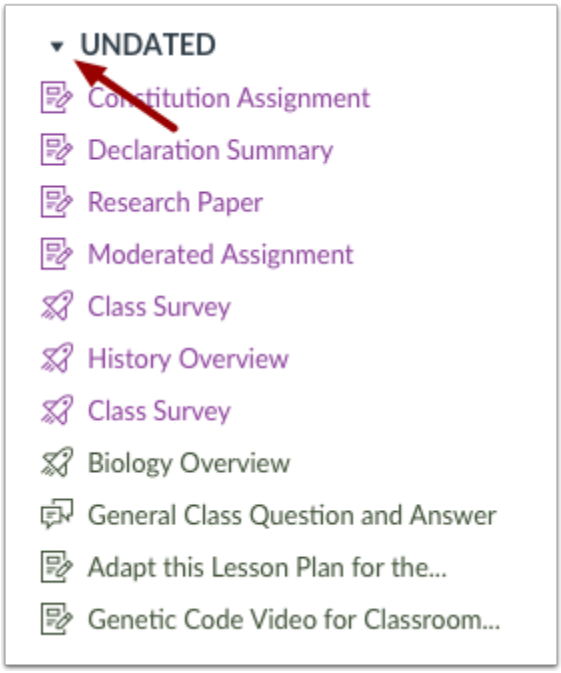


Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated items for each course or group will appear within the calendar view for each calendar [1].

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

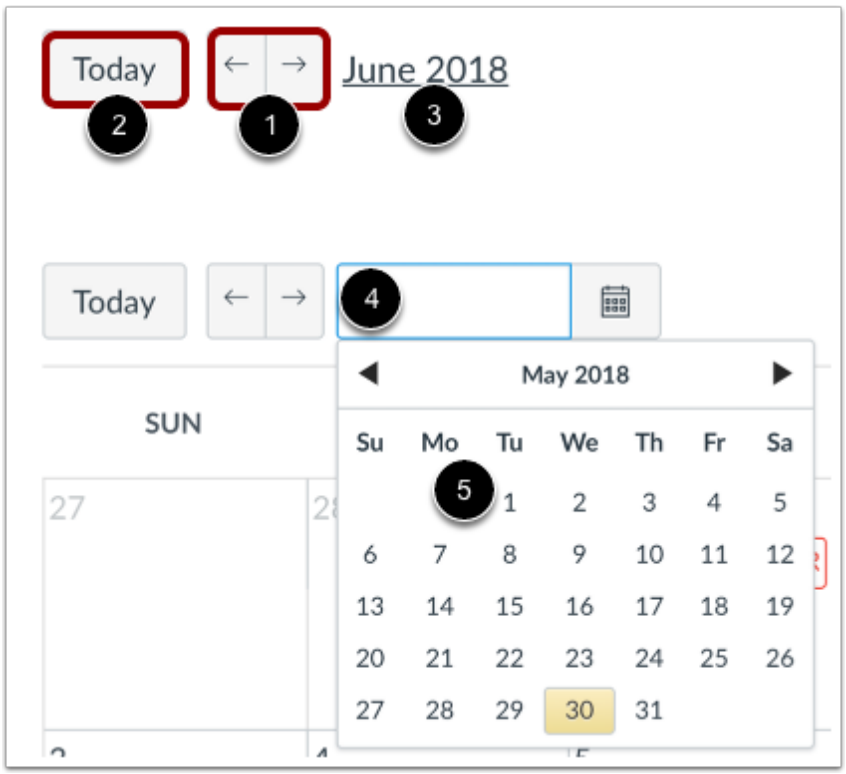
Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.

View Undated Events List



Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color. You can assign due dates to undated items by dragging and dropping them into the Calendar.

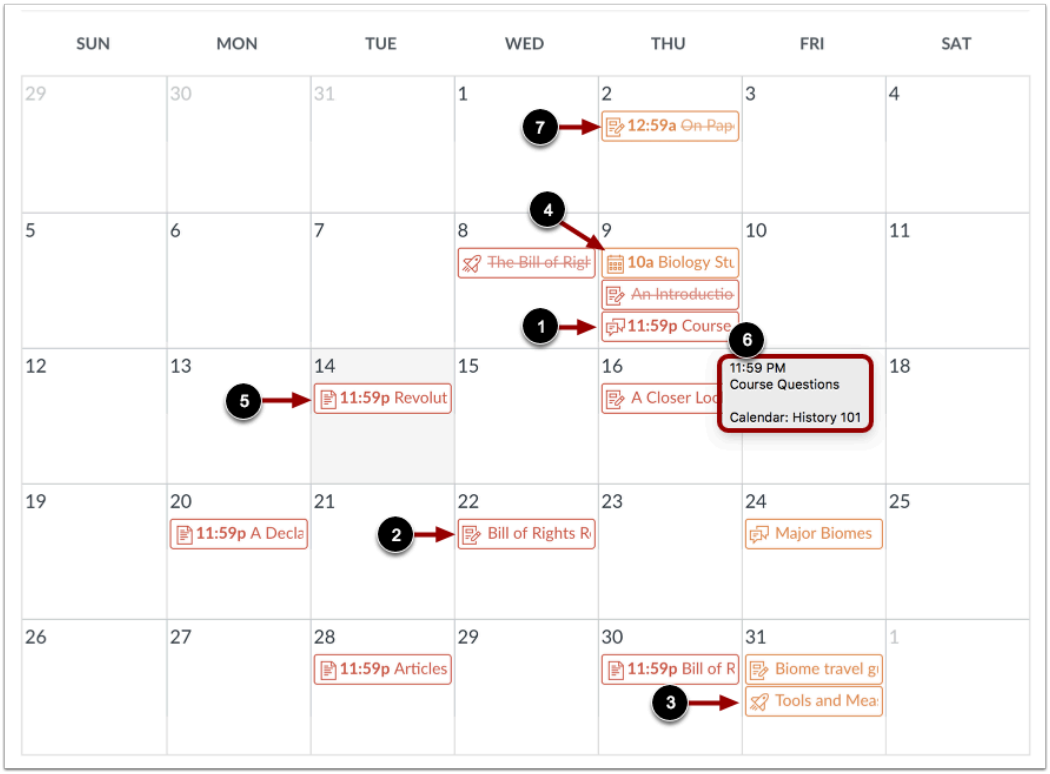
View Calendar by Month



In month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].

To view a specific date, click the month link [3] and type a date in the date field [4] or select a date from the calendar [5].

View Assignments and Events



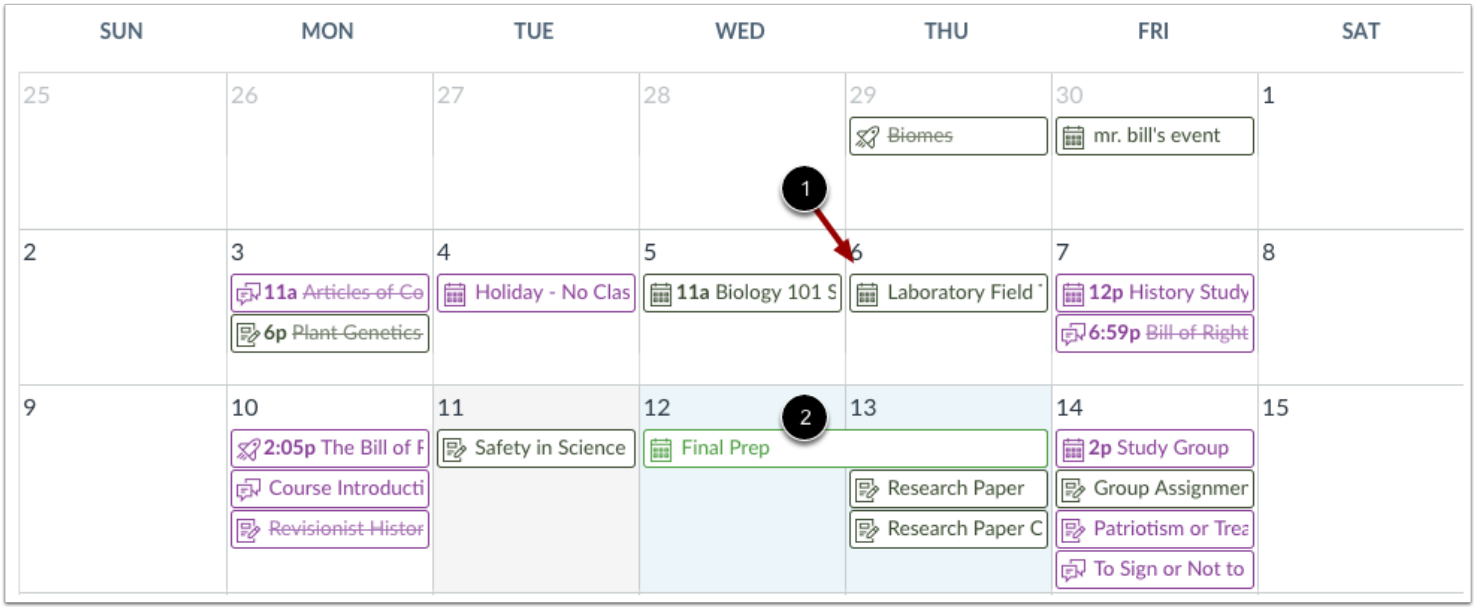
Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4]. Non-graded items with a to-do date also display in the calendar for a course [5].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [6].

Calendar assignments can also be crossed out [7], which is a simple way to keep track of assignments. Assignments are crossed out when the due date has passed and all submissions have been graded.

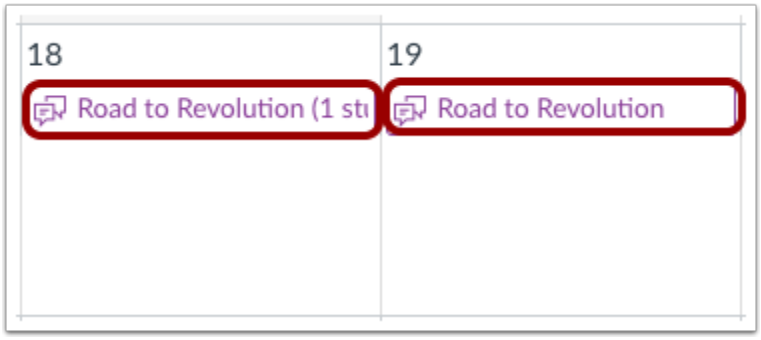
View All-Day Events



All-day events display the Events icon and do not include a specific event time [1].

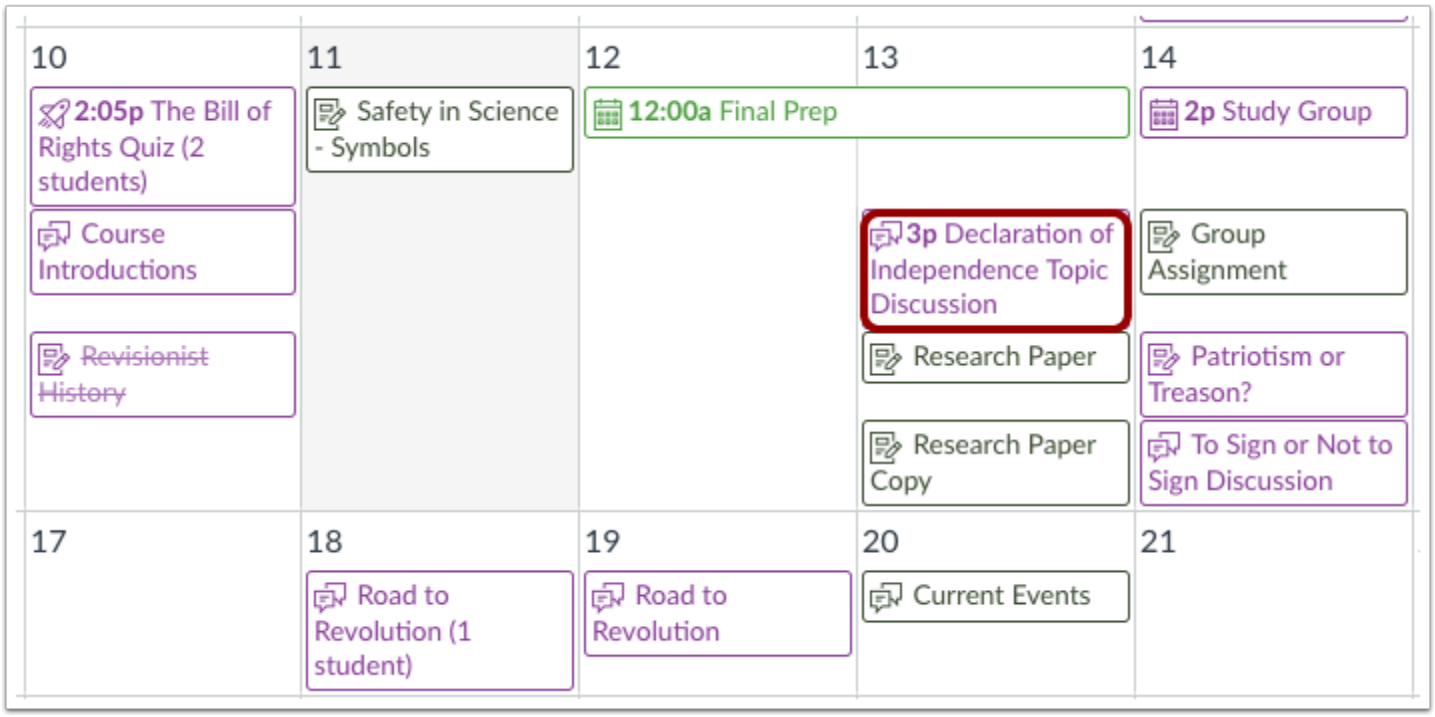
If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow [2]. Drag your event across all required dates in the current month.

View Varied Due Dates



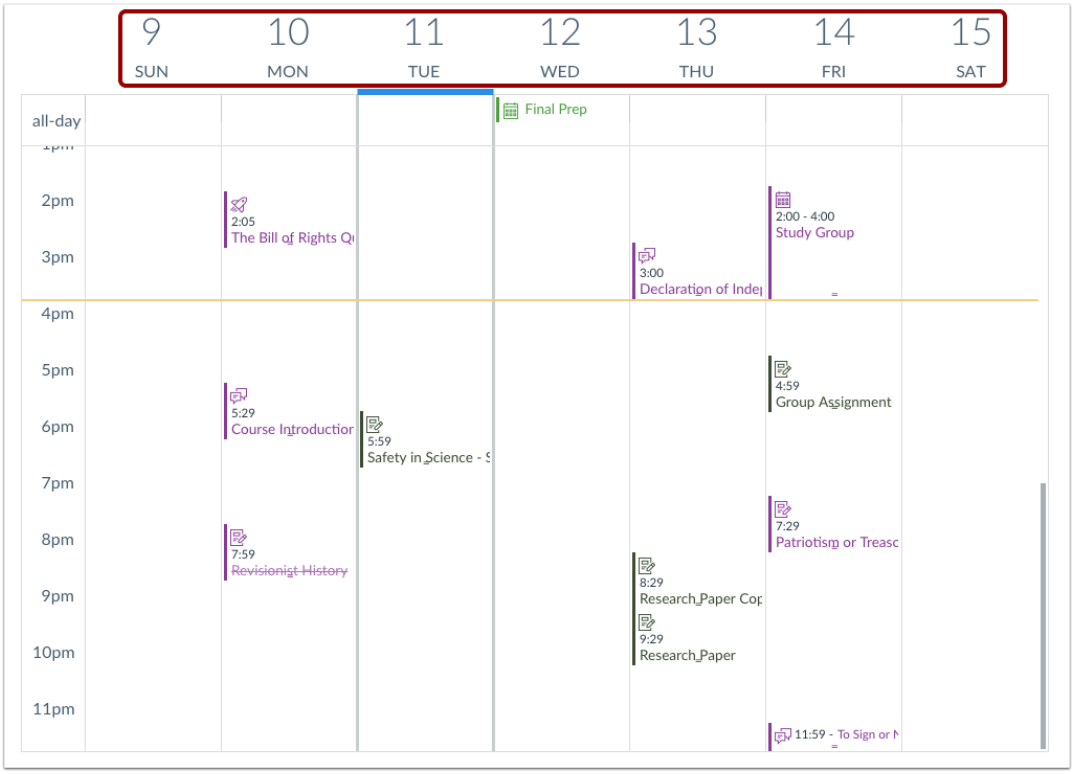
If a course has sections or individual students with varied assignment due dates, you will see the same assignment shown multiple times. Depending on the assignment setup, the assignment may appear on the same date or on multiple dates. Students will only see their specific assignment due date.

View Wrapped Assignments and Events



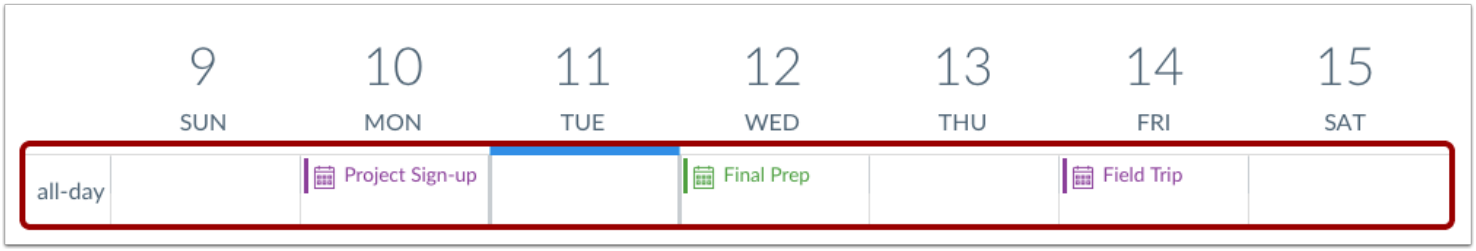
Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.

View Calendar by Week



To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

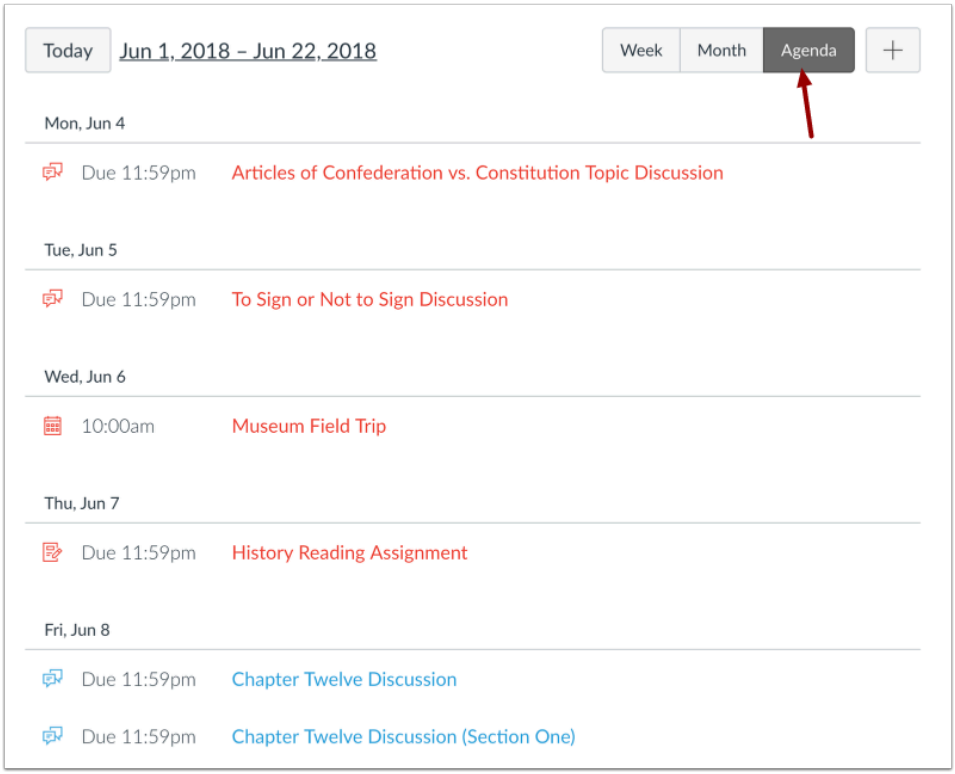
View All-Day Events



All-day events appear at the top of the calendar week. These events do not include a specific event time.

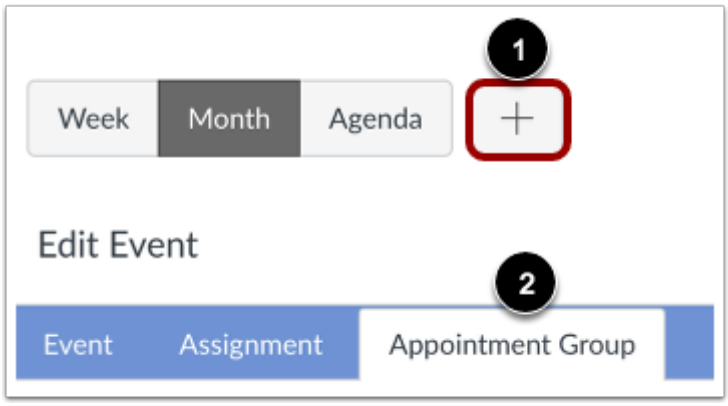
Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.

View Calendar Agenda



To view all your calendar items in an agenda format, click the **Agenda** button.

View Scheduler



If your institution has enabled Scheduler, you can manage Scheduler events directly in each course calendar. To add an appointment group, click the **Add** button [1] and select the **Appointment Group** tab [2]. Once created, the appointment group will display in your calendar. You can view or edit groups and remove students directly from the course calendar as well.

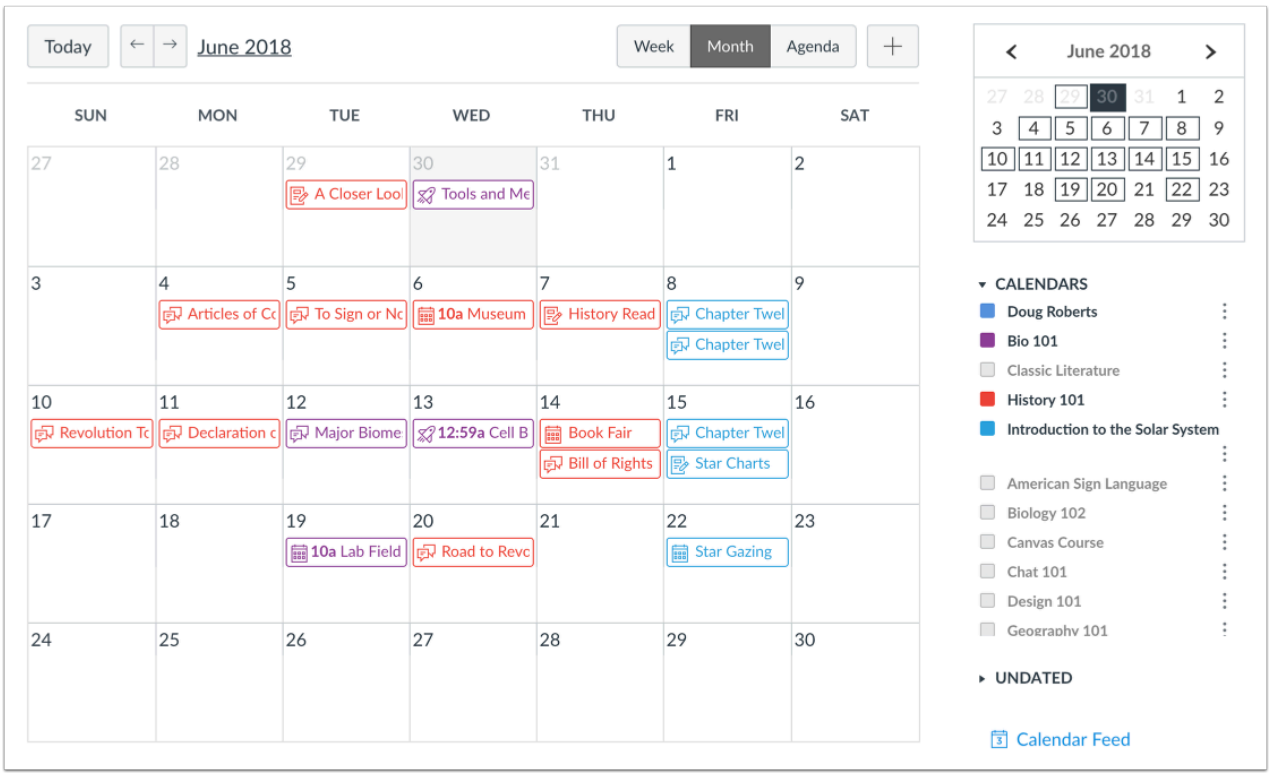
How do I filter the Calendar view by course as an instructor?

By default, the Calendar displays your personal calendar and course calendars for each class in which you are enrolled. However, you can filter which calendars display, including group and course calendars as well as your personal calendar.

Open Calendar

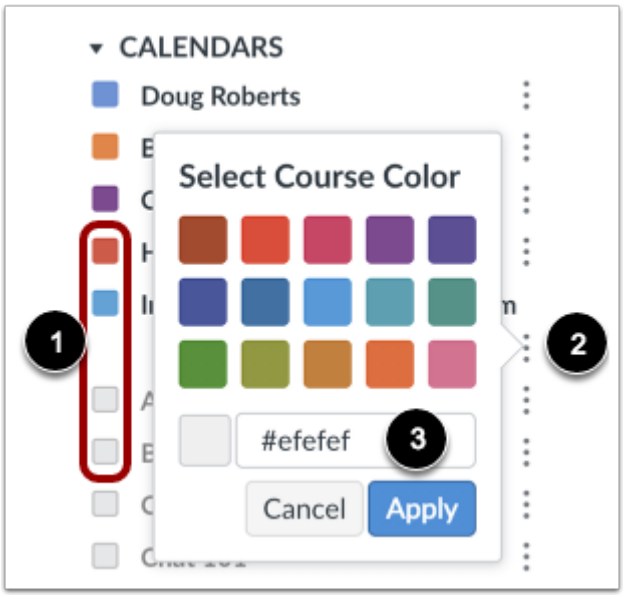
In Global Navigation, click the **Calendar** link.

View Calendar



After clicking the Calendar link, you will see the Calendar for all your enrolled courses and groups.

Choose Courses to View



In order to filter your Calendar by courses or groups, click the color box next to the Calendar [1]. The calendar can show up to 10 courses and/or groups at a time. In this example, not all of the calendars are being shown.

Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can create any color of your choice by selecting the **More** icon [2] and inserting a Hex code [3].

How do I add an event to a course calendar?

A Canvas event is a non-graded Canvas activity. Events you create on the Calendar will not appear in the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

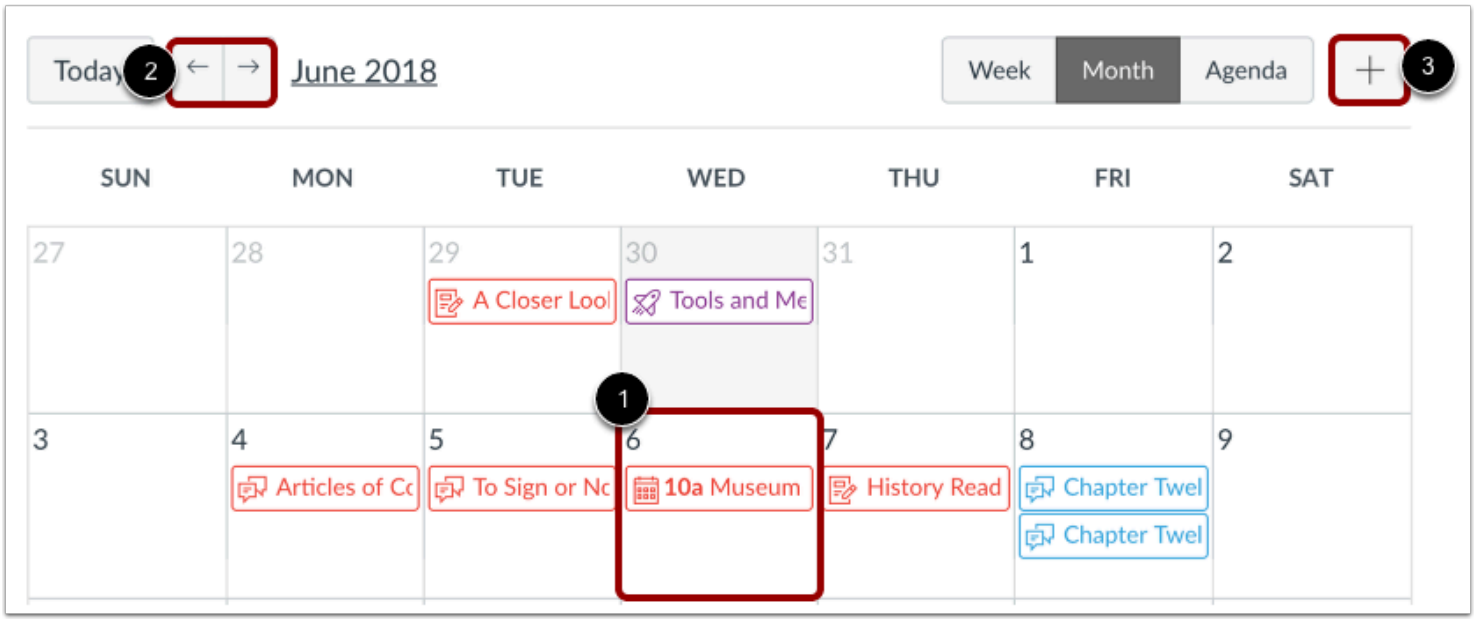
For example, you may create a course event with a link to the readings that you want students to do in preparation for a class discussion in the Calendar. You will not grade students on whether or not they have done the reading, but you are providing the readings on a specific day to help them organize their time more efficiently.

You can also duplicate an event.

Open Calendar

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

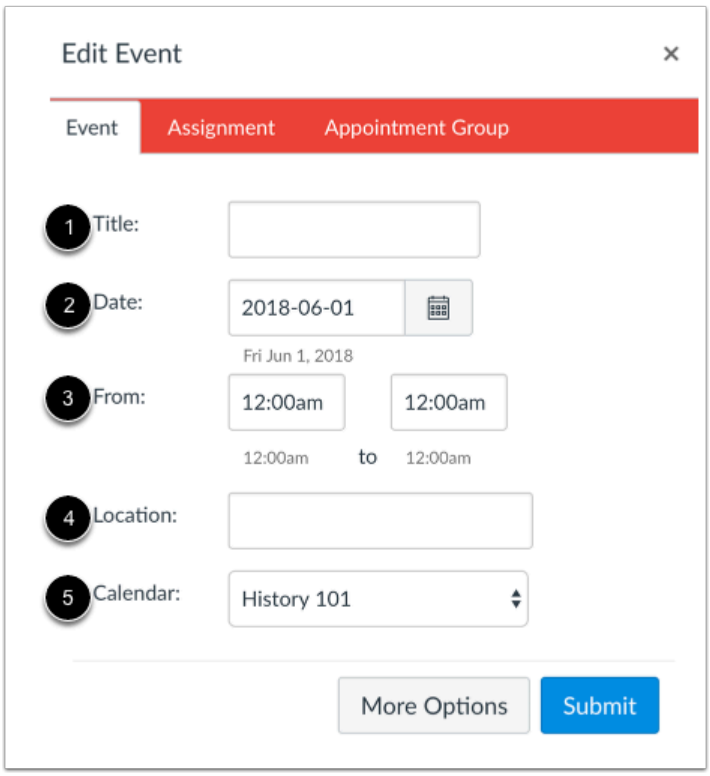
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Add Event Details



Enter a title for the event [1].

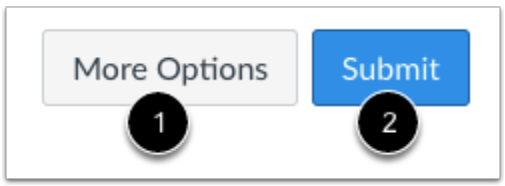
Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2].

The calendar times may also be populated for you in the From fields [3]. Edit or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

If a location is required, enter a location for the event [4].

In the Calendar drop-down menu [5], select the course calendar for the event.

Submit Event



To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links, add an address location, and duplicate the event.

If you only want to create the event as a placeholder and add details later, click the **Submit** button [2]. You can edit your event at any time.

How do I add and duplicate an event in the Calendar as an instructor?

When creating a calendar event, if you want to create the same event multiple times for a course, you can create a duplicate event. Duplicating events creates multiple copies of the event every day, week, or month. For example, you may create a duplicate course event for student study groups every week. You will not grade students on whether or not they have participated in the study group, but you are providing a resource activity on a specific day to help them organize their time and prepare for your course more efficiently.

Once created in a course calendar, duplicate events are not linked together and are independent events. Therefore, if users need to modify an event, each event has to be modified individually. Additionally, duplicate events can only be created when creating a new event; editing an existing event does not display the duplicate option.

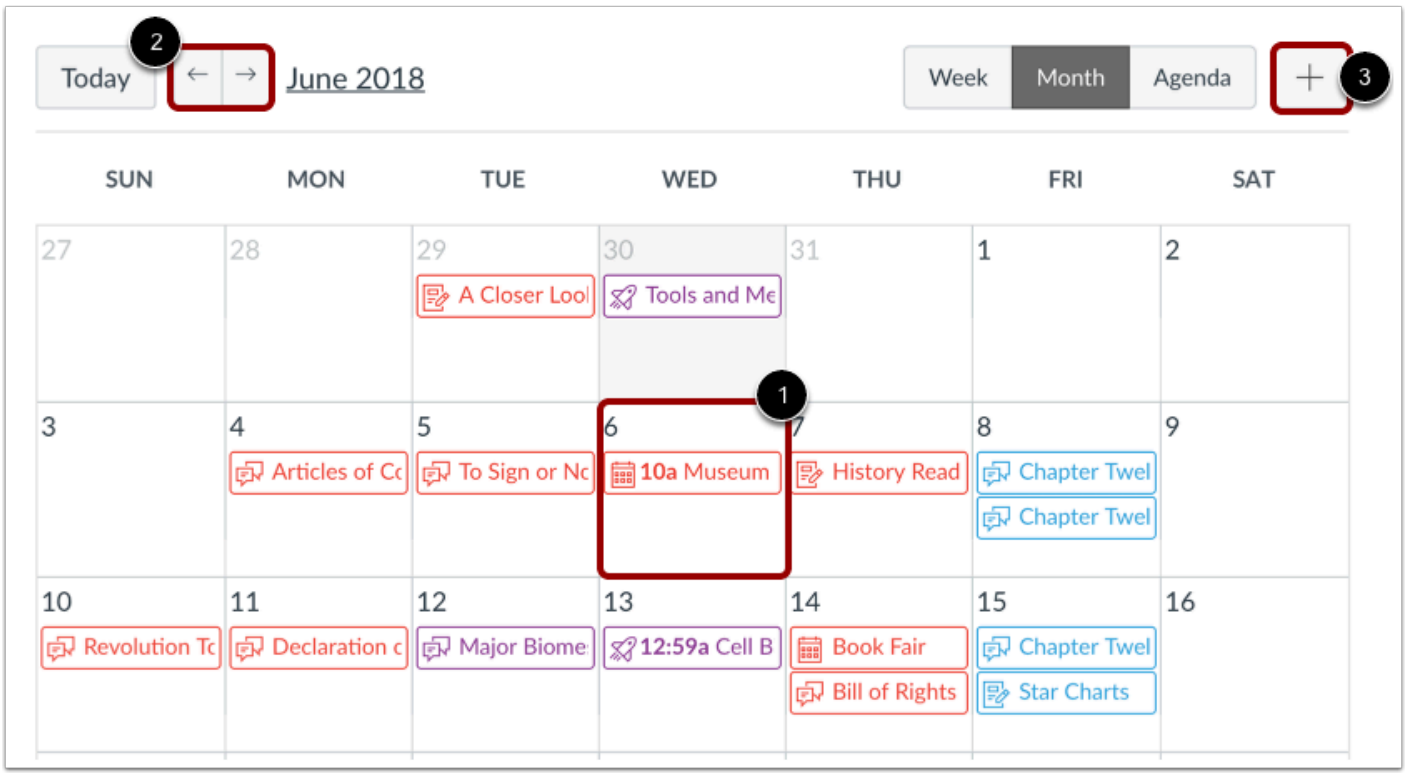
Tips for duplicate events:

- Weekly events are duplicated on the day of the week of the first event. For instance, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.
- Monthly events are duplicated on the day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.

Open Calendar

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

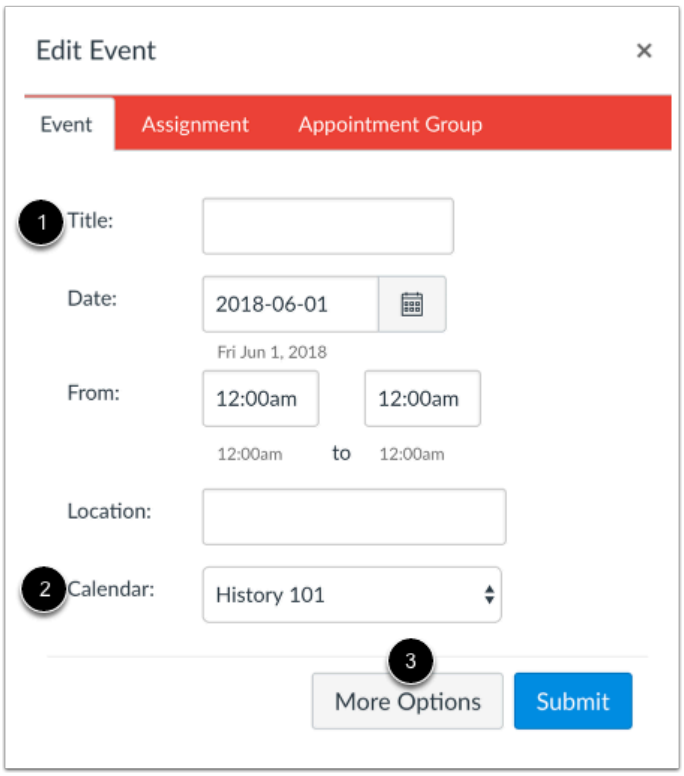
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

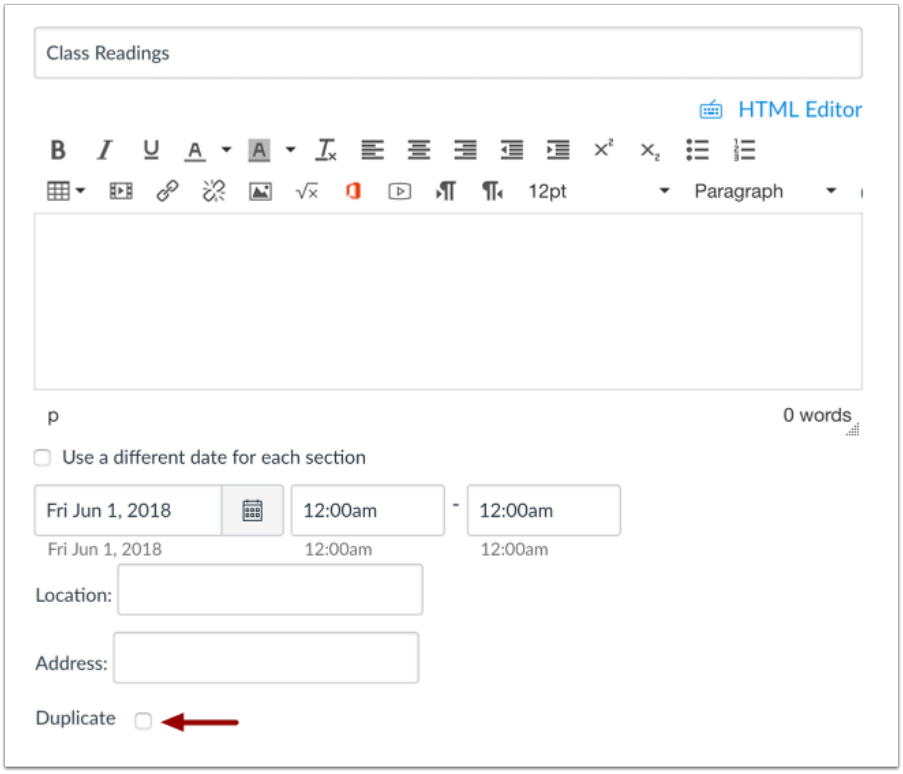
If you don't want to manually locate the date, you can click the **Add** icon [3].

View More Options



Enter the details as you would when adding an individual event [1]. In the Calendar drop-down menu [2], select the course calendar for the event. Click the **More Options** button [3].

Duplicate Event



Click the **Duplicate** checkbox.

Note: If you cannot see the checkbox, you selected the wrong course calendar when creating the new event.

Add Duplicate Details

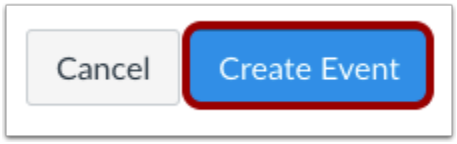
By default, events are set to repeat every week [1].

If you want to change the repeating event to daily or monthly, click the **Week(s)** drop-down menu and select your preferred time range. You may also have to change the number that precedes the time period.

By default, events are set to create one occurrence [2], meaning it will create the initial event plus one additional (two total events). If you want to change the number of additional occurrences, enter the number in the text field. The calendar event supports up to 200 additional occurrences.

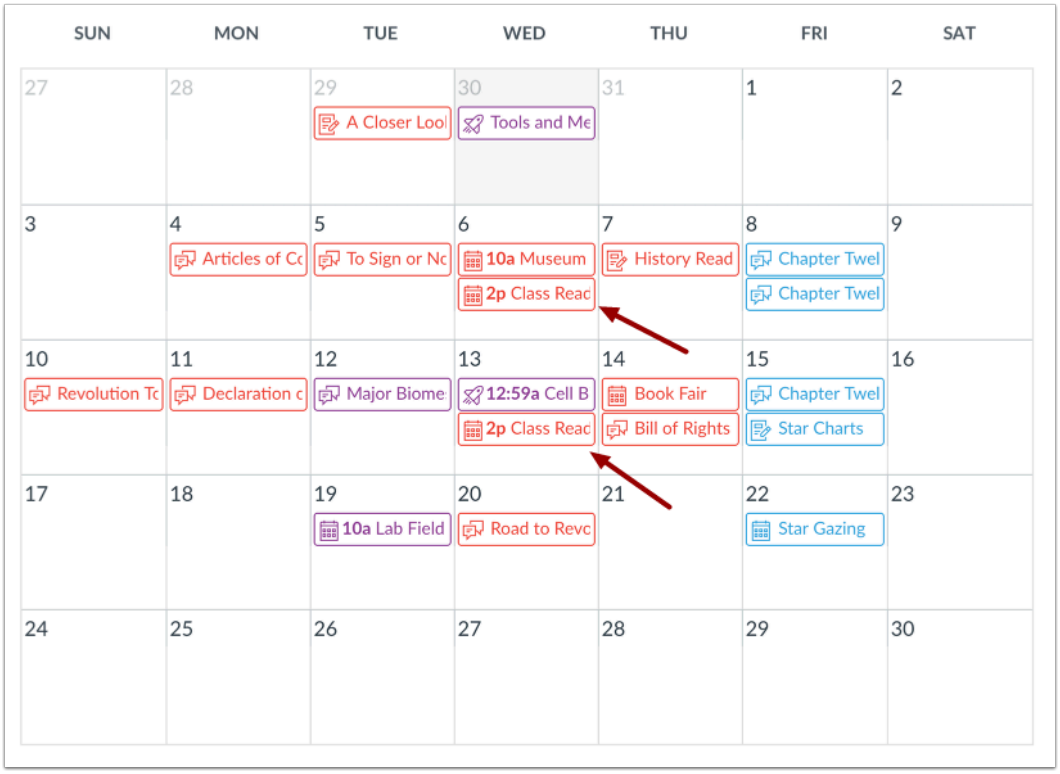
If you want to automatically add a number to the end of each event title (such as Event 1, Event 2, etc.), click the **Count** checkbox [3].

Create Event



Click the **Create Event** button.

View Events



View the events in your course calendar.

Remember, once created, duplicate events are not linked together and are independent events. Therefore, if you need to modify an event, each event has to be edited individually.

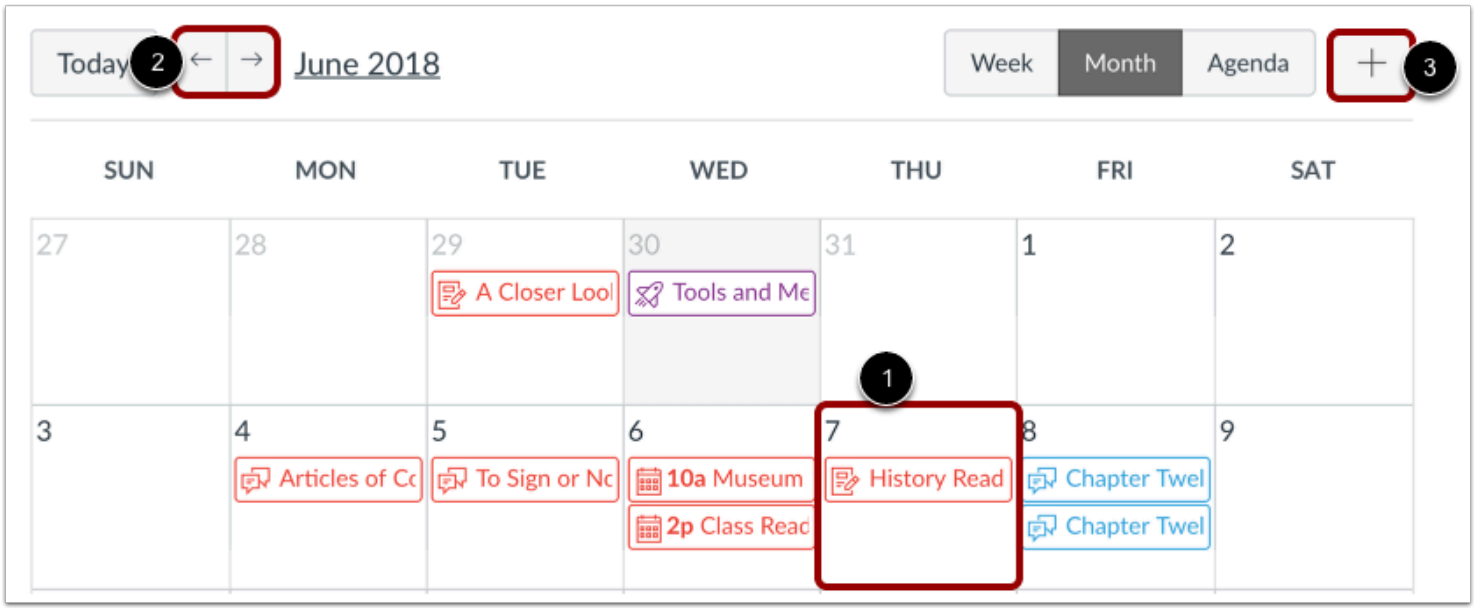
How do I add an event to my calendar as an instructor?

You can add a personal reminder to your own Calendar for an upcoming event.

Open Calendar

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

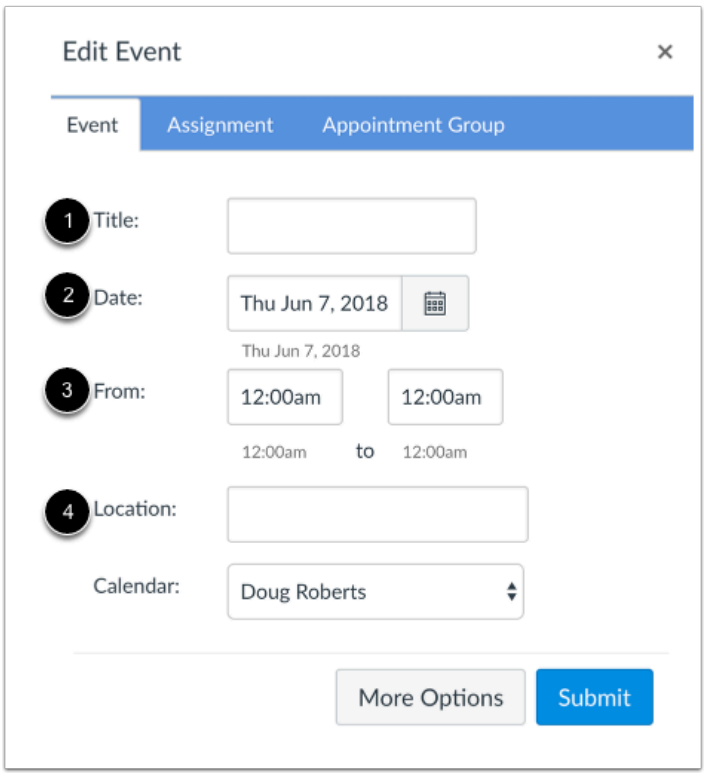
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Add Event Details



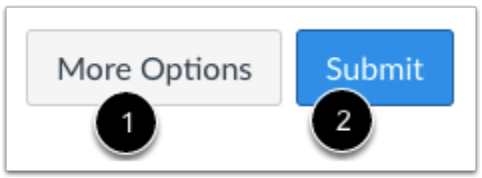
Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2].

The calendar times may also be populated for you in the From fields [3]. Edit or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

If a location is required, enter a location for the event [4].

Submit Event



To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links, add an address location, and duplicate the event. Otherwise, click the **Submit** button [2].

How do I add an assignment from the Calendar?

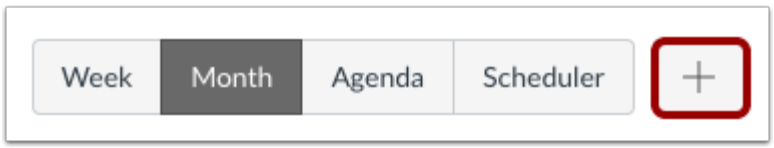
You can create assignment shells from the Calendar. Assignment shells are placeholders for the assignment until you fill in the assignment details. You can also create assignments with differing due dates for specific students.

Note: Currently assignments added from the calendar are not validated against course or term start and end dates.

Open Calendar

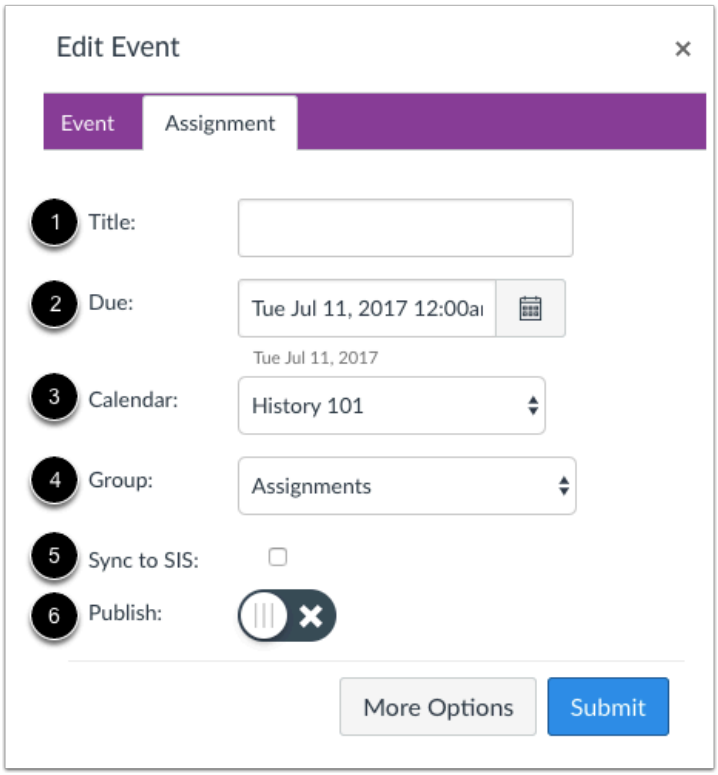
In Global Navigation, click the **Calendar** link.

Add Assignment



Click the **Add** icon.

Enter Assignment Details

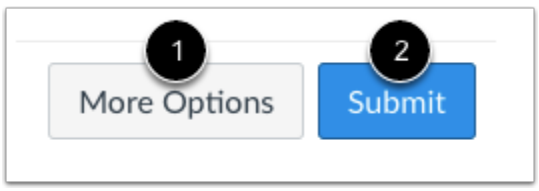


Enter a title [1] and due date [2] for the new assignment. In the Calendar drop-down menu [3], select the course for the assignment. In the Group drop-down menu [4], select the assignment group.

If your institution has enabled a student information system (SIS) integration, you can enable the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [5].

To publish the assignment, toggle the **Publish** icon [6]. If you choose not to publish, the assignment will still be created and remain unpublished.

Submit Assignment



To view the assignment page and edit the assignment details, click the **More Options** button [1]. Otherwise, click the **Submit** button [2].

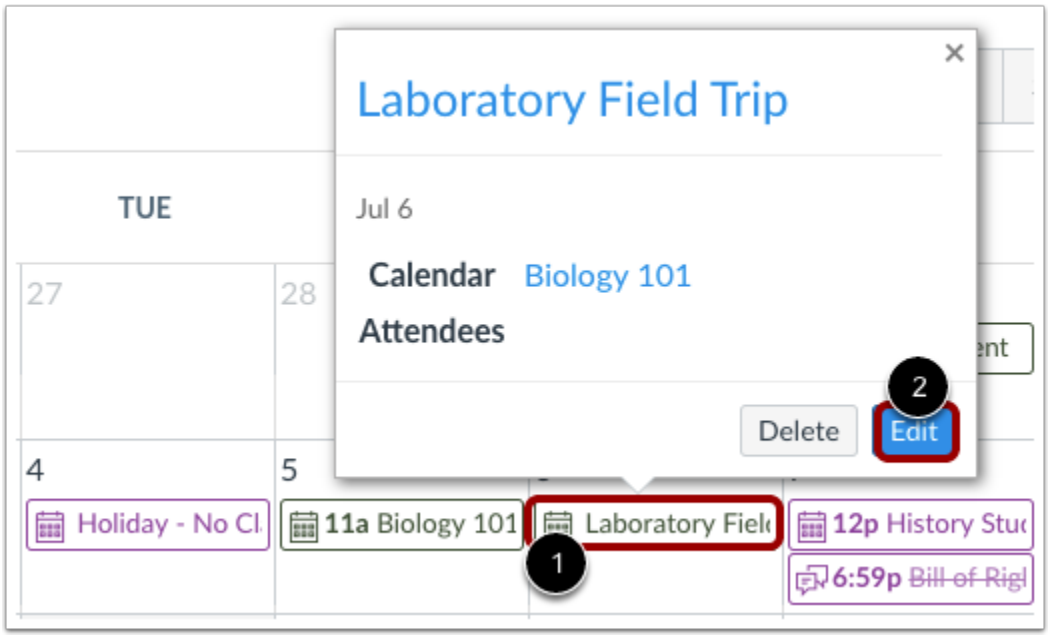
How do I edit an event or assignment in the Calendar?

You can change the date of an Event or Assignment by clicking on the Event or Assignment or by dragging and dropping the Event or Assignment to a different date. This lesson shows how to edit a calendar item, but you can also delete items from the Calendar. Please be aware that deleting a Calendar entry also deletes the associated content elsewhere in Canvas.

Open Calendar

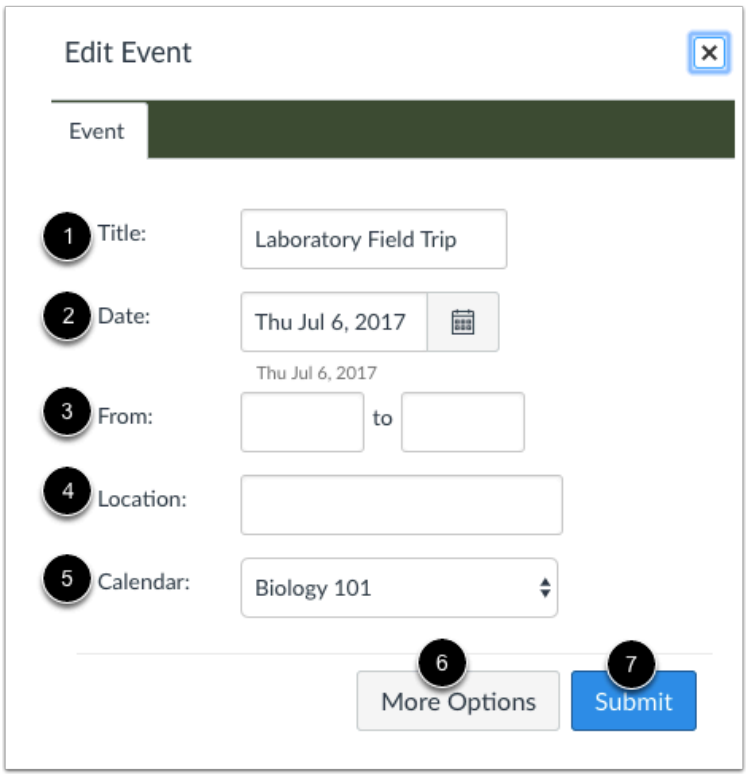
In Global Navigation, click the **Calendar** link.

Edit Event



View event details by clicking the event you want to view [1] and clicking the **Edit** button [2].

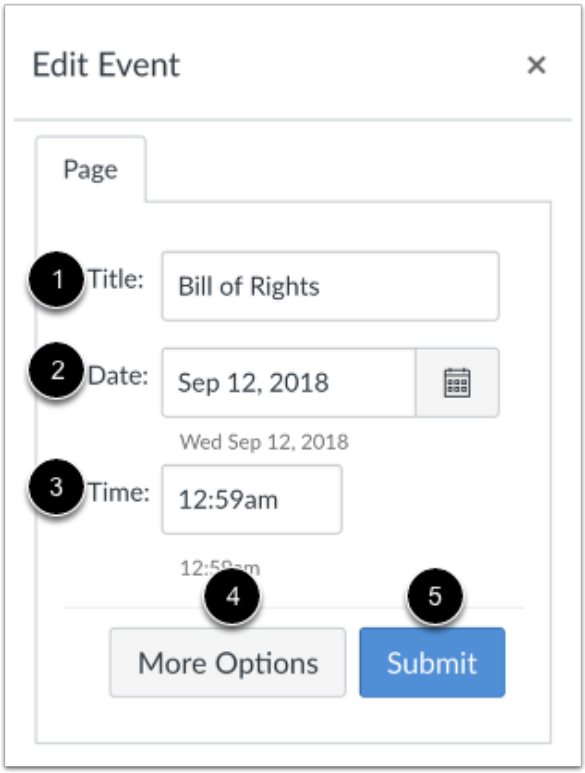
Edit Event Details



Here you can edit the event Title [1], Date [2], specify a time range [3], and Location [4]. You can move the event to a different calendar using the Calendar drop-down menu [5].

To add a location address or use the Rich Content Editor to add additional event details or links, click the **More Options** button [6]. Otherwise, click the **Submit** button [7].

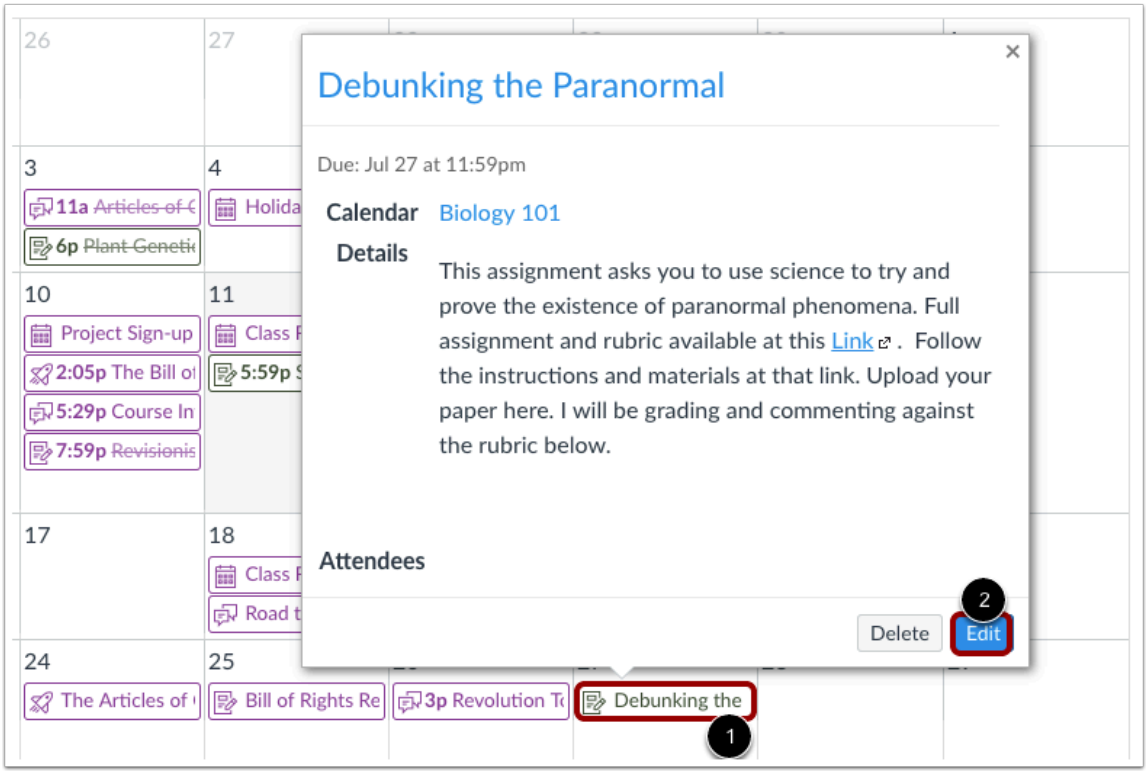
Edit To-do Item Details



If you assign student to-do dates to a page or ungraded discussion, the item displays in the course calendar. You can edit the to-do item Title [1] and Date [2], and specify a time [3].

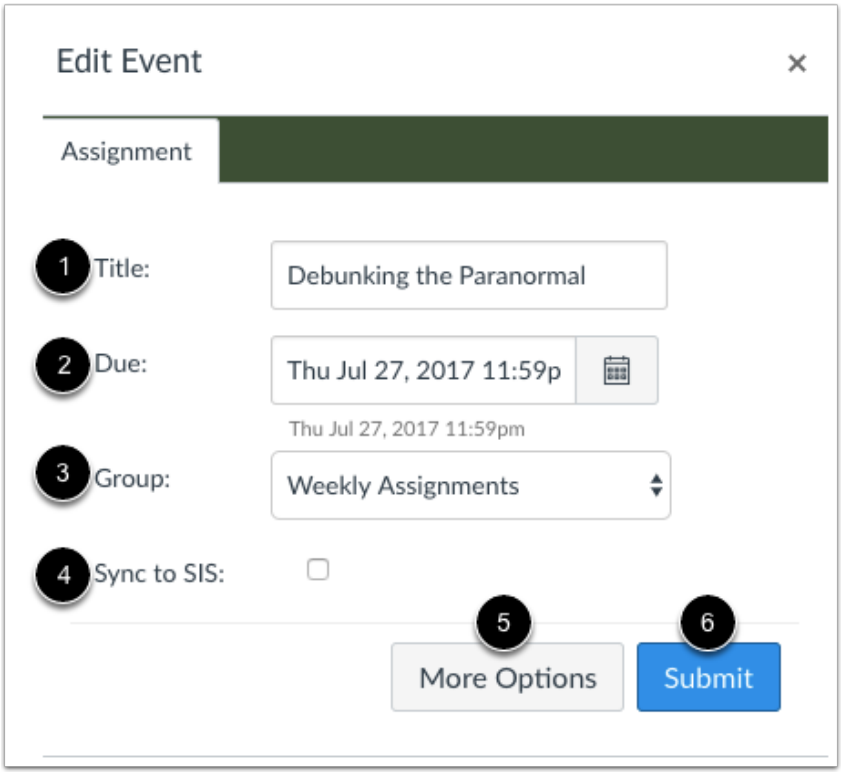
To edit the discussion or page, click the **More Options** button [4]. Otherwise, click the **Submit** button [5].

Edit Assignment



View assignment details by clicking the event you want to view [1] and clicking the **Edit** button [2].

Edit Assignment Details

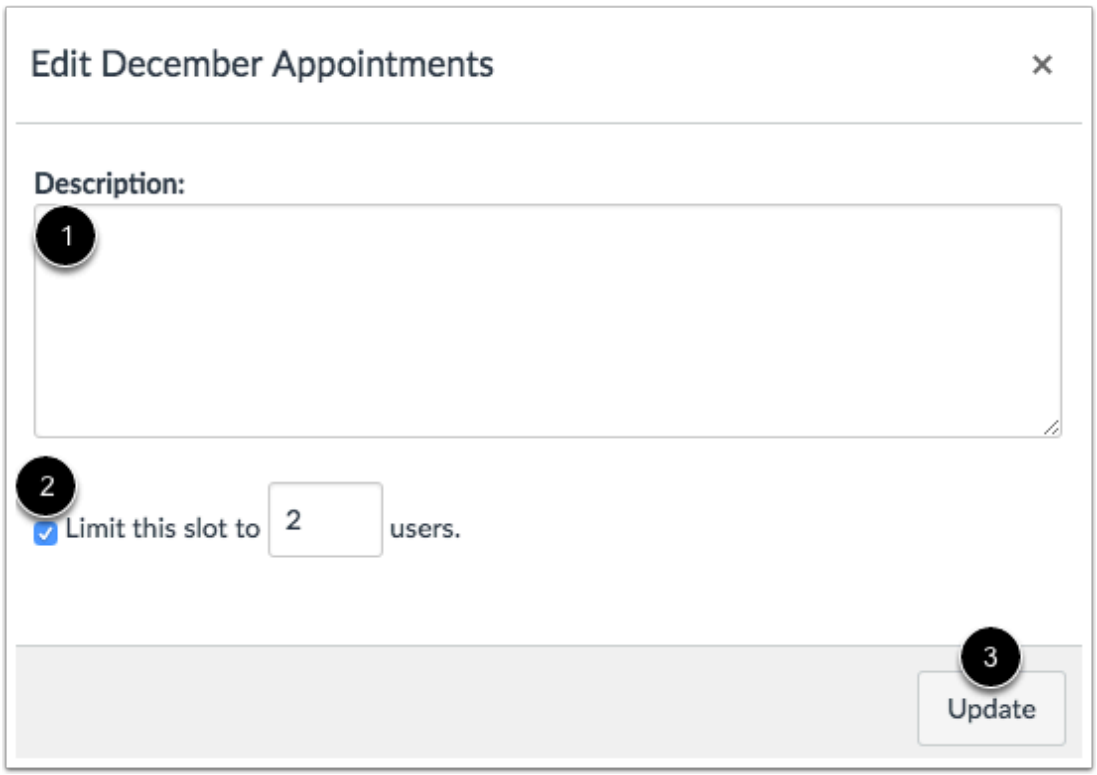


You can edit the assignment title [1], due date [2], and assignment group [3].

If your institution has enabled a student information system (SIS) integration, you can manage the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [4].

To edit assignment details, click the **More Options** button [5]. Otherwise, click the **Submit** button [6].

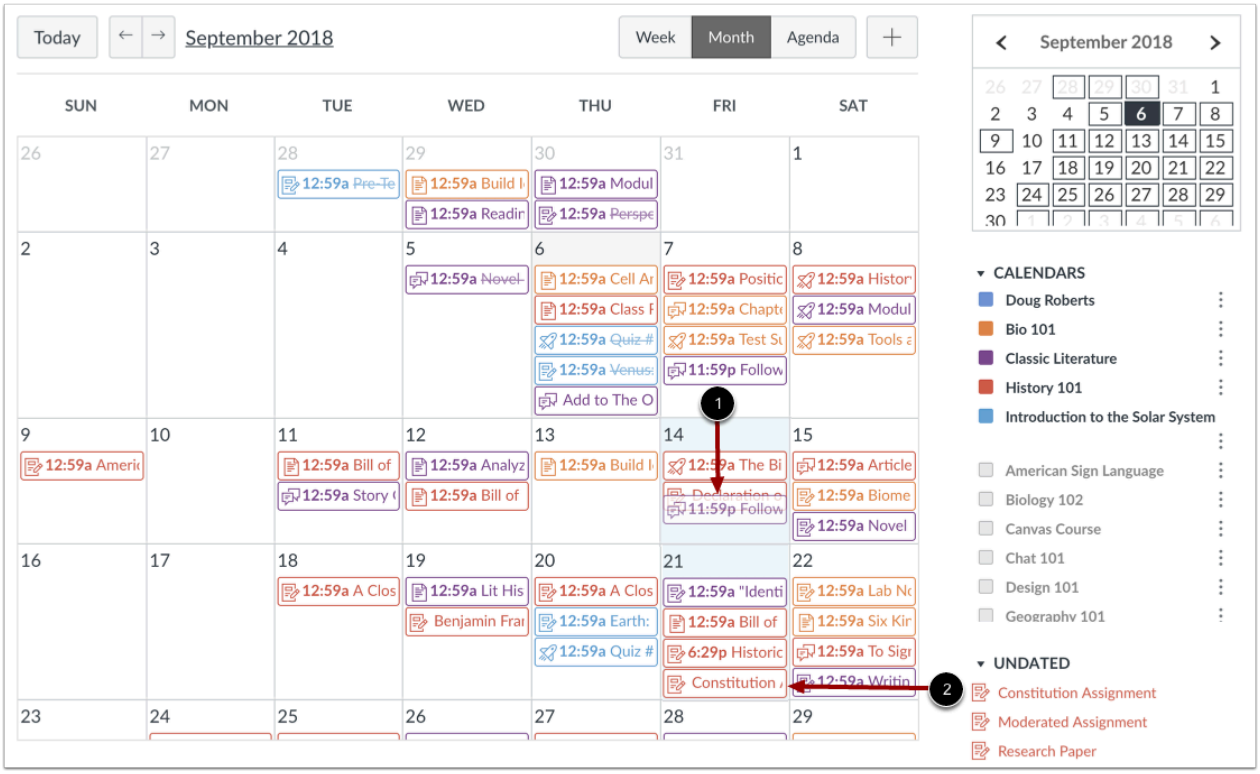
Edit Appointment Details



When editing an appointment created in the Scheduler, a different menu will appear than assignments or events.

You can edit the description [1] or limit the amount of users for this appointment [2]. To submit your changes, click the **Update** button [3].

Drag and Drop Event or Assignment

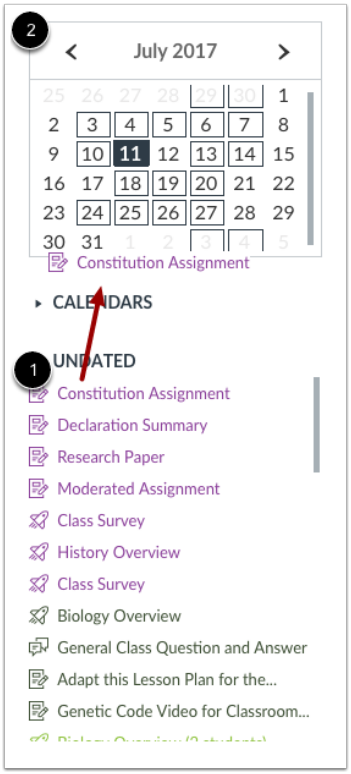


You can also change the date of an event or assignment in the same calendar by dragging and dropping the event or assignment to a different date on the month view or mini calendar [1]. Click the event or assignment, drag to the new date, and release your mouse.

You can add items from the Undated list to the course calendar by dragging and dropping the item to a desired calendar date [2]. Adding items from the Undated item list to the calendar assigns them a due date and removes the item from the Undated list. The item displays on the student-specific List View dashboard and in the global and course home page to-do lists.

Note: You cannot drag and drop appointments created in the Scheduler.

Undated Items



You can drag and drop undated assignments to and from the month view of the calendar [1] or mini calendar [2]. Notice the due date of that assignment will change to 11:59pm on that day. Moving events or assignments to the undated items section will remove the date.

How do I set a different event date for each section in a course calendar?

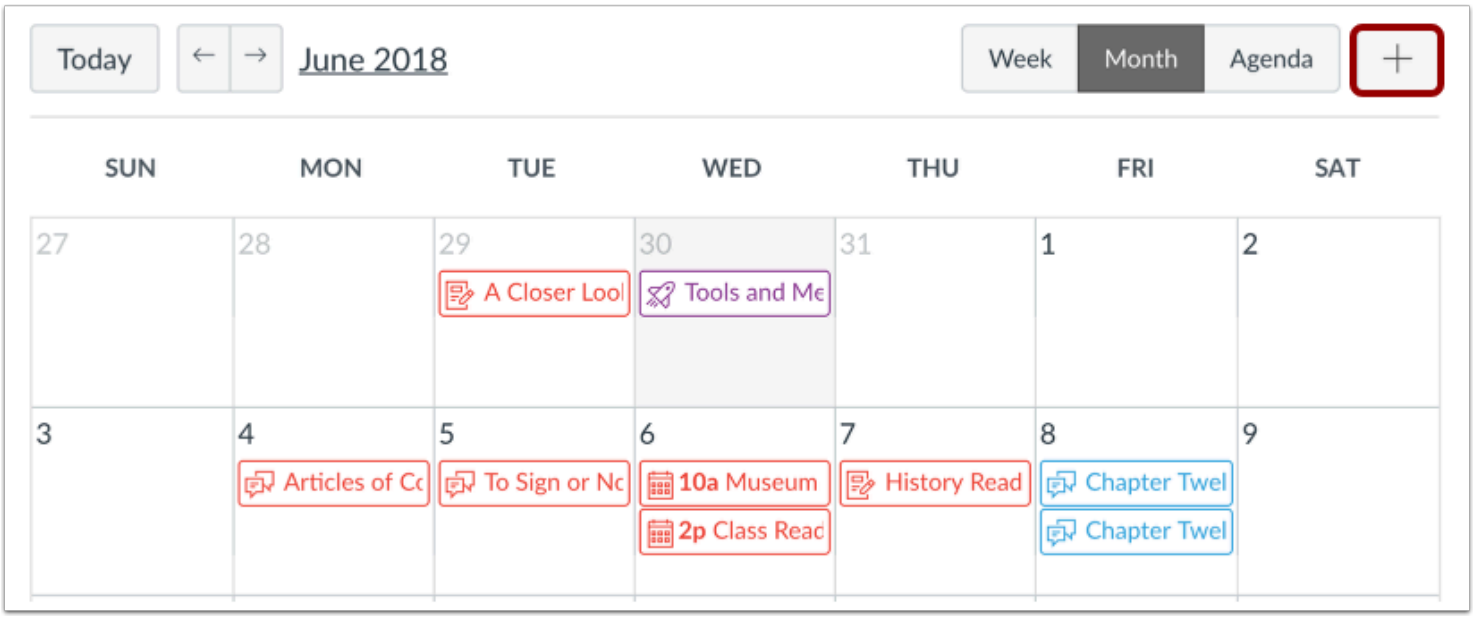
If your course has sections, you can set different event dates for each section in the Calendar.

Note: You need to add sections to your course before you can set a different date for an event for each section.

Open Calendar

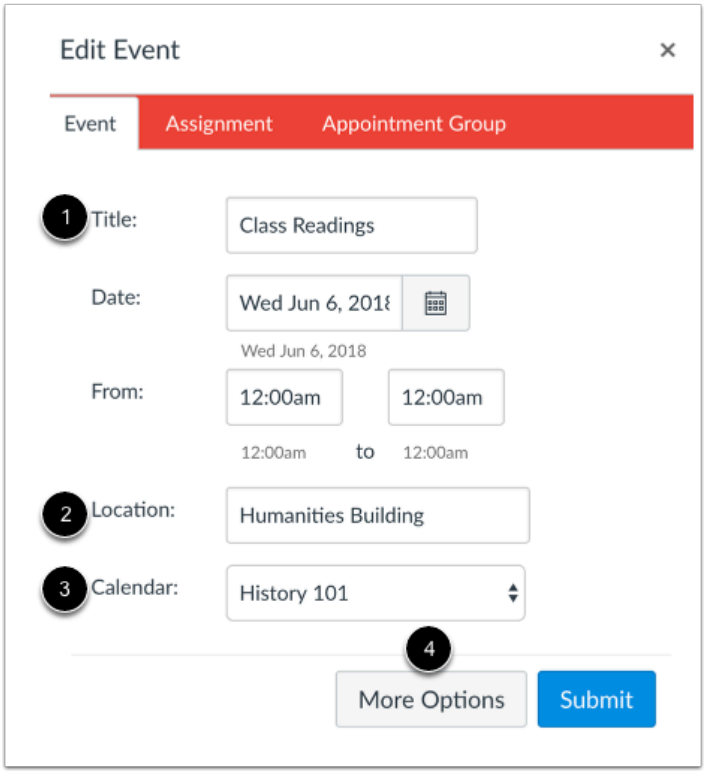
In Global Navigation, click the **Calendar** link.

Add Event



Click the **Add** icon.

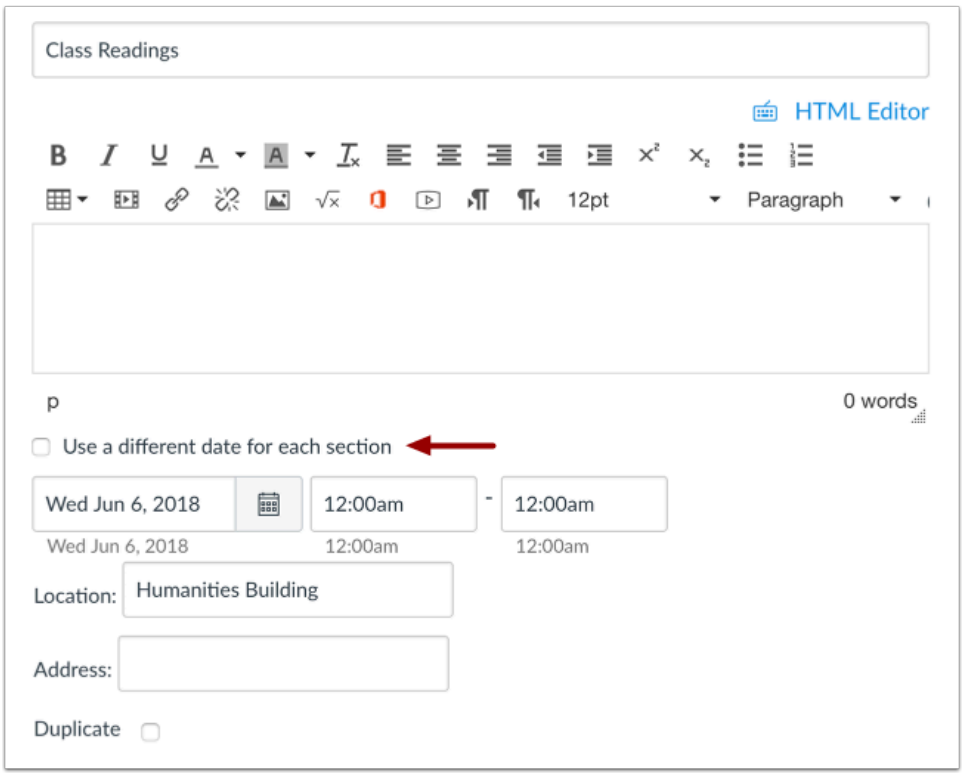
View More Options



Add a title [1] and location [2] for the event. The date and time fields are automatically populated based on the current date but do not need to be removed.

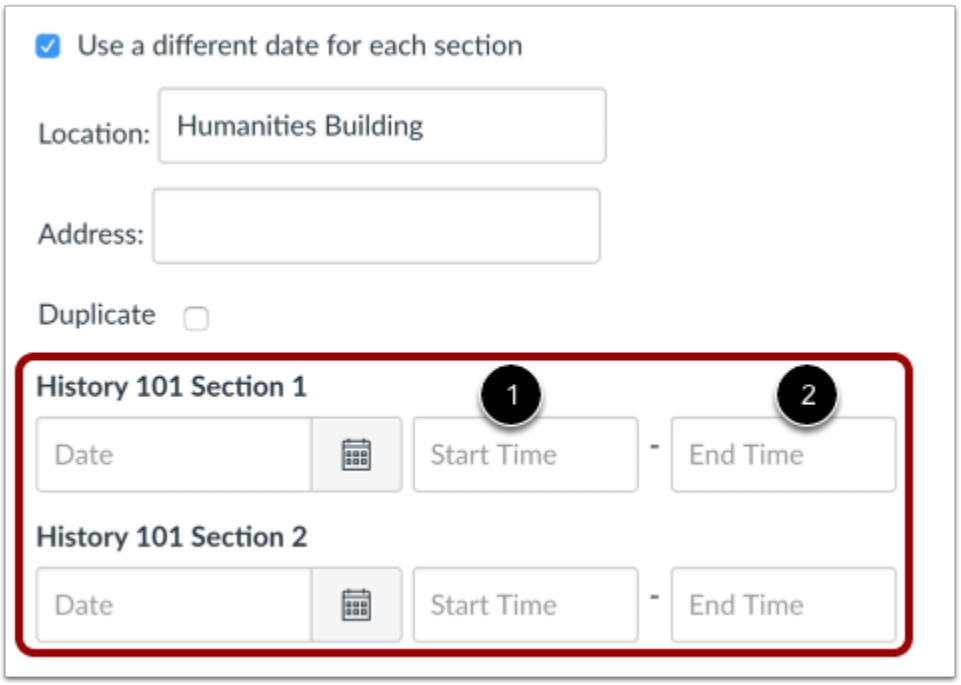
In the Calendar drop-down menu [3], select the course calendar for the event. Click the **More Options** button [4].

Use a Different Date



Click the **Use a different date for each section** checkbox.

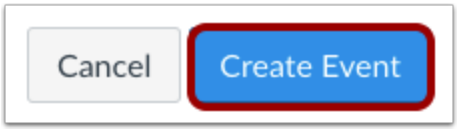
Set Section Dates



The default date is removed and replaced with all the sections in your course.

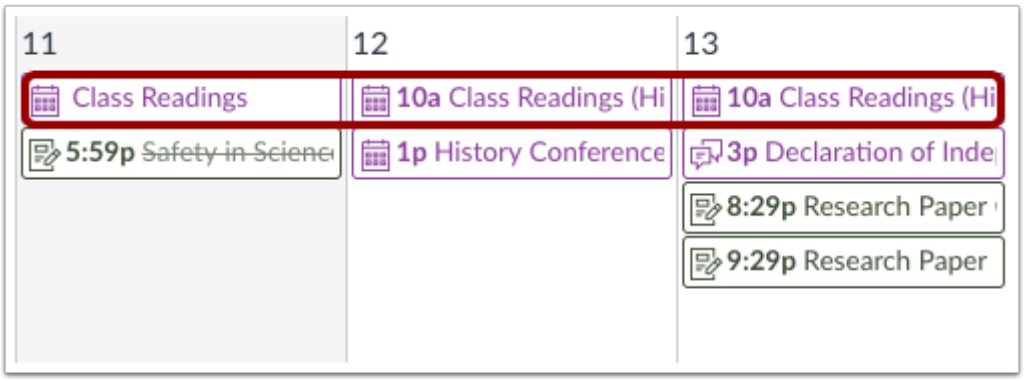
For each section, type in a date, or select a date by clicking the Calendar icon [1], and specify the start and end time [2]. If you don't want one section to see the event, leave the date and time fields blank.

Create Event



Click the **Create Event** button.

View Events



View the events in your course calendar. Each section will have a separate Calendar event.

Note: You cannot edit the Location field when editing separate events. The Location field can only be edited by editing the main calendar event.

How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?

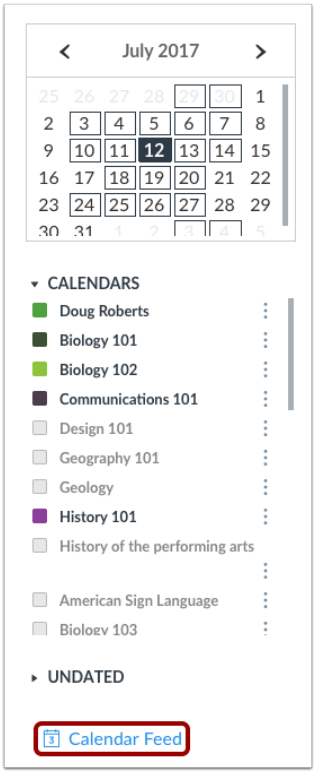
The Calendar iCal feed is located in the sidebar of your Calendar. You can import the iCal feed into any calendar app that accepts the iCal format, such as Google Calendar, Apple Calendar, Outlook, and Yahoo Calendar. You can also download the calendar feed as an ICS file. The calendar feed will contain events and assignments from all of your Canvas calendars.

Note: Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program. The calendar feed includes up to 1,000 items.

Open Calendar

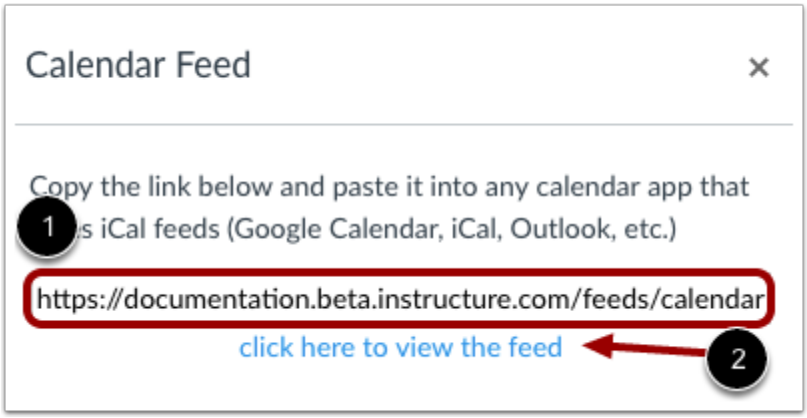
In Global Navigation, click the **Calendar** link.

Open Calendar Feed



Click the **Calendar Feed** link.

Copy Calendar Feed



To copy the link, copy the link in the text field [1].

To download the feed as an ICS file, click the **click here to view the feed** link [2].

How do I subscribe to the Calendar feed using Google Calendar as an instructor?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the Google Edu website.

Once you have subscribed to the calendar feed, you can remove or unsubscribe from the calendar feed at any time.

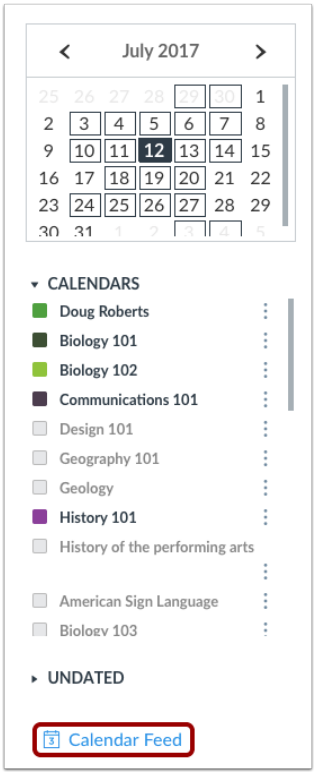
Note:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar. The calendar feed includes up to 1,000 items.
- Google Calendar periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Google Calendar.

Open Calendar

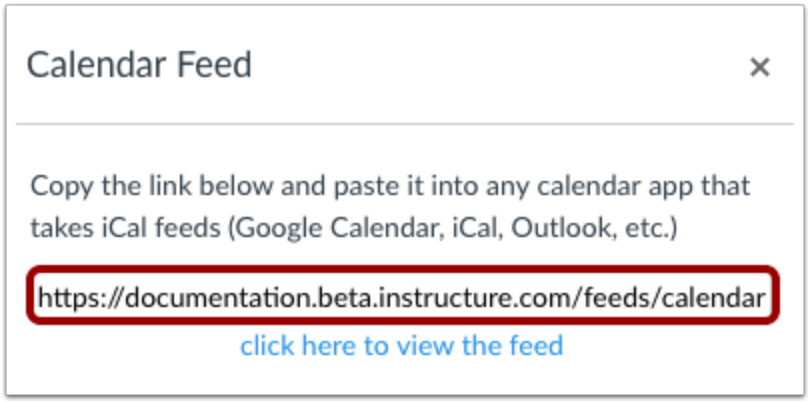
In Global Navigation, click the **Calendar** link.

Open Calendar Feed



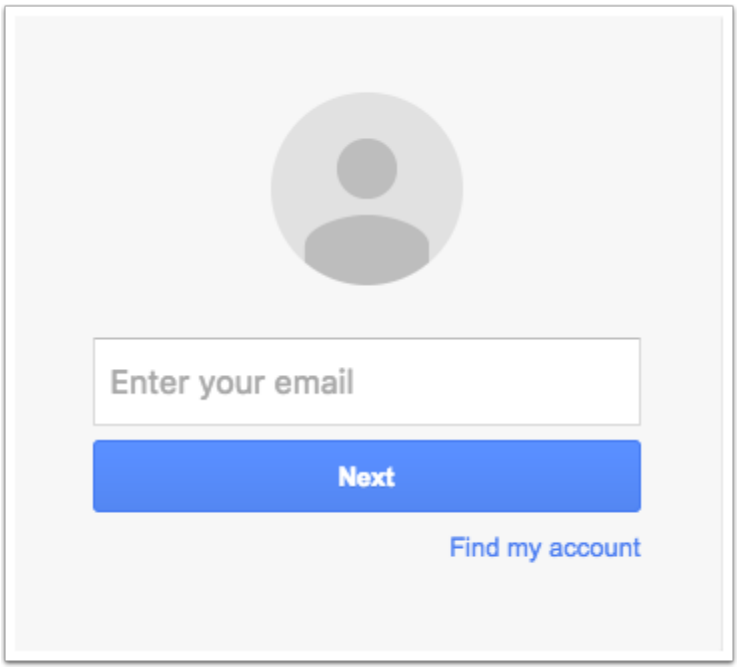
Click the **Calendar Feed** link.

Copy Calendar Feed



Copy the calendar feed link.

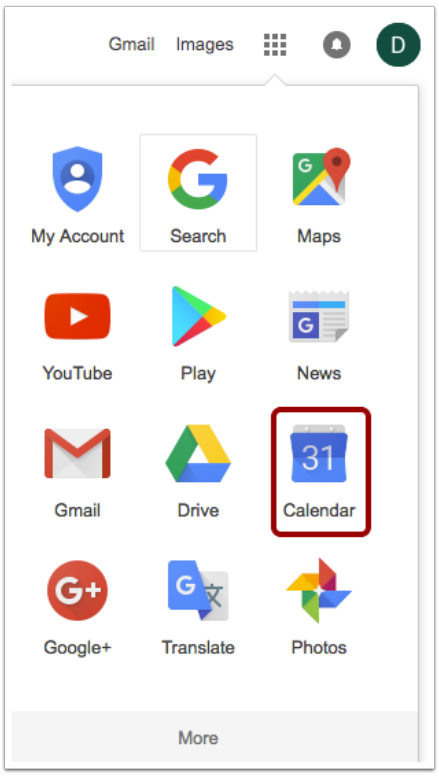
Log in to Google Account



In a new browser, log in to your Google Account.

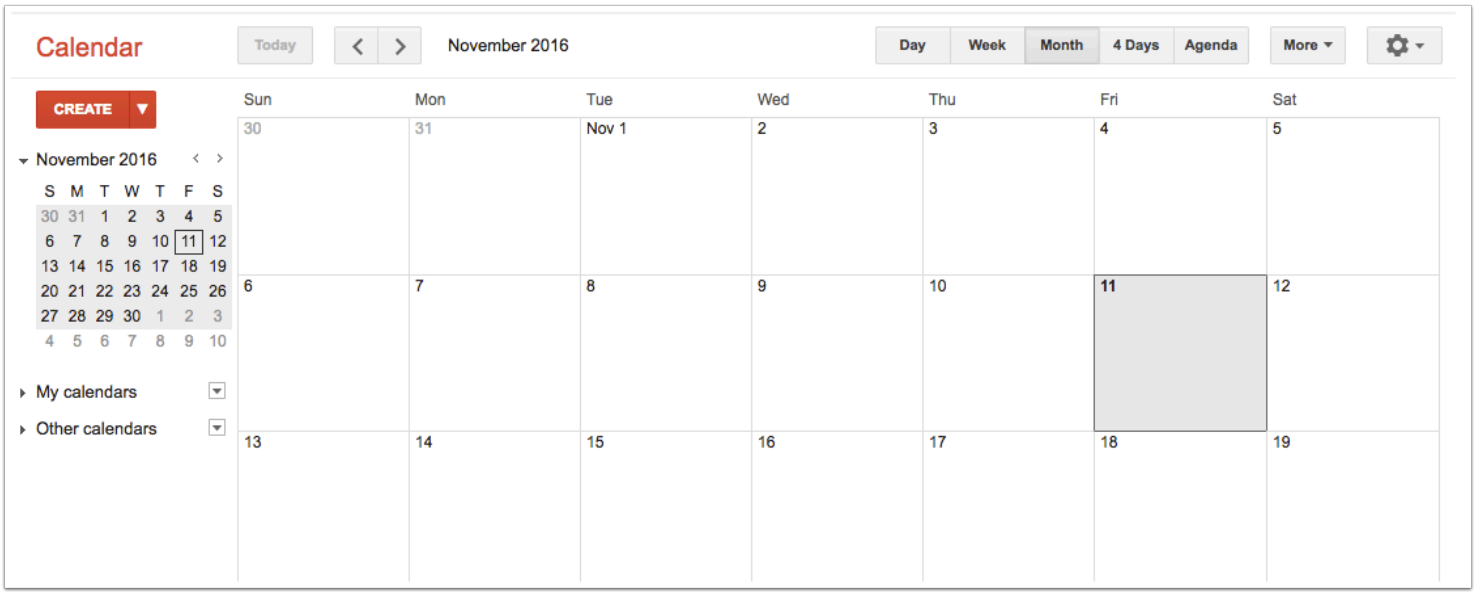
Note: If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.

Locate Calendar



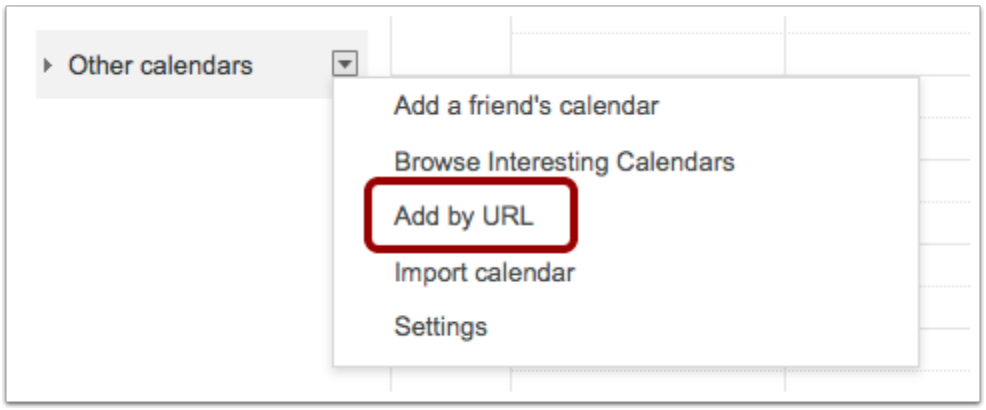
Click the Calendar link.

View Calendar



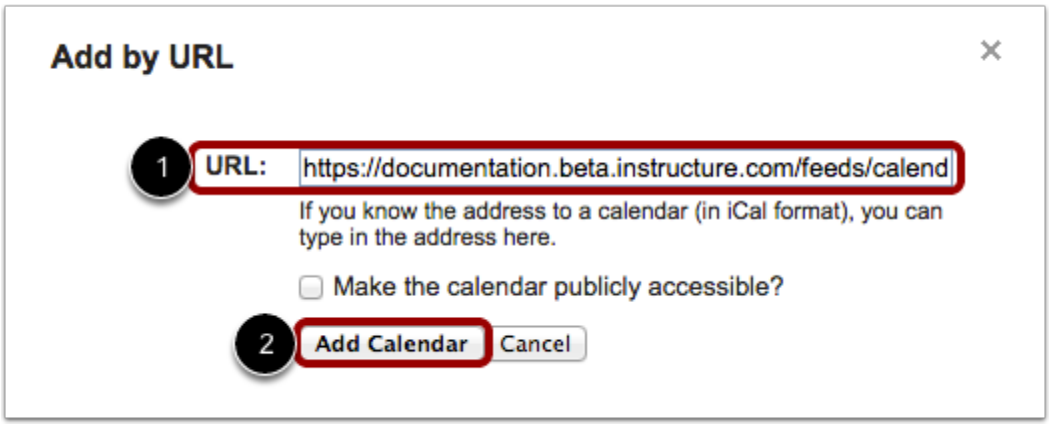
Once you click the Calendar link, you will view your Calendar.

Add Other Calendars



Locate the **Other Calendars** drop-down menu to find the **Add by URL** option.

Add Calendar by URL



Take the copied URL from Canvas and paste it into the box [1]. Click the **Add Calendar** button [2].

How do I subscribe to the Calendar feed using Outlook as an instructor?

You can subscribe to the Calendar Feed using Outlook on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots. Once you have subscribed to the calendar feed, you can remove the calendar feed at any time in Outlook by opening the Tools menu, clicking Account Settings, and selecting the Internet Calendars tab.

If you are using an earlier version of Outlook, these steps may differ.

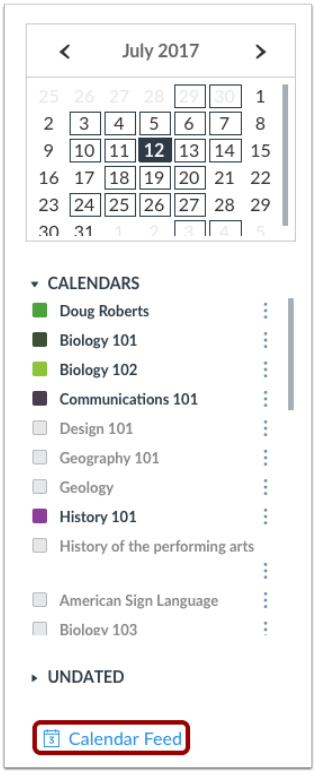
Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook. The calendar feed includes up to 1,000 items.
- Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.

Open Calendar

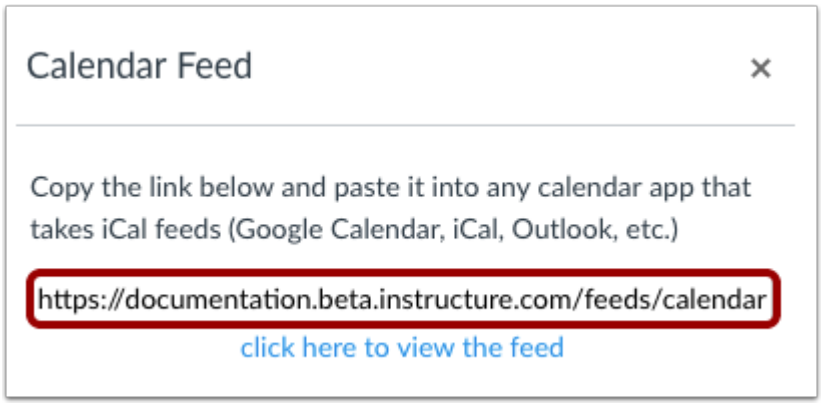
In Global Navigation, click the **Calendar** link.

Open Calendar Feed



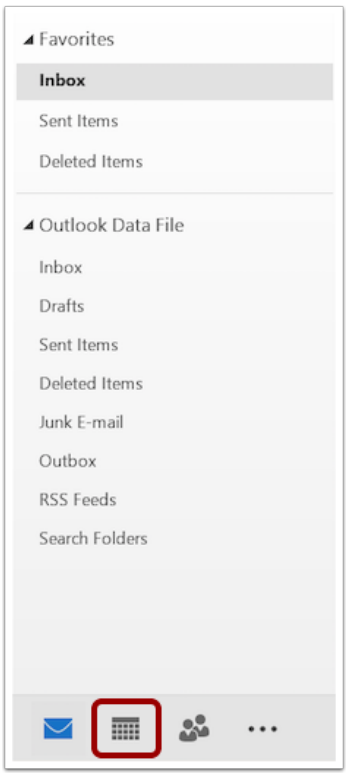
Click the **Calendar Feed** link.

Copy Calendar Feed



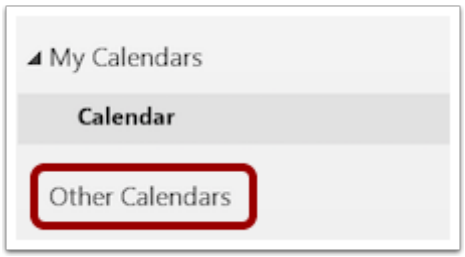
Copy the calendar feed link.

Open Outlook Calendar



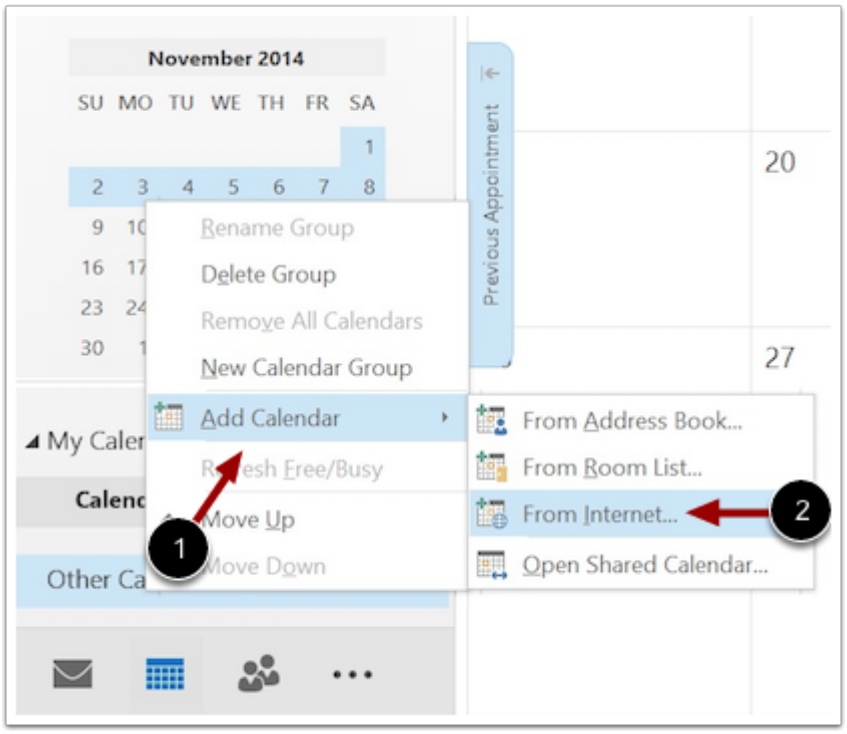
Open Outlook. In the sidebar, click the **Calendar** icon.

Open Other Calendars



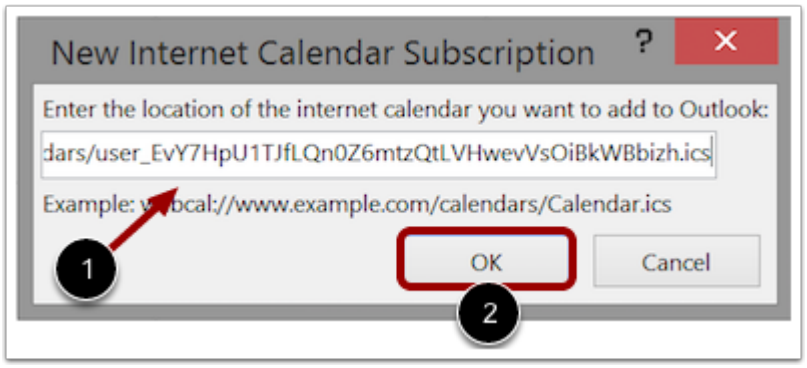
Right-click the **Other Calendars** link.

Add Calendar from Internet



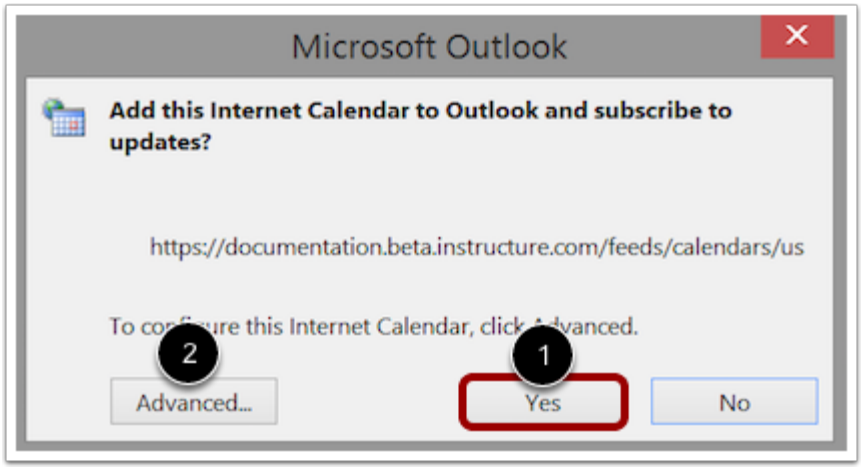
Hover your mouse over **Add Calendar** [1] and click **From Internet...** [2].

Paste Calendar Feed Link



Paste the calendar feed link from Canvas in the calendar subscription field [1] then click the **OK** button [2].

Confirm Calendar Subscription



To confirm you want to add the internet calendar to Outlook and subscribe to updates, click the **Yes** button [1]. To configure the calendar options, click the **Advanced** button [2].

How do I add a Scheduler appointment group in a course calendar?

If Scheduler is enabled for your institution, you can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

Appointments display in your calendar after a student or group has reserved a time slot. Appointment details are also included when you export the calendar using the Calendar feed.

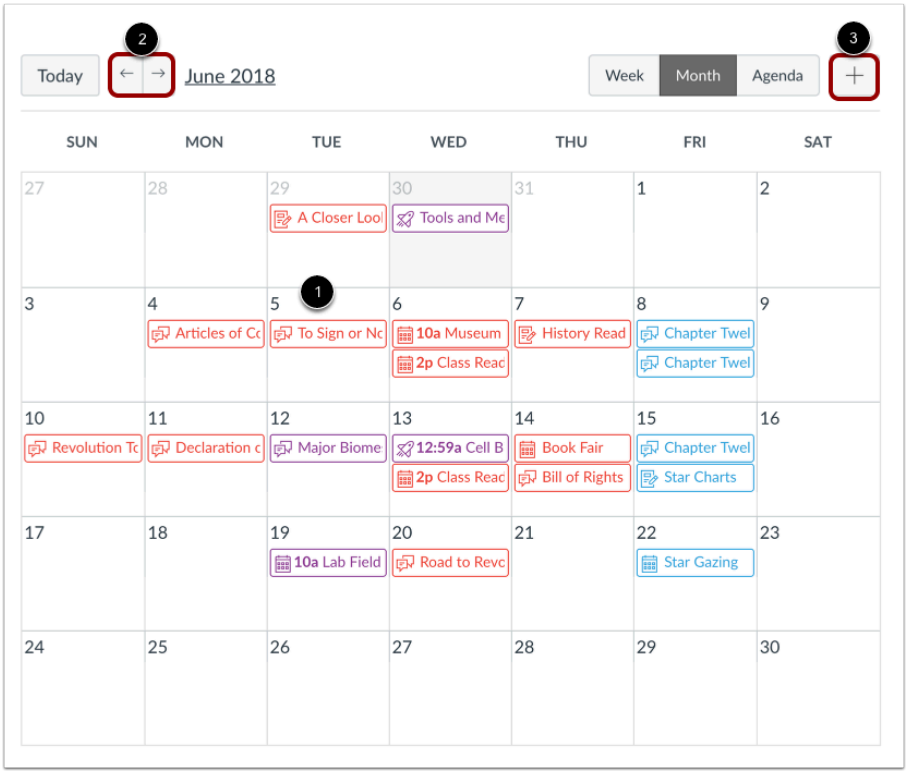
Notes:

- If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
- The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.

Open Calendar

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

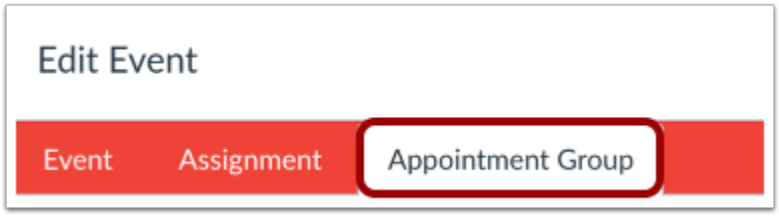
Add Event



Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

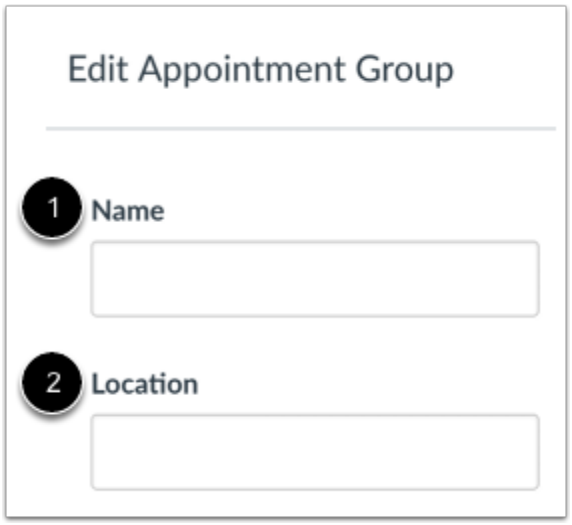
If you don't want to manually locate the date, you can click the **Add** icon [3].

Open Appointment Group



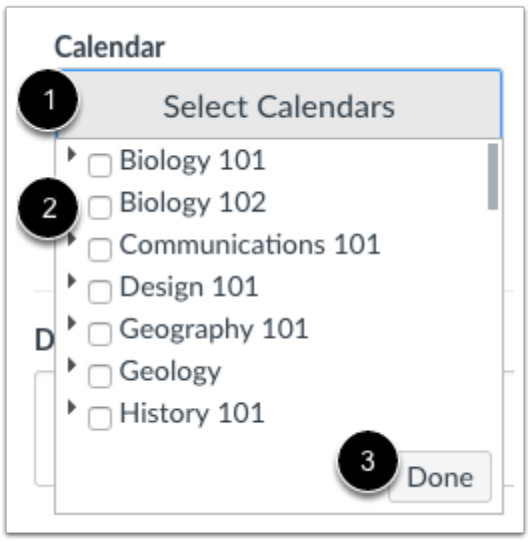
Click the **Appointment Group** tab.

Create Name and Location



Type the name of the appointment in the name field [1]. Type the location of the appointment in the location field [2].

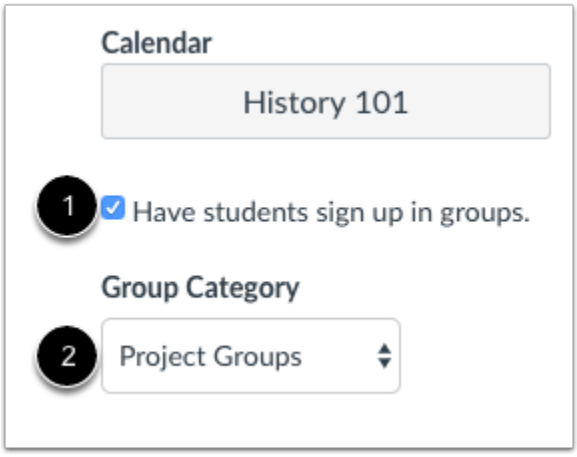
Select Calendars



Click the **Select Calendars** button [1]. Select the course(s) or section(s) where you want to show the appointment group [2]. To close the Calendar list, click the **Done** button [3].

Note: The calendar cannot be modified once the appointment group is saved. However, additional calendars can be added to the original appointment group.

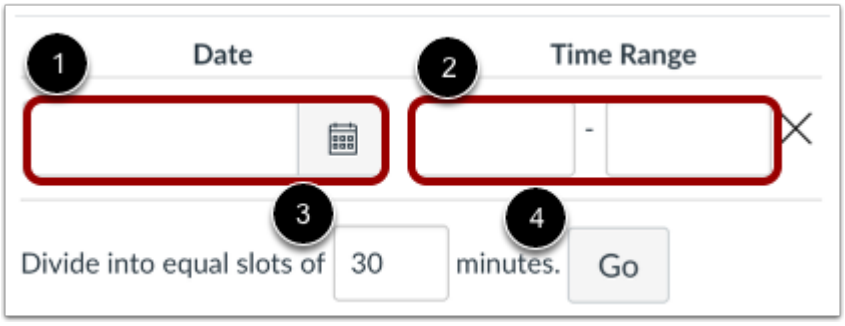
Allow Group Signup



If you have created at least one group set in your course, you can have students sign up in groups by clicking the **Have students sign up in groups** checkbox [1]. Then select the name of the group category you want to use for the group signup [2].

Note: The groups option is only available if you previously selected the calendar for the entire course. You cannot select a calendar for a specific section because Canvas does not currently support sections in groups.

Set Appointment Time Range



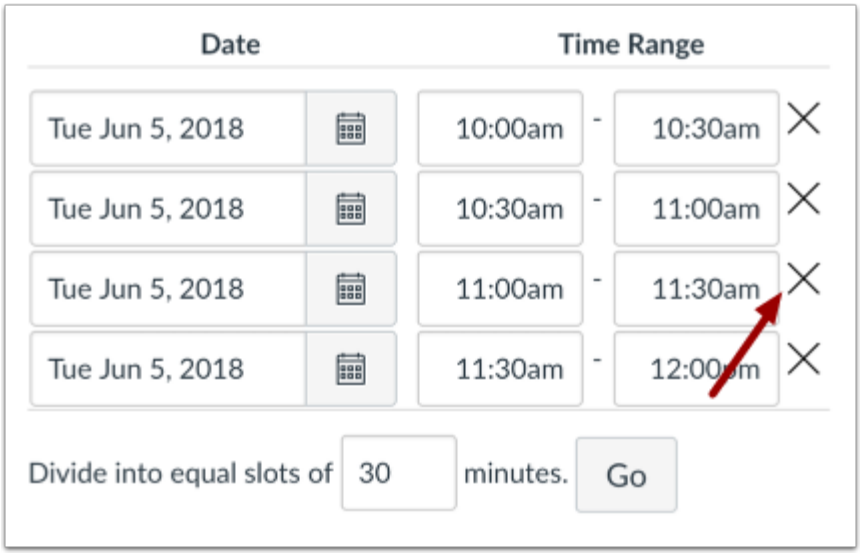
In the date field [1], enter the date of the appointment. You can also select a date by clicking the **Calendar** icon.

Set the time range for the appointment by typing in the time range field [2]. You must include at least one time slot.

You can split the time range into multiple time slots by entering the division time into the time field [3]. For instance, if you want to create 15-minute meeting times from 2:00 pm until 5:00 pm, enter the number 15.

To create the time slots, click the **Go** button [4].

Modify Appointment Times

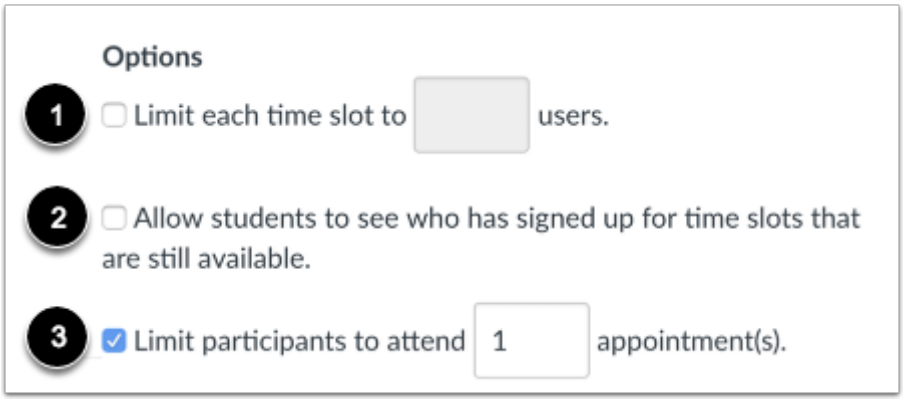


You can manually change any appointment time created by the division. If you want to remove an appointment time, click the **Remove** icon.

Notes:

- The appointment date, time range, and appointment slots cannot be modified after the appointment group is saved. However, additional dates, time ranges, and appointment slots can be added to the original appointment group.
- You must create at least one time slot for each appointment group.

Set Appointment Options



You can limit how many users can sign up for a time slot by clicking the **Limit each time slot** checkbox and typing the number of time slots in the limit field [1]. If you selected the option to have students sign up in groups, this field reads as *Limit each time slot for x groups*.

To make the appointment slots public to students in the course, click the **Allow students to see who has signed up for time slots that are still available** checkbox [2]. Selecting this option also allows students to see comments other students add to their appointments.

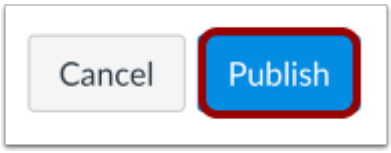
If you want to limit the number of appointments available, click the **Limit participants to attend [number] appointment(s)** checkbox [3].

Note: When using the group signup option, only one group member needs to sign up for a time slot on behalf of their group. Each member in the group will see the appointment on their own group calendar.

Add Appointment Details

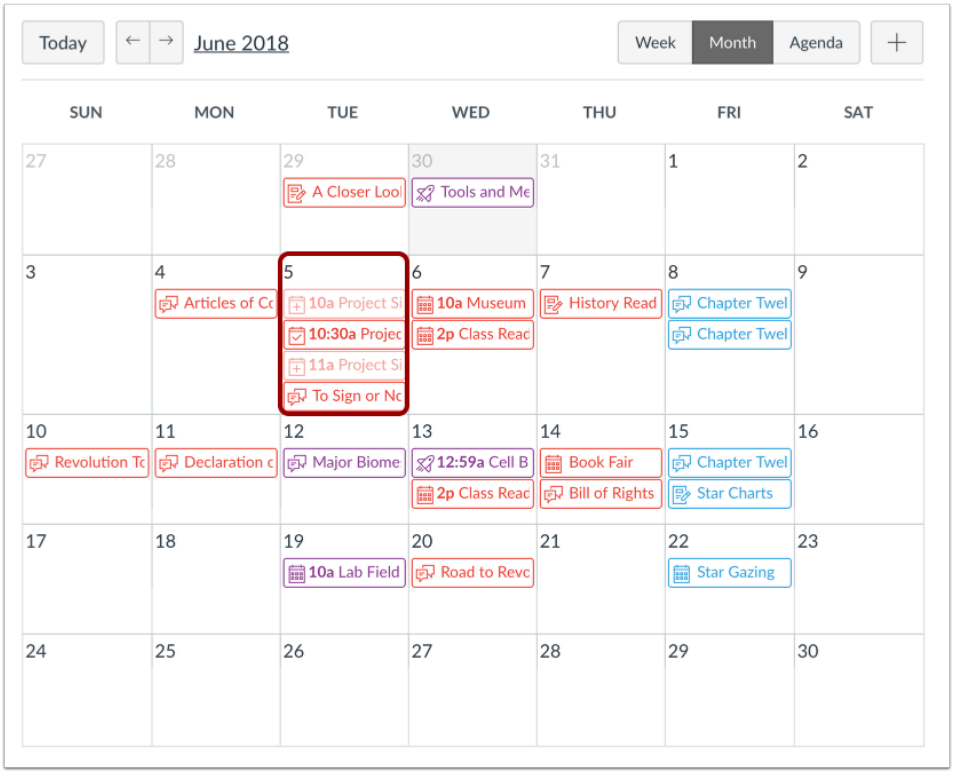
If you want to add details about the appointment group, type them in the details field.

Publish Appointment Group



Click **Publish** button.

View Calendar



View the appointment dates and times in your course calendar. Time slots that have been reserved by students will show as a solid color.

Note: if you added an appointment group to more than one course, appointment slots only display in the calendar for the first course shown in the appointment group.

How do I view or edit a Scheduler appointment group in a course calendar?

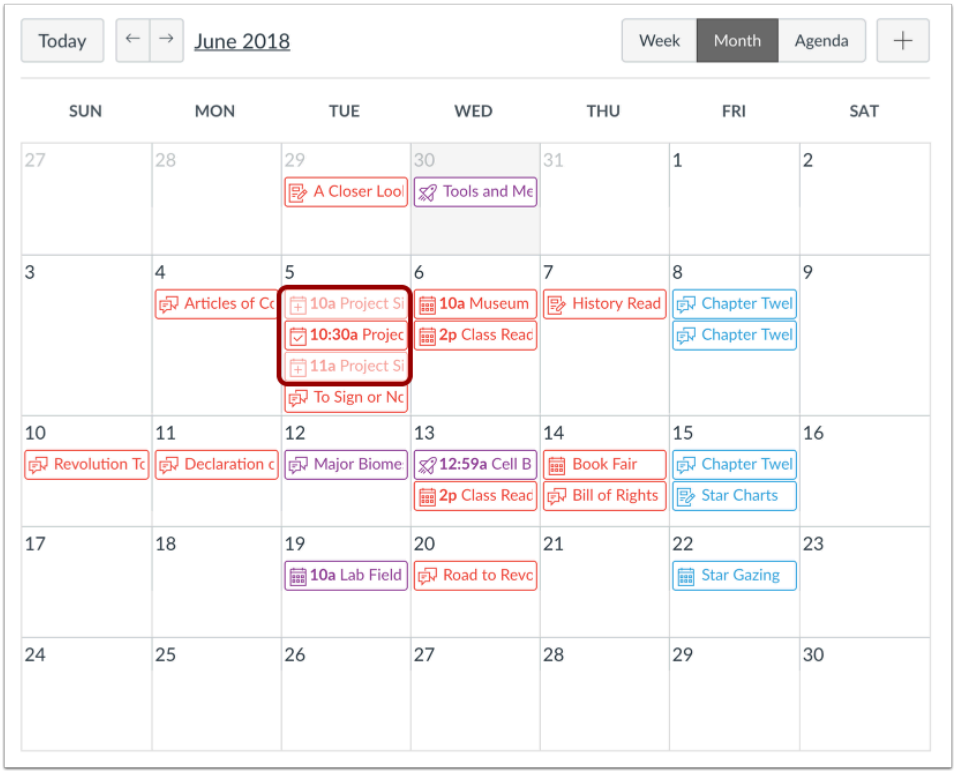
If you've previously created an appointment group in the Scheduler, you can view and edit existing appointment groups. You can also view and edit individual time slots in an appointment group, including users who have signed up for each time slot.

Note: The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.

Open Calendar

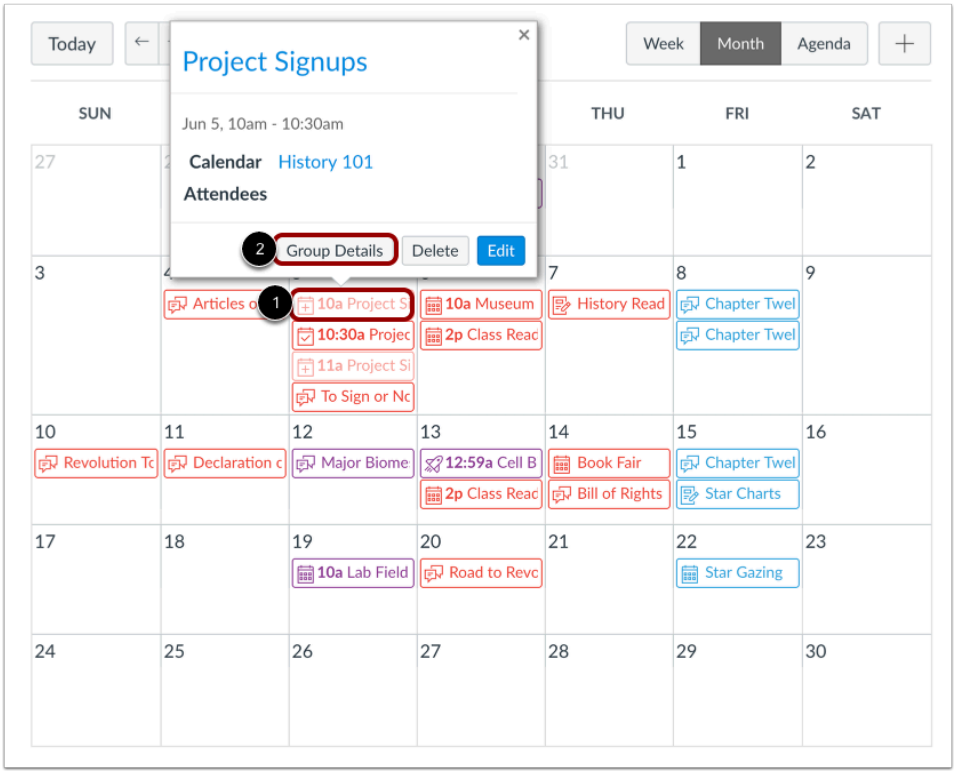
In Global Navigation, click the **Calendar** link.

View Appointment Group



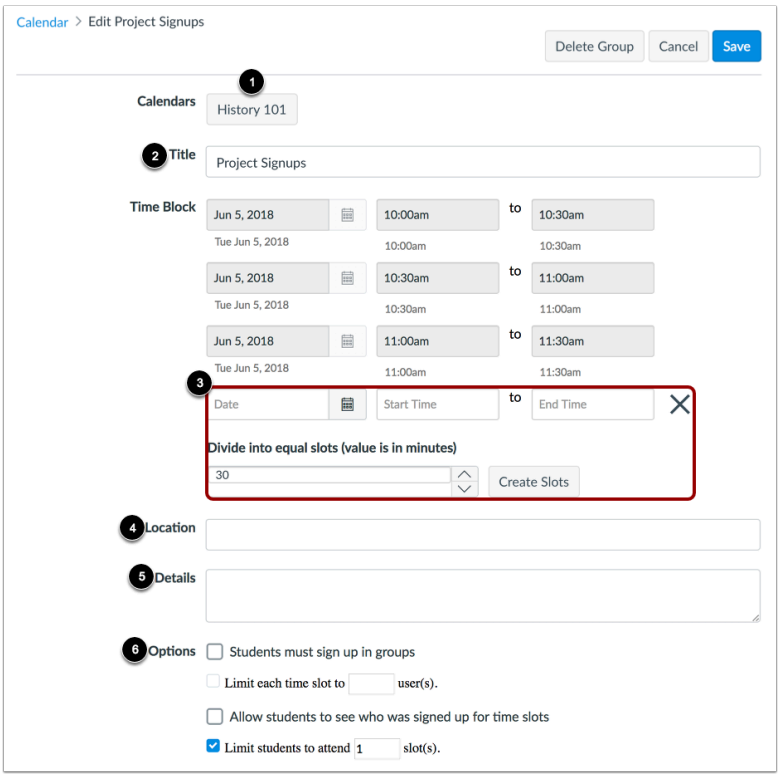
Locate the appointment group in your calendar. Appointment slots that have been reserved are shown in a solid color.

Open Appointment Group



To open the appointment group, click any time slot in the appointment group [1]. In the appointment window, click the **Group Details** button [2].

Edit Appointment Group Details

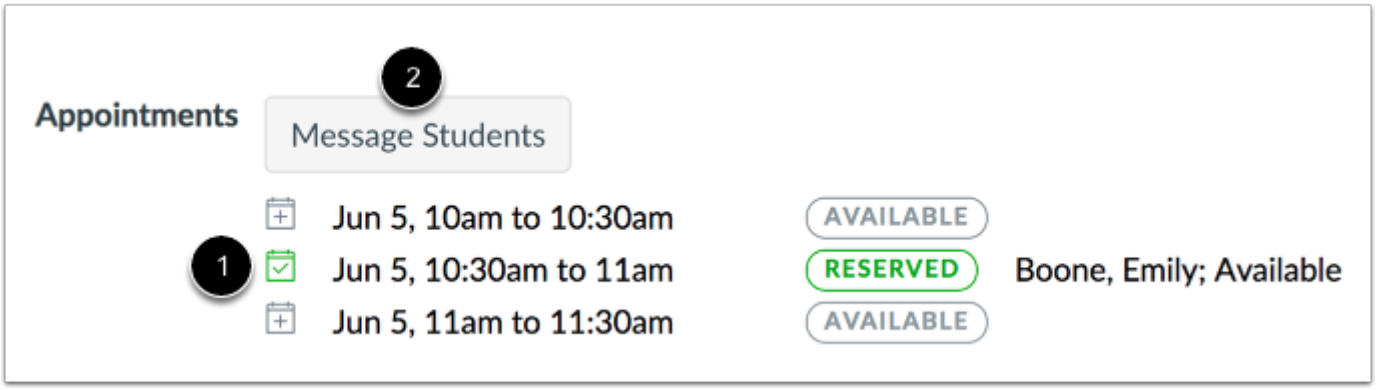


In the appointment group page, you can view the course associated with the appointment group [1], and you can edit the group details.

For each appointment group, you can edit the name of the group [2]. You can add new appointment group sets and additional time slots to the entire group [3], and you can add or modify the assignment group location [4], group details [5], and group options [6].

Note: If you want to edit or delete existing time slots, you can edit individual time slots in the calendar.

View Appointment Slots



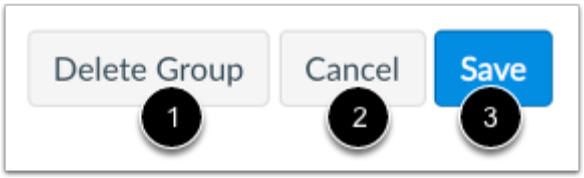
At the bottom of the Appointment Group details page, you can view all appointments in the group [1]. Each time slot shows the date and time and whether or not the time slot is available. You can also view the name of each student who signed up for the time slot.

If a time slot has been reserved by a student but also includes the word *Available*, the time slot includes an additional slot that can be filled by another student.

If you want to send a message to students in the appointment group, click the **Message Students** button [2]. You can send a message to all users in the appointment group, users who haven't signed up for a time slot, and users who have signed up.

When messaging students, messages are sent as a group message. However, if your message includes over 100 recipients (including you as the sender), messages will automatically be sent as individual messages.

Manage Appointment Group

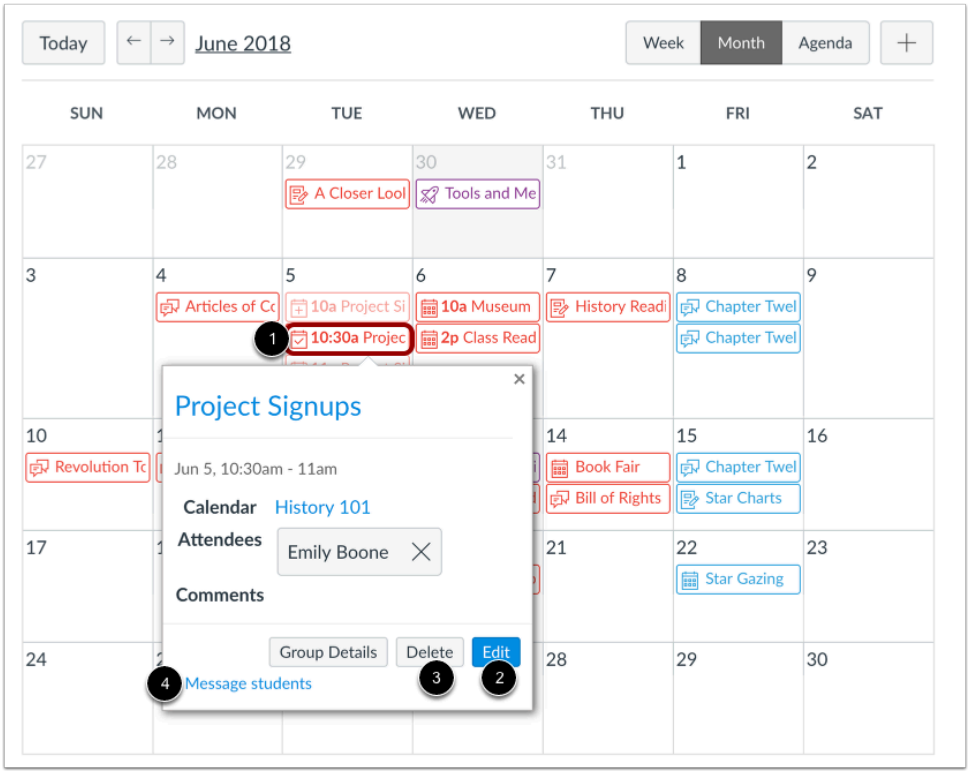


To delete the appointment group, click the **Delete Group** button [1]. *Please note this option does not provide a warning and cannot be undone.* Deleting the group will also delete any appointments that have been reserved by students.

To cancel changes in the assignment group, click the **Cancel** button [2].

To save changes in the assignment group, click the **Save** button [3].

Manage Appointment Slot



In the calendar, you can manage time slots individually. To view details about a time slot, including who signed up in the time slot, click the appointment link [1].

If you want to edit a specific time slot, click the **Edit** button [2]. Editing a time slot allows you to edit the description of the appointment. You can also limit the slot to a specific number of users. Changing either of these values in an individual time slot does not affect the description or user signup limit for the entire group. For instance, if the assignment group limited each slot to one user, and you individually edit a specific time slot to allow three users, only that time slot is affected by the user limit change.

If you need to remove a time slot, click the **Delete** button [3].

In time slots that have been reserved, you can send a message to the user(s) in the time slot [4].

How do I remove students from a Scheduler appointment in a course calendar?

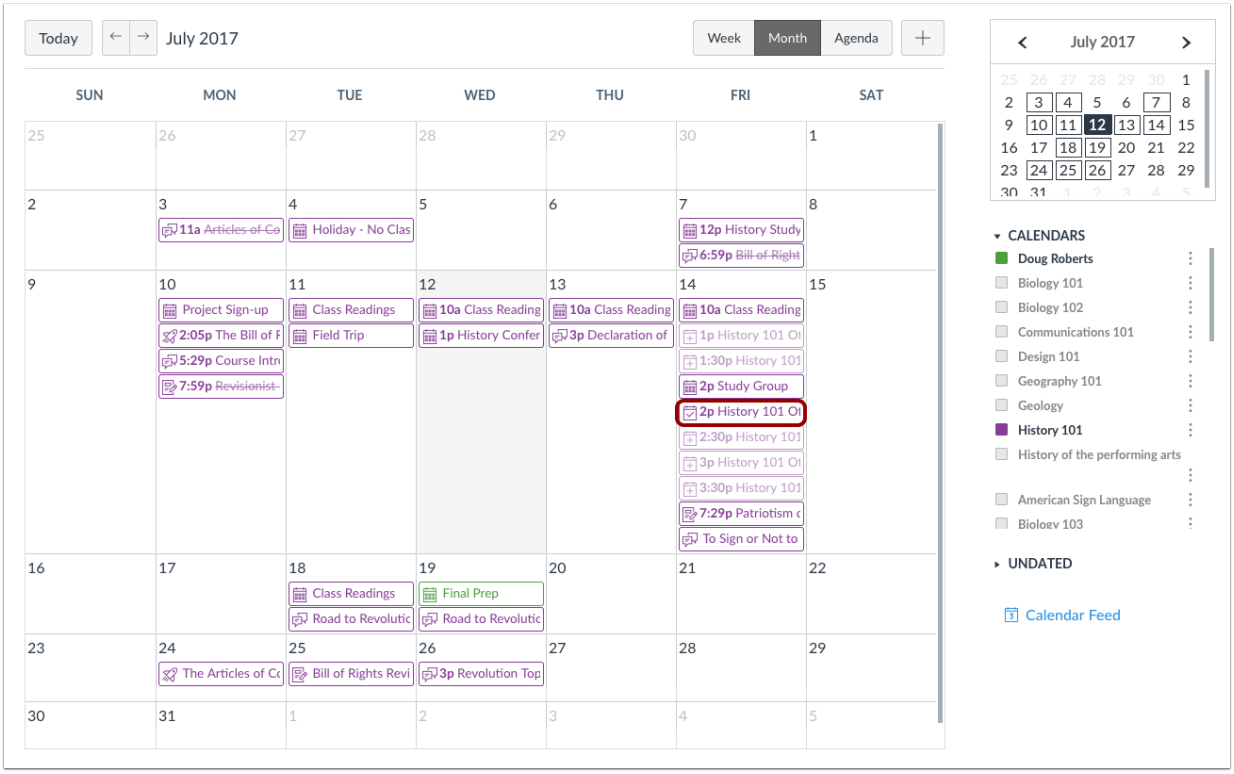
You can remove students from appointments in the Scheduler if necessary.

Note: If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.

Open Calendar

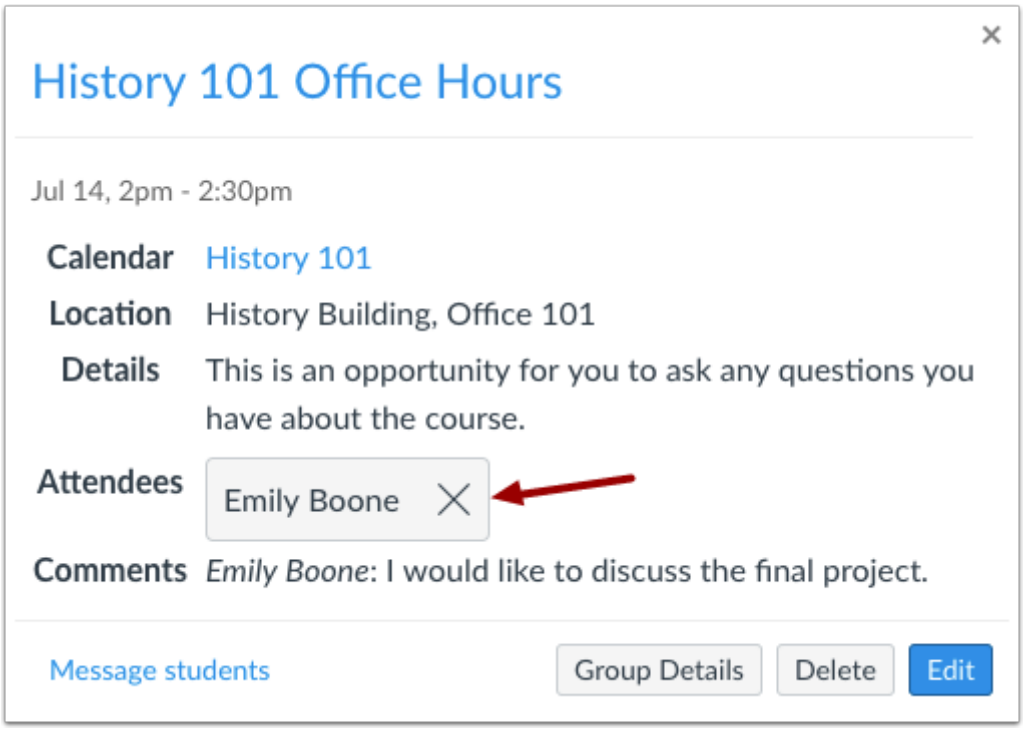
In Global Navigation, click the **Calendar** link.

Manage Appointment Slot



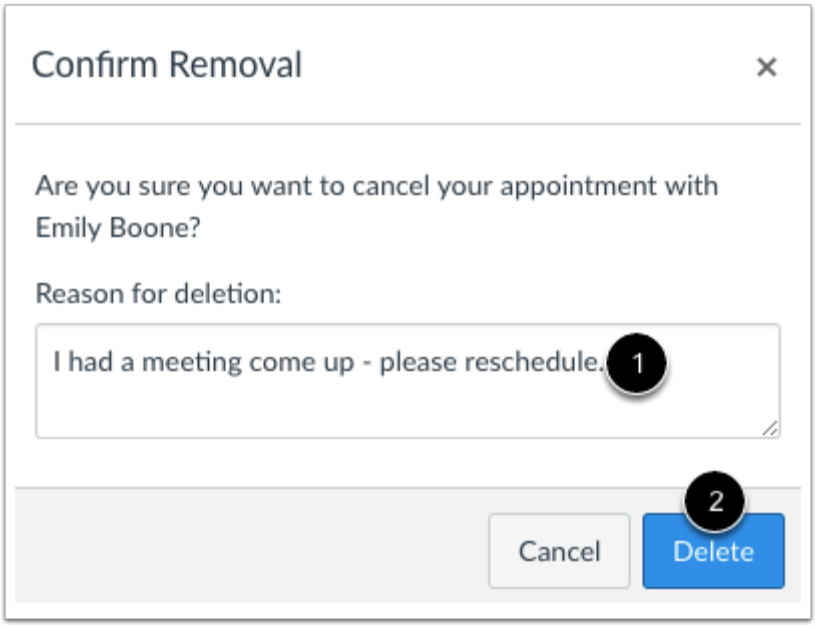
Find and click the appointment slot.

Remove Attendees



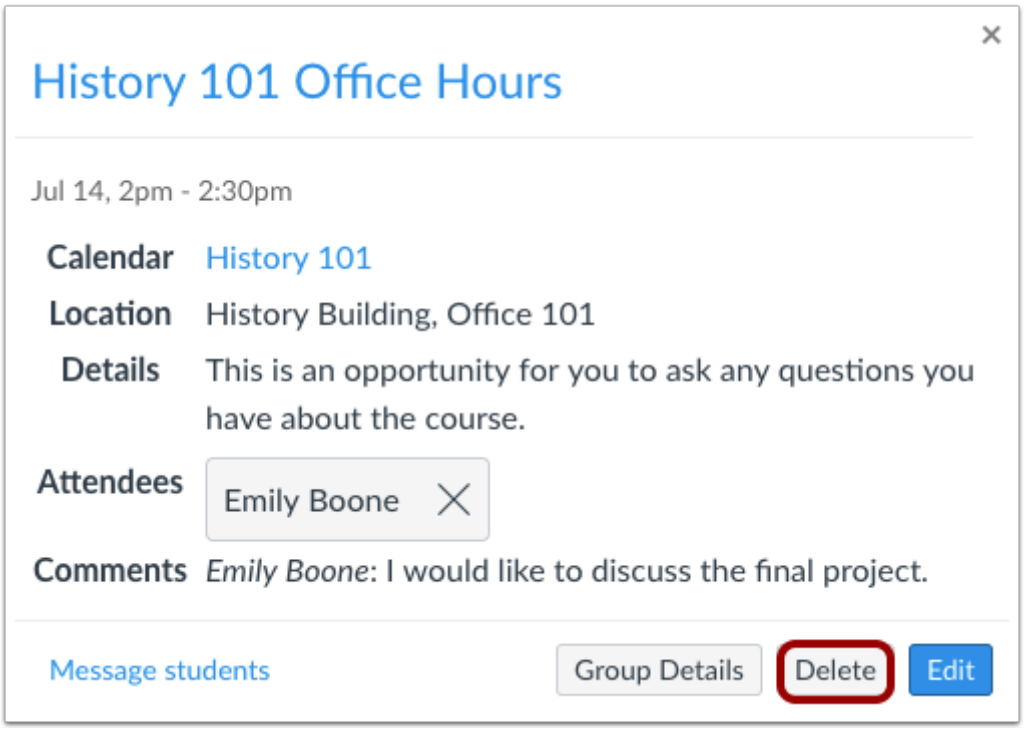
If you want to retain the appointment time slot but need to remove the specific student, click the **Remove** icon.

Confirm Removal



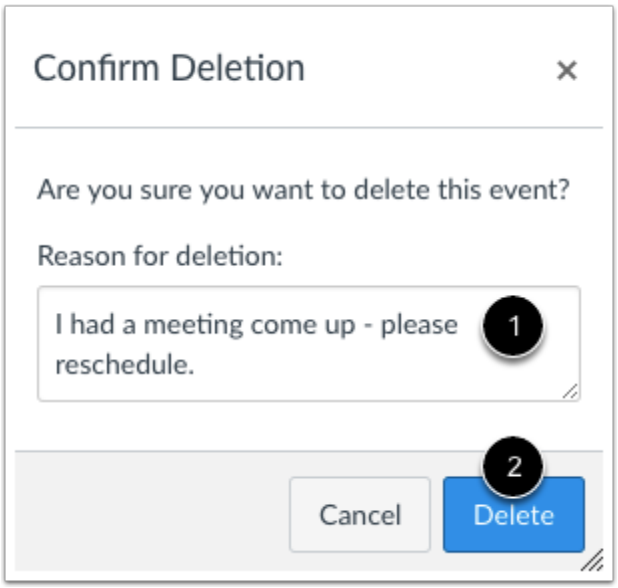
Type the reason for deletion in the **Reason for deletion** field [1]. Click the **Delete** button [2].

Delete Time Slot



If you need to remove the entire time slot, click the **Delete** button.

Confirm Deletion



Type the reason for deletion in the **Reason for deletion** field [1]. Click the **Delete** button [2].

Chat

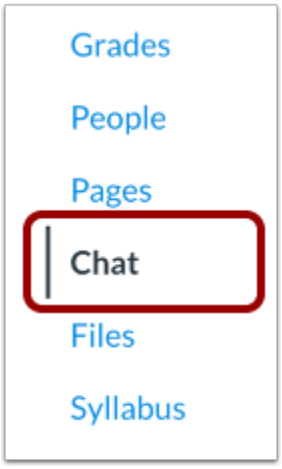
How do I use Chat as an instructor?

Once Chat has been enabled as an LTI tool in your course, the Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation and view all chat content. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You may consider posting chat hours in the course calendar to let students know when you are available. Or you can open Chat in a new browser window while viewing other areas in Canvas.

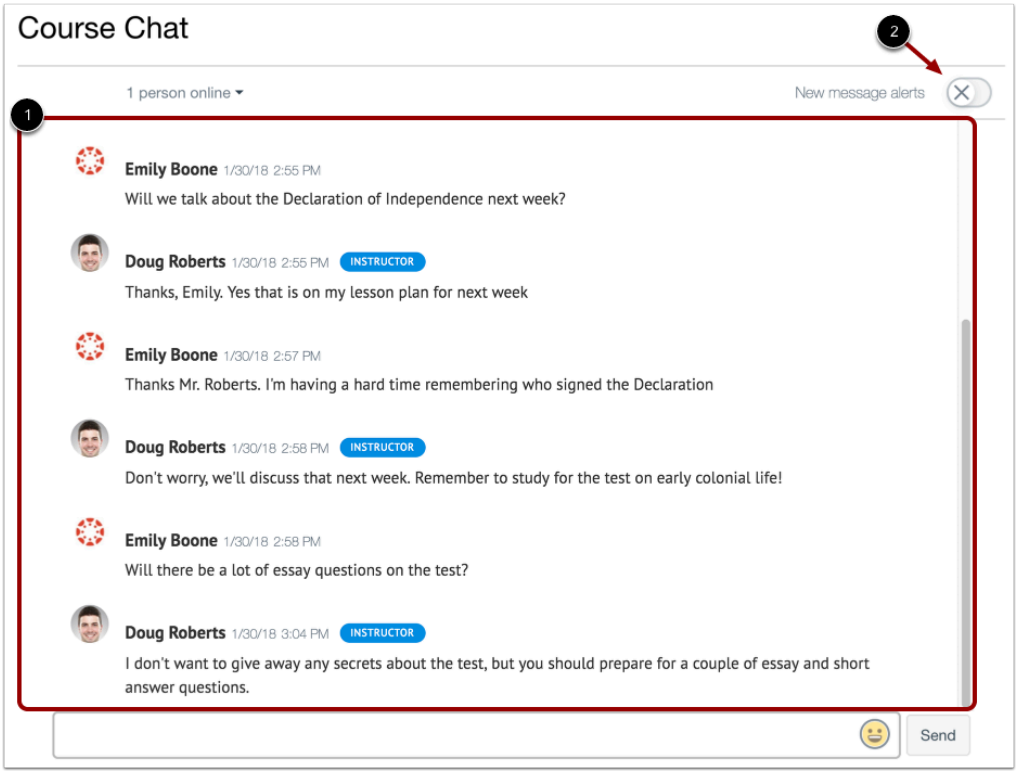
Note: If you cannot view the Chat tool, Chat has not been enabled for your institution.

Open Chat



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

View Chat

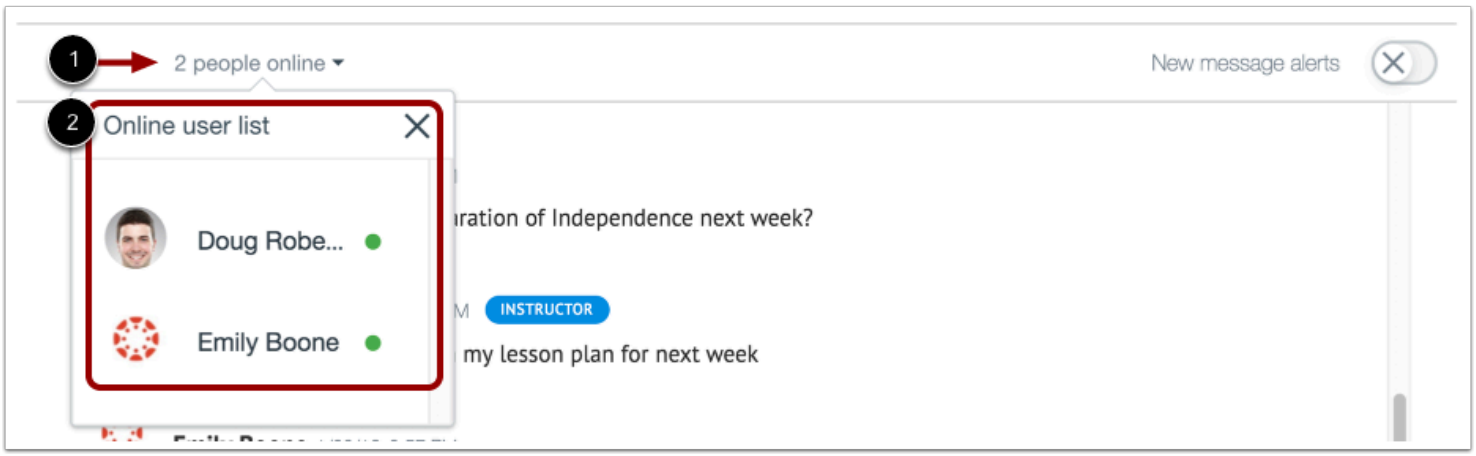


When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

To receive audio alerts for new chat messages, click the **New message alerts** button [2]. You will receive audio alerts if Chat is open in Canvas but is not the active browser window. You will not receive alerts if you leave Chat to view another area in Canvas.

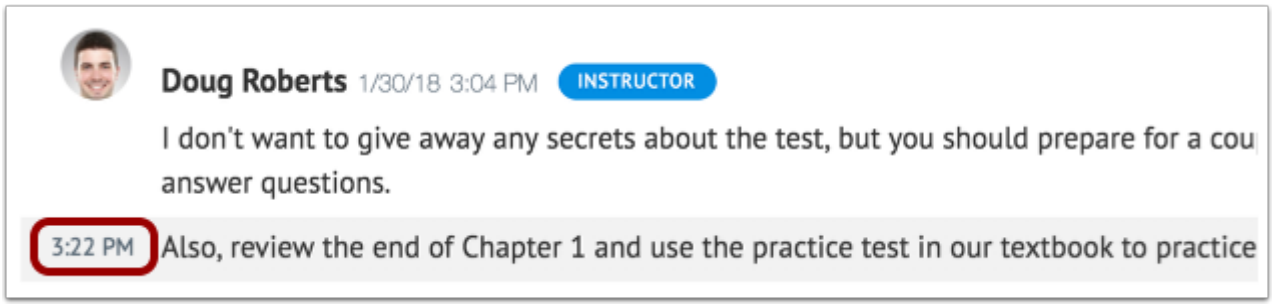
Note: Alert capabilities may vary between browsers.

View Online Users



Chat displays the number of users who are in the chat [1]. To view a list of these users [2], hover your cursor over the number.

View Time Stamp

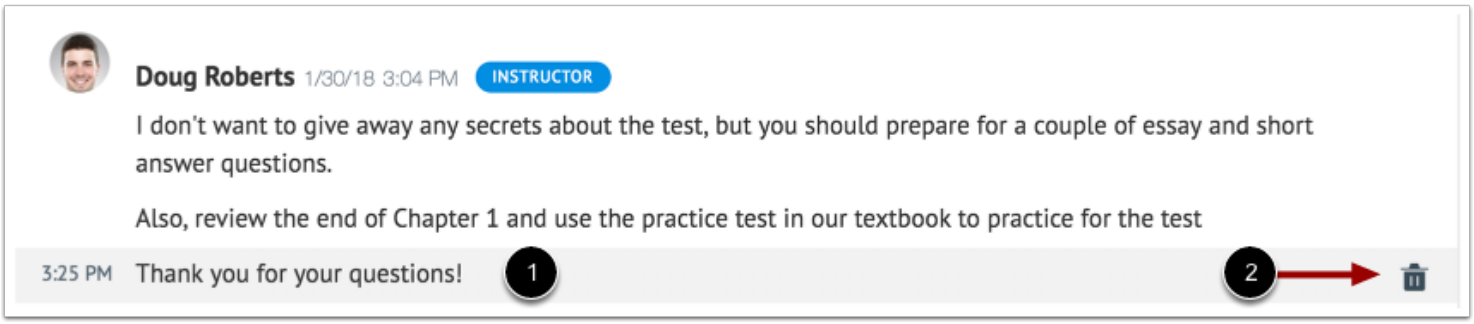


When a user sends multiple chat messages without another user sending a message, all messages will appear under the first message's time stamp. To view additional time stamps, hover your cursor over the message.

Send Message

To send a chat message, enter your message in the chat window [1]. To add an emoji to your message, click the **Emoji** icon [2]. Then click the **Send** button [3].

Delete Message

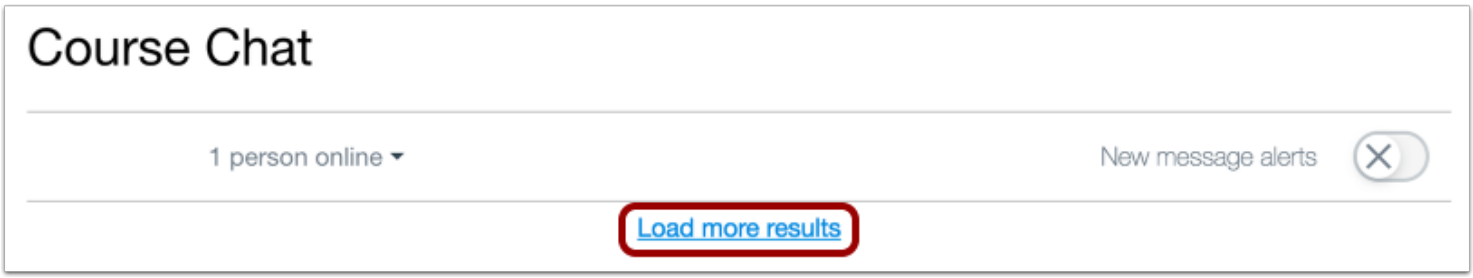


You can delete messages in the chat from any user.

To delete a chat message, hover your cursor over the message [1] and click the **Delete** icon [2].

Note: Deleting messages is permanent. You cannot restore a deleted message.

View Chat History



Message history for each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

You can also access Chat history with the **Load more results** button. This button is hidden by default and can be viewed by simultaneously pressing the Shift and Tab keys (Option and Tab in Safari) on your keyboard until the button appears and is selected.

How do I use inline Chat as an instructor?

If configured for your institution, inline chat allows you to communicate with other users in your course from areas other than the Chat page. Inline chat will appear everywhere within your course except the Gradebook, Course Analytics, and SpeedGrader.

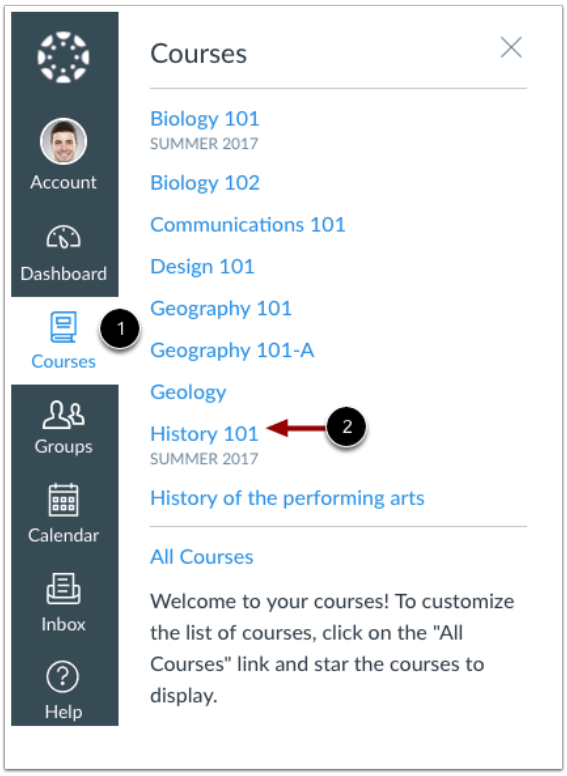
When inline chat is enabled, any user viewing your course will appear as online on the Chat page. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

You can also chat with course users from the Chat page.

Notes:

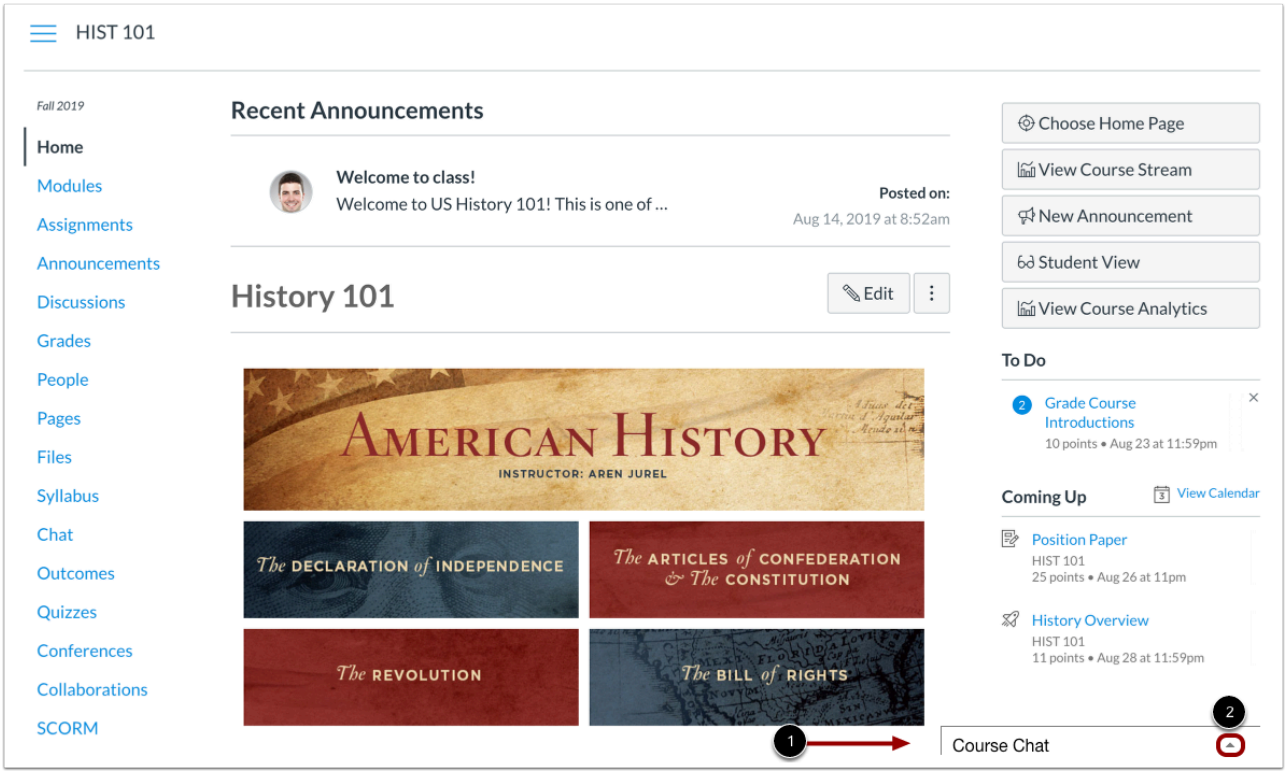
- If you cannot view inline chat, it has not been enabled for your institution.
- Chat alerts are not available for inline chat.

Open Course



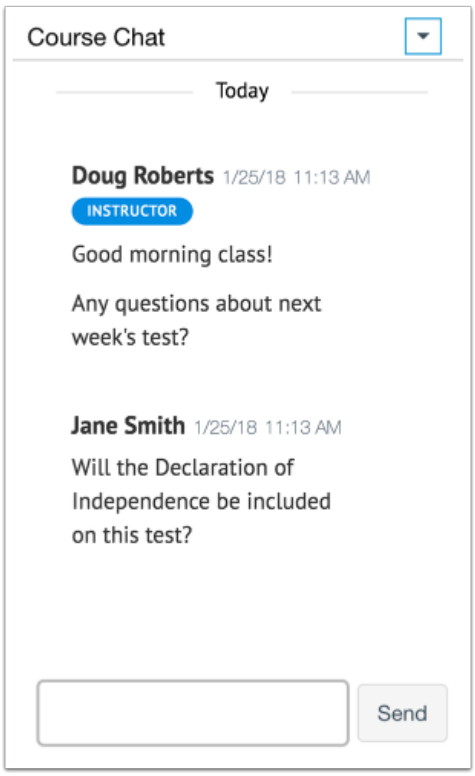
In Global Navigation, click the **Courses** link [1] and click the name of your course [2].

Open Chat



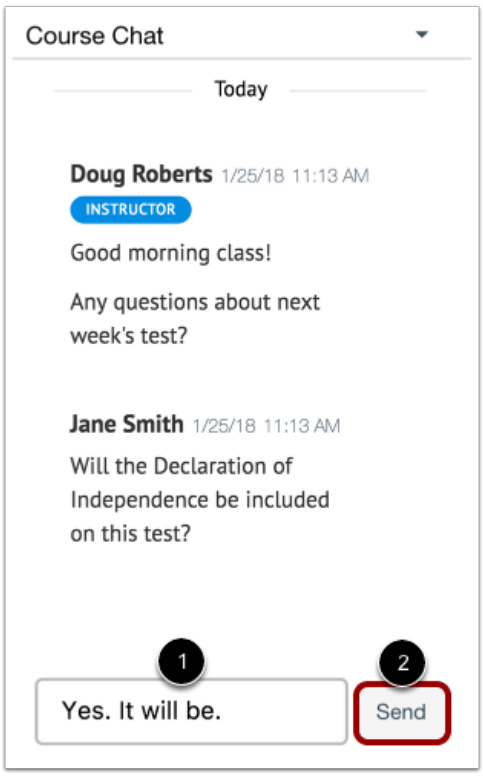
View inline chat in your course [1]. To open your chat, click the **Expand** icon [2]. Chat must be reopened whenever you navigate to a new page within your course.

View Chat



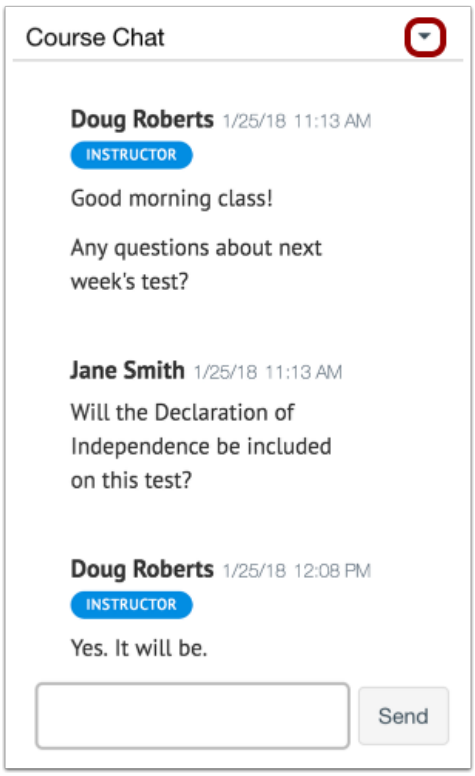
Chat messages appear in the content window.

Send Message



To send a chat message, enter your message in the chat window [1]. Then click the **Send** button [2].

Hide Chat



To hide the chat window, click the **Collapse** icon.

Collaborations

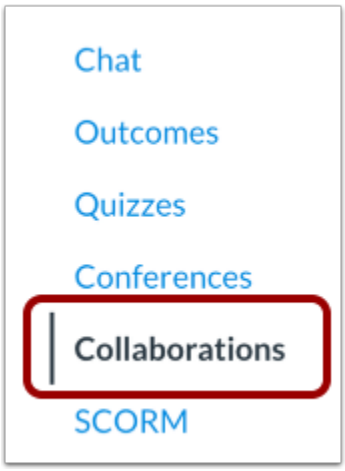
How do I use the Collaborations Index Page?

The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations.

If your institution grants permission, students can create collaborations in the course. You can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within groups.

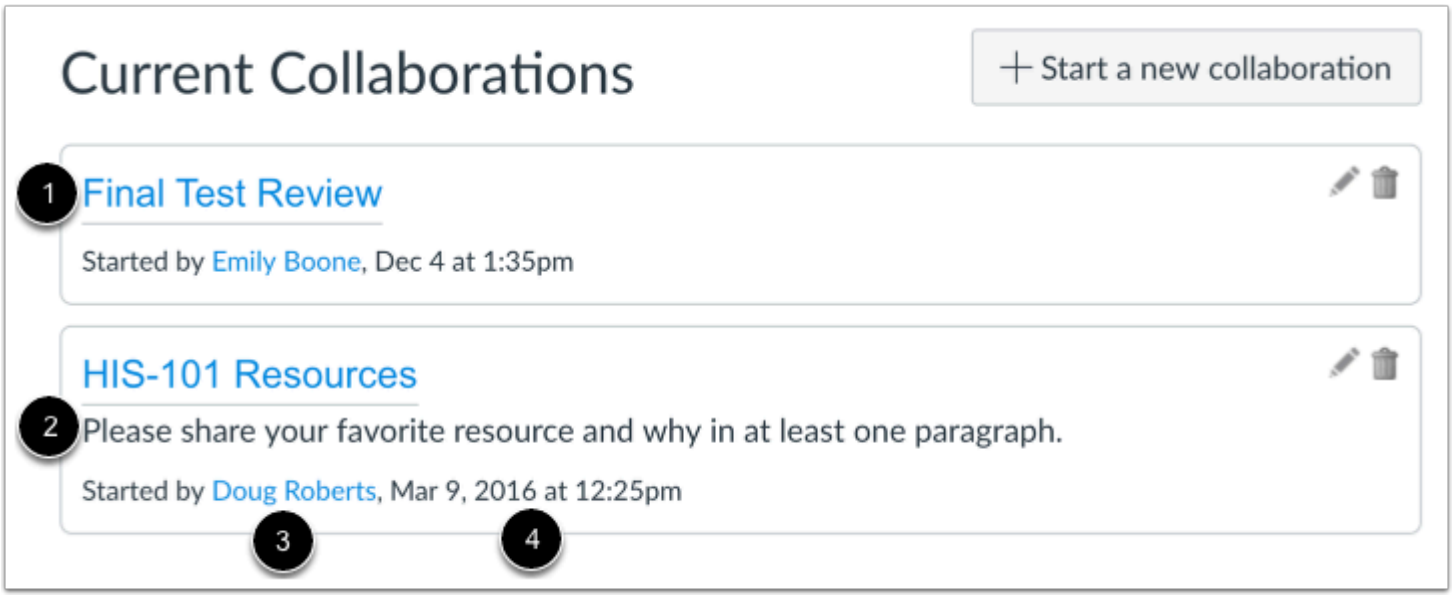
Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



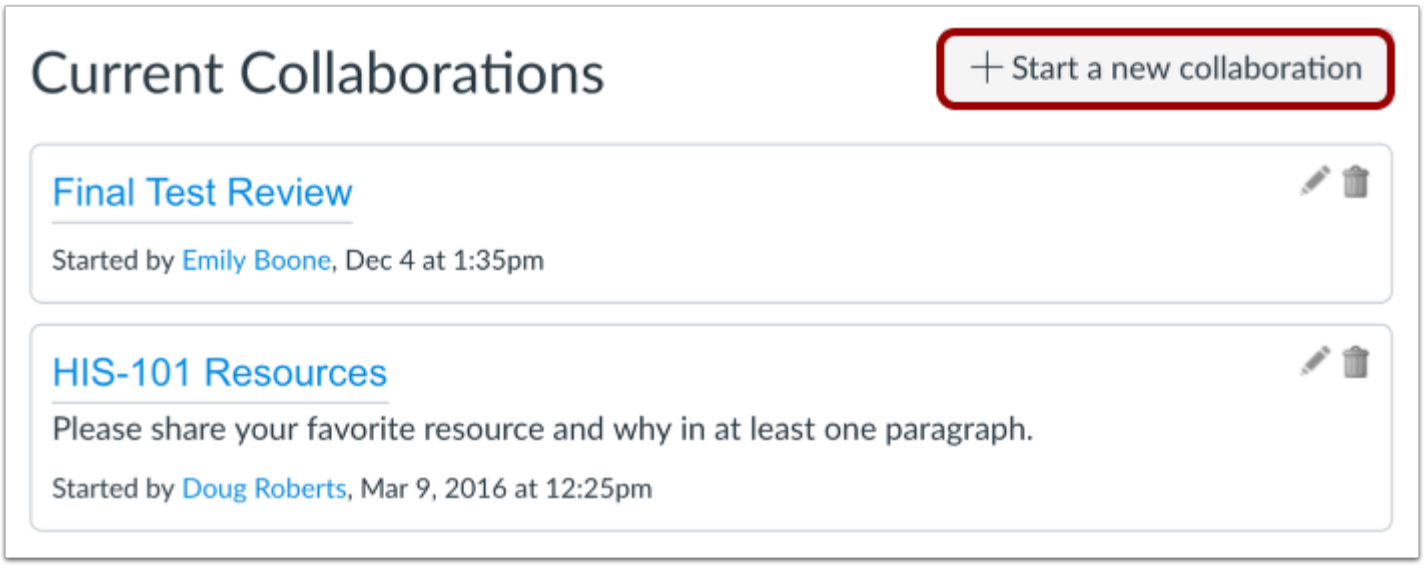
In Course Navigation, click the **Collaborations** link.

View Collaborations



The Collaborations page displays all collaborations that have been created for the course. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration

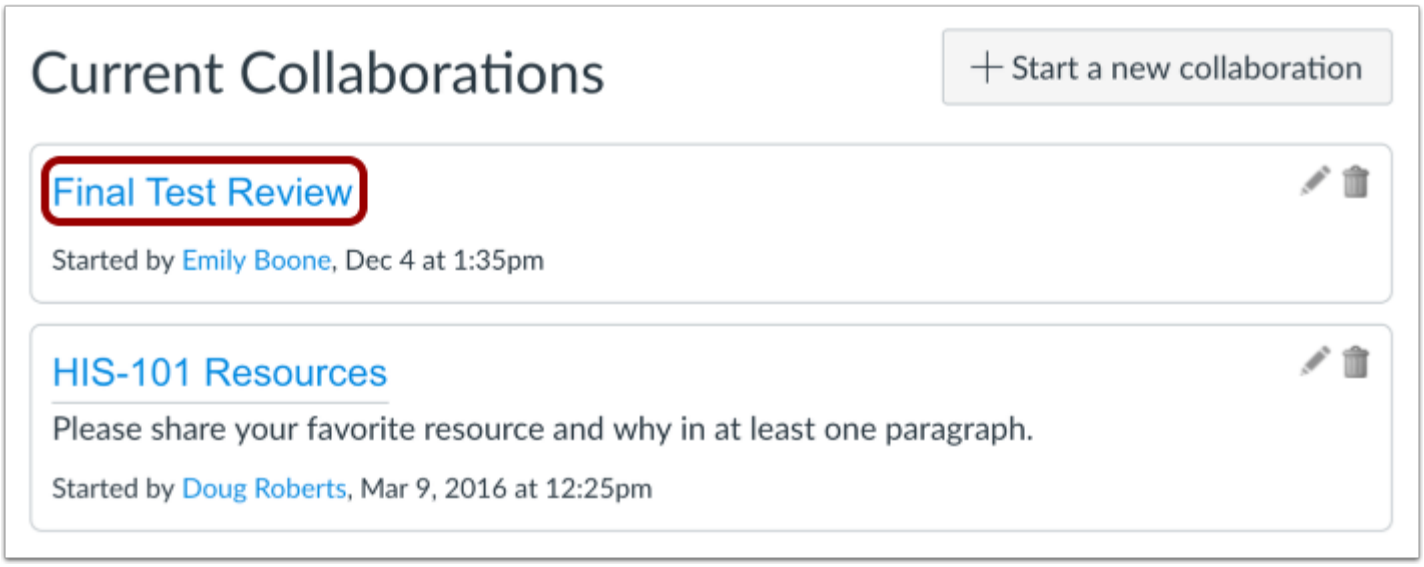


To create a new collaboration, click the **Start a new collaboration** button.

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.

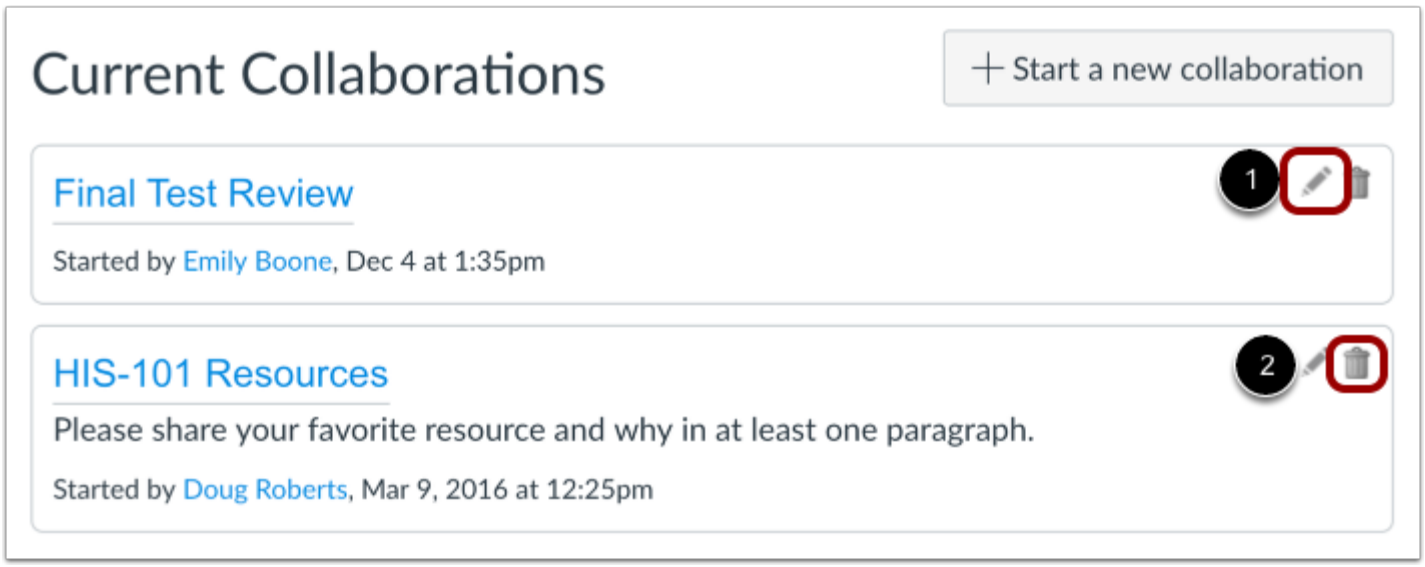
Open Collaboration



To open a collaboration, click the name of the collaboration.

Note: The collaboration will open in a new tab. You may be asked to sign in to view the file.

Manage Collaborations



To edit a collaboration, click the **Edit** icon [1]. To delete a collaboration, click the **Delete** icon [2].

How do I create a Google Drive collaboration as an instructor?

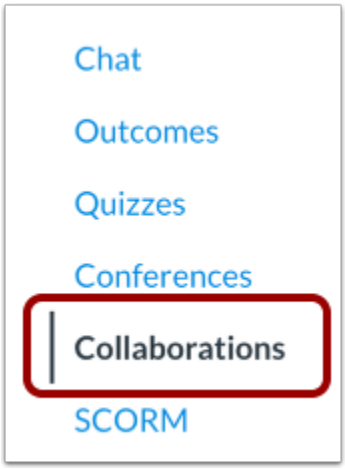
You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

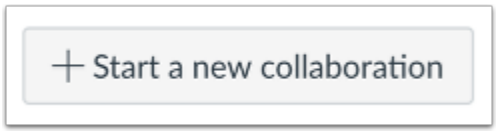
- Google Drive collaborations are separate from Google Docs collaborations. If you cannot create a Google Drive collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.
- Once a you have created a Google Drive collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations



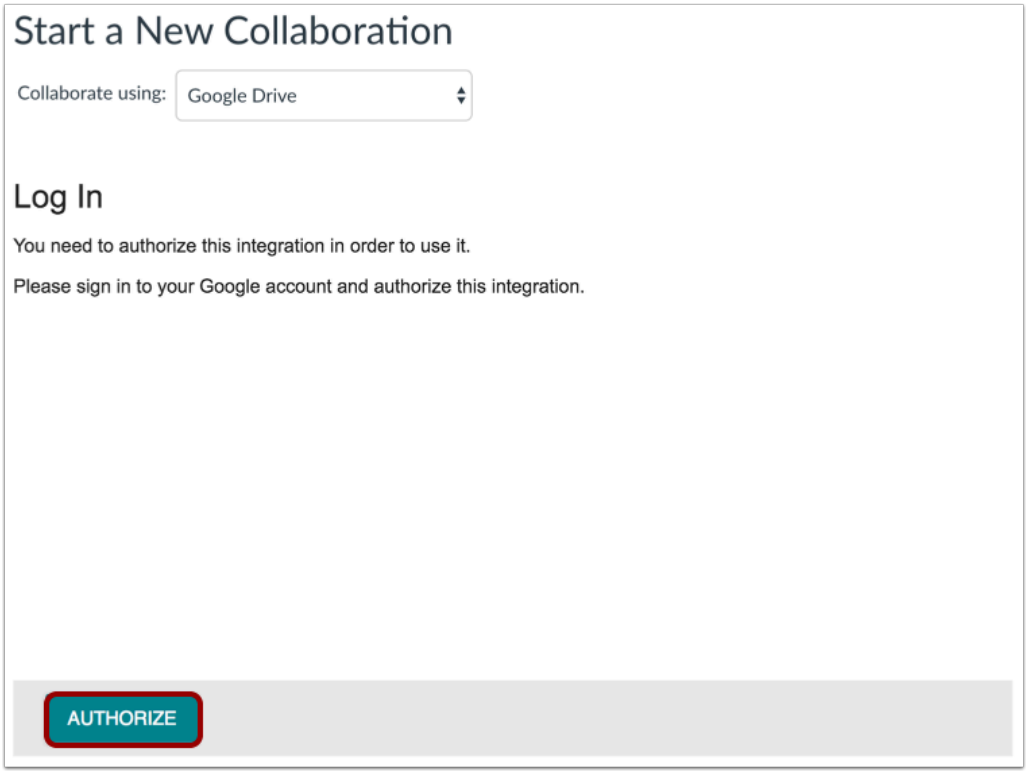
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration



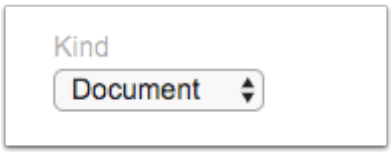
Click the **Start a new collaboration** button.

Authorize Google



If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize** button.

Select Type



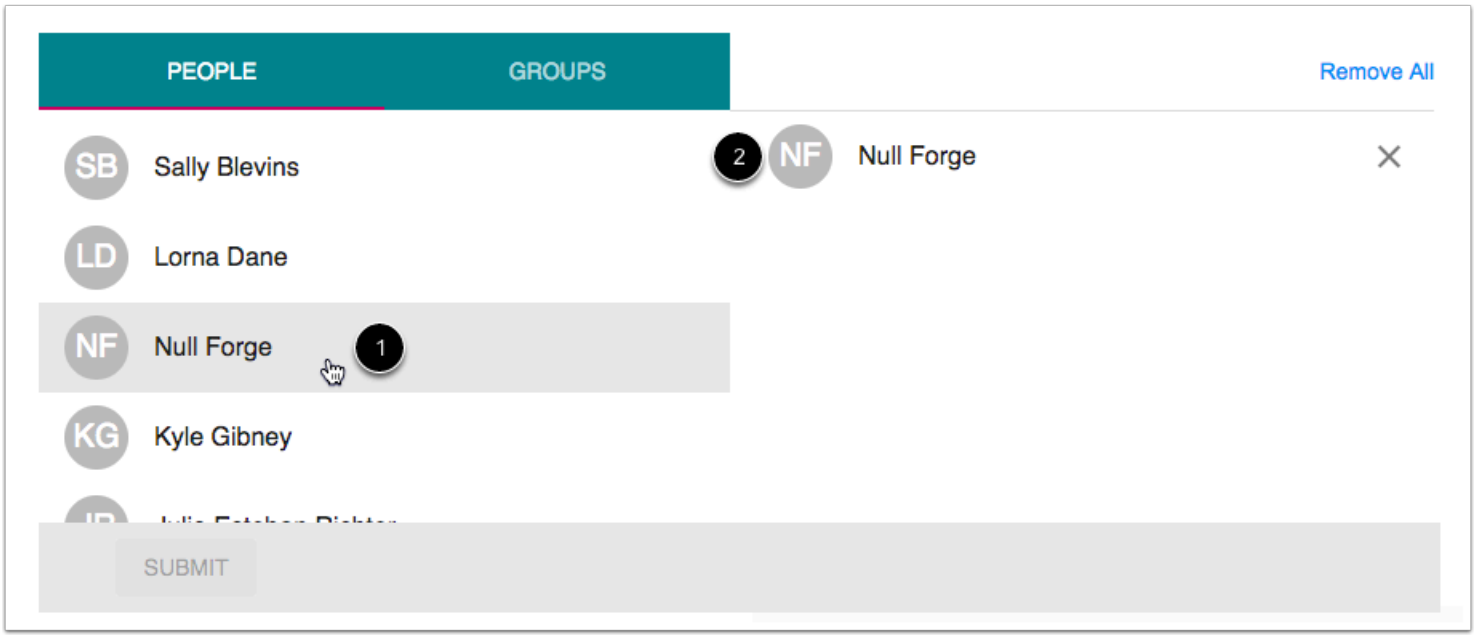
In the Kind drop-down menu, select the type of collaboration you want to create. You can create a Document, Spreadsheet, or Presentation.

Add Details

To create a name for the collaboration, click the **Name** header [1]. The page will create a text field for you to enter the name [2].

To create a description for the collaboration, click the **Description** header [3]. The page will create a text field for you to enter the description [4].

Add People

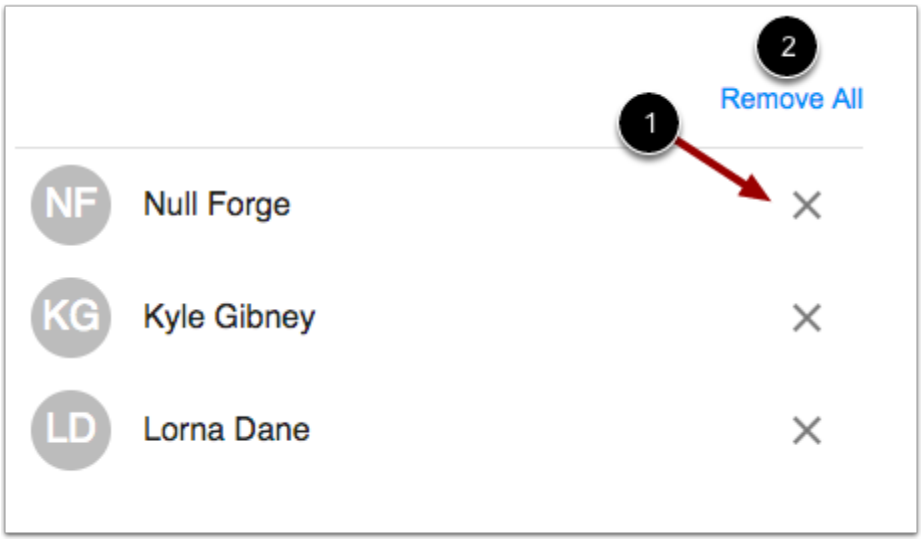


The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

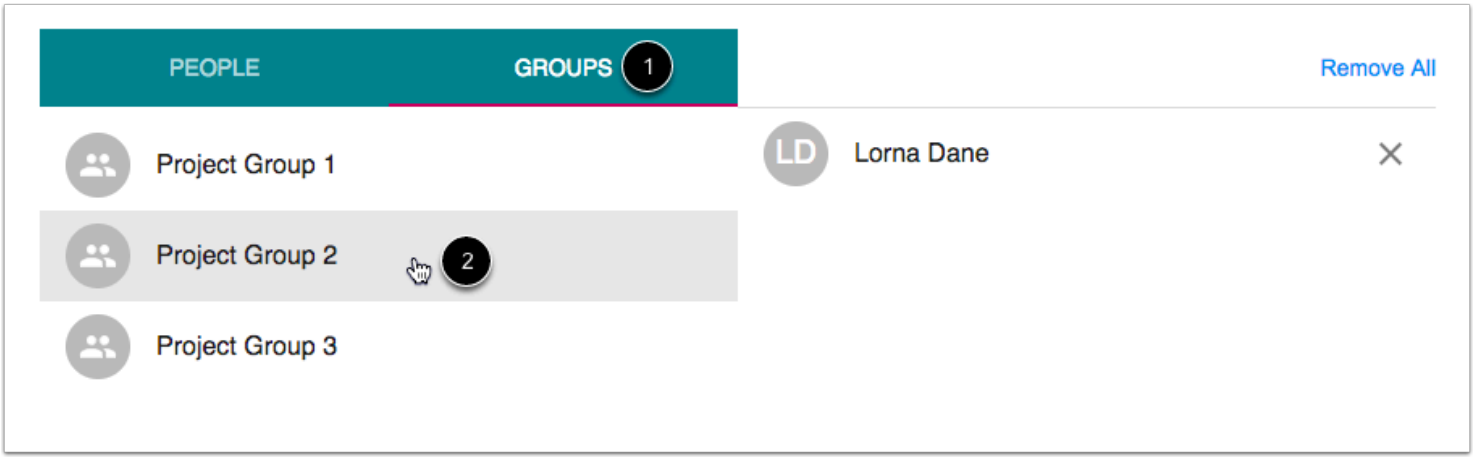
Note: Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Remove Collaborators



To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups



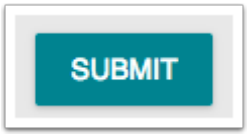
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

- You can select individual users as well as a group in a collaboration.

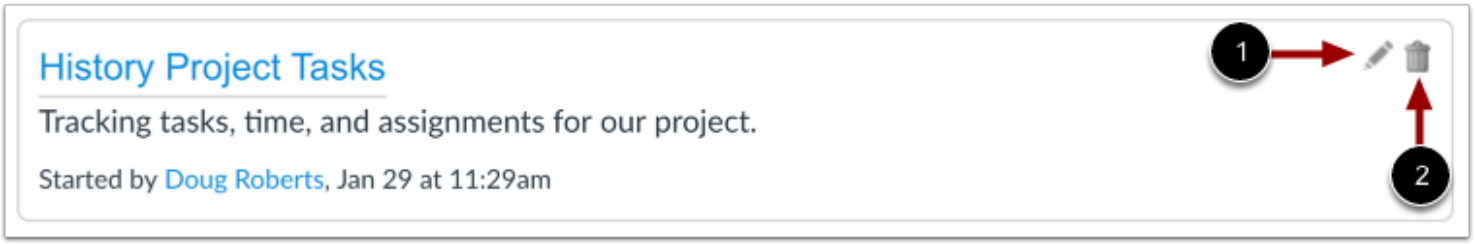
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration within the group.

Submit Collaboration



Click the **Submit** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I create a Google Docs collaboration as an instructor?

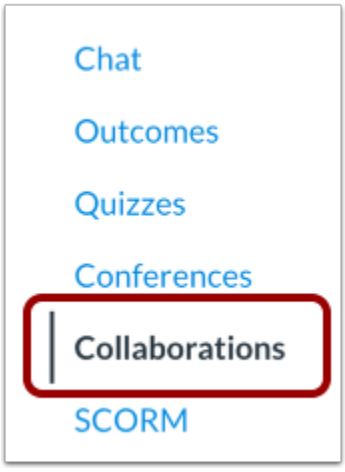
You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors. To alert invitees about collaborations, you can create course events in the Calendar.

Google Docs collaborations are separate from Google Drive collaborations. If your collaboration options include Google Spreadsheets and Presentations in addition to Documents, your course has enabled Google Drive collaborations.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Each collaborator will need a Google account and will need to connect Google Drive as a registered service in Canvas.
- Google Apps for Education (integration with your school) works with Google Docs in Canvas. Please note, if your school email does not allow access to Google Docs, you will need to use a regular Google account (i.e. example@gmail.com).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive.

Open Collaborations

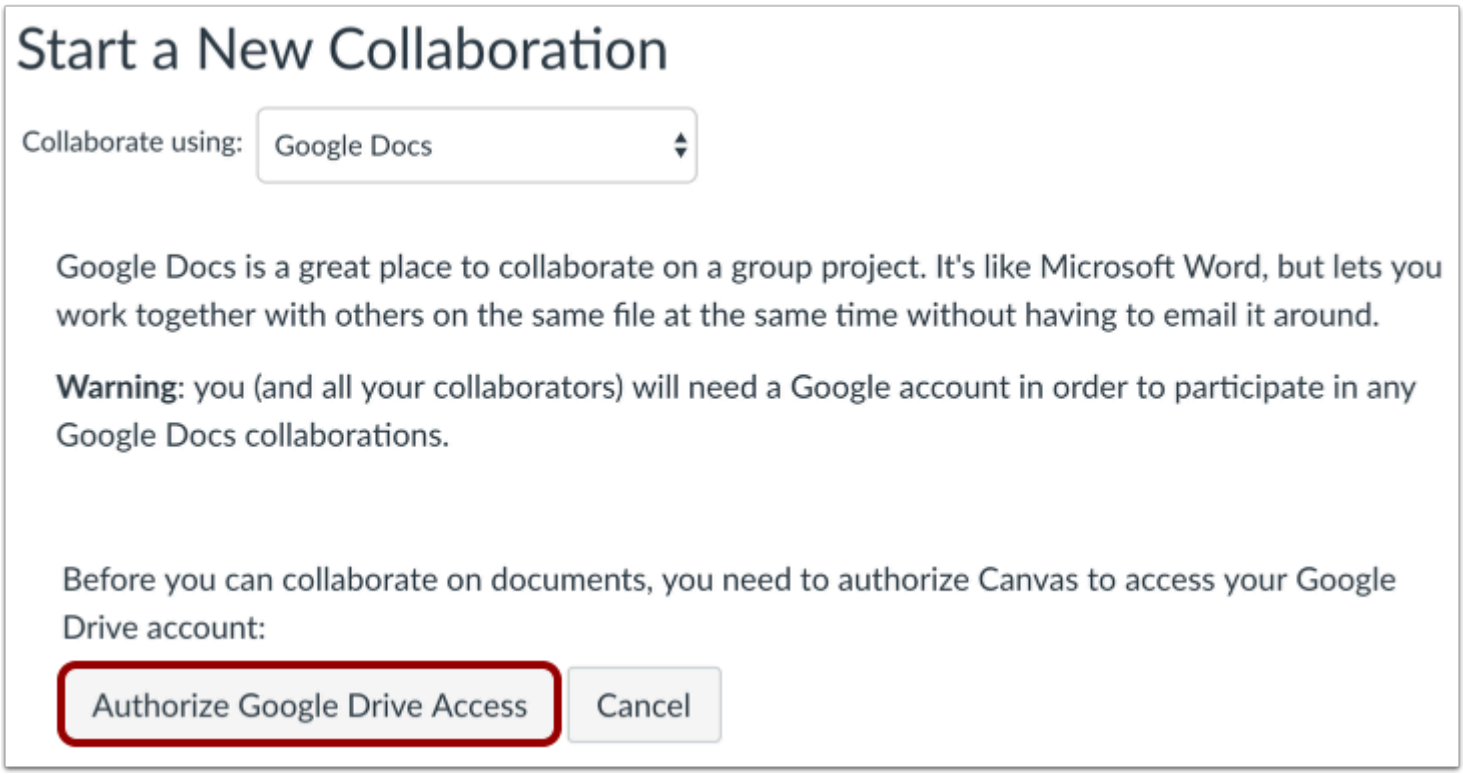


In Course Navigation, click the **Collaborations** link.

Start a New Collaboration

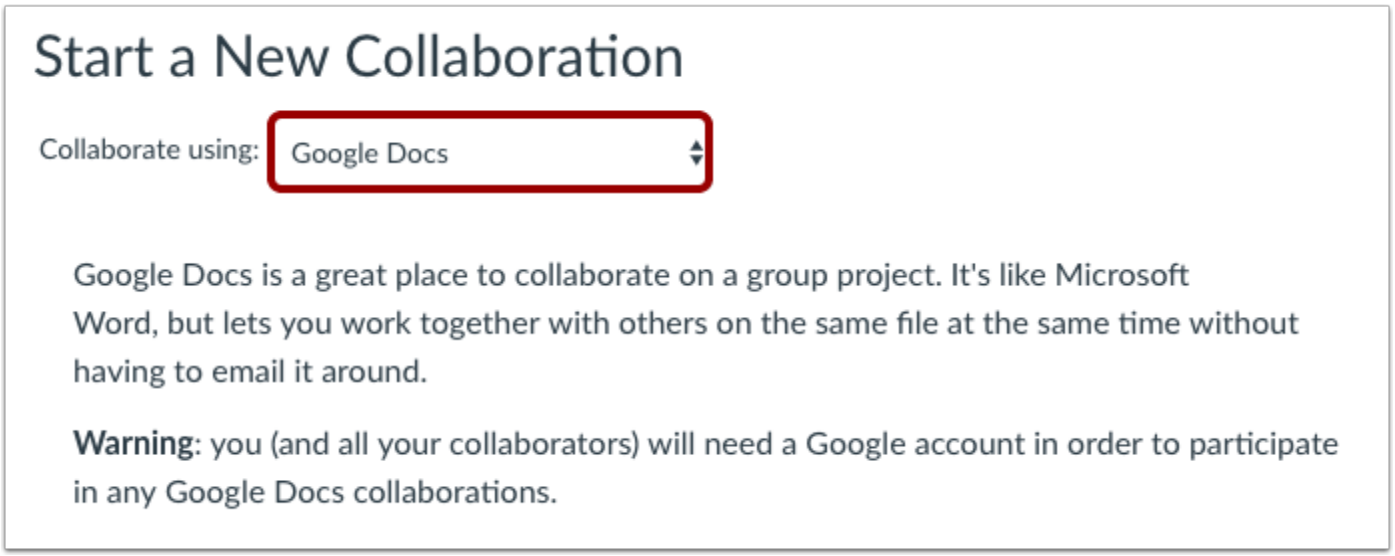
Click the **Start a new collaboration** button.

Authorize Google



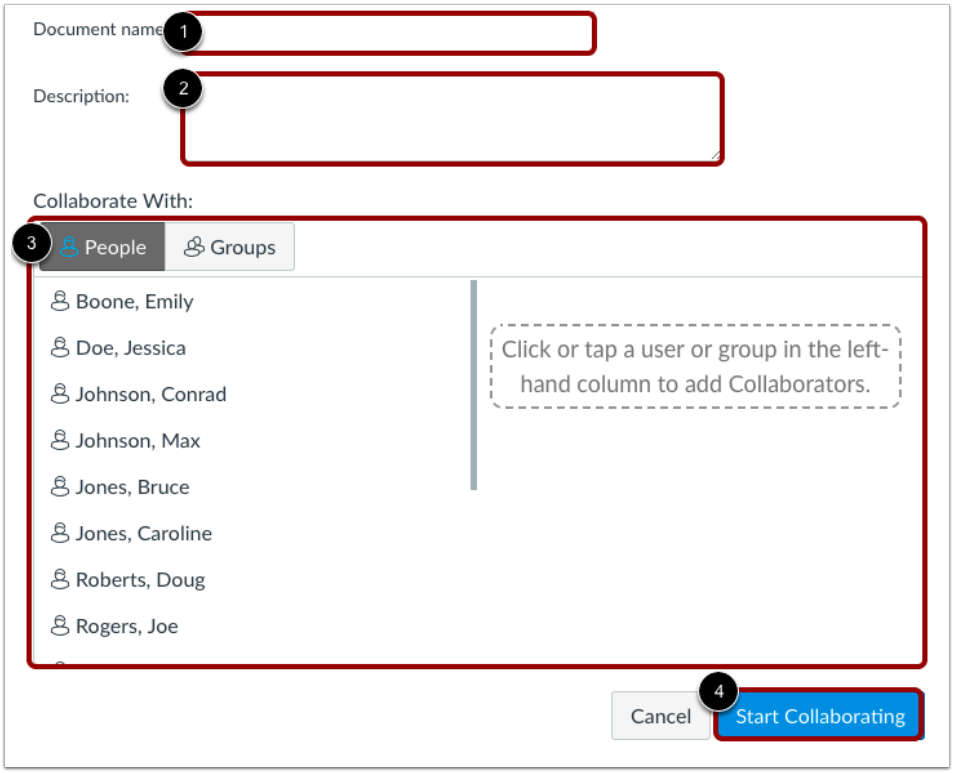
If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button.

Collaborate Using Google Docs



Click the **Collaborate using** drop-down menu and select Google Docs.

Create Collaboration Document



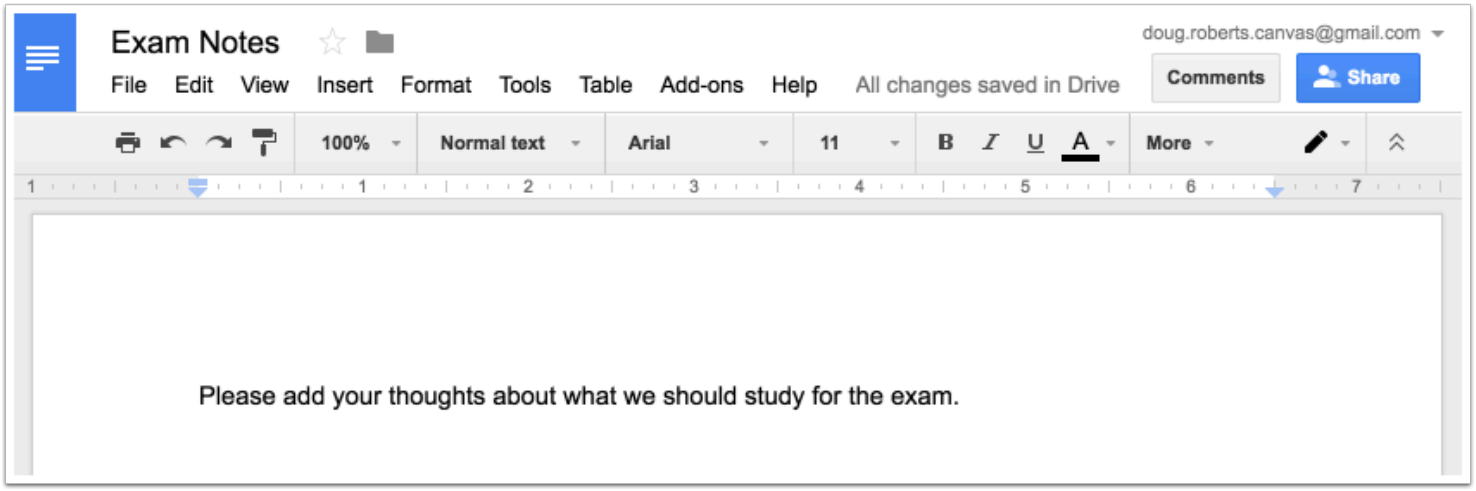
To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click 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 within the group.

Edit Document



View the newly created document in a new browser window.

Note: By default, any collaborator can share the document. The document owner can manage the document's share settings from within the Google Doc.

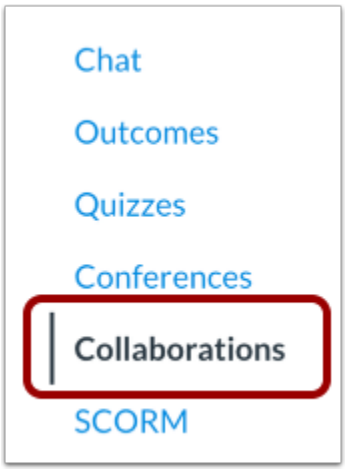
How do I create a Microsoft Office 365 collaboration as an instructor?

You can use Microsoft Office 365 to create a collaboration with a Microsoft Word, Excel, or PowerPoint file. You can select individual users, groups, or both as part of a collaboration. To alert invitees about collaborations, you can create course events in the Calendar.

Notes:

- If you cannot create a Microsoft collaboration, this feature has not been enabled for the course.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Microsoft OneDrive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.

Open Collaborations



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

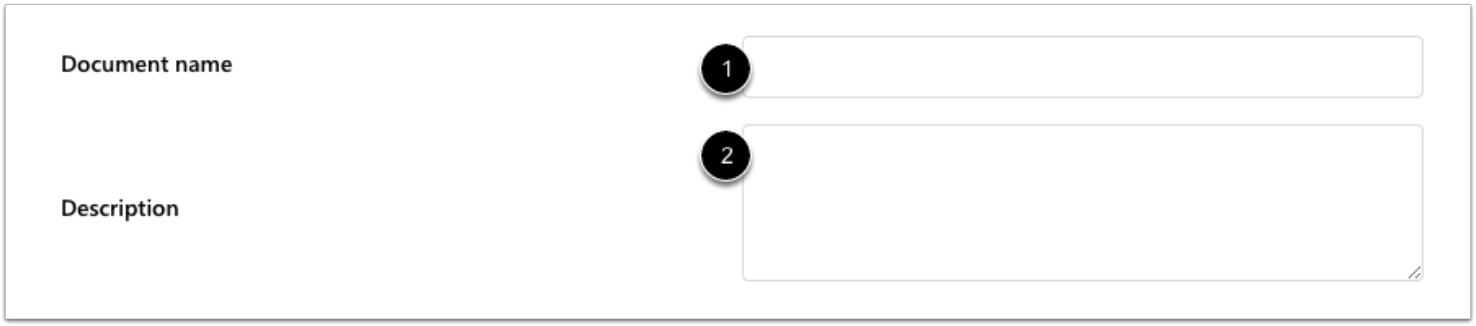
Add Collaboration

Click the **Add Collaboration** button.

Select Type

In the Type drop-down menu, select the type of collaboration you want to create.

Add Details



In the **Document Name** field [1], enter the name of your document.

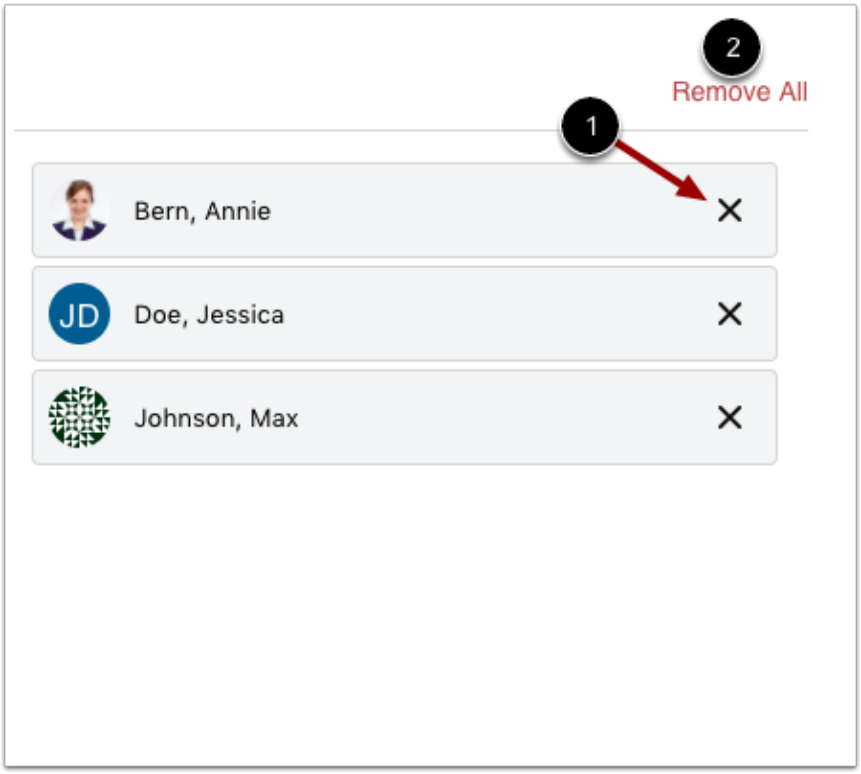
In the **Description** field [2], enter a description for the collaboration.

Add People

The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Remove Collaborators



To remove a collaborator, click the **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].

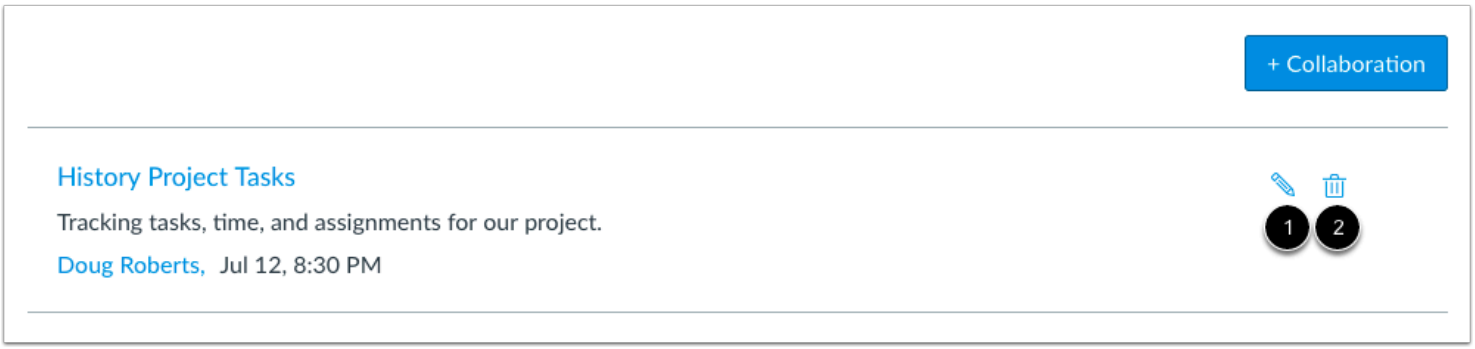
Note:

- 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 within the group.

Save Collaboration

Click the **Save** button.

View Collaboration



View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I delete a collaboration as an instructor?

If you are the course instructor or the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. if the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

Google Drive and OneDrive

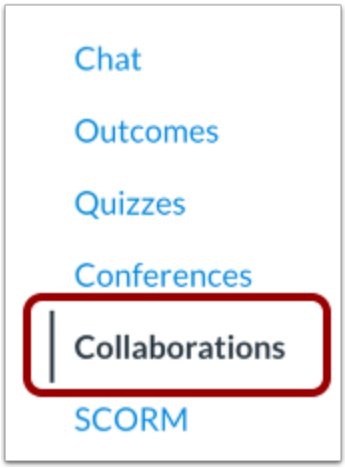
When deleting a Google Drive or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

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.

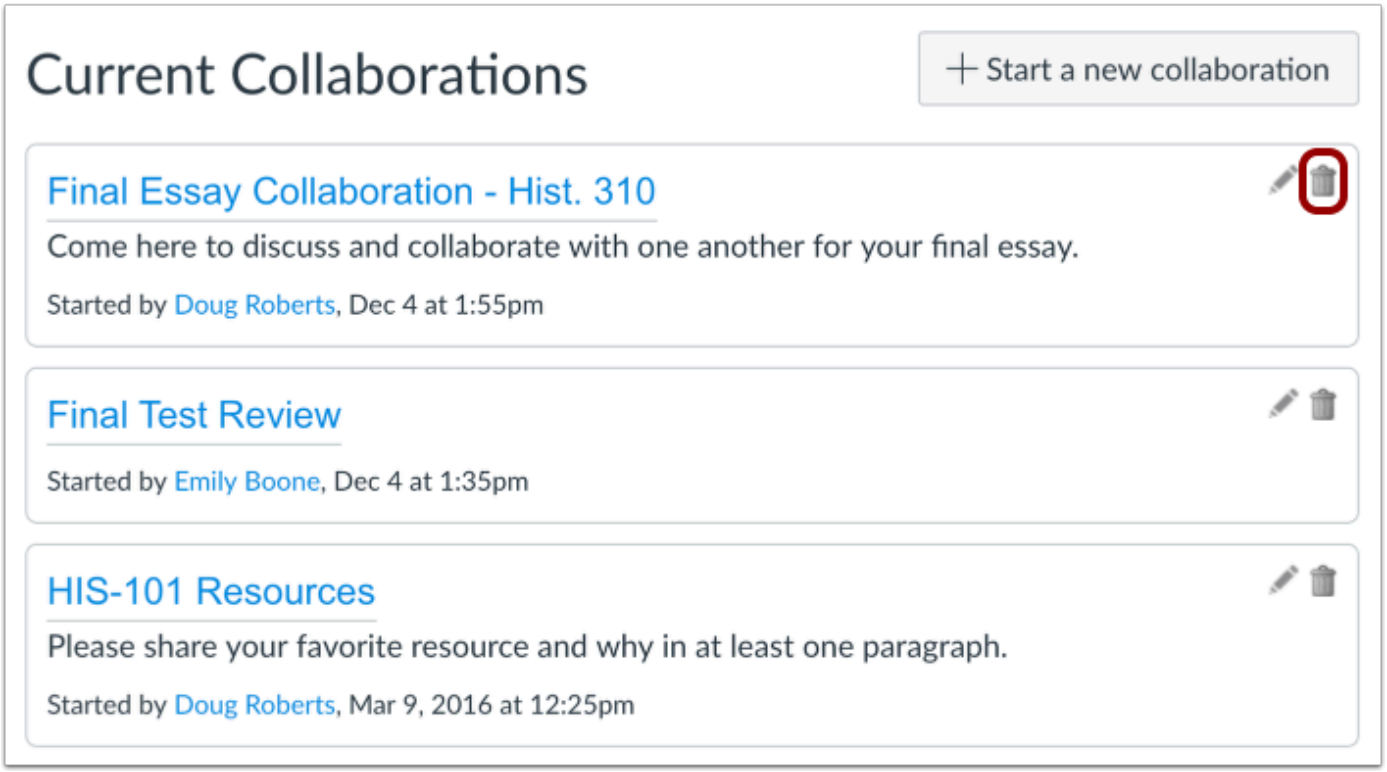
Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations



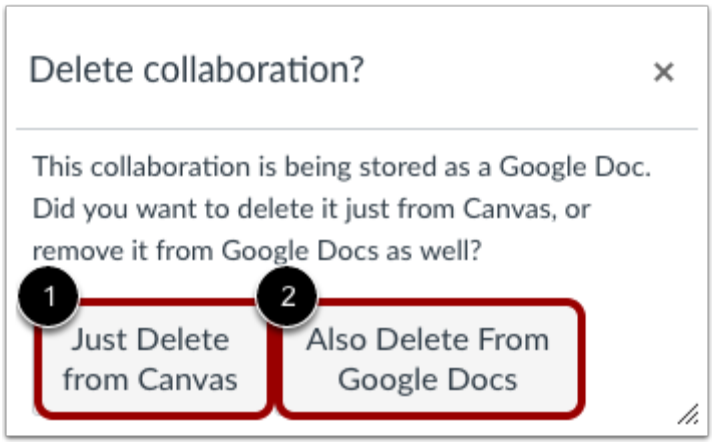
In Course Navigation, click the **Collaborations** link.

Delete Collaboration



Locate the collaboration and click the **Delete** icon.

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.

Commons

How do I use Commons?

You can use Commons to search for and import content into your Canvas courses. You can also share resources to Commons from your Canvas courses.

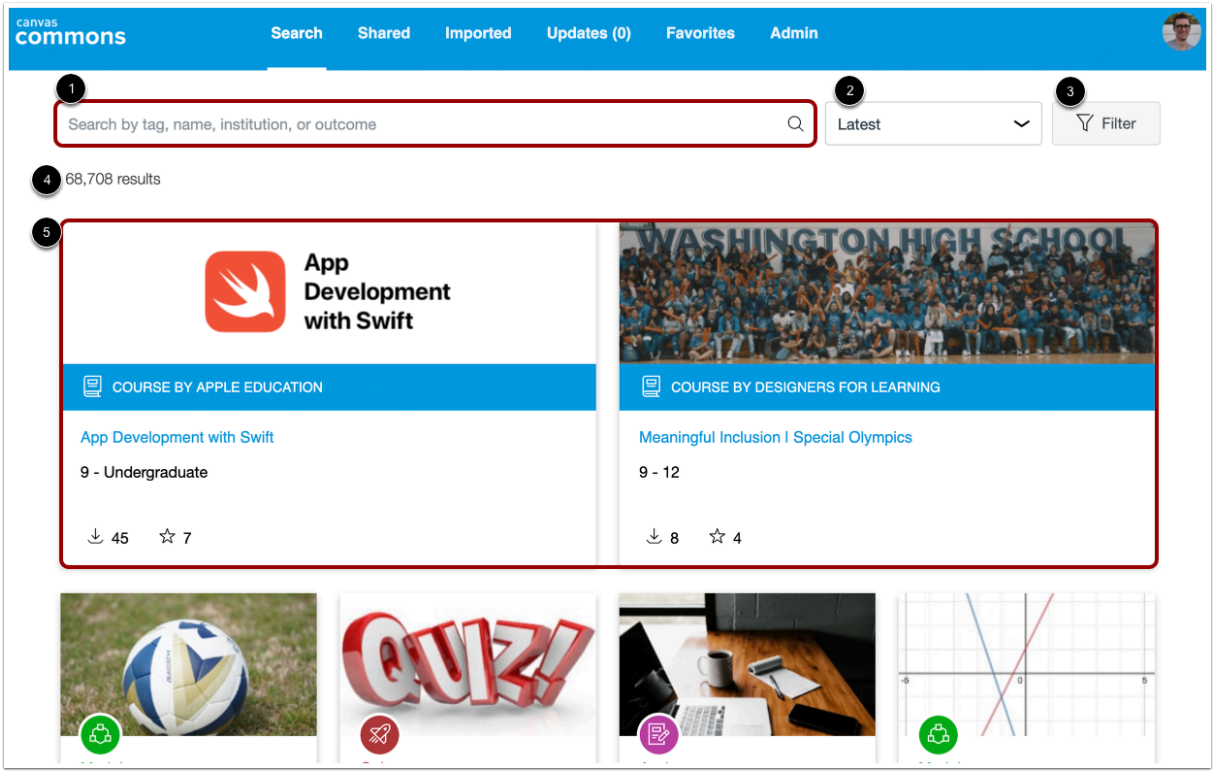
Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you need to have an email address associated with your Canvas account.
- Users who can create or edit course content in Canvas also have access to Commons. This includes Admins, Teachers, Designers, and TAs. If an institution does not want student TAs to have access to Commons, an account admin should create a custom TA role in Canvas that does not have permission to create or edit course content.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Open Commons

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

Find Resources



A resource in Commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource type has a unique icon. Look for these related colors and icons when searching for resources. To find resources in Commons, use the search field [1]. You can search for keywords such as author, institution, or title. You can also search by outcome, consortium, or group.

To sort search results by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the **Sort by** drop-down menu [2].

To apply search filters to your search, click the **Filter** button [3].

Based on your selected filters, the number of results are displayed in the page [4]. To search everything available to you in Commons, leave the search field and filters blank.

You can also view featured content in the results page [5]. Featured content includes high quality content that is featured in the Commons search page. Featured content can be imported or downloaded like any other content in Commons.

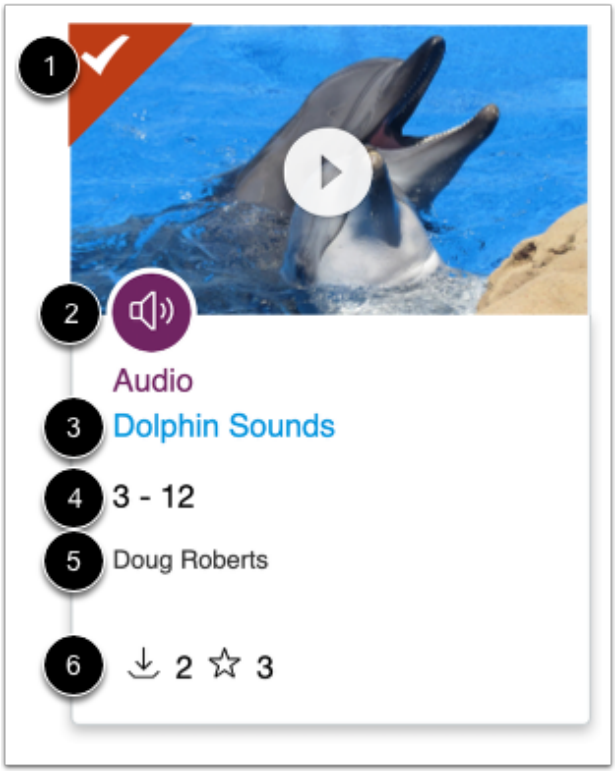
Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

Filter Search Results

To narrow your search, or to search by filter, use one or more of the filter options:

- **Approved Resources** [1]: If your admin has enabled approved resources, you can filter results to only show approved resources.
- **Type** [2]: You can filter by resource type (e.g., Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Levels** [3]: You can select specific grades or level of education to narrow your search (e.g., K-12, Undergraduate, Graduate).
- **Shared With** [4]: You can filter results by resources shared publicly, in your account, in a group, or in a consortium.

View Content Card

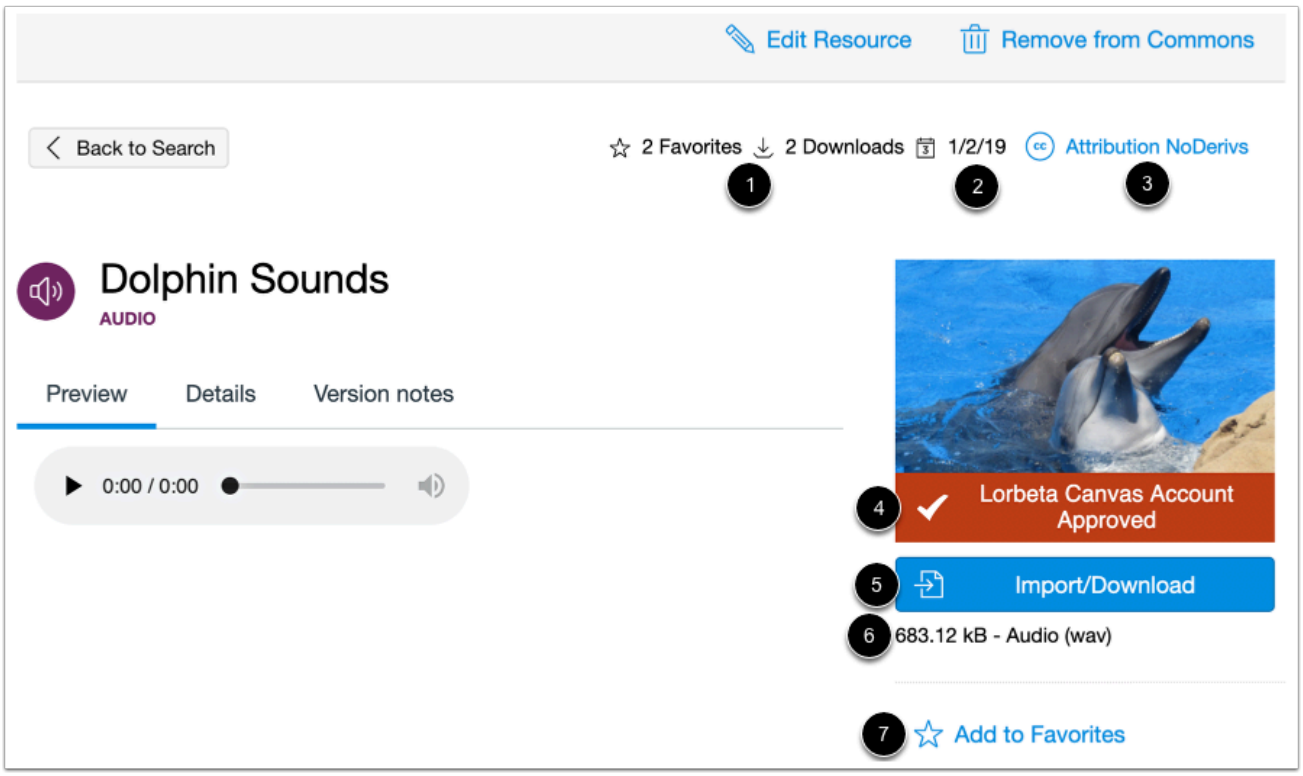


In search results, resource details are displayed on content cards. Each card displays the following details:

- **Approved Resource icon** [1]: Identify institution-approved resources. Note that the approved resources feature must be enabled by an account admin.
- **Resource icon** [2]: Identify the resource type
- **Title** [3]: View the title of the resource
- **Grade level(s)** [4]: View the grade/level of the resource
- **Author** [5]: View the author of the resource
- **Downloads and Favorites icons** [6]: View the number of times a resource has been downloaded and imported or added as a favorite.

To preview a resource, view more details, or import a resource, click the resource title.

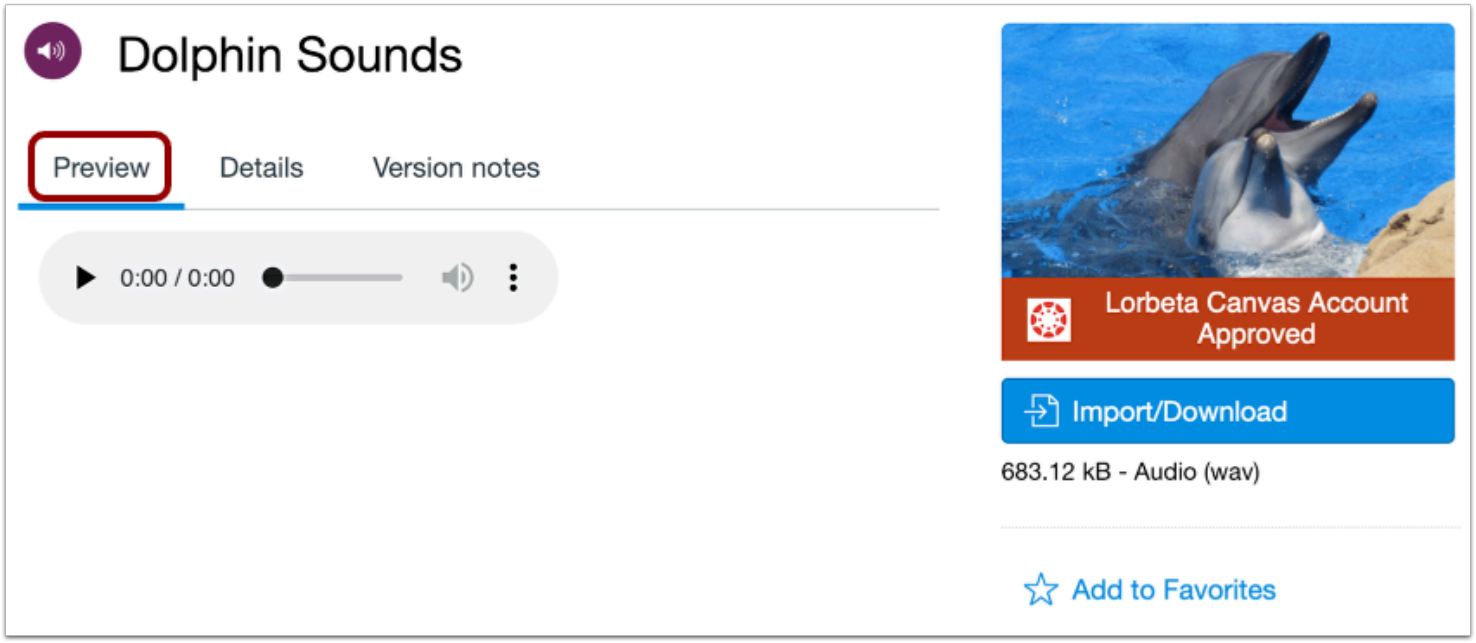
View Resource



The content overview page loads the Preview tab by default. The sidebar contains further information and links:

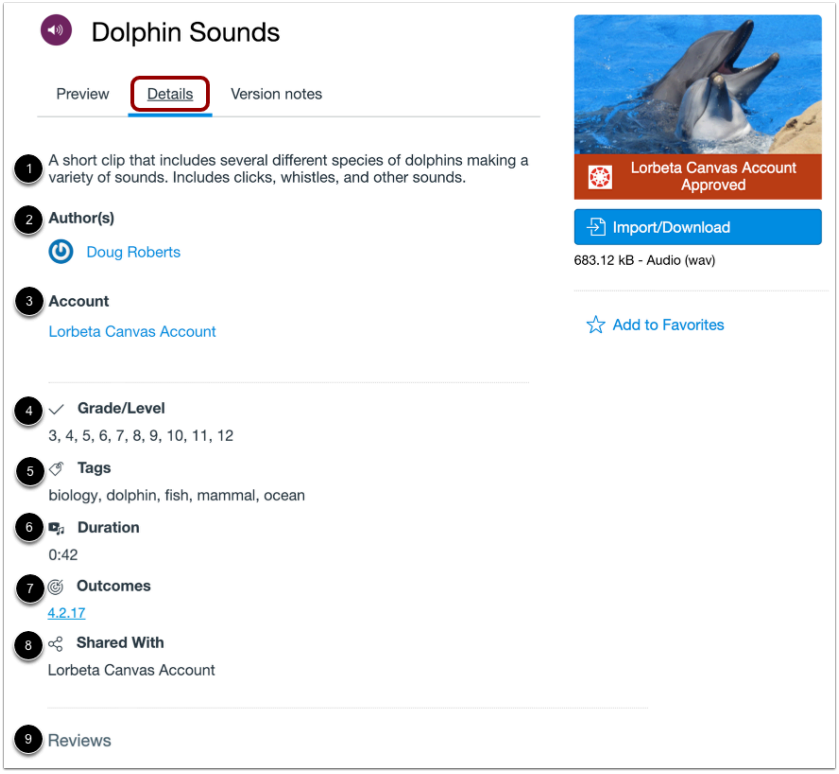
- **Favorites and Downloads** [1]: Displays the number of times a resource has been added as a favorite or downloaded
- **Date of last update** [2]: Date when content was last updated by an author
- **License** [3]: Displays either the Copyright or Creative Commons content license
- **Thumbnail and Approved Icon** [4]: Resource thumbnail and, if applicable, the approved resource icon
- **Import/Download button** [5]: Button to download or import the resource
- **Size and Type** [6]: Size of resource file(s) and the type of content
- **Favorites button** [7]: Add the resource to your Favorites

View Resource Preview



To preview resource content, click the **Preview** tab. The Preview tab is shown by default.

View Resource Details



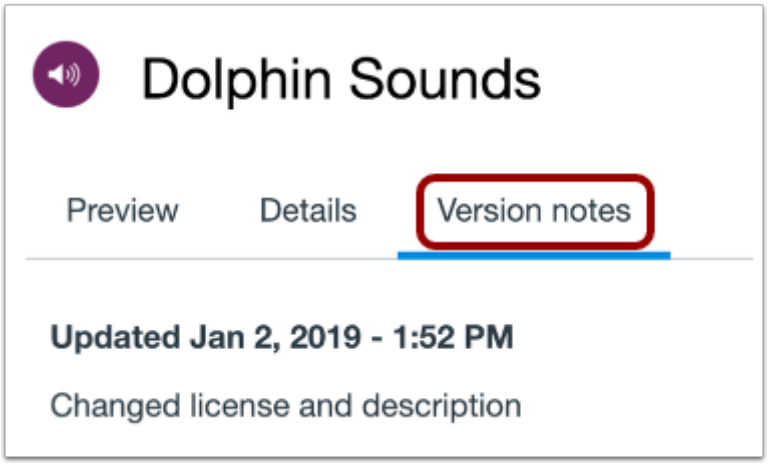
In the Details tab, you can view a summary of the resource and related information:

- **Description** [1]: A brief explanation or summary of the resource
- **Author(s)** [2]: User(s) who shared the resource
- **Account** [3]: The account from which the resource was shared
- **Grade/Level** [4]: The suggested grade level(s) for the resource
- **Tags** [5]: Relevant tags or keywords to identify the resource
- **Duration** [6]: Duration of an audio or video file. Only applicable to audio or video resources
- **Outcomes** [7]: Outcomes linked to a resource. Only applicable to resources with linked outcomes
- **Shared With** [8]: Sharing settings (account, group(s), consortium(s), public, private)
- **Reviews** [9]: Reviews by other users

When you are ready to import a resource, click the **Import/Download** button and select a course.

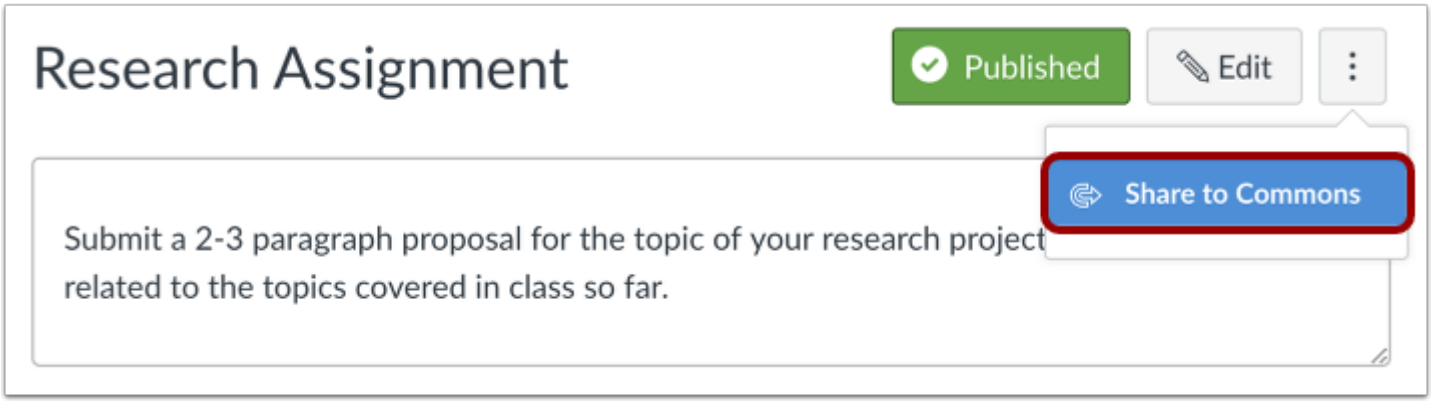
Note: Not all resources will display all details. Listed details depend on the type of resource and information provided by the author.

View Version Notes



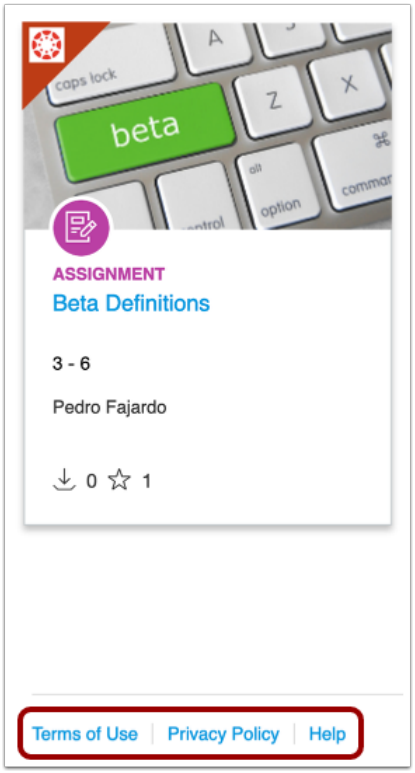
To view any updates made to the resource, click the **Version notes** tab. Updates are sorted by date and time and may include a description of changes made.

Share a Resource



You can share a variety of resources to Commons from your Canvas course, including a Canvas course, course content, and files.

Terms of Use, Privacy Policy, and Help



You can access the Terms of Use, Privacy Policy, and Help in the footer in any page in Commons.

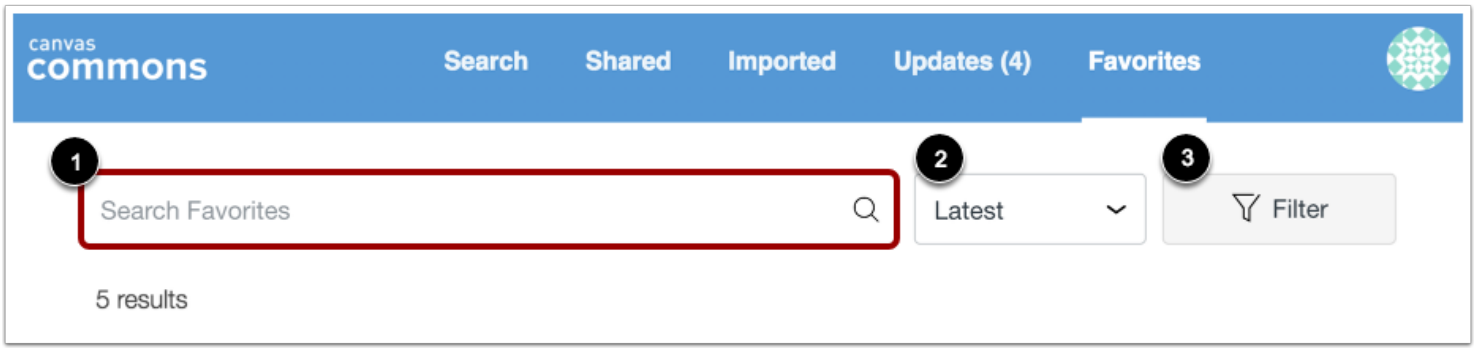
How do I preview resources in Commons?

You can preview resources in Commons before importing the resource into your Canvas course. In the search results, you can preview video and audio files for up to 10 seconds. Learn about supported file types in Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Find Resource

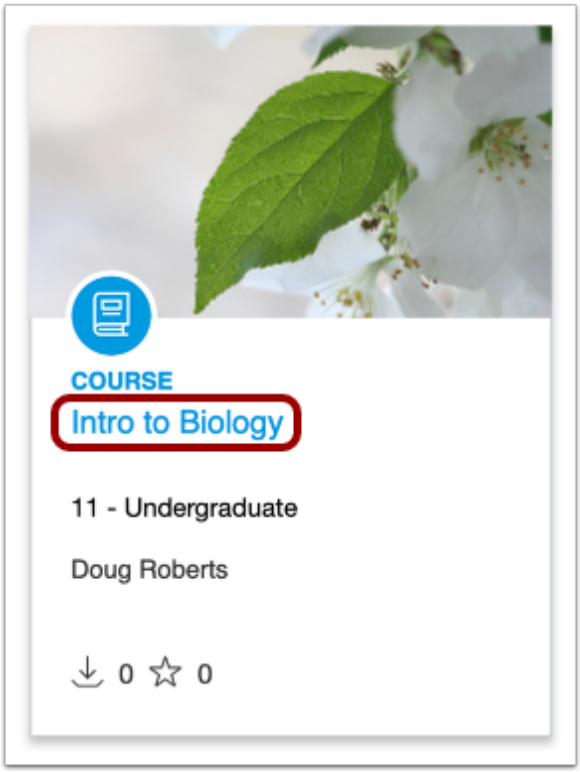


Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

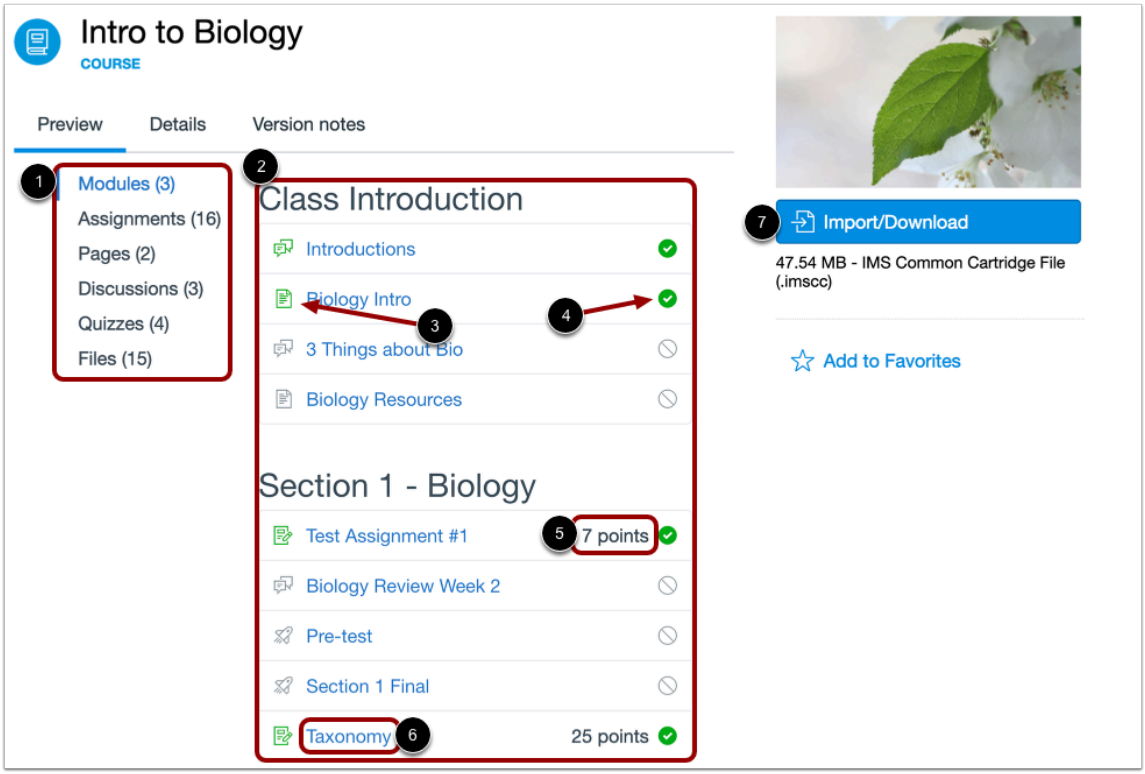
You can also filter search results [3]. Learn more about searching in Commons.

Open Course



To preview a course, click the course title.

Preview Course



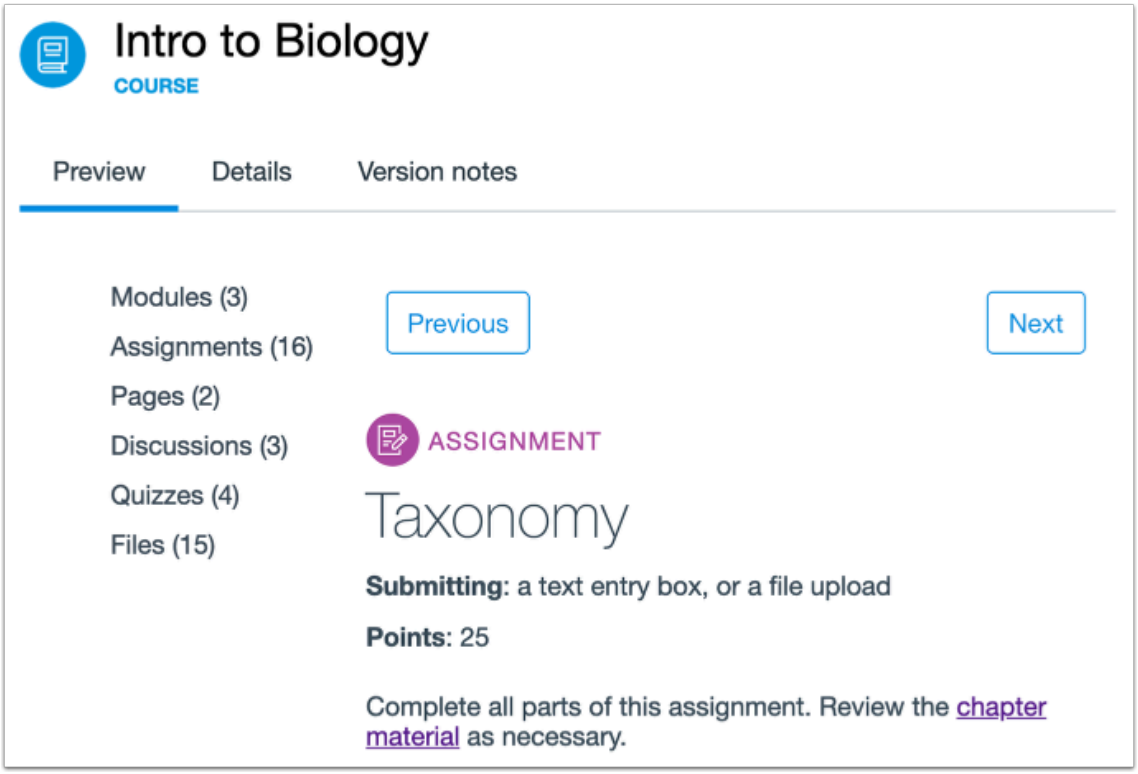
In the course details page, you can preview the various learning activities within the course. To preview course content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4]. If applicable, points possible are also shown [5].

To preview a content item, click the item title [6]

To download the file to your computer, click the **Import/Download** button [7].

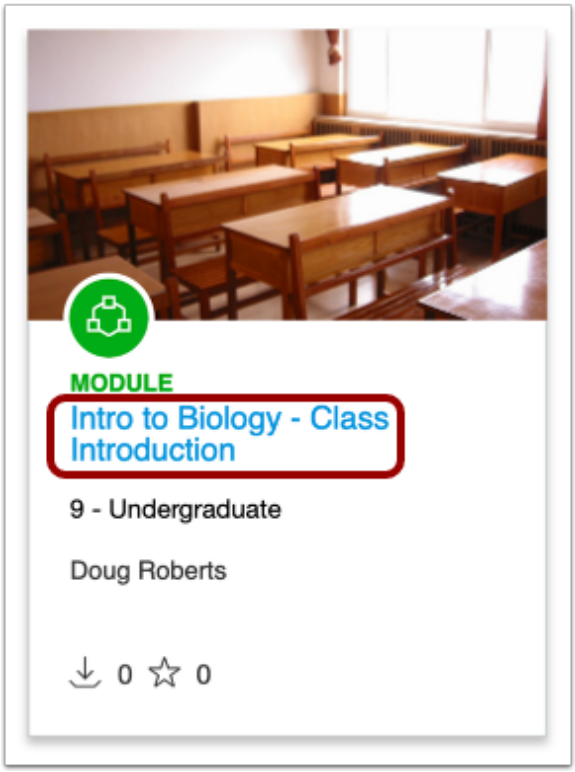
Note: If a course does not contain a particular learning activity (e.g. quizzes), it will not be included in the course details.

Preview Course Content



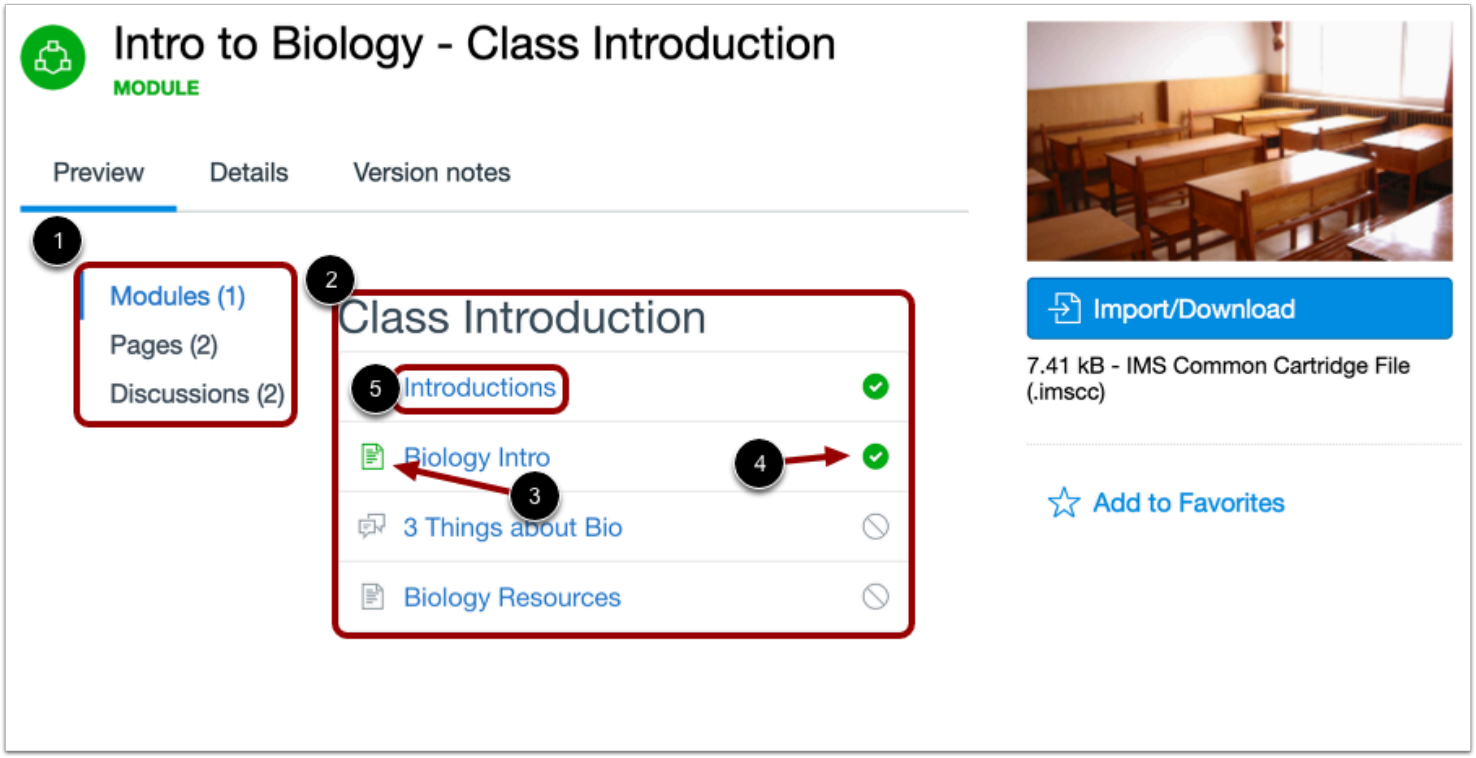
Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the preview depends on the type of content being previewed.

Open Module



To preview a module, click the module title.

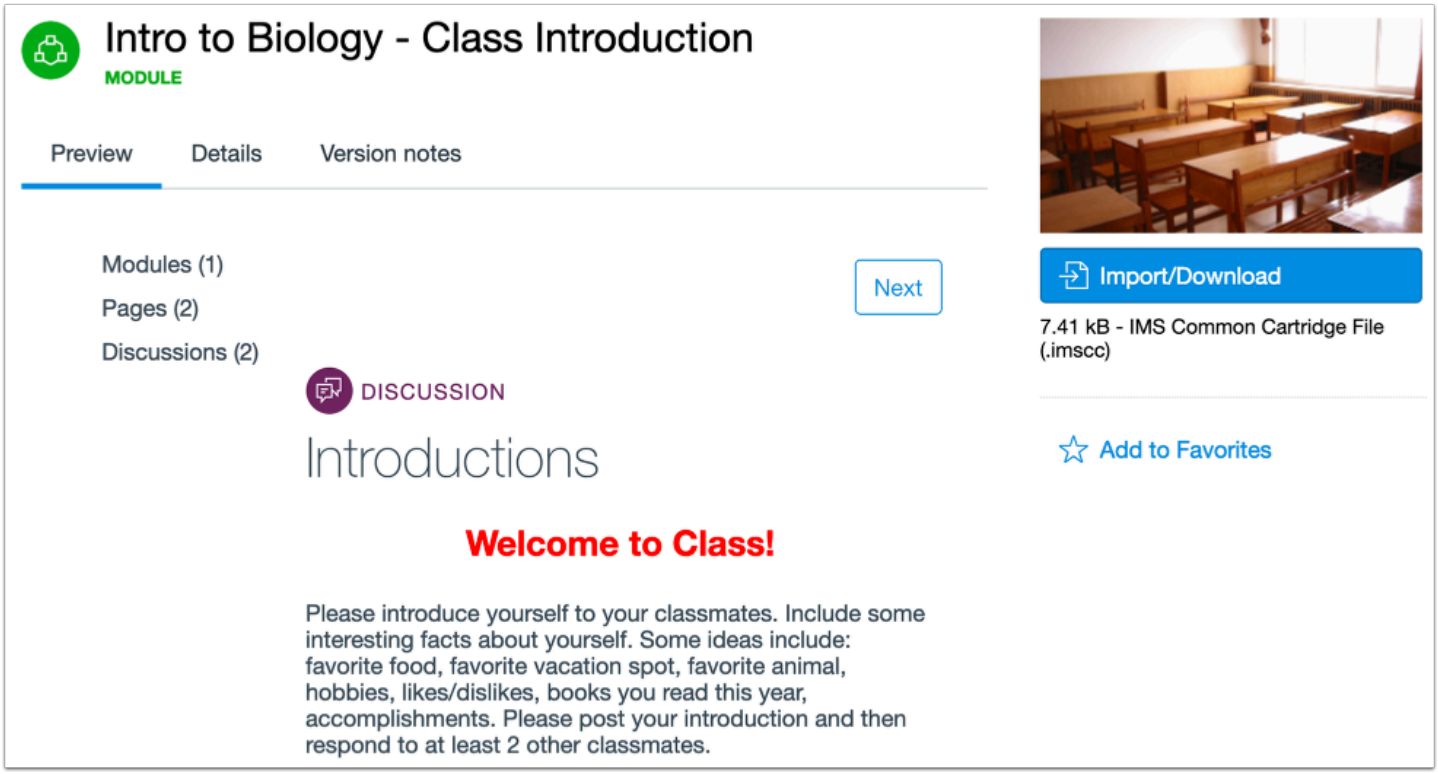
Preview Module



In the module details page, you can preview items in the module. To preview module content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4].

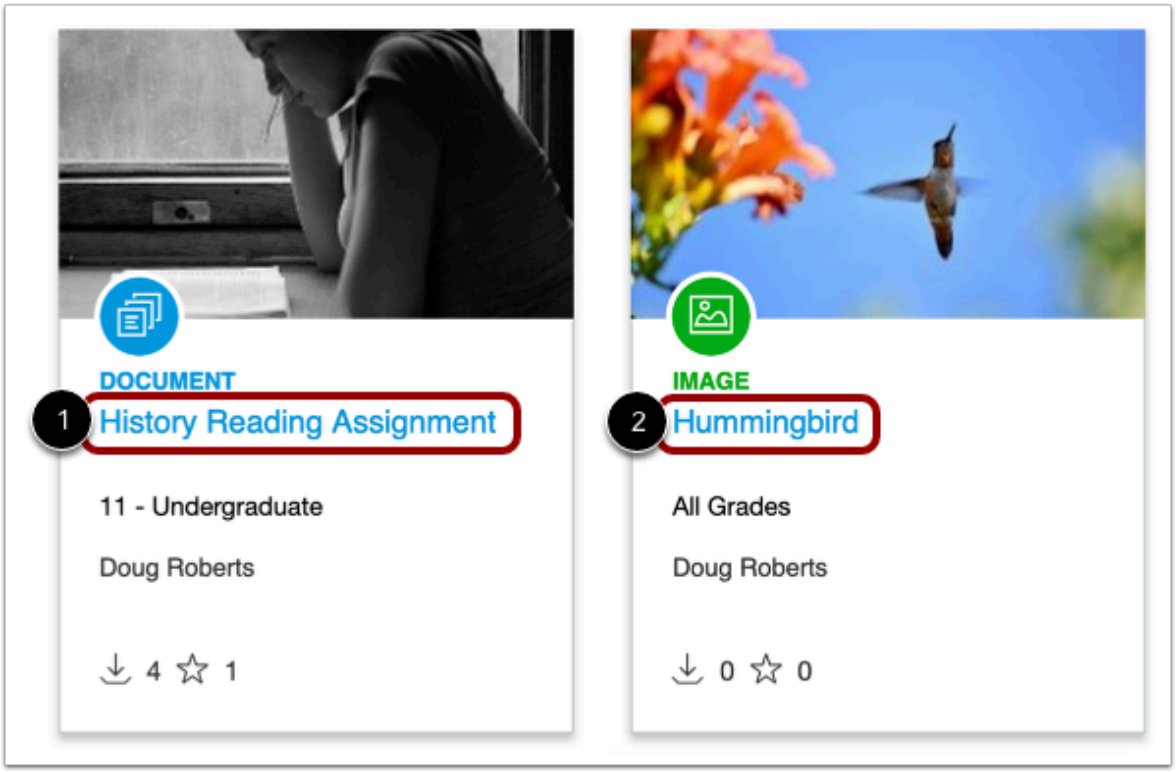
To preview a content item, click the item title [5].

Preview Module Content



Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the resource preview depends on the type of content being previewed.

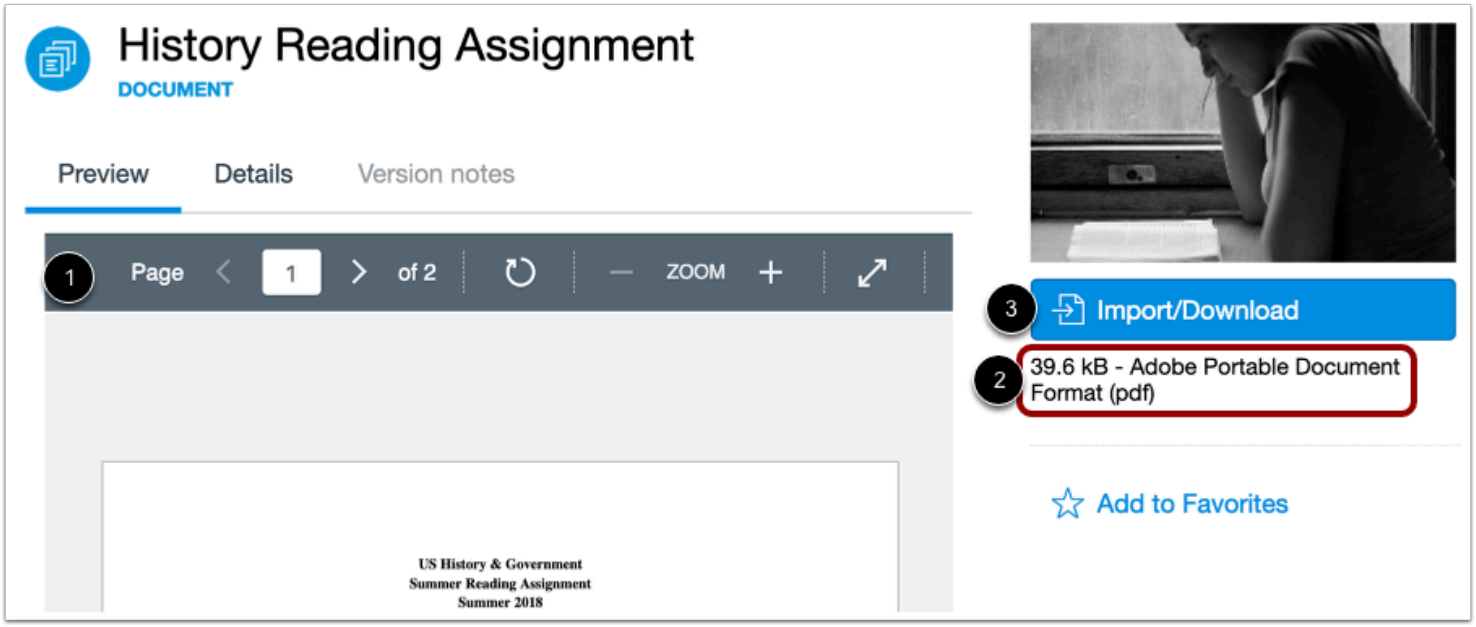
Open Document or Image



In the search results page, click the title of the document [1] or image [2] you want to preview.

Note: Some image thumbnails are cropped automatically.

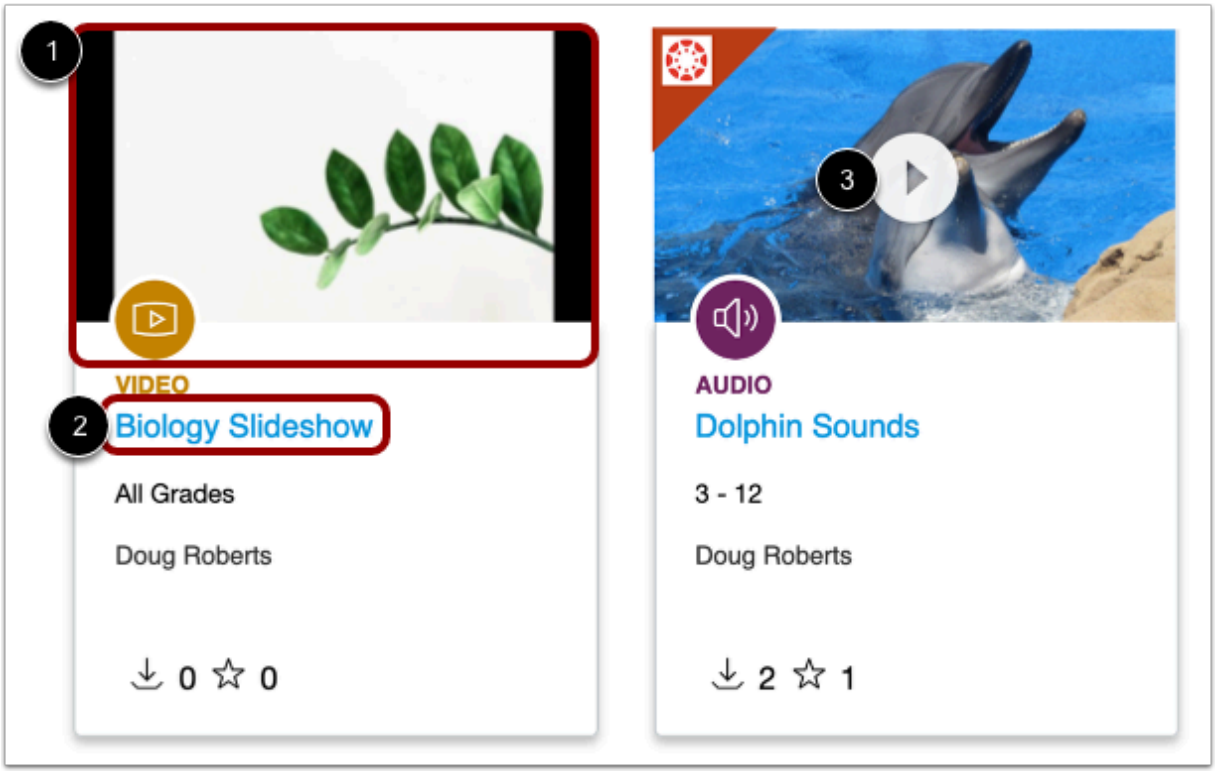
Preview Document or Image



In the resource details page, you can preview the image or document before importing it into your course [1]. You can also view the file type and size [2].

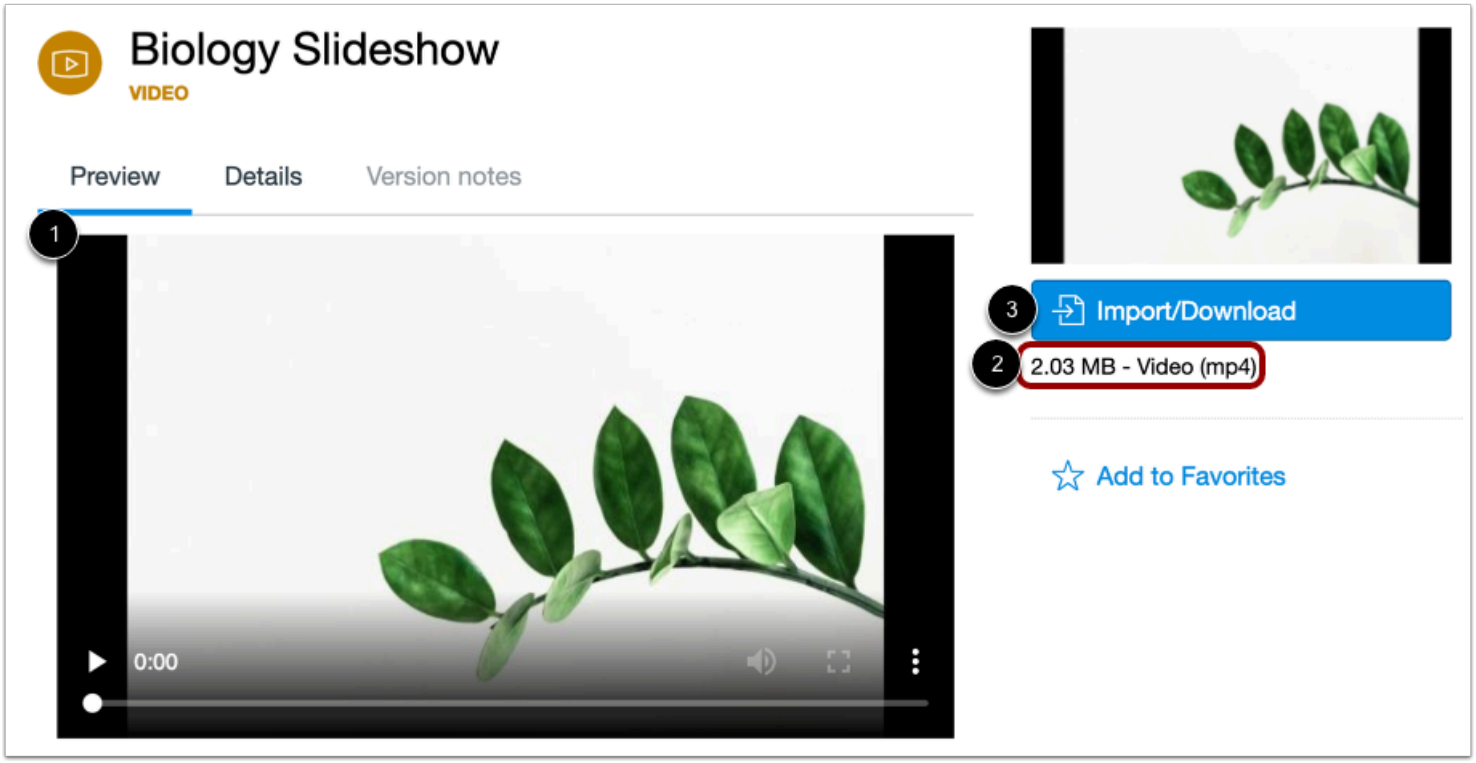
To import the file into your course or to download the file to your computer, click the **Import/Download** button [3].

Open Media File



In the search results page, you can preview video and audio files (up to 10 seconds). To preview a video, hover your cursor over the video thumbnail [1]; the video preview will play automatically. Audio is not available when previewing a video. To view the full video with audio, click the video resource title [2]. To listen to a preview of an audio file, click the **Play** icon [3].

Preview Media File



In the resource details page, you can preview the full video or audio file before importing it into your course [1]. You can also view the file type and size [2]. To import or download the file, click the **Import/Download** button [3].

How do I import and view a Commons resource in Canvas?

You can import courses, modules, assignments, quizzes, discussions, pages, or files from Commons into your Canvas course. Imported resources will retain their original published or unpublished status.

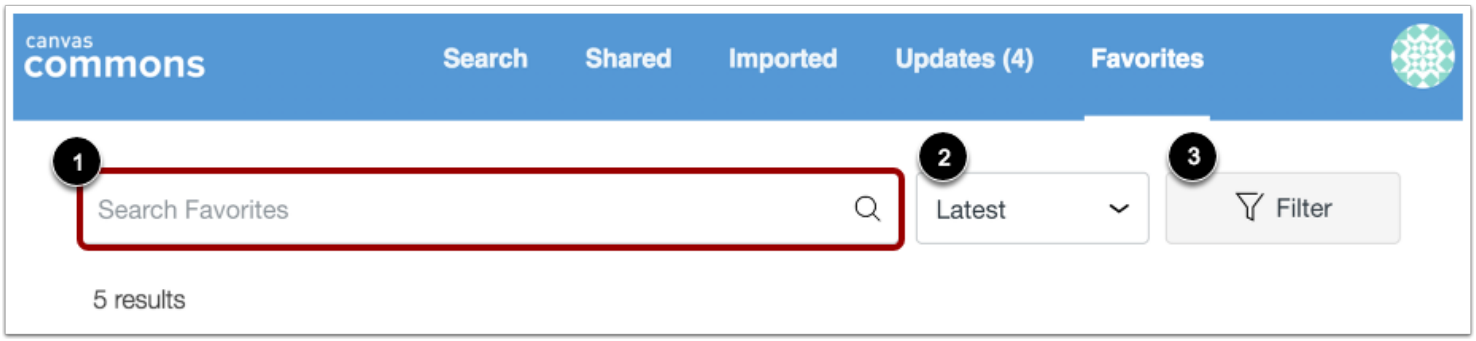
Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply.
- Student data will remain private when sharing and importing resources.
- Options/settings are retained in resource imports. All due dates will be removed.
- Commons currently does not support sharing/importing question banks associated with a quiz.

Open Commons

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

Find Resource

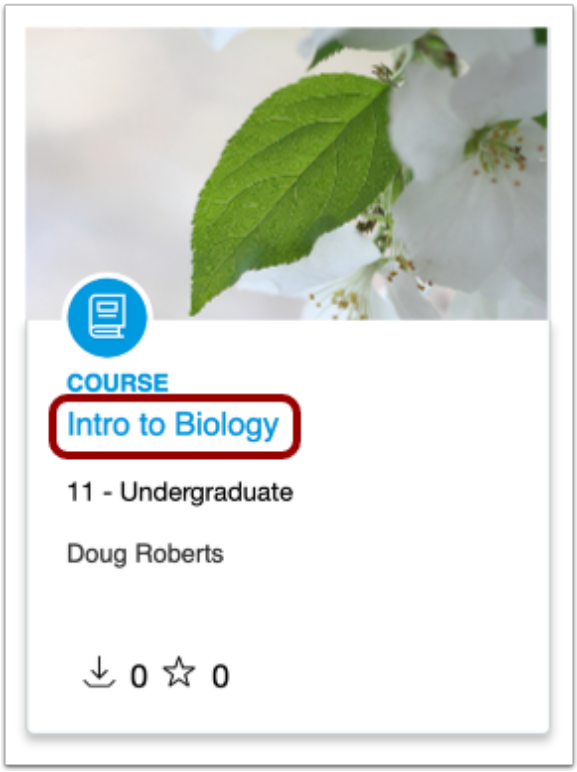


Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results by approved content, type of content, grade/level, and sharing settings [3]. Learn more about searching in Commons.

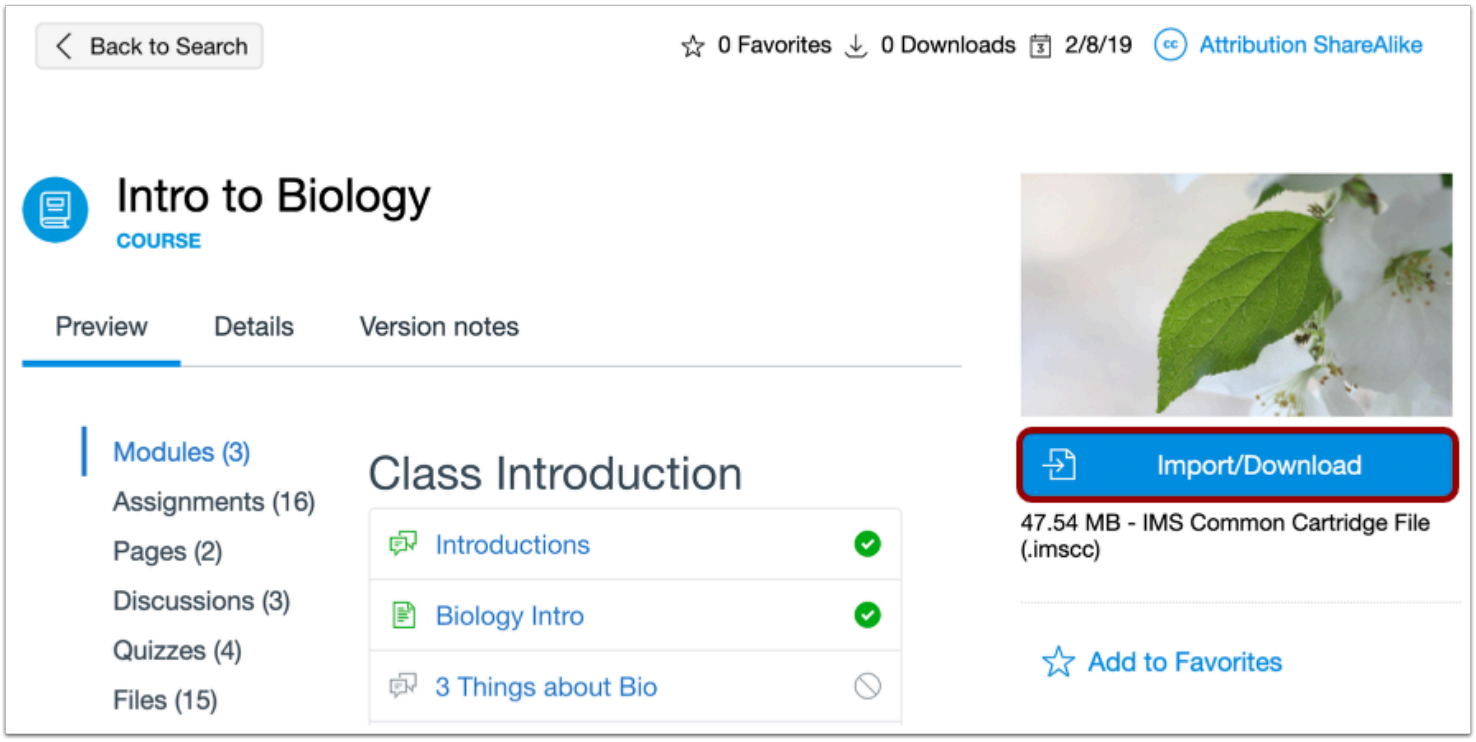
Open Resource



To view resource details, click the resource title.

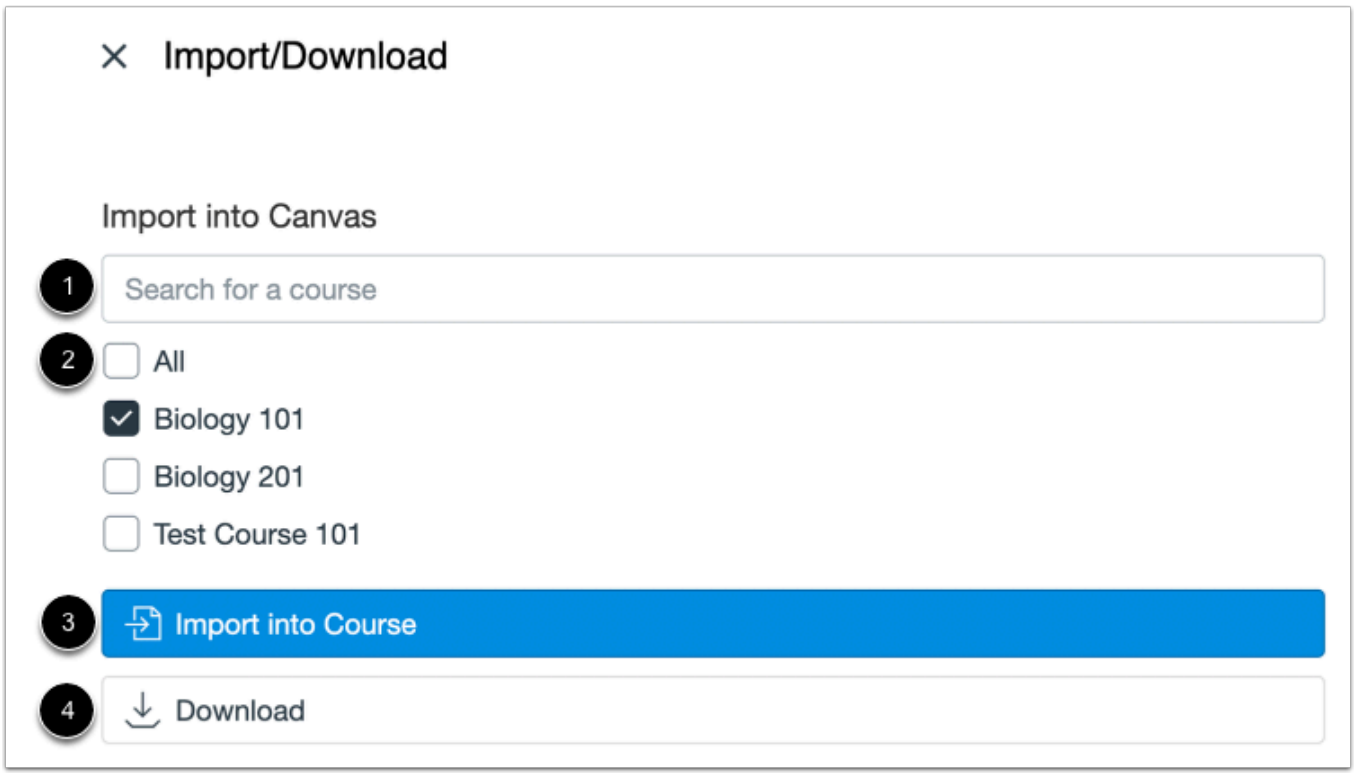
Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.

View Resource



To import or download the resource, click the **Import/Download** button.

Import Resource



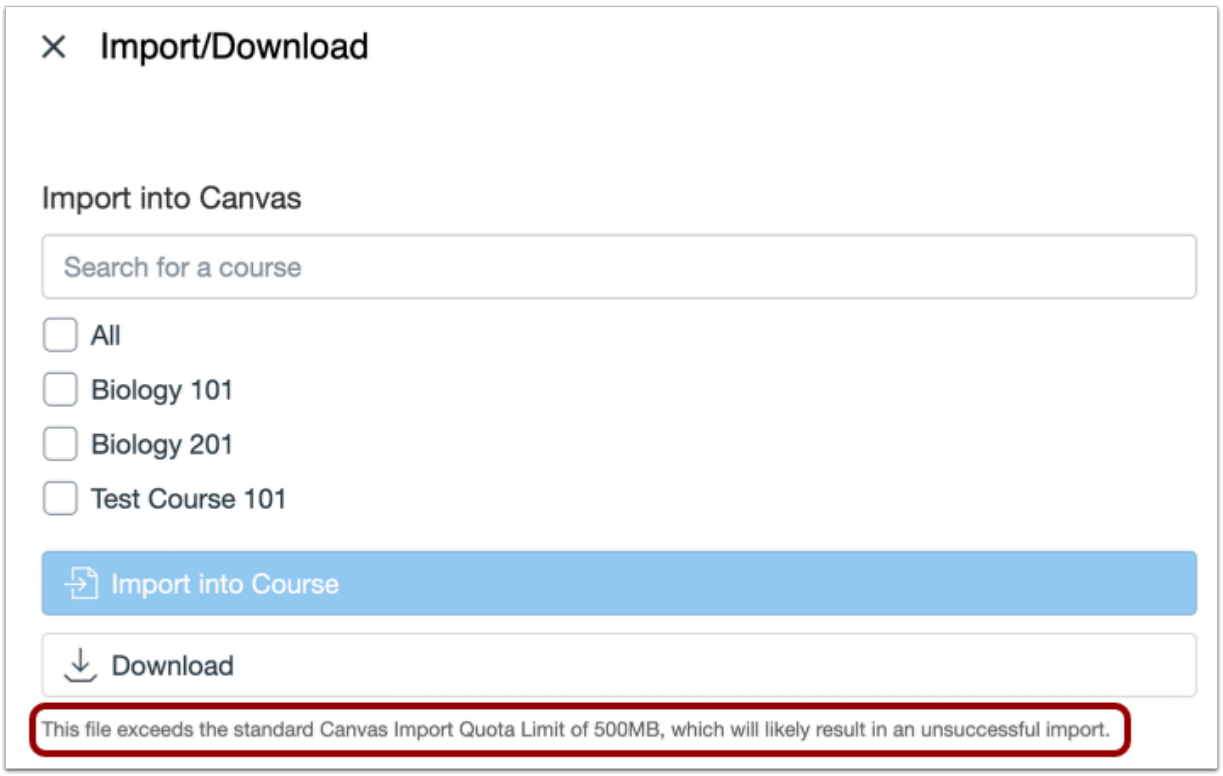
Search for the course(s) into which you would like to import the resource [1], or select the course(s) from the list [2]. Then, click the **Import into Course** button [3].

To download the file to your computer, click the **Download** button [4].

Notes:

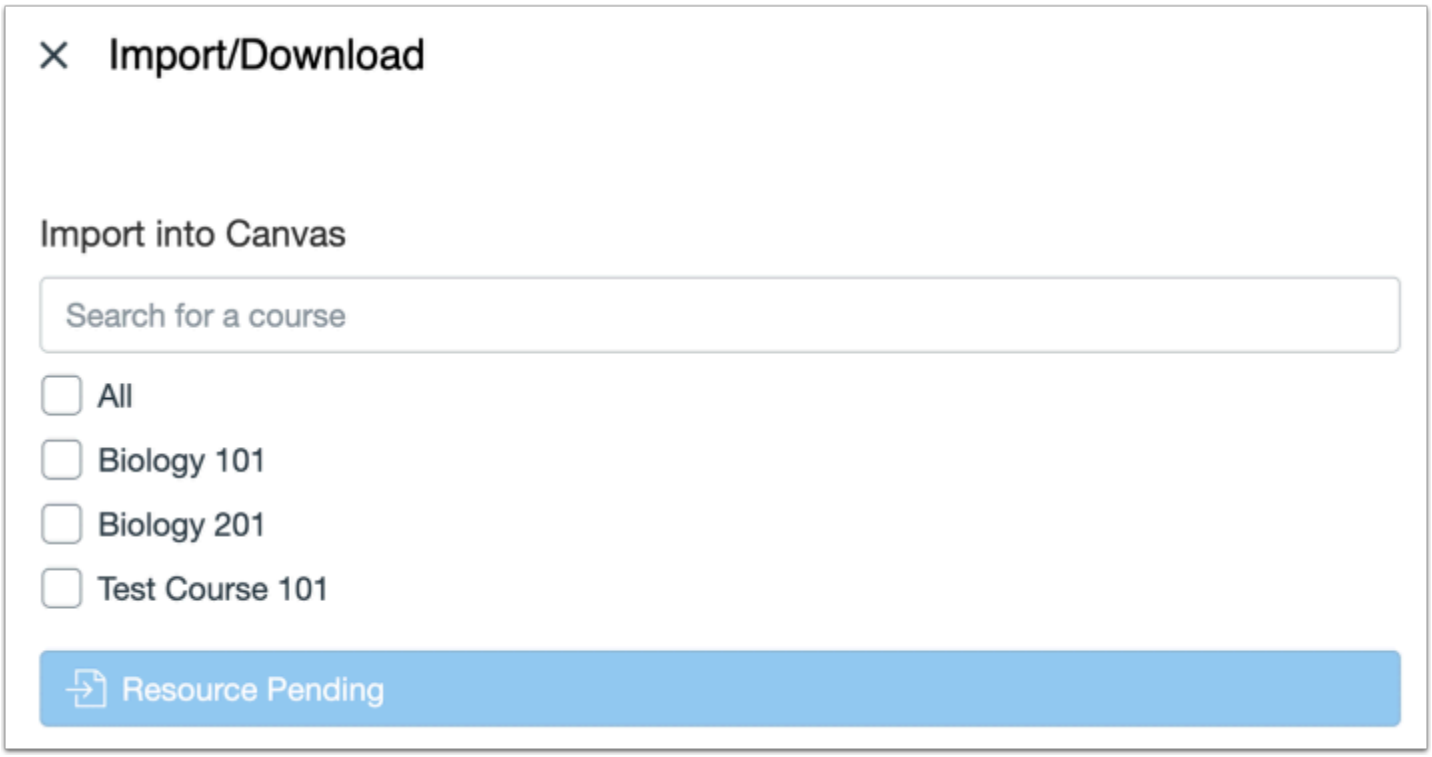
- Canvas users enrolled in a course as an Instructor, TA, Designer, or a custom role based on one of the previously listed roles will see the Import into Course list, provided that the course they are enrolled in is current.
- If a course is set to override term dates and the *Users can only participate in the course between these dates* checkbox is selected, the course will appear in the course list if the course end date is not in the past.
- If a course uses term dates, the course will appear in the course list if the term start date is not in the future and the end date is not in the past.

Import Warning Message



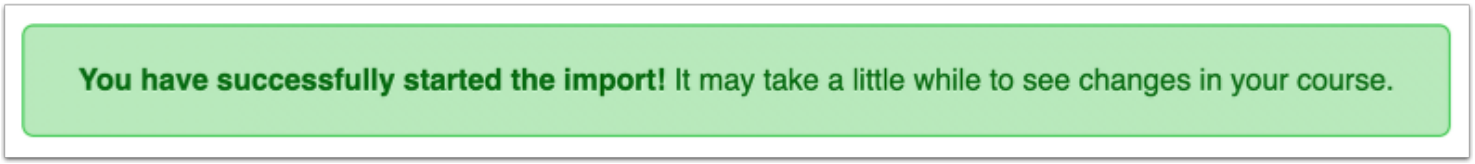
If you are importing a file that exceeds 500MB, Commons will generate a warning message notifying you that the import may not be successful.

Resource Pending Message



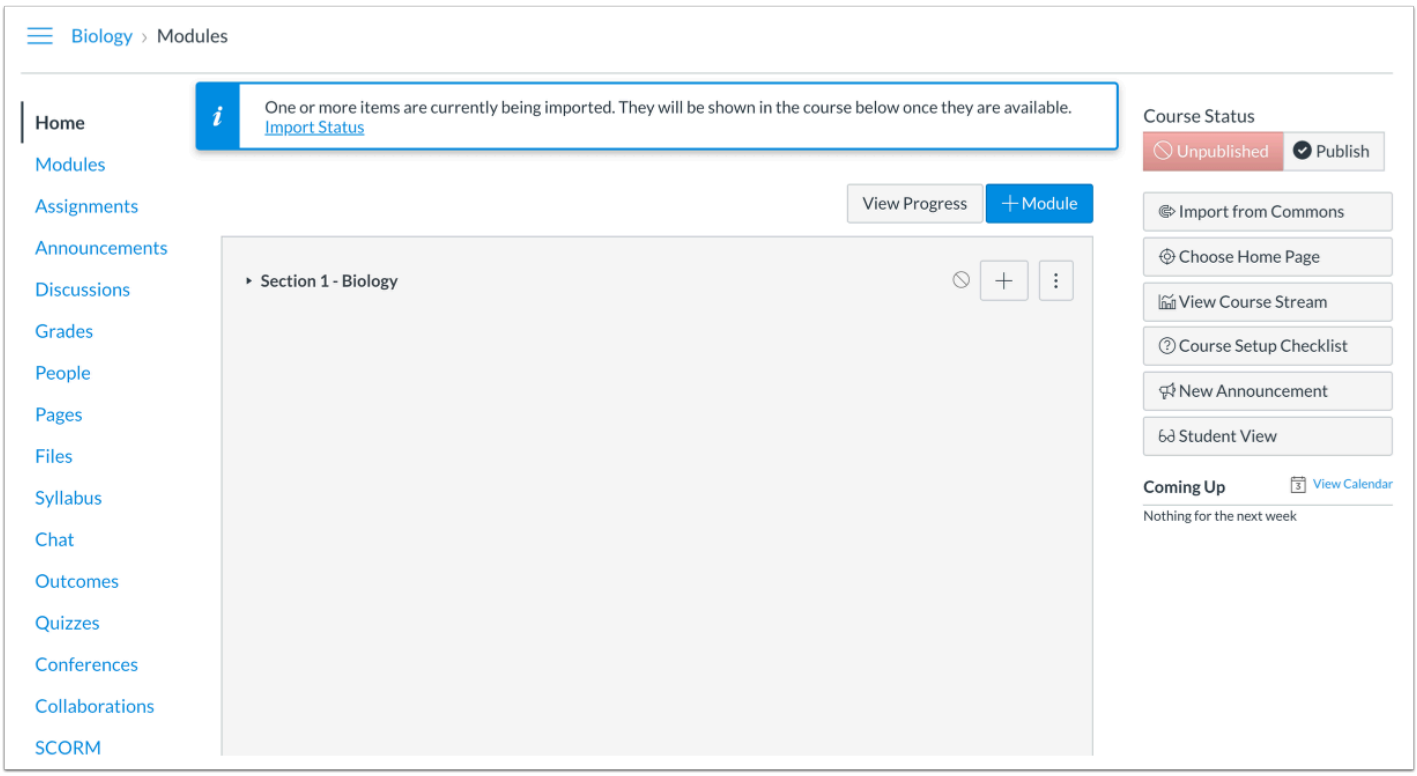
If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.

View Import Notification



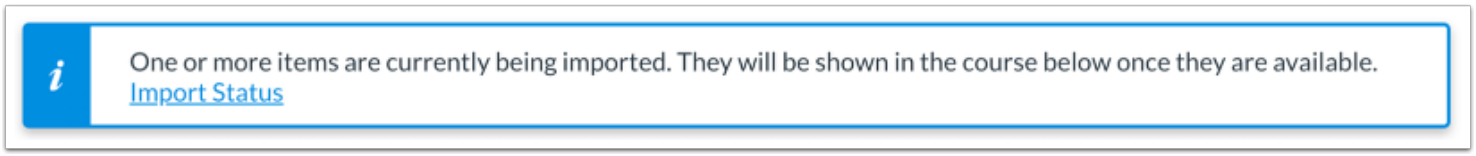
View the import status notification at the top of your screen. Please note that it may take a while to see changes in your course.

View Imported Resource



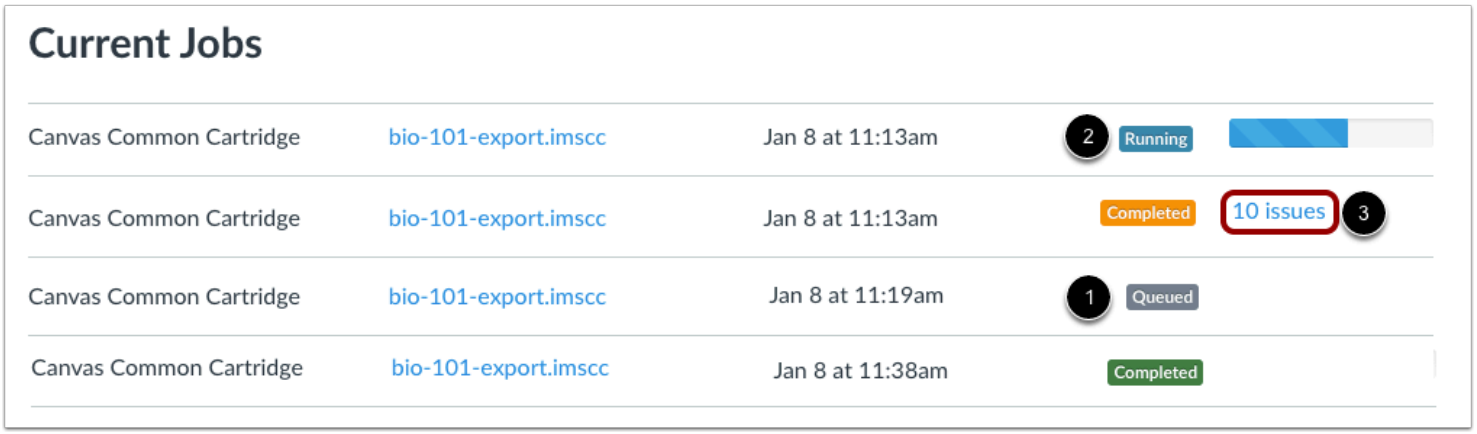
To view imported resources other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Course Navigation.

Import Status Notification



If the resource is still being imported, you will see a status notification when you open your course. Click the **Import Status** link.

View Import Status



The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imscc file. You can view the date and time the resource was imported. The import status menu will show the import status by color:

- **Gray** [1]: Displays a queued status
- **Blue** [2]: Displays a running status and progress bar with time remaining
- **Green/Orange** [3]: Displays a completed status (orange indicates an issue associated with the import; click the issues link to view the list)

To correct any issue(s) that may have occurred with the import, you can use either the issues link next to the import or you can use the Course Navigation menu to move around the course and correct the errors.

How can I leave a review for a resource in Commons?

You can leave a review for a resource in Commons. Reviews are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:

- Did you use this resource in your course?
- Do you think it improved student learning?
- Did you rely on this resource for content delivery, evaluation, etc.?

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

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

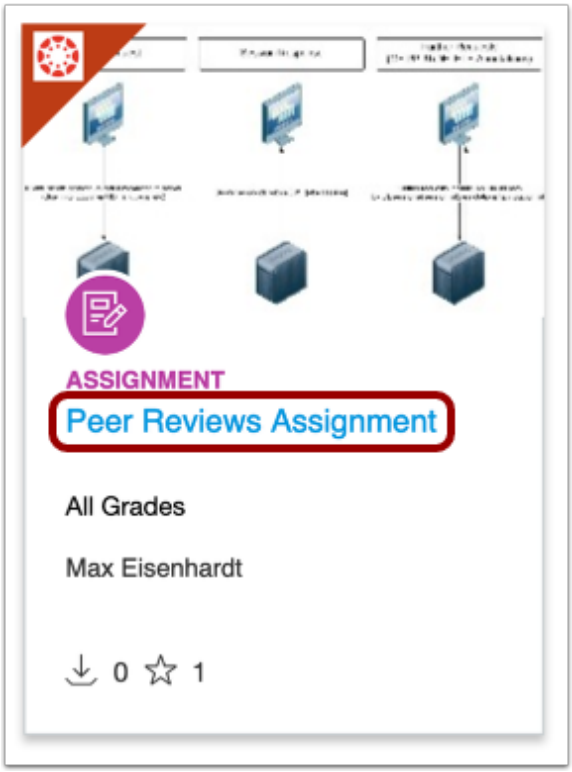
Find Resource

To locate a resource in Commons, use the search field [1].

To sort content by relevance, date, number of downloads, or number of favorites, click the **Sort by** drop-down menu [2].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the **Filter** button [3]. Learn more about searching in Commons.

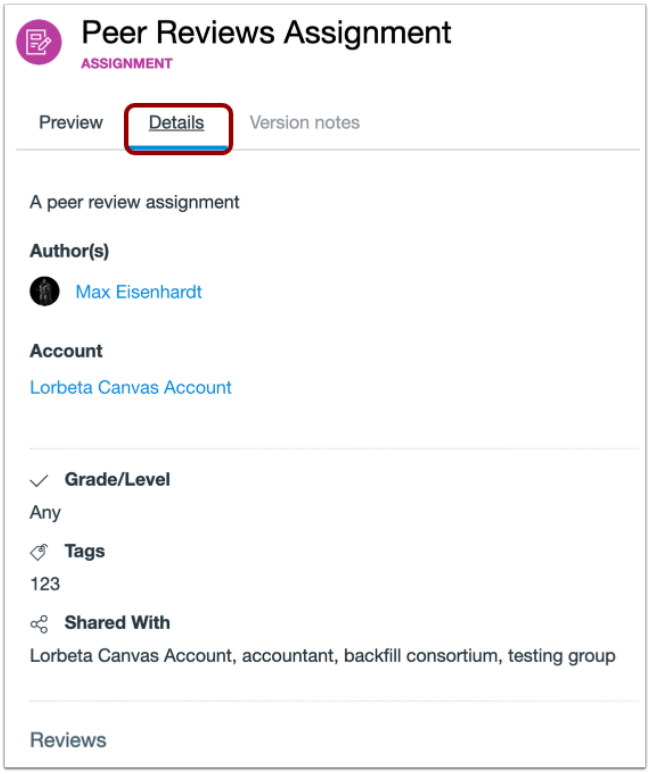
Open Resource



To review content, click the resource title.

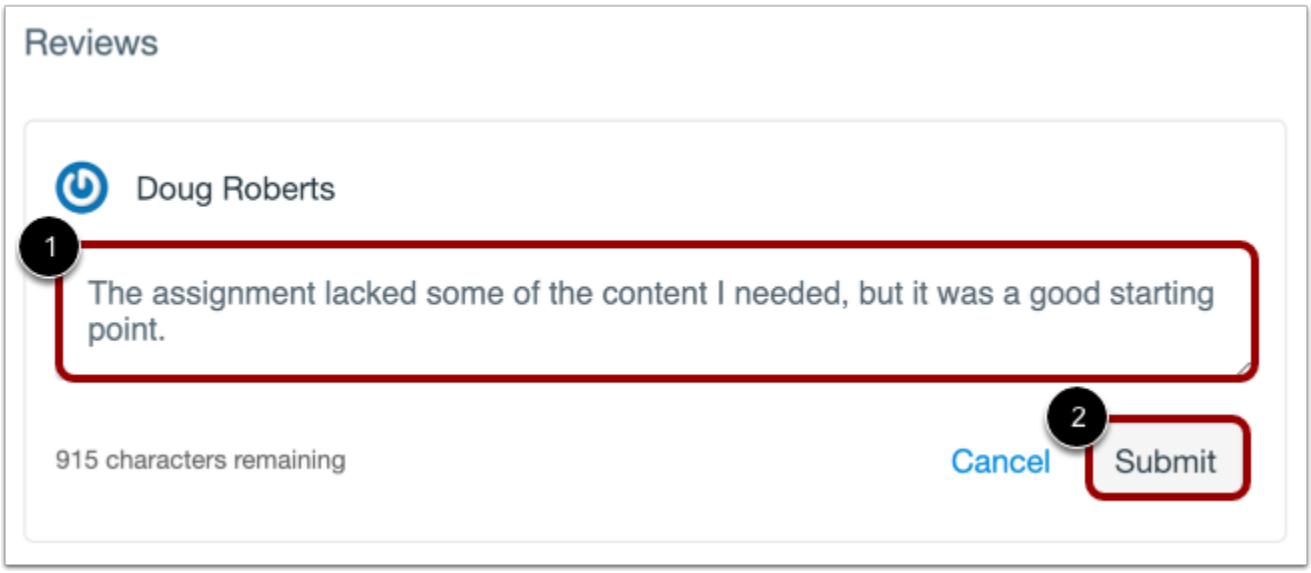
Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.

View Details Tab



In the resource details page, click the **Details** tab.

Submit Review



Write a review in the text field [1]. The maximum character limit for reviews is 1000 characters.

Click the **Submit** button when you're done [2].

Edit or Delete Your Review

To edit your review, click the **Edit** link [1]. To delete your review, click the **Delete** link [2].

How do I add and manage Favorites in Commons?

In Commons, you can add a resource to Favorites to help you curate helpful content. Favorited content is viewed and managed in the Favorites page.

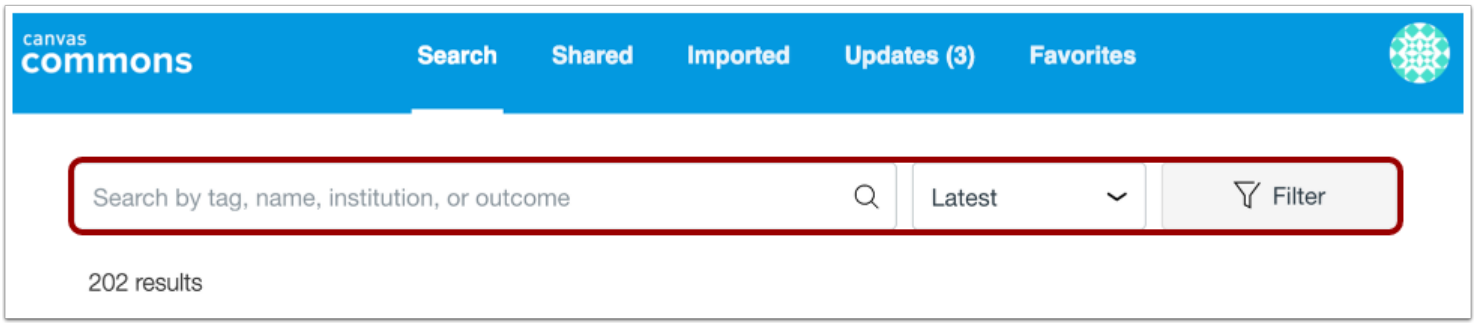
Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

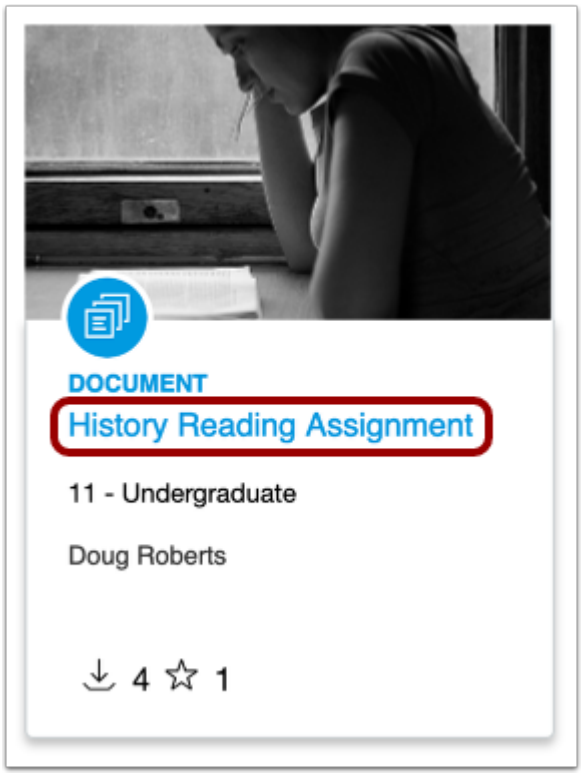
In Global Navigation, click the **Commons** link.

Find Resource



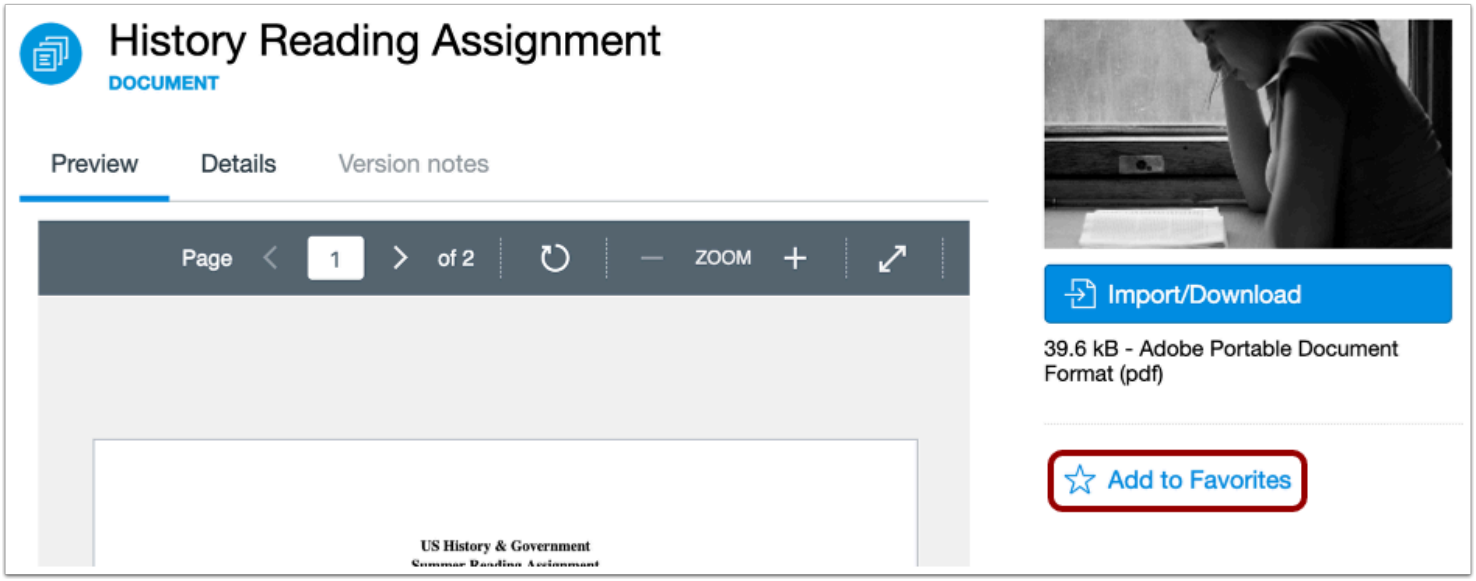
Locate a resource by searching or filtering in Commons.

Open Resource



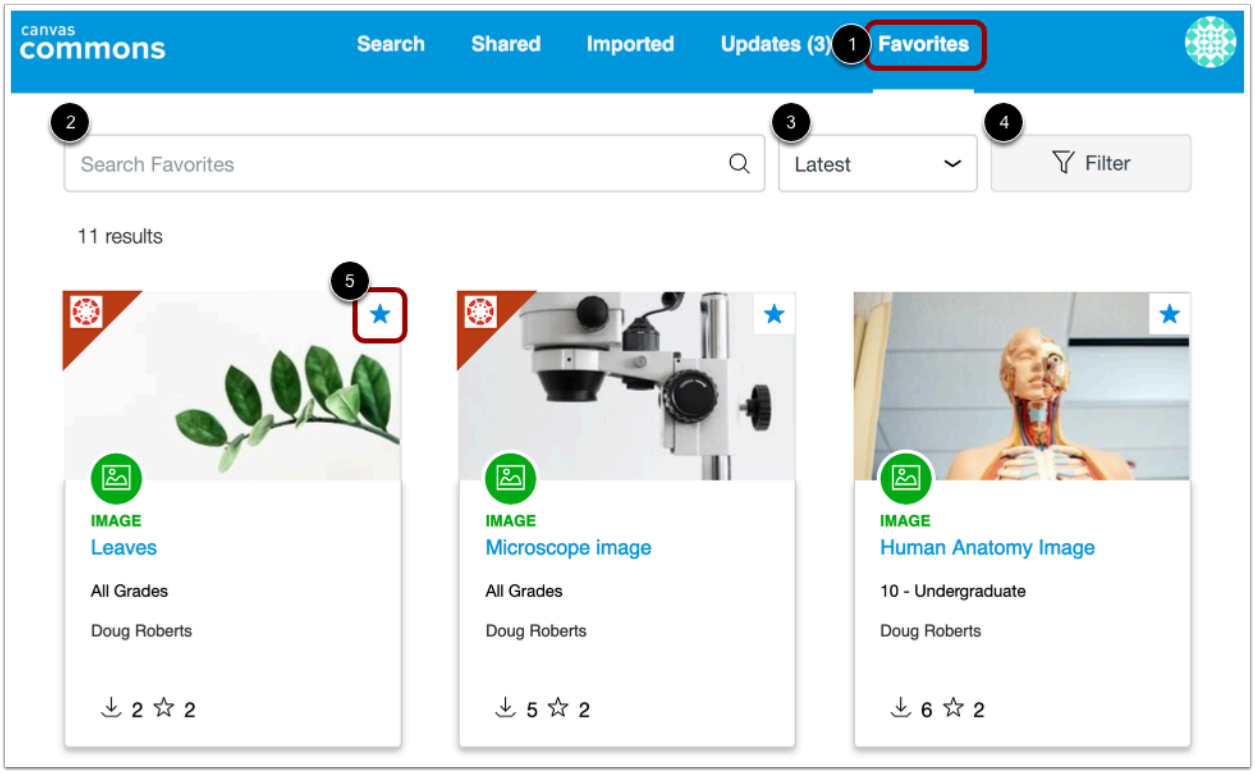
Click the resource title.

Add to Favorites



Click the **Add to Favorites** link.

View Favorites



You can view and manage your favorited content in the Favorites page [1].

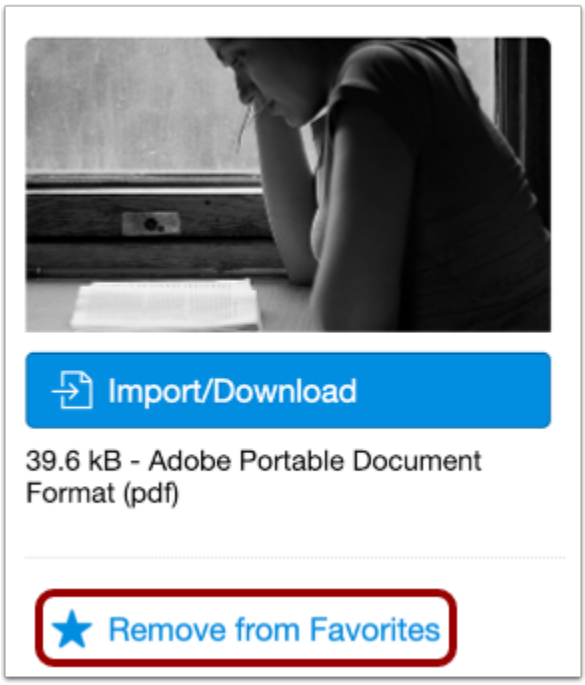
To search in Favorites, type keywords and phrases in the search field [2].

To sort content by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the **Sort by** drop-down menu [3].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the **Filter** link [4].

To remove an item from Favorites, click the **Favorites** icon [5].

Remove from Favorites



To remove a resource from Favorites, open the resource, then click the **Remove from Favorites** link.

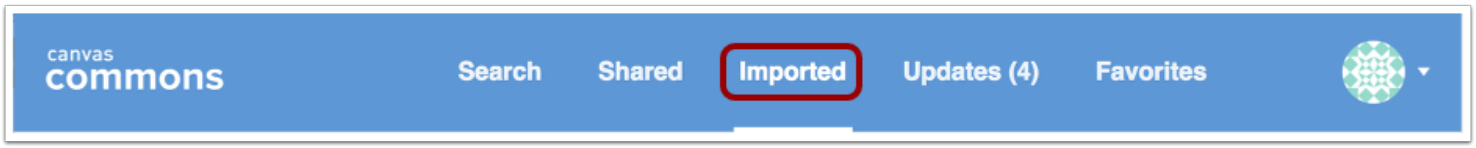
How do I view my imported and shared resources in Commons?

You can easily view all the resources you have imported or shared from Commons in one place.

Notes:

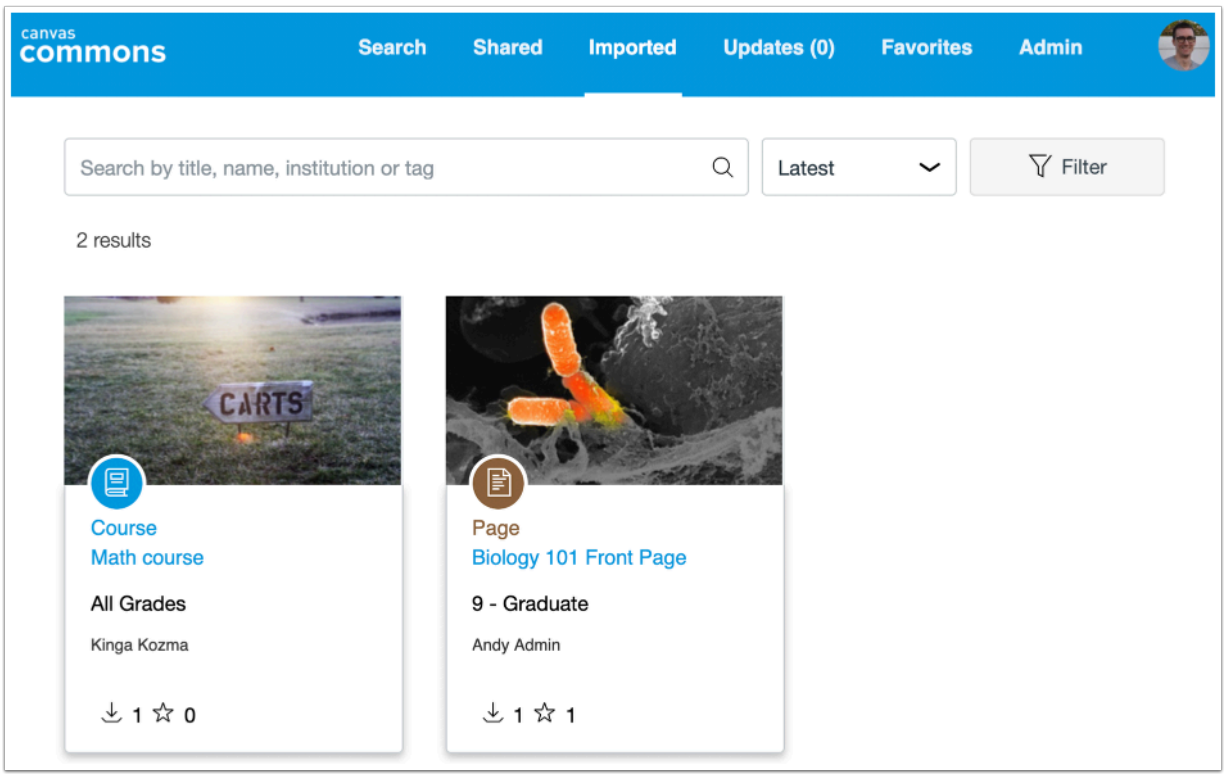
- If you need to remove a resource imported through Commons, navigate to the corresponding area in your course and delete it there. For example, to remove an imported assignment, navigate to the Assignments Index Page in your course to delete the assignment from the list.
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Imported



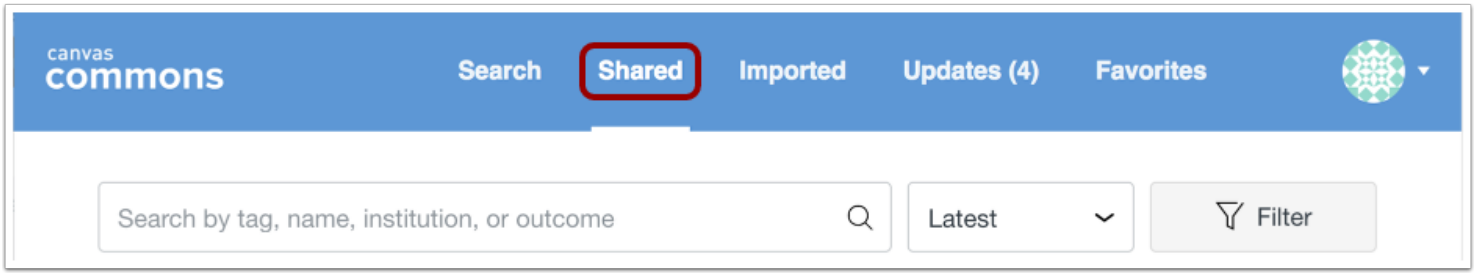
In Commons Navigation, click the **Imported** link.

View Imported Resources



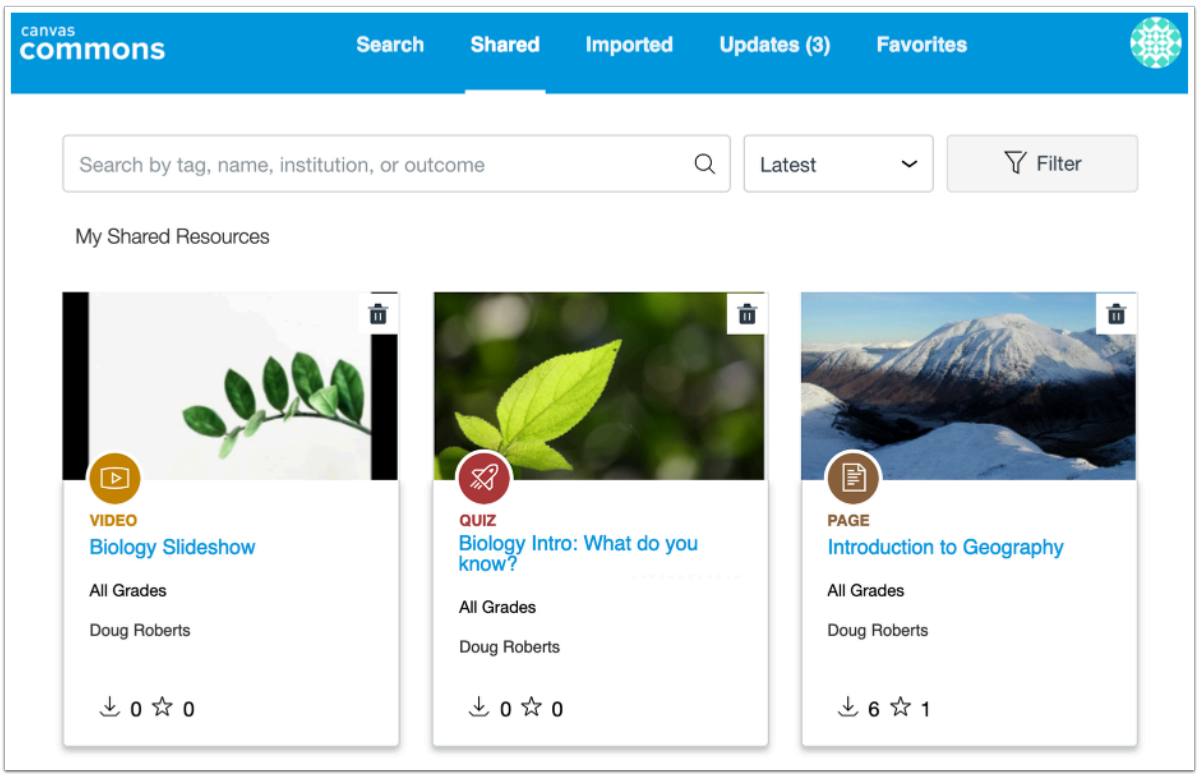
View resources you have imported from Commons into Canvas. Resources are sorted by most recent date.

Open Shared



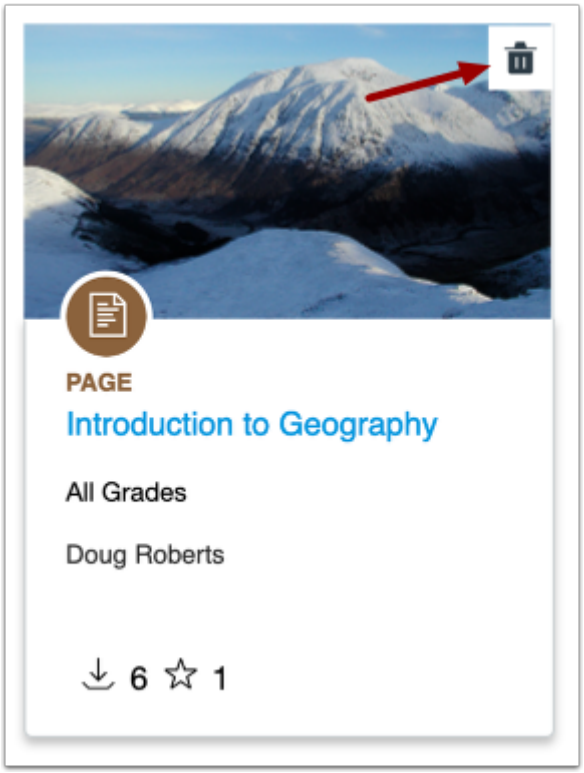
In Commons Navigation, click the **Shared** link.

View Shared Resources



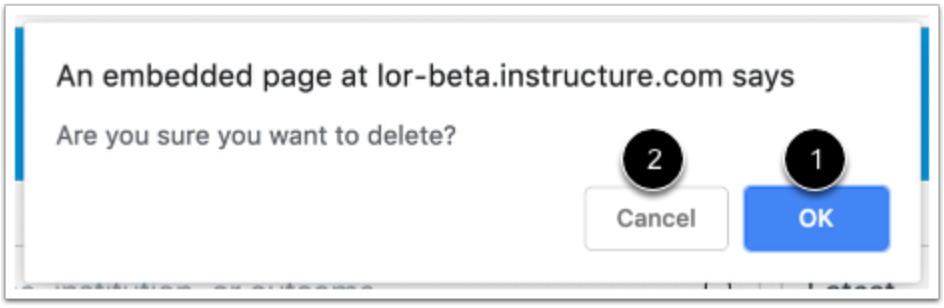
View your shared resources. Resources are sorted by most recent share date.

Remove Resource



Click the **Delete** icon to remove the resource from Commons.

Confirm Delete



You will be asked to confirm deletion of the resource. To confirm and delete the resource, click OK [1]. You will be unable to recover the resource once it is removed from Commons.

To cancel deletion, click **Cancel** [2].

Note: If you delete a shared resource in Canvas, other users will still be able to import that resource until you delete the resource in Commons.

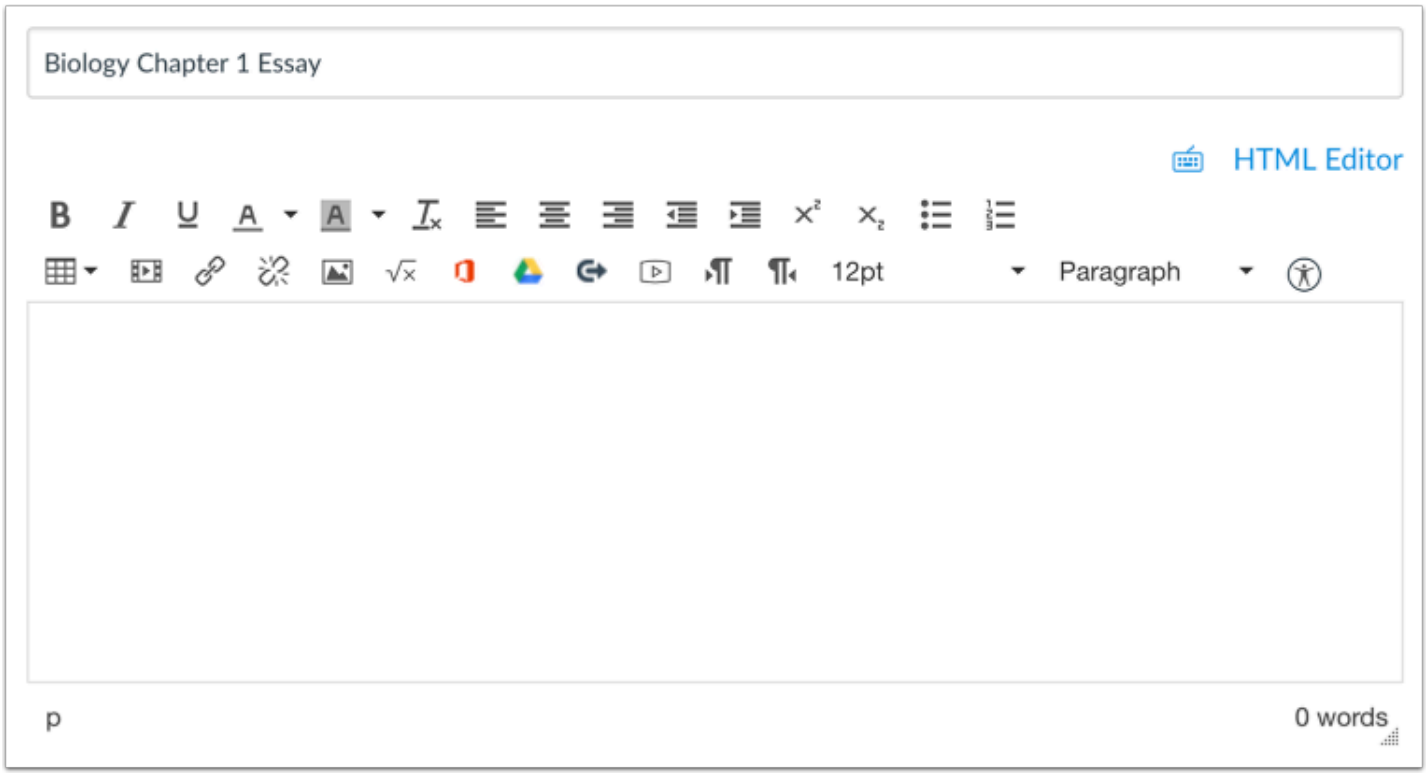
How do I import Commons Favorites in the Rich Content Editor in Canvas?

You can view and import resources from your Commons Favorites list in the Rich Content Editor in Canvas. Importing content in the Rich Content Editor only supports documents, videos, audio recordings, and images.

Notes:

- You must add a resource to your favorites in Commons before you can view and import it in the Rich Content Editor.
- Content imported in the Rich Content Editor is also imported into your course files.

Open Rich Content Editor

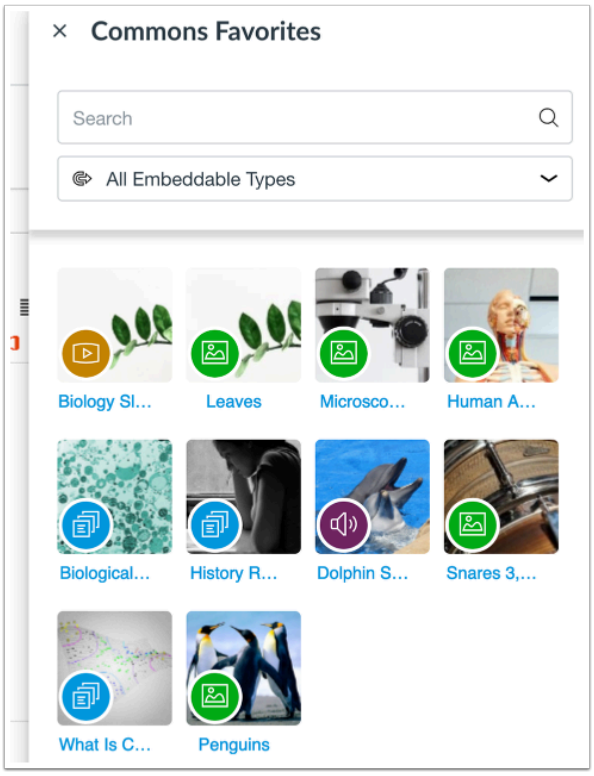


Open the Rich Content Editor using one of the Canvas features that support the Editor.

Open Commons Favorites

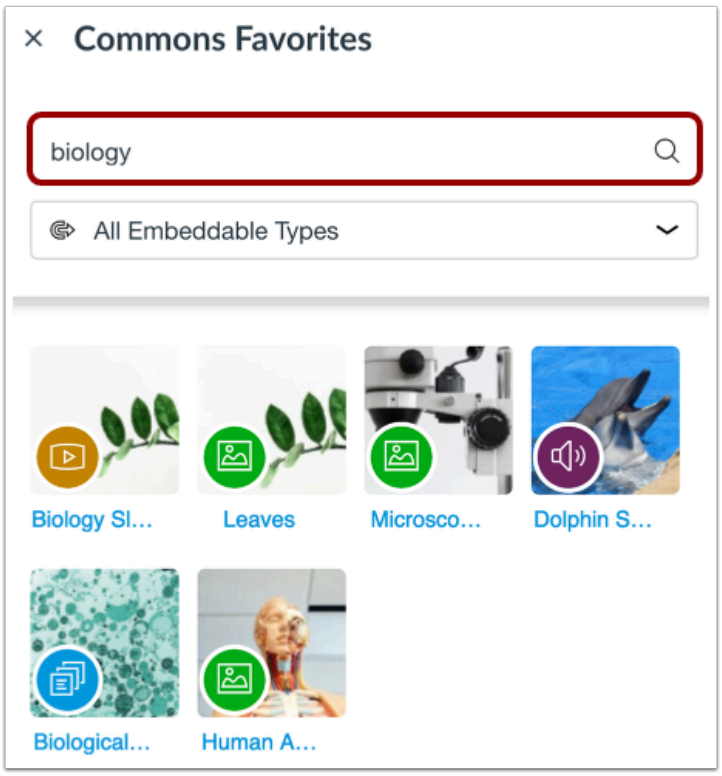
Click the **Commons** icon.

View Content



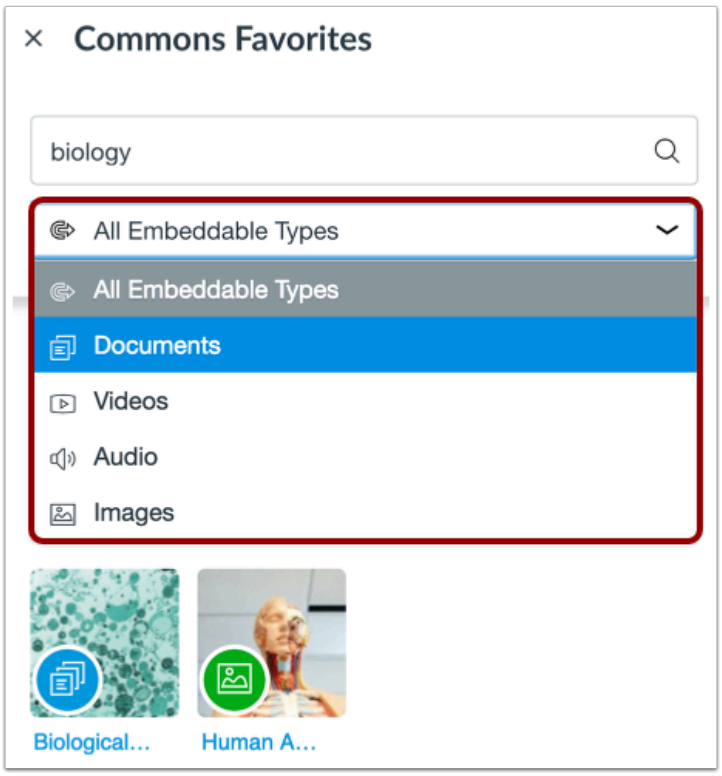
Your Commons Favorites open in a sidebar and display all embeddable resource types. You may need to scroll down to view additional resources.

Search Content



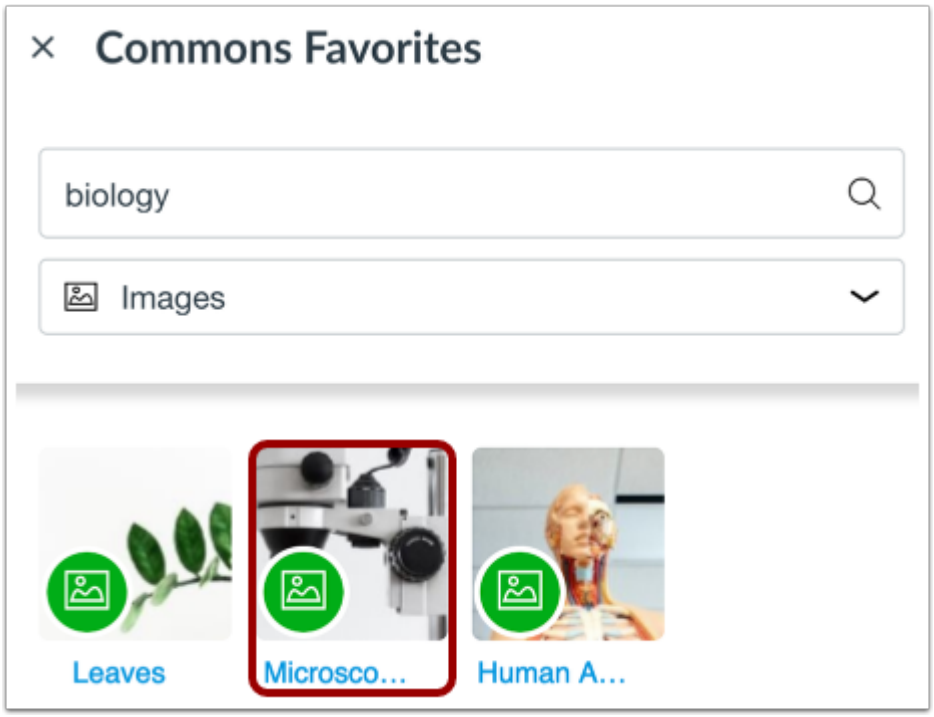
To search for specific content by title, description, keyword, or tags, use the search field.

Filter Content



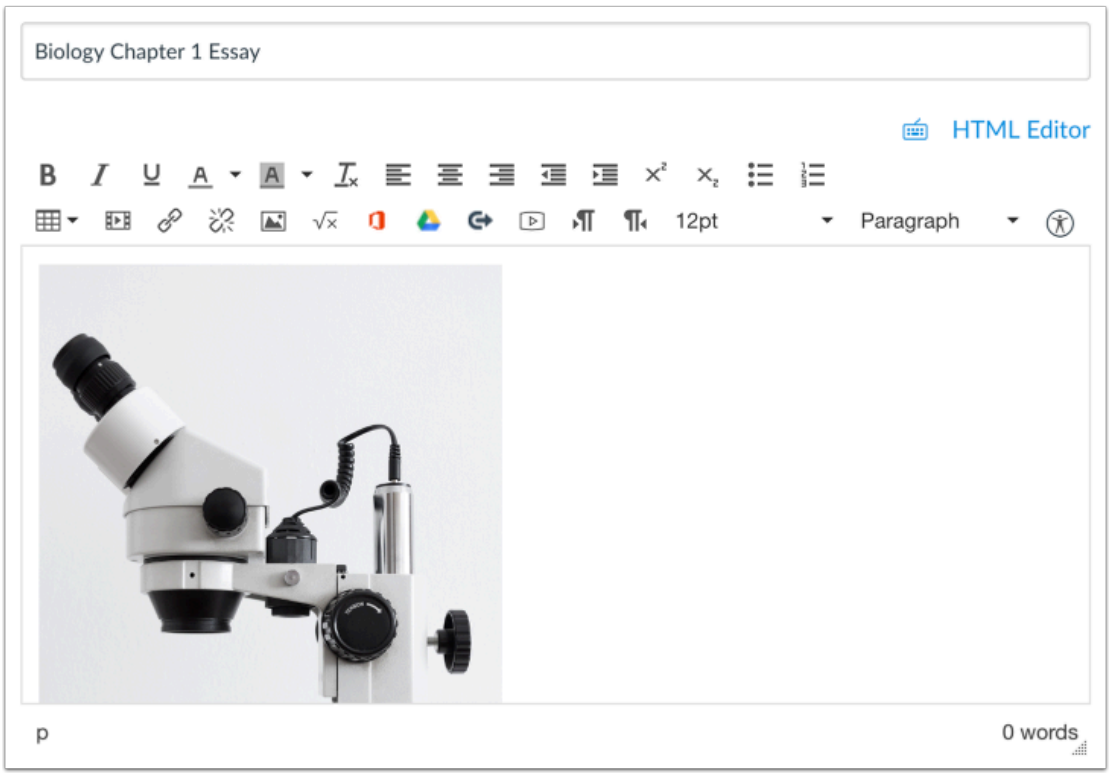
To filter content by resource type, click the **Resource Type** drop-down menu and select a resource type.

Import Content



Click the resource you want to embed. The resource will start to embed in the Rich Content Editor automatically. Importing may take several minutes to complete.

View Imported Content



View the imported content in the Rich Content Editor.

How do I view updates to resources I previously imported from Commons?

When a modified resource is re-shared to Commons, users who have imported a copy of that resource in Commons prior to the update will have the option to update the resource. When an update is available, it will appear in the updates page, in the notifications center, and in the resource detail page.

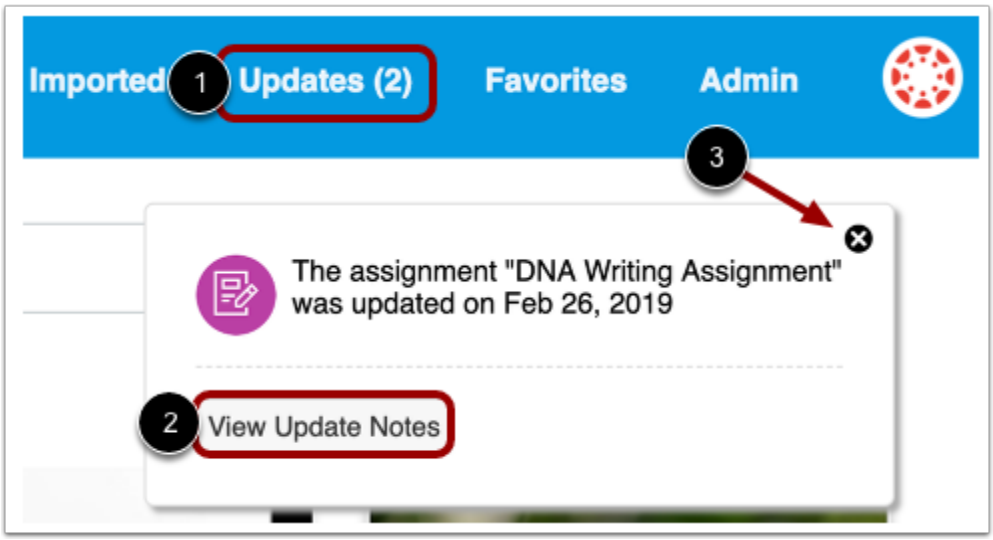
Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If your current version of a resource has student submissions, you may consider not updating the resource.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Open Commons

To view and update resources, click the **Commons** link.

Open Updates

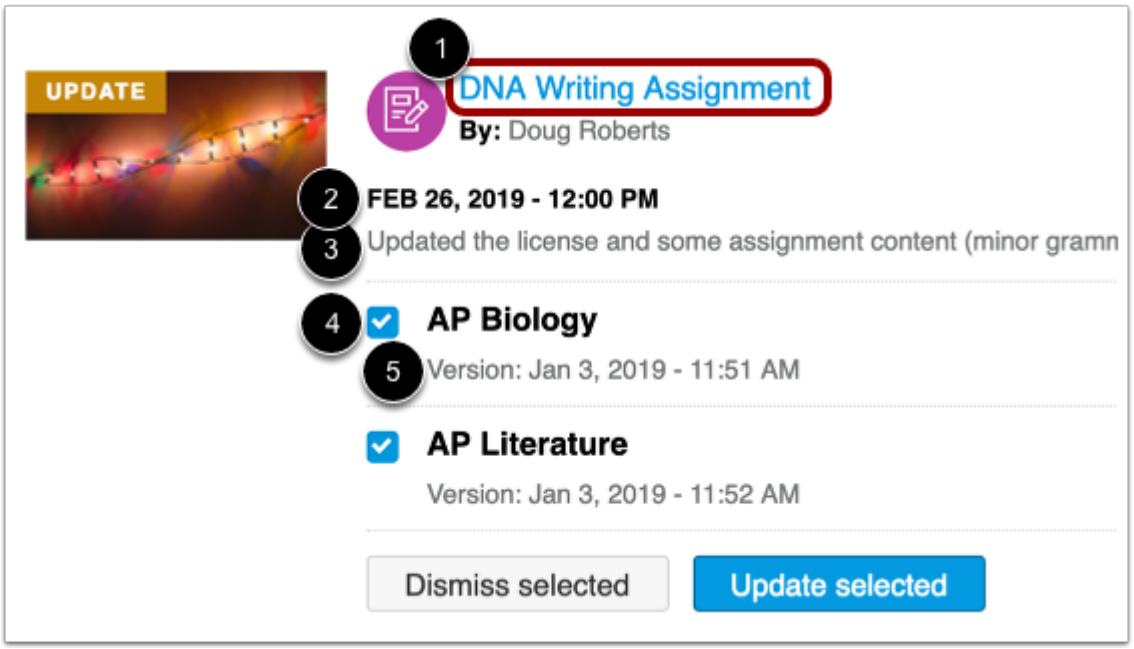


In Commons navigation, click the **Updates** link [1]. You can also click the **View Update Notes** button in the notifications center [2].

To dismiss the notifications center, click the **close** icon [3]. The notifications center will reappear only when there is a new update.

Note: The notifications center will display up to three updates; however, you can view all available updates in the Updates page.

View Available Updates



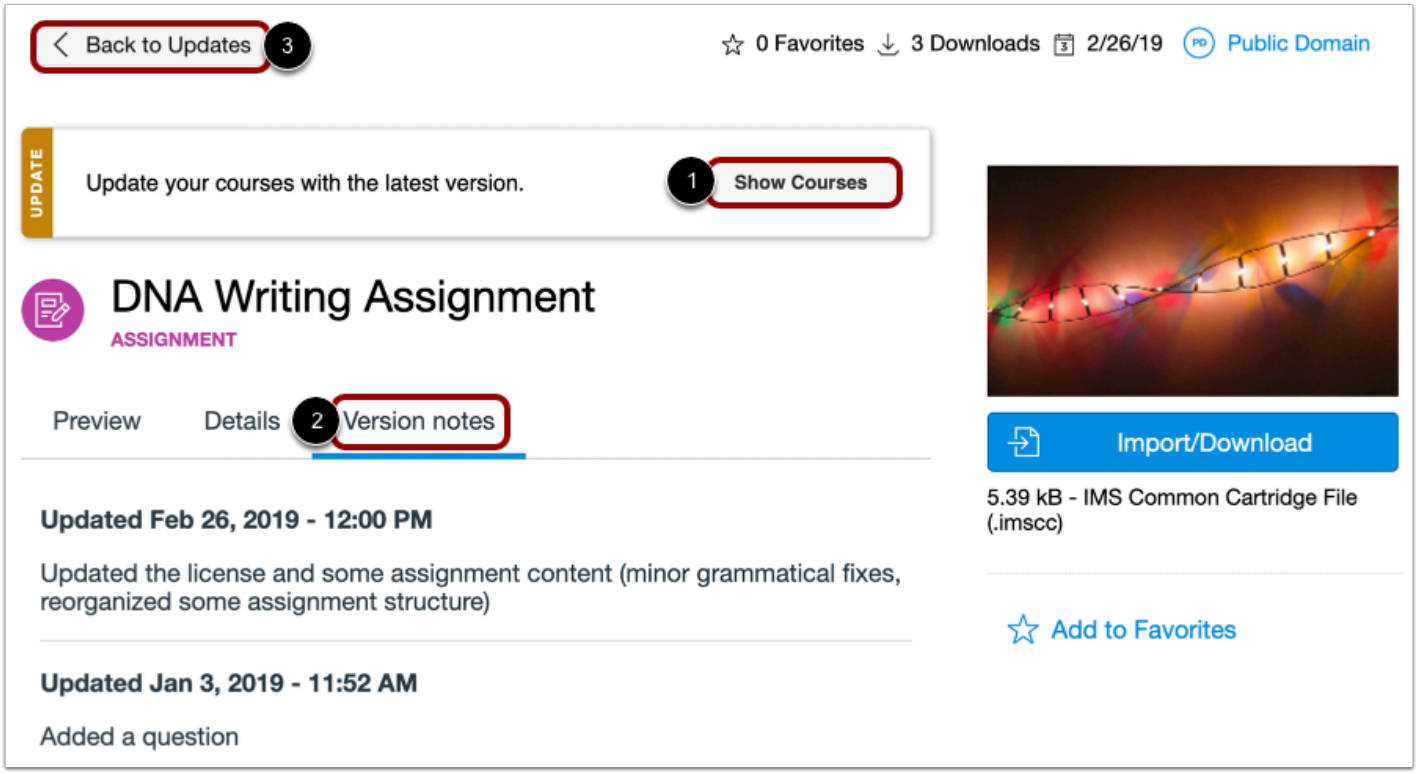
In the Updates page, you can view all your previously imported resources that have been updated by the original user. You can view the name and type of resource [1], date and time the resource was last updated [2], and notes of what was updated in this version [3].

You can also view which course(s) you previously imported the resource into [4] and which version of the resource you are currently using [5].

To view the resource details page or view the full version history, click the name of the resource.

Note: Resources removed or deleted from Canvas cannot be updated.

View Resource Details Page

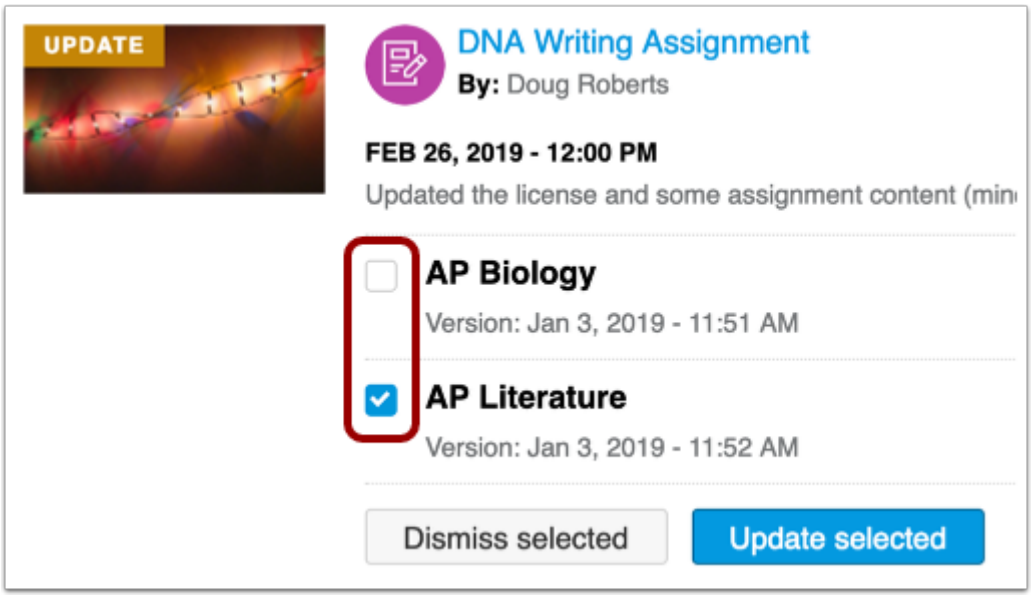


On the resource details page, you can also view update notifications. To view updates, click the **Show Courses** button [1].

To view the version history, click the **Version notes** tab [2].

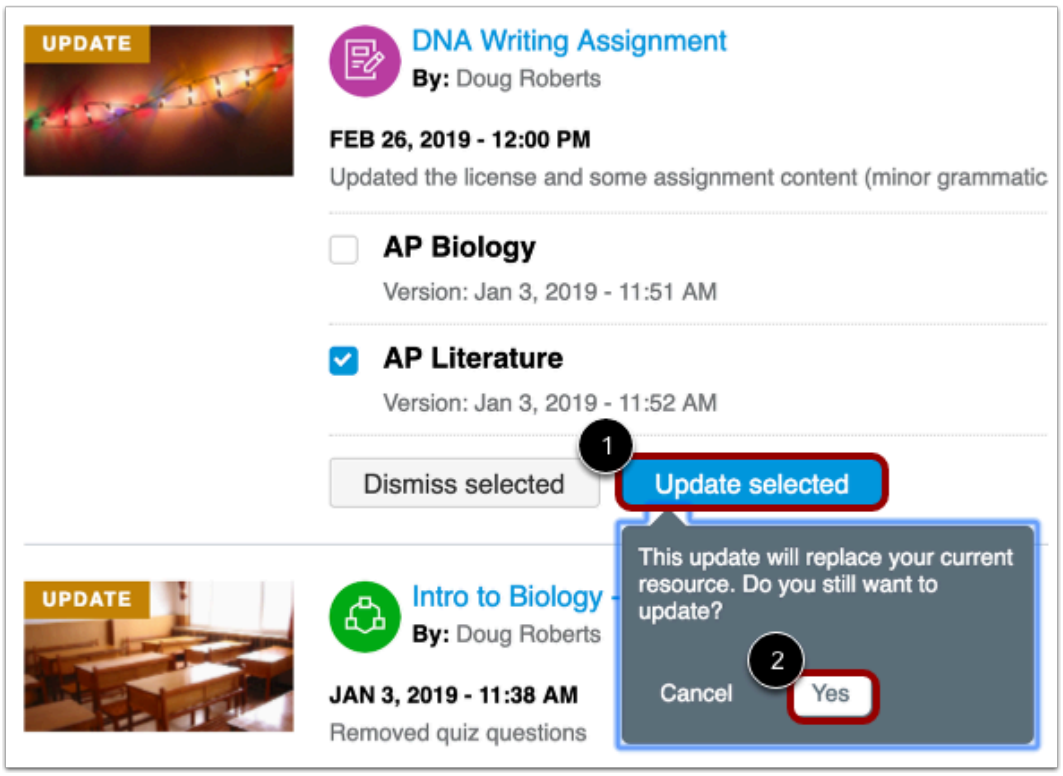
To return to the updates page, click the **Back to Updates** button [3].

Select Courses



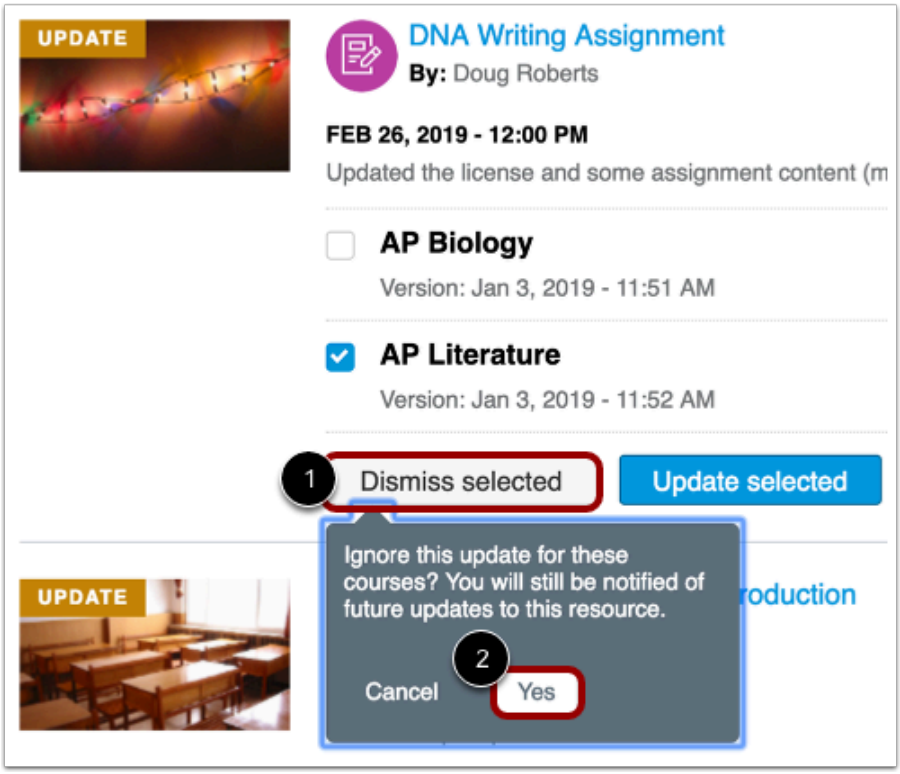
If you imported the resource into more than one course, you have the option to select which course(s) you want to update. All courses will be selected by default. To select or deselect a course for update, click the checkbox next to the course name.

Update Resource



To update your resource, click the **Update** or **Update selected** button [1]. Updating your resource will replace your current resource. To confirm, click the **Yes** button [2].

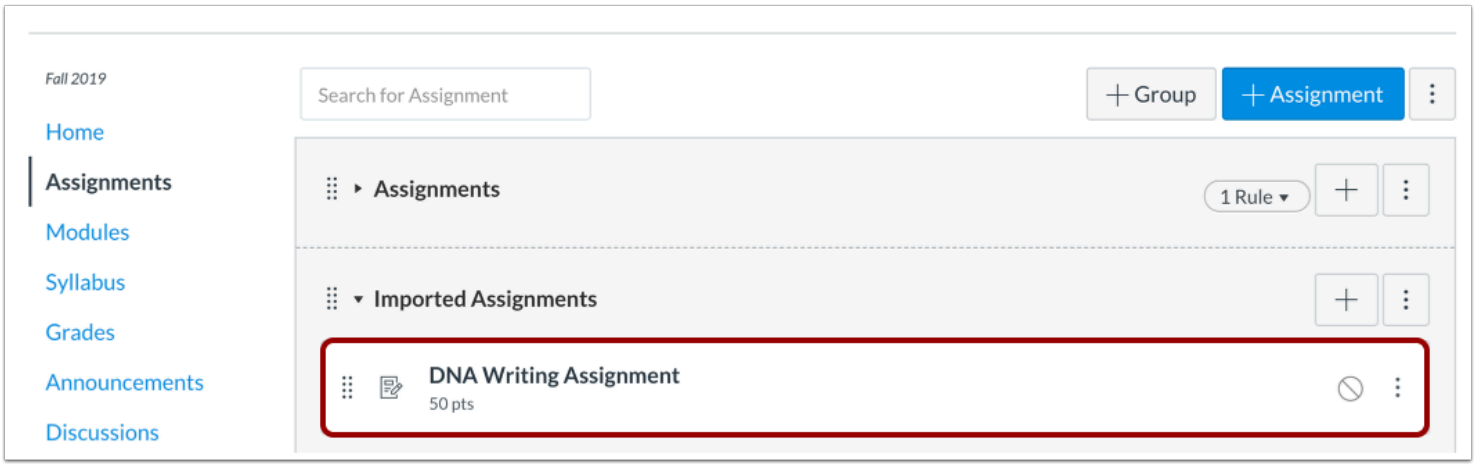
Dismiss Update



You can also choose to ignore the update if you do not want to update your copy of the resource. To ignore the update for the selected course(s), click the **Dismiss** or **Dismiss selected** button [1]. Prior to dismissal, you will need to confirm you wish to ignore the update. To confirm, click the **Yes** button [2].

Note: If you ignore the update for the selected course(s), you will still be notified of future updates to the resource.

View Updated Resource in Canvas



To view your imported resources, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Canvas.

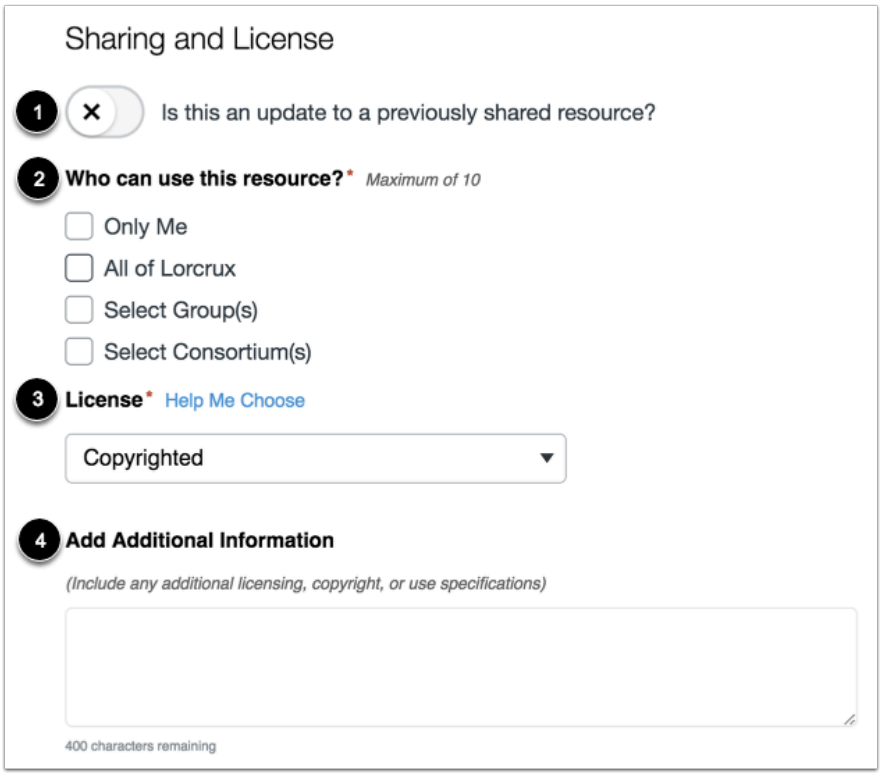
What information do I need to share a resource to Commons?

When sharing a resource to Commons, you will need to add details about the resource, select a content license, and choose a sharing option.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- For best results, please make sure your course is complete and published before sharing to Commons.

Sharing and License



Commons resources require sharing and license options. You can select from the following options:

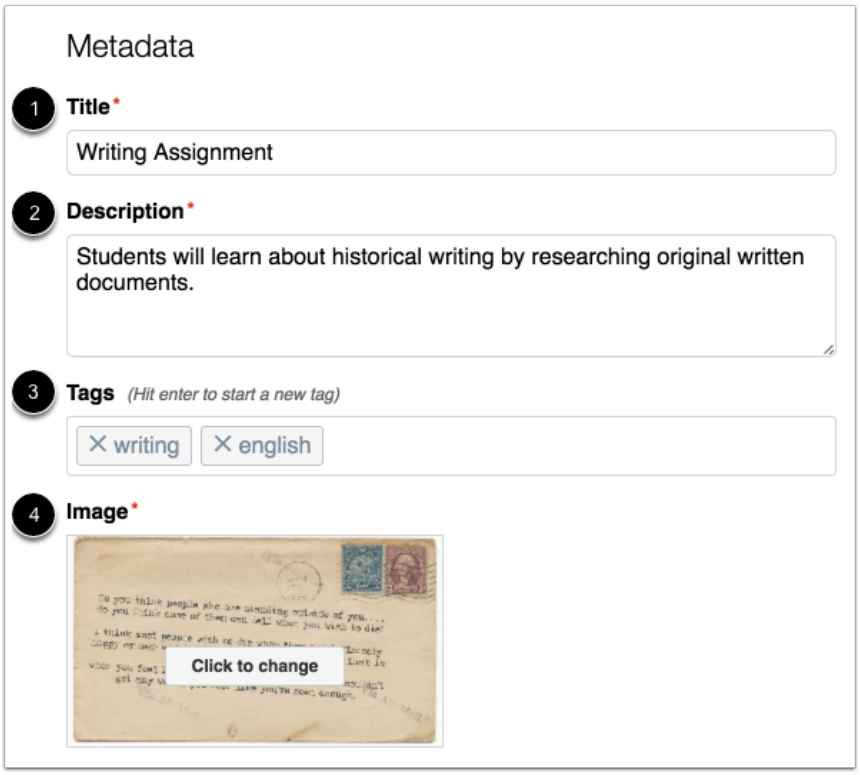
1. If the resource you are sharing will update an existing resource, click the toggle and select the resource. Learn more about updating resources.
2. Choose who you want to share the resource with. Learn more about sharing options.

3. Select a content license. Learn what types of content licenses are available.
4. Add any additional information about the resource.

Notes:

- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- When updating resources, resources that are no longer in a user's scope will not appear in the user's Updates page. For example, changing the share option from your account to within specific groups.
- The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
- Fields marked with an asterisk (*) are required.

Metadata



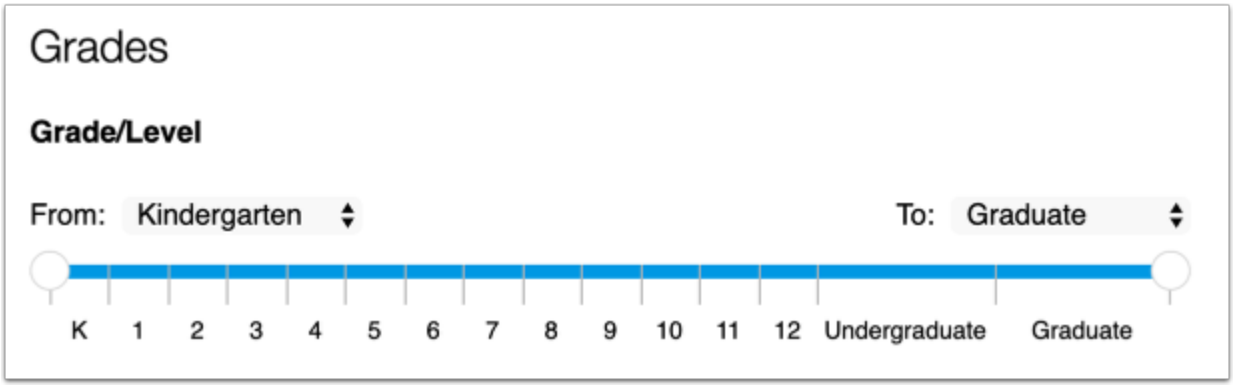
Add Metadata for your resource under the following headings:

1. **Title**: Edit the title of your resource if necessary. This will be pre-populated based on the resource name.
2. **Description**: Enter a description for your resource. If you plan to share your resource with other users, be as descriptive as possible.

3. **Tags**: Enter tags to make it easy for other users to find your resource (at least one tag is required). For example, you can add Common Core State Standard tags.
4. **Image**: Select an image from Unsplash or upload your own image. Images are not available for image or video resources.

Note: Fields marked with an asterisk (*) are required.

Grades



Select the appropriate grade level(s) using the sliders or the dropdown menus.

How do I add a thumbnail image to my shared resource?

When sharing a resource to Commons, you can upload your own thumbnail image or select an image from Unsplash. A thumbnail image is a visual representation of your resource and is used in the Commons resource repository. The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

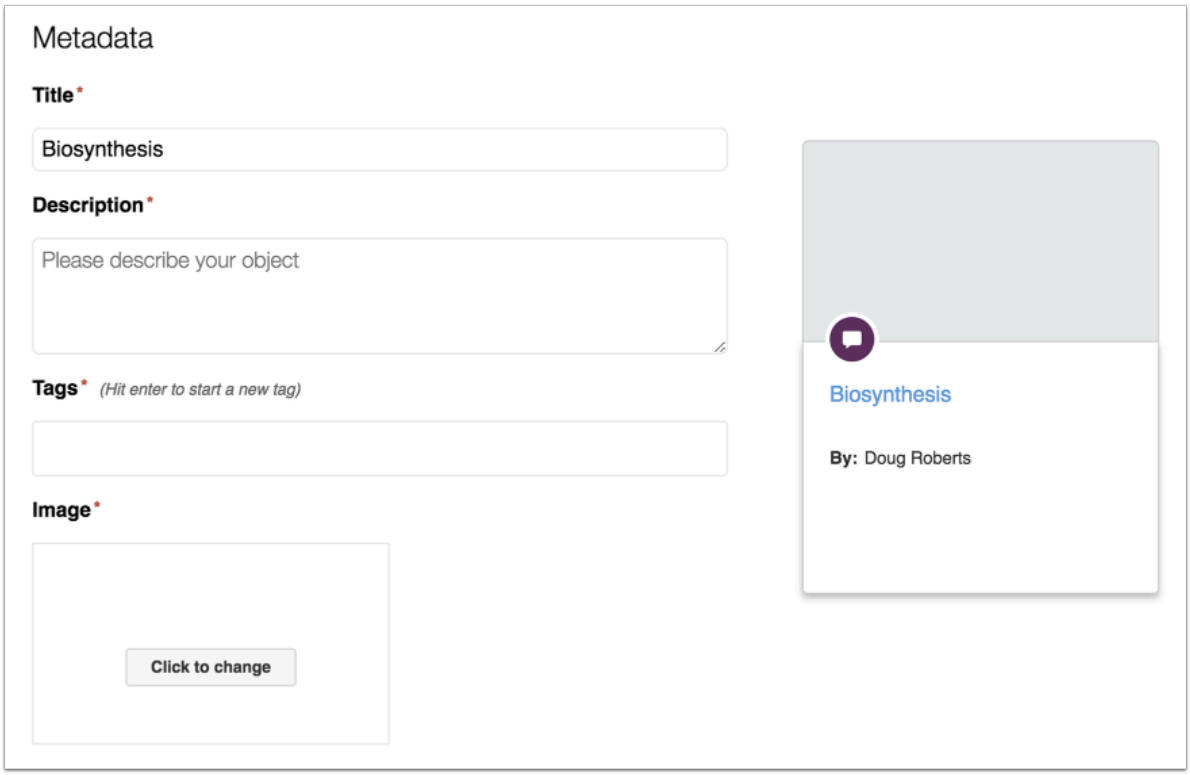
Unsplash provides images licensed under the Unsplash License.

Unsplash images in Commons must meet Unsplash's Photo Submission Guidelines.

Notes:

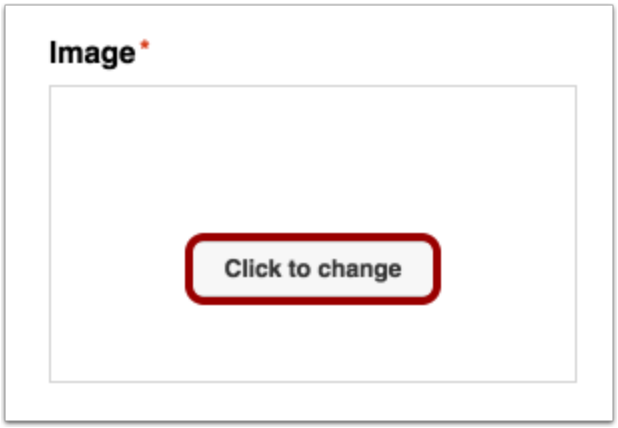
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Create Information



In the share page, enter resource details.

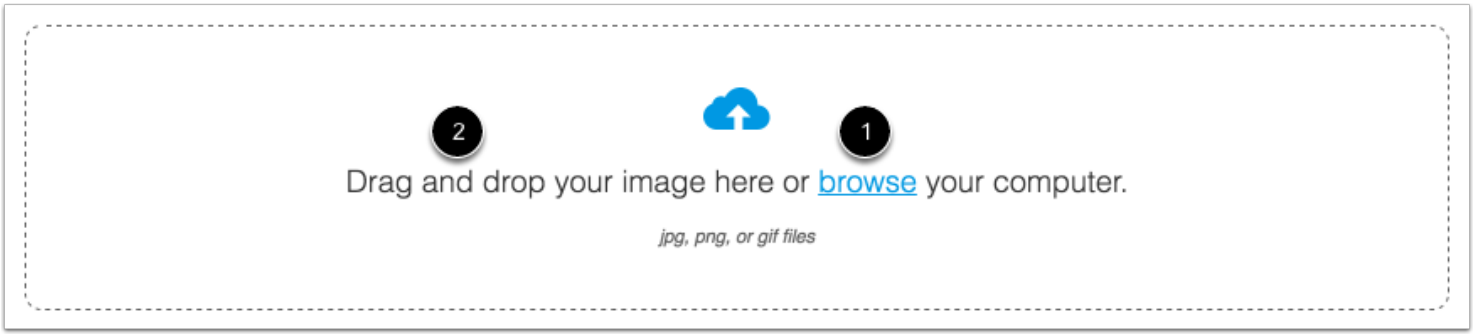
Select Image



To select an image, click the **Click to change** button.

Note: The option to select an image is not available for image or video file types.

Upload Image

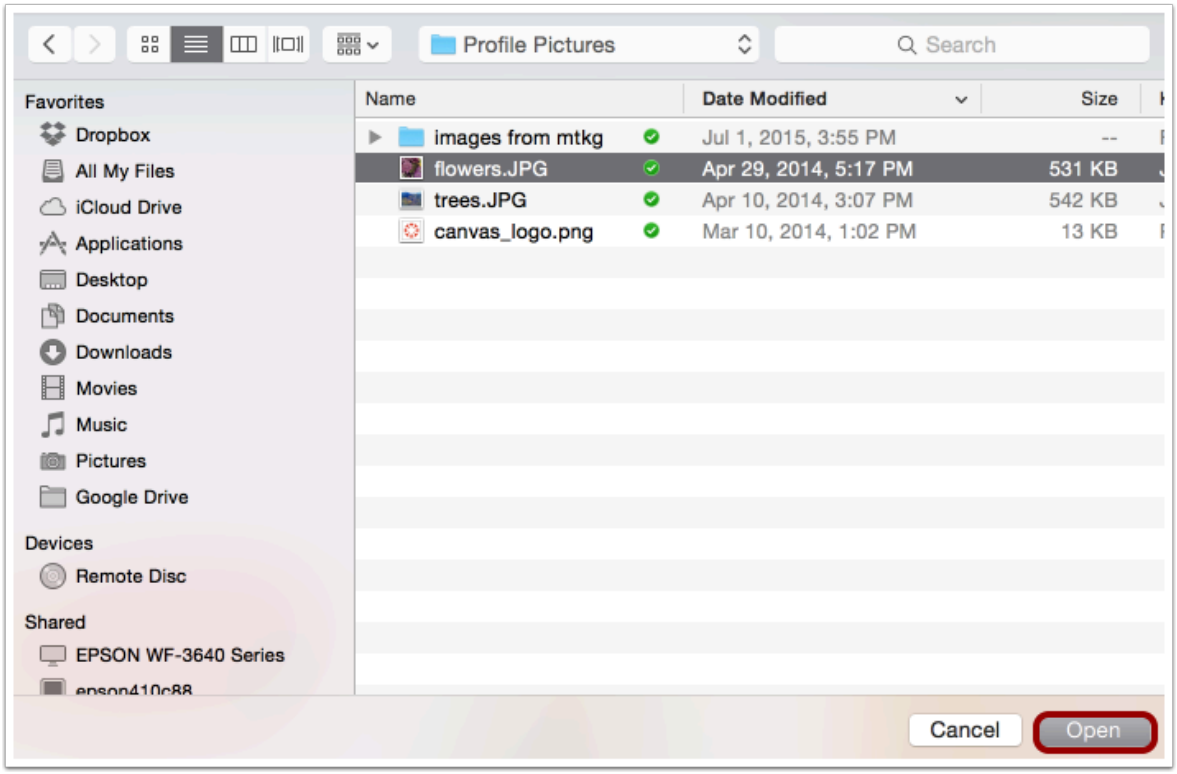


You can upload an image from your computer or select an image from Unsplash. To upload your image, click the **browse** link [1] or drag and drop [2] your file directly into the image drop zone.

Notes:

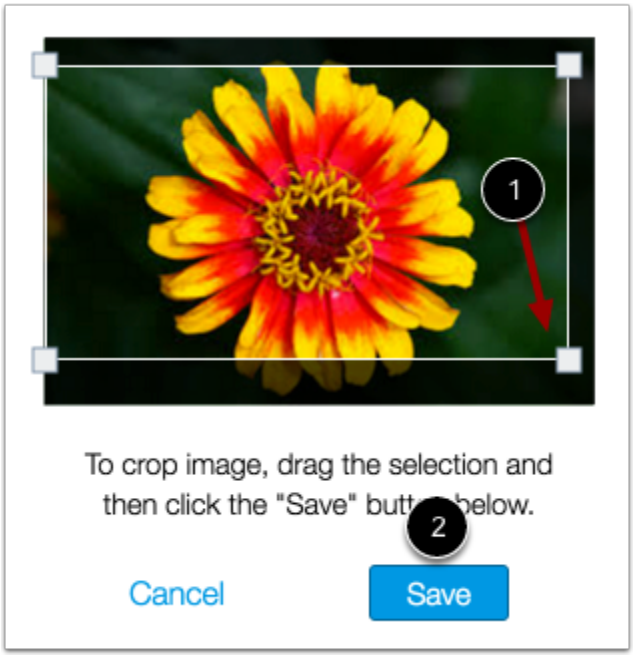
- Thumbnail images must be a .jpg, .png, or .gif file.
- The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

Open File



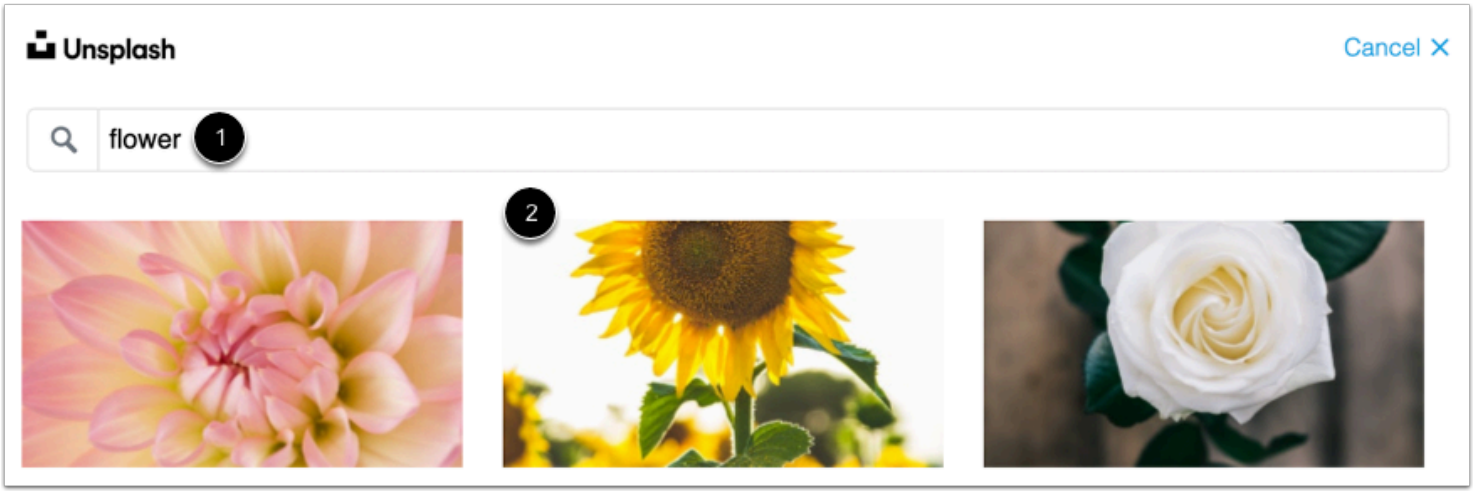
Locate and click the name of the file you want to upload. Then click the **Open** button.

Crop Image



To select and crop your image, drag the selection box [1]. When you're done, click the **Save** button [2]. You will be able to preview the image before sharing your resource.

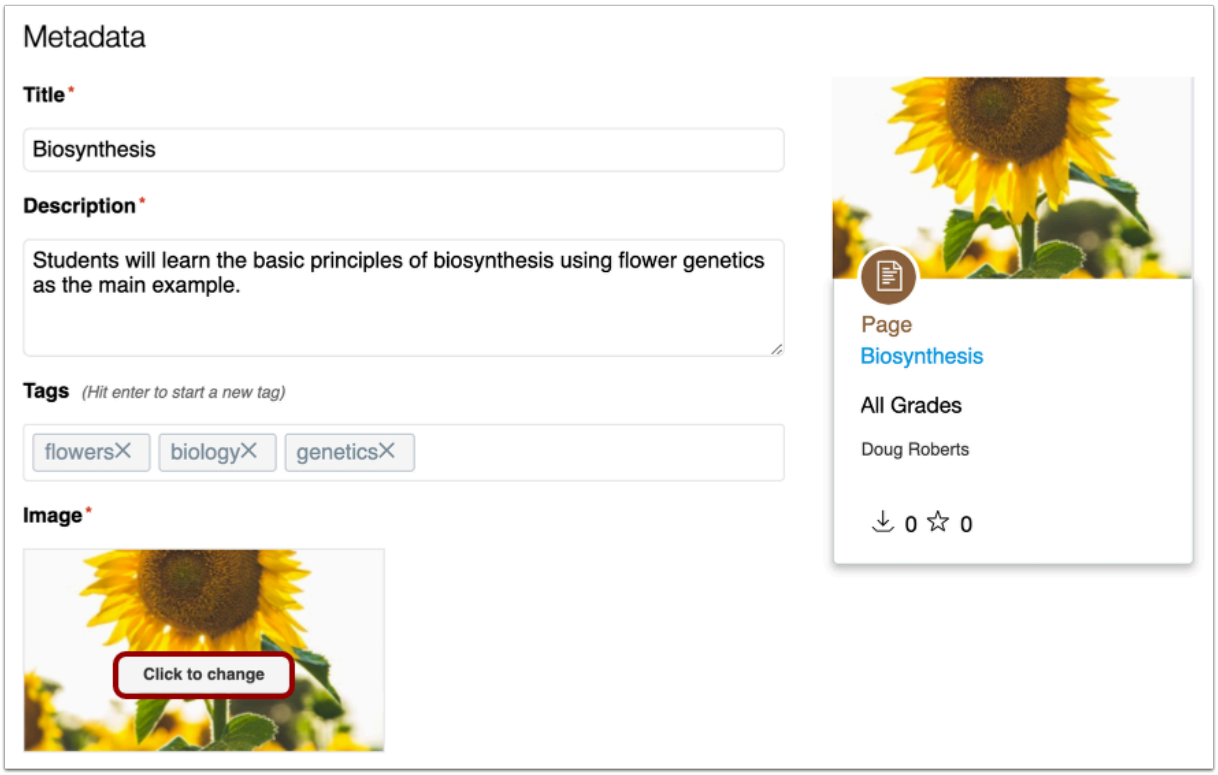
Choose Image from Unsplash



You can also select an image from Unsplash image search.

To find images that represent your resource, enter a keyword(s) [1] into the search field. To choose a thumbnail [2], click the image you would like to use.

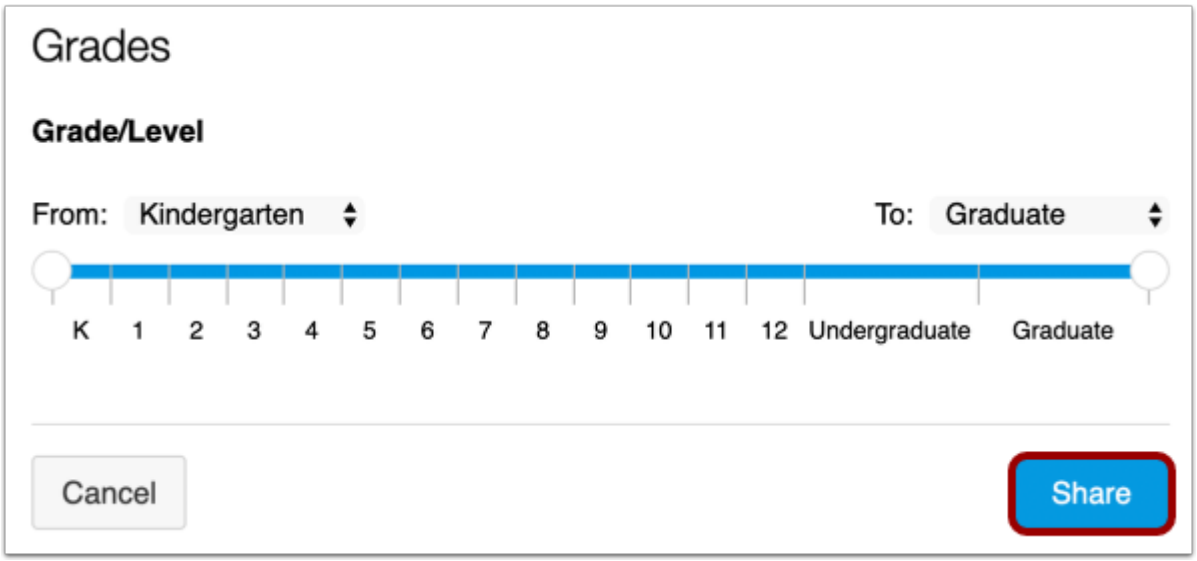
Preview Image



Preview your image. If you are not satisfied, click the **Click to change** button to upload a new image.

Note: User images are not saved in the image library for reuse.

Share to Commons



When you're done, click the **Share** button.

What types of content licenses are available in Commons?

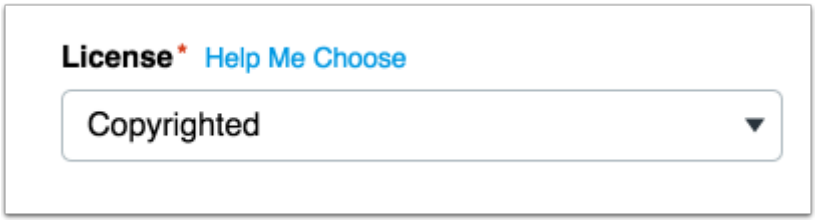
A Creative Commons license allows you to share, on your own terms, the course content you create. You determine how and to what extent other users can reuse your original course content. Likewise, you can reuse other users' content if it has a Creative Commons license. The benefit of using Creative Commons licenses is that other instructors can use, build, and improve upon your own content. This type of creative collaboration can add value to your curriculum.

When sharing a resource to commons, you will need to select a content license option.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
- For more information about copyright infringement, please read the Canvas Commons Terms of Use.
- Learn more about setting the content license.

Copyrighted



Copyrighted means original content created by you. If you select this option, you can add additional information.

Public Domain

Public Domain means the work has no known copyright and is free to use without restrictions. To learn more, click the Public Domain image.

Attribution

All Creative Commons licenses require Attribution. In other words, when others distribute or reuse your work, they must always credit you for your original creation. If you select Attribution as your only Creative Commons license, others can copy, distribute, and use your course content or altered forms of your course content. To learn more, click the CC - Attribution image.

Attribution ShareAlike

If you add a ShareAlike license to your course content, others are allowed to copy, distribute, and use your course content only if they redistribute your content using the same Creative Commons license. To learn more, click the CC - Attribution ShareAlike image.

Note: The Attribution-ShareAlike license is used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.

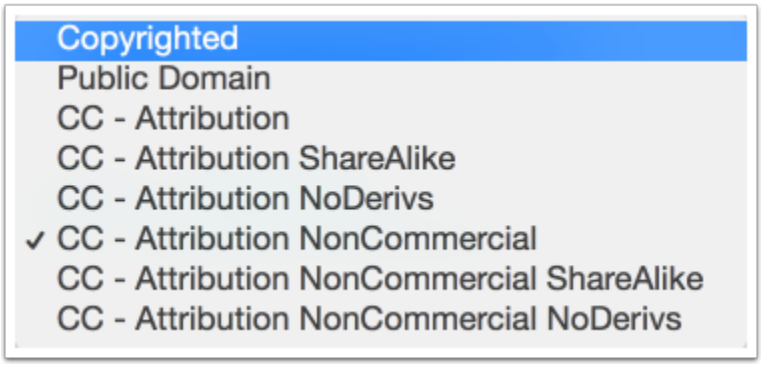
Attribution No Derivatives

A No Derivatives license indicates that others can use your course content, but they may not change it in any way. To learn more, click the CC - Attribution NoDerivs image.

Attribution NonCommercial

A Non-Commercial license adds the caveat that others can use your course content, but not for commercial purposes. To learn more, click the CC - Attribution NonCommercial image.

Choose a Content License



To share your resource in the way that works best for you, select a license from the Copyright and Licenses drop-down menu. The list below shows the available copyright and license combinations, from least restrictive to most restrictive:

- Copyrighted
- Public Domain
- CC - Attribution
- CC - Attribution ShareAlike
- CC - Attribution NoDerivs
- CC - Attribution NonCommercial
- CC - Attribution NonCommercial ShareAlike
- CC - Attribution NonCommercial NoDerivs

You can view more information about Creative Commons licenses and how they work at creativecommons.org/licenses.

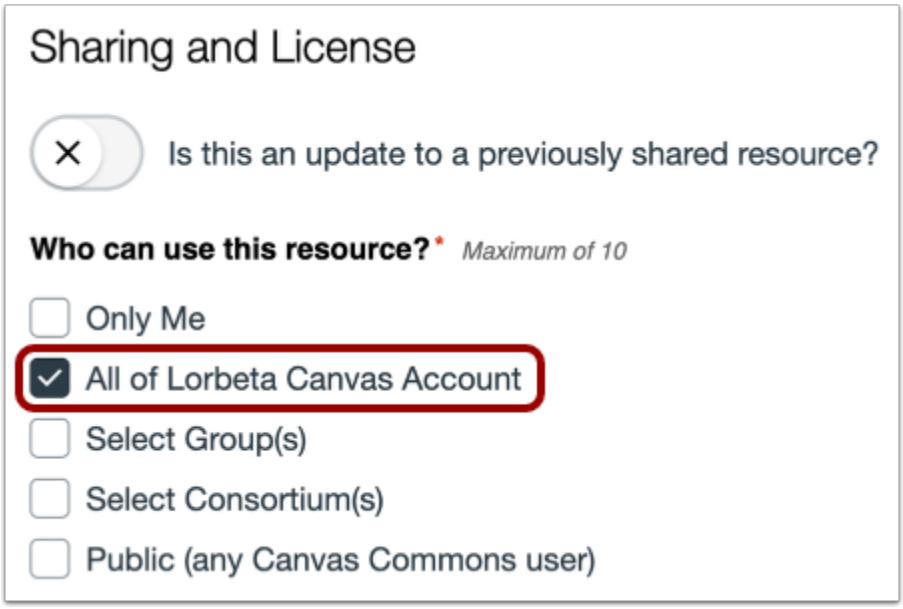
What types of sharing options are available in Commons?

When sharing a resource to Commons, you will need to choose who you want to share your resource with. There are five sharing options available: share to your entire account, share within groups, share within consortiums, share with the public (all Canvas Commons users), or you can set a resource only visible to yourself (private). Select one or more options (maximum of 10) for sharing your resource(s).

Notes:

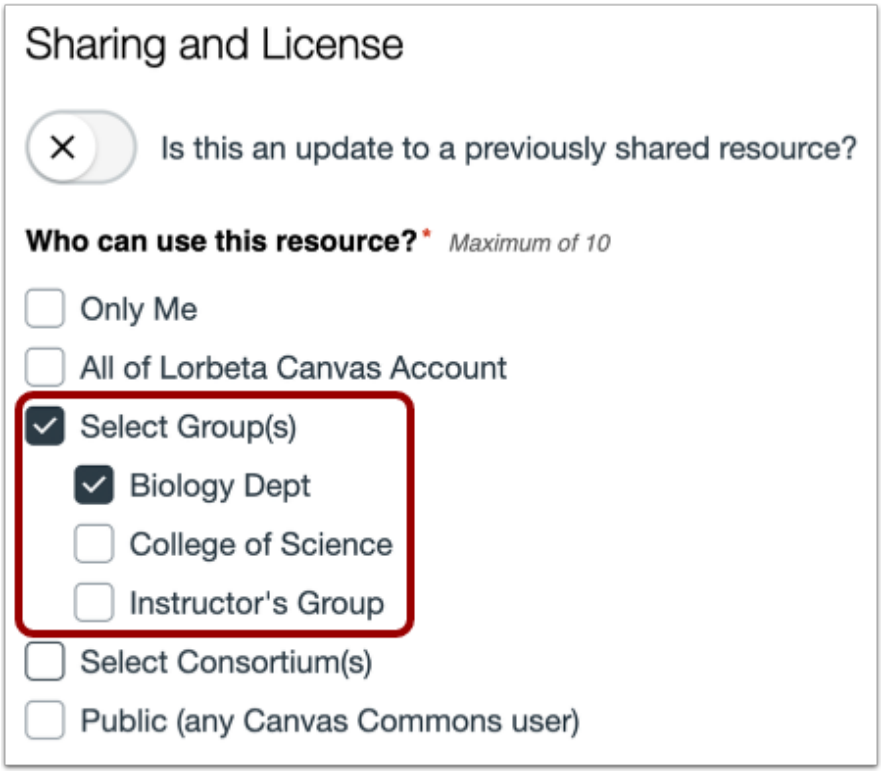
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply, however, anything shared publicly will not count against your quota.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- When updating resources, resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific groups.

Share to Account



To share the resource with your entire account, select the **All of [account]** checkbox. If you share to your entire account, the resource will be shared to all groups within the account (including groups you may not belong to).

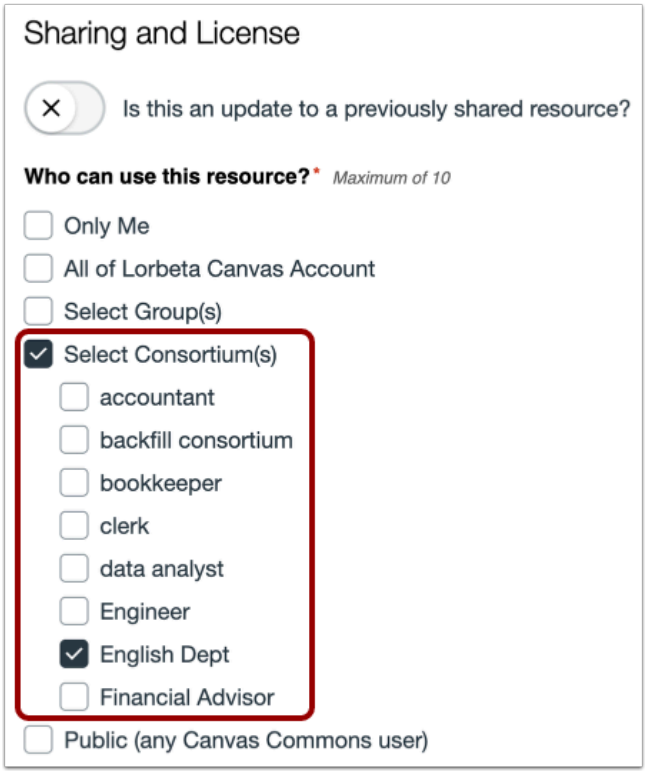
Share within Groups



To share the resource within groups, select the **Select Group(s)** checkbox. This includes the ability to share with all or select groups.

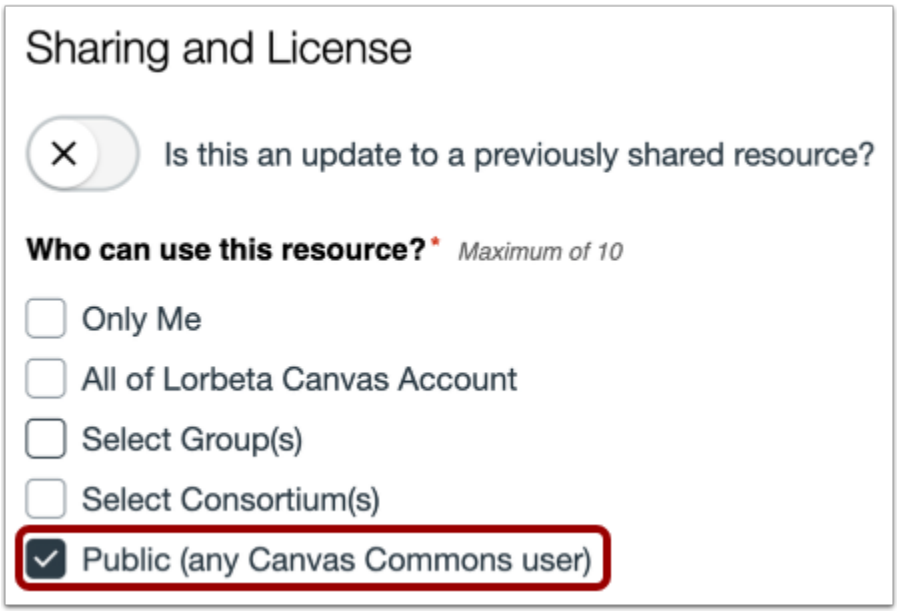
Note: Group visibility is based on your group membership(s).

Share within Consortiums



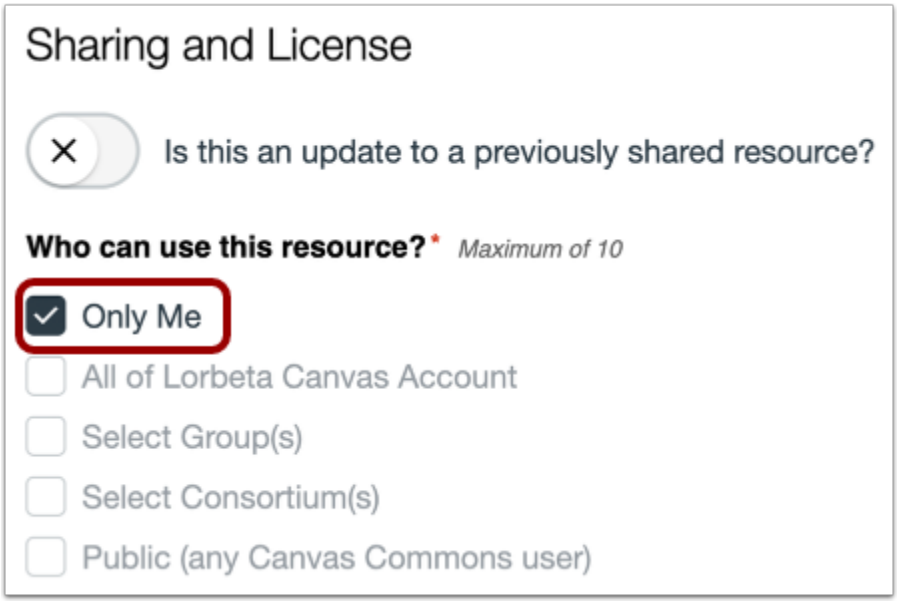
To share the resource only within consortiums, select the **Select Consortium(s)** checkbox. This includes the ability to share with all or select consortiums.

Share with Public (All Canvas Users)



To share the resource with all Canvas users, select the **Public** checkbox. The shared resource will be publicly available to anyone using Canvas.

Share Privately



To share the resource with just yourself, select the **Only Me** checkbox.

What types of document and media files can be shared to Commons?

Learn about what types of document and media files can be shared to Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Not all files supported in Commons are supported in Canvas.

Supported Document Types

The following document files can be shared to Commons:

- .doc
- .docx
- .ppt
- .pptx
- .pdf
- .xls
- .xlsx
- .rtf
- .txt
- .odt
- .odp
- .ods

Supported Image Types

The following image files can be shared to Commons:

- .jpg
- .png
- .gif
- .svg

Supported Video Types

The following video files can be shared to Commons:

- .asf – Windows Media
- .mov – Apple Quicktime
- .mpg – Digital Video Format
- .avi – Digital Video Format
- .m4v – Digital Video Format
- .wmv – Windows Media
- .mp4 - Digital Video Format
- .3gp – Multimedia Mobile Format
- .flv – Flash Video

Supported Audio Types

The following audio files can be shared to Commons:

- .mp3
- .wav
- .mp4
- .aac
- .aif
- .ogg
- .webm

How do I share a course to Commons?

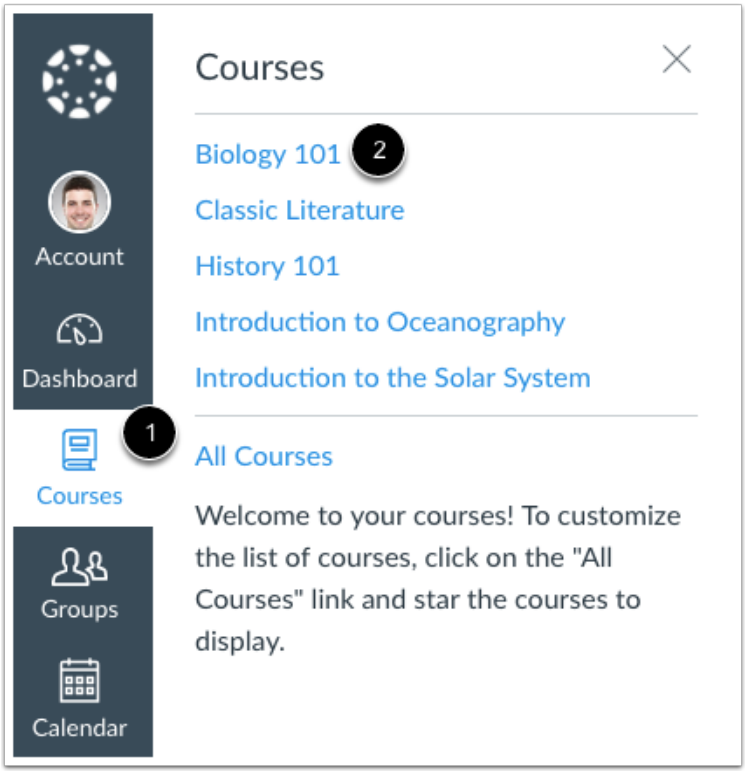
You can share your Canvas course to Commons and make it available to other instructors.

Resources should be complete before they are shared. To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

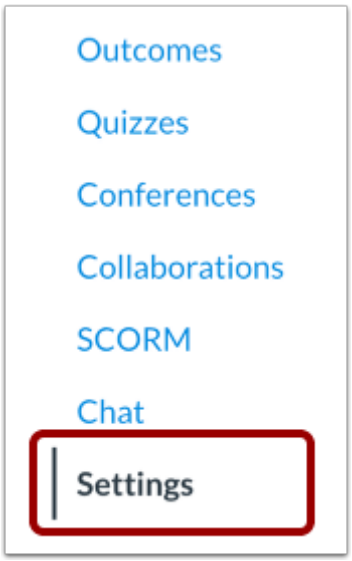
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Updating a previously shared course in Commons can replace constituent resources within the dependent course, resetting or replacing important settings, course design, and even resources like assignments. Please use caution when updating courses via Commons.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- The file size limit for uploaded content is 500mb.

Open Course



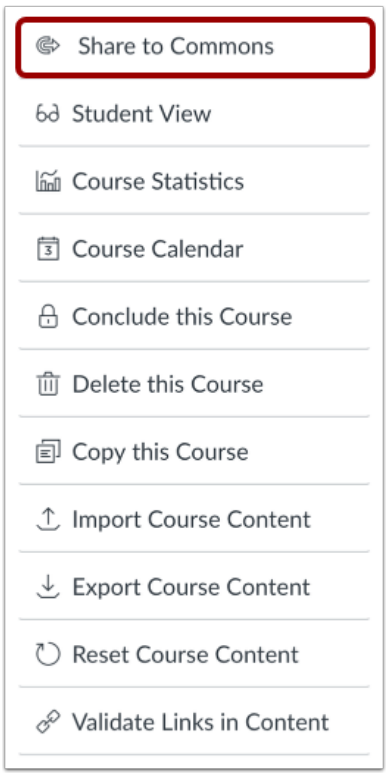
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share to Commons [2].

Open Settings



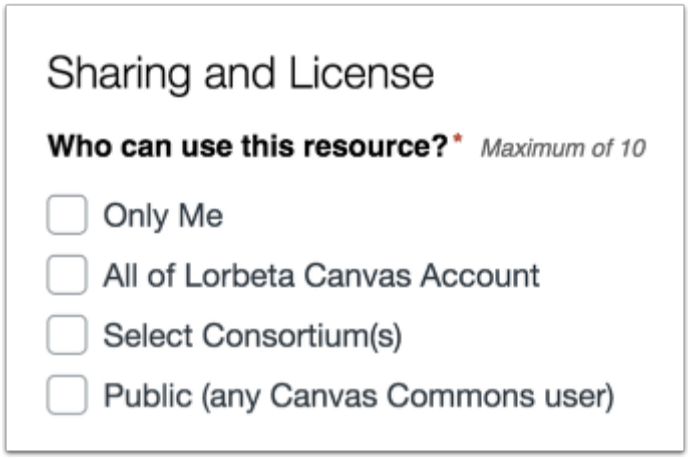
In Course Navigation, click the **Settings** link.

Share to Commons



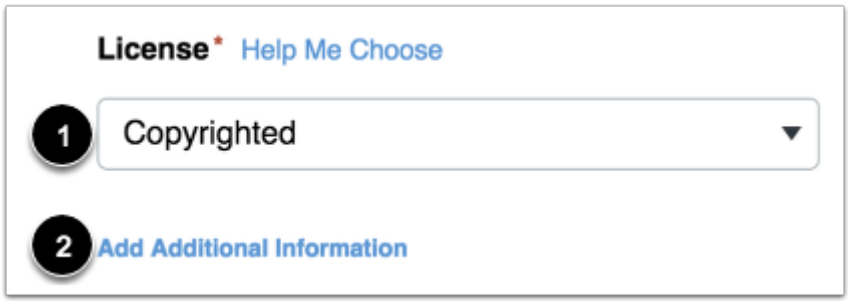
In the sidebar, click the **Share to Commons** link.

Choose Sharing Option



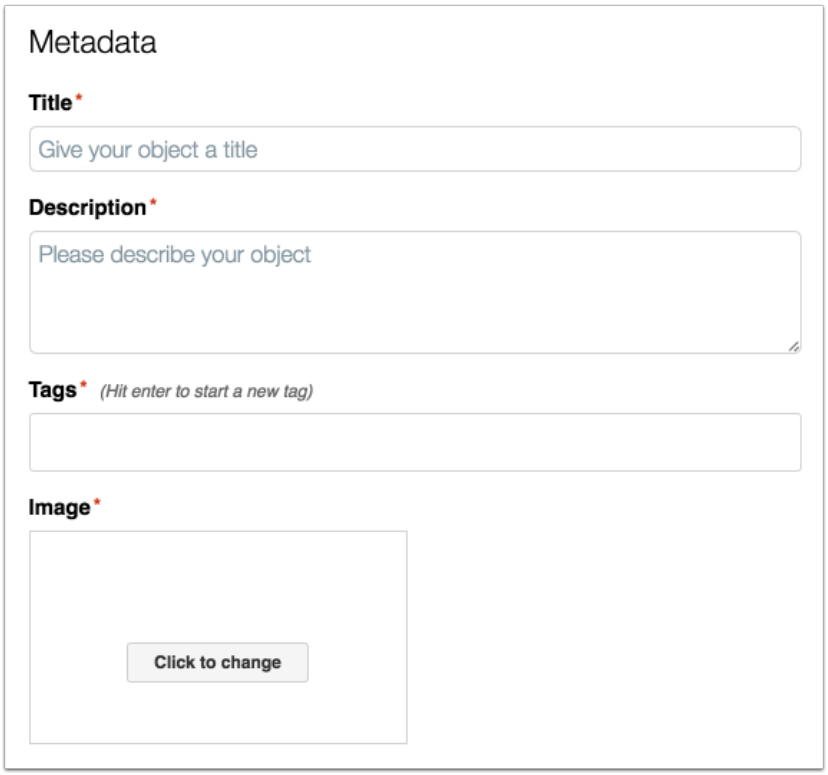
Select a sharing option.

Choose Content License



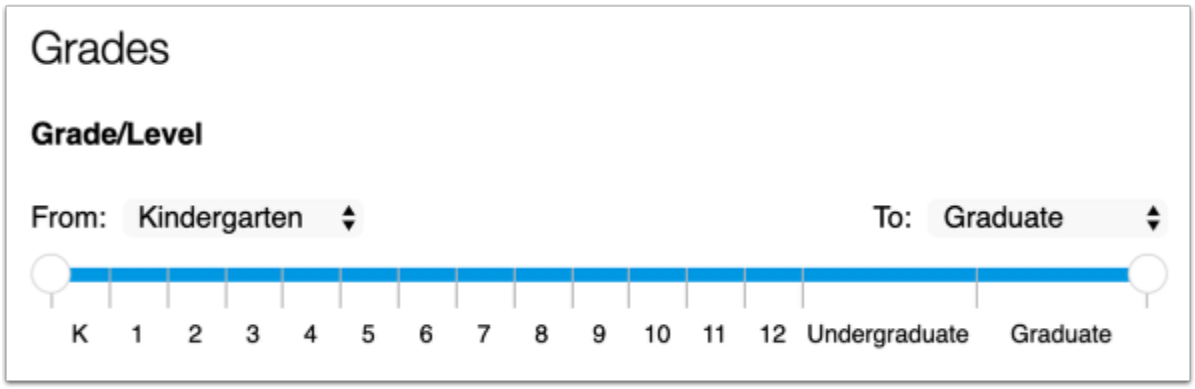
Select your content license from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata



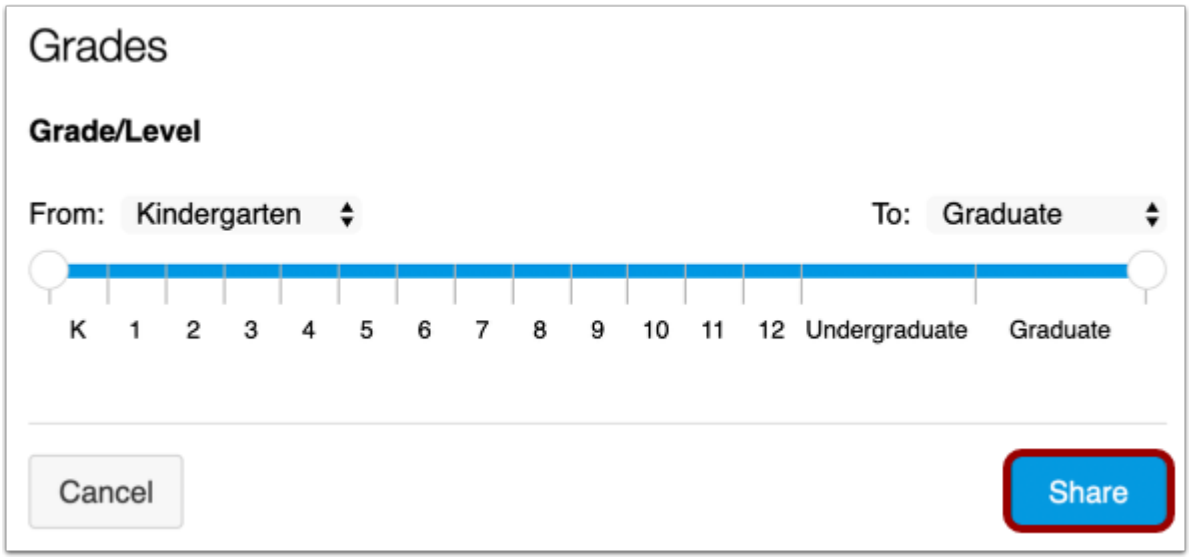
Enter resource metadata and add an image thumbnail.

Add Grade/Level



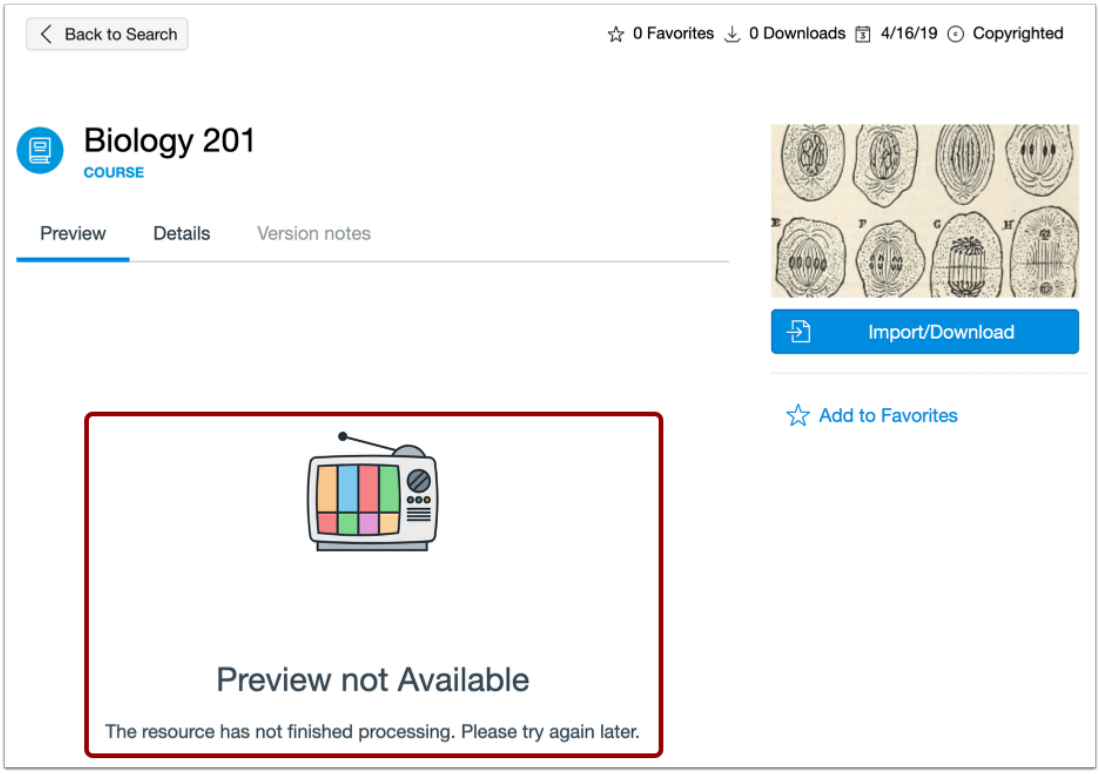
Select the appropriate grade level(s) using the sliders or drop-down menus.

Share to Commons



When you're done, click the **Share** button.

View Shared Resource



View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

How do I share a resource to Commons?

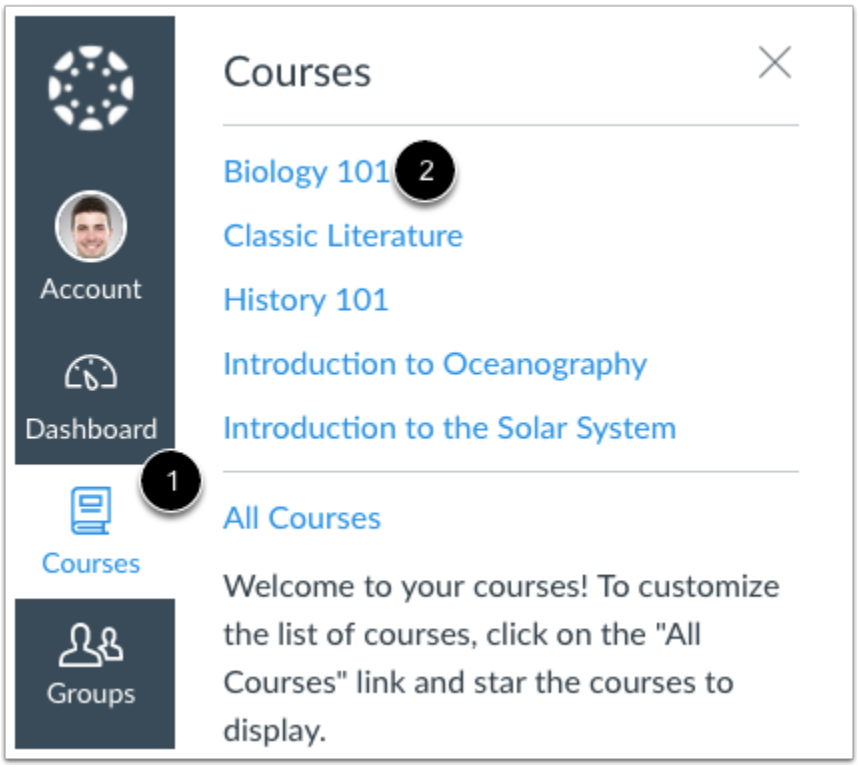
You can share assignments, modules, quizzes, pages, and discussions in Canvas to Commons.

To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

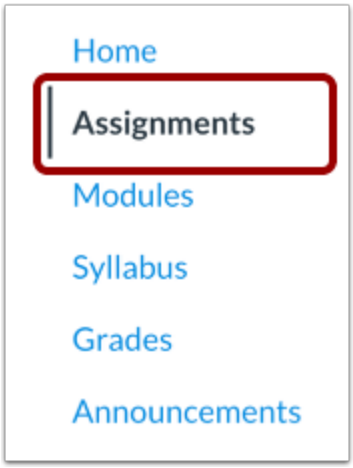
- The steps in this lesson are similar for sharing assignments, modules, quizzes, pages, or discussions. The differences include opening the feature from Course Navigation and using the Settings icon on Index and Details pages. The images in this lesson illustrate how to share an assignment to Commons.
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The file size limit for uploaded content is 500mb.

Open Course



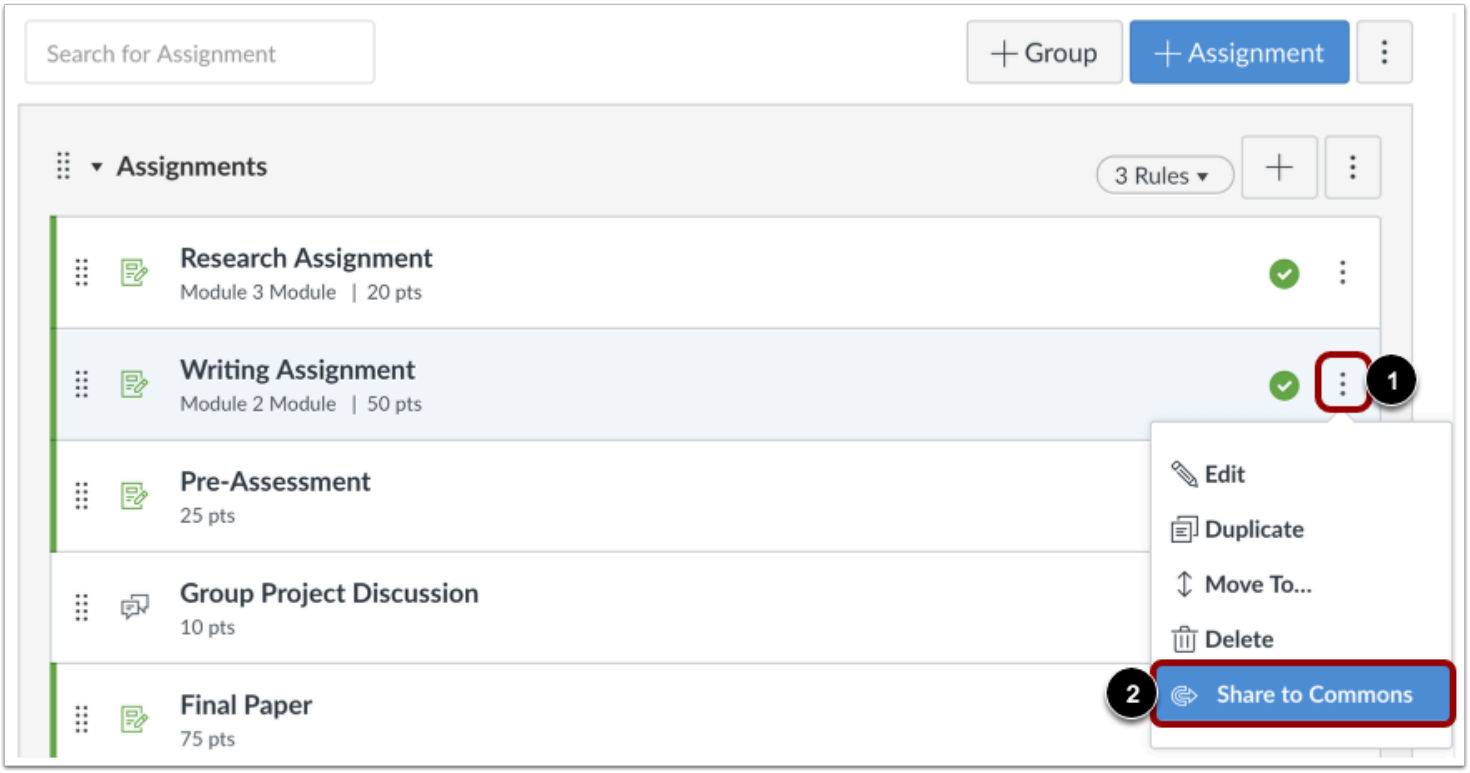
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the resource from [2].

Open Feature Area



In Course Navigation, click the feature area link where your resource is located.

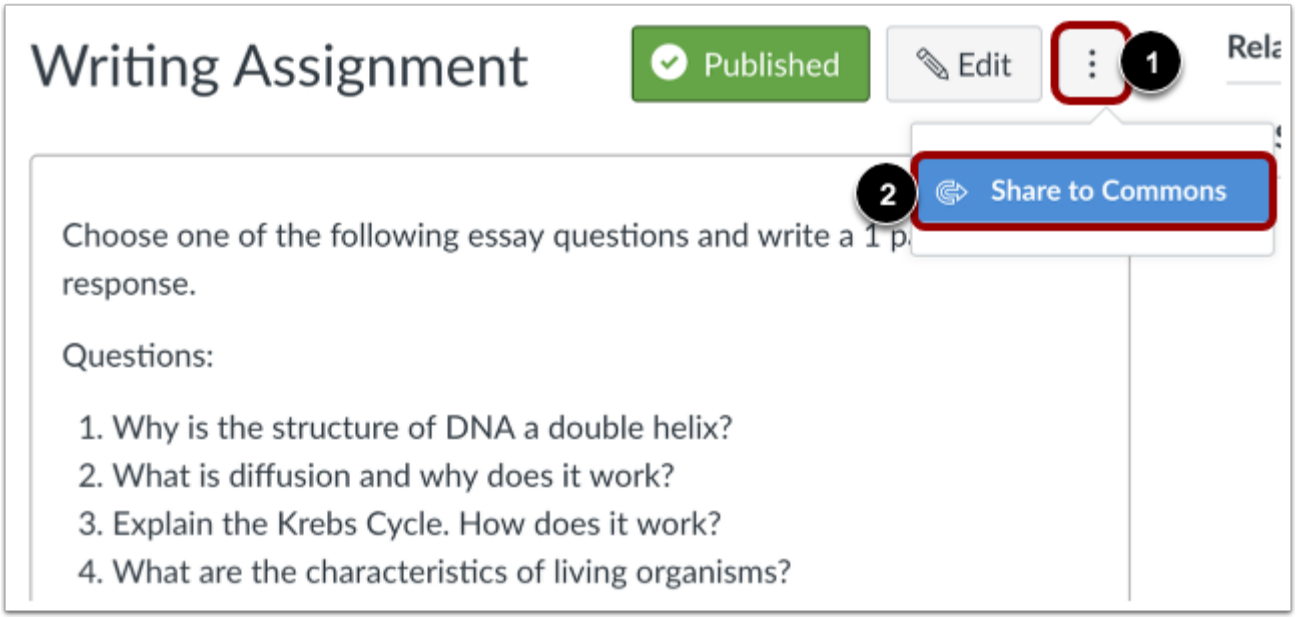
Share Resource



Locate the resource you'd like to share within the feature area page, click the **Options** icon [1], then click the **Share to Commons** link [2].

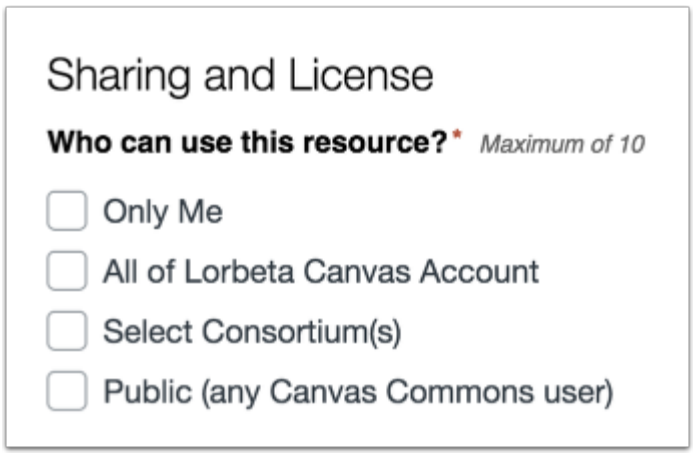
Note: If there is a rubric attached to a resource, it will be shared to Commons as part of the resource. The attached rubric will also be imported as part of the resource.

Share via Resource Details Page



You can also open the individual resource to share to Commons. Click the **Options** icon [1] then click the **Share to Commons** link [2].

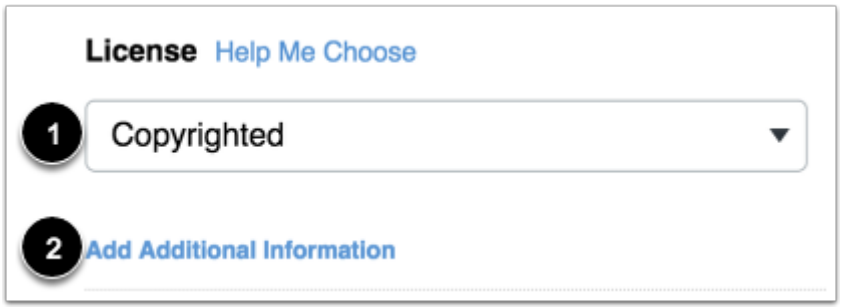
Choose Sharing Option



Select a sharing option.

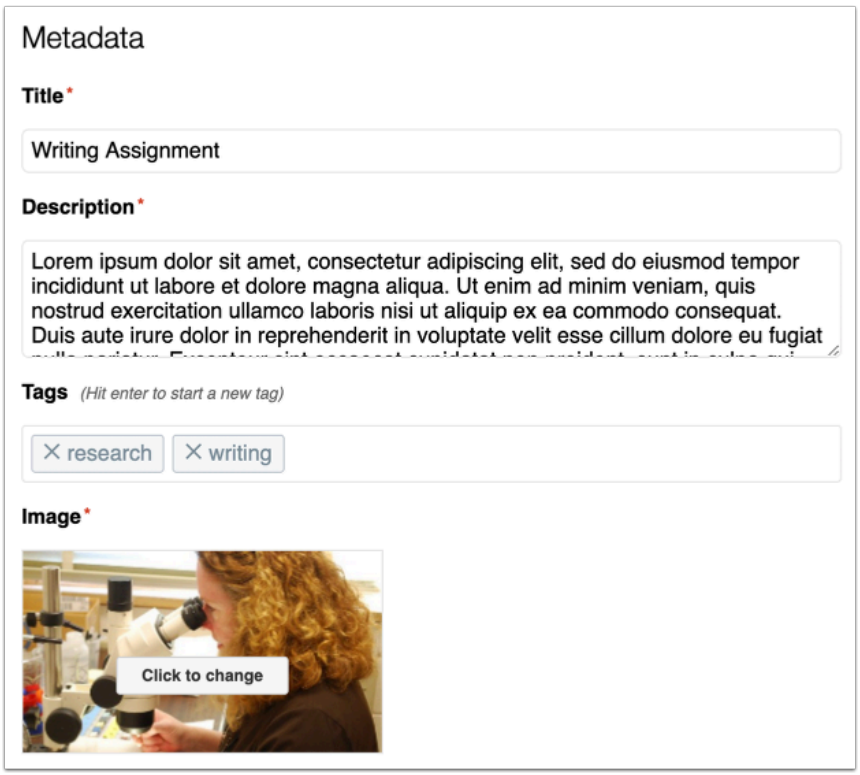
Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

Choose Content License



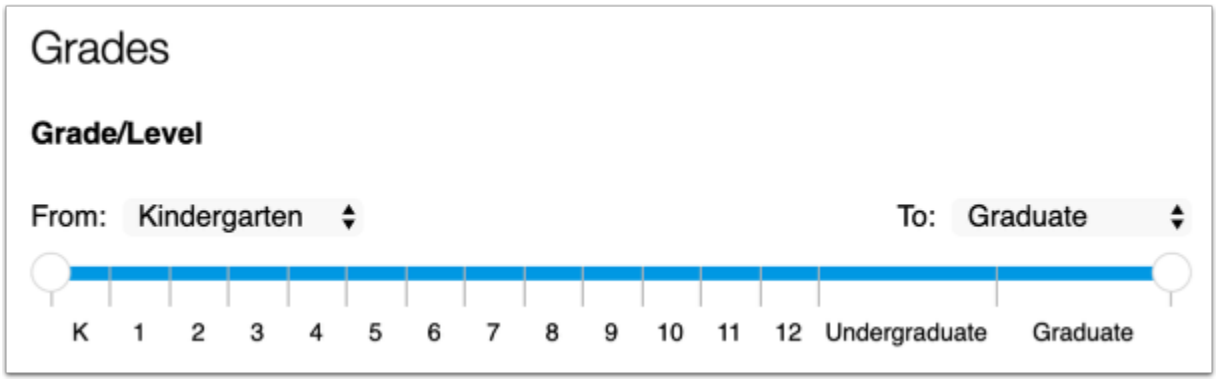
Select your content license from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata



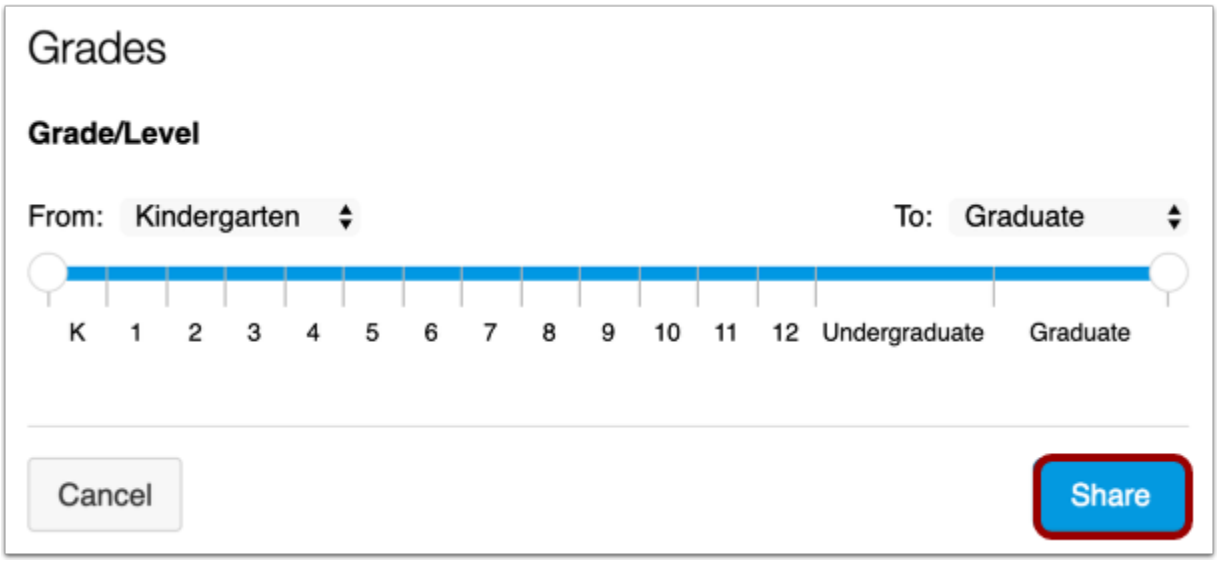
Enter resource metadata and add a thumbnail image.

Add Grade/Level



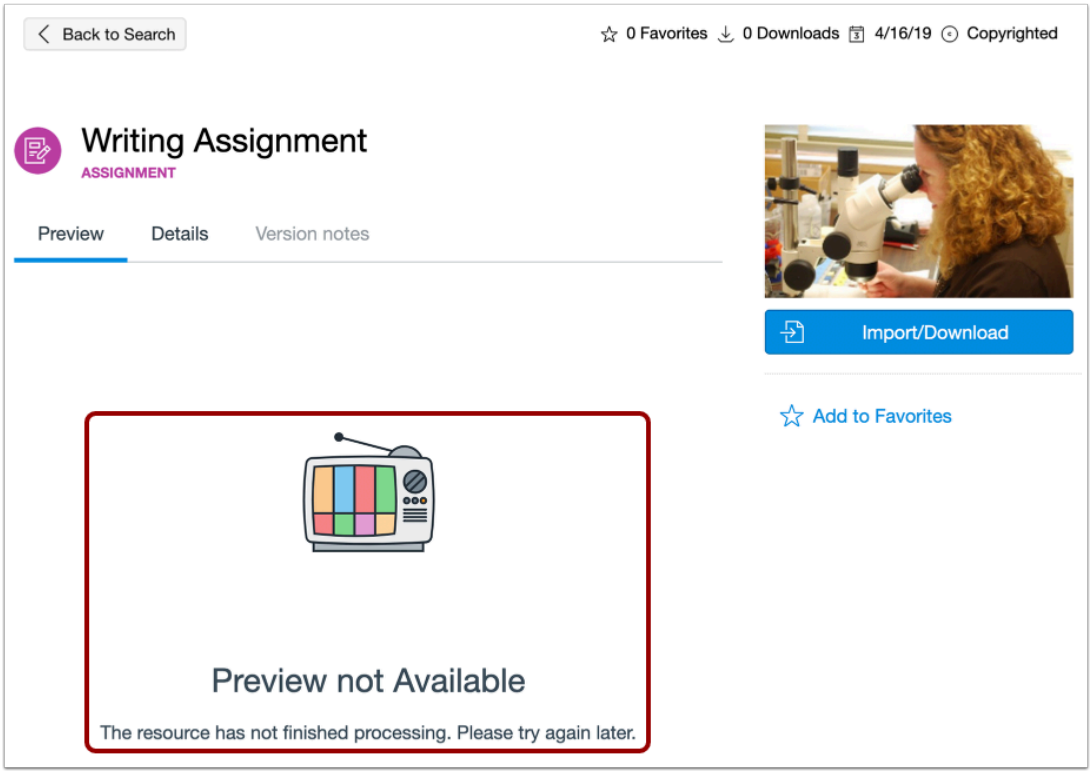
Select the appropriate grade level(s) using the sliders or the dropdown menus.

Share to Commons



When you're done, click the **Share** button.

View Shared Resource



View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

How do I share a document, image, video, or audio file to Commons?

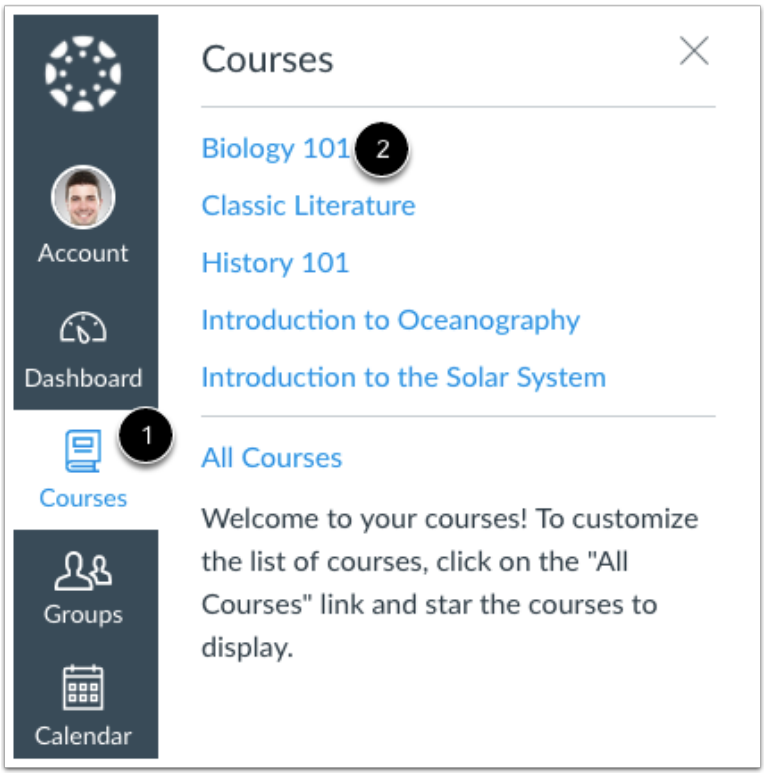
Learn how to share files in Canvas to Commons. Learn more about supported file types in Commons.

Resources should be complete before they are shared. To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

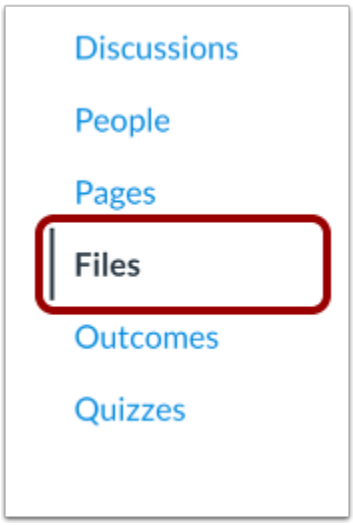
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The file size limit for uploaded content is 500mb.

Open Course



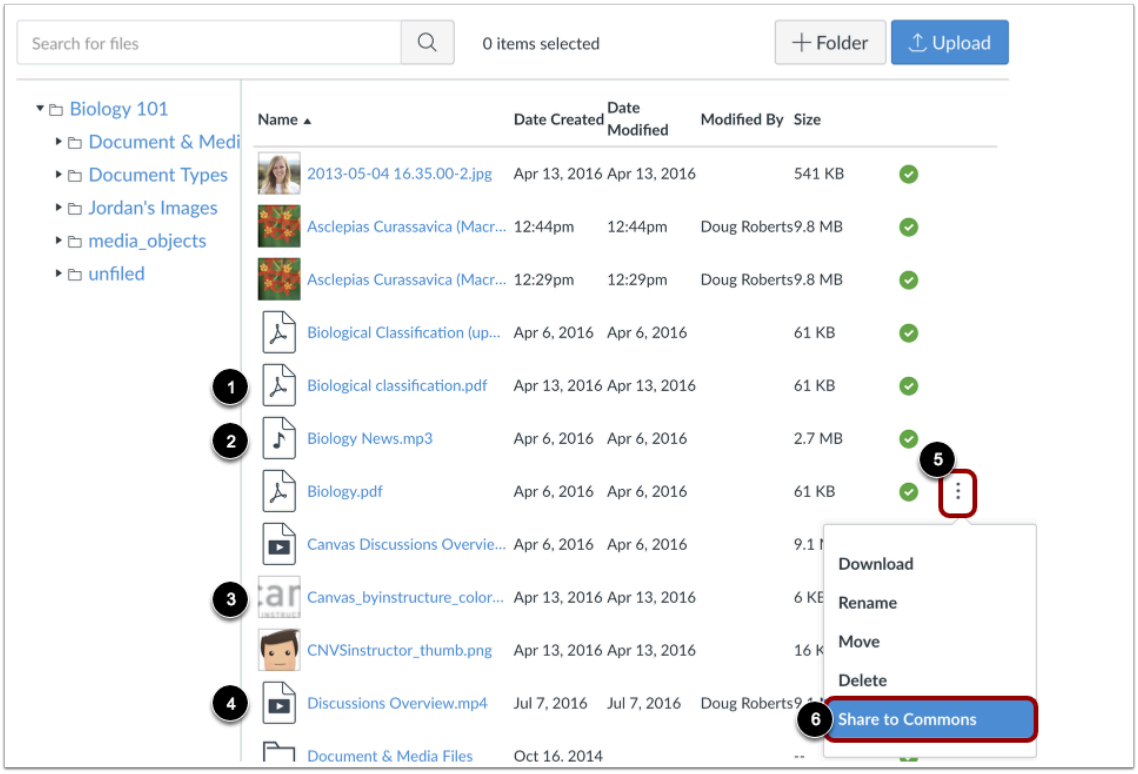
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the file from [2].

Open Files



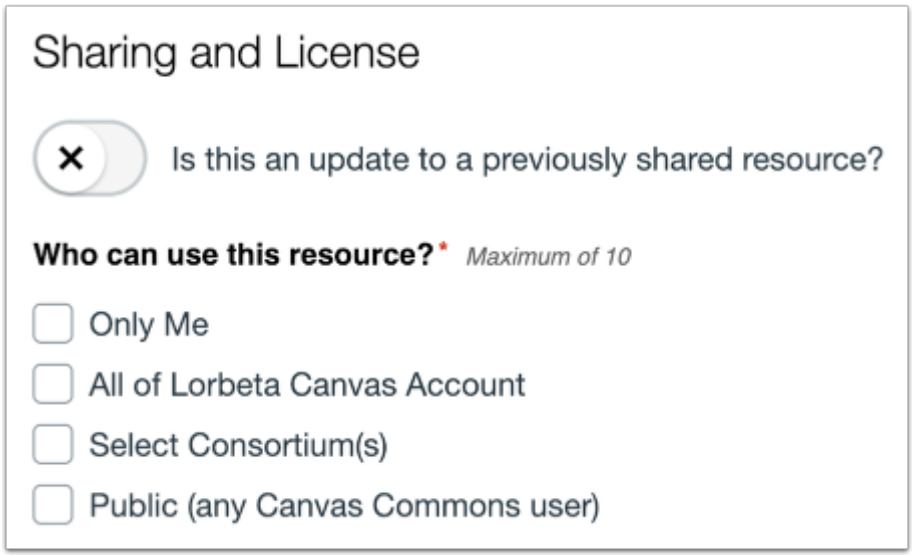
In Course Navigation, click the **Files** link.

Share File



To share a document [1], audio [2], image [3], or video [4] file, click the **Options** icon [5] then click the **Share to Commons** link [6].

Choose Sharing Option



Select a sharing sharing option.

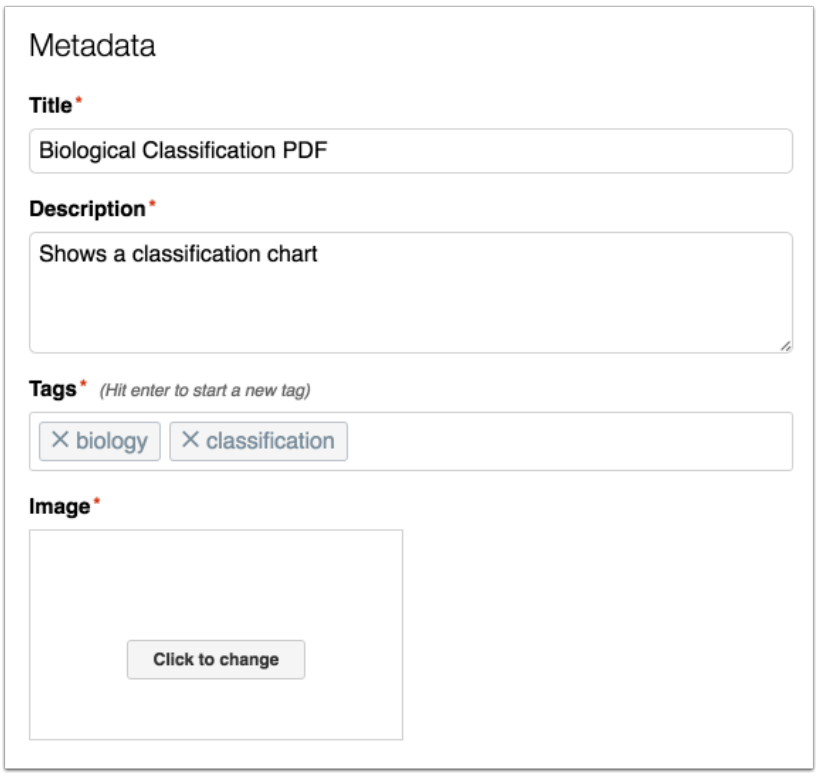
Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

Choose Content License

From the Copyright and Licenses drop-down menu, select your content license.

To add additional information about licensing or usage, click the **Add Additional Information** link.

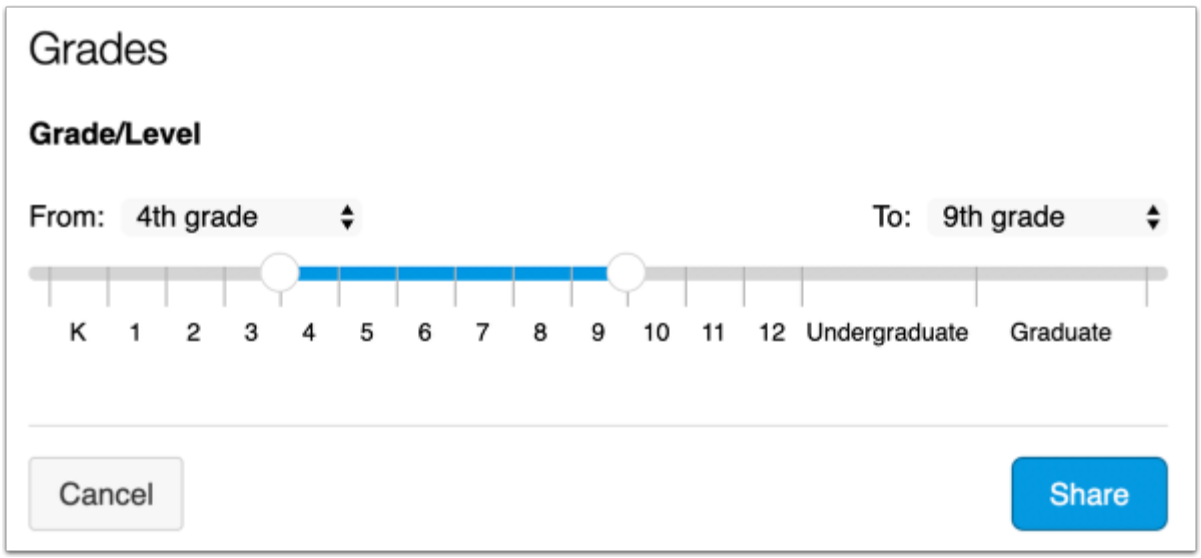
Add Metadata



Enter resource metadata and add a thumbnail image.

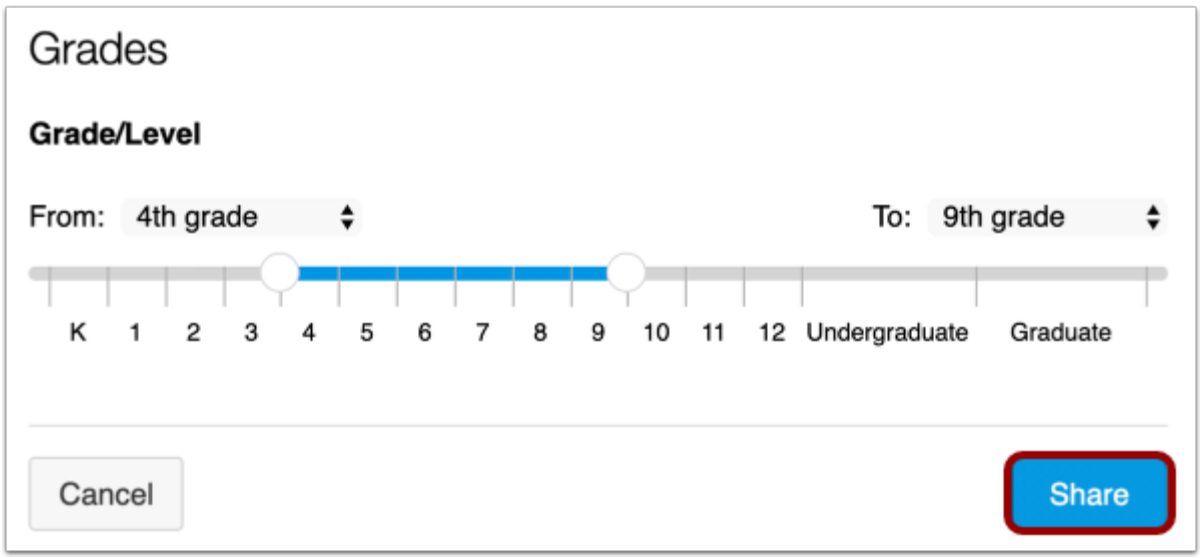
Note: For image and video file types, a thumbnail is created automatically. Thus, the option to select a thumbnail is not available.

Add Grade/Level



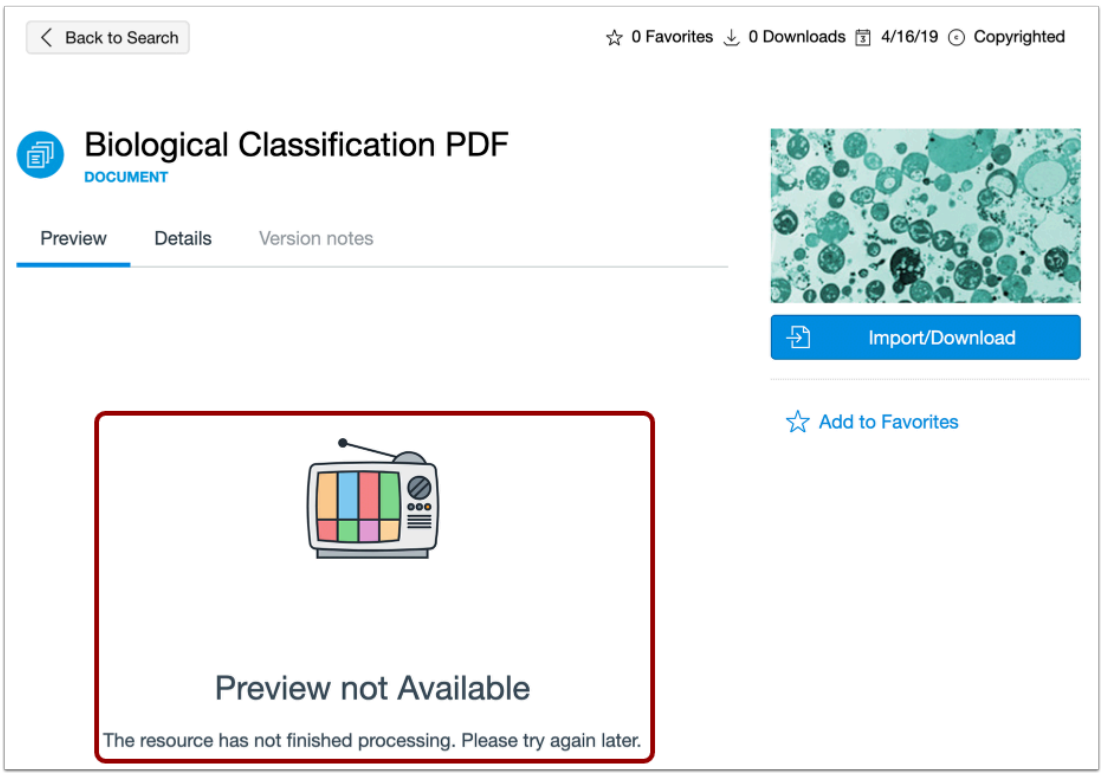
Select the appropriate grade level(s) using the sliders or dropdown menus.

Share to Commons



When you're done, click the **Share** button.

View Shared Resource



View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

Notes:

- The file type will automatically display in the resource details.
- Duration will display for video and audio file types.

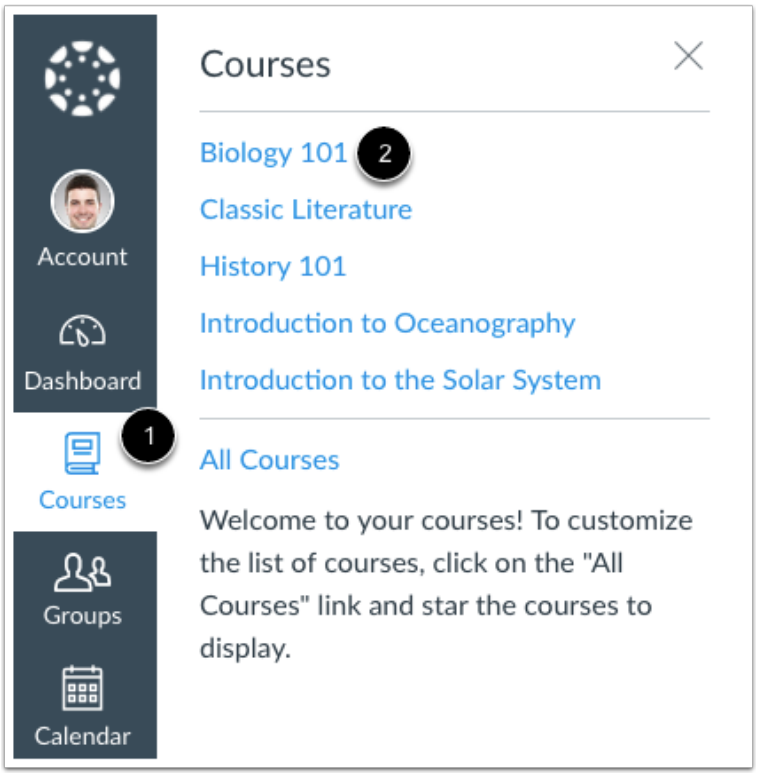
How do I update a resource I previously shared to Commons?

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can share the modified resource to Commons again to update the existing resource in Commons. Only the user who originally shared a resource to Commons can update resource content. However, administrators can edit resource details.

Notes:

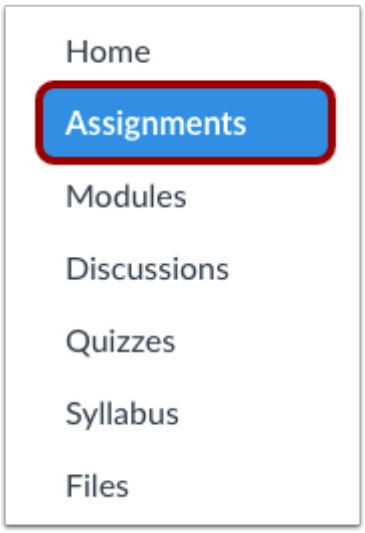
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Open Course



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

Open Feature Area



In Course Navigation, click the feature area link where the resource exists that you want to update.

If you modified a course and want to share it to Commons as an update, navigate to course Settings.

Note: When updating a file, if you change the file name, Commons might not be able to match it with your existing resource.

Share to Commons

Locate the resource [1] and click the **Options** icon [2]. Then, click the **Share to Commons** link [3].

Select Update Option

Commons will automatically check whether or not the resource can be updated and create a default option. To manually choose whether or not the currently shared resource is an update to a previously shared resource, click the update toggle.

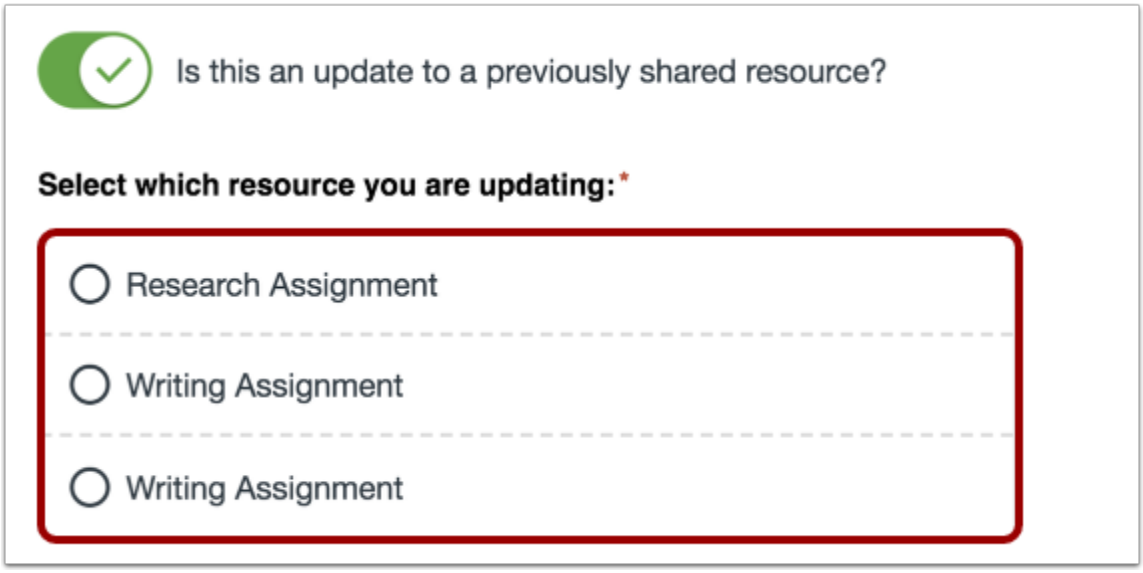
Notes:

- If you choose not to update the previously shared resource, a new resource will be created.
- Resources not previously shared to Commons will not have an update option.

Change Resource

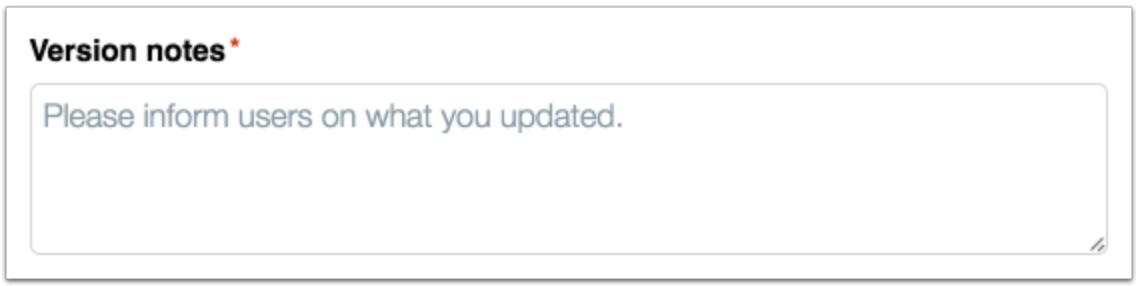
Commons will verify the best match for which resource you are updating. To change which resource you are updating, click the **Change** button.

Select Resource



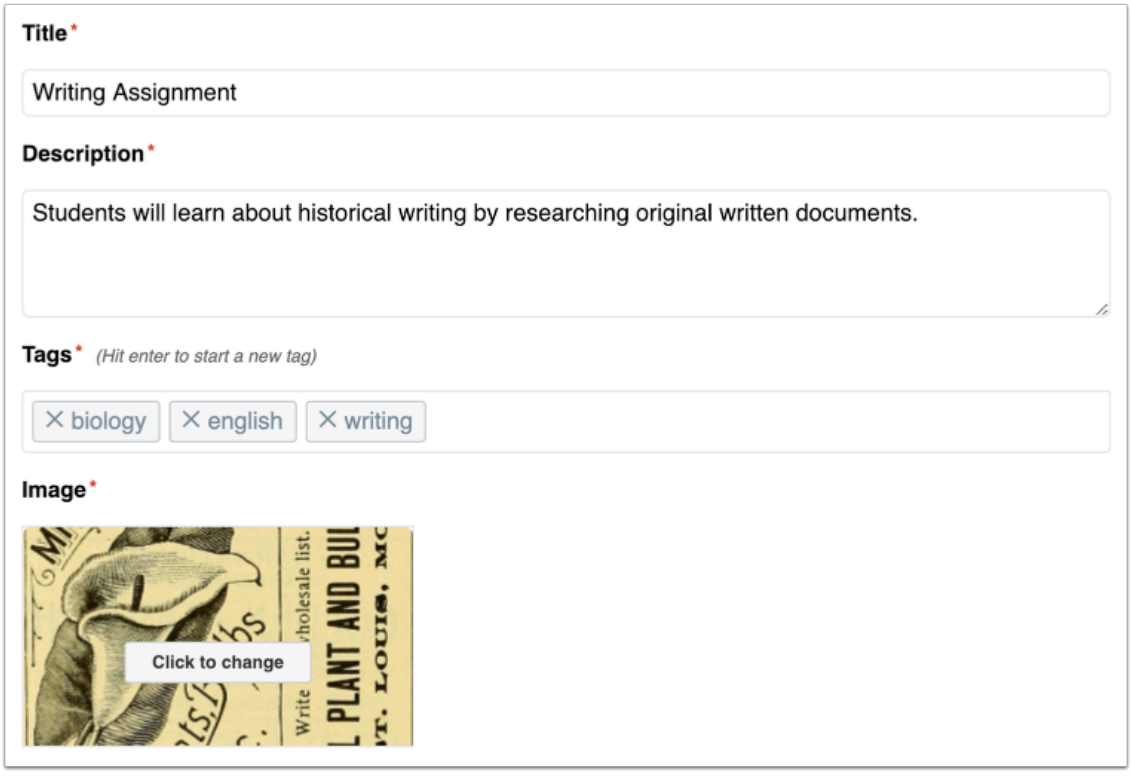
A list of previously shared resources is pre-populated for you. To update a resource, click the radio button next to the desired resource.

Add Version Notes



In the Version notes field, let users know what you updated. Version notes will be visible to users on the resource details page.

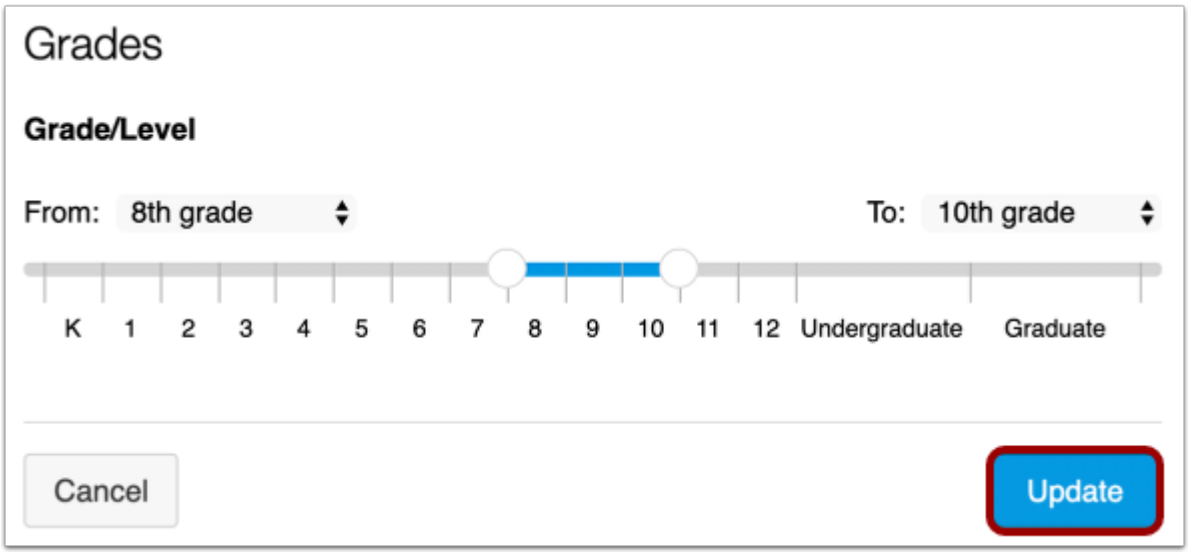
Edit Resource Details



If necessary, edit resource information, content licensing, and sharing options.

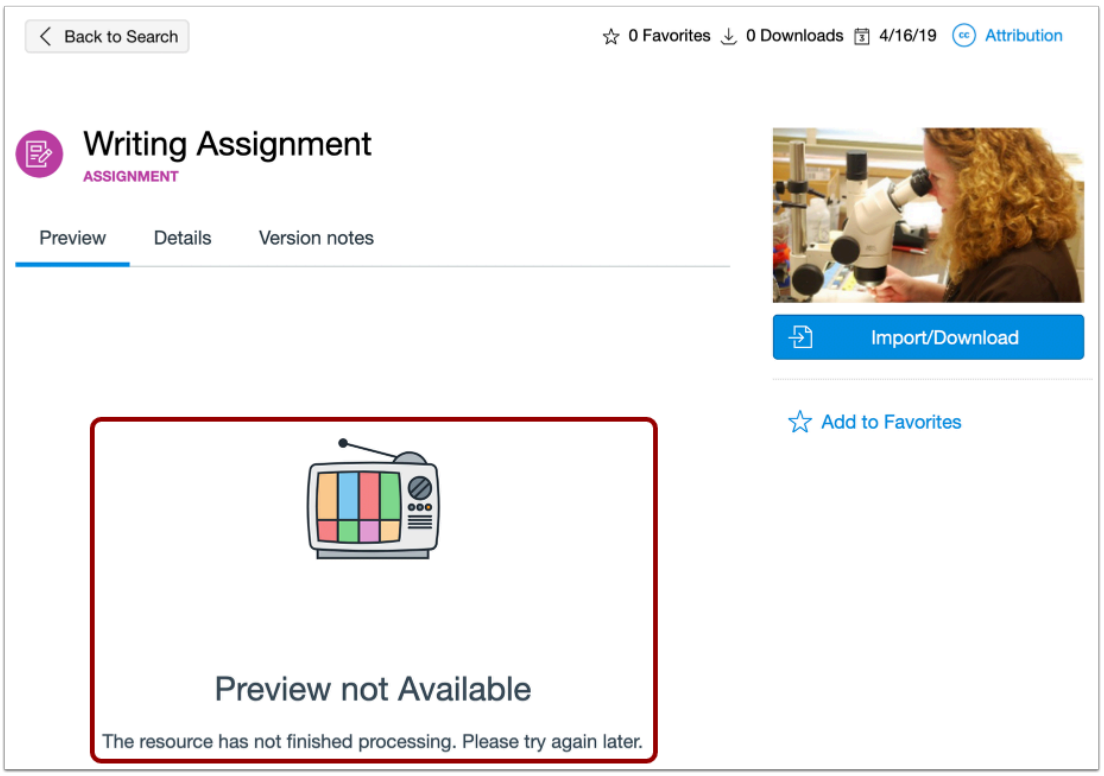
Note: Resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific groups.

Update Resource



When you are ready, click the **Update** button.

View Updated Resource



View your updated resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

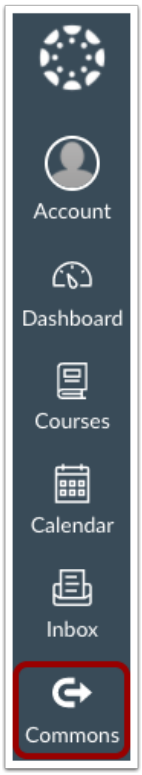
How do I edit the details of a resource in Commons?

Authors can edit the license, version notes, title, description, tags, image, and sharing settings for their shared resources from Commons. To modify an existing shared resource, learn how to update a resource previously shared to Commons. Admins can also edit and remove shared account resources that are not private to the author.

Notes:

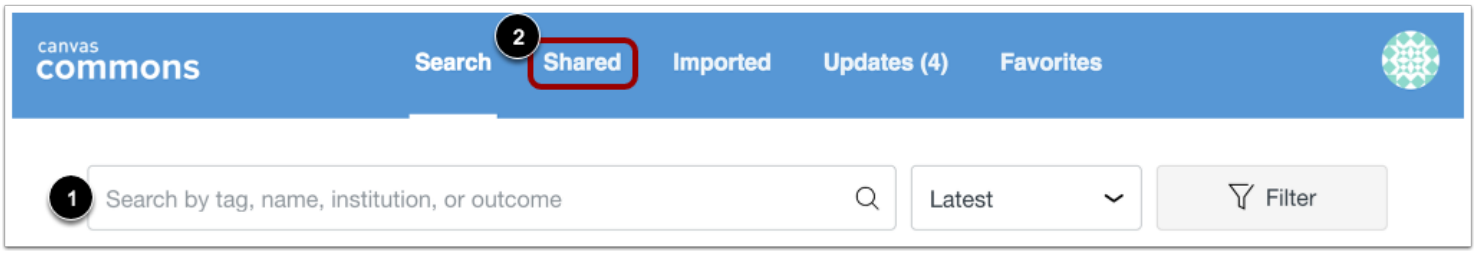
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons



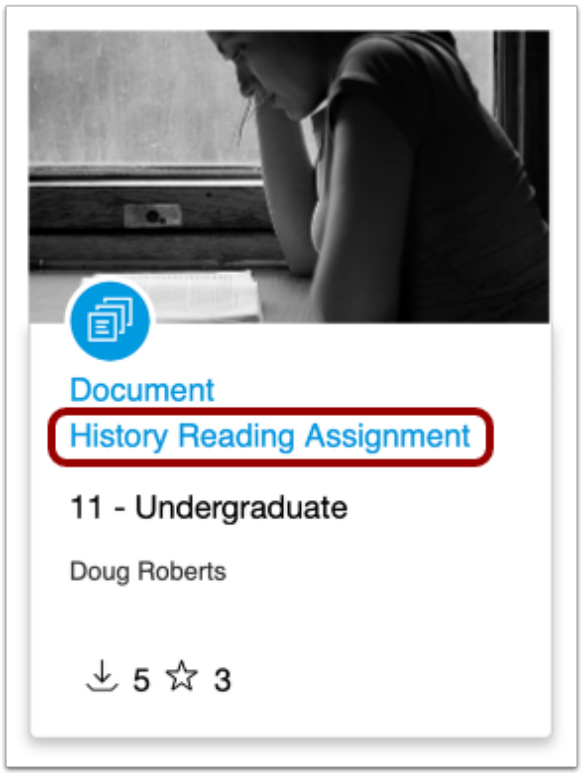
In Global Navigation, click the **Commons** link.

Find Resource



In the **search** field [1], find the resource you want to edit or delete. To view all your shared resources, click the **Shared** link [2].

Open Resource

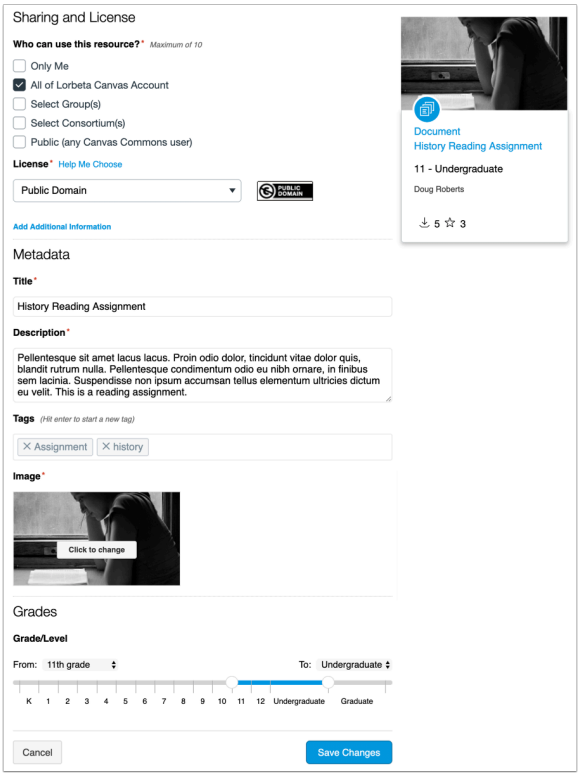


Click the name of the resource you want to edit or delete.

Edit Resource

Click the **Edit Resource** link.

Edit Resource Details



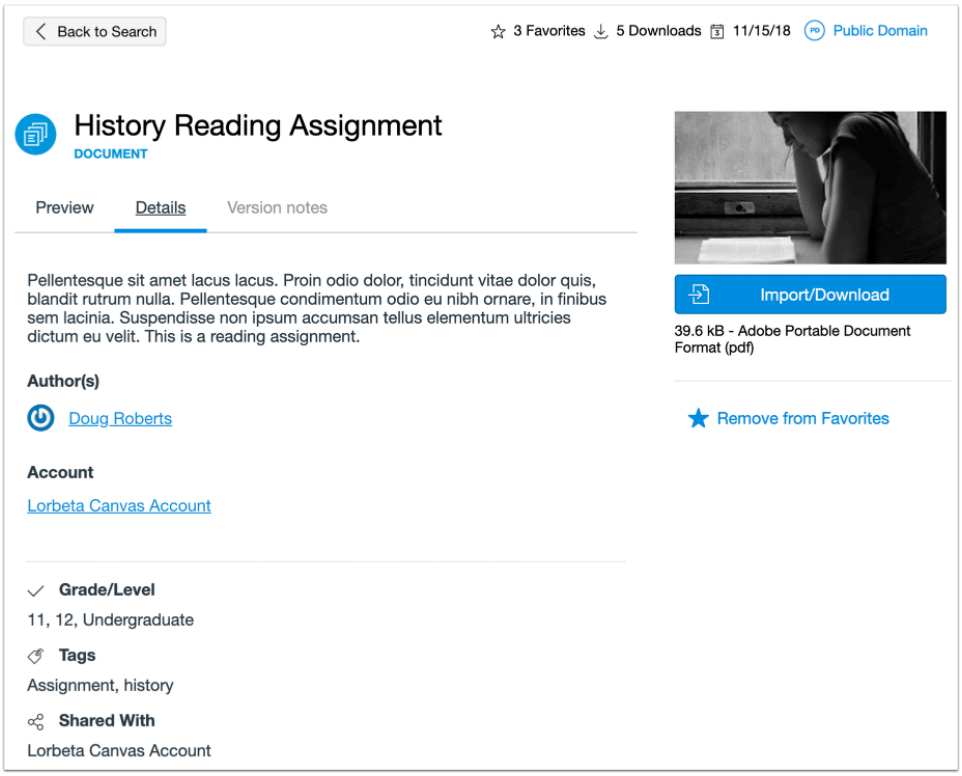
Edit the resource information, content licensing, and sharing options.

Note: The Version notes field is only available for previously shared resources that have been updated.

Save Changes

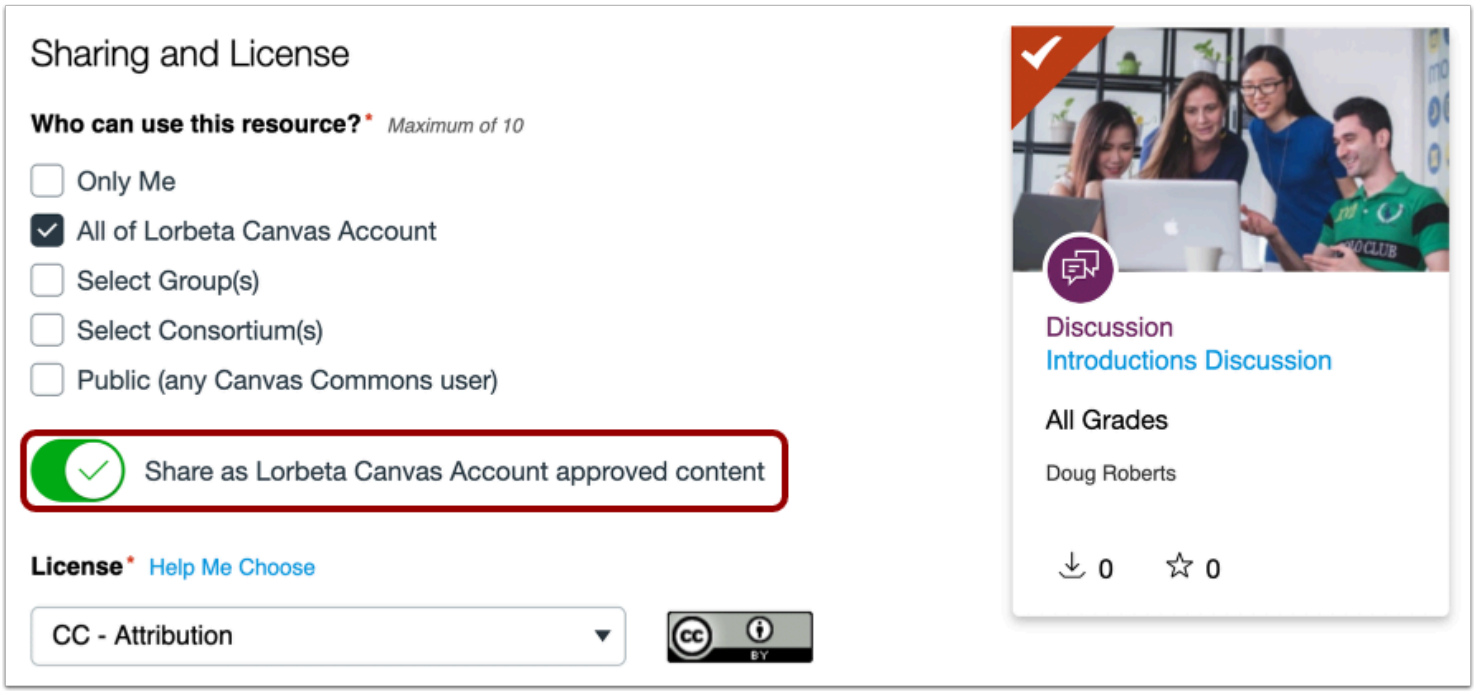
When you're done, click the **Save Changes** button.

View Updated Resource



View updated resource details.

Approve Content



If you have been added as an approved content curator by a Commons admin, you can mark content as approved in your Commons account. You can edit resources uploaded by any user in your Commons account to mark the resource as approved content. You can also approve resources from the Commons search page, the Managed Resources tab on the Admin page, or when uploading a new resource.

To mark a resource as approved content, enable the **Share as Account approved content** option.

How do I manage Groups in Commons?

Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.

A Group Manager is a role that must be assigned by an Admin. Learn more about how to add a Group Manager as an Admin.

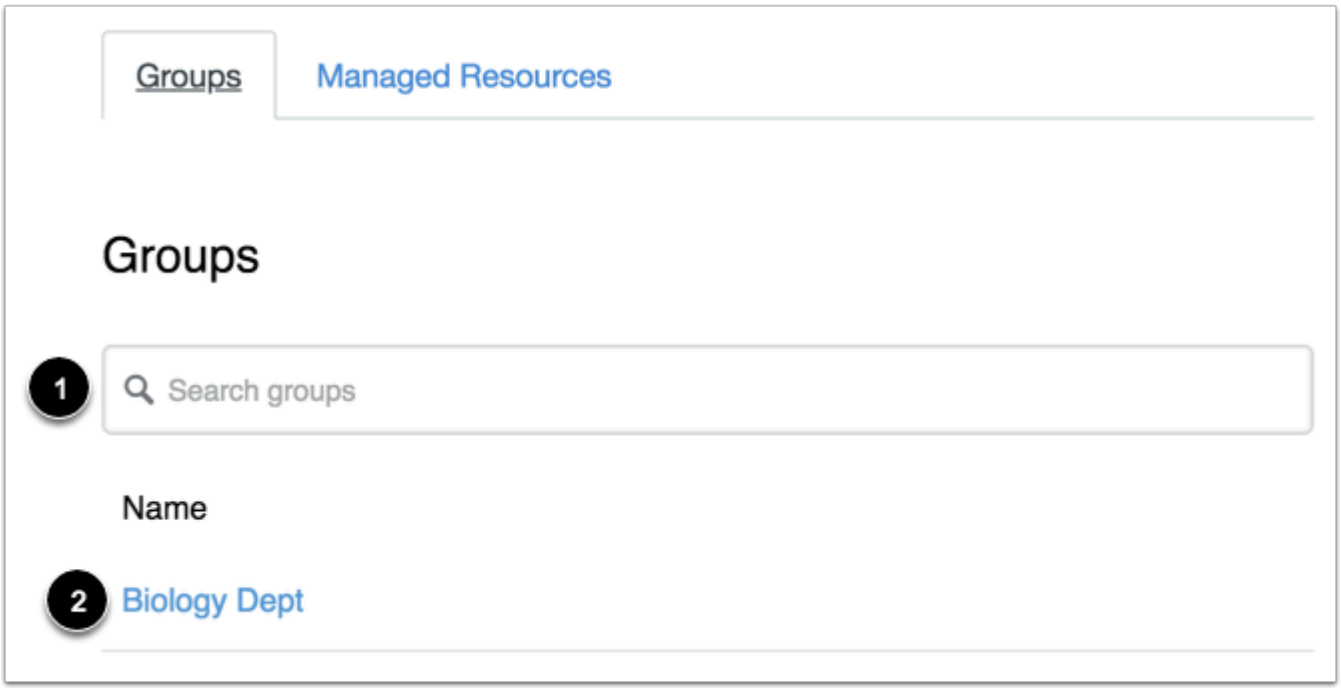
Open Admin Settings

In Commons Navigation, click the **Admin** link.

Open Groups

Click the **Groups** tab.

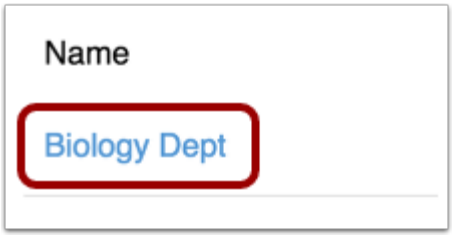
View Groups



Find a specific group by typing in the **Search groups** field [1].

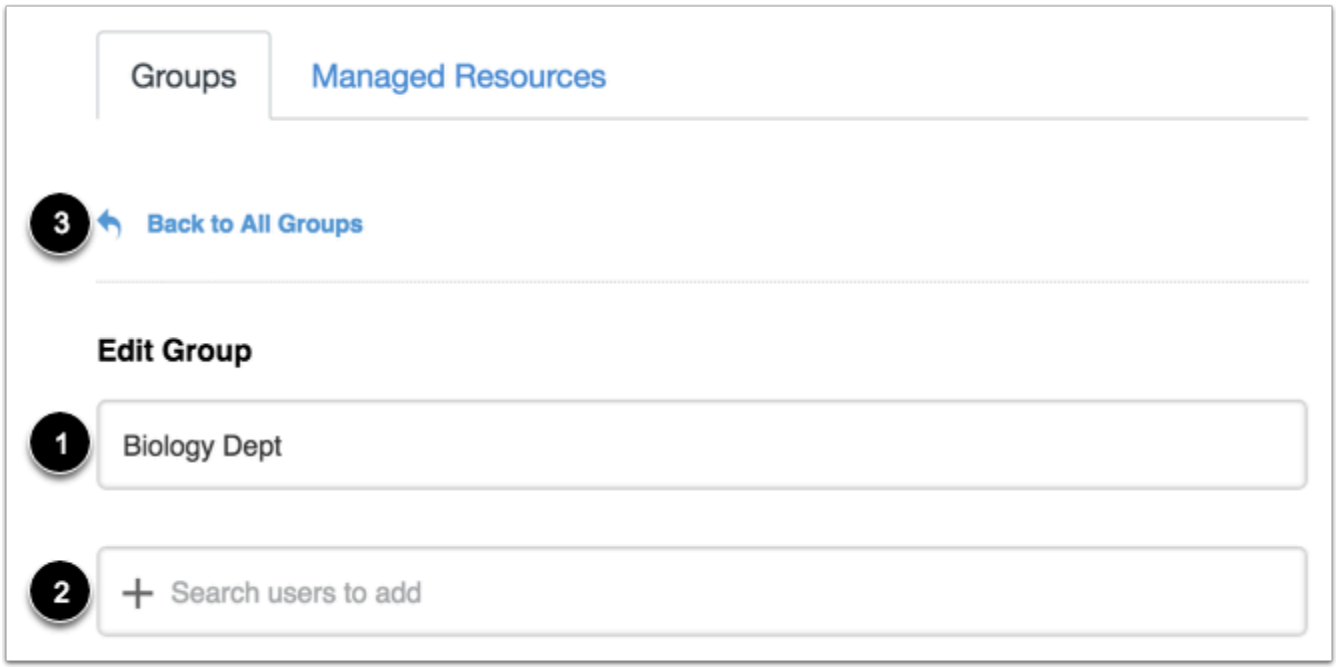
To manage the group, click the **group name** [2].

Edit Group



In the Groups page, to edit a group, click the group's name.

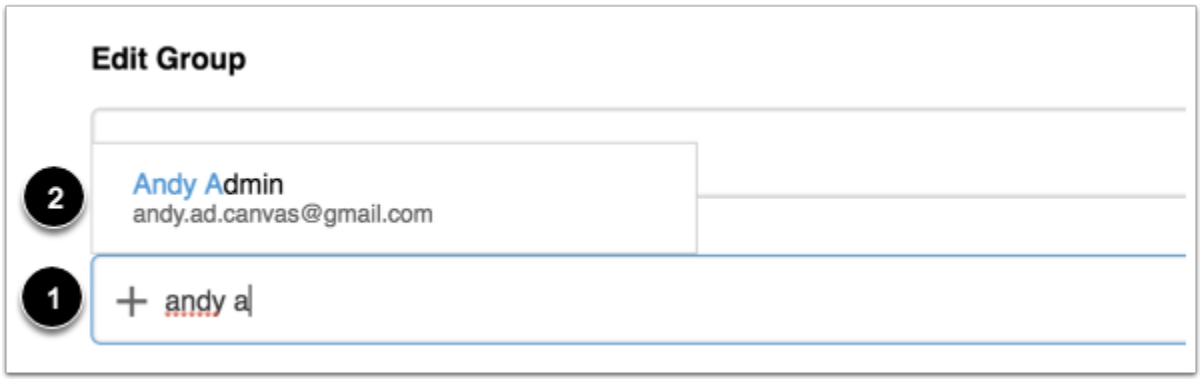
Edit Group Details



In the Edit Group page, you can change the group name [1] and add users to the group [2].

To return to the Groups page, click the **Back to All Groups** link [3].

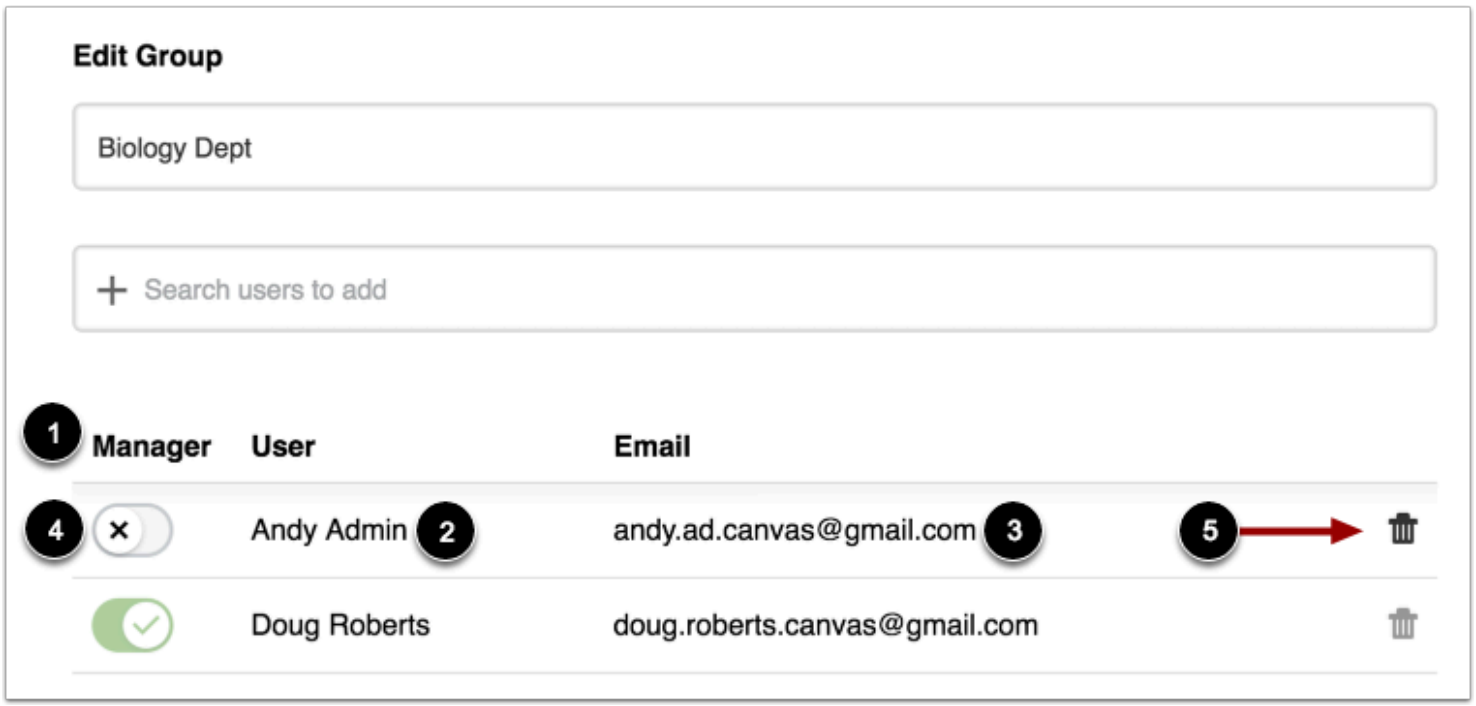
Add Group Members



Click the **Search users to add** field [1]. Type the name or email address of the user and select the user from the search list [2].

Note: If you can't find the user you'd like to add to the group, make sure they have accessed Commons in the past.

Manage Group Members



Users appear in the Group Member list [1]. Commons displays the user's name [2] and email [3].

To change the manager status of a user, click the toggle button [4]. To remove a user from the group, click the **Delete** icon [5].

Delete Group

To delete a group, click the **Delete** icon.

Note: Only administrators can delete groups.

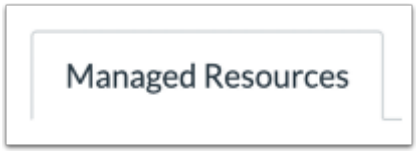
How do I manage approved content in Commons?

If your Commons Admin has added you as an approved content curator, you can mark resources as institution-approved content. You can only approve content uploaded by a user from your institution.

Open Admin Settings

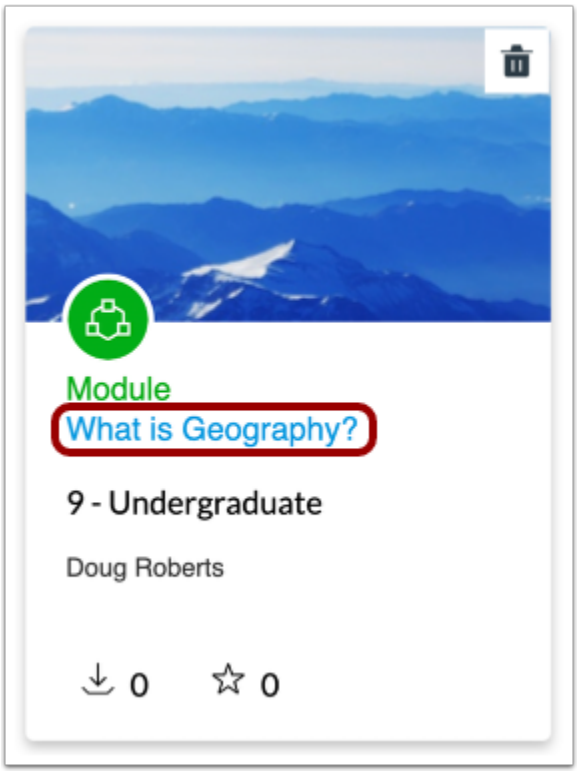
In Commons Navigation, click the **Admin** link.

Open Managed Resources



To view all resources managed by your institution, click the Managed Resources tab.

Open Resource



To open the resource details page, click the resource title.

Edit Resource

Click the **Edit Resource** link.

Note: If the Edit Resource link does not display, the resource may not be managed by your institution.

Share as Approved Content

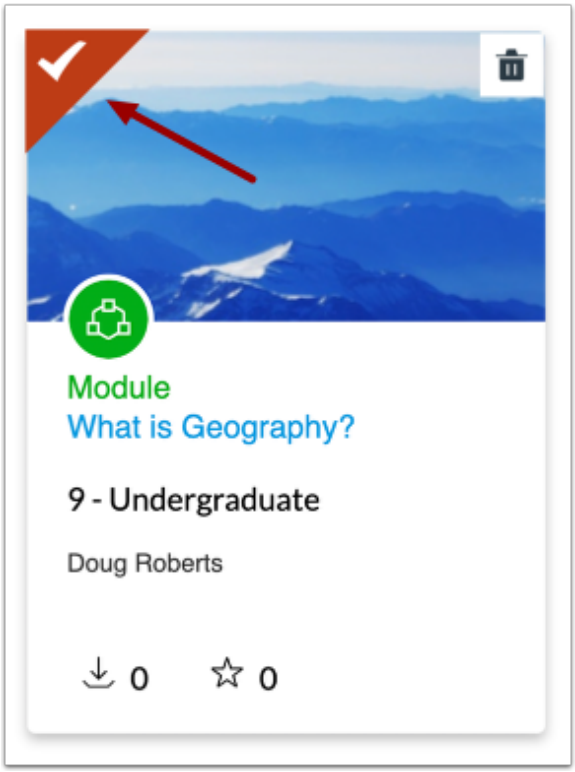
To share a resource as approved content, enable the **Share as Account approved content** option.

To remove the resource from approved content, disable the **Share as Account approved content** option.

Save Resource

Click the **Save Changes** button.

View Approved Content



Approved resources display the approved content icon and background color as a banner on the content card in search results.

You can also view the approved content icon and message on the resource details page.

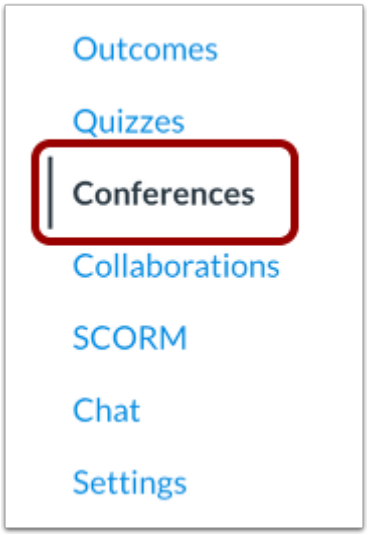
Conferences

How do I use the Conferences Index Page?

The Conferences Index Page allows you to view all the conferences within a course. As an instructor, you can create new conferences, start conferences, and manage concluded conferences. If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics.

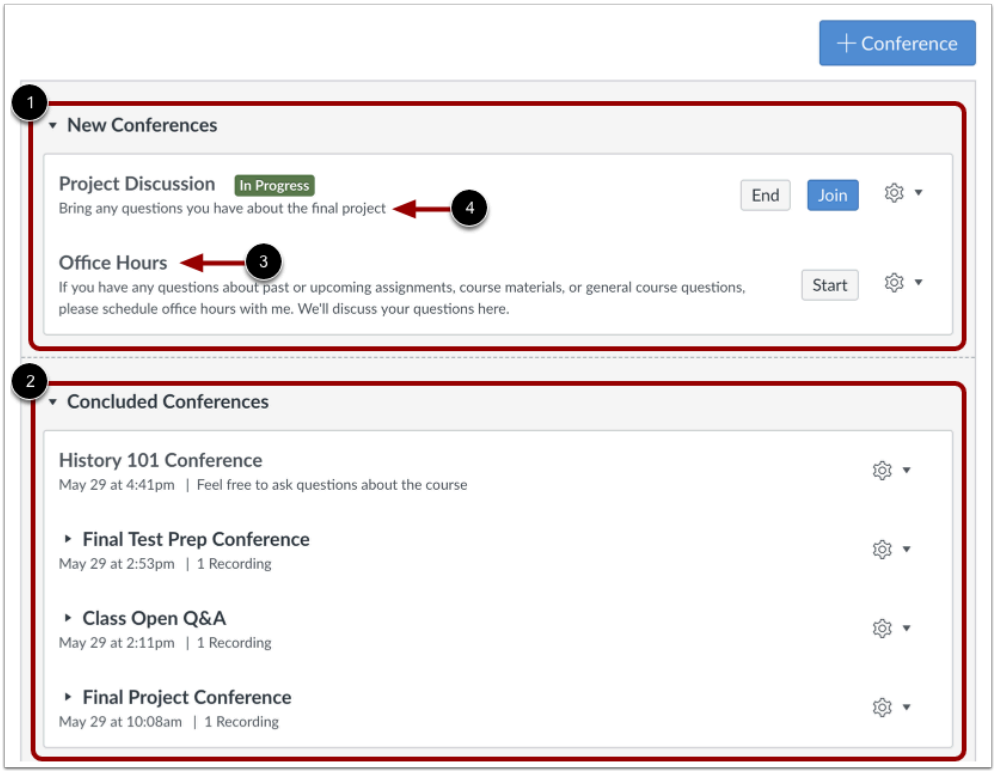
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences



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

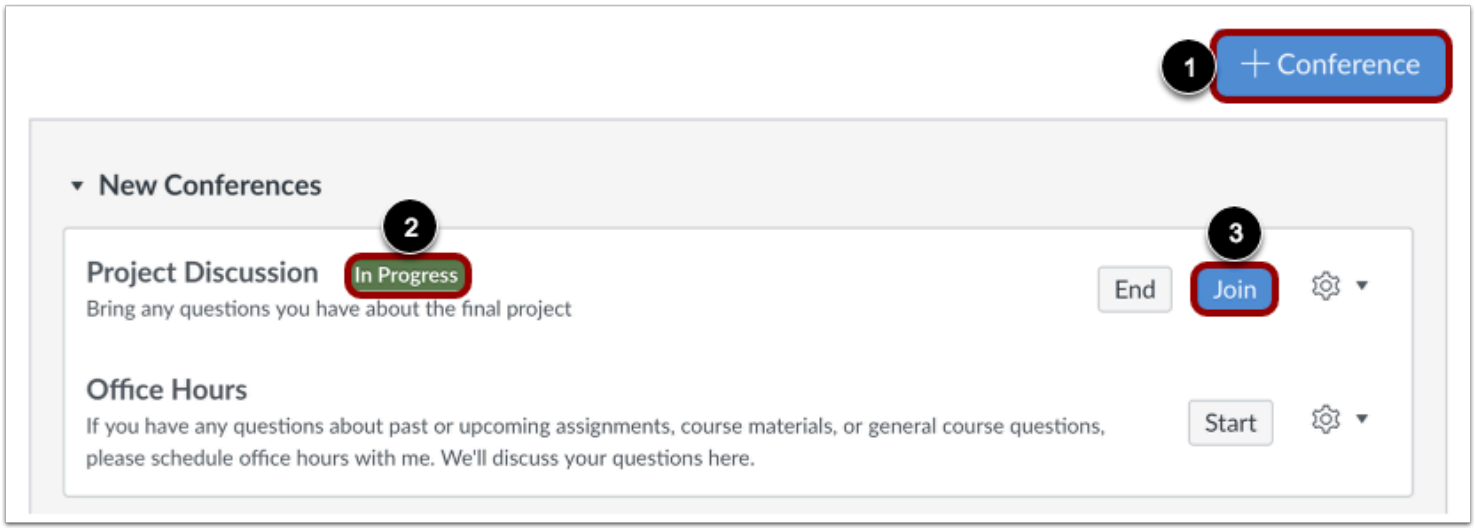
View Conferences



Conferences are grouped in two parts: New Conferences [1] and Concluded Conferences [2]. Both always display the conference name [3] and description [4].

If a student has been invited to a conference, the student can view the conference in the Conferences page.

View In Progress Conference



As a moderator, you can start new conferences [1]. Once the conference has started, the conference status shows as in progress [2]. Participants invited to the conference can join as long as the Join button is visible [3].

View Concluded Conferences

Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference [1].

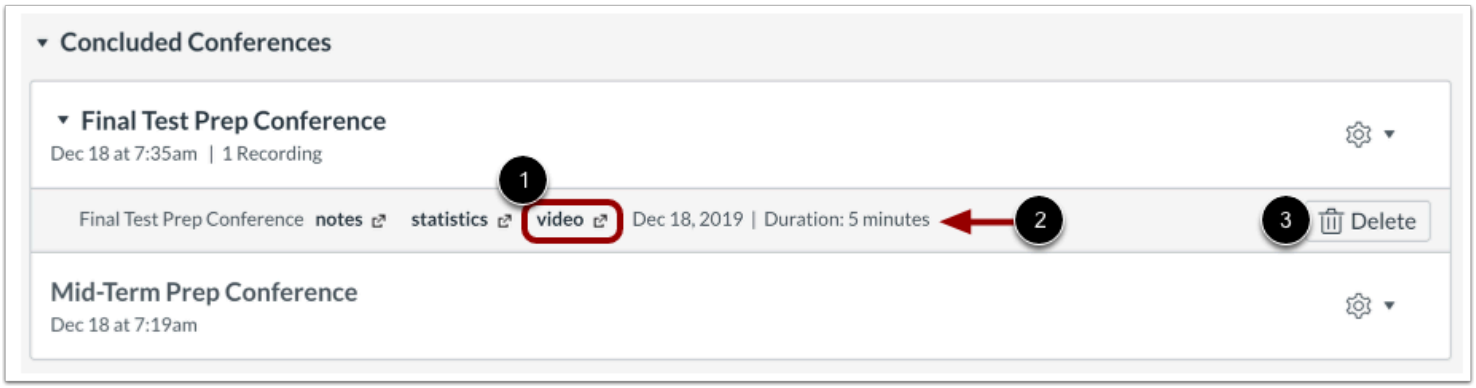
You can delete a concluded conference, by clicking the conference's **Settings** menu [2] and clicking the **Delete** option [3].

View Recorded Conference

Concluded conferences that enabled recording display the **Arrow** icon [1].

To view the recording and additional details, click the name of the conference [2].

Open Recording



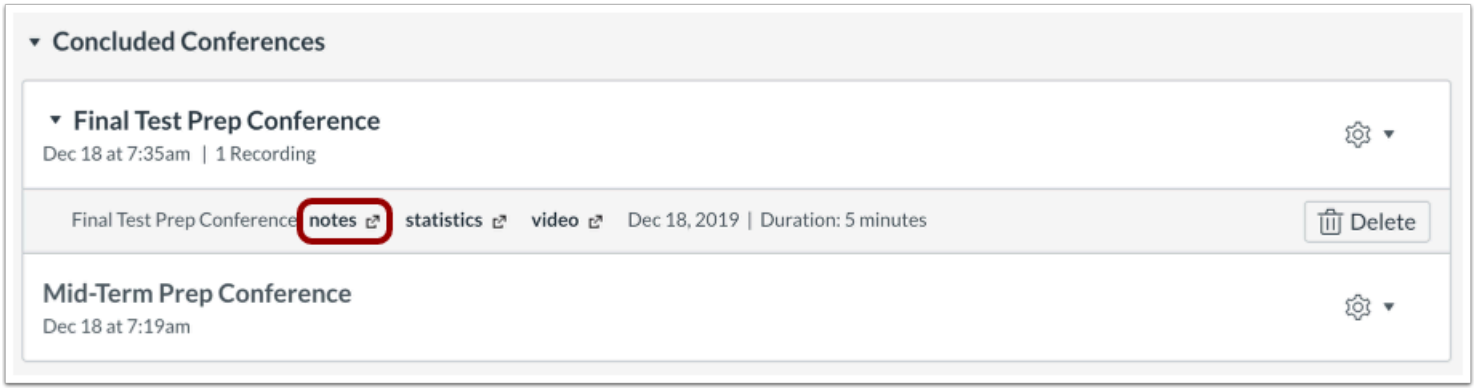
To replay the conference, click the **Video** or **Presentation** link [1]. You can also view the duration of your conference recording [2].

The recording format link does not appear until the conference has been rendered for playback. Depending on the length of your conference, this process may take several hours. If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

To delete your recording, click the **Delete** button [3].

Note: For all basic Conference accounts, recordings are automatically deleted 14 days after the conference ends.

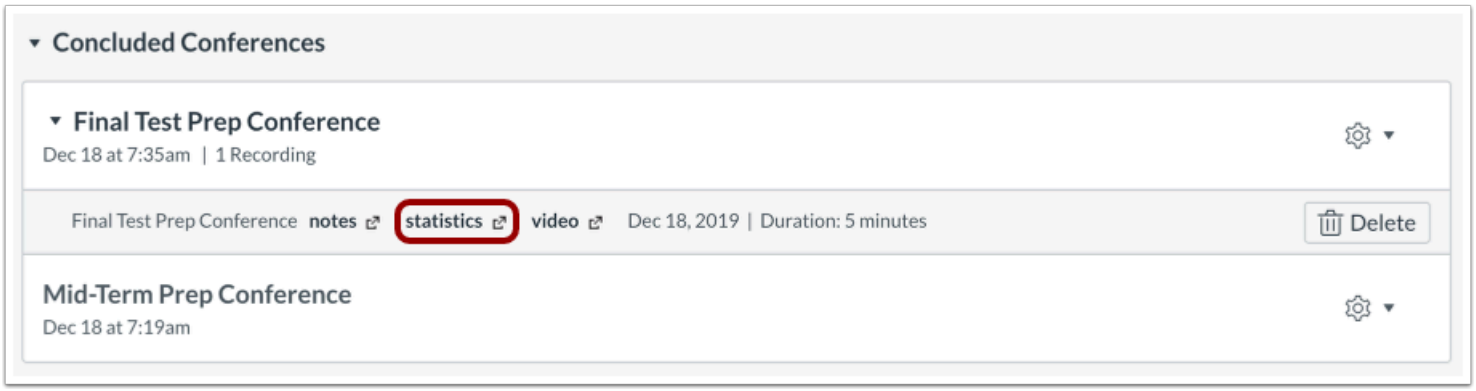
Open Notes



If your conference included shared notes, you can view the notes by clicking the **Notes** link. The shared notes will display in a new browser tab, where they can be viewed and copied.

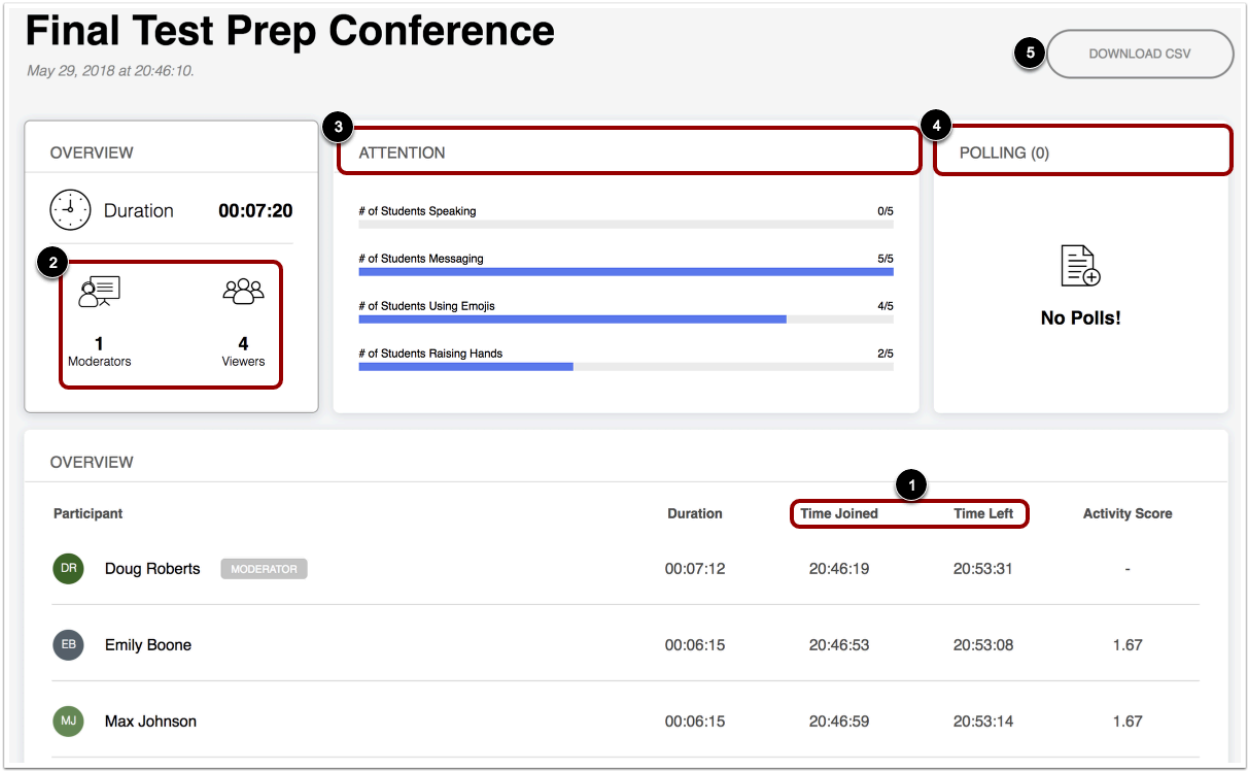
Note: Notes are only available for recorded conferences.

Open Statistics



If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the **Statistics** link.

View Statistics



Statistics include metrics about student participation in the recorded session, such as length of time in the session [1], number of moderators and participants [2], and the number of students who spoke, messaged, used emojis, or raised their hands during the conference [3]. Metrics also include each student's response to polls [4].

To download statistics as a CSV file, click the **Download CSV** button [5].

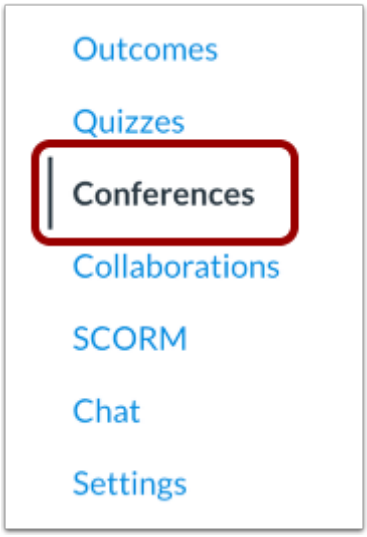
How do I create a conference in a course?

You can create a conference in a course to hold virtual office hours and speakers. Conference invitations are sent out when the conference is created. To alert invitees about upcoming conferences, you can create course events in the Calendar.

Conferences can be created with as many users as needed, though the recommended guideline is a limit of 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.

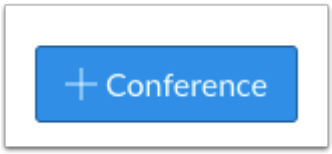
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences



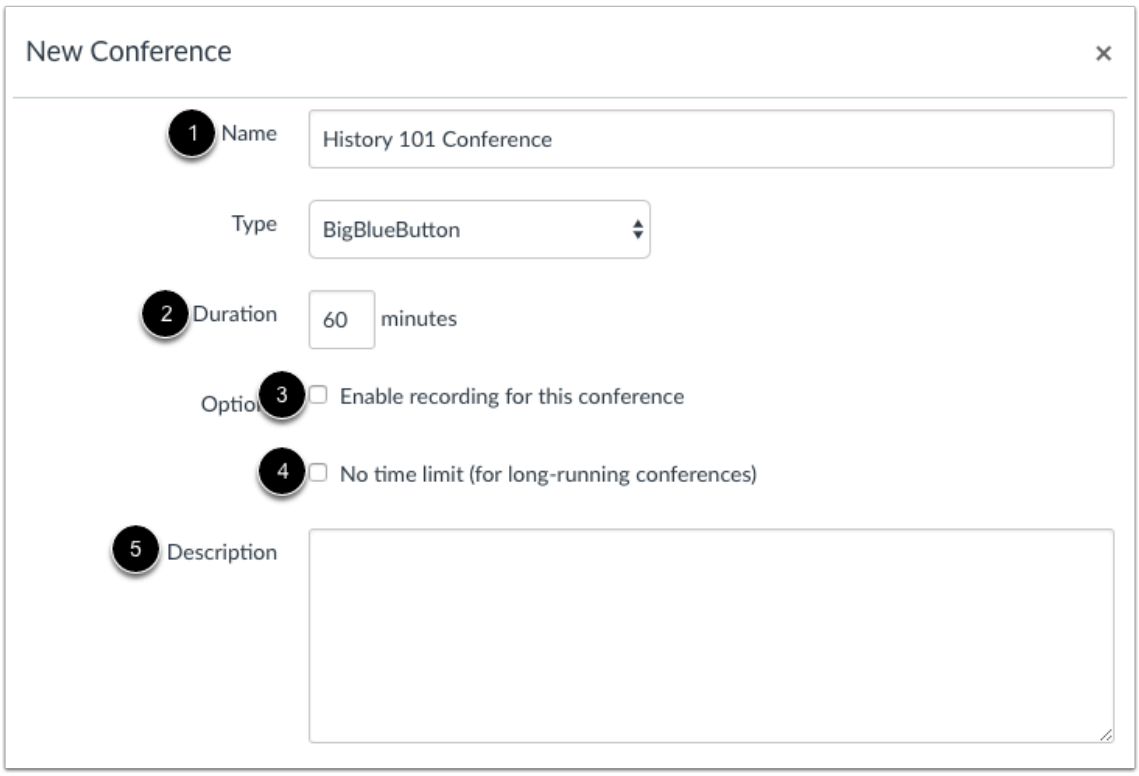
In Course Navigation, click the **Conferences** link.

Create New Conference



Click the **New Conference** button.

Add Conference Details



To create a new conference, type a name for the conference in the **Name** field [1].

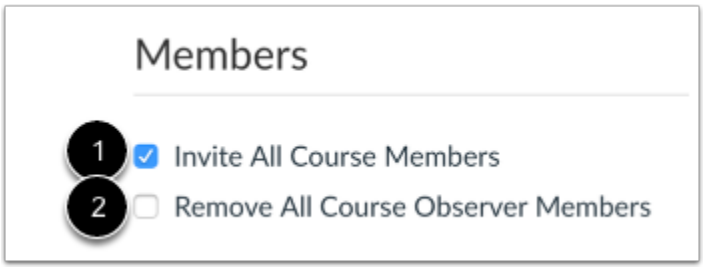
If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the **Duration** field [2]. The time limit will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join and the conference will continue 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, select the **Enable recording for this conference** checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the **No time limit (for long-running conferences)** checkbox [4]. This option will remove the time limit in the duration field.

To create a description of your conference, type a description in the **Description** field [5].

Invite Course Members



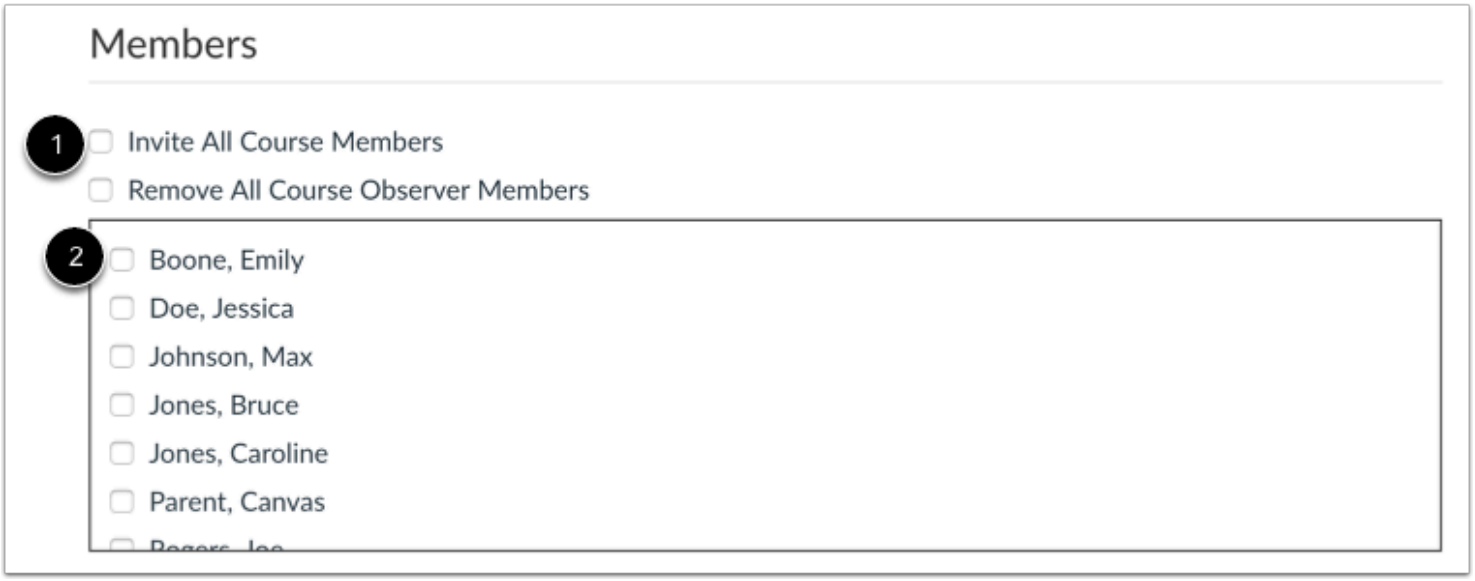
You can add any user in your course to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the course will be invited to the conference [1].

To remove all course observers from the conference invitation, select the **Remove All Course Observer Members** checkbox [2]. When this checkbox is selected all course members except observers are invited to the conference.

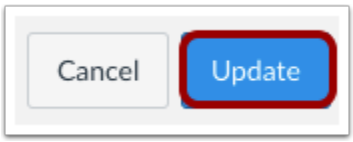
Note: Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users. If your course contains more than 50 people, you will have to invite course members individually.

Select Individual Members



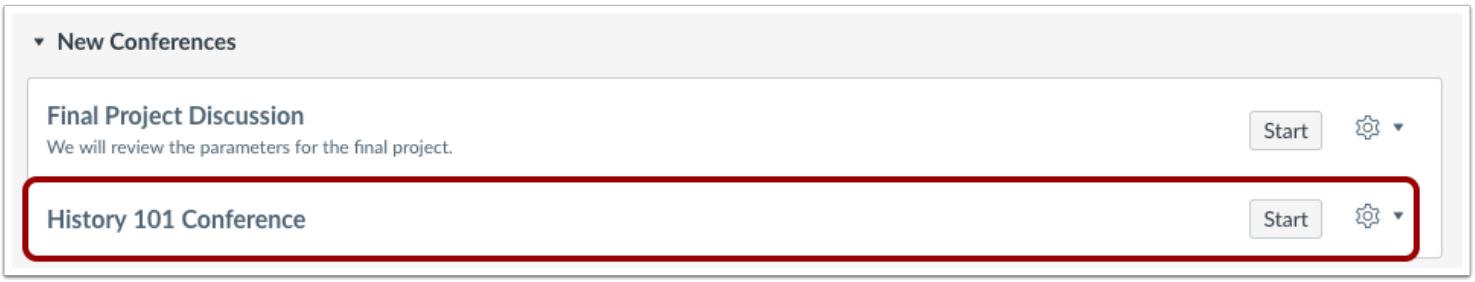
If you want to select specific members of your course, deselect the **Invite All Course Members** checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

Update Conference



To save the conference settings, click the **Update** button.

View Conference

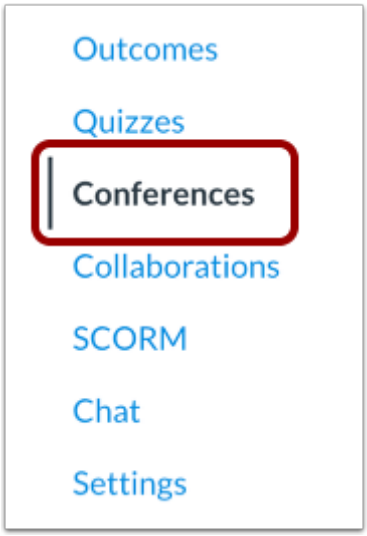


View your created conference.

How do I delete a conference?

You can delete new and concluded conferences. Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.

Open Conferences

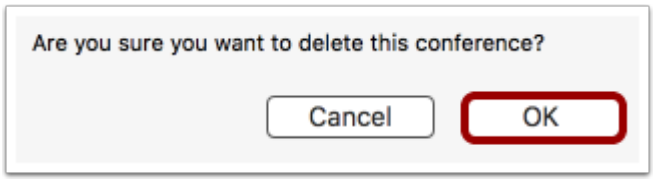


In Course Navigation, click the **Conferences** link.

Delete Conference

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

Confirm Deletion



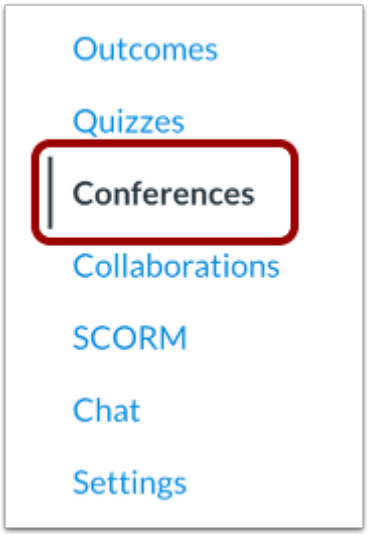
Click the **OK** button.

How do I edit a conference?

You can edit the settings of a conference in your course. You can add new users to the conference, but you cannot remove any users who have already been invited.

Note: When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.

Open Conferences

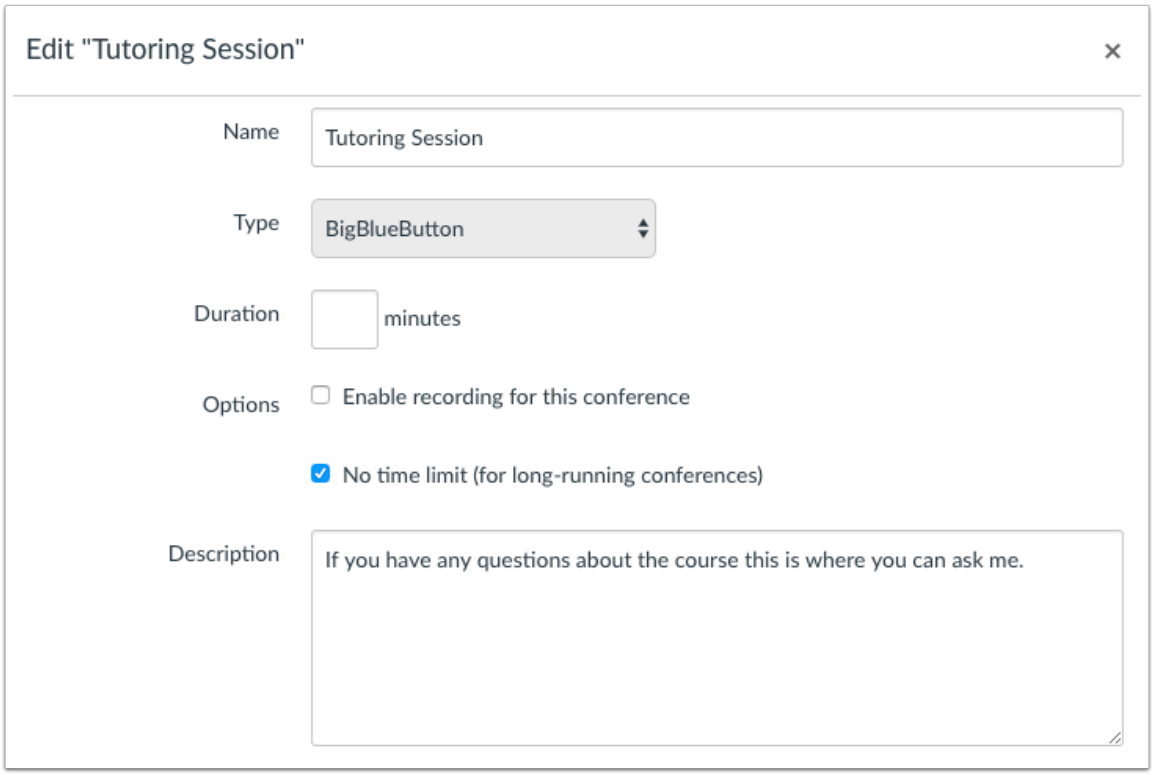


In Course Navigation, click the **Conferences** link.

Edit Conference

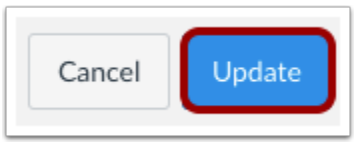
Click the conference you want to edit. Click the **Settings** icon [1] and click the **Edit** link [2].

Edit Conference Details



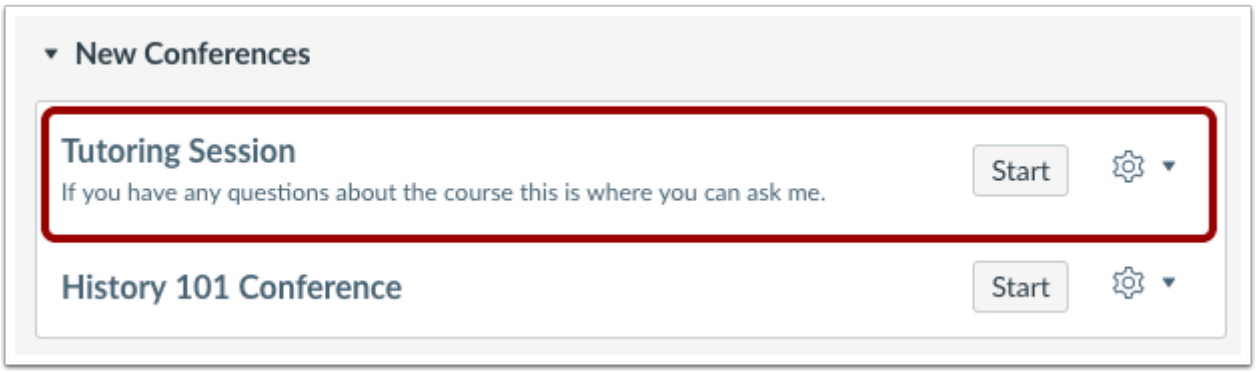
Edit the fields you'd like to change.

Update Conference



Click the **Update** button.

View Conference



View the updated Conference.

How do I record a conference?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

After the conference has concluded, you can view recorded conferences in the Conferences Index Page. If you recorded multiple segments in your conference, each segment will be a separate recording.

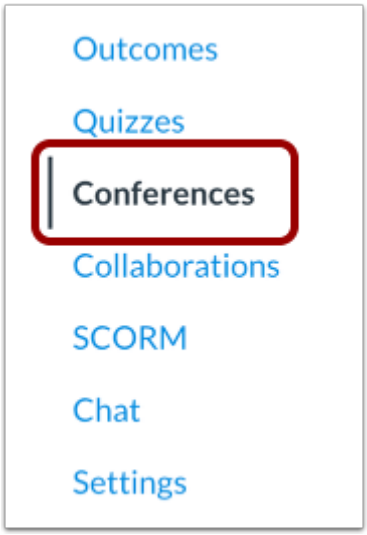
Recording Restrictions

- When creating your conference, you must select the record option to record the conference.
- Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.
- Recorded conferences can only be viewed inside the course where the conference was recorded; URLs cannot be shared outside Canvas.

For alternative storage and download options, contact BigBlueButton to set up a hosting account.

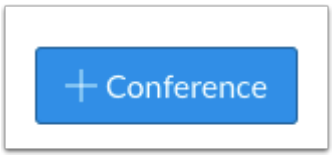
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences



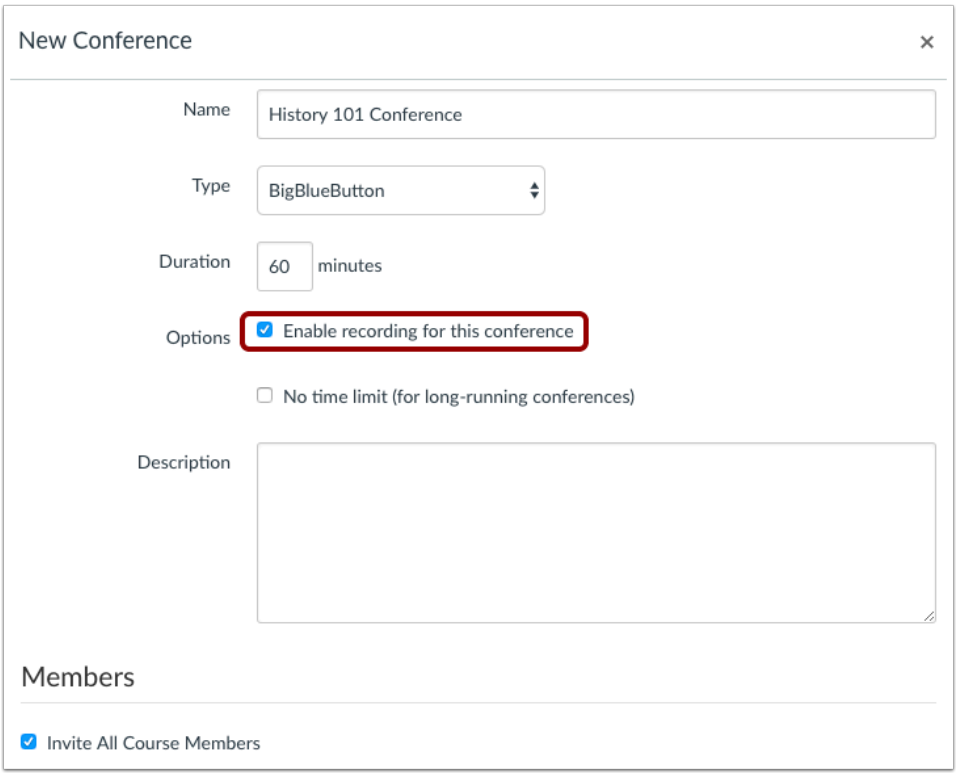
In Course Navigation, click the **Conferences** link.

Create New Conference



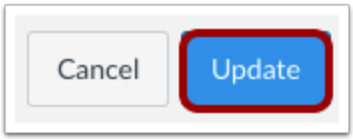
Click the **New Conference** button.

Enable Recording



To turn on the options for recording within the conference, select the **Enable recording for this conference** checkbox.

Update Conference



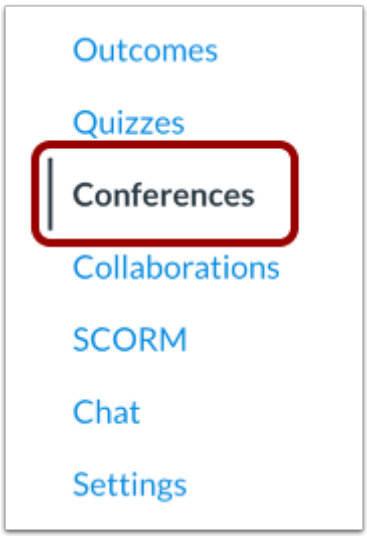
Click the **Update** button.

Once you start your conference, you can start and stop the recording as necessary in the Conferences interface.

How do I start a conference?

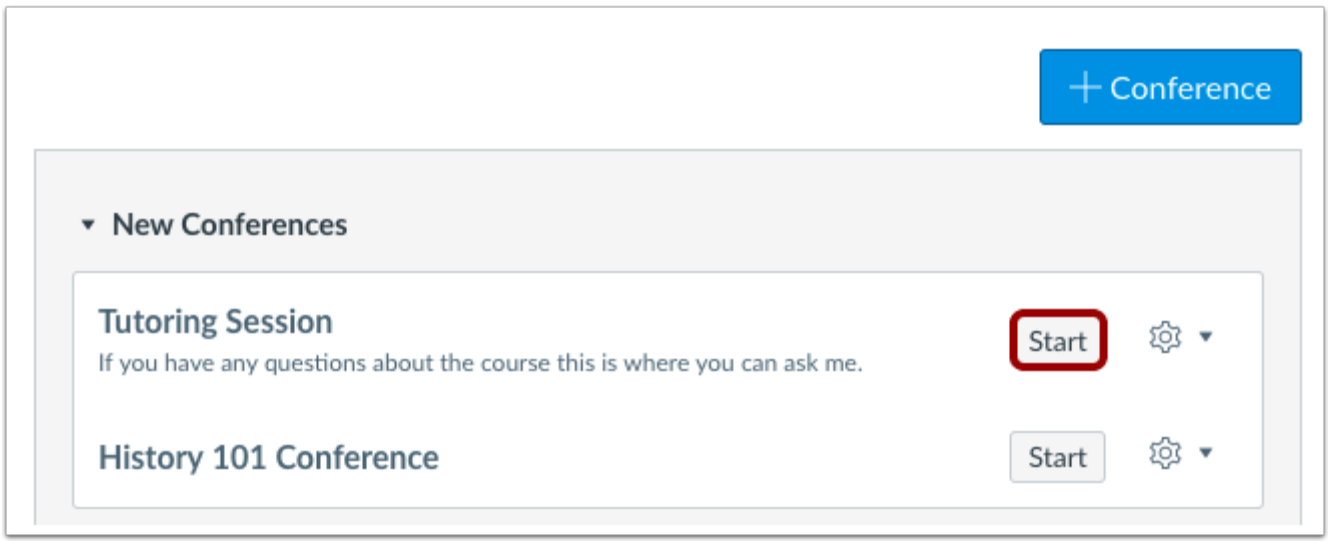
You can start conferences that you have created for your course.

Open Conferences



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

Start Conference



Next to the conference you want to start, click the **Start** button.

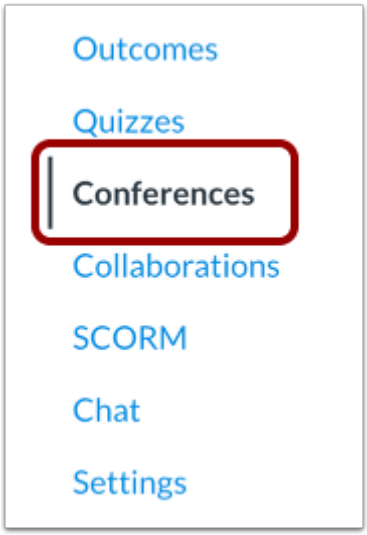
Canvas will direct you to the conference room for your conference. Learn how to use the conference interface.

How do I join a conference?

You can join a conference that has already been started by the conference host. Instructors will be given moderator permissions when they join a conference started by another user.

To use your microphone, you must give Conferences access to your microphone settings. As part of joining the conference, you must verify these settings in your browser.

Open Conferences



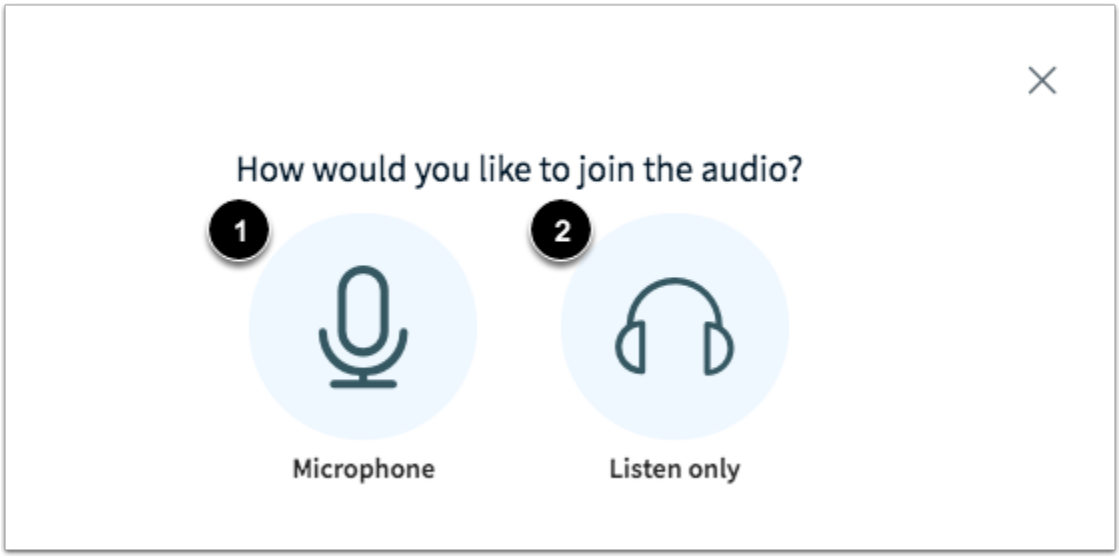
In Course Navigation, click the **Conferences** link.

Join Conference

Next to the conference you want to join, click the **Join** button.

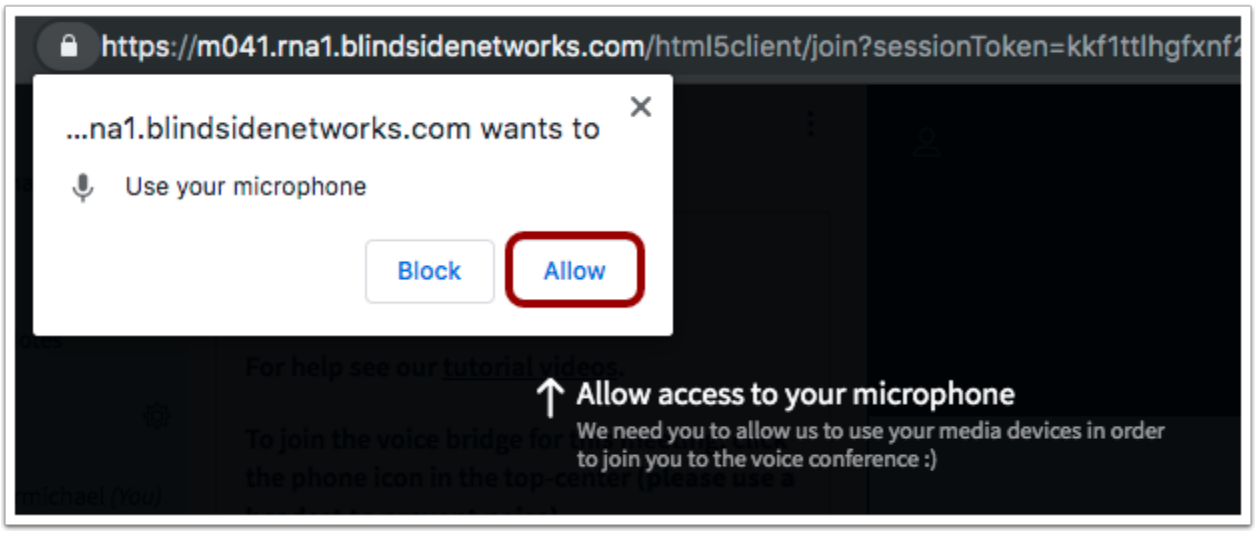
Note: You cannot join a conference until the conference host has started the conference.

Join Audio



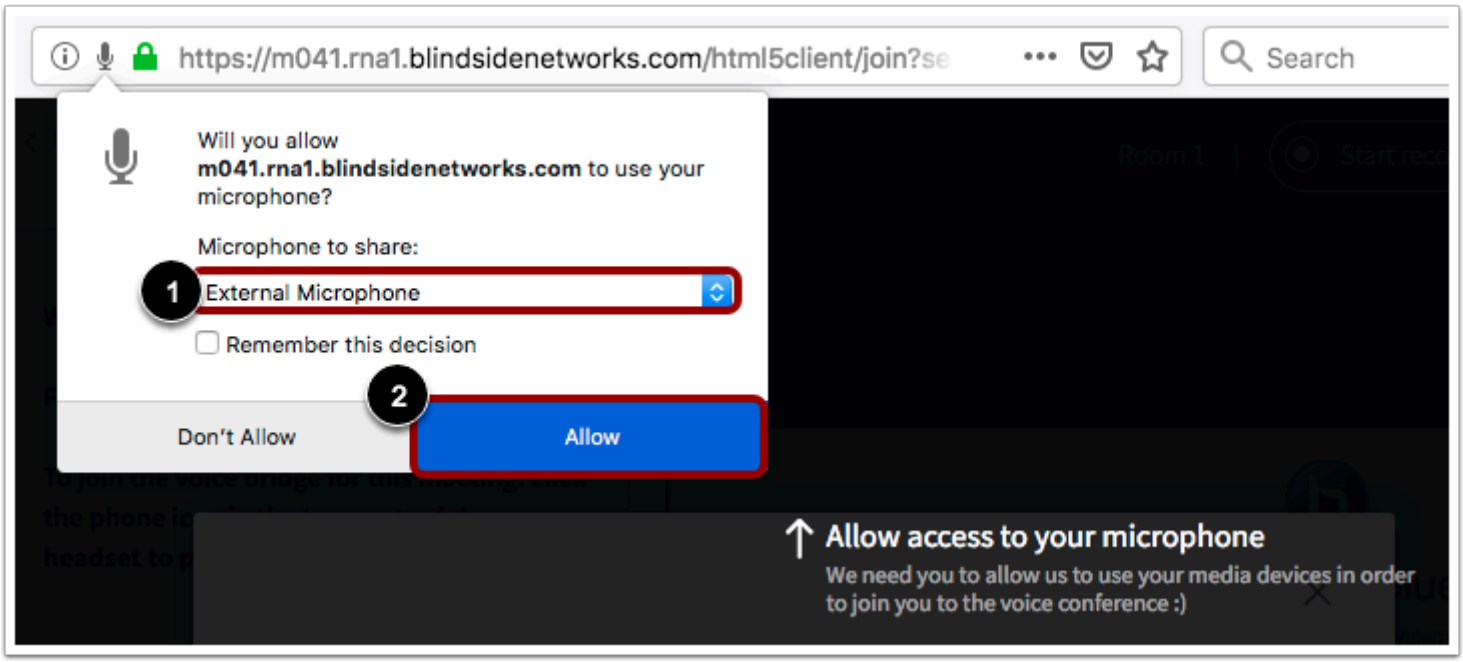
To use your microphone during the conference, click the **Microphone** icon [1]. To join the conference without enabling a microphone, click the **Listen only** icon [2]. You will be able to change your audio preference after you've joined the conference.

View Chrome Microphone Permissions



To enable a microphone in a Chrome browser, click the **Allow** button.

View Firefox Microphone Permissions



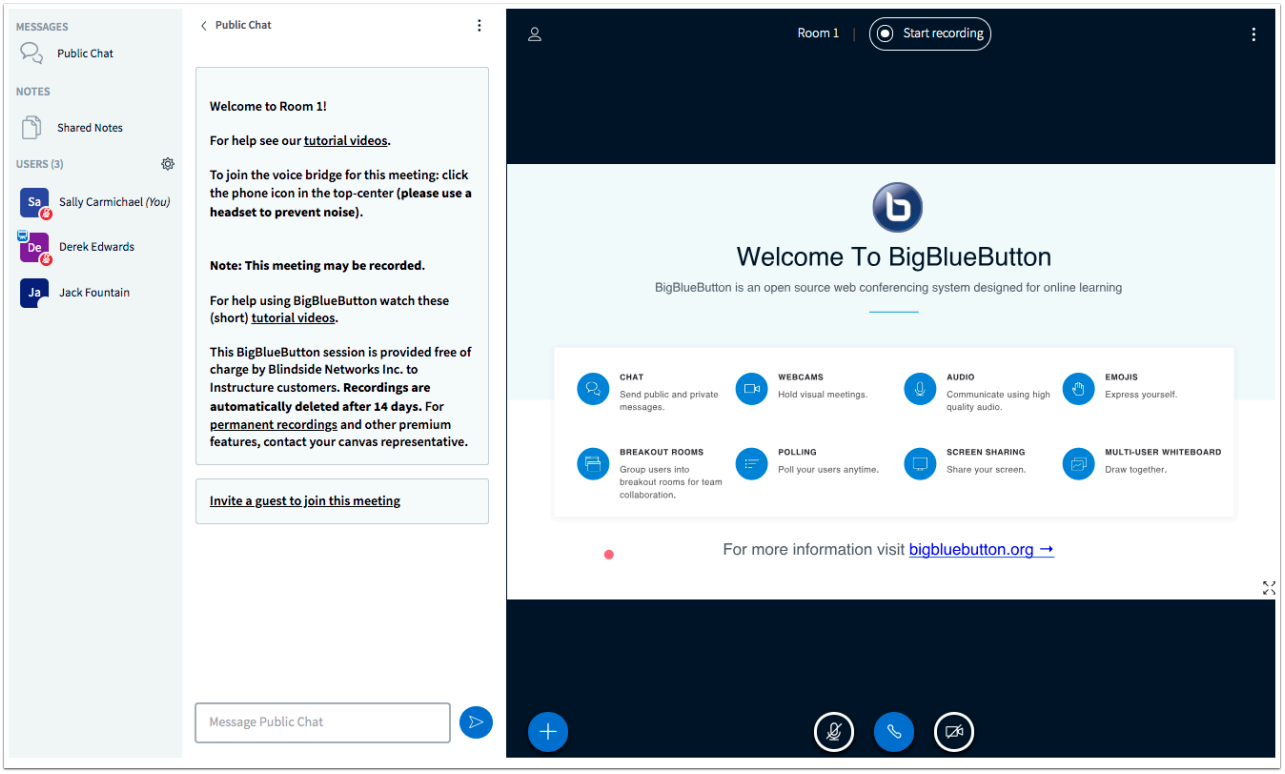
To enable a microphone in a Firefox browser, select your microphone in the **Microphone to share** menu [1]. Then click the **Allow** button [2].

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 the best audio experience.

View Conference



View the conference.

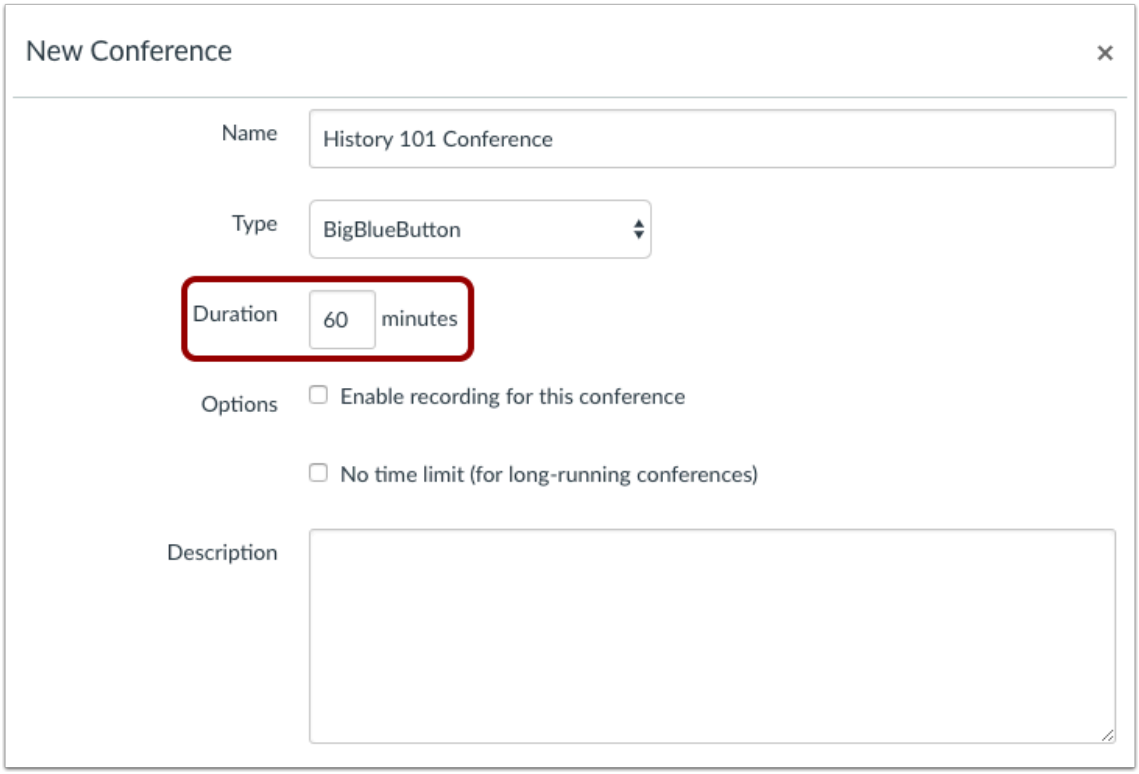
Learn how to use the Conferences interface.

How do I conclude a conference?

Depending on how you created your conference, your conference may conclude by itself, or you may have to conclude it manually.

Note: A conference can be concluded directly from the logout menu in the conferences interface. However, the Conferences page does not currently update the status and will still show as In Progress. If a new user joins the conference, a new meeting with the same name will be created. To prevent new users from joining the conference, always return to the Conferences page and click the conference End button.

View Time-Limit Conferences

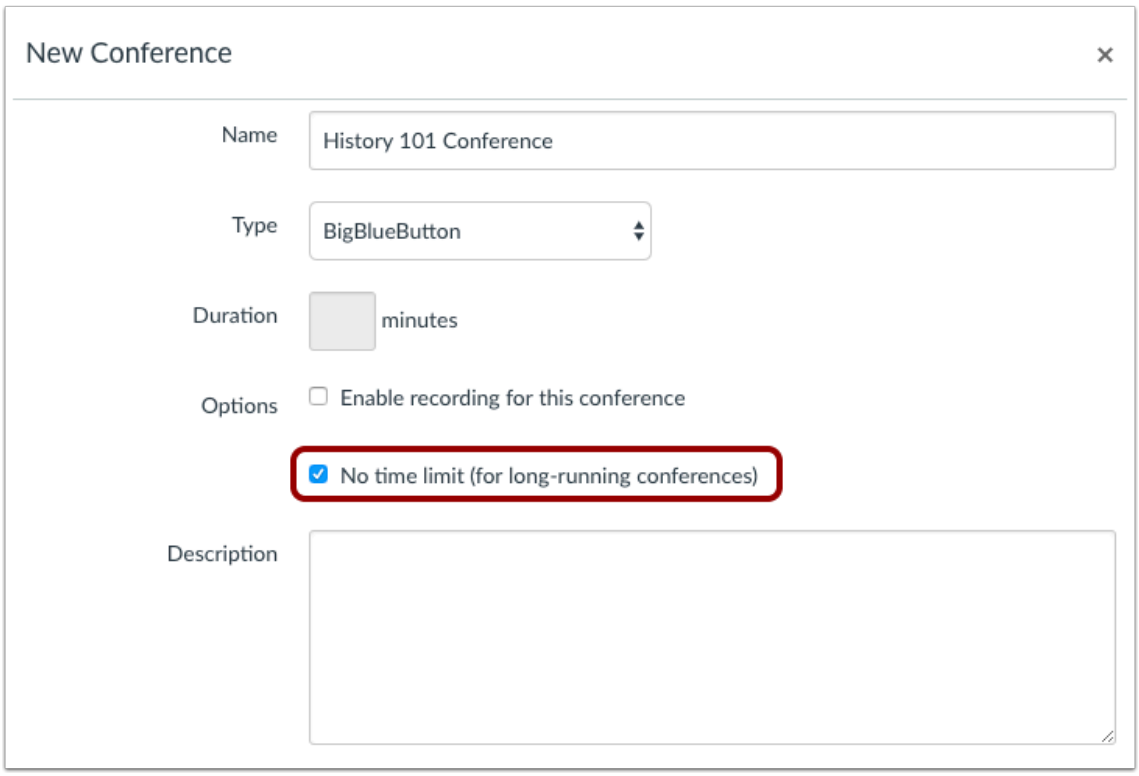


Conferences created with a time limit will remain active for the duration of the conference.

Once the conference duration has expired, the conference will automatically conclude once the last member of the conference has left the room. You can also manually conclude (end) the conference at any point during the allotted time.

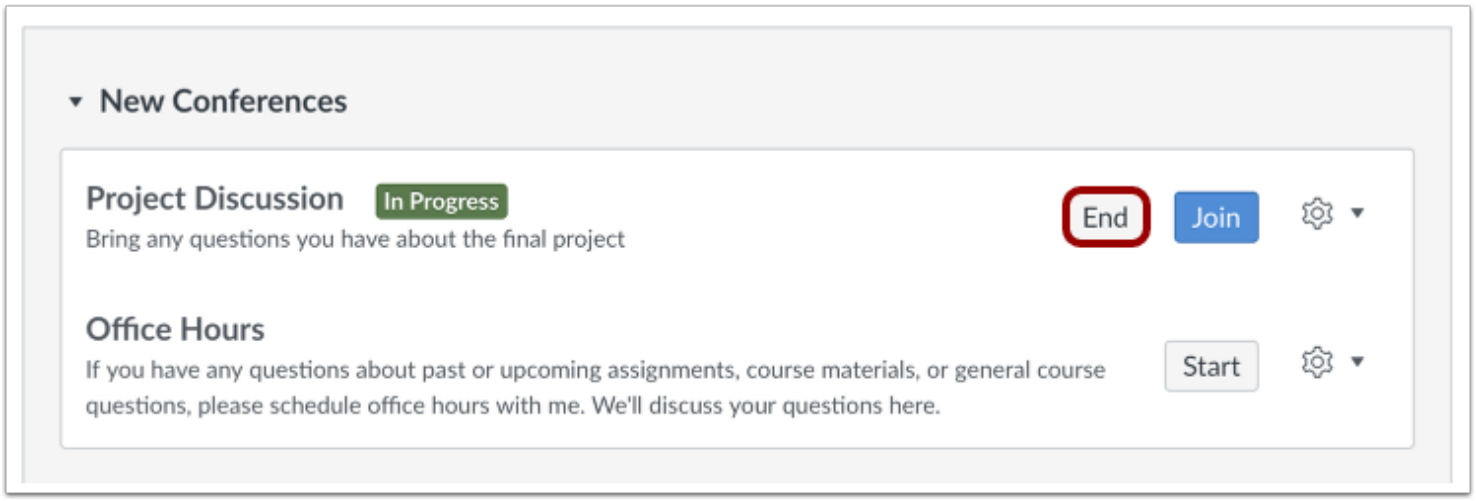
When a conference concludes, all files and chats are removed from the conference room.

View Long-Running Conferences



Conferences created without a time limit will remain active as long as you (or another conference organizer) keeps the conference running.

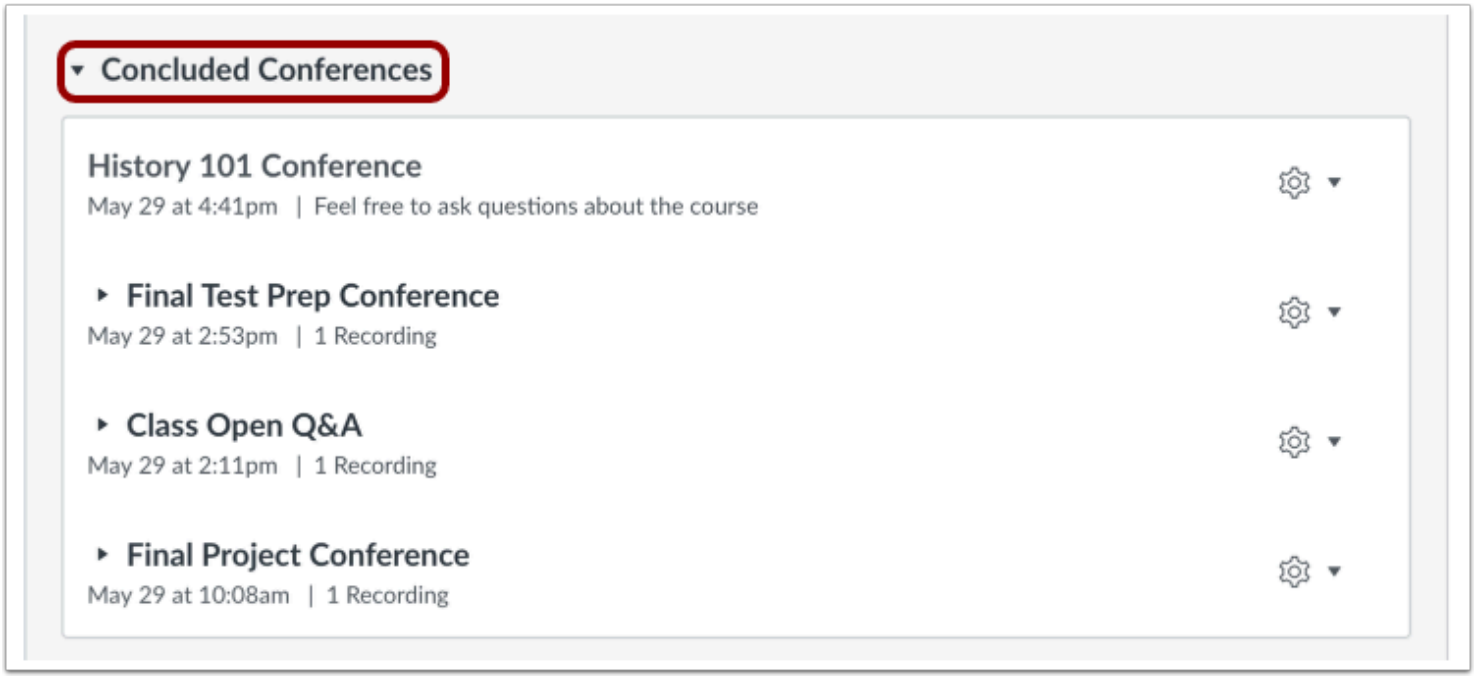
End Conference Manually



To end a conference, return to the Conferences page. Next to the name of the conference, click the **End** button.

When a conference concludes, all files and chats are removed from the conference room.

View Concluded Conference



Once the conference has concluded, the conference will appear in the Concluded Conferences section on the Conferences page. Updating the status of the conference may take a few minutes.

Note: If the conference has not changed status after a significant amount of time, the time limit has passed, and there are no members left in the conference room, edit the conference and update the settings to manually refresh the Conferences page.

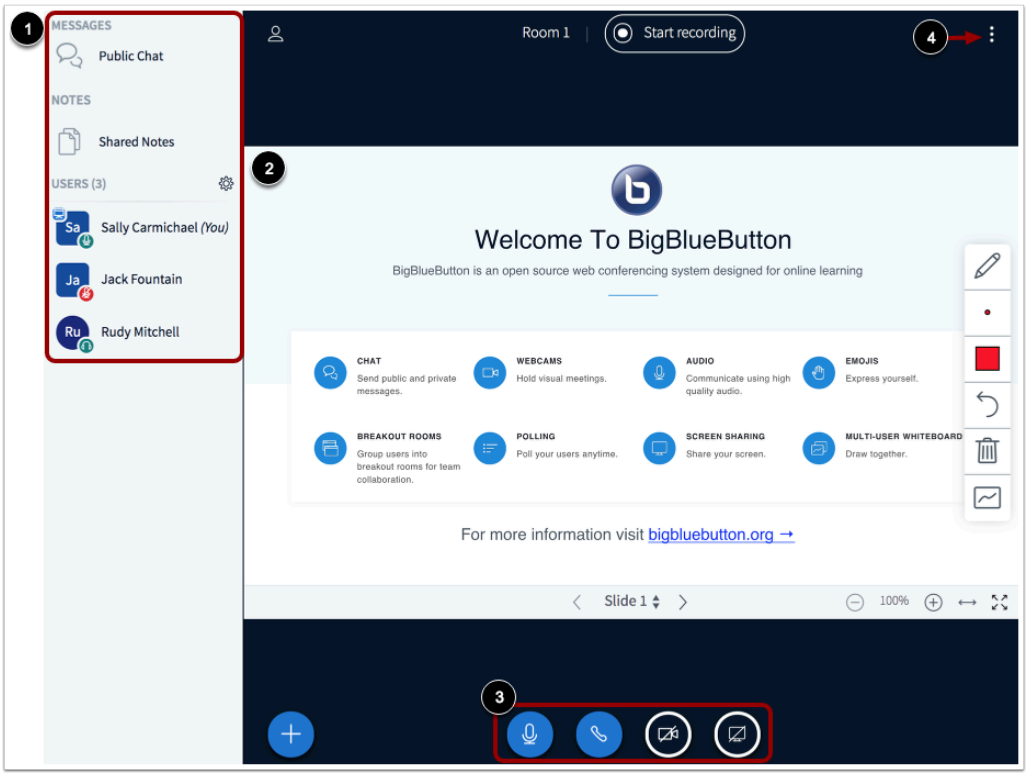
How do I use the Conferences interface as a moderator or presenter?

Once you have started a conference or joined a conference as a moderator, you can use the Conferences interface to moderate and participate in the conference. Any user who starts a conference or an instructor who joins the conference will be given moderator permissions. Moderators can demote other moderators to viewers.

The Conferences interface is displayed using BigBlueButton's HTML5 conferencing system. This guide provides a basic overview of the Conferences interface. To learn more about specific features, view BigBlueButton's HTML5 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

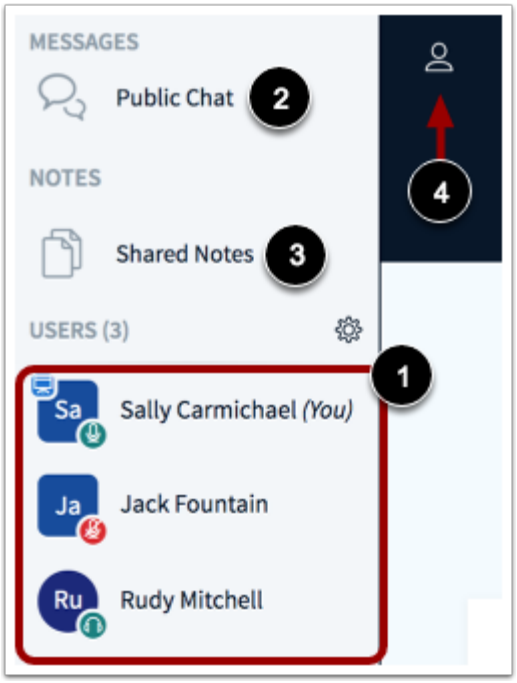


The Conferences interface contains a variety of tools to help you moderate and participate in your presentation. The interface consists of the following areas:

- User Menu [1]

- Presentation Window [2]
- Conference Tools [3]
- Options Menu [4]

View User Menu

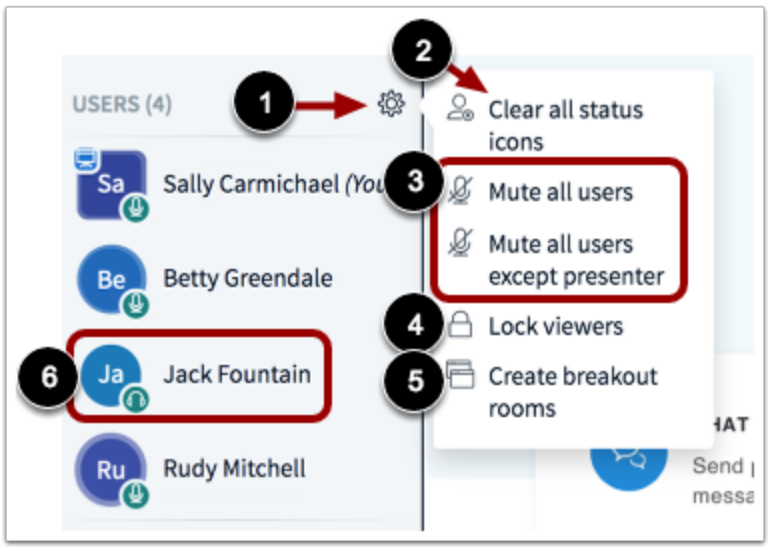


From the User Menu, you can view all the users in the conference [1].

You can also chat with conference participants and contribute to shared notes. To open the conference chat, click the **Public Chat** link [2]. To open the Shared Notes, click the **Shared Notes** link [3].

The User Menu is open by default. To close the User Menu, click the **Users** icon [4].

Manage Users



To manage settings for all users, click the **User Settings** icon [1].

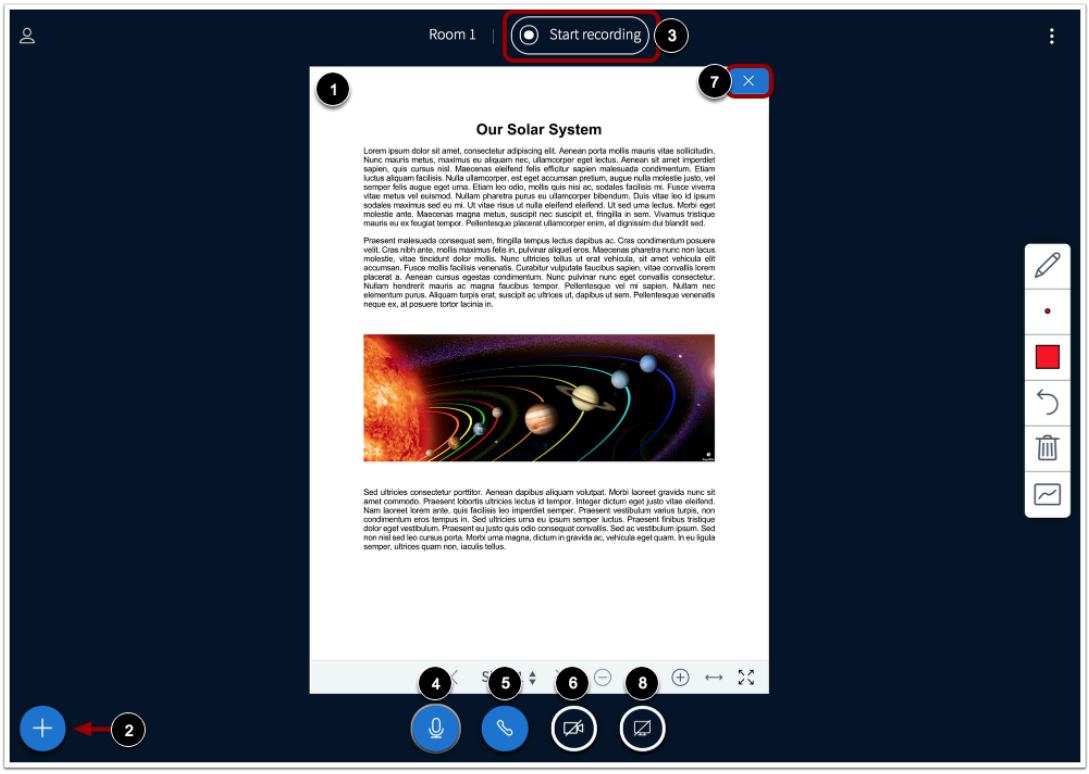
To clear users' status icons, click the **Clear all status icons** link [2].

To mute users, click the **Mute all users** or **Mute all users except presenter** links [3].

To lock specific conference features for users, click the **Lock viewers** link [4]. To create breakout rooms, click the **Create breakout rooms** link [5].

To chat with a user, remove a user from the conference, or promote a user to presenter or moderator, click the name of the user [6].

View Presentation Window



The Presentation Window displays the presentation that has been selected by a moderator or presenter [1]. To upload a new presentation file, start a poll, or share an external video, click the **Add** button [2].

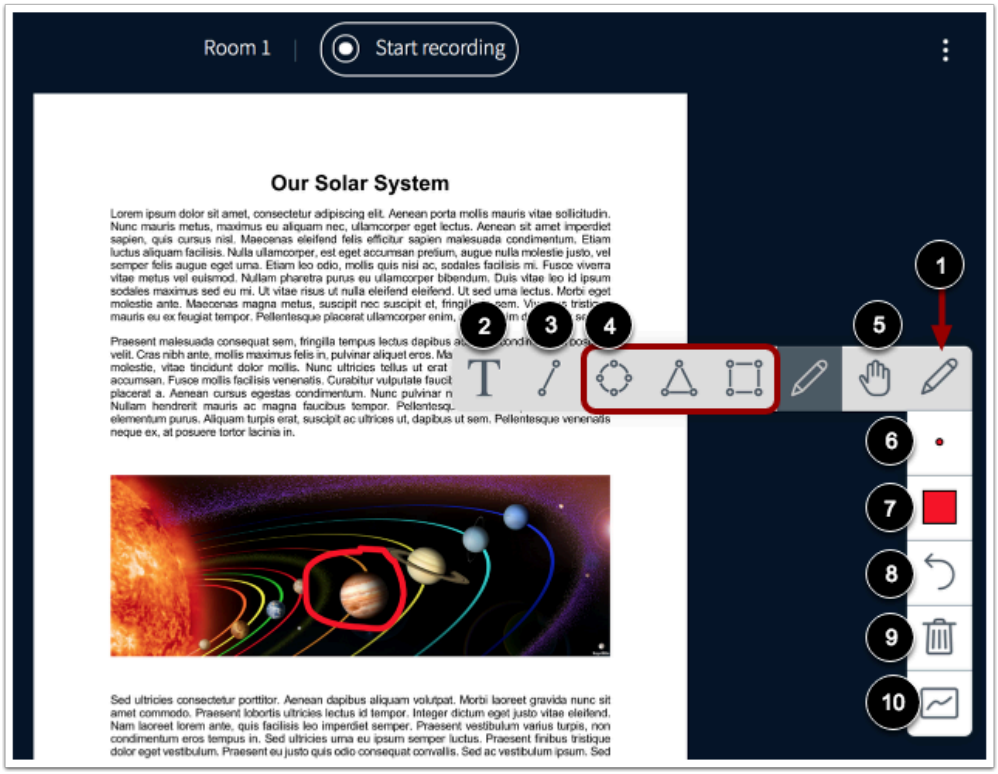
To begin recording the session, click the **Start recording** button [3].

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 [4]. To leave or join the conference audio, click the **Audio** button [5].

To enable your webcam, click the **Webcam** button [6]. If webcams are enabled, you can close the presentation window and display only webcams by clicking the **Close** icon [7].

To share your computer screen, click the **Screen Share** button [8].

View Annotation Tools



The Conferences interface includes several tools that you can use to annotate the presentation window. To use a pencil to draw in the presentation window, click the **Pencil** icon [1].

To view all annotation tools, click and the hold the Pencil icon. In addition to the pencil tool, you can also create text annotations [2], line annotations [3], or shape annotations [4].

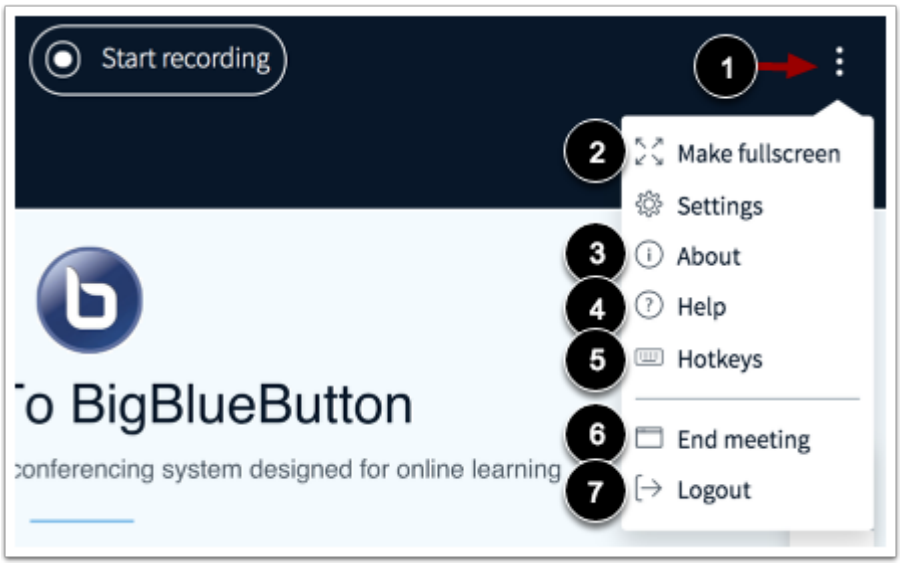
To pan a document that has been zoomed in, click the **Pan** icon [5].

To adjust the thickness of an annotation, click the **Thickness** icon [6]. To adjust the color of the annotation, click the **Color** icon [7].

To undo the most recent annotation, click the **Undo** icon [8]. To delete all annotations that you have created, click the **Delete** icon [9].

To allow all users to use the annotation tools, click the **Multiuser Whiteboard** icon [10].

Open Options Menu



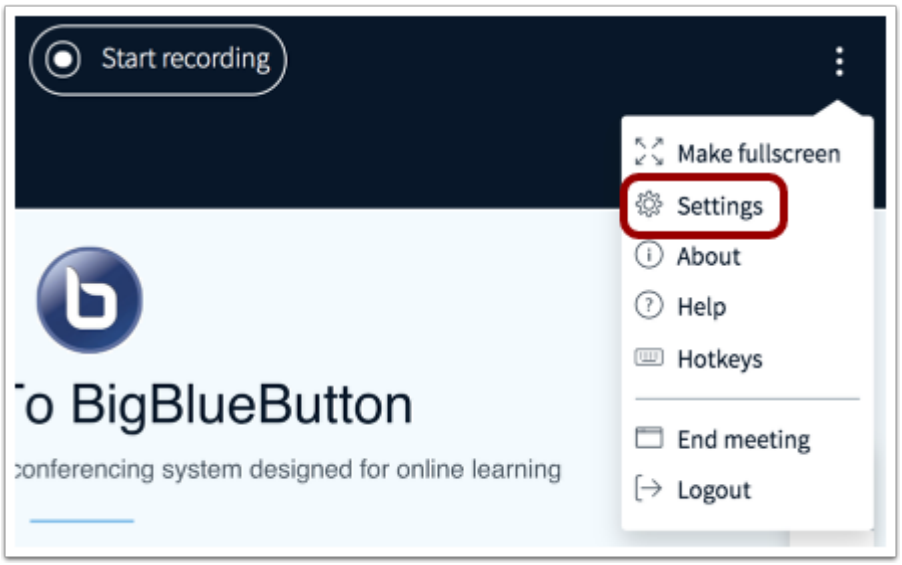
To open the Options menu, click the **Options** icon [1].

To view the conference in fullscreen mode, click the **Make fullscreen** option [2].

To view information about the interface, click the **About** option [3]. To view help tutorials, click the **Help** option [4]. To view hotkeys, click the **Hotkeys** option [5].

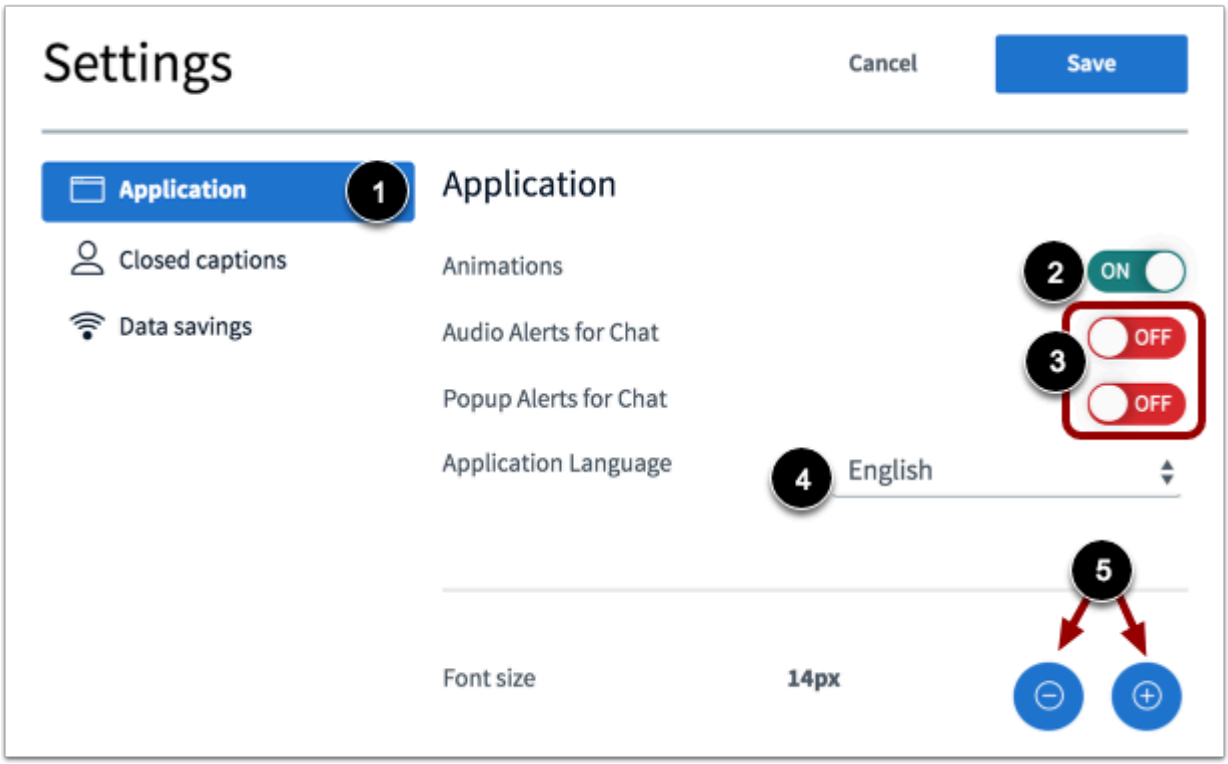
To end the conference, click the **End meeting** option [6]. To logout of the interface, click the **Logout** option [7].

View Settings Menu



To open the Settings menu, click the **Settings** link.

Manage Application Settings



To manage applications settings, click the **Application** link [1].

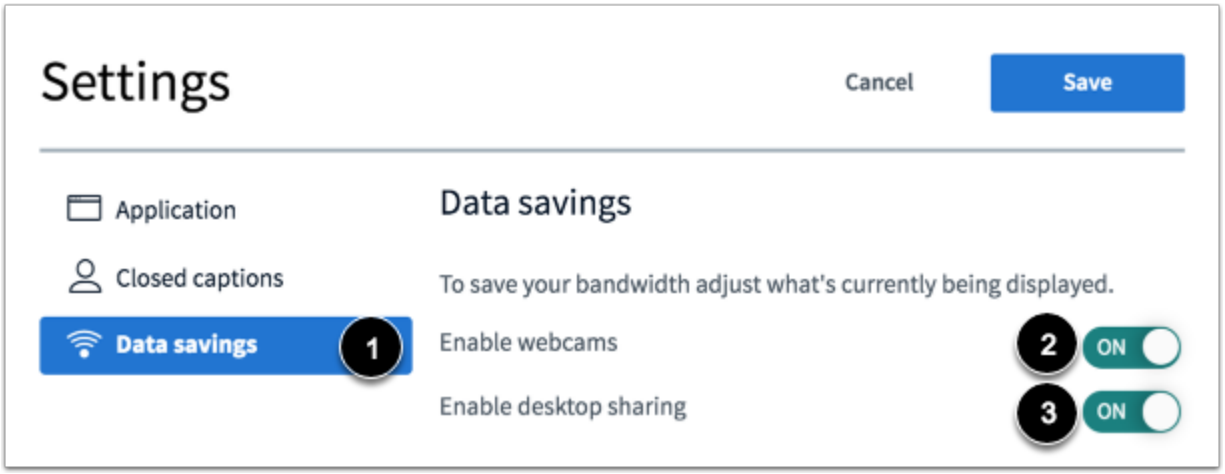
To enable or disable animations that display when a user is speaking, click the **Animations** button [2].

To enable or disable chat alerts, click the **Audio Alerts for Chat** or **Popup Alerts for Chat** button [3].

To select a language for the interface, click the **Application Language** drop-down menu [4] and select the language. To adjust the font size, click the **Decrease** or **Increase** buttons [5].

Note: Chat alerts only function within the same browser in which the Conferences interface is open.

Manage Data Savings Settings



To manage data saving settings, click the **Data savings** link [1].

To enable or disable webcams, click the **Enable webcams** button [2]. To enable or disable desktop sharing, click the **Enable desktop sharing** button [3].

Course Import Tool

How do I copy a Canvas course into a new course shell?

If you are allowed to create Canvas courses, you can copy a course and create a new course shell. Copied courses are added to the same subaccount as the course that is copied.

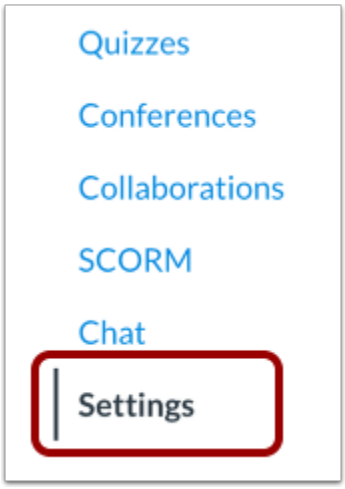
Courses should be copied when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, discussions, quizzes, and question banks. You can also copy or adjust events and due dates. Not all content can be copied as part of a course.

When you copy a Canvas course using the Copy this Course button, you will be added to the course as an instructor automatically.

Notes:

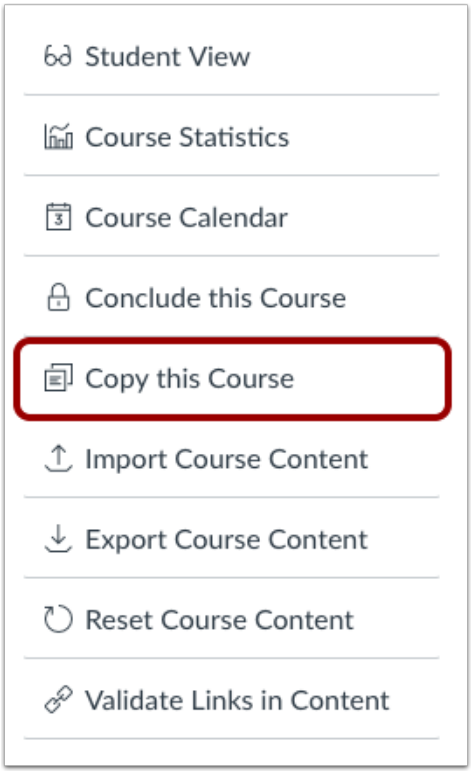
- Course imports may not include all content. For more details, please see the import content section in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If the Copy this Course button does not appear in Course Settings, this feature has been restricted by your institution. However, if you already have access to a course shell, you can copy a course through the Course Import Tool.

Open Settings



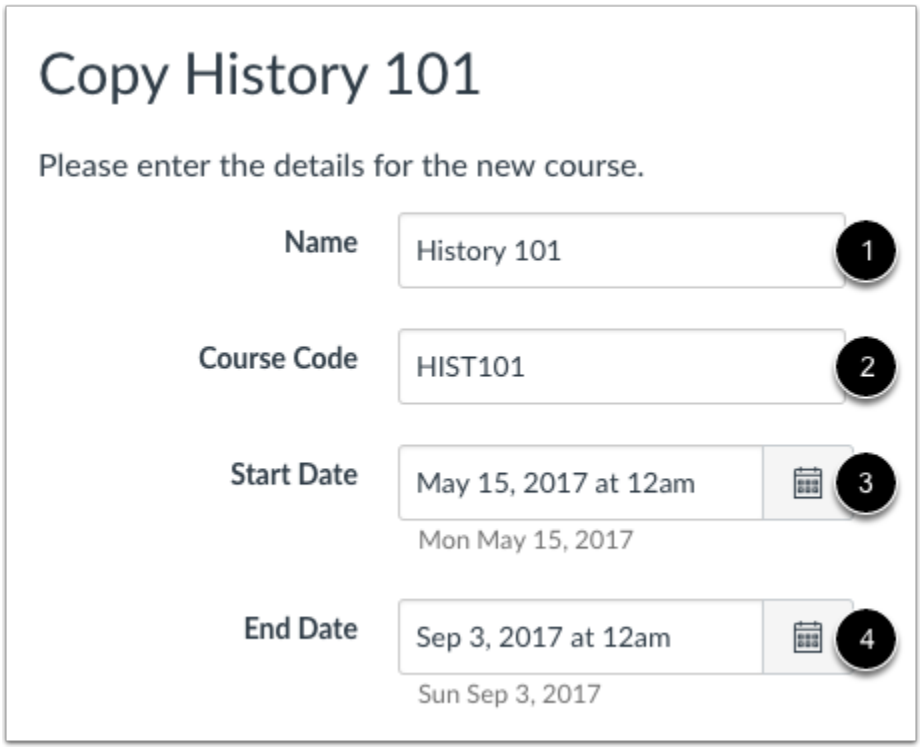
In Course Navigation, click the **Settings** link.

Copy Course Content



Click the **Copy this Course** link.

Create Course Details

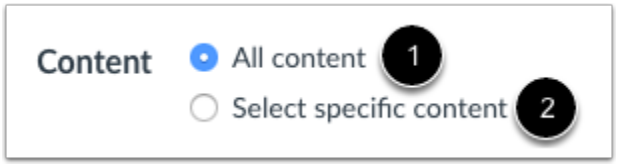


Enter the Name [1] and Course Code [2] for the new course. The name will be displayed on the Course Home Page and in Conversations. The course code will be displayed at the top of the Course Navigation menu and in the course card in the dashboard. Course code is also referred to as the reference code or short name.

Enter the Start date [3] and End date [4] for the new course.

Note: If the current course includes course override dates in Course Settings, the Start and End date fields will be populated with those dates.

Select Migration Content

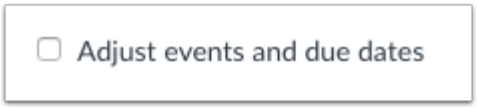


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

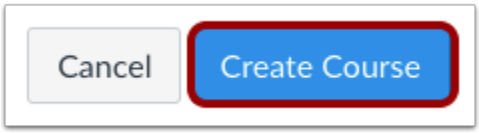
Note: If you select the specific content option, you are required to select the content you want to import; this action cannot be cancelled.

Adjust Events and Due Dates



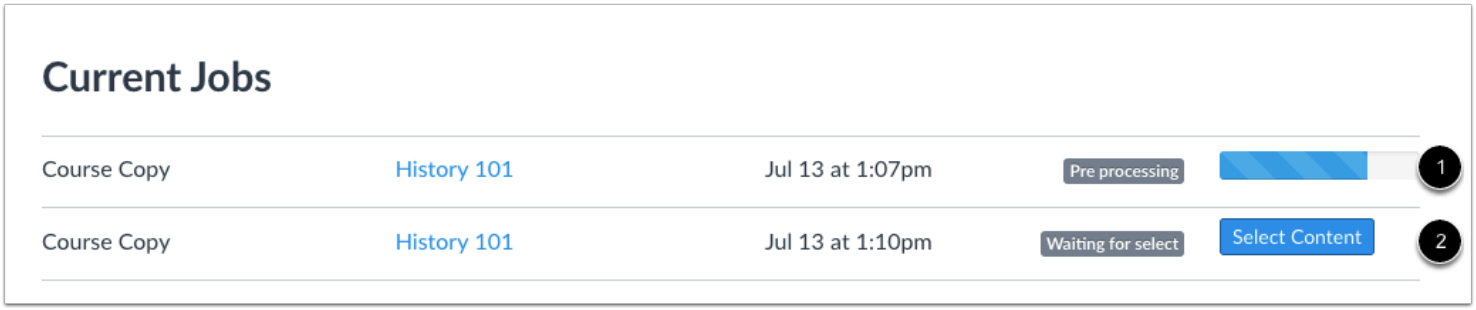
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Create Course



Click the **Create Course** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I copy content from another Canvas course using the Course Import tool?

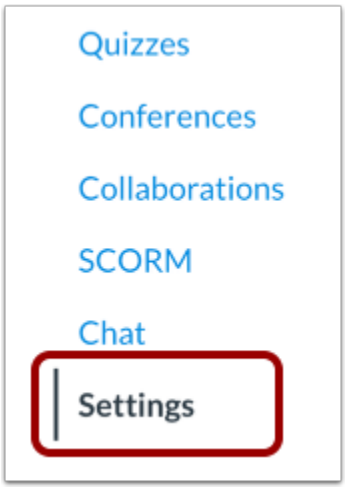
You can copy course content such as assignments, modules, pages, and discussions from previous Canvas courses into existing courses. You only have access to copy content from courses from current or previous courses in which you are an enrolled user.

This option allows you to copy content into existing courses. You may be able to copy content into a new course shell.

Notes:

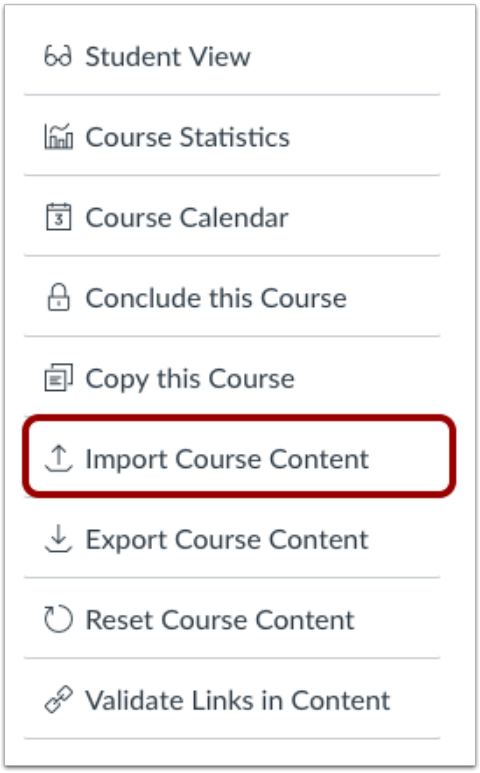
- Course imports may not include all content. For more details, please see the import content section in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- You can only copy content from a course that you can currently access. This includes any past or future courses that allow instructor access outside active term dates.

Open Settings



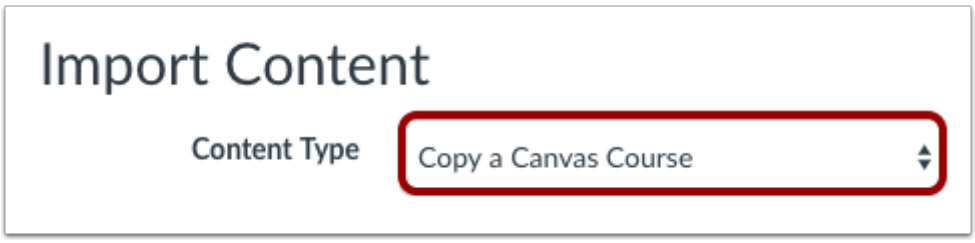
In Course Navigation, click the **Settings** link.

Import Content into Course



Click the **Import Course Content** link.

Select Content Type



In the Content Type drop-down menu, select the **Copy a Canvas Course** option.

Search for a Course

In the **Search for a course** drop-down menu [1], select the course you would like to access. Courses are ordered alphabetically by most recent term. You can also choose to include completed courses by selecting the completed courses checkbox [2]. The Include completed courses checkbox is selected by default.

To search for a course by name, enter the name in the **Course Name** field [3]. Click the name of the course when it appears.

Note: If you have access to more than 100 courses, the search page only displays the **Course Name** field.

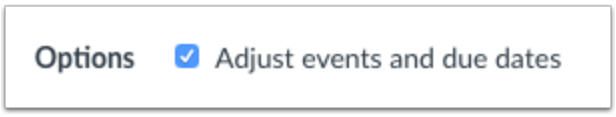
Select Migration Content

To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

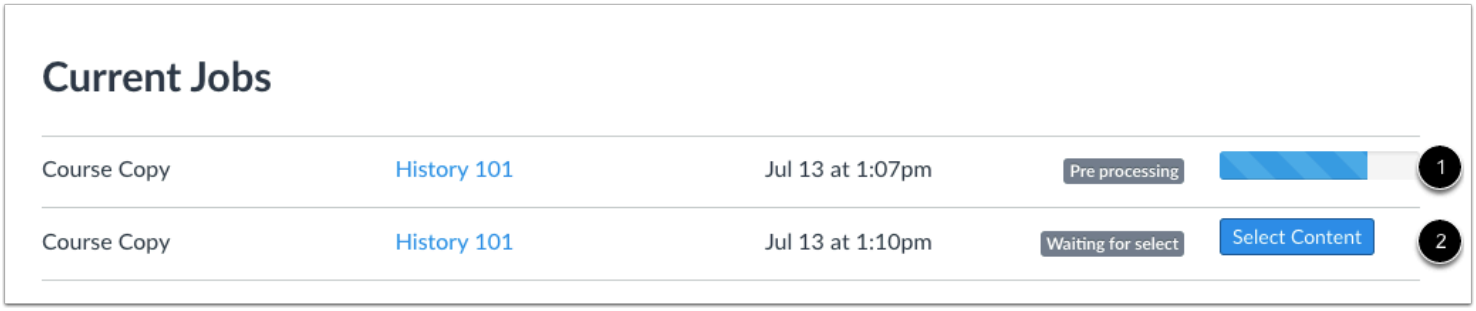


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

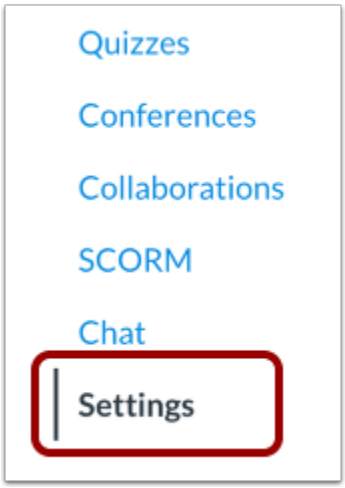
How do I import a Canvas course export package?

If you have a Canvas course export package from someone else that you want to use in Canvas, or you have previously exported a course, you can import the course as a Canvas course export package. An export package is imported as an IMSCC file.

Notes:

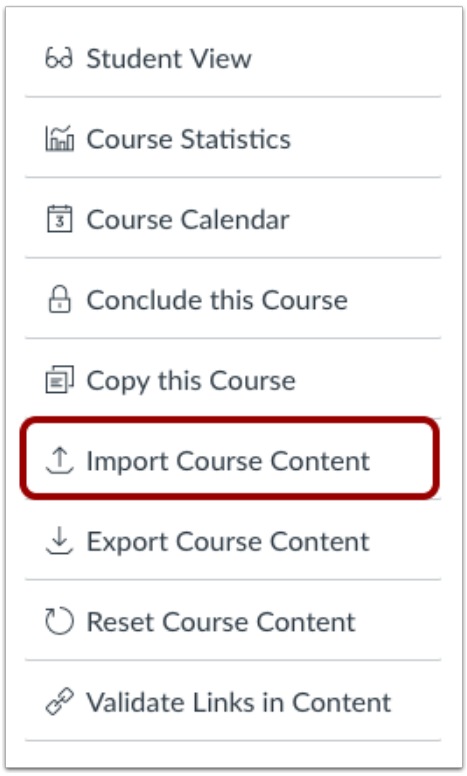
- When imported into a course, course exports have the same limitations as course imports. For more details, please see the import content section in the Canvas Basics Guide.
- When importing a Canvas course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. Please review the course setting after any course import to make sure important settings are still in place.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the same content again, your new course will include both the edited and original content.
- Courses are allotted a specific file size limit for file storage. Your course export package file size must be smaller than the quota for your course as shown in course statistics. If you do not have enough storage space in your course to import the export package, please contact your Canvas administrator.
- Instructors will need to manually subscribe to or enable notifications for discussions and announcements after importing them into a new course.

Open Settings



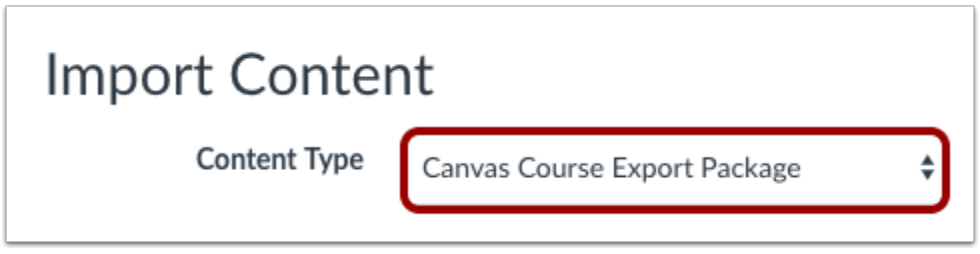
In Course Navigation, click the **Settings** link.

Import Content into Course



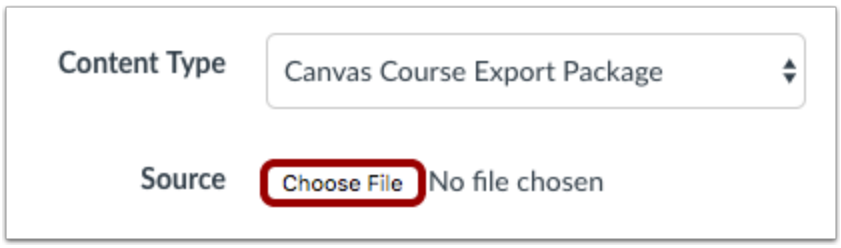
Click the **Import Course Content** link.

Select Content Type



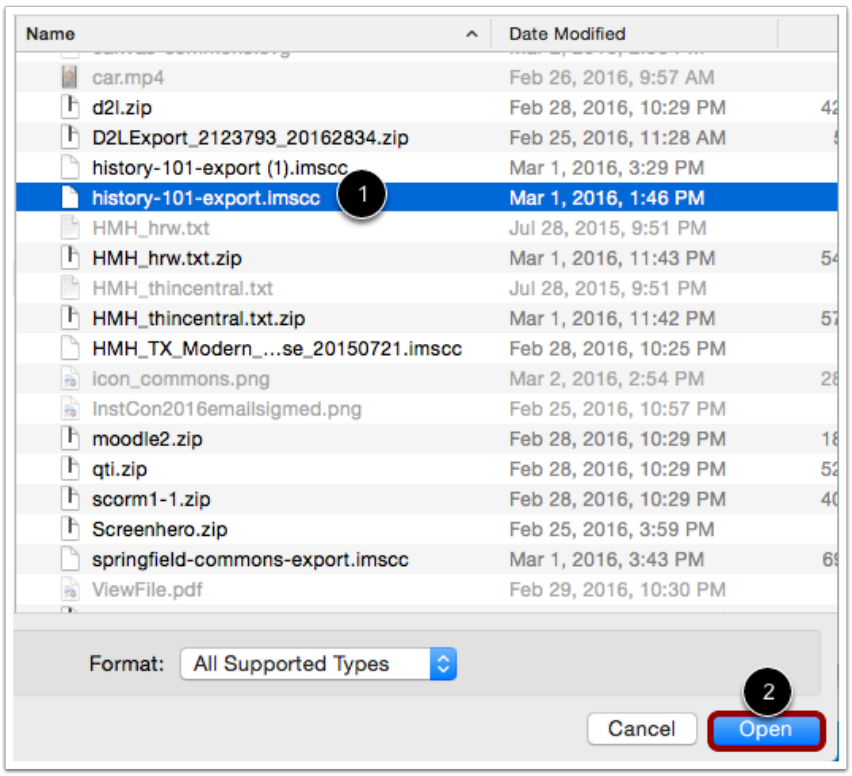
In the Content Type drop-down menu, choose the **Canvas Course Export Package** option.

Choose File



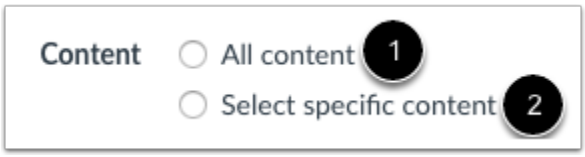
Click the **Choose File** button.

Open File



Choose the .imscc file you want to import [1]. Click the **Open** button [2].

Select Migration Content

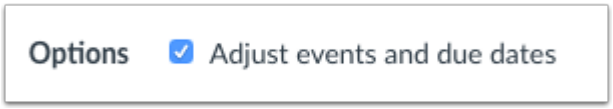


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

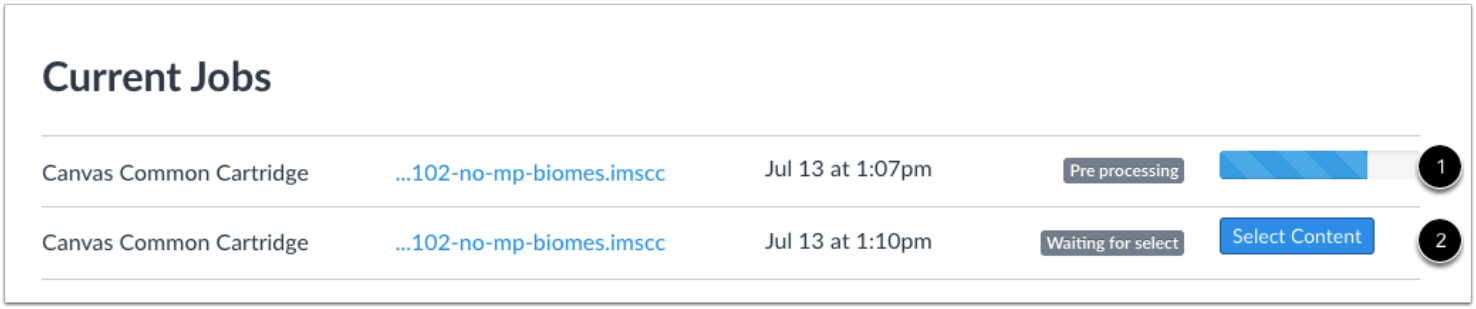


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

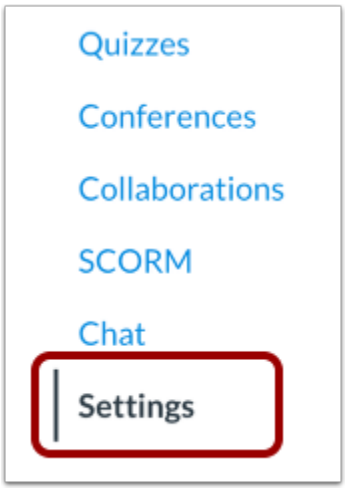
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?

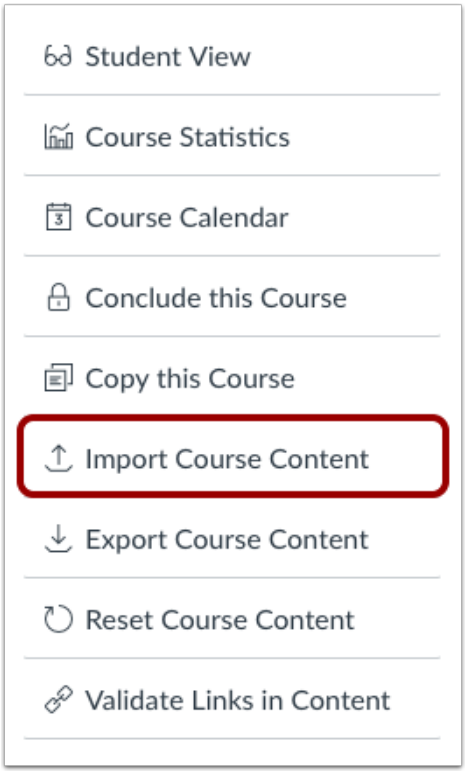
You can import prior content from Blackboard Vista/CE and WebCT 6+ exports into Canvas.

Open Settings



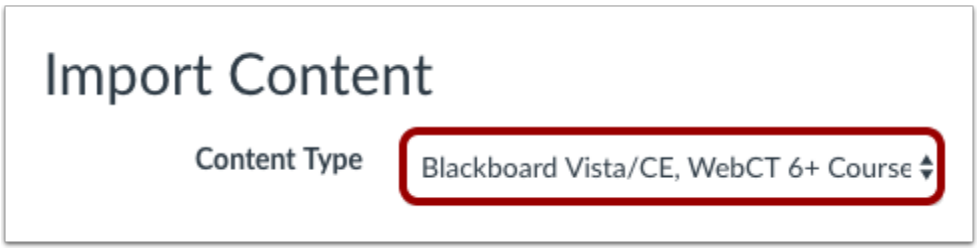
In Course Navigation, click the **Settings** link.

Import Content into Course



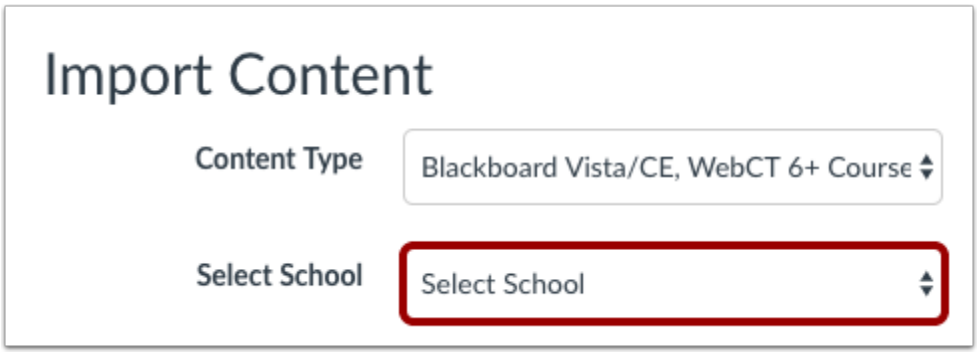
Click the **Import Course Content** link.

Select Content Type



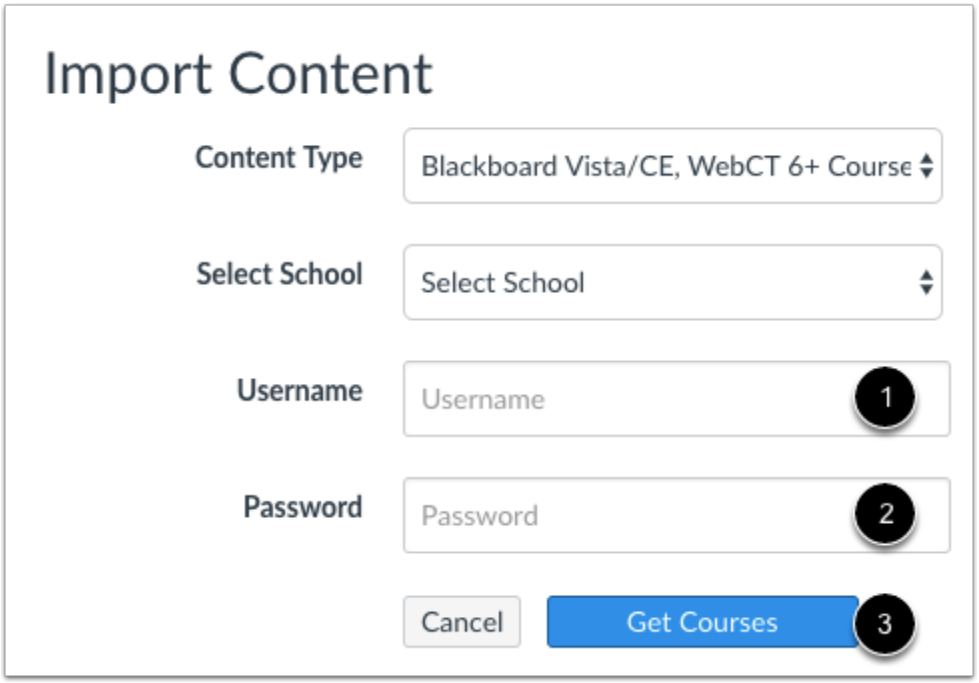
In the Content Type drop-down menu, select the **Blackboard Vista/CE, WebCT 6+ Course** option.

Select Institution



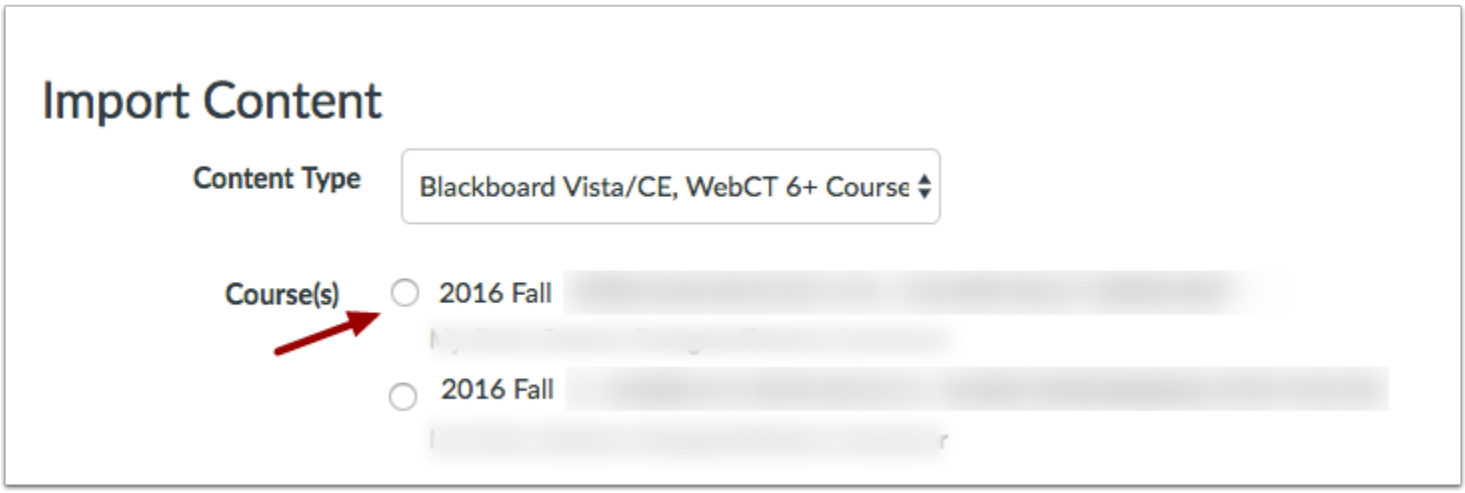
In the School drop-down menu, select the institution you will be migrating content from.

Enter Login Credentials



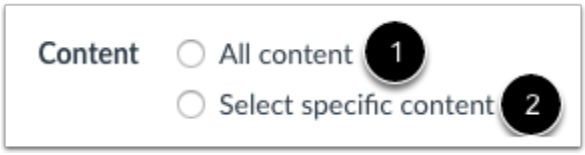
Enter your institution login credentials in the User Login text field [1] and your password in the password text field [2]. This information will not be saved and will only be used to open the contents of your Blackboard course. Select the **Get Courses** button [3].

Select Course



Canvas will list all the courses you are enrolled in. You will need to select the course you wish to move content from by clicking the radio button next to the course title.

Select Migration Content

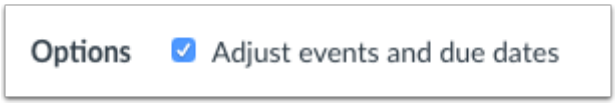


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

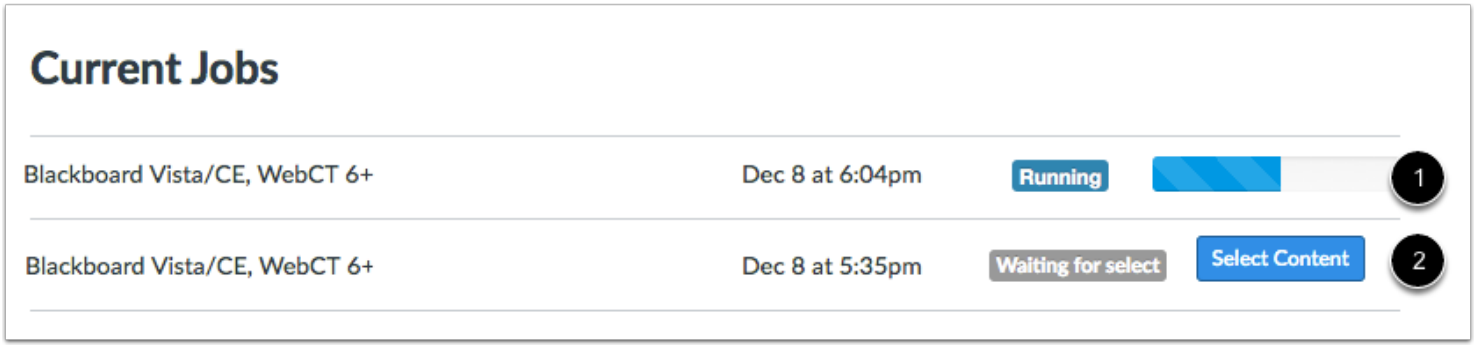


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

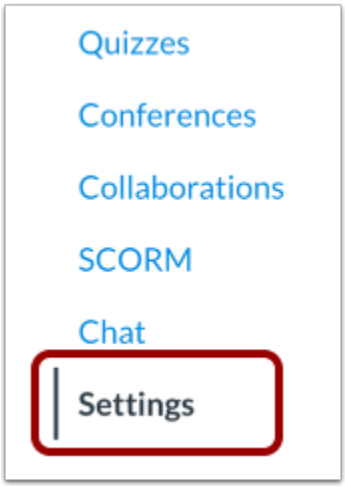
View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Moodle into Canvas?

You can import prior content from Moodle exports into Canvas.

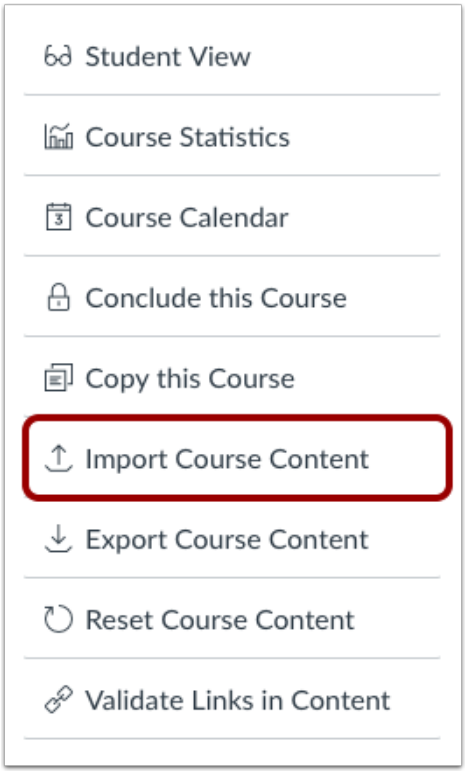
Note: Moodle Lessons are not supported by Canvas import.

Open Settings



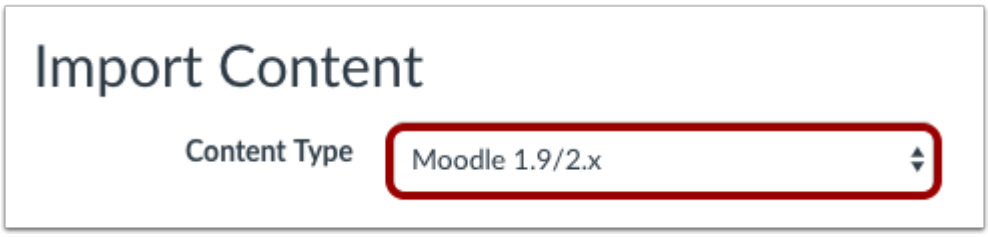
In Course Navigation, click the **Settings** link.

Import Content into Course



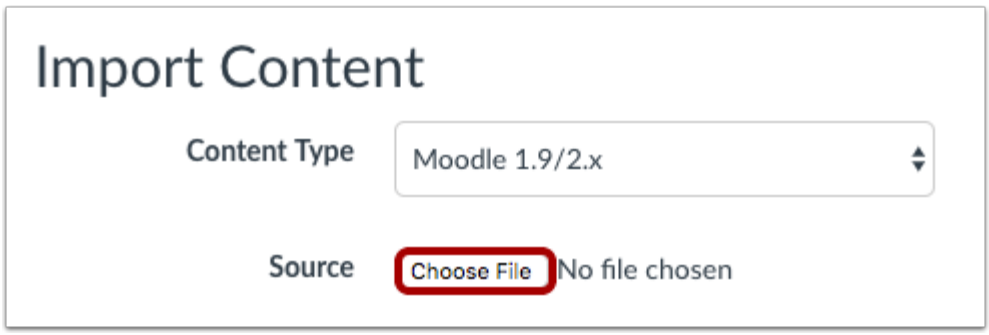
Click the **Import Course Content** link.

Select Content Type



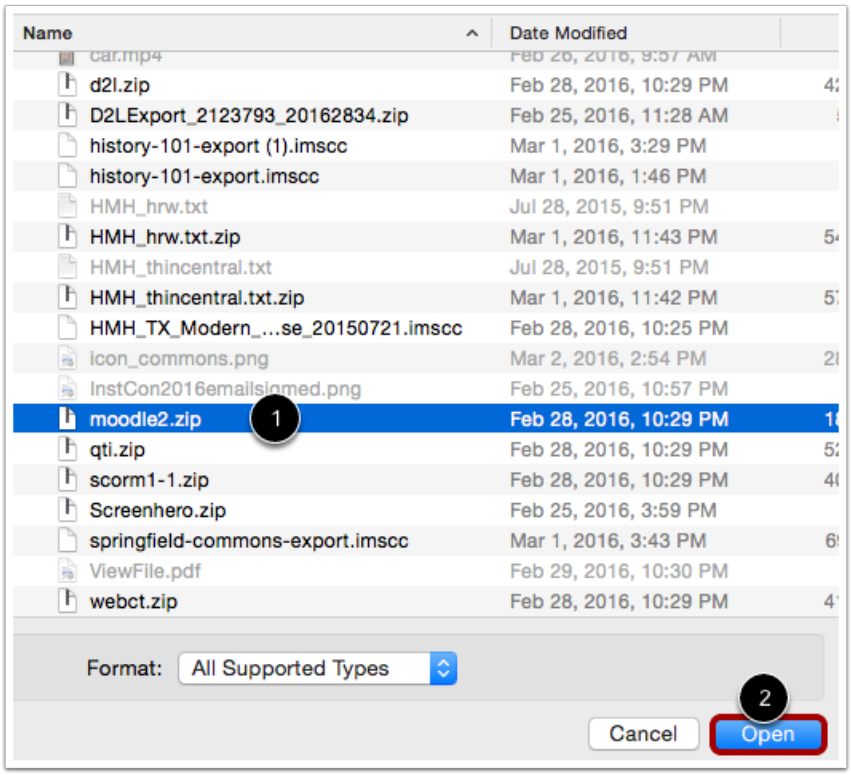
In the Content Type drop-down menu, select the **Moodle 1.9/2.x .zip file** option.

Choose File



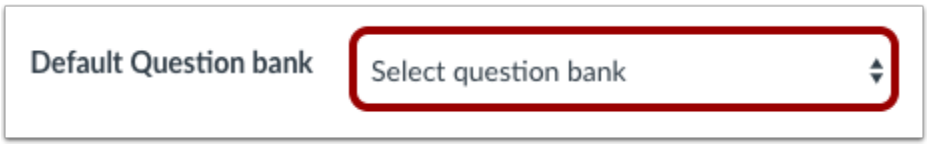
Click the **Choose File** button.

Open File



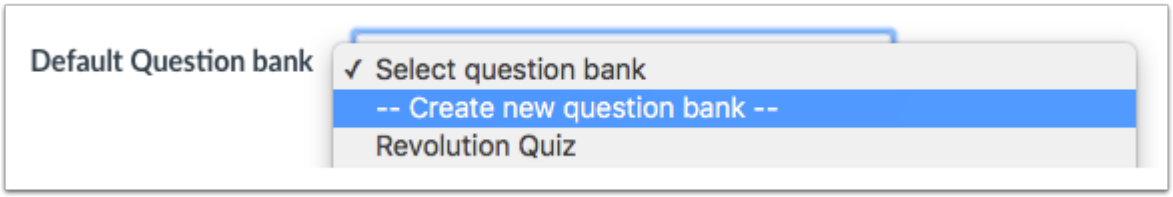
Find and click the Moodle .zip or .mbz file you want to import [1]. Click the **Open** button [2].

Select Question Bank



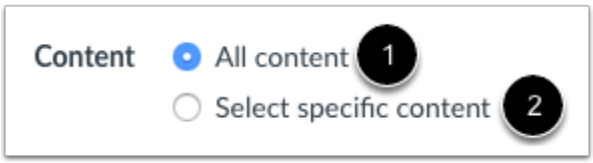
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Moodle.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

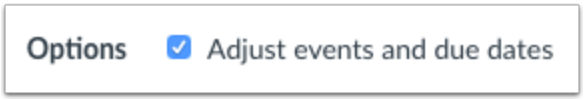


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

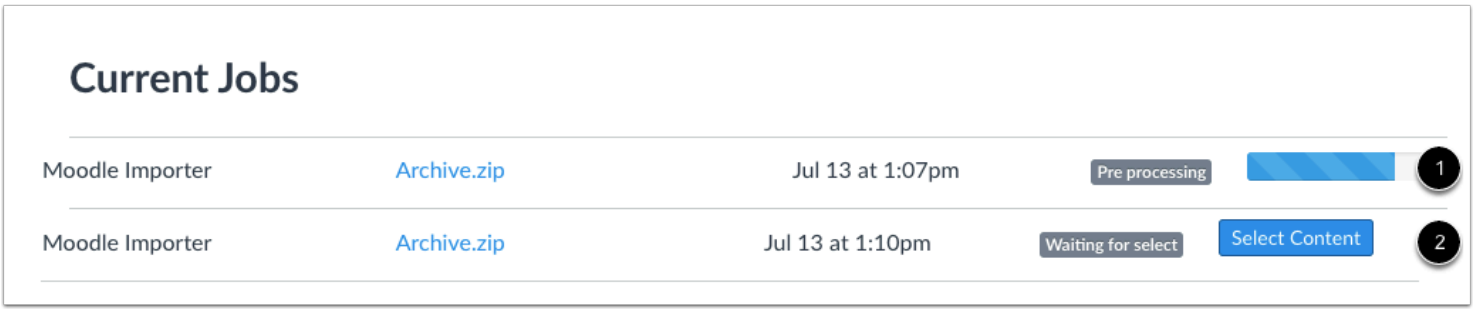


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

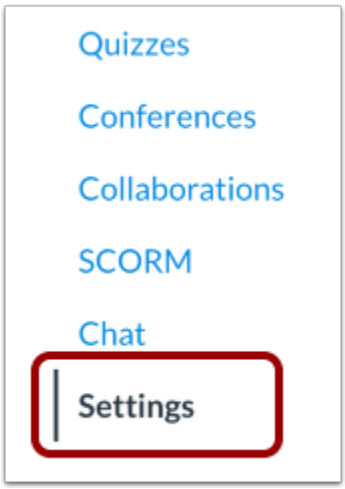
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Angel into Canvas?

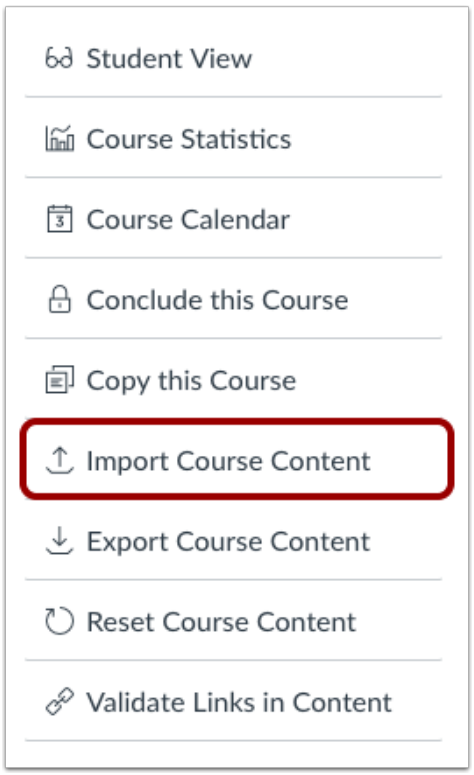
You can import prior content from Angel exports into Canvas.

Open Settings



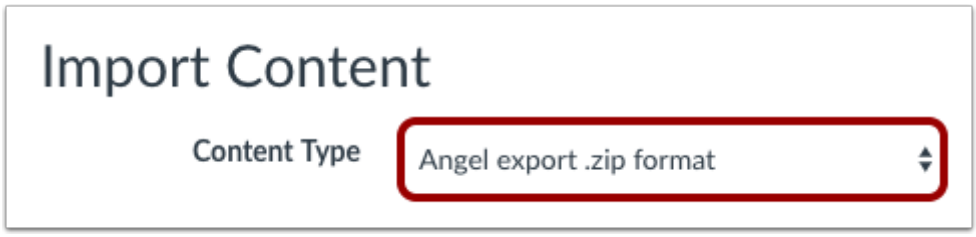
In Course Navigation, click the **Settings** link.

Import Content into Course



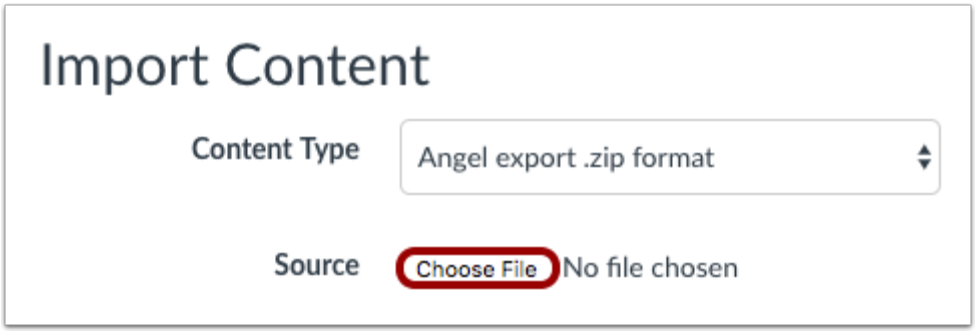
Click the **Import Course Content** link.

Select Content Type



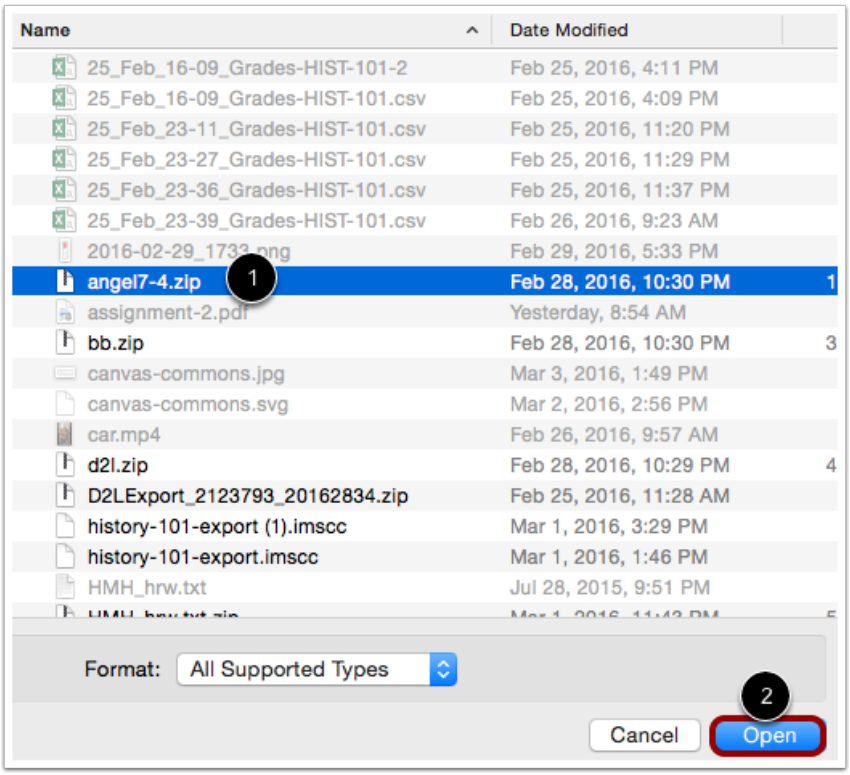
In the drop-down menu, select the **Angel export .zip format** option.

Choose File



Click the **Choose File** button.

Open File

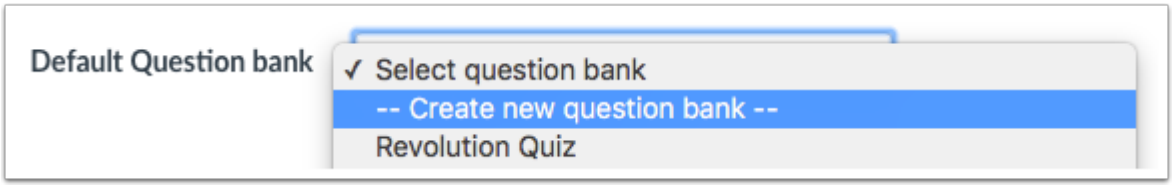


Find and click the Angel .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank

In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Angel.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

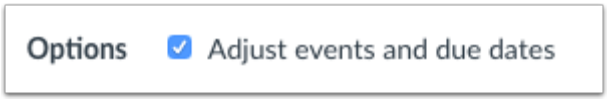
Select Migration Content

To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

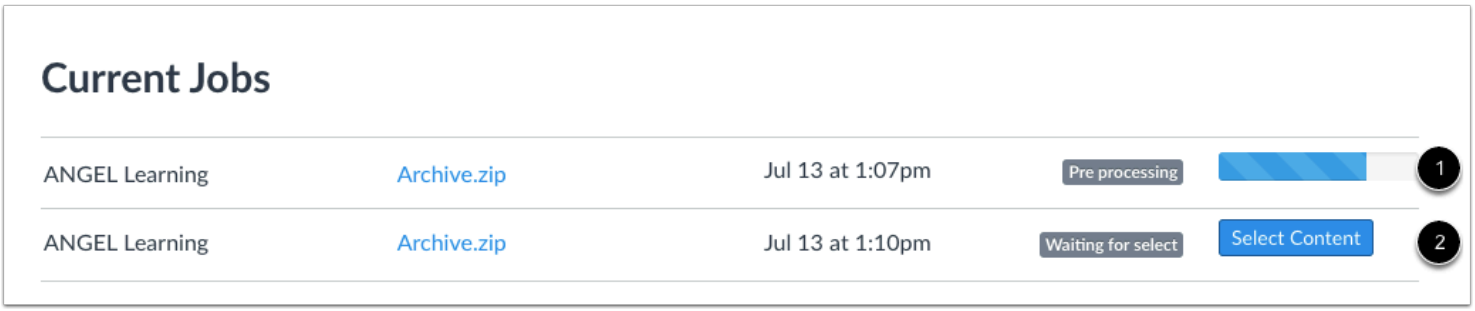


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

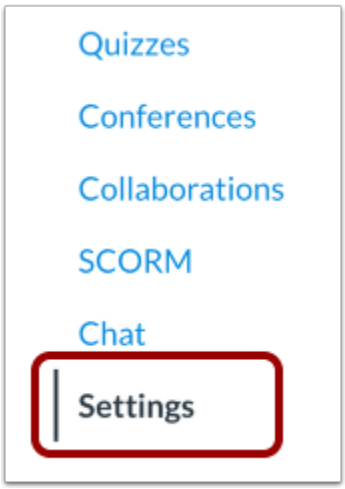
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Blackboard 6/7/8/9 into Canvas?

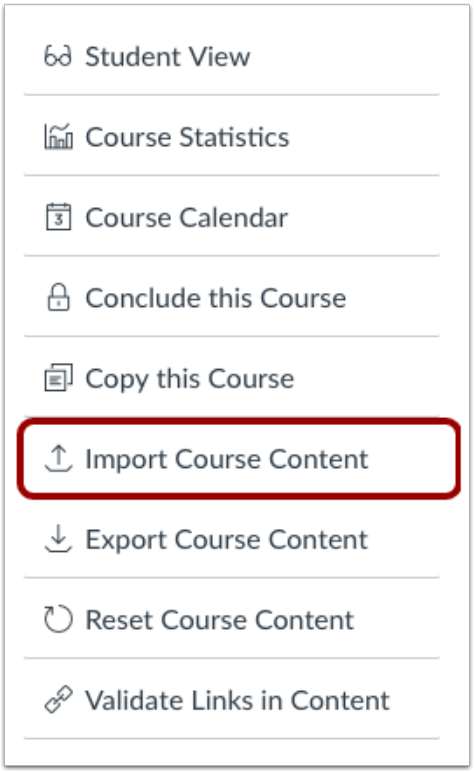
You can import prior content from Blackboard 6/7/8/9 exports into Canvas.

Open Settings



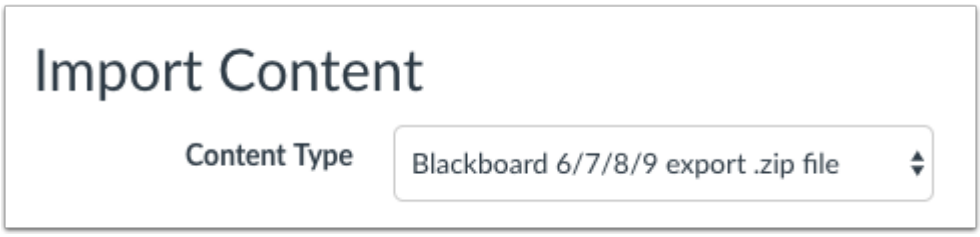
In Course Navigation, click the **Settings** link.

Import Content into Course



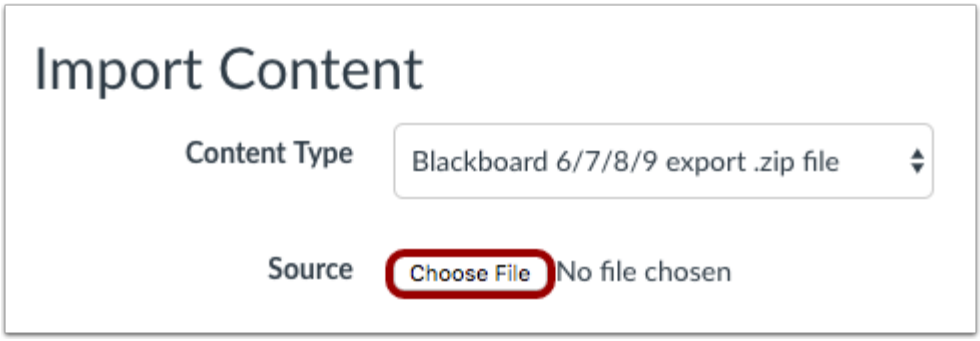
Click the **Import Course Content** link.

Select Content Type



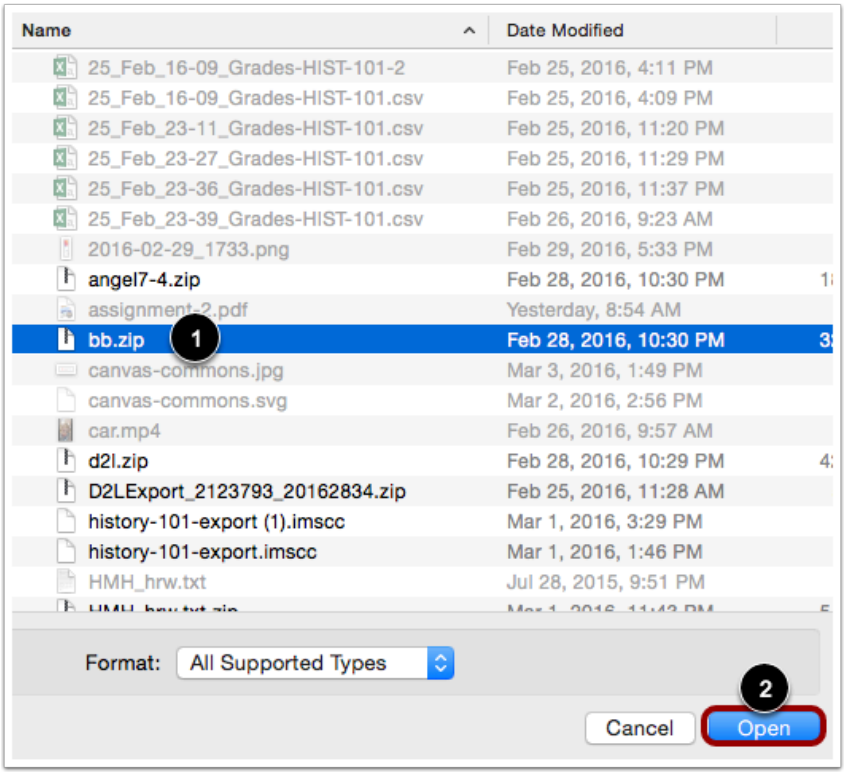
In the Content Type drop-down menu, select the **Blackboard 6/7/8/9 export .zip file** option.

Choose File



Click the **Choose File** button.

Open File

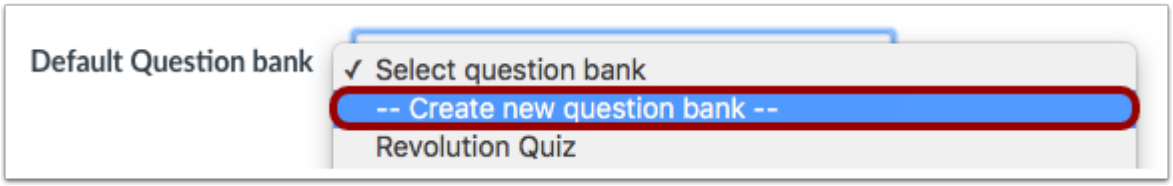


Find and click the Blackboard .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank

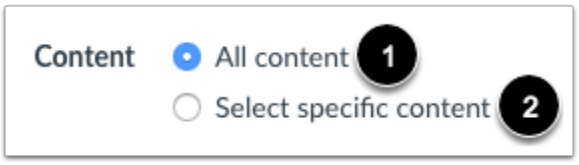
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Blackboard.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

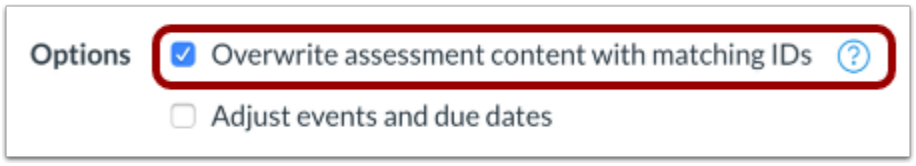


To import all content from the course, click the **All Content** button [1].

If you want to select specific content, click the **Select specific content** button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

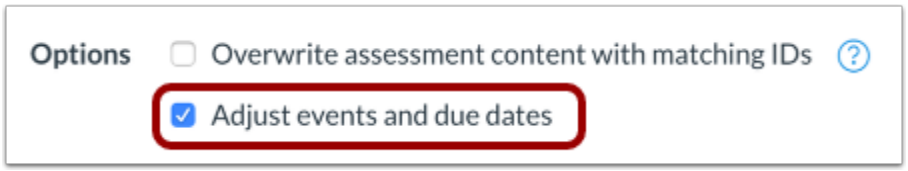
Overwrite Assessment Content



To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with match IDs** checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Adjust Events and Due Dates

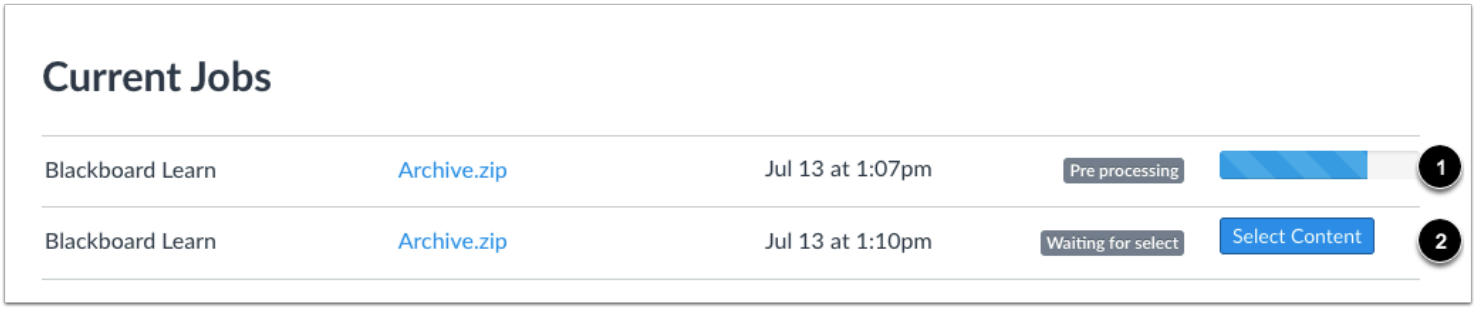


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

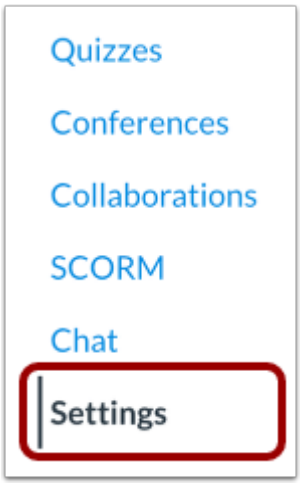
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Common Cartridge into Canvas?

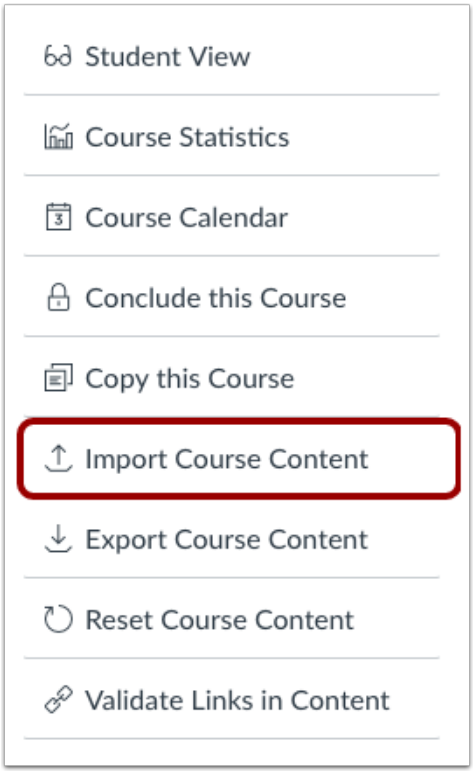
You can import prior content from Common Cartridge into a Canvas course.

Open Settings



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

Import Content into Course

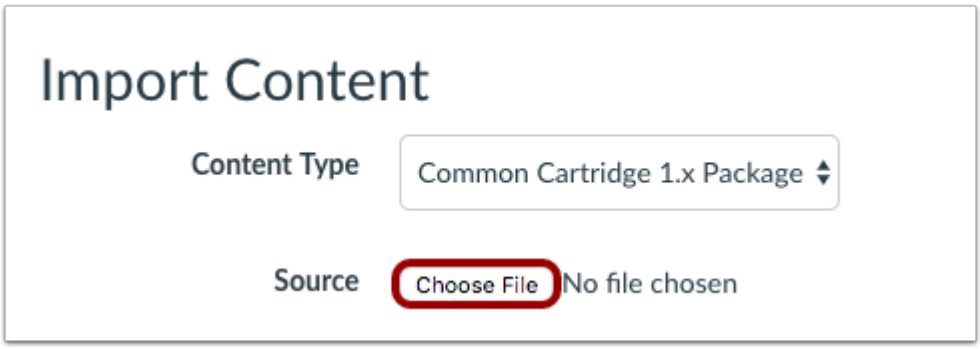


Click the **Import Course Content** link.

Select Content Type

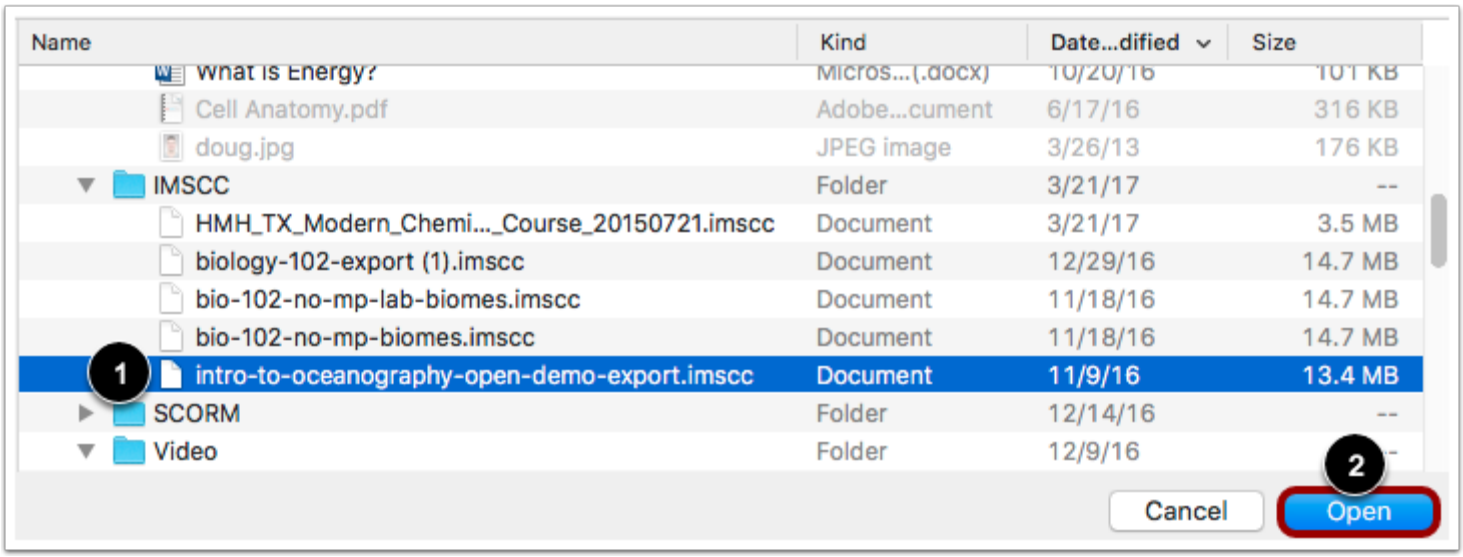
In the Content Type drop-down menu, select the **Common Cartridge 1.x Package** option.

Choose File



Click the **Choose File** button.

Open File

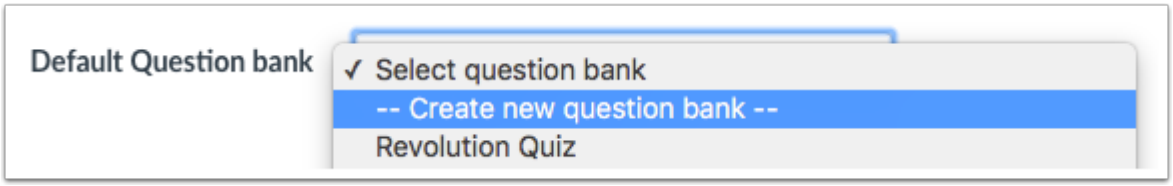


Find and click the Common Cartridge ZIP or IMSCC file you want to import [1]. Then click the **Open** button [2].

Select Question Bank

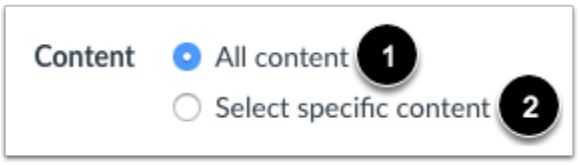
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Common Cartridge.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

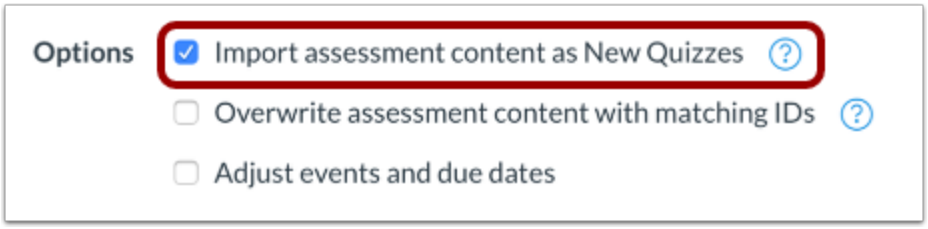


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

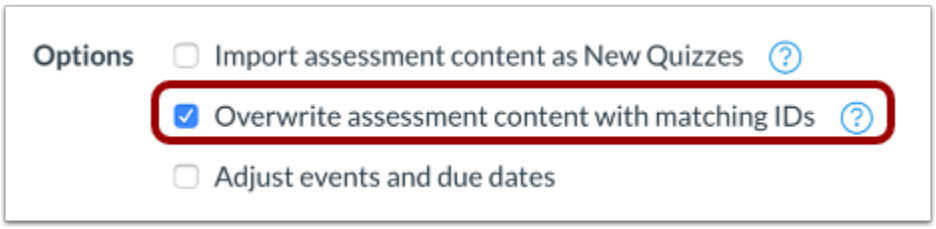
Import Assessments to New Quizzes



To import assessment content created in New Quizzes, click the **Import assessment content as New Quizzes** option. Selecting this option will convert assessments in the import package to New Quizzes format.

Note: You cannot select a default question bank when using the the Import assessment content as New Quizzes option.

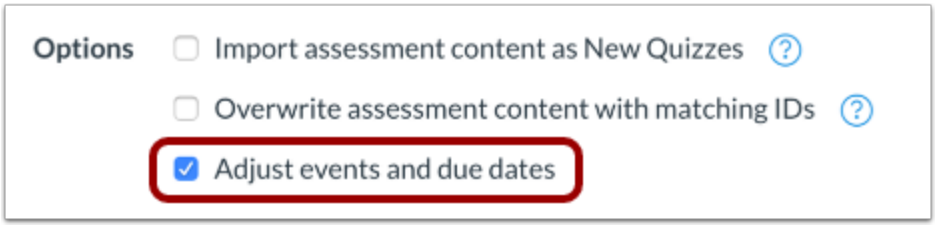
Overwrite Assessment Content



To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with match IDs** checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Adjust Events and Due Dates

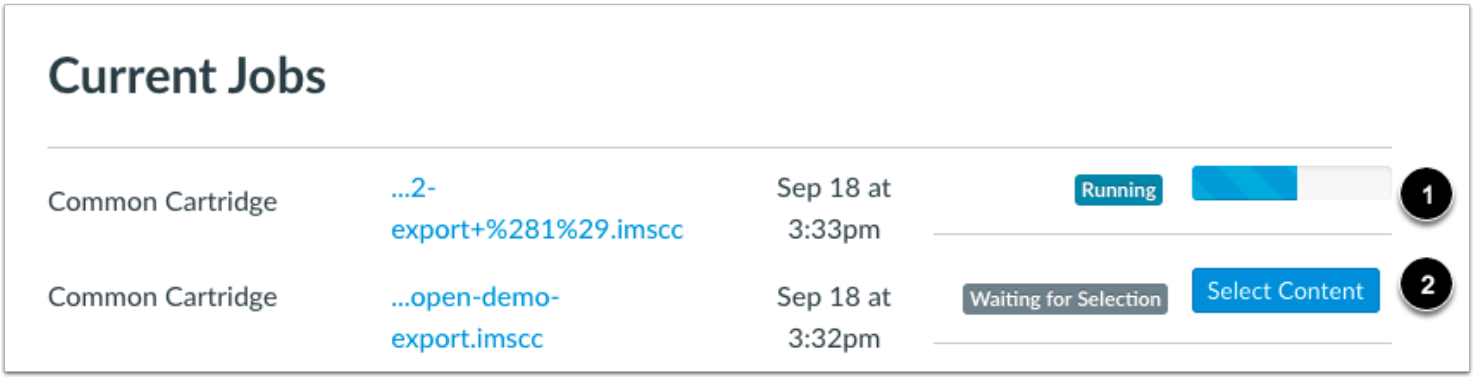


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

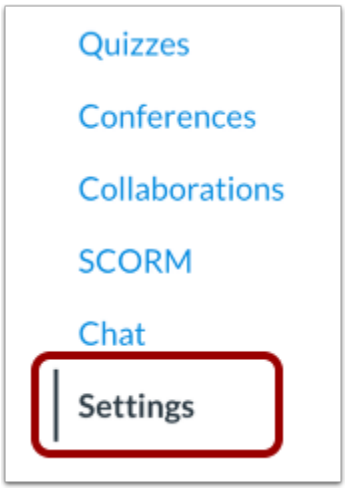
The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I import content from Desire 2 Learn (D2L) into Canvas?

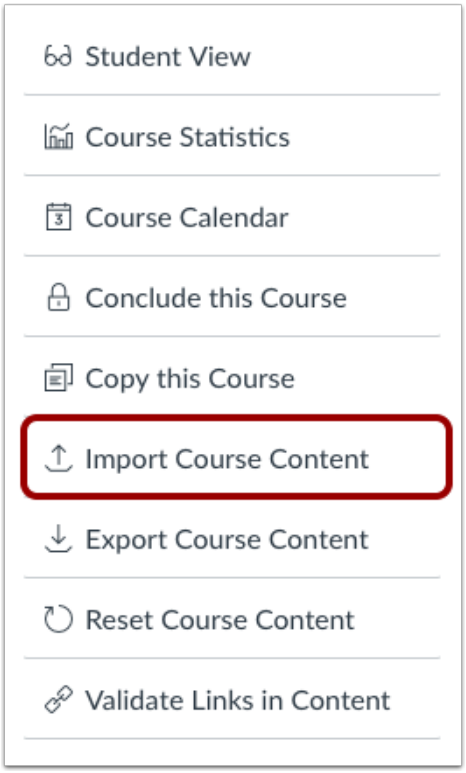
You can import prior content from D2L exports into Canvas.

Open Settings



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

Import Content into Course

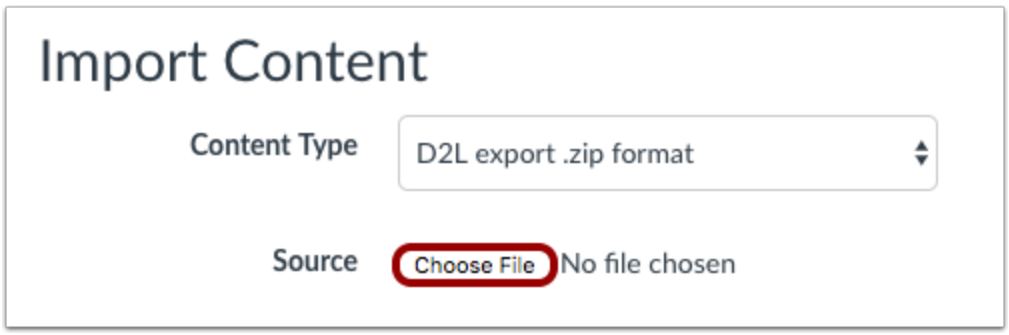


Click the **Import Course Content** link.

Select Content Type

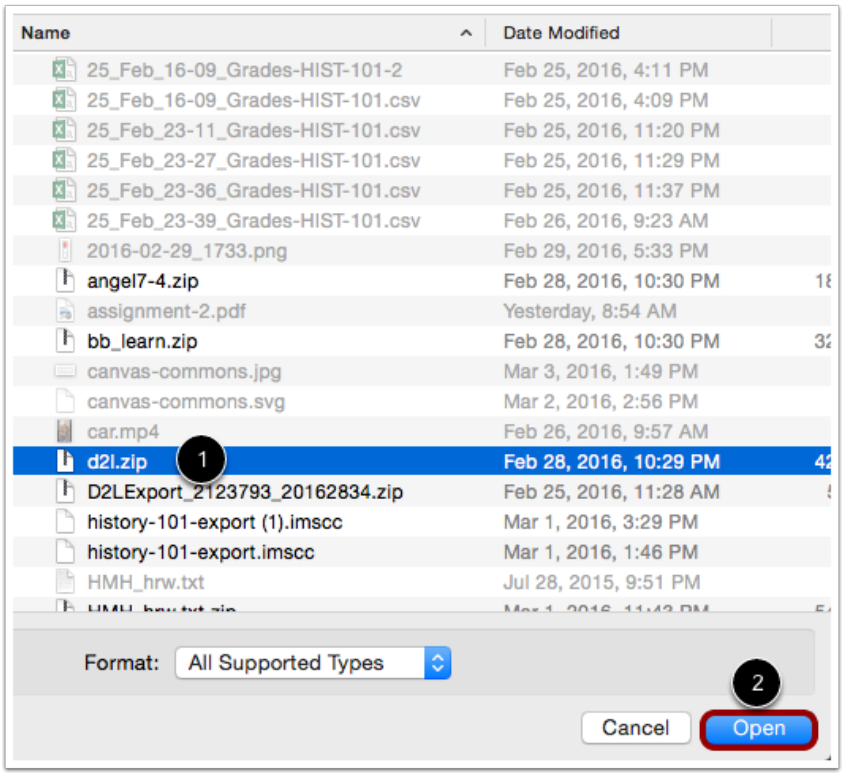
In the Content Type drop-down menu, select the **D2L export .zip format** option.

Choose File



Click the **Choose File** button.

Open File

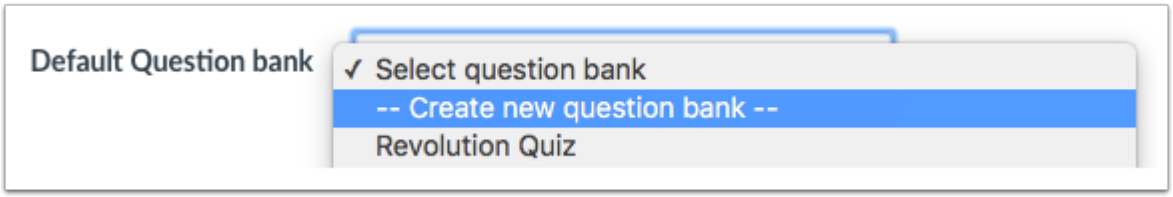


Find and click the D2L .zip file you want to import [1]. Click the **Open** button [2].

Select Question Bank

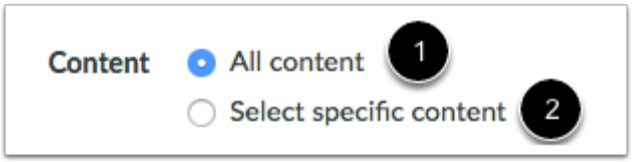
In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank.

Create Question Bank



If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

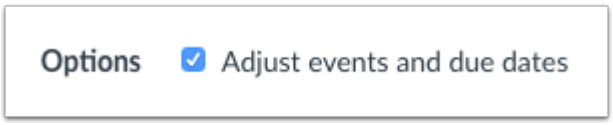


To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

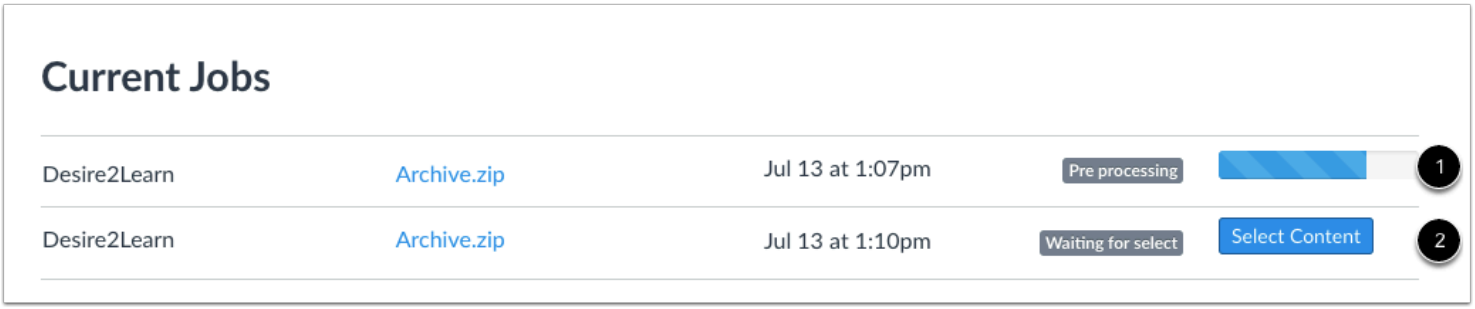


If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.

How do I export a Canvas course?

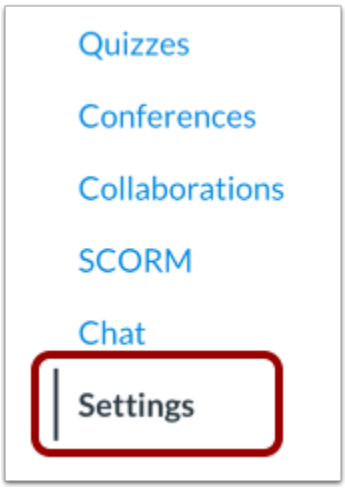
You can export a Canvas course to give to someone in another Canvas account, to upload to another institution's account at a later date, or to create a copy as a backup on your local computer. You can import an export file into Canvas at any time.

Exports are packaged as IMSCC ZIP files, which can only be opened by programs that support Common Cartridge files. You can also change the extension from .imscc to .zip and treat it as any other ZIP file.

Notes:

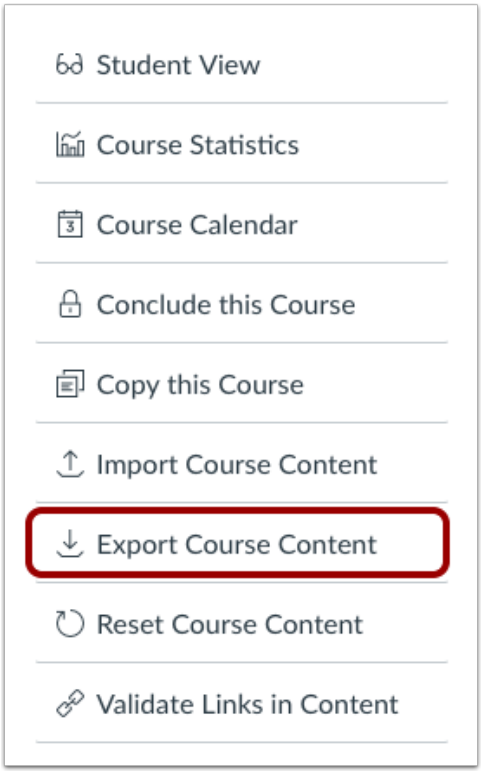
- Canvas exports do not include backups of student interactions and grades. Grades can be exported separately as a comma separated values (CSV) file.
- Some external app LTI tools such as Google Drive and Office 365 do not retain tool configurations in exported courses. You may consider copying the course instead.

Open Settings



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

Export Course



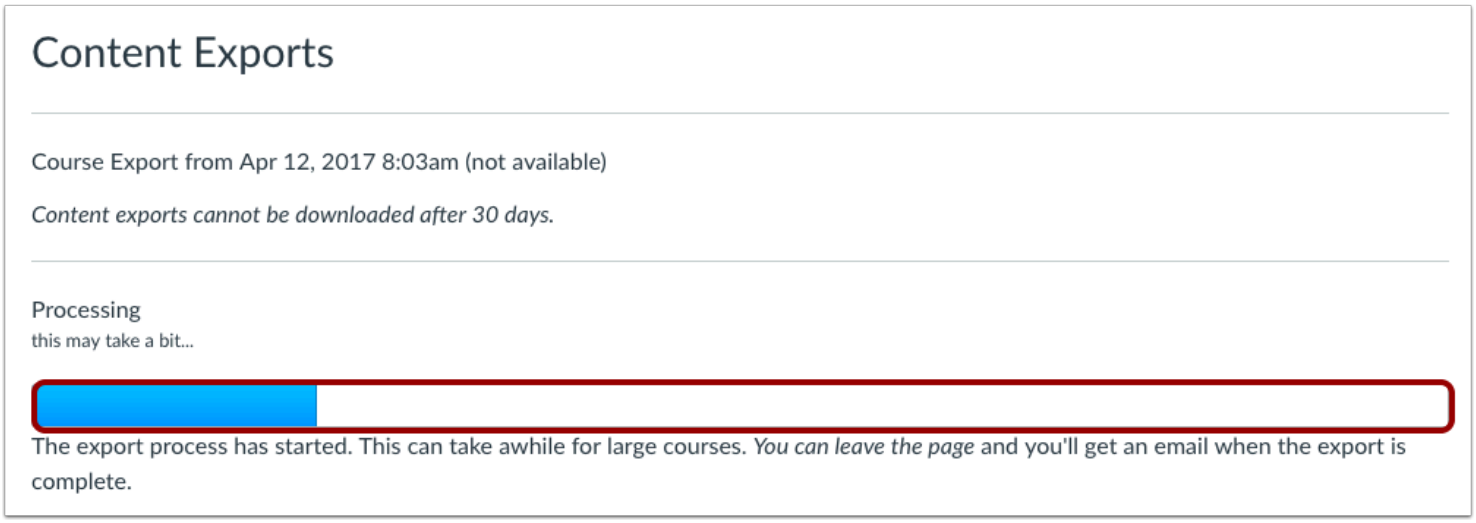
Click the **Export Course Content** link.

Select Export Type

In the Export Type heading, click the **Course** radio button [1]. Click the **Create Export** button [2].

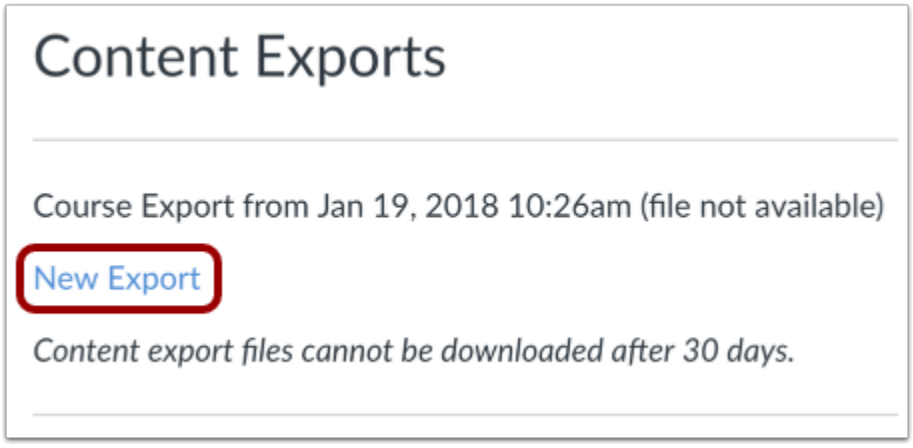
Note: If you have previously exported the course, Canvas will display prior exports under the Content Exports heading.

View Export Process



View the progress bar. Exporting a course in Canvas may take a few minutes, depending on its size. You will receive an email when the export is complete.

Download New Export



When your download is ready, click the **New Export** link.

Note: Content exports expire after 30 days and can no longer be downloaded.

How do I select specific content as part of a course import?

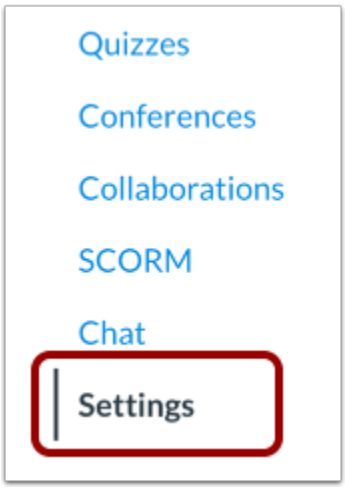
When importing course content with the Course Import Tool, you can choose to select specific content as part of the import. This option allows you to select specific content areas such as assignments, settings, and files without importing the entire course.

Not all content can be copied as part of a course.

Notes:

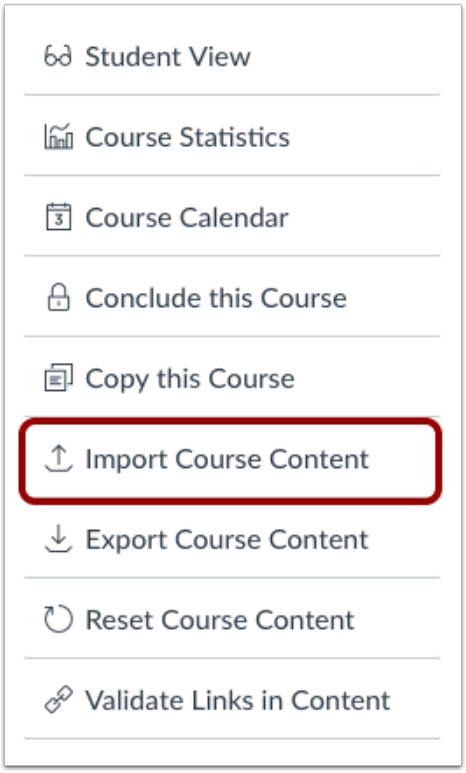
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If you change your mind after the import has started and you want to import all course content, you can import all content by selecting each item for a content type.
- For information about the Course Import Tool's limitations, view the Course Import Tool overview.

Open Settings



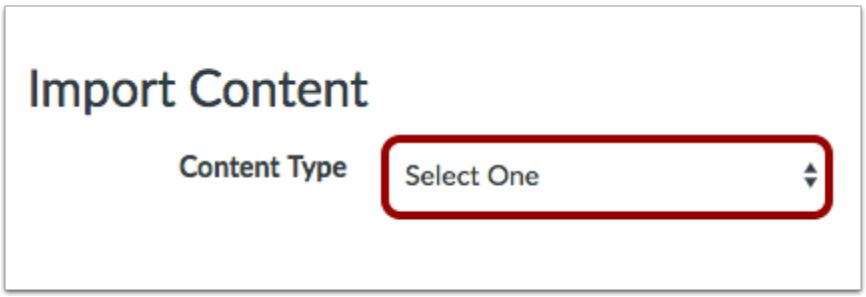
In Course Navigation, click the **Settings** link.

Import Content into Course



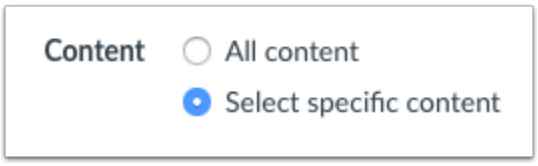
Click the **Import Course Content** link.

Select Content Type



In the Content Type drop-down menu, select the content type you want to import. Complete any additional fields required for the content.

Select Specific Content

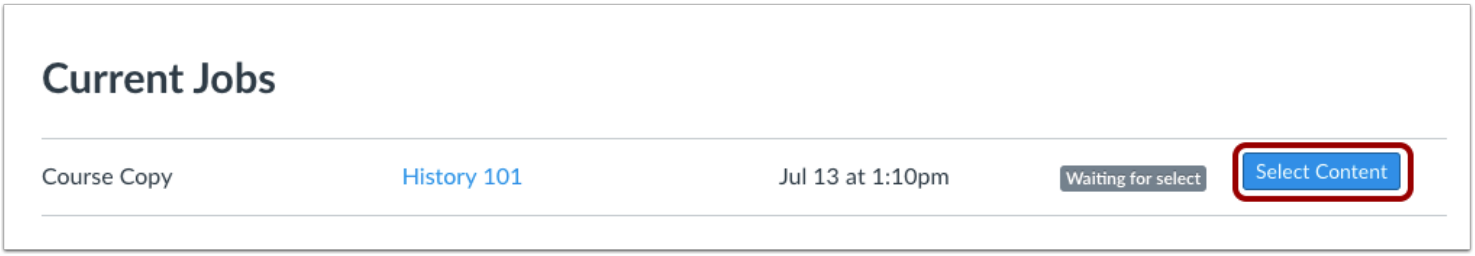


In the Content section, click the **Select specific content** radio button.

Import Course

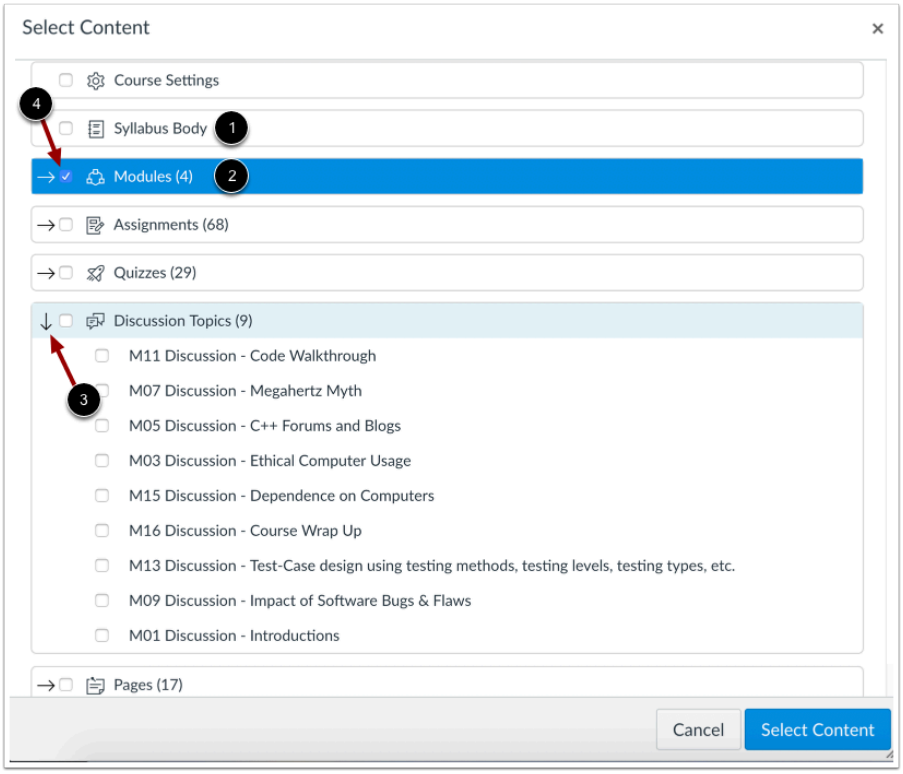
Click the **Import** button.

Select Content



In the Current Jobs section, click the **Select Content** button.

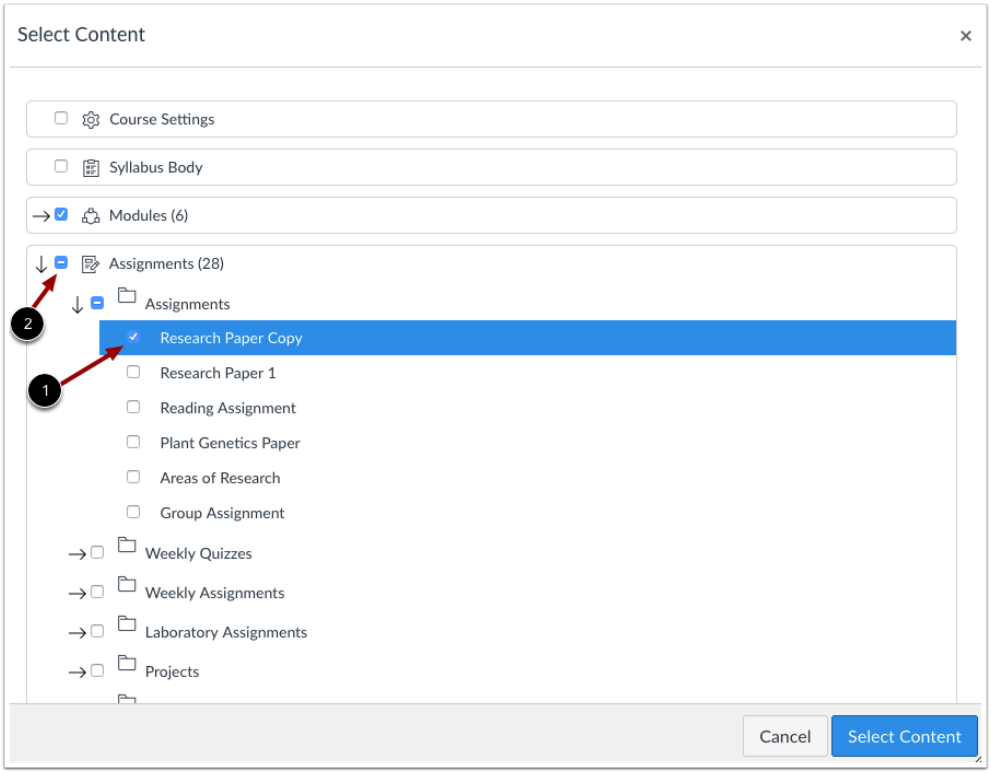
Select All Group Content



Content can be individual items [1] or a content group [2]. Content groups show the number of items within the group. To view content within a group, click the group's expand icon [3].

To import all content for a content type, click the checkbox next to the content name [4]. If the content type is a group, Canvas automatically selects all items within the group.

Select Specific Group Content

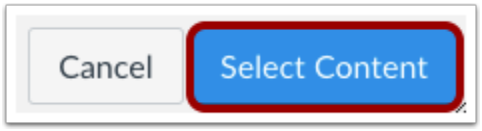


To import only a few items from a content group, expand the group and select the specific items to be imported [1]. Canvas places a dash in the content group checkbox [2], indicating not all items are selected within the group.

Select Thin Common Cartridge Content

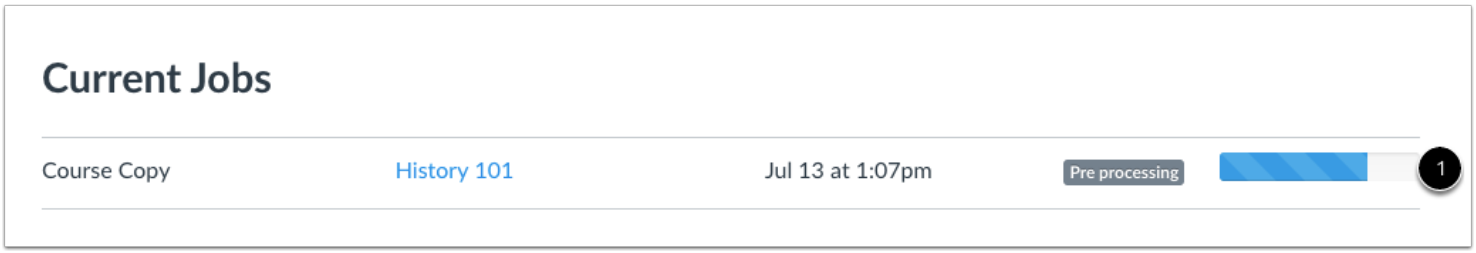
If you imported a Thin Common Cartridge file (Common Cartridge import), this file type is imported directly as module content. The structure can be expanded to view a nested layout that simulates the content structure. Learn how to select content with Thin Common Cartridge files.

Select Content



Click the **Select Content** button.

View Current Jobs



The report displays a menu bar with the time remaining to complete the import. View the content from any completed imports by accessing any link in Course Navigation.

The import may also display errors as part of the import status. Learn more about course import statuses.

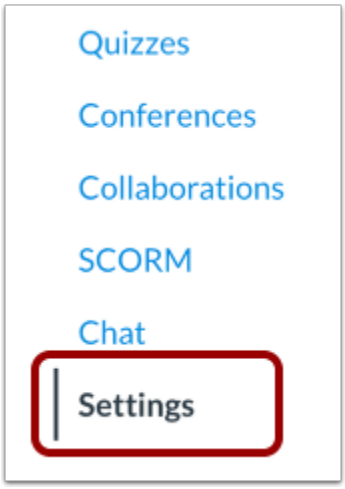
How do I import Thin Common Cartridge files as separate modules?

If your institution uses Thin Common Cartridge files, you can use the select specific content option in course imports to import content as separate modules. Thin Common Cartridge is a subset of the full Common Cartridge specification.

Selecting content in a Thin Common Cartridge file is structured differently than other import types. Thin Common Cartridge is a lightweight metadata structure most commonly used by K12 institutions that allows publishers to provide digital resources using LTI links (external tools), which usually contains a significant number of resources in one common cartridge interchange file (.imscc). Thin Common Cartridge files are designed by creating items grouped into a folder or series of folders that defines how the content should be organized for the learner.

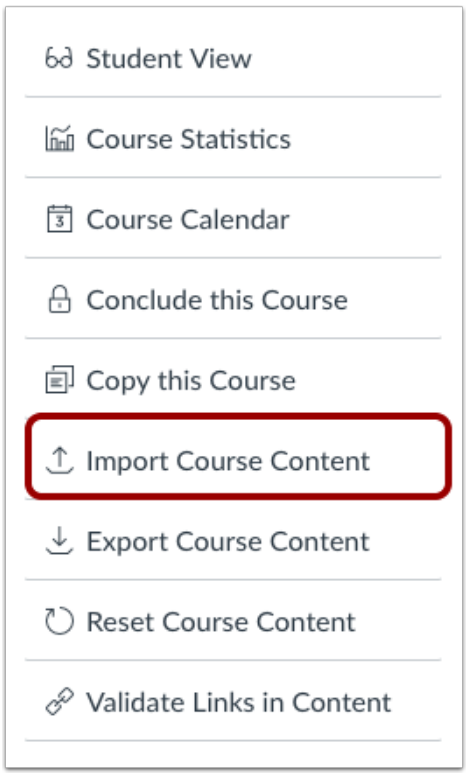
When importing Thin Common Cartridge files, Canvas uses metadata identifiers and titles to simulate the hierarchical structure within the Thin Common Cartridge file. This structure appears as nested content within the Modules content heading, allowing users to view a structured organization and locate the content they want to import into the course. By default, grouped content is imported as one module, but they can also be imported as separate modules. Individual content within a content group is automatically imported as separate modules.

Open Settings



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

Import Content into Course

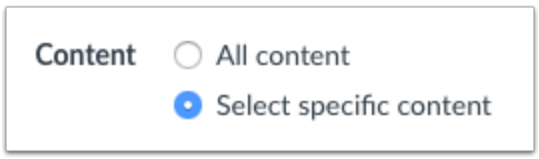


Click the **Import Course Content** link.

Select Content Type

In the Content Type drop-down menu, select the Common Cartridge 1.x Package option. Complete any additional fields required for the content.

Select Specific Content

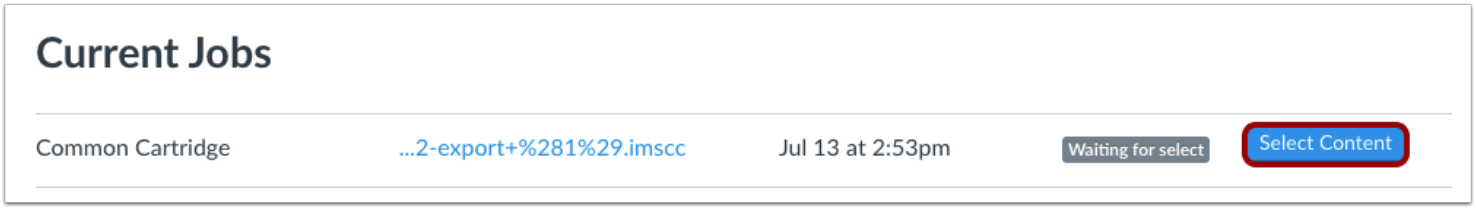


In the Content section, click the **Select specific content** radio button.

Import Content

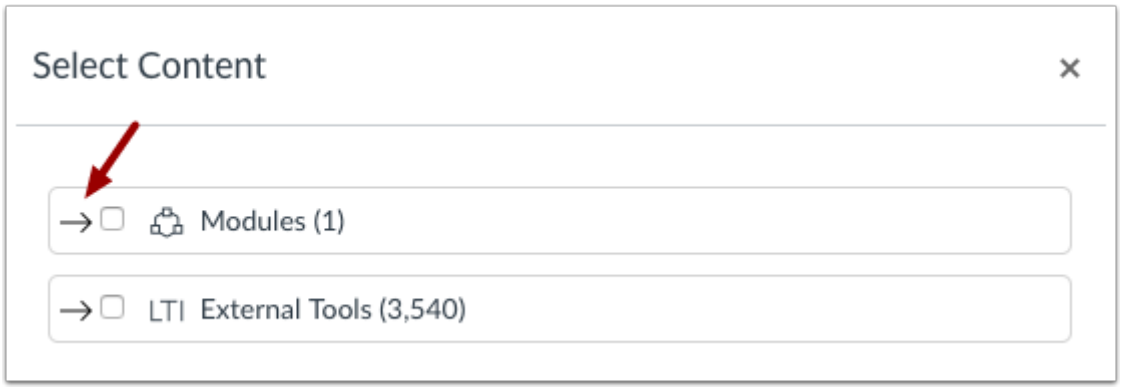
Click the **Import** button.

Select Content



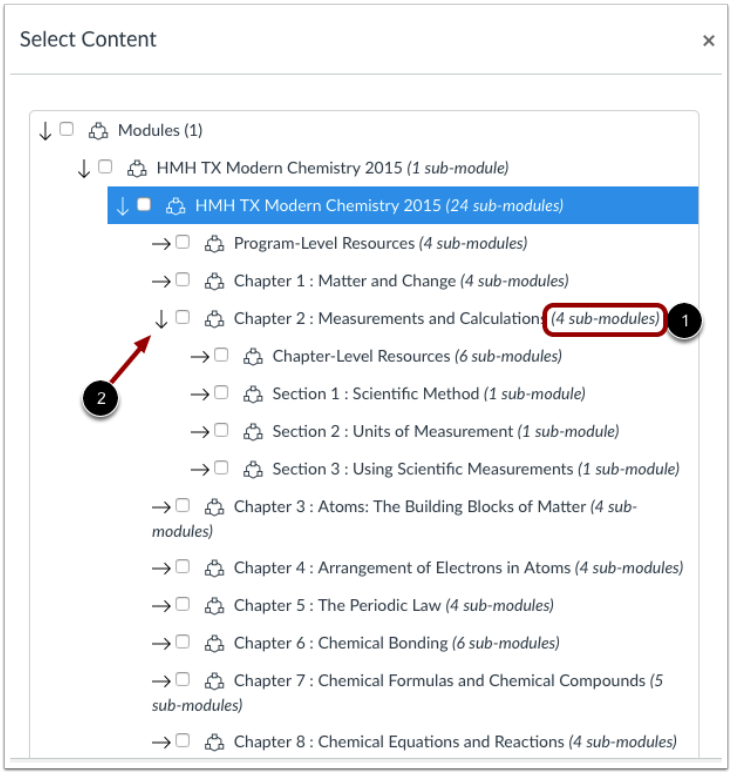
In the Current Jobs section, click the **Select Content** button.

View Content



Thin Common Cartridge files are shown as one module. Click the Modules expand icon.

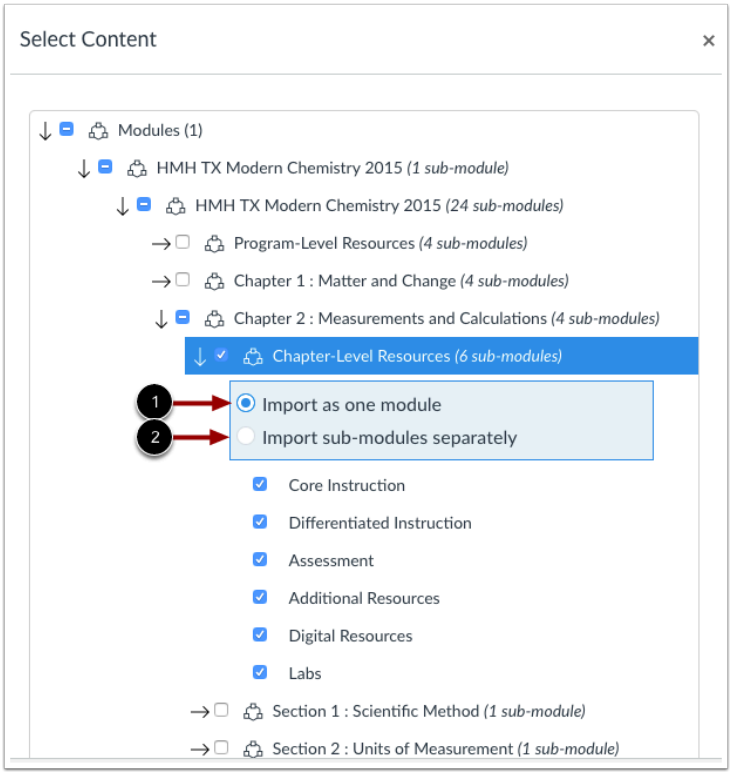
Select All Group Content



Locate the content by expanding the nested structure. Content groups show the number of items within the group [1].

If you want to import an entire content group, select the checkbox next to the group [2].

Select Module Import Option

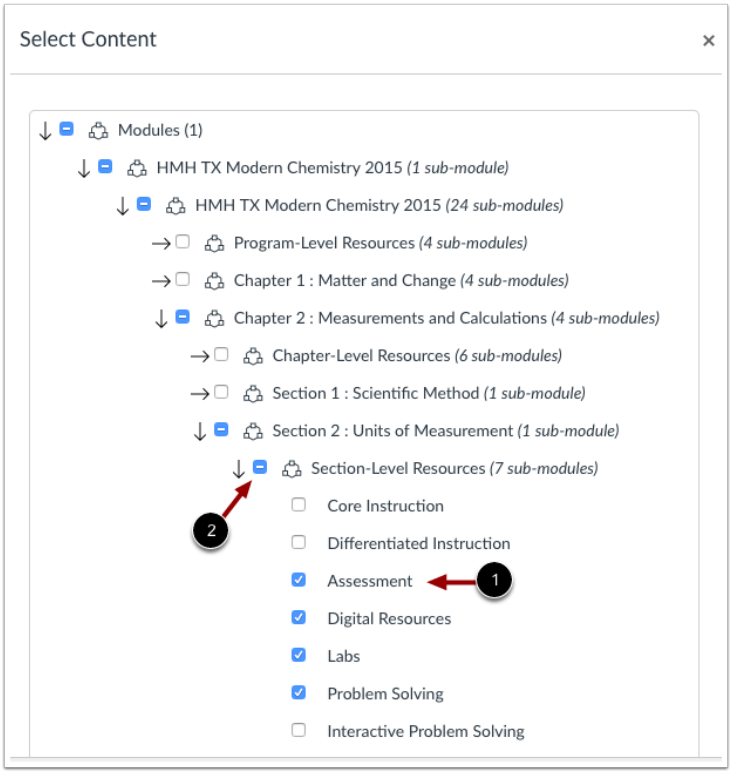


Like other course import types, selecting a content group selects all items within the module group. However, Thin Common Cartridge content is always imported as one module, which can be extremely cumbersome in a Canvas course.

By default, content is imported as one module [1]. If you would rather import content as separate modules, click the **Import sub-modules separately** radio button [2].

Note: If you want to import several content groups as separate modules, module settings are applied on *a per-content-group basis*, meaning you must fully expand each content group and specify the separate modules option. Otherwise, all selected content in the hierarchy will *always* be imported as one module.

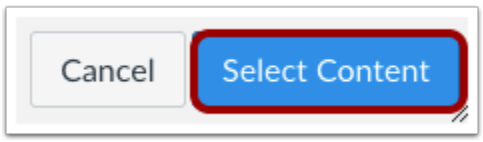
Select Specific Group Content



To import only a few items from a content group, select the specific items to be imported [1]. Canvas places a dash in the content group checkbox [2], indicating not all items are selected within the group.

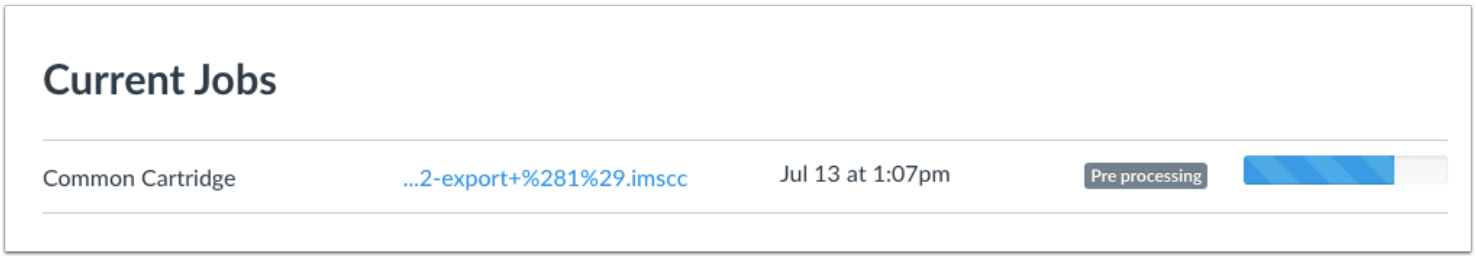
Selecting individual content items automatically imports content as separate modules.

Select Content



Click the **Select Content** button.

View Current Jobs

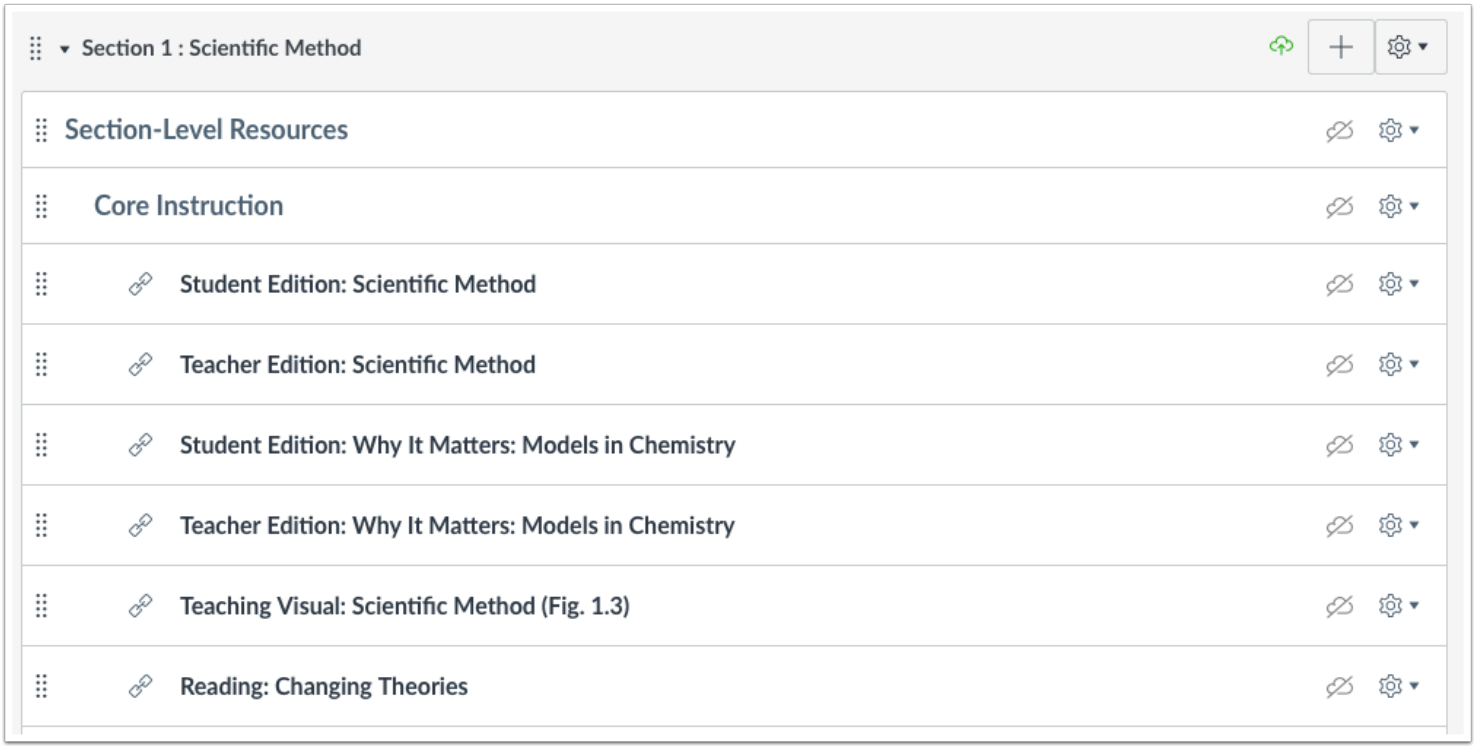


The Current Jobs section displays the status of your import. The import displays a menu bar with the time remaining to complete the import.

The import may also display errors as part of the import status. Learn more about course import statuses.

When the course has completed, view modules content by accessing the Modules link in Course Navigation.

View Modules



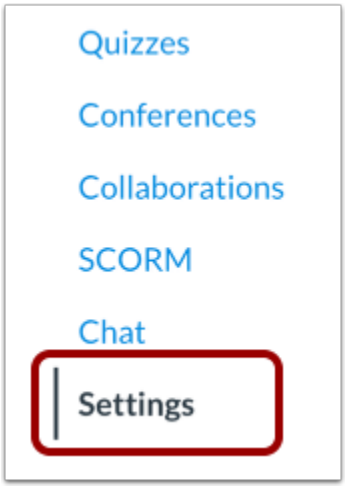
View the modules content in your course, either as one module or separate modules.

How do I adjust events and due dates in a course import?

As part of a course import, you can adjust the due dates associated with course events and assignments. You can also shift due dates to a different day, or remove all associated due dates.

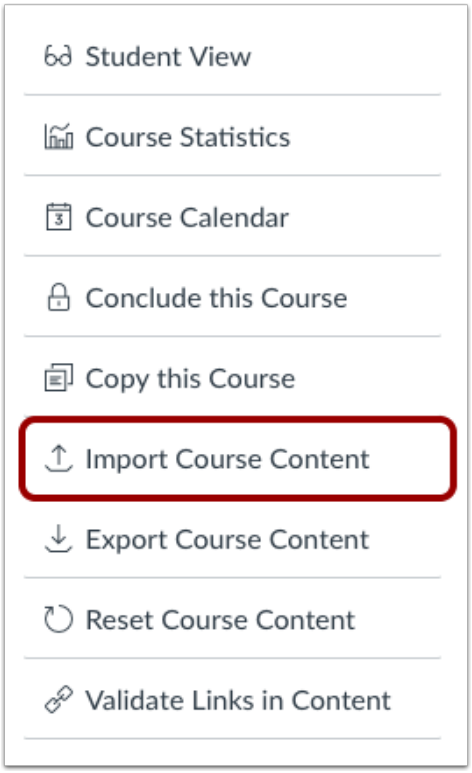
Note: If you set beginning and ending dates as part of a date adjustment in a course import, those dates will be automatically set as the course start date and end date. However, if course start and end dates have already been set for the course, course start and end dates will not be changed.

Open Settings



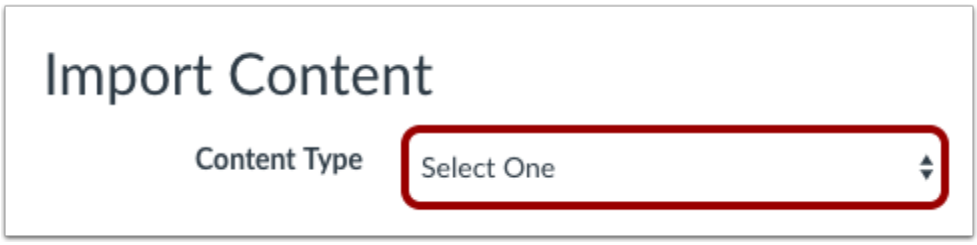
In Course Navigation, click the **Settings** link.

Import Content into Course



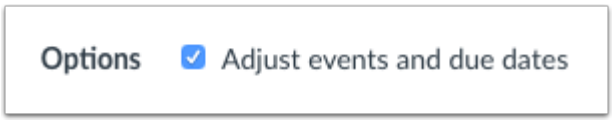
Click the **Import Course Content** link.

Select Content Type



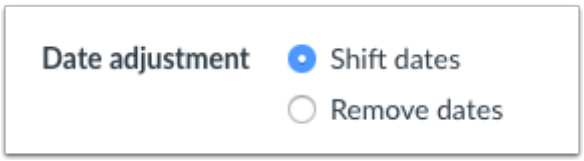
In the Content Type drop-down menu, select the content type you want to import. Complete any additional fields required for the content.

Adjust Events and Due Dates



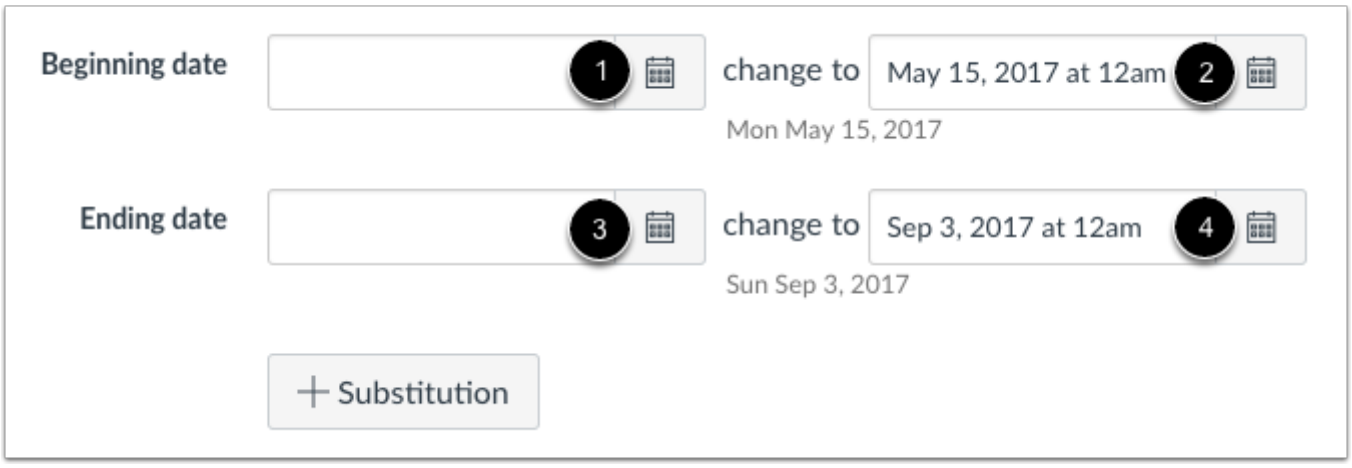
If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Shift Dates



If you want to shift dates in the course, select the **Shift dates** radio button.

Set Beginning and End Dates



In the Beginning Date field [1], enter the starting date of the course you are importing. You can also click the Calendar icon to select a date. In the Change to field [2], enter the new date when you want the course to begin, or click the Calendar icon.

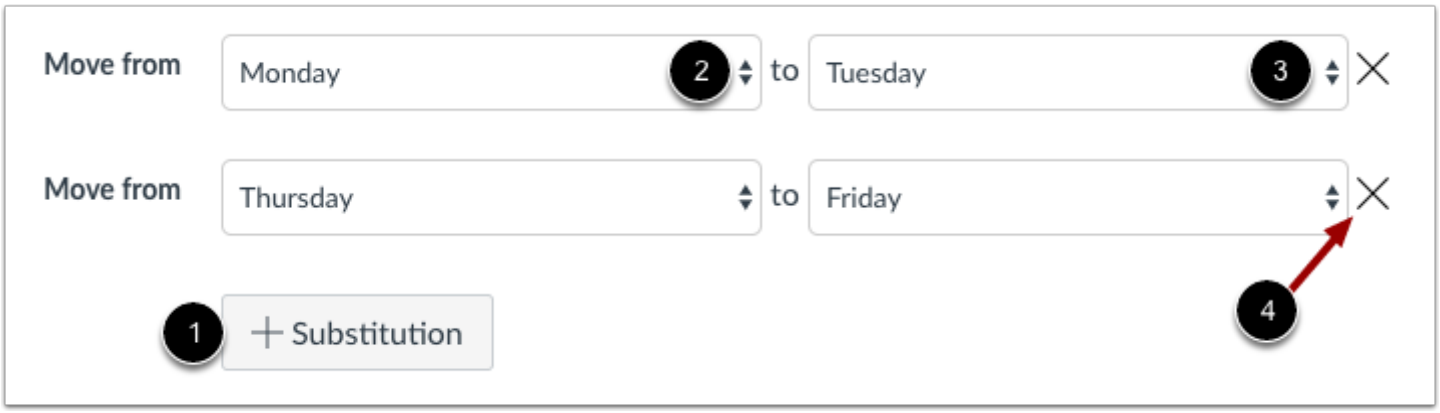
In the Ending Date field [3], enter the end date of the course you are importing, or click the Calendar icon to select a date. In the Change to field [4], enter the new date when you want the course to end.

Canvas will take the new start and end dates for the course and distribute all assignments with due dates as evenly as possible across the course dates. If the imported course and the new course vary in course length, assignments will be assigned proportionally. Once the course is imported, you can easily confirm and adjust any assignment dates using the Calendar.

Notes:

- If the course where you are importing the content contains course override dates in Course Settings, those dates will be automatically pre-populated in the **Change to** fields.
- The course start and end dates will be automatically set to the dates set in the Change to fields when adjusting dates in a course import. However, if course start and end dates have already been set for the course, course start and end dates will not be changed.

Create Substitution Dates



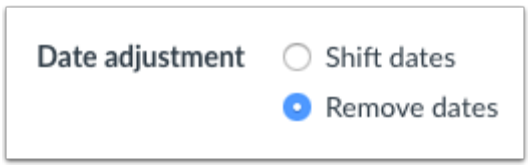
You can also explicitly define day substitutions to adjust for changing class schedules, such as moving all assignments on Mondays to Tuesdays. To create a date substitution, click the **Substitution** button [1].

In the **Move from** field [2], select the day of the week; in the **To** field [3], select the new day of the week for the substitution.

To remove a substitution, click the **Remove** icon [4].

You can create as many substitution dates as necessary. Canvas will take the date substitutions and adjust assignments with due dates appropriately across the course dates.

Remove Dates



If you want to remove all associated due dates in the course, select the **Remove dates** radio button.

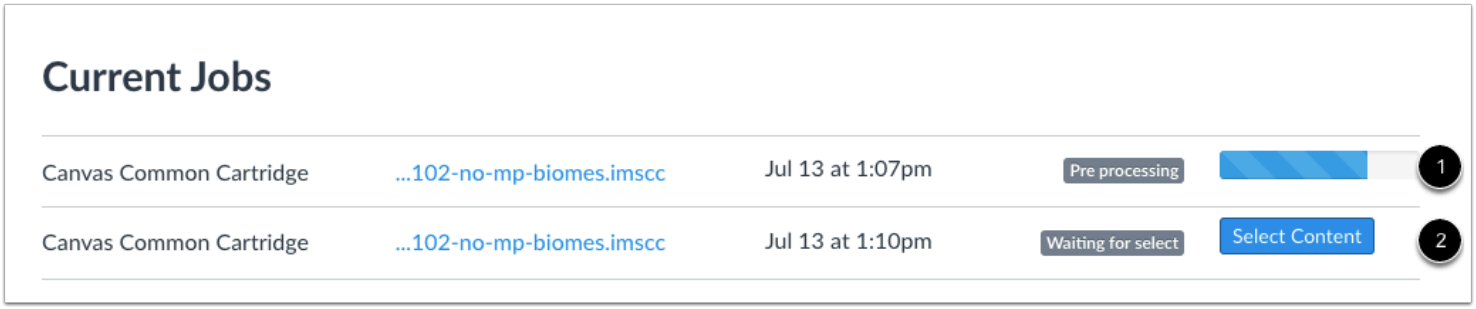
Dates will be removed from the following features:

- Assignments (due, availability, and peer-review dates)
- Announcements (delayed post dates)
- Quizzes (due, availability, and show correct answers dates)
- Calendar events (start and end dates)
- Modules (unlock dates)
- Files (availability dates)

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

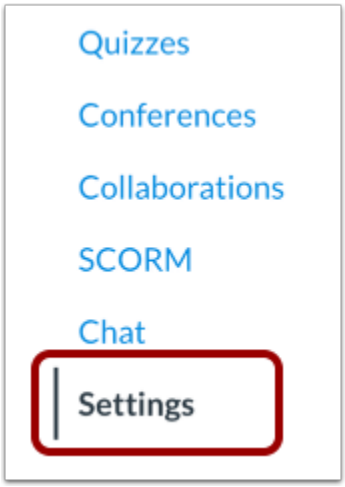
View the content from any completed imports by accessing any link in Course Navigation.

How do I view the status of current and prior course imports?

Current jobs in the Course Import Tool show the status of a course import. Status can help you view the progress of the import and if there is any action required on your part. An import can display up to five statuses.

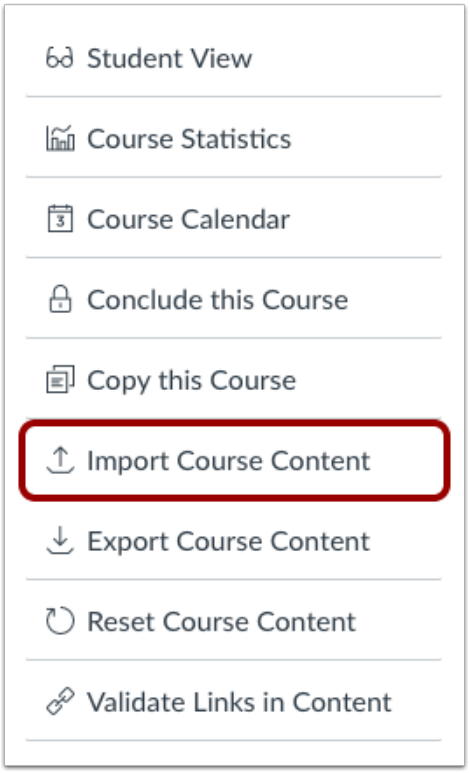
Note: Canvas only process one import at a time.

Open Settings



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

Import Content into Course

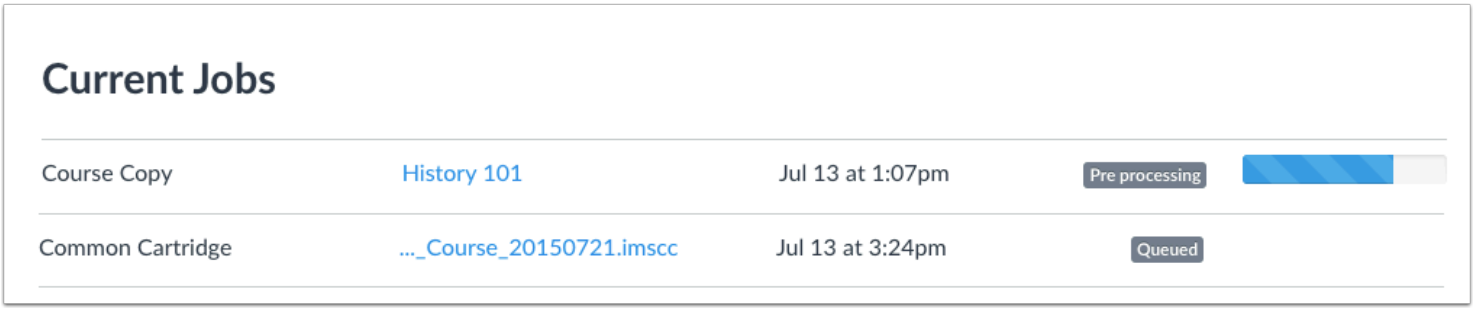


Click the **Import Course Content** link.

View Current Jobs

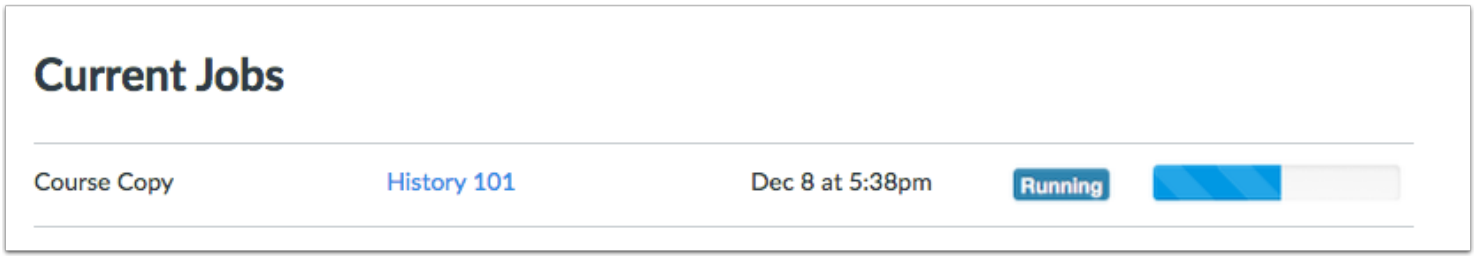
The Current Jobs menu displays the status of your import. Canvas can display several import statuses.

View Queued



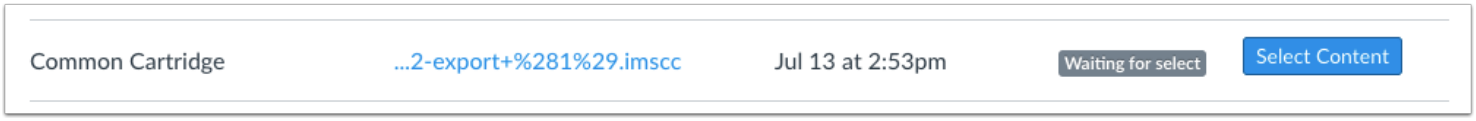
When an import is first uploaded, the status displays as queued. Canvas copies may also display as pre-processing. These statuses both mean that Canvas is preparing the file for import.

View Running



When a report is uploading, the status displays as Running. Running imports display a menu bar with the time remaining to generate the report.

View Waiting for Select

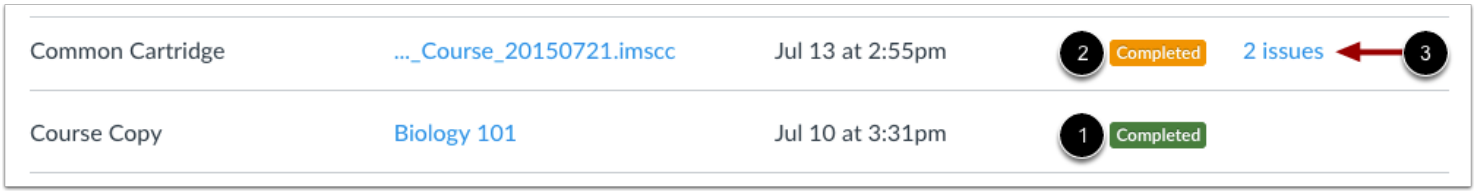


If you chose to select specific content as part of the import process, the current job shows as Waiting for Select, which means you must select the content you want to import before it can be completed. You cannot cancel this action. Click the **Select Content** button.

Once you select content, the statuses will return to Queued and Running until Canvas imports the selected content.

Note: If you no longer want to select specific content and want to import all content instead, click the **Select Content** button and simply select all content and groups available for importing.

View Completed



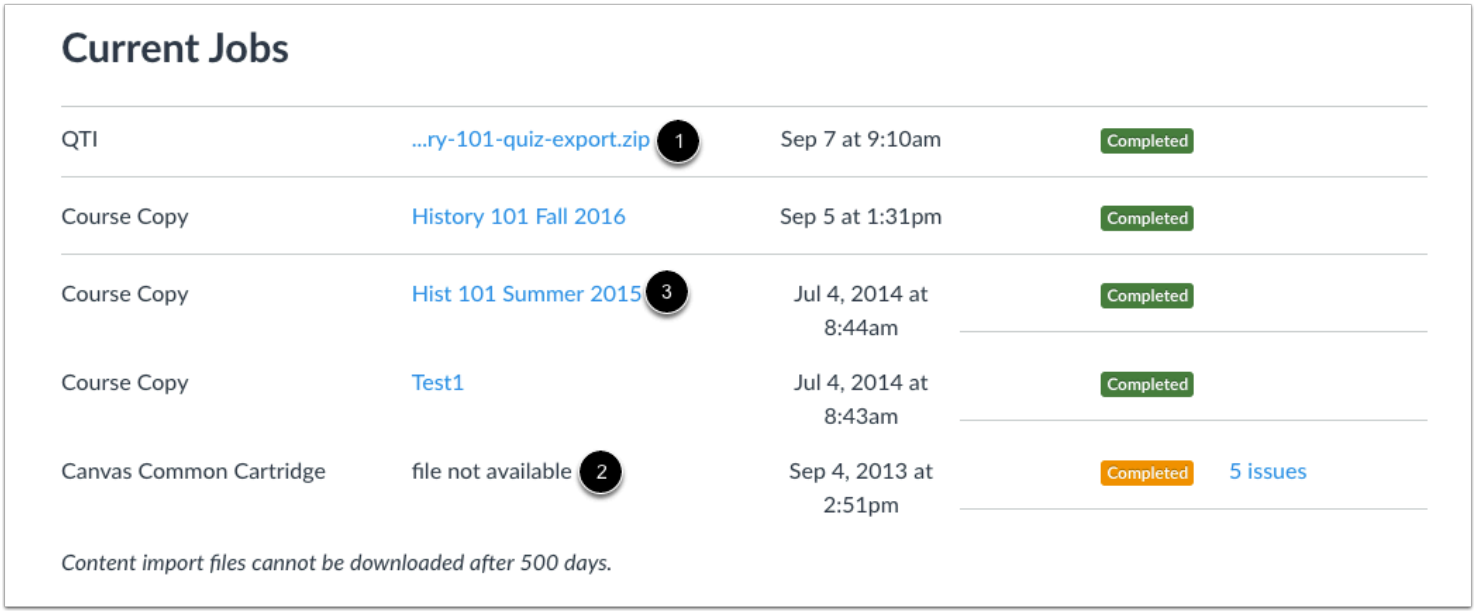
When your import is complete, the status displays as Completed [1]. View imported content by accessing any link in Course Navigation.

A Completed status shown in orange [2] indicate the import contains errors. To view the specific error(s), click the **issues** link [3]. Examples of error issues include an external tool that needs to be reconfigured or content that includes a broken link.

View Failed

If an import is unsupported or otherwise cannot be imported, the status displays as Failed. To view the specific error(s), click the **issues** link.

View Previous Import



You can view previously imported content using the link next to the import type.

For imported files, click the content name [1]. The file will download to your computer. File imports cannot be downloaded for re-import after 500 days [2].

For course copies, clicking the link will take you back to the course that was copied [3].

Course Navigation

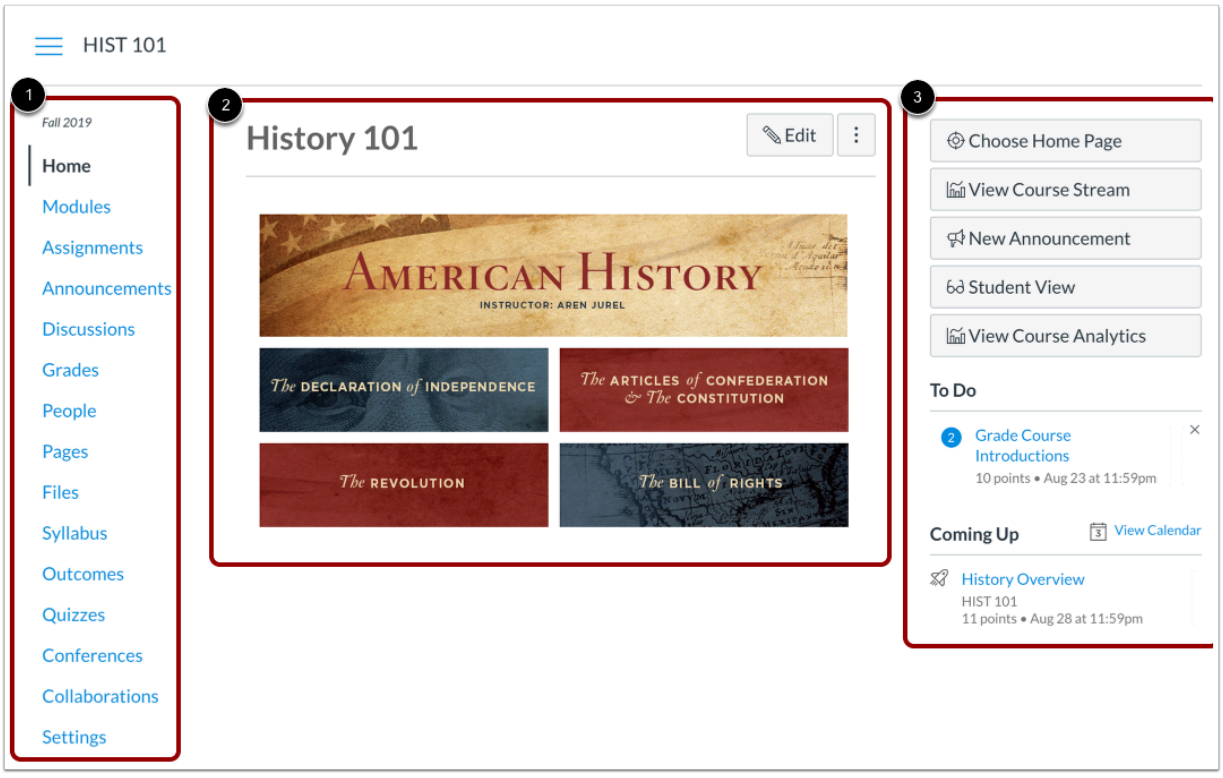
How do I use the Course Home Page as an instructor?

If you are enrolled in a course as an instructor, the Course Home Page is the first page students see when they open the course. The Home Page also helps students understand how they can navigate through the course. You can customize the Home Page to create a specific workflow for your students.

To help you learn how to navigate a Canvas course, this lesson uses a course that has already been populated. To learn how to build a new course, visit the create a new course shell lesson.

Note: If your institution has enabled the Course Setup Tutorial, course pages such as Assignments and Discussions are responsive to the full width of the browser and minimize white space in the sidebar. This responsive behavior applies to all users in your institution.

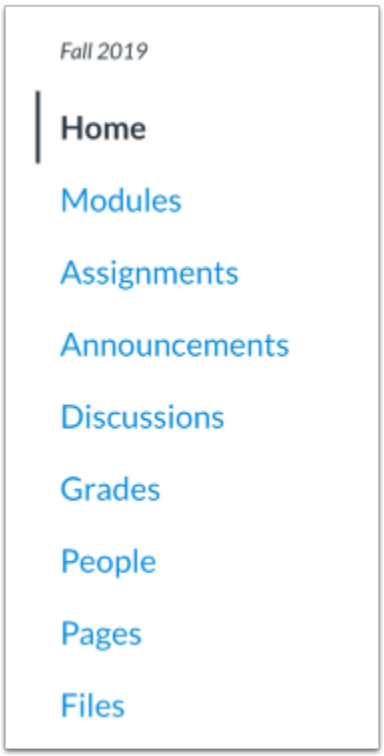
View Course Home Page



The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].

Note: If you view Canvas with a smaller screen, any sidebar content will align with the bottom of the page.

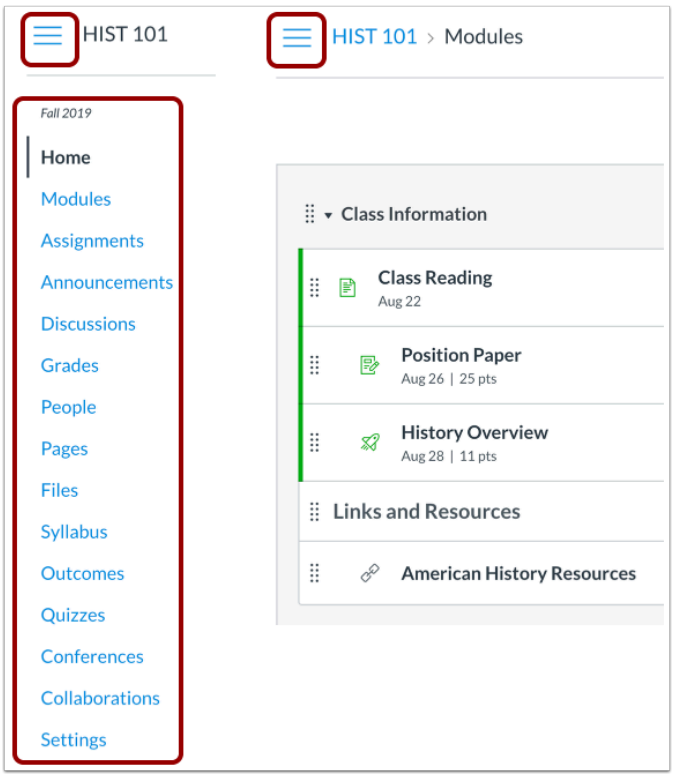
View Course Navigation



The Course Home Page is viewed from the Course Navigation **Home** link.

Course Navigation includes links that help you and your students get to specific locations in the course. As an instructor, you can customize what links are shown in your course. Learn more about the Course Navigation menu.

Collapse Course Navigation Menu



To expand or collapse the Course Navigation Menu, click the **Menu** icon.

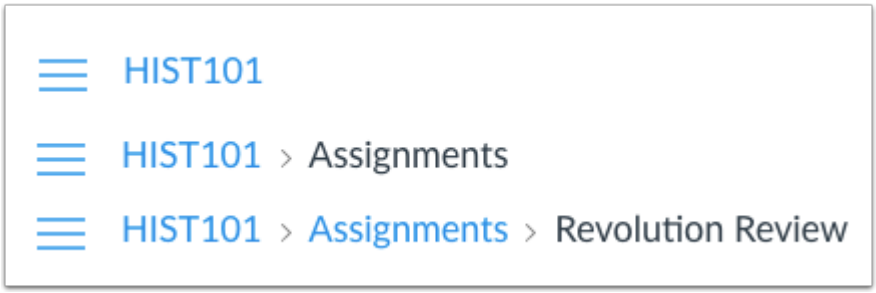
View Content Area

Home Page content (and all Canvas content) is displayed in the content area.

The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content as set by your Course Home Page layout [1]. Your Home Page can also be set to display recent announcements at the top of the page [2]. The content can also show the Course Activity Stream.

The Home Page content also defines what sections display in the sidebar.

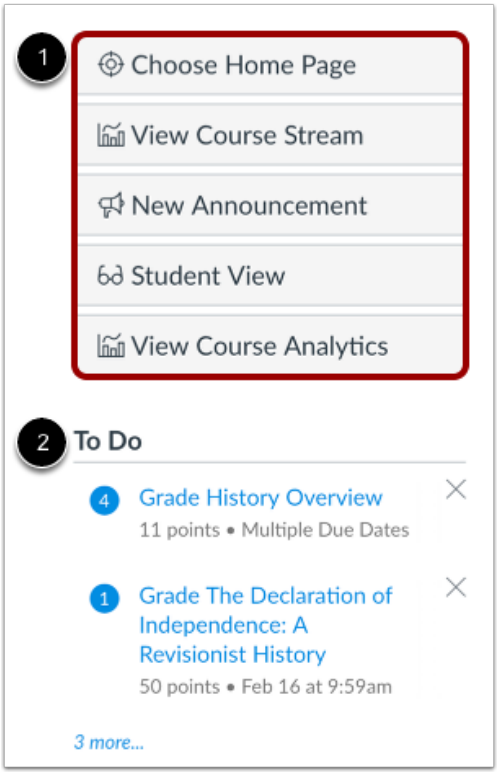
View Breadcrumbs



Breadcrumbs appear above the course content area.

As you view course content from your Home Page, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

View Sidebar

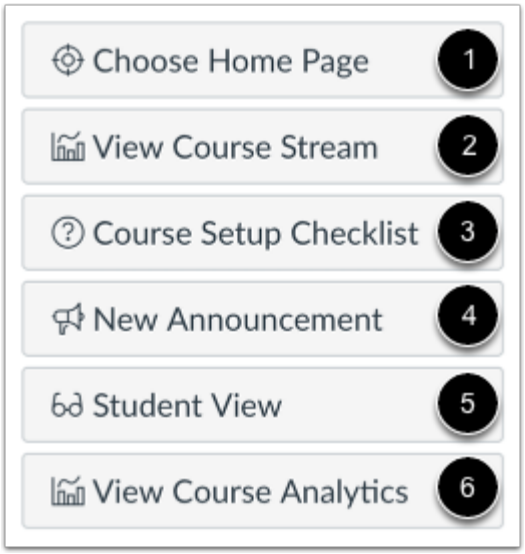


The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.

The top of the sidebar [1] contains course tools for managing your course.

The bottom of the sidebar [2] includes the To Do list, in addition to other sections depending on the layout you set for the Course Home Page.

View Course Tools



In the course tools section of the sidebar, you can manage your Course Home Page in addition to view other helpful links for your course.

To change the course home page layout, click the **Choose Home Page** link [1].

If your course Home Page displays a page other than the Course Activity Stream, view recent activity by clicking the **View Course Stream** link [2]. Recent activity displays all recent activity and events in the course for assignments, announcements, discussions, and conversations. When the Home Page is set as the Course Activity Stream, this button will not appear.

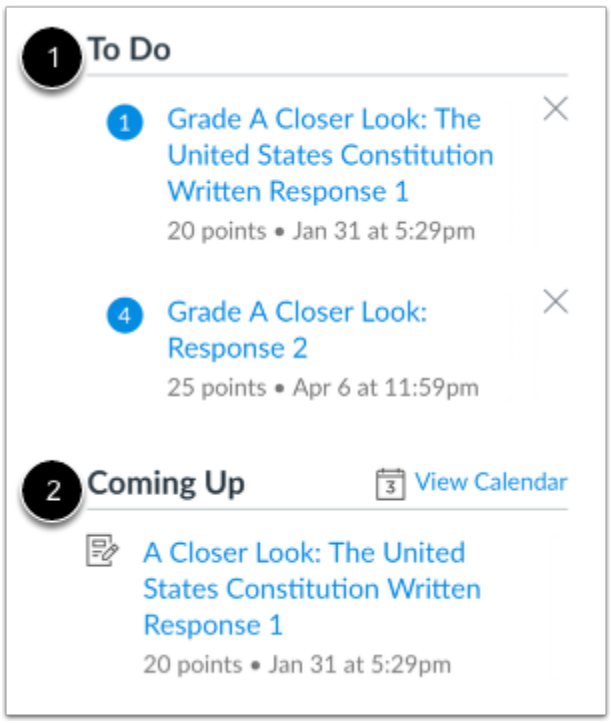
If your sidebar includes the **Course Setup Checklist** link [3], you can view a list of checklist items to help populate your course. *Note*: If you cannot view the Course Setup Checklist link, your institution has enabled the Canvas course setup tutorial instead.

To make a new announcement, click the **New Announcement** link [4].

To view your Canvas course using a test student, click the **Student View** link [5].

Once you have published your course and students have started to participate in the course, you may be able to access analytics for your course with the **View Course Analytics** link [6]. *Viewing course analytics requires permission by your Canvas admin.*

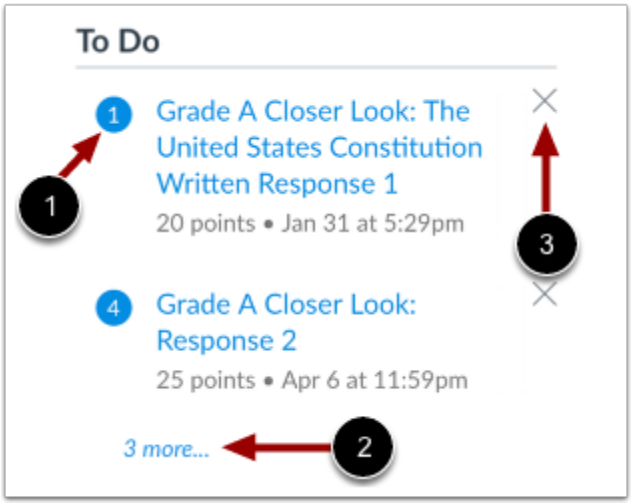
View Sidebar Sections



The sidebar always shows the To Do section [1], which shows all items that require grading in Canvas, regardless of due date. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Some assignments may display multiple due dates. Items remain in this section for four weeks. However, assignments that are not graded or do not require an online submission only display until the due date.

The sidebar can also include a variety of other sections [2], depending on the layout of your Course Home Page. Additional sidebar options include Coming Up or the Assignment list, Calendar and Assignment Groups, and Recent Feedback.

Manage Sidebar Items



Each section item indicates how many items need to be graded [1].

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

If there are more than 100 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon [3].

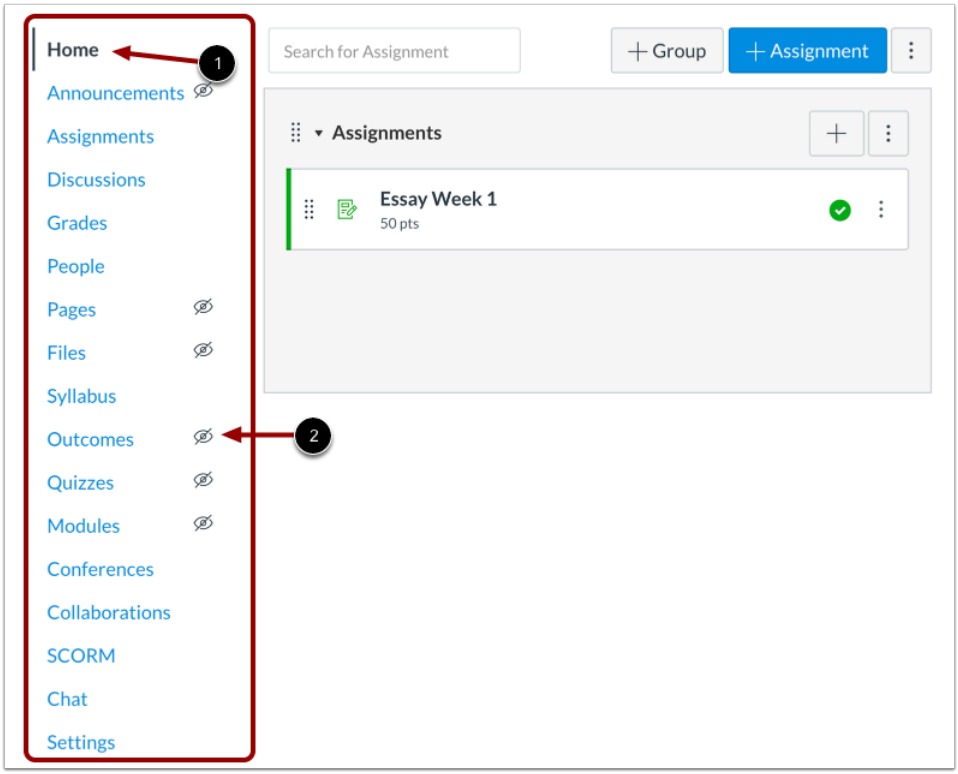
Note: When an item is removed, the item can only be restored to the To Do section if a new submission is received for that assignment, or if an existing submission for the assignment still requires grading.

How do I use the Course Navigation Menu as an instructor?

The Course Navigation Menu is a series of links on the left side of your course that help you and your students access different course areas.

Depending on the structure of your course, you can choose to reorder and hide course navigation links.

View Course Navigation Menu



The active link is highlighted with different color text and a line indicator [1]. This highlight helps you quickly identify the feature area you are currently viewing in Canvas. Links that are hidden to students are indicated by a Visibility icon [2].

The Home page is part of Course Navigation and displays the Course Home Page.

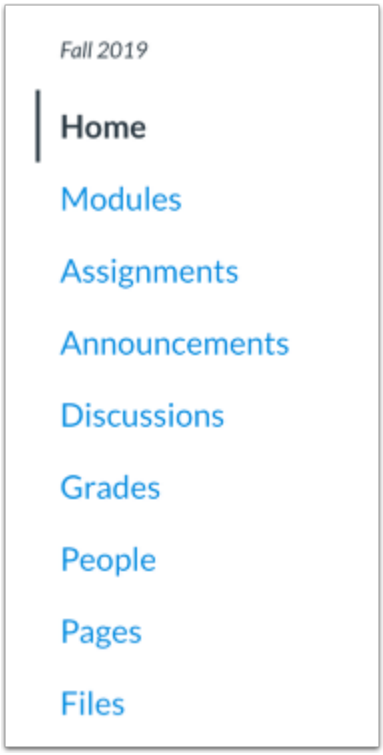
By default, new courses show links leading to the index pages for the following fourteen areas:

- Announcements
- Assignments
- Discussions

- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Settings

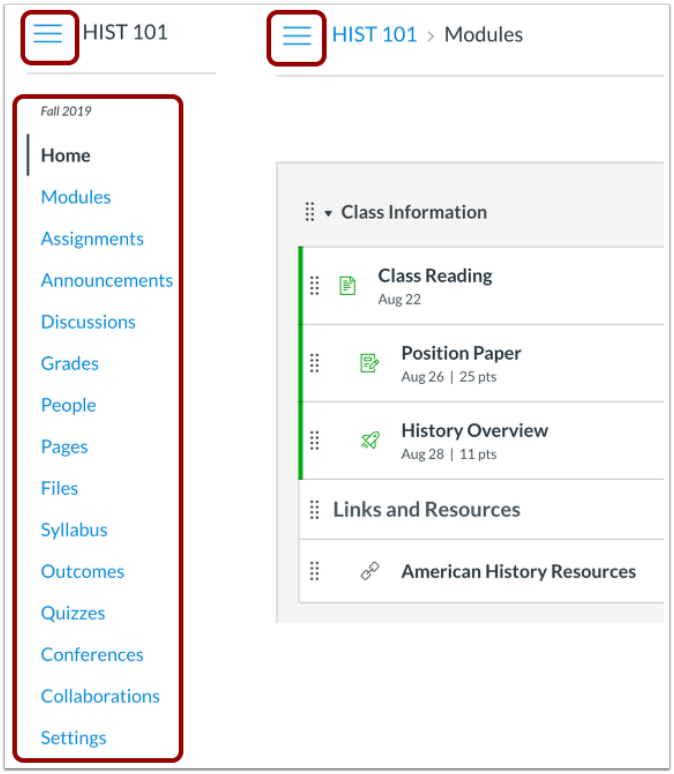
Note: Configured external (LTI) tools may create additional Course Navigation links. However, these links do not display the visibility icon. You can disable Course Navigation links for LTI Tools in course settings, and the link will no longer display in the Course Navigation menu for you or your students.

Open Course Navigation Link



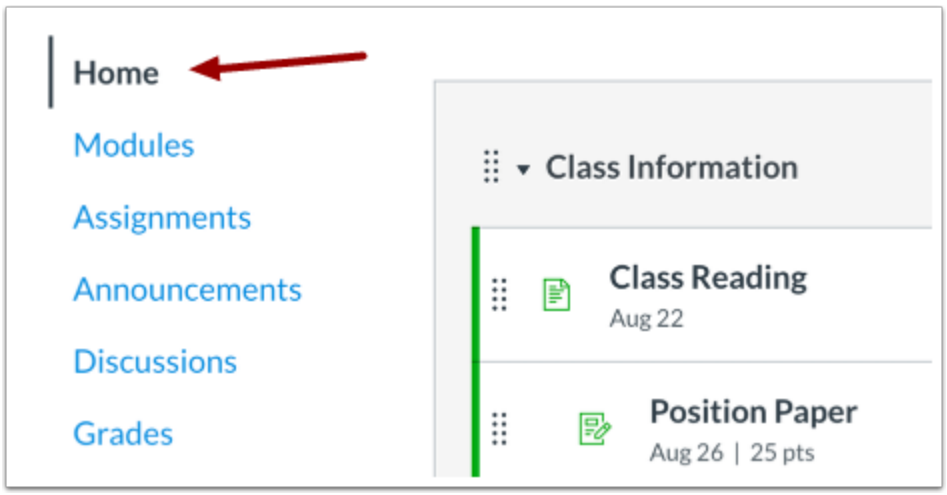
To open a feature area in Canvas, click the name of the Course Navigation link.

Collapse Course Navigation Menu



To expand or collapse the Course Navigation Menu, click the **Menu** icon.

View Course Area



The Course Navigation menu will show the feature area as an active link.

How do I manage Course Navigation links?

As an instructor, you can control which links appear in Course Navigation. Canvas includes a set of default Course Navigation links that are shown by default and cannot be renamed. Depending on your course configuration, other links may be available and may be customizable.

Links to sections that don't have any content and that students cannot create content for will be automatically hidden for students and will display the visibility icon to instructors. For example, if there are no learning outcomes set for the course, you will see the Outcomes link with the visibility icon, but students will not see the link at all. Configured External Apps may create additional Course Navigation links.

Disabling a course navigation link creates the following redirects:

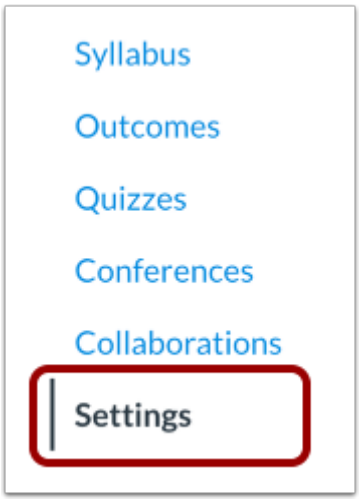
- **Hidden only (cannot be disabled but still accessible via direct URL):** Discussions, Grades, and People
- **Page disabled; redirected to Home page:** Announcements, Assignments, Conferences, Collaborations, Files, Modules, Outcomes, Quizzes, Pages, Syllabus
- **Page disabled; won't appear in navigation:** Any LTI links, such as Attendance, Chat, and SCORM

Reordering and hiding Course Navigation links for Announcements, Assignments, Discussions, and Files also affects the course tabs in the Dashboard course view for all users. Additionally, disabling the Files link will hide the Files tab in the Content Selector in the Rich Content Editor for students.

Notes:

- Navigation links that cannot be disabled require the URL access to display related data in other Canvas areas. Access to hidden pages may be further restricted by changing specific student permissions in Canvas. Contact your Canvas admin for assistance.
- If you disable the Course Navigation link for an external tool, the link no longer displays in your Course Navigation list.

Open Settings

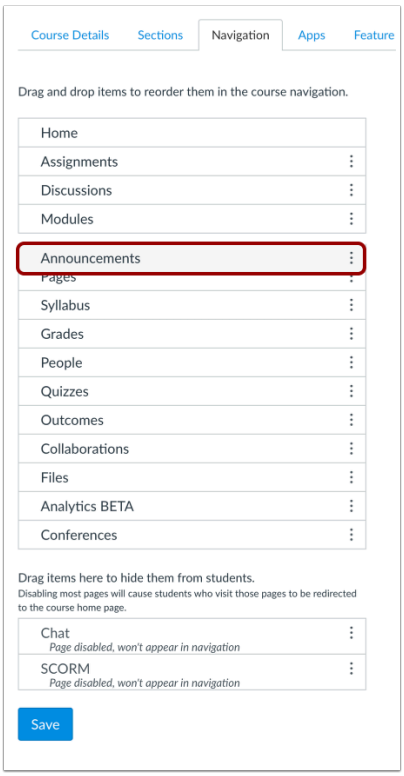


In Course Navigation, click the **Settings** link.

Open Navigation

Click the **Navigation** tab.

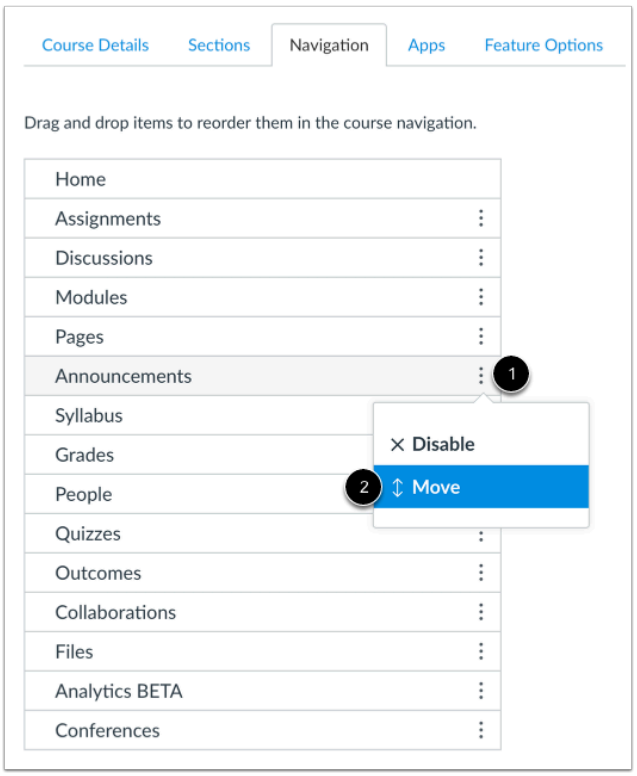
Drag and Drop Navigation Links



You can use the drag and drop option to reorder navigation links. Click the navigation link you would like to move. Drop the navigation link in the desired location by releasing the mouse.

Note:

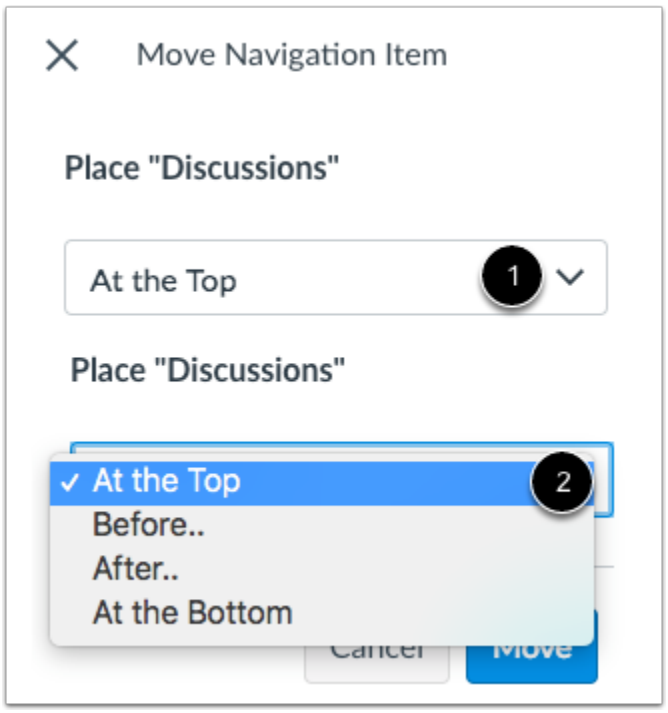
Move Navigation Links



You can also use the Move To option to reorder an navigation link. Click the **Settings** icon [1] and select the **Move** link [2].

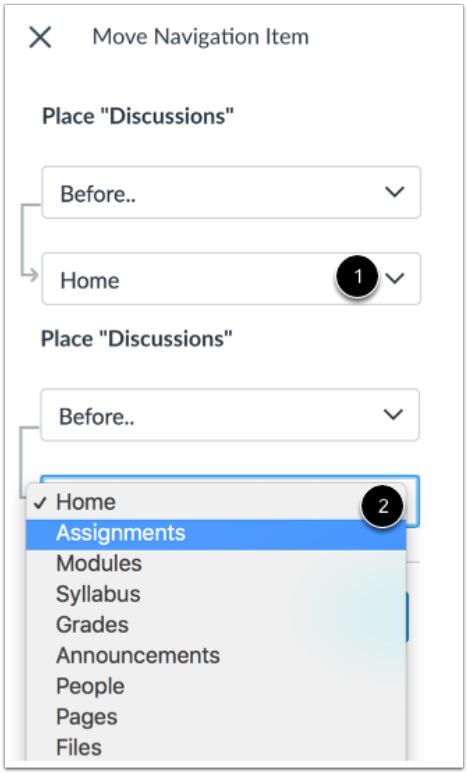
Note: The Move To option only moves an navigation link within its respective section (visible or hidden). Hidden items must first be enabled before they can be ordered among visible navigation items. A hidden item cannot be moved directly to the enabled link section using the Move To option.

Place Navigation Link Location



In the Move Navigation Item sidebar, click the **Place** drop-down menu [1]. Select the placement of the navigation link you are moving [2]. You can move the link so it is located at the top of the list, before a specific navigation link, after a specific navigation link, or at the bottom of the list.

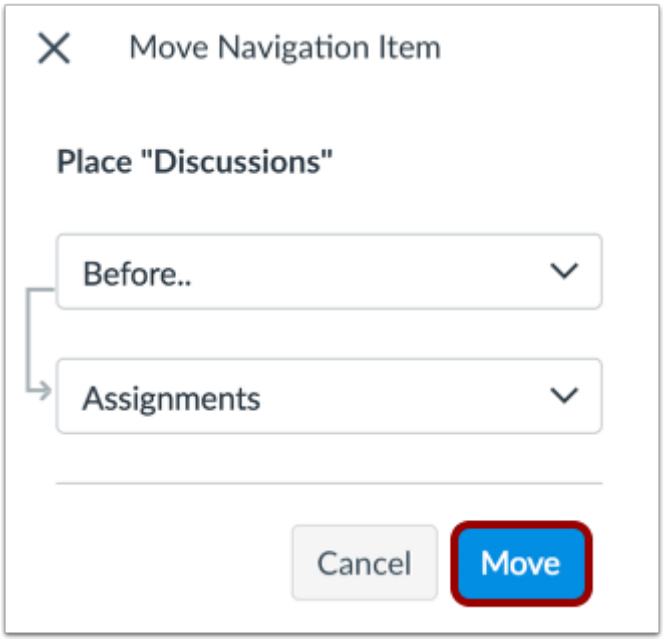
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the navigation link that should be before or after the link you are moving, as indicated by the option selected in the previous menu [2].

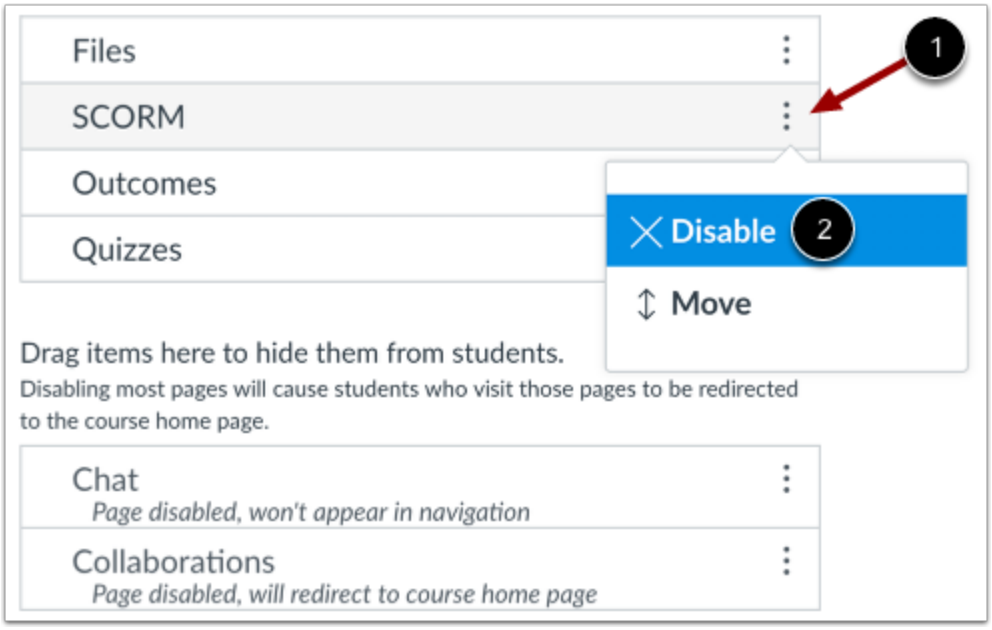
If you want to move the navigation link to another location, change the sidebar placement options as needed.

Move Navigation Item



Click the **Move** button.

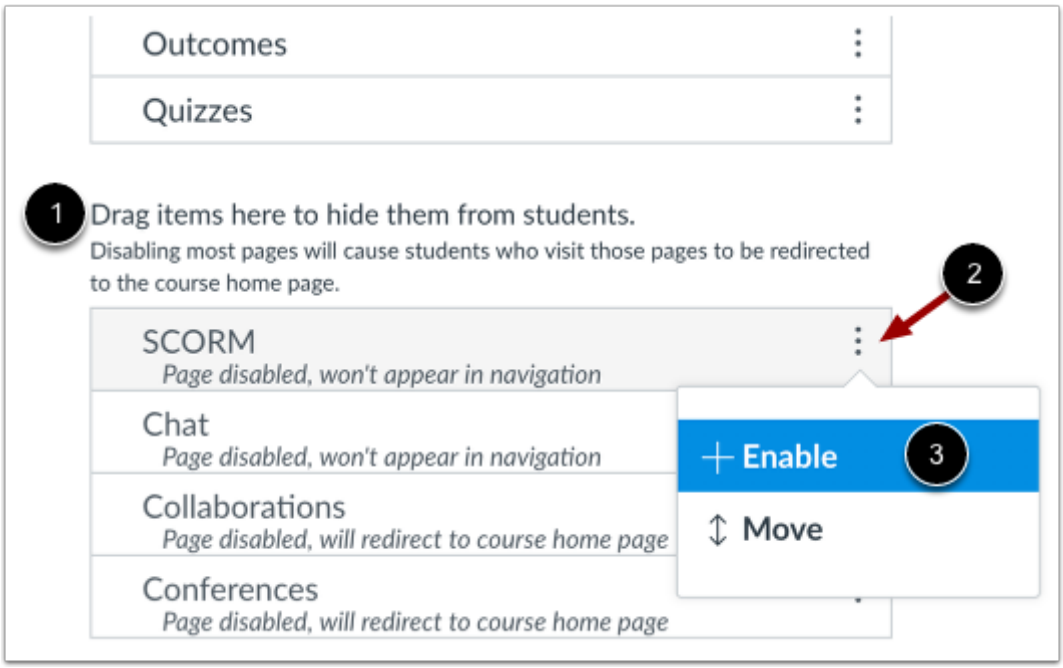
Hide Navigation Links



To hide a navigation link, click the link **Settings** icon [1] and select the **Disable** option [2].

You can also drag and drop the link to the hidden section at the bottom of the page.

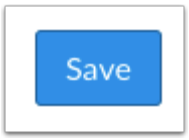
Enable Navigation Links



To enable a link in the hidden section [1], click the **Settings** icon [2] and click the **Enable** button [3].

You can also drag and drop the link above the hidden section.

Save Navigation



Click the **Save** button.

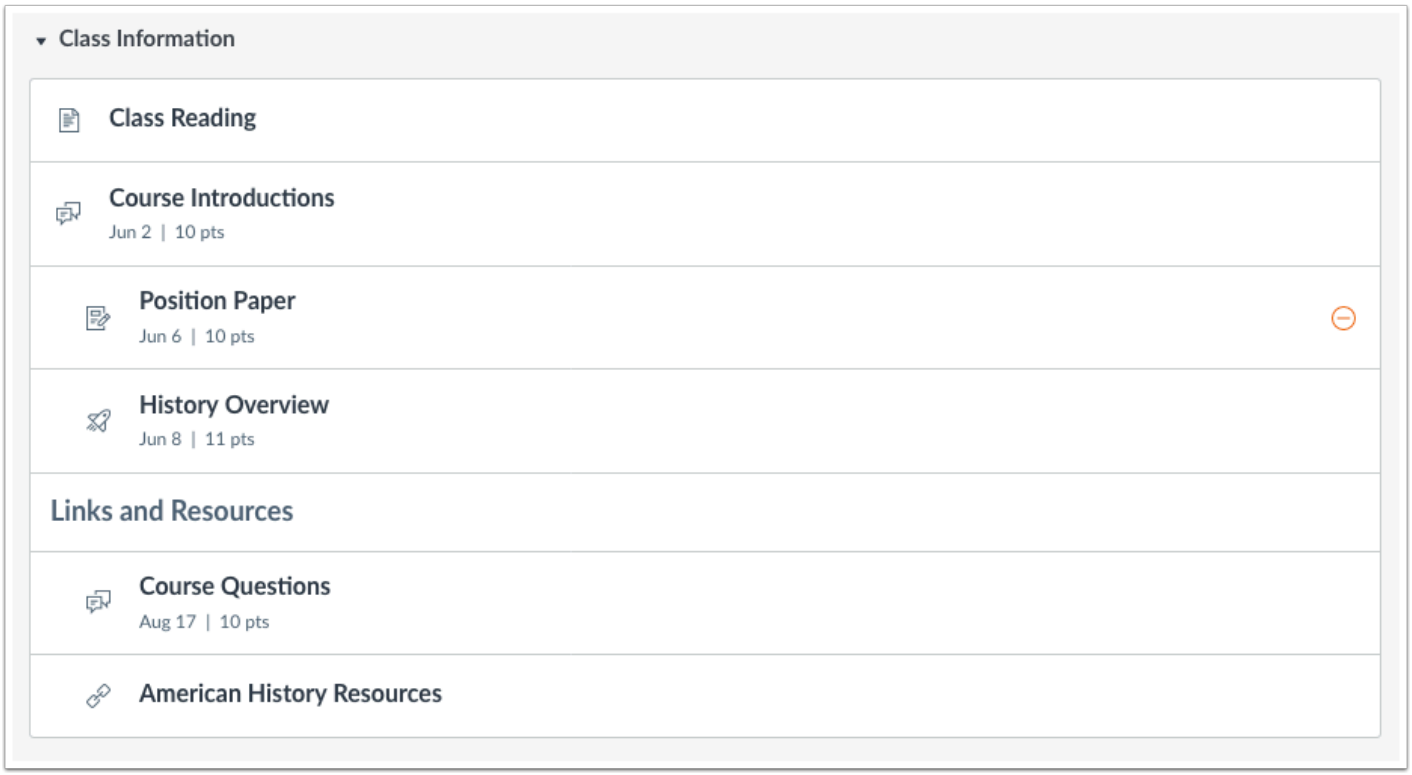
What layout options are available in the Course Home Page as an instructor?

The Course Home Page is associated with the Home link in Course Navigation and is the first page seen for each course. Each Course Home Page can have one of five different layouts depending on your preference.

Each Course Home Page layout also includes specific items in the sidebar, in addition to the To Do list.

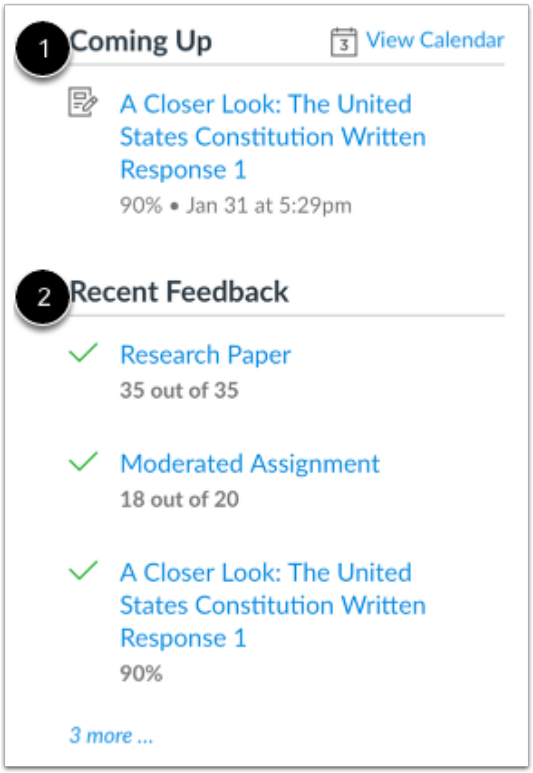
The Course Home Page defaults to the Modules page, but you can change the Course Home Page. Additionally, all Course Home Page layouts can display recent announcements at the top of the page. However, only text and links are displayed for each announcement.

View Course Modules



Course Modules organizes the course into modules, or sections. Modules helps outline the course and shows the assignments or tasks required throughout the course.

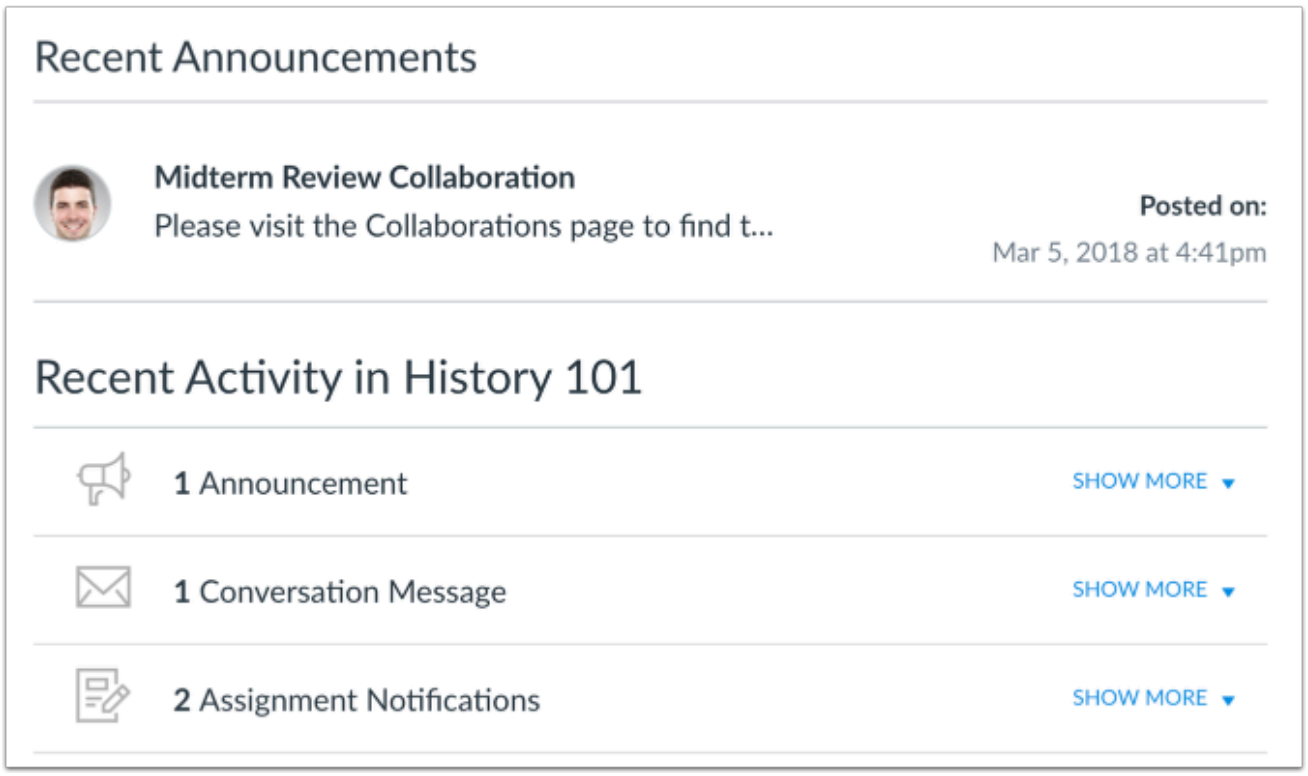
View Sidebar Items



If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

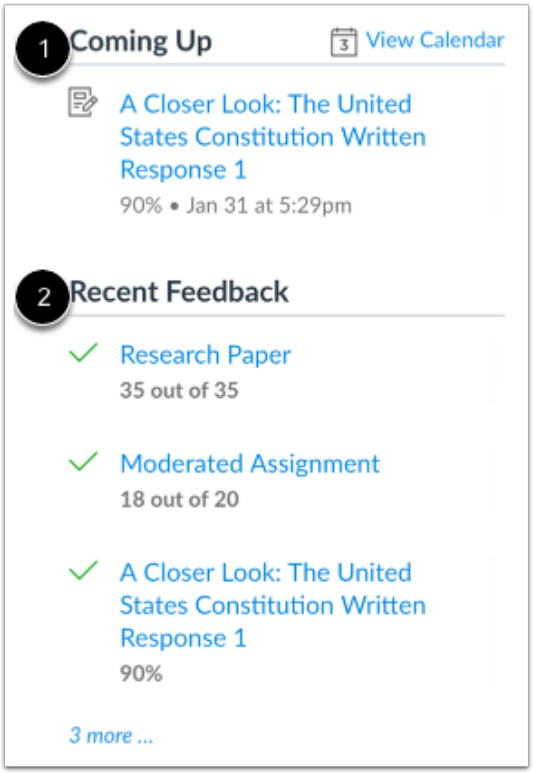
- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)

View Course Activity Stream



The Course Activity Stream lets users see the most recent activity and interactions for this course. It is very similar to the recent activity stream in the Dashboard but only shows content for the specific course.

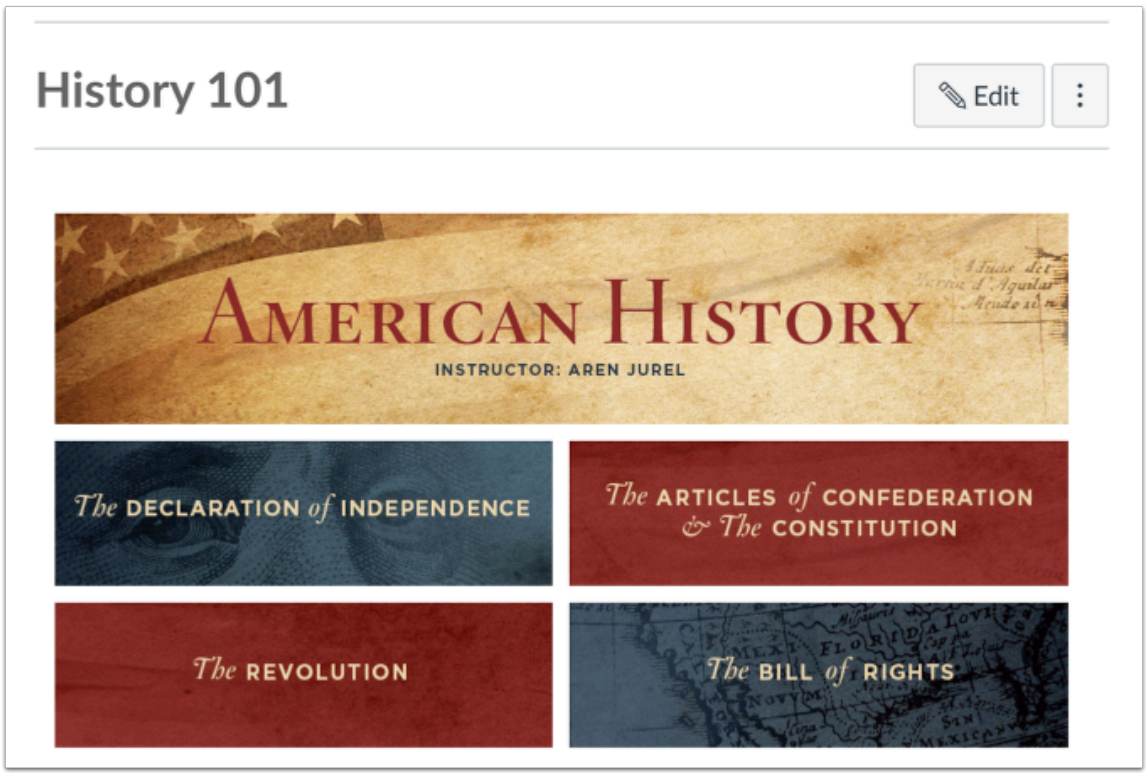
View Sidebar Items



If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)

View Pages Front Page

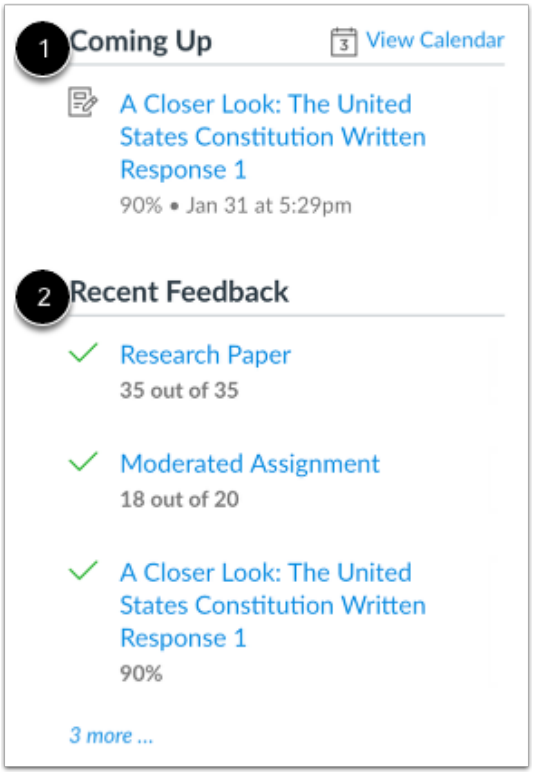


The Pages Front Page allows instructors to design the course home page and include links, images, or rich media. Students will be able to interact with the content added to this page.

The Front Page is also indicated on the Pages Index Page. Students can also view Pages in Course Navigation if the Pages link is shown in the course.

Additionally, all Course Home Page layouts can show recent announcements at the top of the page.

View Sidebar Items



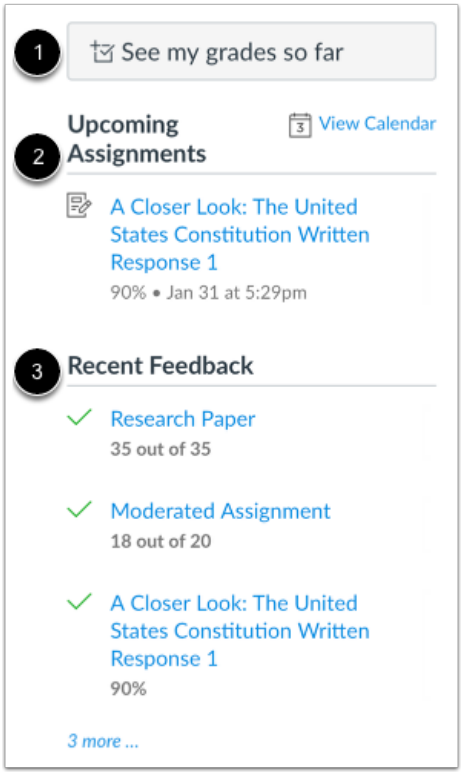
If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)

View Assignment List

The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page. Users can click the link of the assignment to view more details.

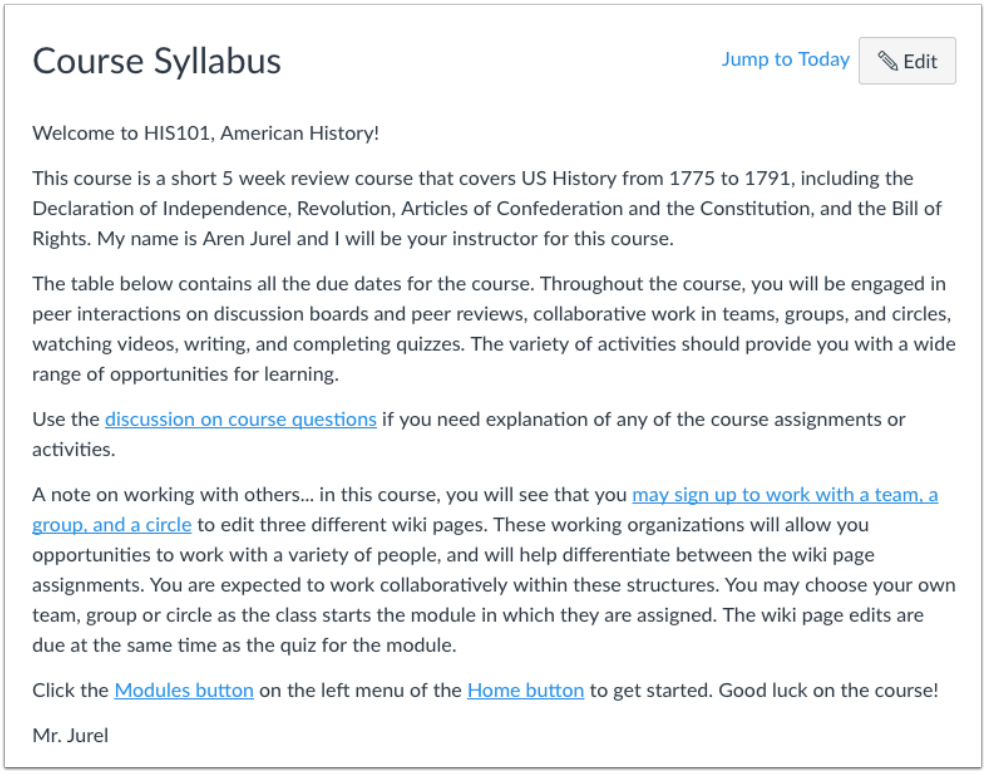
View Sidebar Items



If your Home Page is set to view the Assignments List, in addition to the To Do list, the sidebar displays:

- a link to view grades in the course (students only) [1].
- the **Upcoming Assignments** section [2], which shows the list of assignments coming up in the course schedule. Upcoming Assignments items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).

View Syllabus



Course Syllabus

Jump to Today Edit

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.

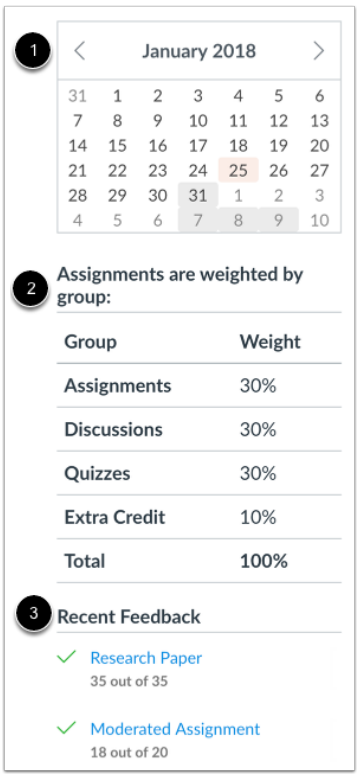
Click the Modules button on the left menu of the Home button to get started. Good luck on the course!

Mr. Jurel

The Syllabus may include a description of course expectations or introduce the course with links, images, or other content. The Syllabus also automatically populates a calendar view of all assignments and course events as they are added or modified in the course.

The Syllabus can also be viewed in Course Navigation.

View Sidebar Items



If your Home Page is set to view the Syllabus, in addition to the To Do list, the sidebar displays:

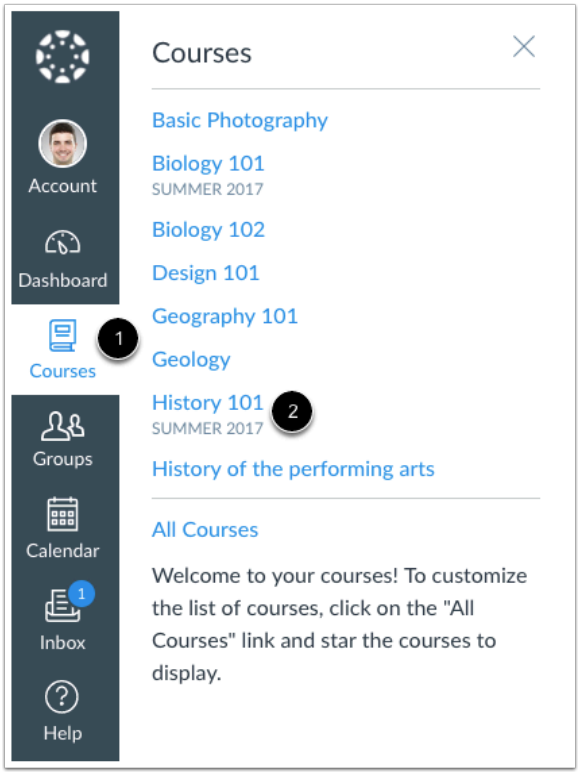
- a mini version of the course calendar [1].
- notice of any weighted course assignments [2].
- the **Recent Feedback** section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).

How do I change the Course Home Page?

You can change your Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus.

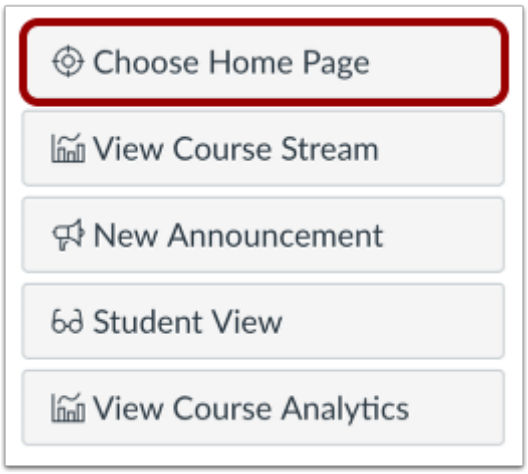
Note: You must set a Front Page before selecting the Pages Front Page option. Additionally, only Published pages can be set as the Front Page.

Open Course



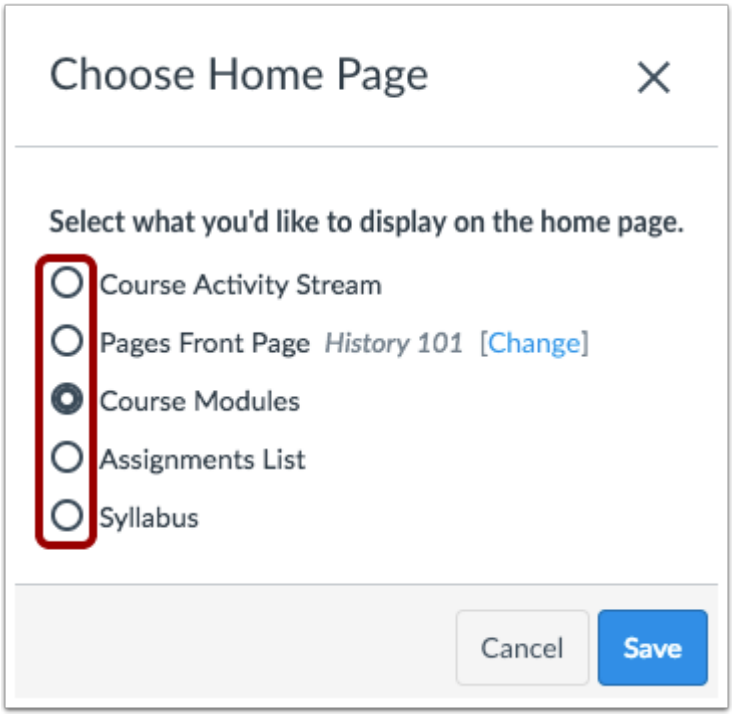
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Choose Home Page



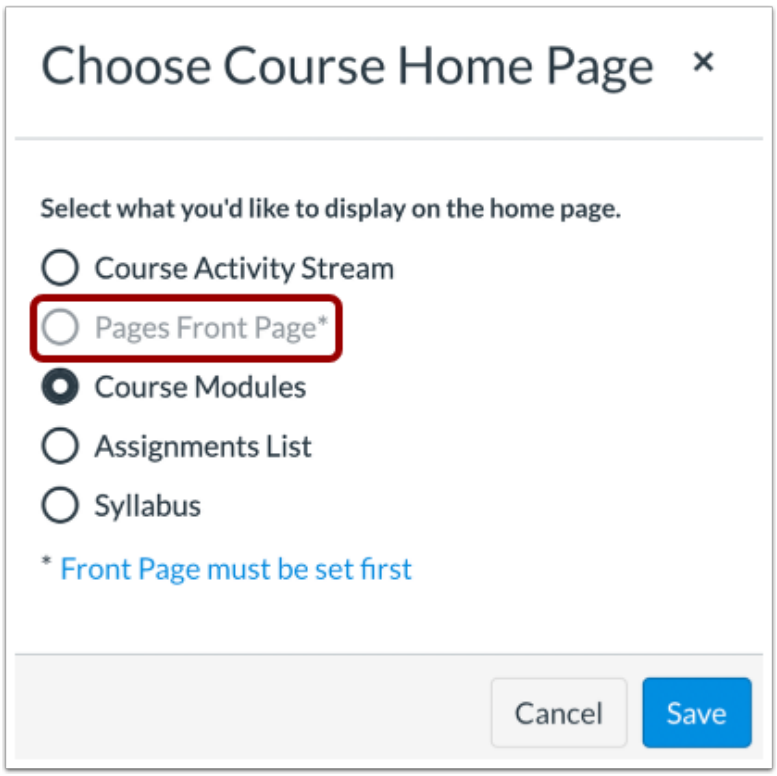
In the Home Page sidebar, click the **Choose Home Page** button.

Select Home Page Layout



Click the radio button next to the Home Page layout you prefer.

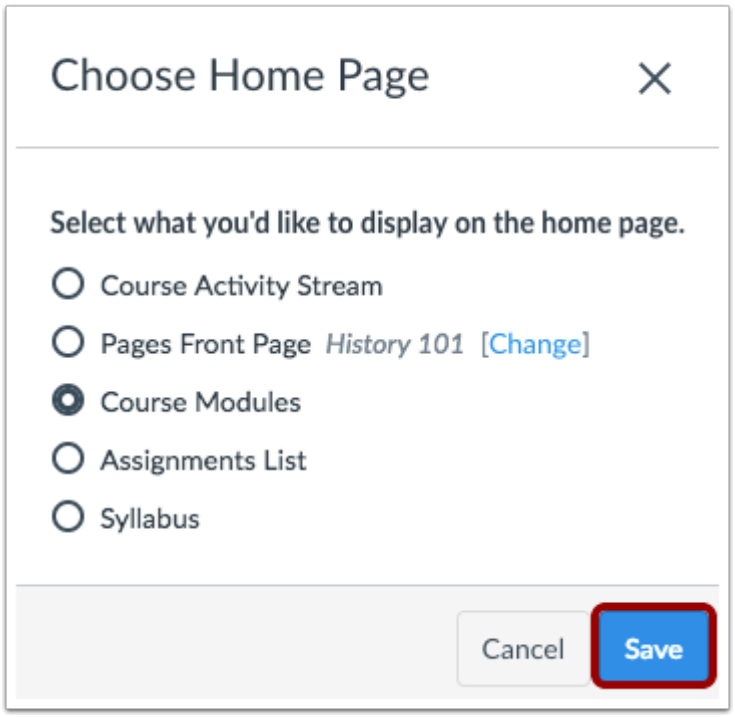
Set Front Page



If you want to select a Pages Front Page but the link is grayed out, you must first set a Front Page.

Note: Only Published pages can be set as the Front Page. Make sure the page you want to set as the Front Page is published.

Save Home Page Layout



Click the **Save** button.

How do I use the Course Activity Stream as an instructor?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the Global Activity Stream in the Dashboard when you first log in to Canvas.

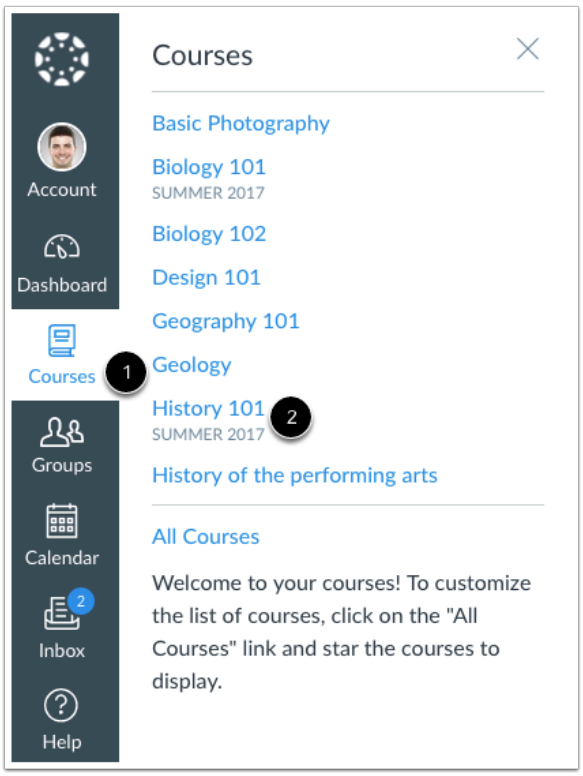
The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

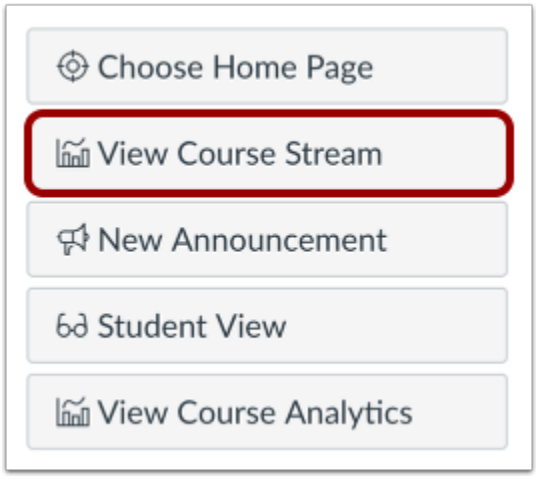
- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the **Notify users that this content has changed** button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

Open Course



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

Open Course Activity



In the Home Page sidebar, click the **View Course Stream** button.

Note: If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

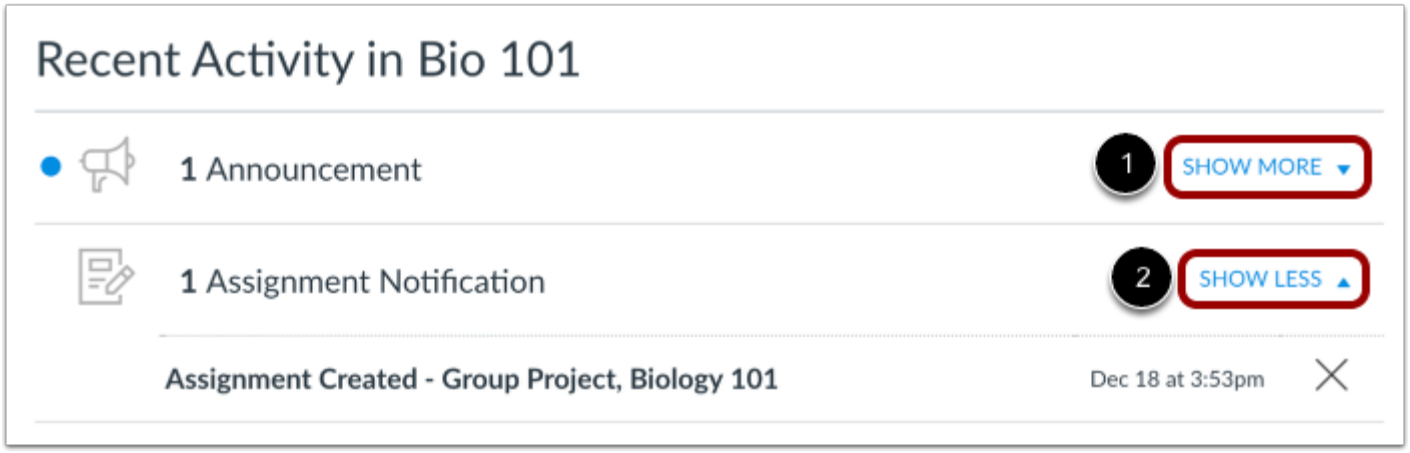
View Course Activity

The Course Activity Stream contains recent notifications in the course, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your course and easily ask questions and post to discussion forums. Unlike course cards on the Dashboard, the activity stream does not mimic visibility of Course Navigation links.

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon for the activity [1]. New activity in your account is indicated by a blue dot [2]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

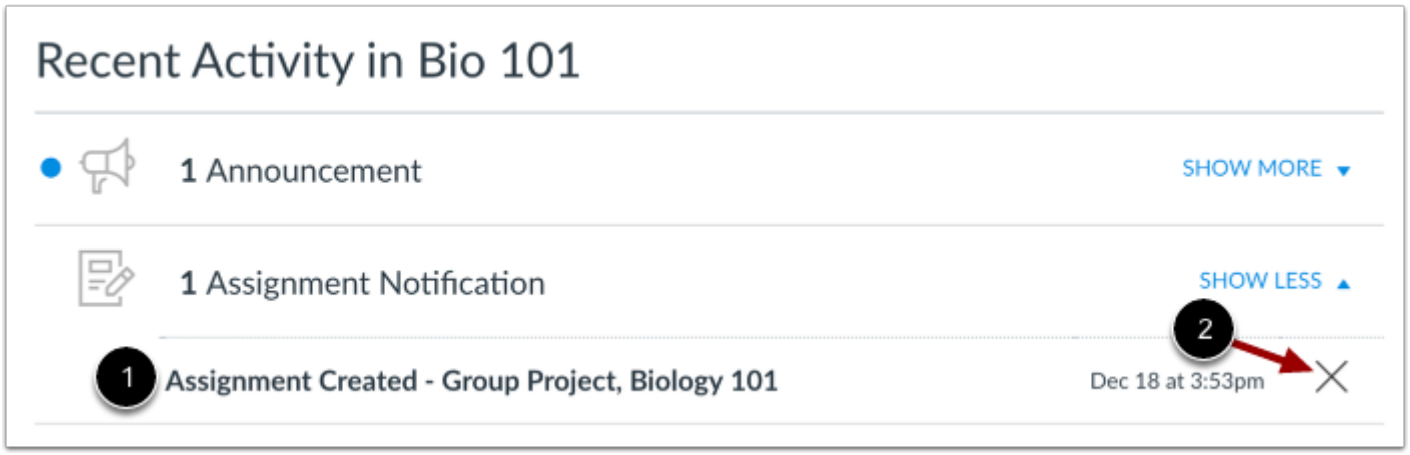
Note: To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Expand and Collapse Notifications



You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity



You can directly access your recent activities by clicking the activity link [1]. To remove a notification, click the **remove** icon [2].

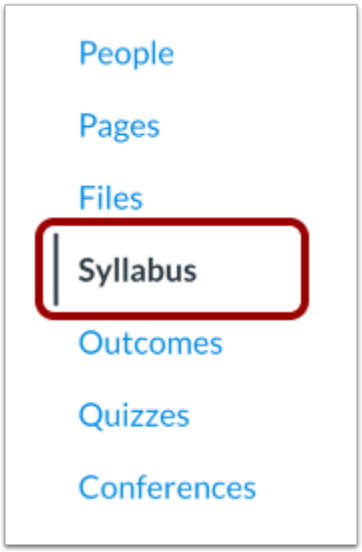
How do I use the Syllabus as an instructor?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can also set the syllabus as your course home page.

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the public course index.

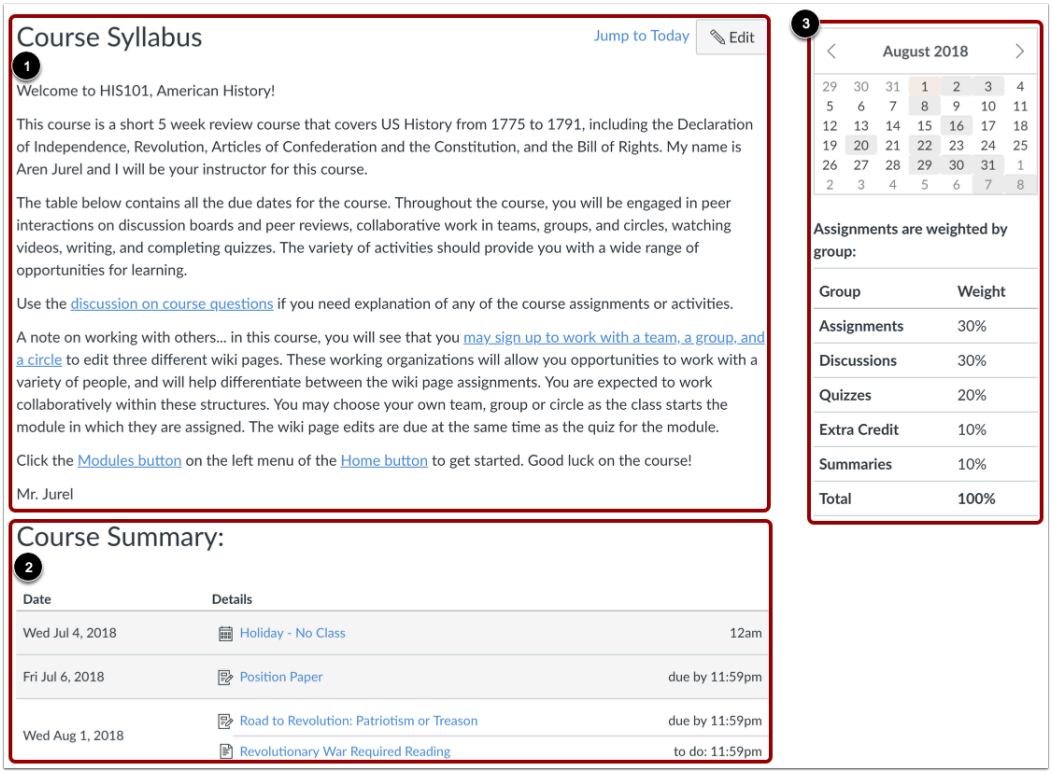
The Syllabus is automatically generated based on Assignments and Events within a course. It can only be changed by editing or deleting the Assignments or Events. All assignments (unpublished and published) are listed in the syllabus for instructors.

Open Syllabus



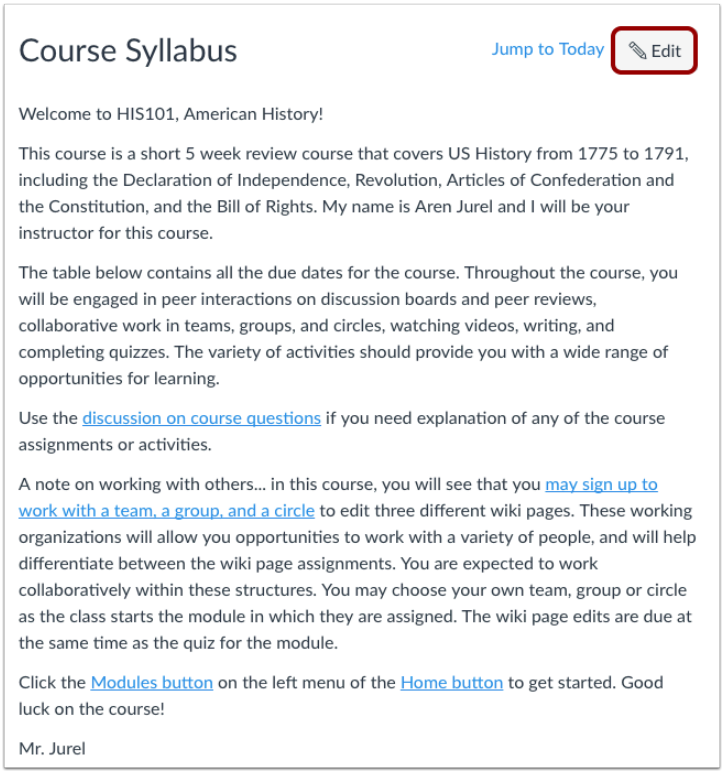
In Course Navigation, click the **Syllabus** link.

View Syllabus



The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].

View Syllabus Description

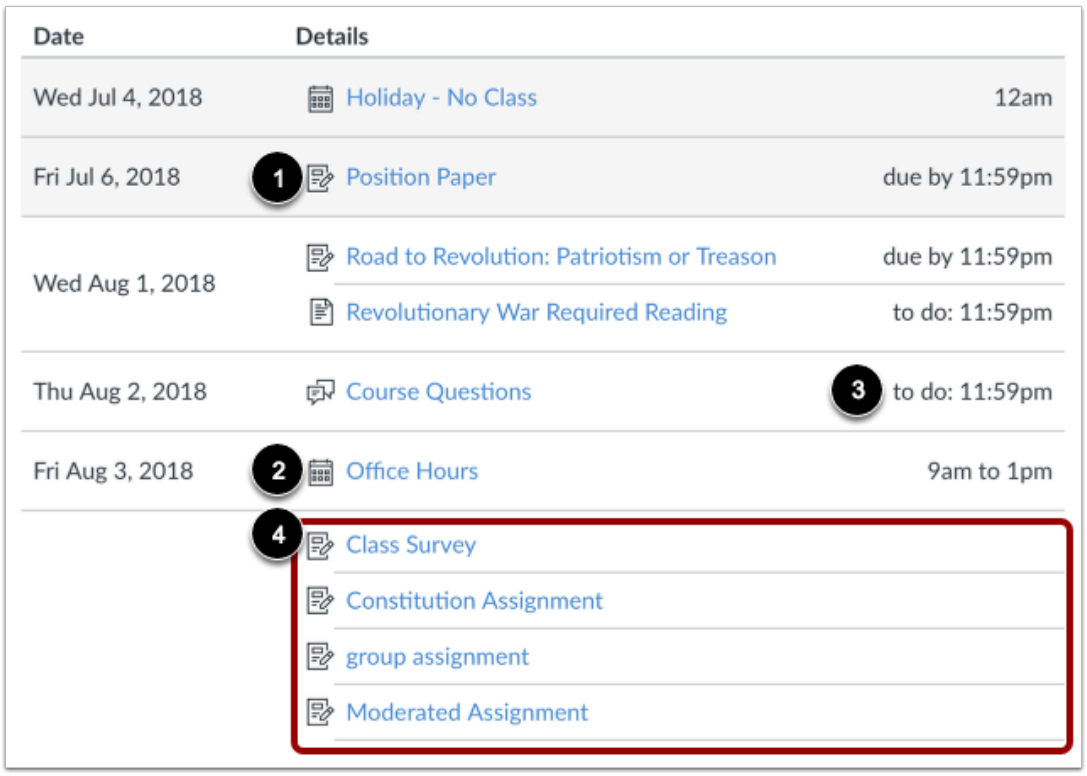


The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

You can also link to your Syllabus by uploading it into Course Files as a PDF and linking it in the content selector. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

To edit the Syllabus, click the **Edit** button.

View Syllabus Table

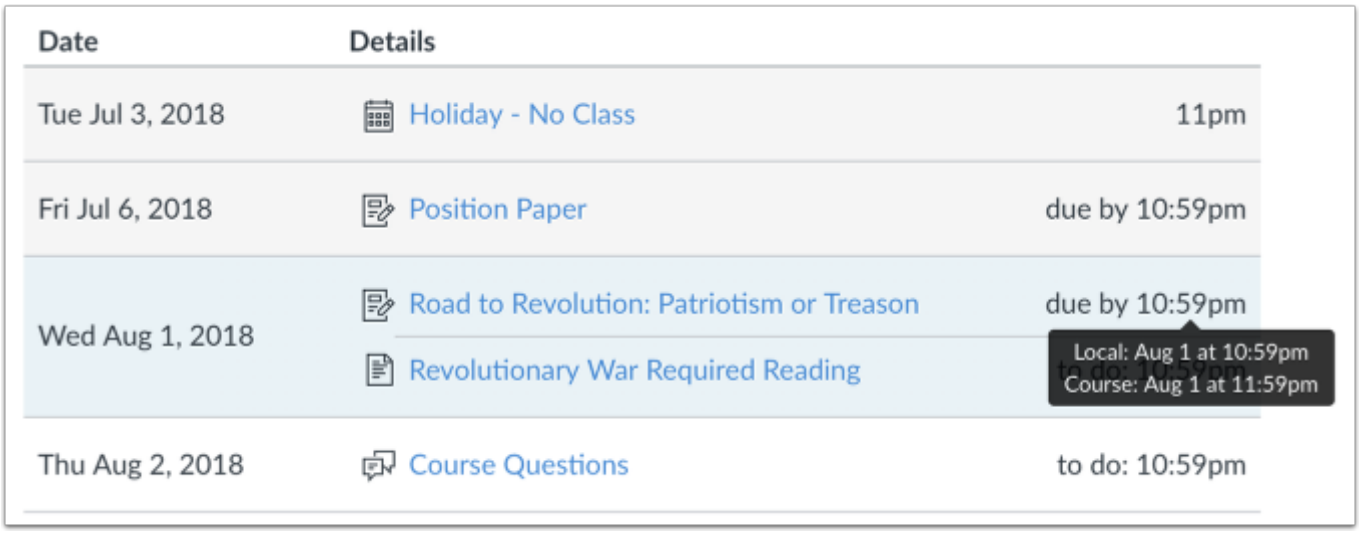


The Syllabus is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date in the syllabus [3]. All assignments (unpublished and published) are listed in the syllabus for instructors, but students only see published assignments.

Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

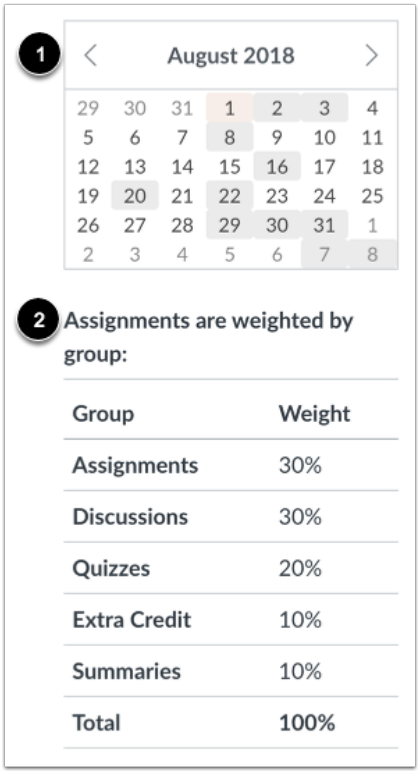
Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items are listed in alphabetical order [4].

View Time Zones



If you have set a specific time zone in your User Settings, all course dates and times will display in your local time, but if you hover over the time, you can also see the course date and time.

View Sidebar



The sidebar section displays information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.

The sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

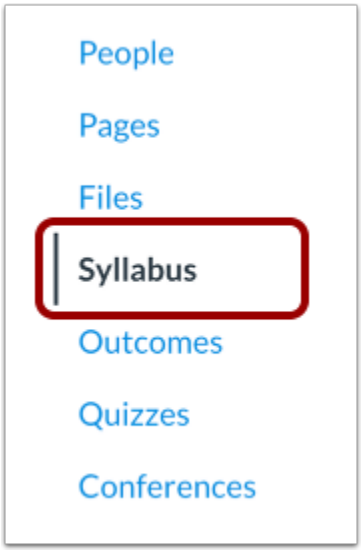
If your course includes weighted assignment groups, the sidebar also shows the percentages of each group [2].

How do I edit the Syllabus description in a course?

Editing the Syllabus allows you to add text and link files, images, and other course content in your Syllabus Description.

Notes: Image files do not have a preview option when added as a file link through the Rich Content Editor.

Open Syllabus

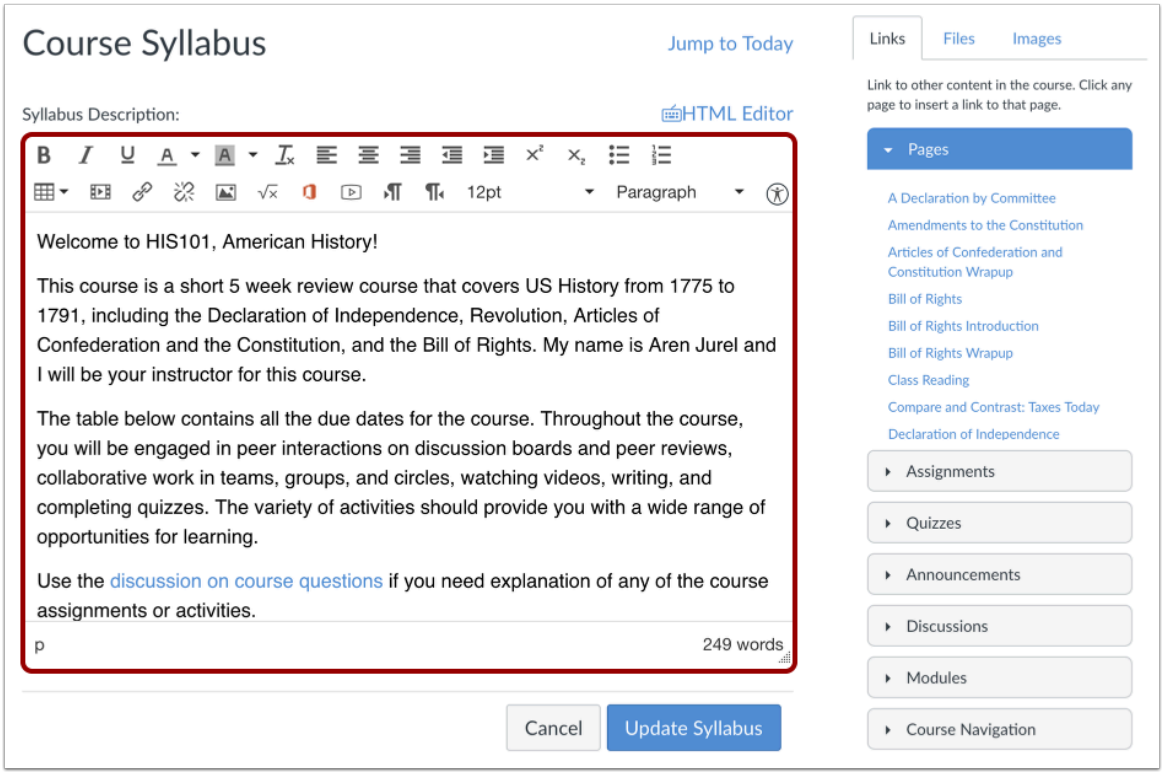


In Course Navigation, click the **Syllabus** link.

Edit Syllabus Description

Click the **Edit** button.

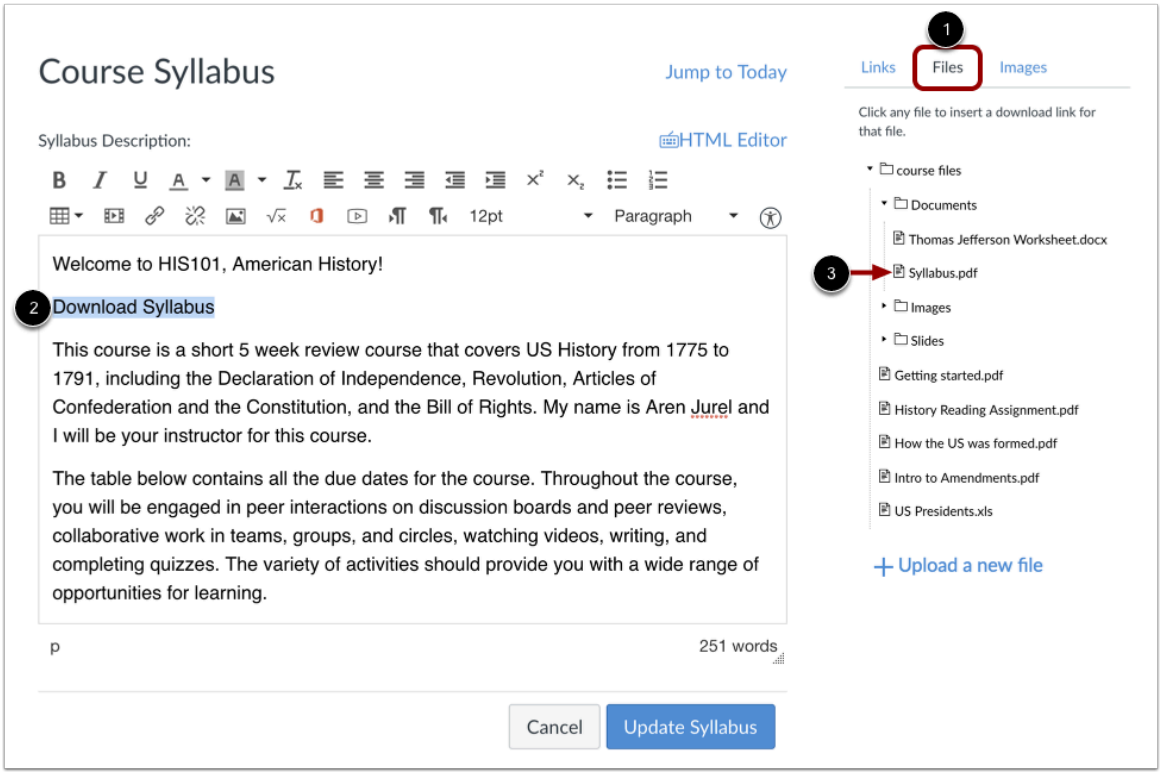
Edit with Rich Content Editor



Edit the syllabus description using the Rich Content Editor.

You can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information in the Syllabus Description. 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 use the Rich Content Editor to embed videos and input HTML.

Add Files

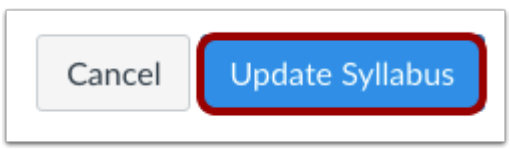


To add a PDF or Word document to your syllabus, view the Content Selector and click the **Files** link [1]. You can upload a new file or select files you have uploaded previously.

In the Rich Content Editor, highlight the text where you want to apply the file link [2]. Click the file in the Content Selector [3]; in the Rich Content Editor, the text will turn blue noting the link is downloadable. Canvas will automatically create a preview of your document so that users don't have to download it before reading it.

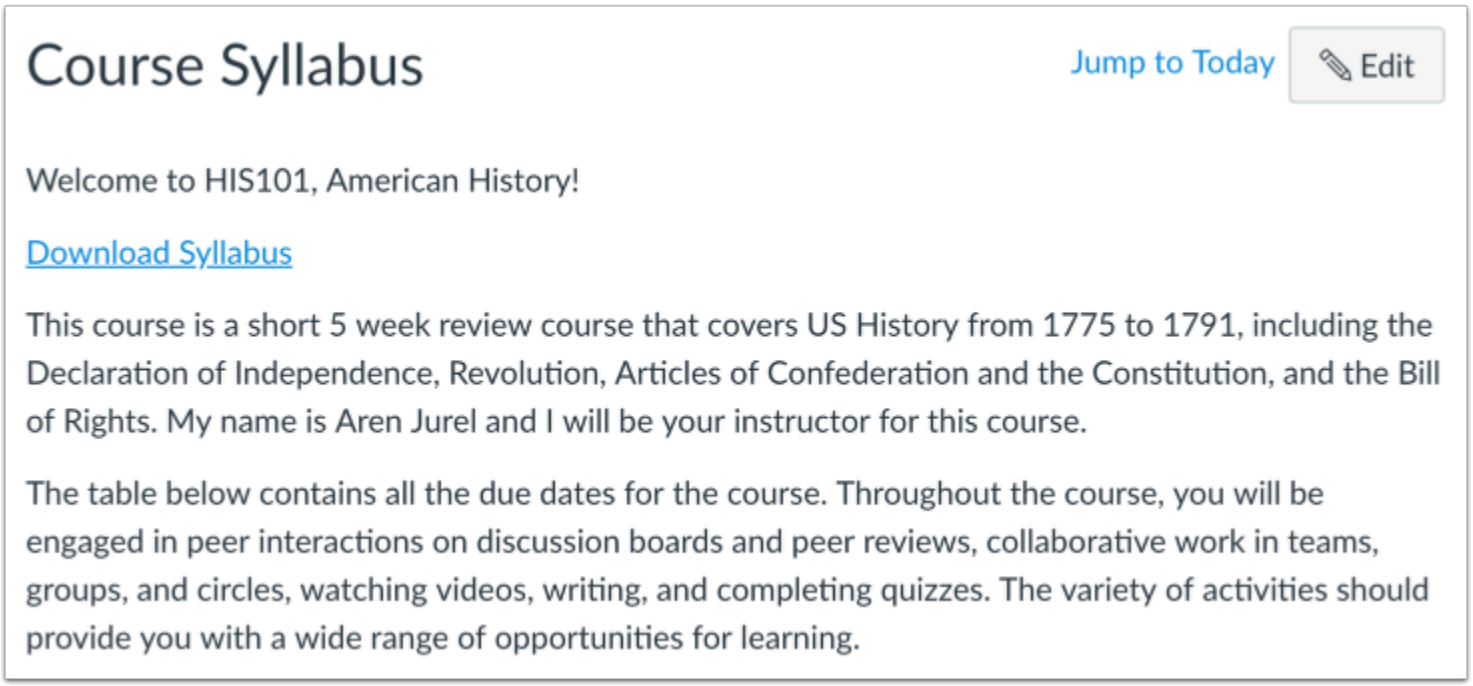
Note: To remove the document, click and highlight the text in the Rich Content Editor, and then press delete (MAC) or backspace (PC).

Update Syllabus



Click the **Update Syllabus** button.

View Syllabus



View the syllabus description.

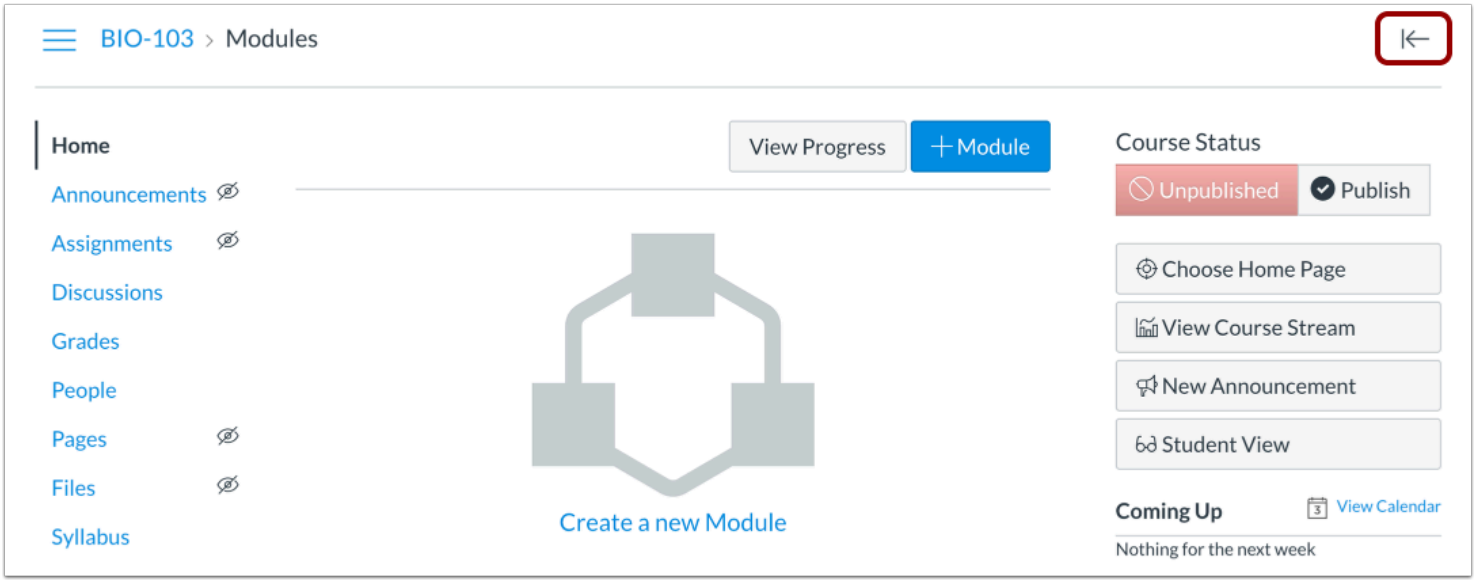
Courses and Sections

How do I use the Course Setup Checklist?

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

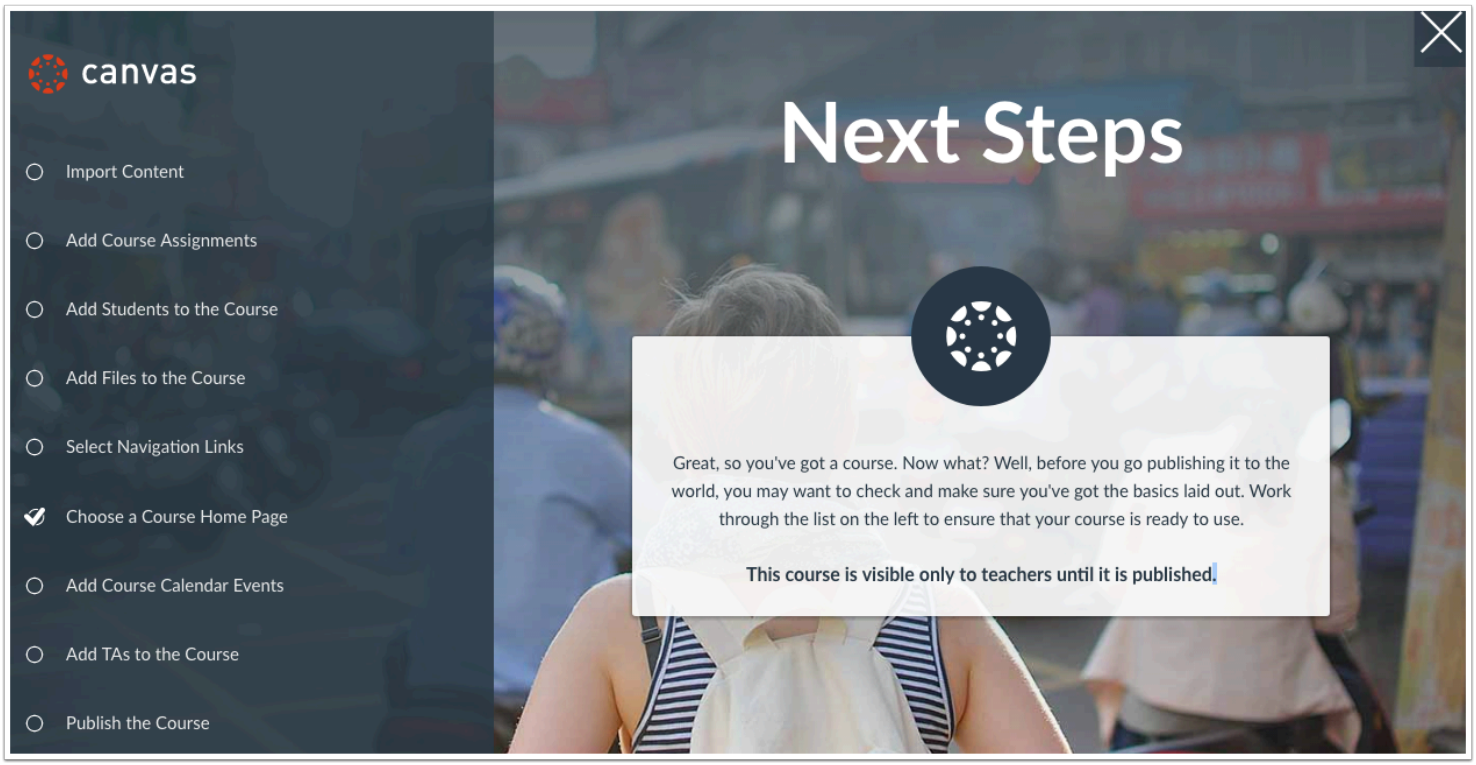
Note: If your course does not include a Setup Checklist, your institution has enabled the Canvas course setup tutorial instead, which displays in the Course Home Page and each index page in Course Navigation.

Open Course Setup Checklist



In the Course Home Page, click the **Expand** icon.

View Course Setup Checklist



The Course Setup Checklist will help you create a new course in Canvas. Open the checklist by clicking the Course Setup Checklist button. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add users, such as students and TAs, to the course via the People page
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Publish the course, which will automatically send invitation emails to any students you have already added to the course (you may not have permission to complete this step; your institution may publish your course for you)

Note: Once your course contains a graded submission, you cannot unpublish your course.

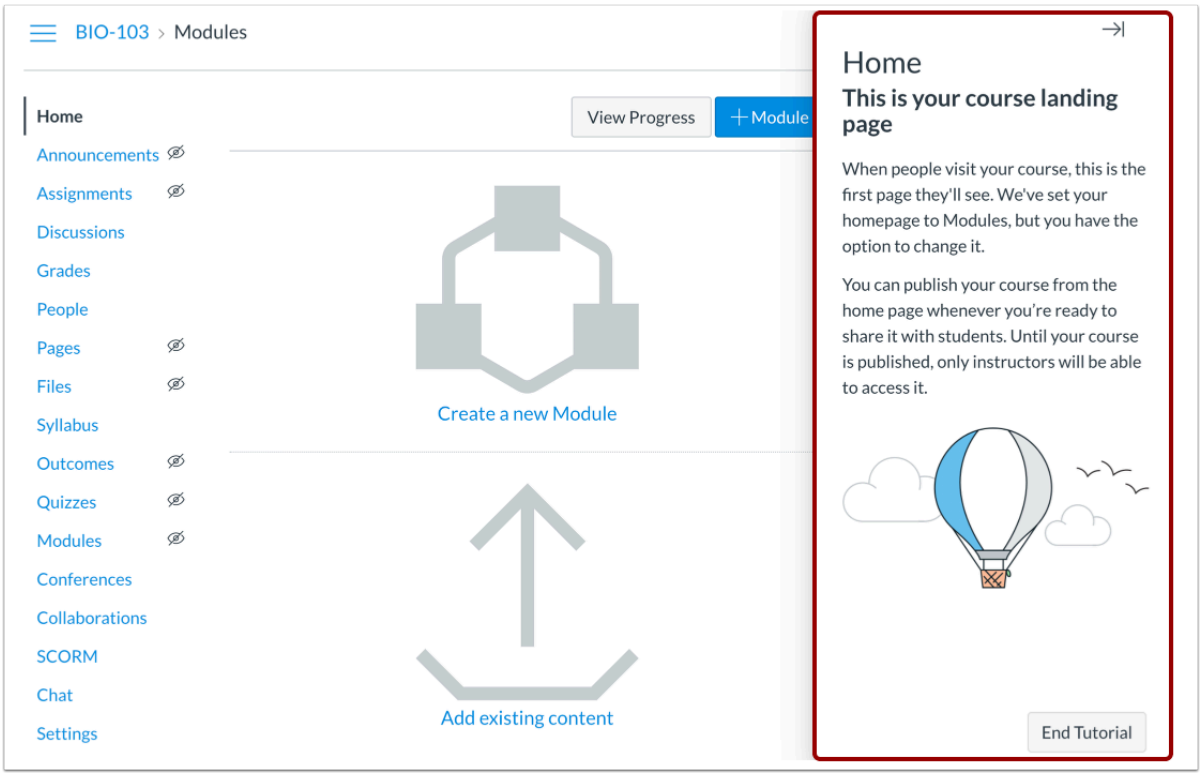
How do I use the Canvas course setup tutorial as an instructor?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. Instructor tutorials help you become familiar with Canvas and learn how to create a course easily.

Notes:

- This feature is currently an account opt-in feature. If the course tutorial is not available in your course, your institution has not enabled this feature.
- If the course tutorial is available to you, you can close the course tutorial at any time. If you want to reenable the course tutorial, you can enable the tutorial as a user feature option in User Settings.
- If your course is set as a blueprint course, the course setup tutorial does not display in blueprint courses.

View Tutorial

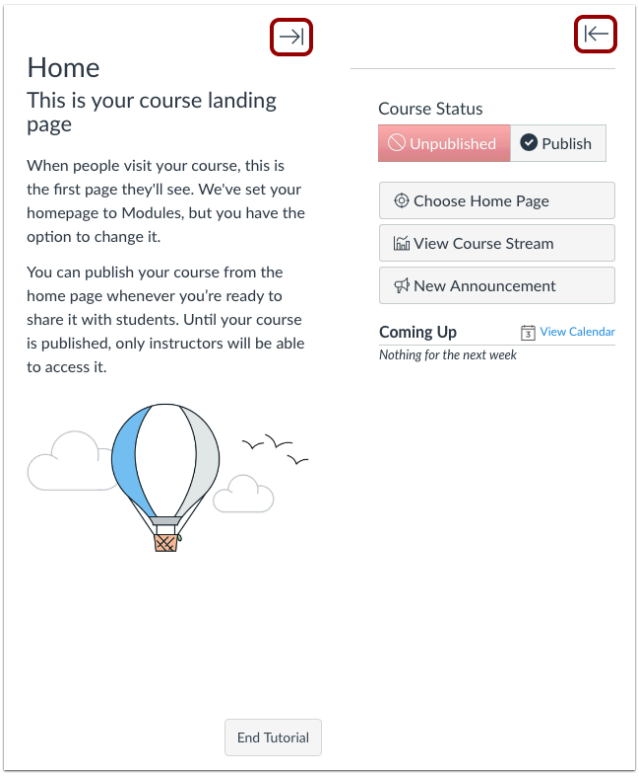


When you open a new course, the course defaults to the Home Page. The page will also expand the Home Page tutorial. The Home Page tutorial tells you the purpose of the page and what to do next.

View Home Page

The Home Page defaults to the Modules layout, but you can change the Home Page to any other layout option. If you want to use Modules as your home page, you can easily create a new module or add existing content to create module items.

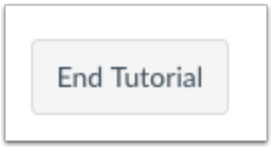
Collapse Tutorial



Each Canvas index page in the Course Navigation Menu includes a tutorial except for the Outcomes tab. By default, the tutorial is expanded in each page. Once you read the content in the tutorial, you may want to collapse the tutorial as some pages contain content behind the tutorial. The state of the tutorial is persistent across Canvas pages, so if you collapse the tutorial in one page, it will stay collapsed until expanded again.

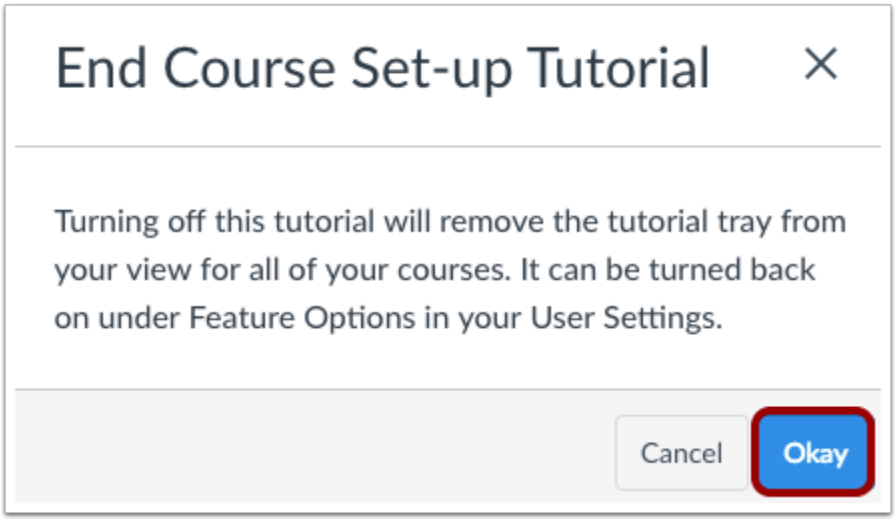
To expand or collapse the tutorial, click the arrow icon.

End Tutorial



To end the tutorial at any time, click the **End Tutorial** button.

Note: Ending the tutorial means that the tutorial will no longer display in any of your courses.



Click the **Okay** button.

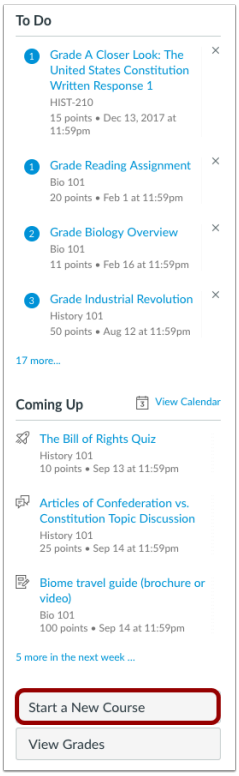
How do I start a new course from the Dashboard as an instructor?

If you are allowed to add new courses in Canvas, you can start and create a new course from the Dashboard. New courses are created as course shells to host courses for your institution. However, some institutions will have this option disabled and instead provide courses to faculty automatically via SIS (student information system) imports.

When you create a course from the Dashboard, you will be added to the course as an instructor automatically.

Note: If you are not able to start a course as shown in these instructions, your institution has disabled this feature. Contact your Administrator for assistance.

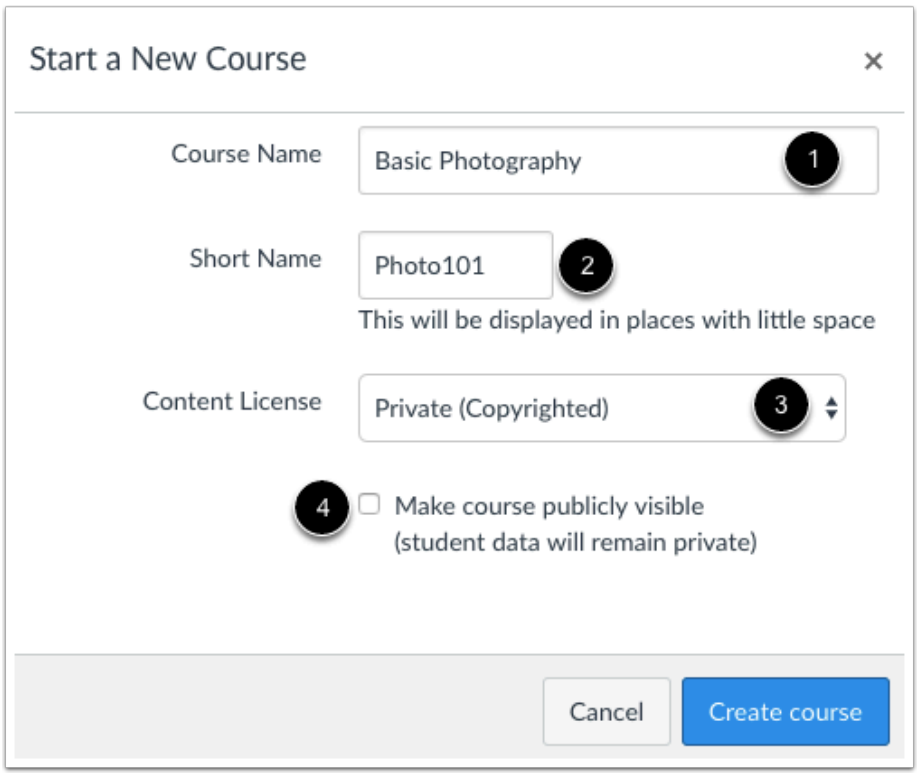
Start a New Course



In the Dashboard sidebar, click the **Start a New Course** button. You may need to scroll down to see this button.

Note: If you do not see this button in Canvas, your institution has disabled this feature.

Add Course Details



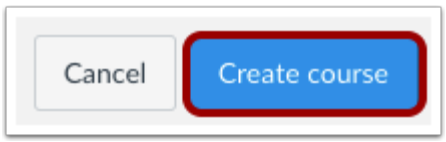
Add your course name by typing in the **Course Name** field [1].

If your course name is longer than 21 characters, you can create a course code in the **Short Name** field [2]. If your course name is too short to create a Short Name, a short name will automatically be created for you. The short name will be displayed at the top of the Course Navigation menu and in the course card in the dashboard. If you have permission to edit the course name, you may be able to change the course name and code later in Course Settings.

If you want to set a content license, select the content license drop-down menu [3]. This setting will help Canvas keep track of the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. You can also learn more about licenses and set the license at any time in Course Settings.

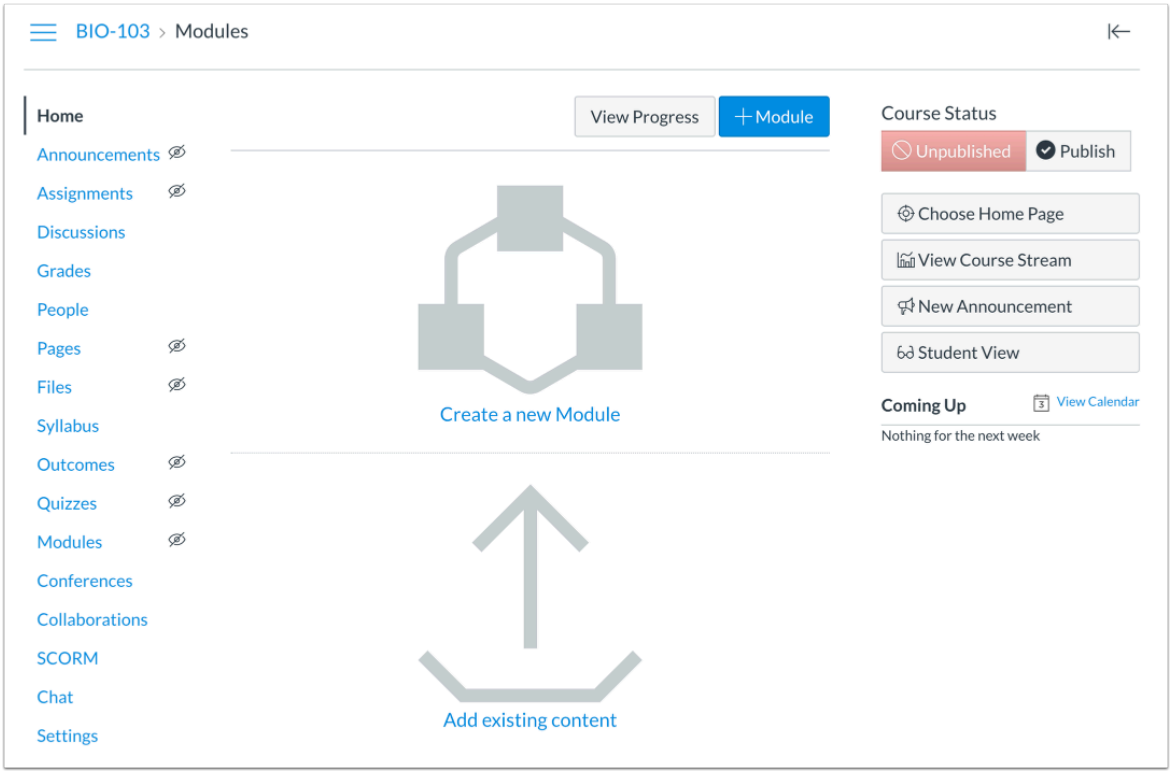
If you want to make the course publicly visible, click the **Make course publicly visible (student data will remain private)** checkbox [4]. This option will make the course public to anyone with the URL. You can change the course visibility setting at any time in Course Settings.

Create Course



Click the **Create course** button.

View Course



View the new course. Depending on your institution's preference, you can use either the Course Setup Checklist or the Canvas Course Setup Tutorial to populate your course at any time.

How do I delete a course as an instructor?

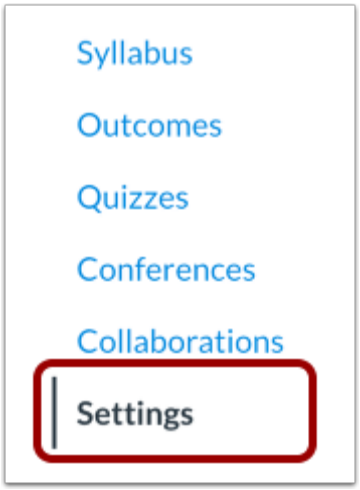
Once you delete a course, the course will be completely removed from your institution's account and will not be viewable by you, prior students, or the account administrator. We do not recommend deleting courses, especially if the course contains content and student data because you may need to access that information a later date.

If you only want to remove the course from Courses & Groups in the Global Navigation, you can change the course end date, or if you have permission, conclude your course instead.

Notes:

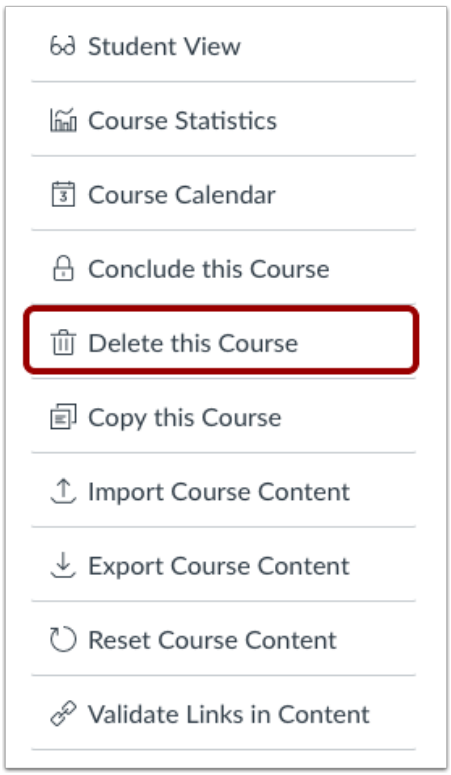
- Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).
- Deleting a course is a course permission for manually created courses only. If the Permanently Delete this Course button does not appear in Course Settings and your course was not generated through a student information system (SIS), this setting has been restricted for your course. If you are an instructor, contact your admin for assistance.
- Courses are not deleted from an account unless done so by you or another user at your institution.

Open Settings



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

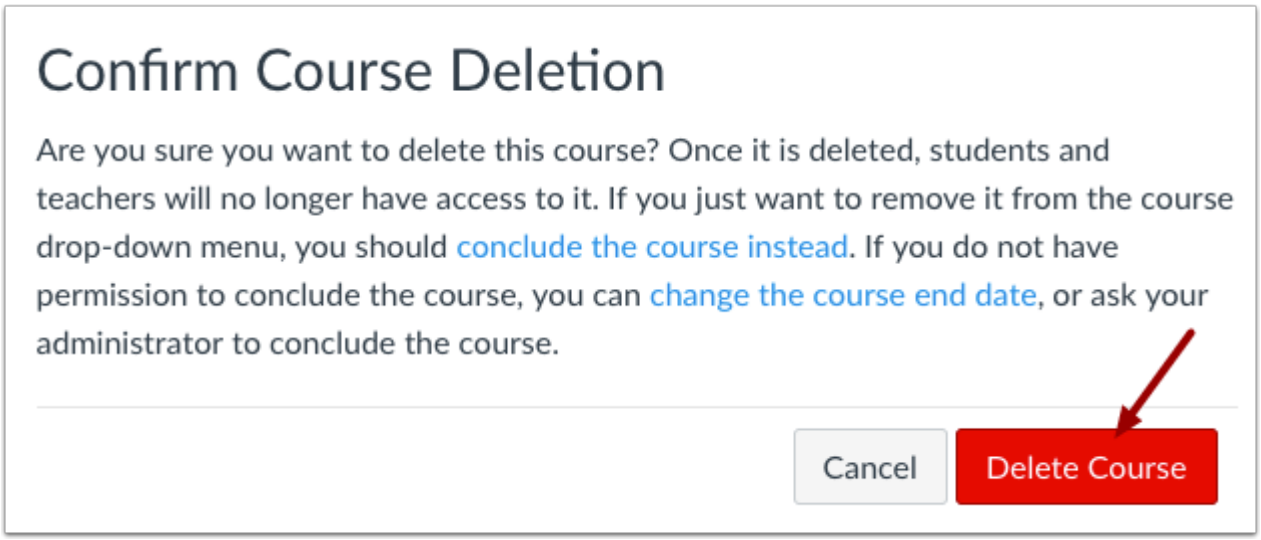
Permanently Delete Course



Click the **Delete this Course** link.

Note: Deleting a course is a permission enabled by your admin. If you do not see this button, you do not have permission to delete your course.

Delete Course



Click the **Delete Course** button.

Note: Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).

View Confirmation

View the confirmation message.

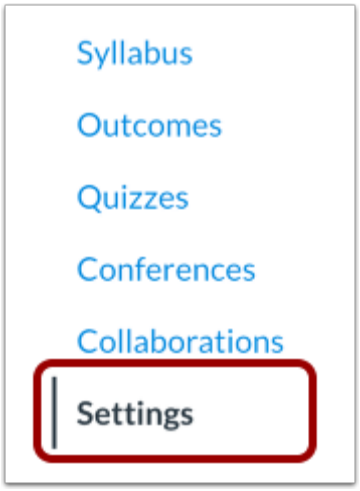
How do I add a section to a course as an instructor?

You can add a section to your course by editing your course Settings in Canvas. Sections help subdivide students within a course and offer section-specific options such as varied due dates for assignments, discussions, and quizzes. Sections also display for each student within the course People page and the Gradebook.

Sections can also be created for students who need extra time in a course, such as if a student has an incomplete grade.

Note: Sections may be added by your institution's student information system (SIS). Some course sections may have already been created for you.

Open Settings



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

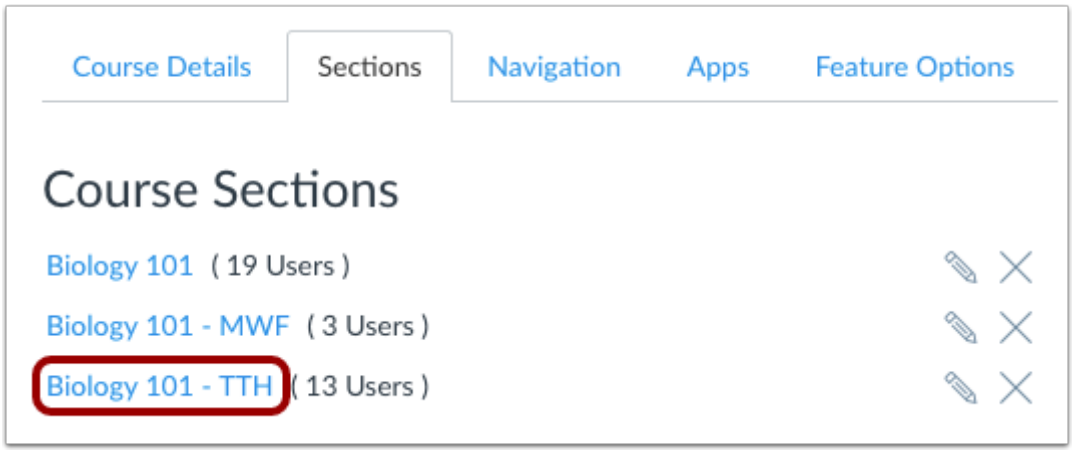
Open Sections

Click the **Sections** tab.

Add Section

In the section field [1], type the name of the new section. Click the **Add Section** button [2].

View Section



View the section in your course.

You can also choose to change section start and end dates if needed.

You can add additional sections if necessary. Multiple sections are ordered alphabetically.

Note: If a section was previously added via SIS, and you have permission to view SIS IDs, the section's SIS ID also displays in the Course Sections page.

How do I change the start and end dates for a course section as an instructor?

By default, sections inherit course dates set for your entire institution. If a course does not include specific dates, the section dates default to term dates. However, as an instructor, you may need to change the start and end dates for a course section. Dates can be shorter than or overlap the course or term dates.

Adding section dates may also affect the Courses page and the placement of the section's course in the Past, Current, or Future Enrollments list for students.

Limit User Participation Dates

You can set whether or not students can only participate in the section during the specified section dates using the Student Participation checkbox. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task for the course section. If you limit students to only be able to participate during the section dates, they can accept the course section invitation, access the course section, and look at content, but they cannot fully participate until the first day of the course for the section. When the course section is concluded, the course section is placed in a read-only state.

Section Override Dates

Section override dates are only created if the Student Participation checkbox is selected as part of creating section start and end dates (both dates are required). Students can participate in the course section before and after the start and end date, and participation will always be determined by the course dates. If a course does not include override dates, dates are determined by term dates.

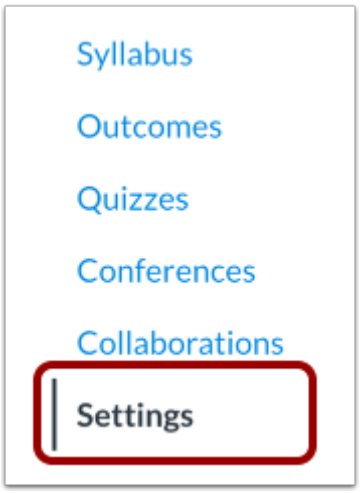
Dashboard Considerations

The Student Participation sections checkbox may also affect courses that have been marked as a favorite and display in the Dashboard. If a section includes an override date and the Student Participation checkbox is selected, students cannot participate in the course after the section end date, and the course will be removed from the Dashboard.

Moreover, if the Student Participation checkbox is not selected, the course will still display in the Dashboard as a favorite course after the section end date since the course section still allows participation as an active course. The course will not be removed until the course section is concluded via course/term dates. However, if the Student Participation checkbox is not selected for the section, the section dates determine the placement of the course section in the Past, Current, or Future Enrollments list regardless of the course/term dates.

Note: You can only change section end dates when your enrollment is active. Section dates cannot be changed once your enrollment has concluded for the course.

Open Course Settings

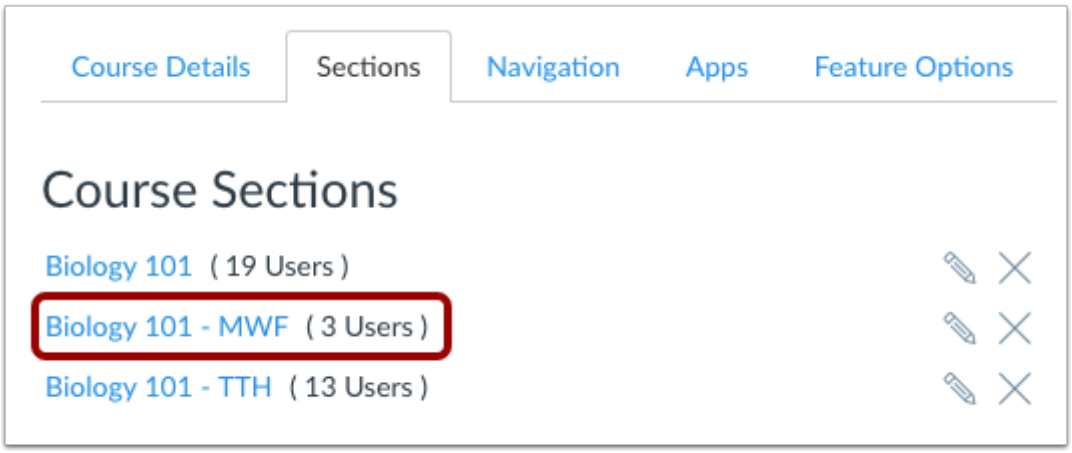


In Course Navigation, click the **Settings** link.

Open Sections

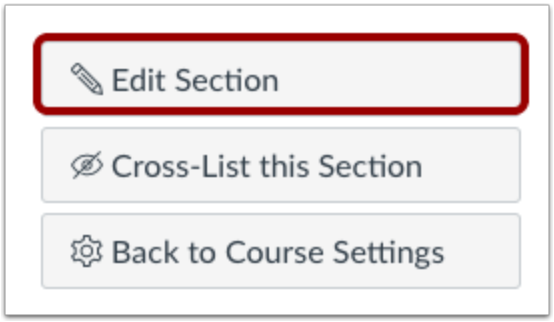
Click the **Sections** tab.

Open Section



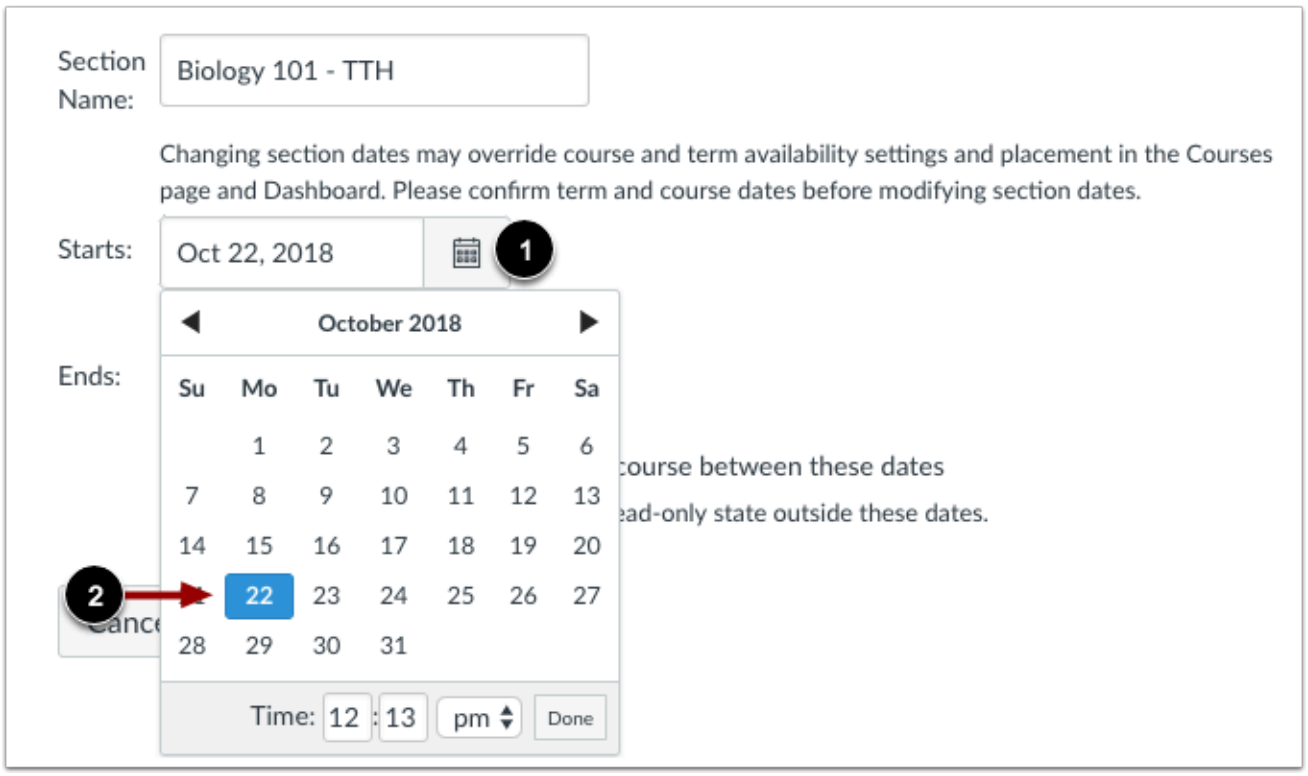
Click the name of the section.

Edit Section



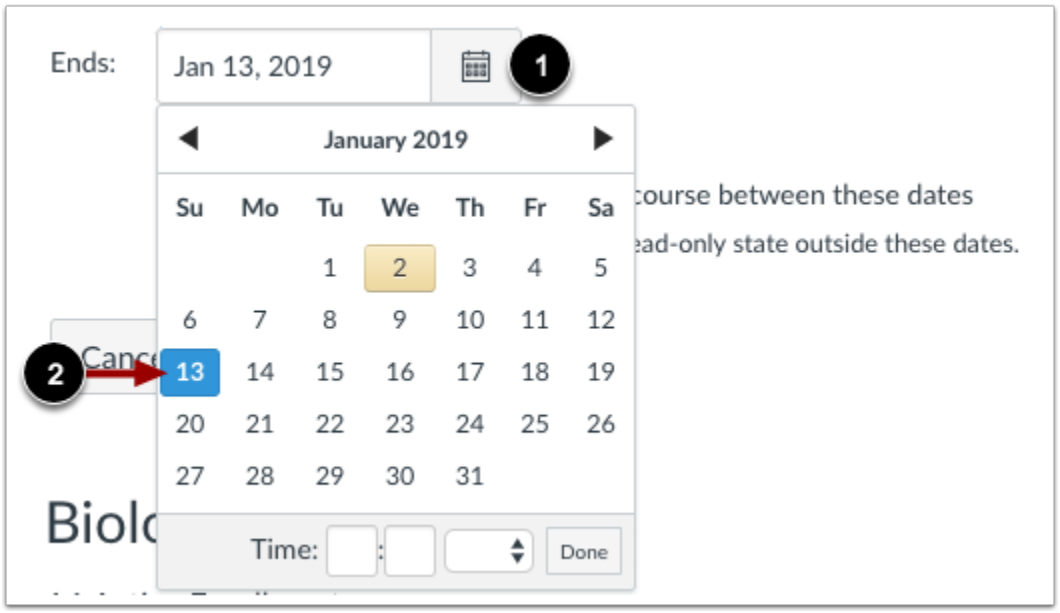
Click the **Edit Section** button.

Set Start Date



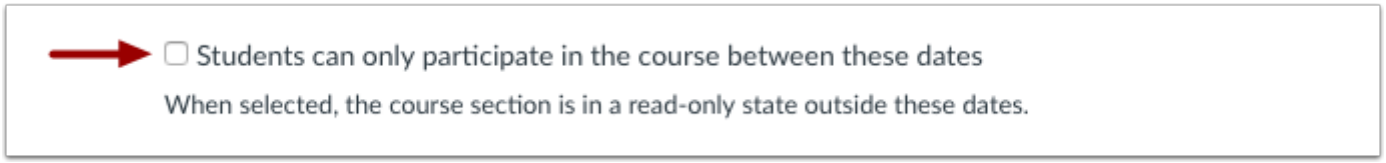
Click the **Starts** calendar icon [1]. Select a new start date for the section [2].

Set End Date



Click the **Ends** calendar icon [1]. Select a new end date for the section [2].

Limit Student Participation



If you do not want to let students participate in the course section outside of the section dates, select the **Students can only participate in the course between these dates** checkbox [1]. Selecting this checkbox creates a section override and overrides the course dates. Students can only participate in the course section between the section dates, and the course section will be in a read-only state outside the course section dates.

This checkbox only affects student and observer roles; all other roles default to term access dates.

Notes:

- Section override dates are only created if the Student Participation checkbox is selected.

- If the Student Participation checkbox is not selected, students can participate in the course section before and after the start and end date, and participation will always be determined by the course dates. If a course does not include override dates, dates are determined by term dates.
- When the Student Participation checkbox is not selected, the section dates determine the placement of the course in the Past, Current, or Future Enrollments list for students.

Update Section

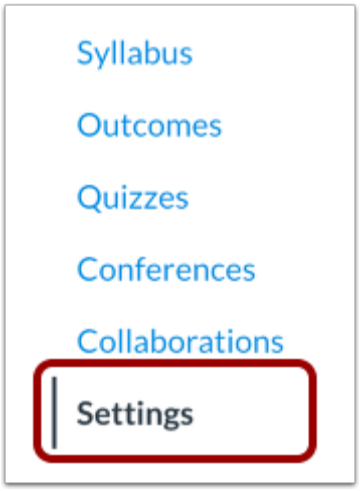
Click the **Update Section** button.

How do I change the name of a course section?

You can change the name of a section by editing your course Settings in Canvas.

Note: Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to change the section name.

Open Settings

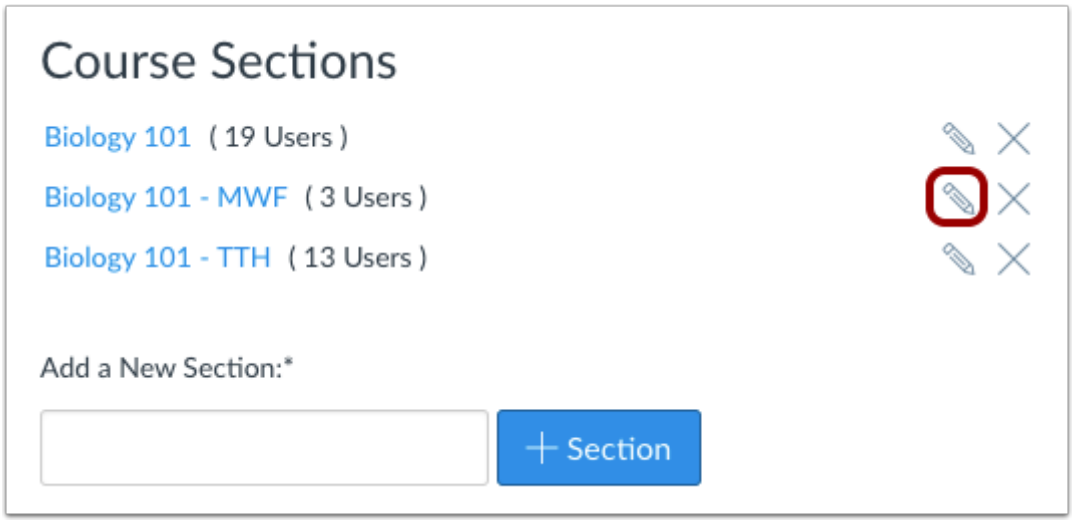


In Course Navigation, click the **Settings** link.

Open Sections

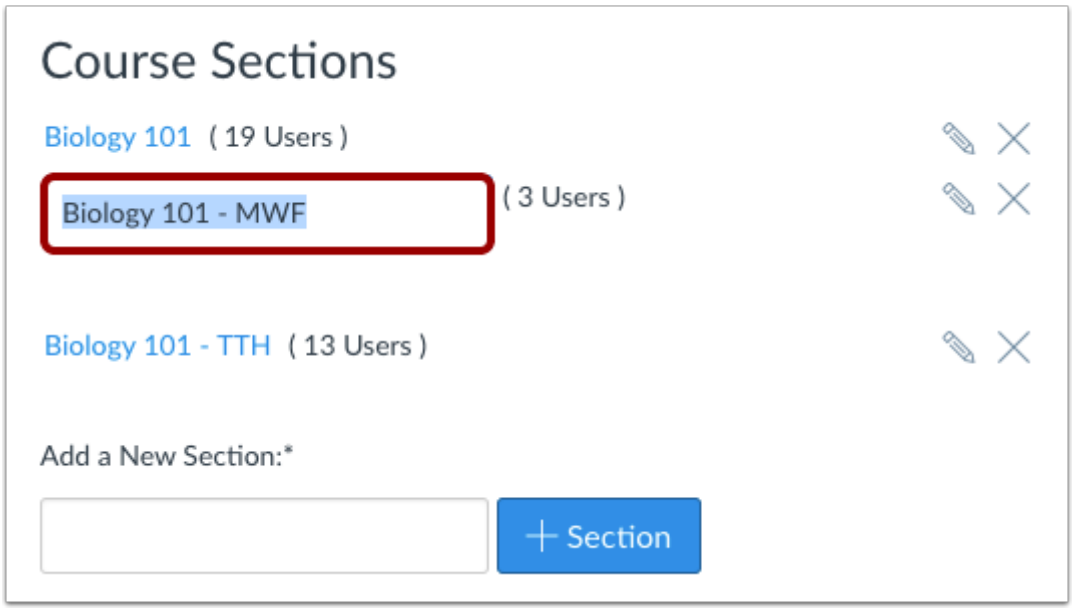
Click the **Sections** tab.

Edit Section



Locate the section and click the **Edit** icon.

Change Section Name



You can change the section name by typing in the text box and selecting **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard) to save your changes.

View Sections

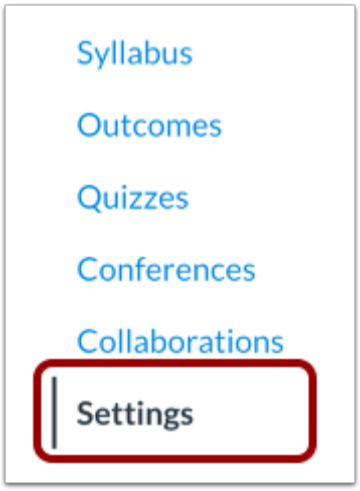
You can view the updated course sections in the same window.

How do I delete a course section?

You can delete a section by editing your course Settings in Canvas. You cannot delete a section with users enrolled.

Note: Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to delete sections.

Open Settings

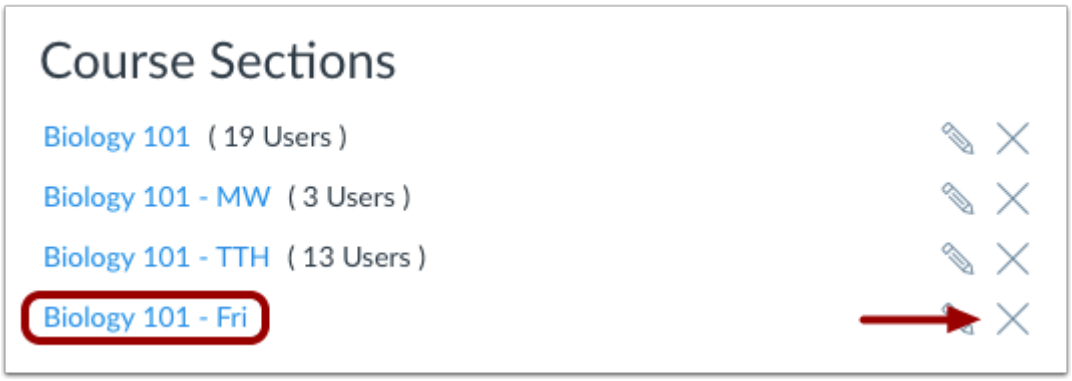


In Course Navigation, click the **Settings** link.

Open Sections

Click the **Sections** tab.

Delete Section



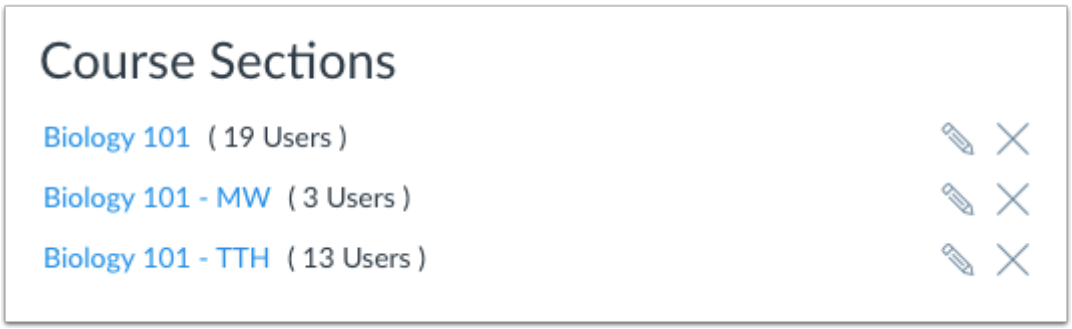
Locate the section and click the **remove** icon.

Note: You cannot delete a section that have users enrolled.

Confirm Deletion

Click the **OK** button.

View Sections



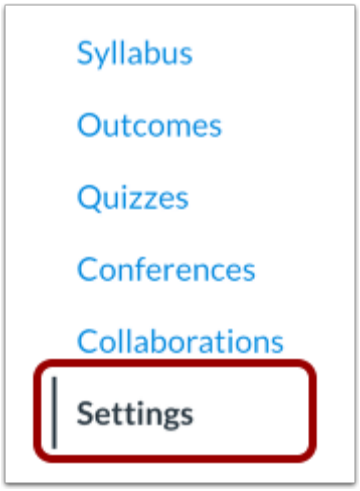
View the existing course sections.

How do I view enrollments in a course section?

You can view section enrollments within your course Settings in Canvas.

Section enrollments also include the Test Student, which is created when you enable Student View.

Open Settings



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

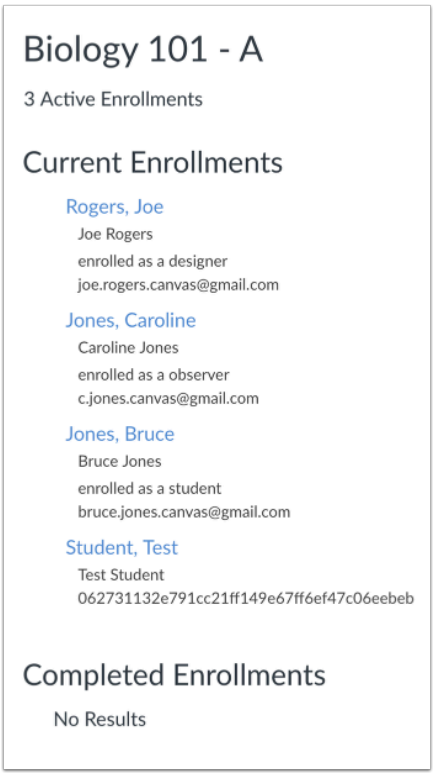
Open Sections

Click the **Sections** tab.

Open Course Section

Click the name of the section.

View Section Enrollments



View current and completed enrollments, if any, in the section. Students are listed in alphabetical order by last name.

How do I remove an enrollment from a course section?

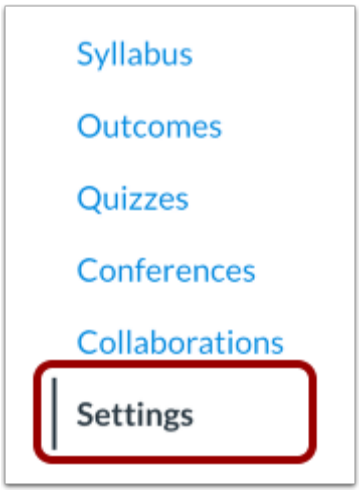
You may be able to remove section enrollments within your course Settings in Canvas. Removing an enrollment removes all associated coursework and grades from the course.

Section enrollments also include the Test Student, which is created when you enable Student View. If you need to remove the Test Student from the Gradebook, you can remove the Test Student from the enrolled section. Note that the Test Student may be part of more than one section.

Notes:

- Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to remove section enrollments.
- If you want to retain enrollment information for the user, you may be able to conclude the enrollment instead.

Open Settings

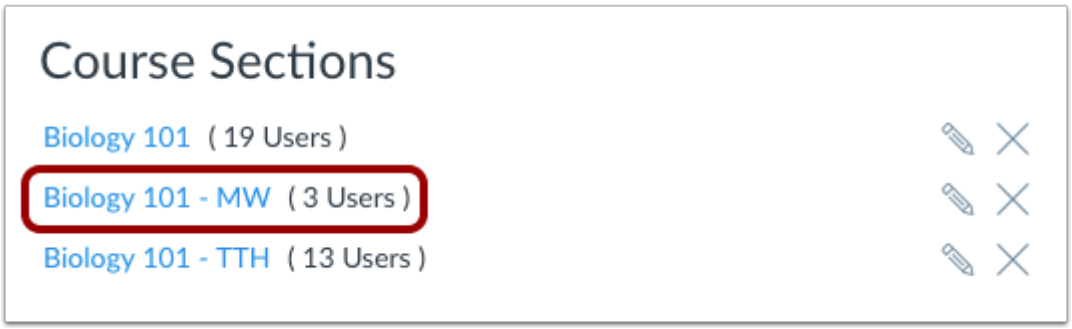


In Course Navigation, click the **Settings** link.

Open Sections

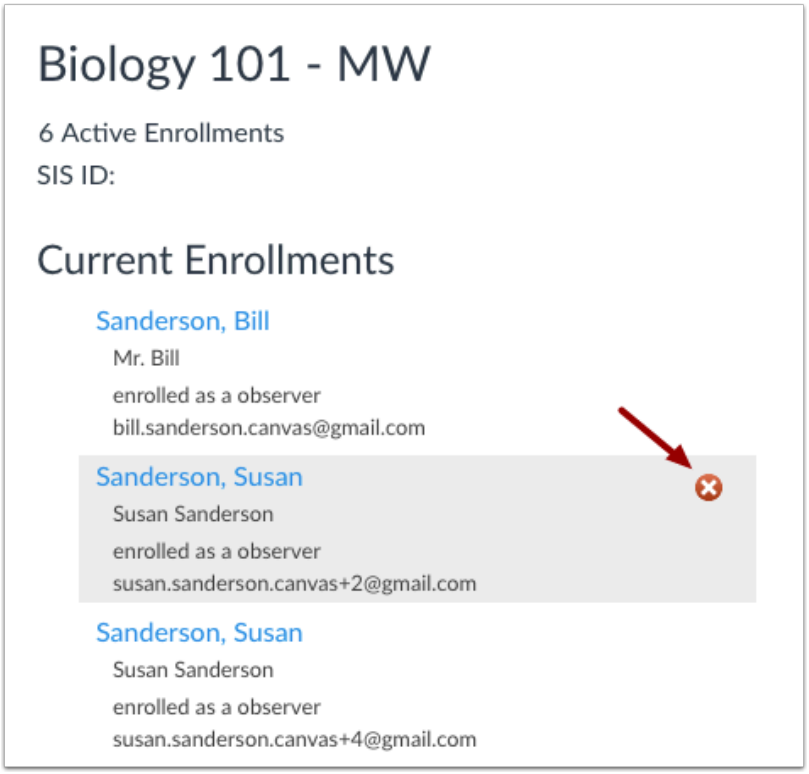
Click the **Sections** tab.

Open Course Section



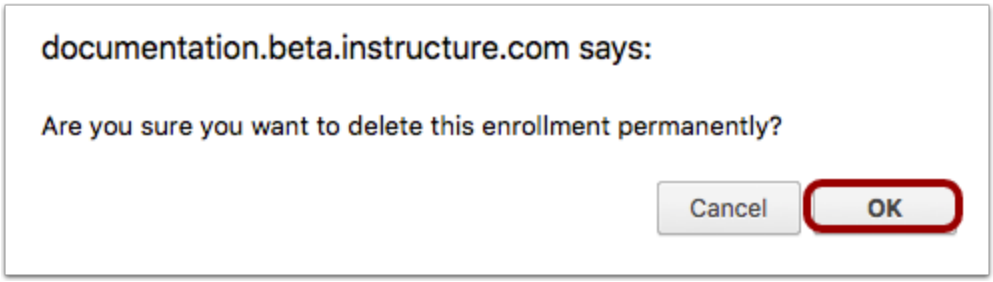
Click the name of the section.

Delete Enrollment



Hover over the enrollment and click the **Delete** icon.

Confirm Delete



Click the **OK** button.

How do I cross-list a section in a course as an instructor?

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location. Instructors can allow students to view users in other sections or limit them to only view users in the same section. Section names do not change when they are cross-listed; the section is just moved to another course.

Cross-listing should be done while courses are unpublished. Coursework is retained with the course, not with the section enrollments, so if a published course is cross-listed, all cross-listed enrollments will lose any associated assignment submissions and grades.

To cross-list a course, you must know the name of the course or the course ID into which you are cross-listing. However, using a course ID is a better way to confirm you are cross-listing a section into the correct course. You can find the course ID by opening the course and viewing the number at the end of the browser URL (e.g. account.instructure.com/courses/XXXXXX).

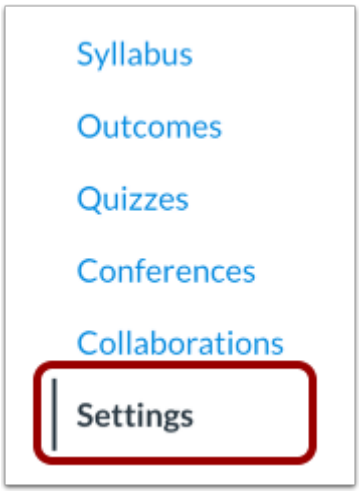
Sections can only be in one course at a time. Once a section is cross-listed, you can re-cross-list the section into another course if necessary.

This lesson shows how to manually cross-list a section, though cross-listing can also be done through SIS imports. For more information on cross-listing, view the cross-listing video.

Notes:

- Cross-listing a section is a course permission. If you are an instructor and cannot view the cross-list options, this feature has been restricted by your institution.
- If you are an instructor and are allowed to cross-list, you may choose to de-cross-list a section. This option means that you can send the section back to the original course. If there is a chance you want to de-cross-list a section, make sure you add yourself to another section in the original course before cross-listing, otherwise you will no longer have access in the original course. If you have already cross-listed a course that you cannot de-cross-list, contact your Canvas admin.
- Before you can cross-list a section, the course must contain at least one enrollment.

Open Course Settings

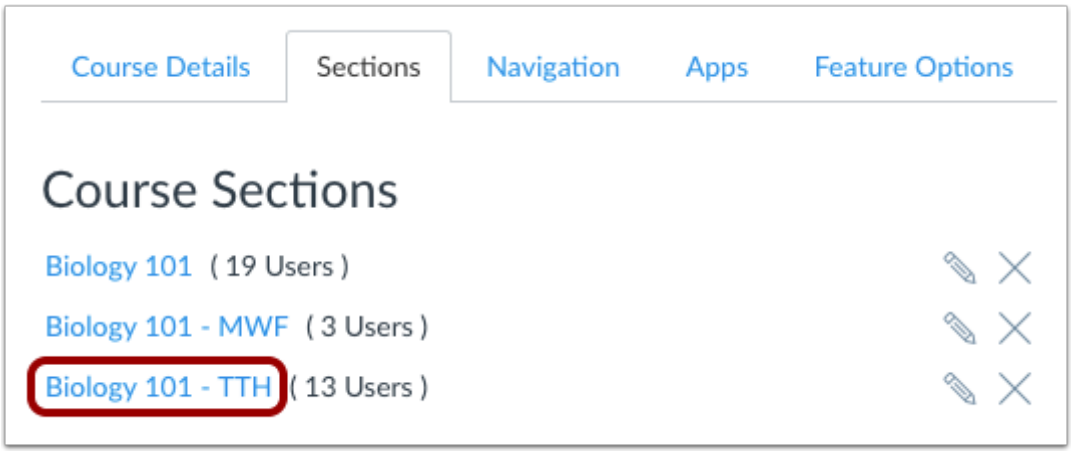


In Course Navigation, click the **Settings** link.

Open Sections

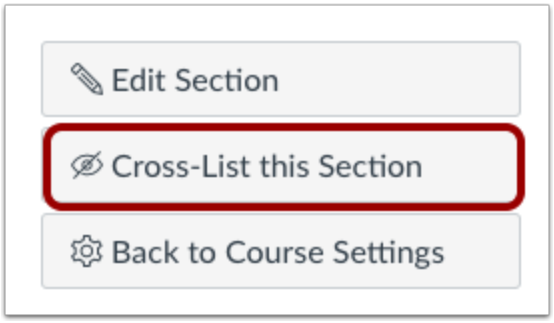
Click the **Sections** tab.

Open Section



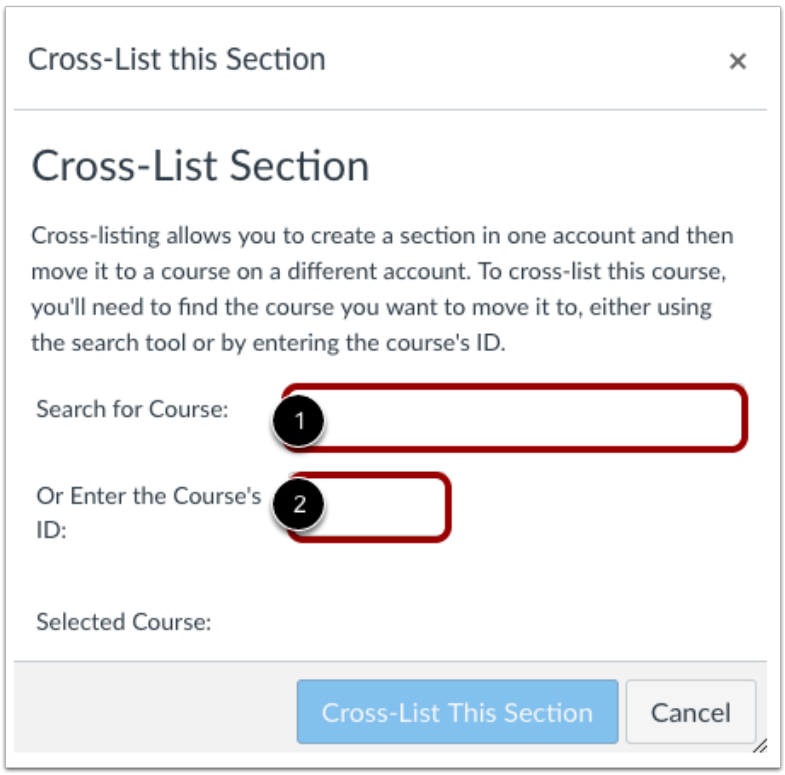
Click the title of the section you want to cross-list.

Cross-List Section



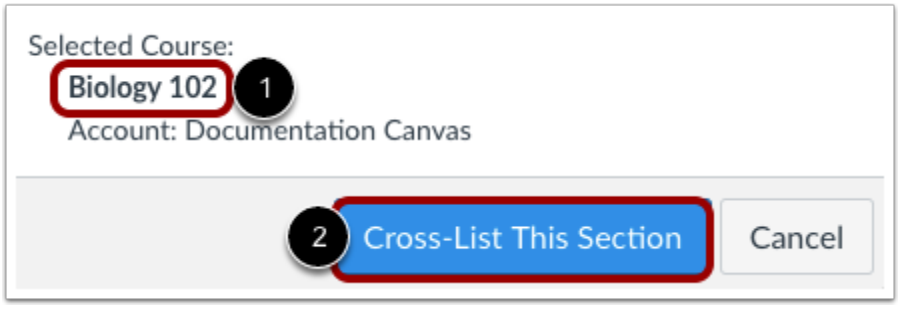
Click the **Cross-List this Section** button.

Search for Course



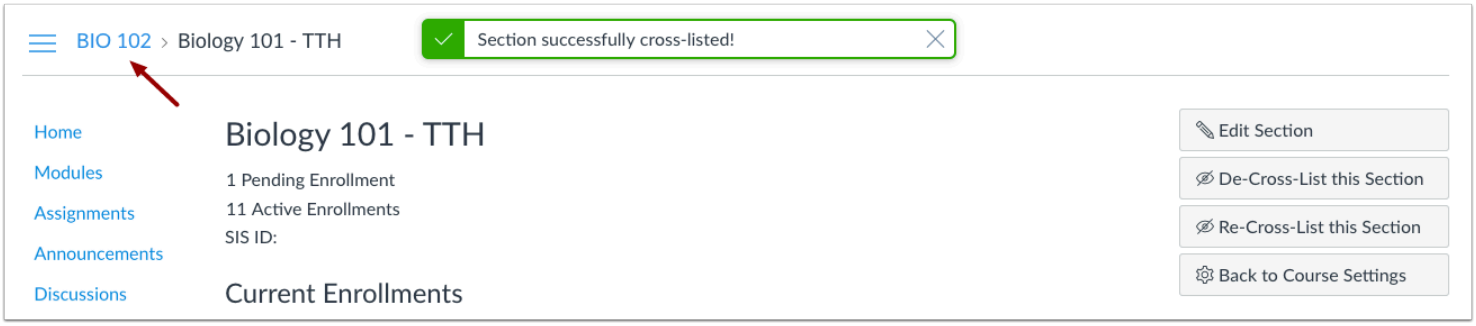
In the Search for Course field [1], enter the name of the course into which you are cross-listing. Or, in the Course ID field [2], enter the ID number for the course.

Cross-List this Section



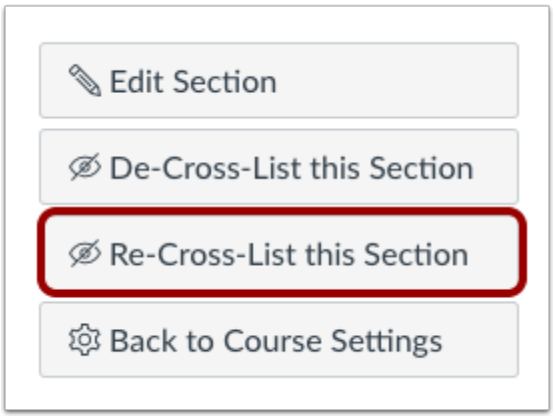
Confirm you have selected the correct course [1]. Click the **Cross-List This Section** button [2].

Confirm Cross-Listing



The cross-listed section now appears in the new course. The breadcrumbs show the new course code.

Re-Cross-List Section



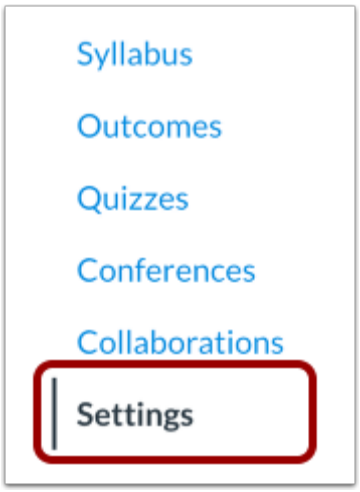
Sections can only be in one course at a time. If you need to cross-list the section into a different course, click the **Re-Cross-List this Section** button.

How do I de-cross-list a section in a course as an instructor?

If you cross-listed a section from a course, you may be able to cross-list the same section back into the original course. This process is called de-cross-listing and returns all student enrollments back to the original course section. However, once you de-cross-list enrollments, all grades and student submissions are removed from the course (since the course can no longer associate the information with any course enrollments). If you need to retain student grades and put them in the original course, you should export the Gradebook and import it into the original course before de-cross-listing the section.

Note: If you cannot view the **De-Cross-List this Section** button, you no longer have an enrollment in the original course. For assistance in de-cross-listing a section, please contact your Canvas admin.

Open Course Settings

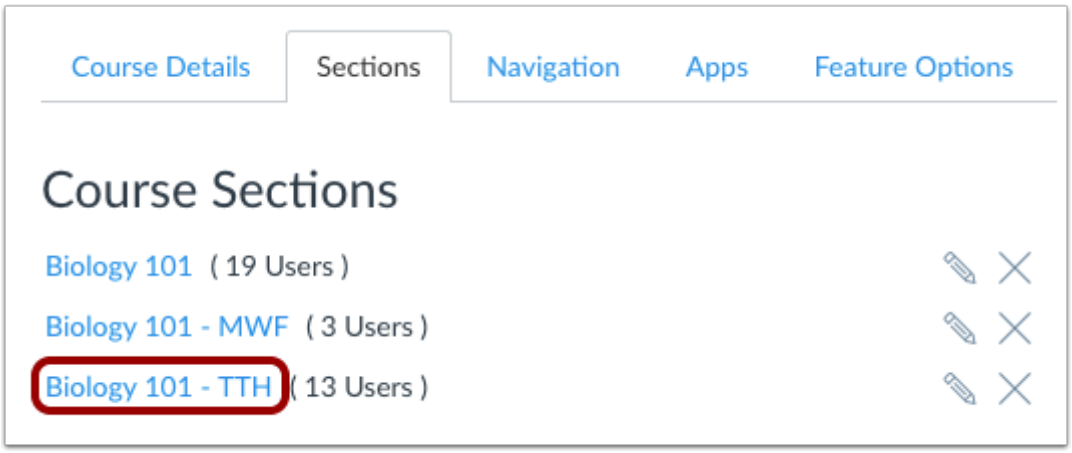


In Course Navigation, click the **Settings** link.

Open Sections

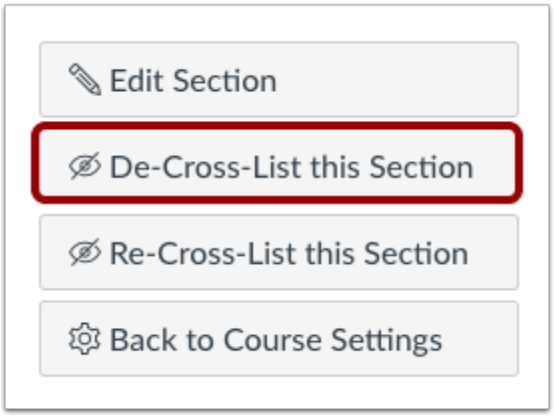
Click the **Sections** tab.

Open Section

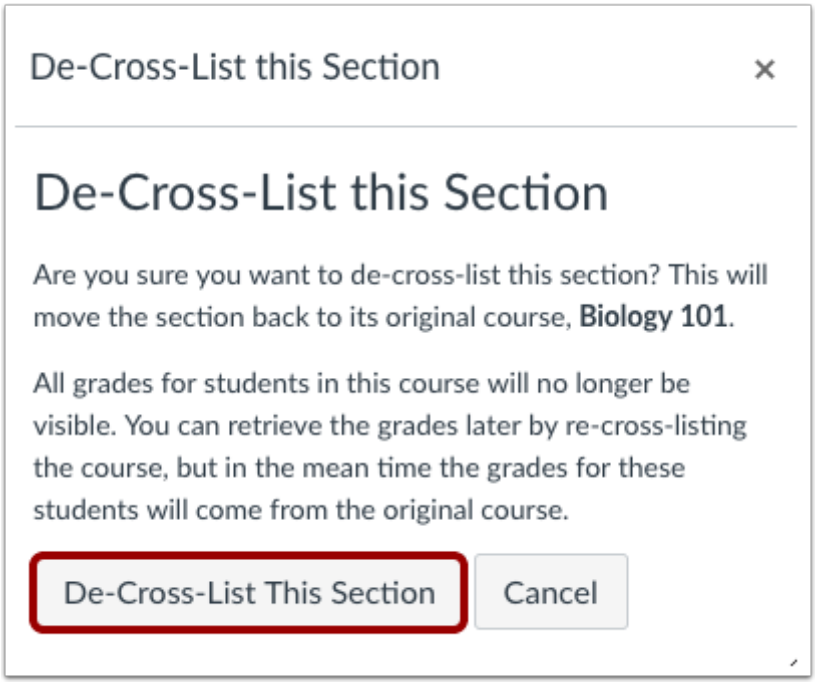


Click the title of the section you want to de-cross-list.

De-Cross-List This Section



Click the **De-Cross-List this Section** button.



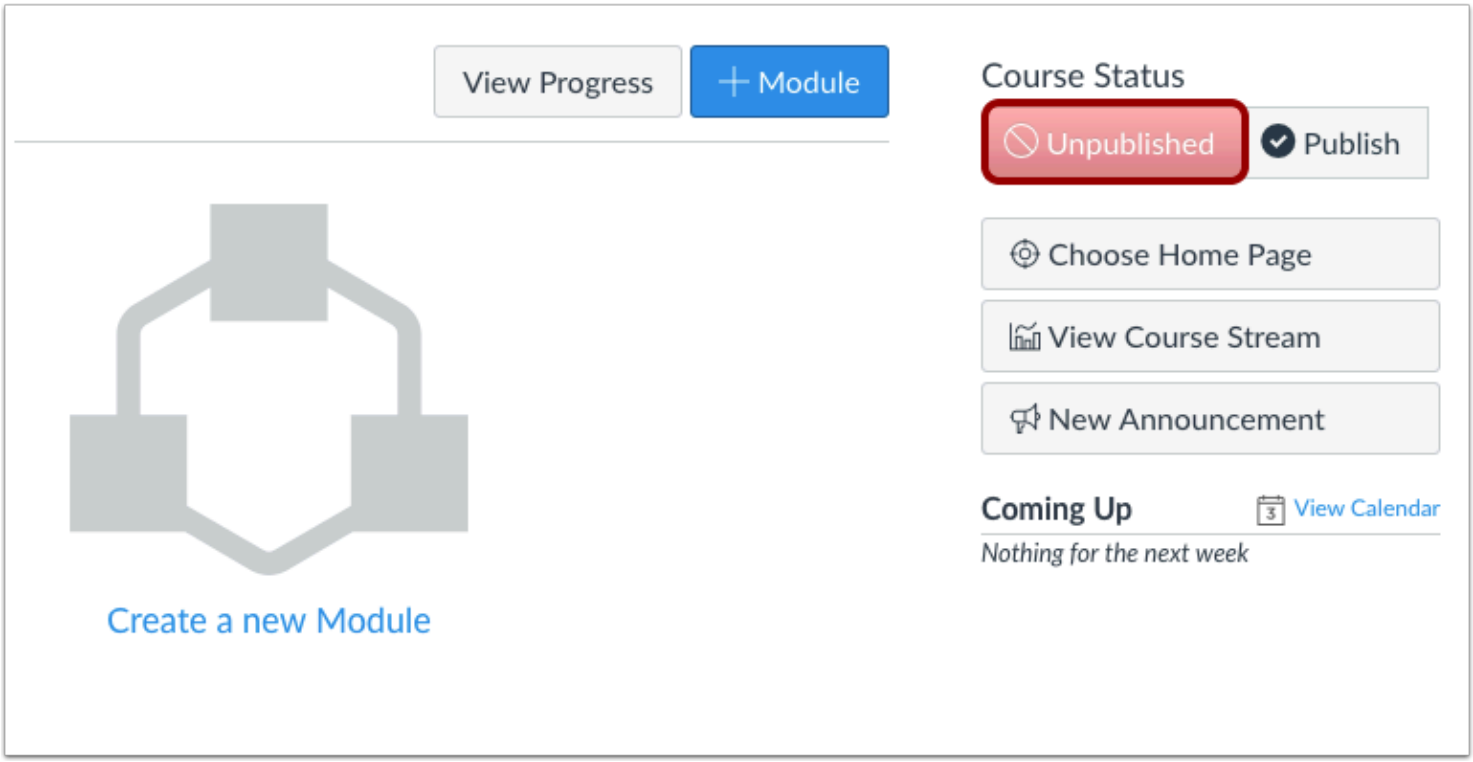
Click the **De-Cross-List This Section** button. The section will be moved back to its original course.

Note: If you de-cross-list a section that includes student grades, Canvas will include a message that all grades will no longer be visible. If you need to retain student grades and put them in the original course, you should export the Gradebook and import it into the original course before de-cross-listing the section.

What are the different states of a Canvas course?

Canvas courses have three essential states: unpublished, published, and concluded.

View Unpublished Course

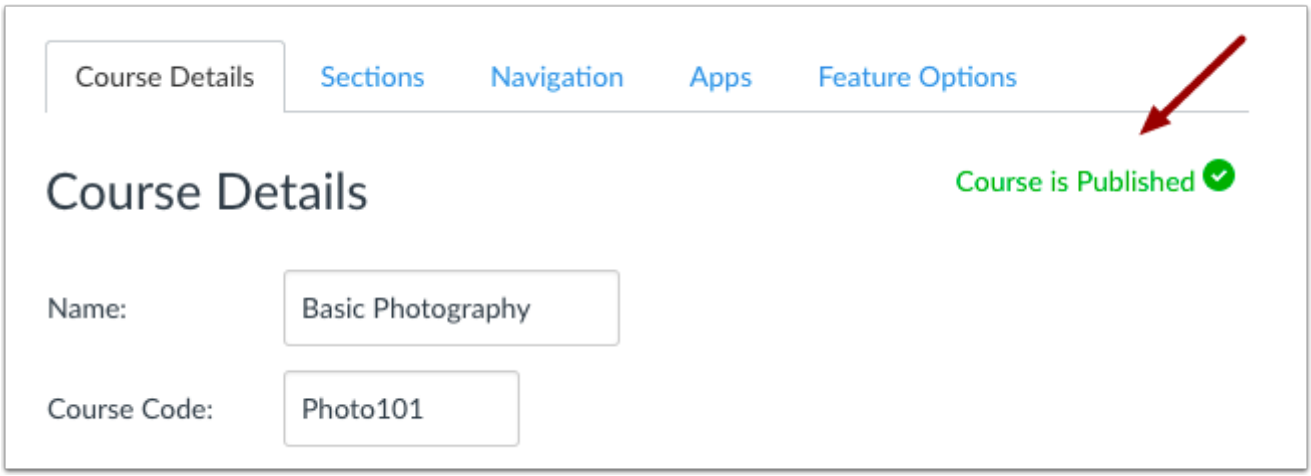


Unpublished courses are courses in preparation; they are courses being authored by instructors, instructional designers, and administrators. While a course is unpublished, students cannot access or participate in the course. When the course material is deemed ready by the designer, instructor, or administrator, it may be published.

These courses appear in the Future Enrollments section of the Courses menu. Unless you or your Canvas admin restrict permission to view future courses, and students can access their future enrollments in their Courses list before the course start date.

If a course is never published, the course will remain in the students' Future Enrollments section.

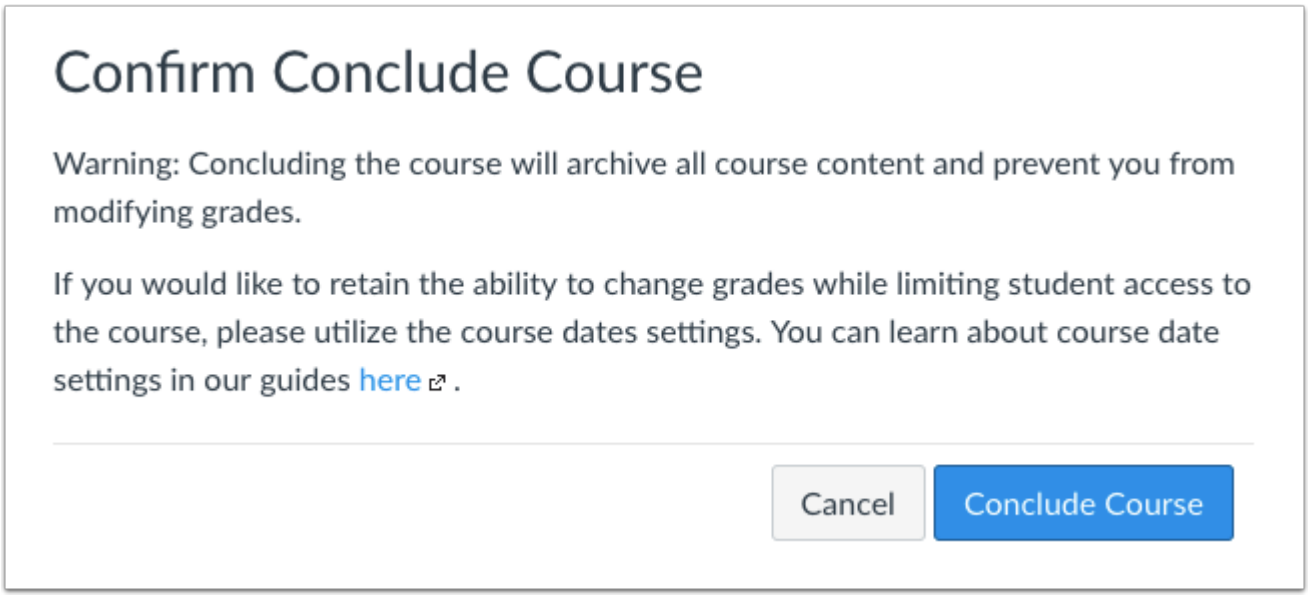
View Published Course



Published courses are instantly available to students who may be assigned via SIS integration, or manually by the instructor, administrator, or TA. When published, activity is dictated by the dates and status of course assignments and modules. Individual assignments, modules, or other course content can be individually locked (made unavailable to students) or assigned a date in the future, prior to which students will not be able to see or participate in said course component.

If courses are set within term dates, these courses appear in the My Courses section of the Courses menu. However, if courses have override dates and have different start dates, the courses appear in the Future Enrollments section until the course start date.

View Concluded Course



Concluded courses are courses that are completed according to the SIS information or term dates, or courses that have been manually marked complete by an instructor or administrator. In a concluded course, instructors and students can no longer participate in the course and the course is archived in a read-only state. Students may be restricted from viewing concluded courses. You also may be able to manually conclude an individual course enrollment.

Unless you or your Canvas admin restrict permission to view prior courses, these courses appear in the Past Courses section of the Courses menu.

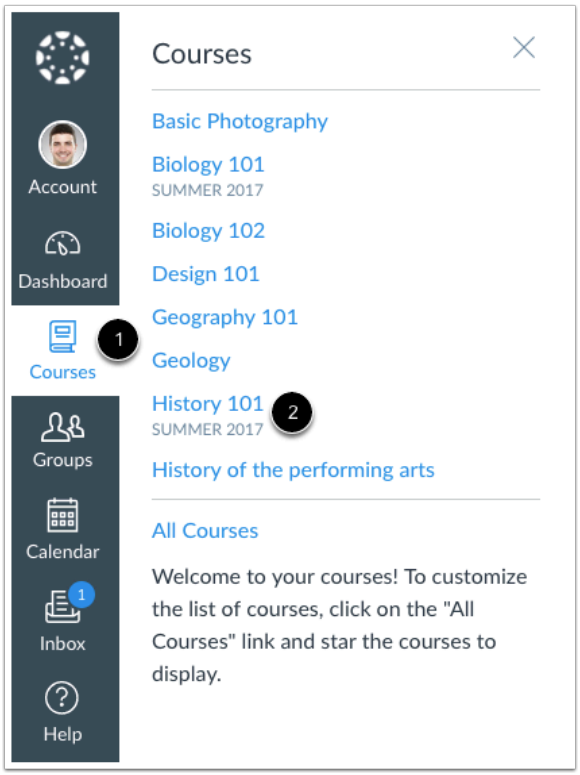
How do I publish a course?

If you have permission to publish your course, you can publish your course in the Course Home Page sidebar or from the Course Setup Checklist.

Notes:

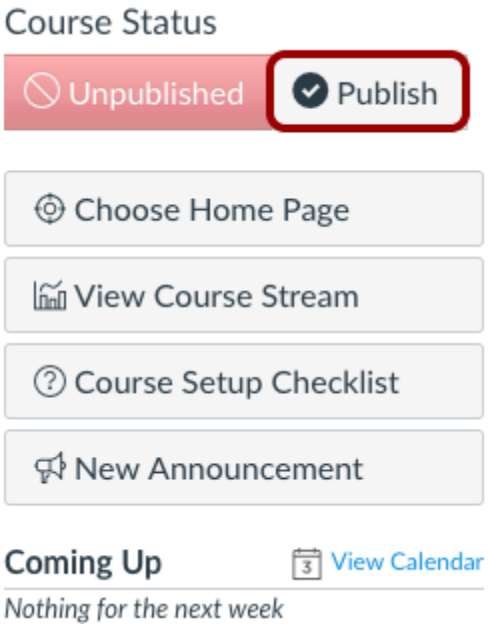
- You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content.
- Publishing a course is a course permission. If you cannot publish your course, your institution has restricted this feature.
- Publishing your course will send invitations to any users who were manually added to your course. Users added via SIS import will not receive an invitation.
- Course invitations will not be sent until after the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.)
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.

Open Course



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

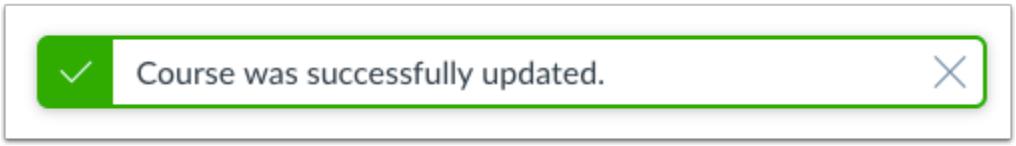
Publish Course



In the Sidebar, click the **Publish** button.

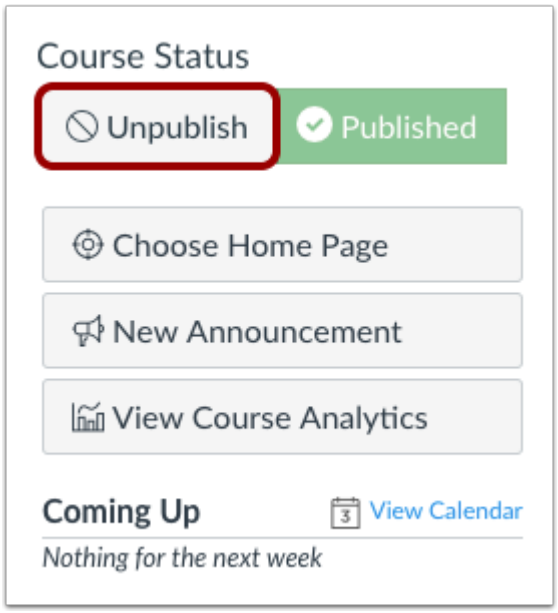
Note: On smaller screens, the Sidebar displays beneath Course Home Page content.

View Confirmation



A message will appear at the top of your screen confirming the publishing of your course.

Unpublish Course



If you need to unpublish your course, click the **Unpublish** button in the sidebar. Students who already received course invitations will not be able to access your course.

Once your course contains a graded submission, you can no longer unpublish your course.

How do I conclude a course at the end of a term as an instructor?

When a course is completed and you want to provide read-only access to the course, you may be able to conclude the course manually in Canvas. However, if your institution uses software that automatically concludes enrollments, you do not have to manually end your course since the end date of the course will automatically conclude the course on your behalf.

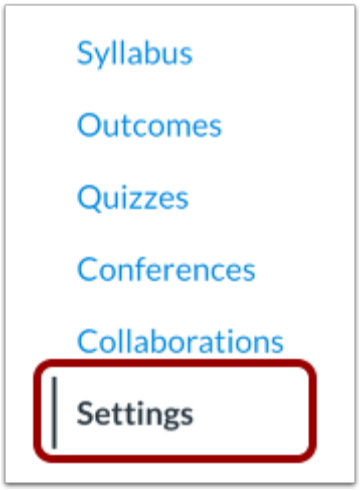
When courses are manually concluded, all enrollments are removed from the course and placed in the prior enrollments page. All users in the course will have read-only access. This change applies to all enrollments, including course instructors. Instructor-based roles will no longer have the same access in the course and will result in loss of course functionality and user information, such as viewing SIS data. If full functionality is still required for instructors but you want to conclude the course for students, learn how to change the end date of your course instead.

Once a course is concluded, if you do not want students to be able to view the course at all, you can restrict students from viewing prior courses.

Notes:

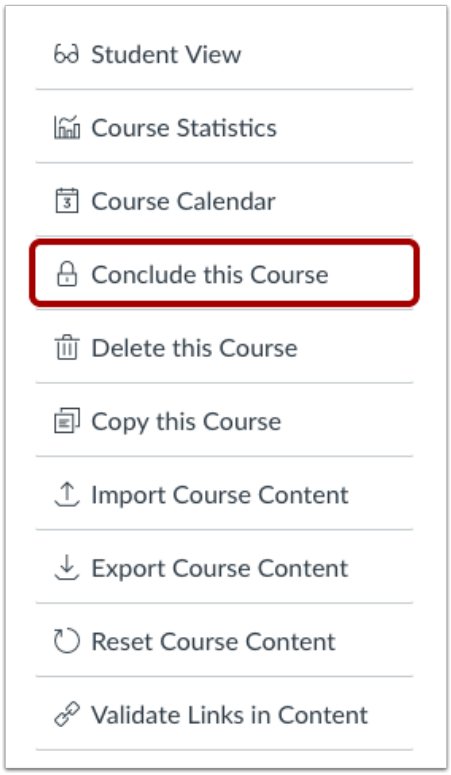
- Manually concluding a course is a course permission. If the Conclude this Course button does not appear in Course Settings, this setting has been restricted for your course.
- Manually concluding, or hard concluding, a course results in loss of user access and functionality for all user roles. To preserve user access and information, and course functionality for instructors, consider soft concluding a course using course end dates.

Open Settings



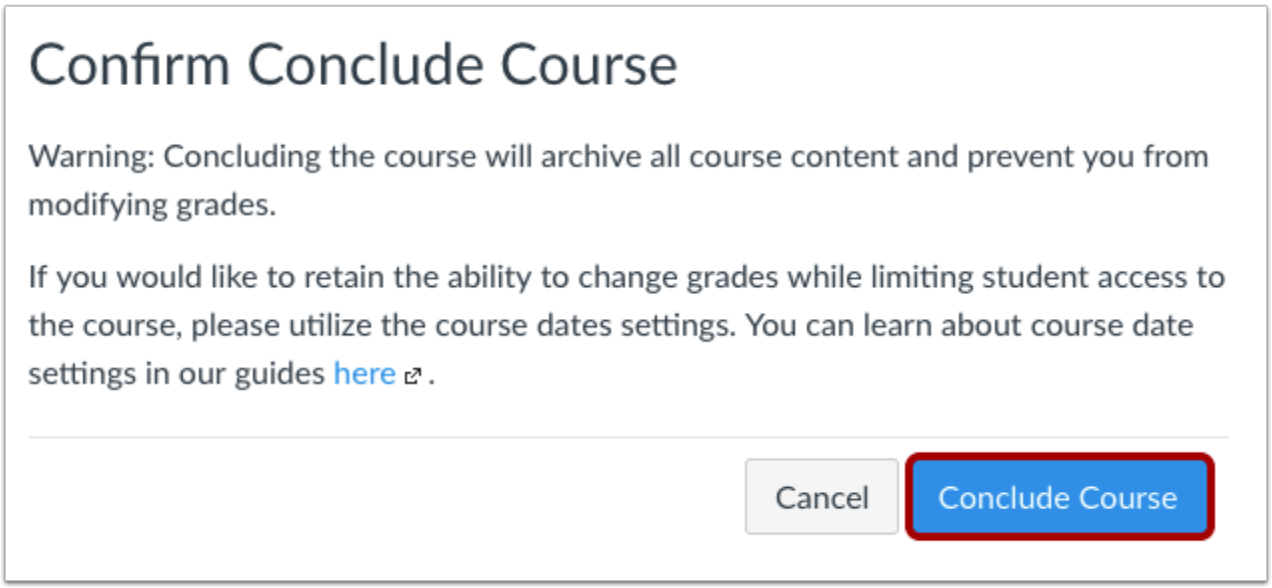
In Course Navigation, click the **Settings** link.

Conclude This Course



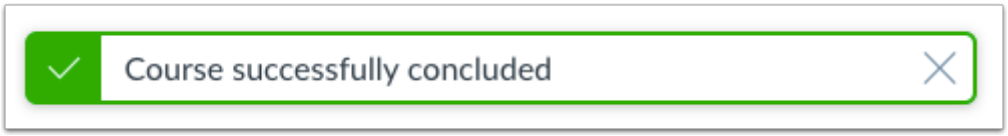
To conclude your course, click the **Conclude this Course** link.

Conclude Course



Click the **Conclude Course** button.

View Confirmation



Verify that the course has been concluded.

Note: Admins can unconclude courses if necessary. If you are an instructor, please contact your admin for assistance.

How do I manage content for a course associated with a blueprint course?

If your content index pages include Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor. Locked objects may include attributes for content, points, due dates, and availability dates. Attributes may apply to some or all object types: assignments, discussions, pages, files, and quizzes.

Locked Objects

You cannot manage any objects that are locked in your course. Locked objects enforce the attributes defined by your Canvas admin, which can include content, point values, due dates, and availability dates. You can view locked attributes by viewing an individual locked object.

Attributes for locked objects may be changed from the blueprint course at any time. Any change to an attribute retroactively applies to all locked objects in your course. If an attribute is changed in the blueprint course, any locked attributes in your course that vary from locked attributes in the blueprint course will trigger unsynced changes in the blueprint course and override your course.

Course Settings, including Course Navigation, can also be part of a blueprint course sync.

Unlocked Objects

You can manage any objects that are unlocked in your course. If you modify any unlocked objects, unlocked objects are not overwritten with any synced changes from the blueprint course. Additionally, any new objects you create in your course do not include a blueprint icon and cannot be associated with the blueprint course.

Please note that unlocked objects from the blueprint can be locked at any time. If you've previously removed an unlocked object from your course, any objects that are later locked in the blueprint course will be replaced in your course.

Object Management

This lesson shows how to view objects from the Assignments page. Locked and unlocked objects also display in the Files, Modules, Pages, and Quizzes pages.

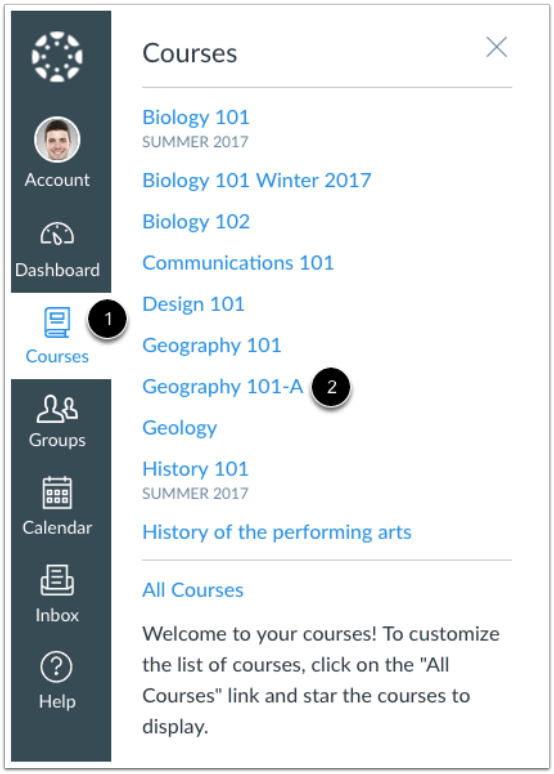
In Modules, only individual module items can be locked. You can manually manage modules and unlocked objects within the modules. However, be aware of the following behaviors that may apply at any time:

- New modules may display at the bottom of the Modules page. These modules are new modules added to the blueprint course and have been synced to associated courses.
- If you rearrange modules or module items, any additional course syncs will update your modules to the same structure in the blueprint course. If you move a module item to another module, the module item will exist in both modules.
- If you delete a module created from the blueprint course, the module will not be restored in additional course syncs.
- If you create new module items, any additional course syncs will retain your new item, but it will be reordered above all blueprint synced module items.

Notes:

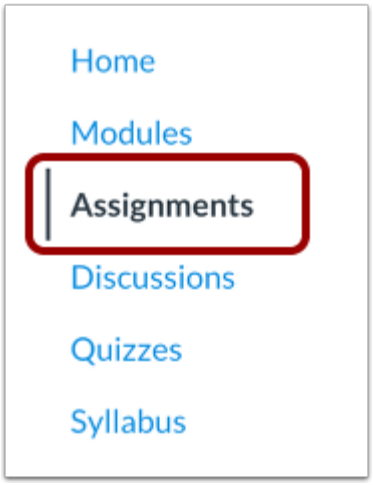
- To be notified of synced updates from a blueprint course, enable the Blueprint sync notification in User Settings. You can also view the latest Blueprint sync information in Course Settings.
- To view if your course is a blueprint course, view the Course Details page in Course Settings. If your course is a blueprint course, you can lock course objects and sync course objects to associated courses.

Open Course



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

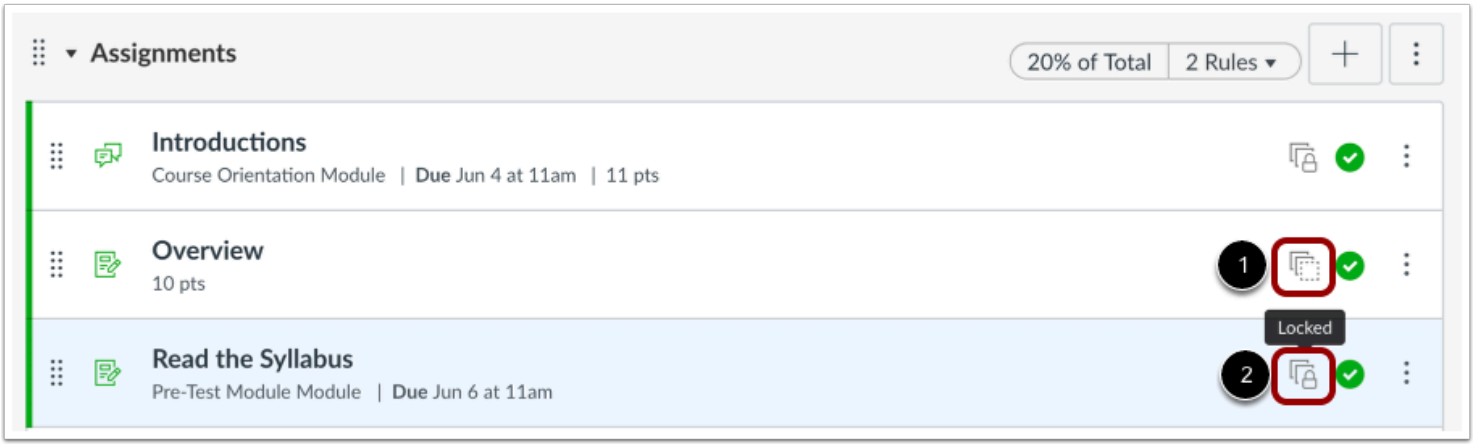
Open Assignments



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

Note: Blueprint objects can also be viewed in the Files, Modules, Pages, and Quizzes pages.

View Object Icons



In any Index page, you can view the status of each object. White squares indicate the object is unlocked [1]. Squares with a lock icon indicate the object is locked [2]. The hover text also confirms the status of the object.

View Object with No Icon

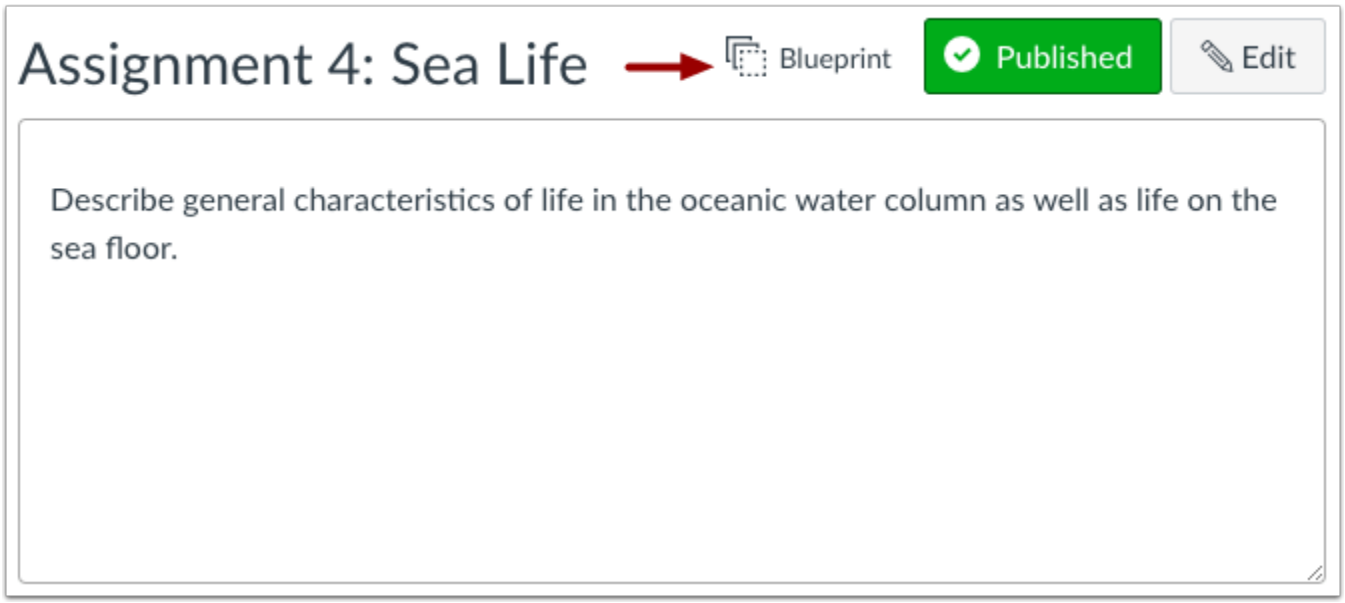
Any new content you create in your course does not include a blueprint icon and cannot be associated with the blueprint course.

View Status in Individual Object

Except within Files, blueprint status and locked attributes can be viewed within individual objects.

Files status can only be viewed in the Files Index Page.

View Unlocked Object

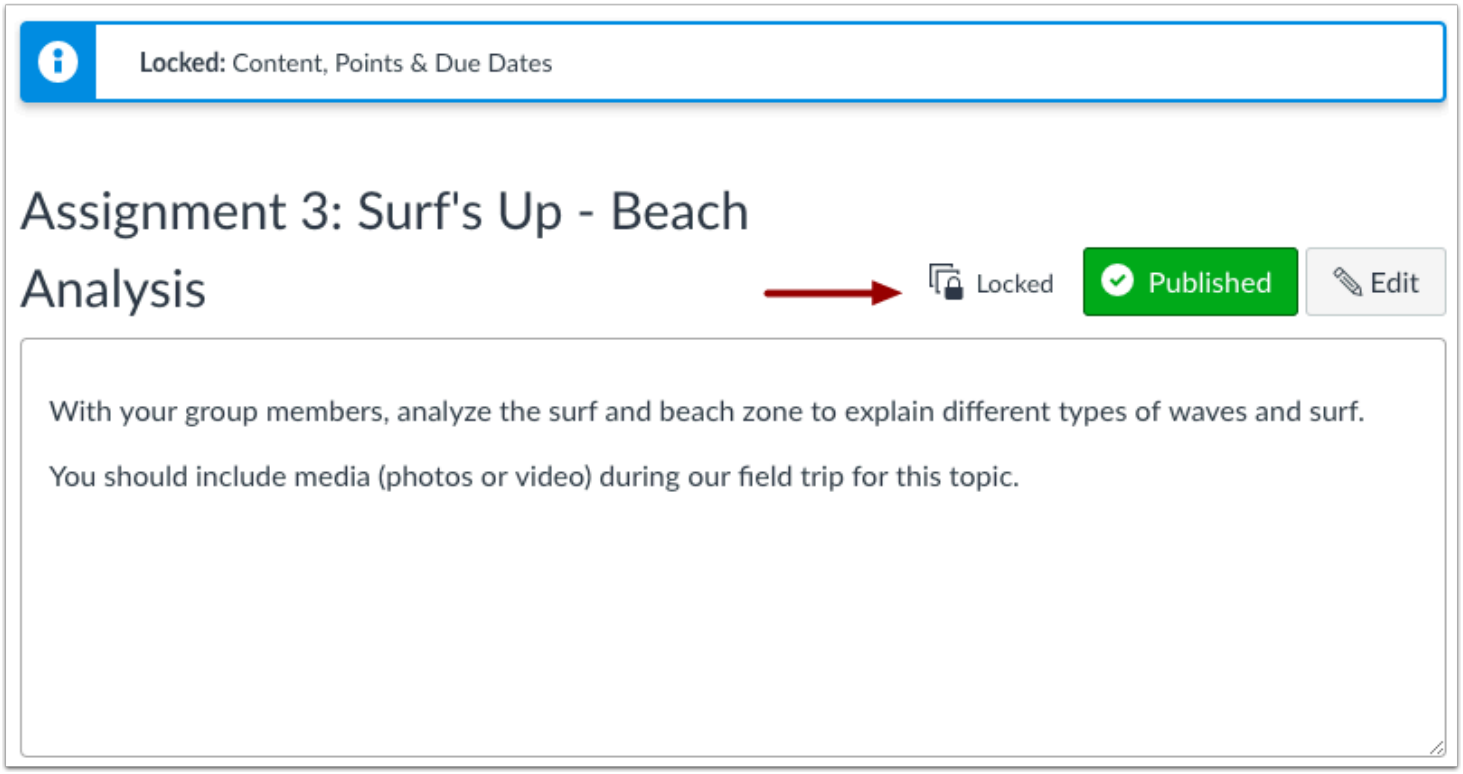


Objects that are unlocked can be edited, published, and managed like any other Canvas object. The only difference is that the page designates that the object is part of a blueprint course.

You can modify unlocked content at any time. Any unlocked content that you modify will not be overwritten with additional synced changes from the blueprint course.

Note: New content that you create in your course is not associated with the blueprint course and will not display the Blueprint designation.

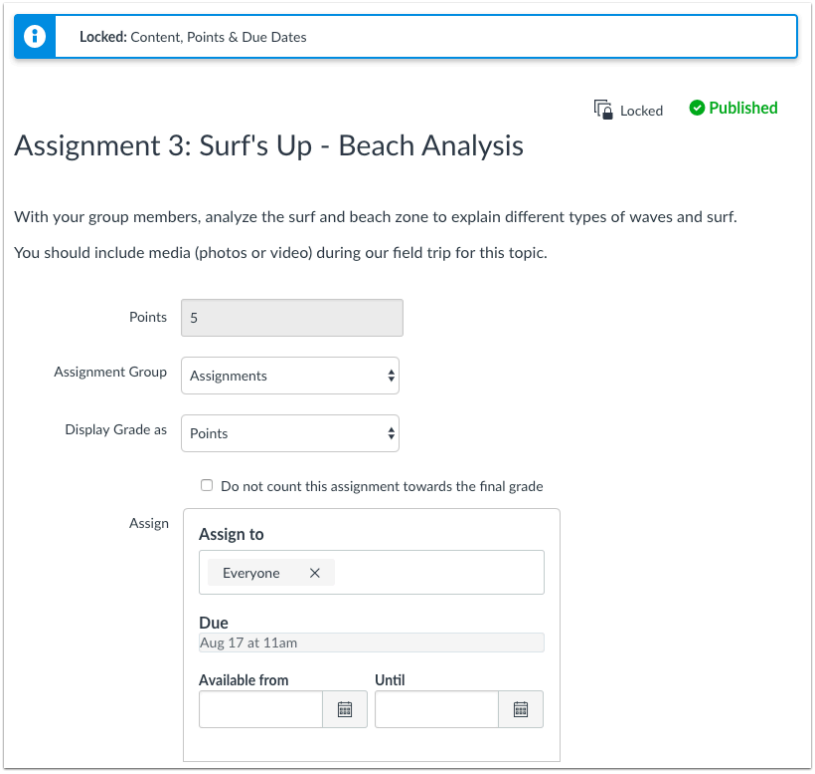
View Locked Object



For locked objects, the individual page displays the locked attributes as set by your institution.

Attributes that can be locked include content (including the object title), points, due dates, and availability dates.

Edit Locked Object



When you edit content in a locked object, locked attributes cannot be edited.

How do I view the blueprint sync information for a course associated with a blueprint course?

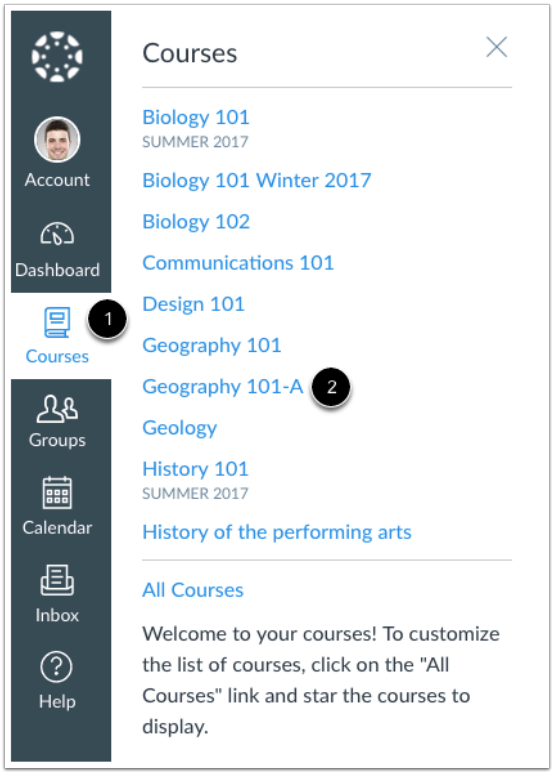
If your content index pages include Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template, and changes to locked objects can be synced from the blueprint course to your course at any time. However, you can manage any unlocked course content in your course.

You can view the latest information about a blueprint sync in Course Settings. The blueprint information contains details about the content or other attributes changed in your course.

Notes:

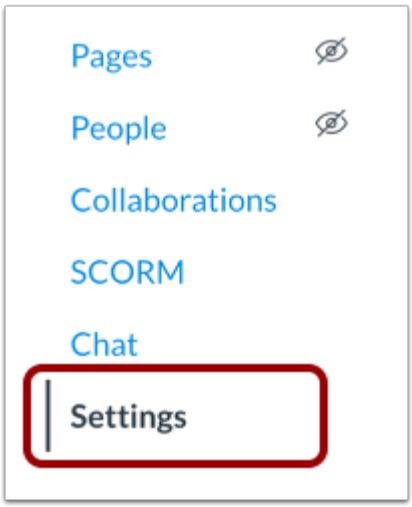
- To be notified of synced updates from a blueprint course, enable the Blueprint sync notification in User Settings.
- Quizzes.Next assessments are only synced to blueprint courses during the initial sync. Changes to Quizzes.Next assessments are not included in subsequent sync attempts.

Open Course



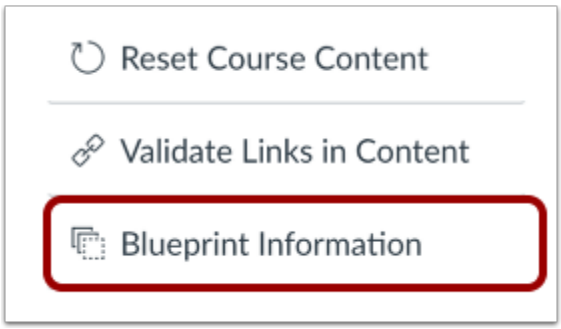
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Settings



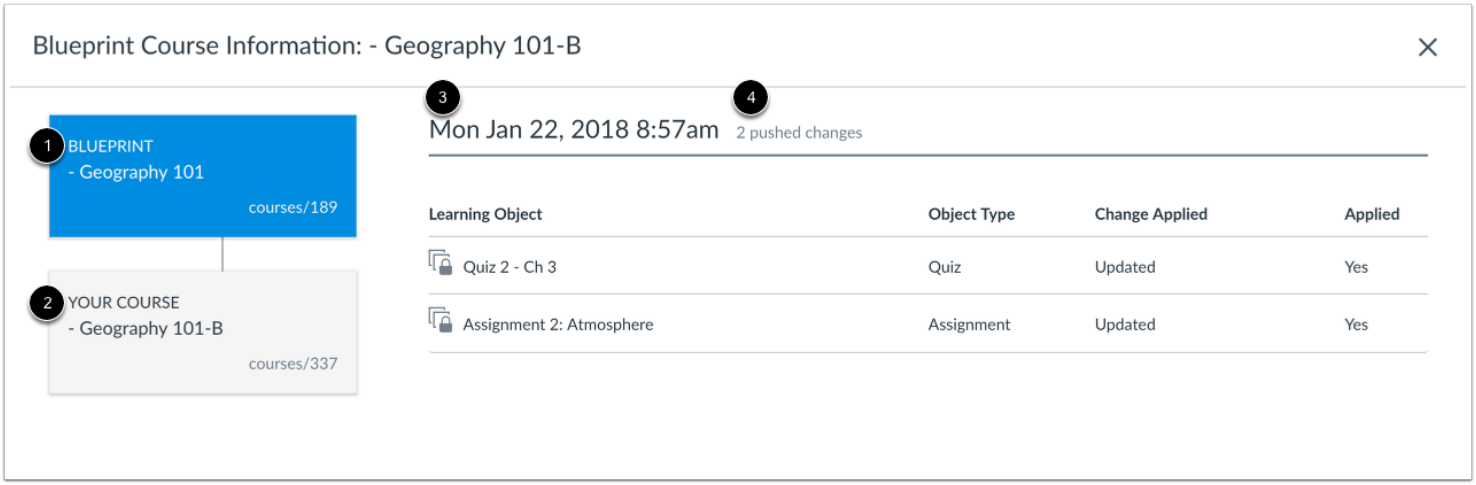
In Course Navigation, click the **Settings** link.

Open Blueprint Information



In the sidebar, click the **Blueprint Information** link.

View Sync Information



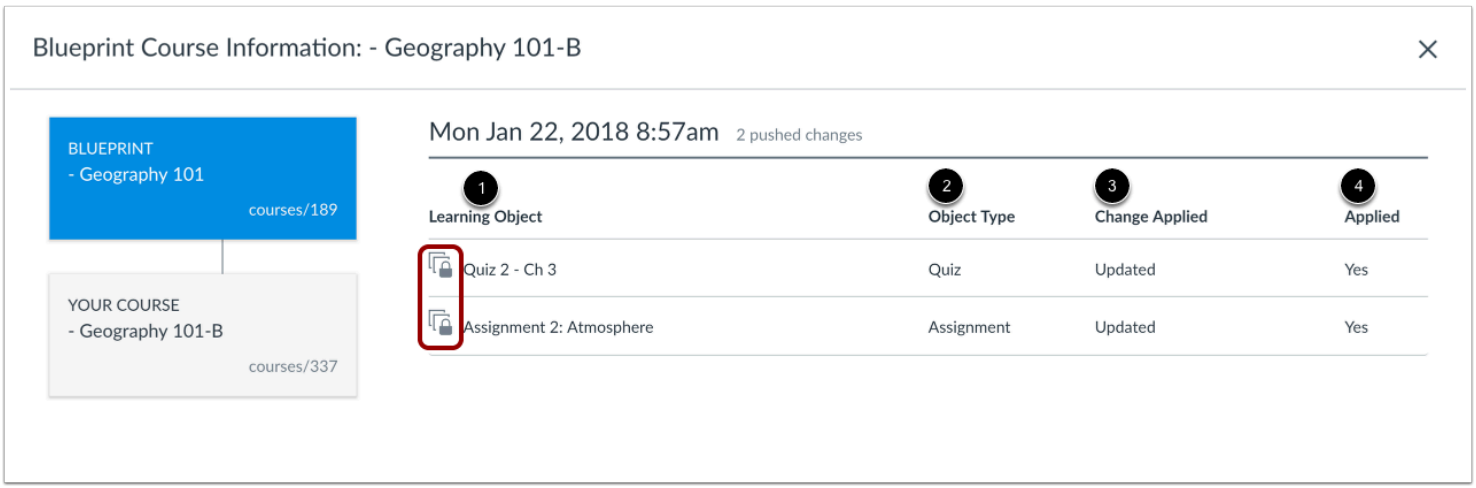
The Blueprint Information page shows information from the last blueprint sync. The page displays the name and course ID of the blueprint course [1] and the name and course ID of your associated course [2].

You can also view the date and time of the sync [3] and the number of changes [4].

If a message was included as part of the notification, the message is displayed above the list of synced changes.

For a course association made by an admin, sync information will also show the date and time the sync was made, but no details will be included related to the sync.

View Sync Details



The Blueprint Information page shows the specific content that has been synced. Each content object shows the synced status of the object (locked or unlocked) and the name of the object [1], the object type [2], the change applied [3], and whether or not the sync was applied [4].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

Close Blueprint Information

When you are finished with the Blueprint Information page, click the **Done** button.

How do I lock course objects in a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can lock and unlock course objects and sync content for the blueprint course. Depending on your admin's preference, locked objects may include attributes for content, points, due dates, and availability dates. Attributes may apply to some or all object types: assignments, discussions, pages, files, and quizzes.

If you are not sure how objects are defined for the course, you can view locked attributes by viewing an individual object. Attributes for locked objects may be changed by an admin in the blueprint at any time.

Locked Objects

Locking an object in a course enforces the attributes defined by your Canvas admin. Any change to an attribute retroactively applies to all locked objects in the associated course. If an attribute is enabled for locked objects in the blueprint course, any locked attributes in the associated course that vary from locked attributes in the blueprint course will trigger unsynced changes in the blueprint course and override the associated course objects.

Locking or unlocking an object applies immediately to all associated courses. However, the change will still be noted as an unsynced change and will not appear in the Sync History page until the sync is complete. Additionally, changes are not identified as an unsynced change until the page is refreshed.

Unlocked Objects

Objects that are unlocked can be managed by a course instructor in the associated course like any other Canvas object. If the blueprint course is synced and the instructor has modified unlocked objects in the associated course, unlocked objects are not overwritten with the synced changes.

Unlocked blueprint objects can be locked at any time. If you lock an unpublished object, and that object was previously removed from an associated course, the object will be replaced in the associated course.

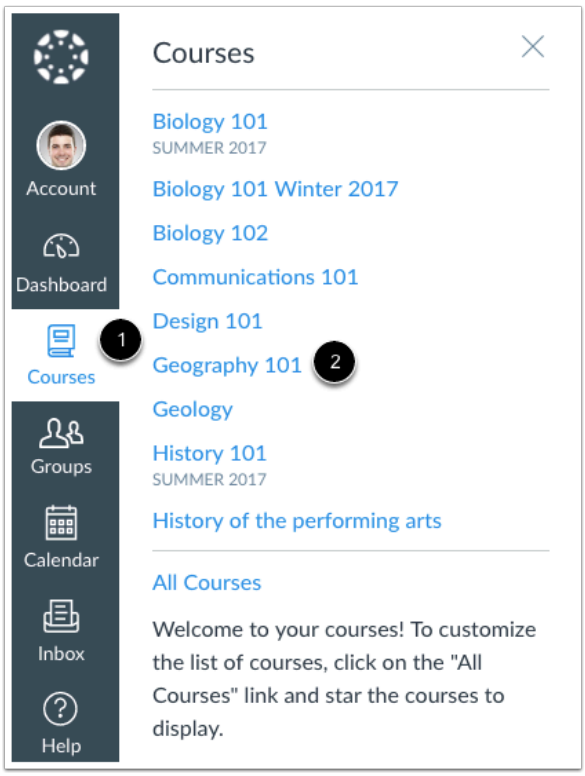
Object Management

This lesson shows how to lock an object from the Assignments page. Objects can also be managed in the Files, Modules, Pages, and Quizzes pages.

In Modules, only individual module items can be locked. Changes to the modules structure are triggered as part of a course sync.

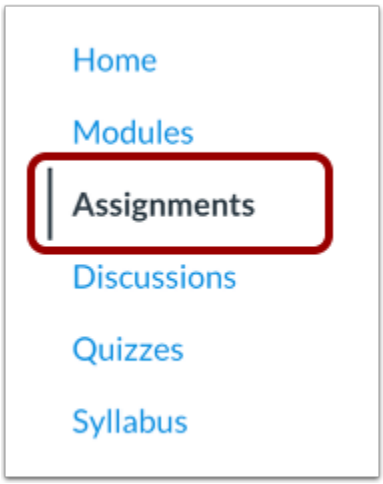
Note: You can only lock and unlock objects created in the blueprint course. Any new objects added to an associated course by an instructor does not include a blueprint icon and is not associated with the blueprint course.

Open Course



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

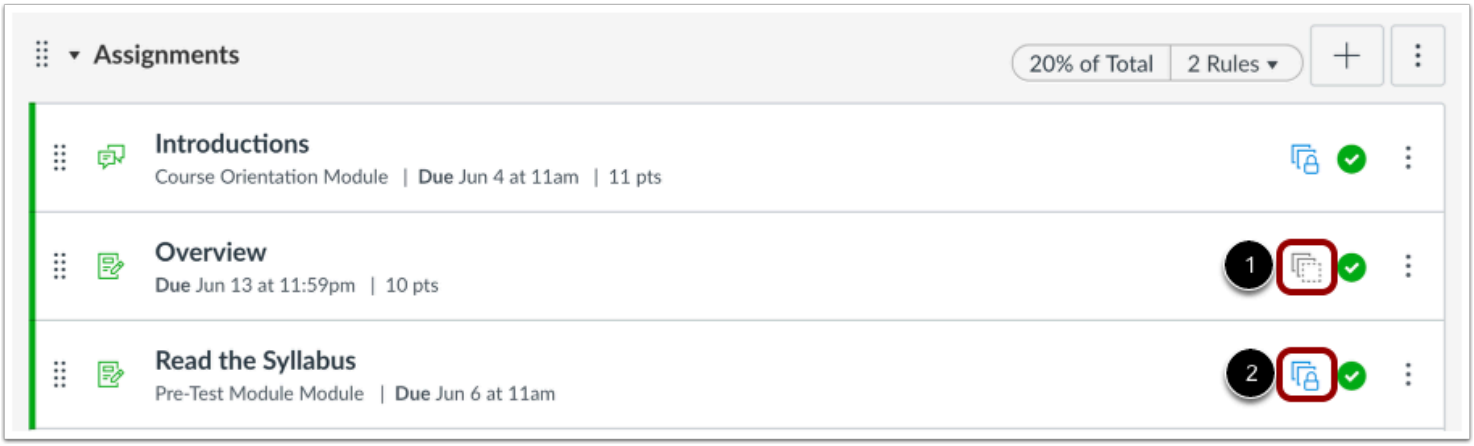
Open Assignments



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

Note: Objects can also be managed in the Files, Modules, Pages, and Quizzes pages.

View Icon Status



In any Index page, you can view the status of each object. White squares indicate the object is unlocked [1]. Blue squares with a lock icon indicate the object is locked [2].

By default, objects are unlocked. You can change the status of an object by toggling the lock and unlocked icons.

Lock Object

To lock an object, click the object's unlocked icon. The hover text will confirm you want to lock the object.

Unlock Object

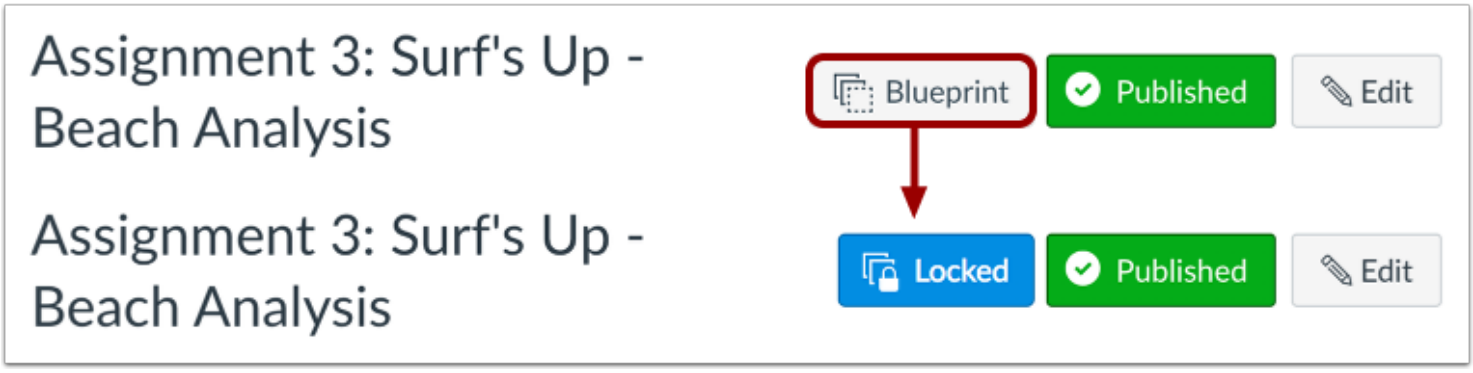
To unlock an object, click the object's lock icon. The hover text will confirm you want to unlock the object.

View Status in Individual Object

Except within Files, blueprint status can be modified within individual objects.

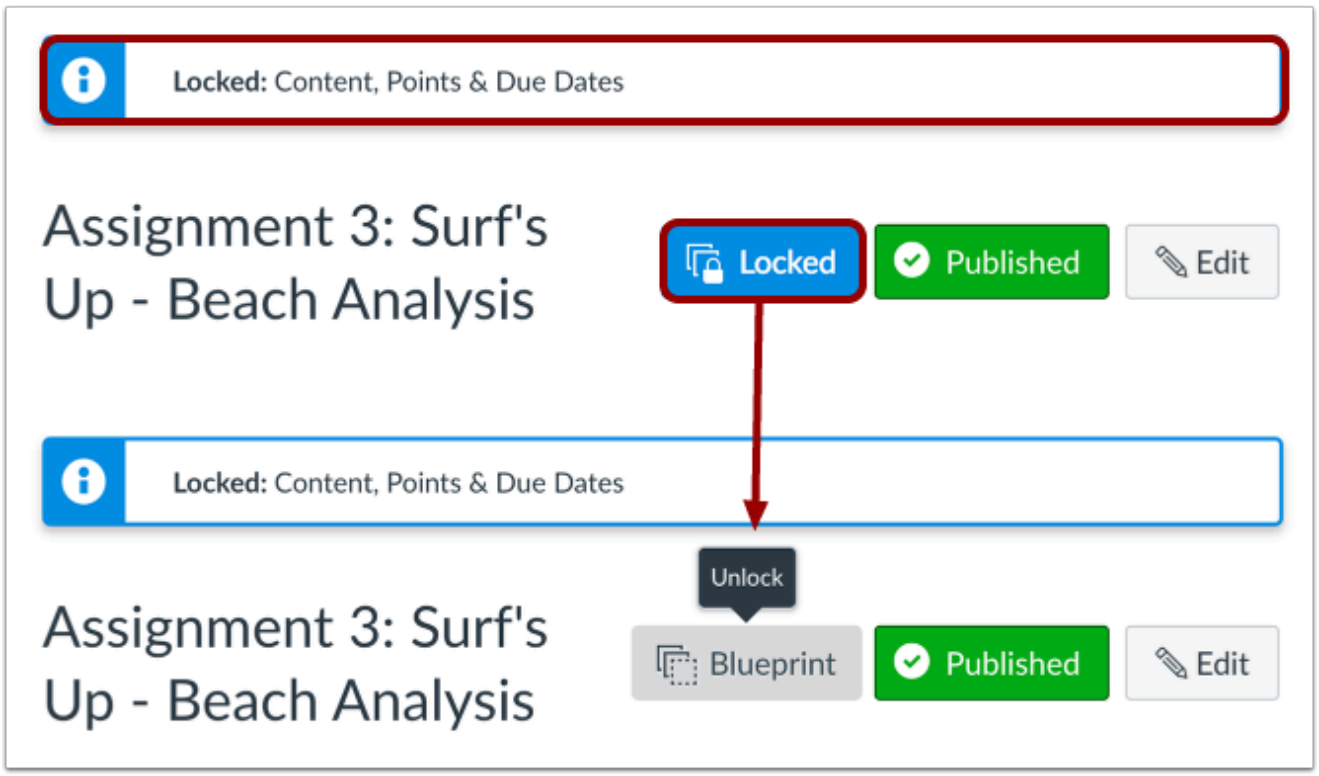
Files can only be locked or unlocked from the main Files page.

Lock Object



To lock an unlocked object, click the **Blueprint** button. The button will change from gray to blue and indicate the object is locked.

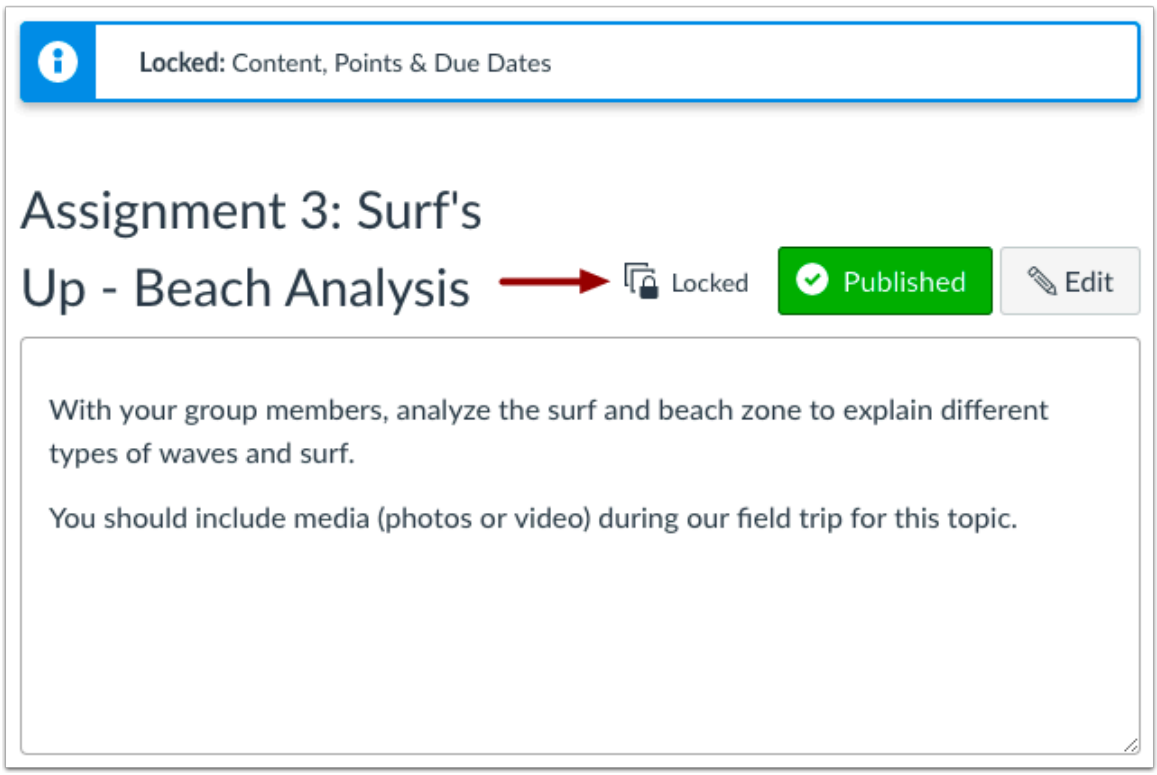
Unlock Object



Individual objects show the attributes that have been locked.

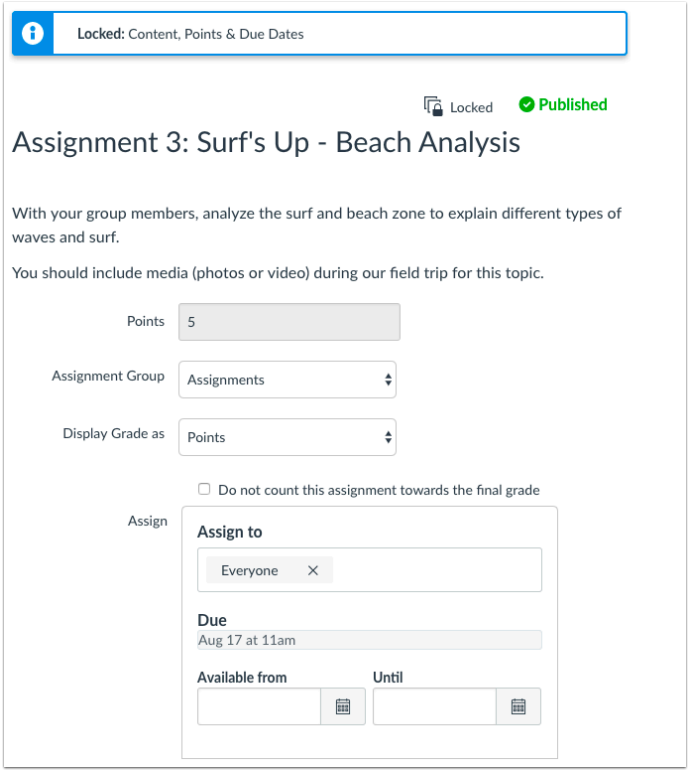
To unlock a locked object, click the **Locked** button. The button will change from blue to gray and indicate the object is unlocked. The locked attributes banner will also be removed from the page.

View Instructor Access



Instructors in an associated course can view locked and unlocked icons in the Index page. However, they cannot manage the existing status of an object.

For locked objects, the individual page displays the locked attributes selected in Course Settings, if any. Instructors in associated courses cannot modify locked objects, so any attributes that are locked cannot be edited.


Locked: Content, Points & Due Dates
Locked
Published
Assignment 3: Surf's Up - Beach Analysis
With your group members, analyze the surf and beach zone to explain different types of waves and surf.
You should include media (photos or video) during our field trip for this topic.
Points
5
Assignment Group
Assignments
Display Grade as
Points
Do not count this assignment towards the final grade
Assign
Assign to
Everyone
Due
Aug 17 at 11am
Available from
Until

How do I sync course content in a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can sync blueprint content changes to associated courses.

Content Sync

After a change is made to an object or attribute, the blueprint course sidebar displays a sync option indicating that unsynced changes have been made in the course. Content can be synced at any time.

All course content will be included in a blueprint sync, regardless of whether content is locked. Changed content will always overwrite the existing content in the associated courses for all locked objects. Content that can be managed by an instructor or new content created in an associated course by the instructor is not affected.

Notifications within associated courses can only be sent if the notification trigger has not yet occurred. Features such as announcements in a blueprint course may need to be created as a delayed post so the announcement displays in the associated course after syncing course content.

Content State

The sync will include the state of each object as it exists in the blueprint course. For instance, if an assignment is unpublished in the blueprint course, it will also be unpublished in the associated course. However, once the state is changed in the associated course, the state within the blueprint course will no longer apply.

Modules Exceptions

If a blueprint course includes Modules, changes to the modules structure are triggered as part of a course sync. Modules cannot be locked, but course state applies to all individual module items.

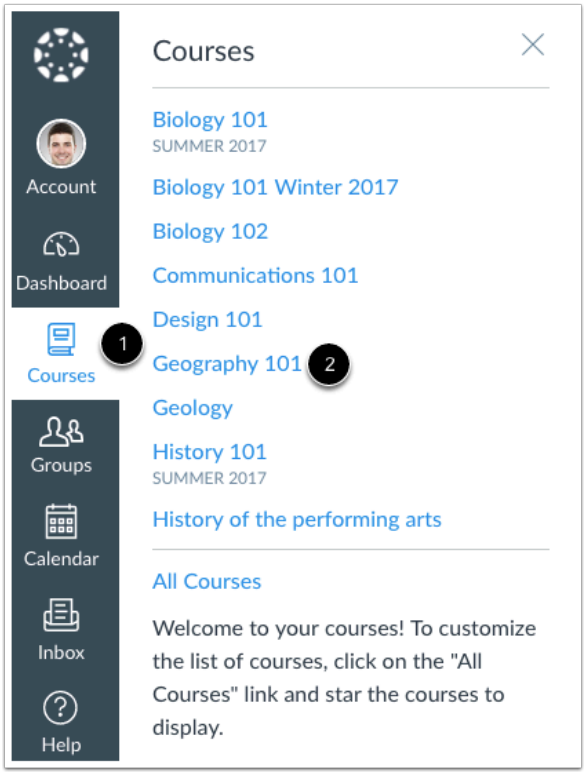
The following sync exceptions apply for Modules content:

- Associated courses match the modules structure initially created in the blueprint course. Any additional modules and their content added to the blueprint course and synced to associated courses will always be added to the bottom of the Modules page in the associated courses.
- If modules or module items are rearranged in an associated course, the module order will be updated to match the blueprint course structure in the next sync. If a module item in an associated course is moved to another module, the module item will exist in both modules.
- Modules created from a blueprint course and deleted from an associated course will not be restored in additional course syncs.
- New module items added to a module in an associated course will remain in the module but will be reordered above all blueprint synced module items.

Notes:

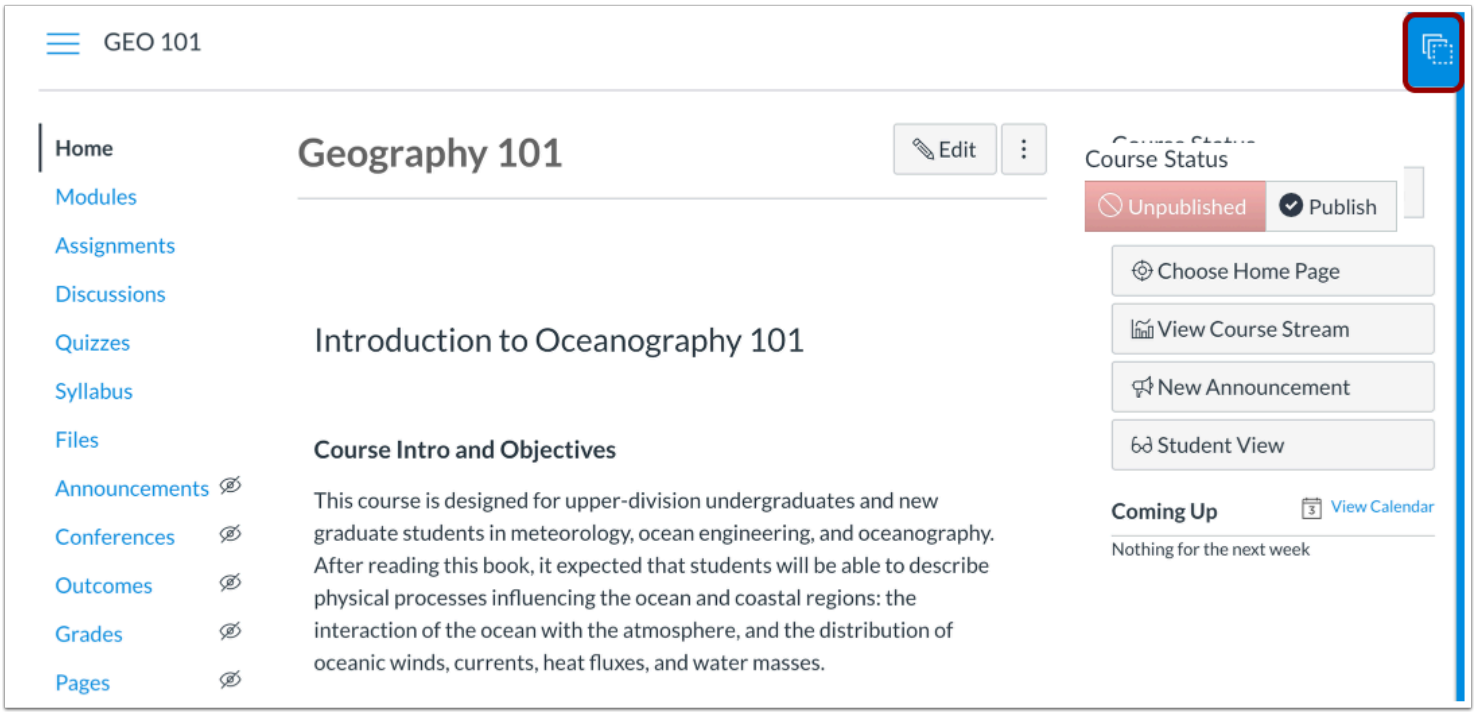
- Changes within Course Settings do not trigger unsynced changes. The course only recognizes unsynced changes when a change is made to course content.
- Associated courses display the latest blueprint sync information in Course Settings.
- If an assignment in a blueprint course is muted, the muted status is not synced to the same assignment in associated courses.
- Blueprint courses do not sync certain course settings to associated courses, including timezone, term, and course format.

Open Course



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

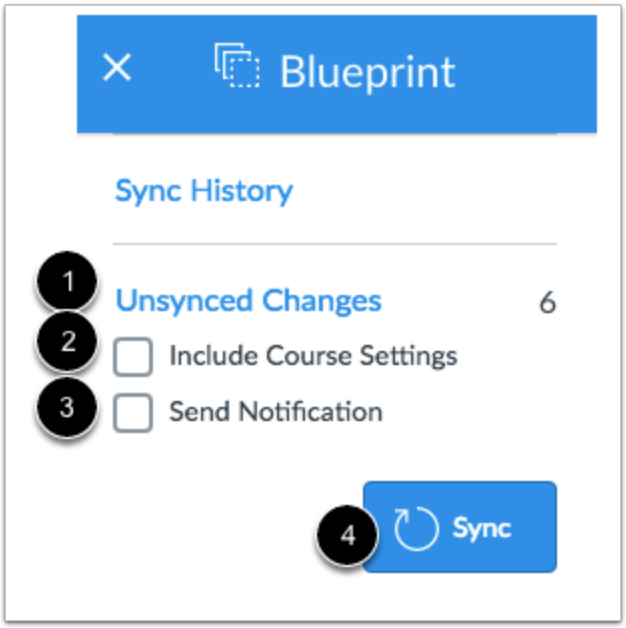
Open Blueprint Sidebar



In the Course Home Page, click the Blueprint sidebar tab.

Note: You can also access the Blueprint sidebar from any Course Navigation page.

View Sidebar

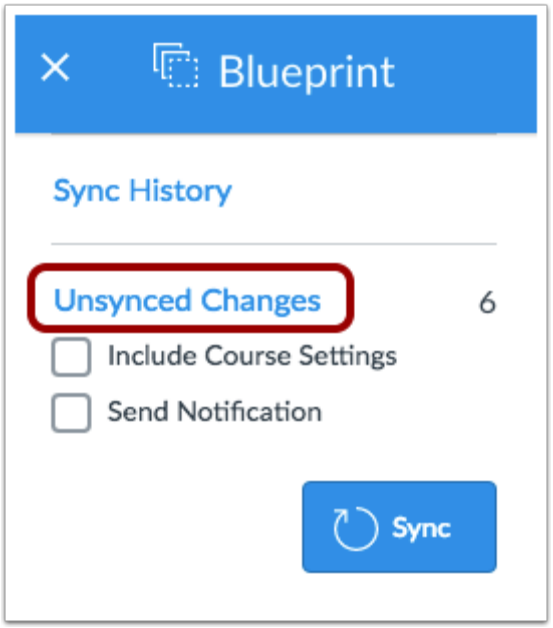


The Blueprint sidebar provides quick access to blueprint sync information.

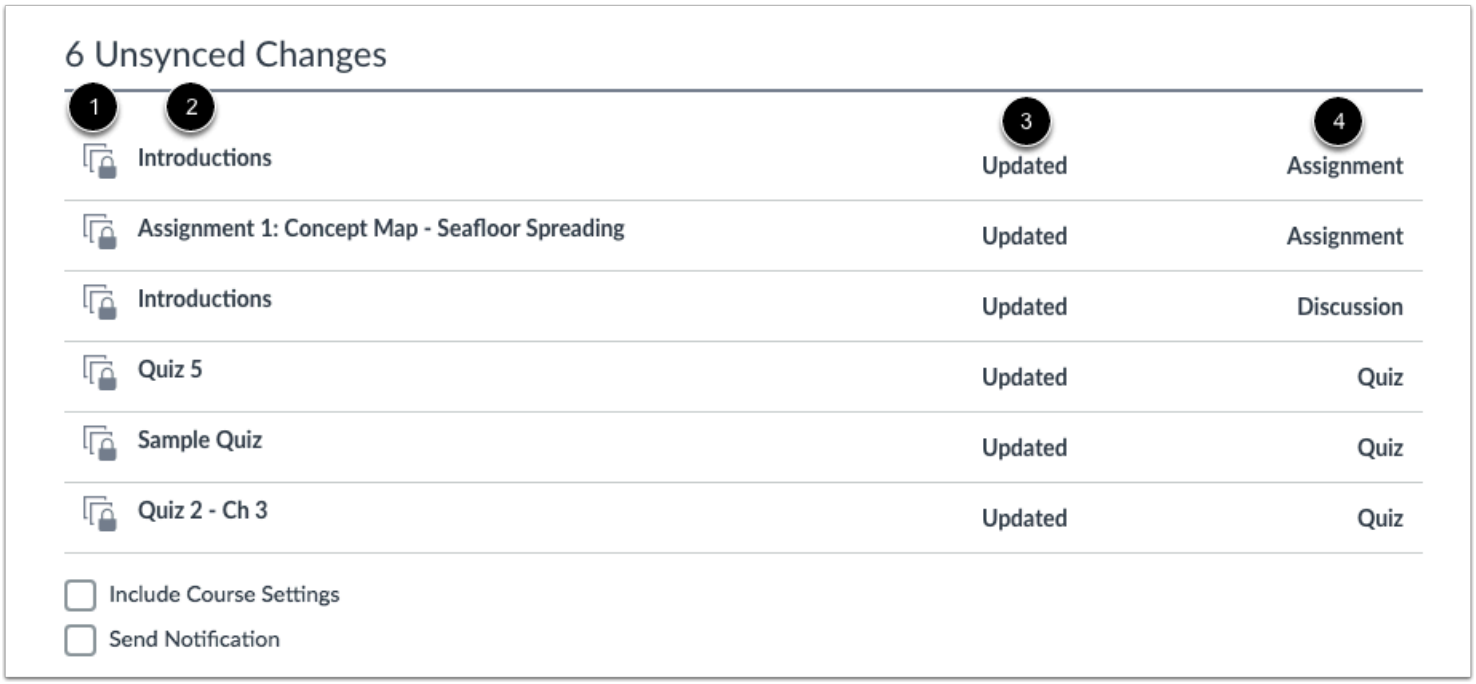
If any changes have been made in the course, the sidebar displays the number of unsynced changes in the course [1]. All course content is copied in the sync regardless of whether or not objects are locked. The only exception is Course Settings, which must be selected on a per-sync basis as part of the sync options [2]. You can also create a notification about the sync from the sidebar [3].

If you know what content is being synced and you are ready to sync your content, you can sync updates directly from the sidebar [4].

View Unsynced Changes



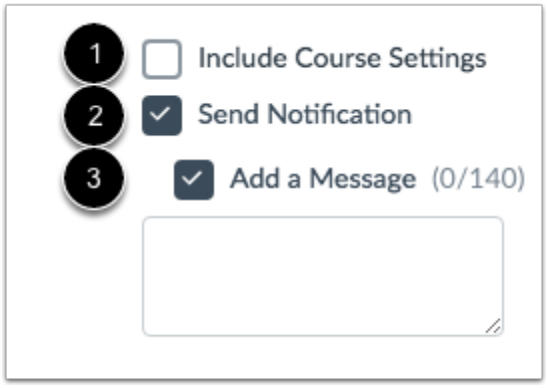
If you are not sure what content is being synced, or if you just want to confirm existing changes in the course, you can view specific details about the unsynced changes by clicking the **Unsynced Changes** link.



The Unsynced Changes page shows the specific content that has been updated. Each content object shows the current status of the object (locked or unlocked) [1], the name of the content item [2], the content change [3], and the content object type [4].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

Select Sync Options

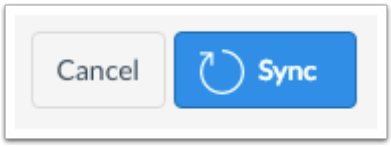


Course Settings include all settings options in the course, including Course Navigation. To sync Course Settings to associated courses, select the **Include Course Settings** checkbox [1].

If you want to send a notification about the blueprint sync, click the **Send Notification** checkbox [2]. Admins and other instructors can set the Blueprint sync notification and receive updates when a sync is complete.

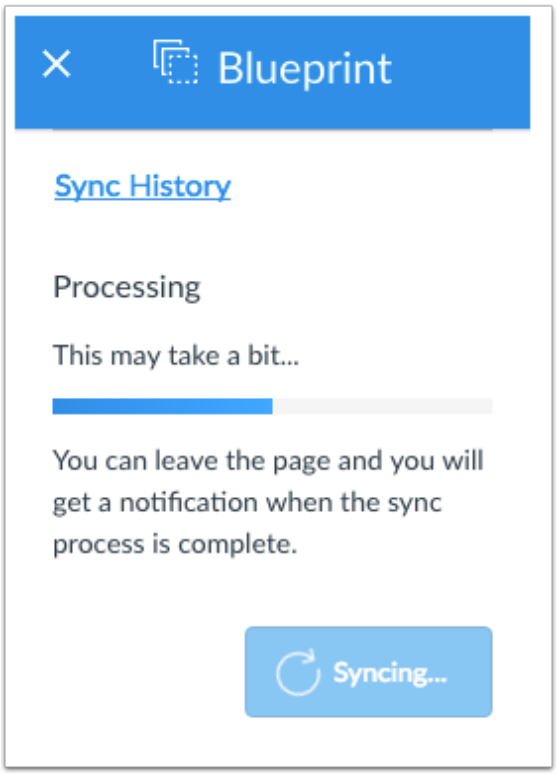
To add a message as part of the notification, click the **Add a Message** checkbox [3]. The message can be added as a reference to note what changes were made in the sync and displays in the Sync History page.

Sync Changes



Click the **Sync** button.

View Sync



Once a sync has started, the sidebar shows the sync status as long as you are viewing the page. You can leave the page, but know that the sync may take a while to process.

Note: If you immediately view an associated course and don't see any updates, the sync may still be in process. To confirm sync completion, enable the Blueprint sync notification in User Settings.

How do I view the sync history for a blueprint course as an instructor?

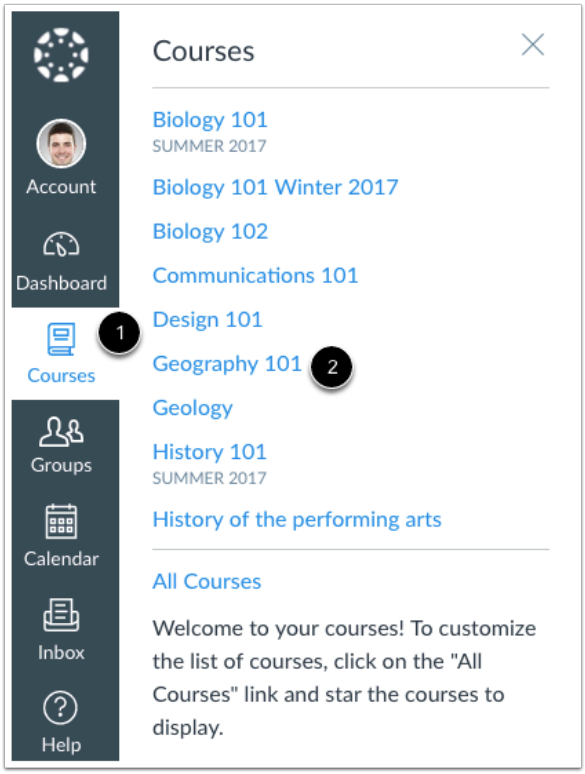
If you are enrolled in a blueprint course as an instructor, you can sync blueprint content changes to associated courses. Once a sync has been made in a blueprint course to associated courses, the sync is recorded in the Sync History page. You can view Sync History to view prior syncs and details about the sync.

The Sync History page records the last five syncs to the blueprint course.

Notes:

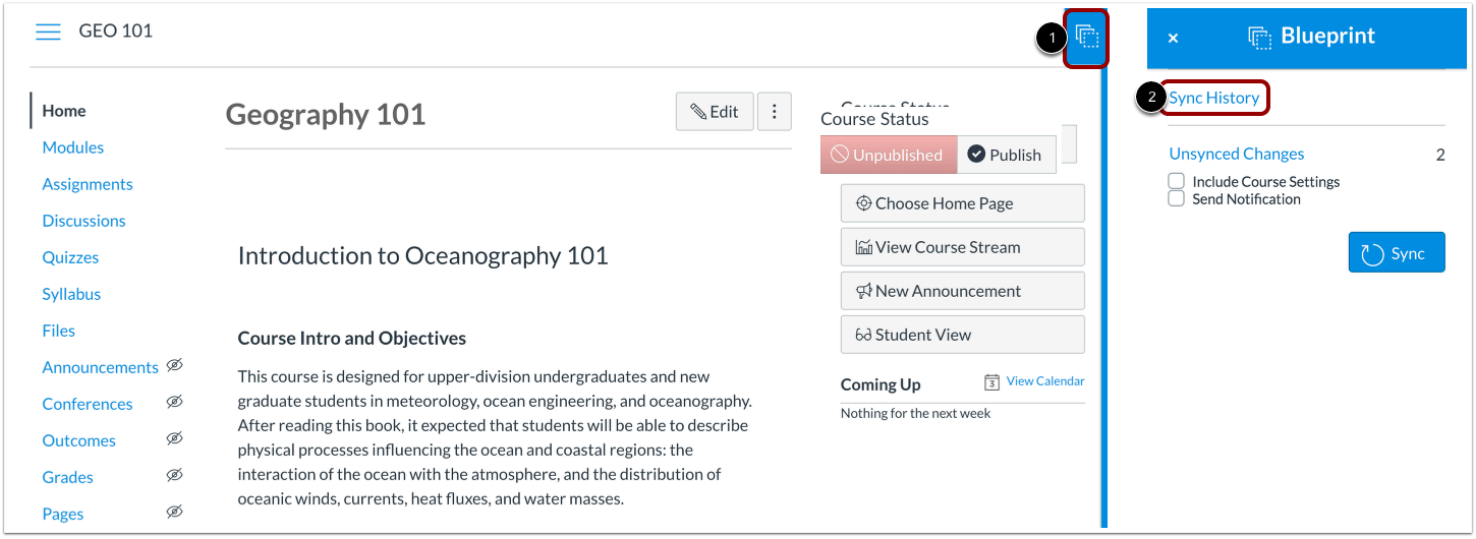
- Associated courses display the latest blueprint sync information in Course Settings.
- If sync history shows no sync details, the blueprint course was being synced to an associated course by an admin. The sync history for association syncs show the date and time the sync was made but no additional details are included.

Open Course



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

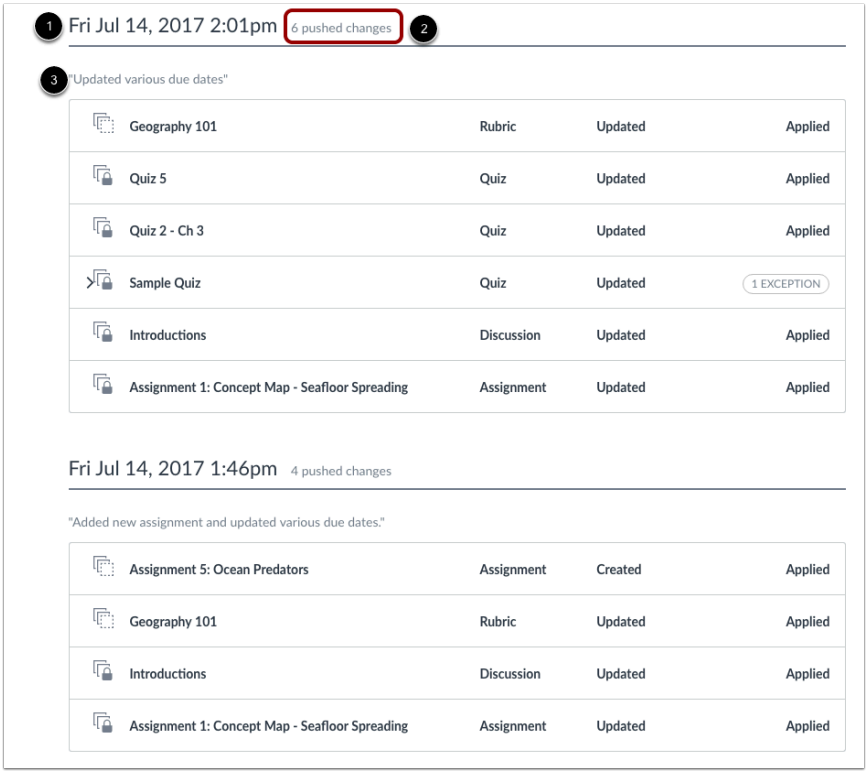
Open Sync History



In the Course Home Page, click the Blueprint sidebar tab [1], then click the **Sync History** link [2].

Note: You can access the Blueprint sidebar from any Course Navigation page.

View Sync History

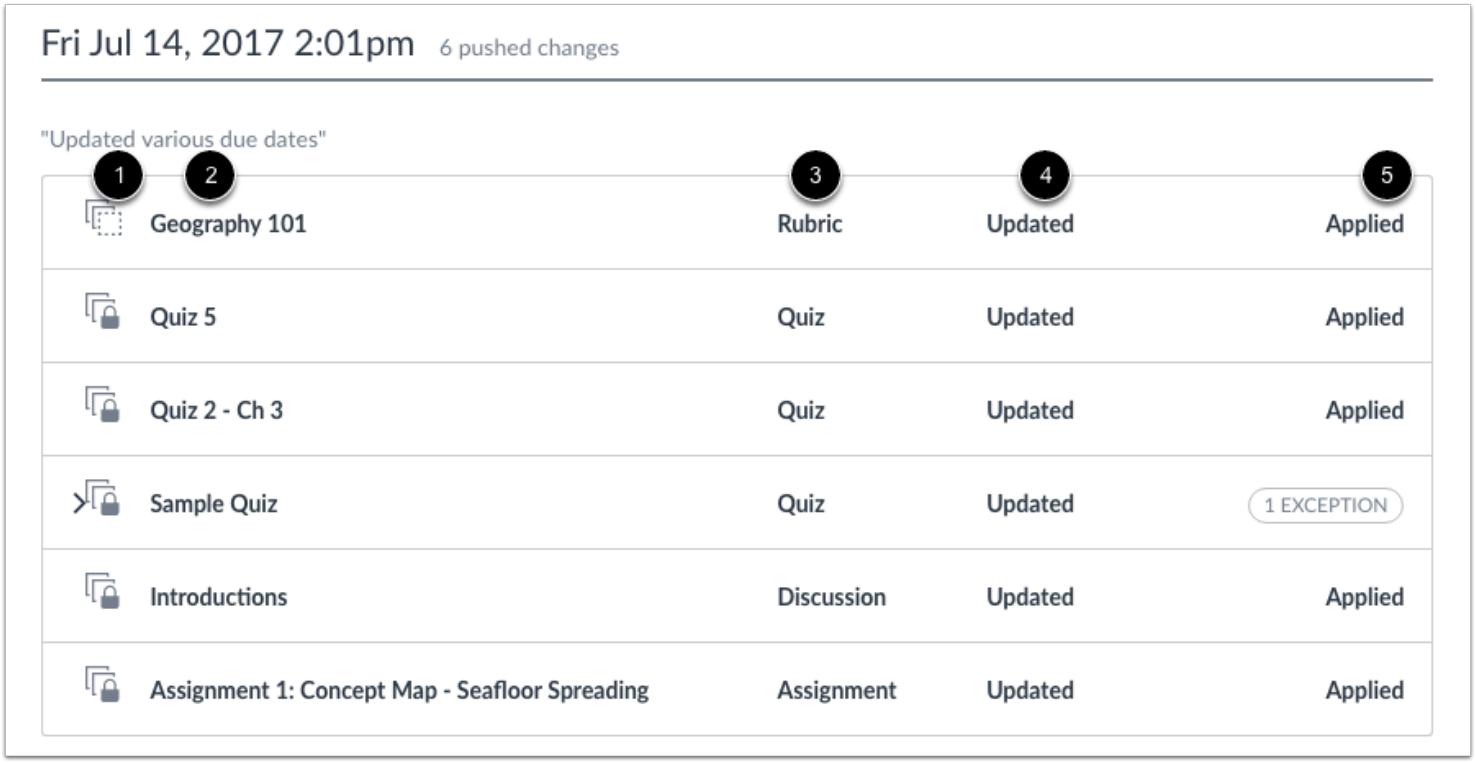


The Sync History page shows information about the last five syncs to the blueprint course. The page displays the date and time of the sync [1] and the number of changes [2].

If a message was included as part of the notification, the message is displayed above the list of synced changes [3].

For a course association made by an admin, sync history will show the date and time the sync was made but no details will be included related to the sync [4].

View Sync Details



The Sync History page shows the specific content that has been synced. Each content object shows the synced status of the object (locked or unlocked) [1], the name of the content item [2], the content change [3], the content object type [4], and whether or not the sync was applied [5].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

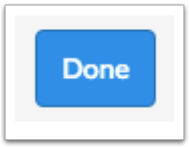
View Sync Exceptions

The Sync History page may show items with a sync exception. Exceptions occur when content is not synced because the content was modified in an associated course before the blueprint course was synced.

An exception is noted by the Exception indicator [1], which includes the number of exceptions.

To view which course(s) had an exception, click the arrow icon next to the name of the content item [2]. The expanded details show the term and the name of the course.

Close Sync History



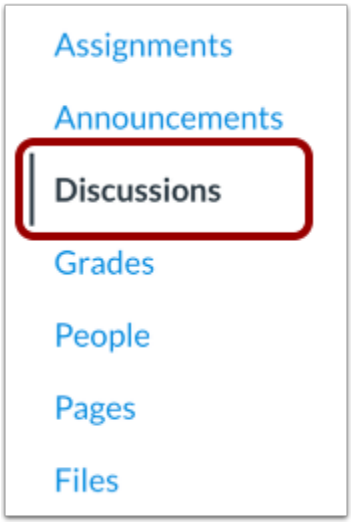
When you are finished viewing the Sync History page, click the **Done** button.

Discussions

How do I use the Discussions Index Page?

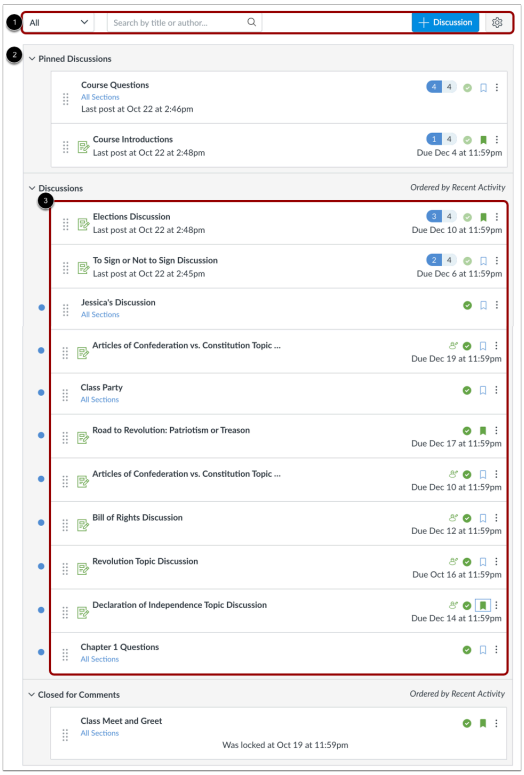
The Discussion Index page allows you to view all the discussions within a course. As an instructor, you can add discussions and modify discussion settings.

Open Discussions



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

View Discussions Index Page

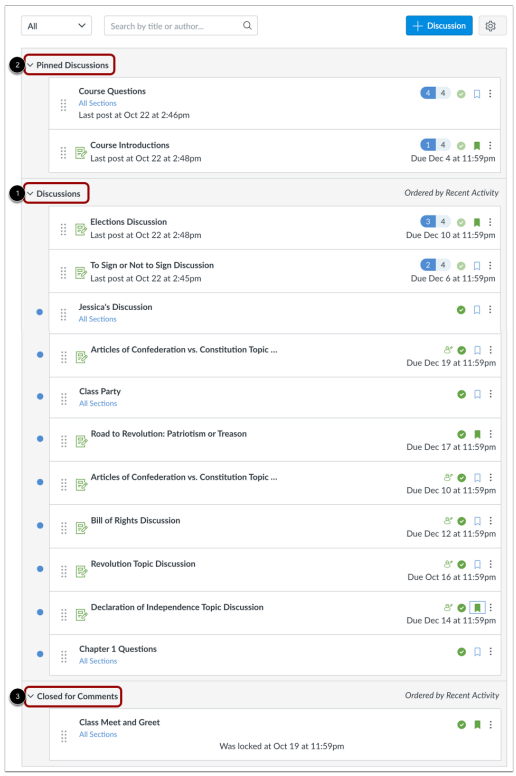


The Discussions Index page is designed with global settings at the top of the page [1], followed by the Discussion groups [2]. Individual discussions are nested within each Discussion group [3].

View Discussions Global Settings

Global settings include a drop-down menu to filter all or unread discussions [1] and a search field for searching discussions [2]. You can also add a new discussion [3] and edit discussion settings [4].

View Discussion Groups



Discussion groups can be expanded and collapsed by clicking the arrow next to the name.

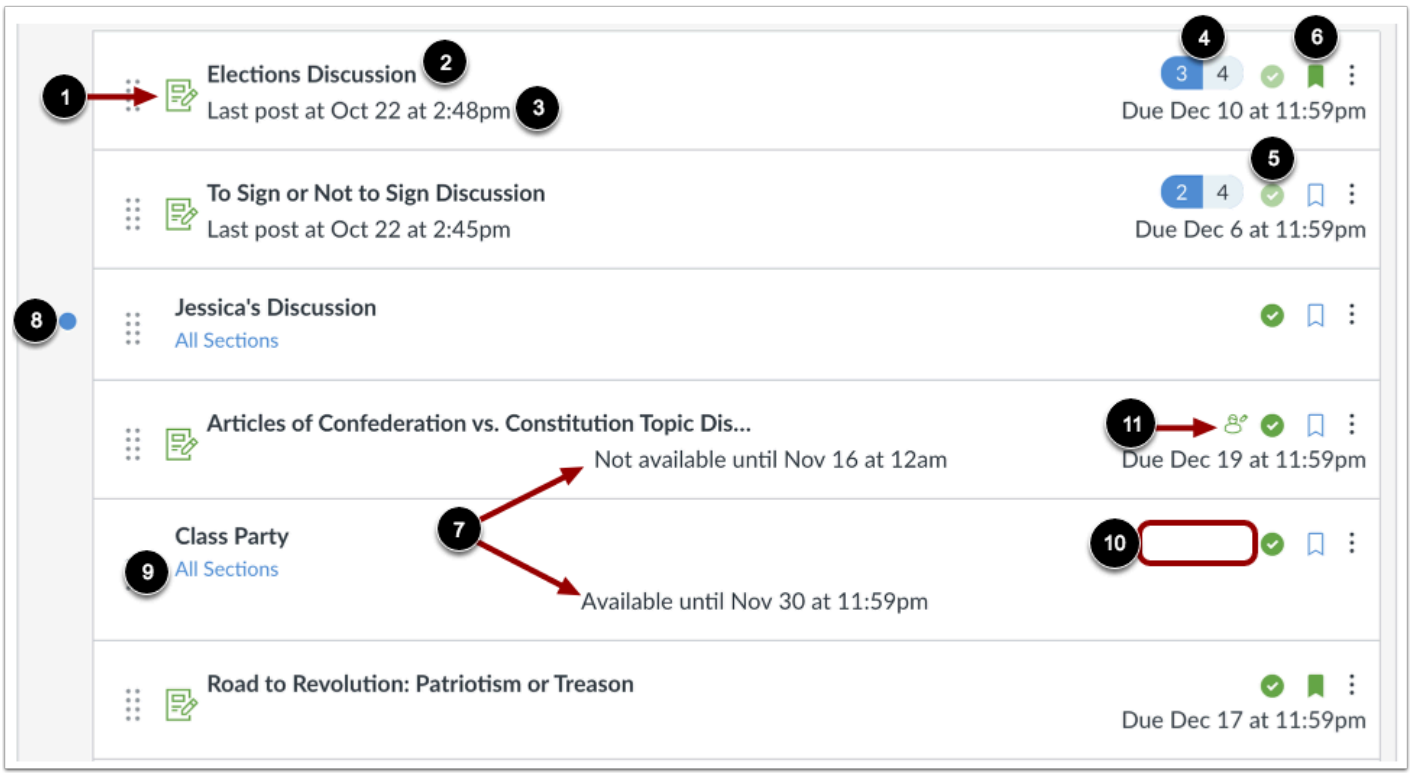
Discussions are organized into three main areas:

1. Discussions. These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date). Discussions with replies are ordered by most recent activity. Discussions with no replies are ordered by creation date. Students will only see this section heading if there are discussions within this section.

2. Pinned Discussions. These are discussions that you want your students to see at the top of their page. Pinned discussions can be arranged in any order. Students will only see this section heading if there are discussions within this section.

3. Closed for Comments. These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state. Closed for comments discussions are also ordered by most recent activity. Students will always see this section heading, even if there are no discussions within this section.

View Individual Discussion



Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date on which the last discussion reply was posted [3], the number of unread/total posts in the discussion [4], the discussion state (published or unpublished) [5], and whether or not you are subscribed to the discussion [6]. You can also view availability dates for graded and ungraded discussions [7].

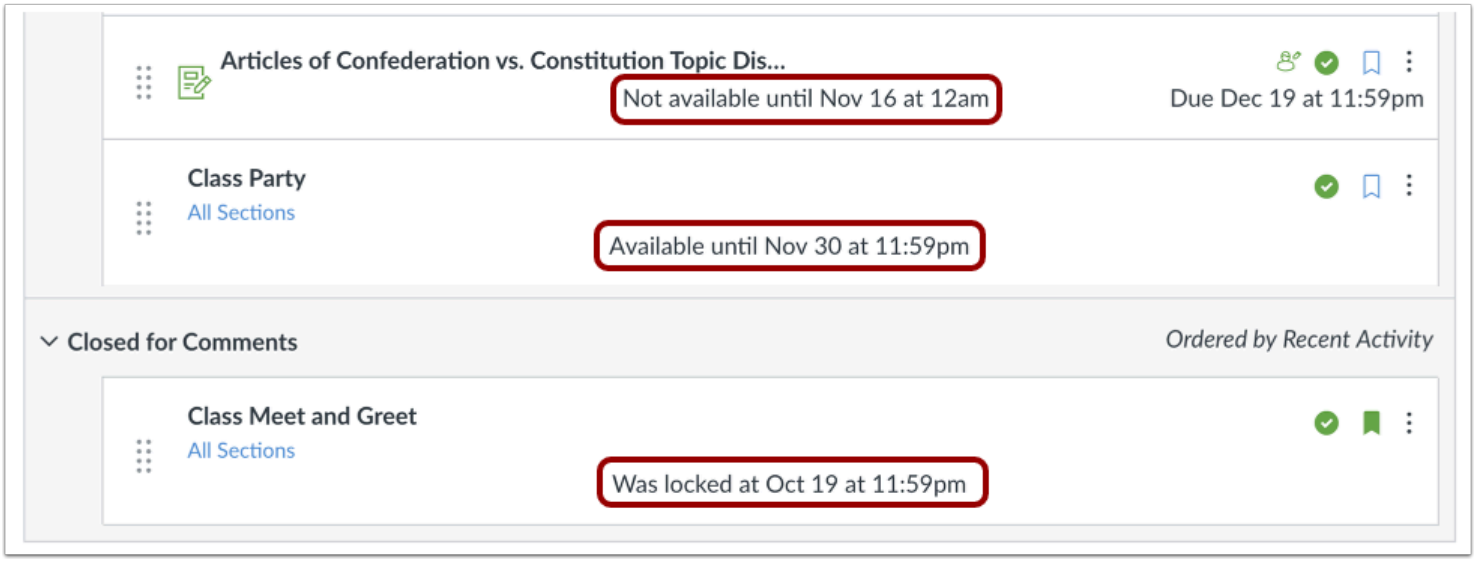
The unread icon next to a discussion indicates an unread discussion [8]. You can also view which sections are assigned to a discussion [9]. The number of unread/total posts is not included for group discussions and discussions that have no discussion replies [10]. The peer review icon [11] also displays if a graded discussion has been assigned peer reviews.

You can also set varied due dates for a discussion and create due dates according to course section. Discussions with varied due dates show the latest due date.

Notes:

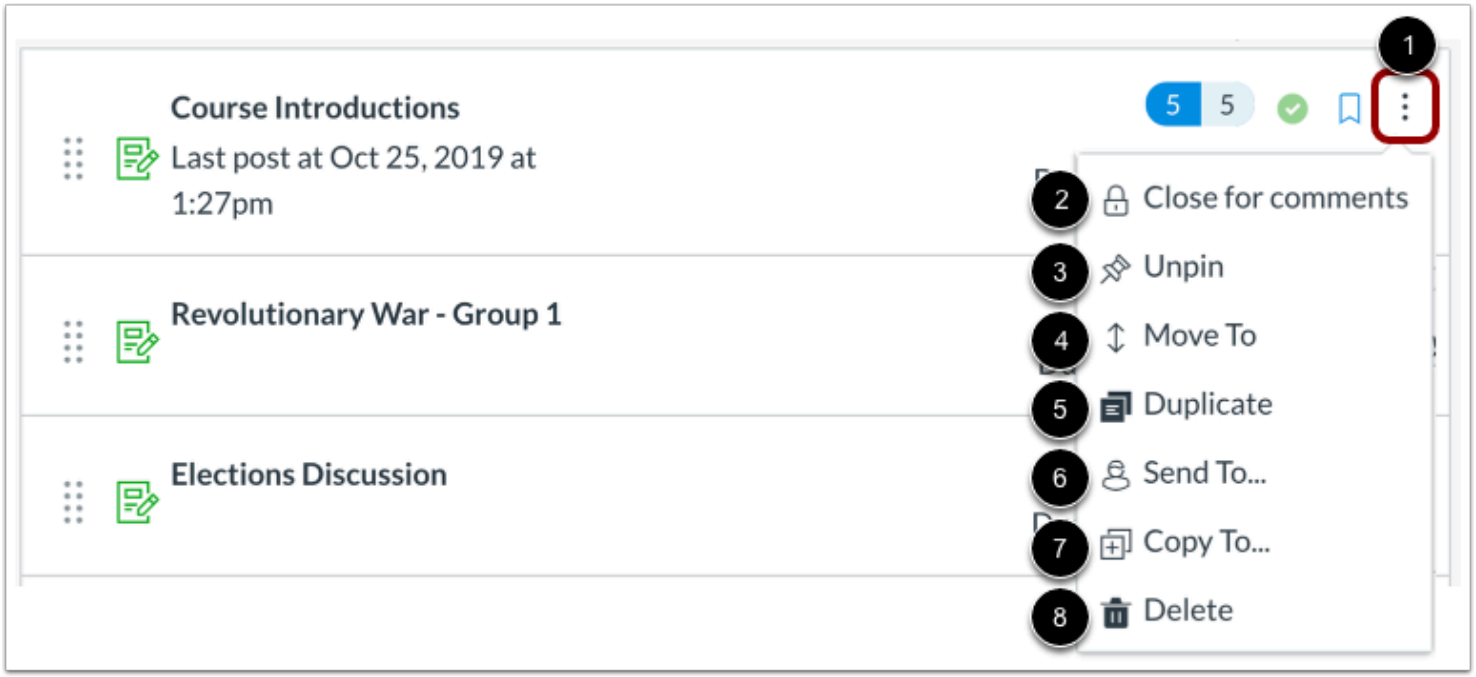
- Due dates are not required for discussions.
- Graded discussions with discussion replies cannot be unpublished. This is indicated by the publish icon being lighter in color.

View Availability Dates



Discussions can also include availability dates. Availability dates can make a discussion available for only a specific period of time.

Manage Individual Discussion



To manage an individual discussion, click the **Options** icon [1].

From the options drop-down menu you can close the discussion for comments [2], pin or unpin the discussion [3], move the discussion [4], duplicate the discussion [5], send the discussion to another instructor [6], copy the discussion to another course [7], or delete the discussion [8].

Note: The send and copy options are only available if the Direct Share feature option is enabled at the account level.

View Discussion

To view discussion details and replies, click the name of the discussion.

View MasteryPaths

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

View Blueprint Course

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

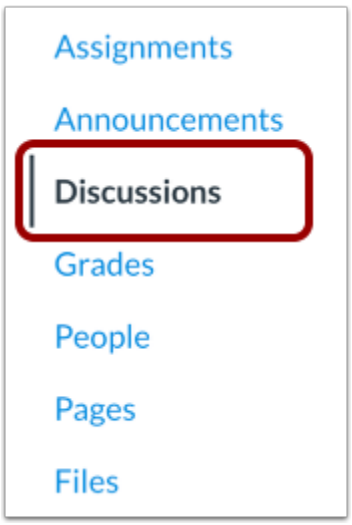
The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

How do I create a discussion as an instructor?

As an instructor, you can create a discussion for your course. This lesson outlines a variety of options to choose from in order to customize a discussion for your course.

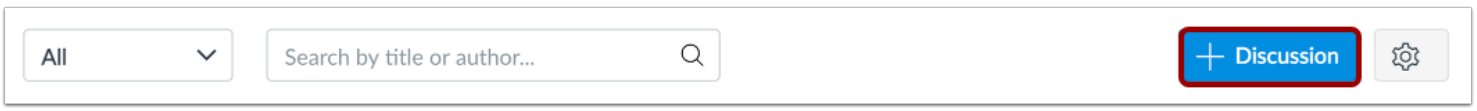
Note: Discussions can be graded or ungraded. If a student attaches a file to an ungraded discussion, the file size counts toward the student's storage quotas. However, attachments added to graded discussions do not count toward the student's storage quotas.

Open Discussions



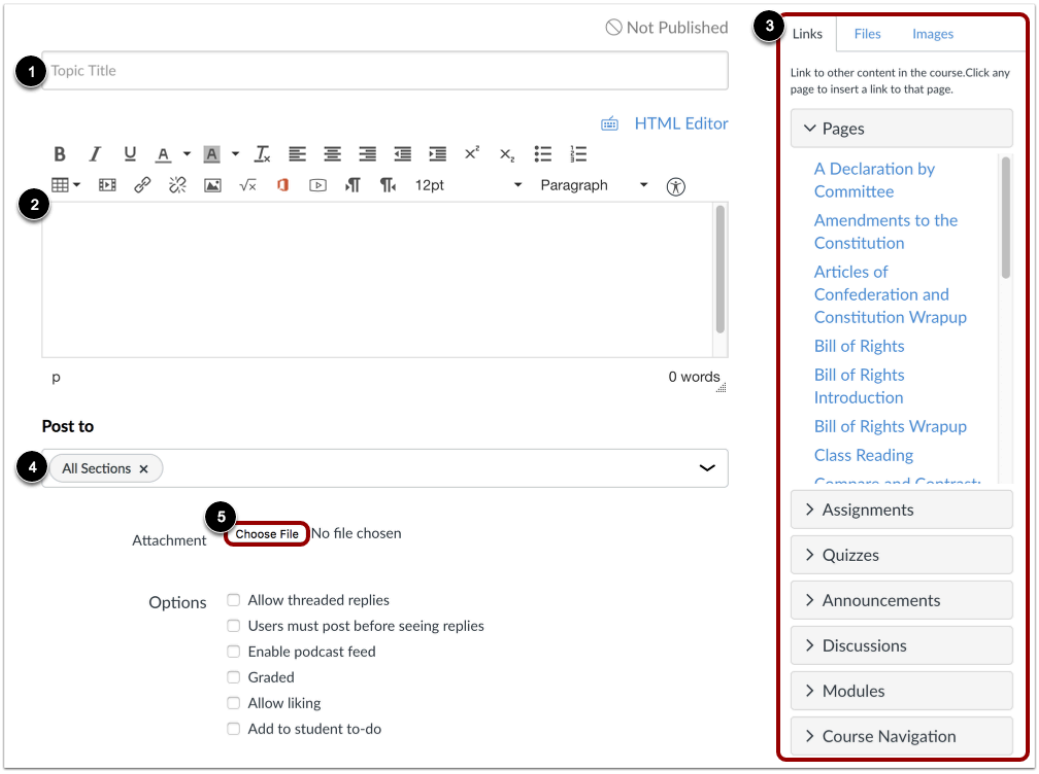
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

Create Discussion



In the Title field [1], create a title for your discussion.

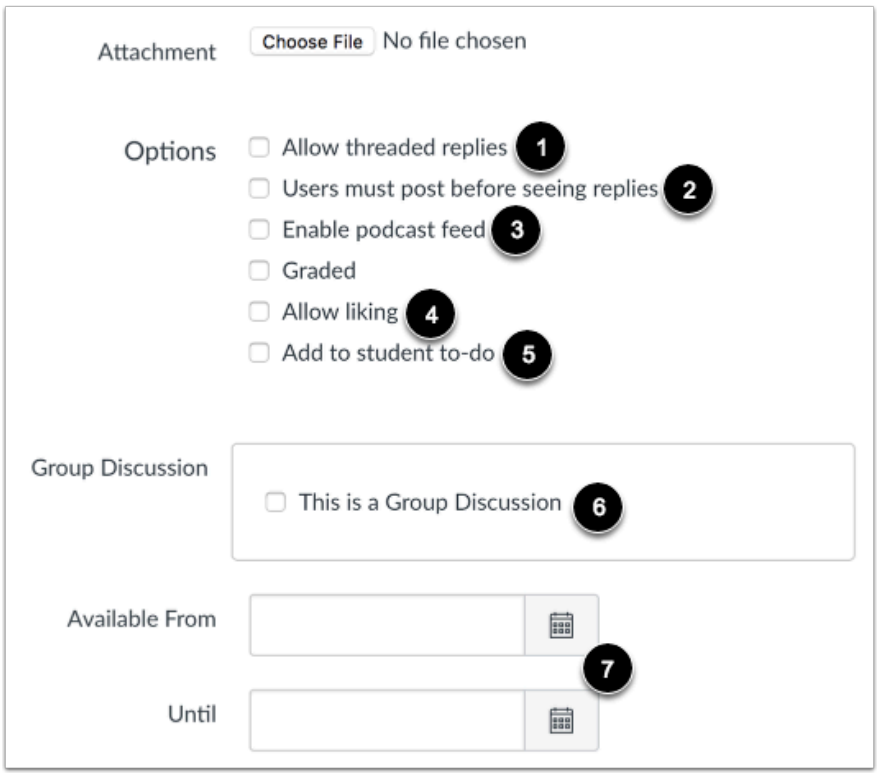
Use the Rich Content Editor [2] to create content for your discussion. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

You can also add links, files, and images to the discussion using the content selector [3].

If you want to create a section-specific discussion that is not graded, select one or multiple sections in the Post to drop-down menu [4]. Graded section-specific discussions must be created as part of the Graded option in the next section.

You can also add an attachment to your discussion by clicking the **Choose File** button [5].

Add Discussion Options



By default, discussions are created as focused discussions. To create a threaded discussion, click the **Allow threaded replies** checkbox [1].

To require users to reply to the discussion before they can see any other replies, click the **Users must post before seeing replies** checkbox [2].

To enable a discussion podcast feed, click the **Enable podcast feed** checkbox [3].

To allow students to like discussion replies, click the **Allow liking** checkbox [4].

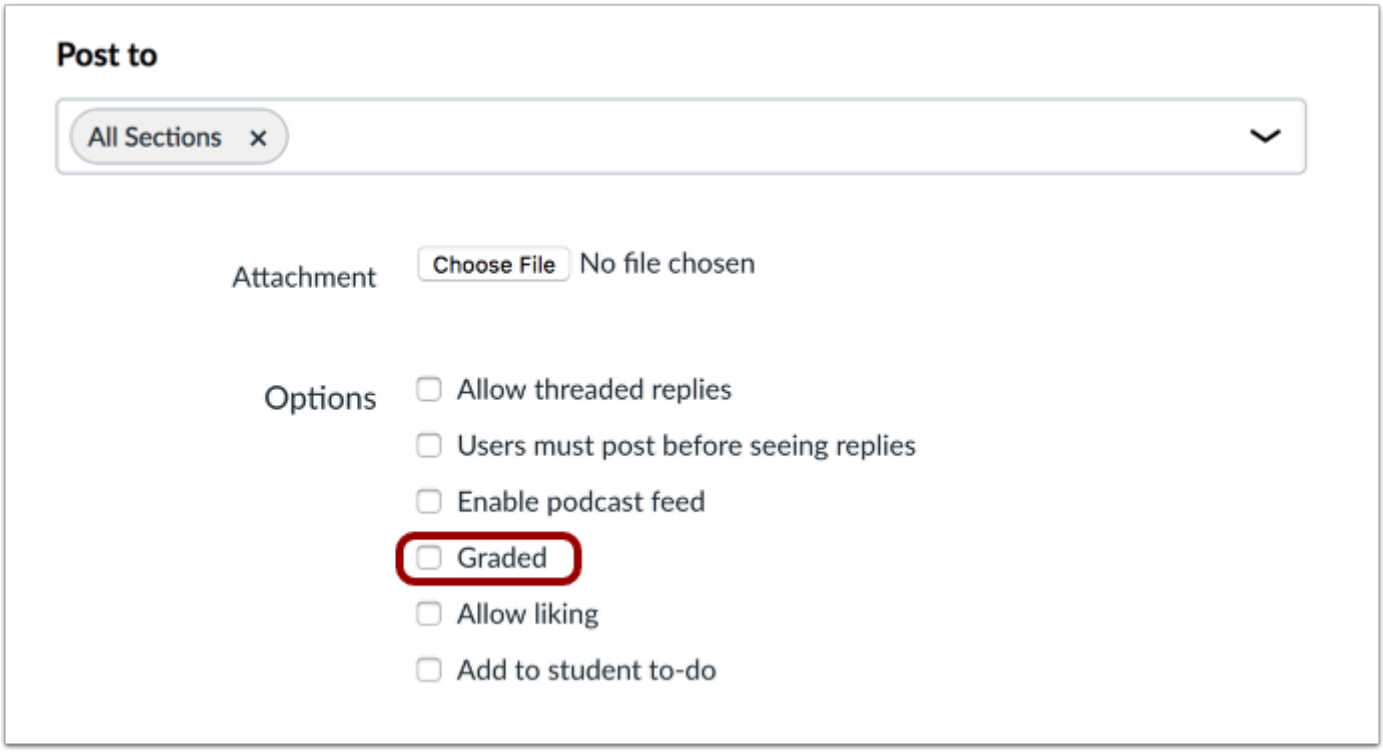
To add an ungraded discussion to the student to-do list, click the **Add to student to-do** checkbox [5]. Student to-do items display in the course calendar, in the student-specific List View Dashboard, and in the global and course home page to-do lists. Graded discussions automatically display in a student's to-do list.

To make the discussion a group discussion, click the **This is a Group Discussion** checkbox [6].

To make your discussion available on a specific date or during a specific date range using availability dates, enter the dates in the **Available From** and **Until** fields [7], or click the calendar icons to select dates. If you create a graded discussion, the Available From and Until dates can be set in the Assign field. Before the Available From date, students will only be able to view the

discussion title. After the Until date, students can view the discussion topic and all responses but cannot add or edit any responses.

Create Graded Discussion

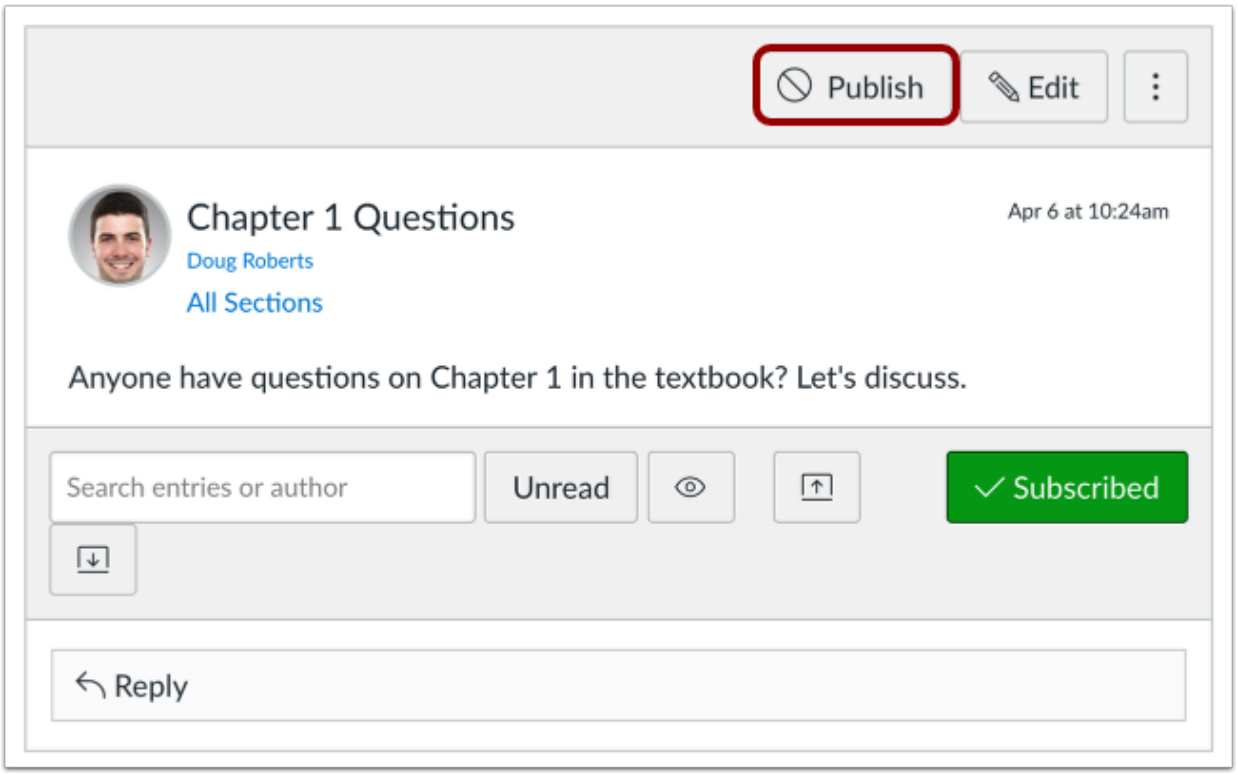


To create a graded discussion, click the **Graded** checkbox. If this option is selected, additional options will be added to the page, where you can assign graded discussions to everyone, individual students, course sections, or course groups.

Note: If you want to create a graded discussion and you have added sections in the Post To field, the Graded option will be unavailable. You must remove the sections from the Post To field before selecting this option. You will be able to add sections as part of the graded discussion options.

Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].



When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** icon.

How do I create a group discussion in a course?

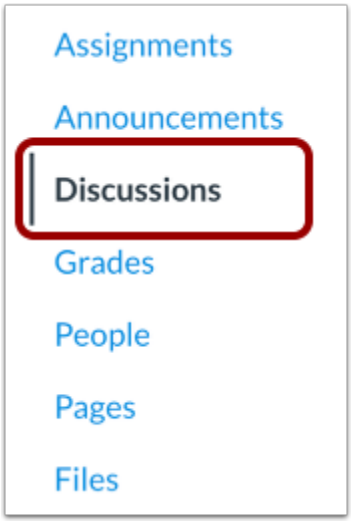
Groups are a subset of a course with a course-like environment including their own Calendar, Discussion board, and Collaboration tools. Only students added to a group have permission to see and use the respective tools within the group.

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created.

If you prefer to create a group discussion for grading, learn how to create graded group discussions.

Note: You will need to create group sets and groups before setting up a group discussion assignment.

Open Discussions

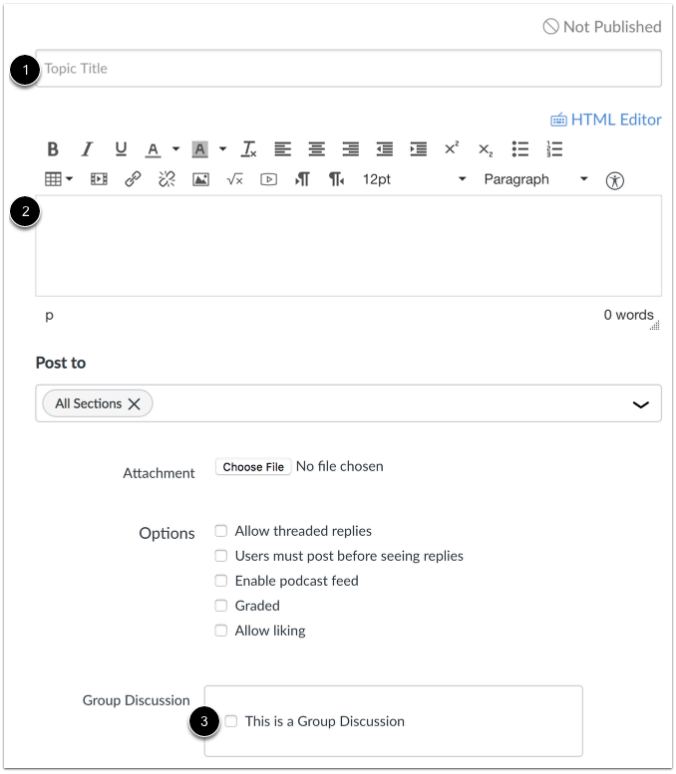


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

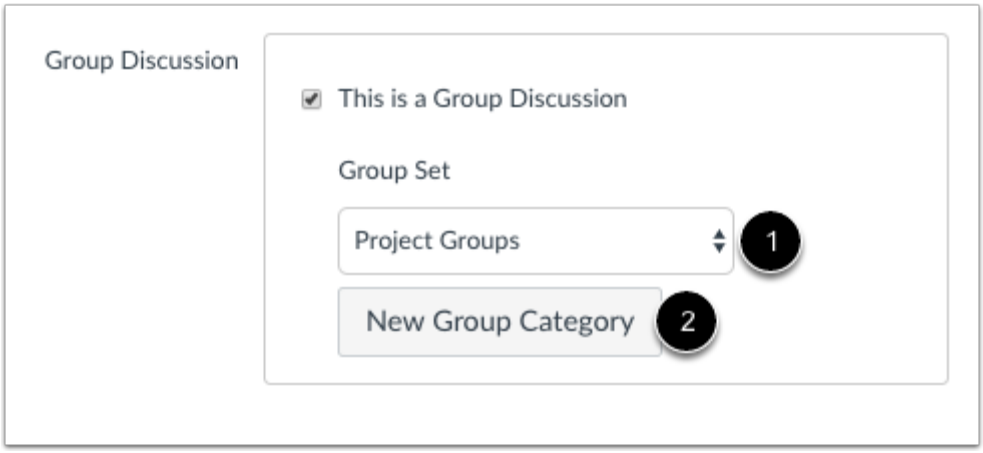
Create Group Discussion



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. The Rich Content Editor includes a word count display below the bottom right corner of the text box.
3. Click the This is a Group Discussion checkbox.

Select Group Set



To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group category, click the **New Group Category** button [2].

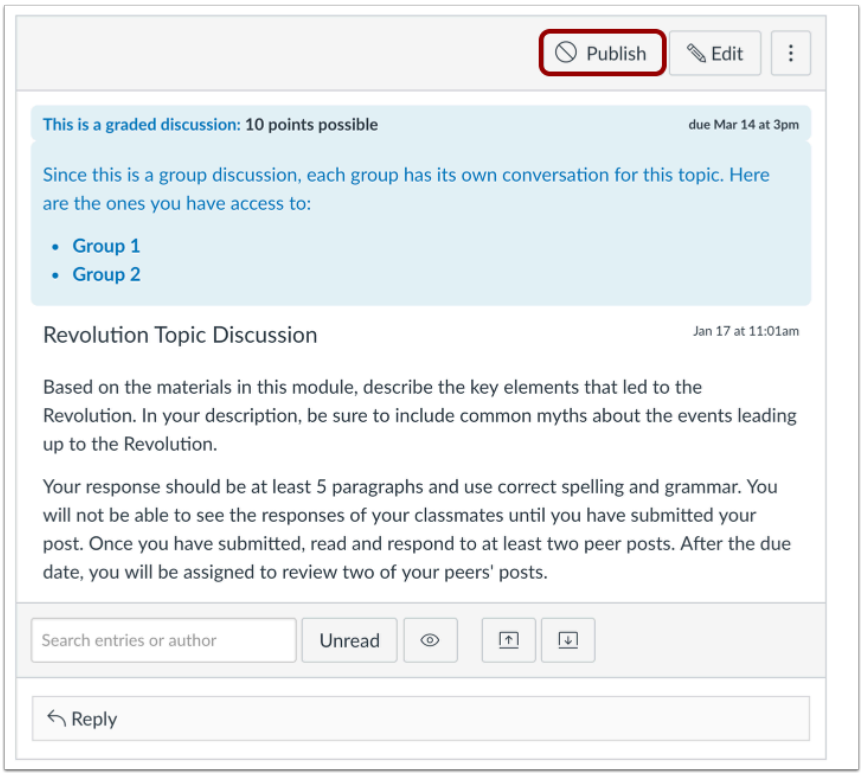
Set Availability Dates

To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available From** and **Until** fields [7], or click the calendar icons to select dates. These dates apply to all users. By default, these fields are left blank and the discussion can be viewed throughout the entire course.

Note: These fields only apply for non-graded discussions; If you create a graded group discussion, these date fields do not apply.

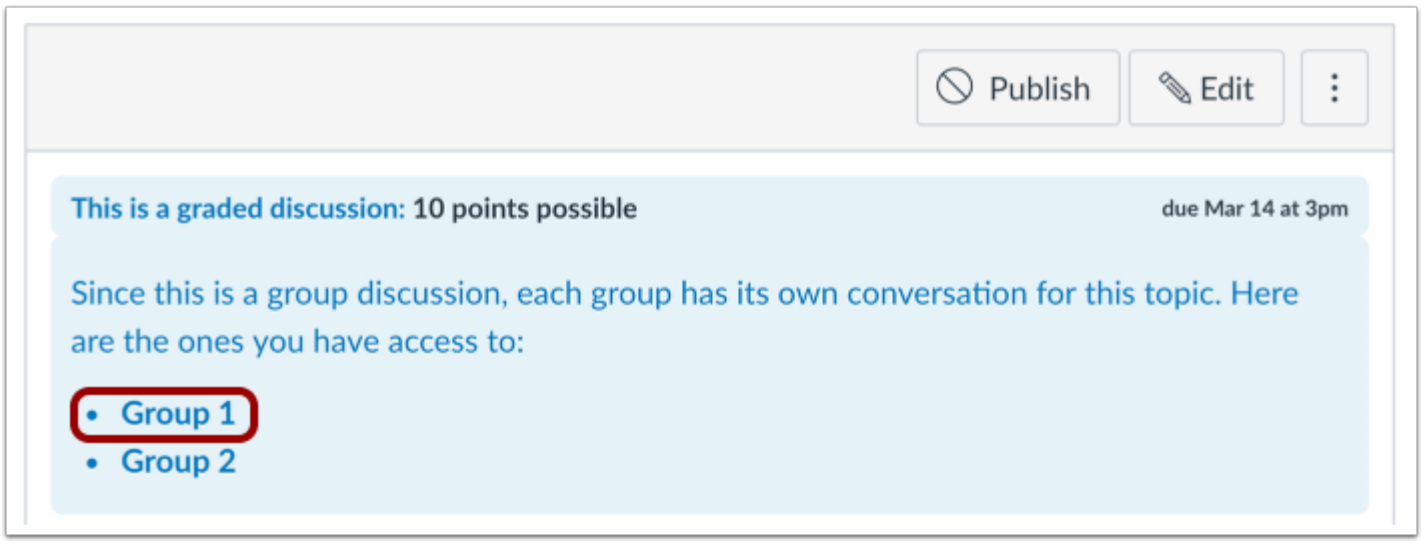
Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].



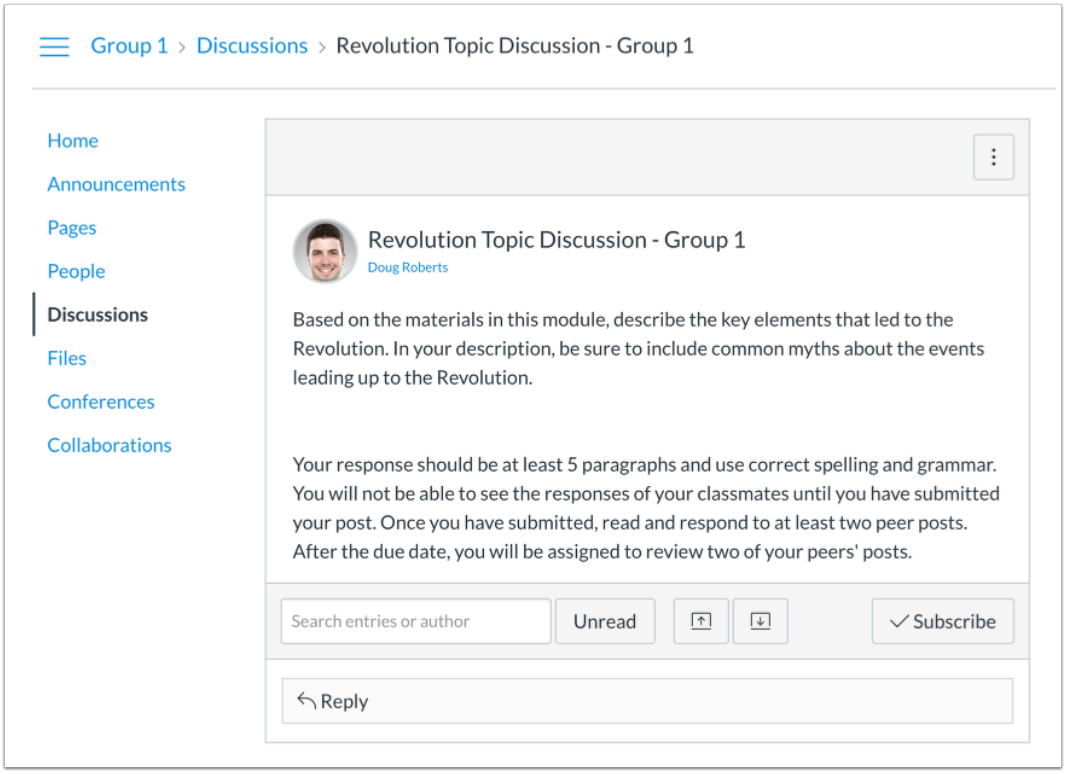
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

View Discussion



View the discussion. A Teacher or TA will see links to each group. Click the group name to open the group discussion and view replies to the topic.

Student View of Discussion



When students open the discussion, they will be taken to the Discussions page within their specified project group to complete the assignment.

Note: Discussion posts cannot be made anonymously.

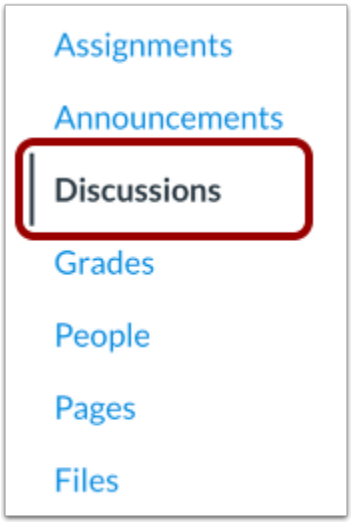
How do I duplicate a discussion in a course?

You can duplicate a discussion in your course. When a discussion is duplicated, the word *Copy* is added to the end of the assignment name. The person who copied the discussion is shown as the author of the discussion and is immediately subscribed to the discussion, and the date the discussion was copied displays as the last posted date.

Duplicating a discussion defaults the copied discussion to an unpublished status. All items in the discussion are duplicated including the name, description, and options. In graded discussions, duplication exceptions include the following situations:

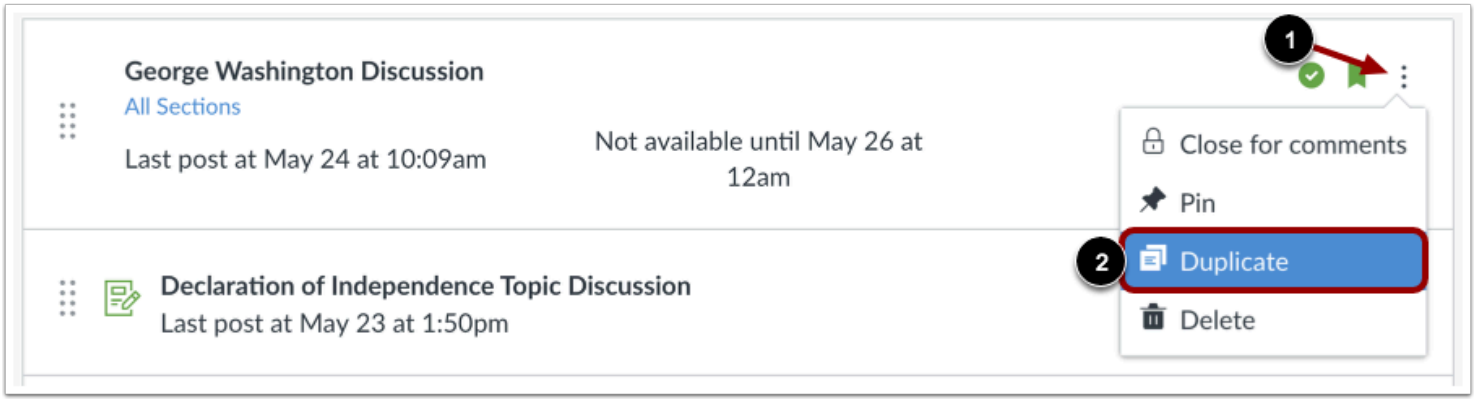
- Copied peer review discussions retain the peer review settings and Assign Review date, but the number of reviews per user will be set to zero.
- Copied discussions are always assigned to everyone in the course; differentiated discussions are not retained for individual users, groups, or sections.
  - If a differentiated discussion includes an Everyone Else date, the copied discussion retains the Everyone else date, if any.
  - If a differentiated discussion does not include an Everyone Else date, the copied discussion does not include a due date.

Open Discussions



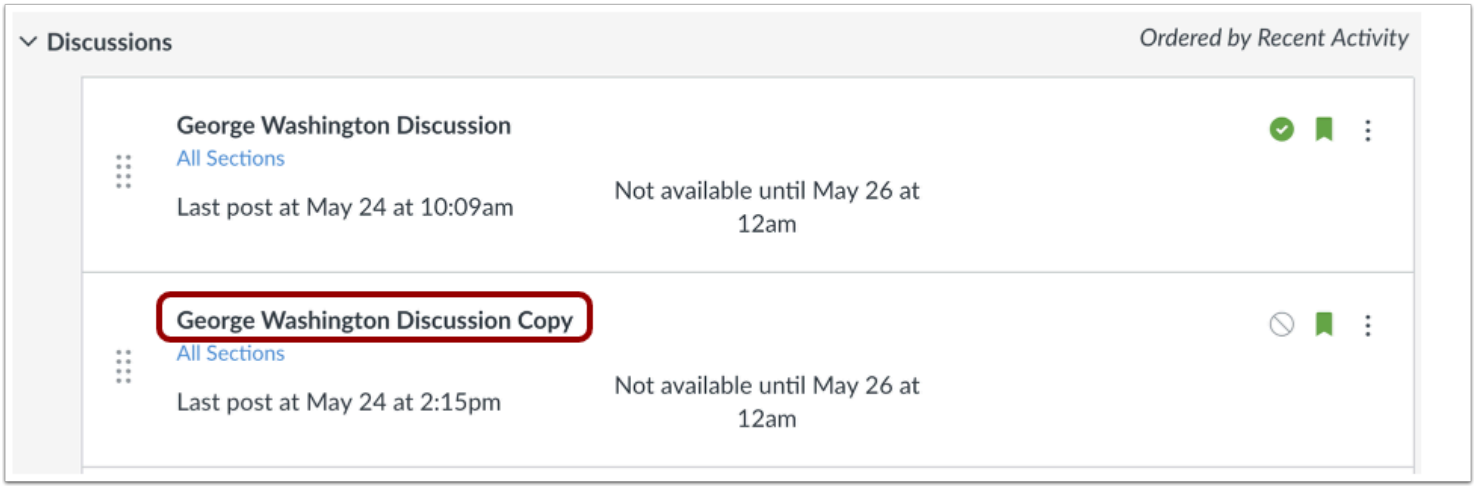
In Course Navigation, click the **Discussions** link.

Duplicate Discussion



Locate the discussion you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate



View the discussion duplicate in your course.

Note: If applicable to your course, the Discussions page displays any Blueprint Course icons after the page is refreshed.

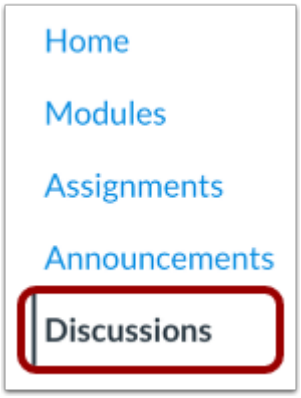
How do I use Direct Share to copy a discussion to another course?

As an instructor, you can use Direct Share to copy individual discussions in one course directly into another course in which you are enrolled. Direct Share also allows you to send discussions to other instructors at your institution. When you copy a discussion, any assets within that discussion (images, files, etc.) will be included in your discussion copy.

Notes:

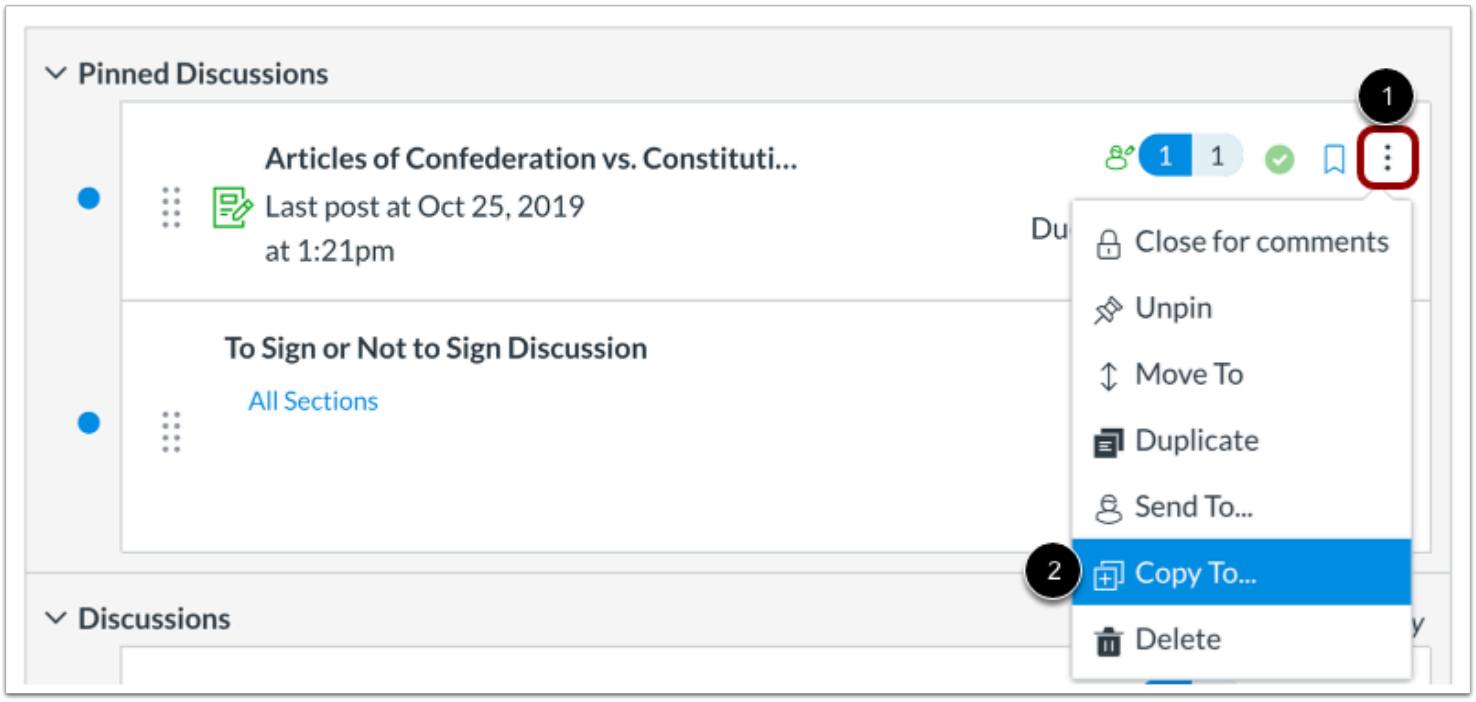
- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Discussions



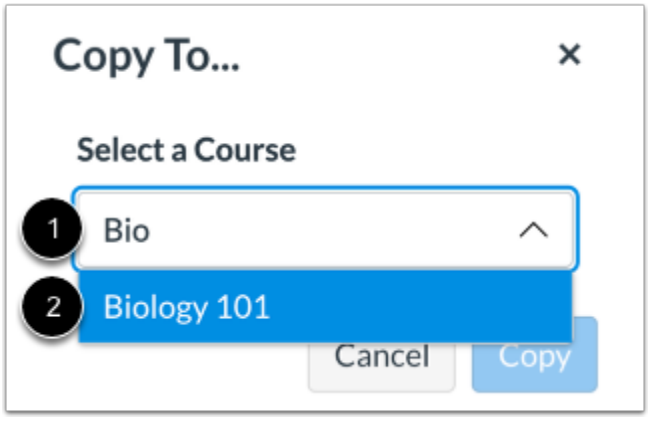
In Course Navigation, click the **Discussions** link.

Open Discussion Options



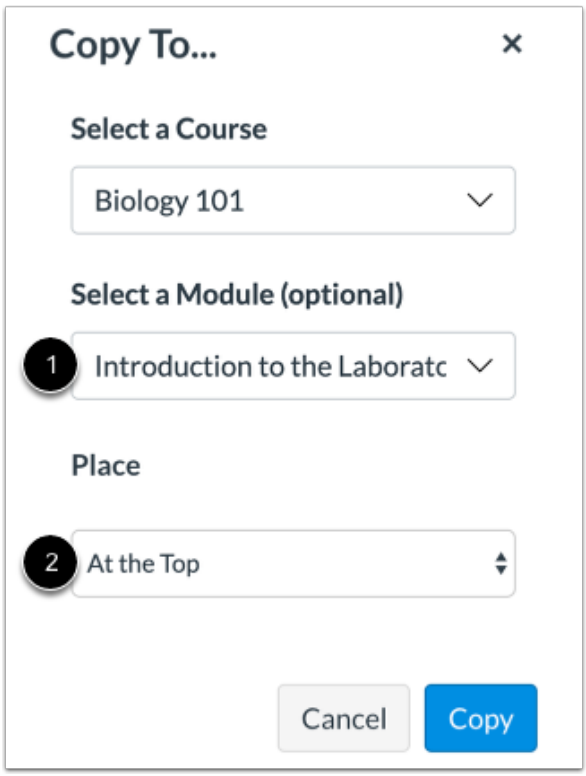
Locate the discussion you wish to copy, then click the discussion **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



Click or type the name of a course in the **Select a Course** field [1]. Then select the course into which you want to copy the discussion [2].

Select Location

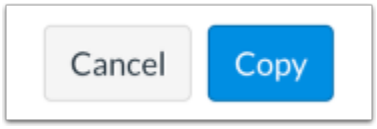


If you wish, you can copy the discussion into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied discussion.

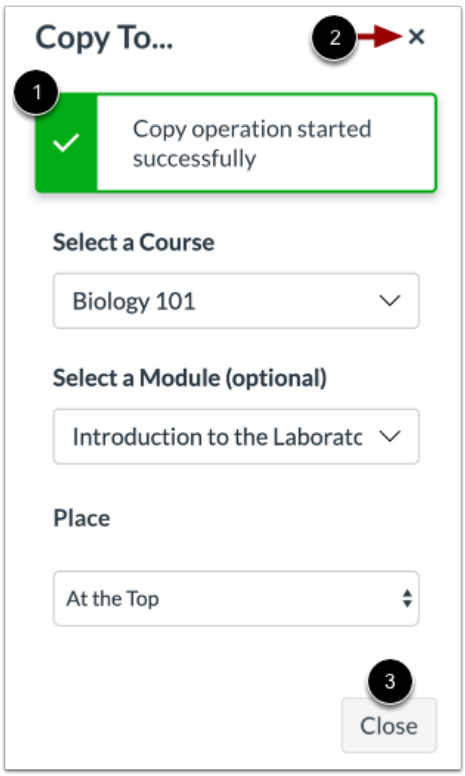
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the discussion to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Discussion



Click the **Copy** button.

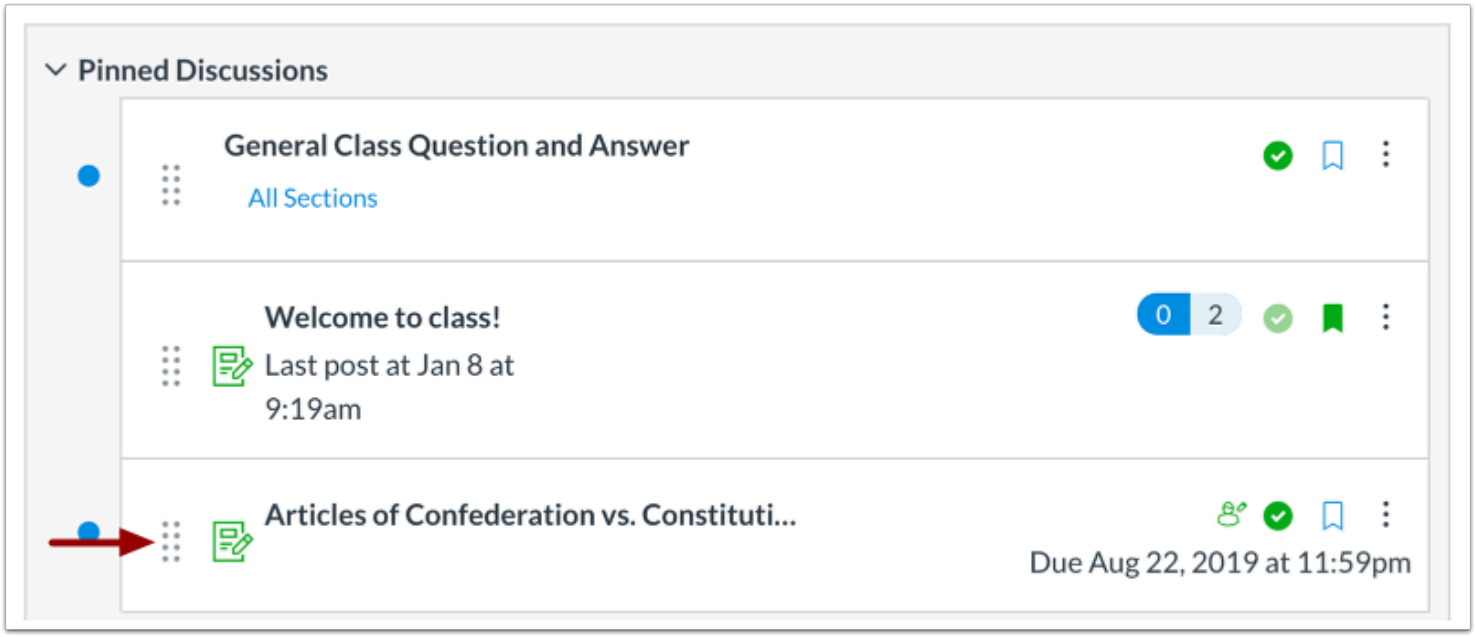
View Copy Notification



Canvas displays a notification when a discussion copies successfully [1].

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

View Copied Discussion



Copied discussions display on the Discussions Index Page for the course into which it copied.

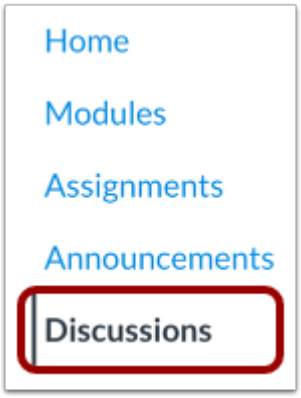
How do I use Direct Share to send a discussion to another instructor?

As an instructor, you can use Direct Share to share individual discussions in your course with other instructors at your institution. You can also use Direct Share to copy an individual discussion into another course. When you share a discussion, any assets within that discussion (images, files, etc.) will be included in the shared file.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Discussions



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

Open Discussion Options

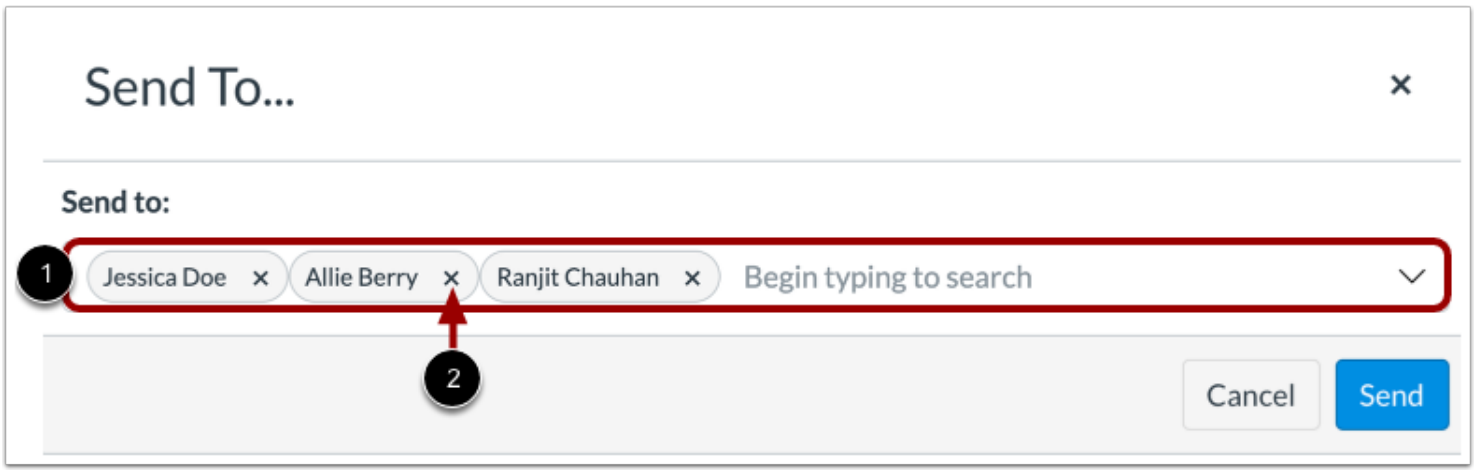
Locate the discussion you wish to send, then click the discussion **Options** icon [1]. Select the **Send To...** option [2].

Select Recipient

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

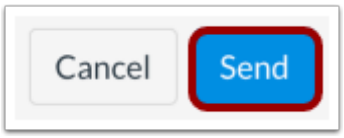
Note: You can send the assignment to multiple instructors at one time.

View Recipients



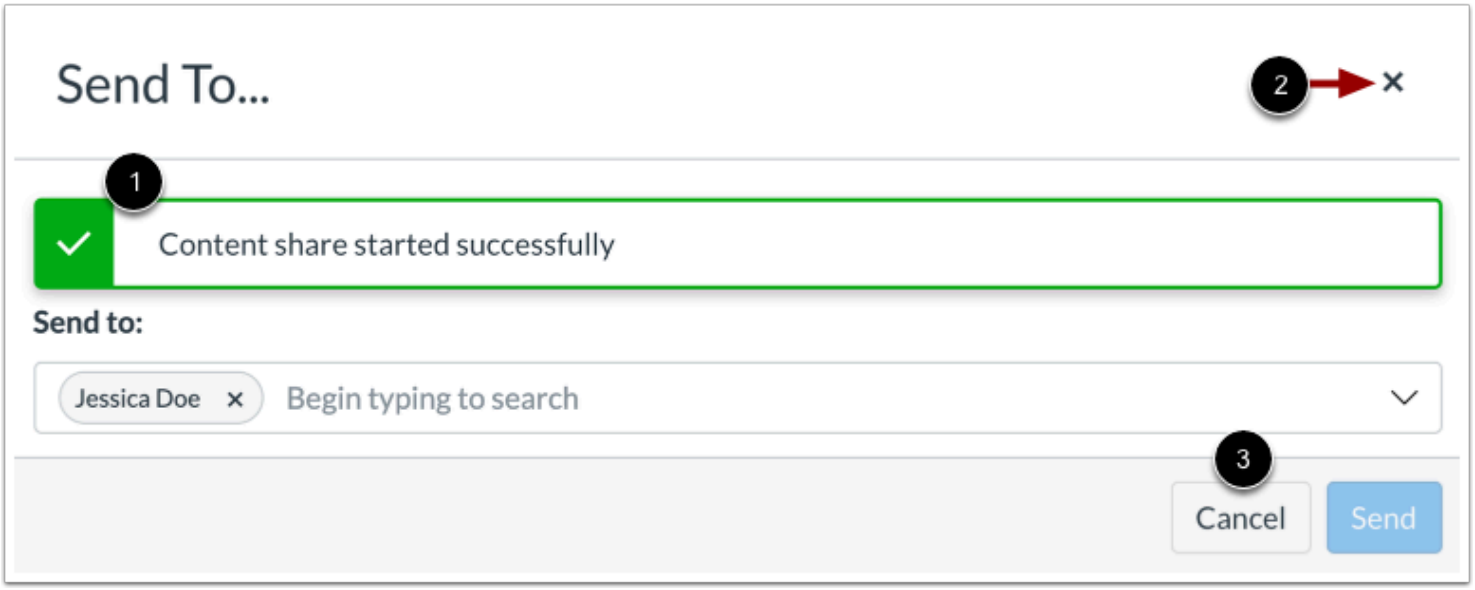
You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Send Discussion



Click the **Send** button.

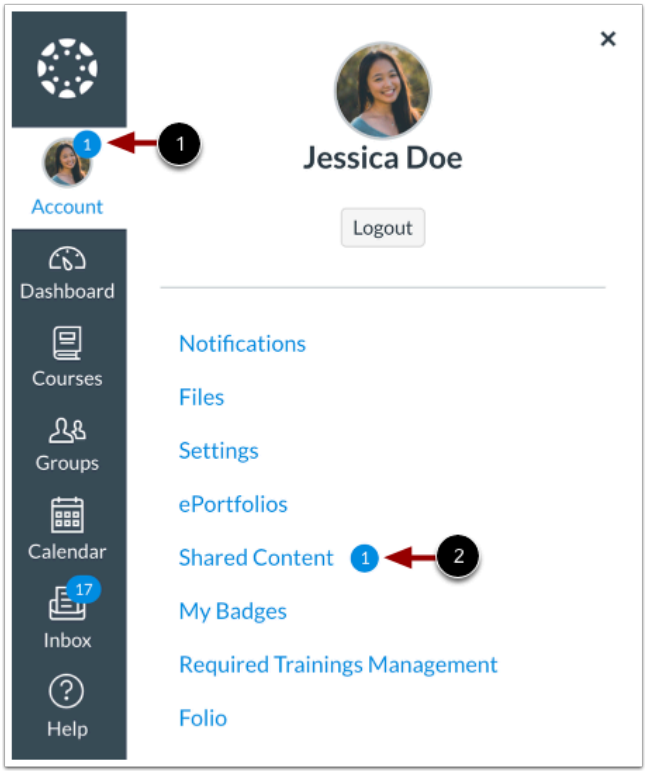
View Sent Notification



Canvas displays a notification when content sends successfully [1].

To close the **Send To...** modal, click the **Close** icon [2] or **Cancel** button [3].

View Shared Content



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

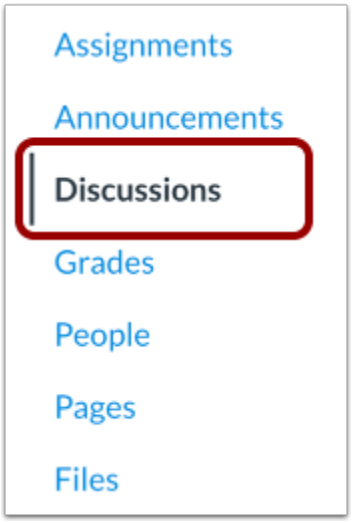
Learn how to manage received content.

How do I use Draft State in Discussions?

Draft State allows content in Discussions to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded discussions are excluded from grade calculations.

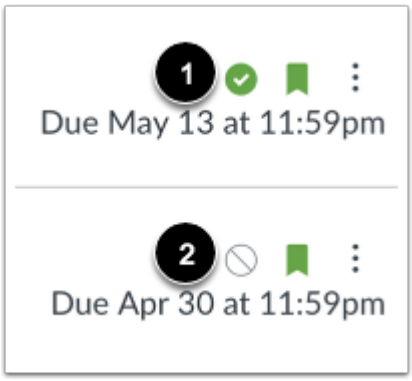
Note: If you use Modules in your course and add a Discussion to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Discussions unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Discussions



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

View Status of All Discussions

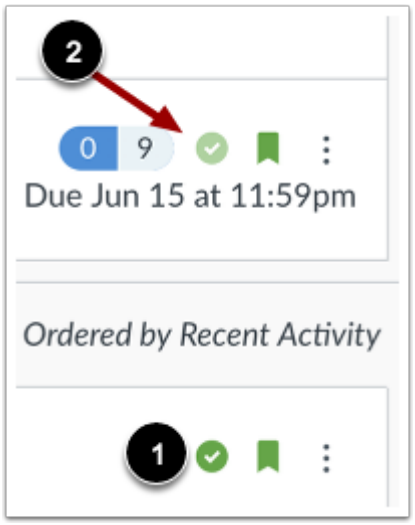


On the Discussions index page, you can view the status of each discussion. Green icons indicate the discussion is published [1]. Gray icons indicate unpublished discussions [2]. You can change the status of a discussion by toggling the published and unpublished icons.

Publish Discussion

To publish a discussion, click the discussion's unpublished icon.

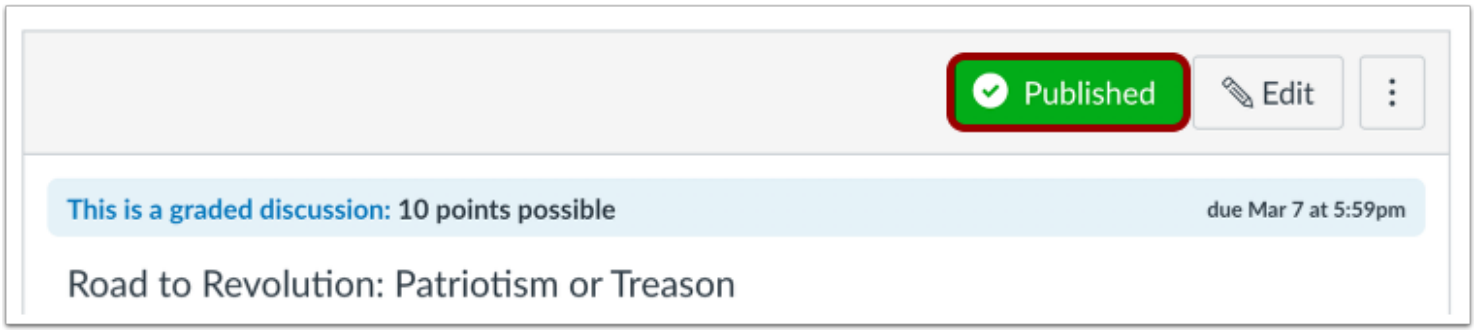
Unpublish Discussion



To unpublish a discussion, click the discussion's published icon [1].

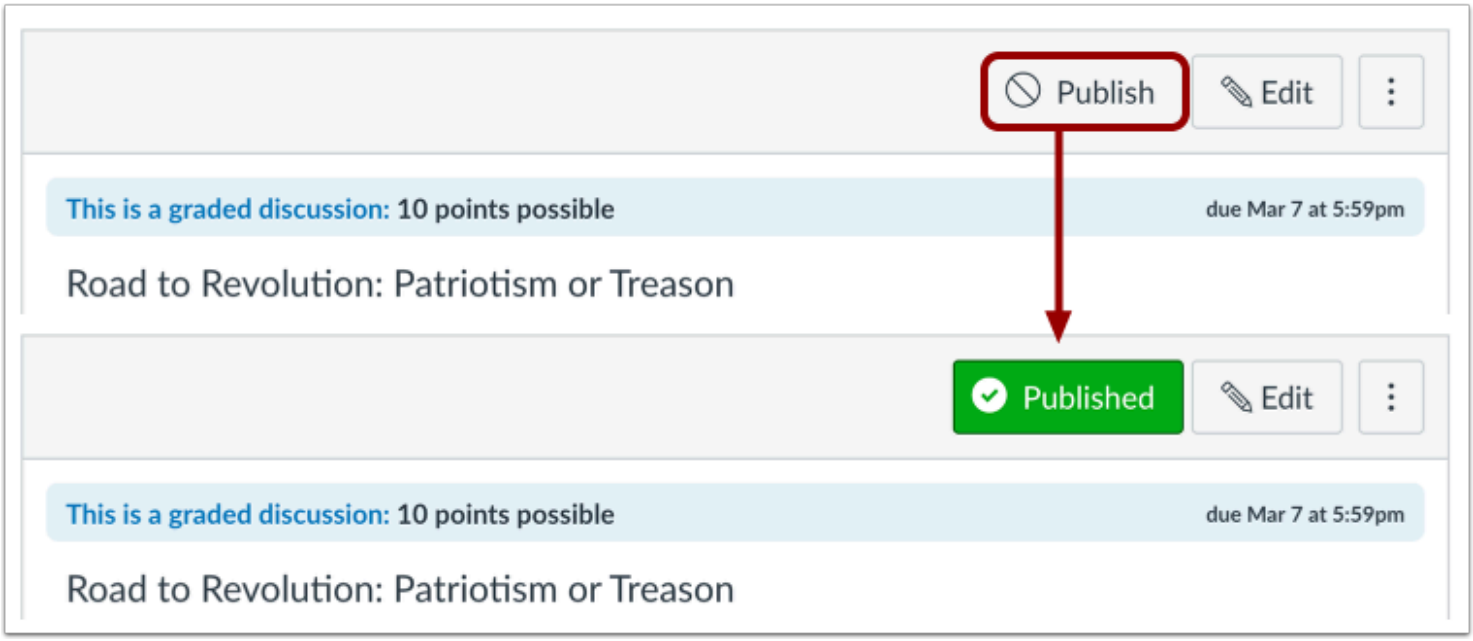
Discussions with student submissions cannot be unpublished. The published icon for these discussions is lighter in color to indicate discussions that cannot be unpublished [2].

View Status within an Individual Discussion



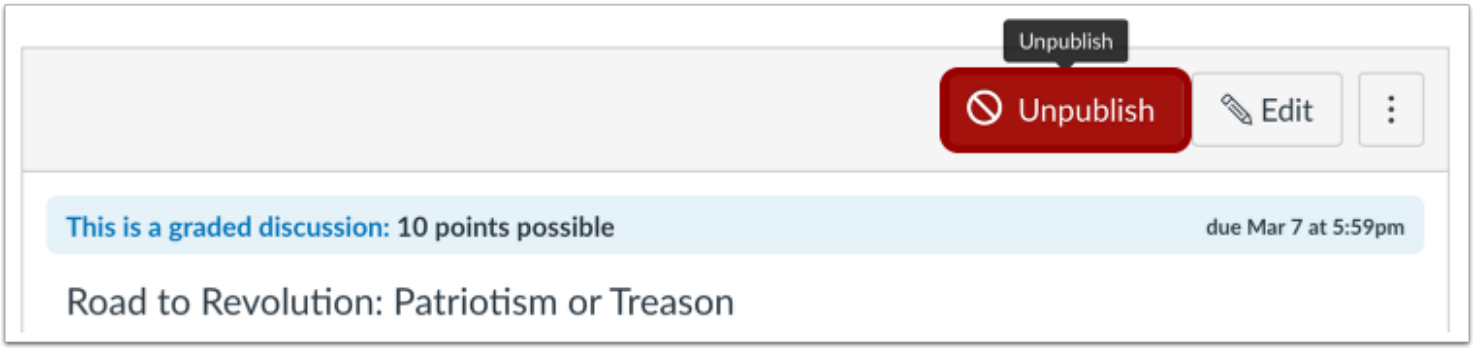
Within individual discussions, the discussion status is shown next to the discussion settings.

Publish Discussion



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

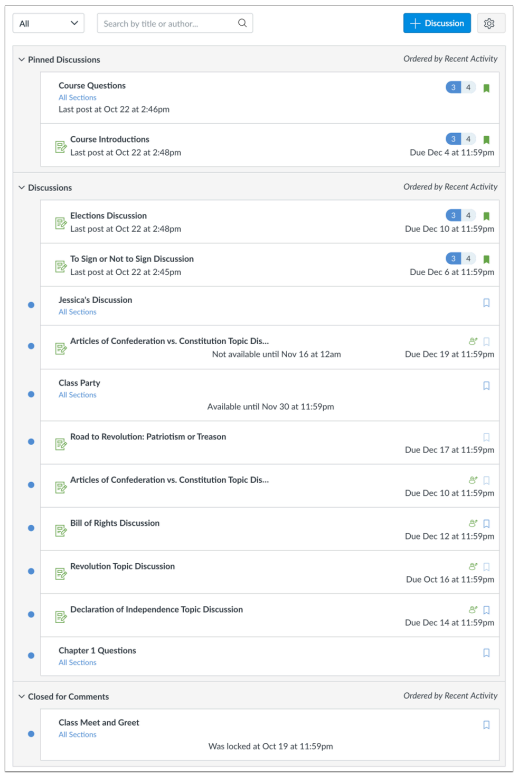
Unpublish Discussion



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

Content with student submissions cannot be unpublished.

Discussions Student View

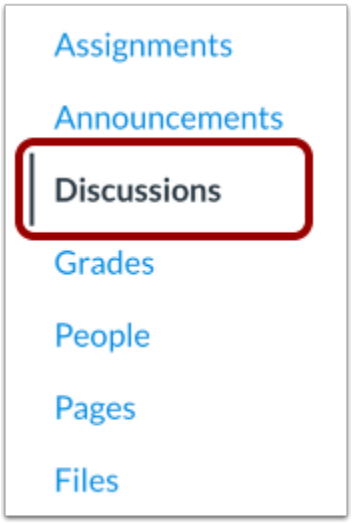


Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published discussions.

How do I edit a discussion in a course?

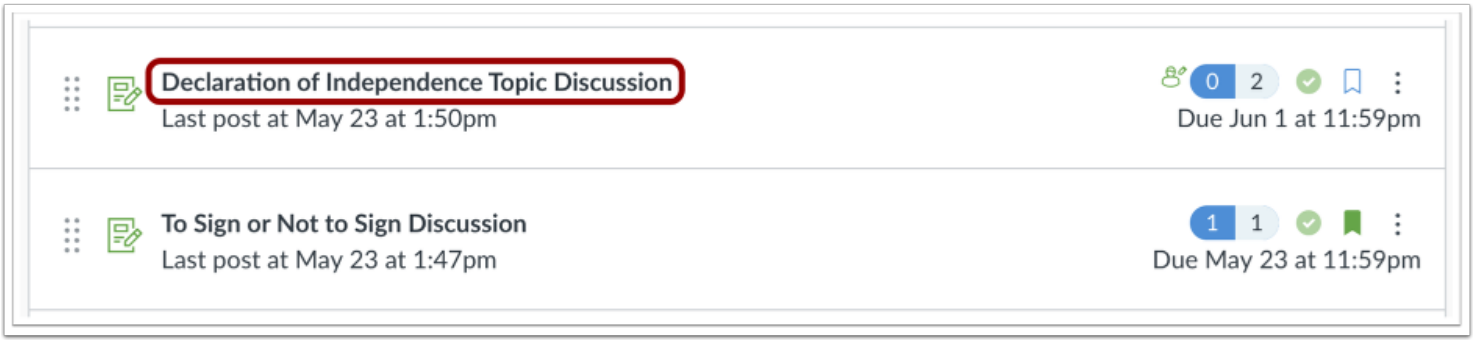
You can edit the details of a discussion you've already created.

Open Discussions



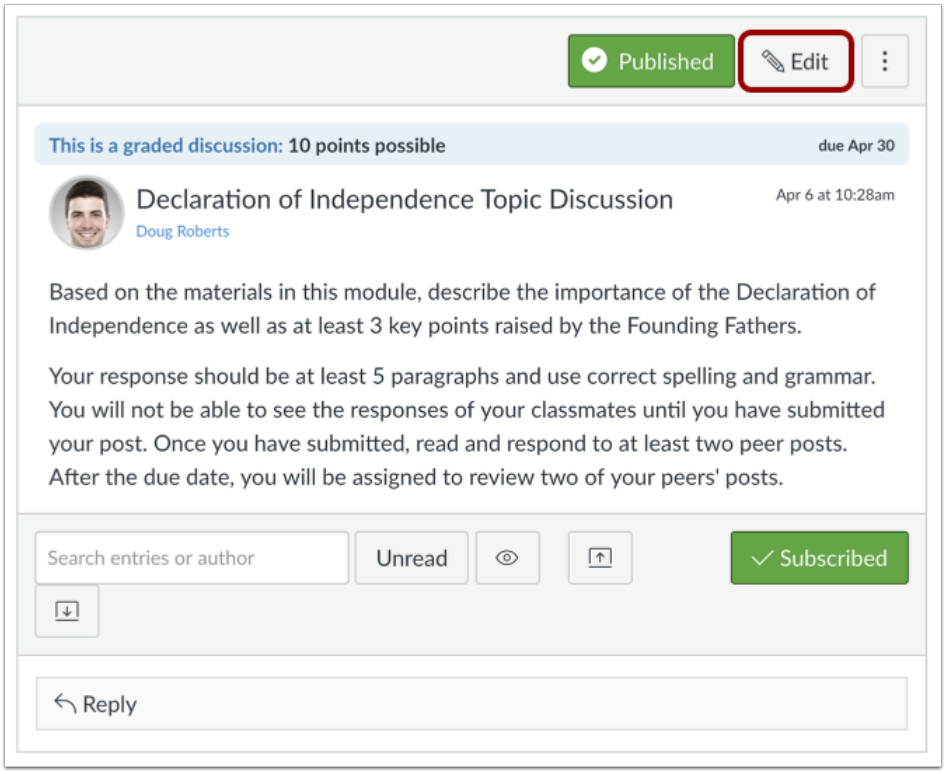
In Course Navigation, click the **Discussions** link.

Open Discussion



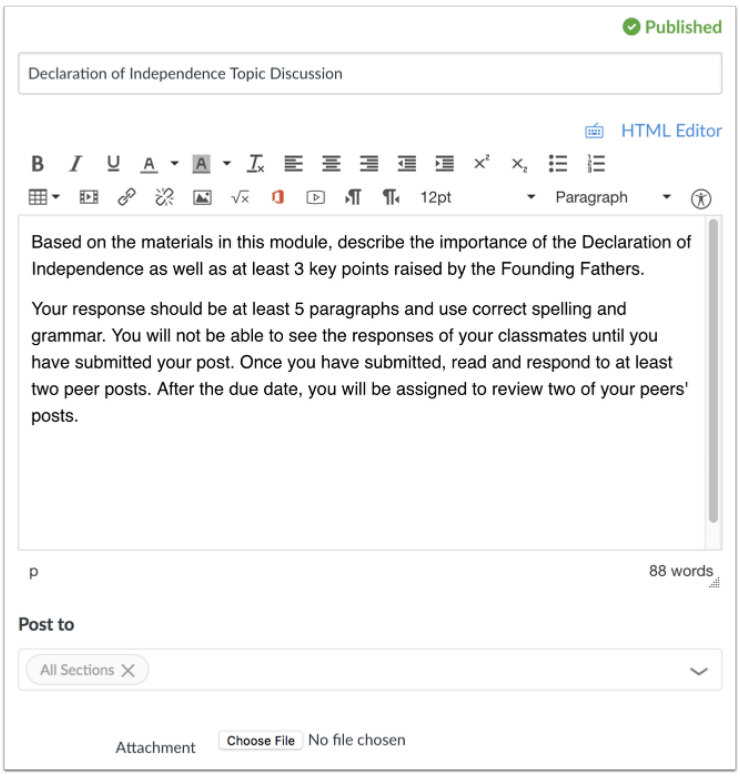
Click the name of the discussion.

Edit Topic



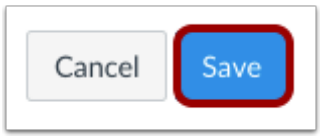
Click the **Edit** button.

Edit Discussion



Edit the text in the Rich Content Editor. You can also edit other options within the discussion.

Save Discussion



Click the **Save** button.

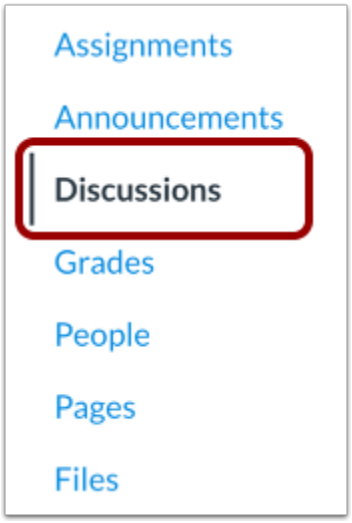
Note: If you are editing an unpublished discussion and want to publish it, click the Save & Publish button.

How do I delay posting a discussion until a specified date in a course?

You can delay posting a discussion topic until a specific date by changing a setting in your discussion. This lesson shows how to set posting dates, also referred to as availability dates, for non-graded discussions.

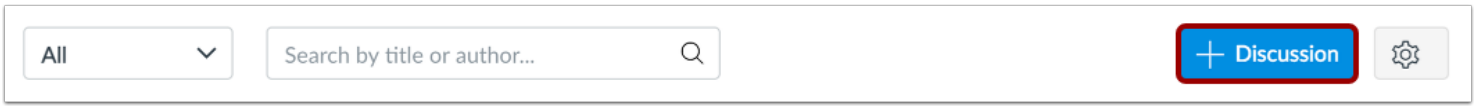
Note: In graded discussions, the availability date fields shown in this lesson do not apply. Graded discussions include separate availability dates that are set when assigning a discussion to specific course users.

Open Discussions



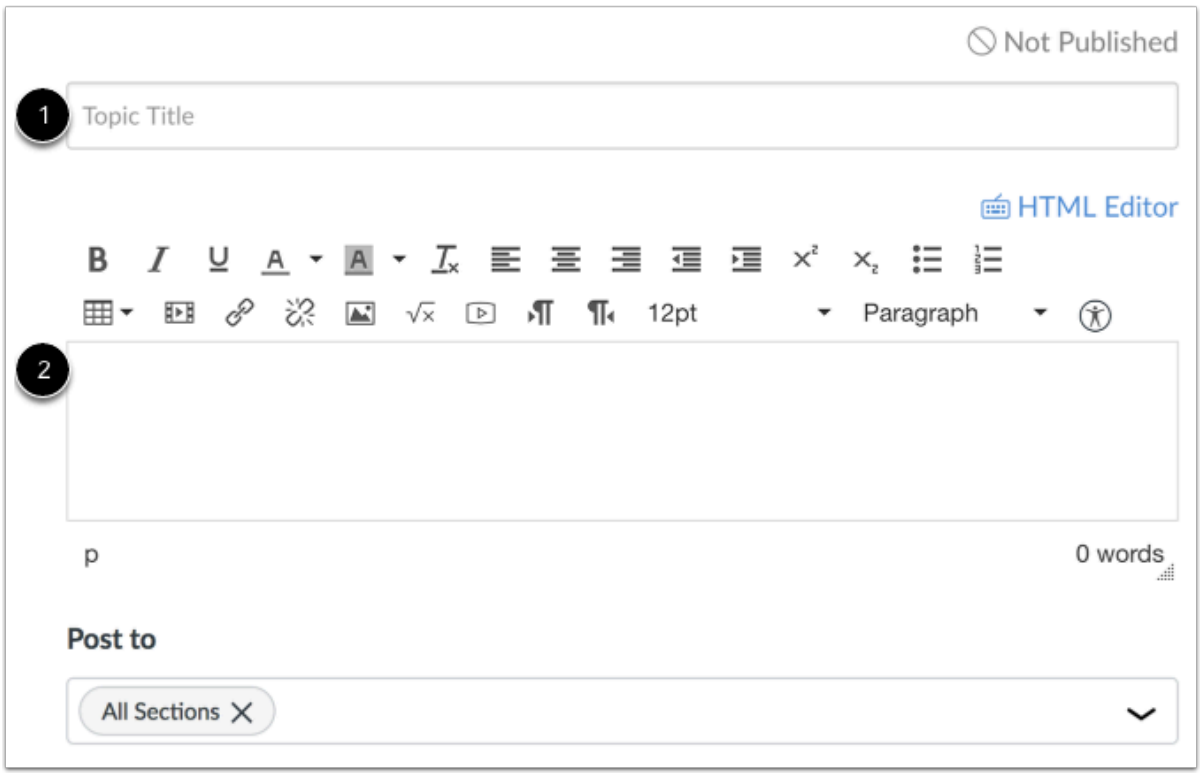
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

Create Discussion



Create your discussion by using the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.

Add Availability Dates

To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available From** and **Until** fields, or click the calendar icons to select dates.

You are not required to enter dates in both of these fields, so if you want to delay your posting but do want your post to appear indefinitely, you can leave the Until field blank.

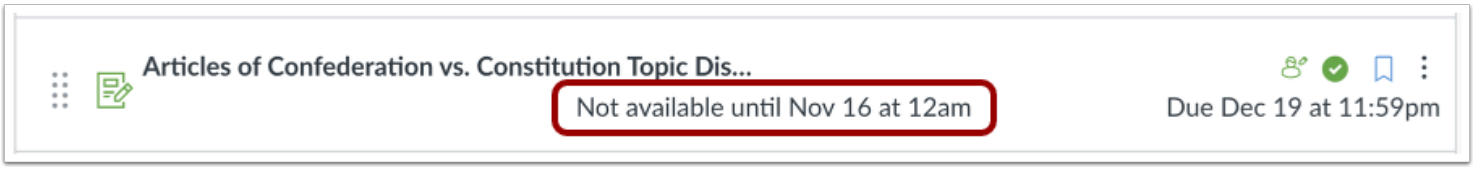
Note: These fields only apply for non-graded discussions; If you create a graded discussion, these date fields do not apply.

Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

View Discussion



View the discussion and the posting date.

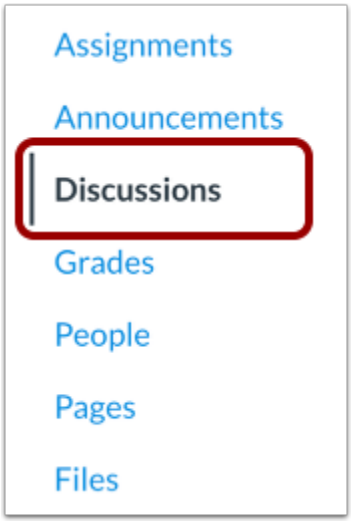
Students do not have access to locked discussions until the availability date. They will not see locked discussions on the Discussions Index Page.

How do I move or reorder a discussion in a course?

You can move or reorder pinned discussions in the Pinned Discussions section. You can manually drag and drop the discussion, or you can use the Move To option, which is also accessible for keyboard users.

Note: Only discussions in the Pinned Discussions section can be reordered manually. Other sections are automatically ordered by recent activity date.

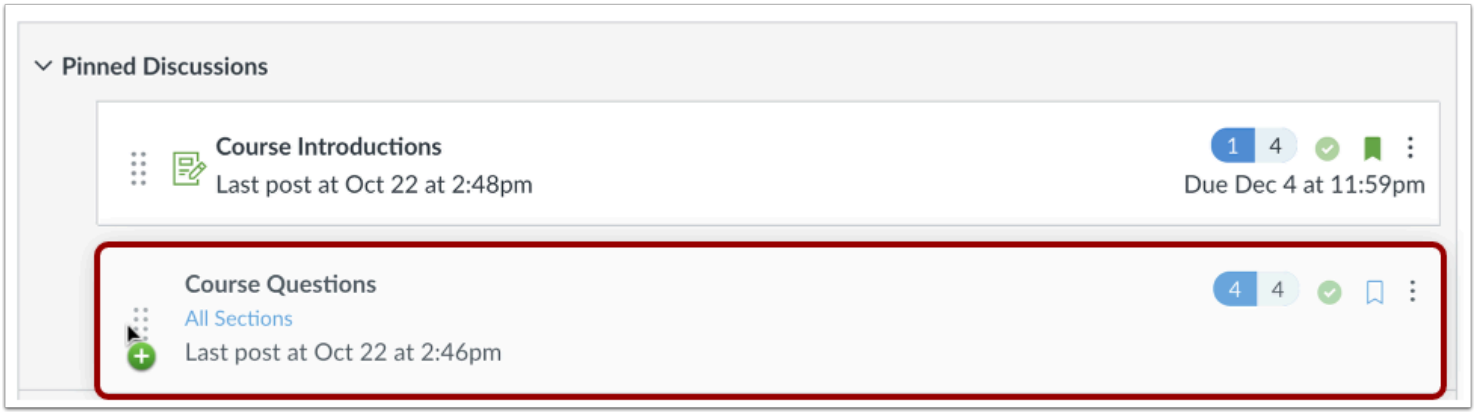
Open Discussions



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

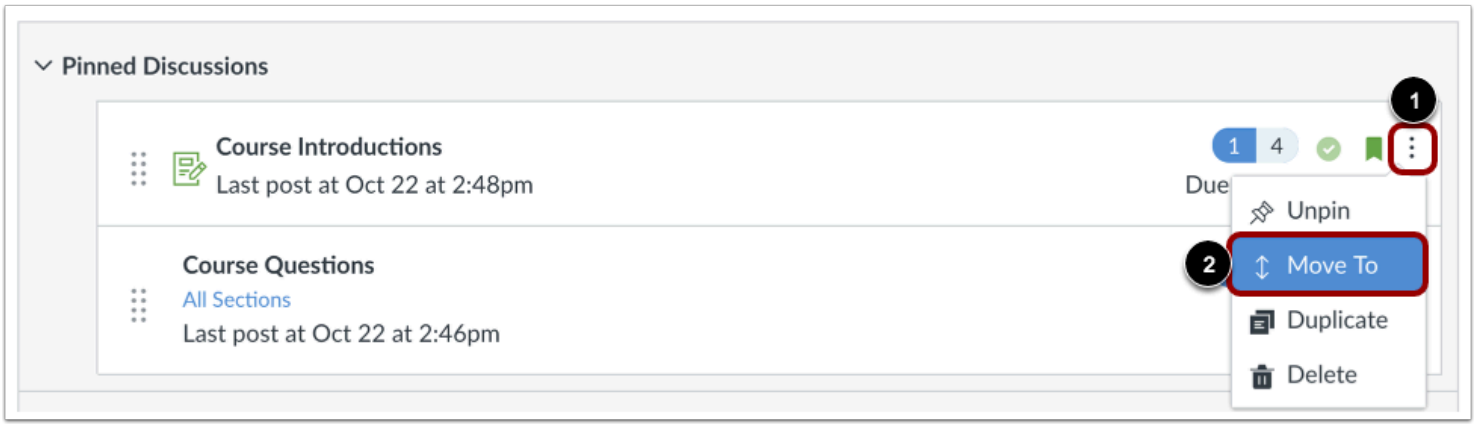
Drag and Drop Discussion

You can use the drag and drop option to reorder pinned discussions. Click and drag the discussion to the desired location within the section.



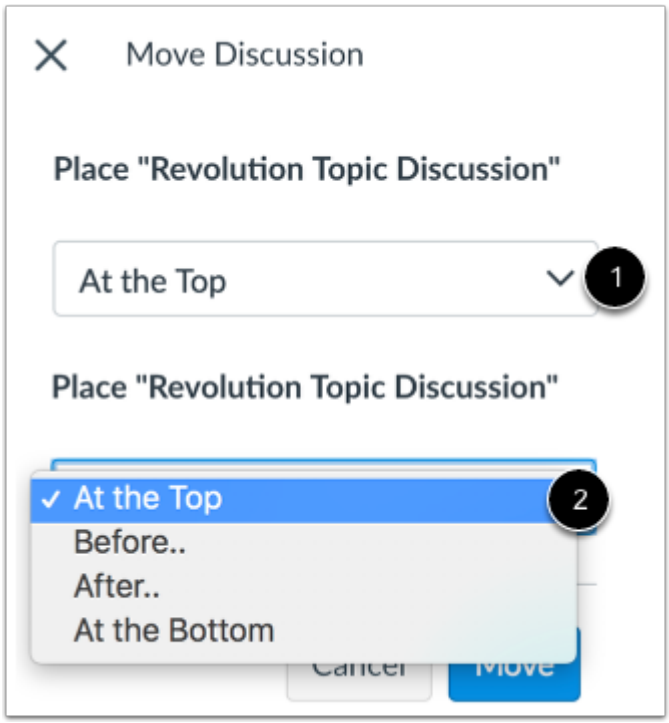
Drop the discussion by releasing the mouse.

Move Discussion



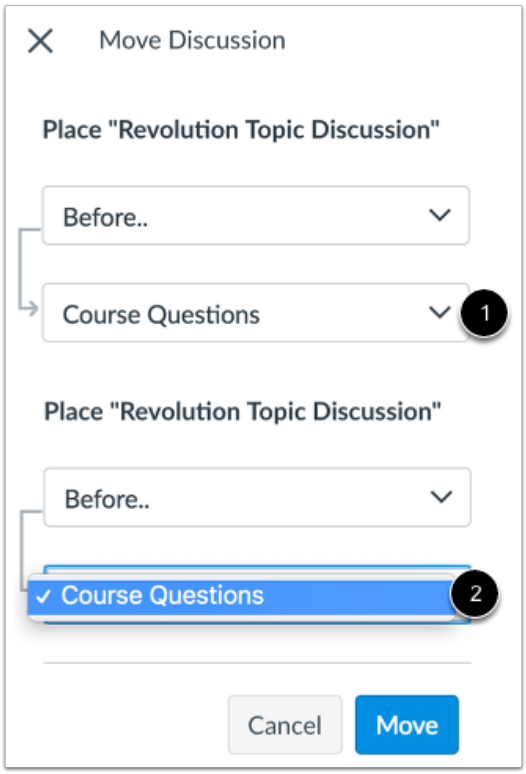
You can also use the Move To option to reorder a pinned discussion. Click the **Options** icon [1] and select the **Move To...** link [2].

Place Discussion Location



In the Move Discussion sidebar, click the **Place** drop-down menu [1]. Select the placement of the discussion you are moving [2]. You can move the discussion so it is located at the top of the section, before a specific discussion, after a specific discussion, or at the bottom of the section.

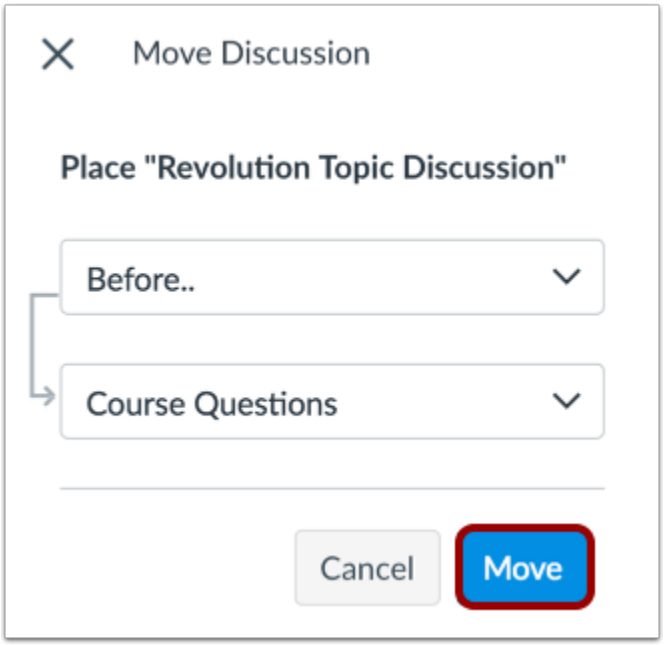
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the discussion that should be before or after the discussion you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the discussion to another location, change the sidebar placement options again.

Move Discussion



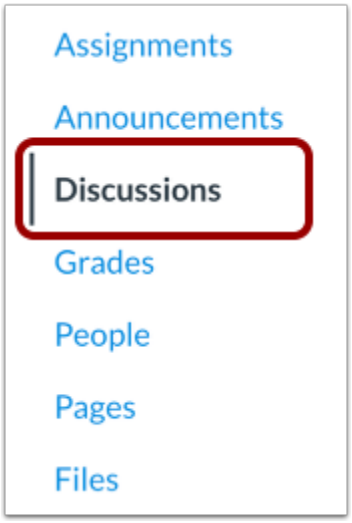
Click the **Move** button.

How do I assign a graded discussion to everyone in a course?

By default, graded discussions you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign a graded discussion to an individual student, course section, or course group.

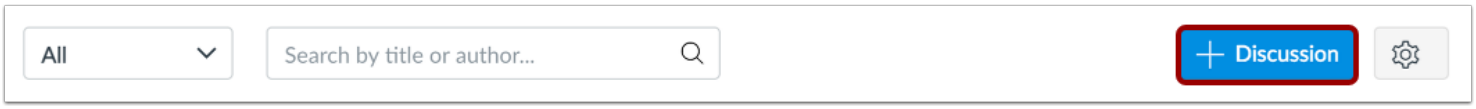
When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Open Discussions



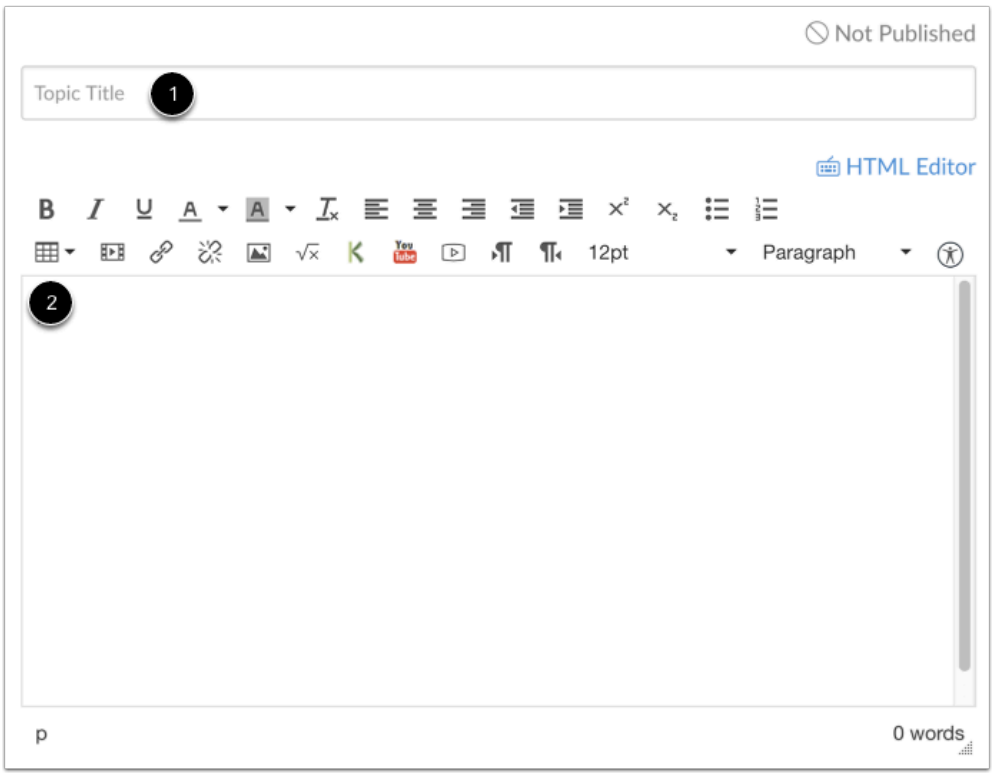
In Course Navigation, click the **Discussions** link.

Add Discussion



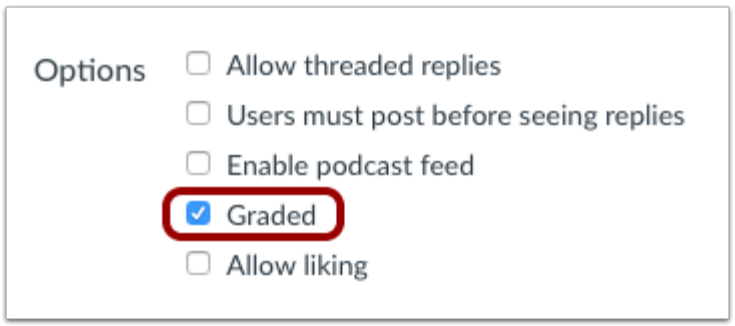
Click the **Add Discussion** button.

Enter Discussion Details



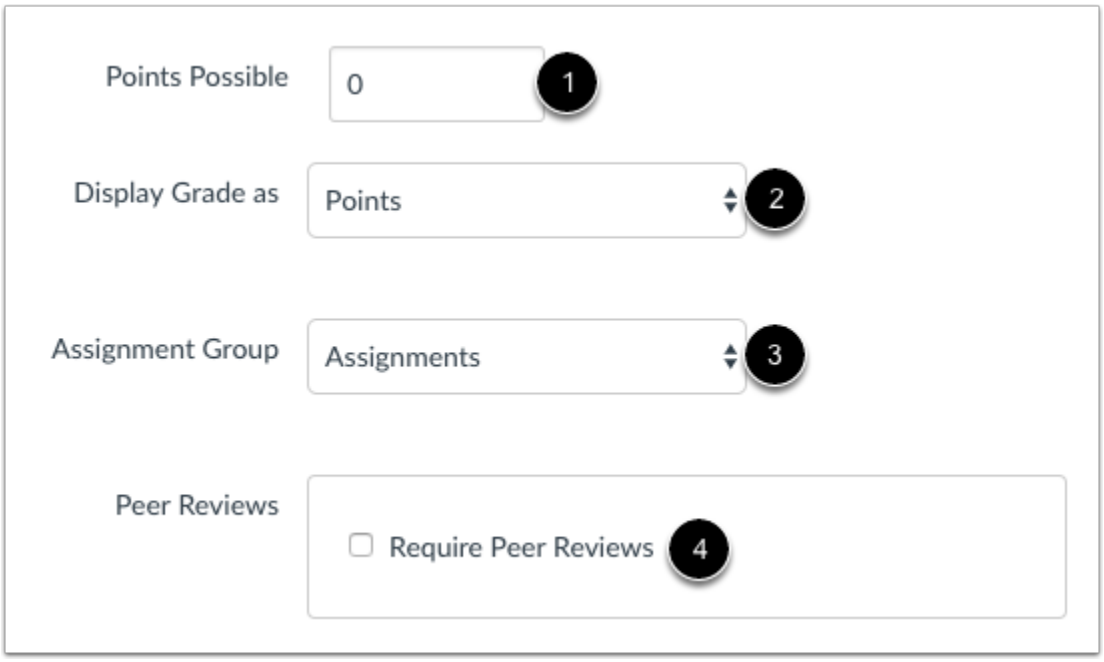
Enter a title [1] and description [2] for your discussion.

Set Graded Discussion



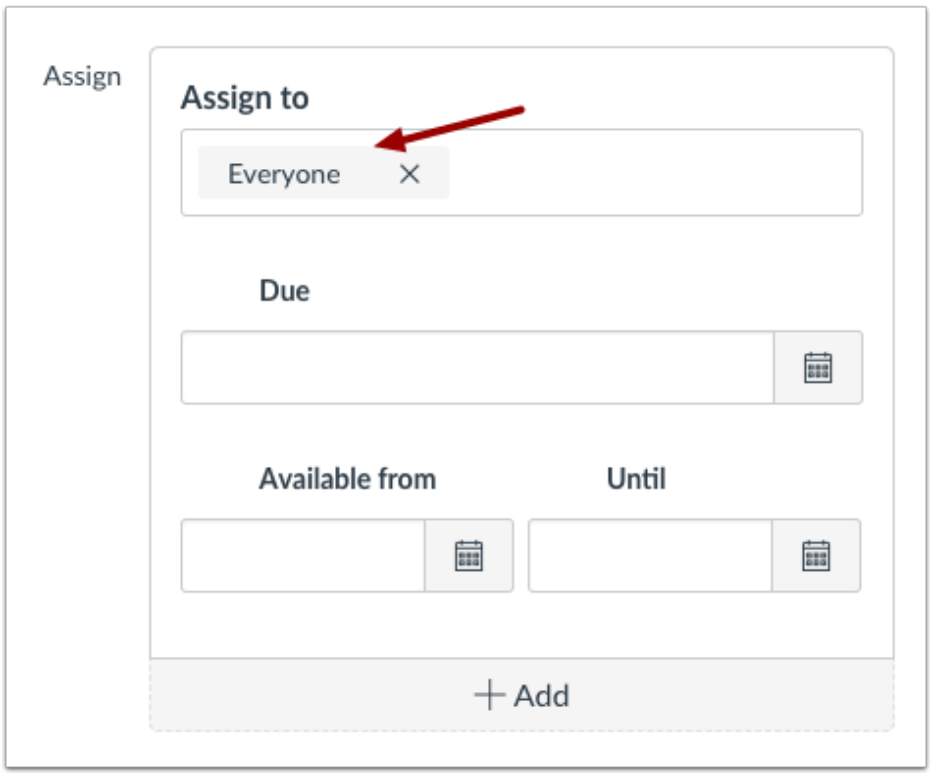
Click the **Graded** checkbox.

Enter Grading Details



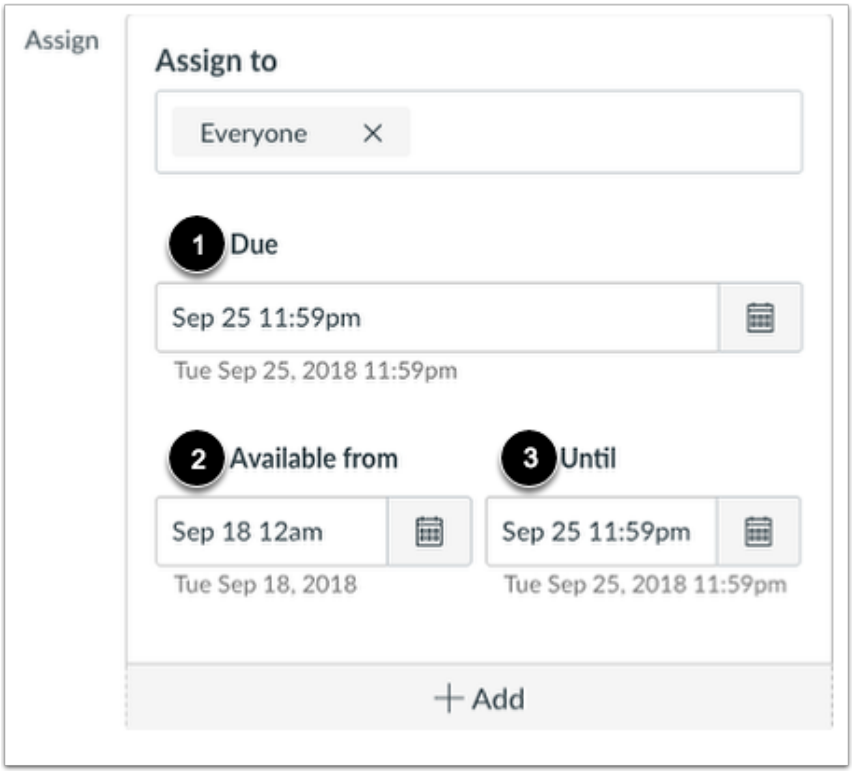
Enter the number of points possible [1]. Select the Grading Type [2] and Assignment Group [3], and assign Peer Reviews [4], if any.

Assign to Everyone



By default, Canvas will assign your graded discussion for everyone in your course.

Edit Due and Availability Dates



In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the graded discussion is due. The due date will already be populated for you if you created a discussion shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the discussion will become available.
- **Until** [3]: Set the date and time when the discussion will no longer be available.

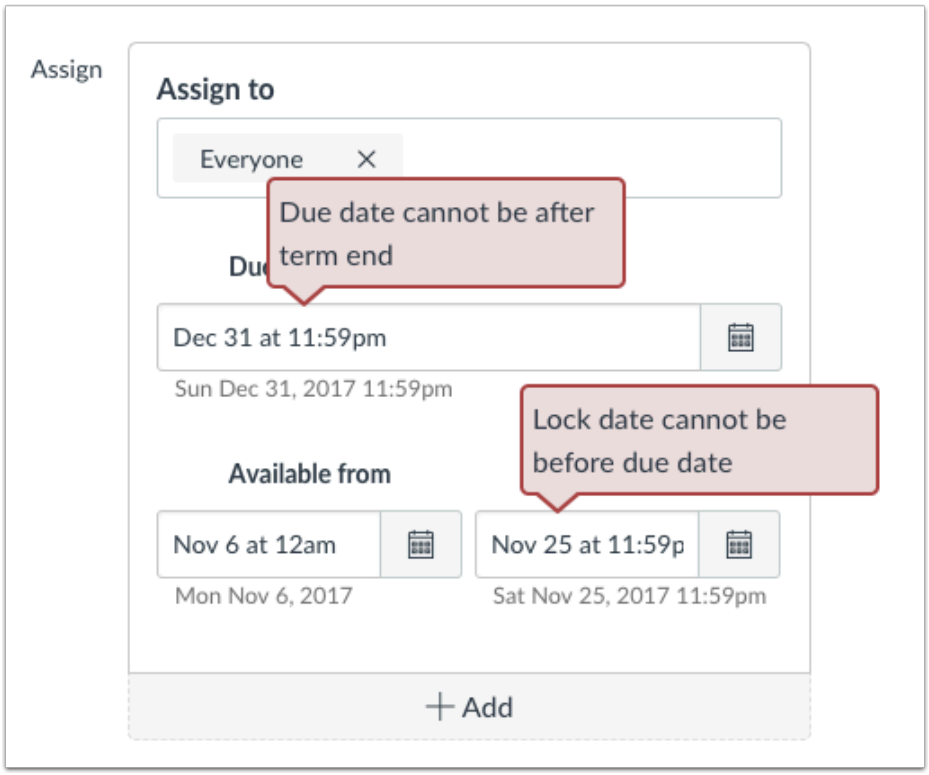
Notes:

- If you have set section override dates in your course, you may need to select a course section and set due and availability dates that fall within the section override dates
- Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a discussion, the course and local times are displayed for reference.

Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

View Date Error



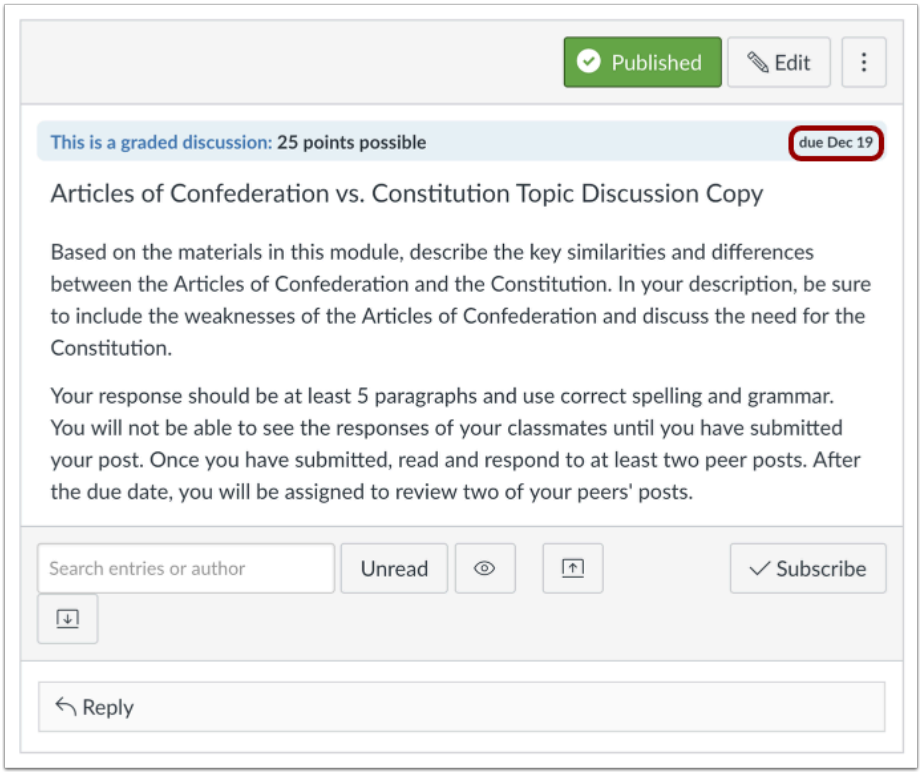
If you submit an invalid string of due dates and try to save the discussion, Canvas generates an error notification. Such invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the discussion again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the discussion against the term date set for the course.
- If your course is not using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion date to be past the date of the closed grading period.

View Discussion Due Date



View the due date assigned to the discussion.

View Discussions Page

On the Discussions Index Page, the discussion shows the dates assigned to the discussion.

How do I assign a graded discussion to an individual student?

When creating or editing a graded discussion, you can assign a graded discussion to a specific student. Availability date functionality is still available for each graded discussion.

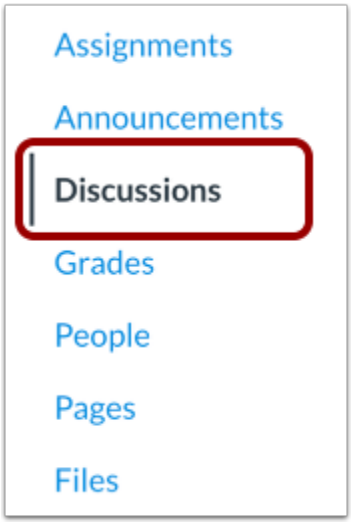
Only the student(s) specified in the discussion details can view the graded discussion.

When using differentiated assignments with the Gradebook, the graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Note: If your course is using MasteryPaths, you do not have to manually assign graded discussions to individual students. Learn how to assign assignments to MasteryPaths.

Open Discussions

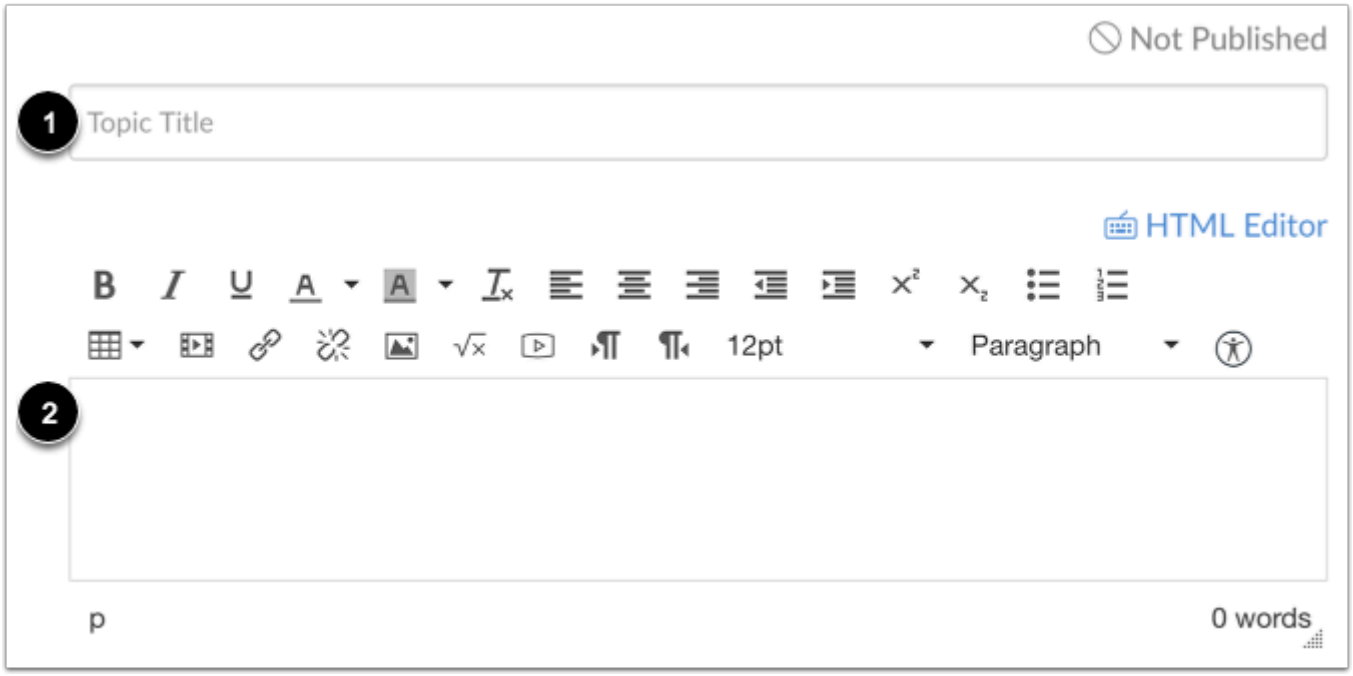


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Enter Discussion Details

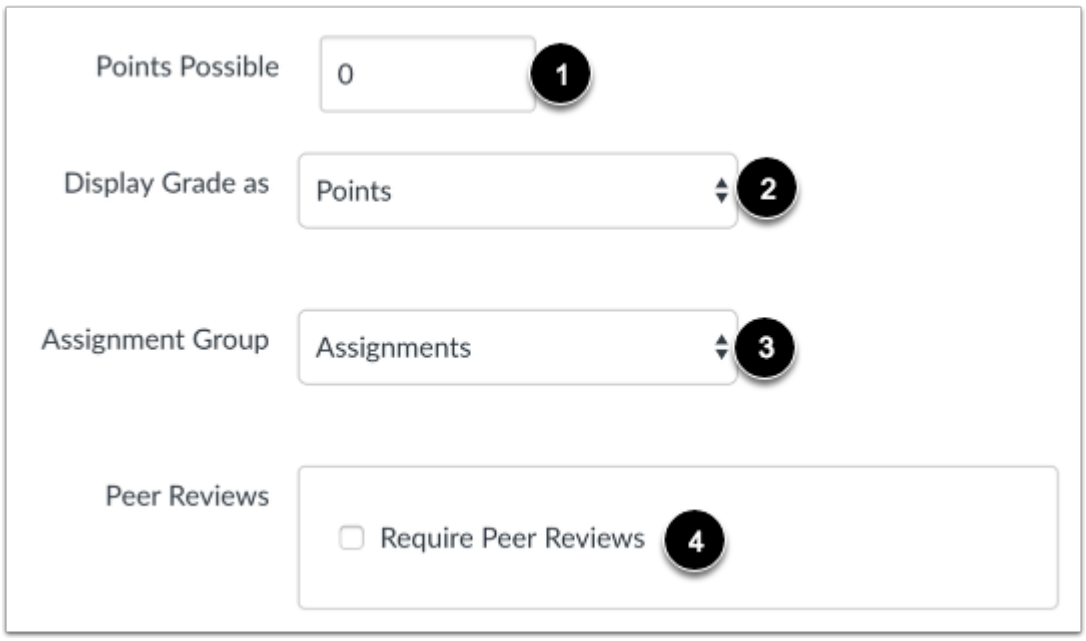


Enter a title [1] and add content [2] to your discussion.

Set Graded Discussion

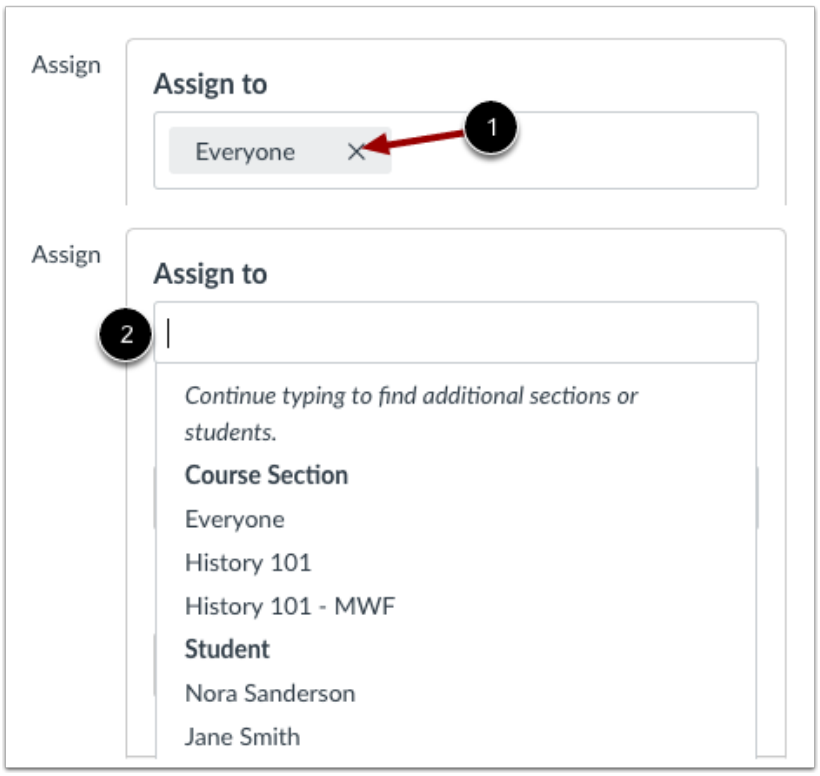
Click the **Graded** checkbox.

Enter Grading Details



Enter the number of points possible [1]. Select the Grading Type [2] and Assignment Group [3], and assign Peer Reviews [4], if any.

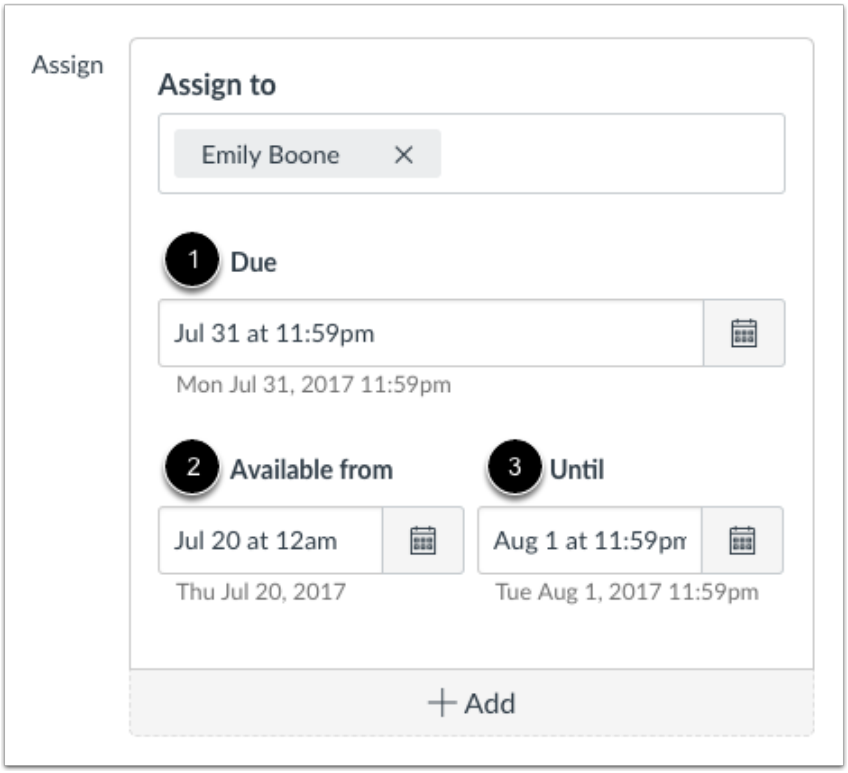
Assign to Student



By default, Canvas will set your assignment for everyone in your course. To create the assignment for a specific student, click the **Everyone** remove icon [1], then start to type in the name of a student [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. *Lists are not scrollable.*

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.

Edit Due and Availability Dates

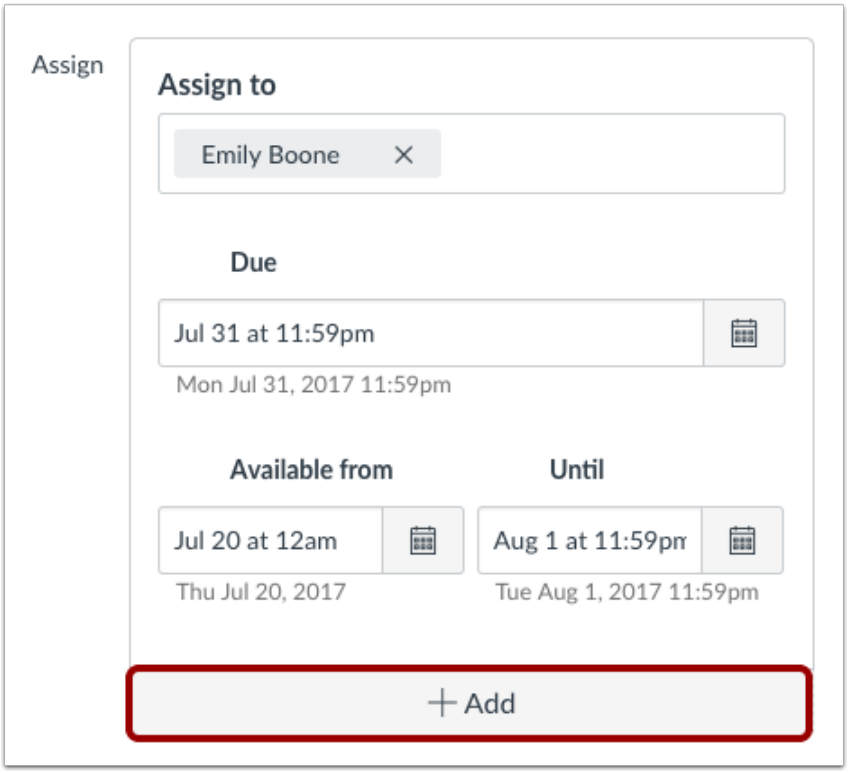


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the graded discussion is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the graded discussion will become available.
- **Until** [3]: Set the date and time when the graded discussion will no longer be available.

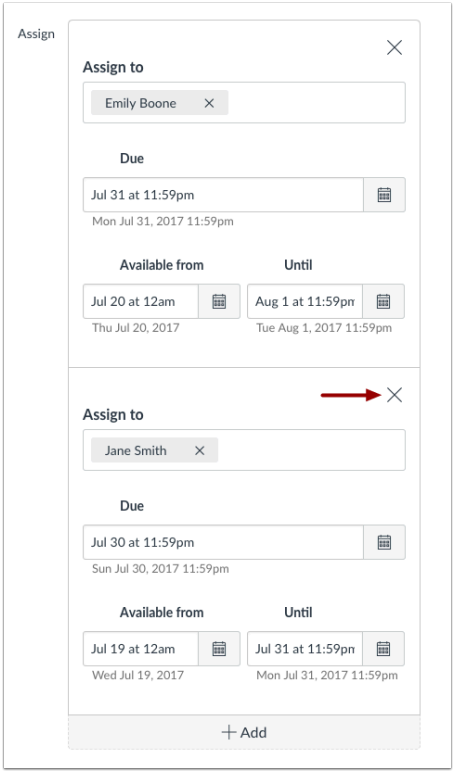
Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a graded discussion, the course and local times are displayed for reference.

Add Additional Dates



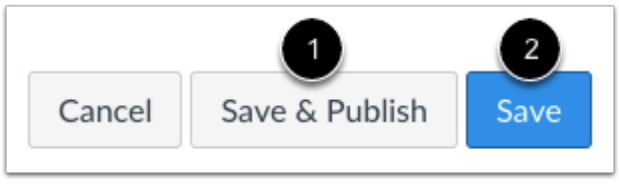
To add another student with a different due date and availability dates, click the **Add** button.

Remove Dates



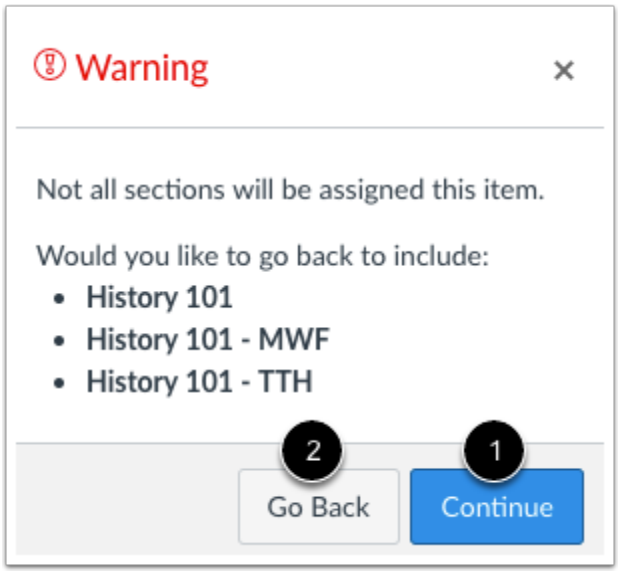
You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish



If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

View Due Date Warning

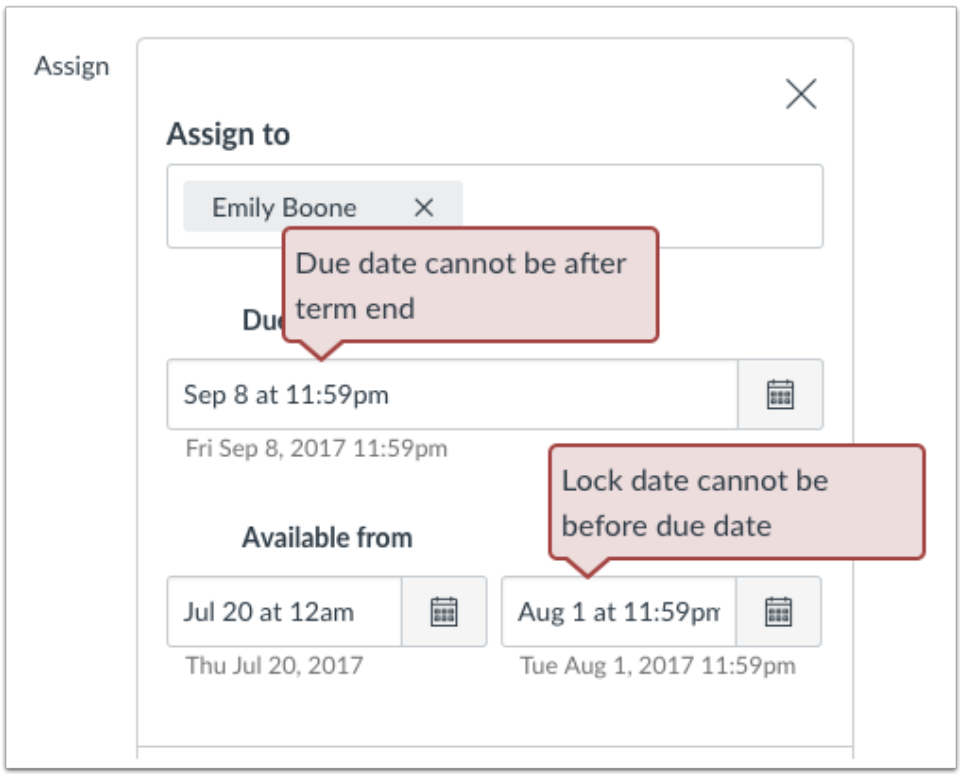


If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

Note: This warning message will not appear if *Everyone* or all course sections are assigned to the assignment.

View Date Error



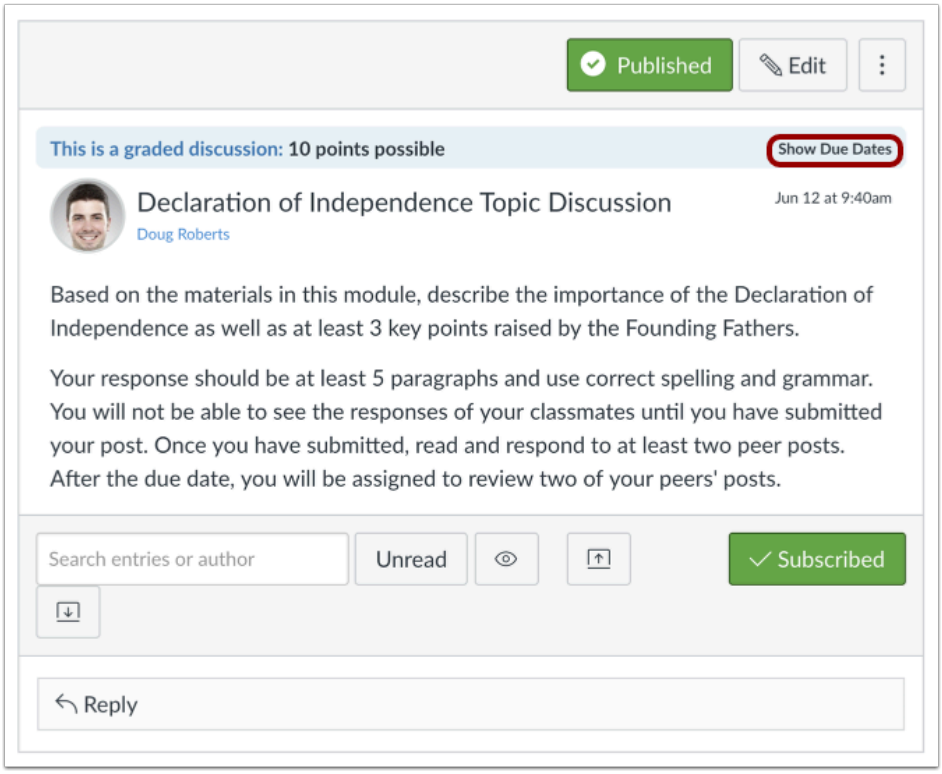
If you submit an invalid string of due dates and try to save the graded discussion, Canvas generates an error notification. Such invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the discussion again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.

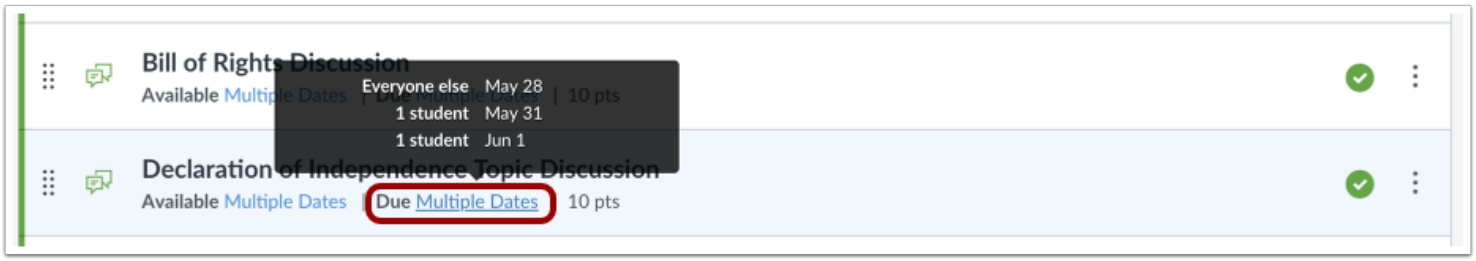
View Graded Discussion Dates



To view users and due dates for the discussion, click the **Show Due Dates** link.

View the dates assigned to the graded discussion.

View Assignments Page



On the Assignments Page, the graded discussion shows there are multiple users and dates assigned to the discussion. Hover over the text to view date availability or due dates.

How do I assign a graded discussion to a course group?

You can create a graded discussion for a course group by using the Group Discussion checkbox. Canvas uses group sets to assign group discussions, and each group within the group set that is assigned to the discussion is required to complete the discussion.

You will need to assign a group set as part of the discussion. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups.

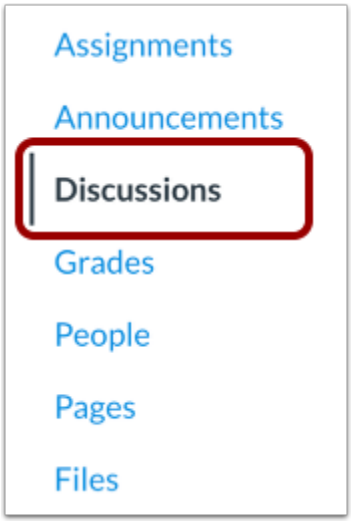
When differentiating groups in graded discussions, students can only view the discussion if they are a member of an assigned group. Otherwise the discussion does not appear in the group's discussions page. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

You can still view the links to all groups that are in the group set (as with any other group discussion). However, if you do not select a group in the differentiated assignments list, the group does not show a differentiated due date.

When Multiple Grading Periods are enabled in a course, graded discussions are also respected against closed grading periods.

Note: Please ensure all students have been added to a group before assigning a group set to the group discussion. If a student is not added to a group and replies to the discussion, the student's reply will be part of the original discussion topic. Replies on the original discussion topic can be viewed by clicking the **View the full discussion** link in SpeedGrader.

Open Discussions

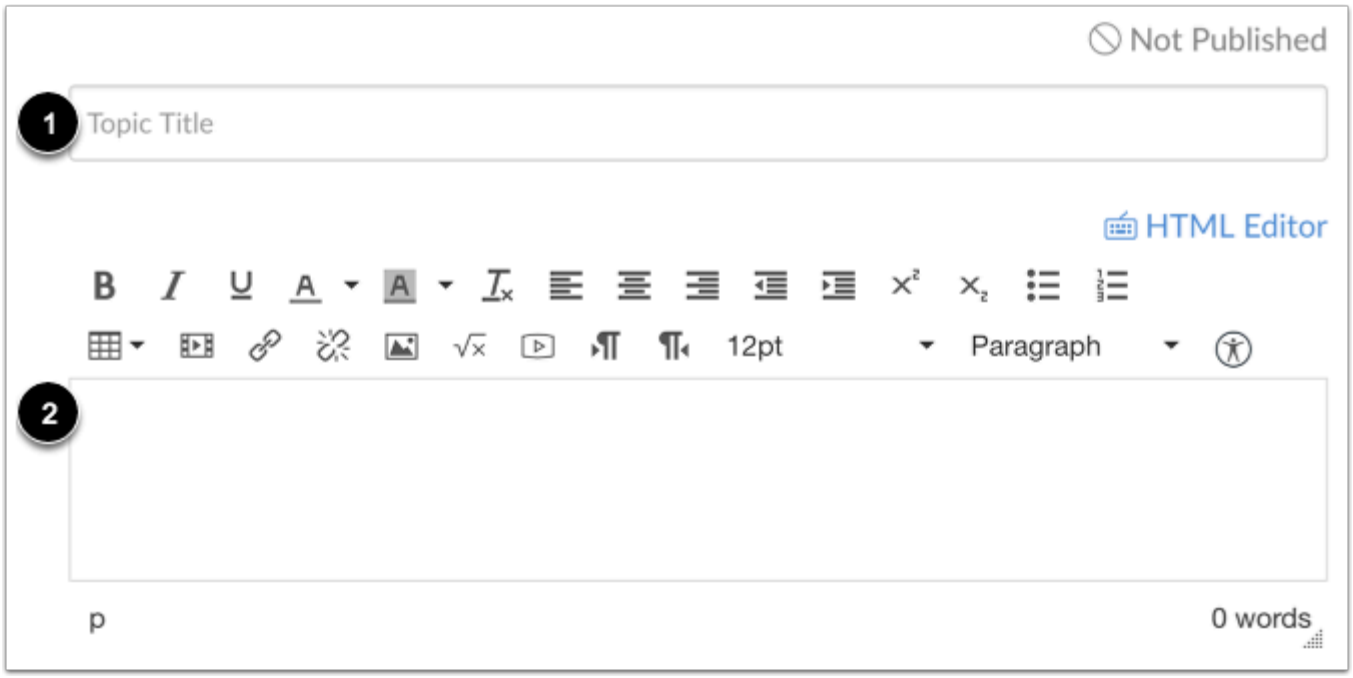


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Enter Discussion Details

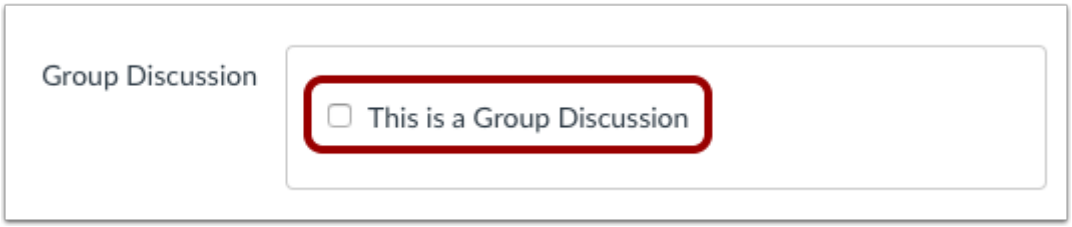


Enter a title [1] and add content [2] to your discussion.

Select Graded Discussion

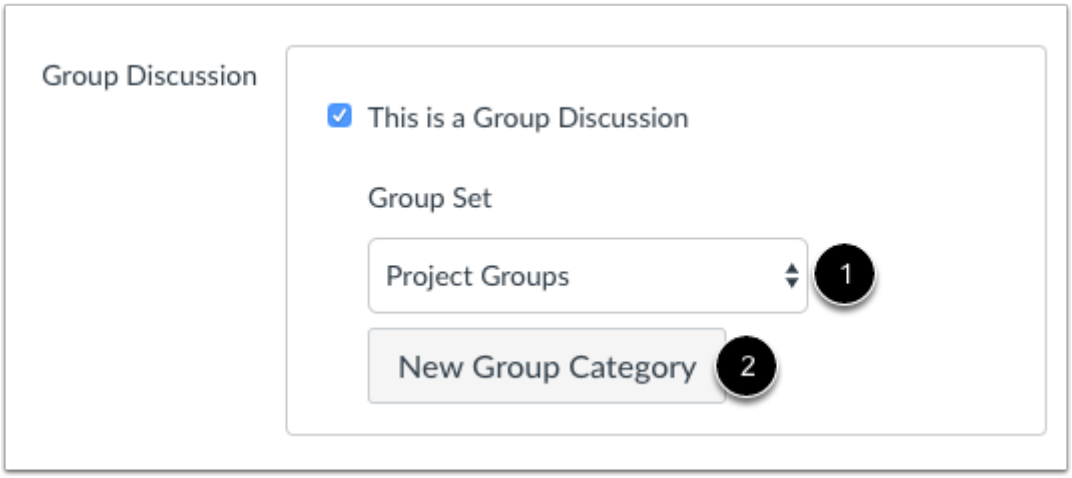
Click the **Graded** checkbox.

Select Group Discussion



Click the **This is a Group Discussion** checkbox.

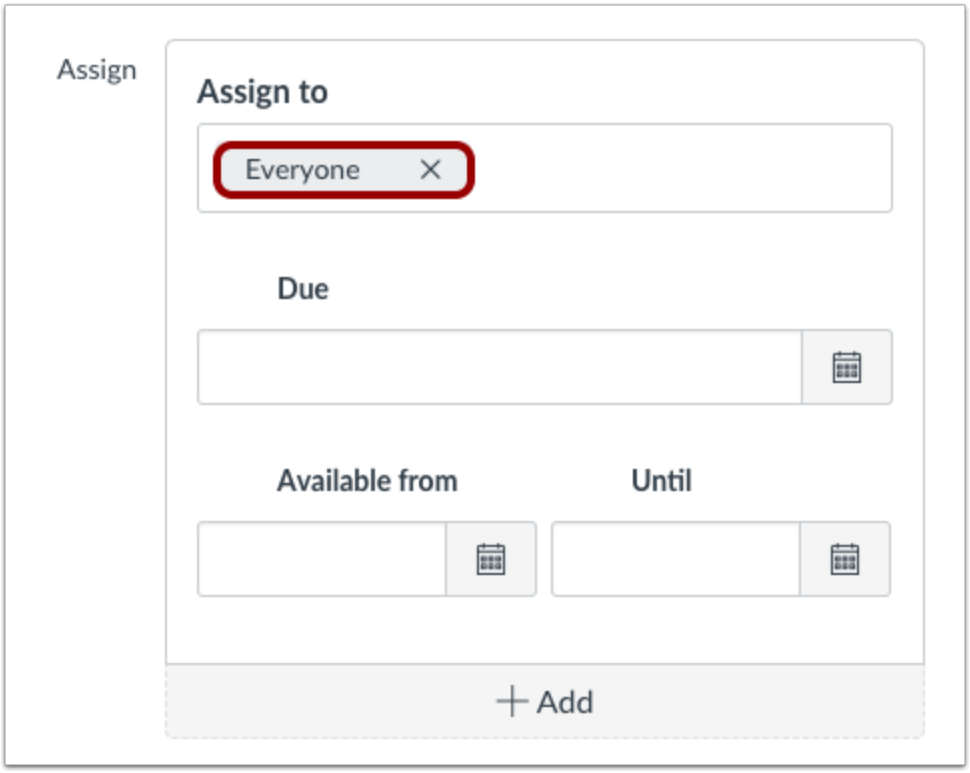
Select Group Set



Click the **Group Set** drop-down menu to select which groups will be assigned [1] or create a new group category [2].

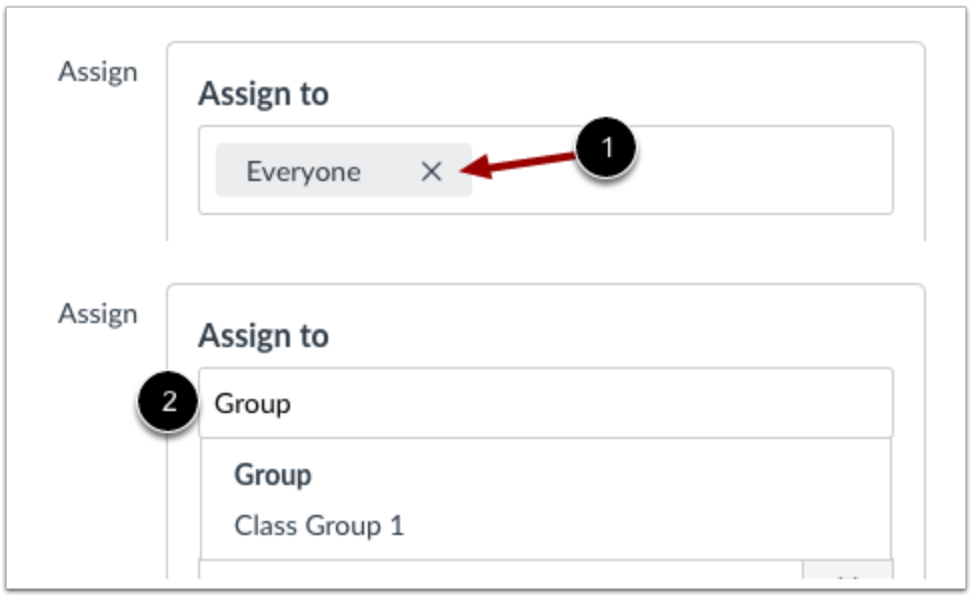
Note: Groups created by students cannot be used for Group Discussions and do not appear in the drop-down menu.

Assign to Everyone



By default, Canvas will set your discussion for everyone in your course. This option means all users in the course regardless of section will be assigned the assignment. All students will still be assigned to a group based on the previously selected group set.

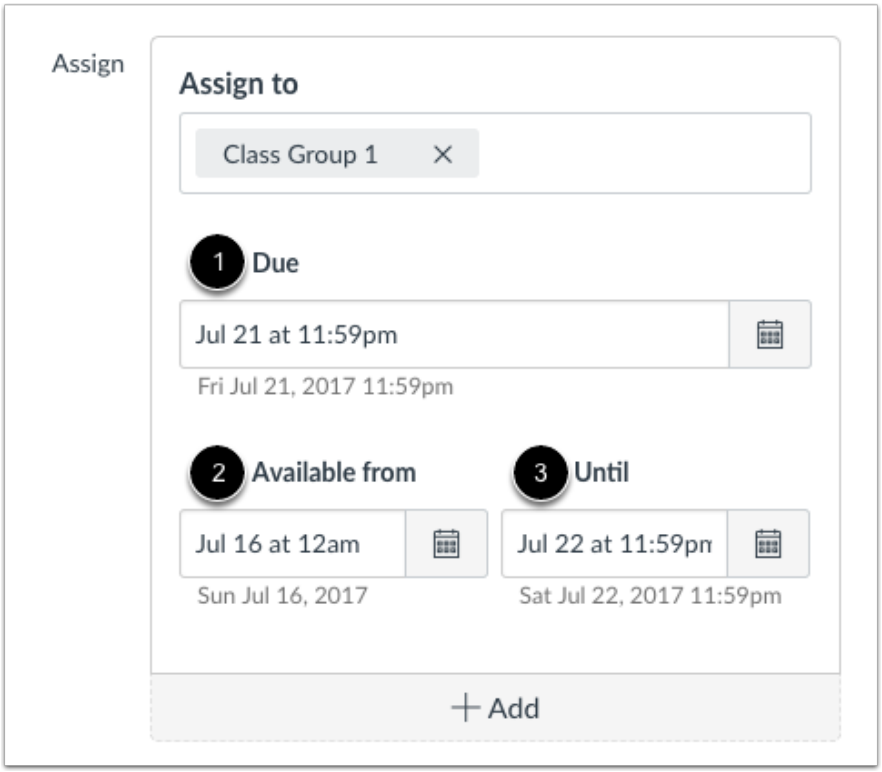
Assign to Group



To create the discussion for a specific group in the group set, click the **Everyone** remove icon [1], then start to type in the name of a group [2]. Search fields are dynamic; when the group name appears, click the name. *Lists are not scrollable.*

You can include more than one group in the To field, as long as they are to be assigned the same due and availability dates.

Edit Due and Availability Dates

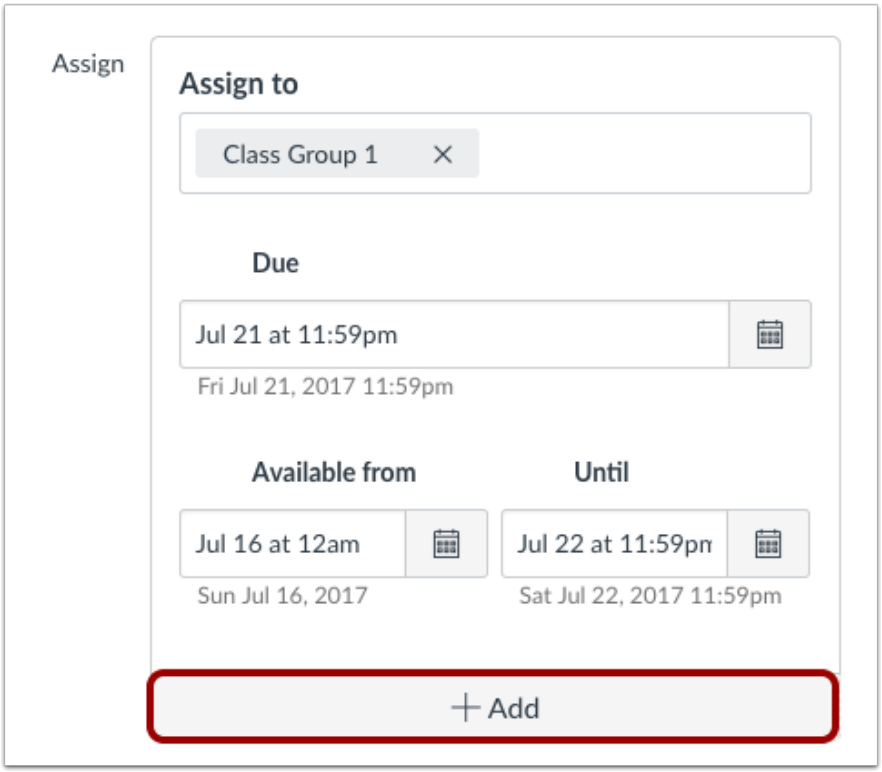


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the discussion is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the discussion will become available.
- **Until** [3]: Set the date and time when the discussion will no longer be available.

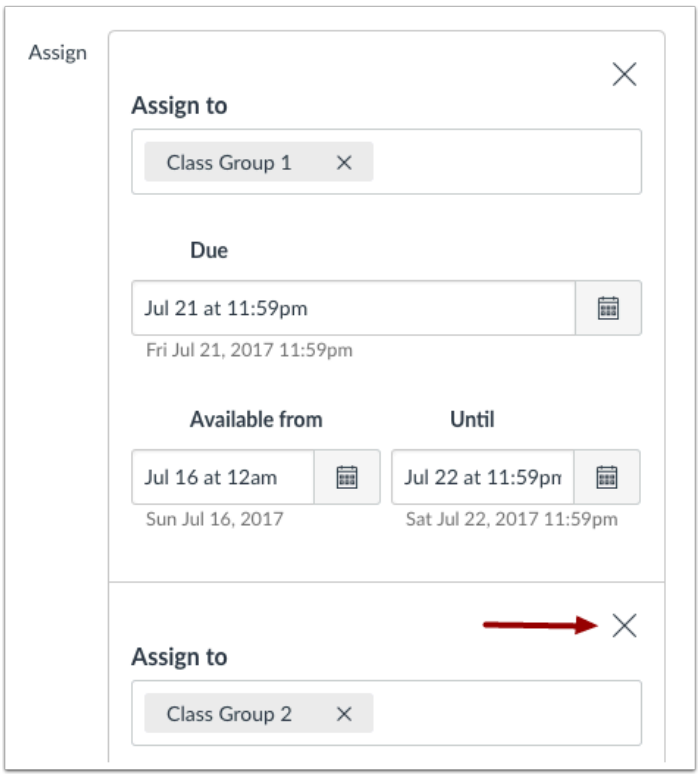
Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a discussion, the course and local times are displayed for reference.

Add Additional Dates



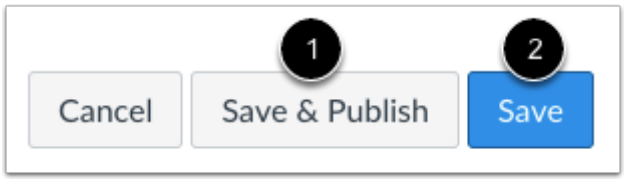
To add new Due and Availability Dates for other users in your course, click the **Add Date** button.

Remove Dates



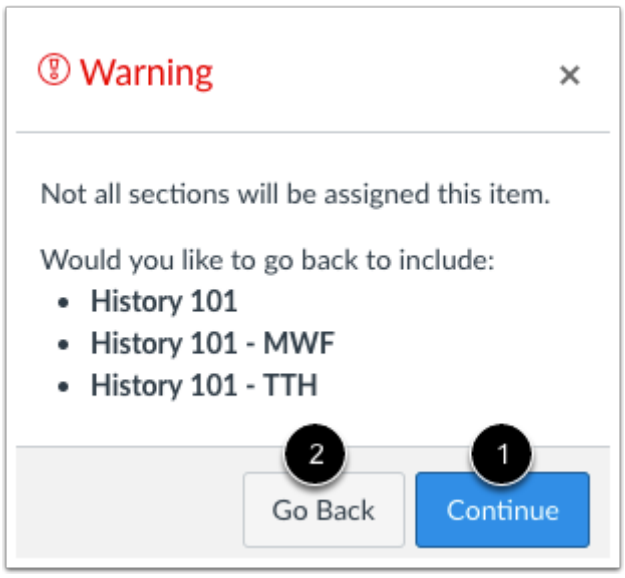
You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish



If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

View Due Date Warning

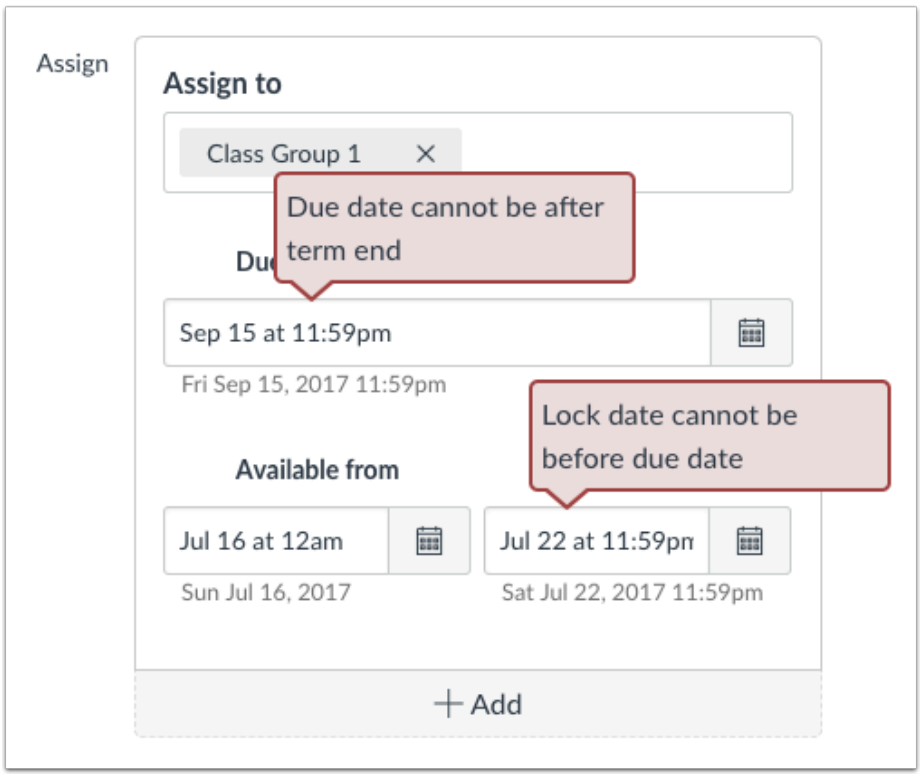


Even when you aren't adding sections, you will see a warning message asking you if you want to add sections.

You can click the **Continue** button [1] if you don't want to add any other sections to the assignment, or click the **Go Back** button [2] to go back and add sections.

Note: This warning message will not appear if everyone in the course or all course sections are assigned.

View Date Error



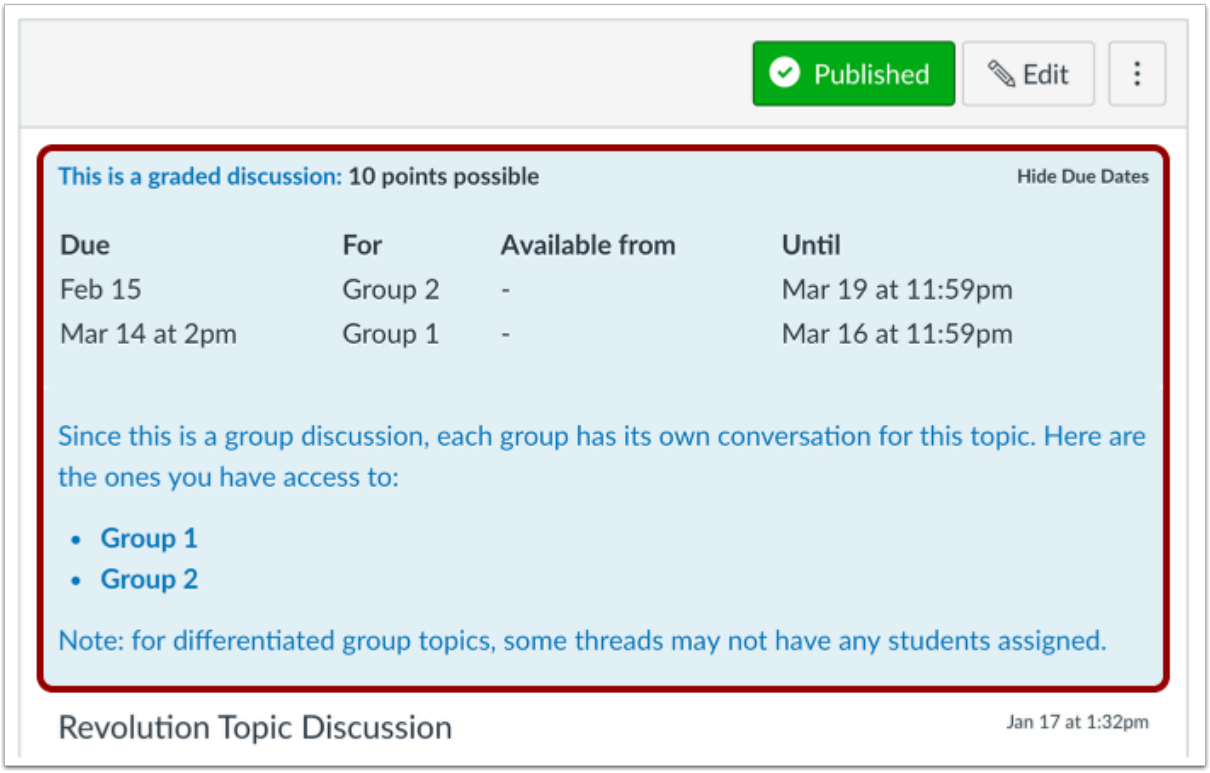
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the graded discussion again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.

View Assignment Dates



View the dates and users assigned to the assignment.

How do I assign a graded discussion to a course section?

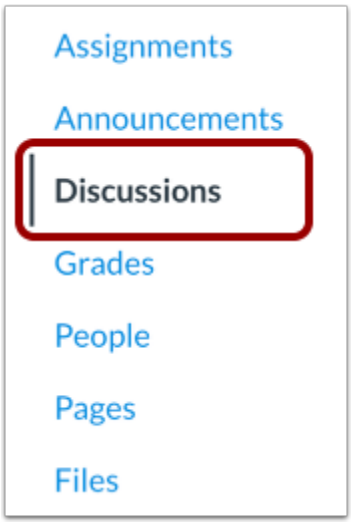
When creating or editing a graded discussion, you can assign a graded discussion to a specific course section. Availability date functionality is still available for each graded discussion.

Only the section(s) specified in the discussion details can view the graded discussion.

When using differentiated assignments with the Gradebook, the graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Open Discussions

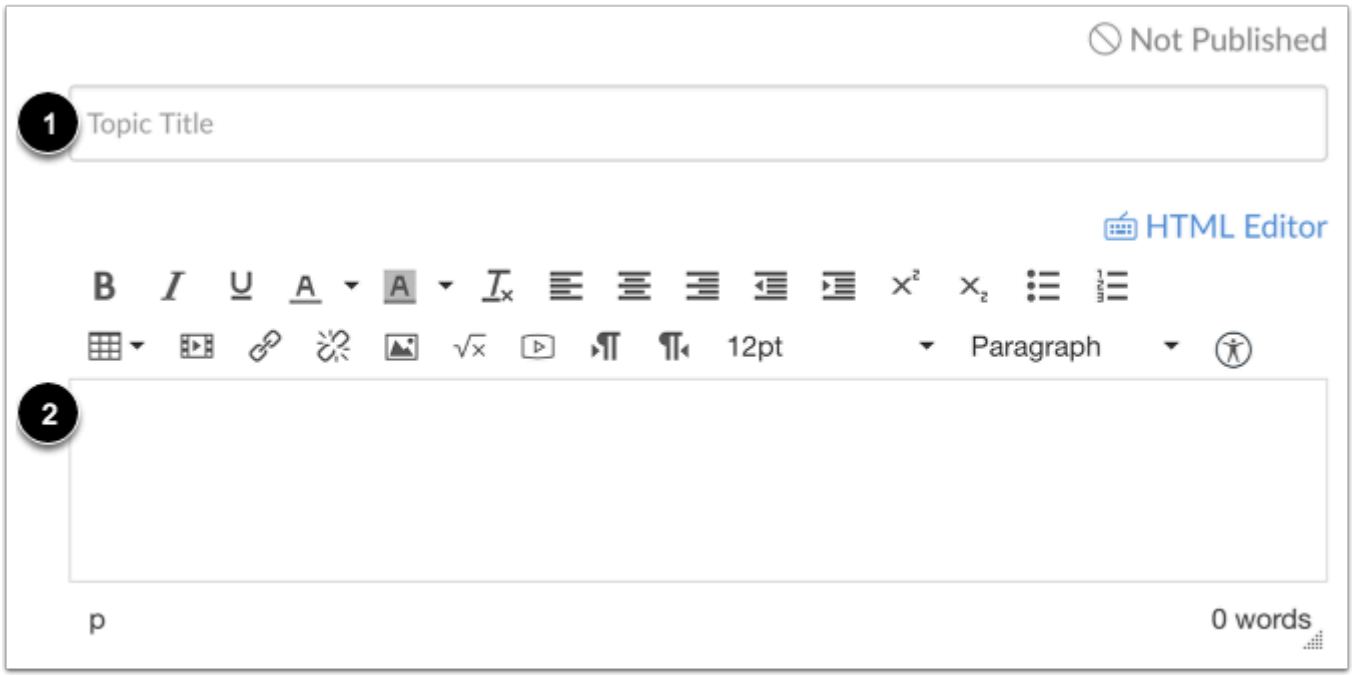


In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Enter Discussion Details

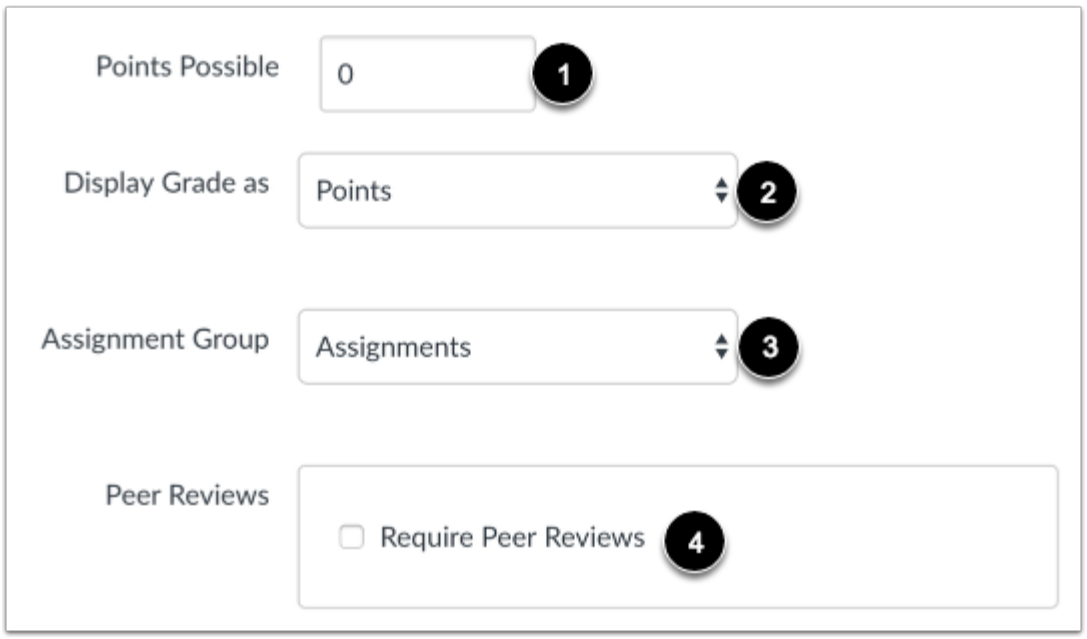


Enter a title [1] and add content [2] to your discussion.

Set Graded Discussion

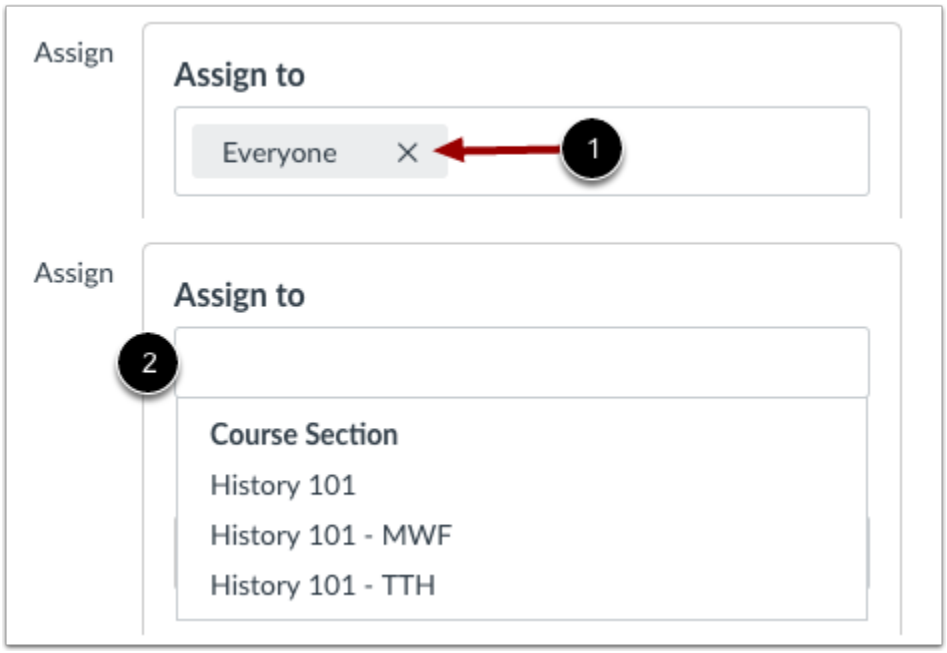
Click the **Graded** checkbox.

Enter Grading Details



Enter the number of points possible [1]. Select the Grading Type [2] and Assignment Group [3], and assign Peer Reviews [4], if any.

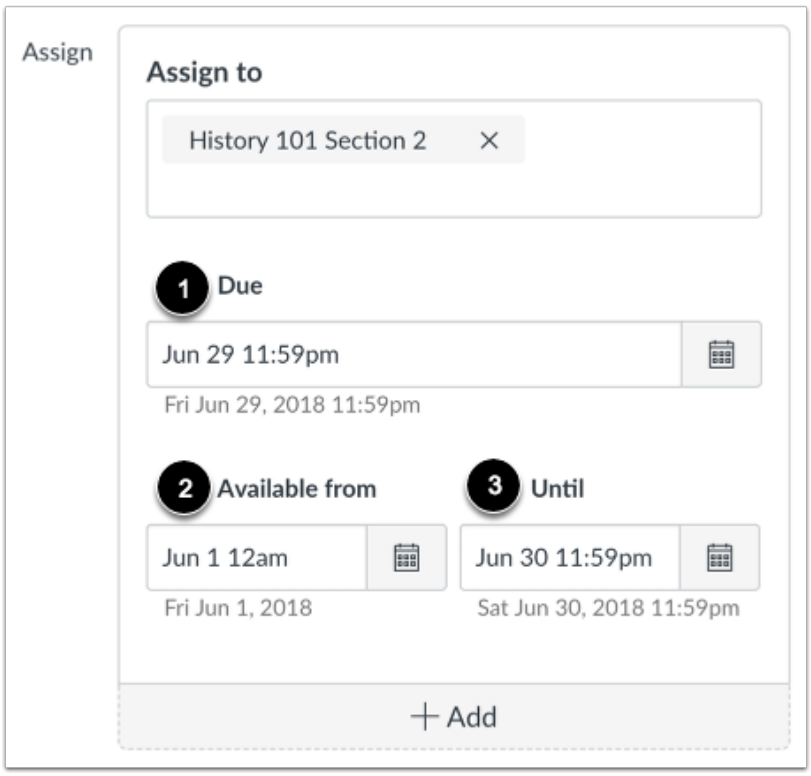
Assign to Section



By default, Canvas will set your assignment for everyone in your course. To create the assignment for a specific section, click the **Everyone** remove icon [1], then start to type in the name of a section [2]. When the section name appears, click the name. *Lists are not scrollable.*

You can include more than one section in the To field as long as the section is to be assigned the same due and availability dates.

Edit Due and Availability Dates

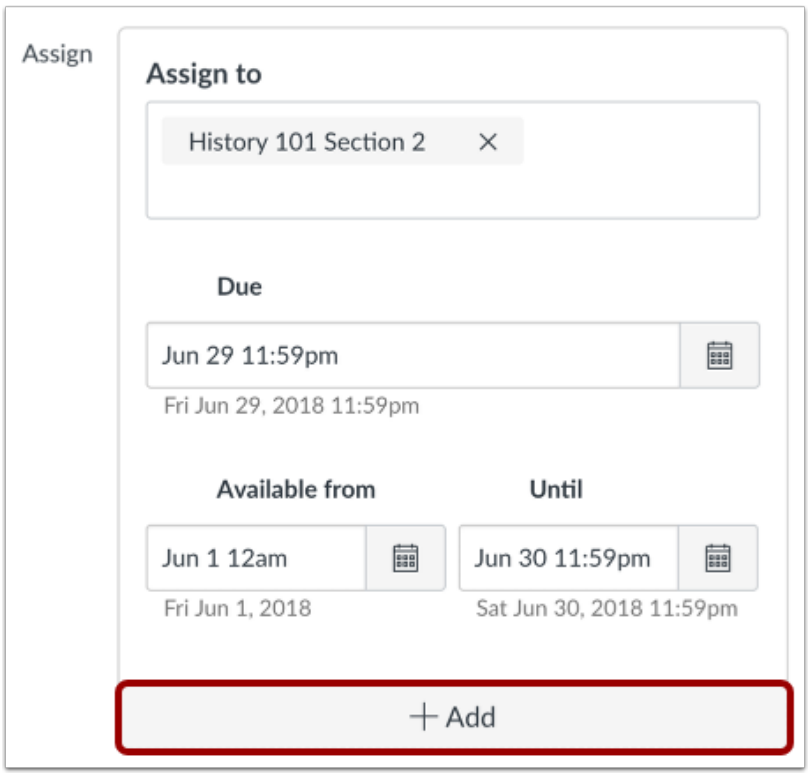


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the Assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the Assignment will become available.
- **Until** [3]: Set the date and time when the Assignment will no longer be available.

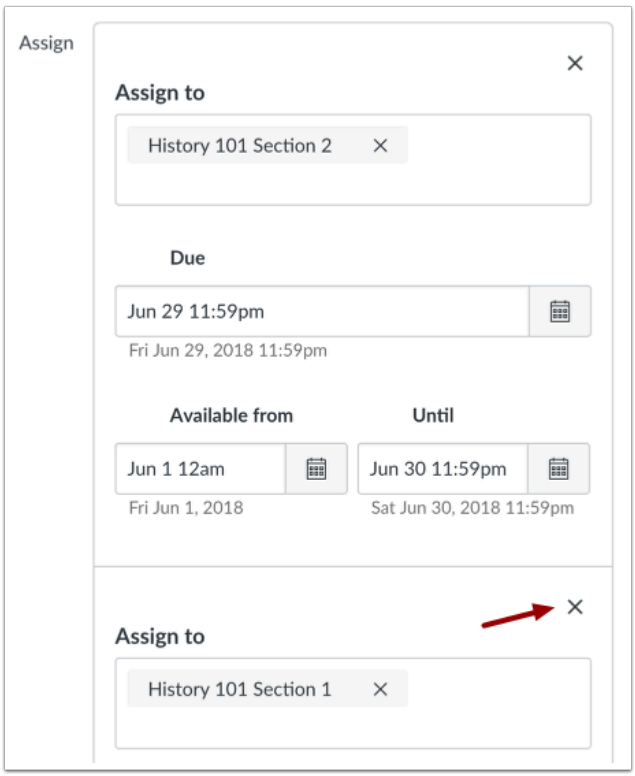
Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Add Additional Dates



To add another section with a different due date and availability dates, click the **Add** button.

Remove Dates

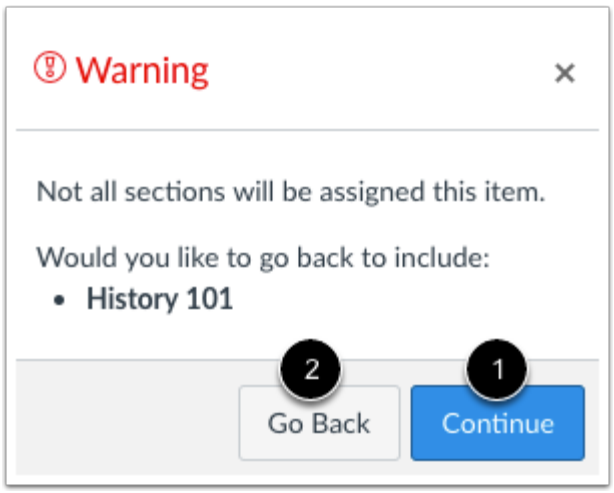


You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Due Date Warning

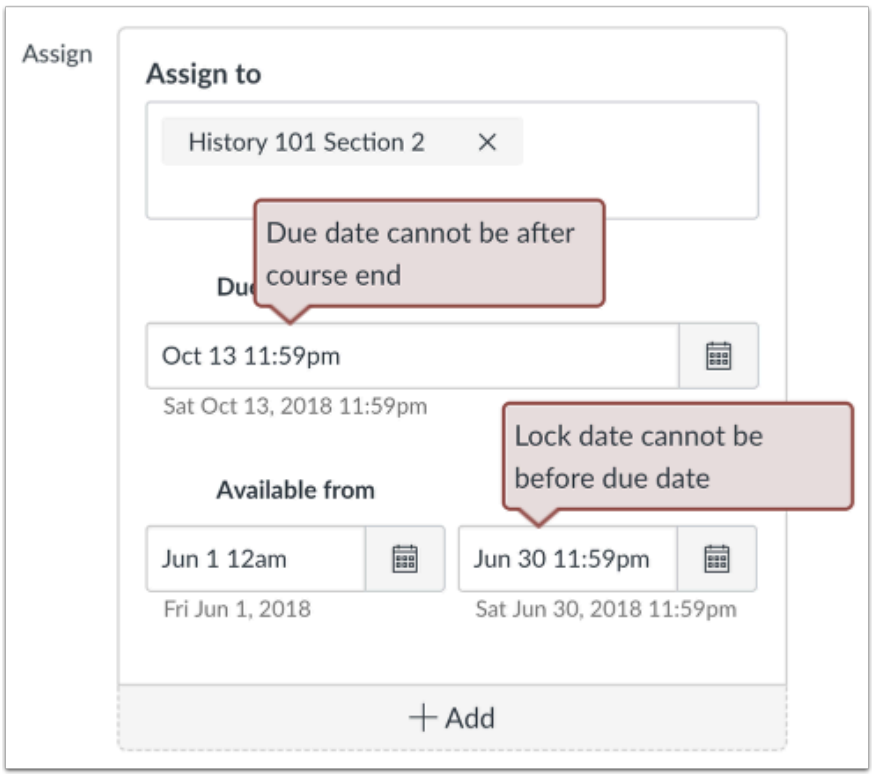


If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

Note: This warning message will not appear if *Everyone* or all course sections are assigned to the assignment.

View Date Error



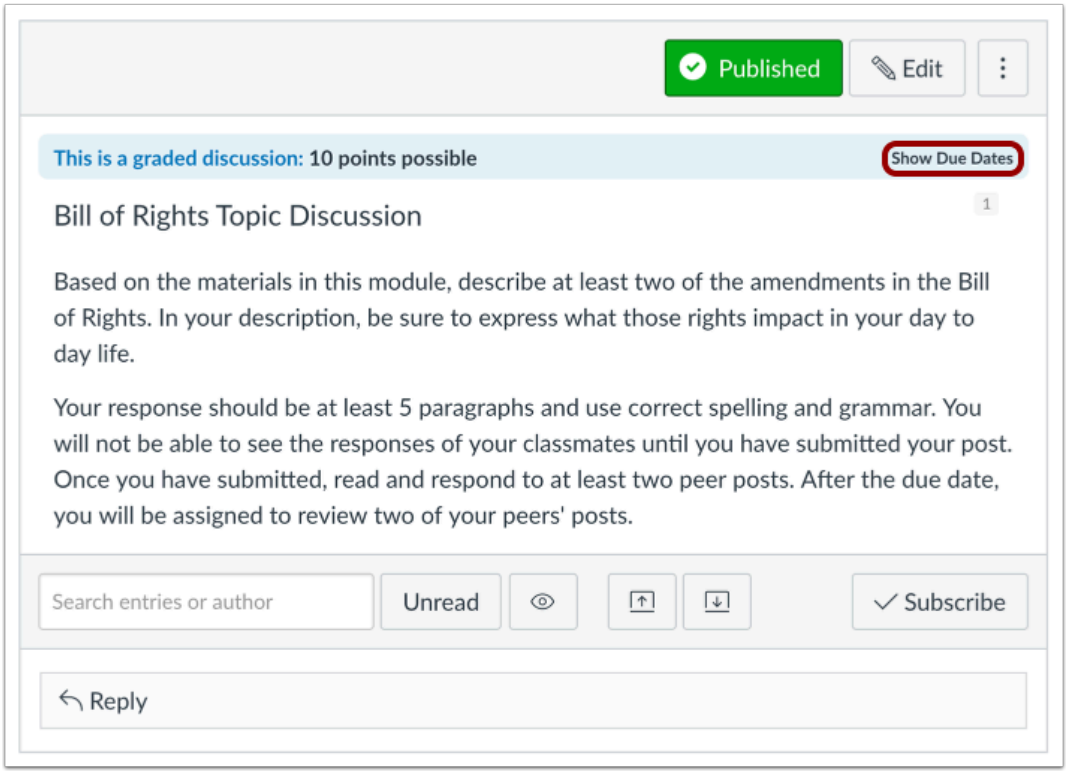
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.

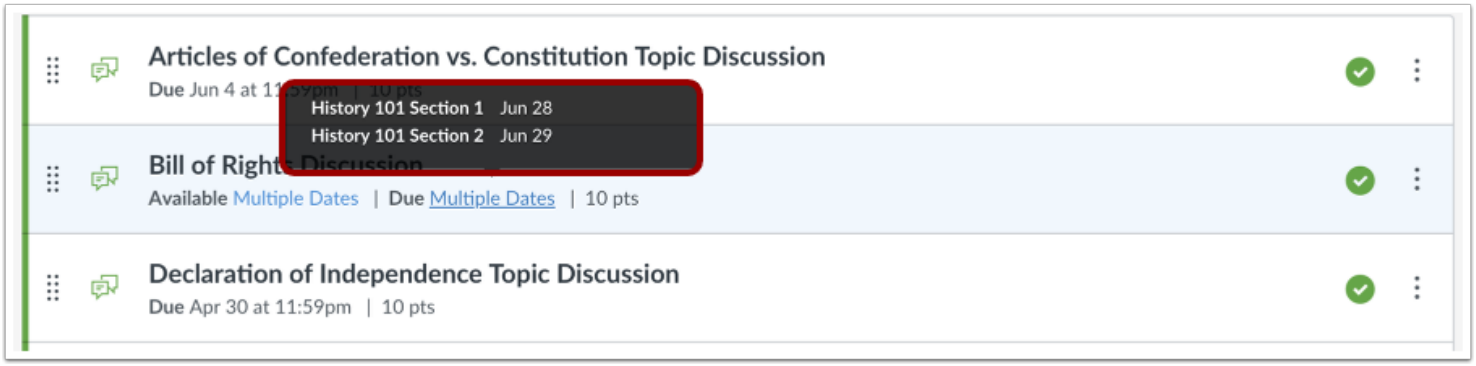
View Graded Discussion Dates



To view users and due dates for the discussion, click the **Show Due Dates** link.

View the dates assigned to the graded discussion.

View Assignments Page



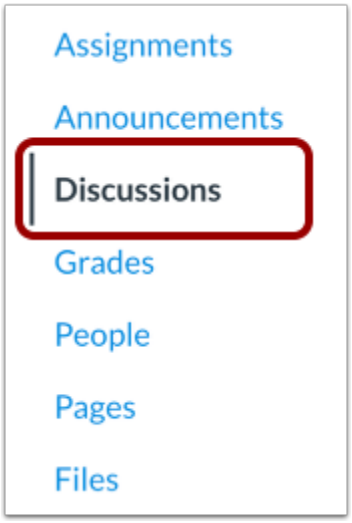
On the Assignments Page, the graded discussion shows there are multiple users and dates assigned to the discussion. Hover over the text to view date availability.

How do I reply to a discussion as an instructor?

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

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

Open Discussions

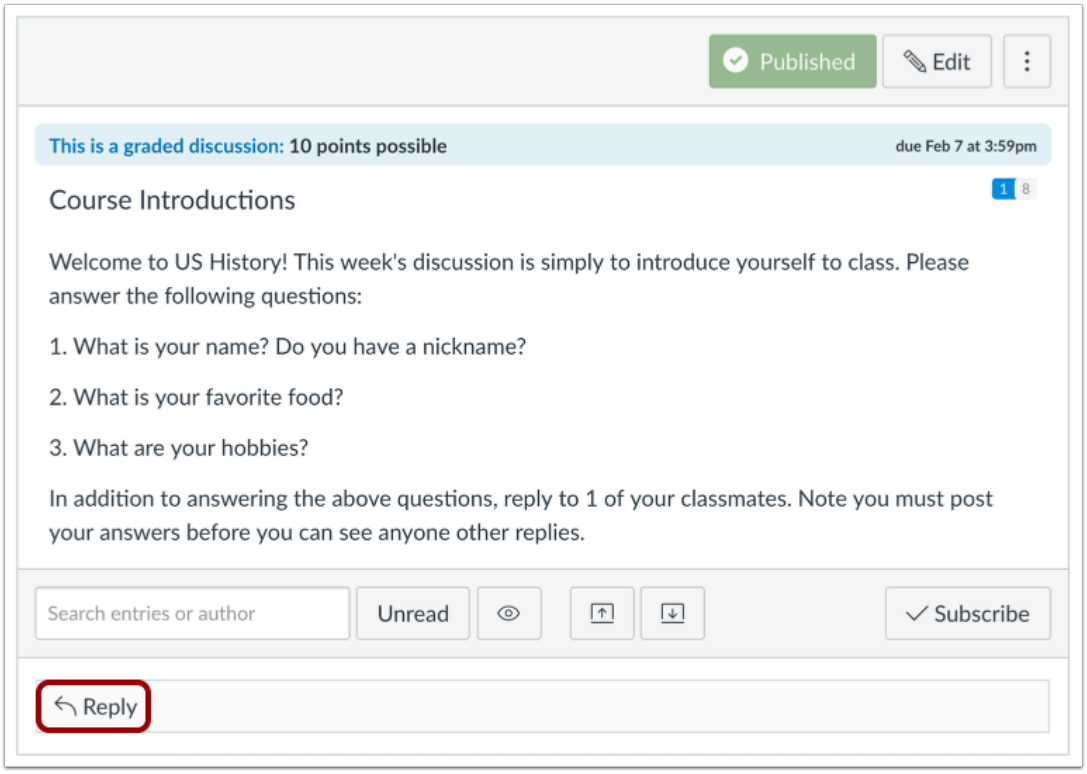


In Course Navigation, click the **Discussions** link.

Open Discussion

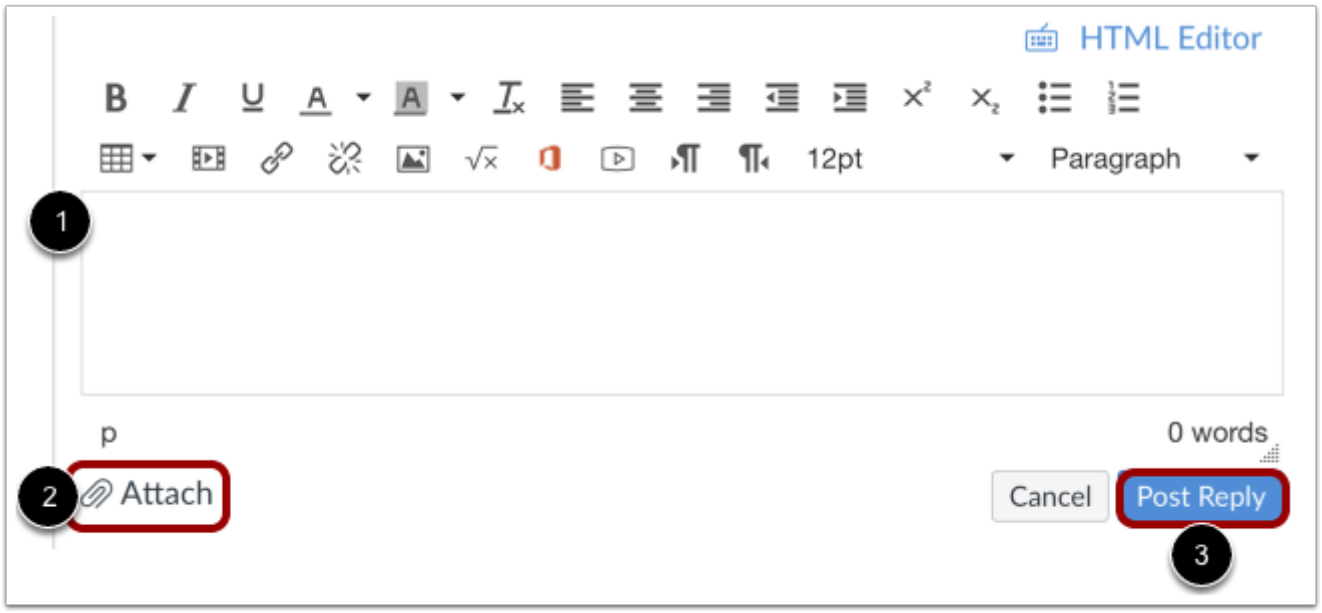
Click the name of the Discussion.

Reply to Discussion



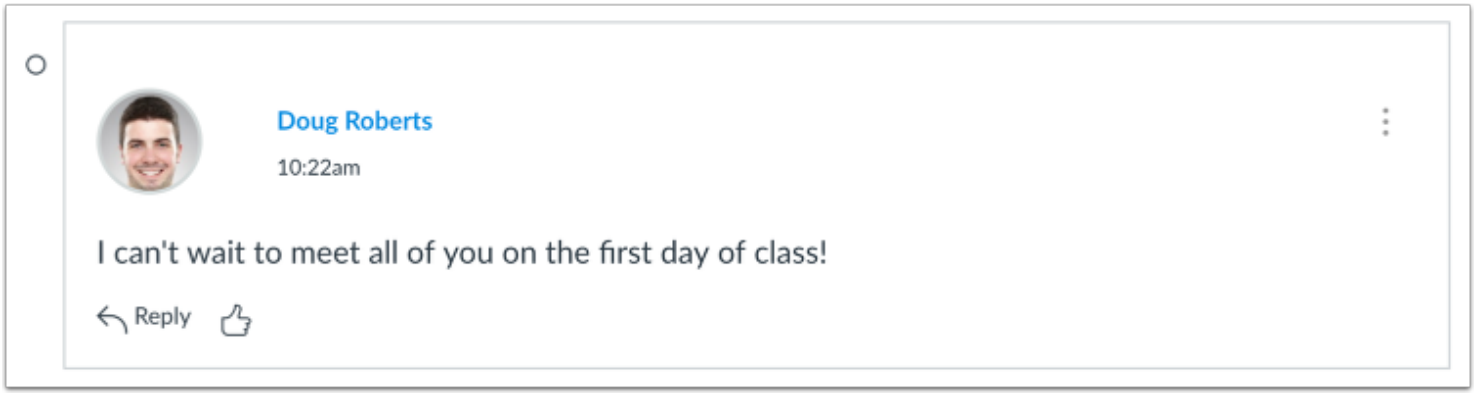
To reply to the main discussion, type your reply in the **Reply** field.

Post a Message



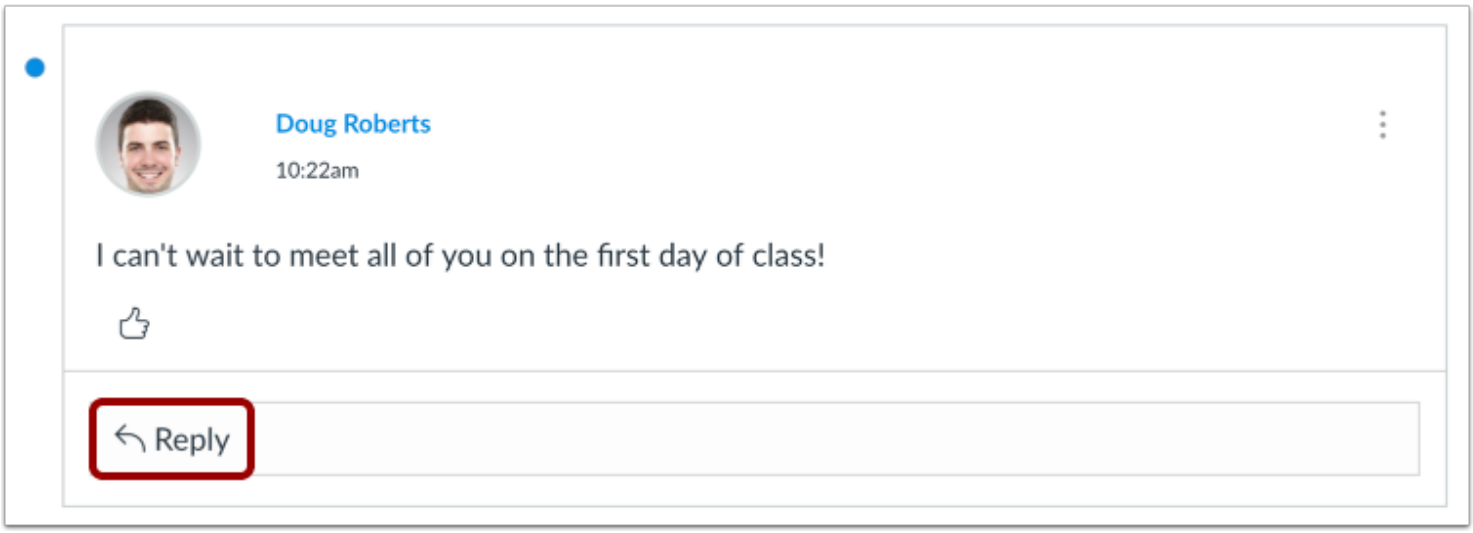
Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. You can also attach files [2]. Once you finish, click the **Post Reply** button [3].

View Your Reply



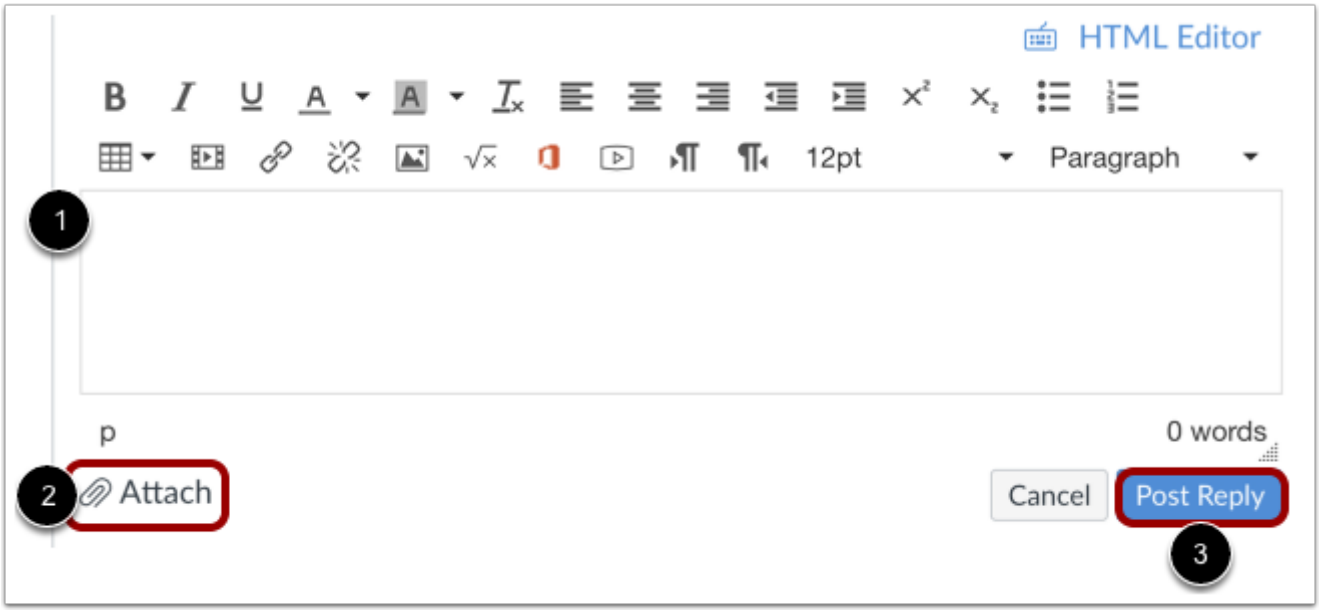
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately show an outline icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain a solid dot.

Reply to a Comment in a Focused Discussion



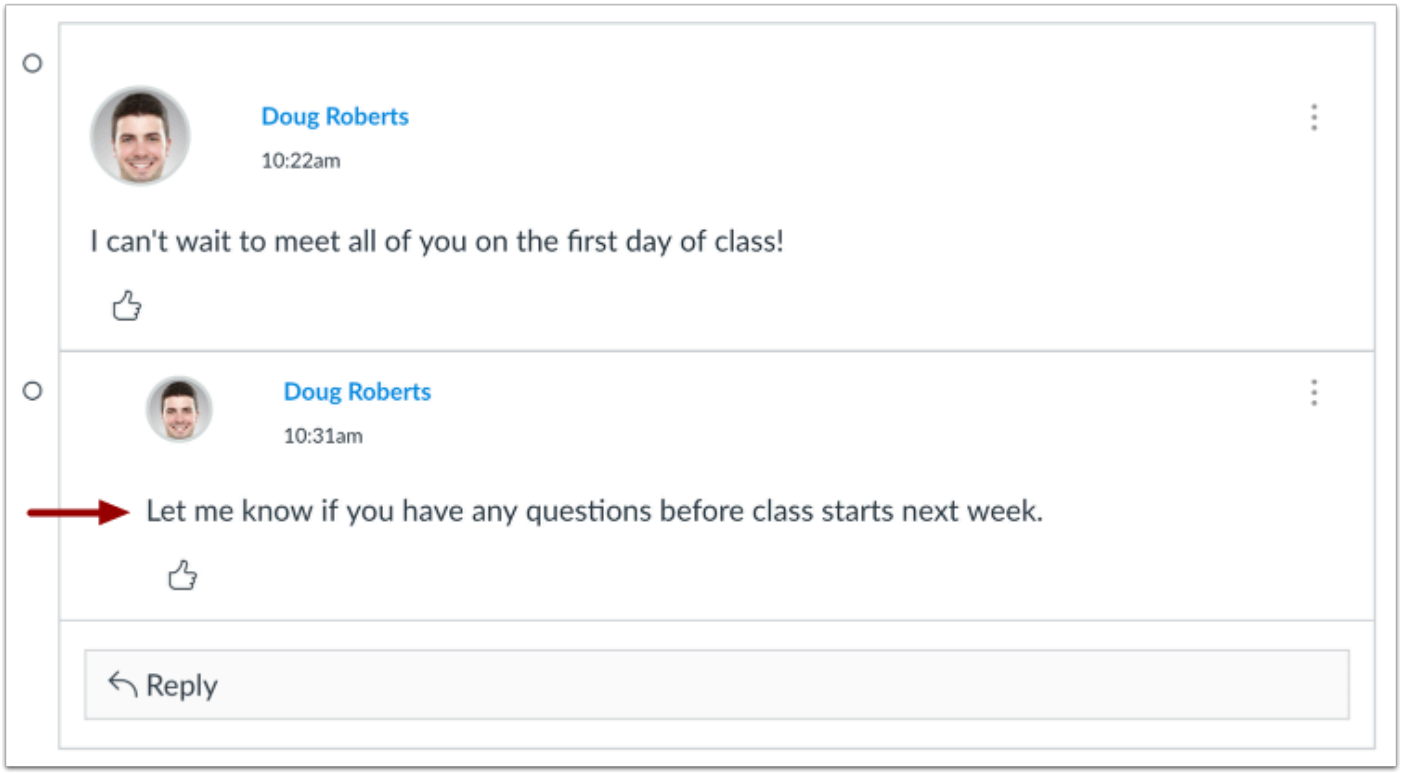
In a focused discussion, you can reply to a comment already posted by another student by clicking in the **reply** field below the post.

Post a Message



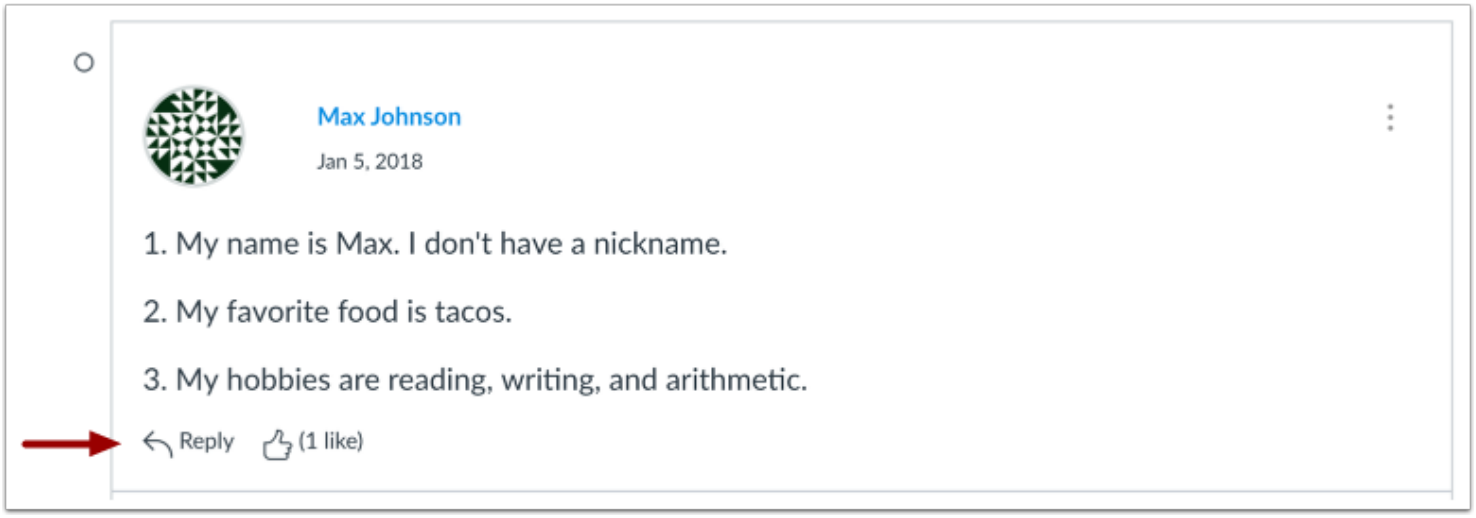
Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. You can also attach files [2]. Once you finish, click the **Post Reply** button [3].

View Your Reply



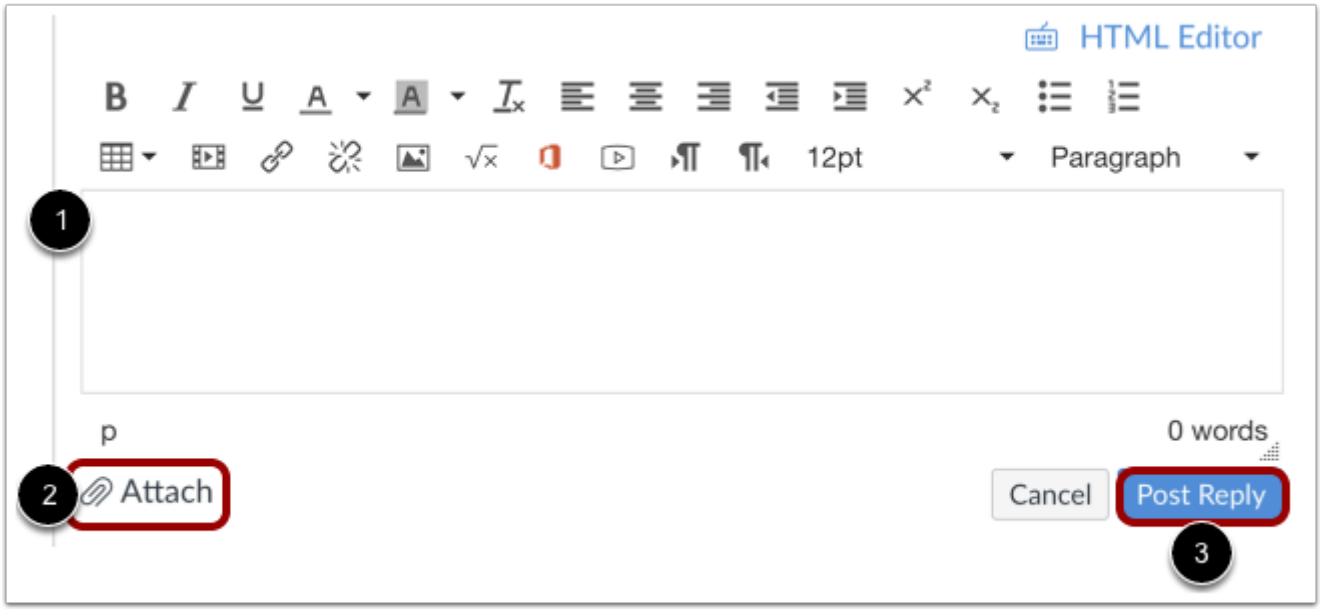
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.

Reply to a Comment in a Threaded Discussion



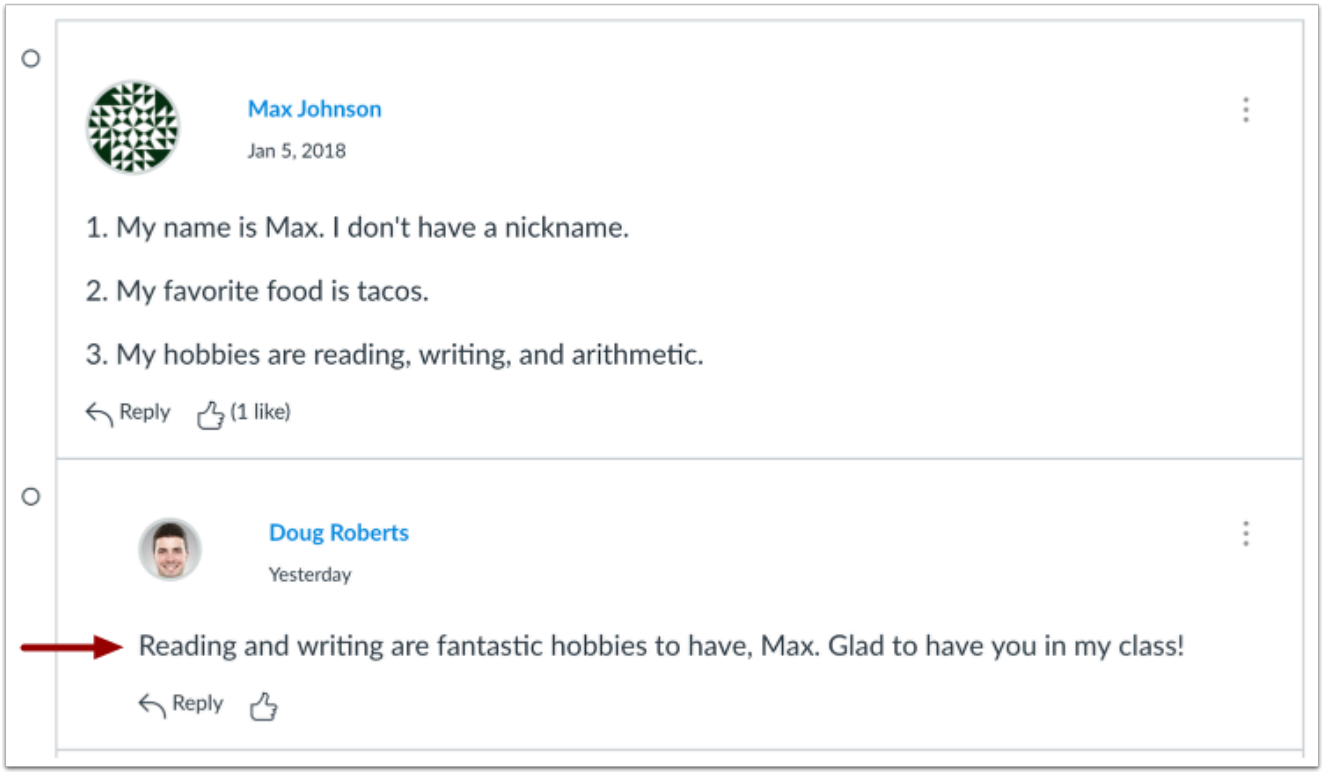
In a threaded discussion, you can reply to a comment already posted by another student. Locate the post you want to reply to and click the **reply** icon.

Post a Message



Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. You can also attach files [2]. Once you finish, click the **Post Reply** button [3].

View Your Reply

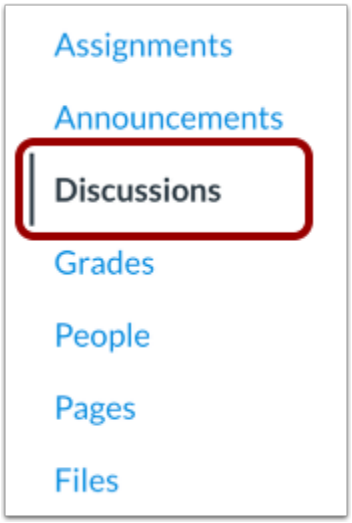


Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The unread icon next to your post will immediately change to the read icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, it will show the unread icon until you manually mark the post as read.

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

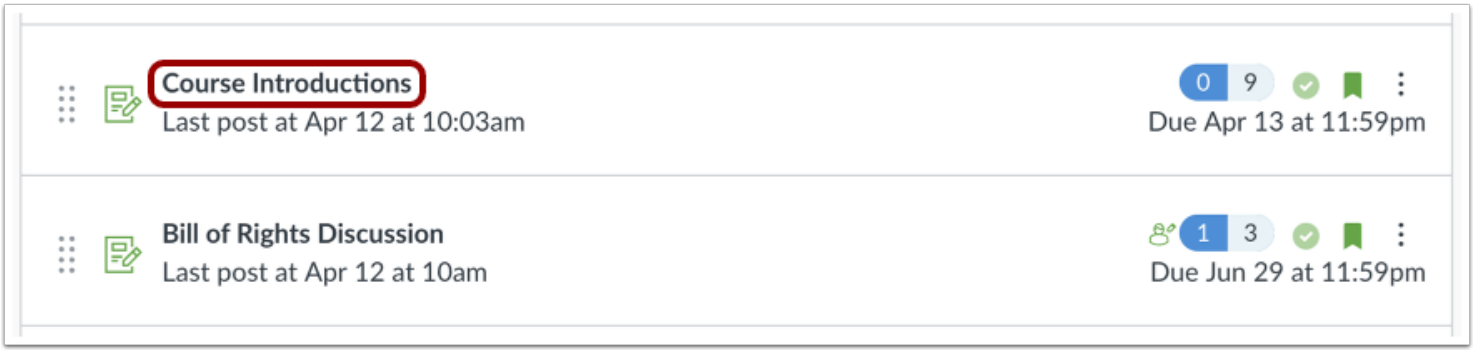
You can view all replies in a discussion by scrolling or searching content. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable.

Open Discussions



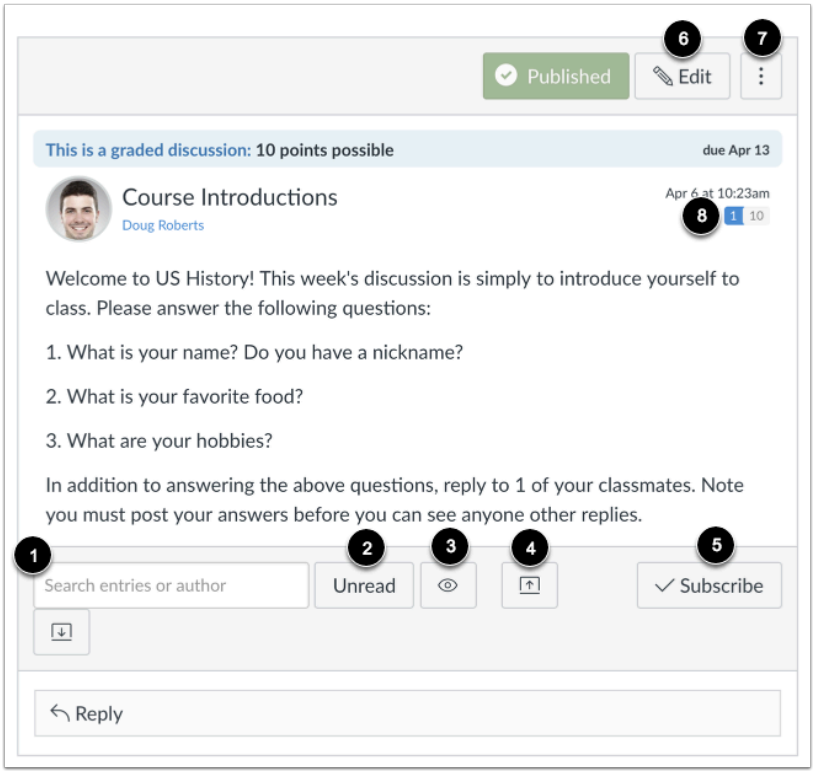
In Course Navigation, click the **Discussions** link.

Open Discussion



Click the name of the discussion.

View Discussion



In a discussion, you have several options to view and sort discussions. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the **Unread** button [2]. To view deleted replies, click the **Show** button [3]. You can also collapse and expand all discussion replies [4].

To subscribe to a discussion, click the **Subscribe** button [5]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. You are automatically subscribed to any discussions you reply to. When you create a discussion, you are also automatically subscribed to the discussion. If you are subscribed, the button will have a green background. To unsubscribe, click the **Subscribe** button and the background will turn gray.

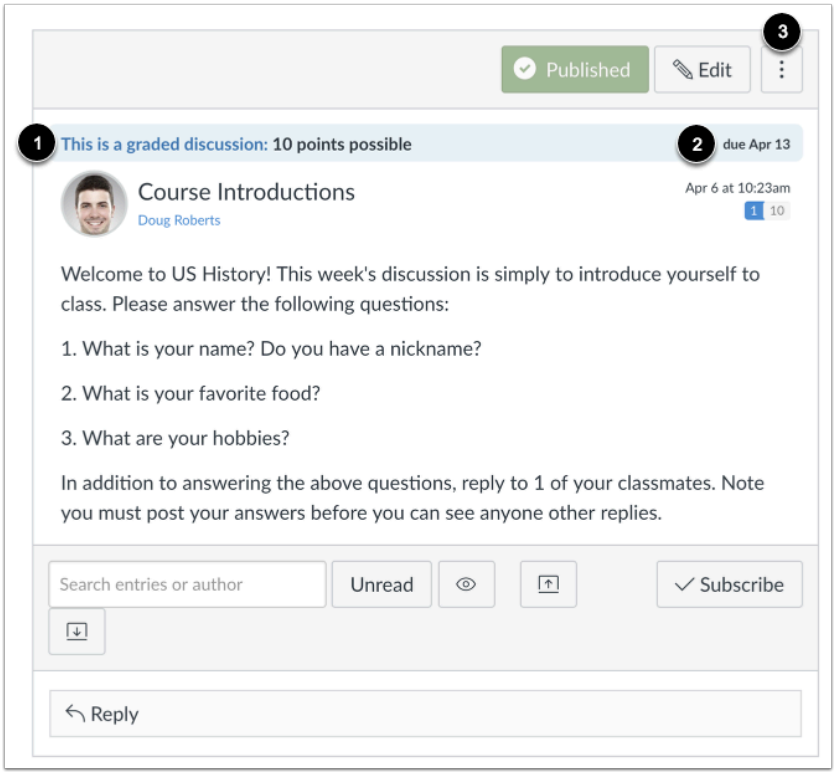
To edit the discussion topic, click the **Edit** button [6].

To open options for the discussion, click the **Options** icon [7]. Options allows you to mark all existing posts (replies) as read, delete the discussion, and close the discussion for comments. If your discussion is graded, you can view the rubric for the discussion, if any, as well as access SpeedGrader to grade the discussion.

You can view how many unread and replies are in a thread [8]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.

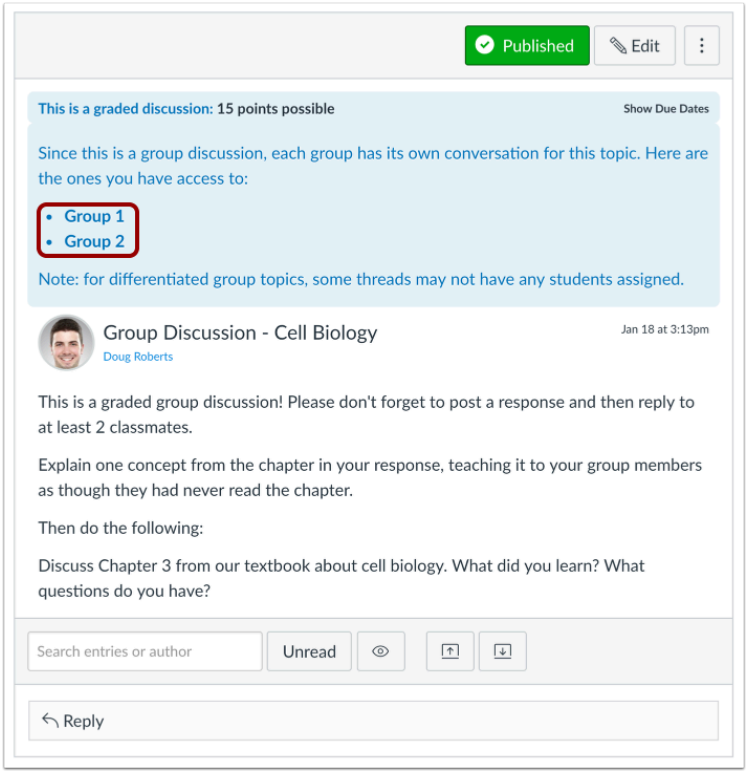
Note: The Discussions page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key

View Graded Discussion



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]. The Options icon [3] will show the rubric for the graded discussion, if any, as well as a link to SpeedGrader.

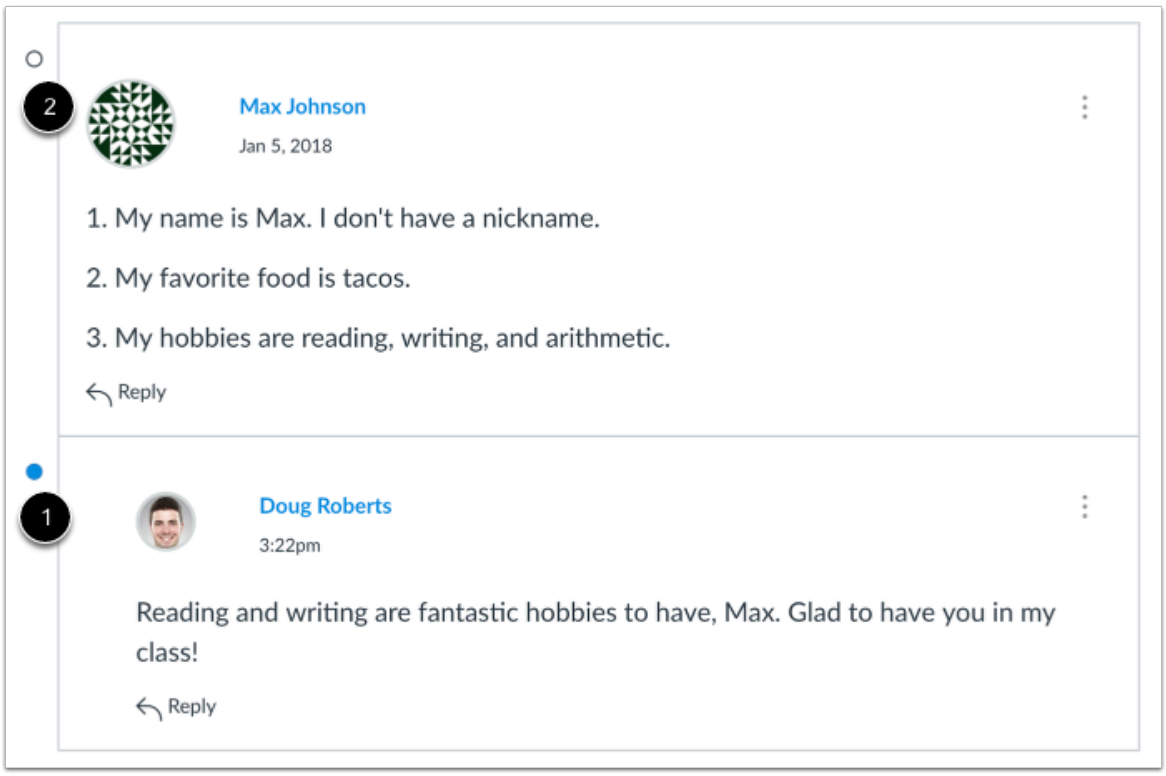
View Group Discussion



If a discussion is a group discussion, you can view the groups that have access to the discussion. To access and view the group discussion, click the group links.

Group discussions only appear for students if they are a member of the group.

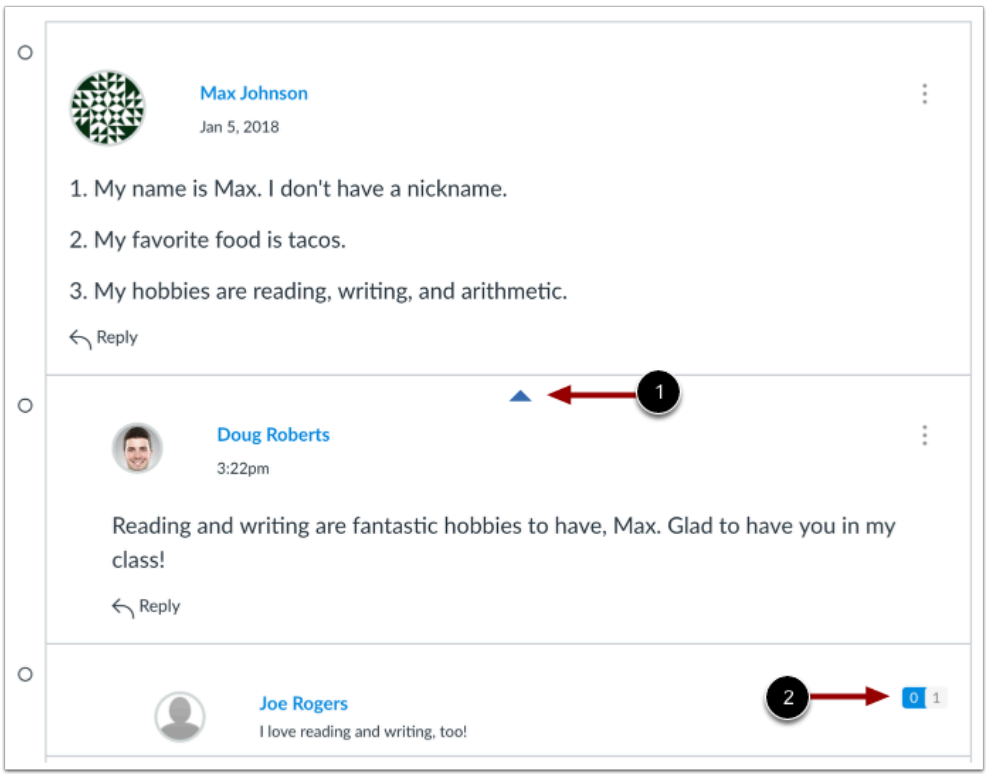
View Replies



Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. The read icon indicates a reply is read [2]. When you 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.

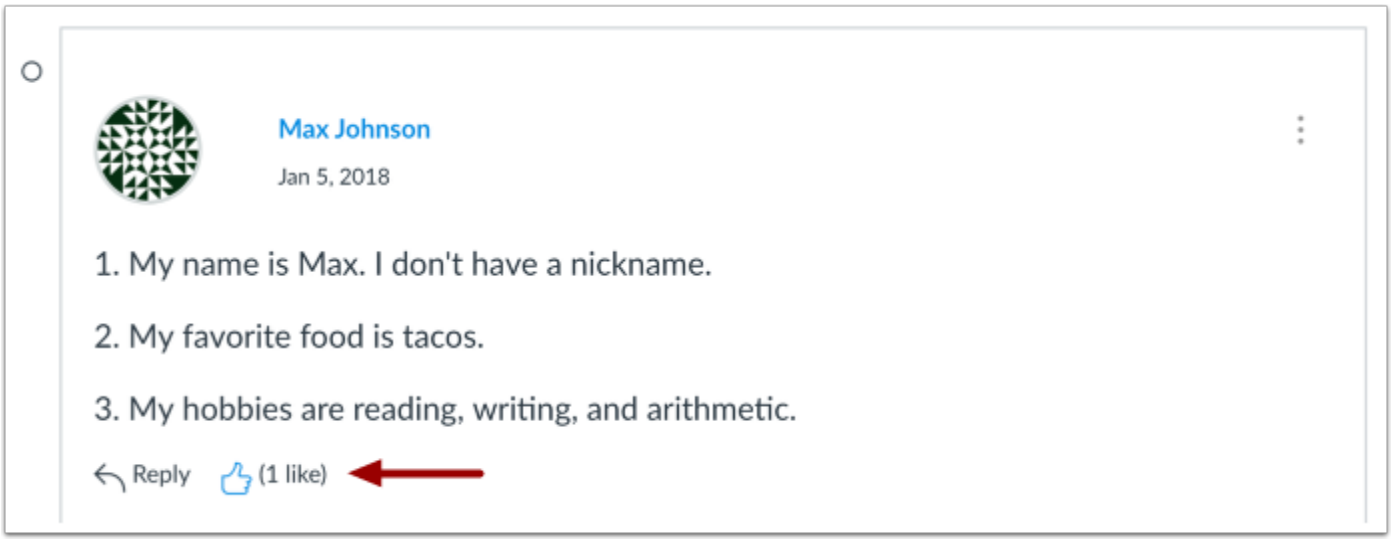
View Threaded Discussion



Threaded Discussions are discussions with replies within replies. In addition to post date, replies are shown in hierarchal order, with replies naturally indented to indicate when a student replies to another student's reply.

When viewing threaded discussion replies, collapse and expand individual threaded discussions by hovering over the top of the white box containing the entire reply [1]. When a threaded discussion reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].

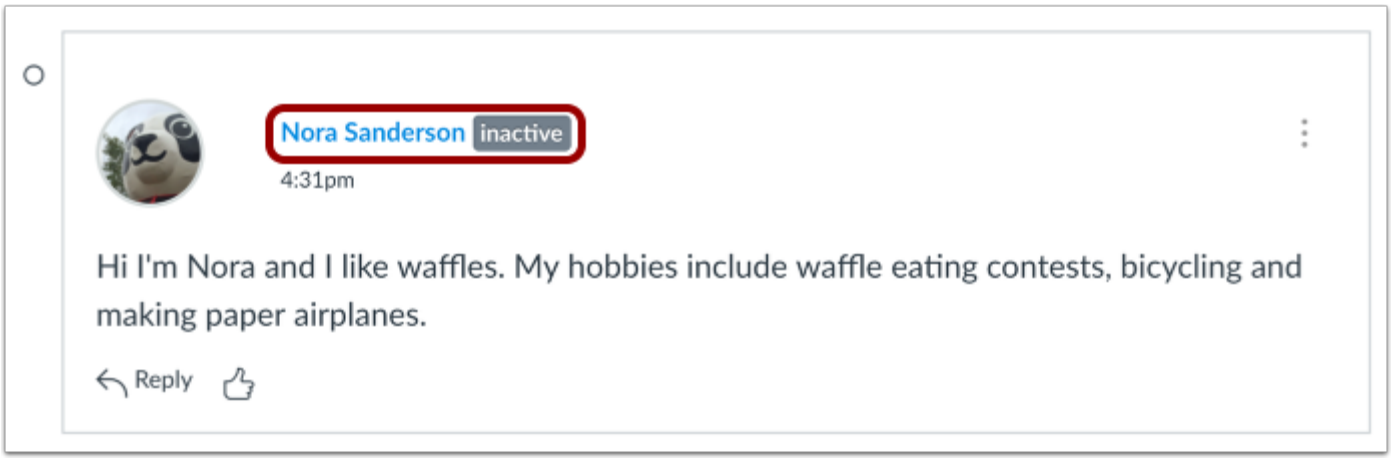
View Liked Discussions



If you allow students to like replies in a discussion, a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you've liked. The number of total likes also appears next to the icon.

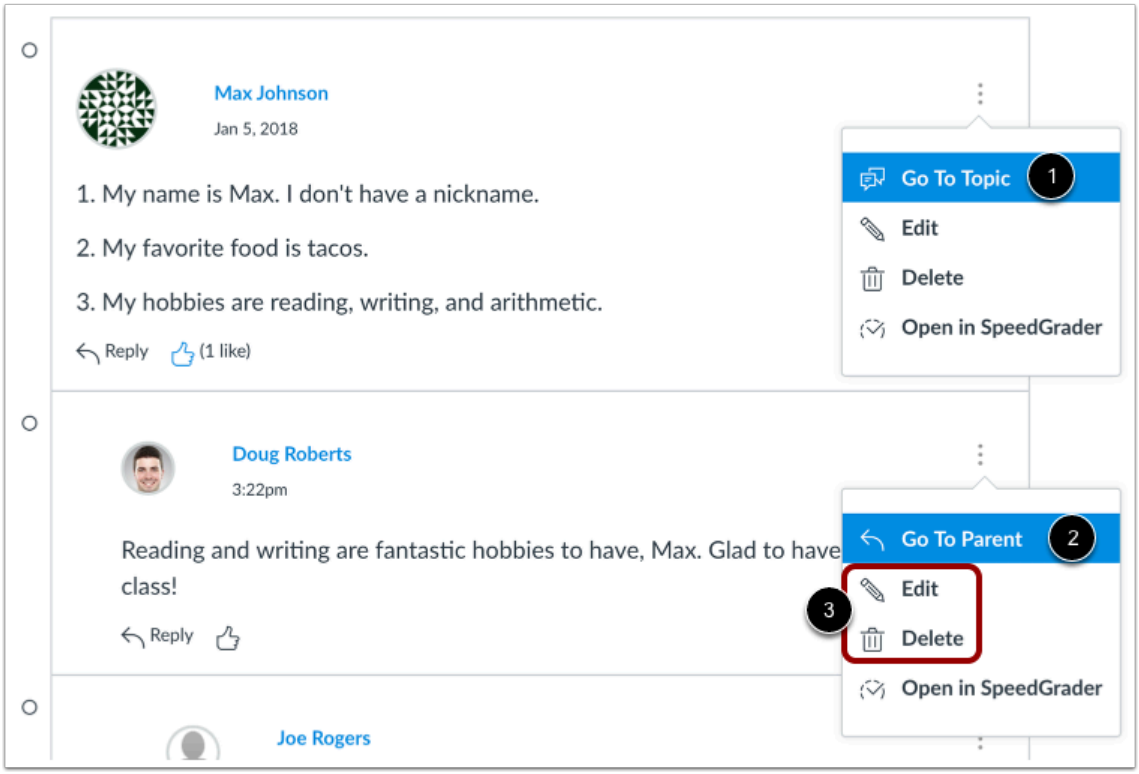
If you set up the discussion to sort automatically according to the number of likes, in threaded discussions, likes are retained with the original discussion reply. Original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.

View Enrollment Notice



If a discussion includes a reply from an inactive student, a label displays next to the student's name. Inactive student graded discussions can still be graded in SpeedGrader, but students do not receive any notifications about their discussion and cannot view course grades.

View Reply Settings



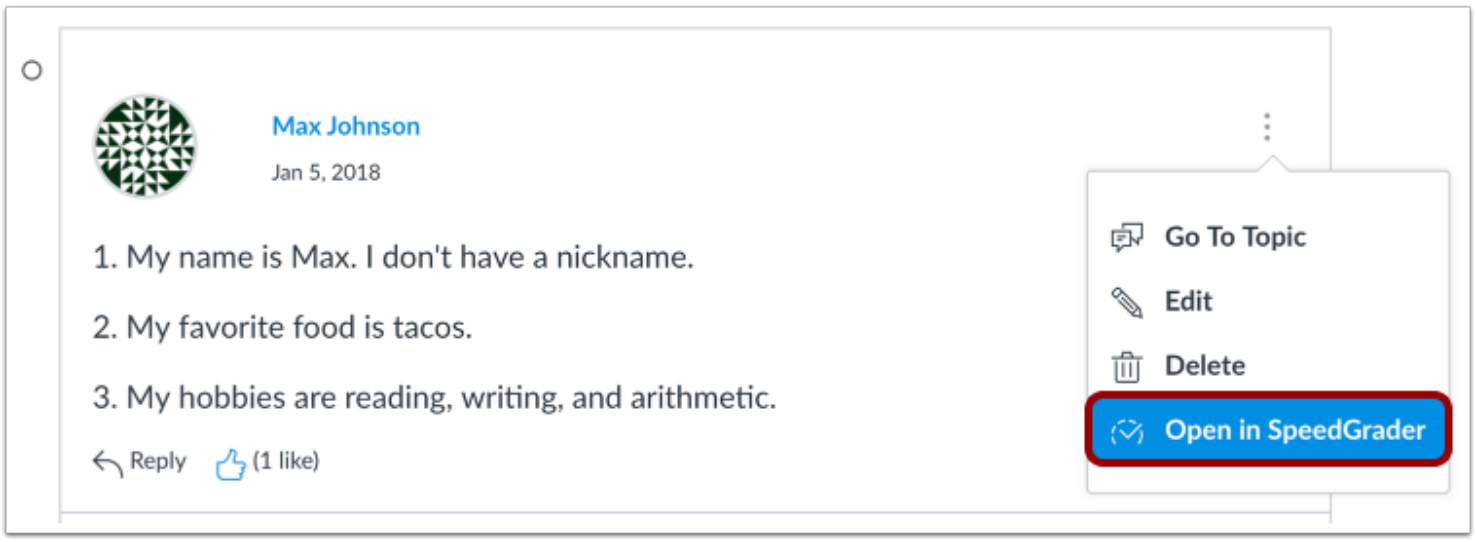
Each discussion reply has its own options menu.

In original discussion replies, you can return to the main discussion topic by clicking the **Go to Topic** link [1].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the **Go to Parent** link [2].

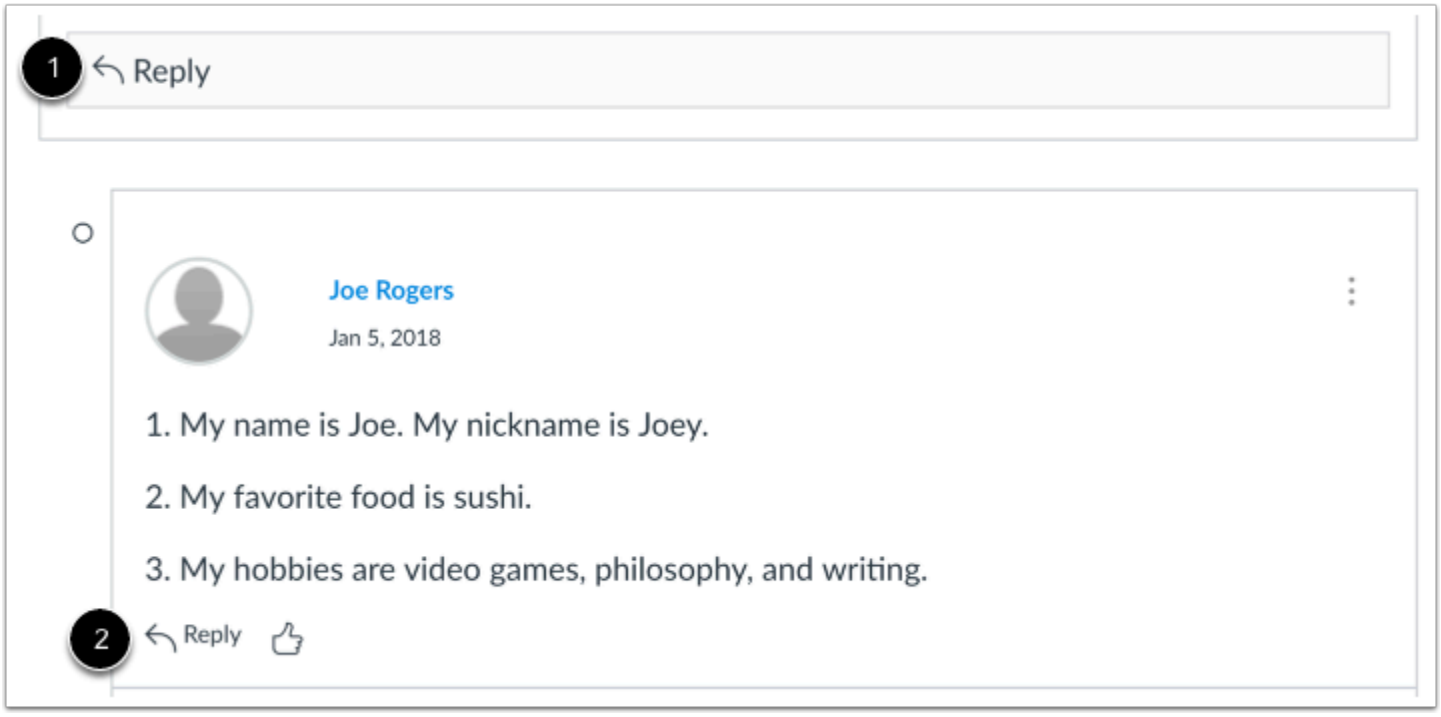
To edit or delete the reply, click the **Edit** or **Delete** links [3].

View Graded Discussion Settings



Graded discussions also include an **Open in SpeedGrader** link to grade the discussion replies.

Reply to Discussion



To reply to a discussion, reply to the main discussion topic by clicking the Reply field [1]. If your discussion is threaded, you can reply to any other post in the discussion by clicking the **Reply** link [2].

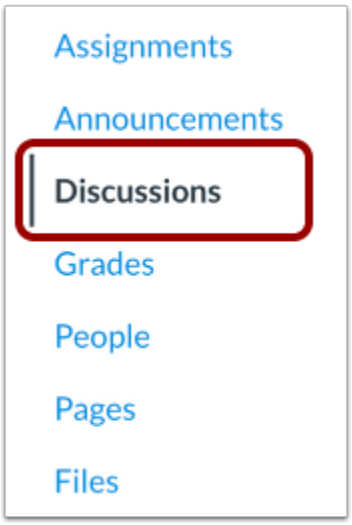
How do I mark discussion replies as read or unread as an instructor?

By default, as you read new discussion posts, Canvas will mark them as read (changing the indicators from blue to white) 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.

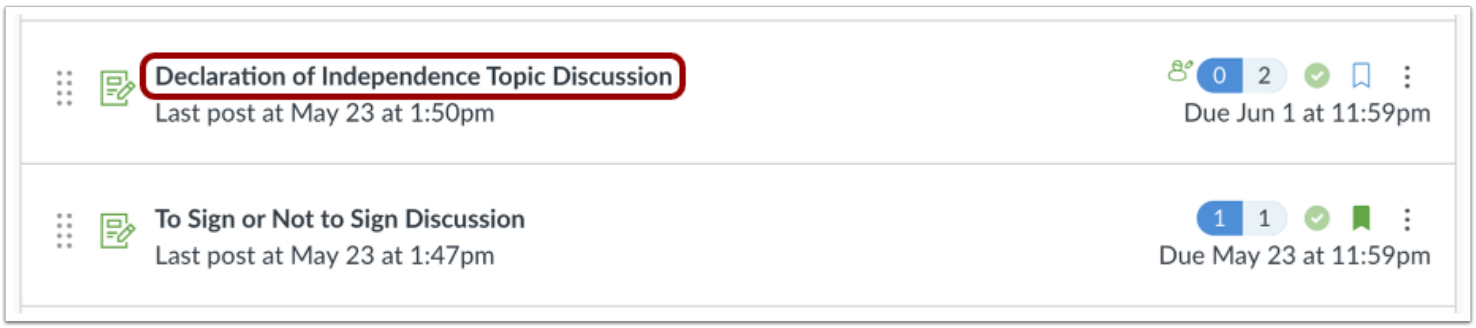
Note: Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

Open Discussions



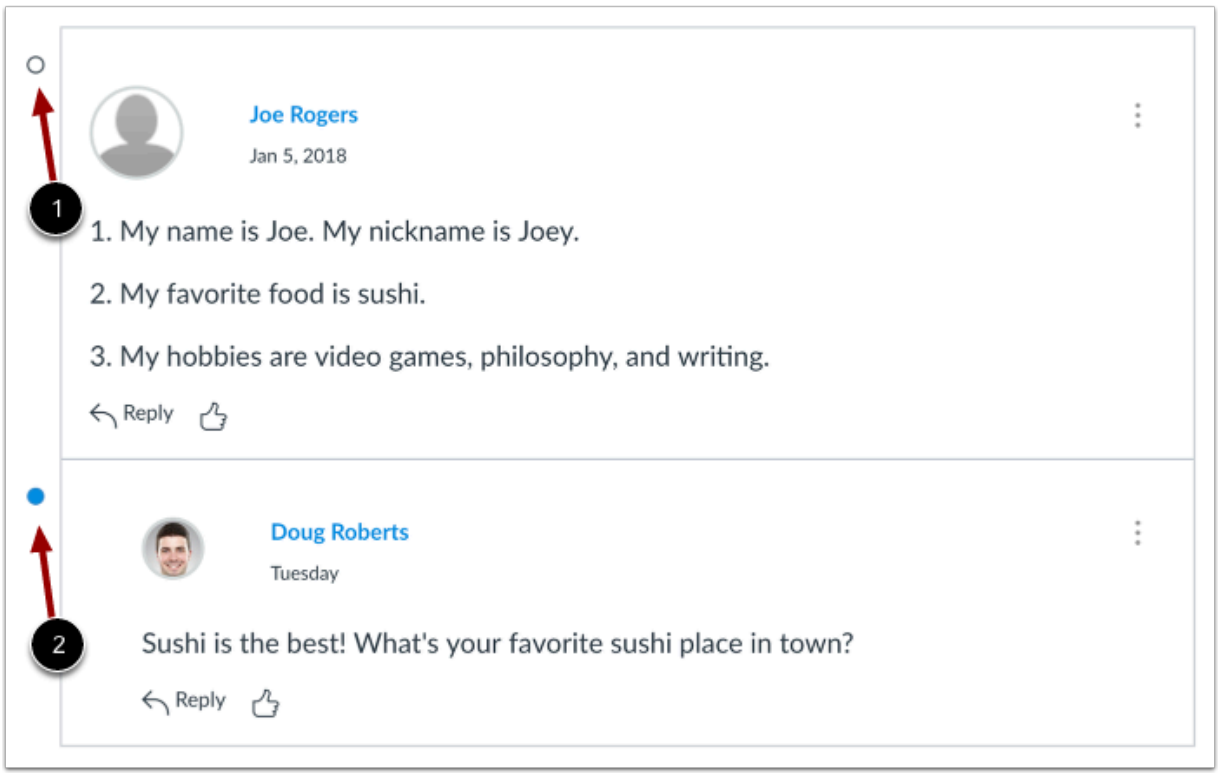
In Course Navigation, click the **Discussions** link.

Open Discussion



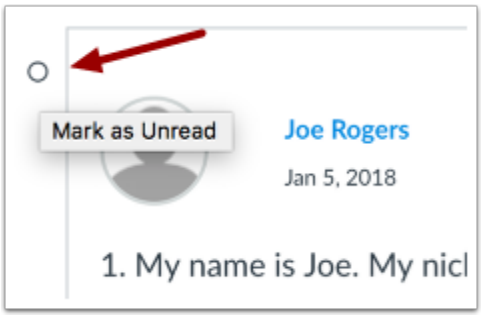
Click the discussion you want to view.

View Posts



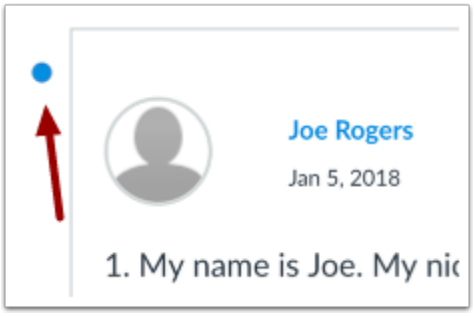
The read icon indicates the reply has been read [1]. The unread icon indicates a reply is new or unread [2].

Mark Post as Unread



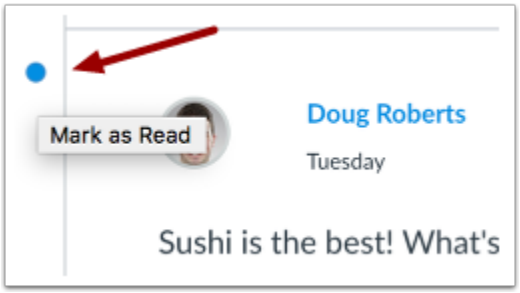
To change a read post to unread, click the read icon next to the post you wish to change.

Verify Post as Unread



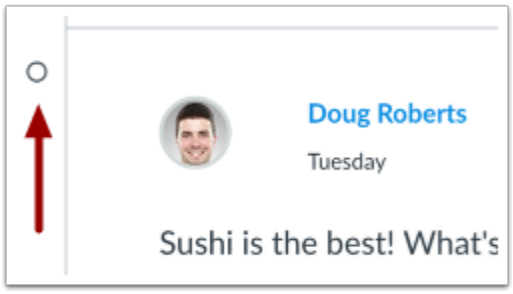
View the post now marked as unread.

Mark Post as Read



To change an unread post to read, click the unread icon next to the post you wish to change.

Verify Post as Read



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.

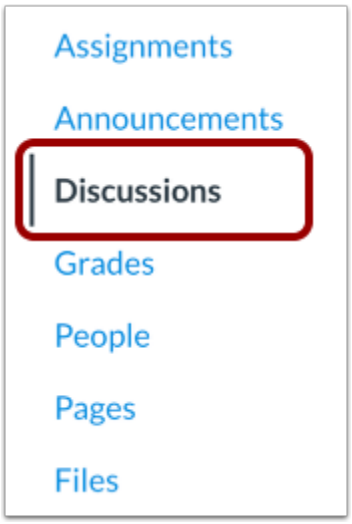
How do I change discussion settings to manually mark discussion replies as read as an instructor?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option will apply to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

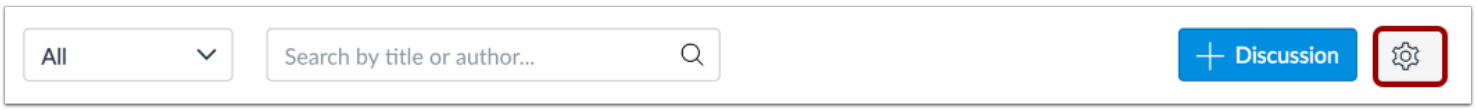
You can manually mark discussion replies as read or unread at any time.

Open Discussions



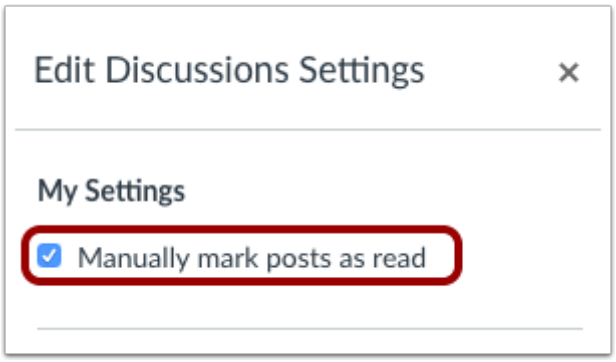
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Manually Mark Posts as Read



Click the **Manually Mark Posts as Read** checkbox.

Note: Selecting this option will require you to manually mark posts as read for all of your courses.

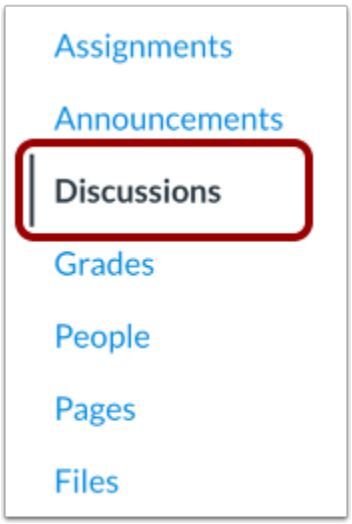
Save Settings

Click the **Save Settings** button.

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

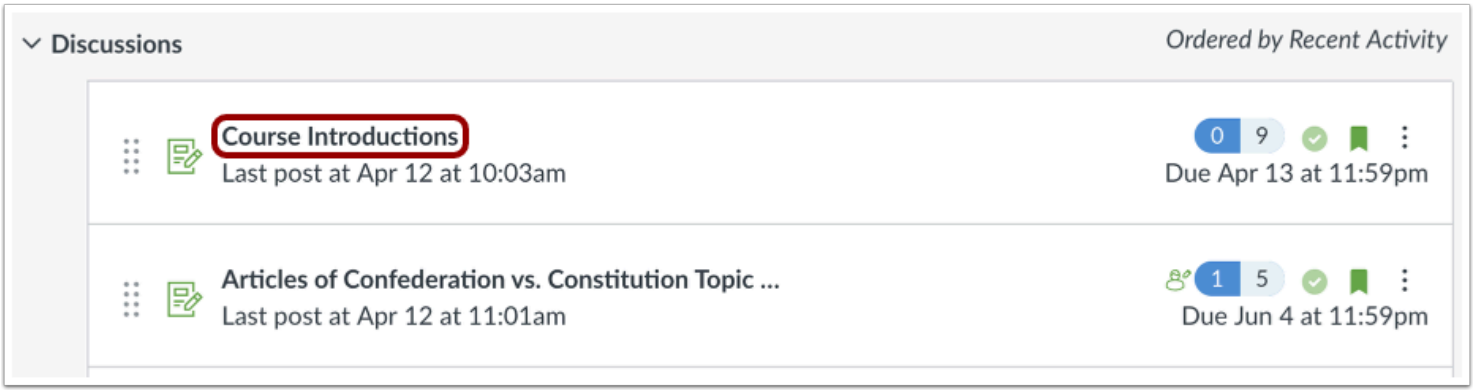
If you have allowed liking for a course discussion, you can like discussion replies.

Open Discussions



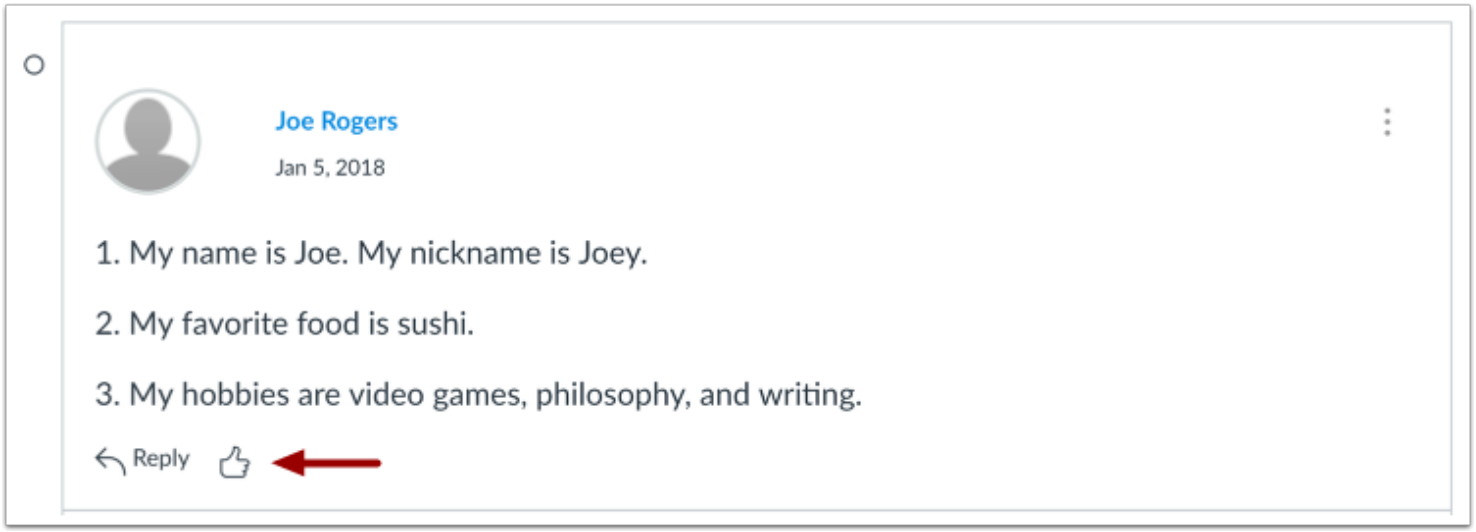
In Course Navigation, click the **Discussions** link.

Open Discussion



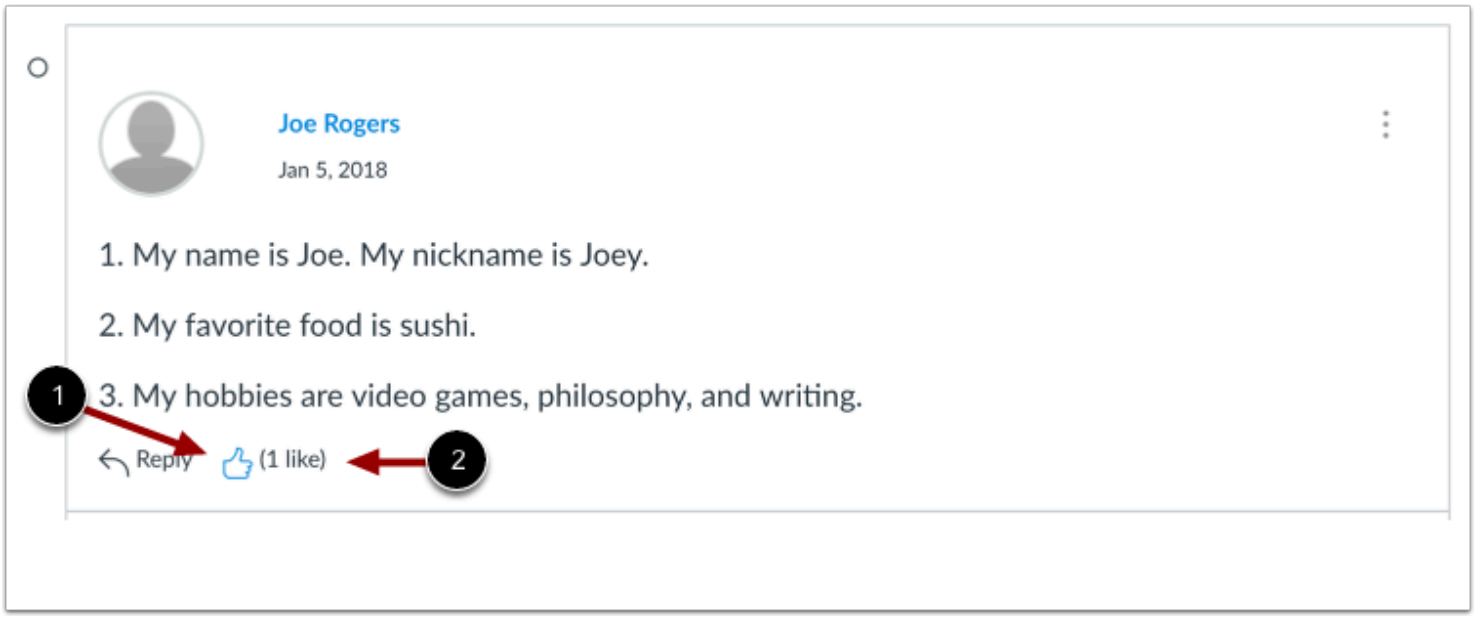
Click the name of the discussion.

Like Discussion Reply



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

View Liked Discussion



The Like icon will change color, indicating you have liked the reply [1].

The Like icon also displays the total number of times a reply has been liked [2].

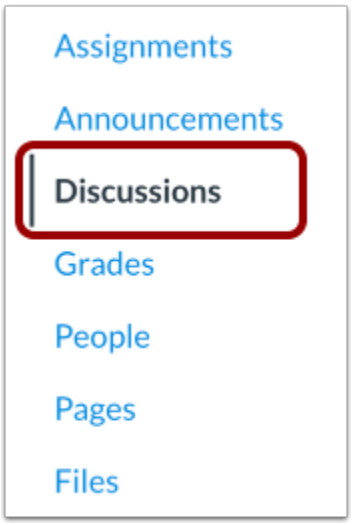
How do I pin a discussion in a course?

You can pin discussions so students will see them at the top of the Discussions index page. Such discussions could include short-run discussions, discussions that only run for a single week, and any other discussions that students should specifically pay attention to. You can also pin discussions within student groups.

If you pin several discussions to the Pinned Discussion section, you can move or reorder discussions within the section.

Note: Students do not see the Pinned Discussions section when the page does not include pinned discussions.

Open Discussions

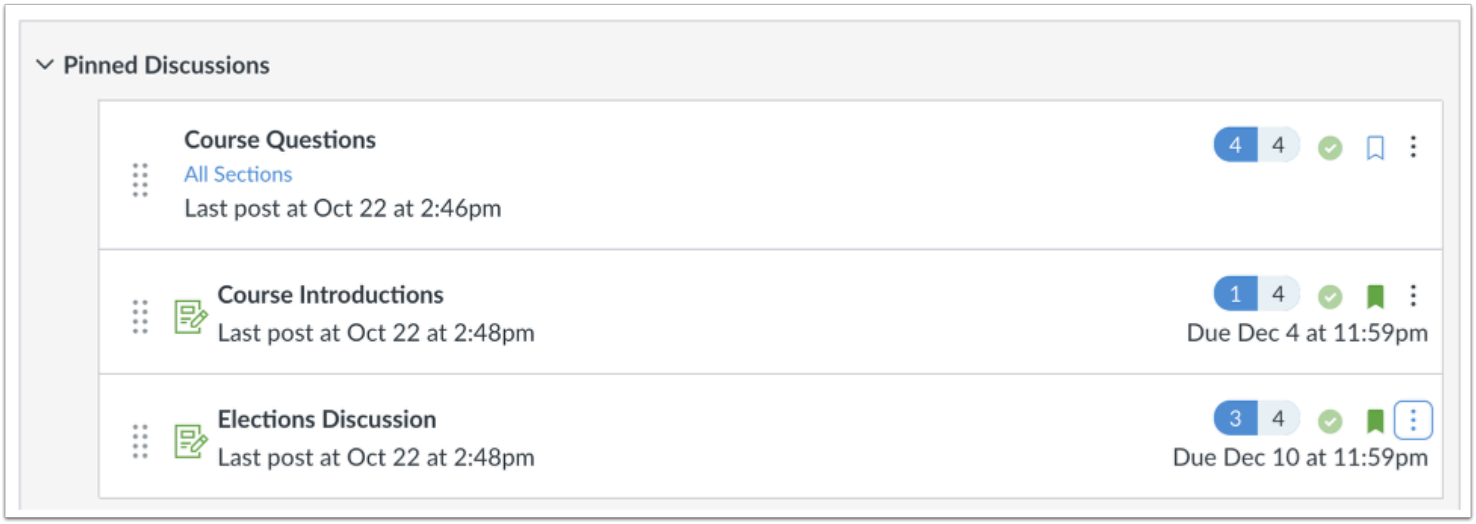


In Course Navigation, click the **Discussions** link.

Pin Discussion

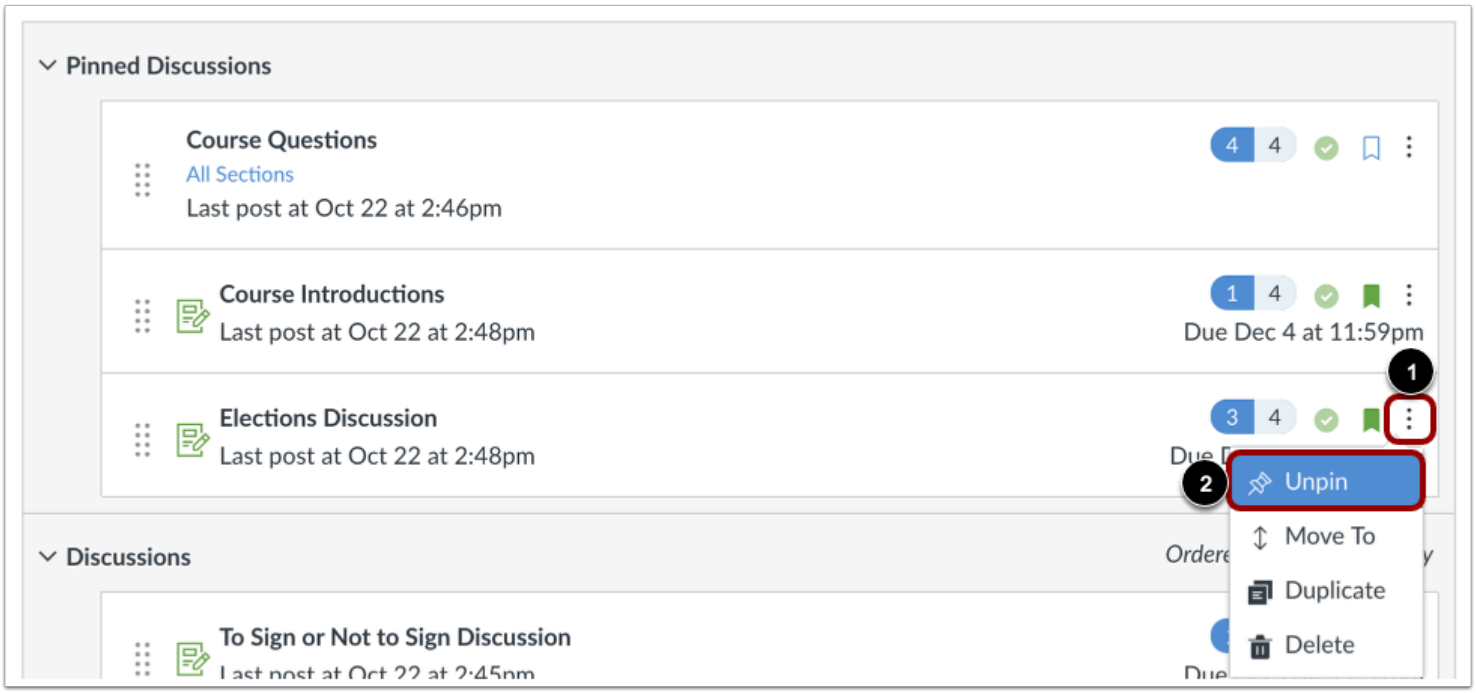
Locate the discussion and click the **Options** icon [1], then click the **Pin** link [2]. You can also drag a discussion to the Pinned Discussions section.

View Discussion



View the pinned discussion in the Pinned Discussions section.

Unpin Discussion



To unpin a discussion, locate the discussion and click the **Options** icon [1], then click the **Unpin** link [2]. You can also drag the discussion to the Discussions section.

How do I subscribe to a discussion as an instructor?

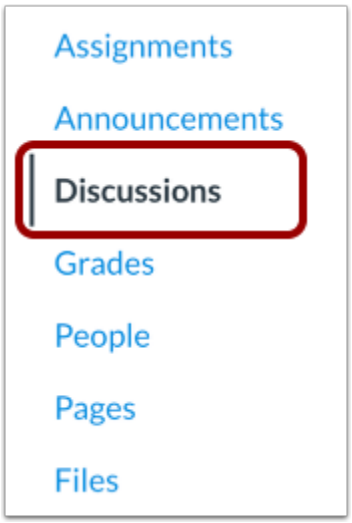
By default, you will automatically be subscribed to all discussion threads you create in your courses and be notified when new comments are posted to the topic.

If you allow TAs or students to create discussions in your course, you will not be automatically subscribed to discussions they create. You can manually subscribe to discussions created by TAs or students in your course. If you reply to a discussion, you will automatically be subscribed to that discussion and will be notified of updates unless you manually unsubscribe. Please also note that you cannot subscribe to individual threads within a threaded discussion.

Notes:

- You must specify your Notification Preferences to receive updates for subscribed discussions.
- You cannot subscribe to discussions posted within student groups.
- If you import course content from another Canvas course, you must manually subscribe to imported discussions to receive notifications.

Open Discussions



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

Subscribe on Discussions Index Page

You can subscribe to an entire discussion from the Discussions index page. Locate to the discussion you want to subscribe to and click the **Subscribe** icon.

Note: The Subscribe icon will turn green when you are subscribed.

Unsubscribe on Discussions Index Page

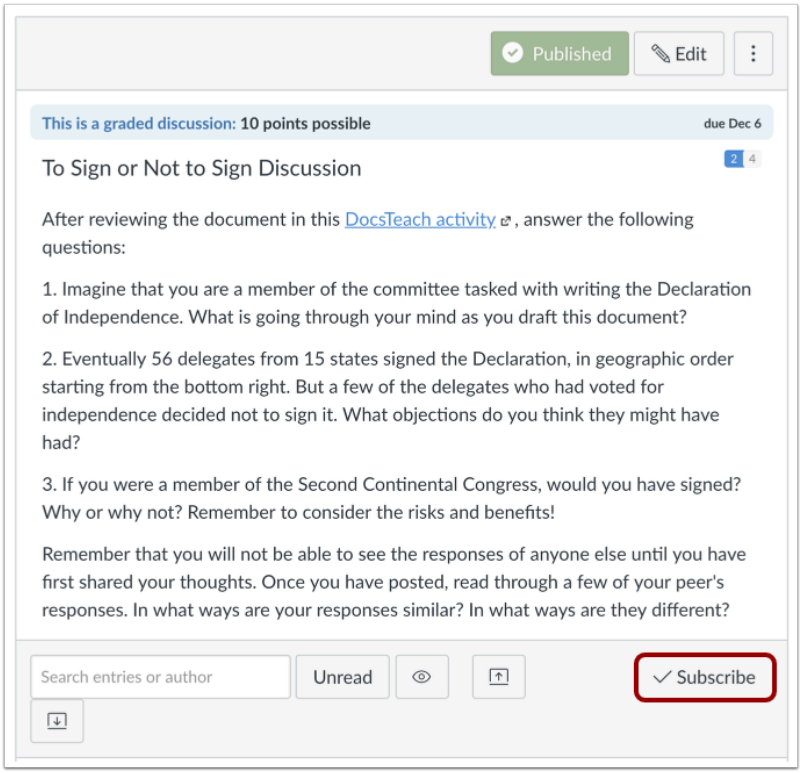
To unsubscribe from a discussion, locate to the discussion you want to unsubscribe from and click the **Subscribe** icon.

Note: The Subscribe icon will appear as an outline when you are unsubscribed.

Subscribe within Discussion

You can also subscribe within a discussion. Click the name of the discussion you want to subscribe to.

Subscribe to Discussion



Click the **Subscribe** button.

Note: The Subscribe button will become green when you are subscribed to the discussion topic.

Unsubscribe from Discussion

To unsubscribe from a discussion, click the green **Subscribed** button.

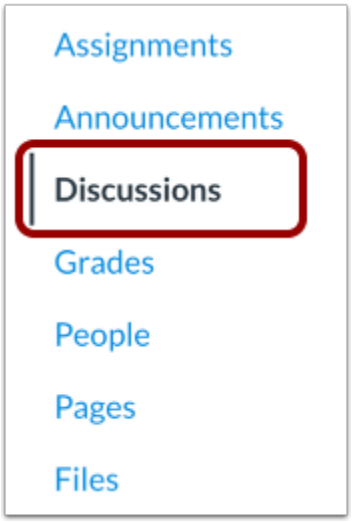
Note: The Subscribed button will become a gray Subscribe button when you are unsubscribed from a discussion topic.

How do I delete a discussion in a course?

You can delete a discussion or graded discussion at any time.

Note: When Multiple Grading Periods are enabled in a course, graded discussions are not currently validated against closed grading periods. Deleting a graded discussion may affect the total grade for students in your course.

Open Discussions



In Course Navigation, click the **Discussions** link. There are two ways to delete a discussion topic.

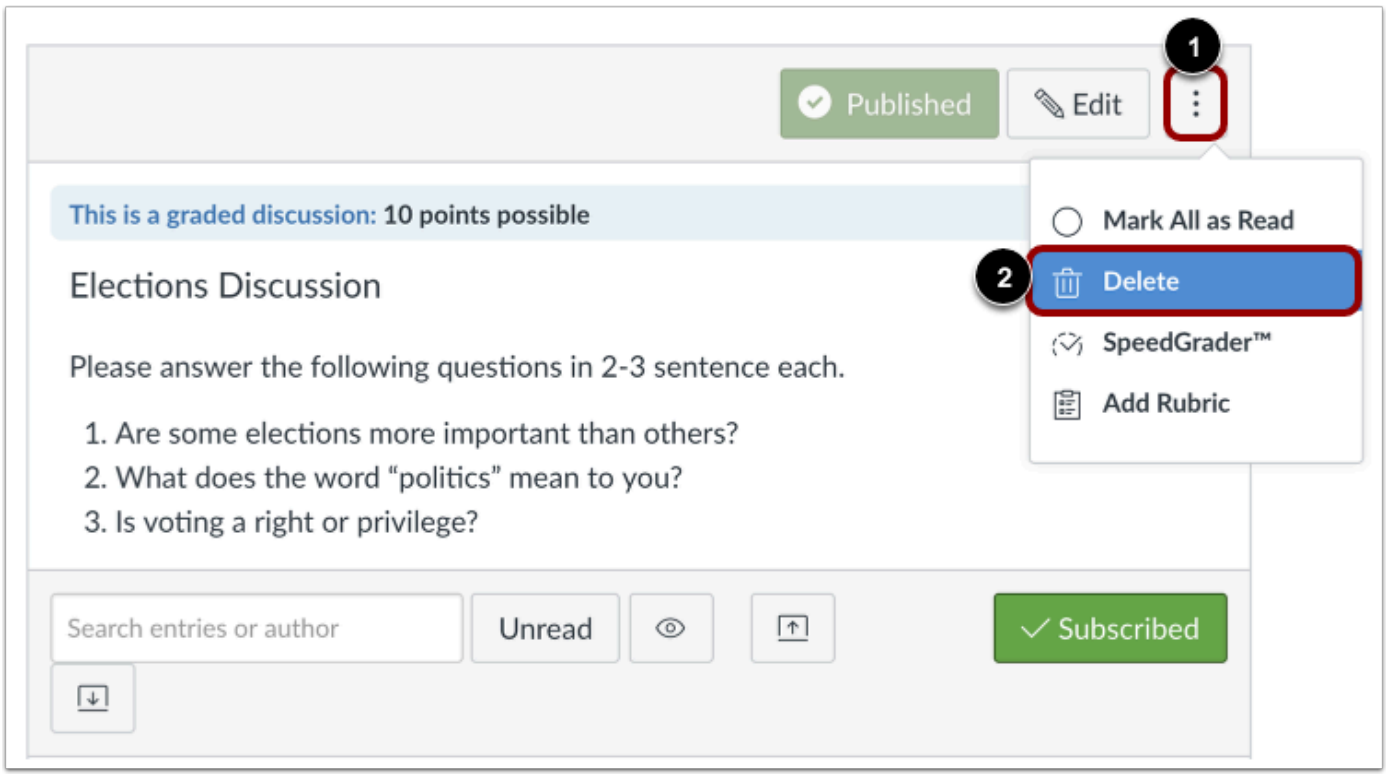
Delete from Discussions Page

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

Delete from Individual Discussion

To delete a discussion individually, click the title of the discussion.

Delete Discussion



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

Confirm Deletion

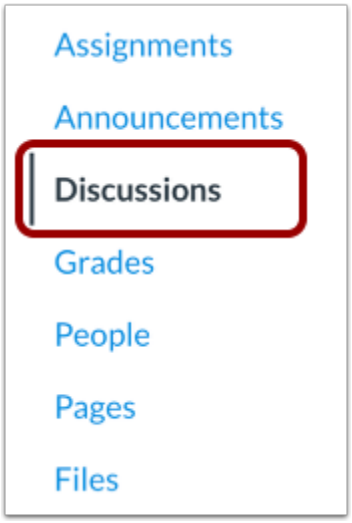
Click the **OK** button.

How do I enable a podcast feed for a discussion in a course?

You can insert a podcast feed for your discussion topics. A podcast is a way to distribute digital content for download on the Internet. A podcast feed is the file you use to distribute your discussion for users who want to subscribe through external podcasting channels.

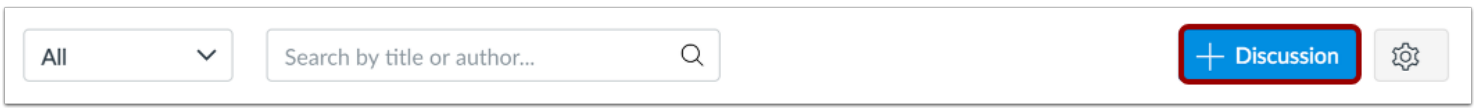
Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions



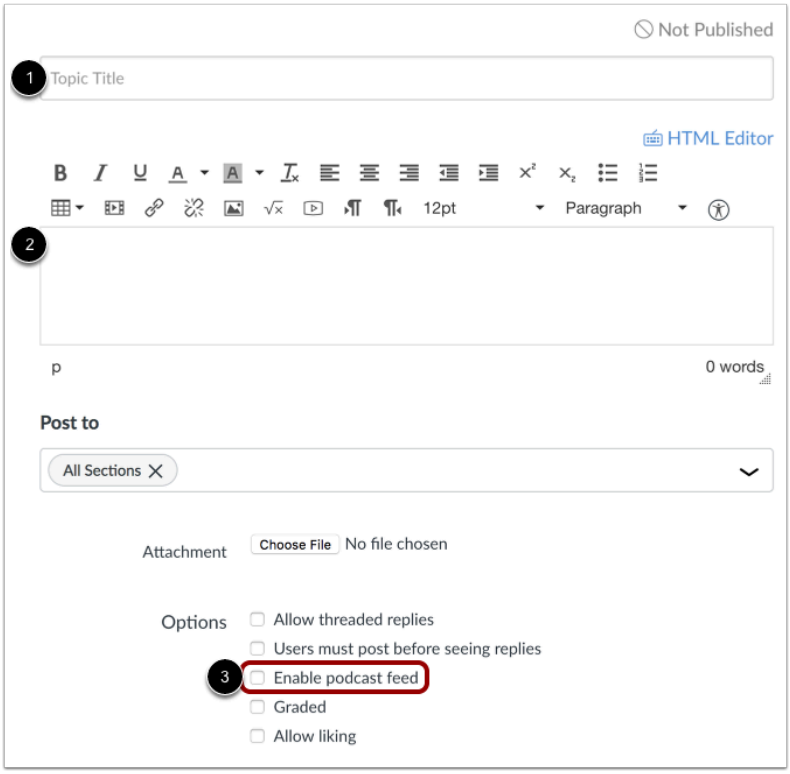
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

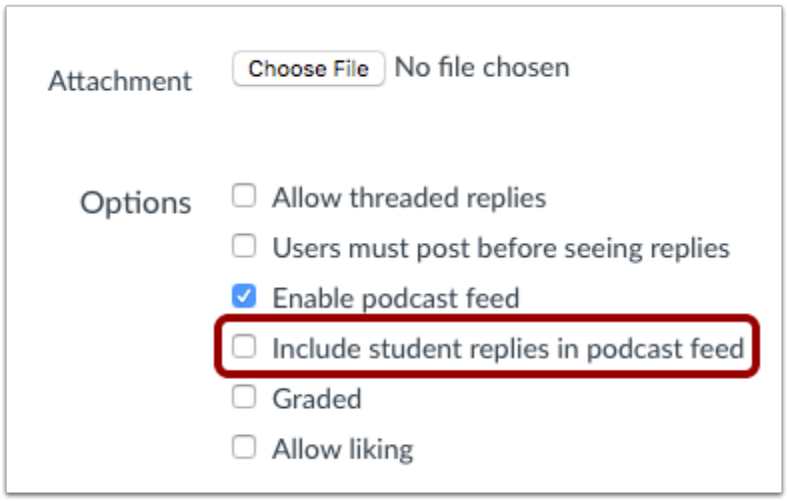
Create Discussion



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. Create a podcast feed for the discussion by clicking the **Enable podcast feed** checkbox.

Include Replies in Podcast



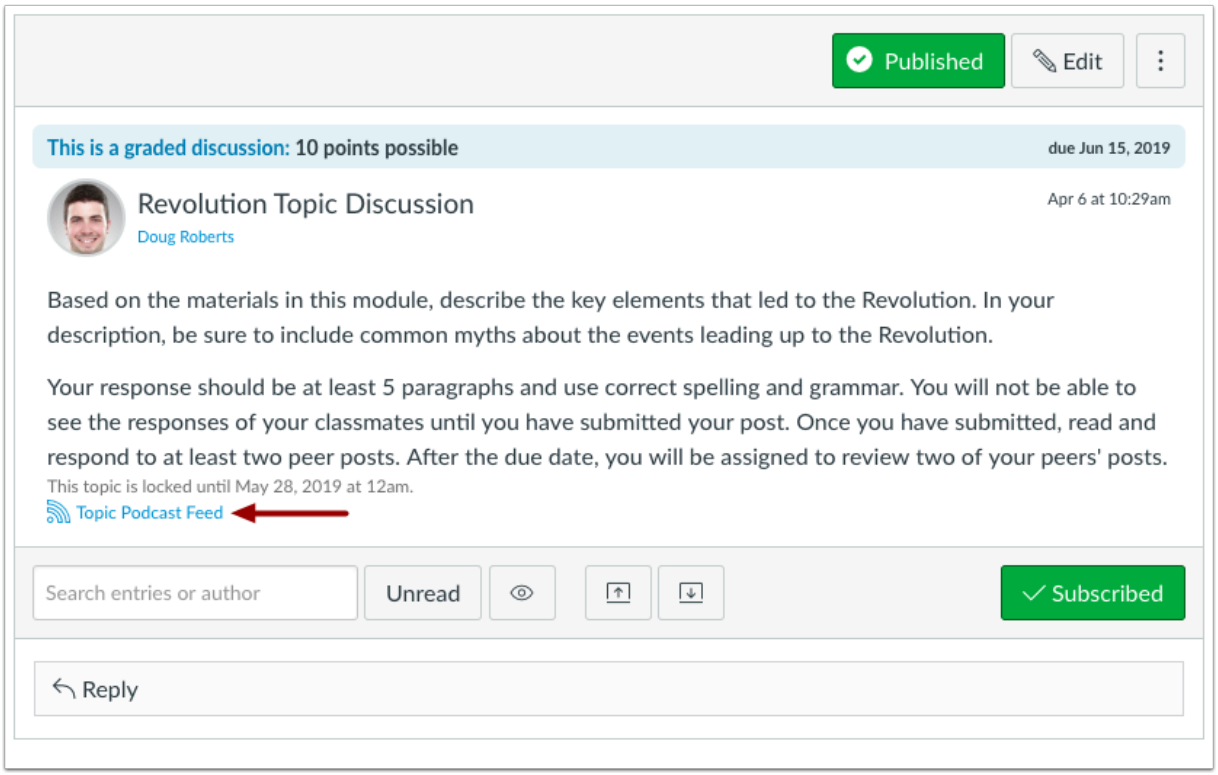
Click the **Include Replies in podcast feed** checkbox to include the replies of students in the podcast feed.

Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

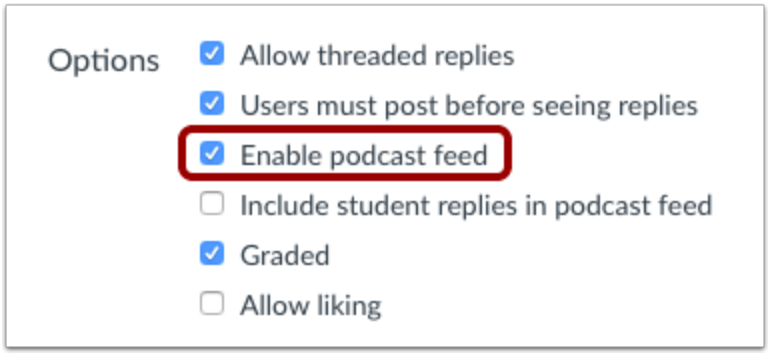
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

View Podcast Feed



View the topic podcast feed.

Remove Podcast Feed



If you need to remove the podcast feed from your Discussion, edit the discussion and uncheck the **Enable podcast feed** checkbox.

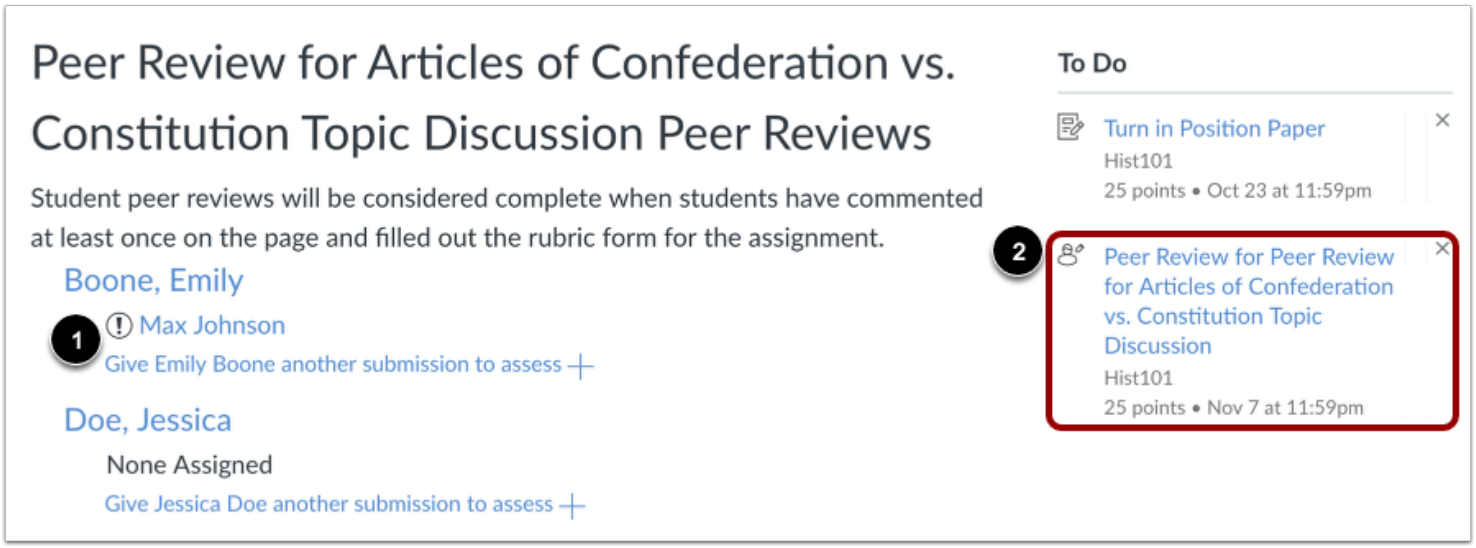
How do I use peer review discussions in a course?

A peer review discussion enables students to provide feedback on another student's reply to a class discussion. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other.

Peer reviews can only be added as part of a graded discussion. Unlike peer review assignments, discussions cannot be assigned anonymously.

Also unlike assignments, discussions do not allow students to complete peer reviews for students in other groups. When you require peer reviews for a group discussion, students can only complete peer reviews for discussion replies made by other students in their group.

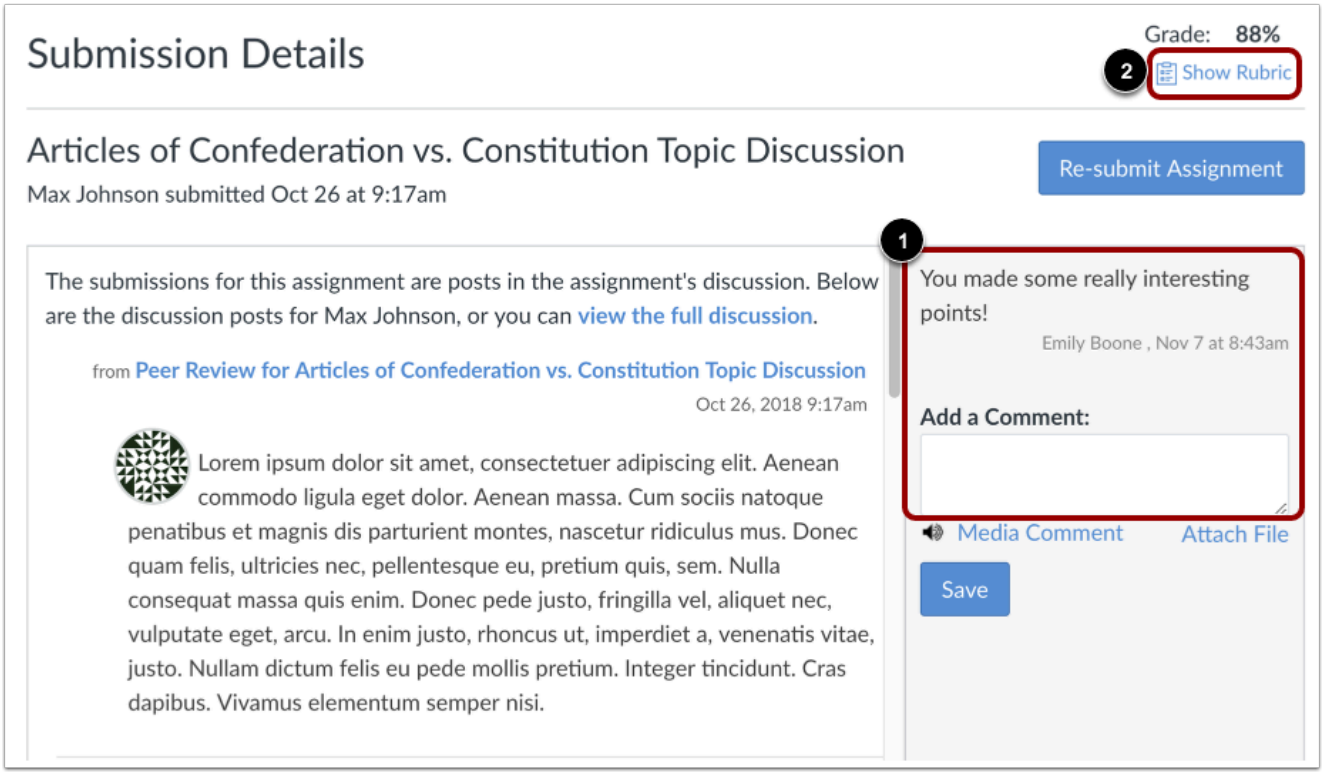
View Peer Review Discussions



When you or a TA create a peer review graded discussion, you can assign peer reviews manually or you can have Canvas assign them automatically [1].

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification.

View Peer Review Comments



To complete a peer review, students must review the discussion and leave a comment on the submission details page [1].

Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the graded discussion. If the discussion includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the graded discussion and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the discussion will show the names of students who have completed the peer review.

How do I create a peer review discussion?

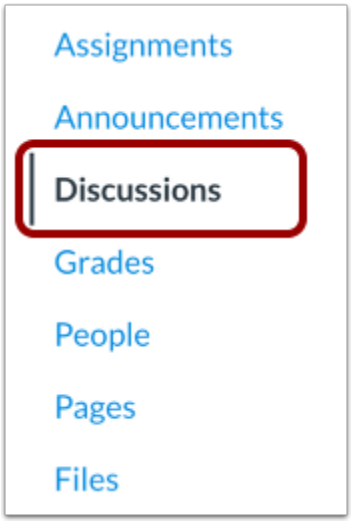
When creating a discussion, you can require students to comment and provide feedback of another student's work.

Peer reviews can only be created with graded discussions and do not have an anonymous option.

For peer reviews, you can choose to manually assign peer reviews or automatically assign peer reviews. To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are only required to complete the rubric.

Note: To learn how graded discussion and peer review due dates appear in a student's To Do list, view the Peer Review Tips PDF.

Open Discussions

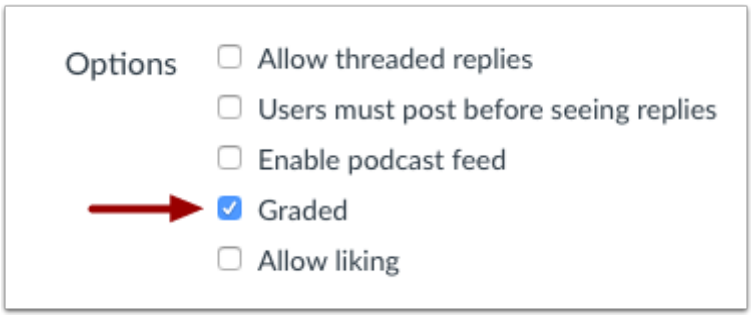


In Course Navigation, click the **Discussions** link.

Add Discussion

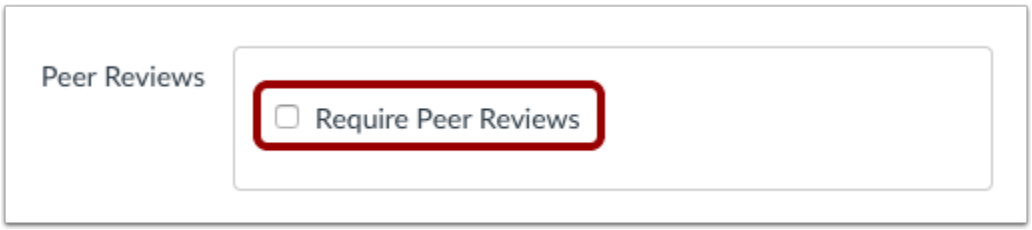
To create a new discussion, click the **Add Discussion** button.

Select Graded Option



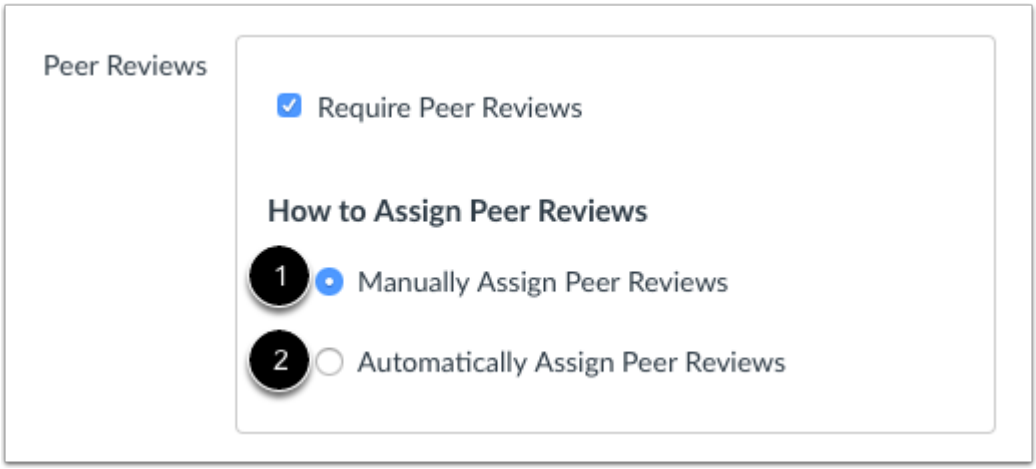
Create a graded discussion by selecting the **Graded** checkbox.

Require Peer Reviews



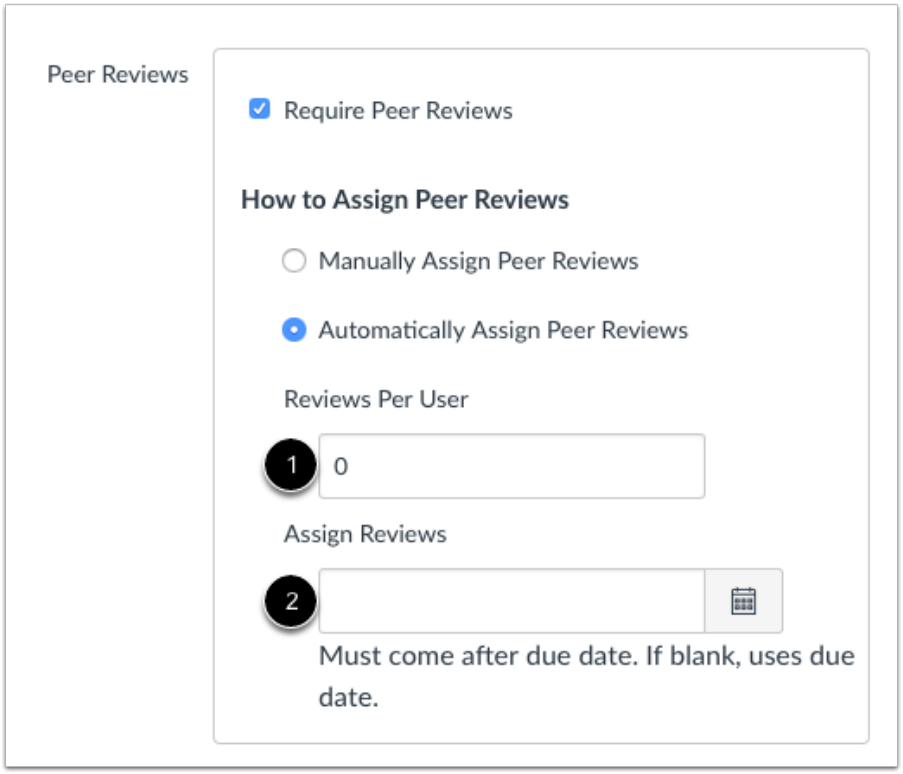
Select the **Require Peer Reviews** checkbox.

Assign Peer Reviews



Determine if you are going to manually assign peer reviews [1] or automatically assign peer reviews [2]. Select the radio button next to the option you prefer.

Automatically Assign Peer Reviews

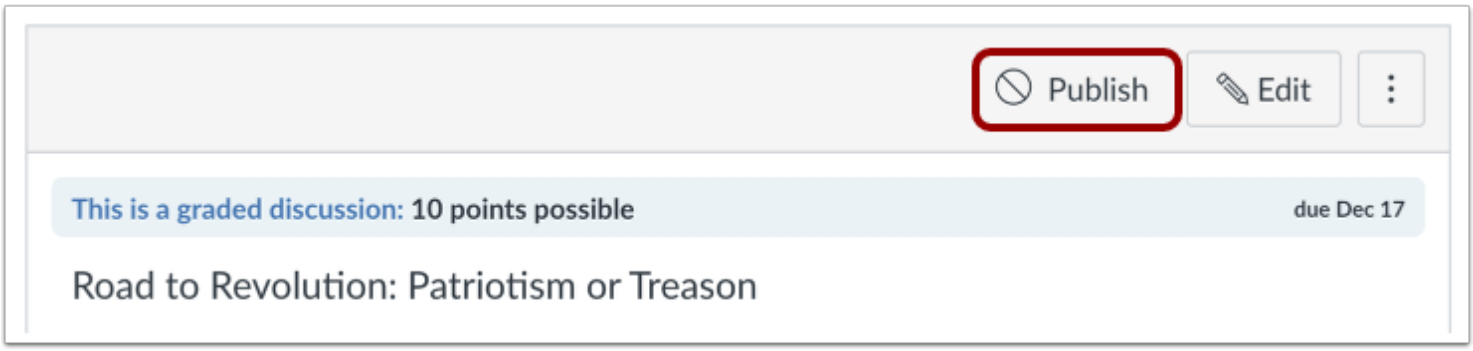


If you automatically assign peer reviews, the menu will expand. In the **Reviews Per User** field [1], enter the number of reviews each student will be required to complete. In the **Assign Reviews** field [2], use the calendar icon to select a date or manually enter a date for when peer reviews will be assigned to students.

Note: If automatically assigning peer reviews, the assign reviews date must come after the discussion due date. If left blank, Canvas will use the discussion due date as the peer review due date.

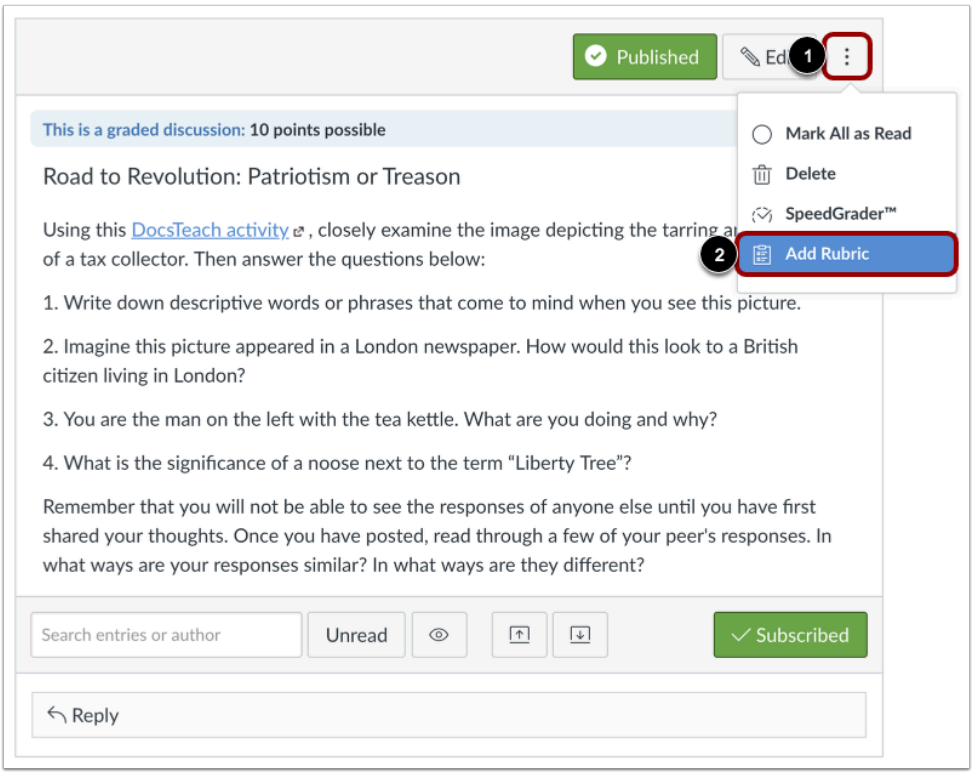
Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].



When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

View Published Discussion



View the published discussion.

You can also attach a rubric to the discussion for students to fill out when completing peer reviews. To add a rubric to the graded discussion, click the **Options** icon [1] then click the **Add Rubric** link [2].

How do I automatically assign peer reviews for a discussion?

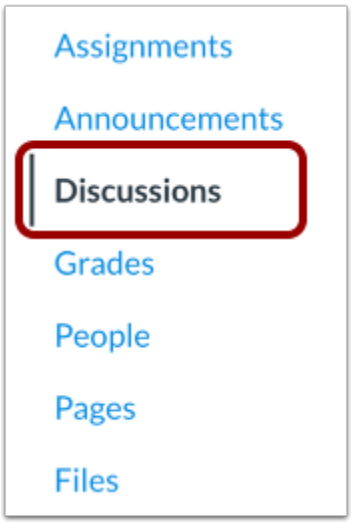
If you automatically assign peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own discussion reply.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

Notes:

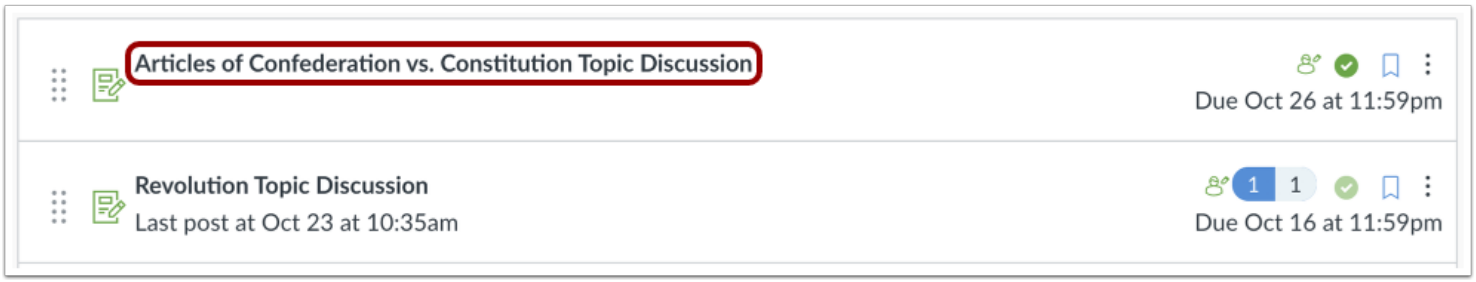
- It may take up to one hour for Canvas to assign peer reviews.
- When using peer reviews with Groups, it is best practice to manually assign peer review discussions to students. Additionally, if the student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Discussions



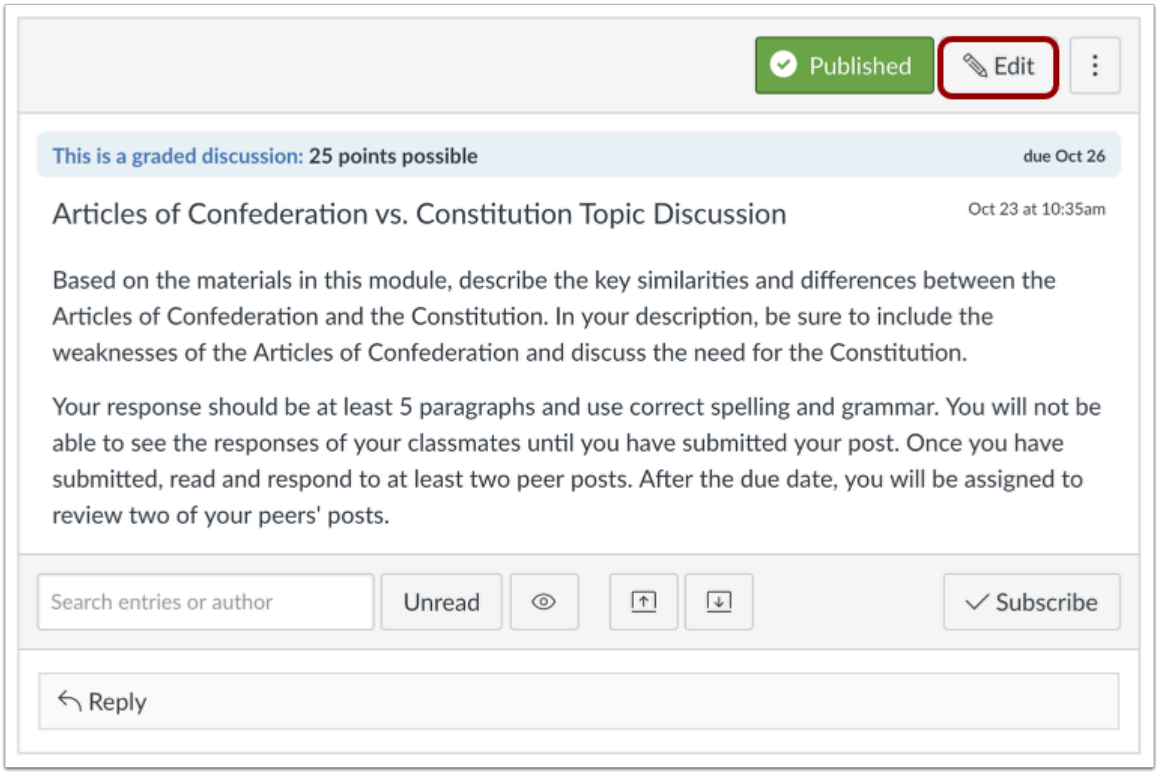
In Course Navigation, click the **Discussions** link.

Open Discussion



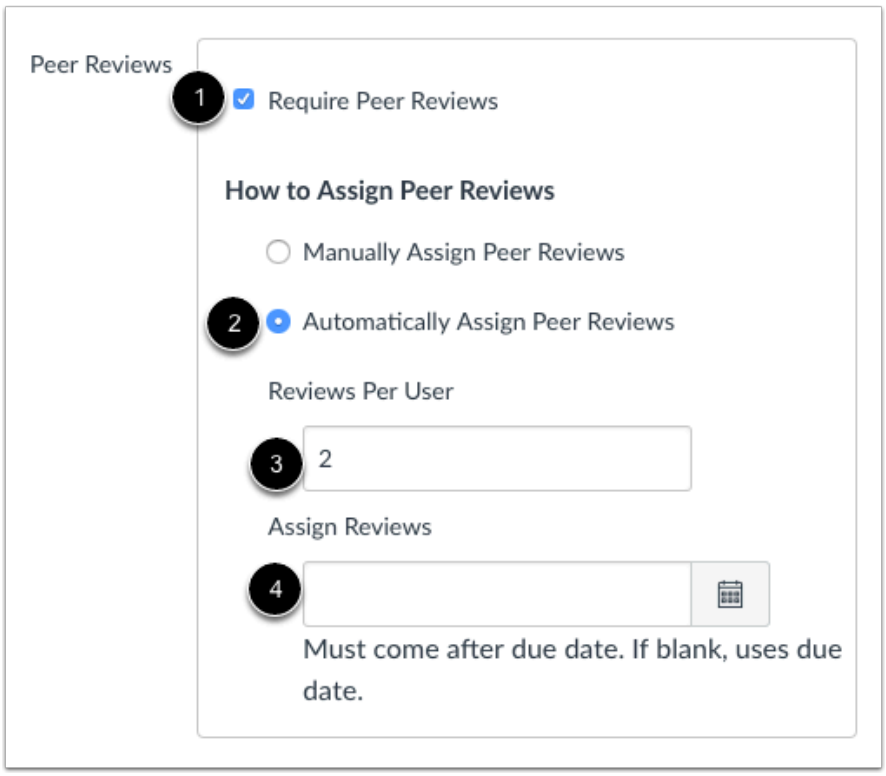
Click the title of the discussion.

Edit Discussion



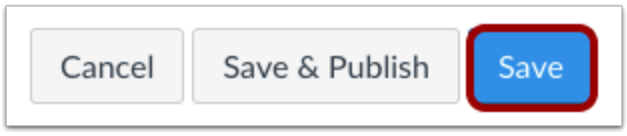
Click the **Edit** button.

Automatically Assign Peer Reviews



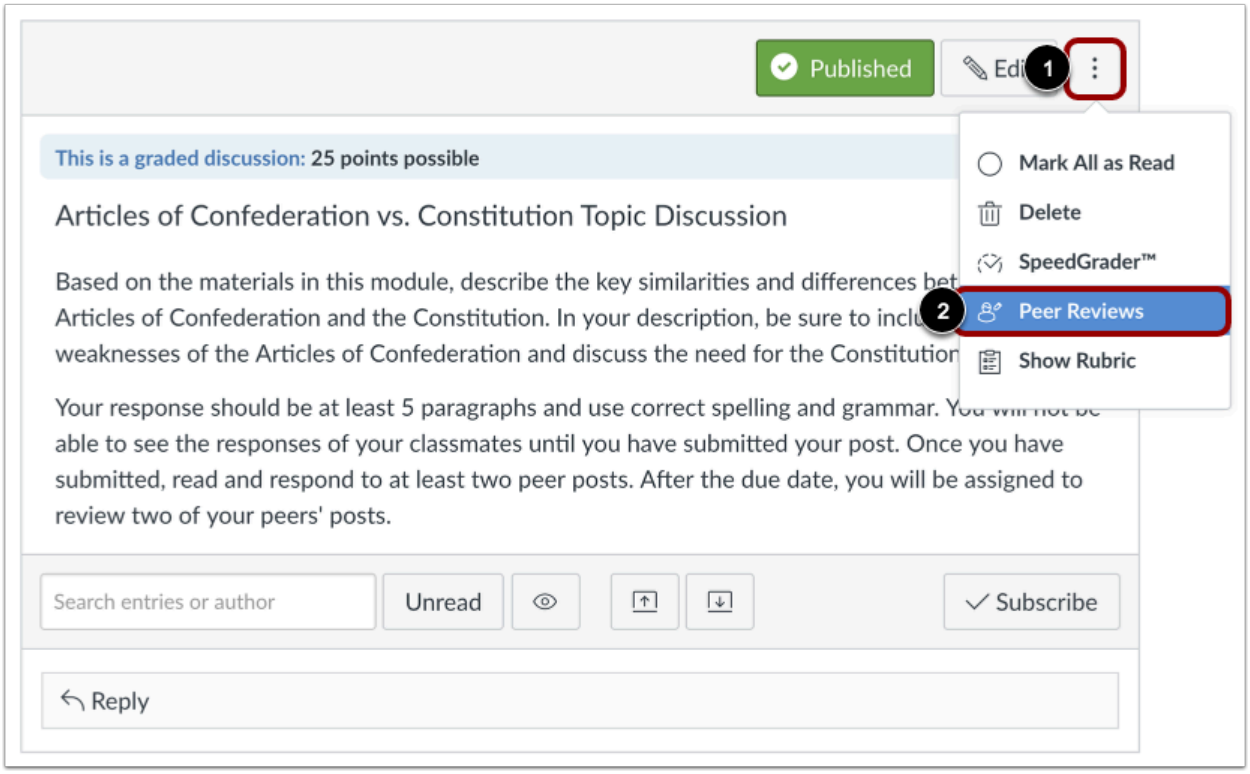
1. Click the **Require Peer Reviews** checkbox.
2. Click the **Automatically Assign Peer Reviews** radio button.
3. Decide how many **Reviews Per User** are needed.
4. In the **Assign Reviews** field, use the calendar icon to select a date or manually enter a date for when peer reviews will be assigned to students. The assign reviews date must come after the discussion due date. If left blank, Canvas will use the discussion due date.

Save Discussion



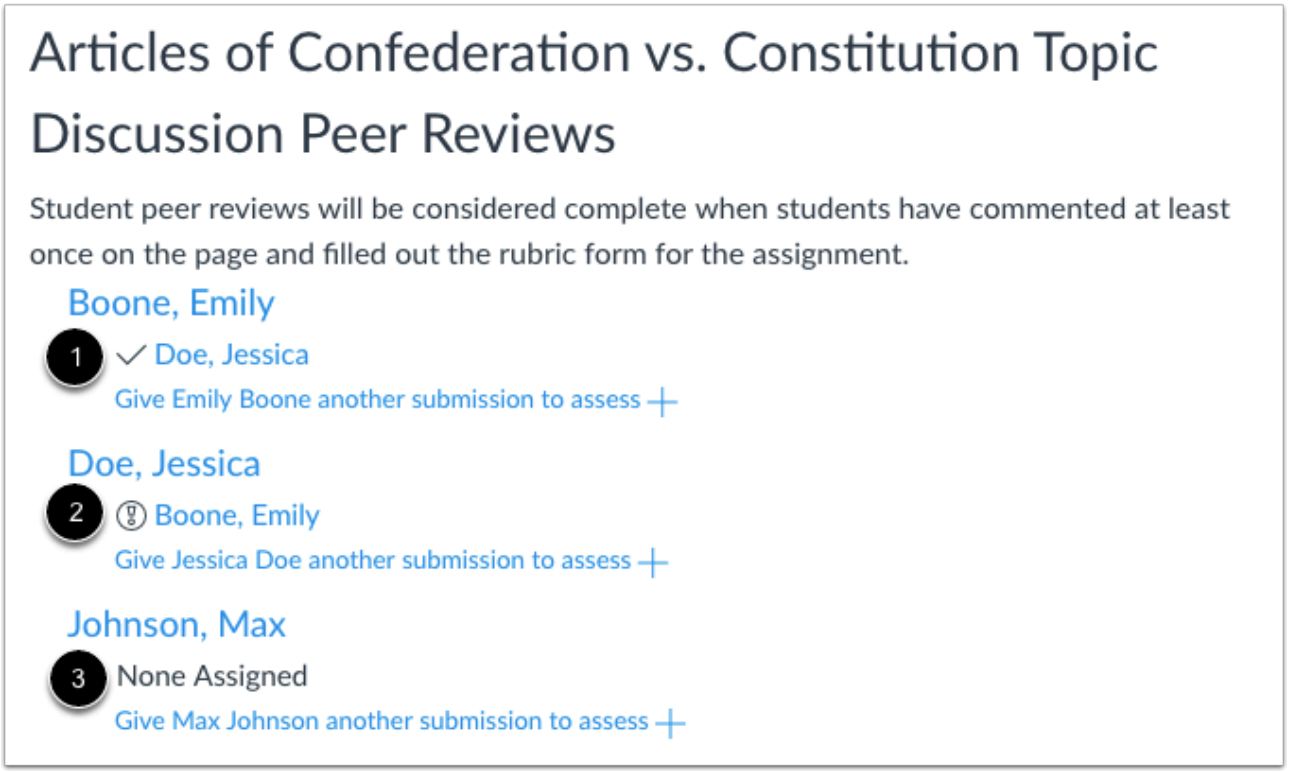
Click the **Save** button.

Open Peer Reviews



Click the **Options** icon [1] and then click the **Peer Reviews** link [2].

View Assigned Peer Reviews

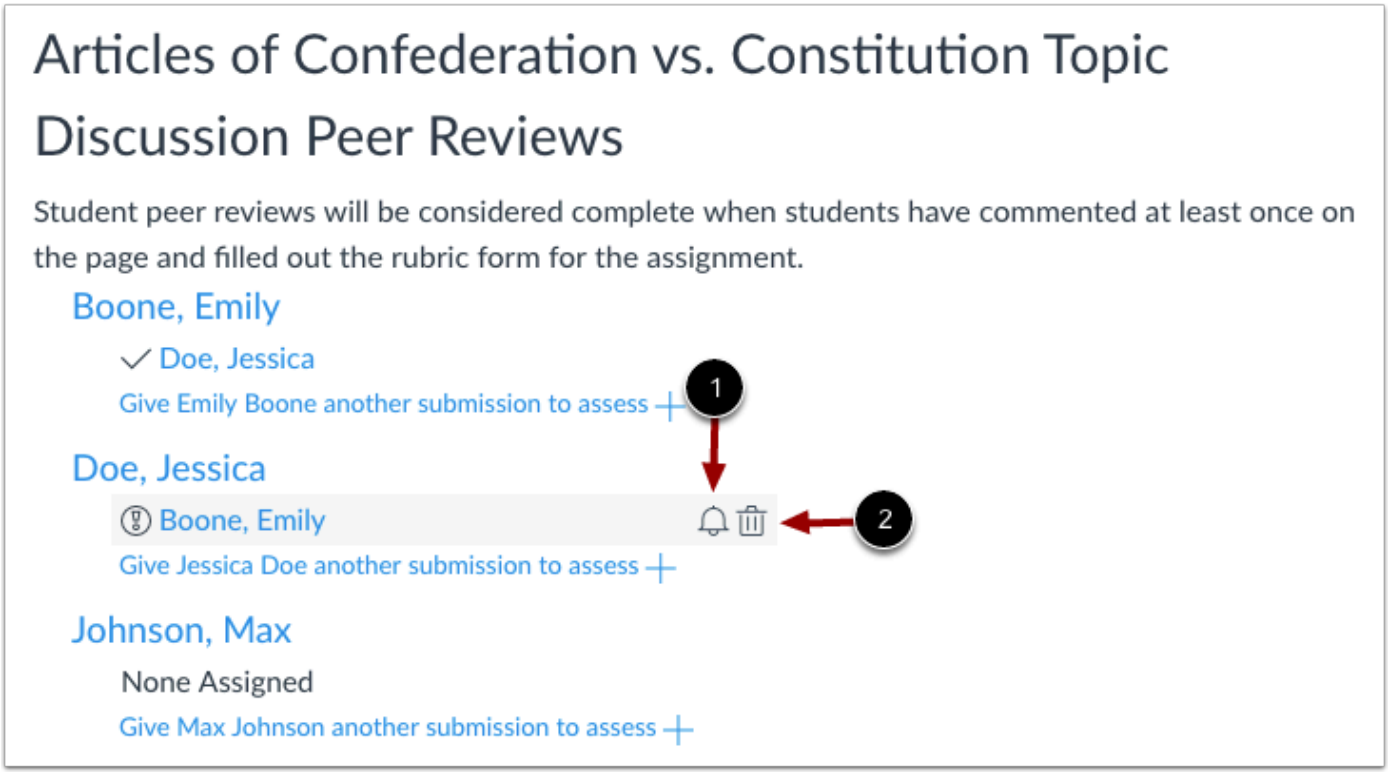


Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the student names. A **check mark** [1] indicates a peer review has been completed. A **caution triangle** [2] indicates a peer review still needs to be completed.

Note:

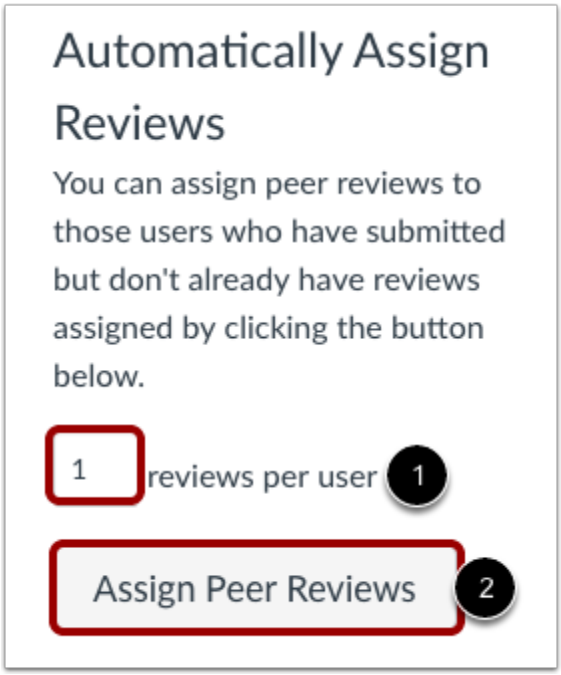
- It may take up to one hour for Canvas to assign peer reviews.
- If the student has not posted their discussion reply or posts their reply after the due date [3], the student will not automatically be assigned a peer review and you must manually assign one.

Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].



In the sidebar, you can also assign multiple peer reviews to students who have posted to the discussion but don't already have reviews assigned to them. Enter the number of reviews per user [1] then click the **Assign Peer Reviews** button [2].

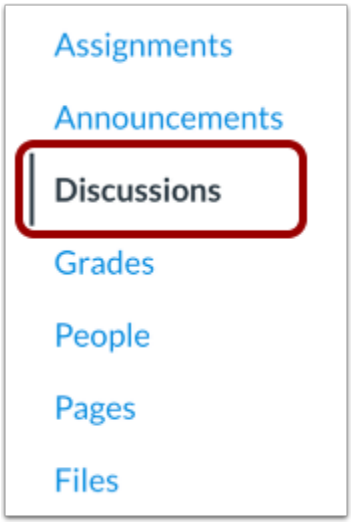
How do I manually assign peer reviews for a discussion?

Manually assigning peer reviews allows you to choose which students will be assigned peer reviews.

Notes:

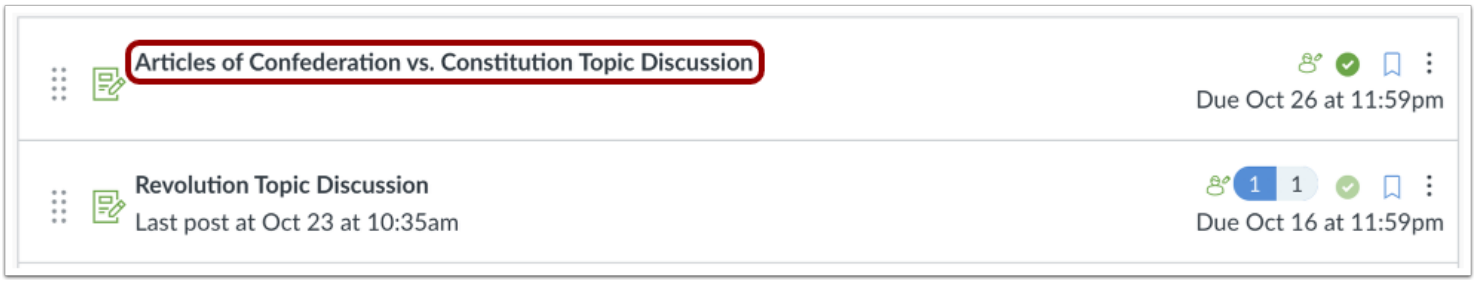
- When manually assigning peer reviews, students can complete their assigned peer reviews without having to post their own discussion reply first. If you require students to post to the discussion before being able to complete a peer review, you must automatically assign peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Discussions



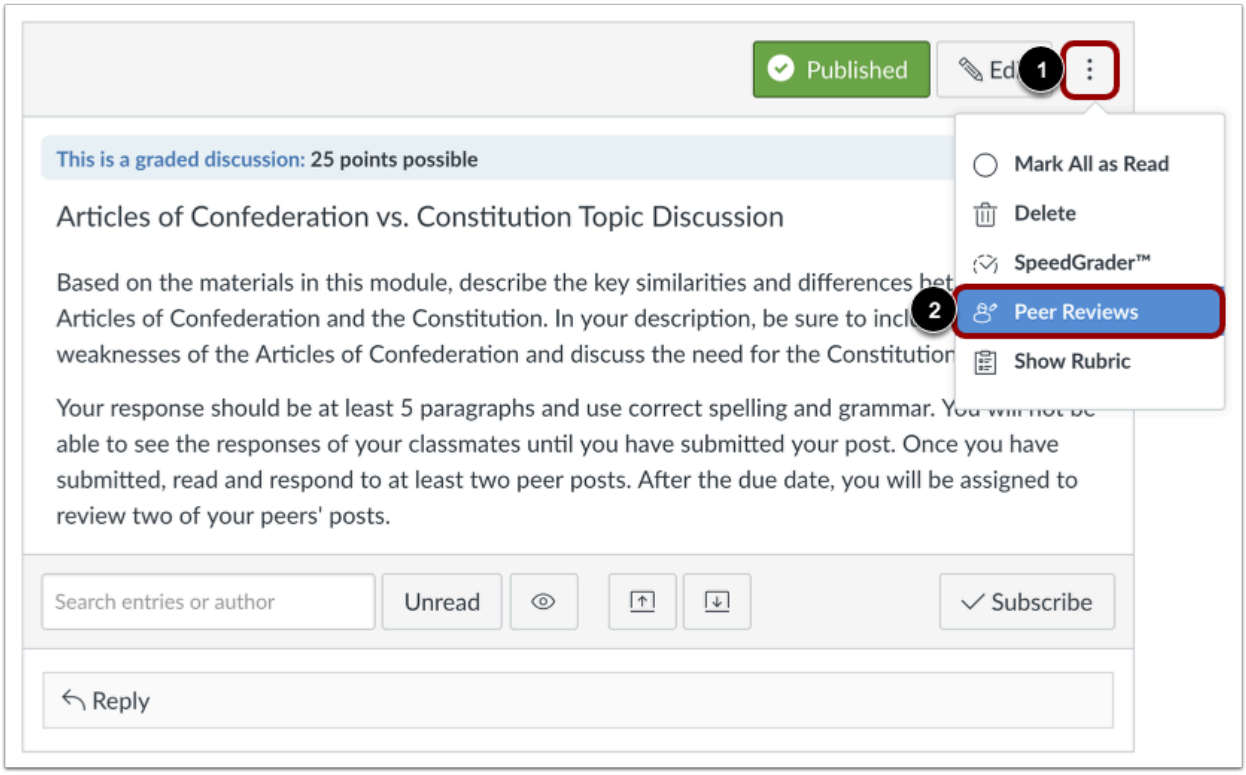
In Course Navigation, click the **Discussions** link.

Open Discussion



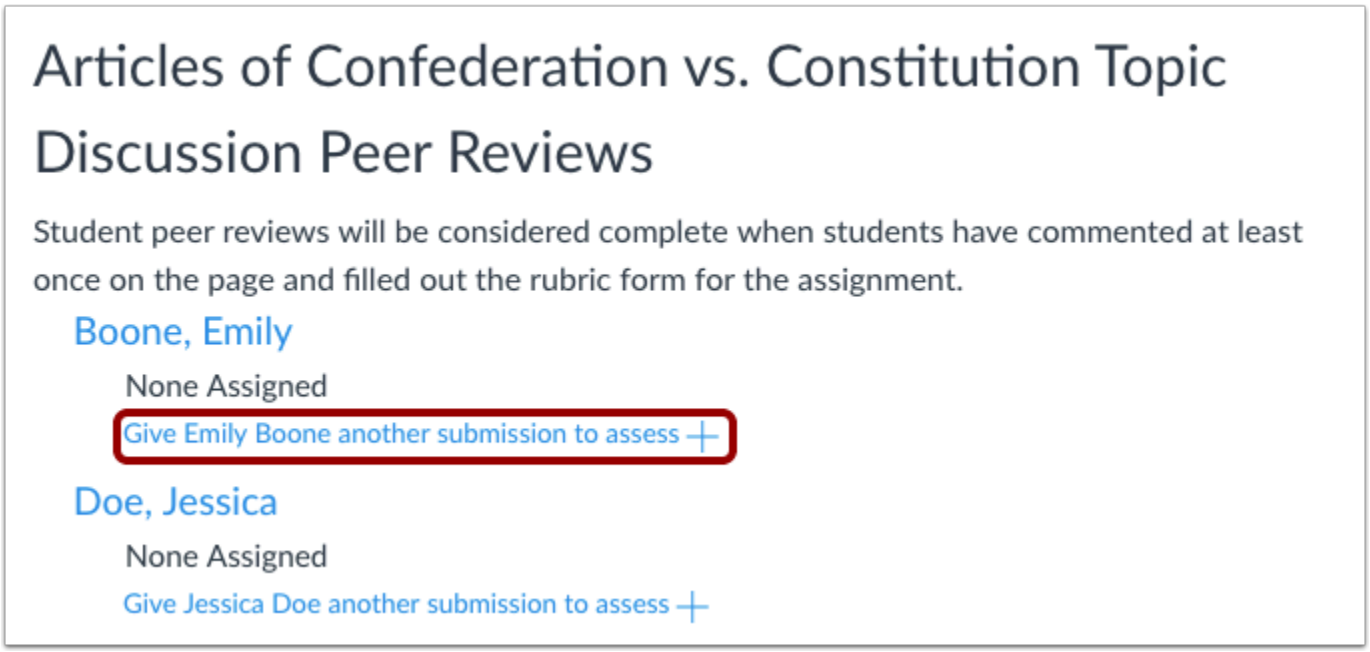
Click the title of the discussion.

Open Peer Reviews



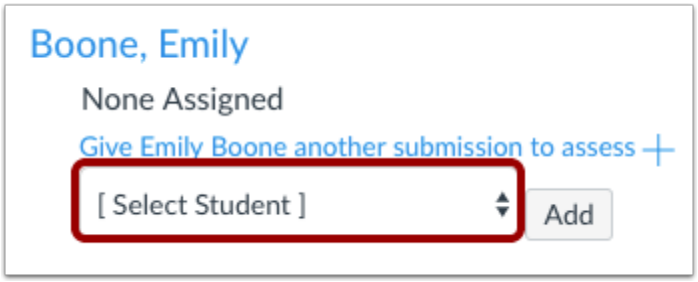
Click the **Options** icon [1] then click the **Peer Reviews** link [2].

Manually Assign Peer Reviews

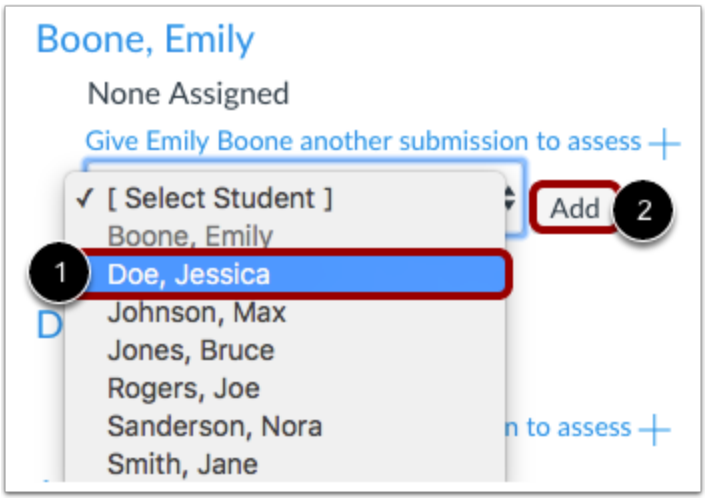


Below the name of a student, click the **Add** icon.

Select Student

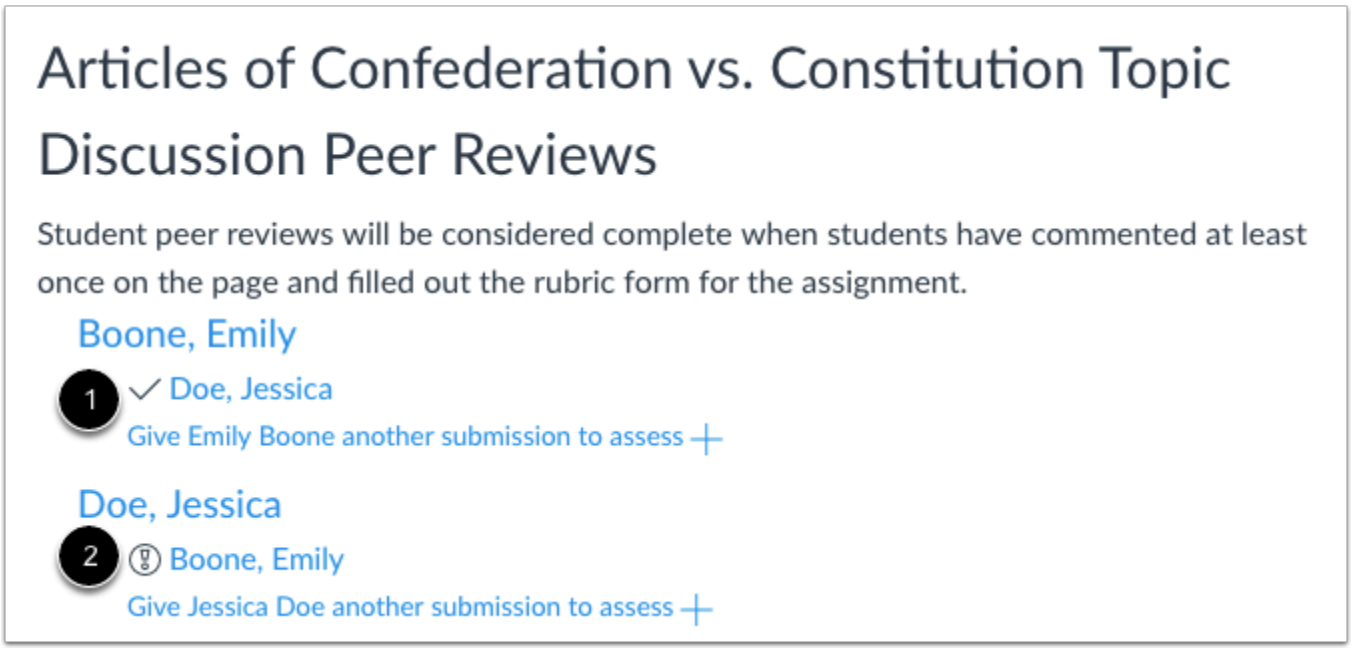


Click the **Select Student** drop-down menu.



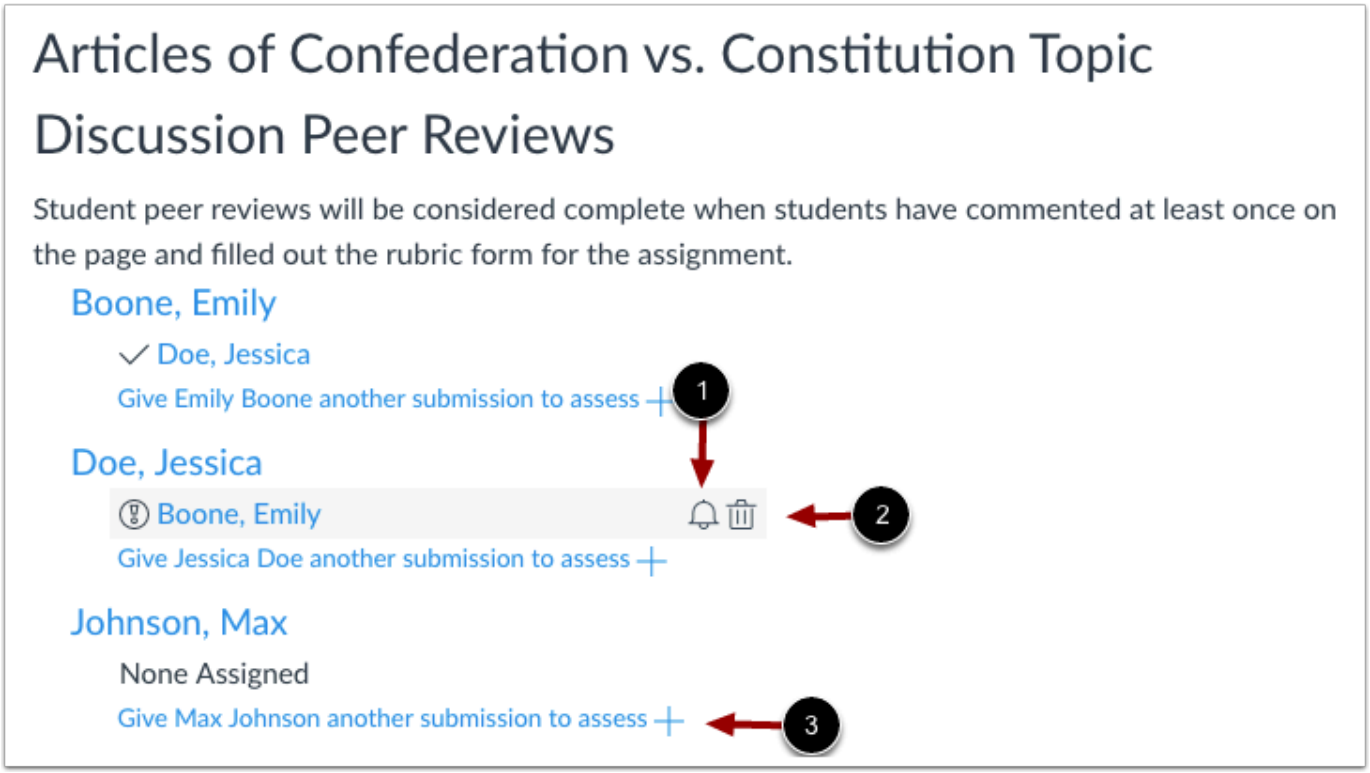
Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the **Add** button [2] to assign the review.

View Assigned Peer Reviews



Assigned peer reviews appear underneath the students name. A **check mark** [1] indicates a peer review as been completed. A **caution triangle** [2] indicates a peer review still needs to be completed.

Manage Peer Review



You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

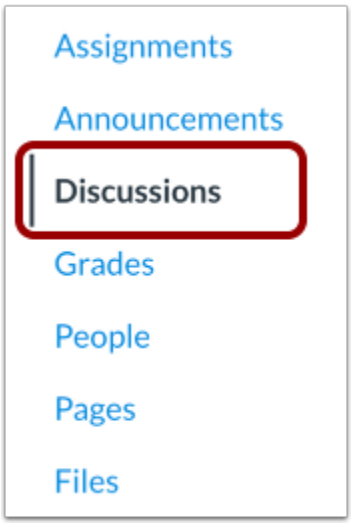
To send a reminder, hover your mouse over the assigned peer review and click the **Reminder** icon [1]. To cancel a peer review, click the **Delete** icon [2].

To manually assign or reassign a peer review, click the **Give [student name] another submission to assess** link [3].

How can I require students to reply to a course discussion before they see other replies?

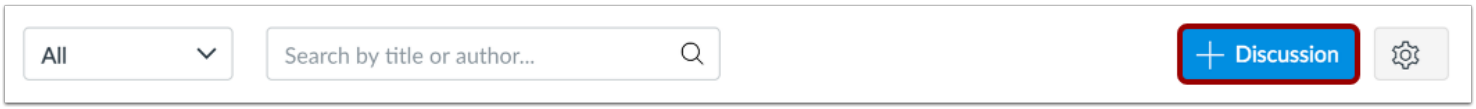
You can require that students reply to a discussion before the see any of the other students' replies.

Open Discussions



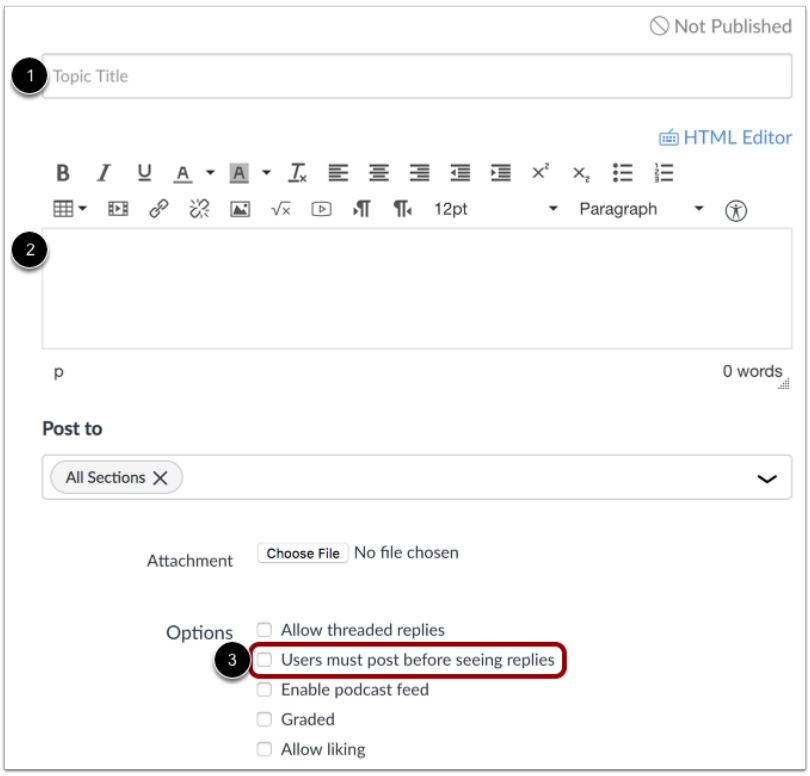
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

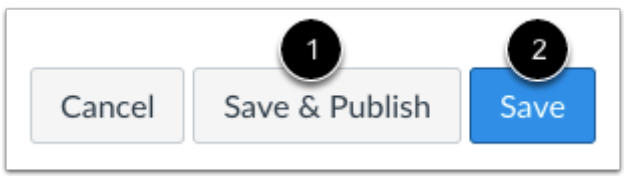
Create Discussion



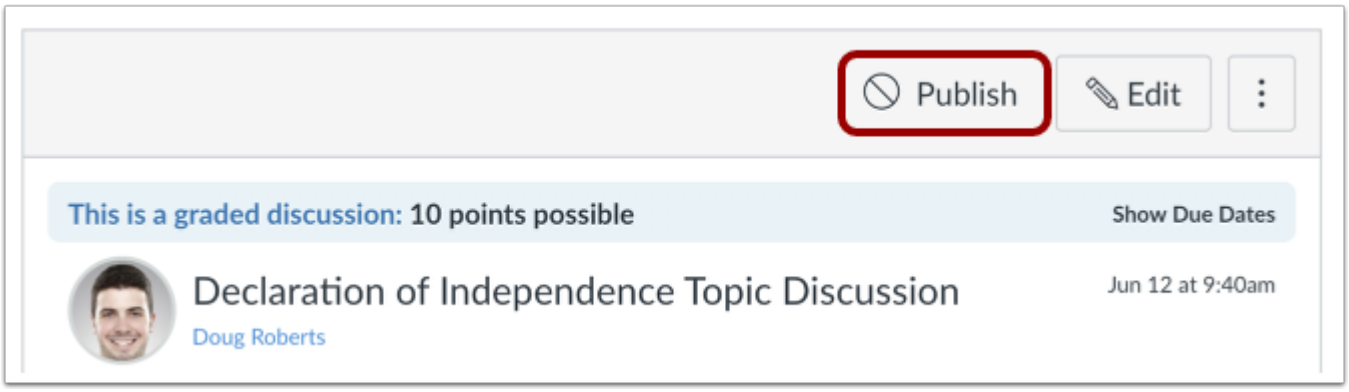
Create your discussion by utilizing the following options:

- Enter your topic title in the topic title field [1].
- Use the Rich Content Editor to format your content [2].
- Require users to reply to the discussion before viewing other replies by clicking the **Users must post before seeing replies** check box [3].

Save and Publish

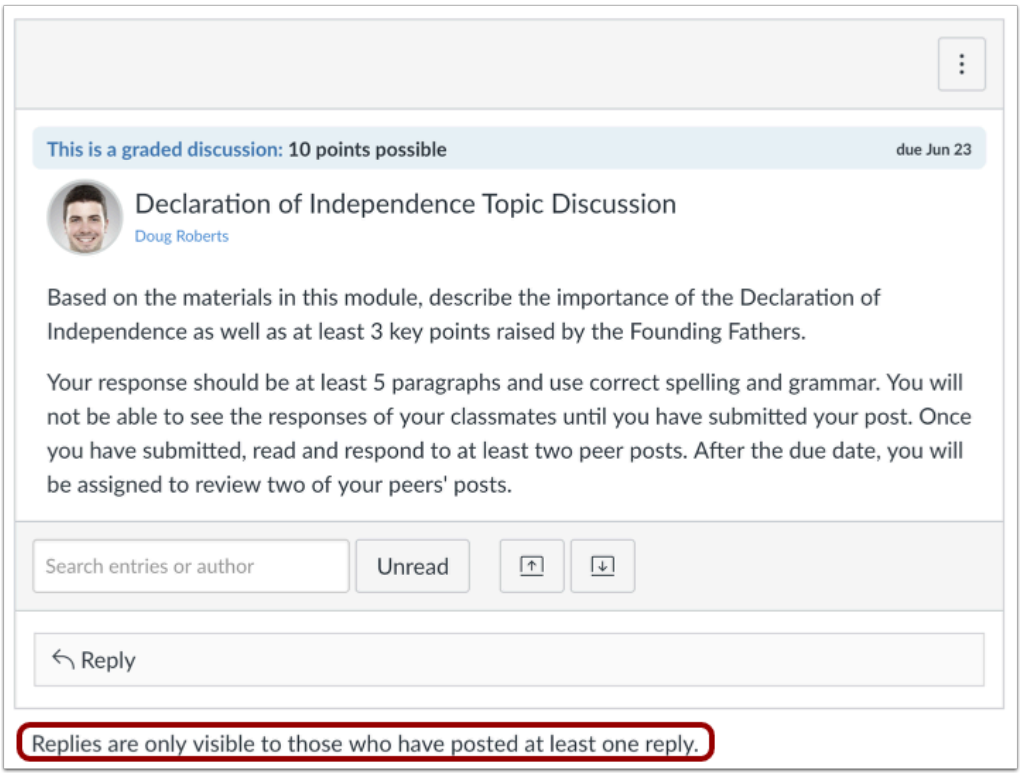


If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].



When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

Student View Discussion



Students will see a 'Replies are only visible to those who have posted at least one reply' message when they view the Discussion topic.

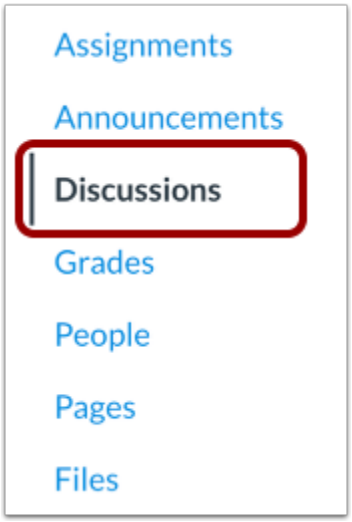
Note: Sometimes students will work around this requirement by deleting their posts. You can change your course settings to keep students from deleting their posts.

How do I edit or delete student discussion replies in a course?

As an instructor, you have the ability to edit or delete discussion replies within your course. This setting helps you moderate your course and remove any inappropriate or otherwise unwanted posts.

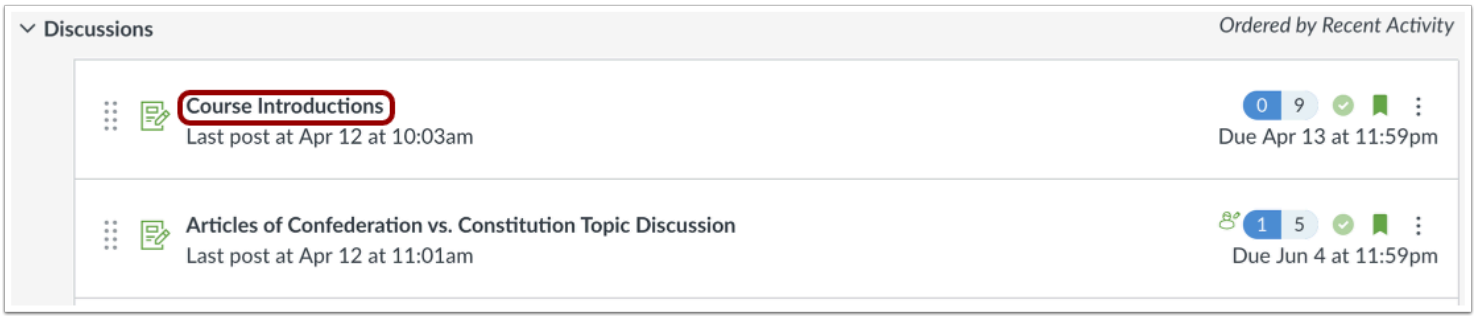
You can also choose to view or hide all deleted replies in a discussion. By default, deleted replies are hidden in a discussion.

Open Discussions



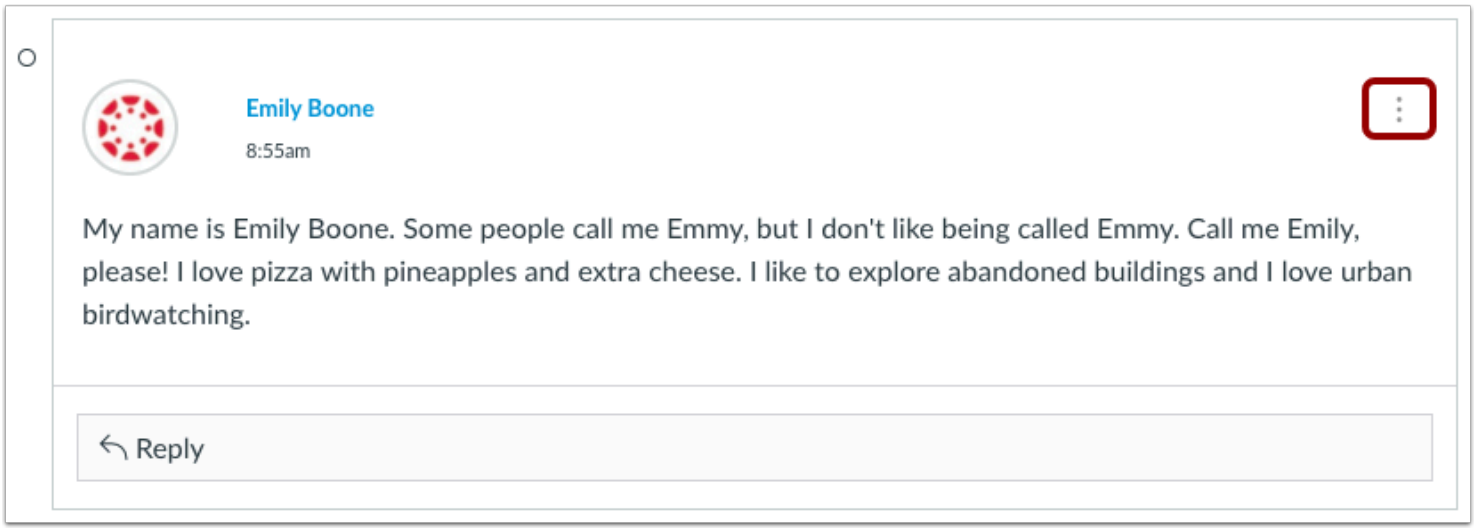
In Course Navigation, click the **Discussions** link.

Open Discussion



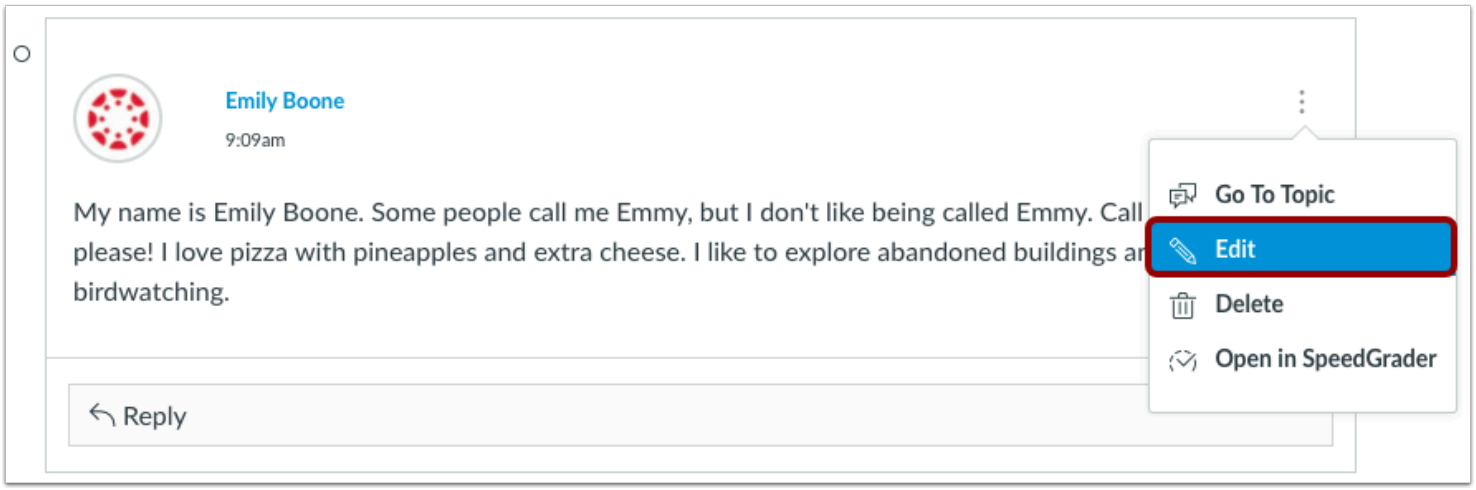
Click the name of a discussion.

Open Reply Options



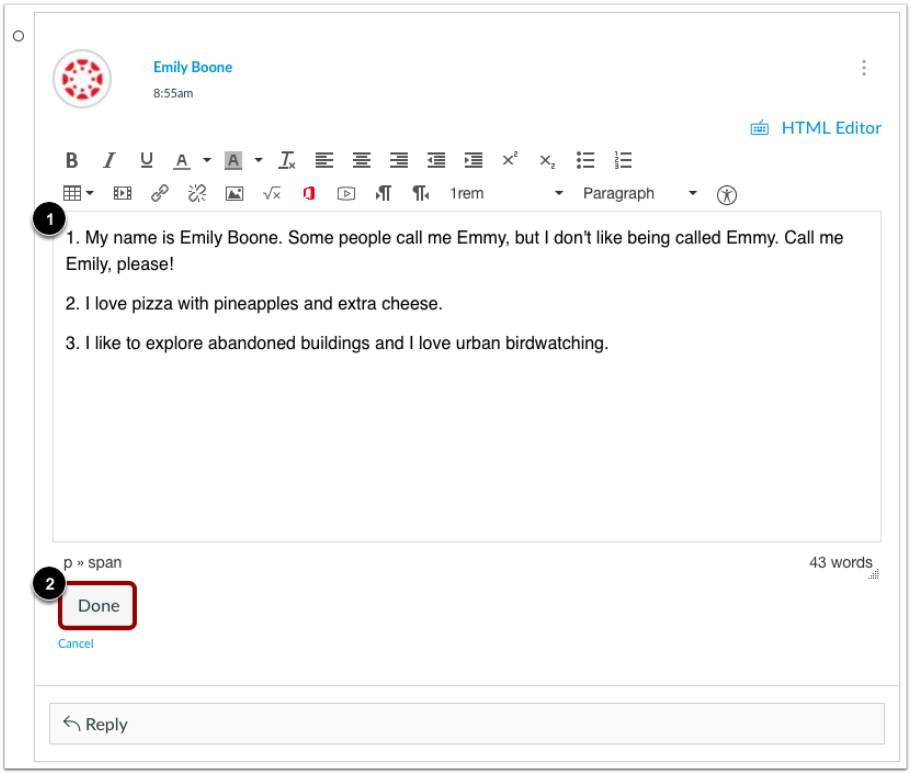
Locate the reply you want to modify and click the **Options** icon.

Edit Reply



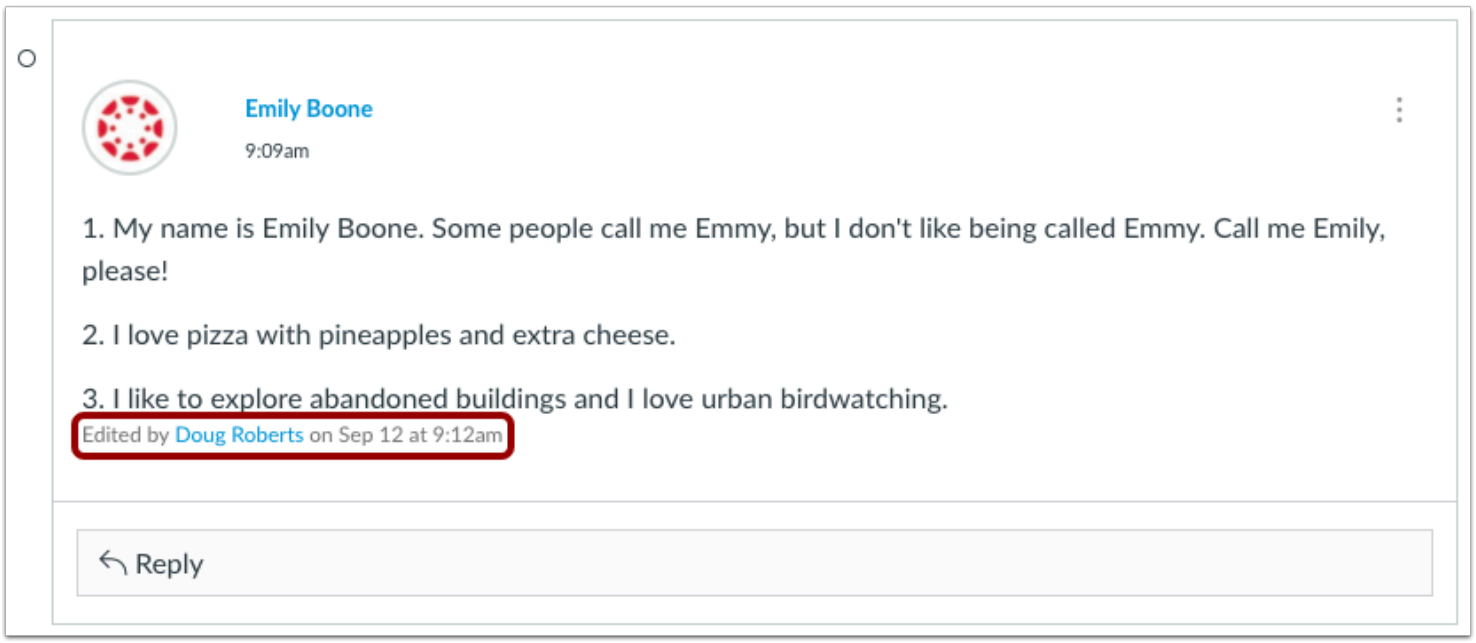
To edit a student reply, click the **Edit** link.

Save Edits



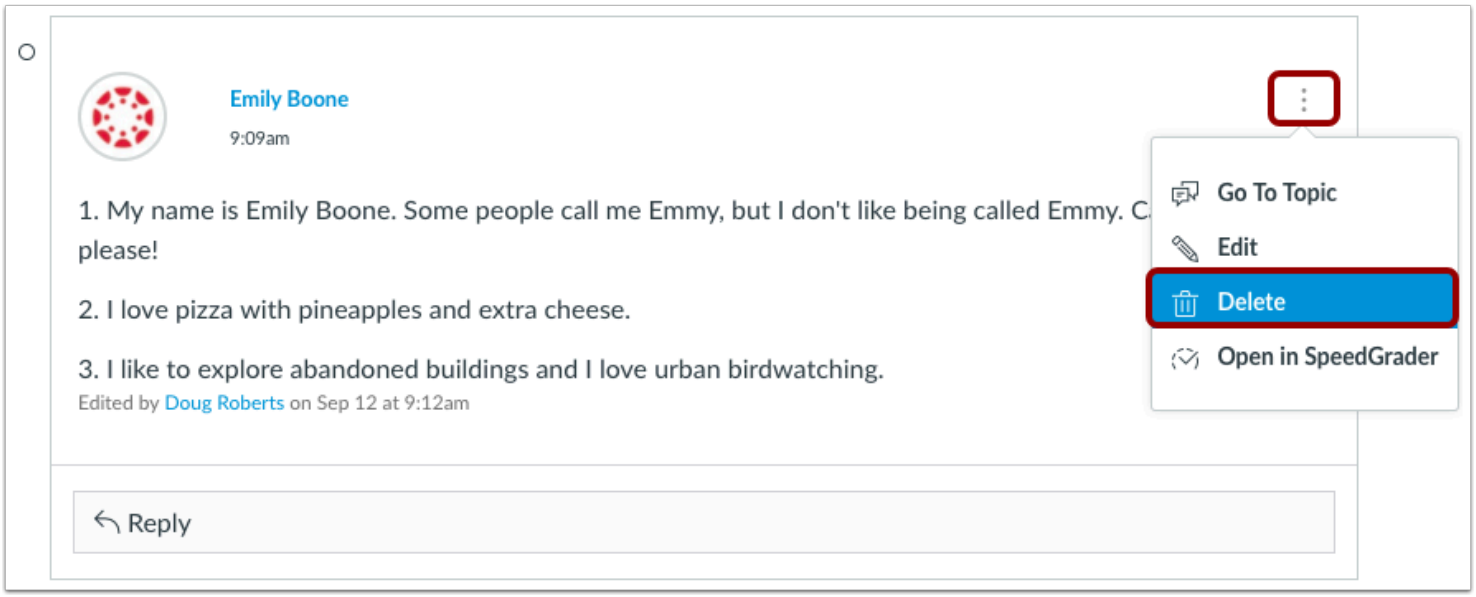
Make your edits in the Rich Content Editor [1]. When you are finished, click the **Done** button [2].

Verify Edit



Canvas will post a note after the entry that indicates the post has been edited. The text will include your name, and the date and time the post was edited. This entry cannot be removed.

Delete Reply

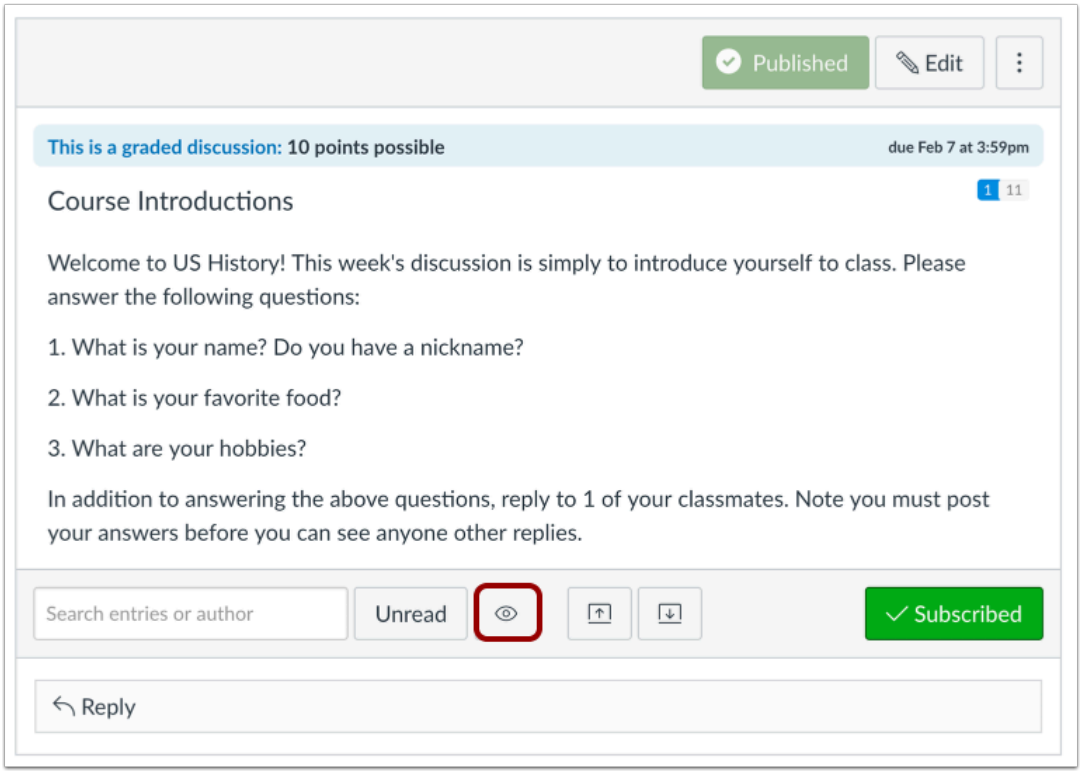


To delete a student reply, open the **Options** icon and click the **Delete** link.

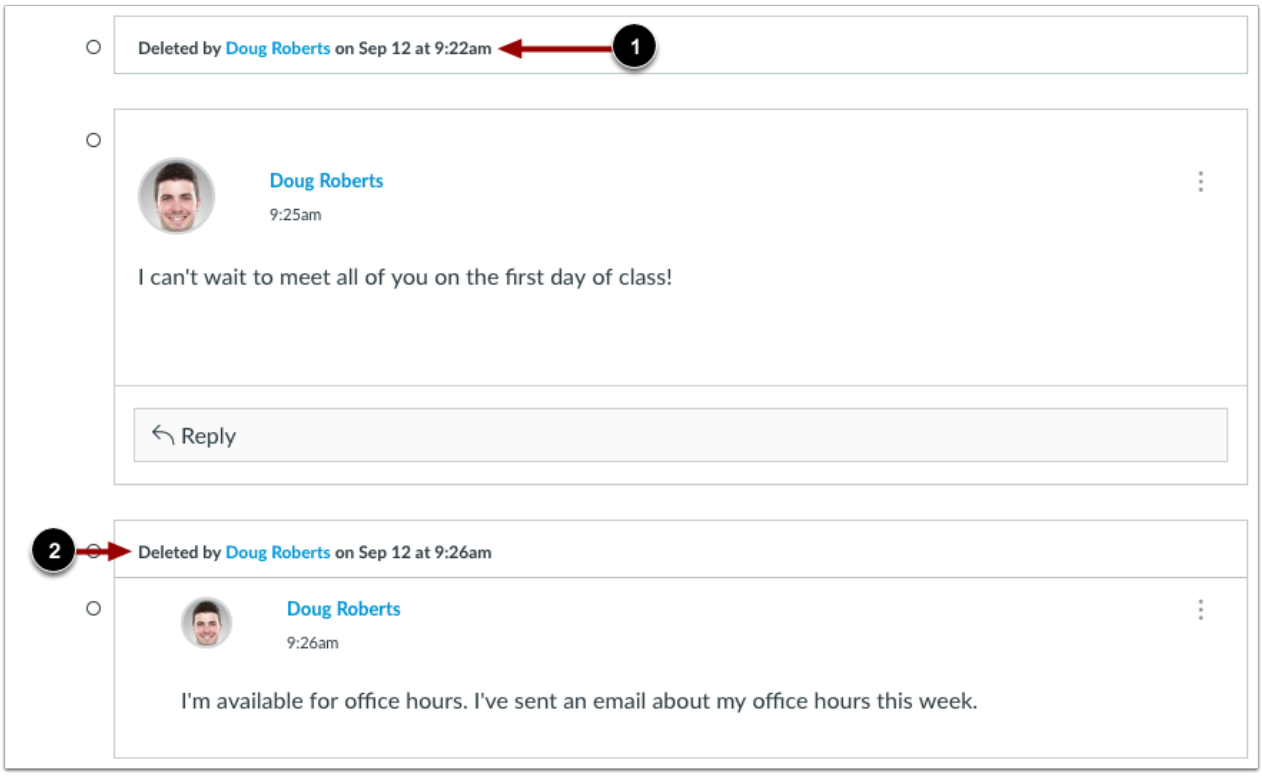
Confirm Delete

To delete the entry, click the **OK** button.

Show Deleted Replies



To view deleted replies, click the **Show** button.



You can view deleted replies that have been deleted by the user [1].

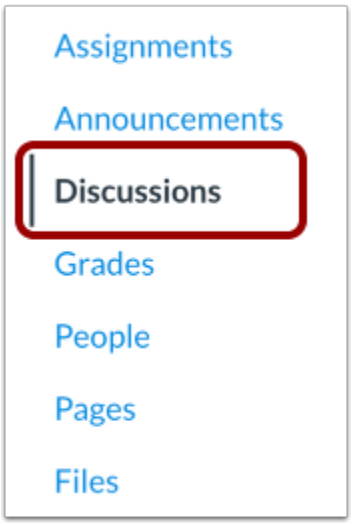
A deleted reply will include the name of the user who deleted it, and the date and time the post was deleted.

Note: If a reply is deleted that has received its own reply [2], the deleted reply is never hidden and always shows to all users as being deleted.

How do I embed an image in a discussion reply as an instructor?

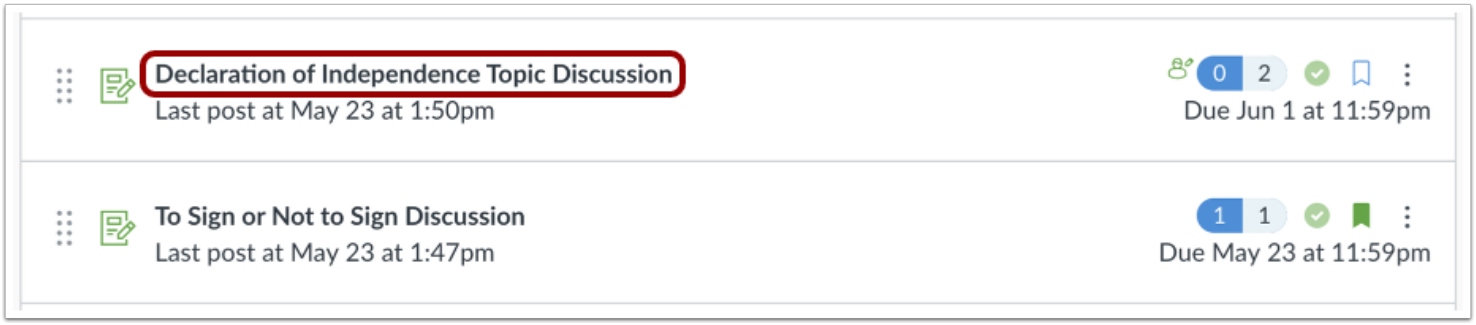
You can insert an image file directly into discussion replies using the image icon. You can embed an image from a website URL, upload and embed an image from your Canvas files, or an embed image from Flickr. If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not be changed.

Open Discussions



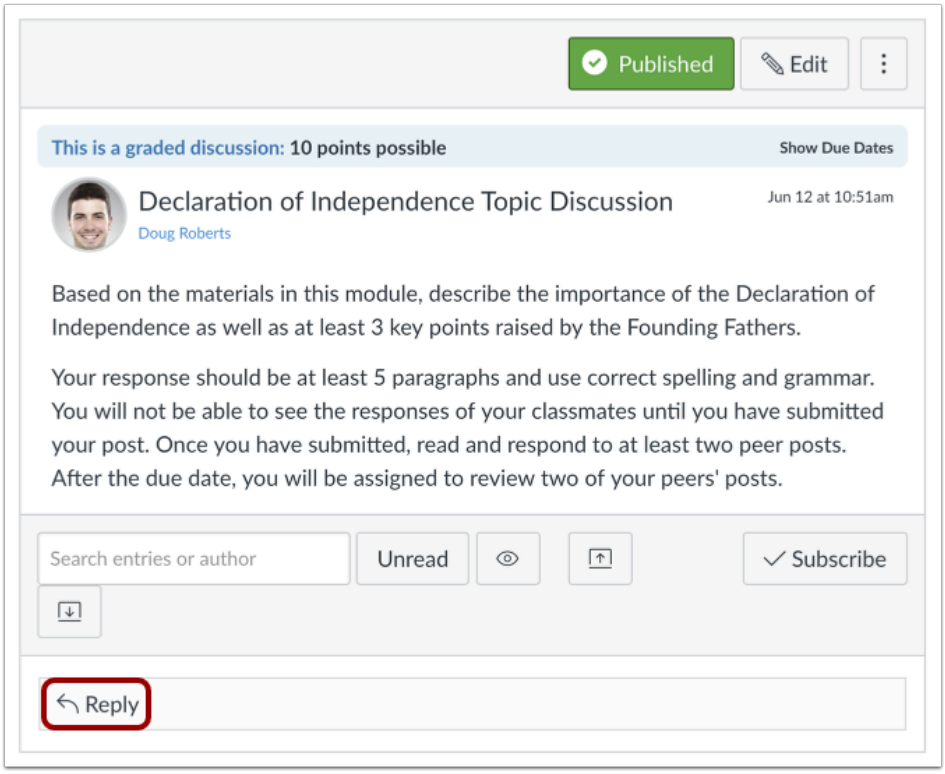
In Course Navigation, click the **Discussions** link.

Open Discussion



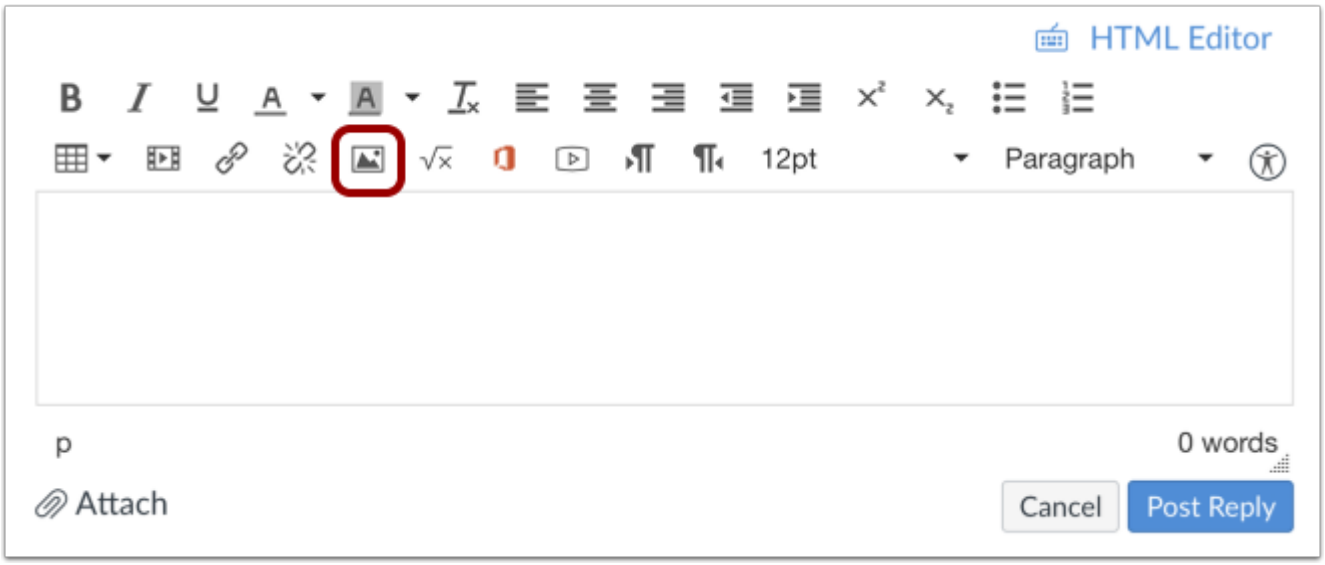
Click the discussion name.

Create Reply



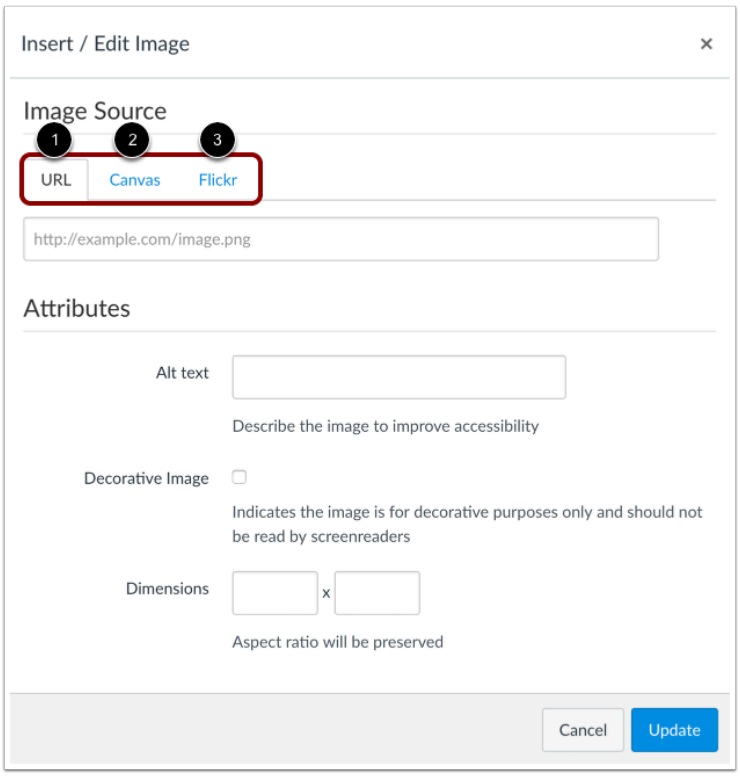
Create a new discussion entry by clicking the **Reply** text field.

Open Image



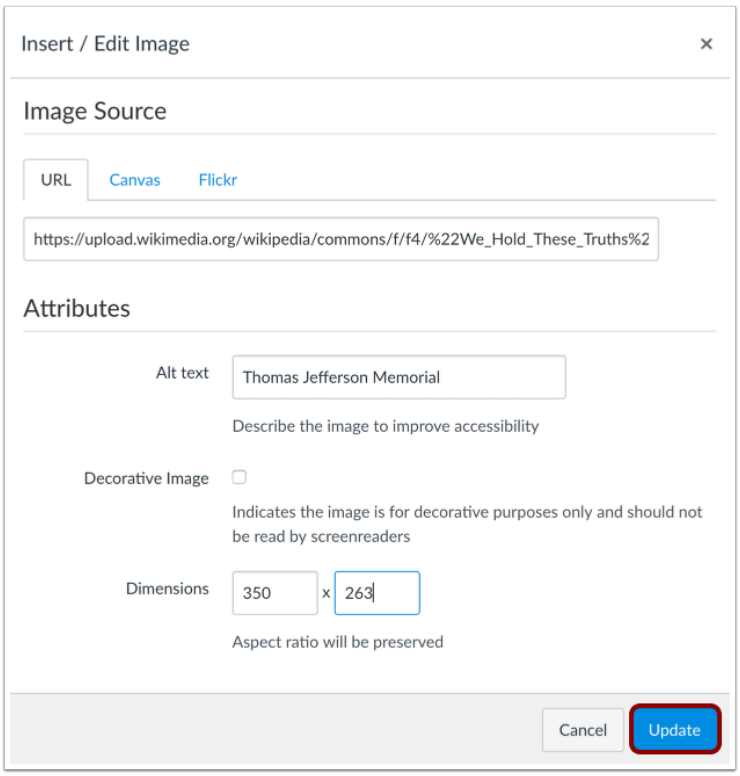
Click the **Image** icon.

Select Image



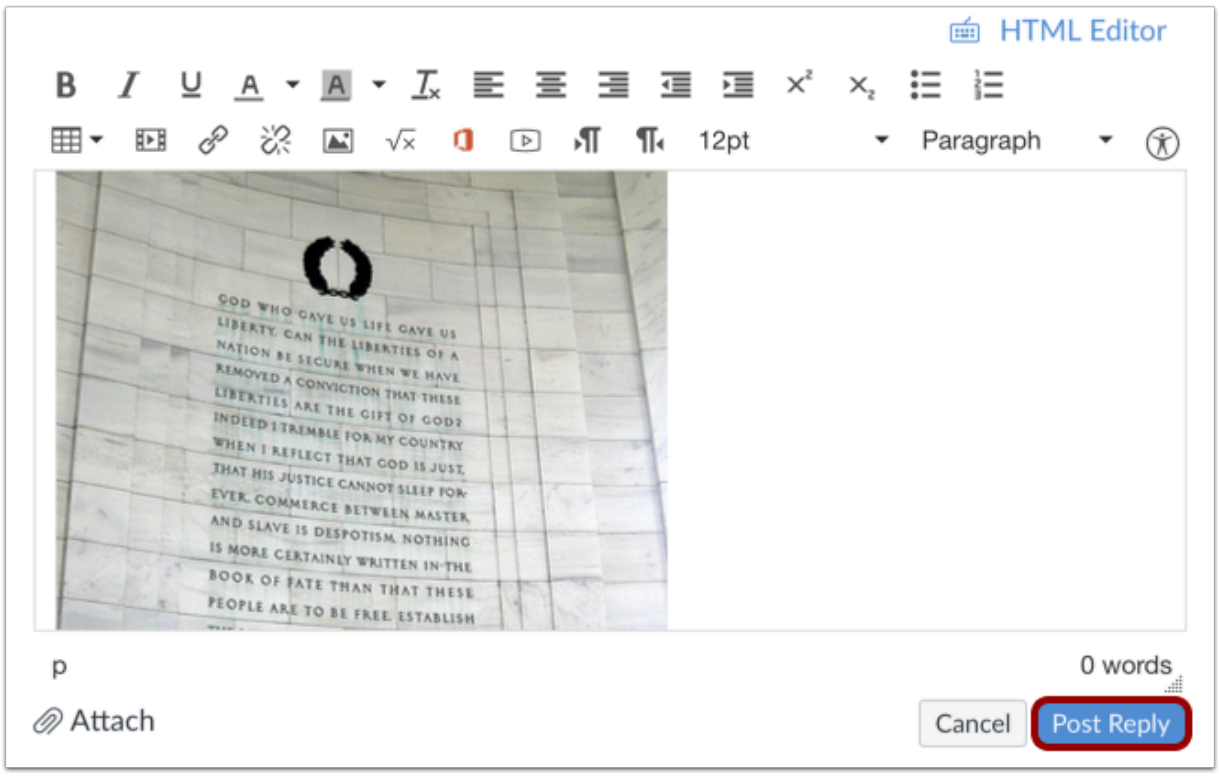
Locate the image you want to embed. You can choose an image from a website URL [1], an image from your Canvas files [2], or an image from Flickr [3]. If you need help with one of the three image options, please reference the chapter on the Rich Content Editor.

Update Reply



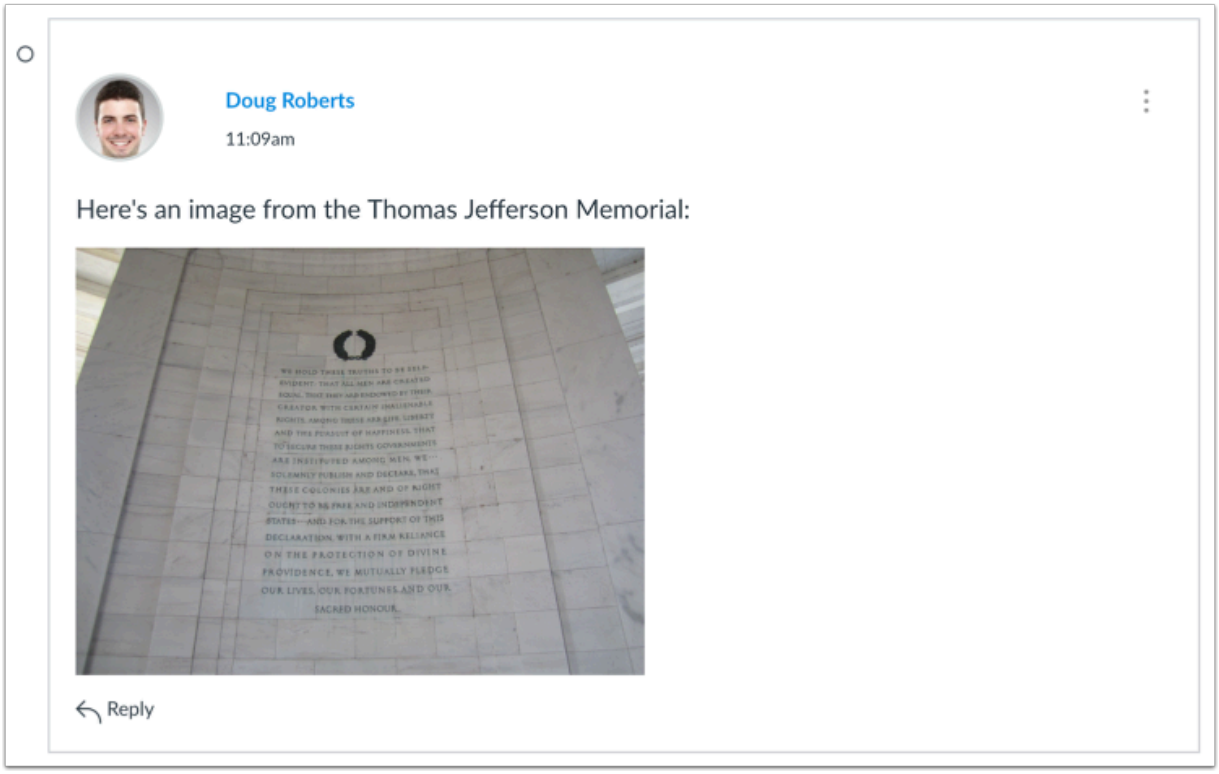
When you have located the image, click the **Update** button.

Post Reply



Click the **Post Reply** button.

View Reply



View your reply.

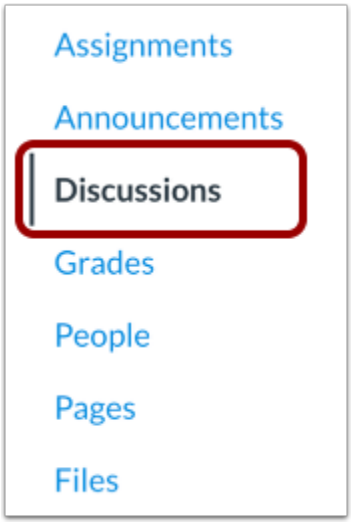
How do I attach a file to a discussion reply as an instructor?

You can attach a file to a Discussion reply using the attachment icon. Attached files are also uploaded to your Personal Files in the unfiled folder.

Notes:

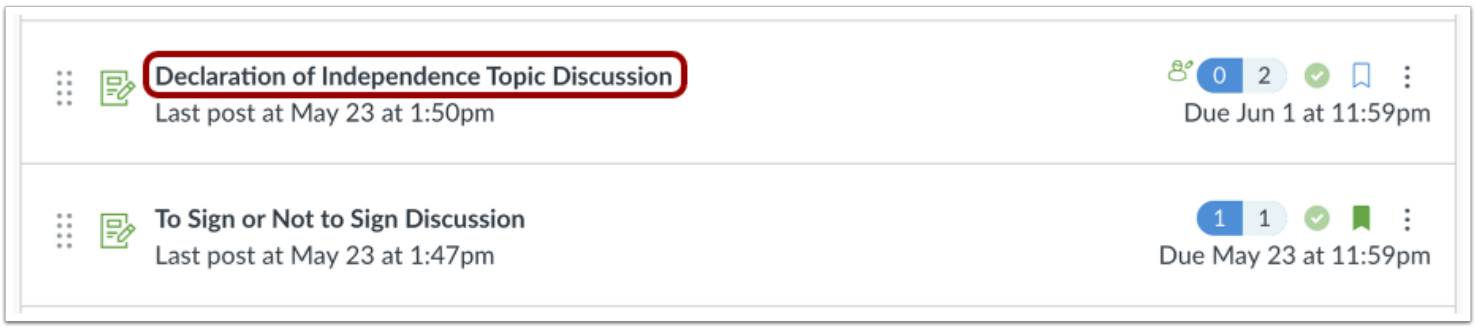
- You can only upload one attachment in your reply. Once an attachment is posted to a discussion post, the attachment cannot be deleted.
- Instructors have the option to not allow students to attach files to Discussions. If you cannot attach a file, this feature has been disabled.

Open Discussions



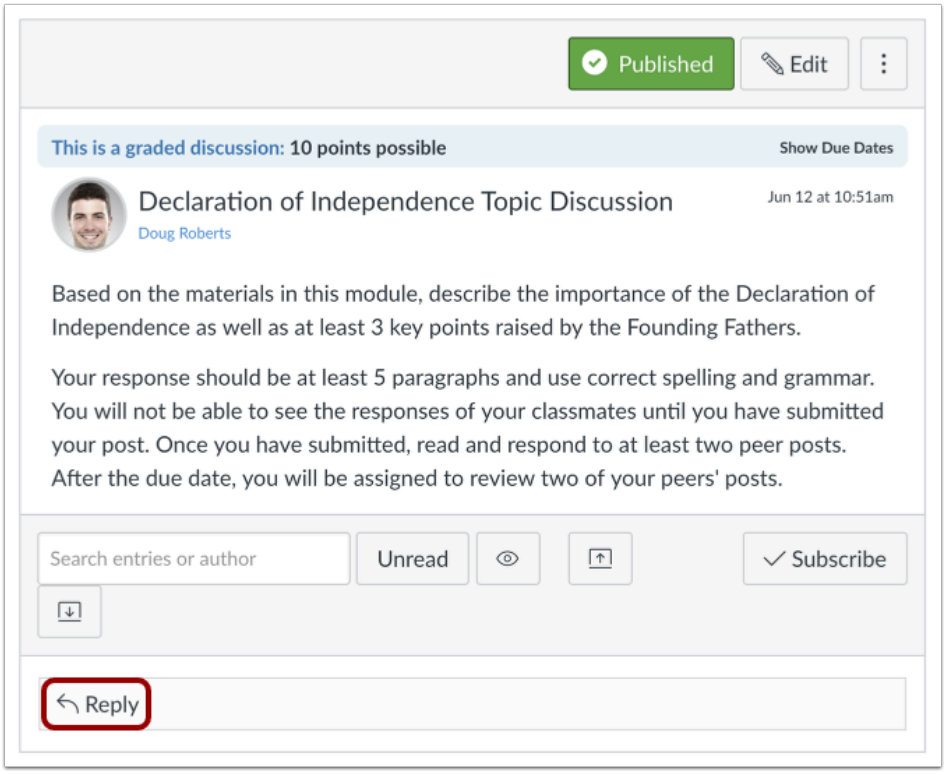
In Course Navigation, click the **Discussions** link.

Open Discussion



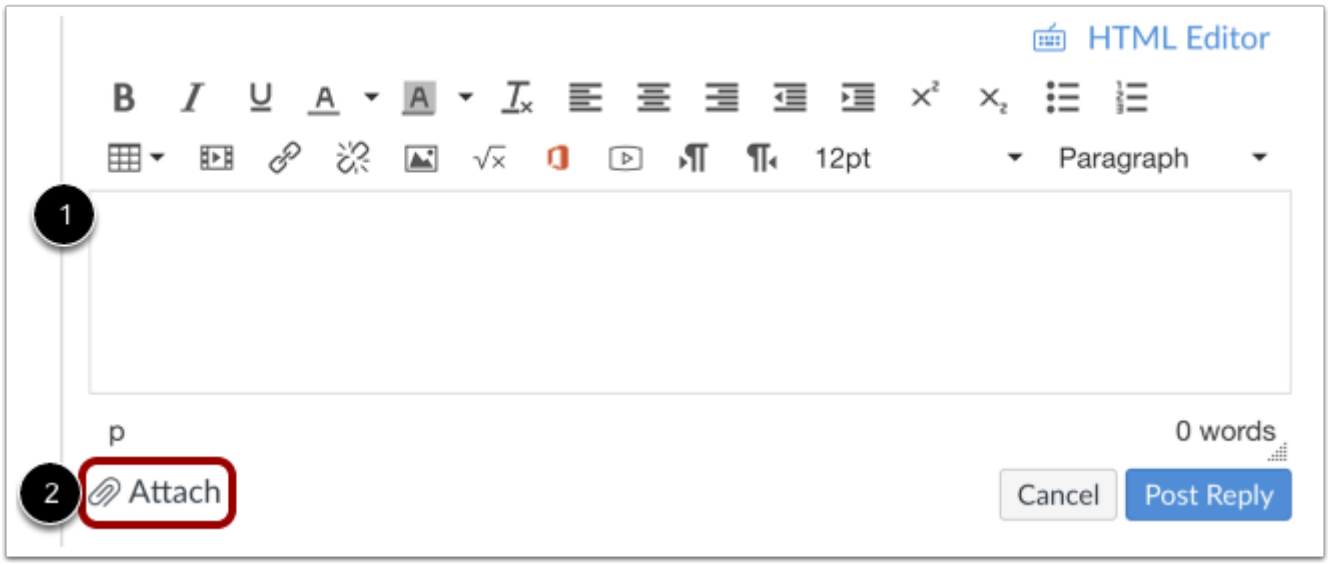
Click the name of the discussion you want to participate in.

Create Reply



Create a new discussion entry by clicking the **Reply** text field.

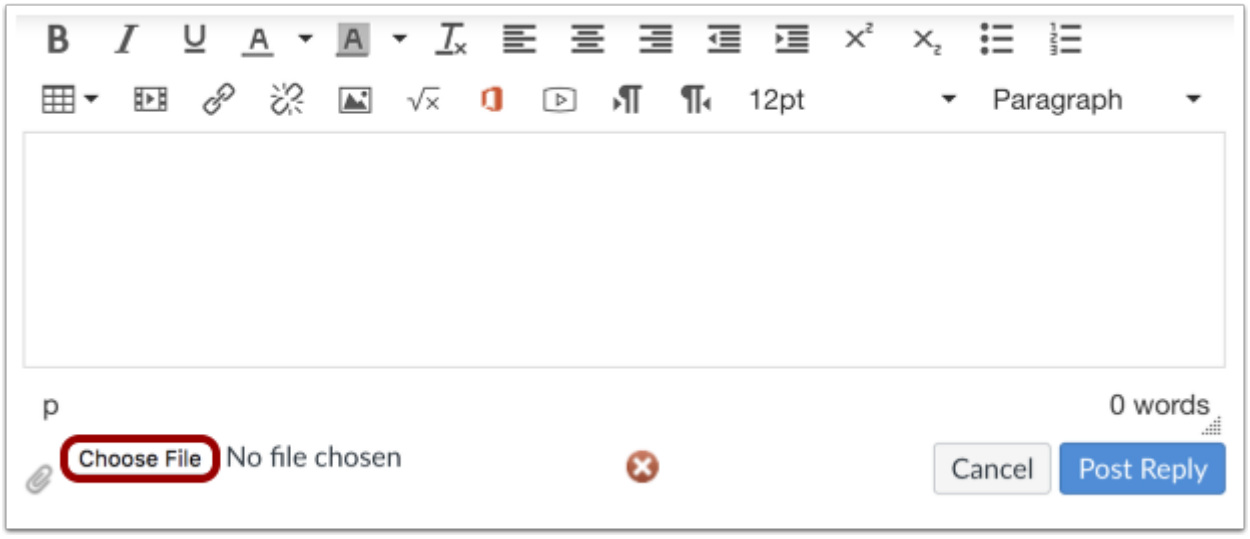
Attach File



After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** link [2].

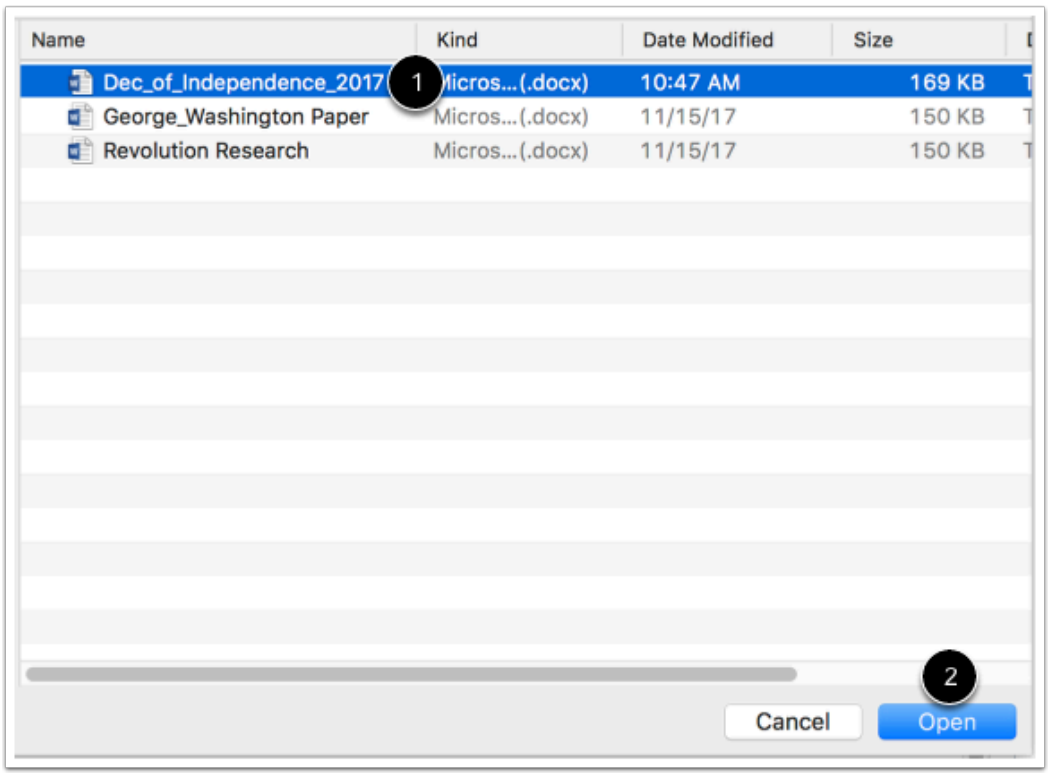
Note: If you cannot attach a file, this feature has been disabled.

Browse for File



Depending on your browser, click the **Choose File** or **Browse** button to locate personal files on your computer.

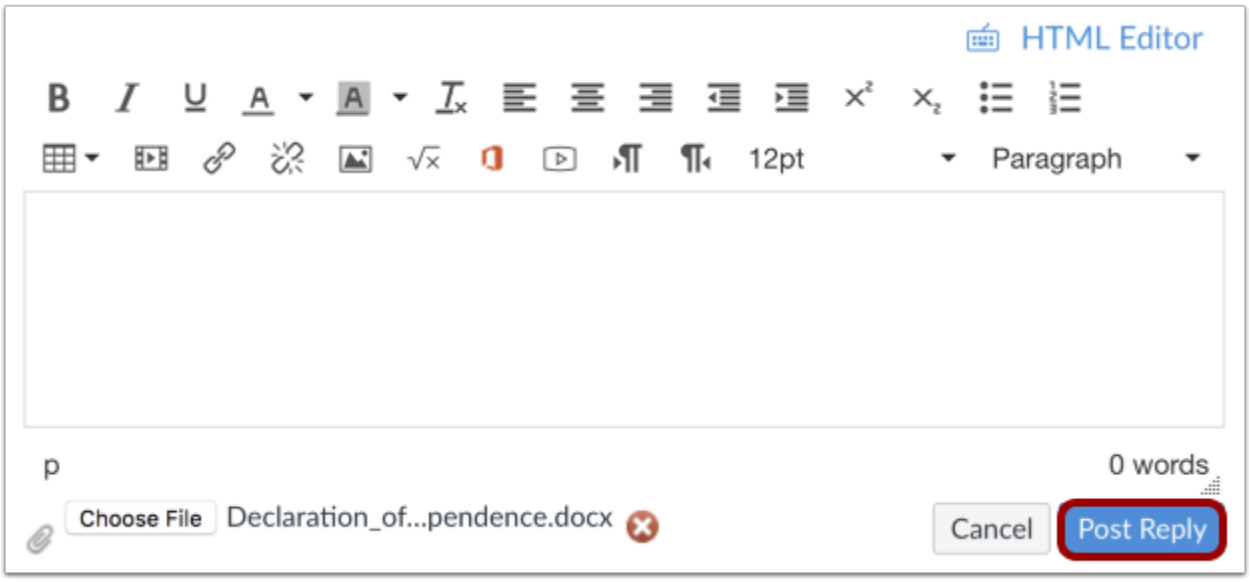
Select File Upload



In the file window, locate and click the name of the file [1]. Click the **Choose** or **Open** button [2].

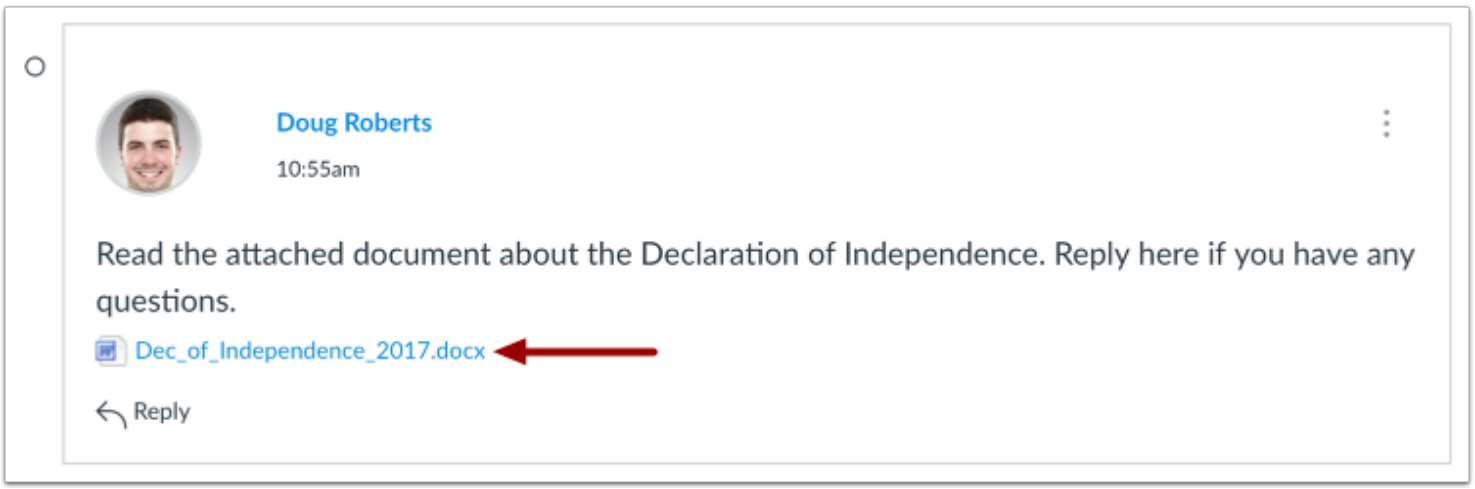
Note: You can only upload one attachment in your reply.

Post Reply



Click the **Post Reply** button.

View Discussion Reply



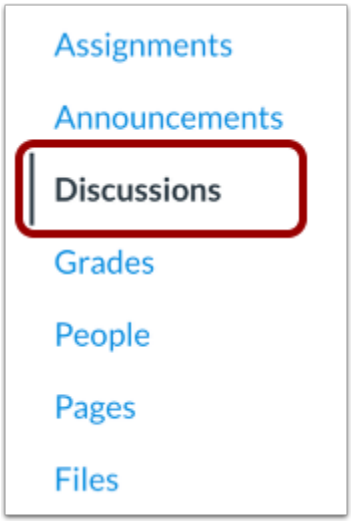
View your discussion reply. Your attached file will appear under the text.

How do I link to a YouTube video in a discussion reply as an instructor?

You can add a YouTube video in a discussion reply by adding the URL of the video as a link to the response.

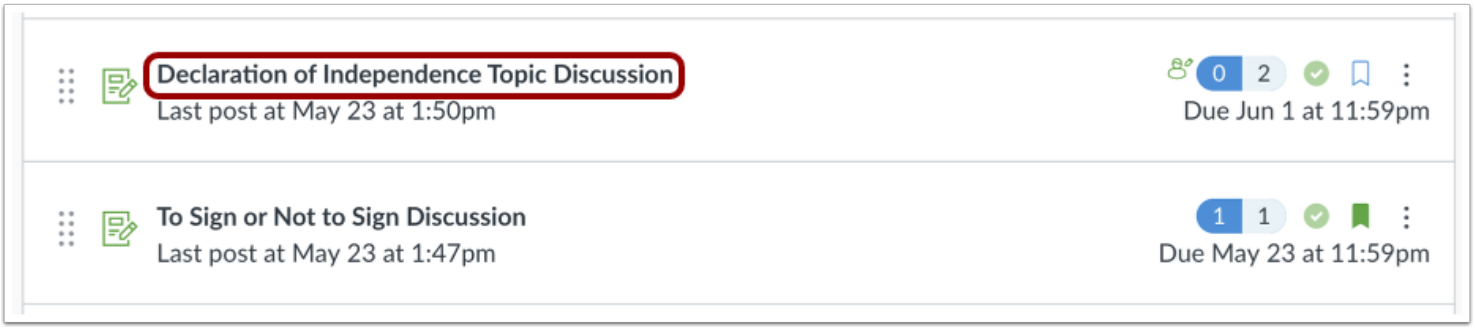
Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Discussions



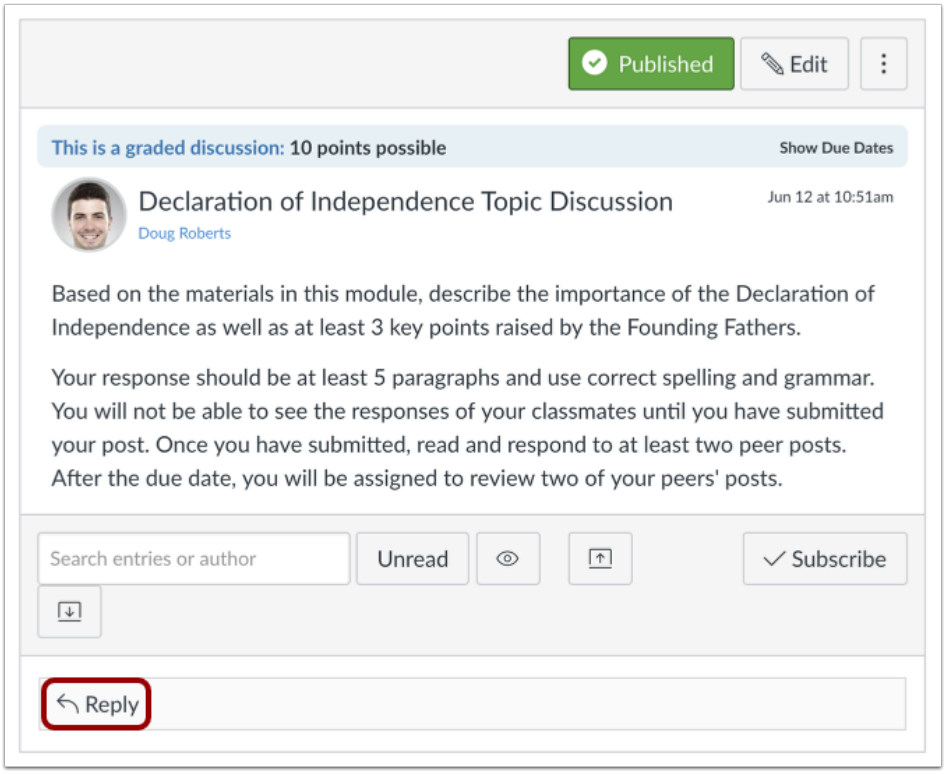
In Course Navigation, click the **Discussions** link.

Open Discussion



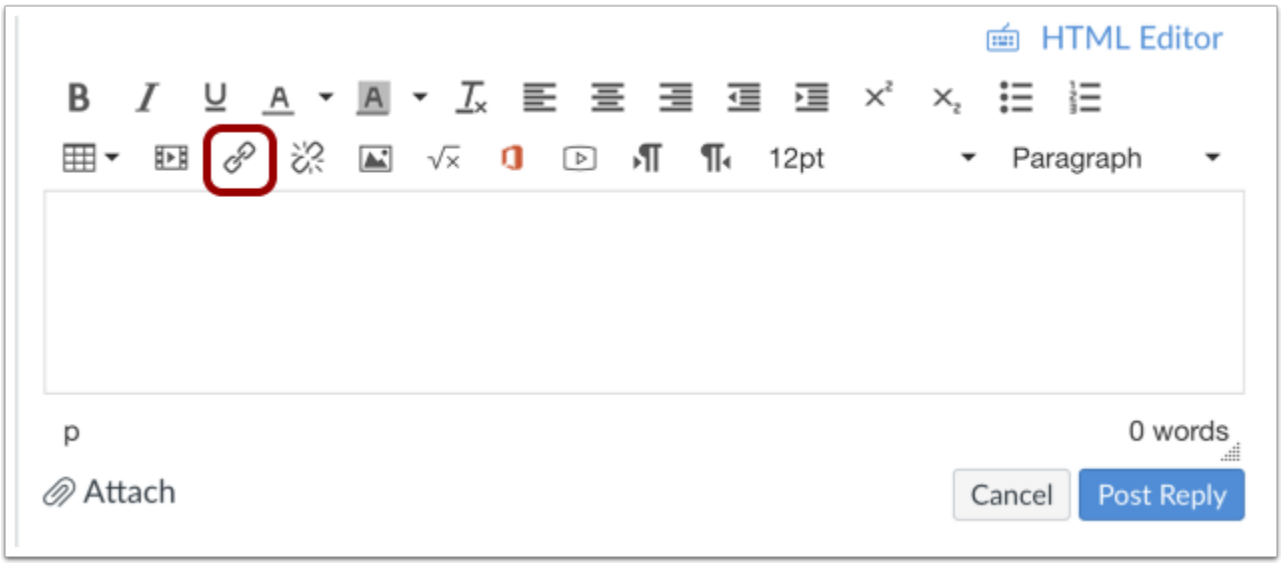
Click the discussion name.

Create Reply



Create a new discussion entry by clicking the **Reply** text field.

Embed URL

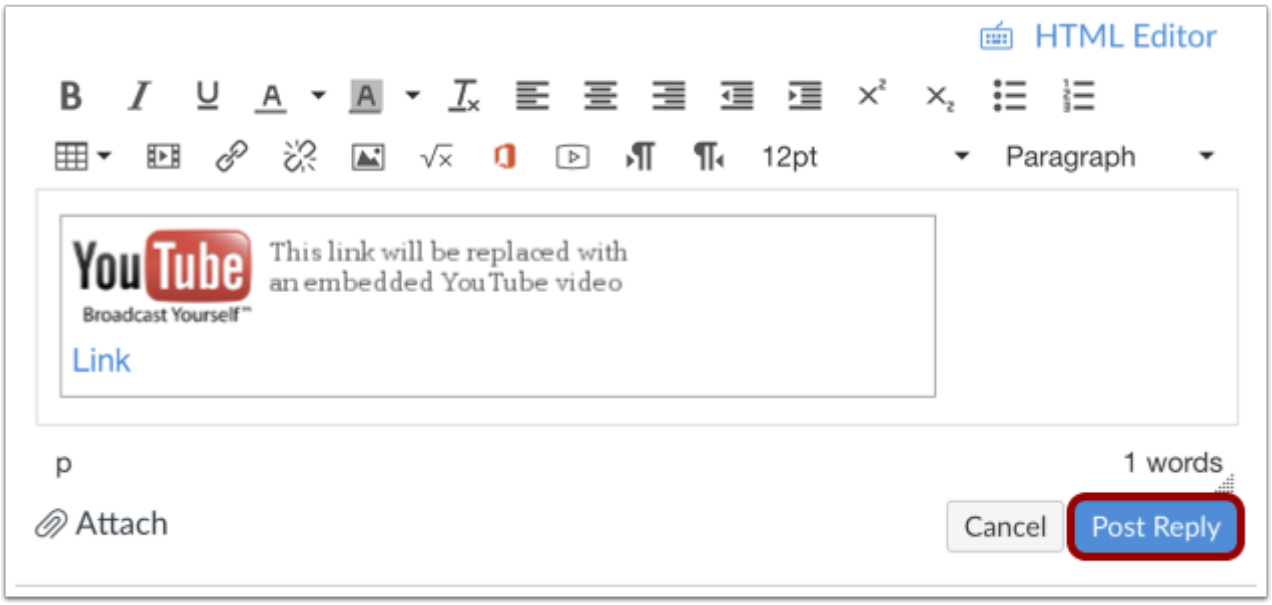


Embed a URL link in the discussion reply by clicking the **Link** icon.

Insert Link

Type or copy/paste the YouTube URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Add alt text for the video in the **Alt text for inline preview** field [2]. If you do not want to include the embedded video, click the **Disable inline previews for this link** checkbox [3]. When you are ready to insert the video link into the Rich Content Editor, click the **Insert Link** button [4].

Post Reply



Click the **Post Reply** button to post your discussion reply.

View Discussion Reply

The embedded media can be viewed inside the discussion post [1] or by clicking **Link** [2] to view the media in a new window.

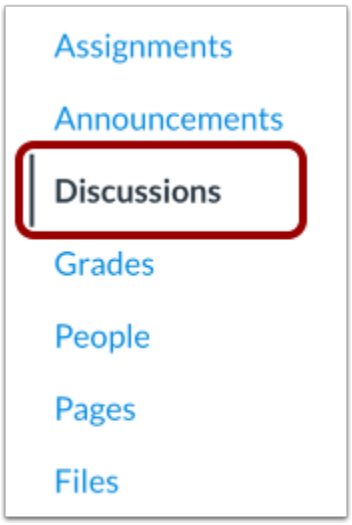
How do I allow students to create a course discussion?

You can allow students to create a new discussion by changing the settings from the Discussions page. When this setting is enabled, discussions created by students become part of the course and are included in future course copies and exports unless the discussions are deleted.

The course discussion student setting can also be changed from the Course Settings page.

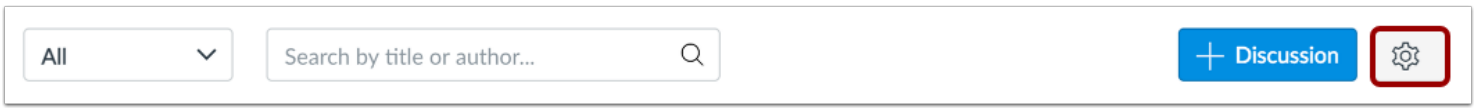
Note: If a student creates a discussion that includes a file, the file will be added to the unfiled folder in course files.

Open Discussions



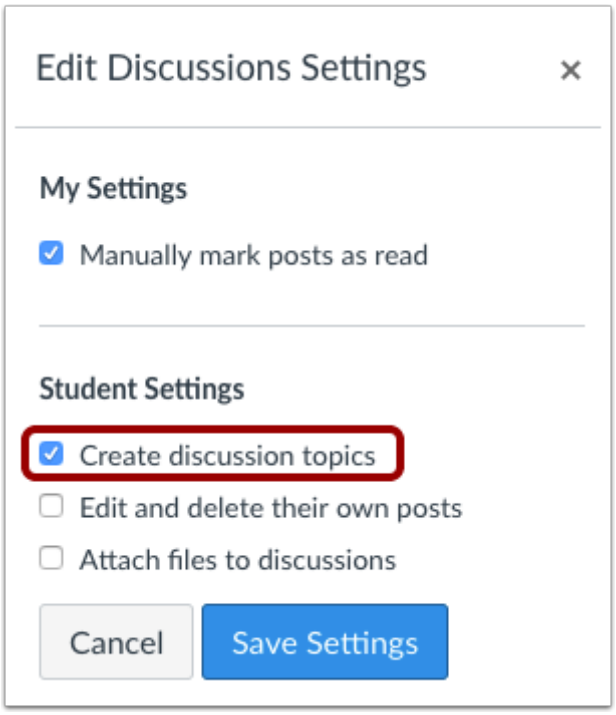
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Edit Discussion Settings



Check the **Create discussion topics** checkbox.

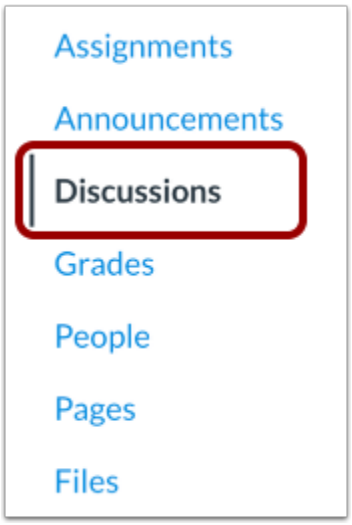
How do I allow students to like replies in a discussion?

You can allow students to like replies in a discussion. If a discussion allows liking, users will see a Like icon within each discussion reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

The Like icon is enabled on a per-discussion basis.

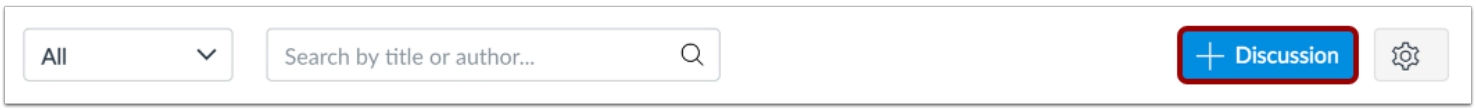
Learn how to like a discussion reply.

Open Discussions



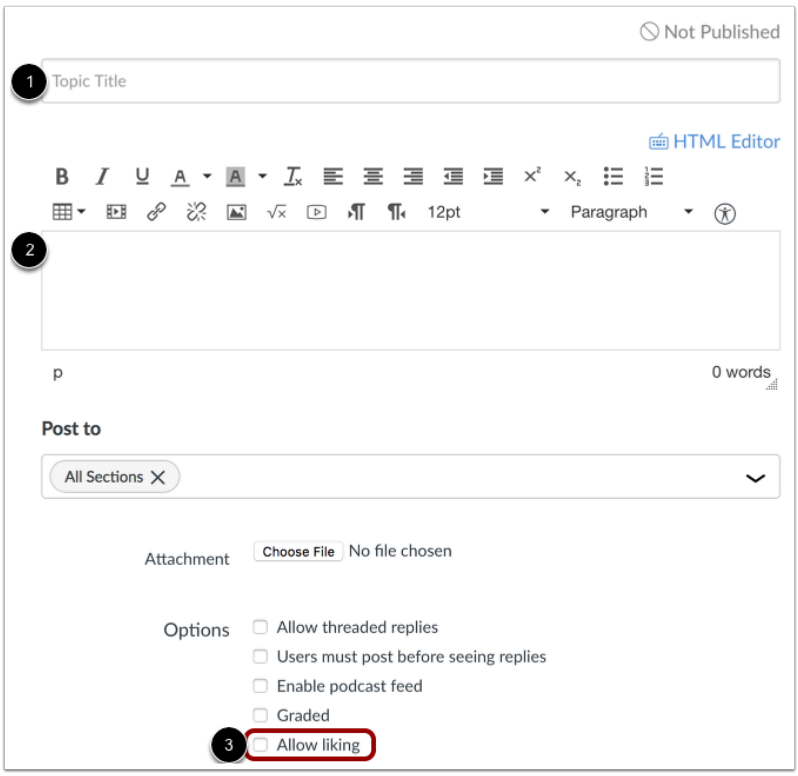
In Course Navigation, click the **Discussions** link.

Add Discussion



Click the **Add Discussion** button.

Create Discussion



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. Allow liking by clicking the **Allow liking** checkbox.

Set Liking Options

You can also select two additional options when allowing discussion likes.

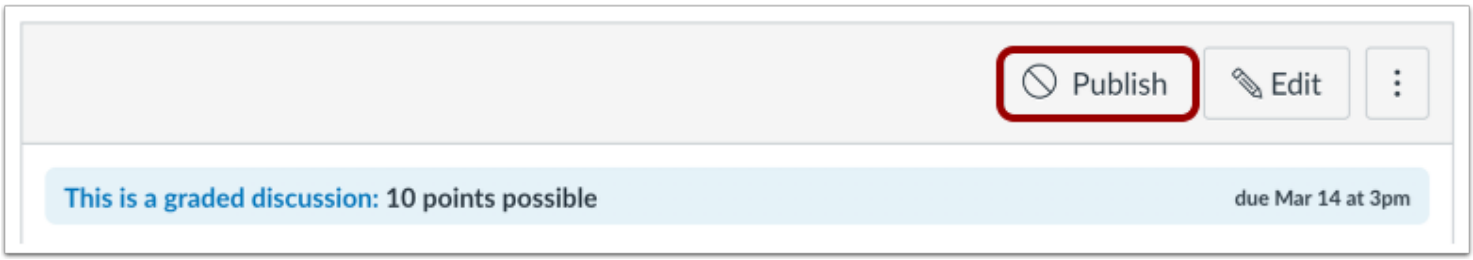
Only graders can like [1]: select this checkbox if you want to limit the liking functionality to only graders in the course, which means only users with the Edit Grades permission can see the Like link. However, all users will still see the total number of likes for each reply.

Sort by likes [2]: select this checkbox if you want the discussion to sort replies by the number of likes. Sorting cannot be changed by any users unless you remove the sorting setting. *This option may take at least 10 seconds to cache the page and view sorting appropriately.*

Discussion replies are sorted in descending order. In threaded discussions, replies retain the associated parent. For example, a new discussion may receive two replies. Then, Reply 1 gets individual replies a, b, and c, and Reply 2 gets individual reply d. If Reply 2 itself is liked, and reply b is liked, the discussion threads will be sorted first with Reply 2 (and reply d), then Reply 1 with reordered replies of b, a, and c.

Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].



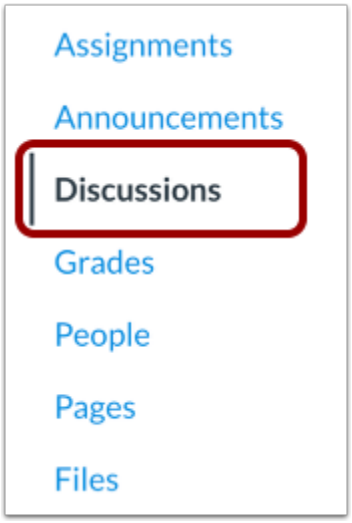
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

How do I allow students to attach files to a course discussion?

Students can attach files to discussion replies in course discussions. This setting is enabled by default and can be managed from the Discussions page or from the Course Settings page. Any attachments added to an ungraded discussion by a student are copied to the student's user files and count against the user quota. However, attachments added to a graded discussion are not counted against the quota.

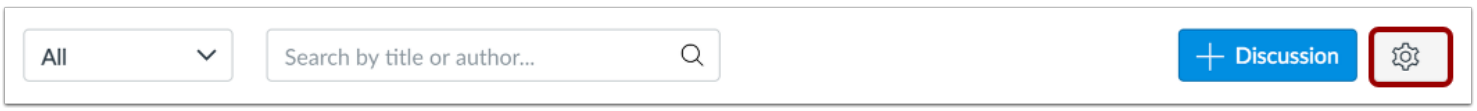
Note: If a student creates a discussion with an attached file, the file will be added to course files in the unfiled folder.

Open Discussions



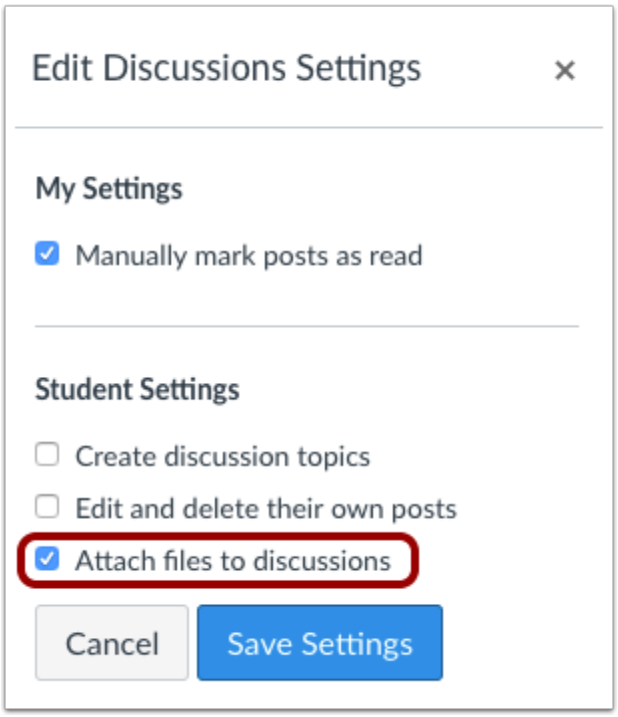
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

Edit Discussion Settings



Check the **Attach files to discussions** checkbox.

Note: Unchecking this option will restrict students from attaching files within Discussions. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.

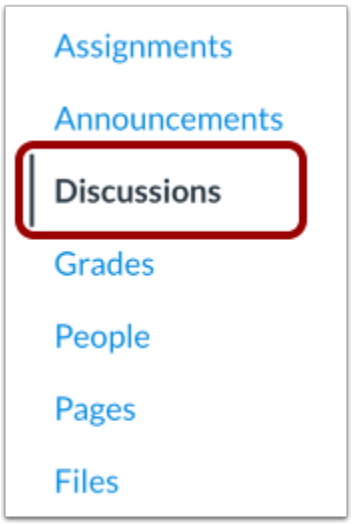
How do I allow students to edit and delete their own discussion posts in a course?

You can allow students to edit and delete their own discussion posts by changing the settings from the Discussions page.

This setting can also be changed from the Course Settings page.

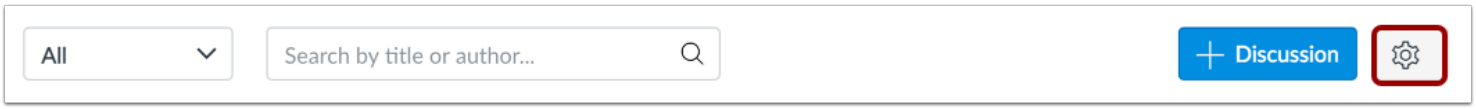
Note: When enabled, this setting also applies to group discussions.

Open Discussions



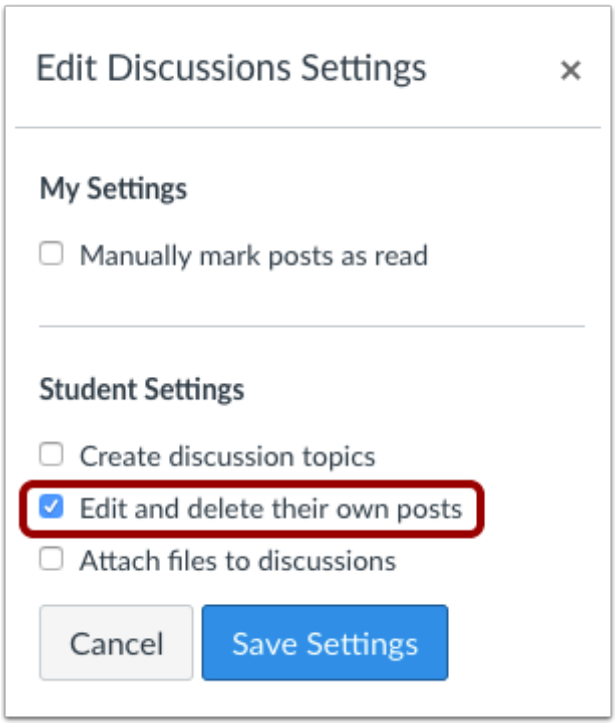
In Course Navigation, click the **Discussions** link.

Open Settings



Click the **Settings** icon.

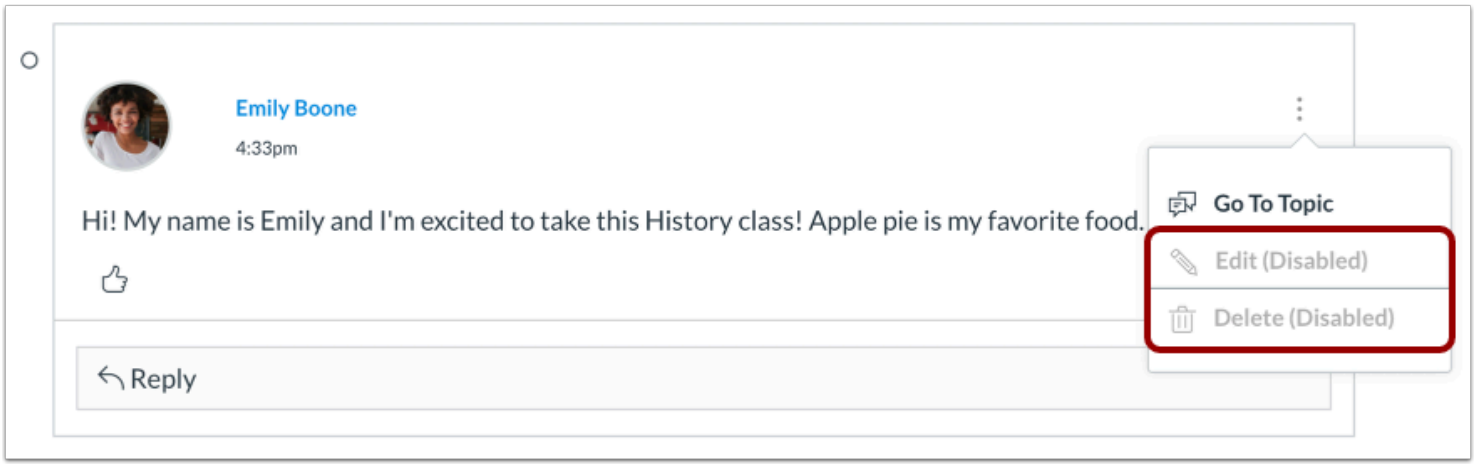
Edit Discussion Settings



Check the **Edit and delete their own posts** checkbox.

Note: Unchecking this option will restrict students from editing and deleting their own Discussion posts. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.

View Student Restriction



When you restrict the ability for students to edit or delete their own posts, students will see the Disabled label next to the Edit and Delete options in the Options menu.

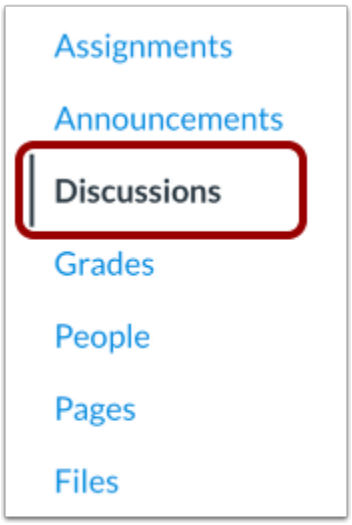
How do I close a discussion for comments in a course?

To manually stop students from posting replies to discussion posts, you can use the Close for Comments option.

Notes:

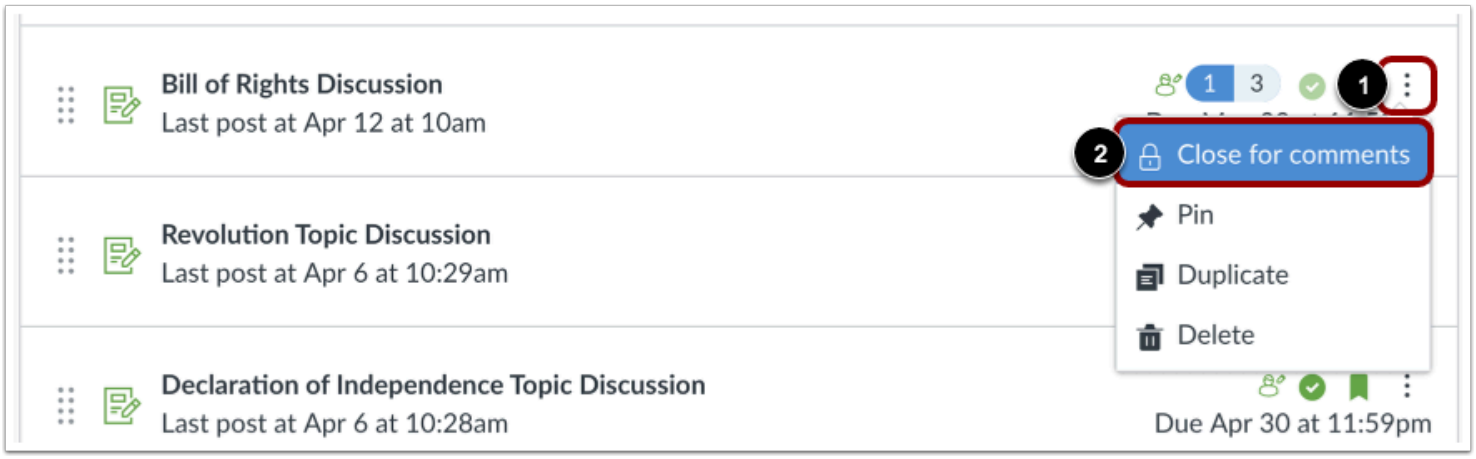
- You can automatically set your post to close for comments on a specific date by creating discussion availability dates.
- For graded discussions, the Close for Comments option will not appear until after the discussion due date.

Open Discussions



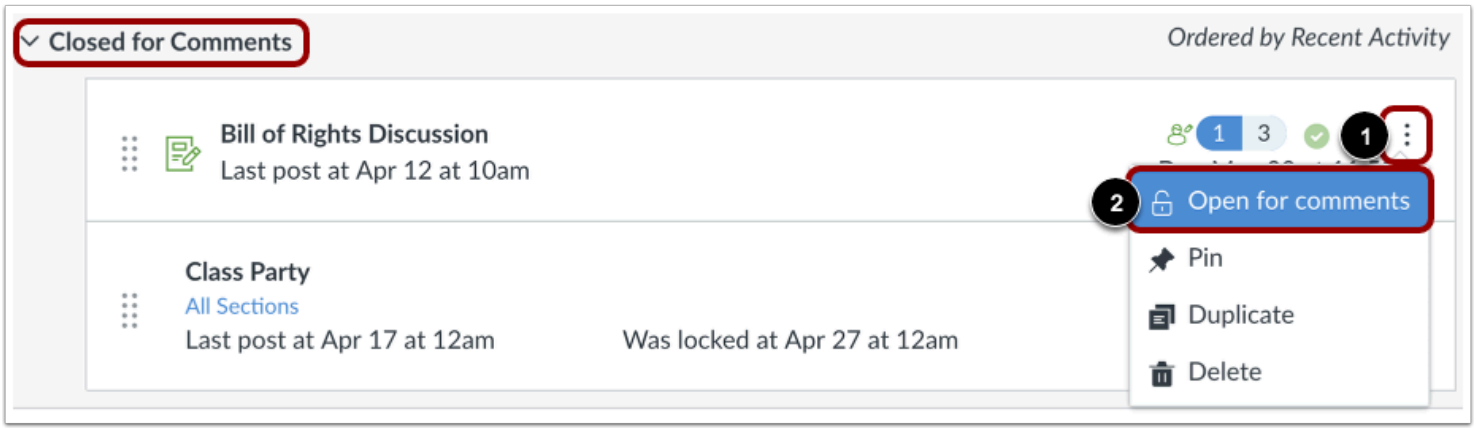
In Course Navigation, click the **Discussions** link.

Close from Discussions Page



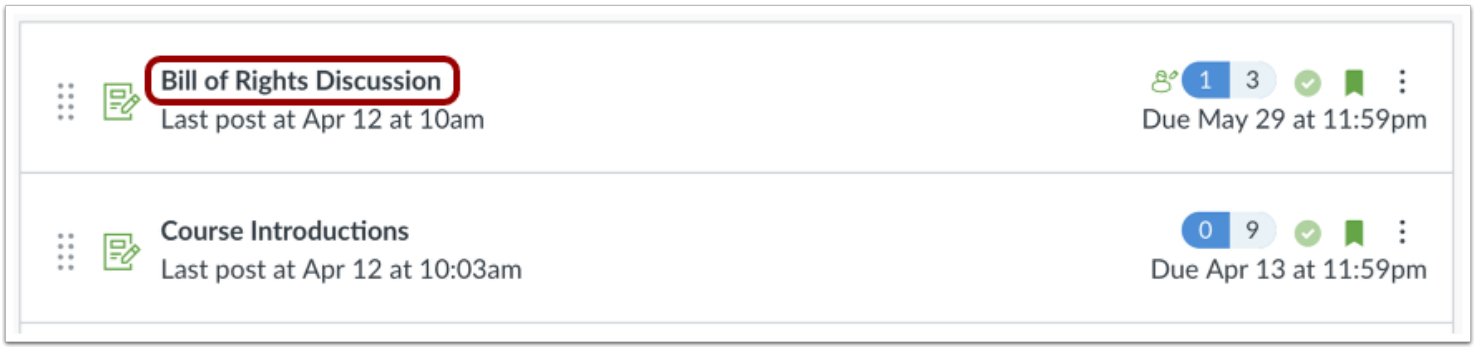
To close a discussion from the index page, locate the discussion. Click the **Options** icon [1] and click the **Close for Comments** link [2].

Open for Comments



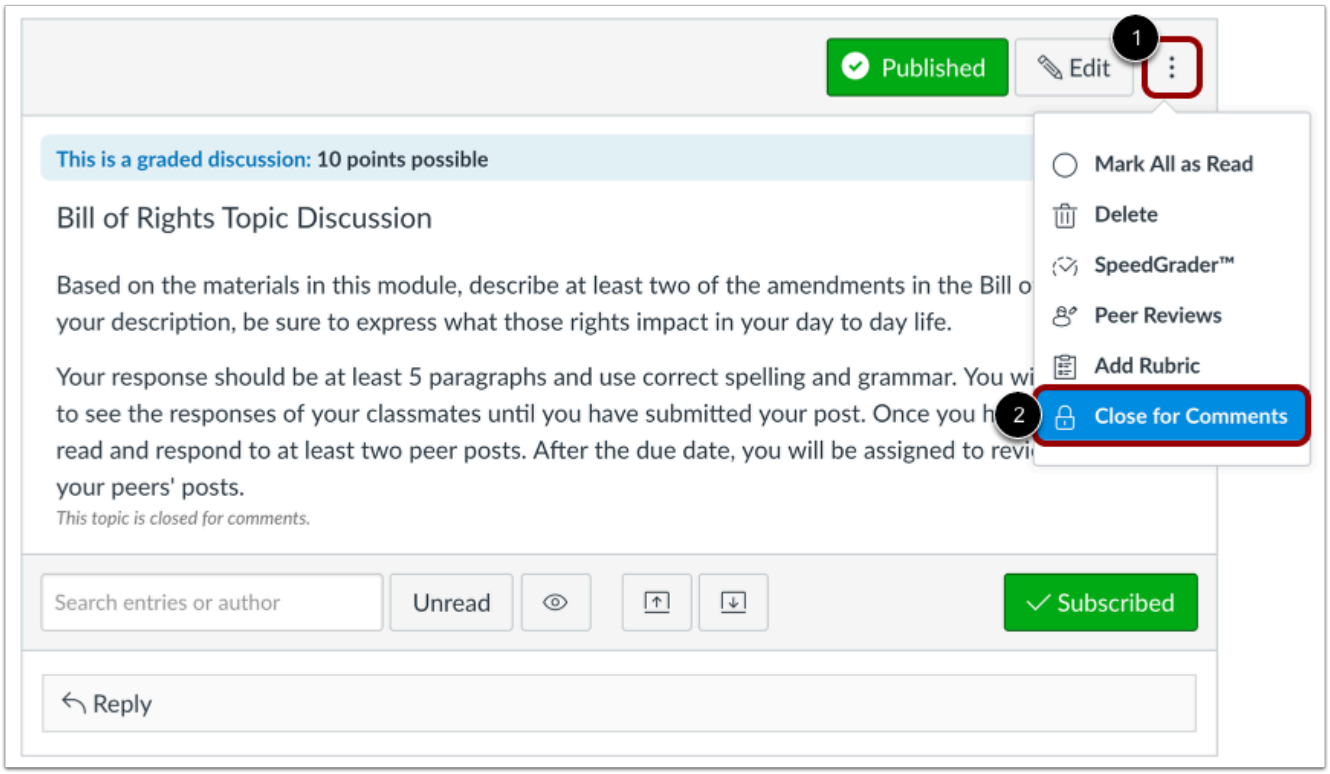
To open a discussion for comments, locate the Closed for Comments section. Locate the discussion and click the **Options** icon [1], then click the **Open for Comments** link [2].

Close from Individual Discussion



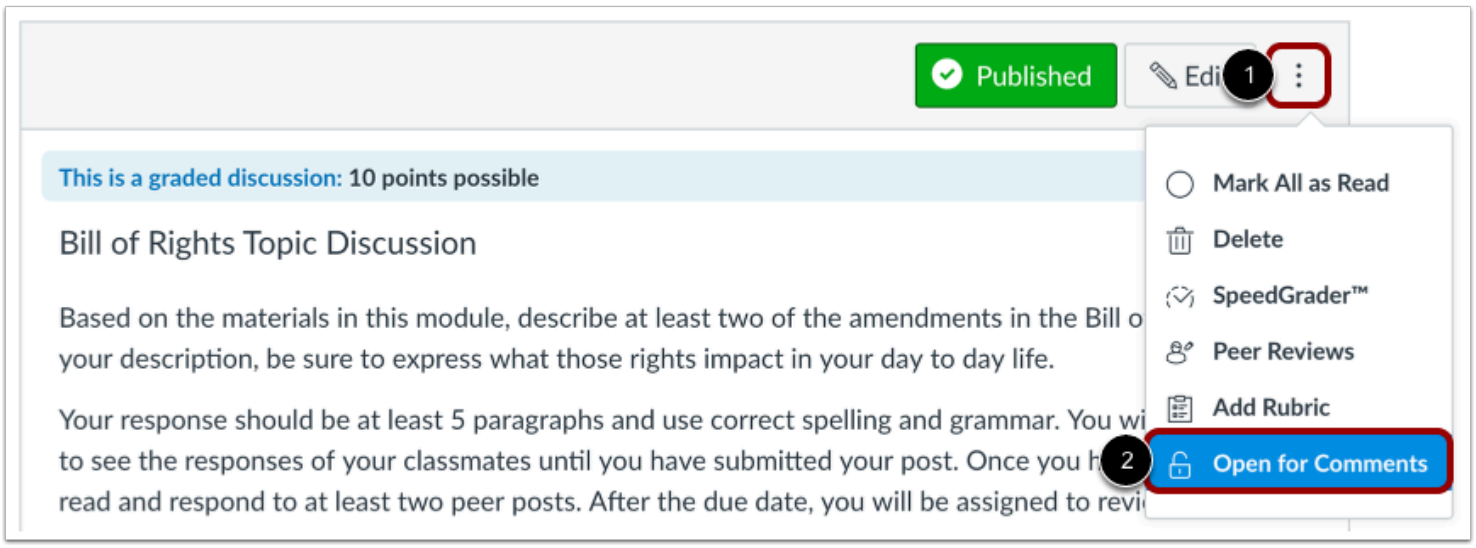
To close comments within an individual discussion, click the title of the discussion.

Close for Comments



Click the **Options** icon [1], then click the **Close for Comments** link [2].

Open for Comments



To open a discussion for comments, click the **Options** icon [1] and click the **Open for Comments** link [2].

How do I set up a graded discussion to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up a graded discussion to be sent back to the SIS. However, you must first specify which graded discussion(s) in the course should be sent to your SIS as part of the grade publishing process. Each graded discussion must be modified individually. However, your institution may have already enabled an option for all graded discussions to be configured for your SIS.

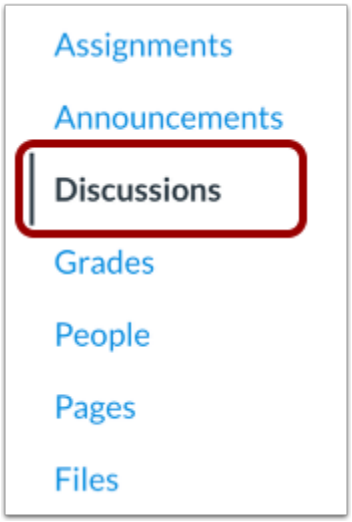
Once a graded discussion is set up to be sent to your SIS, the Assignment Index Page lets you enable or disable a graded discussion by clicking the SIS sync icon next to the graded discussion.

Each SIS requires specific setup procedures to properly post grades for graded discussions. Depending on how graded discussions are assigned to students, **some discussions may not be supported**. For details and and troubleshooting tips, view the appropriate help document for your SIS integration:

- Instructor Help: Canvas and PowerSchool (Legacy)
- Instructor Help: Canvas and PowerTeacher Pro
- Instructor Help: Canvas and Skyward
- Instructor Help: Canvas and InfiniteCampus

Note: The Banner integration does not require any assignment setup and only pulls total grades from the Gradebook.

Open Discussions

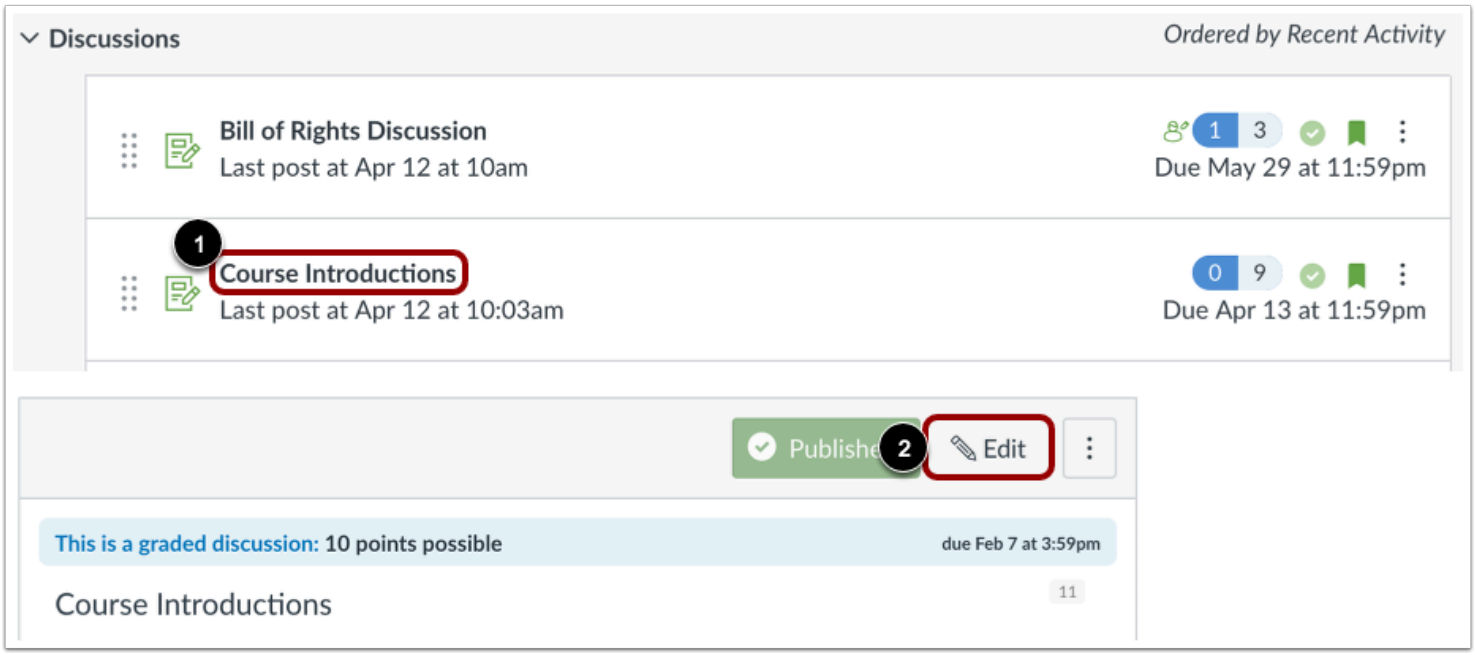


In Course Navigation, click the **Discussions** link.

Add Discussion

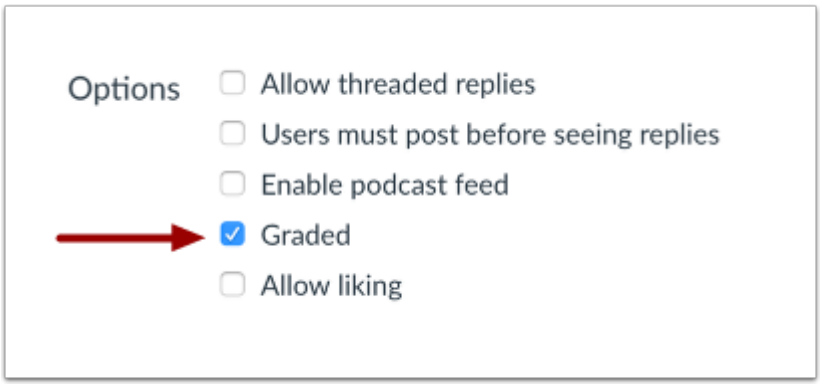
Click the **Add Discussion** button.

Edit Discussion



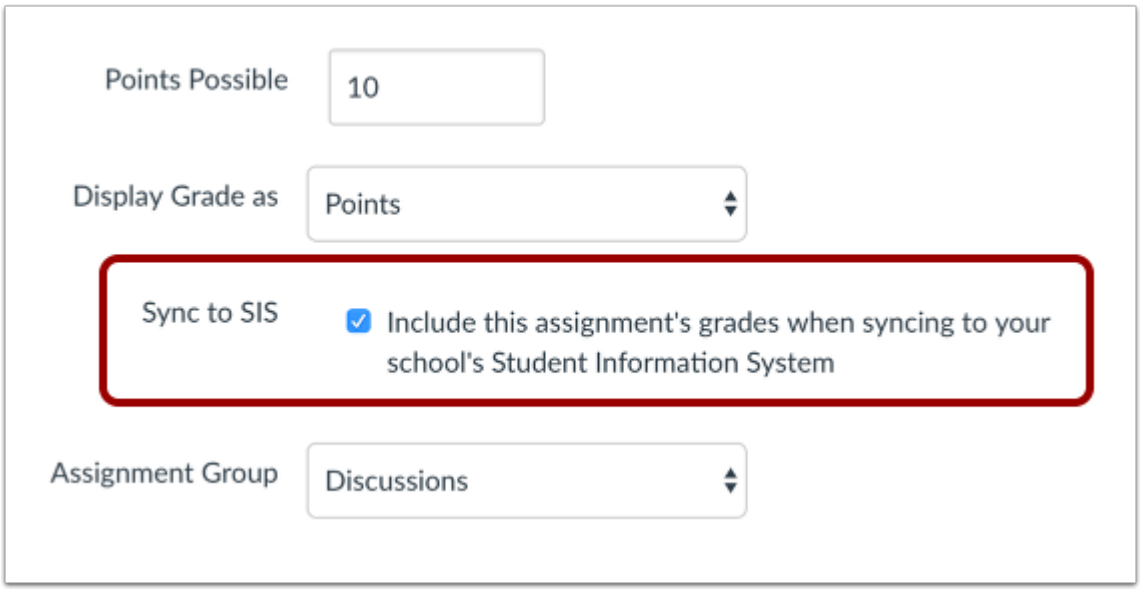
To set up a graded discussion that has already been created, click the name of the discussion [1] and click the **Edit** button [2].

Select Graded Discussion



In the discussion details, check the **Graded** checkbox.

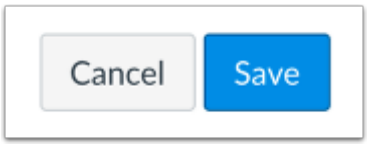
Sync to SIS



Check the **Sync to [SIS]** checkbox.

The [SIS] label may display the name of your institution's SIS.

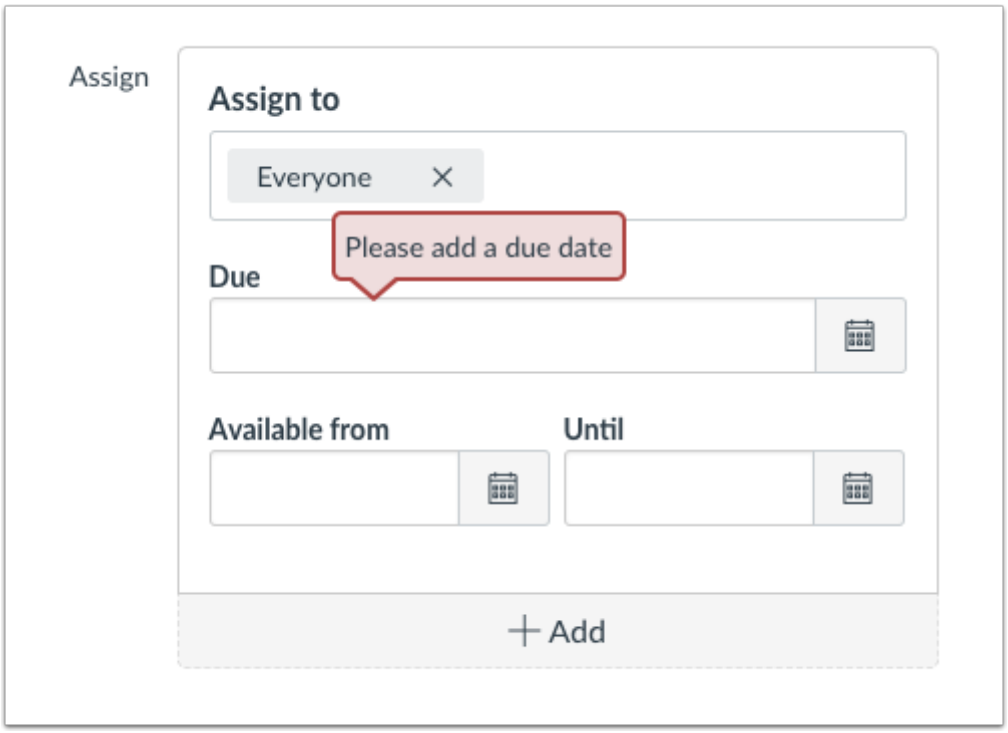
Save Discussion



Click the **Save** button.

Note: For new discussions, you can click the **Save & Publish** button.

View Discussion Errors



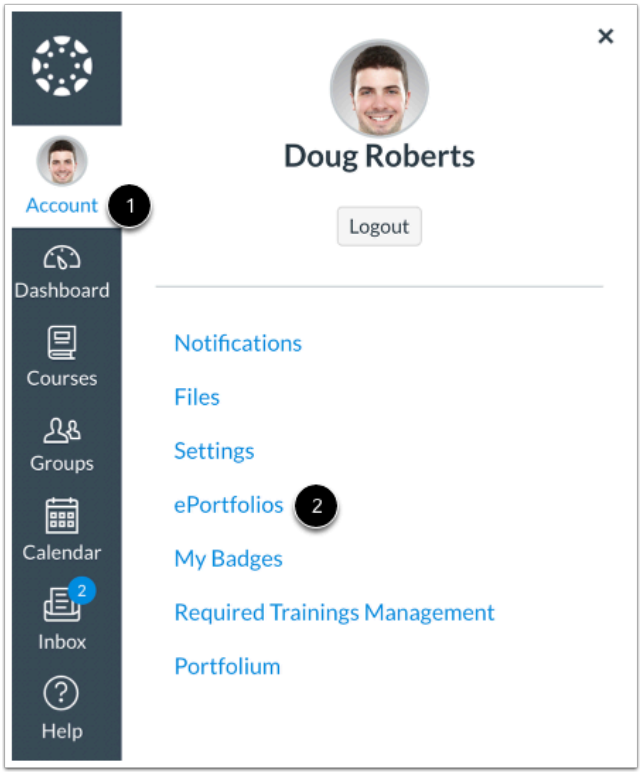
If you cannot save your graded discussion and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the graded discussion can be enabled to be synced to your SIS. Correct the error then save the graded discussion again.

ePortfolios

How do I use the ePortfolio Getting Started Wizard as an instructor?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

Open ePortfolios

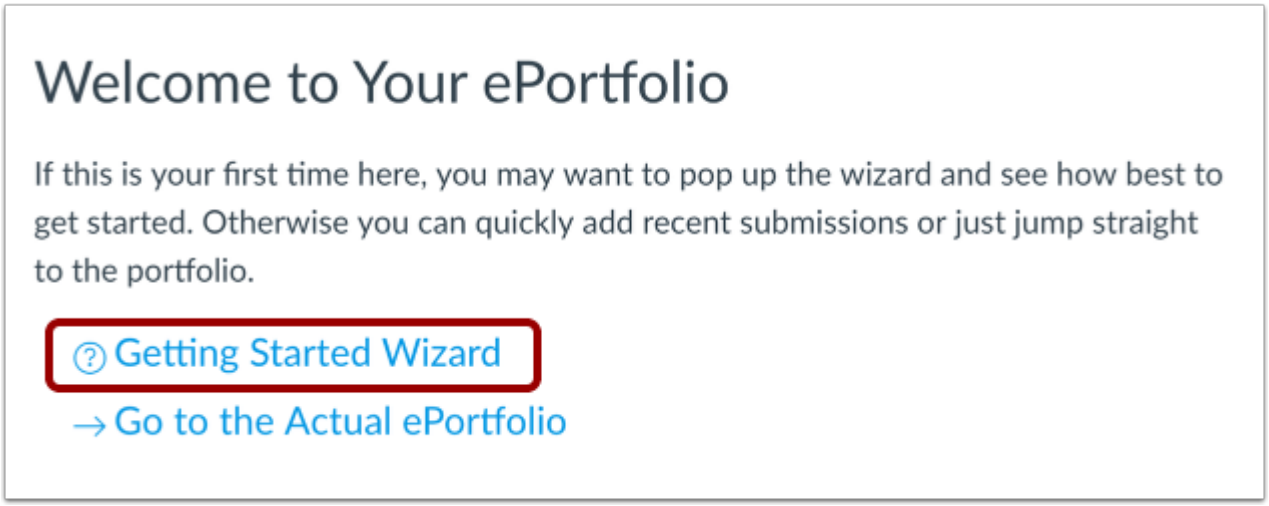


In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

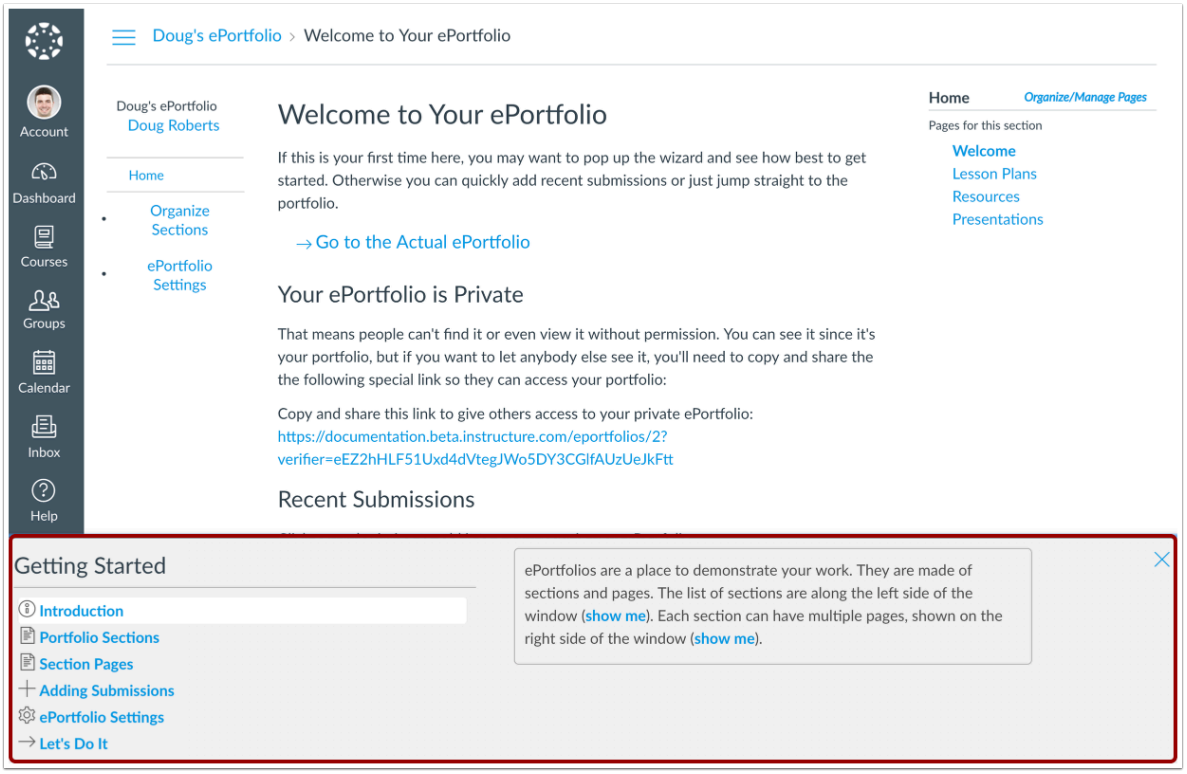
Click the name of an ePortfolio.

Open Getting Started Wizard



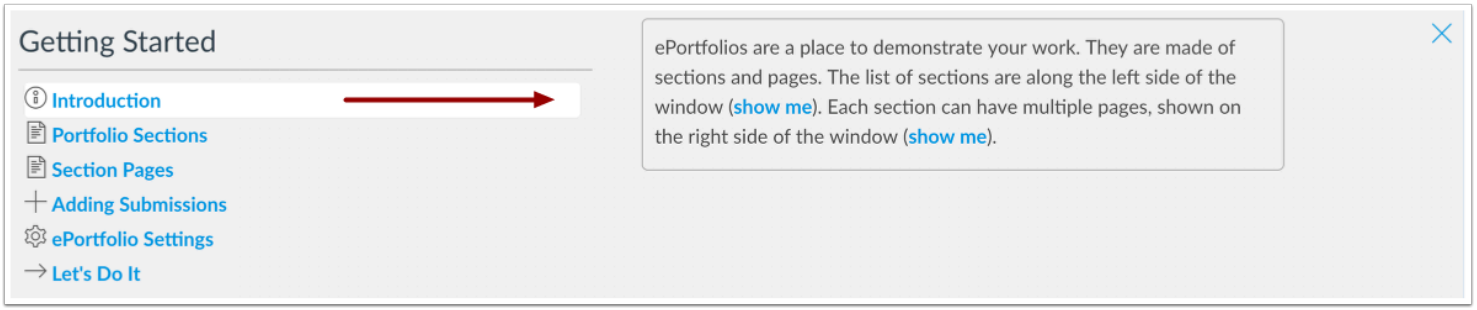
Click the **Getting Started Wizard** link.

View Getting Started Wizard



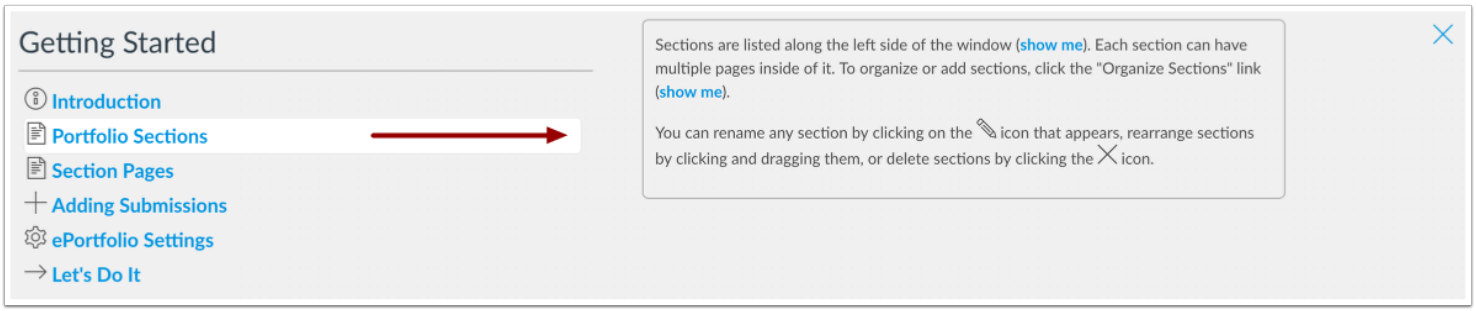
The Getting Started Wizard will pop up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let's Do It. To close the Getting Started Wizard, click the close icon.

View Introduction



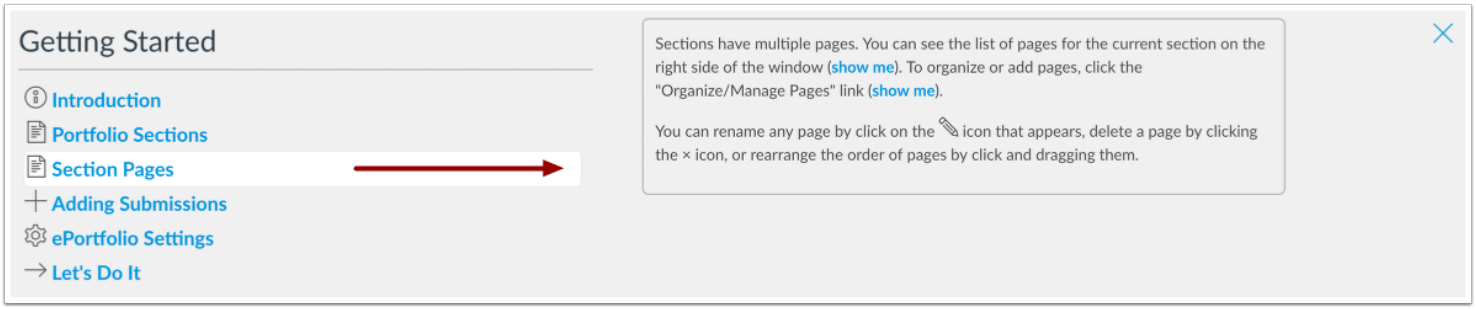
Your ePortfolio is a way to show off your work to your peers, students, and employers. They are made of sections and pages that are customizable and you are able to add and remove different types of information.

View Portfolio Sections



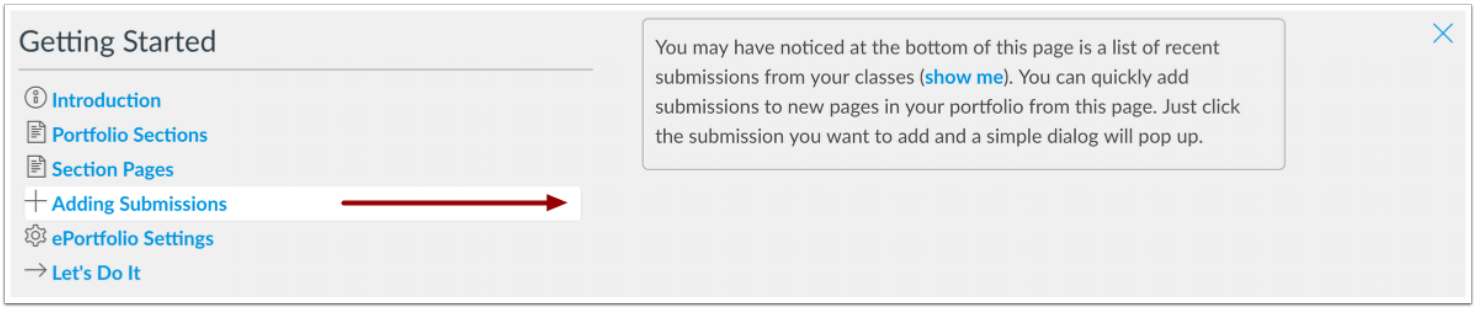
The portfolio sections are your navigation links for your portfolio. Each section can have multiple pages inside of it. You can organize the sections by clicking the **Organize Sections** link. You can also rename a section by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

View Section Pages



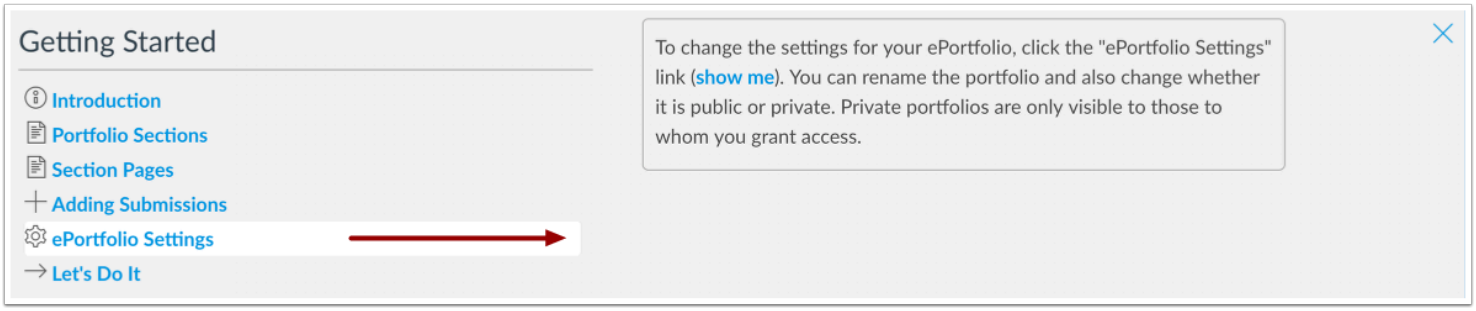
The section pages are part of the section links. To organize or add pages, click on the **Organize/Manage Pages** link. You can also rename a page by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

View Adding Submissions



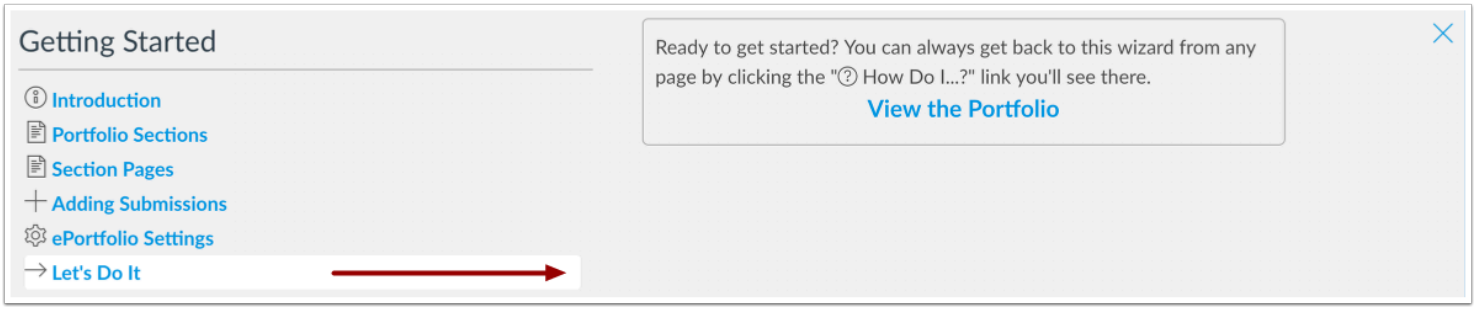
You can add assignments to your portfolio from classes you are taking and classes you have taken. You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.

View ePortfolio Settings



To change the settings for your ePortfolio, click the **ePortfolio Settings** link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.

View Let's Do It



Ready to get started? You can always get back to this wizard from any page by clicking the **"Help How Do I...?"** link.

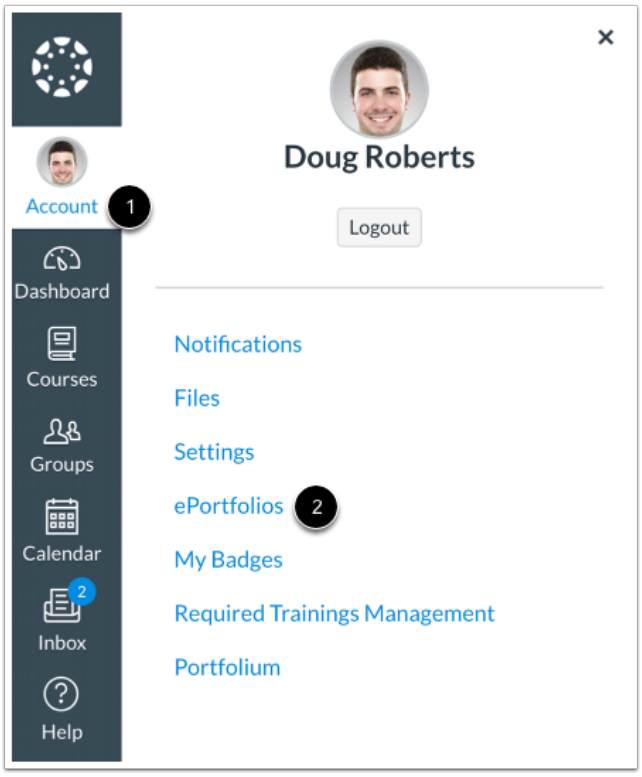
How do I create a new ePortfolio as an instructor?

You can create a new ePortfolio in your user settings.

Notes:

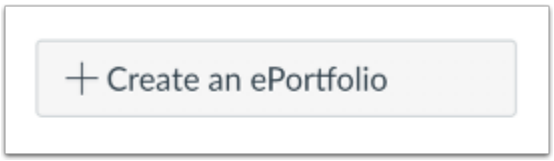
- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.
- If you do not see the Create an ePortfolio button, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.

Open ePortfolios



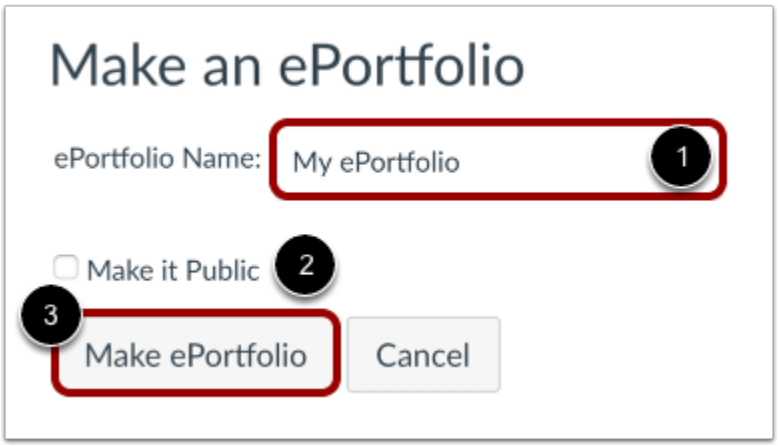
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Create an ePortfolio



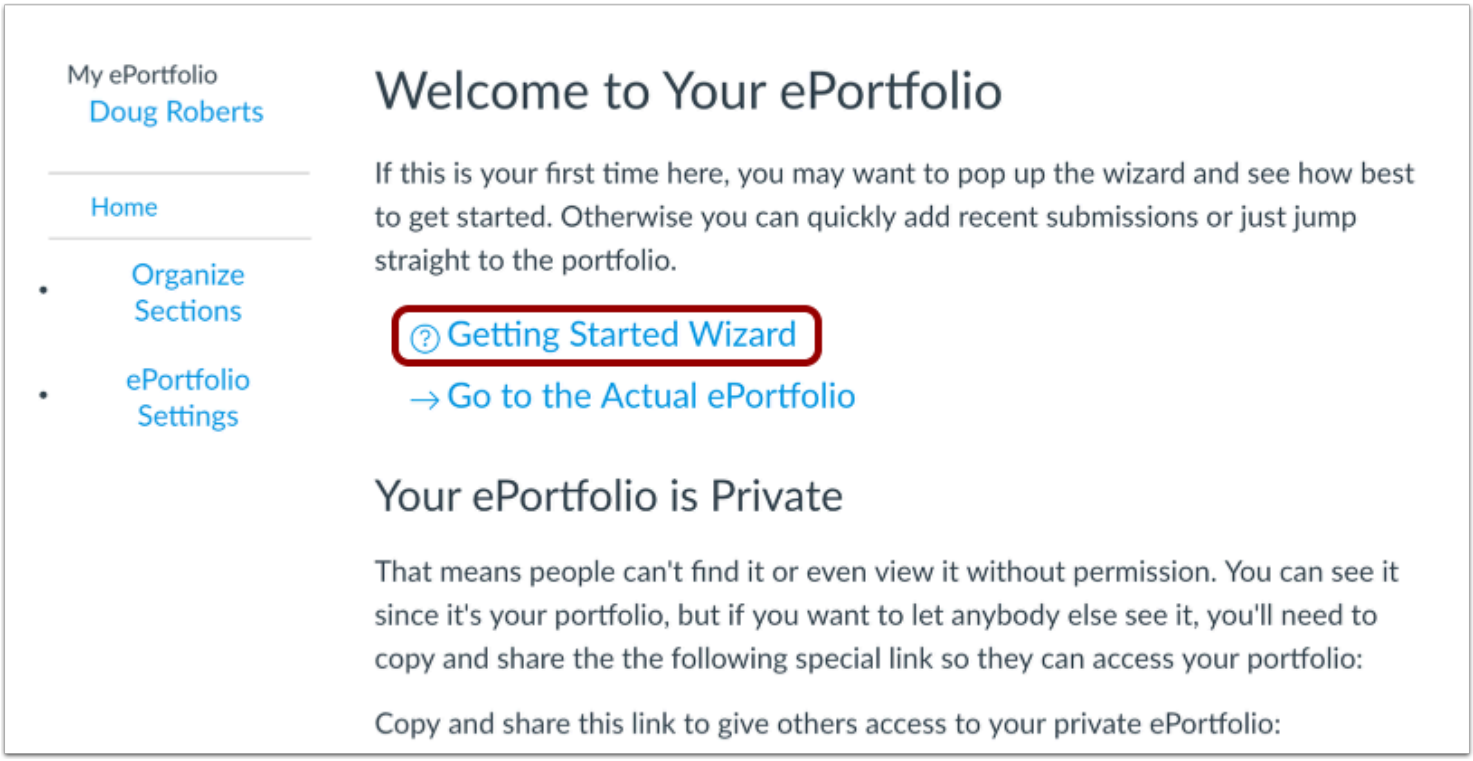
Click the **Create an ePortfolio** button.

Create ePortfolio



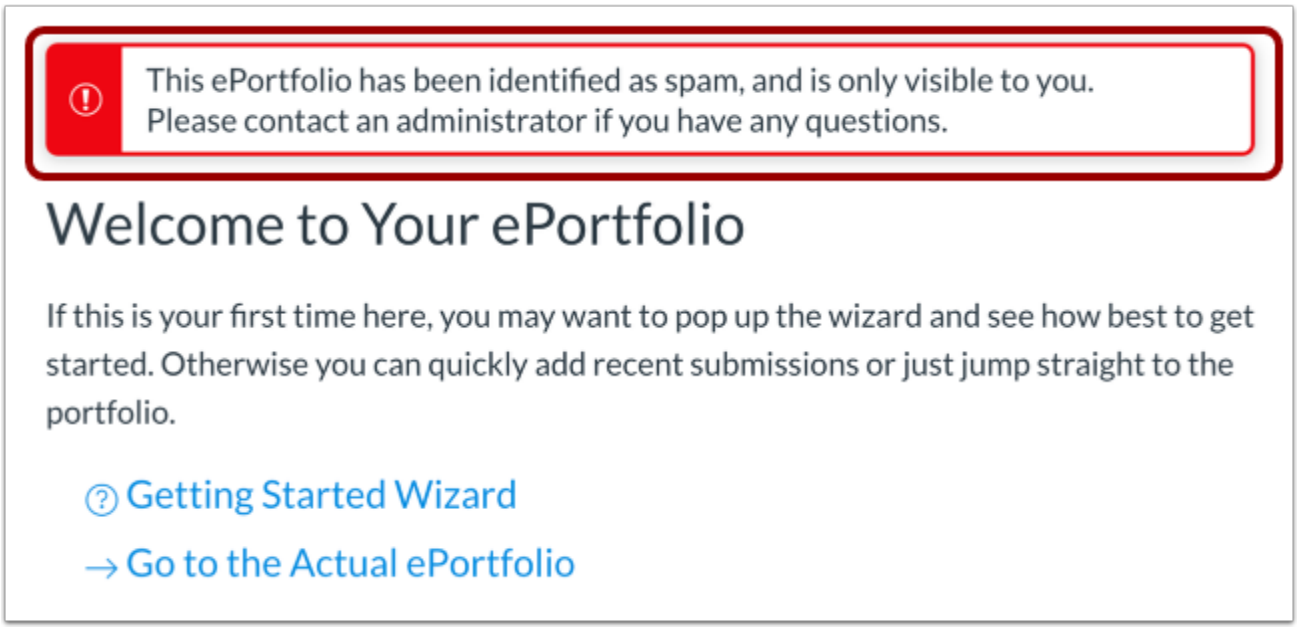
Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click on the **Make ePortfolio** button [3].

View ePortfolio



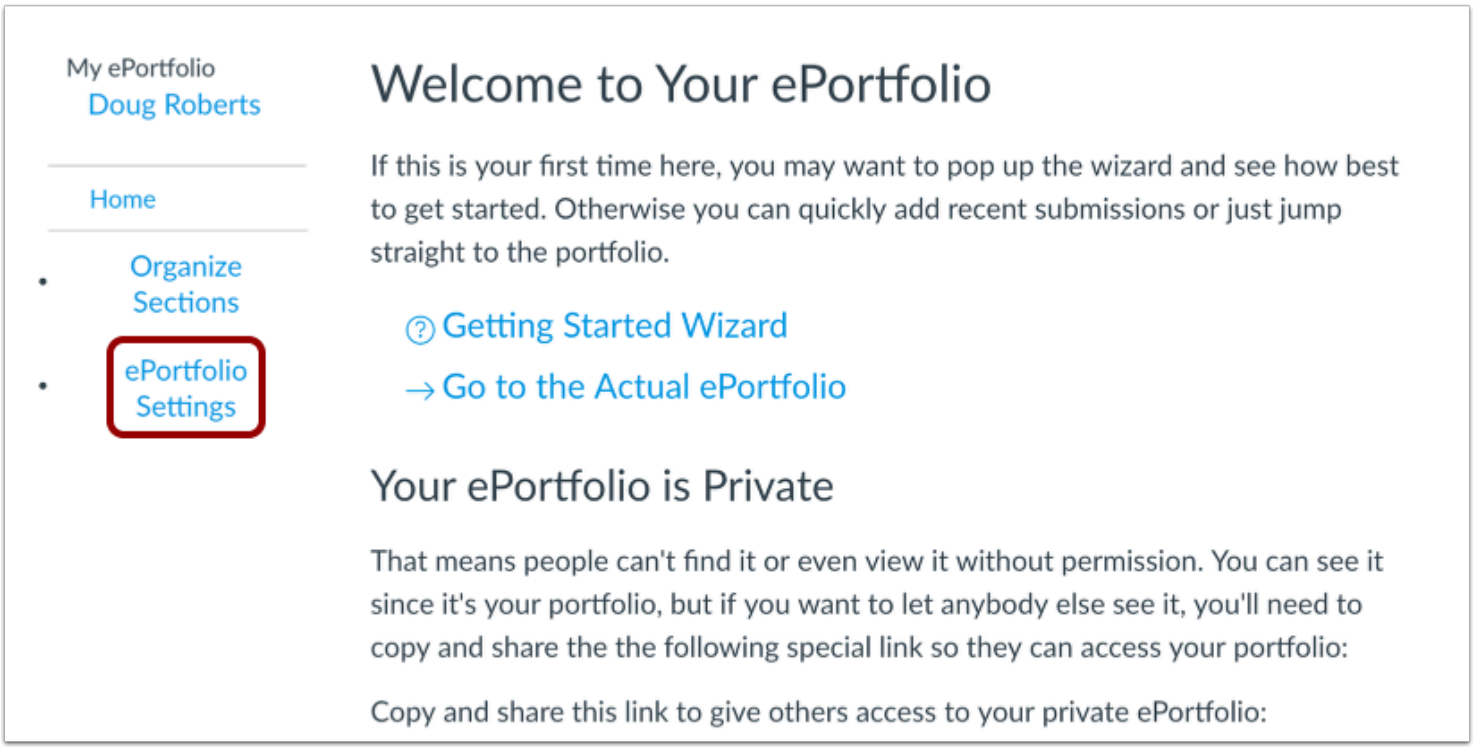
Once the ePortfolio is created, there are several options for creating content for your portfolio, including a wizard that will walk you through your creation, step by step.

View Warning Message



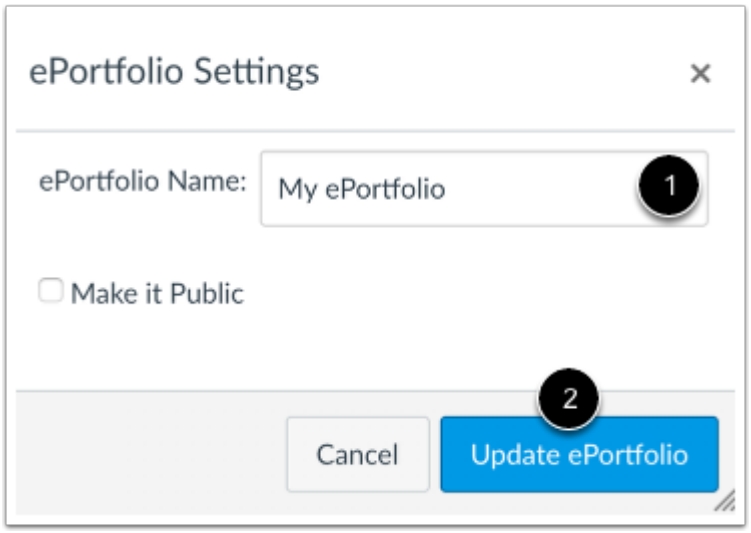
If your ePortfolio has been marked as spam, a warning message will display in your ePortfolio. You will be unable to edit your ePortfolio until a Canvas administrator marks the ePortfolio as safe. Additionally, you will not be able to create any new ePortfolios until a Canvas administrator marks the ePortfolio as safe.

Edit ePortfolio



To edit your ePortfolio settings, click the **ePortfolio Settings** link.

Update ePortfolio

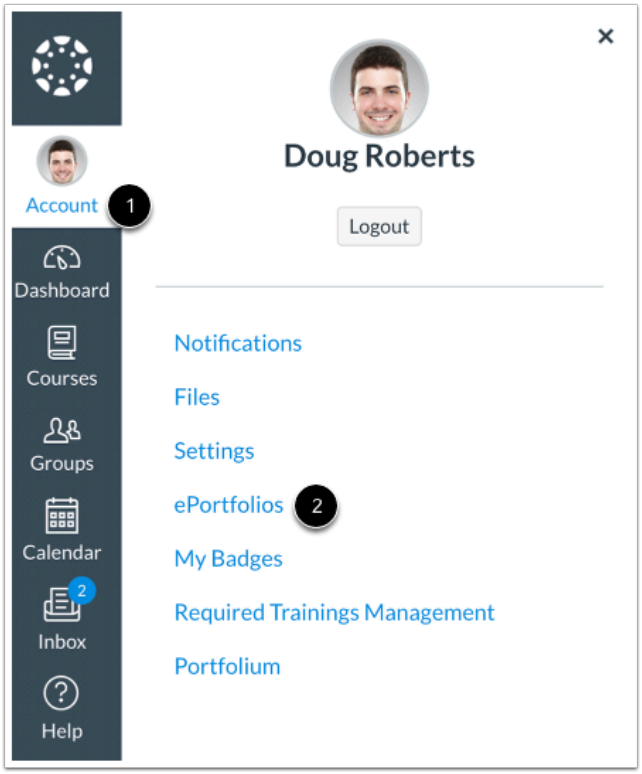


Edit the ePortfolio name or visibility option in ePortfolio Settings [1]. Click the **Update ePortfolio** button [2].

How do I create a new ePortfolio section as an instructor?

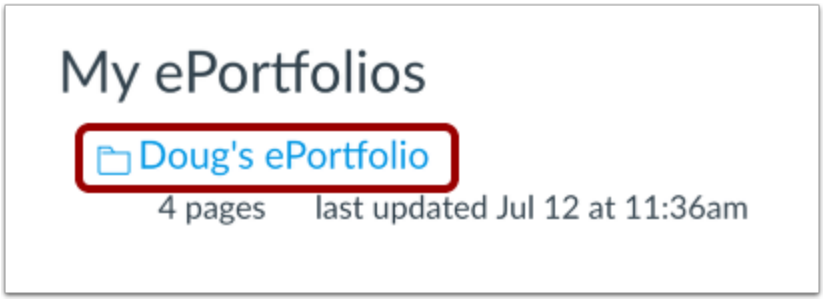
You can organize your ePortfolio by creating multiple sections.

Open ePortfolios



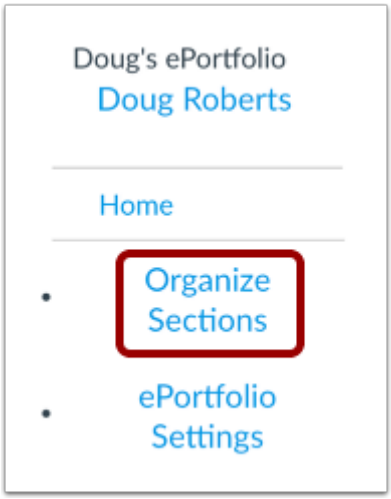
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



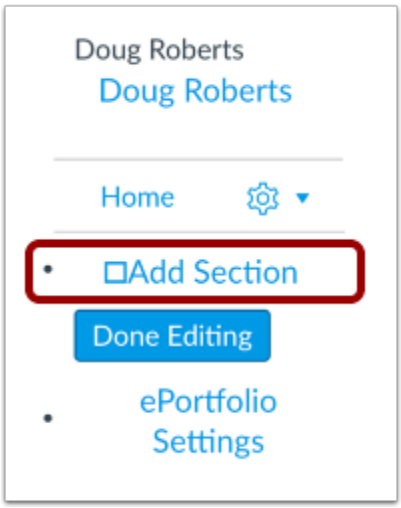
Click the title of the ePortfolio.

Open Sections



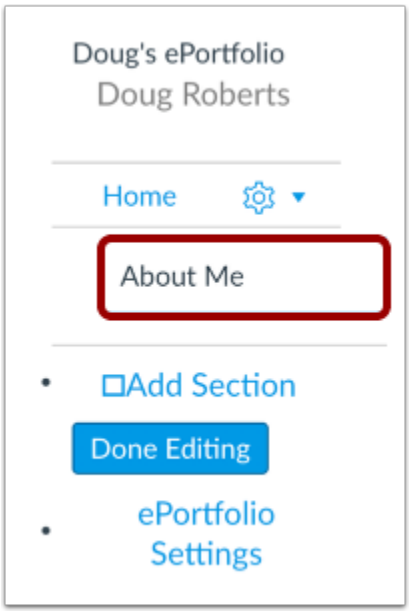
Click the **Organize Sections** link.

Add Section



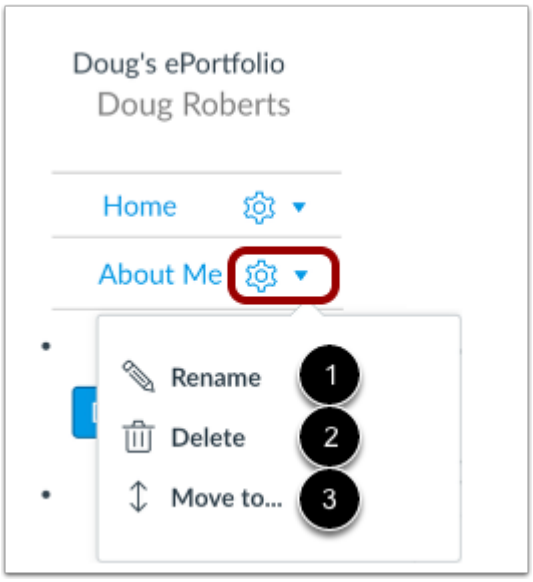
To create a new ePortfolio Section, click the **Add Section** link.

Add Section Name



Type your new section name in the section name field. Press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Manage Sections



To edit any section, click the **Settings** menu. To rename a section, click the **Rename** link [1]. To delete a section, click the **Delete** link [2]. To move a section, click the **Move to...** link [3]. You can also rearrange sections by clicking and dragging them.

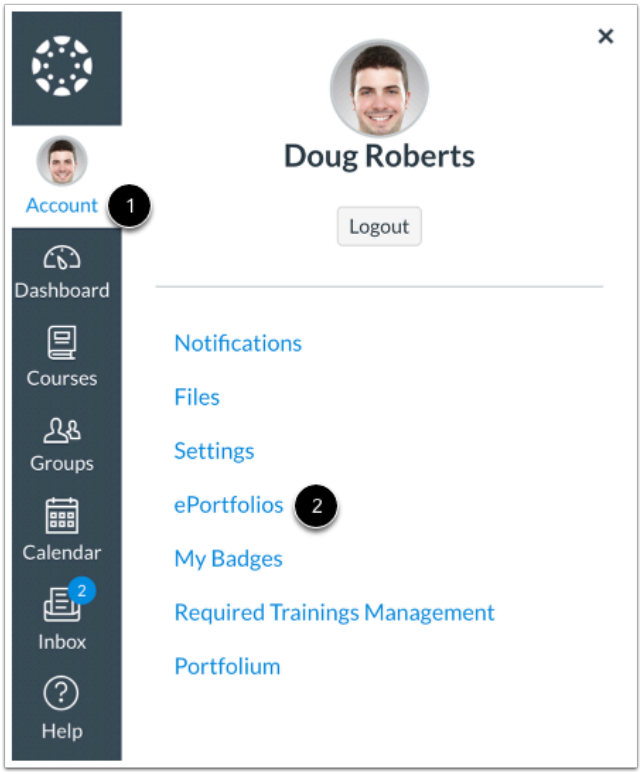
Save Section

When you are finished adding and/or editing your new ePortfolio Sections, click the **Done Editing** button.

How do I organize my ePortfolio as an instructor?

You can organize your ePortfolio by renaming, reordering, or moving sections.

Open ePortfolios

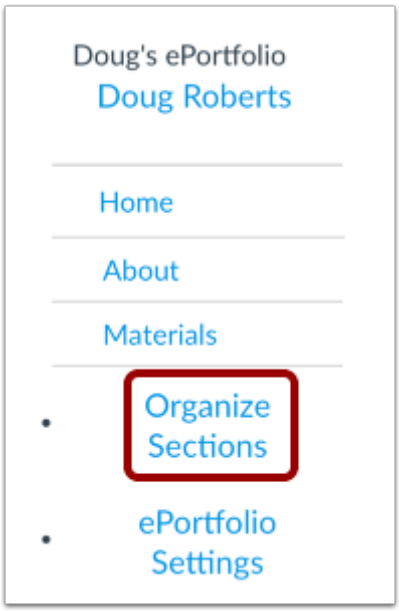


In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

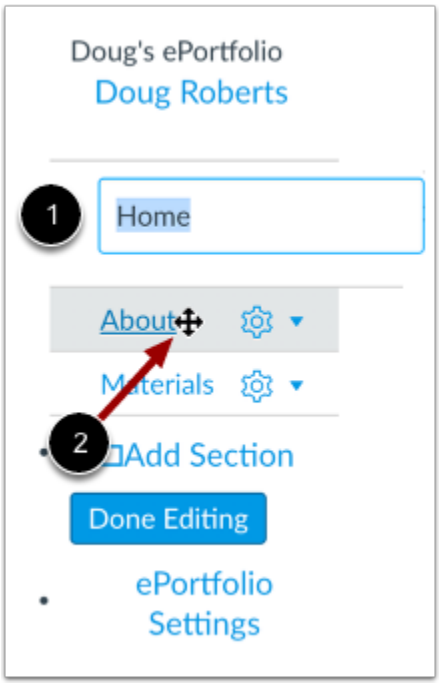
Click the title of the ePortfolio.

Organize Sections



Click the **Organize Sections** link.

Manage Sections

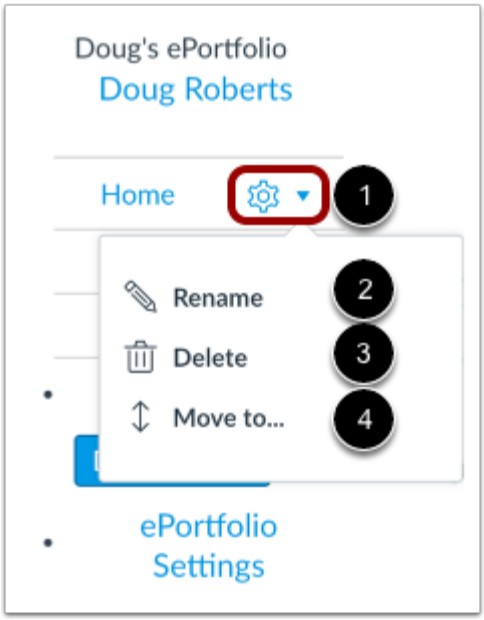


You can organize your ePortfolio sections in the menu.

To rename a section, click the name of the section and type the new name in the field [1].

To reorder a section, hover over the section name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your ePortfolio organization.

View Section Settings

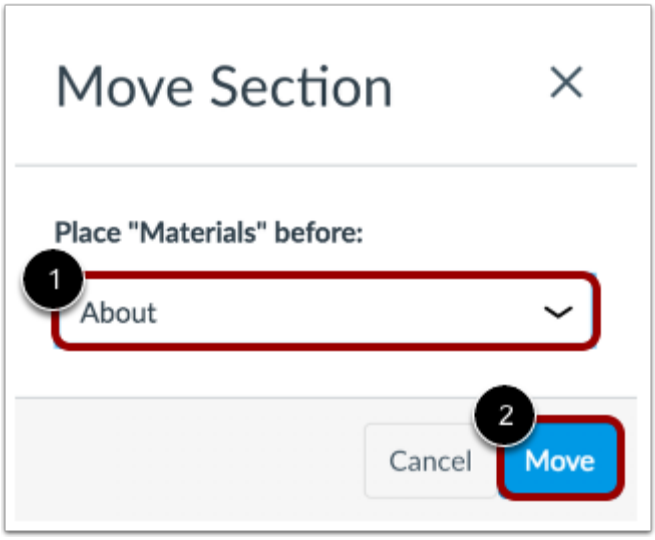


You can also use the Settings icon to organize ePortfolio sections.

To view your options, click the **Settings** icon [1]. To rename a section, click the **Rename** link [2]. To delete a section, click the **Delete** link [3].

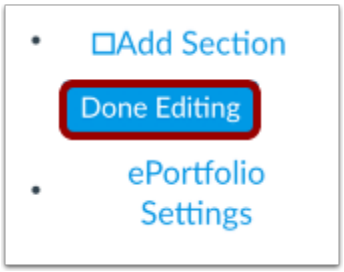
To move a section, click the **Move To...** link [4].

Move Section



In the section drop-down menu [1], select the section that should come after the section you are moving. Click the **Move** button [2].

Save Changes

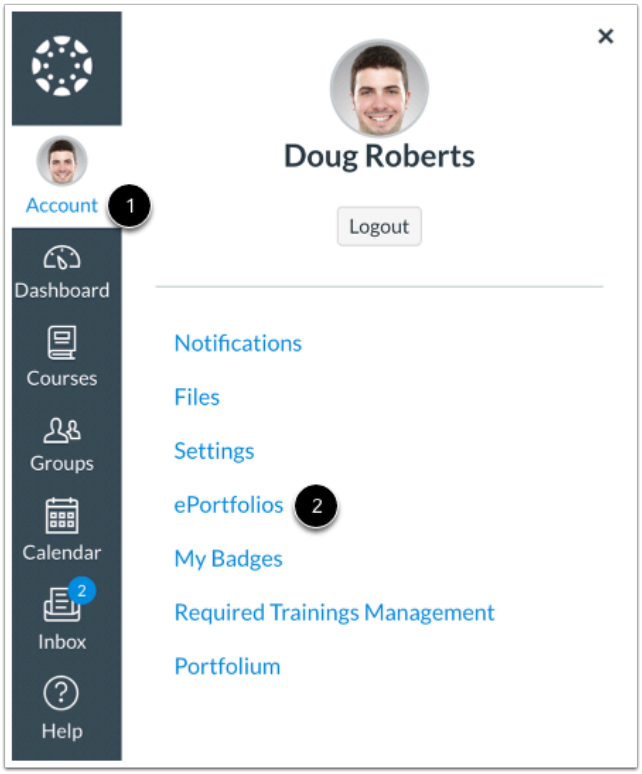


Click the **Done Editing** button.

How do I edit the default page in my ePortfolio section as an instructor?

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

Open ePortfolios

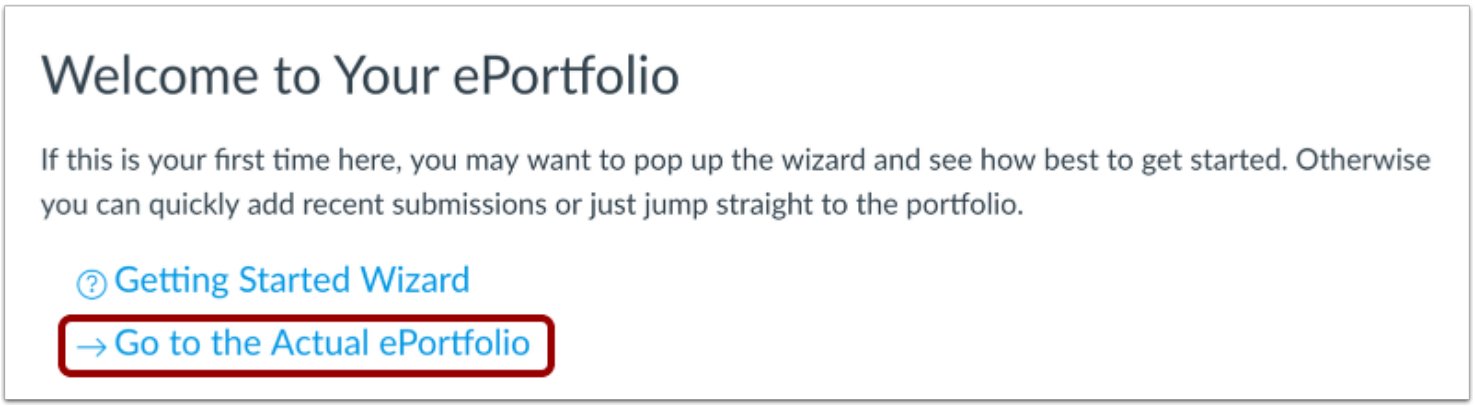


In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

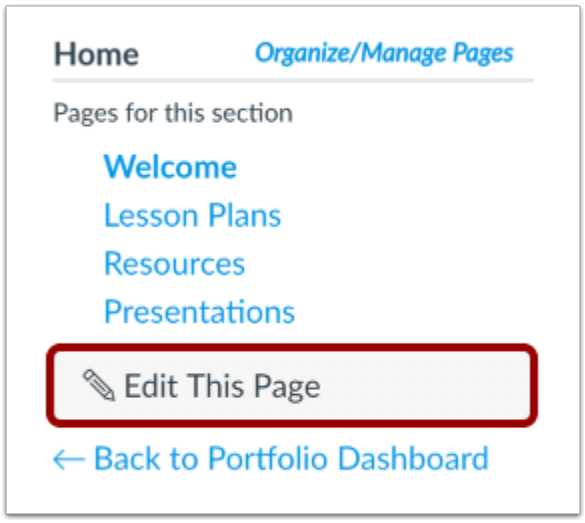
Click the title of the ePortfolio.

Go to ePortfolio



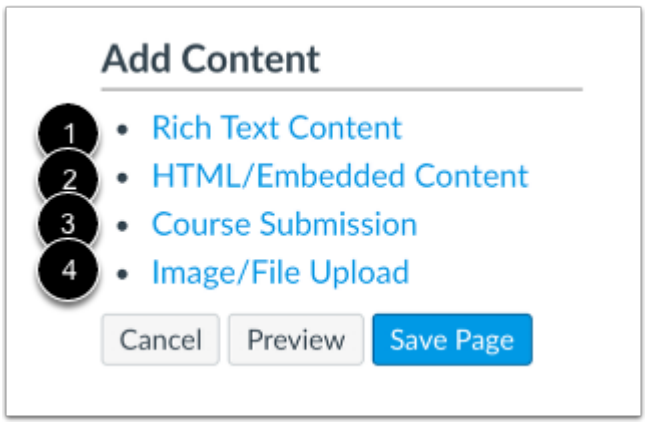
Click the **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

Edit Page



Click the **Edit This Page** button to add or change content on the default page.

Add Content

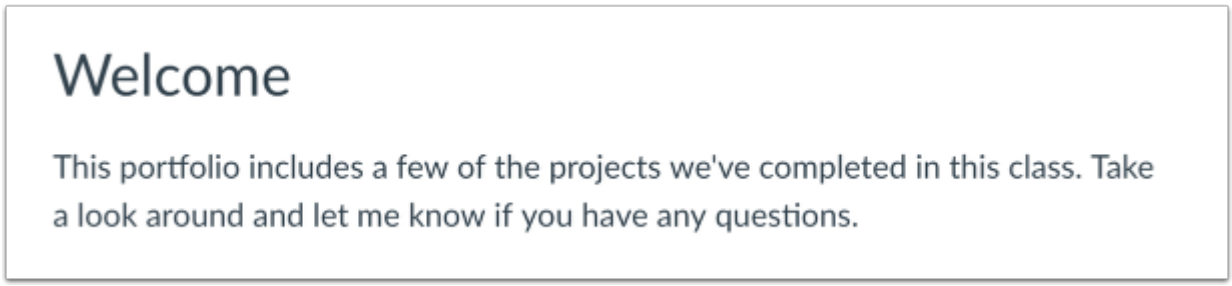


Content can be edited by using the Add Content links. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

Save Page

Click the **Save Page** button.

View Page

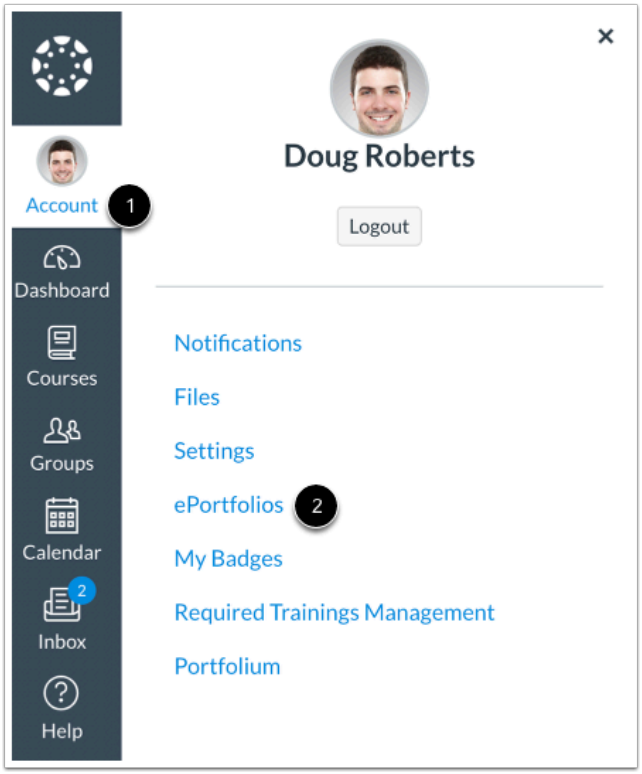


View your changes to the default page.

How do I create a new page in my ePortfolio section as an instructor?

Within an ePortfolio section, you can create pages to add to the section. You can also add content to each page in the section. Please note that any content added to an ePortfolio can only be viewed by users who have permission in Canvas to view it, even if your ePortfolio is made public.

Open ePortfolios

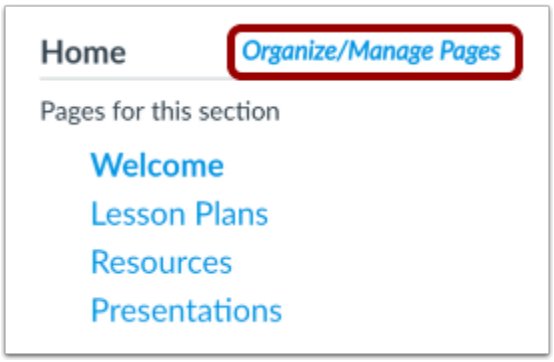


In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

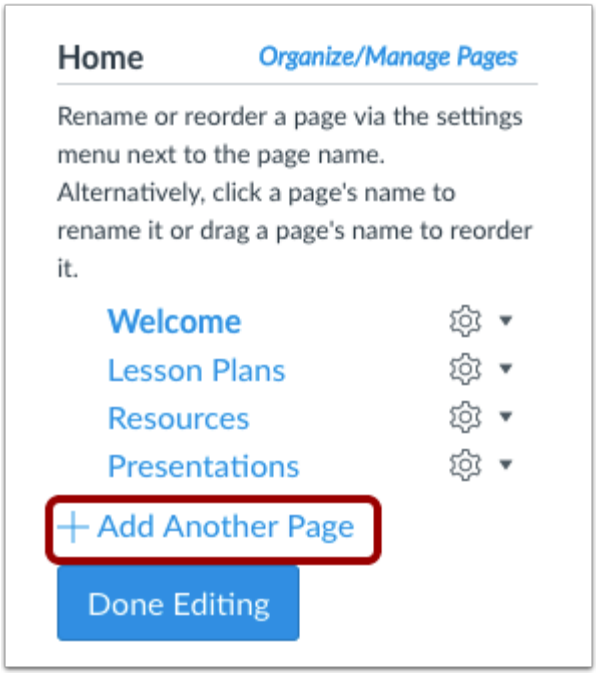
Click the title of the ePortfolio.

Organize/Manage Pages



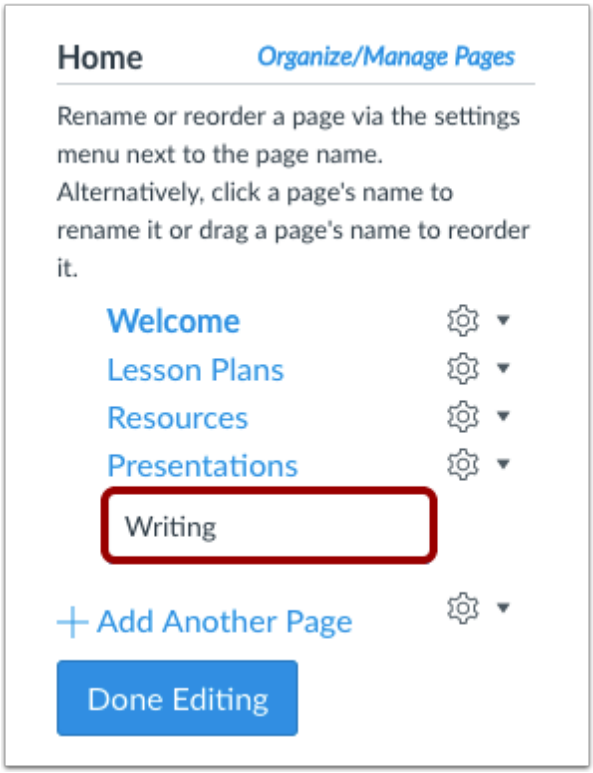
Click the **Organize/Manage Pages** link.

Add Another Page



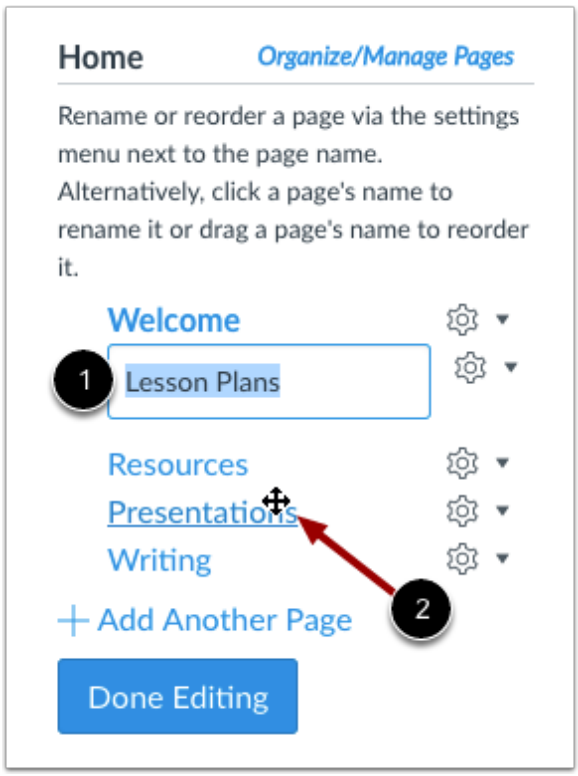
Click the **Add Another Page** link.

Add Page



Type the name of the new page in the page name field and press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Manage Page

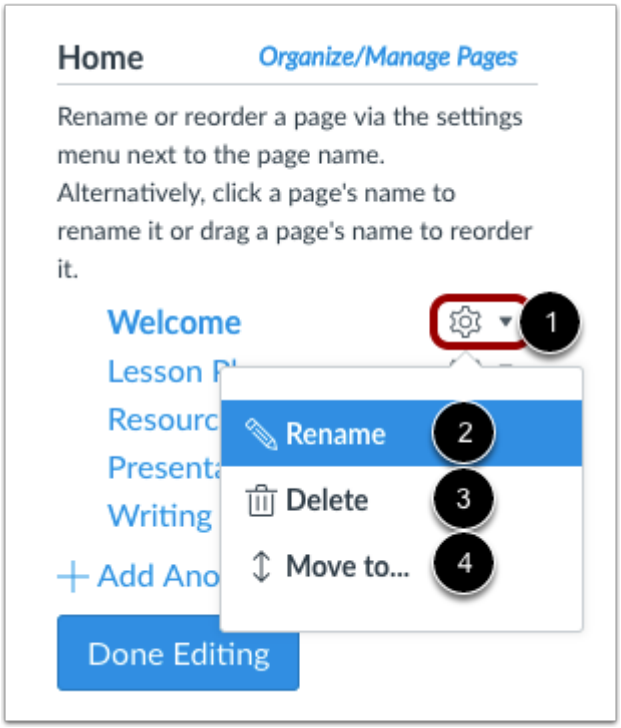


You can edit your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location.

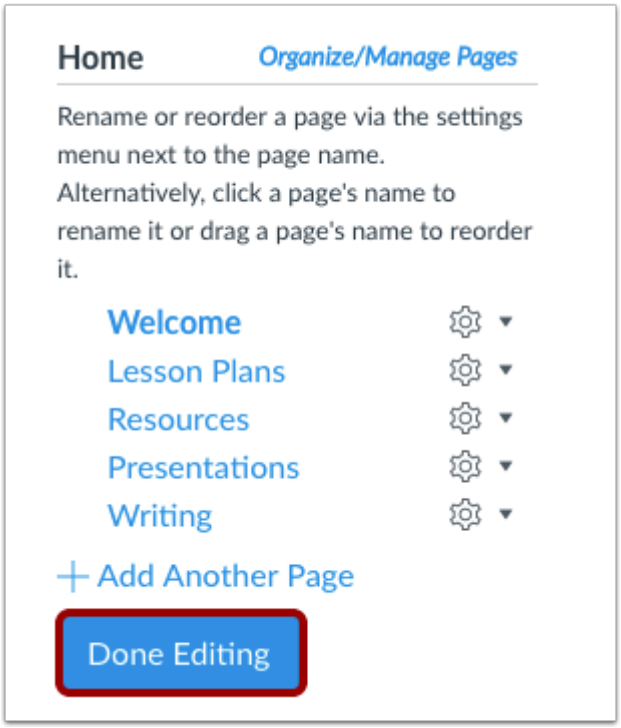
View Page Settings



You can also edit your ePortfolio pages through the **Settings** menu [1].

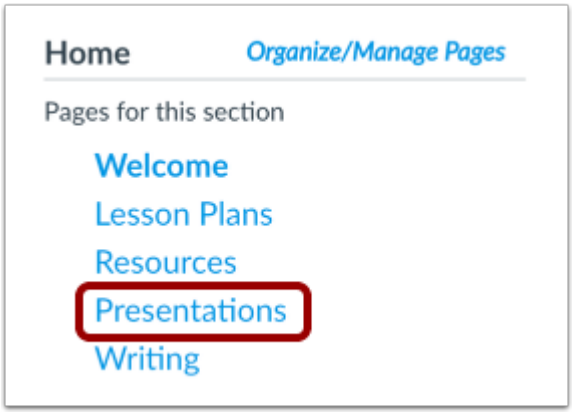
To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3]. To move a page, click the **Move to...** link [4].

Save Page



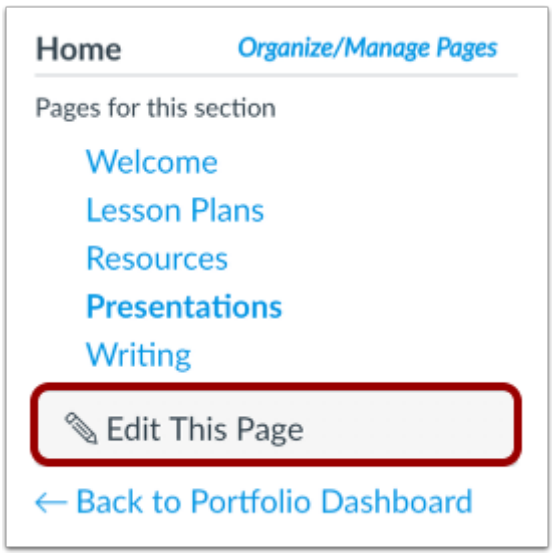
Click the **Done Editing** button.

Add Page Content



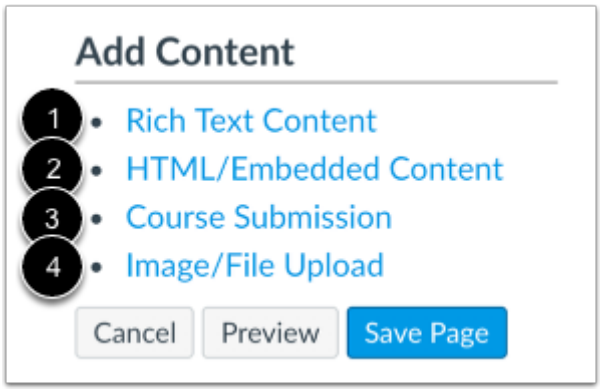
To add content to your page, click the name of the page.

Edit Page



Click the **Edit This Page** button.

Add Content



You can add content to your ePortfolio in several different ways. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

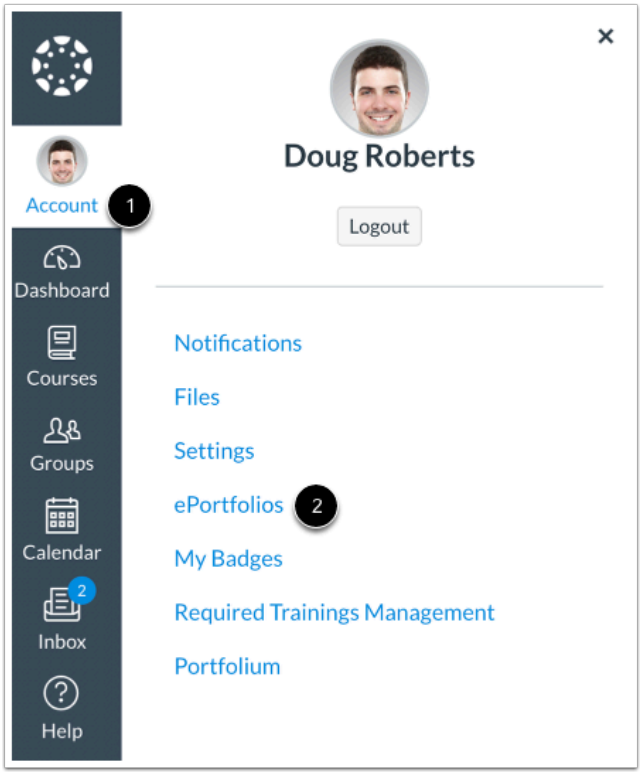
Save Page

Click the **Save Page** button.

How do I add rich text content to my ePortfolio page as an instructor?

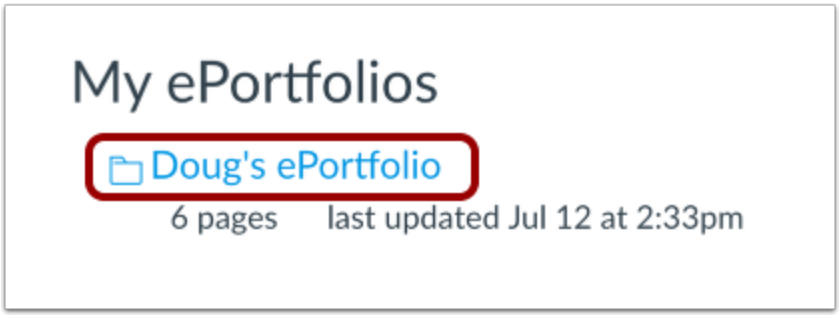
You can use the Rich Content Editor to add content to pages in your ePortfolio.

Open ePortfolios



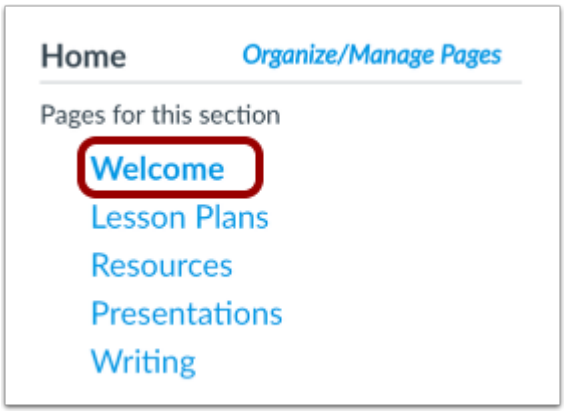
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



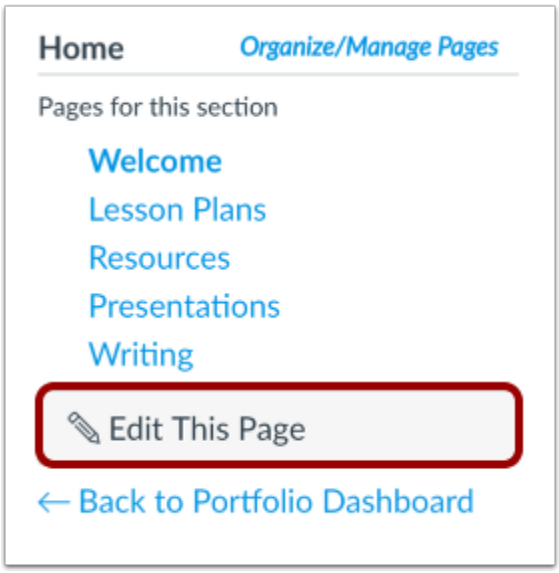
Click the title of the ePortfolio.

Select Page



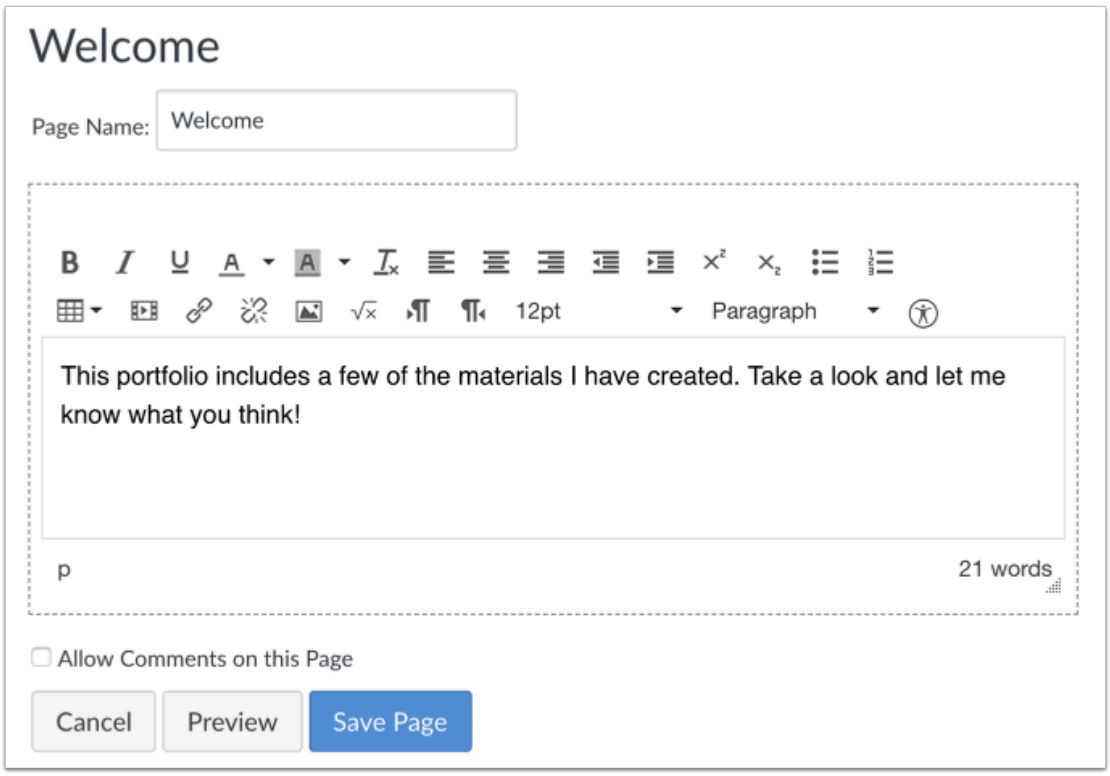
Click the title of the page you wish to edit.

Edit Page



Click the **Edit This Page** button.

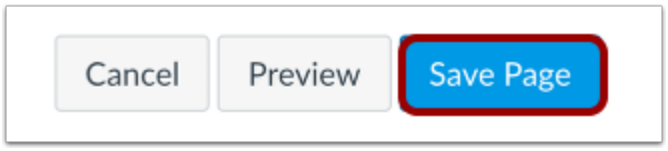
Add Content



Canvas already creates a rich text content box for each page. Type your content in the text box and use the toolbar to format your text.

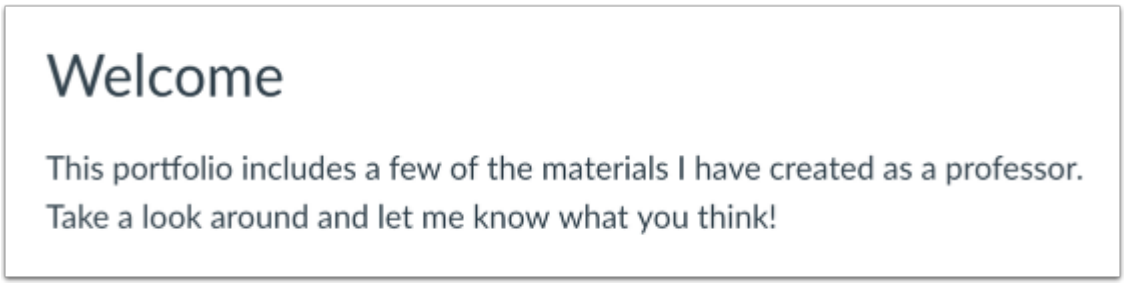
Note: The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

Save Changes



Click the **Save Page** button.

View Page

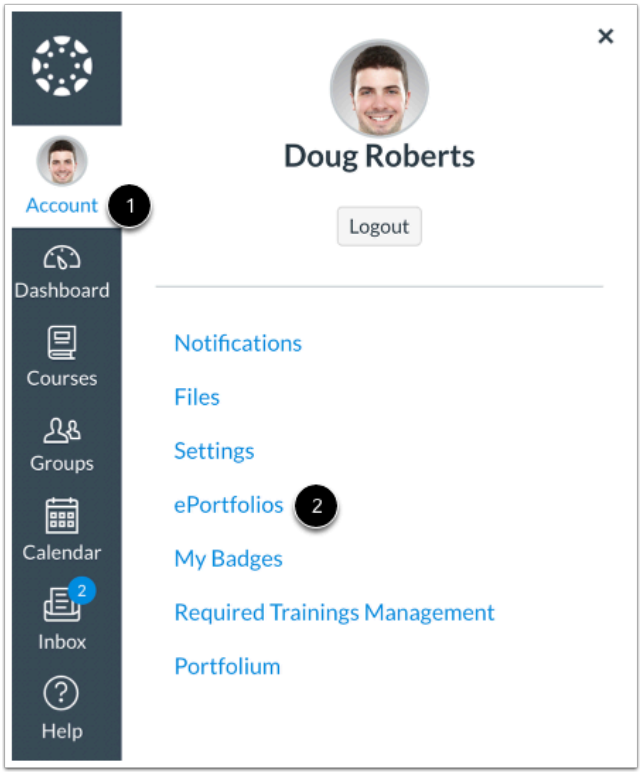


View the changes you made to the page.

How do I upload a file or image to my ePortfolio page as an instructor?

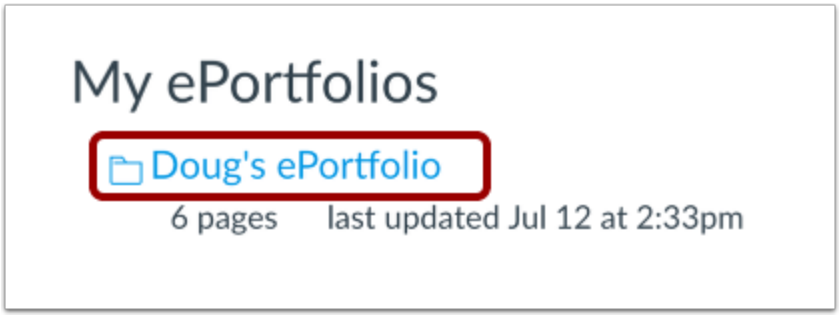
You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio. You can upload any file type to your ePortfolio. Files uploaded to your ePortfolio count against your user storage quota set by your institution. Image files uploaded to your ePortfolio will render as an image on the ePortfolio page; all other file types will display a download link for the file.

Open ePortfolios



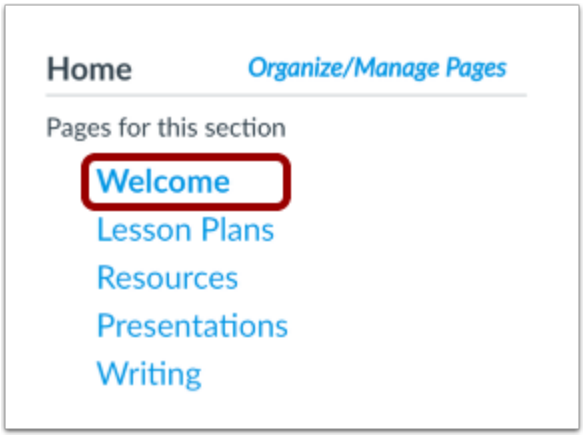
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



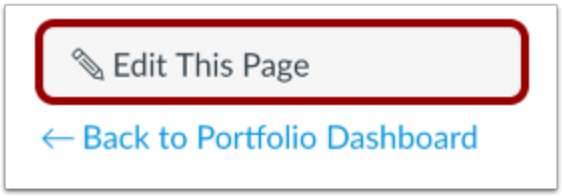
Click the title of the ePortfolio.

Select Page



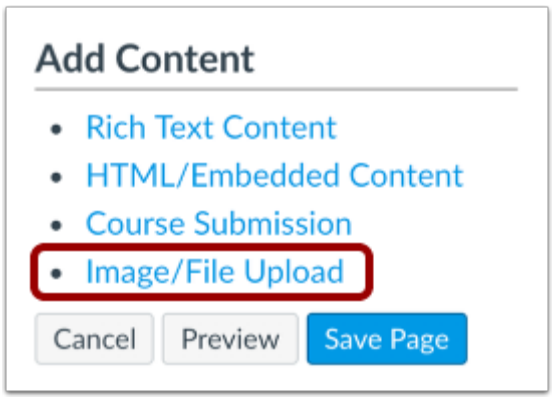
Click the title of the page you wish to edit.

Edit Page



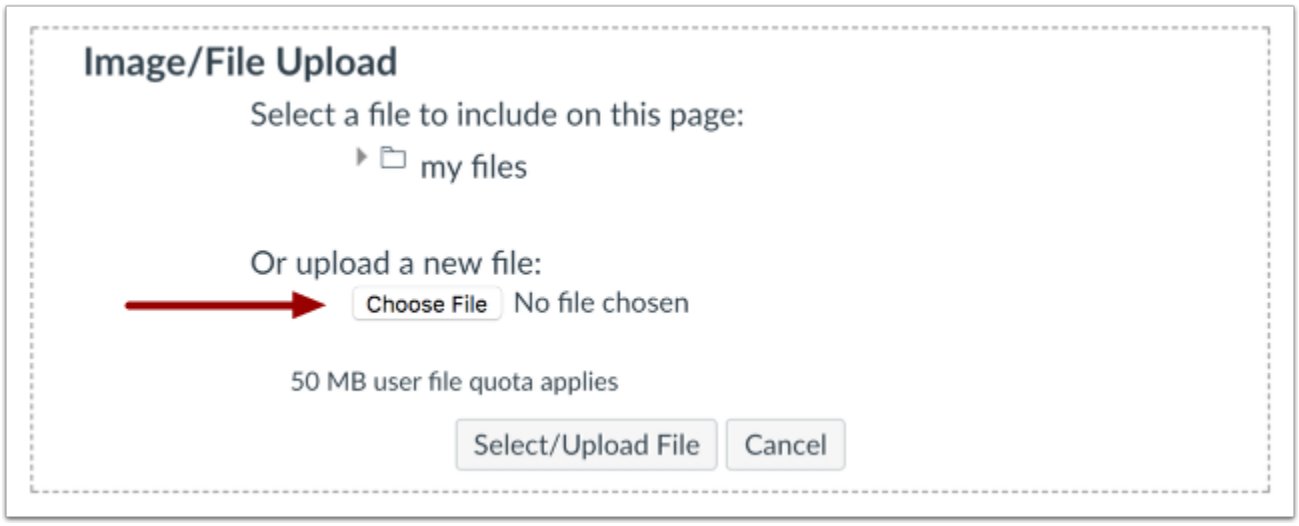
Click the **Edit This Page** button.

Add Image or File



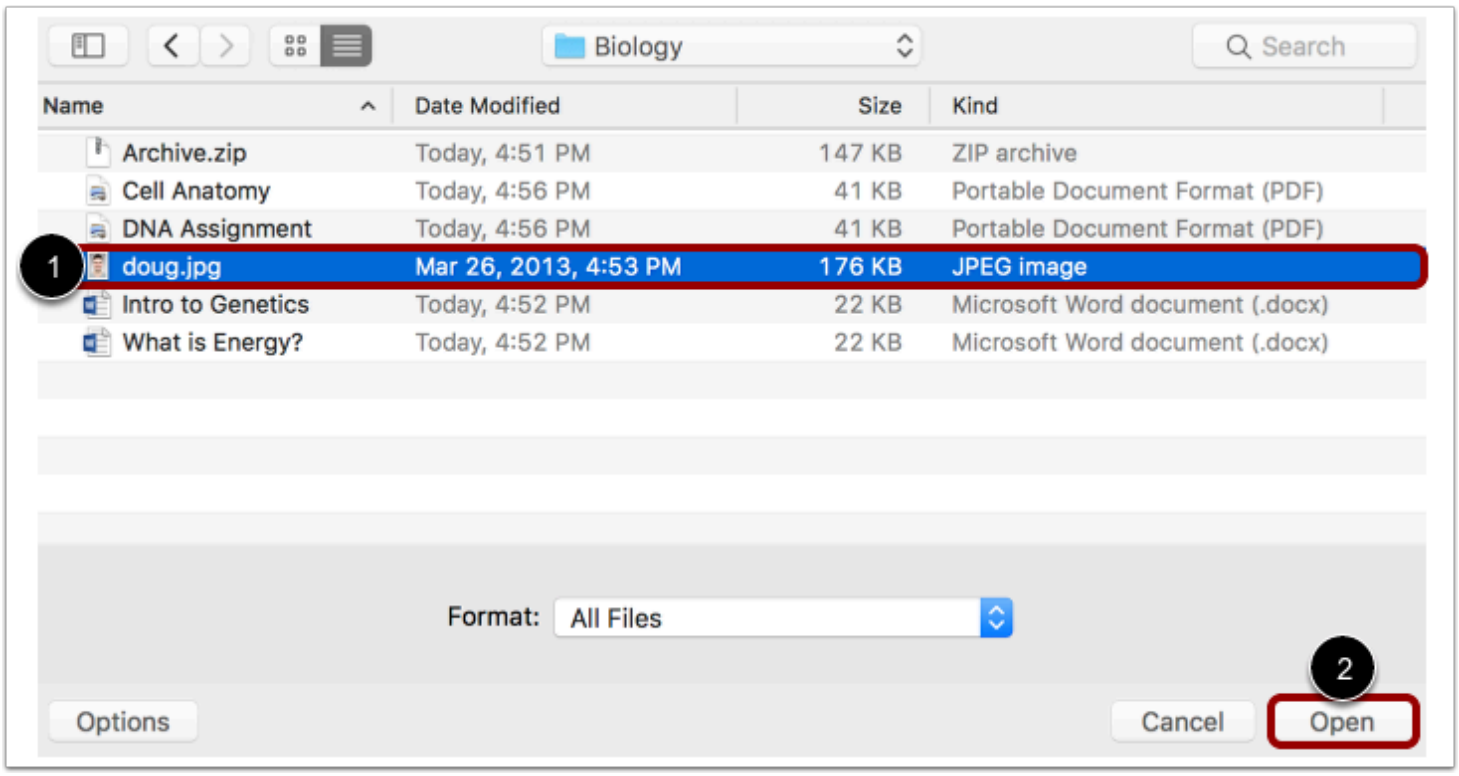
Click on the **Image/File Upload** link.

Choose File



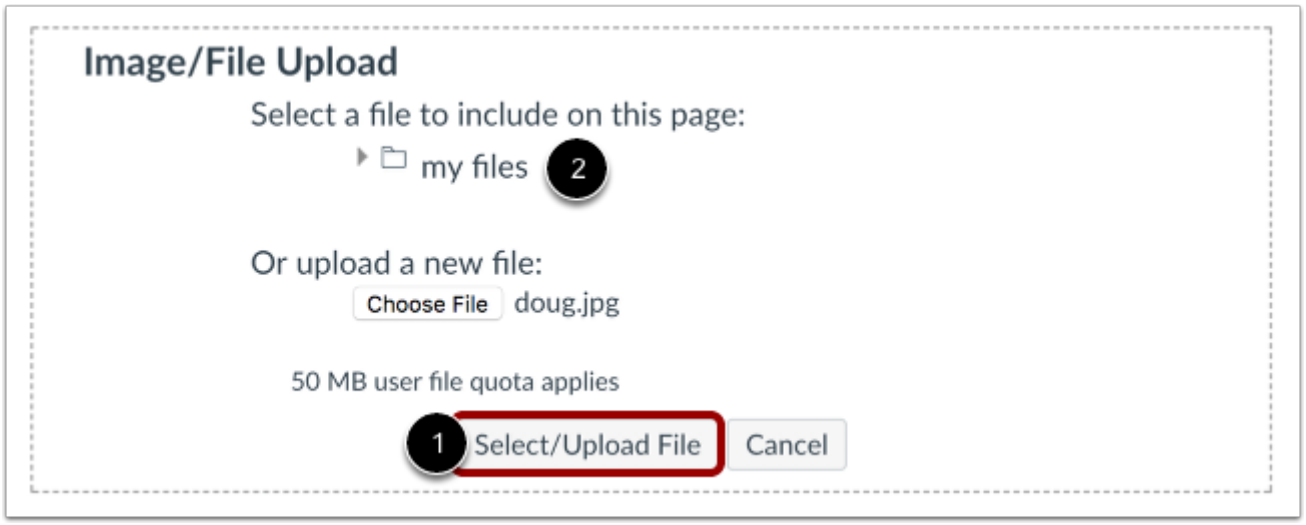
Click the **Choose File** button.

Select File



Locate the file [1] and click the **Open** button [2].

Upload File



Click the **Select/Upload File** button [1] to upload the file.

Notes:

- You can also use the files you have previously uploaded to your personal files by clicking on the **my files** icon [2].
- Multiple files and different file types can be uploaded to the same ePortfolio page.

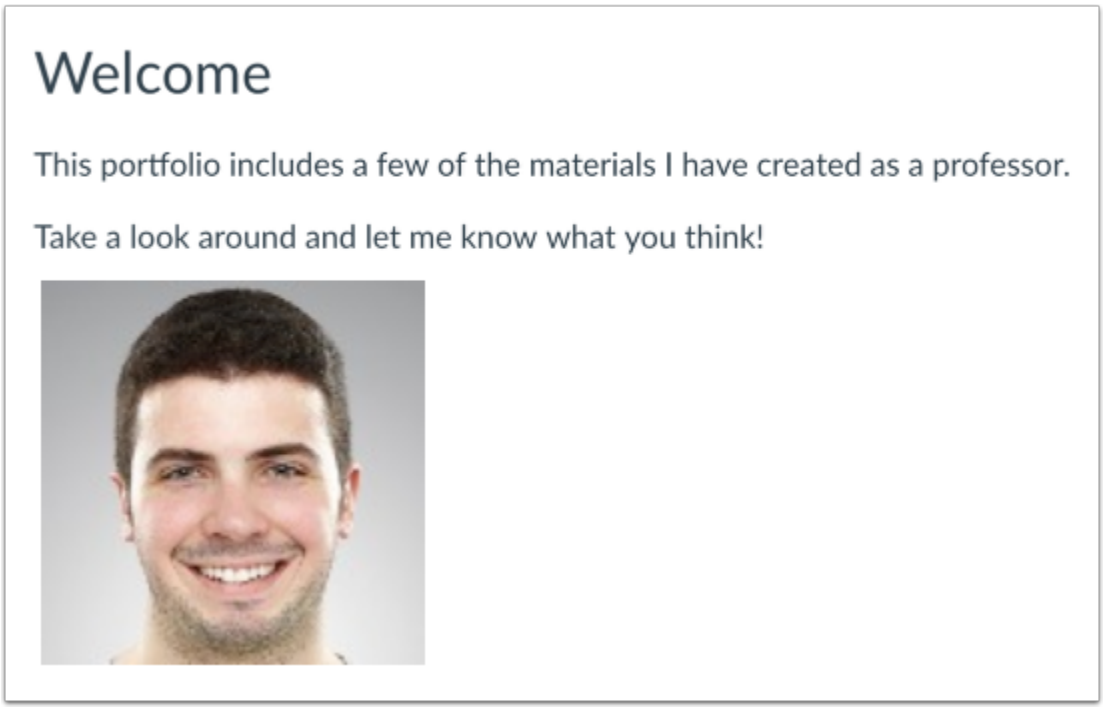
Delete File

You can delete a file or image by selecting the **Delete** icon.

Save Changes

Click the **Save Page** button to save the changes you made.

View Page

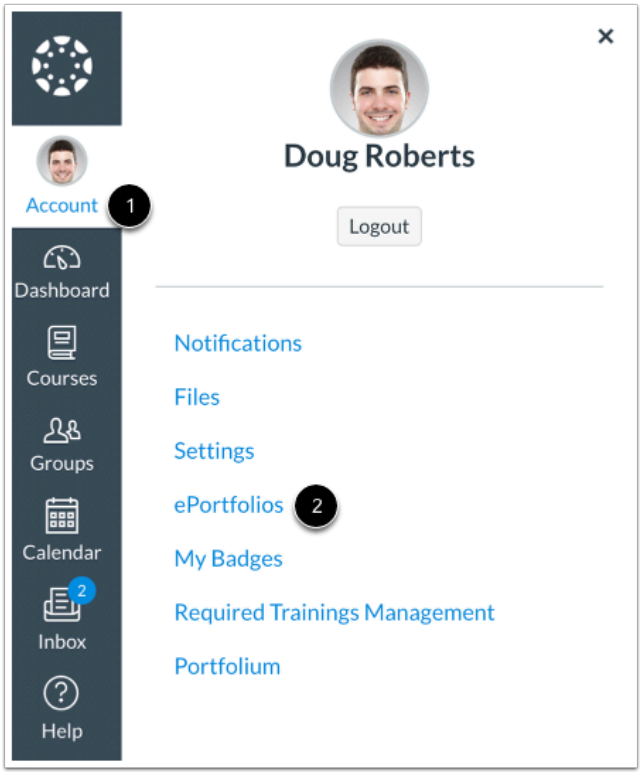


View the changes you made to the page.

How do I organize my ePortfolio pages as an instructor?

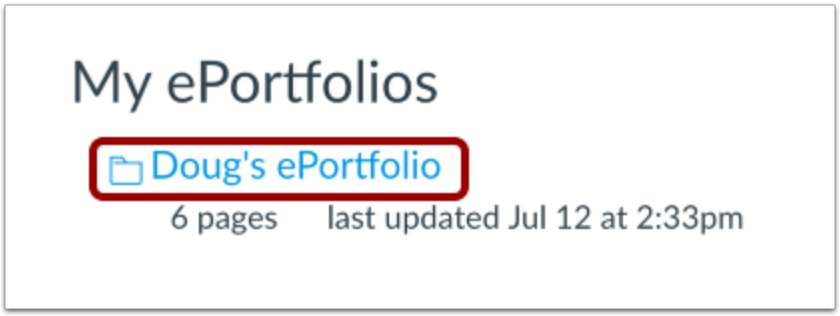
You can organize your ePortfolio pages within your sections. You can also rename, reorder, and move pages.

Open ePortfolios



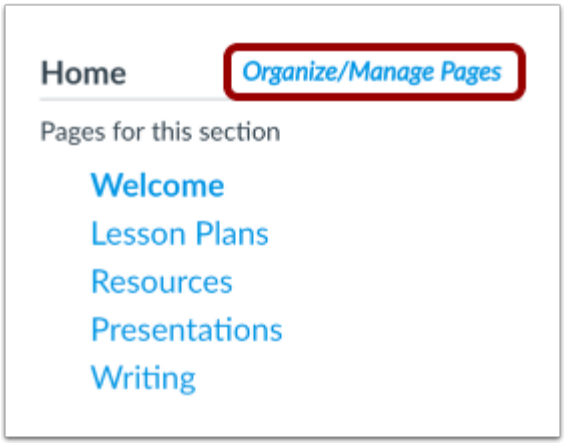
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



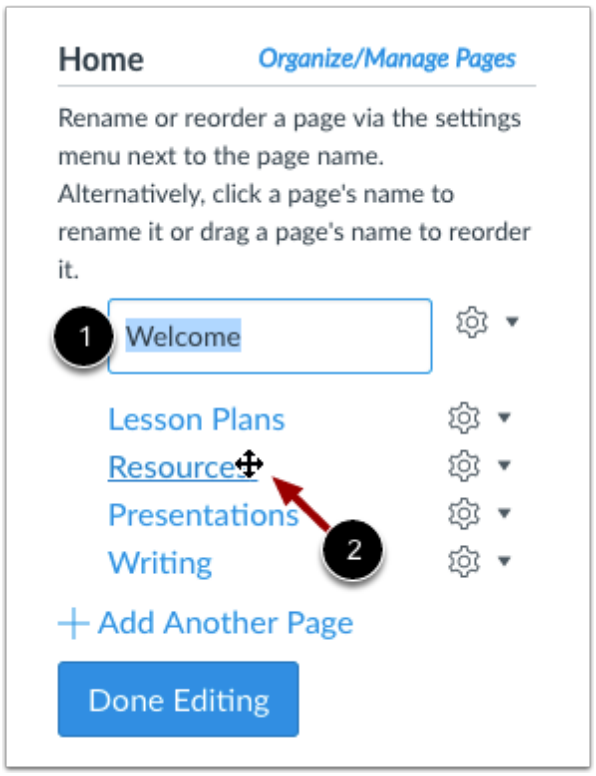
Click the title of the ePortfolio.

Organize/Manage Pages



Click the **Organize/Manage Pages** link.

Manage Pages

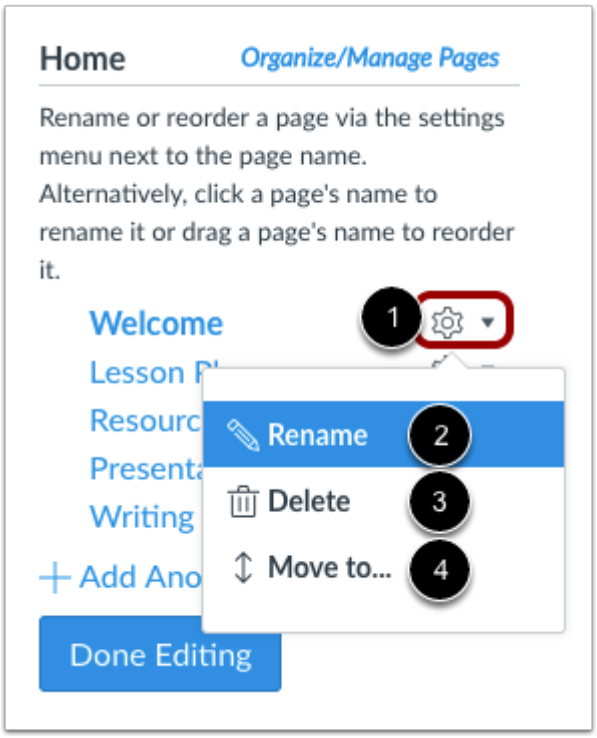


You can organize your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your section organization.

View Page Settings

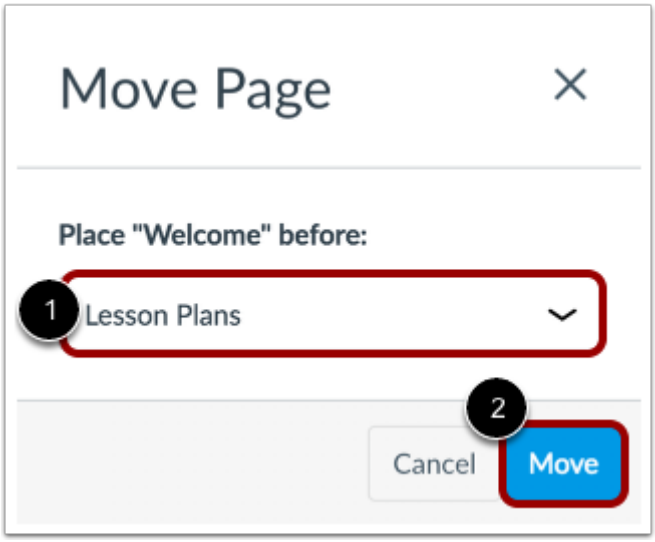


You can also use the Settings icon to organize ePortfolio pages.

To view your options, click the **Settings** icon [1]. To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3].

To move a page, click the **Move To...** link [4].

Move Page



In the page drop-down menu [1], select the page that should come after the page you are moving. Click the **Move** button [2].

Save Changes

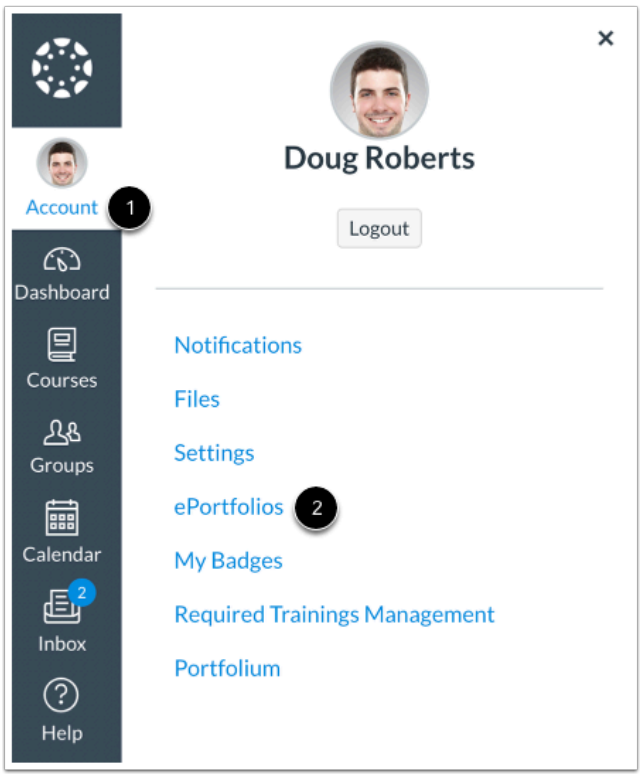
Click the **Done Editing** button.

How do I add HTML/embedded content to my ePortfolio page as an instructor?

You can add HTML or embed cotent to your ePortfolio page.

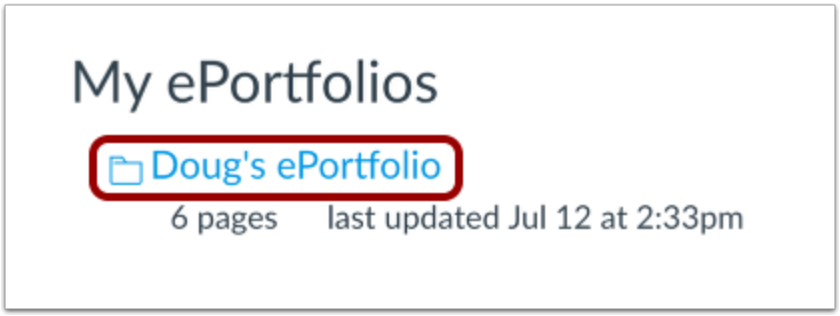
Note: Canvas only supports secure video URLs (HTTPS) for embedding.

Open ePortfolios



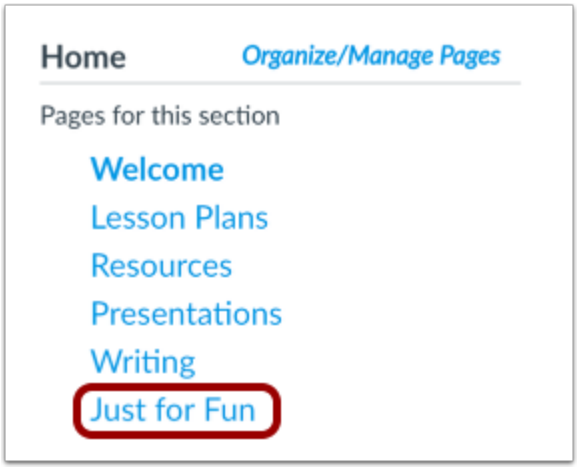
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



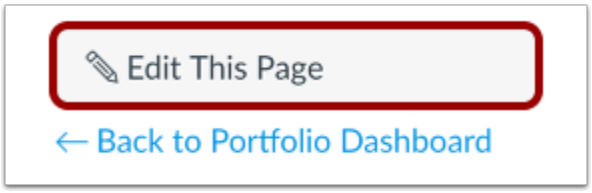
Click the title of the ePortfolio.

Open Page



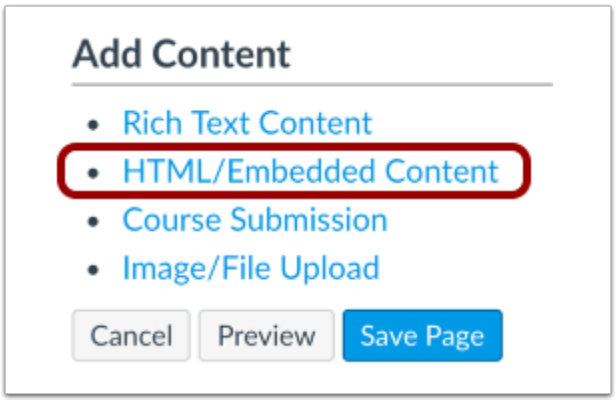
Click the page you want to edit.

Edit Page



Click the **Edit This Page** button.

Add HTML/Embedded Content Box



Click the **HTML/Embedded Content** link.

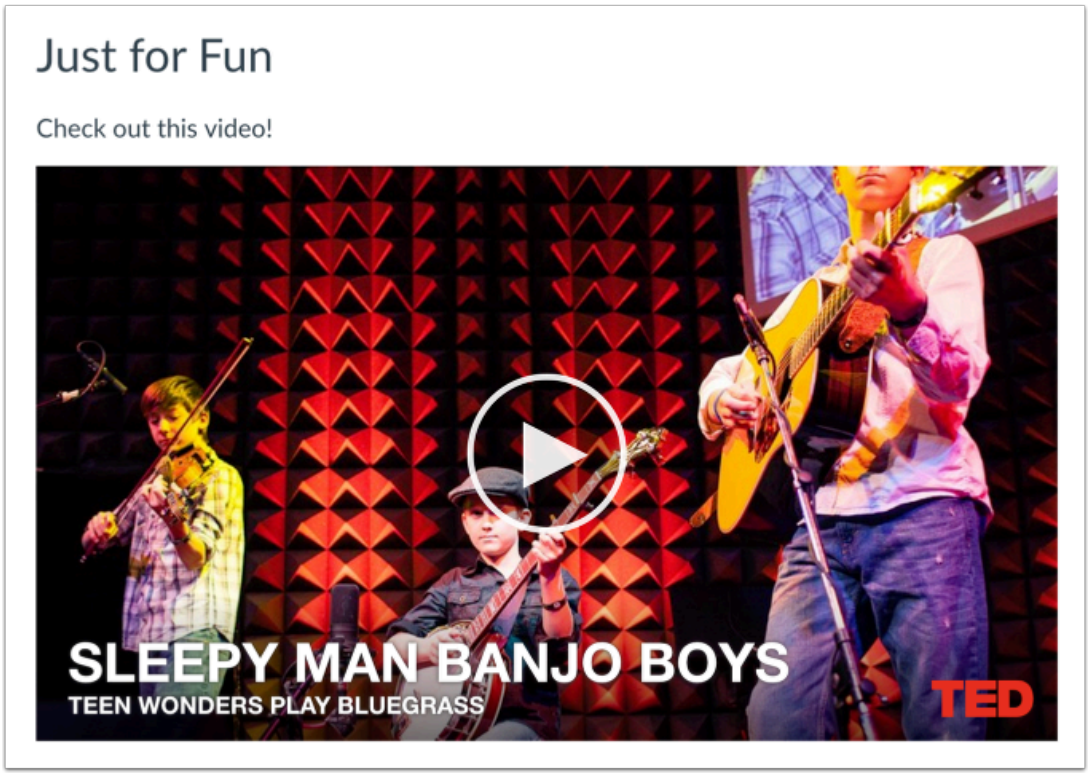
Edit Content Box

Edit the HTML content box by typing in the text box.

Save Changes

Click the **Save Page** button.

View Page

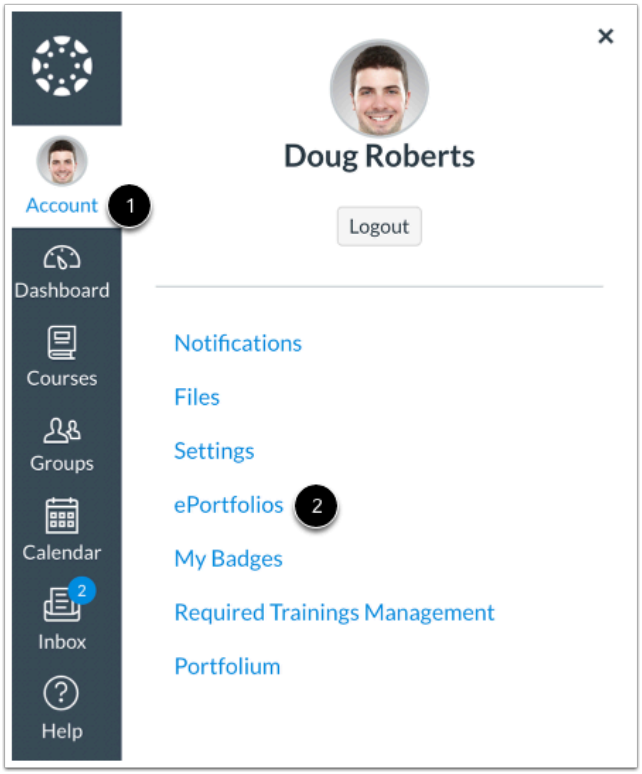


View the changes you made to the page.

How do I preview a page in my ePortfolio as an instructor?

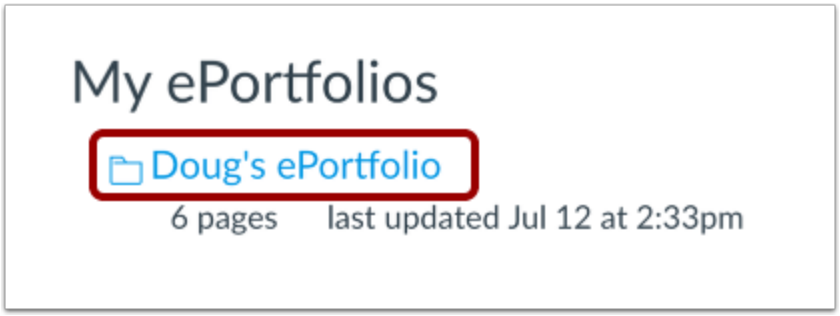
You can preview a page before saving and publishing it.

Open ePortfolios



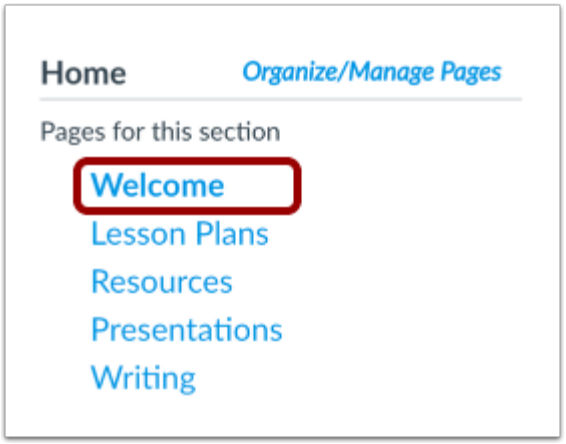
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



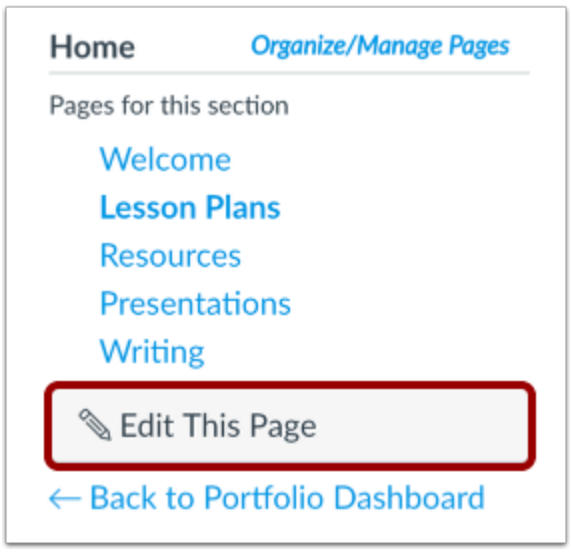
Click the title of the ePortfolio.

Select Page



Click the page you want to edit.

Edit This Page

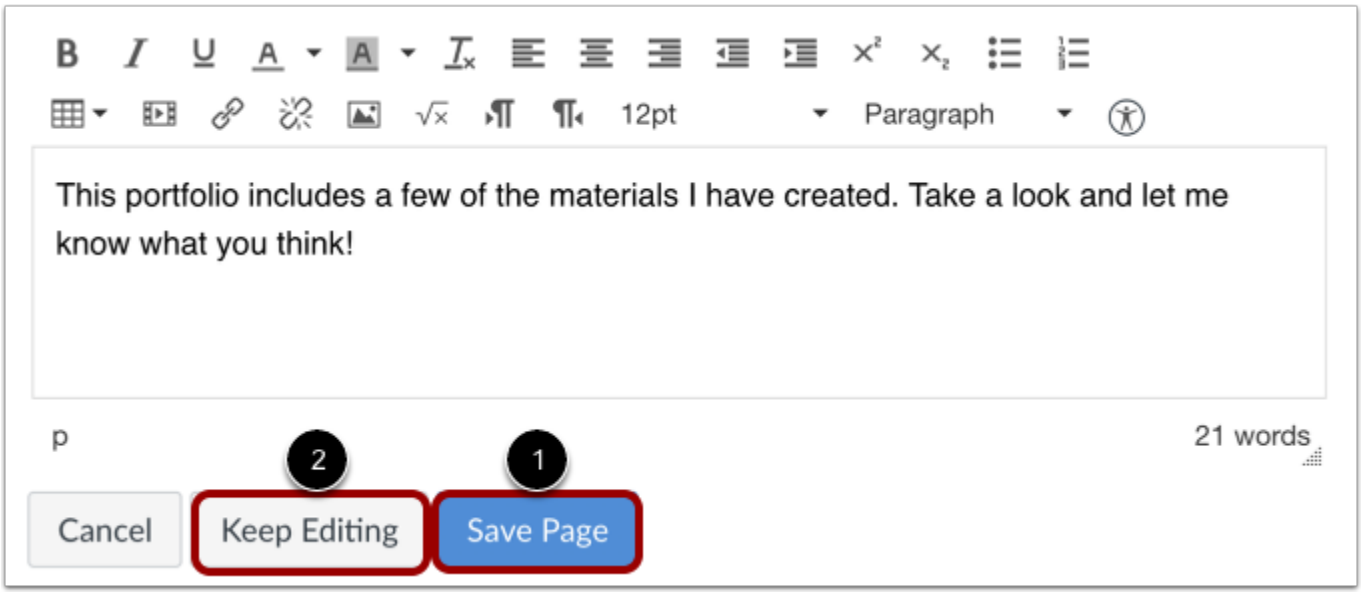


Click the **Edit This Page** button.

Preview Page

Click the **Preview** button.

Save Page



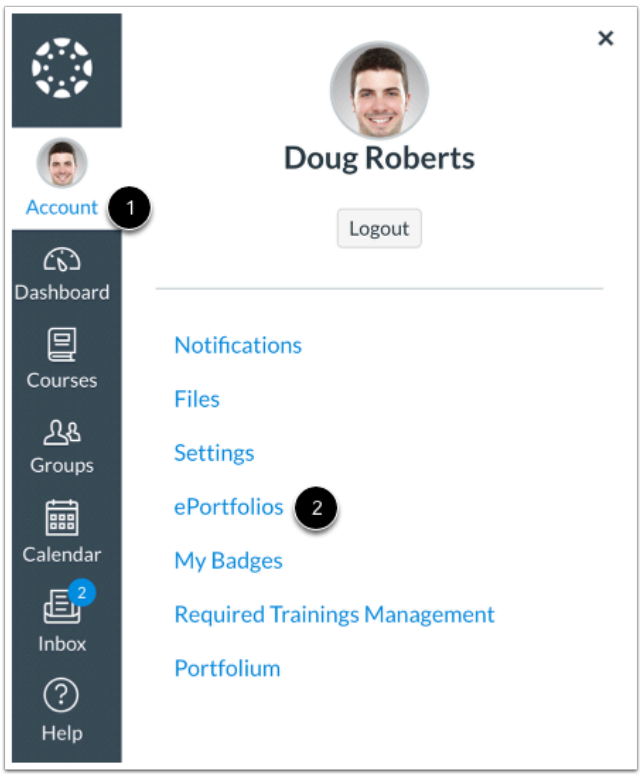
You can save the changes you made by clicking the **Save Page** button [1]. If you would like to continue making changes, click the **Keep Editing** button [2].

How do I download the contents of my ePortfolio as an instructor?

You can download the contents of your ePortfolio as a zip file.

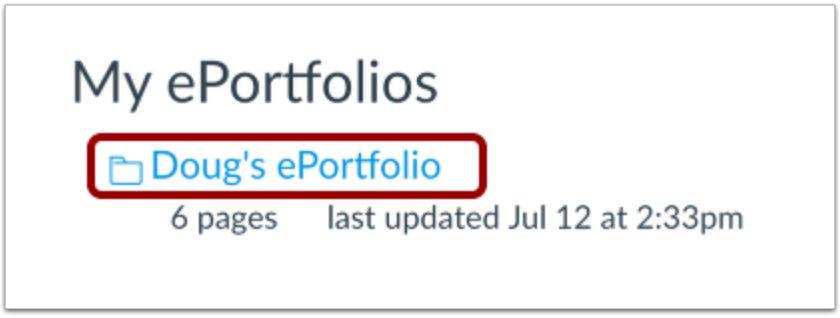
Note: ePortfolio downloads do not include comments.

Open ePortfolios



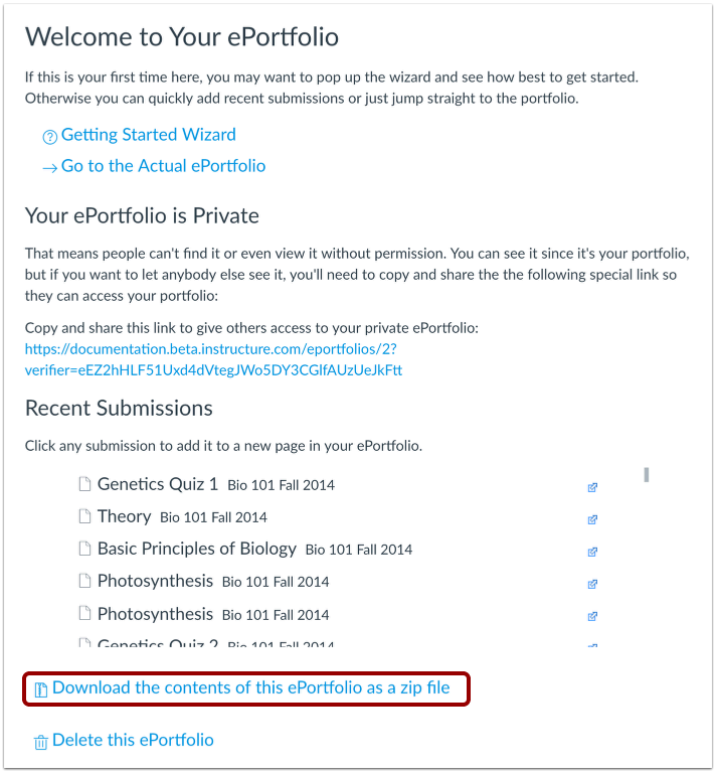
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



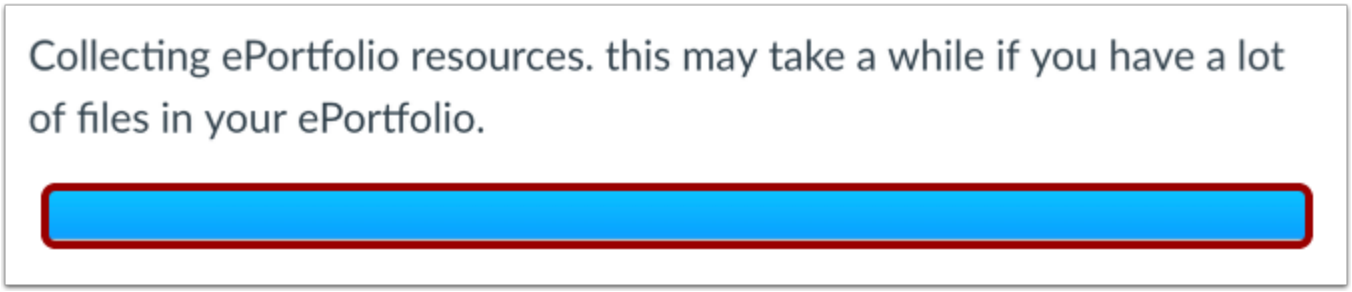
Click the title of the ePortfolio.

Download ePortfolio



To download your ePortfolio, click the **Download the contents of this ePortfolio as a zip file** link.

View Download Process



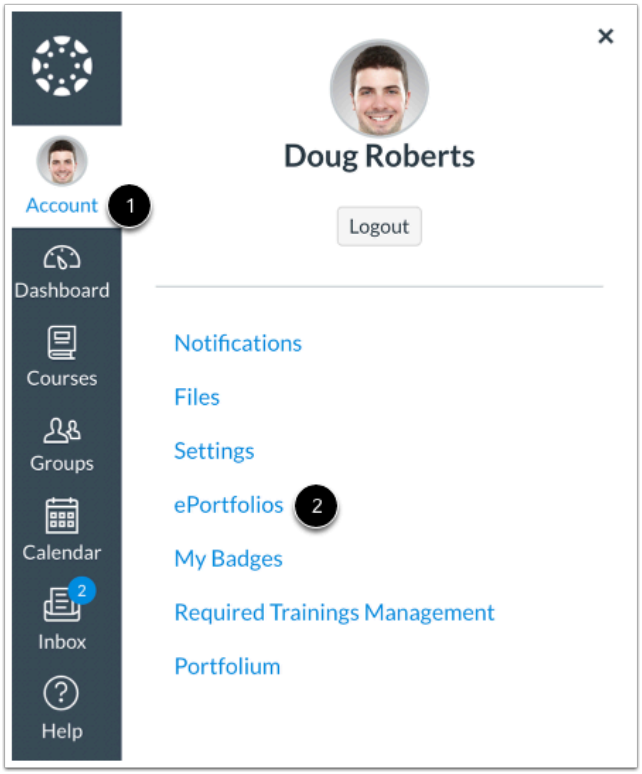
You can monitor the download through the progress bar. It will download as a .zip file to your browser's set download location.

How do I retrieve assignments from previous courses in my ePortfolio as an instructor?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.

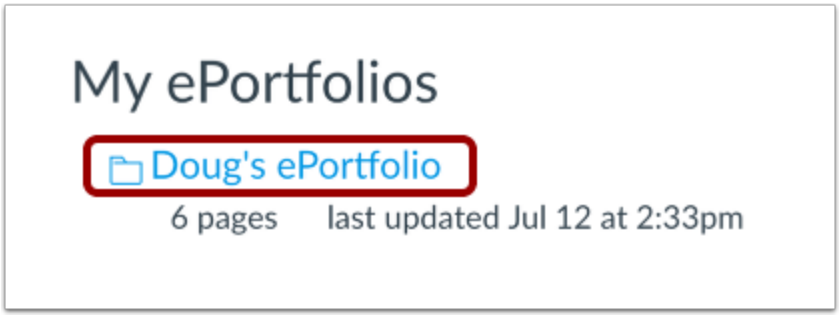
Note: Users without access to a concluded course may not be able to access Assignments in your ePortfolio from that course. Links to deleted courses will not remain active.

Open ePortfolios



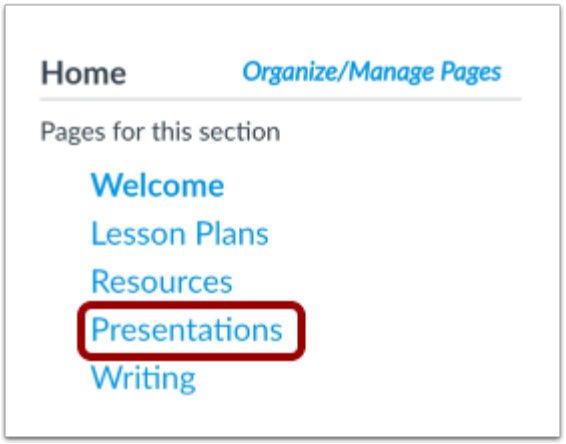
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



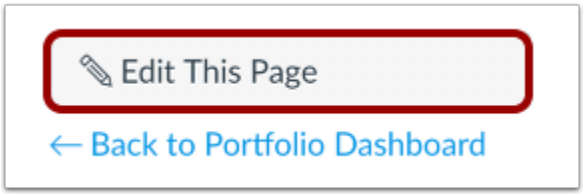
Click the title of the ePortfolio.

Open Page



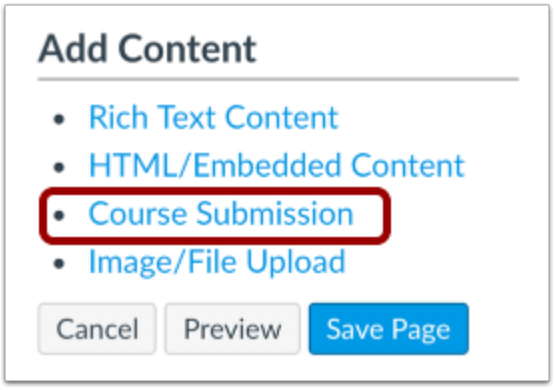
Click the title of the page.

Edit Page



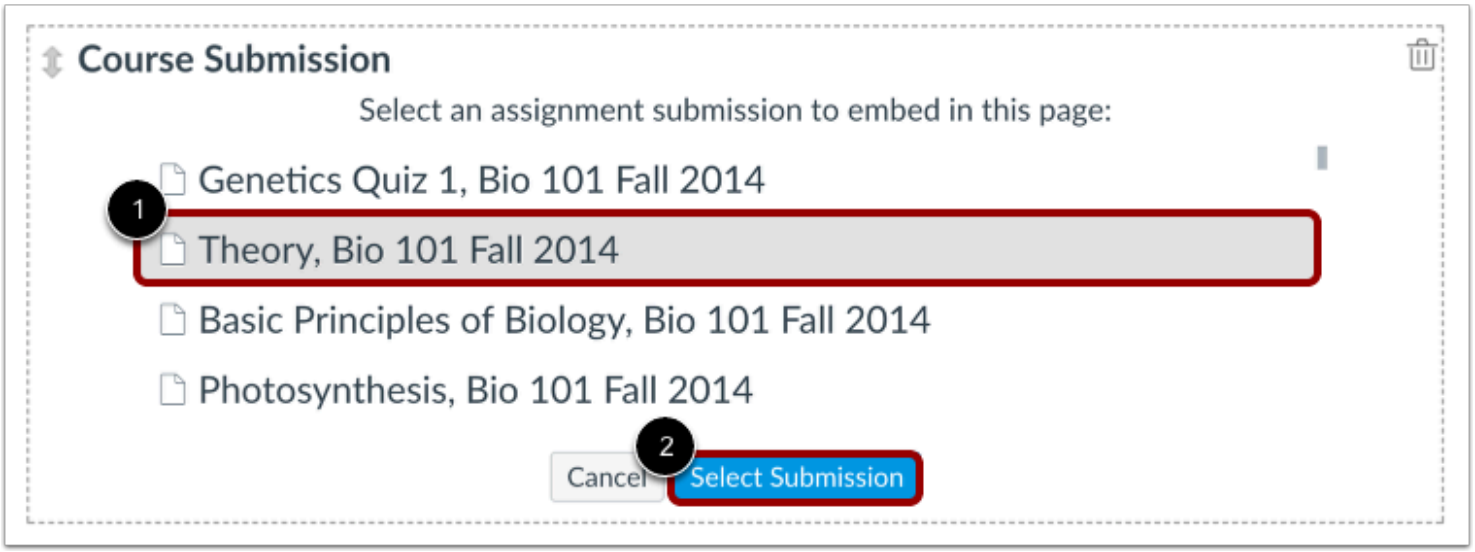
Click the **Edit This Page** button.

Open Course Submission



Click the **Course Submission** link to retrieve assignments from previous courses.

Select Assignment



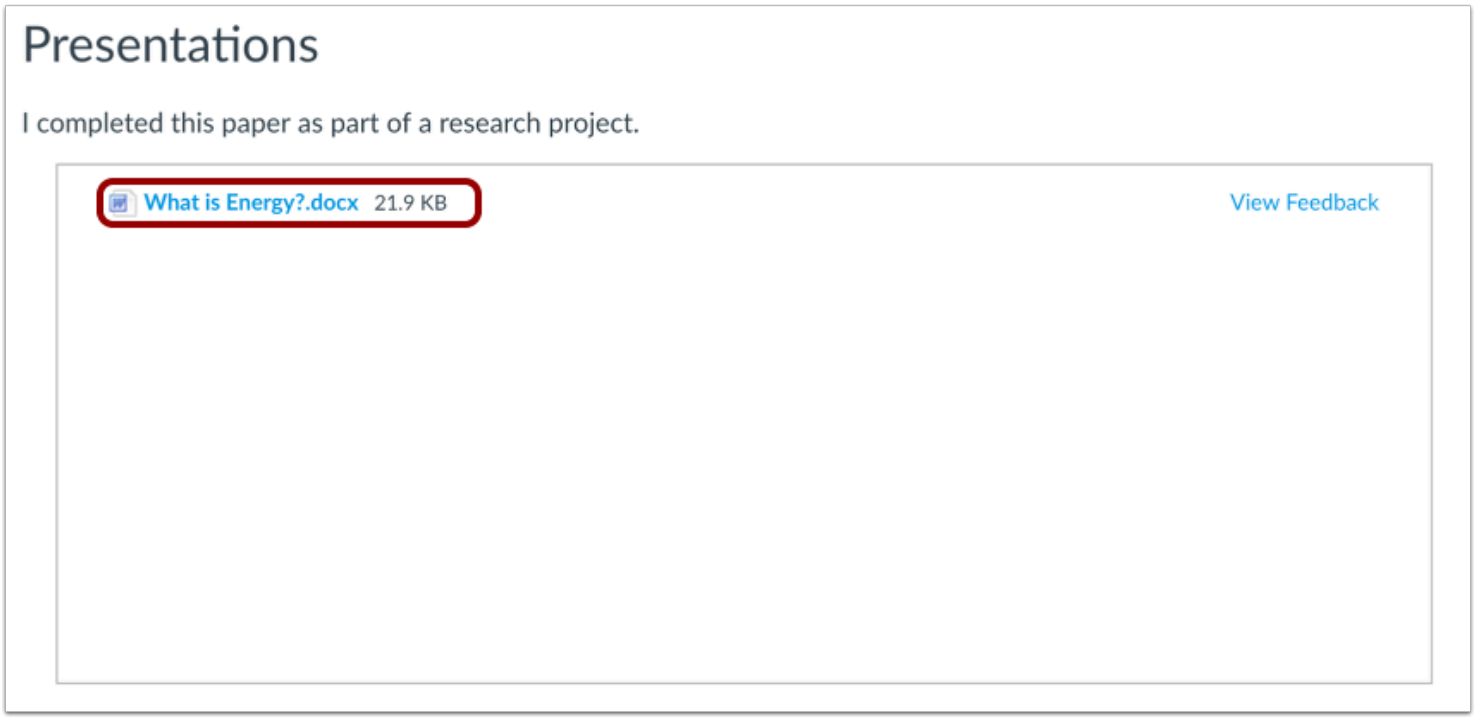
Click the assignment [1] to add it to the page. You can only select one assignment submission at a time, but you can choose to add more than one submission to the page.

All assignments you have ever submitted will be listed in chronological order with the newer assignments appearing at the top and the older assignments appearing near the bottom. Click the **Select Submission** button [2].

Save Page

Click the **Save Page** button.

View Page

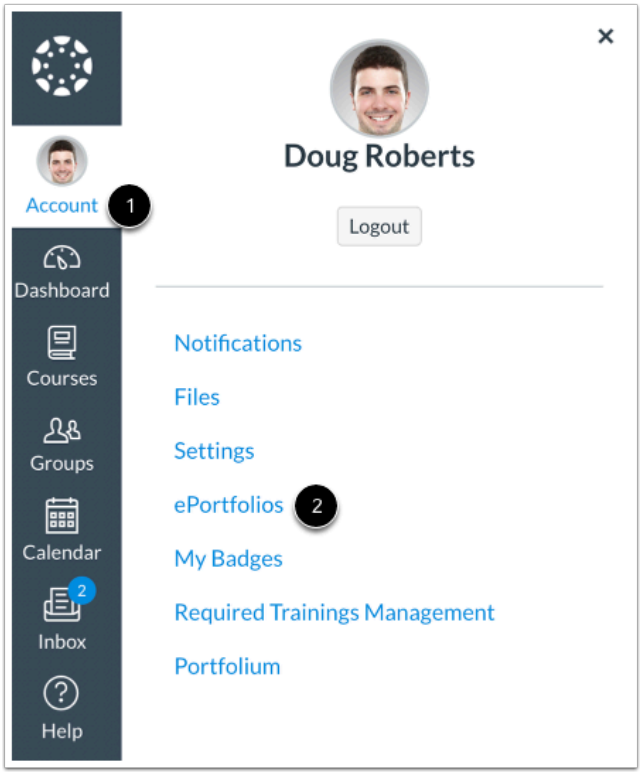


The assignment submissions can now be viewed on your page. Assignments that were submitted as a file can be downloaded by clicking the file name.

How can I share a private ePortfolio as an instructor?

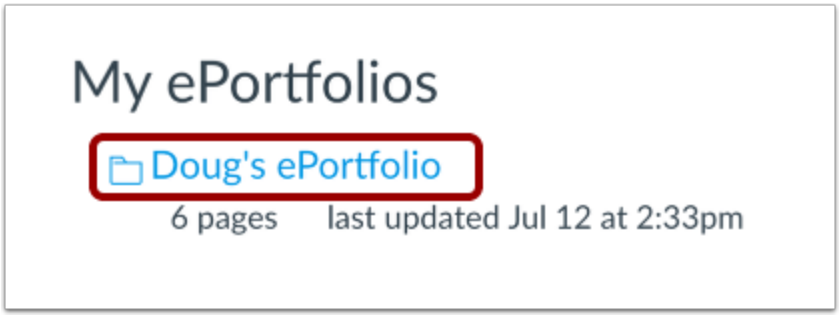
Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Open ePortfolios



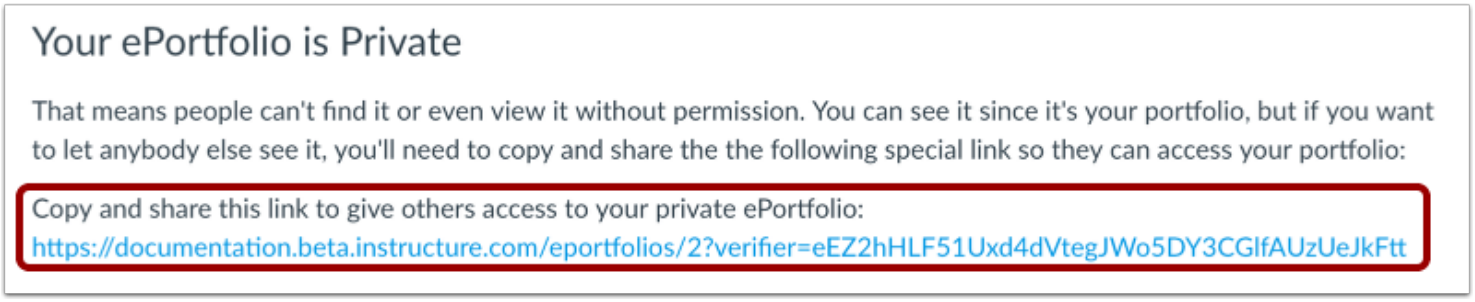
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



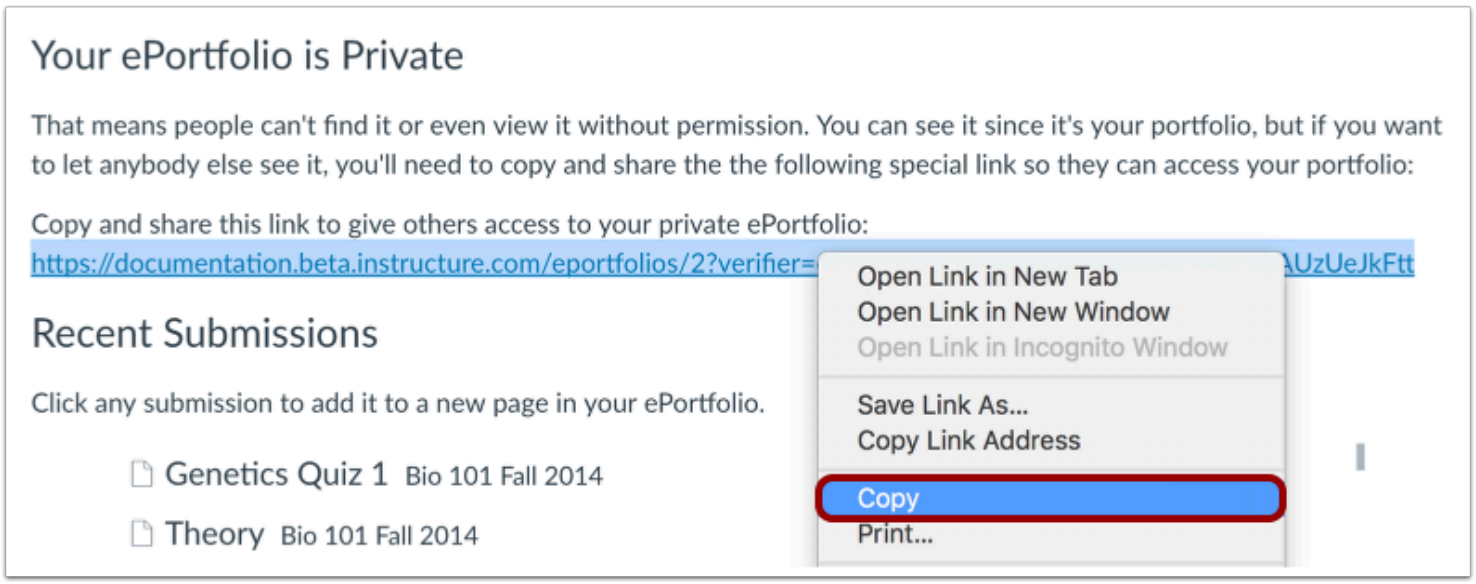
Click the title of the ePortfolio.

Share ePortfolio

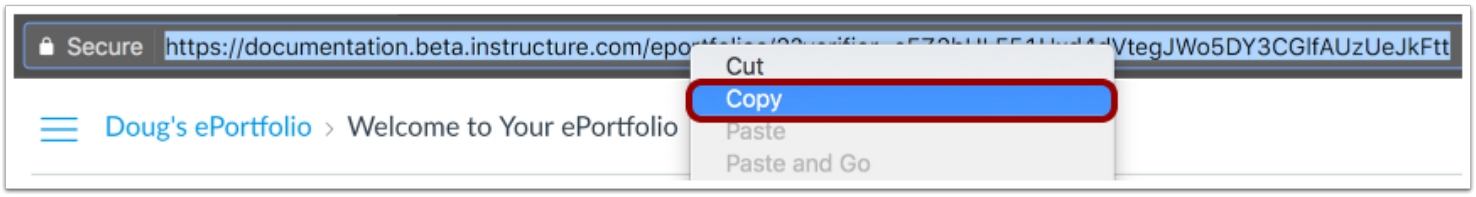


All ePortfolios are, by default, private. This means that only you can see the contents of the portfolio. To share your ePortfolio, you will need to copy and paste the link into an email or other sharing utility.

Copy ePortfolio Link



To copy the ePortfolio link, right click the share link and select the **Copy** link.

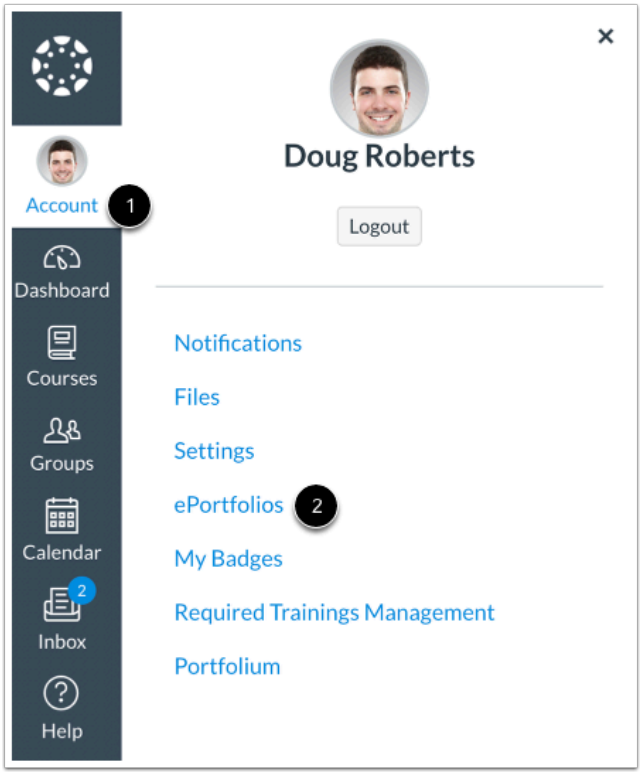


You can also click the share link and the URL will appear in your address bar. Highlight the link, right click, and select the **Copy** link.

How do I make my ePortfolio public as an instructor?

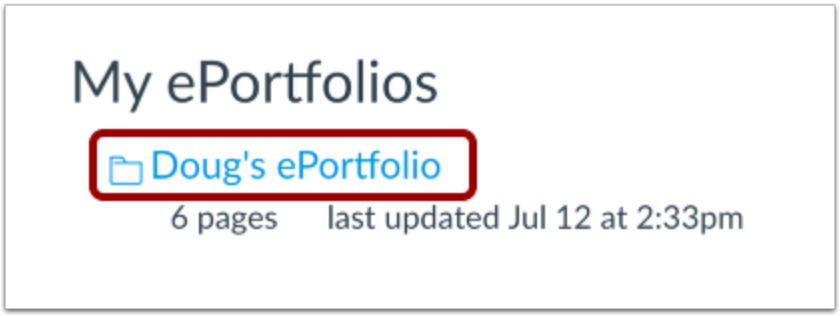
Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about sharing a private ePortfolio.

Open ePortfolios



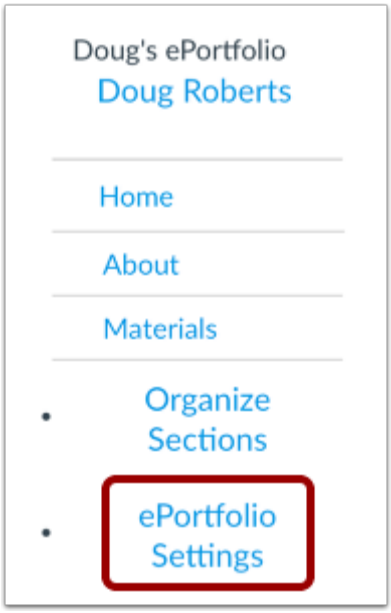
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



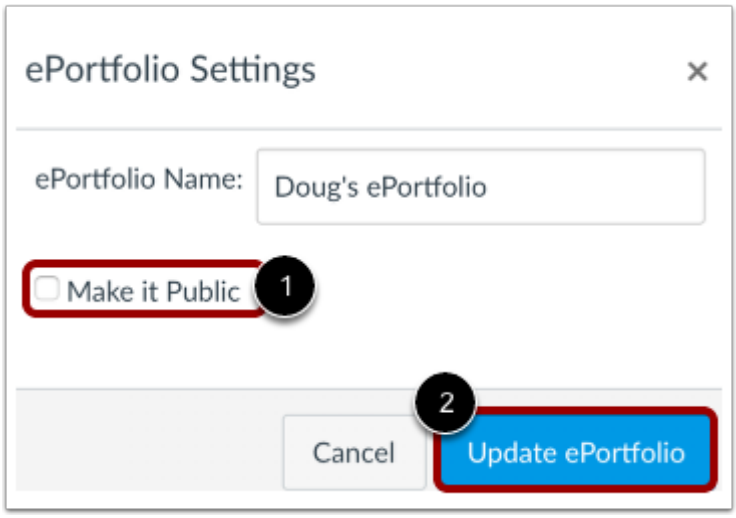
Click the title of the ePortfolio.

Open ePortfolio Settings



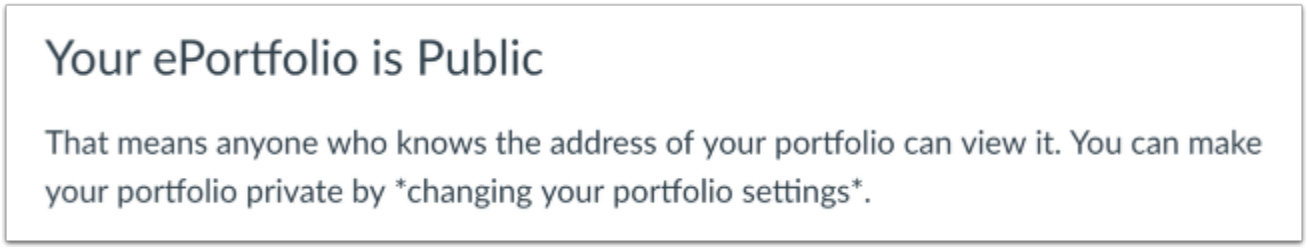
Click the **ePortfolio Settings** link to change the privacy settings on your ePortfolio.

Set Privacy



Click the **Make it Public** checkbox [1] and click the **Update ePortfolio** button [2] to save changes to your ePortfolio settings.

View Privacy



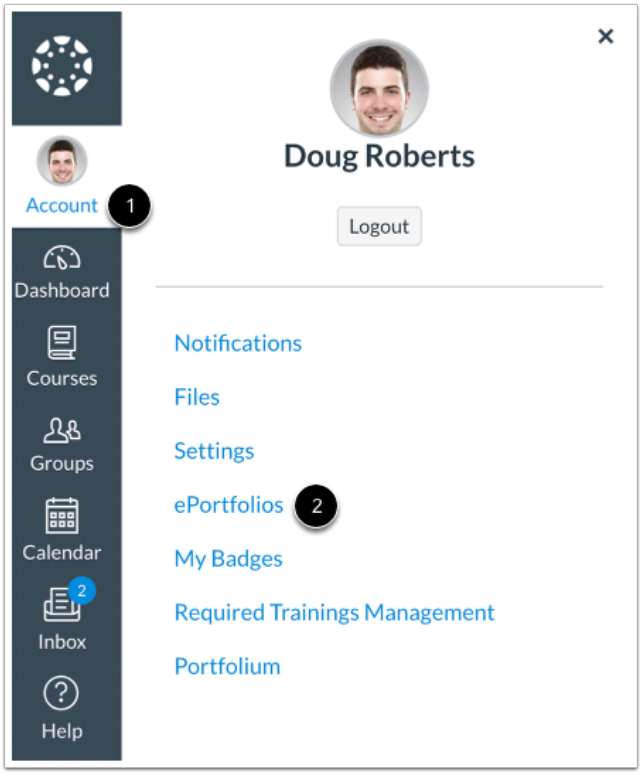
By making your ePortfolio public, anybody who has the URL address to your ePortfolio can view its contents.

How do I enable comments in my ePortfolio as an instructor?

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

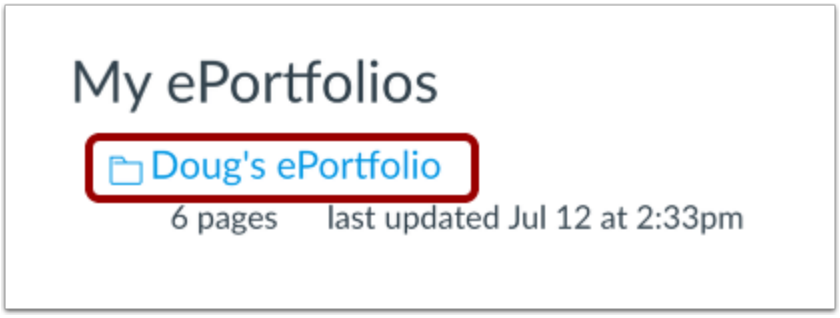
Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

Open ePortfolios



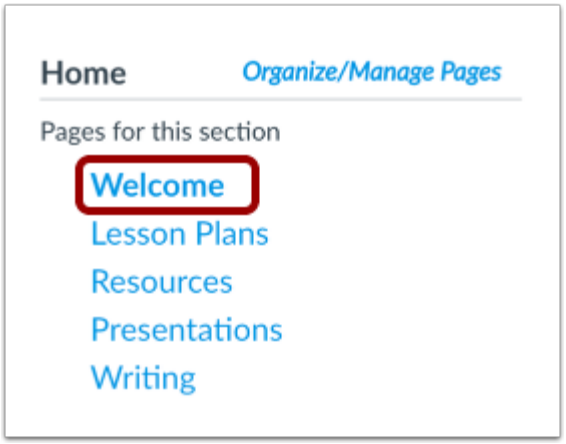
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



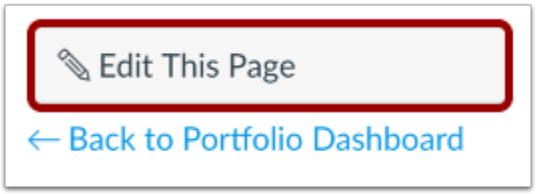
Click the title of the ePortfolio.

Select Page



Click the title of the page you want to enable comments on.

Edit Page



Click the **Edit This Page** button.

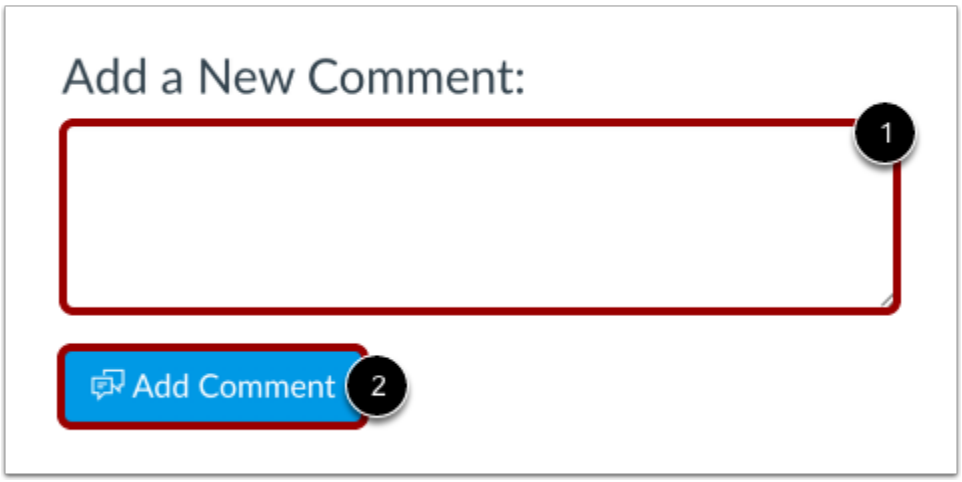
Enable Comments

Click the **Allow Comments on this Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

Save Page

Click the **Save Page** button.

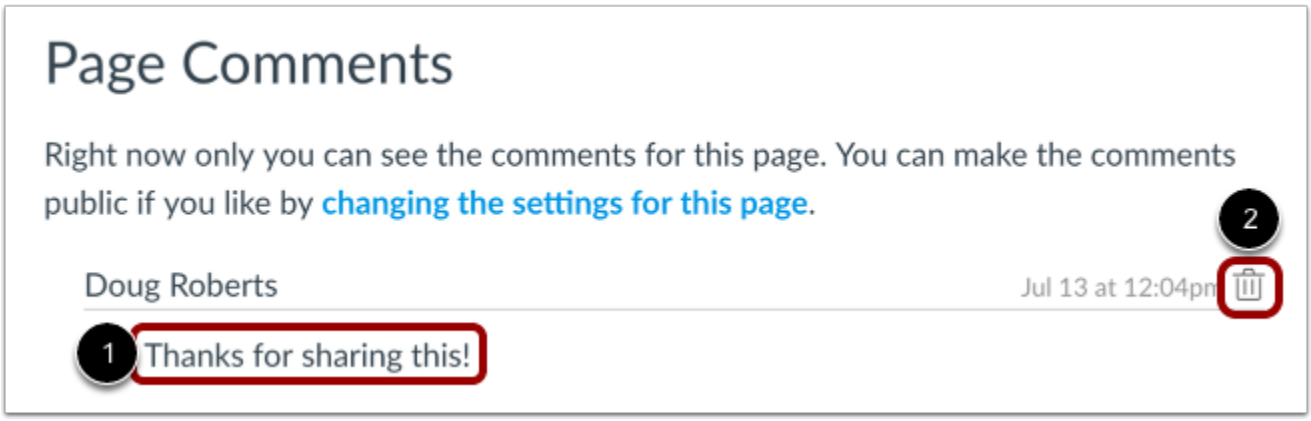
Add Comment



Below the content of the page, there is a place for comments. You can add a comment by typing in the text box [1] and clicking the **Add Comment** button [2].

Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

View Comment



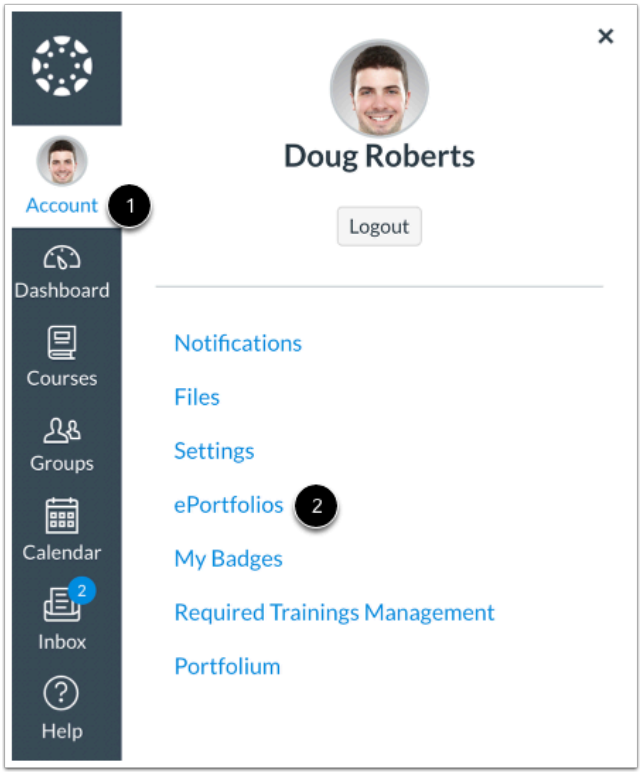
You can view the comment at the bottom of the page [1]. Delete a comment by clicking the **Delete** icon [2].

Note: Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

How do I delete my ePortfolio as an instructor?

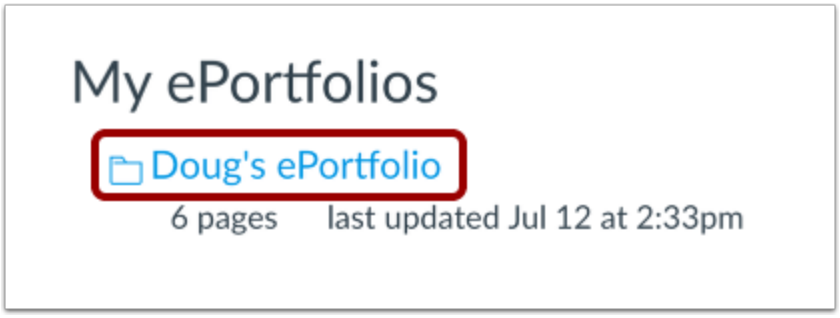
You can delete your ePortfolios in Canvas if you need to remove them.

Open ePortfolios



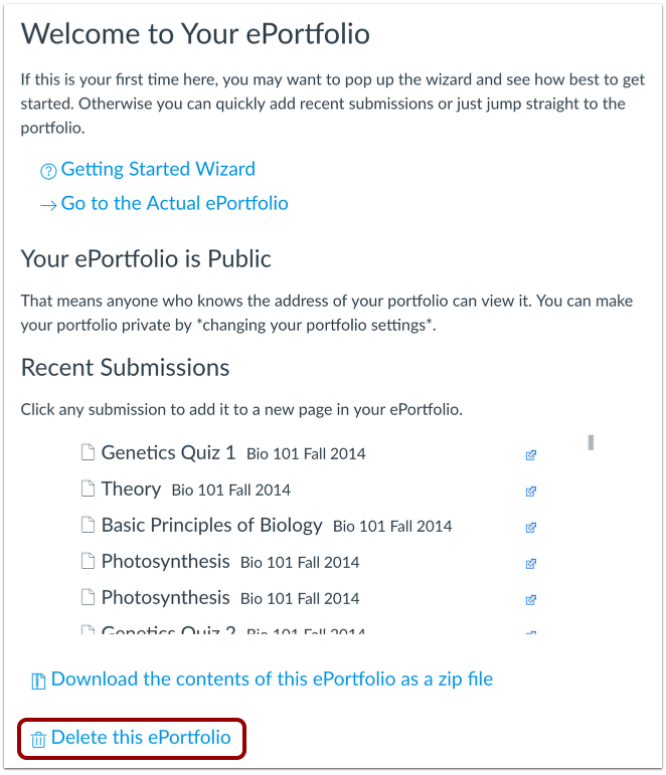
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio



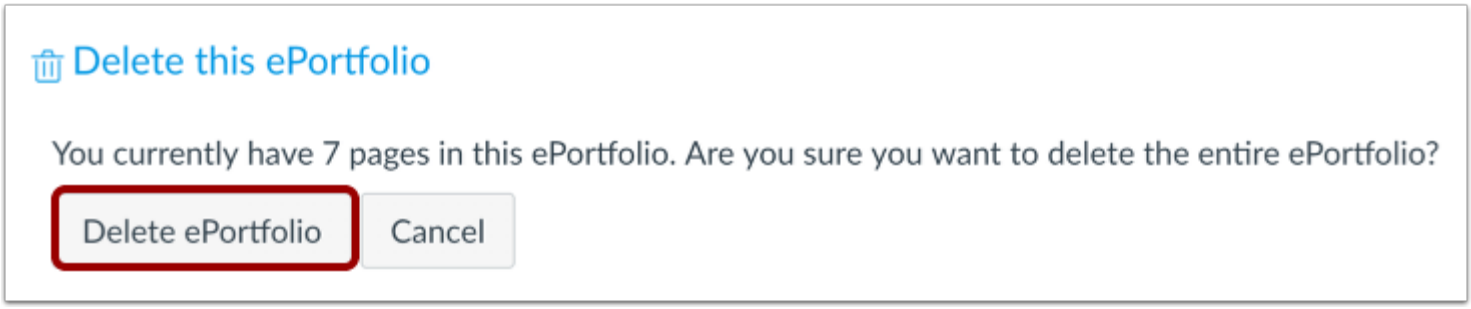
Click the title of the ePortfolio.

Delete ePortfolio



Click the **Delete this ePortfolio** link.

Confirm Deletion



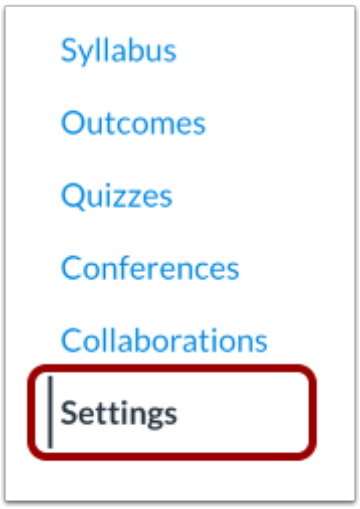
Click the **Delete ePortfolio** button.

External Apps (LTI)

How do I use the Canvas App Center in a course?

The App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas Course.

Open Settings

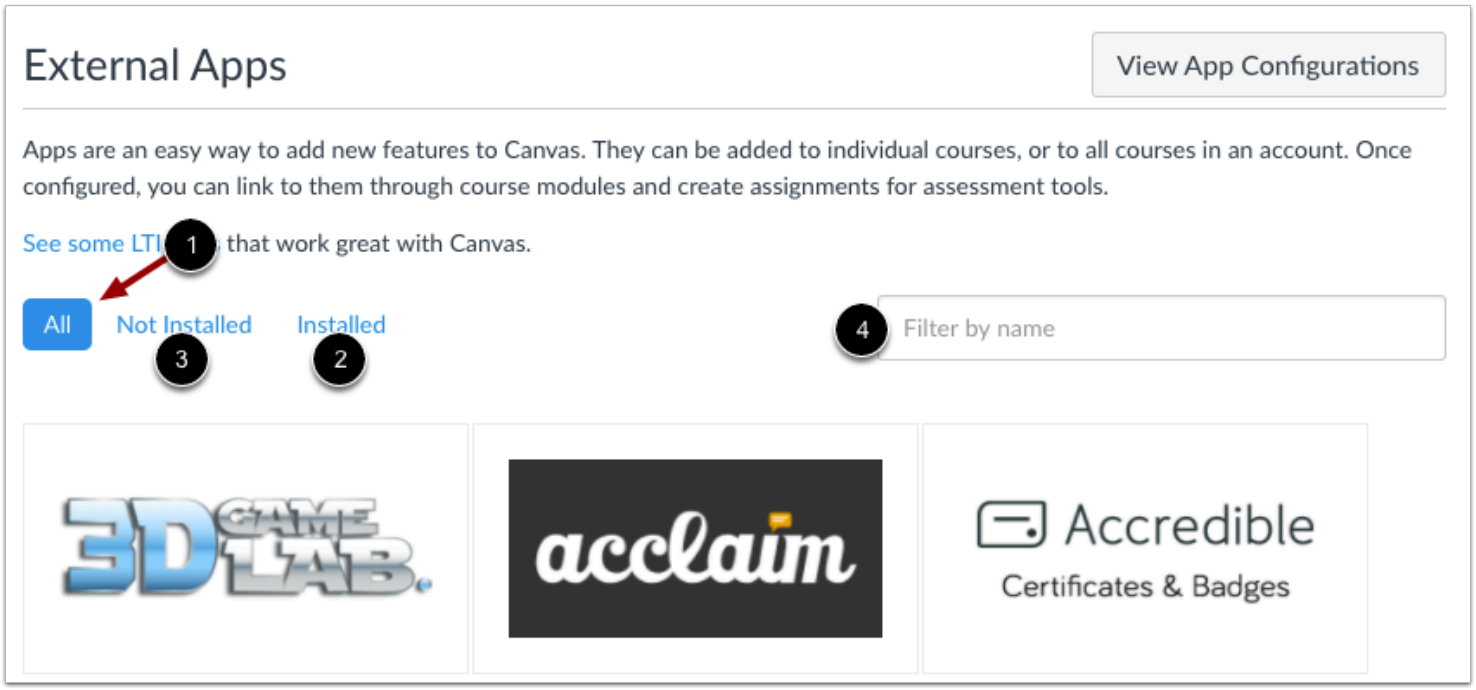


In Course Navigation, click the **Settings** link.

Open Apps

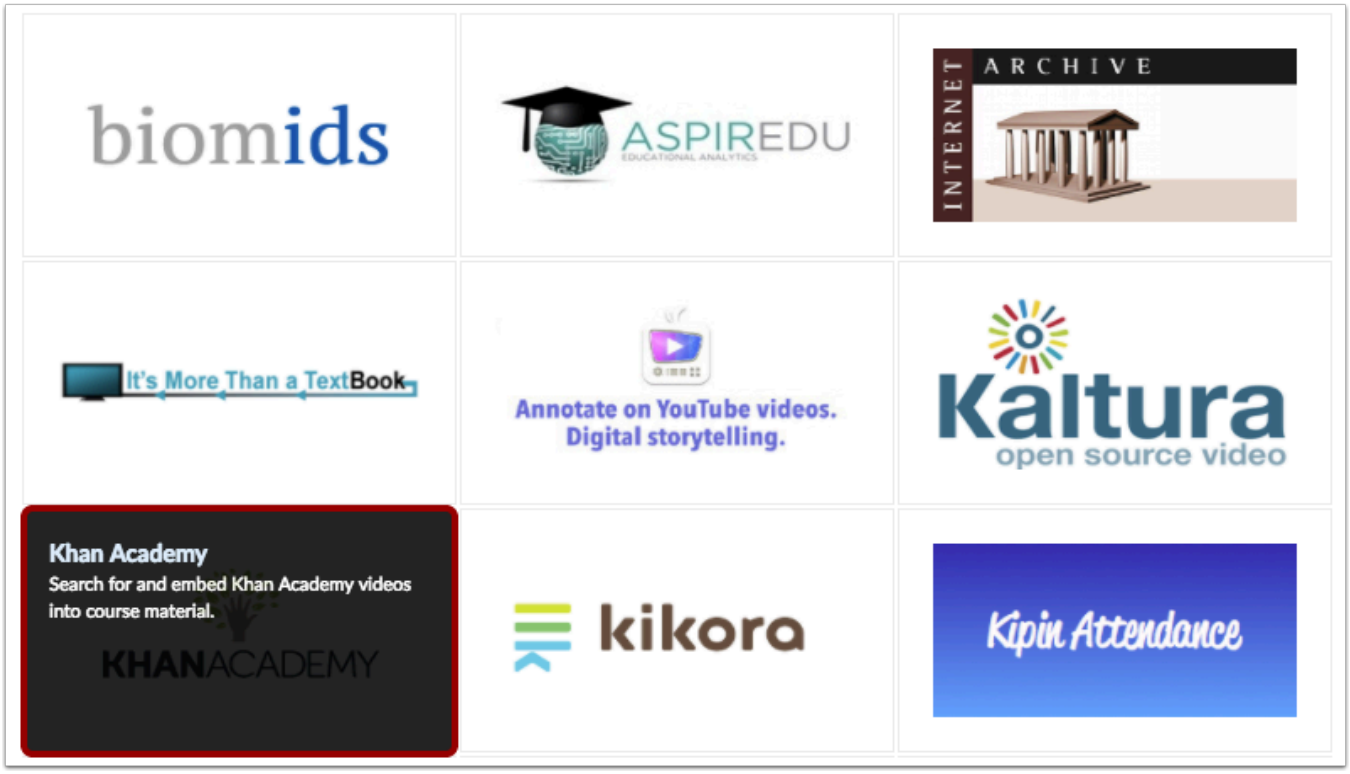
Click the **Apps** tab.

View App Center



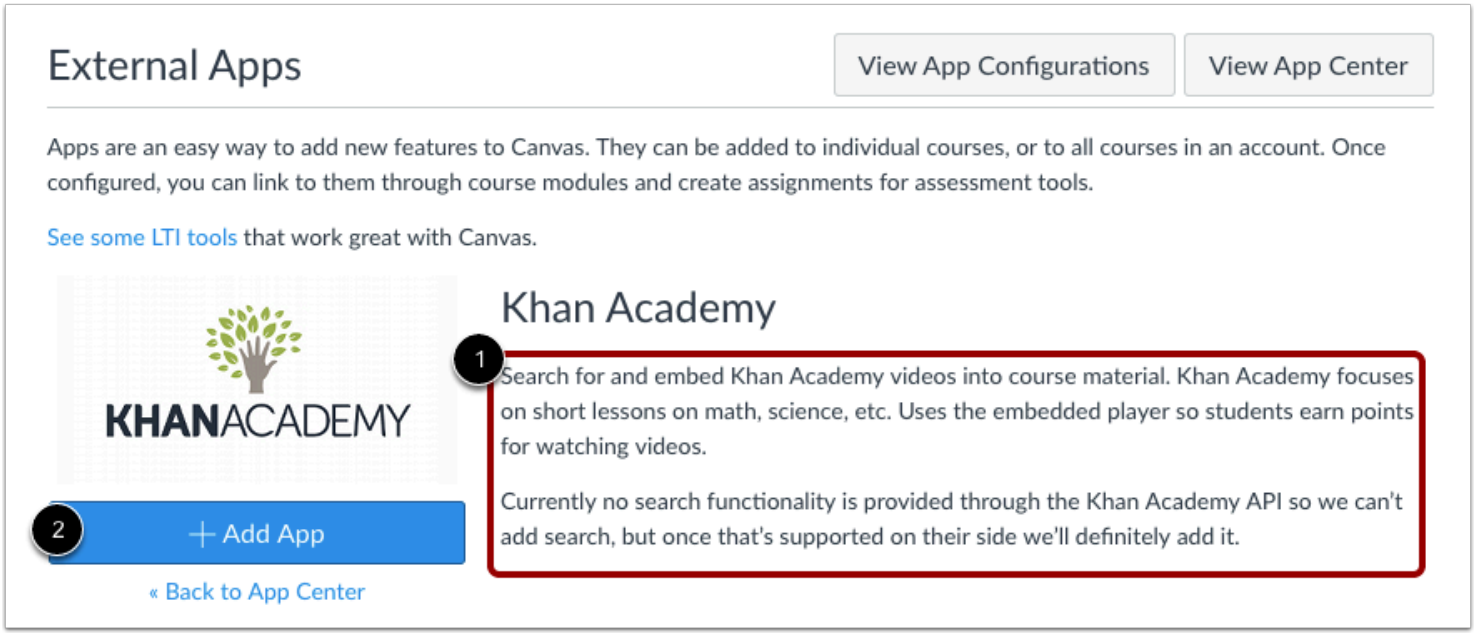
The App Center shows all apps available in your course [1]. You can also filter by installed [2] and not installed [3], or use the search field to locate a specific app [4].

View App



To view a quick description of an app, hover over the app. To view all details, click the app.

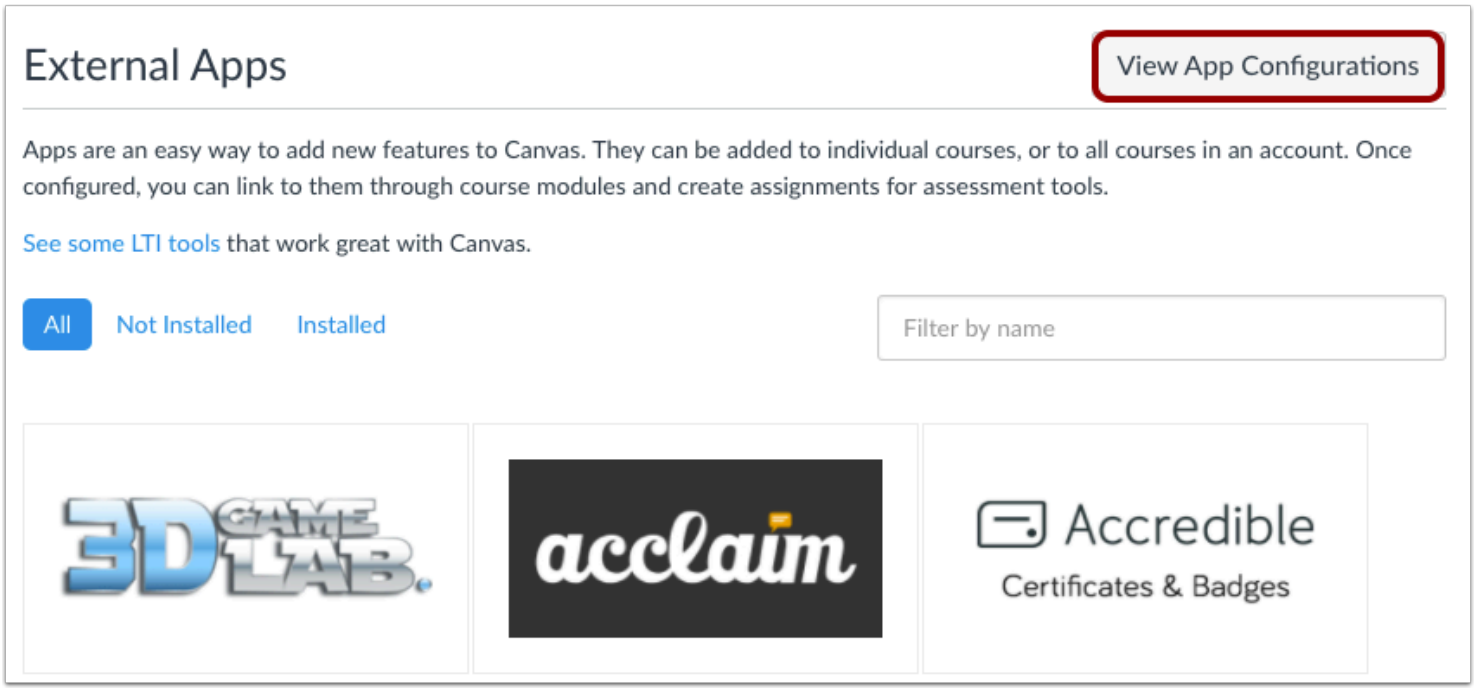
View App Details



On the details page, you can view a description of the app [1]. When you are ready to install the app with the proper credentials, you can add the app as a tool for your course [2].

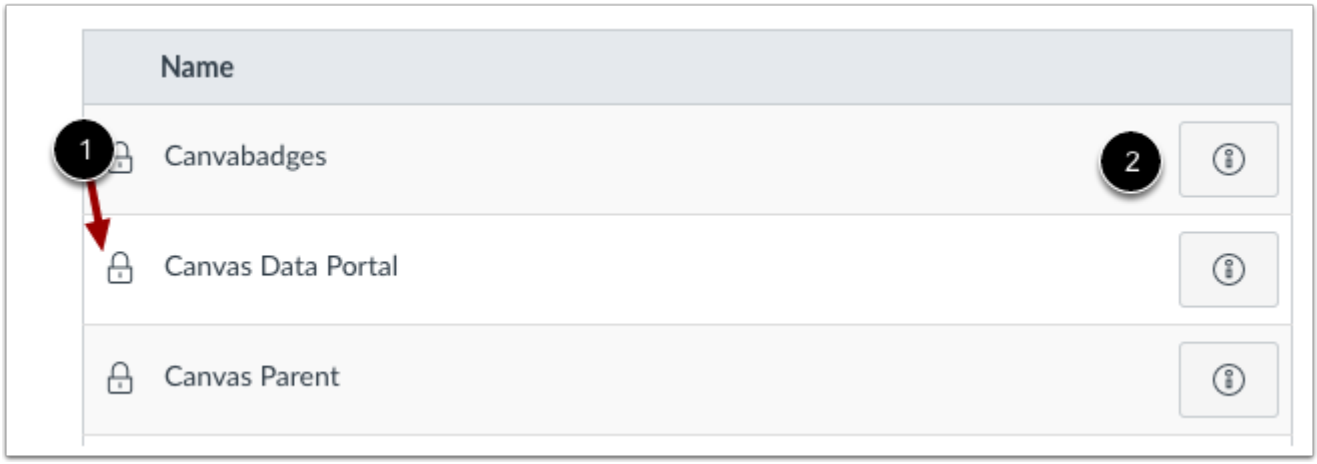
Note: The Canvas App Center does not always contain all the information about an app. You may want to visit the Edu App Center for complete information about the external app you want to configure.

View App Configurations



To view existing apps and configurations in your course, click the **View App Configurations** button.

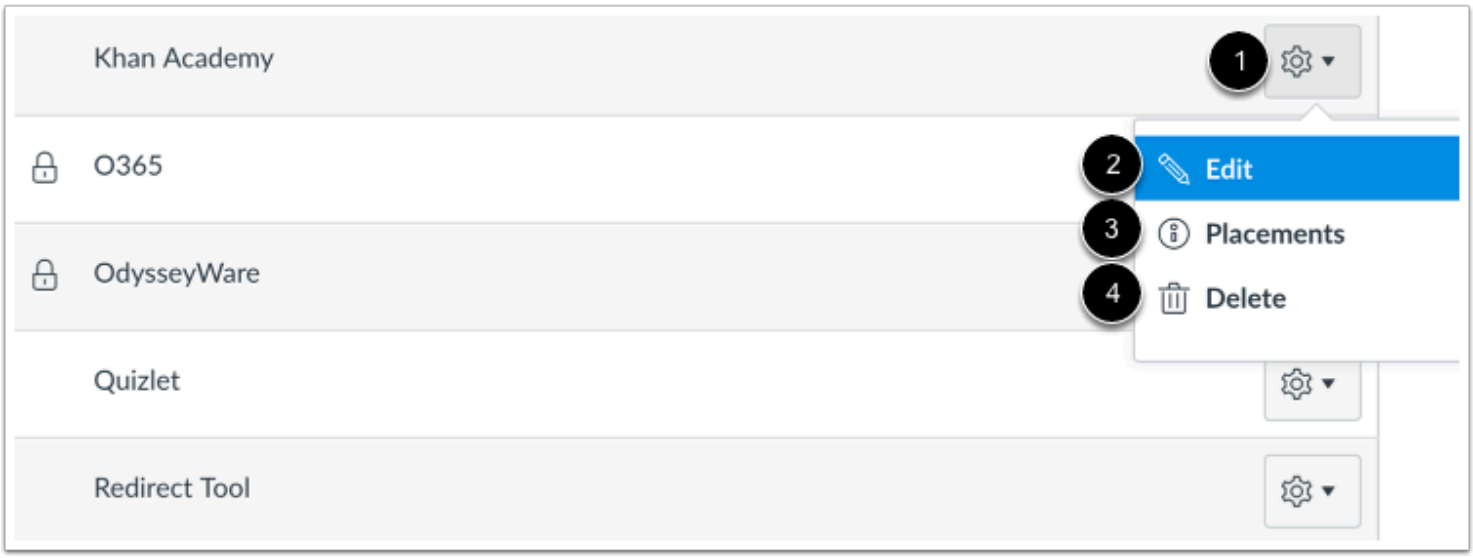
View Account-Level Apps



You can view all configured apps in your course.

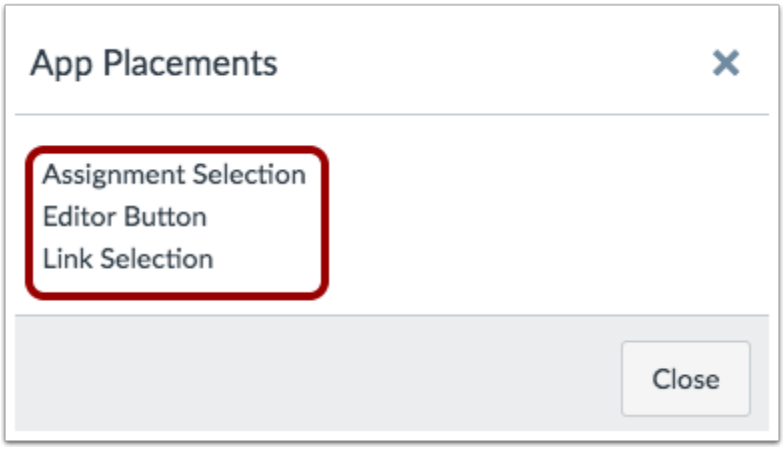
Apps that have been configured by your Canvas admin at the account level display a **Lock** icon [1]. You can view the placement of the app by clicking the **Information** icon [2]. The placement shows the location(s) of the app, such as Course Navigation or the Rich Content Editor, so you know where it appears in your course.

Manage Course-Level Apps



To view configurations for a course-level external app, click the app's **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To view placements for the app, click the **Placements** link [3]. To Delete the app, click the **Delete** link [4].

View App Placements



App Placements shows the places in Canvas where your app can be used.

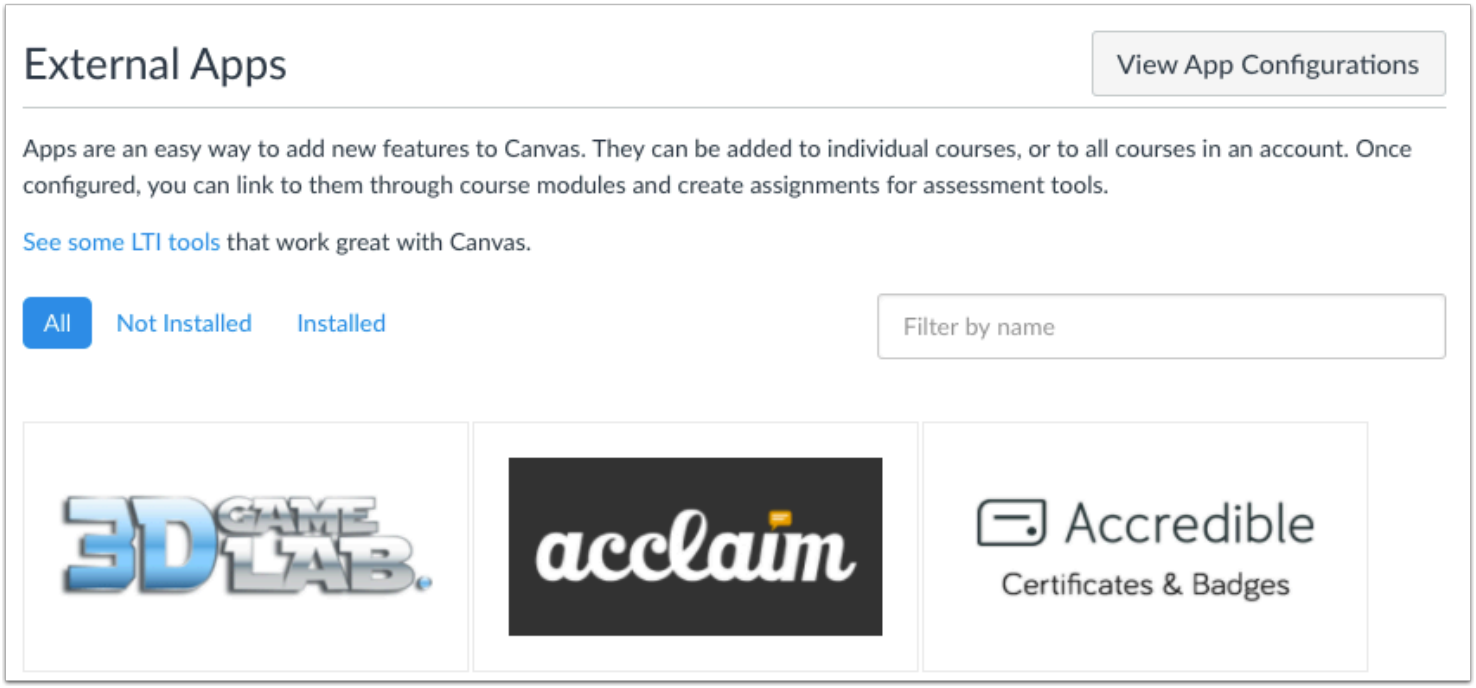
Note: You may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

How do I add an external app in a course?

There are many places where you can find Apps to use in your courses. You can add external apps in the Canvas App Center, the Edu App Center, or through vendor-provided tools.

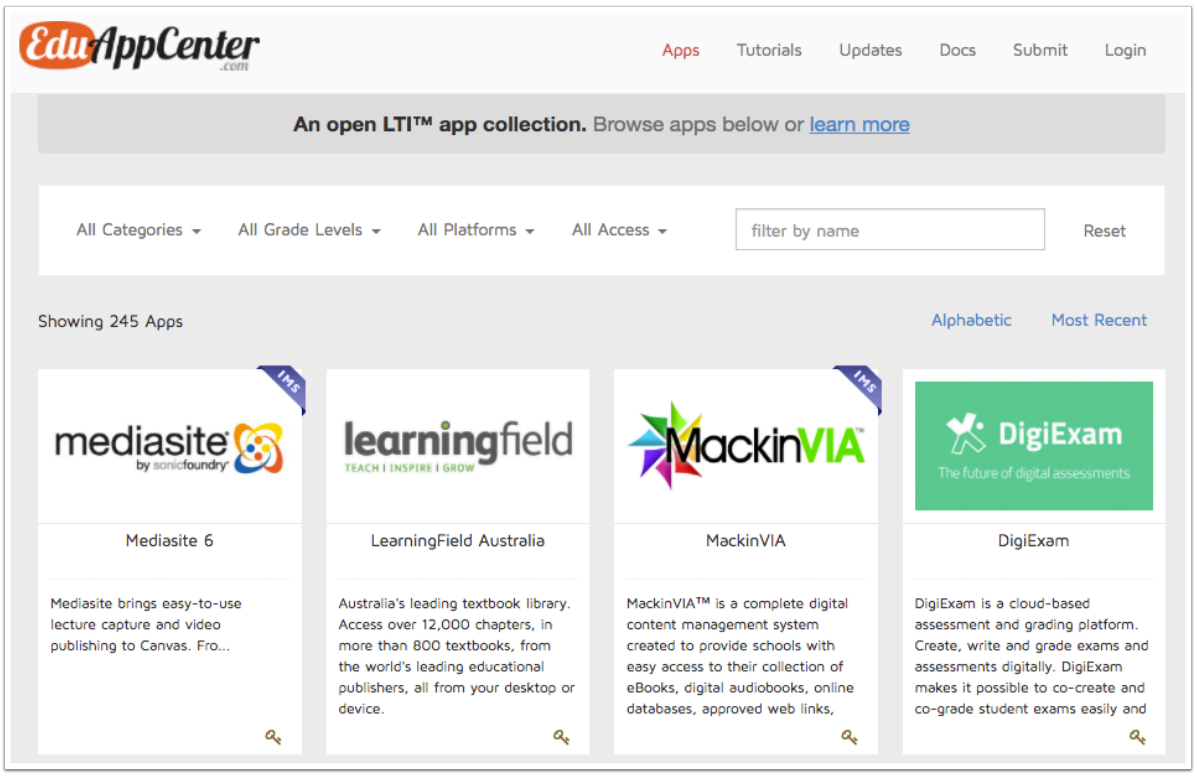
Once configured, external apps may be able to be added to Modules, Course Navigation, the Rich Content Editor, and Assignments. The external app should include information about where the app can be placed in Canvas.

View Canvas App Center



Located in Course Settings, the App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas account or Canvas course. These apps can be installed into Canvas with one click.

View Edu App Center



If your institution does not have the Canvas App Center configured, the Edu App Center is an index lists of all current Canvas-compatible External Apps and is updated frequently.

Each app provides details that you can use to configure apps manually, by URL, or by XML.

Use Vendor-Provided Tools

Many vendors use their own external tool integrations. Vendors will have their own landing pages with instructions on how to configure and use the tool. Some vendors may provide a common cartridge that will import the tools for you. However, any app used by a vendor will require a key and secret provided by the vendor and need to be configured manually, by URL, or by XML.

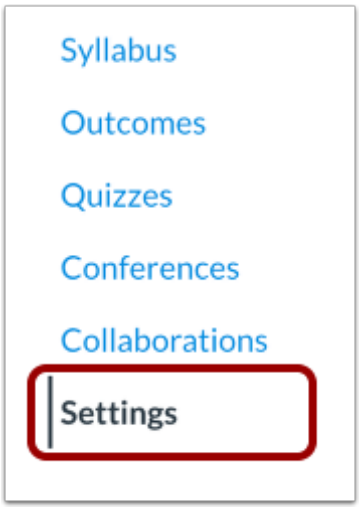
How do I configure an external app for a course using a URL?

One way to configure an app for a course is by using a URL.

To learn more about configuring external apps, visit the Edu App Center.

Note: Configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

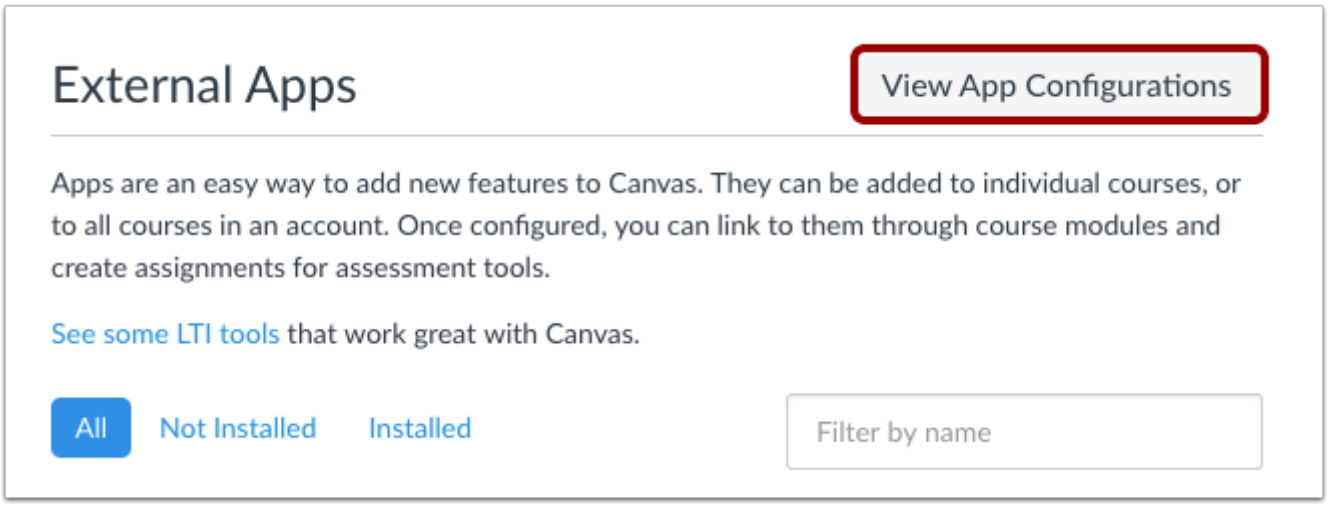


In Course Navigation, click the **Settings** link.

Open Apps

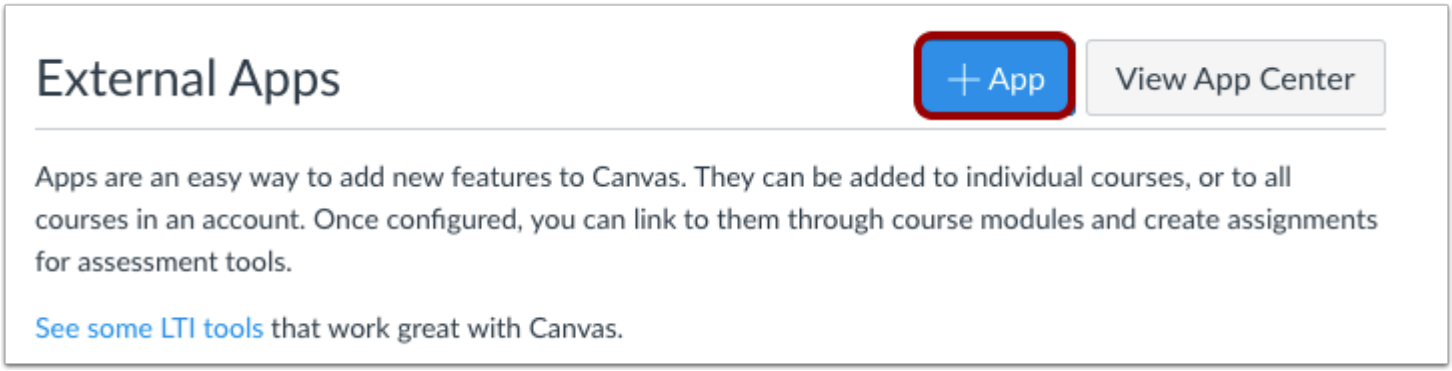
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App

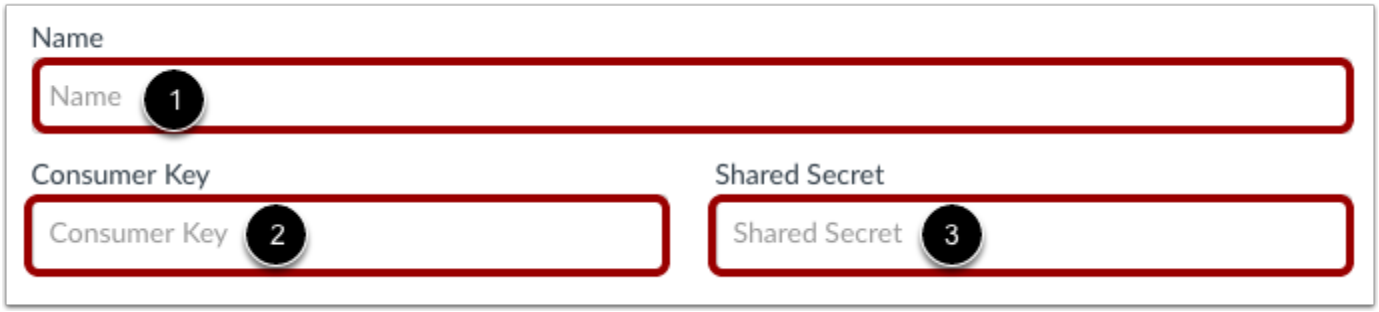


Click the **Add App** button.

Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to **By URL**.

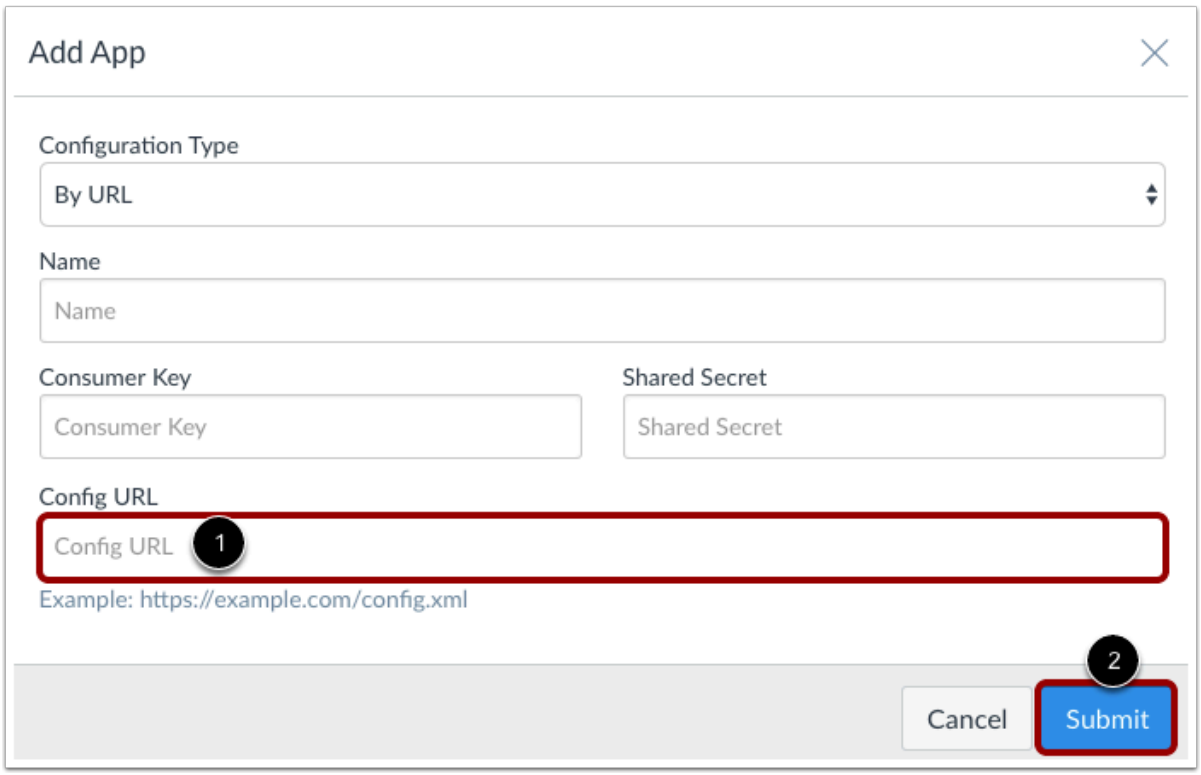
Add App Details



Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

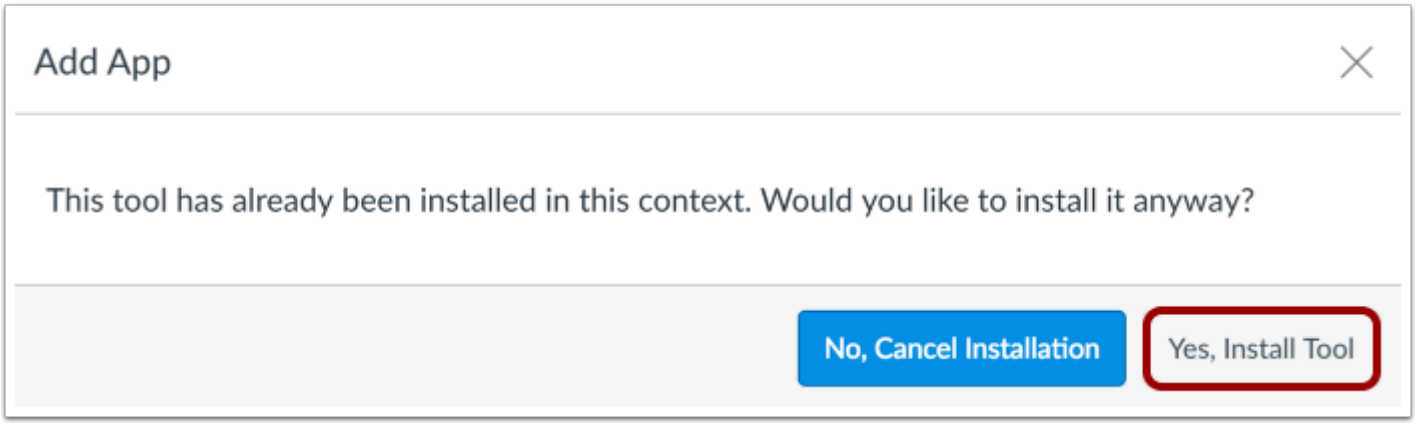
Add Configuration URL



In the **Configuration URL** field [1], enter the URL for the app. Apps are configured and recommended to be entered as secure links (HTTPS).

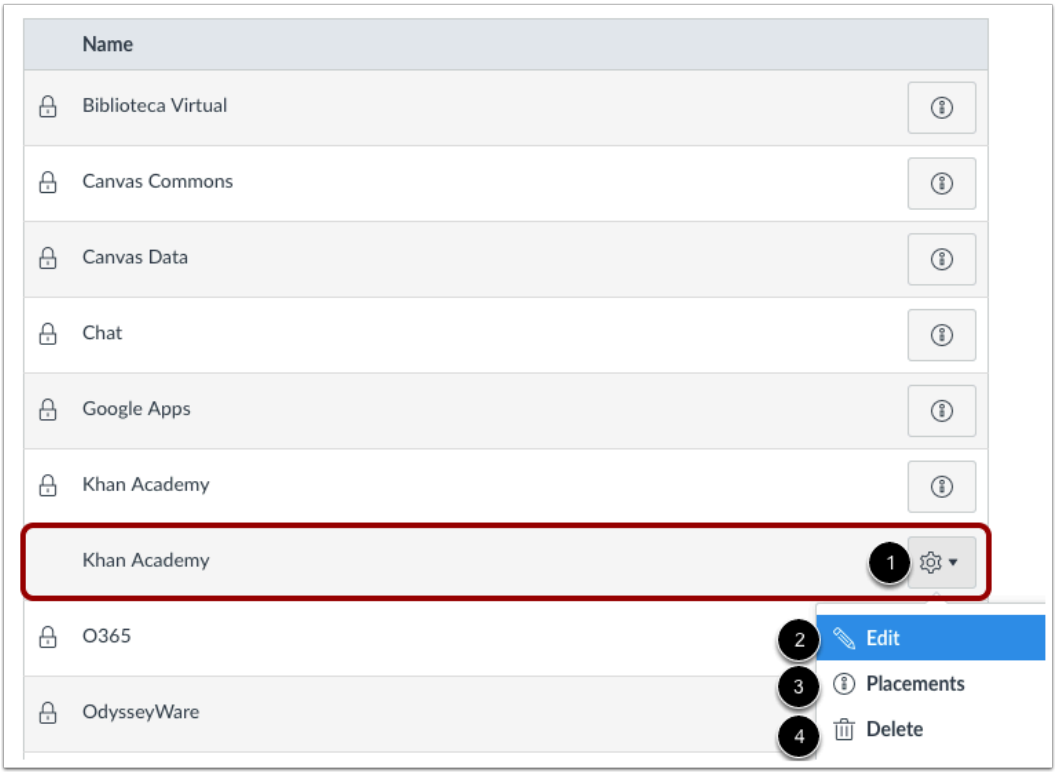
Click the **Submit** button [2].

Verify App



If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the **Yes, Install Tool** button.

View App



View the external app.

To manage the app, click the **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To see the places where the app appears in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

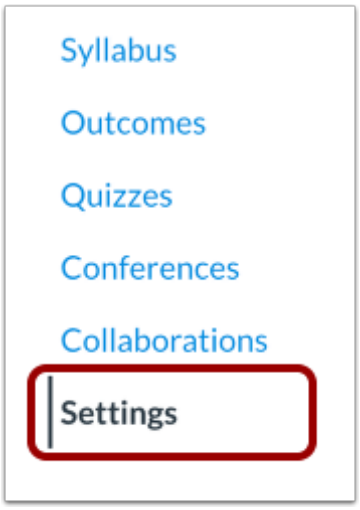
How do I configure an external app for a course using XML?

One way to configure an app for a course is by using XML.

To learn more about configuring external apps, visit the Edu App Center.

Note: Configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

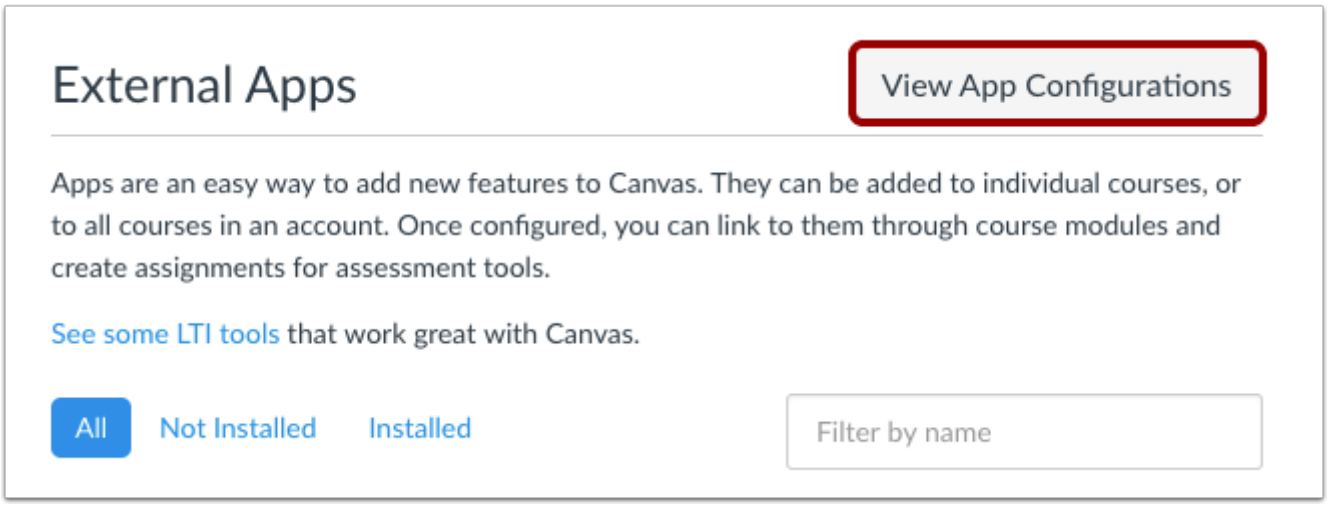


In Course Navigation, click the **Settings** link.

Open Apps

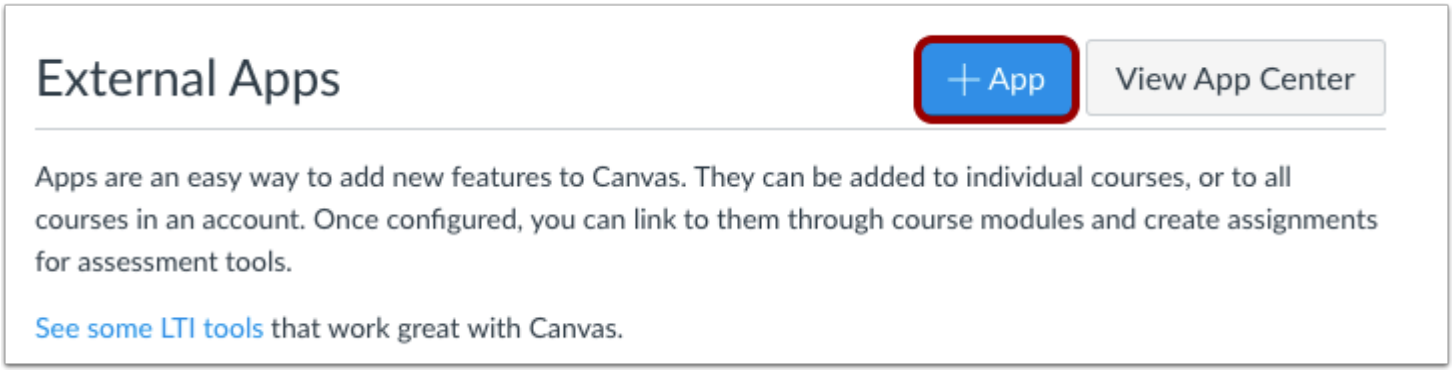
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App

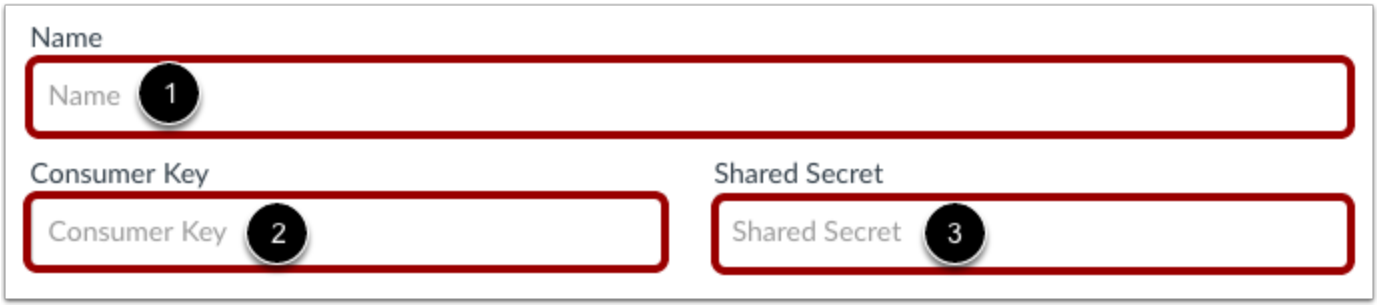


Click the **Add App** button.

Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to **Paste XML.**

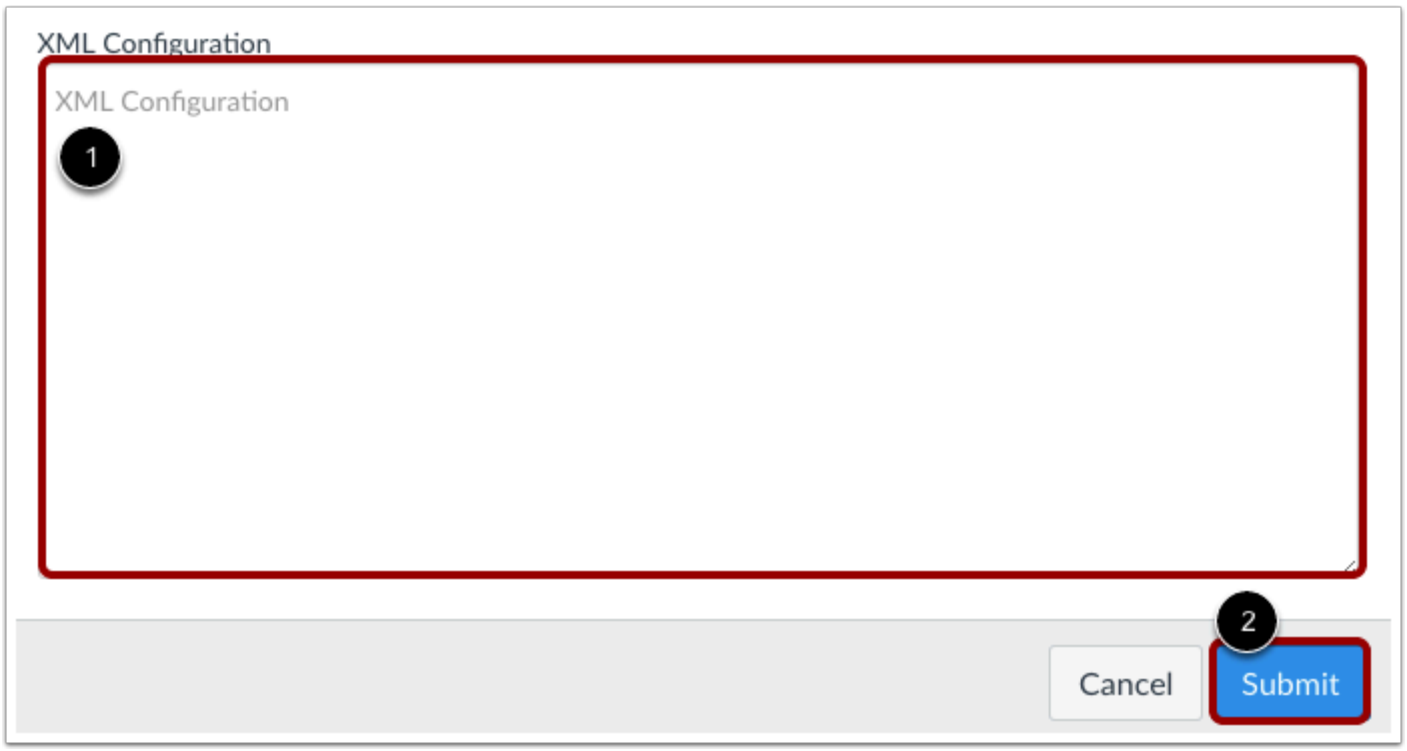
Add App Details



Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

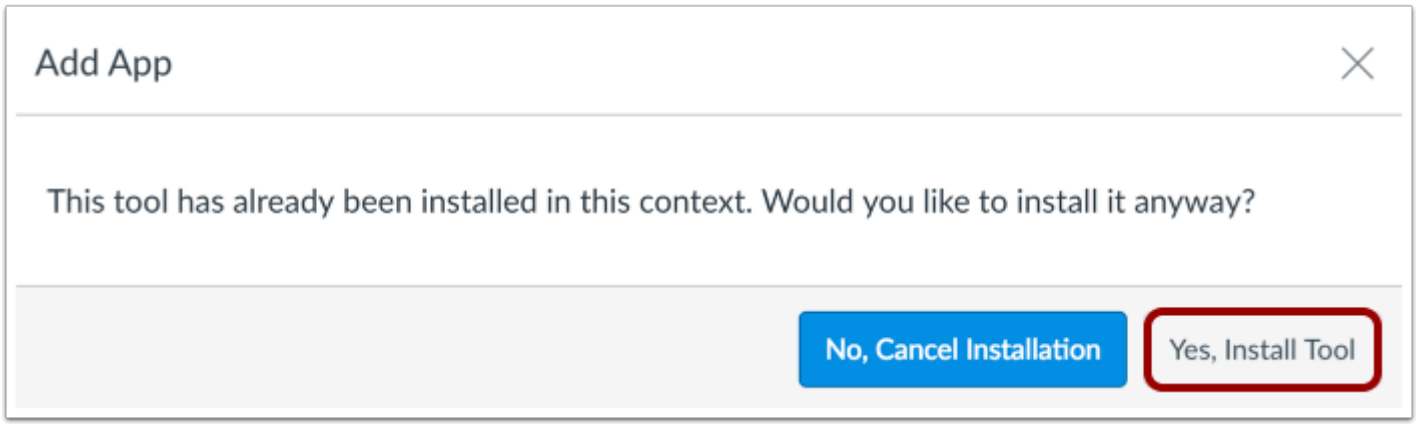
Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

Enter Configuration XML



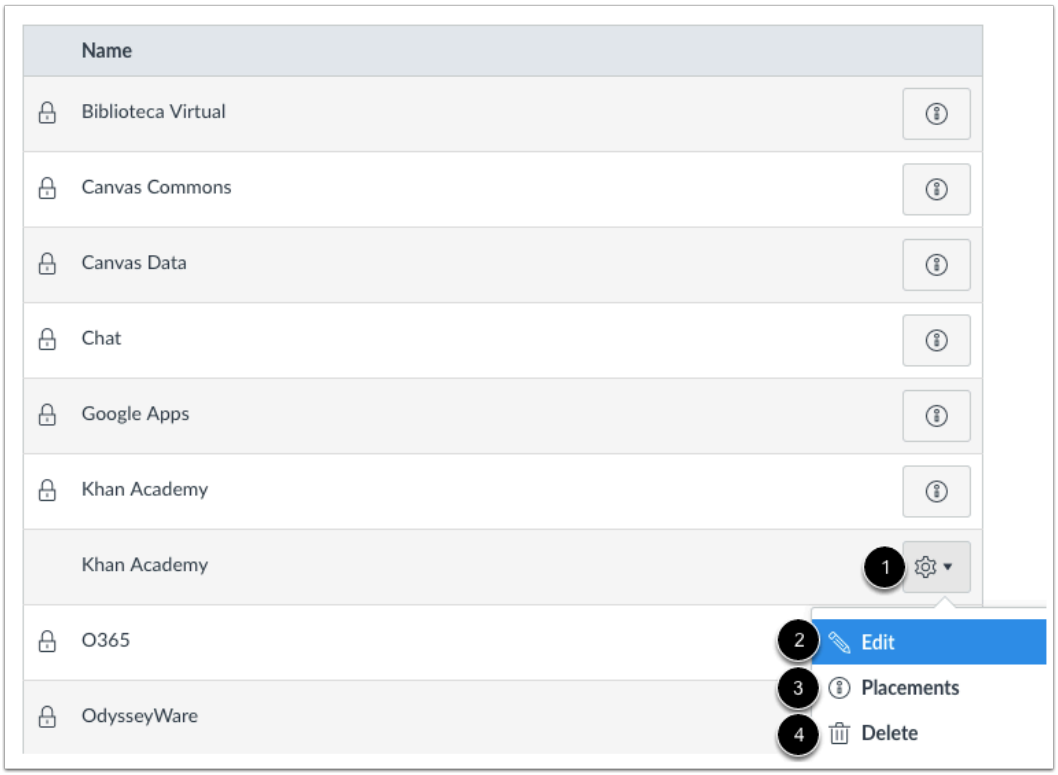
Copy the XML code in the paste XML here field [1]. Click the **Submit** button to link the app [2].

Verify App



If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the **Yes, Install Tool** button.

View App



View the linked app.

To manage the app, click the **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To see the places where the app appears in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

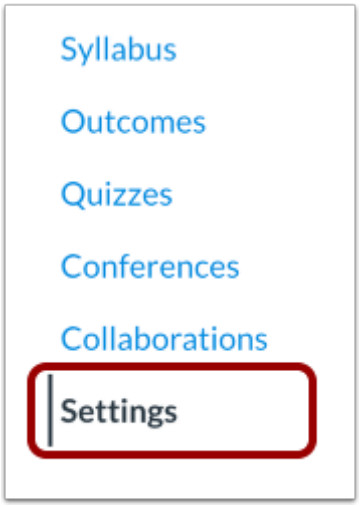
Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

How do I configure an external app for a course using an LTI 2 Registration URL?

Some similarity detection external apps can be configured using an LTI 2 registration URL. This lesson shows how to add an external tool using a URL provided by the external app provider. To learn more about configuring apps, visit the Edu App Center.

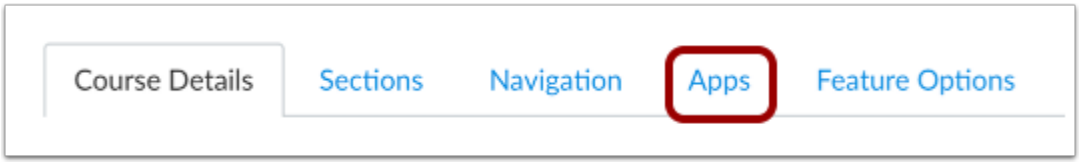
Note: Configuring external apps is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings



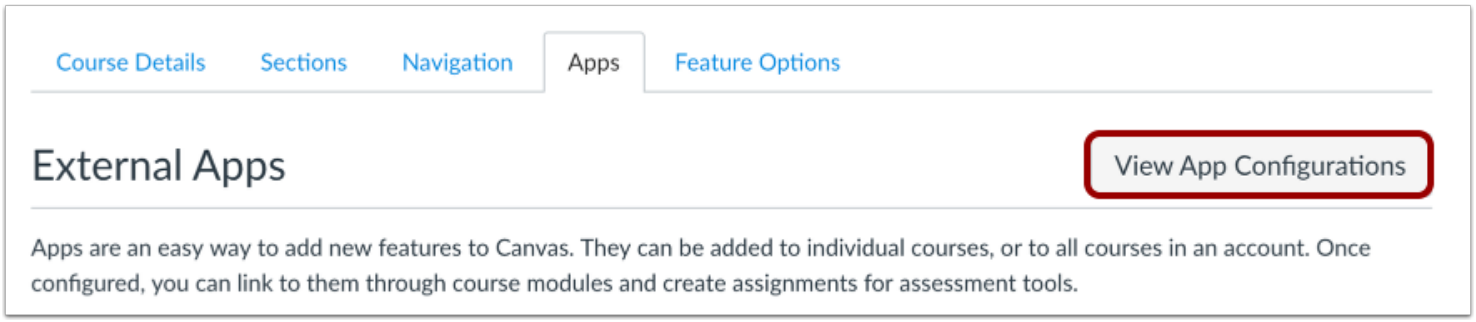
In Course Navigation, click the **Settings** link.

Open Apps



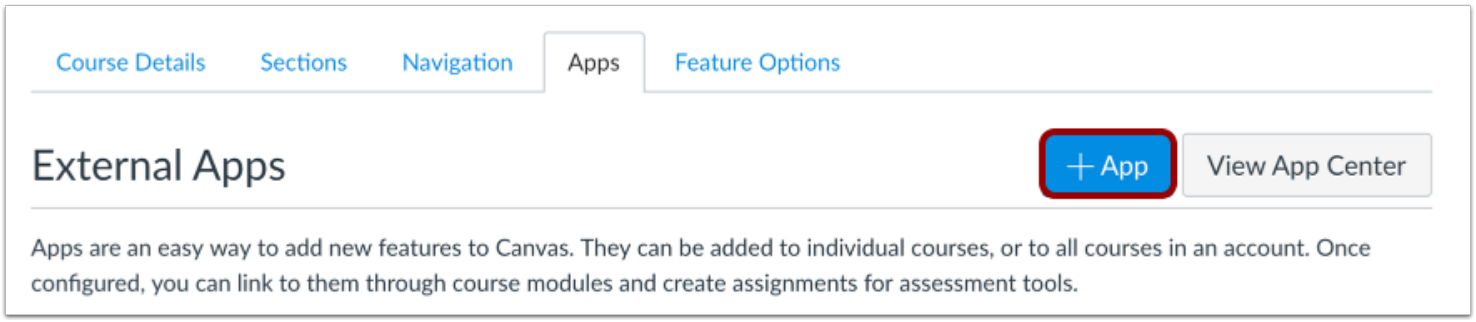
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App

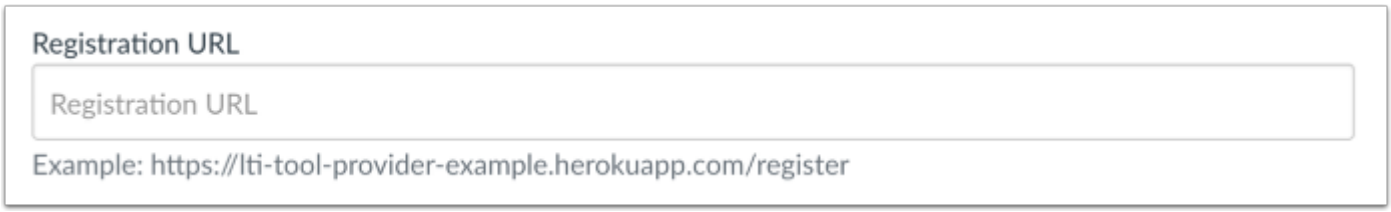


Click the **Add App** button.

Select Configuration Type

Click the **Configuration Type** drop-down menu and select **By LTI 2 Registration URL**.

Add Registration URL



In the **Registration URL** field, enter the URL for the app.

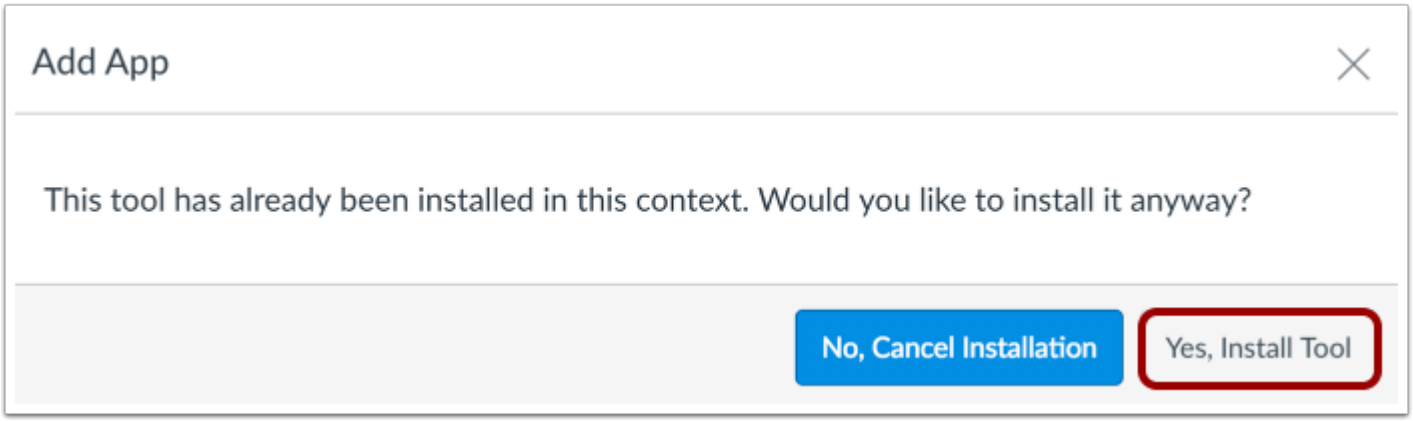
Apps are configured and recommended to be entered as secure links (HTTPS).

Launch Registration Tool

Click the **Launch Registration Tool** button.

Note: You may have to confirm settings or provide additional information in the Registration Tool.

Verify App



If the app has already been added in the course, Canvas verifies the you still want to install the app.

To continue, click the **Yes, Install Tool** button.

View App

View the external app.

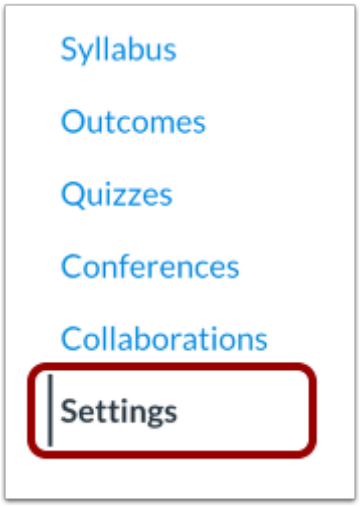
To manage the app, click the **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To see the places where the app appears in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

How do I configure an external app for a course using a client ID?

External apps that support LTI 1.3 and LTI Advantage require configuration using a client ID. To find the client ID, talk to your Canvas Admin.

Note: Manually configuring an external app is an account permission. If you cannot configure an external app, this permission has not been enabled for your user role.

Open Settings

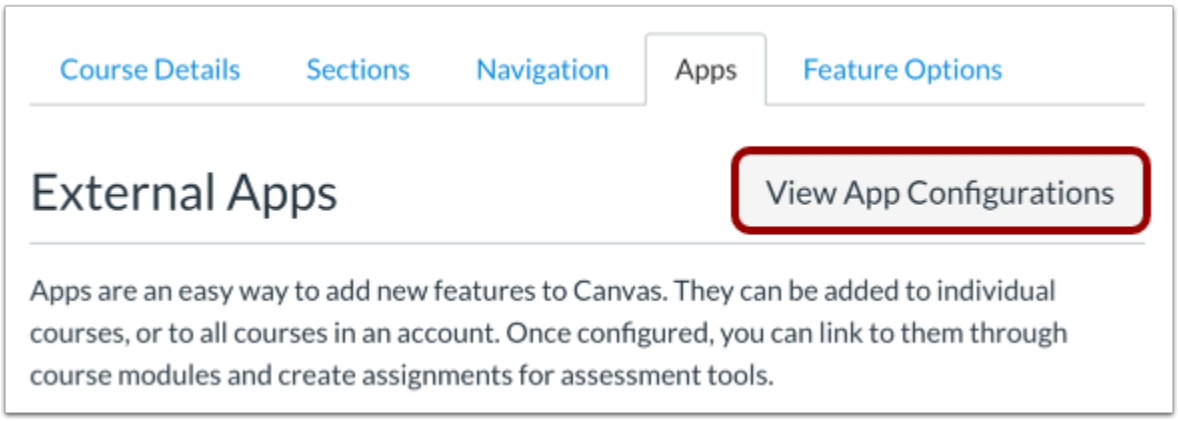


In Course Navigation, click the **Settings** link.

Open Apps

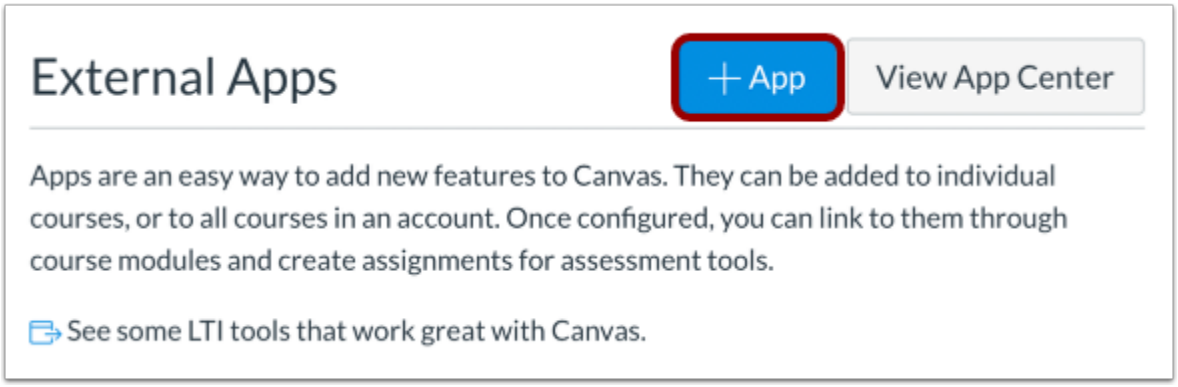
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add New App



Click the **Add App** button.

Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to **By Client ID**.

Enter Client ID

Enter the client ID in the **Client ID** field [1].

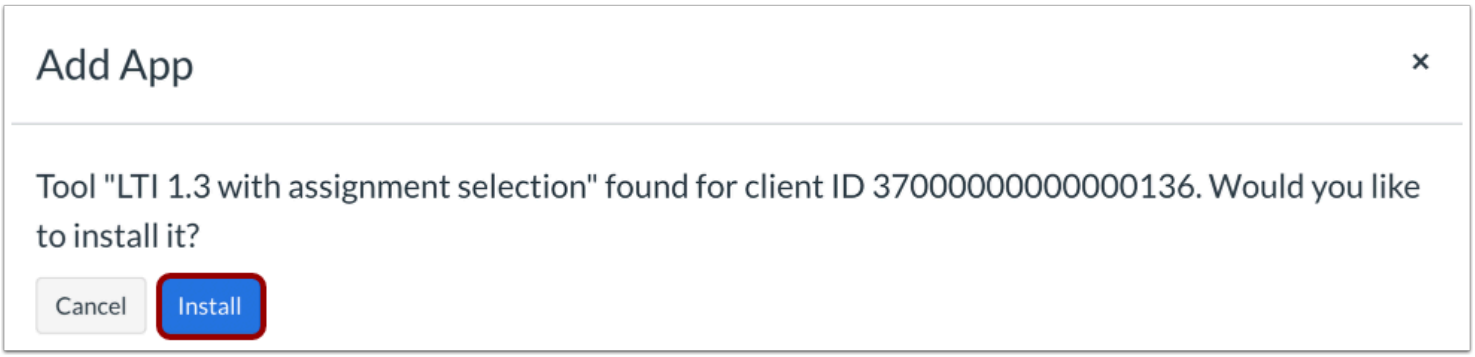
Then click the **Submit** button [2].

Note: If you do not have a client ID, contact your Canvas Admin.

View Error Message

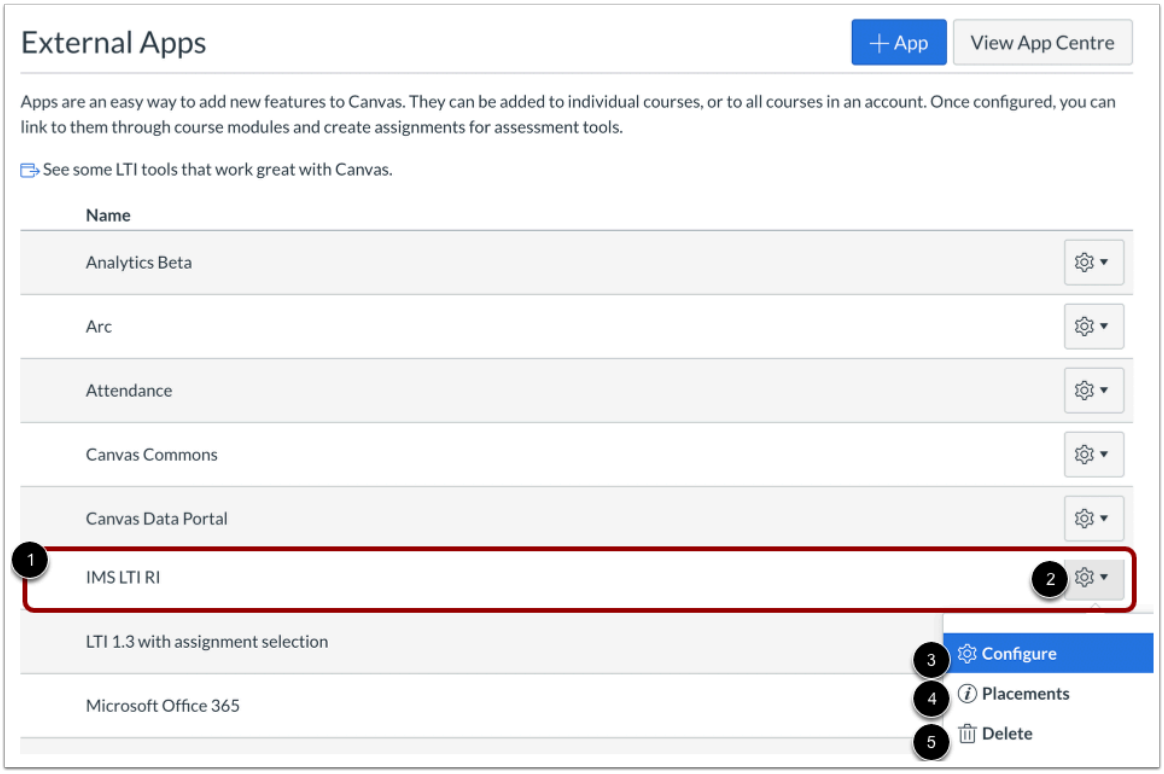
If the submitted client ID is not found in your account's developer keys, Canvas will display an error message.

Install App



To install the app, click the **Install** button.

View App



View your app [1].

To manage your app, click the **Settings** icon [2].

To edit the app, click the **Configure** link [3]. To see the places where the app appears in Canvas, click the **Placements** link [4]. To delete the app, click the **Delete** link [5].

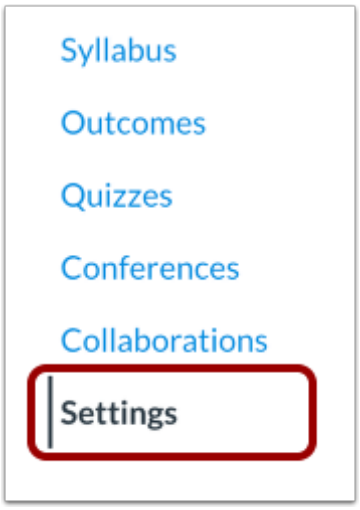
How do I configure a manual entry external app for a course?

You can manually configure an external app in your course. However, configuring an external app by URL is more common.

To learn more about configuring external apps, visit the Edu App Center.

Note: Manually configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

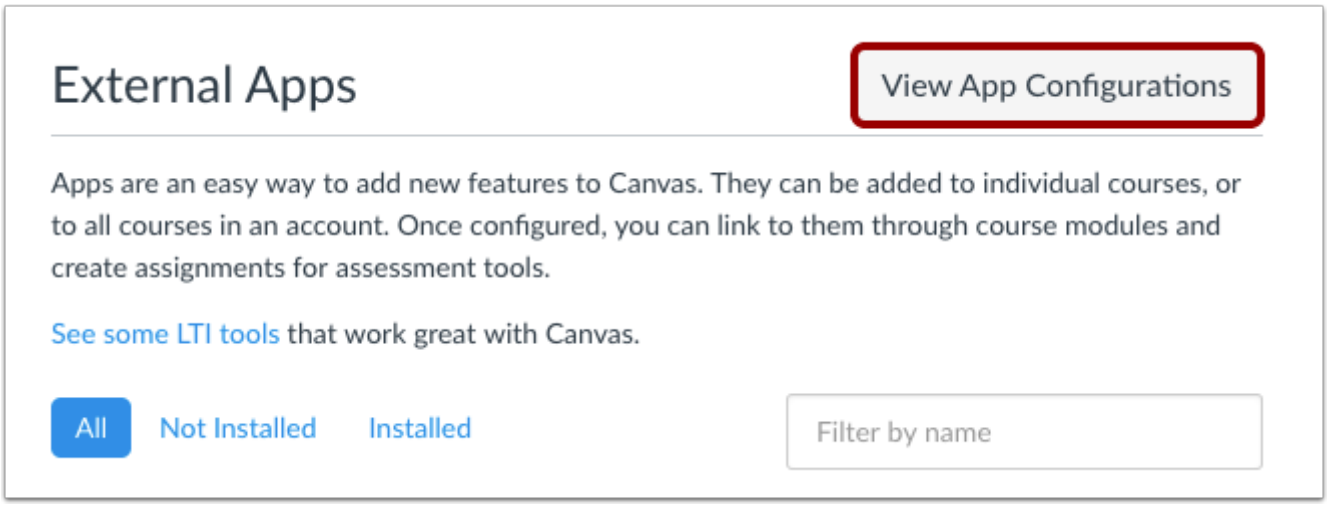


In Course Navigation, click the **Settings** link.

Open Apps

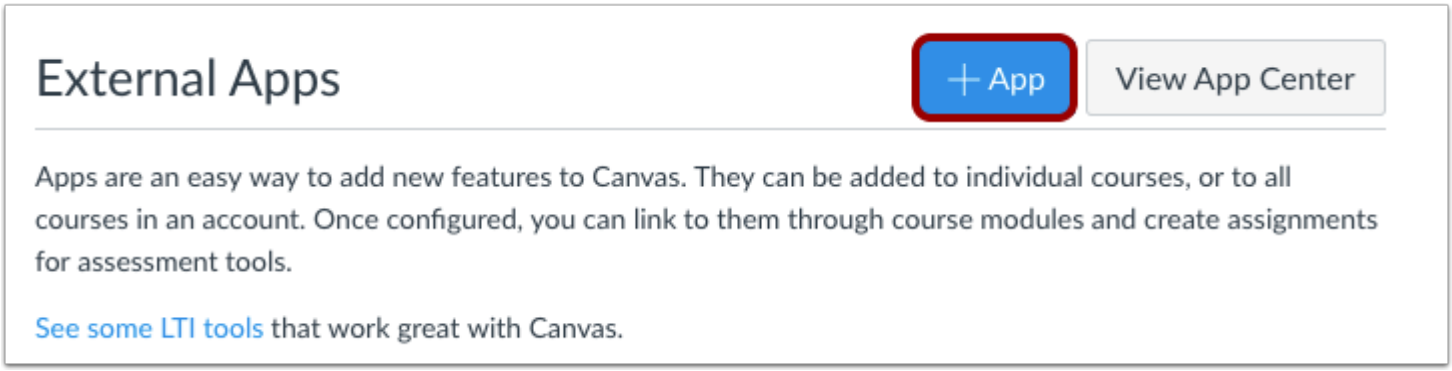
Click the **Apps** tab.

View App Configurations



To configure an app, click the **View App Configurations** button.

Add App

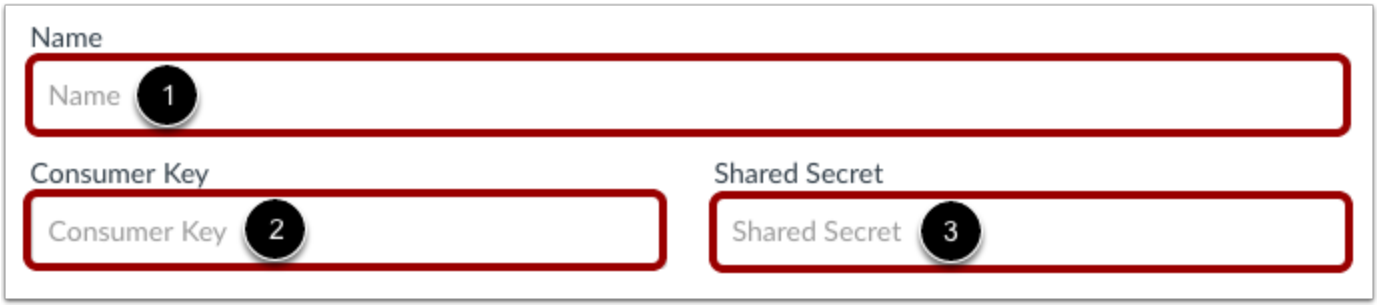


Click the **Add App** button.

Set Configuration Type

Select the **Configuration Type** drop-down menu and set the configuration type to **Manual Entry**.

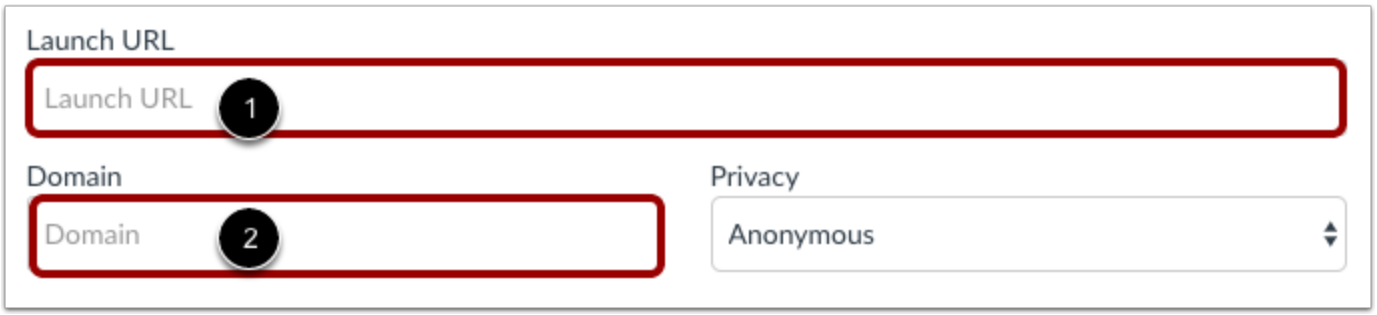
Add App Details



Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

Add Launch URL and Domain



In the **Launch URL** field [1], enter the Launch URL (source of the iframe for the link) to match the app to Canvas. Example: https://www.launchurl.com

You can choose to enter a domain in the **Domain** field [2]. The domain is optional and may be included with or replace launch URL. Type the appropriate URL or domain in the Domain field. Example: domain.com

Note: URLs must be iframe enabled and accept POST requests. Additionally, apps are configured and recommended to be entered as secure links (HTTPS).

Set Privacy

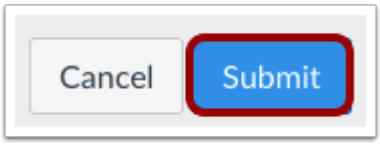
Select the Privacy drop-down menu to set the privacy settings:

1. **Anonymous:** No identifying information about the user will be sent to the vendor
2. **Email Only:** The user's email is the only identifying information sent to the vendor.
3. **Name Only:** The user's name is the only identifying information sent to the vendor.
4. **Public**: Various identifying information (name, email, Canvas ID, SIS ID of the course, SIS ID of the user, etc.) is sent to the vendor.

Add Custom Fields and Descriptions

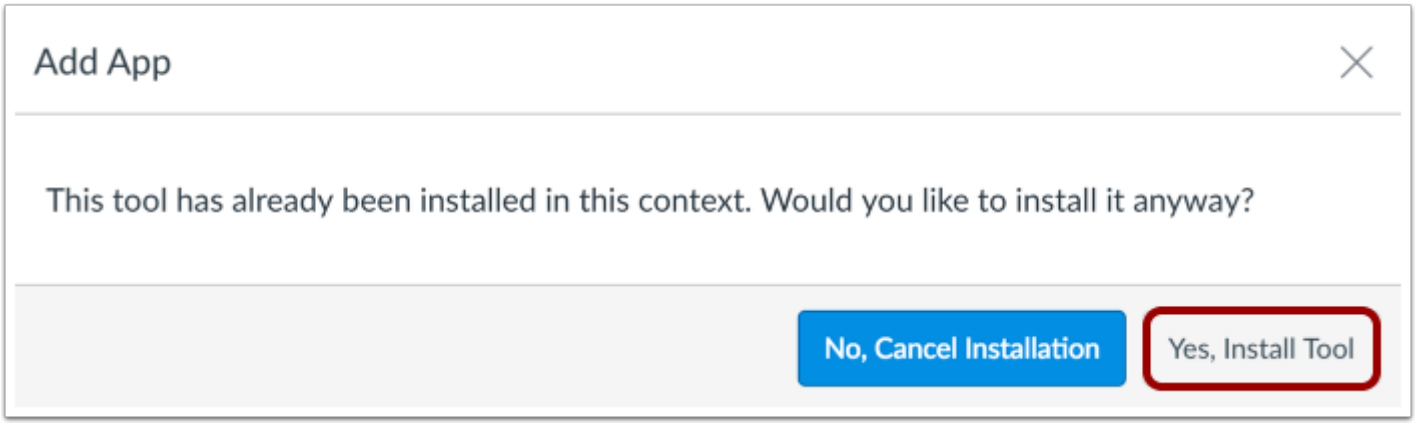
Type a custom field in **Custom Fields** [1]. Type a description of the app in the **Description** field [2].

Submit App



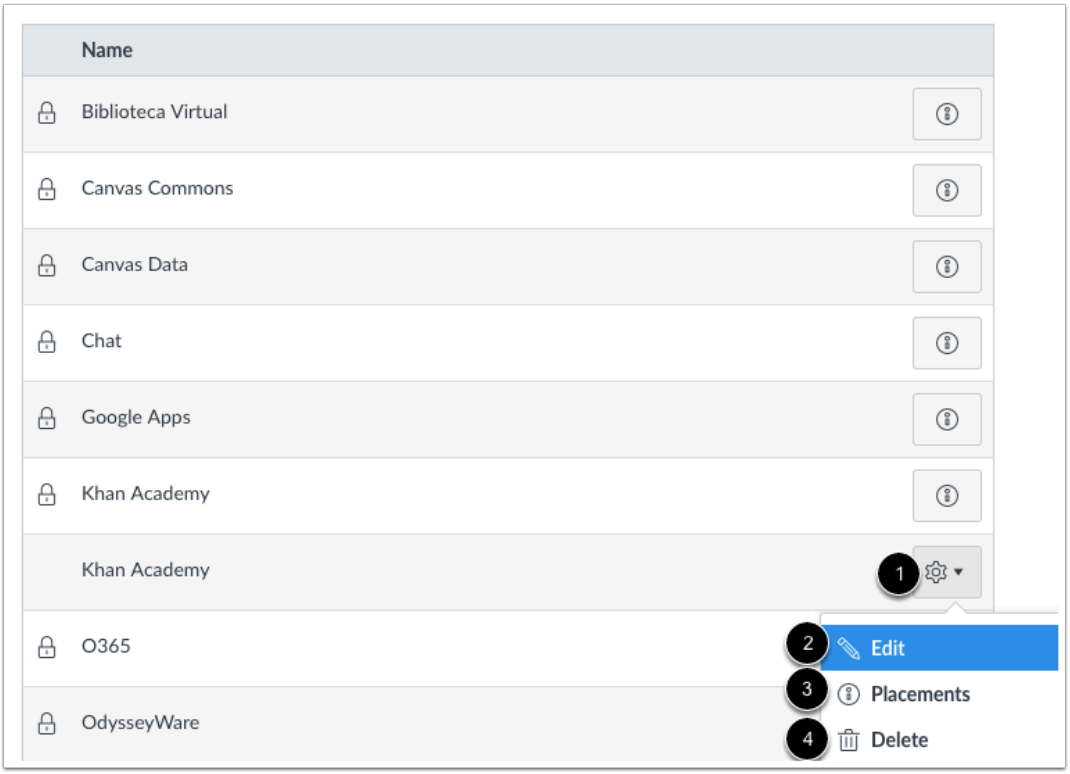
Click the **Submit** button.

Verify App



If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the **Yes, Install Tool** button.

View App



View the newly configured app.

To manage the app, click the **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To see the places the app will appear, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.

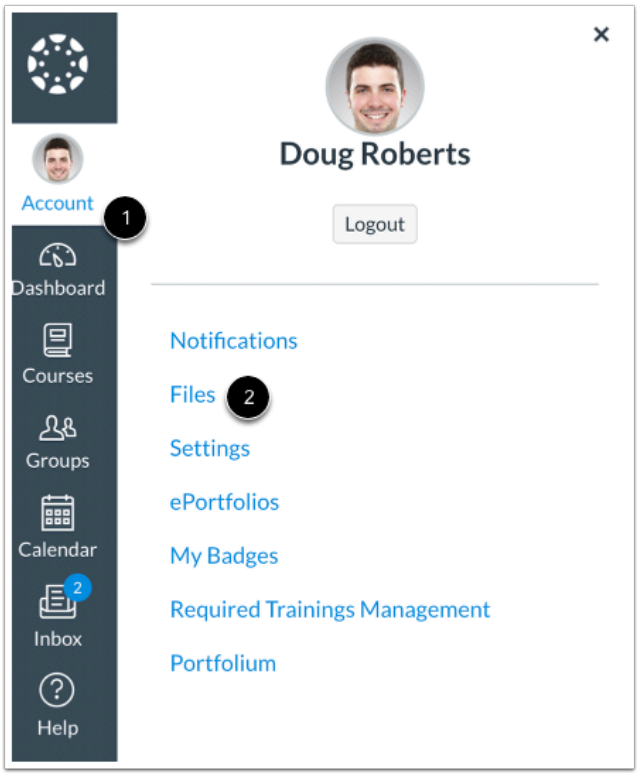
Files

How do I view my user files as an instructor?

User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution.

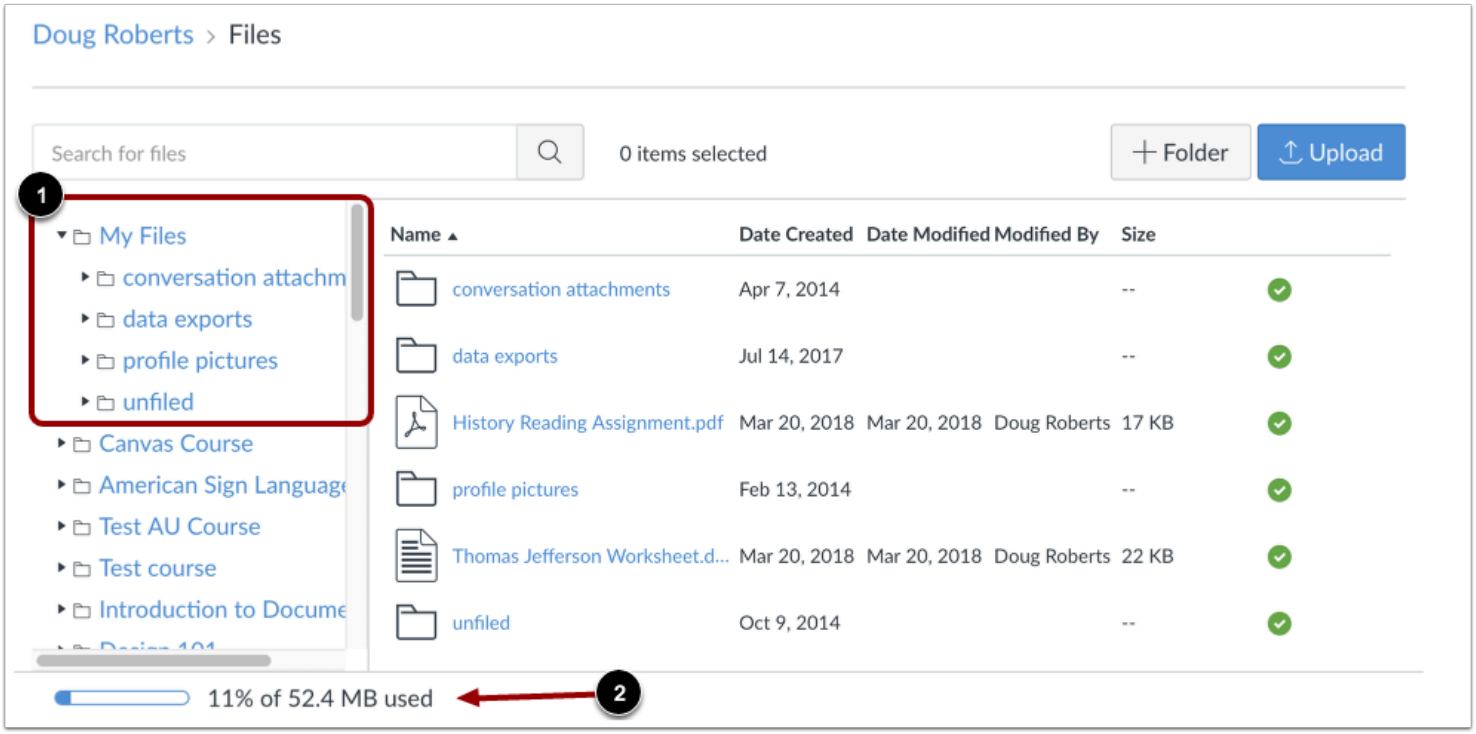
Note: When using the Rich Content Editor in a course, you cannot access files from your user files. To add files to a course, the file must reside in the files for the course. However, you can embed images from your user files using the Rich Content Editor.

Open User Files



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

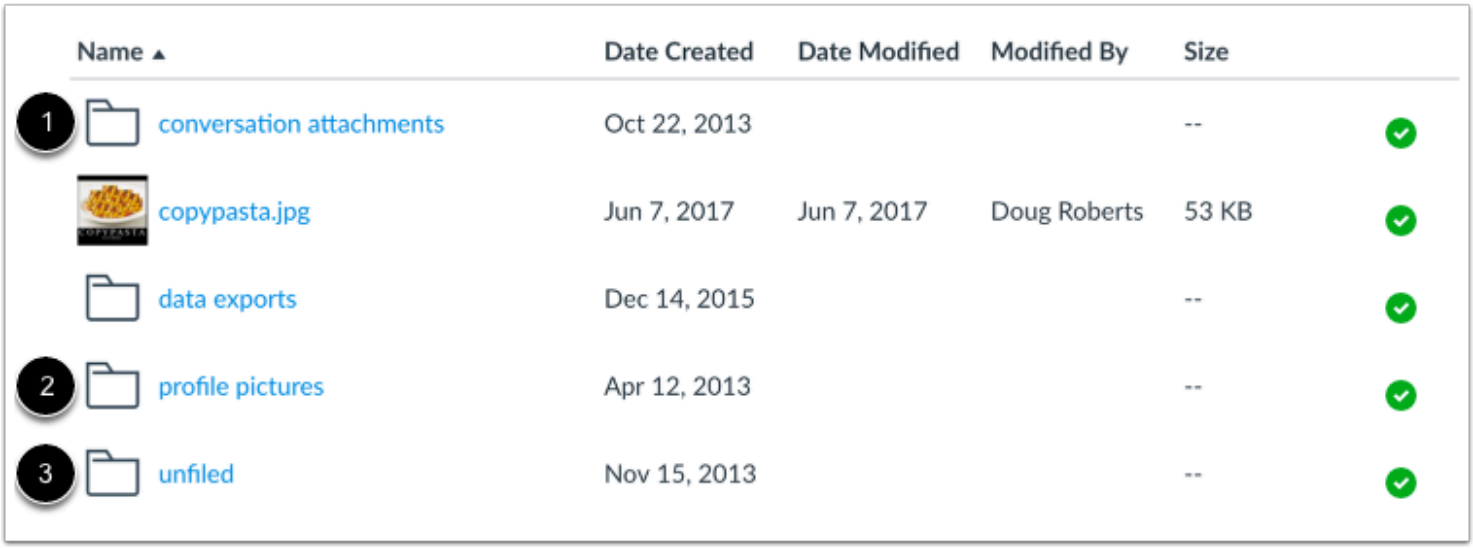
View User Files



All your user folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your user quota and what percentage of that quota has been used [2]. If you are enrolled in any courses as a student, files that have been submitted as assignments do not apply to the user quota and are stored in the unfiled folder.

View My Files

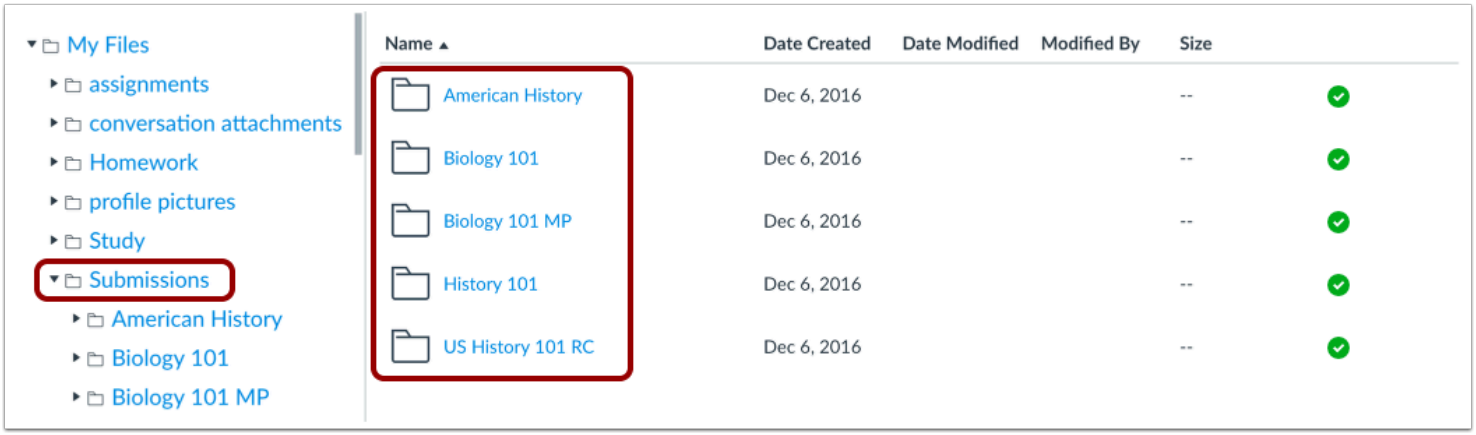


The My Files folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.

- The **Conversation attachments** folder [1] stores files that you attach to Conversations messages.
- If your institution enables you to upload a profile picture, the **Profile pictures** folder [2] stores photos that you upload as a profile picture.
- The **Unfiled** folder [3] stores files that you attach to discussion topics or discussion replies.

My Files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. If you have a student role in any courses, any files in the My Files folder that are not related to assignment submissions count toward your user quota.

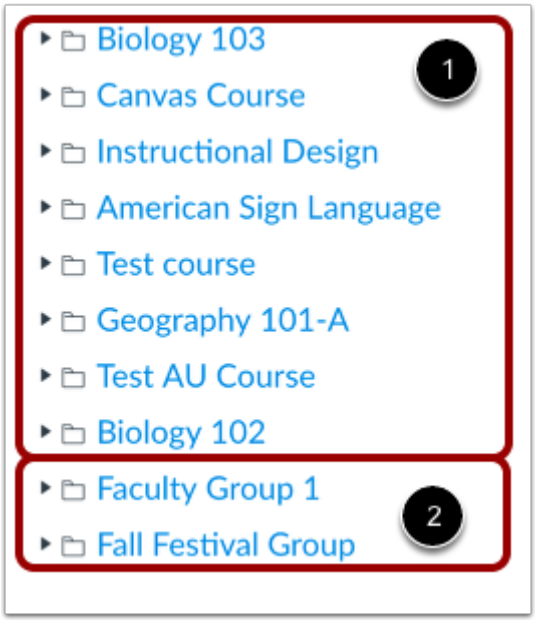
View Assignment Submission Folders



If you have a student role in any courses, the **Submissions** folder contains copies of your assignment submissions; assignment are organized by course folder and displayed alphabetically. However, assignments submitted through an external tool are not copied to the Submissions folder.

Note: For online assignment submissions, if you submit a file that you've previously uploaded, you can delete the previously uploaded file after it has been submitted and free up extra storage in your user files.

View Course and Group Files



Your course folders display below your user files [1]. If your Canvas admin added you to a group, group folders also display below the course folders [2].

You can easily move and organize files from your group, course, and user files.

You can also view course files and group files directly from the course or group.You can drag and drop files from your user files into a course or group folder.

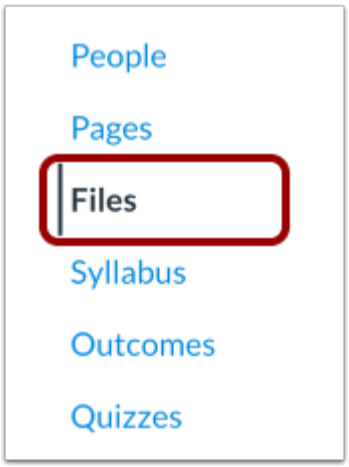
How do I view course files as an instructor?

Course files include any content uploaded to your course. By default, each course has 500 MB of storage space in Canvas (Free-for-Teacher accounts are limited to 250 MB). Administrators can change the quota for the entire institution or on a course-by-course basis. Files uploaded to your course will not count towards your personal file quota.

If the Course Files link is shown in the Course Navigation menu, course files can be viewed by any user in the course. Learn how to manage Course Navigation links.

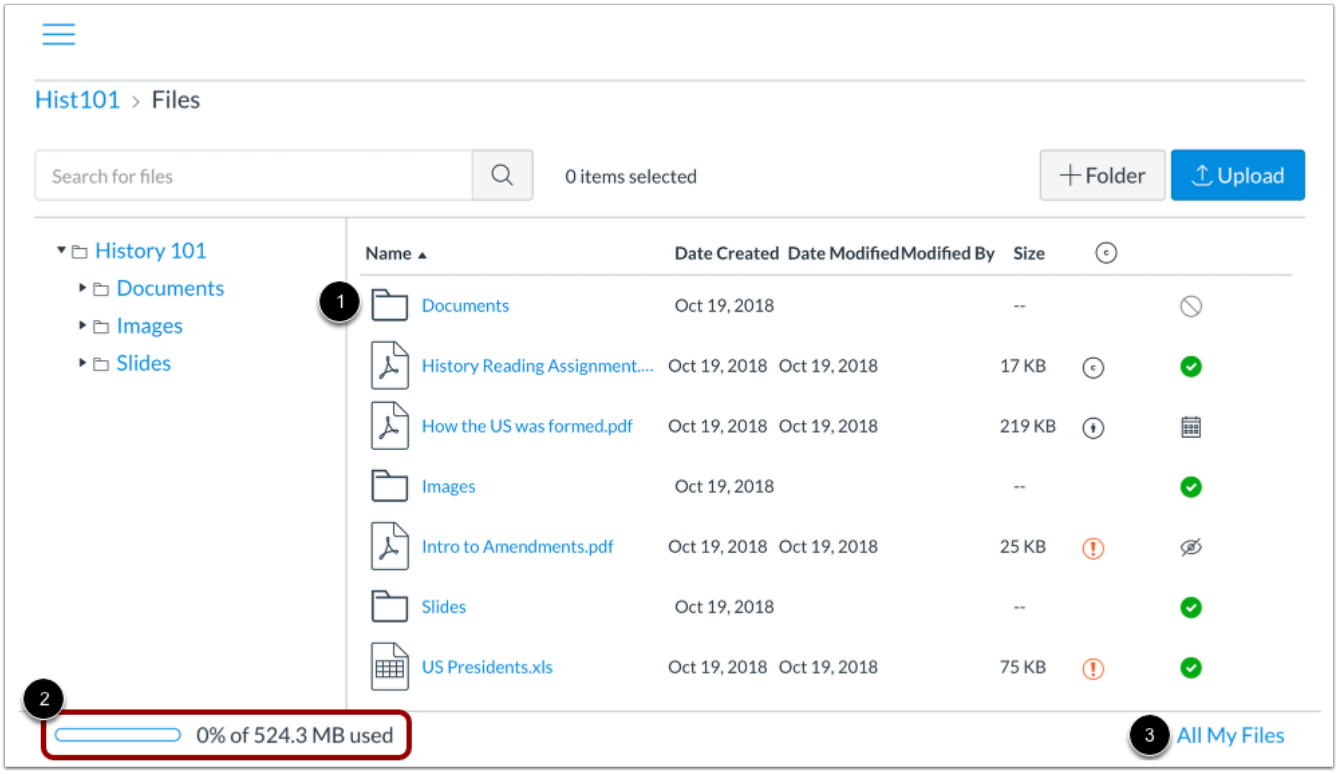
Note: When using the Rich Content Editor in a course, you cannot access files from your user files. To add files to a course, the file must reside in the files for the course. However, you can embed images from your user files using the Rich Content Editor.

Open Files



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

View Course Files

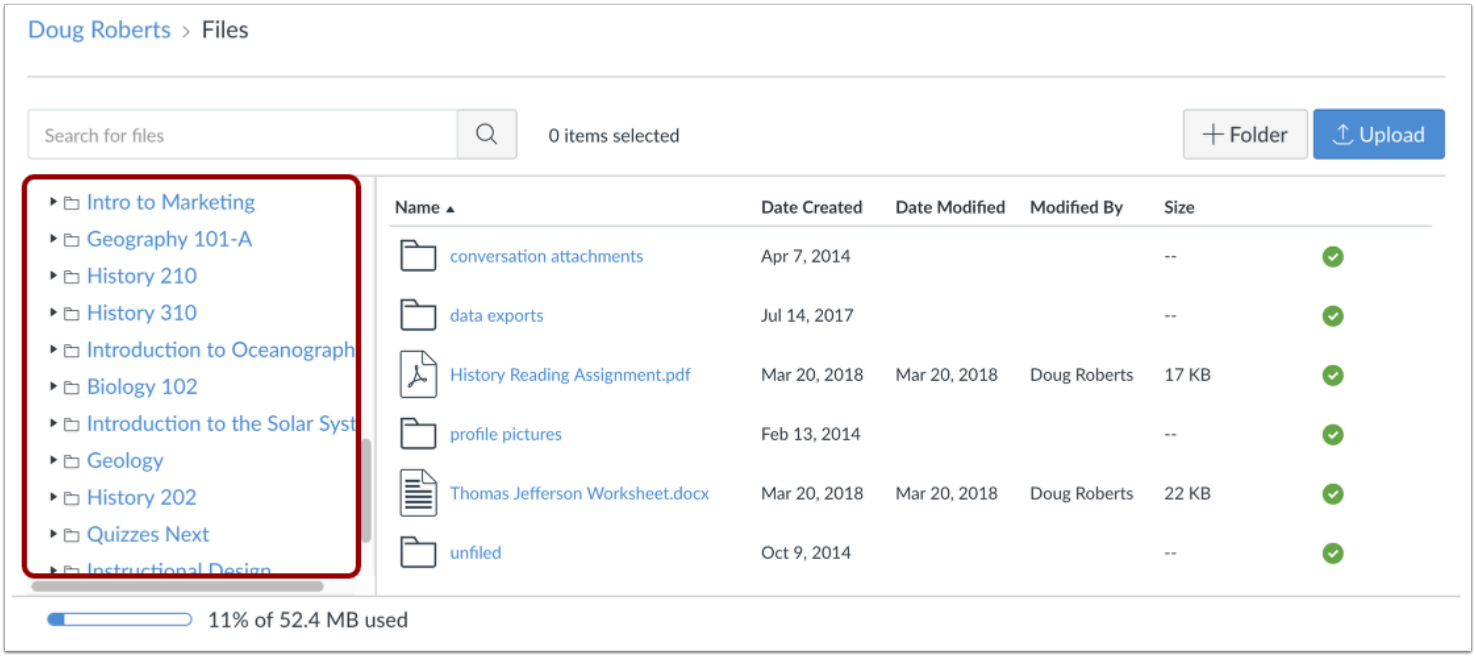


All published course files can be viewed by all course users [1]. However, some files may restrict access to specific users.

You can view your user quota and what percentage of that quota has been used [2]. Learn how to manage course files.

If you want to see the files for all your courses, click the **All My Files** link [3].

View Files for All Courses



Canvas displays your User Files page with all course folders displayed below your user files.

How do I view group files as an instructor?

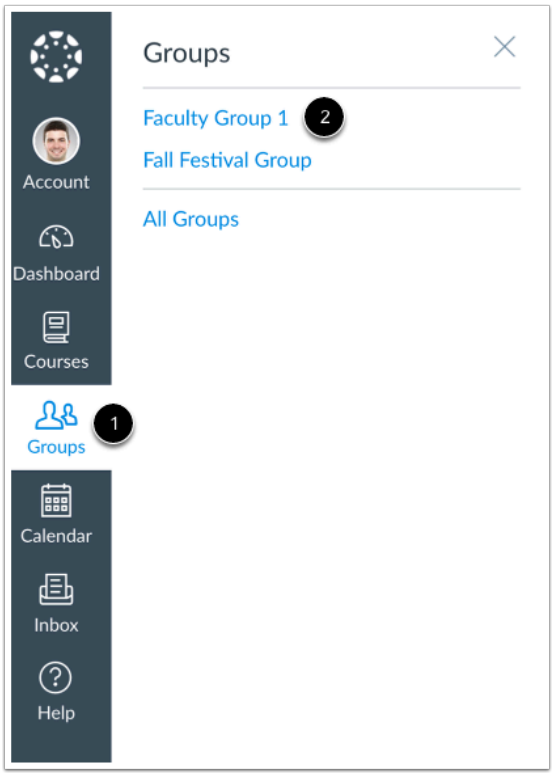
As an instructor, you may be added to a group within your institution. Groups files include any content uploaded to your group workspace.

Group files include uploaded assignment submissions, files for projects, and other group-related items. By default, each group has 50 MB of storage space in Canvas. Administrators can change the quota for the entire institution or on a group-by-group basis.

Group files are automatically published when they are uploaded to the group.

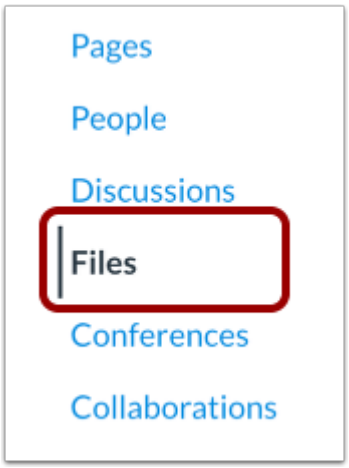
As groups are essentially mini courses, all group members have the same permissions to moderate files, including uploading files, publishing files, restricting access, and deleting files.

Open Groups



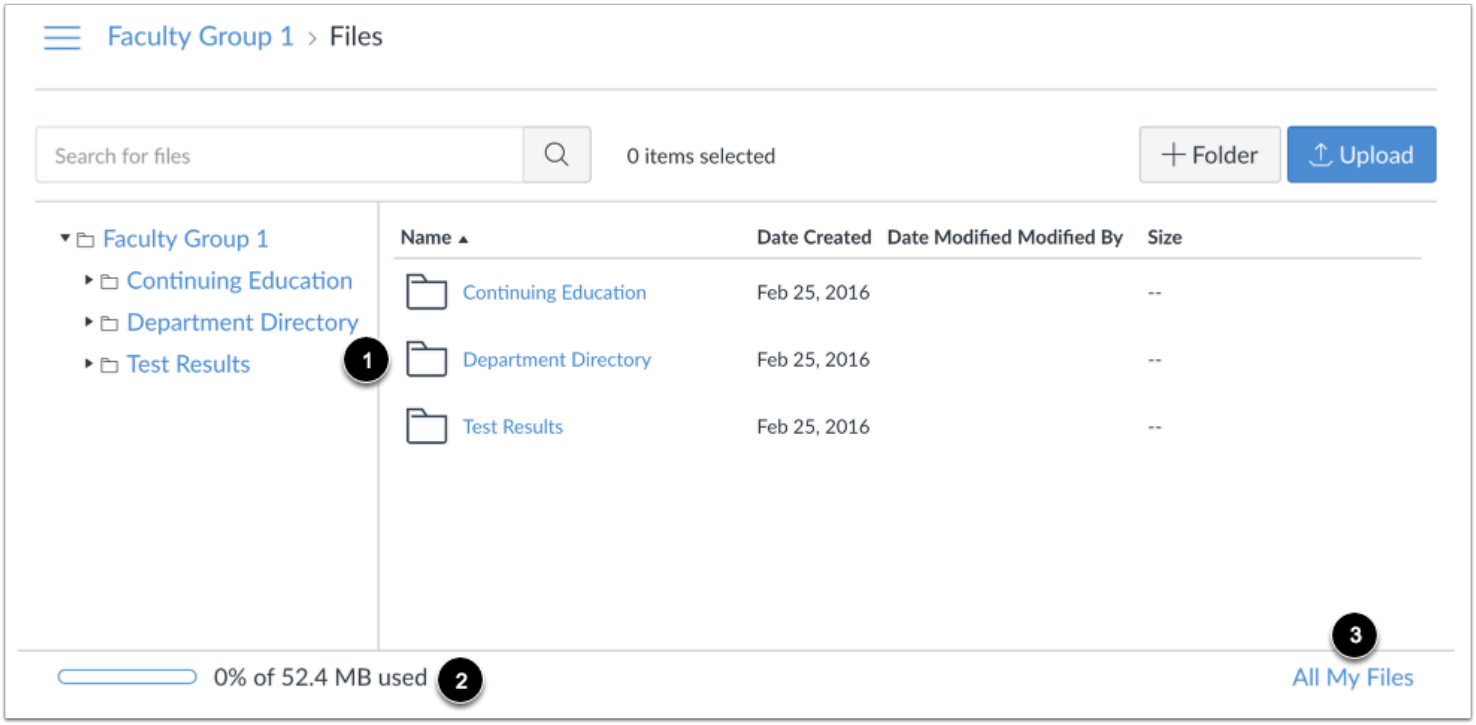
In Global Navigation, click the **Groups** link [1], then click the name of the group [2].

Open Files



In Groups Navigation, click the **Files** link.

View Group Files



All files can be viewed by all group members [1].

Please note that all group members hold the same permissions, so one group member can delete or move files uploaded by another group member. Group files are published by default.

You can view the quota for your group and what percentage of that quota has been used [2]. Files that have been submitted as group assignments do not apply to the group quota.

If you want to see the Files for all your groups, click the **All My Files** link [3]. Canvas will display your User Files page with all group folders displayed below your user files.

Learn more about how to use Files as an instructor.

How do I use Files as an instructor?

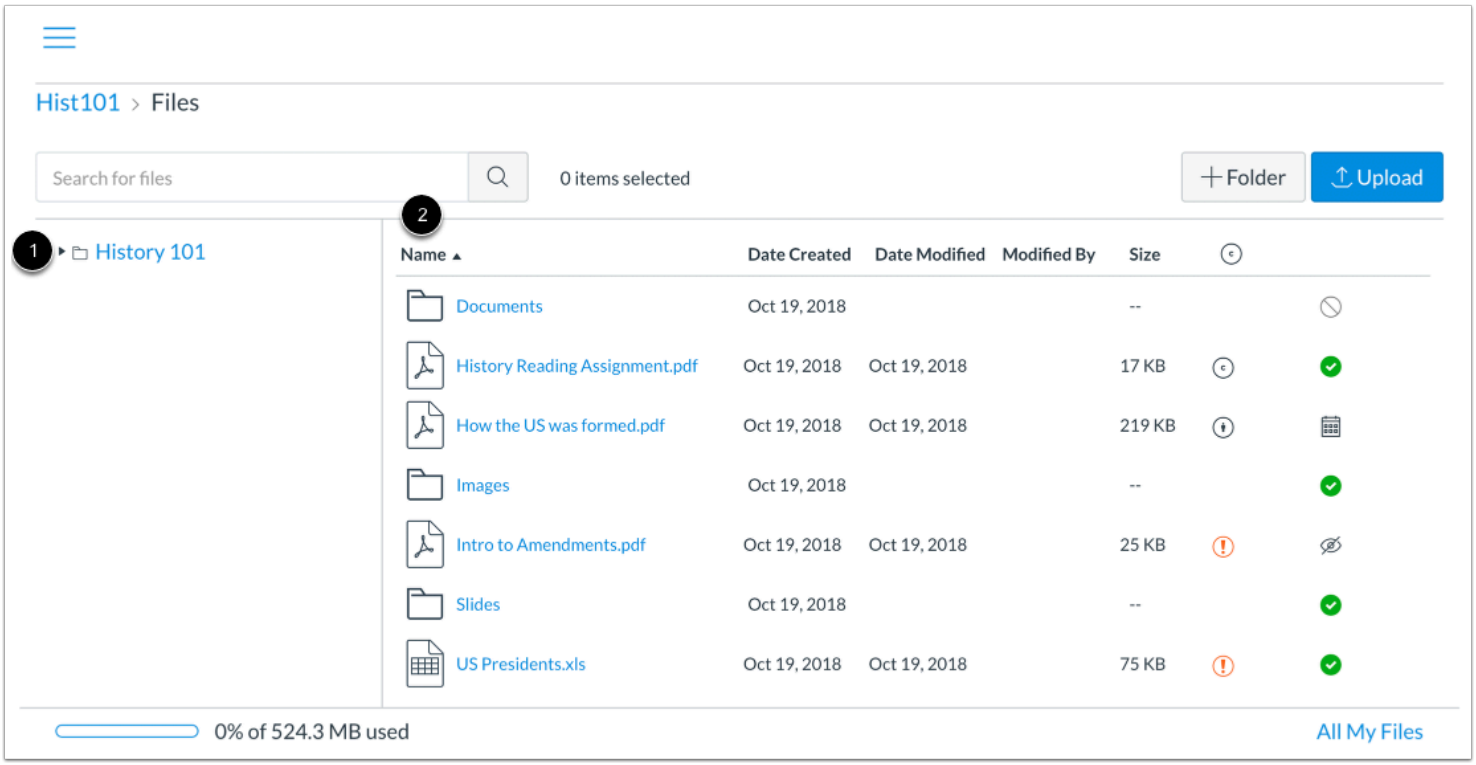
As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

View a video about files.

You have access to files (documents, images, media, etc.) in three different feature areas:

- User files, located in your user profile
- Course files, located in each course where you are enrolled
- Group files, located in each group where you are a member

View Files

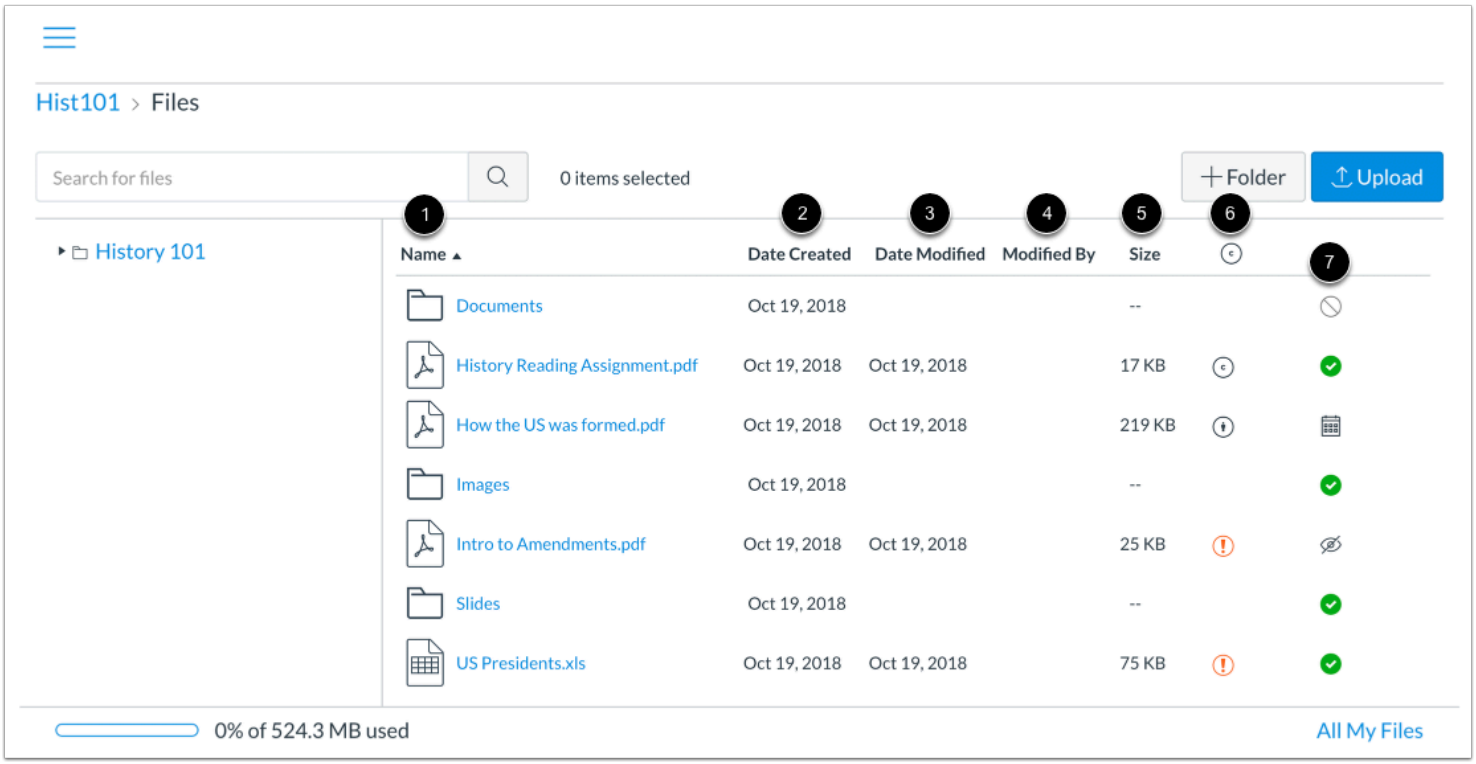


The basic functionality within Files is the same within each files location, but some features may differ according to feature area.

The left panel [1] shows all folders for quick navigation. Some folders may be housed within other folders. Click the arrows next to the folder name to expand all folders.

Click the name of a folder. All contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.

Navigate File Headings



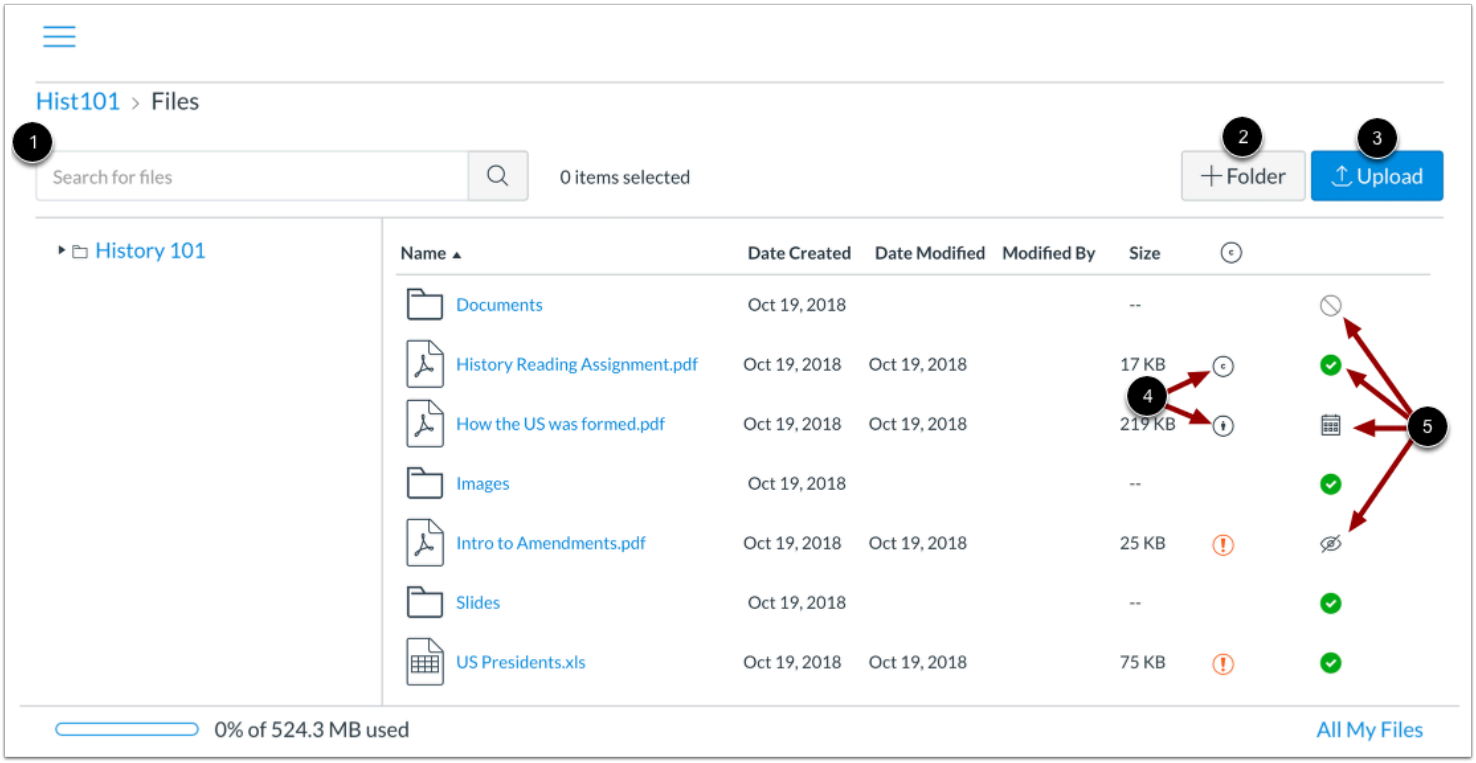
For each file, you can view the name of the file [1], the date the file was created [2], the date the file was modified [3] and the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

Courses and groups may display a column for usage rights. If enabled, the column displays the user right (copyright) for the file [6].

You can also view the published status [7] for all files.

Files are sorted alphabetically. To sort files, click the name of any column heading.

Manage Files



Depending on the file area, files may contain several options to manage files:

Search for files [1]. Files is fully searchable by file name.

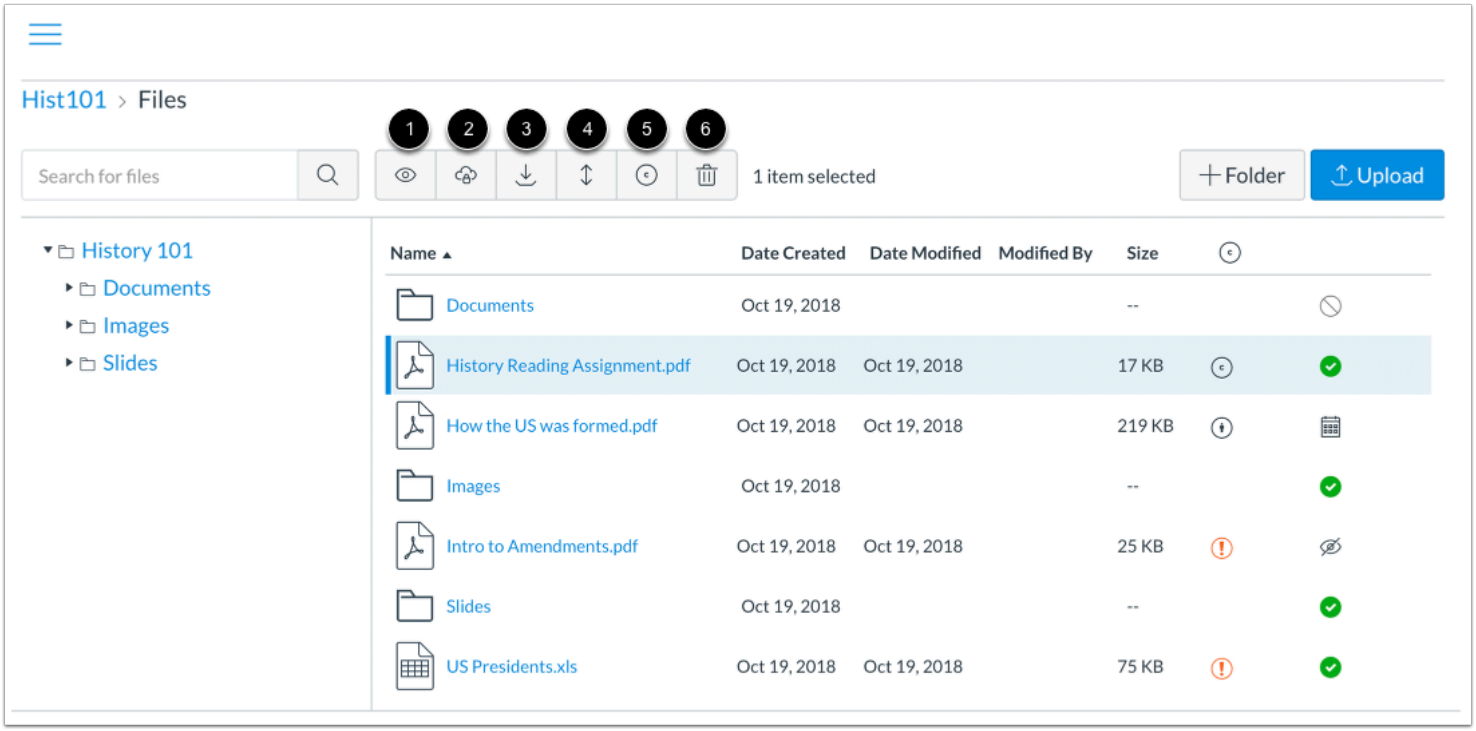
Add a folder [2]. Add a new folder to Files to store files. Folders can also house other folders.

Upload a file [3]. Upload a file to Files.

For courses and groups using usage rights, set the user right (copyright) for a file [4]. You must set a user right for a file before it can be published. Files that do not contain a usage right display as a warning icon.

Change the state of the file [5]. Files can be published, unpublished, or include a restricted status.

Manage Selected Files



To select a file, click the name of the file. You can also select multiple files at the same time by holding the command (MAC) or control (PC) key.

When a file is selected, Files displays the file toolbar at the top of the window. Depending on the files area, the toolbar may contain several options to manage the selected file(s):

- Preview the file [1]
- Manage file to restrict access [2]
- Download the file [3] (when selecting more than one file, option appears to download as a zip file)
- Move the file [4]
- Manage Usage Rights for the file [5]
- Delete the file [6]

You can also manage some or all options for a selected file within the file's **Options** menu [7].

View Blueprint Course

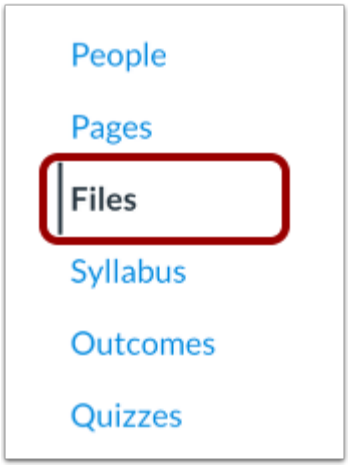
If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

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

How do I move and organize my files as an instructor?

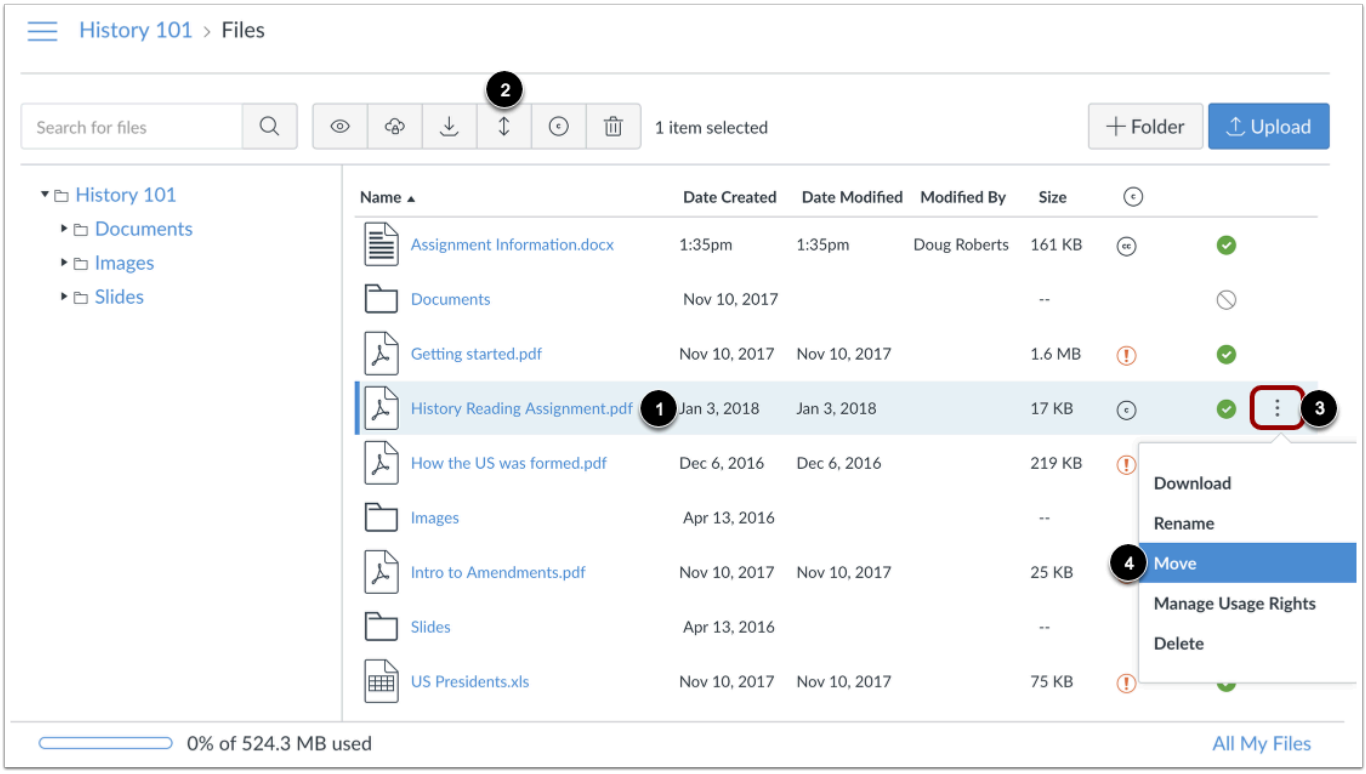
You can move and organize the files in your course by dragging and dropping files or using the Move options for each file. Files are always organized in alphabetical order, so you are not able to rearrange the organizational structure of files, but to locate a file you can always sort files by column.

Open Files



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

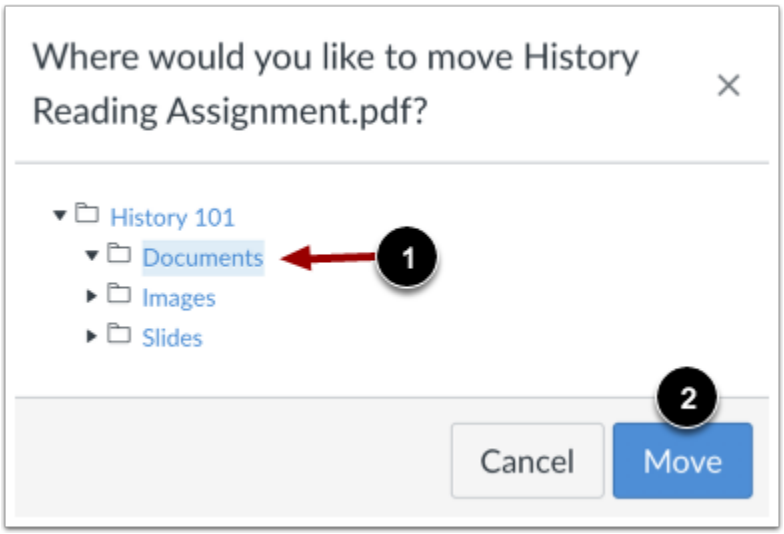
Move File via Move Button or Options Icon



Locate the file you want to move. Click the line item for the file [1].

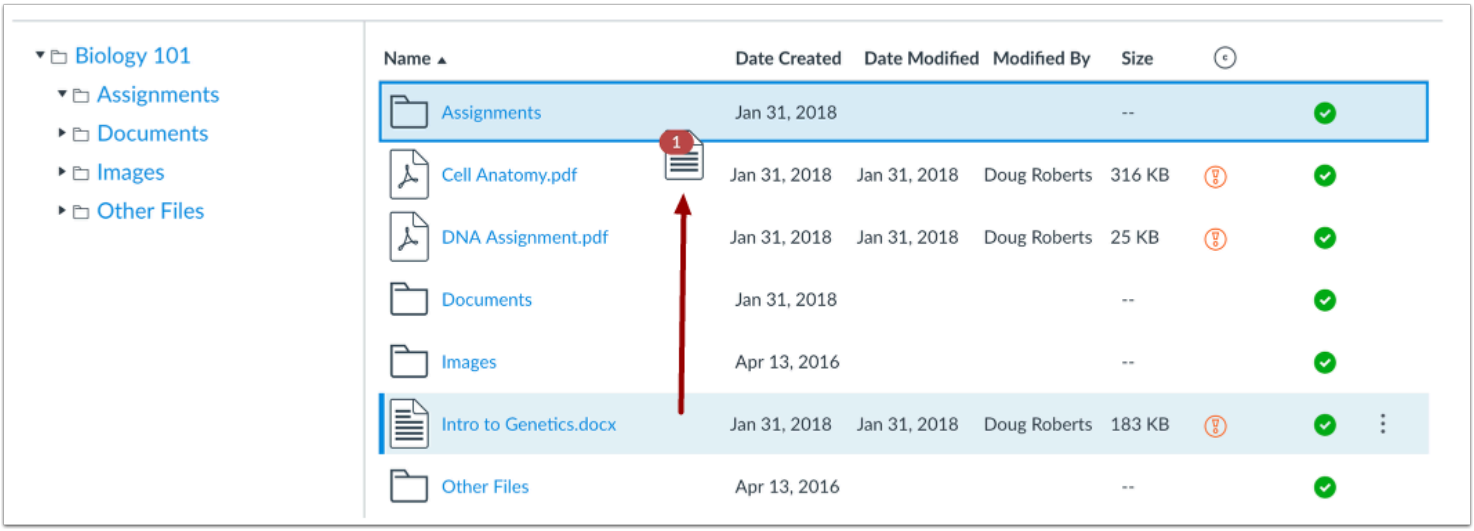
To move the file via the toolbar, click the **Move** button [2].

To move the file via file settings, click the **Options** icon [3], then click the **Move** link [4].



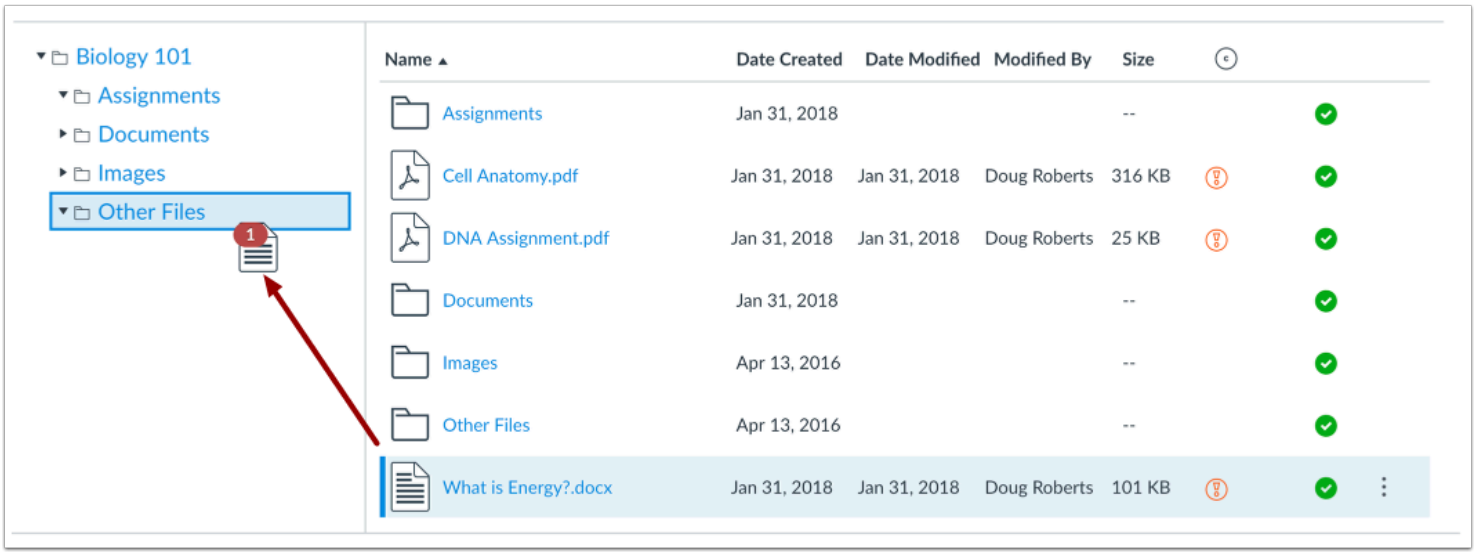
Select the folder where you want to move the file [1] and click the **Move** button [2].

Move File via Drag and Drop



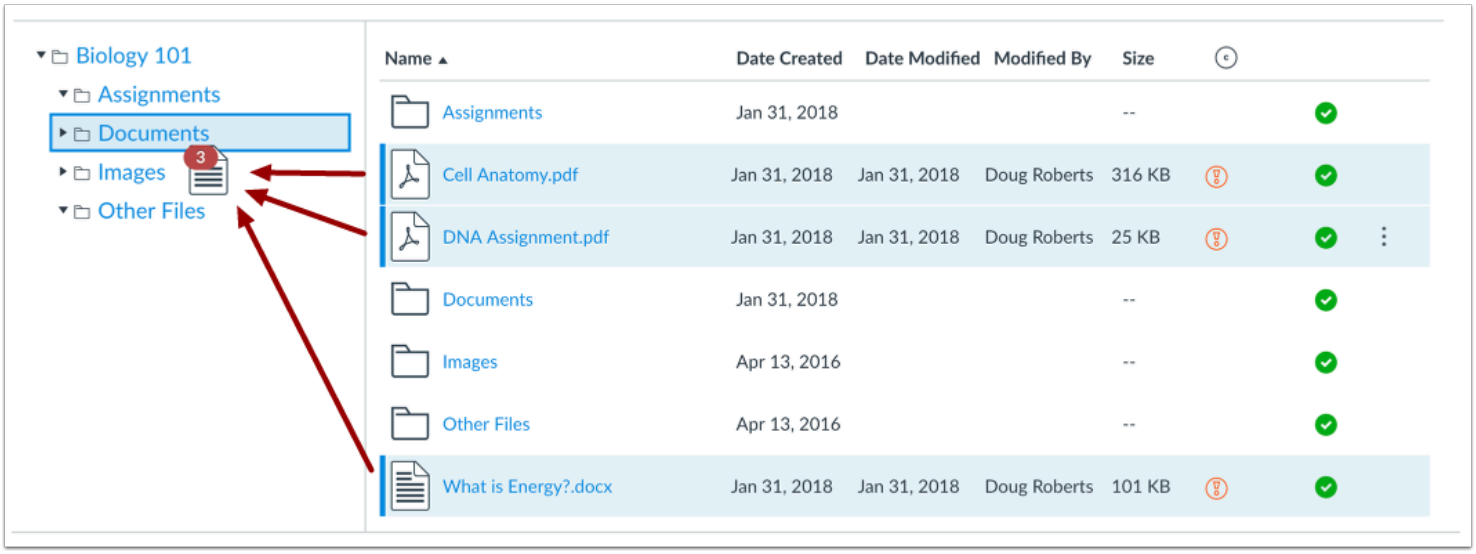
You can also manage your files using a basic click-and-drag method. Click the file name and drag the file to the desired folder. Once you see the folder highlighted, release your mouse. The file has been moved.

Note: Instructors can drag and drop files from their personal files into course files.



You can also move a file from the right pane to the left pane.

Move Multiple Files



To select multiple files, press the command key (Mac) or the control key (Windows) while clicking the line of each file you want to select.

To select all files, press the command + A keys (Mac) or the control + A keys (Windows).

To select a range of files click the first file you want to select, hold down the Shift key, and then click the last file you want to select. All files between the first and the last file will be selected.

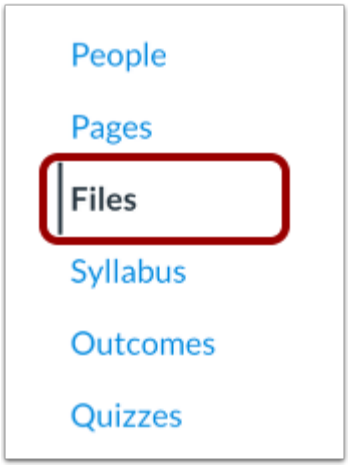
Note: You can also use the same key command to deselect a file.

How do I rename a file as an instructor?

You can rename your files at any time using the Rename option in the file's settings menu.

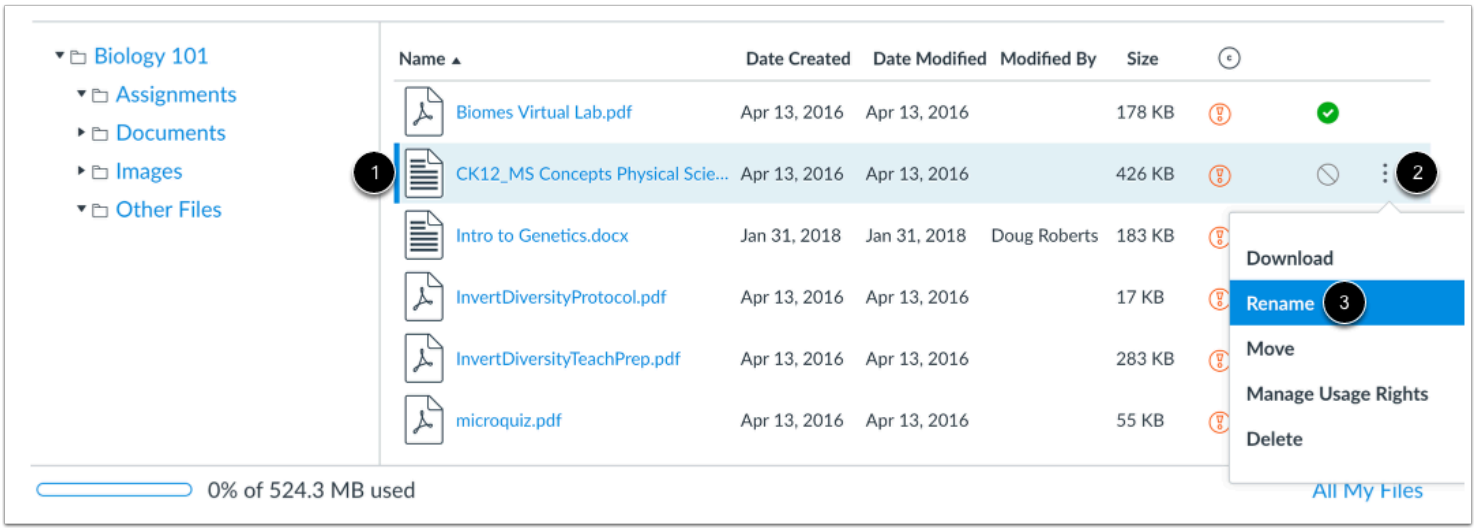
Note: If you add a file to another area of Canvas (e.g. Modules or Assignments) and then rename the file in Course Files, the file rename will not update in any other Canvas location and must be changed manually. Please ensure that your file names are correct in Course Files before adding them to other content areas.

Open Files



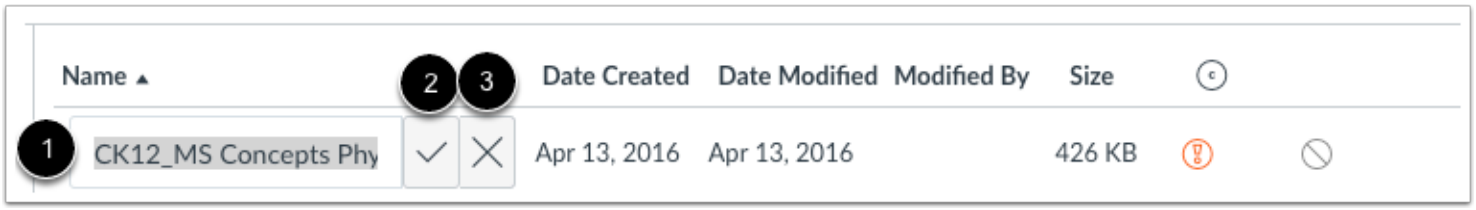
In Course Navigation, click the **Files** link.

Rename File



To rename a file, click the line item for the file [1].

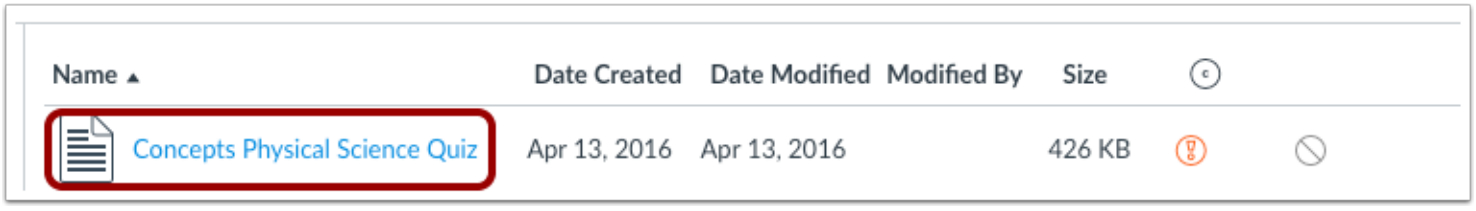
Click the **Options** icon [2], then click the **Rename** link [3].



In the text field, change the name of the file [1]. To save the name of the folder, press the Return (Mac) or Enter (PC) key or click the **Check** button [2]. To return to the previous title, click the **Cancel** button [3].

Note: Renaming or removing the extension in the file name may strip the extension from the file when it is downloaded.

View File

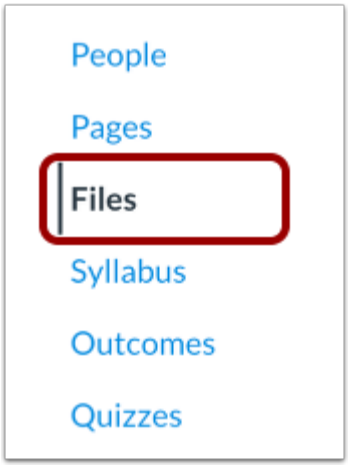


View the new name of your file.

How do I create a folder in Files as an instructor?

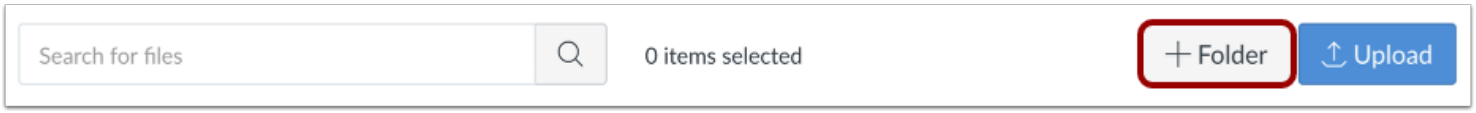
Folders can be used to organize files in your course, group, or personal files.

Open Files



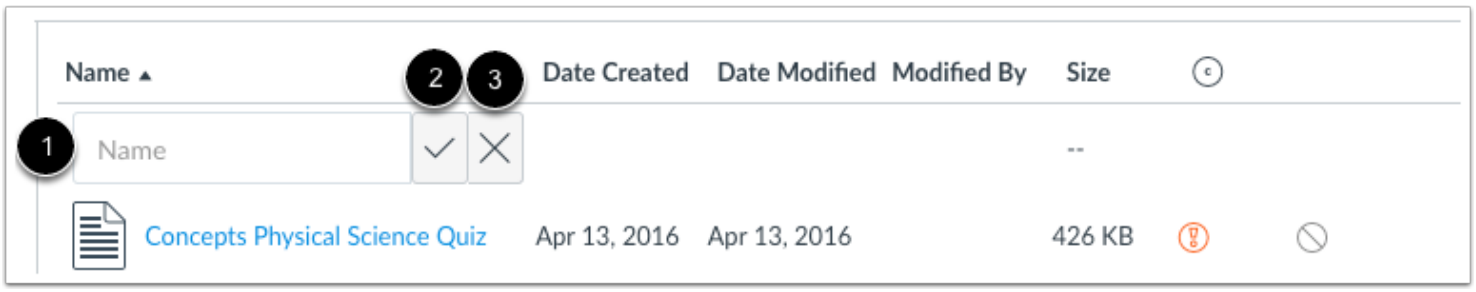
In Course, User, or Group Navigation, click the **Files** link.

Add Folder



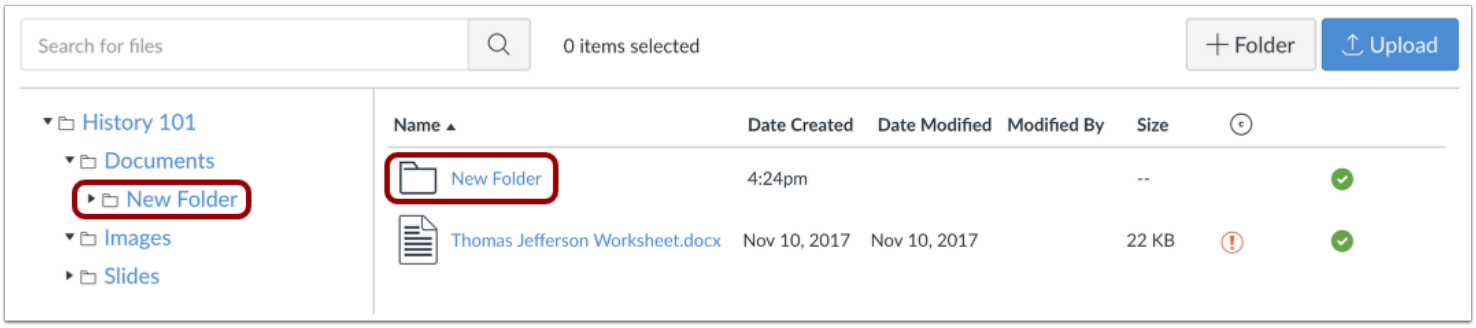
Click the **Add Folder** button.

Name Folder



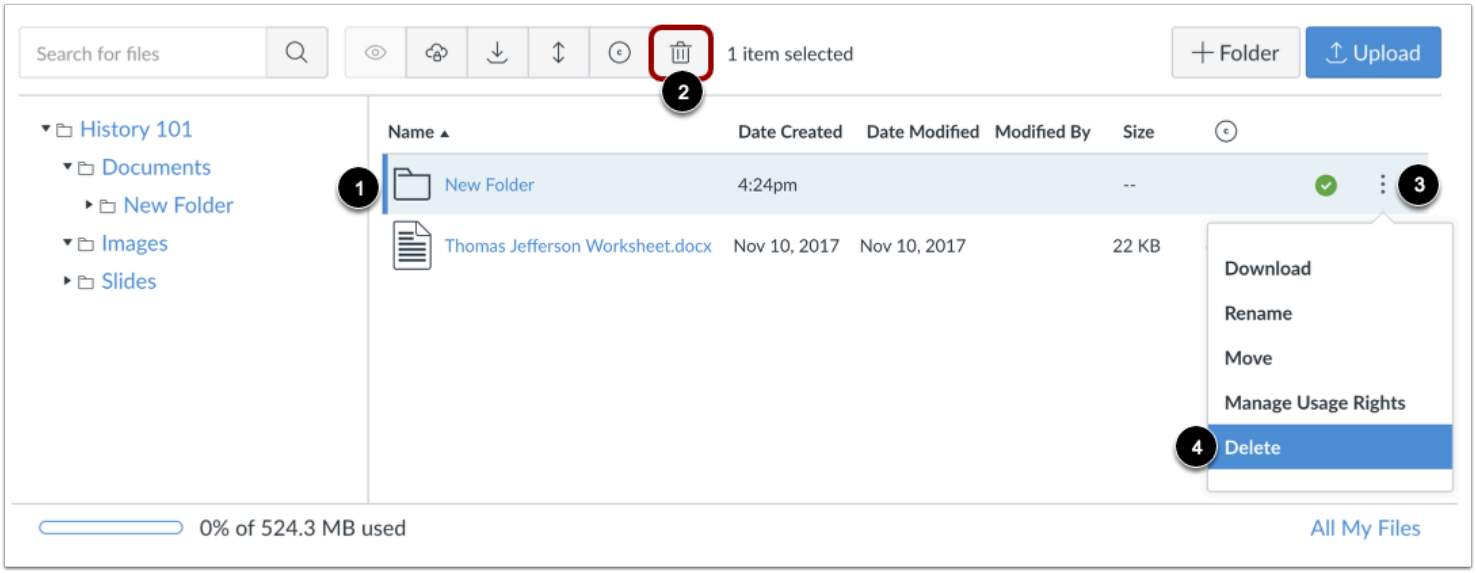
Type the name of the folder in **Name** field [1]. To save the name of the file, press Return (Mac) or Enter (PC) key or click the **Check** button [2]. To return to the previous title, click the **Cancel** button [3].

View Folder



Your folder will appear in both panes of the Files view. You can organize your files on Canvas by moving them to folders.

Delete Folder



To delete a folder, click the line item for the folder [1] and then click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Note: Deleting a folder will also delete all files in that folder.

How do I upload a file to a course?

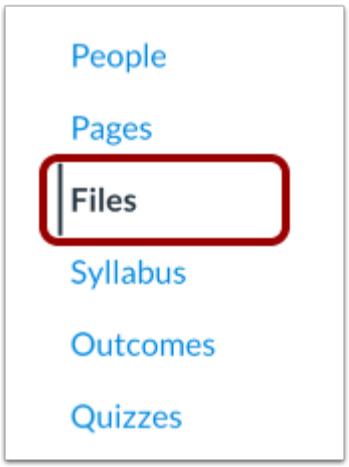
You can add a file to your course by uploading a file. You can also import files using the course import tool in Course Settings.

As an instructor, you can drag and drop files from your personal files into course files.

Notes:

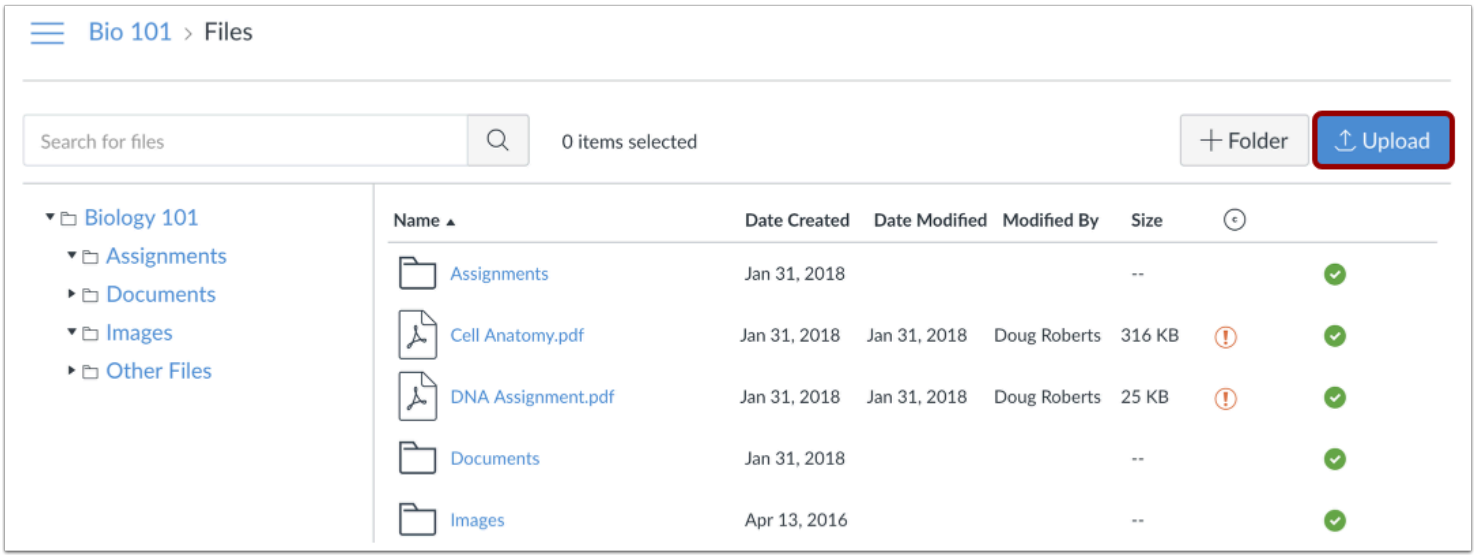
- Canvas does not support file uploads larger than 5 GB.
- Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

Open Files



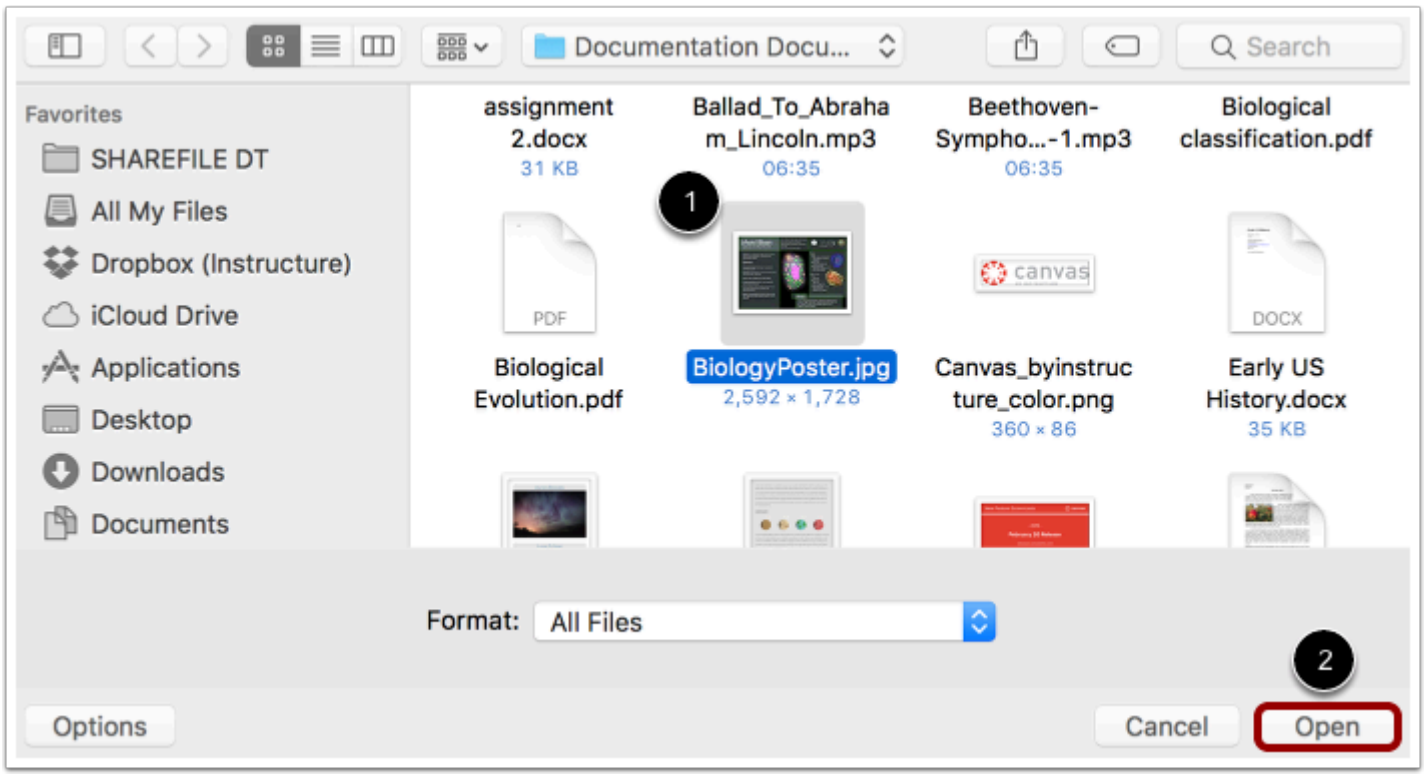
In Course Navigation, click the **Files** link.

Upload File



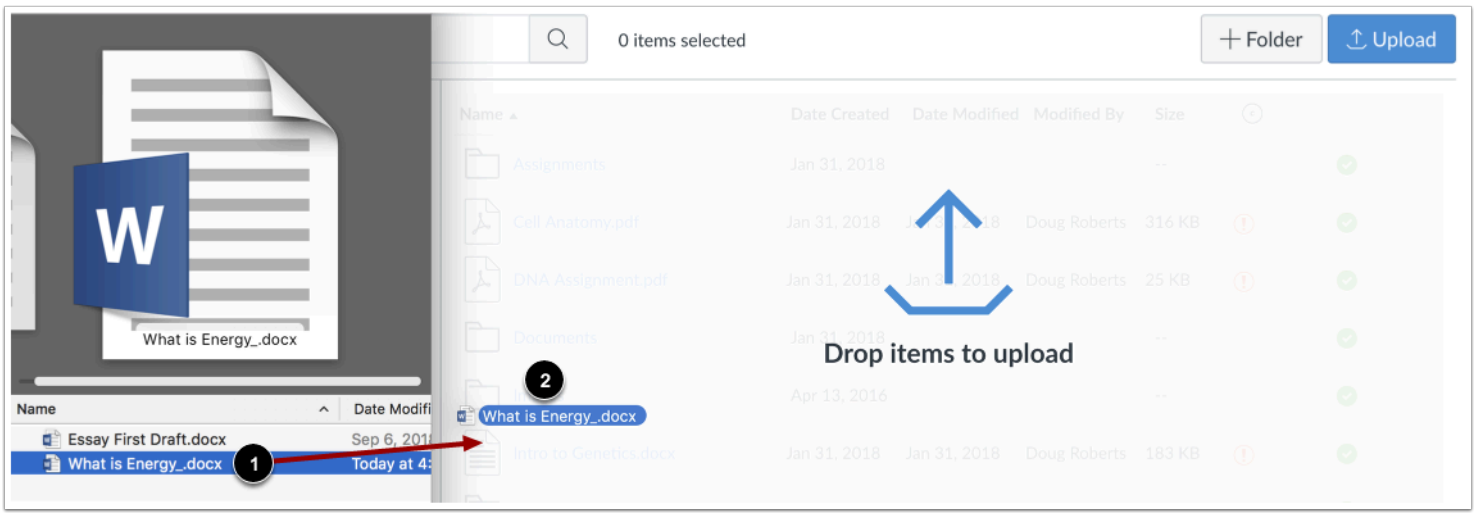
Click the **Upload** button.

Open File



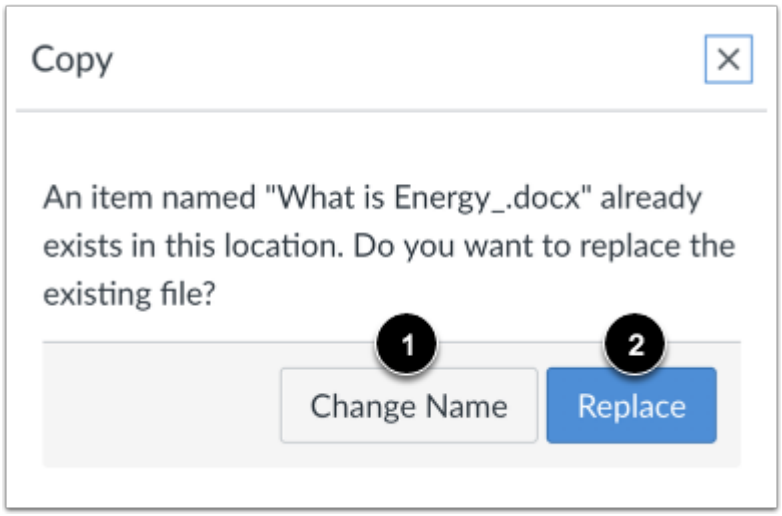
Click the title of the file you want to upload [1] and click the **Open** button [2].

Upload Files via Drag and Drop



Some web browsers contain a unique feature that 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.

Replace Duplicate File



If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

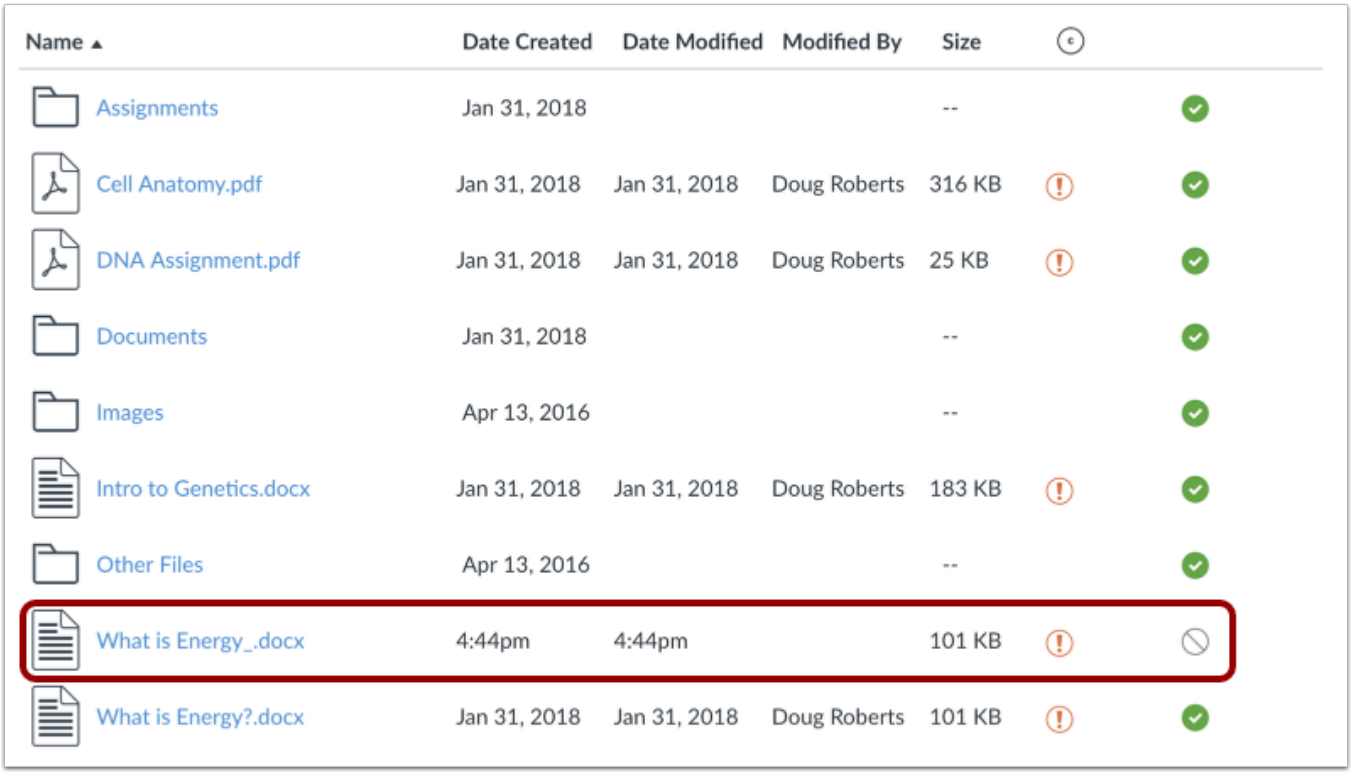
To rename the file, click **Change Name** button [1]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [2].

View Upload Progress

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

View File



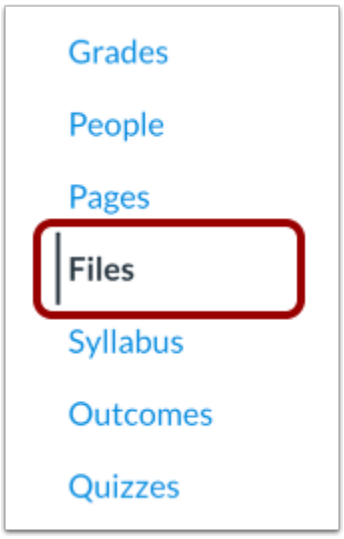
View your new file in the course.

Note: If you are using Usage Rights, you must set the file usage rights before the file can be published.

How do I preview a file as an instructor?

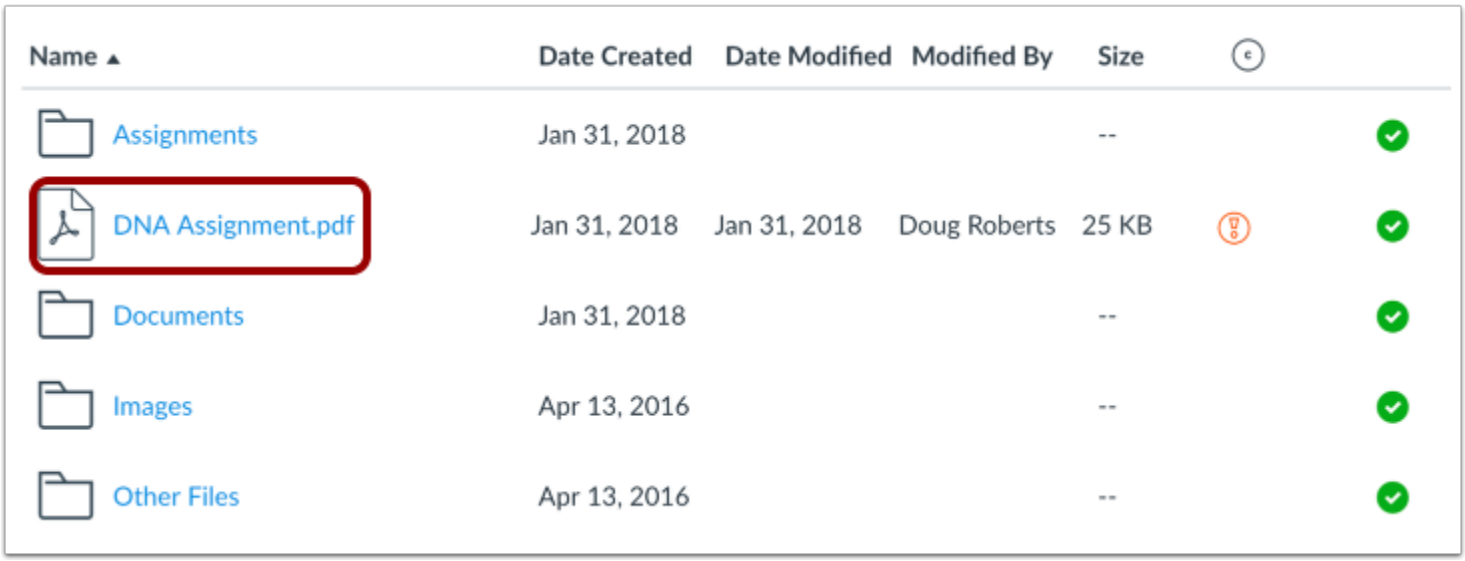
You can preview a file in a course, group, or personal file storage area.

Open Files



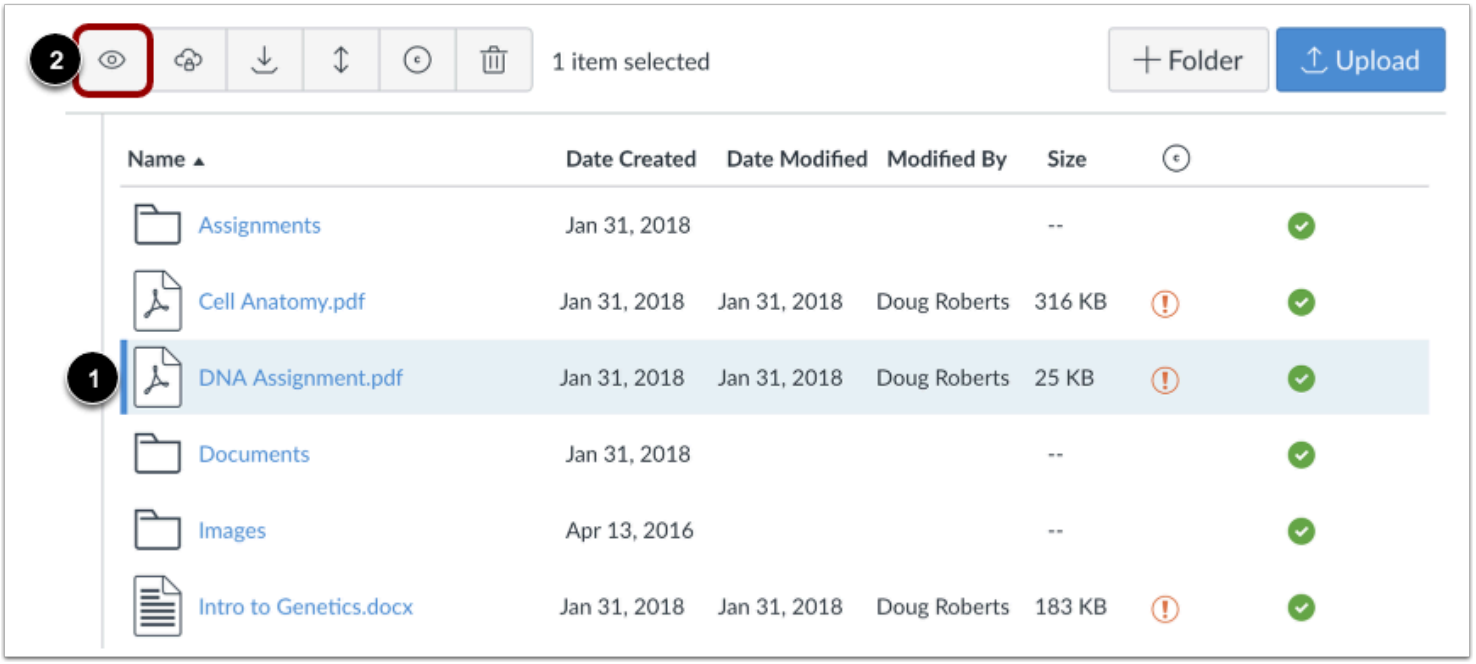
In Course Navigation, click the **Files** link.

Open File



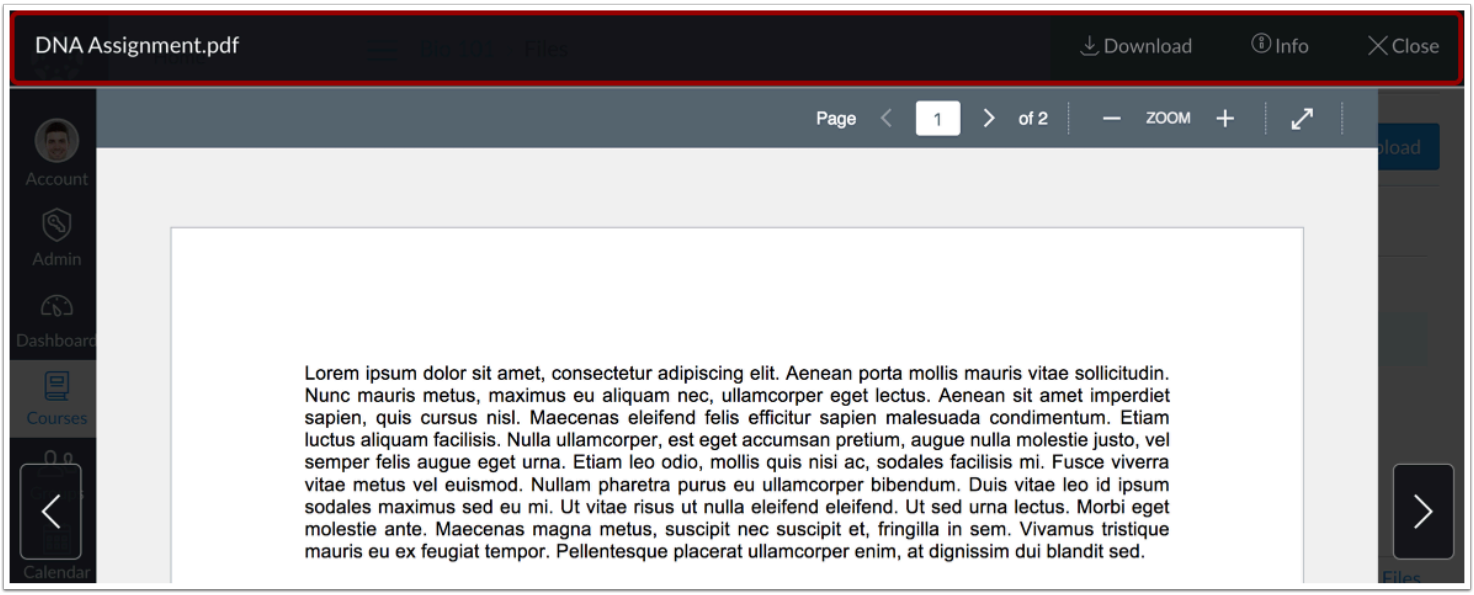
Click the name of the file you want to preview.

Open File via Toolbar



You can also click the line item for the file [1] and click the **View** icon [2].

Preview File



The preview toolbar displays the file and file information details, as well as a link to download the file.

How do I upload ZIP files as an instructor?

You can import ZIP files to Canvas through Files or Course Settings.

Through Course Settings, you must upload the ZIP file to an existing folder in Files. You cannot create new folders through the Course Import Tool.

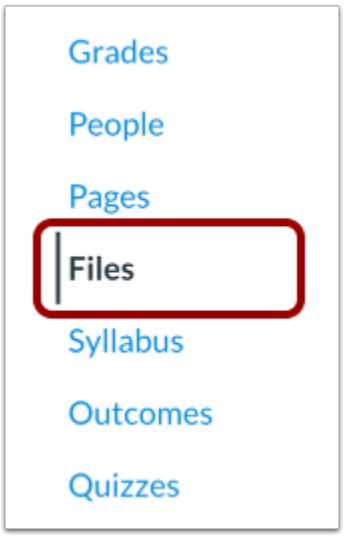
ZIP files containing internal folder structure retain that folder structure upon upload.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

Notes:

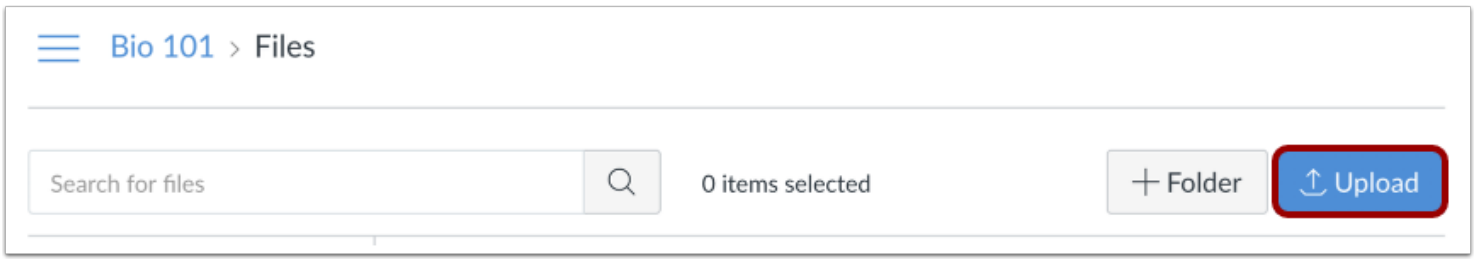
- If you are using Usage Rights, you must set the file usage rights before the files can be published.
- Canvas does not support file uploads larger than 5 GB.

Import through Files



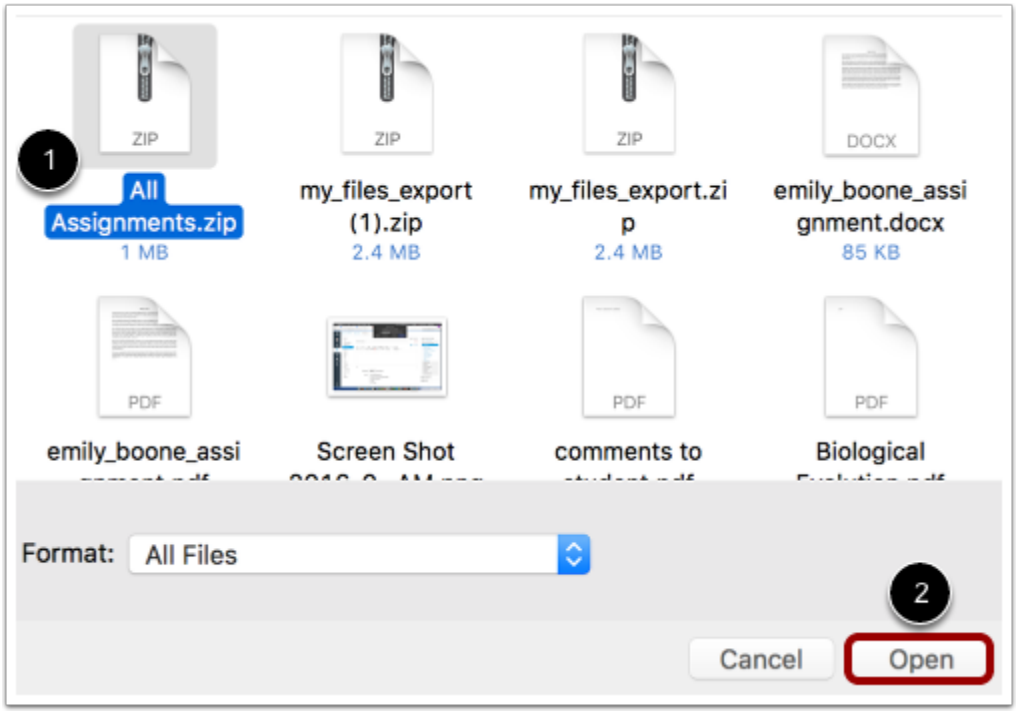
You can import a ZIP file directly in Files. In Course Navigation, click the **Files** link.

Upload Files



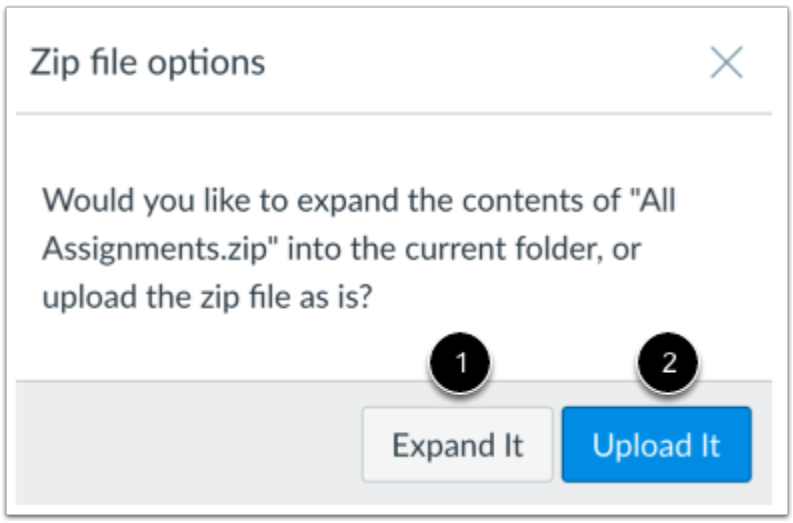
Click the **Upload** button.

Open File



Click the title of the file you want to import [1] and click the **Open** button [2].

Choose ZIP Option



If you want to expand all the contents of the ZIP file, click the **Expand It** button [1]. If you want to upload the ZIP file intact, click the **Upload It** button [2].

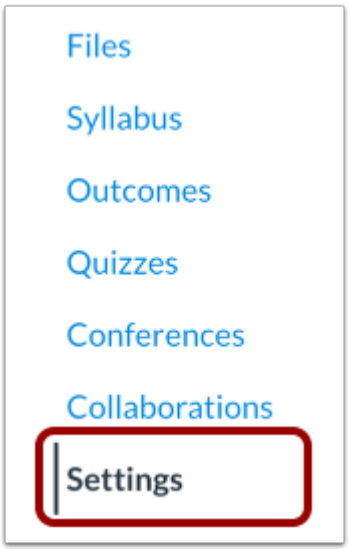
View Upload Progress

You can track the progression of the upload by monitoring the progress bar.

View Files

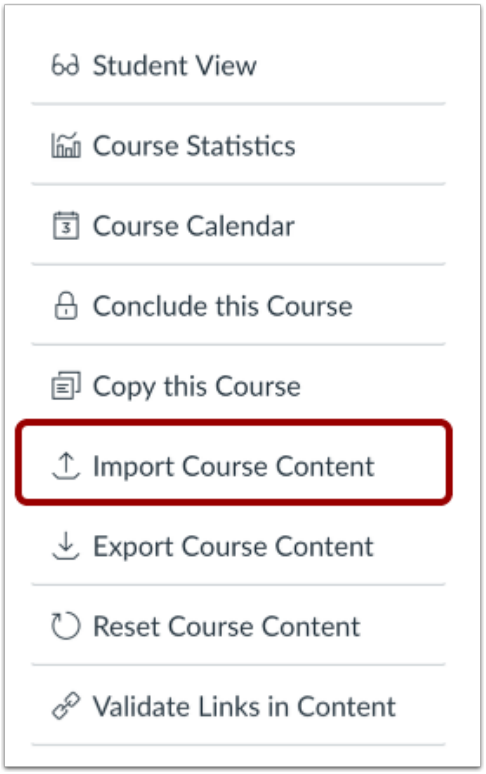
Your files will be uploaded to Files in Canvas.

Import through Course Settings



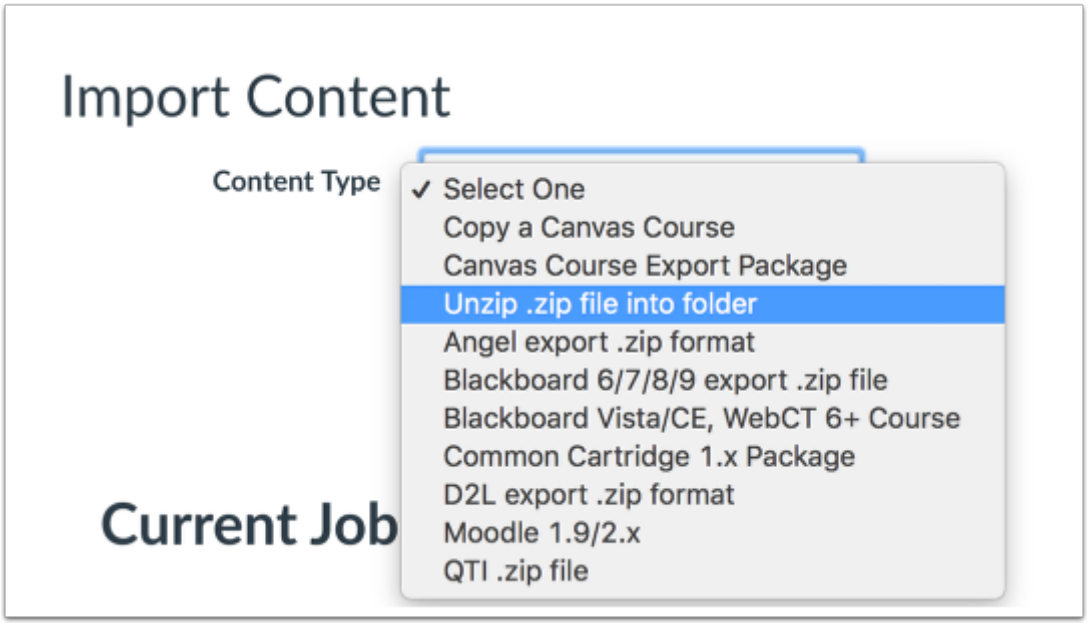
You can also import files through the Course Import Tool in Course Settings. In Course Navigation, click the **Settings** link.

Import Content into this Course



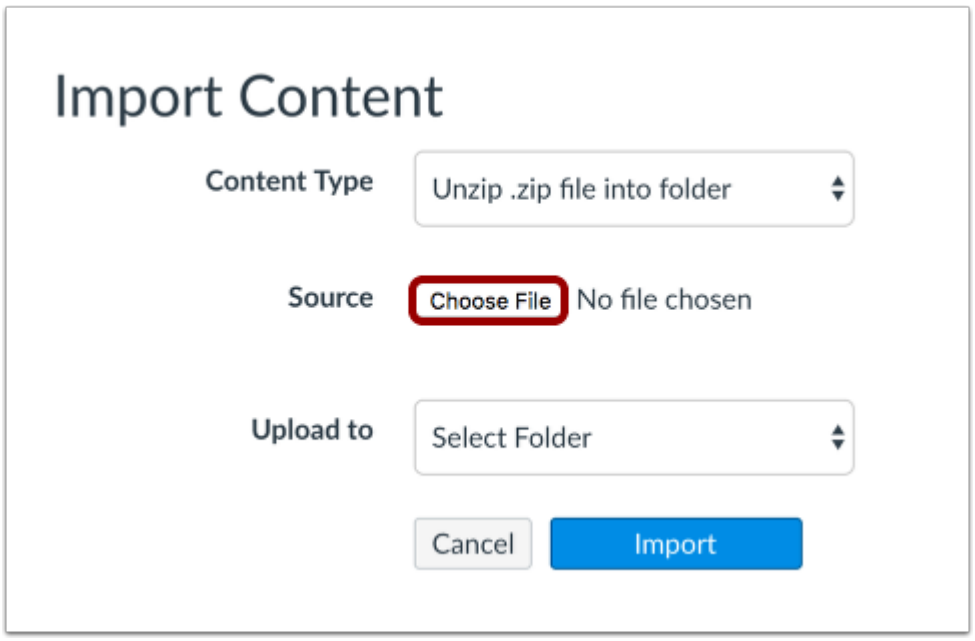
Click the **Import Course Content** button.

Select Content Type



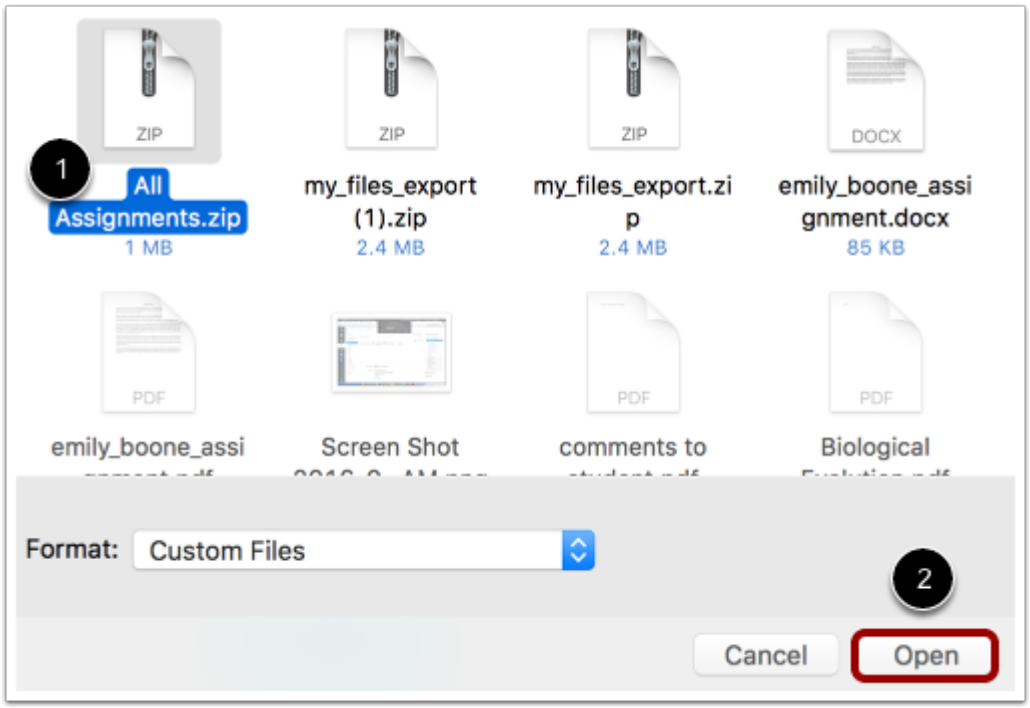
In the Content Type drop-down menu, select the **Unzip .zip file into folder** option.

Choose File



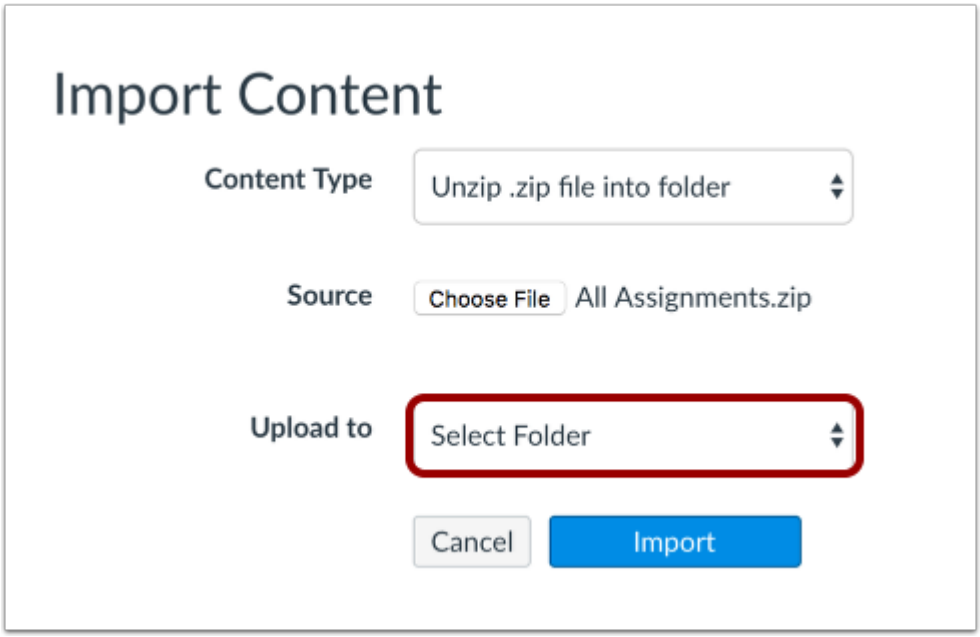
Click the **Choose File** button.

Open File



Click the title of the file you want to import [1] and click the **Open** button [2].

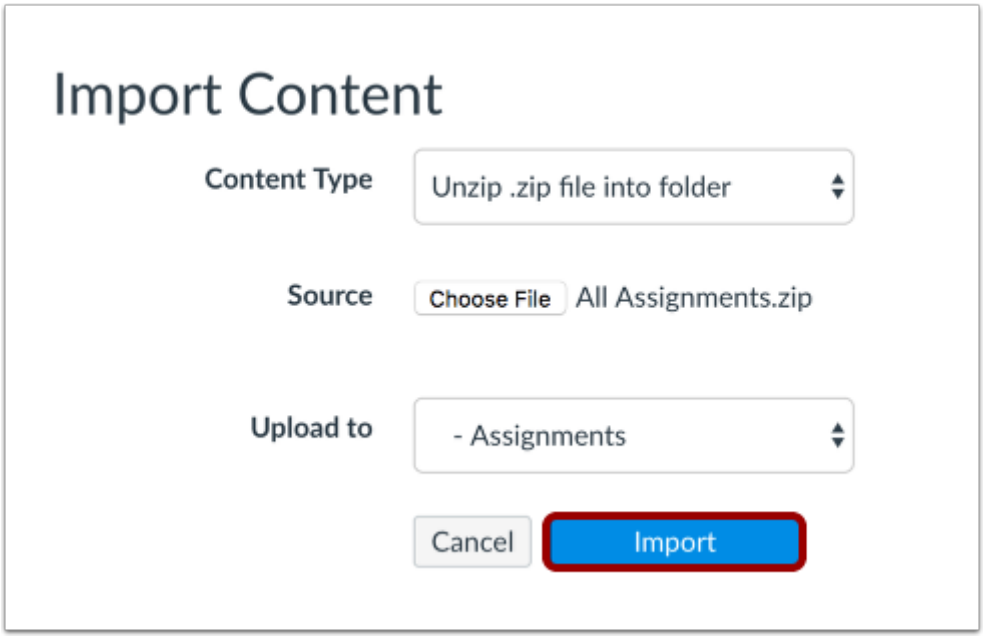
Select Folder



In the Upload to drop-down menu, select the folder where you want to upload your files.

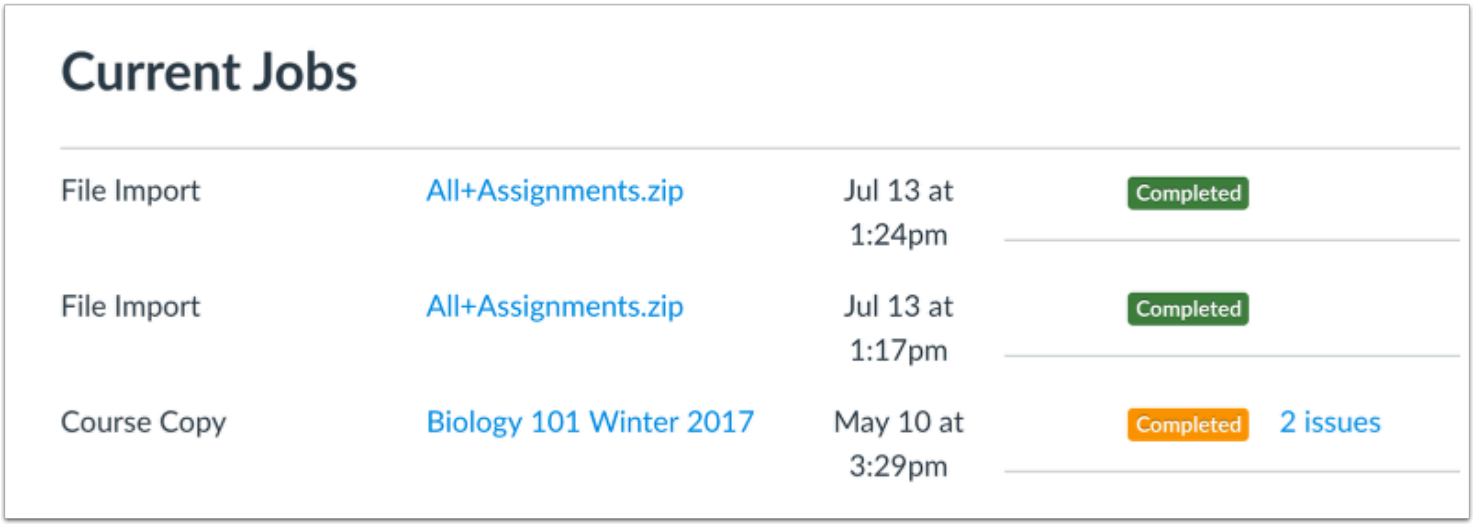
Note: You must upload the file to an existing folder. You cannot create new folders through this feature.

Import File



Click the **Import** button.

View Import Progress



The Current Jobs menu displays the status of your import. Running reports display a menu bar with the time remaining to generate the report.

Import statuses include queued, running, completed, and failed.

View Files

Open Files and view your imported files.

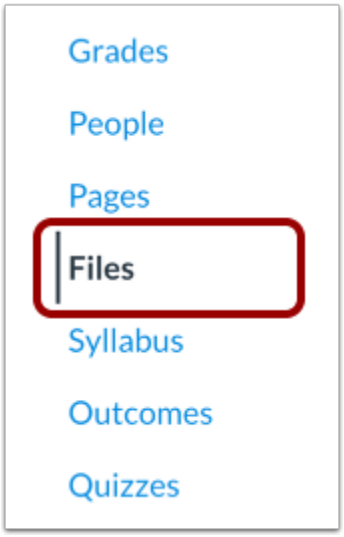
How do I bulk upload files to a course?

If you have a lot of files to add to your course, you can bulk upload them.

Notes:

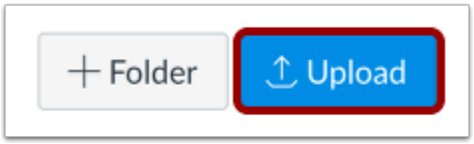
- You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the ZIP file into your course.
- If you are using Usage Rights, you must set the file usage rights before the files can be published.
- Canvas does not support file uploads larger than 5 GB.

Open Files



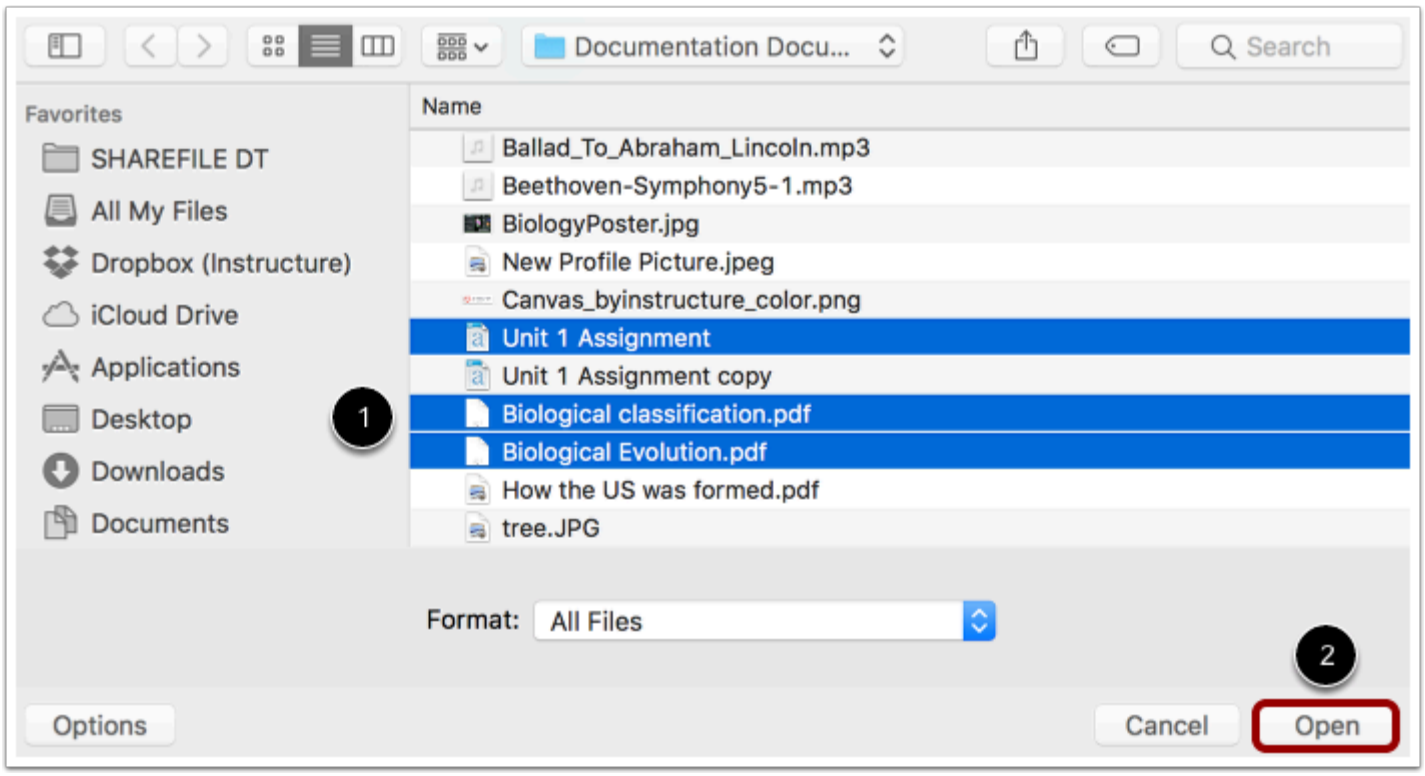
In Course Navigation, click the **Files** link.

Upload Files



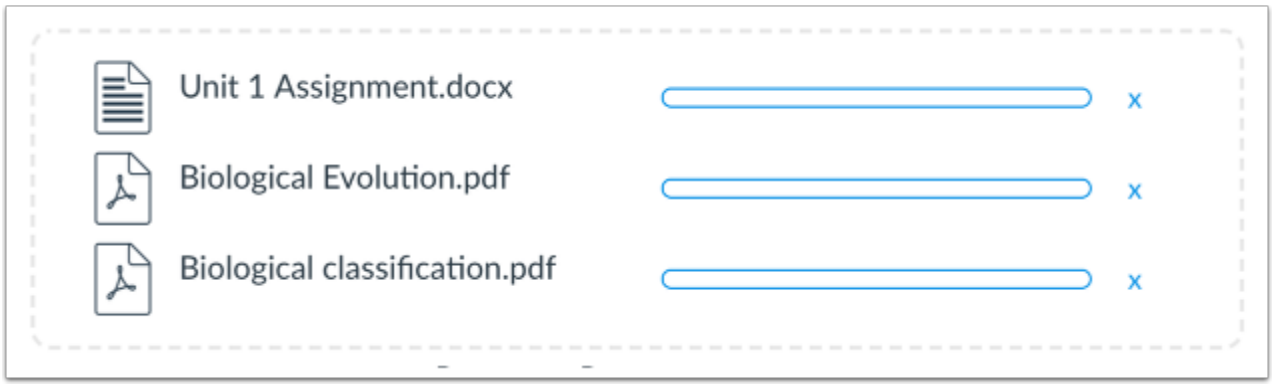
Click the **Upload** button.

Open Files



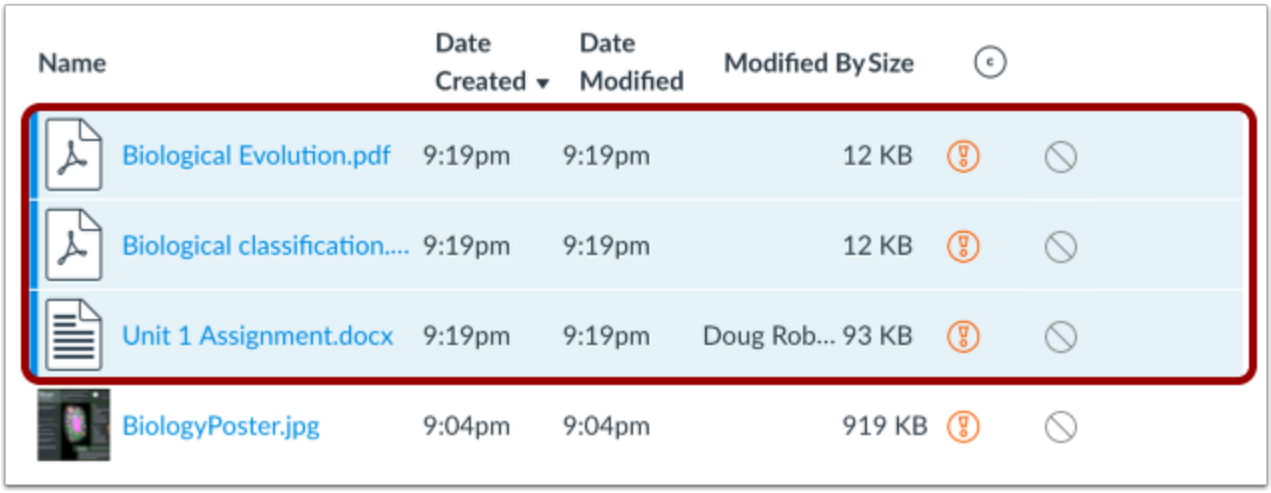
Select the files you want to upload to your course [1]. Click the **Open** button [2].

View Upload Process



View the progress bars for the file uploads.

View Files



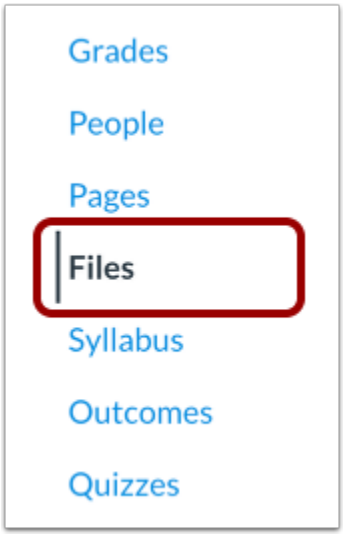
View the added files.

How do I delete a file or folder as an instructor?

You can delete a file or folder in courses, groups, or personal files. Once a file or folder is deleted, it cannot be recovered.

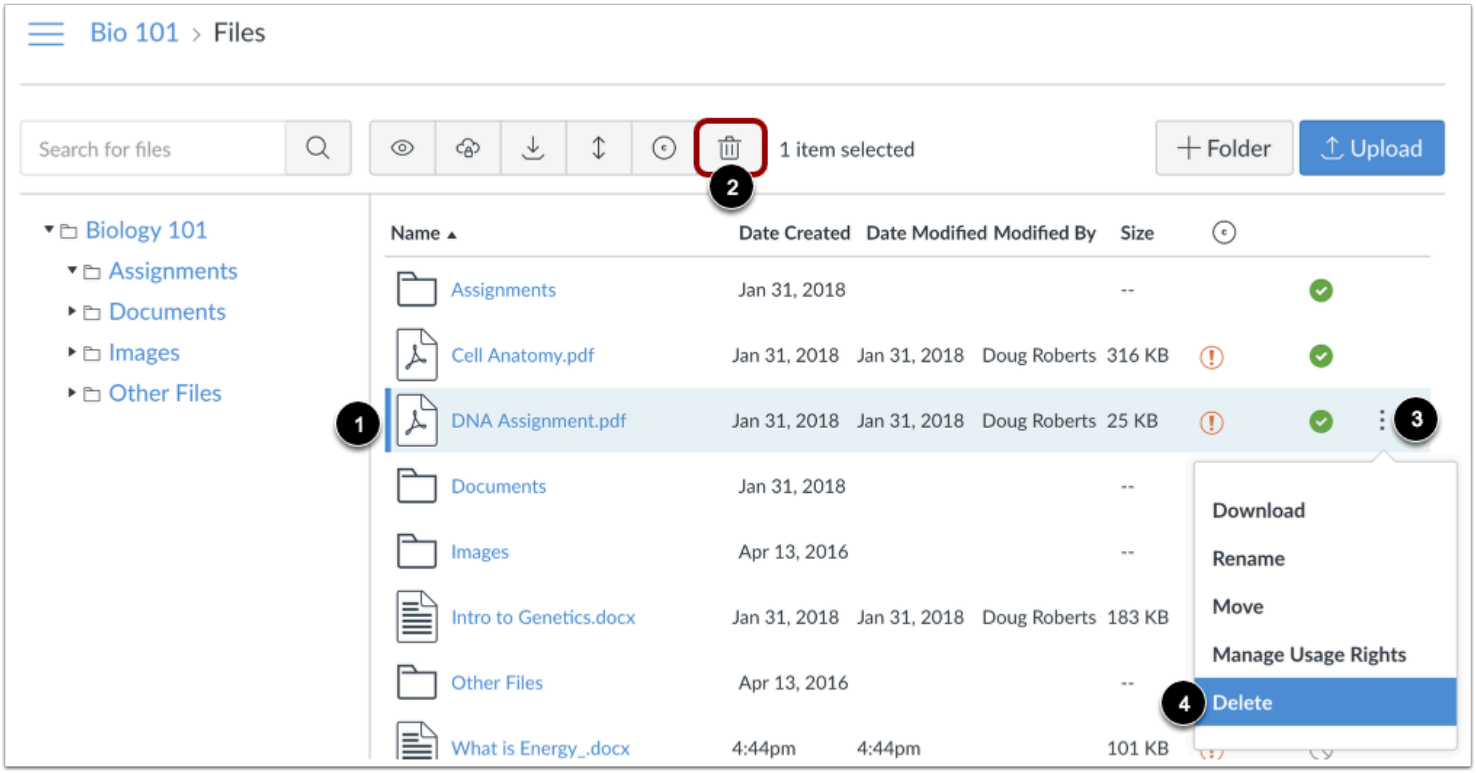
Note: The Unfiled Folder stores documents, graphics, and any other files from your account that you have posted to different areas of Canvas, such as Discussions. Deleting these items within current courses may create broken links and submissions.

Open Files



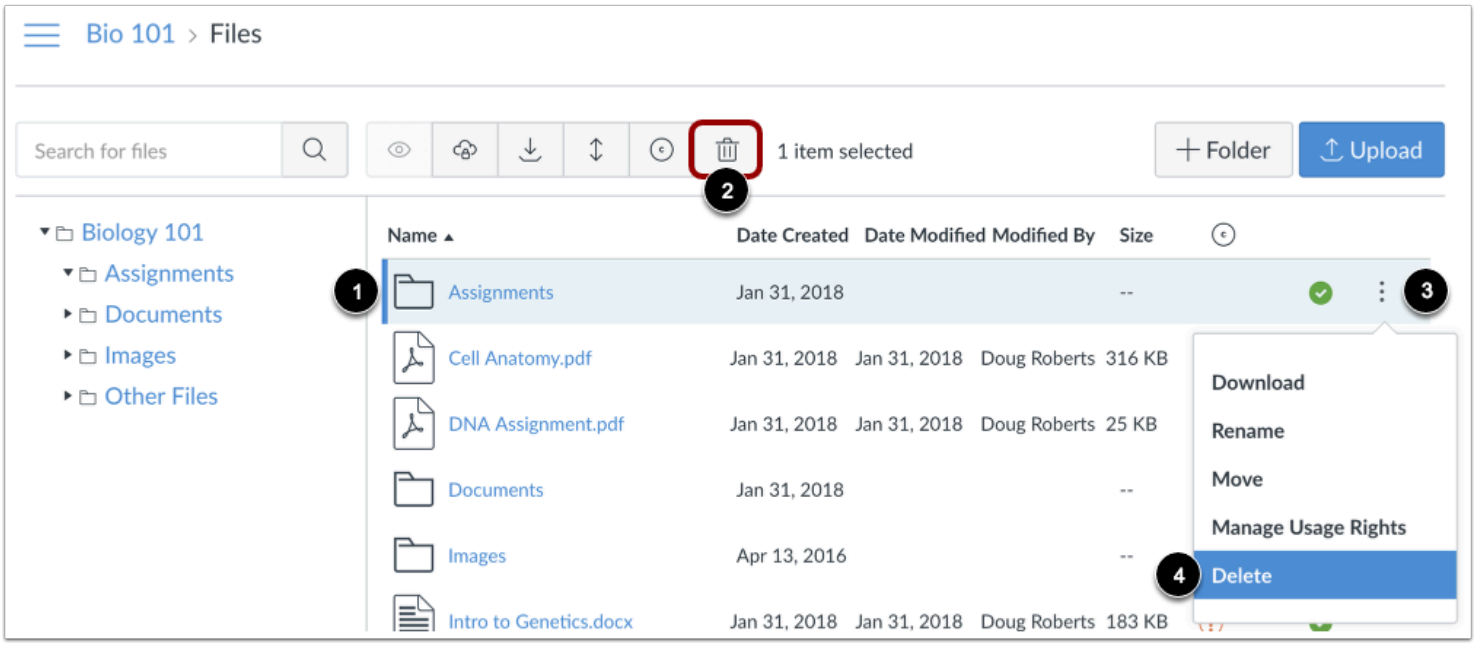
In Course Navigation, click the **Files** link.

Delete File



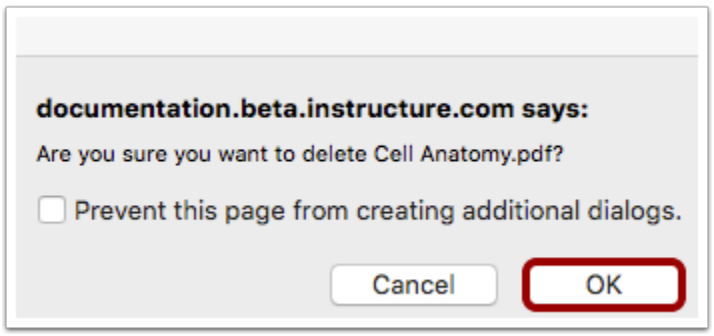
To delete a file, click the line item for the file [1]. Click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Delete Folder



To delete a folder, click the line item for the folder [1]. Click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Confirm Delete

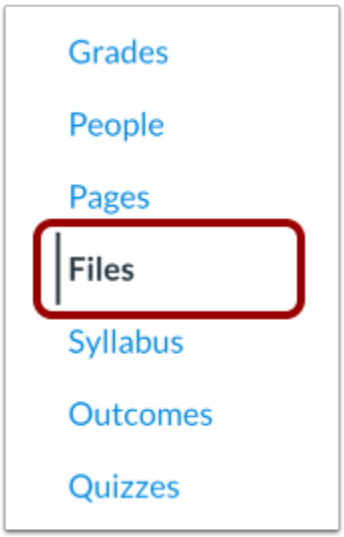


Click the **OK** button.

How do I download a single file as an instructor?

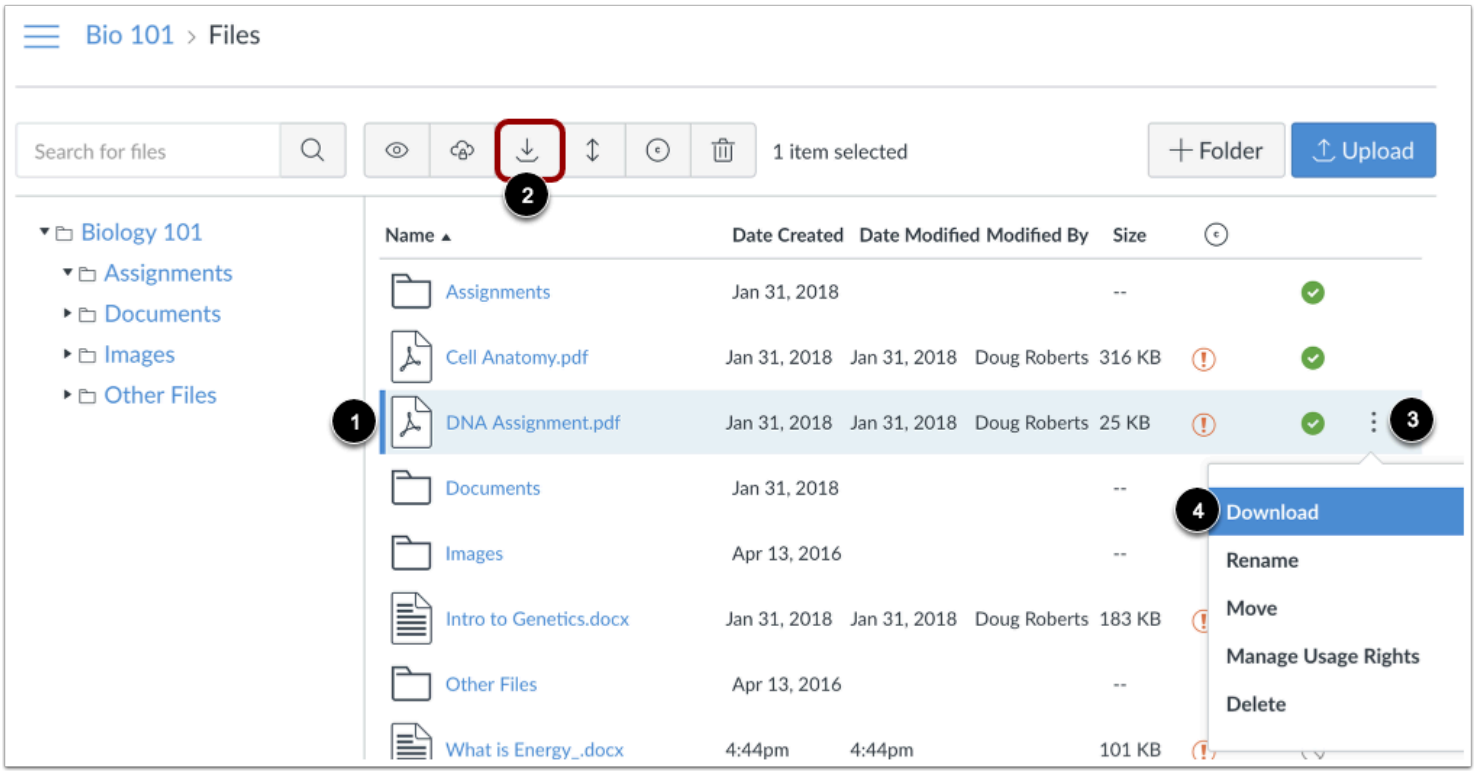
You can download a single file from any file storage area in Canvas.

Open Files



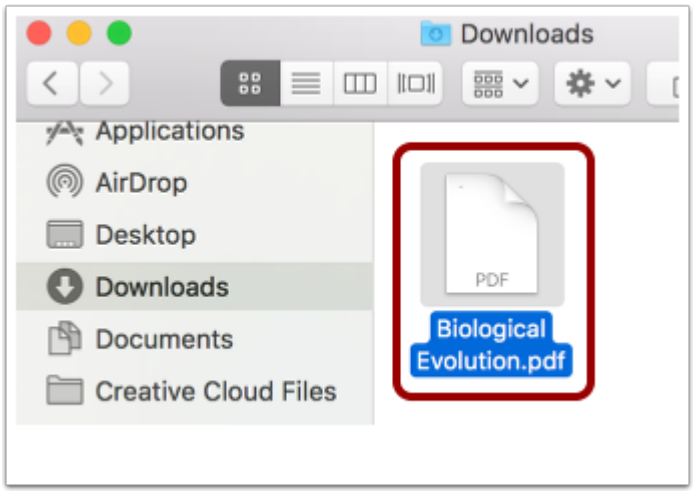
In Course Navigation, click the **Files** link.

Download File



Click the line item for the file [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

Open File

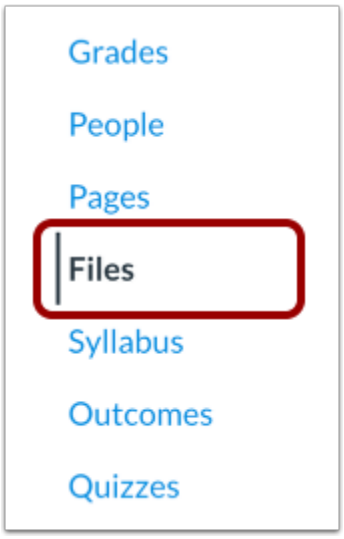


Your file will download to your desktop. Open the appropriate folder to view the file.

How do I download a folder in ZIP format as an instructor?

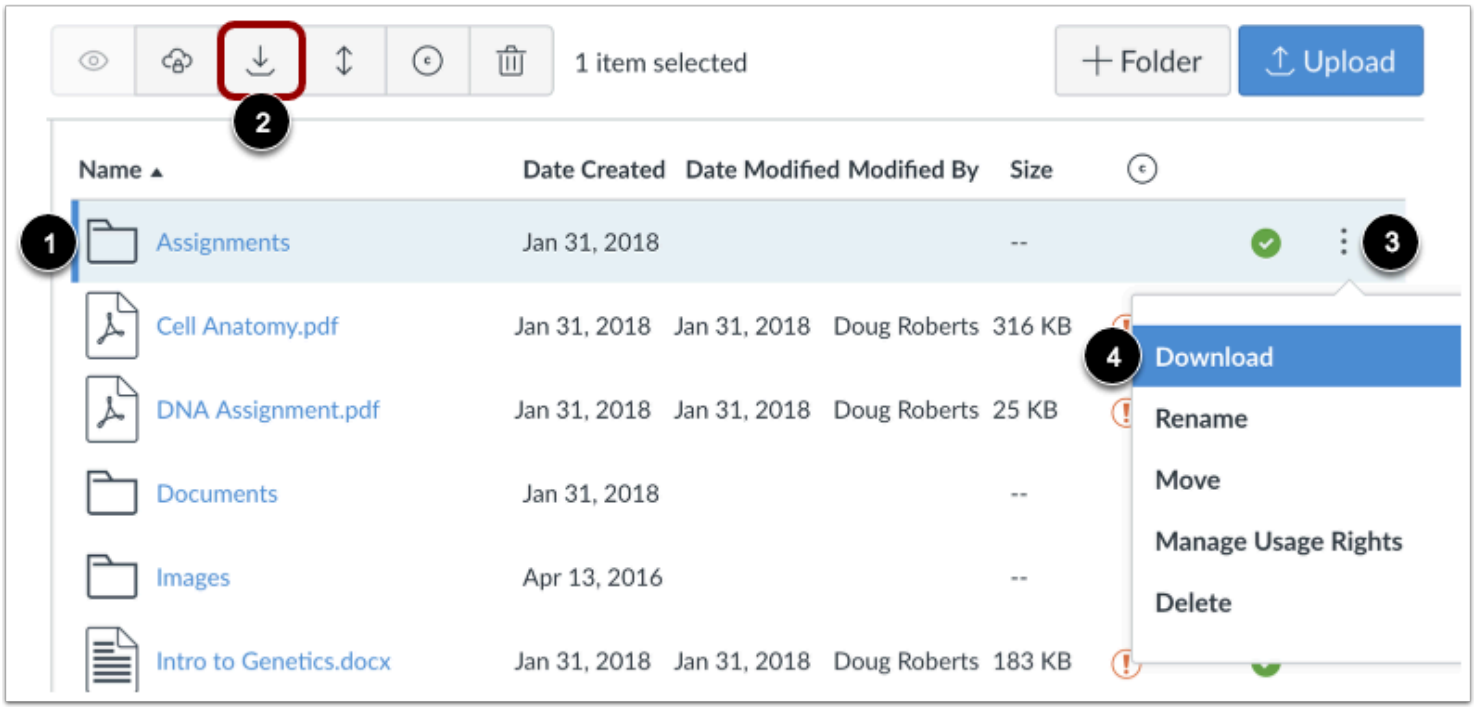
You can download folders from your files in a ZIP format.

Open Files



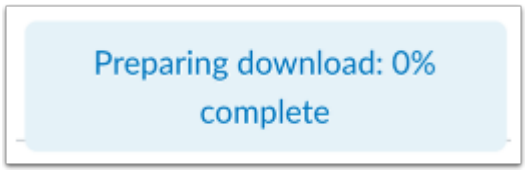
In Course Navigation, click the **Files** link.

Download Folder



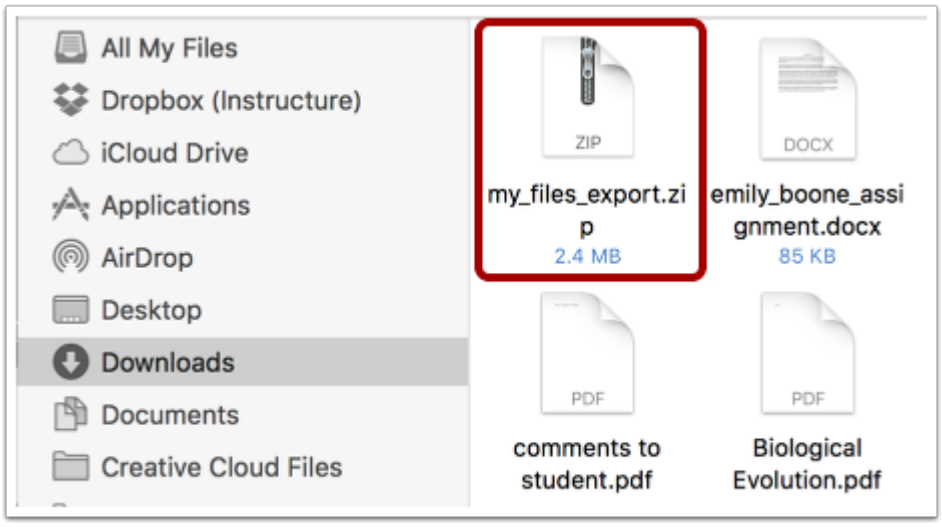
Click the line item for the folder [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

View Download Progress



Monitor the progress of your download.

Open ZIP File



Your ZIP file will download to your computer. Open the appropriate folder to view the file. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).

How do I restrict files and folders to students in Canvas?

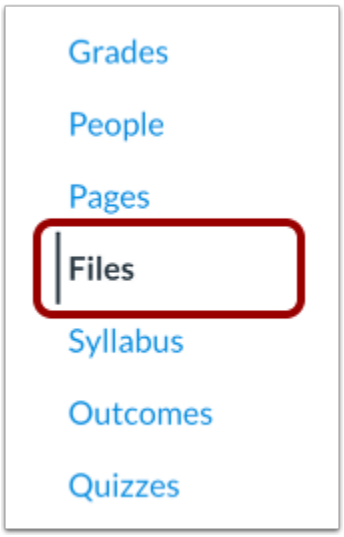
Users can edit permissions for files, including setting the state of the file (published or unpublished), restrict file access to students who have the link, or schedule availability dates for the files.

When the student visibility restriction is set (not visible in student files), the file can only be viewed if students are given the link to the file. This option only hides files from students in Course Files. This functionality is not valid outside of the Files feature. For instance, if a file with a student visibility restriction is added to a Module or Assignment, the file can always be viewed by students.

When the student availability date restriction is set, students cannot view the file in Course Files outside of the restriction dates. If the file is linked in another area of Canvas (such as Modules or Assignments), students will be able to see the name of the file, but if they click the file, they will see a message stating that the file has been locked and cannot be viewed until the specified date.

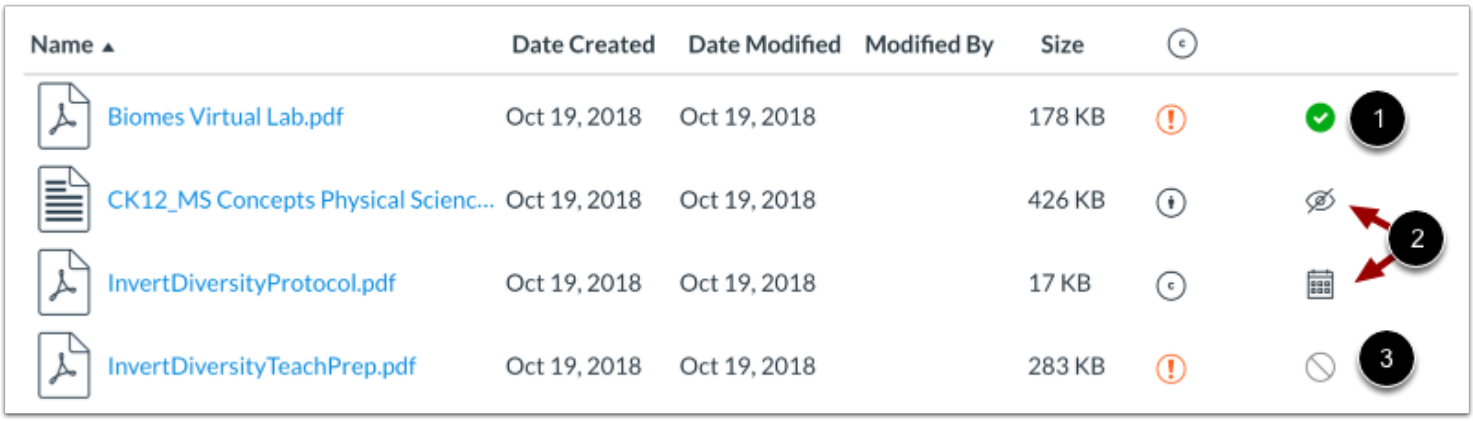
Note: You can also restrict a file or folder as part of setting usage rights for files or setting usage rights for folders.

Open Files



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

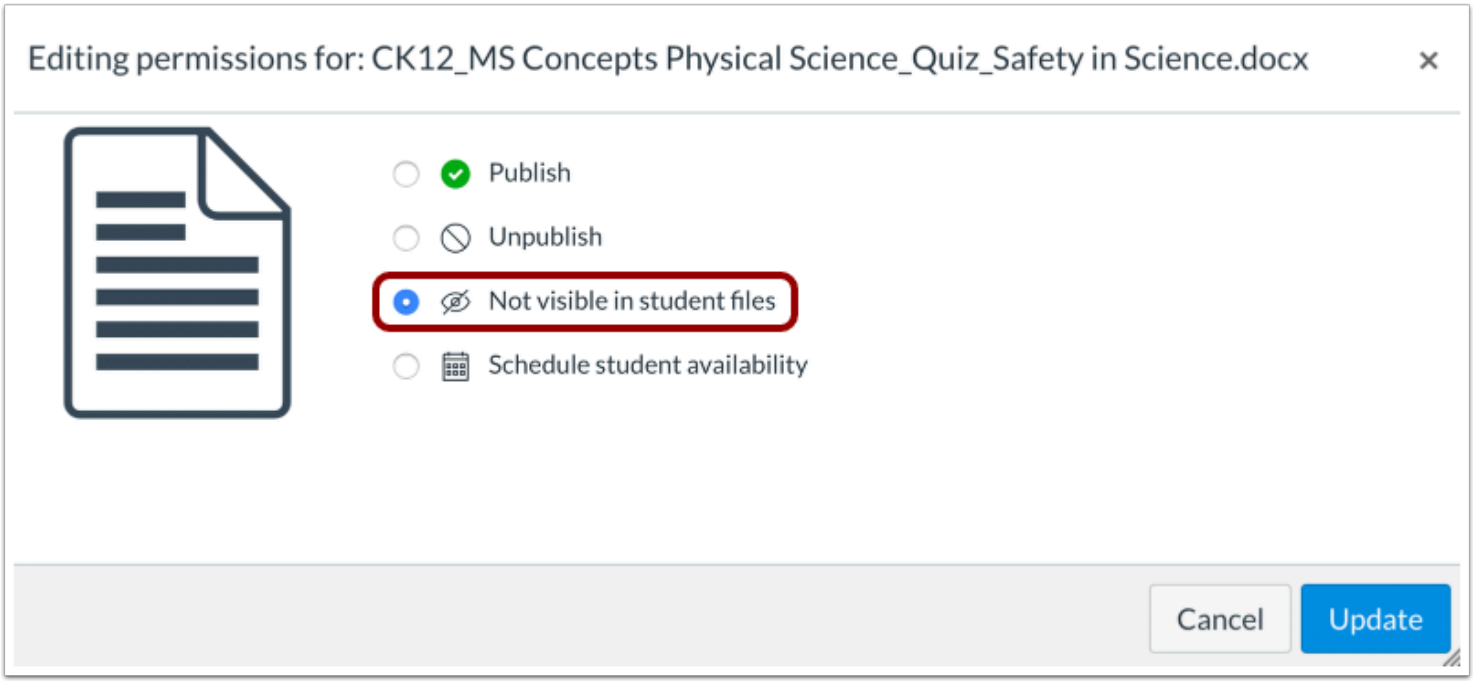
Select File



By default course files are visible and accessible to all users [1]. Teachers and TAs can restrict files and folders [2], which means the content will only be accessible to teachers and TAs in the course as long as the file is not placed to a content area outside of Files (e.g. Modules, Assignments).

To edit a permission, click a file's **published** or **unpublished** icon [3].

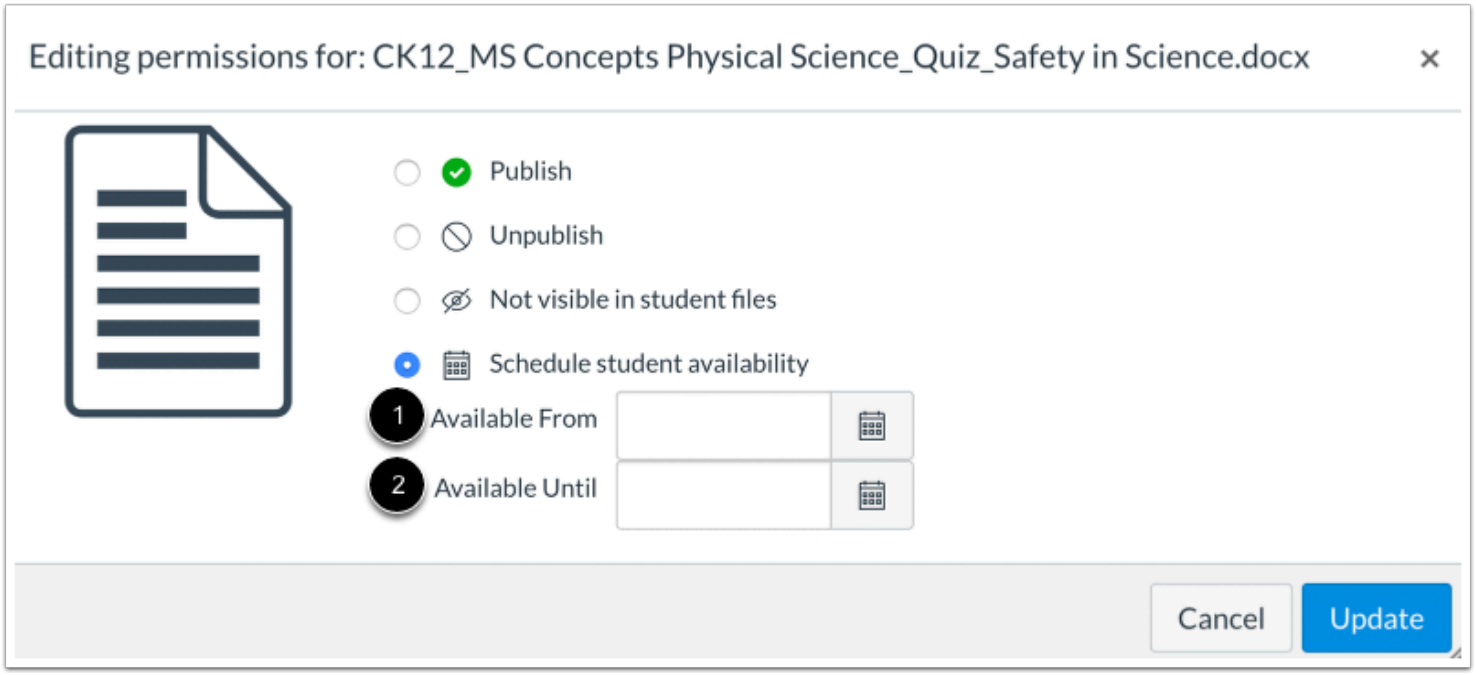
Manage Visibility in Student Files



The default restriction option is to make the file only available to students with the link. The **Not visible in student files** option makes the file available to students who are given a link to the file. The file will be hidden to students in Course Files.

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

Schedule Student Availability



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

To set student availability dates, enter the starting date for the file to be available in the **Available From** field [1]. If applicable, enter the date when students can no longer allow students to view the file in the **Available Until** field [2]. You can use the calendar to enter a date, or you can enter a date manually.

With manual entries, the setting for Available From and Available Until is set up to only accept input in very specific format. You will be able to set the availability dates by using one of the following inputs:

- dd/mm/yyyy 00:00 (24hr) Ex. 27/02/2013 23:59
- dd/mm/yyyy 00:00am/pm Ex. 27/02/2013 11:59pm
- Mon Da 00:00am/pm Ex. Feb 27 11:59pm
- Mon Da 00:00 (24hr) Ex. Feb 27 23:59

Note that the time field is optional and if not selected it will default to 12am.

Update File

Click the **Update** button.

View File

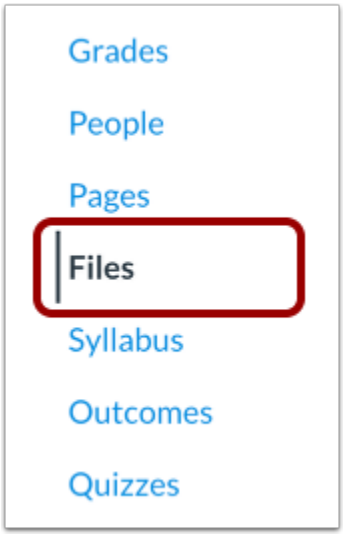
View the restricted status for the file. Hover over the icon to view the details.

How do I set usage rights and user access for a course file?

If usage rights is enabled in your course, you have to set a usage right (copyright) for each file you upload to your course. Usage rights must be assigned to files before files can be published to the course. If a file or multiple files are located in a folder, you can set usage rights through folders.

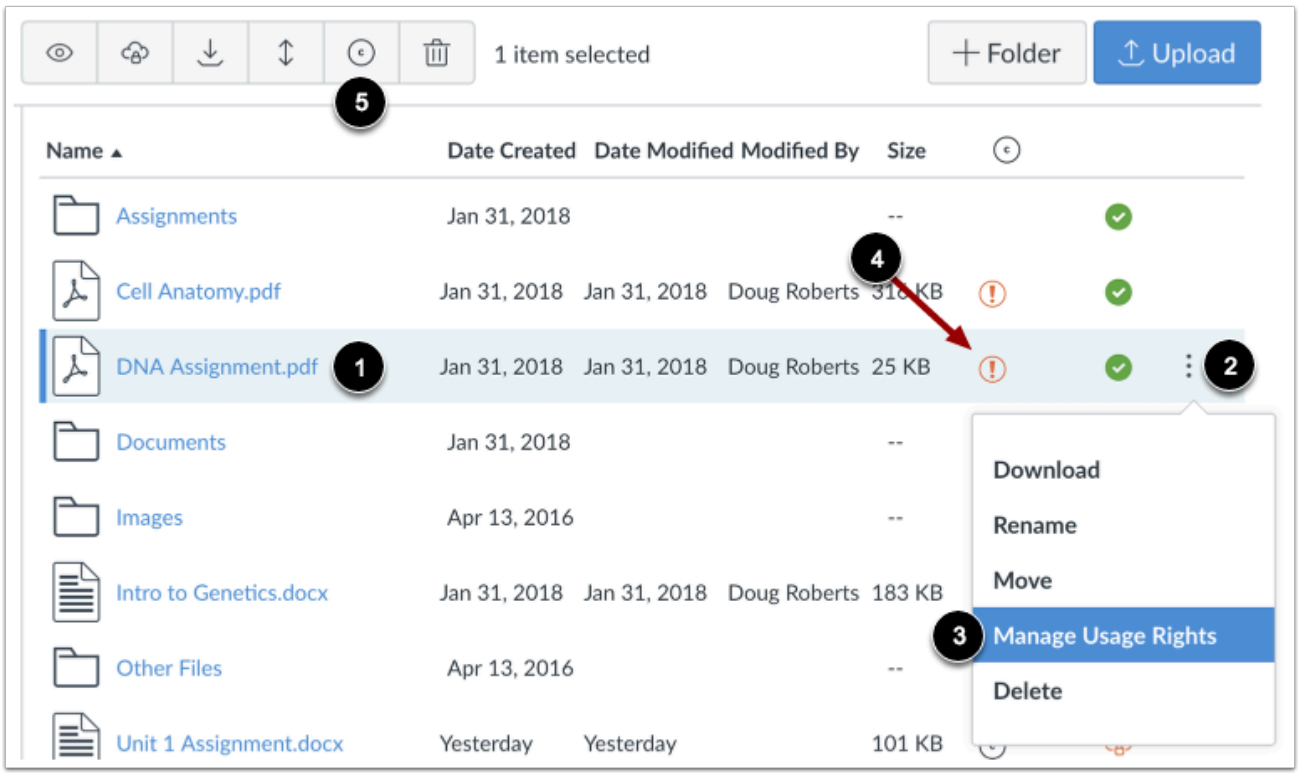
Note: Managing course file usage rights is a course setting. To manage usage rights, learn how to set course details.

Open Files



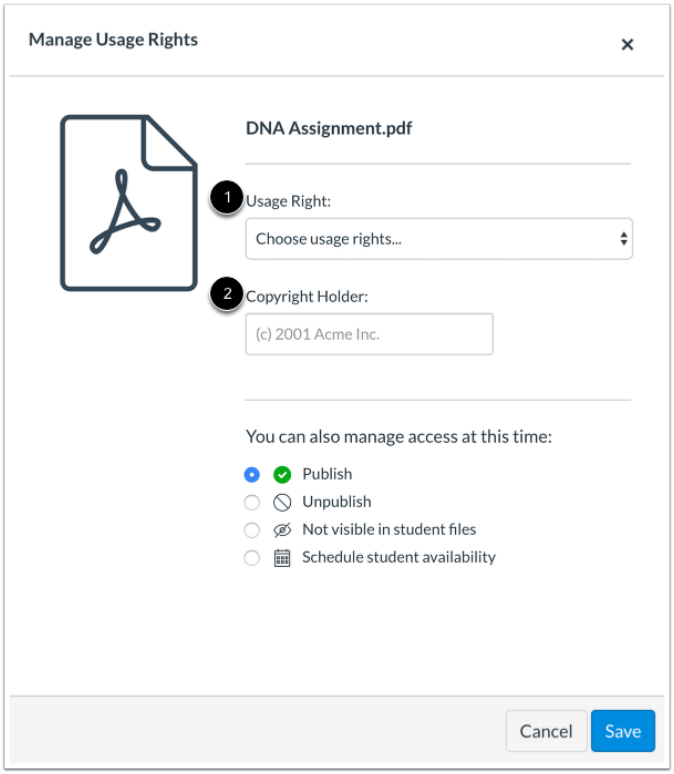
In Course Navigation, click the **Files** link.

Manage Usage Rights



Click the line item for the file [1]. Click the **Options** icon [2] and the **Manage Usage Rights** link [3]. You can also click the file's warning icon [4], or the Files toolbar **Manage Usage Rights** link [5].

Select Usage Right

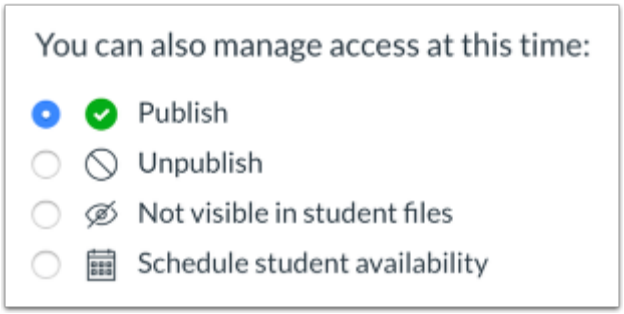


In the **Usage Right** drop-down menu [1], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

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

If known, enter the copyright holder information in the **Copyright Holder** field [2].

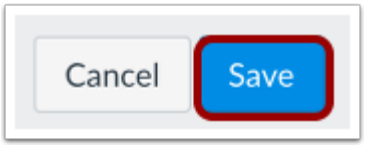
Set File Access



You can also set access to the file. By default, the file is unpublished. You can also publish the file or restrict access.

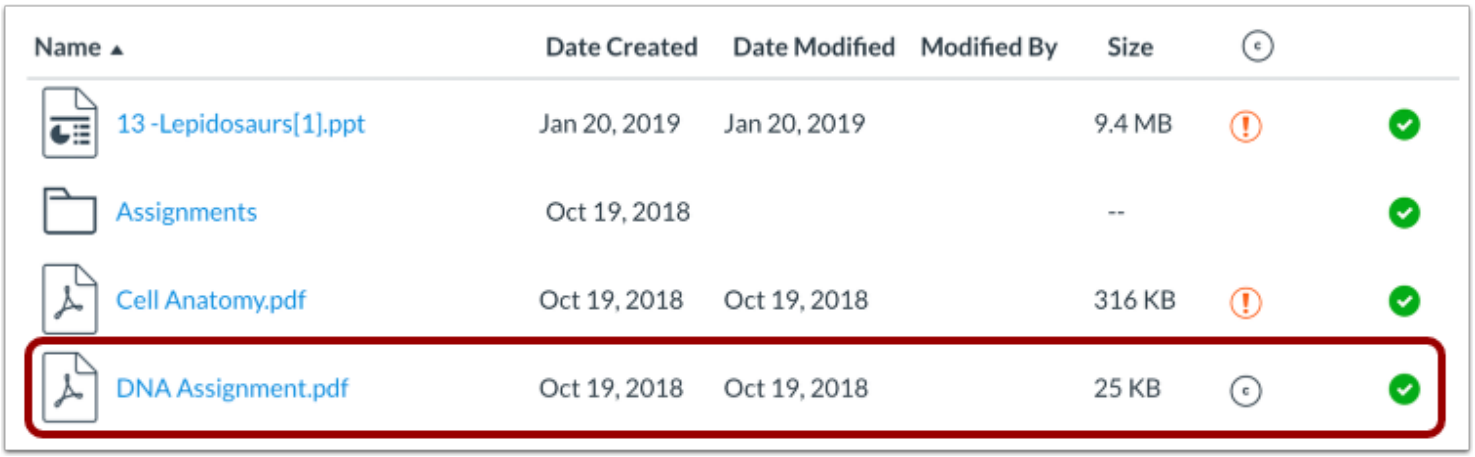
To select file access, click the radio button next to the access type. You can change the access at any time.

Save File



Click the **Save** button.

View File



View the updated file.

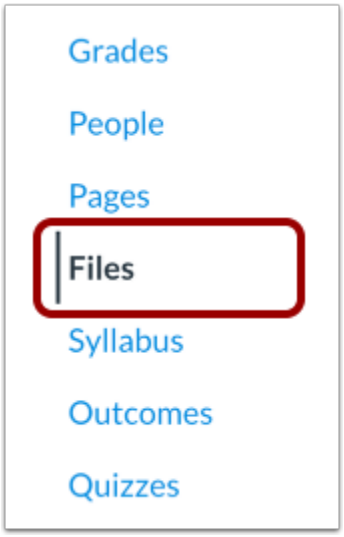
How do I set usage rights and user access for a course file folder?

If usage rights is enabled in your course, you can set usage rights for all files that currently exist within the folder. Folders themselves cannot hold a usage right attribute, so the folder passes the usage right to the existing files in the folder at the time the usage right was defined. Therefore, you can create a folder, add all files to the folder, and then define the usage right for the folder and apply the right to all files at once.

This action does not apply to any files added to the folder after the usage right is set. If additional files are added at a later time, you will have to reset the usage right for the folder or set file usage rights individually.

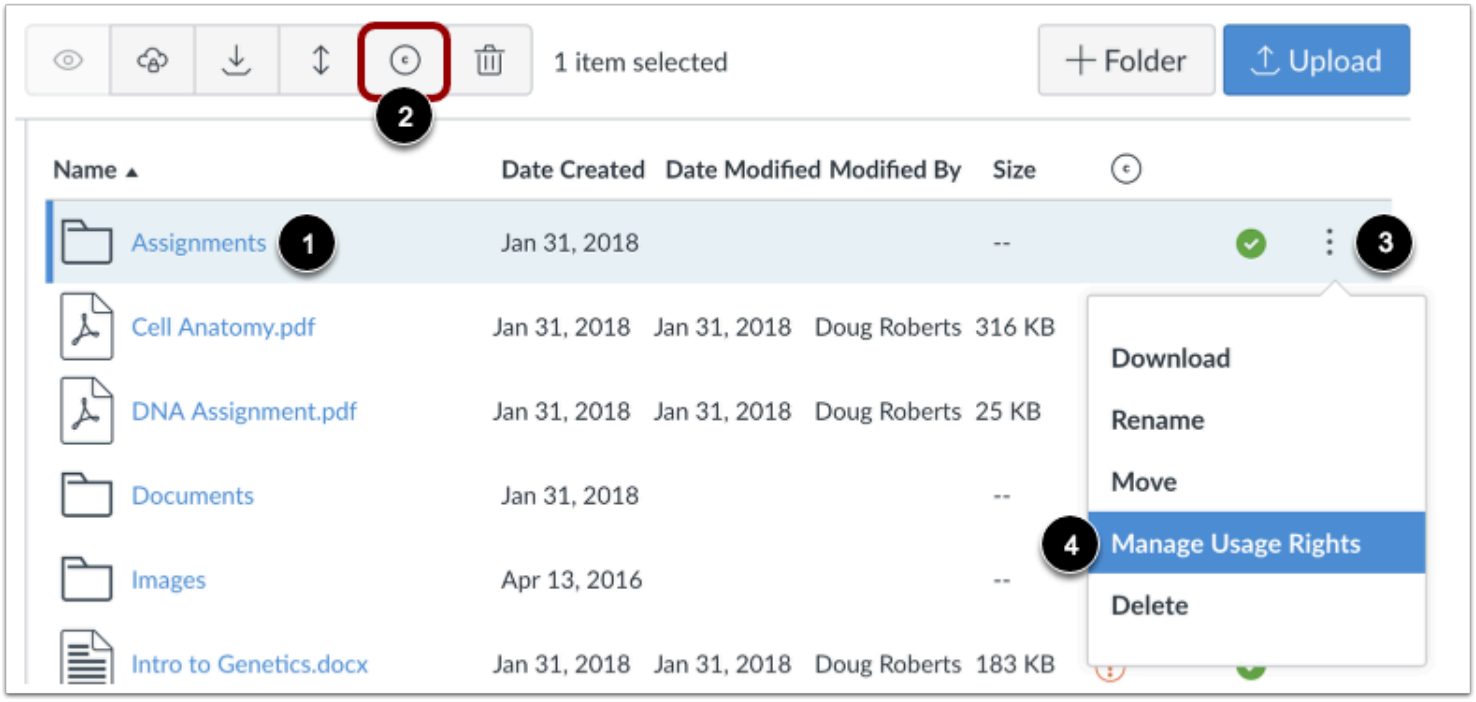
Note: Usage Rights is currently a course opt-in feature. To enable usage rights, learn how to manage feature options in the course features lesson.

Open Files



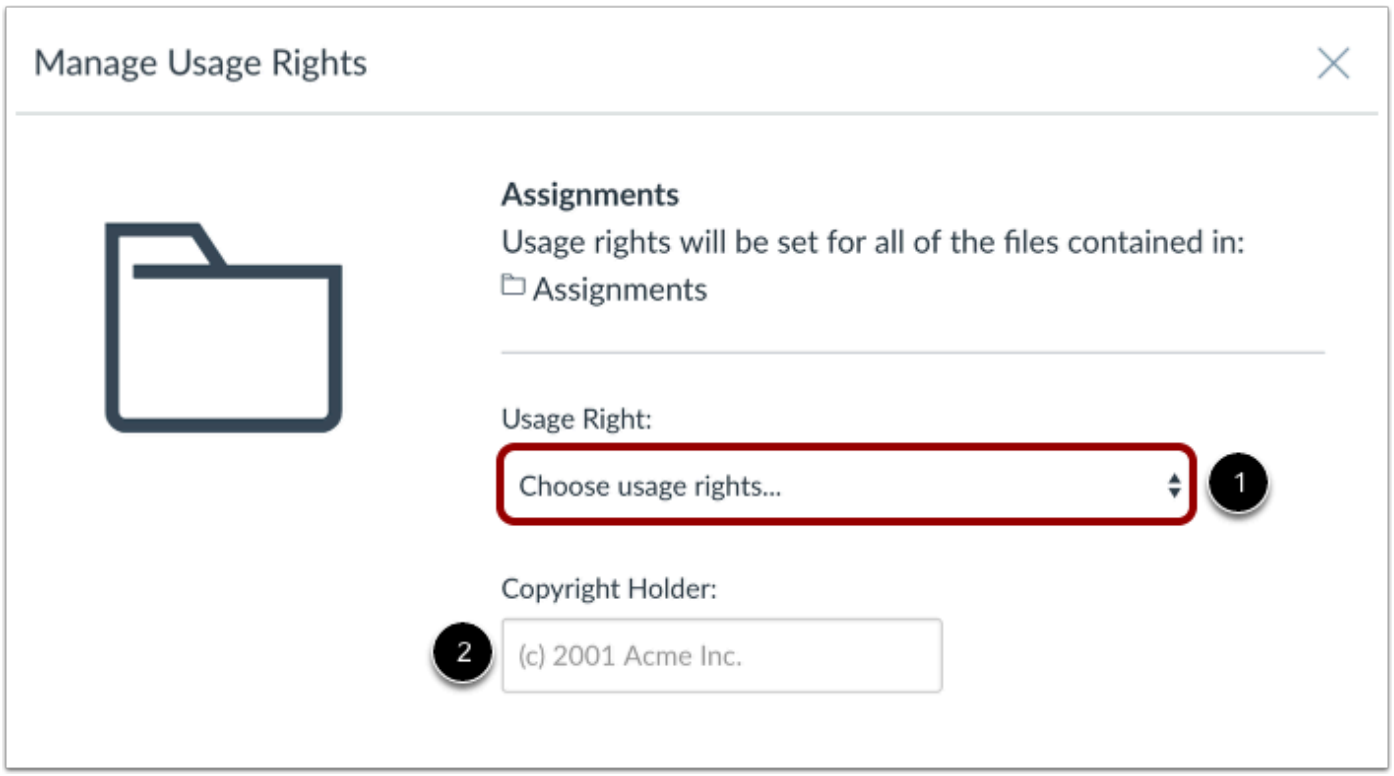
In Course Navigation, click the **Files** link.

Manage Usage Rights



Click the line item for the folder [1]. Click the **Usage Rights** icon [2]. Or click the **Options** icon [3] and select the **Manage Usage Rights** link [4].

Select Usage Right

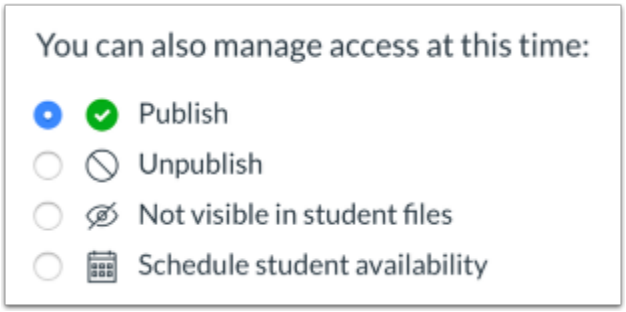


In the **Usage Right** drop-down menu [1], select one of five usage rights. If you are an instructor and are not sure which usage right applies to all the files in your folder, please consult your institutional admin for guidance:

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

If known, enter the copyright holder information in the **Copyright Holder** field [2].

Set Folder Access

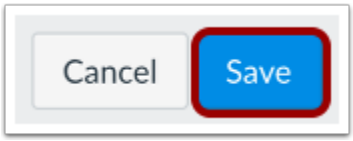


You can also set access to all files in the folder. By default, all files are unpublished. You can also publish the folder or restrict access.

To select access to the files in the folder, click the radio button next to the access type.

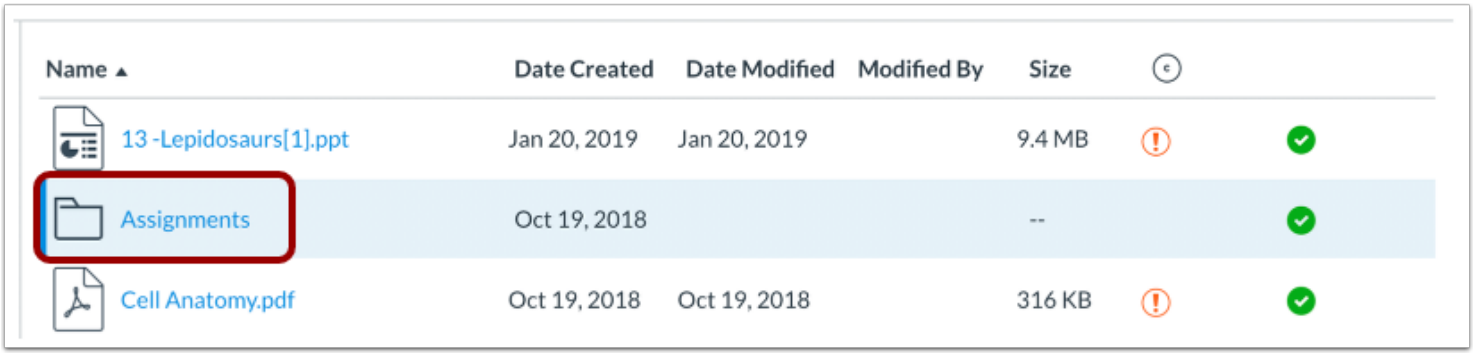
Note: This action does not apply to any files added to the folder after the usage right is set. If additional files are added at a later time, you will have to reset the usage right for the folder or set file usage rights individually.

Save Folder



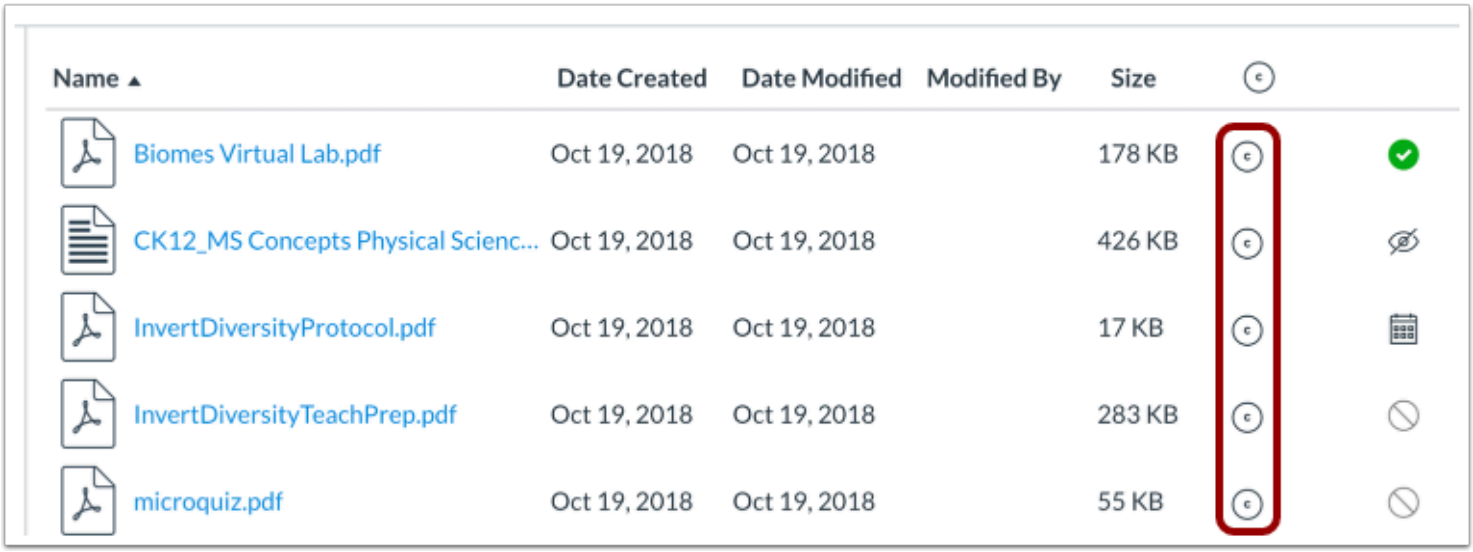
Click the **Save** button.

Open Folder



Click the name of the folder with the usage right.

View Files

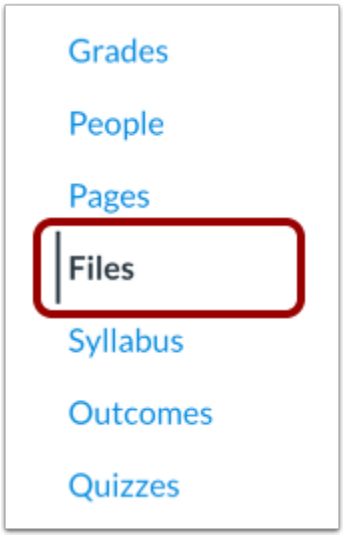


View the usage right and status applied to all files in the folder.

How do I edit an HTML file in a course?

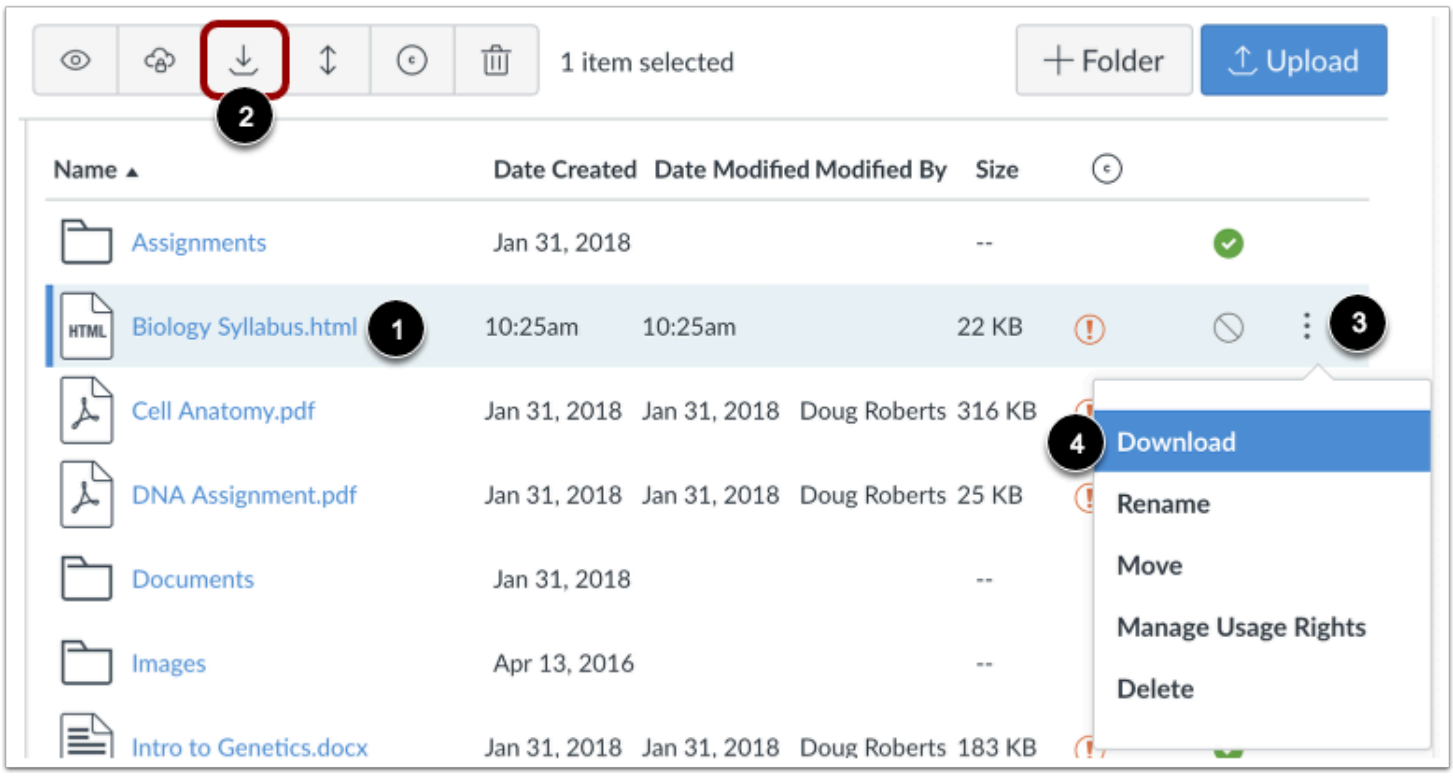
To edit an HTML file in your course, you will need to download your previously uploaded HTML file to your computer, edit and save your HTML file, and then upload your HTML file again.

Open Files



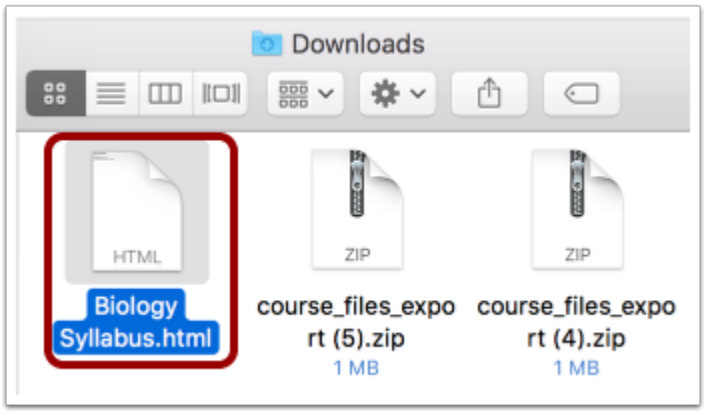
In Course Navigation, click the **Files** link.

Download HTML File



Click the line item for the file [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

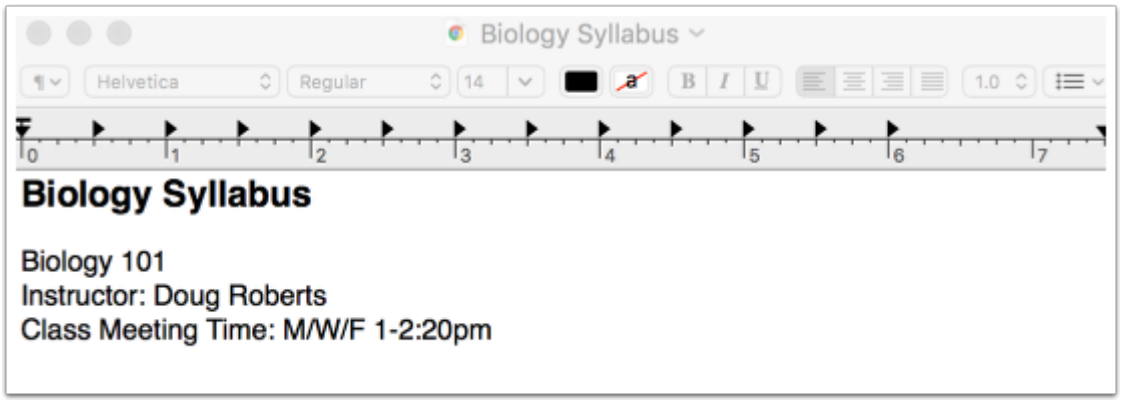
Open HTML File



Your file will download to your desktop. Open the appropriate folder to view the file.

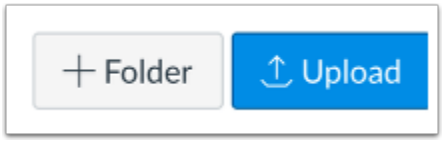
Note: The file may be saved to the Downloads folder on your computer.

Edit HTML File



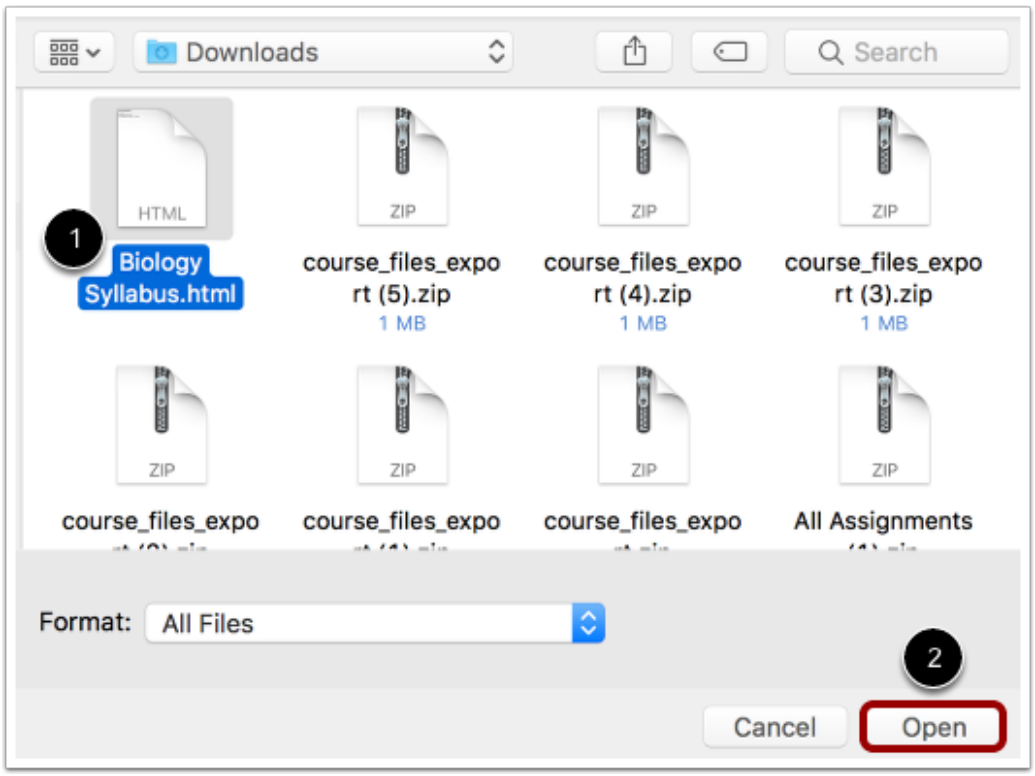
After you open the HTML file, edit the file using a text or HTML editor on your computer. Save the file.

Upload HTML File



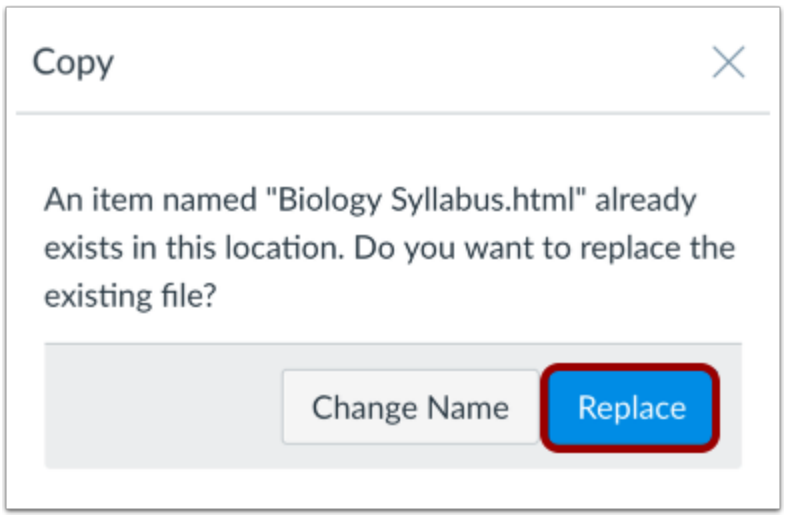
In Files, click the **Upload** button.

Open HTML File



Click the title of the file you want to upload [1] and click the **Open** button [2].

Replace Duplicate HTML File



To replace the existing file with the edited file, click the **Replace** button.

Preview HTML File

Click the name of the file and preview the HTML file.

What types of files can be previewed in Canvas?

Canvas supports a variety of document types that can be converted in Canvas. If the submitted file is an assignment and Canvas DocViewer supported file type, the file will be rendered by DocViewer in SpeedGrader. If the submitted file is not an assignment or a DocViewer supported file type, the file will be rendered by Google Previewer.

Canvas supports previews for documents up to 100 MB and 999 pages.

Note: SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.

Document Preview Files

The following file types are supported for Canvas DocViewer:

.doc	.odt	.sxi
.docx	.pdf	.sxw
.odf	.ppt	.xlsx
.odg	.pptx	.xls
.odp	.rtf	.txt
.ods	.sxc	

Notes:

- HTML located within a text file (.txt) cannot be previewed or annotated in DocViewer and must be downloaded to view the content.
- Audio located within Powerpoint files (.ppt/.pptx) cannot be previewed in DocViewer and must be downloaded to view the content.

Document Preview Fonts

The following fonts are supported for Canvas DocViewer:

AR PL UMing Light (CN, HK, TW, TWE)	**DejaVu Sans** Extra Light	**IPA Mincho** Regular

	Book Bold Oblique Bold Oblique Condensed	
AR PL UKai Book (CN, HK, TW, TWE)	**DejaVu Sans Condensed** Book Bold Oblique Bold Oblique Condensed Condensed Bold Condensed Oblique Condensed Bold Oblique	**Times New Roman** Regular Italic Bold Bold Italic
Arial Regular Bold Italic Bold Italic	**Georgia** Regular Italic Bold Bold Italic	**Verdana** Regular Italic Bold Bold Italic
Arial Narrow Regular Italic Bold Italic	**IPAP Mincho** Regular	**Un Batang** Regular Bold
Arial Unicode Regular Bold	**IPA Gothic** Regular	**Un Dinaru** Regular Bold Light
Calibri Regular Bold Italic Bold Italic	**IPAP Gothic** Regular	**Un Dotum** Regular Bold
DejaVu Serif Book Bold	**Meiryo** Regular	**Un Graphic** Regular Bold

Italic Bold Italic		
Dotum Regular	**M Hei PRC** Regular	**Un Gungseo** Regular
Cambria Regular Bold Italic Bold Italic	**M Hei HK Medium** Regular	**Un Pilgi** Regular Bold
Cambria Math Regular	**MingLiu** Regular	**Wingdings 1** Regular
Comic Sans Regular Bold	**Monotype Sorts** Regular	**Wingdings 2** Regular
Courier New Regular Italic Bold Bold Italic	**Palace Script MT** Regular	**Wingdings 3** Regular
DejaVu Serif Condensed Book Bold Italic Bold Italic Condensed Condensed Bold Condensed Italic Condensed Bold Italic	**SimSun** Regular	
DejaVu Sans Mono Book Oblique Bold	**Symbol** Regular	

Bold Oblique		

Image Preview Files

The following image files are supported for Canvas DocViewer:

.bmp	.jpg	.tif
.jpeg	.png	.tiff

What types of media files can I upload in Canvas as an instructor?

Canvas can upload specific image, video, and audio files as user content.

When you upload audio and media files using the media tool in the Rich Content Editor, Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

When you upload a file to your course, group, or user files, Canvas converts the file into a format supported by your browser. However, Canvas does not support uploading files larger than 5 GB to your user files. Media playback is determined according to browser, so if you cannot view the file, you may need to try to view the file in another browser. You may also need to enable or update the Adobe Flash plugin.

Canvas files have quota limits set for each user area: user (personal) files, course files, and group files. Files uploaded directly to your user files or group files count against each specific quota, except for uploading a profile picture. All files uploaded into a course count against the course quota. For students, any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

Note: If you upload a file that is not supported by the Canvas media player, you can have users download the file to view outside of Canvas.

Supported Image Formats

Canvas will accept the following image files:

- JPEG - Joint Photographic Experts Group
- GIF - Graphics Interchange Format
- BMP - Windows Bitmap
- TIFF - Adobe Systems
- PNG - Portable Network Graphics

Note: While TIFF files can be uploaded to file storage, they will not display within any area of Canvas.

Supported Video Formats

The Canvas media player supports H.264 video playback; for platforms that do not support H.264 directly, the Canvas media player uses a Flash plugin.

Canvas will accept the following video files for playback:

- FLV – Flash Video

- ASF – Windows Media
- QT – Apple QuickTime
- MOV – Apple QuickTime
- MPG – Digital Video Format
- MPEG – Digital Video Format
- AVI – Digital Video Format
- M4V – Digital Video Format
- WMV – Windows Media
- MP4 – Digital Video Format
- 3GP – Multimedia Mobile Format

For tips about media compressions and playback quality, view Vimeo's Video Compression Guidelines.

Supported Audio Formats

Canvas will accept the following audio files for playback:

- MP3 – Digital Audio Format
- WMA – Windows media audio
- WMV – Windows Media

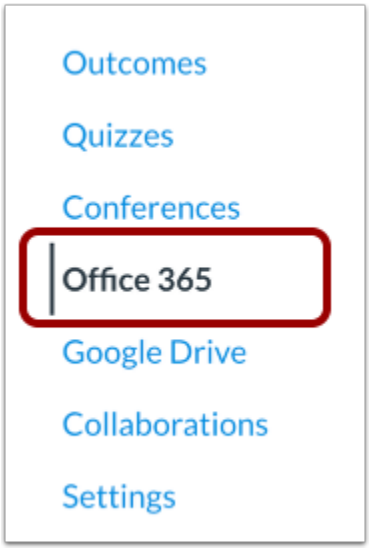
How do I view my Microsoft Office 365 files in Canvas as an instructor?

If you have enabled Microsoft Office 365, you can view all files in your Microsoft Office 365 (OneDrive) folder in Canvas. The OneDrive folder is accessed from the Course Navigation Menu.

Notes:

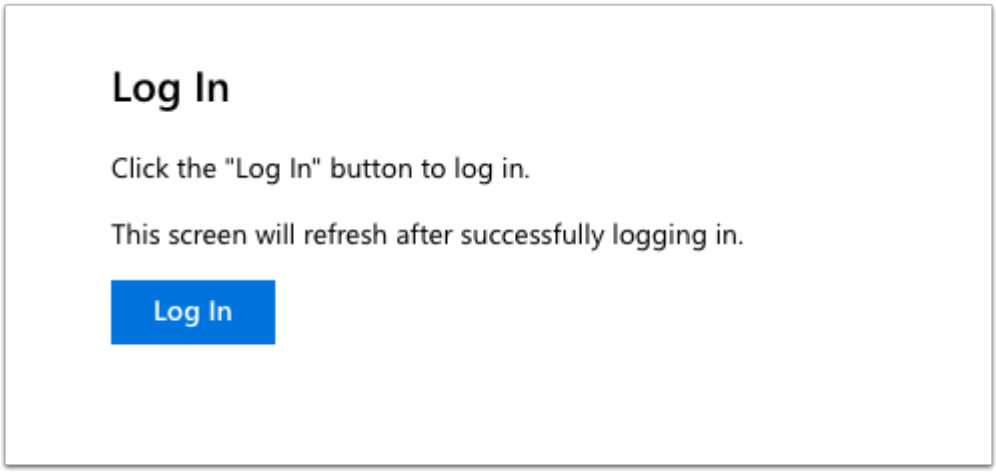
- You can only view one OneDrive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.
- Currently, OneDrive files cannot be accessed from course or personal files in Canvas.

Open Office 365



In Course Navigation, click the **Office 365** link.

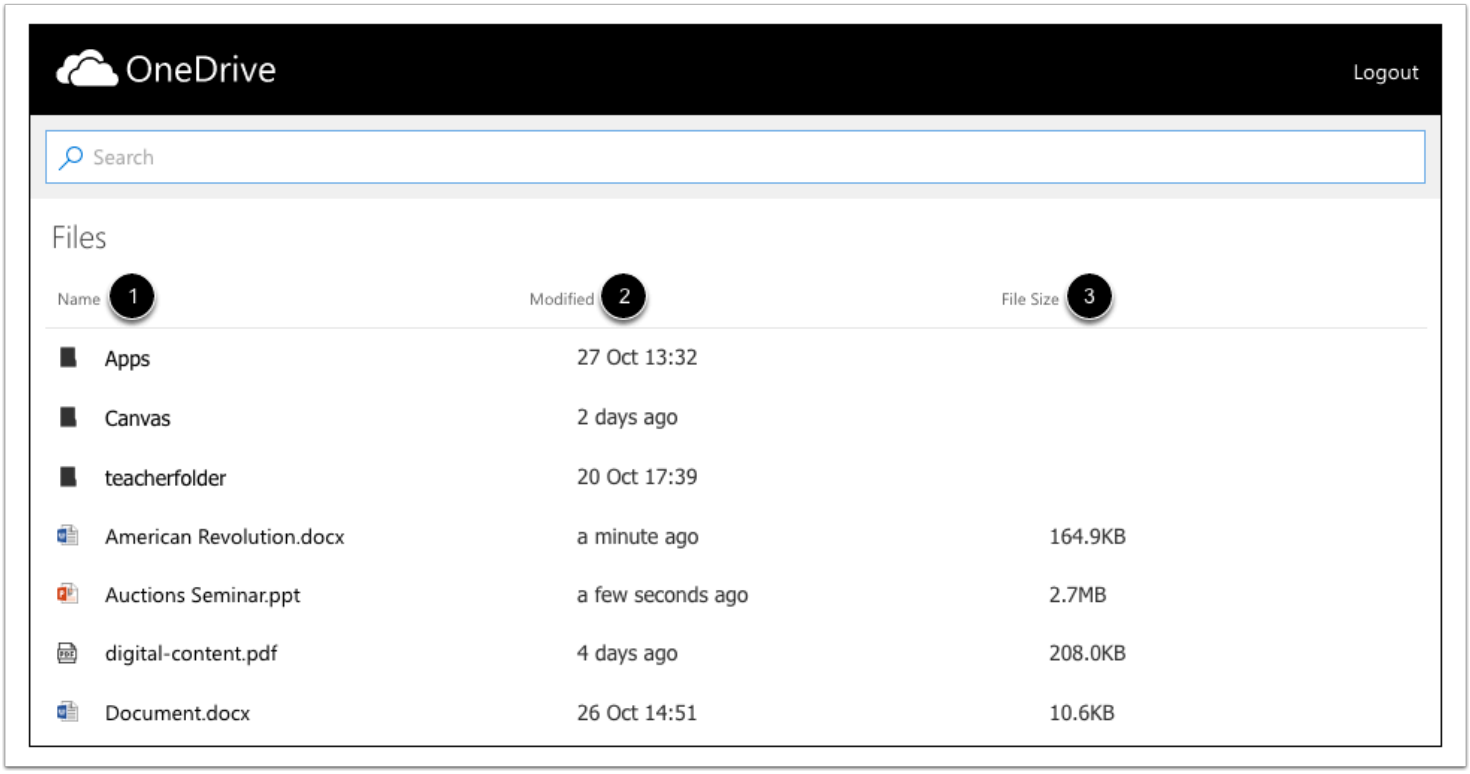
Log in to Office 365



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.

View OneDrive



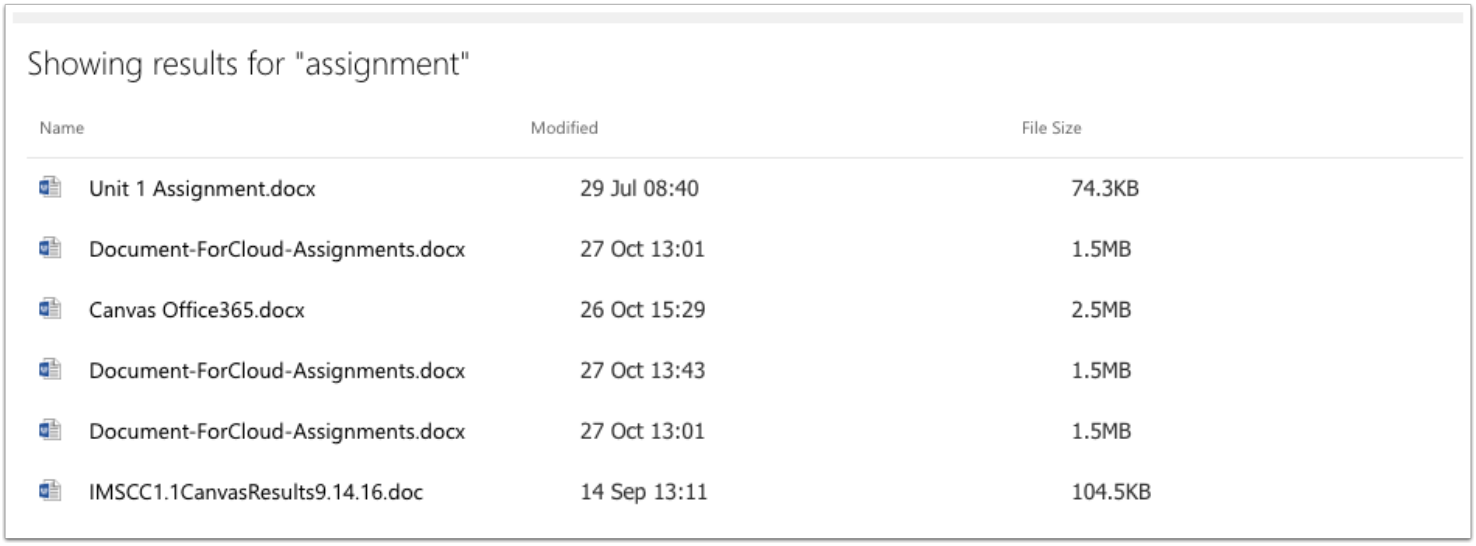
View the files and folders in your OneDrive folder.

OneDrive displays file name [1] and the date it was modified [2]. Files display the file size [3].

Search for Files

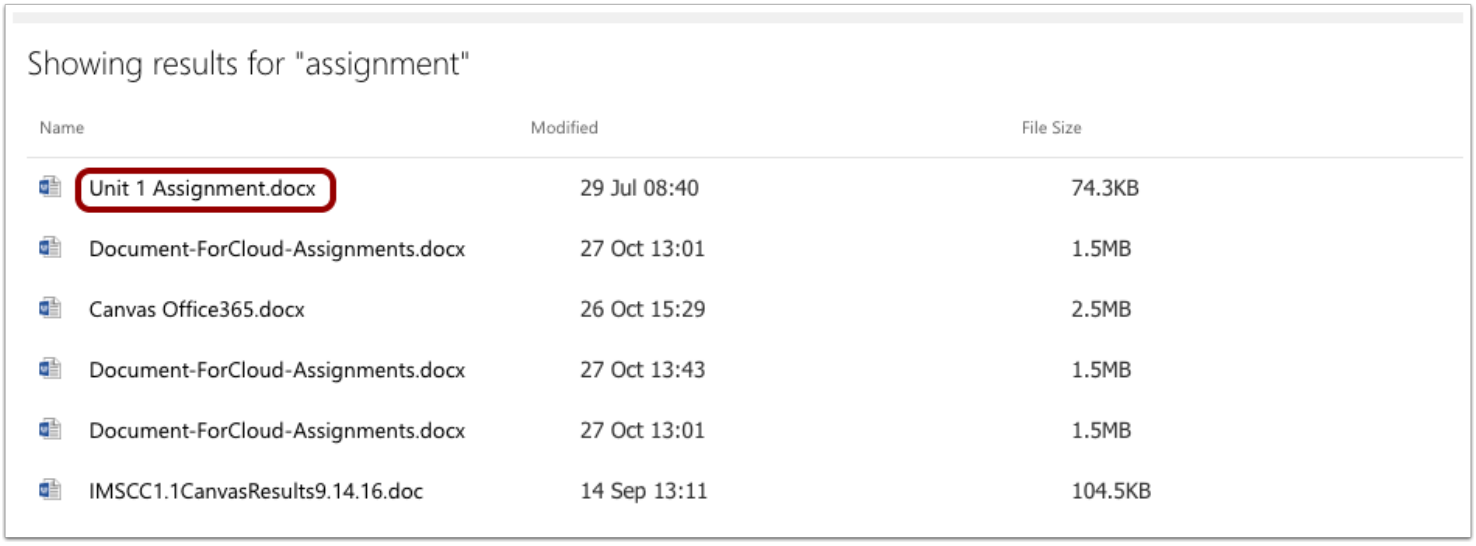
To search for a file, enter the name of the file and click the Enter (Return) key.

View Search Results



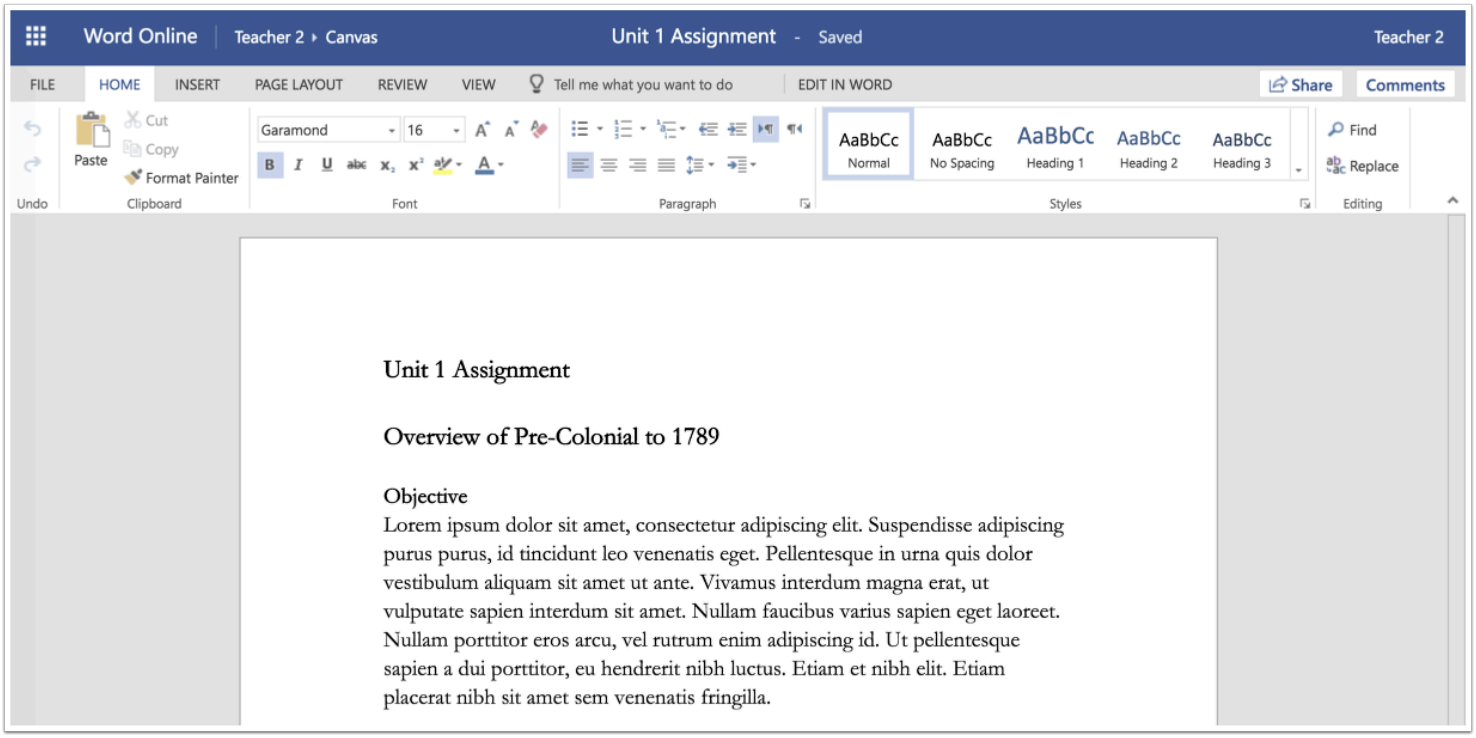
OneDrive returns file results related to your search.

Open File



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

View File



View the file in Microsoft Word online. You can edit the document directly in your browser if necessary.

Log Out

If you have multiple OneDrive accounts and need to log out, click the **Logout** link. You can log in again using a different OneDrive account and view those files in Canvas.

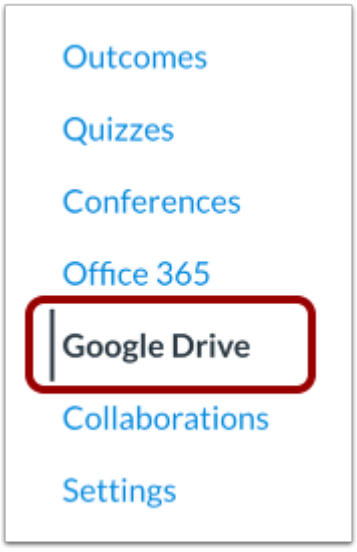
How do I view my Google Drive files in Canvas as an instructor?

If you have enabled Google Apps, you can view all files in your Google Drive account in Canvas. The Google Drive folder is accessed from the Course Navigation Menu.

Notes:

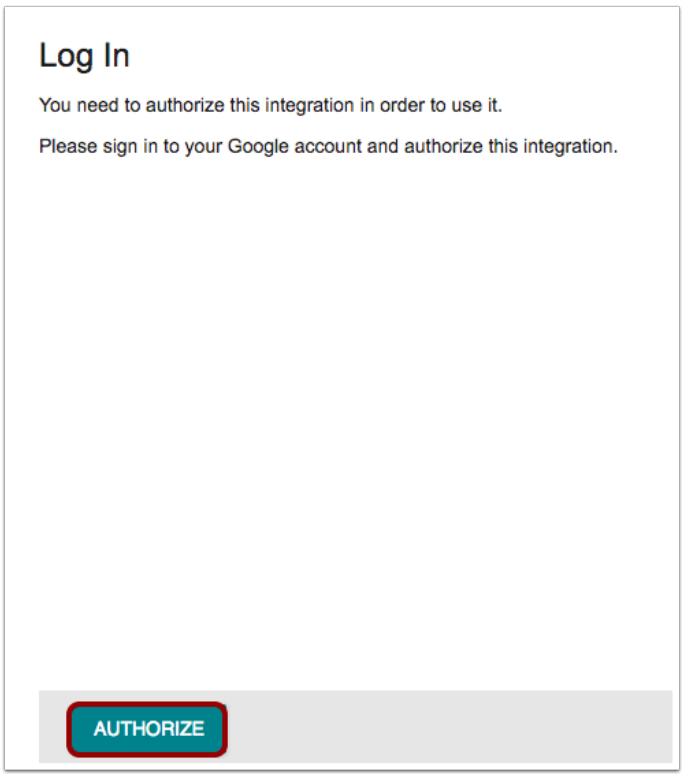
- You can only view one Google Drive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary, you can log out of your account and authenticate with a different account.
- If you are already logged into a Google account in Chrome, Canvas will use that Google account to authorize Google Drive access. If you want to authenticate using a different Google Drive account, you must log out of the Google account in Chrome and sign in to the account you want to use with Canvas.
- If your Canvas authorization has failed, try logging in to Google Drive in Canvas using an incognito browser, which removes all browser cookies and extensions. If you are able to log in with the incognito browser, you are most likely logged in to Google Drive and/or Canvas with different Google accounts. Confirm the account you are using for each location and try again. You may also need to confirm any Google extensions installed in your browser's settings.
- The location where you access your Google account may affect your access to Canvas. If you successfully authenticate with your account at your institution, you may have to reauthenticate when you log in to Canvas at home.
- Currently, Google Drive files cannot be accessed from course or personal files in Canvas. They can only be accessed from the Google Drive link in the Course Navigation Menu.

Open Google Drive



In Course Navigation, click the **Google Drive** link.

Log in to Google Drive

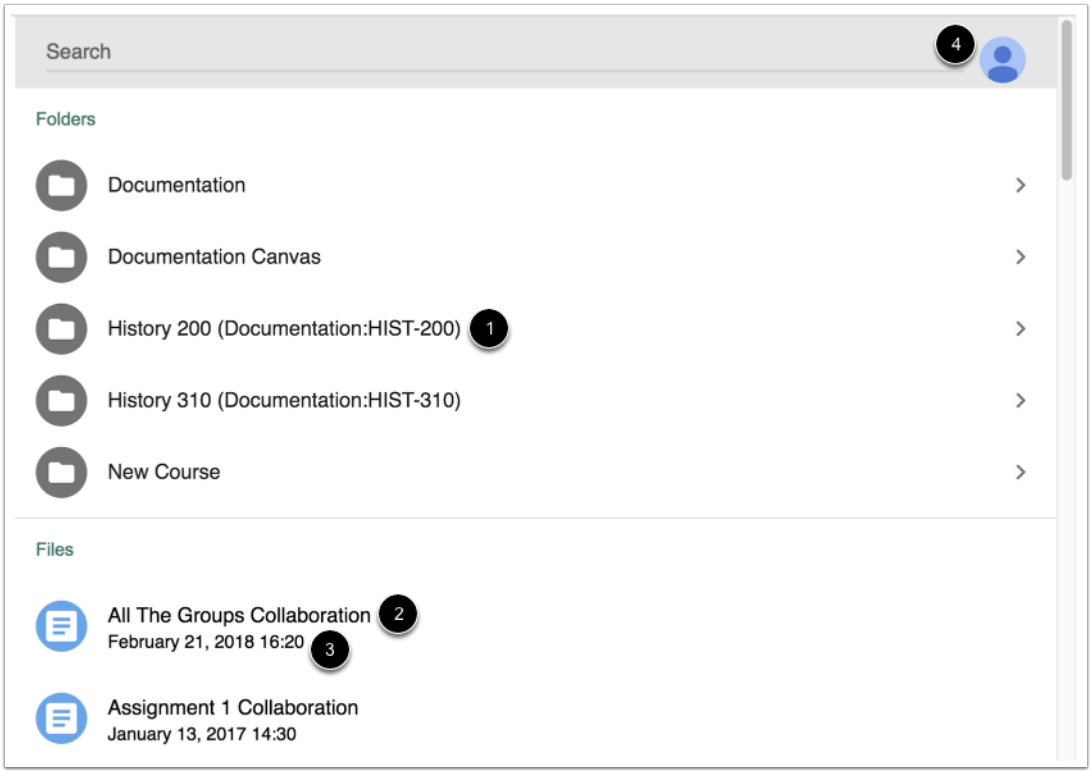


You may be asked to authenticate your account. Click the **Authorize** button.

In an external window, enter your Google App email and password.

Note: If you are unable to authenticate, please see the troubleshooting information in the description of this lesson.

View Google Drive



View the files and folders in your Google Drive folder.

Google Drive displays the name of each folder [1]. You can view the contents of each folder by clicking the folder name.

For individual files, you can view the file name [2] and the date it was modified [3].

To view the linked Google Drive email or to sign out of your Google account, click the **Account** button [4].

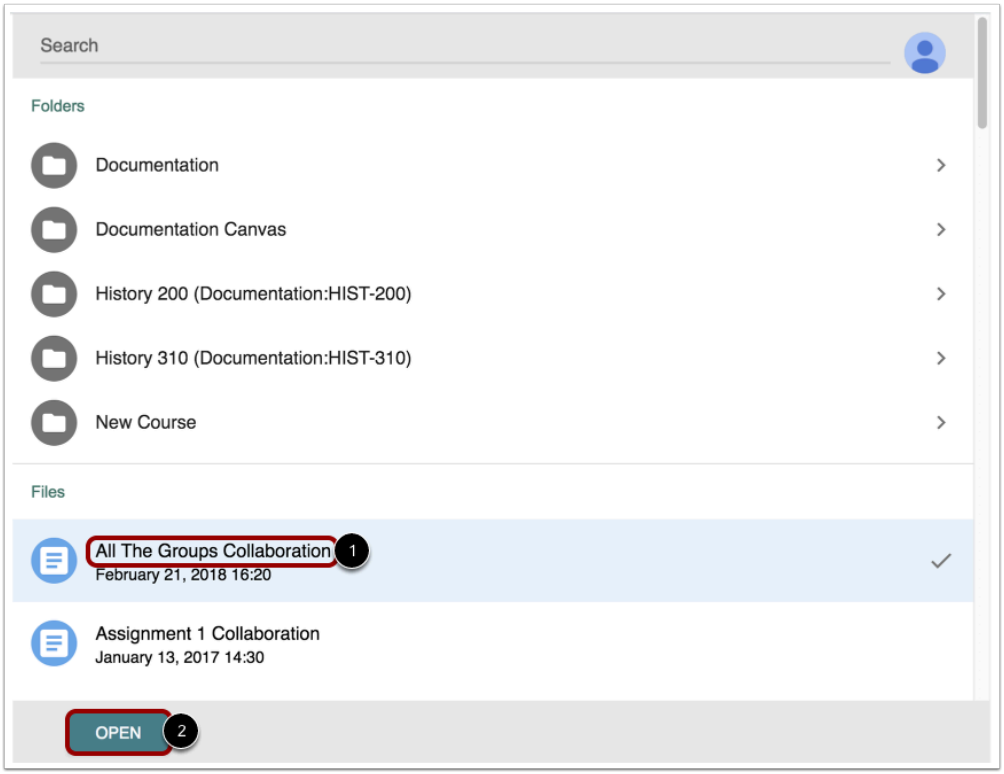
Search for Files

To search for a file, enter the name of the file and click the Enter (Return) key on your keyboard.

View Search Results

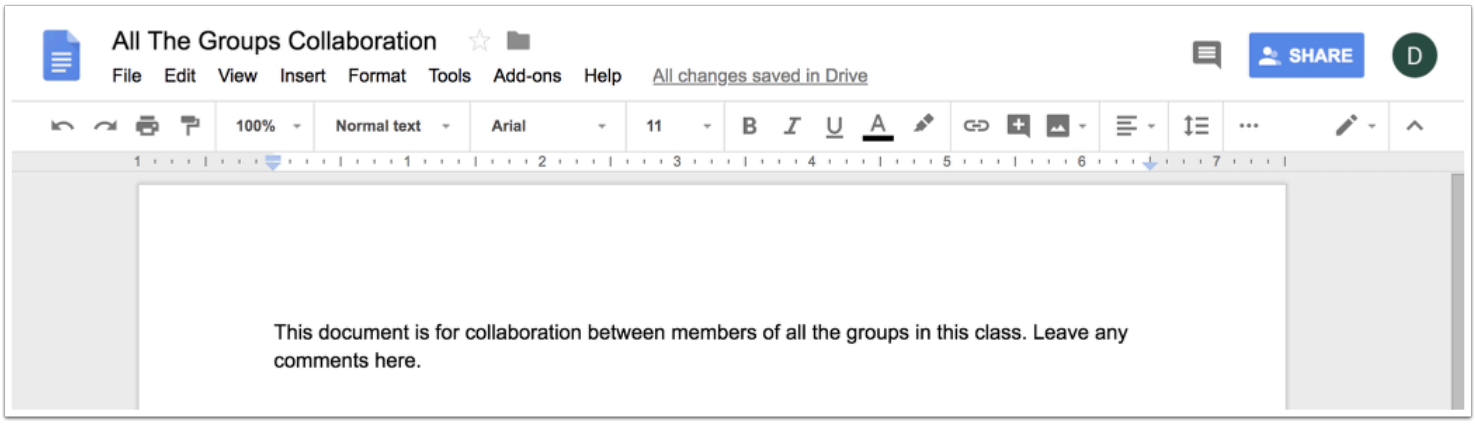
Google Drive returns file results related to your search.

Open File



To open a file, click the name of the file [1]. At the bottom of the window, click the **Open** button [2].

View File



In a new browser window, view the file in your Google account.

Global Navigation

How do I log in to Canvas as an instructor?

This lesson will show you how to log in to Canvas from an internet browser. If you are using Canvas with an institution, you will log in either from your institution's webpage or by using their direct Canvas URL. Canvas Network and Free-for-Teacher accounts also log in with a Canvas URL. You can also log in to Canvas on the Canvas Mobile apps.

You must have an account to log in to Canvas:

- If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
- If you do not yet have an account, learn how to create a Canvas account.

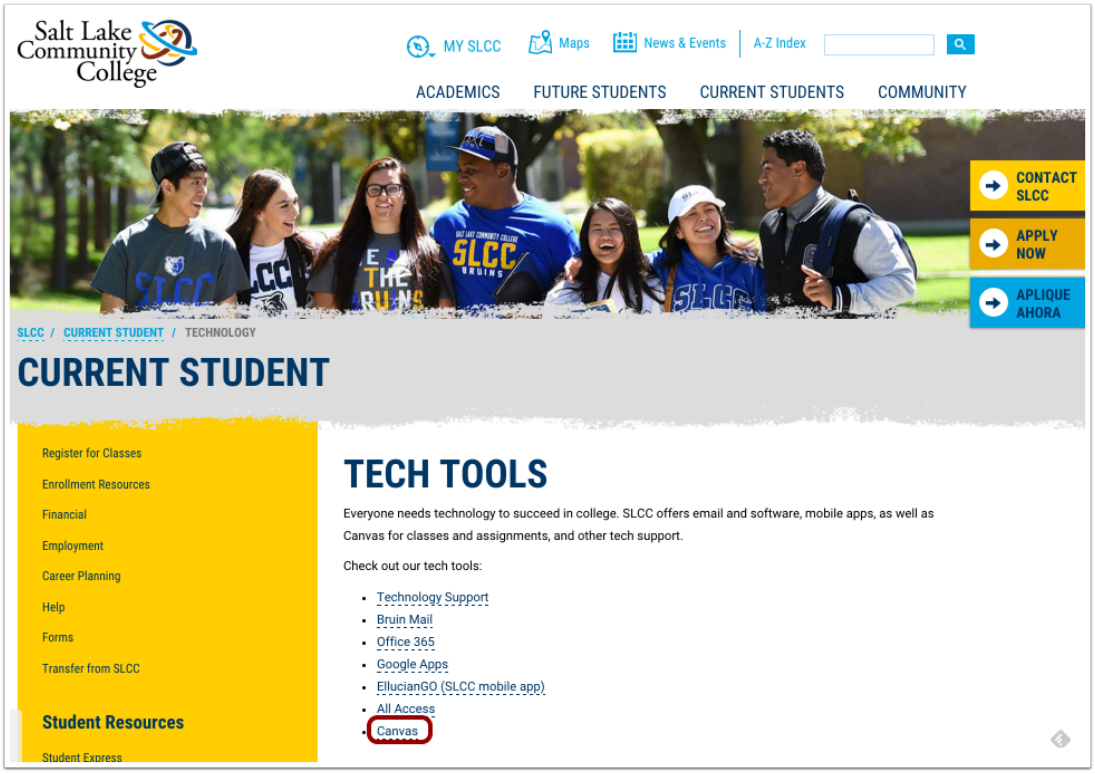
Note: If you are having trouble signing into Canvas, please see the troubleshooting section in this lesson.

Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

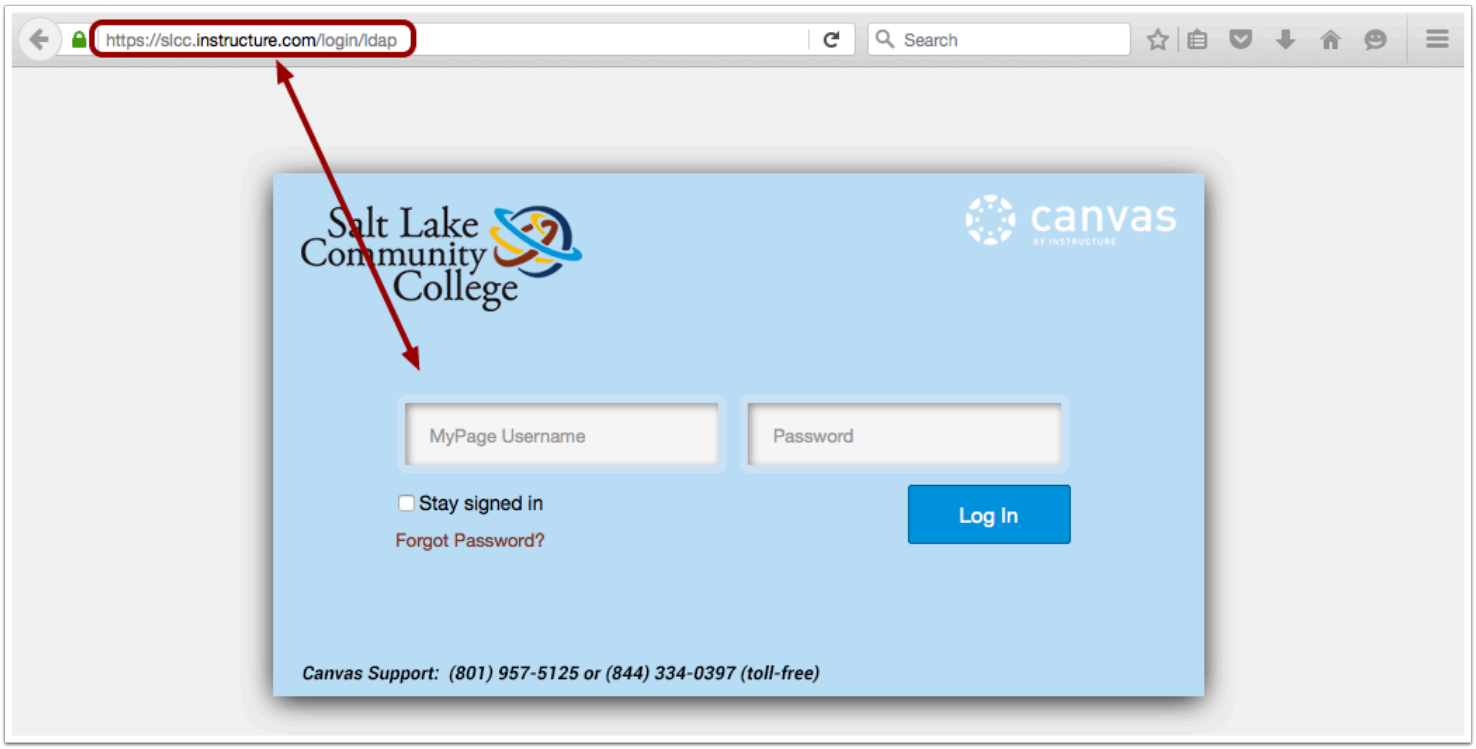
- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
- If you do not have a login and password, you may need to create an account.
- If you have forgotten your password, you may be able to reset your password.

Access Canvas via Institution



Some institutions host Canvas within their website, so you may only need to sign into your institution's internal system to access Canvas.

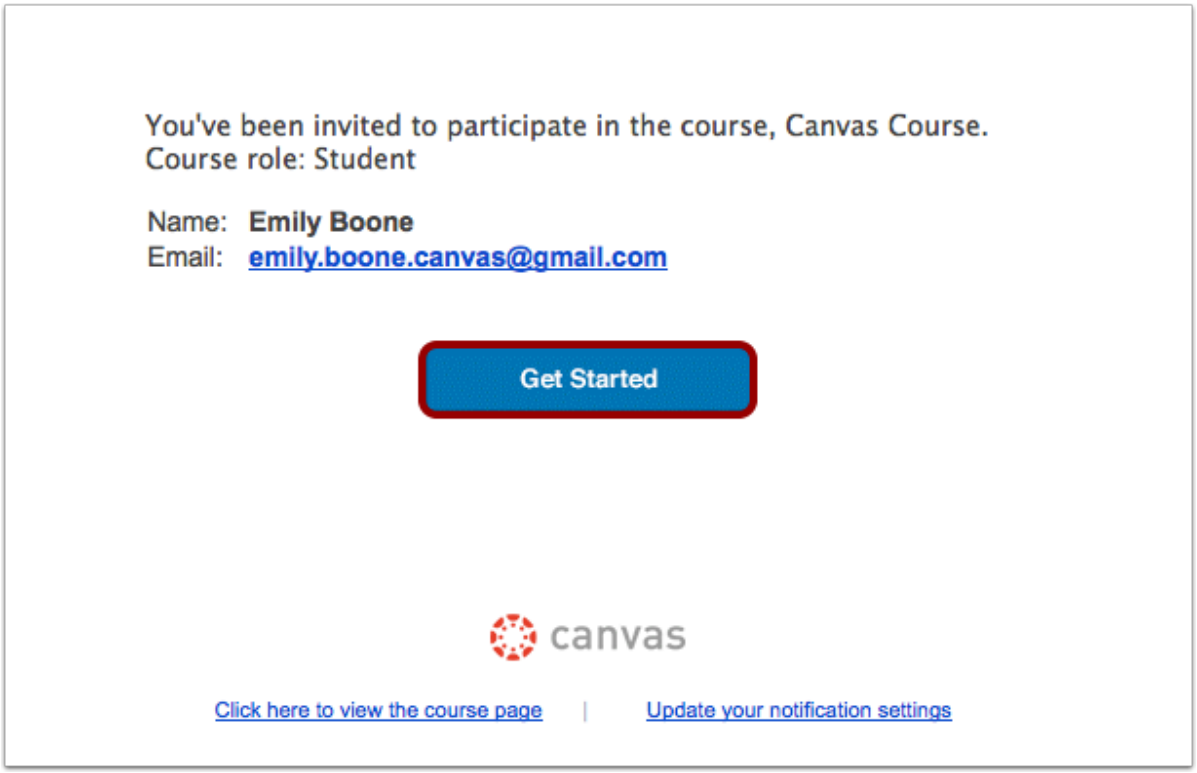
Access Canvas via Canvas URL



Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

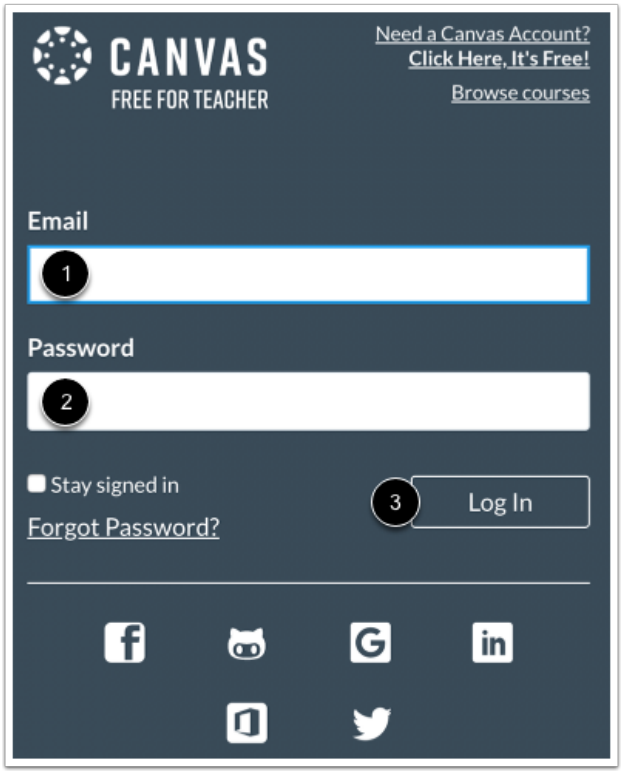
Note: The URL for Canvas Network is learn.canvas.net. The URL for Free-For-Teachers (FFT) is canvas.instructure.com.

Find Canvas URL via Course Invitation



If you do not know your institution's Canvas URL, you can find a link to the page in your course invitation email by clicking the **Get Started** button.

Log in to Canvas



The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.

Click the **Log In** button [3].

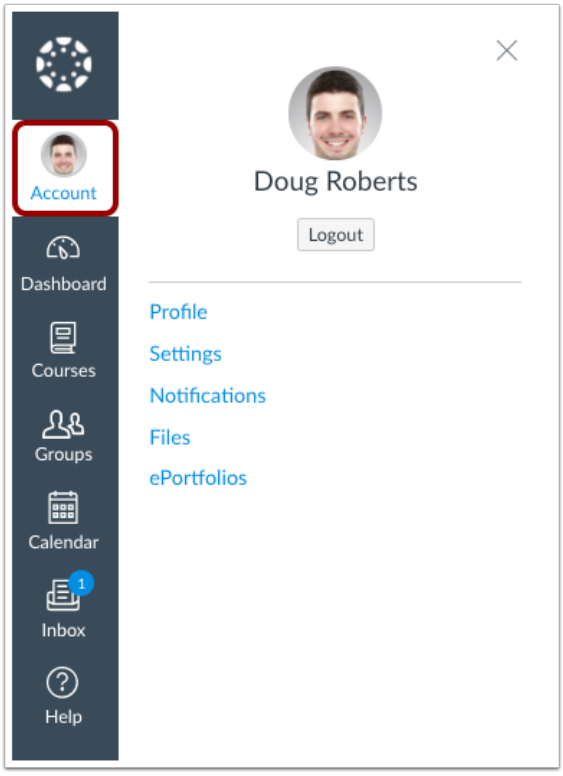
Each screenshot is acknowledged by its respective university for use in this lesson.

How do I use the Global Navigation Menu as an instructor?

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include the Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu.

Depending on your institution account settings, other links may appear in the Global Navigation Menu.

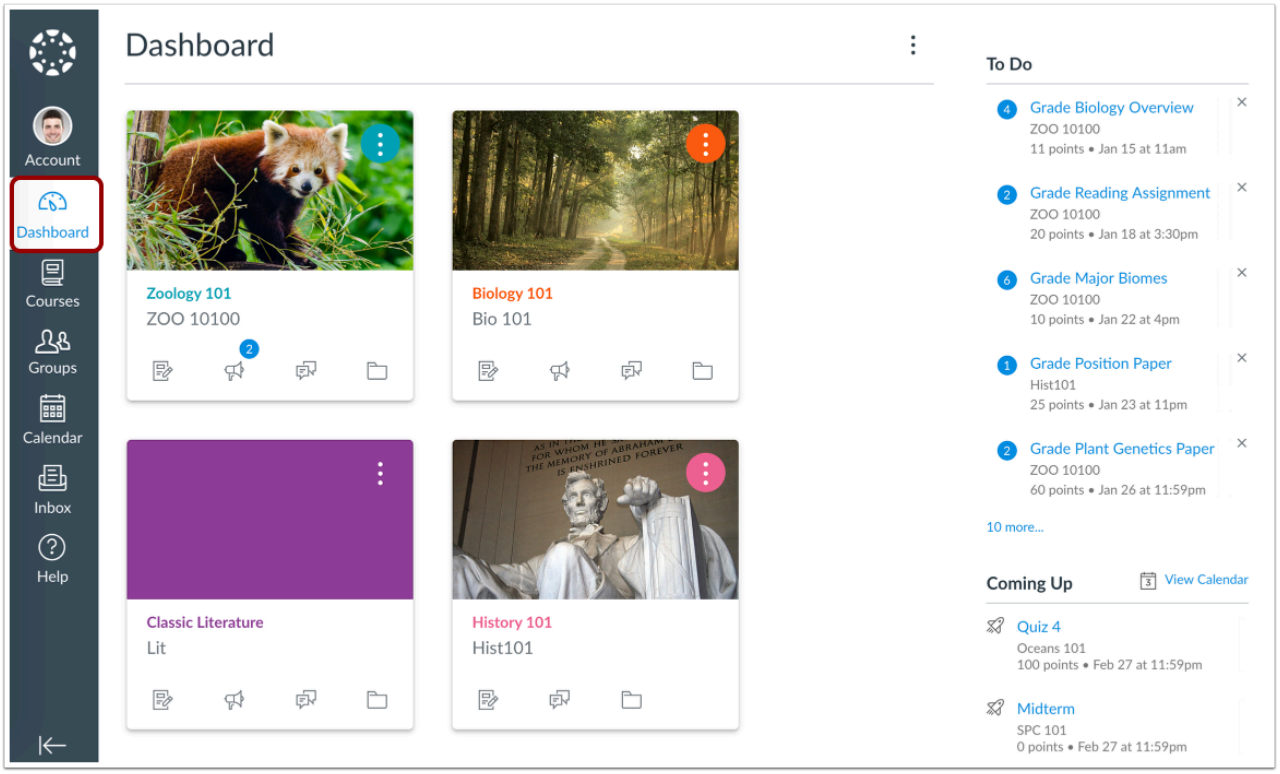
View Account



To view your user information, click the **Account** link. A menu will expand and display links to access your user settings, notification preferences, personal files, and ePortfolios (if enabled). If your institution has enabled Profiles, you can access your profile.

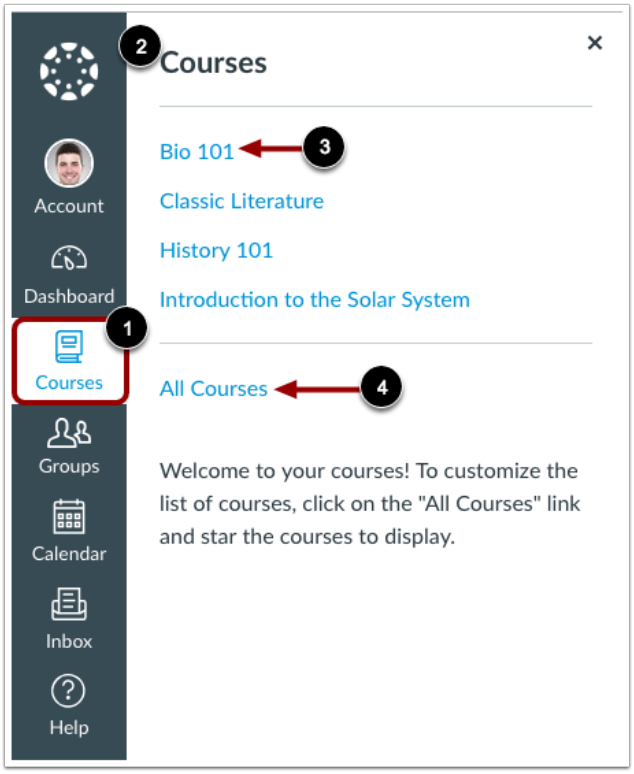
You can also use the Account link to log out of Canvas.

View Dashboard



The Dashboard is the landing page after a user logs in to Canvas. The Dashboard can be toggled to a course view or recent activity view and shows notifications for all current Canvas courses.

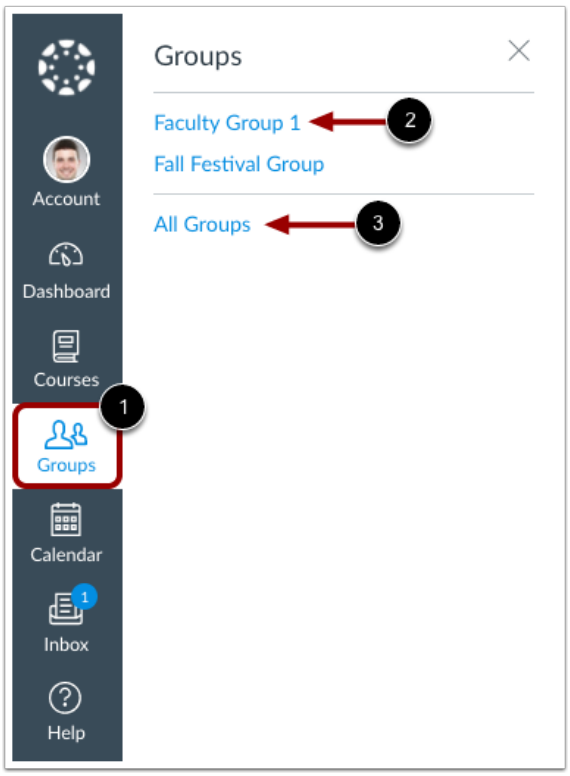
View Courses



To view your courses, click the **Courses** link [1]. A menu will expand and display any current courses where you are enrolled [2]. This menu also displays any courses marked as favorites. If no courses are selected as favorites, the course list will display all current courses. If a course includes term dates, the name of the term will appear as part of the course listing.

To view a course, click the name of the course [3]. To customize your courses list or view all your Canvas courses, click the **All Courses** link [4].

View Groups

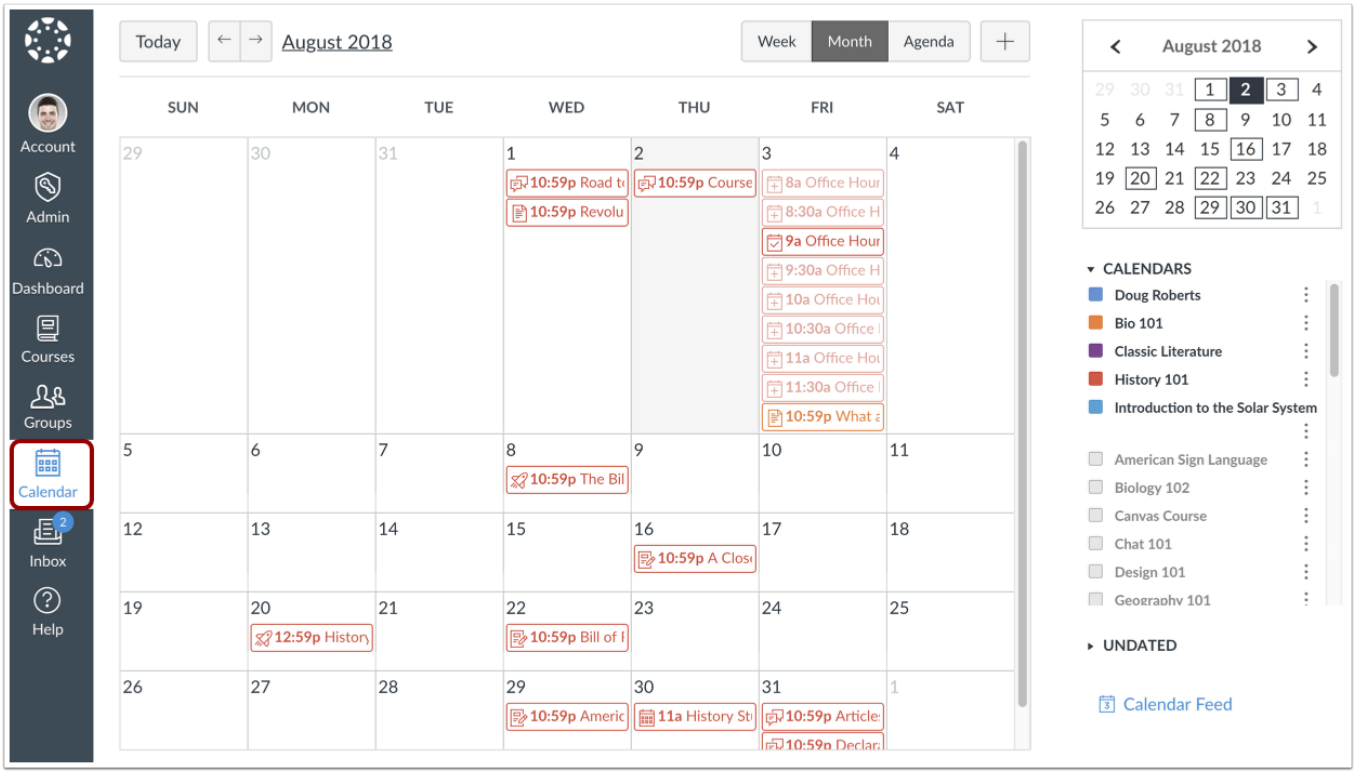


If you are enrolled in Groups, view your groups in the **Groups** link [1]. A menu will expand and display all groups in current courses where you are enrolled.

To view a group, click the name of the group [2]. To view all your groups, click the **All Groups** link [3].

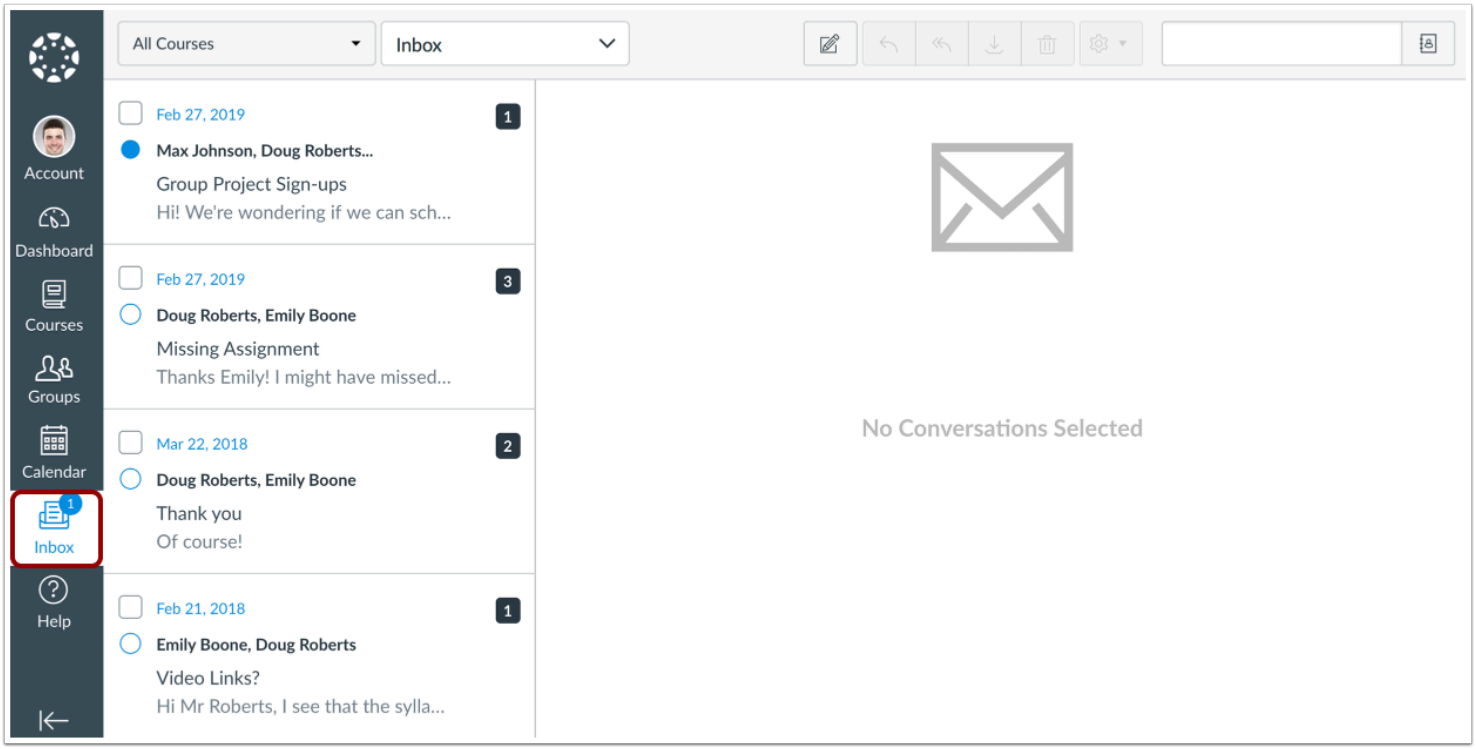
Note: Groups cannot be customized in the drop-down menu.

View Calendar



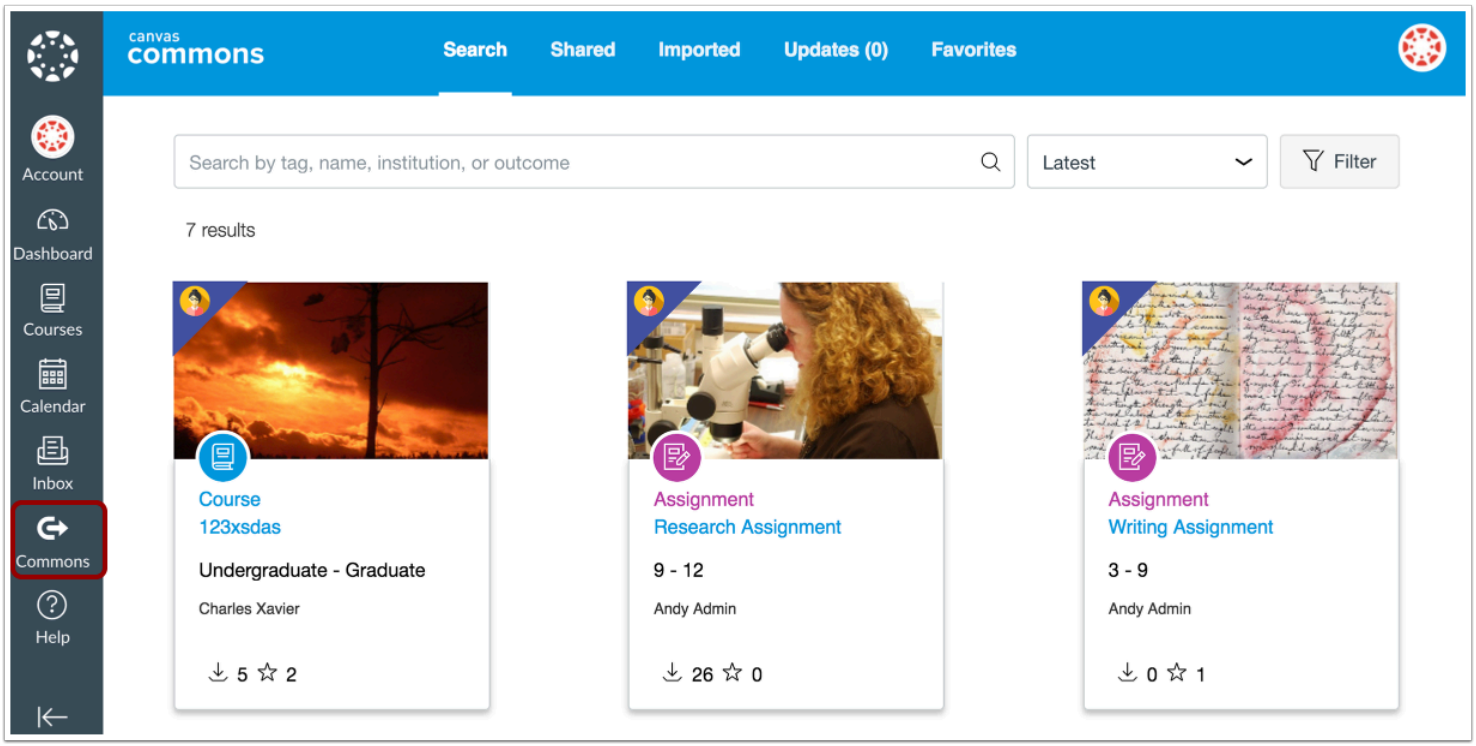
To view your Calendar, click the **Calendar** link.

View Inbox



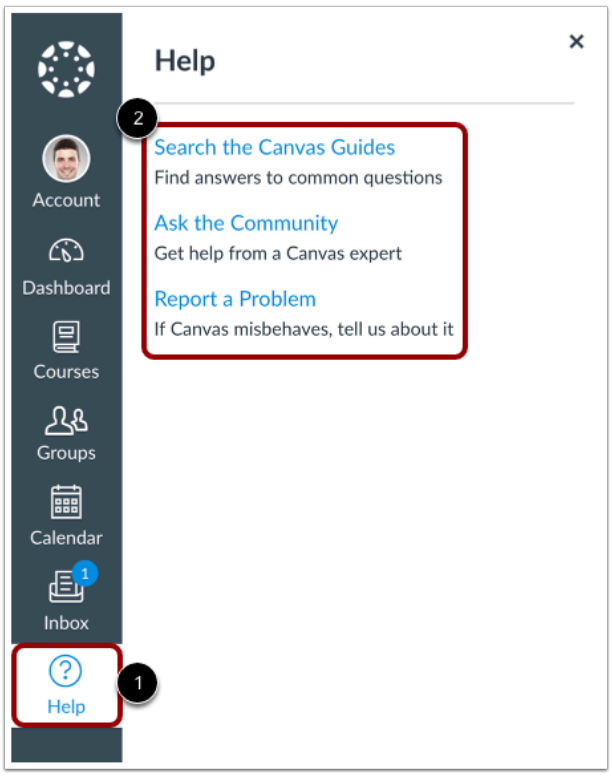
To view your Conversations Inbox, click the **Inbox** link. Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.

View Commons



If you are an instructor and your institution is participating in Canvas Commons, you can access Commons with the **Commons** link.

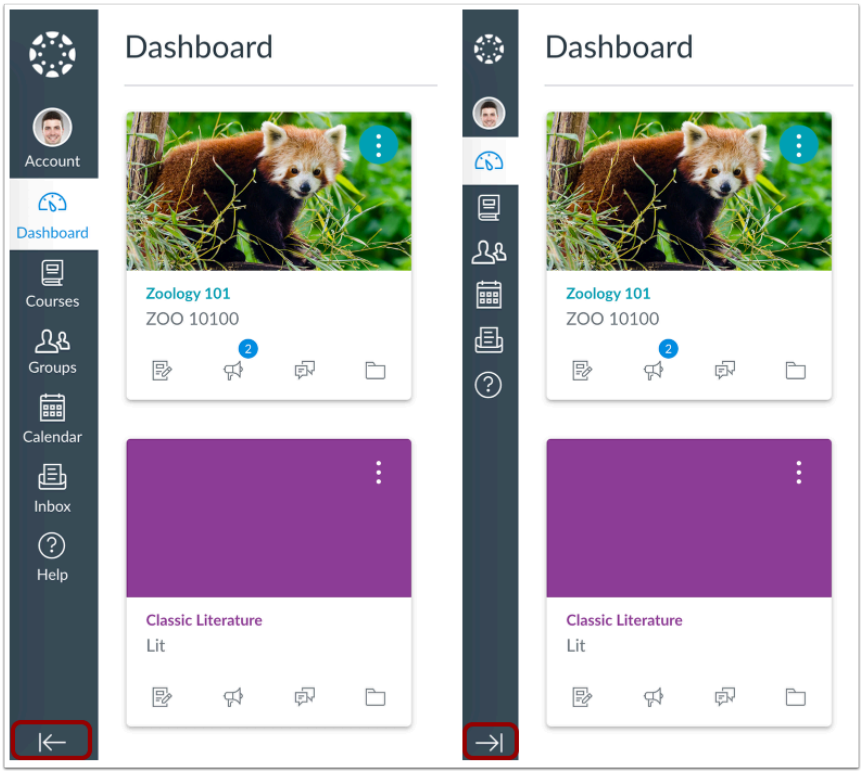
View Help



To get help with Canvas, click the **Help** link [1]. Select the help option that is relevant to your needs [2].

Note: Depending on your user role and institution settings, the Help menu may display different options.

Collapse Global Navigation Menu



To expand or collapse the Global Navigation menu, click the **arrow** icon.

The Global Navigation Menu will be automatically collapsed for tablet screens.

How do I use the Dashboard as an instructor?

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 current courses.

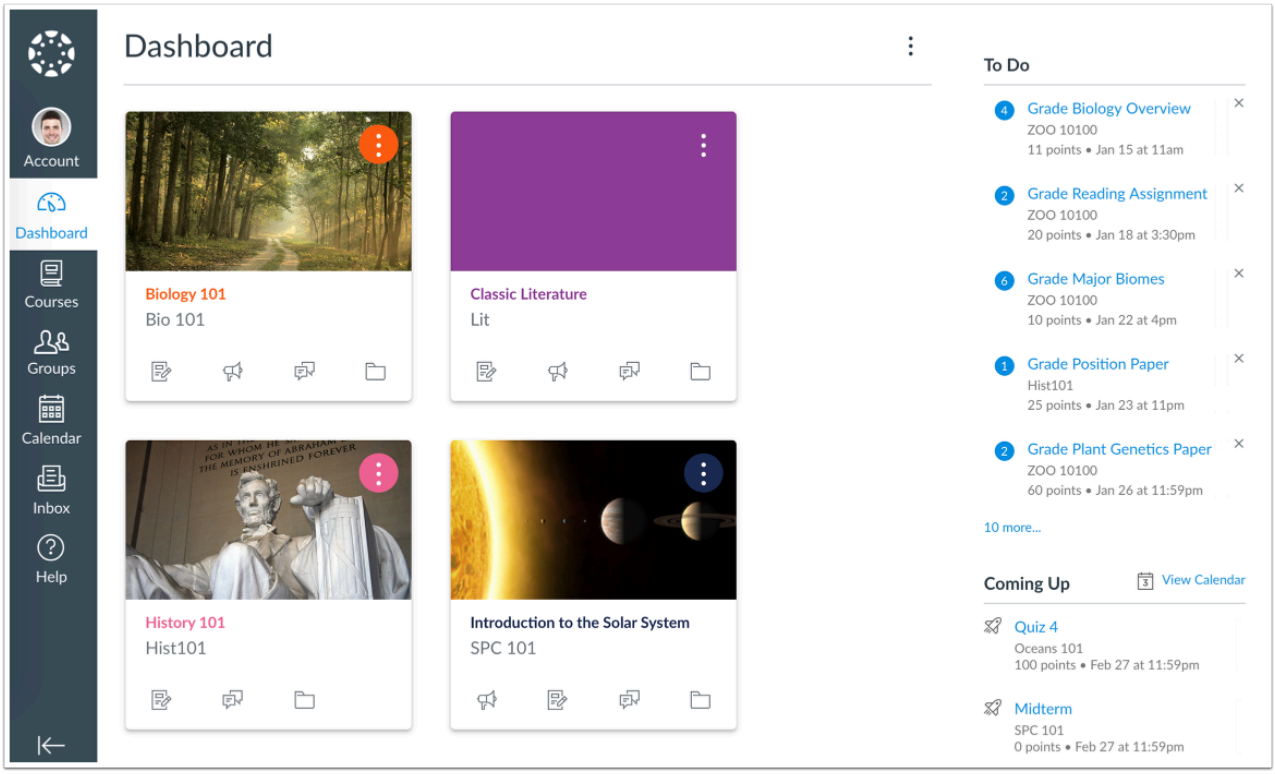
You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Note: If your institution has enabled the Course Setup Tutorial, the Dashboard is responsive to the full width of the browser.

Open Dashboard

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

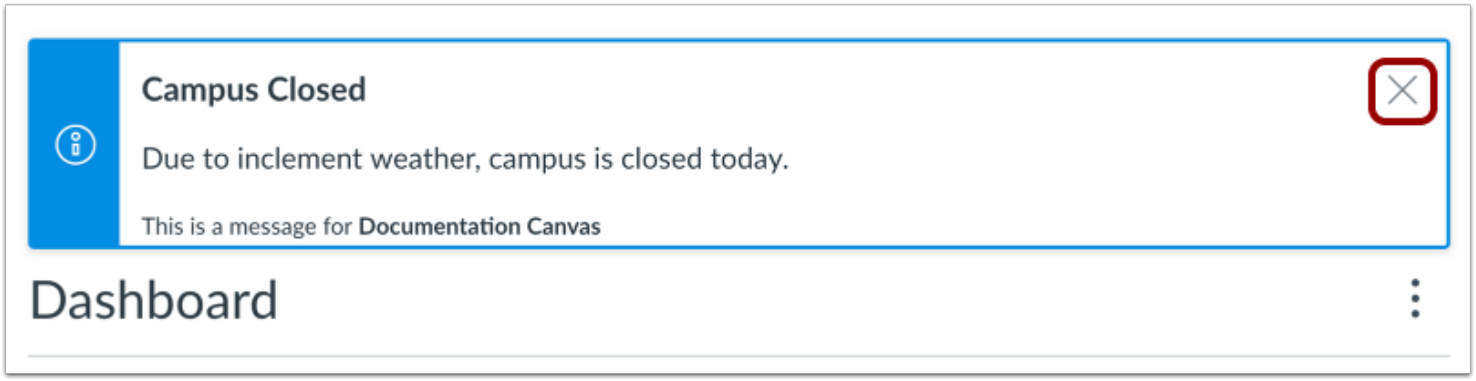
View Dashboard



The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of two views: Card View or Recent Activity View.

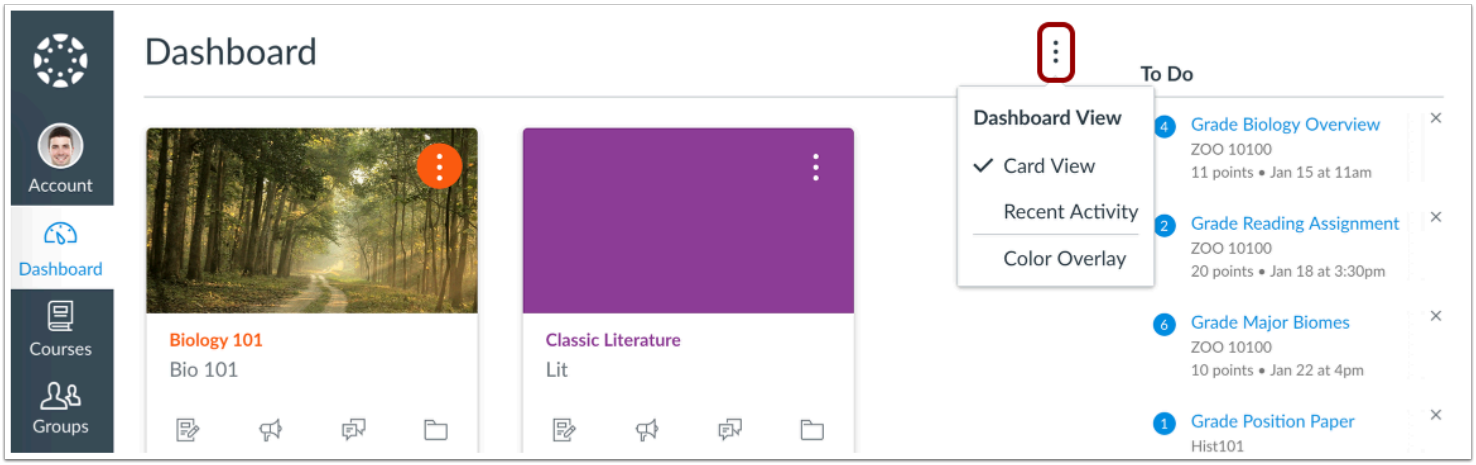
- Card View: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- Recent Activity View: displays all recent activity for all courses

View Global Announcement



The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

Change Dashboard View



To change your Dashboard view, click the **Options** menu and select your preferred viewing option.

How do I view my favorite courses in the Card View Dashboard as an instructor?

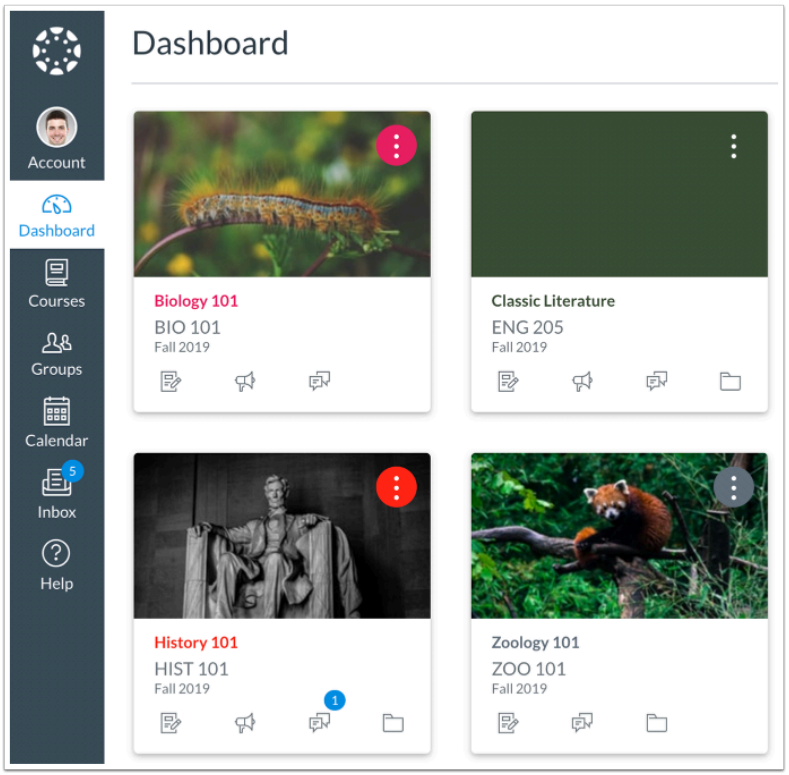
The Card View Dashboard displays course cards for all your favorite courses. Course Cards can help you organize your courses by adding a nickname or customizing the color, which is synced with the color shown for the course in the Calendar. Depending on your institution's preference, this the Card View may be your default Dashboard.

The Card View Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Note: If your institution has enabled the Course Setup Tutorial, the Dashboard course cards are responsive to the full width of the browser. Depending on a user's browser's resolution, the Dashboard course display more than three course cards in a single row.

View Course Cards

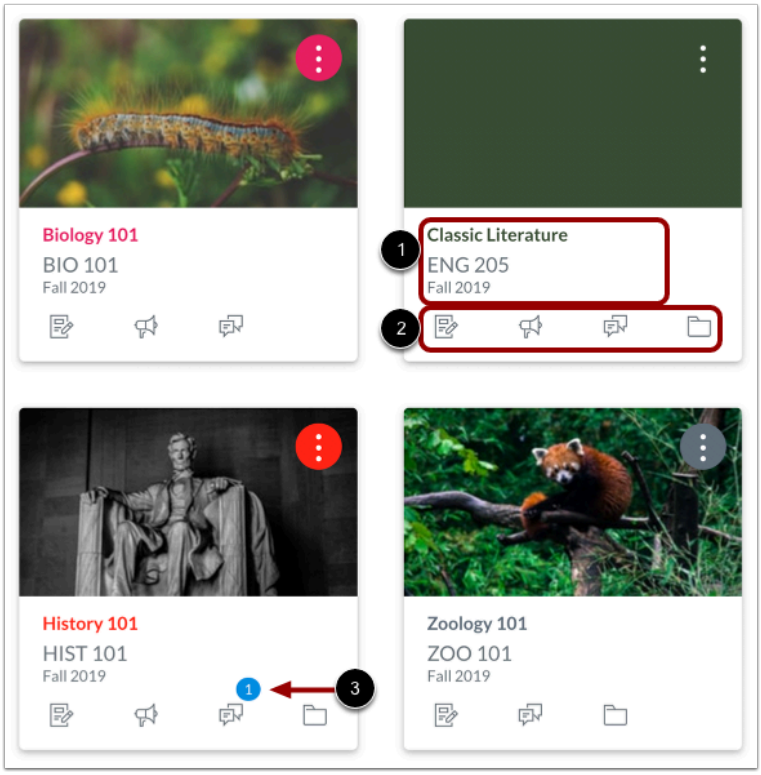


By default, course cards are automatically added by Canvas and display up to 20 courses.

Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. Courses with instructor roles are listed first, followed by TA roles and student roles.

Note: If you want to remove the default course card setting, you can customize the course list and manually select your favorite courses to display in the Dashboard. When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new course enrollments.

View Card Details

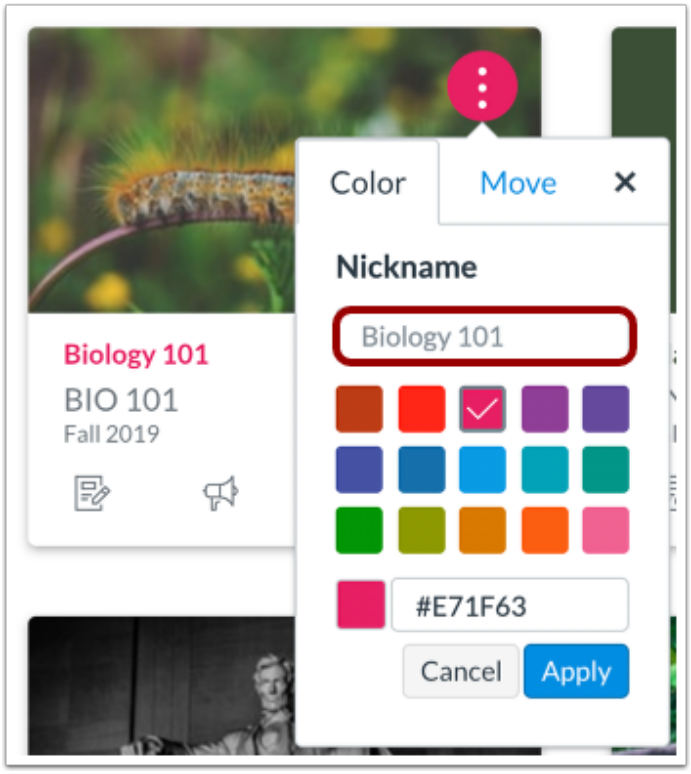


Course cards show an overview of course information including the course name, course code, and term [1].

Each card can include up to four tabs [2], which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.

An unread icon on the Discussions or Announcements tab indicates that there is a new discussion or announcement in the course [3]. The number in the icon indicates the number of new items.

Create Nickname



If one of your courses includes a long or confusing name, you can create a nickname for your course. Most courses are created using Student Information Systems (SIS) that generate course names based on terms, departments, and section numbers, and courses with similar names may be hard to distinguish.

Course nicknames appear in the Dashboard, Course Navigation Menu, course breadcrumbs, and notification emails.

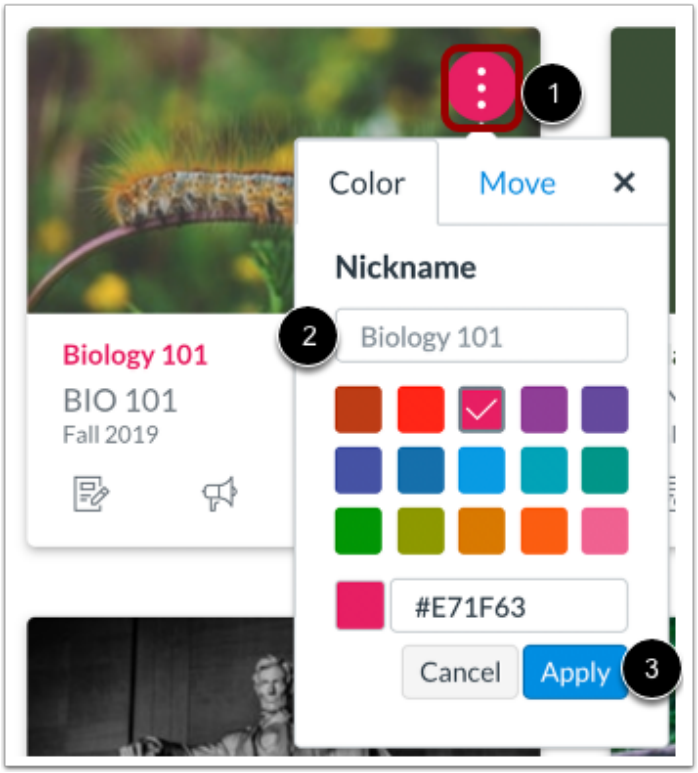
A course nickname does not affect the course name at the account or course level; it only changes the name of the course for the individual user who created the nickname.

If you need to know the original name of the course, you can hover over the nickname and the original name will appear. Additionally, the course code is not affected and always displays on the course card for course reference.

Notes:

- This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the To Do list.
- Course nicknames are limited to 59 characters.

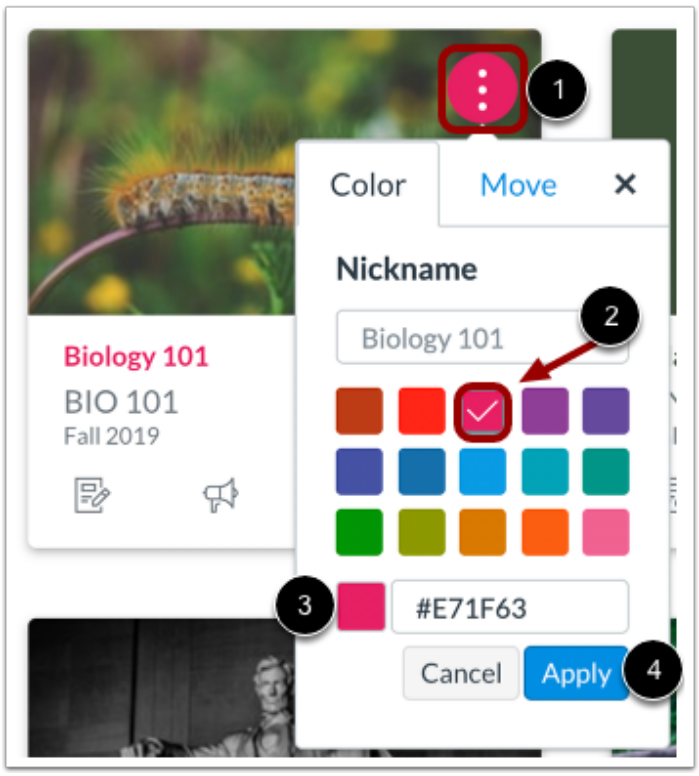
Manage Nickname



To add a nickname, click the **More Options** icon [1], then type the name in the Nickname field [2]. Click the **Apply** button [3].

To remove a nickname, open the card options and remove the nickname. The Nickname field will display the original name of the course.

Change Course Color

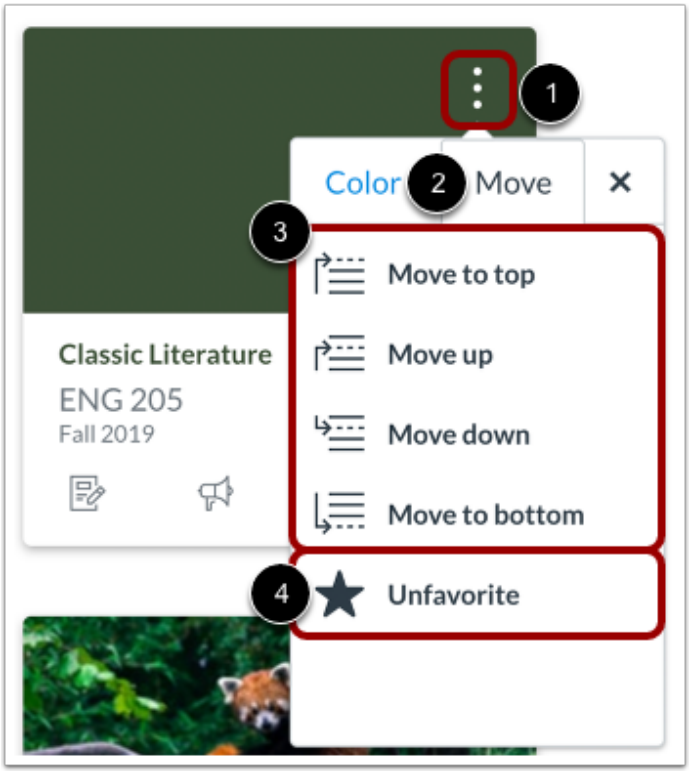


Course Cards can help you organize your courses by customizing the color, which is synced with the color shown for the course in the Calendar. To change the color, click the card Settings icon [1], then select a new color. The check mark indicates the selected color [2], and the hex color code displays in the text field [3]. If you want to use a color not shown in the window, you can enter the color's hex code directly in in the text field. The hex field will display a warning icon if the hex code is not valid. Additionally, any variation of white is not accepted as a course color.

Click the **Apply** button [4].

Note: If you change the color for a course in the Calendar, the color also updates in the Dashboard.

Move Course Cards



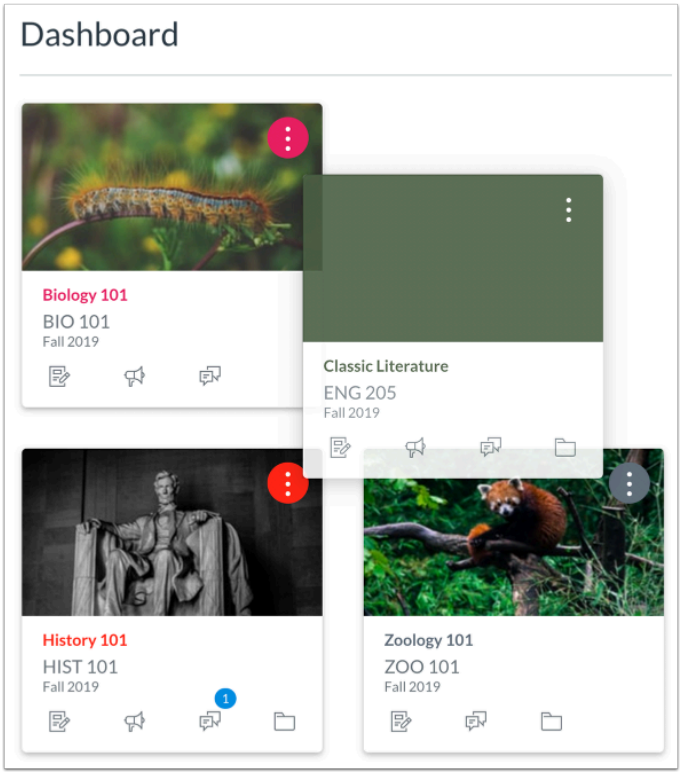
You can also move a course card to another location in the Dashboard or remove a card from the Dashboard. Click the **Options** menu [1] and select the **Move** tab [2]. Depending on the placement of the existing card, you can move the card to the top of the Dashboard, ahead or behind a specific card, or to the bottom of the Dashboard [3].

Once a dashboard card has been reordered, new courses added to the dashboard always display at the end of all existing courses.

To remove the course card from the Dashboard, click the **Unfavorite** option [4].

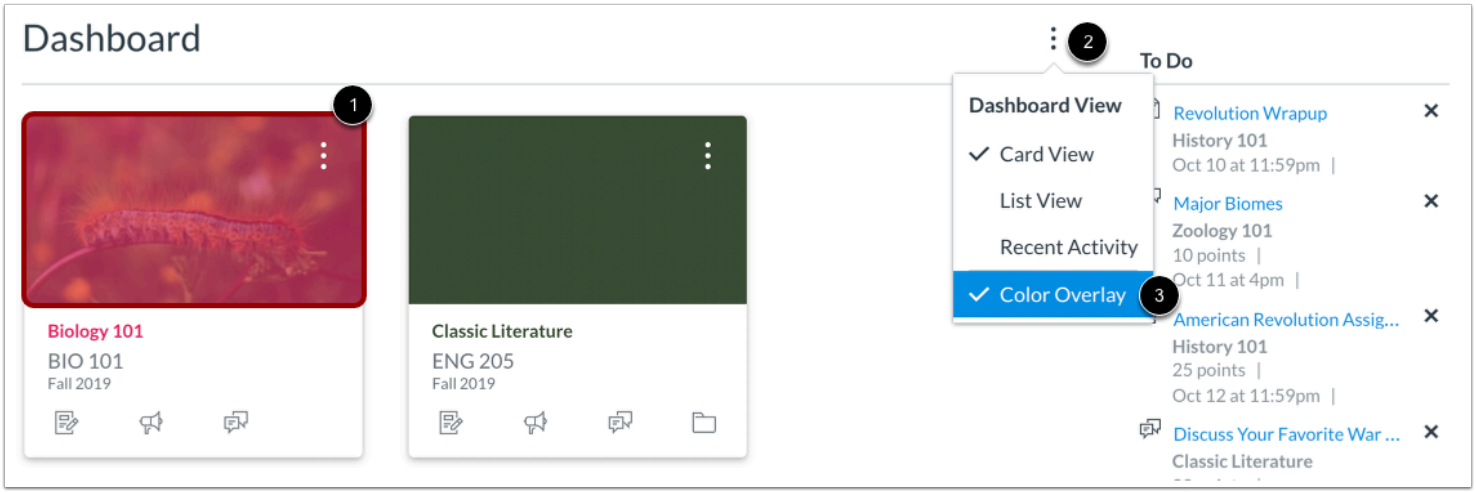
Note: The Unfavorite option only displays if you previously selected favorite courses.

Drag and Drop Course Cards



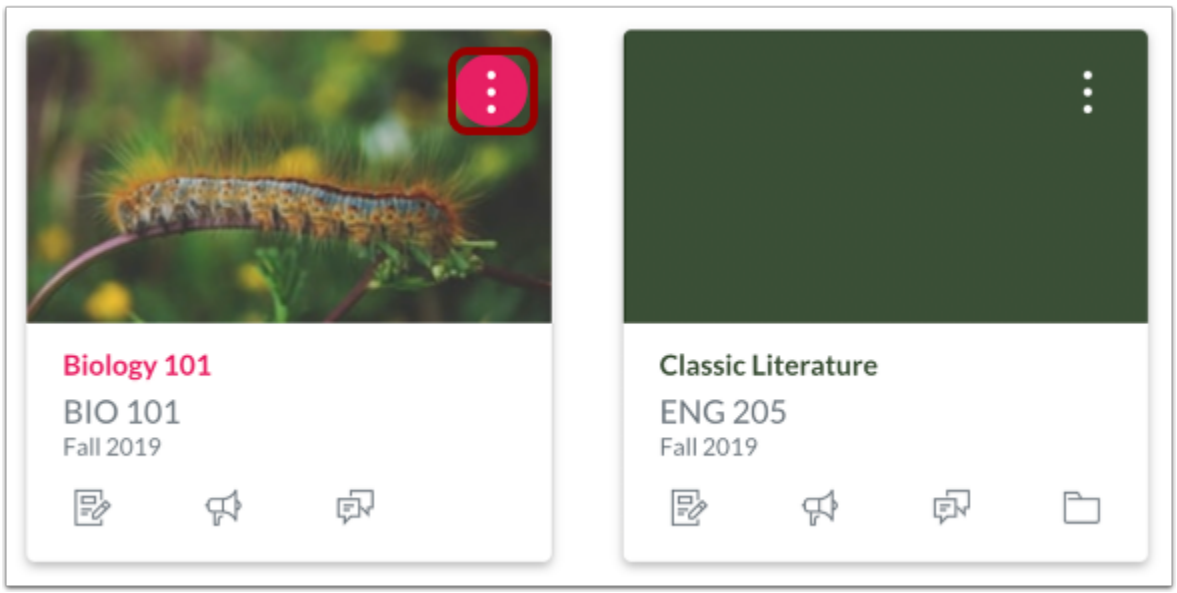
You can also manually drag and drop a course card to another location in the Dashboard. Click on a course card and drag it to the desired location.

View Color Overlay



Some courses may include an image for the course behind the course color [1]. By default, course cards with an image include a color overlay. To remove the color overlay from all course cards that contain an image, click the **Options** icon [2] and then deselect the **Color Overlay** option [3].

Remove Color Overlay



When the Color Overlay is removed, the course color will display as a circle behind the card's **More Options** icon.

How do I use the To Do list and sidebar in the Dashboard as an instructor?

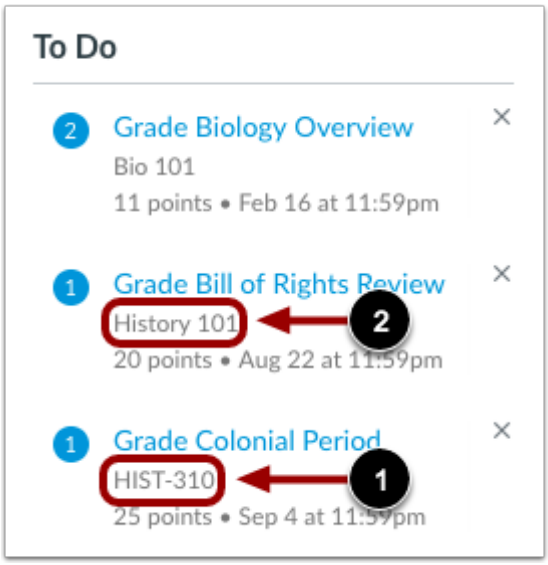
In the Card View Dashboard and the Recent Activity Dashboard, the sidebar contains a To Do list and other sections that help you know what assignments and events are coming up in all of your courses. The sidebar includes specific items for instructor and student roles. If you are enrolled in Canvas courses with more than one user role, your sidebar may show items for both roles.

The sidebar is similar to the sidebar that displays in your Course Home Page, but the course sidebar only includes items for the specific course. Depending on the setup of your Course Home Page, the sidebar in a course may contain additional sections than shown in the sidebar.

Open Dashboard

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

View Sidebar Course Items

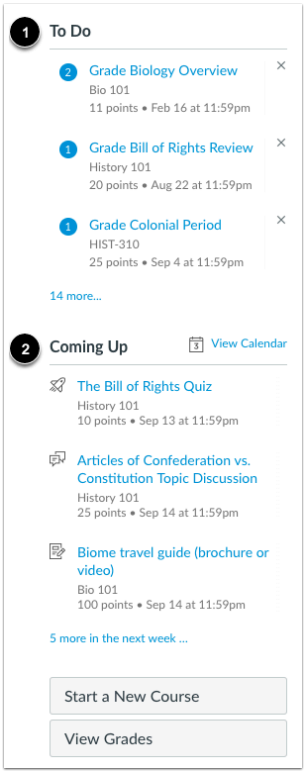


The sidebar shows various action items in all your courses. Each item is associated with a specific course. All items from all your active courses display in the sidebar—not just favorited courses in the Dashboard.

For course identification, each sidebar item displays the course code, or short name, for the course [1]. The course code is located directly below the full course name.

Course nicknames can be set in place of sidebar course codes that are long or otherwise confusing to remember which courses they represent. If you have created a nickname for a course, the nickname displays in the sidebar instead of the course code [2]. However, the original course code always displays in the course card.

View Instructor Sections



The sidebar helps you manage grading in all of your courses. However, assignments that are not graded or do not require an online submission only display until the due date.

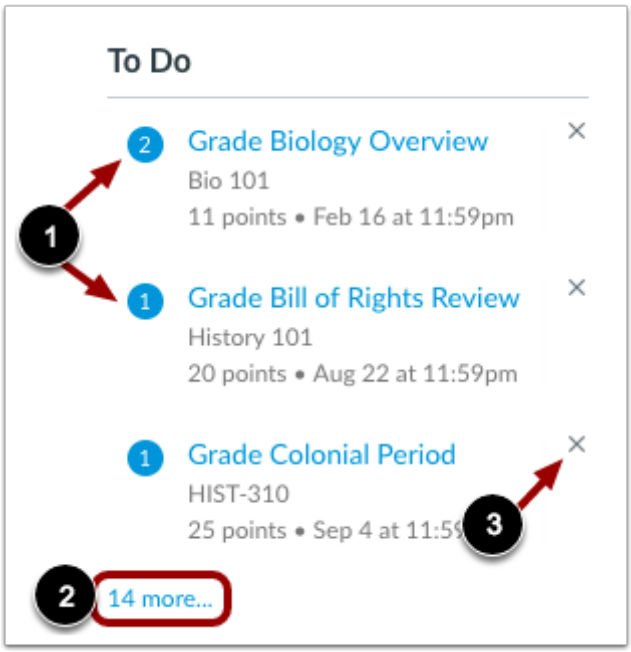
The **To Do** section shows all items that require grading in Canvas, regardless of due date [1]. Each item in the To Do list displays the assignment name, the course name, the number of points, and the due date for the assignment. Some assignments may display multiple due dates.

The **Coming Up** section shows assignments and events coming due in the next seven days [2]. Items can include ungraded quizzes and assignments that do not require a submission, though these assignment types do not display in the To Do grading list for instructors. Some items may display multiple due dates. The Coming Up section displays up to 20 items ordered according to date.

If your Canvas admin has granted you permission to create courses, you may see the **Start a New Course** button [3], which would allow you to create a new Canvas Course.

The **View Grades** button links to the Dashboard Grades page and displays the overall grade average for all your active courses [4].

Manage Sidebar Items



Each section item indicates how many items need to be graded [1].

If a section contains more items than are listed, a link will appear under the list that you can use to view all to-do 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: When an item is removed, the item can only be restored to the To Do section if a new submission is received for that assignment.

How do I view global activity for all my courses in the Recent Activity Dashboard as an instructor?

The Recent Activity Dashboard shows you important recent activities from all of your courses including announcements, discussions, assignments, and conversations. This stream is similar to the Course Activity Stream for an individual course.

The following activities will cause notifications for each course to appear in the Global 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

The Recent Activity Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

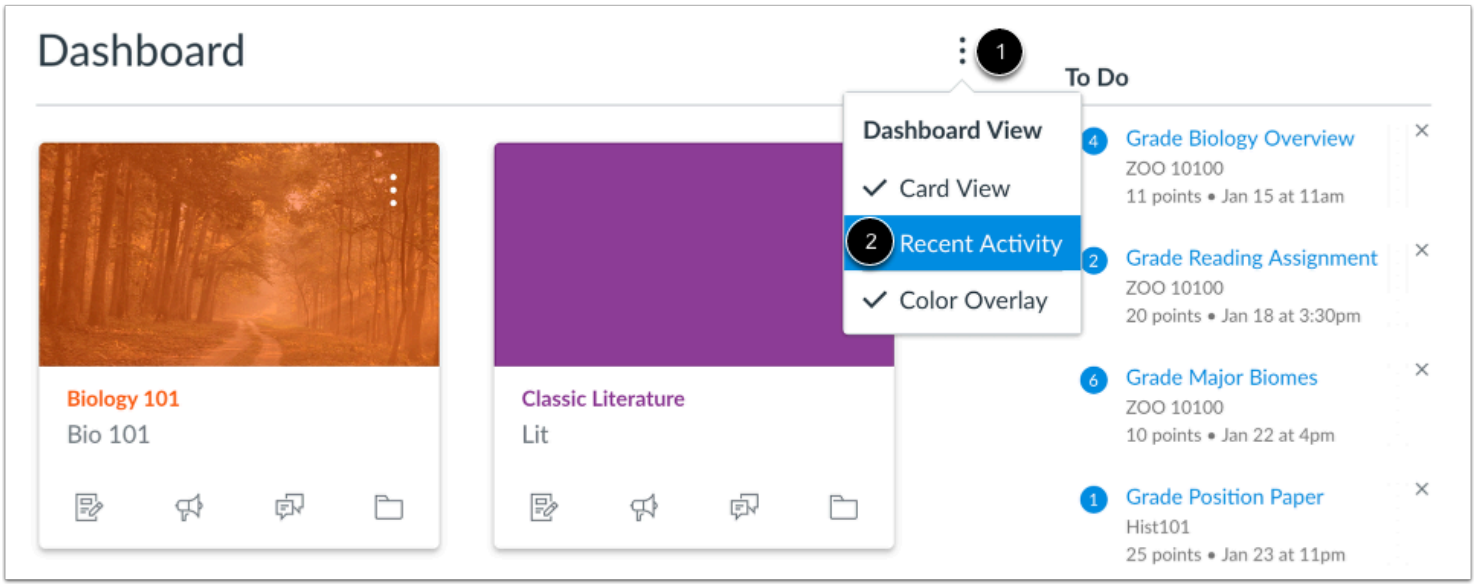
Notes:

- Notifications in the Recent Activity Dashboard will not display for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only display in the Recent Activity Dashboard when the **Notify users that this content has changed** button has been selected in a course.
- 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.

Open Dashboard

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

Open Global Activity Stream



Click the **Options** icon [1] and then click the **Recent Activity** link [2].

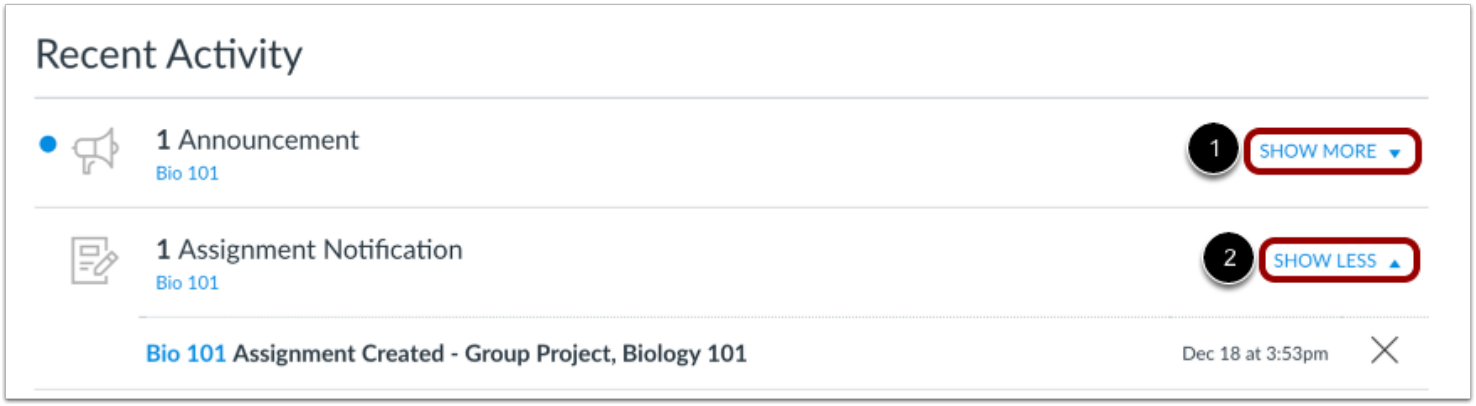
View Global Activity

The Global Activity Stream contains recent notifications from all of your courses, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your courses and easily ask questions and post to discussion forums. Unlike course cards, the activity stream does not the mimic visibility of Course Navigation links.

Activities are indicated by activity type and display an icon [1] for the activity. Each activity also includes the name of its associated course [2].

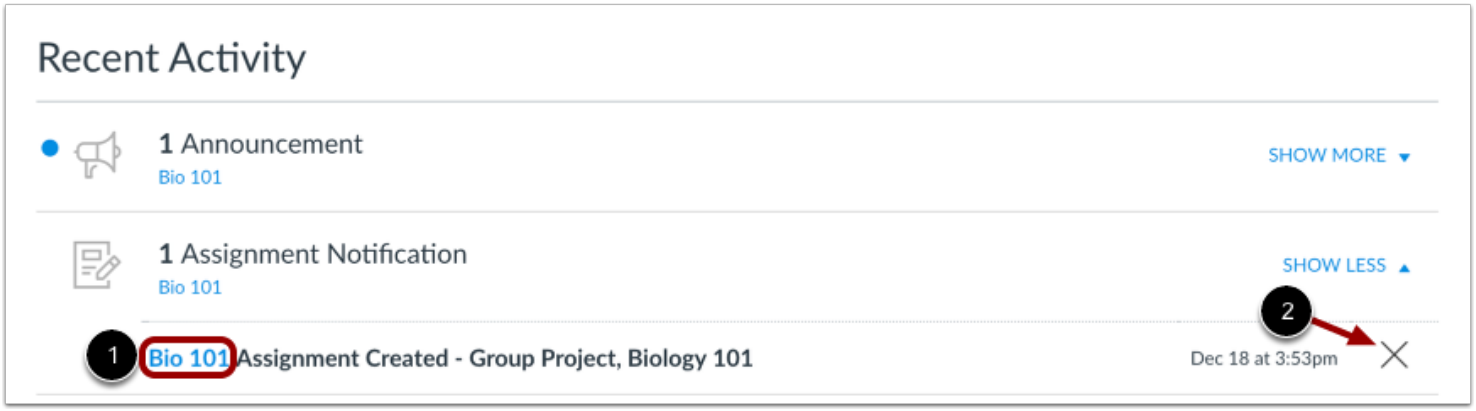
New activity in your account is indicated by an unread icon [3]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

Expand and Collapse Notifications



You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity

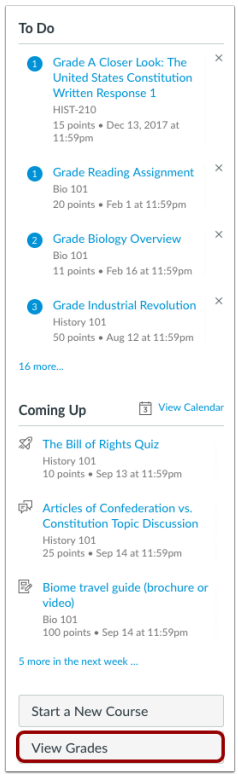


You can directly access your recent activities by clicking the course link [1]. To remove a notification, click the **remove** icon [2].

How do I view grades in the Dashboard as an instructor?

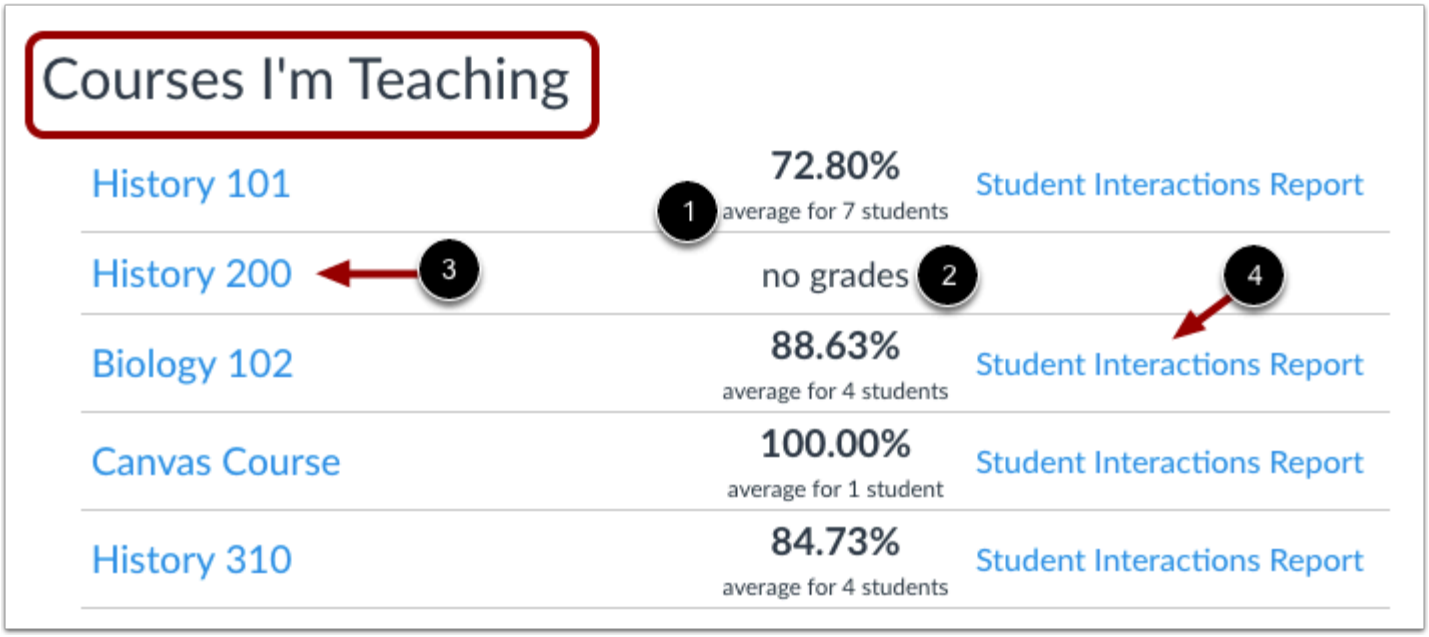
You can view overall course grades in the Dashboard. This button is available to all user roles and displays grades for both courses being taken and courses being taught, if any.

Open Grades



In the Dashboard sidebar, click the **View Grades** button.

View Courses



The Courses I'm Teaching heading show the name of each course and the current overall grade average [1], which displays the number of students who are part of the average score. If no grades have been assigned, the grade appears as *no grade* [2].

To view grading details in the Gradebook, click the name of the course [3].

To view interactions with your students and student activity in the course, click the **Student Interactions Report** link [4].

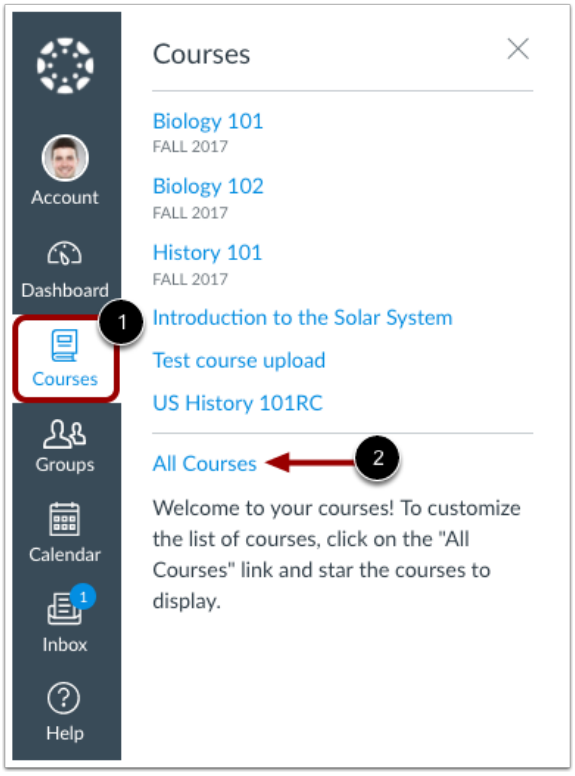
Note: You can also access the Student Interactions Report from the People page in a specific course.

How do I view all my Canvas courses as an instructor?

After logging into Canvas, you can view your current courses. You may also be able to view past and future enrollment courses in Canvas.

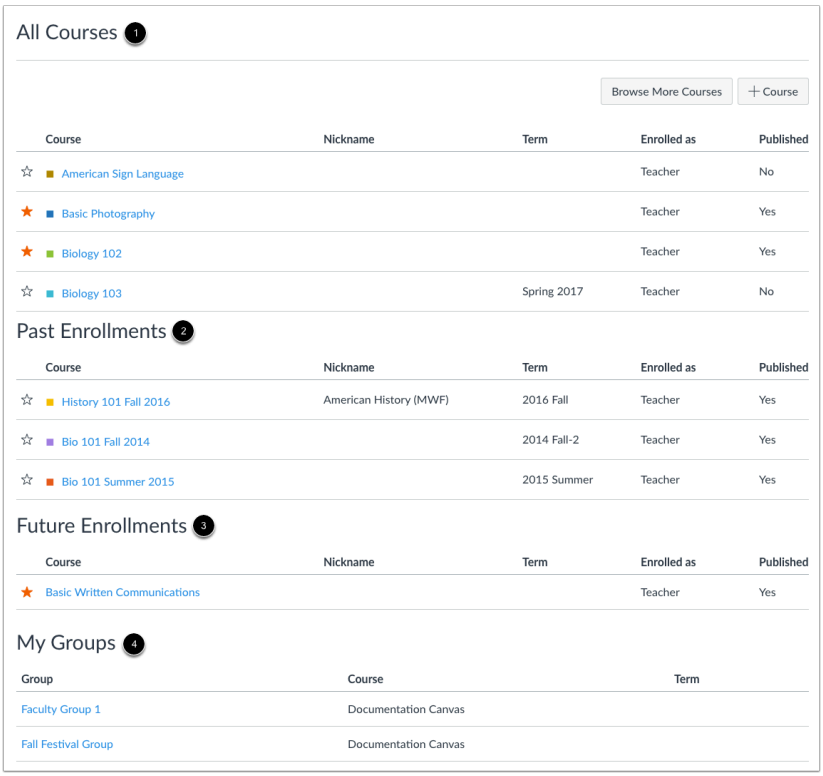
Note: Some institutions may restrict the option to view or access future enrollment courses before the start date and/or access concluded courses after the course has ended.

Open Courses



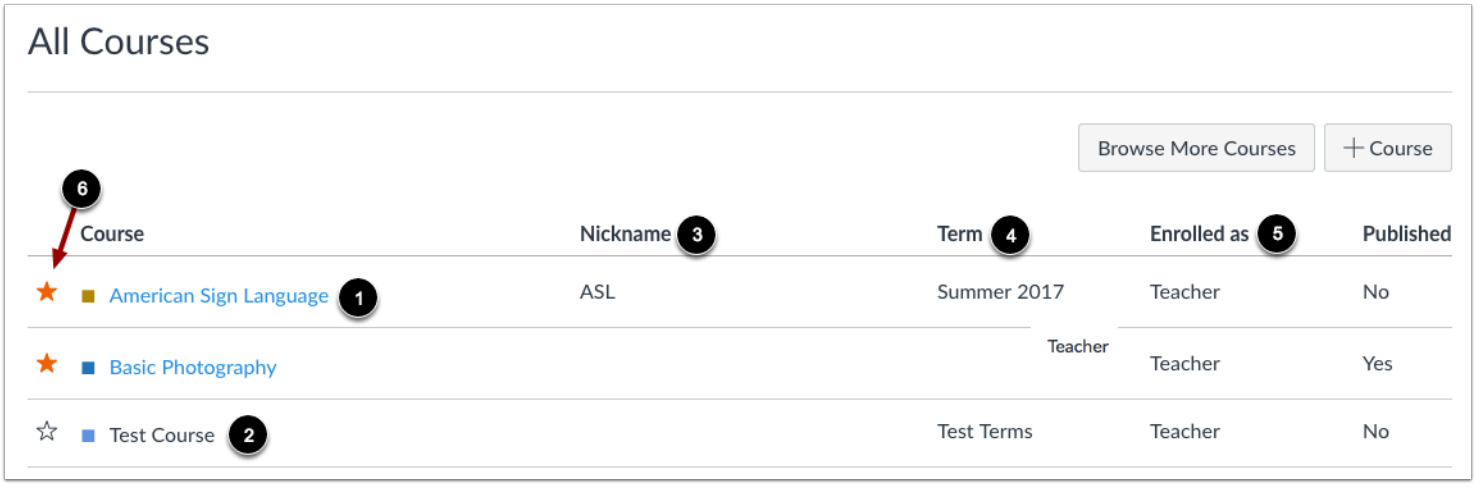
In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

View Courses



Courses are organized into All Courses [1], Past Enrollments [2], Future Enrollments [3], and Groups [4].

View All Courses



All Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started or are unpublished.

Courses that are available to you are listed in blue text [1]. These courses have been published and include a link to the course. To open a course, click the name of the course. Courses that are within the current term dates but are not yet available are listed in black text [2]. These courses have not been published.

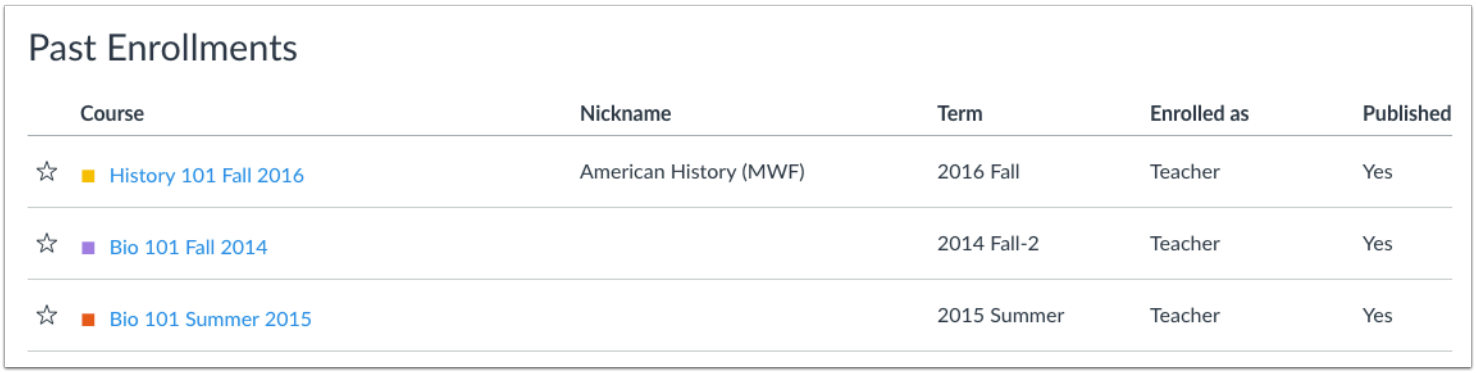
You can also view any nicknames you have created for courses [3].

If a course includes a term date [4], the term date displays next to the course name.

Each course includes your enrollment status [5]. Statuses can be student, teacher, TA, observer, designer, or a custom role as created by your institution.

In the All Courses section, you can customize the courses list and mark courses as favorites [6]. Favorite courses display in the Card View Dashboard.

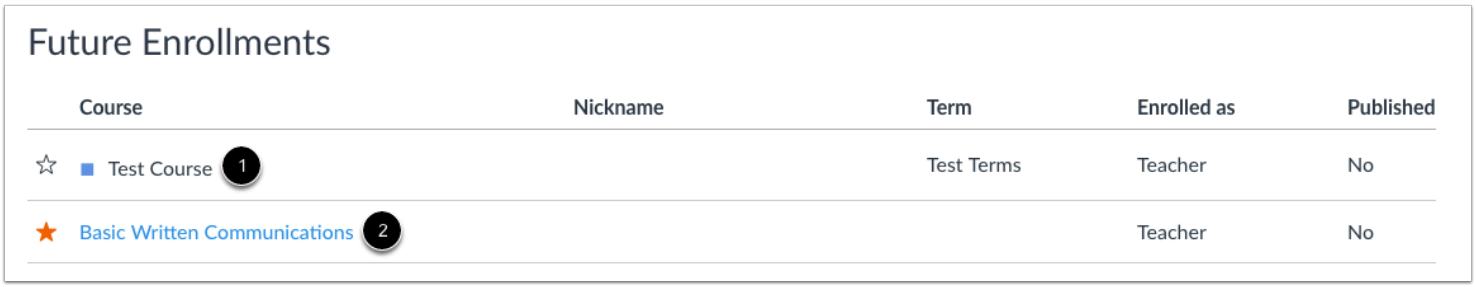
View Past Enrollments



Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments.

Note: Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments



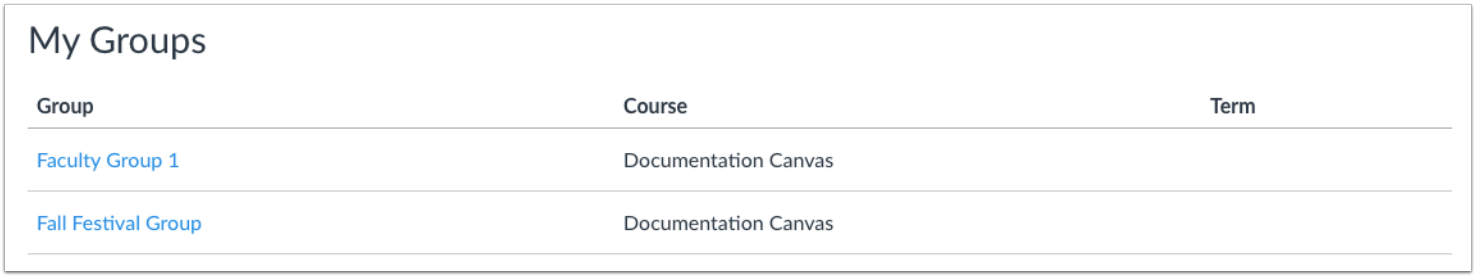
Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date.

Future courses may be published or unpublished. However, some institutions may restrict instructors from accessing courses before the term begins. If a future course does not include a link [1], the course cannot be viewed until the term start date.

If a future course does include a link [2], you can access the course before the term start date.

Note: Some institutions may not allow future enrollments to display in the Courses page.

View Groups



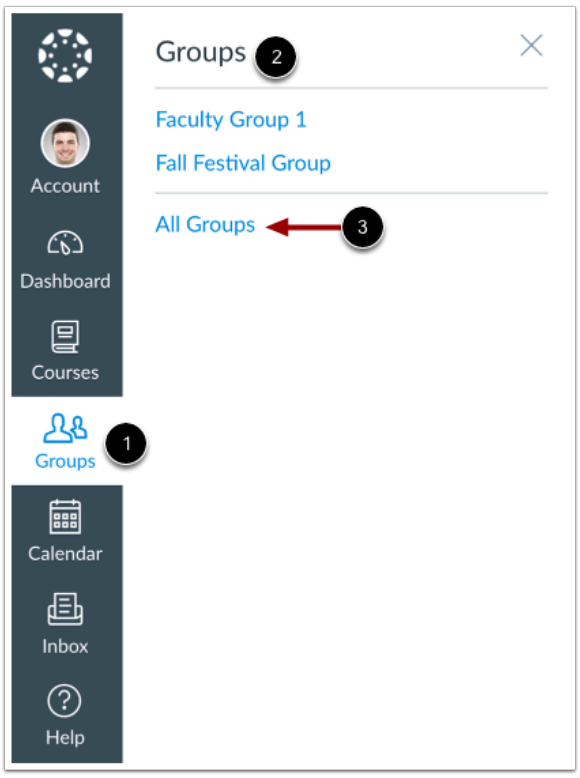
If you are enrolled in groups, the Groups section displays any groups within your current courses. You can view all your groups in your groups list.

How do I view my instructor groups in Canvas?

As an instructor, you may be part of institutional groups created by your Canvas admins. Canvas helps you access your instructor groups in the Course Navigation menu. If you do not see any groups listed, you have not been enrolled in a group.

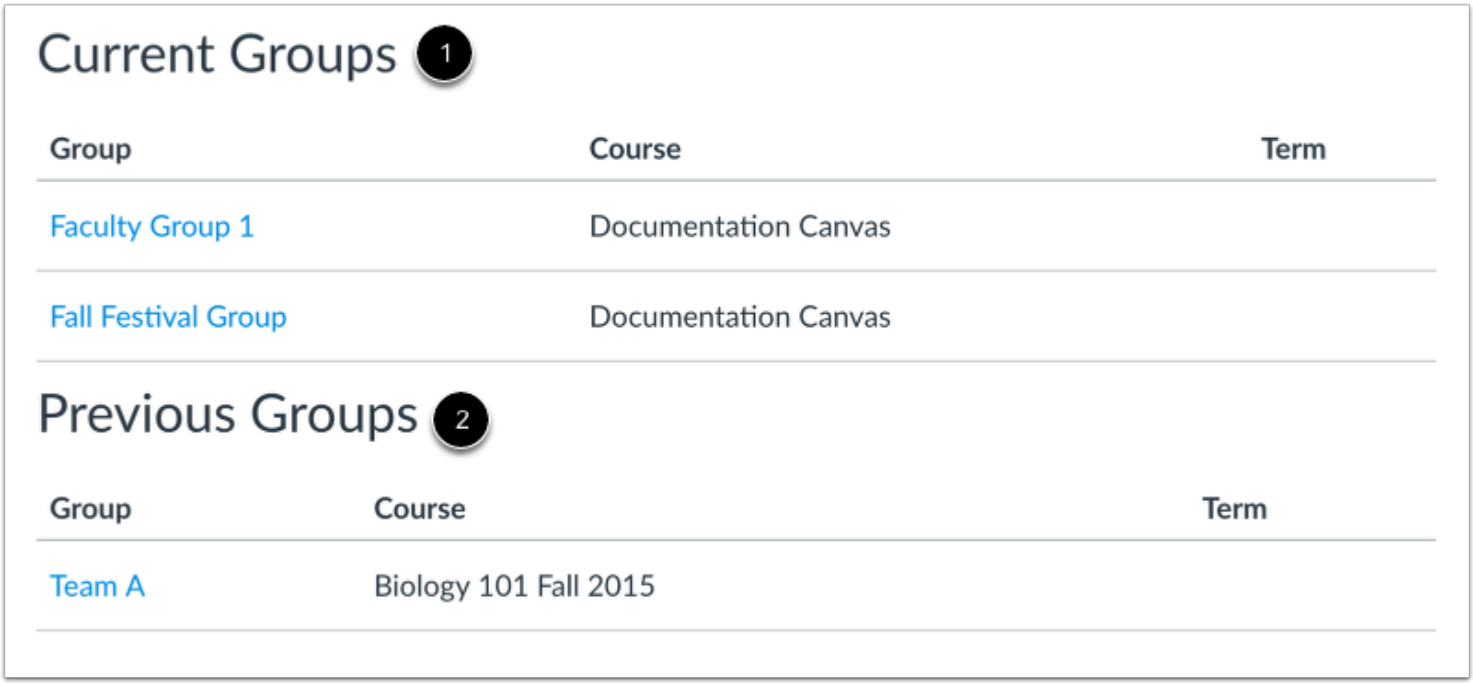
Note: Instructor groups are separate from course groups. You can access and manage course groups from within a course.

Open Groups



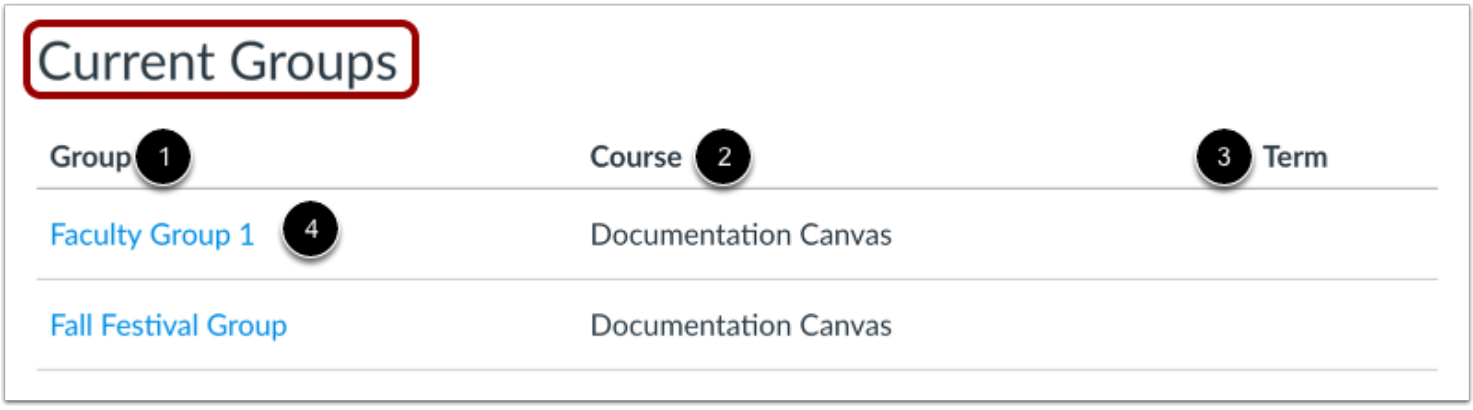
In Global Navigation, click the **Groups** link [1], then view your groups [2]. To view all your groups, click the **All Groups** link [3].

View Groups



Groups are organized into Current Groups [1] and Previous Groups [2].

View Current Groups

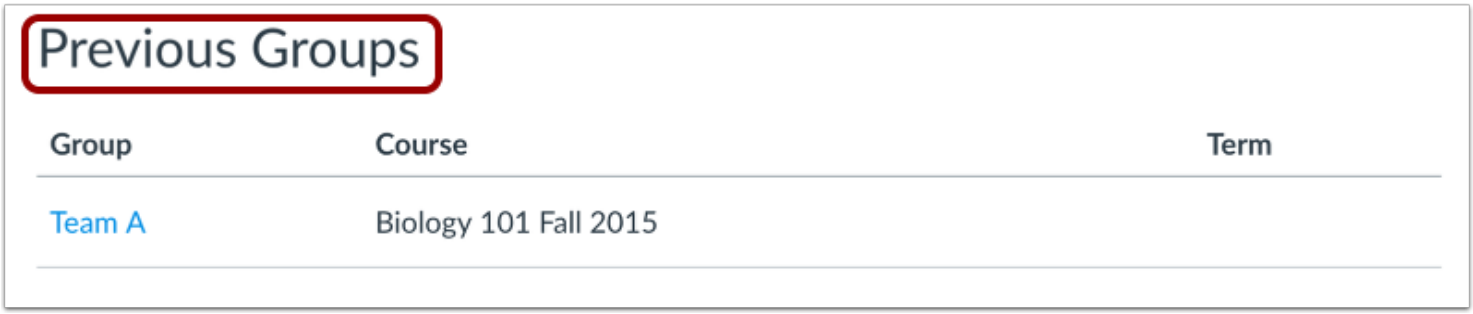


Current Groups are groups in courses that are part of the current semester or term. You can view the name of the group [1] and the course name for the group [2]. If a course includes a term date [3], the term date displays next to the course name.

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 are listed in blue text [4]. These groups are associated with current courses. To open a group, click the name of the group.

View Previous Groups



Groups under the **Previous Groups** heading are groups that are part of courses that have concluded. If the group includes a link, the group is still available as a read-only archived group. Prior users can view group material but cannot participate in the group.

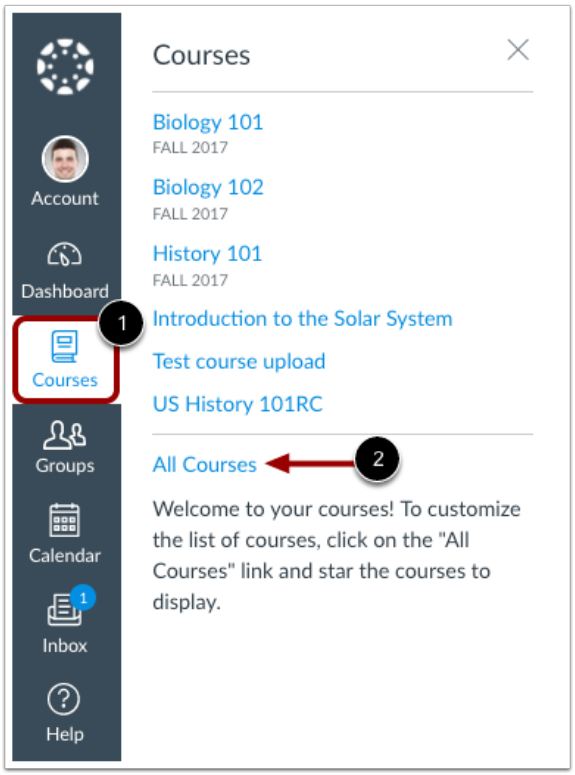
How do I customize my Courses list as an instructor?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any active course that appears on the course list page. Course favorites also display in the Card View Dashboard.

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

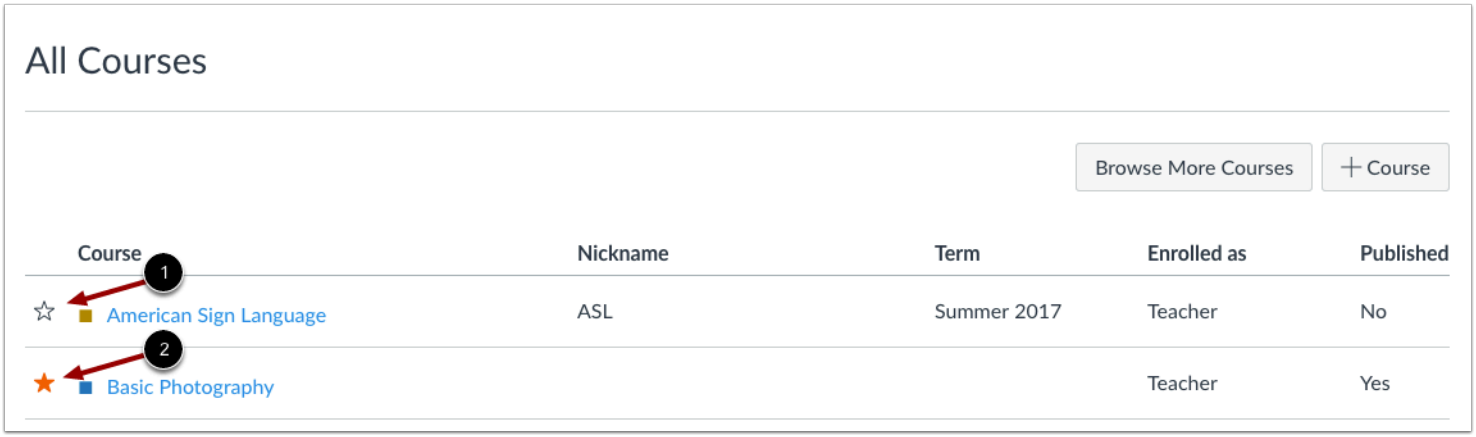
Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Open Courses



In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Manage Courses



To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

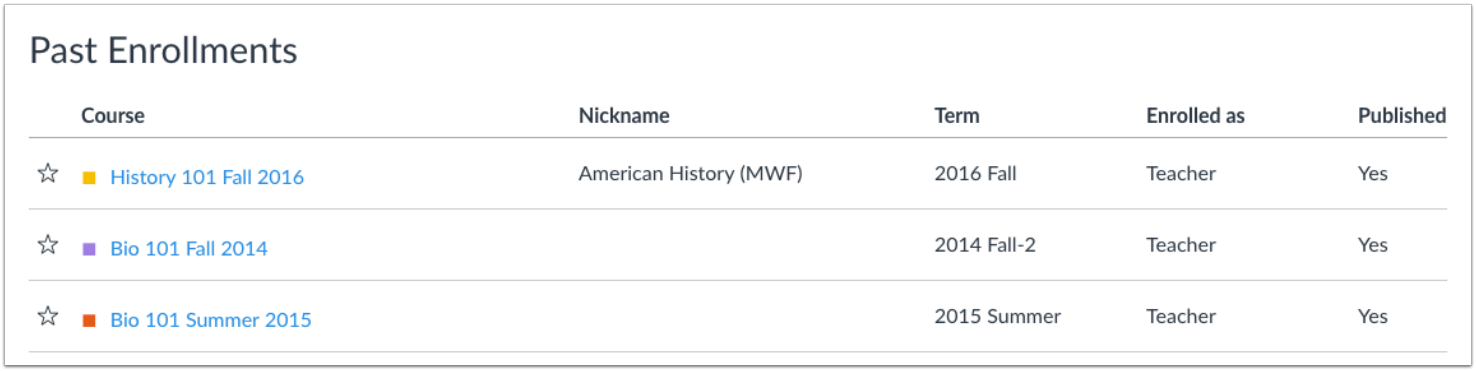
In the Dashboard, any courses you have with an instructor role will be listed first, followed by TA roles and any other custom instructor-based roles. Your courses with student roles are listed last.

Note: After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.

View Unpublished Courses

Unpublished courses can be identified by using the Published column [1]. You can favorite unpublished courses [2].

View Past Enrollments



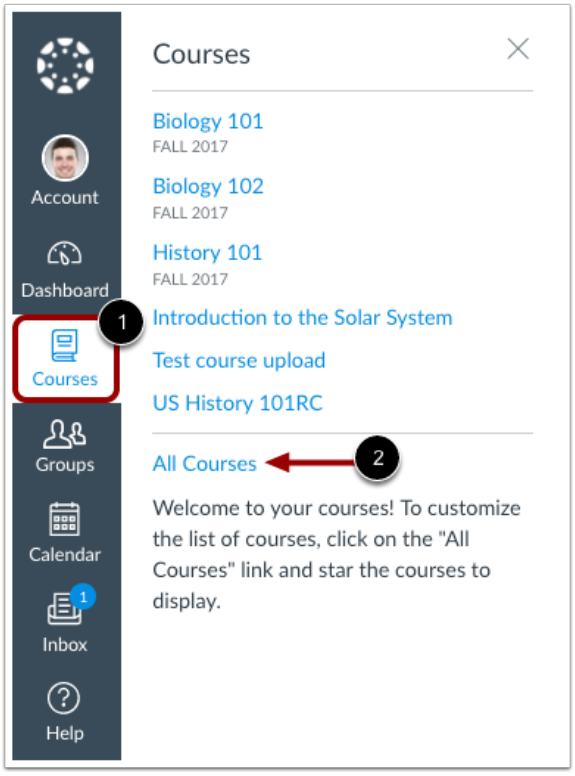
Depending on course configuration, you may still be able to view your past enrollments after courses have concluded. However, favorited courses are not automatically removed as a favorite. If a past enrollment course still shows as a favorite, users can unfavorite the course by toggling the star icon.

How do I view my institution's Public Course Index as an instructor?

The Public Course Index allows all users within an institution to publicly view the institution's course index in a catalog format. You can view a link to the Public Course Index on the My Courses page.

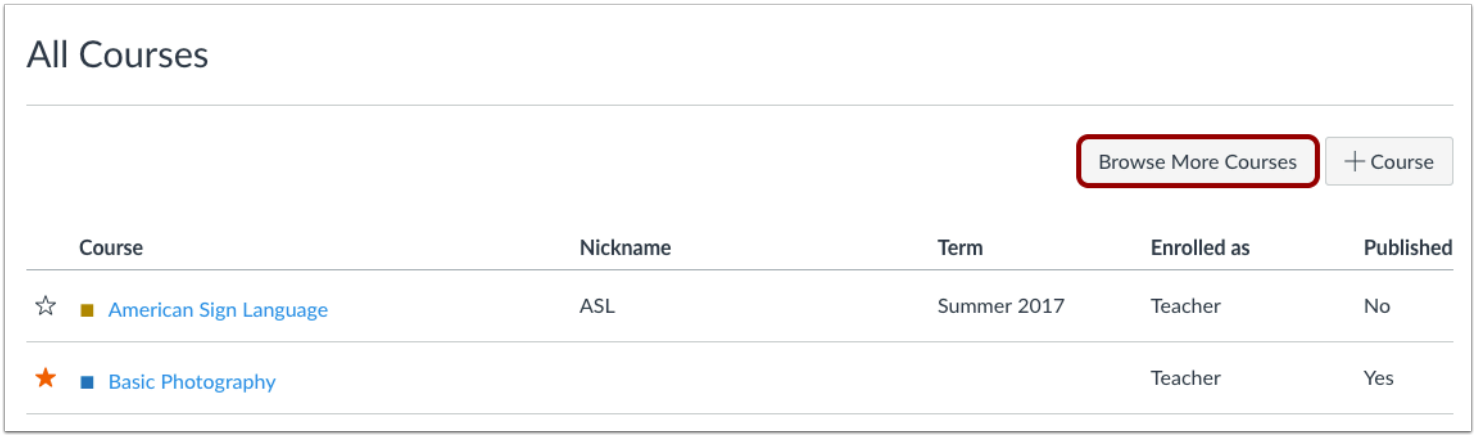
Note: The Public Course Index is currently an account opt-in feature. If you cannot see the courses link, your institution has not enabled this feature. Learn how to include your course in the public course index.

Open Courses



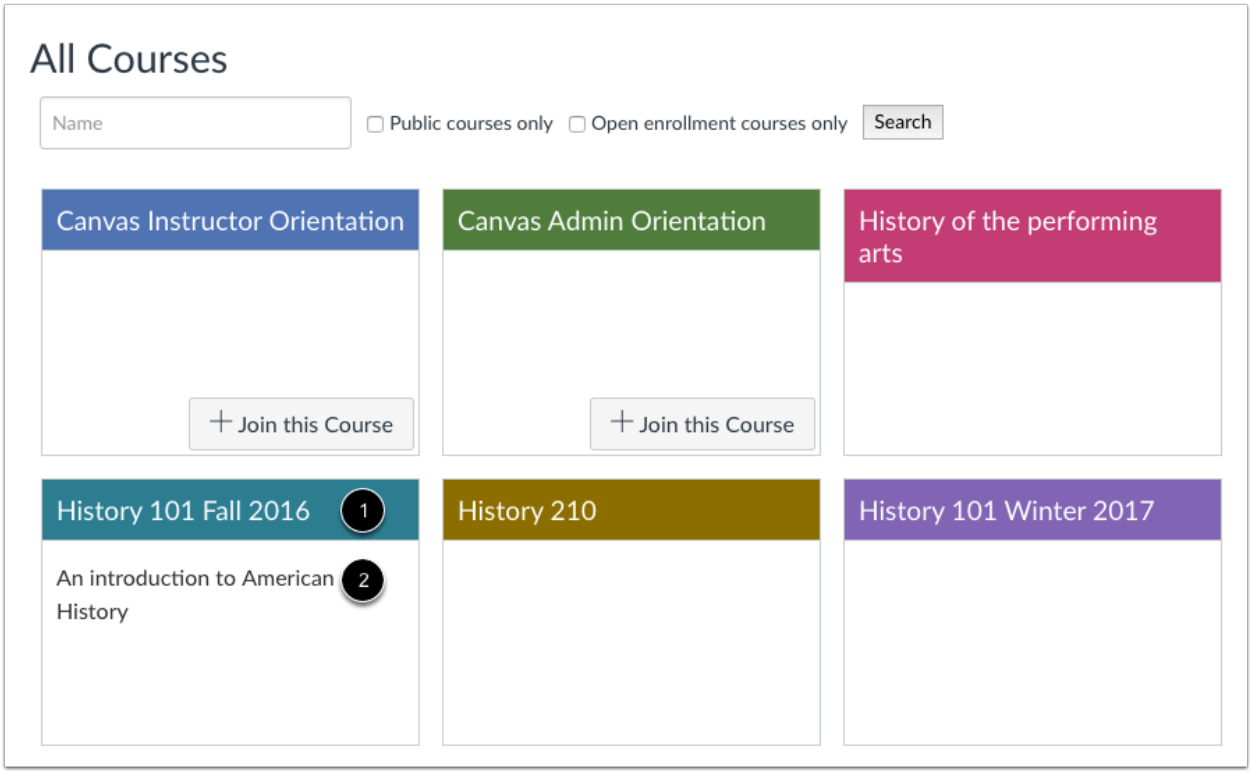
In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Browse More Courses



In the My Courses page sidebar, click the **Browse More Courses** link.

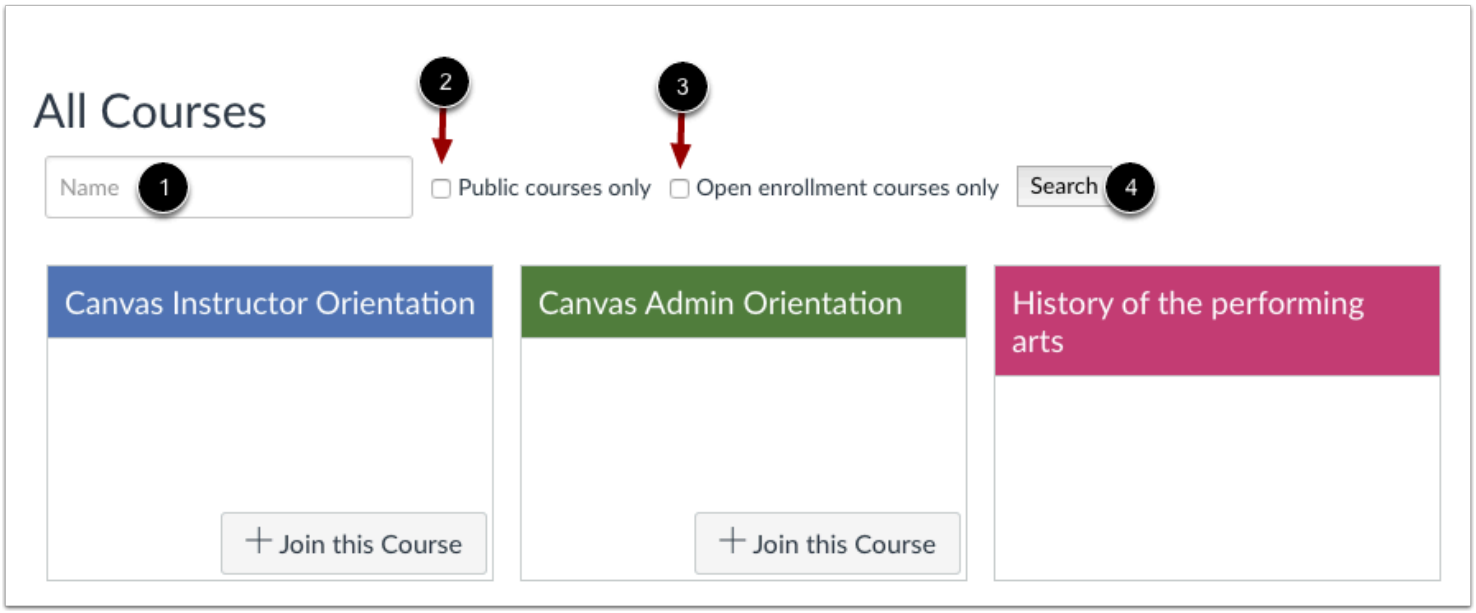
View All Courses



You can view all courses that have been included in the public course index, with the most recently created courses shown first.

You can view the name of the course [1] and a description, if any [2].

Search Courses

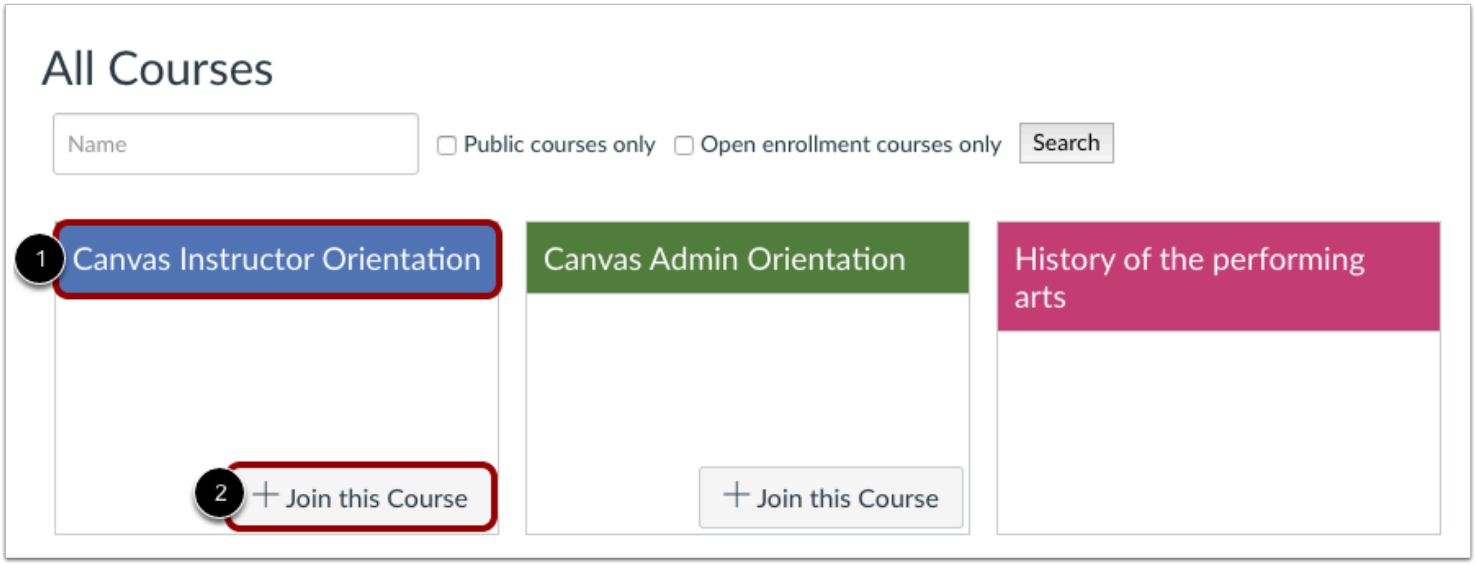


You can search for courses in several different ways. In the Name field [1], you can type the name of a course.

You can also search for courses by status. If you want to view only public courses, click the **Public courses only** checkbox [2]. If you want to view only open enrollment courses, click the **Open enrollment courses only** checkbox [3]. Open enrollment courses are courses that you can join at any time.

When you are finished selecting your search options, click the **Search** button [4].

View Course



To view a course, click the name of the course [1]. If a course lets students self-enroll, you can join the course at any time by clicking the **Join this Course** button [2]. However, you can view the course first and enroll in the course home page.

How do I get help with Canvas as an instructor?

You can get help with Canvas by using the Help menu. Depending on your user role, the Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one courses with an instructor-based role, the Help menu will show you links available to students and instructors.

This lesson outlines the five default help links that may be included in the Help menu for your institution.

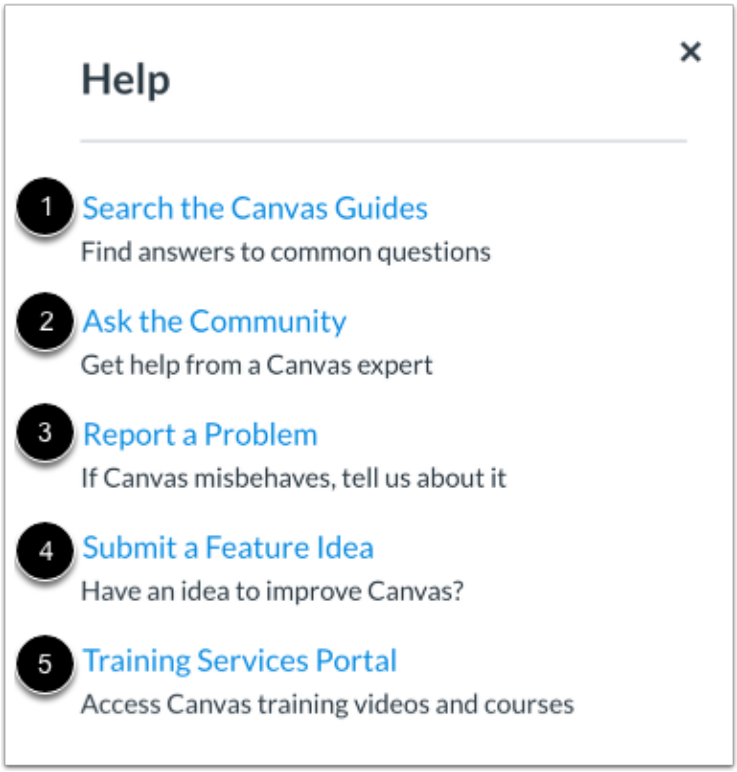
Note: Depending on your institution, the Help menu may not be available.

Open Help

At the bottom of Global Navigation, click the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.

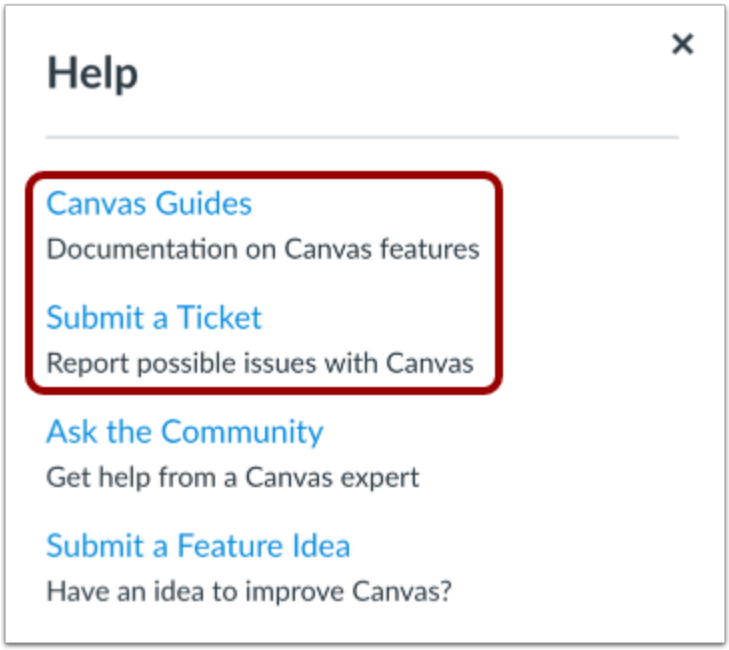
View Default Links



There are five default links for help or feedback:

- **Search the Canvas Guides** [1]: Search the Canvas Guides for information about features inside of Canvas
- **Ask the Community (Non-Students Only)** [2]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
- **Report a Problem** [3]: Submit problems with Canvas to our support team
- **Submit a Feature Idea** [4]: Submit ideas about how to make Canvas better
- **Training Services Portal** [5]: Access Canvas training videos and courses

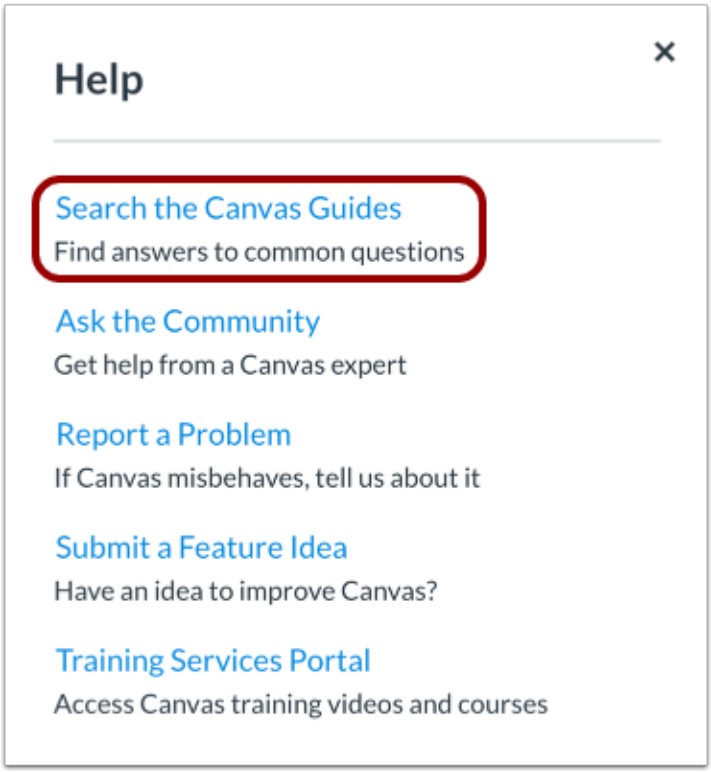
View Custom Links



Your institution may reorder or remove the default links. Your institution may also include custom links in the Help menu.

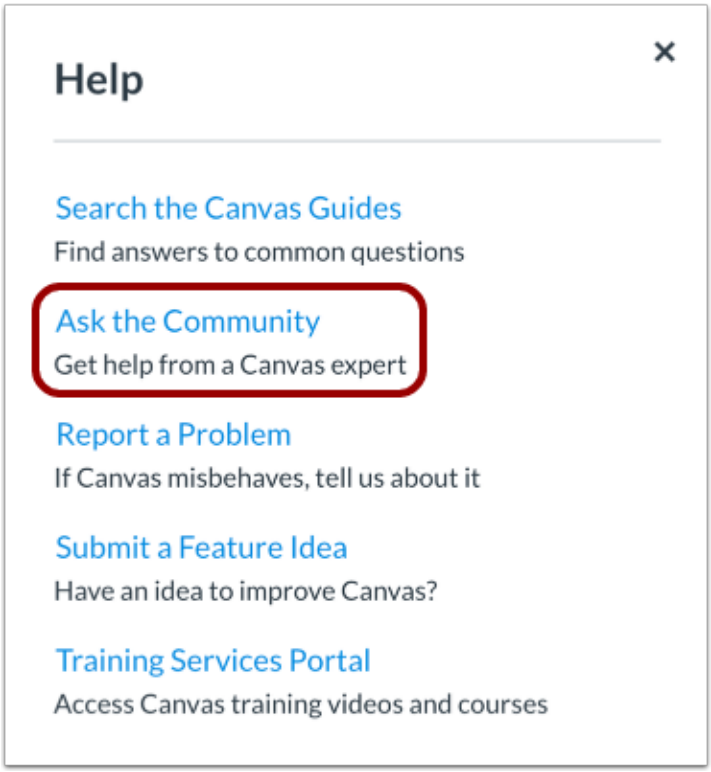
Custom links may include pages to phone numbers, support information, and other resources.

Search Canvas Guides



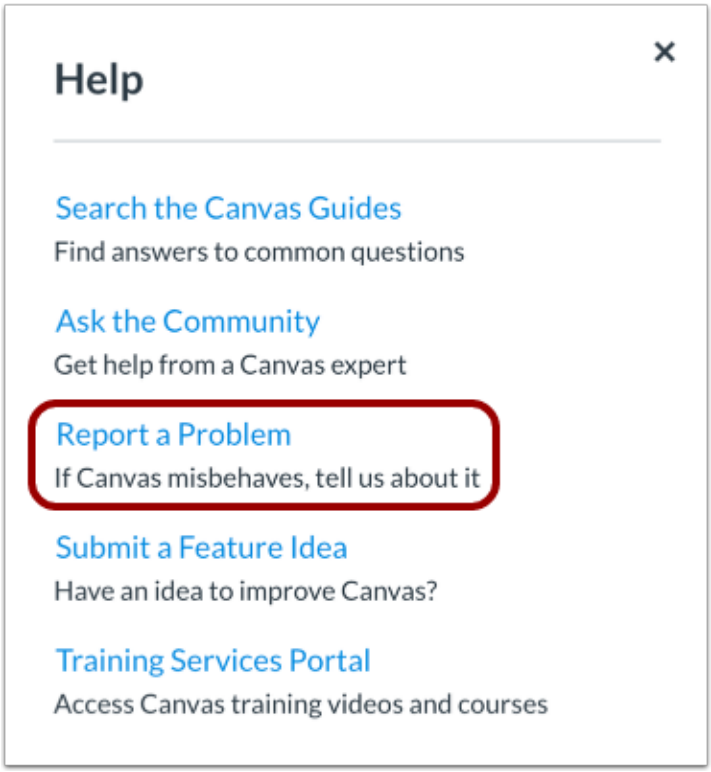
The **Search the Canvas Guides** link helps users search Canvas documentation for information about features in Canvas.

Ask the Community



The **Ask the Community** link allows users with an instructor-, TA-, or designer-based role to collaborate with other members of the Canvas community for answers to Canvas questions. This link directs to the Find Answers space in the Canvas Community.

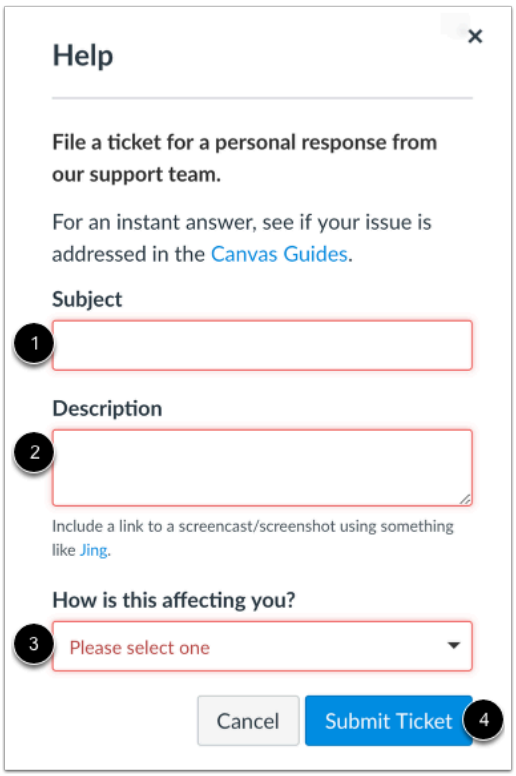
Report a Problem



The **Report a Problem** link helps users report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support help.

Submit Ticket



In the subject field [1], create a subject for your ticket.

In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem. If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you'll receive an email from the support team. You can reply to the email with any attachment as needed.

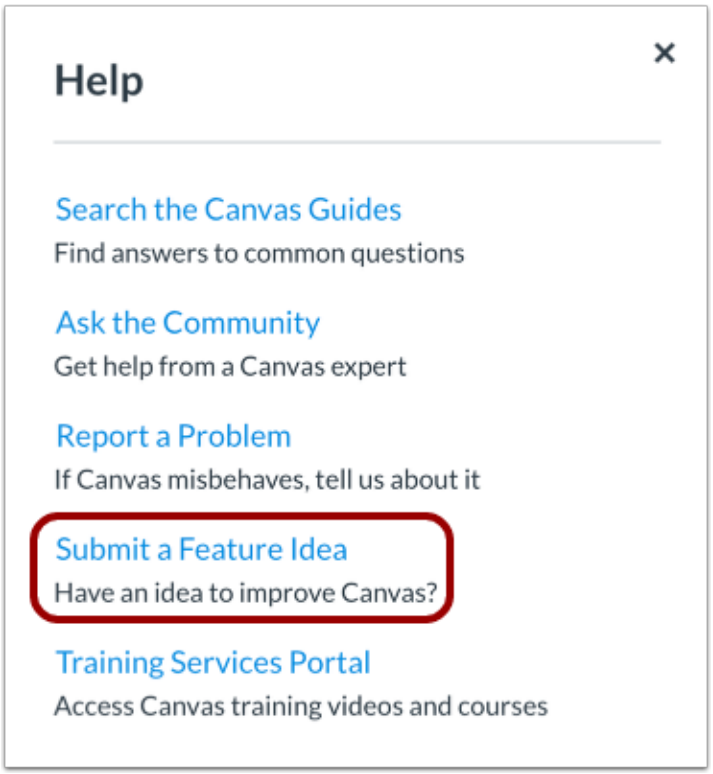
In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

- 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

When you're done, click the **Submit Ticket** button [4].

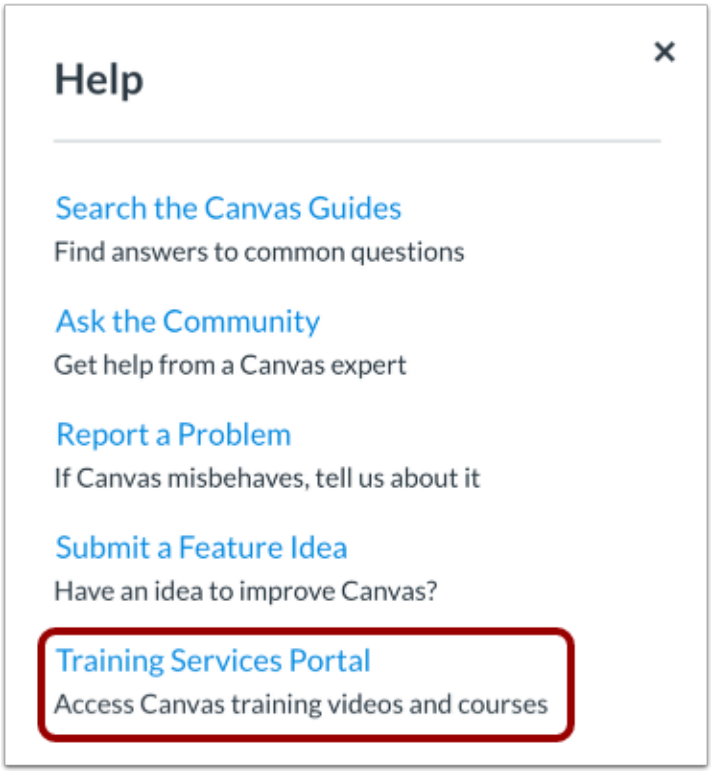
Depending on your institution's support schedule, you'll receive a reply as soon as possible.

Request a Feature



The **Submit a Feature Idea** link allows users to submit feature ideas to Canvas. This link directs to the Feature Ideas space in the Canvas Community.

Open Training Services Portal



The **Training Services Portal** link allows users to access the Training Services Portal, which contains self-paced training resources on a variety of Canvas topics.

How do I use the Training Services Portal as an instructor?

As an instructor, you may be able to access the Training Services Portal to complete self-paced training resources on a variety of Canvas topics. If your institution has a paid training subscription, you may also have access to live trainings and webinars.

The Training Services Portal is hosted in Bridge, a tool built and administered by Instructure. Learn more about using Bridge.

Notes:

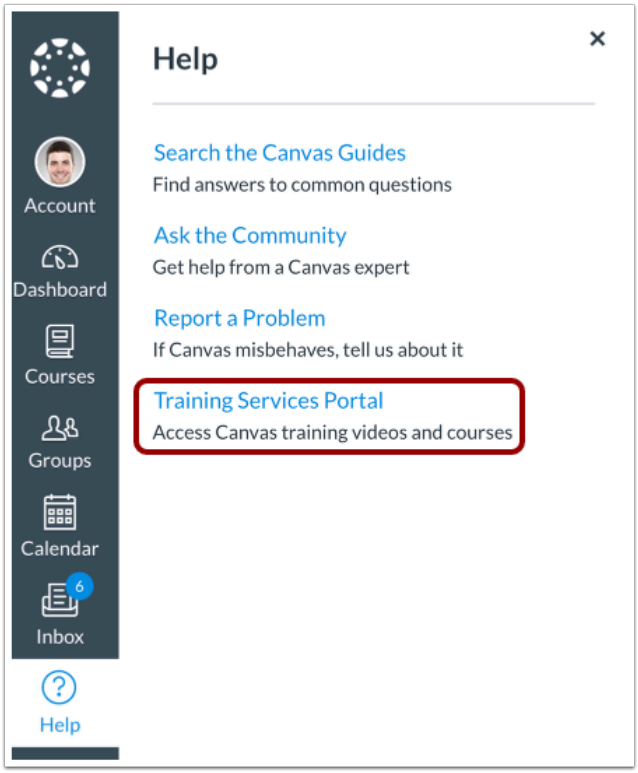
- The Training Services Portal is available to institutions in the United States and select Canadian institutions that have chosen to participate.
- If you cannot access the Training Services Portal, your institution may have hidden the Help Menu link.
- For assistance with the Training Services Portal, message Canvas Subscription Training Support directly at learning.services@instructure.com.

Open Help Menu

In the Canvas Global Navigation menu, click the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.

Open Training Services Portal

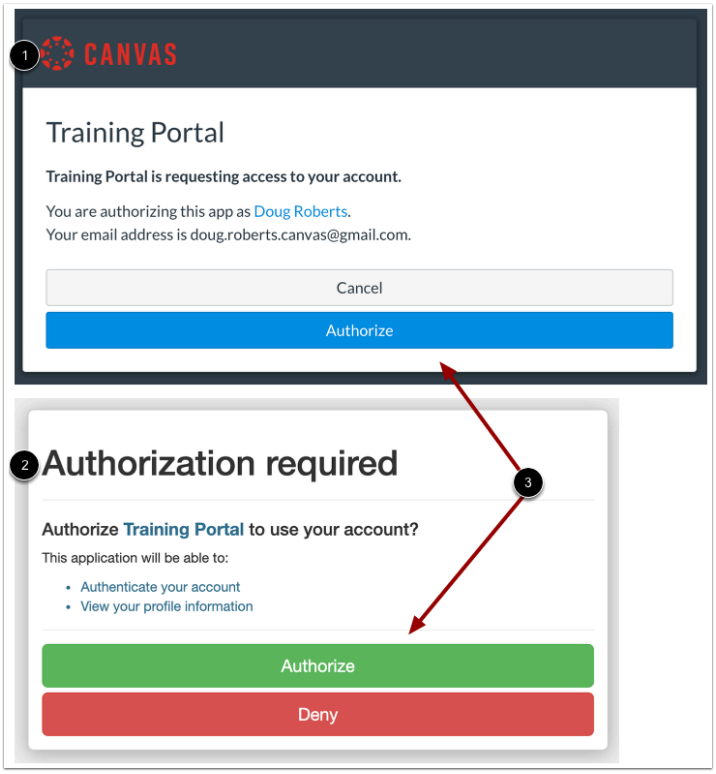


Click the **Training Services Portal** link.

Notes:

- The Training Services Portal is available to institutions in the United States and select Canadian institutions that have chosen to participate..
- If you cannot access the Training Services Portal, your Canvas admin may have hidden the Help Menu link.

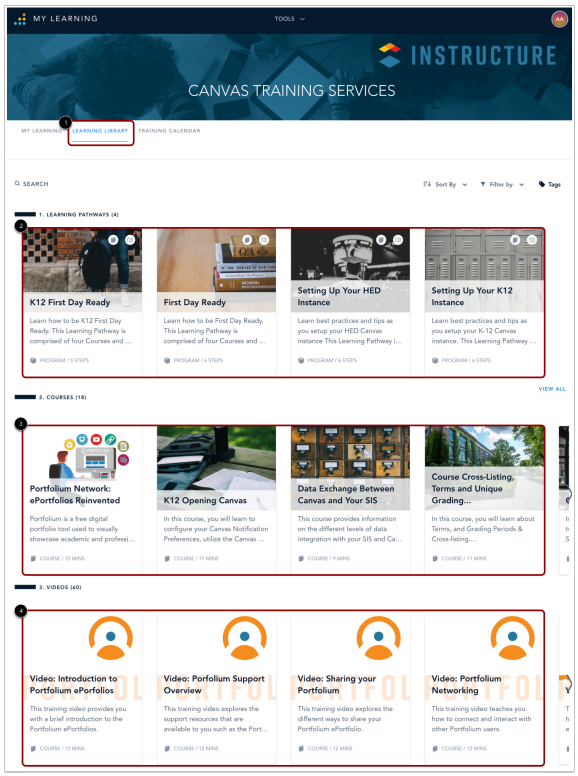
Authorize Account



To use the Training Services Portal, you must authorize Canvas [1] and Bridge [2] to have access to your account.

To authorize use of your account, click the **Authorize** button on both screens [3].

View Learning Library

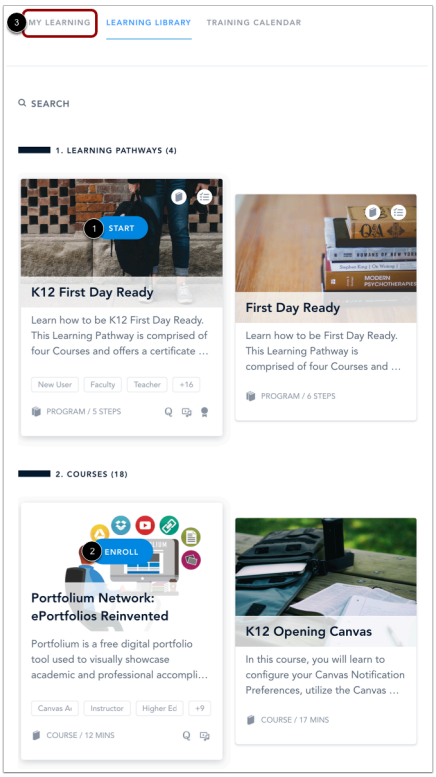


The Training Services Portal is hosted in Bridge, a tool built and administered by Instructure. By default, the Training Services Portal opens to the Learning Library [1]. Learn more about using the Learning Library.

The Learning Library includes:

- **Learning Pathways** [2]: Collections of recommended courses based on user role. Certificates may be awarded upon completion at 80% accuracy. Learning pathways are organized in Bridge programs. Learn more about using programs.
- **Courses** [3]: Information on a variety of Canvas topics. Badges may be awarded upon completion. Learn more about using courses.
- **Videos** [4]: Pre-recorded video trainings available on demand. Videos are organized in Bridge courses.

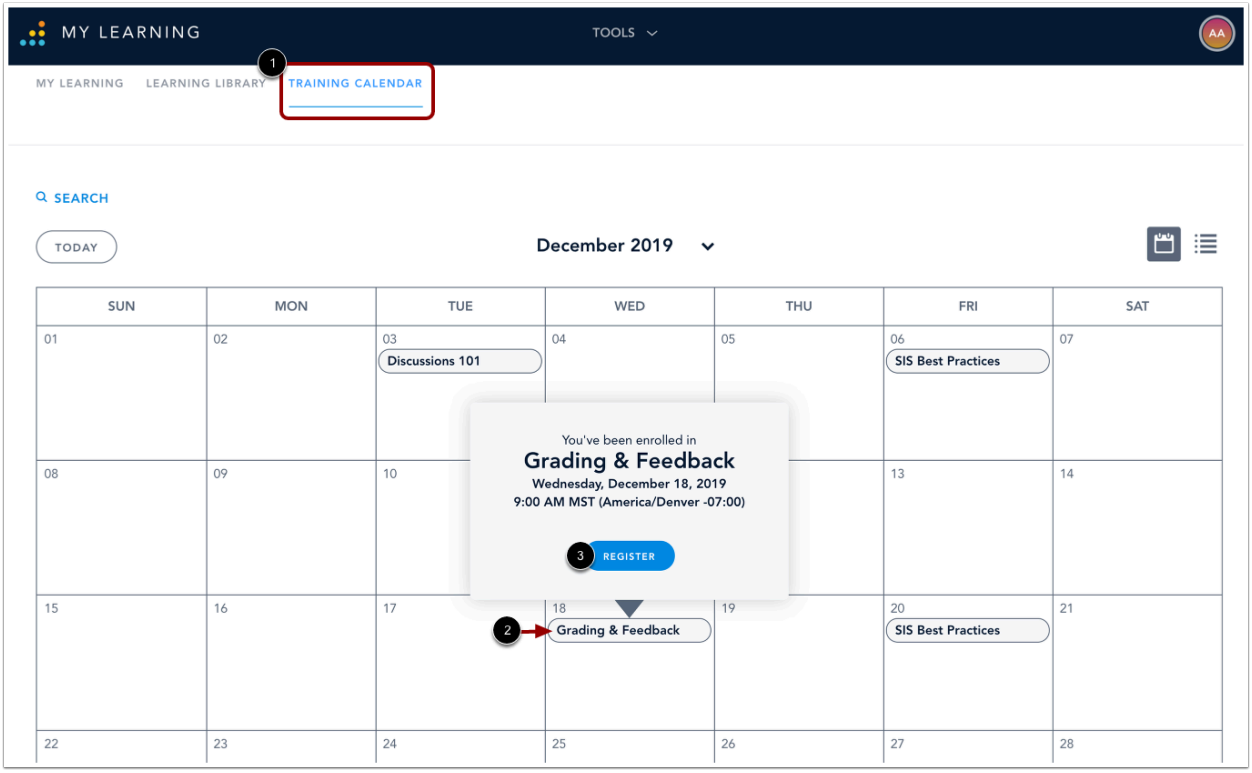
Open Learning Item



To begin a learning pathway, hover over the pathway's card and click the **Start** button [1]. To view a course or video, hover over the card for the item and click the **Enroll** button [2]. Learn more about enrolling in a course or learning pathway.

To view all learning items that you have enrolled in, click the **My Learning** tab [3]. Learn more about the My Learning page.

View Training Calendar



To view the training calendar, click the **Training Calendar** tab [1]. The Training Calendar displays pre-scheduled live webinars delivered by Canvas trainers.

To register for a live training, click the name of the training [2] and click the **Register** button [3]. You will receive an email confirmation with a link to access the live training. Learn more about registering for a live training.

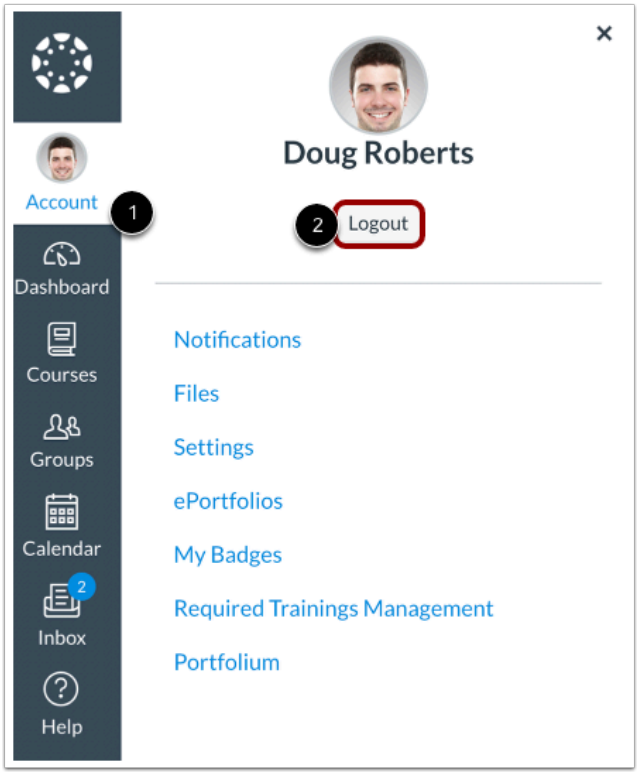
Notes:

- Live trainings are only available to subscription clients.
- All times in the training calendar display in Eastern time.

How do I log out of Canvas as an instructor?

When you are finished accessing Canvas, you can log out of your account.

Log Out



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

Grades

How do I use the Gradebook?

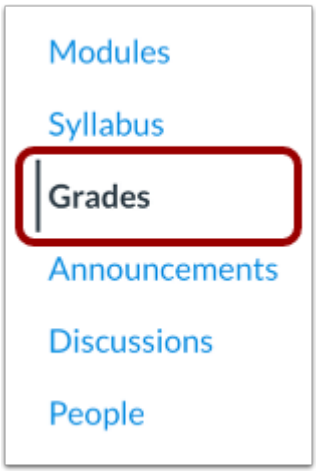
The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View. However, Individual View currently does not support settings and options from the Gradebook.

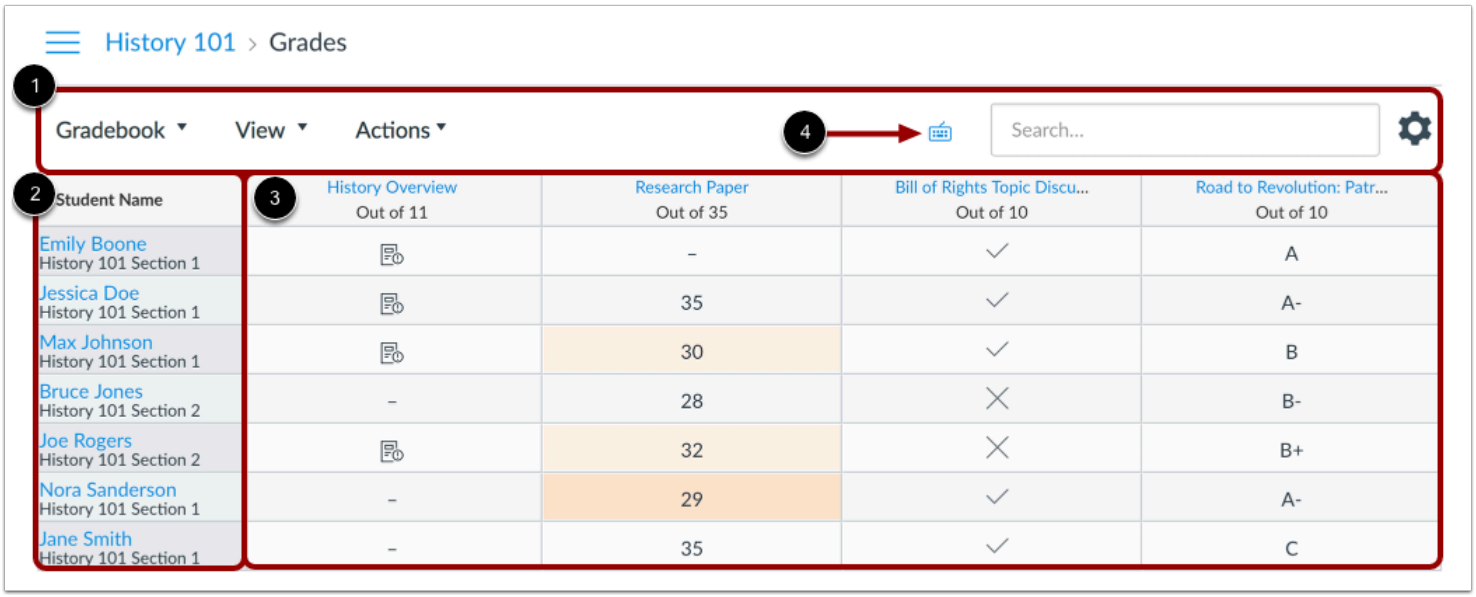
Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Grades



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

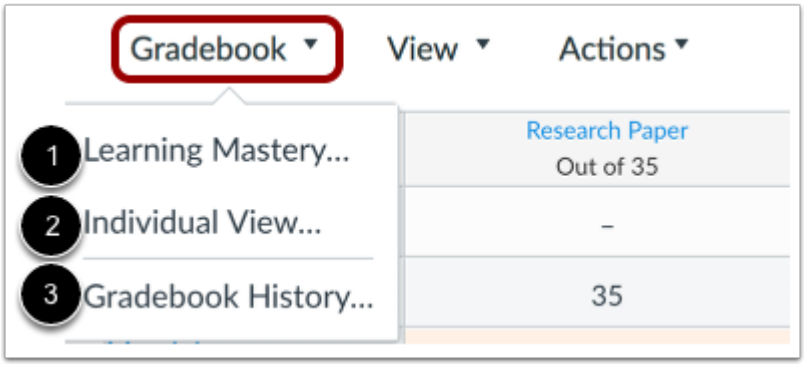
View Gradebook



The top of the Gradebook includes global sorting options and settings you can use to organize your gradebook [1], which will populate the selected student data [2] and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the **Keyboard** icon [4] or press the Comma key.

View Gradebook Menu



The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available:

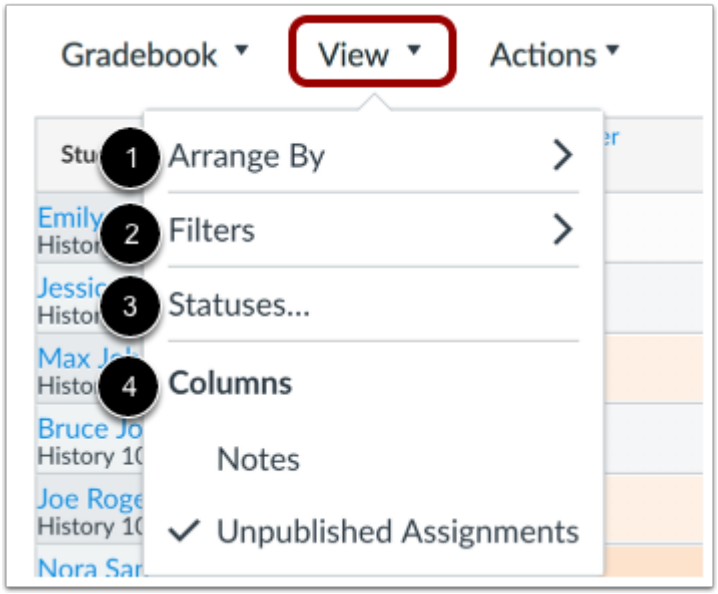
Learning Mastery [1] displays the Learning Mastery Gradebook, which assesses outcome standards being used in Canvas courses. *This gradebook is a course-level feature option.*

Individual View [2] allows you to assess one student and one assignment at a time and is fully accessible for screen readers. *Individual View currently does not support settings and options from the Gradebook.*

Gradebook History [3] displays the Gradebook History page, which logs recent grade changes in the course according to student, grader, assignment, and date.

You can switch between gradebooks at any time.

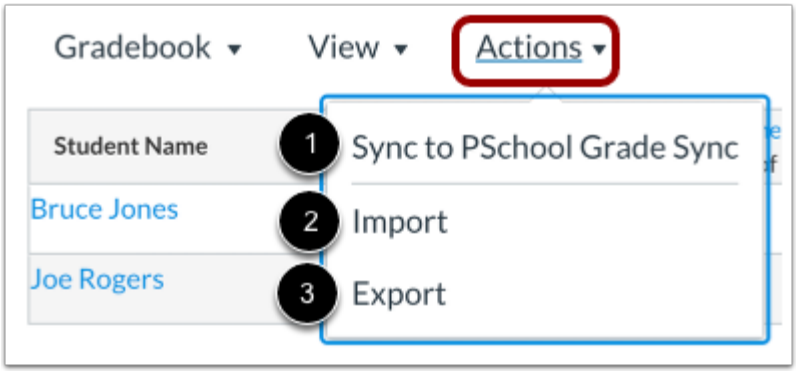
View Gradebook Viewing Options



The View menu allows you to filter and sort the Gradebook according to several viewing options:

- **Arrange By** [1]: arrange columns by default, assignment name, due date, points, or module
- **Filters** [2]: filter columns by type (assignment group, section, modules, student groups, and grading period, if applicable)
- **Statuses** [3]: view and change the color for a grading status (late, missing, resubmitted, dropped, and excused)
- **Columns** [4]: show or hide the notes column and the unpublished assignments column

View Actions Menu



The Actions menu allows you to sync grades to your institution's student information system (SIS), if applicable [1].

To bulk manage student grades in the Gradebook, you can also import grades [2] and export grades [3].

Note: Currently the Gradebook Export CSV file data includes all Gradebook data regardless of filtered or sorting options.

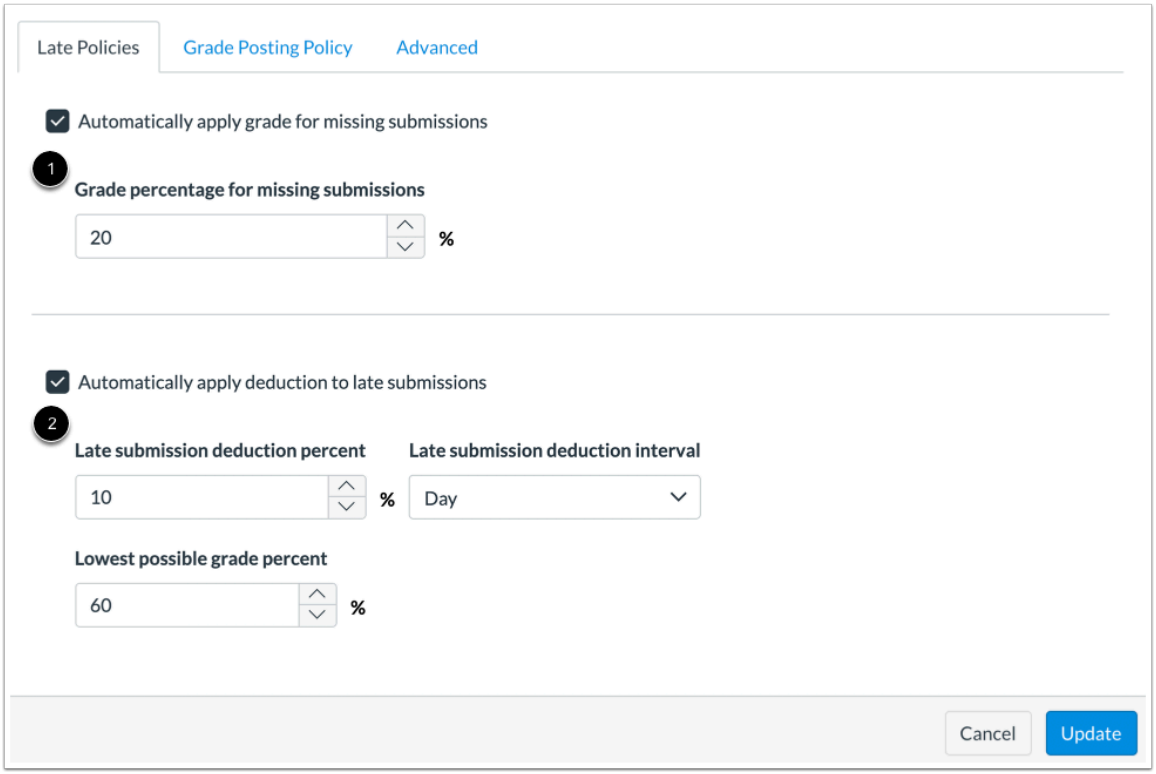
Search Students

By default, your course shows all active students. In the Search field, you can search for an individual student by name or by SIS ID.

View Gradebook Settings

The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course.

View Late Policies

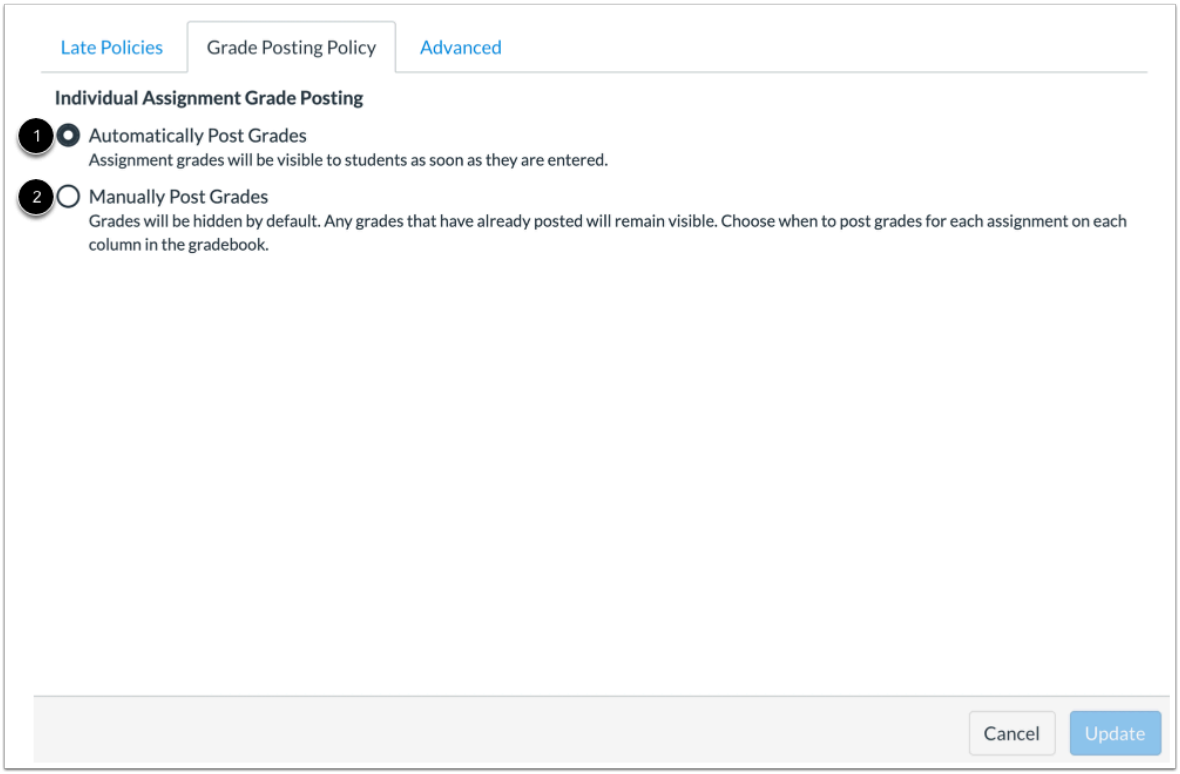


The Late Policies tab allows you to apply late policies in your course.

The Missing Submission policy allows you to automatically apply a grade for submissions labeled as Missing [1]. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The Late Submission policy allows you to automatically apply a defined penalty to submissions with a status of Late [2]. A submission is labeled Late when it is submitted past the due date. Additionally, you can define a threshold under which a student will not be scored, regardless of how late the submission is when submitted.

View Grade Posting Policy



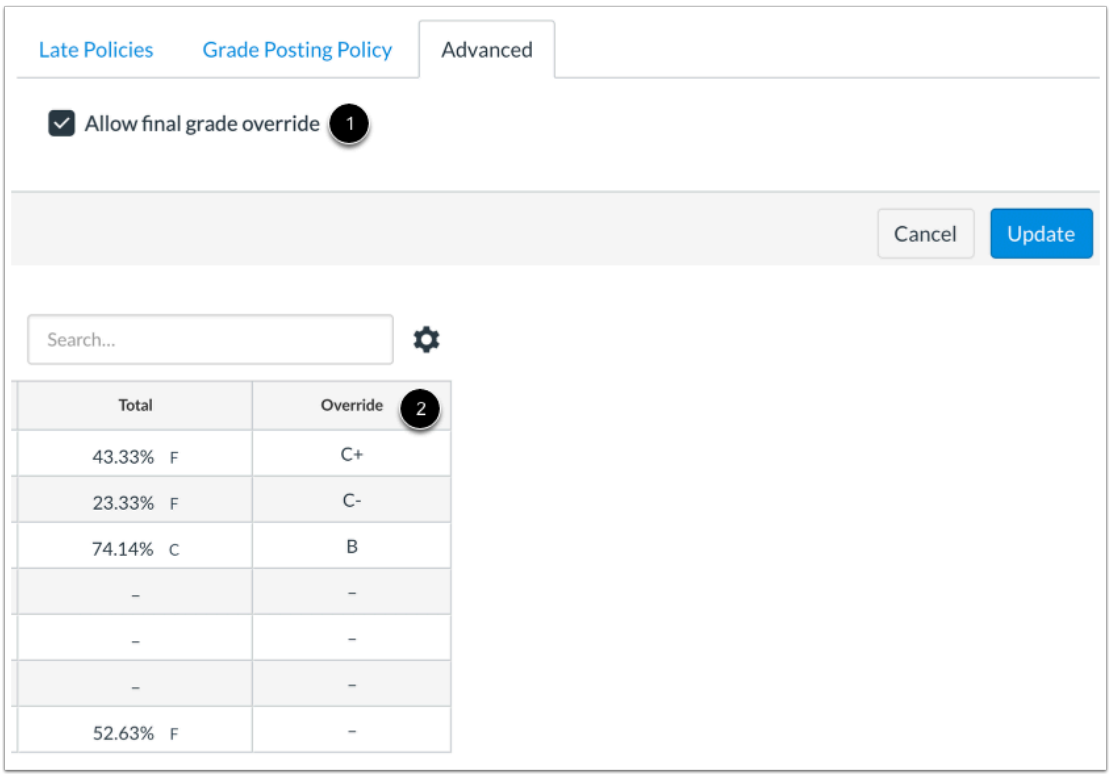
The Grade Posting Policy tab allows you to change grade posting policies for your course.

To automatically post grades and make them visible to students as soon as they are entered, select the **Automatically Post Grades** option [1]. The posting policy is set to Automatically Post Grades by default.

To hide grades by default and manually choose when to post grades and make them visible to students, select the **Manually Post Grades** option [2].

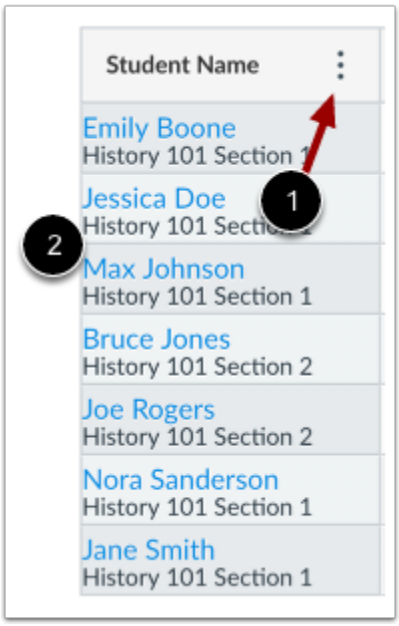
Note: Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.

View Advanced Settings



The Advanced tab allows you to apply a Final Grade Override in your course [1]. If enabled, you can enter an override grade for a student that is different from the grade automatically calculated by Canvas [2].

View Student Name Column

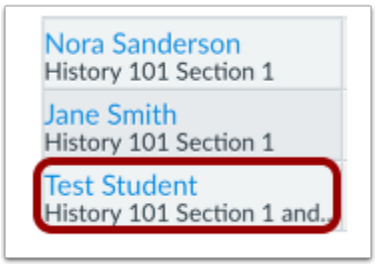


The Student Name column displays each student's name and may also include a student's secondary ID, if enabled. You can hover over the column header and view the Student Name menu [1], which allows the following options:

- Sort and display student data
- Show inactive and concluded enrollments

To view a student's Grades page, click the student's name [2].

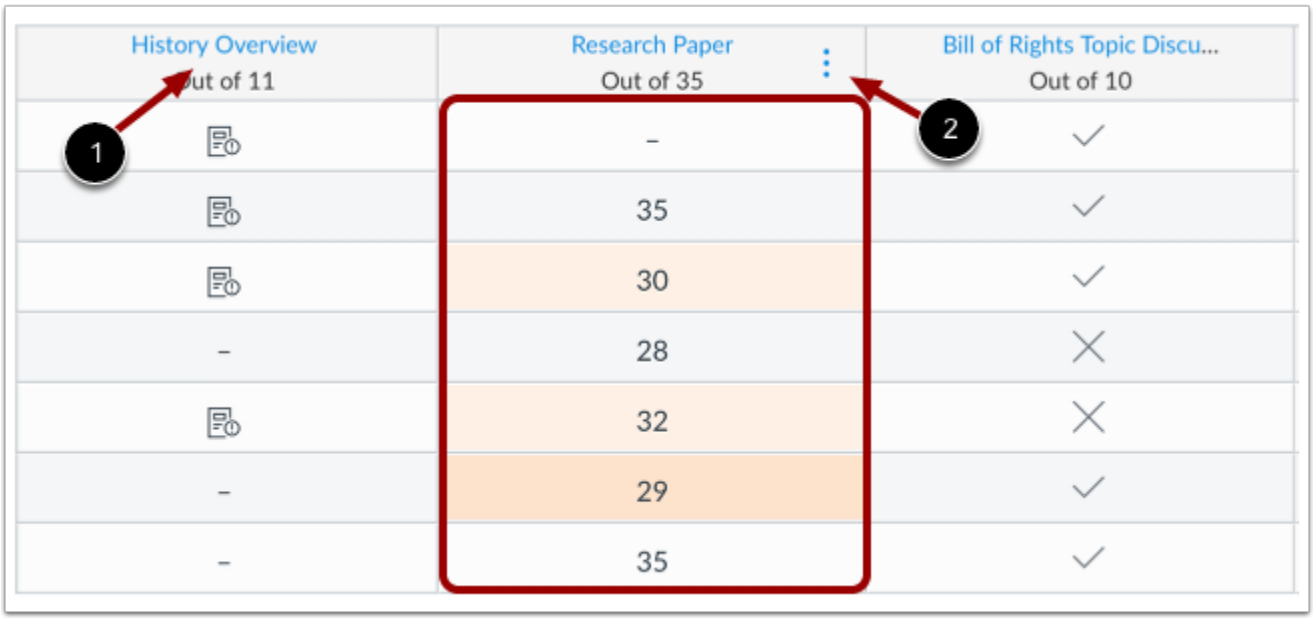
View Test Student



If you have enabled Student View in Course Settings, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must remove the test student from your section enrollments in Course Settings.

View Assignment Column



Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

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

For each assignment, you can hover over the column header and view the Assignment menu [2], which allows the following options:

- Sort assignments by grade or status (missing or late)
- Message students who fit within specific assignment criteria
- Curve grades
- Set default grade
- Hide or post grades for the assignment
- Enter grades as a specific value: point, percentage, or grading scheme (this option is only for grading convenience and does not affect the actual grade; not available for complete/incomplete assignment types)
- Download submissions and re-upload submissions (supported in file uploads only)

Icons and colors represent assignments and submission statuses within Canvas, including differentiated assignments, grading periods, and MasteryPaths.

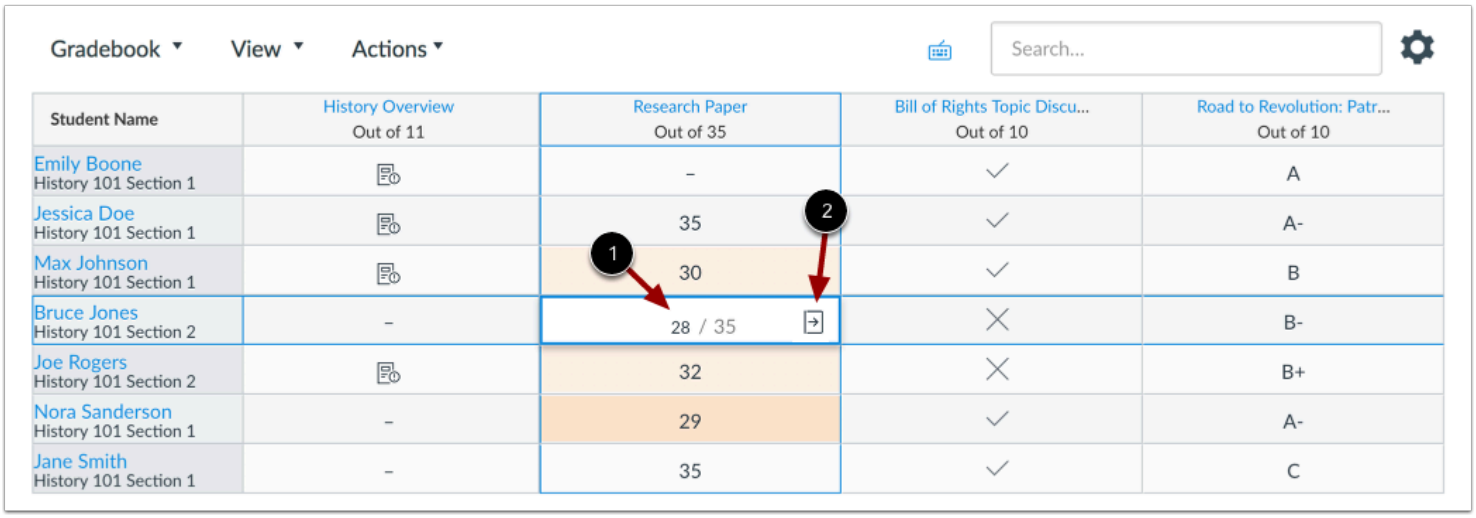
Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

You can manually add a column as part of importing grades to the Gradebook. However, assignments imported in the CSV file are automatically published.

You can also create non-submission or on-paper assignments to add to the Gradebook for manual grading.

Enter Grades

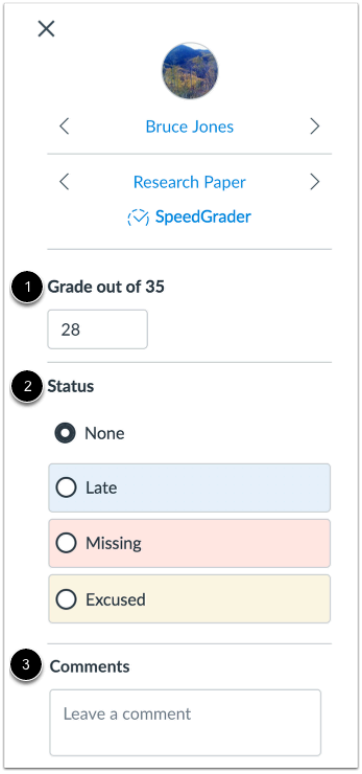


When entering grades, the Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

To enter grades, type the grade as supported by assignment type directly in the Gradebook cell [1].

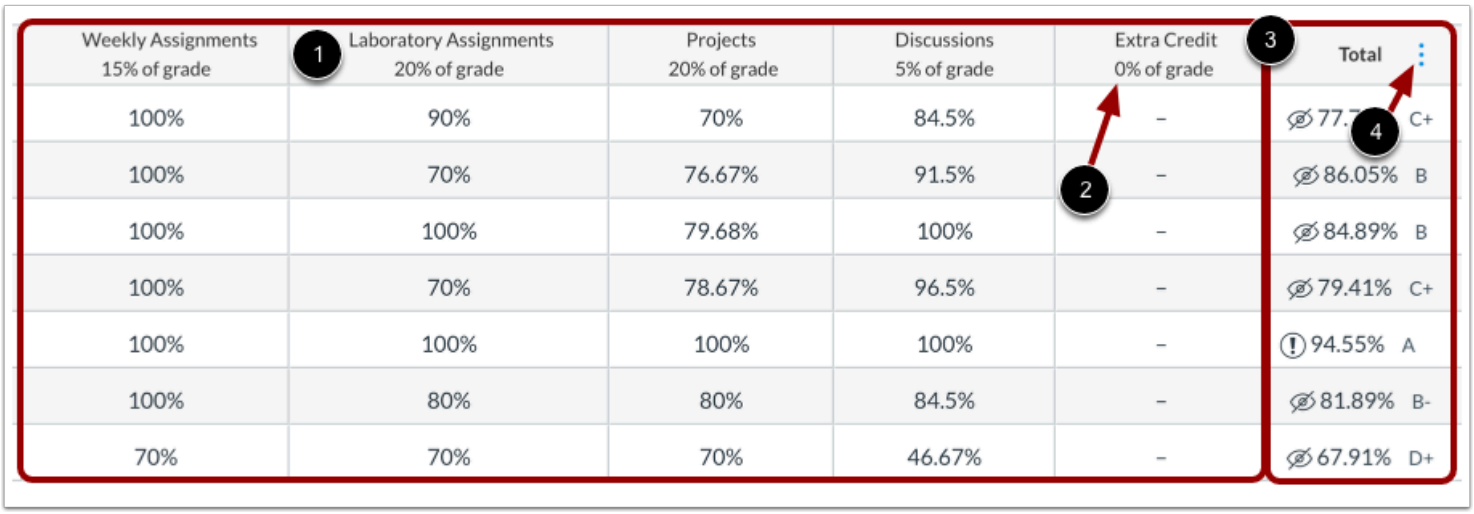
You can also enter grades and change the submission status by clicking the **Grade Detail Tray** icon [2].

View Grade Detail Tray



The Grade Detail Tray allows you to enter or edit grades [1], change the status of a submission [2], and leave comments for the student [3].

View Assignment Groups and Total Column



The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page [1].

If your assignment groups are weighted, the weighted grade displays below the group title [2]. Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight.

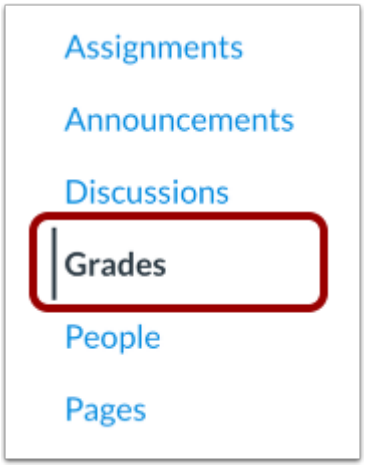
Grade totals from assignment groups are calculated in the Total column of the Gradebook [3]. You can hover over the column header to view the Total column menu [4], which allows you to sort by grade and move the total column to the front of the Gradebook. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

How do I arrange columns in the Gradebook?

You can arrange any column in the Gradebook according to your preference. You can use a preset arrangement by assignment name, due date, points, or module, or you can manually arrange columns. You can also manually increase and decrease the width of any column.

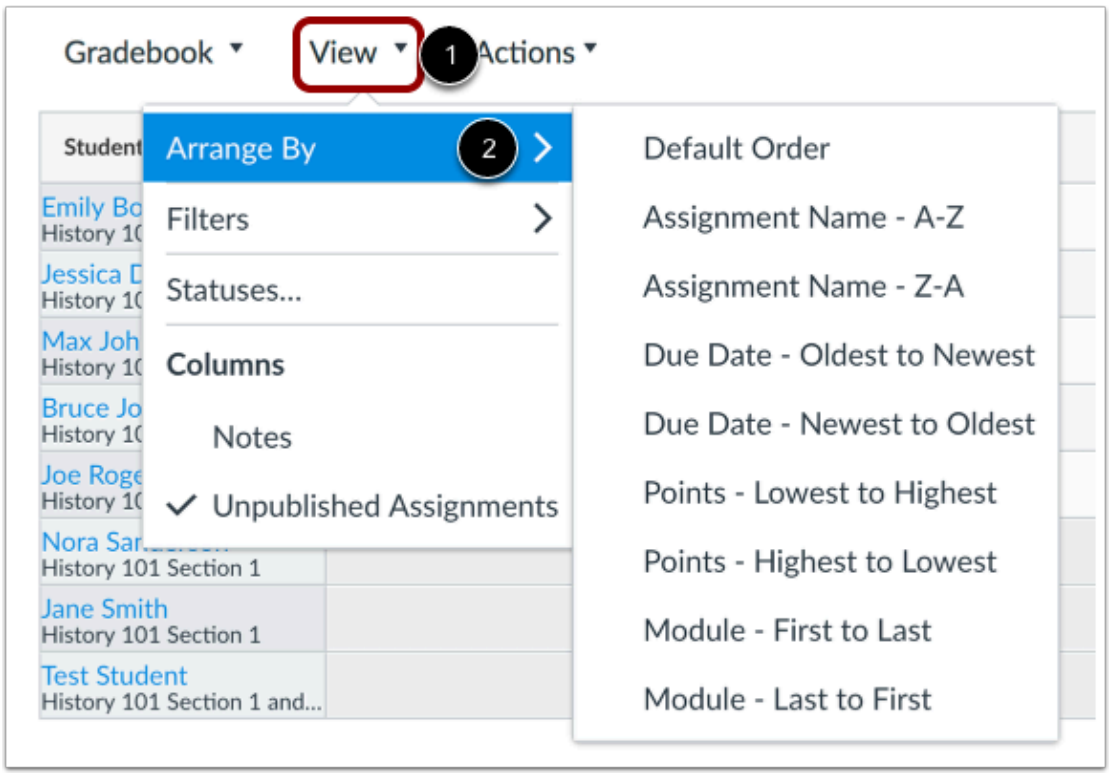
The option to arrange columns affects all the columns in the Gradebook. To only view specific columns, you can also filter columns by type.

Open Grades



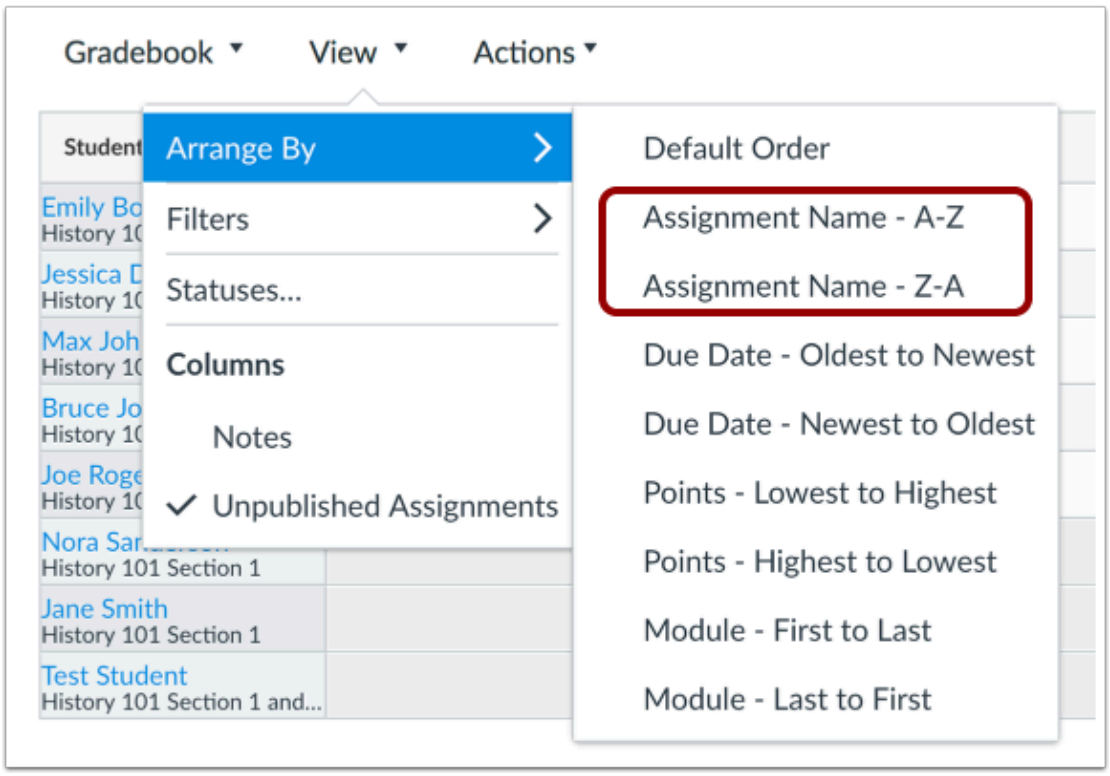
In Course Navigation, click the **Grades** link.

Arrange Columns



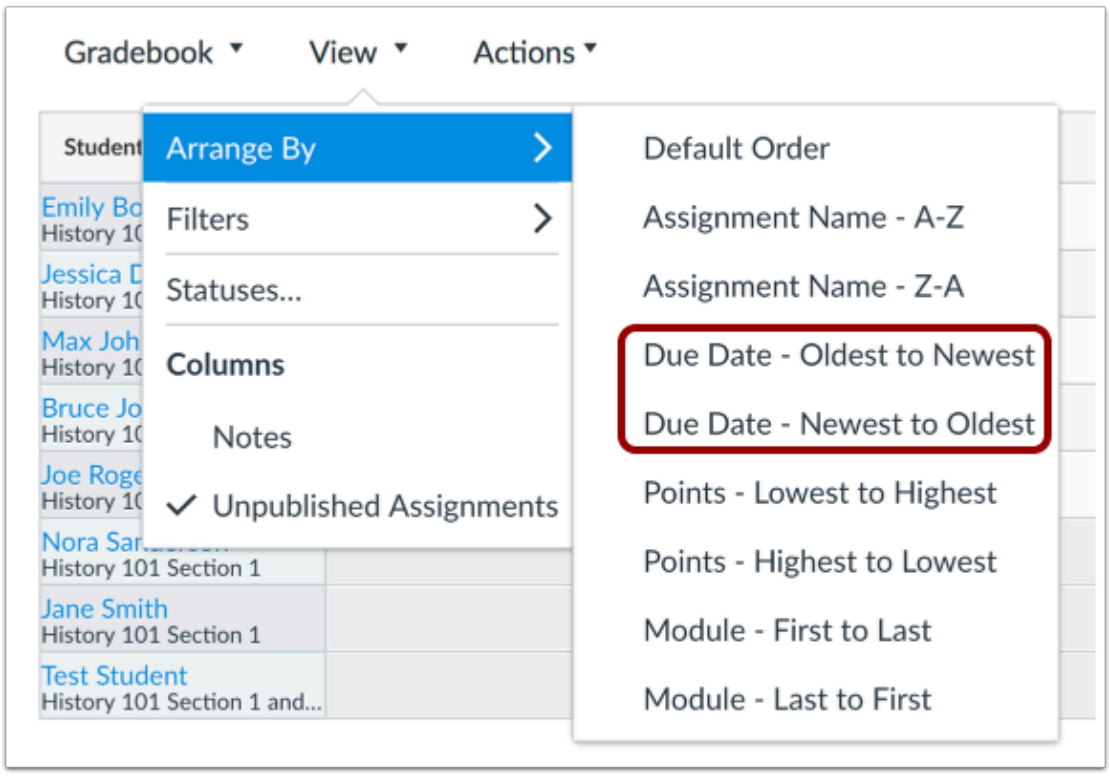
Click the **View** menu [1], then click the **Arrange By** link [2]. The default order is the order set in the Assignments page.

Arrange by Assignment Name



To arrange columns by assignment name, select the **Assignment Name - A-Z** option or **Assignment Name - Z-A** option.

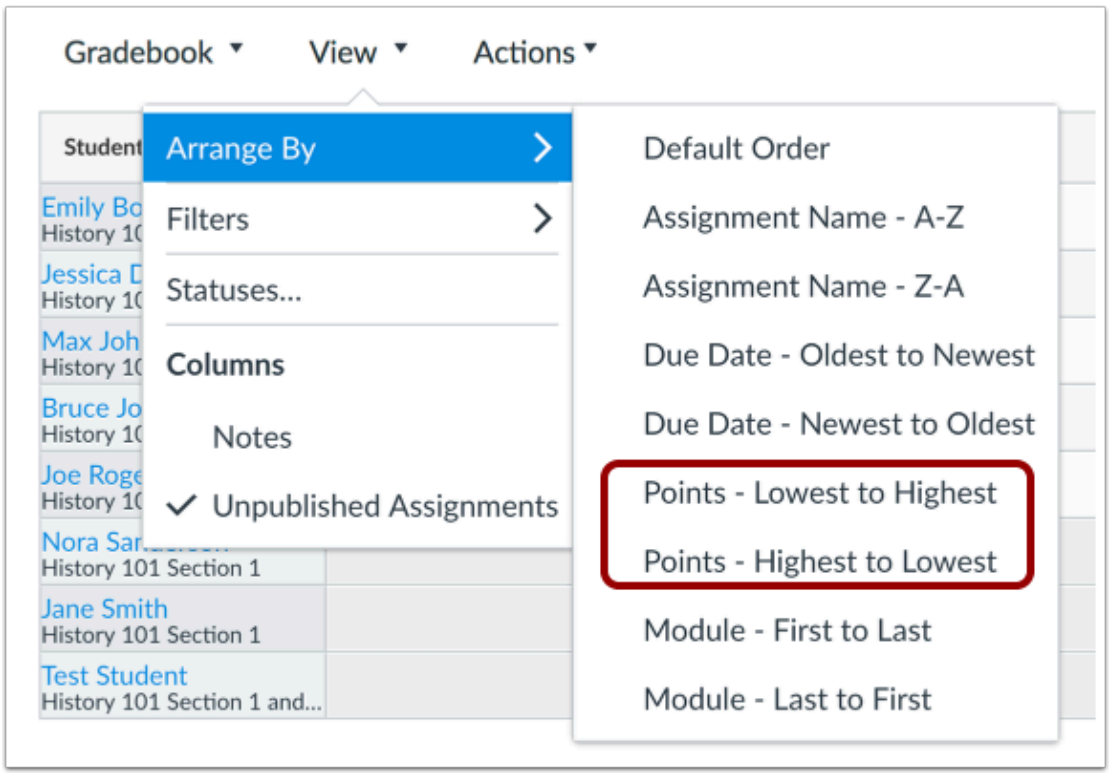
Arrange by Due Date



To arrange columns by due date, select the **Due Date - Oldest to Newest** option or **Due Date - Newest to Oldest** option.

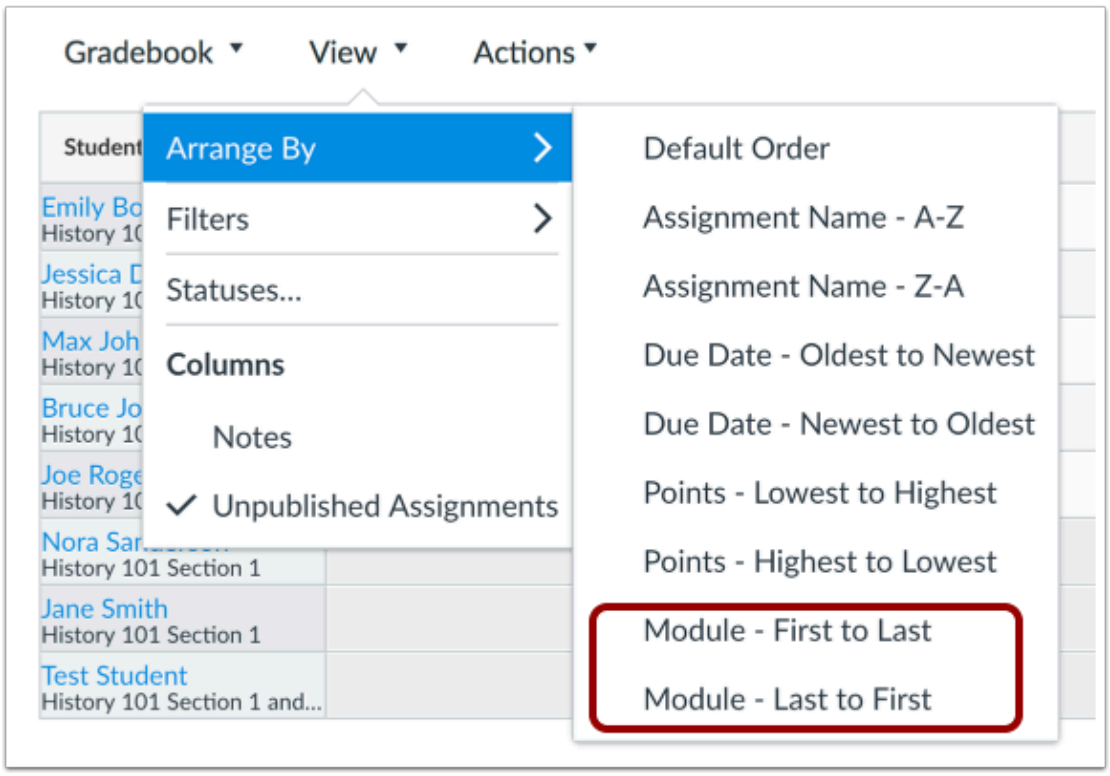
Assignments without due dates are considered to be new assignments.

Arrange by Points



To arrange columns by point value, select the **Points - Lowest to Highest** option or **Points - Highest to Lowest** option.

Arrange by Module



To arrange columns by module, select the **Module - First to Last** option or **Module - Last to First** option.

Modules are arranged according to the order in the Modules page.

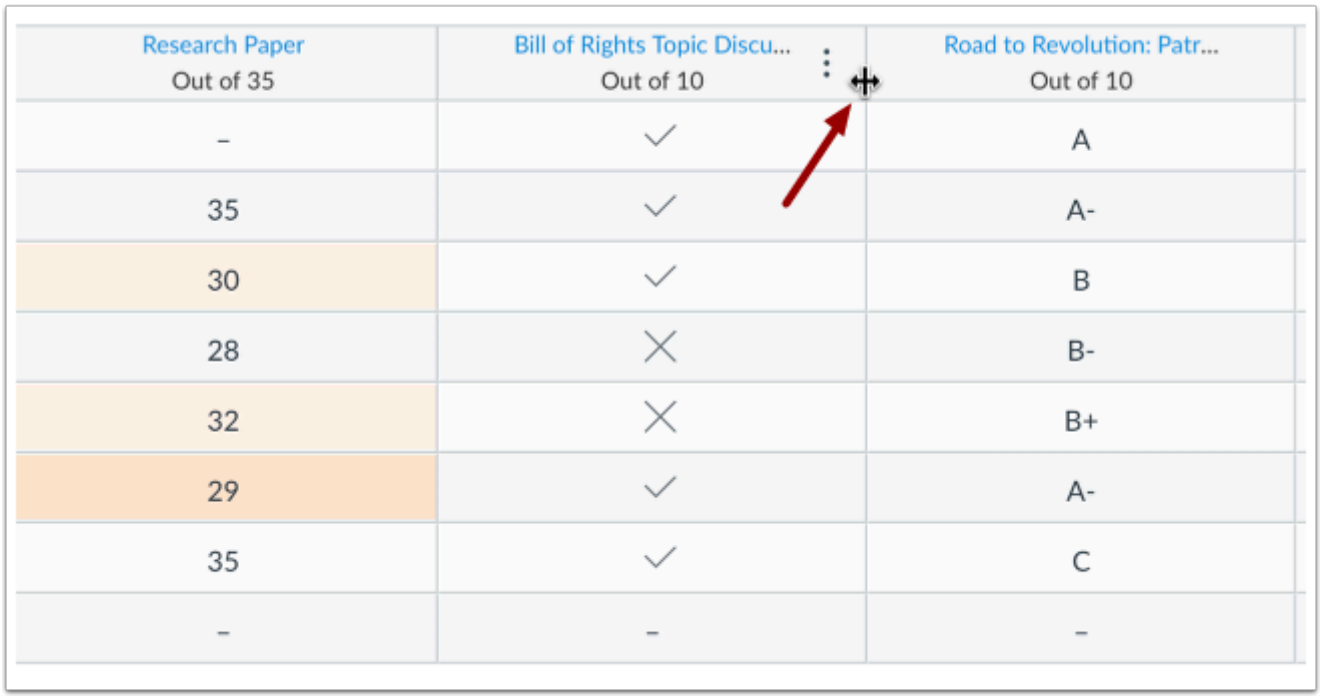
Manually Arrange Columns

You can also manually arrange columns. To manually arrange an assignment column, click the column heading and drag the heading to your desired location. Manual placement is persistent in the Gradebook until the column is reordered.

Notes:

- When columns have been manually reordered, any new assignment added to the Gradebook displays at the end of the Gradebook. To place the assignment in its intended location, either manually arrange the new assignment, or reset your Gradebook order by arranging your columns with one of the options in the View menu.
- If the Total column is visible in your course, you can also move the Total column to the front of the Gradebook. The Total column can be manually arranged among the Student Name and Notes column only.

Resize Columns



You can manually increase or decrease the size of any individual assignment column in the Gradebook. Hover over the assignment header. When the cross-hairs icon appears, drag the assignment column to the desired width. Column width is persistent in the Gradebook until the column is resized.

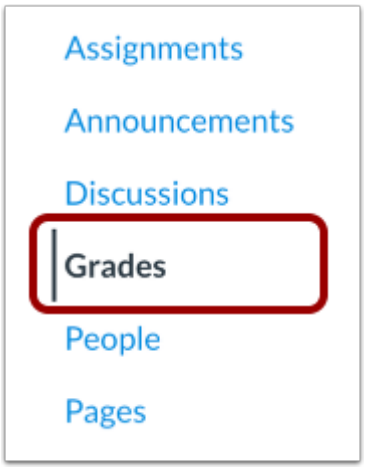
How do I filter columns by type in the Gradebook?

The Filter menu allows the Gradebook to be filtered by assignment group, section, modules, and grading period (if applicable).

When a filter option is selected, the filter menu displays at the top of the Gradebook. Multiple filters can be used at the same time.

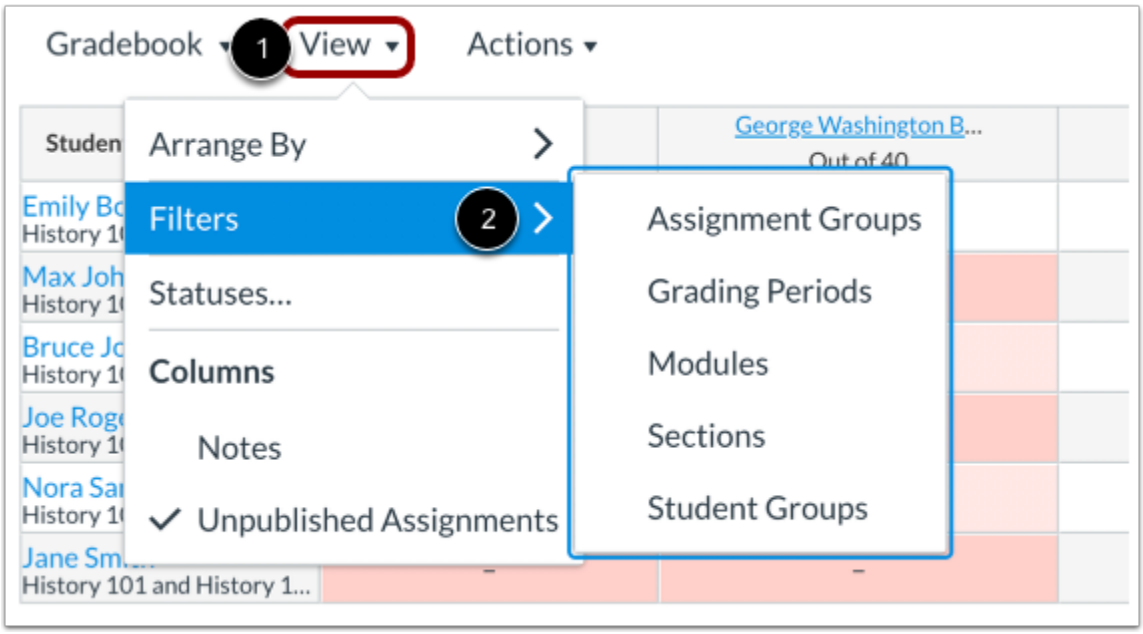
The option to filter columns affects all assignments within the filter. You can also arrange columns within filter results.

Open Grades



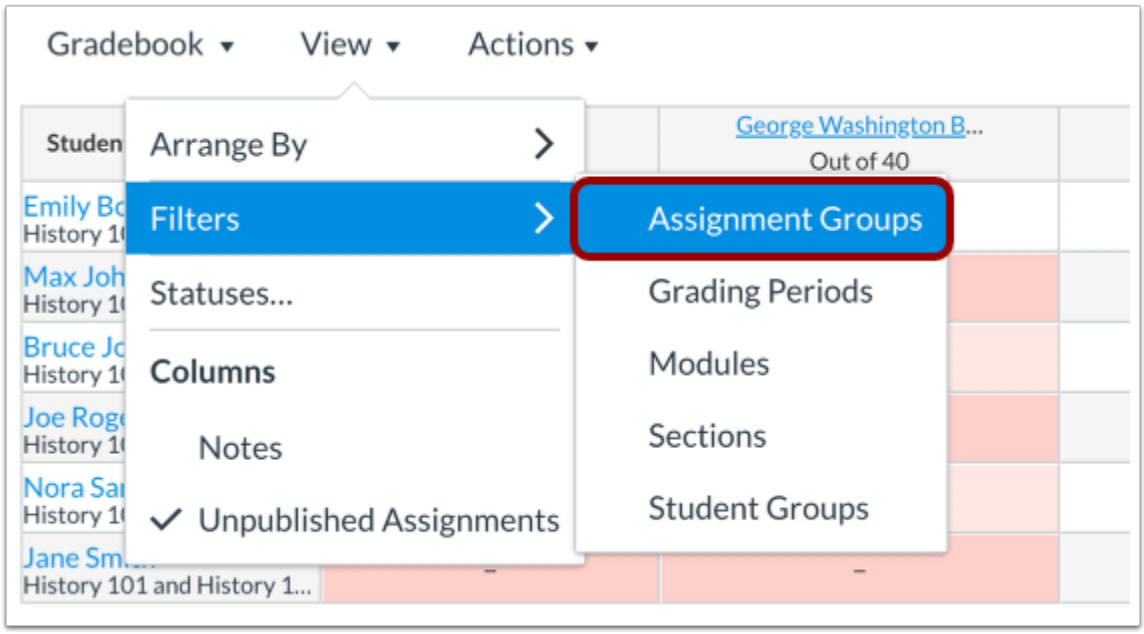
In Course Navigation, click the **Grades** link.

Filter Columns

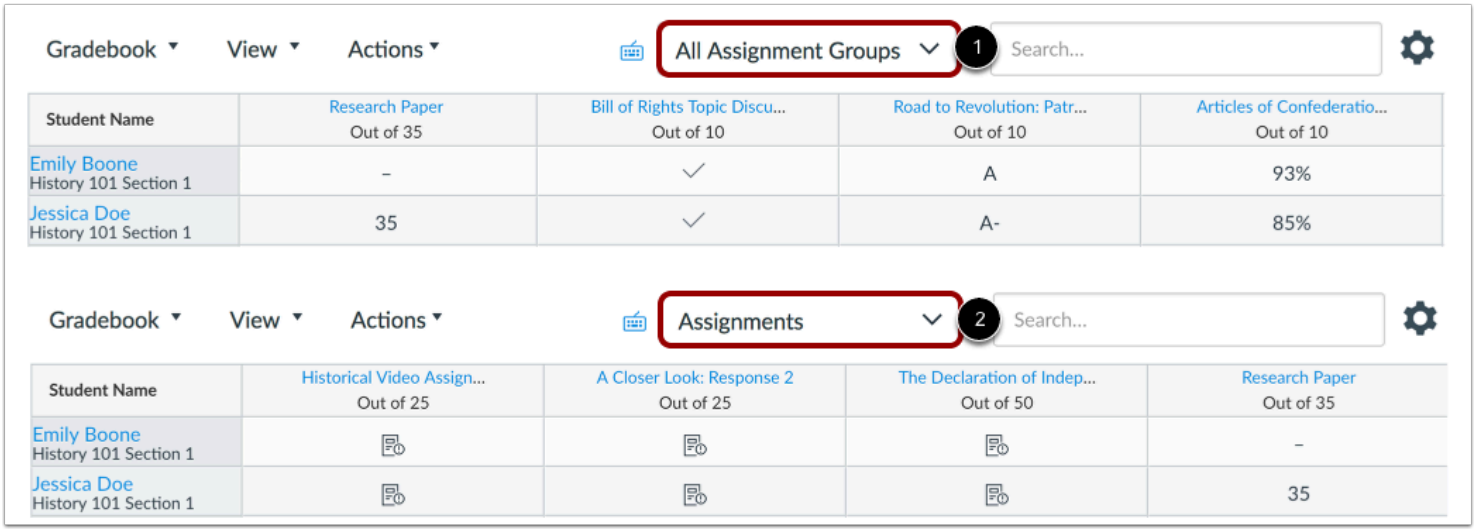


Click the **View** menu [1], then click the **Filters** link [2]. More than one filter can be applied at any time.

View Assignment Groups

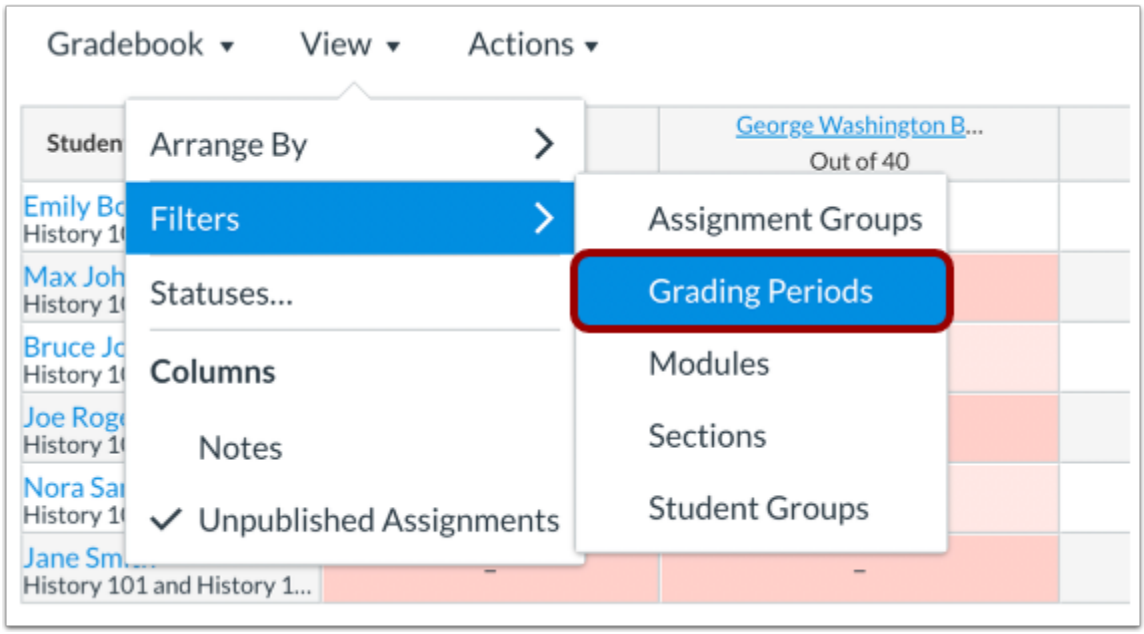


To filter by assignment group, click the **Assignment Groups** option.

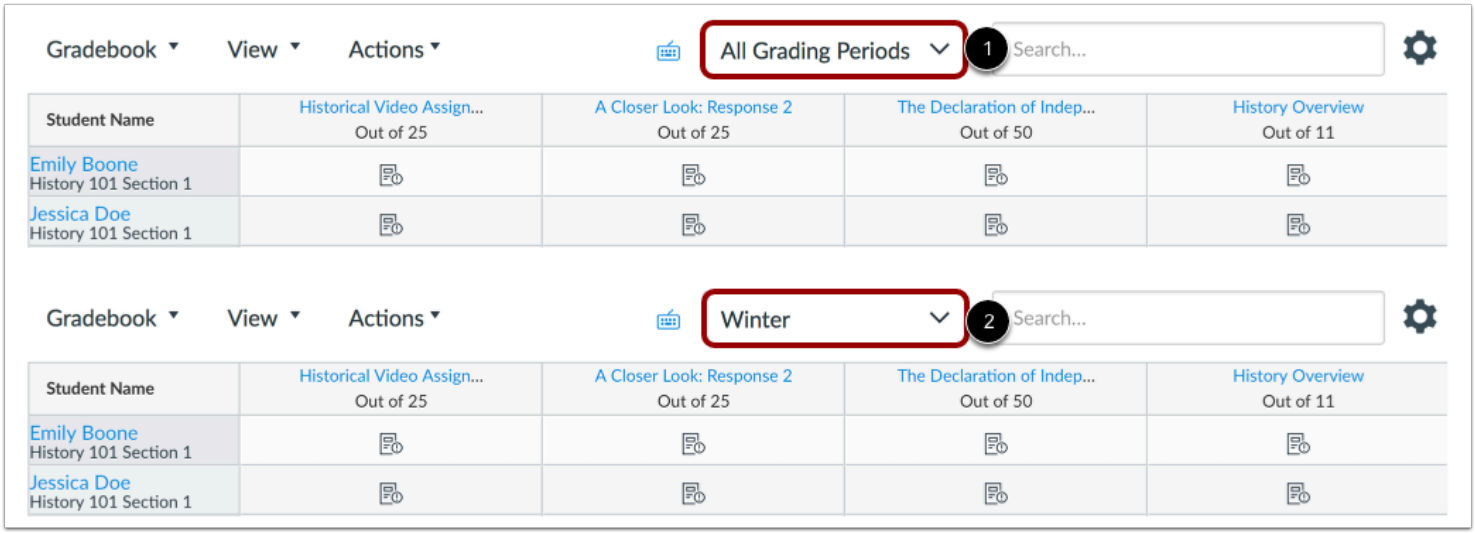


The Assignment Groups menu displays at the top of the Gradebook [1]. Click the menu to select the assignment group you want to view [2]. Assignment groups are sorted alphabetically in ascending order.

View Grading Periods

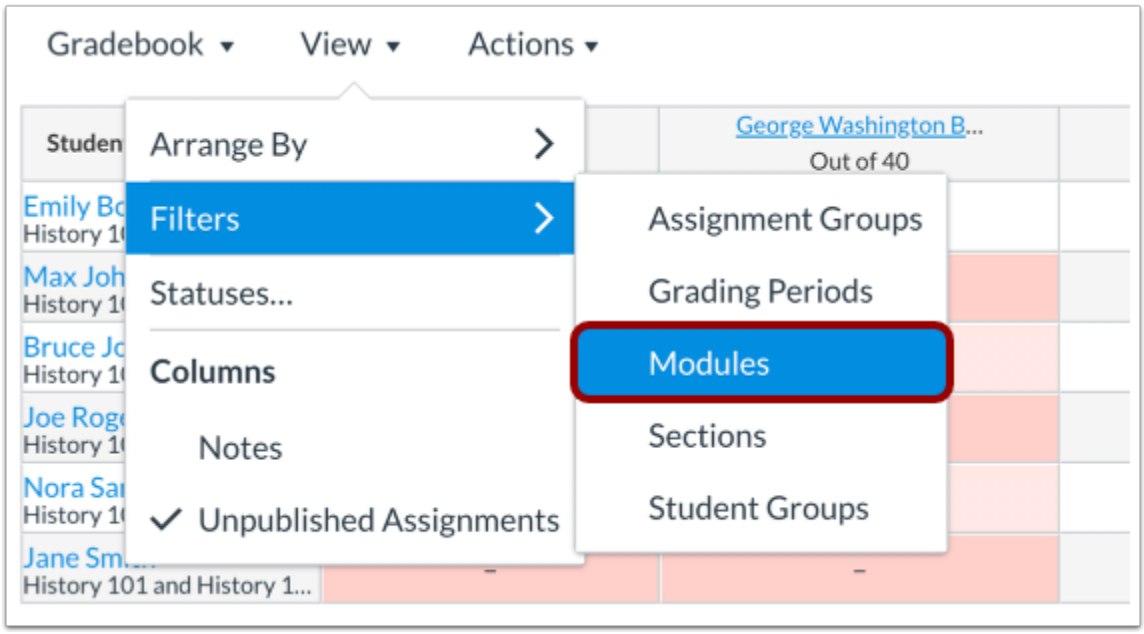


When Multiple Grading Periods are enabled in a course, you can filter the Gradebook by grading period. To filter by grading period, click the **Grading Periods** option.

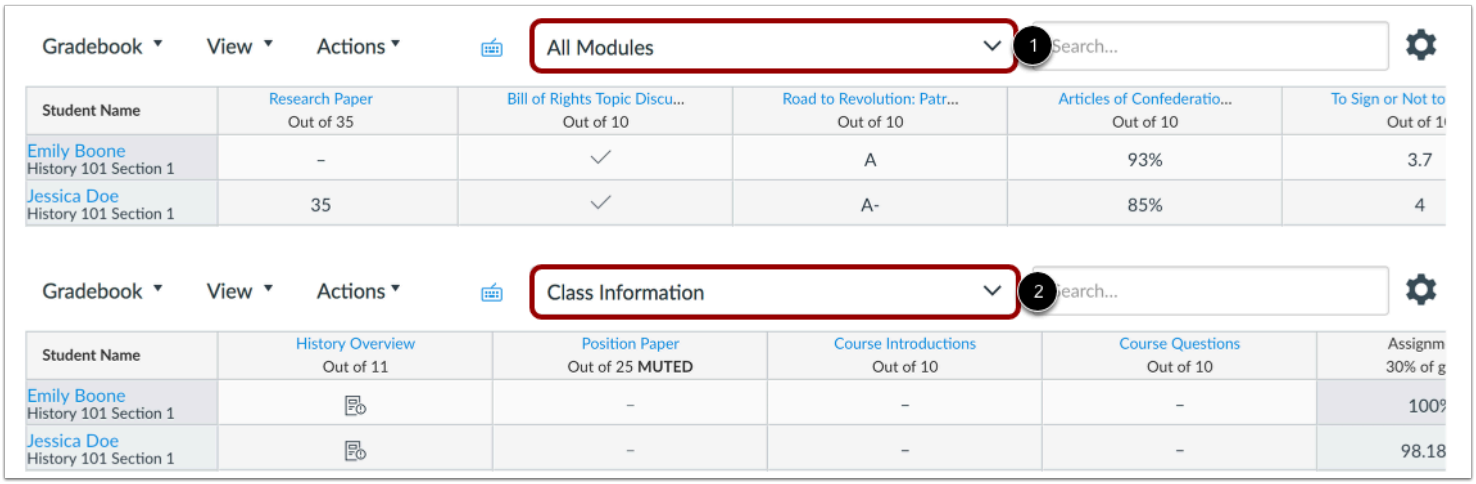


The Grading Periods menu displays at the top of the Gradebook [1]. Click the menu to select the grading period you want to view [2]. Grading periods are sorted by grading period date in ascending order.

View Modules

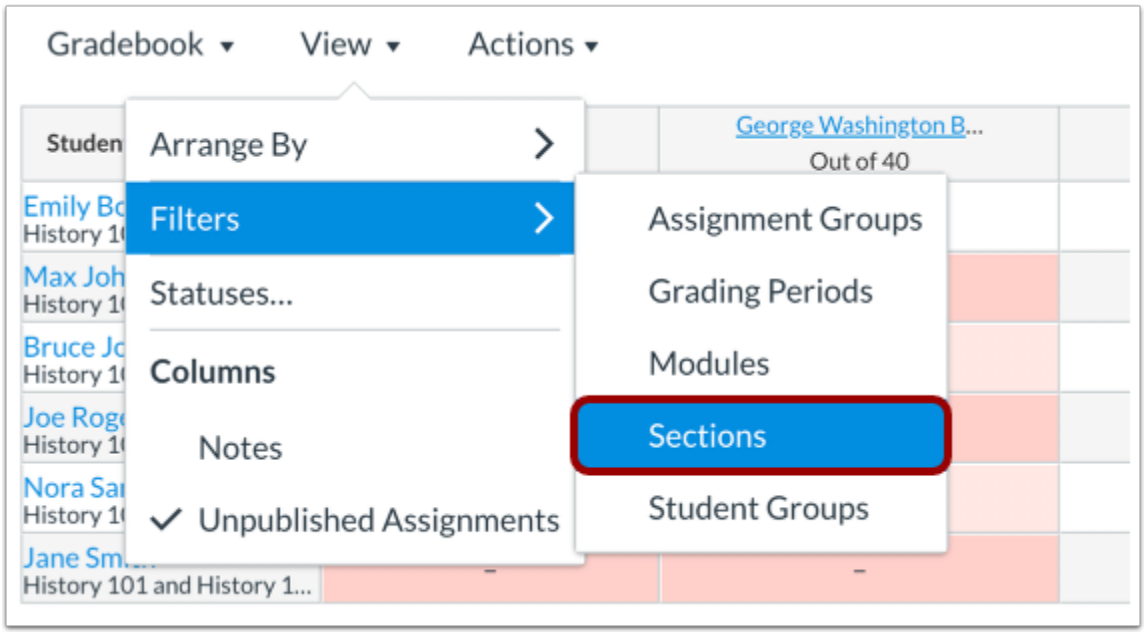


To filter by modules, click the **Modules** option.

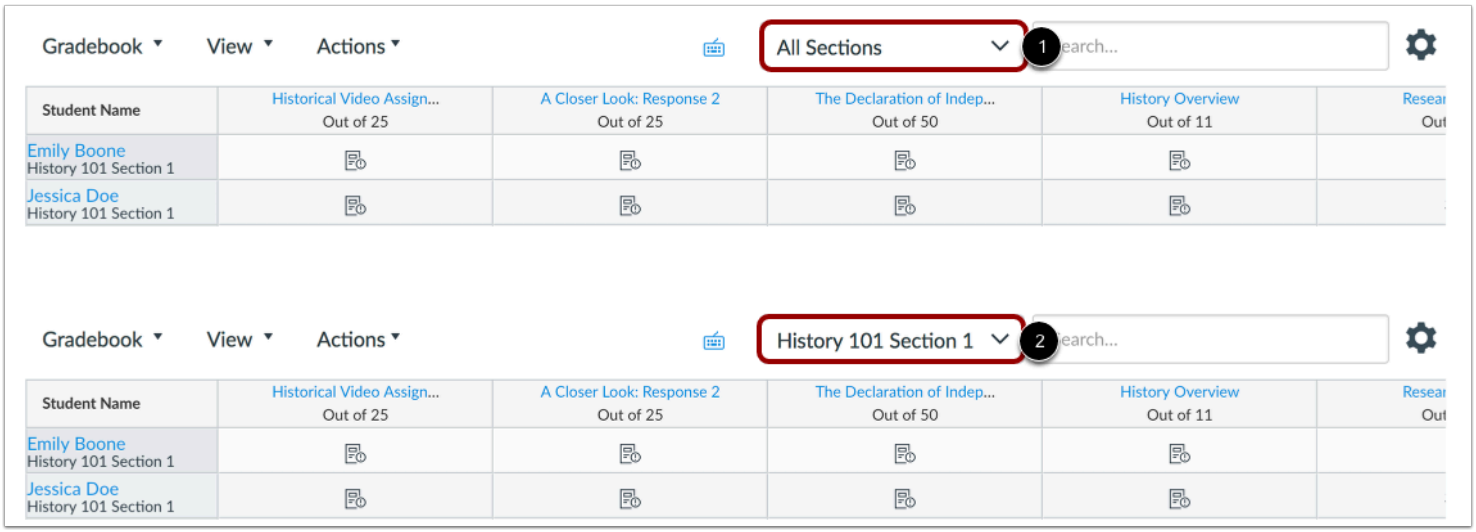


The Modules menu displays at the top of the Gradebook [1]. Click the menu to select the module you want to view [2]. Modules are sorted alphabetically in ascending order.

View Sections

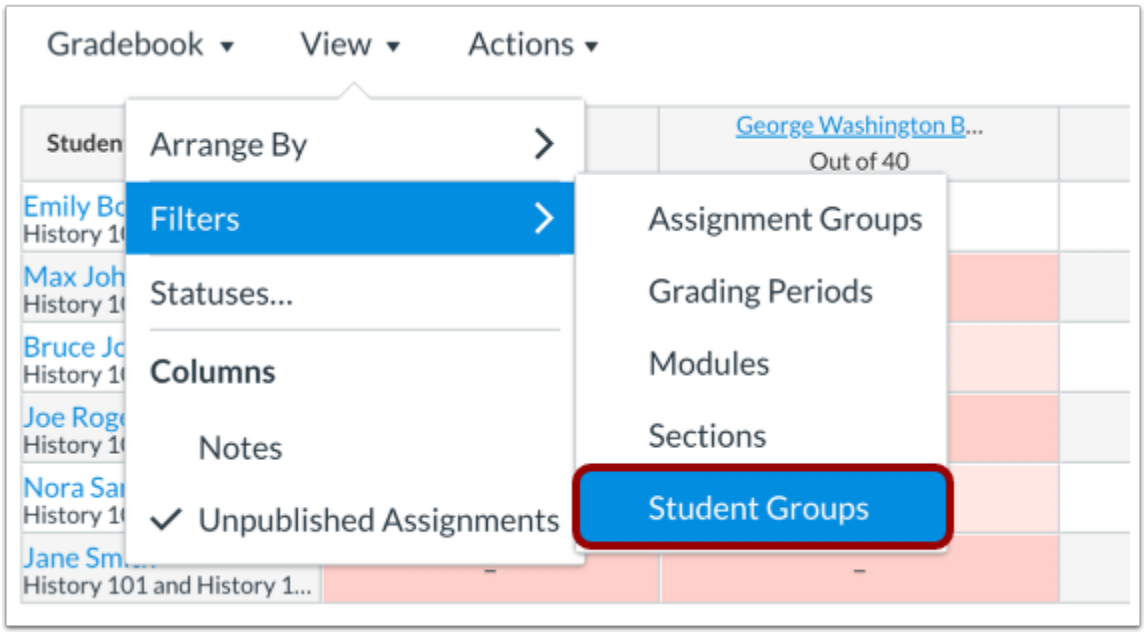


To filter by section, click the **Sections** option.

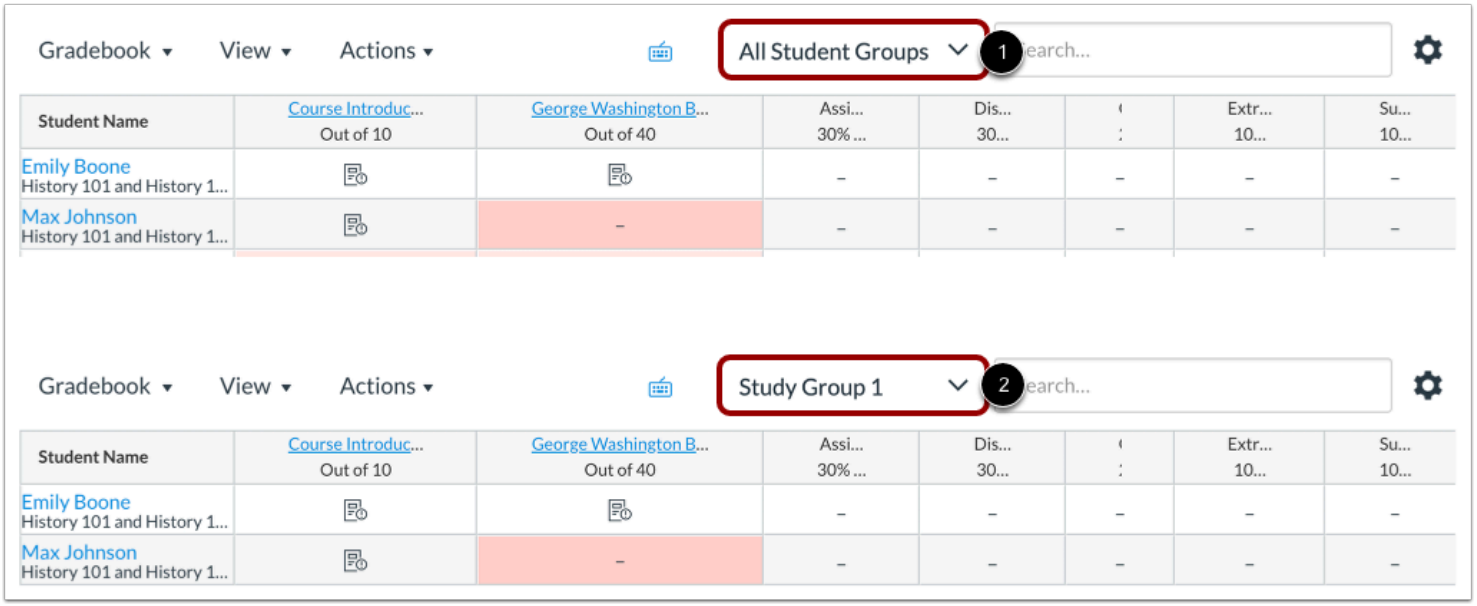


The Sections menu displays at the top of the Gradebook [1]. Click the menu to select the section you want to view [2]. When a section filter is applied in the Gradebook, SpeedGrader also displays assignment submissions for the same section. Sections are sorted alphabetically in ascending order.

View Student Groups

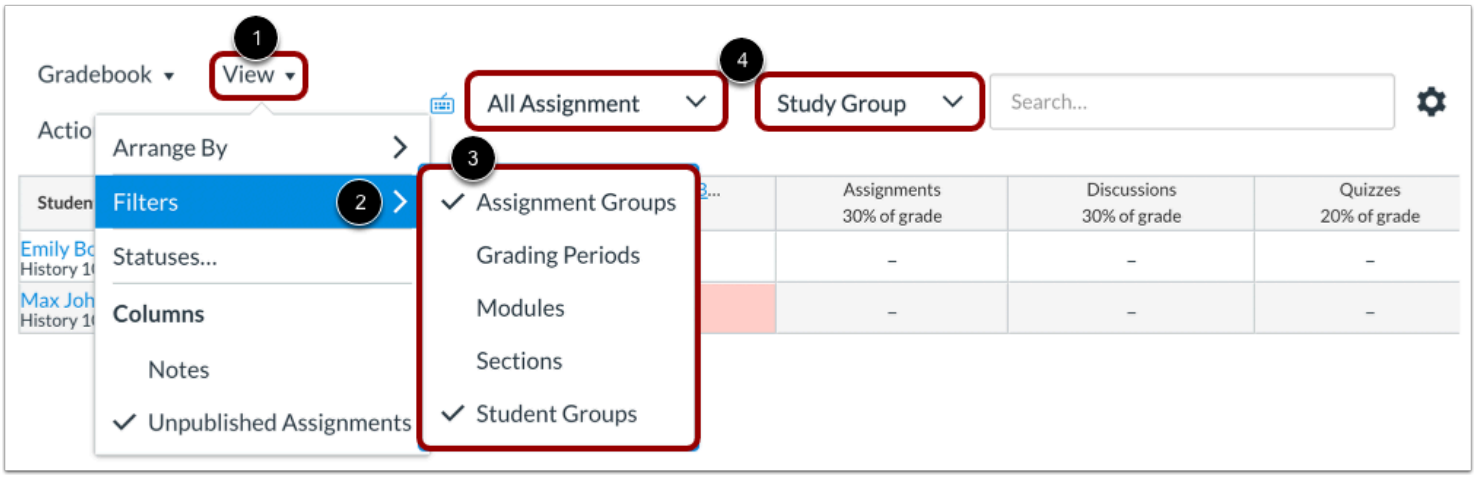


To filter by student groups, click the **Student Groups** option.



The Student Groups menu displays at the top of the Gradebook [1]. Click the menu to select the student group you want to view [2]. Student groups are sorted alphabetically in ascending order.

Remove Filters



To remove a filter, click the **View** menu [1] and click the **Filters** link [2]. Select the filter that you want to remove from the Gradebook [3]. When a filter is removed from the Gradebook, all menu option filters are also removed [4].

How do I use the Total column in the Gradebook?

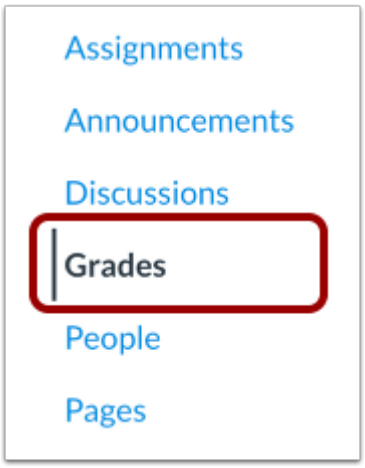
You can customize the Total column in your Gradebook. The Total column can be moved to the front of the Gradebook or sorted to display grades in an ascending or descending order.

You can switch your students' total grades from a percentage to a point value in the Gradebook. By default, total grades are shown as a percentage with two decimal places.

Notes:

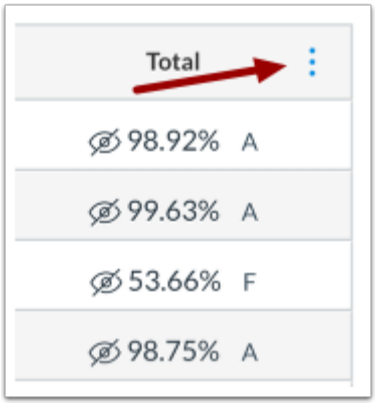
- Viewing total grades as a point value is available only if you use unweighted assignment groups in your course. When assignment groups are weighted, points cannot be displayed for the total grade.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled. This feature also limits viewing the total grade in the student Grades page.
- When Multiple Grading Periods are enabled in a course and grading periods are weighted, points cannot be displayed for the total grade.

Open Grades



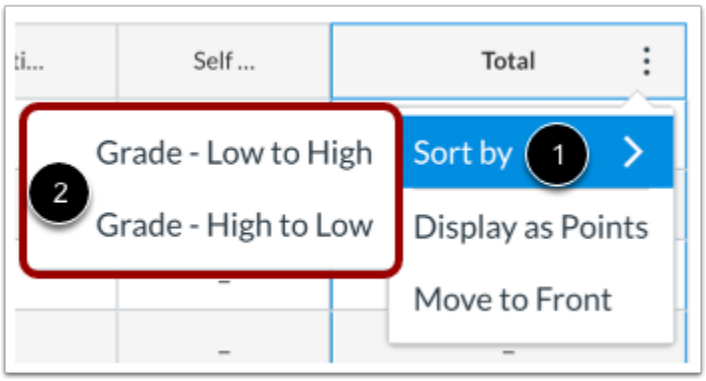
In Course Navigation, click the **Grades** link.

Open Total Column Menu



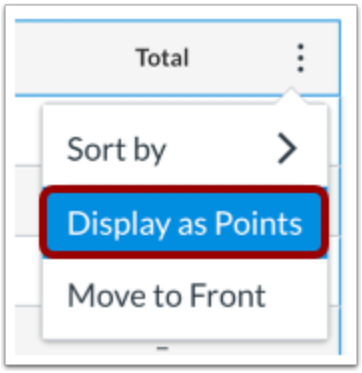
Hover over the Total column header and click the **More Options** menu.

Sort Total Column



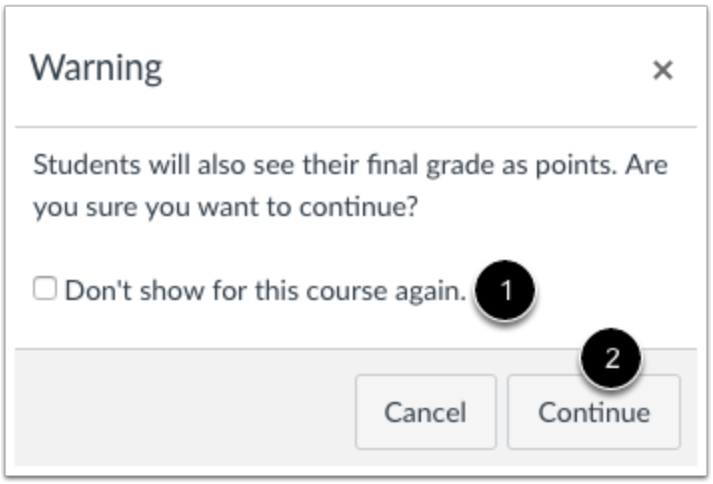
To sort the Gradebook by ascending or descending total grades, click the **Sort by** link [1], then select the **Grade - Low to High** or **Grade - High to Low** option [2].

Switch to Points



By default, total grades are shown as a percentage with two decimal places.

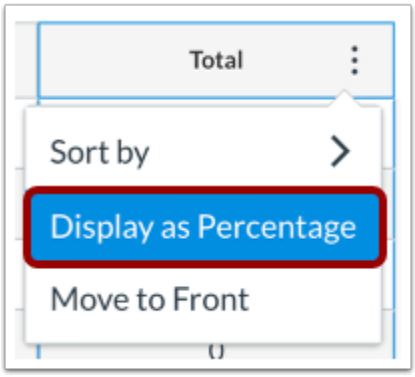
If your course uses unweighted assignment groups, you can view your students' total grades as points. Click the **Display as Points** link.



Canvas confirms you want to switch the total grade view. If you do not want to see this warning message for your course again, click the **Don't show...** checkbox [1].

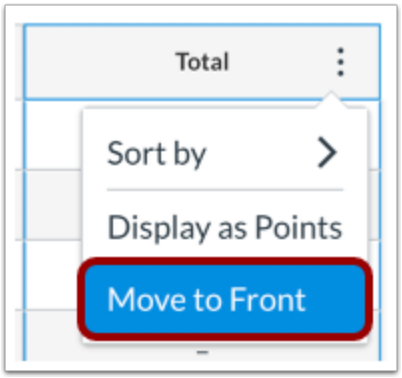
Click the **Continue** button [2].

Switch to Percentages



You can switch back to percentages by clicking the Total menu icon and selecting **Display as Percentage**.

Move Total Column



To move the Total column to the front of the Gradebook, click the **Move to Front** link.

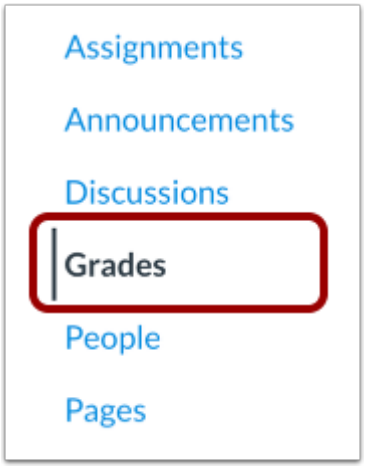
How do I sort and display student data in the Gradebook?

The Student Name column displays the students in your course. You can view options to sort names by last name, SIS ID, Integration ID, and Login ID and display names by either first or last name. You can also choose to view concluded and inactive enrollments.

Additionally, the Secondary Info menu allows secondary information to display below the student's name. Options include the student's section, SIS ID, Integration ID, Login ID, Group, or no display. Only one secondary information option can be displayed at one time.

Note: Student names display according to the Sortable Name listed in a user's personal account settings.

Open Grades

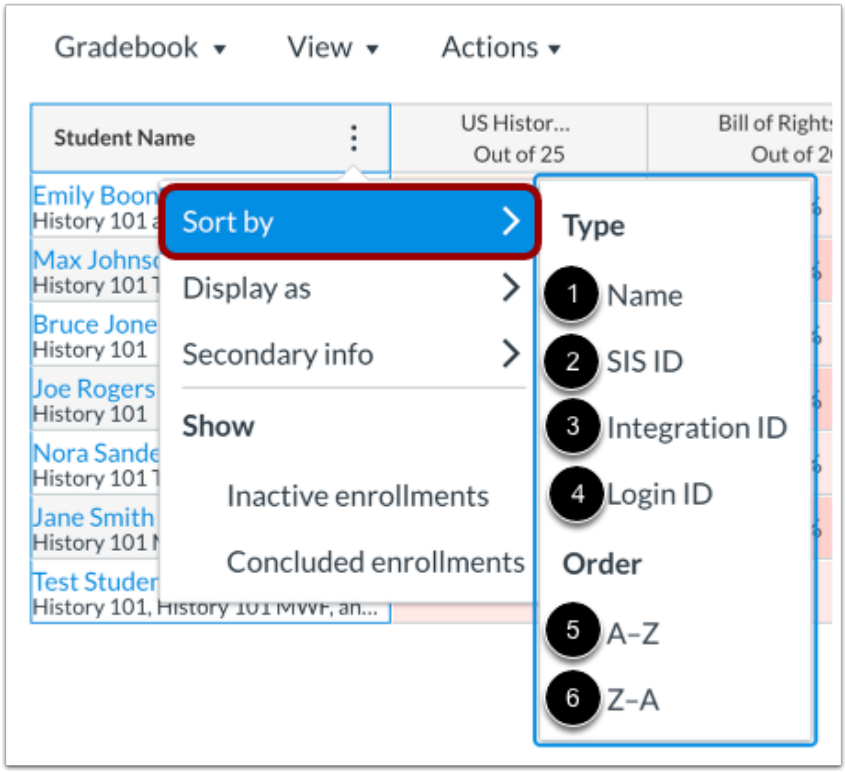


In Course Navigation, click the **Grades** link.

Open Student Name Menu

Hover over the Student Name column header and select the **Options** icon.

Sort Student Names



To sort students, select the **Sort by** link. By default, names are sorted alphabetically by name from A-Z [1].

To sort students by SIS ID, click the **SIS ID** option [2].

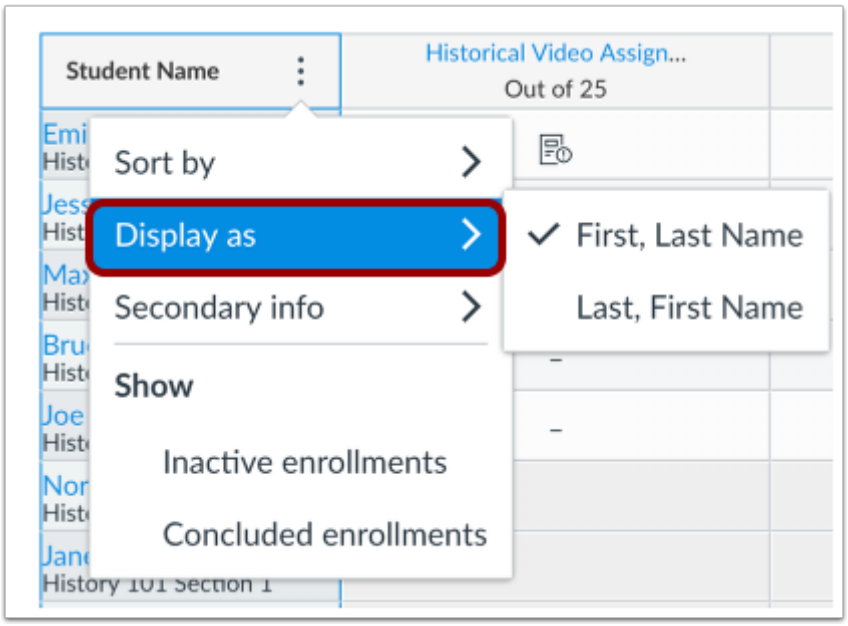
To sort students by Integration ID, click the **Integration ID** option [3].

To sort students by Login ID, click the **Login ID** option [4].

To order students in ascending order, click the **A-Z** option [5].

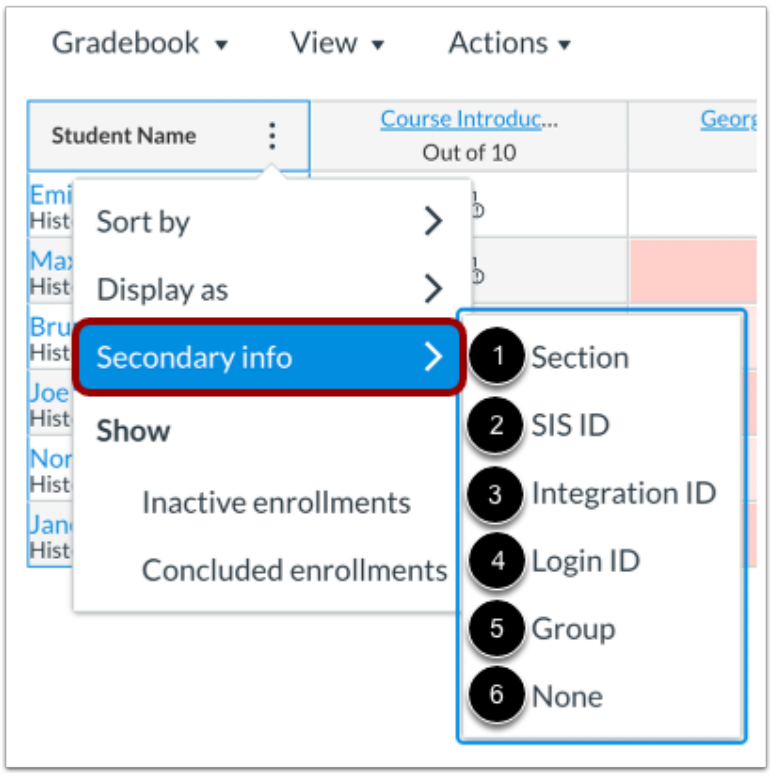
To order students in descending order, click the **Z-A** option [6].

Display Name Order



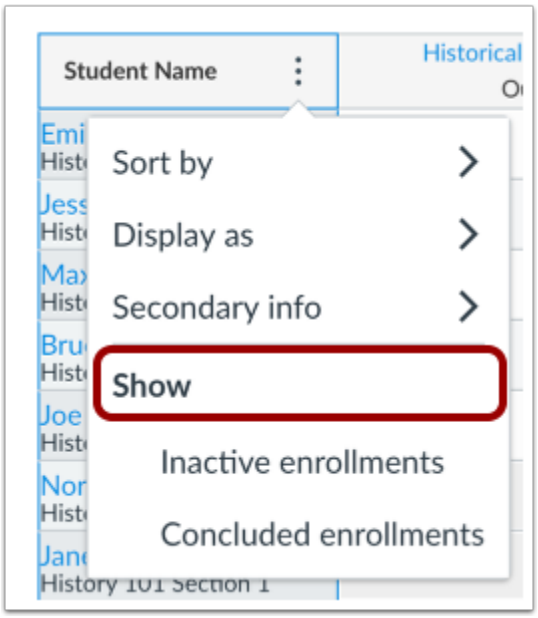
To display names in a specific name order, select the **Display as** link. By default, names display as first name, last name. To sort in descending order, click the **Last, First Name** option.

View Secondary Info



To view secondary information for students, select the **Secondary info** link. You can have the Student Name column display each student's section [1], SIS ID [2], Integration ID [3], Login ID [4], or Group [5]. You can also choose to have the column display no secondary information [6].

Show Enrollments



To view grades for inactive or concluded enrollments, view the Show section and select the **Inactive enrollments** or **Concluded enrollments** link. You can view both enrollment types at the same time in the Gradebook.

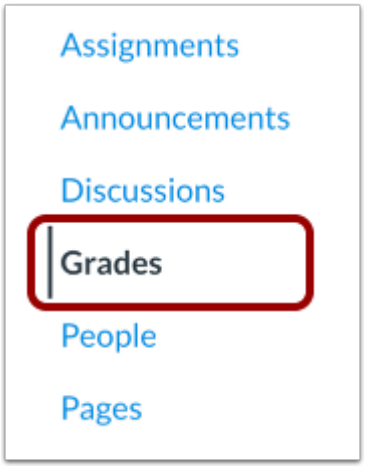
How do I view assignments or students individually in the Gradebook?

The Gradebook Individual View allows instructors to assess one student and one assignment at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and assignment and contains many of the same settings that are available in the Gradebook. Late policies, posting policies, and some sorting and filtering options are not currently supported in Individual View.

Like all Gradebook tabs, Individual View is persistent. Once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to another view.

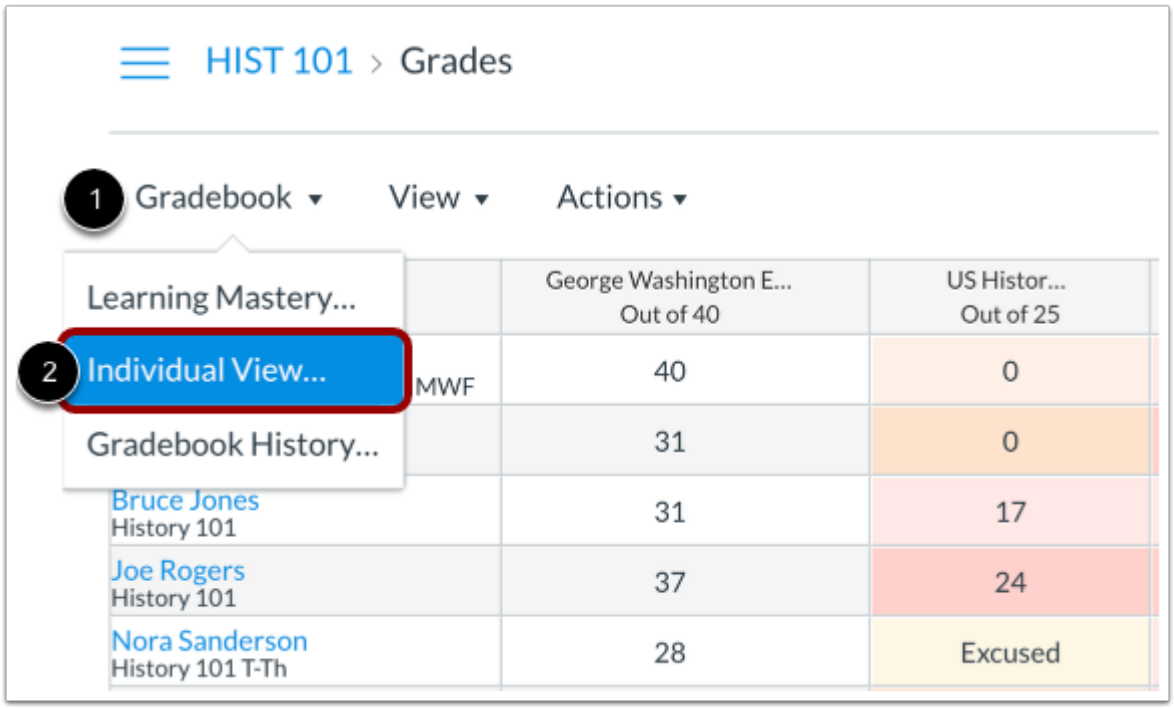
Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or SpeedGrader.

Open Gradebook



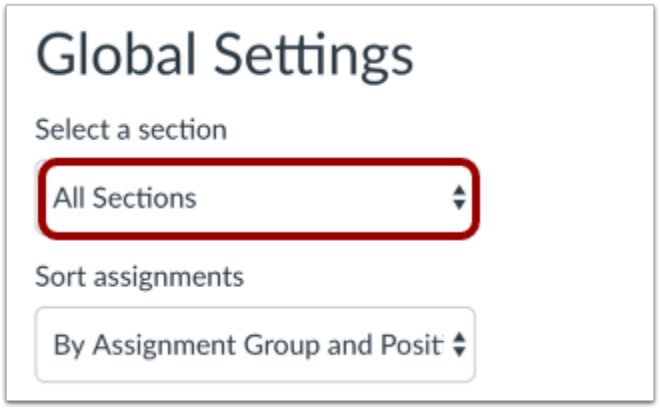
In Course Navigation, click the **Grades** link.

Switch to Individual View



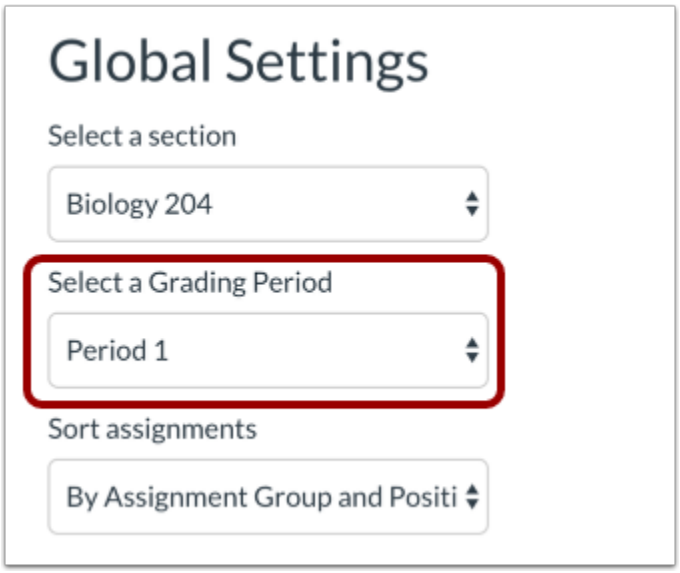
Click the **Gradebook** menu [1], then click the **Individual View** link [2].

Select Section



In the **Select a section** drop-down menu, select the section you want to view.

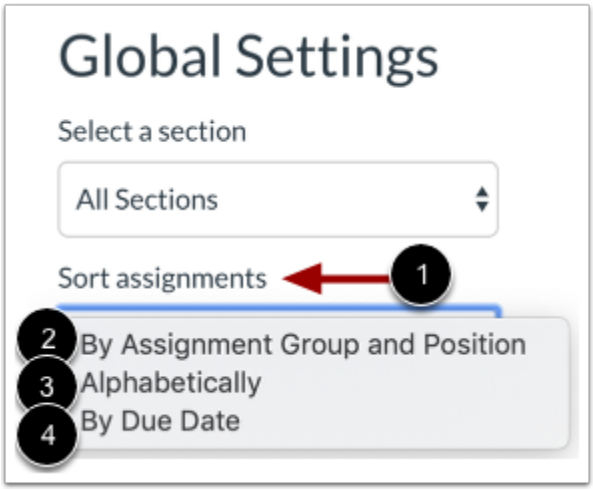
Select Grading Period



When Multiple Grading Periods are enabled in a course, select the grading period you want to view in the **Select a Grading Period** drop-down menu.

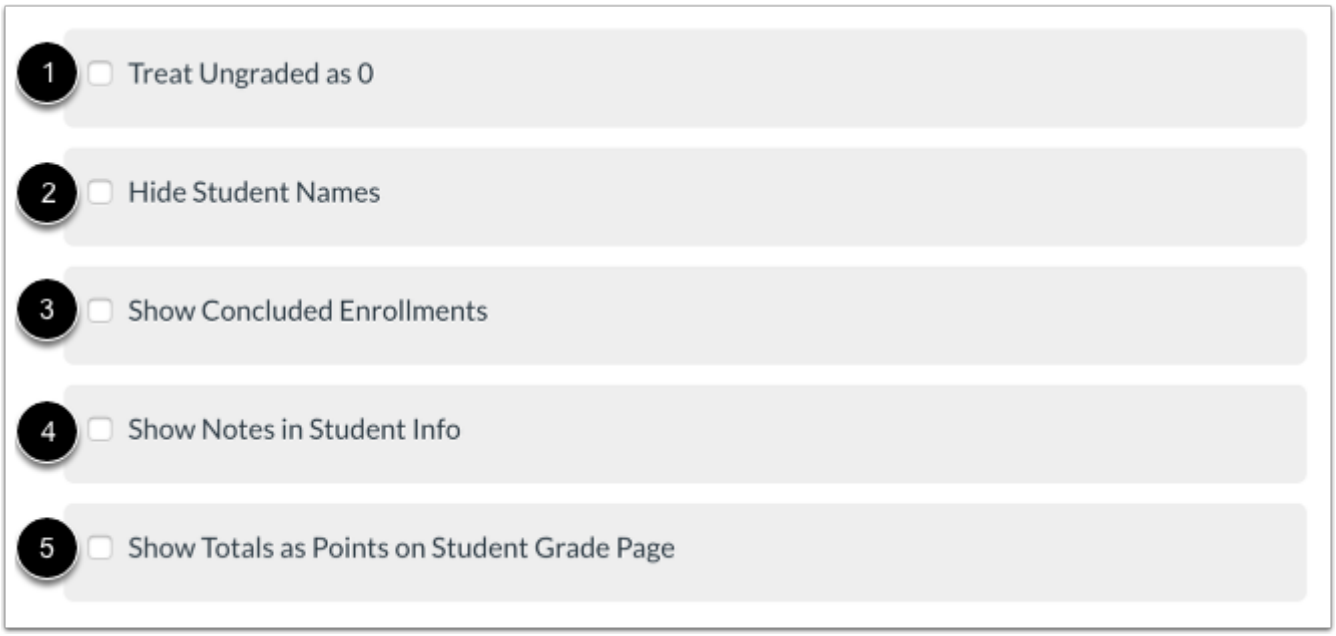
Note: You can only manage grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.

Sort Assignments



In the **Sort assignments** drop-down menu [1], select how to sort assignments. You can sort by assignment group and position [2], alphabetically [3], or by due date [4].

Select Gradebook Settings



Select any settings you want to display in the Gradebook Individual View.

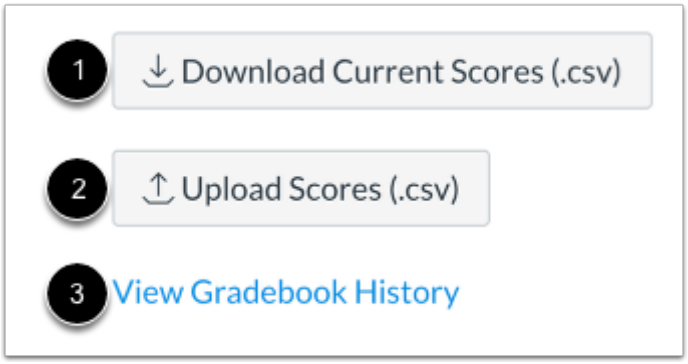
To give ungraded assignments a zero grade, click the **Treat Ungraded Assignments as 0** checkbox [1].

To hide student names, click the **Hide Student Names** checkbox [2]. To display concluded enrollments, click the **Show Concluded Enrollments** checkbox [3].

To display the Notes Column in the Student Information section, click the **Show Notes in Student Info** checkbox [4]. To show totals as points instead of percentage, click the **Show Totals as Points on Student Grade Page** checkbox [5].

Notes:

- The Treat Ungraded Assignments as 0 option may be restricted when multiple grading periods are enabled
- The Show Totals as Points on Student Grade Page option is only available if you are using unweighted assignment groups in your course



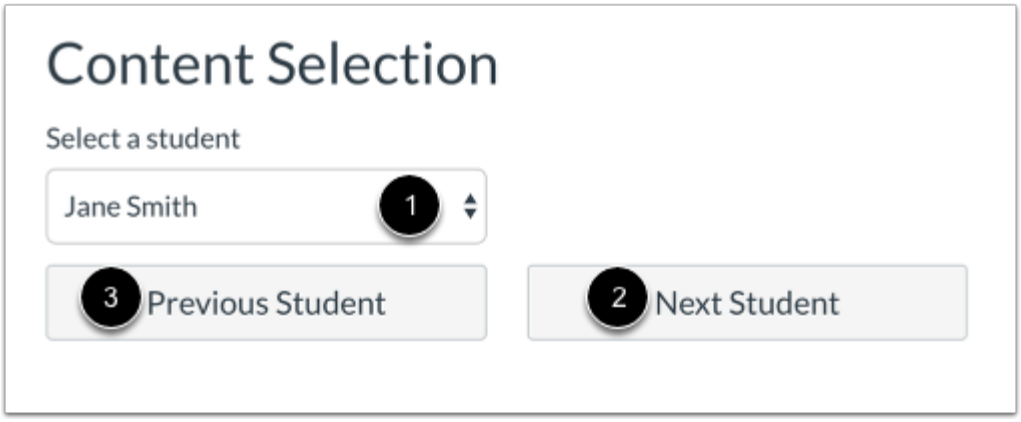
You can also select additional Gradebook settings by clicking the corresponding button:

To download scores in a CSV file, click the **Download Current Scores** button [1].

To upload scores in a CSV file, click the **Upload Scores** button [2].

To view the history of grading changes, click the **View Gradebook History** link [3].

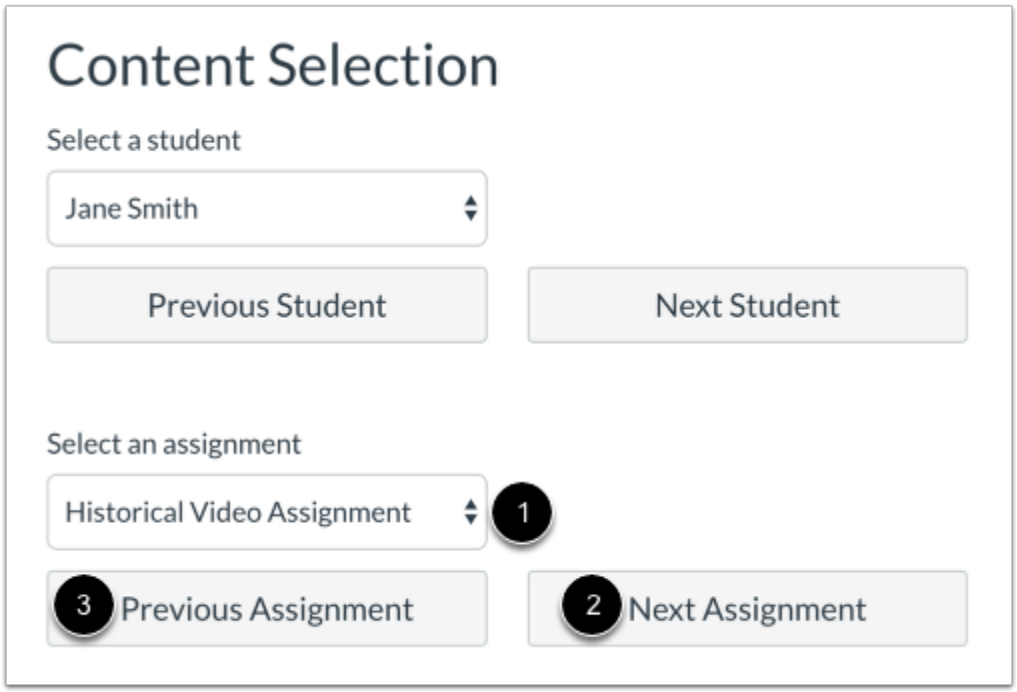
Select Student



In the **Select a student** drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2]. To return to the previous student, click the **Previous Student** button [3].

Student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

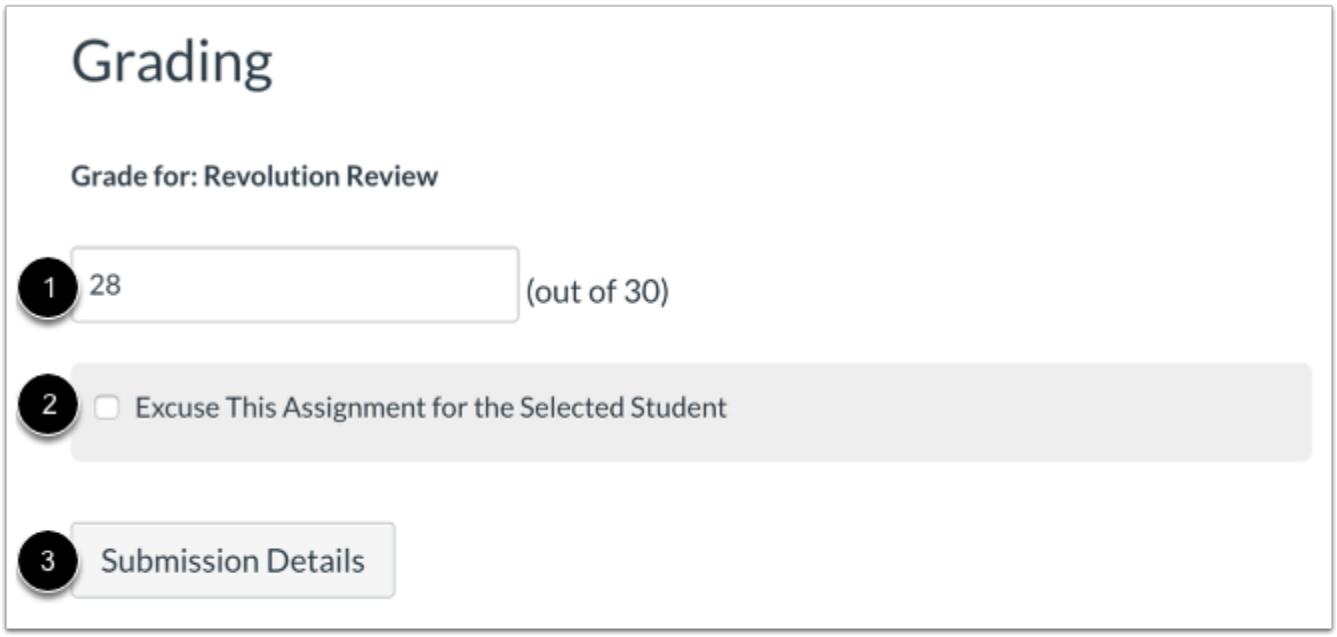
Select Assignment



In the **Select an assignment** drop-down menu [1], select the student's assignment you want to view. If you want to view the first assignment in your course, click the **Next Assignment** button [2]. To view the previous assignment, click the **Previous Assignment** button [3].

Assignments will be displayed according to your sorting preference in the Global Settings drop-down menu.

View Gradebook Information



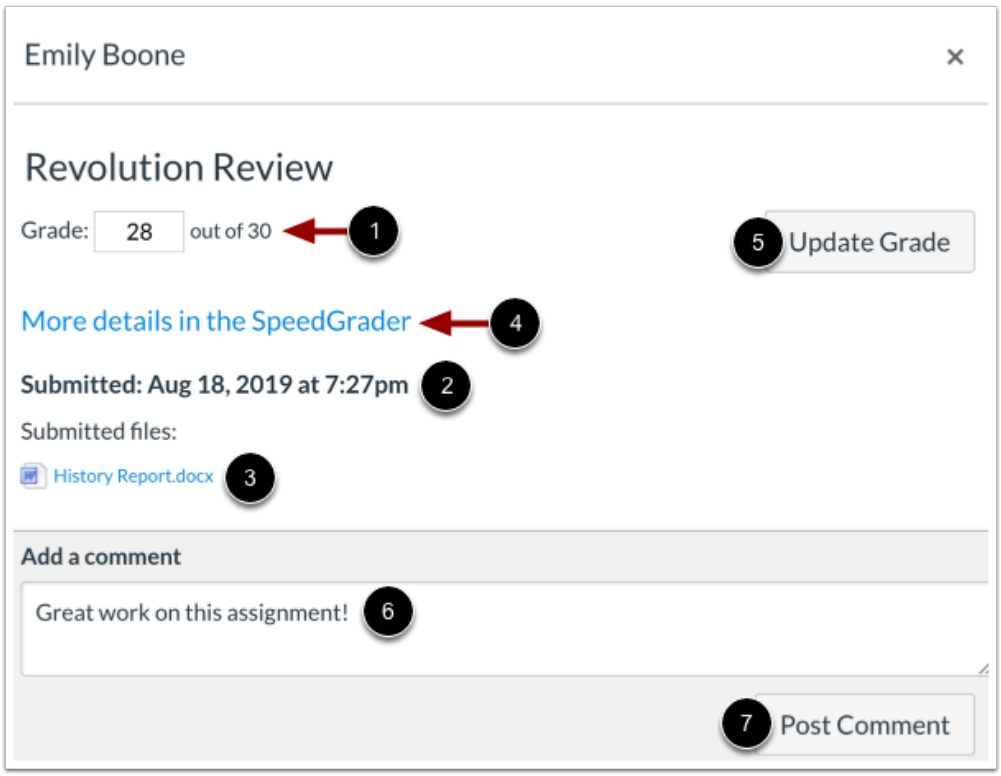
Once you select a student and an assignment, the Grading, Student Information, and Assignment Information sections will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

In the Grading section, you can manage the grade for the selected student and assignment.

To change a student's grade, enter the grade in the **Grade** field [1]. To excuse the assignment, click the **Excuse This Assignment for the Selected Student** checkbox [2].

To view submission details, click the **Submission Details** button [3].

View Submission Details

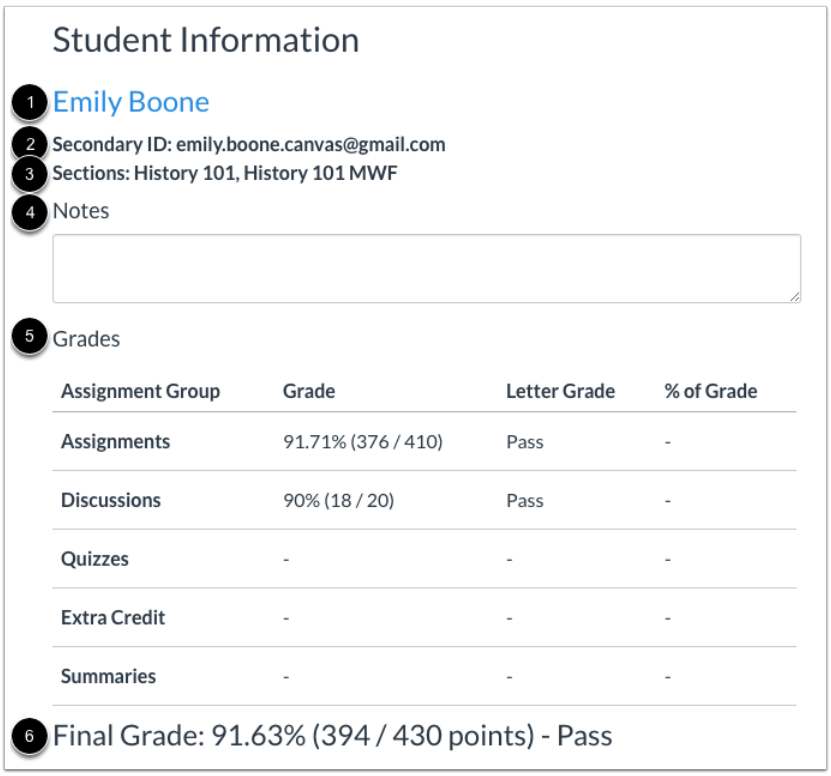


The Submission Details page displays the assignment grade [1], submission date and time [2], and any submitted files [3]. To view more details, click the **More details in the SpeedGrader** link [4].

To change the grade, enter the grade in the Grade field and click the **Update Grade** button [5].

To add a comment for the student, enter the comment in the **Add a comment** field [6] and click the **Post Comment** button [7].

View Student Information



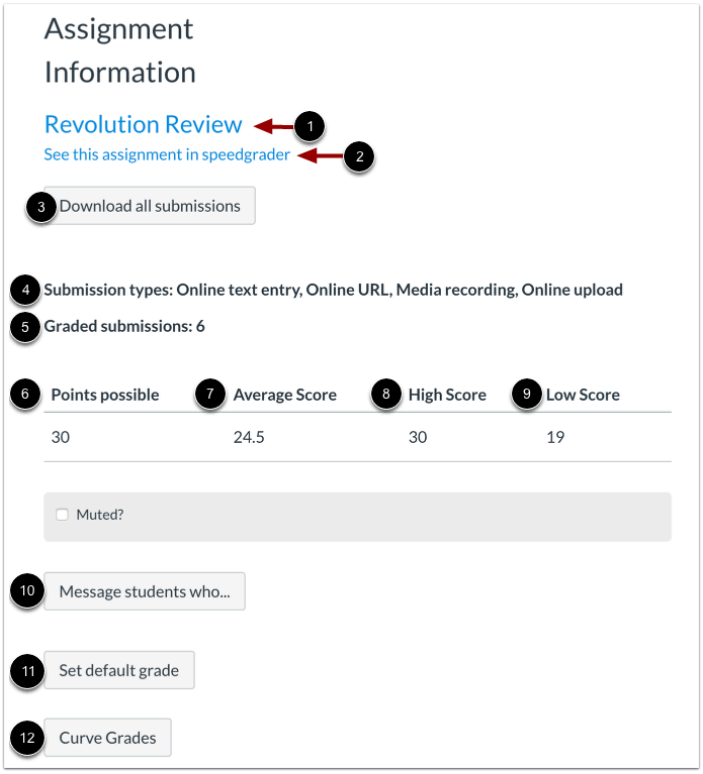
The Student Information section displays the student's name [1], secondary ID [2], and course sections [3]. To open the student's Grades page, click the name of the student.

If the Show Notes in Student Info option has been selected in Global Settings, Student Information section will also display the **Notes** field [4].

In the Grades table [5], you can view grades for each assignment group. When grading periods are weighted and the All Grading Periods options is selected, the Grades section displays the weight of each grading period.

The Grades table also displays the student's final grade [6]. The final grade may not be available when multiple grading periods are enabled.

View Assignment Information



The Assignment Information section allows you manage settings and view information for the entire assignment.

To open the assignment details page, click the name of the assignment [1]. To open the assignment in SpeedGrader, click the **See this assignment in SpeedGrader** link [2].

To download all submissions, click the **Download all submissions** button [3].

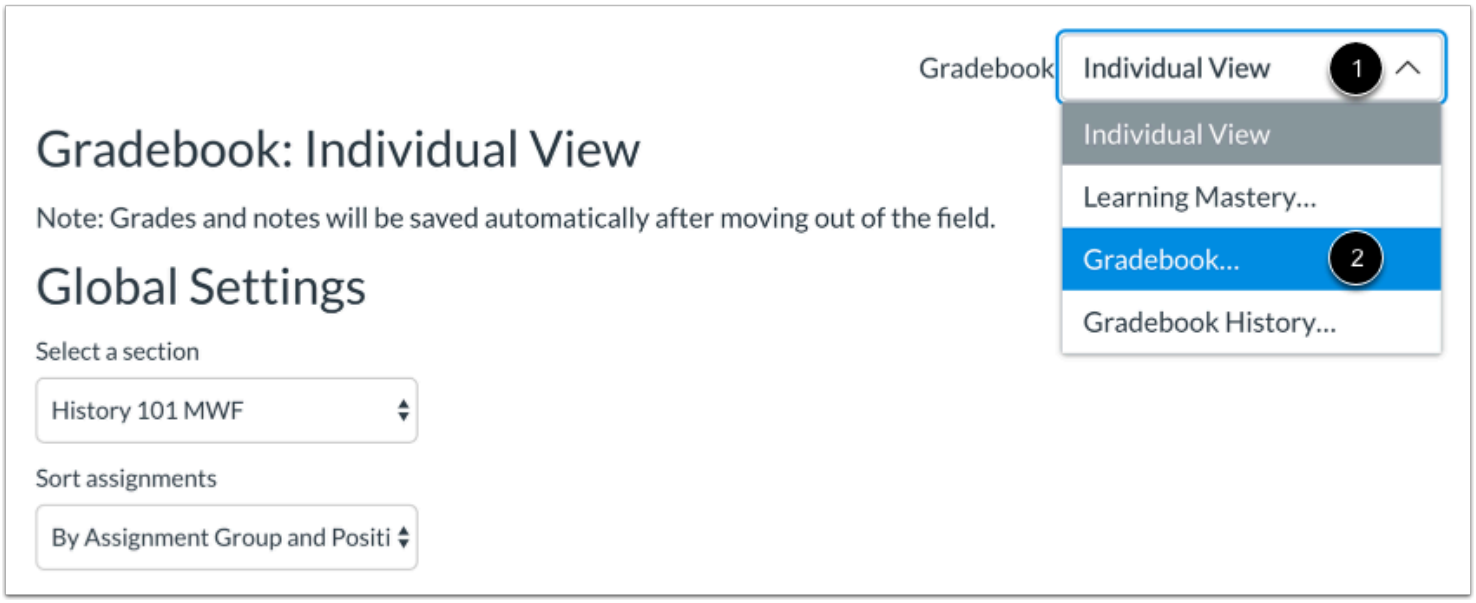
You can also view the submission types enabled for the assignment [4], the number of graded submissions [5], the number of points possible [6], average score [7], high score [8], and low score [9].

To send a message to students who meet specific criteria, click the **Message Students who** button [10].

To set a default grade for the assignment, click the **Set default grade** button [11]. To curve grades for the assignment, click the **Curve Grades** button [12].

Note: The Message students who button will not display if you are viewing an anonymous assignment.

Switch to Gradebook



To switch to the Gradebook, click the **Gradebook** drop-down menu [1] and select the **Gradebook** option [2].

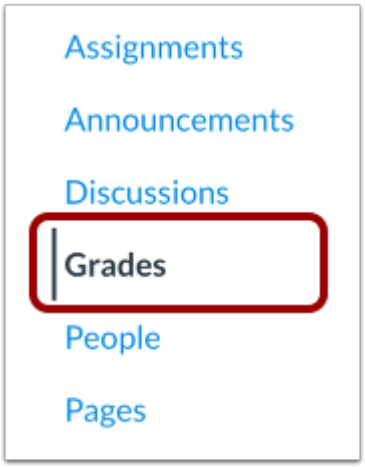
How do I use the Notes column in the Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as extra student information or general notes. The Notes column is not visible to students.

Notes:

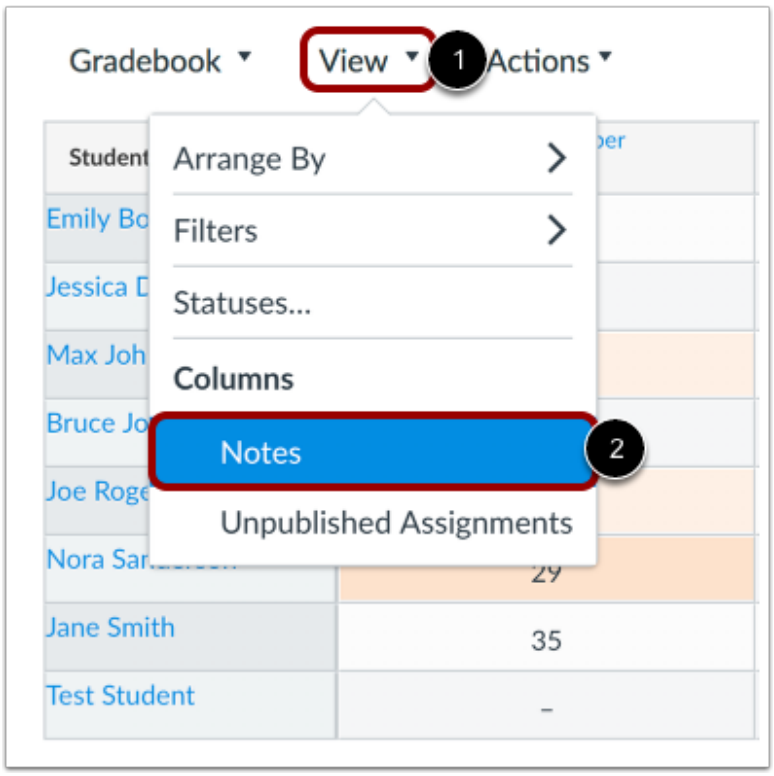
- Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden.
- The Notes column is included in the gradebook export CSV file, and you can add notes via CSV import.

Open Grades



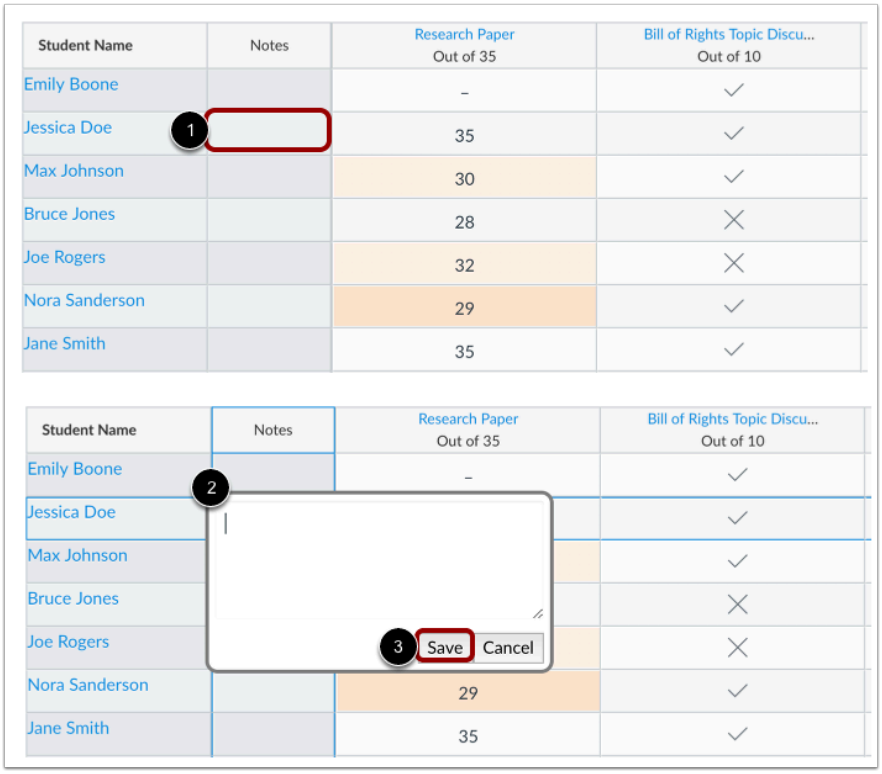
In Course Navigation, click the **Grades** link.

Show Notes Column



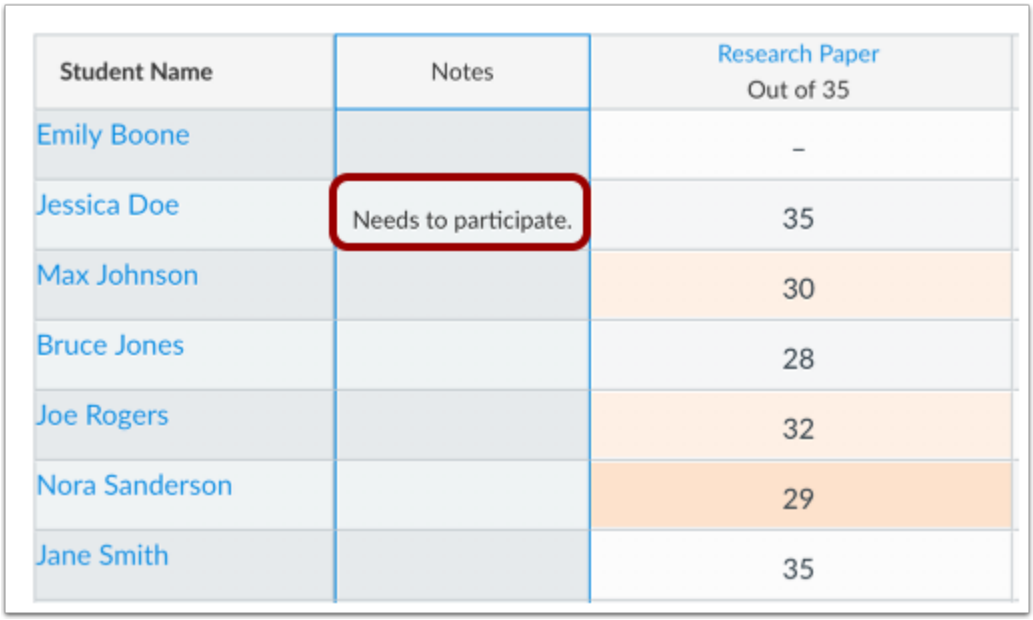
Click the **View** menu [1] and click the **Notes** link [2].

Insert Comments



To make a comment, click the note field for the appropriate student [1] and enter your note in the text field [2]. The note field allows up to 255 characters. To save your comment, click the **Save** button [3].

View Comments

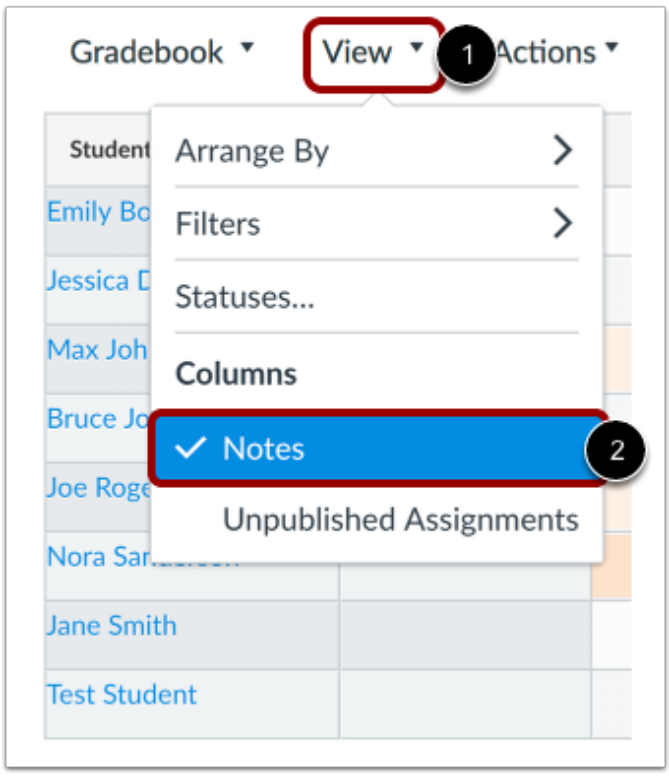


Student Name	Notes	Research Paper Out of 35
Emily Boone		–
Jessica Doe	Needs to participate.	35
Max Johnson		30
Bruce Jones		28
Joe Rogers		32
Nora Sanderson		29
Jane Smith		35

View your comments in the Notes column. You can view the full comment by resizing the column or re-clicking the notes text field.

Note: When you navigate away from the Gradebook, any changes to the size of the columns will be lost.

Hide Notes Column



To hide the Notes column in the Gradebook, click the **View** menu [1] and click the **Notes** link [2].

Note: Hiding the Notes column does not lose any changes.

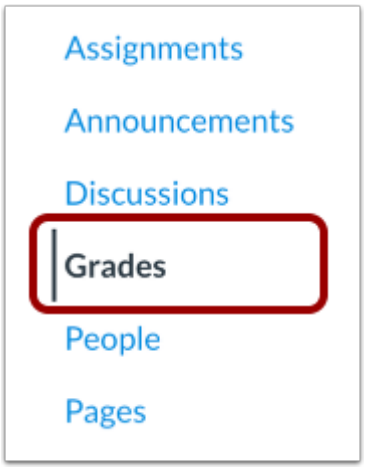
How do I view the Unpublished Assignments column in the Gradebook?

By default, you can view unpublished assignments in the Gradebook. This setting can be turned off at any time.

When unpublished assignments are visible in the Gradebook, unpublished assignments display with a gray background. Unpublished assignment columns do not include a dash indicating that grades cannot be entered. Additionally, assignment menu options are not available until the assignment is published.

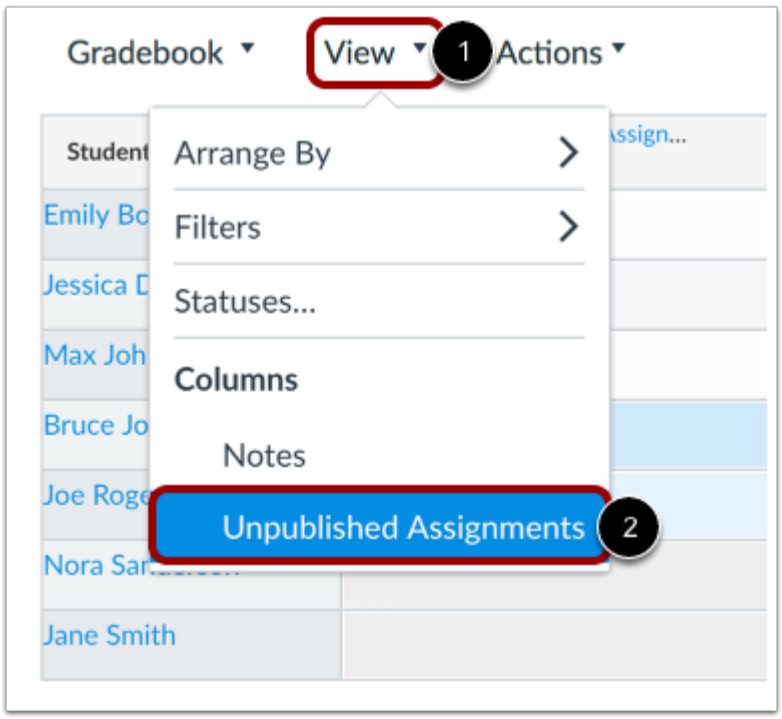
Unpublished assignments are not visible to students.

Open Grades



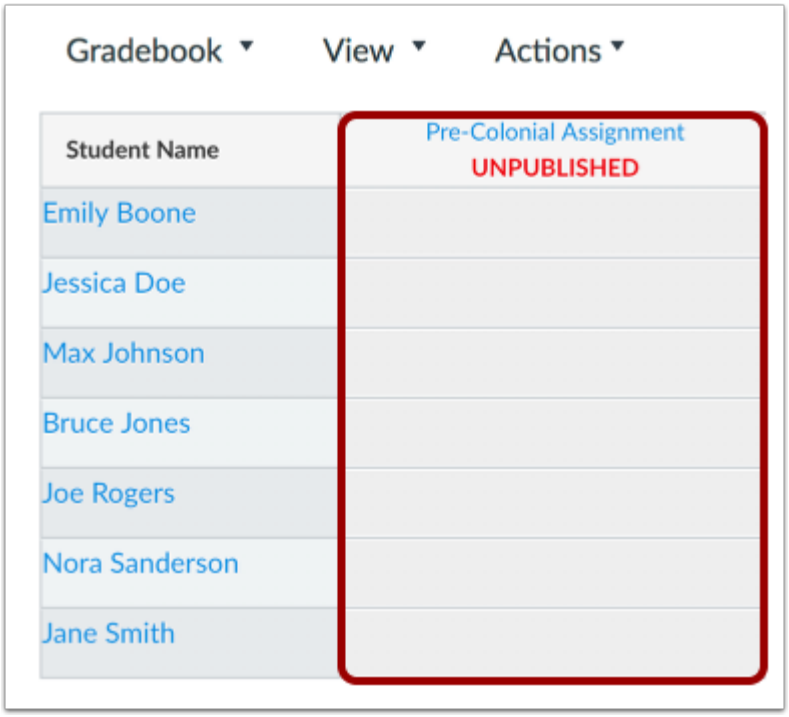
In Course Navigation, click the **Grades** link.

Show Unpublished Assignments



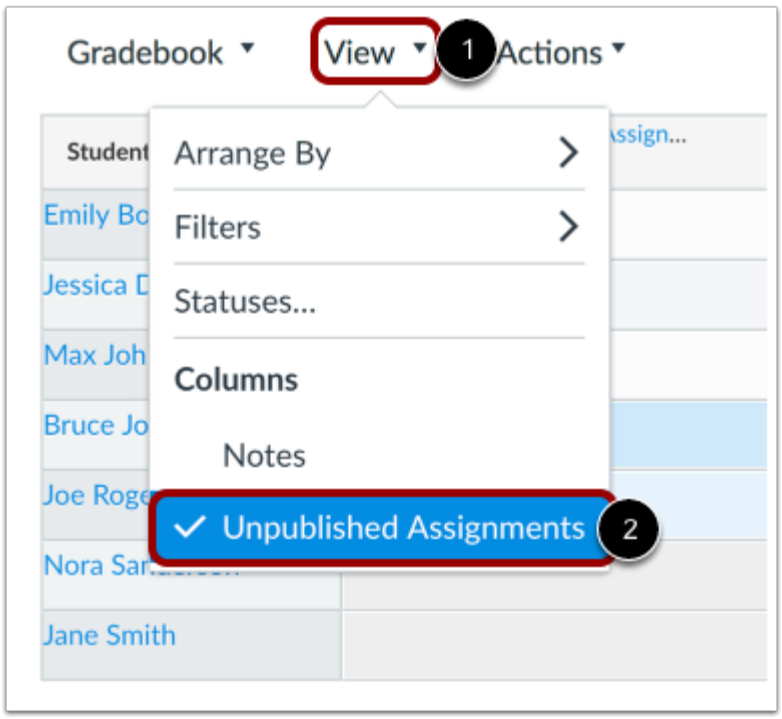
Click the **View** menu [1] and click the **Unpublished Assignments** link [2].

View Unpublished Assignment



View the unpublished assignment column. You can view the assignment name, but the cells are grayed out and are not editable until the assignment is published.

Hide Unpublished Assignment



To hide unpublished assignments, click the **View** menu [1] and click the **Unpublished Assignments** link [2].

How do I create assignment columns for non-submission assignments in the Gradebook?

Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment.

No Submission assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.

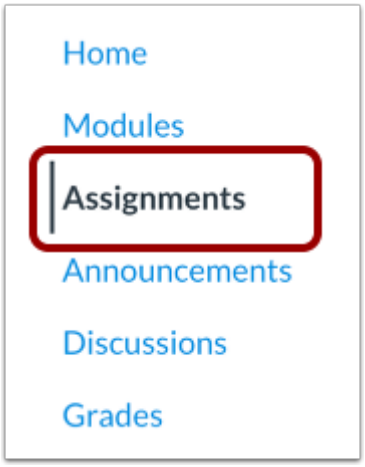
On Paper assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When students view the assignment, they see that the assignment will be submitted on paper.

To create multiple columns at once, you can upload changes to the Gradebook.

Notes:

- The Gradebook will display unpublished assignments, but you cannot enter grades for unpublished assignments.
- Not Graded assignment types will not appear in the Gradebook.
- For a zero point assignment to factor into a student's grade, you must add at least one additional graded assignment with a positive point value. This additional assignment can be in any assignment group.

Open Assignments

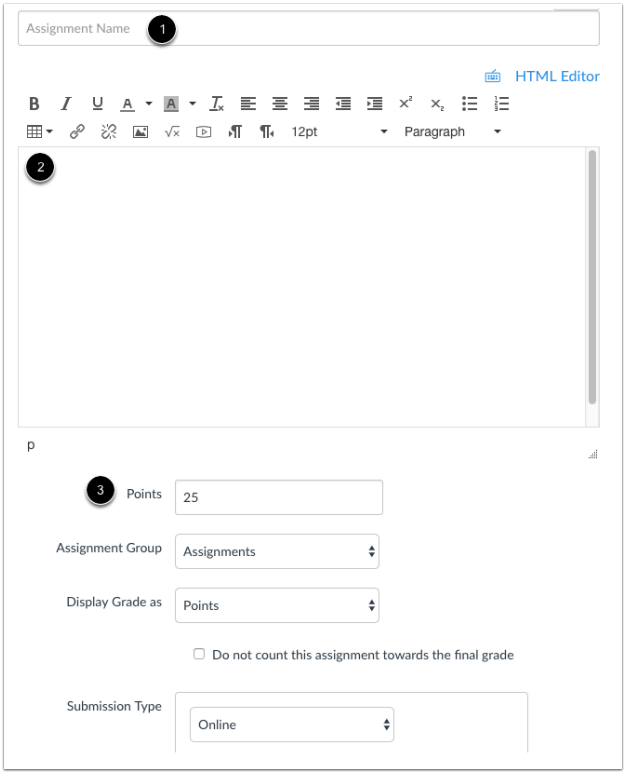


In Course Navigation, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** button.

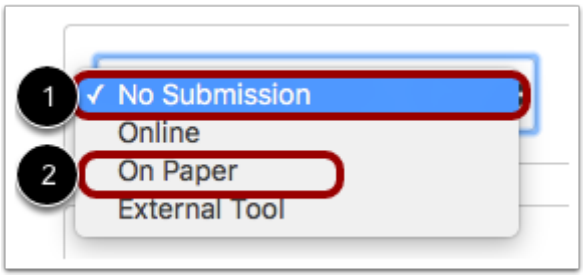
Enter Assignment Details



Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Set Submission Type



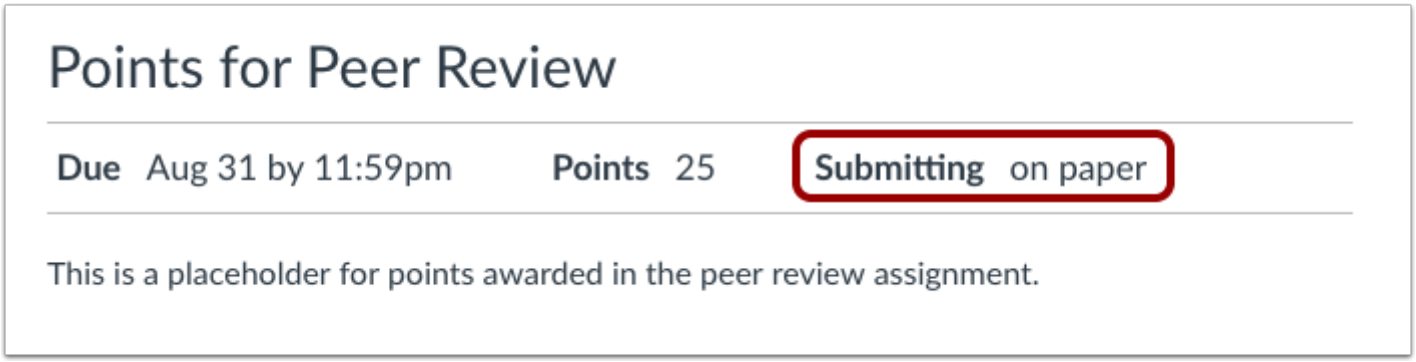
In the Submission Type drop-down menu, select the **No Submission** option [1] or **On Paper** option [2].

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

Note: Along with published assignments, the Gradebook will display unpublished assignments by default, but you can not enter grades for unpublished assignments.

Student View



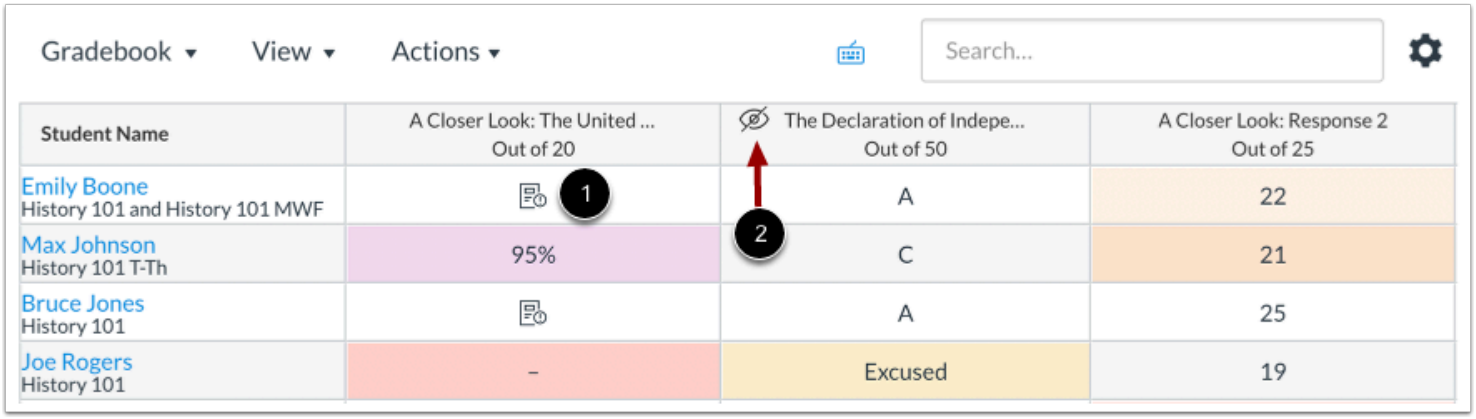
When students view a no submission or on-paper assignment, they will not see the **Submit Assignment** button. They can view the details and point value for the assignment. The Submitting section will indicate whether the submission is on-paper or if no submission is required.

How do I use the icons and colors in the Gradebook?

The Gradebook includes several icons and colors that may display in the assignment columns, assignment groups, and Total column.

Icons and colors are simply gradebook indicators to assist you with course grading. All published assignments count toward a student's total grade unless they are excused assignments.

Submission Type Icons



The Gradebook displays one **Assignment Icon** [1], regardless of assignment type, to note a submission that needs to be graded. A submission is noted as needing to be graded in the following conditions:

- A submission has been received but has not been graded
- A submission was graded but the grade was removed by the instructor
- A submission was resubmitted
- A quiz was submitted, but is 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

An assignment with grades hidden from students is indicated by the **Visibility** icon [2]. Additional situations apply:

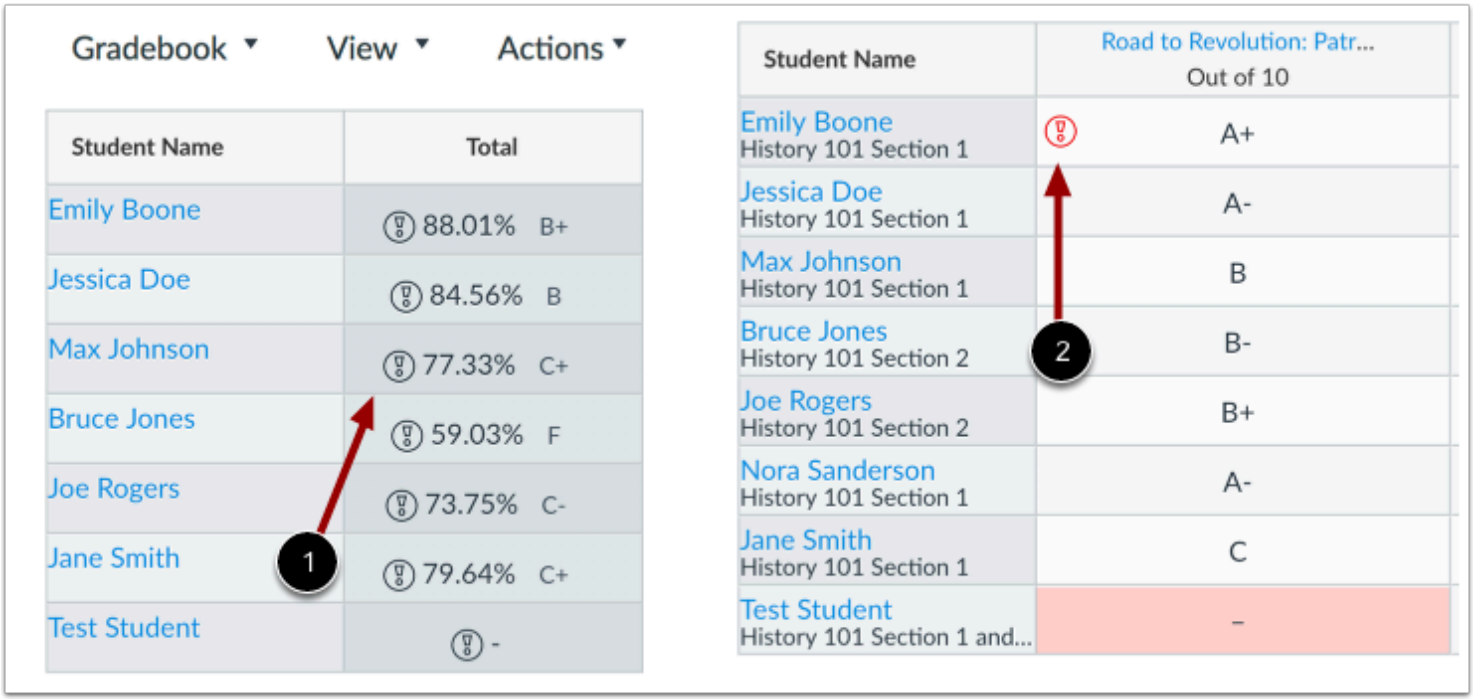
- When weighted assignment groups are not enabled, the total column also includes a warning icon notifying you that the grade you see differs from the grade the students see because student grades on one or more graded assignments are hidden.
- If an assignment column displays the visibility icon and all cells are grayed out, the assignment is moderated.

Grading Types

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

- **Dash** [1]: No submission
- **Number** [2]: Points grade
- **Check Icon** [3]: Complete grade
- **X Icon** [4]: Incomplete grade
- **Letter** [5]: Letter grade
- **Percentage** [6]: Percentage grade
- **GPA** [7]: GPA scale
- **Excused** [8]: Excused assignment

Column Warning Icons

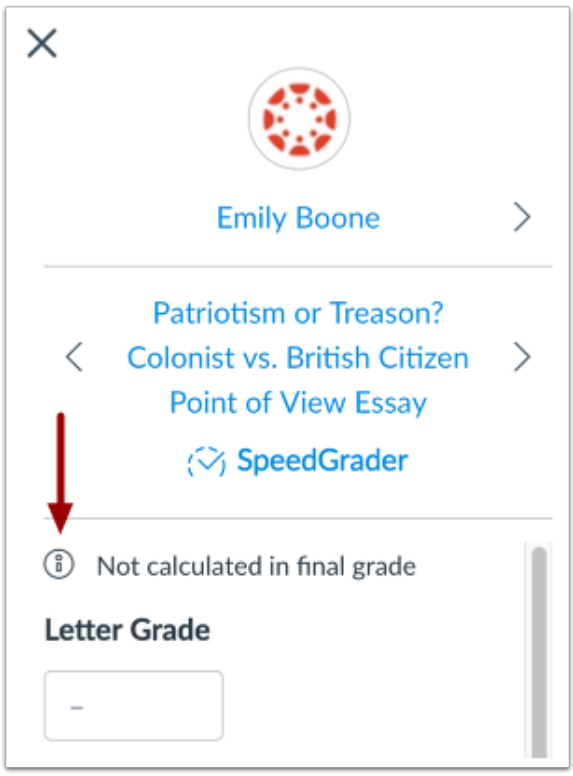


The **Black Warning Icon** [1] notifies you that the final score does not include one of the assignment groups because the group has zero points possible (the warning will tell you which assignment group is affected). This icon only displays in the total column related to assignment group errors.

You can correct the assignment group warnings by making sure a weighted assignment group has an assignment worth more than zero points, or, if an assignment is supposed to have zero points, adding another assignment with more than zero points to the assignment group.

The **Red Warning Icon** [2] notifies you that the entered grade is not supported in the grading scheme. Canvas will also display an invalid grade warning message when an invalid grade is entered.

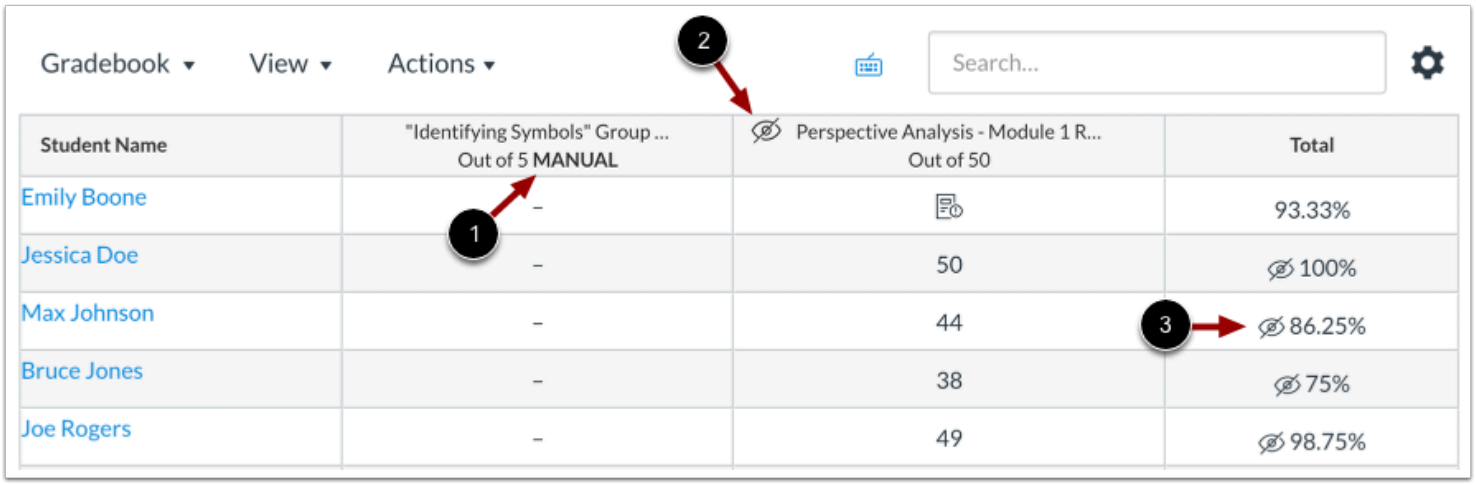
Grade Detail Tray Warning Icon



The **Grade Detail Tray Warning Icon** displays a warning icon for assignments that are not calculated as part of the final grade. This icon displays if the **Do not count this assignment towards the final grade** option is selected, or if the assignment is in a weighted assignment group with no weighted percentage.

The Grade Detail Tray also reflects if assignment grades are hidden.

Visibility Icons



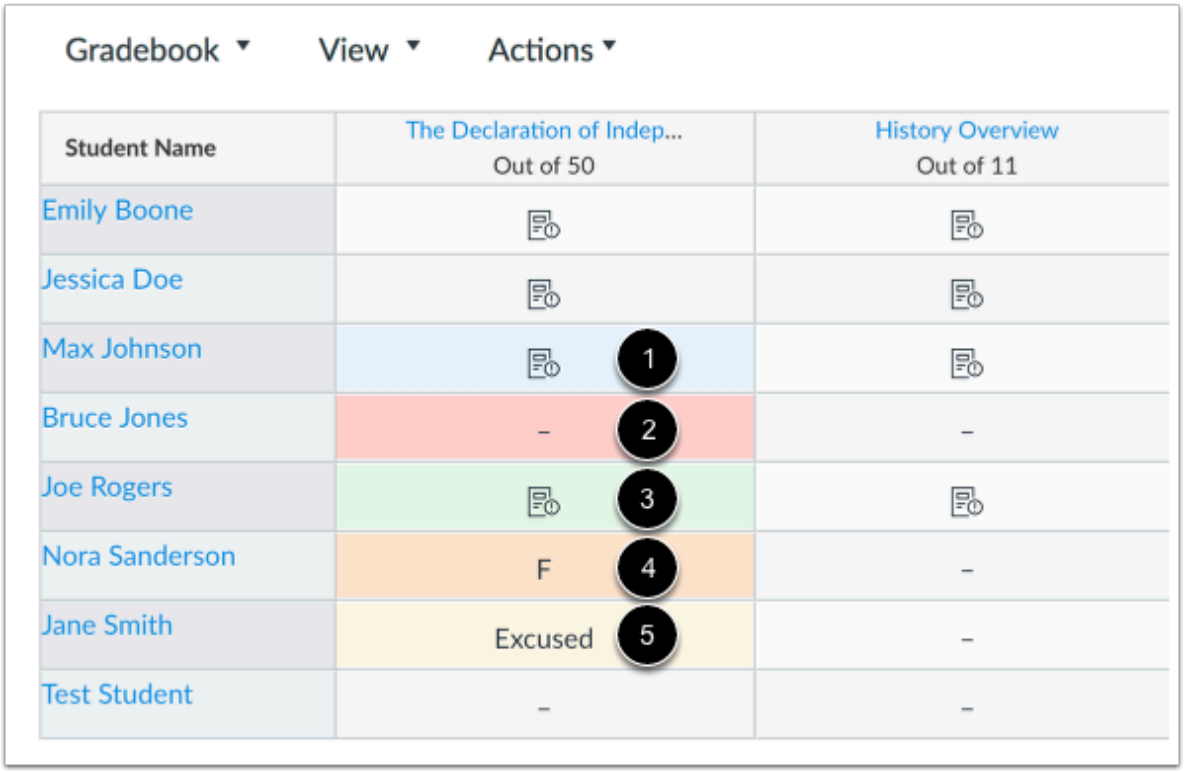
If you have applied a manual posting policy in a course or in an individual assignment, the Manual label will display in the Gradebook.

The **Manual** label [1] indicates that a manual posting policy is currently in place and future grades are hidden from student view or that a manual posting policy was previously used to hide grades in an assignment. If you have selected a manual posting policy for a course, all assignments that have hidden grades will display the Visibility icon.

The **Visibility** icon [2] indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3] to indicate that the total grade in the Gradebook differs from the total grade viewed by the student.

Colors



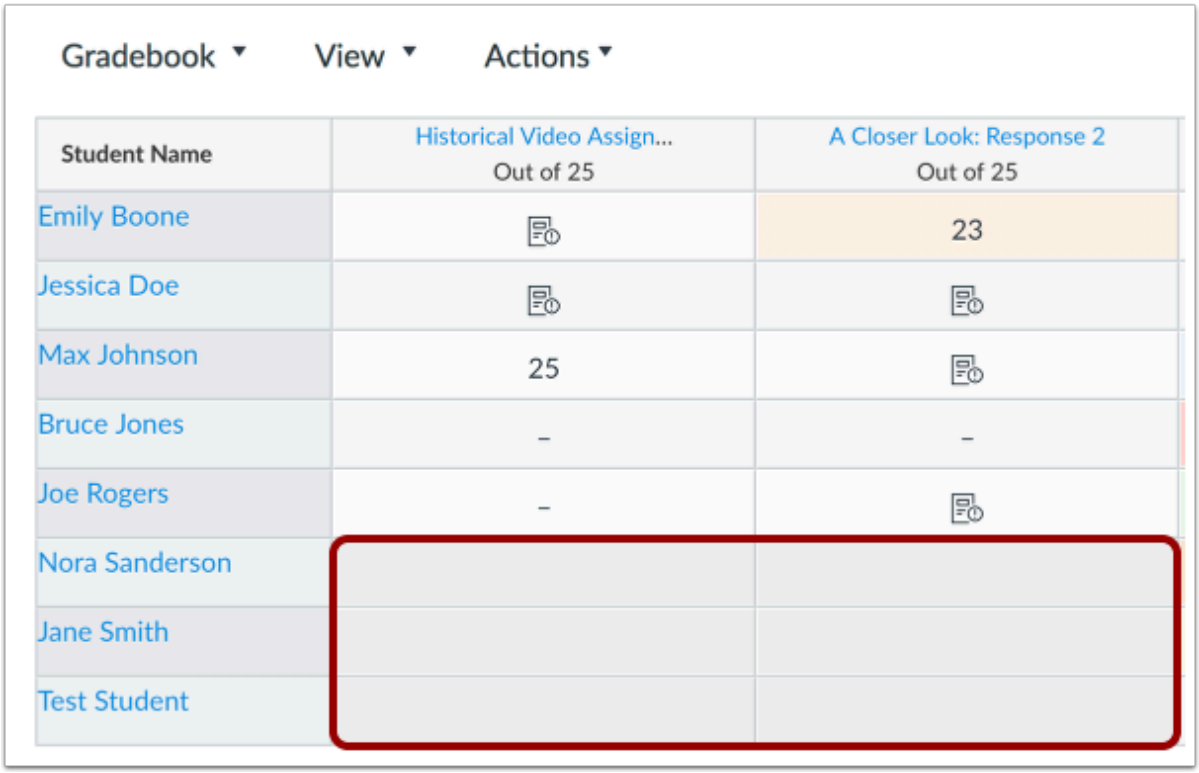
The Gradebook includes a default set of colors that indicate various statuses for assignments:

- Blue [1]: Late submission
- Red [2]: Missing submission
- Green [3]: Resubmitted assignment
- Orange [4]: Dropped grade
- Yellow [5]: Excused assignment

Status colors in your Gradebook may vary, as you can change the status colors for each status in the Gradebook. However, you cannot change the status names.

Gradebook rows alternate white and gray shading, so some colors may seem darker if they display in a row with gray shading.

Differentiated Assignments

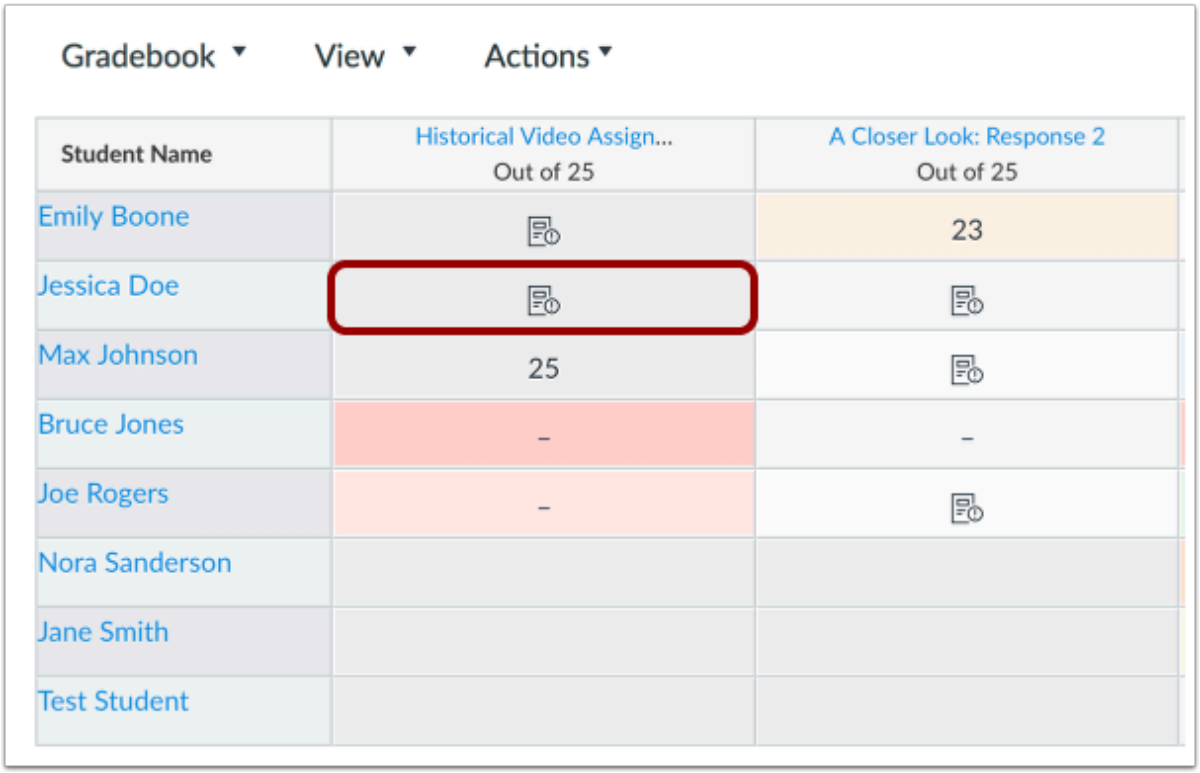


When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment and do not include a dash. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

In the student grades page, students can only view assignments that have been assigned to them.

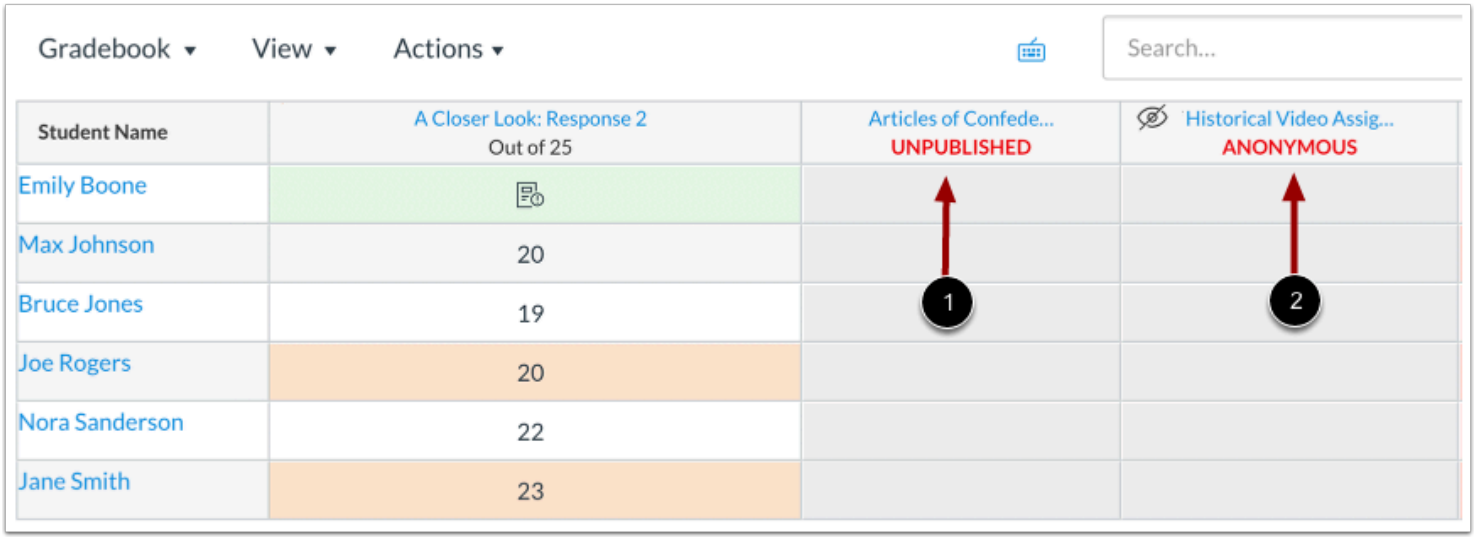
Differentiated assignments are also used in MasteryPaths.

Closed Grading Periods



If your course uses multiple grading periods, submission cells for an entire assignment in a closed grading period are grayed out in the Gradebook. Assignments in a closed grading period cannot be edited.

Disabled Columns

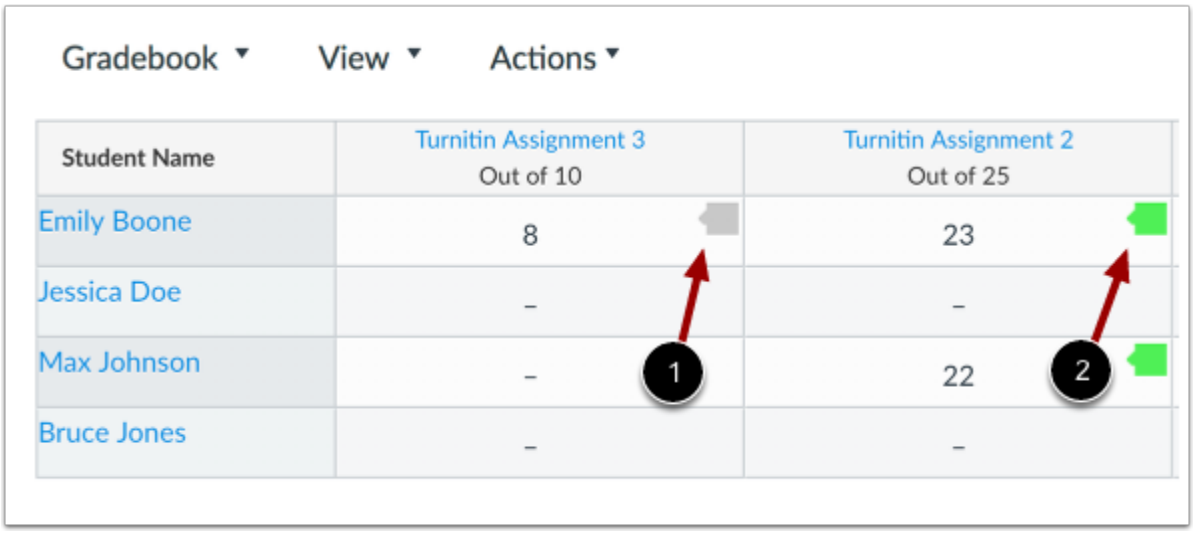


Some columns are completely disabled until the status of the assignment is changed. Disabled columns do not include dashes in the Gradebook cells, which indicates that grades cannot be entered, and display a gray background.

Disabled columns are labeled for unpublished assignments [1] and anonymous assignments [2]. Grades cannot be entered for unpublished assignments until the assignment is published. For anonymous assignments, grade cells do not display any content, including the Needs Grading icons, until assignment grades are unhidden.

Note: Assignments that are both anonymous and moderated display as anonymous, though the Grade Detail Tray displays the assignments as being hidden. Moderated hidden assignments can be updated in the Gradebook, but any entered grades will be overwritten once final grades are posted.

Turnitin Icons



If you create a Turnitin assignment, the Gradebook displays Turnitin score icons in the Gradebook. To view details of the score, click the icon and view more details in SpeedGrader:

- **Gray icon** [1]: Originality report has not been generated yet
- **Color icon** [2]: Originality report has returned a score; the color is based on the originality percentage score

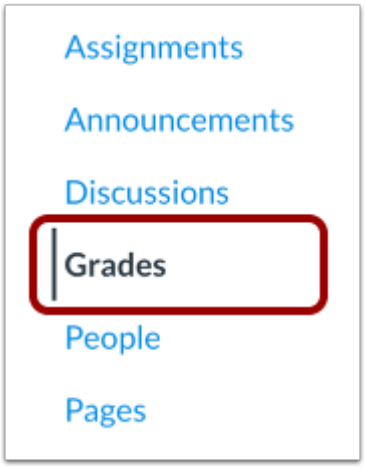
How do I sort an individual assignment column in the Gradebook?

Each individual assignment column includes options to sort by grade and assignment status. By default, the Gradebook is sorted by student last name in ascending order.

When sorting by status, each grade only displays one status. Sorting may affect any assignments that have been dropped according to a drop rule in the assignments page. The dominant status is always shown, so if an assignment is missing or late but is also a dropped grade, the dropped grade status will be shown. However, you can view the Grade Detail Tray to view additional details about the grade.

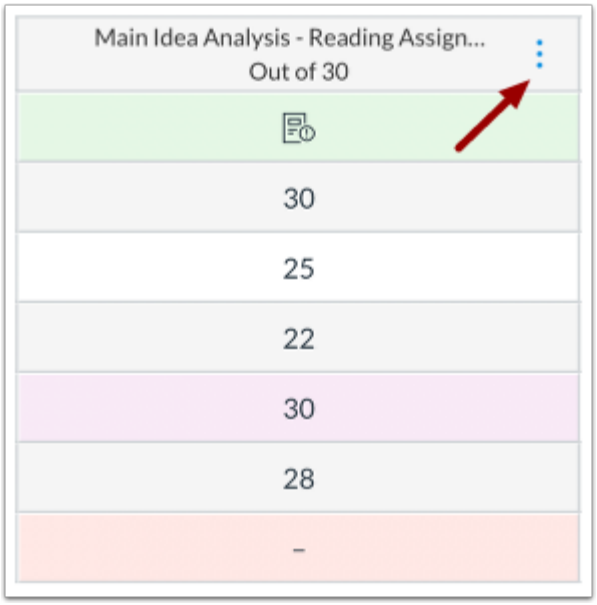
Note: Sorting is not available for anonymous assignments.

Open Grades



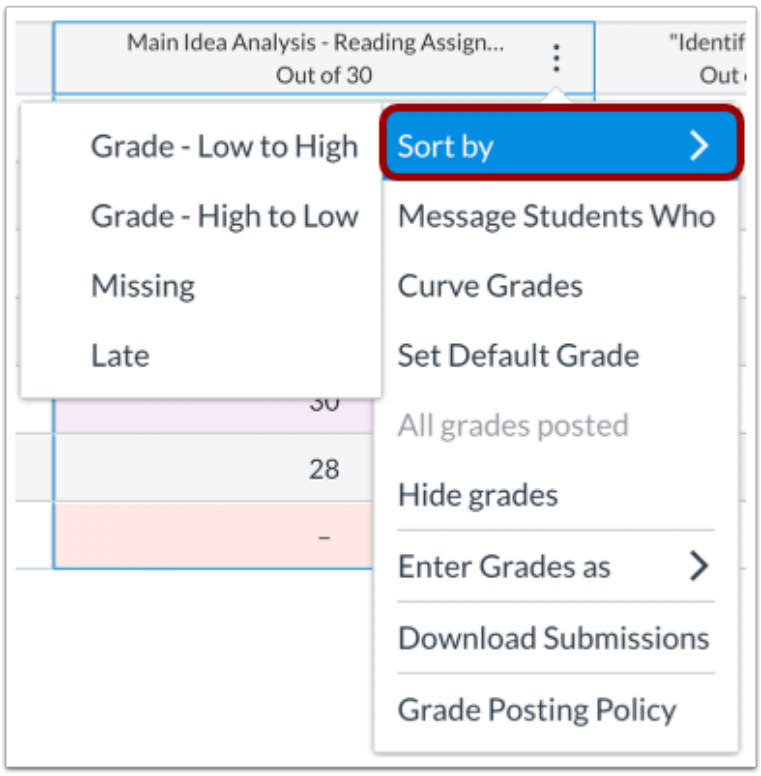
In Course Navigation, click the **Grades** link.

Open Assignment Menu



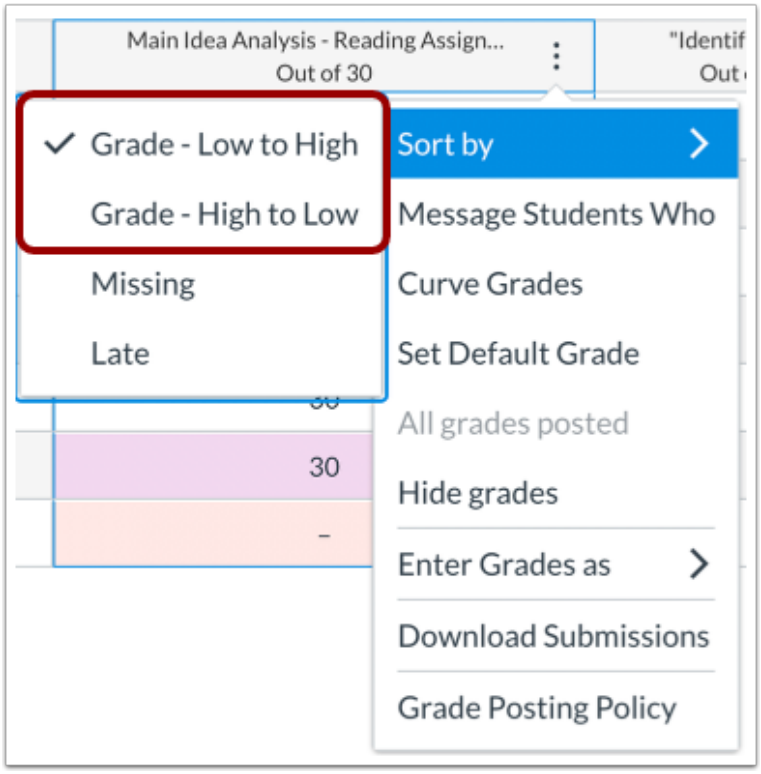
Hover over the assignment column header and click the **Options** icon.

Sort Column



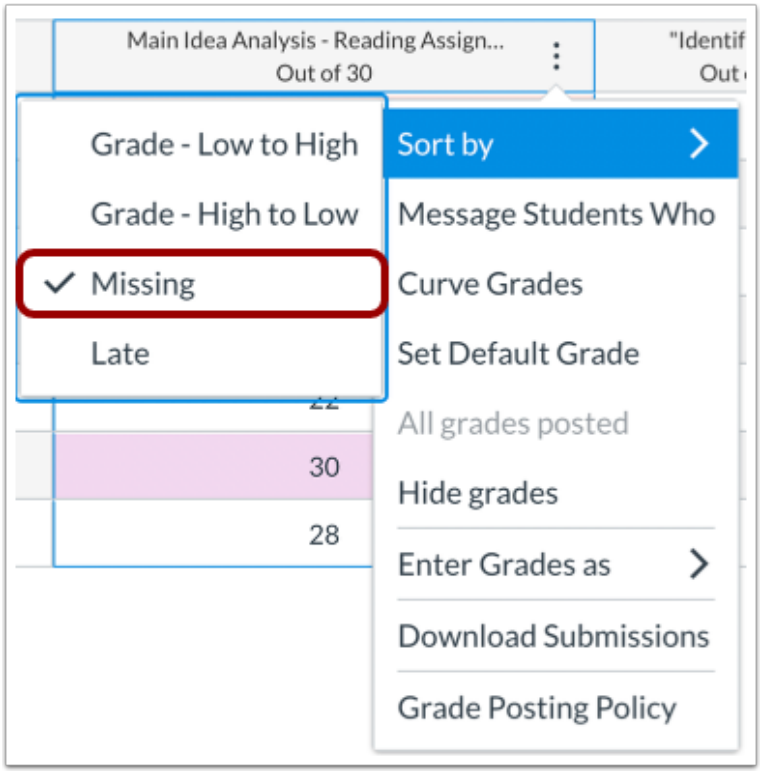
Click the **Sort by** link, then select the option how you want to sort the column.

Sort by Grade



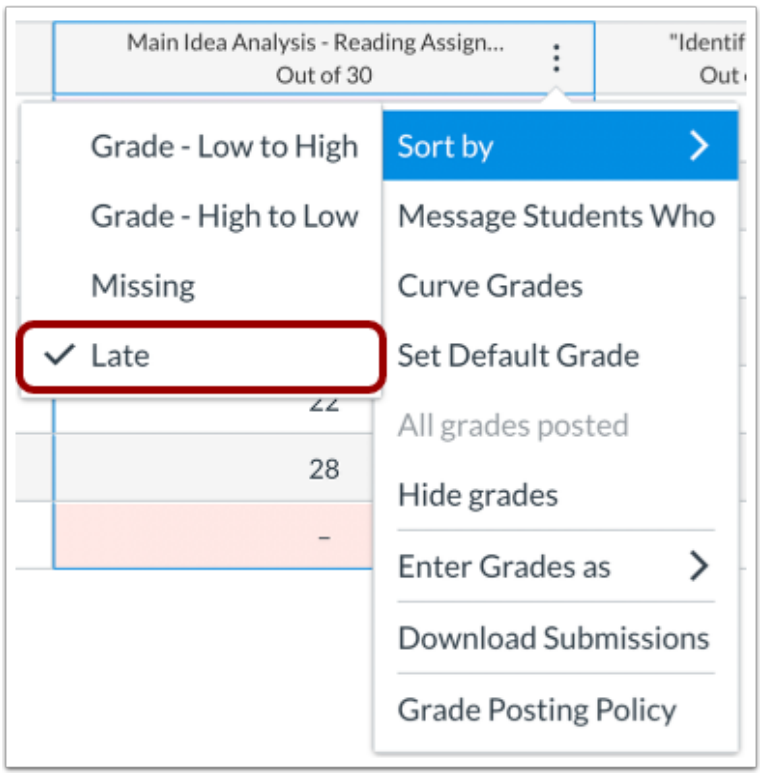
To sort by grade, select the **Grade - Low to High** or **Grade - High to Low** option.

Sort by Missing



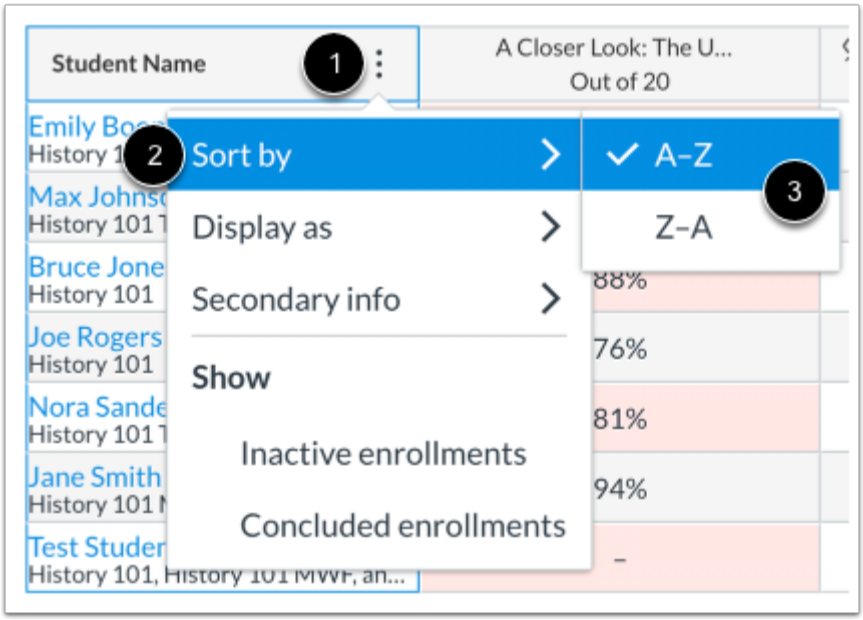
To sort by missing status, select the **Missing** option.

Sort by Late



To sort by late status, select the **Late** option.

Sort by Student Name



To remove individual assignment column sorting options, sort by student name.

Click the **Options** icon in the Student Name column [1], then select the **Sort by** option [2] and select a sorting option [3].

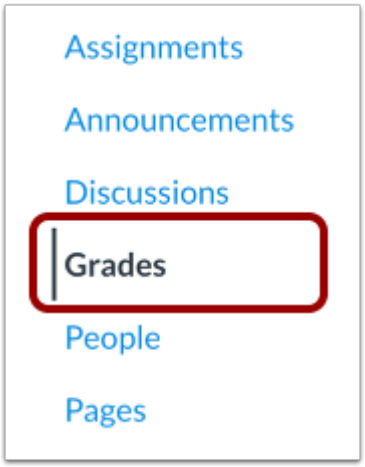
How do I change the color for a grading status in the Gradebook?

The Status option allows you to change the default colors in the Gradebook. Each color is a default associated with a Gradebook status: late (blue), missing (red), resubmitted (green), dropped (orange), or excused (yellow). Colors can be adjusted by selecting a default color or using a supported hex code.

Colors are a per-user setting. Colors set in your course apply to any of your other courses that use the Gradebook, however, they do not apply to any other user who may view the Gradebook. Additionally, status names cannot be changed.

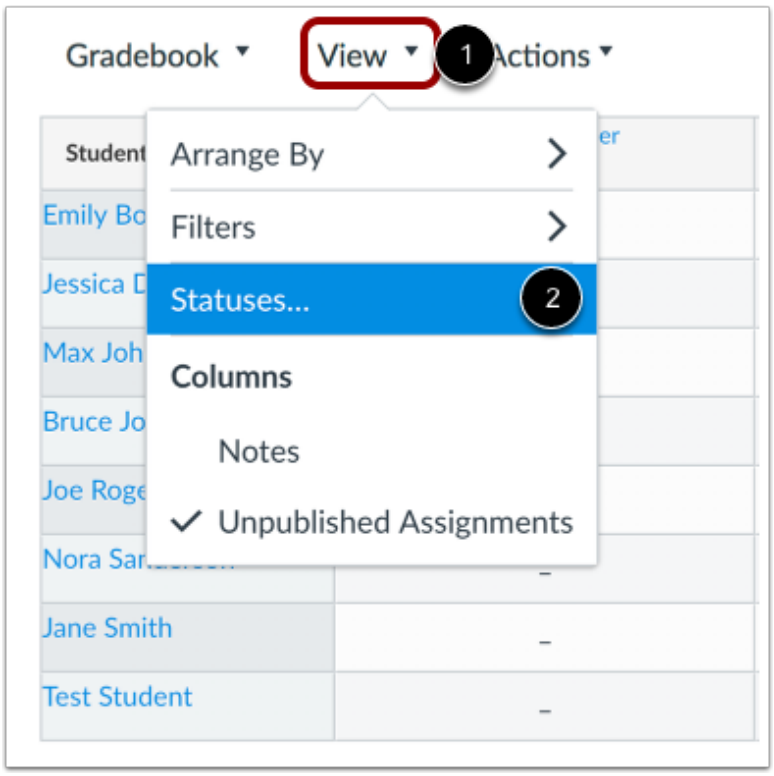
Note: Some colors may seem darker if they display in a Gradebook row that has an alternating gray background.

Open Grades



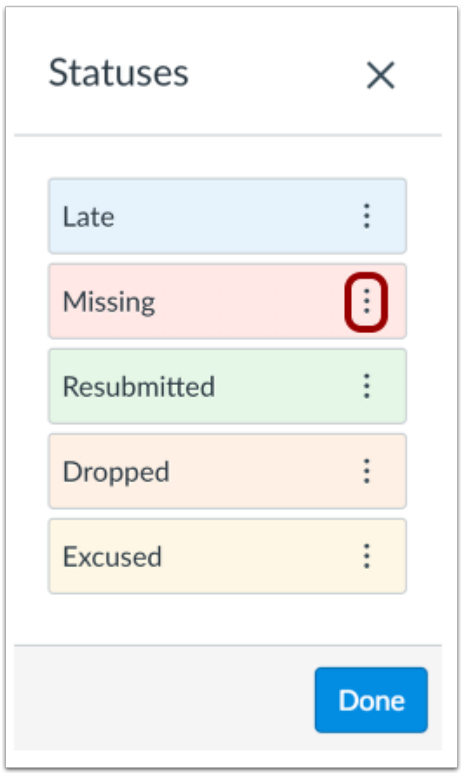
In Course Navigation, click the **Grades** link.

Open Statuses



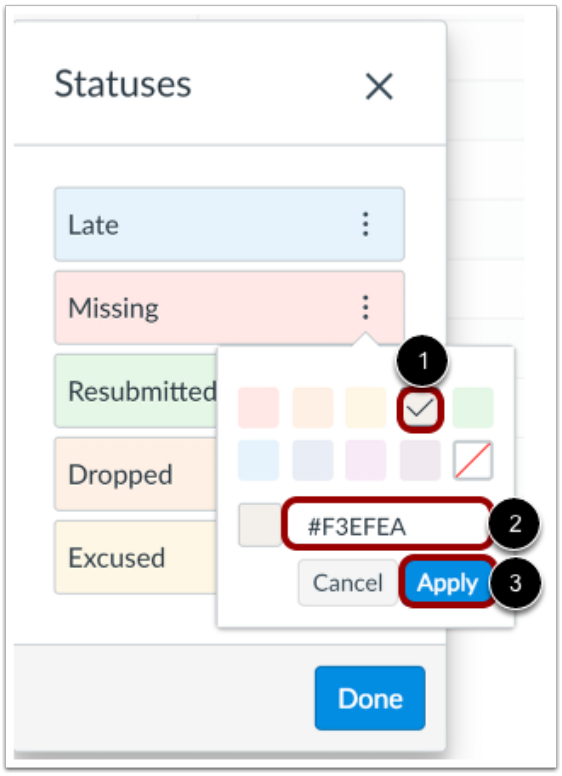
In the View menu [1], click the **Statuses** link [2].

Change Color Status



View the color defined for each status.

To change a color value, click the **Options** icon.

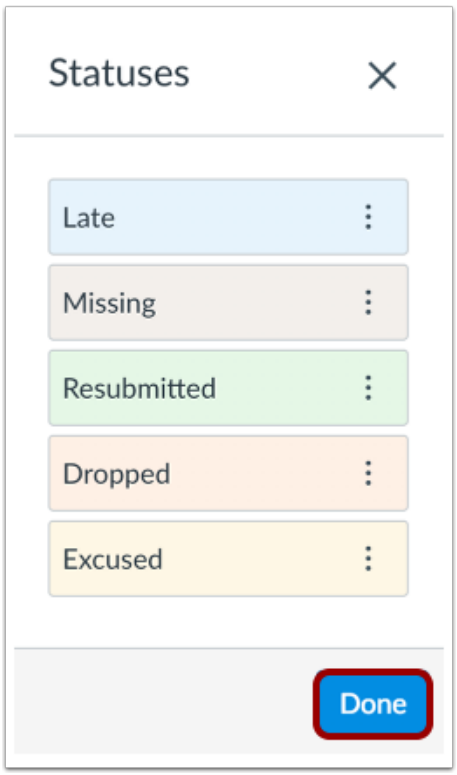


Select the new color for the status. The check mark indicates the selected color [1], and the hex color code displays in the text field [2].

If you want to use a color not shown in the window, you can enter the color's hex code directly in in the text field. The hex field will display a warning icon if the hex code is not valid.

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

Close Statuses



Click the **Done** button.

How do I view grades for inactive or concluded student enrollments in the Gradebook?

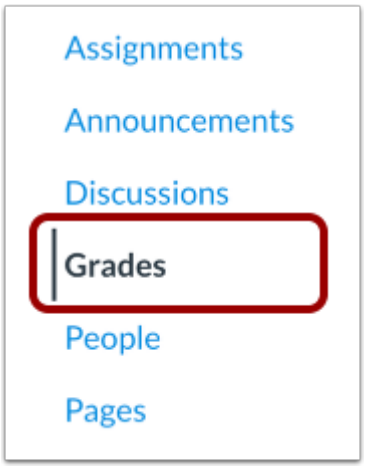
You can view the grades for inactive and concluded student enrollments in the Gradebook. However, depending on the enrollment type, you may not be able to perform certain actions. Learn more about enrollments types in the Canvas Enrollment Status Comparison PDF.

For concluded student enrollments, all content in the Gradebook is read only and cannot be changed. Grades can also be viewed when viewing concluded enrollments in the People page.

For inactive student enrollments, grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback.

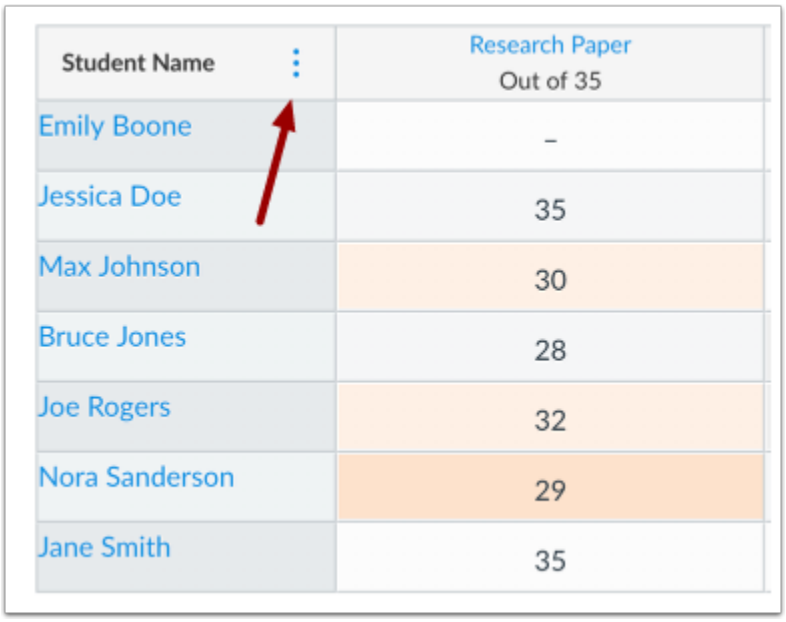
Note: Inactive and concluded enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Open Grades



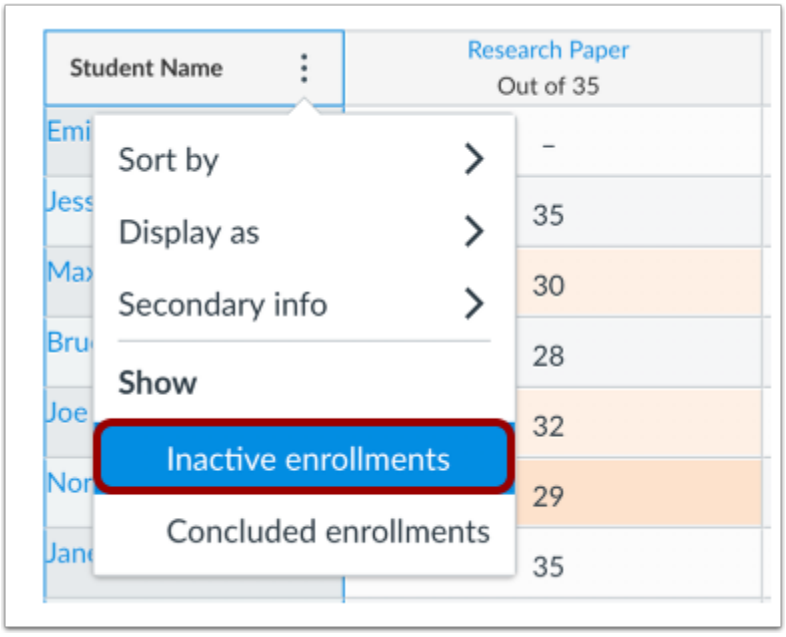
In Course Navigation, click the **Grades** link.

Open Student Name Menu



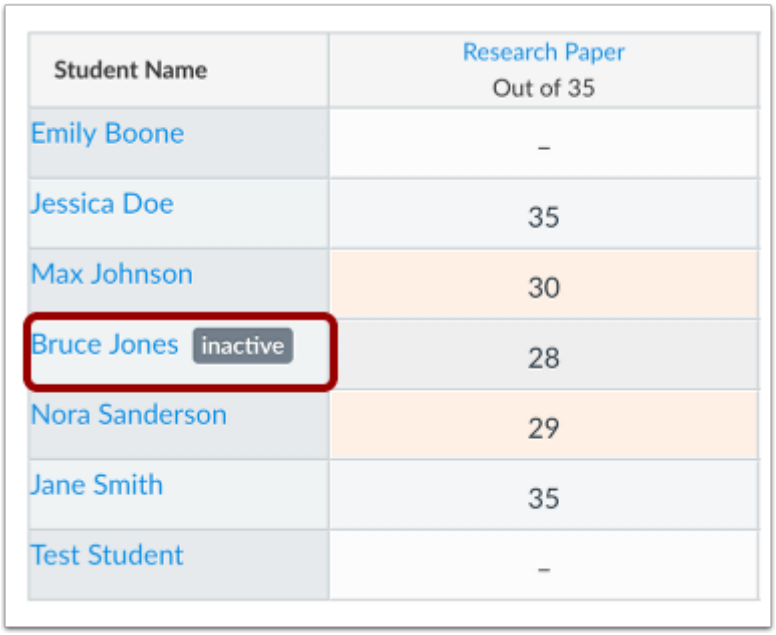
Hover over the Student Name column header and click the **Options** icon.

Show Inactive Enrollments



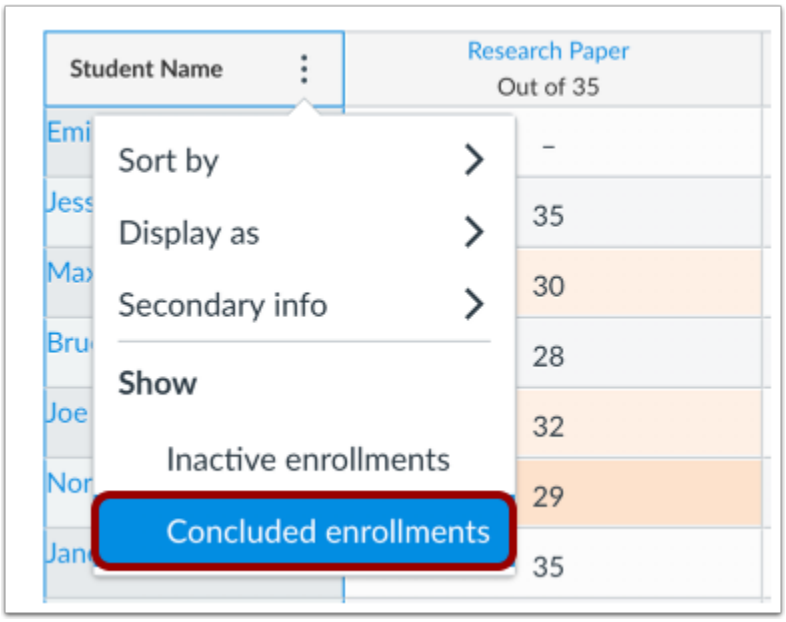
To view inactive enrollments, select the **Inactive enrollments** link.

View Inactive Enrollments



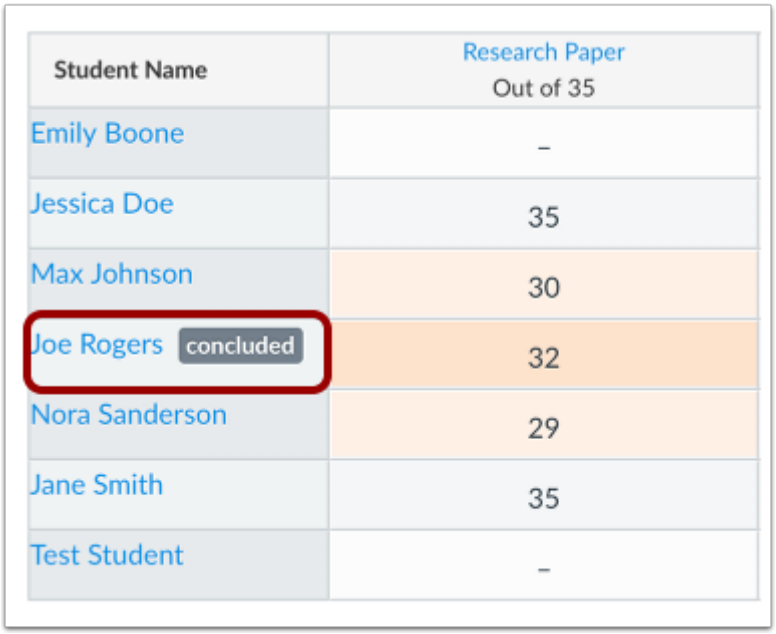
View the inactive student in the Gradebook. You will be able to edit the grades. However, the student will not able to access the course to view the grades or any submission comments or feedback.

Show Concluded Enrollments



To view concluded enrollments, select the **Concluded enrollments** link.

View Concluded Enrollments



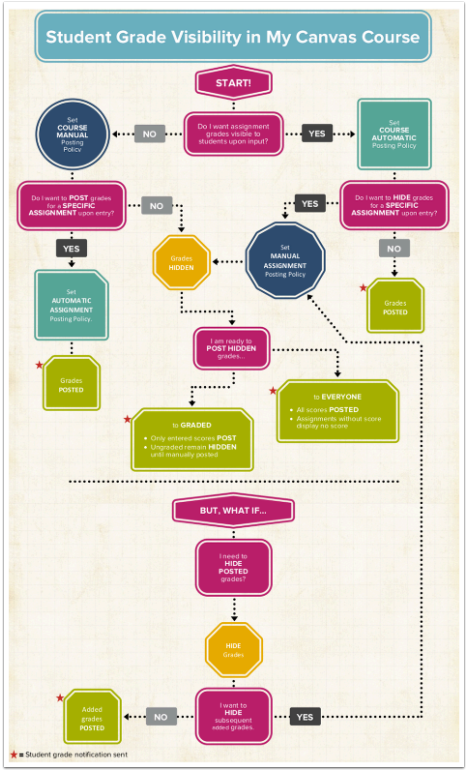
View the concluded student in the Gradebook. You will not be able to edit the grades.

How do I use posting policies in a course?

You can use posting policies in Gradebook to manage assignment grade visibility for students. Posted grades are visible to students in your course. Hidden grades are visible to you in the course gradebook, but students cannot see them.

Note: It is recommended that you set course and assignment posting policies before entering grades.

View Post Policies Flowchart



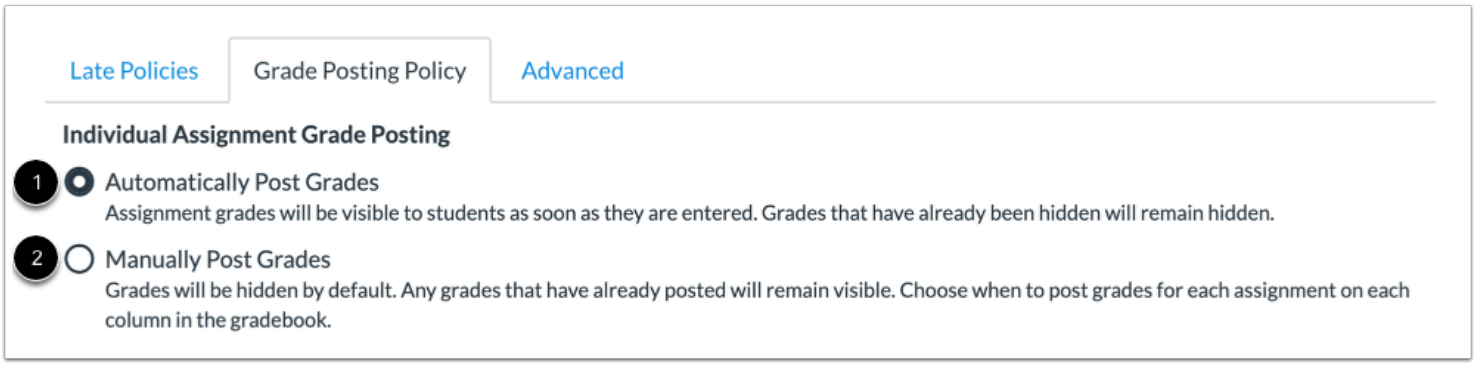
This flowchart outlines how posting policies work for instructors in their courses. You should select a course post policy based on your general grade posting preference. You can then set posting policies for individual assignments as needed.

You can also hide previously posted grades, especially if you need to fix errors or if grades were posted erroneously.

When students have set grade notification preferences, they will receive notifications when grades are posted, as indicated in the flowchart.

You can also view this flowchart as an interactive PDF.

Set a Course Post Policy

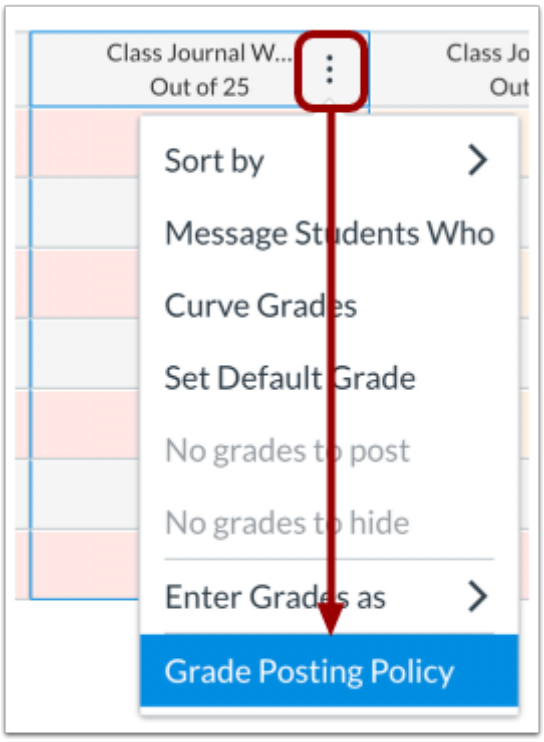


By default, Canvas courses have an **Automatic** post policy [1]. Assignment grades are visible to students as soon as grades are entered in the gradebook or submitted in SpeedGrader.

Alternatively, you can select a **Manual** posting policy for your course [2]. Assignment grades are hidden from students until manually posted. Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.

Learn how to select a course post policy.

Set an Assignment Post Policy

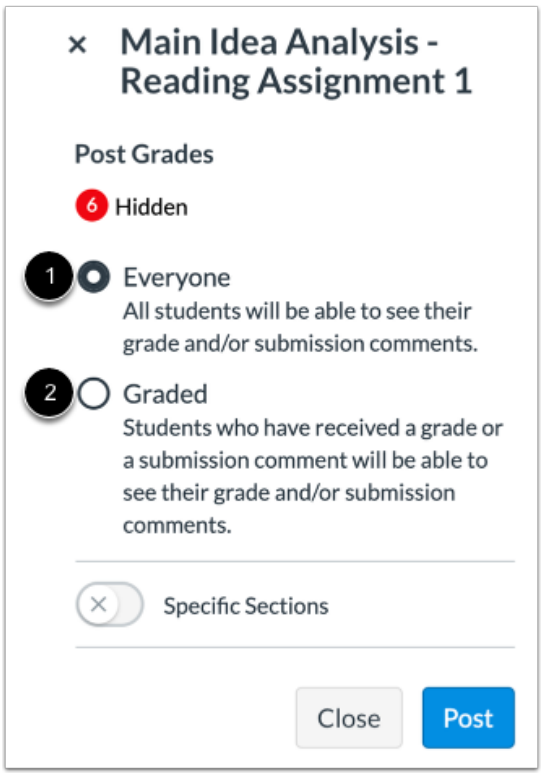


You can also select grade posting policies for individual assignments. When you set an individual assignment post policy, the course post policy is overridden for that assignment.

For example, if you use an Automatic course post policy, you may wish to hide assignment grades for a specific assignment until all submissions are graded. You can set a Manual post policy for the assignment, and grades will remain hidden from student view until you manually post them in your course.

Learn how to select an assignment post policy.

Post Hidden Grades



When you are ready to make grades visible to students, you can post grades and/or submission comments for a specific assignment. You can post grades for everyone in the course [1], or you can post only grades for graded submissions [2].

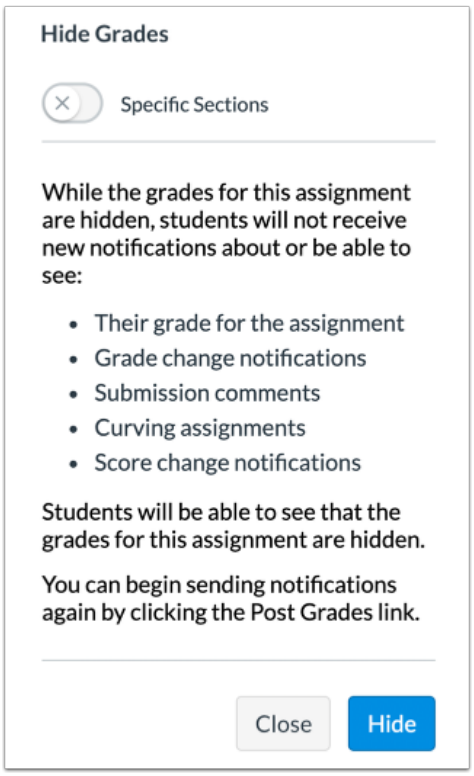
When you post grades for everyone, ungraded submissions display no grade.

When you post grades for graded submissions and/or submission comments, any ungraded assignment grades that are updated later will remain hidden until manually posted.

If you make updates to posted grades, students can view these updates and, depending on their notification settings, may receive a grade-change notification.

Learn about posting grades for an assignment. Learn about posting grades for an assignment from SpeedGrader.

Hide Posted Grades



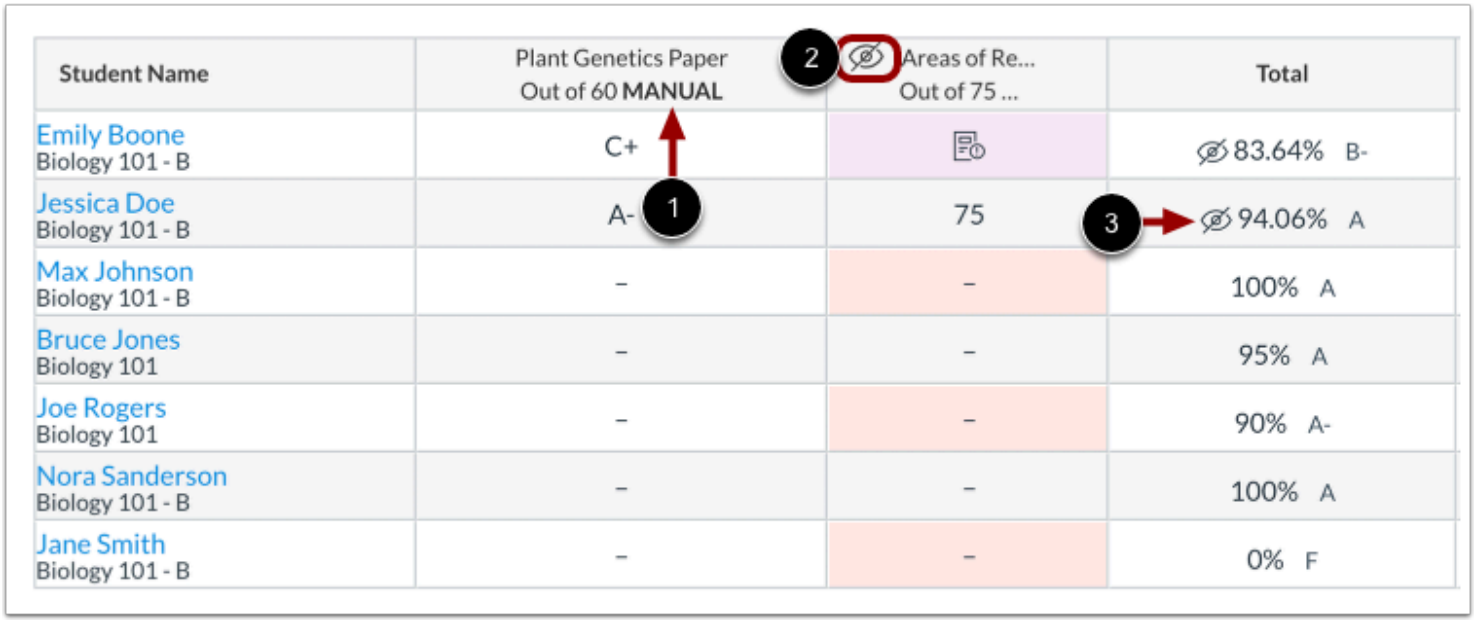
If you need to hide grades that have already posted for students to view, you can Hide Grades in the gradebook. Hiding grades only affects grades that were previously entered.

Learn about hiding assignment grades. Learn about hiding grades for an assignment from SpeedGrader.

Notes:

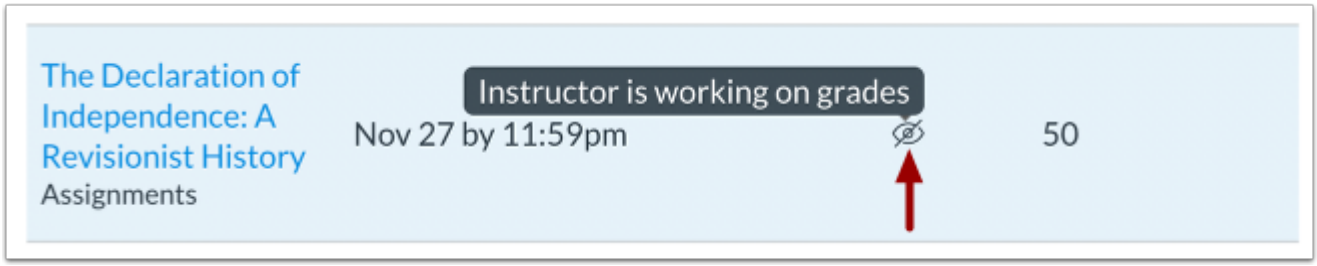
- When you hide grades, the assignment retains its posting policy. If you add assignment grades for additional students to an assignment with an automatic post policy, those grades display for students.
- After hiding grades, if you want to hide additional student grades for the assignment, set the assignment post policy to Manual.

View Gradebook Post Policy Icons



Assignments with a manual post policy display a **Manual** label [1]. When you enter grades for manual post policy assignments, the gradebook displays a **Visibility** icon [2]. Students cannot see their assignment grade until you post them. Additionally, when an assignment grade is hidden for a student, the Total column displays a **Visibility** icon [3].

Student View



When assignment grades are hidden, the student grades page displays a **Visibility** icon. Posted grades display in place of the icon.

How do I select a grade posting policy for a course in the Gradebook?

In the Gradebook, you can select a default automatic or manual grade posting policy for all course assignments. Posting policies determine grade visibility for students.

By default, Canvas courses use an automatic course posting policy. All assignment grades are visible to students as soon as they are entered in the gradebook. Grades for anonymous and moderated assignments do not post automatically.

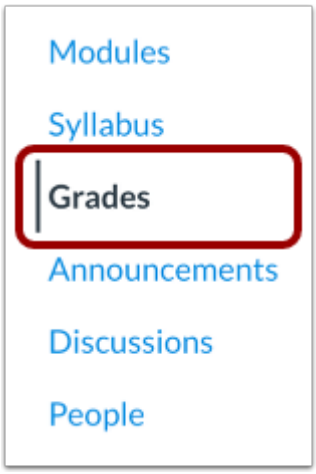
If you select a manual course posting policy, all assignment grades remain hidden from student view by default until you post grades for each assignment. If you select a manual course posting policy after assignment grades have already been entered, the policy will not apply retroactively and any posted grades will remain visible. You can hide posted grades from the assignment's Options menu. Additionally, when assignment grades are hidden, students cannot see their assignment grade, submission comments, or grade change notifications.

Course post policies apply to all course assignments by default. You can also select a grade posting policy for an individual assignment. Learn more about using posting policies in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- In Quizzes, Students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- Enabling a posting policy will not affect a student's ability to access their assessment scores in New Quizzes. Student visibility of New Quizzes scores must be managed from the assessment settings menu.

Open Grades

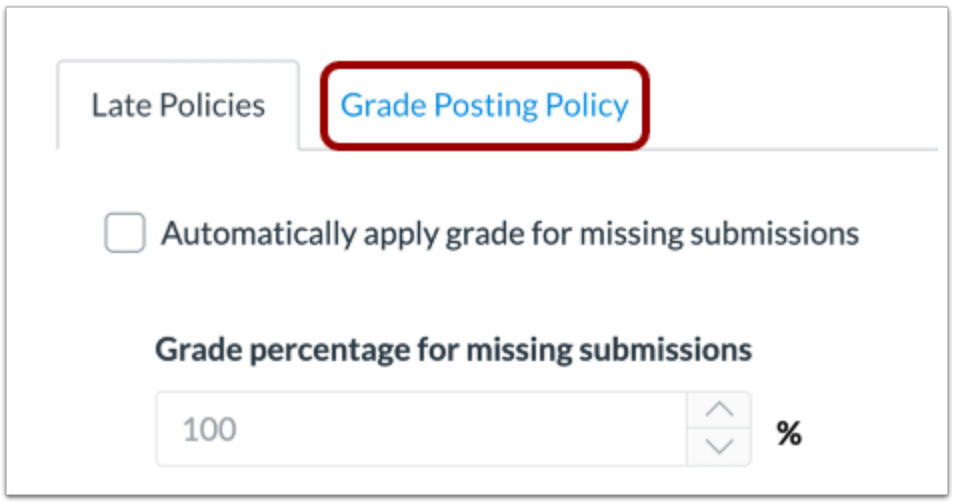


In Course Navigation, click the **Grades** link.

Open Gradebook Settings

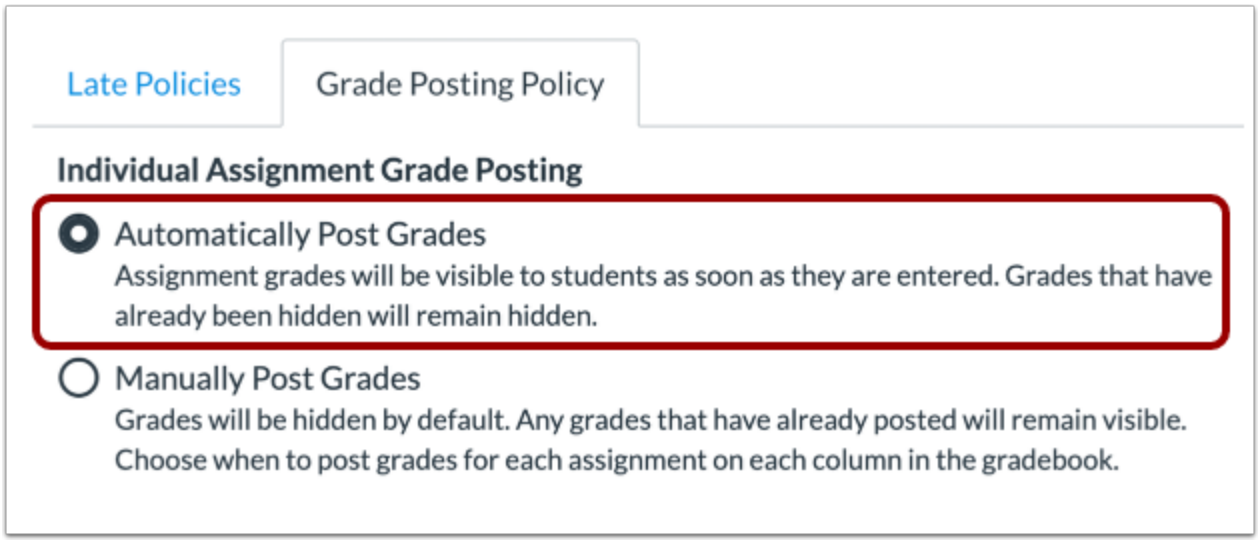
Click the **Settings** icon.

View Grade Posting Policy



Click the **Grade Posting Policy** tab.

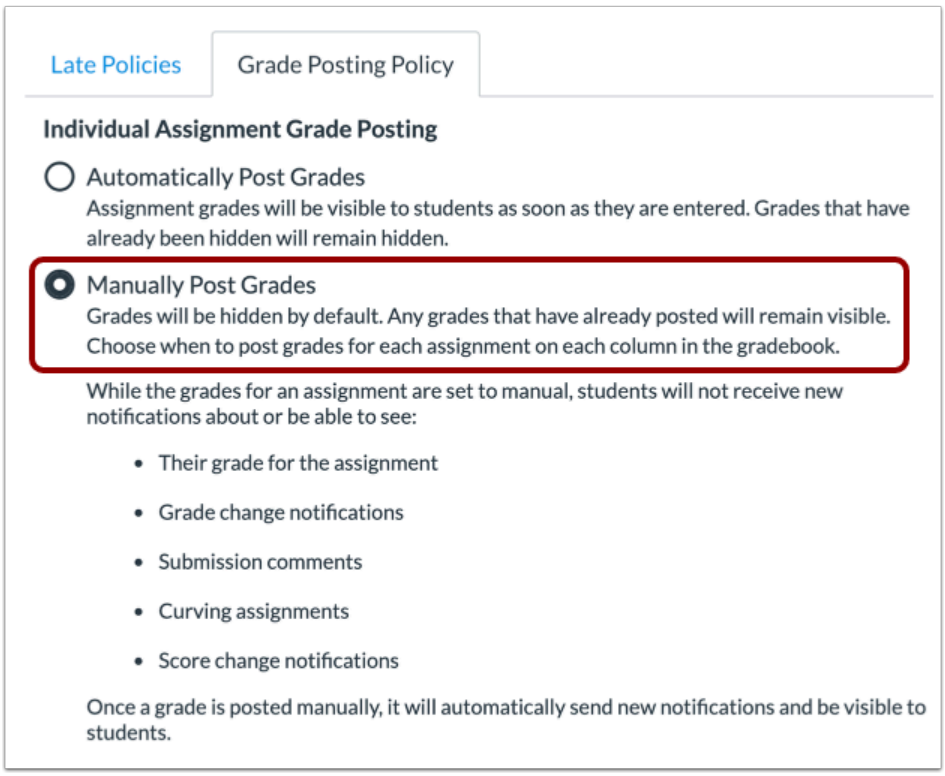
Post Grades Automatically



To post grades automatically, select the **Automatically Post Grades** option. When grades are posted automatically, students can view assignment grades as soon as they are entered.

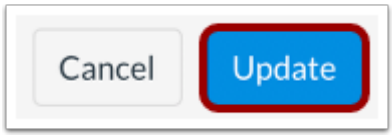
Note: If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

Post Grades Manually



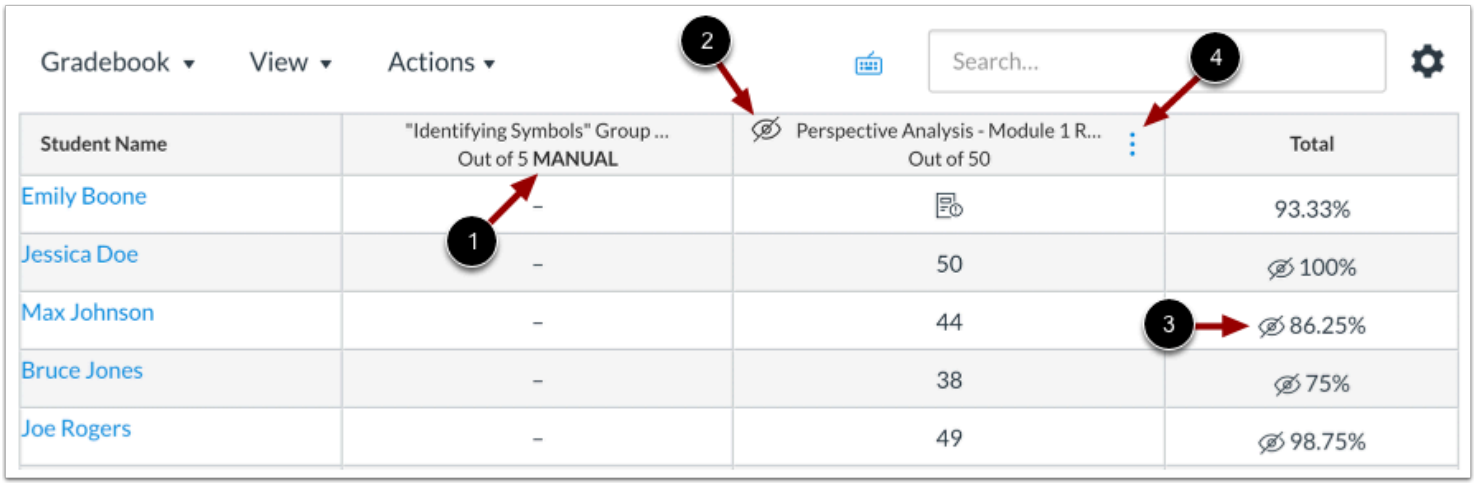
To manually post grades for students to view, select the **Manually Post Grades** option. When the Manually Post Grades option is selected, grades are hidden from student view by default and must be posted to be viewed by students.

Update Policy



To apply changes to the grade posting policy, click the **Update** button.

View Gradebook



If a manual posting policy has been applied in a course, all assignment headers will display the **Manual** label [1]. This label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the **Visibility** icon [2]. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3]. This indicates that the total grade in the Gradebook differs from the total grade viewed by the student.

To manage the posting policy for an assignment, click the **Options** icon [4].

How do I select a grade posting policy for an assignment in the Gradebook?

In the Gradebook, you can select an automatic or manual grade posting policy for an individual assignment. Posting policies determine grade visibility for students. You should select an assignment posting policy before entering grades.

If you select an automatic posting policy, students can see assignment grades as soon as they are entered in the gradebook. Anonymous and moderated assignments cannot be set to post grades automatically.

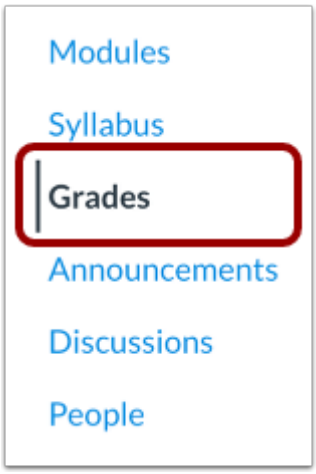
If you select a manual posting policy, assignment grades remain hidden from student view by default until you post grades for the assignment. If you select a manual course posting policy after assignment grades have already been entered, the policy will not apply retroactively and any posted grades will remain visible. You can hide posted grades from the assignment's Options menu. Additionally, when assignment grades are hidden, students cannot see their assignment grade, submission comments, or grade change notifications.

You can also set a grade posting policy for a course. Assignment-level posting policies override course-level policies for that assignment. Learn more about using posting policies in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

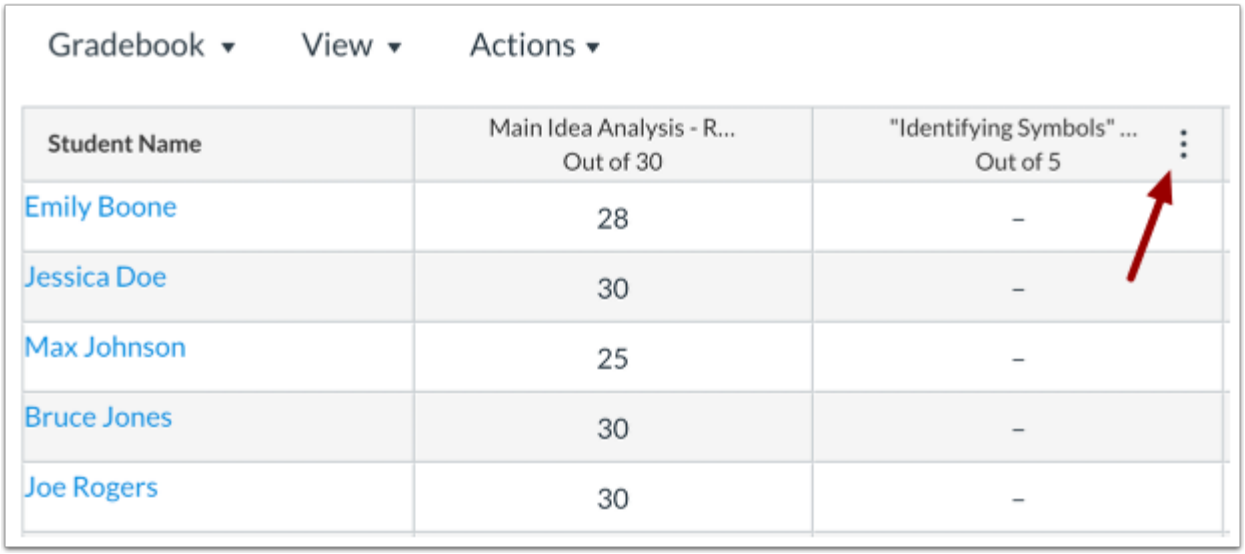
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- Enabling a posting policy will not affect a student's ability to access their assessment scores in New Quizzes. Student visibility of New Quizzes scores must be managed from the assessment settings menu.

Open Gradebook



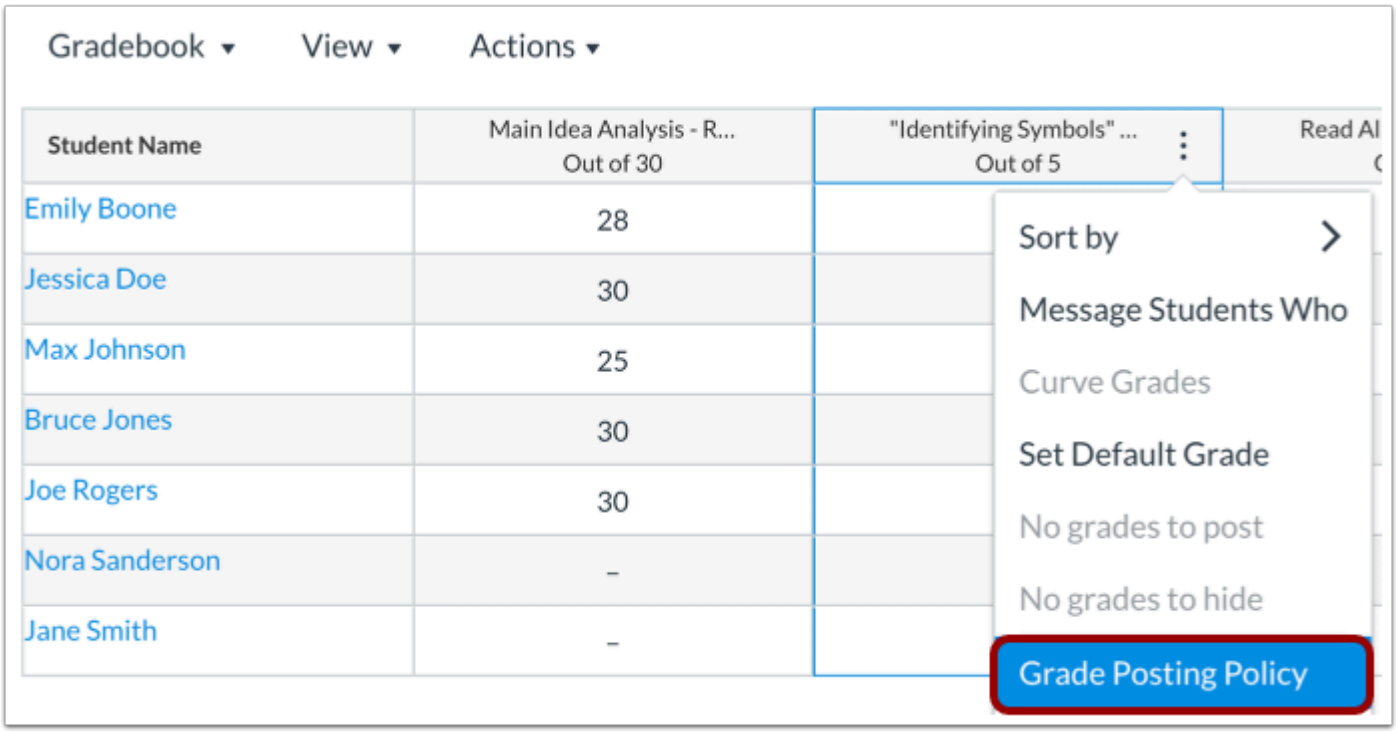
In Course Navigation, click the **Grades** link.

Open Assignment Menu



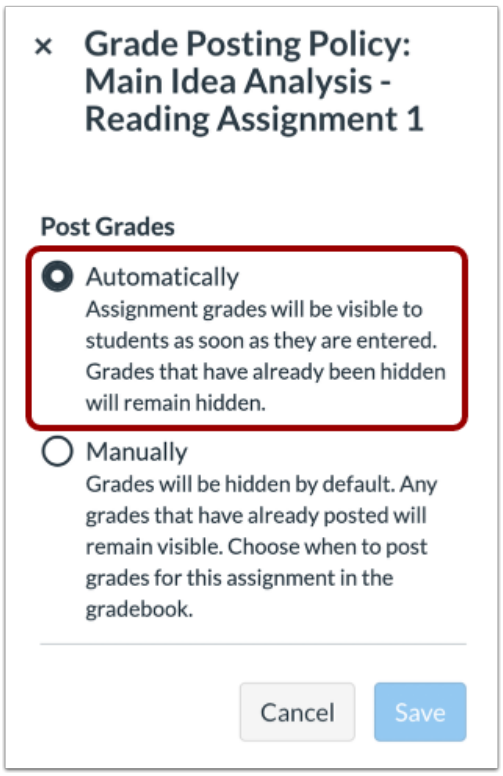
Hover over the assignment column header and click the **Options** icon.

Open Posting Policy



Click the **Grade Posting Policy** link.

Post Grades Automatically

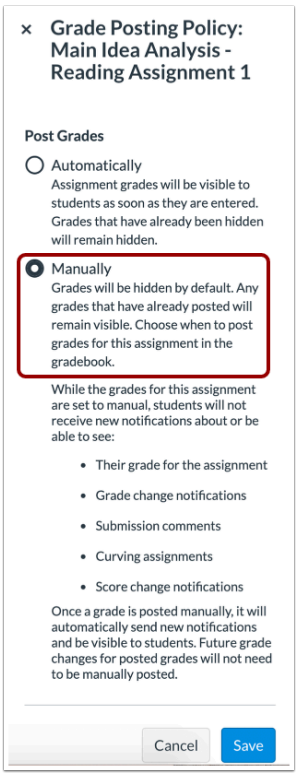


To post grades automatically, select the **Automatically** option. When the Automatically option is selected, students can view assignment grades as soon as they are entered.

Notes:

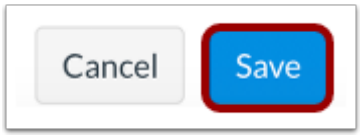
- Anonymous and moderated assignments cannot be set to post grades automatically.
- If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.

Post Grades Manually



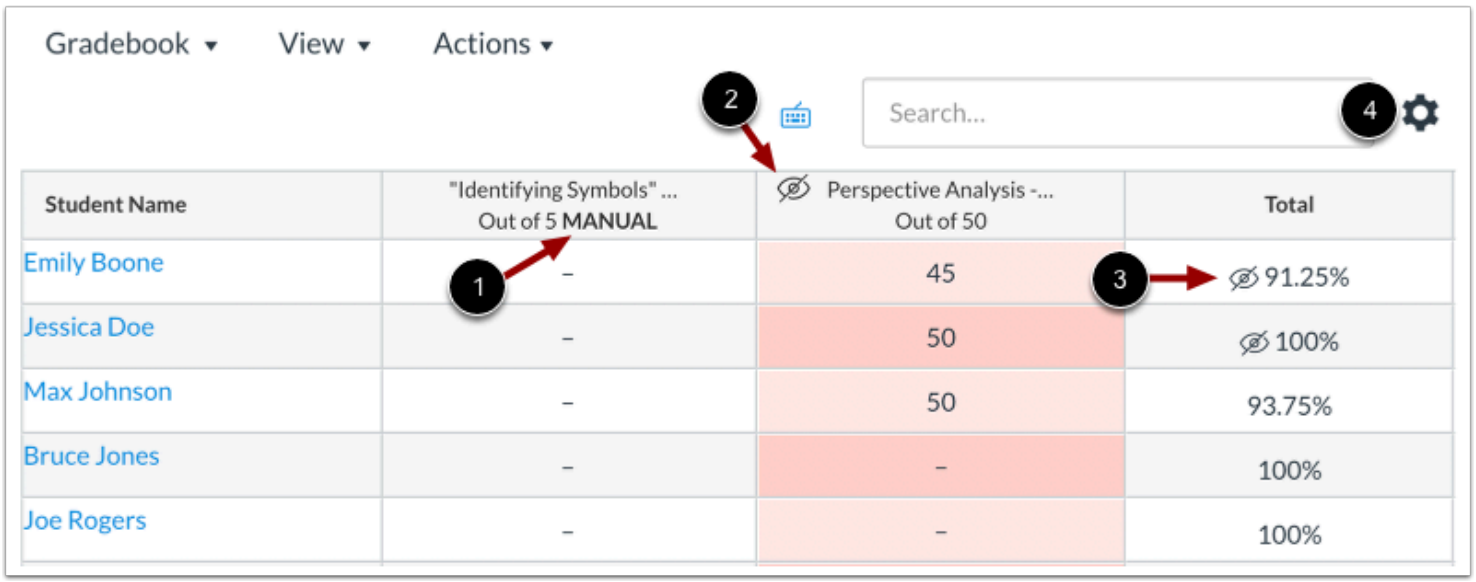
To post grades manually, select the **Manually** option. When the Manually option is selected, grades are hidden by default and must be posted to be viewed by students.

Update Policy



To apply changes to the grade posting policy, click the **Save** button.

View Gradebook



When a manual posting policy has been applied to an assignment, the assignment header displays the **Manual** label [1]. This label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the **Visibility** icon [2]. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

When grades are hidden from student view, the Total column also displays the **Visibility** icon [3]. This indicates that the total grade in the Gradebook differs from the total grade viewed by the student.

To manage the default posting policy for a course, click the **Settings** icon [4].

How do I post grades for an assignment in the Gradebook?

You can manually post grades or submission comments for an assignment where student grades have been hidden. Student grades can be hidden in one of three ways: selecting a manual grade posting policy for an assignment, selecting a manual grading posting policy for a course, or hiding scores from an assignment's Options menu. Manual posting policies automatically hide grades for students and should be set before you enter any grades. The option to hide grades from the assignment's Options menu is only available once grades have been entered.

Grades or comments can be posted to everyone or only to students with graded submissions or submissions with comments. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with ungraded submissions and no submission comments will see an icon on their grades page that indicates grades are still being worked on. However, students with ungraded submissions that have submission comments will be able to view submission comments.

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

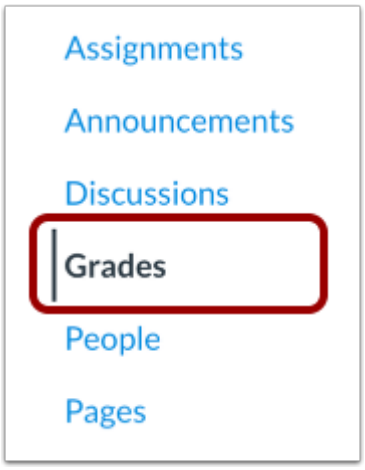
Submission comments can be posted even if no grade is entered. Students will be able to see posted comments before grades are posted.

Learn more about managing grade visibility in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

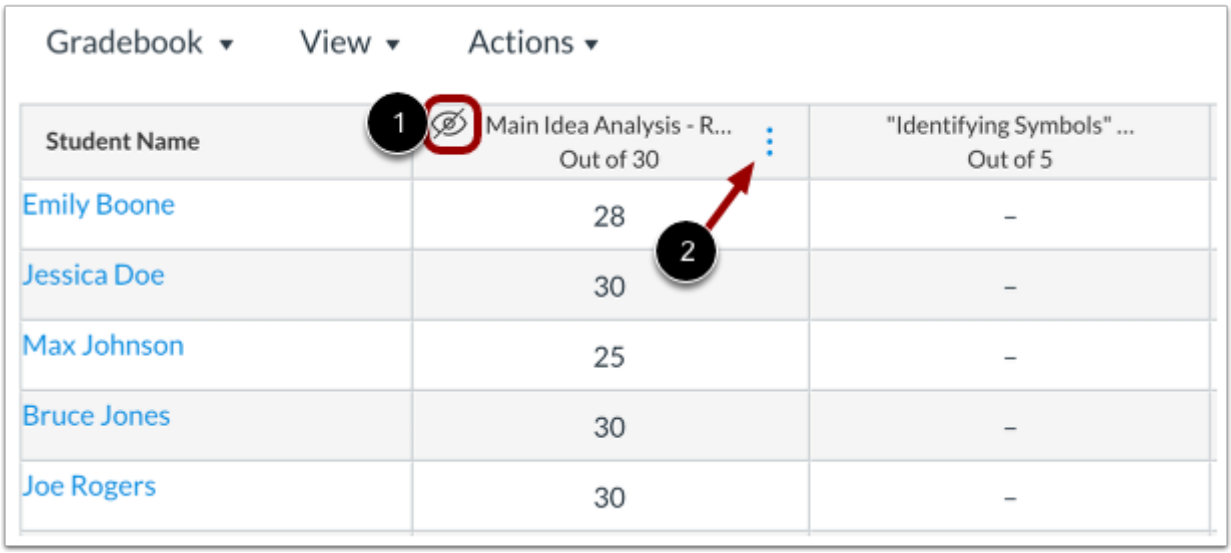
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous and moderated assignments are hidden by default. Moderated assignments grades and submission comments cannot be unhidden until final grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while quiz grades are hidden.
- If your institution uses an SIS, posting grades does not automatically sync grades to your SIS. You must first post grades and then sync them to your SIS.

Open Gradebook



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

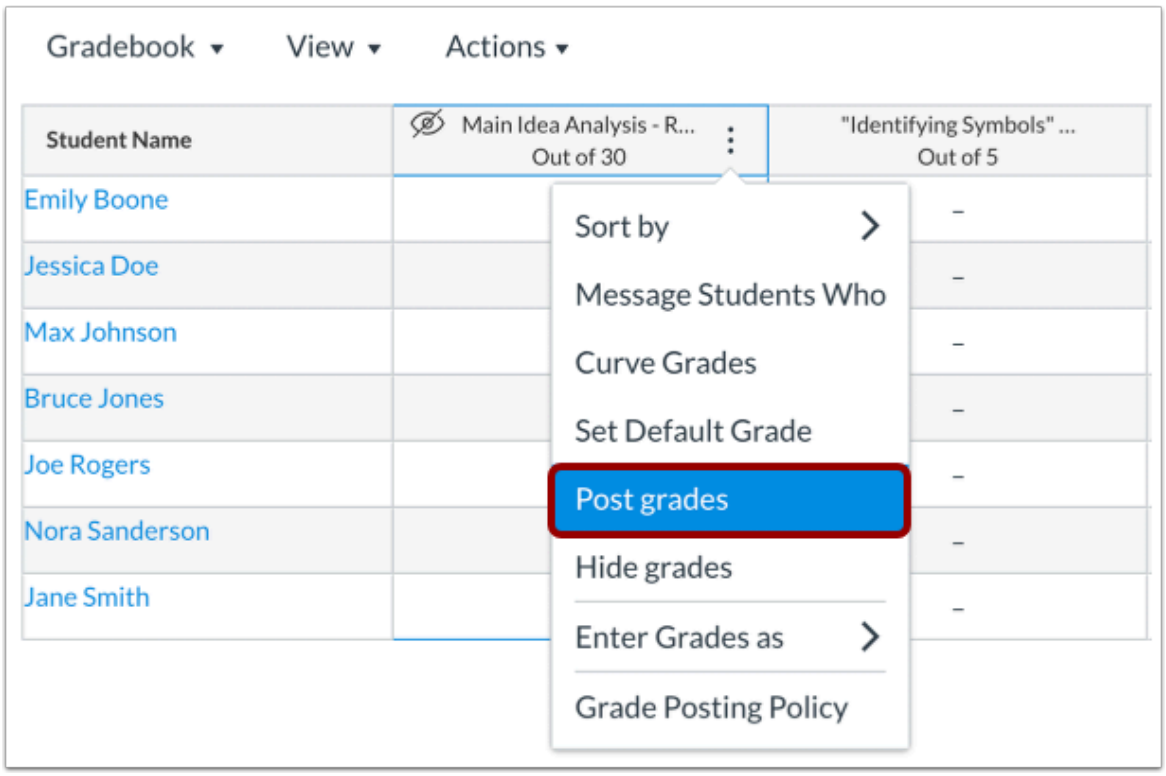
Open Assignment Menu



Any assignment with hidden grades is indicated by the **Visibility** icon [1].

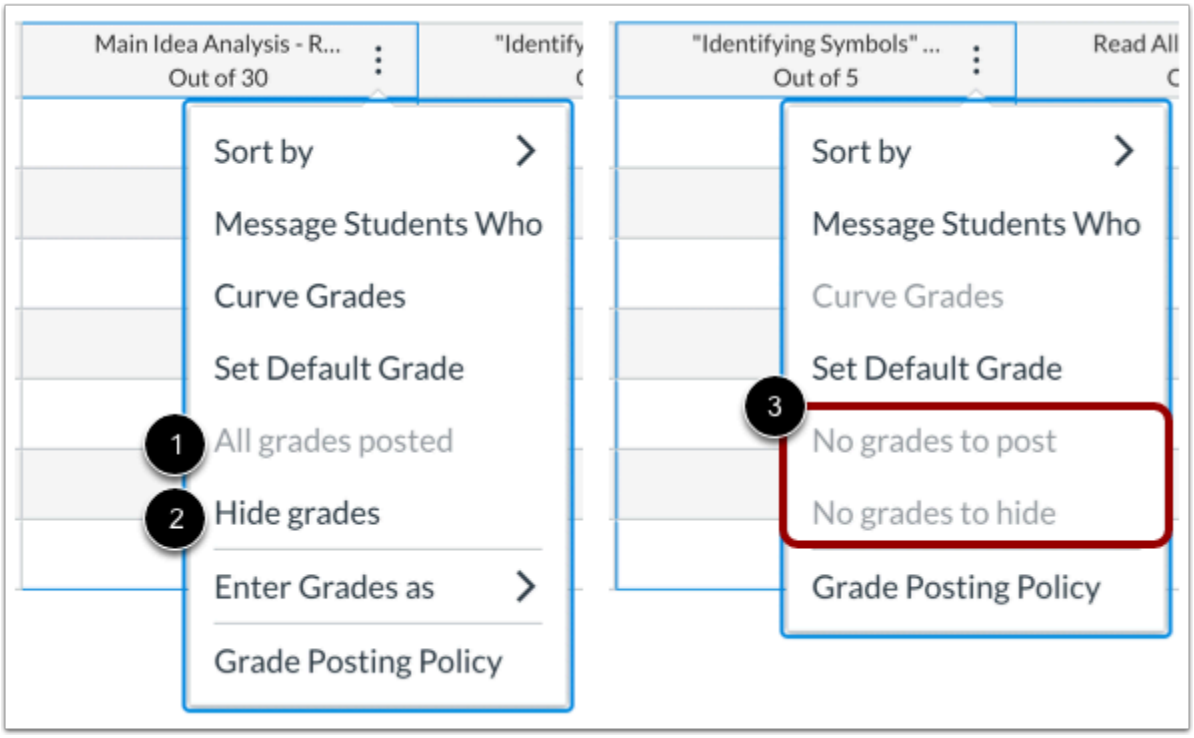
Hover over the assignment column header and click the **Options** icon [2].

Open Post Grades Tray



Click the **Post grades** link.

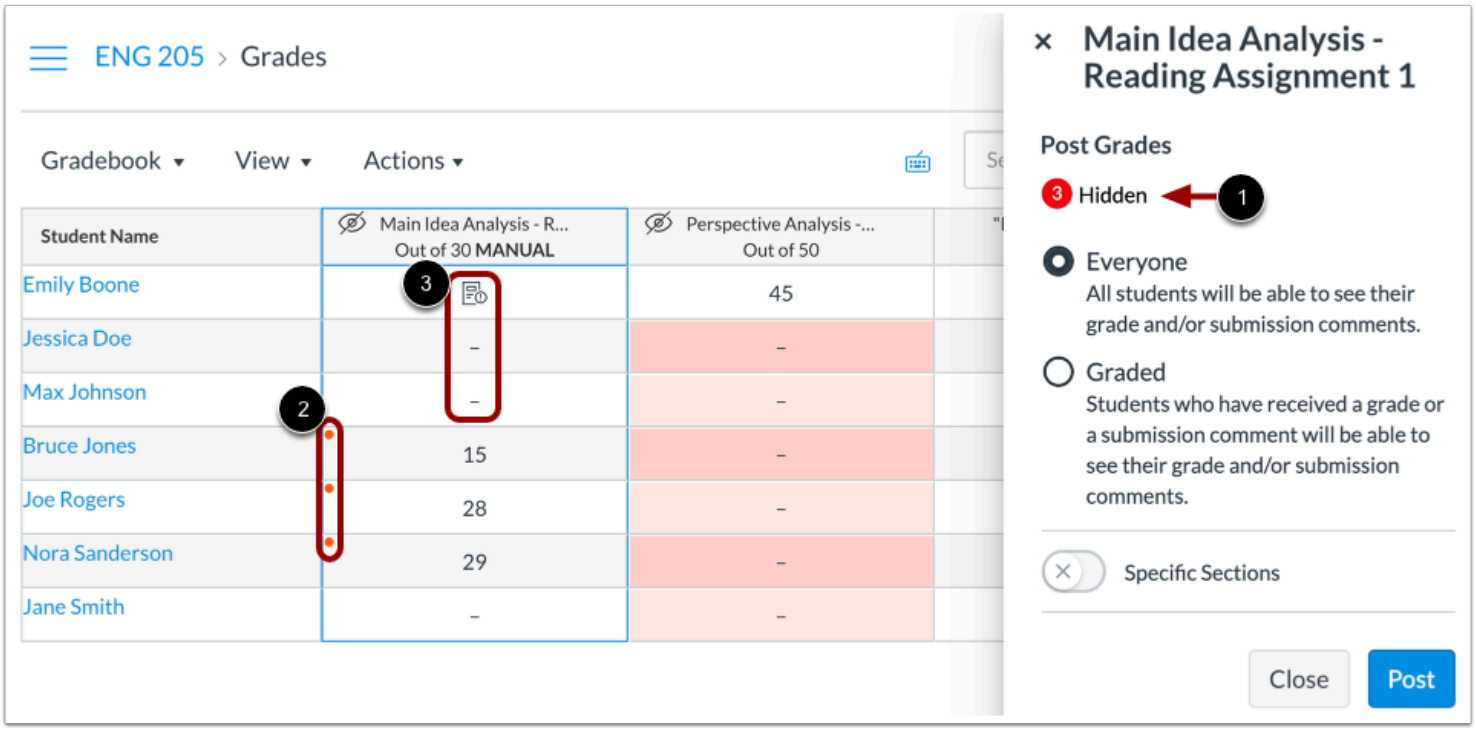
View Other Messages



If student grades are already posted, the Options menu displays that all grades are posted [1]. To hide student grades, click the **Hide grades** link [2].

If there are no grades or comments on the assignment, the Options menu will display that there are no grades to hide or post [3].

View Hidden Grades

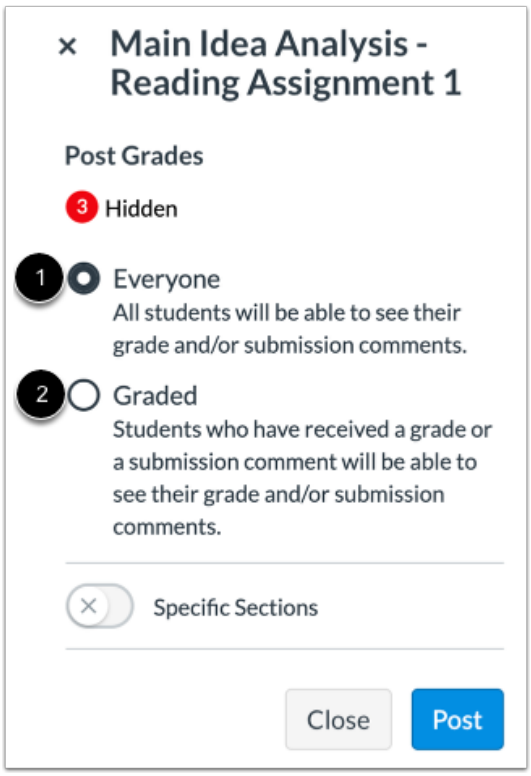


The Post Grades tray includes a numbered indicator that displays the total number of hidden grades for the assignment [1].

When the Post Grades tray is open, hidden grades are indicated by a **Dot** icon [2].

Ungraded submissions with submission comments do not display the Dot icon unless the grades were previously manually hidden [3]. However, comments will still post to students.

Select Posting Option



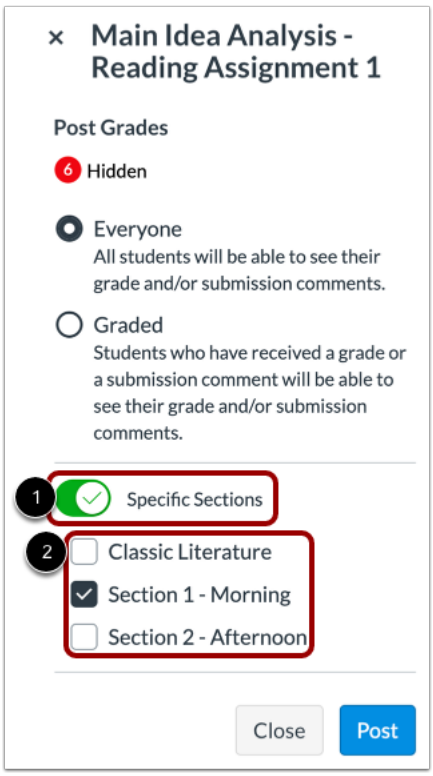
To post grades and submission comments to all students, click the **Everyone** option [1]. When the Everyone option is selected, the Visibility icon will be removed from the grades page for all students, including students with ungraded submissions. An assignment notification will also be sent to all students.

To post grades to students with graded submissions or submissions with comments, click the **Graded** option [2]. When the Graded option is selected, the Visibility icon will only be removed from the grades page for students with graded submissions or submissions with comments. Assignment notifications will only be sent to students with graded submissions.

Notes:

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

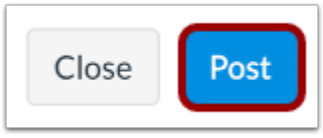
Select Sections



To post grades or comments for specific sections, click the **Specific Section** button [1]. Then select the sections where you want to post grades [2].

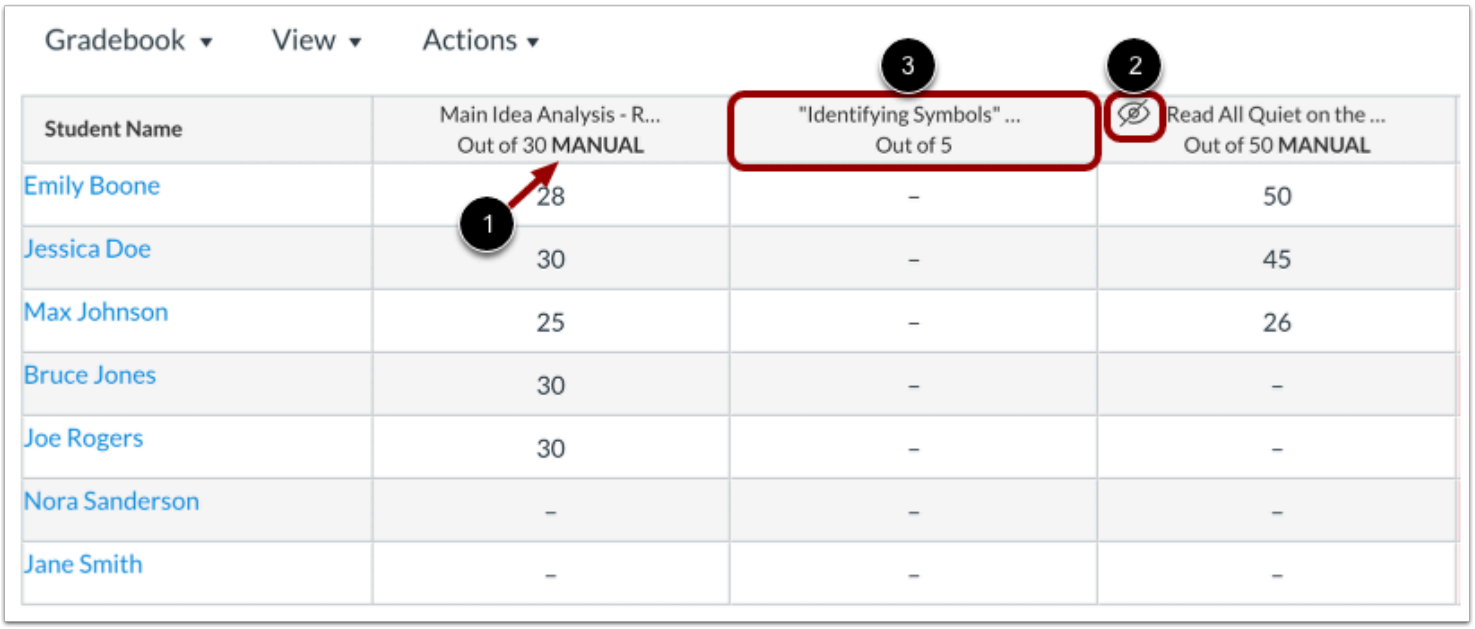
Note: You cannot post grades for specific sections in anonymous assignments.

Post Grades



To post grades or submission comments, click the **Post** button.

View Gradebook



Assignments with a manual posting policy display a **Manual** label [1] in the assignment header. If grades were posted to everyone for an assignment with a manual posting policy, future grades will post to students automatically. If grades or comments were posted only to students with graded submissions or submission comments, future grades will be hidden from students and the Visibility icon will display in the assignment header [2].

Assignments with an automatic posting policy do not display a Manual label in the assignment header [3]. Any future graded submissions will display to students.

How do I hide grades that were previously posted in the Gradebook?

The Hide Grades feature only affects previously posted grades for an assignment. Best practice suggests that instructors should use this feature sparingly (i.e. to hide grades posted in error). To hide all grades upon entry until you are ready to post them for student view, please set a manual posting policy for your assignment.

If you need to hide grades or submission comments that have already posted for students to view, you can hide grades and/or comments in the gradebook or in SpeedGrader. This lesson explains how to hide grades for an assignment that has already been graded and is currently displaying grades to students.

Hiding grades only affects previously entered grades and submission comments. If you want newly-entered grades to be hidden from students, you can set a manual posting policy for an assignment or set a manual posting policy for a course. Assignment-level posting policies override course-level policies for that assignment.

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

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

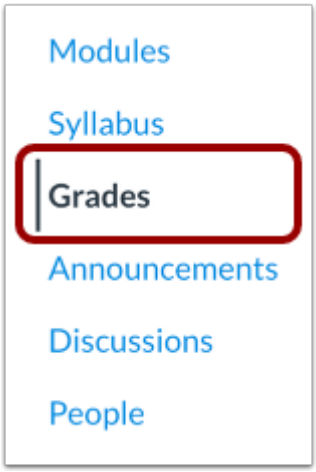
If you do not want students to be able to view their total grade, you can hide the total grade from students. Learn more about managing grade visibility in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are hidden by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students can only see instructor comments if the instructor posts grades or submission comments.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses in Quizzes while quiz grades are hidden.
- Hiding grades will not affect a student's ability to access their assessment scores in New Quizzes. Student visibility of New Quizzes scores must be managed from the assessment settings menu.

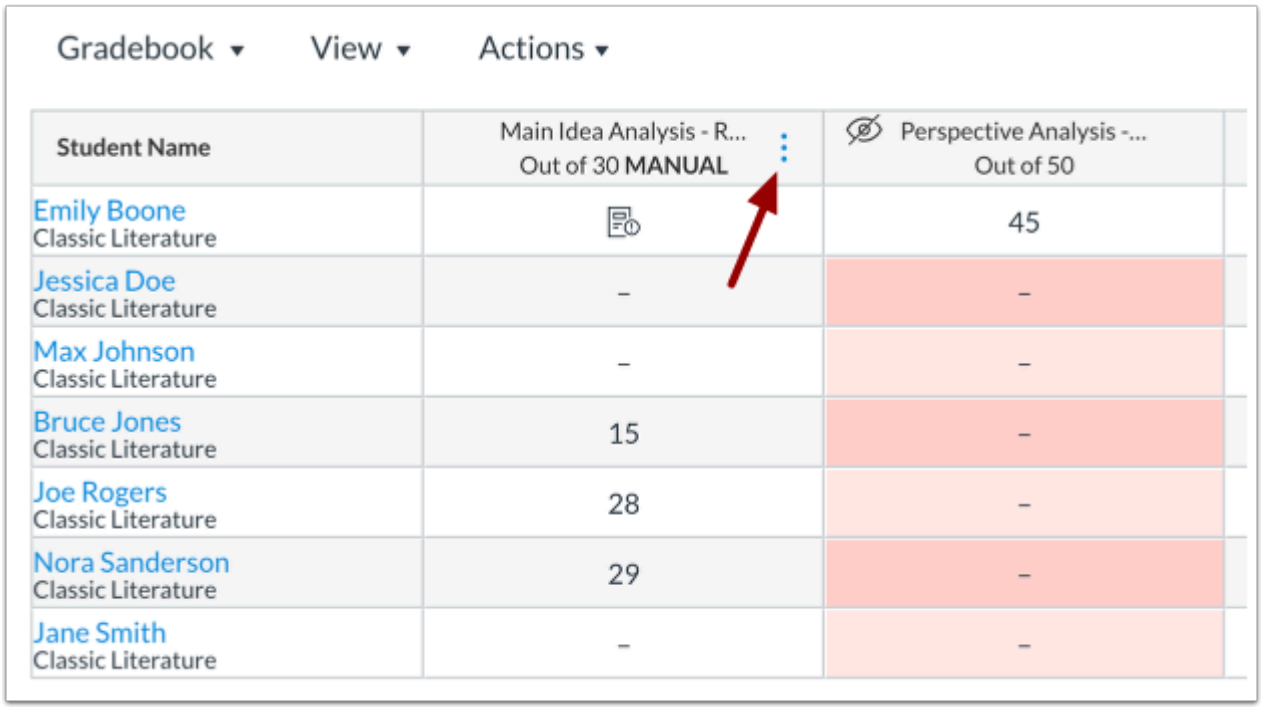
- If you have set an automatic post policy for an assignment or for your course, manually hiding grades only hides assignment scores already in the gradebook. Any scores added to the gradebook after manually hiding grades follow the selected post policy and are visible to students.

Open Grades



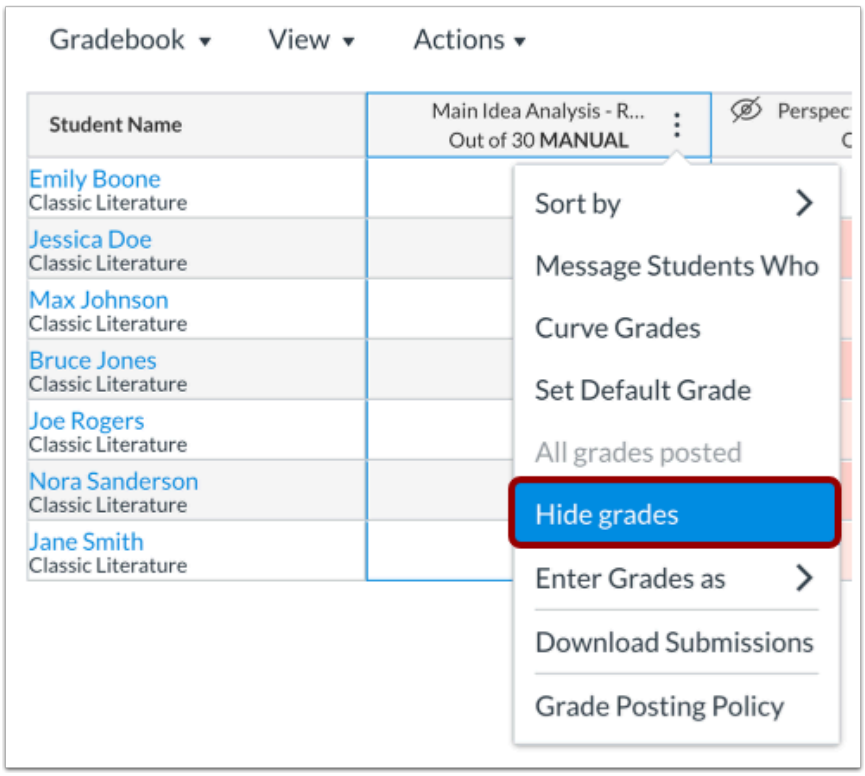
In Course Navigation, click the **Grades** link.

Open Assignment Menu



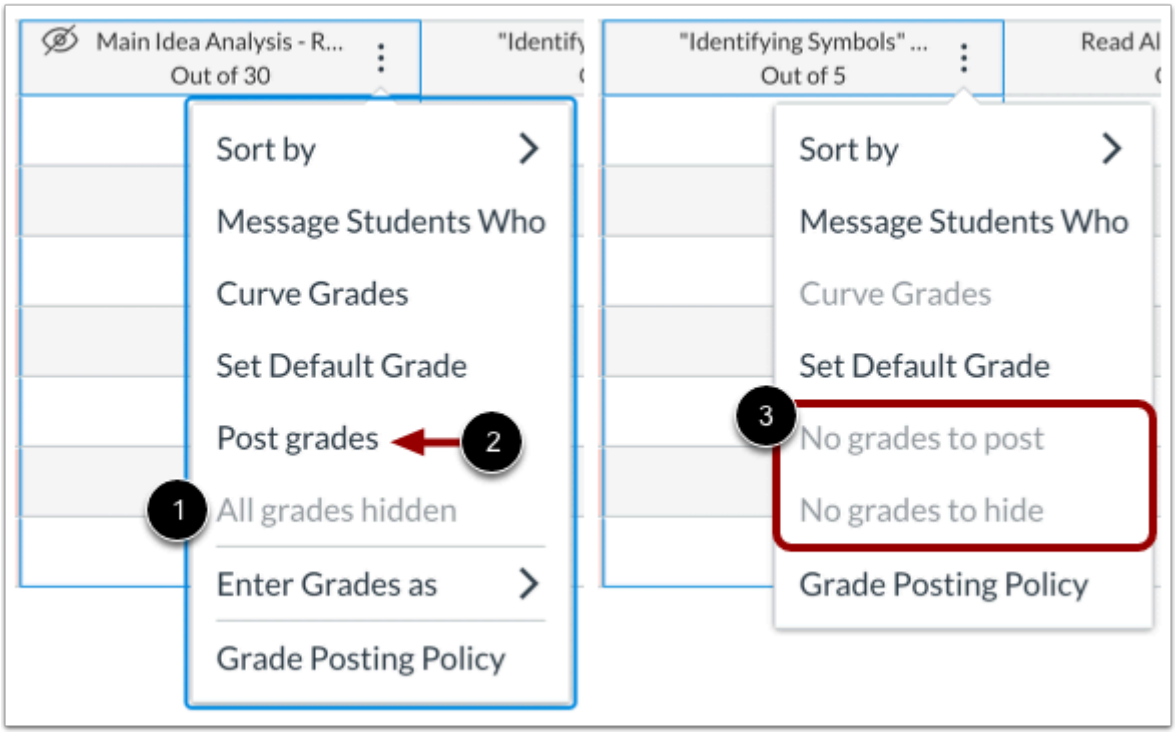
Hover over the assignment column header and click the **Options** icon.

Open Hide Grades Tray



Click the **Hide grades** link.

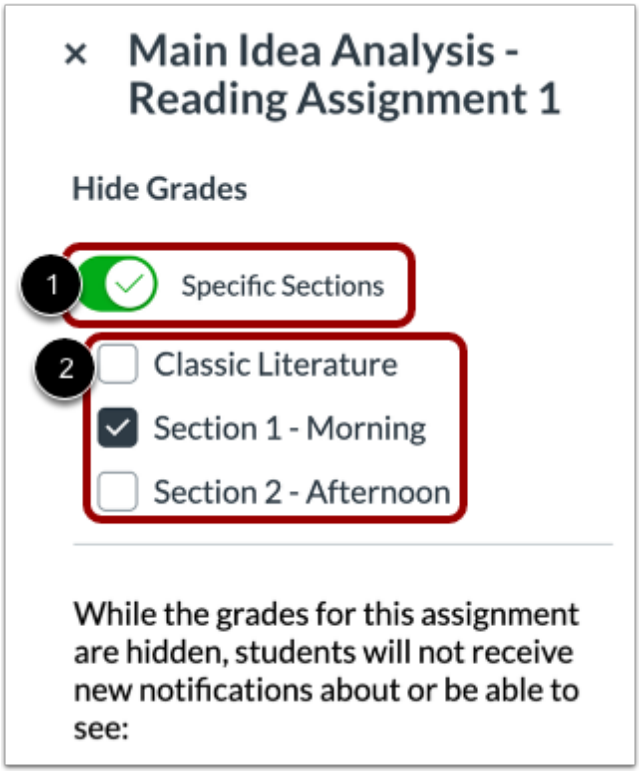
View Other Messages



If student grades and submission comments are already hidden, the Options menu displays that all grades are hidden [1]. To post student grades, click the **Post grades** link [2].

If there are no grades on the assignment, the Options menu will display that there are no grades to hide or post [3].

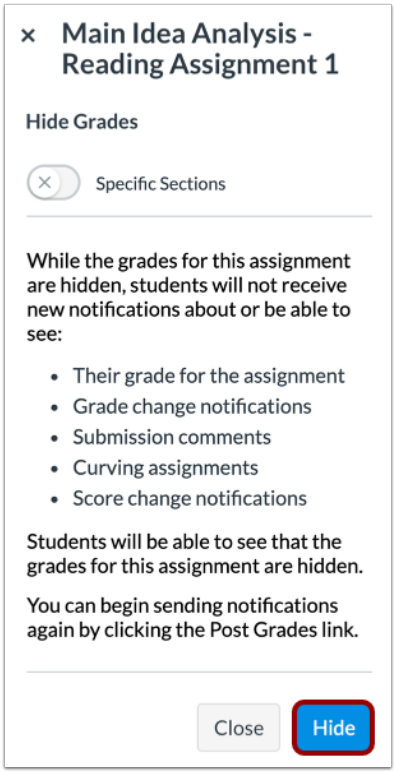
Select Sections



To hide grades for specific sections, click the **Specific Sections** button [1]. Then select the sections where you want to hide grades [2].

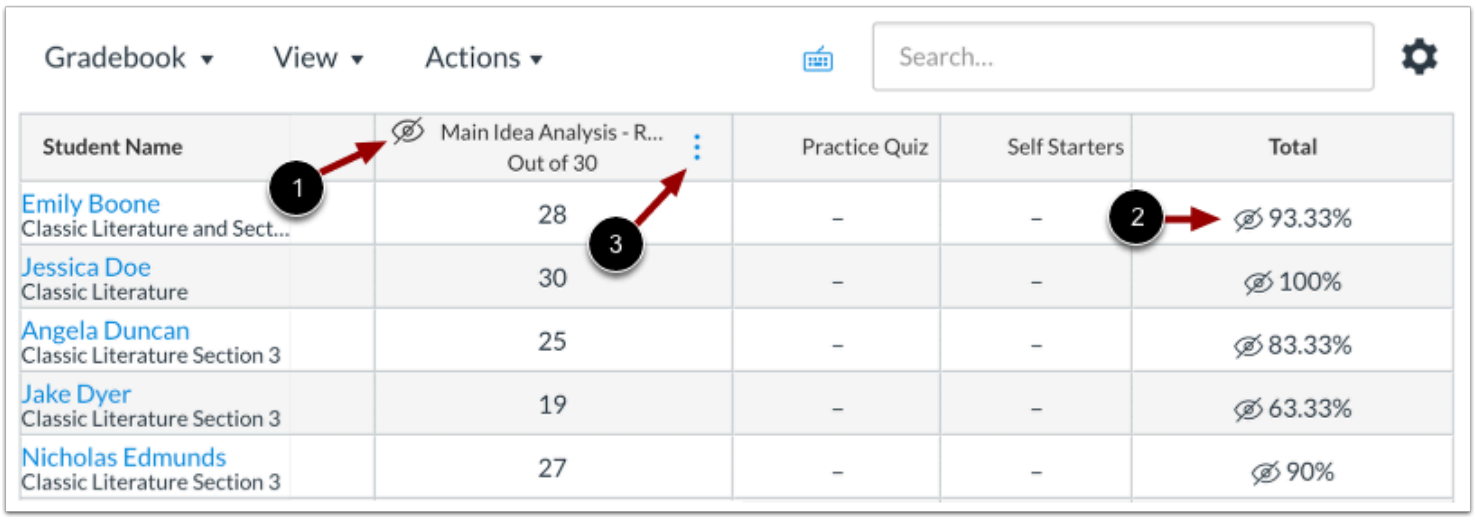
Note: You cannot hide grades for specific sections in anonymous assignments.

Hide Grades



Click the **Hide** button.

View Gradebook



Assignments with hidden grades display the **Visibility** icon [1].

A Visibility icon also displays in the students' Total column [2]. This indicates that the final grade differs from the final grade that students can view in their Grades page.

To post assignment grades, click the assignment's **Options** icon [3].

Notes:

- The Total column only displays graded assignments that have been hidden. Assignments that are set as Not Graded are not affected.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.

How do I change the status of a submission in the Gradebook?

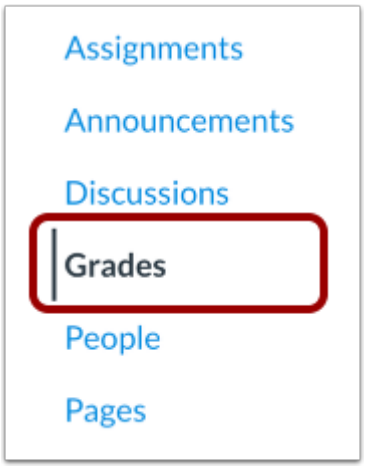
As needed, you can use the Grade Detail Tray to change the status for an assignment, discussion, or quiz submission. Available statuses include late, missing, excused, or none (no status). You can also change the status for a group assignment. Assignments with a late or missing status will display a label on the student's grades page indicating the status. If you do not want status labels displayed on a student's grades page, set the assignment status to None.

Excused assignments are not calculated as part of a student's total grade. Currently, points are not automatically deducted for assignments with a late status.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

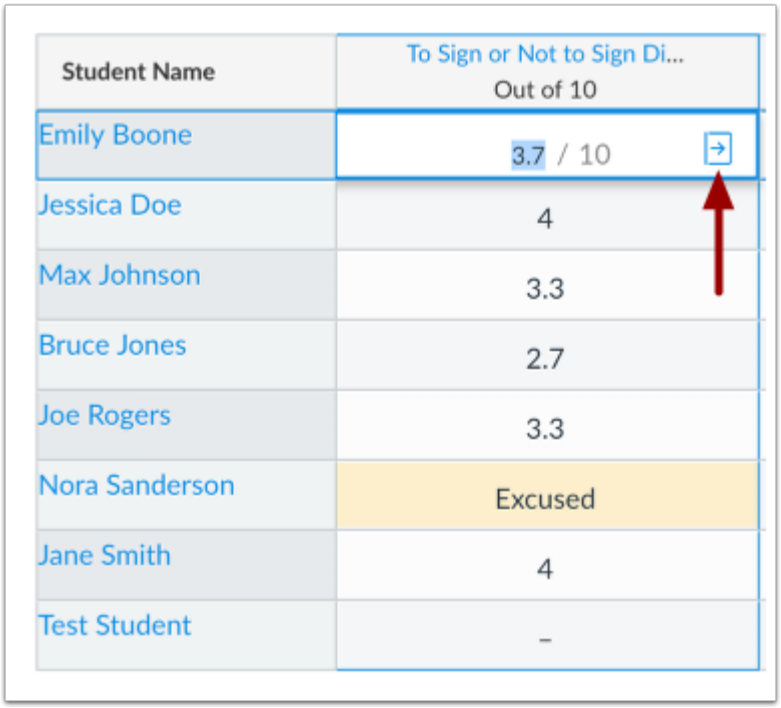
Note: You can change the status colors for each status in the Gradebook; however, you cannot change the status names.

Open Grades



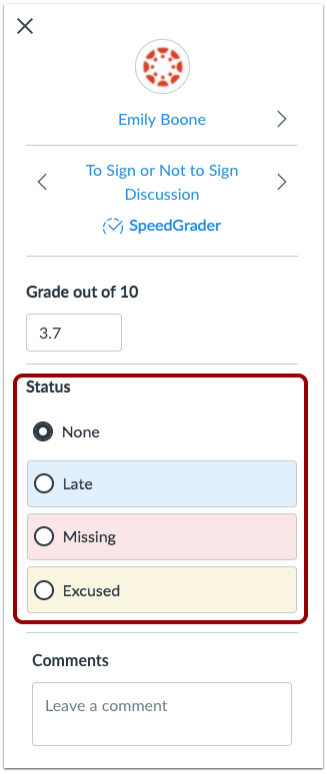
In Course Navigation, click the **Grades** link.

Open Grade Detail Tray



Locate the student name and assignment where you want to change the status. Click the Gradebook cell and click the **Grade Detail Tray** icon.

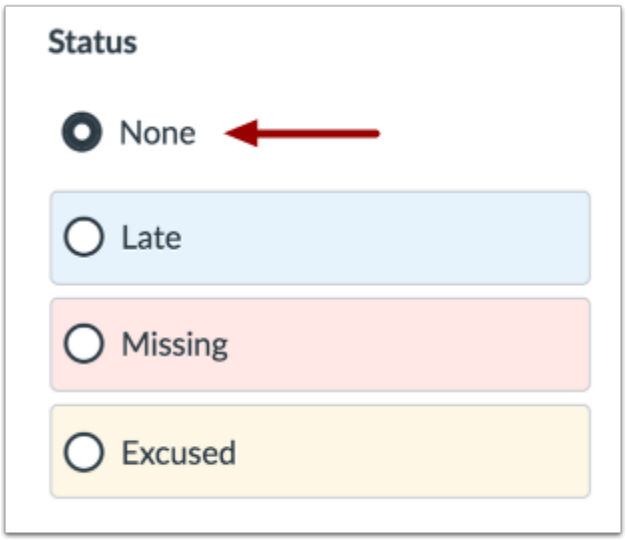
View Assignment Status



The Status section of the Grade Detail Tray displays available status options. Any selected status is applied immediately. Depending on the assignment's settings and student submissions, a status may already be selected for you.

Note: Color status is only visible in the Gradebook and does not affect the student Grades page.

Select No Status

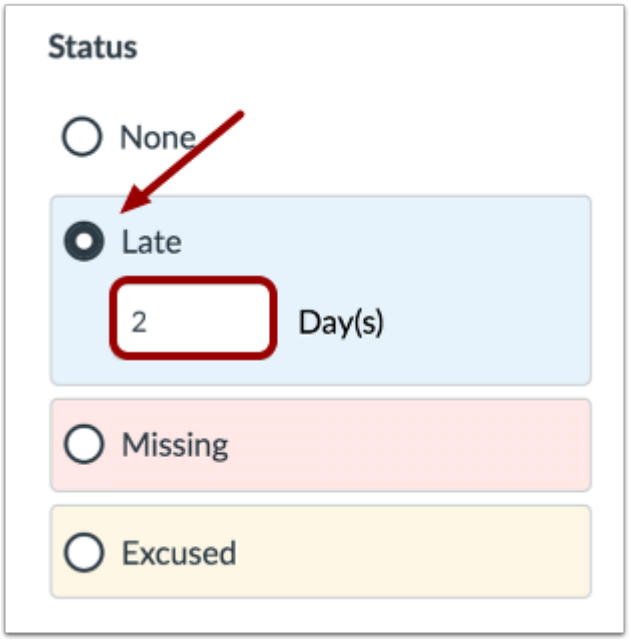


To select no status, click the **None** radio button.

The None status indicates that no status exists, or that the assignment was turned in before the due date.

You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.

Select Late Status

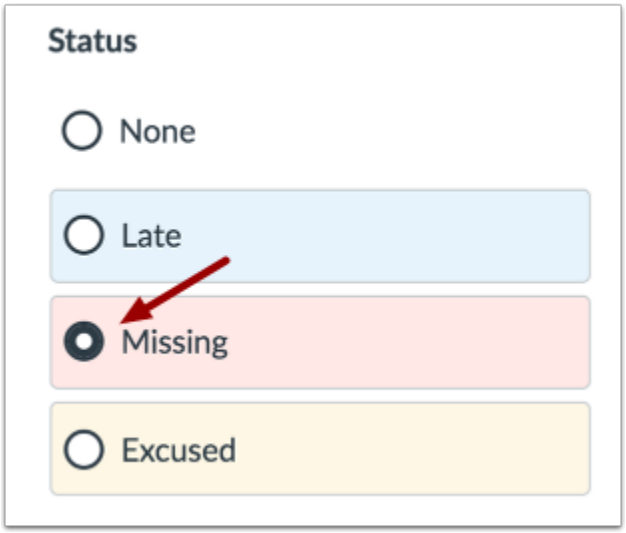


To select a Late status, click the **Late** radio button.

The Late status indicates an assignment that was submitted after the due date. You can enter a number of how many days late the student submitted the assignment.

Note: Currently, the Late field is for reference only and has no effect on the student's grade.

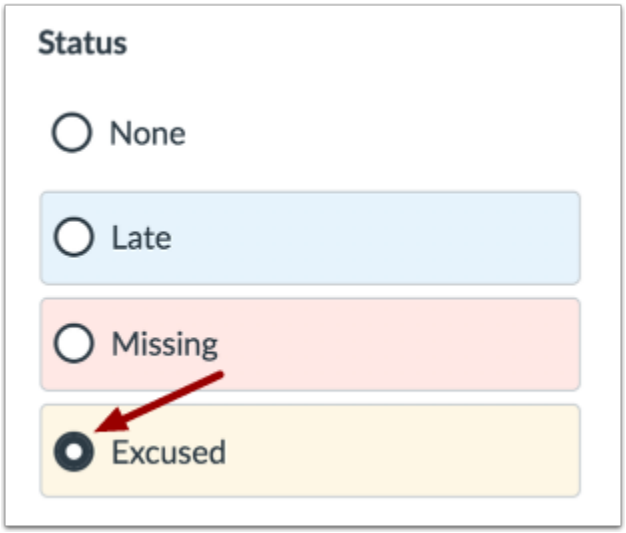
Select Missing Status



To select a Missing status, click the **Missing** radio button.

The Missing status indicates an online assignment that has not been submitted and is past the due date.

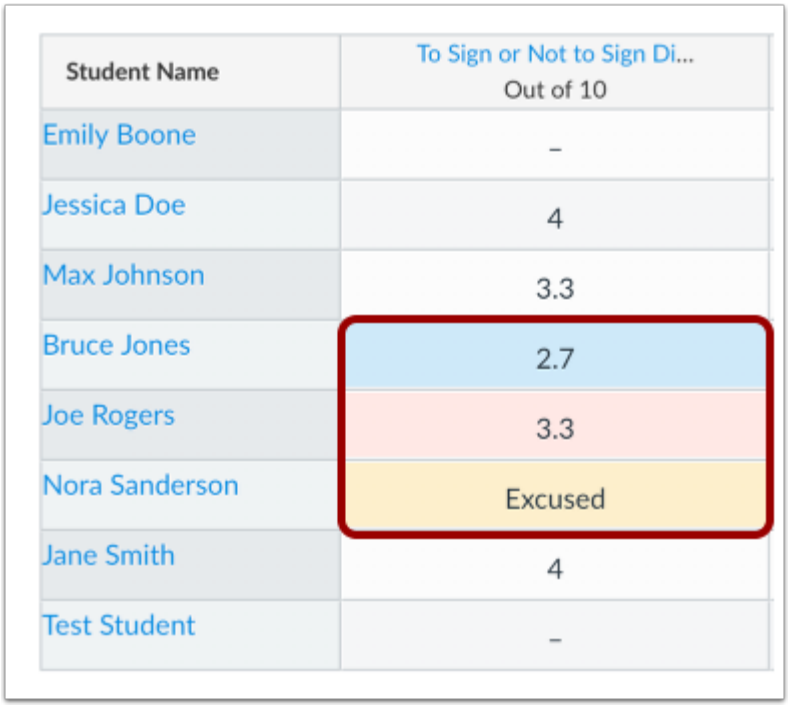
Select Excused Status



To select an Excused status, click the **Excused** radio button.

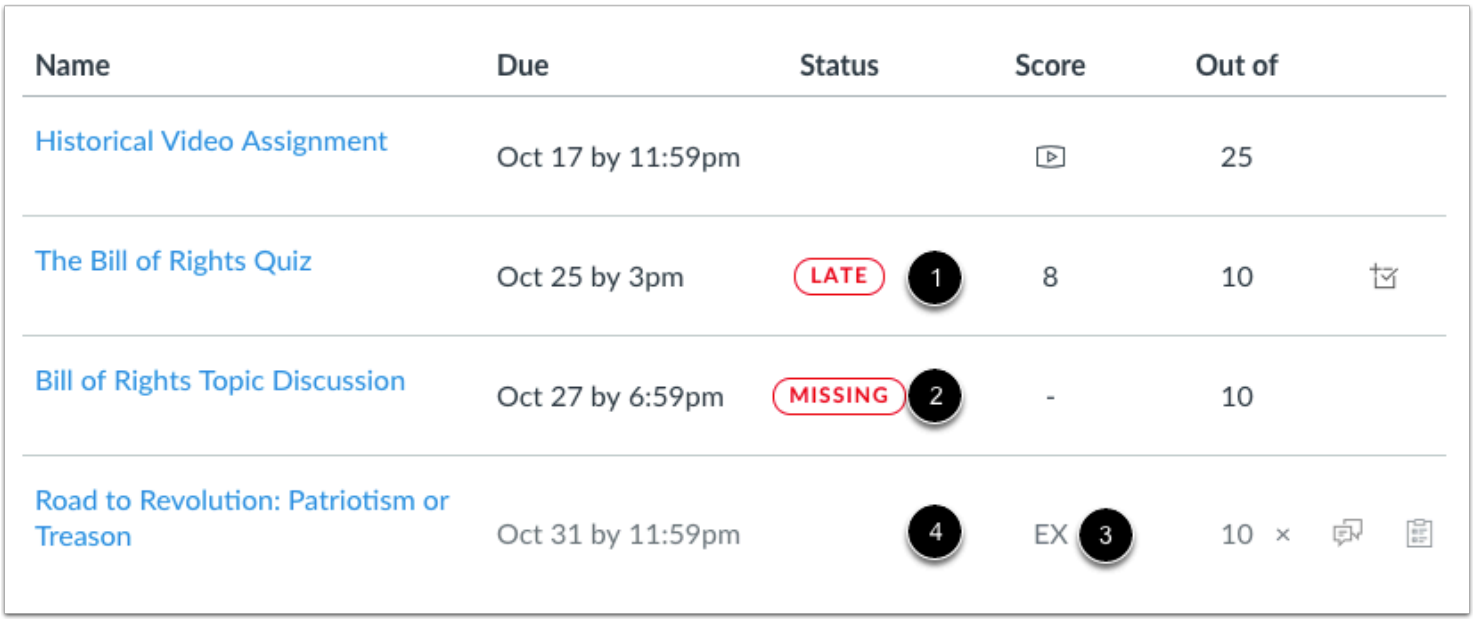
The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. You can also excuse an assignment by typing EX in the assignment cell.

View Assignment Status in Gradebook



Assignment cells in the Gradebook will display the color assigned to the corresponding status.

Student View Assignment Status



The student grades page will display a label corresponding to the status setting in the Gradebook. Labels will display for late assignments [1] or missing assignments [2]. Excused assignments are noted by *EX* in the points column.

Assignments with no status (none) [4] do not display a label in the Status column of the student grades page.

How do I send a message to students from the Gradebook?

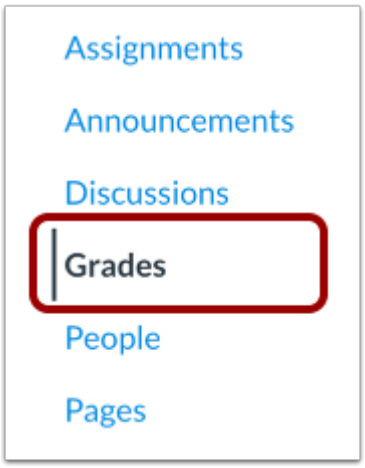
You can use the Gradebook to send messages to your students. This lesson describes how to message students using the Message Students Who option. You can also message students individually in the Gradebook by using the student context card.

Message subjects are filtered based on specific assignment categories:

- **Haven't submitted yet**—students who haven't submitted the assignment. *This category does not include students who have been manually awarded a grade, even if they did not submit the assignment*. Once a grade has been awarded for an assignment (either automatically or manually), Canvas no longer verifies actual submissions.
- **Haven't been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.

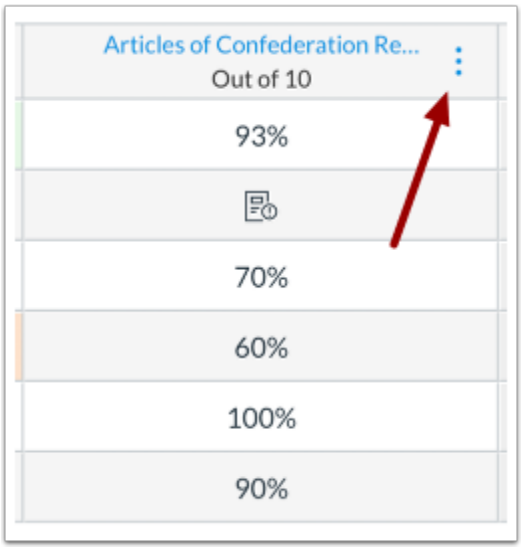
Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

Open Gradebook



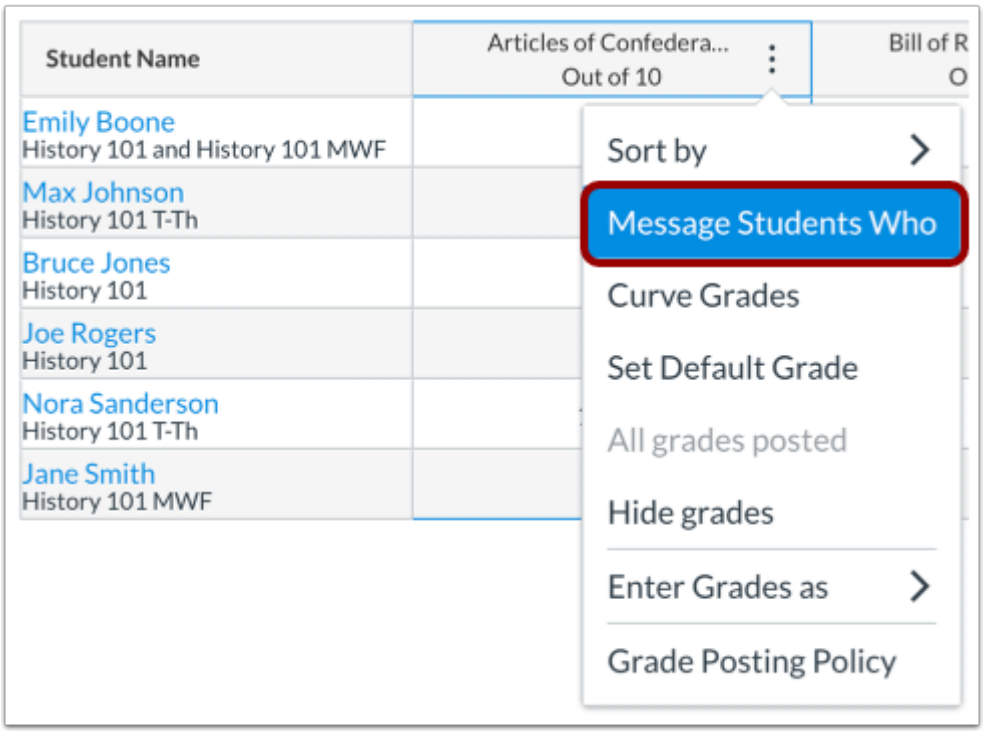
In Course Navigation, click the **Grades** link.

Open Assignment Menu



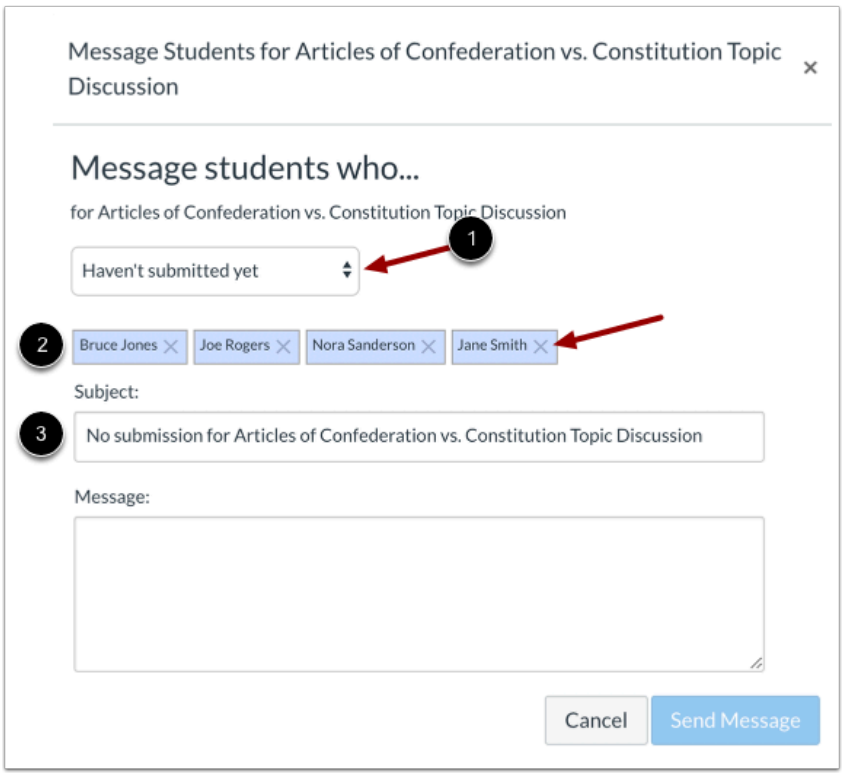
Hover over the assignment column header and click the **Options** icon.

Message Students



Click the **Message Students Who** link.

Select Message Category

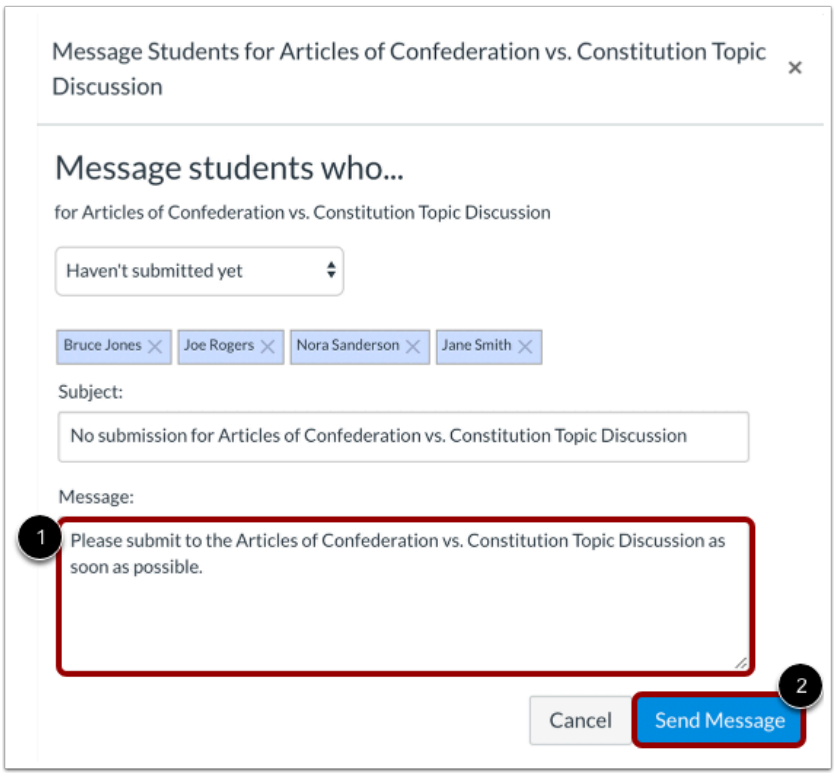


By default, Canvas will show names from the **Haven't submitted yet** category.

In the drop-down menu [1], select the category of students you want to message. Based on real-time data, Canvas will show the names of the students who fall in the category you selected [2]. You can also remove students from the message by clicking the **Remove** icon.

Canvas will also generate a subject line based on the category [3], but you can edit the subject line if needed.

Send Message



Type a message to the students in the message field [1]. Click the **Send Message** button [2].

Note: Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

How do I download all student submissions for an assignment in the Gradebook?

If you want to download all student submissions for an assignment, you can download them from the Gradebook in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the assignment page.

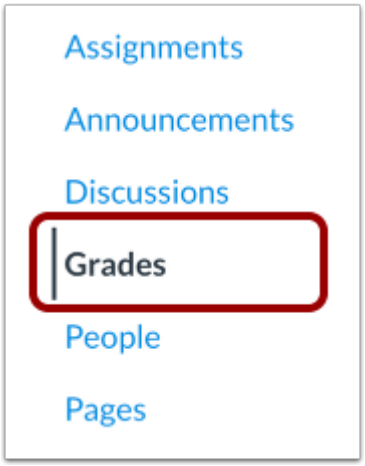
Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

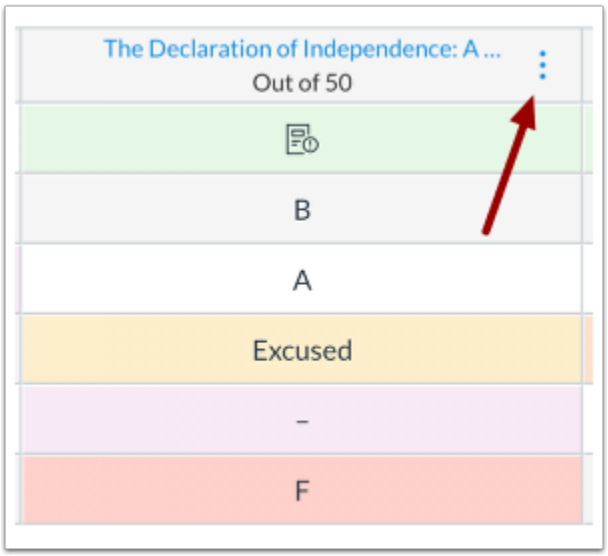
Note: After downloading student files, you can re-upload all student submissions in the Gradebook. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.

Open Grades



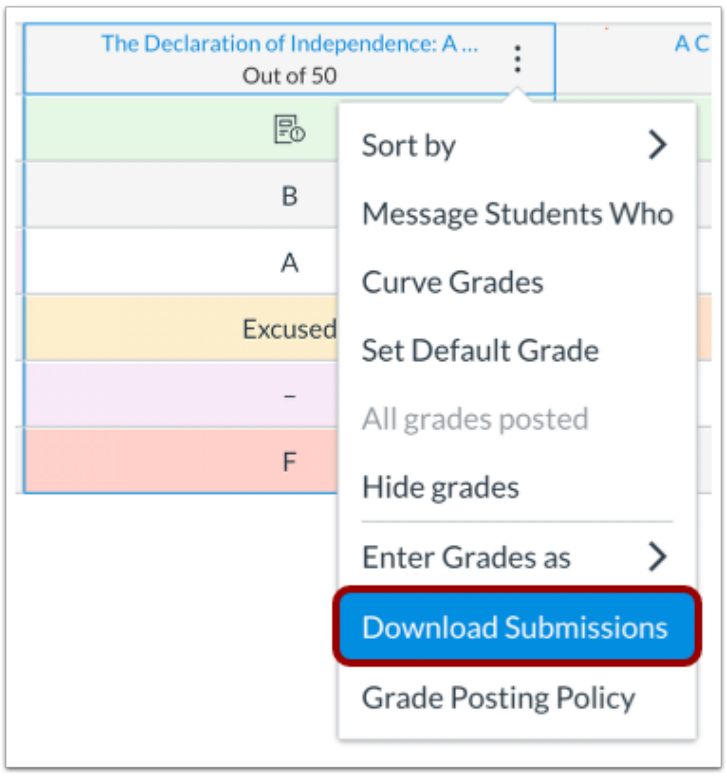
In Course Navigation, click the **Grades** link.

Open Assignment Menu



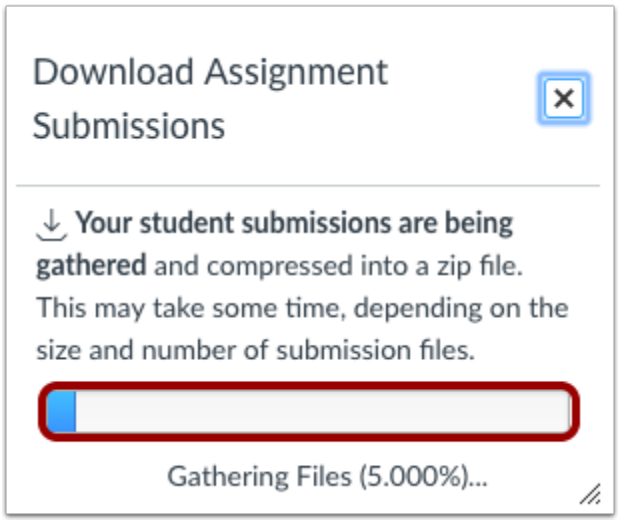
Hover over the assignment column header and click the **Options** icon.

Download Submissions



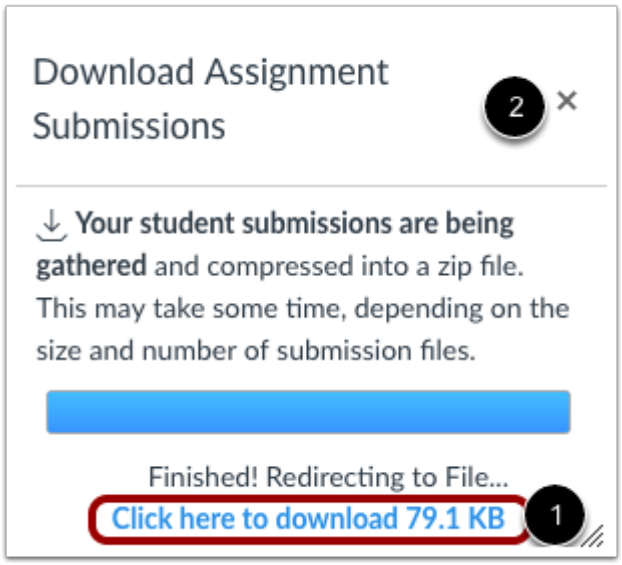
Click the **Download Submissions** link.

View Progress



View the progress of the file compression by tracking the progress bar.

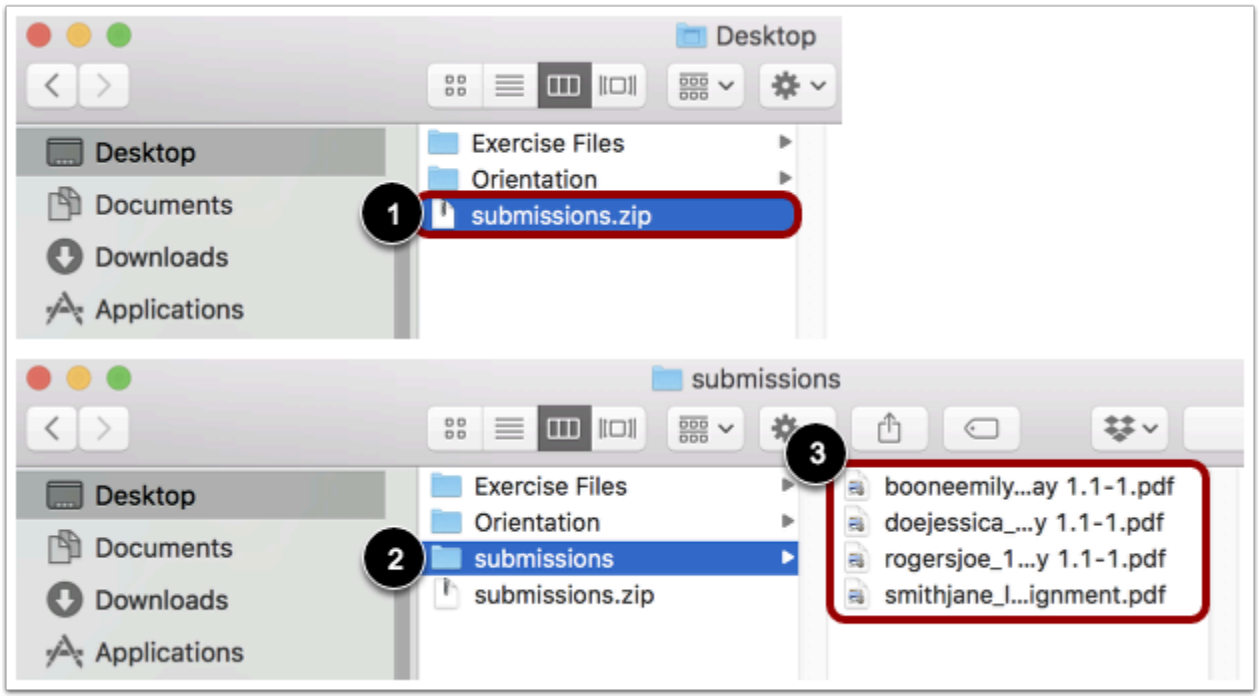
Download File



When the file is finished processing, download the file by clicking the **Click here to download** link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window, click the **Close** icon [2].

Open ZIP File



Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].

How do I upload all student submissions for an assignment in the Gradebook?

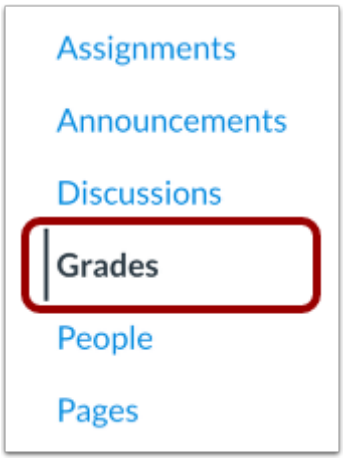
When you download all student submissions from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

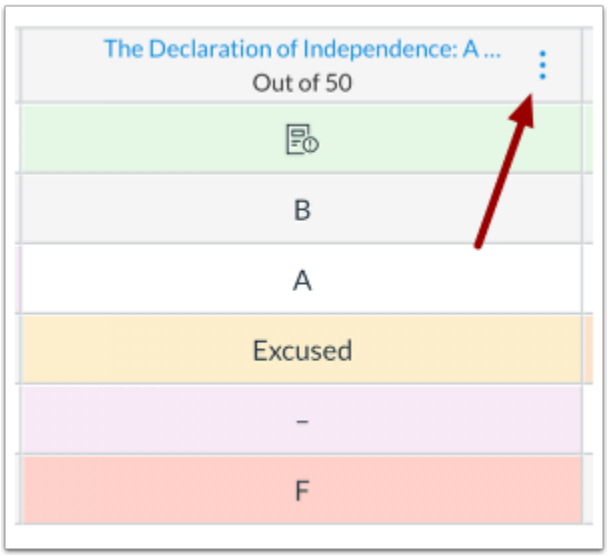
- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Grades



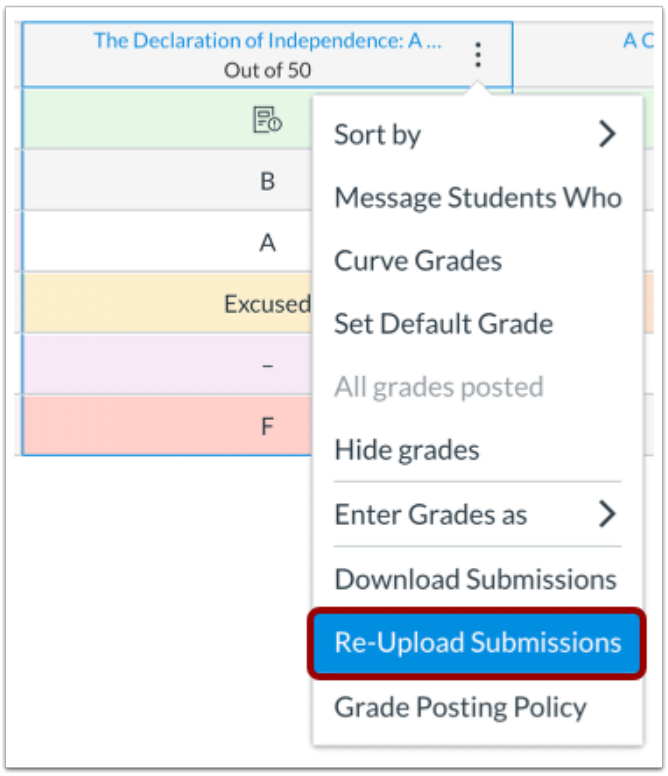
In Course Navigation, click the **Grades** link.

Open Assignment Menu



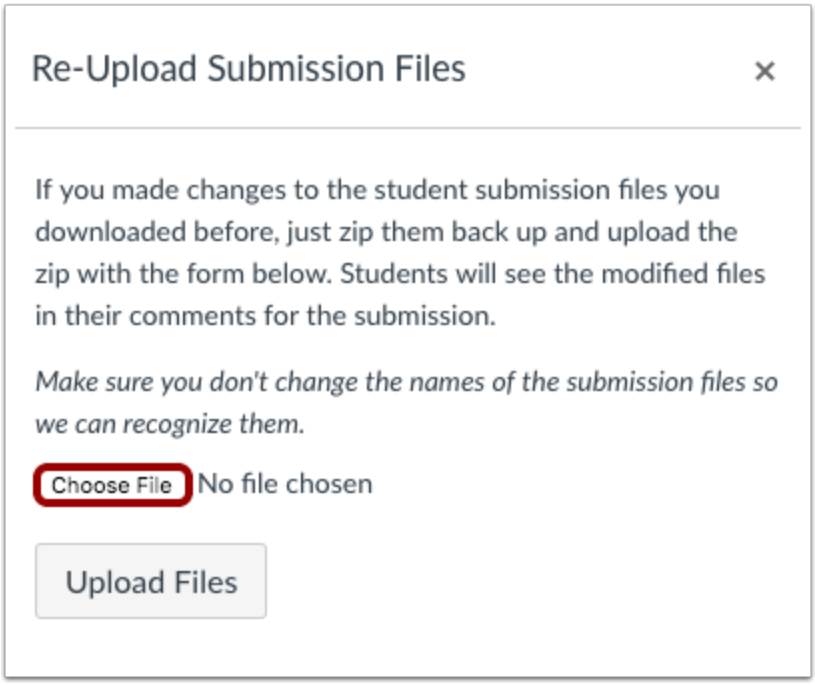
Hover over the assignment column header and click the **Options** icon.

Re-Upload Submissions



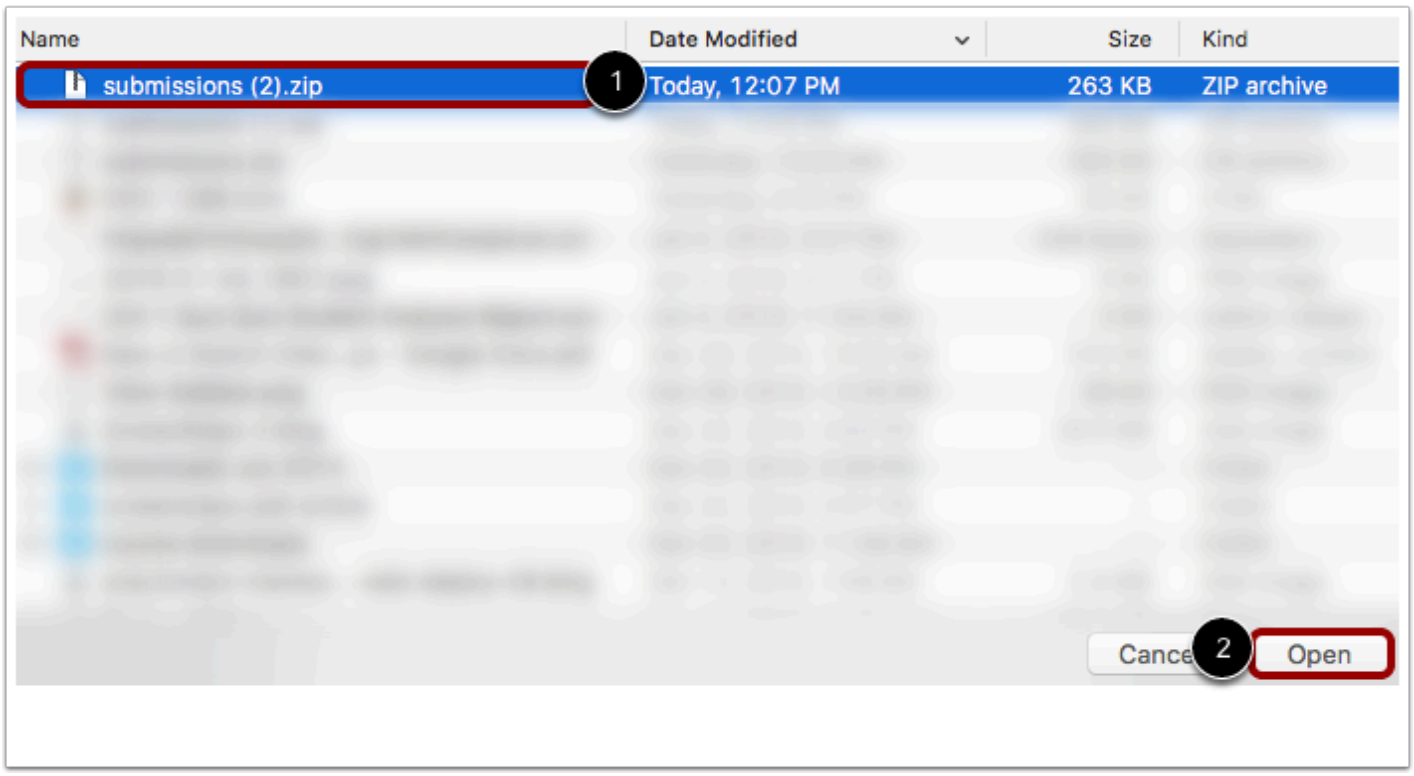
Click the **Re-Upload Submissions** link.

Choose File



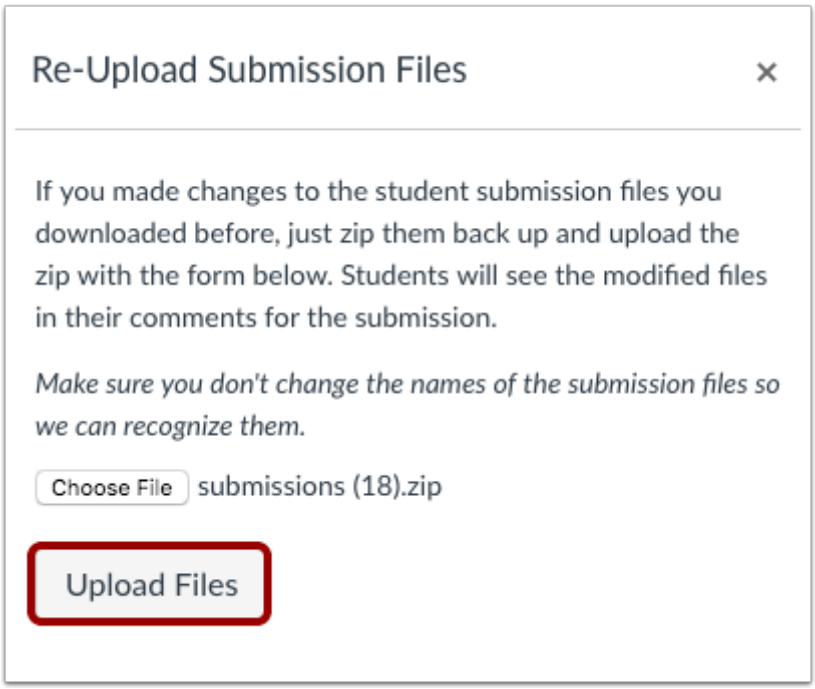
Click the **Choose File** button.

Open File



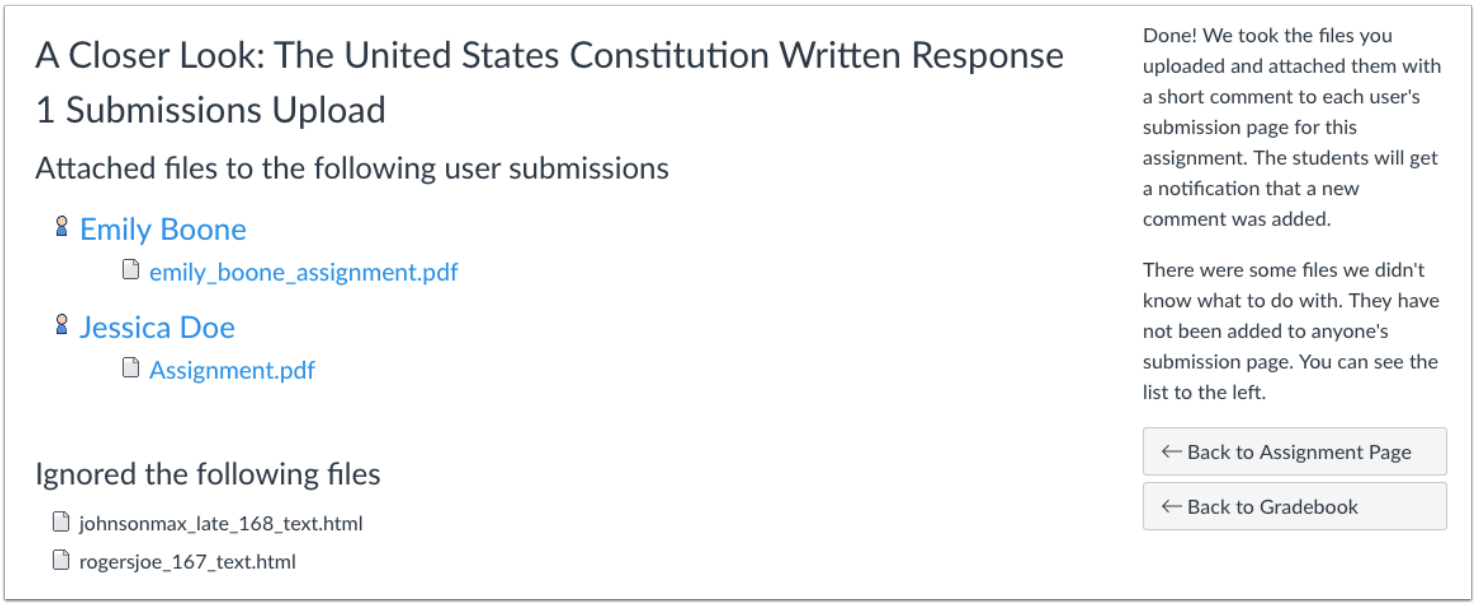
Click the file name to choose the file [1]. Then click the **Open** button [2].

Upload Files



Click the **Upload Files** button.

View Uploaded Submissions



Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Note: Depending on your computer's operating system, your upload may include hidden files with a ._ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

How do I enter and edit grades in the Gradebook?

Most likely you will access SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit grades in the Gradebook.

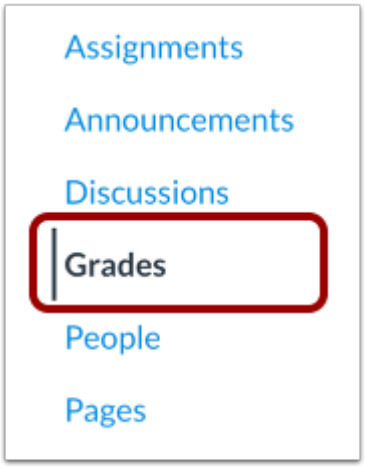
Assignments in the Gradebook are always shown with the assignment's point value. However, you can change the assignment to display grades for a specific grading type.

You can also use a CSV file to import grades.

Notes:

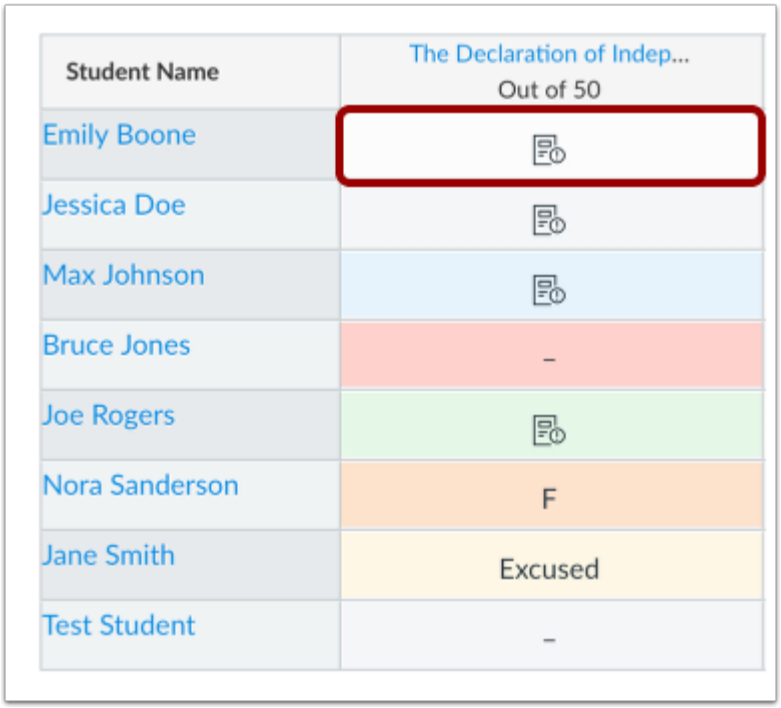
- When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
- Once a student receives a grade for an assignment, the grade will always apply to the student's current and final grade. If you unassign a student or section to a differentiated assignment you have previously graded, the grade will only be removed from grading calculations if you excuse the assignment for the student.
- When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.
- The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.

Open Grades



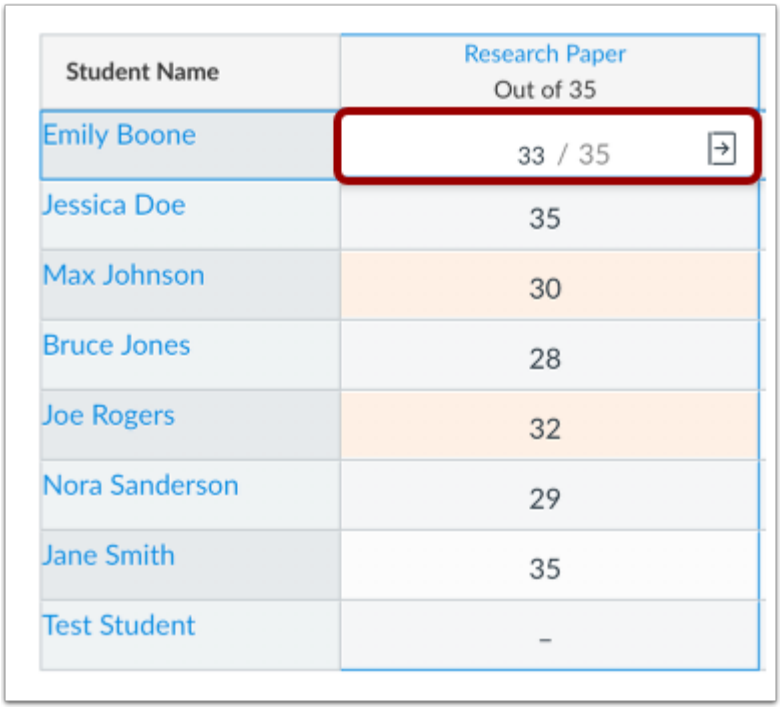
In Course Navigation, click the **Grades** link.

Locate Student Assignment



Locate the student name and assignment where you want to enter a grade.

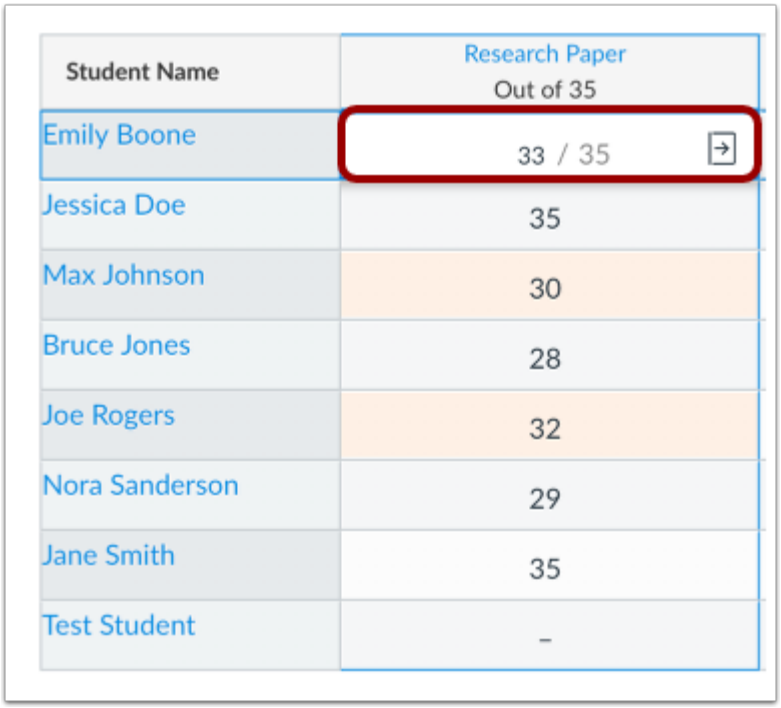
Enter Grade



Grades are entered according to the assignment's Display Grade setting. Grades can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA. You can change the assignment to display grades for a specific grading type.

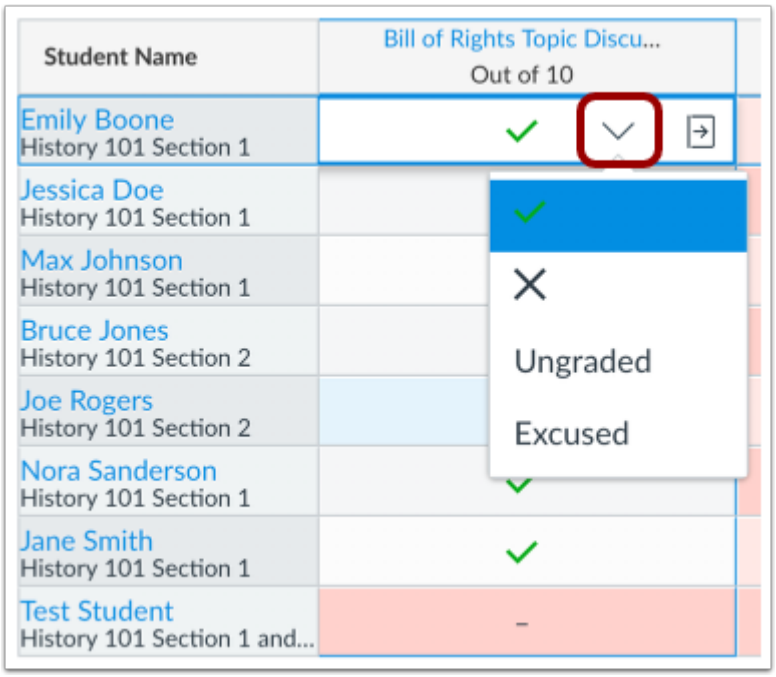
Note: When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.

Enter Points Grade



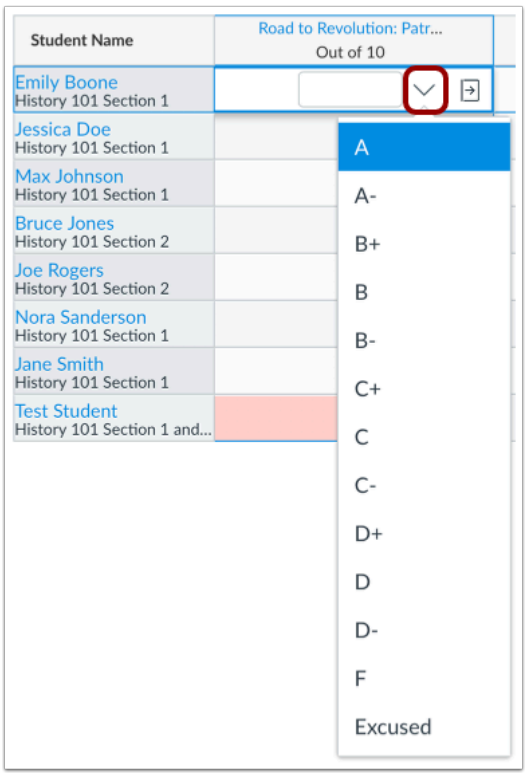
To enter a points grade, enter the number of points in the cell and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

Enter Complete or Incomplete Grade

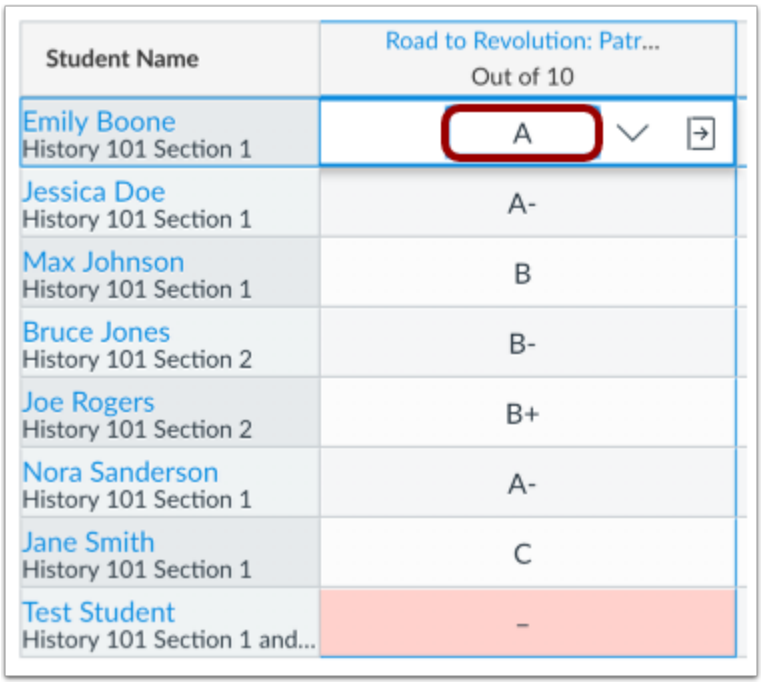


To enter a complete or incomplete grade, click the drop-down menu in the cell and select the desired icon. Grading options include complete, incomplete, ungraded, and excused.

Enter Letter Grade

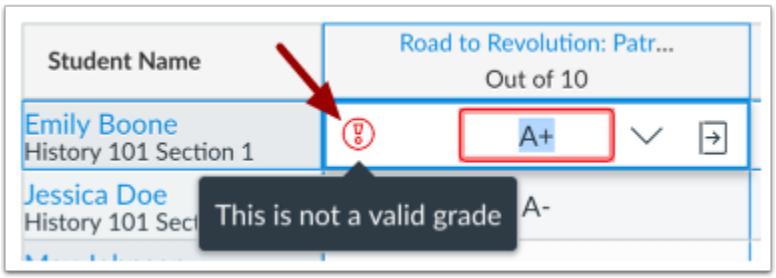


Click the drop-down menu and select a letter grade from the menu.



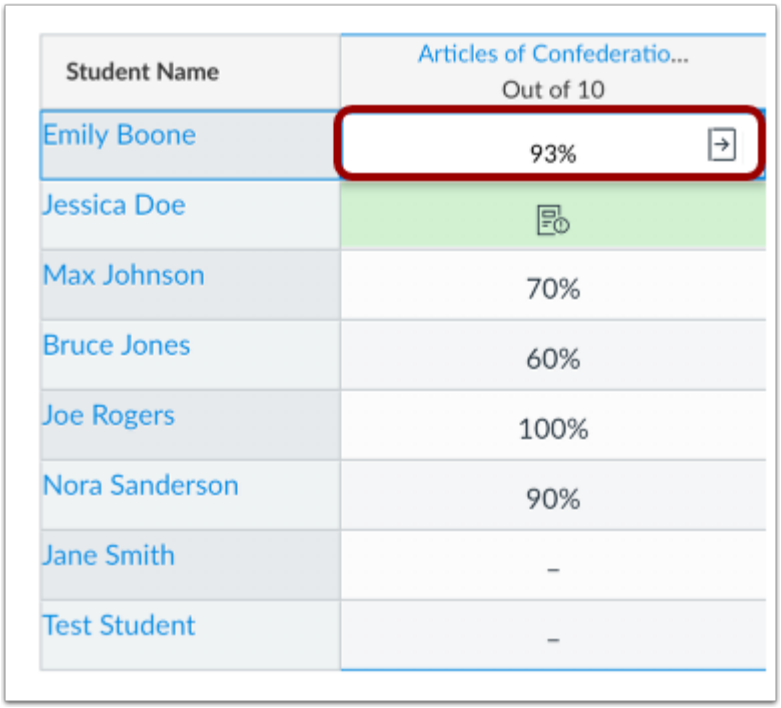
You can also manually enter a letter grade. Enter the letter which corresponds to the letter scale defined by the grading scheme and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

View Letter Grade Validation Error



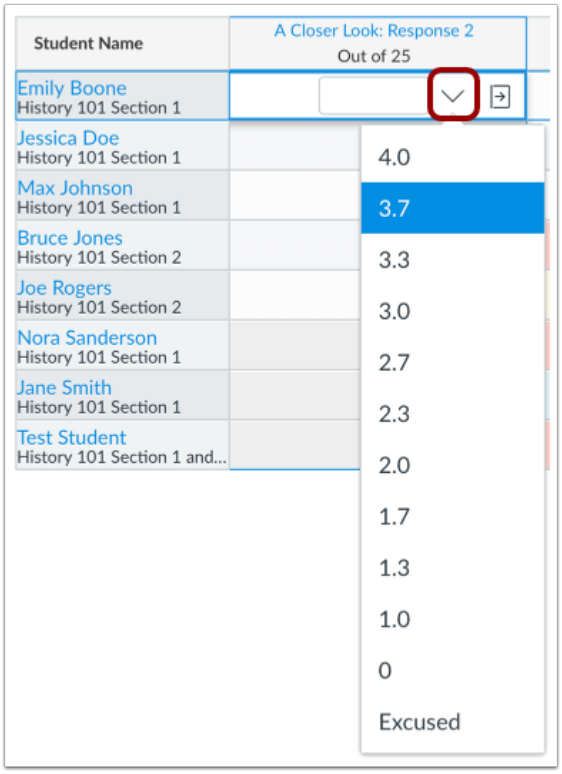
If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.

Enter Percentage Grade

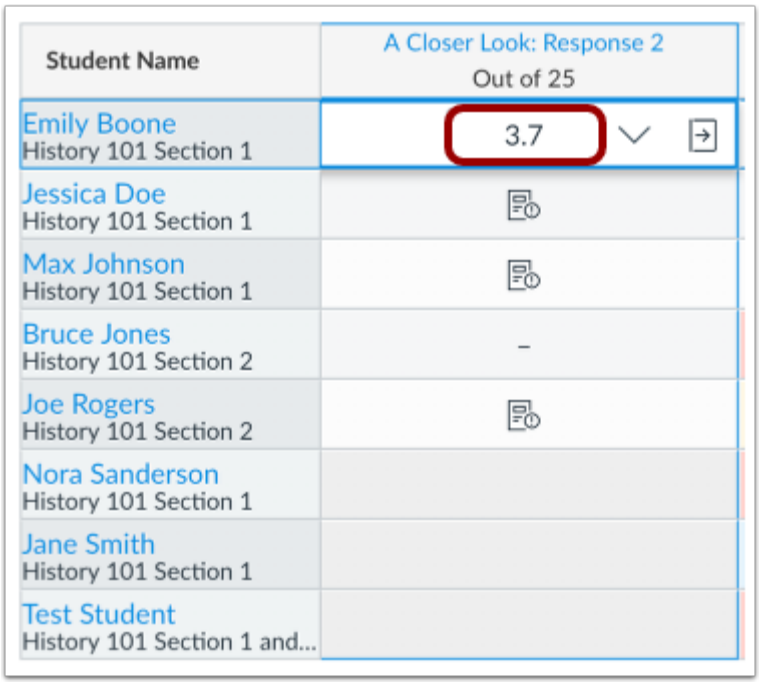


To enter a percentage grade, enter the percent in the cell and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

Enter GPA Grade

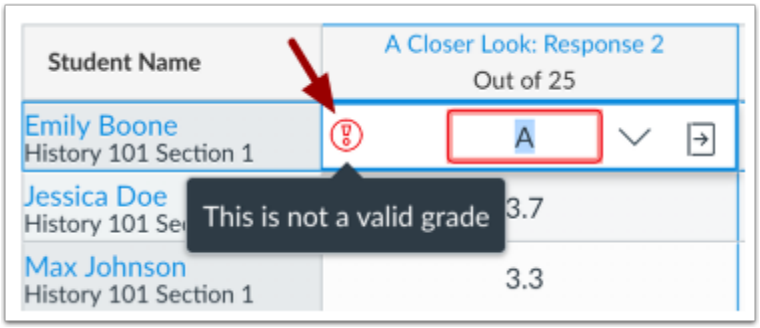


To enter a GPA grade, click the drop-down menu and select the desired grade from the menu.



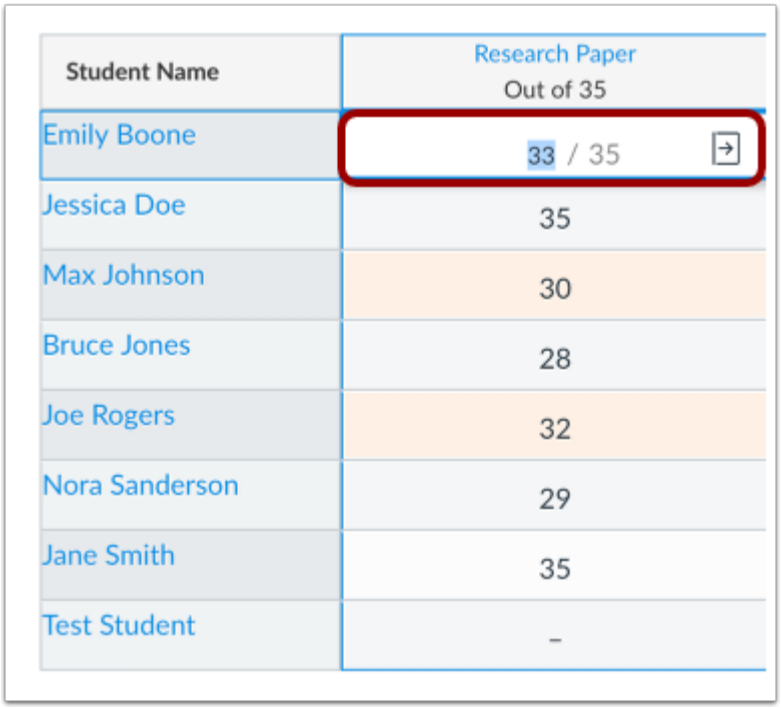
You can also enter the number which corresponds to the GPA scale defined by the grading scheme and press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

View GPA Grade Validation Error



If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.

Edit Grade

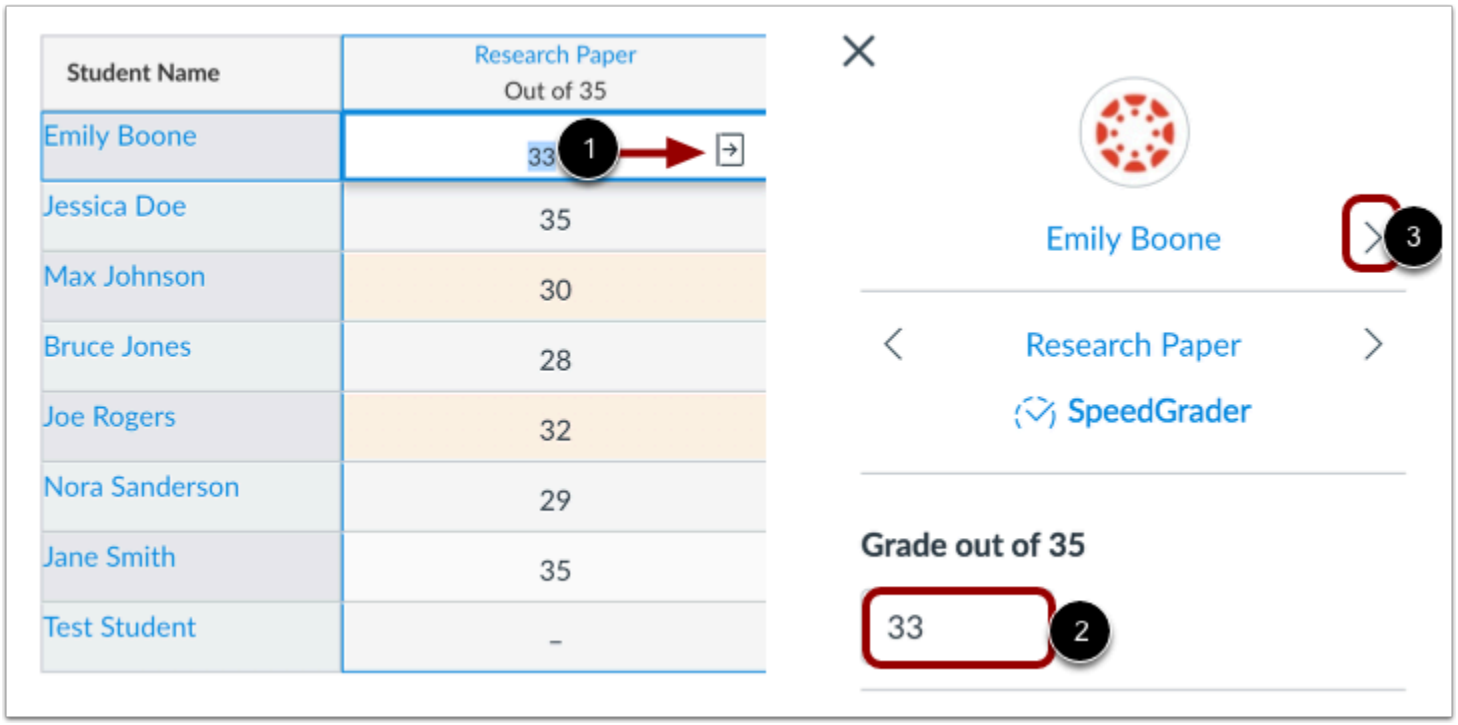


To edit an existing grade in the Gradebook, click the assignment cell for the grade.

To assign a new grade, enter the new grade. To delete the grade, click the Delete key.

To apply the edited grade, press the Return key (on a Mac keyboard) or the Enter key (on a PC keyboard).

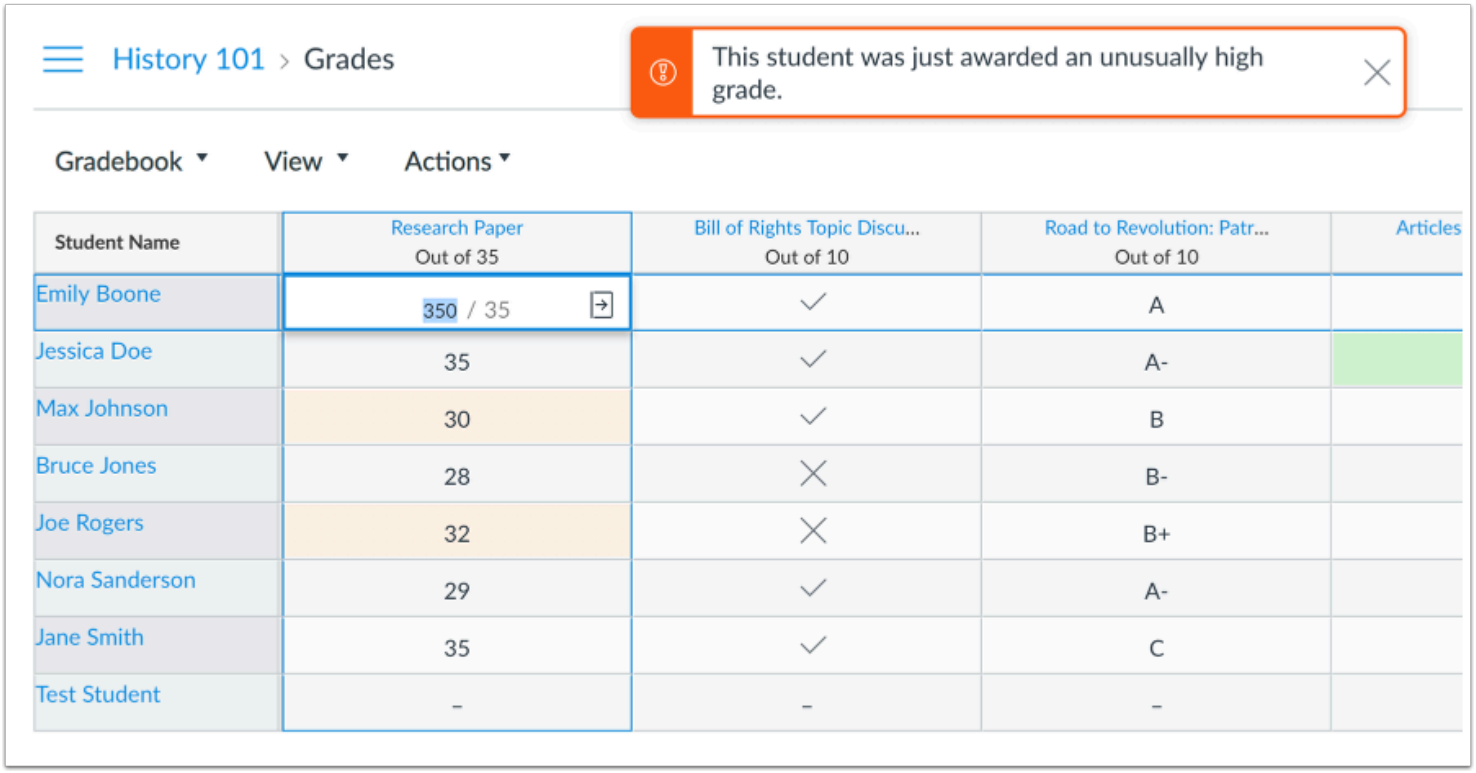
Enter Grade via Grade Detail Tray



Grades can also be entered in the Grade Detail Tray according to the assignment's display grade setting. To open the tray, click an assignment cell for a student and click the **Grade Detail Tray** icon [1]. In the **Grade** field [2], enter the grade for the student.

To advance to the next student, click the arrow icon [3].

View Excessive Points Alert



If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points

How do I enter grades for an individual assignment as a specific grading type in the Gradebook?

Each assignment grade defaults to the point value set in the assignment. However, the **Enter Grades as** menu allows you to view the assignment grade to be viewed by percentage. For Letter Grade or GPA assignments, the grade can also be displayed by the grading scheme set for the assignment.

You can change this option before grading in the Gradebook, or if you've graded an assignment from SpeedGrader, you can change the grades display after they've been assigned. The Grade Detail Tray also displays the assignment grade with the preferred Enter Grades as option.

Viewing or entering grades using the **Enter Grades as** option is for grading convenience only and does not affect the actual grade. In the student Grades page, students will always view the point value and the default grade display set in the assignment.

The following grade entry behavior is supported for each applied option in the Enter Grades menu:

Set to Points—enter grades as points or percentage

- Point entries display as points (e.g. entering 10 for a 10-point assignment displays as 10 points).
- Percentage entries are calculated as a percentage but displayed as the equivalent point value of the percentage (e.g. entering 90% for a 10-point assignment displays as 9 points).
- Grading scheme entries are not supported.

Set to Percentage—enter grades as percentage or grading scheme (if set in the assignment)

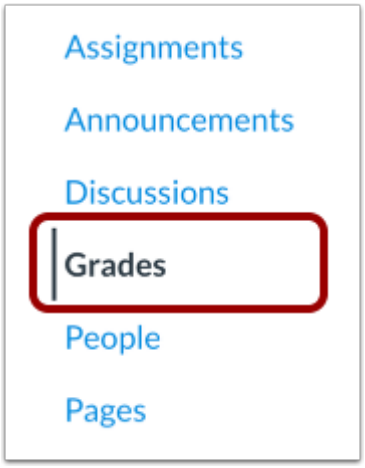
- Point values are not supported. Entries without a percent symbol are always calculated as a percentage (e.g. entering 20 as a point value calculates and displays as 20%).
- Percentage entries display as a percentage (e.g. entering 80% for a 10-point assignment displays as 80%). The percent symbol is not required.
- Grading scheme values calculate according to the assignment's grading scheme and display as the highest percentage for the corresponding range in the grading scheme (e.g. in a grading scheme where B ranges from 84% to 87%, entering a B displays as 86%). Course grading schemes are not supported.

Set to Grading Scheme—enter grades as points, percentage, or grading scheme

- Point entries calculate according to the equivalent grading scheme of the point value (e.g. in a grading scheme where B ranges from 84% to 87%, entering 26 for a 30-point assignment calculates as 86.67% and displays as a B).
- Percentage entries are calculated as percentages but displayed as the equivalent grading scheme for the percentage (e.g. in a grading scheme where A ranges from 94% to 100%, entering 94% displays as an A).
- Grading scheme values display as the grading scheme value according to the assignment's grading scheme (entering an A displays as an A). Course grading schemes are not supported.

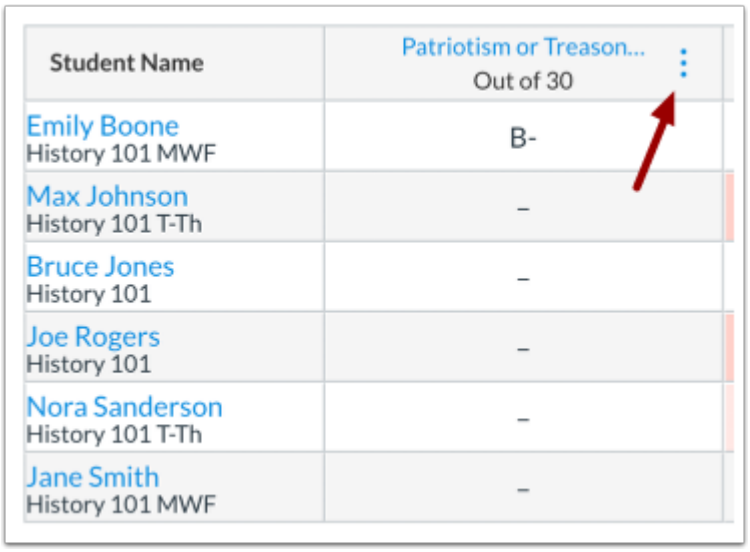
Note: The Enter Grades as option is not available for complete/incomplete assignment types.

Open Grades



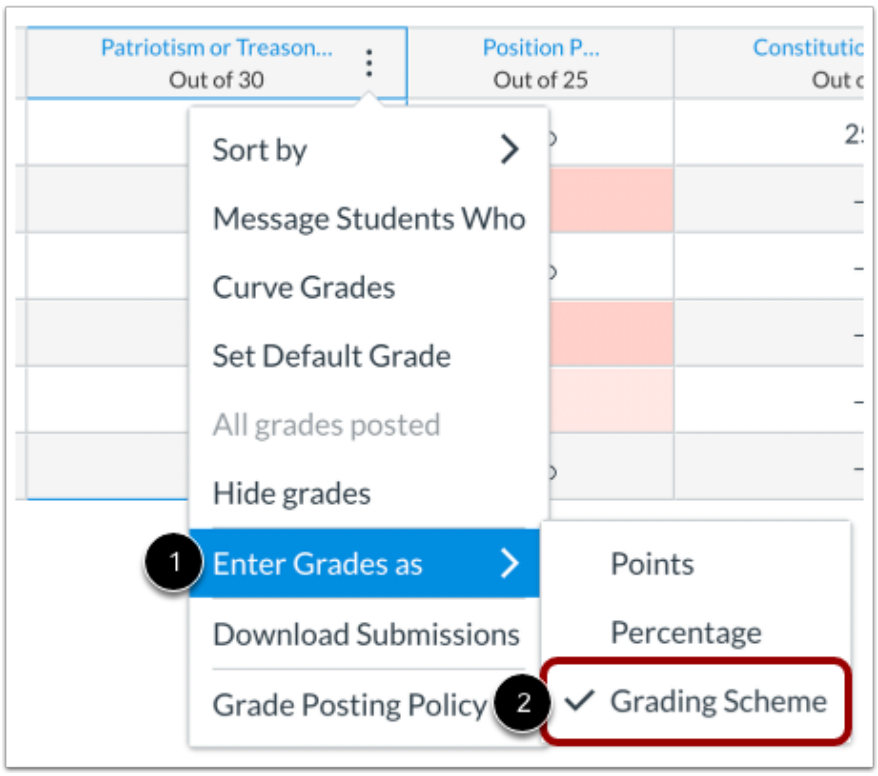
In Course Navigation, click the **Grades** link.

Open Assignment Menu



Hover over the assignment title and click the **Options** icon.

View Grade Entry



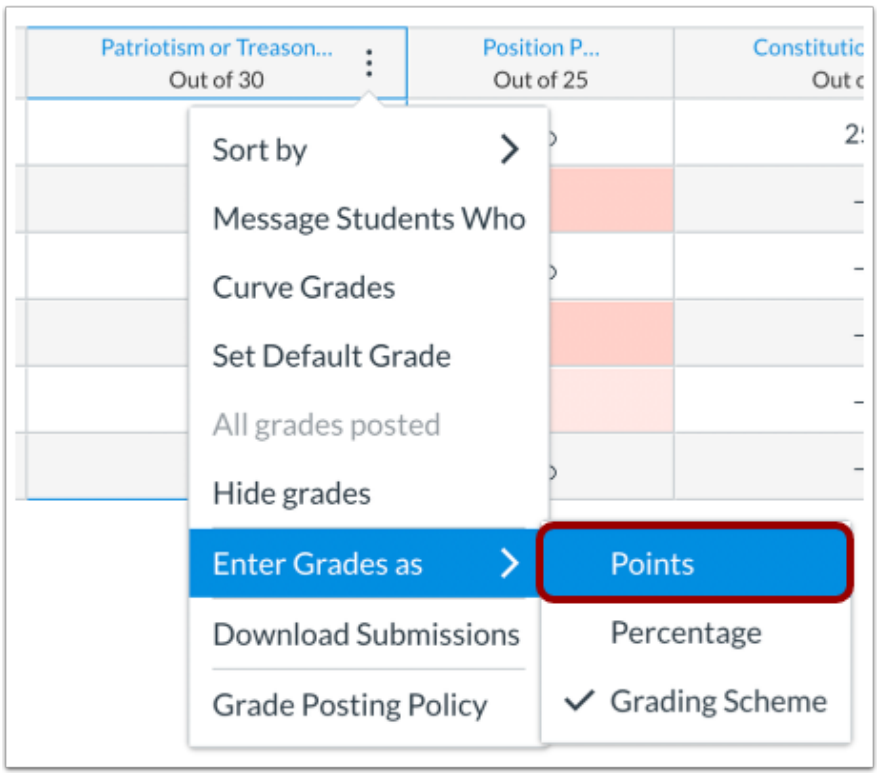
Select the **Enter Grades as** option [1] and view the current grade display option [2]. Unless changed, the assignment defaults to the grade display set in the assignment.

All assignments display the Points and Percentage options.

Additionally, Letter Grade assignments display the grading scheme option.

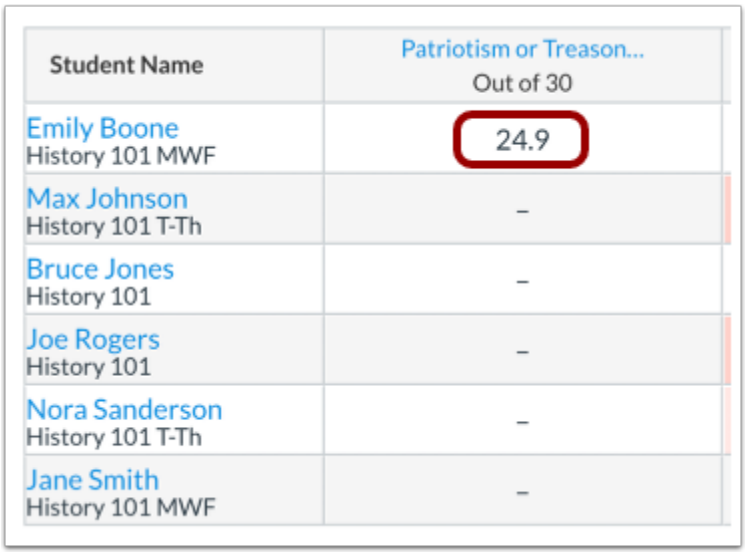
Note: The Enter Grades as option is not available for complete/incomplete assignment types.

Select Grade Entry



If you want to enter grades and have them display in the gradebook using a different grading value, select your preferred grading display as supported for the assignment.

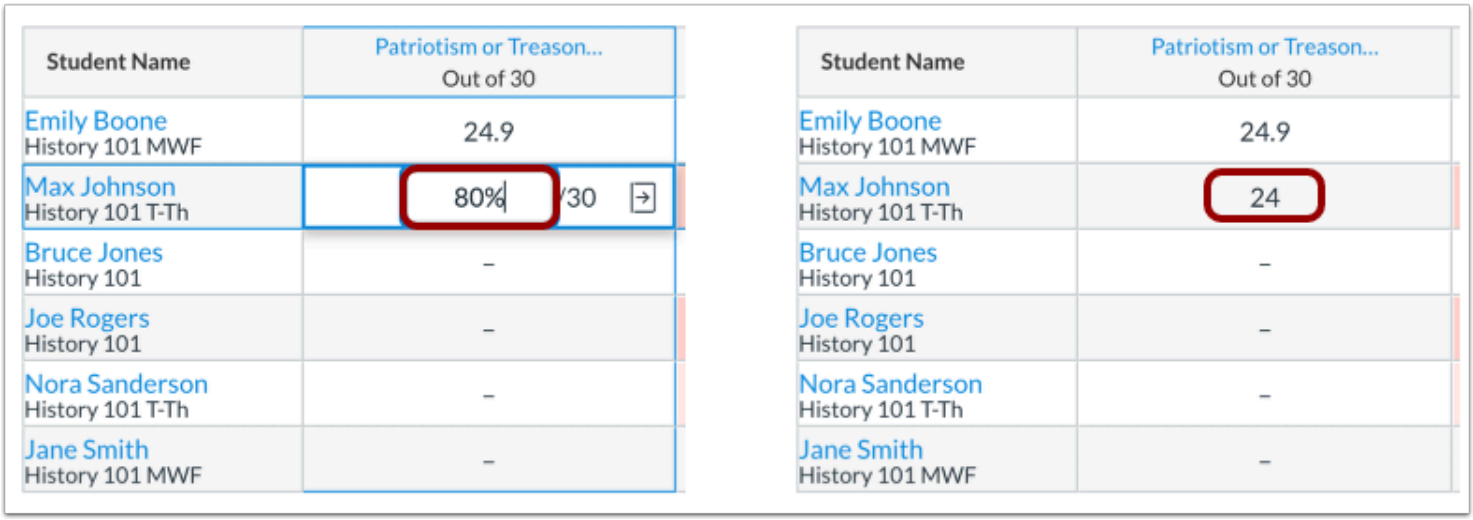
View Grades



Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	–
Bruce Jones History 101	–
Joe Rogers History 101	–
Nora Sanderson History 101 T-Th	–
Jane Smith History 101 MWF	–

In the assignment column, any existing grades will calculate and display according to your grade display preference.

Enter Grades



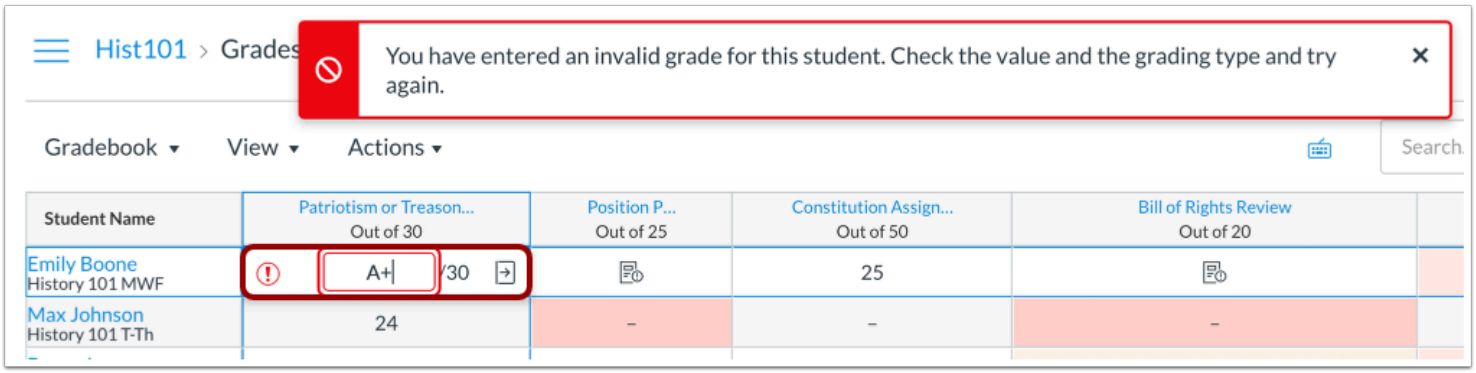
Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	80% /30
Bruce Jones History 101	–
Joe Rogers History 101	–
Nora Sanderson History 101 T-Th	–
Jane Smith History 101 MWF	–

Student Name	Patriotism or Treason... Out of 30
Emily Boone History 101 MWF	24.9
Max Johnson History 101 T-Th	24
Bruce Jones History 101	–
Joe Rogers History 101	–
Nora Sanderson History 101 T-Th	–
Jane Smith History 101 MWF	–

For new grades, enter a grade value according to your grading preference as supported: points, percentage, or grading scheme.

The entered grade will be calculated appropriately and displayed according to the grade display option.

View Grade Warning



If you enter a grade that is not validated through the grading scheme, you will see an invalid grade warning message. A warning icon also displays in the cell with the invalid grade.

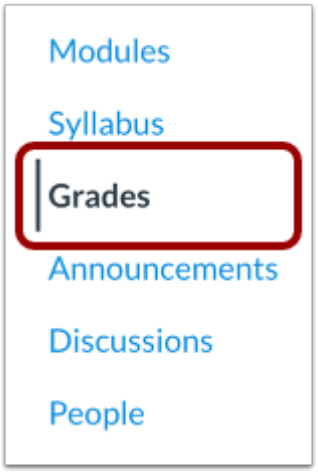
How do I get to SpeedGrader from the Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

Notes:

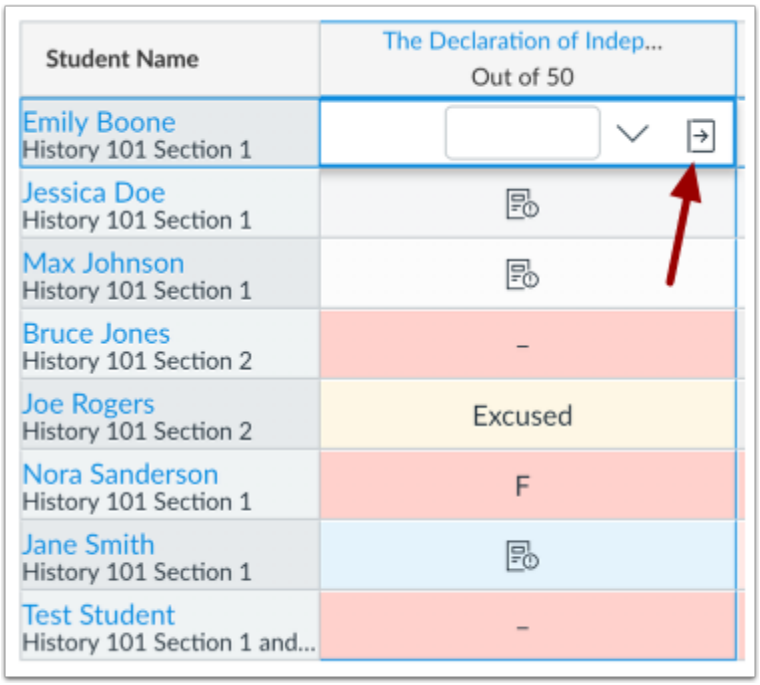
- SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments.
- When a section filter is applied in the Gradebook, SpeedGrader also displays assignment submissions for the same section.

Open Gradebook



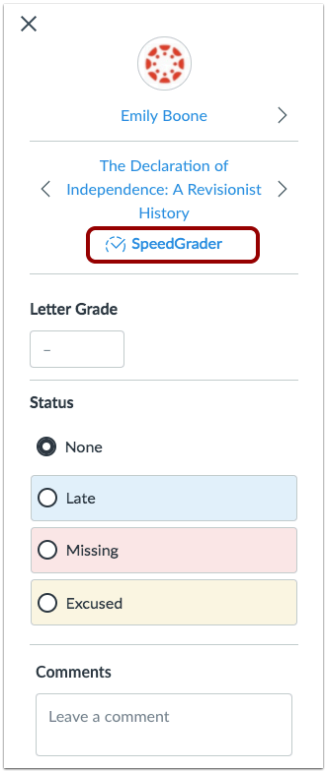
In Course Navigation, click the **Grades** link.

Open Grade Detail Tray



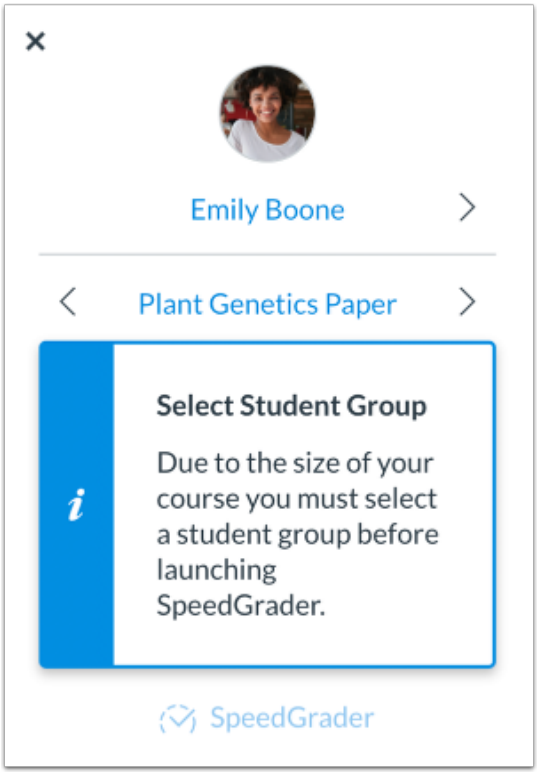
Click any assignment cell and click the **Grade Detail Tray** icon.

Open SpeedGrader



Click the **SpeedGrader** link.

Select Student Group



If you have enabled the Launch SpeedGrader Filtered by Student Group setting, you must select a student group before launching SpeedGrader. To select a student group in the Gradebook, choose a student group in the Gradebook filters.

How do I curve grades in the Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

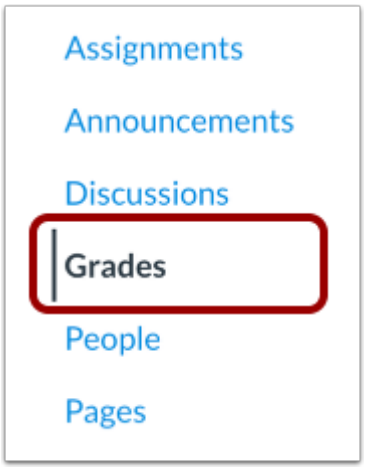
To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

To learn more about how curved grades are calculated, view the Curving Grades in Canvas PDF.

Note:

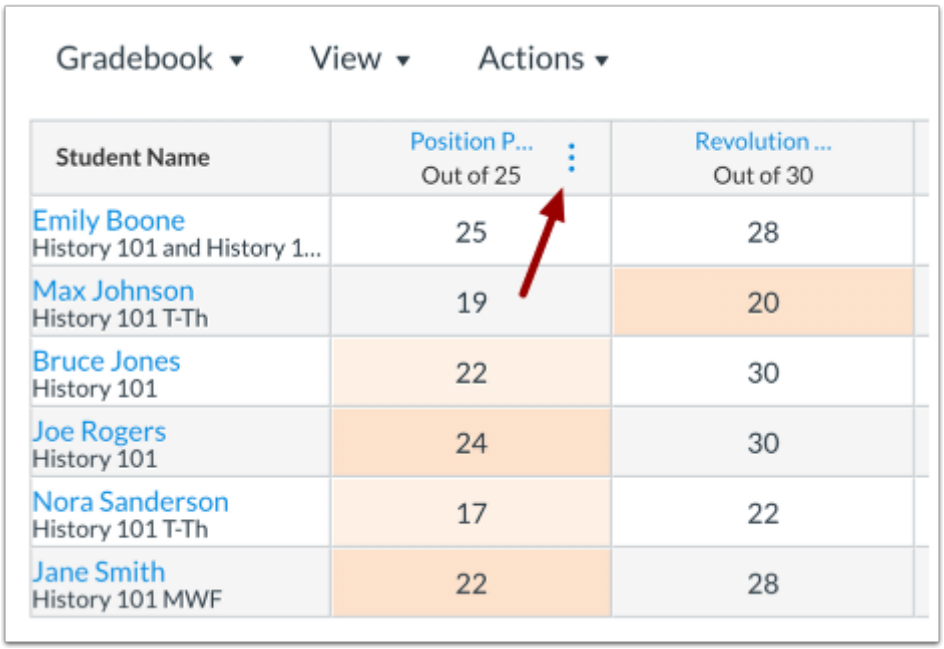
- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.
- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Open Gradebook



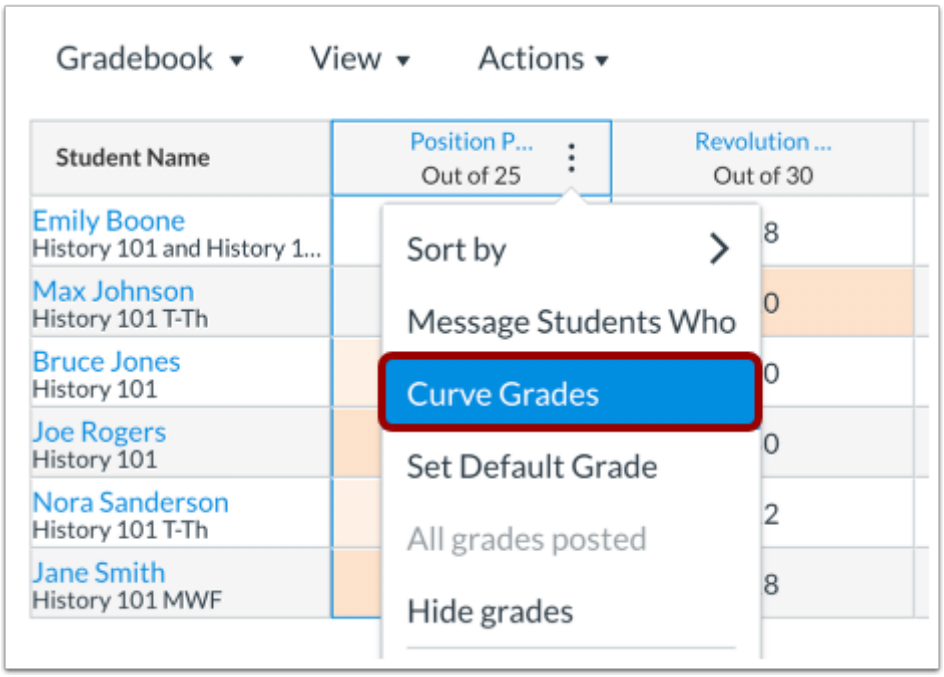
In Course Navigation, click the **Grades** link.

Open Assignment Menu



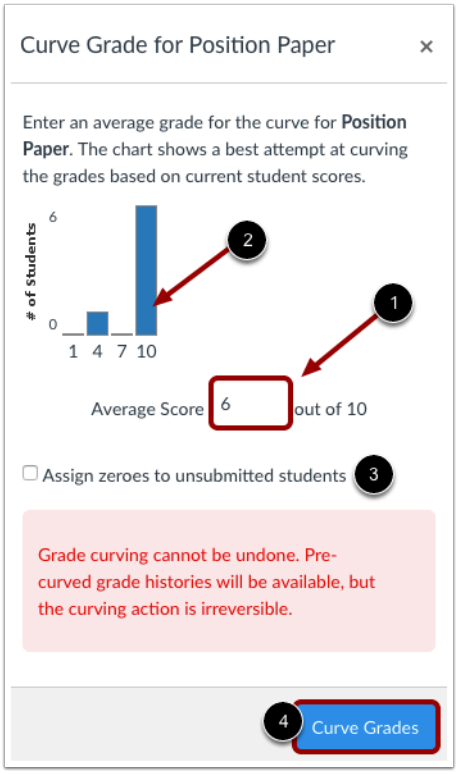
Hover over the assignment column header and click the **Options** icon.

Curve Grades



Click the **Curve Grades** link.

Set Curve Score



In the **Average Score** field [1], type the average grade for the curve score. The graph above the Average Score field will change depending on what score is entered and give you an approximation of what the new scores would look like [2]. You can adjust the average score as necessary to produce a desired grading outcome.

You can assign zeros to students who did not submit their assignments by clicking the **Assign zeroes to unsubmitted students** checkbox [3]. To curve grades, click the **Curve Grades** button [4].

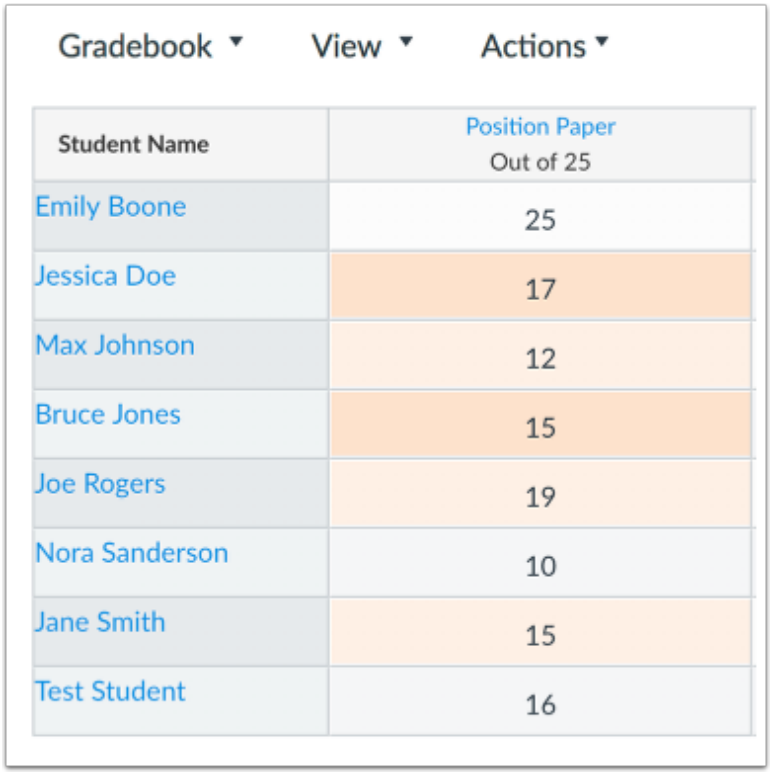
Note:

- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores.

View Updated Scores

Canvas displays how many scores were updated. Click the **OK** button.

View Curved Grades



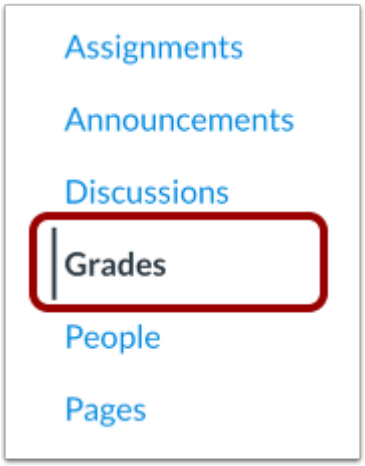
View the new grades for the assignment.

How do I set a default grade for an assignment in the Gradebook?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. This will allow you to input scores for students who do not have scores or to overwrite already entered scores.

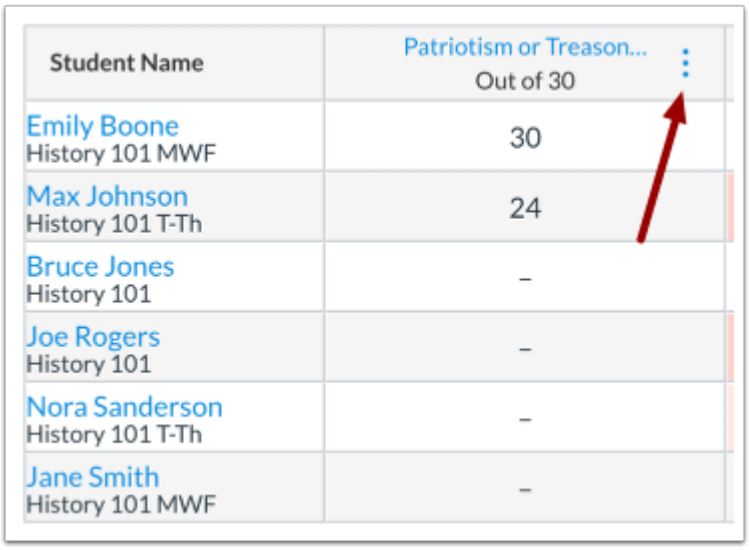
Note: When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Open Grades



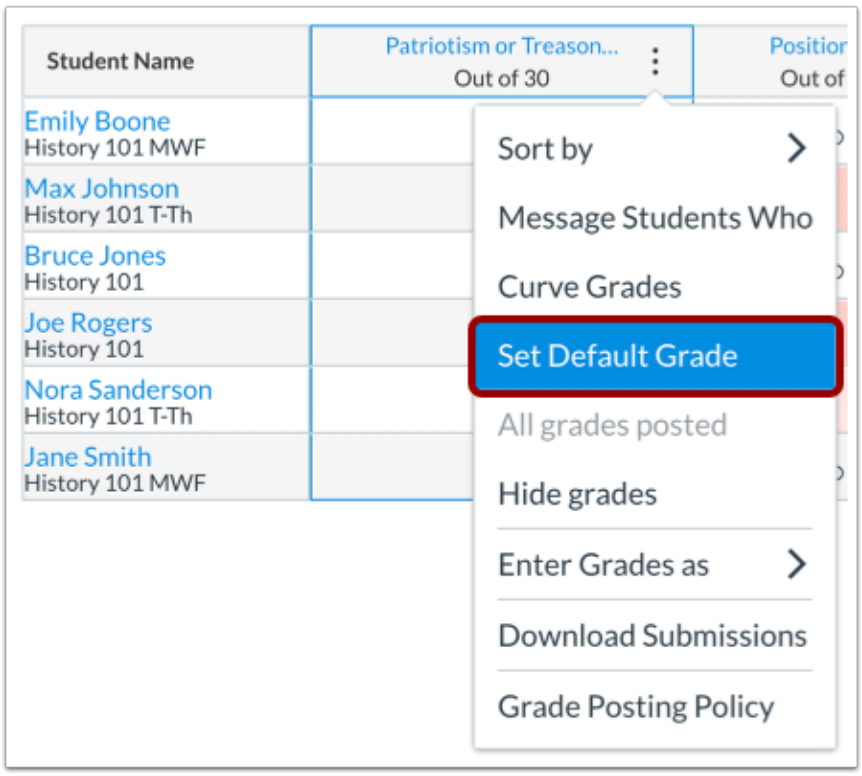
In Course Navigation, click the **Grades** link.

Open Assignment Menu



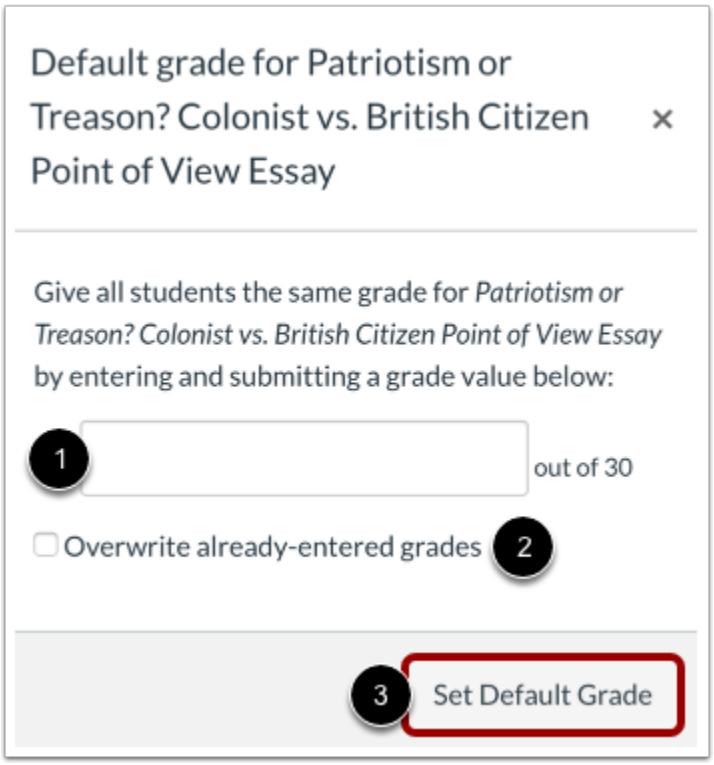
Hover over the assignment column header and click the **Options** icon.

Set Default Grade



Click the **Set Default Grade** link.

Create Default Grades



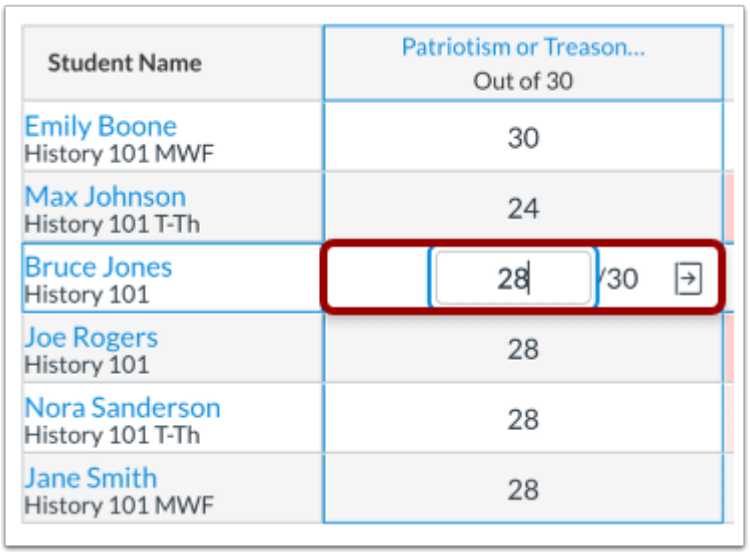
Type the default grade value in the text box [1]. If you would like to overwrite existing grades for the assignment, select the **Overwrite already-entered grades** checkbox [2].

Click the **Set Default Grade** button [3].

Verify Default Grades

Click the **OK** button.

View New Grades



Default grades are automatically entered for all students who do not have a grade. Grades can be changed by clicking the default grade and typing in an updated score.

How do I apply a Missing Submission policy in the Gradebook?

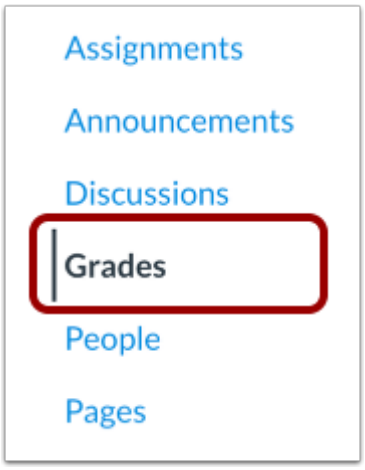
The Missing Submission policy lets you automatically apply a grade for all missing submissions in the Gradebook. A submission is labeled missing when the due date has passed and it has not been submitted. Only submissions with a status of Missing will be affected by the Missing Submission policy. The Missing Submission policy is set per course.

The Missing Submission policy allows you to define a grade that will be granted for missing submissions as a percentage of the total points possible. The percent entered is multiplied by the total points possible on the assignment and the resulting value will be awarded to missing submissions. For example, if the Missing submission grade is set to 20% and the assignment is worth 10 points, all missing submissions for that assignment will be awarded a grade of 2 points (10 points possible x 20% = 2 points awarded). To award all missing submissions with a grade of 0, the Missing submission grade can be set to 0%.

Notes:

- If a submission is received after the due date, the Missing label will be automatically replaced by the Late label. However, any label can be manually removed in the Grade Detail Tray.
- Setting a Missing Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Missing in the Grade Detail Tray.
- Applying a missing submission policy will not affect previously graded missing submissions. Therefore, the Missing Submission policy should be set up when a course is created prior to creating assignments.
- The Missing Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Missing Submission policy will not be automatically applied to No Submission, On Paper, or External Tool assignments. However, a Missing label can be added in the Grade Detail Tray.

Open Grades



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

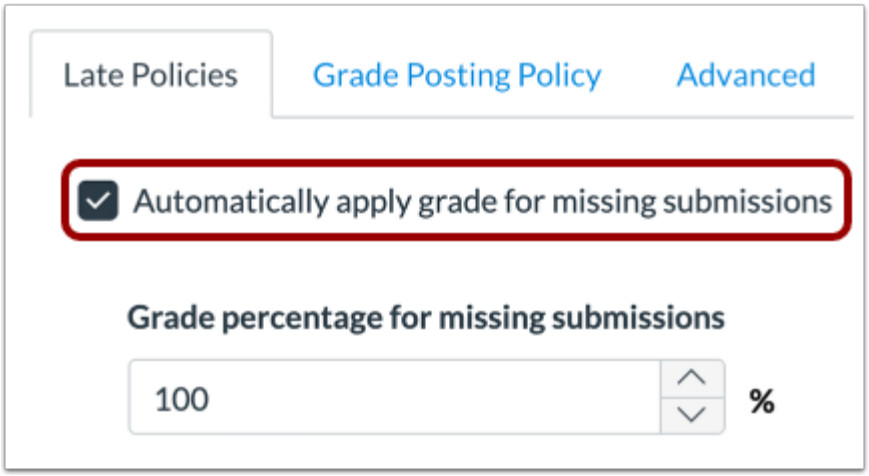
Open Gradebook Settings

Click the **Settings** icon.

View Late Policies

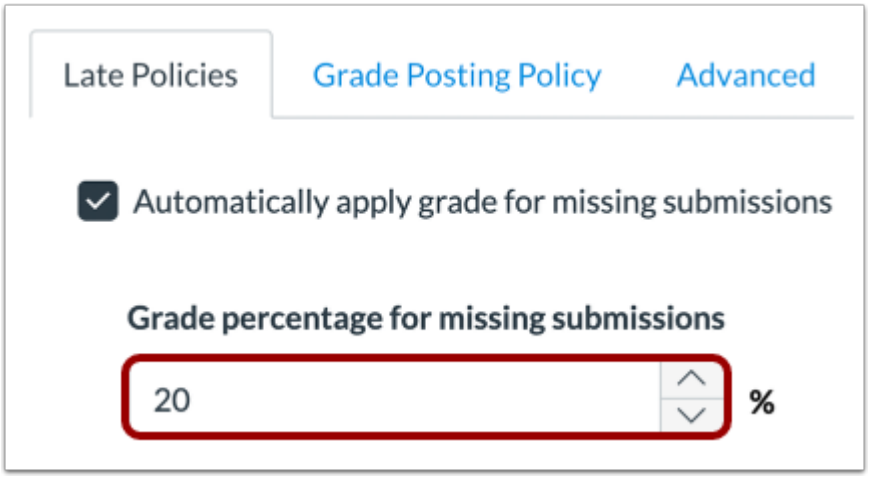
In Gradebook Settings, view the **Late Policies** tab.

Apply Missing Submission Policy



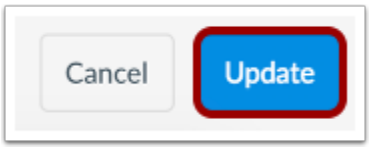
Click the **Automatically apply grade for missing submissions** checkbox. Selecting this checkbox will automatically apply the grade you set for any missing submissions in the course.

Set Missing Submission Percentage



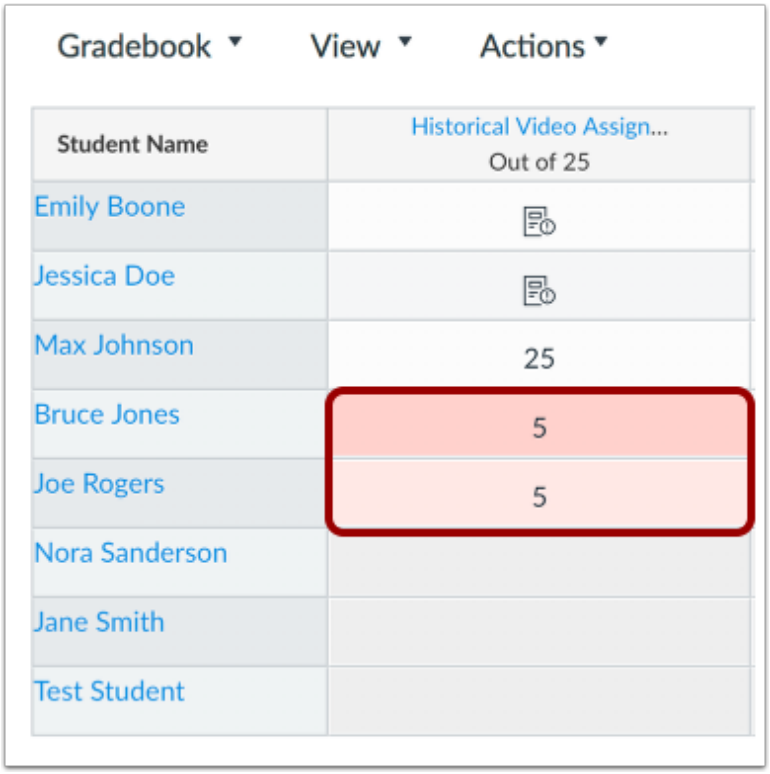
Set a percentage in the **Grade percentage for missing submissions** field.

Update Settings



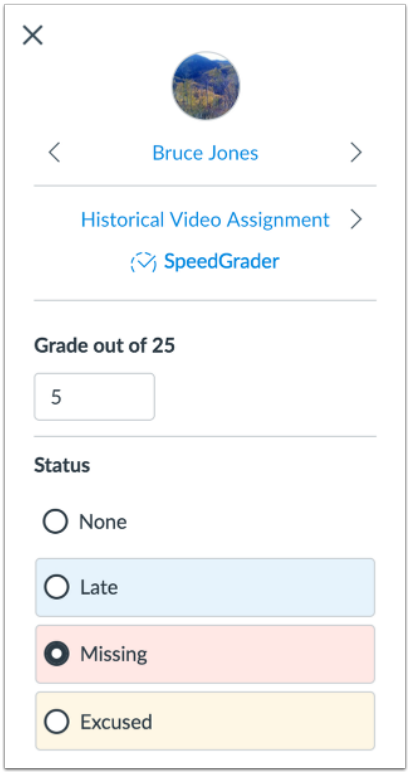
Click the **Update** button.

View Grades



View the affected grades in the Gradebook.

View Grade Detail Tray



In the Grade Detail Tray, you can view details about the submission. When a submission applies to a missing policy, the Grade Detail Tray displays the given grade. To remove the late penalty from a submission, enter a grade in the grade field. Once a grade has been manually assigned, the Missing submission policy will no longer apply.

Please note that manually entering a grade will not remove the Missing label. To remove the Missing label, choose a status other than Missing in the Grade Detail Tray.

How do I apply a Late Submission policy in the Gradebook?

The Late Submission policy allows you to automatically deduct points on all late submissions. A submission is labeled late when it has been submitted past the due date. Only assignments with a status of Late will be affected by the Late Submission policy. The late policy will be applied to a submission when it is graded.

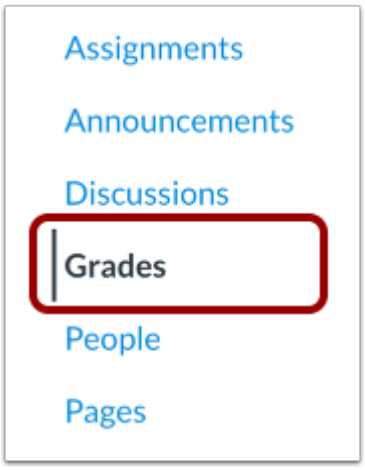
The Late Submission policy allows you to define a percentage of the total points possible on an assignment that will be deducted for late submissions. Points can be deducted per day or hour the submission is late. For example, if the Deduct field is set to 10%, the interval is selected for Day, and the assignment is worth 10 points, 1 point will be deducted per day. If a submission is 2 days late, and the student is awarded full points, their final grade on the assignment would be 8 points (2 days late x 1 point deduction per day = 2 point Late Penalty).

Additionally, you can define the lowest possible grade that can be given to a student. For example, if the Late Submission policy is set to deduct 10% per day for late submissions, and a student submits 8 days late to an assignment worth 10 points, the student's grade would be 2 points if they were awarded full credit on the assignment (8 days late x 1 point deducted per day = 8 point Late Penalty). However, if the Lowest grade possible is set to 60%, the student's grade will be adjusted to 6 points.

Notes:

- Setting a Late Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Late in the Grade Detail Tray.
- For the calculation of the Late Penalty, days late will be rounded up to the next whole number. For example, if a student submits 1.3 days late, the Late Penalty will treat the student as 2 days late. This behavior also applies for hour durations.
- Applying a deduction to late submissions will automatically affect any previously graded submissions. Therefore, the Late Submission policy should be set up when a course is created prior to creating assignments.
- The Late Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Late Submission policy will not be automatically applied to No Submission, On Paper, or External Tool assignments. However, a Late label can be added in the Grade Detail tray.

Open Grades

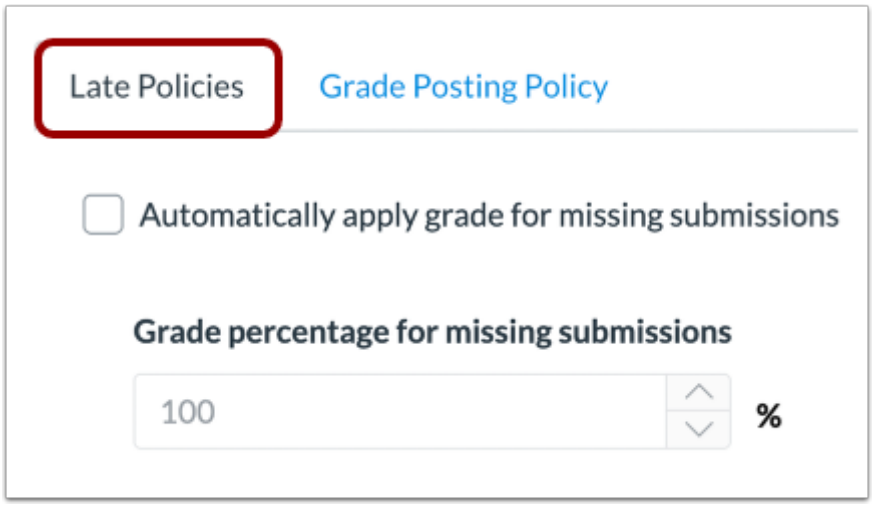


In Course Navigation, click the **Grades** link.

Open Gradebook Settings

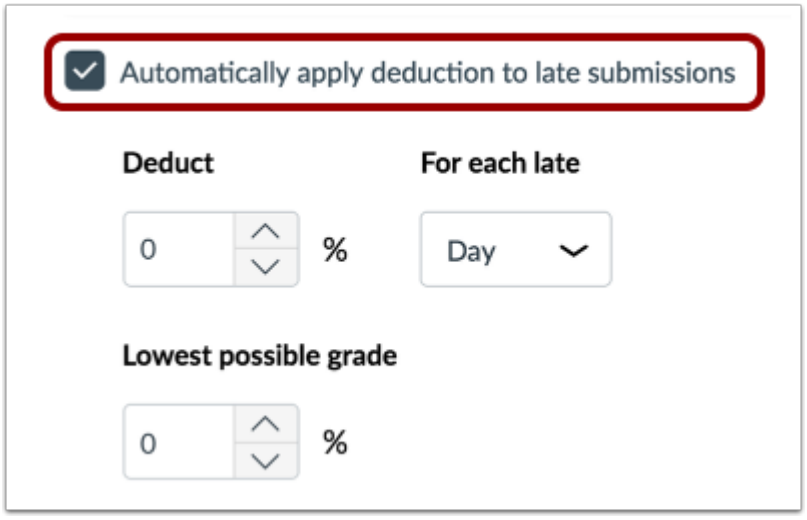
Click the **Settings** icon.

View Late Policies



In Gradebook Settings, view the **Late Policies** tab.

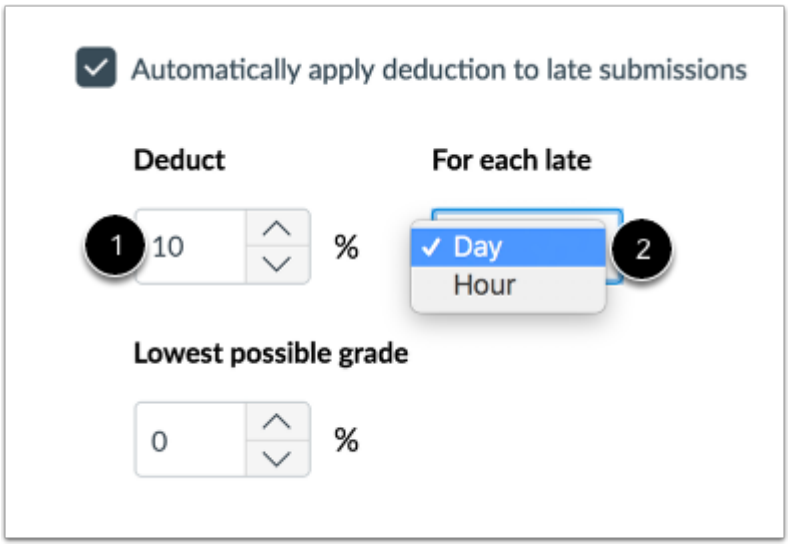
Apply Late Submission Policy



Click the **Automatically apply deduction to late submissions** checkbox.

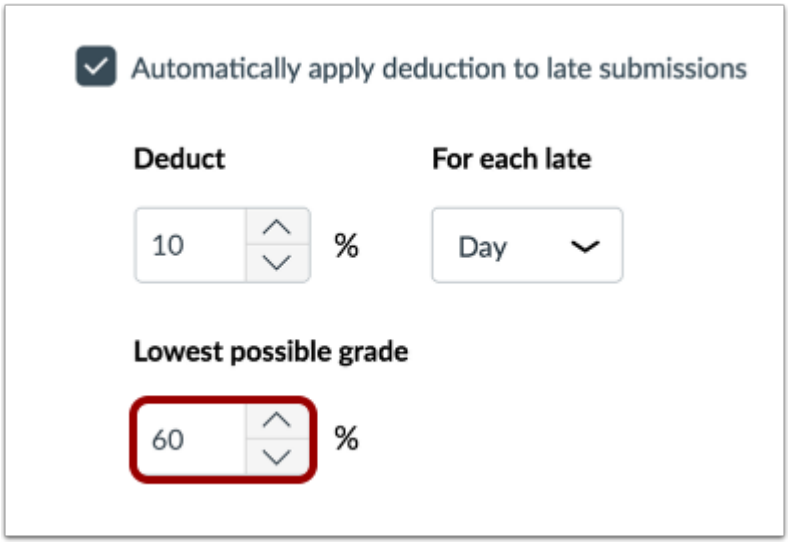
Note: Selecting this checkbox will automatically apply the deduction you set for any late submissions in the course that have previously been graded as well as apply to future late submissions you grade.

Set Deduction



To set the percentage you want late submissions to be deducted, set a percentage in the **Deduct** field [1]. Then set the interval for which you would like Canvas to deduct points in the **For each late** drop-down menu [2]. Available interval options are Day or Hour.

Set Lowest Possible Grade

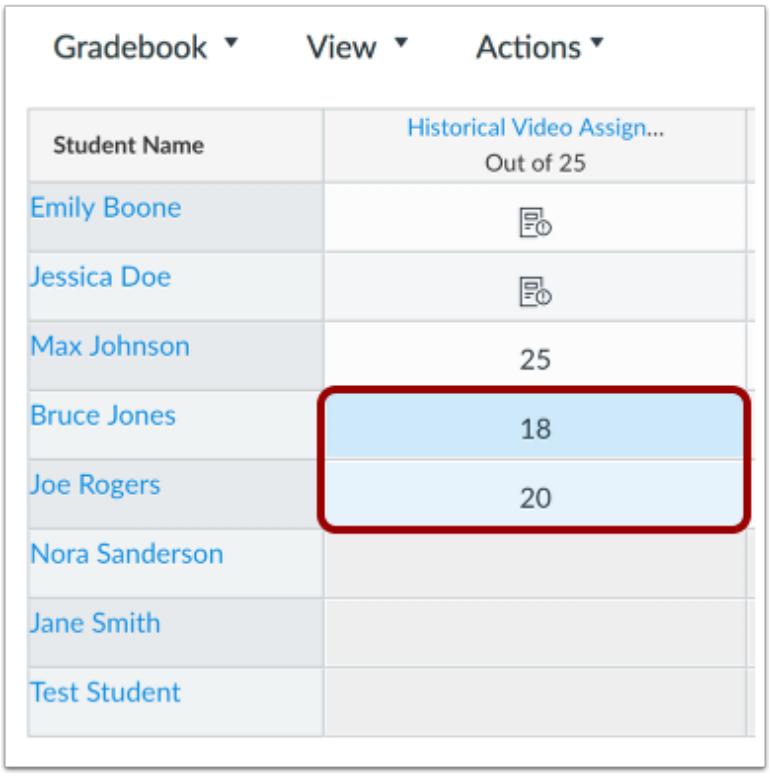


To set the lowest grade a student can be awarded for a late submission, set a percentage in the **Lowest possible grade** field.

Update Settings

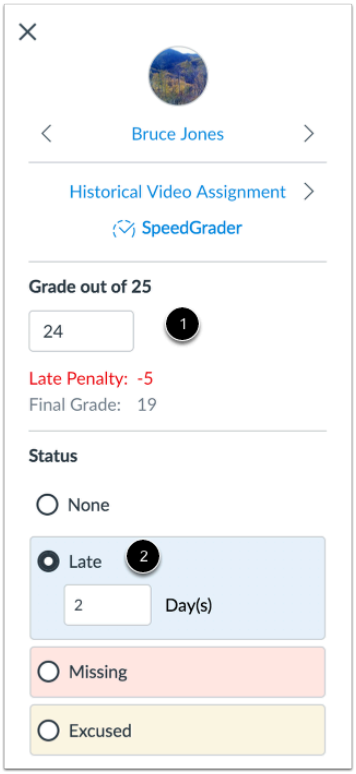
Click the **Update** button.

View Grades



View the affected grades in the Gradebook.

View Grade Detail Tray

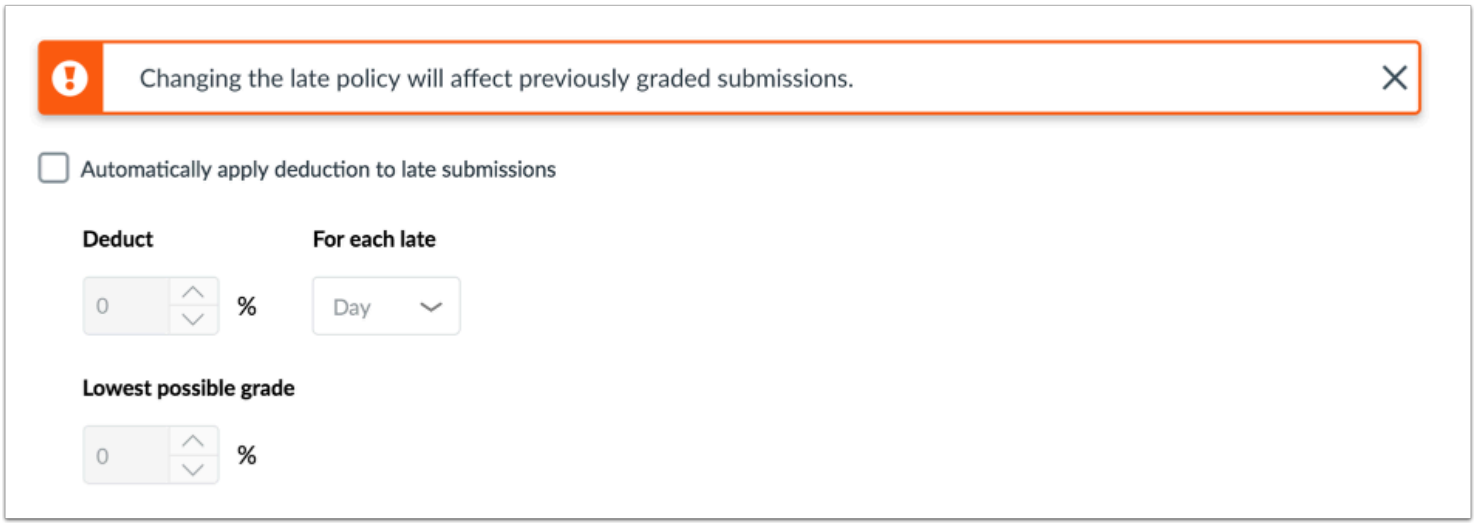


In the Grade Detail Tray, you can view details about the student's grade and adjust settings on each student's individual submission.

In the Grade info section [1], you can view or edit the grade you awarded the student for their submission, the late penalty deduction, and the student's final grade on the assignment.

In the Status section [2], you can view how many days late the student submitted the assignment and adjust the amount of days late in the interval field. You can also manually change the submission to a status other than Late, but please note that changing the status will remove any late penalties that had been automatically applied to the student's submission.

View Late Policy Warning



If you set a late policy, and then adjust any of the parameters, Canvas will display a warning to notify you that changing the late policy will affect previously graded submissions. To exclude a submission from the late penalty you will have to manually change a submission's status to something other than late in the Grade Detail Tray.

How do I override a student's final grade in the Gradebook?

The Final Grade Override allows you to enter a final grade for students that is different from the grade automatically calculated by Canvas in the Gradebook. You can enter a letter grade or a percentage. A letter grade results in the lower bound of the grading scheme. A percentage is retained as the override score.

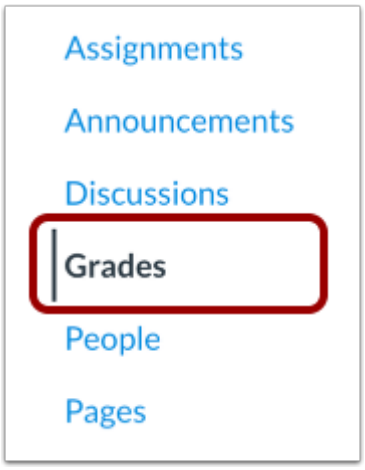
An override can be applied to final grades in grading periods, but the overridden grades from the grading period will not affect the student's total final course grade.

Students can view the overridden grade in their Grades page. However, students will not know the score has been overridden.

Notes:

- Final Grade Override is currently a course opt-in feature. To enable the final grade override, learn how to manage course features.
- When a grader, such as an instructor or TA, enables the Final Grade Override option, the Override column displays for all graders in the course. Likewise, the Override column will be hidden if disabled by another grader in the course.
- The override column is included in Gradebook exports. However, overridden grades cannot be changed through a Gradebook import.
- If your SIS accepts final grades through grade passback, any entered override grades are included in SIS syncs in place of the calculated final grade.
- After the final grade override feature option has been enabled in a course, both the Gradebook and Final Grade Override options cannot be disabled.
- Final grade override actions are not recorded in the Grading History page, which only records changes for individual assignments.
- If the student context card feature option is enabled for an account, the student context card displays the override grade for a student.
- Your Canvas admin may need to configure SIS sync settings for final grade overrides to correctly sync to your SIS.

Open Grades

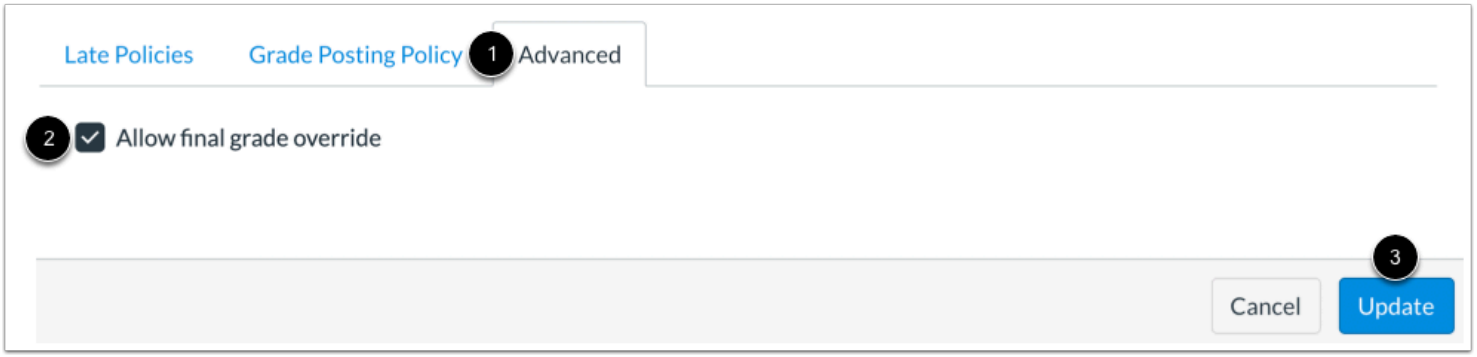


In Course Navigation, click the **Grades** link.

Open Gradebook Settings

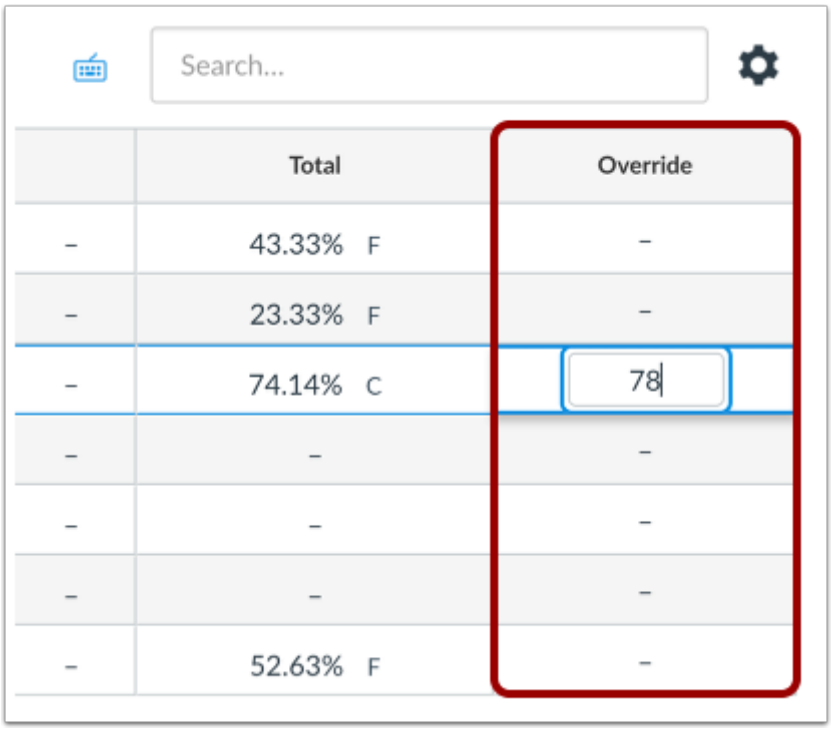
Click the **Settings** icon.

Select Final Grade Override



In Gradebook Settings, open the **Advanced** tab [1] and then click the **Allow final grade override** checkbox [2]. Click the **Update** button [3].

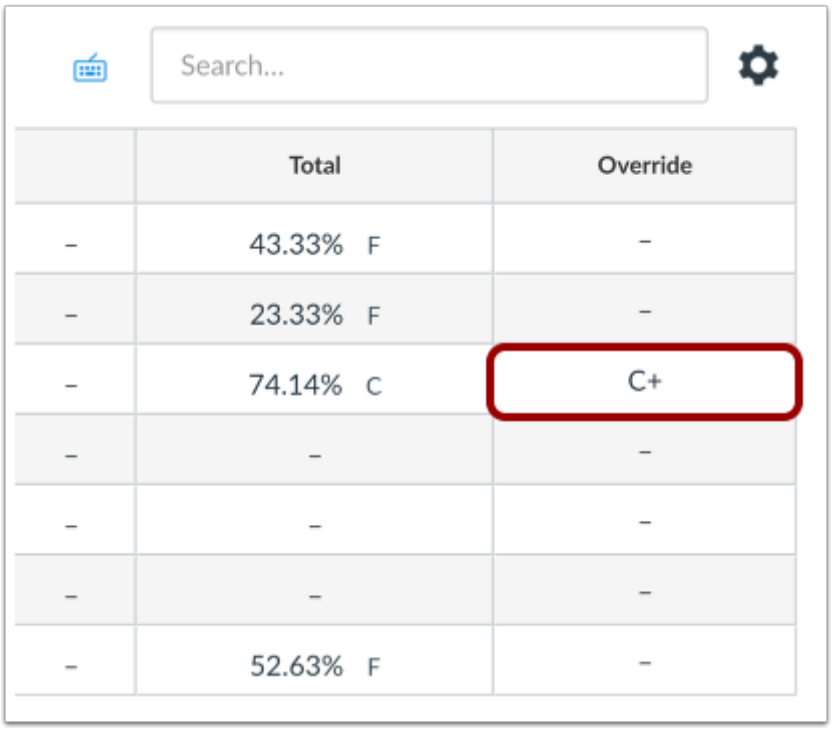
Enter Override Grade



The override column displays at the far right of the Gradebook. Locate the student whose grade you want to override and enter a percentage or a letter grade in the Override column.

To delete an overridden grade, click the grade cell and click the **Delete** key.

View Override Grade

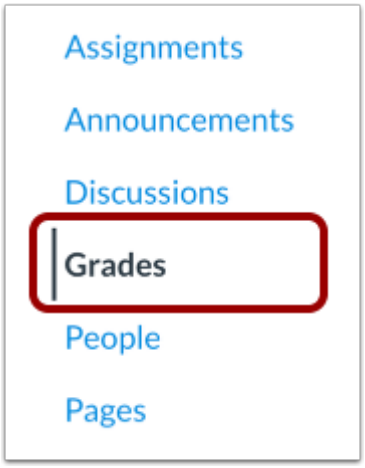


View the overridden grade.

How do I leave comments for students in the Gradebook?

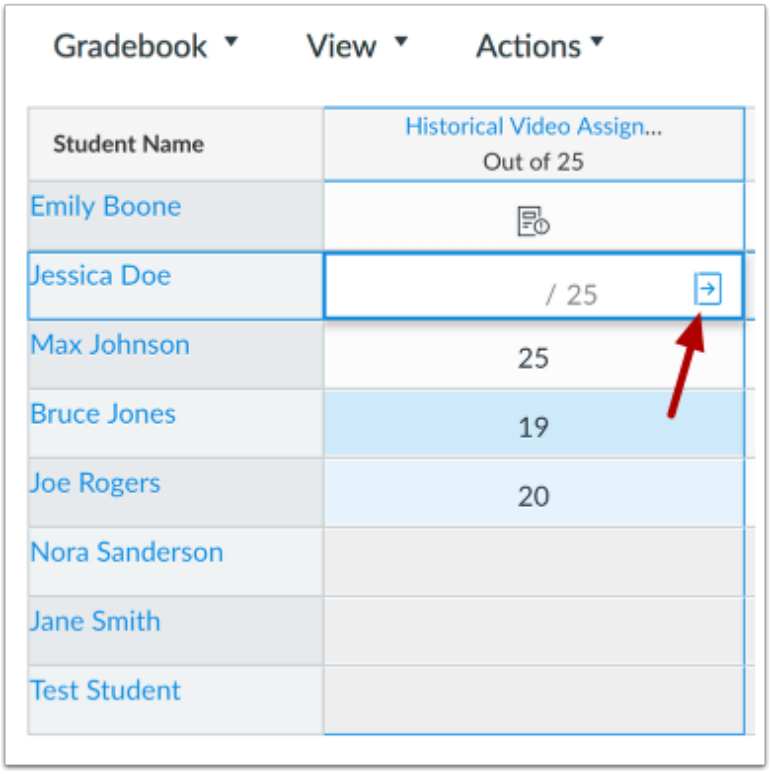
If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

Open Gradebook



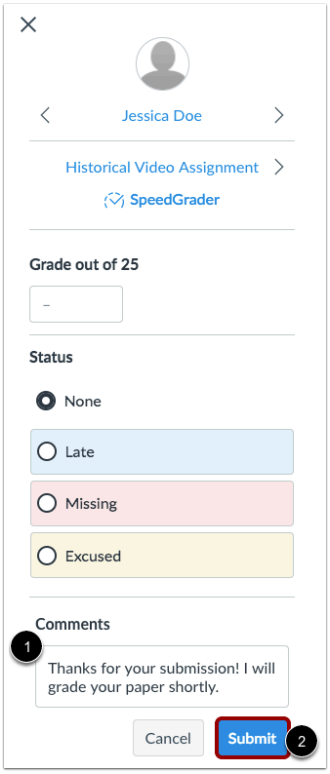
In Course Navigation, click the **Grades** link.

Open Grade Detail Tray



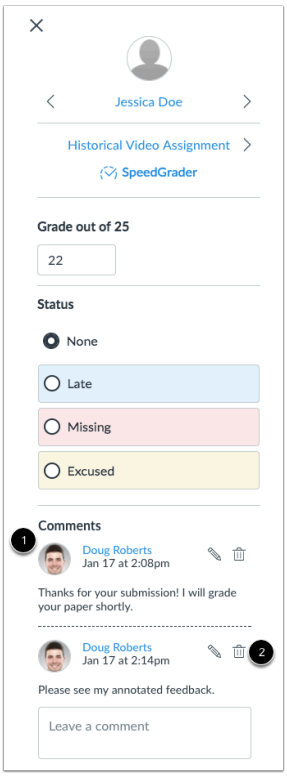
Locate the student name and assignment where you want to leave a comment. Click the Gradebook cell and click the **Grade Detail Tray** icon.

Add Comment



Type your comment in the **Comments** field [1] and click the **Submit** button [2].

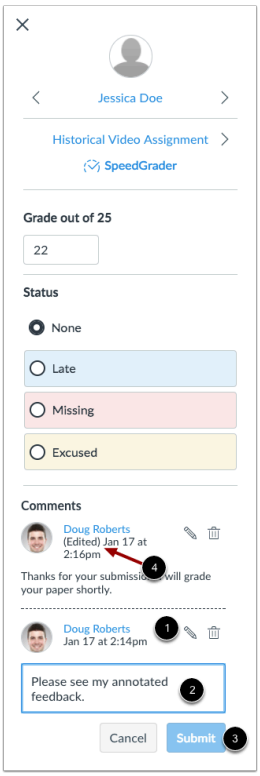
View Comment



Comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom [1].

To delete your comment, click the **Delete** icon [2].

Edit Comment



To edit your comment, click the **Edit** icon [1] and make your edits in the comment box [2]. When you have finished editing your comment, click the **Submit** button [3]. The time stamp of the edited comment will indicate the comment has been edited [4].

How do I import grades in the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

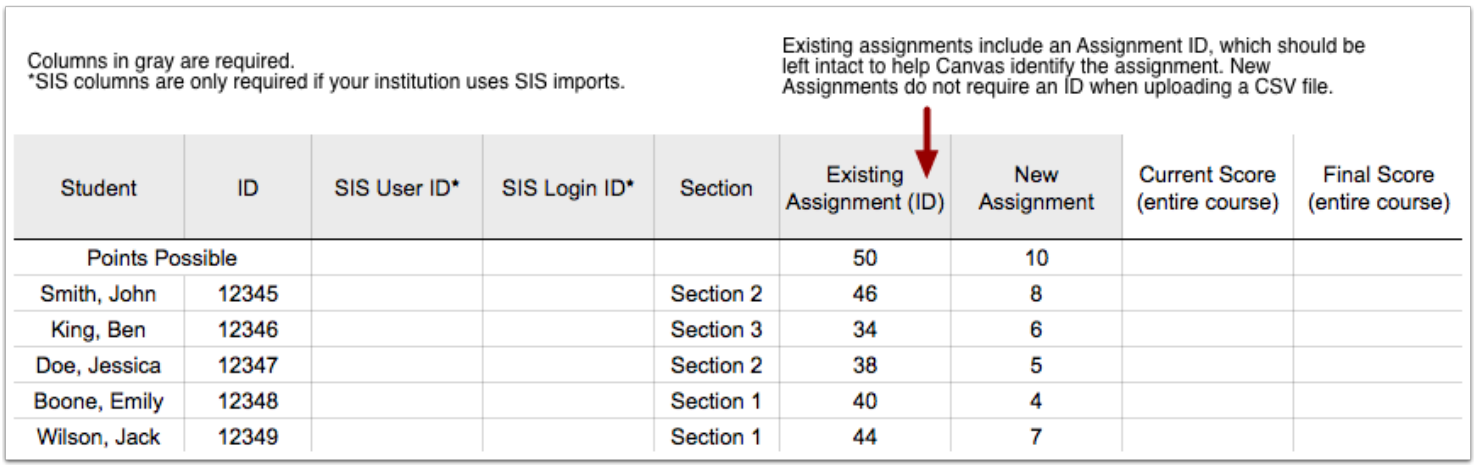
If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status, comments, or grade posting policies.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.

View Example CSV File



Columns in gray are required.
*SIS columns are only required if your institution uses SIS imports.

Existing assignments include an Assignment ID, which should be left intact to help Canvas identify the assignment. New Assignments do not require an ID when uploading a CSV file.

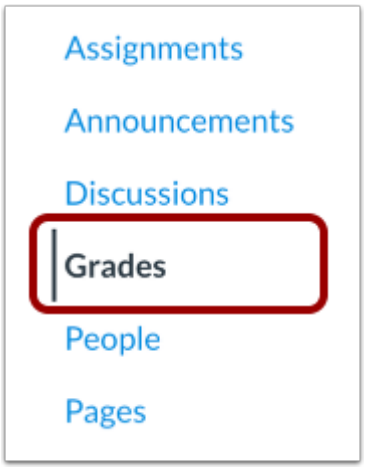
Student	ID	SIS User ID*	SIS Login ID*	Section	Existing Assignment (ID)	New Assignment	Current Score (entire course)	Final Score (entire course)
Points Possible					50	10		
Smith, John	12345			Section 2	46	8		
King, Ben	12346			Section 3	34	6		
Doe, Jessica	12347			Section 2	38	5		
Boone, Emily	12348			Section 1	40	4		
Wilson, Jack	12349			Section 1	44	7		

For new files, save the file as Grades-Course_Name.csv.

Required columns and order

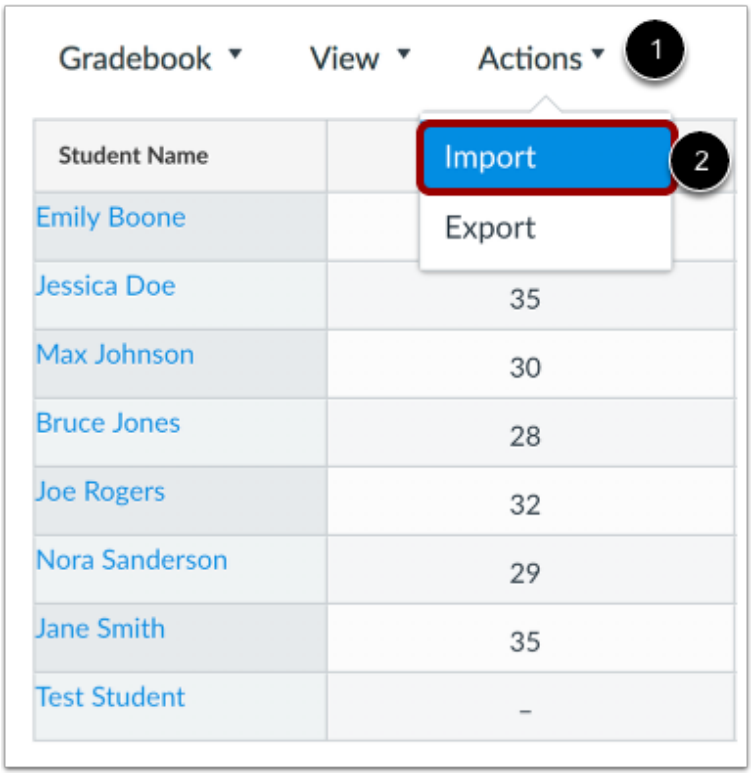
- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)

Open Gradebook



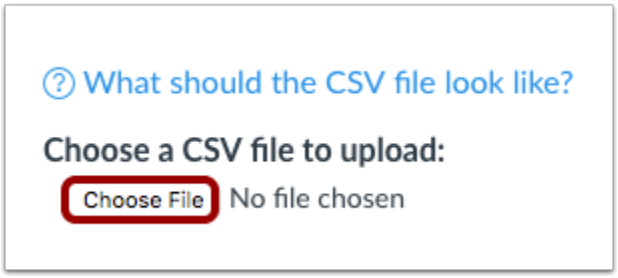
In Course Navigation, click the **Grades** link.

Upload Scores



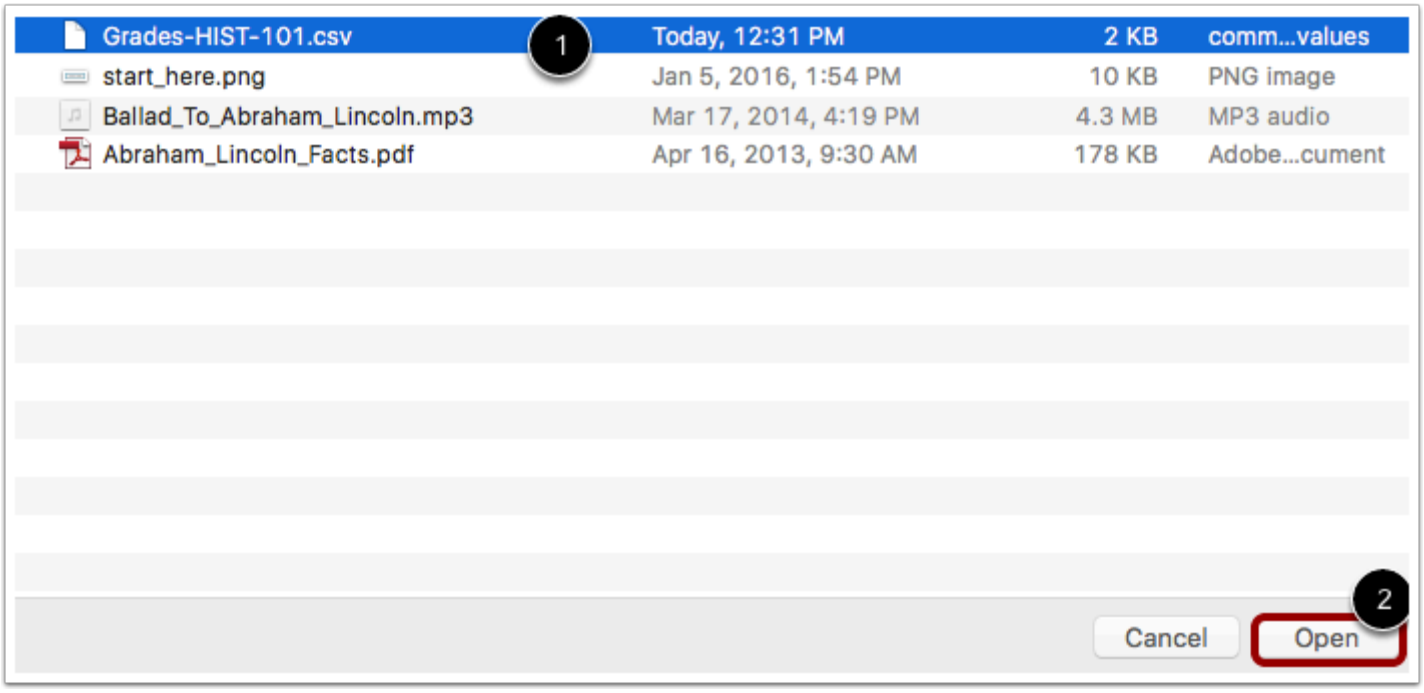
Click the **Actions** menu [1] and then click the **Import** button [2].

Choose File



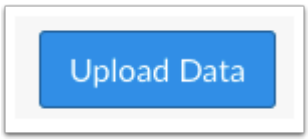
Click the **Choose File** or Browse button (depending on your browser).

Open File



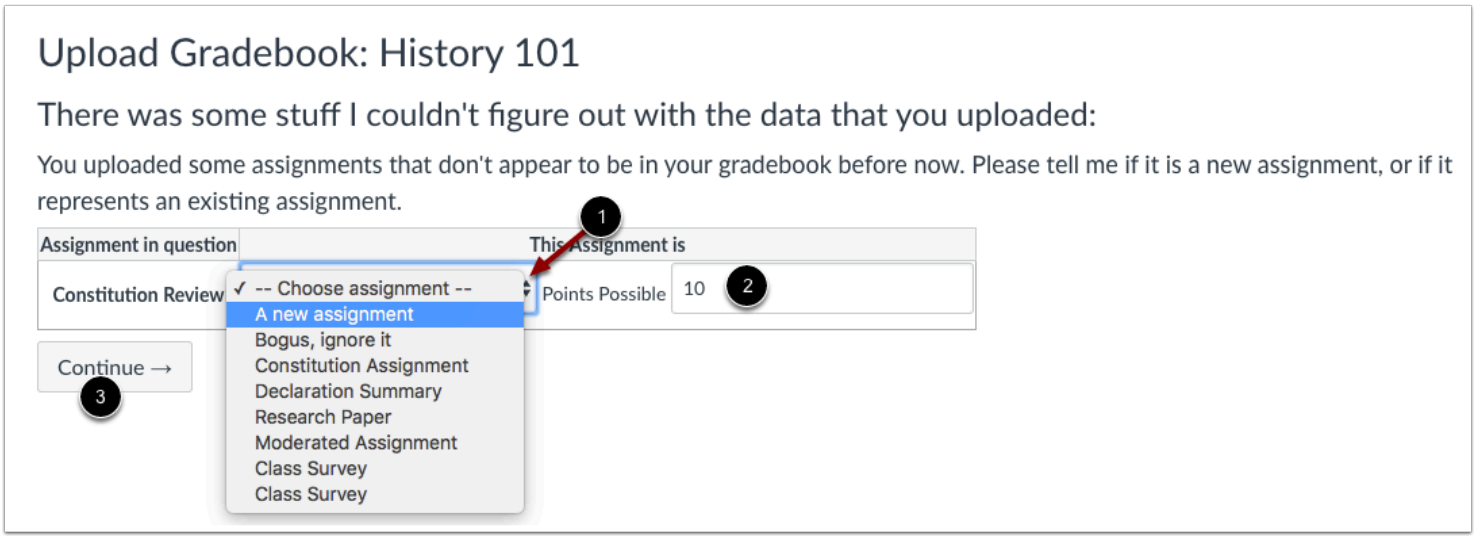
Locate the CSV file [1] then click the **Open** button [2].

Upload Data



Click the **Upload Data** button.

Upload New Data

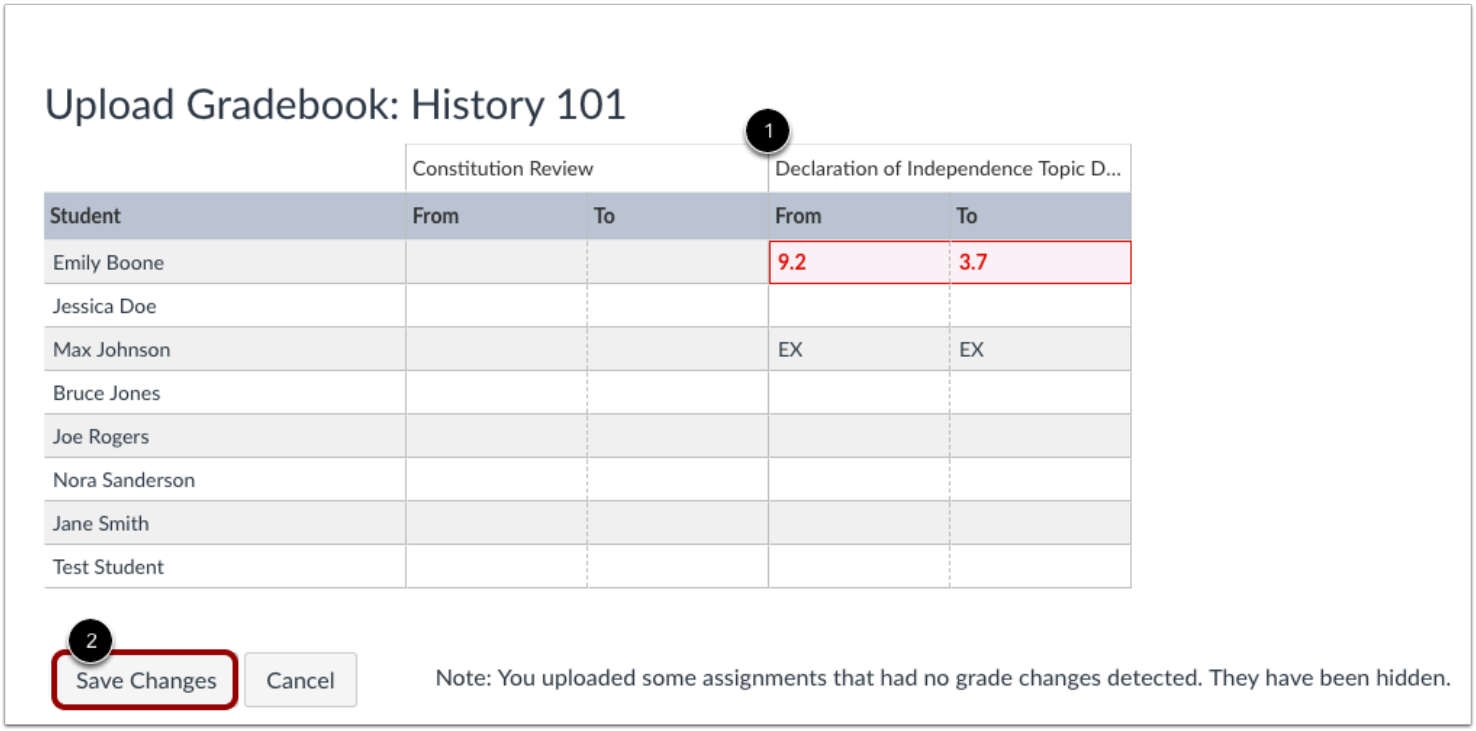


If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option [1]. Then assign the number of points possible [2]. Click the **Continue** button [3].

Notes:

- When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
- New assignments created via a CSV file upload are automatically published and maintain the course posting policy.

Save Changes

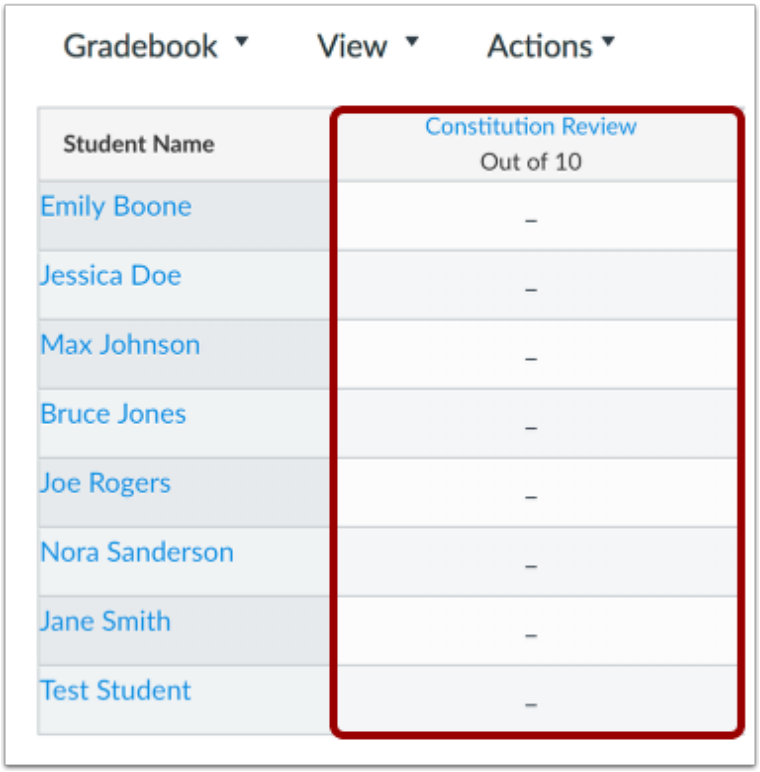


Review the changes made to your Gradebook [1].

If you upload assignments with no grade changes, they will be hidden from the upload.

Click the **Save Changes** button [2].

View Updated Gradebook



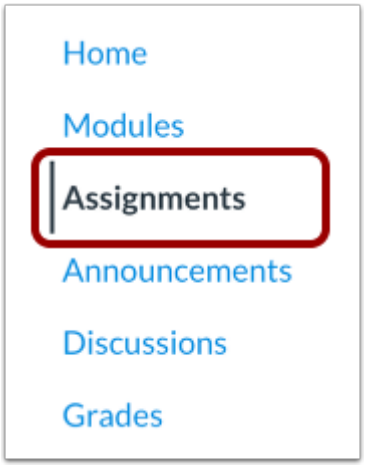
View the updated data in the Gradebook.

How do I publish final grades for a moderated assignment?

A moderated assignment supports up to two provisional grades and one moderator grade. However, provisional grades are not included in the Gradebook and are only visible to moderators. Students cannot view any comments or grades until the grade is posted. You can either select grades directly in the Moderate page or you can select grades when reviewing the moderated assignment submission and comments.

Note: Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Open Assignments

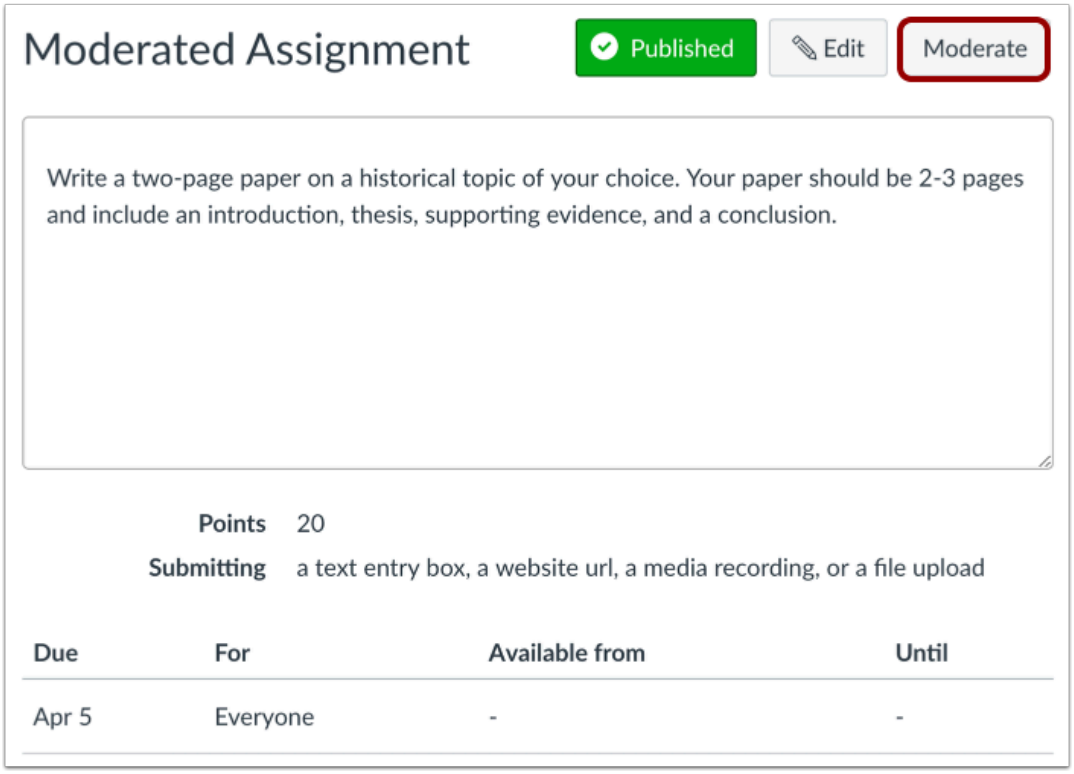


In Course Navigation, click the **Assignments** link.

Open Assignment

Click the title of the assignment.

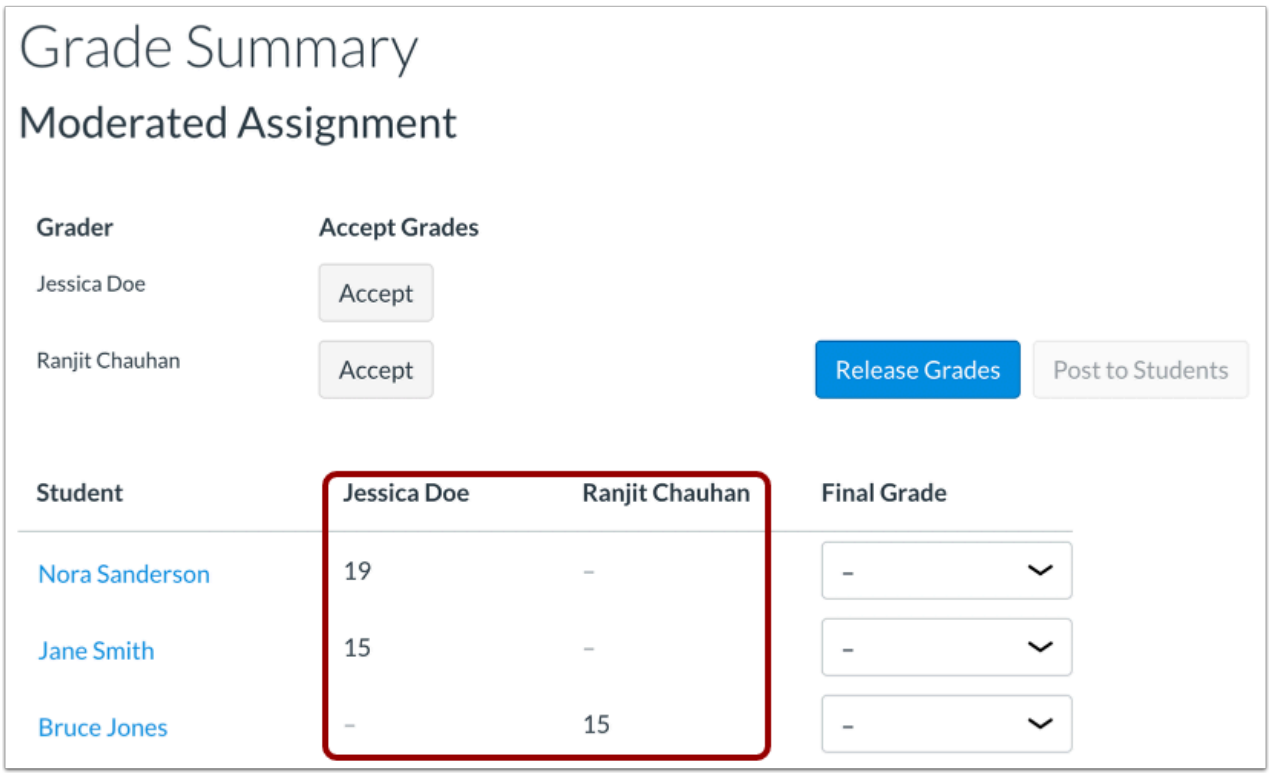
Open Moderate Page



Click the **Moderate** button.

Note: Your assignment must be published before you can add students to the moderation set.

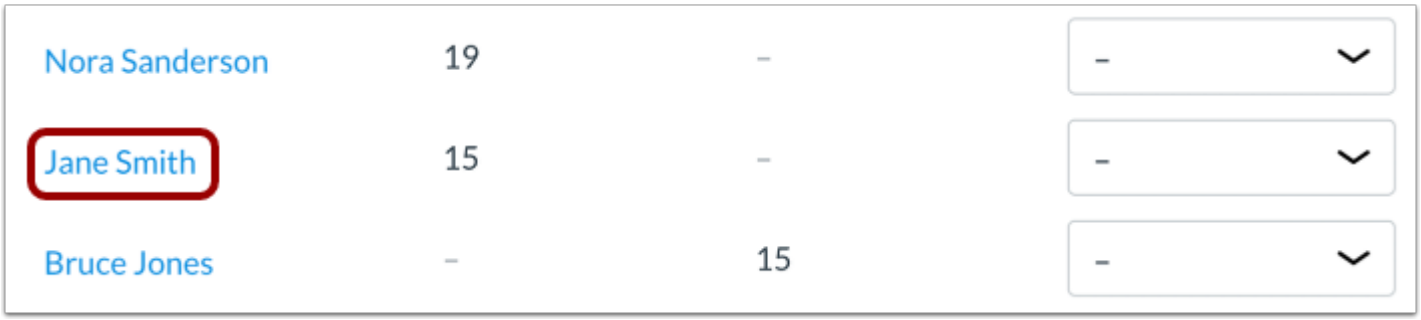
Confirm Final Grades



Confirm all students have received a grade by a grader.

If a student does not yet have a final grade, you can apply a grade by accepting grades for a grader or using the Final Grade drop-down menu to assign a grade.

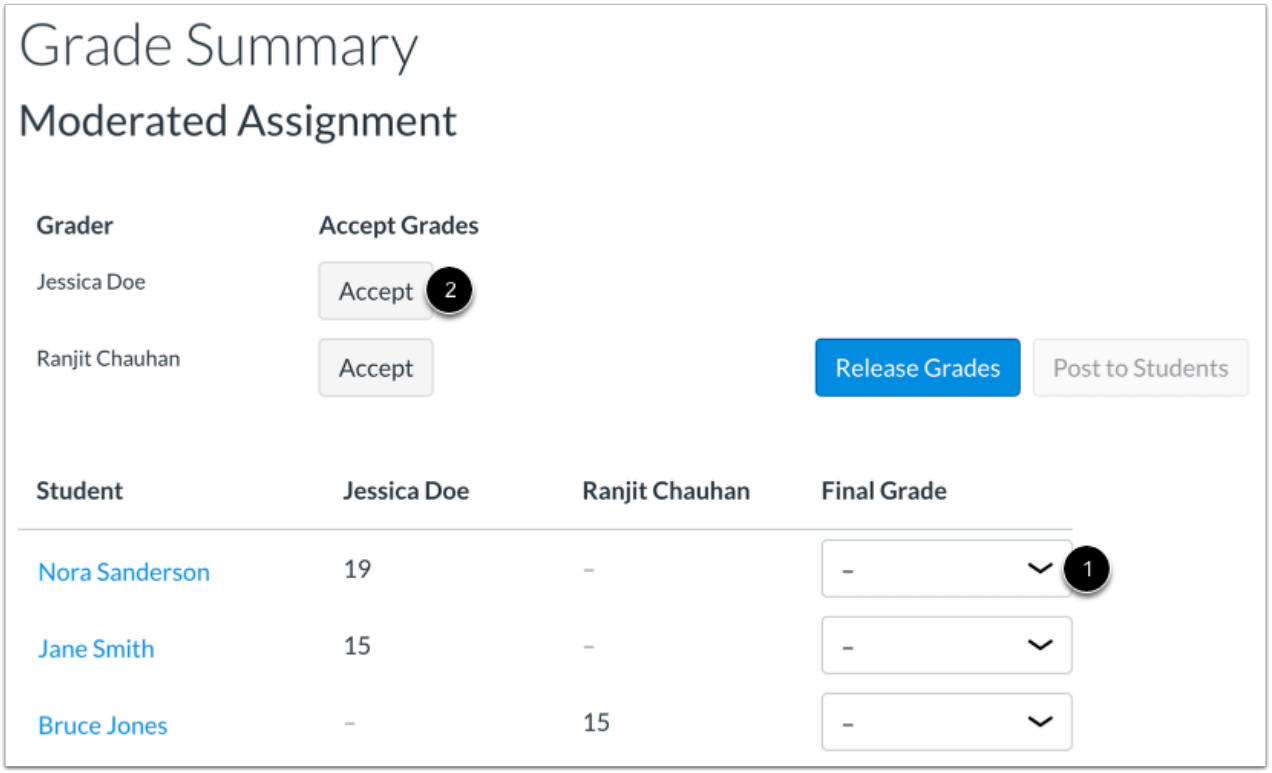
View SpeedGrader Submissions



If you want to view a submission in SpeedGrader, click the name of the student.

Note: If the assignment is also anonymous, the anonymized student names link to the submission for that specific student.

Select Final Grades



To select a final grade for each student, click the Final Grade drop-down menu and select the grader's name [1].

To select all the grades as final grades, click the Accept button [2]. Once selected, the Grade Summary page confirms the grades have been accepted.

Notes:

- If the Accept button is grayed out, or if the assignment does not display the Accept button at all, one or more submissions have been graded by multiple graders and includes grading conflicts that you must resolve manually.
- Accepting grades for a grader cannot be undone. However, you can change a final grade assigned to a student by assigning a custom grade, if needed.

Set Custom Grade

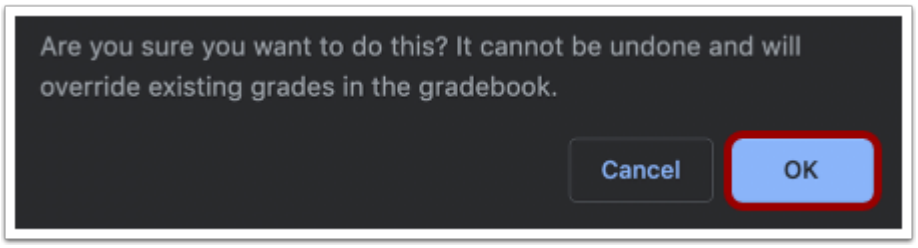
To give a student a custom grade, select the text in the drop-down menu and type the custom grade. Press the Enter or Return key on your keyboard to save the custom grade.

Release Grades

When you are ready to release grades, click the **Release Grades** button.

Note: Once a grade is released, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Confirm Grades



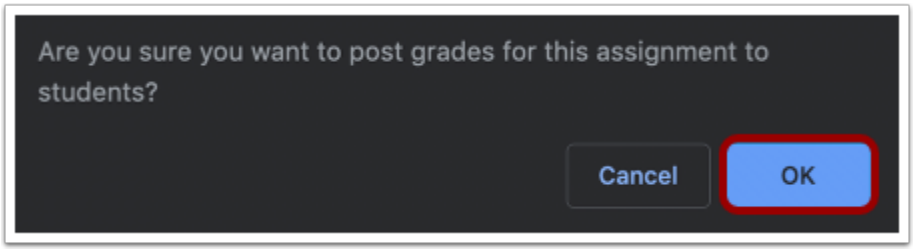
Canvas confirms you want to release grades to the Gradebook. To continue, click the **OK** button.

Post Grades

When you are ready to post grades for the assignment so grades are visible to students students, click the **Post to Students** button.

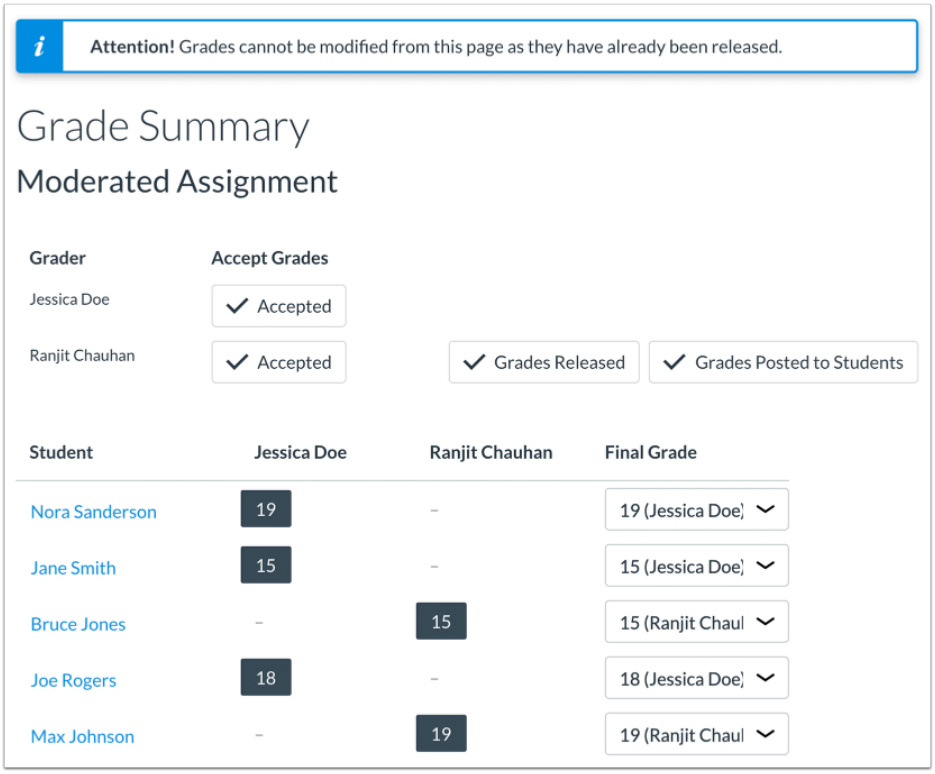
Note: Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Confirm Grades



Canvas confirms you want to post grades for this assignment to students. To continue, click the **OK** button.

View Posted Grades



Canvas confirms grades for the assignment were released to the Gradebook and posted to students. Grades in the Moderate page cannot be changed.

How do I view the history of all grading changes in the Gradebook?

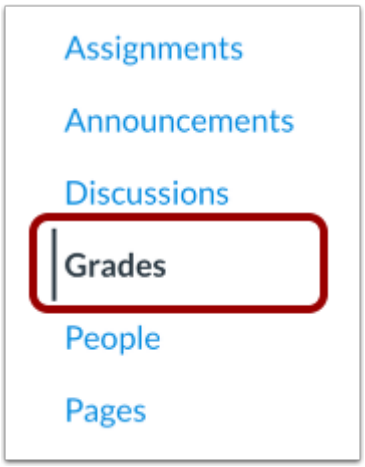
You can view the history of all Gradebook changes in your course using the Gradebook History page. Gradebook History is a read-only log that allows you to see who graded each assignment. Options are available to filter grading history by student, grader, assignment, and date.

For quizzes, you can view historical data for any regraded quizzes.

Notes:

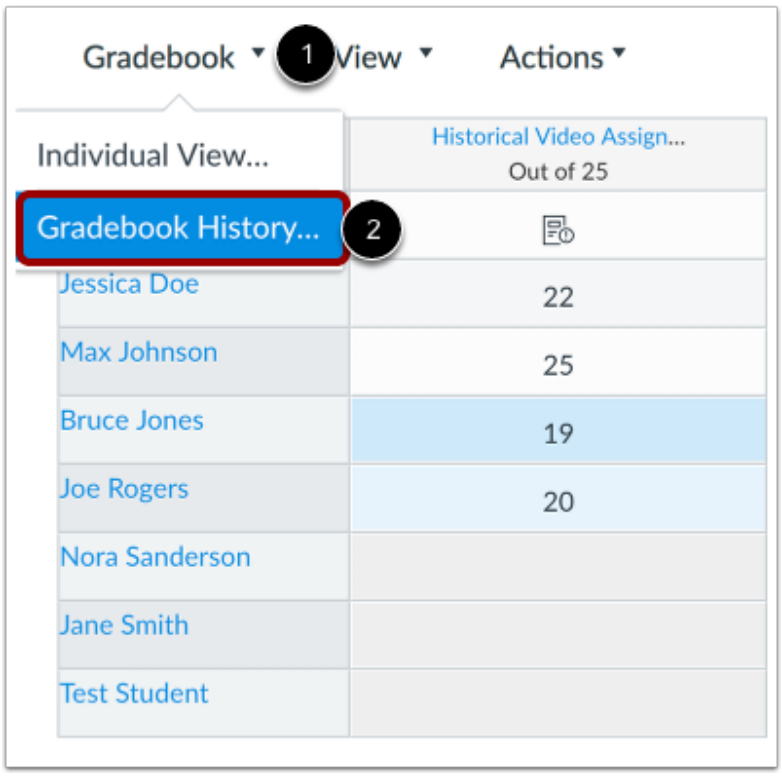
- Gradebook history displays changes made within the last 365 days.
- Gradebook history will reflect any grade changes made to assignments with a manual posting policy, even if grades are not yet visible to students.

Open Grades



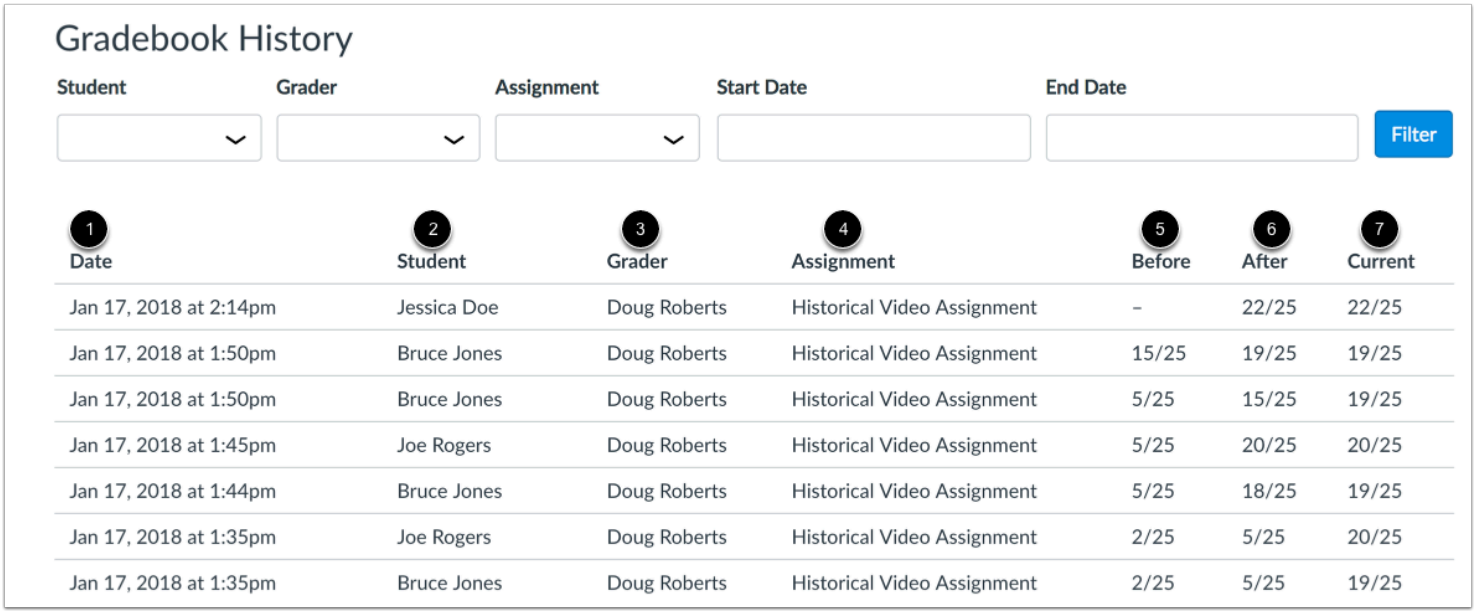
In Course Navigation, click the **Grades** link.

View Grading History



Click the **Gradebook** menu [1] and select the **Gradebook History...** link [2].

View Gradebook History

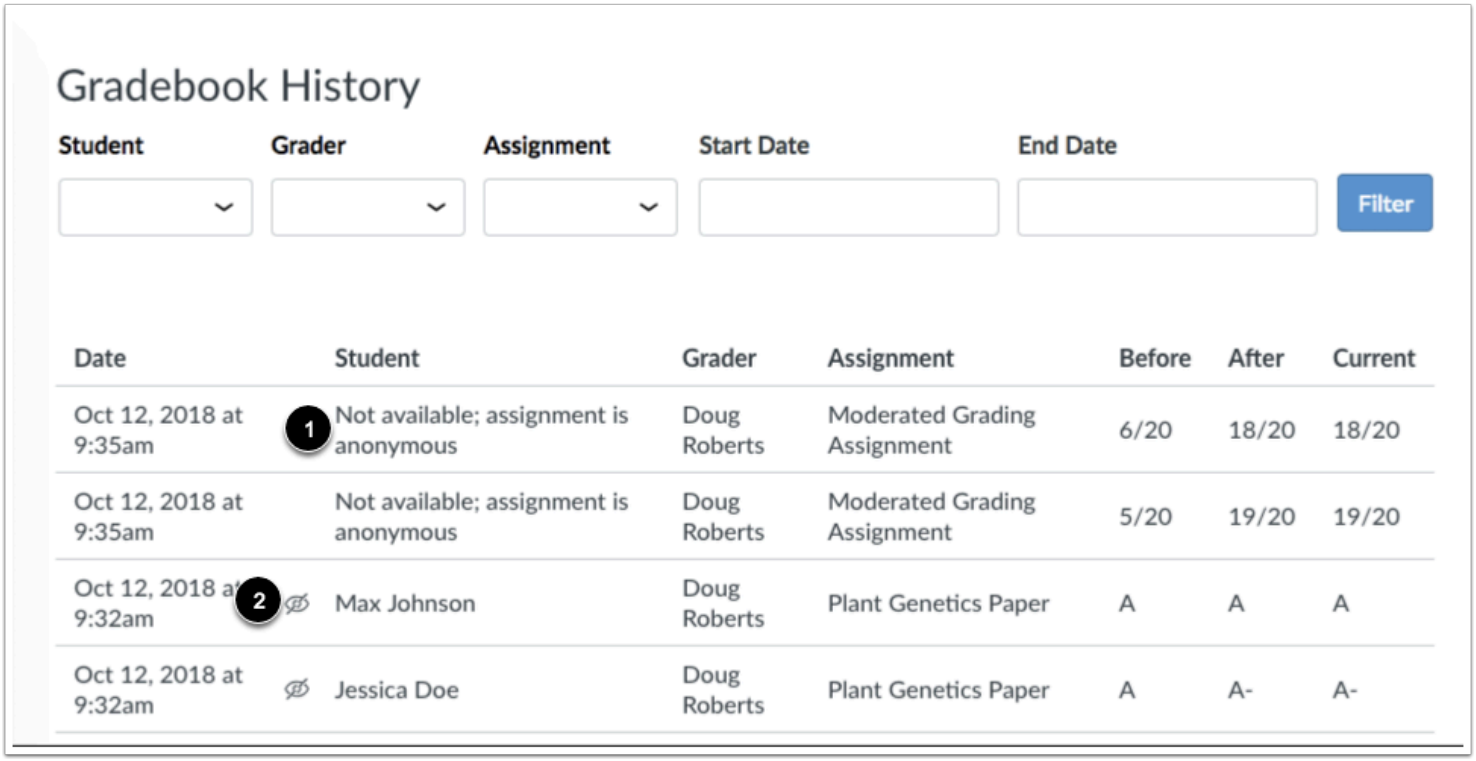


The Gradebook History page displays recent grade changes in the course. Each grade change lists the date of the change [1], the student whose grade was changed [2], the grader who changed the grade [3], and the assignment where the grade was changed [4].

Additionally, you can view a summary of the grade before it was changed [5], after it was changed [6], and the current grade for the assignment [7].

Note: If you are grading in a course where you can only interact with users in your same section, the Gradebook history page will only display results for users within your same section.

View Anonymous Assignments in Gradebook History

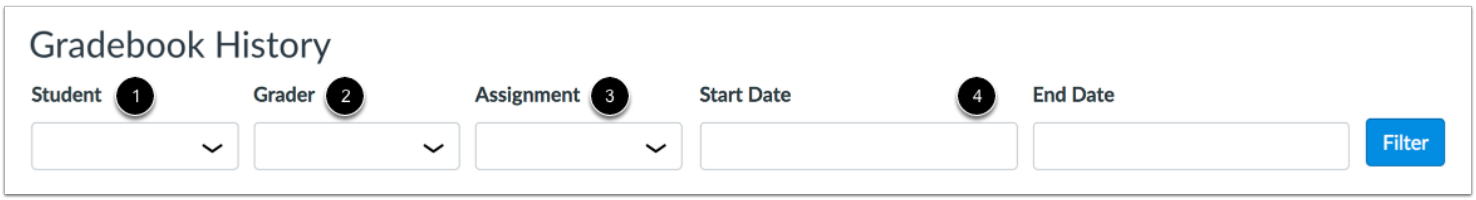


Any grade changes related to an anonymously graded assignment do not include student names in the search results [1].

If the anonymous grading option is removed from the assignment at a later time, the Gradebook History page displays an icon showing that the assignment was previously graded anonymously [2].

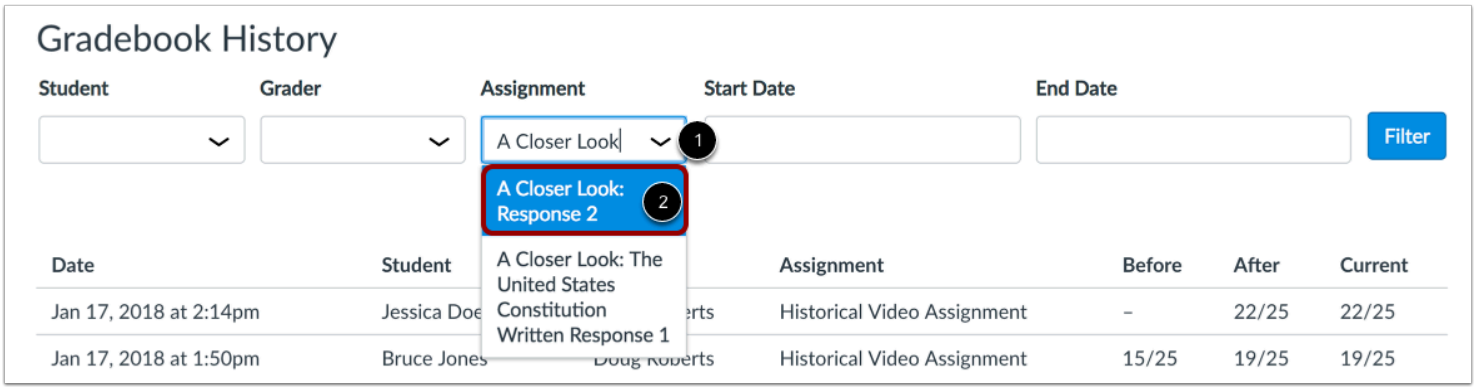
Note: Posting grades for an anonymous assignment will remove anonymity from the assignment.

View Filters



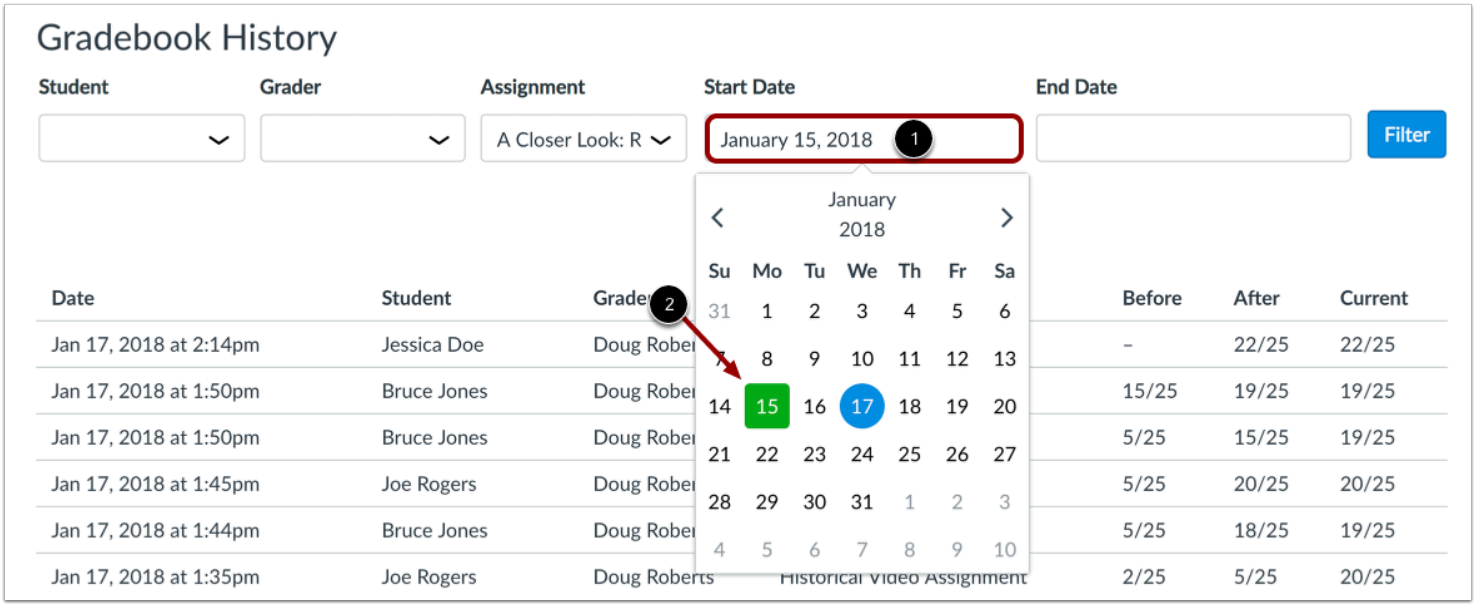
If you want to locate a specific grade change, you can filter grading history by student [1], grader [2], assignment [3], and start or end date [4].

Filter by Name



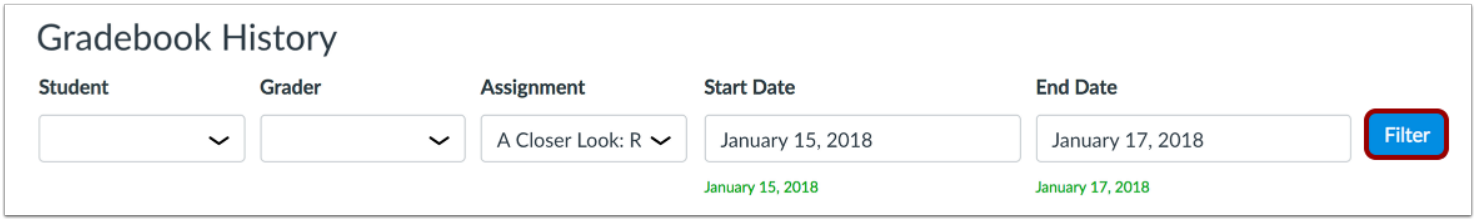
To filter grading history by student, grader, or assignment, start typing the name in the search filter. [1] Canvas will automatically populate matching names. Select the name from the results [2].

Filter by Date



If you also want to filter grading history by start or end date, click the date field [1] and then select a date from the calendar [2].

Apply Filter



To apply your specified filters, click the **Filter** button.

How do I view a student's Grades page in a course from the Gradebook?

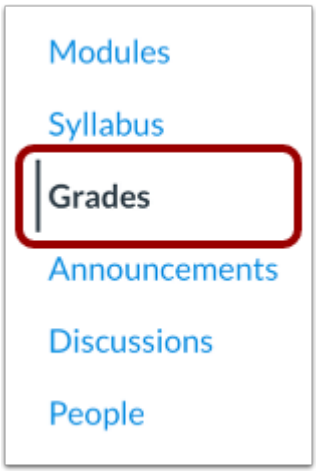
As an instructor, you can access the Grades page for a student in your course. This Grades page shows you how a student views his or her grades in the course and also allows you to add individual comments to group submission assignments. You can choose to restrict options in the grades page to students, such as hiding grade summary totals and grade distribution graphs.

You can also view the grades page for a generic student in Student View.

Notes:

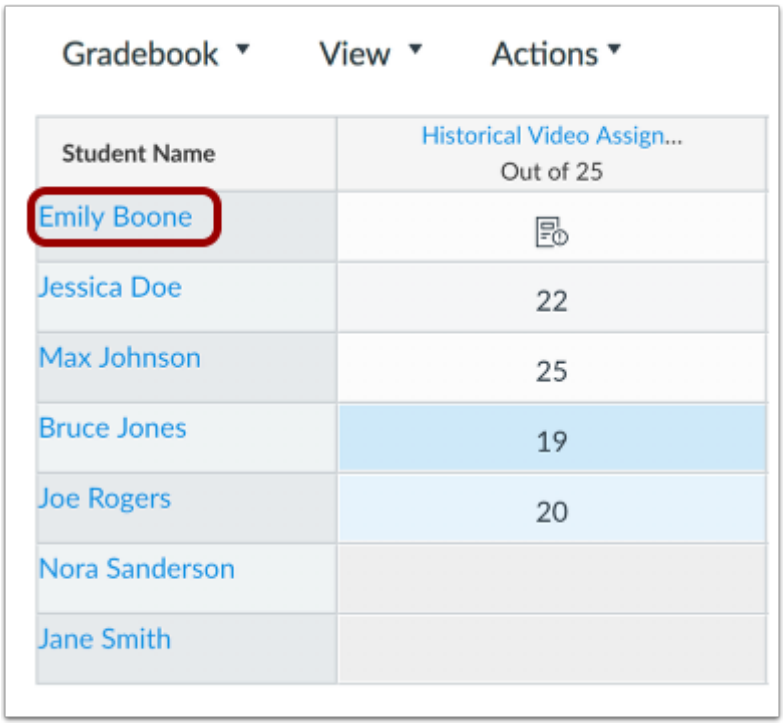
- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by hidden assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- Student Grades can also be viewed from a student's user details page.

Open Grades



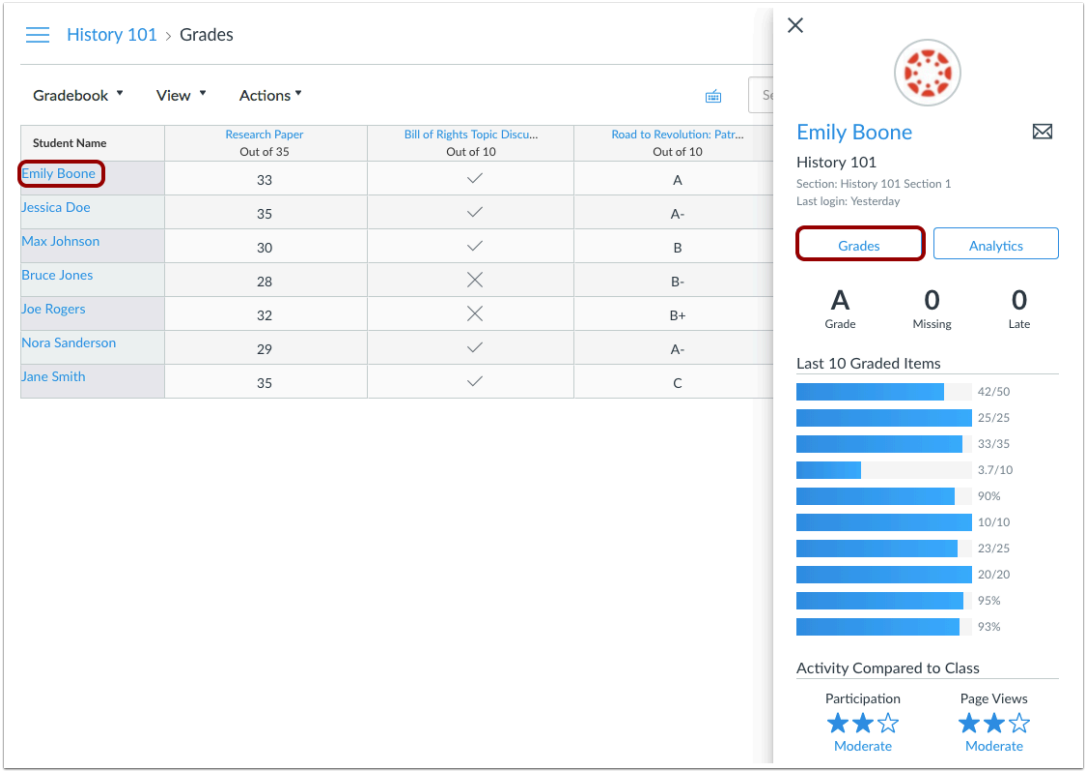
In Course Navigation, click the **Grades** link.

Access Grades via Student Name



Click the name of the student.

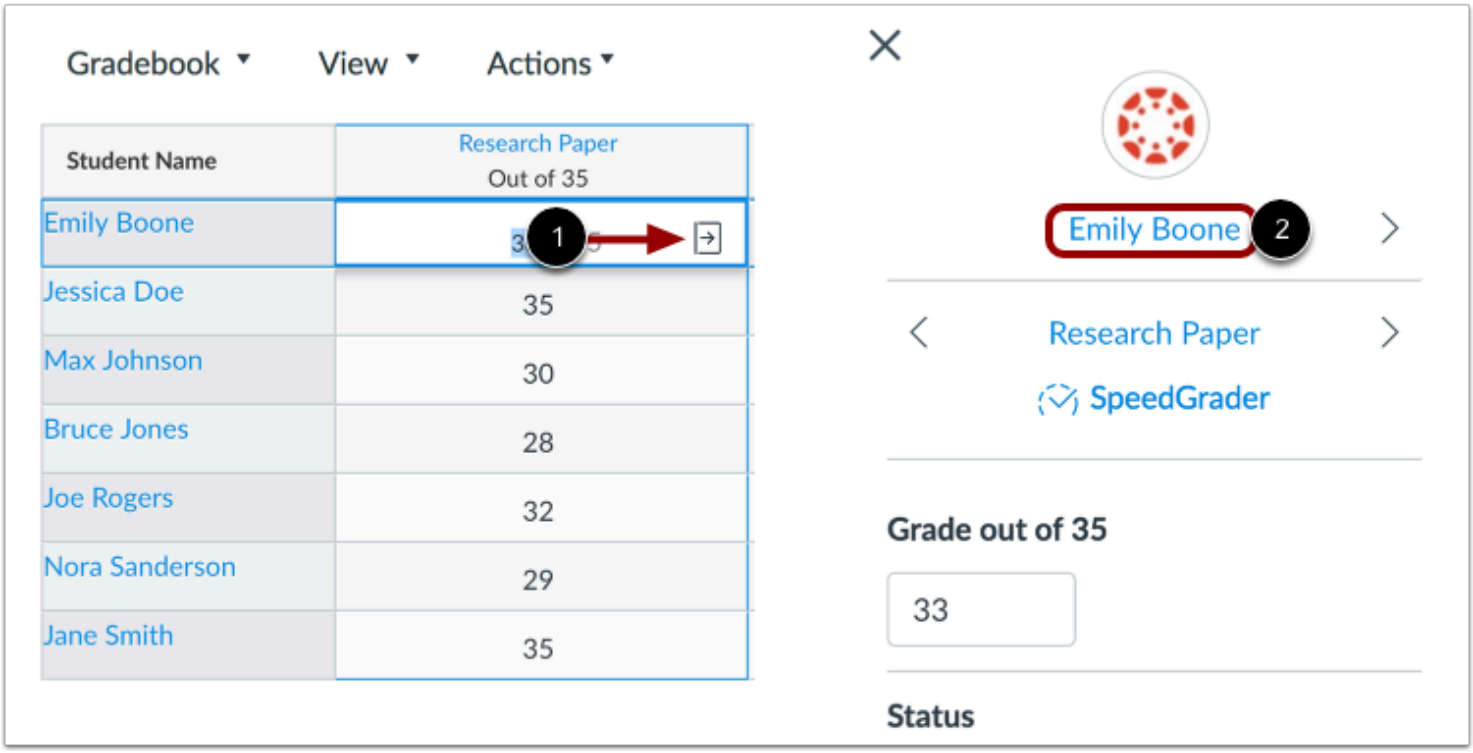
View Context Card



If your institution has enabled the student context cards feature option for your entire account, you can view the context card for a student by clicking the student's name. To view a student's grades page from the context card, click the **Grades** button.

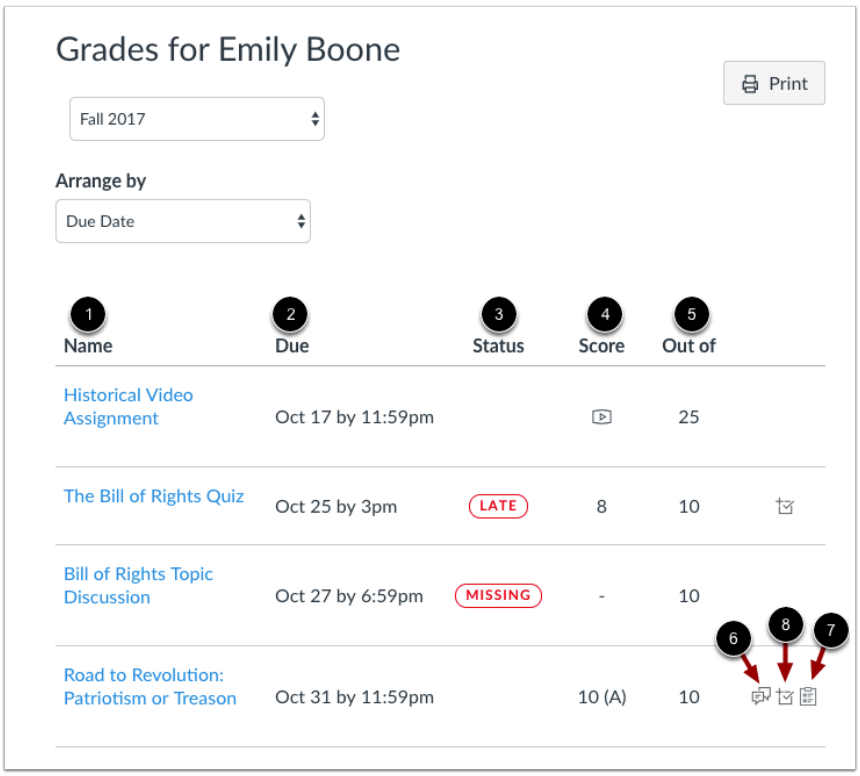
Note: If this feature is not available, your institution has not enabled student context cards.

Access Grades via Grade Detail Tray



You can also access the student's grades page from the Grade Detail Tray. Click the assignment cell for a student and click the **Grade Detail Tray** icon [1]. Then click the name of the student [2].

View Student Grades



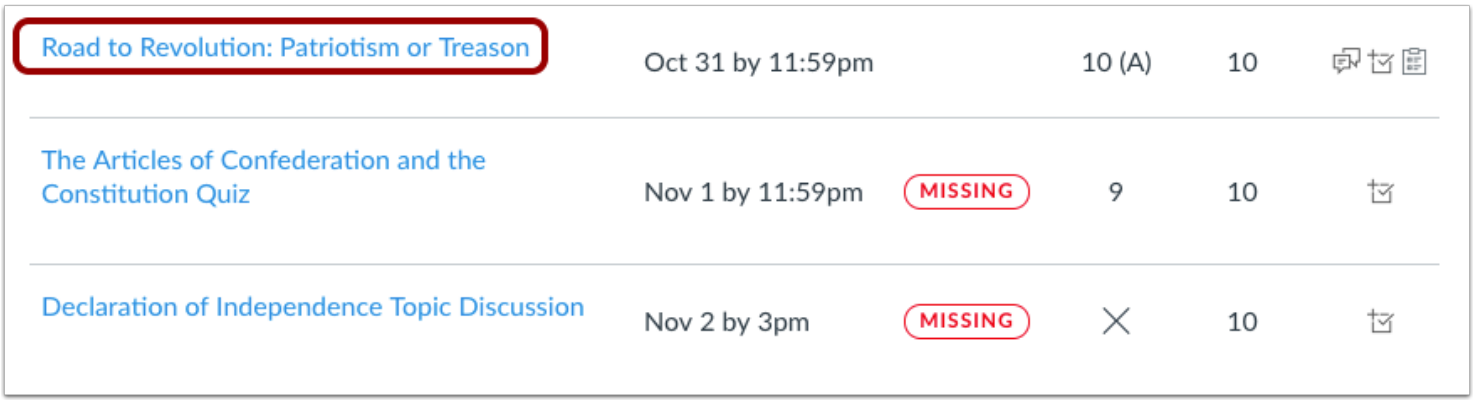
In the Grades page, you can see how a student views their grades in the course. Students can view the name of the assignment [1], the due date [2], the assignment status [3], the score or assignment submission type [4], the total number of points for the assignment [5], and any comments [6] and rubrics [7].

If allowed, the student can view distribution graphs in the assignment scoring details [8], as well as his or her total grade and assignment groups in the course.

Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by hidden assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- When your course includes grading periods, the student Grades sidebar displays assignment groups when an individual grading period is being viewed. However, groups only display if the groups are active as part of the selected grading period. An assignment group displays if the group has at least one assignment due for the student in the selected grading period.
- When grading periods are weighted and the All Grading Periods option is selected, the sidebar displays the weights of each grading period.

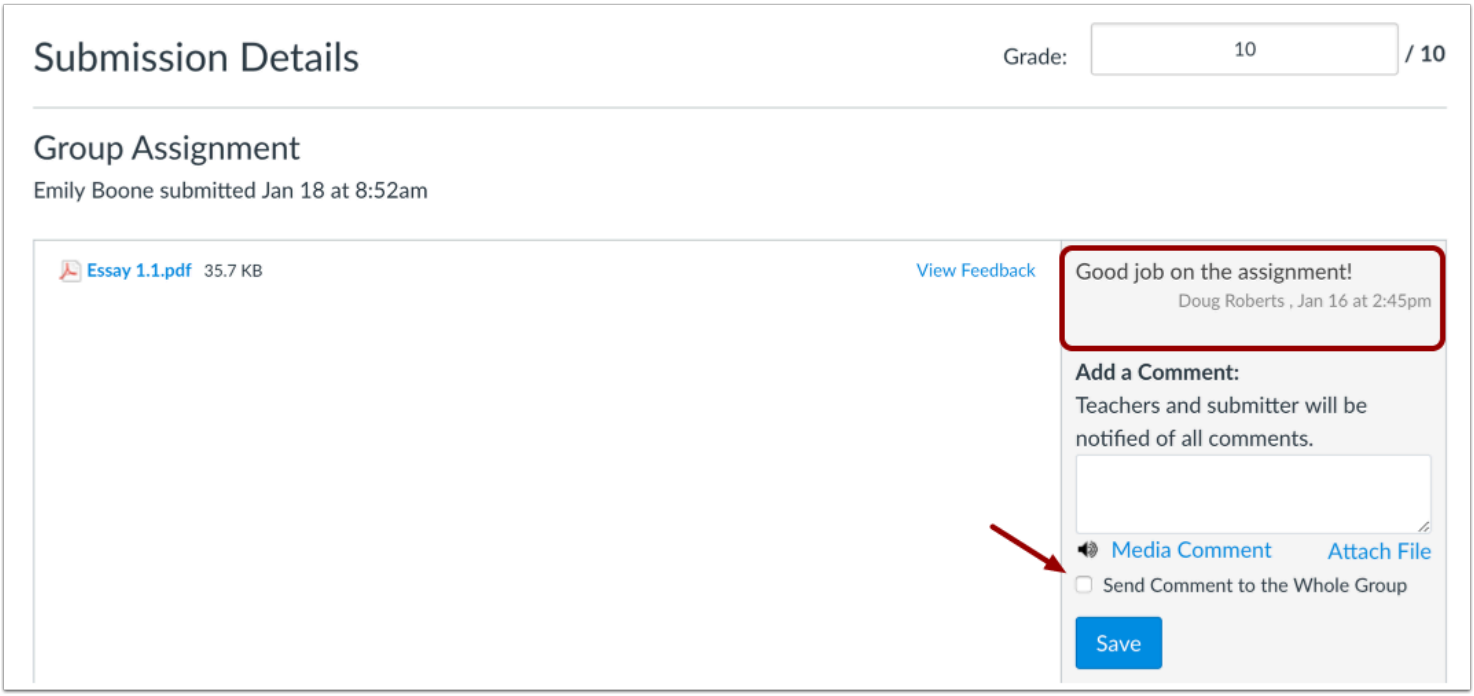
View Assignment Details



You can also view assignment details, preview assignments, and view feedback the same way a student experiences assignments in Canvas. The assignment details page is also where a student views any annotated feedback you may add to an assignment.

To view submission details, click the name of the group assignment.

View Group Assignment Comments



For group assignments, the submission details page may include individual comments added to a group assignment.

By default, group assignments that award the same grade to all group members do not display any individual comments when grading group assignments in SpeedGrader. Likewise in SpeedGrader, you cannot add comments for an individual user in a group assignment.

However, the assignment details page allows you to leave individual comments for the student in group assignments where all members get the same grade. To reply to the student (and not all group members), do not select the **Send Comment to the Whole Group** checkbox.

Individual comments also appear in the Submission Comments filter in Conversations.

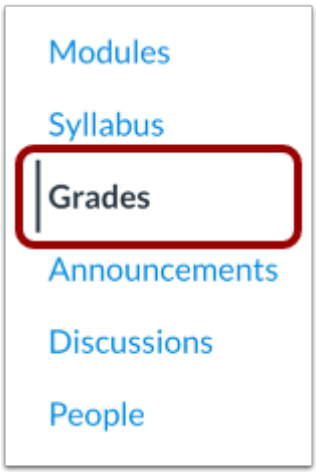
How do I export grades in the Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file.

Notes about CSV files:

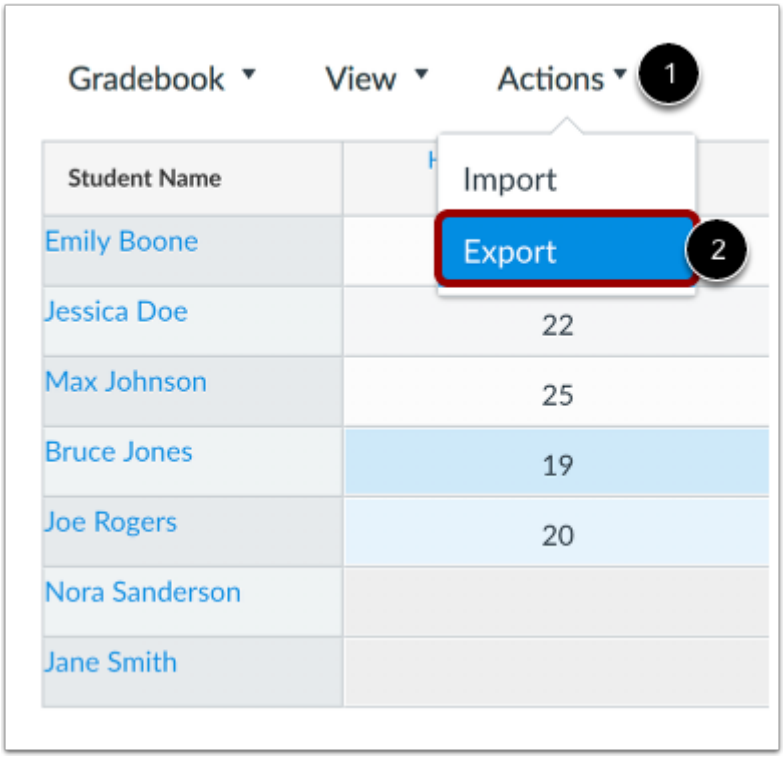
- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- When a grading period filter is applied in the Gradebook, the export displays the filtered grading period results.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- The Total Score displayed in the Gradebook reflects each student's score at the time of viewing, taking into account whether the instructor has hidden assignment scores, assignment due dates, etc. The CSV download includes read-only columns for current and final scores. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero. Assignments with hidden scores are unposted grades and shown in separate columns for unposted current score and unposted final score, respectively.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, Show Concluded Enrollments or Show Inactive Enrollments, is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
- If you have the Final Grade Override option enabled in your course, the Gradebook export will include the override grade. However, overriden grades cannot be changed through a Gradebook import.
- Gradebook export files automatically save to your user files in an *Unfiled* folder.
- If you have set manual grade posting policies for specific assignments, those assignments will display the posting policy in the CSV file. However, the grade posting policy cannot be modified via the CSV file.

Open Grades



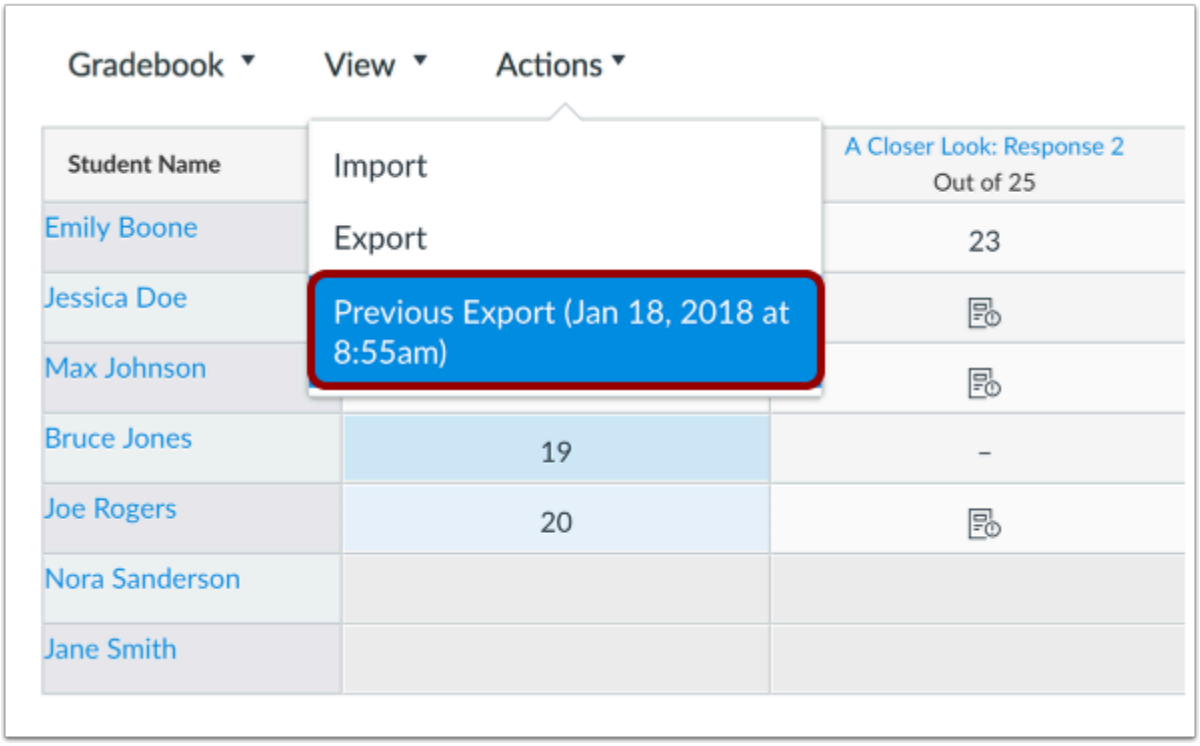
In Course Navigation, click the **Grades** link.

Export Scores



Click the **Actions** menu [1], then click the **Export** link [2].

When the export is completed, Canvas will download the CSV file automatically to your computer.



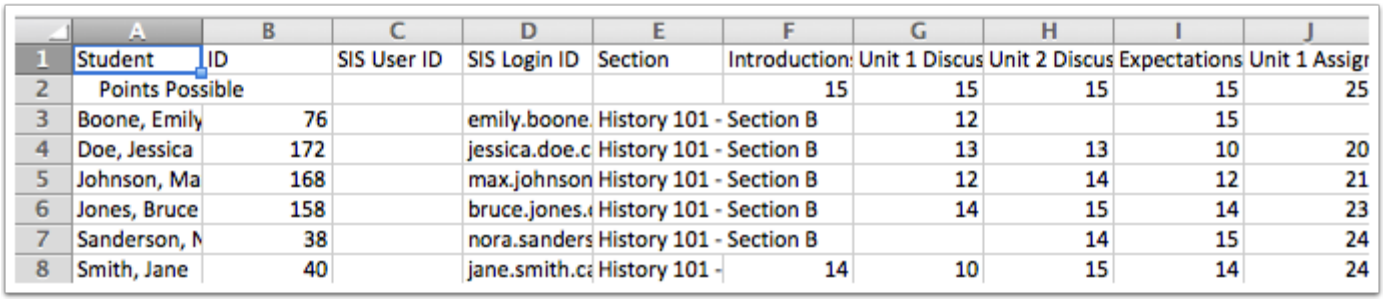
If you navigate away from the page during the export, the CSV file will appear as a previous download in the Actions menu so it can be downloaded again. The Gradebook will show the date and time you requested the export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the Export link again.

Notes:

- Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.
- Gradebook export files automatically save to your user files in an *Unfiled* folder.

Edit Scores

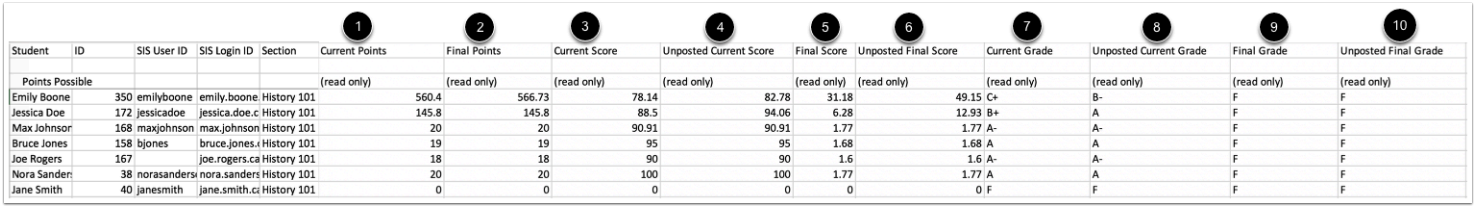


	A	B	C	D	E	F	G	H	I	J
1	Student	ID	SIS User ID	SIS Login ID	Section	Introduction:	Unit 1 Discus	Unit 2 Discus	Expectations	Unit 1 Assigr
2	Points Possible					15	15	15	15	25
3	Boone, Emily	76		emily.boone.	History 101 - Section B		12		15	
4	Doe, Jessica	172		jessica.doe.c	History 101 - Section B		13	13	10	20
5	Johnson, Ma	168		max.johnson	History 101 - Section B		12	14	12	21
6	Jones, Bruce	158		bruce.jones.(	History 101 - Section B		14	15	14	23
7	Sanderson, N	38		nora.sanders	History 101 - Section B			14	15	24
8	Smith, Jane	40		jane.smith.ca	History 101 -	14	10	15	14	24

Edit the scores in Microsoft Excel. Make sure to save the file as a CSV file type.

Once you have made changes, you can upload it to your course.

View Read-Only Columns



					1	2	3	4	5	6	7	8	9	10
Student	ID	SIS User ID	SIS Login ID	Section	Current Points	Final Points	Current Score	Unposted Current Score	Final Score	Unposted Final Score	Current Grade	Unposted Current Grade	Final Grade	Unposted Final Grade
Points Possible					(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
Emily Boone	350	emilyboone	emily.boone	History 101	560.4	566.73	78.14	82.78	31.18	49.15	C+	B-	F	F
Jessica Doe	172	jessicadoe	jessica.doe.c	History 101	145.8	145.8	88.5	94.06	6.28	12.93	B+	A	F	F
Max Johnsor	168	maxjohnson	max.johnson	History 101	20	20	90.91	90.91	1.77	1.77	A-	A-	F	F
Bruce Jones	158	bjones	bruce.jones.(	History 101	19	19	95	95	1.68	1.68	A	A	F	F
Joe Rogers	167		joe.rogers.ca	History 101	18	18	90	90	1.6	1.6	A-	A-	F	F
Nora Sander	38	norasanders	nora.sanders	History 101	20	20	100	100	1.77	1.77	A	A	F	F
Jane Smith	40	janesmith	jane.smith.ca	History 101	0	0	0	0	0	0	F	F	F	F

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

1. **Current Points:** Reflects points for submitted assignments but excludes unsubmitted and ungraded assignments
2. **Final Points:** Reflects points for all assignments, including unsubmitted and ungraded assignments
3. **Current Score:** Reflects scores for submitted, posted assignments
4. **Unposted Current Score:** Reflects scores for submitted and hidden assignments but excludes unsubmitted assignment scores
5. **Final Score:** Reflects overall score including unsubmitted assignments as zero but excluding hidden assignments
6. **Unposted Final Score:** Reflects total score, including unsubmitted assignments as zero and hidden assignments
7. **Current Grade:** Reflects course grade based on submitted, posted assignments
8. **Unposted Current Grade:** Reflects course grade based on submitted and hidden assignments but excludes unsubmitted assignment scores
9. **Final Grade:** Reflects course grade including unsubmitted assignments as zero but excluding hidden assignments
10. **Unposted Final Grade:** Reflects overall course grade, including unsubmitted assignments as zero and hidden assignments

How do I sync grades to Banner in the Gradebook?

If your institution is using Banner as a Student Information System (SIS), you can use the Gradebook to pass final grades back to Banner. Banner must be preconfigured for your account to use this feature. Additionally, a course grading scheme must be enabled to publish letter grades.

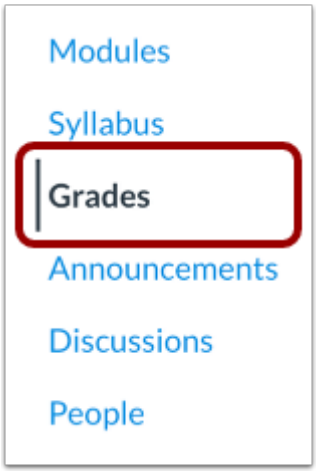
When grades are sent, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner.

Grades can be re-published with new grade values to Banner until the grades are rolled.

Notes:

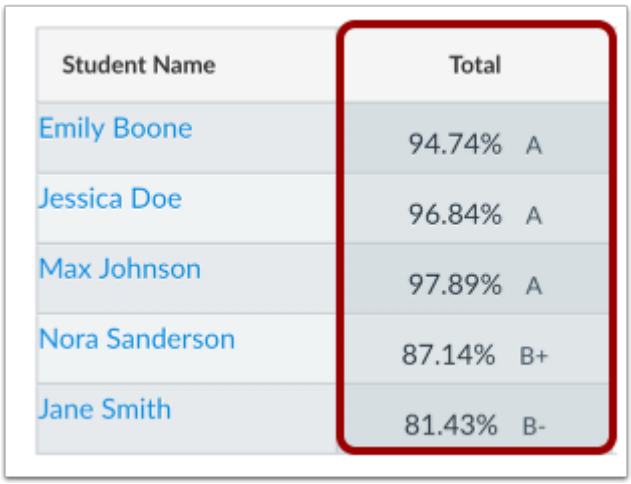
- If the Publish Grades to SIS option is not available to you, please contact your Canvas administrator.
- If you use a manual posting policy in your course, you need to post grades before you can sync grades to your SIS.

Open Grades



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

Verify Grades

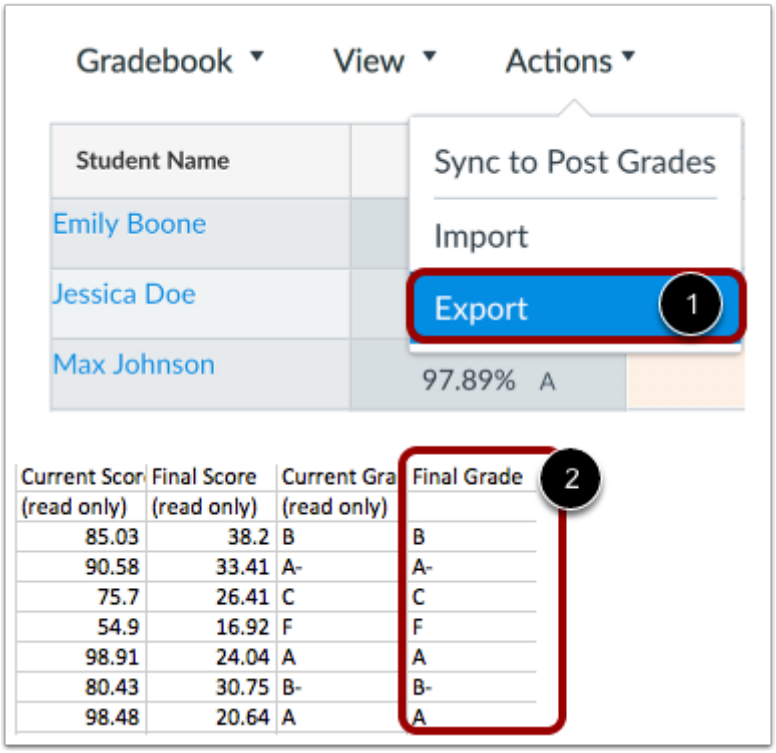


Ensure letter grades are correct in the Gradebook Total column by reviewing all assignments and grades in the Gradebook before exporting.

Notes:

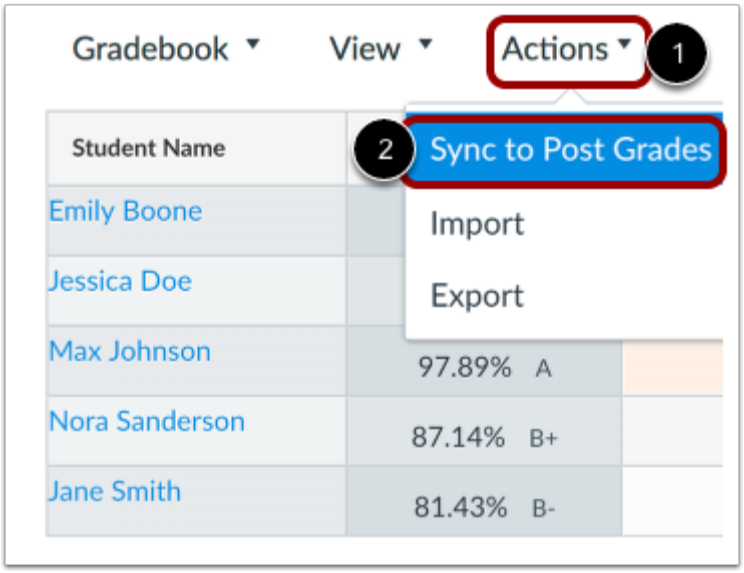
- Canvas will publish the Final Grade to Banner, meaning any ungraded assignments with a point value will be calculated as zero. The Gradebook does not display a Final Grade column.
- Assignments with hidden grades will not be included in the grades passed to Banner. Verify all assignment grades are hidden before publishing the Final Grade.

Export Gradebook



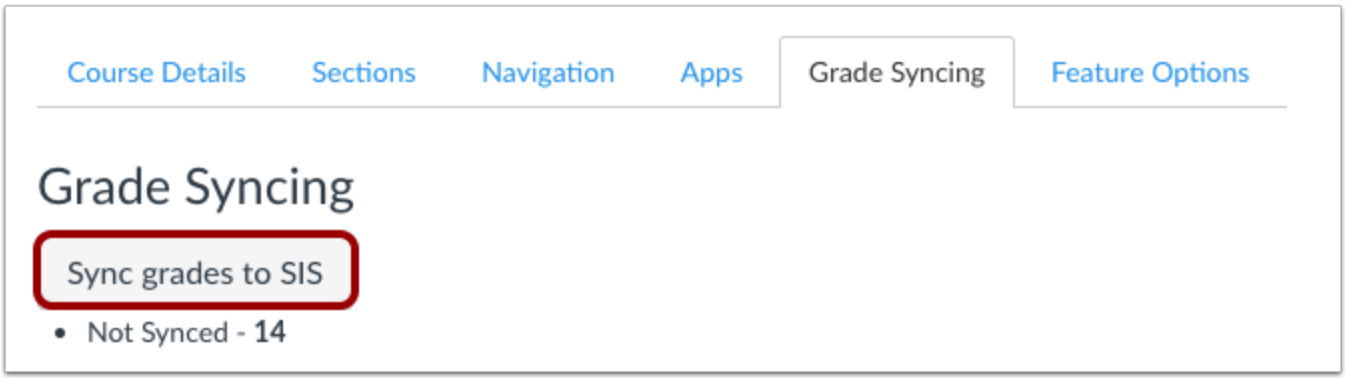
If you want to confirm grades in the CSV file, click the **Export** link [1]. After opening the CSV file, double check the Final Grade column [2]. If the Final Grade is inaccurate, review the Gradebook for ungraded assignments or missing grades and repeat the previous steps.

Sync Grades to SIS



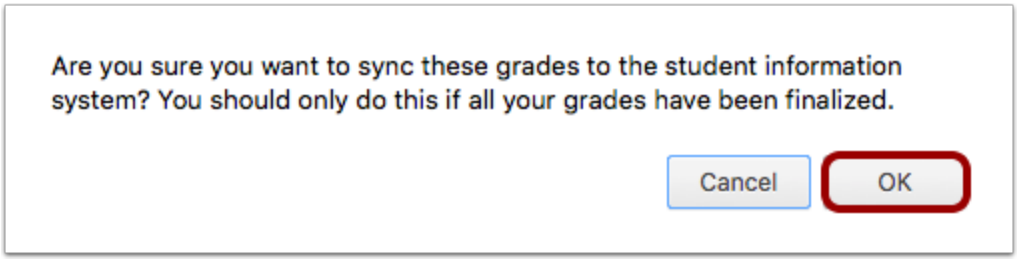
Click the **Actions** menu [1] and select the **Sync to Post Grades** link [2].

Sync Grades to SIS



In the Course Settings Grade Syncing tab, click the **Sync grades to SIS** button.

Confirm Sync



Click the **OK** button.

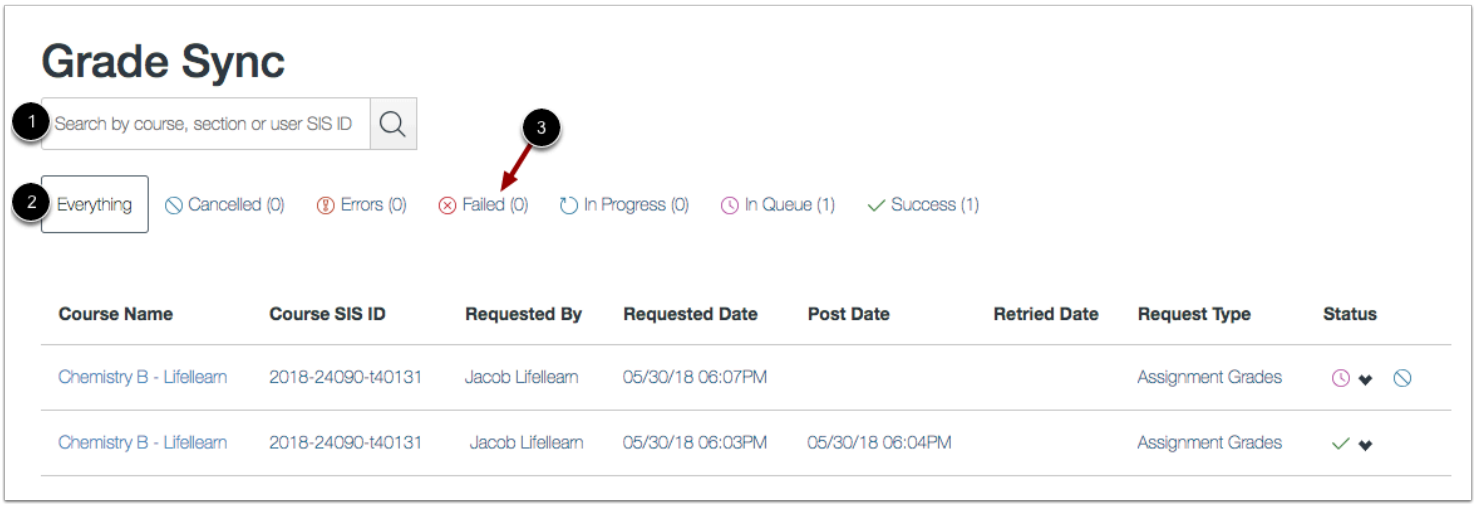
When grades are synced, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner. Once you receive the confirmation email, verify students received the correct grade.

Open Monitoring and Reporting

In Course Navigation, click the **Monitoring and Reporting** link.

Note: Depending on when your SIS was implemented, the **Monitoring and Reporting** link may be named **Grade Sync**.

View Sync Status



View the status of the sync request. In the search field [1], you can search for a specific sync request.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2].

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

How do I sync grades to PowerTeacher Pro in PowerSchool in the Gradebook?

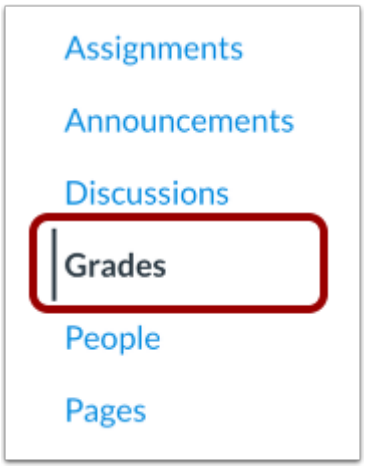
If your institution is using the PowerTeacher Pro gradebook in PowerSchool as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to PowerSchool. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

Unlike the legacy PowerTeacher gradebook, PowerTeacher Pro does not validate any assignments in the Grades page as validations for assignment names and dates are part of the assignment setup process.

Notes:

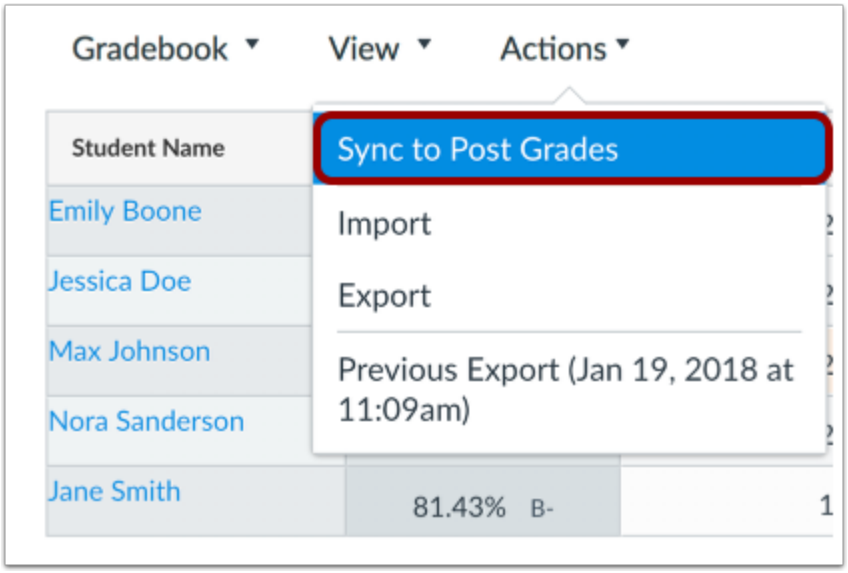
- This integration requires prior configuration in Canvas. For assistance, please contact your Canvas admin.
- PowerSchool requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to PowerSchool. For PowerSchool details and troubleshooting tips, view the PowerTeacher Pro Gradebook Instructor Help document in the Canvas Community.
- If you use a manual posting policy in your course, you need to post grades before you can sync grades to your SIS.

Open Grades



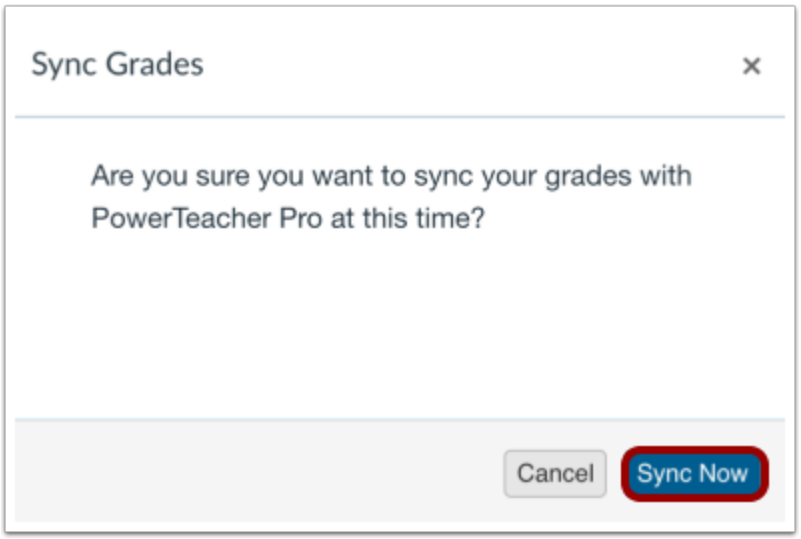
In Course Navigation, click the **Grades** link.

Sync Grades



Click the **Actions** menu [1] and then click the **Sync to Post Grades** link [2].

Sync Now



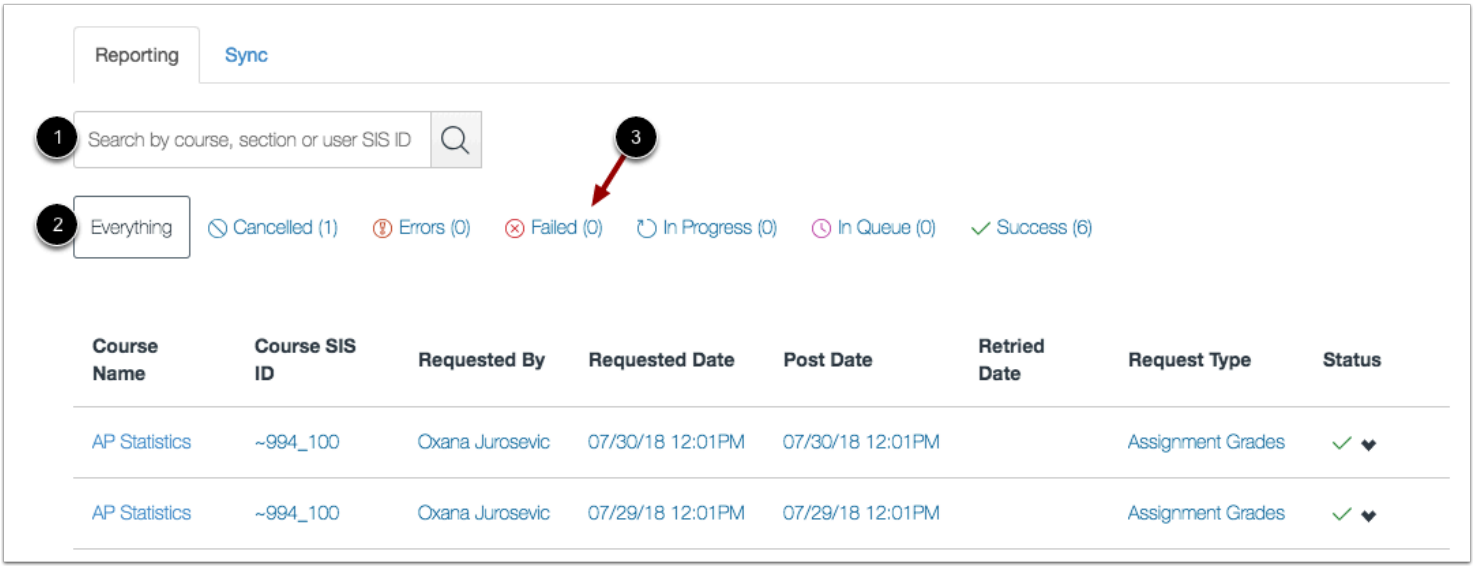
Click the **Sync Now** button.

Open Monitoring and Reporting

In Course Navigation, click the **Monitoring and Reporting** link.

Note: Depending on when your SIS was implemented, the **Monitoring and Reporting** link may be named **Grade Sync**.

View Reporting Tab



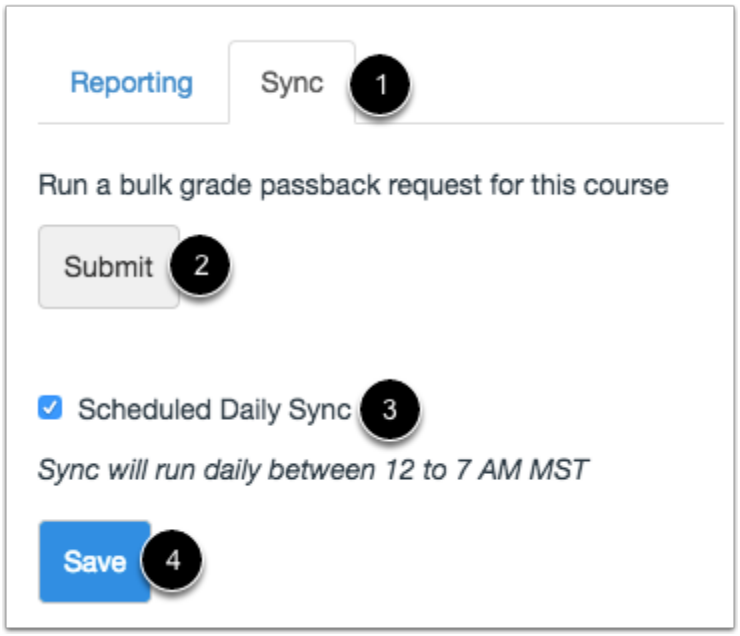
The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

View Sync Tab



To manage grade passback options, click the **Sync** tab [1].

To run a bulk grade passback for all grades in your course, click the **Submit** button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and PowerTeacher gradebooks.

To schedule a sync to run daily, select the **Scheduled Daily Sync** checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the **Save** button [4].

How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool in the Gradebook?

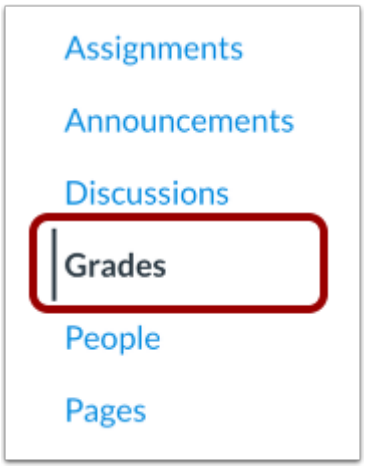
If your institution is using the legacy PowerTeacher gradebook in PowerSchool as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to PowerSchool. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

View the PowerSchool integration video.

Notes:

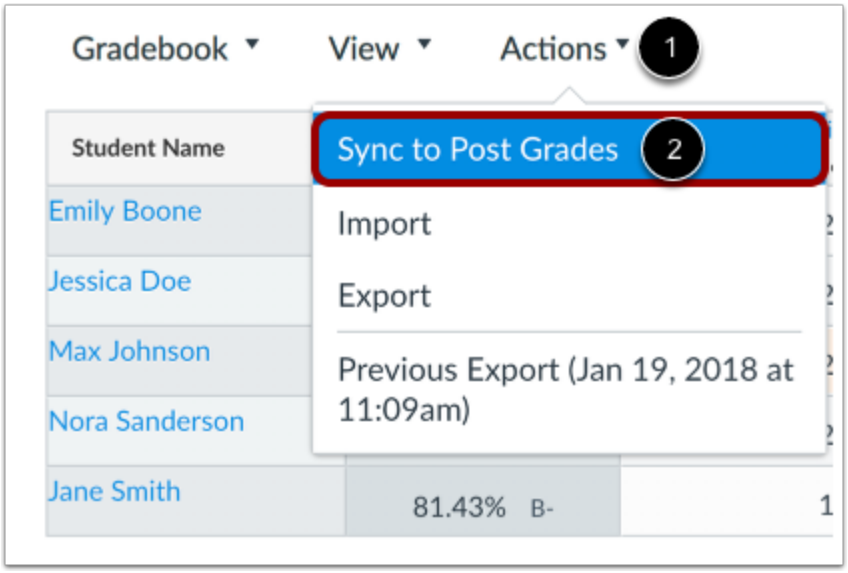
- This integration requires the Post Grades to SIS feature option. Please contact your admin for more information about this feature option.
- PowerSchool requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to PowerSchool. For PowerSchool details and troubleshooting tips, view the Legacy PowerTeacher Gradebook Instructor Help document in the Canvas Community.
- If you use a manual posting policy in your course, you need to post grades before you can sync grades to your SIS.

Open Grades



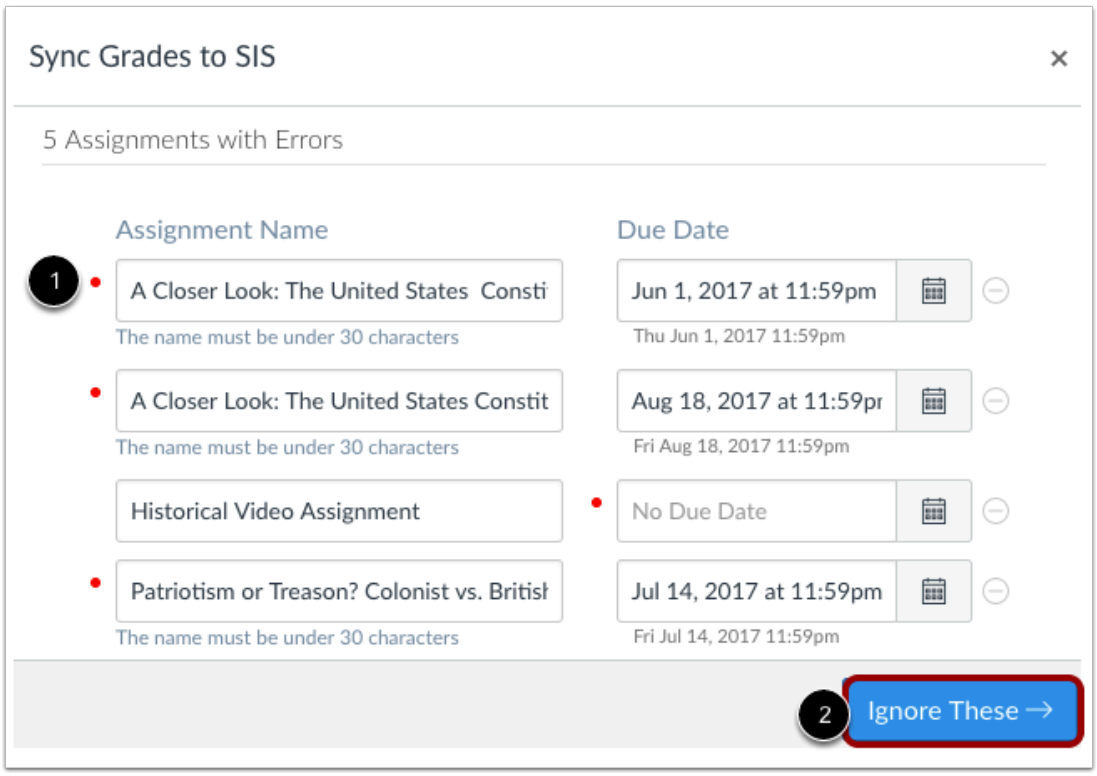
In Course Navigation, click the **Grades** link.

Sync Grades



Click the **Actions** menu [1] and then click the **Sync to Post Grades** link [2].

Ignore Errors

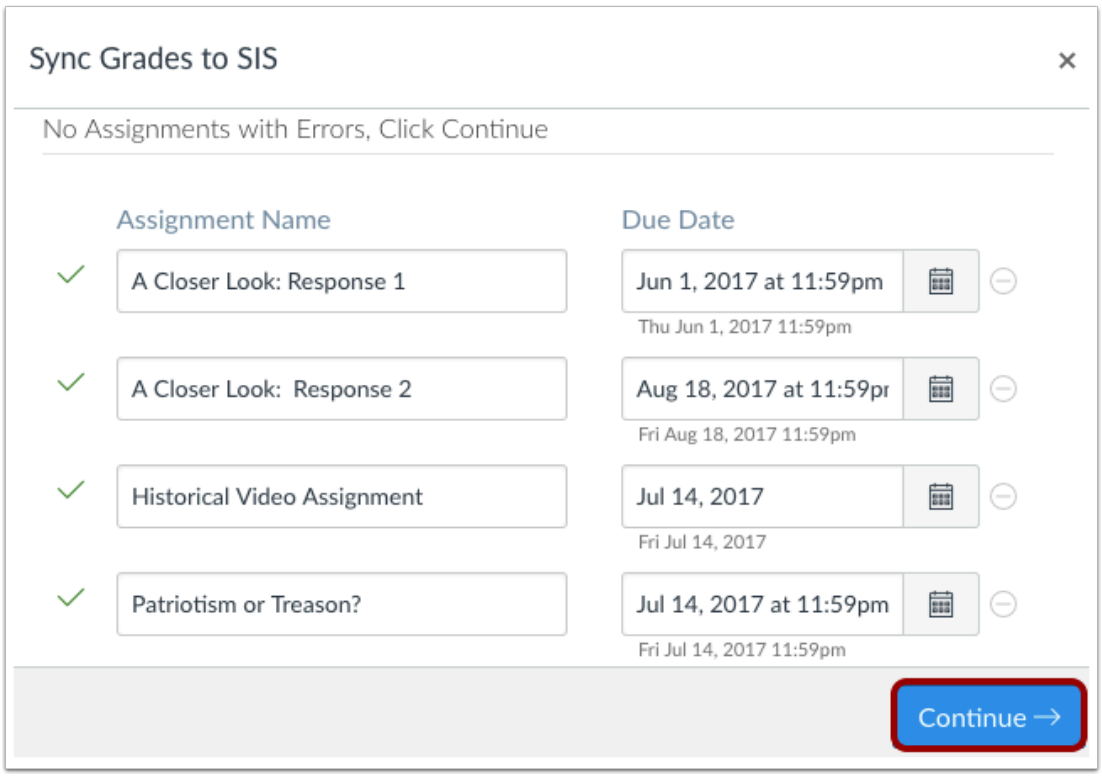


Canvas notifies you if there are any errors with your submission [1]. Errors usually occur because of a duplicate assignment name, the assignment is missing a due date, or both.

A red dot displays next to the error(s).

To ignore the error(s), click the **Ignore These** button [2].

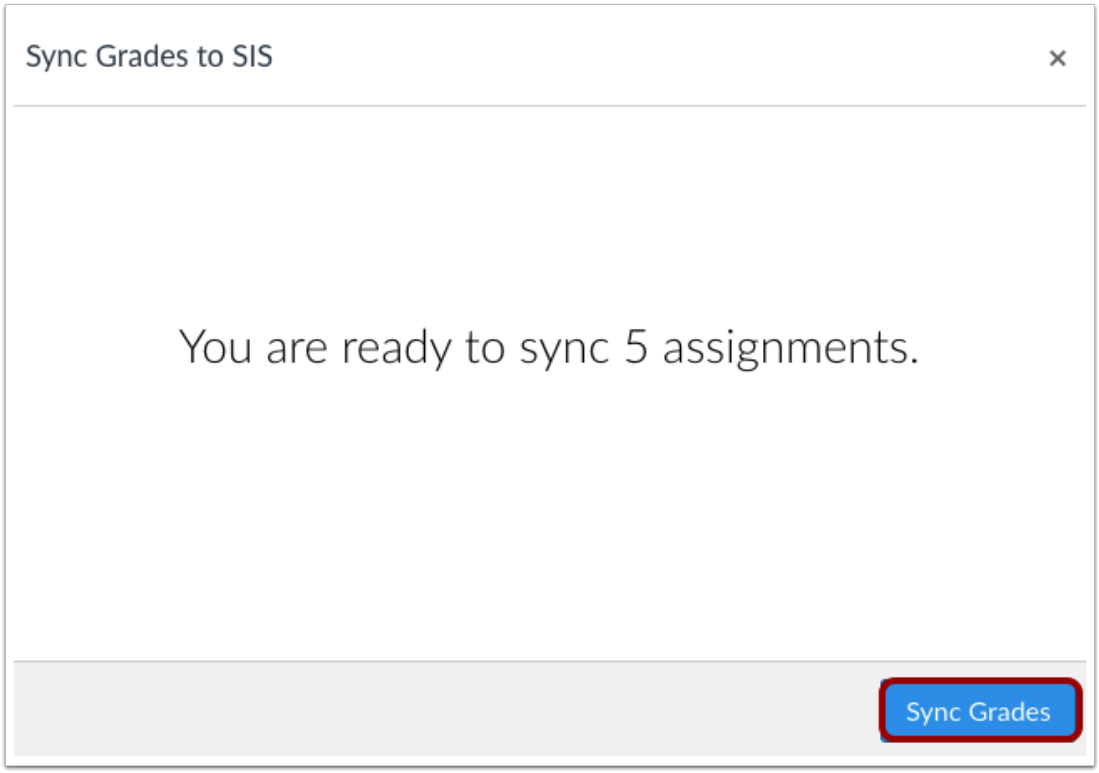
Correct Errors



If you want to correct the error(s), update the error field(s) as appropriate.

Once the Gradebook no longer contains assignment errors, click the **Continue** button.

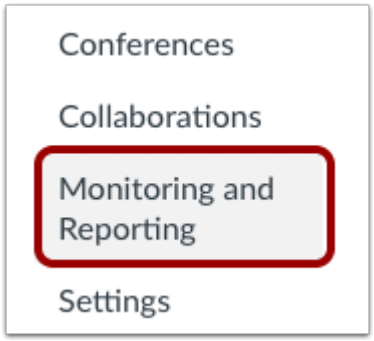
Sync Grades



Canvas displays the number of assignments that will be sent to PowerSchool. Click the **Sync Grades** button.

Note: It may take a few minutes for data to appear in PowerSchool.

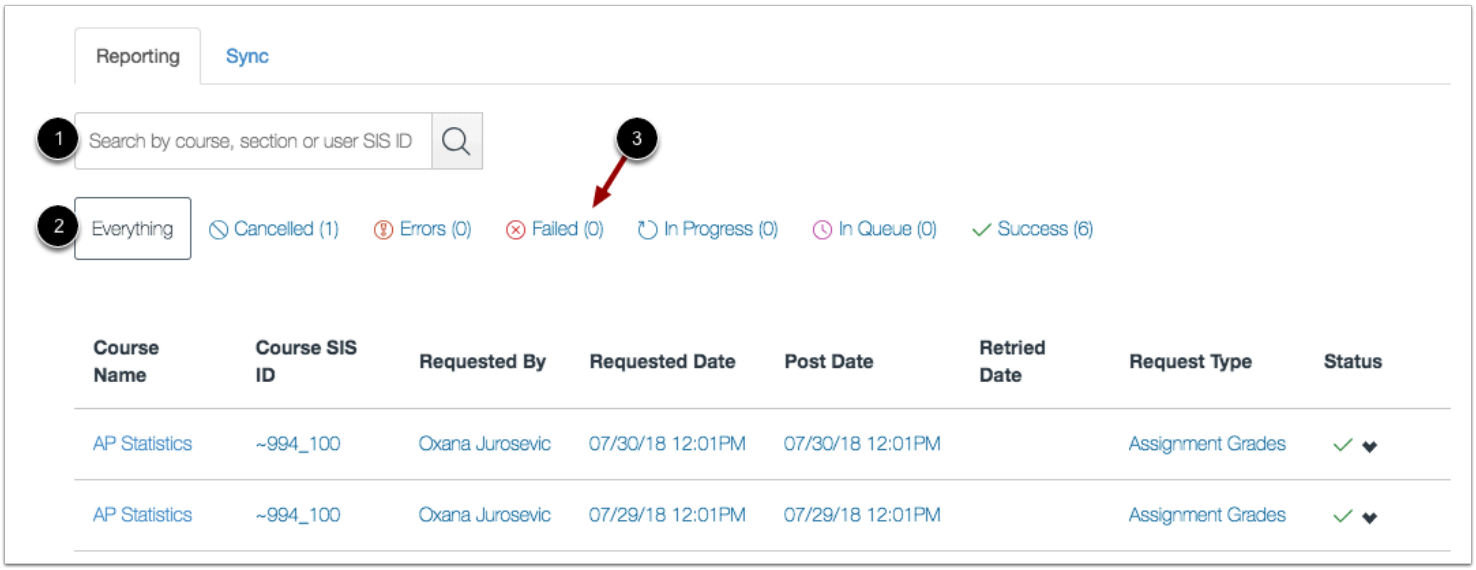
Open Monitoring and Reporting



In Course Navigation, click the **Monitoring and Reporting** link.

Note: Depending on when your SIS was implemented, the **Monitoring and Reporting** link may be named **Grade Sync**.

View Reporting Tab



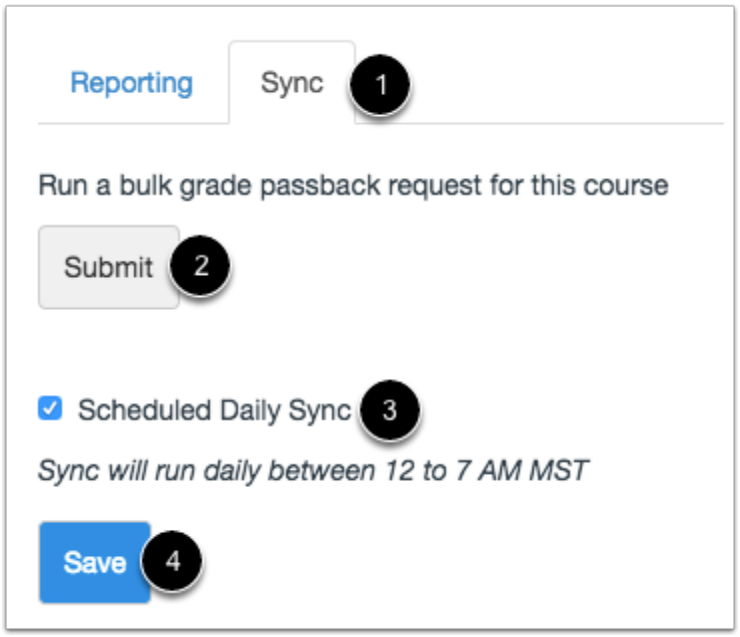
The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

View Sync Tab



To manage grade passback options, click the **Sync** tab [1].

To run a bulk grade passback for all grades in your course, click the **Submit** button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and PowerTeacher gradebooks.

To schedule a sync to run daily, select the **Scheduled Daily Sync** checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the **Save** button [4].

How do I sync grades to Infinite Campus in the Gradebook?

If your institution is using the Infinite Campus gradebook as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to Infinite Campus. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

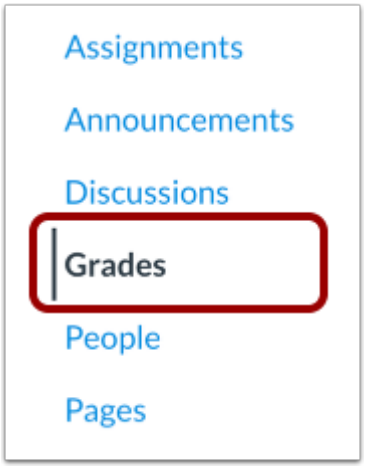
Infinite Campus does not validate any assignments in the Grades page as validations for assignment names and dates are part of the assignment setup process.

Infinite Campus requires specific setup procedures to properly post grades for assignments. For details and troubleshooting tips, please view the Instructor Help: Canvas and Infinite Campus document in the Community.

Notes:

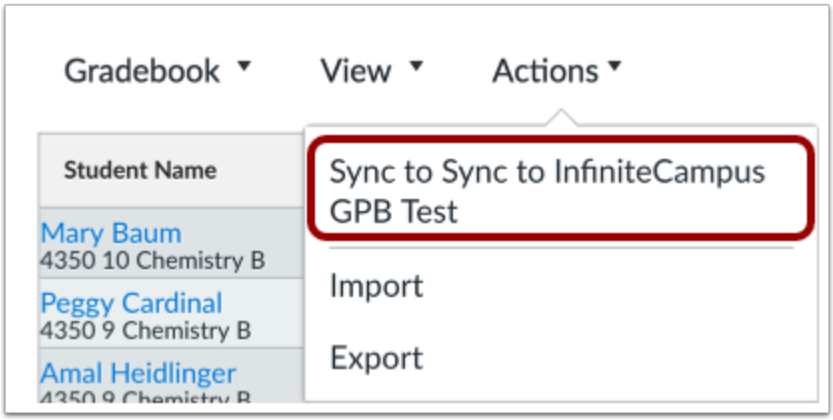
- This integration requires prior configuration in Canvas. For assistance, please contact your Canvas admin.
- If you use a manual posting policy in your course, you need to post grades before you can sync grades to your SIS.

Open Grades



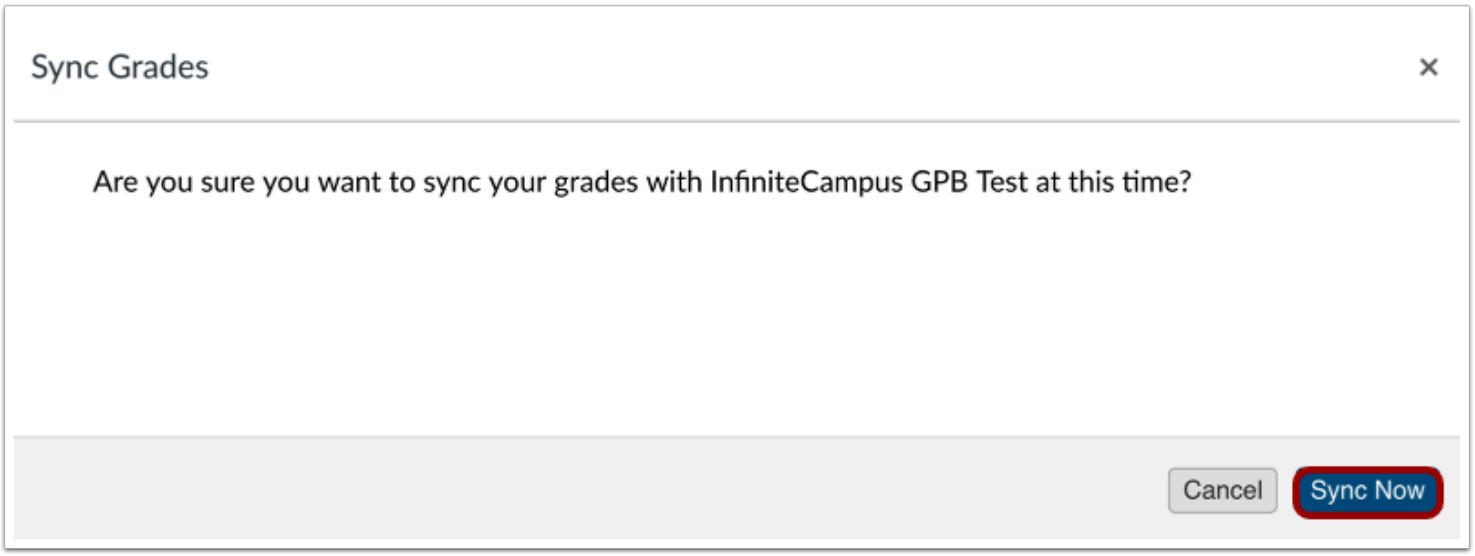
In Course Navigation, click the **Grades** link.

Sync Grades



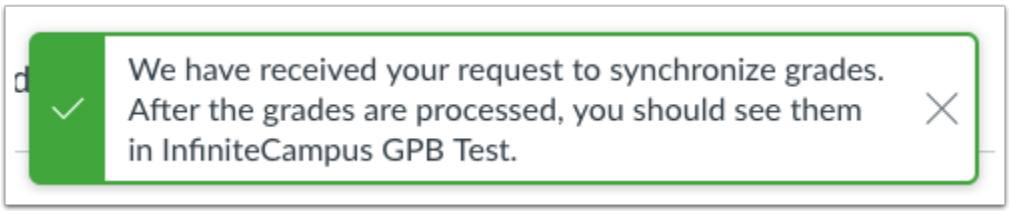
Click the **Actions** menu [1] and then click the **Sync to Infinite Campus** link [2].

Sync Now



Click the **Sync Now** button.

Confirm Sync



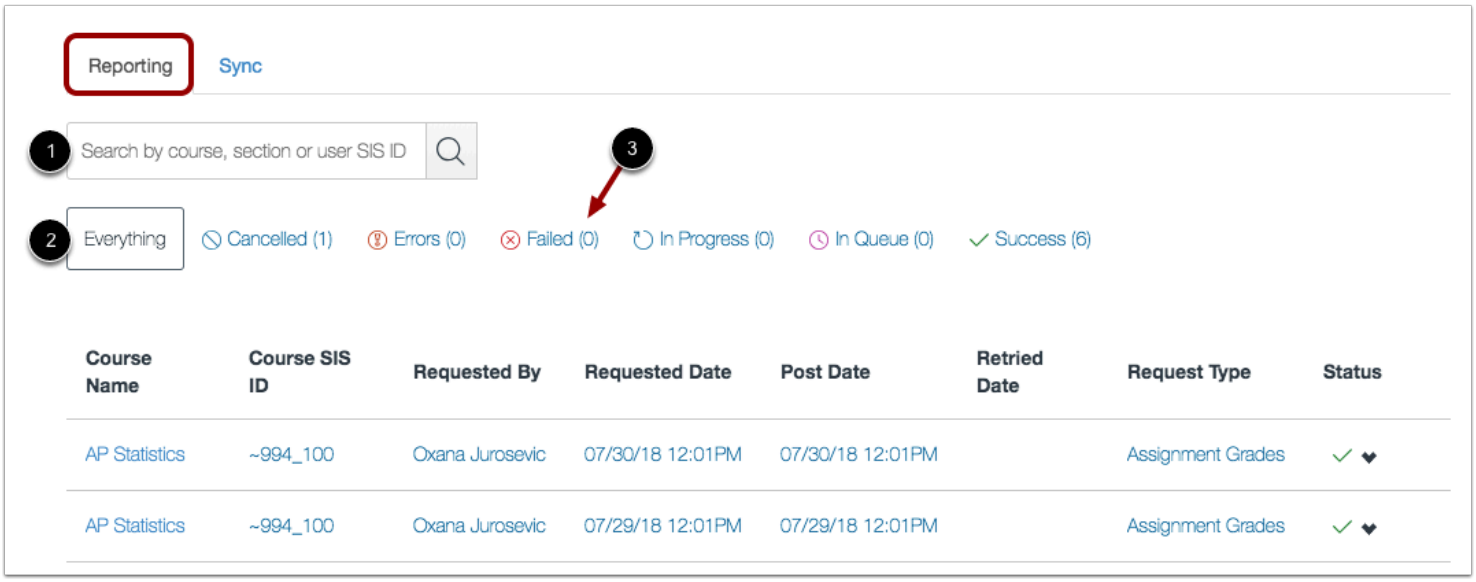
Confirm that your request was received to sync grades with Infinite Campus.

Open Monitoring and Reporting

In Course Navigation, click the **Monitoring and Reporting** link.

Note: Depending on when your SIS was implemented, the **Monitoring and Reporting** link may be named **Grade Sync**.

View Reporting Tab



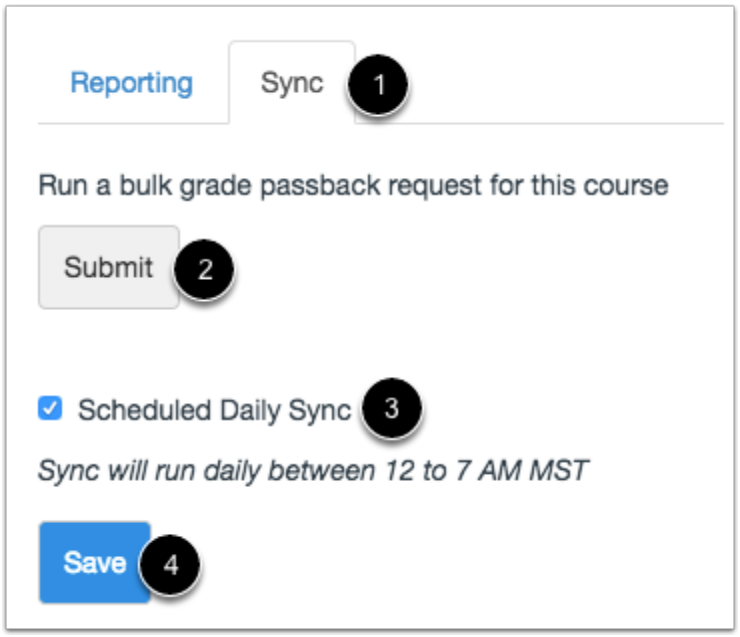
The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

View Sync Tab



To manage grade passback options, click the **Sync** tab [1].

To run a bulk grade passback for all grades in your course, click the **Submit** button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and Infinite Campus gradebooks.

To schedule a sync to run daily, select the **Scheduled Daily Sync** checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the **Save** button [4].

How do I sync grades to Skyward in the Gradebook?

If your institution is using Skyward as a Student Information System (SIS), you can use the Gradebook to pass final grades back to Skyward. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

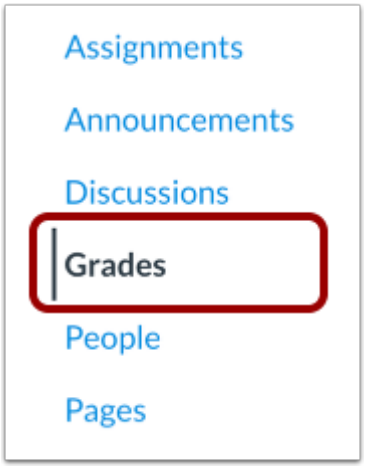
To pass back assignments, an assignment group must match a grading category in Skyward. You can also pass back individual sections instead of the entire course.

When grades are sent, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Skyward.

Notes:

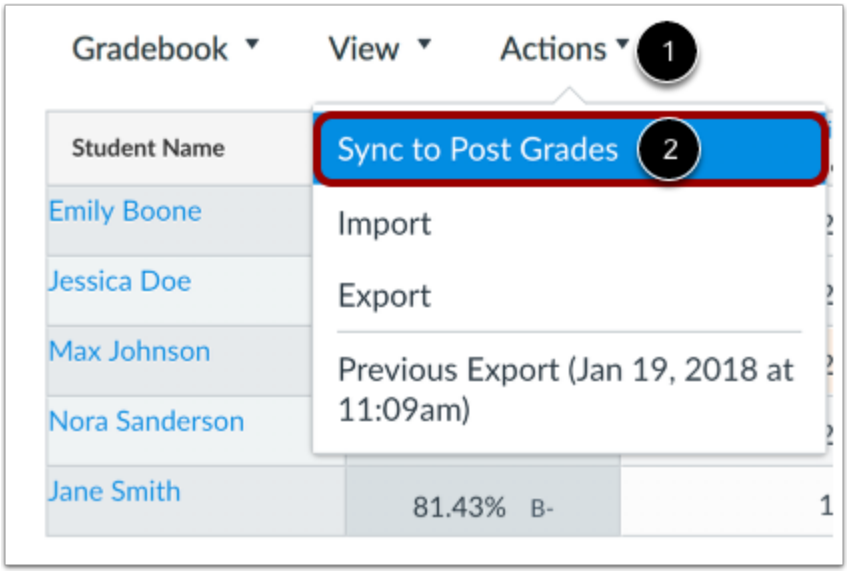
- Skyward requires specific setup procedures before you can sync grades. Depending on how assignments are assigned to students, **some grades may not be able to be passed back to Skyward**. For Skyward details and troubleshooting tips, view the Skyward Instructor Help document in the Canvas Community.
- If you use a manual posting policy in your course, you need to post grades before you can sync grades to your SIS.

Open Grades



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

Sync Grades



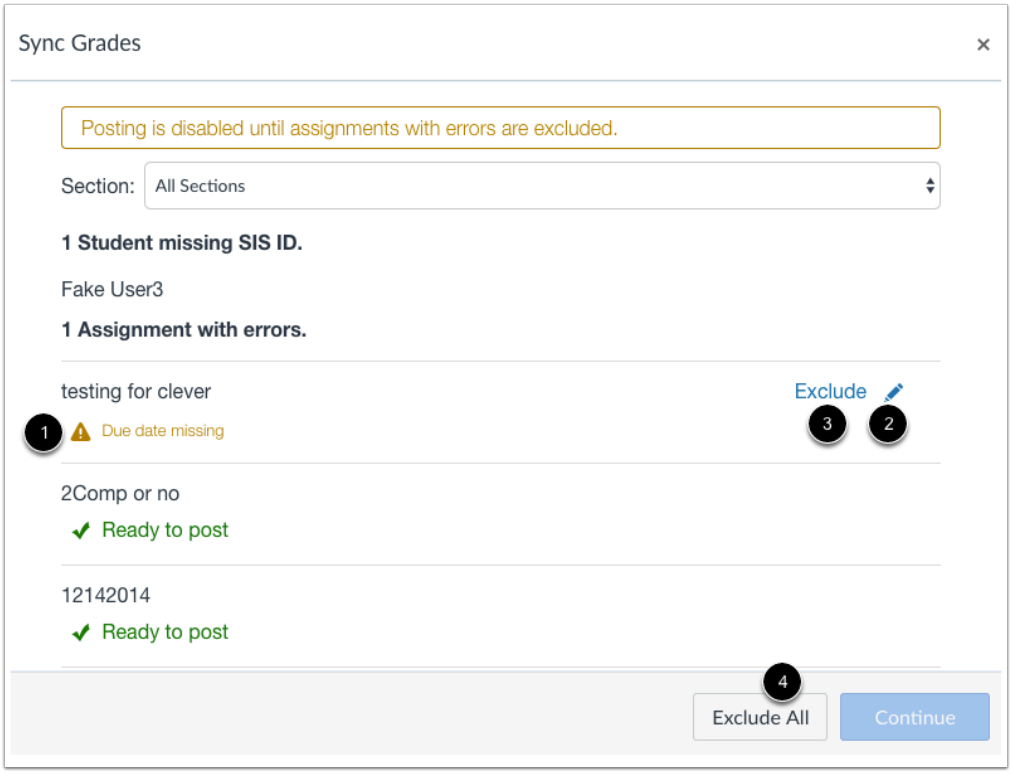
Click the **Actions** menu [1] and then click the **Sync to Post Grades** link [2].

The name of the button may differ for each institution, but the button is located in the Actions menu and matches the name of the Skyward LTI Tool. You can view the name of the tool by viewing the Configured Apps in Course Settings.

Select Section

By default, Skyward shows assignments for all sections. To select a specific section, find the section in the **Section** drop-down menu.

Exclude Errors



Canvas will notify you if there are any errors with your submission.

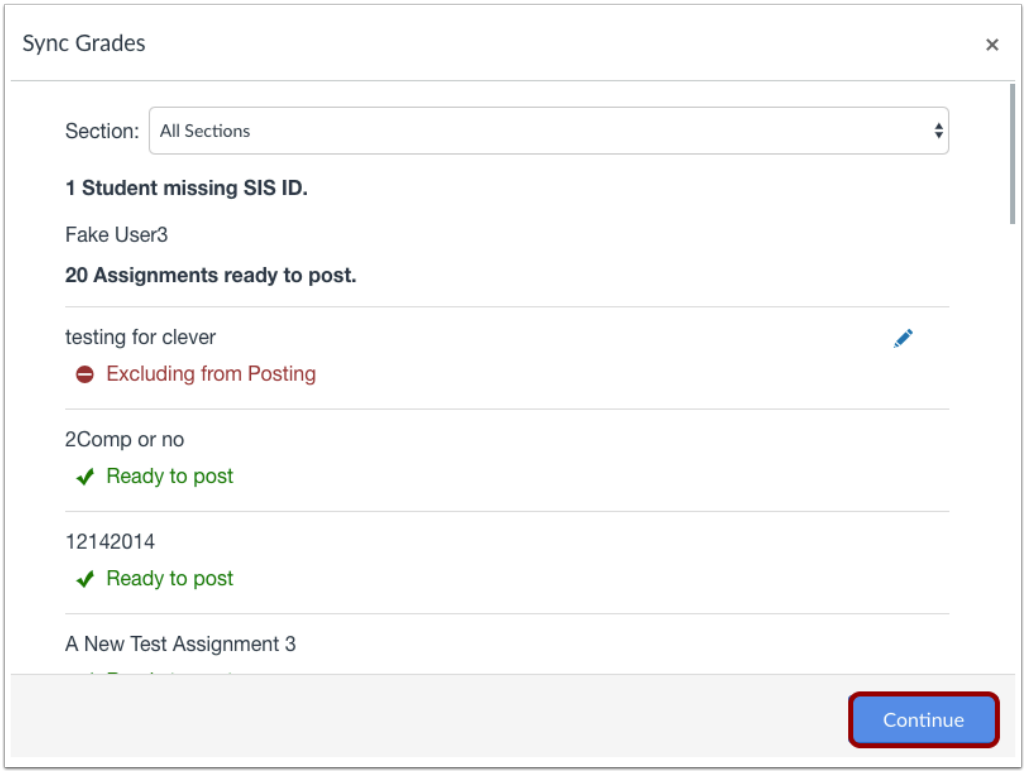
A warning icon will display next to the error(s) with a description of the specific error [1].

To correct the error(s), click the **Edit** icon [2] next to the assignment. Then return to the Gradebook.

To exclude the assignment from the grades sync, click the **Exclude** link [3].

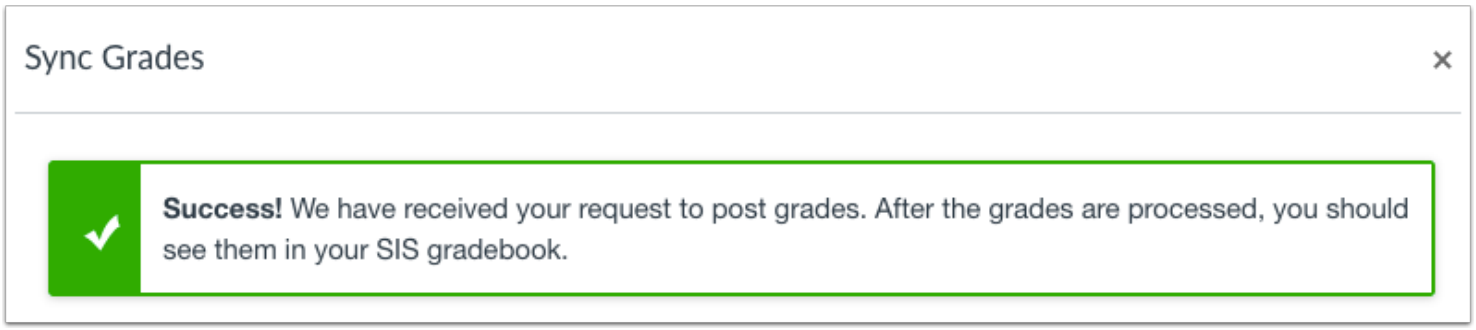
To exclude all assignments with errors, click the **Exclude All** button [4].

Sync Grades



Canvas will confirm the number of assignments that will be sent to Skyward. Click the **Continue** button.

View Confirmation



View the confirmation message.

It may take a few minutes for data to appear in Skyward.

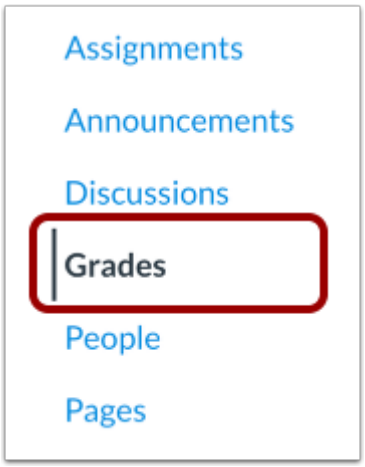
How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Learning Mastery Gradebook Individual View.

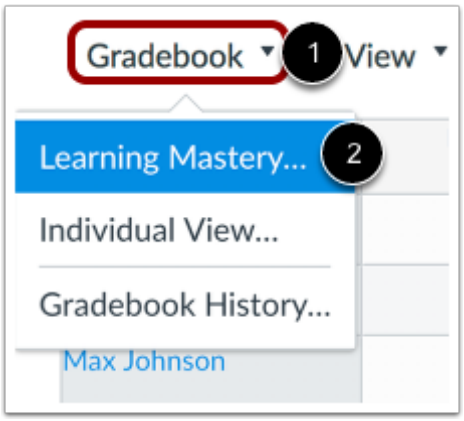
Note: The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, visit the Feature Options tab in Course Settings.

Open Grades



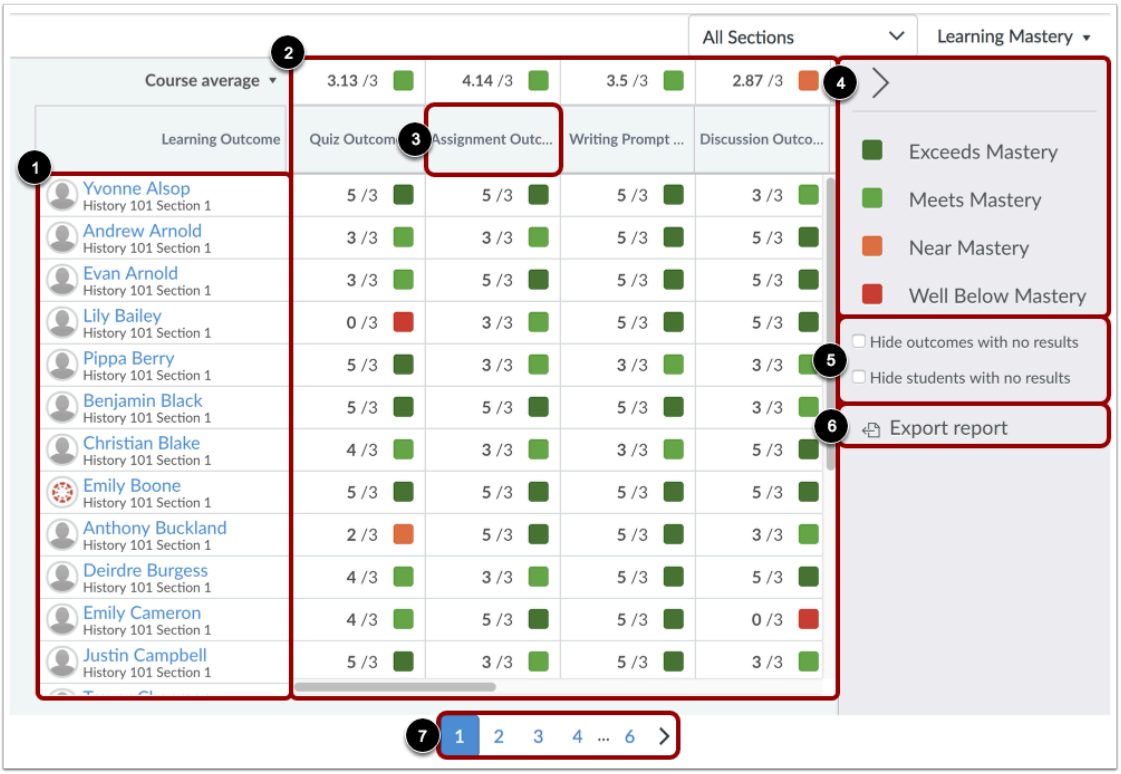
In Course Navigation, click the **Grades** link.

Open Learning Mastery Gradebook



Click the **Gradebook** menu [1], then click the **Learning Mastery** link [2].

View Learning Mastery Gradebook



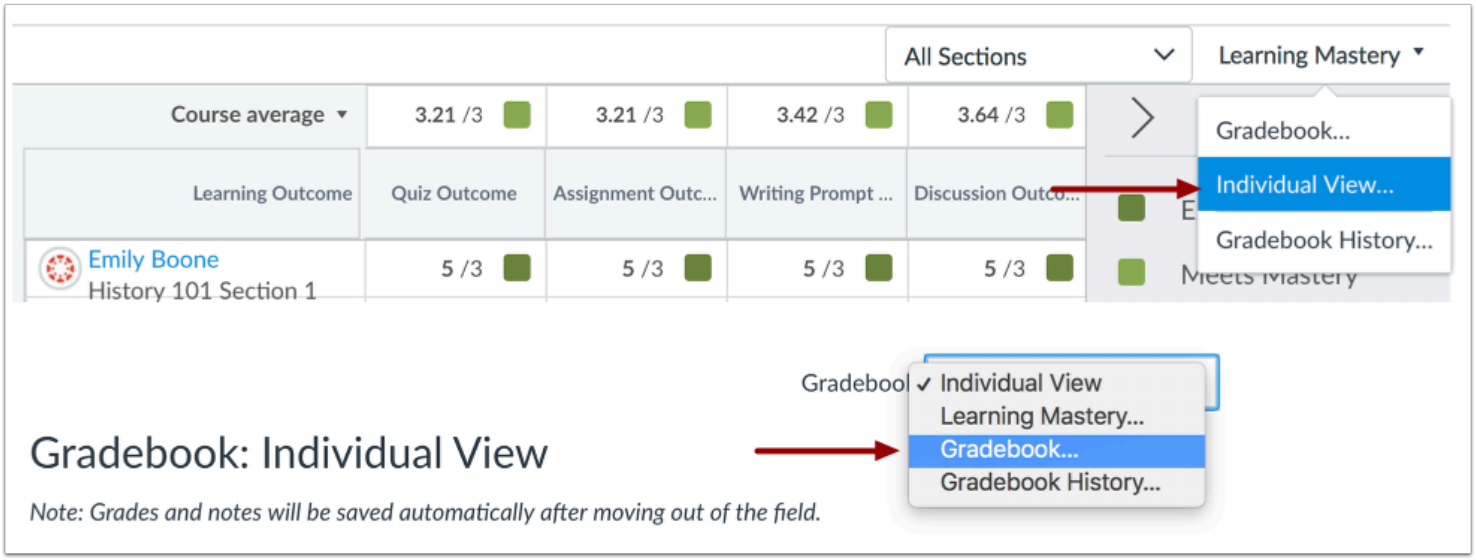
The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by student name [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

Note: The Hide outcomes and Hide students filters persist for the course while using the same web browser.

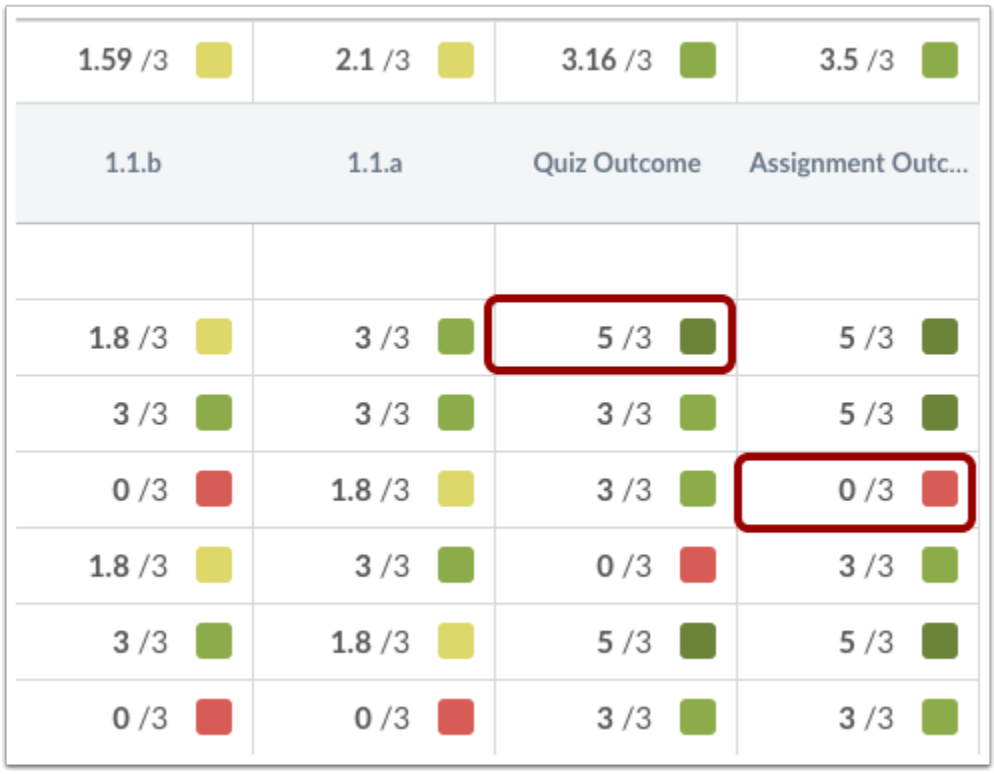
Switch to Individual View



The Gradebook has two views. The **Default Gradebook** allows you to see all students and outcomes at the same time. **Individual View** allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Learning Mastery Gradebook Individual View.

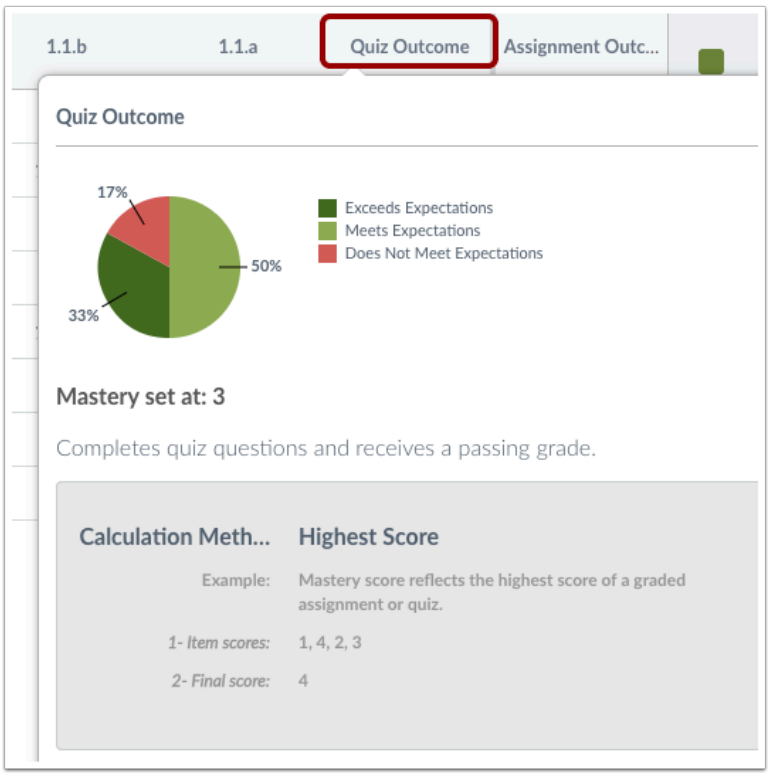
View Student Scores



1.59 /3	2.1 /3	3.16 /3	3.5 /3
1.1.b	1.1.a	Quiz Outcome	Assignment Outc...
1.8 /3	3 /3	5 /3	5 /3
3 /3	3 /3	3 /3	5 /3
0 /3	1.8 /3	3 /3	0 /3
1.8 /3	3 /3	0 /3	3 /3
3 /3	1.8 /3	5 /3	5 /3
0 /3	0 /3	3 /3	3 /3

Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points. If a student achieves a score of 1/3, the student has not achieved enough points to reach the mastery threshold.

View Outcome Details



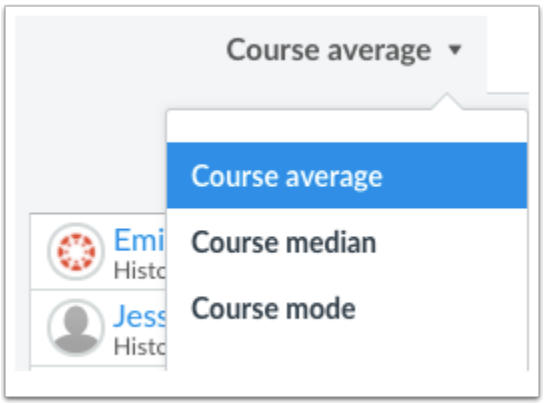
Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.

View Course Mastery Levels

Scores are color-coded to show outcomes and the level attained by each student: exceeds mastery (dark green) meets mastery (light green), near mastery (yellow), and well below mastery (red). Toggle the boxes in the sidebar to filter scores for a specific level.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.

View Course Statistics

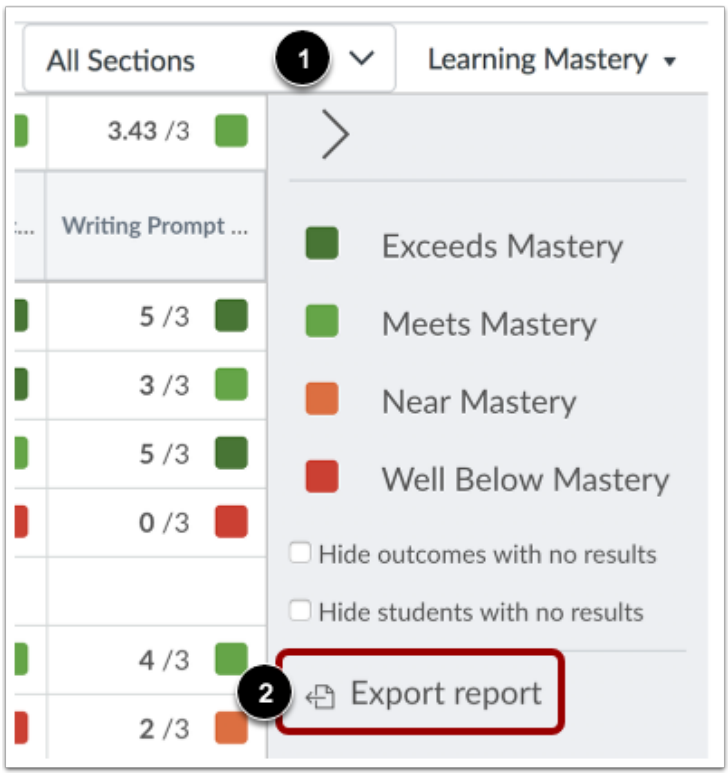


Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

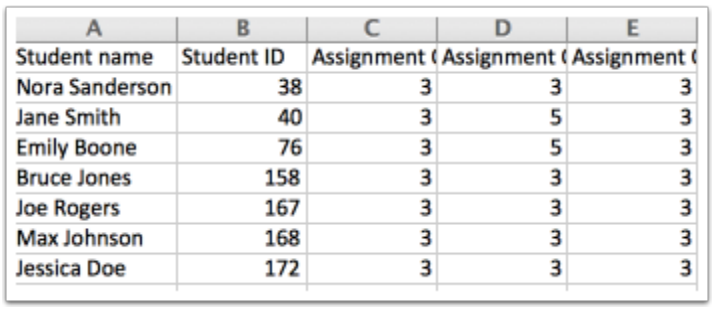
Note: If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student's highest outcome score within that course.

Export Report



Click the **All Sections** drop-down menu [1] to view by section. Click the **export report** link [2] to download a CSV file of the Learning Mastery Gradebook.

View Report



A	B	C	D	E
Student name	Student ID	Assignment (	Assignment (	Assignment (
Nora Sanderson	38	3	3	3
Jane Smith	40	3	5	3
Emily Boone	76	3	5	3
Bruce Jones	158	3	3	3
Joe Rogers	167	3	3	3
Max Johnson	168	3	3	3
Jessica Doe	172	3	3	3

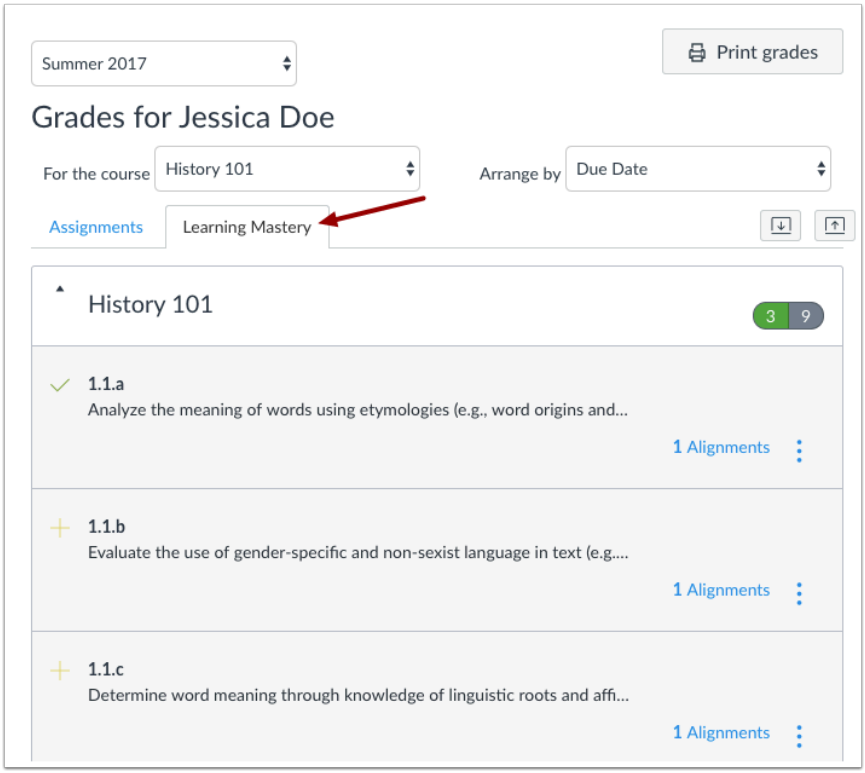
The student learning outcomes report will include the following columns in the CSV file:

- Student Name

- Student ID
- [Outcome] result
- [Outcome] mastery points

Note: All learning outcomes in the Learning Mastery Gradebook will be included in the report.

Student View



On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook Feature Option.

Note: Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.

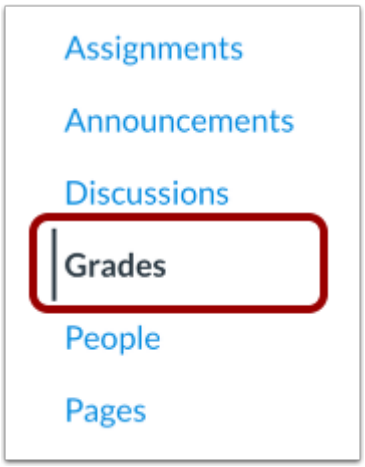
How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

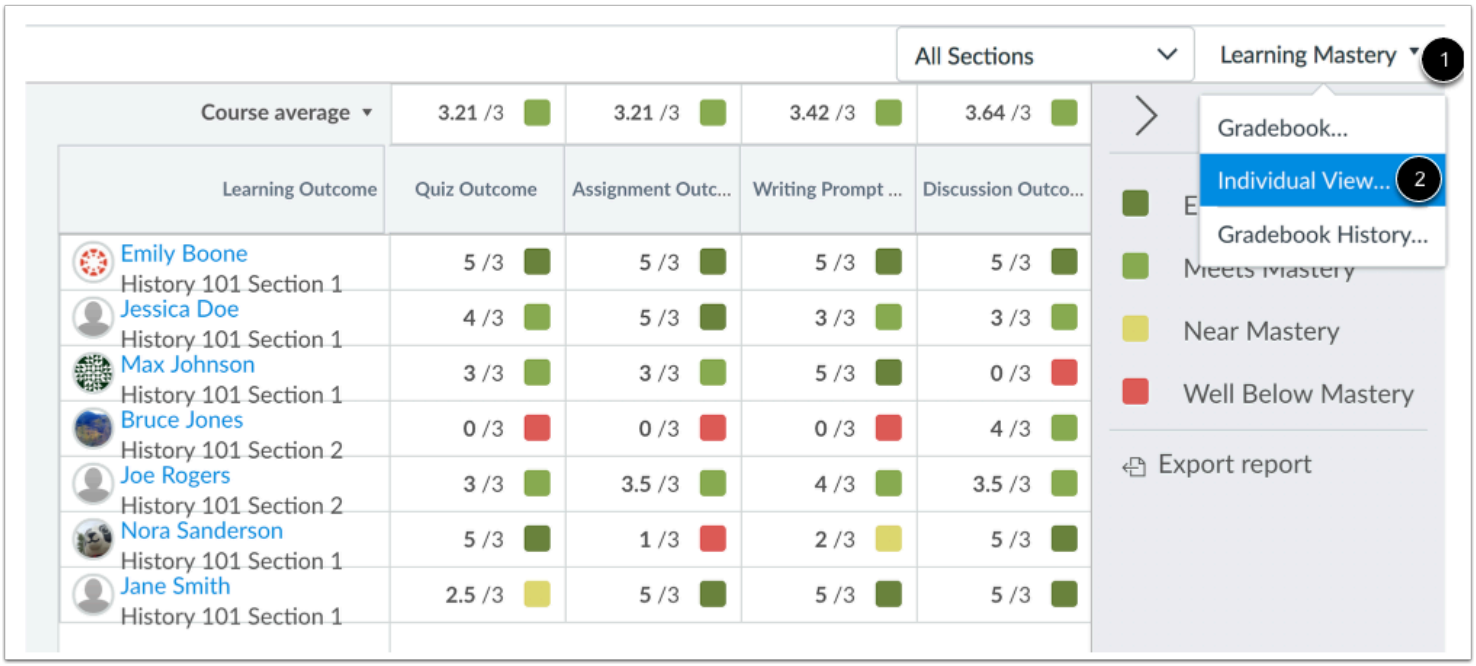
Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Open Gradebook



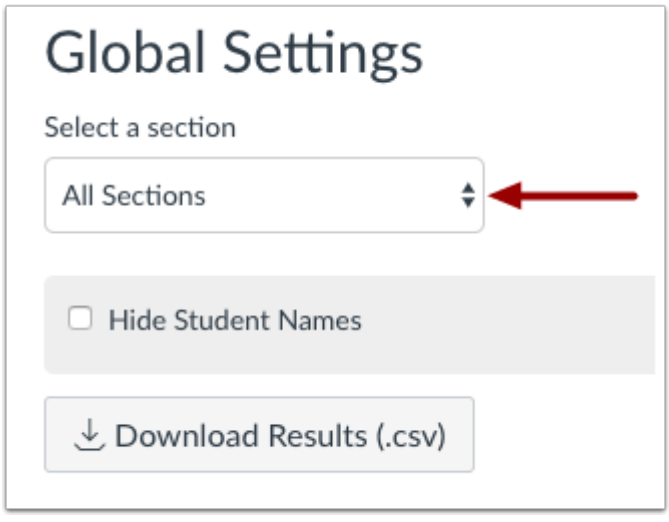
In Course Navigation, click the **Grades** link.

Switch to Individual View



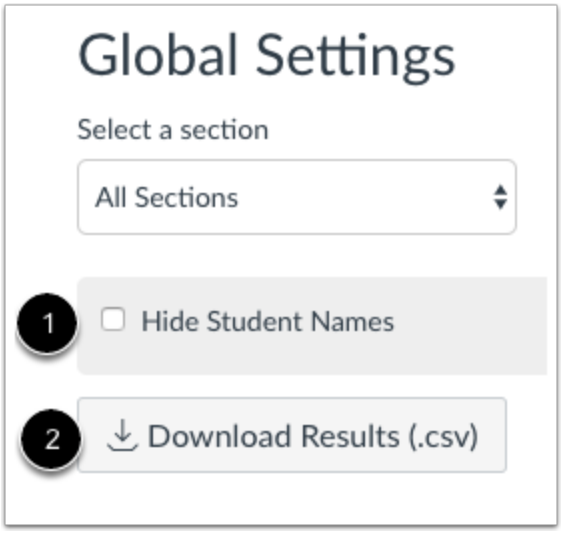
Click the **Learning Mastery** menu [1] and then click the **Individual View...** link [2].

Select a Section



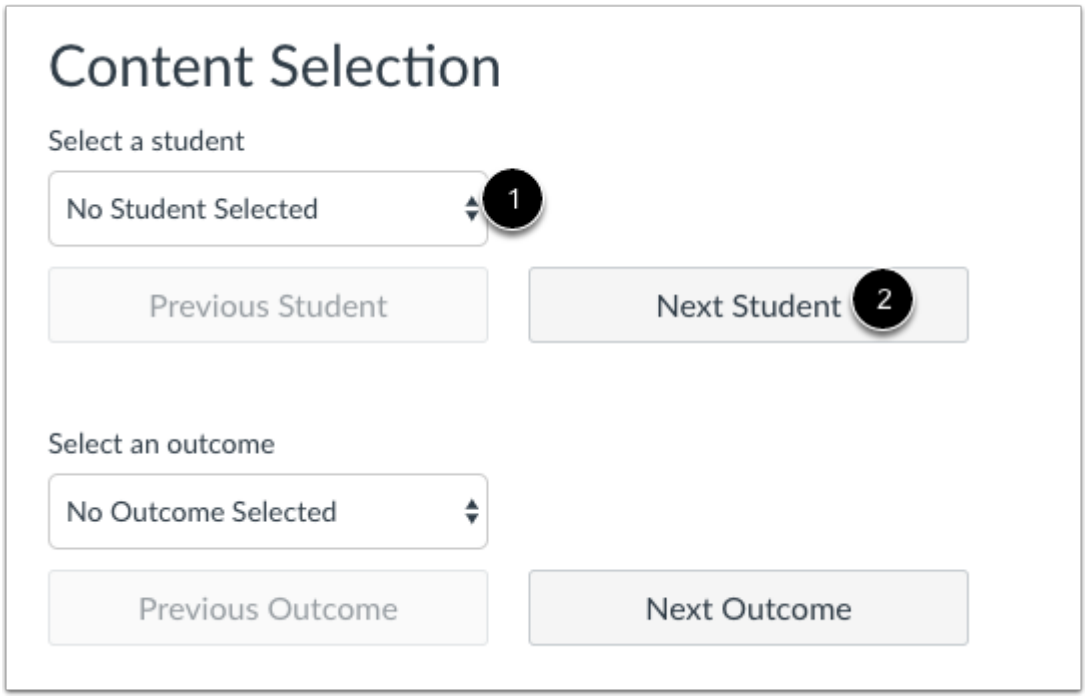
In the section drop-down menu, select the section you want to view.

Hide Student Names



To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results** button [2].

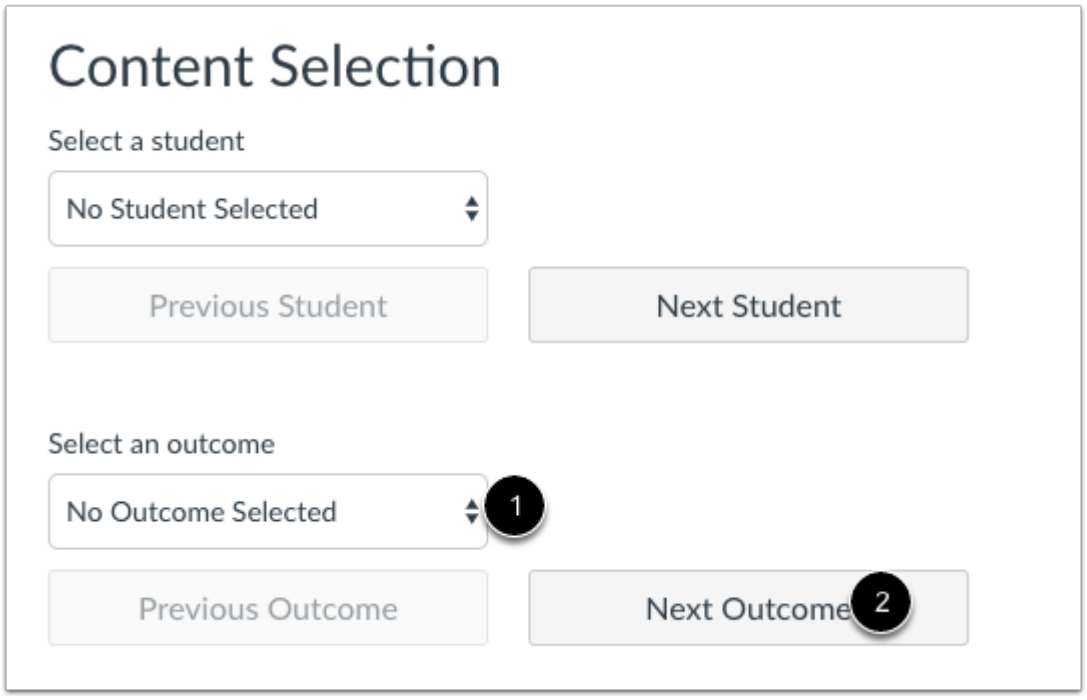
Select Student



In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].

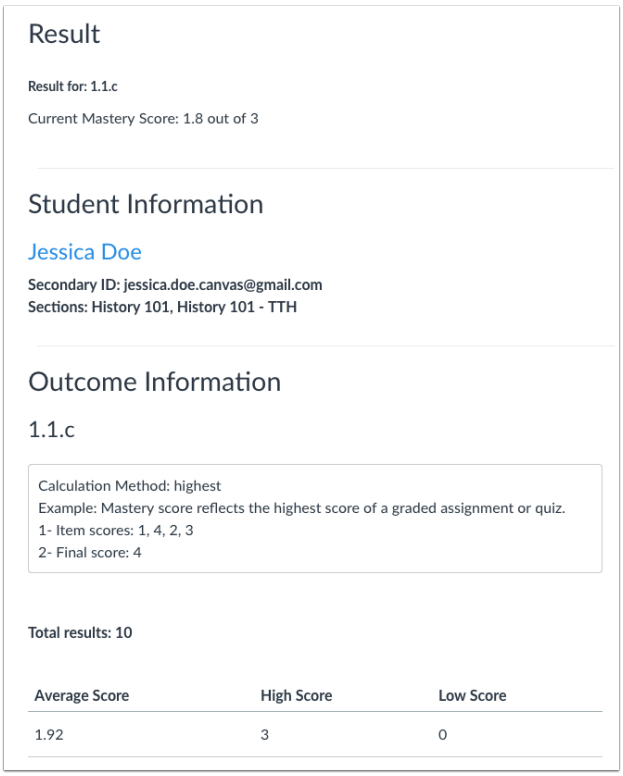
Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

Select Outcome



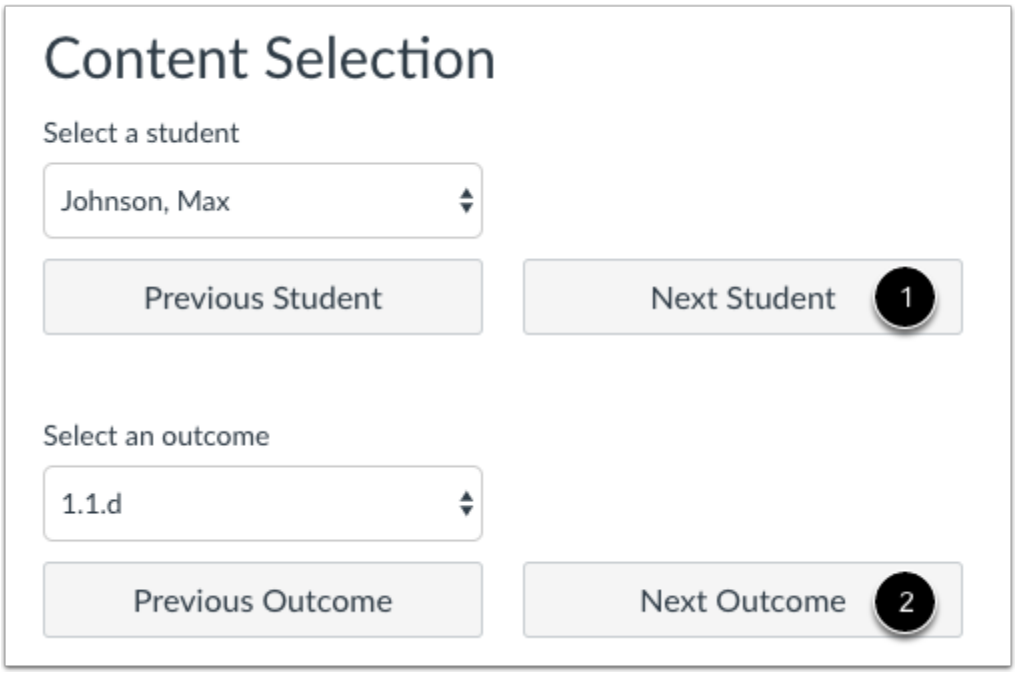
In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the **Next Outcome** button [2].

View Gradebook Information



Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

View Next Student or Outcome

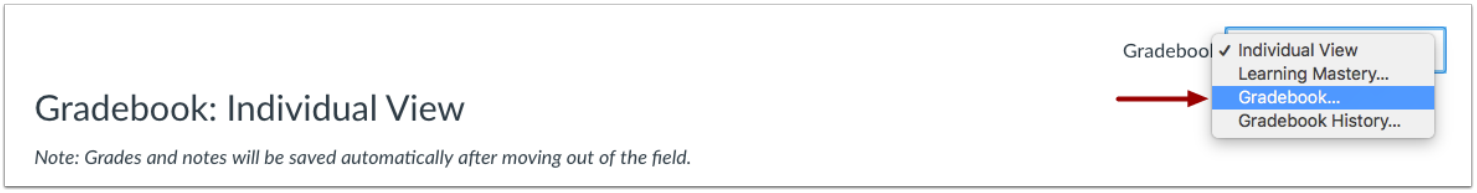


To view the next student, click the **Next Student** button [1].

To view the next outcome, click the **Next Outcome** button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

Switch Gradebooks



To switch to the Default Learning Mastery Gradebook, click the **Gradebook** drop-down menu and then click the **Gradebook...** link.

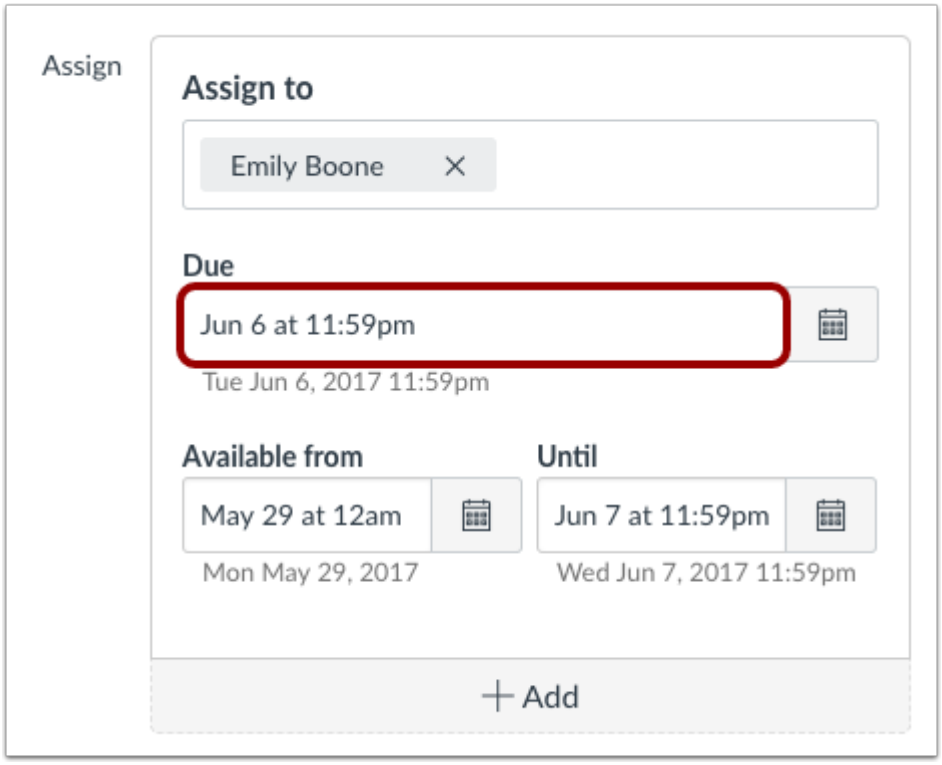
How do I use grading periods in a course?

If your course includes Multiple Grading Periods, grading periods created at the account level automatically display in your course and can be filtered in the Assignments Index Page, the Gradebook, and the student Grades page.

Grading periods consist of a specific date range that define the grading period. Grading periods also include a close date as to when you can no longer edit grades in a grading period. Grading periods can also be weighted. To view grading period date ranges and any weighted grading periods, you can view the grading periods in a course.

At the course level, Canvas validates all assignments against closed grading periods in Canvas. For a complete overview of the Multiple Grading Periods feature and current limitations associated with close dates, please view the Close Dates for Grading Periods document in the Canvas Community.

View Assignments



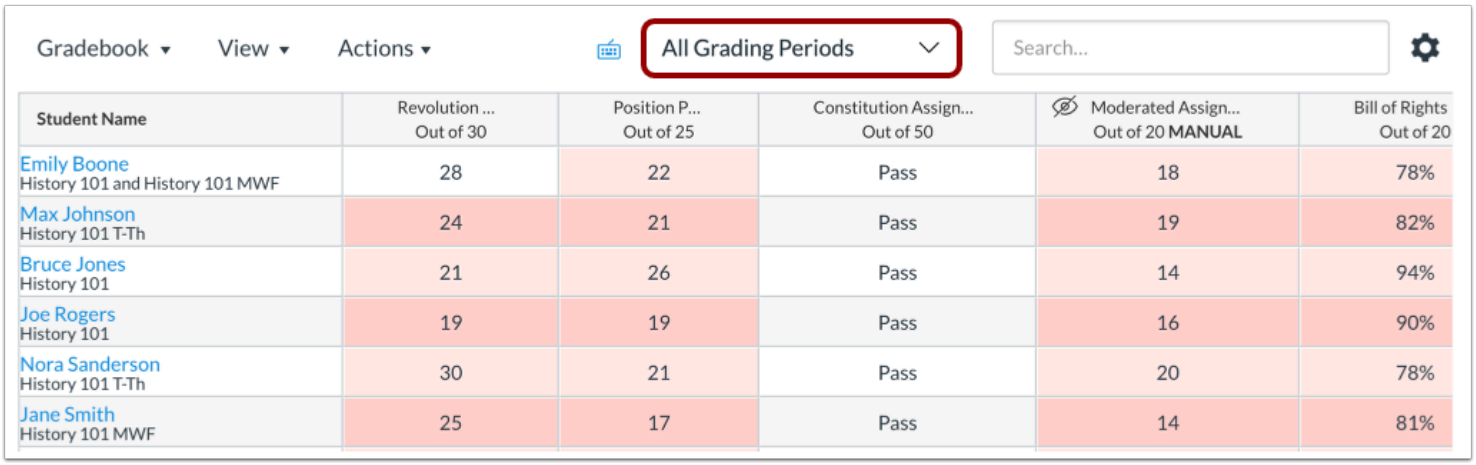
When you create an assignment, by default each assignment is assigned to everyone. However, the assignment can be differentiated among course sections, course groups, or individual students.

When grading periods are enabled, the due date of the assignment determines the grading period where the assignment appears in the Gradebook. If no due date is set, the assignment defaults to the last grading period available for the course.

When grading periods are weighted, assignments outside of grading periods do not count toward the final grade.

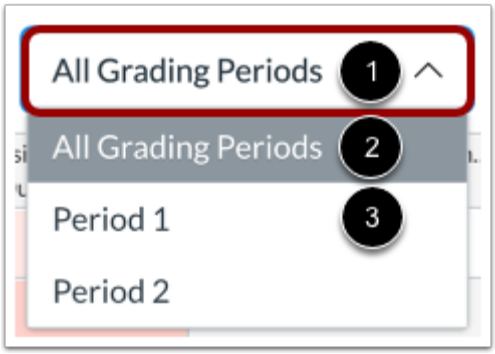
Note: The Assign field cannot be edited for anyone if the due date is in a closed grading period. However, you can add additional differentiated assignments with due dates outside the closed grading period. Assignments with due dates in open grading periods cannot be edited from an open grading period to a date in a closed grading period, but the due date can be edited to any date within an open grading period. These restrictions do not apply to availability dates, which can be set to overlap a grading period.

View Gradebook



The Gradebook lists grading periods for the course in a drop-down menu. By default, the Gradebook displays the current grading period. However, you can view and filter grades by previous or future grading period.

View Grading Period



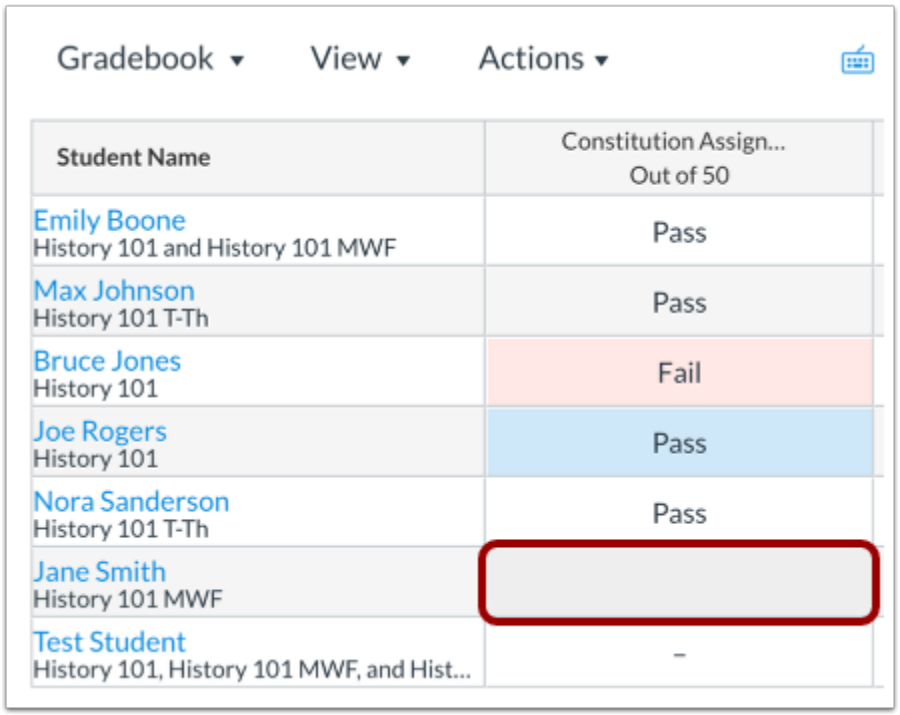
Grading periods are arranged by date, with the newest grading period listed first.

Assignments are grouped in the grading period according to the published assignment due date (unpublished assignments never appear in the Gradebook). If there is no due date for the published assignment, the assignment defaults to the latest grading period. *Grading periods cannot be selected within an individual assignment.*

In the grading periods menu [1], viewing the **All Grading Periods** option [2] displays all course assignments. However, you can view the assignments that appear during a specified period by selecting the name of the grading period [3].

You can only edit grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.

View Differentiated Assignments



Assignments cannot overlap grading periods except with differentiated assignments. When differentiated assignment dates overlap grading periods, the assignment appears in each appropriate grading period.

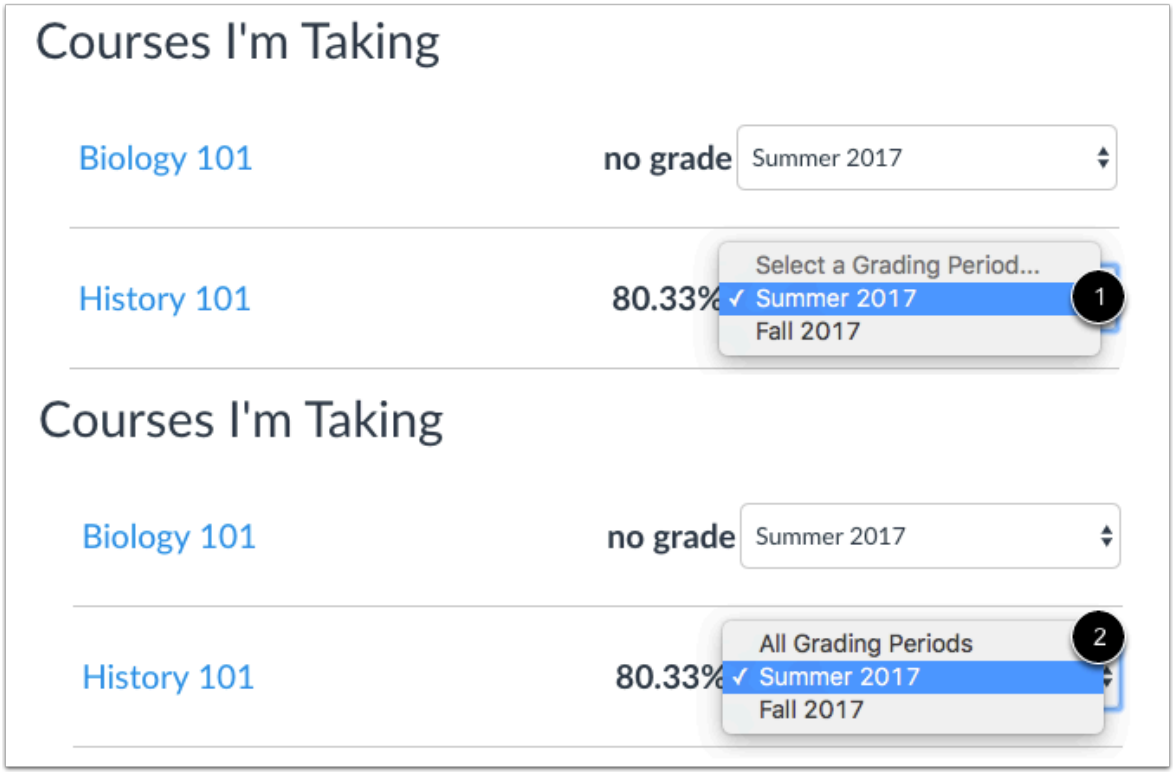
- If a student is not part of an assignment in the specific grading period, the assignment is grayed out.
- If a student is part of a differentiated assignment with no due date, the assignment appears in the last available grading period.
- If a student is part of multiple differentiated assignments, the grading period shows the assignment in the grading period of the latest date.

Display Total Grades for All Grading Periods

When using the Multiple Grading Periods feature, you may be able to view total grades in the All Grading Periods view. This grades view also includes displaying assignment group totals. Viewing total grades in a course is managed by your Canvas administrator.

By default, viewing total grades in the All Grading Periods view is disabled in a course and affects the global Grades view, courses Grades view, and the instructor Gradebook.

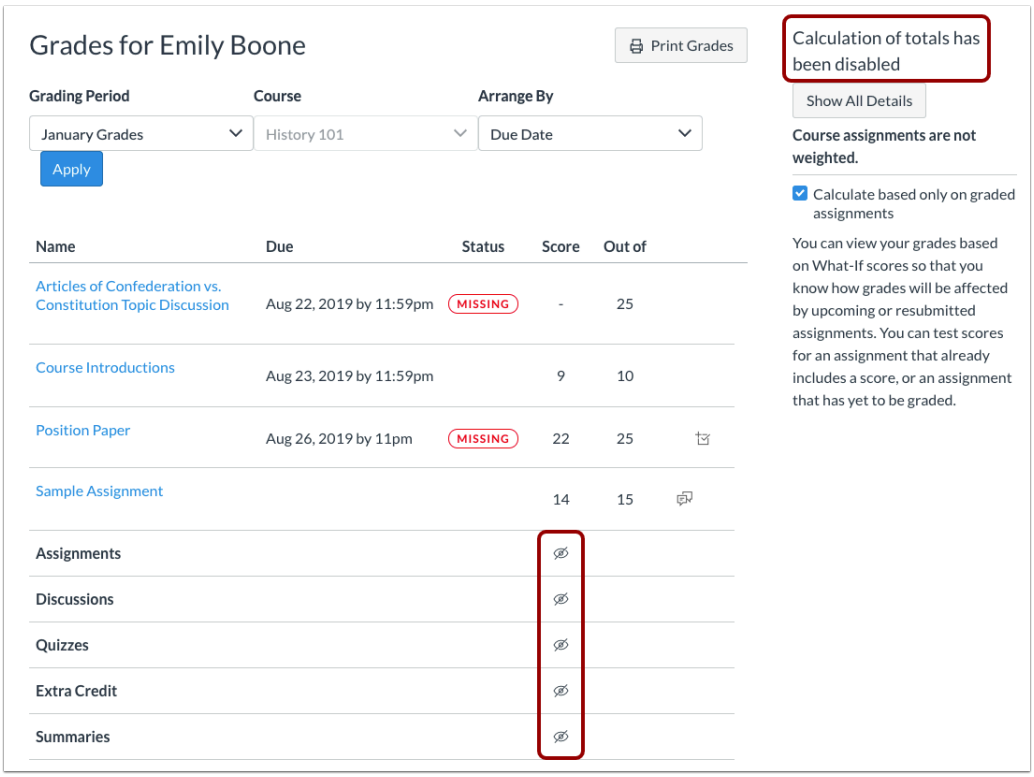
View Global Grades



Students have one of two options from the global Grades page. When viewing total grades is disabled [1], students do not have the option to view All Grading Periods. They can only view the grade for a specific grading period in the course.

When viewing total grades is enabled [2], students can select the All Grading Periods option and can view the appropriate grade.

View Course Grades



In the course Grades page, a student's view of their total grade may be limited.

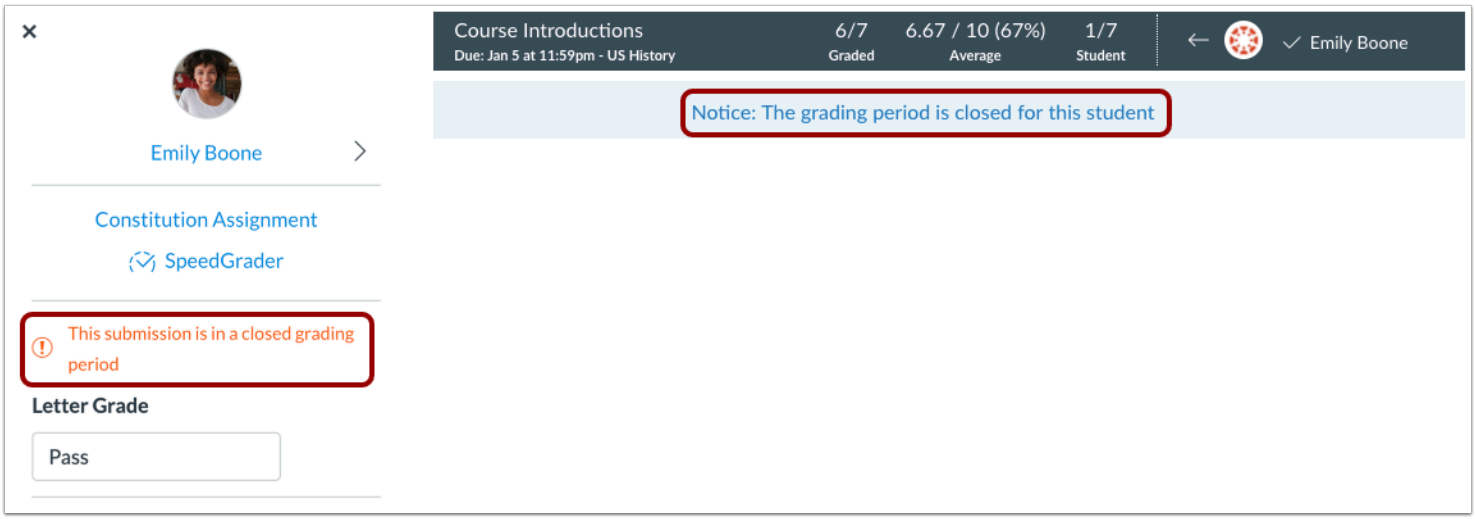
When viewing total grades is disabled, students cannot view the total grade calculation in either the sidebar or the bottom of the grades page. Calculations also include assignment totals for weighted assignment groups. Hiding total grades impacts calculations for student What-If Grades.

When viewing total grades is enabled, students can still view the total grade for All Grading Periods and any assignment group calculations.

Hide Grades in Individual Grading Periods

When viewing total grades is disabled, students can still view total grades for an individual grading period unless you hide student totals in Course Settings. When this setting is enabled, students will not be able to view any totals in their global grades page or course grades page.

View Closed Grading Periods

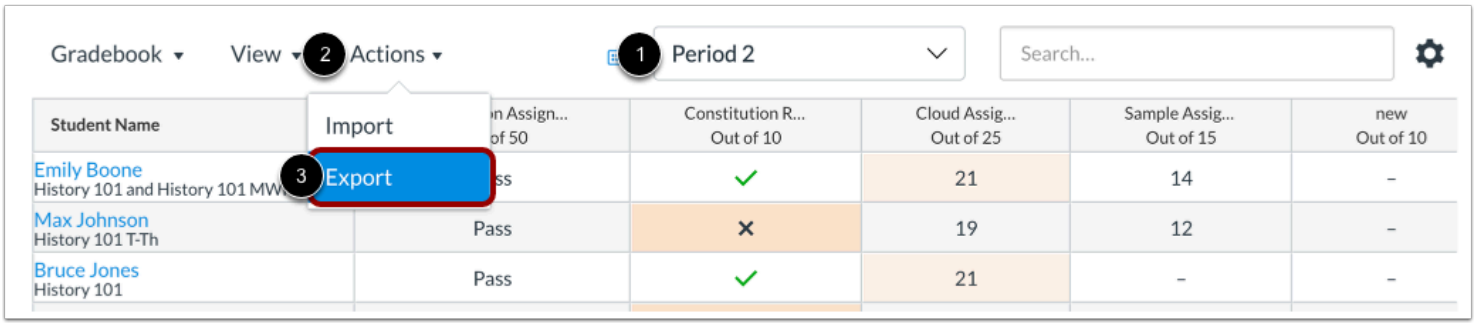


At the course level, Canvas validates all assignments against closed grading periods in Canvas. You cannot edit assignments in closed grading periods. If an assignment is in a closed grading period, the assignment shows that the submission is in a closed grading period. Learn how to view the date range of a course grading period.

Students are not affected by closed grading periods in their Grades page.

Note: For current limitations associated with the close date feature, please view the Close Dates for Grading Periods document in the Canvas Community.

Export Gradebook



When you download scores from the Gradebook, you can export assignment scores and total grades for all grading periods or for specific grading periods.

To export Gradebook scores for all assignments associated with a specific grading period, select the grading period from the **Grading Period** drop-down menu [1]. Then click the **Actions** menu and select the **Export** option [3]. The CSV includes any selected grading period information; however, assignment group totals in the CSV calculate based on all grading periods.

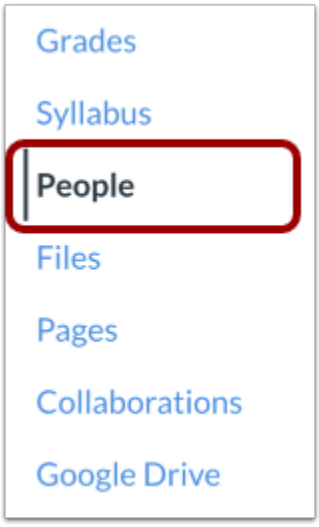
The CSV file displays a total grade for the specific grading period being viewed. However, if the instructor exports the All Grading Periods Gradebook view, the CSV honors whether or not total grades can be viewed.

Groups

How do I view all groups in a course as an instructor?

Canvas has two types of groups: student groups and group sets. Student groups can be created by either an instructor or a student and are self-organized by students. Group sets are groups that you create to use for graded assignments.

Open People

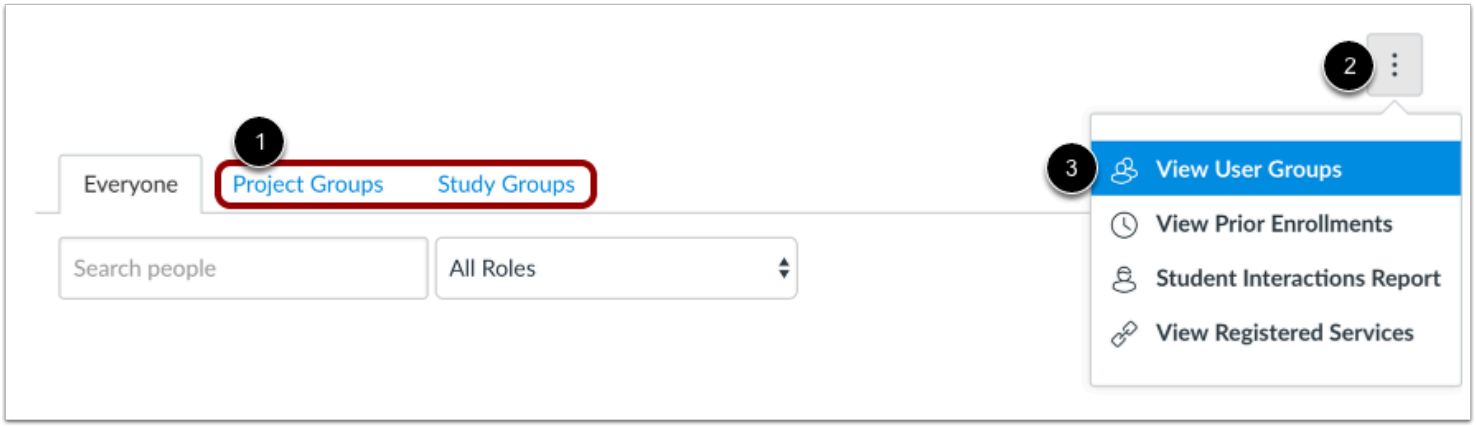


In Course Navigation, click the **People** link.

View Group Sets

If at least one group has been created in the course, the People page defaults to the **Everyone** tab [1], which displays all users in your course. Otherwise, the page asks you to add a group set using the **Add Group Set** button [2]. You can add a group set at any time.

View User Groups

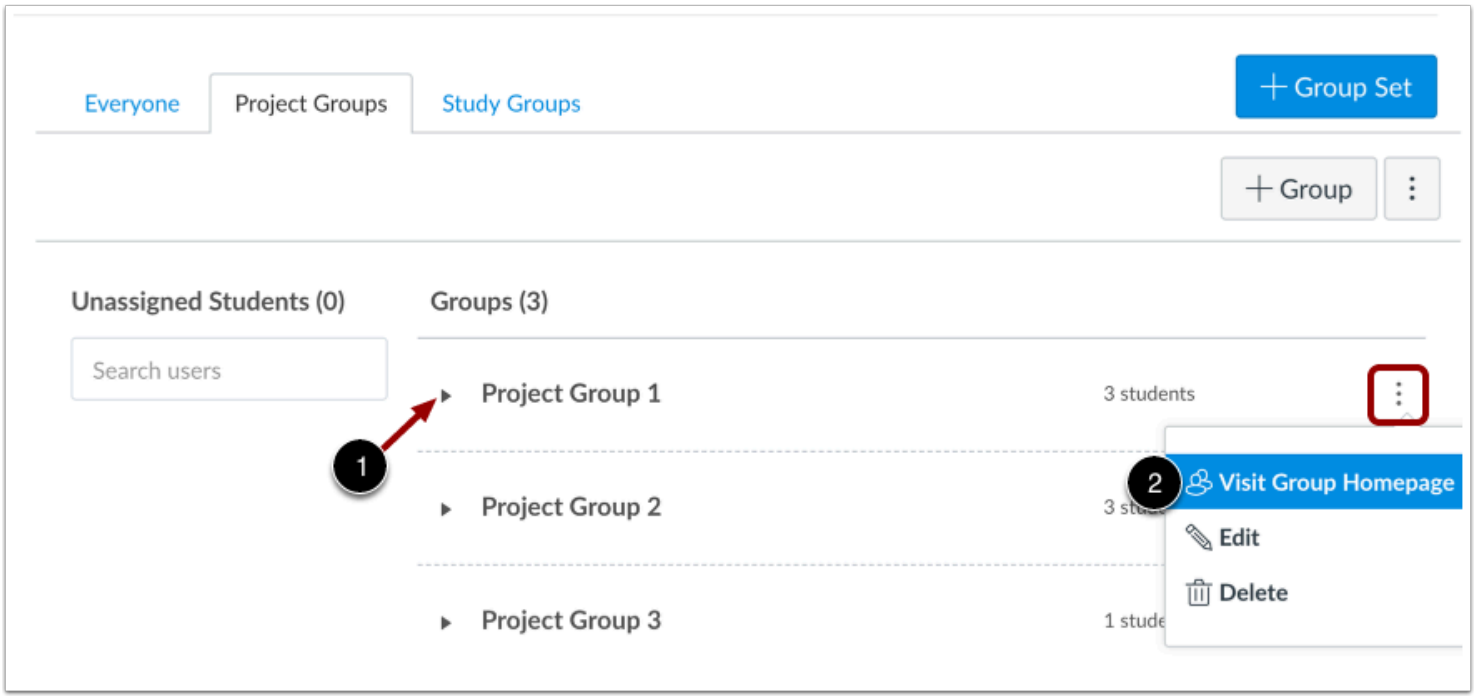


Once you create a group set in the course, the group set displays as a linked tab for easy access to the group set information [1]. You can click any tab to view a group set for a user group.

You can also click the **Options** menu [2] and select the **View User Groups** link [3]. The page will open the first group set in the course.

When you view a group set, the outlined tab shows the group set you are viewing. Click any tab to view another group set.

View Groups

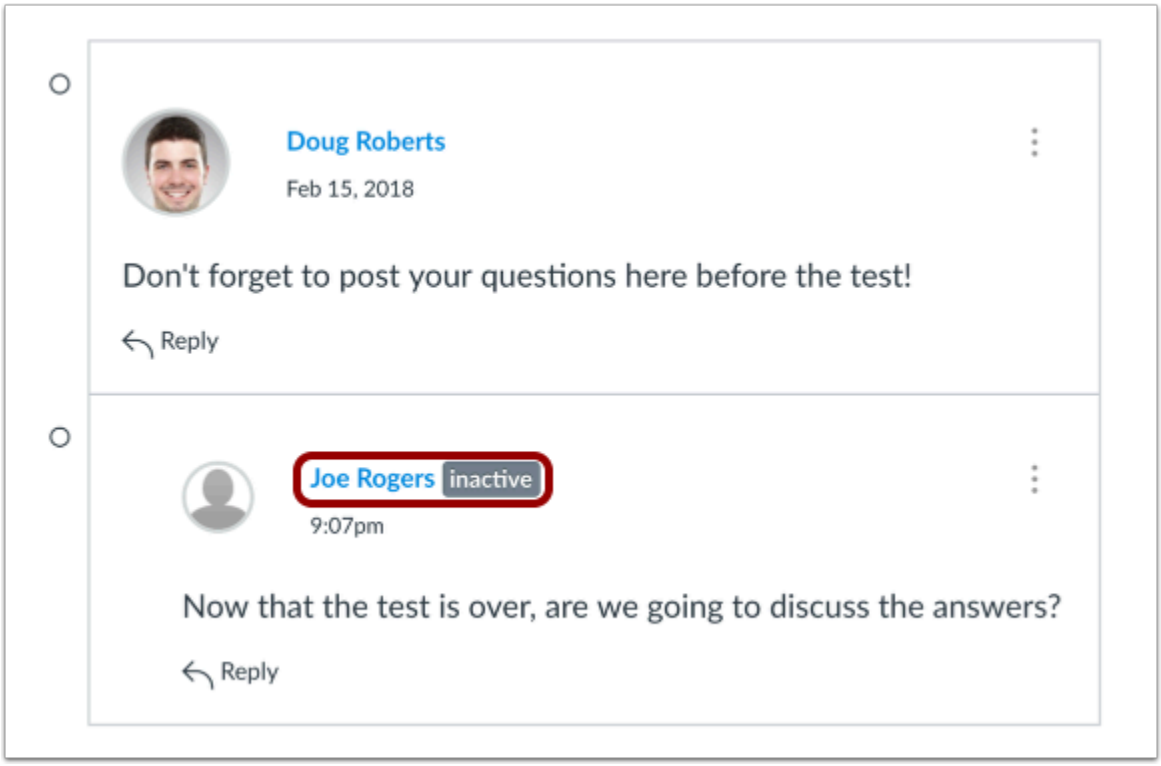


As part of creating a group set, groups are also created manually or automatically.

By default, all groups are collapsed in the page. You can expand each group and see which students are assigned to each group in the group set, if any, by clicking the arrow next to the group name [1].

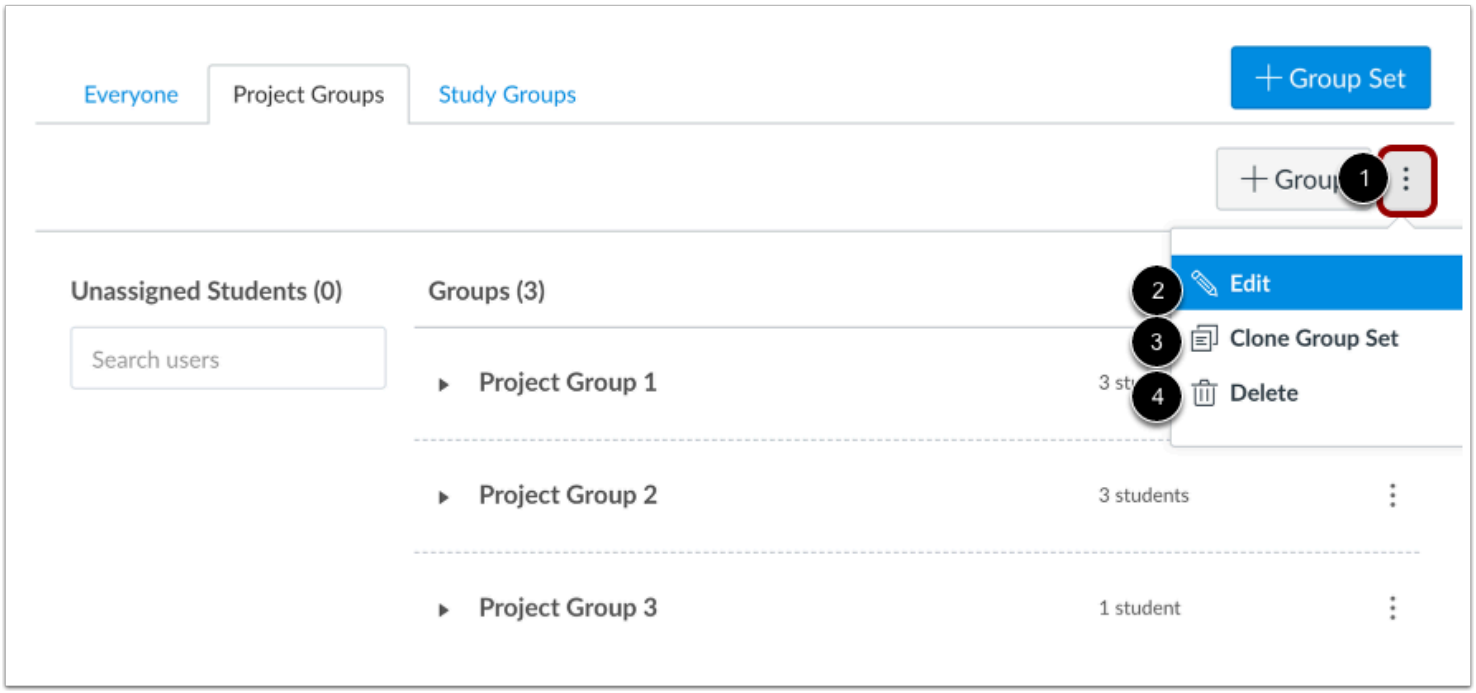
Once students are participating in a group, you can open the group Options menu and view content and activity within a group [2].

View Enrollment Notice



If a group includes an inactive student, a label displays next to the student's name. Inactive student group submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignment and cannot view course grades. Students can view the student's name but will not know the student is inactive. To improve the group experience for all group members, inactive students should be moved to another group.

Manage Group Set



To manage the details of the group set, click the **Options** menu [1].

To edit the group set, click the **Edit** link [2].

To clone the group set, click the **Clone Group Set** link [3]. Cloning a group set will copy the entire group set, including all groups, group leaders, and memberships. You can also create a new name to differentiate the cloned group set. If you do not change the name, the group name will remain the same but identified as a clone.

If you want to modify a group but the group includes student submissions, you should clone the group instead of modifying the group memberships. Modifying the group may have unintended consequences for student grades.

To delete the group set, click the **Delete** link [4]. Deleting a group set also deletes all the groups within the group set.

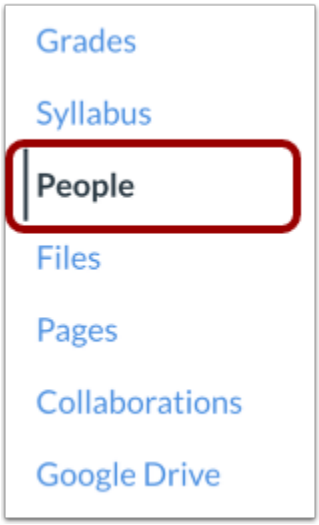
How do I add a group set in a course?

Group sets house the different groups within a course. Before creating a new group set, you may want to view the existing group sets. You can also clone an existing group set.

Once you have created a group set, you can manually create groups in the set or automatically create groups in the set.

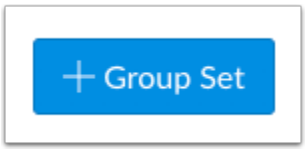
Note: Canvas allows you to create up to 200 groups.

Open People



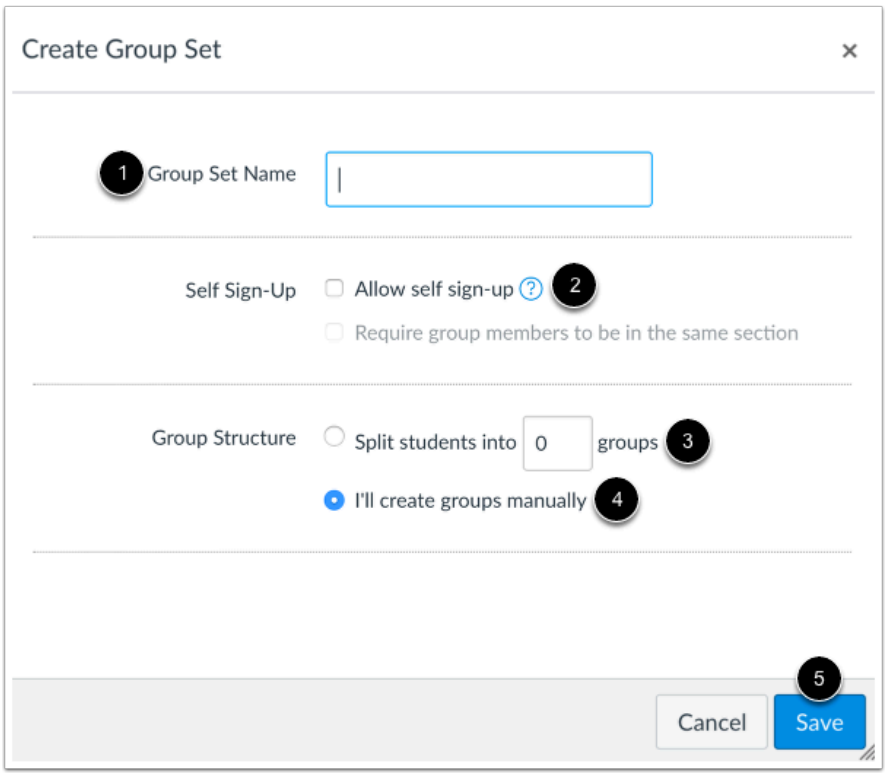
In Course Navigation, click the **People** link.

Add Group Set



Click the **Add Group Set** button.

Save Group Set



Name the new group by typing it in the **Group Set Name** field [1].

You can allow self sign-ups by selecting the **Allow self sign-up** checkbox [2].

You can automatically split the groups in a number of equal groups by clicking the **Split students into [number] groups** radio button [3] and then typing the number of groups in the dialog box.

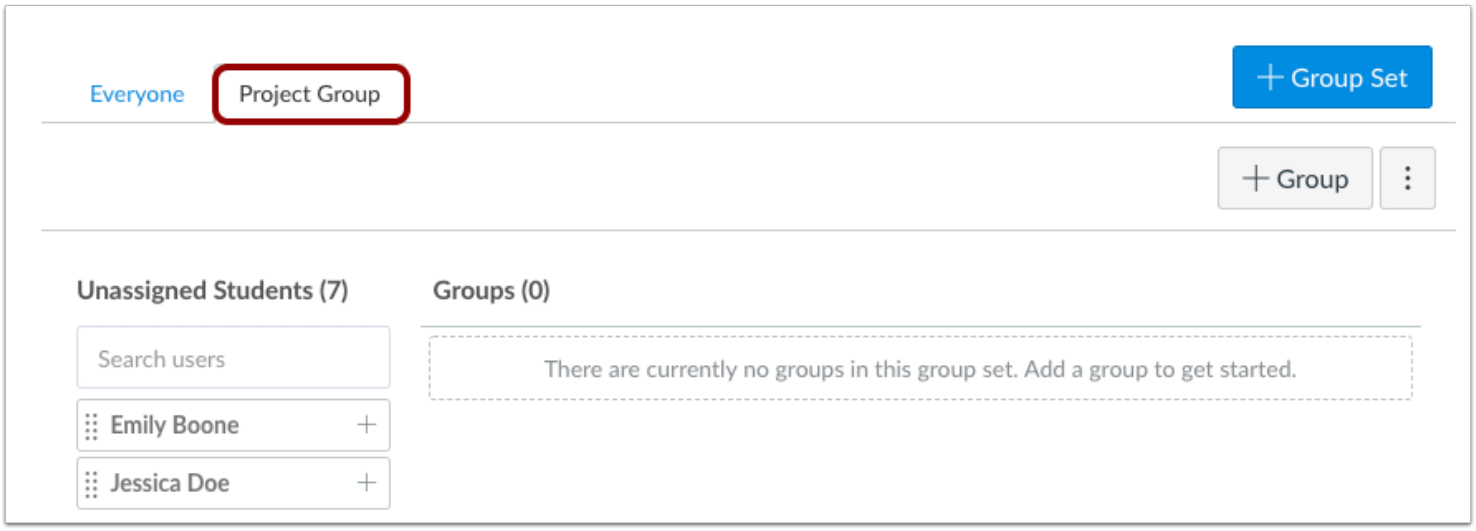
You can manually create the groups by clicking on the **I'll create groups manually** radio button [4].

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

Notes:

- Except when creating groups manually, you can automatically set student group leaders.
- The Require group members to be in the same section option is available in self sign-up and automatically created groups.
- The maximum number of groups that Canvas can create for an automatically assigned group set is 200. If you ask Canvas to create more than 200 groups, it will only create 200.

View Group Set



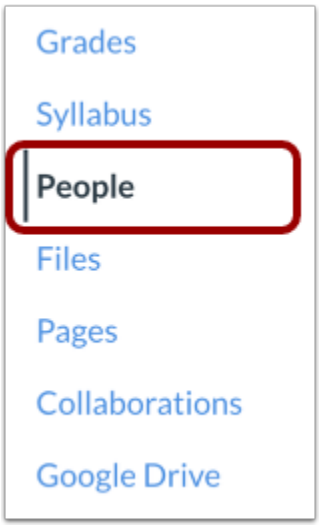
View the group set you created.

How do I edit a group set in a course?

Once you have created a group set, you can edit it at any time. Editing a group set allows you to change the group set name, create self sign-up groups, and assign a student group leader.

If self sign-up is allowed, you can also set or change the number of group members allowed in a group, but changing a member limit will apply to all groups in your group set. You can modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

Open People



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

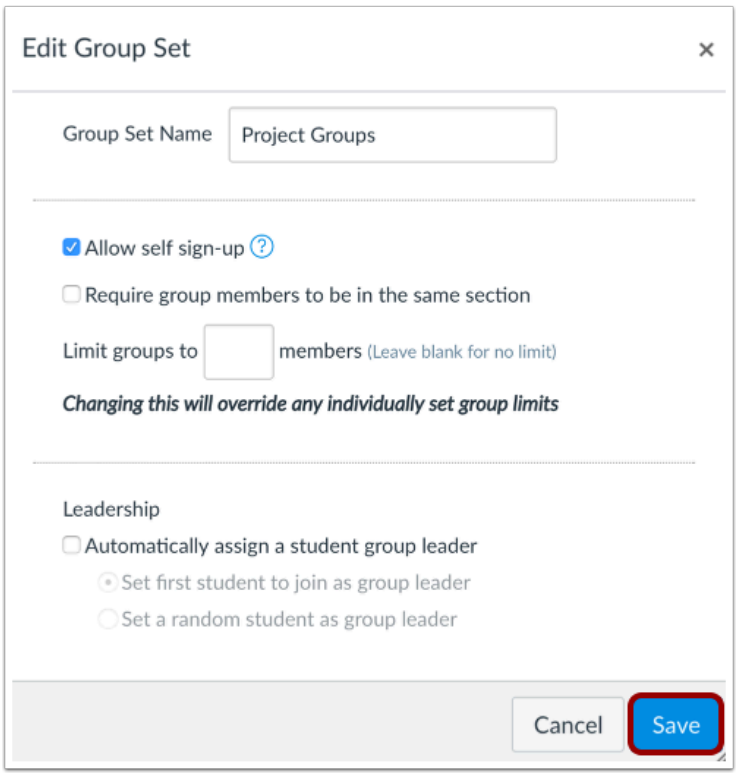
Open Group Set

Click the name of the group set.

Edit Group Set

In the group set, click the **Options** menu [1], then click the **Edit** link [2].

Save Group Set

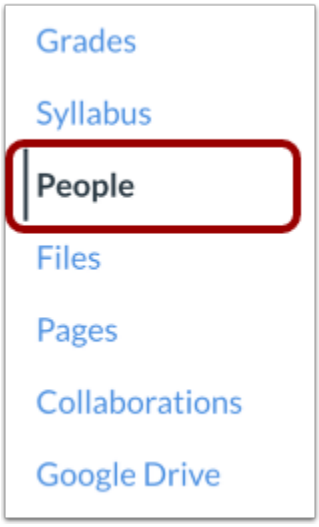


Make edits as necessary to your group set. When you are finished, click the **Save** button.

How do I automatically create groups in a group set?

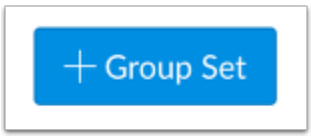
In a group set, you can automatically create groups for users to participate in. You can also manually create groups in a group set.

Open People



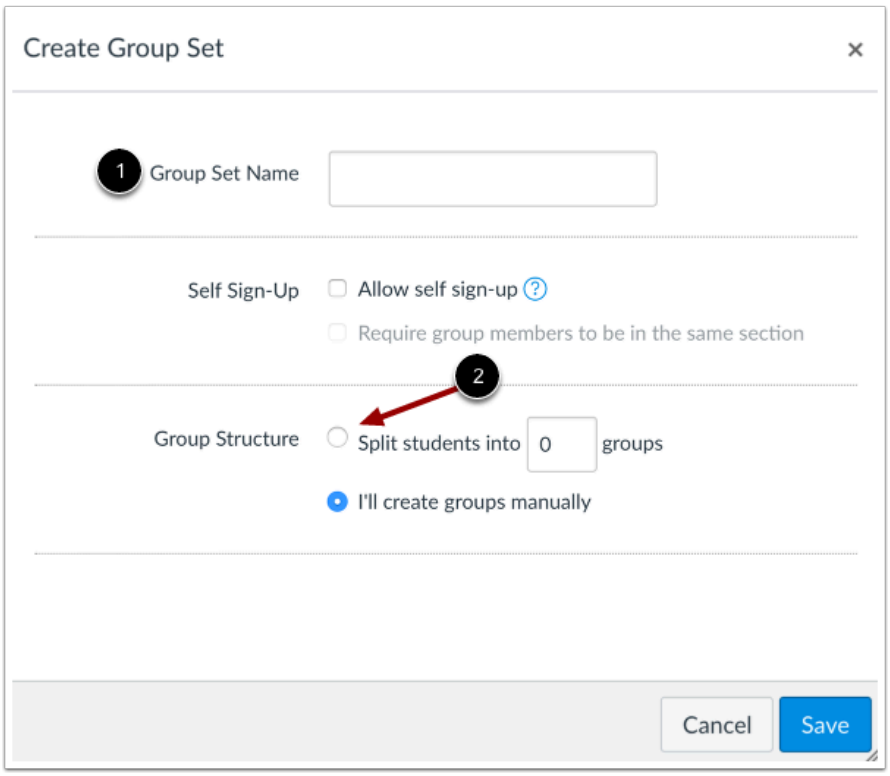
In Course Navigation, click the **People** link.

Add Group Set



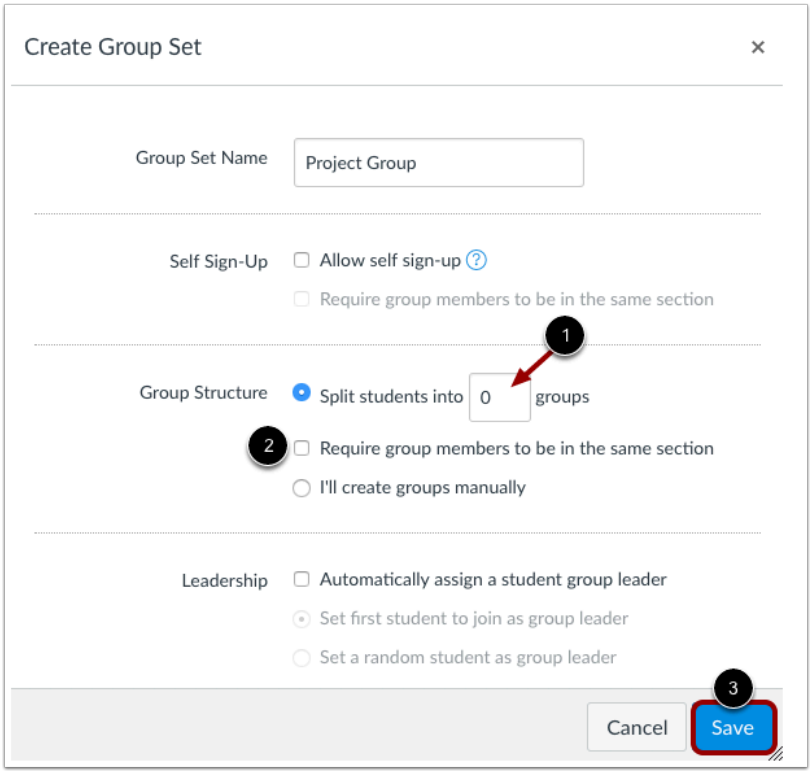
Click the **Add Group Set** button.

Create Group Set



Name your new group by typing in the **Group Set Name** field [1]. Under Group Structure, select the **Split students into ___ groups** radio button [2].

Save Group Set

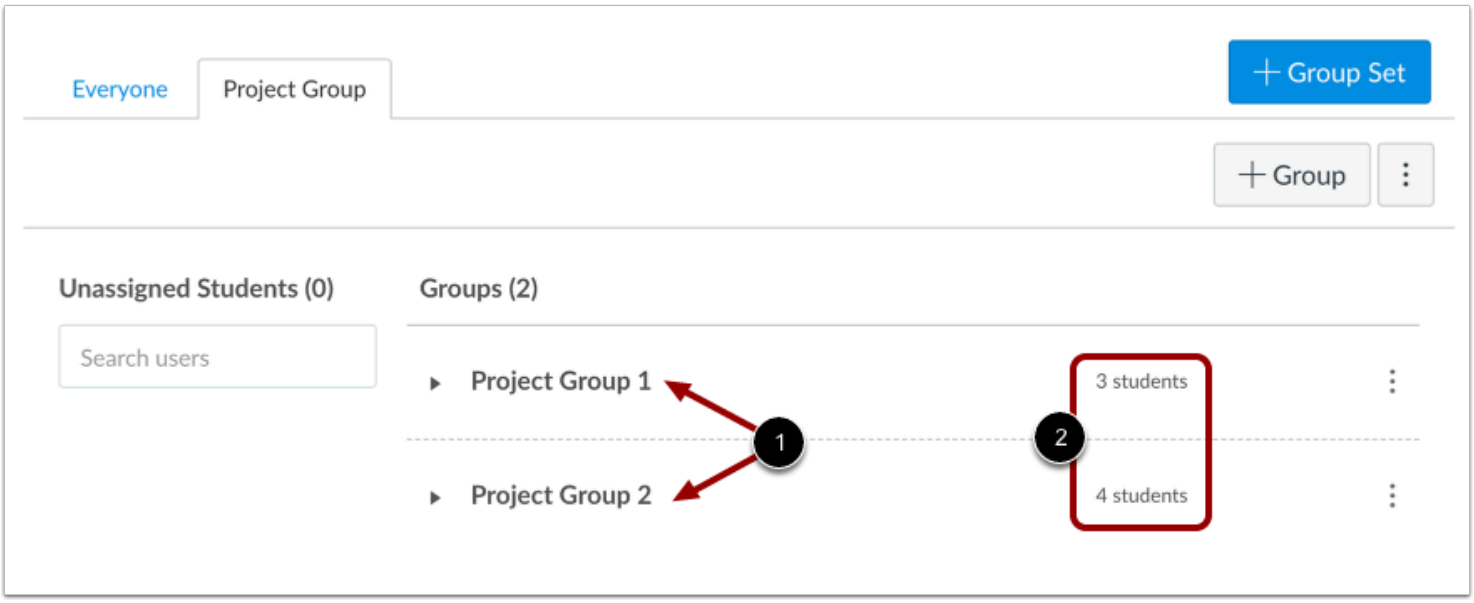


Type the number of groups you want to create in the **Split students into equal groups** field [1]. To require group members to be in the same section, select the **Require group members to be in the same section** checkbox [2].

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

Note: Groups will be automatically named based on the group set name.

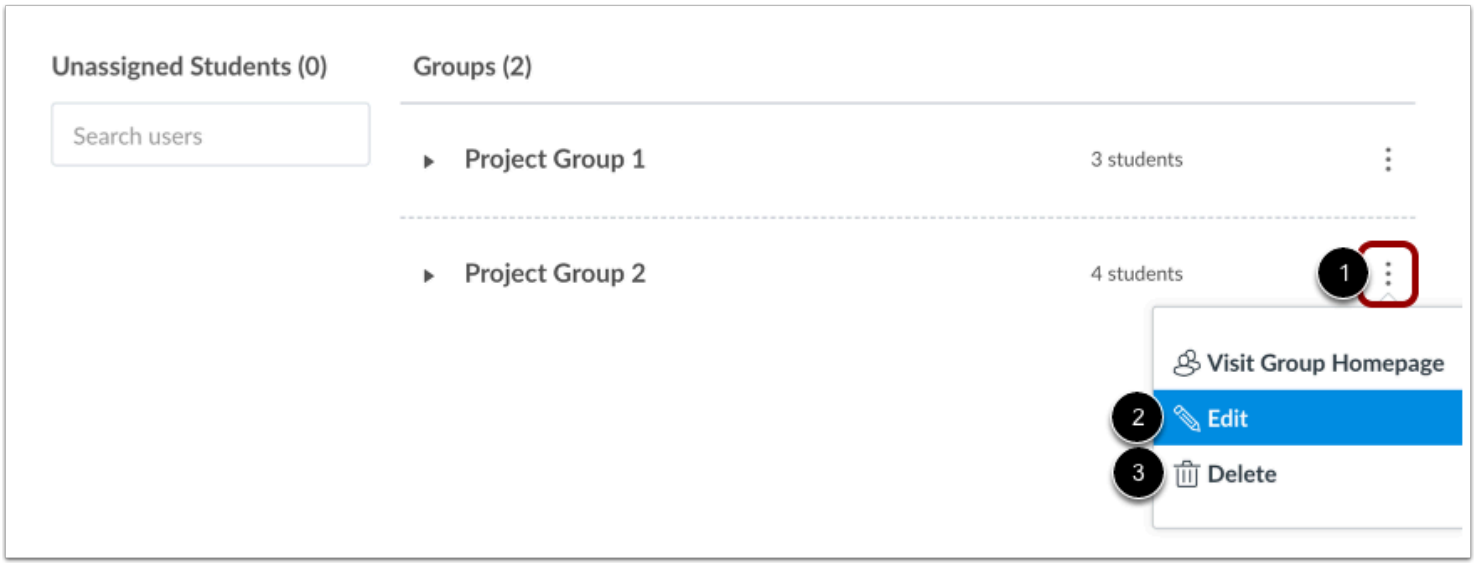
View Groups



The number of groups you created display in the group set [1]. Each group shows the number of students added to each group [2].

You can manually reassign students to a different group if necessary.

Manage Group



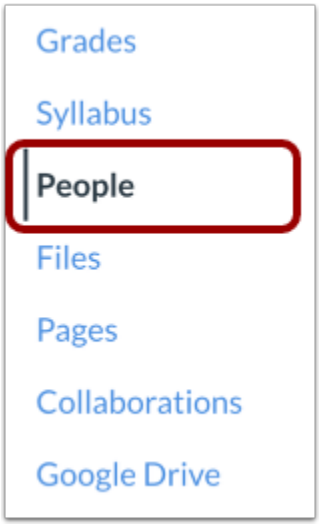
To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [3]. To delete the group, click the **Delete** link [4].

How do I manually create groups in a group set?

In a group set, you can choose to manually create groups. You can also automatically create groups in a group set.

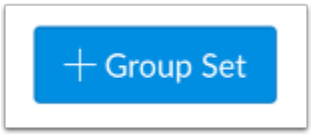
Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People



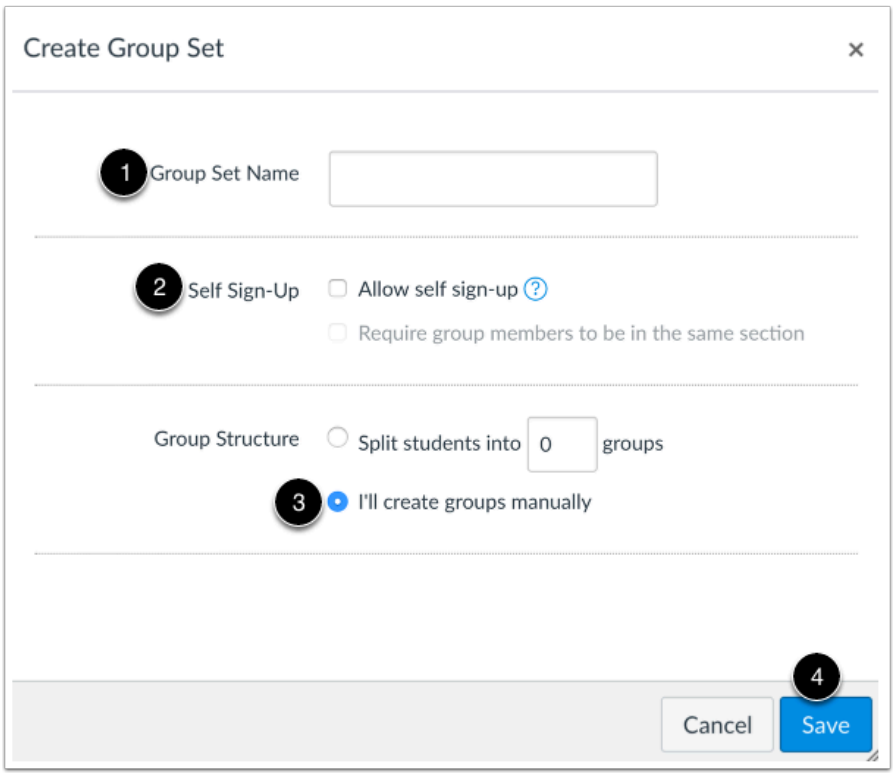
In Course Navigation, click the **People** link.

Add Group Set



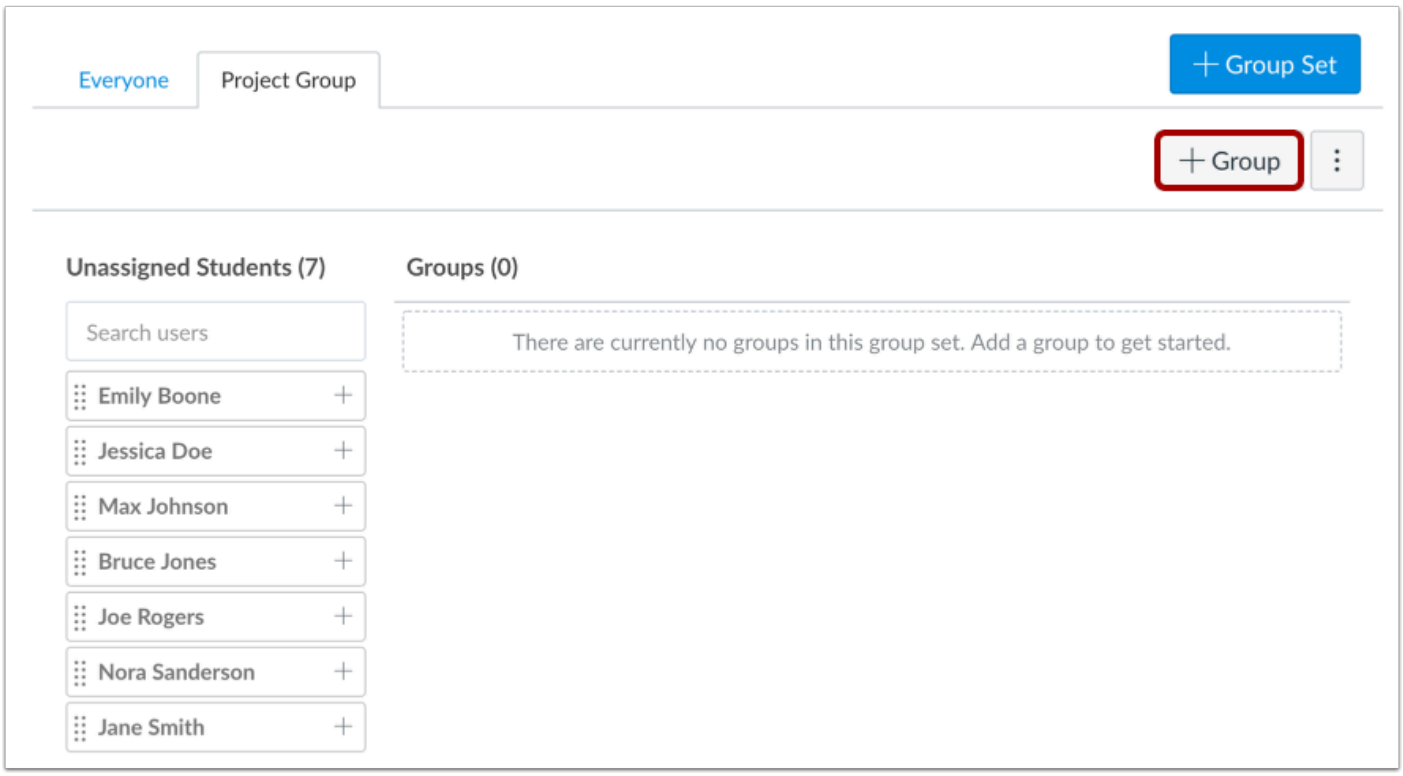
Click the **Add Group Set** button.

Save Group Set



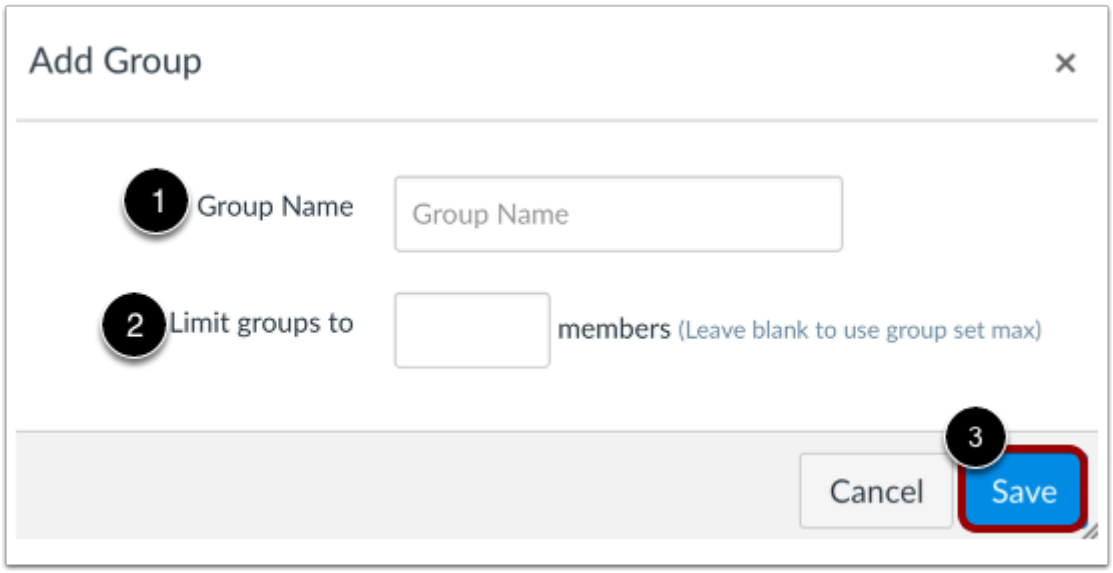
Add a name for the group set [1]. Select whether you would like to allow self sign-up [2]. Make sure the **I'll create groups manually** option [3] is selected. Then click the **Save** button [4].

Add Group



Click the **Add Group** button.

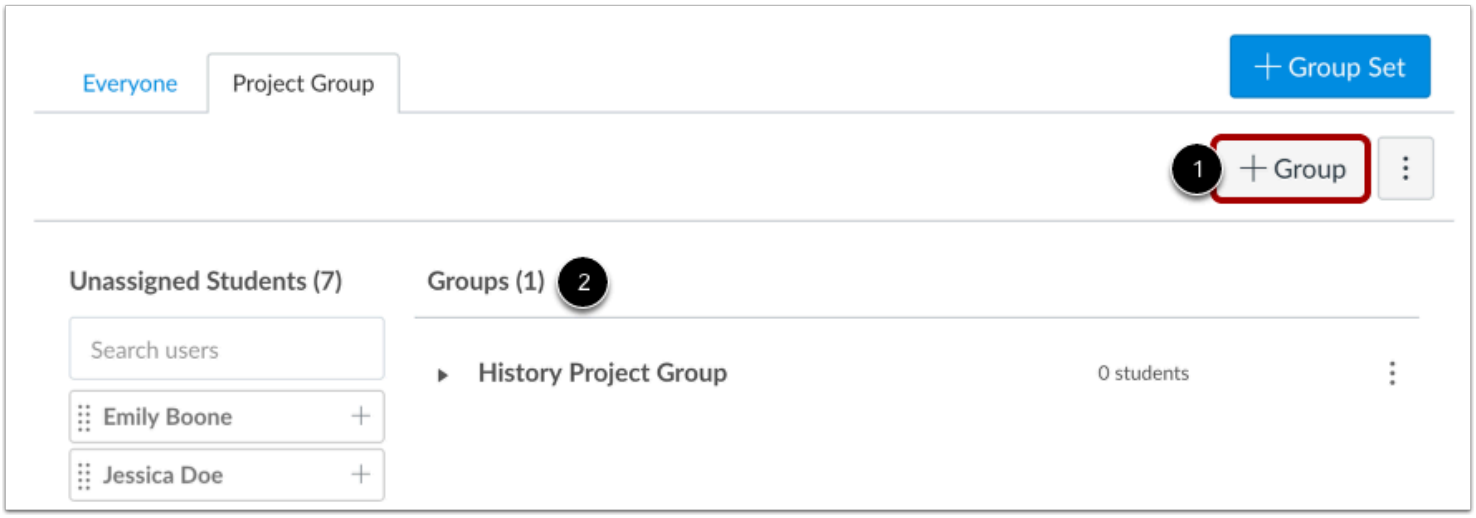
Save Group



Name the group by typing in the **Group Name** field [1]. If you want to limit groups to a specific size, enter the maximum number of group members in the **Limit groups to** field [2]. Click the **Save** button [3].

Note: If your group set allows self sign-up and you set a group limit for the entire group set, the group limit will apply to each individual group you create. The option above allows you to modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

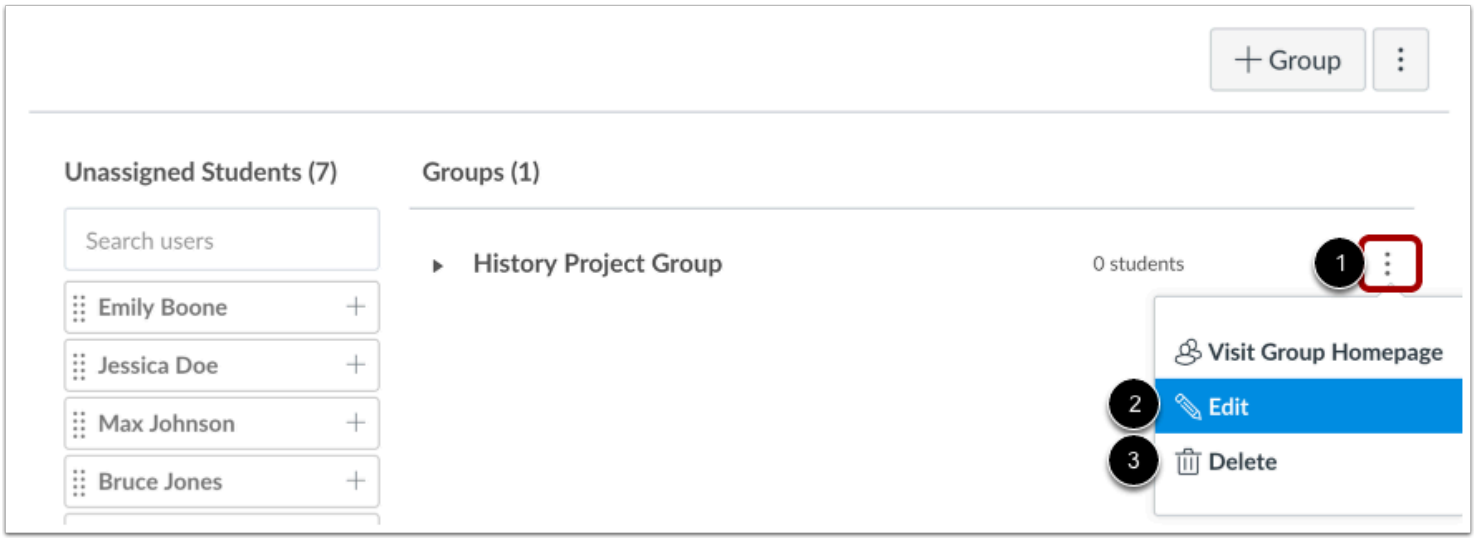
View Group



To create another group, click the **Add Group** button [1]. You can create as many groups as you need. You can keep track of the groups by locating the groups counter [2].

Students can be assigned to groups manually or automatically.

Manage Group



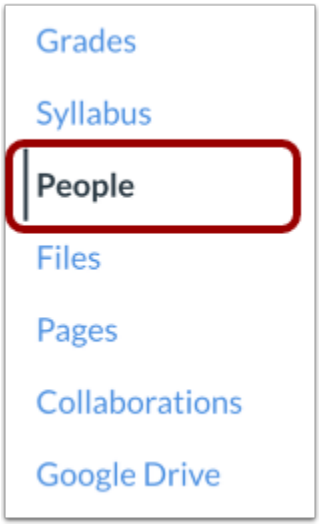
To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [2]. To delete the group, click the **Delete** link [3].

How do I create self sign-up groups in a group set?

Self sign-up groups allow users to choose the group they want to be in as part of a group set. You can also limit the number of members who can sign up for each group.

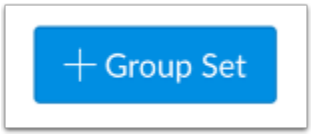
Note: You may have to change the group settings later if you want to prevent students from switching sections.

Open People



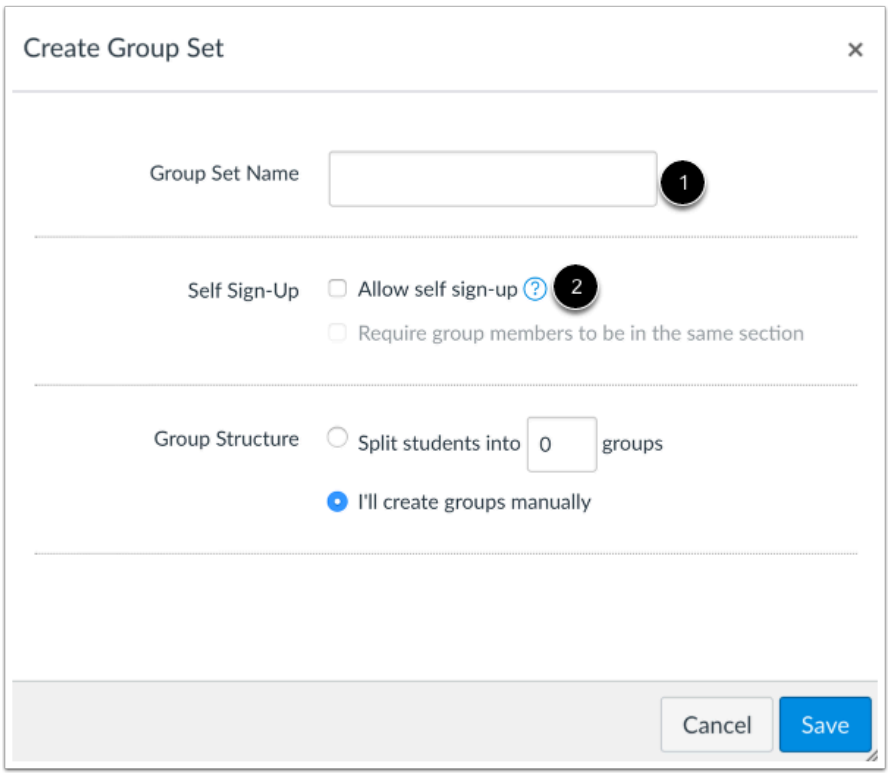
In Course Navigation, click the **People** link.

Add Group Set



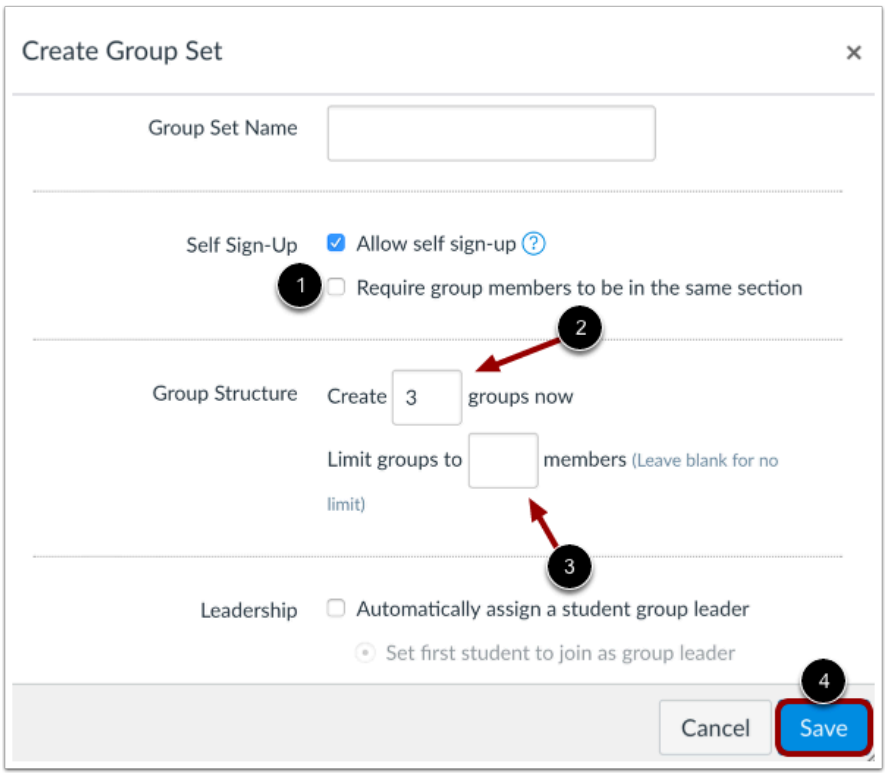
Click the **Add Group Set** button.

Allow Self Sign-up



Create a name for the group set in the **Group Set Name** text field [1]. Click the **Allow self sign-up** checkbox [2].

Save Group Set



If you want to require group members to be in the same section, click the **Require group members...** checkbox [1].

Next to the Group Structure heading, enter the number of groups you would like to create [2]. You can create more groups at a later time, if necessary. You can also use the arrows in the number field to increase or decrease the number.

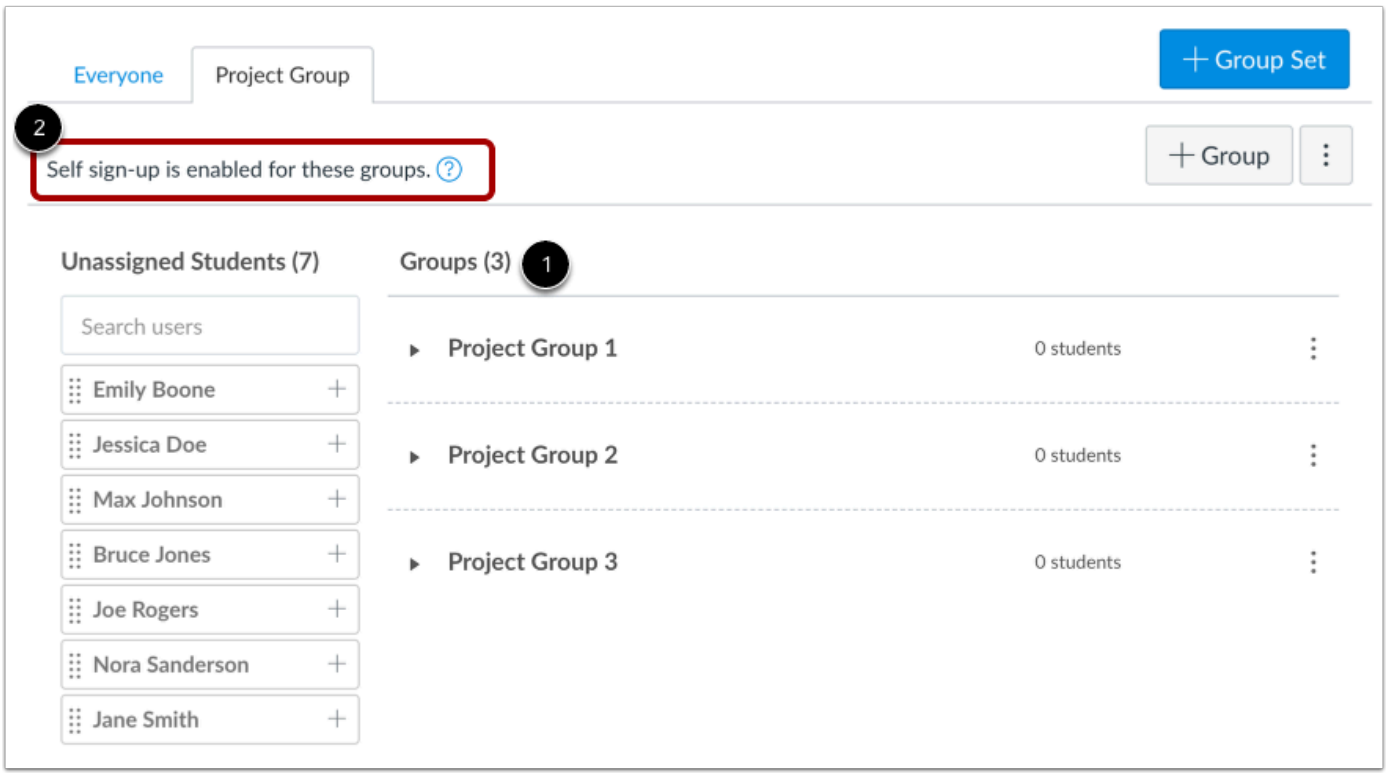
You can also limit the number of group members for each group to help keep your groups balanced. To limit a group, type in the maximum number of members who can be in a group [3]. Once the group is full, students will not be able to join the group. If you do not want to limit the group, leave this field blank.

Click the **Save** button [4].

Notes:

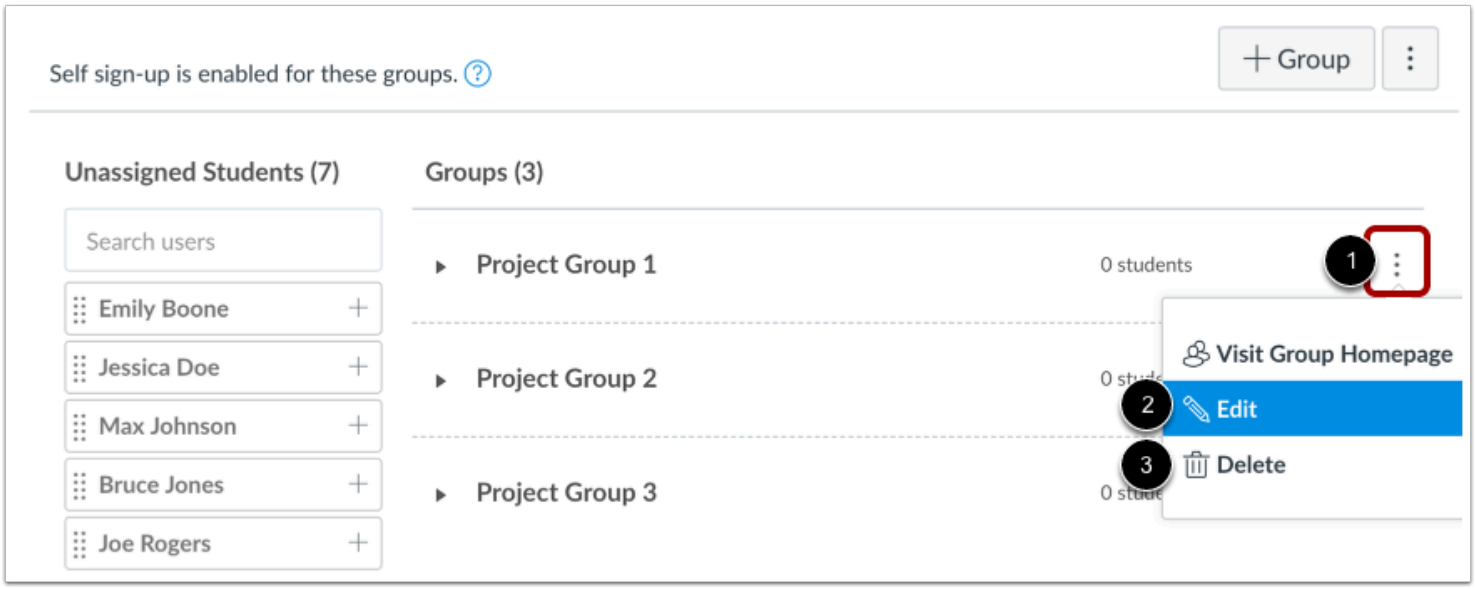
- Limiting the number of group members will apply to all groups within the group set, but you can change member limitations within groups by editing an individual group. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.
- Groups will be automatically named based on the group set name.

View Groups



View your new groups in your group set [1]. Verify your self sign-up group underneath the group title and group settings [2].

Manage Group



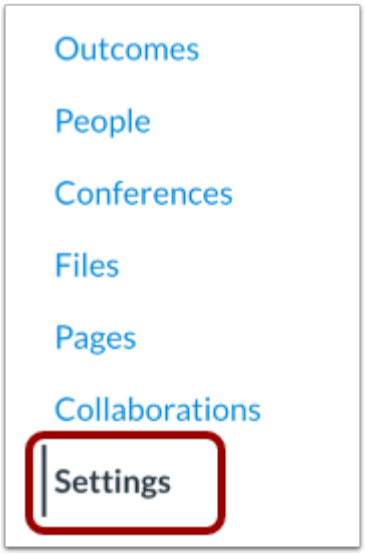
To manage a group, click the group Options menu [1]. To edit the name of the group, click the **Edit** link [2]. To delete the group, click the **Delete** link [3].

How do I allow students to create their own student groups?

You can allow students to create their own student groups in your course. Groups created by students cannot be used to assign group projects. Students can be a member of more than one student group. Students can create students groups to create study groups, collaborate on projects, host discussions, and schedule meetings and conferences.

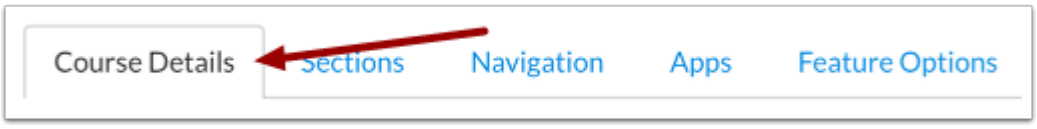
When new student groups are created, they will display on the Student Groups tab on the People page.

Open Settings



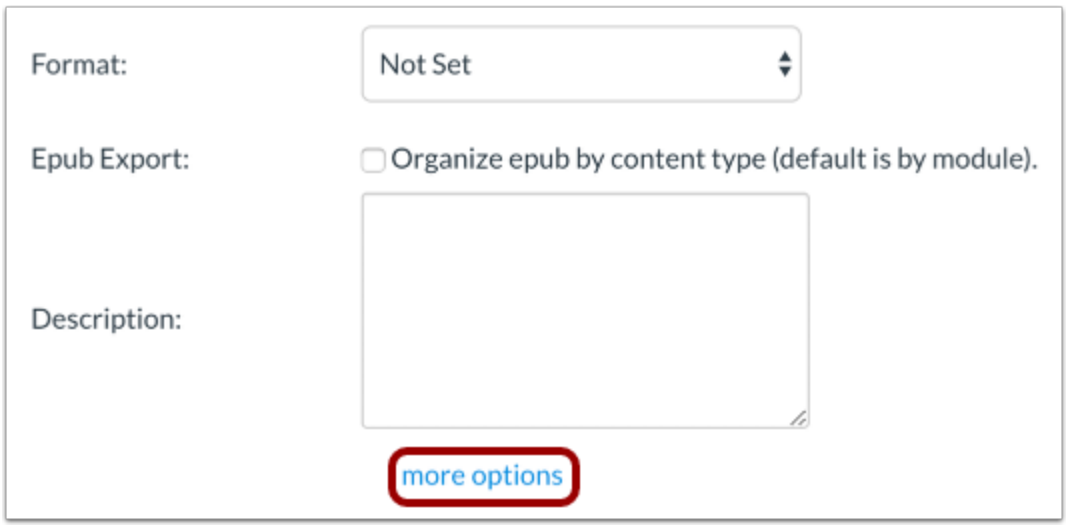
In Course Navigation, click the **Settings** link.

Open Course Details



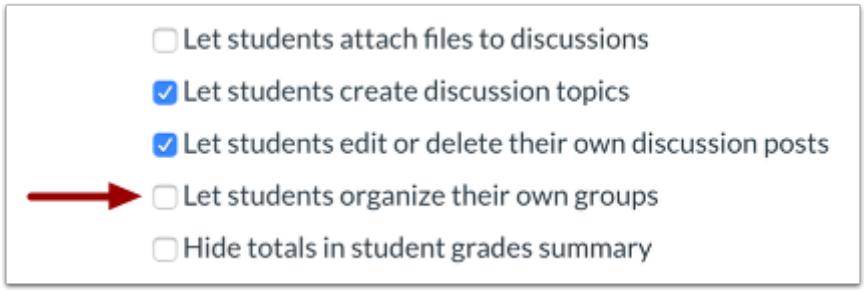
Click the **Course Details** tab.

Open More Options



Click the **more options** link.

Enable Student Groups

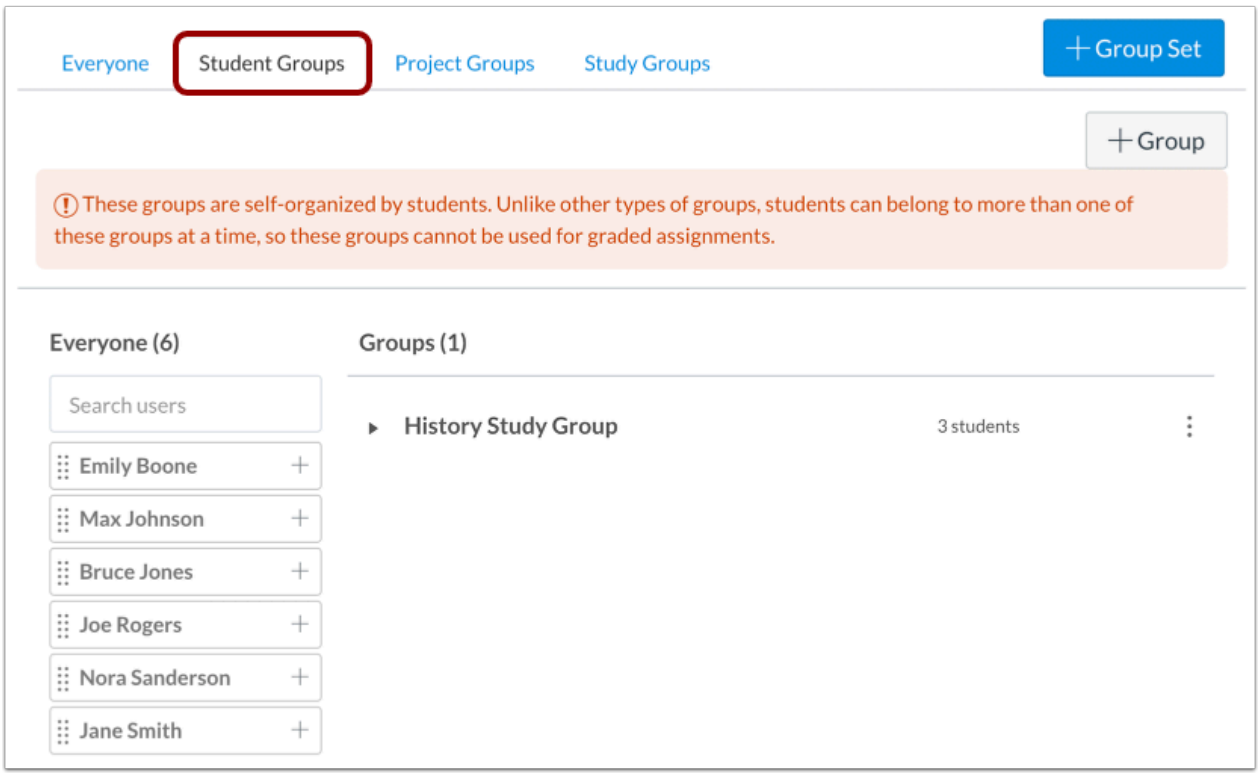


To allow students to create their own student groups, select the **Let students organize their own groups** checkbox.

Update Course Details

Click the **Update Course Details** button.

View Student Groups

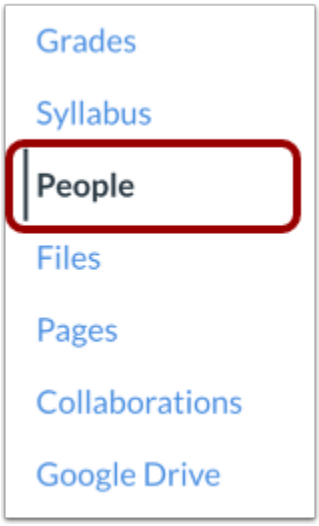


On the People page, you can view student groups. Click the **Student Groups** tab to view groups created by your students.

How do I automatically assign students to groups?

Once you create groups in a group set, you can randomly automatically assign students to those groups.

Open People

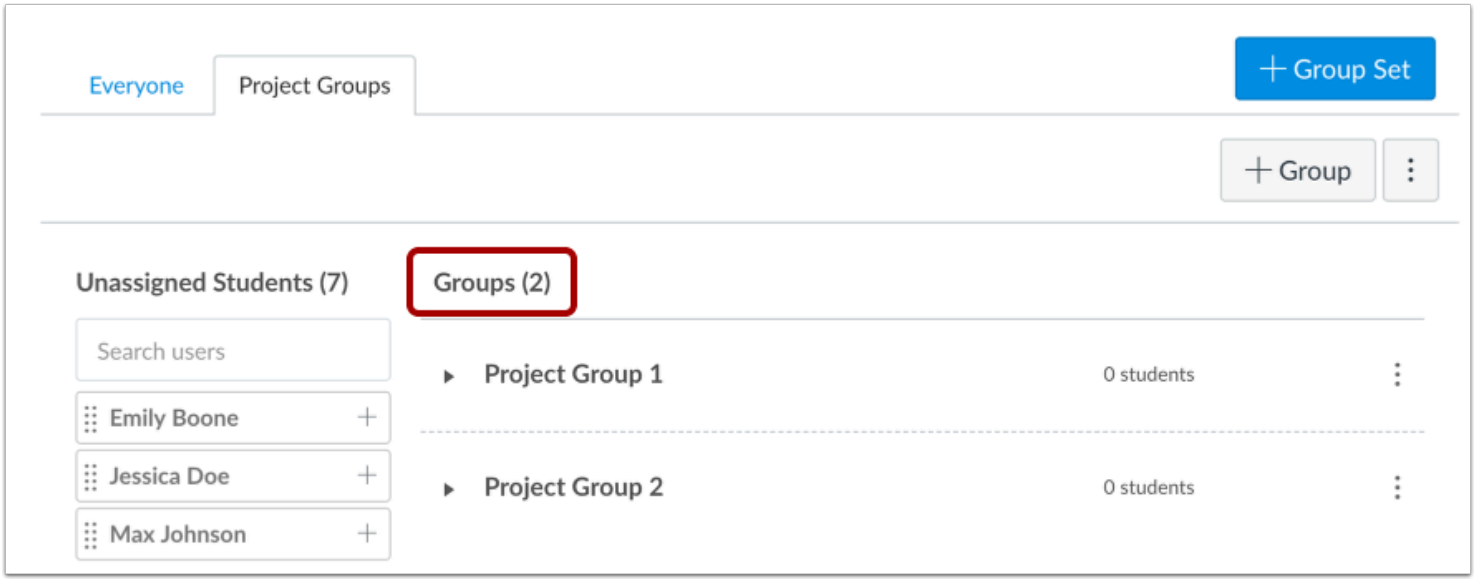


In Course Navigation, click the **People** link.

Open Group Set

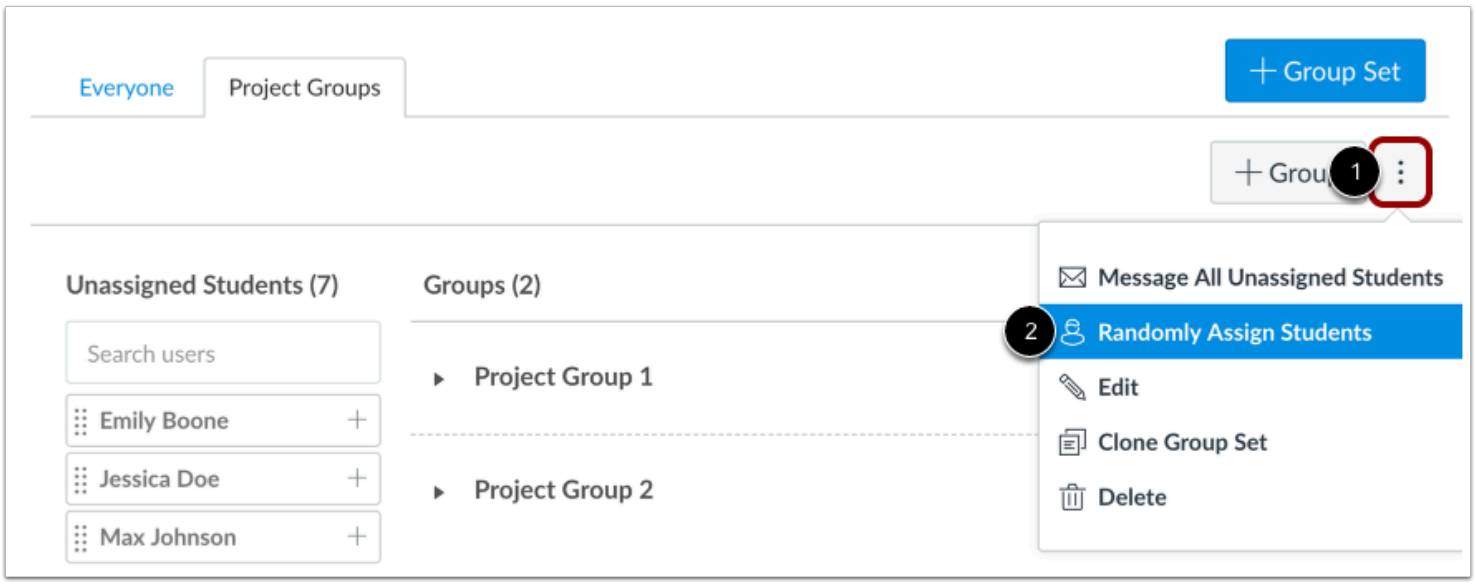
Click the name of the group set.

Confirm Groups



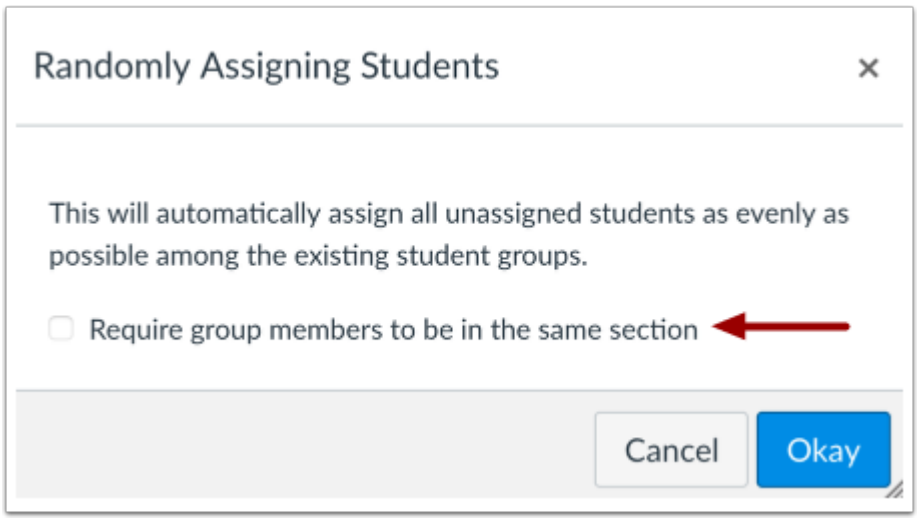
Confirm you have created all the groups for this group set. If you need more groups, you can create additional groups manually.

Randomly Assign Students

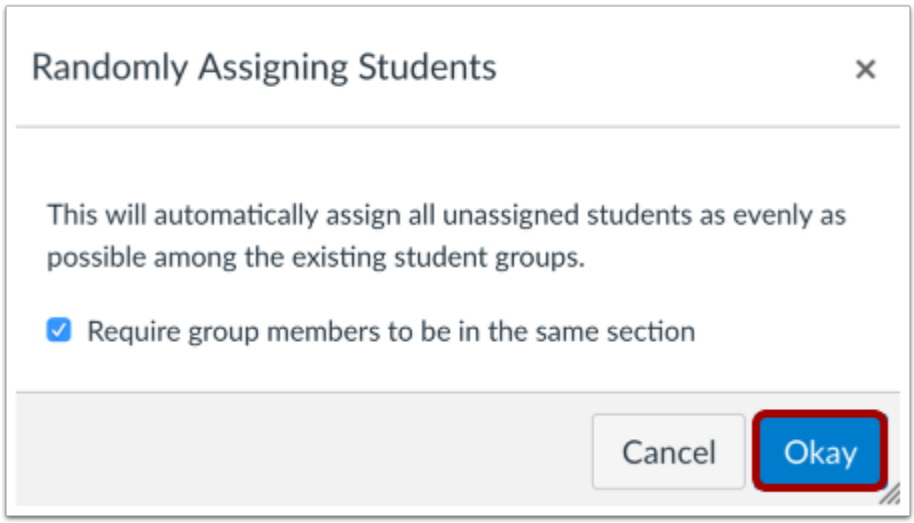


Click the **Options** menu [1], then click the **Randomly Assign Students** link [2].

Require Same Section for Groups

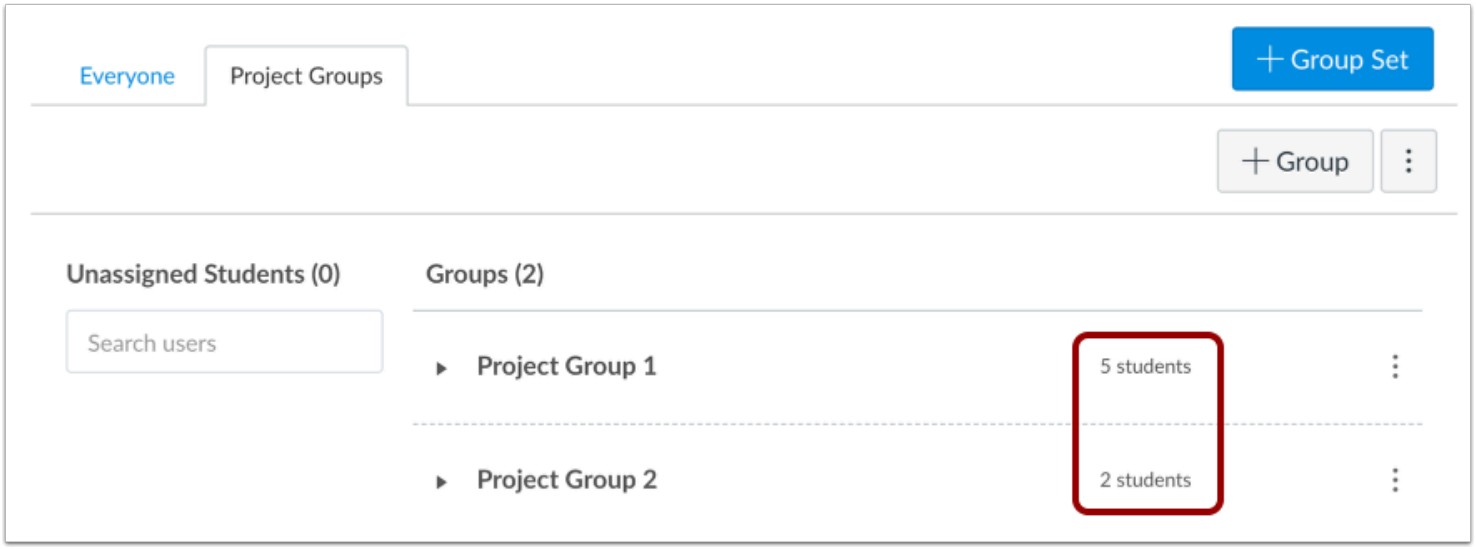


If you want to require group members to be in the same section, select the **Require group members to be in the same section** checkbox.



Click the **Okay** button.

View Groups



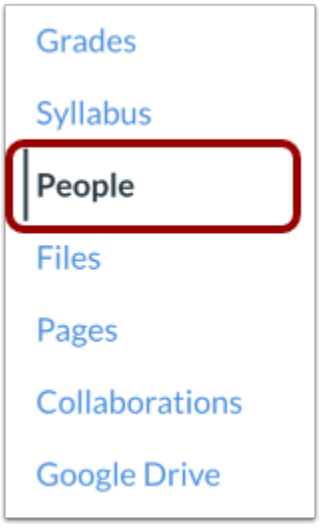
View the group assignments. You can move students between groups if necessary.

How do I manually assign students to groups?

As an instructor, you can manually add students to a group in both published and unpublished courses.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People

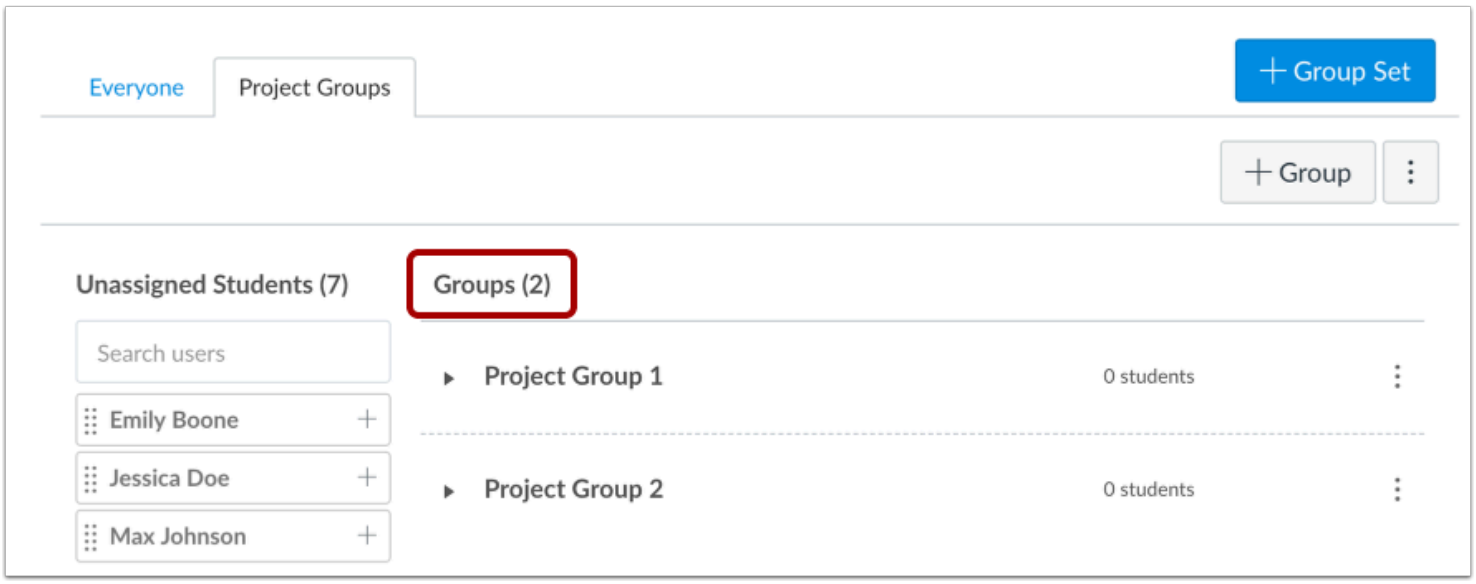


In Course Navigation, click the **People** link.

Open Group Set

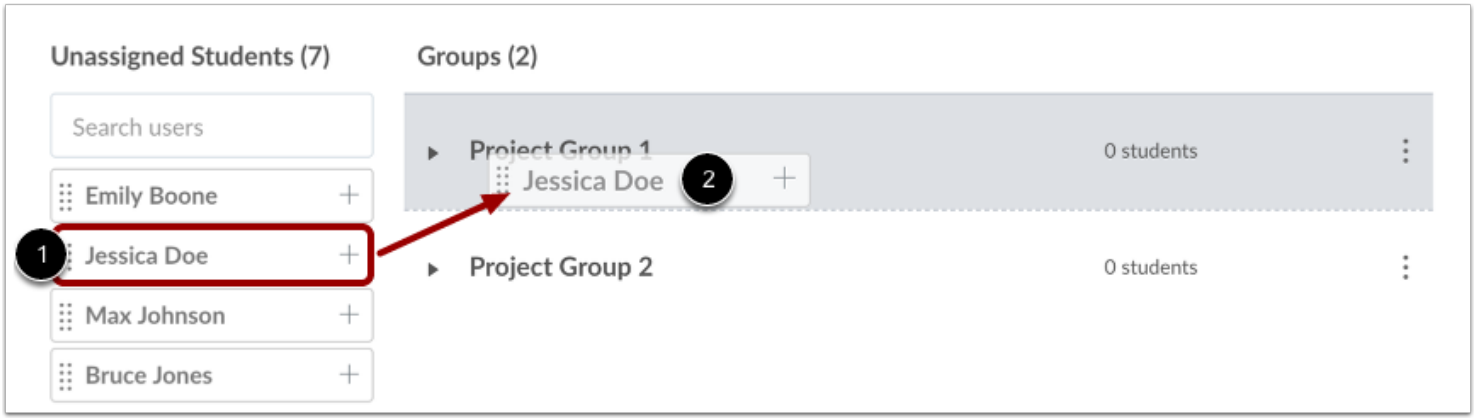
Click the name of the group set.

Confirm Groups



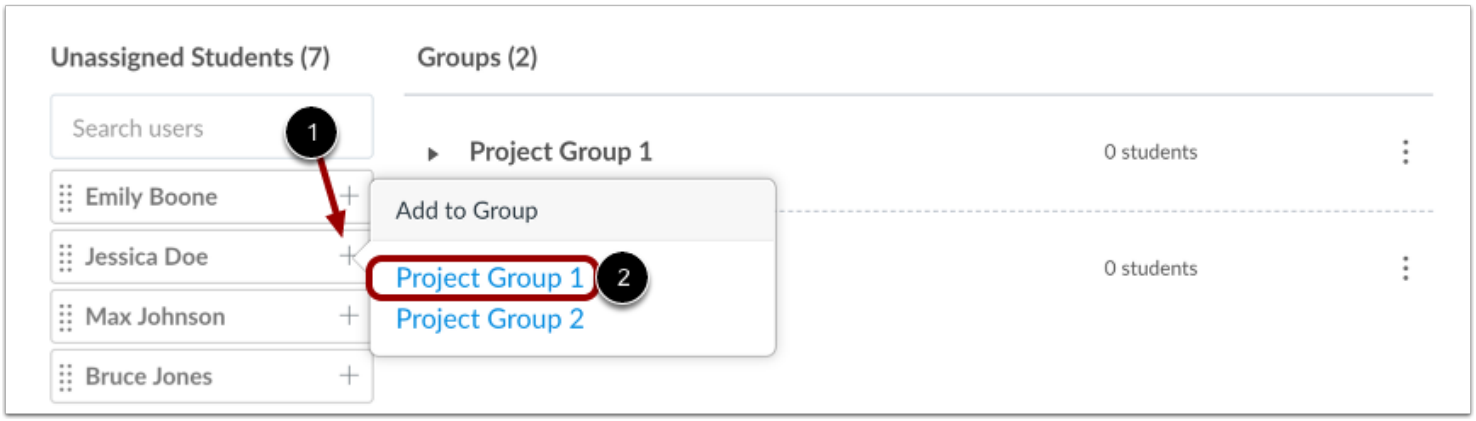
Confirm you have created all the groups for this group set. If you need more groups, you can create additional groups manually.

Manually Assign via Drag and Drop



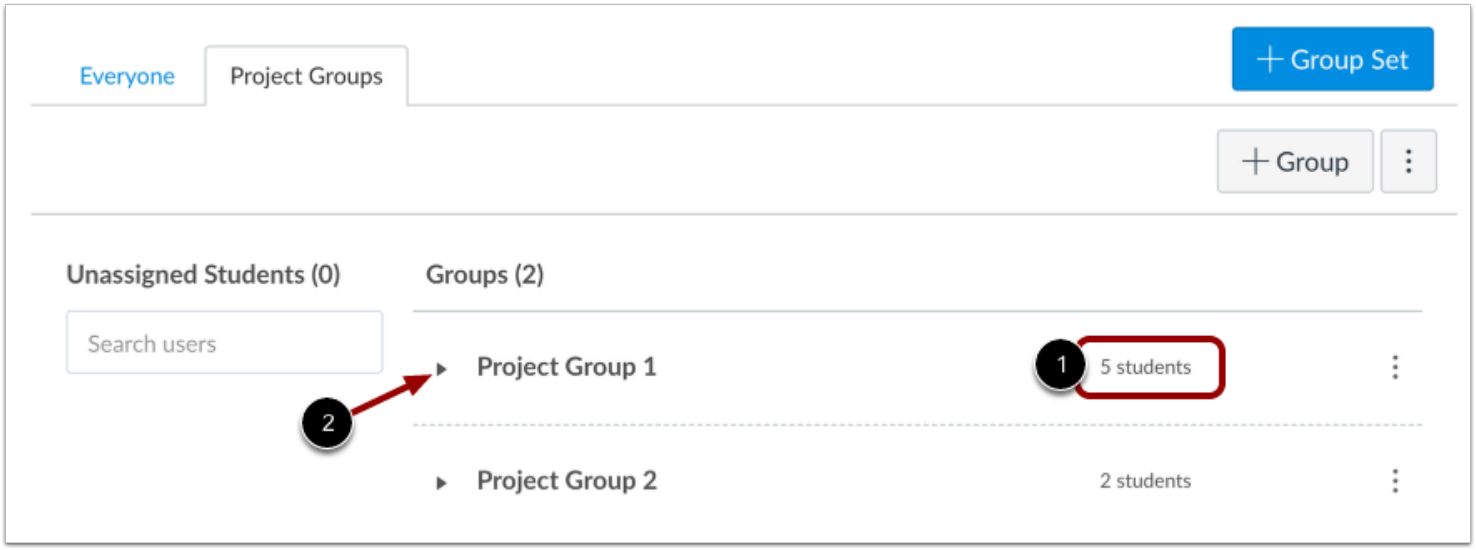
In the Unassigned Students section, find the student you want to add to a group [1]. Click the student's name and drag it to the group [2].

Manually Assign via Add Icon



You can also click the student name **Add** icon [1] and select the group name [2].

View Groups



Canvas will update the member count for that group to show the student has been added [1].

Continue to manually add students to groups until all students have been added.

To expand the group and view all group members, click the arrow icon next to the group name [2].

You can also move students between groups if necessary.

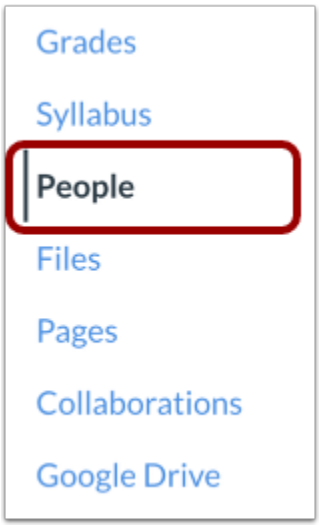
How do I assign a student leader to a group?

You can assign a student group leader to help manage a group within your course. You can assign group leaders automatically or manually. When students are assigned to be a group leader, they can manage members of the group and edit the group name. However, they cannot change the number of members allowed in the group.

Students do not receive any notification that they have been added as a group leader, but they can access groups directly from the Groups link in Global Navigation or through the People page in the course.

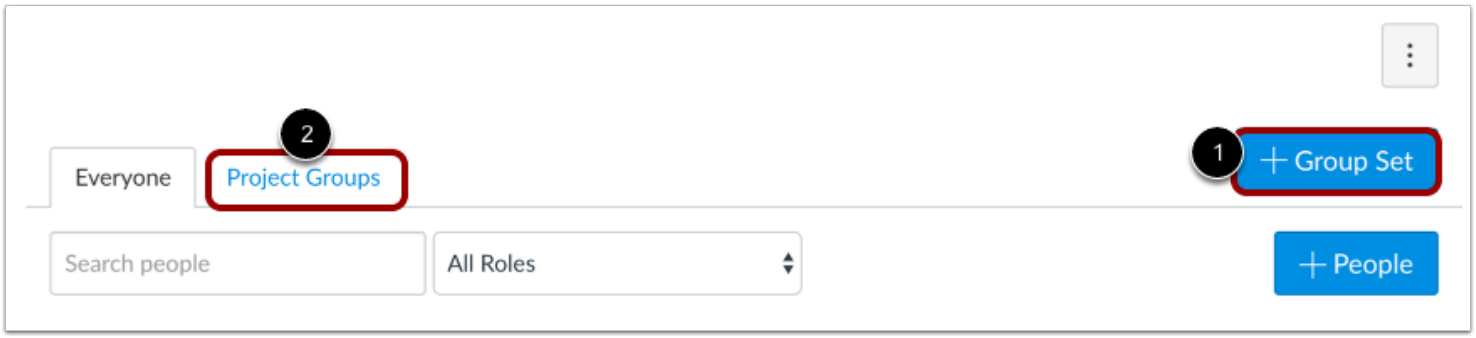
Note: If an assigned group leader drops out of the course, you will have to select a new group leader only if the group leader was assigned manually. If you automatically assigned a group leader as part of creating a group set, Canvas will automatically assign another leader to the group.

Open People



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

Open Group Set

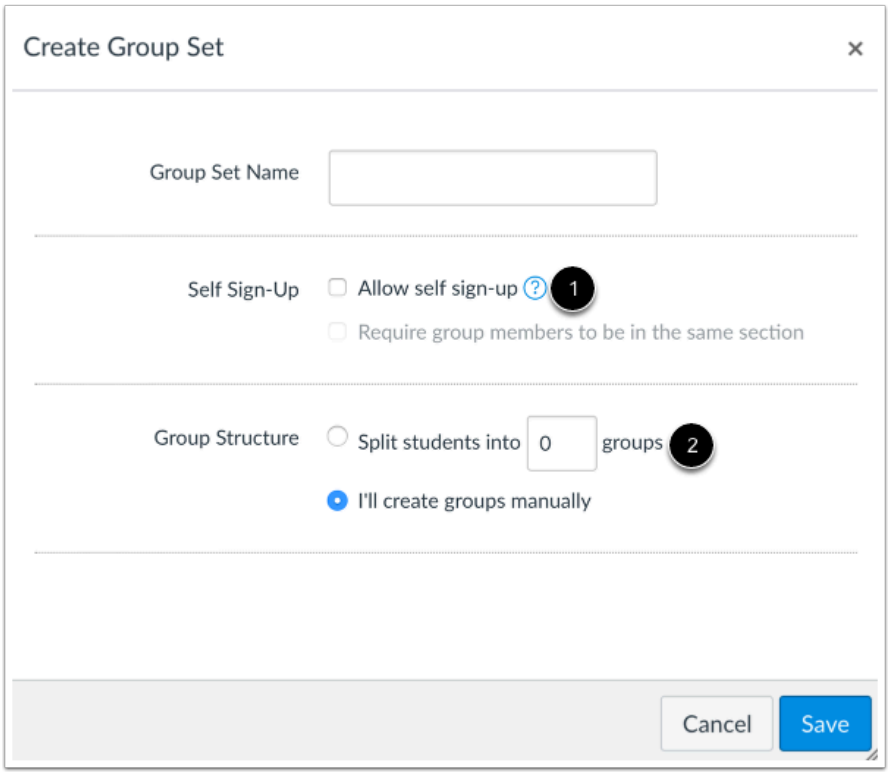


You can add a group leader as part of a group set.

To create a new group set, click the **Add Group Set** button [1].

Note: You can also edit existing group sets [2].

Create Group Set

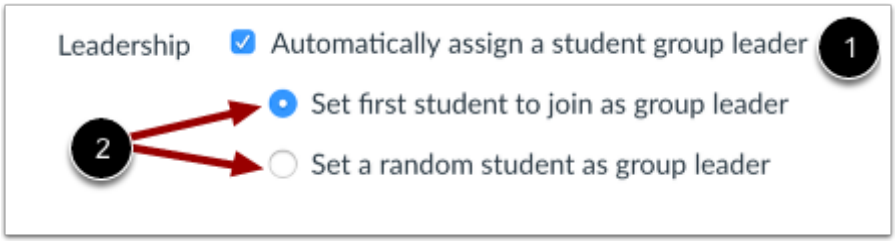


You can automatically assign group leaders when creating a new group set when:

- Allowing Self Sign-up groups [1]
- Automatically creating groups for student distribution [2]

Note: If you want to create groups manually, you also have to set a student leader manually.

Automatically Assign Leader



In the Leadership section, click the **Automatically assign a student group leader** checkbox [1]. Then select the radio button for your assignment preference [2]:

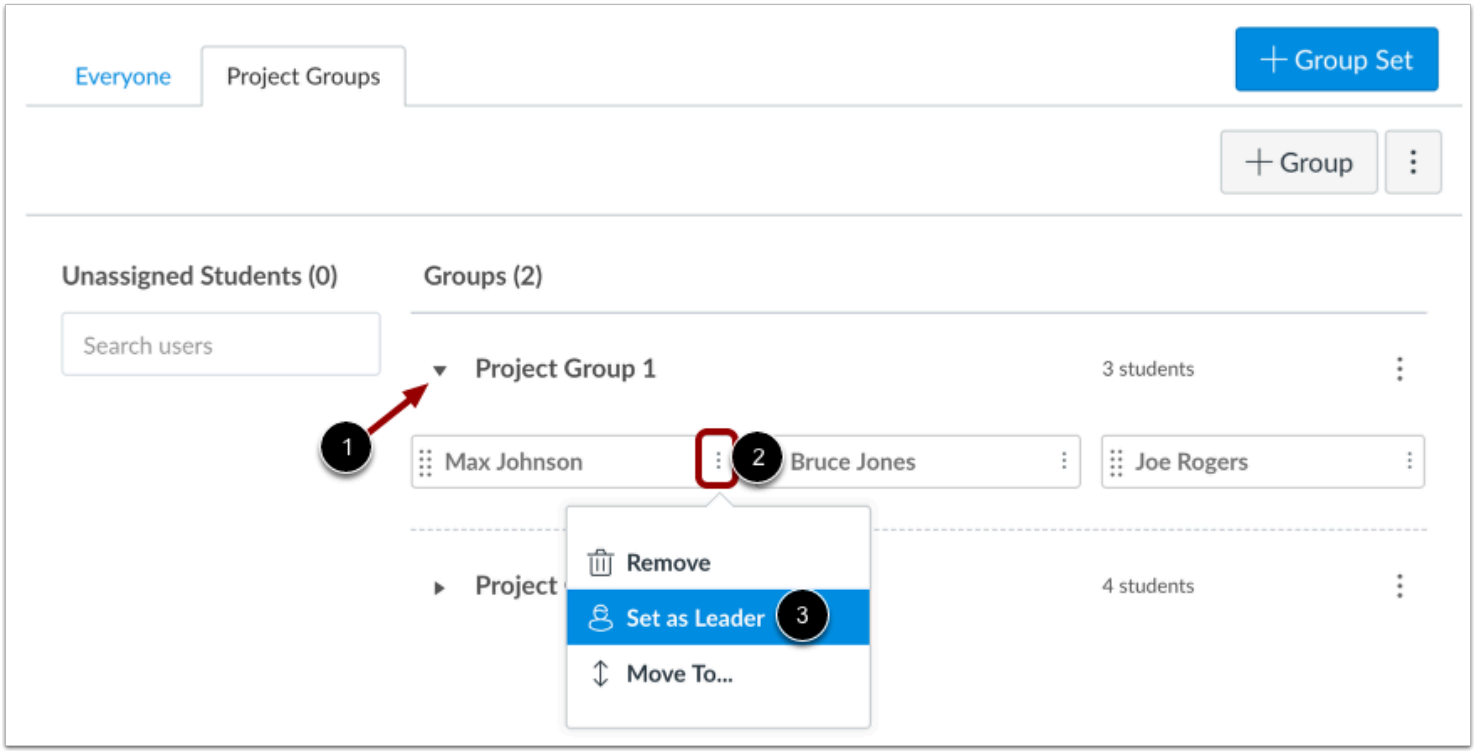
- *Set first student to join as group leader.* This option tells Canvas to assign the first student who joins the group as the group leader.
- *Set a random student as group leader.* This option tells Canvas to choose a student randomly.

Note: If you choose to have Canvas split your students into an equal number of groups automatically, you can select either radio button for the leadership option. If you select the first radio button, the first student who joins each group as part of the automatic group distribution process will be the group leader.

Assign in Individual Group

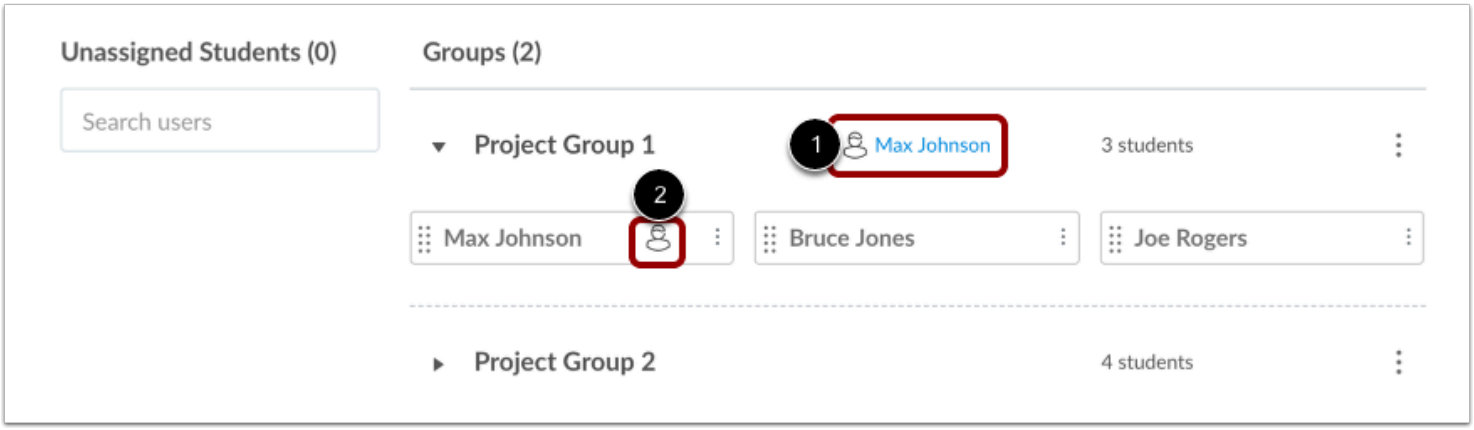
To add a leader in an individual group, click the name of a group set.

Manually Assign Leader



Expand the group where you want to add a group leader [1]. Locate the student name and click the user **Options** icon [2]. Select the **Set as Leader** link [3].

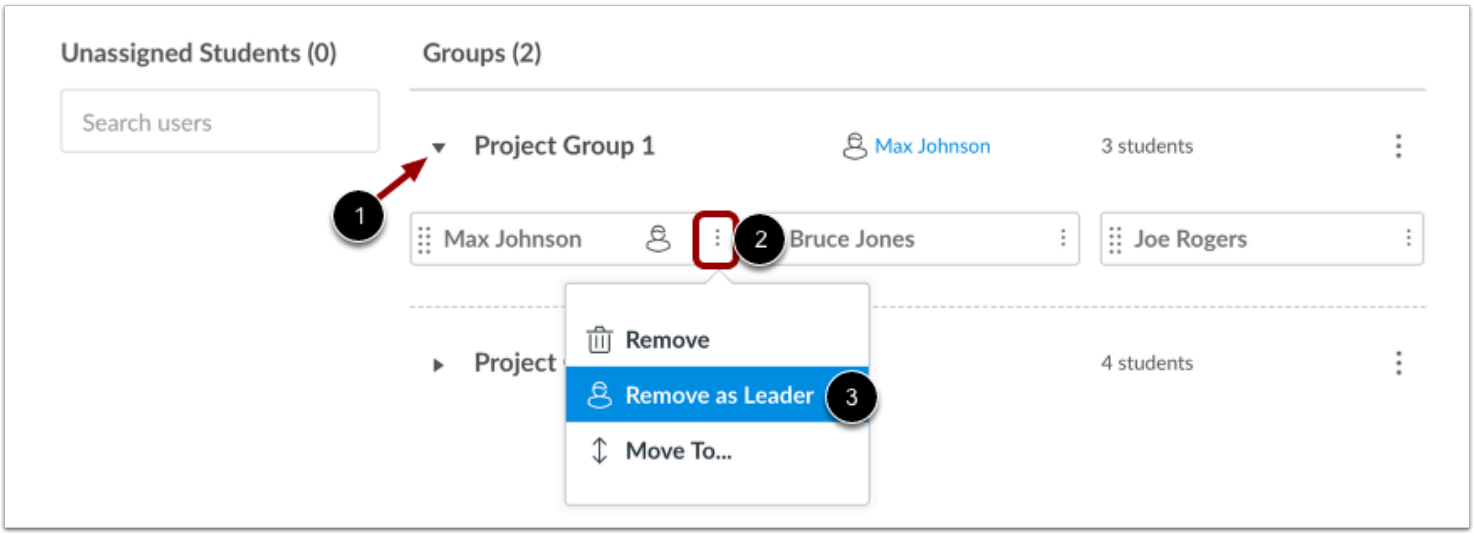
View Student Leader



View the student name next to the name of the group [1], which indicates the student is the leader for that group.

When viewing the list of group members, you can also quickly identify the group leader as the student name will display a People icon [2].

Remove Student Leader

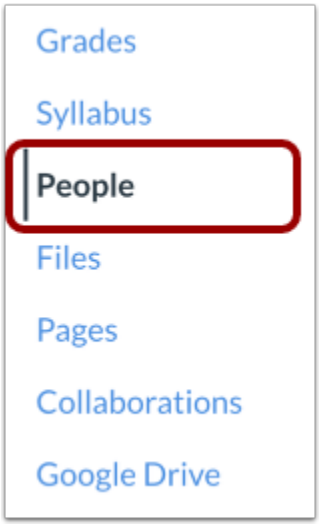


You can manually remove a group leader at any time. To remove a student group leader, expand the group to view all students [1]. Locate the student group leader and click the user **Options** menu [2]. Then select the **Remove as Leader** link [3].

How do I message students who have not signed up for a self sign-up group?

If you have created a self sign-up group within your course, you can message students who have not yet signed up for a group and remind them to do so.

Open People

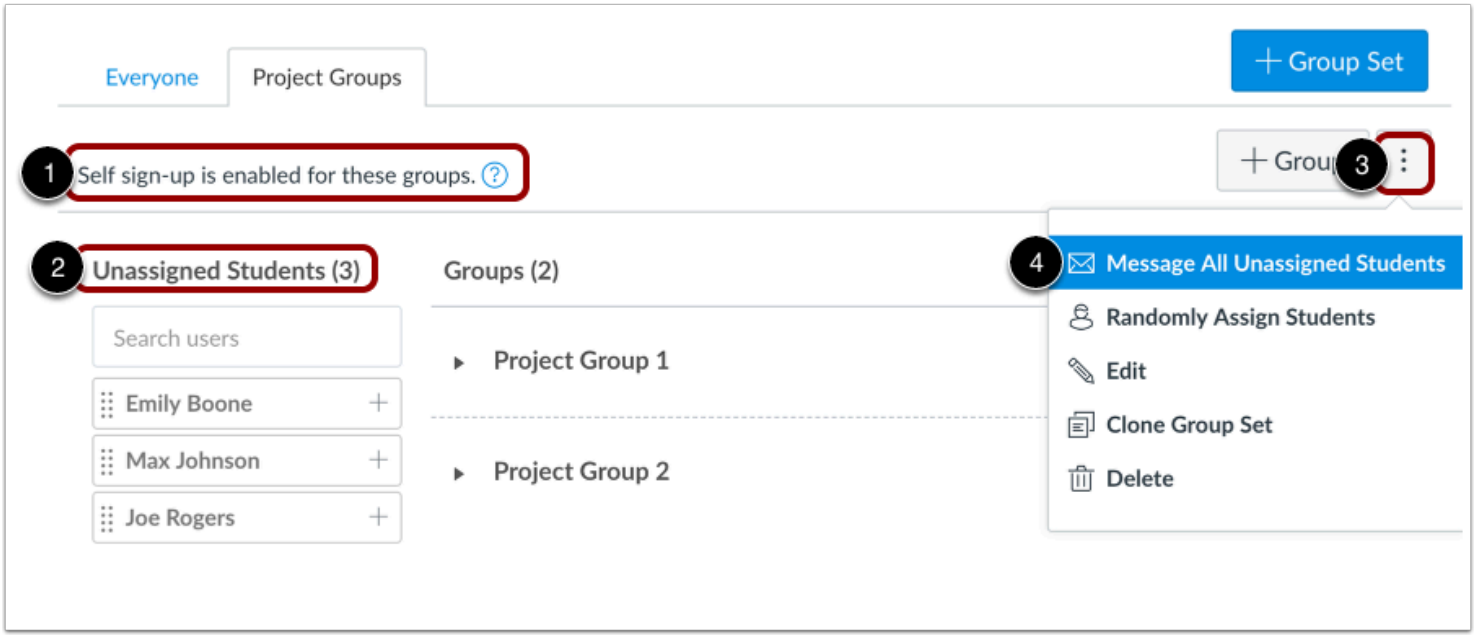


In Course Navigation, click the **People** link.

Open Group Set

Click the name of the group set.

Message All Unassigned Students

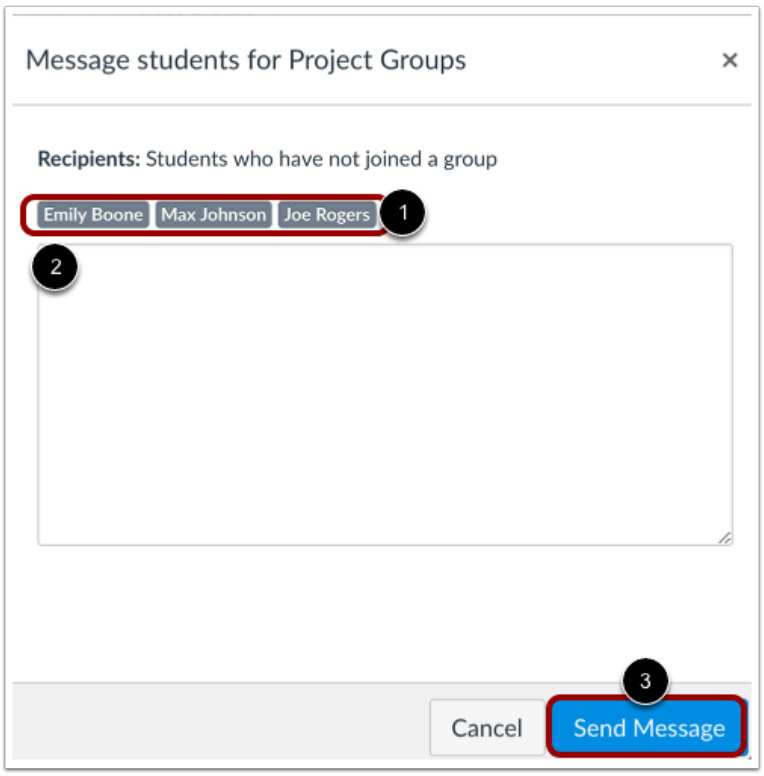


Verify that self sign-up is enabled for the group set [1] and that unassigned students exist for the group set [2].

Click the group set **Options** menu [3], then click the **Message All Unassigned Students** link [4].

Note: The Message all Unassigned Students link will not display if all students have been assigned to a group.

Send Message



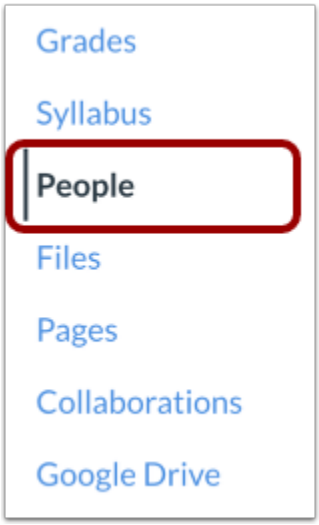
Canvas populates the recipient list with the names of students who have not yet joined a group [1]. Type your message into the text area [2]. Click the **Send Message** button [3].

How do I prevent students from switching groups in self sign-up groups?

When self-sign up is enabled for a group, students are able to switch groups. To prevent students from switching groups you can disable self sign-up at any time.

If a group has a student leader, the leader will be able to manage group memberships through the course People page regardless of self sign-up settings. However, student group leaders cannot change the number of members allowed in a group.

Open People

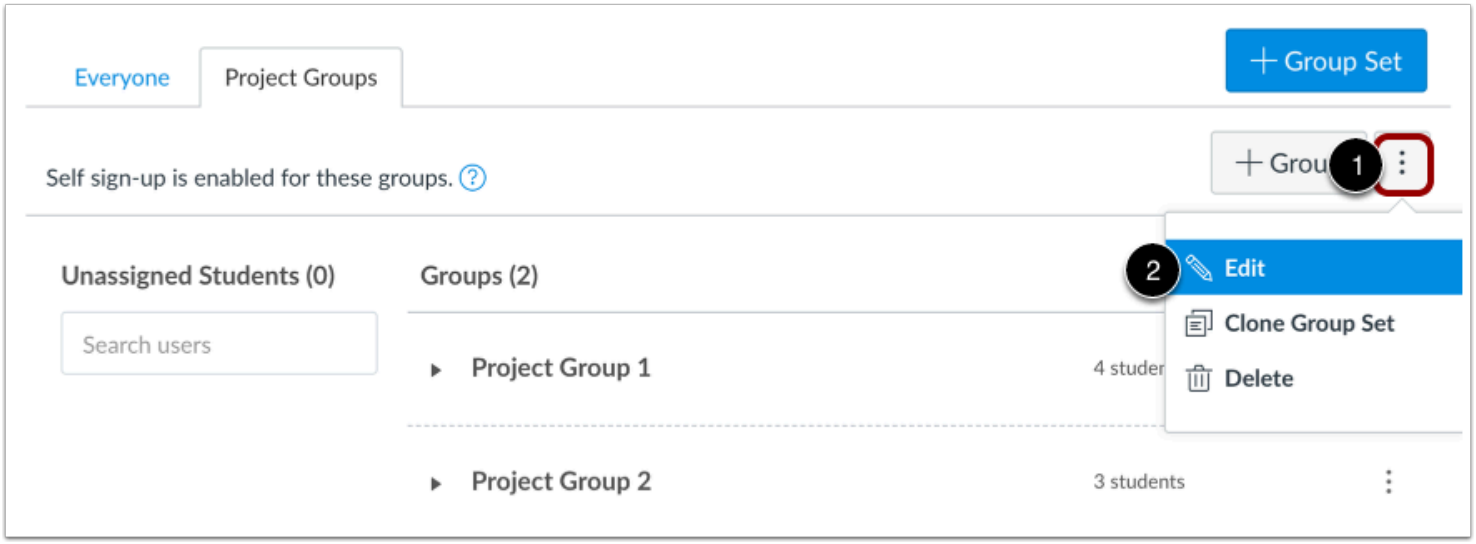


In Course Navigation, click the **People** link.

Open Group Set

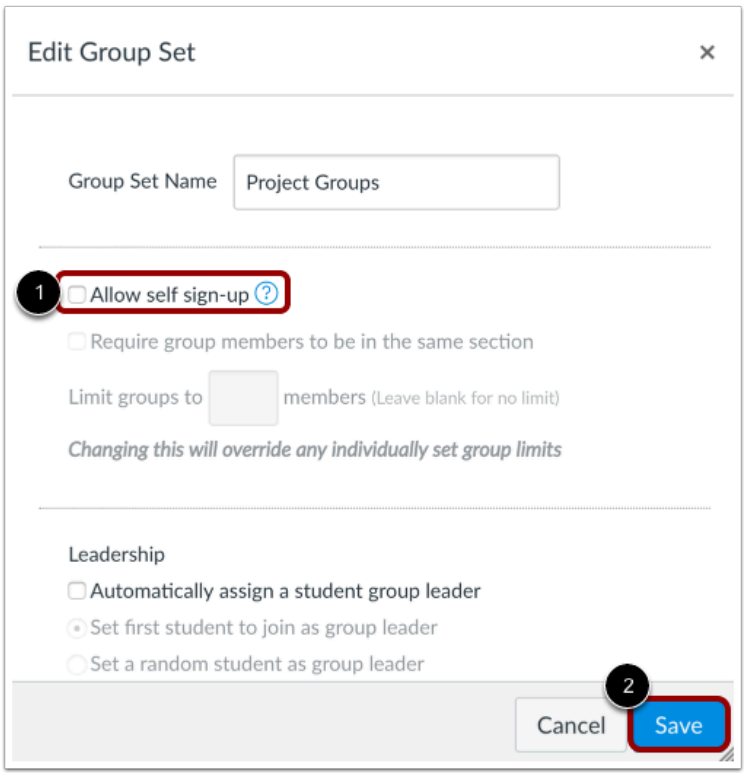
Click the name of the group set.

Edit Group Set



Click the group set **Options** menu [1], then click the **Edit** link [2].

Save Group Set



Deselect the **Allow self sign-up** checkbox [1]. Click the **Save** button [2].

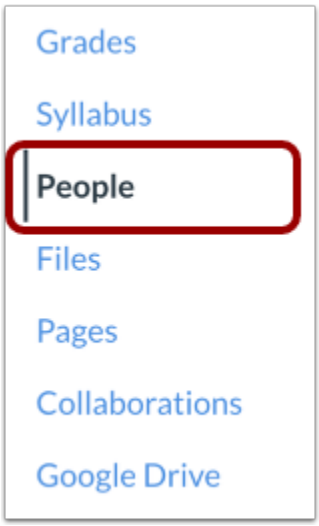
How do I move a student into a different group?

You can move students within groups. However, changes should be made before assigning a group to an assignment.

If a student is added to or removed from a group after receiving submissions, the submissions and grades may not align correctly. If a student is added to a group after the group submission, any re-submissions will overwrite the original submission; all previous grades will remain but the Gradebook will show the assignment was resubmitted since last graded. If you want to move a group member with a graded submission, you may want to clone the group set instead.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People



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

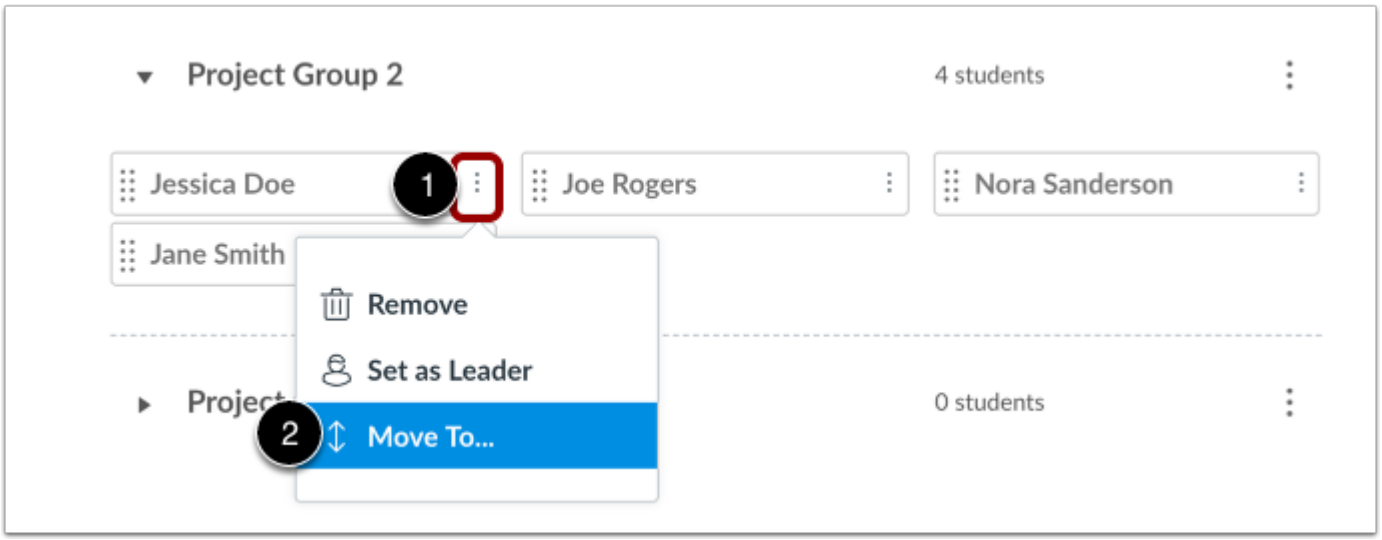
Open Group Set

Click the name of the group set.

Move Student via Drag and Drop

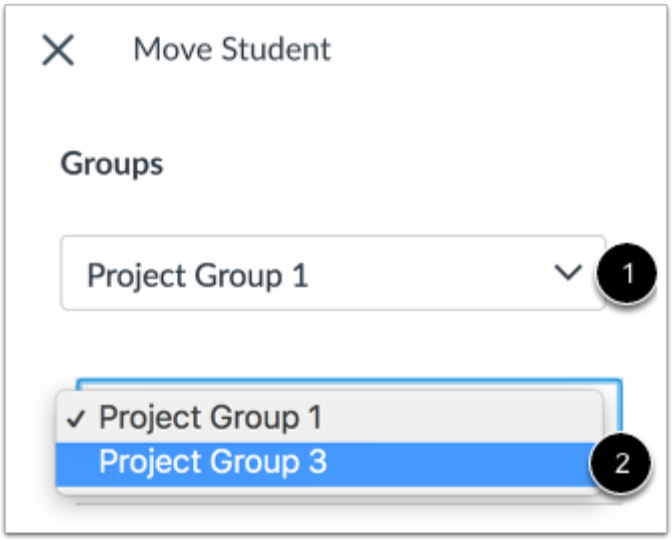
Expand the group where you want to move the student [1]. Click the student's name and drag it to another group [2].

Move Student via Move To Option

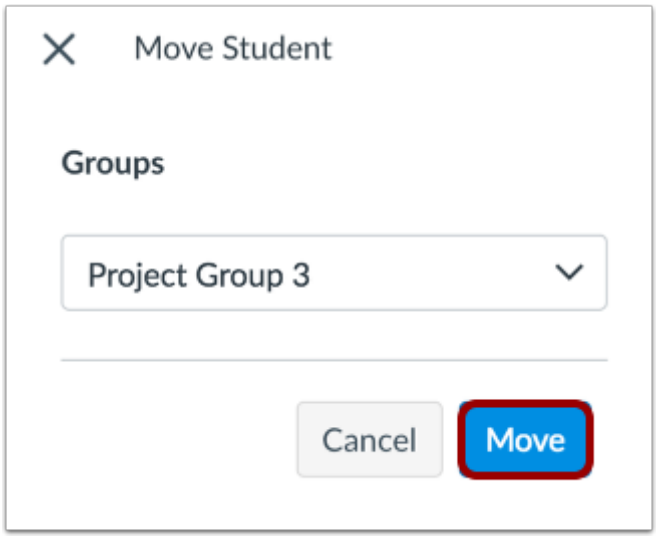


You can also click the student name **Options** menu [1] and select the **Move To...** link [2].

Move Student

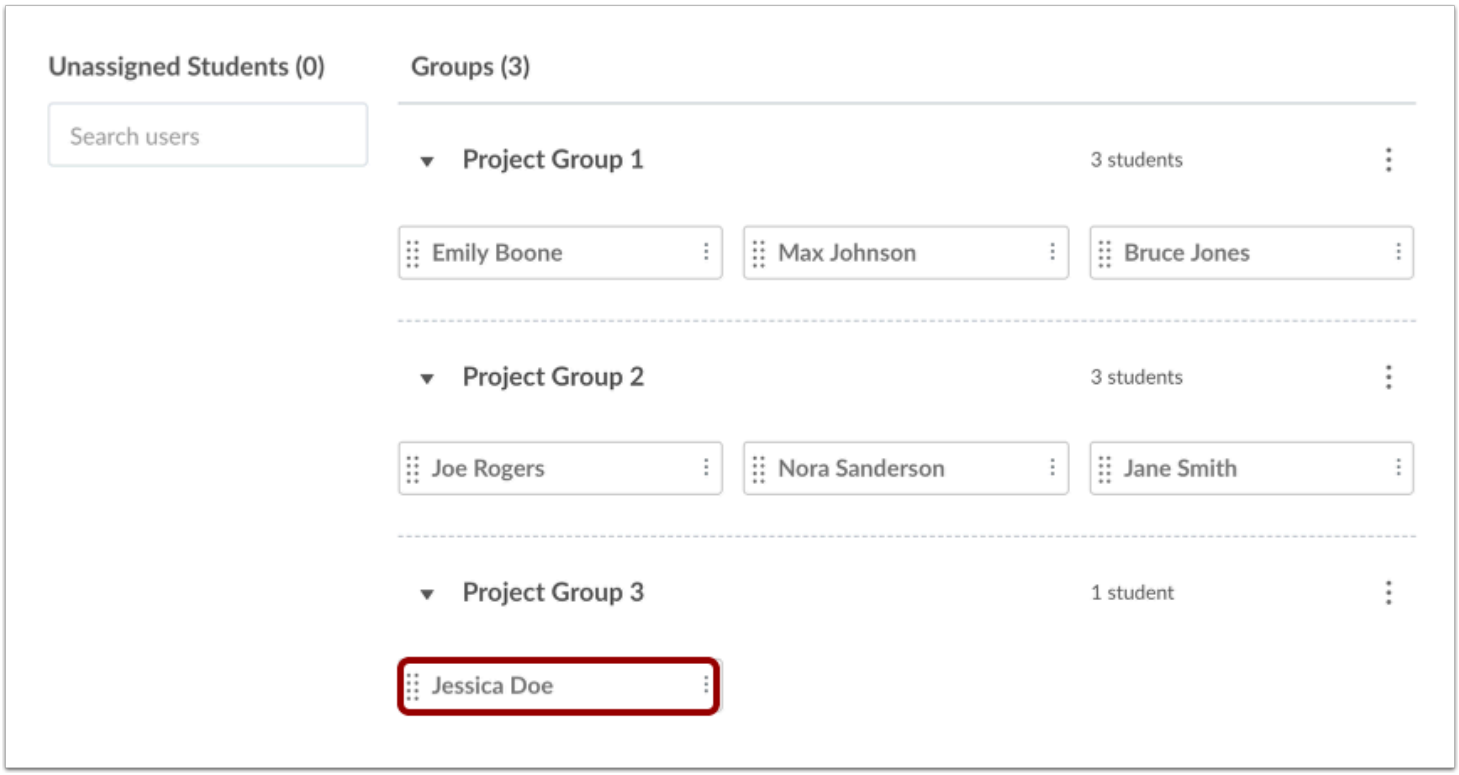


In the Move Student sidebar, click the **Place** drop-down menu [1]. Select the group where you want to move the student [2].



Click the **Move** button.

View Groups

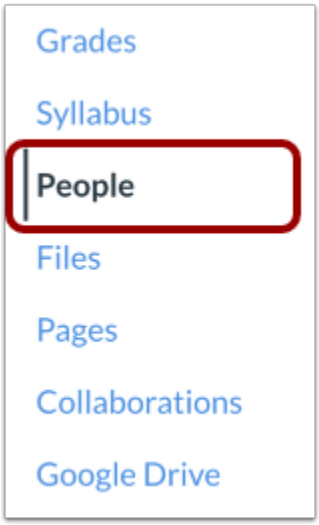


Verify the student has been moved to a different group.

How do I view content and student activity within a group as an instructor?

As an instructor, you can view what is happening in groups by viewing each user group. You can view student activity within the group and view group-created content. You can also access student groups to create group collaborations and add other group-specific content if necessary.

Open People

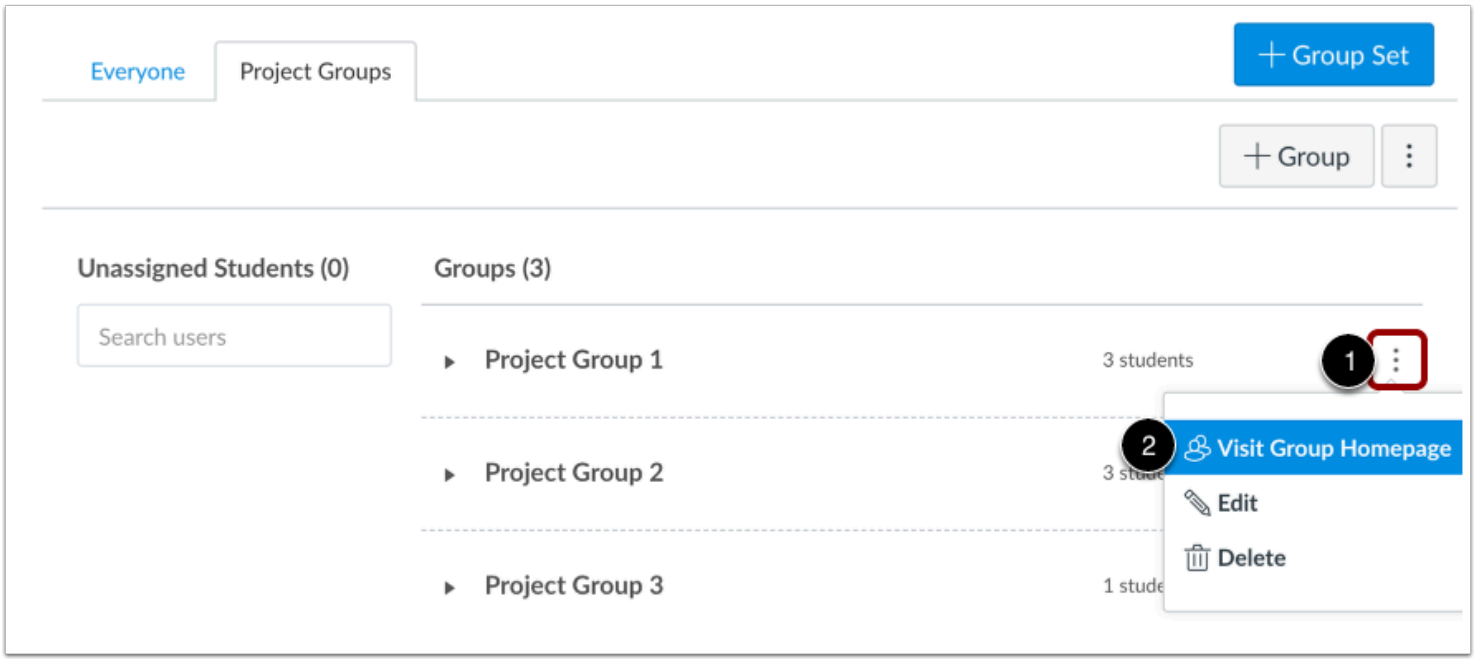


In Course Navigation, click the **People** link.

Open Group Set

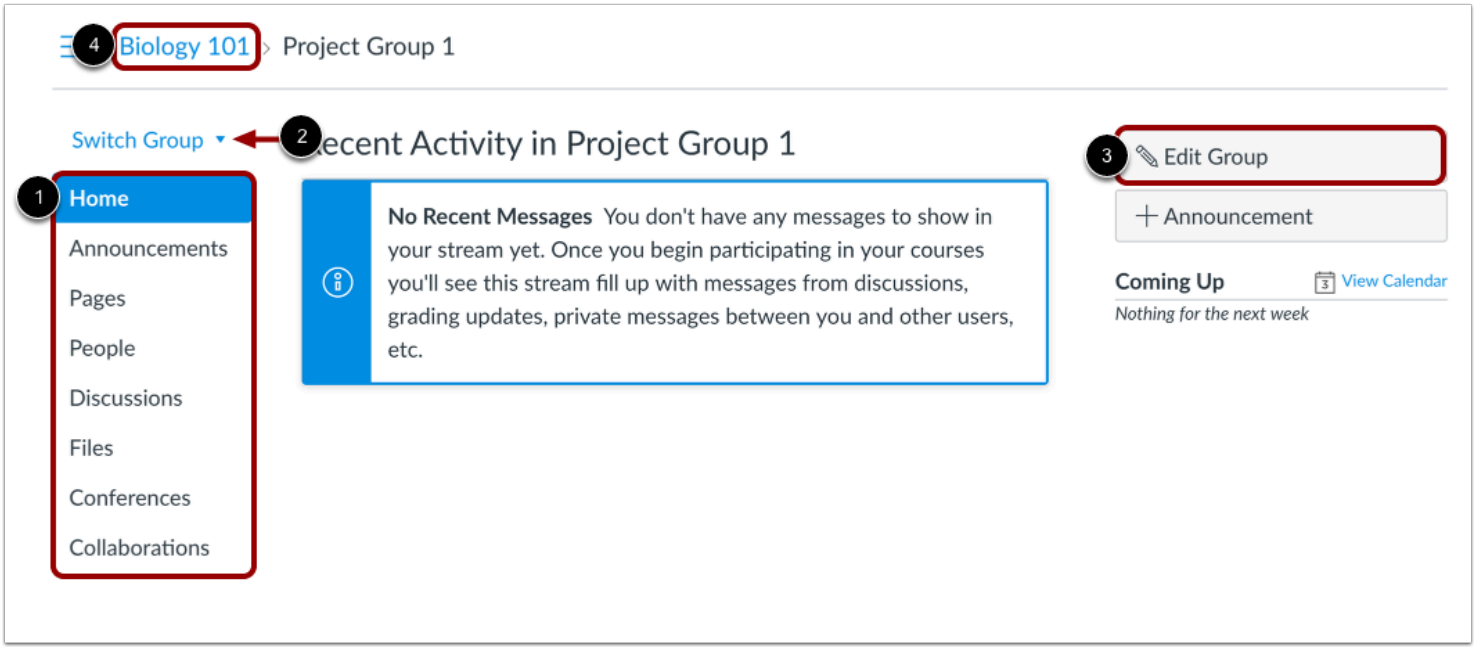
Click the name of the group set.

Visit Group Home Page



Next to the group name, click the **Options** menu [1]. Then click the **Visit Group Homepage** link [2].

View Group Home Page



As the instructor, you can view all of the student activity within the group by clicking any link in the Group Navigation Menu [1]. You can also participate in any content area in the group, such as creating a collaboration for the group or viewing a group discussion. However, you can still create collaborations and group discussions from the course. Group members can also create their own content for the group.

When viewing a student group, you can easily switch and view all groups within a group set by clicking the **Switch Group** link [2]. Also, instructors and student group leaders can view the **Edit Group** link [3], which allows quick access to edit the name of the group.

To return to the course home page, view the breadcrumbs link and click the name of the course [4].

Inbox

How do I use the Inbox as an instructor?

The Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

Notes:

- If you right-click or option-click on the Inbox link, you can open your Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded and its term date has passed, you can no longer message students in that course.

Open the Inbox

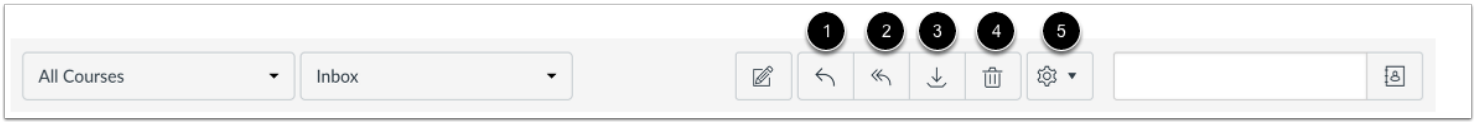
In Global Navigation, click the **Inbox** link.

If the Inbox link includes a numbered indicator, the indicator shows how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Toolbar

The toolbar includes global message options. To load conversations, filter your messages by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can compose a message at any time using the compose icon [3].

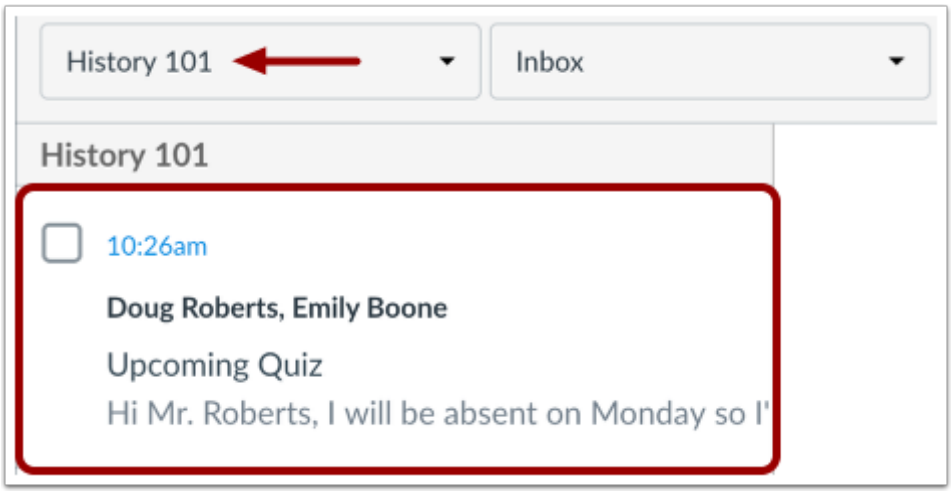
You can also search for conversations by user in the **Search by user** field [4].



Once you have selected a conversation, you can use the other options in the toolbar to:

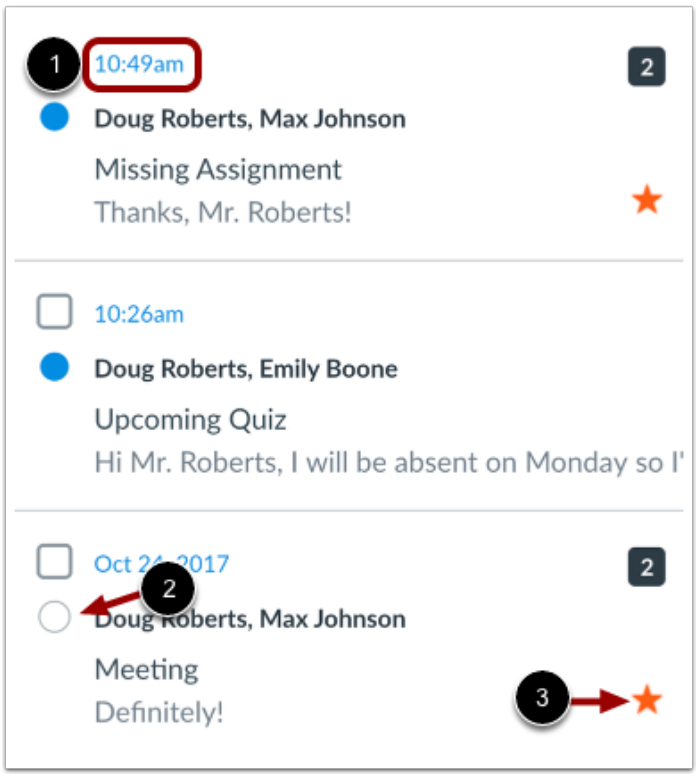
1. Reply to a conversation
2. Reply-all to a conversation
3. Archive a conversation
4. Delete a conversation
5. Forward, mark a conversation as read or unread, and star conversations

View Inbox Panels



Conversations for your selected course and Inbox filter appear in the left Inbox panel.

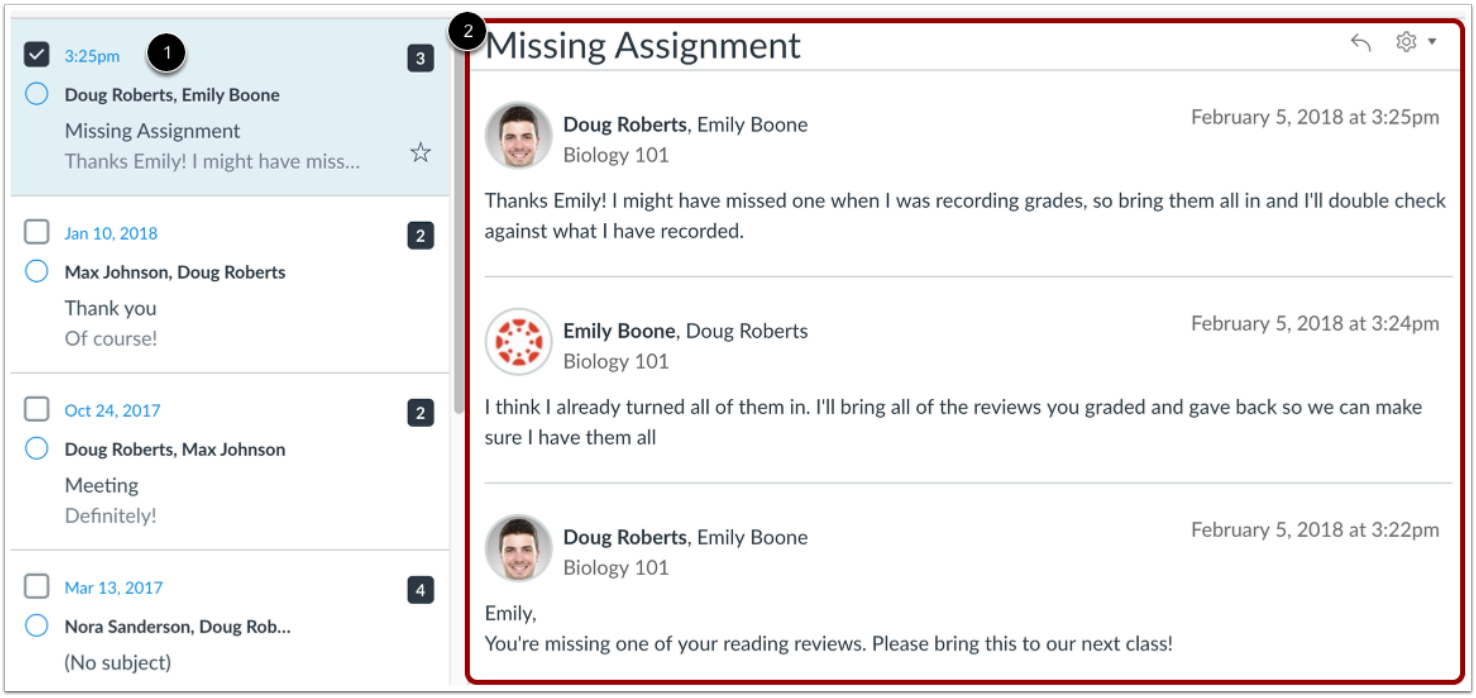
View Conversations



The Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top [1] and the older conversations at the bottom.

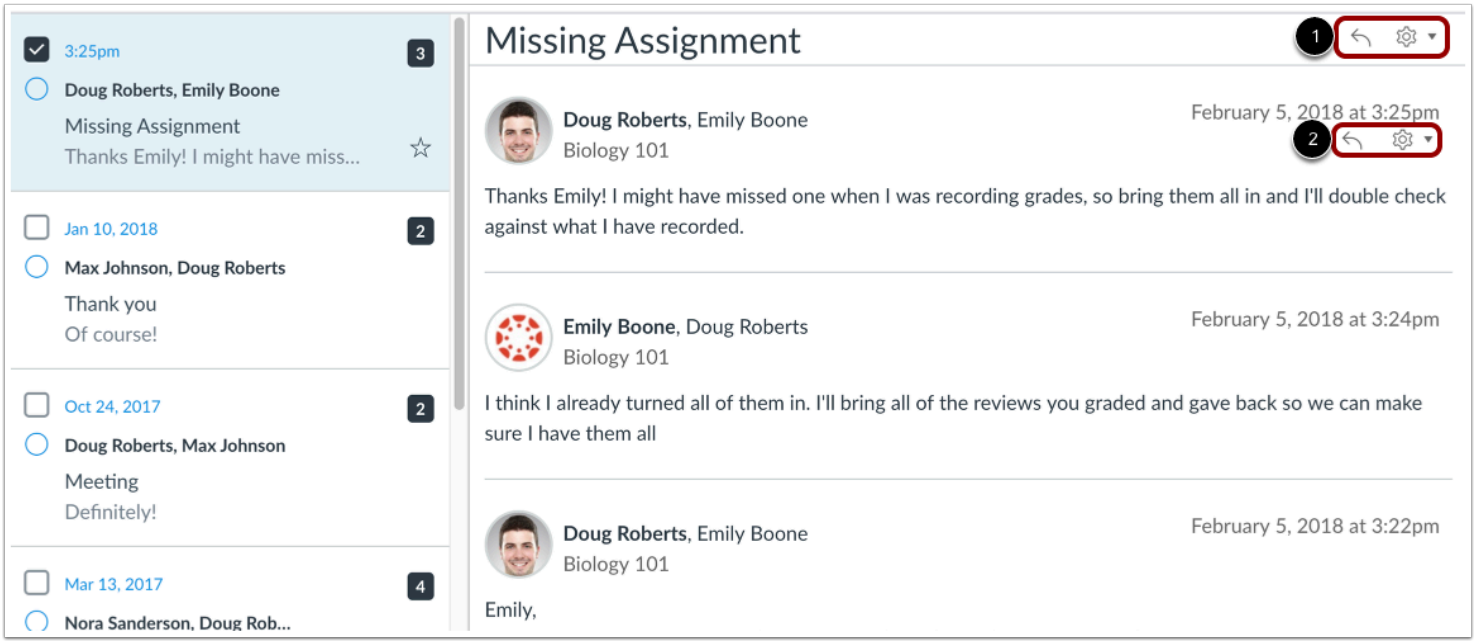
You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation [2]. To star a conversation, hover over the conversation and click the star to the right of the conversation [3].

View Conversation Thread



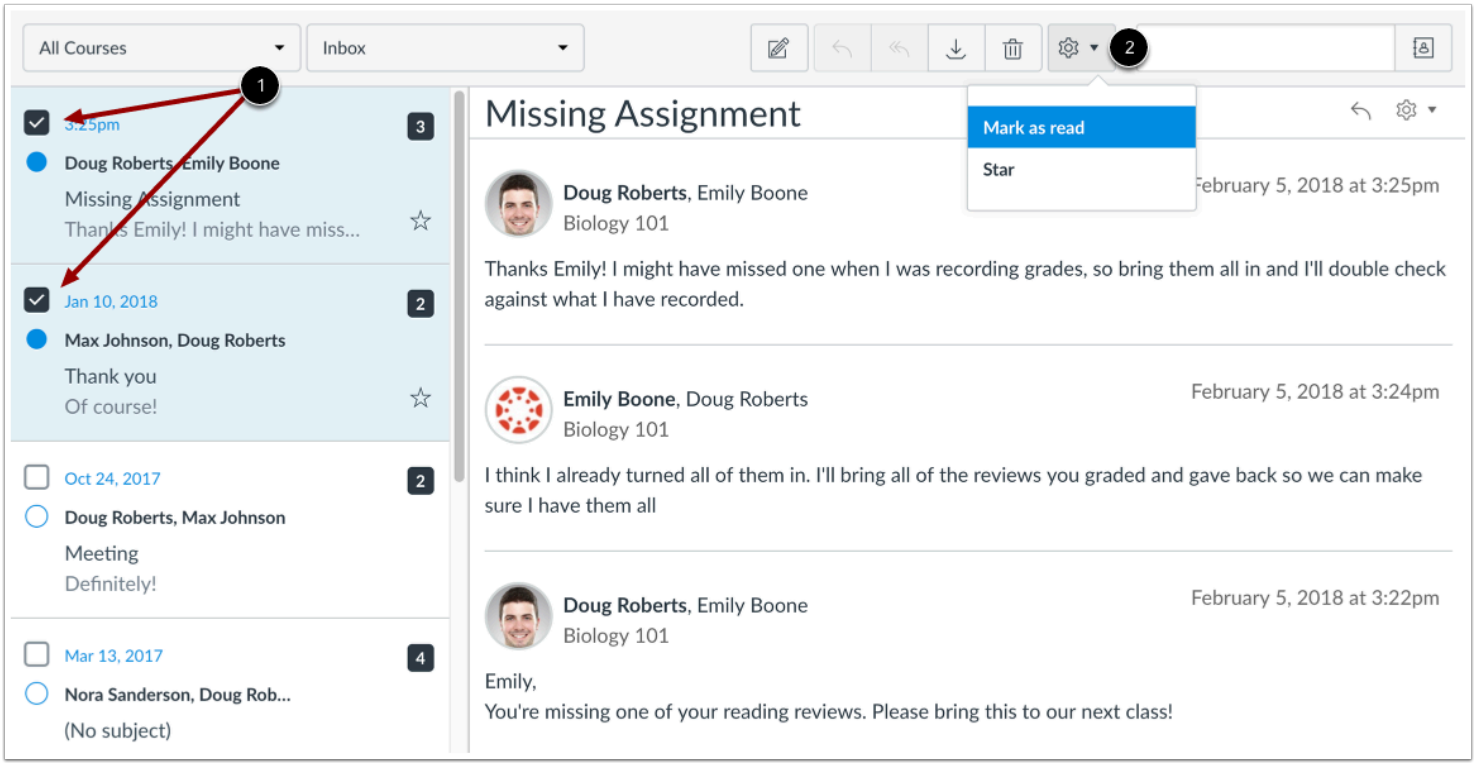
When you select a conversation [1], all messages in the conversations thread appear in the right Inbox panel [2].

Manage Conversation Thread



Within each conversation, you can reply, reply-all, forward, or delete the entire conversation thread [1]. You can also hover over an individual message and use the same commands within the individual message [2].

Select Multiple Conversations



To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the check box for each message [1]. You can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select. In the Inbox toolbar [2], click the desired option.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Note: You can also click the message check box or use the same keyboard command to deselect a message.

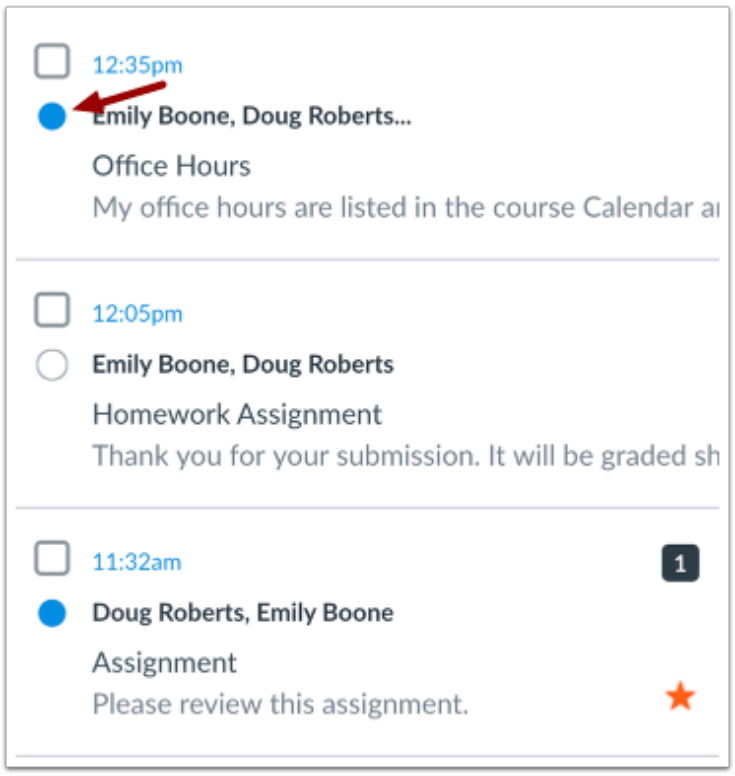
How do I find my unread messages in the Inbox as an instructor?

You can view all unread messages in your Inbox. You can also filter messages to show only unread messages.

Open Inbox

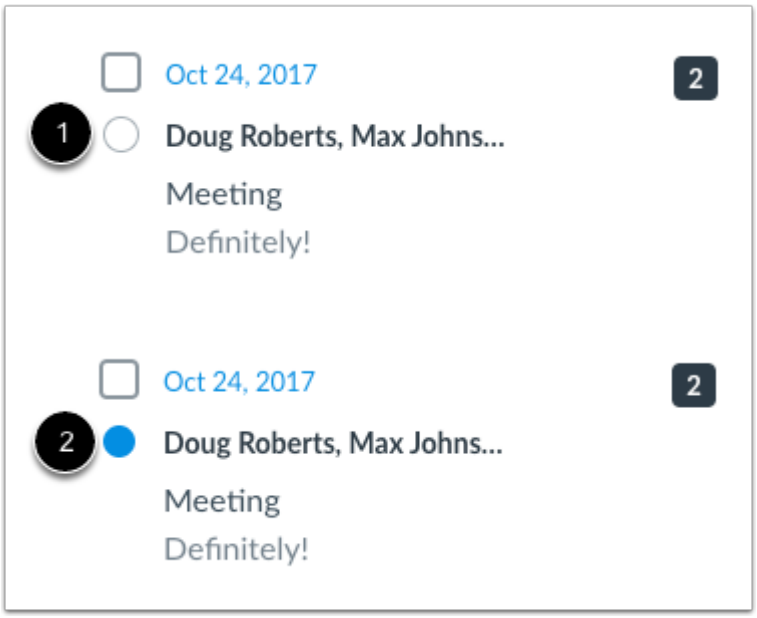
In Global Navigation, click the **Inbox** link.

View Unread Message



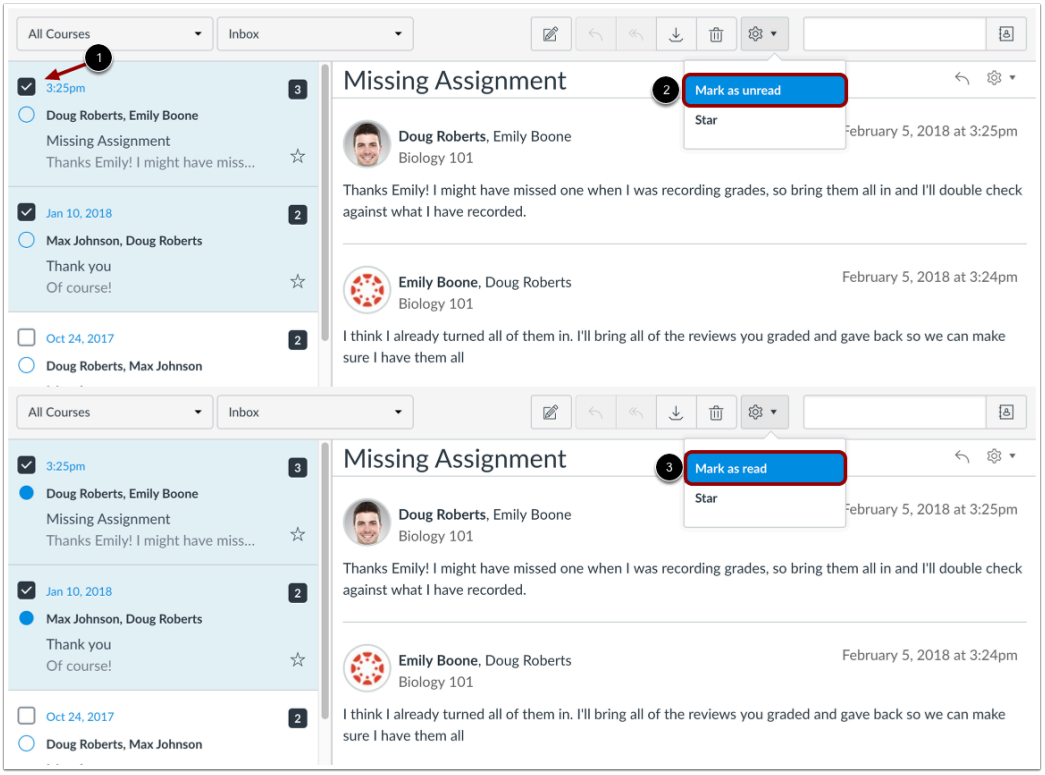
All unread messages have an indicator next to the message. Once a conversation has been read, the blue dot changes to a gray circle.

Mark as Unread



If you want to mark a conversation as unread, click the read indicator [1]. The message will now show the unread indicator [2].

Mark Multiple Messages

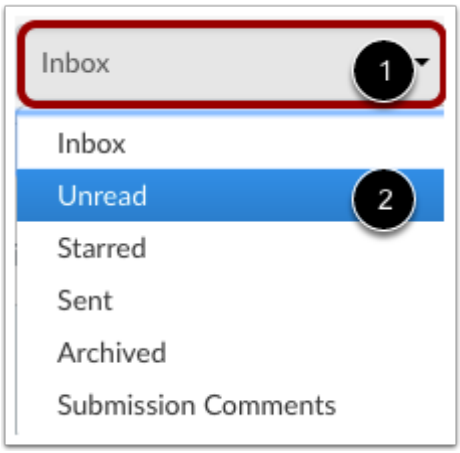


You can mark multiple conversations as unread or read by pressing the command key (Mac) or the control key (Windows) while clicking multiple messages, or by selecting the message checkbox [1].

Locate and click the settings icon and choose **Mark as unread** link [2].

If you select multiple unread messages, you will see **Mark as read** link [3].

Select Unread Conversations



To view only unread messages, open the the Inbox drop-down menu [1]. Select the **Unread** link [2].

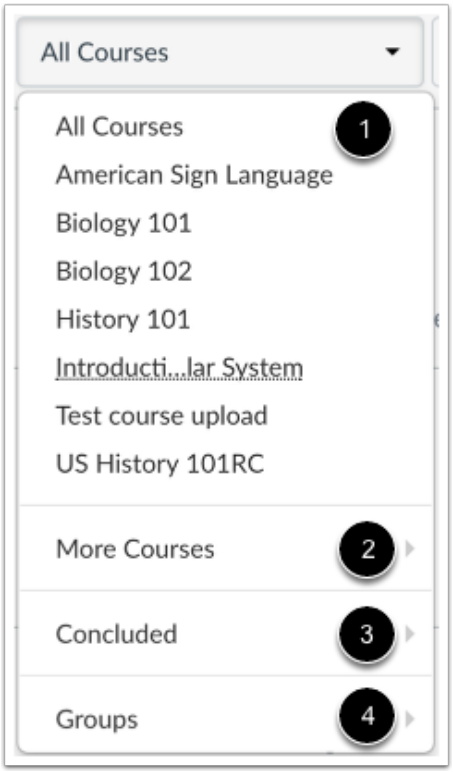
How do I filter conversations as an instructor?

You can filter the conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering conversations allows you to selectively view conversation messages by course, inbox, or user.

Open Inbox

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

Filter by Course



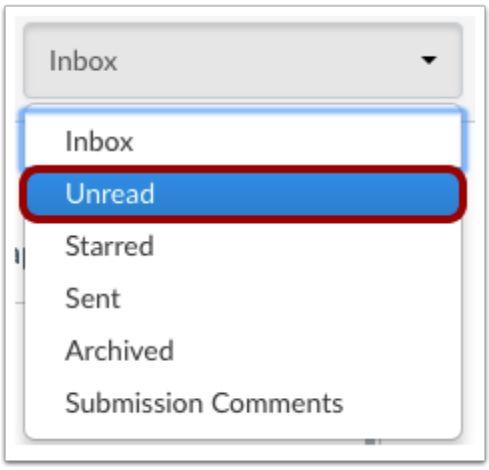
You can filter your inbox by types of courses. Your Inbox may contain one or more of the following options:

- Current courses in your Favorites menu [1]
- More courses that are not in your Favorites [2]
- Concluded courses [3]
- Current or concluded groups [4]

Filter by Inbox

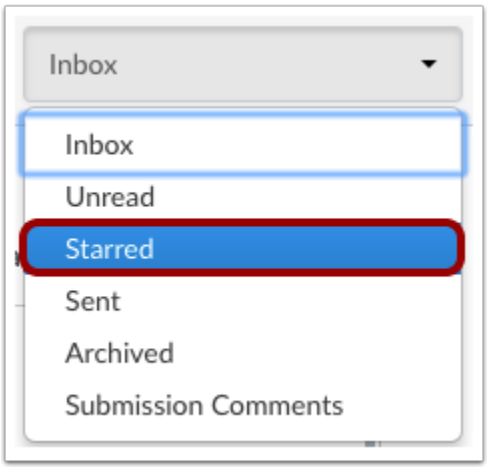
You can also filter by Inbox type. By default, the Inbox displays all messages.

View Unread Messages



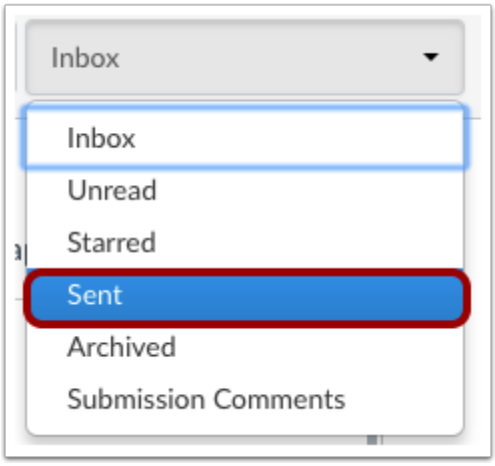
The **Unread** filter displays all unread conversations in your inbox. Learn how to view and manage unread messages.

View Starred Messages



The Starred filter displays all starred messages in your inbox. Starred messages are marked as important so you can locate them later. Learn how to star a message.

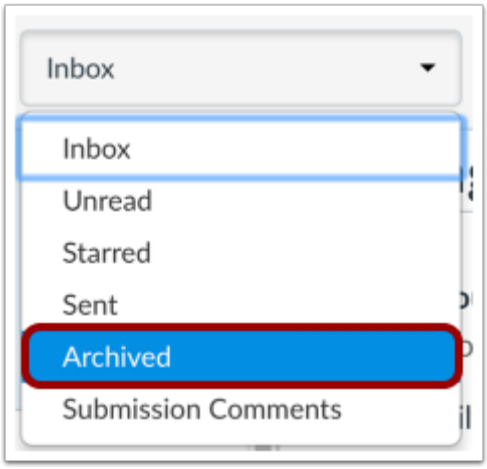
View Sent Messages



The Sent filter displays all your sent messages, both to individual users or multiple users. Sent messages also includes messages sent from the Gradebook.

Note: The Sent filter only includes sent messages from the first user to send a message in a conversation thread. Replies from recipients of the original message will appear in their Inboxes, but not in their Sent filters.

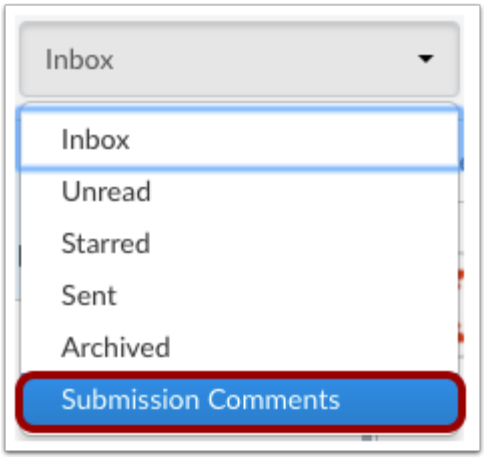
View Archived Conversations



The Archived filter displays all archived conversations. Learn how to archive a conversation.

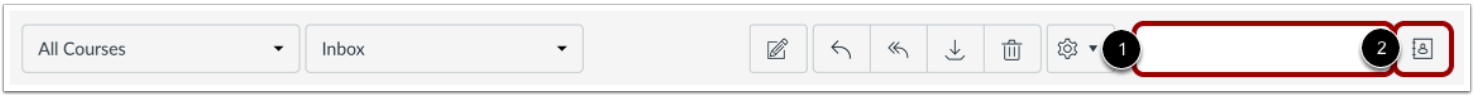
Note: Sent messages cannot be archived. Additionally, archived messages do not include deleted messages, which are completely removed from the Inbox.

View Submission Comments



The Submission Comments filter displays all comments associated with course assignments and feedback. Learn how to reply to submission comments.

Filter by User



To filter by user, type the name of a user in the filter field [1], or browse for the course, group, or user by selecting the **Address Book** icon [2].

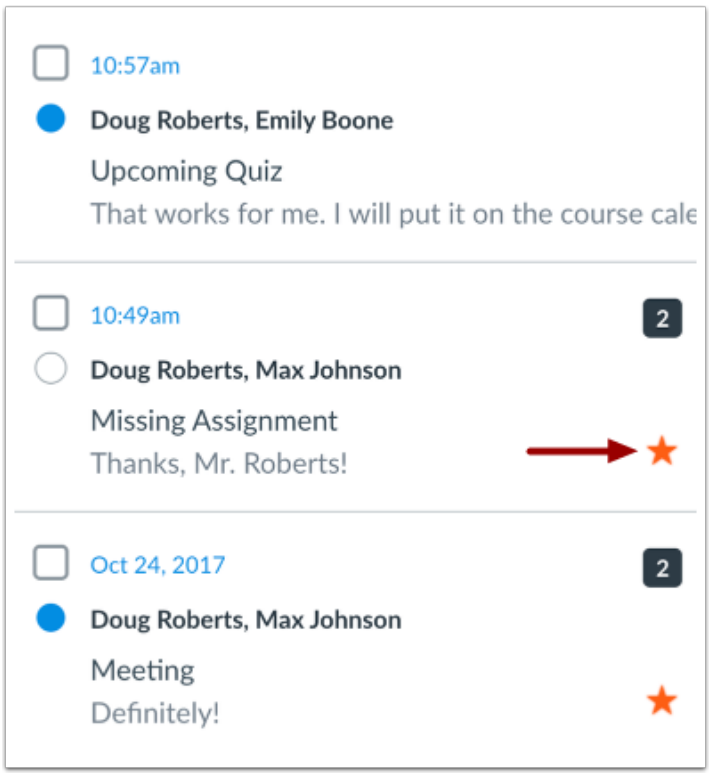
How do I star a conversation as an instructor?

Starring conversations allows you to see important messages at a glance.

Open Inbox

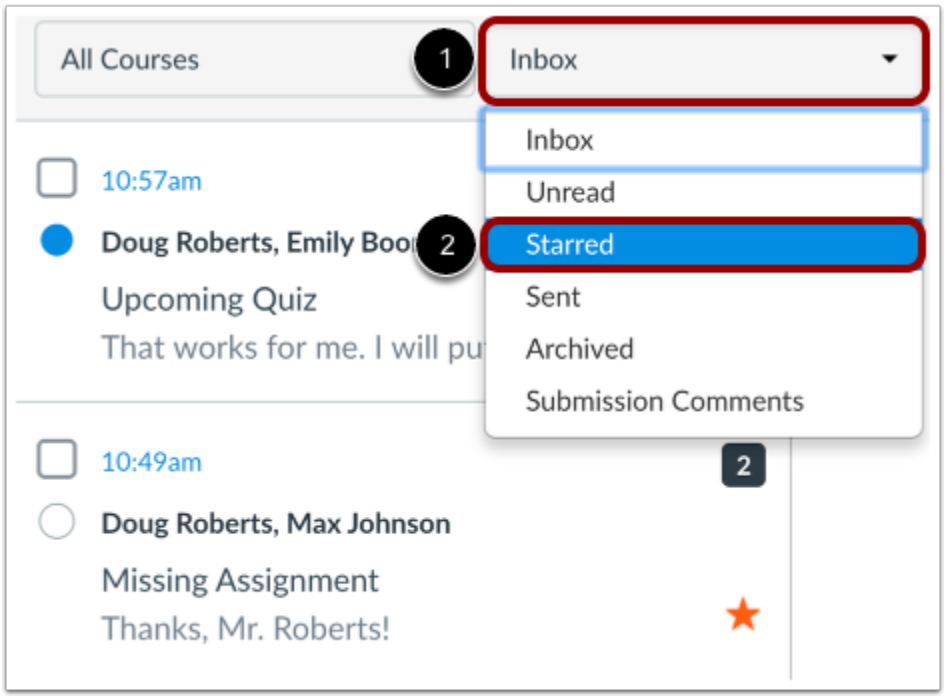
In Global Navigation, click the **Inbox** link.

Star and Unstar Conversations



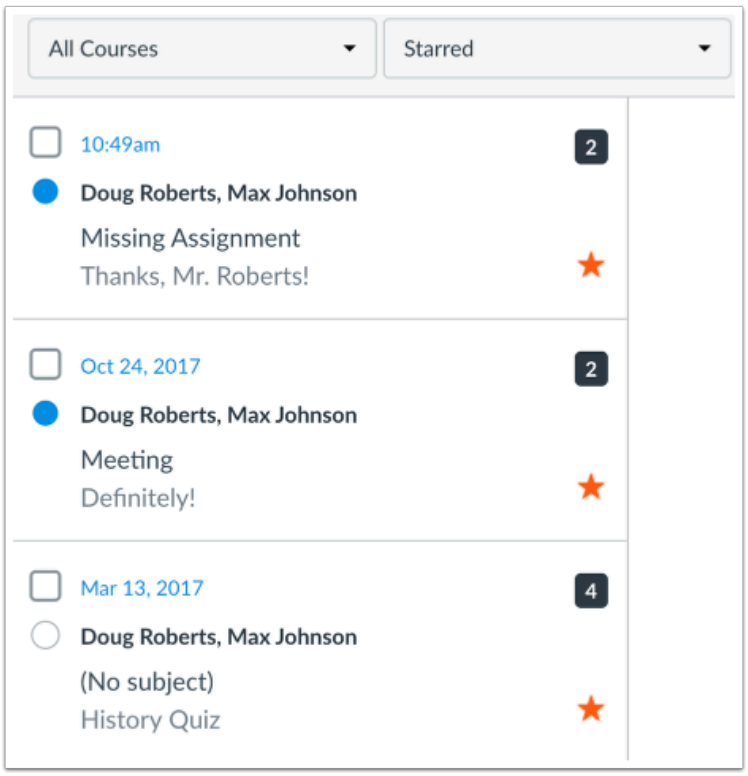
To create a starred message, click the star icon. If you want to remove the star, click the star icon again.

View Starred Conversations



To view only starred conversations, click the **Inbox** drop-down menu [1]. In the drop-down menu, select the **Starred** link [2].

View Starred Conversations Only



View all the conversations you have starred.

How do I send a message to a user in a course in the Inbox as an instructor?

In the Inbox, you can send a message to one user or multiple users in a course.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:

- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- Users display in conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you can no longer message students in that course.

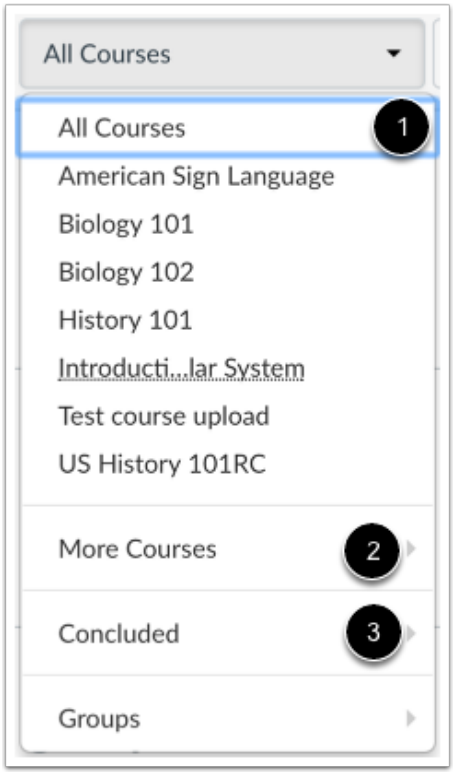
Open Inbox

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

Compose Message

Click the **Compose** icon.

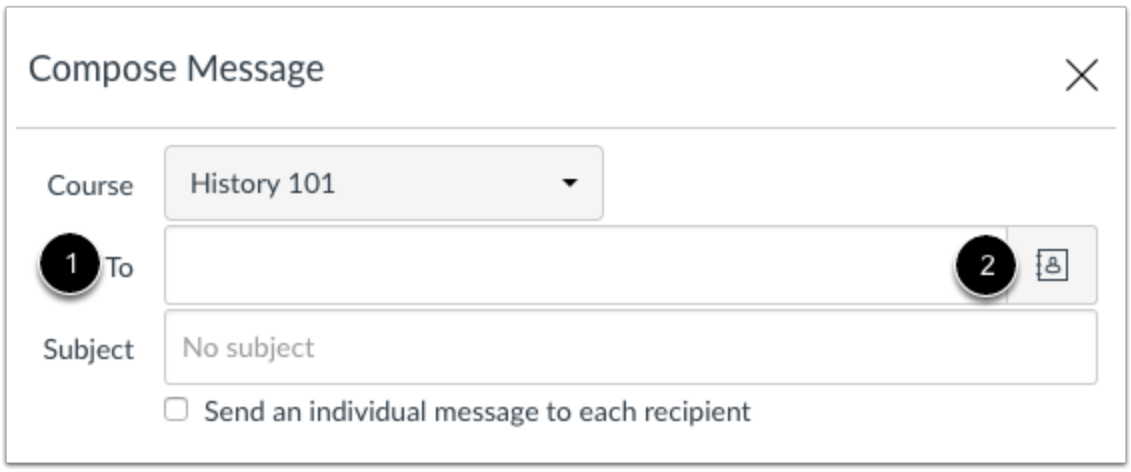
Select Course



In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1] or more courses [2].

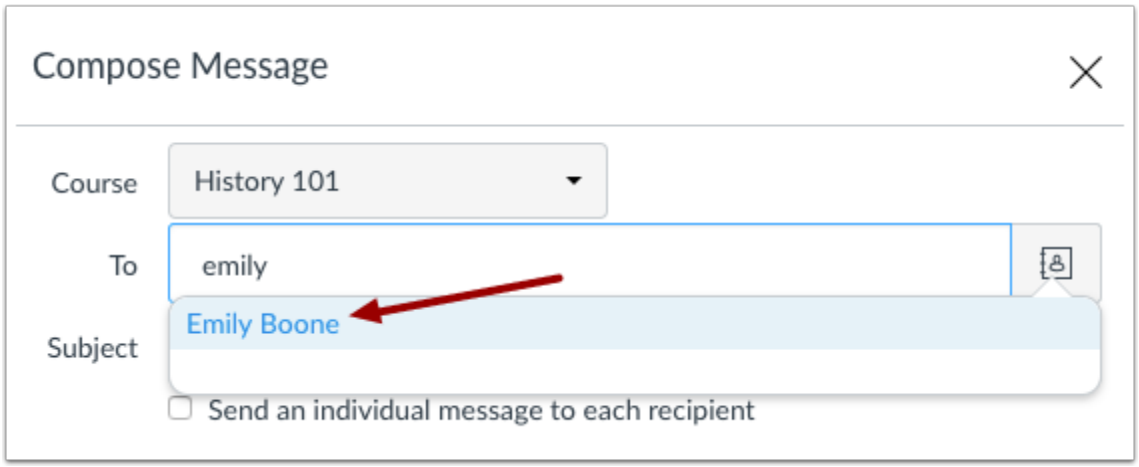
Note: When filtering by Concluded Courses [3], you can only reply to messages sent to you. You cannot send a new message to a user.

Add User



To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2].

Search for User

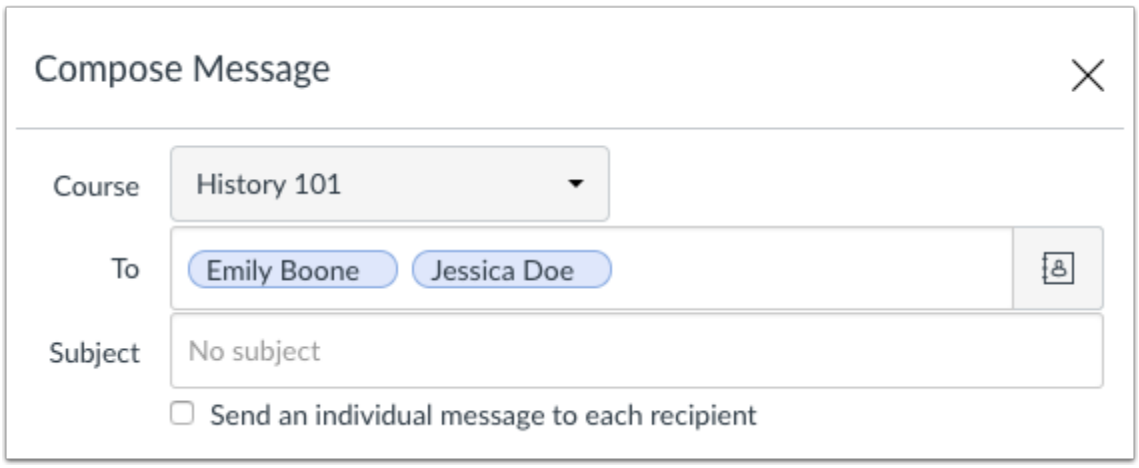


To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The user's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong user, press the **Delete** key (on a MAC keyboard) or the **Backspace** key (on a PC keyboard) to remove the user.

You can also hover over a user's name and click the white x to remove the user from the list.

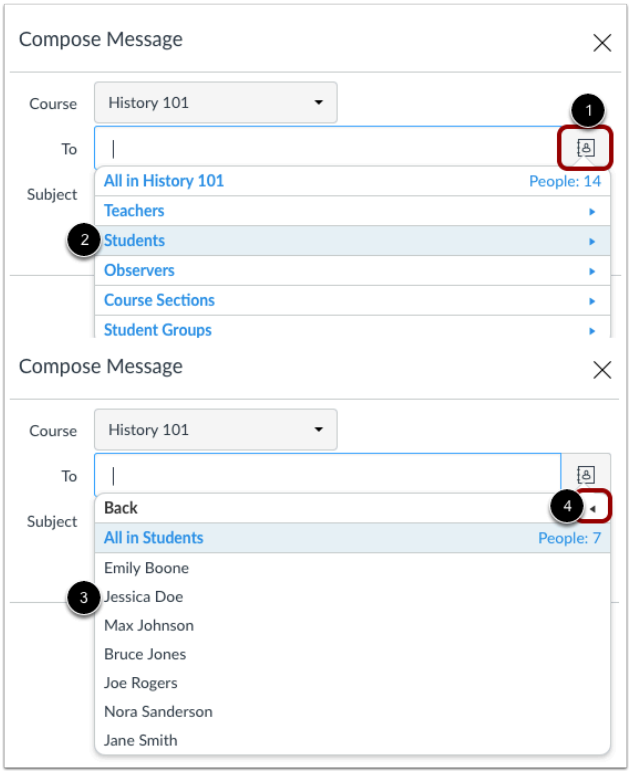
Add Multiple Users



To send a message to multiple users, type the names of the users in the To field.

Note: If you have a long list of recipients, the To field will only show 5 lines before scrolling is enabled. If you select the **Send individual messages** checkbox, individual messages for all recipients will be created.

Use Course Roster



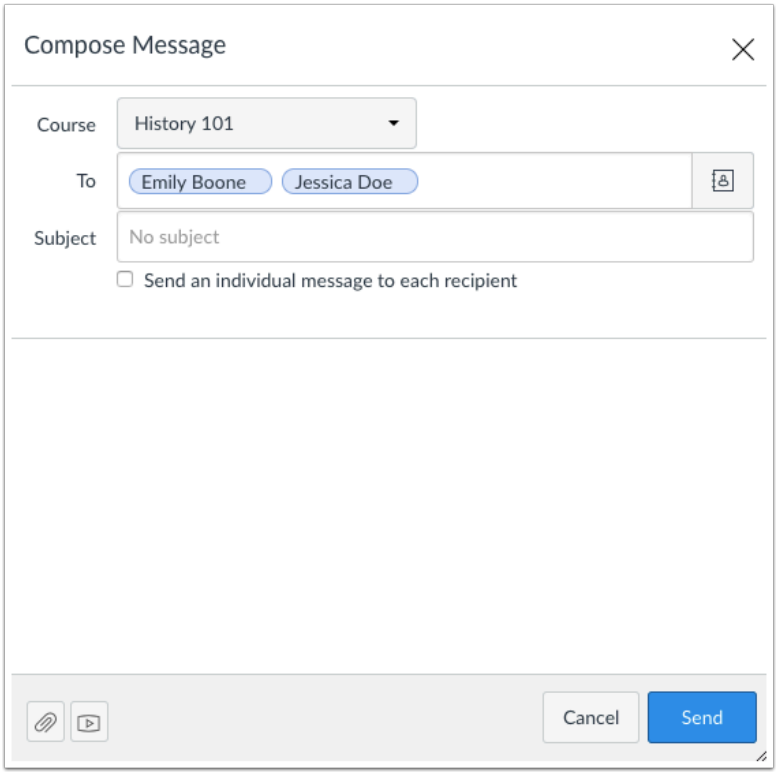
To select a user from the course roster, click the **Address Book** icon next to the To field [1]. From the address book, locate the user's role [2] and then select the user's name [3]. Names are arranged by last name.

To navigate back to the course roster, use the arrow icon [4].

Notes:

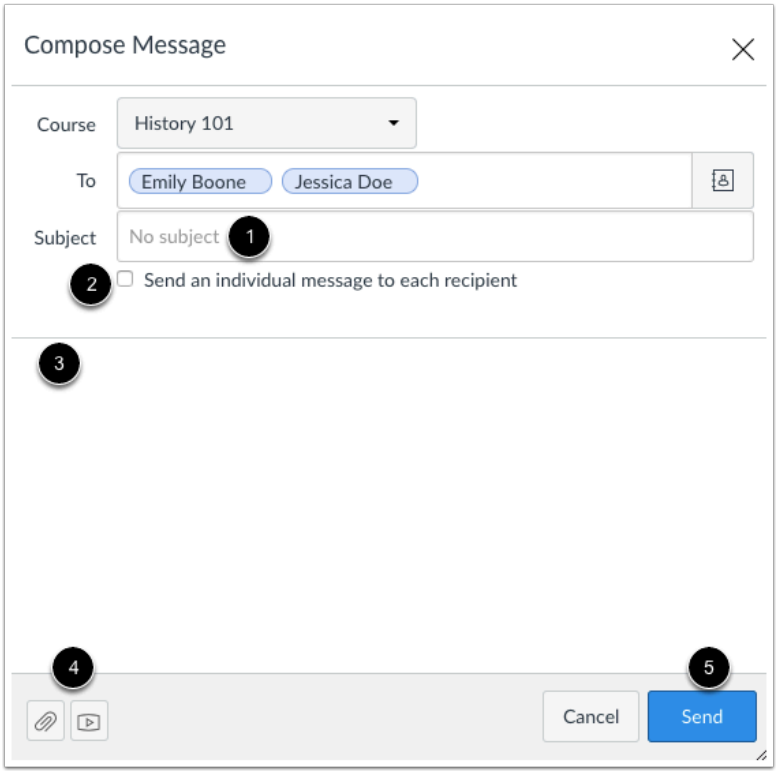
- Users with a custom role appear in the course roster under the role that was set as the base type for that custom role.
- Users with a Designer role (or a custom role with Designer as the base type) do not appear in the course roster. You can message a course designer by typing the user's name in the To field.

Add Multiple Users



To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you'd like to add to your message. Pressing the keyboard key will keep the roster window open.

Send Message



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

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

How do I send a message to a user in a group in the Inbox as an instructor?

In the Inbox, you can send a message to one user or multiple users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:

- Currently you cannot message users in multiple groups.
- Once a course has concluded, you cannot message student groups in that course.

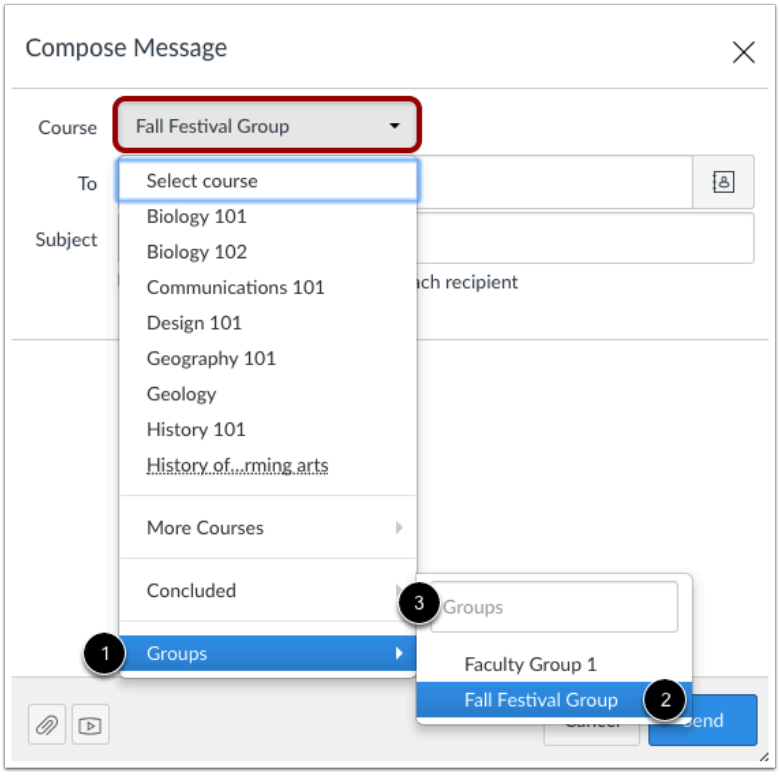
Open Inbox

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

Compose Message

Click the **Compose** icon.

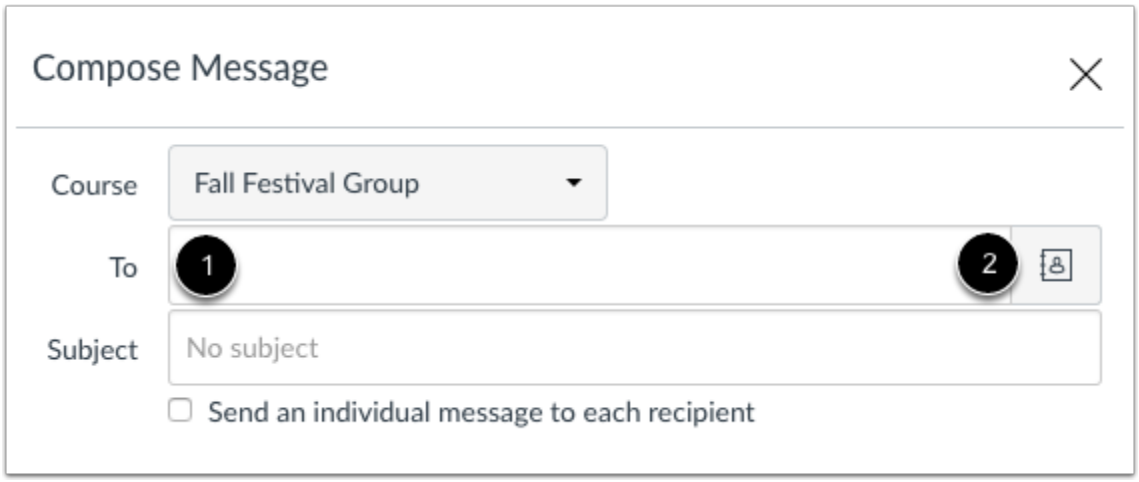
Select Group



In the Course drop-down menu, select the Groups option [1] and select the name of the group [2]. You can also search for a group by typing the group name in the Groups search field [3].

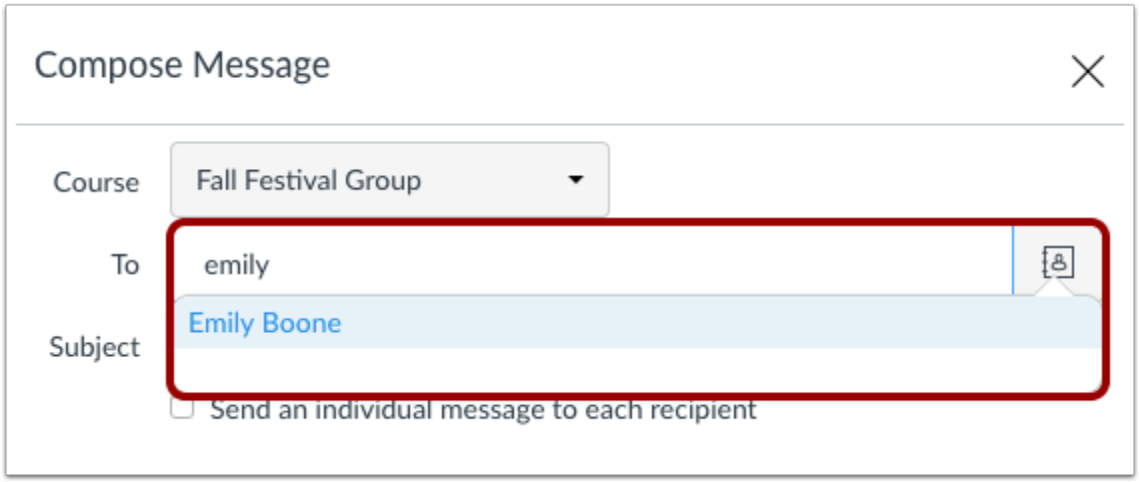
Note: Groups are organized in alphabetical order and display after courses in the drop-down menu.

Add Users



To add a user, you can search for the user in the To field [1] or you can use the Group Roster [2].

Search for Users

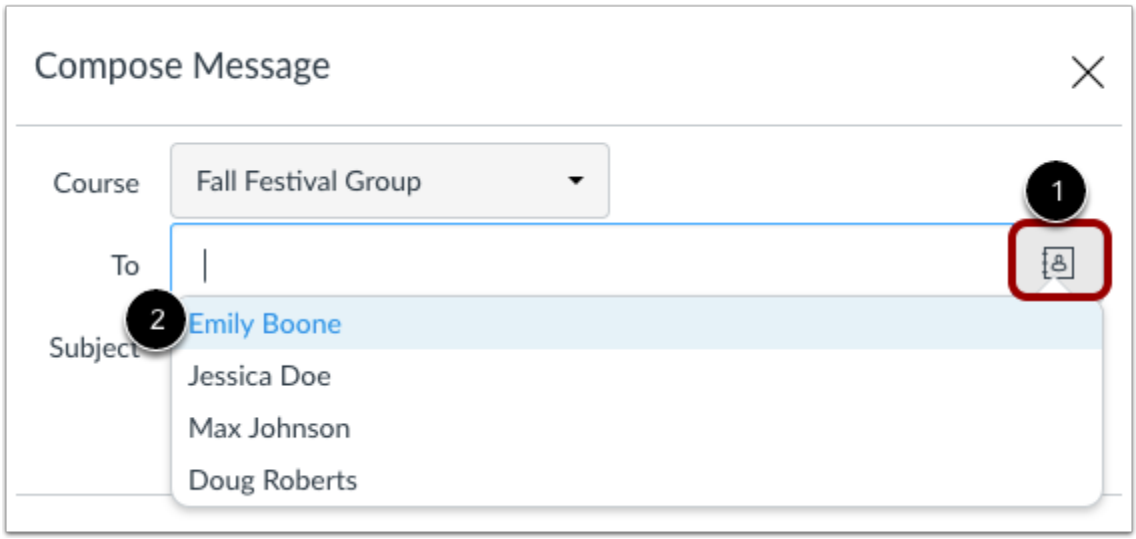


To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The user's name will appear in the To field, highlighted in light blue. To send a message to multiple users, type the names of additional users in the To field.

If you accidentally select the wrong user, press the **Delete** key (on a Mac keyboard) or the **Backspace** key (on a PC keyboard) to remove the user.

You can also hover over a user's name and click the white x to remove the user from the list.

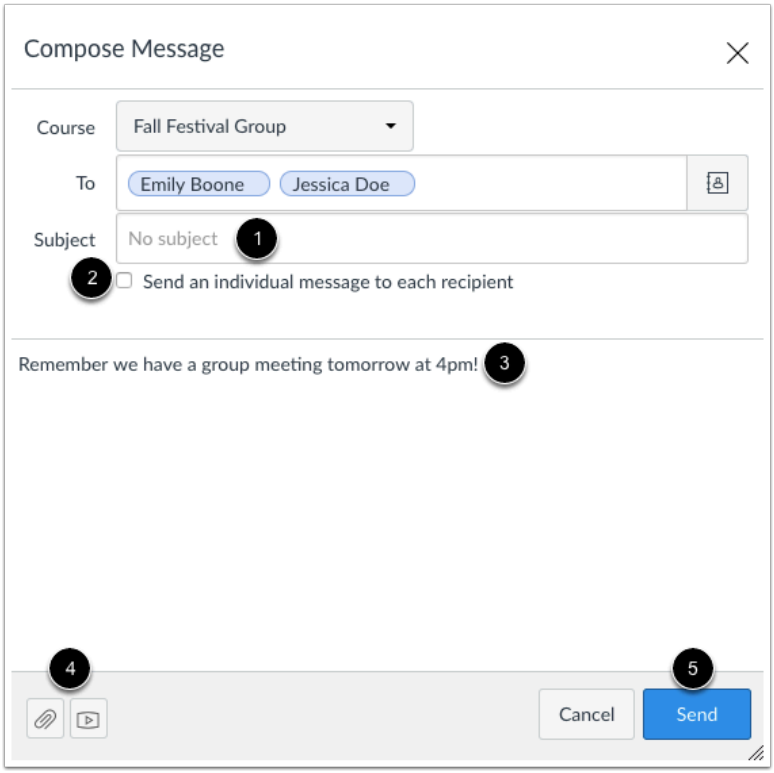
Use Group Roster



To select a user from the group roster, click the **Address Book** icon next to the To field [1]. From the address book, locate and select the user's name [2]. Names are arranged by last name.

Note: To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you'd like to add to your message. Pressing the keyboard key will keep the roster window open.

Send Message



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

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

How do I send a message to all course users in the Inbox as an instructor?

You may be able to use the Inbox to send a message to all users in a course, all users in a specific role, or all users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:

- Messaging all users is a course permission. If you cannot send a message to all users, your institution has restricted this feature.
- Once your course has concluded, you cannot send a message to all users.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot access a course unless it is published.

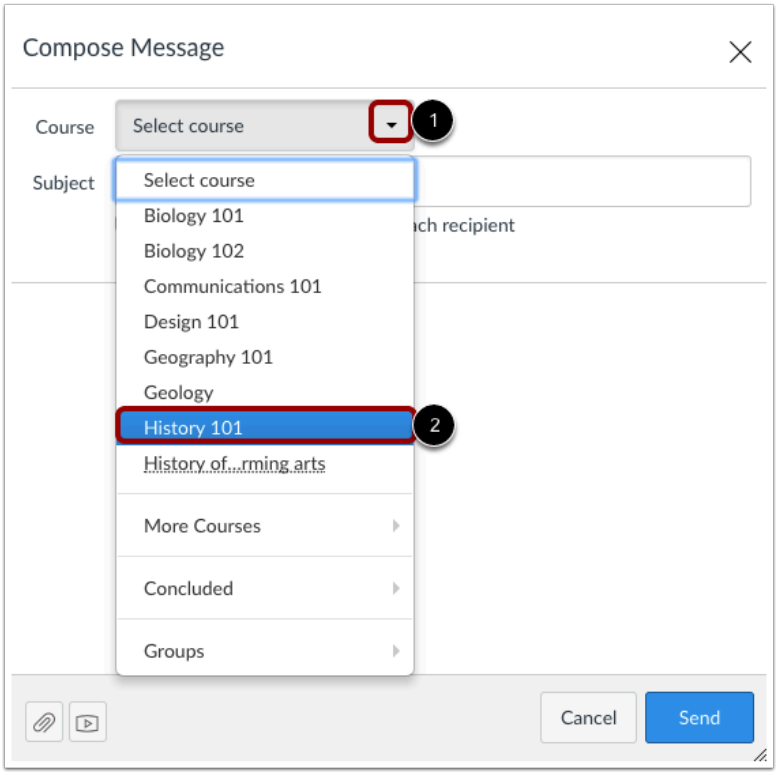
Open Inbox

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

Compose Message

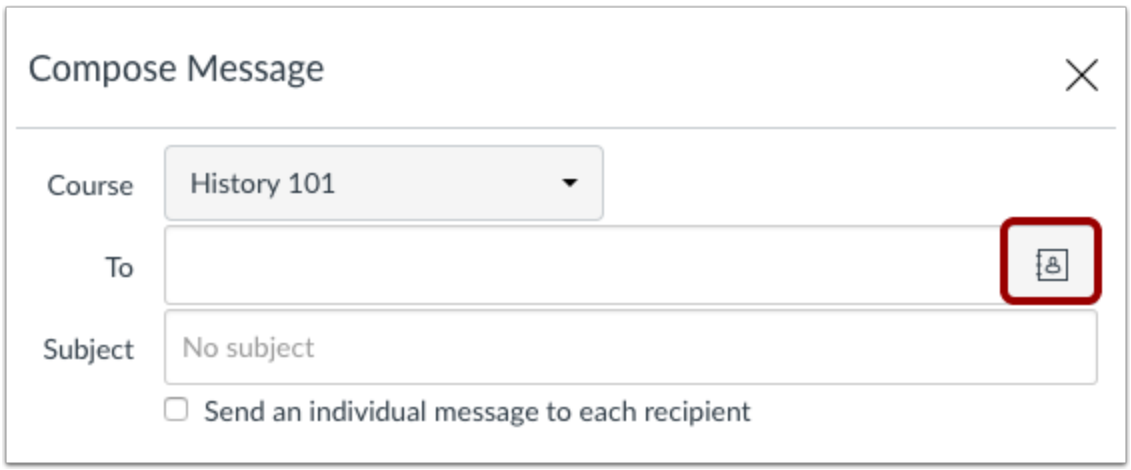
Click the **Compose** icon.

Select Course



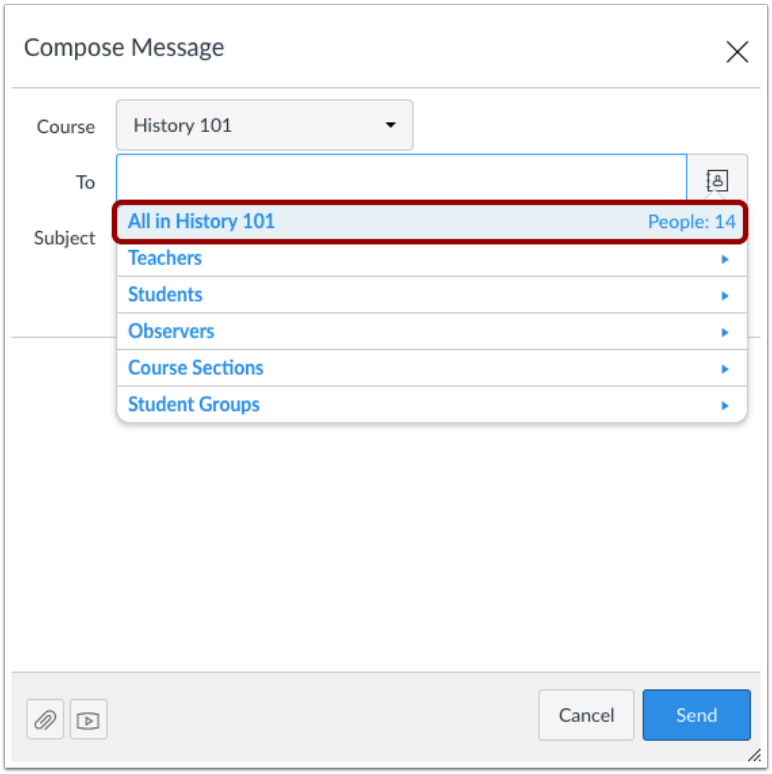
In the course drop-down menu [1], select the course where you want to send a message [2].

Open Address Book



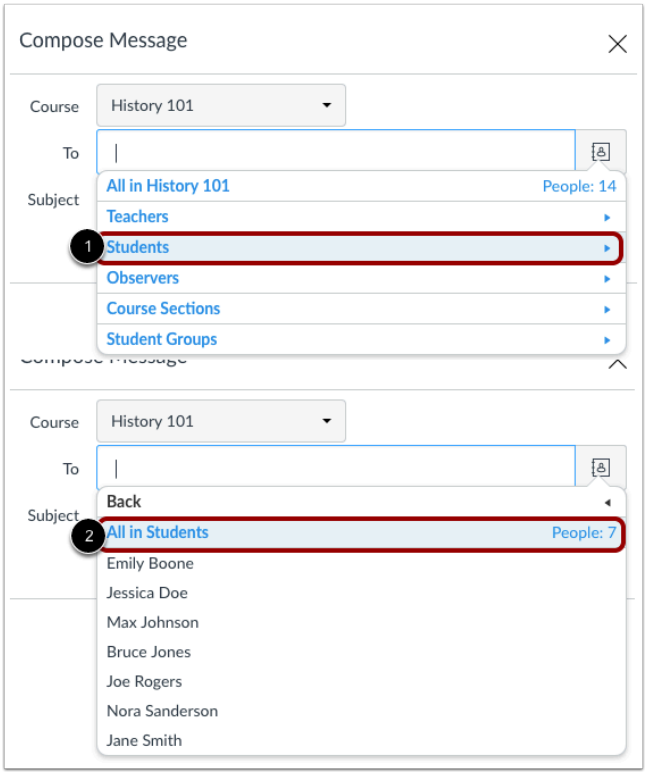
Click the **Address Book** icon.

Select All Users in Course



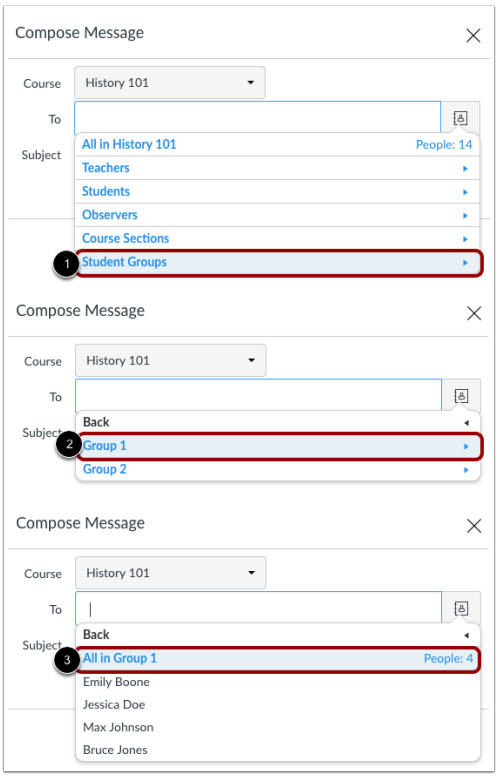
Select the option for all users in the course.

Select User Role



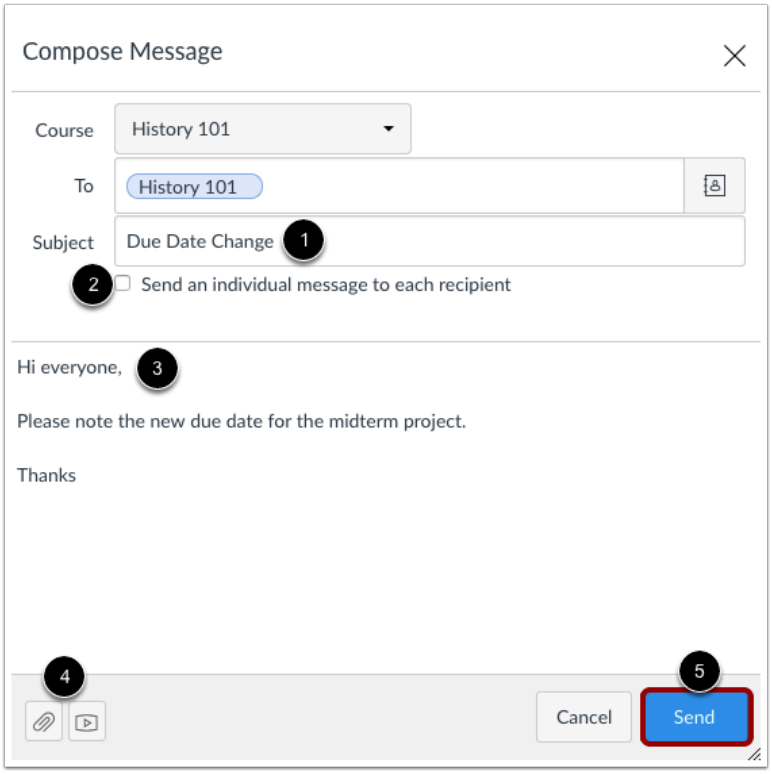
To send a message to all members with a specific user role, click the name of that role [1] and then click the link for all users with that role [2].

Select Group



To send a message to all members with a specific group, click the Student Groups option [1], click the name of the group [2], and then click the link for all users in the group [3].

Send Message



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

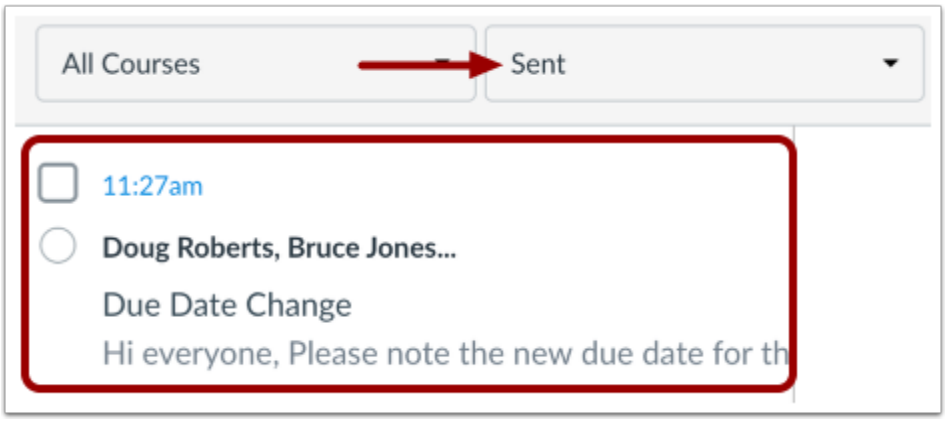
If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

View Message



Your message will appear at the top of your Sent folder. When someone replies to your message, the message will be shown in the Inbox.

Note: You can reply to the recipient or reply-all to everyone in the class.

How do I attach a file to a message as an instructor?

You can upload supplemental files as part of your Inbox messages.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

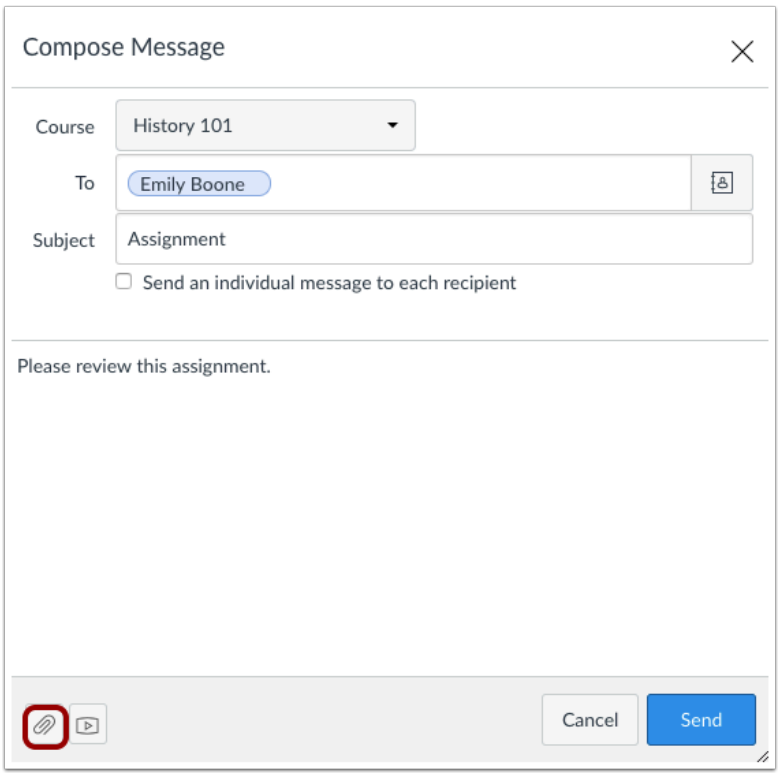
Open Inbox

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

Compose Message

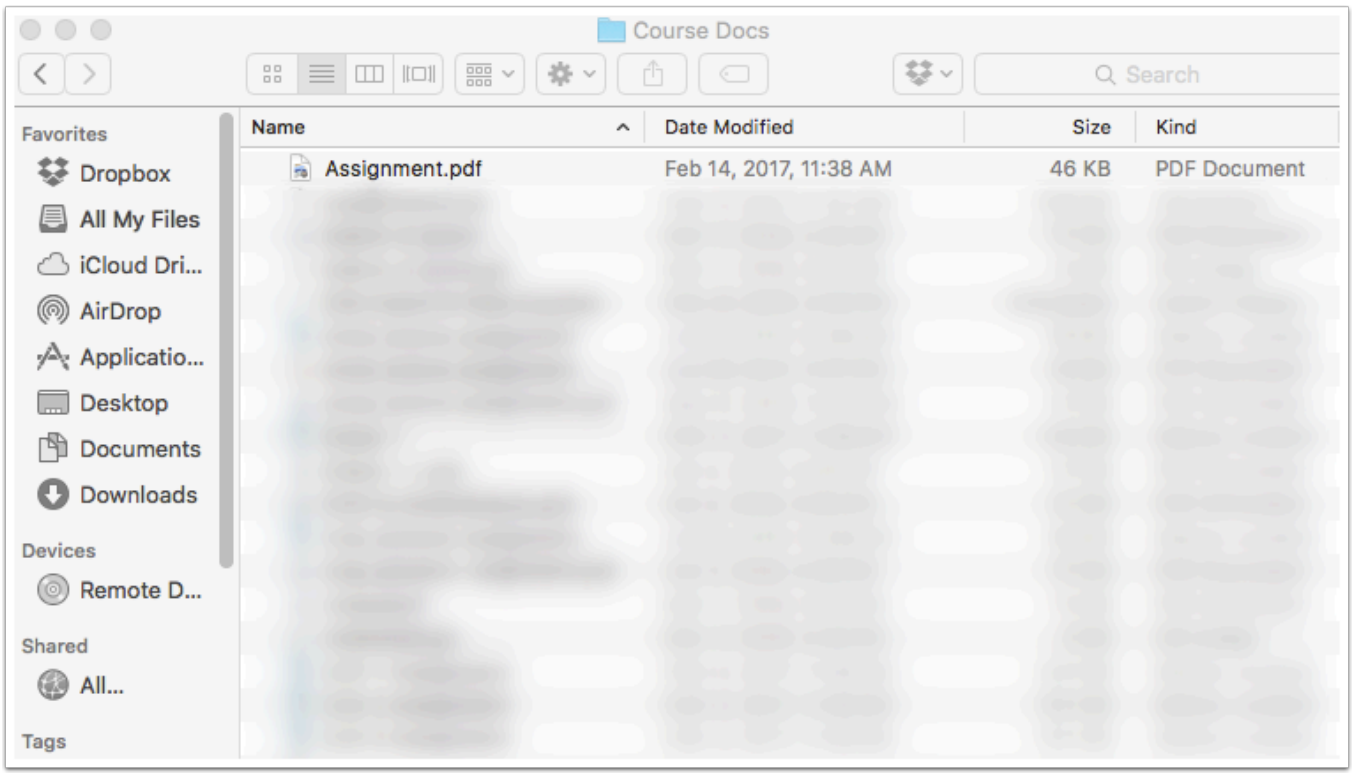
To start a new message, click the **Compose** icon.

Browse for Attachment



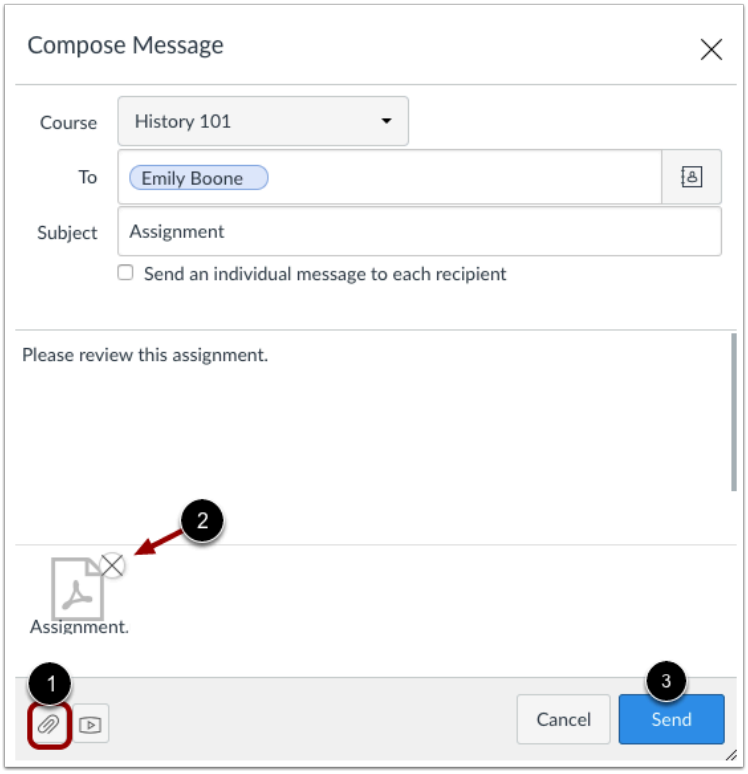
To attach a file, click the **Paperclip** icon.

Select File(s)



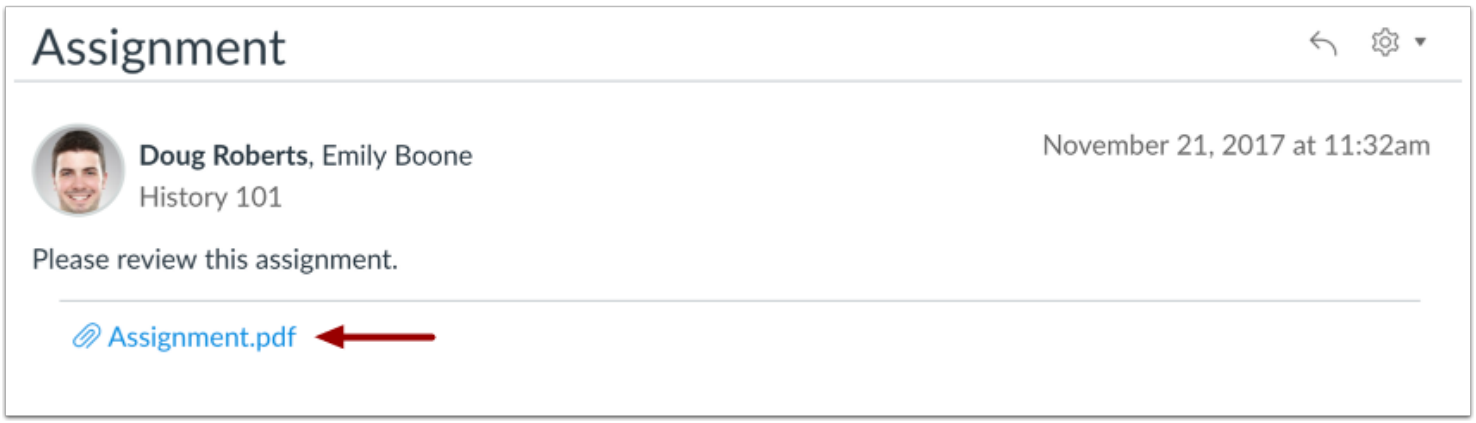
Select the file and click the **Open** button.

Select Multiple Files



You can upload additional files by clicking the paperclip icon[1] again. If you accidentally select the wrong file, press the Delete icon [2] to remove it, or click the paperclip icon or double click the file to select a different file. When you are finished, click the Send button [3].

View Attachment(s)



The attachments will appear below the message. To view the file, click the link.

How do I attach a media comment to a message as an instructor?

You can record or upload video and audio files as part of your Inbox messages.

For more information about supported uploaded media types, please see the Canvas Media Files lesson.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

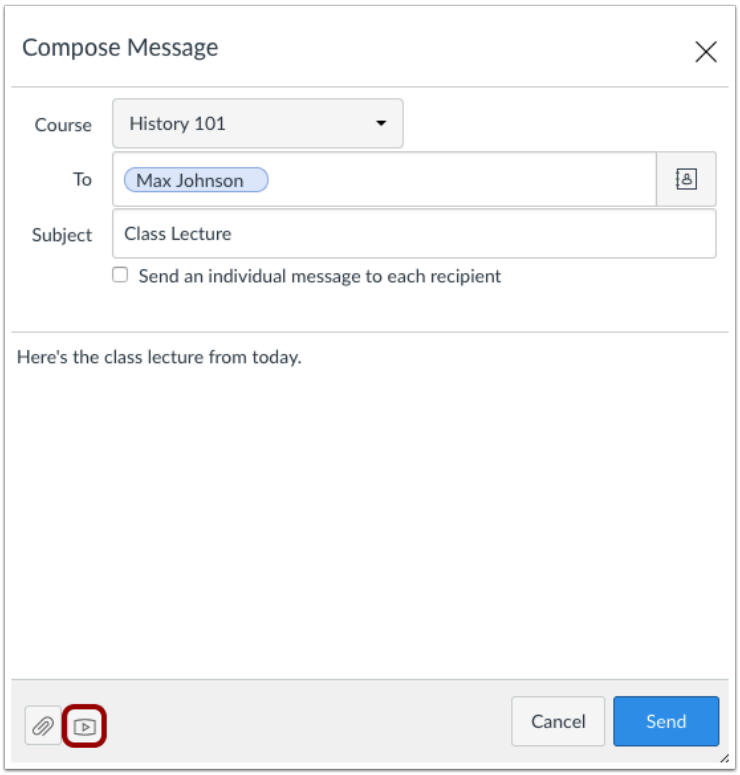
Open Inbox

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

Compose Message

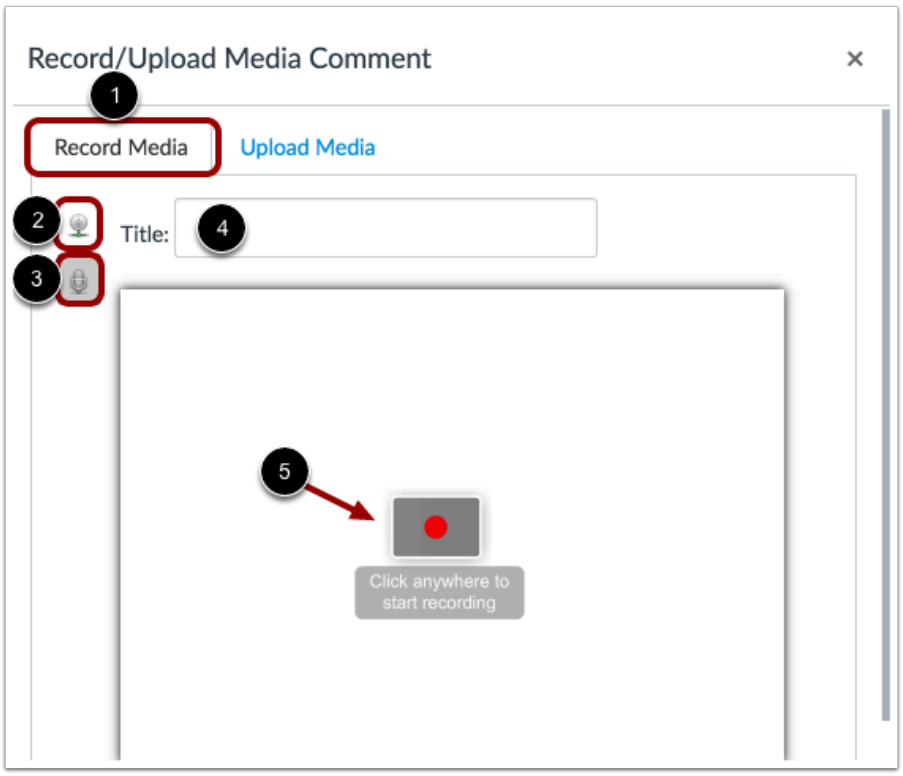
To start a new message, click the **Compose** icon.

Open Media



To attach a media comment or file, click the **Media** icon.

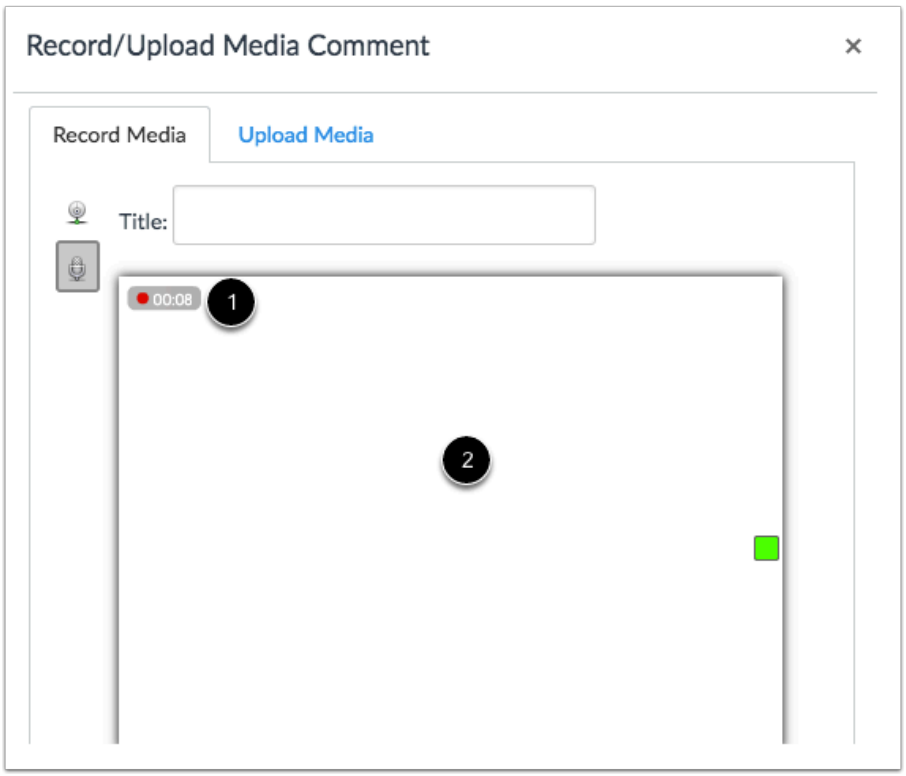
Record Media Comment



A pop-up window will appear in your browser. **Note**: If you see a message from Adobe Flash Player and instructure.com requesting access, click the **Allow** button.

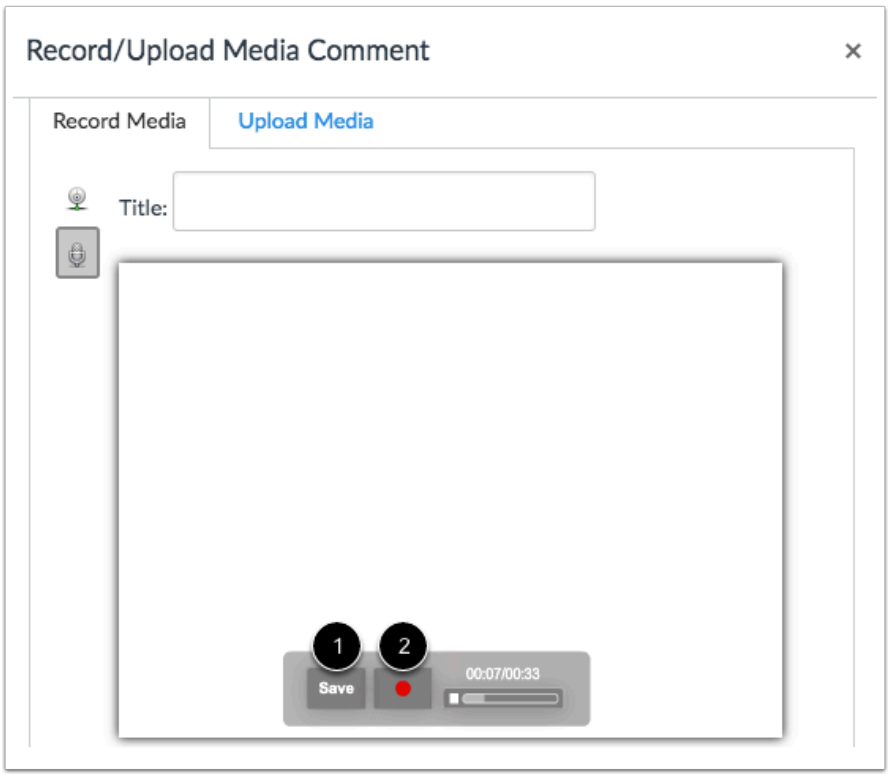
Click the **Record Media** tab [1]. Select your preferred media method: record with webcam [2] or record with microphone only [3]. In the title field, name your media comment [4]. When you're ready to record, click anywhere within the media comment to start recording [5].

Create Recording



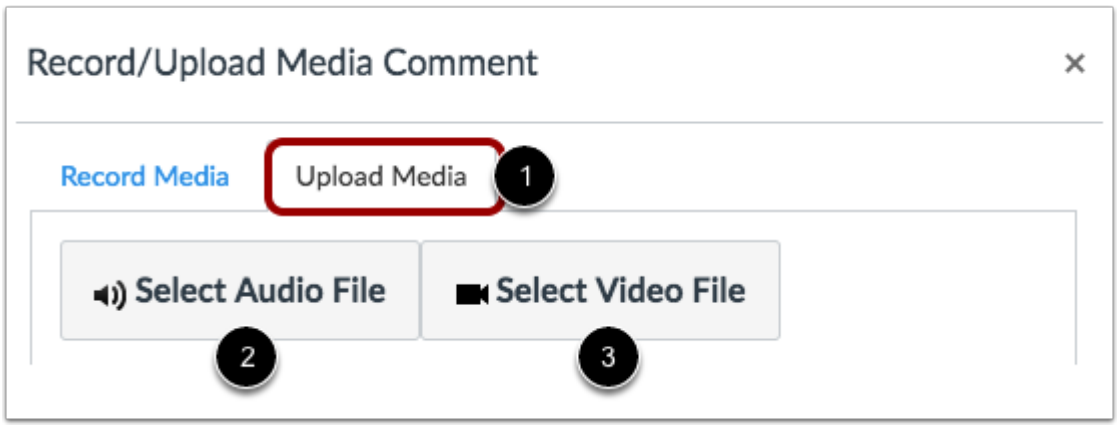
The timer with the red dot [1] will indicate you are recording your media comment, as well as the length of the comment. Once you are finished recording, click anywhere within the media comment to stop the recording [2].

Save Recording



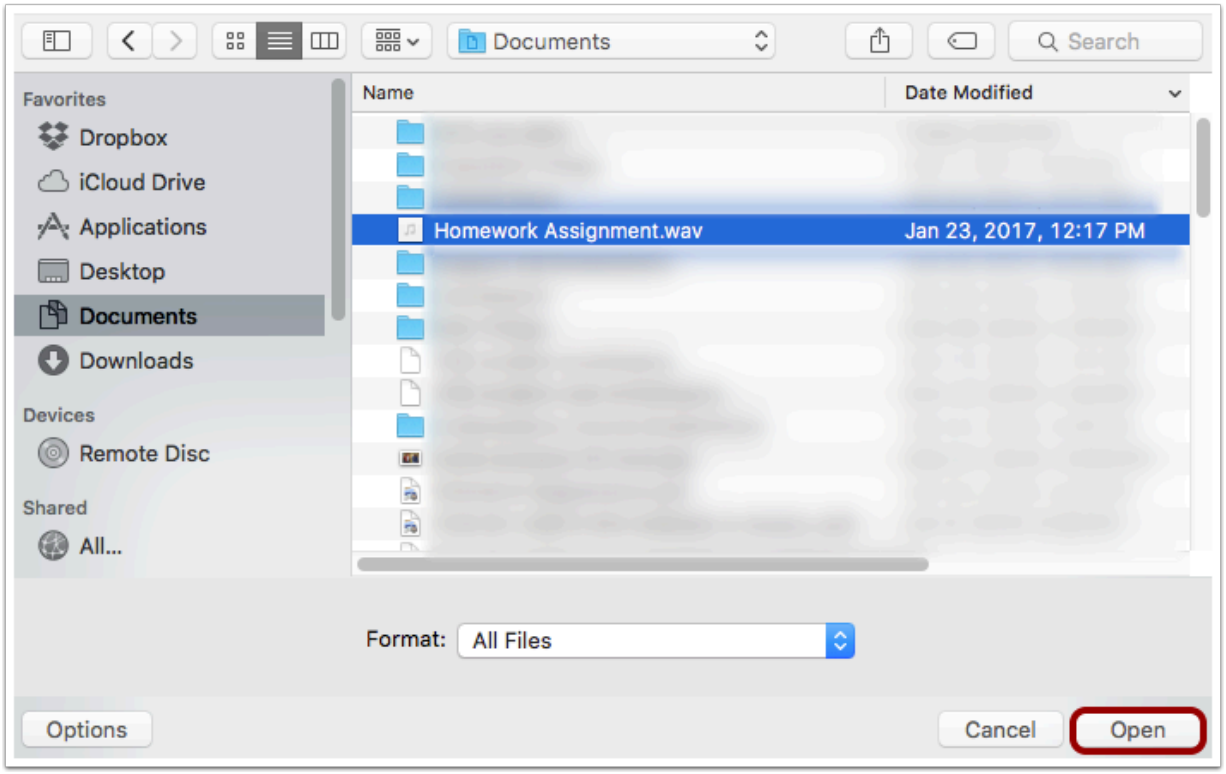
Before you attach the media comment, you have the chance to review it. If you are happy with the result, click the **Save** button [1]. If you want to re-record the recording, click the **Record** button [2] to start over.

Upload Media Comment



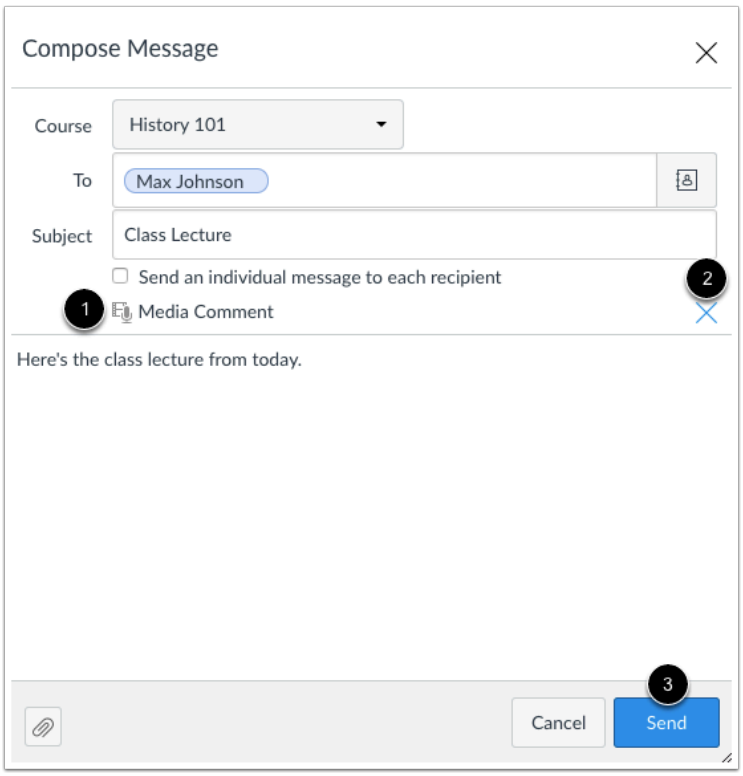
If you have a previously recorded media file, you can upload it as part of your message. Click the **Upload Media** tab [1]. Click either the **Select Audio File** button [2] or **Select Video File** button [3].

Upload Media File



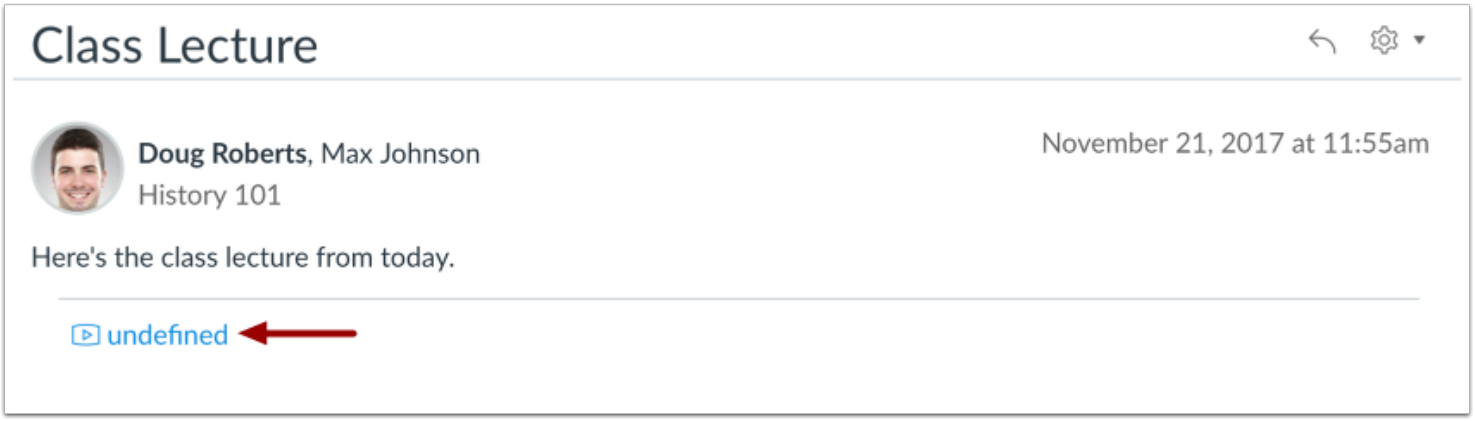
Locate the media file on your computer. Click the **Open** button.

Send Message



Your media comment will appear in your message [1]. If you want to remove the comment, click the delete icon [2] to remove it from the message. When you are finished, click the Send button [3].

View Media Comment



The media comment will appear below the message. Click the link to view the file.

How do I reply to a message in the Inbox as an instructor?

Canvas makes it easy to reply to messages from other users in your Inbox.

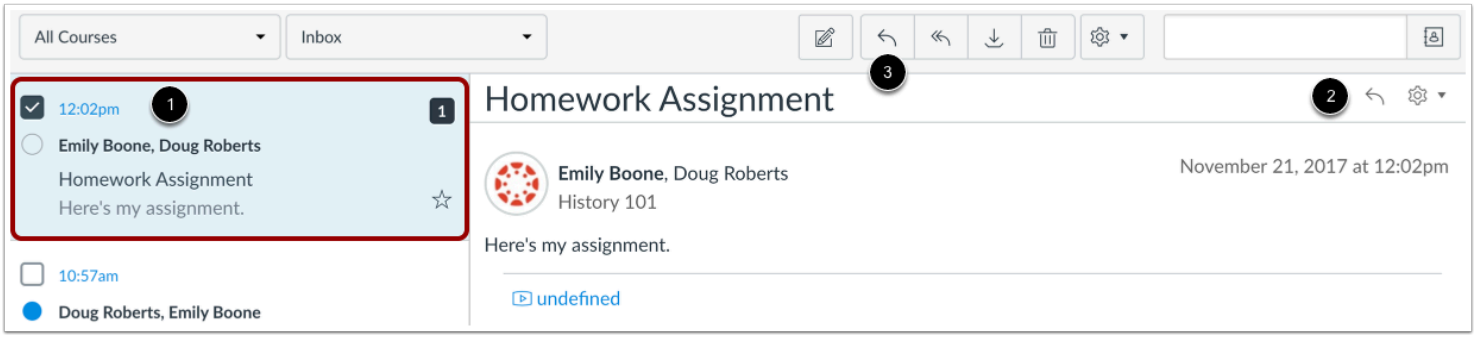
If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

If you want to reply to a submission comment, you can reply using submission comments in your Inbox or directly from your assignment or quiz.

Open Inbox

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

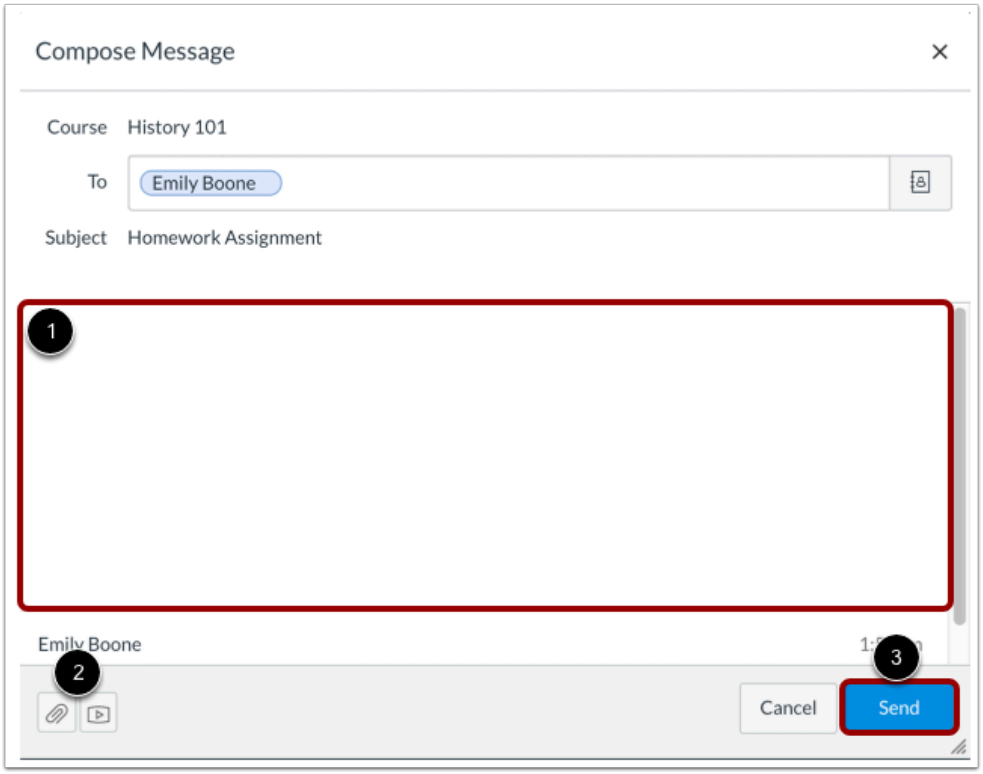
Select Conversation



Click the conversation you want to respond to [1]. Click the **Reply** icon in the message header, or hover over the timestamp and click the **Reply** icon within the message [2]. You can also click the **Reply** icon in the toolbar [3].

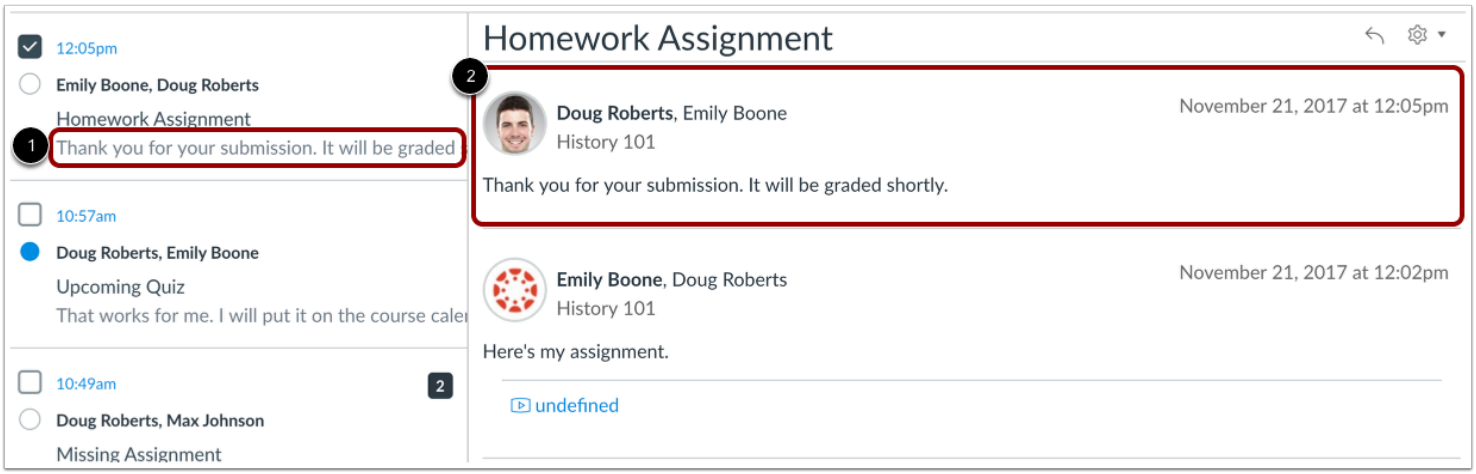
Note: If there is more than one recipient, you can reply-all to the conversation and everyone included will see your reply.

Reply to Message



Type your reply in the message field [1]. You can attach a file or media [2]. When you are ready, click the **Send** button [3].

View Sent Message



Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].

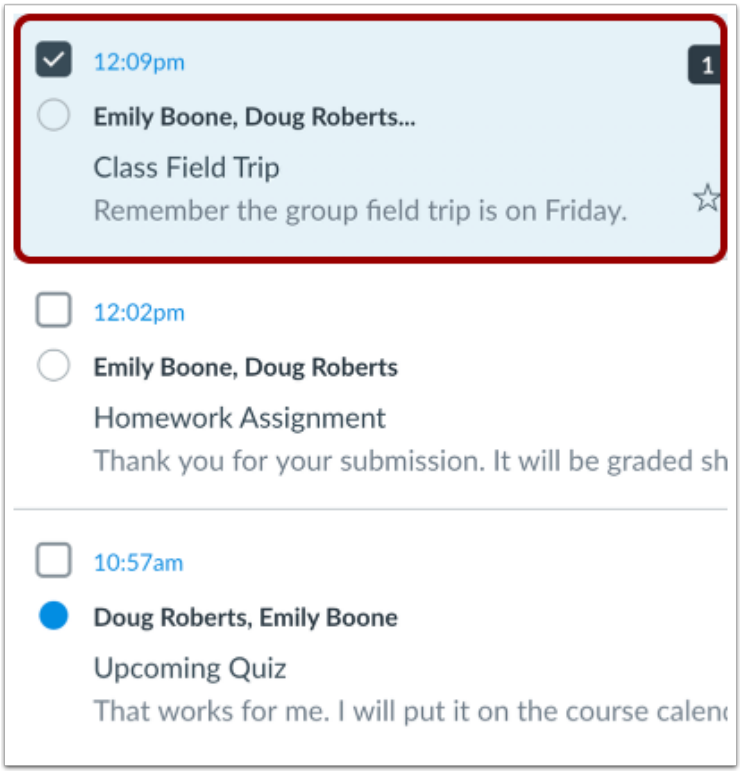
How do I privately respond to one individual in a group message as an instructor?

Even when you are part of a group conversation, you can privately respond to another individual.

Open Inbox

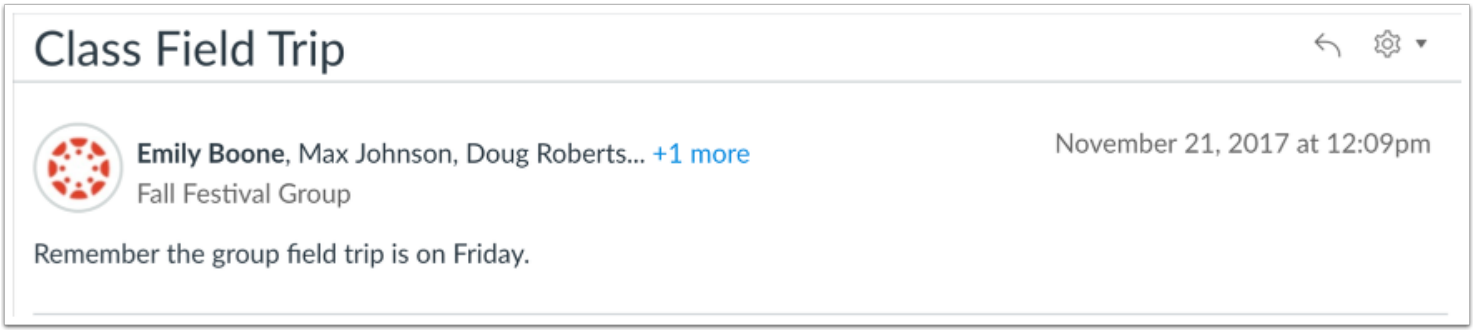
In Global Navigation, click the **Inbox** link.

Select Conversation



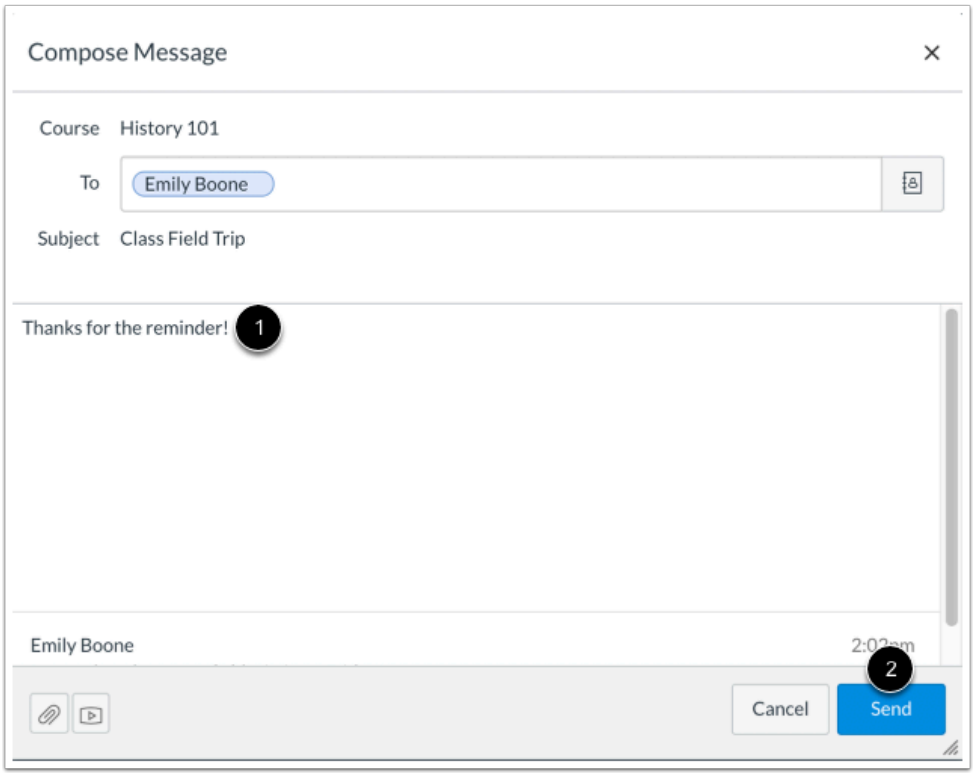
Select the conversation.

Locate Message



Locate the individual you want to send a private message to. Hover your mouse under the timestamp until you see the **Reply** icon.

Compose a Message



Type a message in the message field [1]. When you are finished, click the **Send** button [2].

The message will send to the person in the To field and not to everyone else. If you want to reply to everyone, click the settings icon and select reply-all. Or use the reply-all button in the toolbar.

How do I reply to submission comments in the Inbox as an instructor?

Submission Comments allows users to view all assignment submission comments sent and received within the last four weeks. You can reply to submission comments directly from the Inbox.

You can also reply to comments directly from assignment submissions. You can evaluate assignments in SpeedGrader and leave feedback for your students, or you can make comments in the Gradebook.

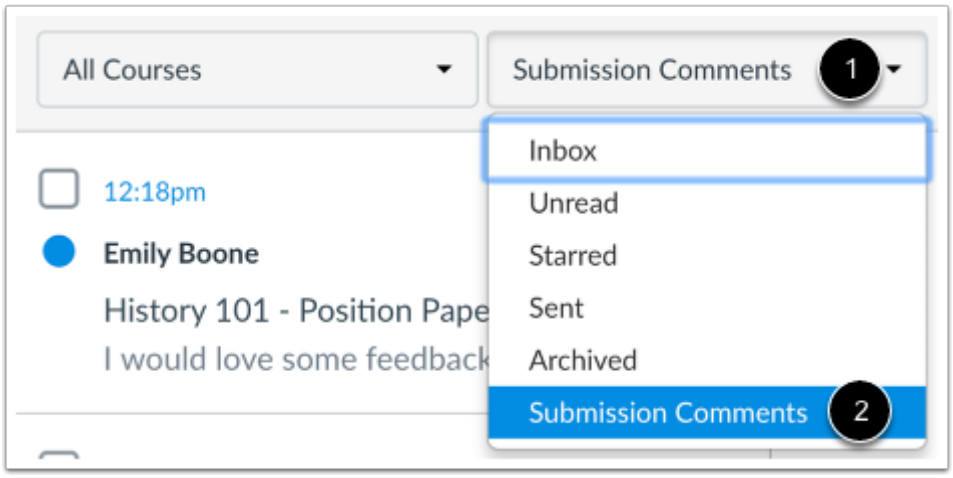
Notes:

- Submission comments only appear between a student and any user who has appropriate Gradebook and SpeedGrader editing and commenting permissions—most commonly an instructor, TA, or both.
- For muted assignments, submission comments are not displayed until the assignment is unmuted.

Open Inbox

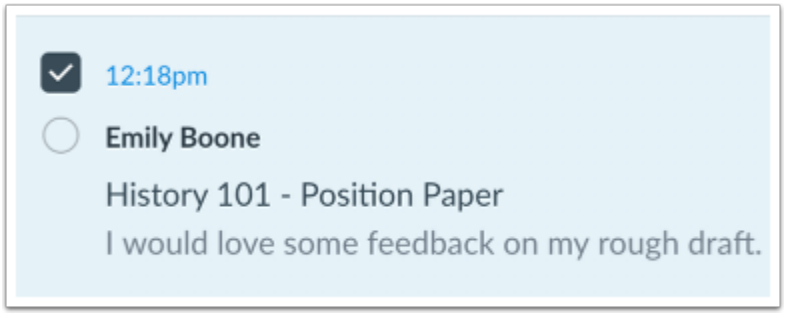
In Global Navigation, click the **Inbox** link.

Open Submission Comments



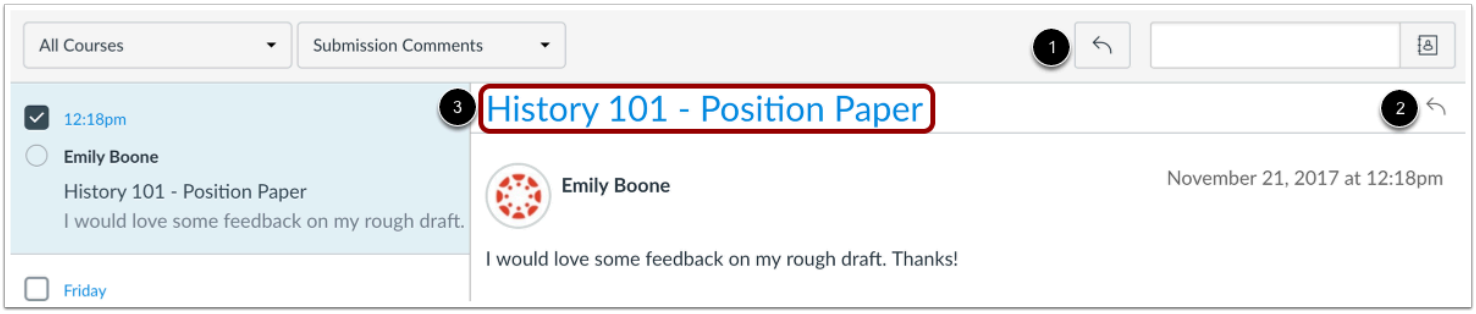
Click the **Inbox** filter [1] and select the **Submission Comments** option [2].

Select Submission Comment



Each message contains the name of the course and the name of the submission. Click the submission comment where you want to reply.

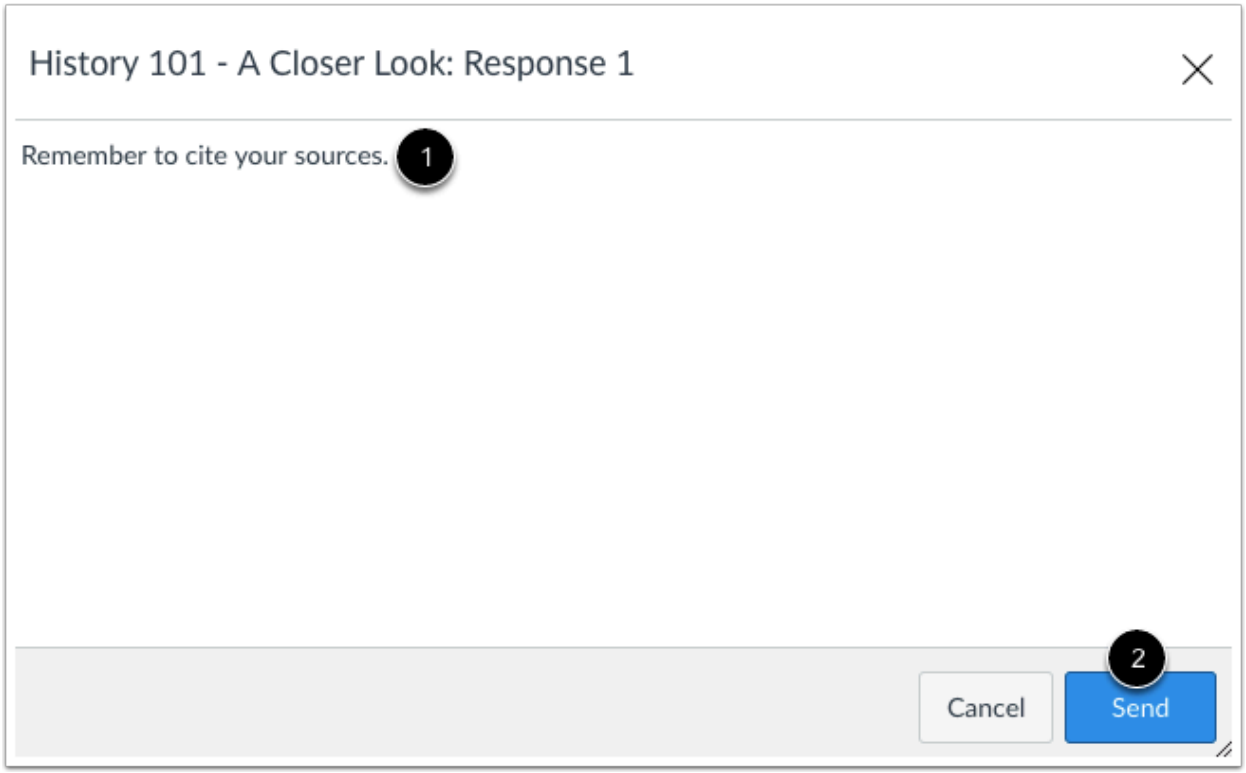
Reply to Comments



In the toolbar, click the Reply icon [1]. You can also click the reply icon in the conversation thread [2].

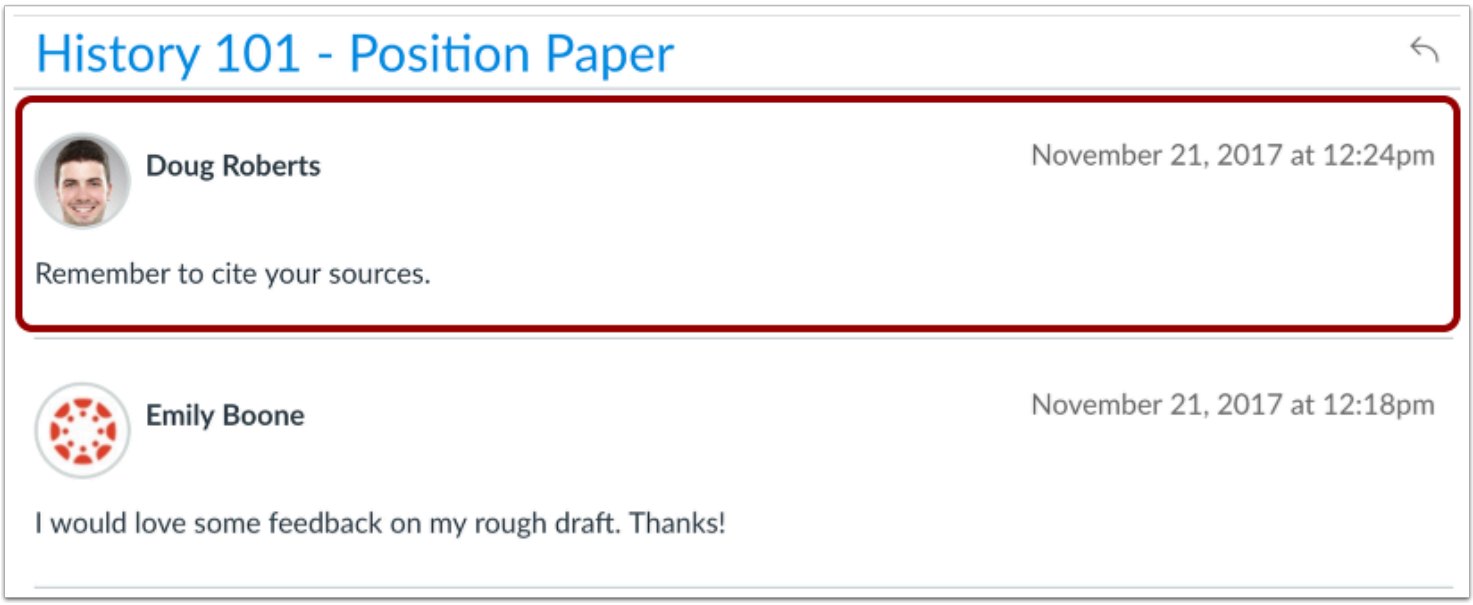
Note: In Submission Comments, the name of the course assignment links to the assignment [3]. This link allows access to the assignment submission and view any associated attachments that may be part of the submission comment.

Write Comment



In the text window, type your comment for the submission [1]. Click the **Send** button [2].

View Comment



View your reply in the conversation thread.

Replies are also posted back to the assignment and can be viewed in the Gradebook and SpeedGrader.

How do I forward a message from a conversation as an instructor?

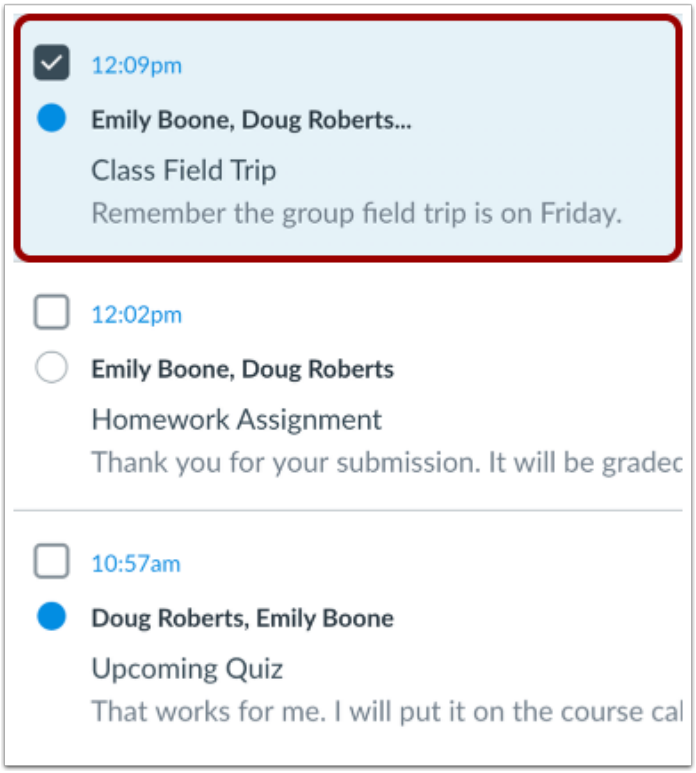
You can forward conversations to other individuals in your courses.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Open Inbox

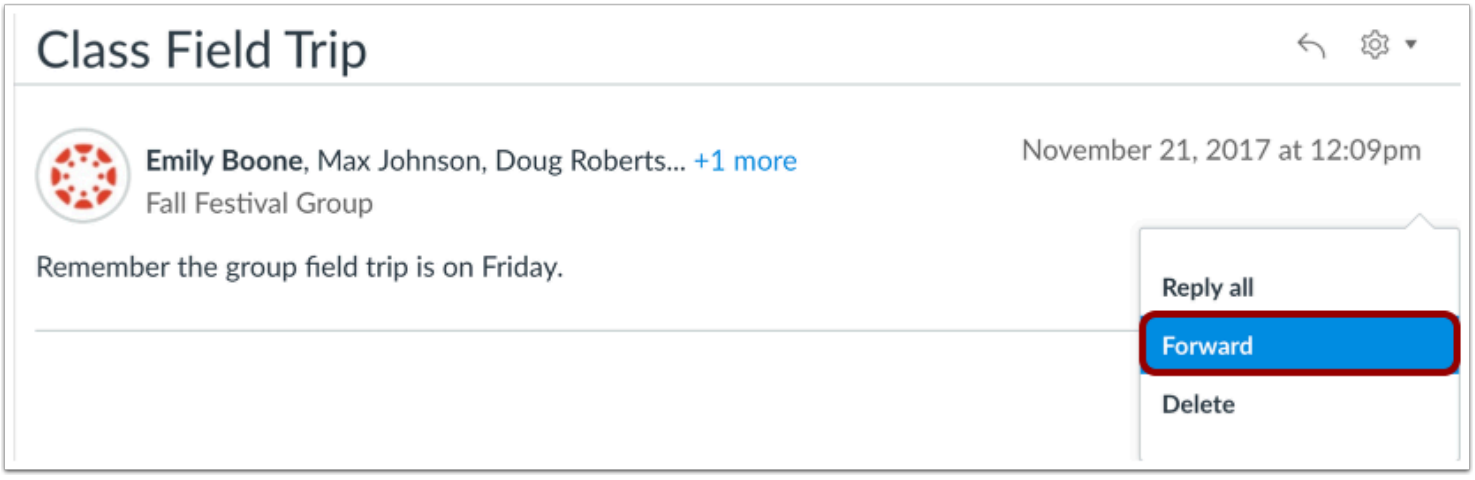
In Global Navigation, click the **Inbox** link.

Select Conversation



Select the conversation.

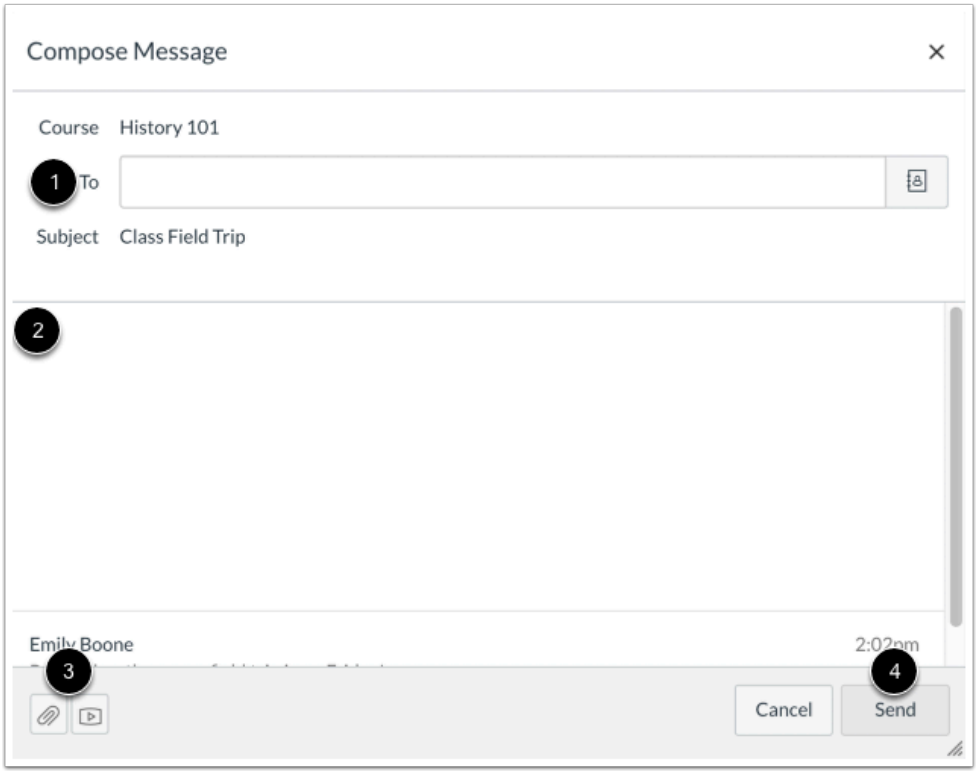
Select Message



Hover over the the timestamp to view more options. Select the **Forward** option.

Note: You can only forward one message at a time.

View Compose Window



In the compose message window, you can:

1. Add recipients
2. Type a message
3. Attach files or media
4. Click the **Send** button

Note: You cannot change the course or the subject line if you are forwarding a message.

How do I add new people to an existing conversation as an instructor?

You can add people to an existing thread in the Inbox.

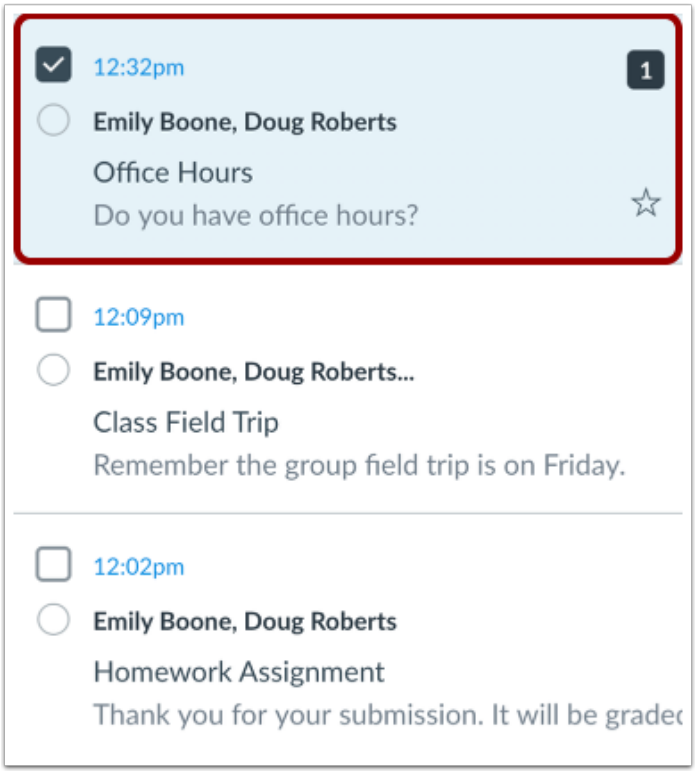
If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Note: When adding users to an existing conversation, you cannot change the course or the subject line.

Open Inbox

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

Select Conversation

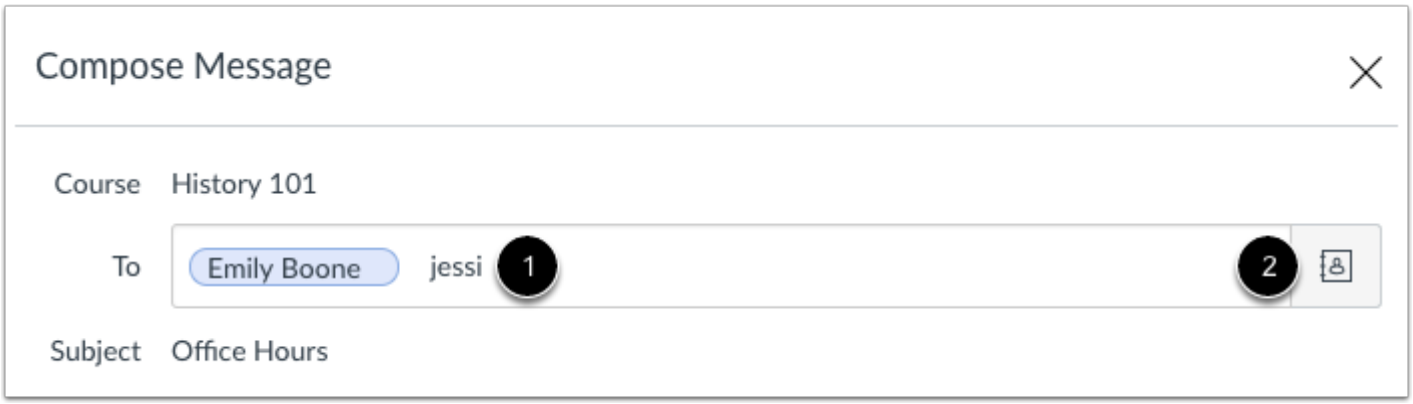


In the Inbox filter, select an existing conversation.

Reply to Conversation

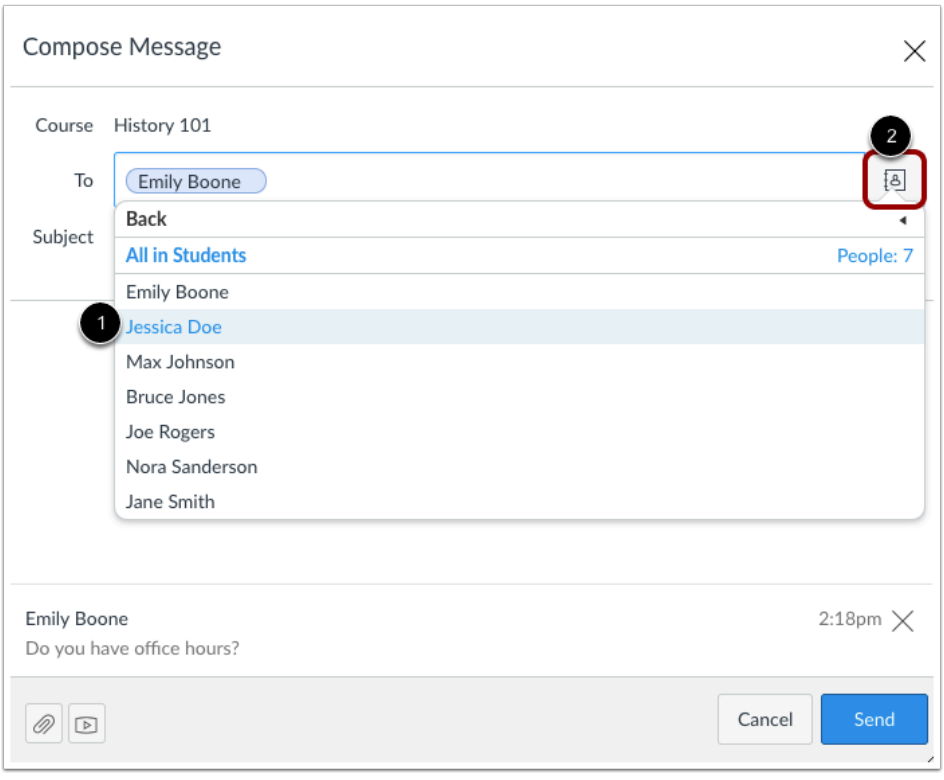
Locate the message thread and click the **Reply** icon.

Add Recipients



Start to type a name in the text field [1], or click the **Address Book** icon [2] to filter by users or course groups.

Use Address Book



Locate the individual and select his or her name [1]. Names are sorted by last name.

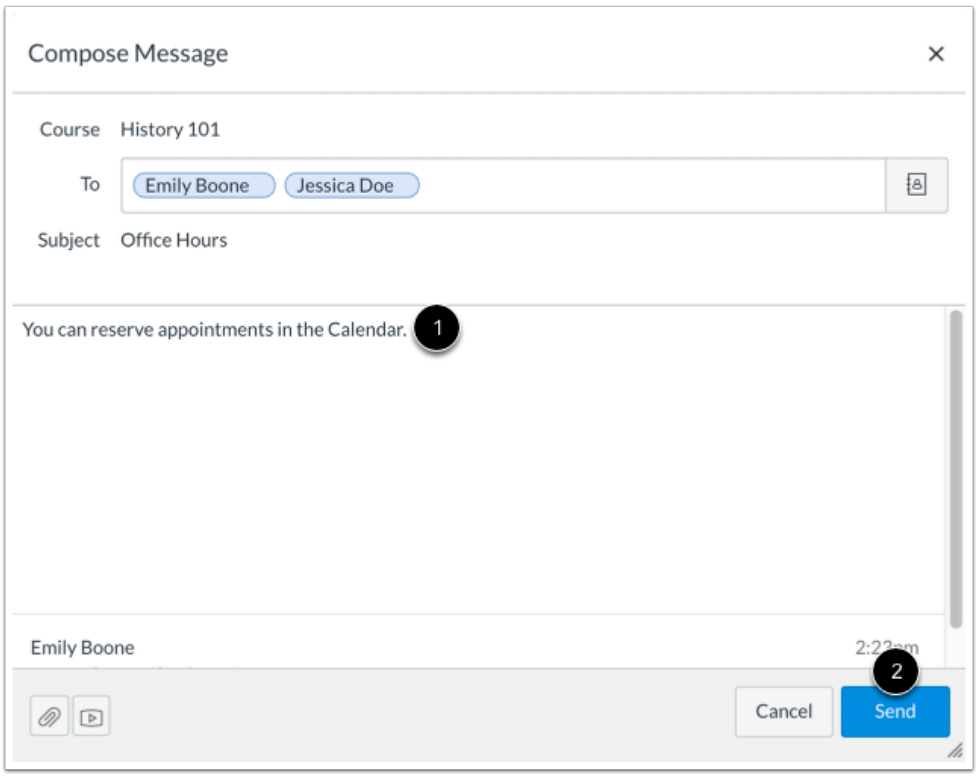
To navigate back to the course roster, use the arrow icon [2].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

Verify Recipient

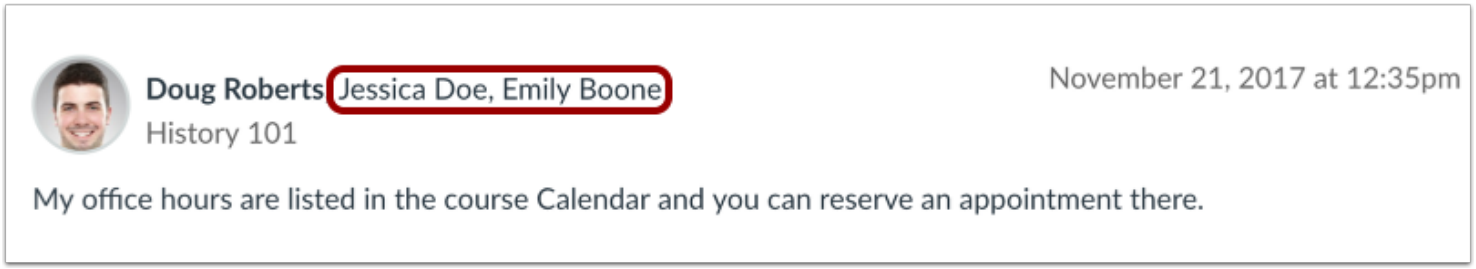
Verify you added the correct person.

Send Message



Enter a reply in the text field [1]. Then click the **Send** button [2].

View Message



The link will update the total number of people involved in the conversation.

Newly added participants will be able to read and comment on the entire conversation, even the messages that were posted before they were added.

How do I delete a conversation as an instructor?

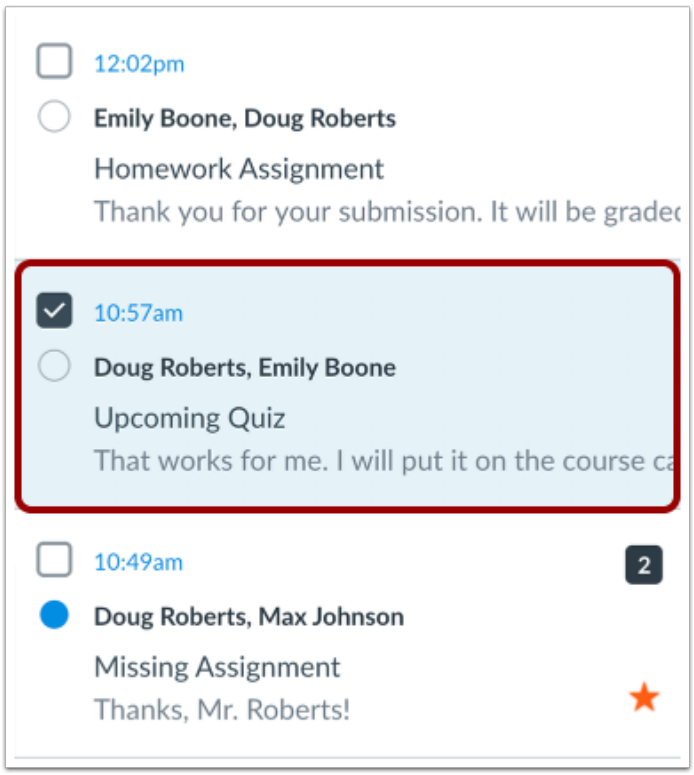
You can delete conversations from your Inbox when you no longer need them.

You can also delete individual messages from a conversation instead of deleting the entire thread.

Open Inbox

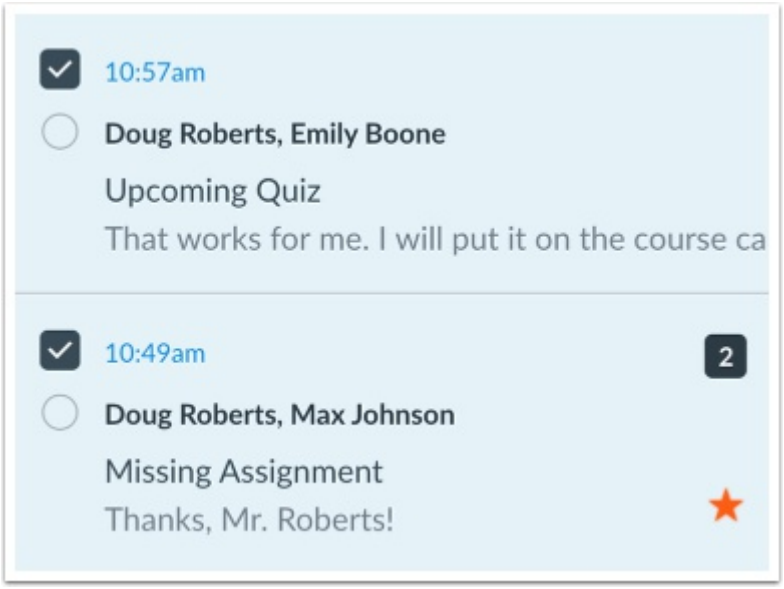
In Global Navigation, click the **Inbox** link.

Select Conversation



Select the conversation.

Select Multiple Conversations

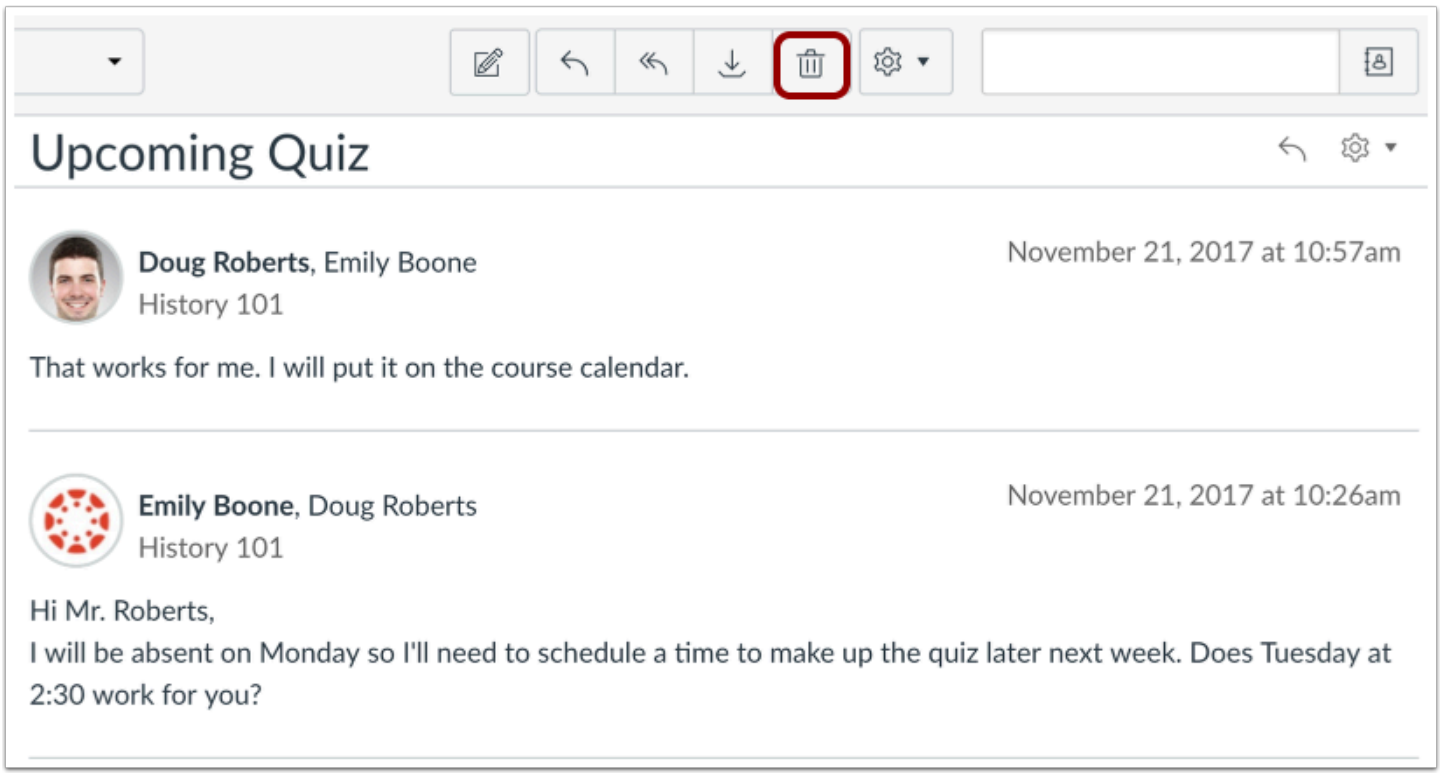


To select multiple messages to delete, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, press the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

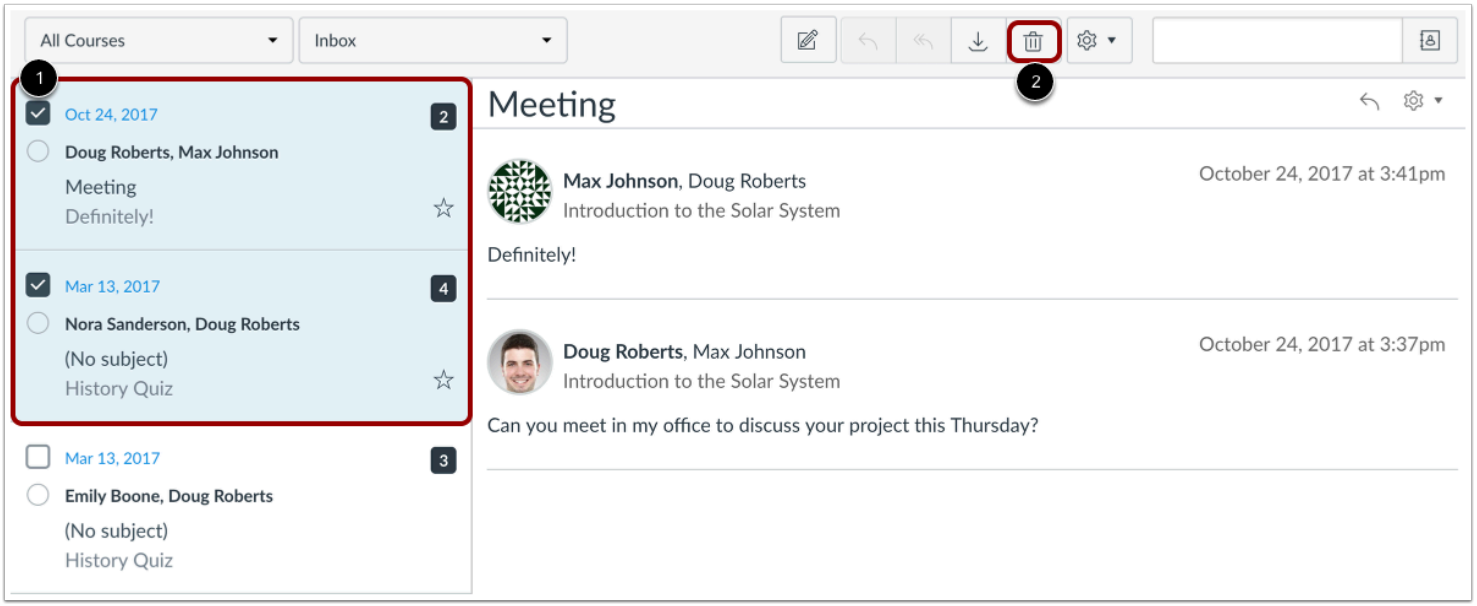
Delete Conversation



Click the **Delete** icon.

Note: You can only delete your copy of the conversation. You cannot delete the conversation for all recipients.

Delete Multiple Conversations



To delete multiple conversations, select the message checkbox or press the command key (Mac) or control key (Windows) while clicking each message you want to delete [1]. Then click the **Delete** icon [2].

Confirm Deletion

Select the **OK** button. All messages from that conversation will be deleted.

Note: New messages sent to you by any participant in a deleted conversation will still appear in your Inbox.

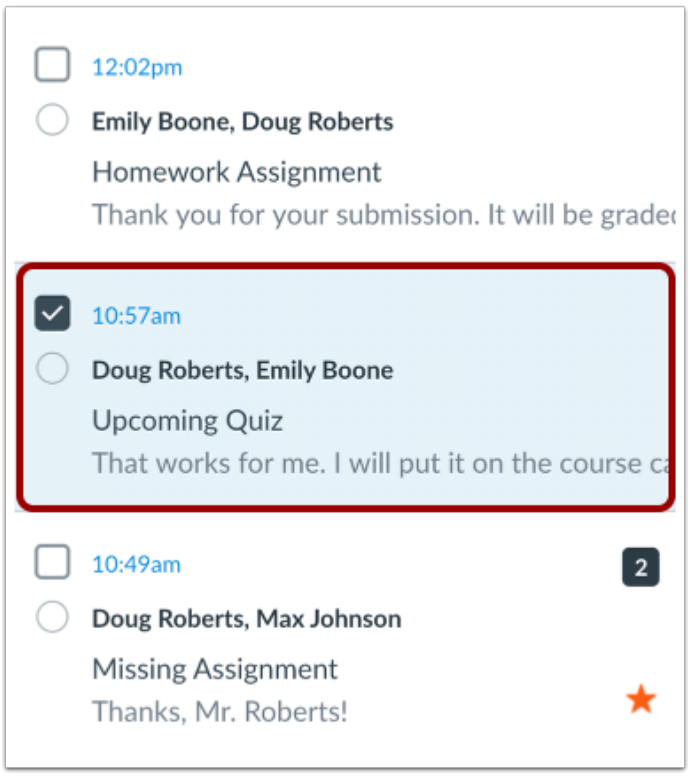
How do I delete a message from a conversation as an instructor?

You can delete individual messages within a conversation in Canvas.

Open Inbox

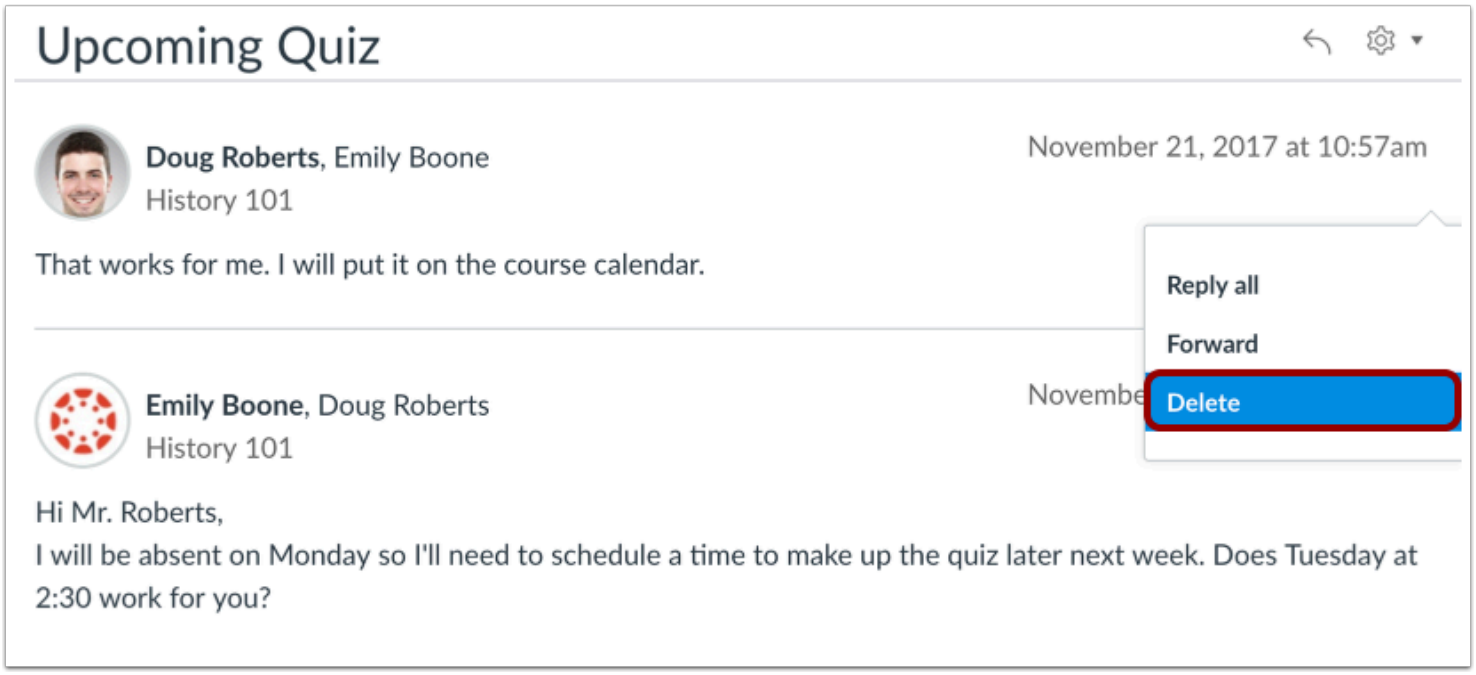
In Global Navigation, click the **Inbox** link.

Select Conversation



Select the conversation.

Select Message



Hover over the timestamp of the message you want to delete to view more options. Select the **Delete** link.

Note: You can only select one message to delete at a time.

Confirm Deletion

Click the **OK** button to delete the message.

Note: You can only delete your copy of the message. You cannot delete the message for all recipients.

How do I archive a conversation as an instructor?

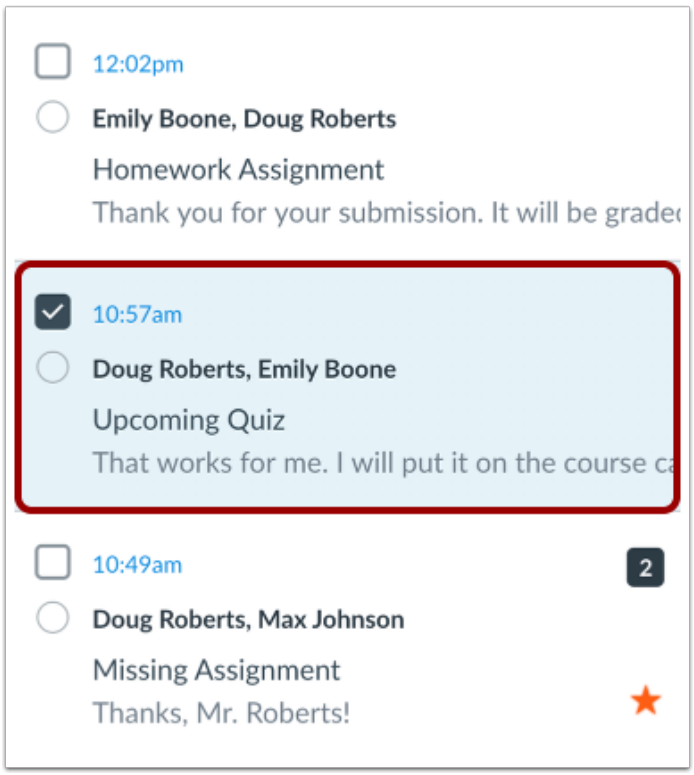
You can archive messages if you want to keep them but remove them from your Inbox.

Note: You cannot archive sent messages.

Open Inbox

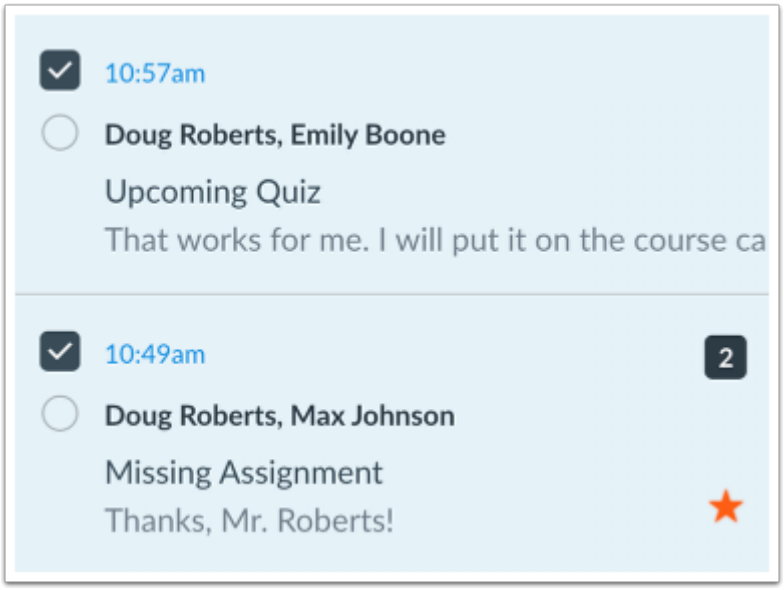
In Global Navigation, click the **Inbox** link.

Select Conversation



Select the conversation.

Select Multiple Messages



To select multiple messages to archive, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

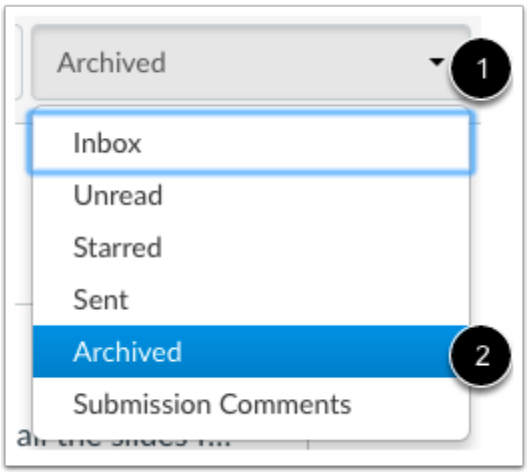
To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Archive Conversations

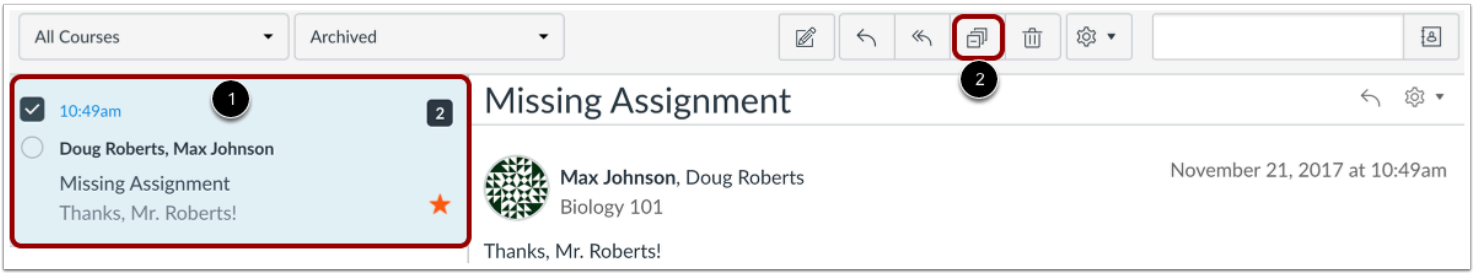
Click the **Archive** icon.

View Archived Conversations



To view archived messages, click the **Inbox** drop-down menu [1]. Select the **Archived** link [2].

Unarchive Conversations



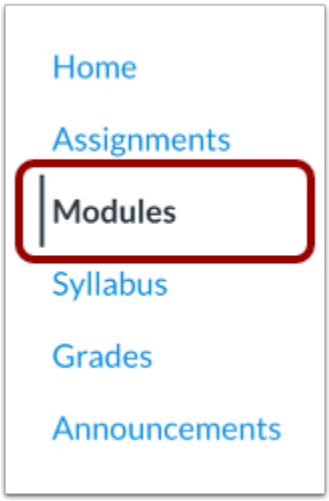
To unarchive a message, click the message you want to unarchive [1]. Click the **Unarchive** icon [2].

Modules

How do I use the Modules Index Page?

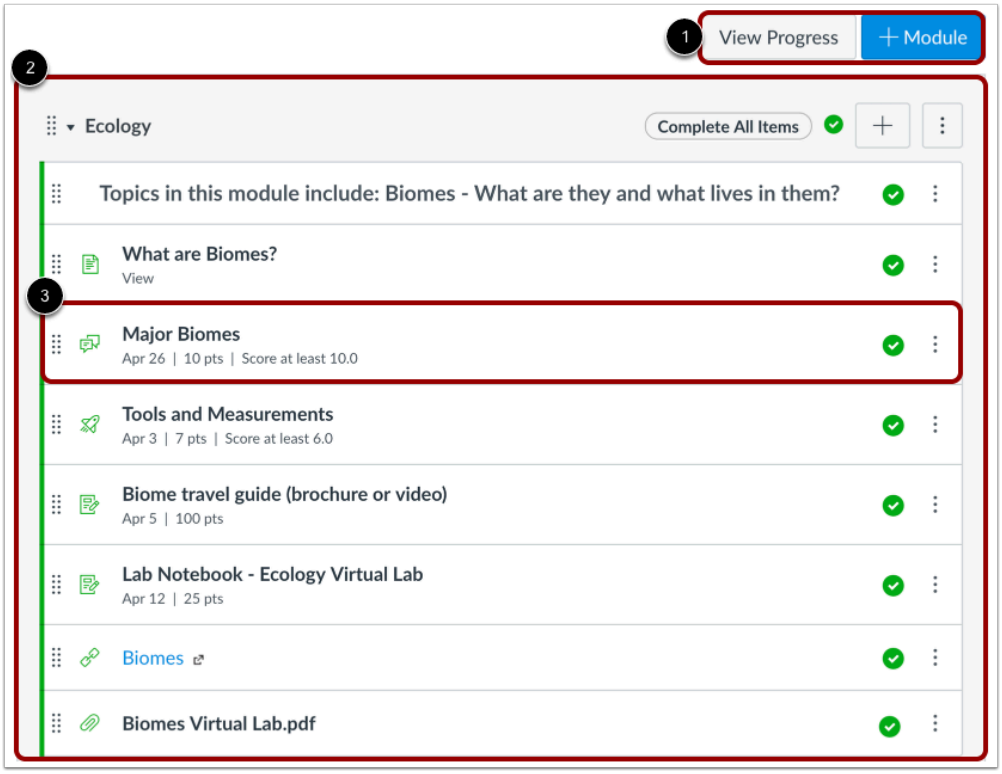
Modules control the entire flow of your course and its content. As an instructor, you can add modules, add items to a module, and manage module settings. You can also reorder all modules and module items.

Open Modules



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

View Modules Index Page



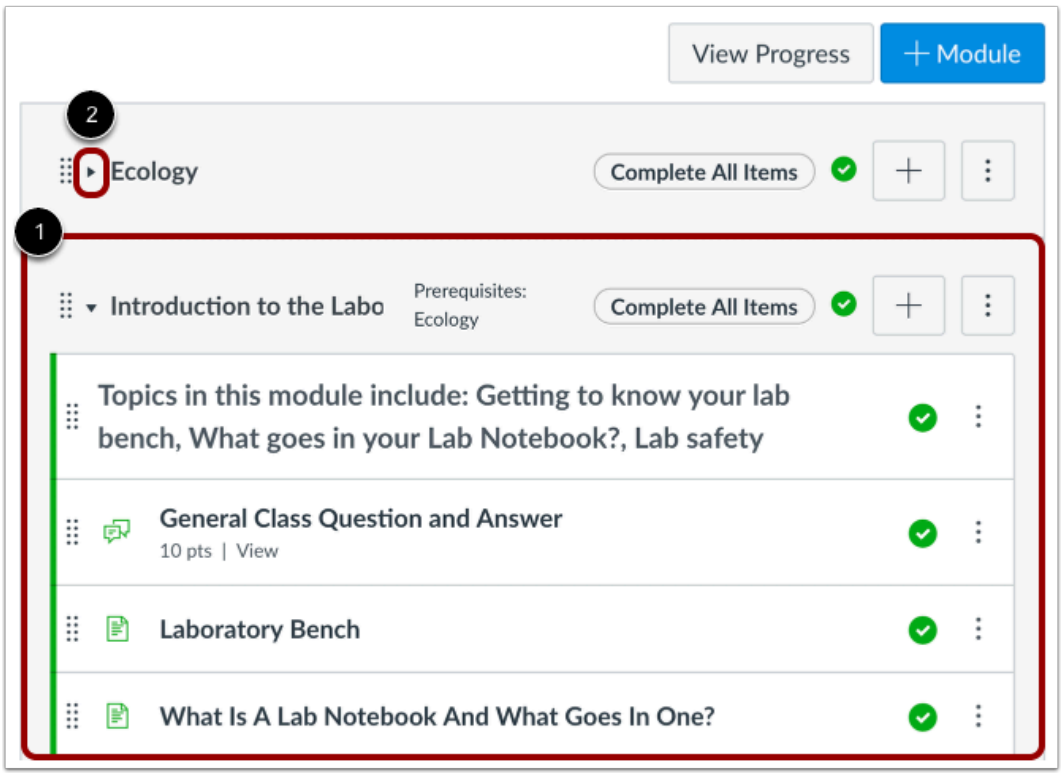
The Modules Index Page is designed with global settings at the top of the page [1] followed by individual modules [2]. Course content items are nested within each module [3].

Note: The Modules Index Page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key.

View Modules Global Settings

Global settings include viewing a student's progress in a module and adding new modules.

View Modules



In Modules, you can view all the modules in your course. Modules are organized by order of progression.

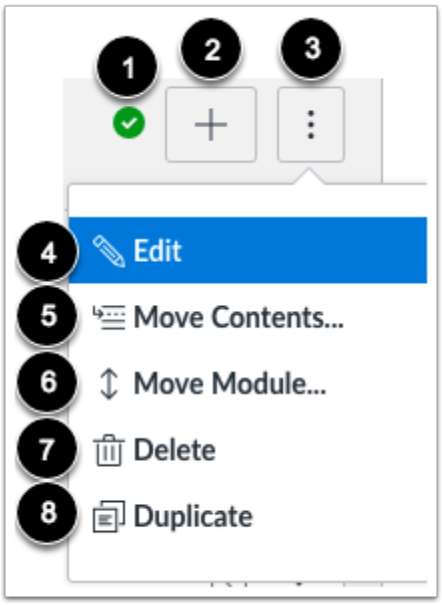
Modules house the content items within each module. By default, modules are expanded and show all items in the module [1]. To collapse the module, click the collapse arrow [2].

View Module Header

Each module header contains the name of the module [1].

The header may also contain module prerequisites [2] and module requirements [3].

Manage Module Settings

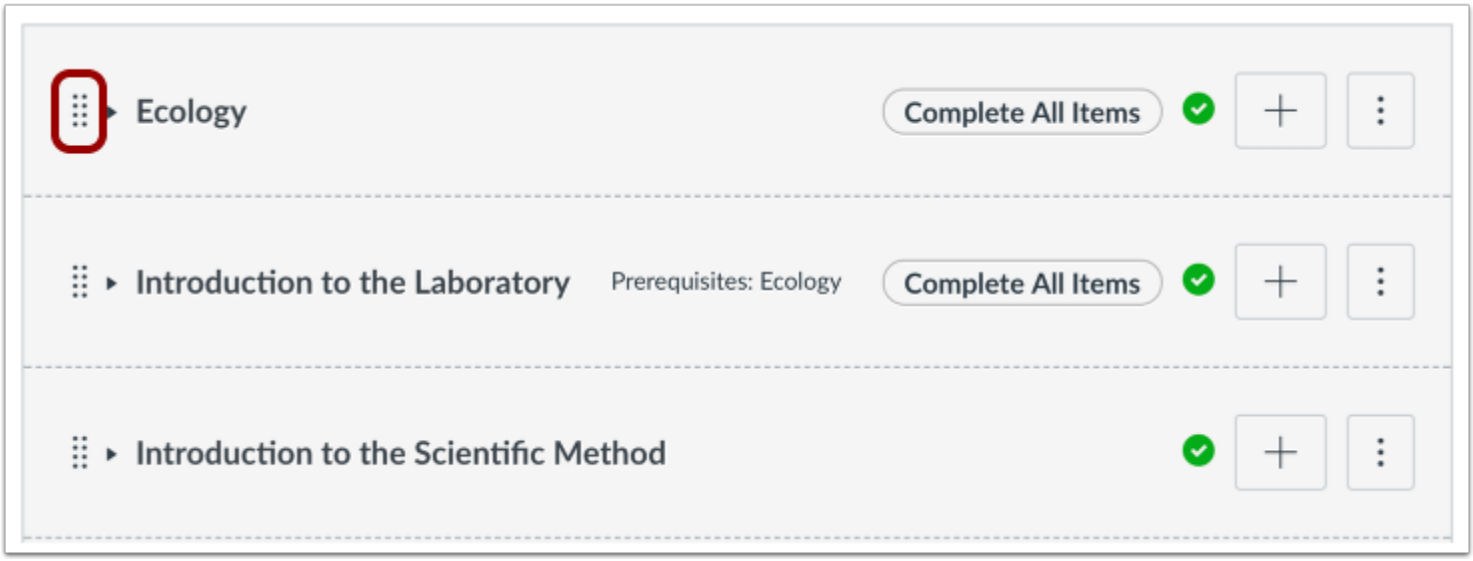


The icons on the right side of the module name control the entire module. You can publish or unpublish an entire module [1] and add a new content item to the module [2].

In the **Options** drop-down menu [3], you can edit a module [4], which allows you to rename the module, lock modules, set prerequisites, and set modules requirements.

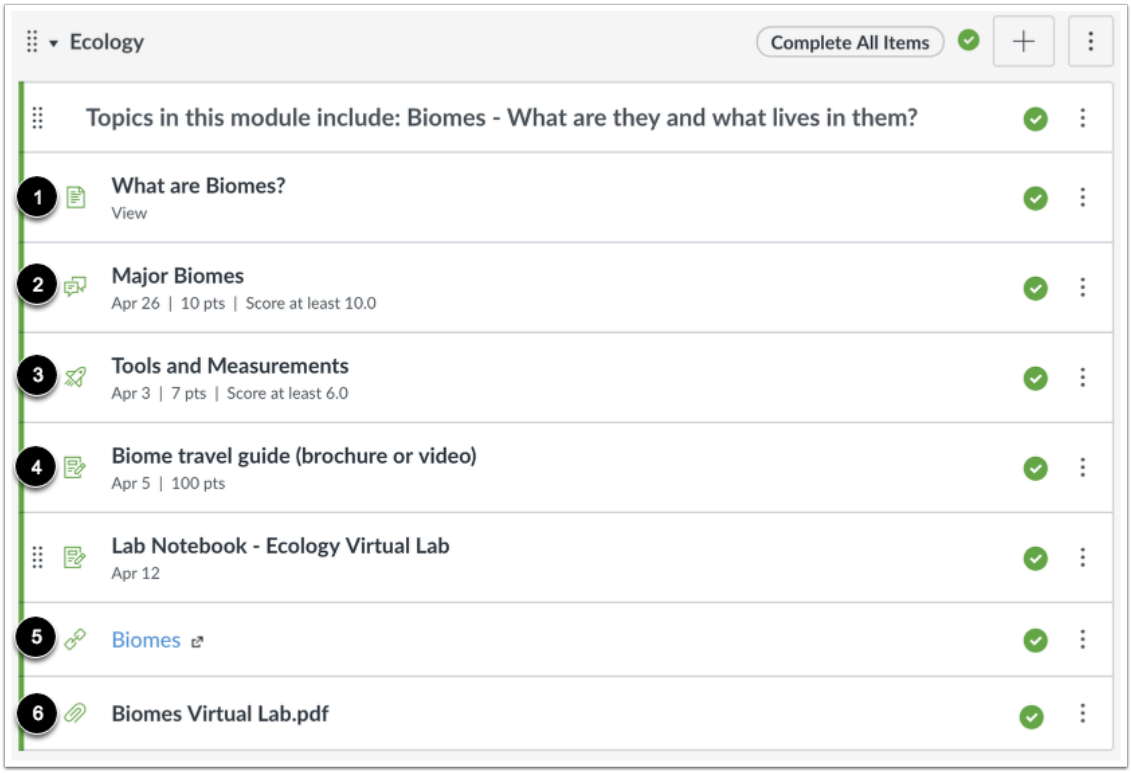
You can also move the module [5], move module items [6], delete the module [7], or duplicate the module [8].

Reorder Modules



You can reorder a module by hovering over the drag handle next to the name of the module and dragging the module to the desired location.

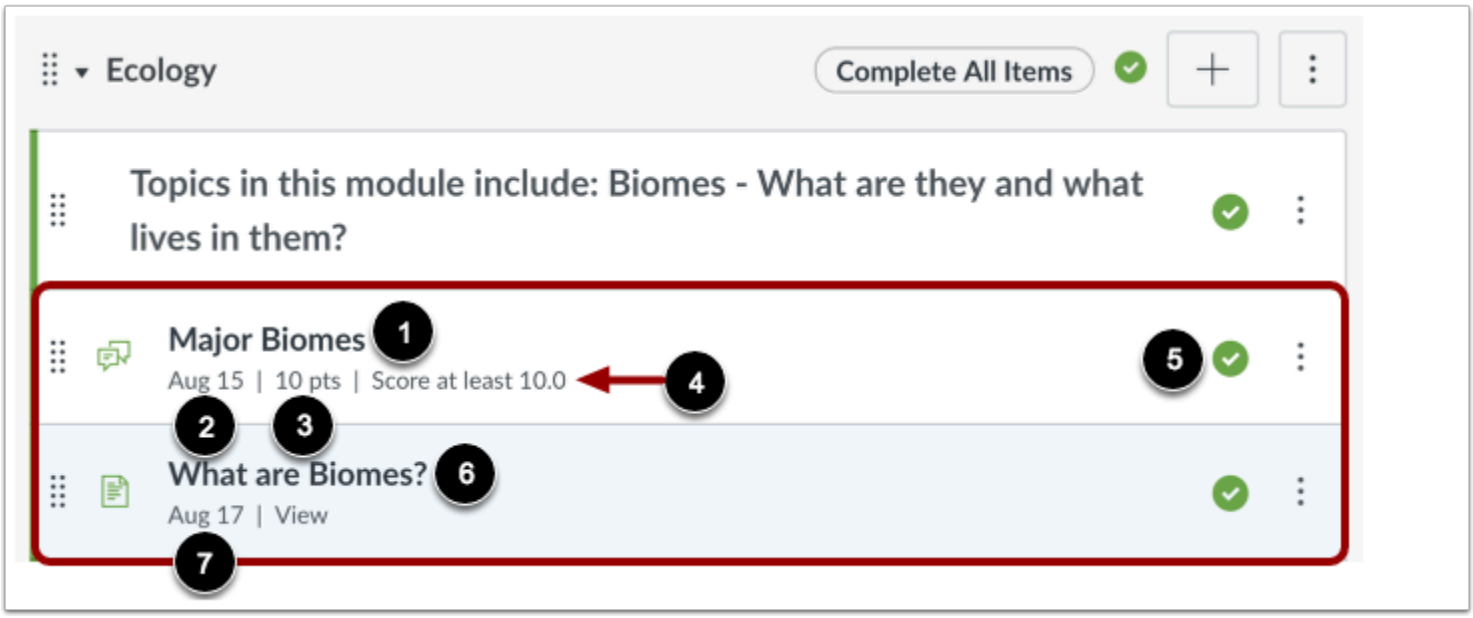
View Module Icons



Modules can be filled with different types of content. Each module item also includes an icon with its type:

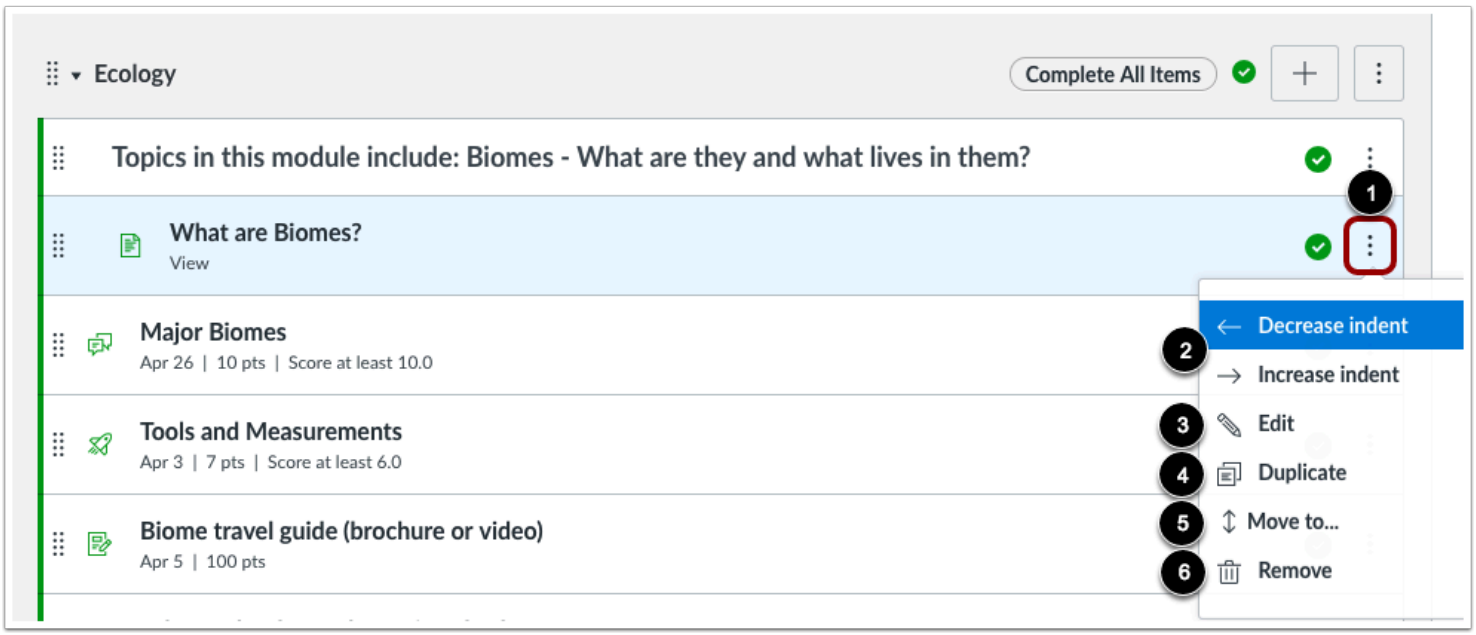
- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view

View Individual Module Item



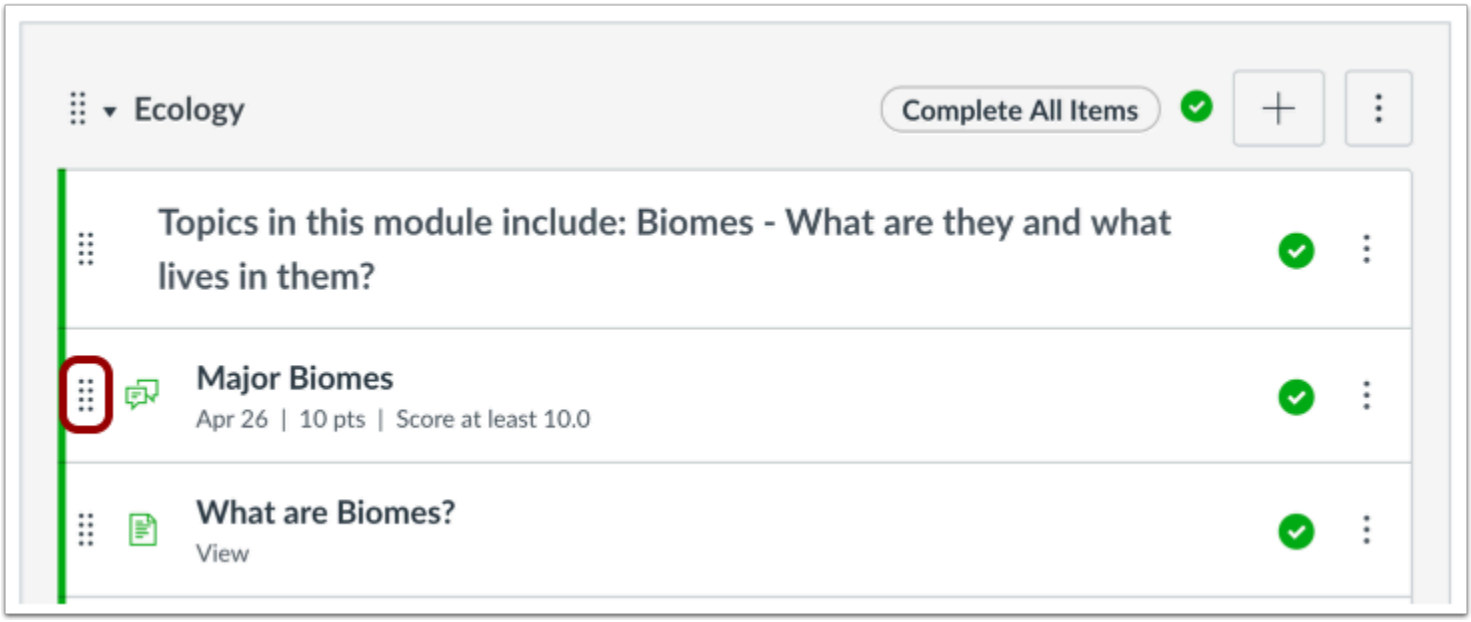
Each module contains module content items that may display the item name [1], the due date [2], the number of points [3], the module requirement [4], and the module item's draft state status [5]. A module may also include non-graded items [6], such as pages and non-graded discussions. If a To-Do date was added to a non-graded item, the date will display next to the module item [7].

Manage Individual Module Item



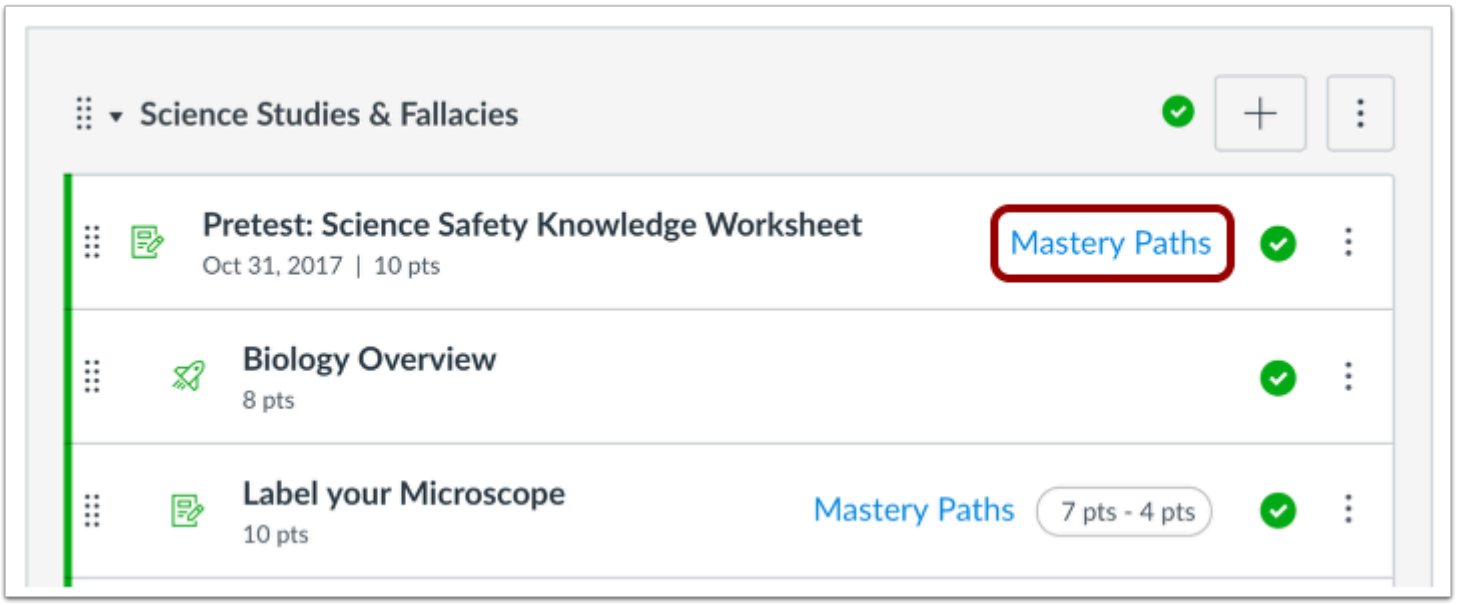
For each individual module content item, you can use the options drop-down menu [1] to indent the item up to 5 levels (or remove an indent) [2], edit the content item [3], duplicate the item if the item supports duplication [4], move the item [5], or remove the content item from the module [6].

Reorder Module Item



You can also reorder a module item by hovering over the drag handle next to the name of the item and dragging the item to the desired location.

View MasteryPaths



If you use MasteryPaths in your course, you can view the Modules page and tell which module items are set up for MasteryPaths.

View Blueprint Course

If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor. Like with draft state icons, Modules displays the object status as also shown in the object's respective index page.

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

How do I use Draft State in Modules?

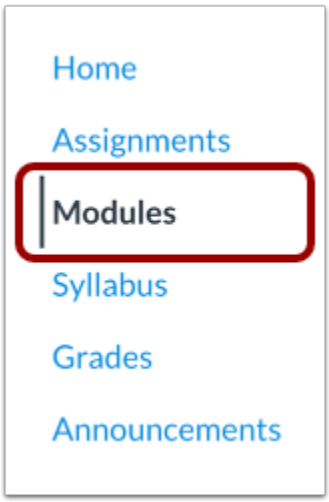
Draft State allows content in Modules to exist in an unpublished (draft) state. Unpublished modules are invisible to students.

Modules control the entire flow of your course and its content. When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module.

For instance, if you add a published Discussion to an unpublished Module, students cannot view the Discussion on the Modules page. However, they will still be able to see the Discussion in other areas of Canvas, such as the Syllabus and the Calendar, but they will not be able to open or participate in the Discussion. Please be aware of these potential scenarios when adding course content to a Module.

Modules also supports publishing or unpublishing files, in addition to setting a file as restricted. The restricted status applies to files only and can hide files from students. However, please be aware that restricted files may still be visible to students when they are added to modules. Learn more about restricting files in Canvas.

Open Modules



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

View Status of All Modules

On the Index page, you can view the state of each module. Green icons indicate the module is published [1]. Gray icons indicate unpublished modules [2]. You can change the status of a module by toggling the published or unpublished icons.

Publish a Module

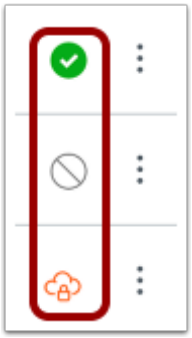
To publish a module, click the module's unpublished icon. The hover text will confirm you want to publish the module.

Note: Publishing a module will automatically publish any unpublished content items within the module.

Unpublish a Module

To unpublish a module, hover over the published icon. The hover text will confirm you want to unpublish the module. Click the icon to confirm.

Change Status of Module Content Items

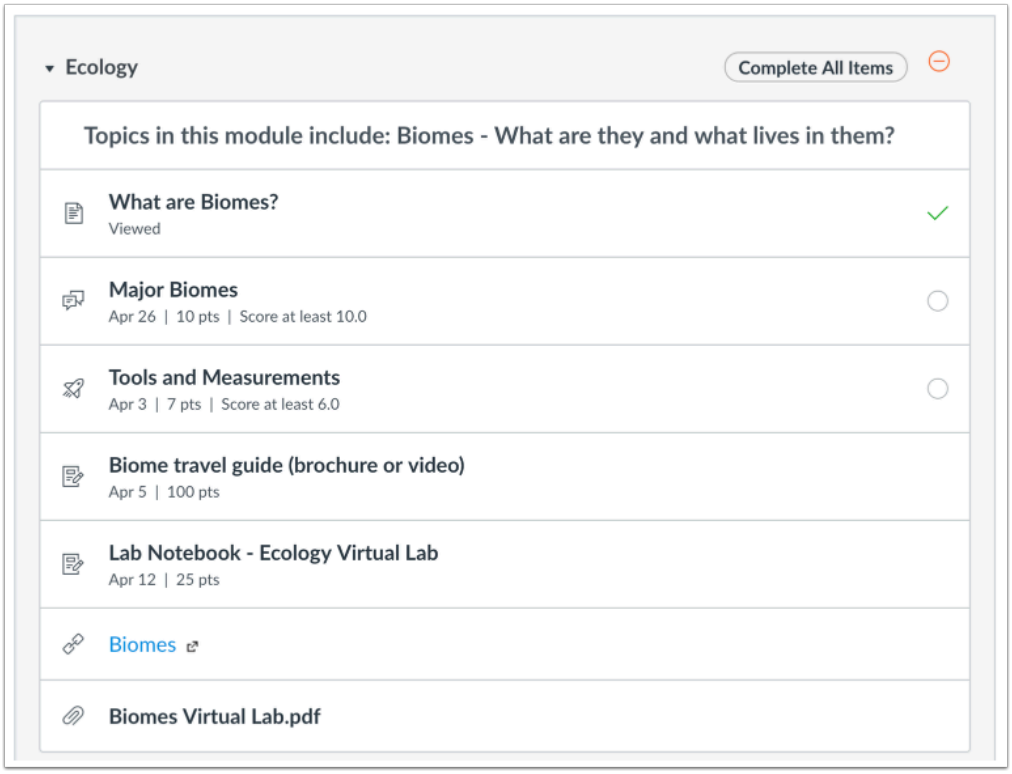


You can view and change the status of individual module content items as well. Although publishing a module will also publish all module items, you can manually unpublish individual module items later. Students cannot view unpublished module items as part of a published module. Learn more about managing assignments, quizzes, discussions, pages, and files.

If you add a restricted file as a module content item, restricted files appear with a lock icon. Restricted files act as published files and can be viewed by students (depending on the restriction setting). Learn more about restricting files in Canvas.

Note: Please be aware that the status of the Module overrides the state of module items. If an item is published within an unpublished module, students cannot view the item on the Modules page but they can still view the published items in other areas of Canvas. However, they will not be able to interact with the item until the module is published.

Modules Student View

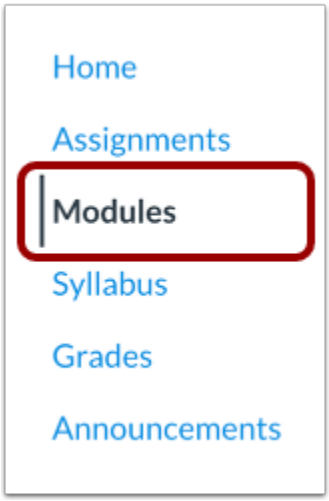


Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published modules and available module content items, which are displayed in gray text.

How do I add a 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. Once you create modules, you can add content items, set prerequisites, and add requirements.

Open Modules

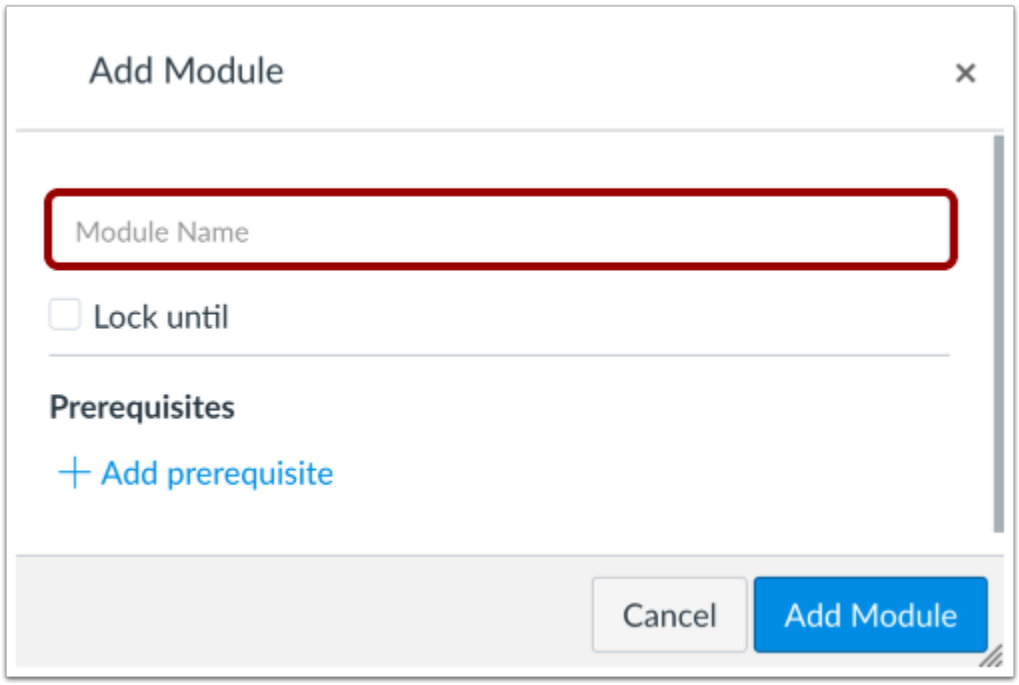


In Course Navigation, click the **Modules** link.

Add Module

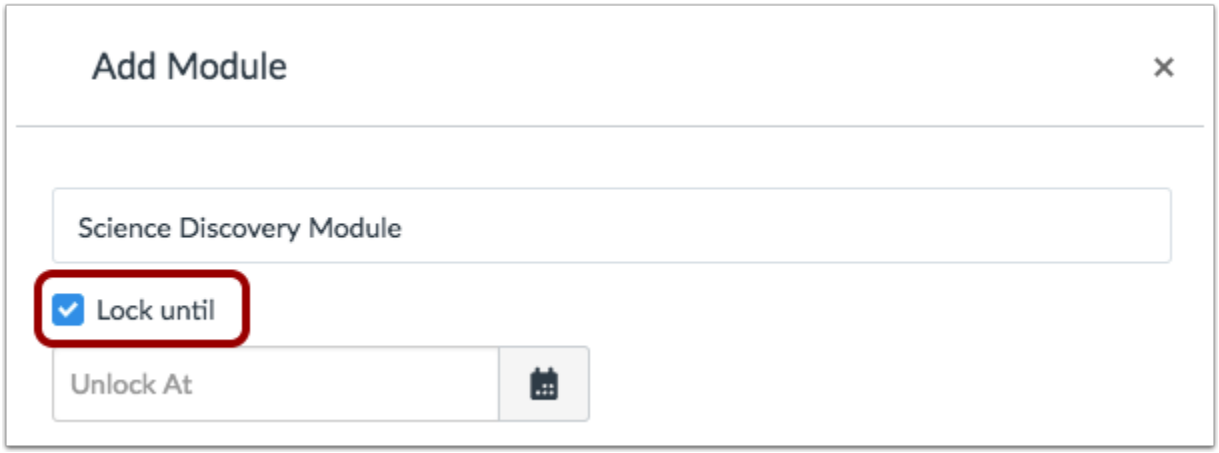
Click the **Add a Module** button.

Add Module Name



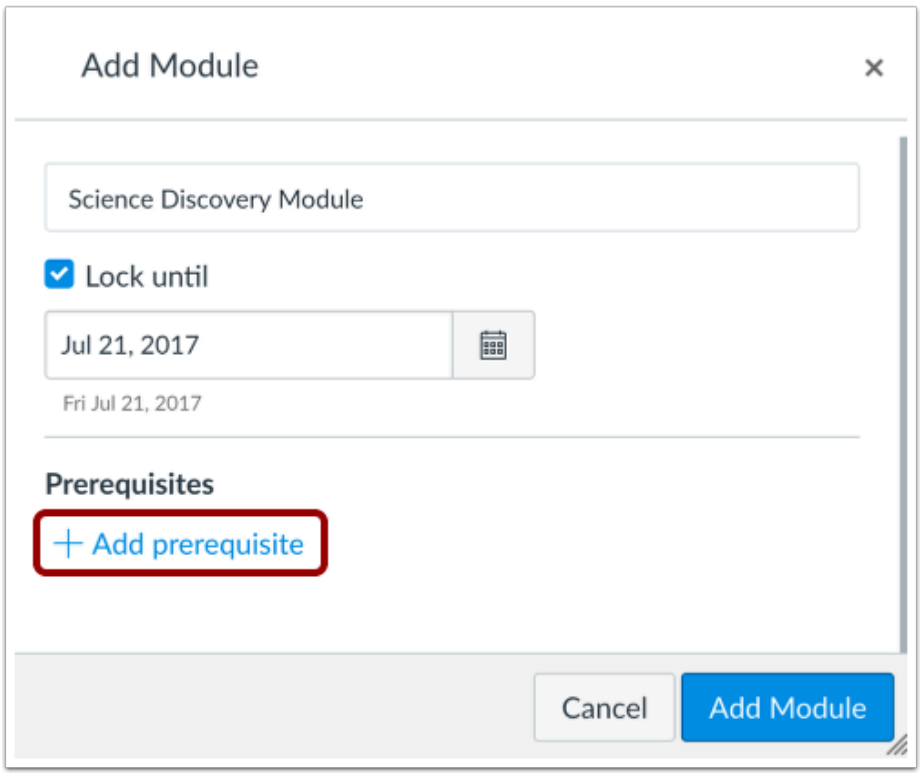
Type a name in the **Module Name** field.

Lock Module Date



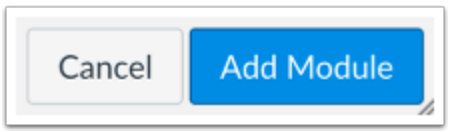
If you want to restrict the module until a specific date, you can lock the module.

Add Module Prerequisites



If you have added at least one module to your course, you can require a prerequisite module. A prerequisite module means students must complete the added modules before they can view the new module.

Add Module



Click the **Add Module** button.

View Module

View your created module.

How do I duplicate a module?

You can duplicate assignments, graded discussions, and pages in a module within a course. When a module is copied, the word *Copy* is added to the end of the module.

Duplicating a module defaults the copied module to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page. All assignments, pages, and graded discussions within the copied module also include the word Copy at the end of the module item name.

Duplication Limitations

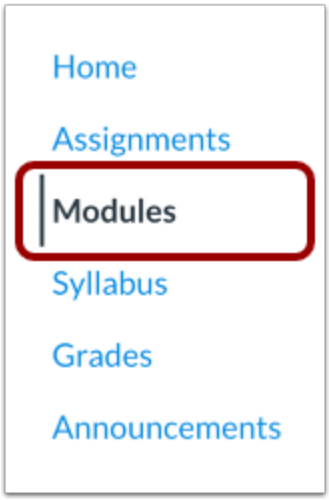
The following limitations apply when duplicating a module:

- **Quizzes**—Only New Quizzes quizzes are supported for copying within modules. If a module contains a quiz created by the classic Canvas quiz tool, the option to copy a module does not display in the module menu. Modules can be copied by removing the classic quiz from the module. Classic quizzes are indicated by the quiz icon; New Quizzes quizzes are indicated by the assignment icon.
- **External Tool (LTI) Assignments**—A module cannot be copied if it contains an external tool (LTI) assignment. If a module contains an external tool assignment, the option to copy a module does not display in the module menu. Modules can be copied by removing the external tool assignment from the module. The only exception to LTI tools is New Quizzes.

Notes:

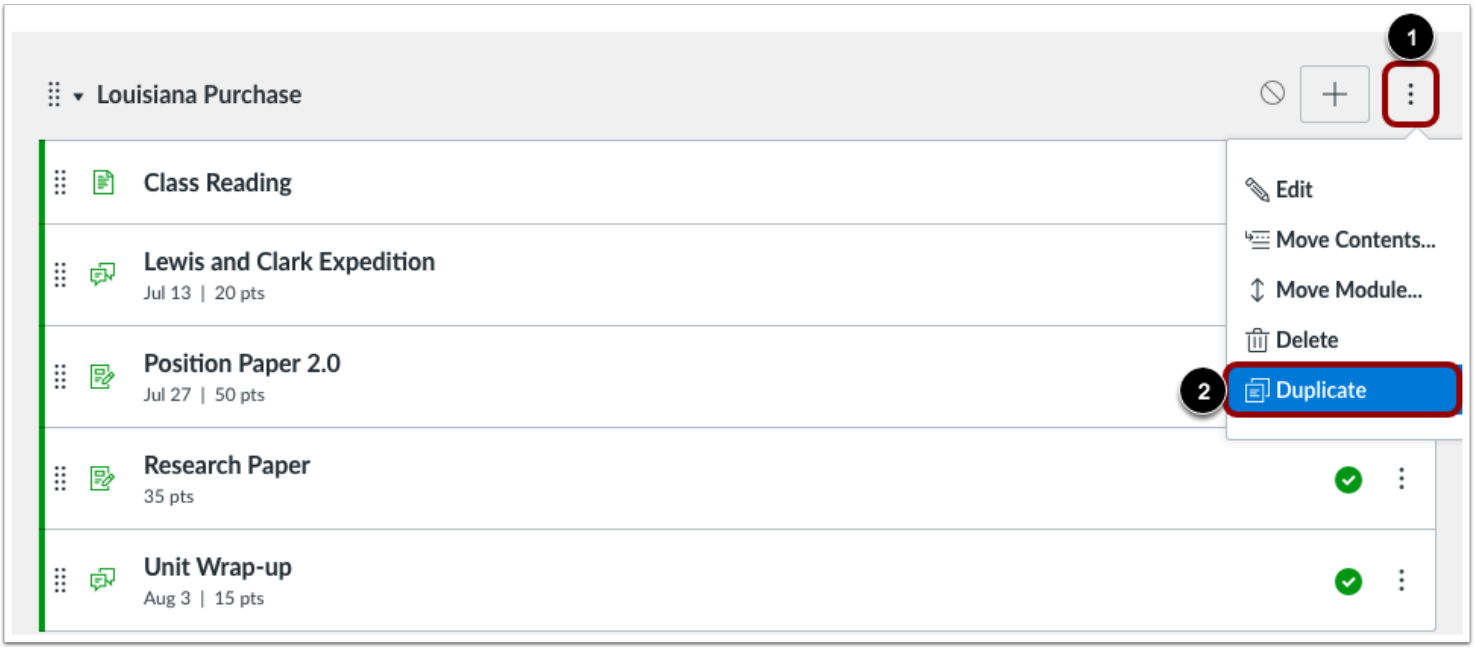
- If applicable, the Modules page displays any Blueprint Course icons after the page is refreshed.
- The content in a MasteryPath module can be duplicated, but the duplicate will not retain the MasteryPath.
- If you have set prerequisites or unlock dates for modules, they are not included as part of the duplicate.

Open Modules



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

Duplicate Module



Locate the module you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

Note: If a module cannot be duplicated, the Duplicate link will not appear in the Options menu.

View Duplicate

View the duplicate module in the Modules Index Page.

Note: If applicable to your course, the Modules page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

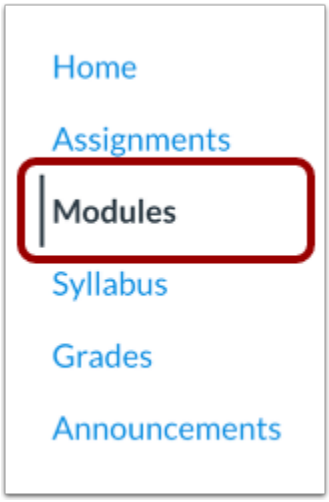
How do I add prerequisites to a module?

When you set a module prerequisite, the module is locked until a student completes the required items. However, unless completion requirements are set for prior modules, students will still be able to access upcoming modules.

When selecting a prerequisite module, you can only choose from previous modules. You may need to reorder modules to correct prerequisite availability.

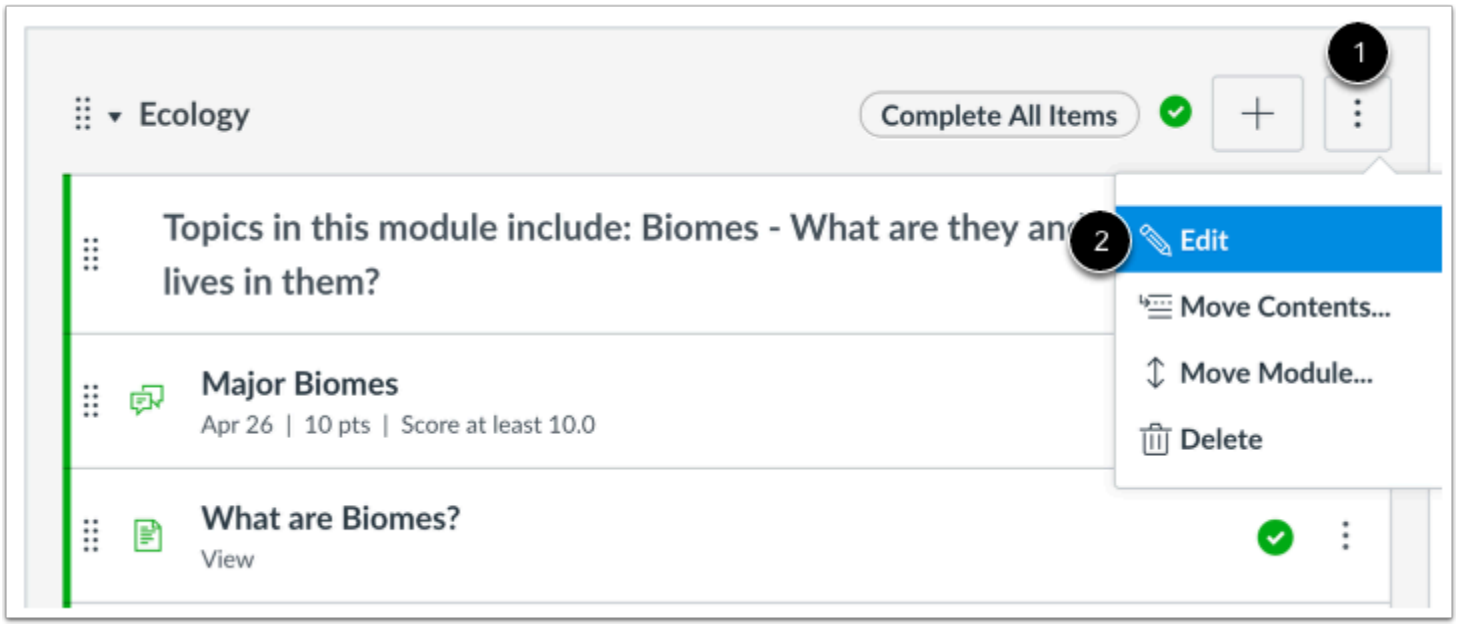
Note: You can only add prerequisites if you have added at least one module.

Open Modules



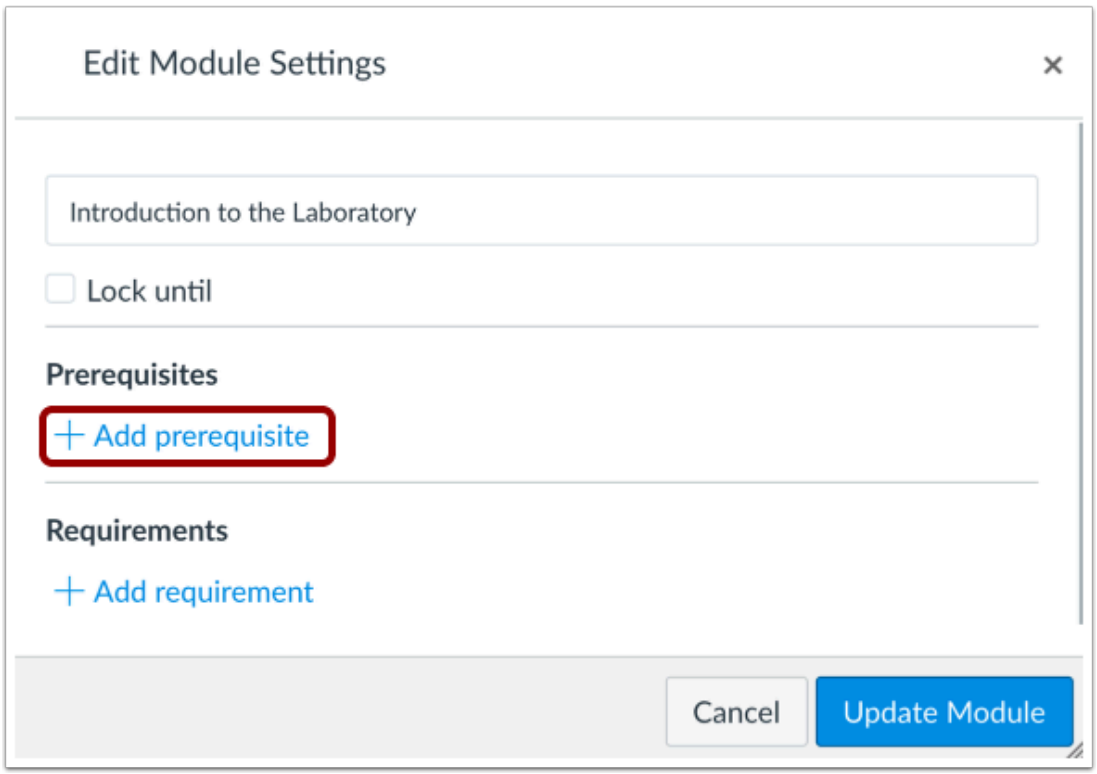
In Course Navigation, click the **Modules** link.

Edit Module



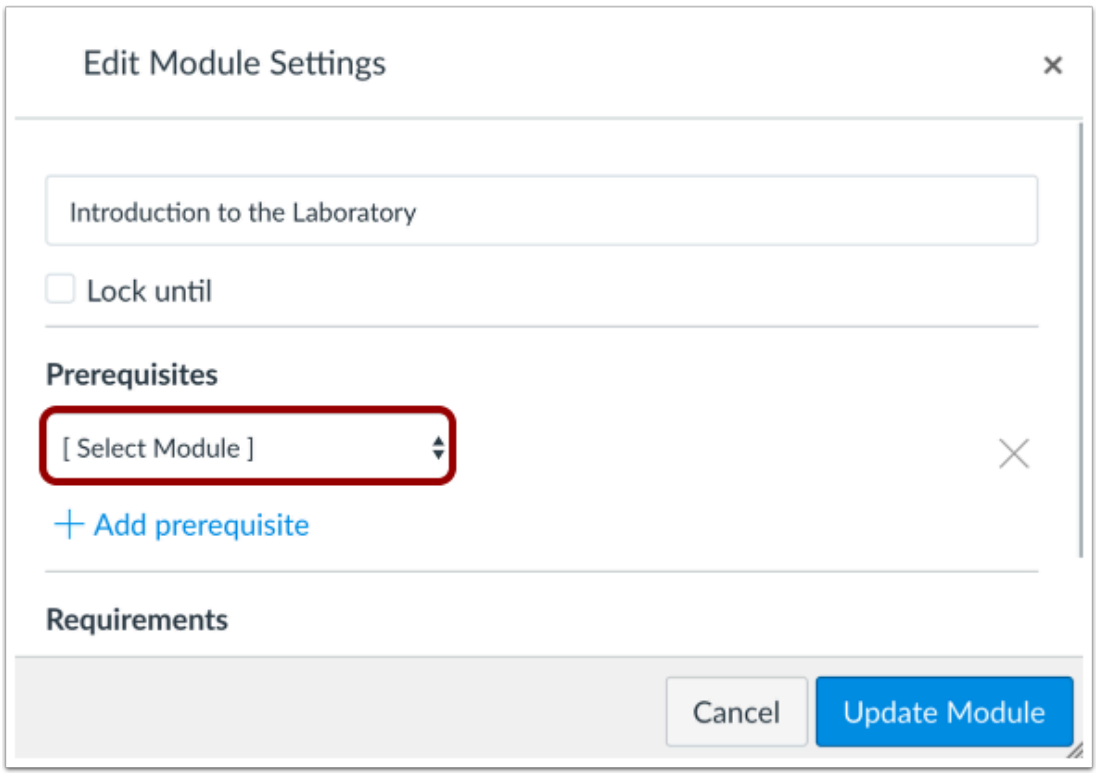
Locate the name of the module and click the **Options** icon [1]. Select the **Edit** link [2].

Add Prerequisite



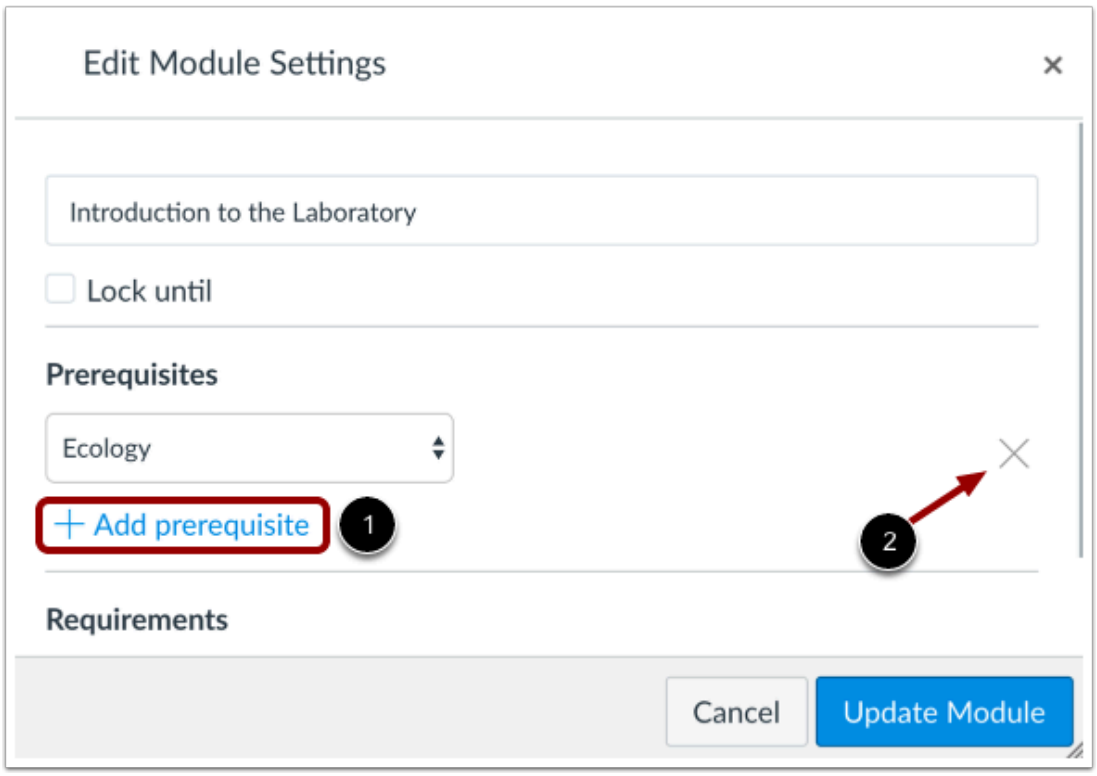
Click the **Add Prerequisite** link.

Set Prerequisite



In the module drop-down menu, select the module students must complete before moving on.

Manage Prerequisites



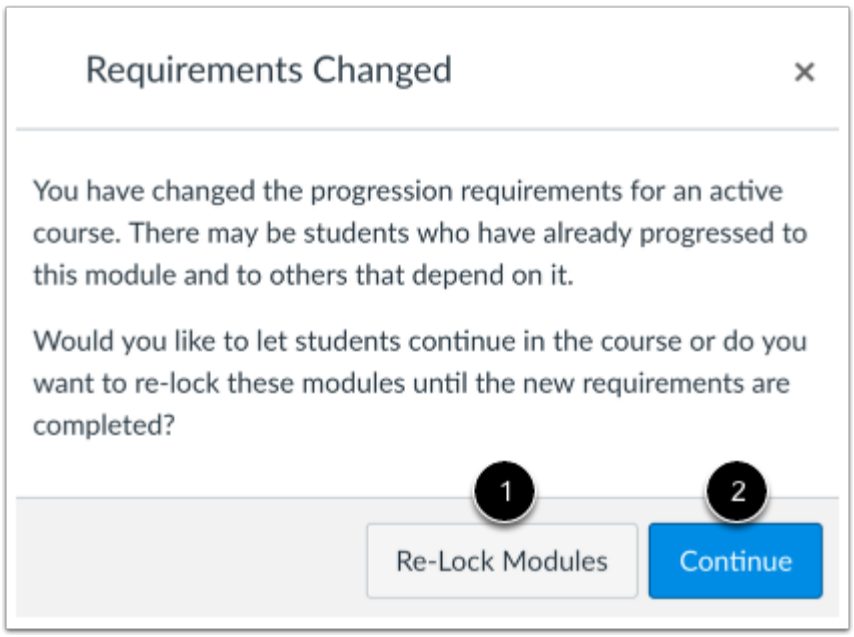
To add additional prerequisites, click the **Add Prerequisite** link [1]. If you want to ensure students complete modules in order, you should add prerequisites for all modules that come before this module.

To remove a prerequisite, click the **Remove** icon [2].

Update Module

Click the **Update Module** button.

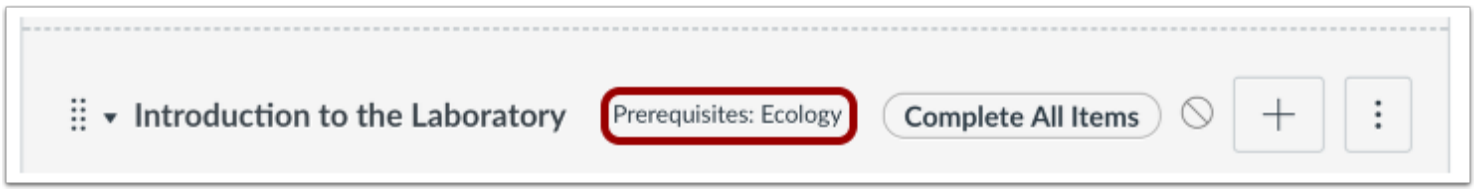
Re-Lock Module



If you change prerequisites that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the prerequisites again.

To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].

View Module



View your prerequisite(s) in the module header.

How do I add requirements to a module?

When you add requirements to a module, students must complete the defined requirements within the module before the module will be marked complete. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Note that you cannot add requirements until you have added module items: you can add content items such as assignment types, pages, and files; text headers; external tools; and external URLs.

You can choose to allow students to complete requirements in any order, or you can require them to move through the module sequentially. A requirement to move through module items sequentially relates to the order items are listed on the Modules page, not the order displayed in Module Settings. If you have multiple iterations of an module item, you can set different requirements for each item.

Module requirements are displayed in the order that they exist as module items. You may need to reorder module items so that the requirements are set correctly.

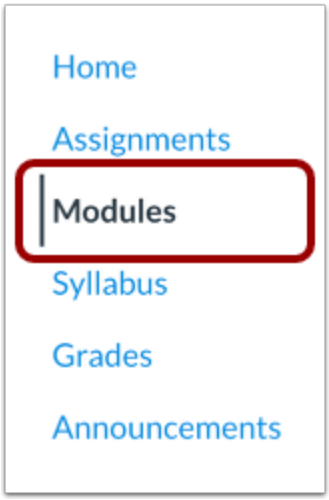
Depending on the module item type, requirements include up to five options:

- **View the item**: Students must view the item.
- **Mark as done**: Students must mark the assignment or page as done before they can progress to the next item. This option also synchronizes with the student List View Dashboard and completes the item for the student. However, this behavior is only supported when the item with this requirement is located in one module. Adding the same item within multiple modules is not supported.
- **Contribute to the page**: Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).
- **Submit the assignment**: Students must submit an assignment, post a reply to a graded discussion, or submit a quiz. (Canvas does not allow you to manually enter a grade to fulfill this requirement; a submission must be made by the student.)
- **Score at least**: Students must meet a minimum submission score. With this option, an additional field appears where you can enter the minimum score that students must earn. This option is available for all graded assignment types.

You can also set up prerequisite modules and require students to complete each module in order.

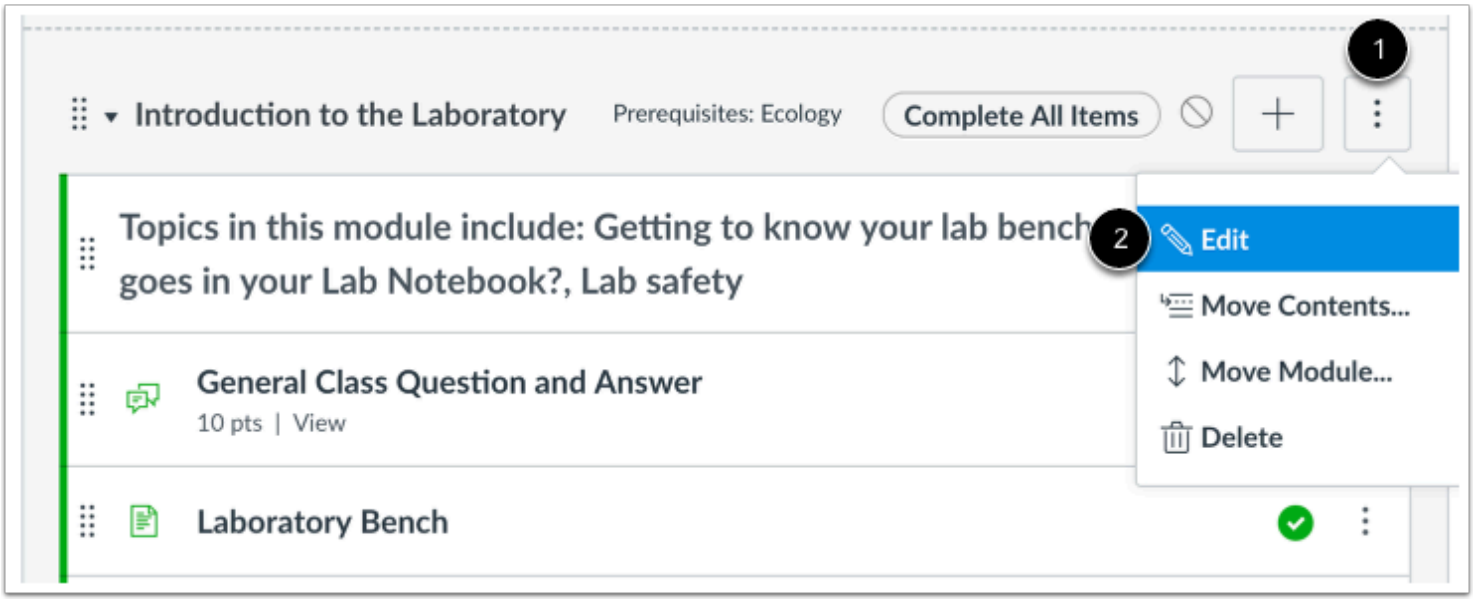
Note: If you choose to set the requirement type as completing only one option, and you want to use it with graded items, please note that all assignments with their current grades are reflected in the Gradebook. For instance, if you want a module to require a student to submit one of three assignments, the two assignments that aren't submitted still factor into the Gradebook as unsubmitted. You may choose to manually configure the unsubmitted assignments appropriately, either by using the differentiated assignments feature or excusing the assignments in the Gradebook.

Open Modules



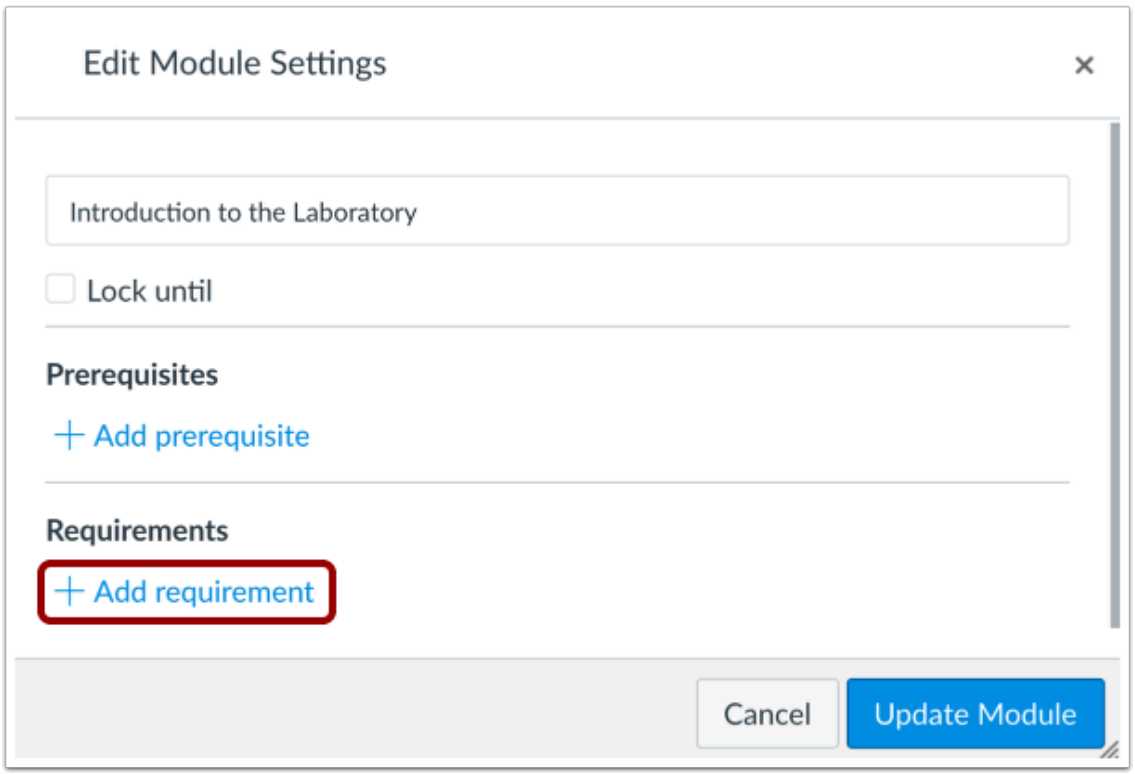
In Course Navigation, click the **Modules** link.

Edit Module



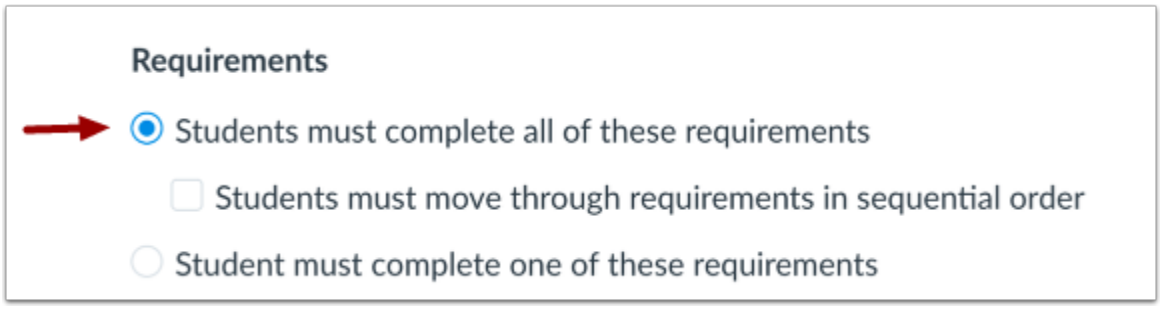
Locate the name of the module and click the **Options** icon [1]. Select the **Edit** link [2].

Add Requirement



Click the **Add Requirement** link.

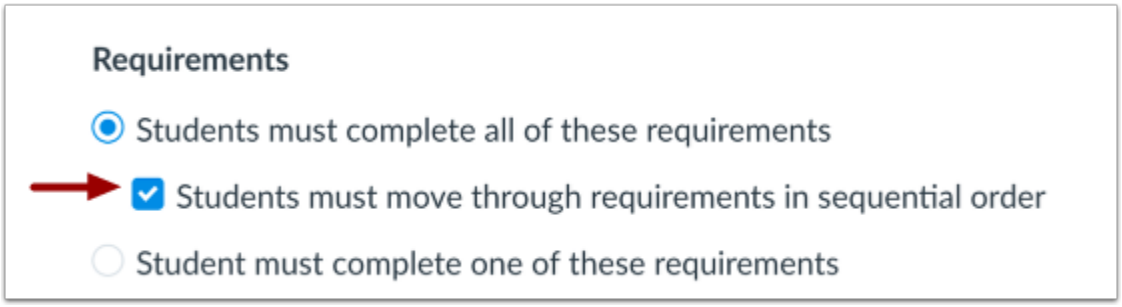
Set Requirement Type



When adding requirements, you can choose whether to allow students to complete all requirements, or one of a series of requirements.

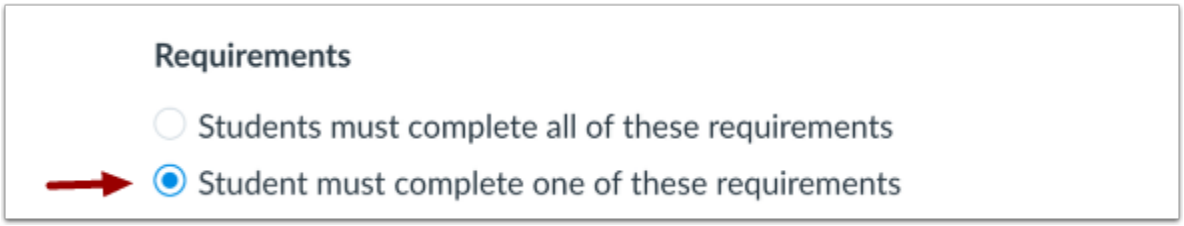
By default, Modules selects the all requirements option. If you want to require students to complete all requirements in the module, this setting has already been selected for you.

Require Sequential Order



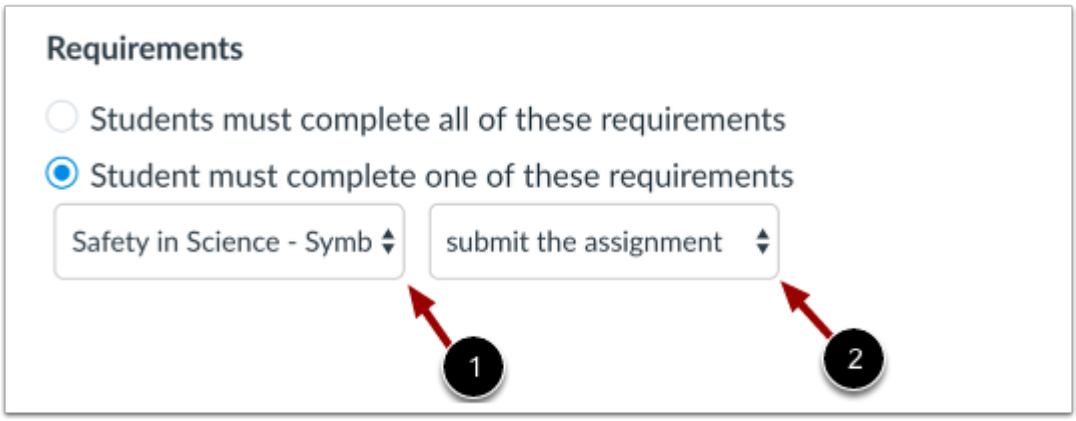
As part of completing all requirements, if you want to require students to complete each module item in order, click the **Students must move through requirements in sequential order** checkbox.

Set One Requirement



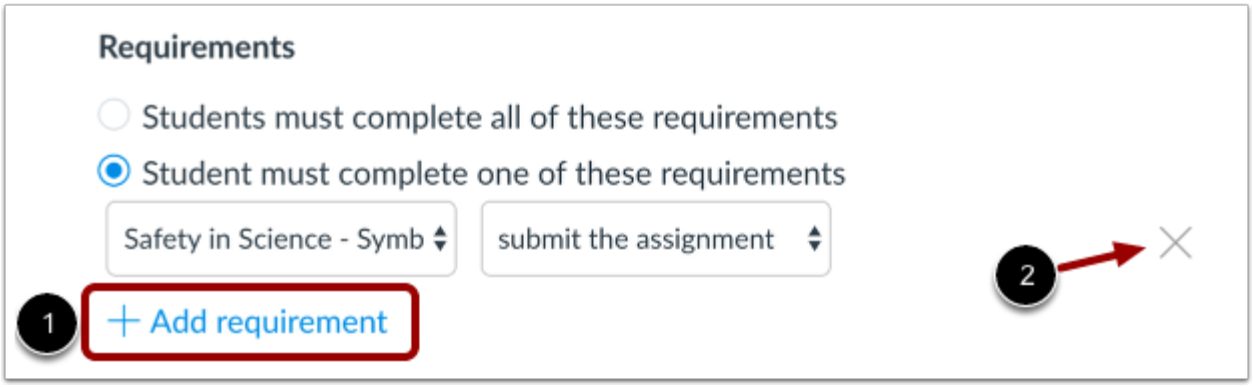
If you would rather require students to complete only one requirement, click the **Student must complete one of these requirements** radio button [2].

Set Item Requirements



By default, Modules populates the first requirement as the first item in the module [1]. To select a different module item, click the item menu. For the module item, click the requirement menu [2].

Manage Requirements



To add additional requirements, click the **Add Requirement** button [1].

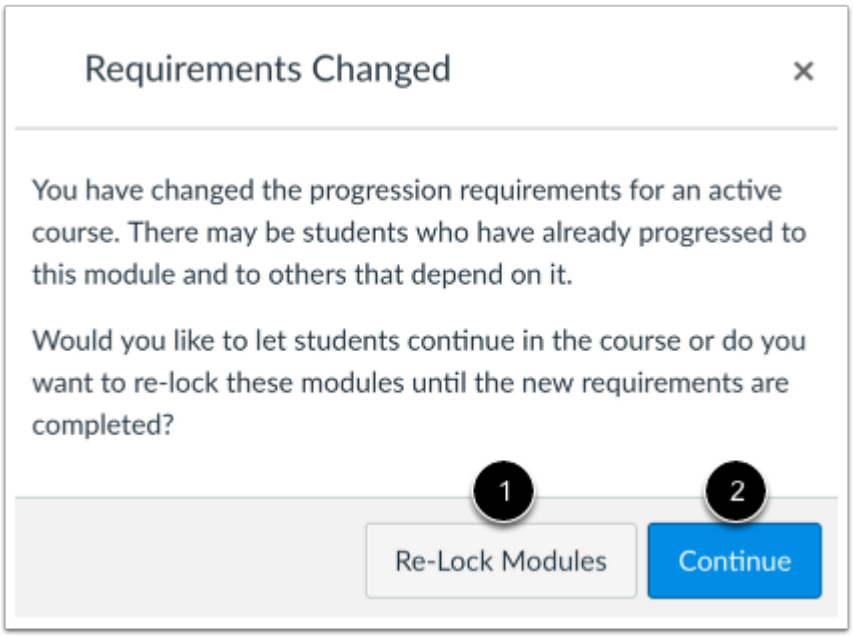
To remove a requirement, click the **Remove** icon [2].

Note: If you have included a content item in the same module multiple times, you can set different requirements for each item.

Update Module

Click the **Update Module** button.

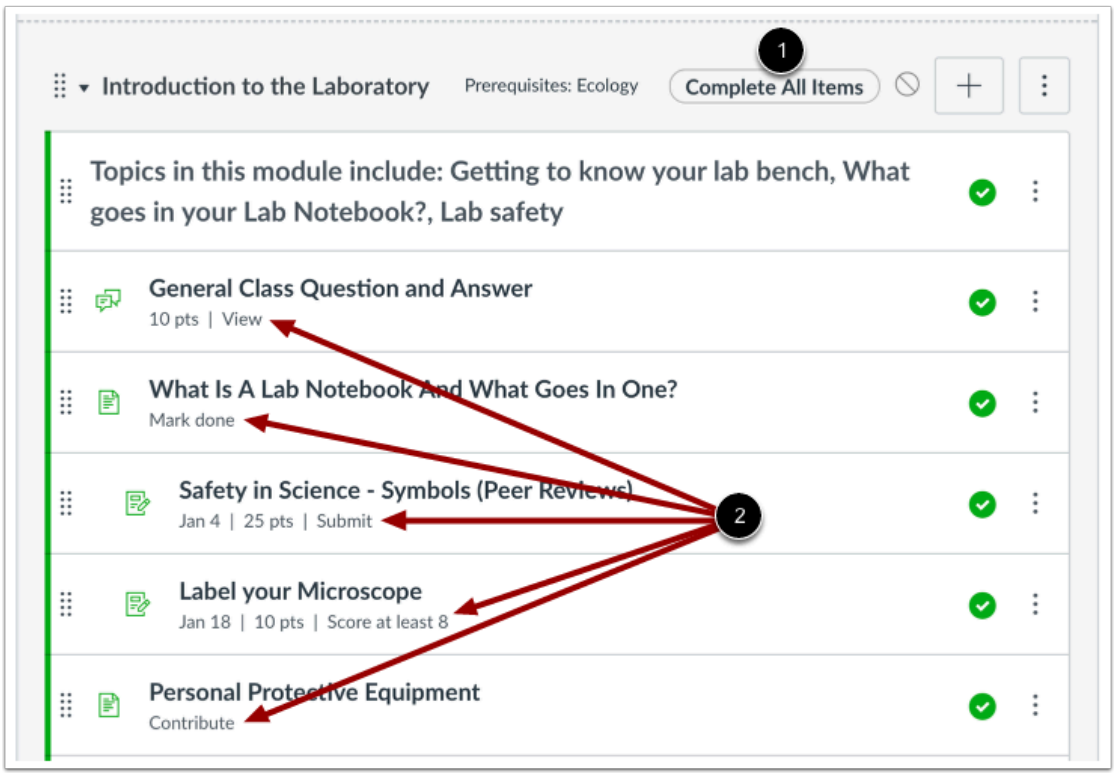
Re-Lock Module



If you change module requirements that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].

View Requirements

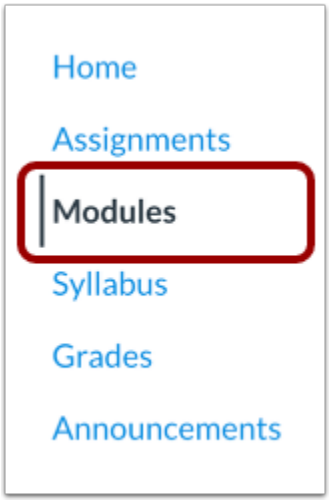


View the module requirement type [1] and the item requirements [2] for the module.

How do I edit a module?

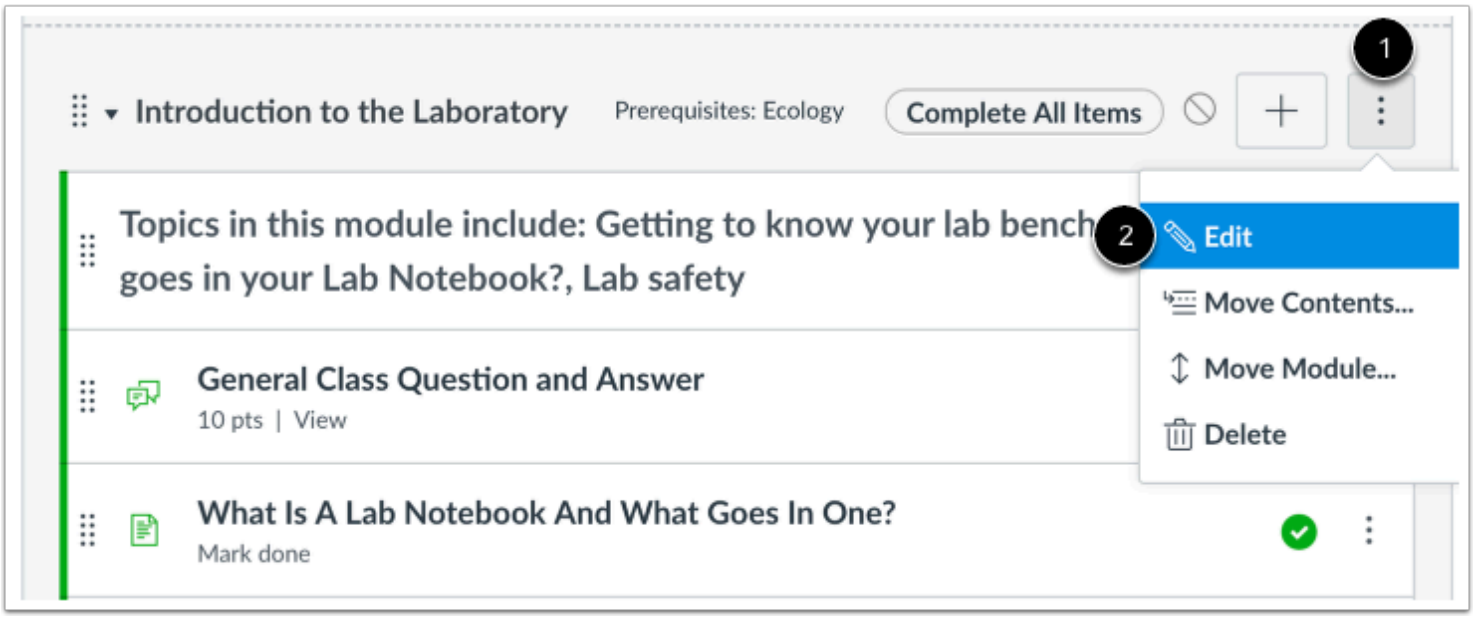
You can edit a module in the module settings menu. Editing a module allows you to rename the module, lock modules, add prerequisites, and add requirements.

Open Modules



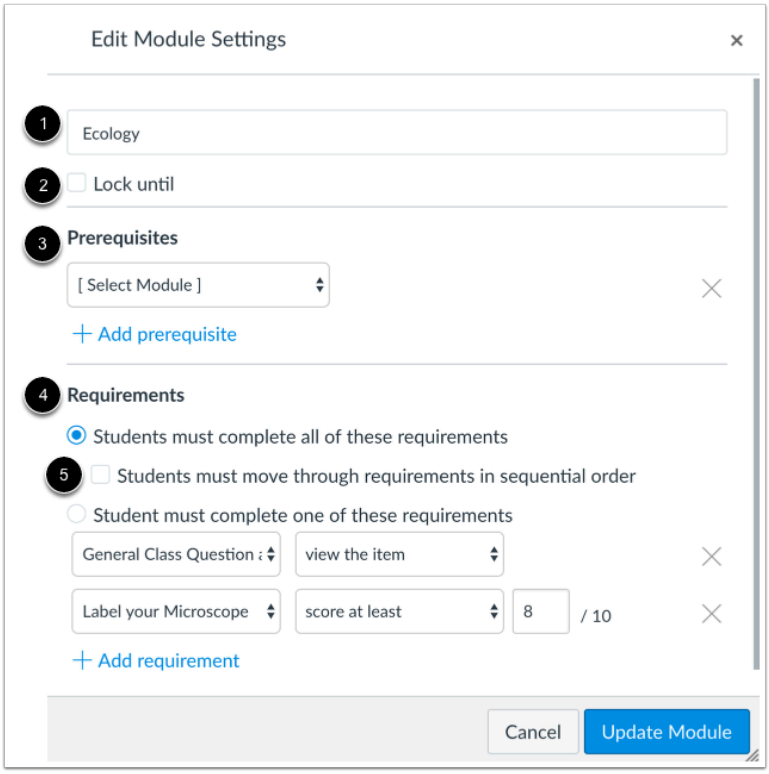
In Course Navigation, click the **Modules** link.

Edit Module



Locate the name of the module and click the **Options** icon [1]. Select the **Edit** link [2].

Edit Module Settings



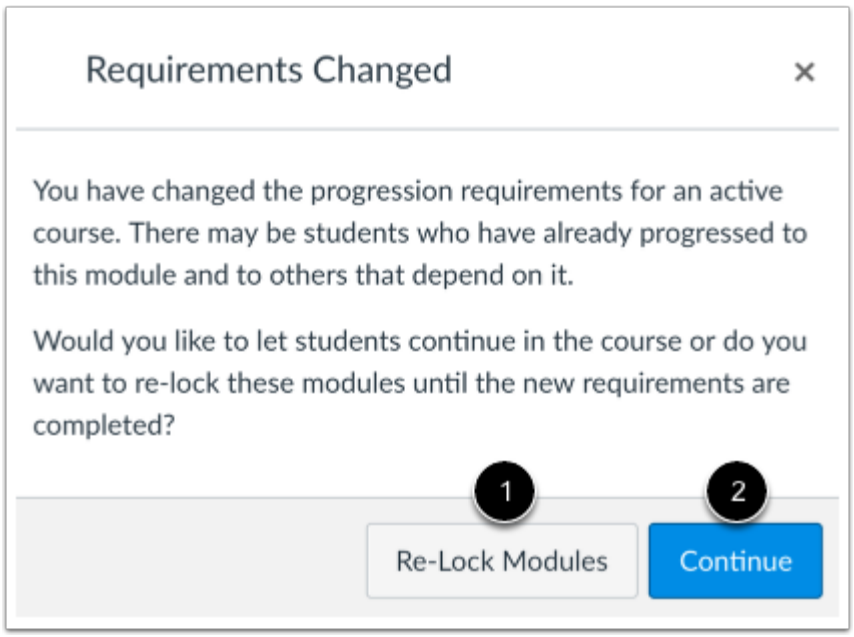
Edit the module settings you want to change. You can rename the module [1], lock modules [2], add prerequisites [3], add requirements [4], and require students to move through module items in order [5].

Note: The **Students must move through requirements in sequential order** checkbox will not be shown if the **Students must complete one of these requirements** radio button is selected.

Update Module

When you are ready to save your Module changes, click the **Update Module** button.

Re-Lock Module



If you change any module requirements or prerequisites that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

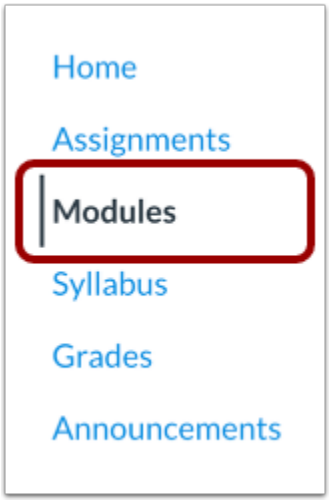
To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].

How do I lock a module?

You can set modules to be locked until a given date. Students will be able to see the module titles and module item names, but they will not be able to access the module items until after the lock date has passed.

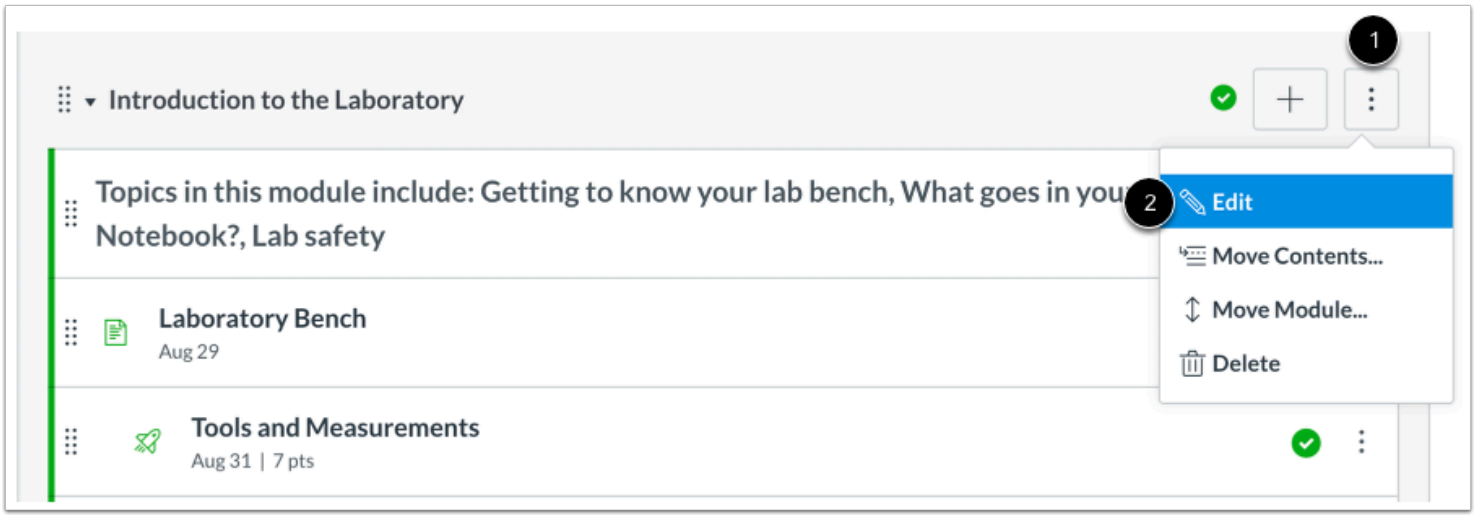
Note: For students to view a module after a lock until date, the module must be published in your course.

Open Modules



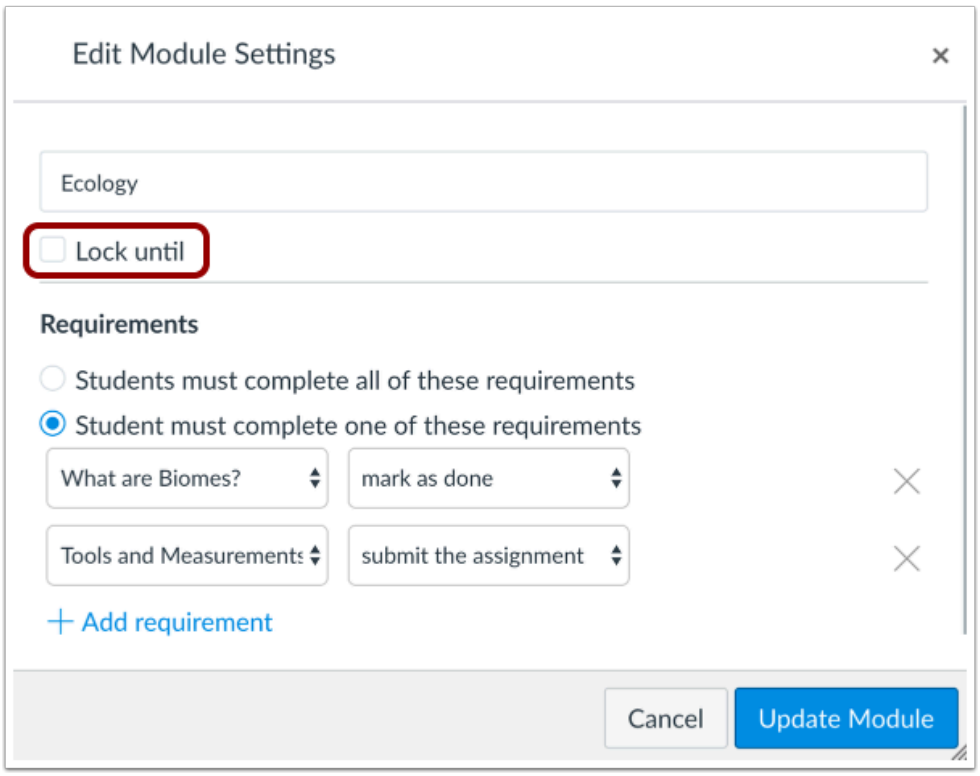
In Course Navigation, click the **Modules** link.

Edit Module Settings



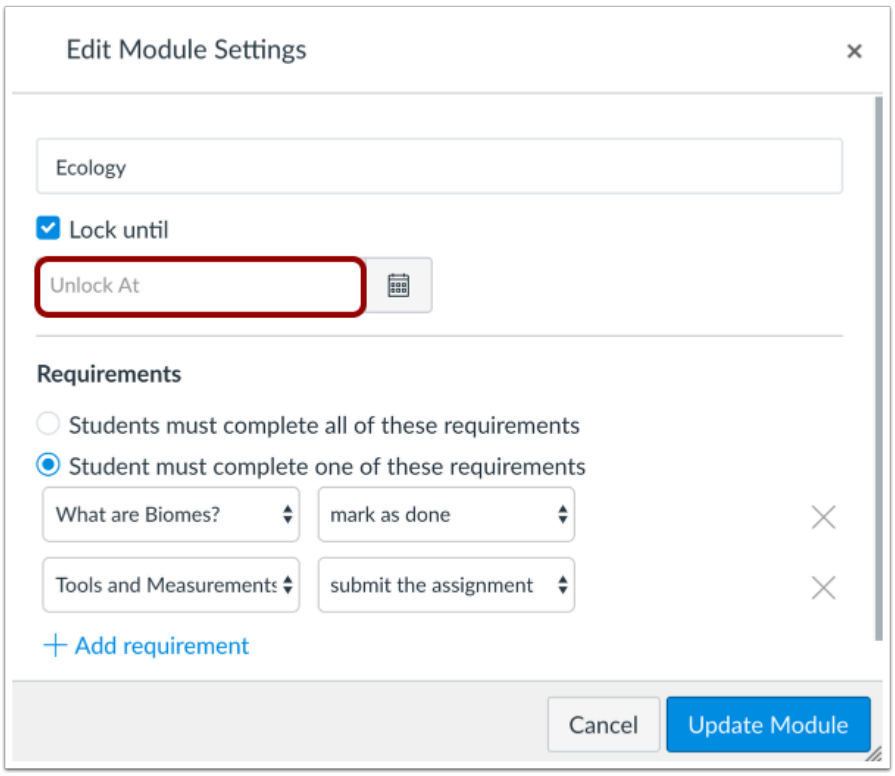
Click the **Options** icon [1]. Select the **Edit** link [2].

Lock Module



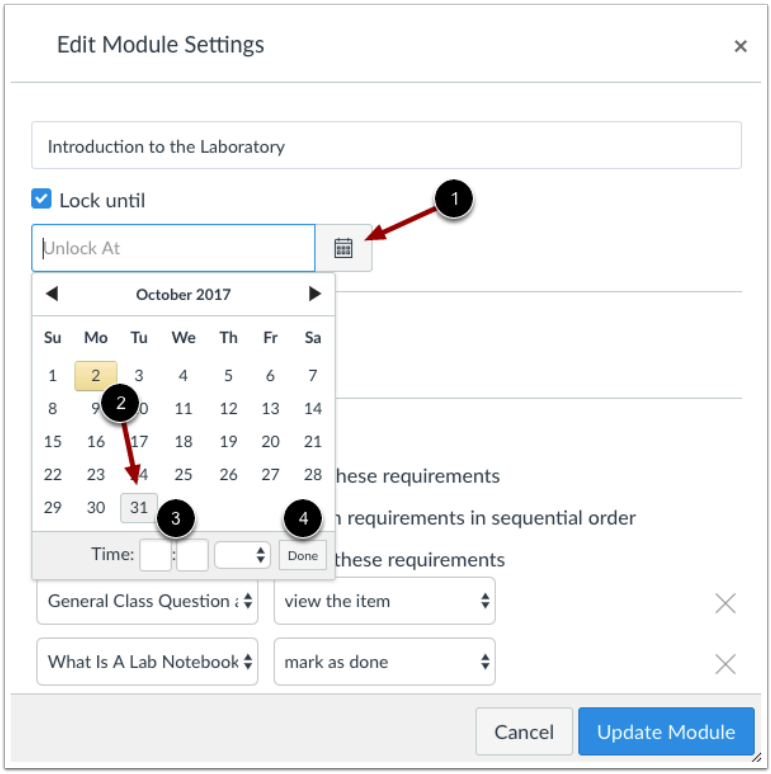
Click the **Lock until** checkbox.

Set Date



In the Unlock field, enter a date that the module should unlock.

Use Calendar



You can also use the calendar to select a date. Click the Calendar icon [1]. In the calendar, click the date the module should unlock [2]. If you want to set a specific time, enter a time in the time field [3]. Click the **Done** button [4].

Update Module

Click the **Update Module** button.

View Module

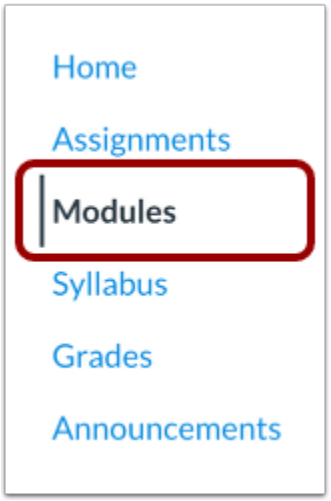
The unlock date and time will appear next to the bottom of the module.

How do I delete a module?

If necessary, you an delete a module in your course. Deleting a module also deletes all associated module items.

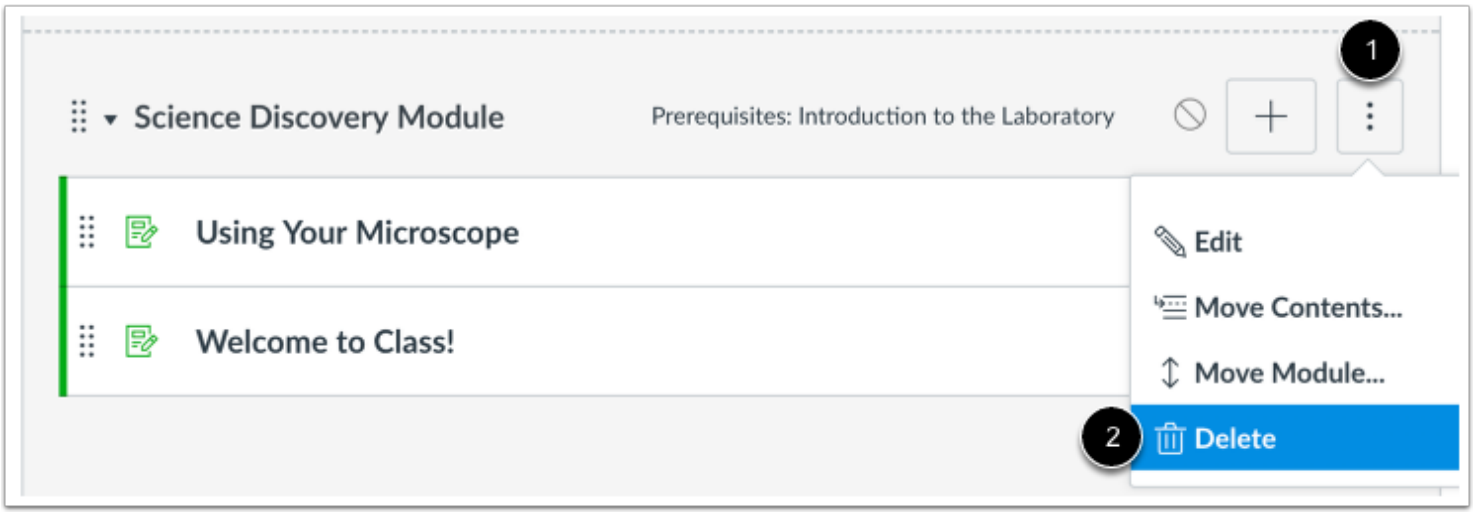
When you delete a module, all of the items in that module are removed, but they are not deleted from the course.

Open Modules



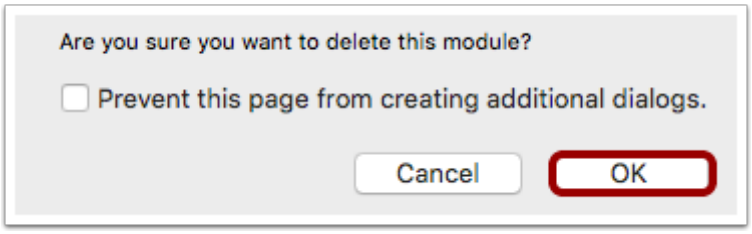
In Course Navigation, click the **Modules** link.

Delete Module



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

Confirm Deletion

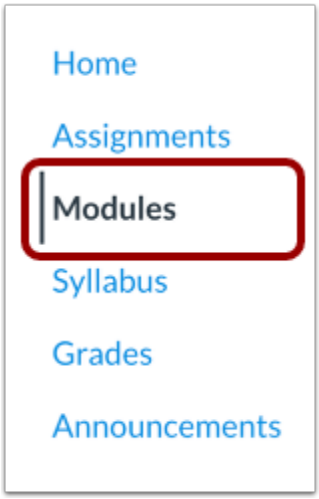


Click the **OK** button.

How do I move or reorder a module?

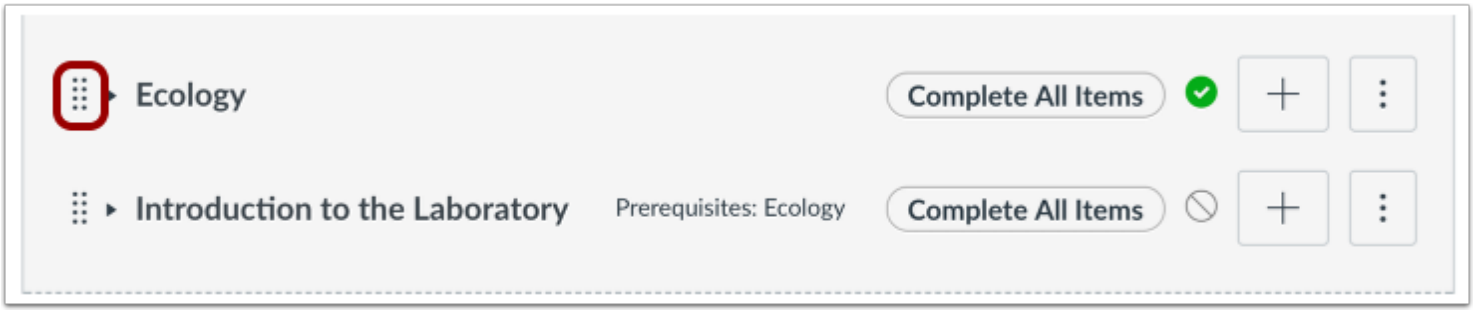
You can move or reorder modules after you've created them. You can manually drag and drop the module, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder module items.

Open Modules



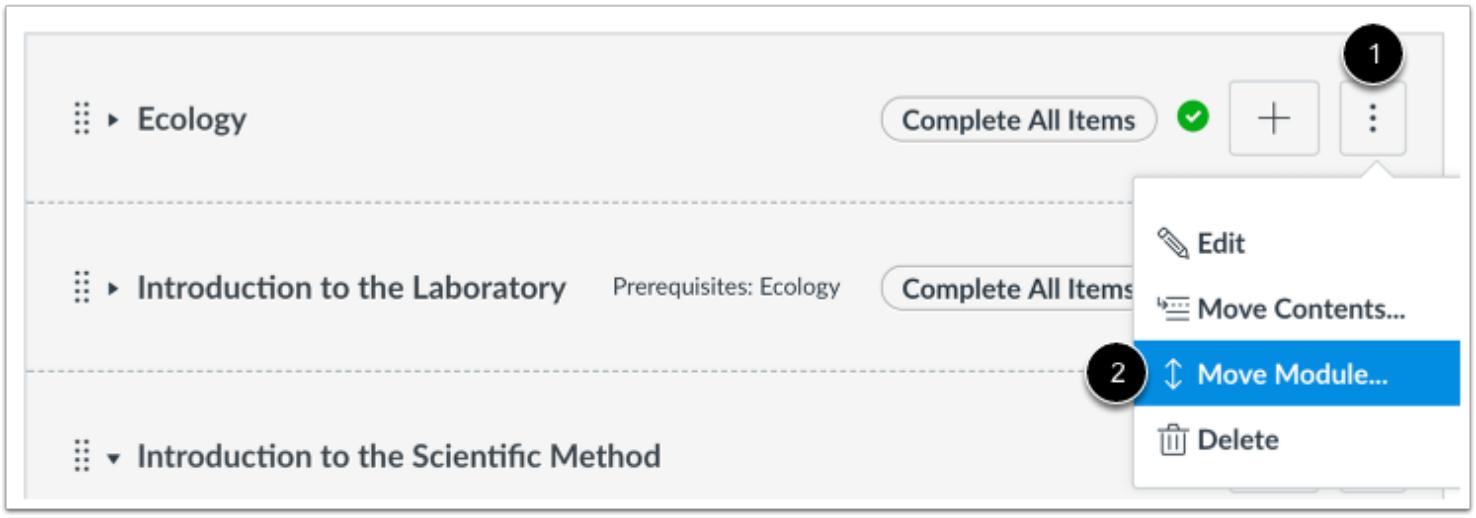
In Course Navigation, click the **Modules** link.

Drag and Drop Module



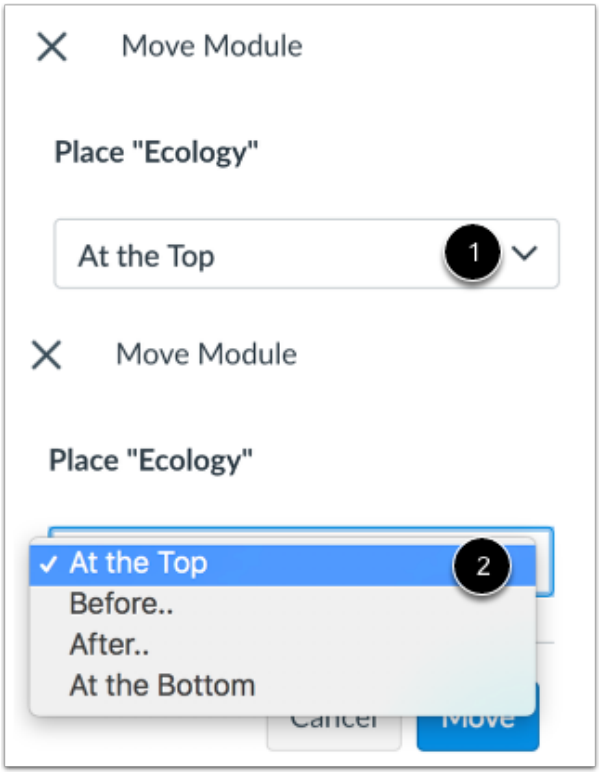
You can use the drag and drop option to reorder modules. Click the drag handle next to the module name. Drop the module in the desired location by releasing the mouse.

Move Module



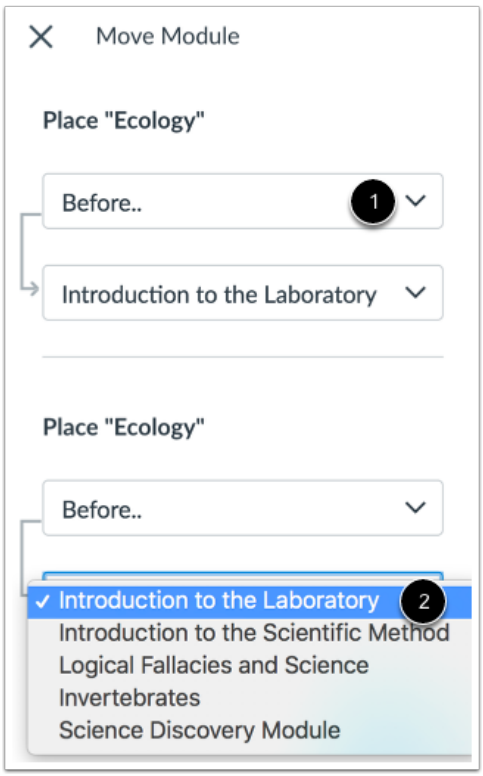
You can also use the Move To option to reorder modules. Click the **Options** icon [1] and select the **Move To...** link [2].

Place Module Location



In the Move Module sidebar, click the **Place** drop-down menu [1]. Select the placement of the module you are moving [2]. You can move the module so it is listed first, before a specific module, after a specific module, or as the last module on the page.

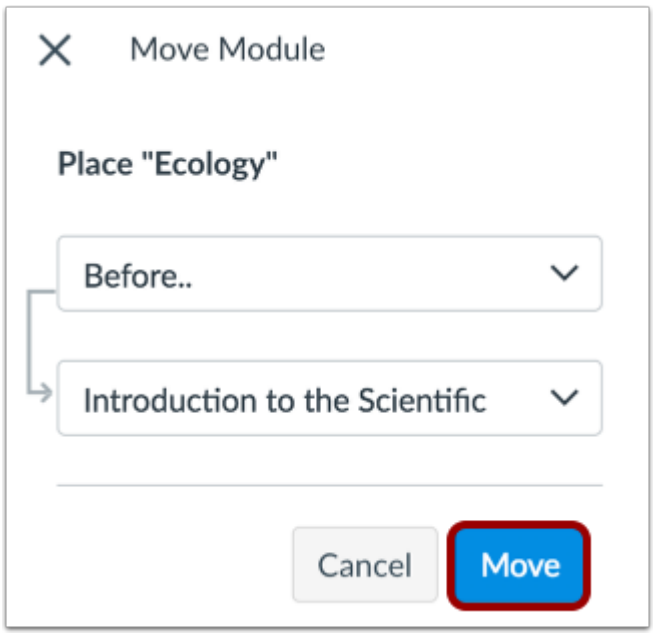
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the module that should be before or after the module you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the module to another location, change the sidebar placement options as needed.

Move Module



Click the **Move** button.

How do I add assignment types, pages, and files as module items?

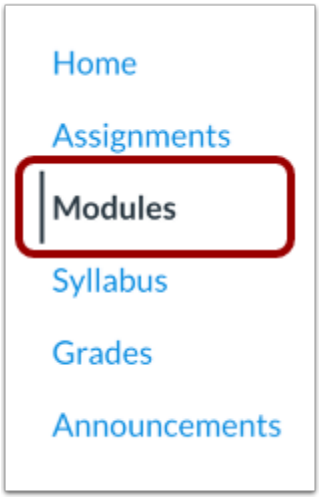
You can add new or existing content items in Canvas to a module. You can also add an item to multiple modules, or multiple iterations of an item to one module.

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module. Learn more about Draft State in Modules.

Notes:

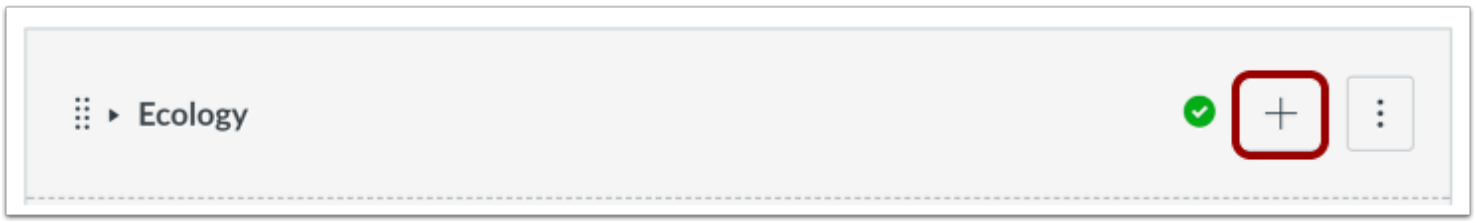
- Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.
- When adding a restricted file type to a Module, please be aware that restricted files act as published files and may be viewable to students. Learn more about restricting files in Canvas.
- Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.
- If your course requires you to set usage rights for a file, you must set the usage right before you can publish the file in a module.

Open Modules



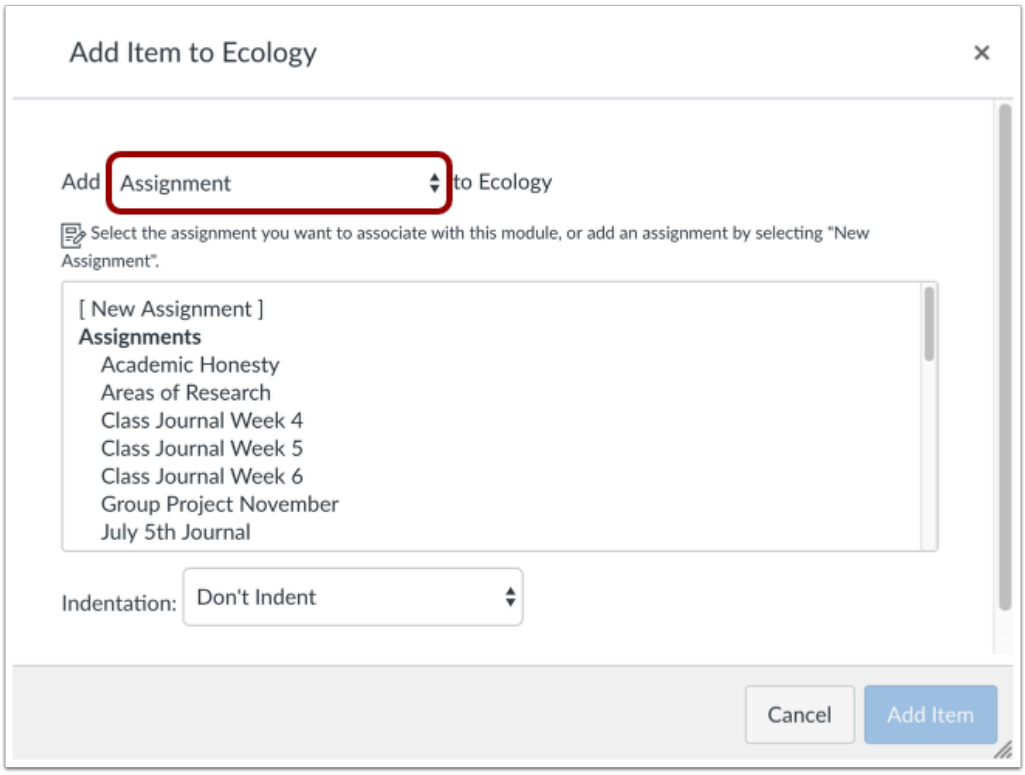
In Course Navigation, click the **Modules** link.

Add Module Item



Click the **Add Item** button.

Add Item to Module



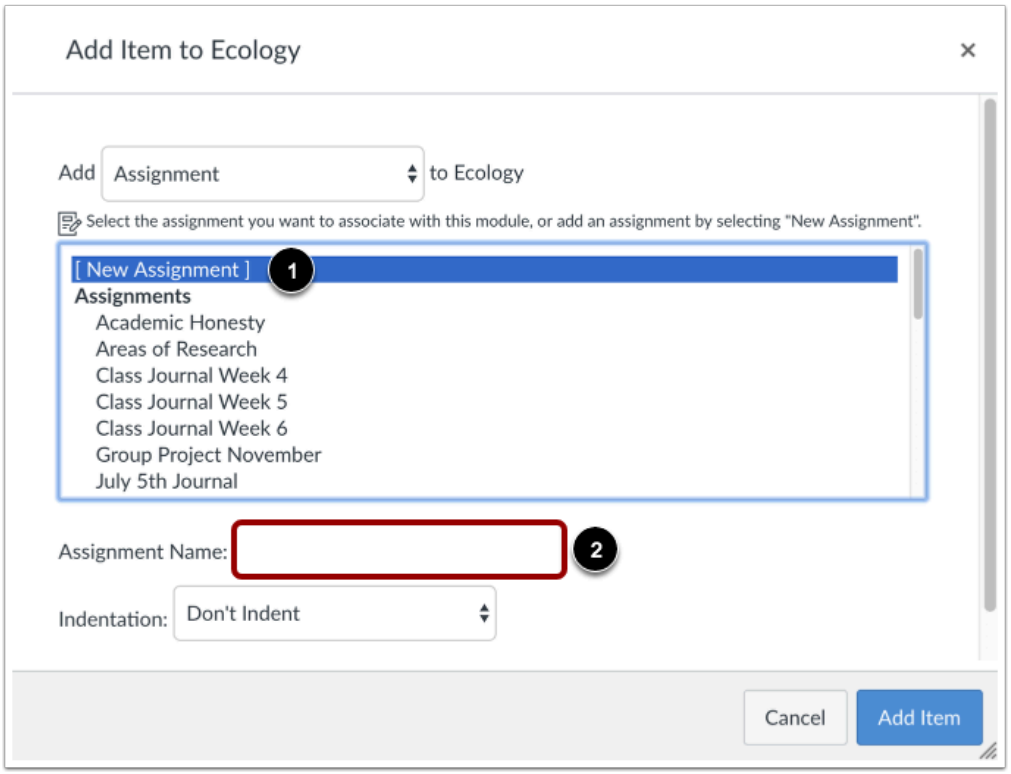
Click the **Add** drop-down menu and select one of the following item types:

- Assignment
- Quiz
- File (document and media file types)
- Page

- Discussion

Note: Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.

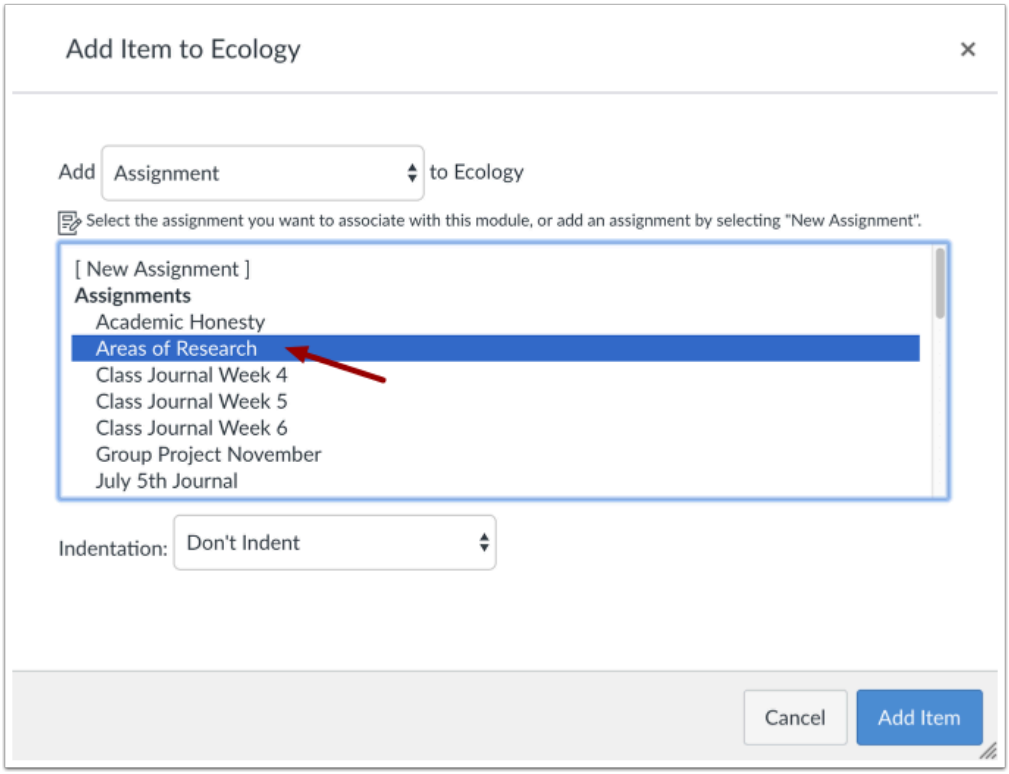
Add New Item



If you want to add a new item, click the **[New]** link [1] and type a name in the name field [2].

Depending on the item type, when adding new content you may be asked to complete additional fields.

Add Existing Item

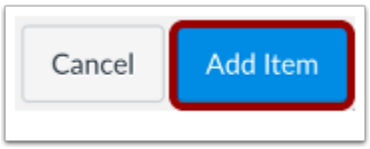


If you have already created the item you want to add, click the name of the item. You can select more than one item to add.

Indent Item

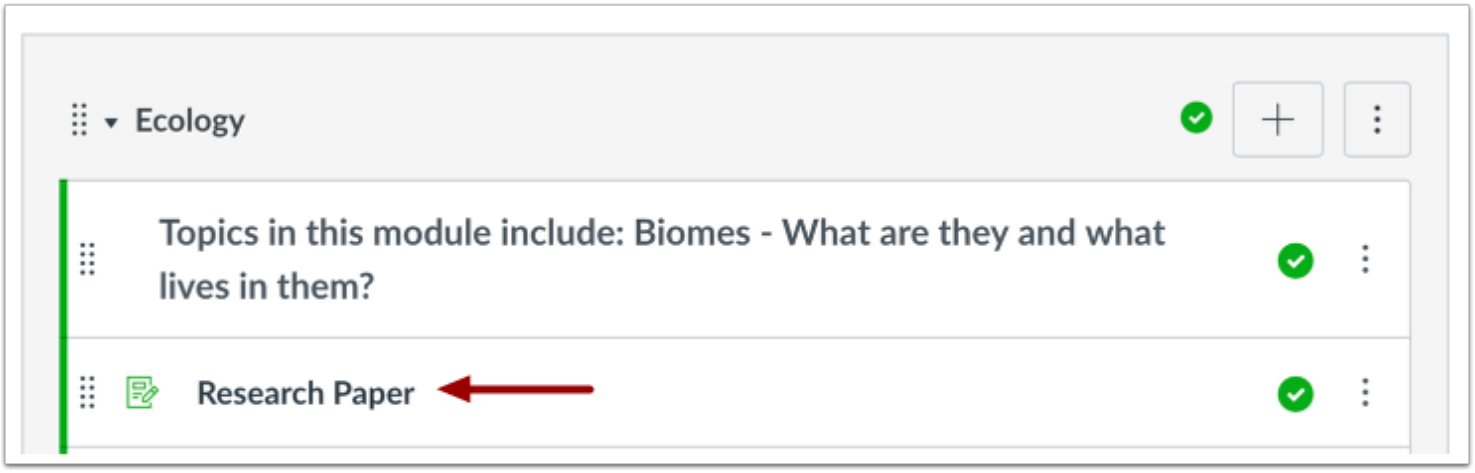
Choose the **Indentation** drop-down menu to indent the item inside of the module.

Add Item



Click the **Add Item** button.

View Module Item

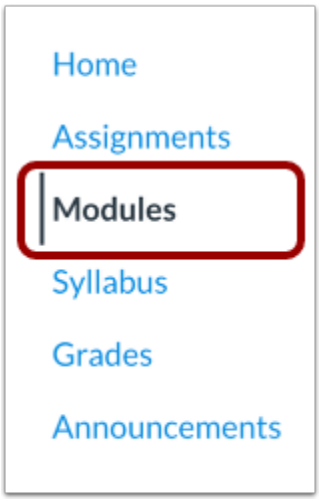


View the selected module item.

How do I add a text header as a module item?

You can add text to your module when you add a new item.

Open Modules

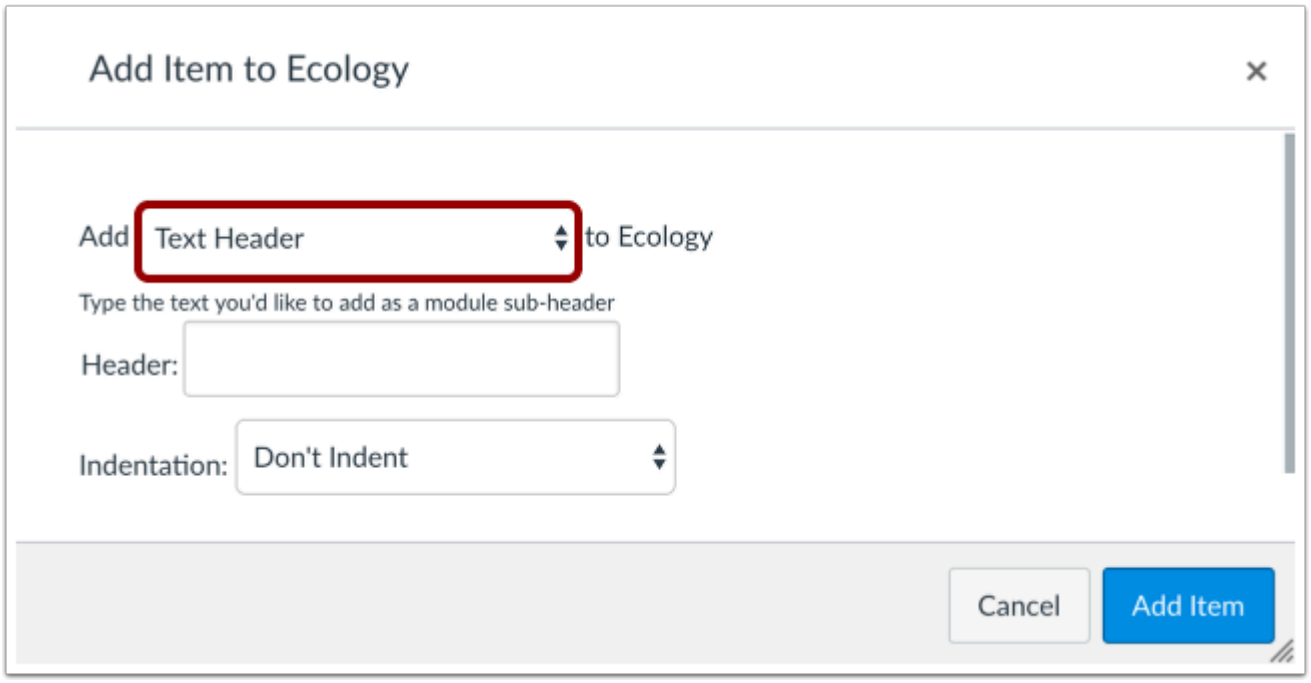


In Course Navigation, click the **Modules** link.

Add Content

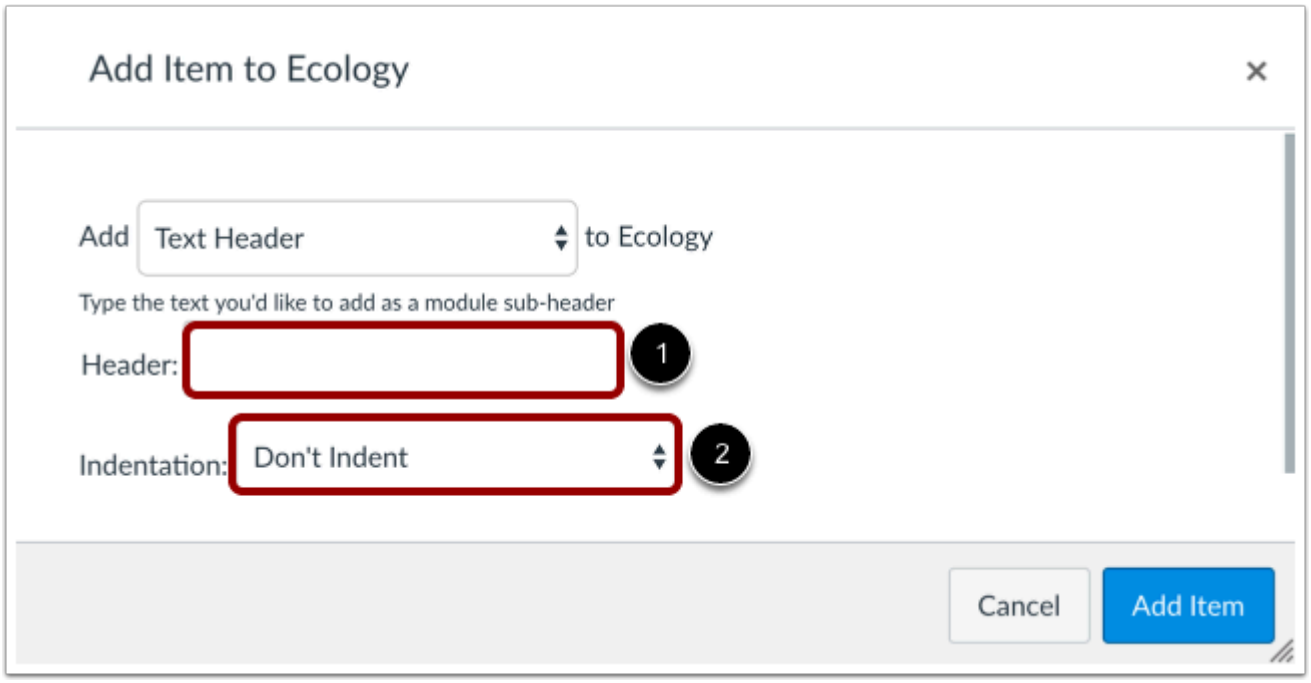
Click the **Add Item** button.

Select Item Type



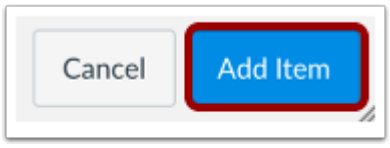
In the drop-down menu, select the Text Header option.

Add Text



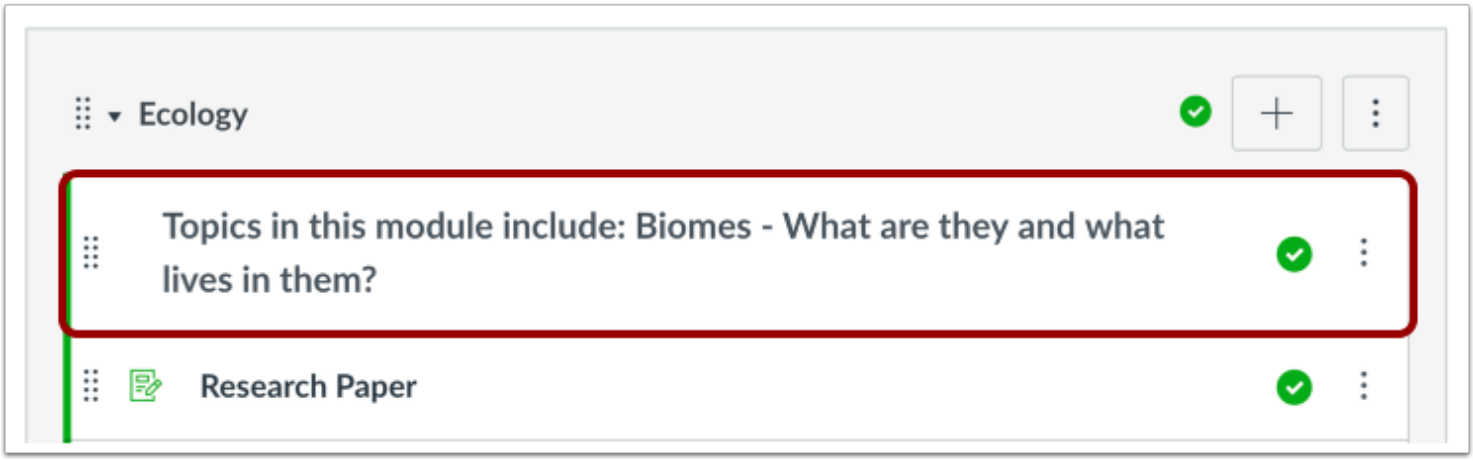
Type the text you wish to add in the header field [1]. Open the Indentation drop-down menu and select the level of indentation for the text header [2].

Add Item



Click the **Add Item** button.

View Module



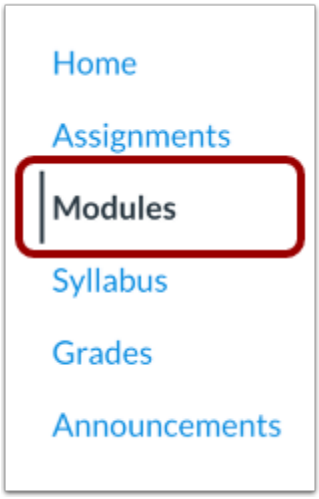
View the new text header in your module.

How do I add an external tool as a module item?

In Modules, you can add links to configured external tools in Course Settings. However, you can still add unconfigured tools if you know the required information for the external tool.

Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules

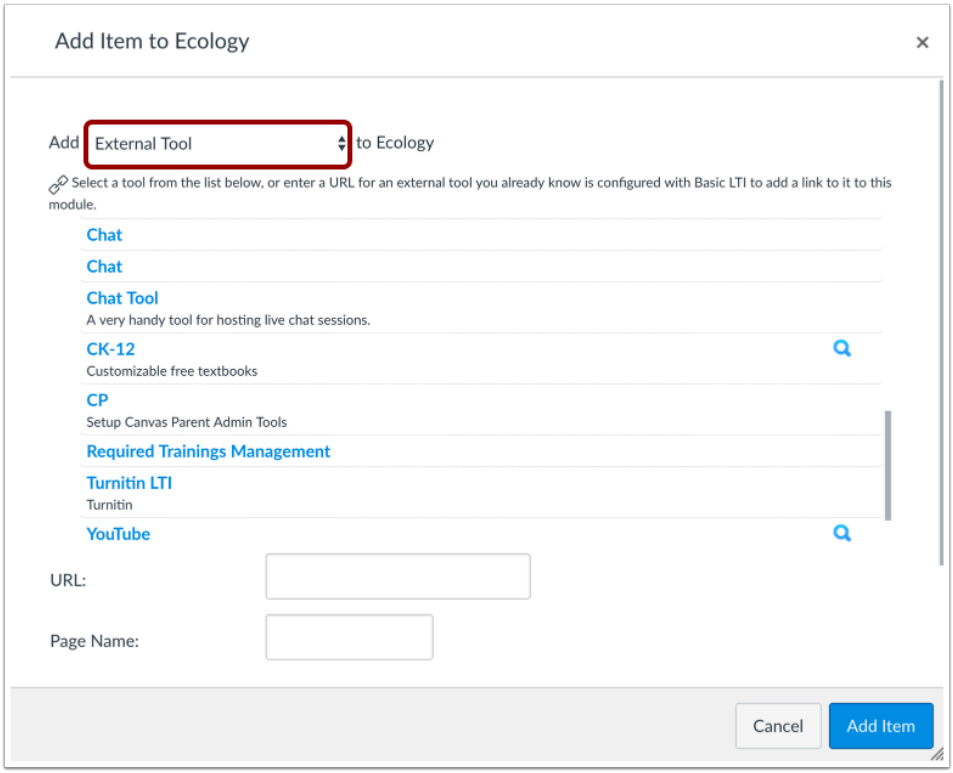


In Course Navigation, click the **Modules** link.

Add Module Item

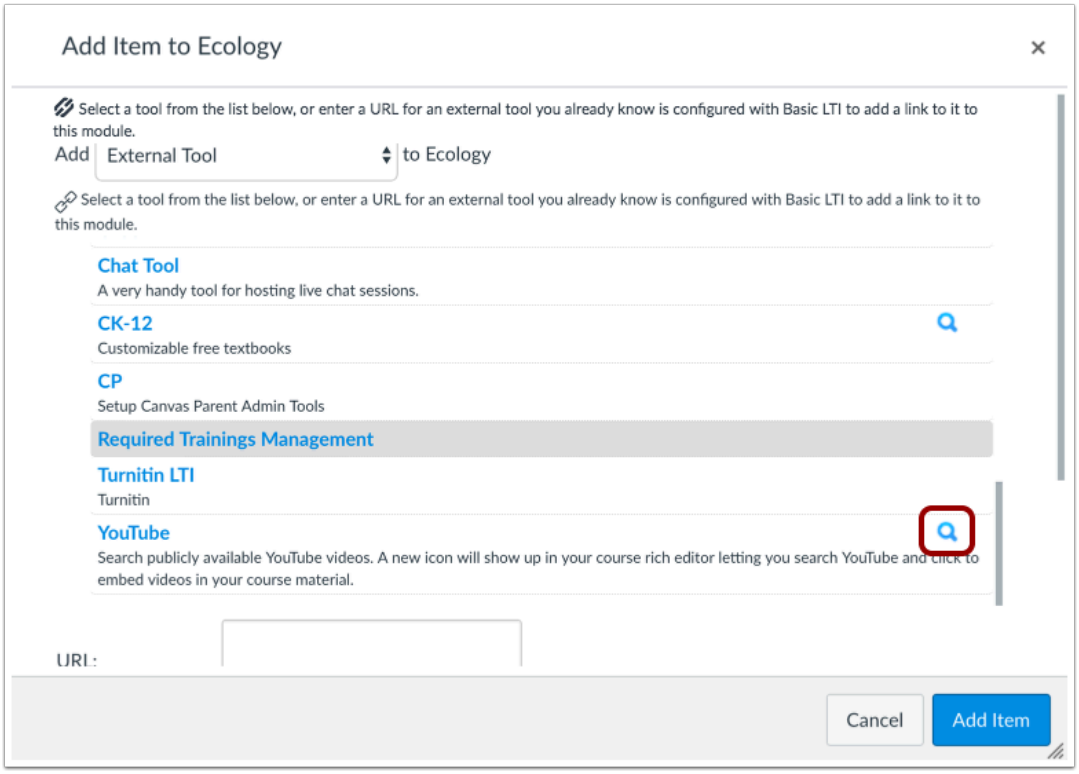
Click the **Add Item** button.

Add External Tool



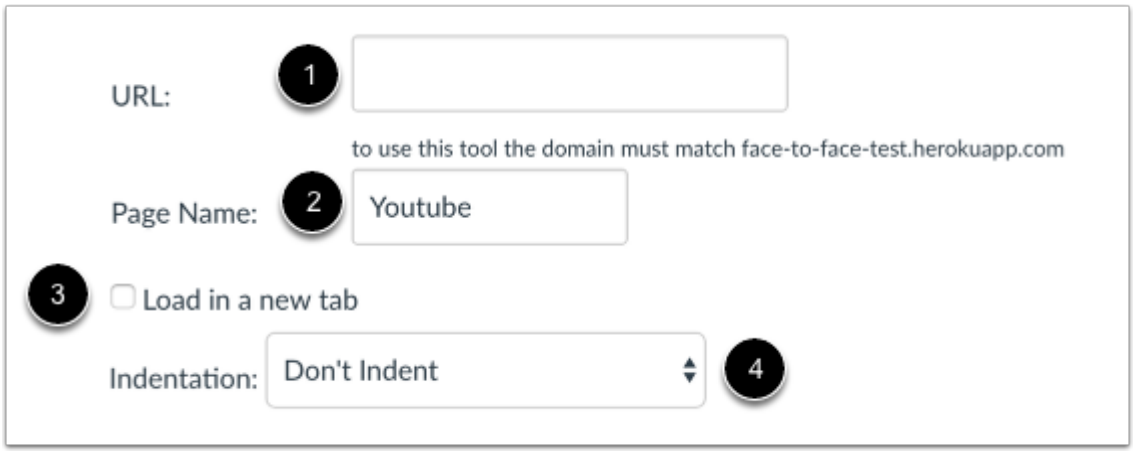
In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.

Find External Tool



Locate the configured tool and click the **Search** icon. An external window will appear in your browser; follow the instructions to add the tool.

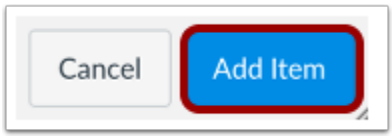
Add Unconfigured Tool



If you want to add a tool that has not been configured in your course, locate the configuration URL for the tool you want to link to and type the URL in the URL field [1]. Give your External Tool a Page Name [2]. To have the tool open in a new browser tab, click the **Load this tool in a new tab** checkbox [3]. Choose whether or not to indent the item in the module drop-down menu [4].

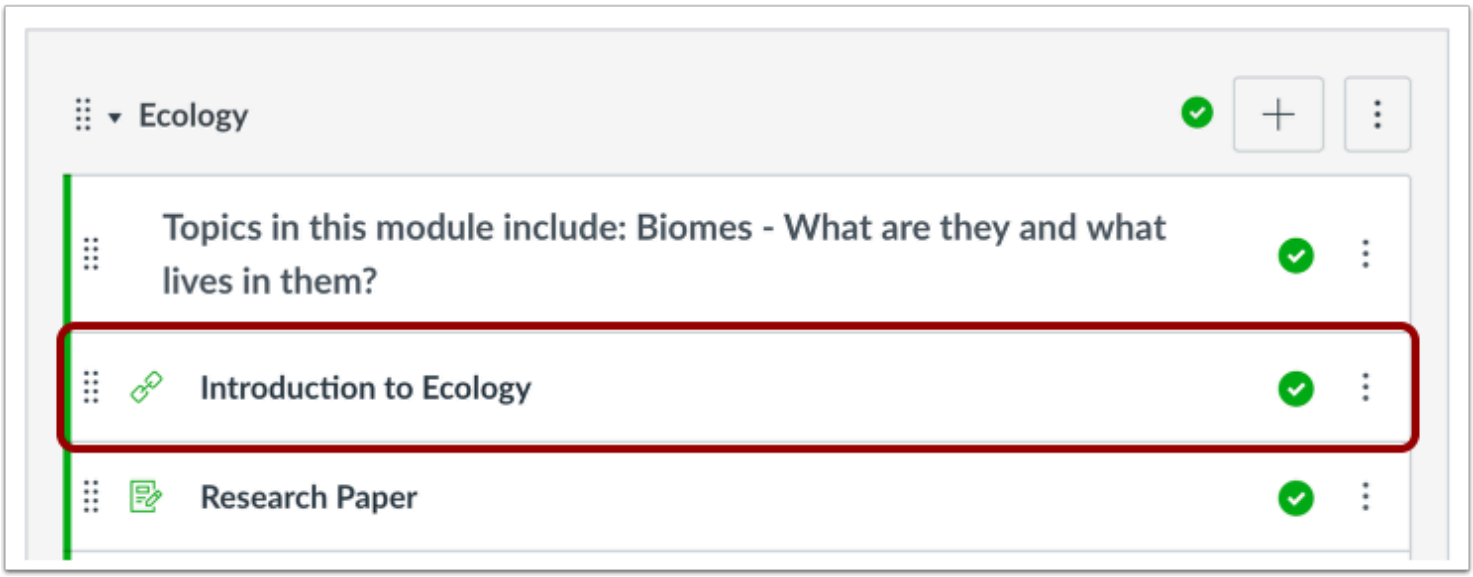
Note: Because Basic LTI configurations can be added at a later time, the dialog will accept URLs that don't match any existing configurations. However, when you try to navigate to an external tool that is not configured, you'll see an error message indicating the problem.

Add Item



Click the **Add Item** button.

View Module



View the external tool in your module.

How do I add an external URL as a module item?

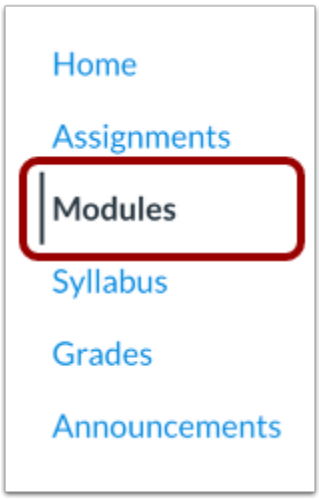
You can add a URL link to your modules.

When adding an External URL to a module, the dialog box includes an option to load the URL in a new browser tab. When this option is selected, Canvas will display the page to students outside of Canvas. If the External URL is part of a module requirement, Canvas will also register the progression so that the module footer will appear and allow the student to advance to the next module item.

When this option is not selected, the content is embedded in an iFrame for easy viewing. However, some sites have disabled embedding and require users to open the content in a new window. Users can open the link in a new window by right-clicking the link and selecting the option to view in a new window or tab.

Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules

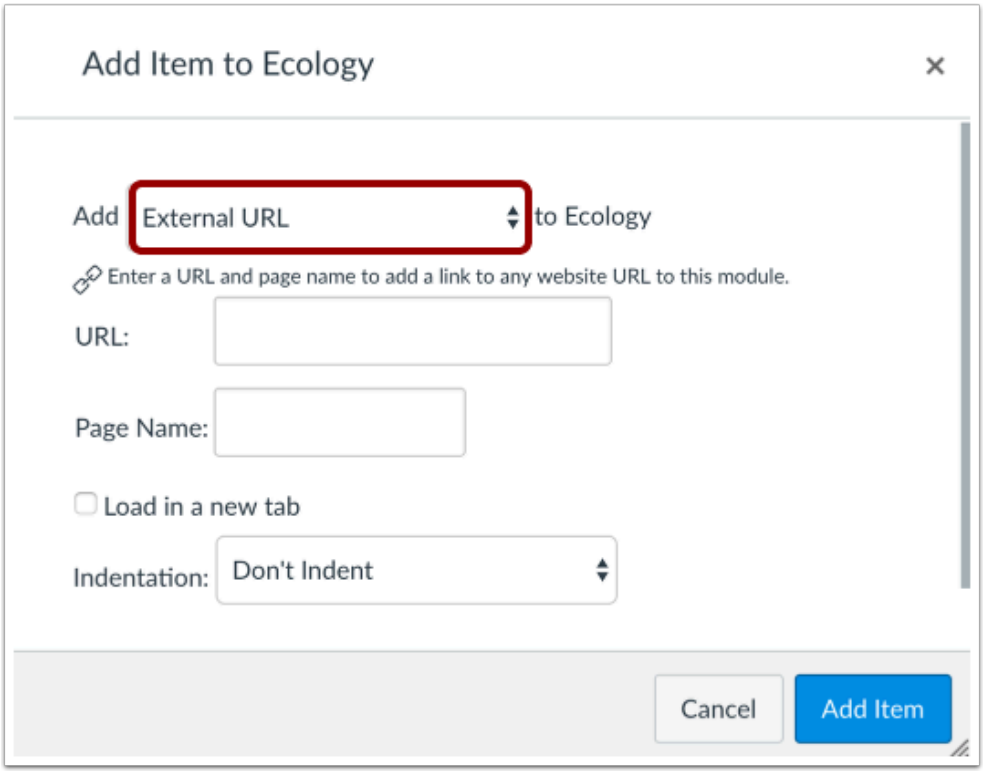


In Course Navigation, click the **Modules** link.

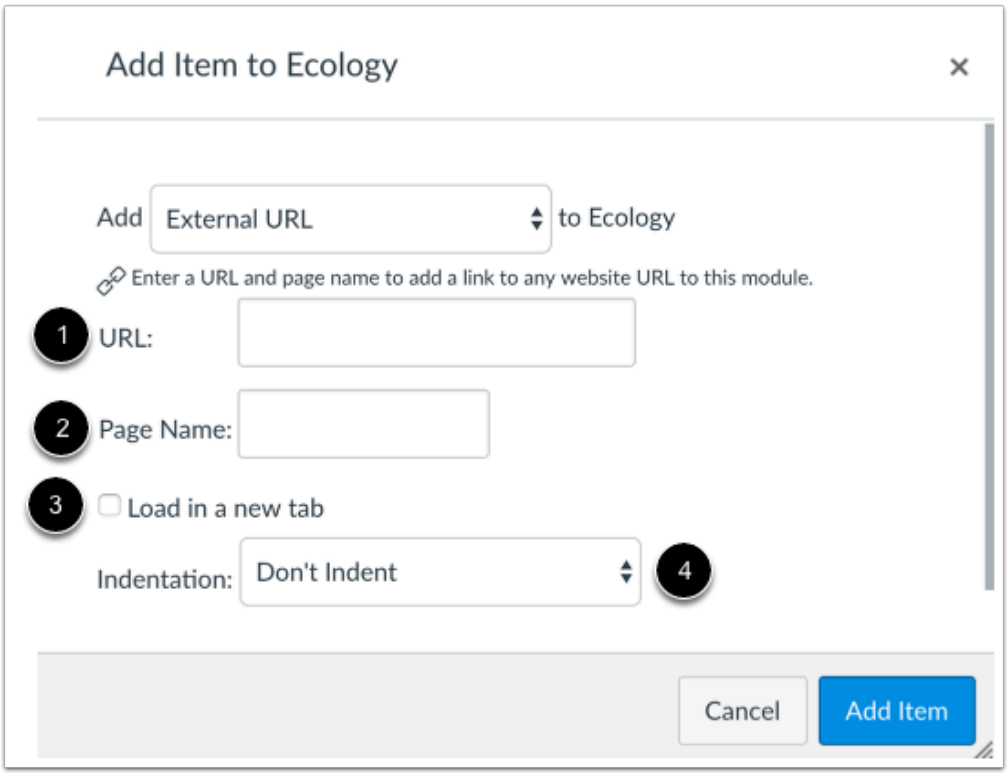
Add Module Item

Click the **Add Item** button.

Add External URL

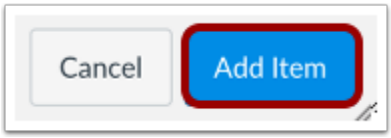


In the **Add [Item Type] To:** drop-down menu, select the External URL option.



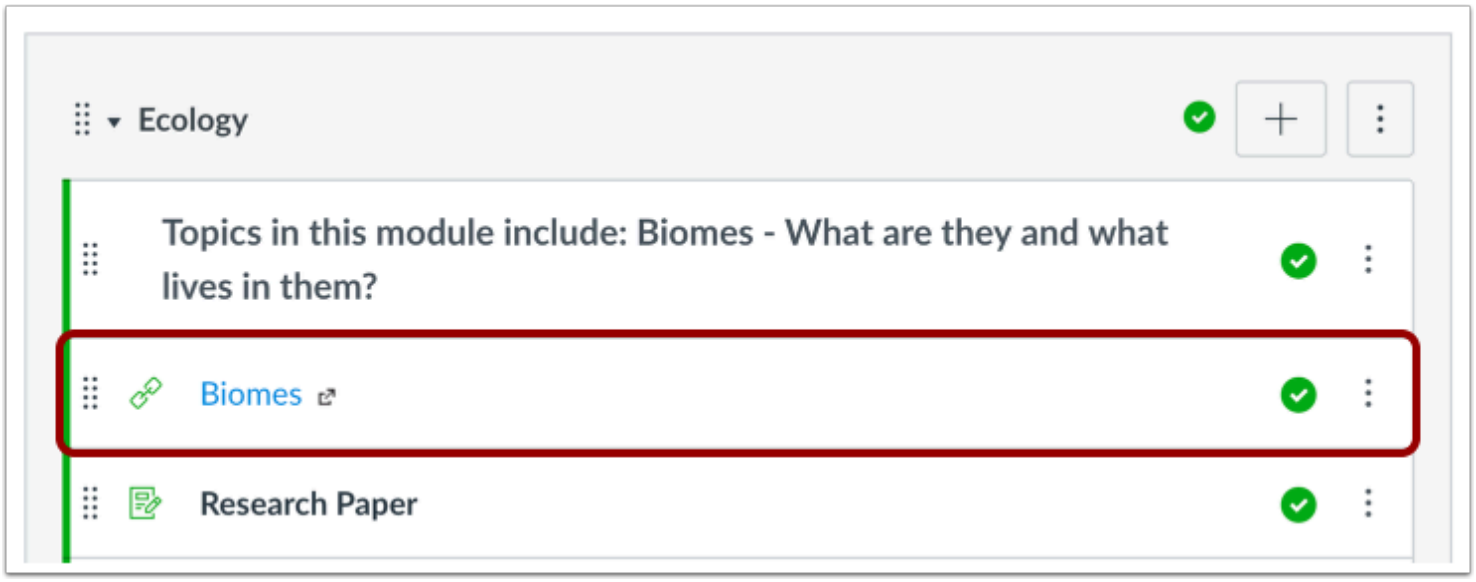
Type or paste the URL in the URL field [1]. Give your External URL a page name [2]. To have the URL open in a new browser tab, click the **Load in a new tab** checkbox [3]. Choose whether or not to indent the item in the module drop-down menu [4].

Add Item



Click the **Add Item** button.

View Module



View the external URL in your module.

How do I duplicate a module item?

You can duplicate assignments, graded discussions, and pages within a module. When a module item is copied, the word *Copy* is added to the end of the item name.

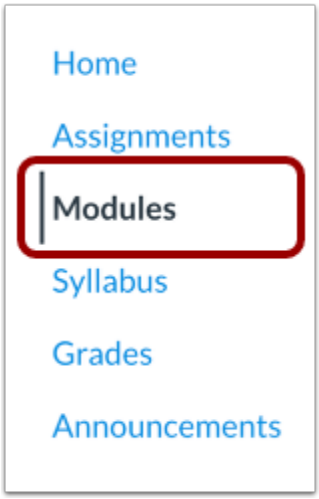
Duplicating a module item defaults the copied item to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page.

Notes:

- External links, quizzes, headers, and files cannot be duplicated individually. However, they can be duplicated as part of duplicating an entire module.
- Quizzes created using the classic Canvas quiz tool cannot be duplicated.

Open Modules



in Course Navigation, click the **Modules** link.

Duplicate Module Item

Locate the module item you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

Note: If a module item cannot be duplicated, the Duplicate link will not display in the options menu.

View Duplicate

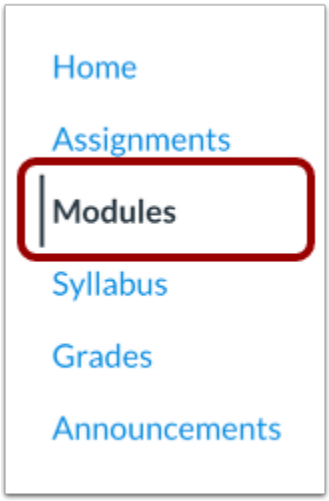
View the duplicate module item in your course.

Note: If applicable to your course, the Modules page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.

How do I edit module items?

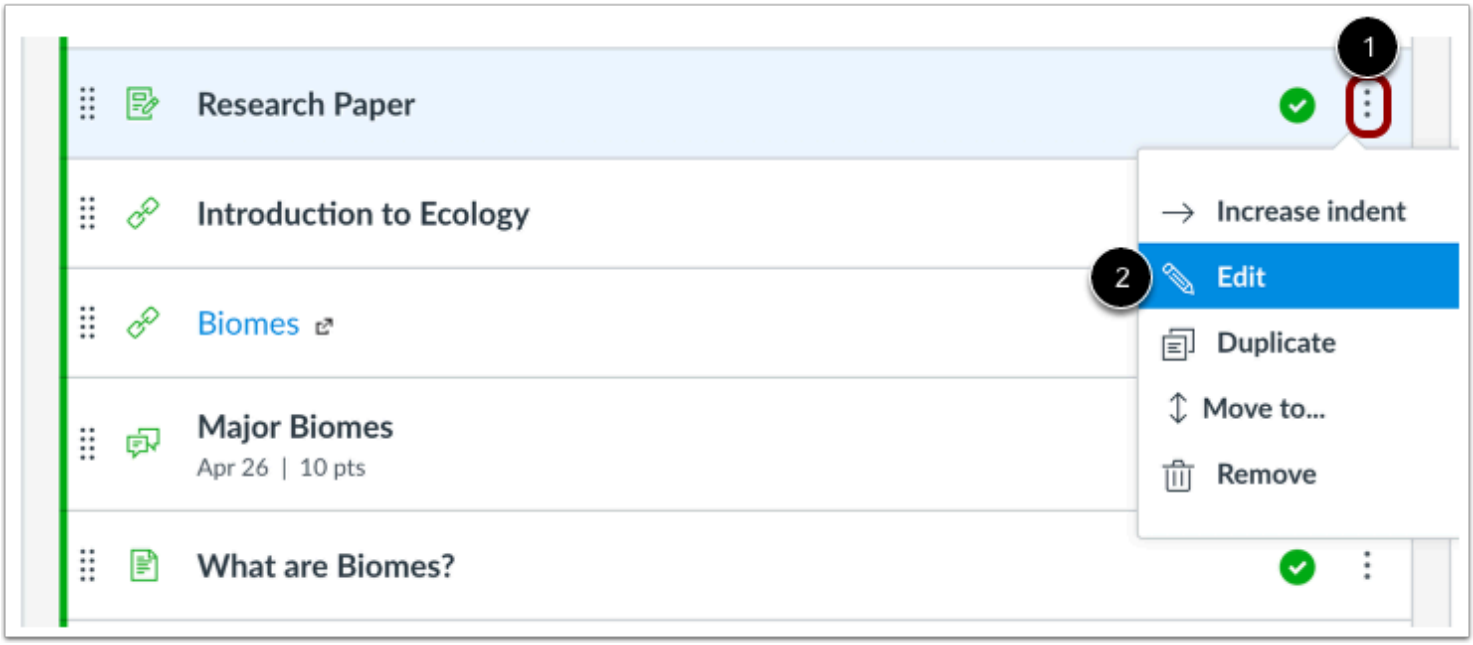
You can edit module items' names and indentation after they have been created.

Open Modules



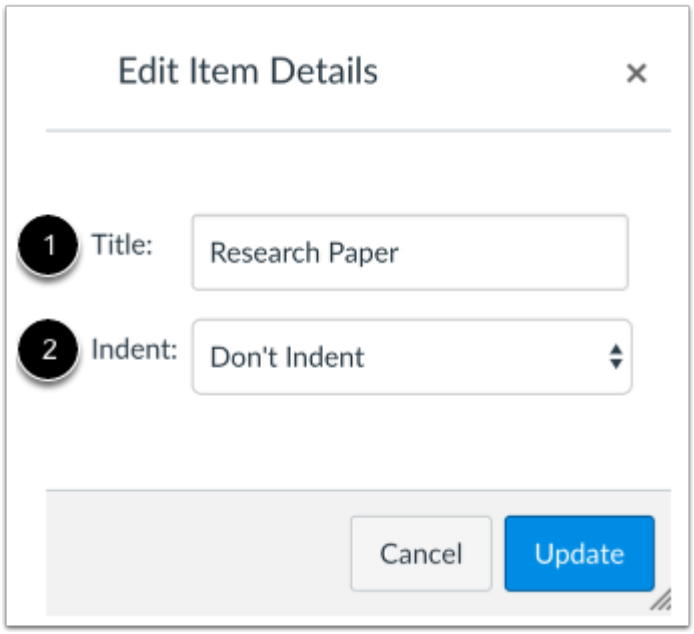
In Course Navigation, click the **Modules** link.

Edit Module Item



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

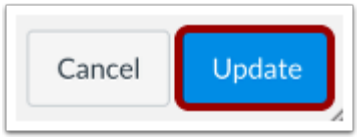
Edit Item Details



You can edit the item title by typing in the title field [1]. You can also edit the indentation level by selecting the indent drop-down menu [2].

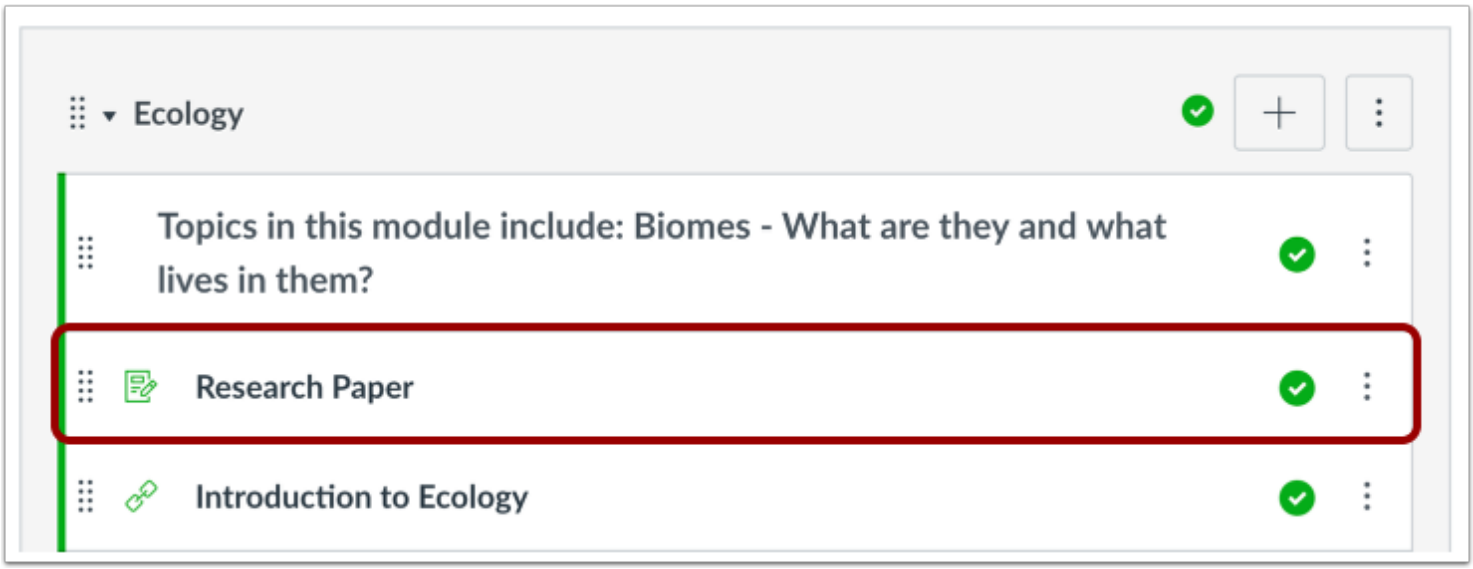
Note: Changes made to one item will be made to all iterations of the item.

Update Item



Click the **Update** button.

View Module



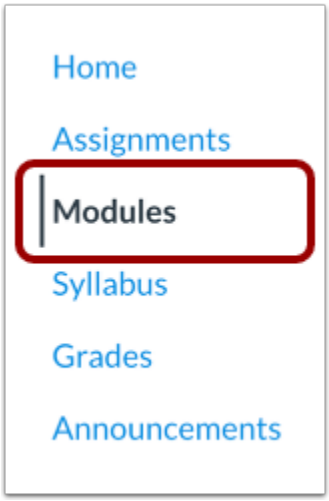
View the changes to the Module item.

How do I remove module items?

You can remove individual content items from your modules.

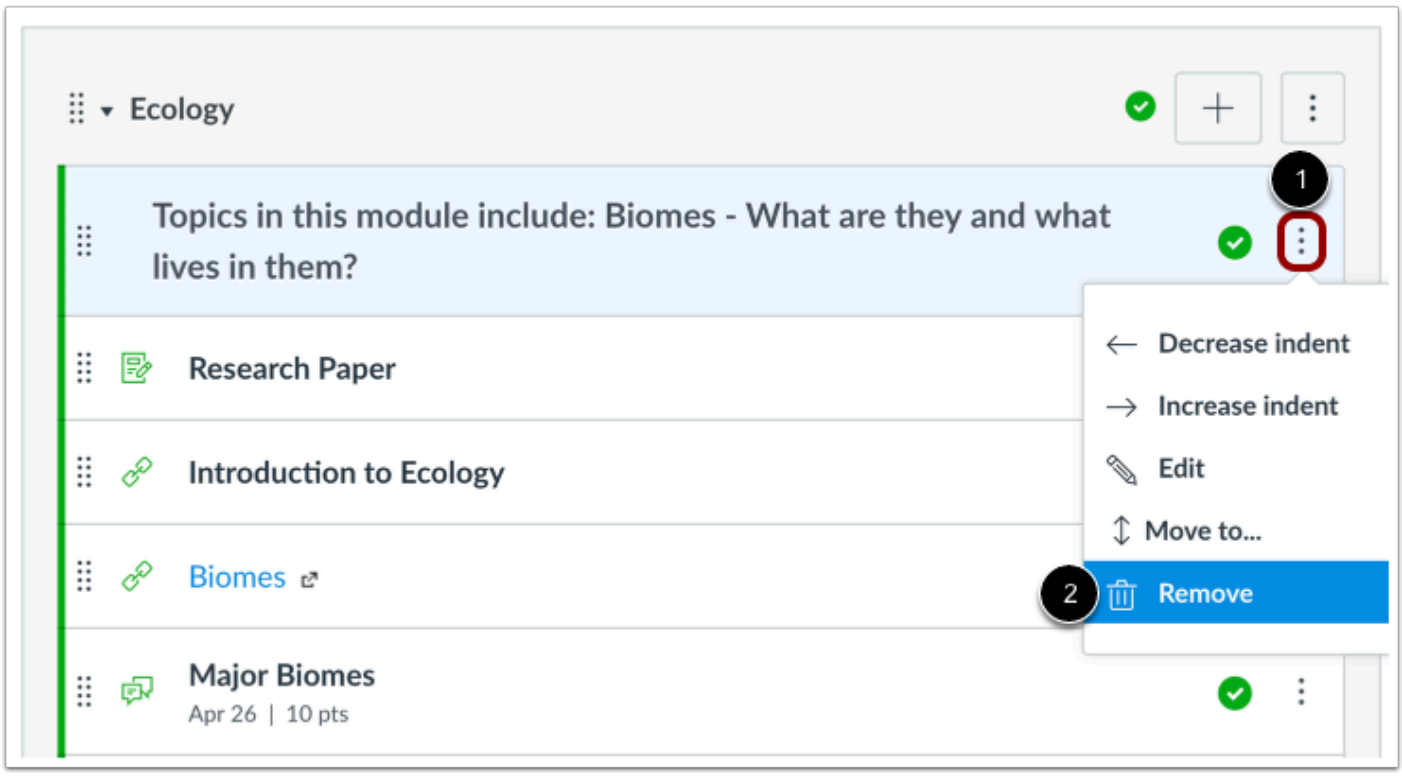
Removing a item will only remove it from the selected module. If you have included the item in other modules, they will not be affected.

Open Modules



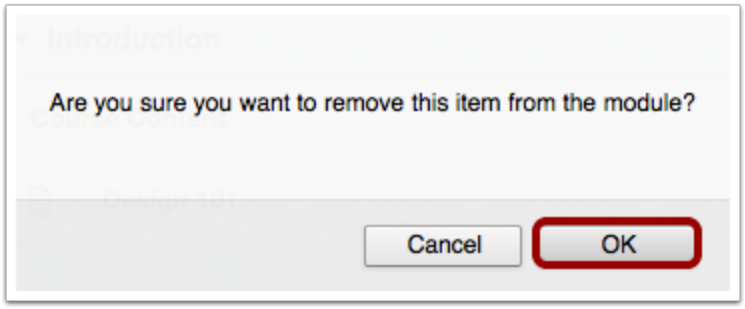
In Course Navigation, click the **Modules** link.

Remove Module Item



Click the **Options** icon [1] and select the **Remove** link [2].

Confirm Removal

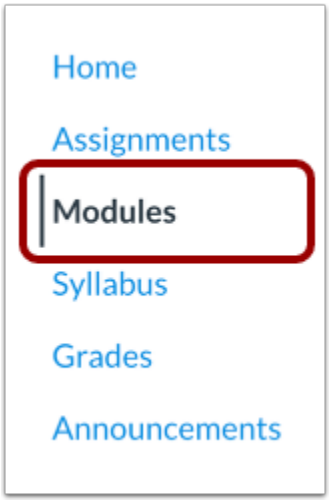


Click the **OK** button.

How do I move or reorder a module item?

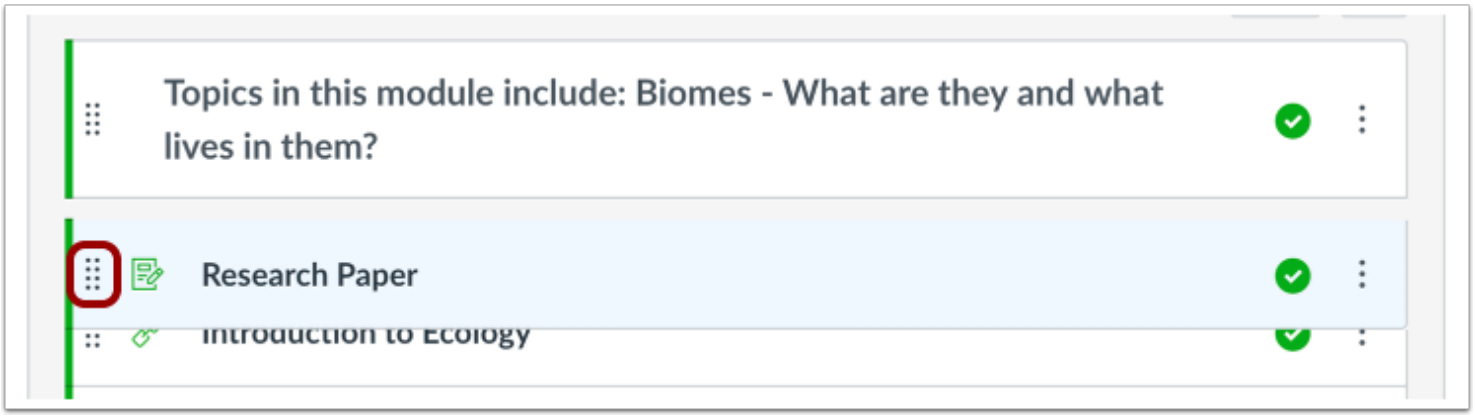
You can move or reorder module items after you've added them to a module. You can manually drag and drop the module item, or you can use the Move To option, which is also accessible for keyboard users.

Open Modules



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

Drag and Drop Module Item

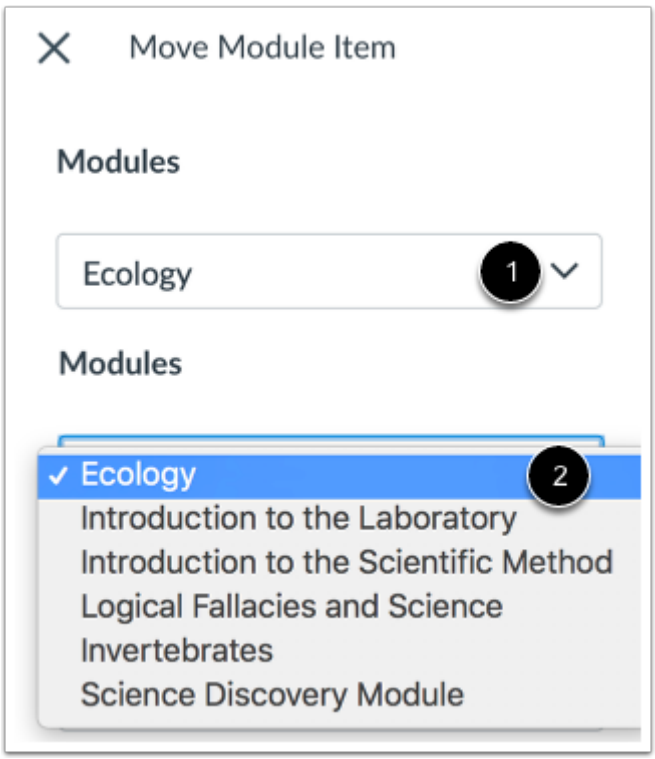


You can use the drag and drop option to reorder module items. Click the drag handle next to the module item name. Drop the module item in the desired location by releasing the mouse.

Move Module Item

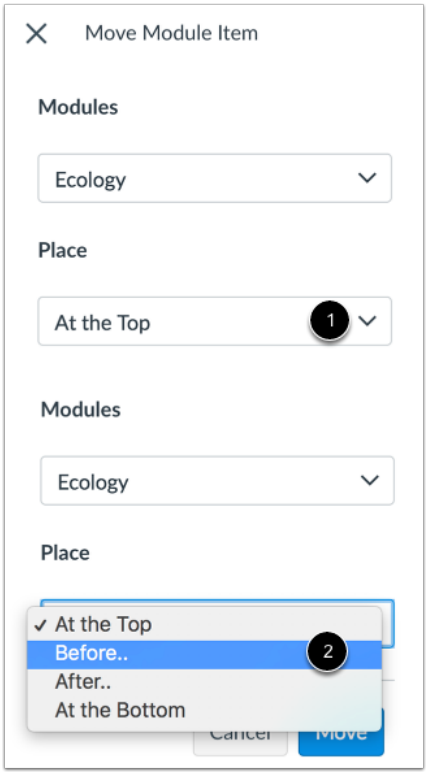
You can also use the Move To option to reorder a module item. Click the **Options** icon [1] and select the **Move To...** link [2].

Select Module



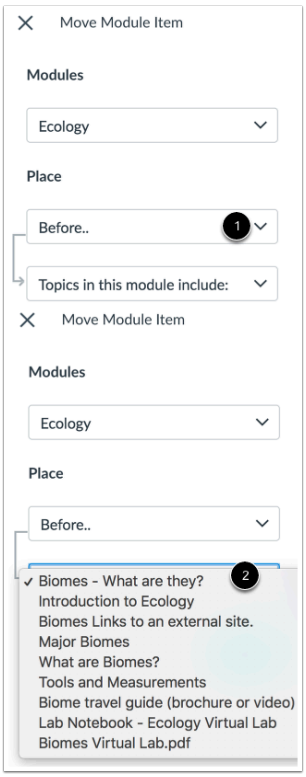
In the Move Module Item sidebar, click the **Place** drop-down menu [1], then select module for the module item [2]. If you want to keep the item in the existing module, select the existing module name. However, if you want to move the item into another module, select the new module name.

Place Module Item



In the second drop-down menu [1], select the placement of the item you are moving [2]. You can move the module item so it is the first item module item, before a specific item, after a specific item, or the last module item.

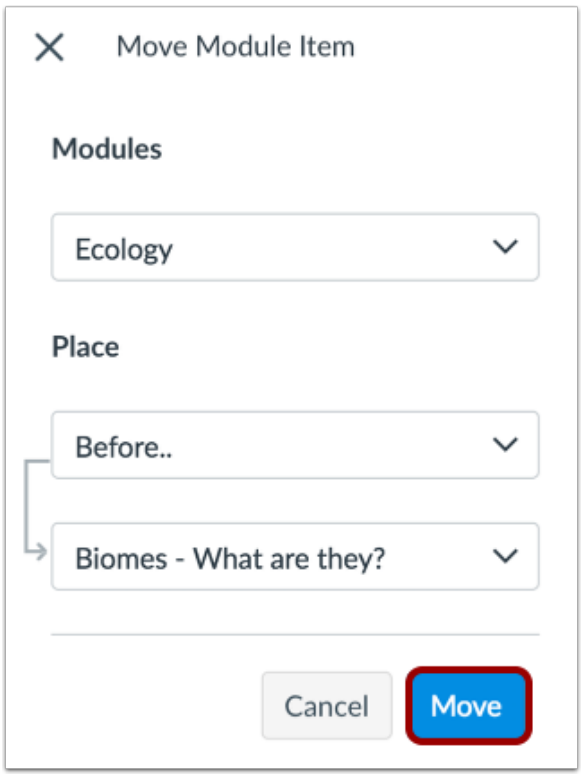
Place Before or After



If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the module item that should be before or after the module item you are moving [2], as indicated by the option selected in the previous menu.

If you want to move the module item to another location, change the sidebar placement options again.

Move Module Item



Click the **Move** button.

How do I use MasteryPaths in course modules?

The Canvas MasteryPaths feature allows you or a course designer to customize learning experiences to students based on student performance. With MasteryPaths, you identify activities for each student's learning path and differentiate assignments for required learning, optional learning, or choosing their own content and assignments within a specific path, which helps them achieve course mastery.

MasteryPaths is based on differentiated assignments, which allows targeted learning activities to be assigned to different users and sections. With MasteryPaths, assignments are differentiated to individual students automatically and no additional work is required aside from grading student assignments as usual. After the initial assignment has been graded (either manually or automatically), the student's score designates which conditional items(s) they are assigned as a learning path.

When creating MasteryPaths, source assignments and all differentiated course items should be created, and differentiated items should be designated as conditional items before publishing the course.

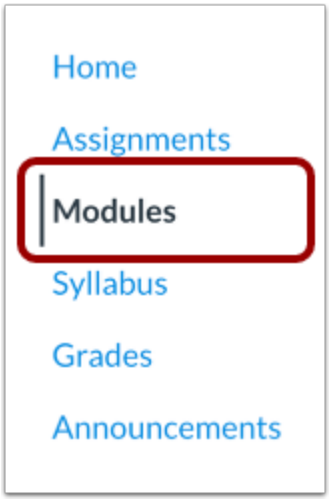
Weighted Grading

If you use weighted grading in your course, additional course work may affect student's total grades. However, grade calculations are based on the assignments assigned to and completed by the student; students are not penalized for any assignments that are not assigned to them. If you are concerned about grade variances with point values, you may want to review the conditional assignments assigned to each MasteryPath and try to balance out grading totals in each path. Additionally you could evaluate student progress and add individual students to assignments as necessary that they can complete to improve their grade.

Notes:

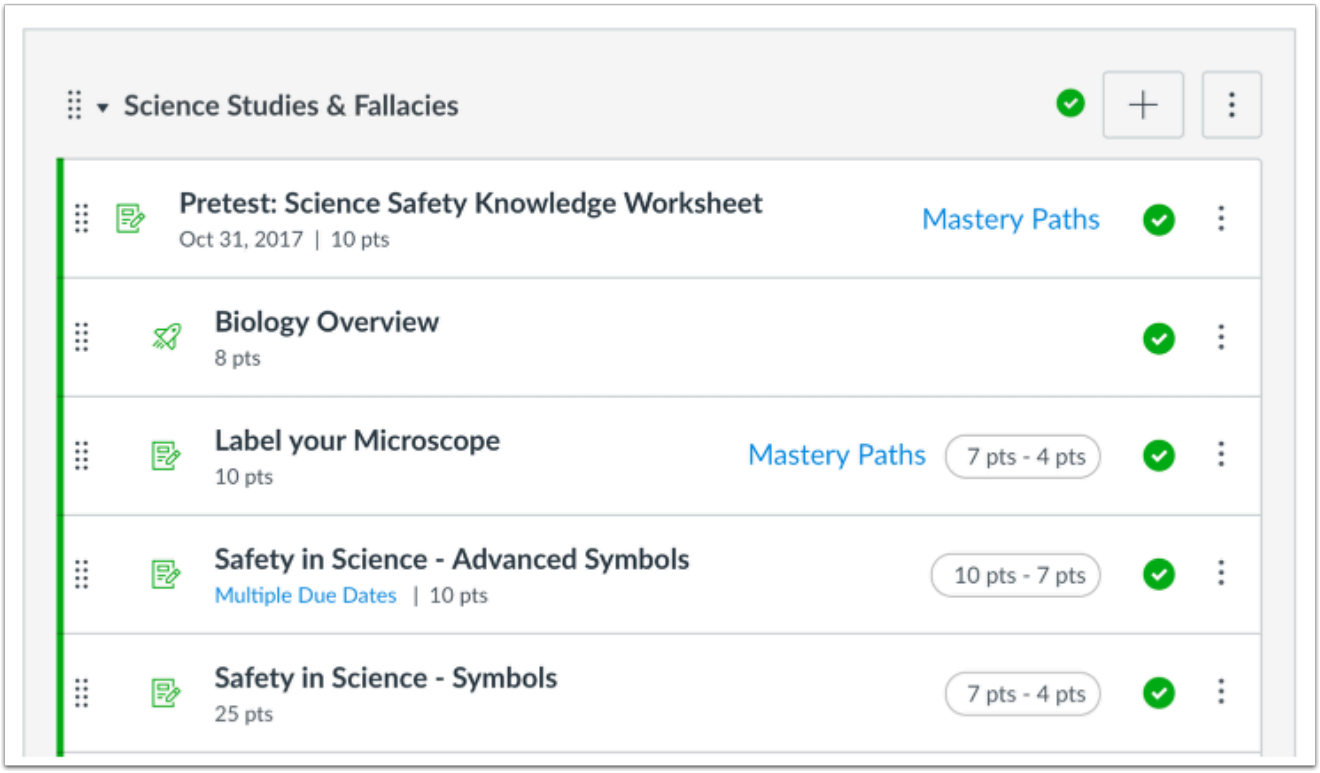
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If your institution uses a student information system (SIS) and requires due dates for assignments, any MasteryPaths assignments assigned to one or more students are currently not validated. Please use with caution when syncing to your SIS.
- If your course has a large number of students and/or if a MasteryPath has a large number of associated conditional items, students may experience a delay before they are assigned a path.
- Currently MasteryPaths does not support association with outcomes.
- Files, External URLs, and External Tool module items cannot be used as conditional items in MasteryPaths.

Open Modules



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

Add Course Modules



The MasteryPath process currently only originates from the course Modules page. Before you can designate source assignments and conditional items for a MasteryPath, all course assignments and pages should be developed and added to Modules as module items. MasteryPaths can be created from module structures in existing courses or new course content.

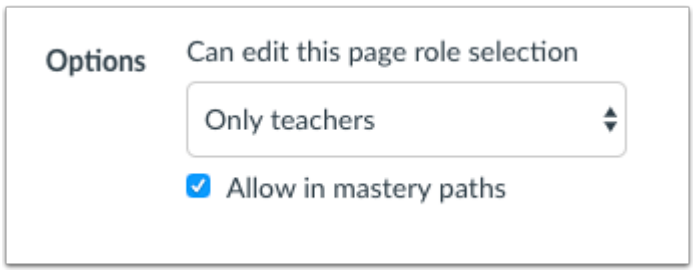
Indenting module items can be used to help organize the module's structure and visually show which items should be conditional items in a MasteryPath.

Any graded assignment, graded discussion, or graded quiz may be used as the source content for a MasteryPath. A student's source content score determines which conditional item(s) they are assigned.

Any course item except for practice quizzes and ungraded surveys may be designated as a conditional item in a MasteryPath.

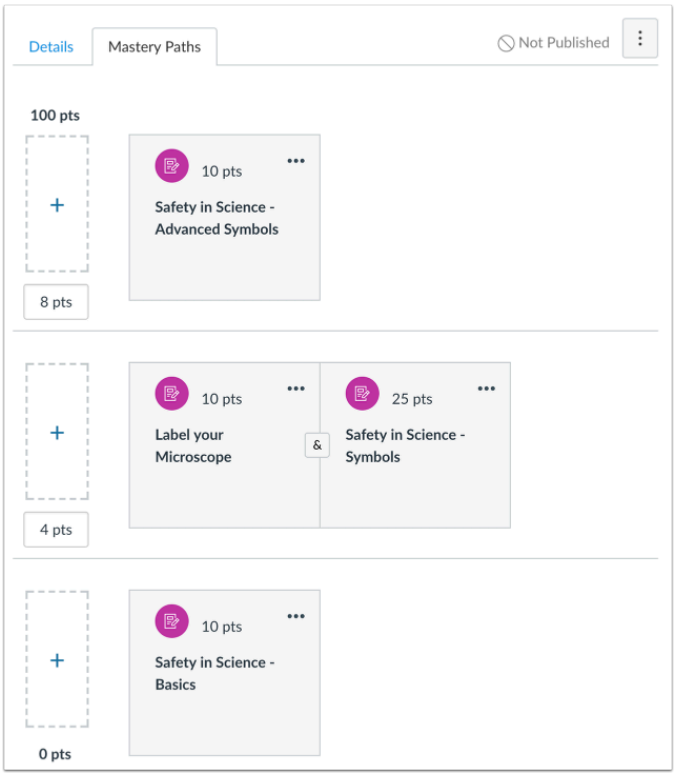
Note: In MasteryPaths, module prerequisites and requirements are not required, but they are encouraged to guide course organization and conditional paths.

Allow Page Content



Because content pages do not require grading, content pages cannot be used as source content and can only be added to a MasteryPath as conditional content. However, a page must be allowed for MasteryPaths before it can be added as a conditional item.

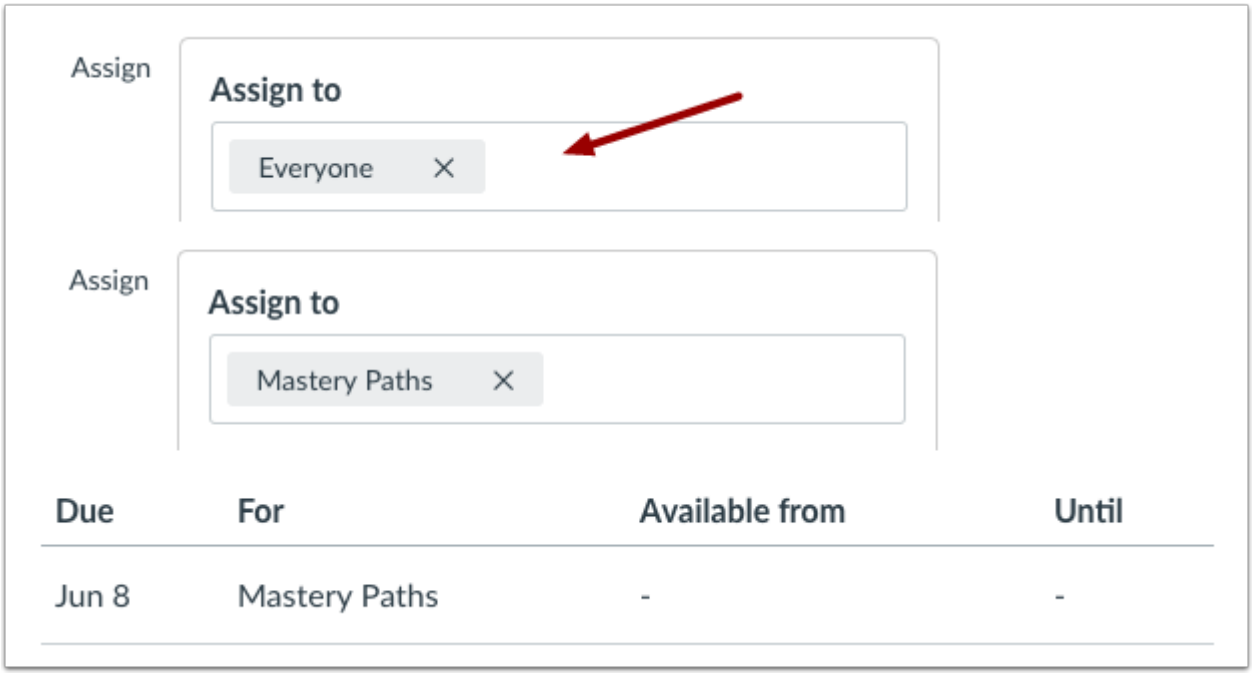
Add Conditional Items



A MasteryPath originates from an assignment assigned to everyone, such as a pre-test or an introductory assignment.

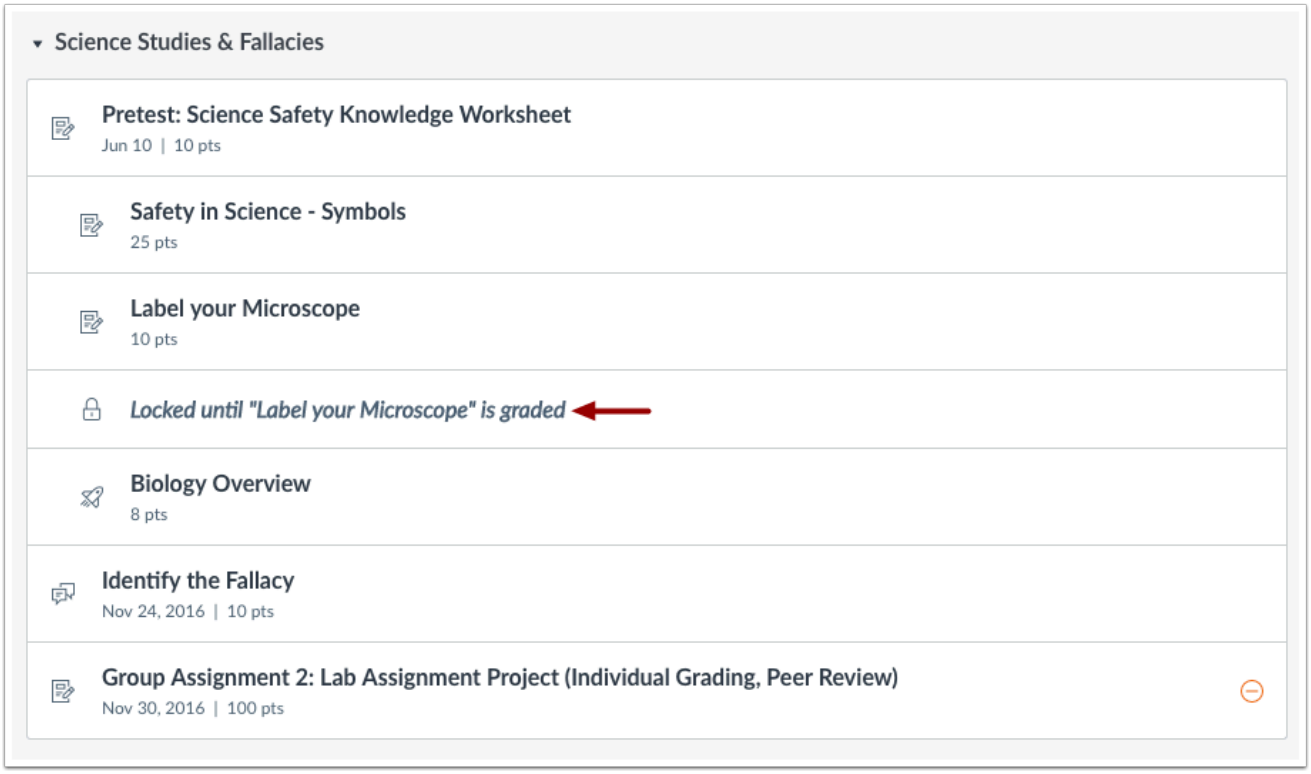
The MasteryPaths configuration page allows you to add conditional content items to the source content item. Conditional content items are selected from the list of module items you have already added to the module. These items are then assigned to specific students through conditional rules in three scoring ranges. After the source content assignment has been graded (either manually or automatically), the student's score designates which conditional item(s) they are assigned as a learning path.

Assign Items to MasteryPaths



By default, assignments in Canvas are assigned to Everyone, which means all students will be able to view the assignment in their Modules page. Once conditional content items have been added to a MasteryPath, the conditional assignments must be assigned to Mastery Paths. The Mastery Paths assignment designates the assignment for conditional release only, and the assignment will only display to students whose source content scores fall in a range that releases the conditional assignment to them.

Release Conditional Items



When you create MasteryPaths for your course, students see content added to their Modules page as they move through the course. When the course begins, they will only be able to see items that have been published and assigned to **Everyone** or assigned specifically to them. In contrast, courses that do not use MasteryPaths display all content in the Module, even if the content is locked.

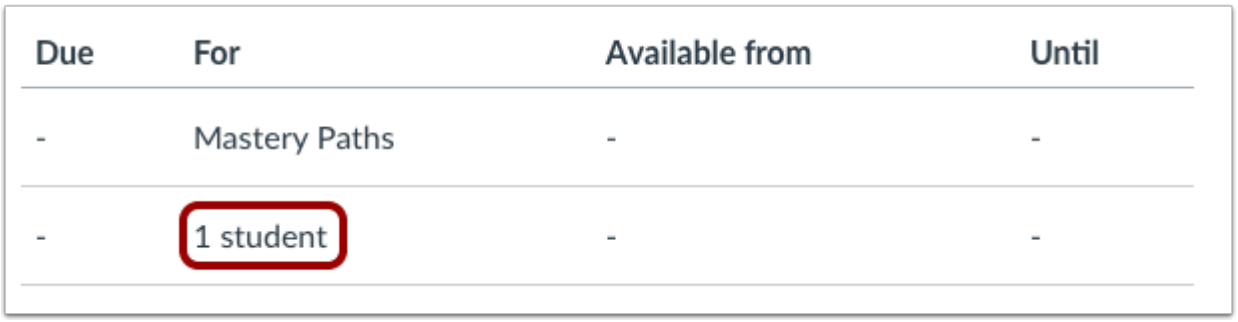
Once a MasteryPath source assignment has been graded (either automatically by Canvas or manually in SpeedGrader), the conditional item(s) will automatically display in the student's Modules page based on the source item's scoring range.

If a MasteryPath source assignment scoring range includes an **Or** option, students must choose which conditional item(s) they wish to complete before proceeding.

Notes:

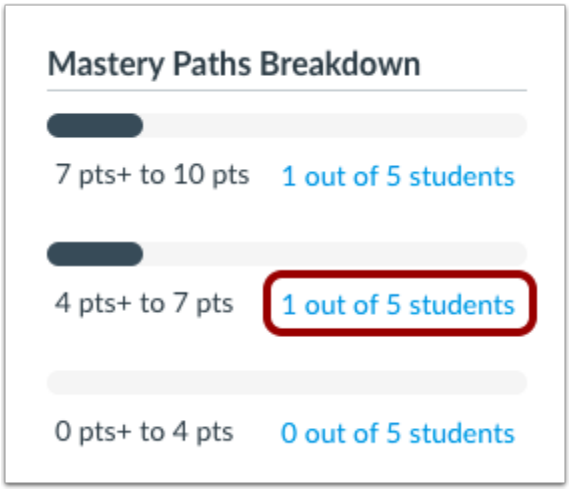
- If you set a requirement that module items must be completed in order, when a student completes a MasteryPath that requires any manual grading, all subsequent module items will be locked for the student until the MasteryPath is graded.
- If you regrade a source assignment after a student chooses a MasteryPath option, and the regrade puts the student in a different conditional item range, they will have to complete the conditional item(s) in the reassigned MasteryPath before advancing through the module.

View Student Path Assignment



When a student is assigned or selects a conditional item, the conditional assignment automatically adds the student's name to the assignment as being differentiated to that student.

View MasteryPath Breakdown



Once students complete a source content item for a MasteryPath, you can view the MasteryPaths breakdown. Each scoring range includes a link that shows the number of students in each range. You can click the name of a student in the range, view the student's source content submission and score, and send a message to the student.

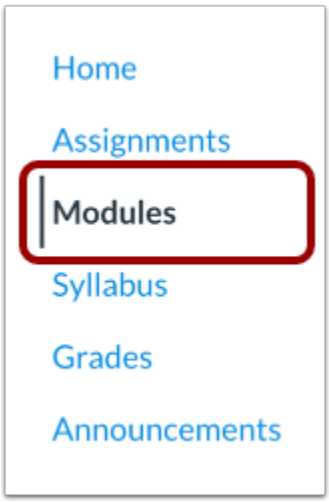
How do I allow a page to be a MasteryPath module item?

If you want to add a page to a MasteryPath in a module, you must first allow the page in MasteryPaths. Otherwise, the page will not appear as a conditional item when you add an item to a MasteryPath. Once a page has been allowed in MasteryPaths, the page can also be viewed in the Assignments Index Page.

Notes:

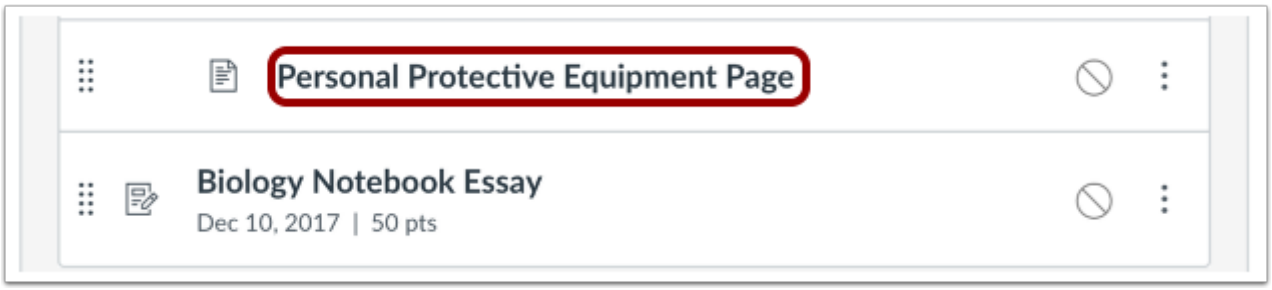
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If you allow a page in MasteryPaths, the page will not be visible to students until it is added to a MasteryPath.
- Course items such as links, files, and media content must be embedded in a page or assignment to be used as conditional content in MasteryPaths.

Open Modules



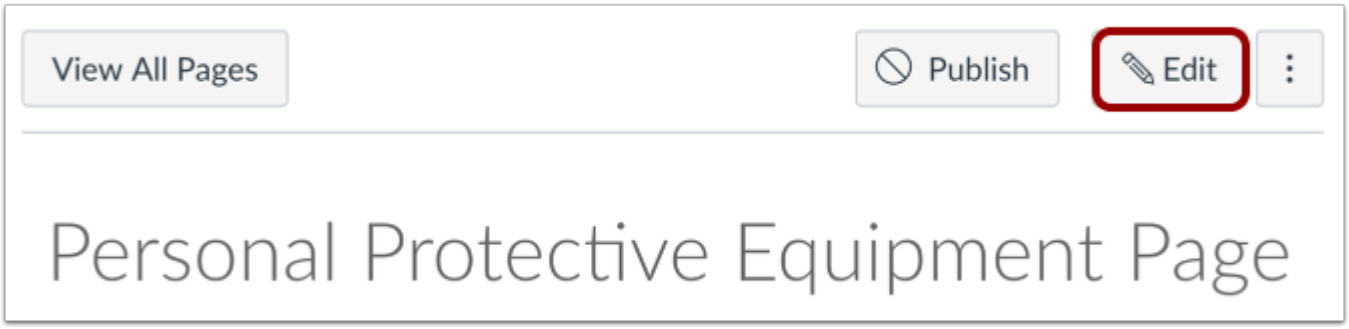
In Course Navigation, click the **Modules** link.

Open Page



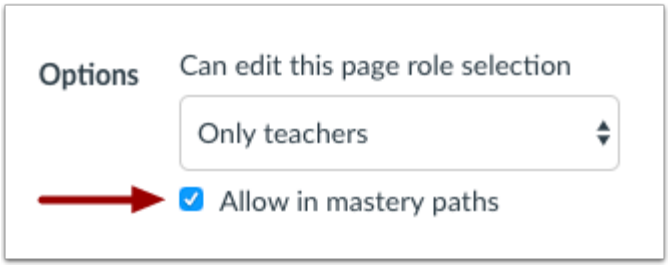
Click the name of the page in the module.

Edit Page



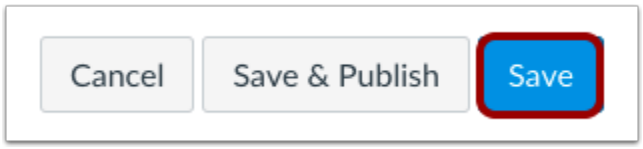
Click the **Edit** button.

Allow for MasteryPaths



At the bottom of the page, click the **Allow in mastery paths** checkbox.

Save Page



Click the **Save** button.

How do I add conditional content to a MasteryPath source item?

MasteryPaths release conditional content to students based on scoring-range rules. After the source assignment or assessment is graded (either manually or automatically), the student's score designates which conditional item(s) are assigned as a learning path. For instance, a student who scores above 90% on an assignment could be assigned more advanced work, while a student who scores below 60% could view assignments designed for content clarification and improvement. Please note that resubmitted source items may affect conditional paths, as updated grades may change the conditional assignments released to the student.

Any graded assignment, graded discussion, or graded quiz may be used as the source content for a MasteryPath.

Any course item except for practice quizzes, ungraded surveys, and external tool assignments may be designated as a conditional item in a MasteryPath. Course items such as links, files, and media content must be embedded in a page or assignment to be used as conditional content in MasteryPaths.

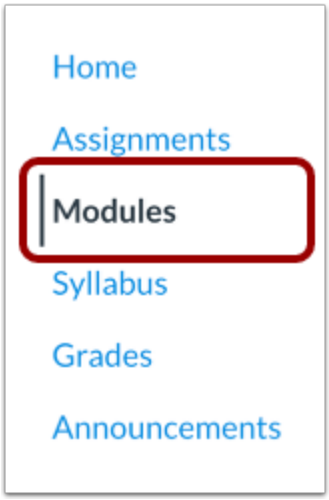
A MasteryPath should originate from an assignment assigned to everyone, such as a pre-test or an introductory assignment.

Once you have added conditional content to a MasteryPath source assignment, you must differentiate each conditional assignment for MasteryPaths.

Notes:

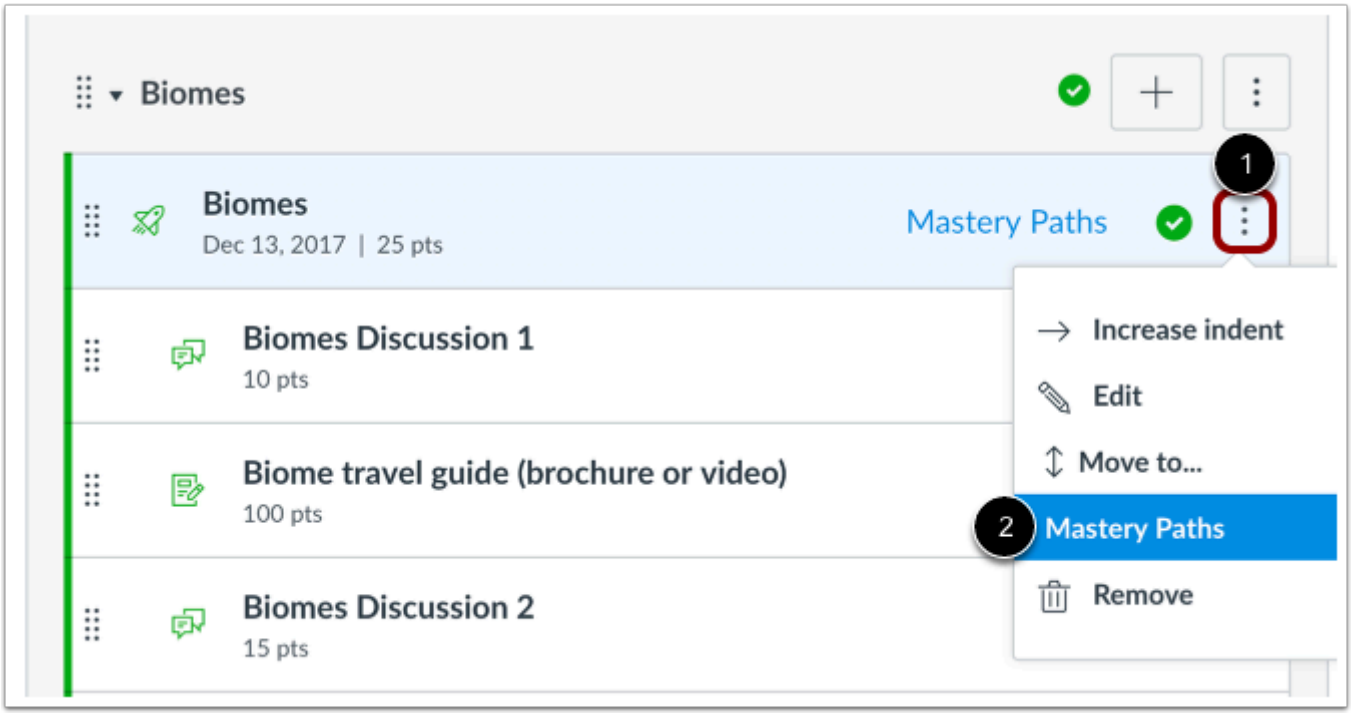
- Because content pages do not require grading, content pages cannot be used as a MasteryPath source item and can only be added as conditional content. However, a page must be allowed for MasteryPaths before it can be added to a conditional path.
- If conditional items are added to a path and later changed (such as separating conditional items in the same range or adding another item), the change will not apply to any students who have already been graded based on the original conditional path. Conditional items should be final when course content is published.
- As conditional items are released to students, individual due dates for items are not applied. To add a due date to conditional items, wait until all students have completed the source assignment and then add a due date to the conditional item.
- Conditional content items can be set up with their own conditional items.
- All module items should be published before the course is available to students. If an unpublished item is added as a conditional content item, the student will not be able to view the content until the item is published. Any publishing delays may have unintended consequences for the student's conditional path.
- If your course has a large number of students and/or if a MasteryPath has a large number of associated conditional items, students may experience a delay before they are assigned a path.
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.

Open Modules



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

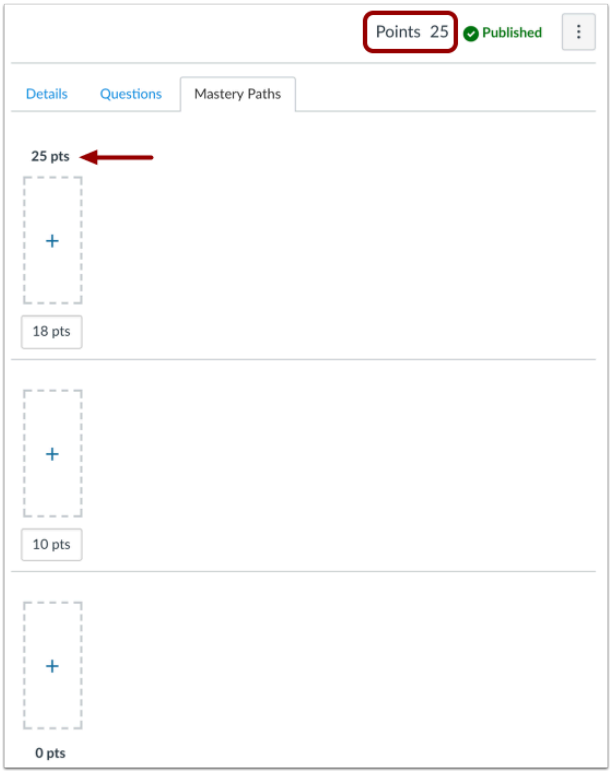
Open MasteryPaths



Locate the item where you want to add a MasteryPath and click the **Options** icon [1]. Click the **Mastery Paths** option [2].

Note: Items that cannot originate a MasteryPath, including content pages and non-graded items, will not display the MasteryPaths settings option.

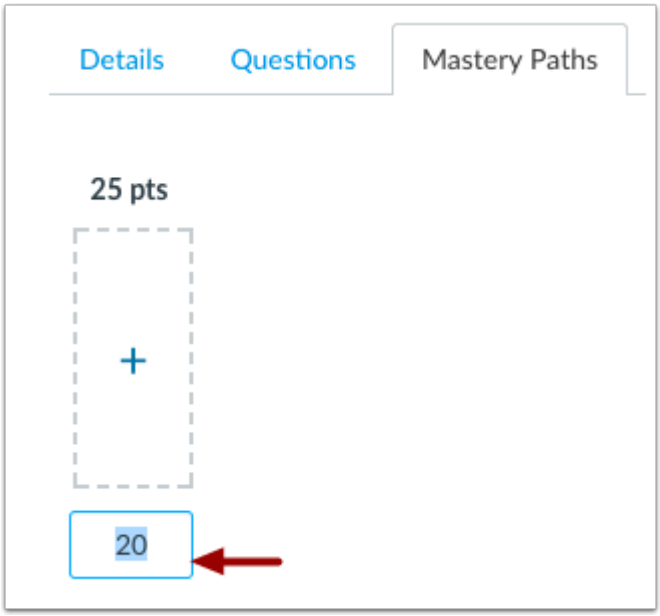
View Conditional Range



The assignment grade display and point value are shown at the top of the MasteryPath page [1].

The MasteryPaths tab displays three ranges for conditional content [2]. The ranges match the grade display set for the assignment—points, percentage, letter grade, or GPA. The ranges default to 70%, 40%, and 0% of the assignment's point value [2]. rounded up respectively. For instance, an assignment worth 25 points defaults to ranges of 25–18 points, 18–10 points, and 10–0 points.

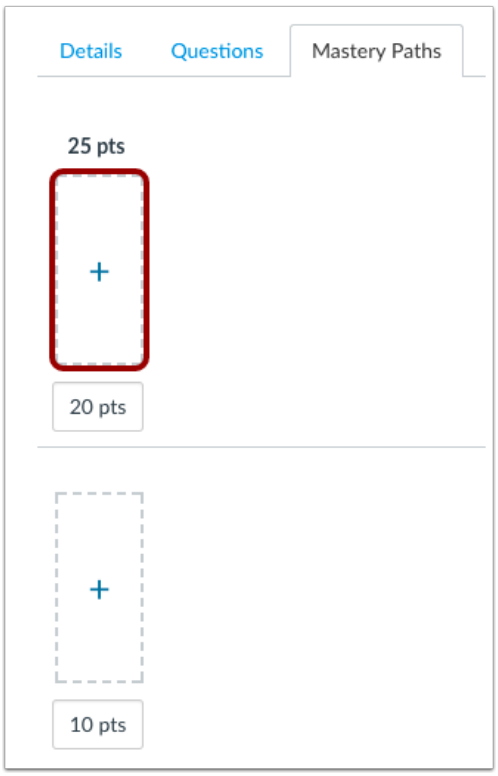
Set Conditional Range



Each range can be customized to a range outside the default values. To adjust a range, click the value and enter the new conditional range.

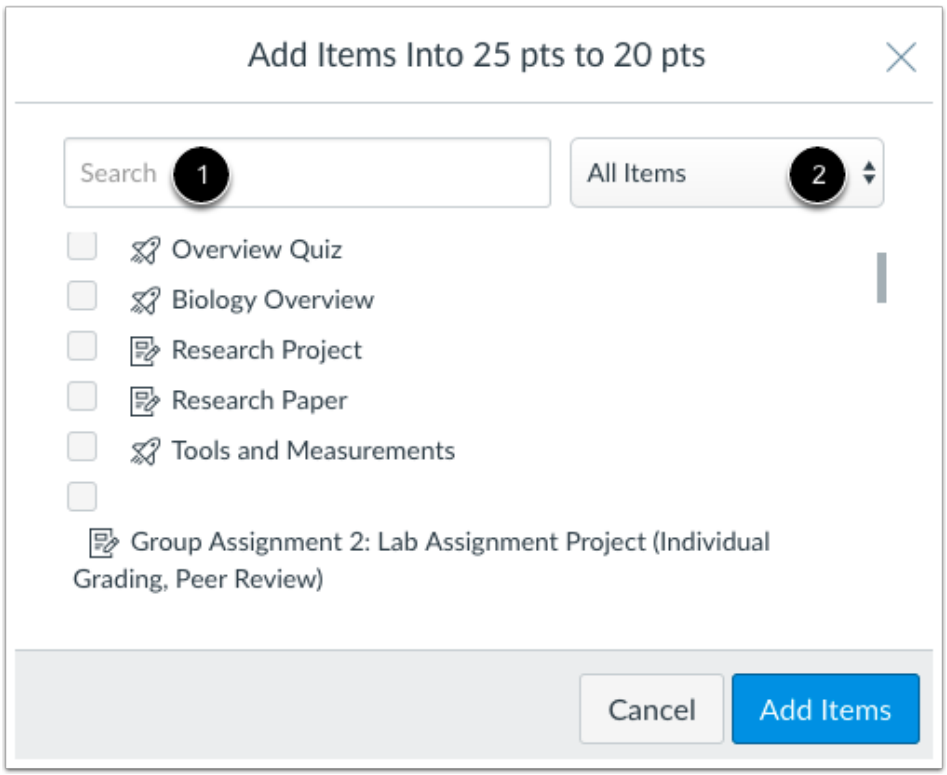
Note: Range values must be set in order from highest to lowest. Empty values are not allowed.

Add Items to Range



Select the range where you want to add conditional content items and click the **Add** button.

Locate Items



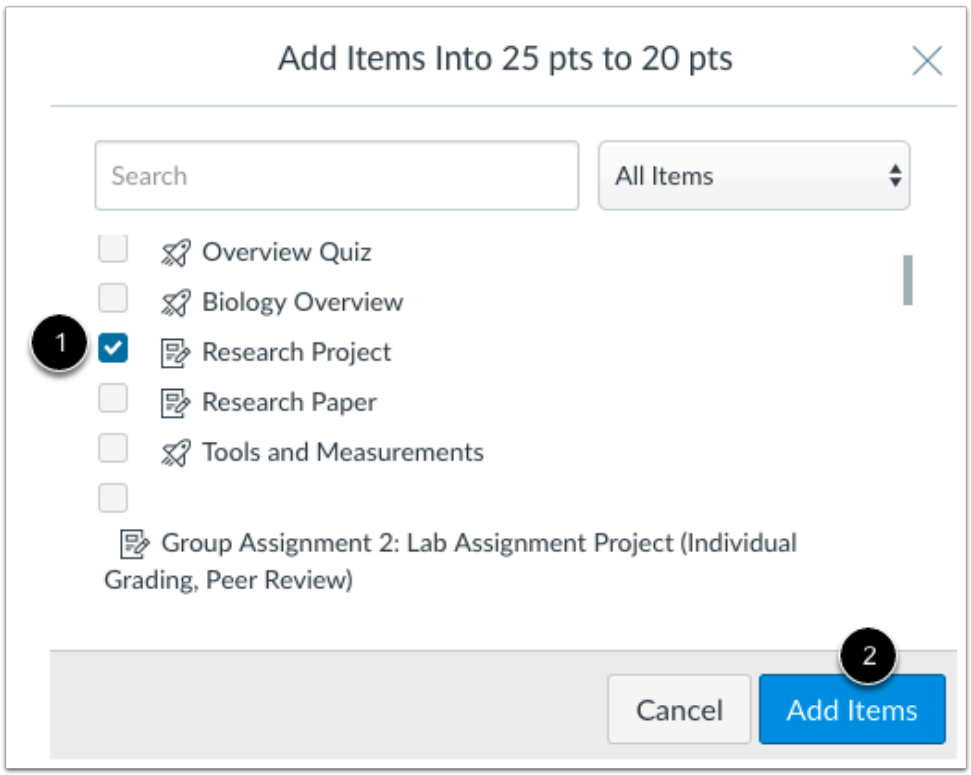
Any existing course item that can be used in a MasteryPath can be added as conditional content.

In the content window, you can search for content by name in the Search field [1], or filter items by type using the All Items drop-down menu [2]. If a content item does not display in the content window, the item cannot be added as a conditional release item.

Notes:

- When sorting by type, you must add an item from a type before selecting another type.
- The content window only displays supported items for conditional content. Practice quizzes and ungraded surveys are not supported as conditional items.
- Pages will not display as a conditional item unless the page was previously edited to be included as a MasteryPath item.

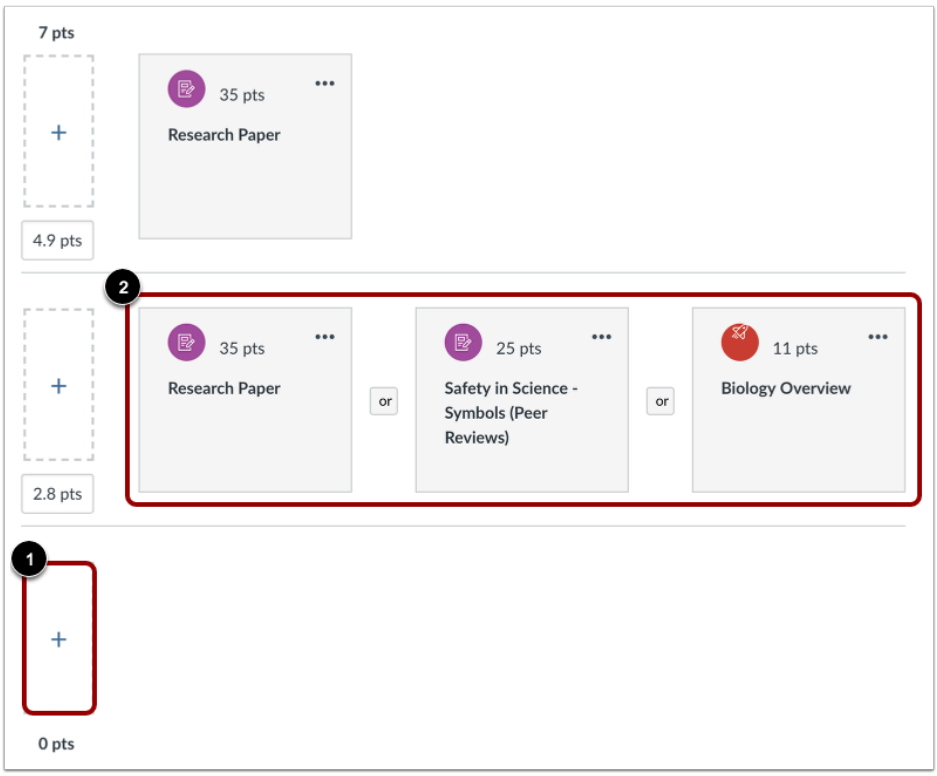
Add Items



To add a content item, select the checkbox next to the item [1]. You can select multiple items at one time.

Click the **Add Items** button [2].

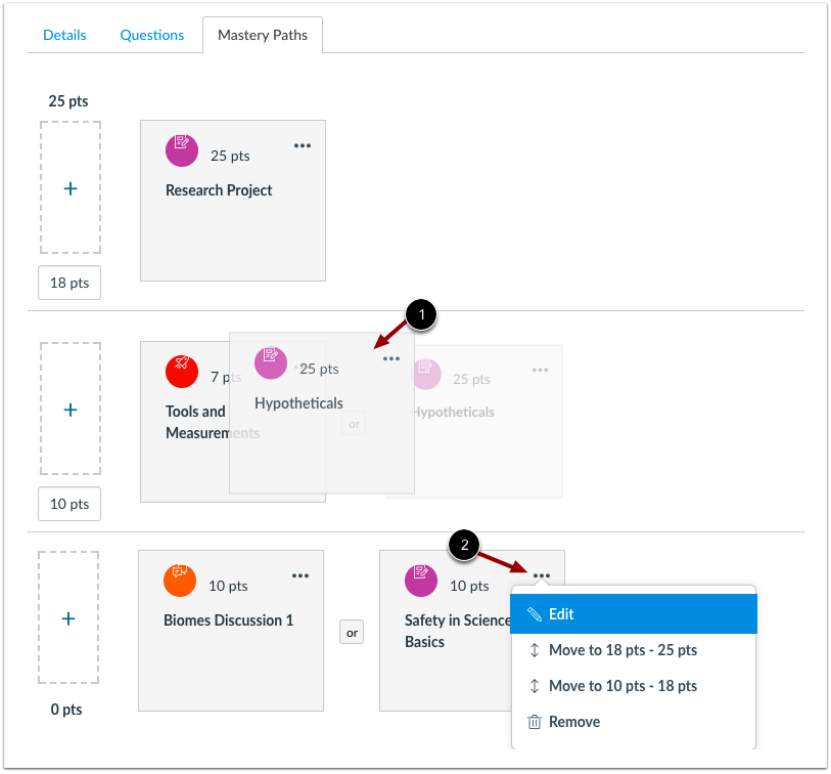
Add Additional Items



Select another range and add the appropriate content items [1]. You can add up to three item groups to each range using existing items in a course as conditional items [2]. Conditional items may be added in the form of individual item requirements for a student to choose from, or as a group of items a student must complete.

Note: An item may be added to more than one range. An item that is already added in the range will be crossed out in the content window.

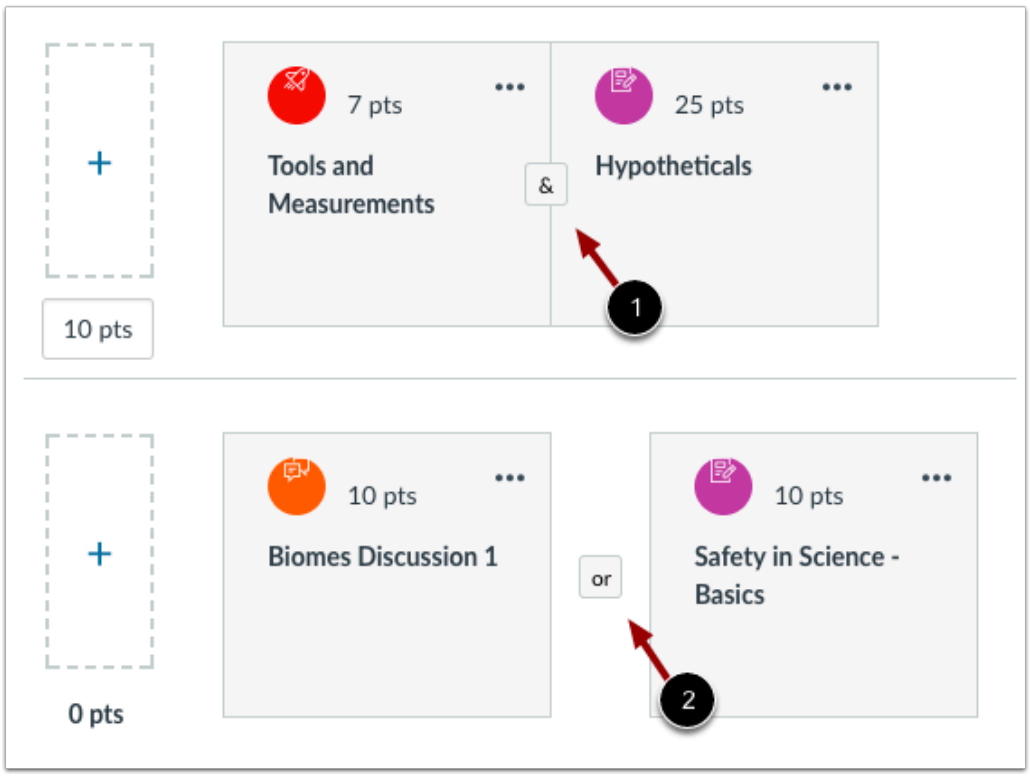
Manage Items



Multiple conditional items within a range can be mixed and matched as individual items, grouped items, or both. Items can also be reordered within the range by dragging and dropping in the preferred order [1].

You can also edit an item, move an item, or delete an item from the item's options menu [2].

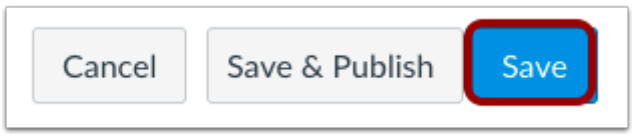
Set Student Choice Option



When more than one conditional item is added to the same range, the items default to be completed together as indicated by the **And** (ampersand) button [1]. Students who complete the assignment and score in a range with joined assignments must complete all the assignments in the conditional path.

If you want to give students a choice between assignments in a path, a range's items can be set to complete only one item or group in the path. To create a path option, click the **And** button. The items will separate and the **And** will change to an **Or** button [2]. Students who complete the assignment and score in a range with an **Or** designation can select which item(s) to complete as part of the conditional path. To help select an assignment path, students will be able to view the descriptions of each assignment.

Save Assignment



When you are finished adding conditional items, click the **Save** button.

How do I assign a conditional assignment for students to complete in MasteryPaths?

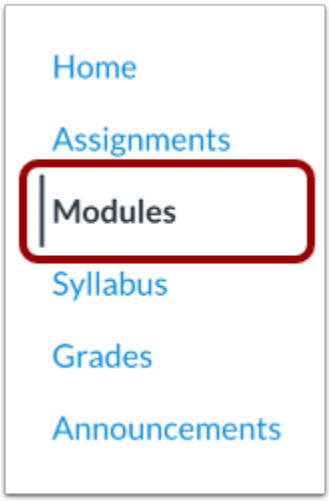
By default, assignments in Canvas are assigned to Everyone, which means all students will be able to view the item in their Modules page. Once you have added conditional assignments to a MasteryPath, you must designate the assignment for conditional release by assigning it to MasteryPaths. MasteryPath assignments only display to students whose scores fall in a range that releases the assignment to them.

To confirm that all conditional content items have been assigned to MasteryPaths correctly, you can use the Test Student to view the students' Modules page by enabling Student View. The only course items that should be visible to the Test Student are items assigned to Everyone. Therefore, if the Test Student can view a conditional item without having completed any coursework, the assignment may not have been edited and assigned to MasteryPaths.

Notes:

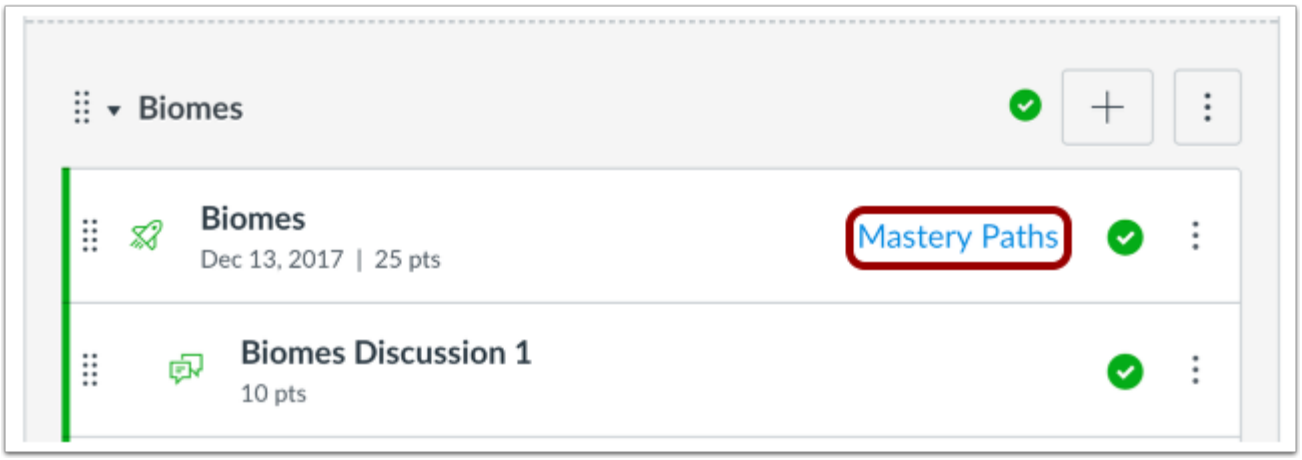
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- For quick reference, assignment and quiz pages display user assignments. User assignments cannot be viewed from the modules page until the assignment has been assigned to multiple students.
- Due dates for conditional items are not applied when the item is released to students. To add due dates for conditional items, wait until all students have completed the initial assignment and then add due dates to the conditional items.
- Files, External URLs, and External Tool module items cannot be used as conditional items in MasteryPaths.
- If your course has a large number of students and/or if a MasteryPath has a large number of associated conditional items, students may experience a delay before they are assigned a path.

Open Modules



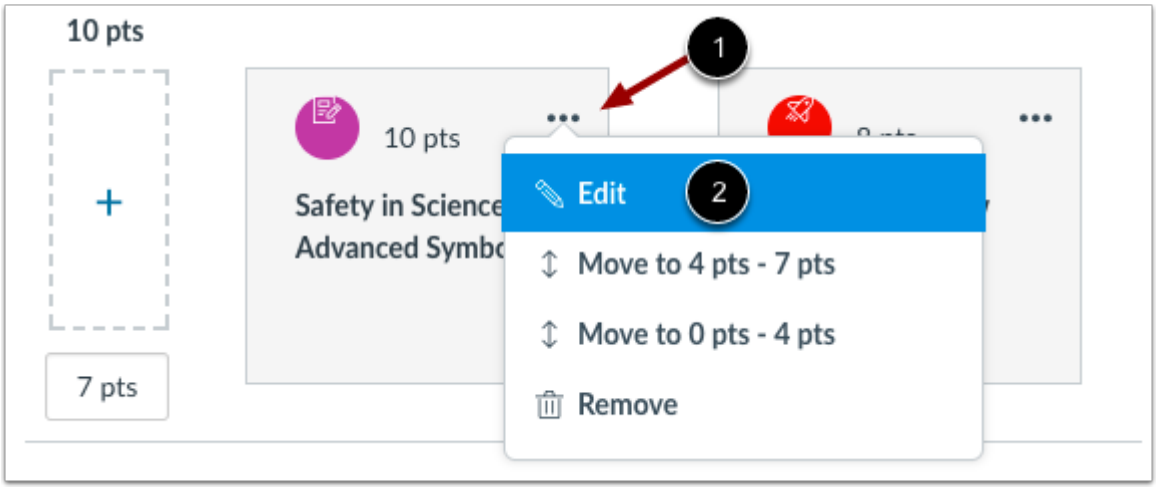
In Course Navigation, click the **Modules** link.

Open MasteryPaths



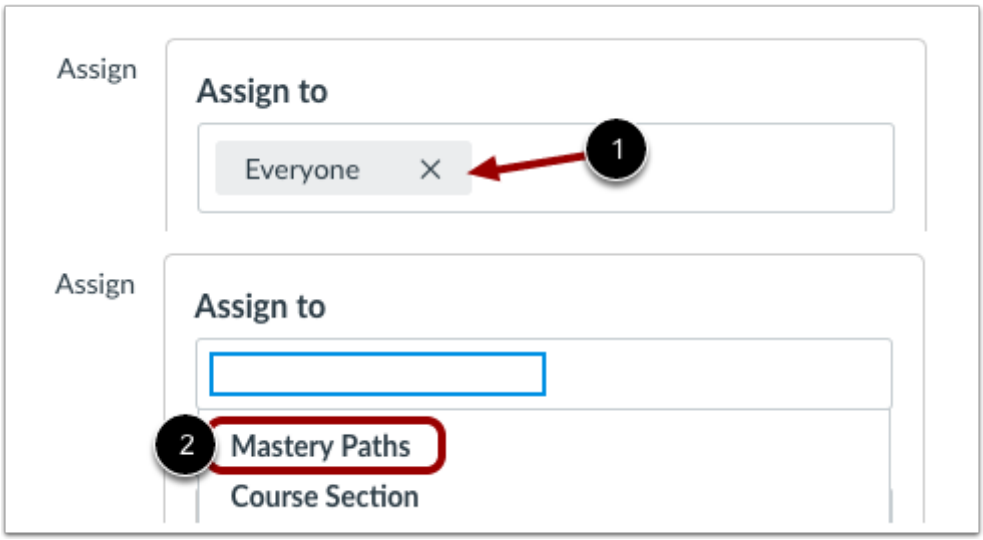
Locate the MasteryPaths item and click the **Mastery Paths** link.

Edit Assignment



For each assignment in each range, click the options menu [1] and click the **Edit** link [2]. The assignment will open in a new browser tab.

Assign to MasteryPaths

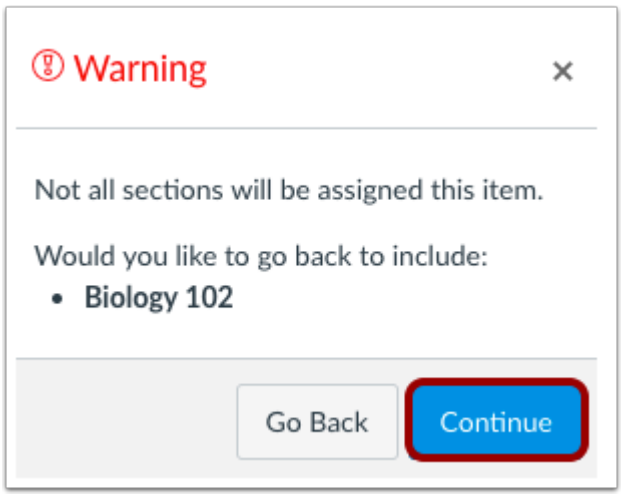


In the assignment's Assign field, click the **Everyone** remove icon [1], then click the text field. Select the **MasteryPaths** option [2].

Save Assignment

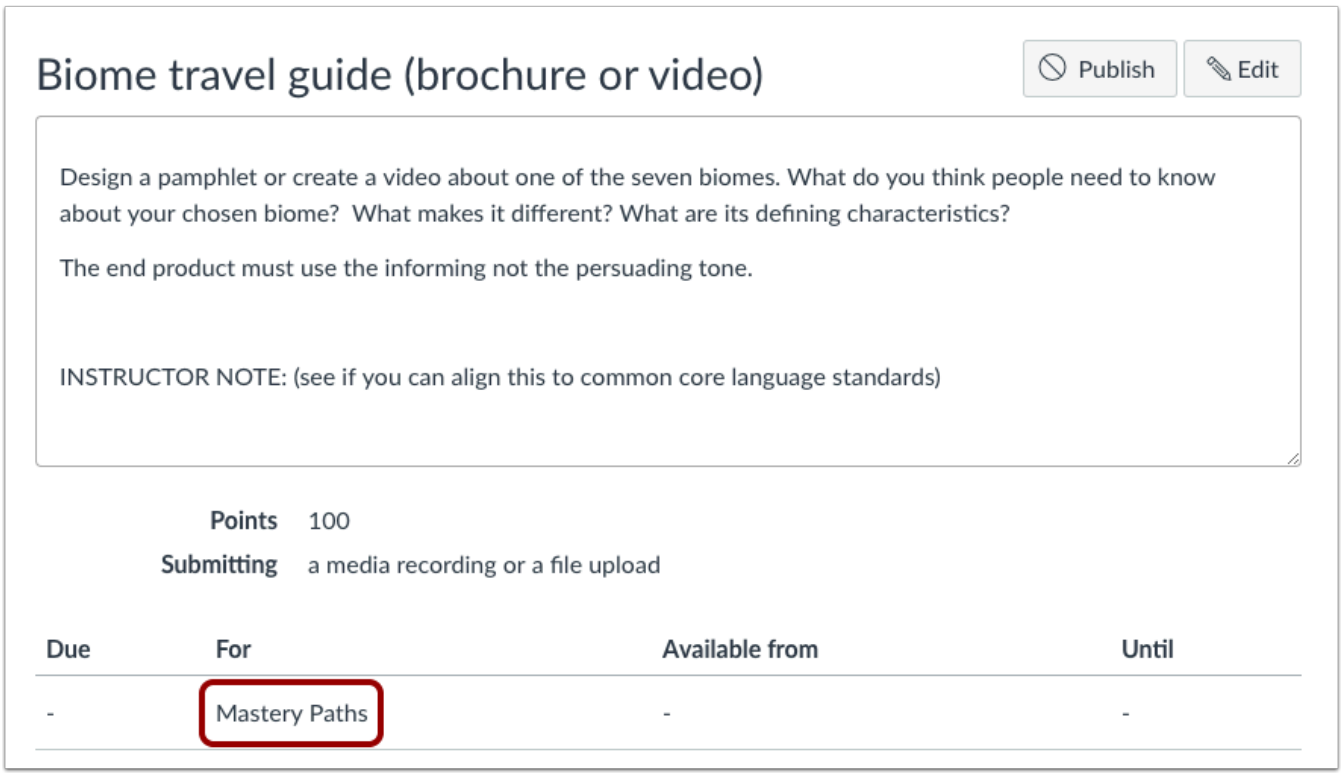
Click the **Save** button.

View Section Warning



Canvas displays a warning message asking you if you want to add additional sections. For MasteryPaths, you can disregard this warning. Click the **Continue** button.

View Assignment



View the MasteryPath assignment.

The assignment will only display in a student's Modules page if the student's score in the MasteryPath source item releases the assignment to the student.

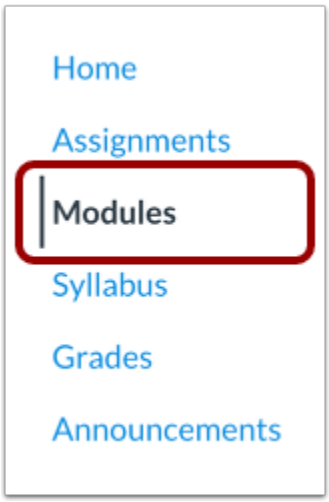
How do I view the MasteryPaths range breakdown results for an assignment?

Once students complete a MasteryPaths source item, you can view the breakdown of the mastery path ranges in the item. Each range includes a link that shows the number of students who scored in each range. You can view a specific student's score for the MasteryPath source item, view the student's submission, view the student's conditional content assignments, and send a message to the student.

Notes:

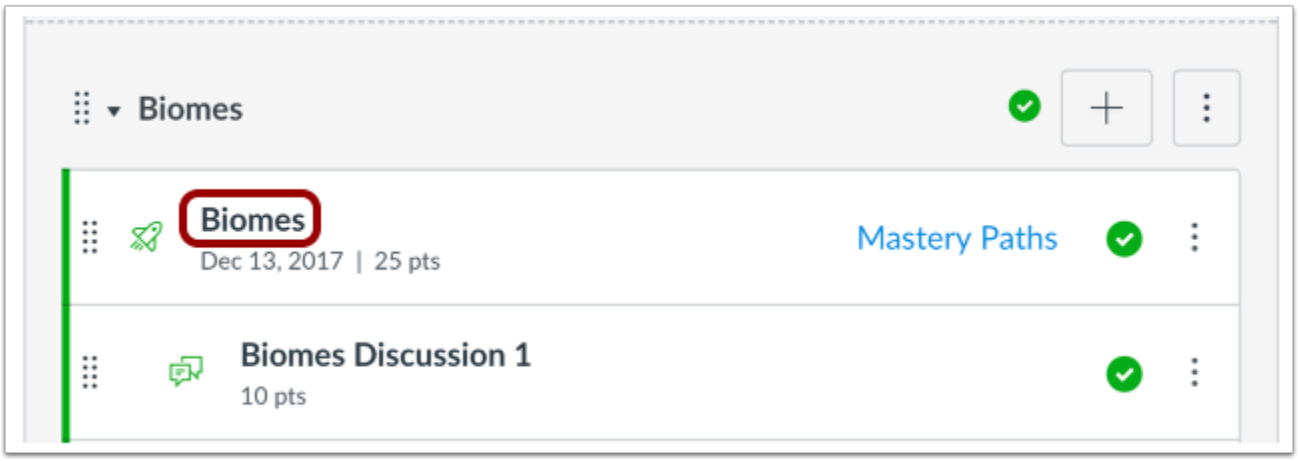
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Files, External URLs, and External Tool module items cannot be used as conditional items in MasteryPaths.
- If your course has a large number of students and/or if a MasteryPath has a large number of associated conditional items, students may experience a delay before they are assigned a path.

Open Modules



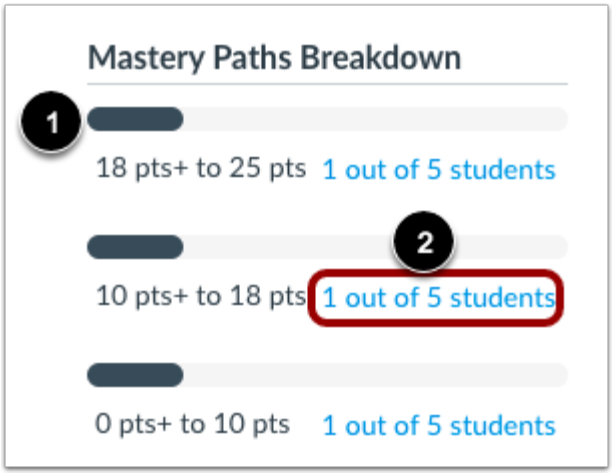
In Course Navigation, click the **Modules** link.

Open Assignment



Click the name of the MasteryPaths assignment.

View Breakdown Ranges

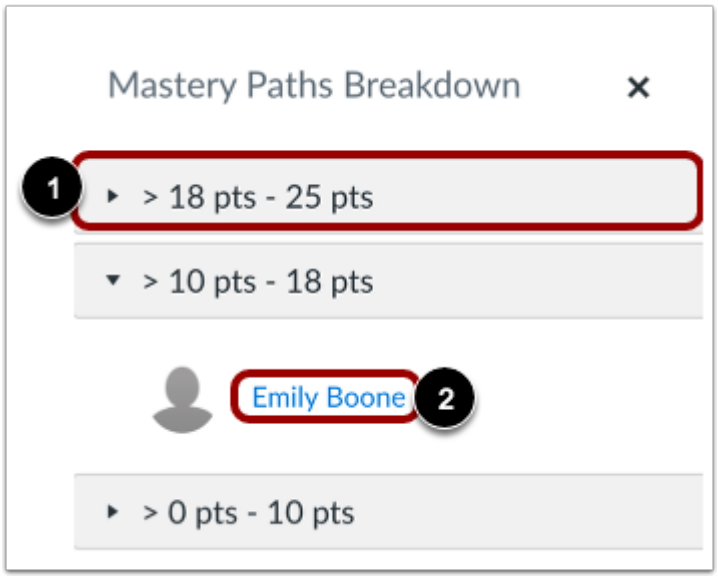


In the sidebar, view the MasteryPaths Breakdown section.

The section displays each of the three ranges and the number of students who scored in each range. The colored bar shows the percentage of students in that range [1].

To view details for a range, click the link with the student results [2].

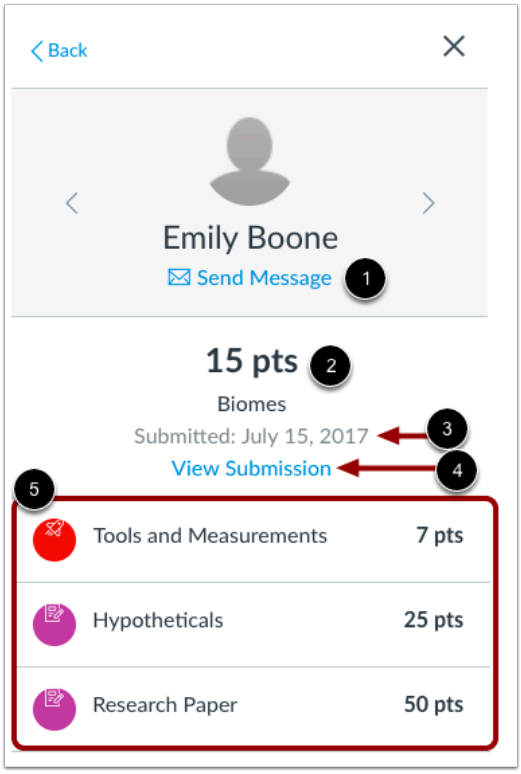
View Student Names



The breakdown window displays the names of students in your selected range. If you want to view student names in another range, click the range heading [1]. The current range will collapse and the selected range will expand.

To view results for a specific student in a range, click the name of the student [2].

View Student Results

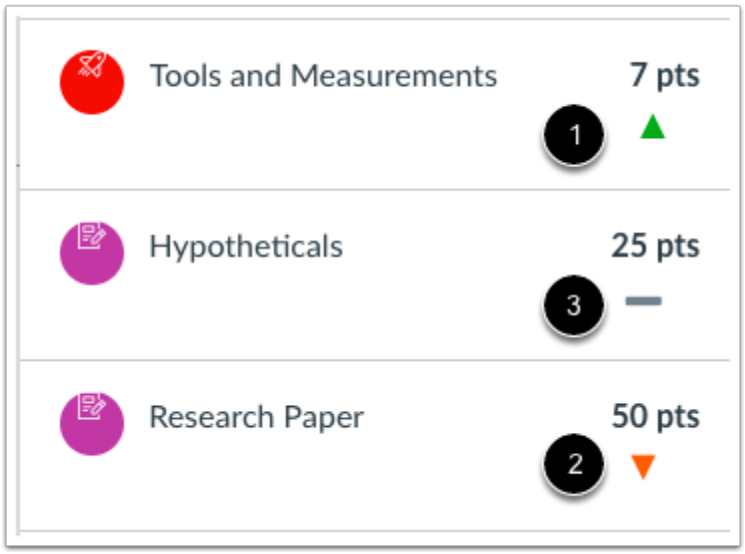


When viewing a specific student, you can see the details about that student. Below the student's name, you can click the **Send Message** link [1], which opens a new browser tab in Conversations.

You can view the student's MasteryPath source item score [2] and the date of the submission [3]. If you want to view the student's submission, click the **View Submission** link [4], which opens the student's submission details page in a new browser tab.

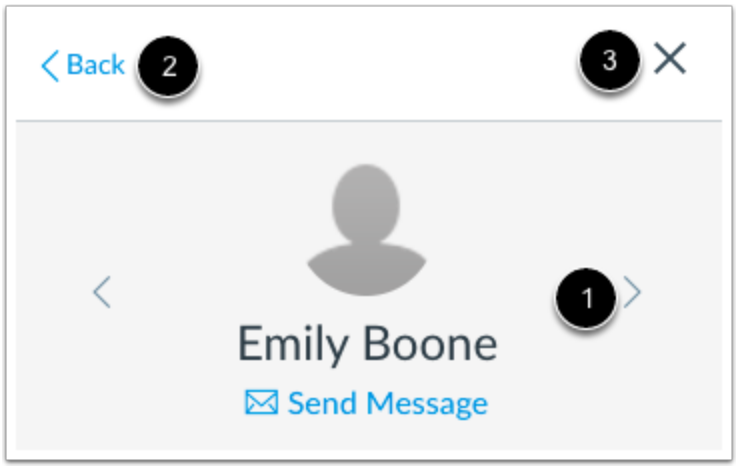
You can also view the conditional items in the MasteryPath that have been assigned to the student [5]. Each item includes the points possible for the assignment.

View Conditional Item Results



If the conditional items include graded assignments, Canvas displays an icon indicating the student's score compared to the original assignment score. A **green arrow** [1] indicates a student scored higher, a **red arrow** [2] indicates a student scored lower, and a **gray bar** [3] indicates the score was equal.

View Another Student



To view another student in the same scoring range, click the **Next** or **Previous** arrow [1].

To return to the list of student names and ranges, click the **Back** link [2].

To close the breakdown window, click the **Close** icon [3].

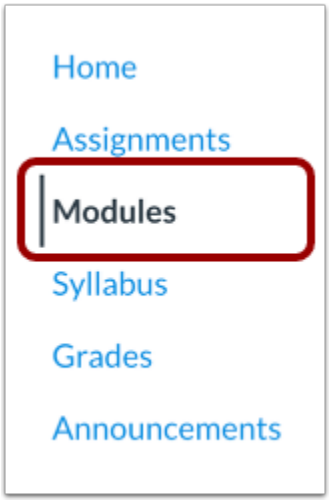
How do I use modules to view the progress of students in a course?

Within Modules, you can view the progress of your students and see how they are progressing through the course.

Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz. For more information please see the lessons about setting up prerequisites and adding requirements.

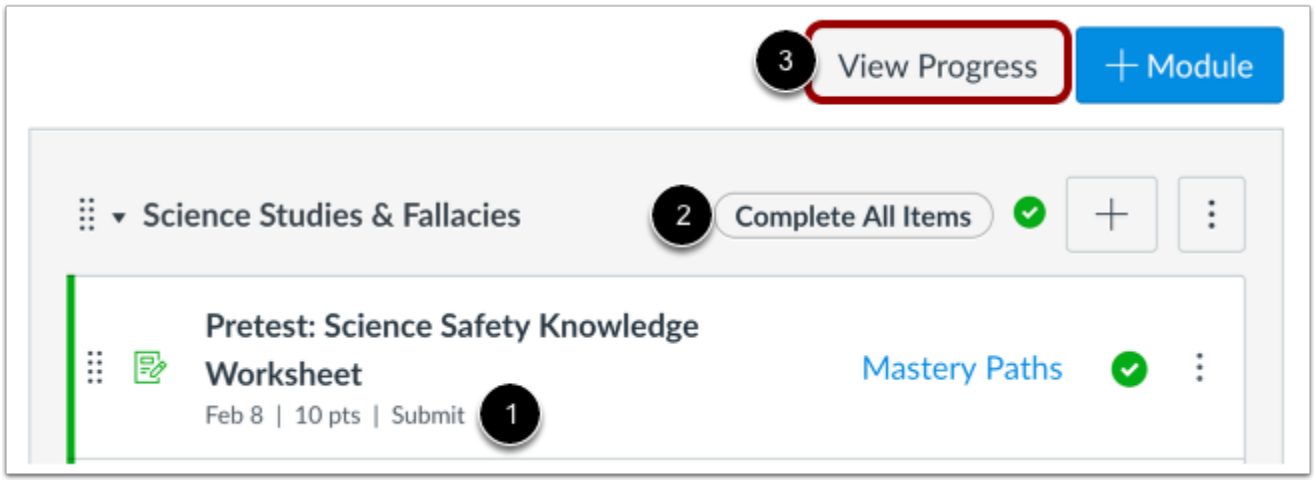
Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules



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

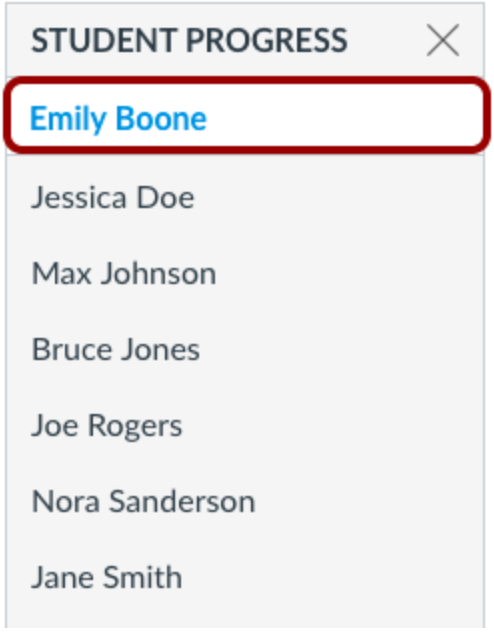
View Student Progress



Modules displays an overview of each module and the content within each module. Any completion requirements are listed next to the module content item [1]. Prerequisite requirements are posted at the top of the module [2].

To view student progress in your course, click the **View Progress** button [3].

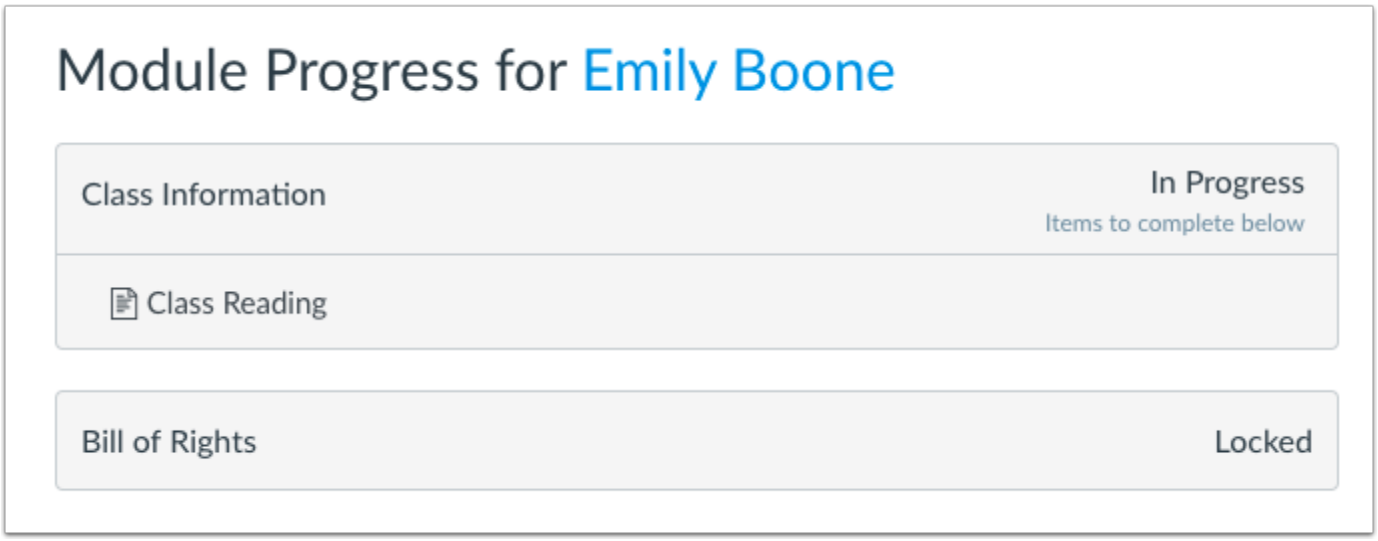
Select Student



When opening the View Progress window, Canvas will always default to show the first student in your course (listed alphabetically by last name).

To view progress for another student, click the student's name in the Student Progress list.

View Module Progress



The Module Progress window shows the progress of each student in your course. Modules can be completed, in progress, or locked.

- Modules that have no completion requirements, or modules where the students have completed the requirements, will be marked as completed.
- If a student is in the middle of a module, the module will be marked as in progress.
- If a module cannot yet be accessed by the student because of completion or prerequisite requirements, the module will be marked as locked.

Student progress is displayed showing the state of each module.

To learn more about what a student is accessing, visit the access report lesson.

How do I view course content offline as an HTML file as an instructor?

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. 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.

Course content export packages include all course files, pages, and embedded files added to a module and are viewable as long as the user has permission. 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.

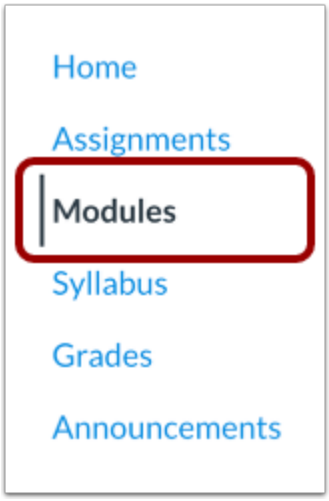
User Guidelines

When exporting course content, all users are notified that they 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, which may include specific course content requirements for instructors.

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 Modules page does not display the **Export Course Content** button, confirm that you can allow course content to be exported using the Offline Course checkbox in Course Settings. If your course does not include this checkbox, this feature has not been enabled for your course. However, you can view the Feature Options tab in Course Settings to see if ePub Exporting has been allowed for your course instead. The ePub Exporting feature option allows you and your students to download course content as an ePub file.

Open Modules

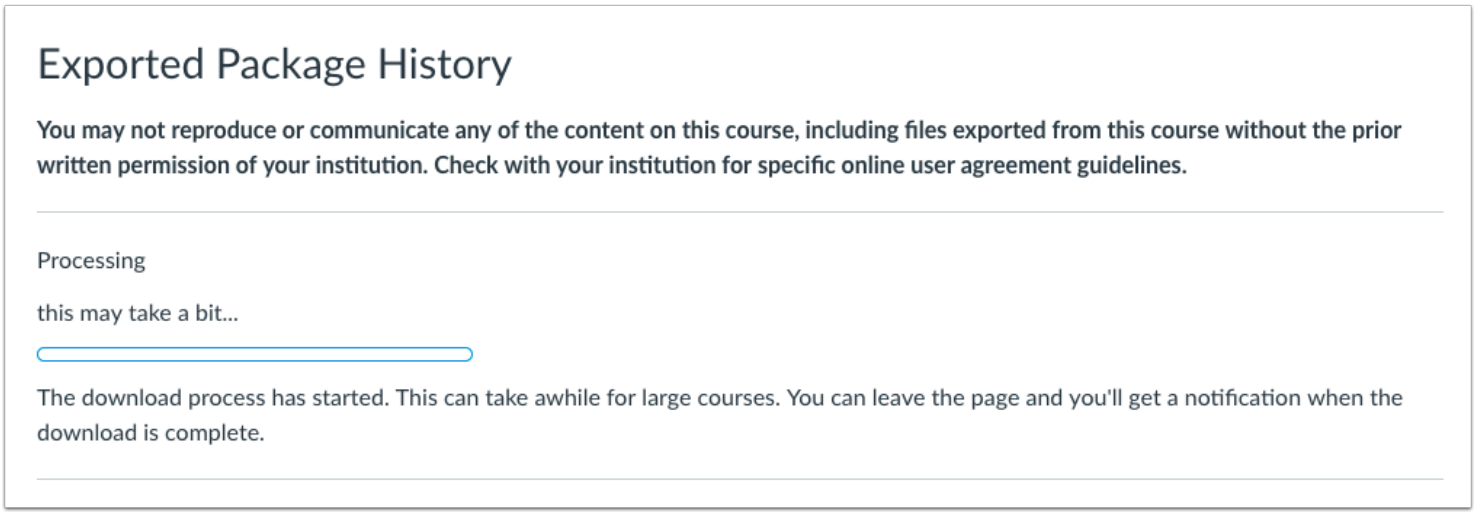


In Course Navigation, click the **Modules** link.

Export Course Content

Click the **Export Course Content** button.

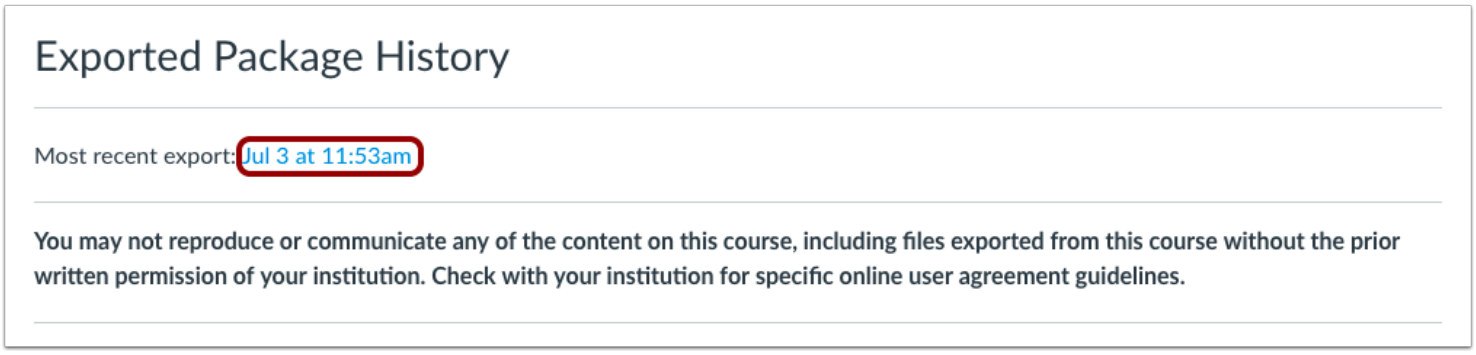
Export Course



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.

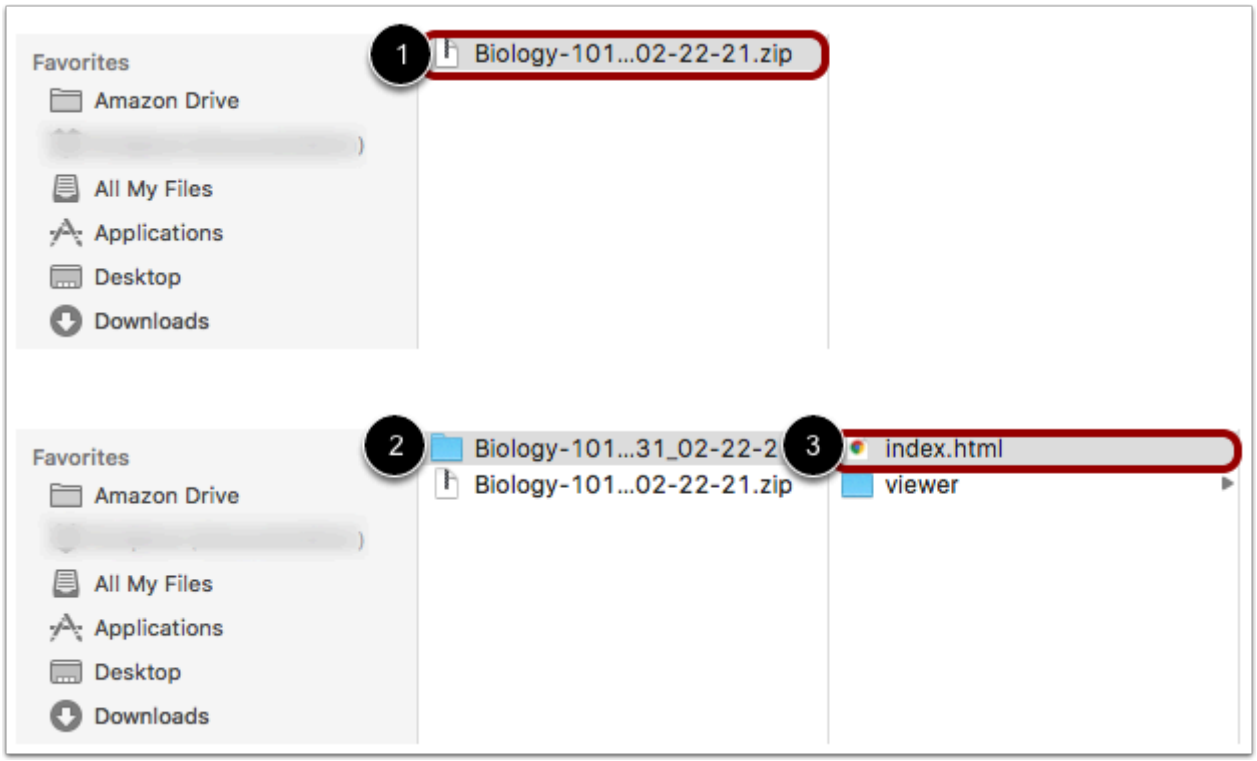
View Export History



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

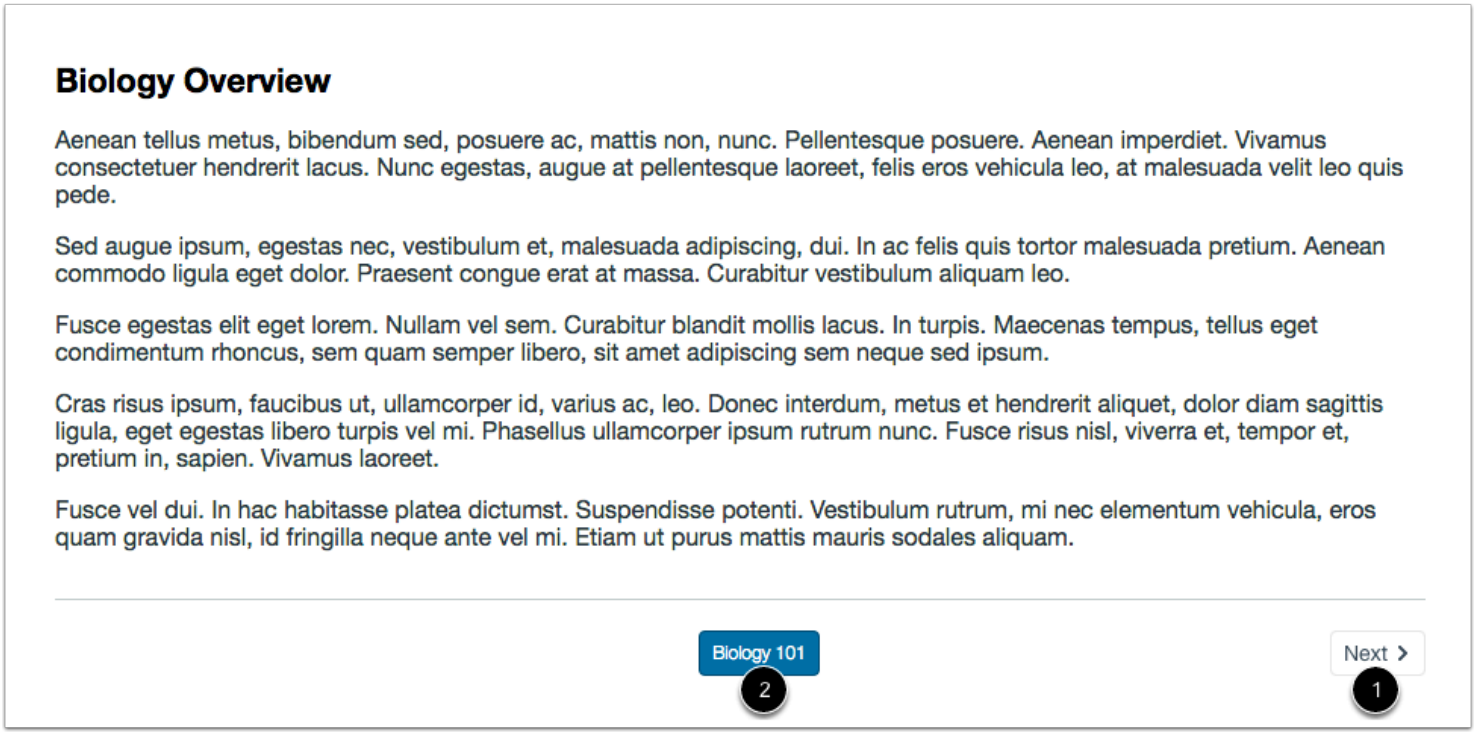
The HTML file will open in your default browser. Offline downloads include all content from the course at the time of the download [1]. You will need to download the course each time you want to view updated course content.

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



View the content in the course file.

To view the next content item in the module, click the **Next** button [1].

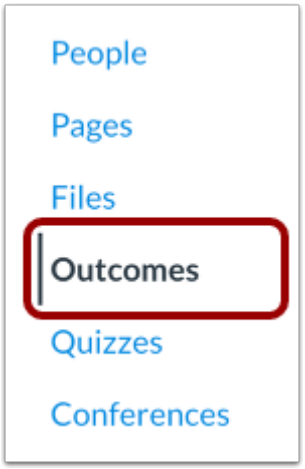
To return to the main Modules page, click the name of the course in the page footer [2].

Outcomes

How do I use the outcomes page in a course?

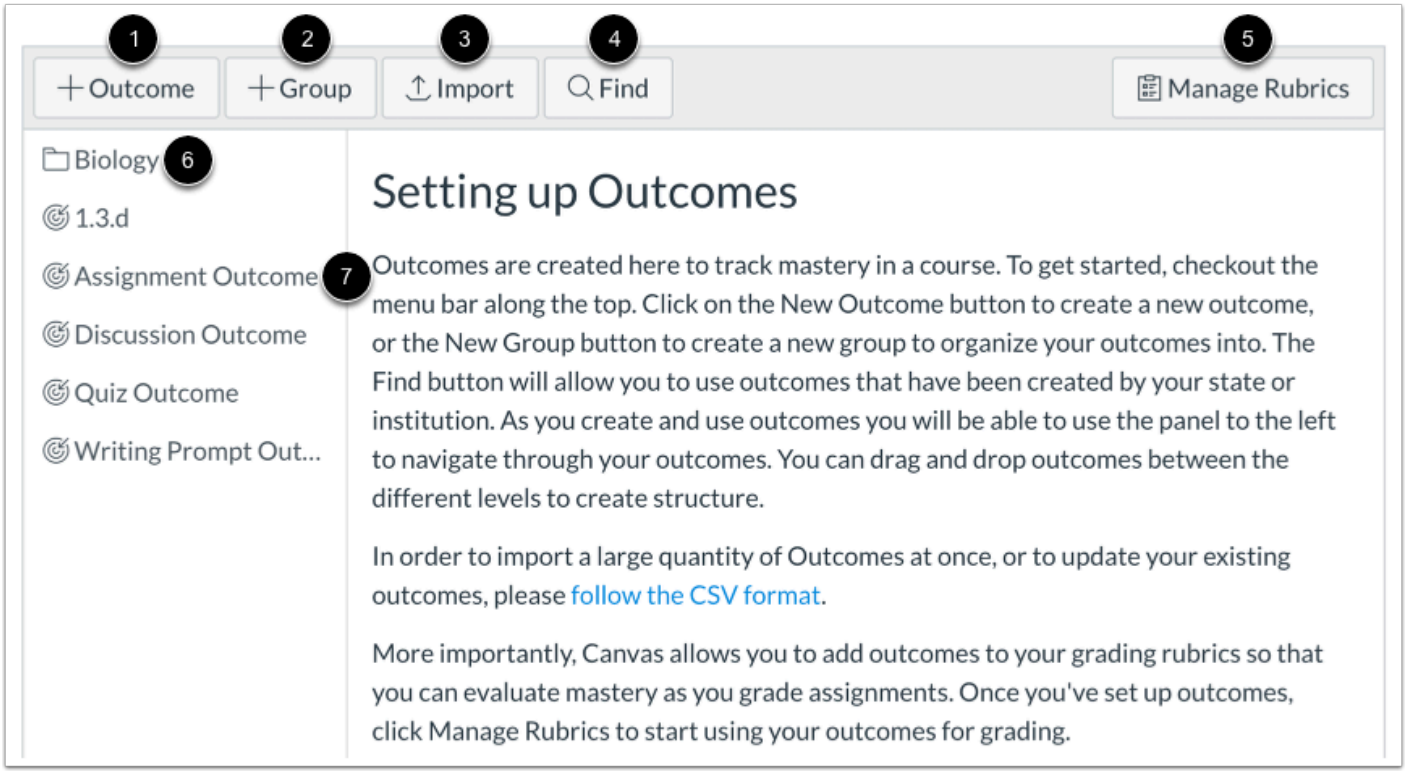
Outcomes are used to track mastery in a course. From the outcomes page, you can create and manage outcomes, create outcome groups, import outcomes, and manage rubrics.

Open Outcomes



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

View Outcomes

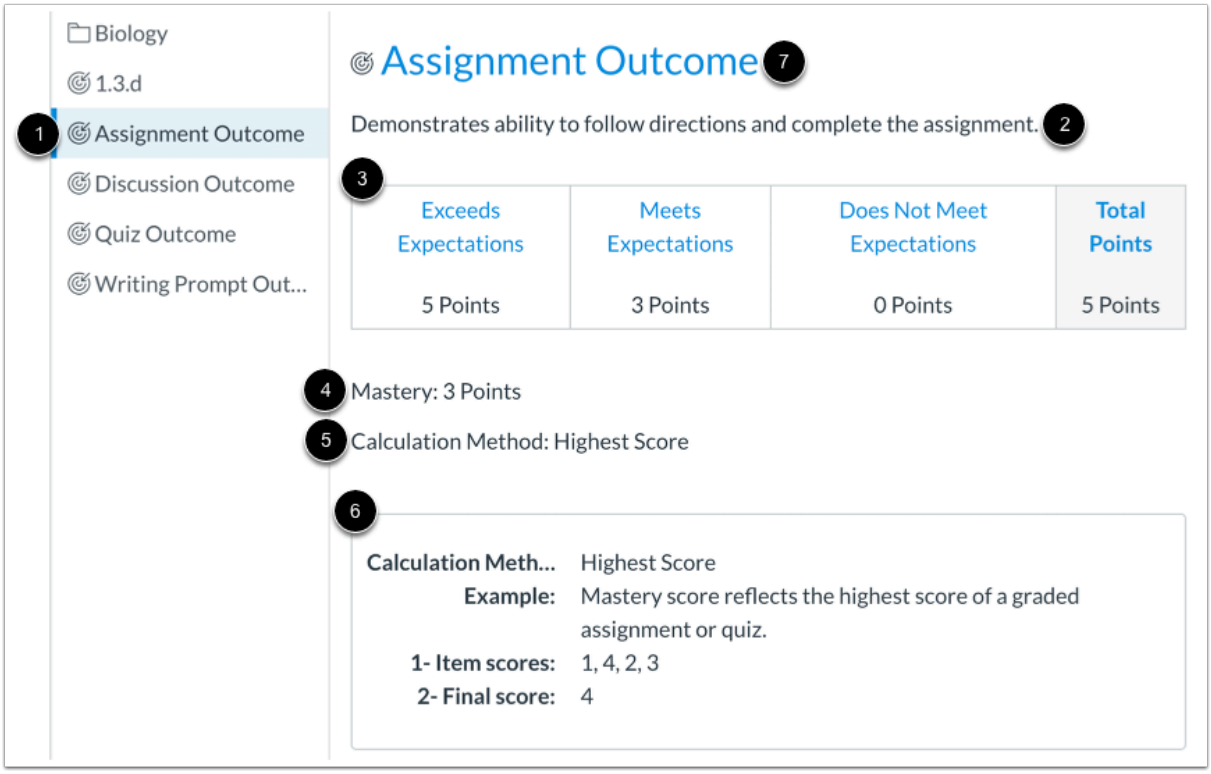


On the outcomes page, you can create a new outcome [1], create a new outcome group [2], import an outcome [3], find an outcome [4], and manage rubrics [5].

To view details about an outcome group, click the name of the outcome group [6].

To view an outcome, click the name of the outcome [7].

View Outcome

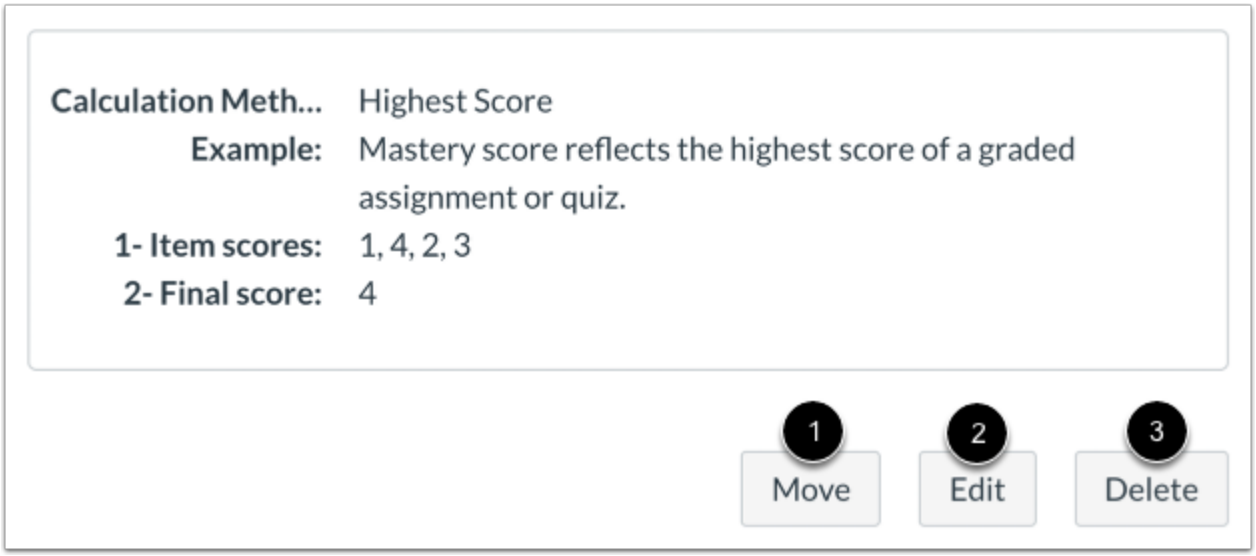


To view an outcome, click the name of the outcome [1].

You can view the outcome description [2], criterion rating [3], points needed for mastery [4], calculation method [5], and calculation method explanation [6].

To view items aligned with the outcome and outcome artifacts, click the outcome title [7].

Manage Outcome and Outcome Group



You can move [1], edit [2], or delete [3] an outcome or outcome group.

Note: You cannot delete an outcome that has been used to assess students.

Manage Rubrics

You can also manage rubrics from the Outcomes page. To view and manage rubrics for the account, click the **Manage Rubrics** button.

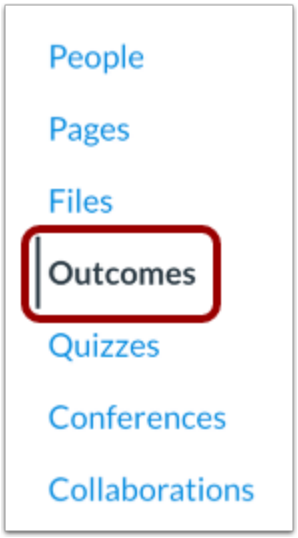
How do I create an outcome for a course?

If you cannot find an outcome to use in your course, you can create a new outcome.

Outcomes can be included in assignment rubrics as an easy way to assess mastery of learning objectives. When you create a learning outcome, you should also define a criterion that can be used when building assignment rubrics. Define as many rubric columns as you need, and specify a point threshold that will be used to define mastery of this outcome.

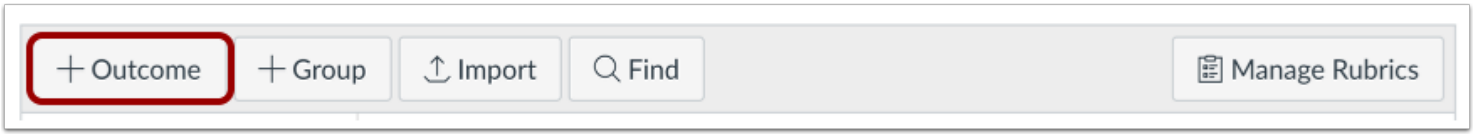
View a video about outcomes.

Open Outcomes



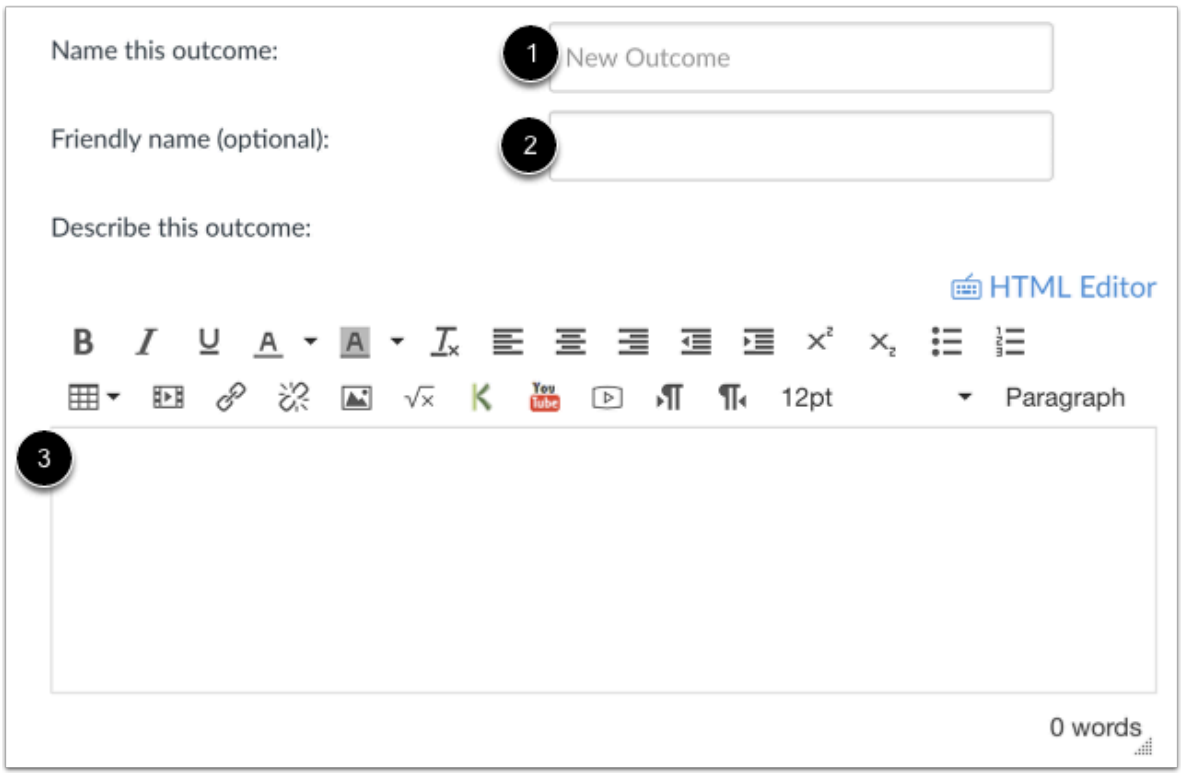
In Course Navigation, click the **Outcomes** link.

Add Outcome



Click the **New Outcome** button.

Create Outcome

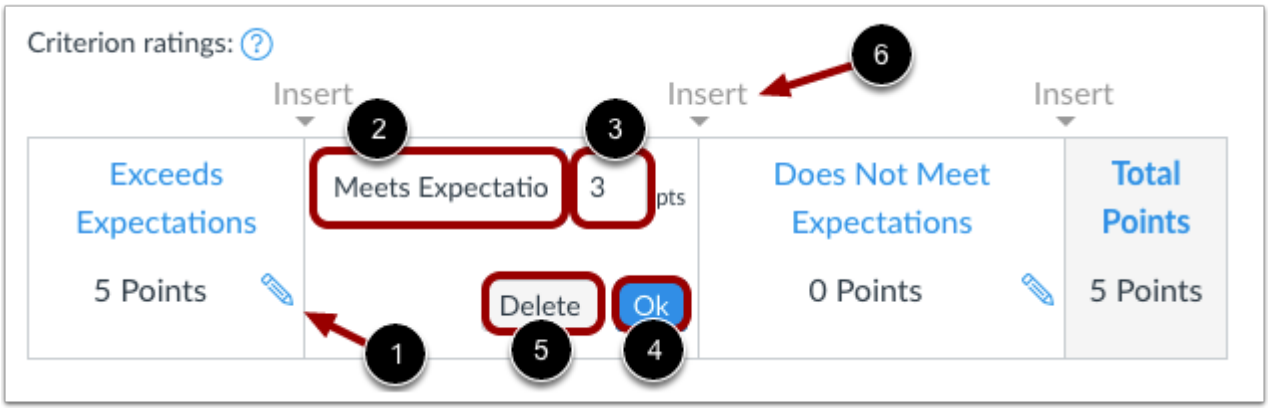


Enter a name for the outcome in the **Name this outcome** field [1]. This is the official name of the outcome that will also appear in the Learning Mastery Gradebook.

If you allow students to view Learning Mastery scores on the Grades page, they will see the name of the outcome. However, you may want to create a custom, friendly name. To create a friendly name for student view, enter a name in the **Friendly name (optional)** field [2].

You can also enter a description in the Rich Content Editor field [3].

Add Criterion Ratings

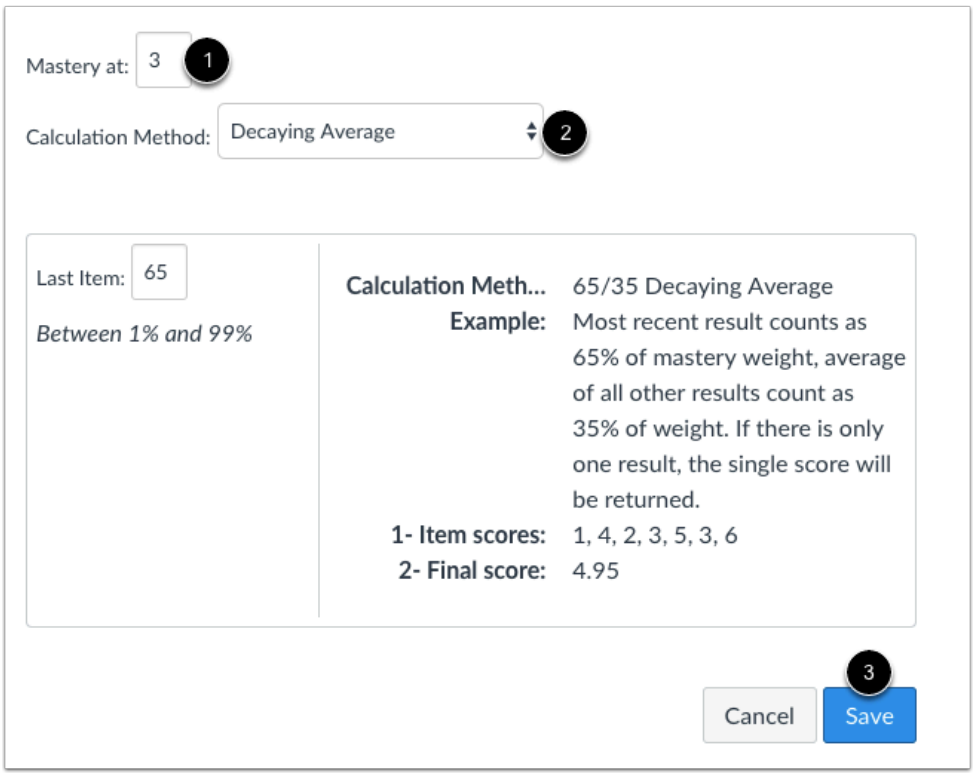


Click the **Edit** icon [1] to edit the criterion rating. You can change the existing name (if desired) for the criterion in the **Criterion Name field** [2]. Set the criterion point value by typing in the **Points field** [3].

To save the criterion, click the **OK** button [4]. To remove the criterion completely, click the **Delete** button [5].

To add additional criterion ratings, click the **Insert** link [6].

Set Mastery and Calculation Method



Set the mastery point value in the **Mastery at** field [1]. This field indicates the number of points that must be achieved for mastery according to the criterion ratings.

In the **Calculation Method** drop-down menu [2], select the calculation method for the outcome. By default, new outcomes are set to the Decaying Average calculation method in the Canvas interface.

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

Select Calculation Method

You can set one of four calculation methods: Decaying Average, n Number of Times, Most Recent Score, and Highest Score.

Decaying Average: Select this option to average assessment item scores with a greater weight for the most recent assessment item. The Decaying Average calculation splits the total percentage between the most recent assessment item and an average of all prior assessment items. For example, you can set the most recent submission to be weighted at 40% of the total and prior items to be weighted at 60% of the total.

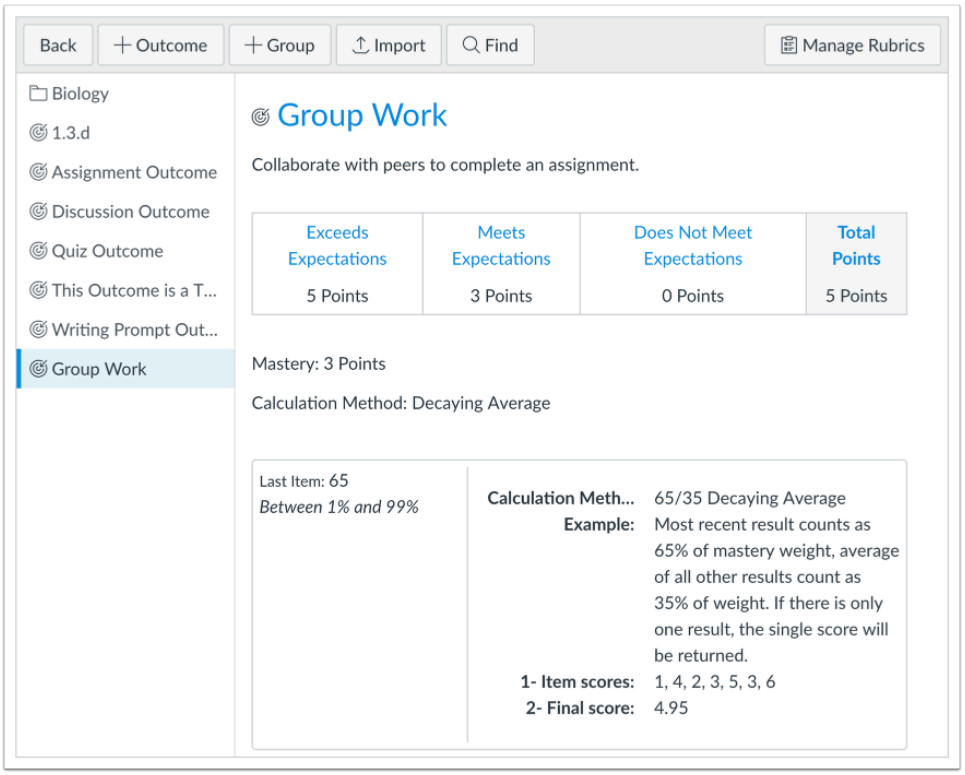
Enter a percentage between 1% and 99% for the most recent item weight. The remaining amount is used to weigh prior scores. The percentage split is set to 65/35 by default. The average is rounded to the next two decimals. If there is only one result, the single score will be displayed.

n Number of Times: Select this option to set a number of times that a student must meet or exceed mastery on a set amount of aligned items. Any scores that do not meet mastery are not used in the calculation. You can specify between 1 and 5 items required for mastery.

Most Recent Score: Select this option to always select the score for the most recent assessment item.

Highest Score: Select this option to always select the highest score for all assessment items.

View Outcome

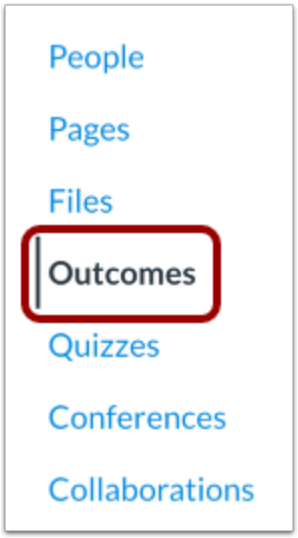


View the created outcome.

How do I create outcome groups for a course?

Grouping outcomes in a course allows for organization of multiple related outcomes.

Open Outcomes

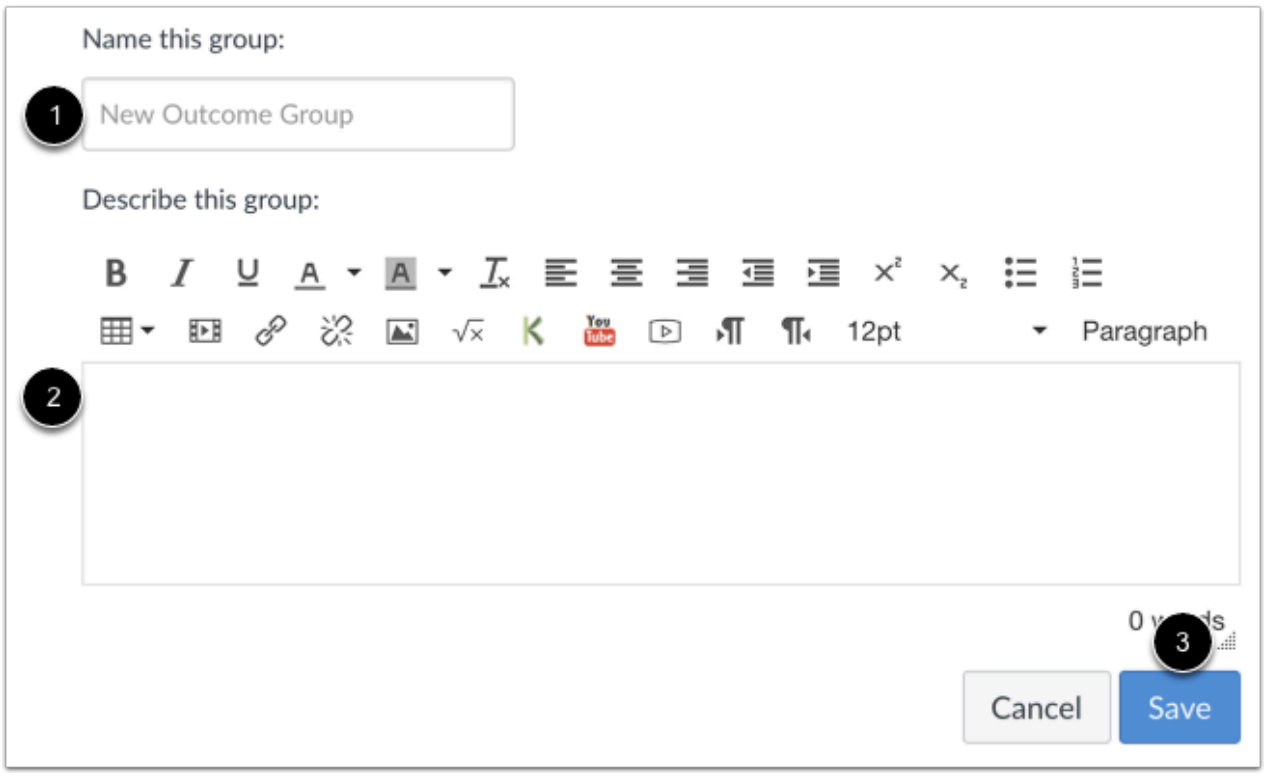


In Course Navigation, click the **Outcomes** link.

Add Outcome Group

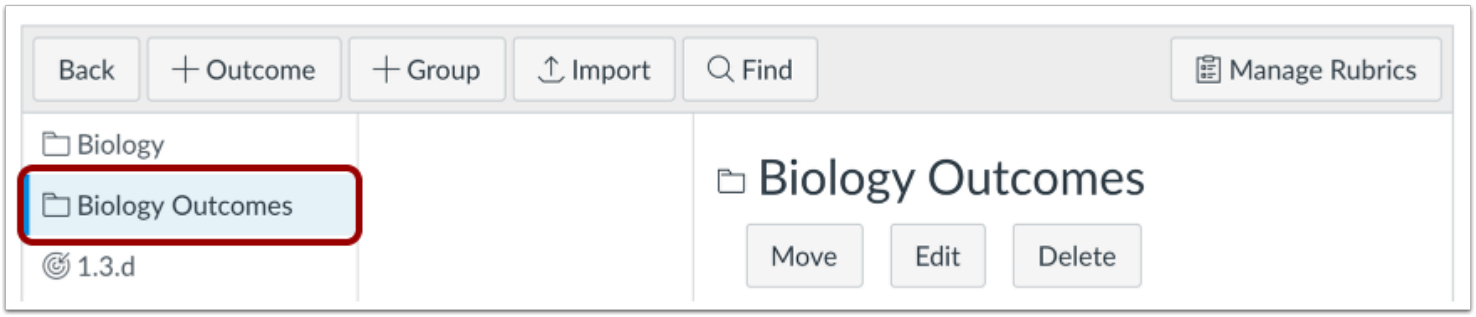
Click the **New Group** button.

Create Outcome Group



Type a Learning Outcome group name in the **Name this group** field [1]. Type a description in the Rich Content Editor [2]. Click the **Save** button [3].

View Outcome Group



View the Outcome group. You can create new outcomes within the group by creating a new outcome. You can also move outcomes and outcome groups into the new group.

How do I import outcomes for a course?

You can bulk import outcomes for your course using a CSV file. A bulk import allows you to add new outcomes to your course or update the details of multiple outcomes at one time.

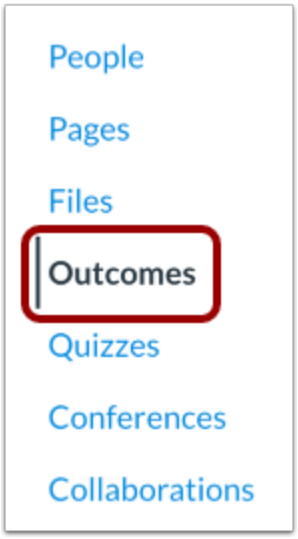
The CSV file must be formatted correctly according to the Outcomes Import Format Documentation. Download a sample outcomes.csv file with one outcome group and six outcomes.

After your CSV file has been processed, you will receive an email notification confirming a successful import or displaying errors with your file. If there were errors, the email will contain details about the first 100 errors including the row of the error and a short description.

Notes:

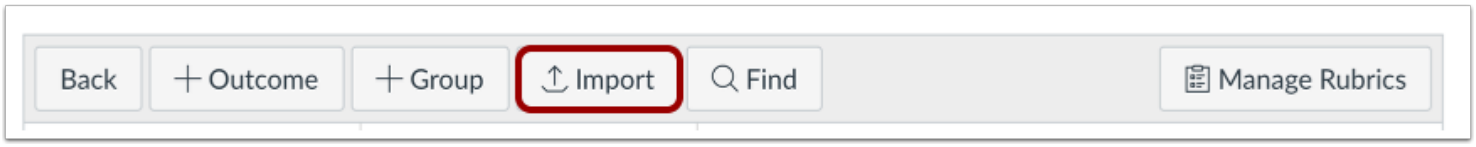
- Currently, only CSV files are supported. JSON files will be supported in a future release.
- Importing outcomes is a course permission. If you do not have permission to import outcomes, your institution has restricted this feature.
- In new outcomes, the vendor_guid field must not contain a colon.

Open Outcomes



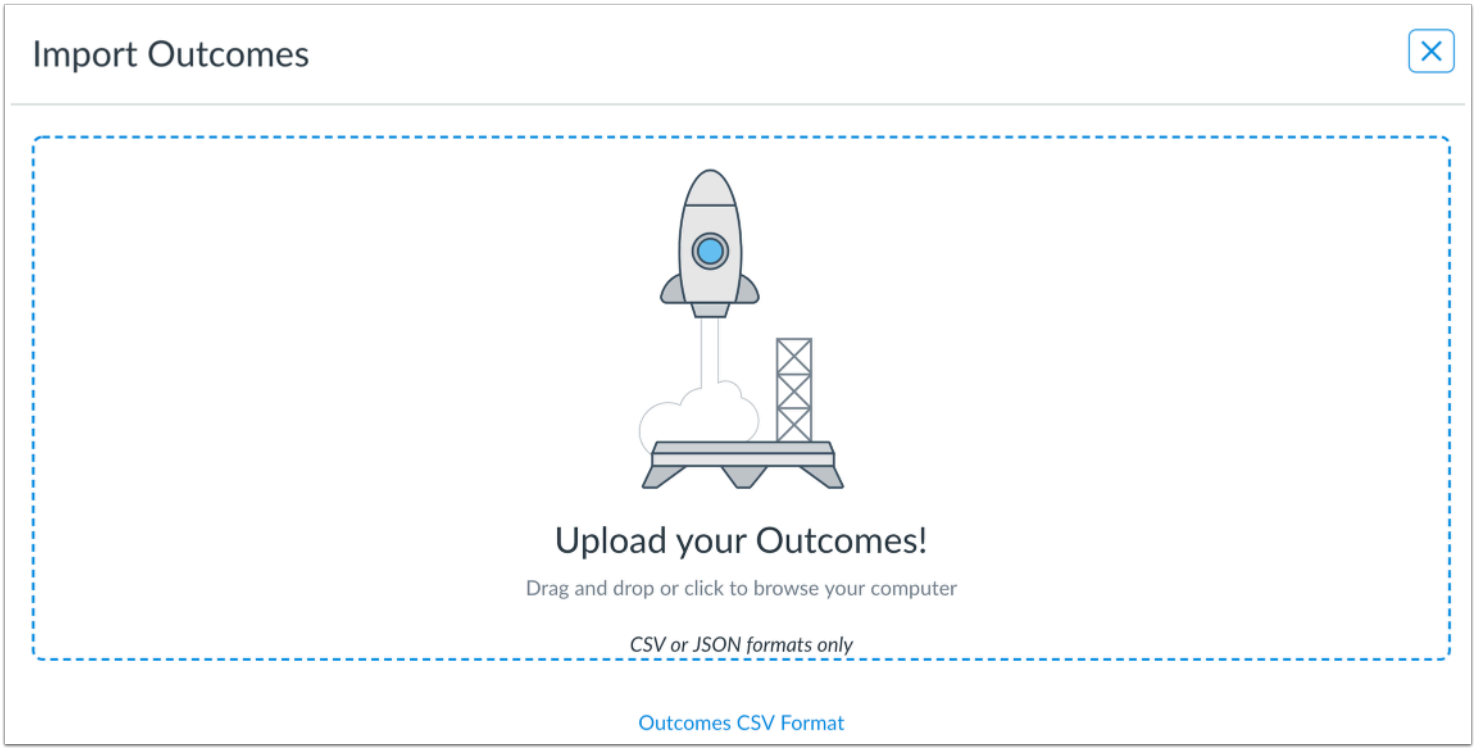
In Course Navigation, click the **Outcomes** link.

Import Outcomes



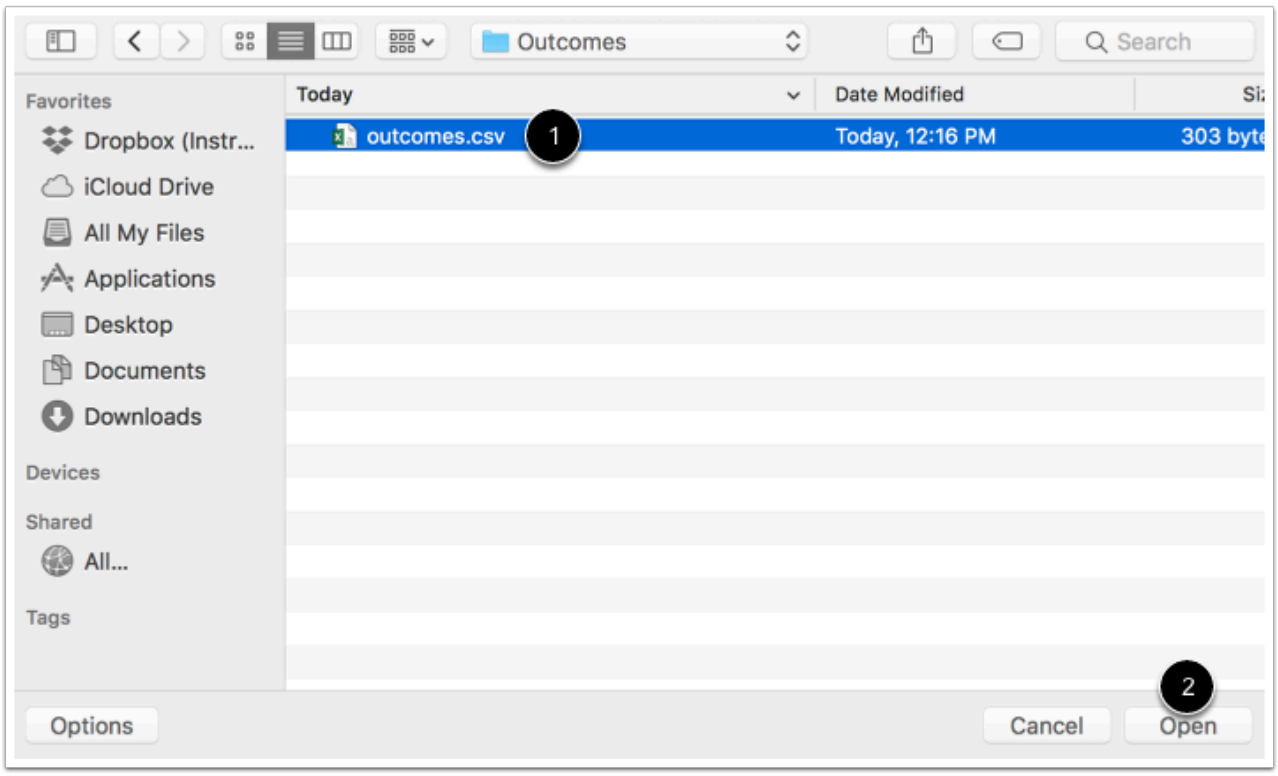
Click the **Import** button.

Upload File



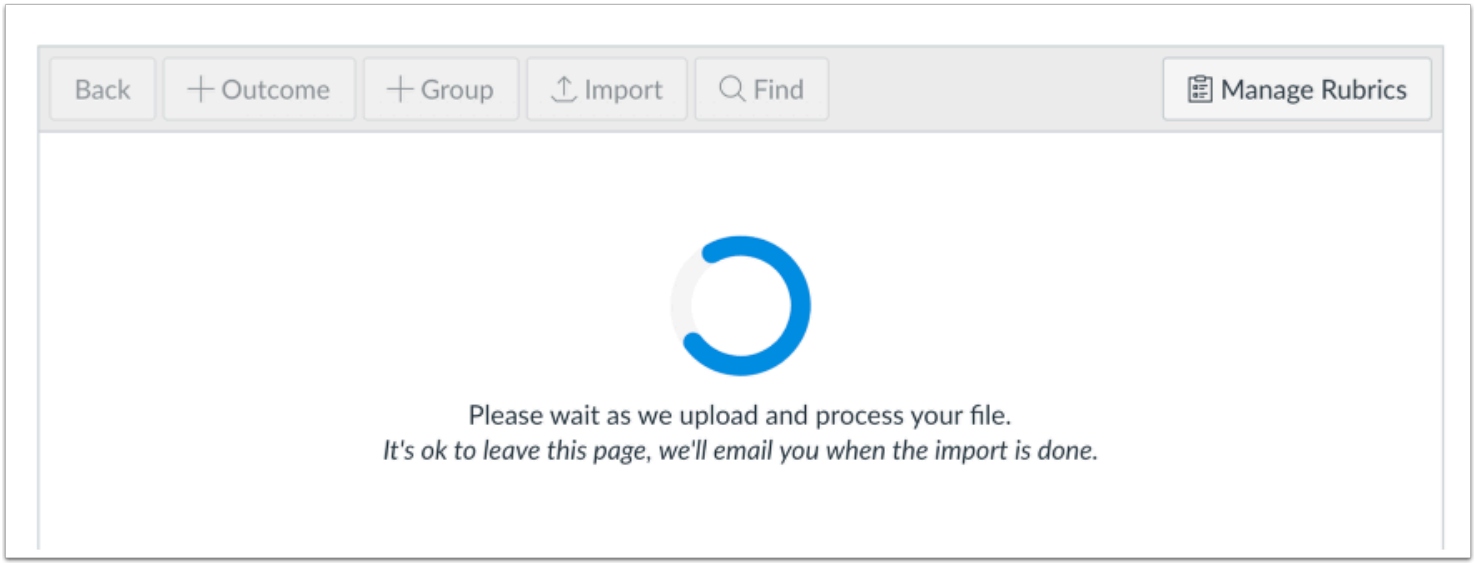
Drag and drop your CSV file to the upload area, or click in the upload area to choose a file from your computer.

Open File



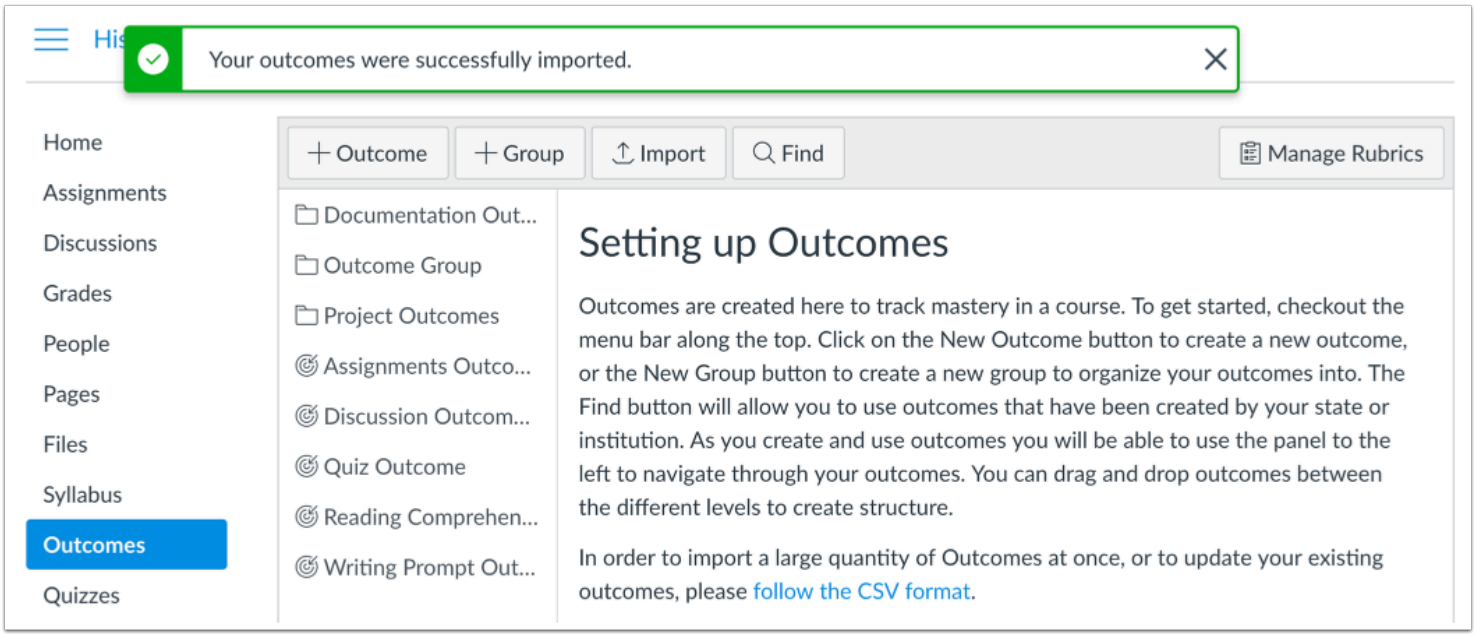
Locate the CSV file [1] and then click the **Open** button [2].

View Import Status



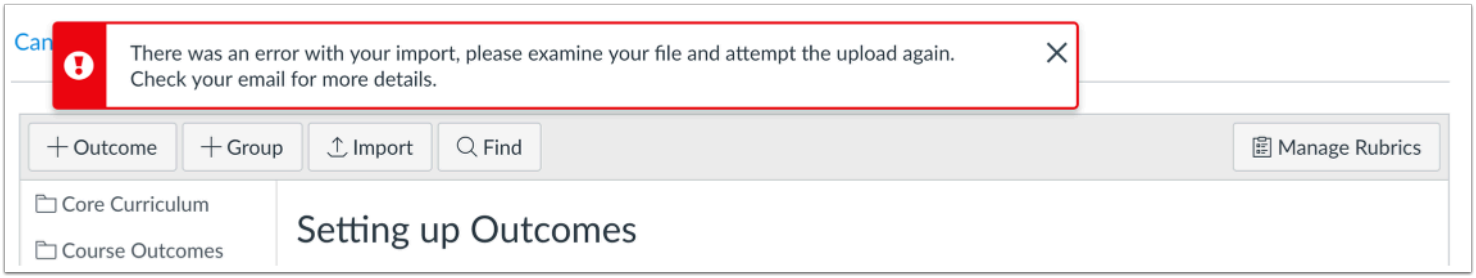
Canvas displays a loading page while the file uploads. Large CSV files may take time to import. You can leave the Outcomes page at any time without disrupting the import process.

View Import Success



When the file has been successfully imported, Canvas displays a confirmation message. You will also receive an email that the import was successful.

View Import Errors and Warnings



If the import was not successful, or if the import altered existing outcomes, Canvas displays an error message.

The error message displays for outcome import errors and for outcome import warnings.

You will receive an email with details about the first 100 errors and warnings. Each error or warning will include the CSV row number and a description of the error or warning.

Import errors stop the import process entirely and need to be fixed before outcomes can be imported successfully. The following types of errors may occur in CSV files:

- Required headings are missing
- Other headings are placed after the ratings header
- Invalid headers are present
- Required fields are missing
- Import file contains no data
- Invalid UTF-8 string

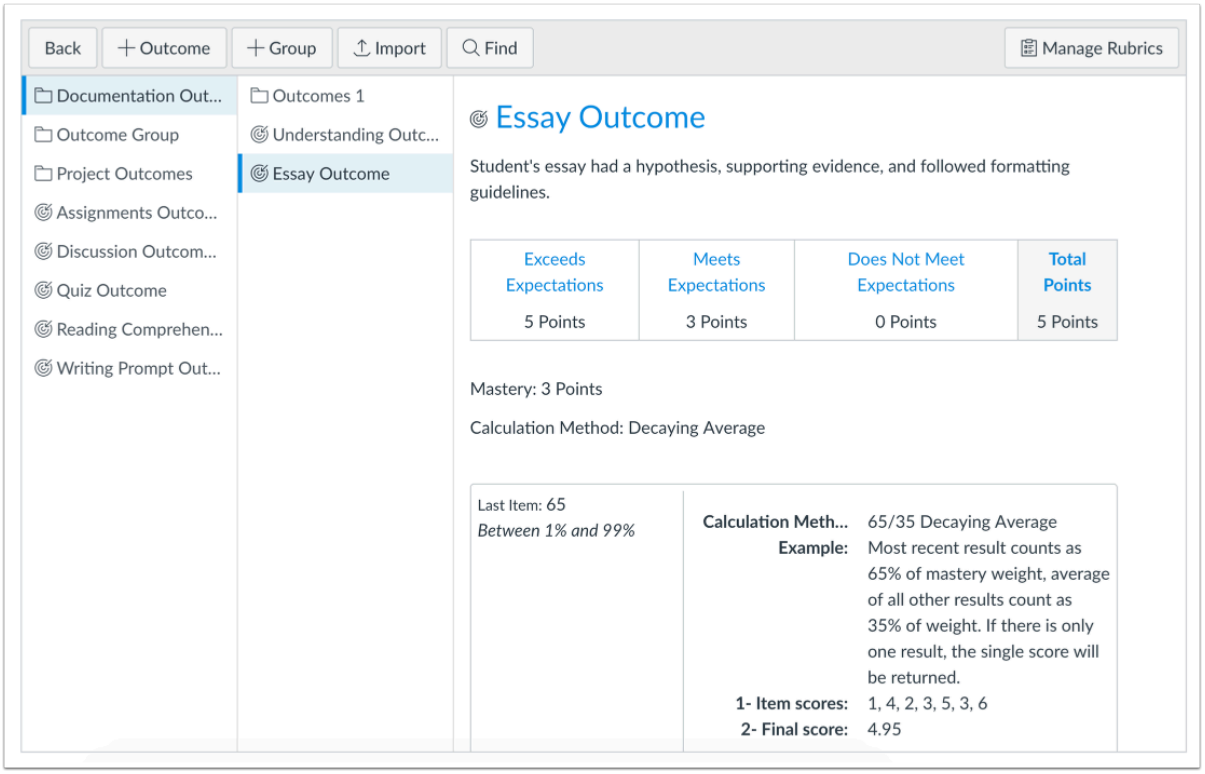
When an import warning occurs, Canvas skips the affected row and the import moves on. The following types of warnings may occur in CSV files:

- Rating tiers have missing points
- Rating tiers have invalid point values
- Rating tiers have points in wrong order
- Object type is incorrect
- Parent group refers to missing outcomes
- Parent groups are invalid
- Workflow state is invalid
- Calculation validation method not specified
- Group receives invalid fields

- Outcome edits are not within the same context

Correct the errors in the CSV file according to the Outcomes Import Format Documentation and re-import the file.

View Outcomes



View the outcomes imported into your course.

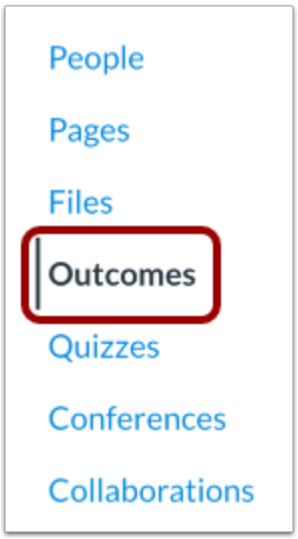
How do I edit or delete an outcome in a course?

You can edit outcomes you have created in your course. Outcomes can be modified if they have been used to assess students, but any changes may affect student results.

Notes:

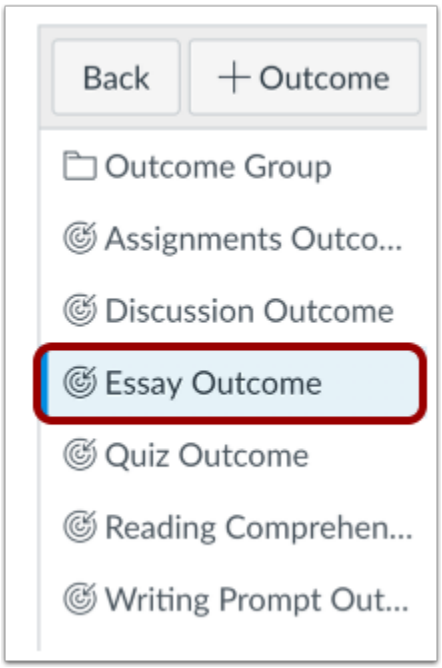
- You can modify any outcomes where you have permission.
- If an outcome does not include an Edit or Delete button it is an account level outcome or an imported outcome that cannot be edited or deleted.
- Outcomes that have been aligned with an assignment or question bank cannot be deleted unless they are removed from the assignment or question bank. Outcomes that have been used to assess a student cannot be deleted.

Open Outcomes



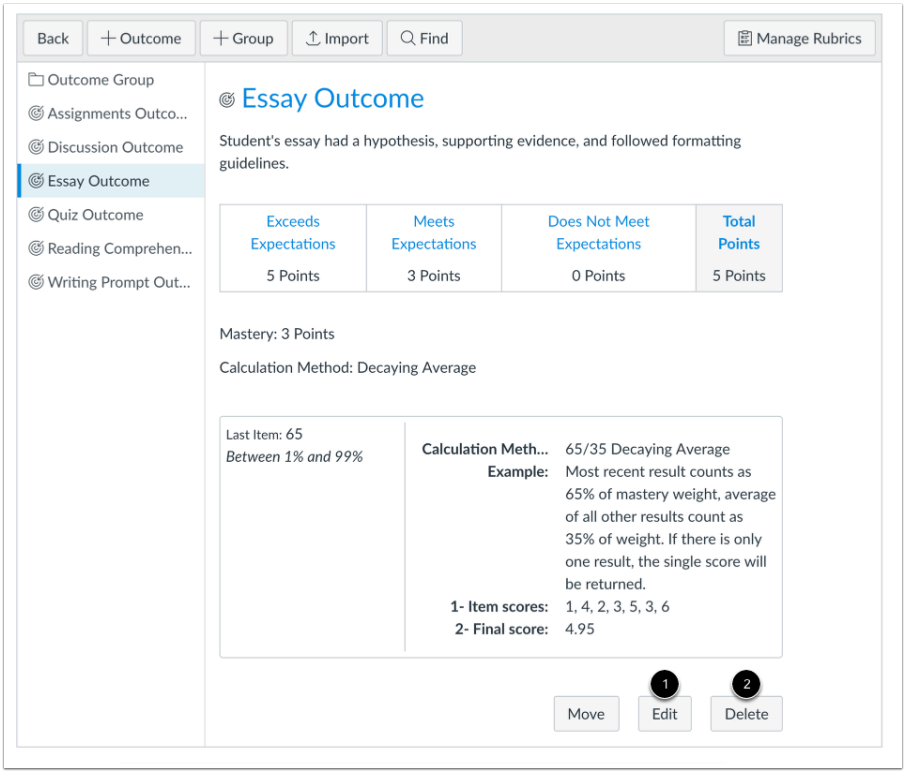
In Course Navigation, click the **Outcomes** link.

Select Outcome



Locate the outcome you want to modify.

Modify Outcome

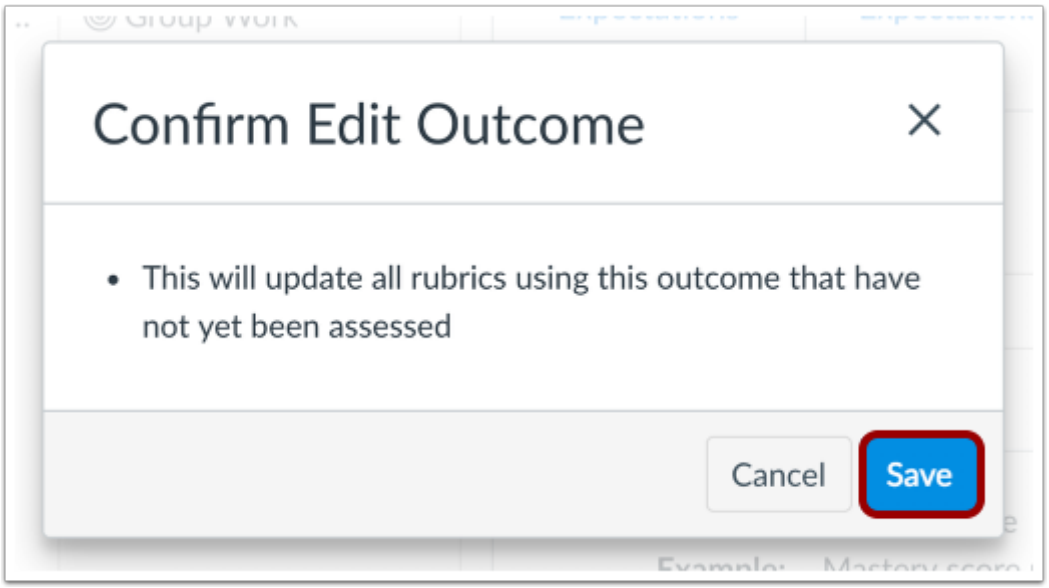


To edit an outcome, click the **Edit** button [1]. Editing an outcome allows you to change non-scoring details such as the name and description. You can also edit scoring details for the outcome including the points rating or scoring method.

When you are finished with your edits, click the **Save** button.

To delete an outcome, click the **Delete** button [2].

View Outcome Edit Confirmation

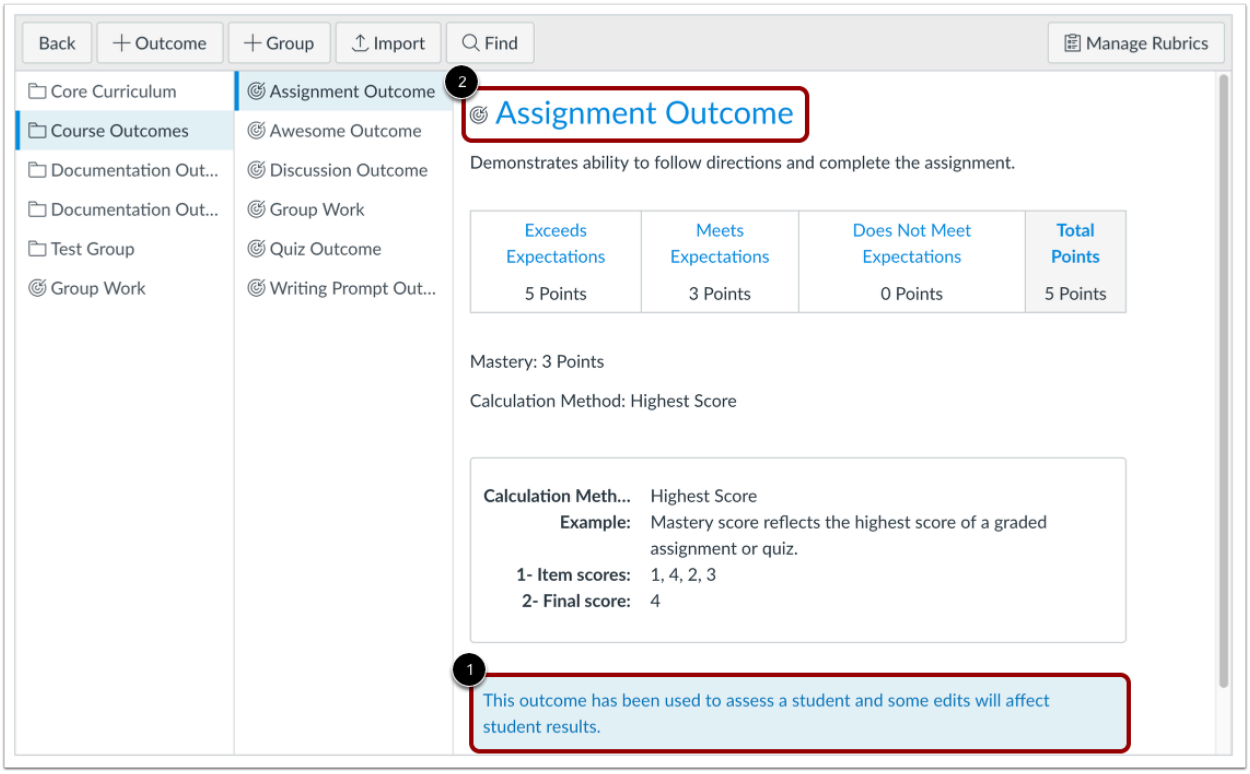


If you edit an outcome that has been used to assess a student, Canvas displays a message notifying you that your edits will update all outcomes associated with a rubric that has not been assessed.

Click the **Save** button.

Note: This message only displays for outcomes you modify that have not been used to assess a student. If this confirmation message does not display, the outcome is associated with more than one rubric and edits cannot be updated.

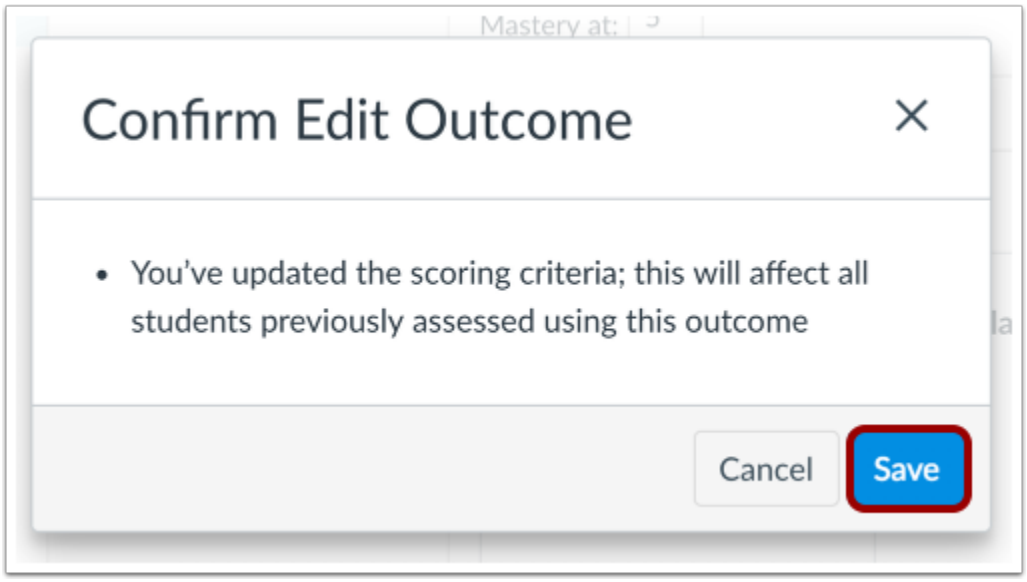
View Assessed Outcome



If an outcome has already been used to assess a student, some modifications may affect student results [1].

To view any aligned items and student assessments for a particular outcome, click the name of the outcome [2]. These assignments and rubrics may be affected when you edit the outcome.

View Scoring Edits Confirmation



If you are editing scoring details on an outcome that has been used to assess students, Canvas displays a message notifying you that your edits will affect all students previously assessed using the outcome. Scoring changes only affect a student's learning mastery score in the Learning Mastery Gradebook for the edited outcome. When scoring criteria is edited, the learning mastery values scale for assessed rubrics according to the original points possible.

Click the **Save** button.

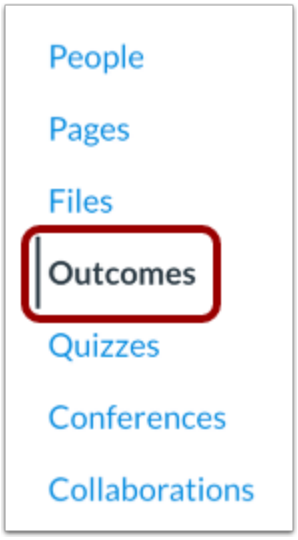
How do I edit or delete an outcome group in a course?

If you created an outcome group in your course that you need to edit or delete, you can do so as long as the outcomes in the group have not yet been used to assess a student. Once an outcome in the group has been aligned with an item or artifact and used for scoring, you cannot modify the outcome group. You can still modify the details of the outcome group.

You can delete an outcome group as long as it does not contain any outcomes that cannot be modified.

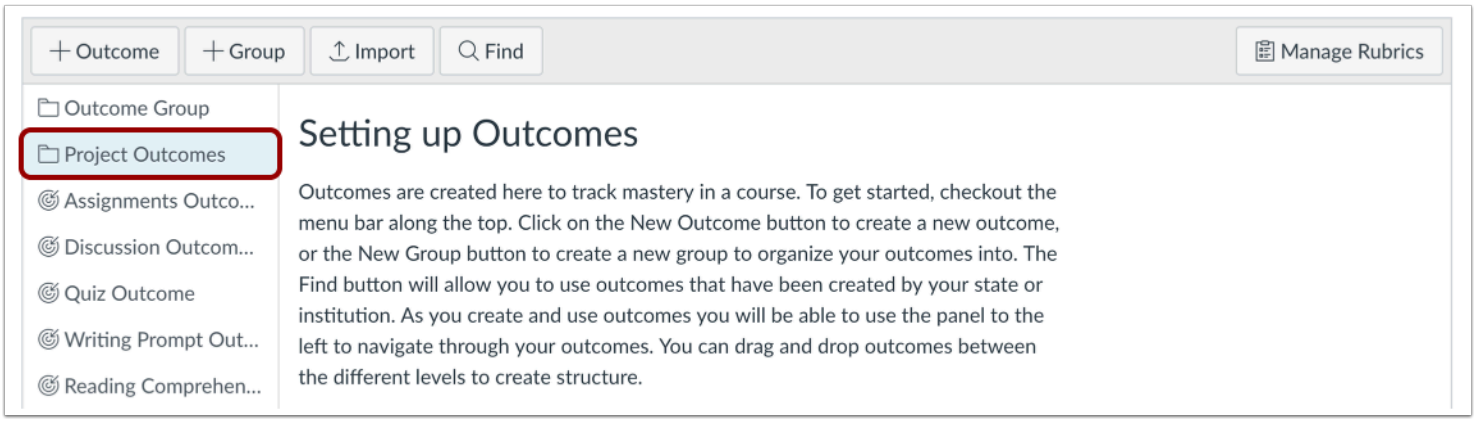
Note: You can modify any outcomes or outcome groups where you have permission.

Open Outcomes



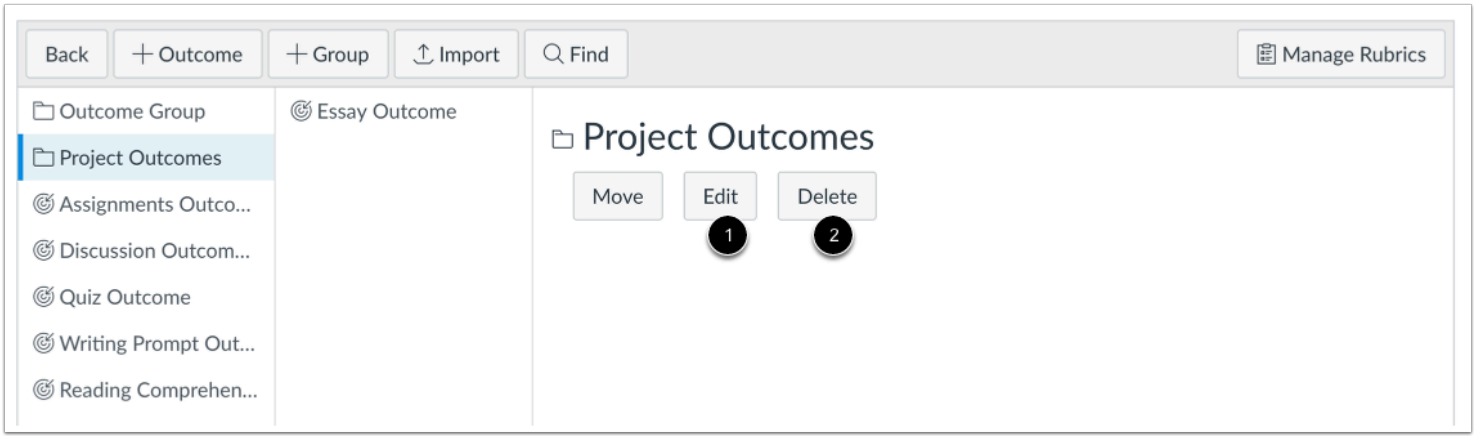
In Course Navigation, click the **Outcomes** link.

Select Outcome Group



Locate the outcome group you want to modify.

Modify Outcome Group



To edit an outcome group, click the **Edit** button [1]. Editing an outcome group lets you change the outcome name and description as set when creating an outcome group.

To delete an outcome group, click the **Delete** button [2].

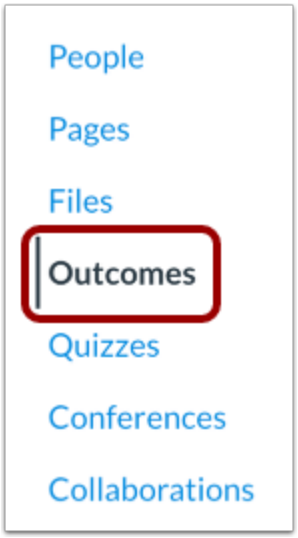
Note: If you delete an outcome group and the outcome group generates an error, your outcome group contains an outcome that cannot be modified. Move the outcome to another outcome group, then try deleting the outcome group again.

How do I create custom course outcome names for students?

As an instructor, you can choose to enable the Student Learning Mastery Gradebook (if allowed by your admin) and let students to see Learning Mastery scores on their Grades page. All Outcomes in the course appear in the student view. However, some official outcome names may be difficult for students to understand, so when creating outcomes at the course level, you have the option to create a custom, or more friendly name, to appear for students. This separate name field allows you to keep both the official name of the outcome as well as create a friendlier version that is more helpful for students.

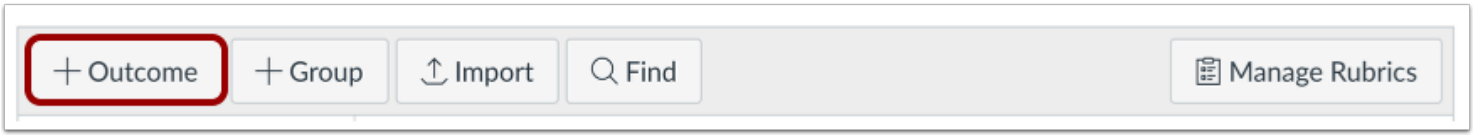
Note: Creating a custom name is a course permission. If you have access, you will only be able to create friendly names for outcomes you create within your course. You cannot create custom names for outcomes created at the account level.

Open Outcomes



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

Create New Outcome



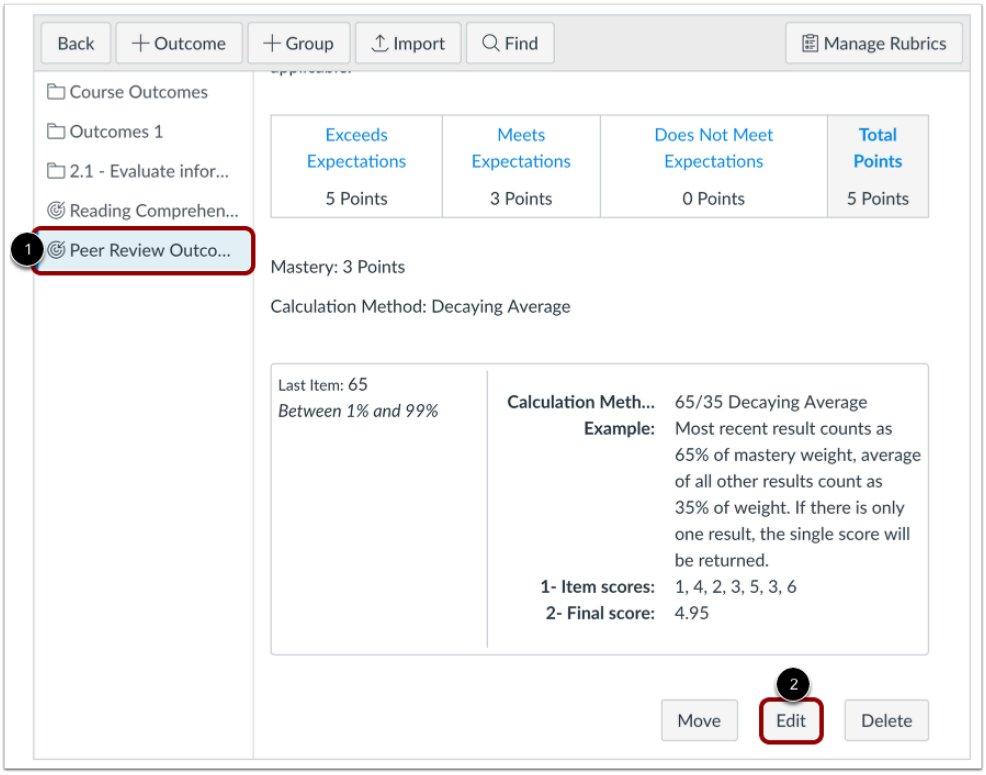
If you want to create a friendly name while creating a new Outcome, click the **New Outcome** button.

Create Friendly Name

Enter a name for the outcome in the **Name this outcome** field [1]. This is the name of the outcome that will also appear in the Learning Mastery Gradebook.

To create a custom outcome name for students, enter a name in the **Friendly name (optional)** field [2].

Edit Outcome



If you want to edit an existing outcome and add a friendly name, locate and click the name of the outcome [1]. Click the **Edit Outcome** button [2].

You can only edit outcomes that have not yet been used to assess a student. If the Edit Outcome button is grayed out, you cannot edit the outcome.

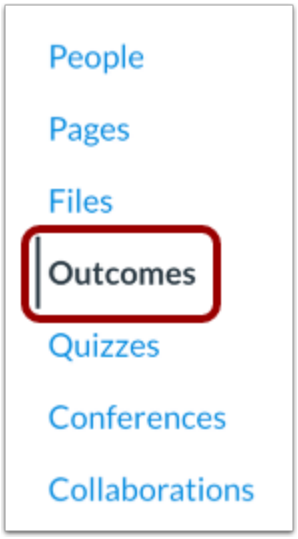
Note: Your friendly name will not appear as part of the Outcomes Index page.

How do I move outcomes and outcome groups in a course?

You can move outcomes and outcome groups in your course outcomes. You can use the Move Outcome or Move Outcome Group button, or you can manually drag and drop the outcome or outcome group.

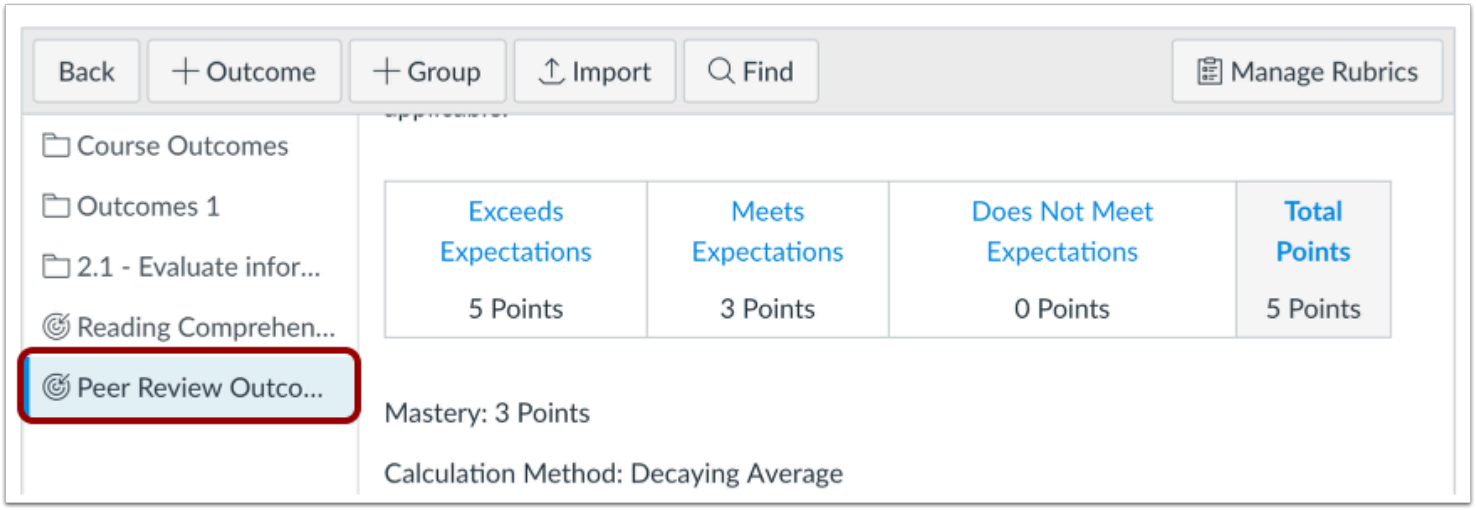
Note: To move an outcome to an outcome group, you will need to create an outcome group.

Open Outcomes



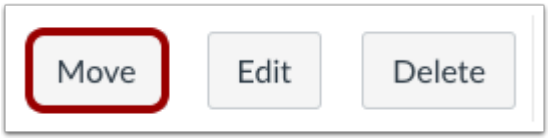
In Course Navigation, click the **Outcomes** link.

Select Outcome

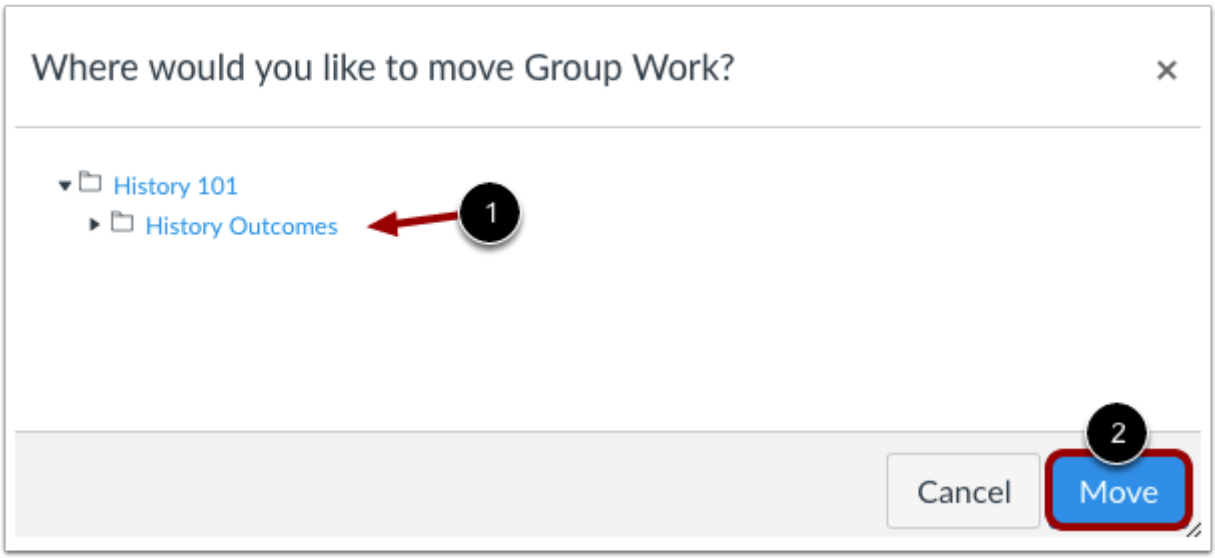


Locate the outcome or outcome group you wish to move.

Move Outcome or Outcome Group



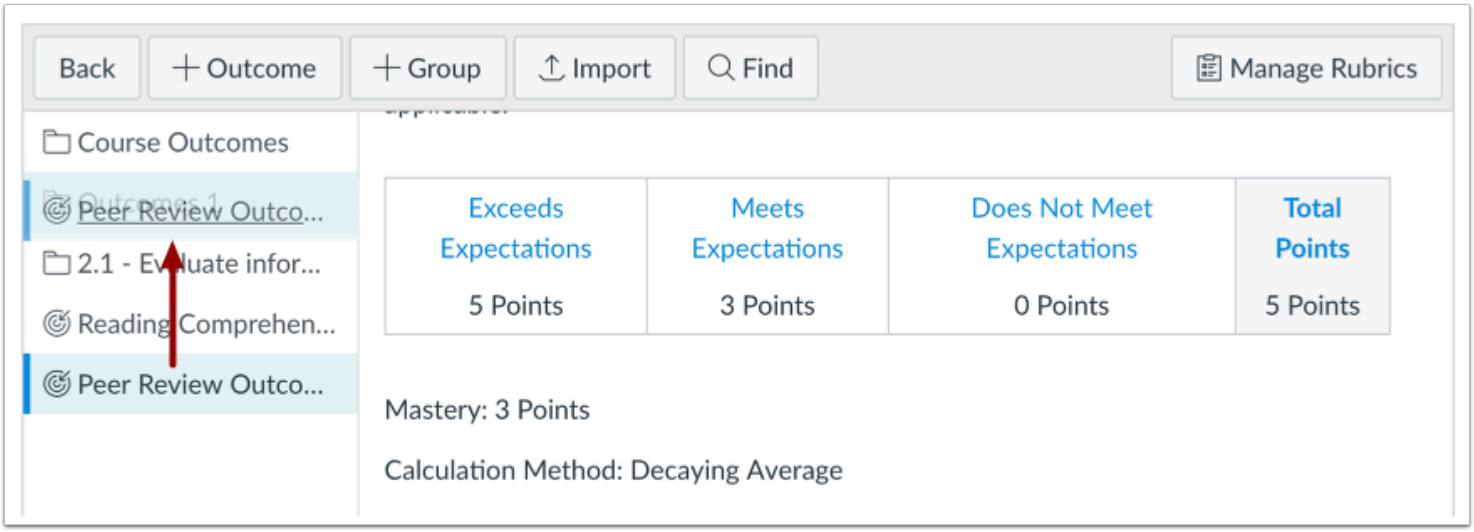
To move an individual outcome or outcome group, click the **Move** button.



Select the outcomes group where you want to move the outcome or outcome group [1].

Click the **Move** button [2].

Drag and Drop Outcome or Outcome Group



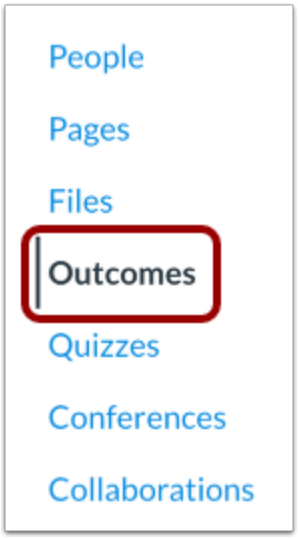
You can also use the drag and drop option to move outcomes and outcome groups. Click the outcome or outcome group and drag the outcome or outcome group to the desired location. Drop the outcome or outcome group in the desired location by releasing the mouse.

How do I find an existing outcome to add to a course?

All Outcomes added at the account or sub-account levels are available to you as an instructor. You can find and import Account Standards, which are outcomes that have been created by your Canvas Administrator for the entire institution. You can also find State and Common Core Standards.

You can import an individual outcome or import an entire outcome group.

Open Outcomes

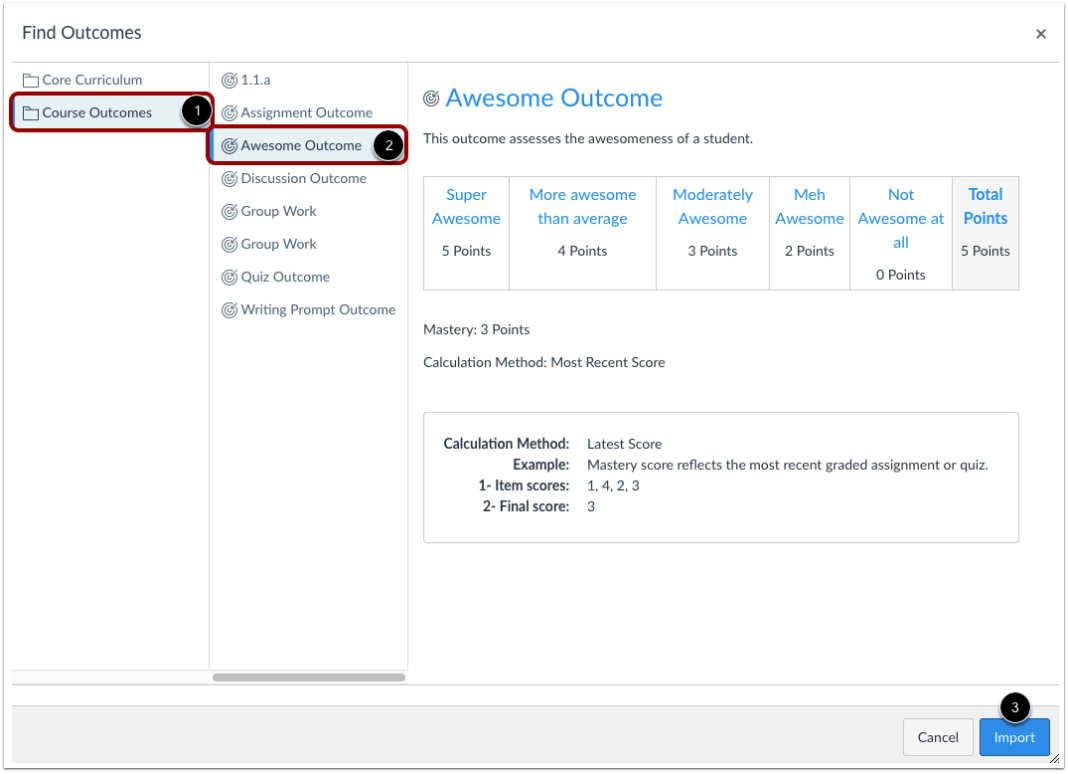


In Course Navigation, click the **Outcomes** link.

Find Outcome

Click the **Find** button.

Import Outcome

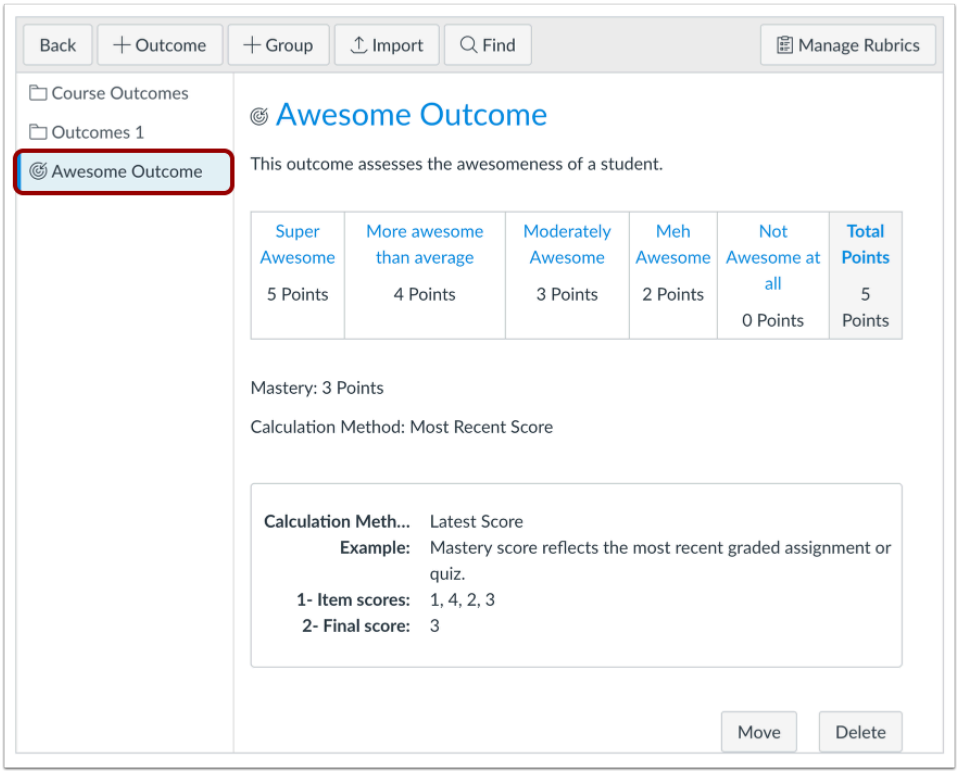


Select the name of an outcome group to view available outcomes [1]. You can also view outcome groups within other outcome groups.

When you have located an outcome, click the name of the outcome you want to import [2]. Click the **Import** button [3].

Note: You can also import an entire outcome group.

View Outcome



View the imported Outcomes.

Outcomes and outcome groups are imported to the main outcome level; learn how to move outcomes or outcome groups.

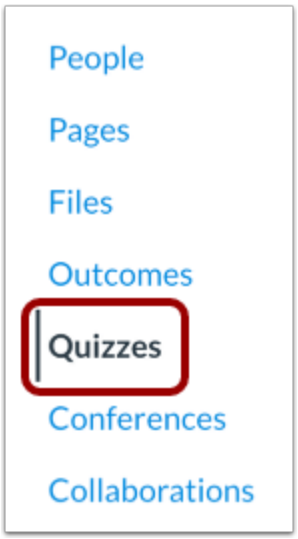
How do I align an outcome with a question bank?

You can align any outcome in your course to a question bank. Outcomes can be aligned with a question bank for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

The Learning Mastery Gradebook mastery score for an aligned outcome calculates based only on questions from the aligned question bank in a quiz. The mastery score is calculated by weighing the percentage score of correct answers from the question bank against the mastery score set when aligning the question bank to the outcome. For example, if the outcome is set to mastery at 60%, a student must score 60% or higher in order to master the outcome.

Open Quizzes

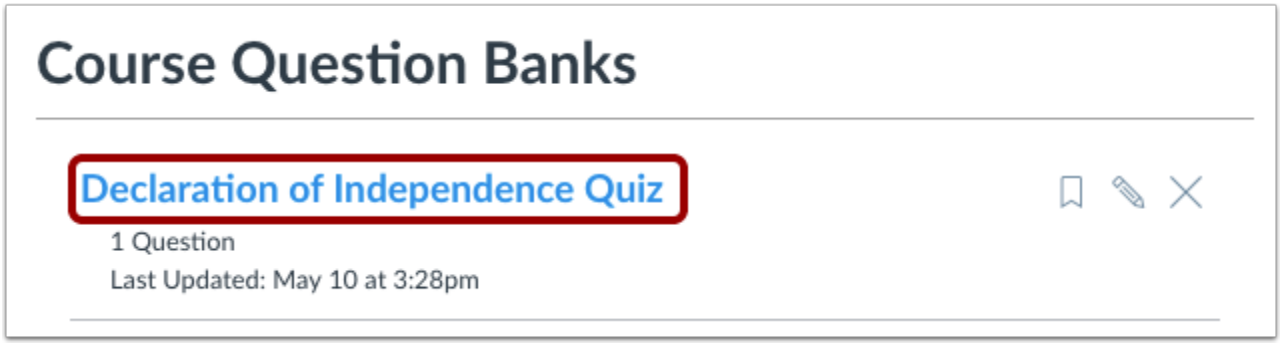


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

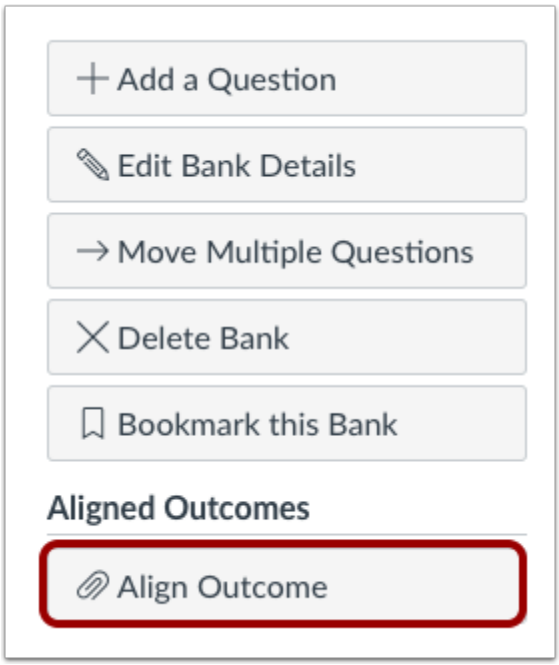
Click the **Options** icon [1] and click the **Manage Question Banks** link [2].

Select Question Bank



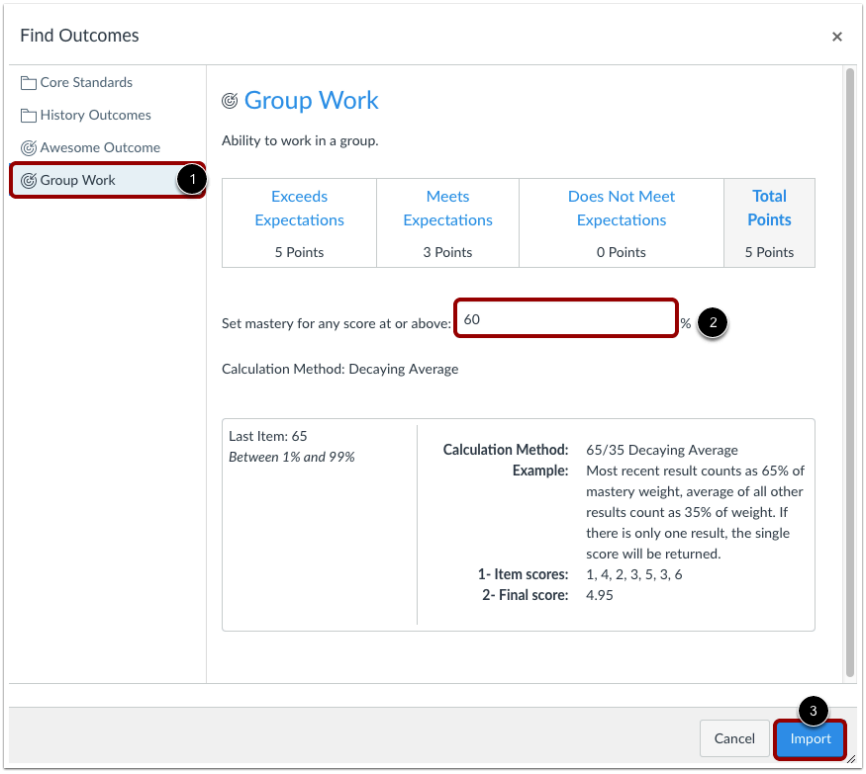
Click the title of the Question Bank to be aligned with the Outcome.

Align Outcome



Click the **Align Outcome** button.

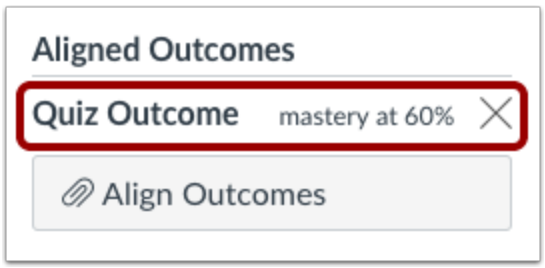
Find Outcome



Choose the Outcome from the listed Outcomes [1]. Set the mastery level by typing in the percent field [2]. The mastery level is the percentage score that a student has to earn before you consider the student to have mastered the outcome. For example, a mastery score of 60 means that the student has to earn a 60% or higher on the aligned quiz questions. This score is only calculated using questions from the aligned question bank.

Click the **Import** button to align the Outcome with the Question Bank [3].

View Aligned Outcomes



View the aligned Outcome in your quiz.

How do I find Learning Standards to add to a course-level outcome?

Learning Standards are goals and objectives for student assessment in the United States. These standards have been created by the nation's governors and educational leaders to assess specific student learning.

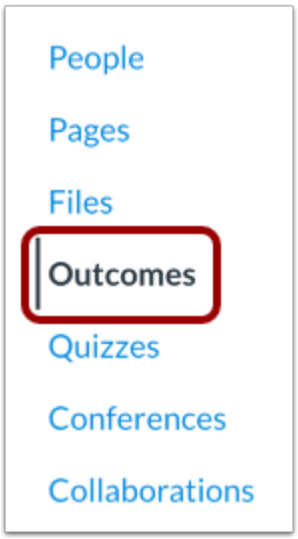
All Learning Standards added at the account or sub-account levels are available to you as an instructor.

- Common Core Standards are available for Language Arts, Math, and Science (NGSS)
- State-specific standards are available for Language Arts, Math, Science, and Social Studies (if imported by your institution)
- ISTE Standards for Coaches, Computer Science Educators, Students, Teachers, and Administrators
- Your Canvas Administrator must import the standards before you can find and import them for a course

Learning Standards imported to the account or sub-account levels can be found within the Account Standards outcome group. However, all Learning Standards are always available as a separate outcome group for importing.

If finding an outcome does not display any Learning Standards, please contact your Canvas Administrator.

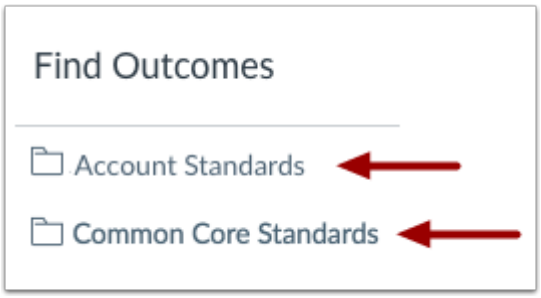
Open Outcomes



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

Find Outcomes

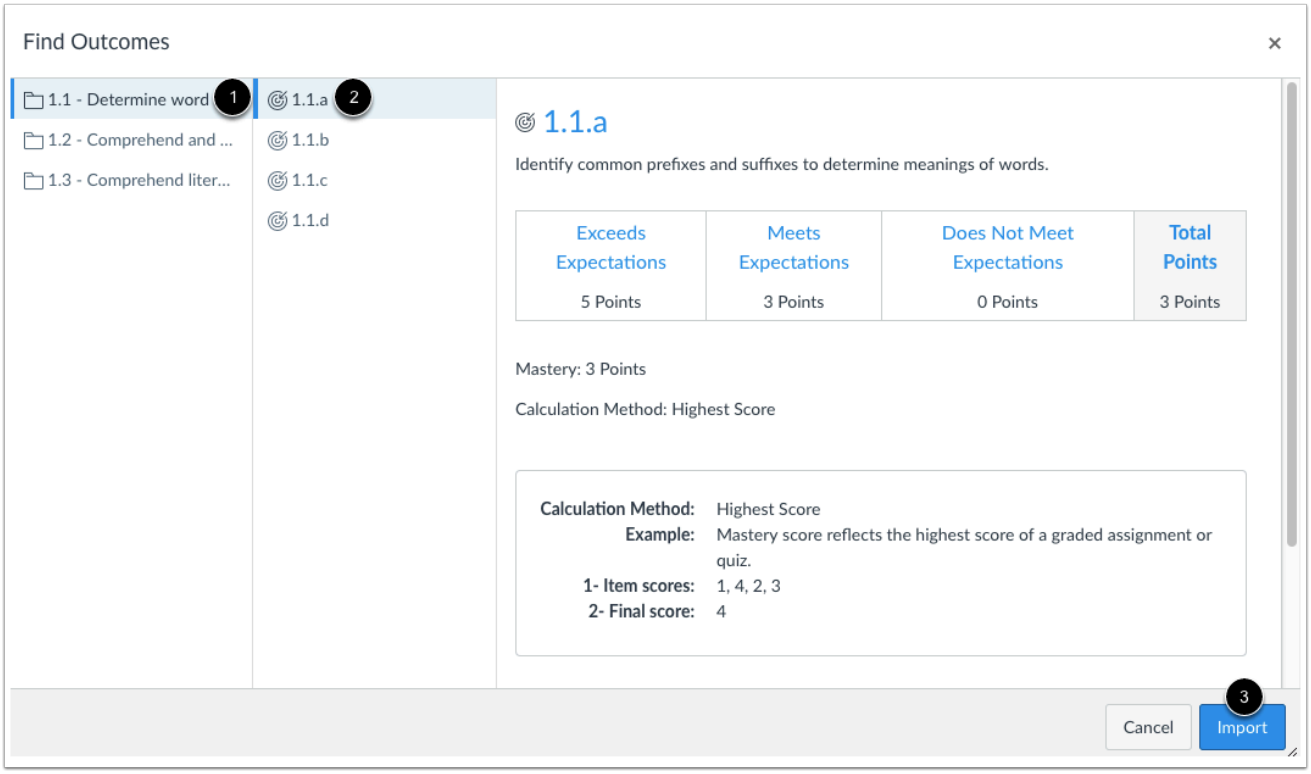
Click the **Find** button.



Click on the folder that includes the standards you need.

Note: If the Common Core group is not available to you, please contact your Canvas Administrator.

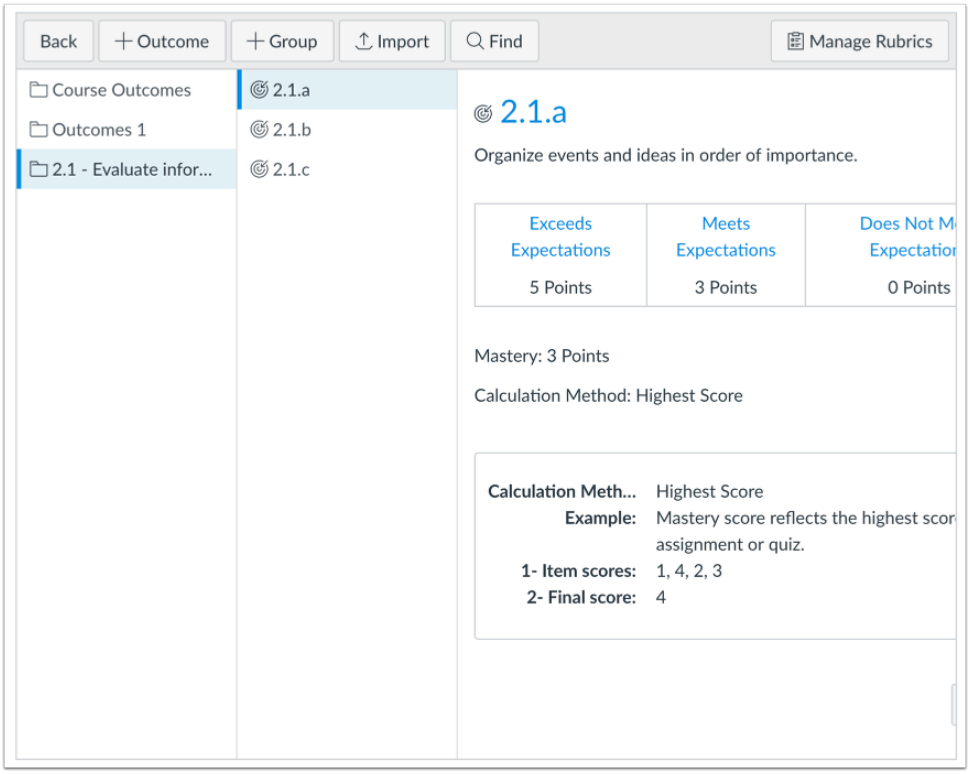
Choose Outcomes



Account and Common Core Standards are nested outcomes, so you can import entire outcome groups into your course, or view all nested outcome groups to locate an individual standard.

Select the name of an outcome group to view available outcomes [1]. When you have located an outcome, click the name of the outcome you want to import [2]. Click the **Import** button [3].

View Outcomes

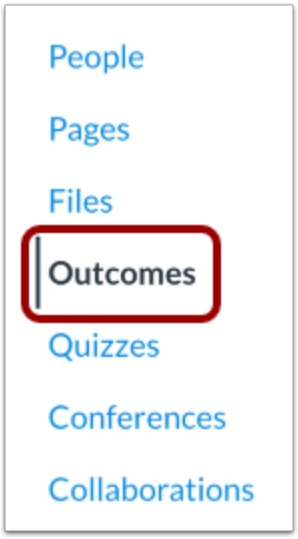


View the added Outcomes.

How do I view all aligned items and artifacts within an outcome?

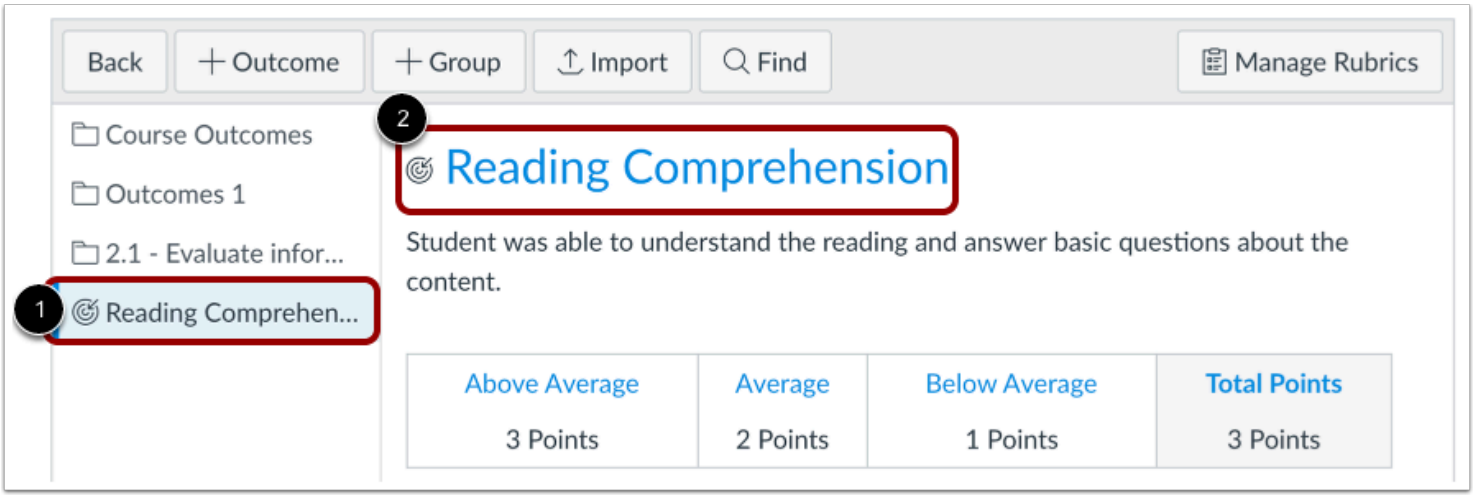
You can view all rubrics and artifacts that are aligned with a specific outcome.

Open Outcomes



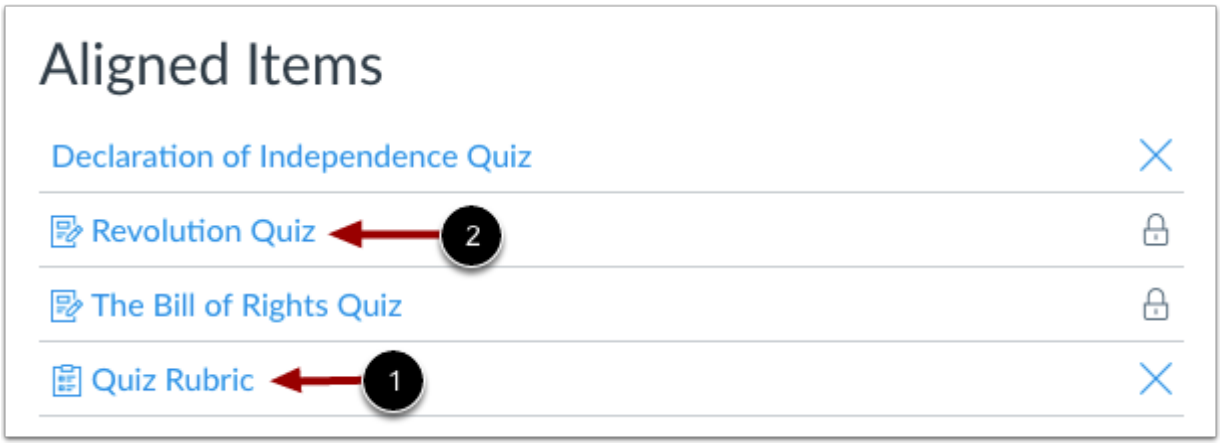
In Course Navigation, click the **Outcomes** link.

Open Outcome

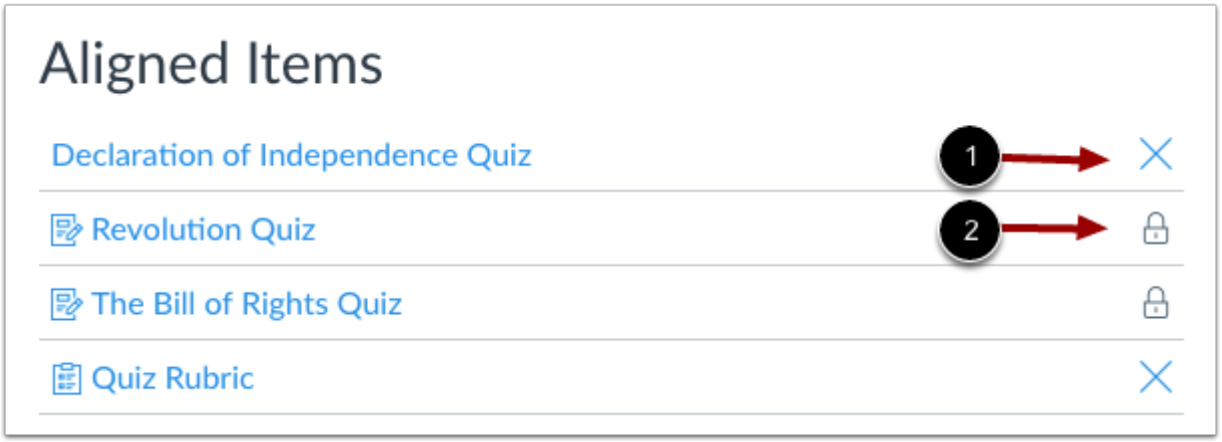


Click the outcome you want to view [1]. To view all aligned items, click the name of the outcome [2].

View Aligned Items



View the assessments and activities aligned to the Outcome. Aligned Items are identified with an icon displaying the item type: rubric [1] or assignment [2]. This change helps identify the item for easier management within outcomes and clarify items that have similar titles.

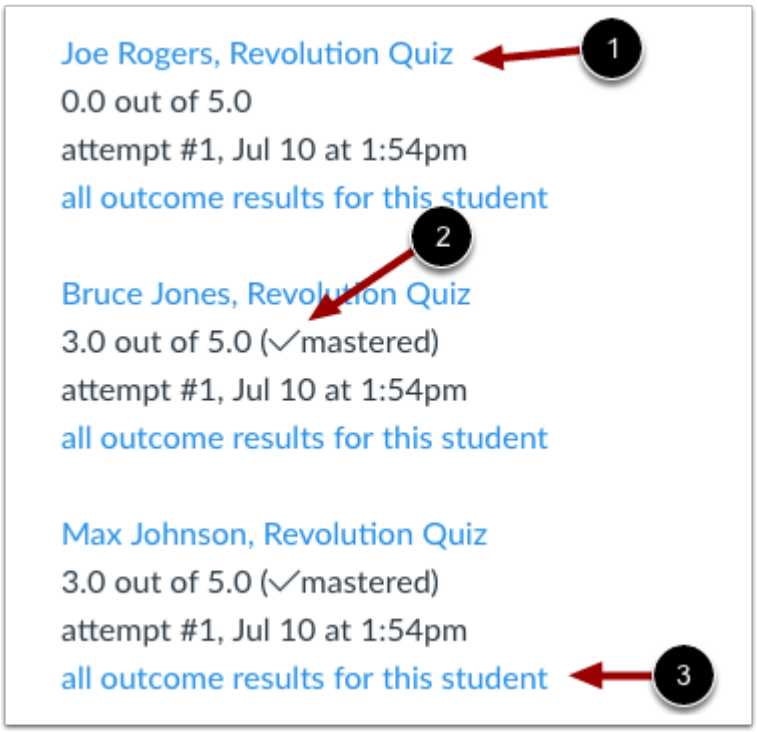


Aligned items also show whether the item can be removed from the outcome.

Alignments displaying a rubric type display a blue remove icon [1]. Clicking the rubric name will open the rubric, where you can edit the rubric or delete the rubric.

Alignments displaying an assignment type display a gray lock icon [2]. Gray icons mean that the aligned item cannot be removed because it is associated with a rubric. To remove the aligned item, you would have to open the rubric and remove the row that is associated with the outcome.

View Outcome Artifacts



Under Outcome Artifacts, you can view the progress of individual students on each artifact (the aligned assessment or activity). You can view the student response details by clicking the name of the assignment [1]. The **Check Mark** icon [2] signifies the student has received a high enough score to satisfy the outcome threshold value. If you want to view all outcome results for a specific student, click the **all outcome results for this student** link [3].

Note: Outcome results are tied to level of outcome access. Account outcomes display on the account report, while the sub-account outcomes display on the sub-account report. The only time outcomes would be displayed on both reports is if they are stored in both accounts, such as copying an account outcome to the sub-account level. Outcomes created at the course-level display on the course-level and will not appear on account or sub-account level outcome reports.

How do I use the Learning Mastery Gradebook to view outcome results in a course?

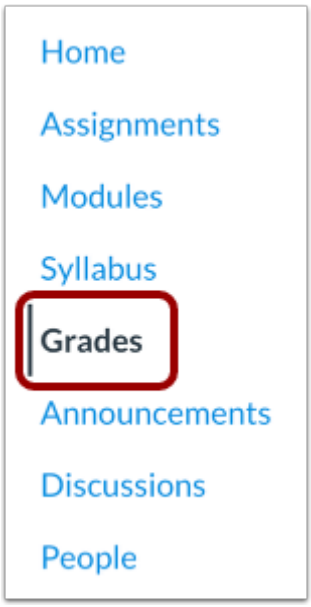
The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Individual View.

Notes:

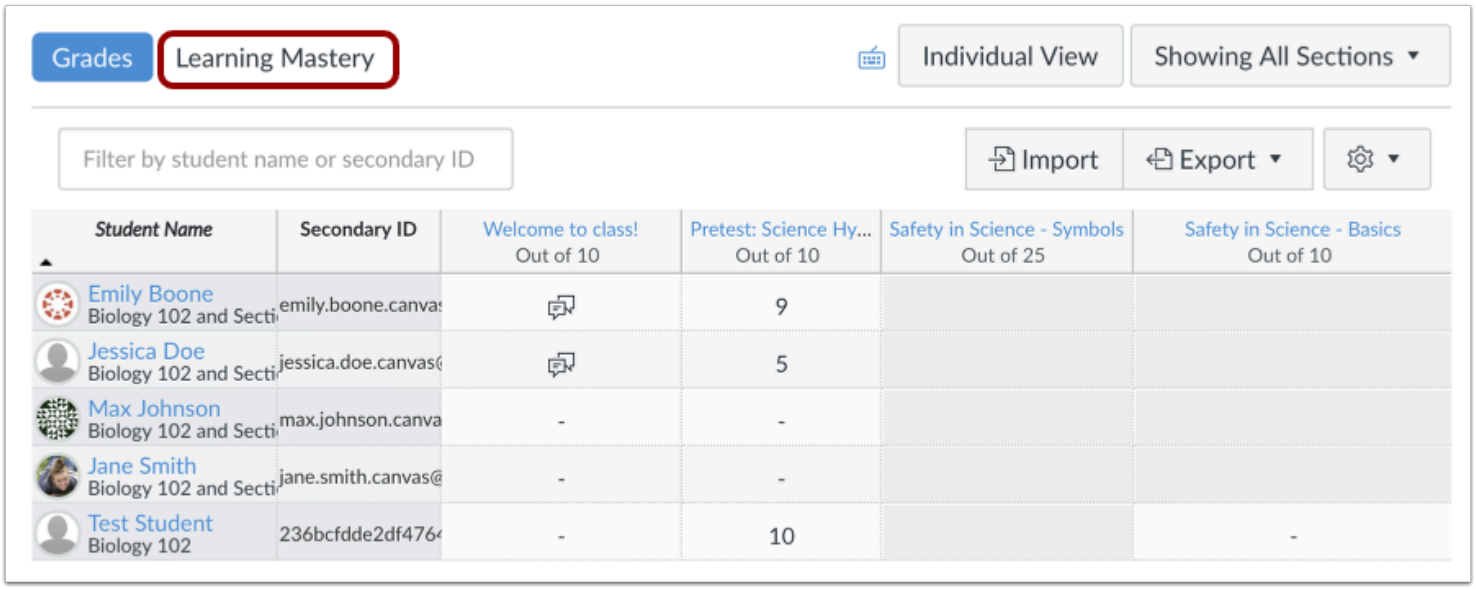
- The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, learn how to manage feature options in the course features lesson.
- The mastery level names and colors may be customized by your institution.
- When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.
- Students can also view outcomes in a course if the Student Learning Mastery Gradebook feature option is enabled.

Open Grades



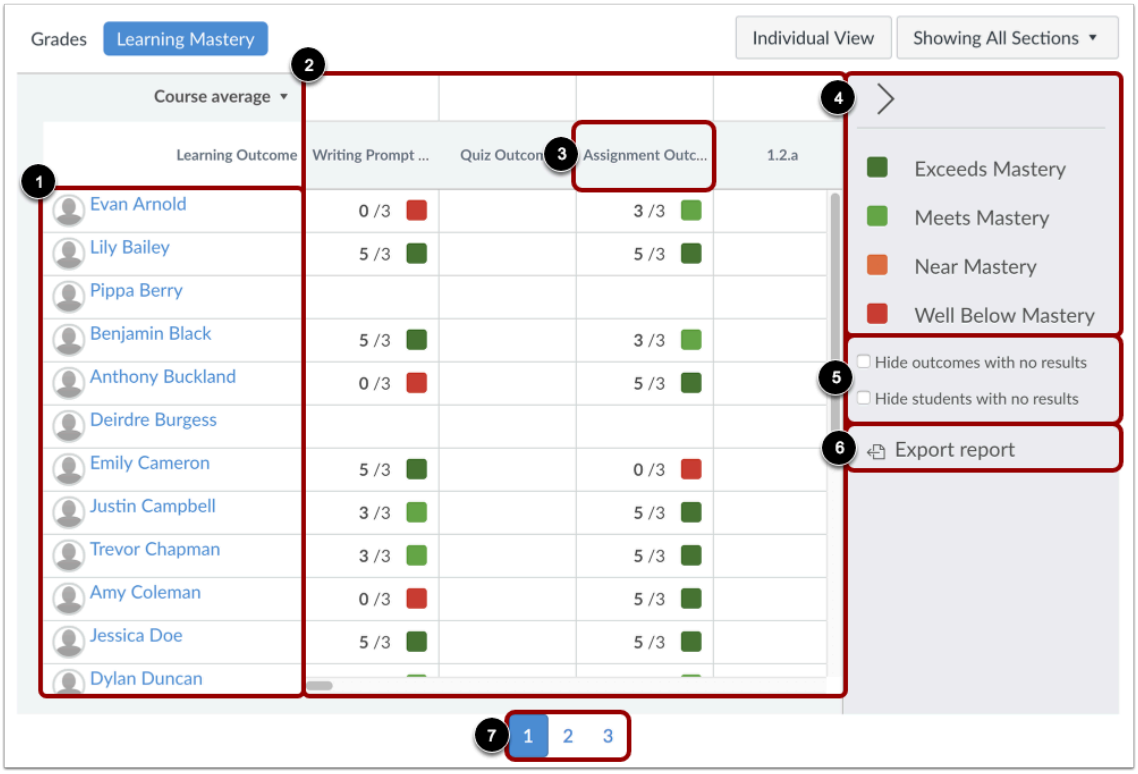
In Course Navigation, click the **Grades** link.

Open Learning Mastery Gradebook



Click the **Learning Mastery** link.

View Learning Mastery Gradebook



The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by student name [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

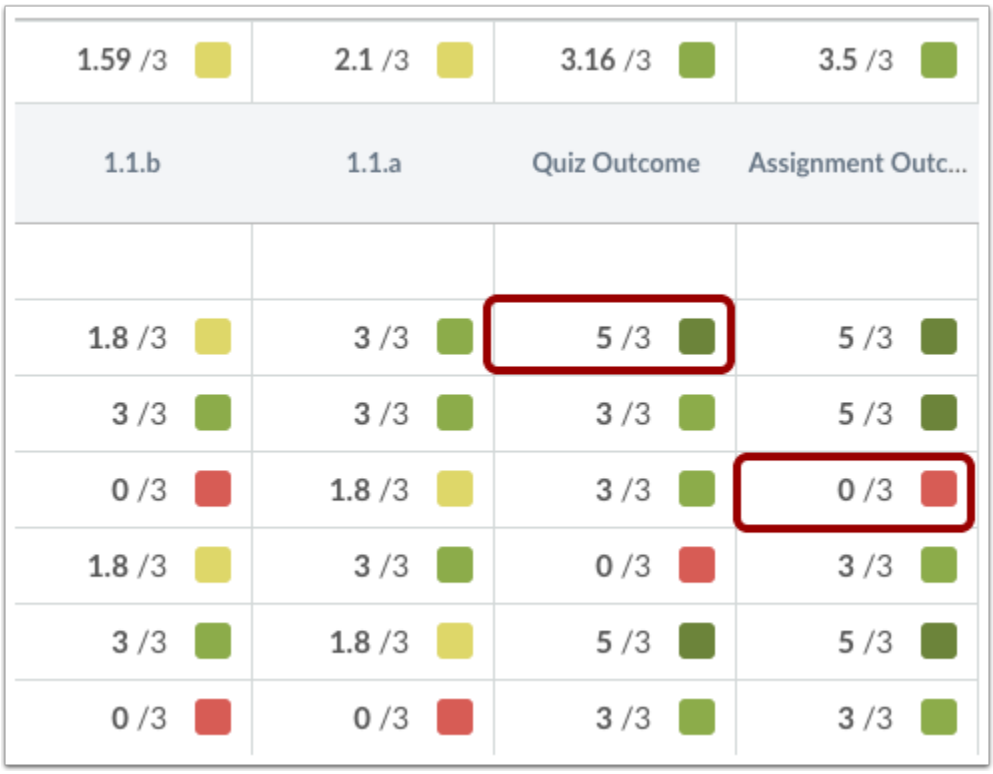
Note: The Hide outcomes and Hide students filters persist for the course while using the same web browser.

Switch to Individual View

The Gradebook has two views. The **Default Gradebook** allows you to see all students and outcomes at the same time. **Individual View** allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Learning Mastery Gradebook Individual View.

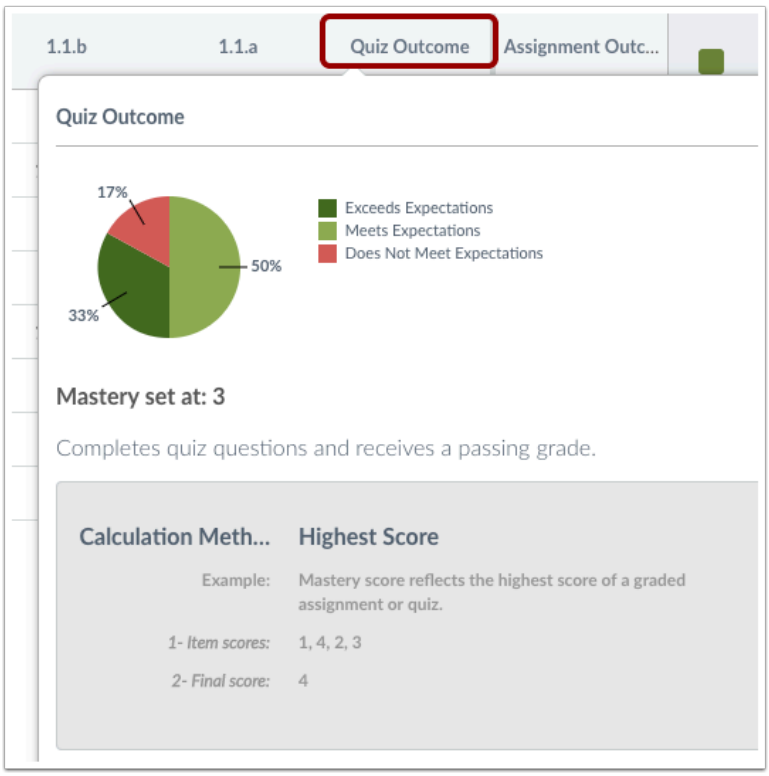
View Student Scores



1.59 /3	2.1 /3	3.16 /3	3.5 /3
1.1.b	1.1.a	Quiz Outcome	Assignment Outc...
1.8 /3	3 /3	5 /3	5 /3
3 /3	3 /3	3 /3	5 /3
0 /3	1.8 /3	3 /3	0 /3
1.8 /3	3 /3	0 /3	3 /3
3 /3	1.8 /3	5 /3	5 /3
0 /3	0 /3	3 /3	3 /3

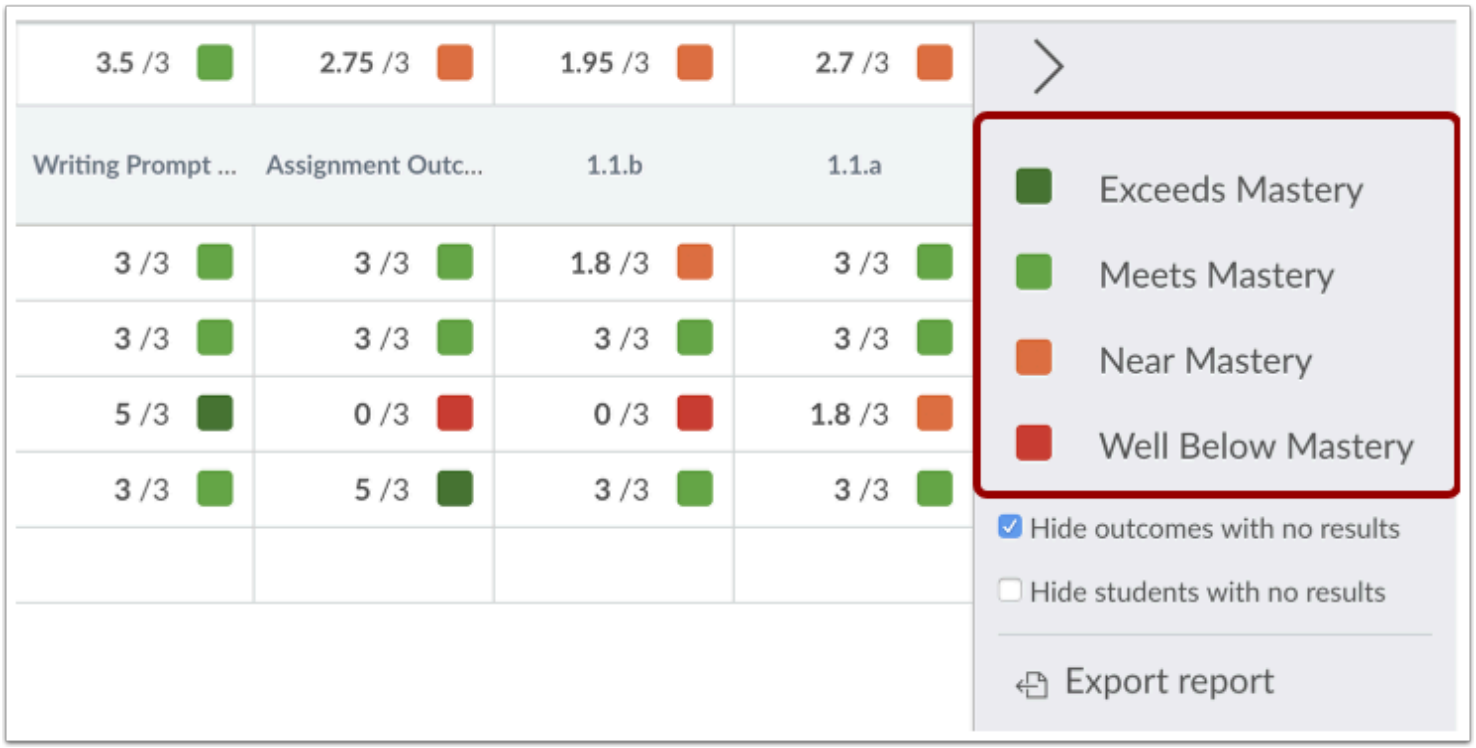
Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points. If a student achieves a score of 1/3, the student has not achieved enough points to reach the mastery threshold.

View Outcome Details



Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.

View Course Mastery Levels

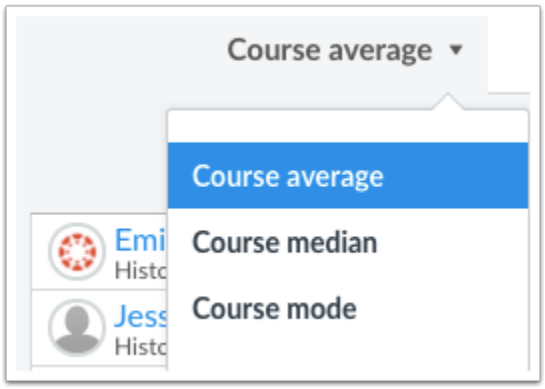


Scores are color-coded to show outcomes and the level attained by each student. View the outcome levels and colors in the sidebar. To filter scores for specific learning mastery levels, click the outcome level in the sidebar.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.

Note: Outcome colors and levels can be customized for your institution by your admin.

View Course Statistics

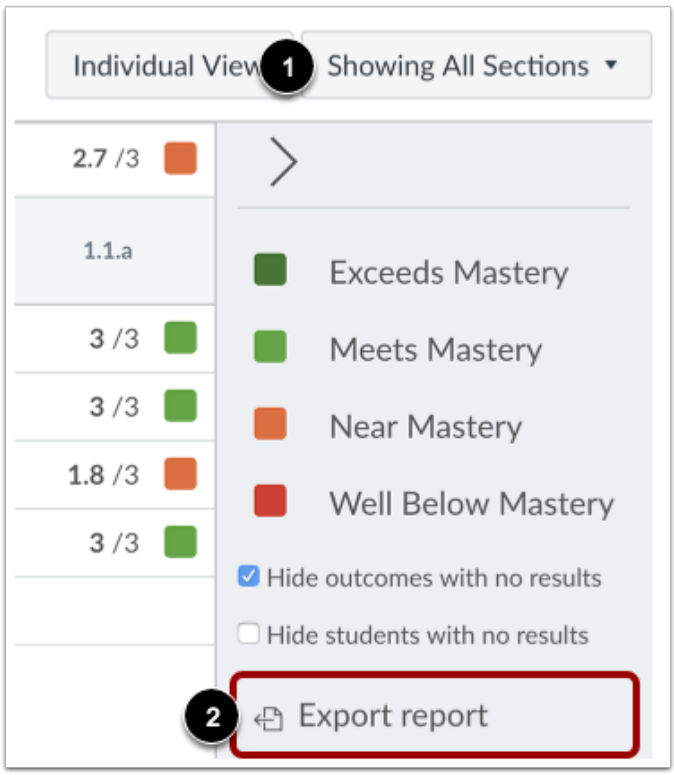


Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

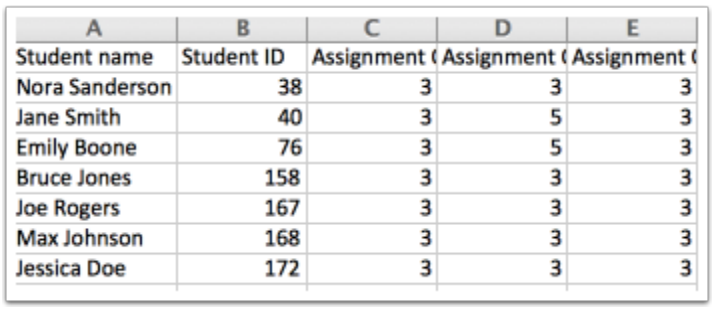
Note: If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student's highest outcome score within that course.

Export Report



Click the **Showing All Sections** drop-down menu [1] to view by section. Click the **export report** link [2] to download a CSV file of the Learning Mastery Gradebook.

View Report



A	B	C	D	E
Student name	Student ID	Assignment (	Assignment (	Assignment (
Nora Sanderson	38	3	3	3
Jane Smith	40	3	5	3
Emily Boone	76	3	5	3
Bruce Jones	158	3	3	3
Joe Rogers	167	3	3	3
Max Johnson	168	3	3	3
Jessica Doe	172	3	3	3

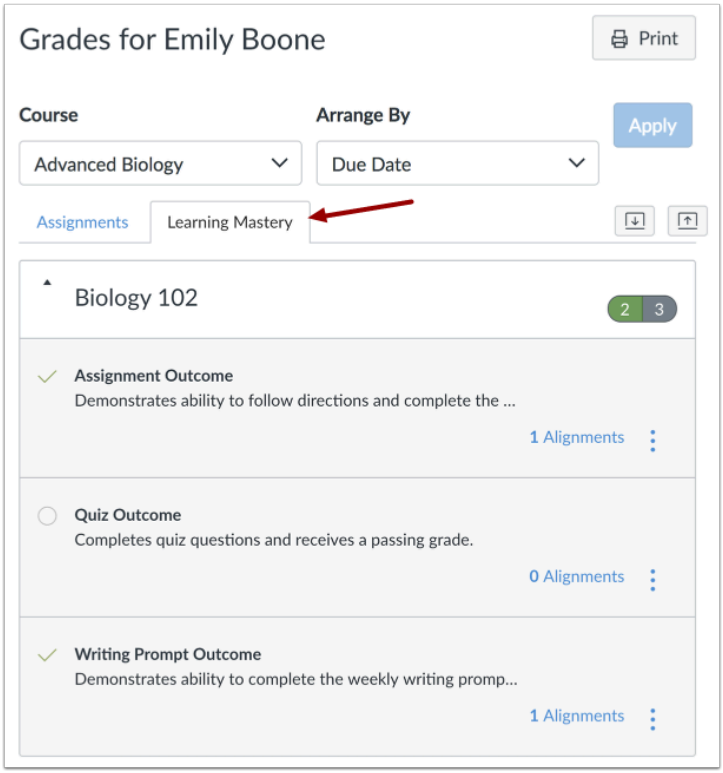
The student learning outcomes report will include the following columns in the CSV file:

- Student Name

- Student ID
- [Outcome] result
- [Outcome] mastery points

Note: All learning outcomes in the Learning Mastery Gradebook will be included in the report.

Student View



On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook Feature Option.

Notes:

- Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.
- Students are not able to view outcome results for an assignment while it is muted.

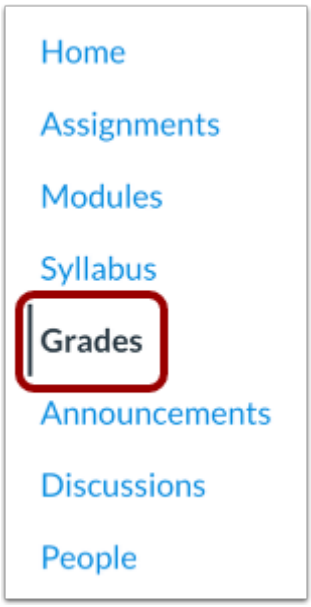
How do I view outcomes or student results individually in the Learning Mastery Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

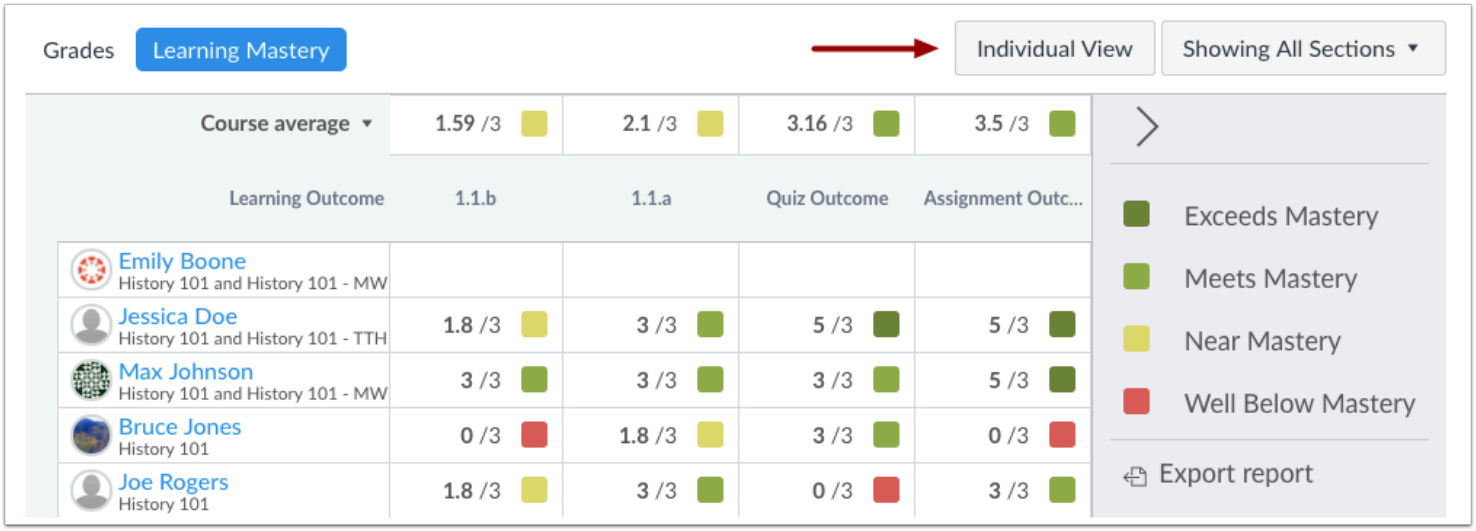
Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Open Gradebook



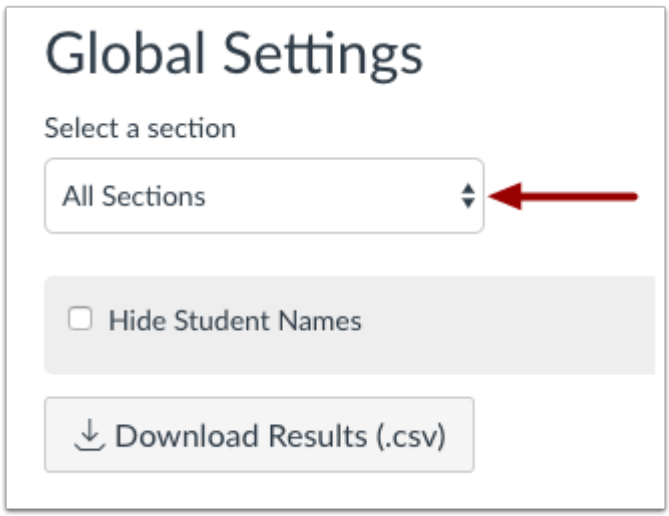
In Course Navigation, click the **Grades** link.

Switch to Individual View



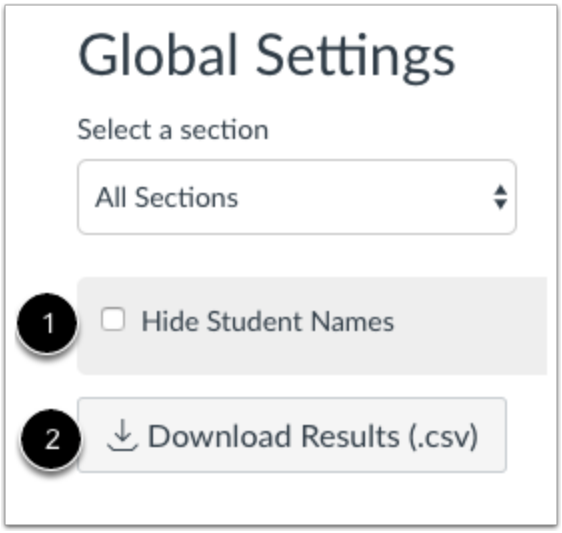
Click the **Individual View** button.

Select a Section



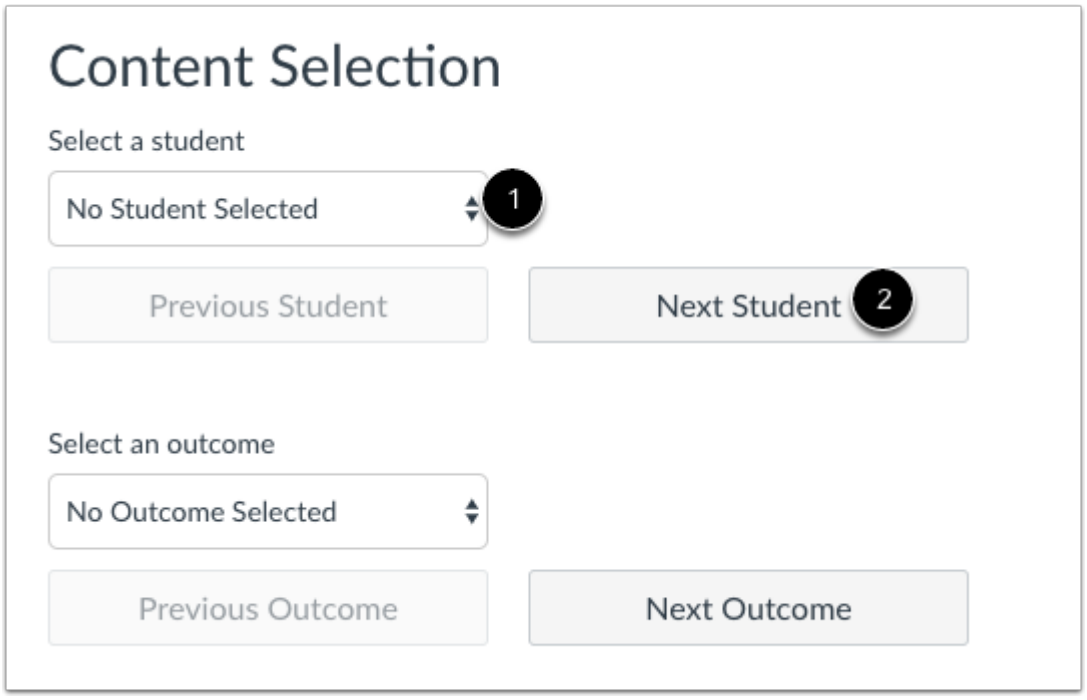
In the section drop-down menu, select the section you want to view.

Hide Student Names



To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results** button [2].

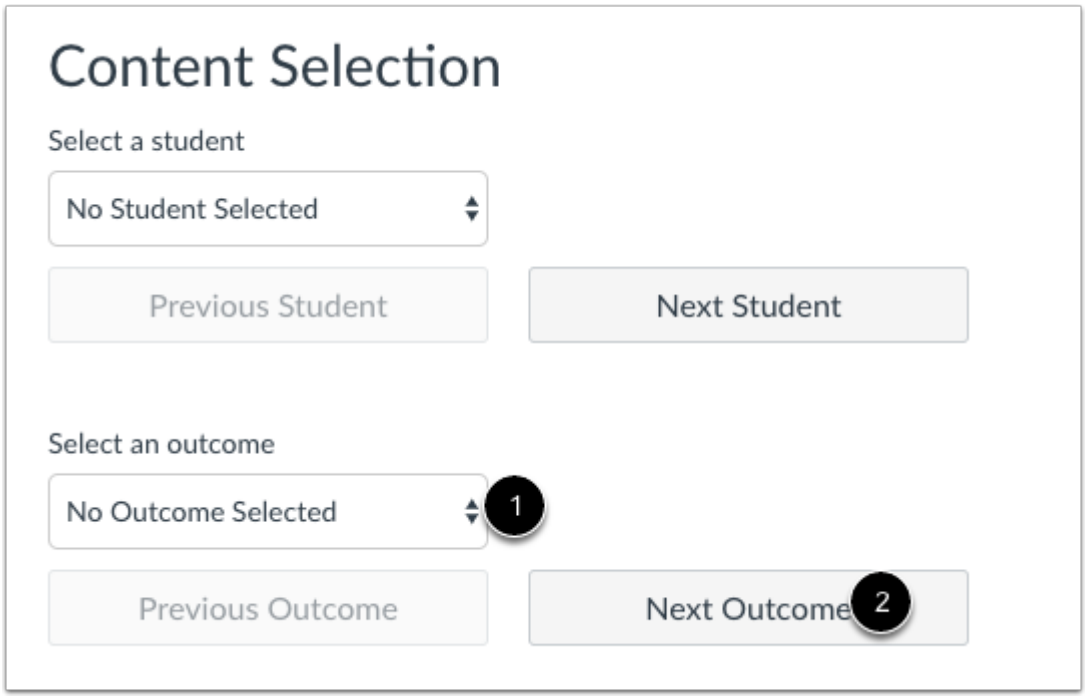
Select Student



In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].

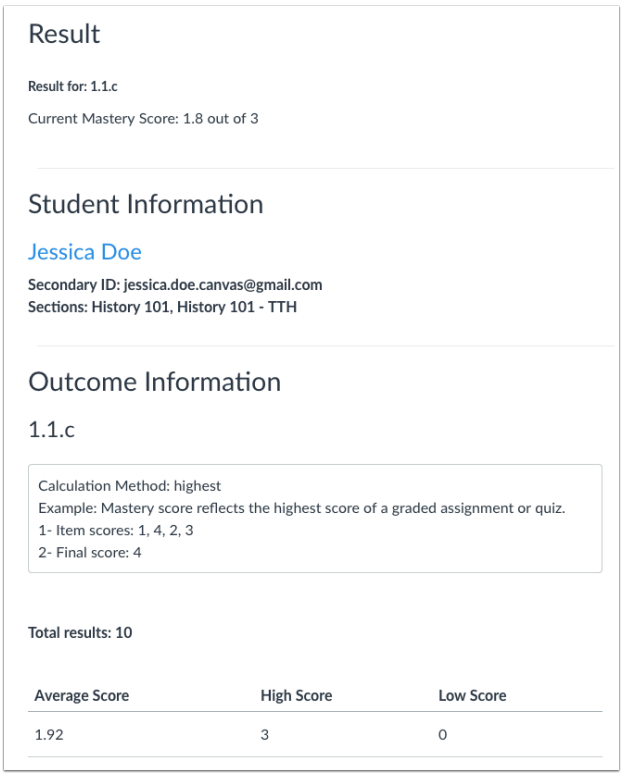
Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

Select Outcome



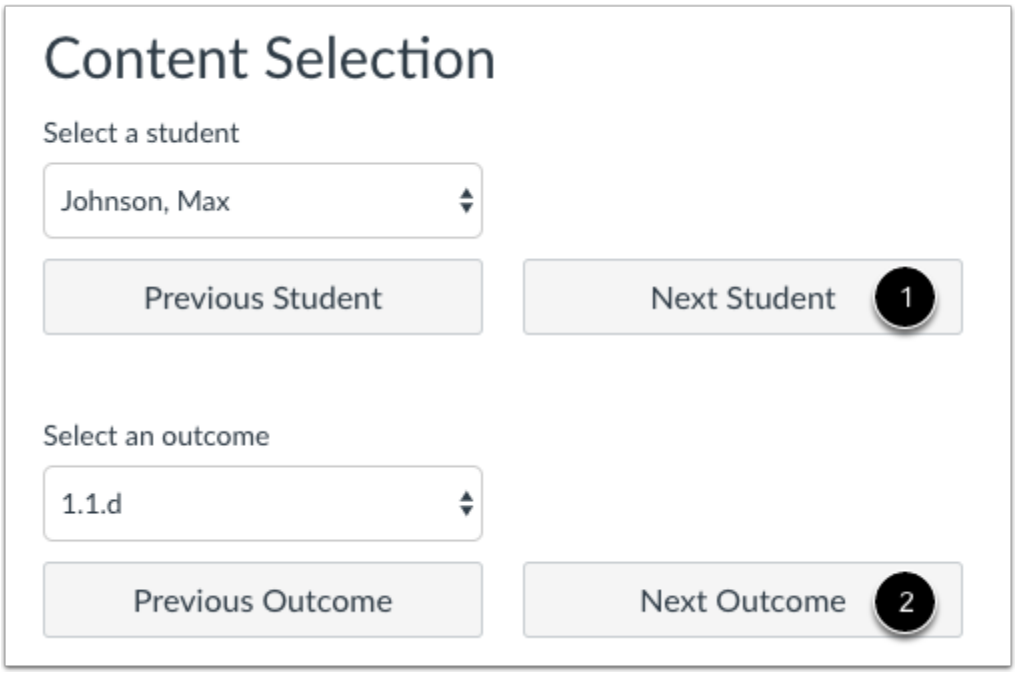
In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the **Next Outcome** button [2].

View Gradebook Information



Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

View Next Student or Outcome

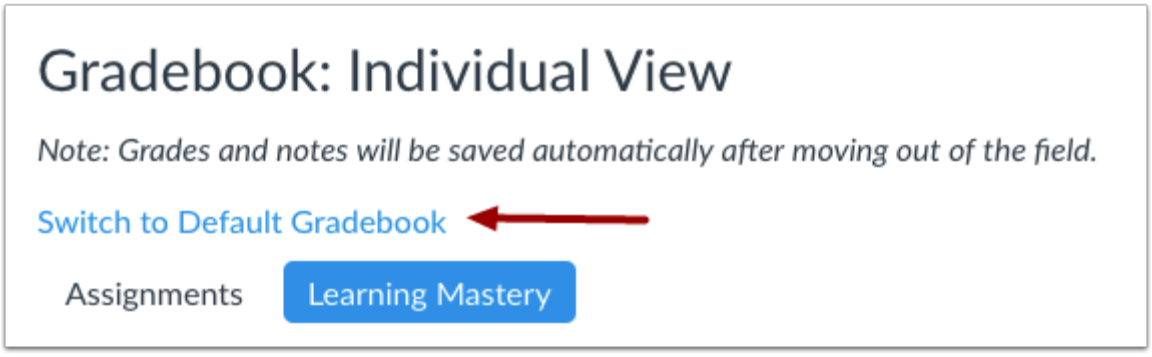


To view the next student, click the **Next Student** button [1].

To view the next outcome, click the **Next Outcome** button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

Switch Gradebooks

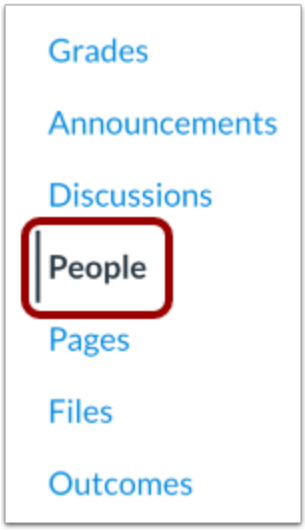


To switch to the Default Learning Mastery Gradebook, click the **Switch to Default Gradebook** link.

How do I view the outcomes results report for an individual student in a course?

You can view outcome reports for all students in your course. For each student, you can view the overview of all outcomes and artifacts, the number of student attempts, latest score, and average percentage.

Open People



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

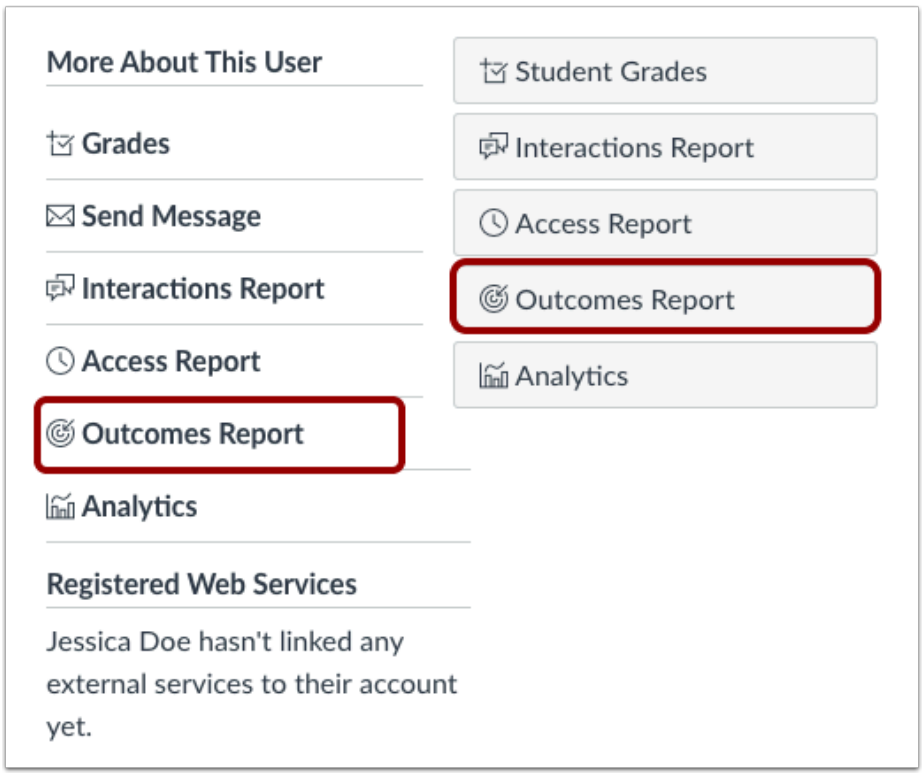
Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details

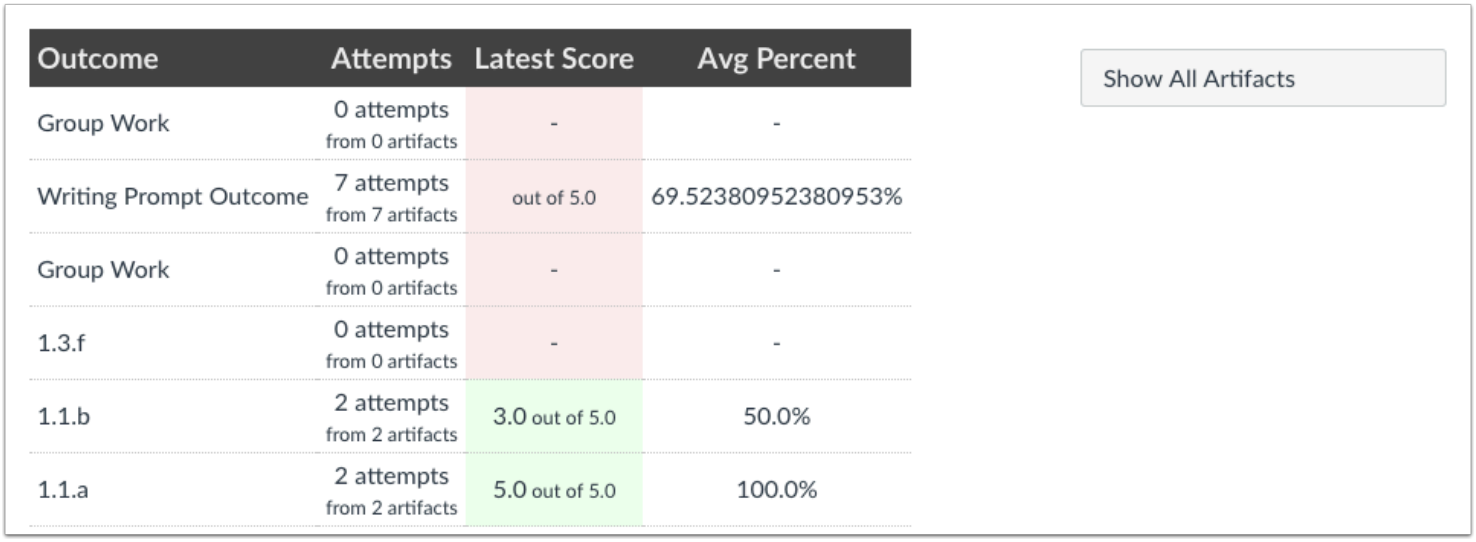
Click the user's **Options** icon [1], then select the **User Details** link [2].

Open Outcomes Report



Locate the user details sidebar. Depending on the page display, click the **Outcomes Report** link or button.

View Report



Outcome	Attempts	Latest Score	Avg Percent
Group Work	0 attempts from 0 artifacts	-	-
Writing Prompt Outcome	7 attempts from 7 artifacts	out of 5.0	69.52380952380953%
Group Work	0 attempts from 0 artifacts	-	-
1.3.f	0 attempts from 0 artifacts	-	-
1.1.b	2 attempts from 2 artifacts	3.0 out of 5.0	50.0%
1.1.a	2 attempts from 2 artifacts	5.0 out of 5.0	100.0%

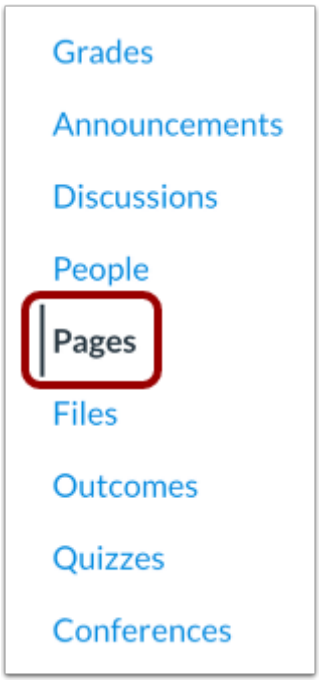
View the report.

Pages

How do I use the Pages Index Page?

You can view all your pages in your course on the Pages Index Page. As an instructor, you can add new pages, edit pages, and manage page settings.

Open Pages



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

View Front Page

Pages is designed to open to the designated front page for the course. Global settings are at the top of the page [1], followed by the individual page content [2].

You can also use the Front Page for the course home page.

Note: If your course does not yet have a front page, Pages will open to the Pages Index Page.

View Pages Global Settings

For individual pages, global settings include Viewing All Pages [1], publishing and unpublishing the page [2], and editing the page [3].

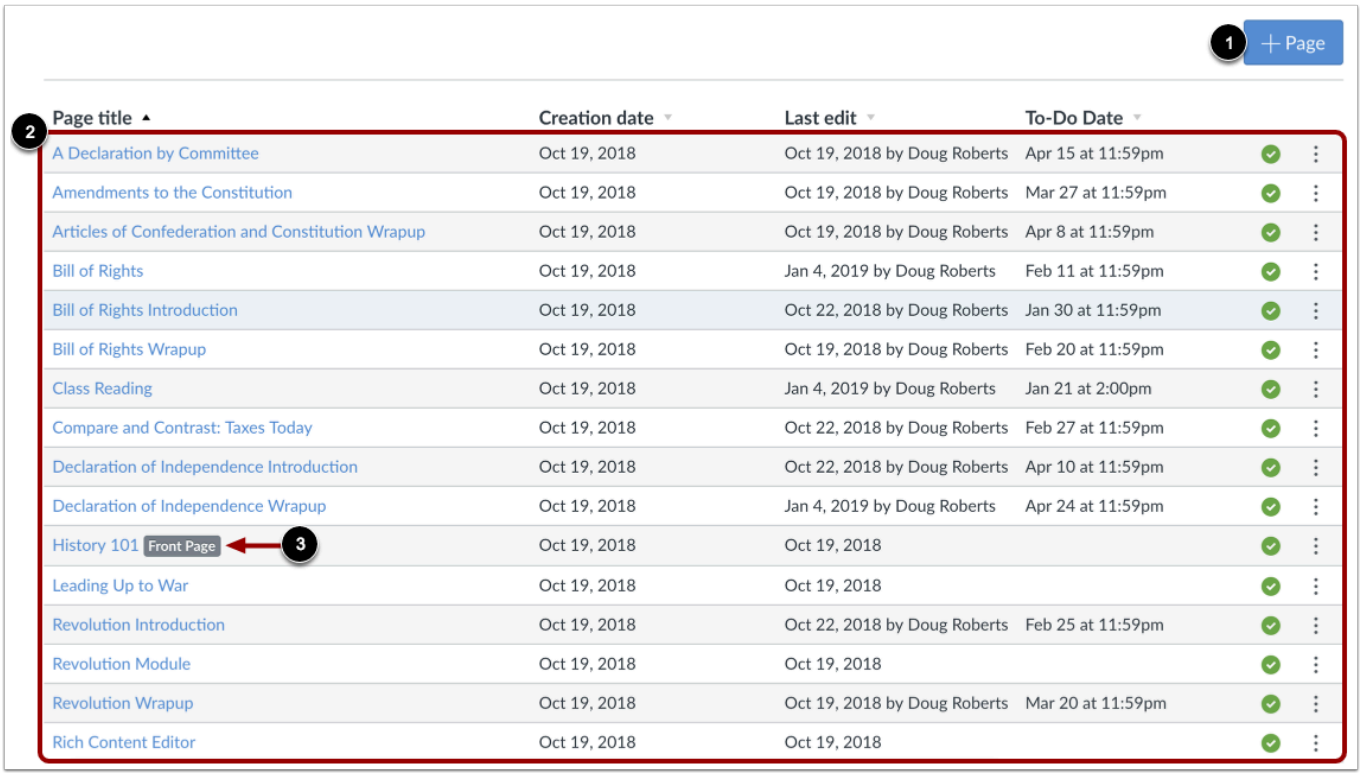
In the Options drop-down menu [4], you can delete the page and view the page history.

Note: You cannot delete a page that is set as the Front Page.

View All Pages

To view the Pages Index from the Front Page or any individual page, click the **View All Pages** button.

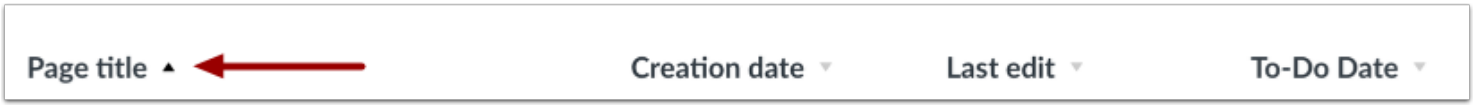
View Pages Index Page



The Pages Index has one global function at the top of the page, which is to add new Pages [1].

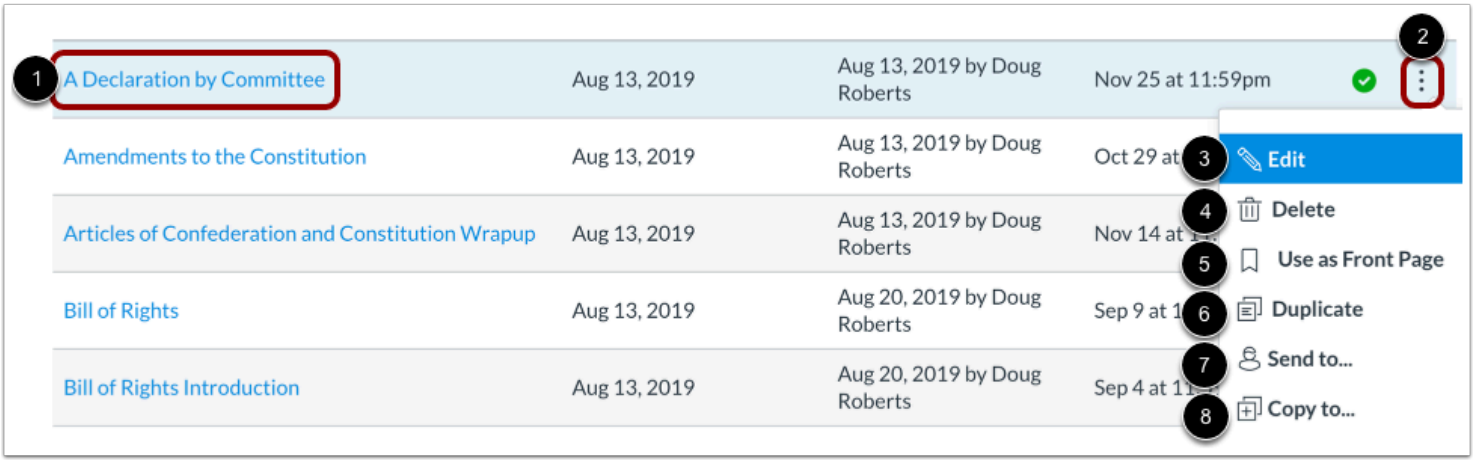
The rest of the Index displays the individual pages created in Canvas [2]. Your front page is identified with a gray **Front Page** tag [3].

Sort Pages



Pages displays the page title, creation date, last edit, and student to-do date for each page in your course. Pages are arranged in alphabetical order. You can view the pages within the Index in ascending or descending order by clicking the arrow next to the heading.

Manage Individual Pages



To edit a page, click the name of the page [1].

To manage an individual page, click the page **Options** icon [2]. Using the Options drop-down menu, you can edit the page name [3], delete the page [4], set any page as your front page [5], duplicate the page [6], send the page to another instructor [7], or copy the page to another course [8].

Notes:

- The Front Page option only displays for published pages.
- The send and copy options are only available if the Direct Share feature option is enabled at the account level.

View Blueprint Course

Page title	Creation date	Last edit
Accessible Excel Forms Part 2	Jun 24, 2017	Jun 24, 2017
Accessible Excel Forms Part 2 Copy	Oct 3, 2017	Oct 3, 2017
Accessibility by the Numbers	Jun 24, 2017	Jun 24, 2017
Accessibility for Online Learning - Tips, Tricks and Techniques	Jun 24, 2017	Jun 24, 2017
Accessibility Laws, Rules, Regulations and Standards Lesson	Jun 24, 2017	Jun 24, 2017
Accessible Excel Forms Part 1	Jun 24, 2017	Jun 24, 2017
Accessible Excel Spreadsheets Part 1	Jun 24, 2017	Jun 24, 2017

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

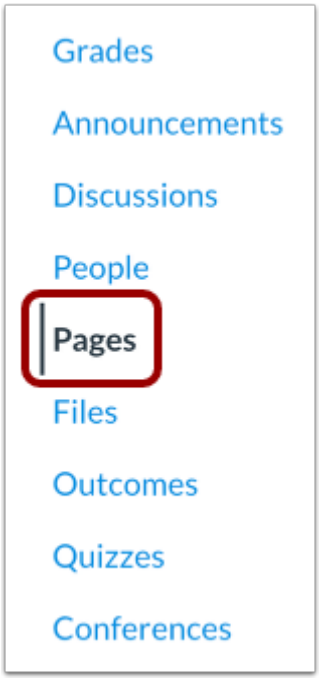
The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

How do I use Draft State in Pages?

Draft State allows content in Pages to exist in an unpublished (draft) state. Unpublished content is invisible to students.

Note: If you use Modules in your course and add a Page to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Pages unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Pages

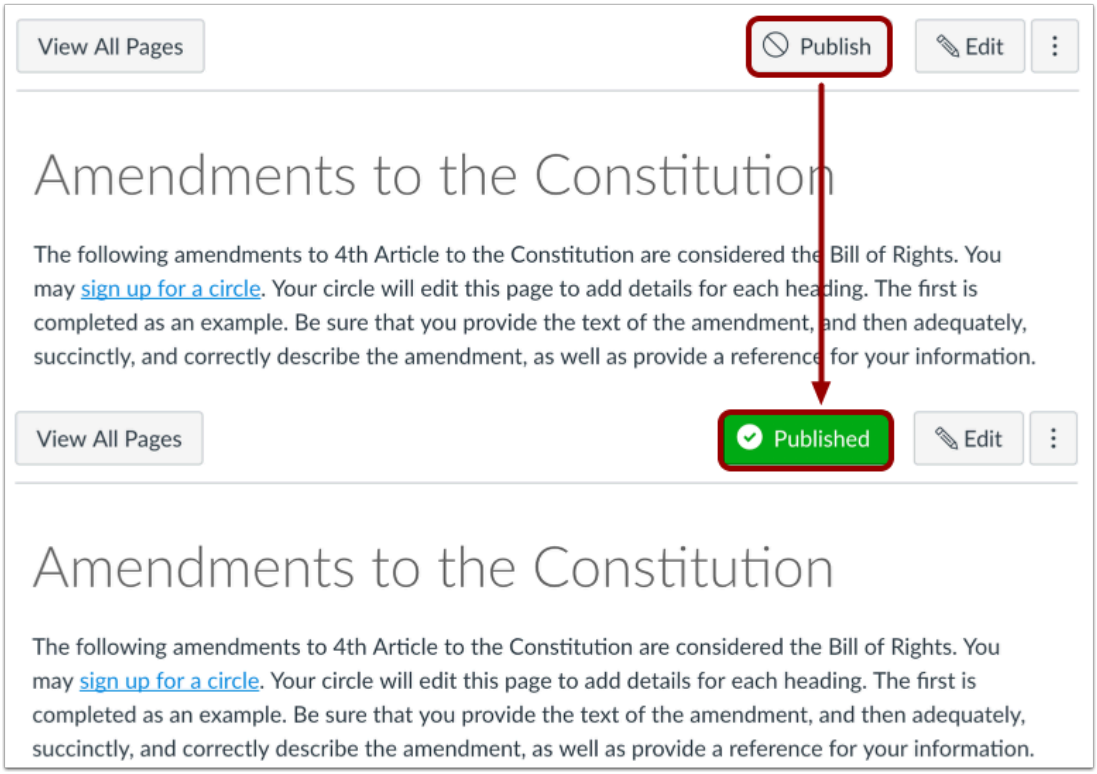


In Course Navigation, click the **Pages** link.

View Status within an Individual Page

Within individual pages, the page status is shown next to the page options.

Publish a Page



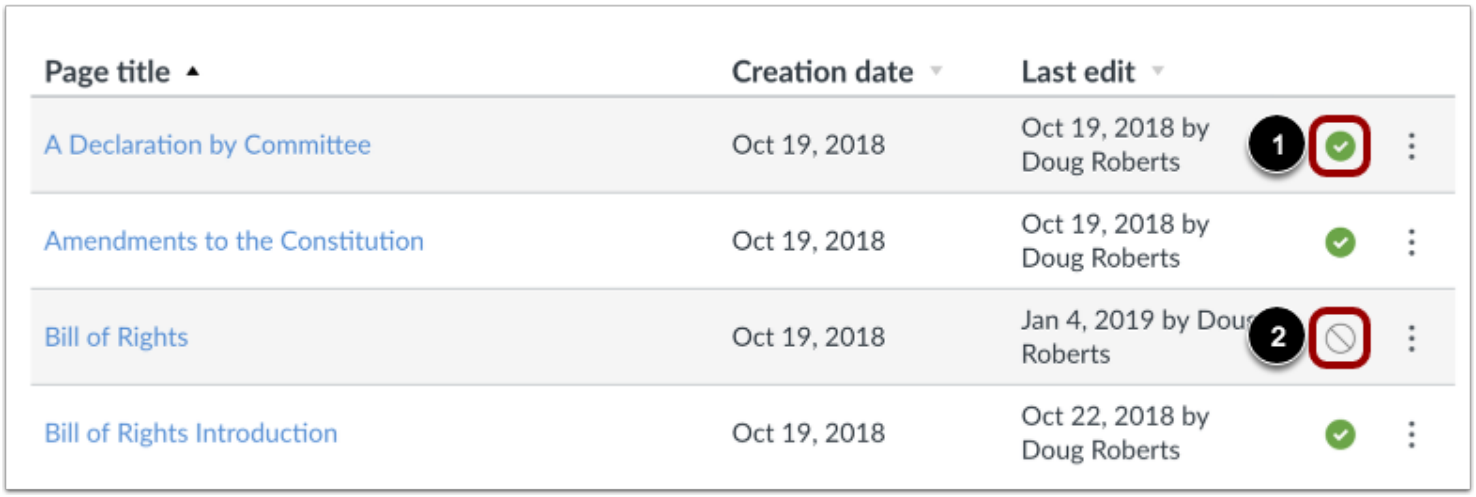
To publish a page, click the **Publish** button. The button will change from gray to green.

Unpublish a Page

To unpublish a page, hover over the published button. The hover text will confirm you want to unpublish the page, and the button will change from green to red. Click the button to confirm.

Note: You cannot unpublish a page that has been set to the Front Page.

View Status of All Pages

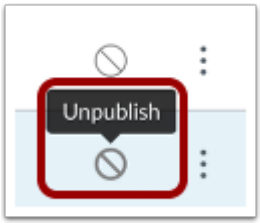


On the Pages Index page, you can view the status of each page. Green icons indicate the page is published [1]. Gray icons indicate unpublished pages [2]. You can change the status of a page by toggling the published and unpublished icons.

Publish a Page

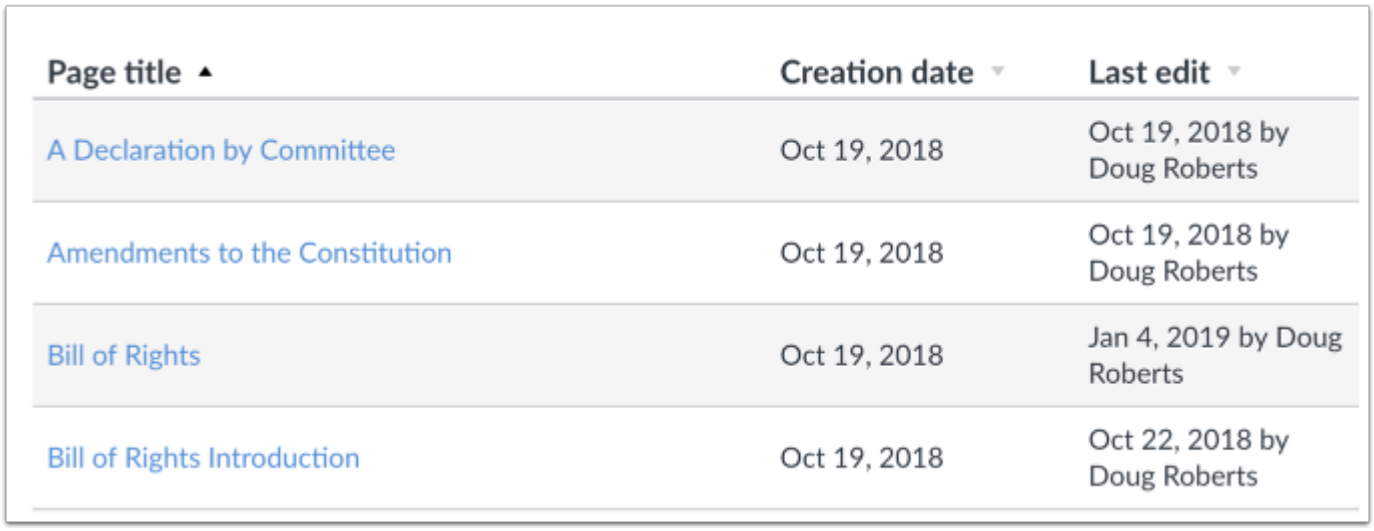
To publish a page, click the unpublished icon. The hover text will confirm you want to publish the page.

Unpublish a Page



To unpublish a page, hover over the published icon. The hover text will confirm you want to unpublish the page. Click the icon to confirm.

Pages Student View



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	Jan 4, 2019 by Doug Roberts
Bill of Rights Introduction	Oct 19, 2018	Oct 22, 2018 by Doug Roberts

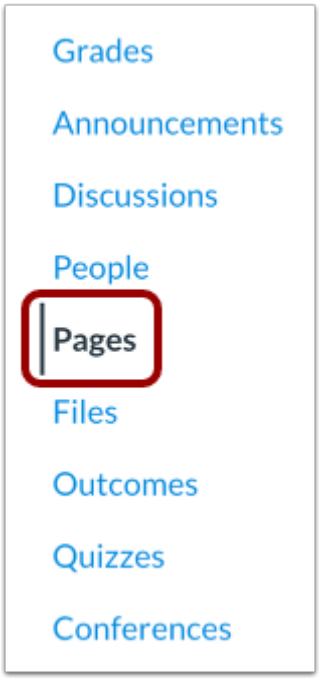
Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published pages, which are posted in blue text.

How do I create a new page in a course?

As an instructor, you can create a new page to add to your course.

When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone. You can also add a page to student To Do lists.

Open Pages

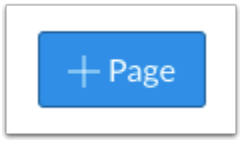


In Course Navigation, click the **Pages** link.

View Pages

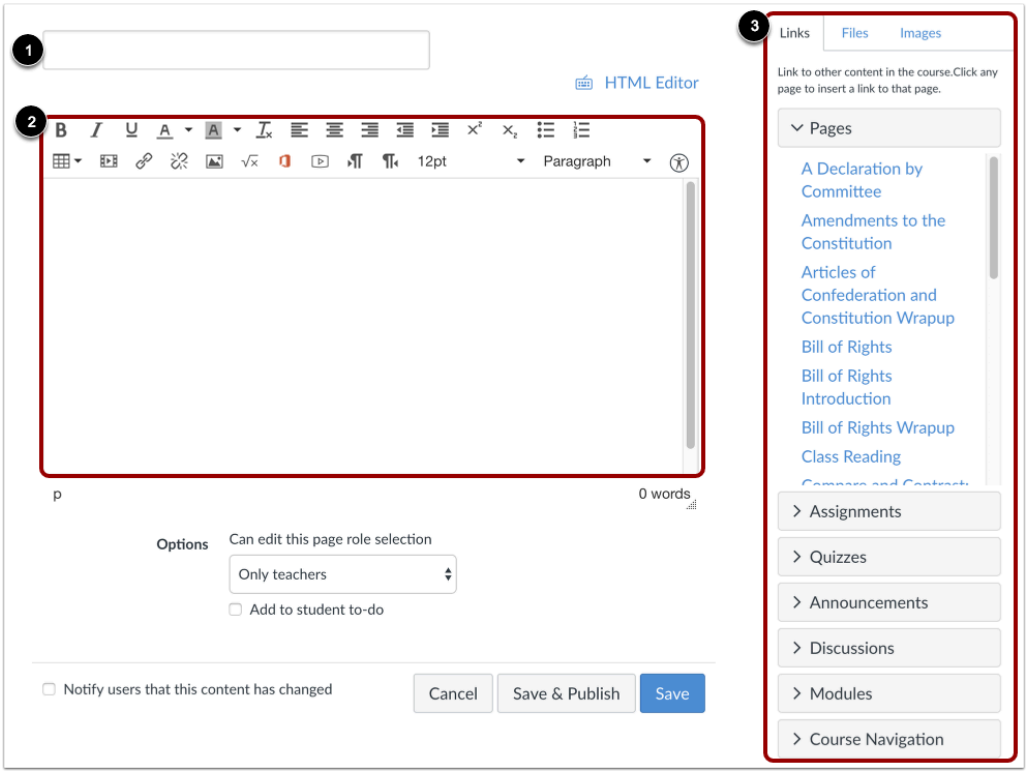
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Add Page



Click the **Add Page** button.

Add Content

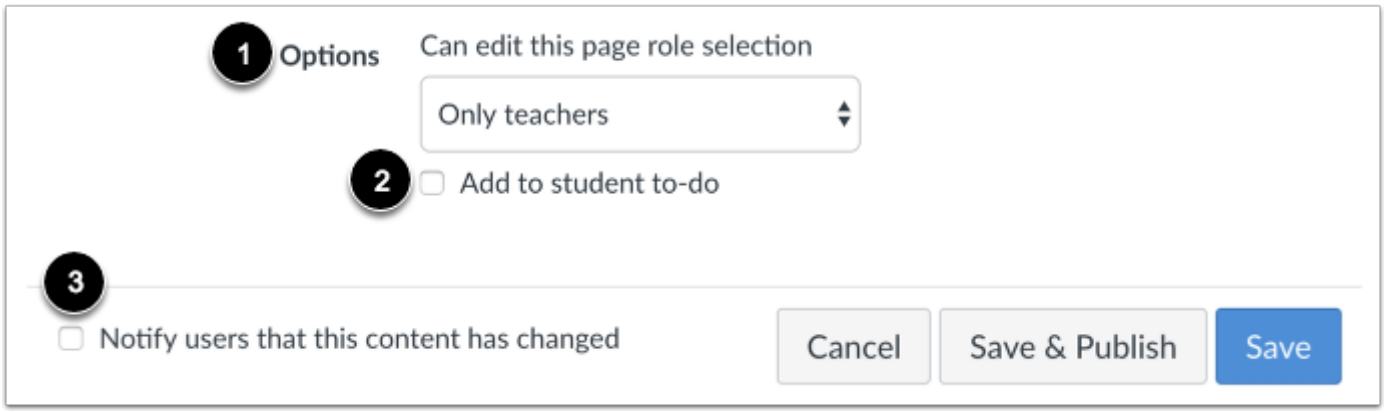


Type a name for your page [1].

Use the Rich Content Editor [2] to create content for your page. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

You can also add links, files, and images to the page using the content selector [3].

Edit Page Settings



You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. Options include only teachers, teachers and students, or anyone.

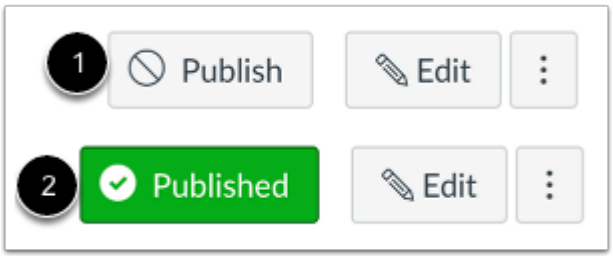
You can add the page to the student to-do list by selecting the **Add to student to-do** checkbox [2]. When you add a page to the student to-do, the to-do displays in the student's to-do list as well as the in the course calendar and modules.

You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [3].

Save and Publish

If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.



When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

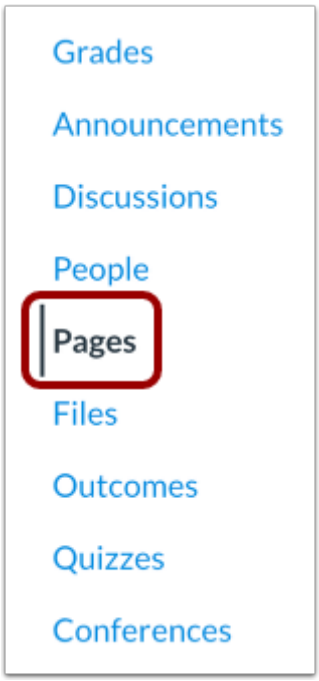
View Page

View the page you created.

How do I change the name of a page in a course?

Sometimes you want to rename a page name. This lesson will show you the steps of how to rename a page name.

Open Pages

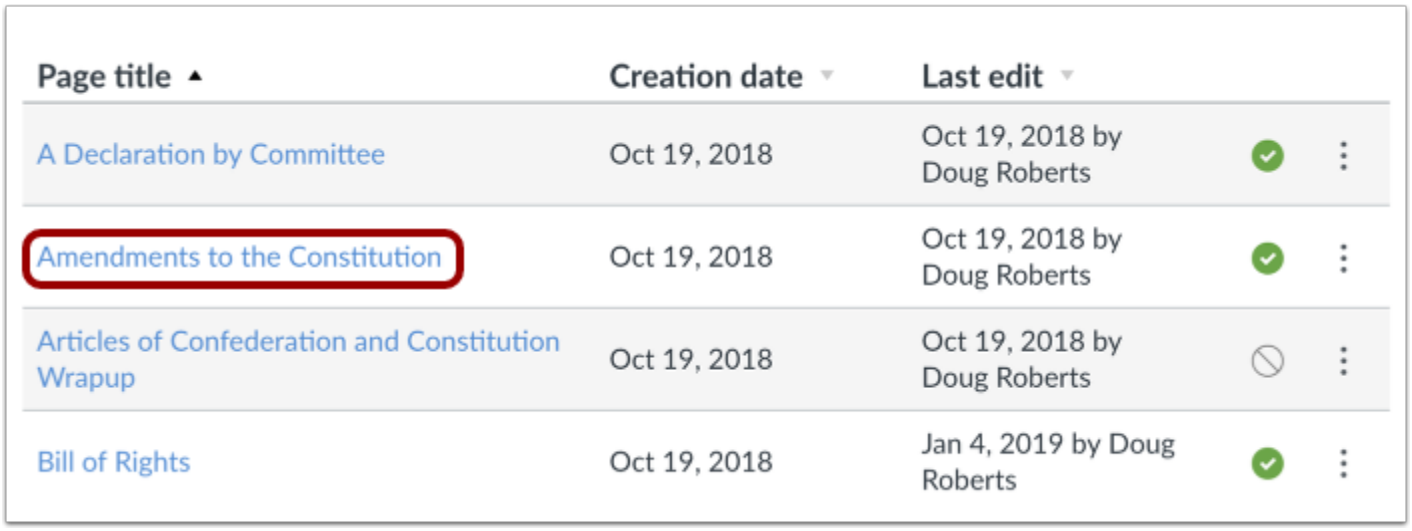


In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

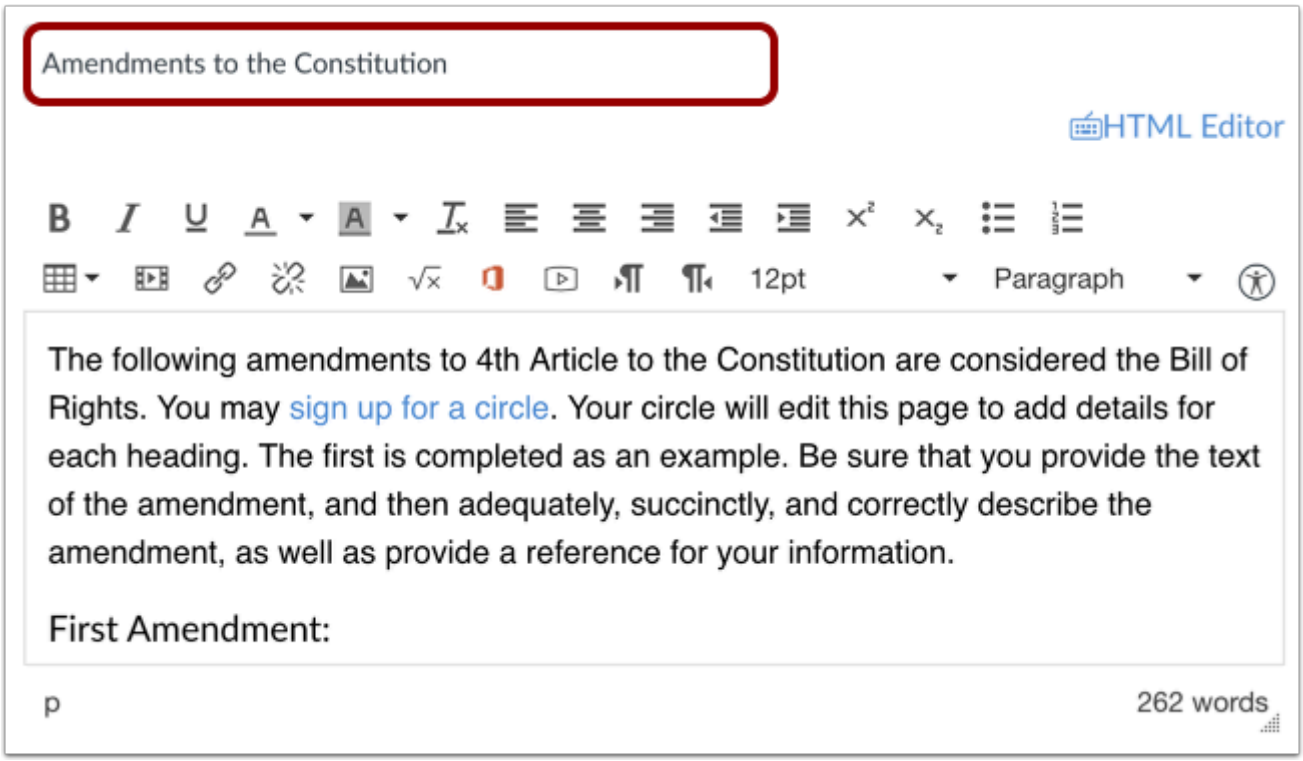


Click the name of the page you want to edit.

Edit Page

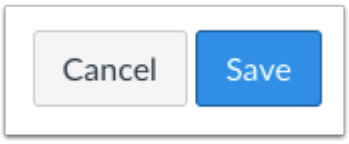
Click the **Edit** button.

Rename Page



Edit the title of the page.

Save Page



Click the **Save** button.

View Page

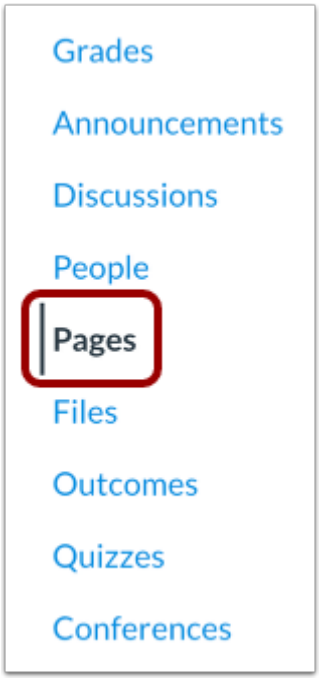
View the new page name at the top of the page.

How do I edit a page in a course?

As an instructor, after you have created a page for your course, you can edit the page at any time.

By default, only instructors (teachers) can edit pages. However, you can set a default preference for specific users to edit and contribute to the page in the Course Settings Course Details tab.

Open Pages

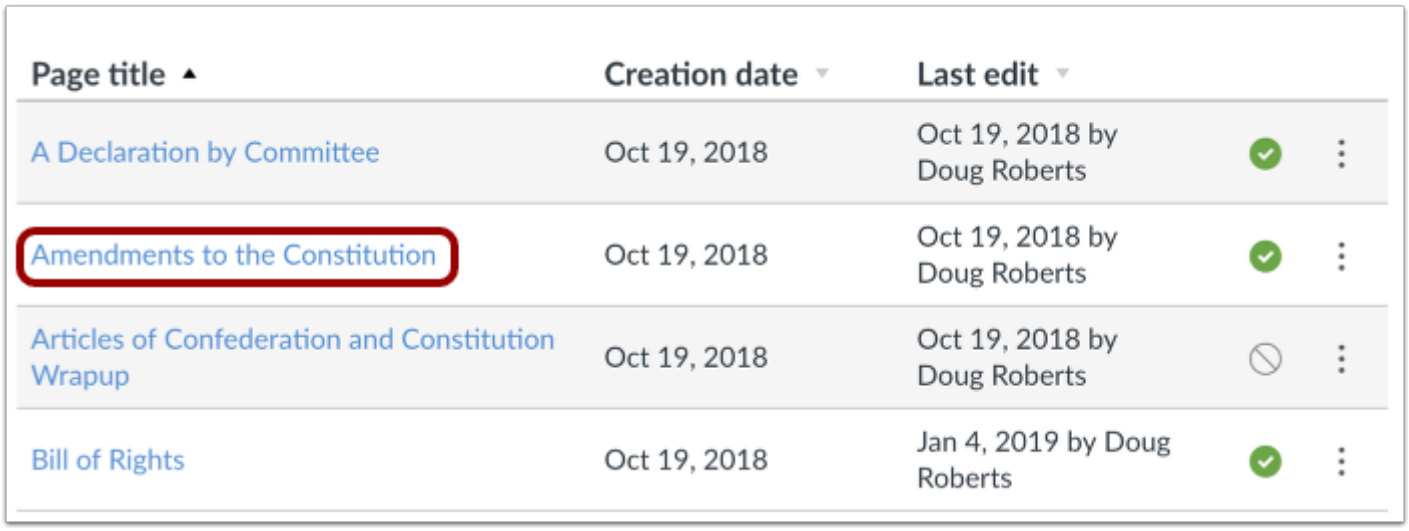


In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

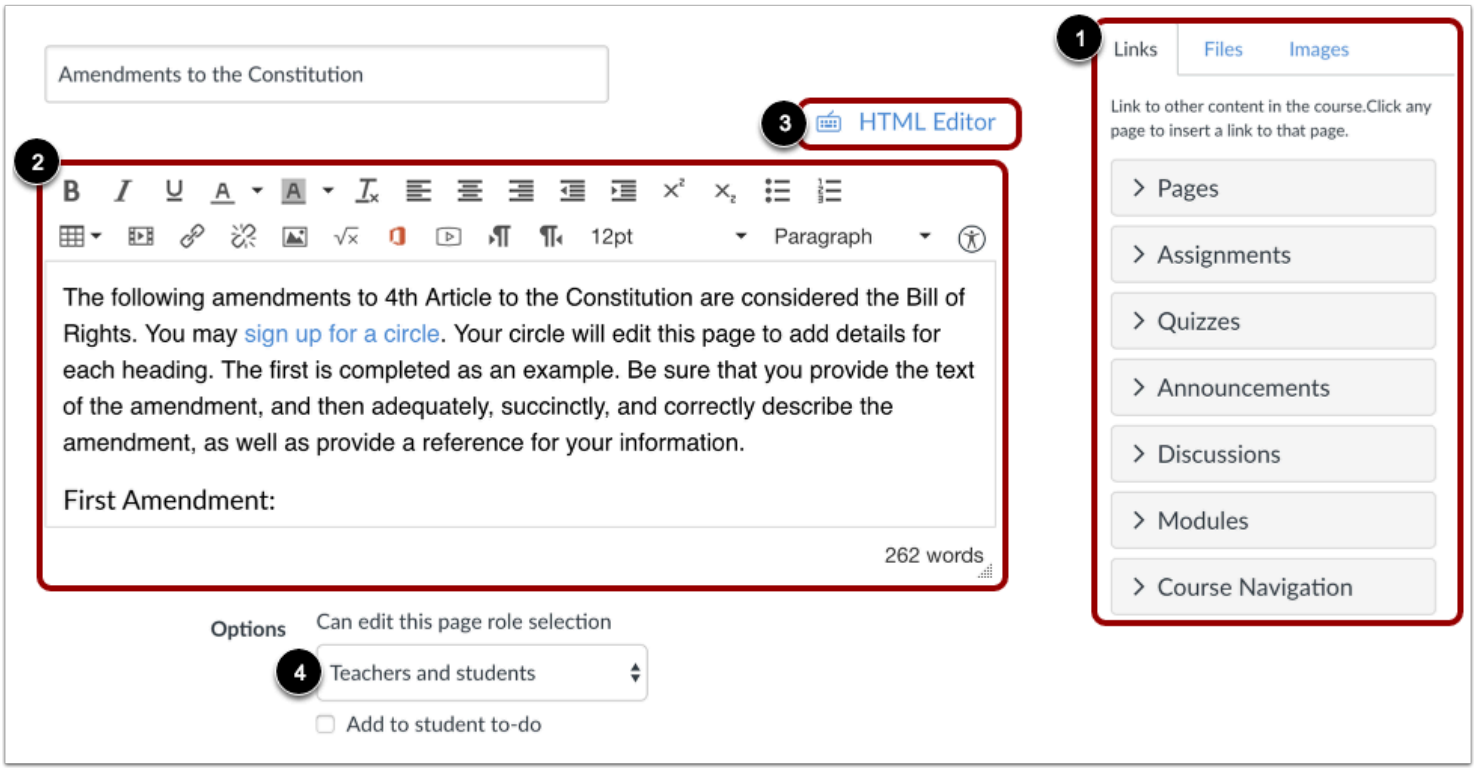


Click the title of the page you want to change.

Edit Page

Click the **Edit** button.

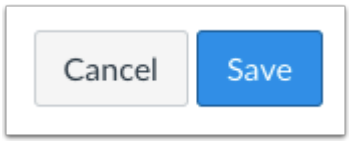
Edit Content



Add content to your page using the Content Selector [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

To change the editing permissions for the page, click the **Options** drop-down menu [4].

Save Page



Click the **Save** button.

View Page

View the changes you made to the page.

How do I duplicate a page in a course?

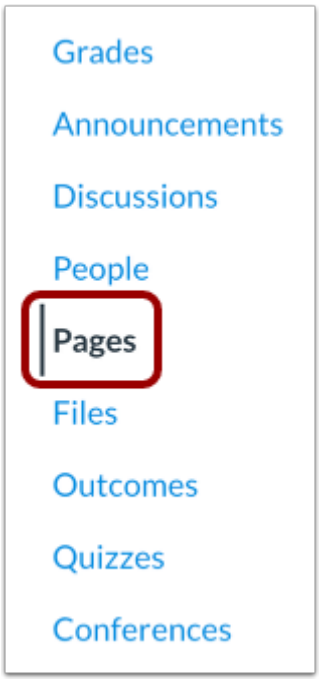
You can duplicate a page in your course. When a page is copied, the word *Copy* is added to the end of the page name.

Duplicating a page defaults the copied page to an unpublished status. All items in the page are duplicated including the page name, content, and options.

If a page is used in MasteryPaths, the MasteryPaths setting is also enabled in the copied page. Additionally, any MasteryPaths page also displays in the Assignments index page.

If applicable, Pages displays Blueprint Course icons after the page is refreshed.

Open Pages

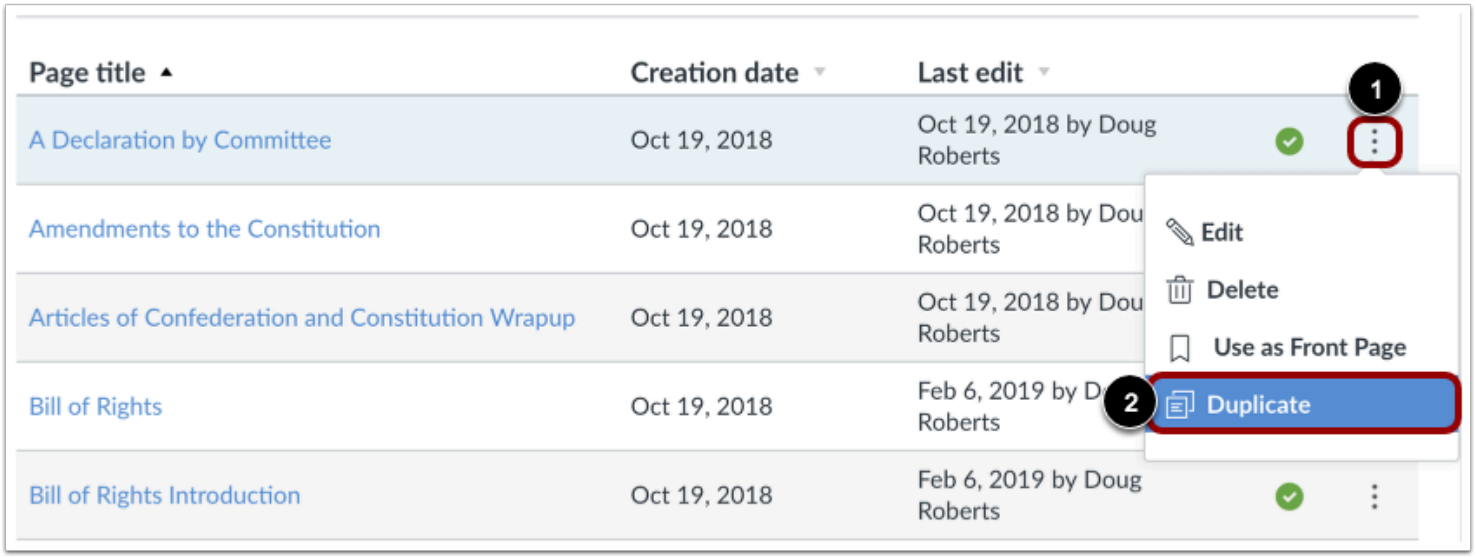


In Course Navigation, click the **Pages** link.

View Pages

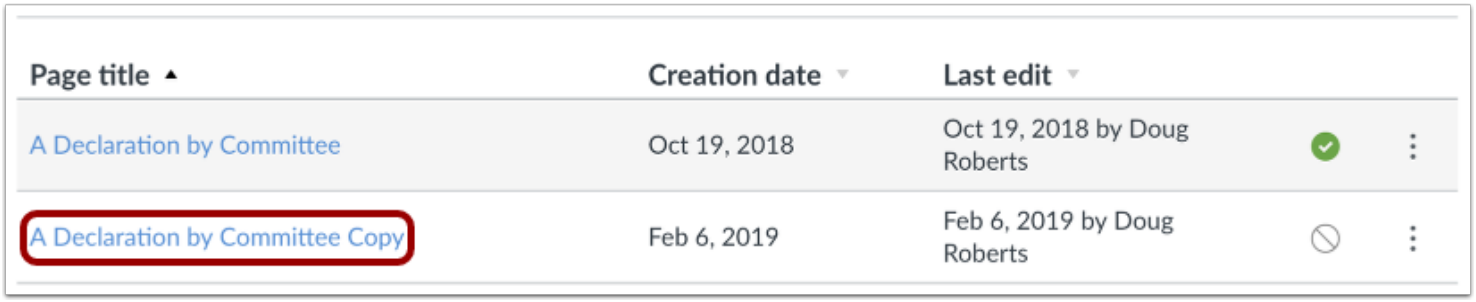
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page



Locate the page you want to duplicate. Click the **Options** icon [1], then click the **Duplicate** button [2].

View Duplicate



View the page duplicate in your course.

Note: If applicable to your course, Blueprint Course icons display after the page is refreshed.

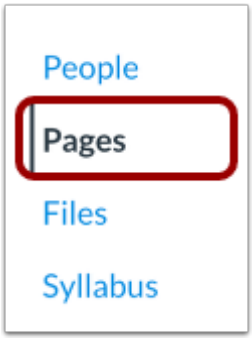
How do I use Direct Share to copy a page to another course?

As an instructor, you can use Direct Share to copy individual pages in one course directly into another course in which you are enrolled. Direct Share also allows you to send pages to other instructors at your institution. When you copy a page, any assets within that page (images, files, etc.) will be included in your page copy.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled .

Open Pages

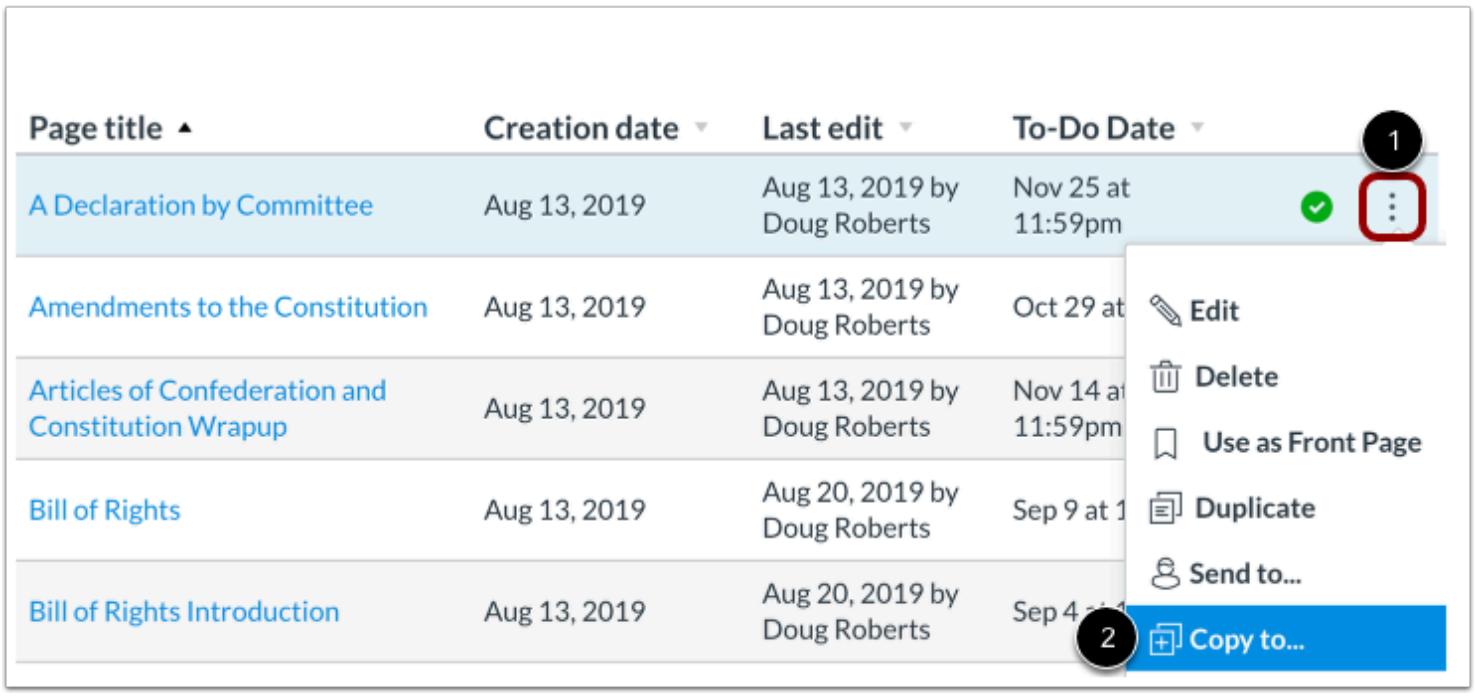


In Course Navigation, click the **Pages** link.

View All Pages

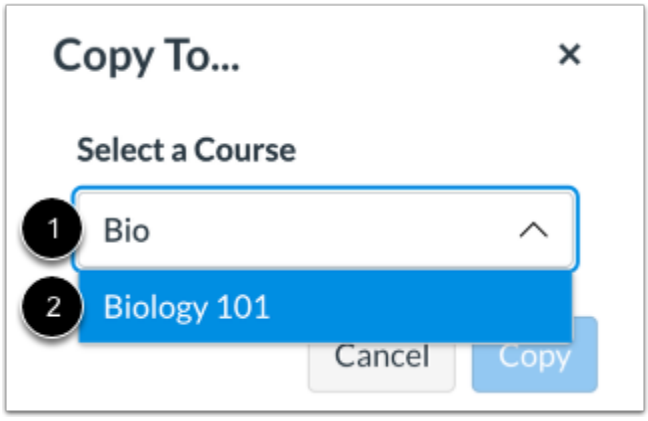
To view a list of all pages in your course, click the **View All Pages** button.

Open Page Options



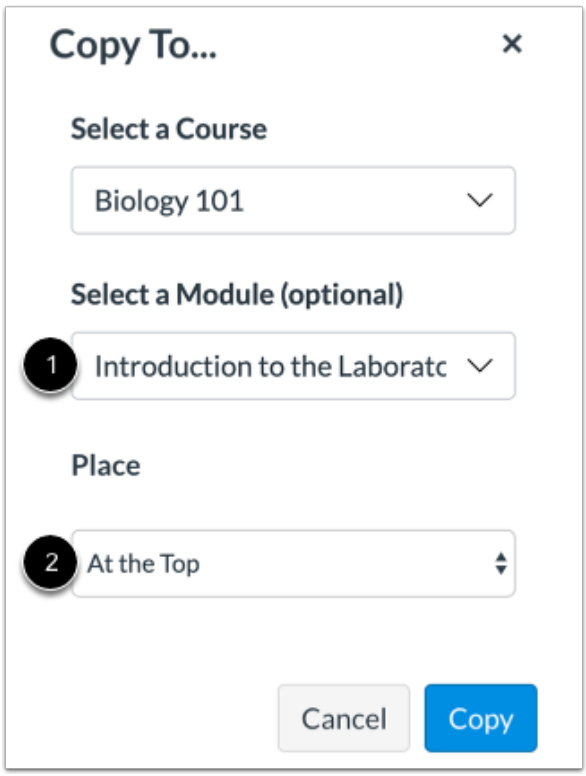
Locate the page you wish to copy, then click the page **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



Click or type the name of a course in the **Select a Course** field [1]. Then select the course into which you want to copy the page [2].

Select Location

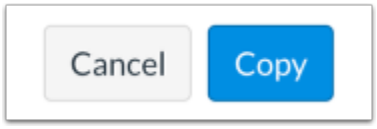


If you wish, you can copy the page into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied page.

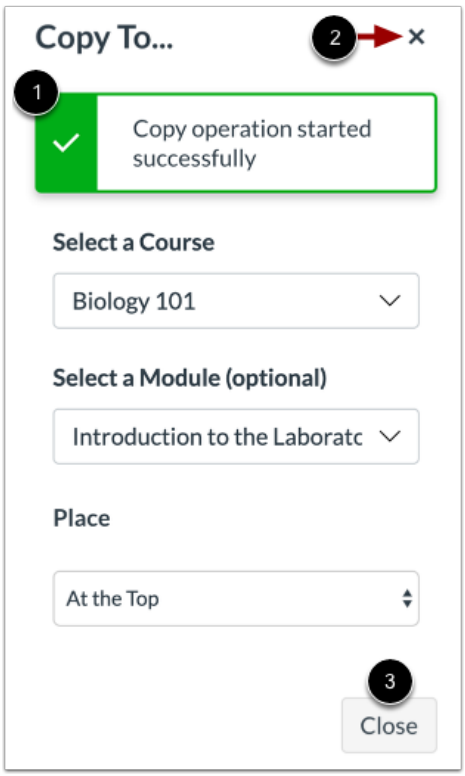
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the page to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Page



Click the **Copy** button.

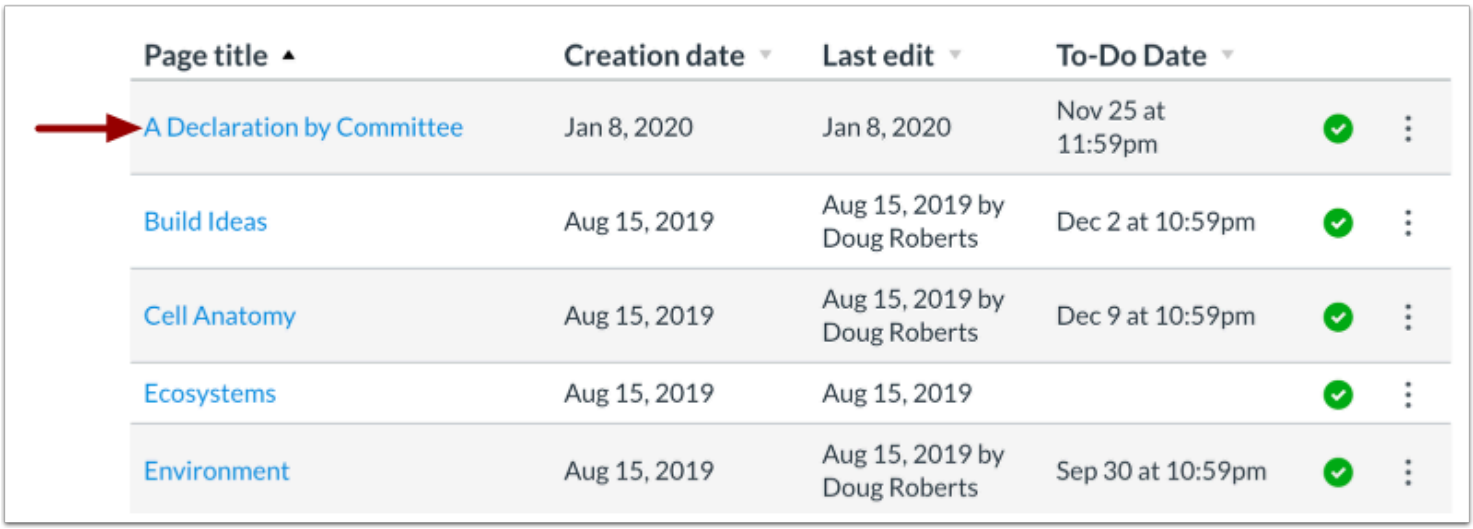
View Copy Notification



Canvas displays a notification when a page copies successfully [1].

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

View Copied Page



Page title	Creation date	Last edit	To-Do Date
A Declaration by Committee	Jan 8, 2020	Jan 8, 2020	Nov 25 at 11:59pm
Build Ideas	Aug 15, 2019	Aug 15, 2019 by Doug Roberts	Dec 2 at 10:59pm
Cell Anatomy	Aug 15, 2019	Aug 15, 2019 by Doug Roberts	Dec 9 at 10:59pm
Ecosystems	Aug 15, 2019	Aug 15, 2019	
Environment	Aug 15, 2019	Aug 15, 2019 by Doug Roberts	Sep 30 at 10:59pm

Copied pages display on the Pages Index Page for the course into which it copied.

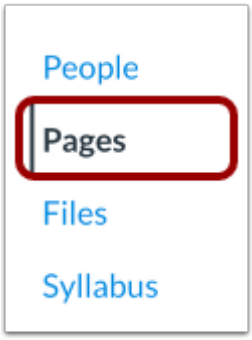
How do I use Direct Share to send a page to another instructor?

As an instructor, you can use Direct Share to share individual pages in your course with other instructors at your institution. You can also use Direct Share to copy an individual page into another course. When you share a page, any assets within that page (images, files, etc.) will be included in the shared file.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Pages

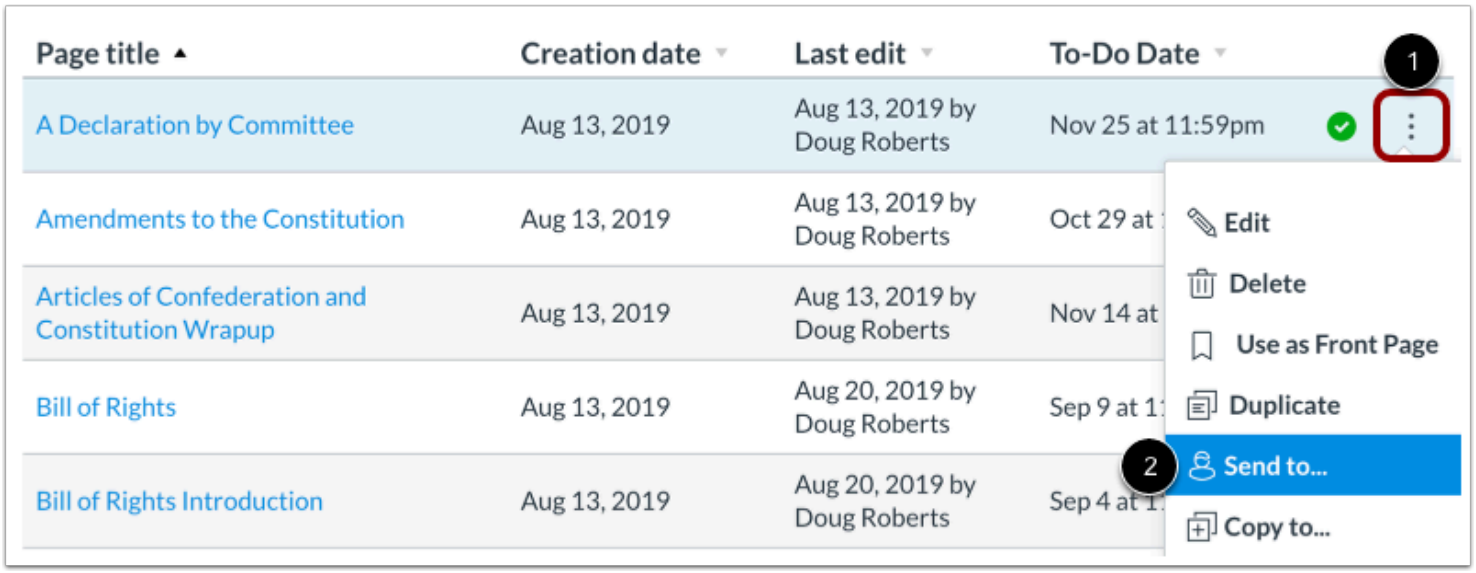


In Course Navigation, click the **Pages** link.

View All Pages

To view a list of all pages in your course, click the **View All Pages** button.

Open Page Options



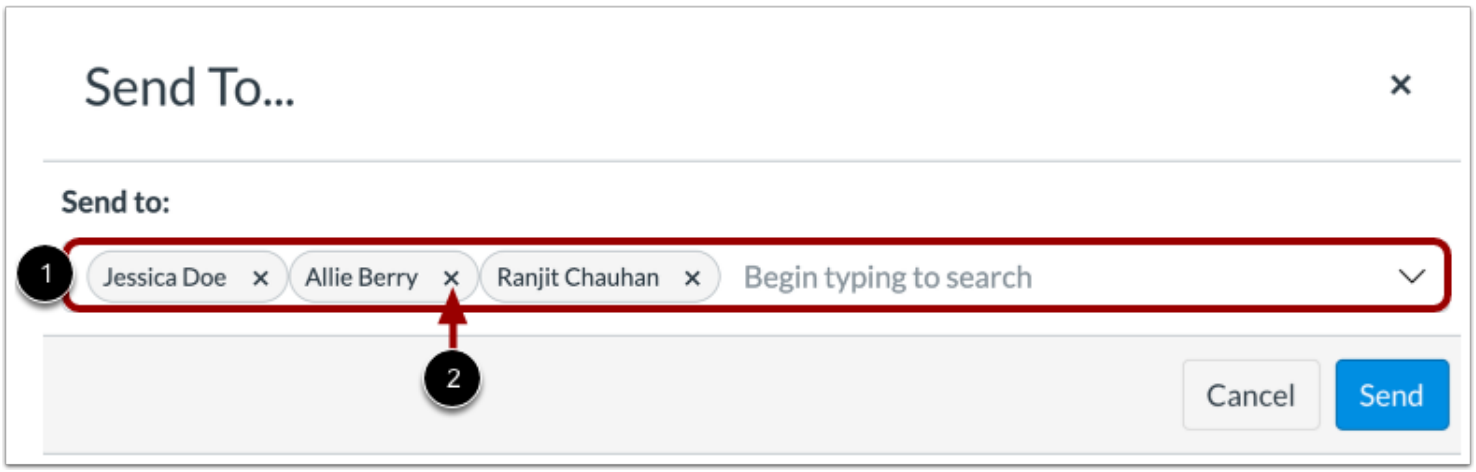
Locate the page you wish to send to a user, then click the page **Options** icon [1]. Select the **Send to...** option [2].

Select Recipient

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

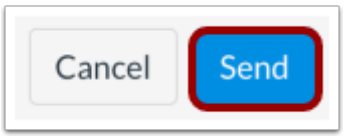
Note: You can send the page to multiple instructors at one time.

View Recipients



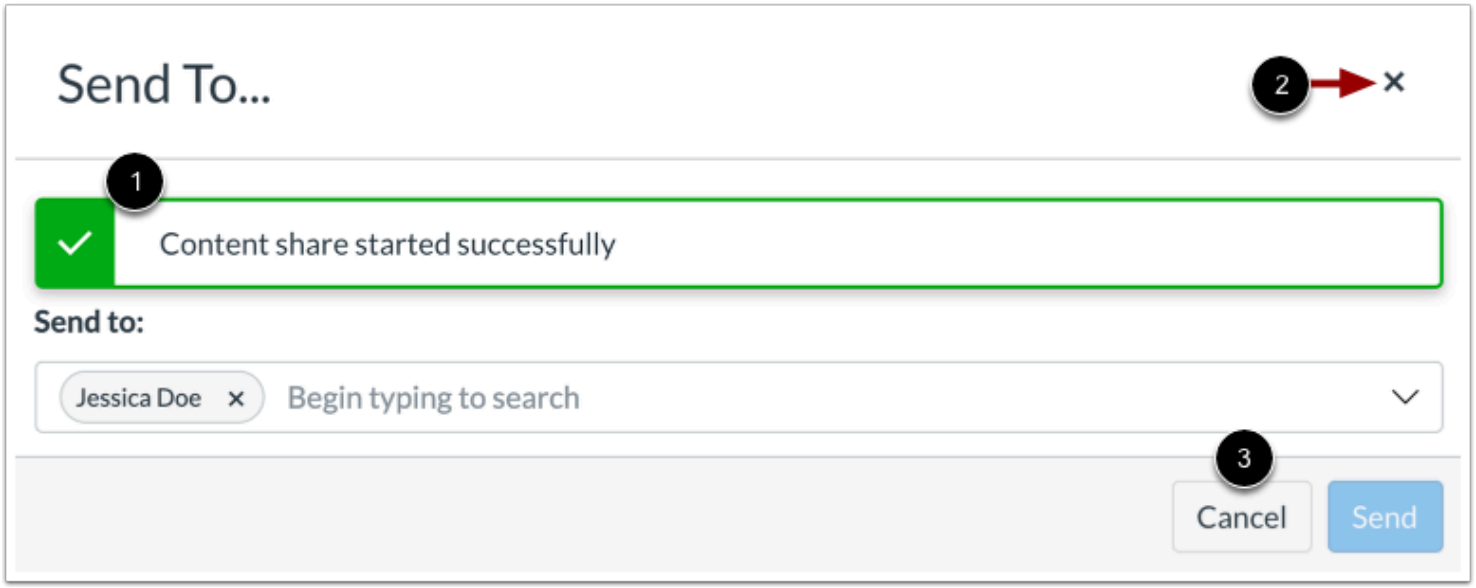
You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Send Page



Click the **Send** button.

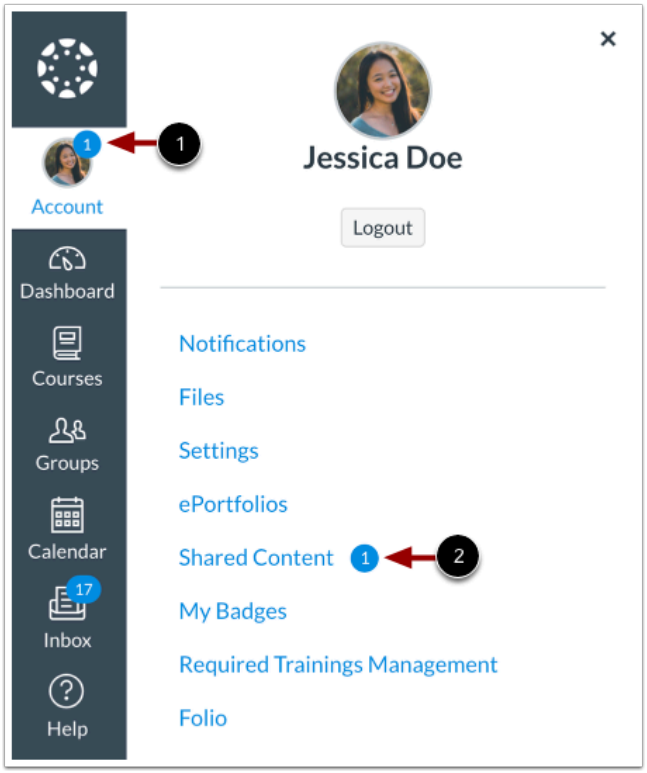
View Sent Notification



Canvas displays a notification when content sends successfully [1].

To close the **Send To...** modal, click the **Close** icon [2] or **Cancel** button [3].

View Shared Content



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

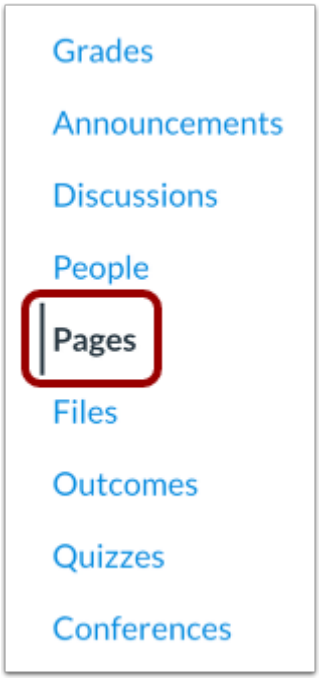
Learn how to manage received content.

How do I delete a page in a course?

You can delete a page if you no longer need it in your course.

Note: You will be unable to delete a page if it is used as the Front Page for your course.

Open Pages

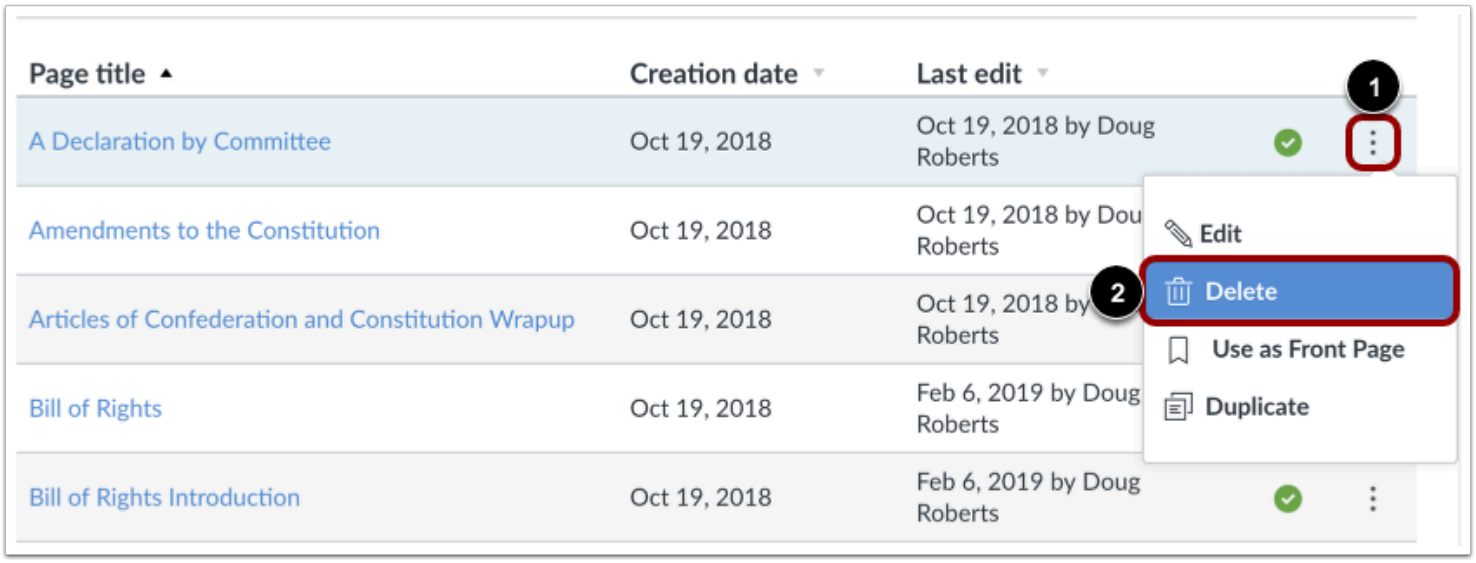


In Course Navigation, click the **Pages** link.

View Pages

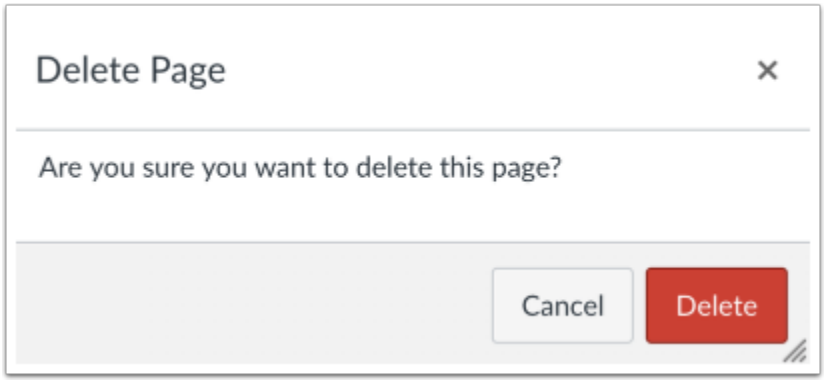
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Delete Page



Locate the name of the page you want to delete. Click the **Options** icon [1] and select the **Delete** link [2].

Confirm Deletion

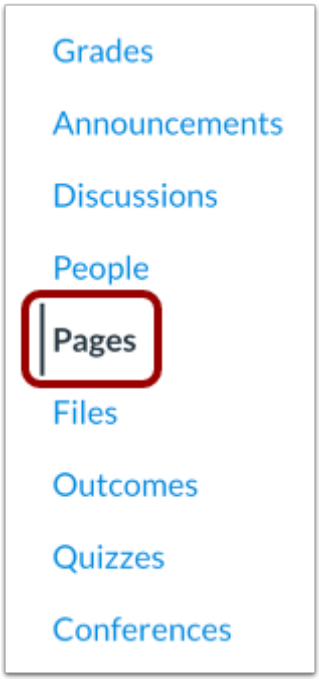


Click the **Delete** button.

How do I upload a PDF to a page in a course?

You can upload PDFs to a page in Canvas.

Open Pages

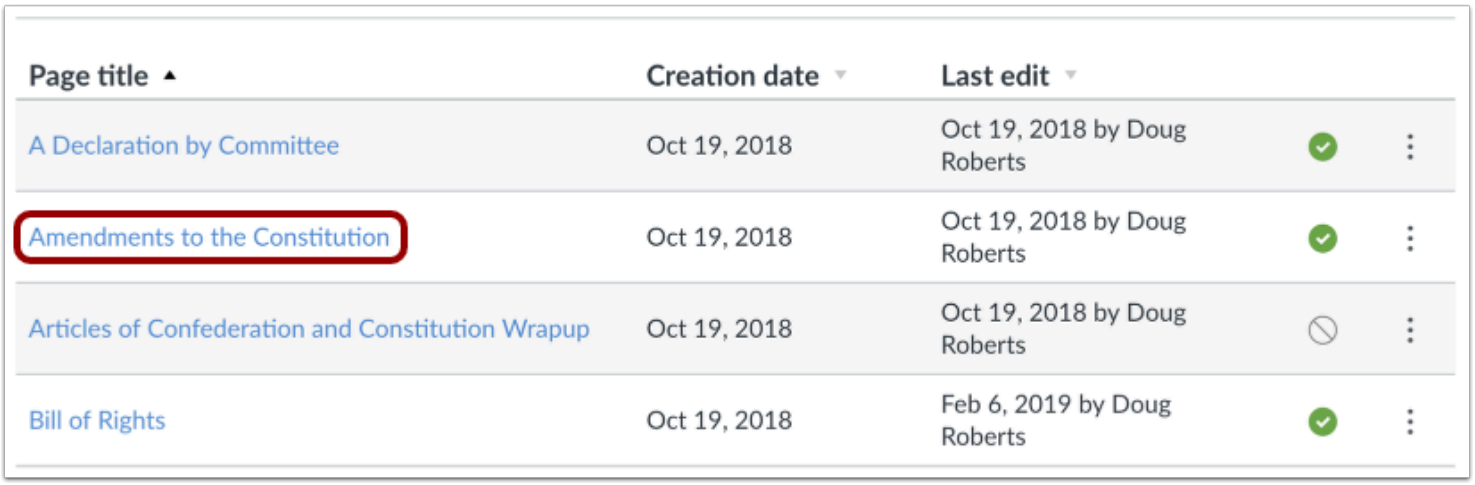


In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

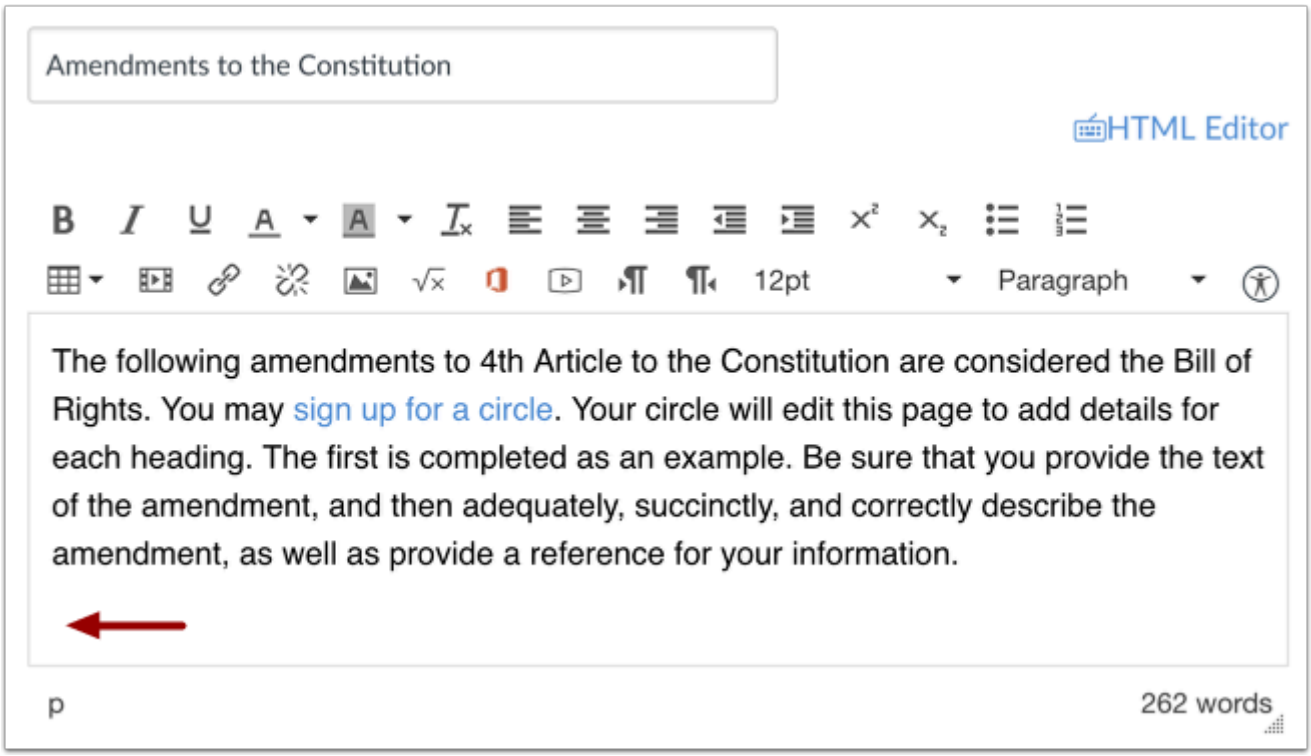


Click the title of the page you want to edit.

Edit Page

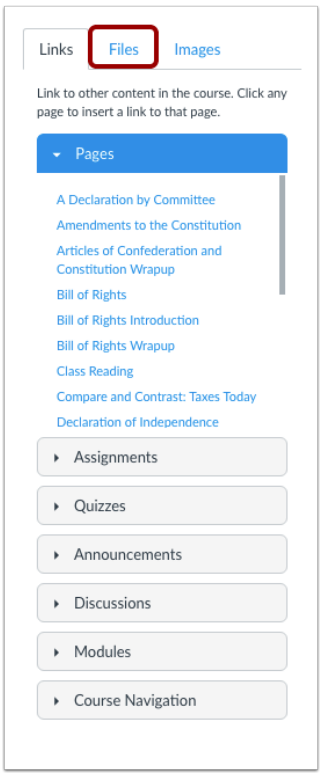
Click the **Edit** button.

Insert PDF Link



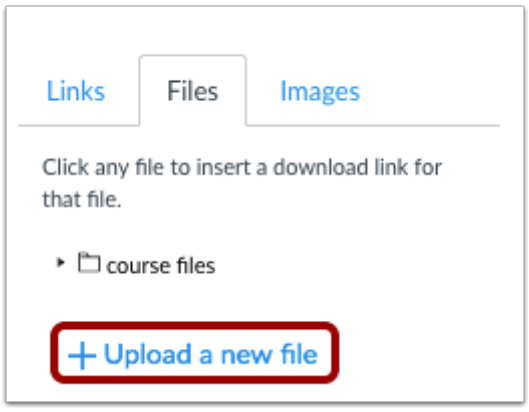
In the Rich Content Editor, place your cursor where you wish to insert the PDF document.

Open Files



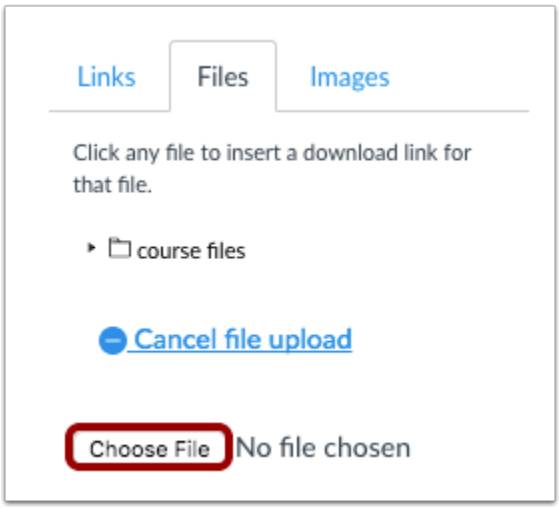
In the Content Selector, click the **Files** tab.

Upload File



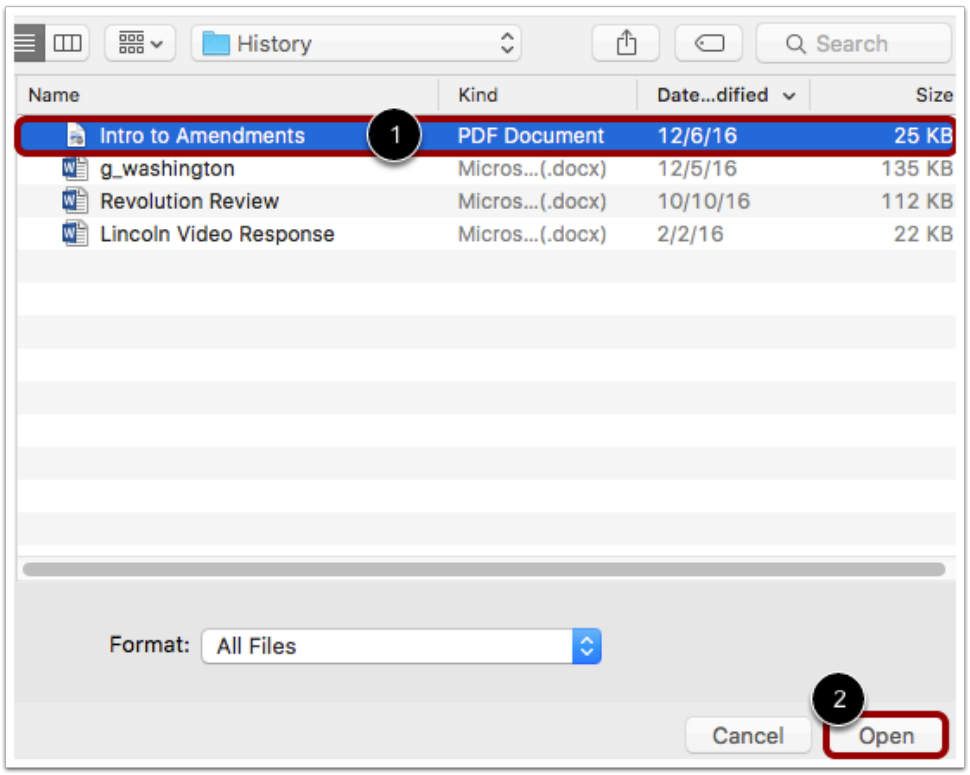
Click the **Upload a new file** link.

Choose File



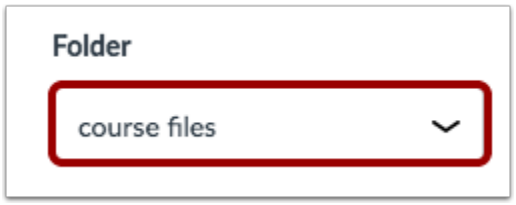
Click the **Choose File or Browse** button.

Open File



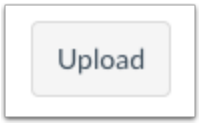
Click the document you want to upload [1] and click the **Open** button [2].

Select Folder



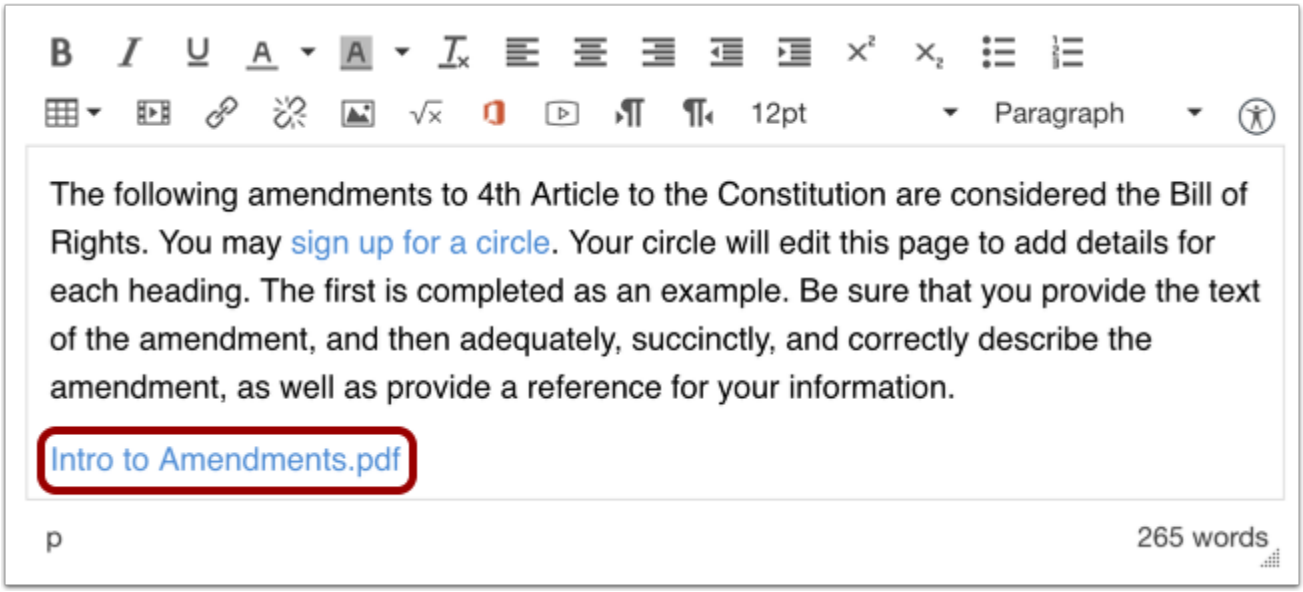
Click the Folder drop-down menu and choose where you would like to store the file.

Upload File



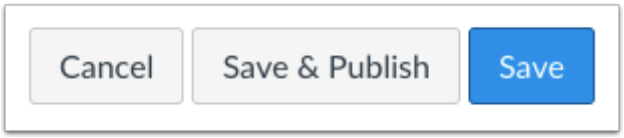
Click the **Upload** button.

View PDF Link



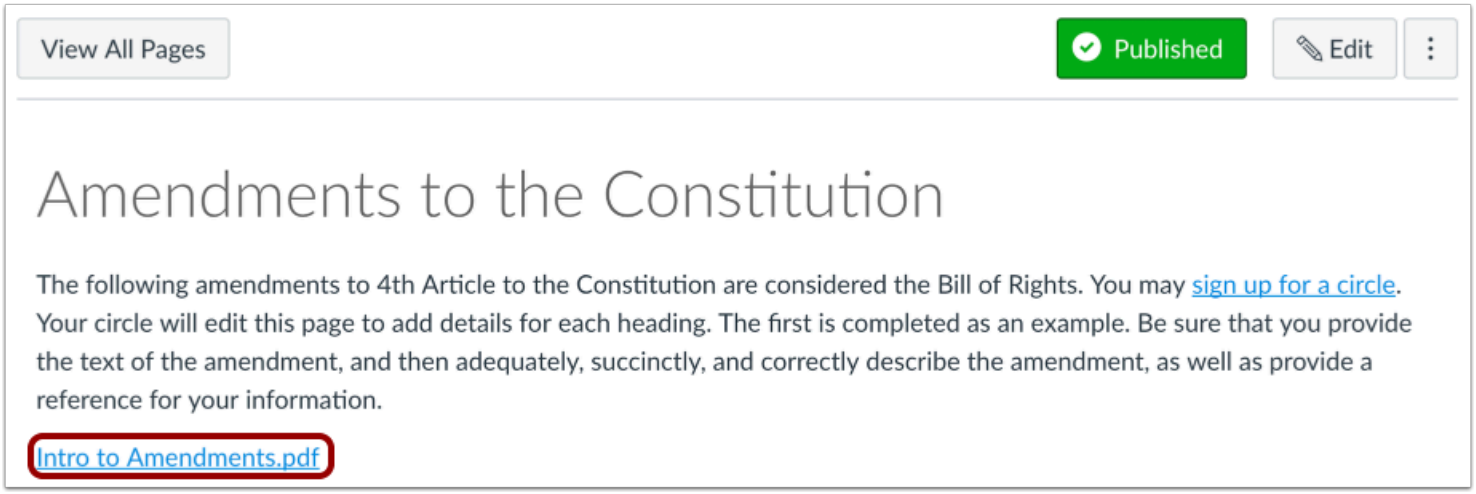
Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor. If you look closely you will see the file name flash yellow the moment it is inserted in the page.

Save Page



Click the **Save** button.

View Page

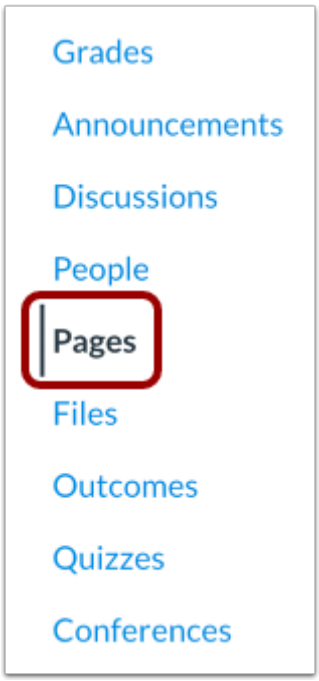


View the PDF file by clicking on the file name.

How do I link to other Canvas pages in a course?

Within a page, you can insert links to other Canvas pages within the same course.

Open Pages

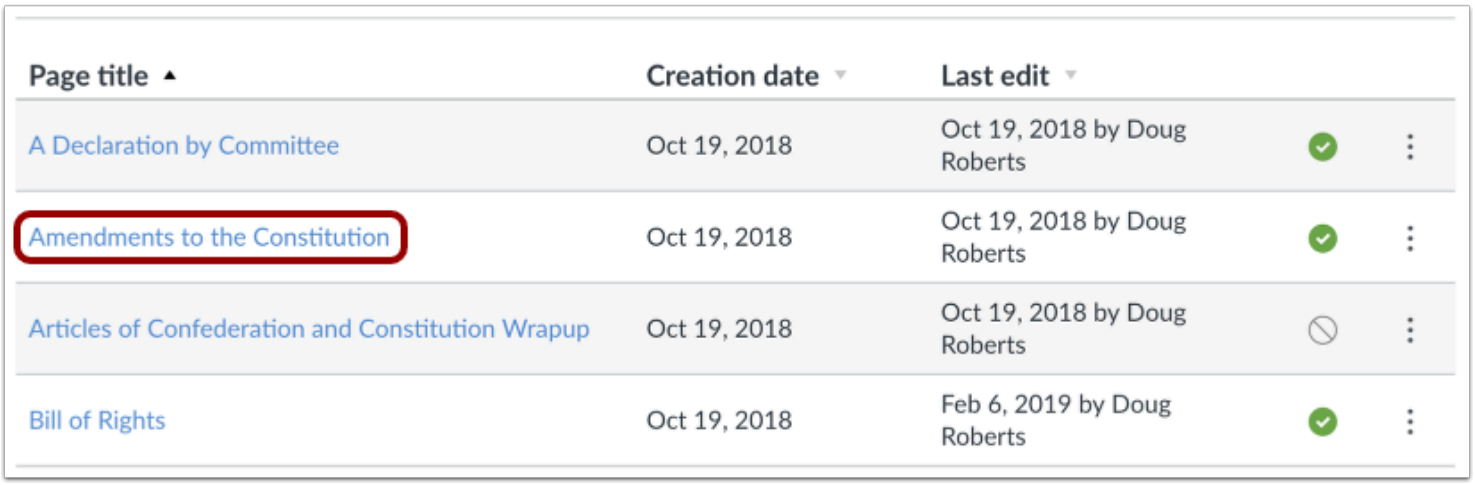


In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

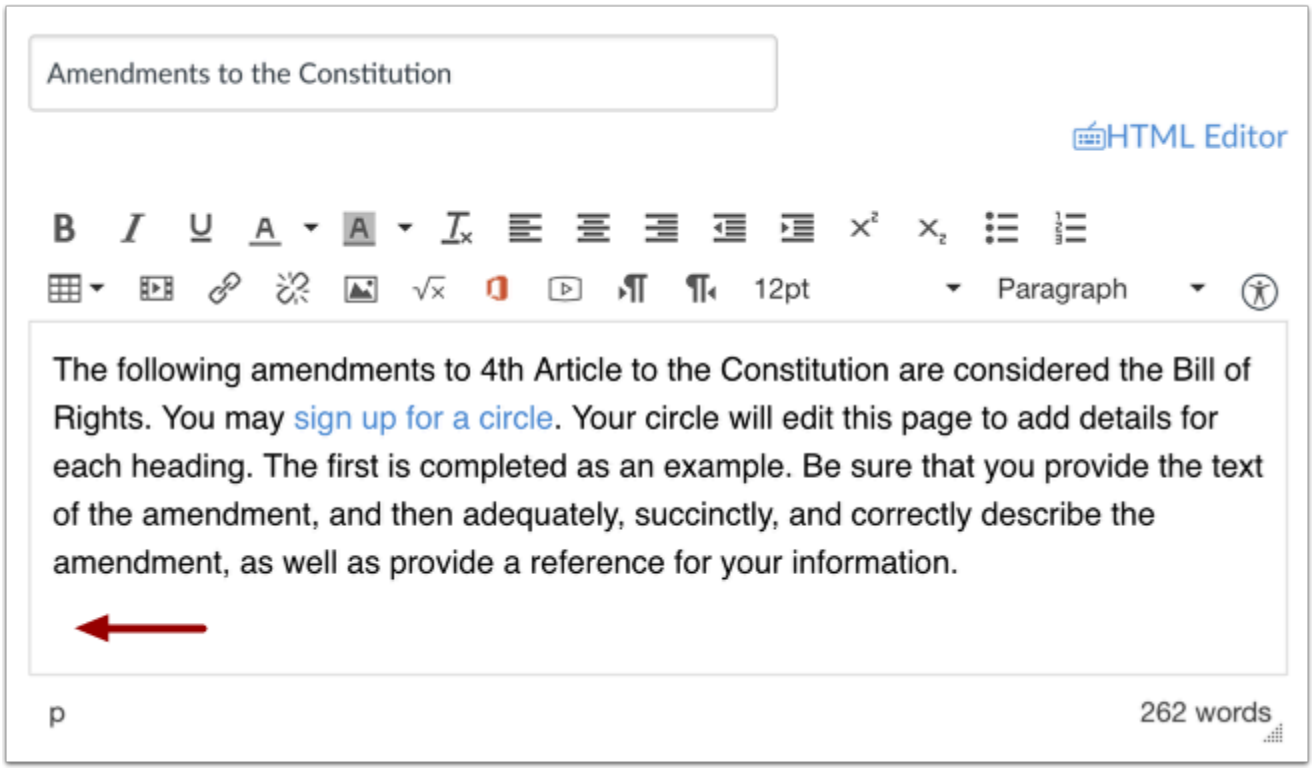


Click the title of the page you want to open.

Edit Page

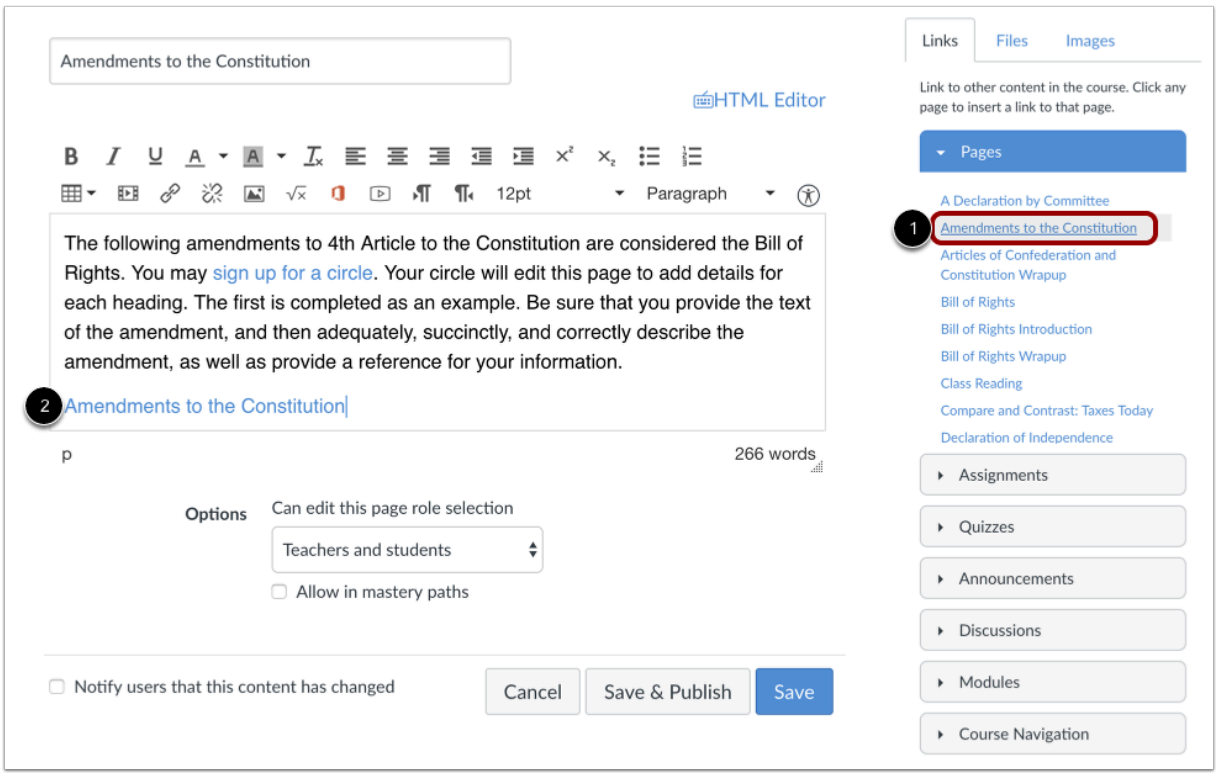
Click the **Edit** button.

Insert Link



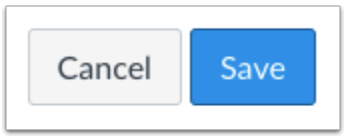
In the Rich Content Editor, place your cursor where you want to insert the link.

Open Links



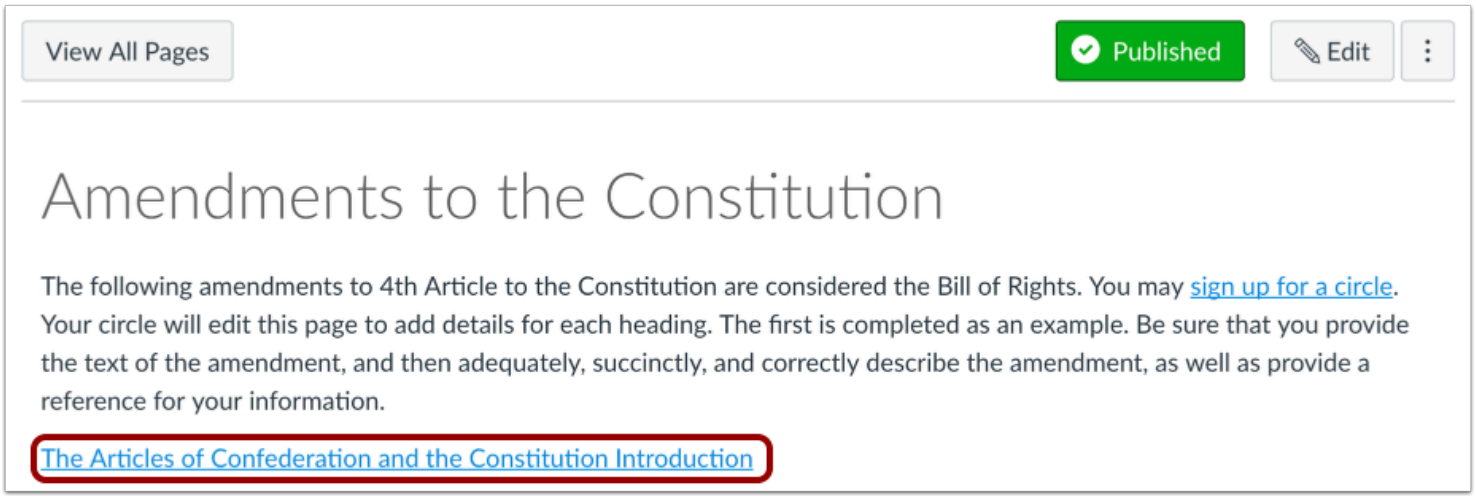
In the Content Selector, click the name of the page you want to insert into the Rich Content Editor [1]. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link [2].

Save Page



Click the **Save** button.

View Page



View the page.

How do I set a Front Page in a course?

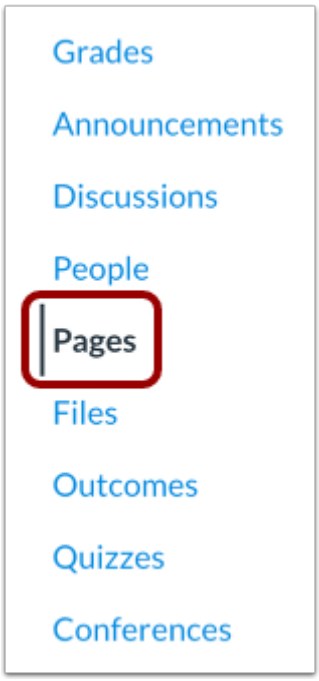
The Course Home Page is the first view your students will see when they enter your course. For the Course Home Page, you can customize a page from your course Pages and have it display as the Course Home Page.

If you want to change the Course Home Page to a custom page, you must first set the page as the Front Page. The Front Page is a designation that shows Canvas which page can be used for the Course Home Page. Use this page to show a welcome message, links, images, or other information for students.

Notes:

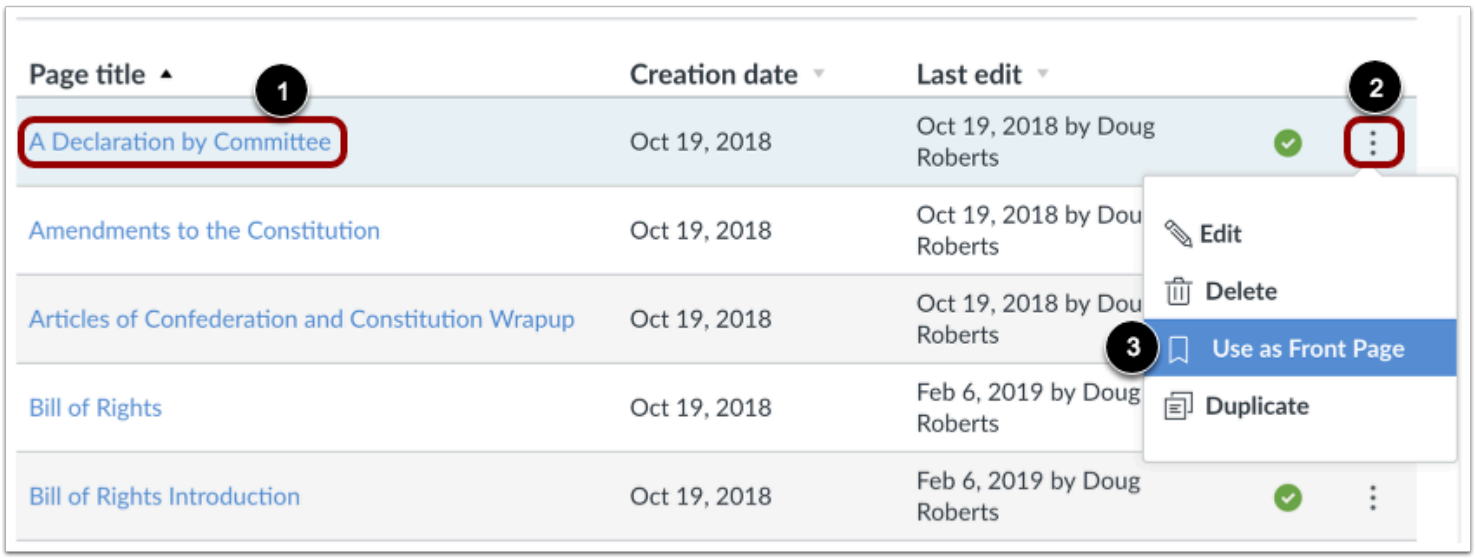
- Before setting the Front Page, the page must be published.
- You can edit the Front Page, set a different page as the Front Page, or remove the Front Page.
- Before setting a Front page, the Pages link in Course Navigation will open to the Pages Index. However, once you have selected a Front Page, the Pages link will always open to the Front Page. To return to the Pages Index, click the **View All Pages** button.
- The Pages Front Page can also be set to display recent course announcements.

Open Pages



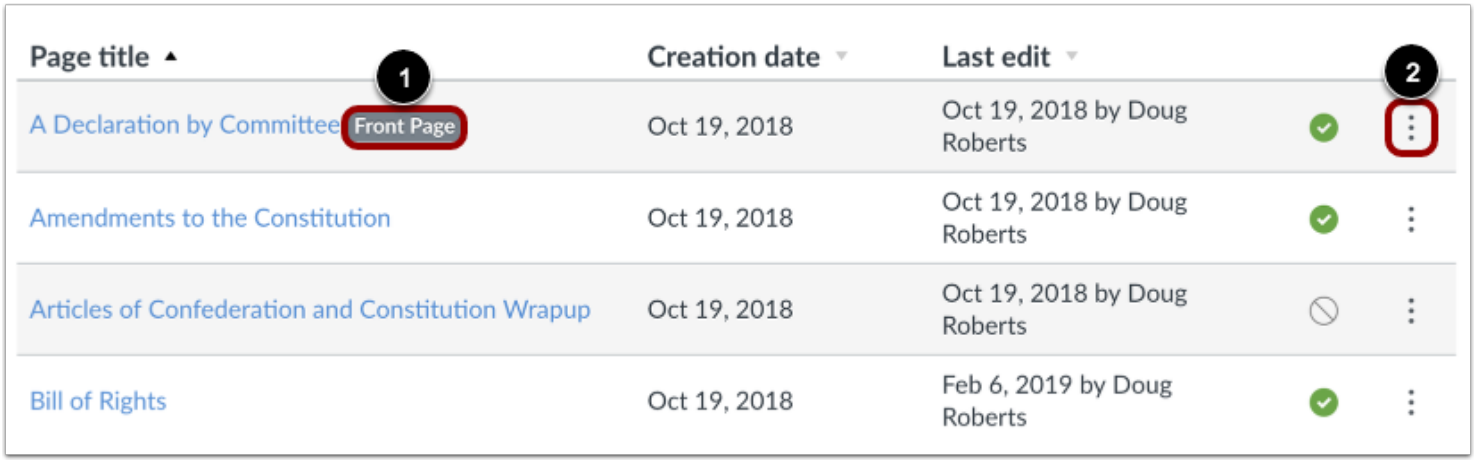
In Course Navigation, click the **Pages** link.

Set Front Page in Pages List



Locate your published page that you want to set as your Front Page [1]. Click the **Options** icon [2] and select the **Use as Front Page** link [3].

View Front Page



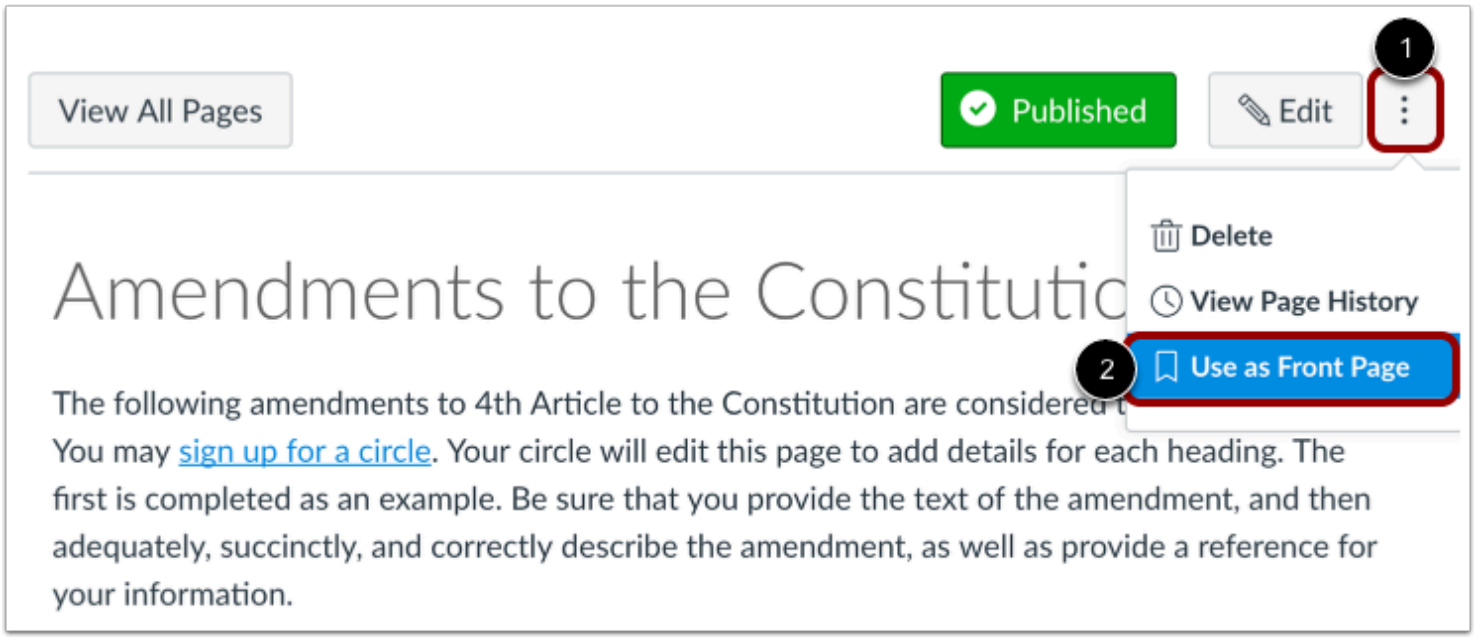
The Front Page will be indicated by a gray **Front Page** tag [1].

You can change the Front Page to any other page in the course by selecting the page **Options** icon [2].

Set Front Page in Individual Page

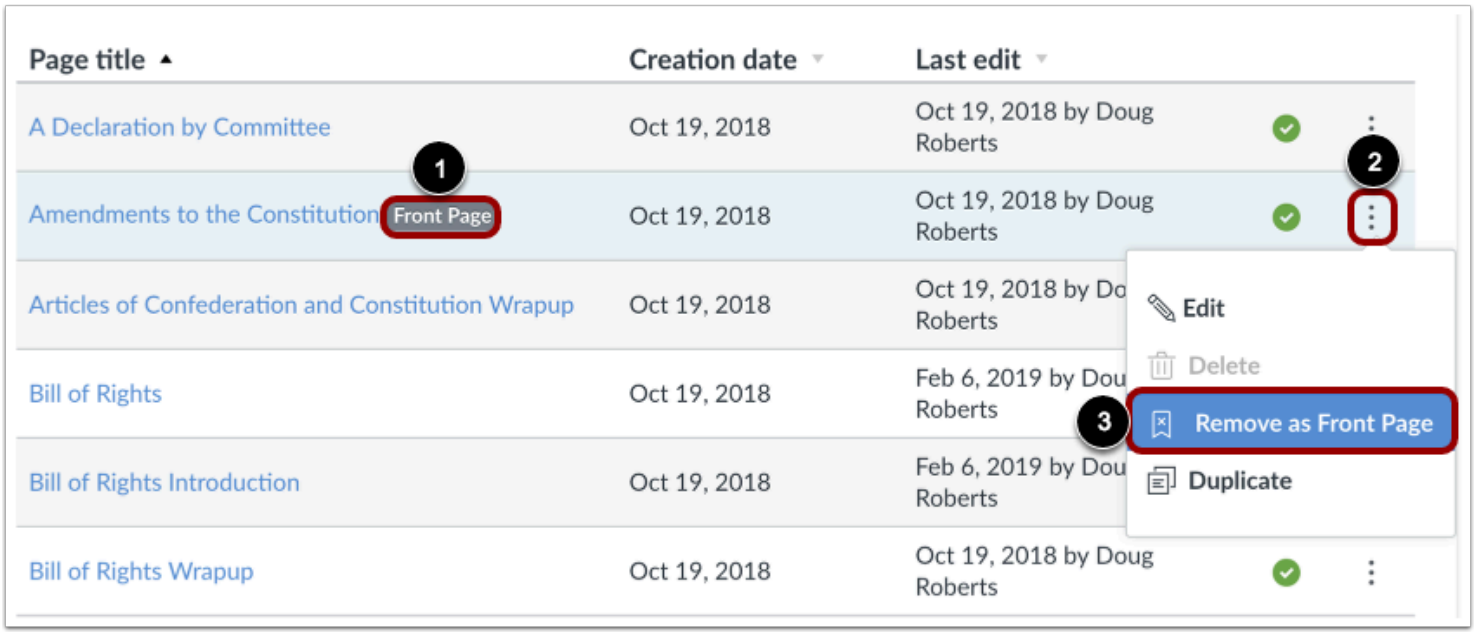
You can also set a page as the Front Page from any individual page in your course. Click the name of any published page that you want to set as your front page.

Use as Front Page



Click the **Options** icon [1] and select the **Use as Front Page** link [2].

Remove Front Page



To remove the Front Page, locate the page labeled with a gray **Front Page** tag [1]. Click the **Options** icon [2] and select the **Remove as Front Page** option [3].

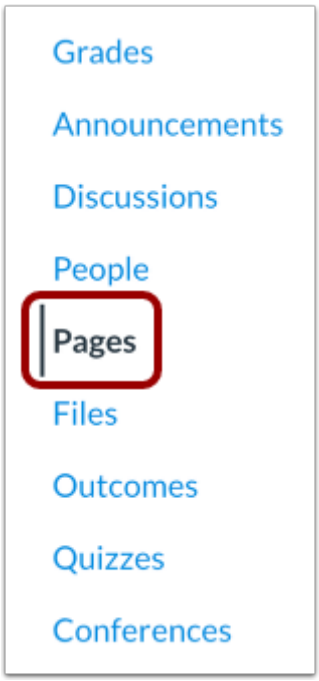
How do I embed a video in a page in a course?

Canvas lets you embed video 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.

Open Pages

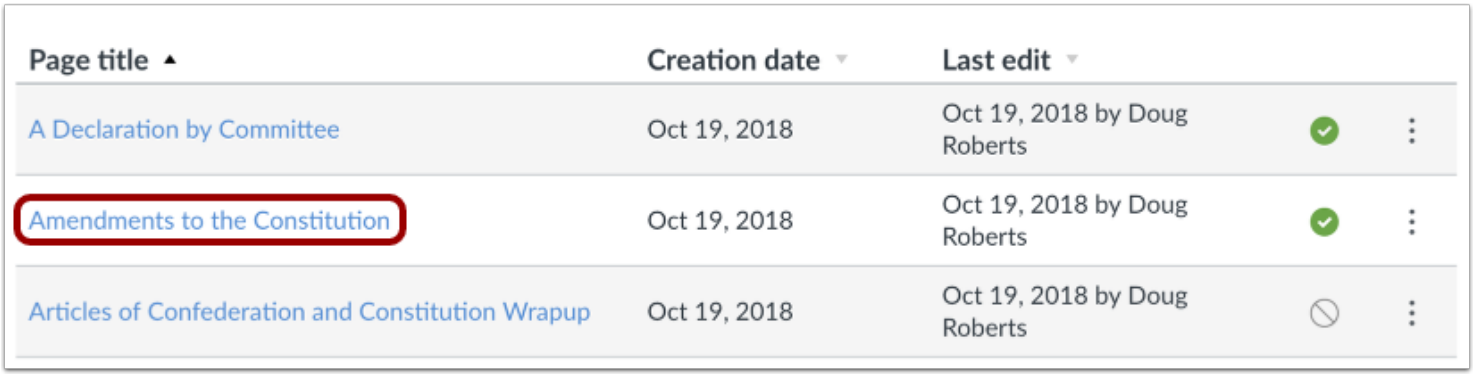


In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

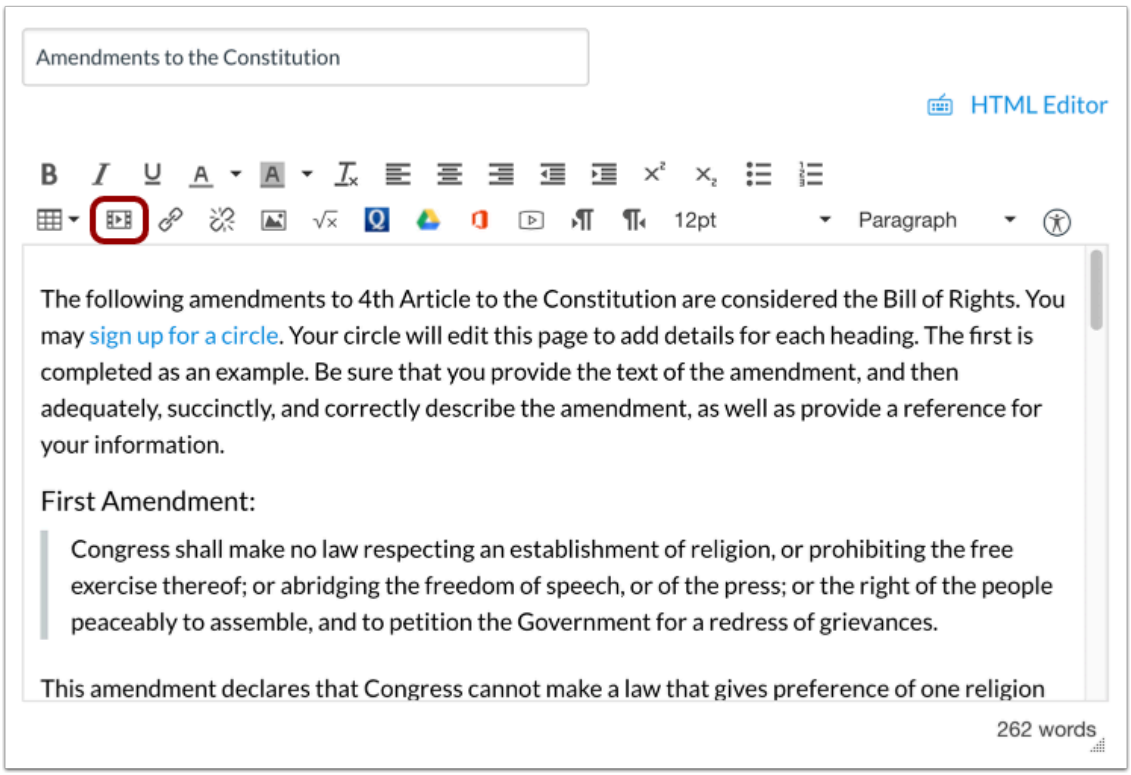


Click the title of the page you want to view.

Edit Page

Click the **Edit** button.

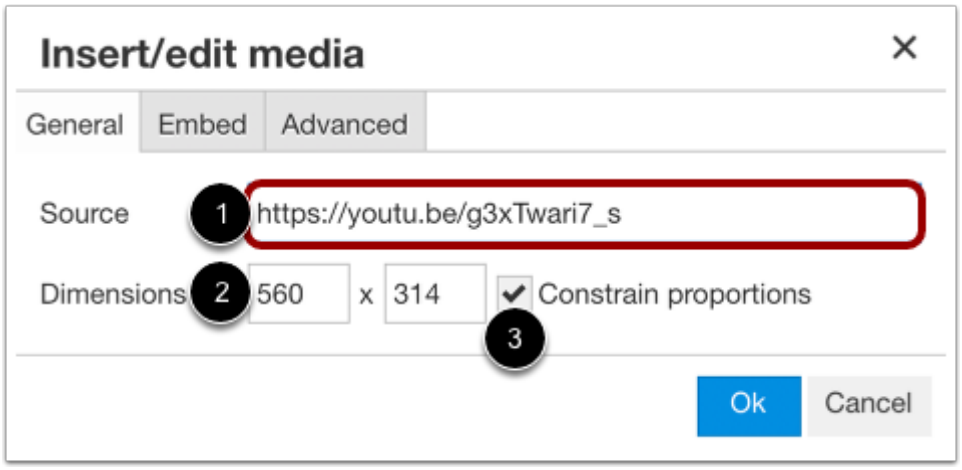
Open Insert Media Tool



Click the **Insert Media** icon.

Note: Media will be inserted at the location of your cursor in the Rich Content Editor.

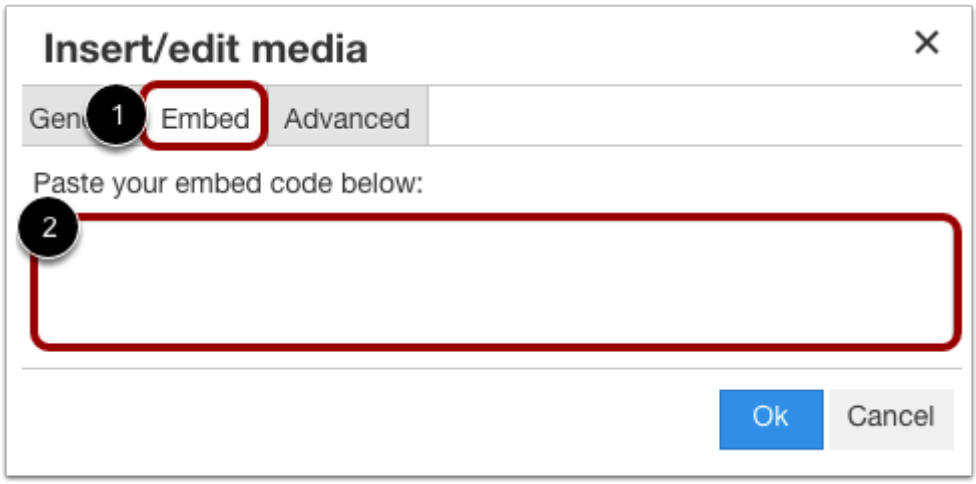
Insert Using Source URL



By default, the media window displays the General tab.

To embed the video using a URL, paste the video URL in the **Source** field [1]. The video's dimensions will automatically populate the **Dimensions** fields [2]. You can also resize the video using the Dimensions fields. To maintain height and width proportions when resizing the video, click the **Constrain proportions** checkbox [3].

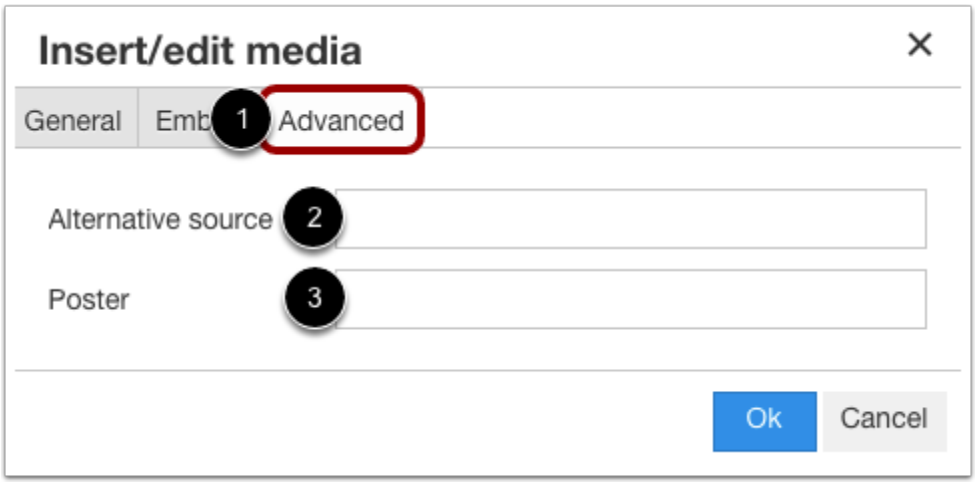
Insert Using Embed Code



To embed the video using an embed code, click the **Embed** tab [1] and paste the code in the text field [2].

When you insert a video with an embed code, the General tab source and Dimension fields automatically update with information according to the embed code content.

Insert Using Advanced Options



In case a browser doesn't support source video encoding, you can use advanced options to embed your video. Click the **Advanced** tab [1].

To specify an alternative source for the video, enter the URL in the **Alternative source** field [2]. Alternative source URLs specify alternative video encoding if a browser doesn't support the initially offered encoding.

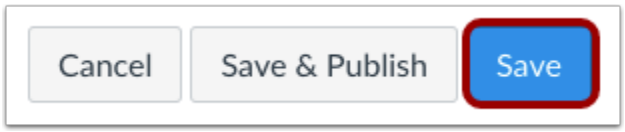
To specify a thumbnail image for the video, enter the image URL in the Poster field [3]. If the Poster field is blank, the first frame of the source video will be used as the poster image.

Note: Links from common providers (like YouTube and Vimeo) often link to custom media players and will not recognize any content added to the alternative source and poster options.

Embed Media

To close the media tool and embed your video, click the **Ok** button.

Save Page



Click the **Save** button.

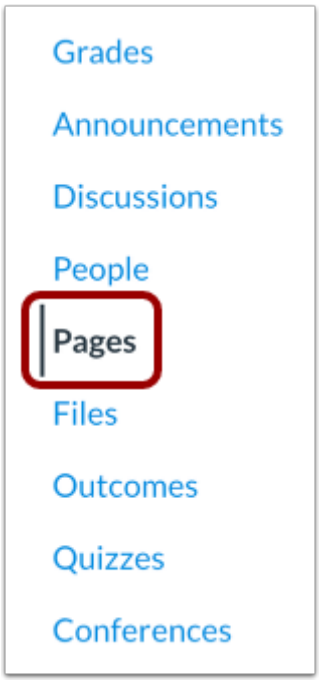
View Page

View the video embedded into your page.

How do I create a file link in a page in a course?

As an instructor, you can add a course file to a page.

Open Pages

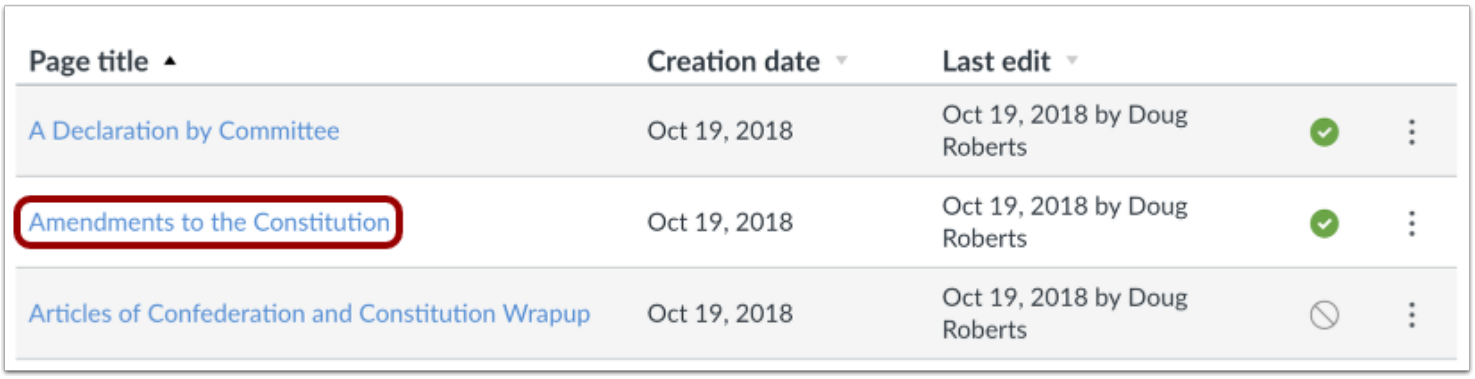


In Course Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page

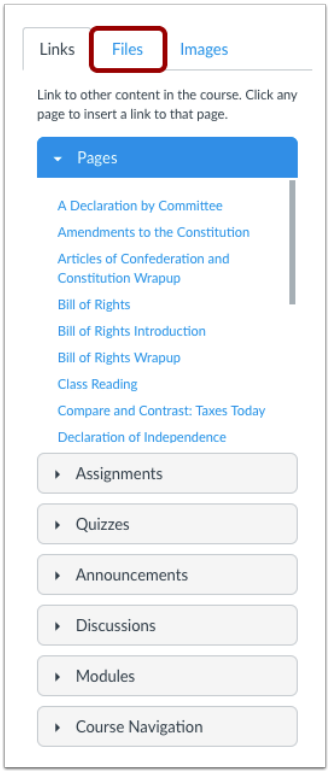


Click the title of the page you want to edit.

Edit Page

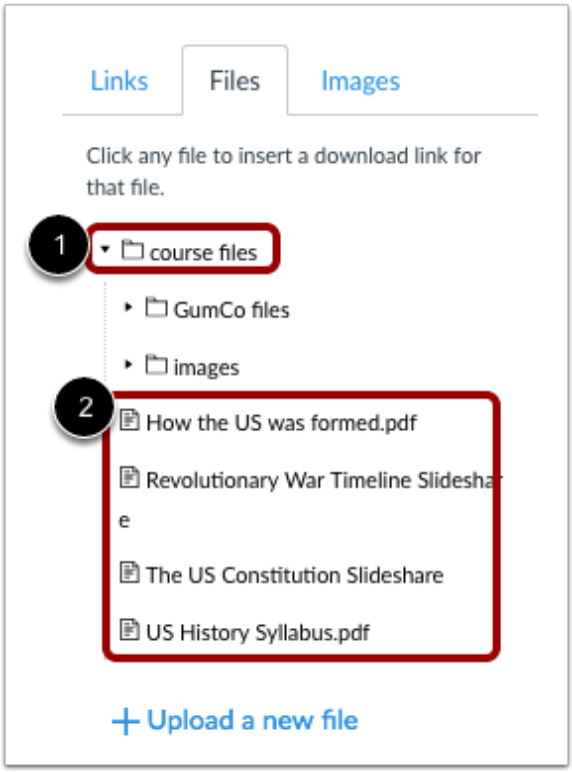
Click the **Edit** button.

Open Files



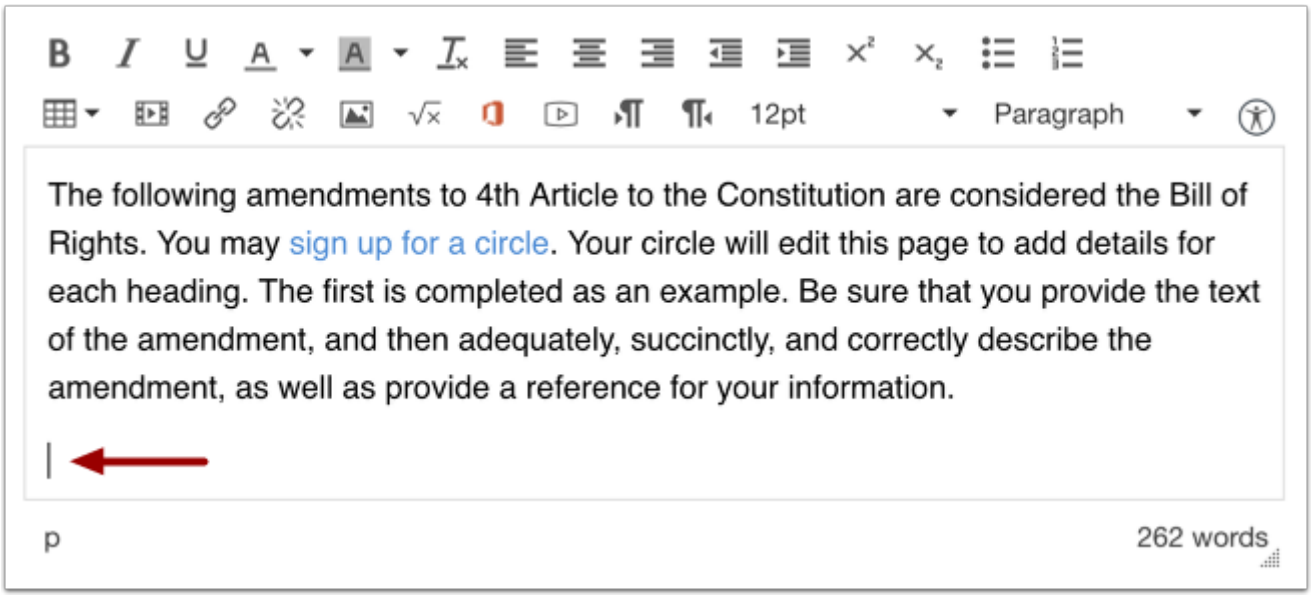
In the Content Selector, click the **Files** tab.

Open Course Files



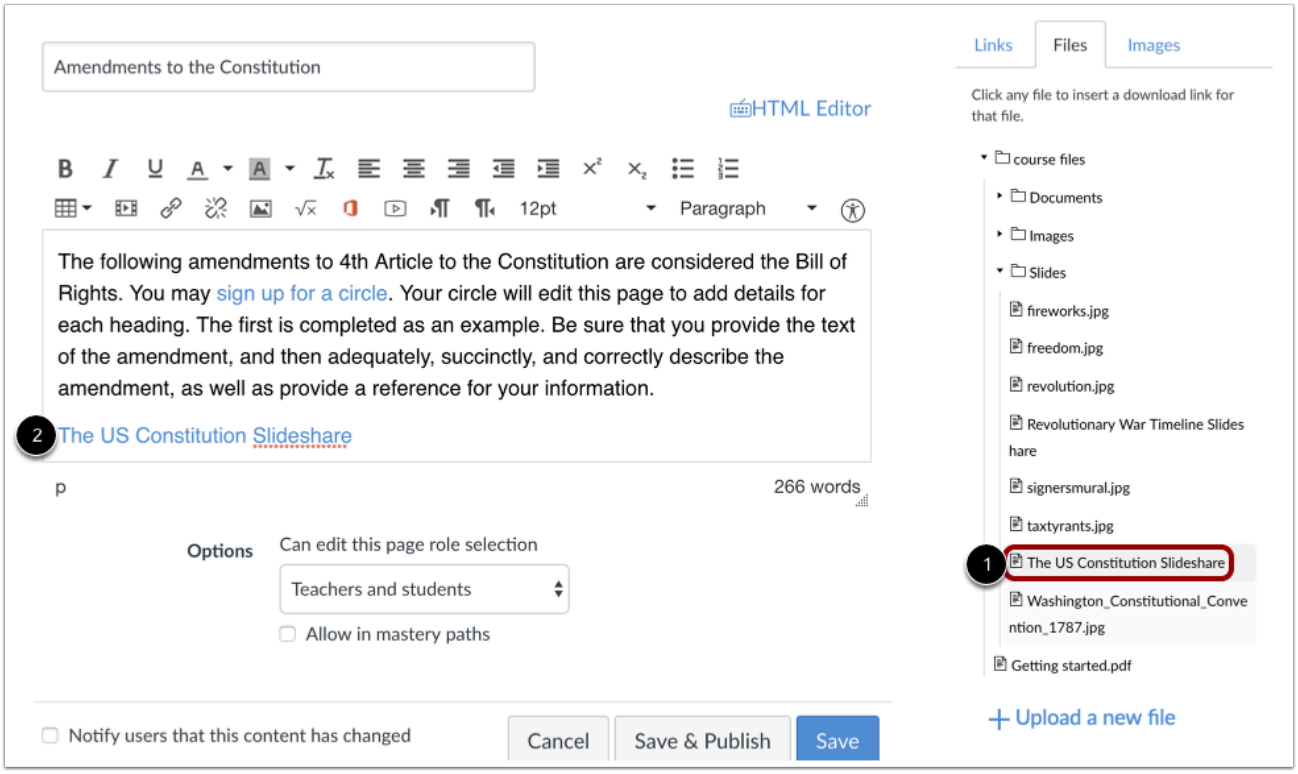
Click the **Course files** folder [1]. When it expands, click the subfolder where the file is located [2].

Insert Link



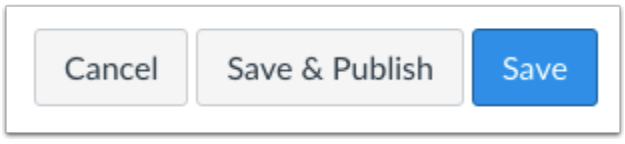
In the Rich Content Editor, place your cursor where you wish to insert your file.

Insert File



In the Content Selector, click the name of the file you want to insert into the Rich Content Editor [1]. The name of the file will appear in the Rich Content Editor and flash yellow [2]. Then the name will turn blue, indicating it is a link.

Save Page



Click the **Save** button.

View Page

View the page.

How do I view the history of a page in a course?

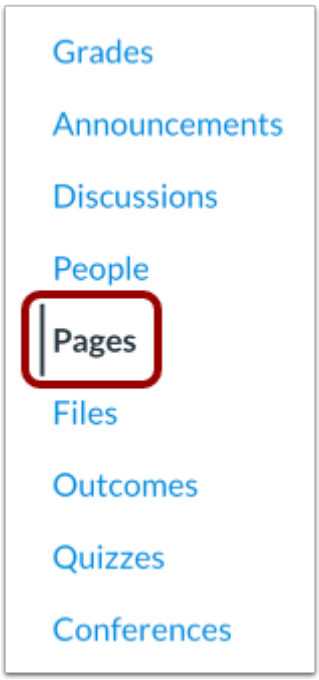
When you can edit course pages, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also roll back the page content to a previous version of the page.

The images shown in this lesson are for the instructor view, but the same steps apply for students who have access to edit course pages.

Notes:

- Even when granted editing access in page settings, students cannot roll back a prior version of a page within a course. They can only roll back page content for pages within student groups.
- HTML and CSS changes are not stored in the page history.

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. To select a page from the Pages Index, click the **View All Pages** button.

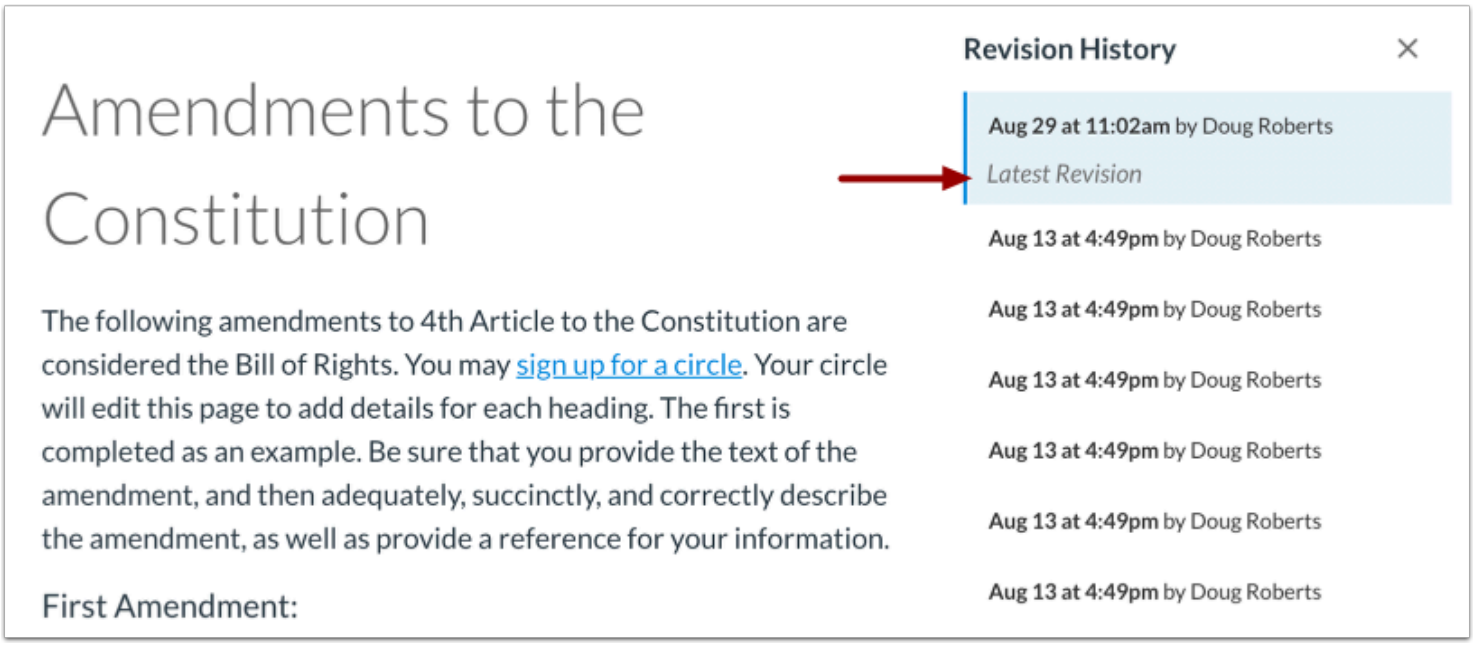
Open Page

Click the page you want to view.

View Page History

Click the **Options** icon [1] and select the **View Page History** link [2].

View Latest Revision

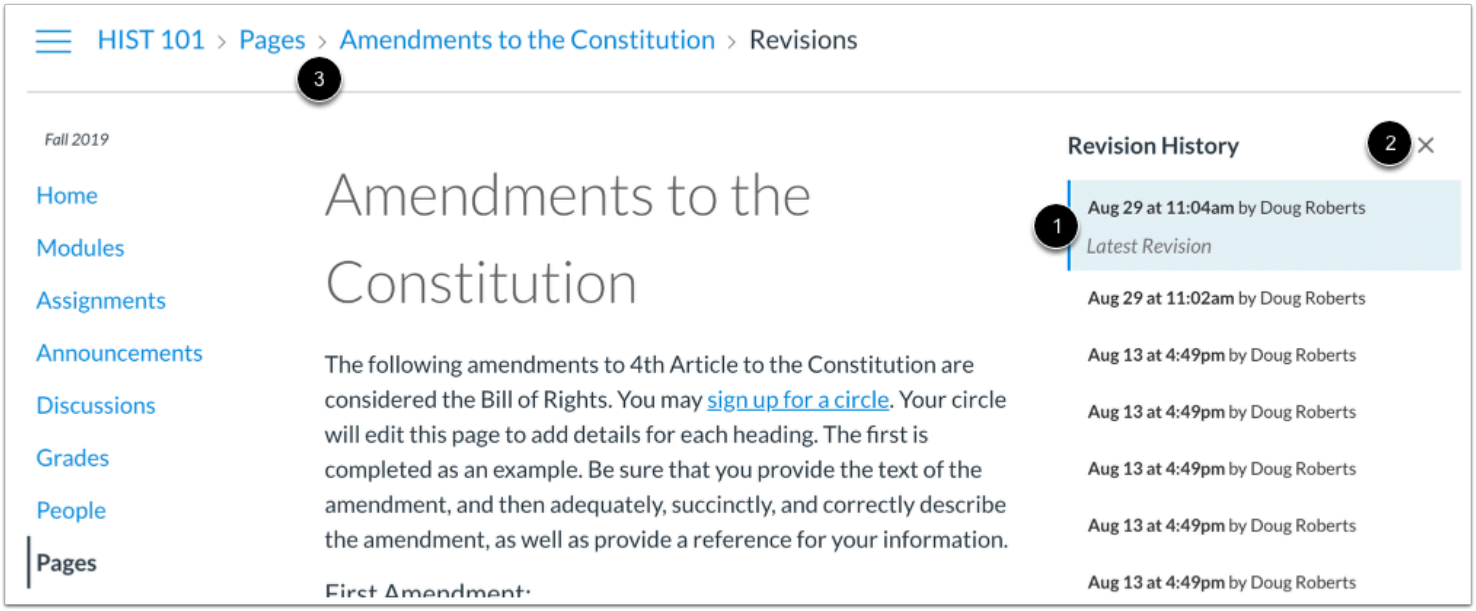


By default, the page history will show the latest revision.

View or Restore Prior Version

To open a prior version of your page, click the date you want to access [1] and then click the **Restore this revision** link [2].

Note: Students cannot restore a prior version of a page within a course.



Canvas will restore the prior version to the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision. Note that restoring a page revision will also associate your name with the page history.

To return to the current page revision, click the close icon [2]. You can also use the breadcrumb navigation [3] to return to the current page or the pages index.

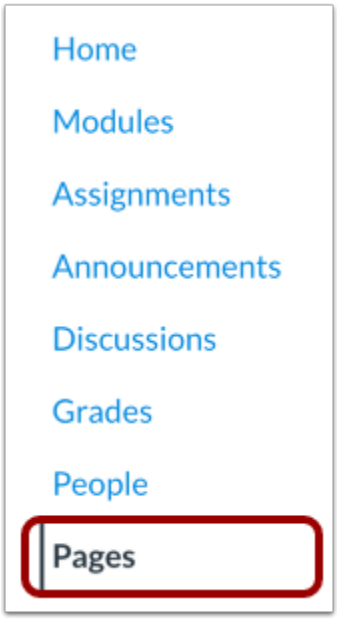
How do I use the Microsoft Immersive Reader when viewing a page as an instructor?

You may be able to use the Microsoft Immersive Reader when viewing pages in Canvas. The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. For more information about the reader, visit the Microsoft Immersive Reader website.

Notes:

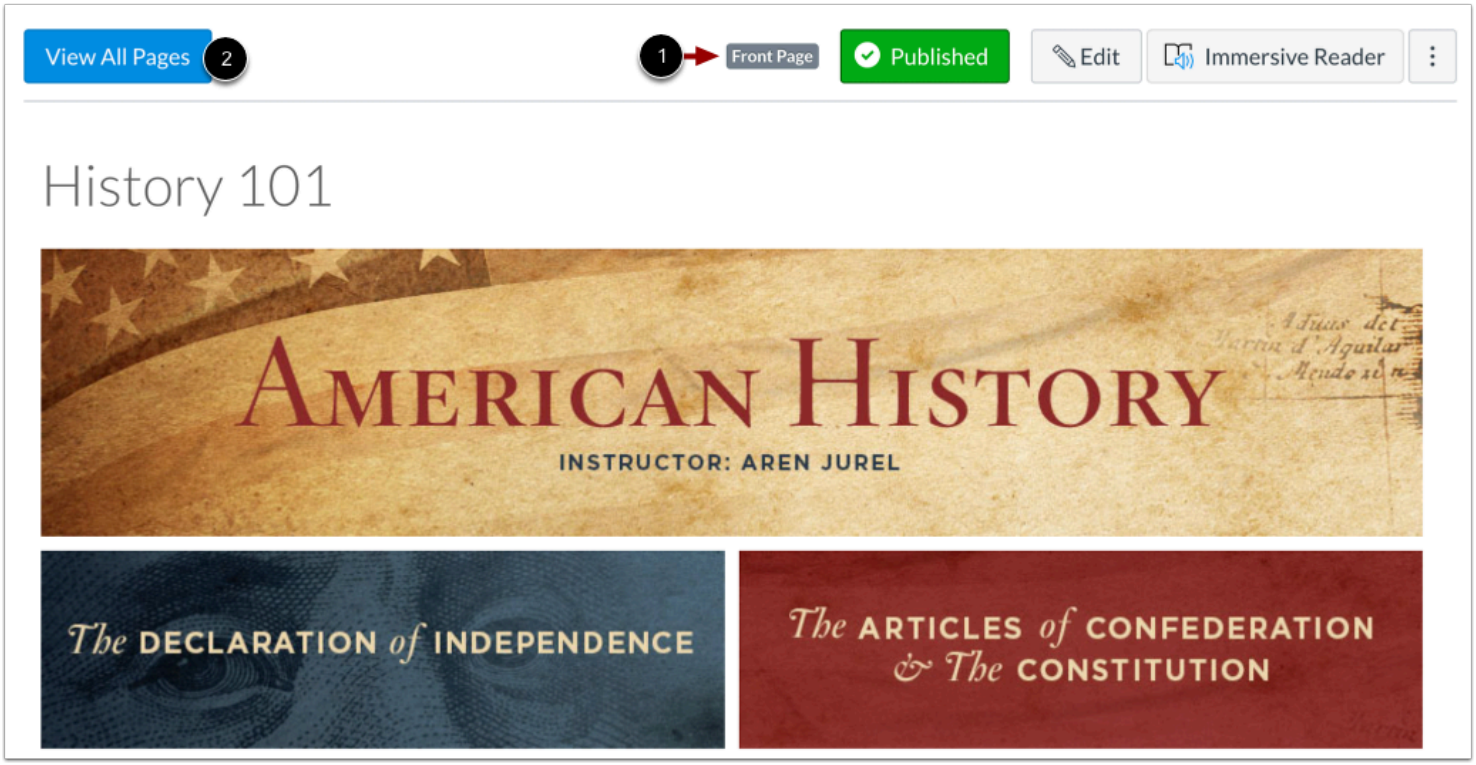
- The Microsoft Immersive Reader is an account feature option. If the Immersive Reader button does not display in your course, talk to your institution's Canvas admin about enabling this feature.
- The Microsoft Immersive Reader is being offered in Canvas as a trial feature.

Open Pages



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

View Page



By default, Pages displays the set front page for your course [1].

To view all pages in your course, click the **View All Pages** button [2].

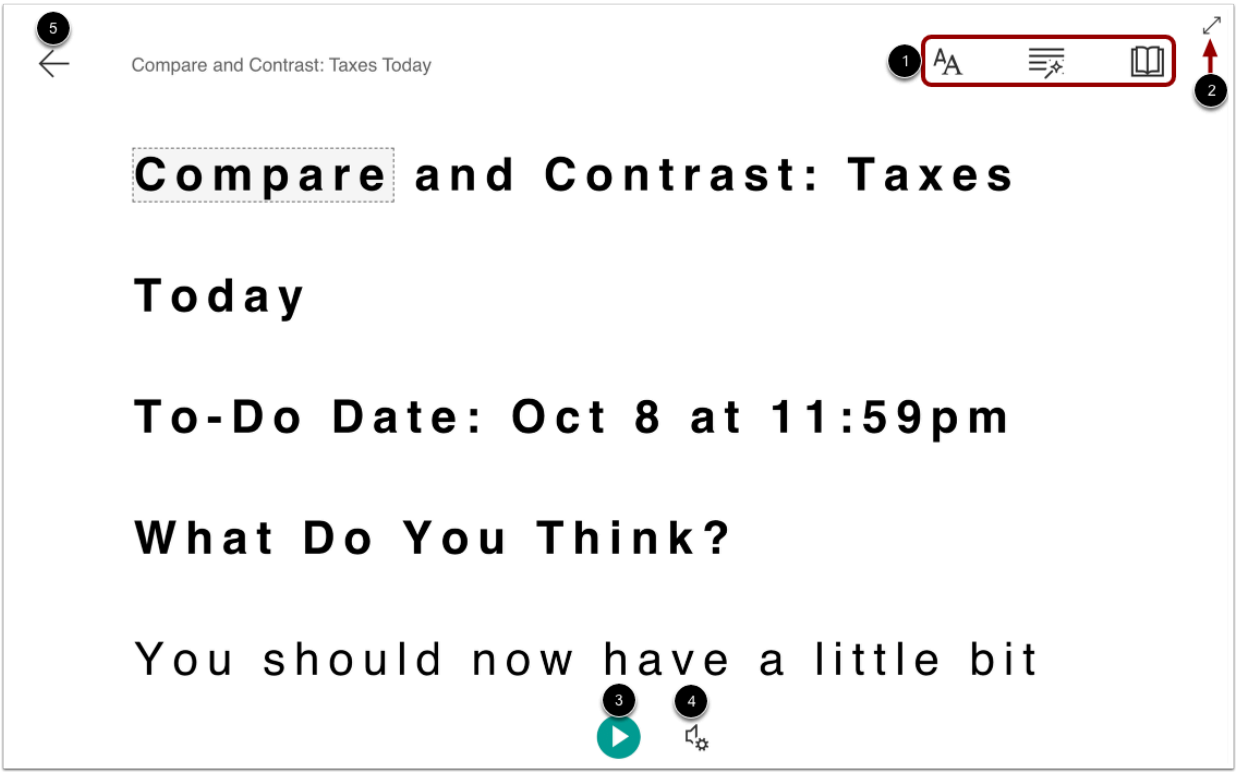
Open Page

To view a page, click the page title.

Open Immersive Reader

Click the **Immersive Reader** button.

View Immersive Reader



The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the **Play** button [3]. To adjust audio settings, click the **Voice Settings** button [4].

To close the reader and return to Canvas, click the **Exit** button [5].

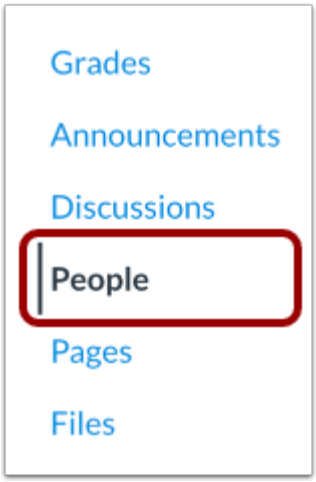
Note: For more details about the Microsoft Immersive Reader functionality, visit the Microsoft Immersive Reader website.

People

How do I use the People page in a course as an instructor?

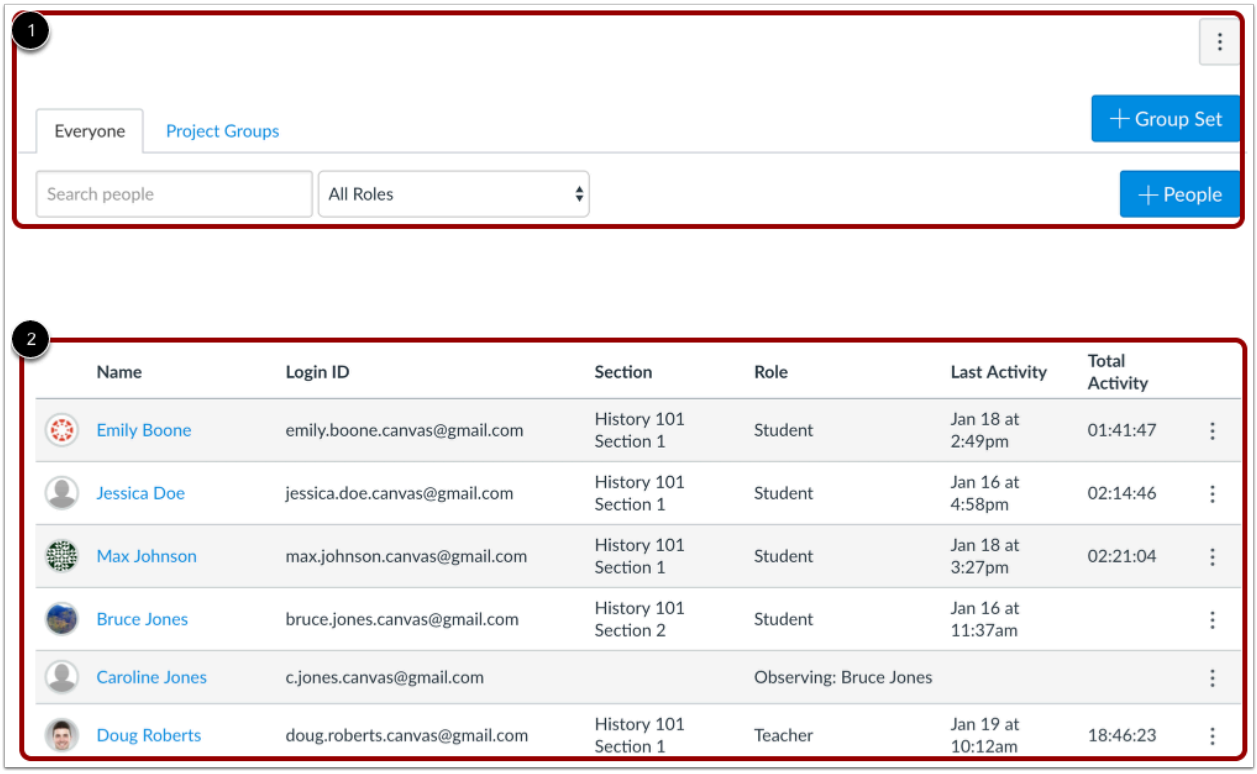
People shows all the users enrolled in your course, either added by your or your institution via SIS import.

Open People



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

View People



The People page displays all information about the users in your course. The page is designed with global settings at the top of the page [1] followed by the generated user data [2].

Search and Filter Users

Global settings include searching and filtering by user data. To search for a specific user, type the user's name in the search field [1].

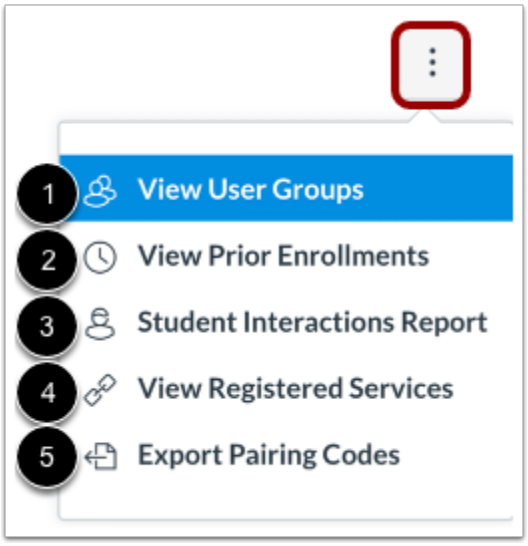
To filter by role, select the Roles drop-down menu [2]. The filter will also display the number of users in each type of role (e.g. student).

You can also add a user to the course [3].

Manage Student Groups

The People page also organizes all your student groups, where you can manage student groups. You can create groups to put students together to complete projects or other activities. Students can set up their own groups, which will allow them to work collaboratively.

Manage Users



To manage course-level user options, click the global **Options** drop-down menu. You can view user groups [1]. User groups are the same as displayed in the global settings at the top of the page.

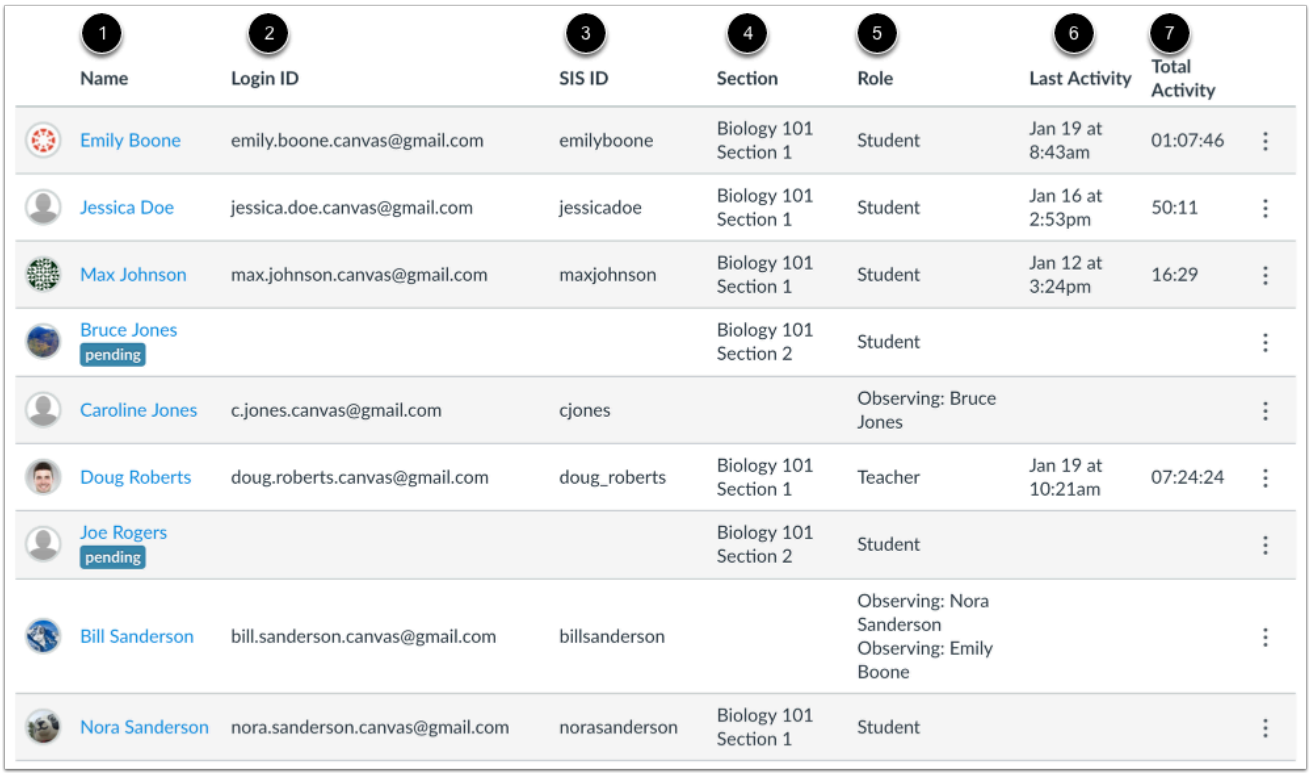
You can view prior enrollments in the course [2]. Prior enrollments are students who were previously enrolled in the course and their enrollments have been concluded.

You can also view a summary of all student interactions in your course [3]. Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

You can view registered services for each user in the course [4]. 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.

You can export a list of pairing codes for all students in your course [5]. Pairing codes are used to pair a student with an observer. This option only displays if self-registration is enabled at your institution and is only available for users with permission to generate observer pairing codes.

View Users



1 Name	2 Login ID	3 SIS ID	4 Section	5 Role	6 Last Activity	7 Total Activity
Emily Boone	emily.boone.canvas@gmail.com	emilyboone	Biology 101 Section 1	Student	Jan 19 at 8:43am	01:07:46
Jessica Doe	jessica.doe.canvas@gmail.com	jessicadoe	Biology 101 Section 1	Student	Jan 16 at 2:53pm	50:11
Max Johnson	max.johnson.canvas@gmail.com	maxjohnson	Biology 101 Section 1	Student	Jan 12 at 3:24pm	16:29
Bruce Jones pending			Biology 101 Section 2	Student		
Caroline Jones	c.jones.canvas@gmail.com	cjones		Observing: Bruce Jones		
Doug Roberts	doug.roberts.canvas@gmail.com	doug_roberts	Biology 101 Section 1	Teacher	Jan 19 at 10:21am	07:24:24
Joe Rogers pending			Biology 101 Section 2	Student		
Bill Sanderson	bill.sanderson.canvas@gmail.com	billsanderson		Observing: Nora Sanderson Observing: Emily Boone		
Nora Sanderson	nora.sanderson.canvas@gmail.com	norasanderson	Biology 101 Section 1	Student		

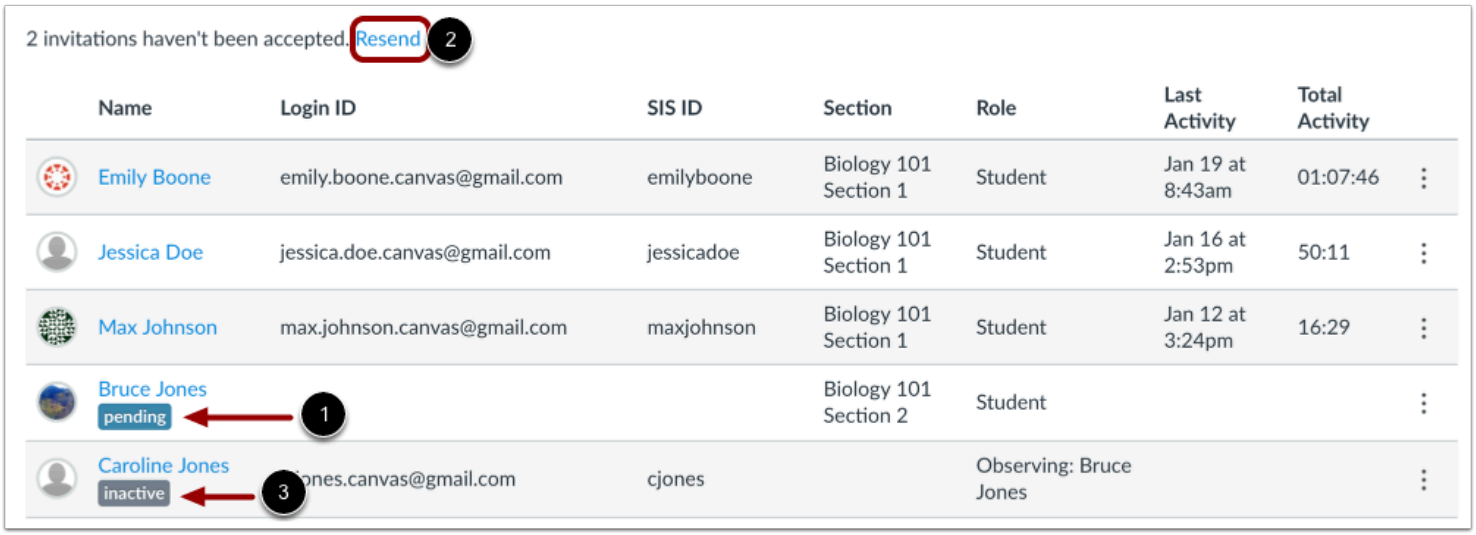
The People page orders users alphabetically by last name. Search and filter results display the following data:

- **The user's name** [1]
- **Login ID** [2]
- **SIS ID** [3]—this column requires permission to view SIS IDs
- **Section** [4]—may be enrolled in more than one section

- **Role** [5]—if the user was assigned a custom role, currently only the base role is displayed
- **Last Activity** [6]—displays the date and time of a user's most recent interaction in the course. This time stamp updates when a user navigates through the course using the Course Navigation menu, replies to a discussion or submits an assignment or quiz, and when they access course files and pages. Please note that Last Activity does not include mobile interactions or group participation.
- **Total Activity** [7]—allows you to see how long students interact within a course and counts page navigation only. Total activity time is displayed in hours:minutes:seconds. If a user has not yet reached an hour of activity, total activity time is displayed as minutes:seconds. Total Activity records any time spent viewing course content that exceeds two minutes. If the time between a new activity and the last completed activity is under ten minutes, all time between these two events will also be included. Total Activity does not include group activity or page views for videos that do not include intermediate page requests, such as a half-hour recorded lecture. To view specific page views for a student, view the student's course access report.

Note: Viewing user details, including Login IDs and user email addresses, are course permissions. Depending on your permissions, you may not be able to view all available information in the People page.

View User Status

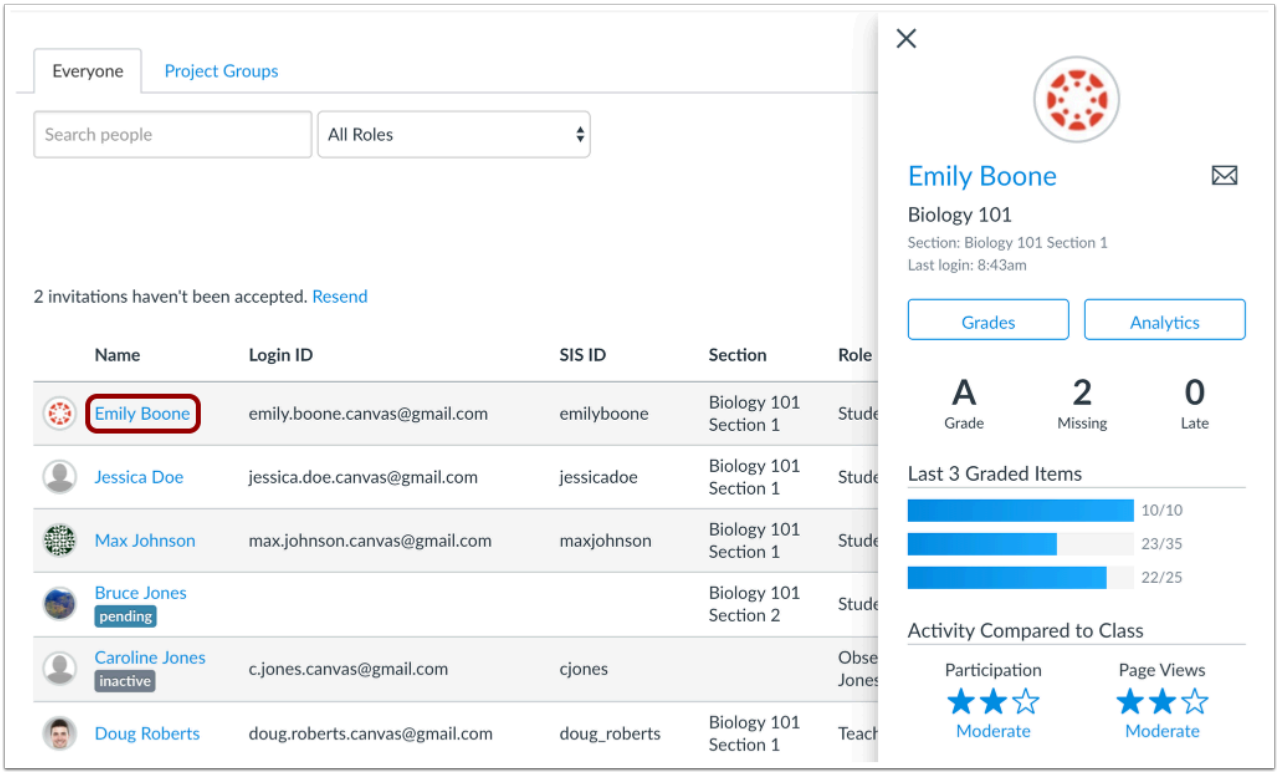


You can also view the status for pending and inactive enrollments.

Once a course is published, users receive an invitation to the course. Users who have not yet accepted the course invitation display a pending status [1]. To resend course invitations for pending users, click the **Resend** link [2] at the top of the page.

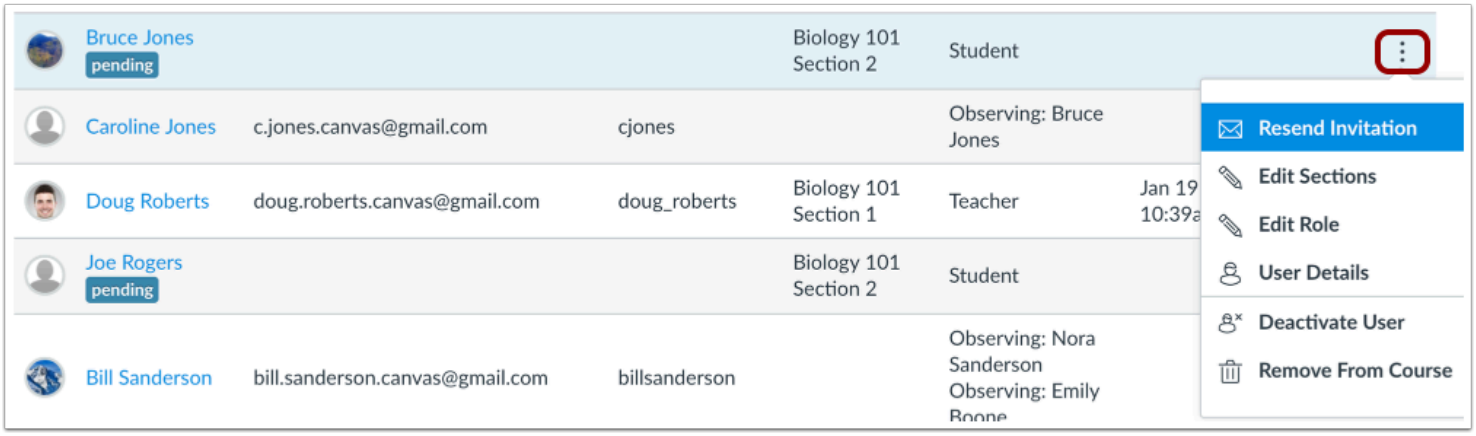
Users who are inactive in the course display an inactive status [3]. The inactive status allows you to view a user's prior activity in the course but does not allow the student to access the course.

View Context Card



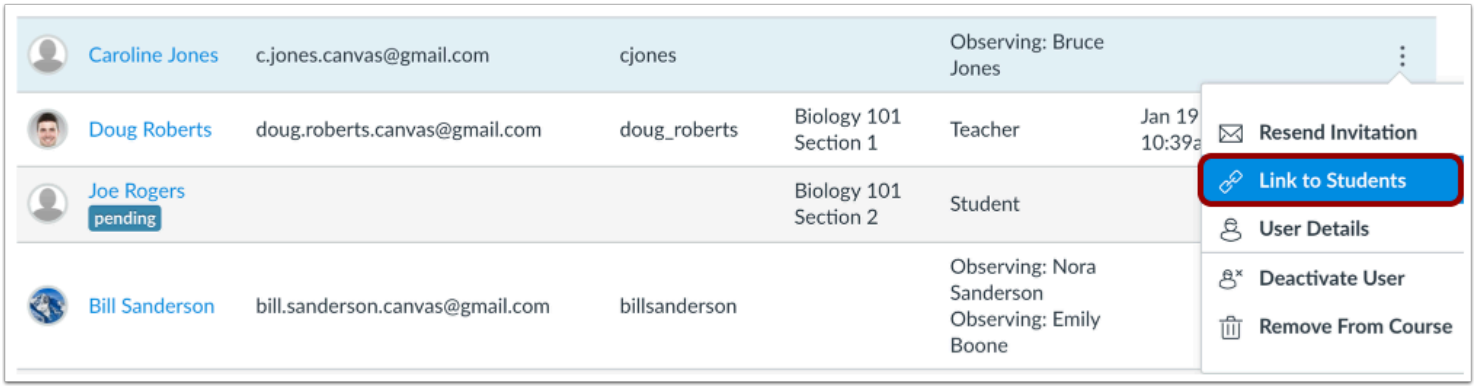
To view the context card for a student, click the student's name.

Manage Users



To manage a user in your course, click the **Options** icon. You can resend course invitations and view user details. If you have permission in your course, you may also be able to edit the user's course sections, edit the user's role, deactivate the user, or remove the user from the course.

Manage Observers



For Observer roles, you can also link an observer to a student.

How do I view a context card for a student in a course?

You can click a student's name anywhere in Canvas to view a summary of the student's progress in the course. Context cards do not apply outside a course, such as in the Conversations Inbox.

Student context cards provide insights and context about the student. Context cards are meant to be a simplified overview of a student's progress. The context is generated from grades in the Gradebook and standard page view and participation activity in course analytics. Mobile data is not included unless a user accesses Canvas directly through a mobile browser, or if a user accesses content within the mobile app that redirects to a mobile browser.

Context Card Users

Context cards only apply to users with student roles; they are not supported for user names where the user is not a student (e.g. observer, TA, or other instructor). Clicking links for non-student roles will always direct to the user's details page or profile page (if your institution has enabled the Profiles feature).

Context Card Link Locations

This lesson shows how to view a context card for a student from the People page. Other areas where student names display in courses include announcement and discussion replies, the Gradebook, and the Moderate page for moderated assignments. Current exceptions include links in groups and student links in the Course Analytics page, which link to the student's individual analytics page.

Note: If the final grade override feature is enabled, the override grade will display as the student's current grade.

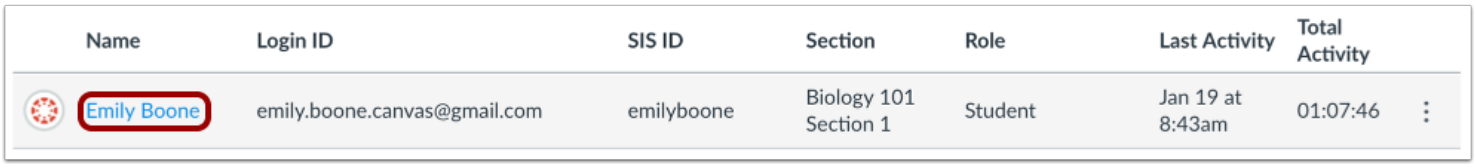
Open People

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

Locate Student

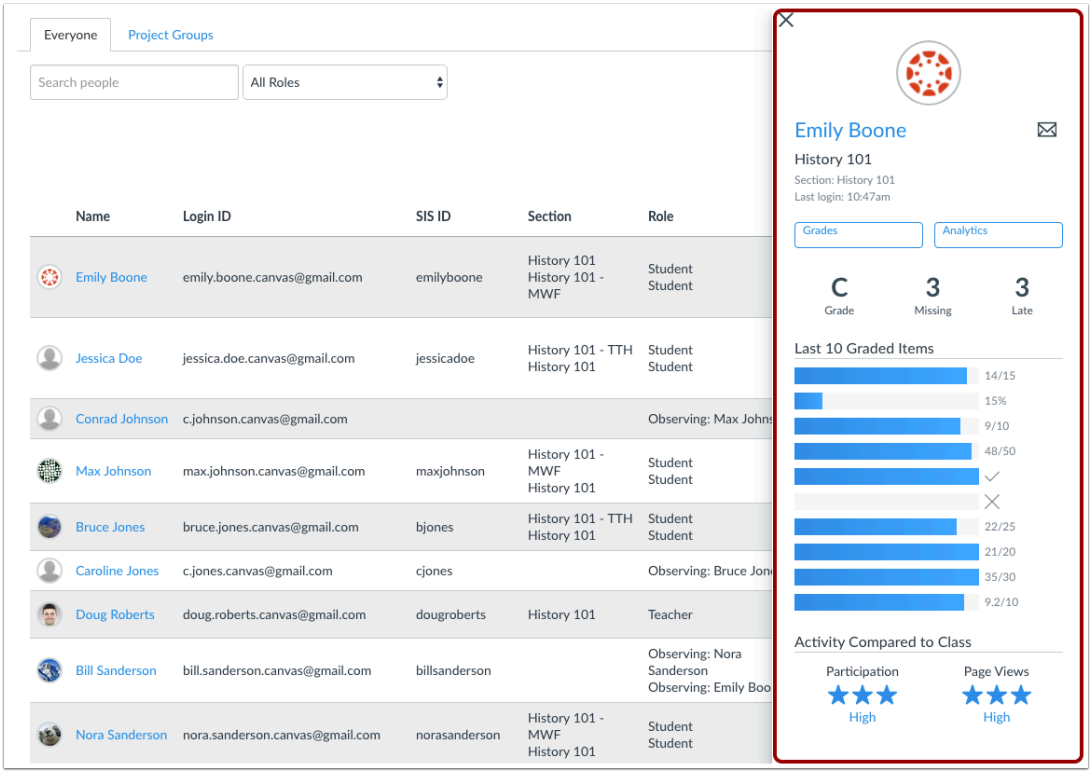
In the search field [1], search for the name of the student. You can also filter users by student role in the **Roles** drop-down menu [2].

Open Context Card



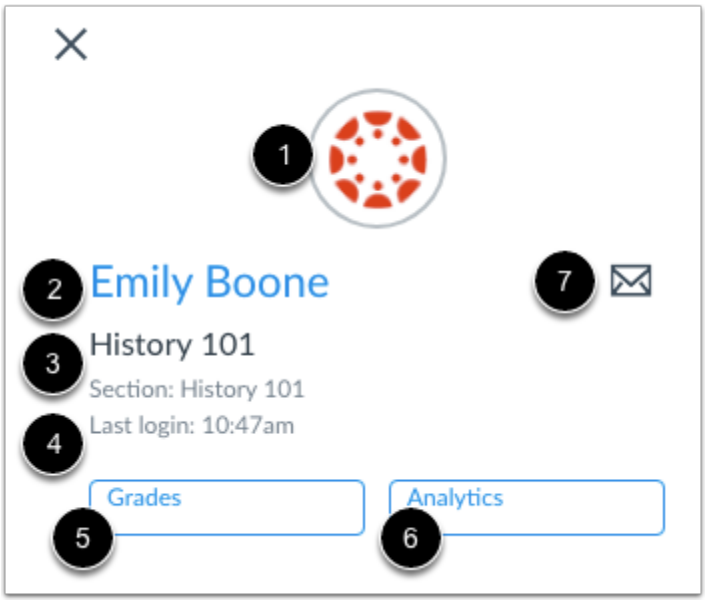
Click the name of the student.

View Context Card



The context card displays in a separate window within the page.

View Student Overview

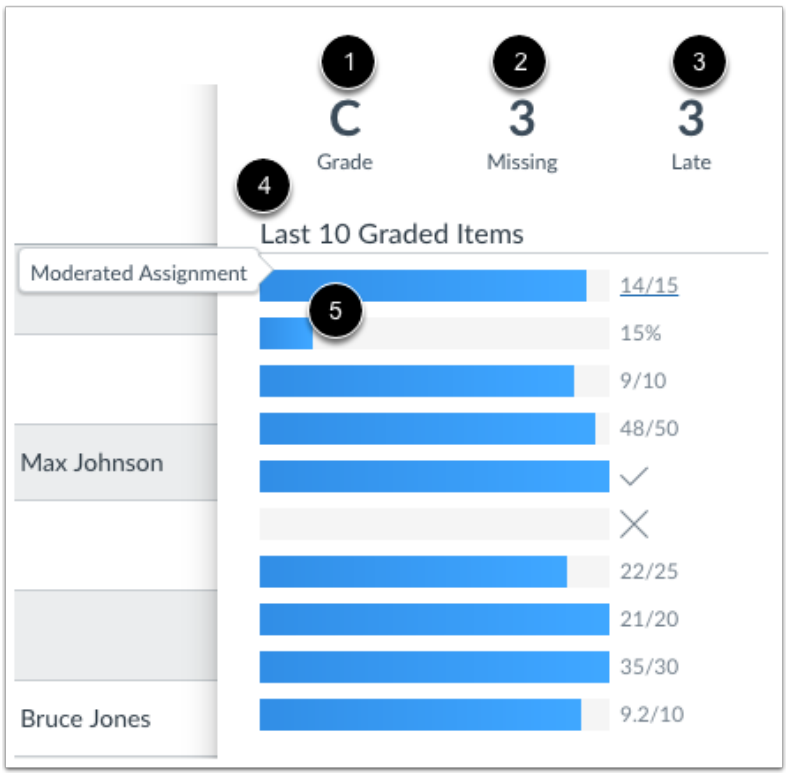


At the top of the card, you can view overview information about the student:

- **Profile picture** [1]: View the student's profile picture. A picture may not be available if the student has not added a profile picture or if your institution does not allow profile pictures. If a profile picture has not been set or is not available, the user's initials will display. You can also click the picture to access the student's user details page.
- **Student name or email** [2]: Click to access the student's user profile page. If you have the appropriate permissions, you may be able to access additional information including the student's access report, interactions report, outcomes report, and registered web services.
- **Course name and section** [3]: View the name of the course and section. The section name is only included for courses with multiple sections.
- **Last login** [4]: View the student's last Canvas login. This field does not display if the student has never logged in. If the login was on the current date, the card only displays the time. If the login was within the current week, the card displays the day of the week. Any later logins display the full date.
- **Grades button** [5]: Click to access the student's grades page.
- **Analytics button** [6]: Click to access the student's analytics page. *This button is only available to users with permission to view course analytics.*
- **Mail icon** [7]: Click to send a message directly to the student from the context card.

Users who have permission to act as other users can also view a **Act as User** link to quickly act as the student.

View Grading Overview



The grading section gives an overview of the student's course grade.

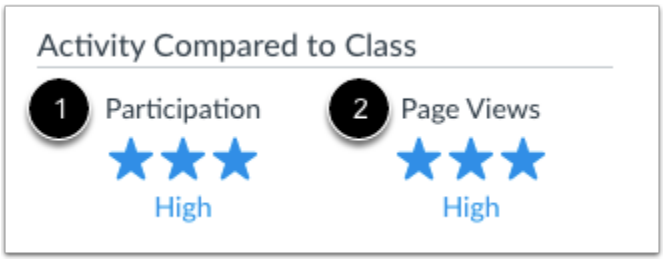
The student's **current grade** displays as shown in the Gradebook according to grading scheme [1]. Please note that currently this grade does not adjust for any muted assignments in the Gradebook.

For courses using Multiple Grading Periods, the context card only displays the grade for the current grading period. *Note that the grading period view in the Gradebook does not influence the grade display;* the student context card always displays the current grading period, regardless of whether you view a prior or future grading period.

The card also shows the number of **missing assignments** [2] and **late assignments** [3]. Missing assignments are based on course analytics data, which generates data for online submission assignments in Canvas. For submissions not submitted online, assignment calculations may not be entirely accurate as they are attempted based on the assignment's grade and when the assignment was graded. Late assignments are based on assignment due date.

In the **Last Graded Items** section [4], you can view a maximum of the student's **last 10 recently graded assignments** along with the assignment's grade, shown according to grading scheme. If the grading scheme does not fit in the window, the grades default to points. To view the name of an assignment, hover over a graded item [5]. To view submission details for the assignment, click the graded item.

View Activity Overview



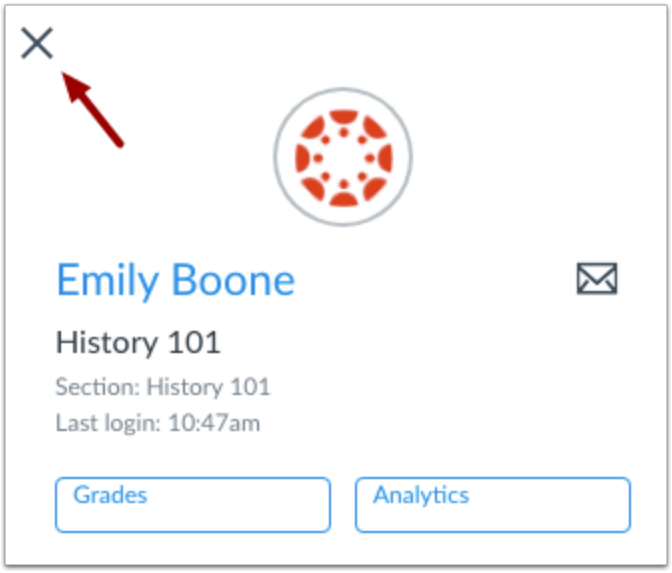
The activity section provides an overview of the student's participation compared to other students in the course. It is not meant to be an exact comparison and is based on the standard deviation of the student's participation [1] and page views [2] in the course.

The activity level is indicated by stars that represent no participation, low participation, moderate participation, and high participation. Students with no page views receive zero stars. Students whose participation falls in the lowest quartile of course activity receive one star. Students whose participation falls in the middle two quartiles receive two stars. Students whose participation falls in the top quartile receive three stars.

Participation information may help you quickly identify at-risk students in your course. For instance, a student with both high participation and high page views is probably a high-performance student who submits coursework and participates in course discussions, assignments, and other activities. A student with no participation or page views is most likely not engaged in the course and may need some assistance or participation encouragement.

Note: More accurate details about course activity can be viewed by accessing the student's analytics page or user details page, both of which may be available to you to access from the Student overview section of the context card.

Close Context Card



To close the context card, click the **Close** icon.

How do I add users to a course?

You may have already added user enrollments to your course in the Course Setup Checklist. However, you can invite users to join your course at any time if the Add People button is available in the People page.

If your institution uses SIS Imports, you do not need to add any users who are part of your institution's records for the course. They will be added to the course by your admin.

Course Invitations

When an enrollment is manually added to the course, Canvas generates a course invitation. The user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user's status will display as pending. Note that when a user receives an enrollment invitation for a custom role, the invitation displays the name of the base role.

In Canvas accounts, admins can allow Open Registration, which allows you to add users to a course even if the users do not yet have a Canvas account. The user will create an account as part of accepting the course invitation. However, if Open Registration is not enabled, you can only add users to your course who already have an account in Canvas.

If your institution is part of a trust account, searching for a user may display a search result associated with another institution. Trust accounts allow users to be added with the same credentials across multiple institutions.

Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Please note that users invited to a course in an observer role are not sent a course invitation unless they do not already have a Canvas account. Observer enrollments without a Canvas account must create an account before they can log in to the course.

User Roles

When manually adding users to a course, you can add a user into any available role, including custom roles as created by your admin. If you are not sure about what permissions are allowed for a specific role in your institution, please contact your Canvas admin.

Standard roles include Teaching Assistants (TAs), Observers, and Designers:

- TAs provide course support and have some or all of the same permissions granted to instructors.
- Observers can be linked to a student and view student progress in the course. Observers can include parents, guardians, and/or mentors.
- Designers can add other users to the course, access course content, create discussions, announcements, assignments, quizzes, and other content filled features. This role is appropriate for instructional designers, instructional coaches, or program managers who work with instructors to design their courses.

Multiple Sections

If you want to add the same person to different sections, you can enroll them in one section and then add them to additional sections later.

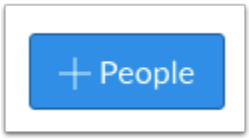
Notes:

- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot add an enrollment to the course.
- Adding users through the Add People button is a course permission. If you cannot add a user to your course, your institution has restricted this feature.

Open People

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

Add People



Click the **Add People** button.

Select User Search

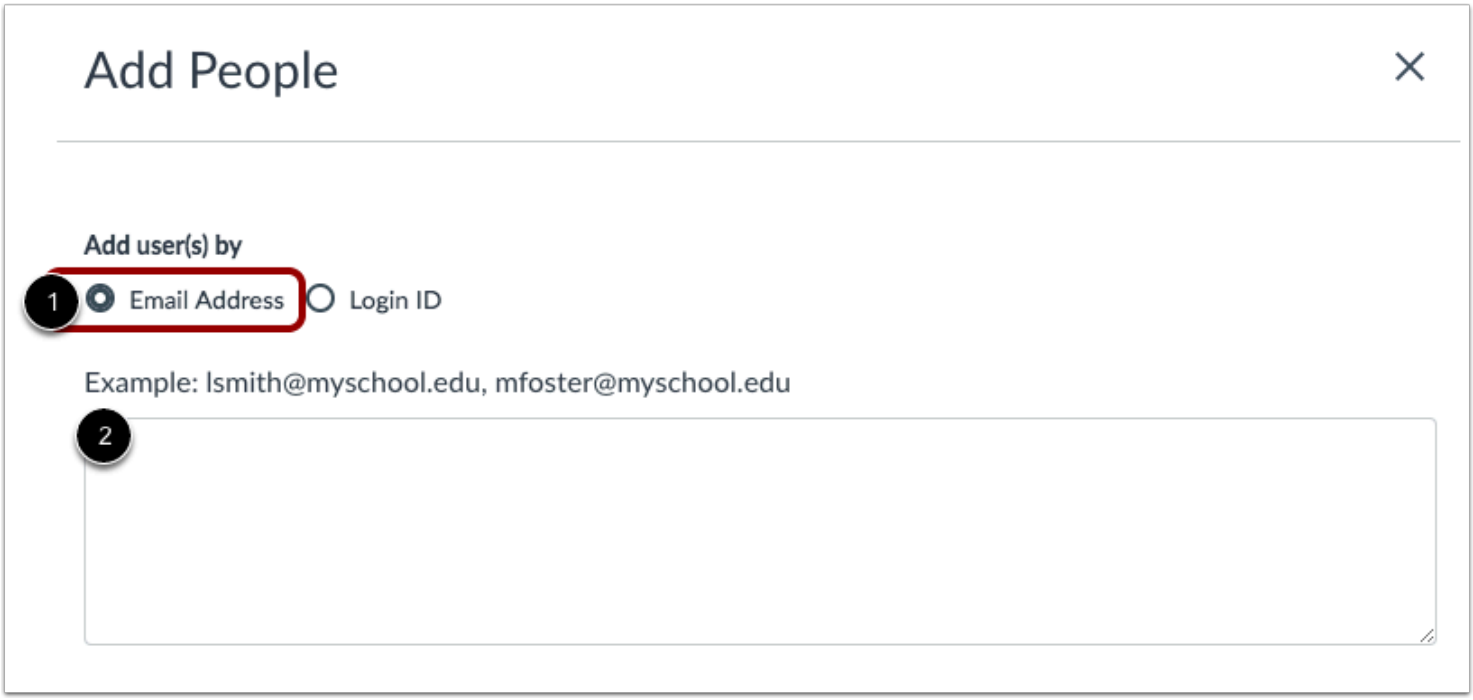
To add a user, you can search for users with up to one of three options: email address, login ID, or SIS ID.

To select a search option, click the button for your preferred search method.

Note: If you are copying and pasting user information from a spreadsheet, you do not have to filter out information that does not apply to your search option. For instance, if you copy in a line with an email address and login ID and select the login ID search option, Canvas will disregard the email address and only search for users with the entered login ID.

However, please note that currently Canvas only supports single-line entries separated by commas; multiple-line entries separated by spaces will be supported in a future release.

Search by Email



By default, the search field is set to search by email address [1]. In the text field [2], enter the email address for the user. You can copy and paste multiple users at one time, such as from a comma separated value (CSV) file, by placing a comma or line break between users.

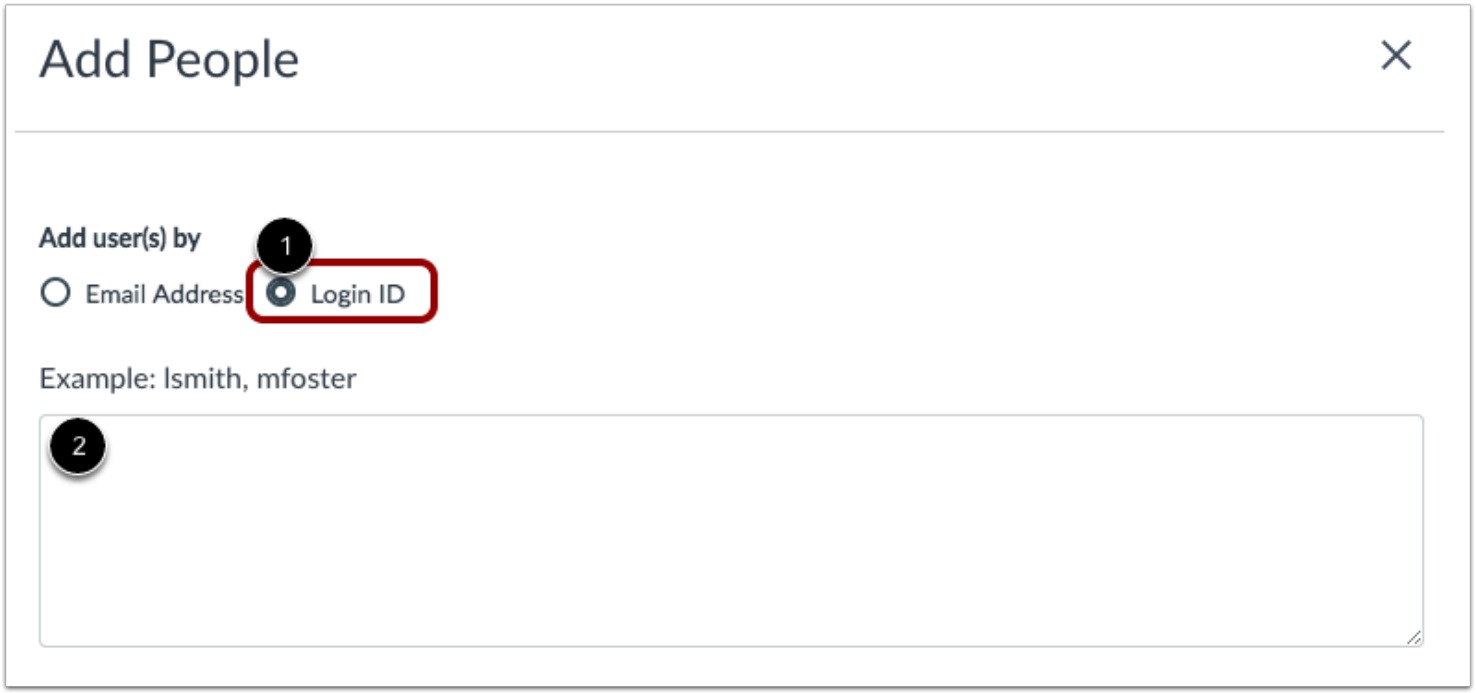
When searching by **email address**, the user's institution-assigned email address should be used whenever possible. For the majority of institutions, each user should have an email address associated with the user's account and may be the same as the user's login ID.

Instructors can add users through one of several formats, which also support user names:

- "A User" buser@example.com
- buser@example.com B User
- "User, C" cuser@example.com

Email addresses can be enclosed by less than (<) or greater than (>) symbols, although it is not required.

Search by Login ID



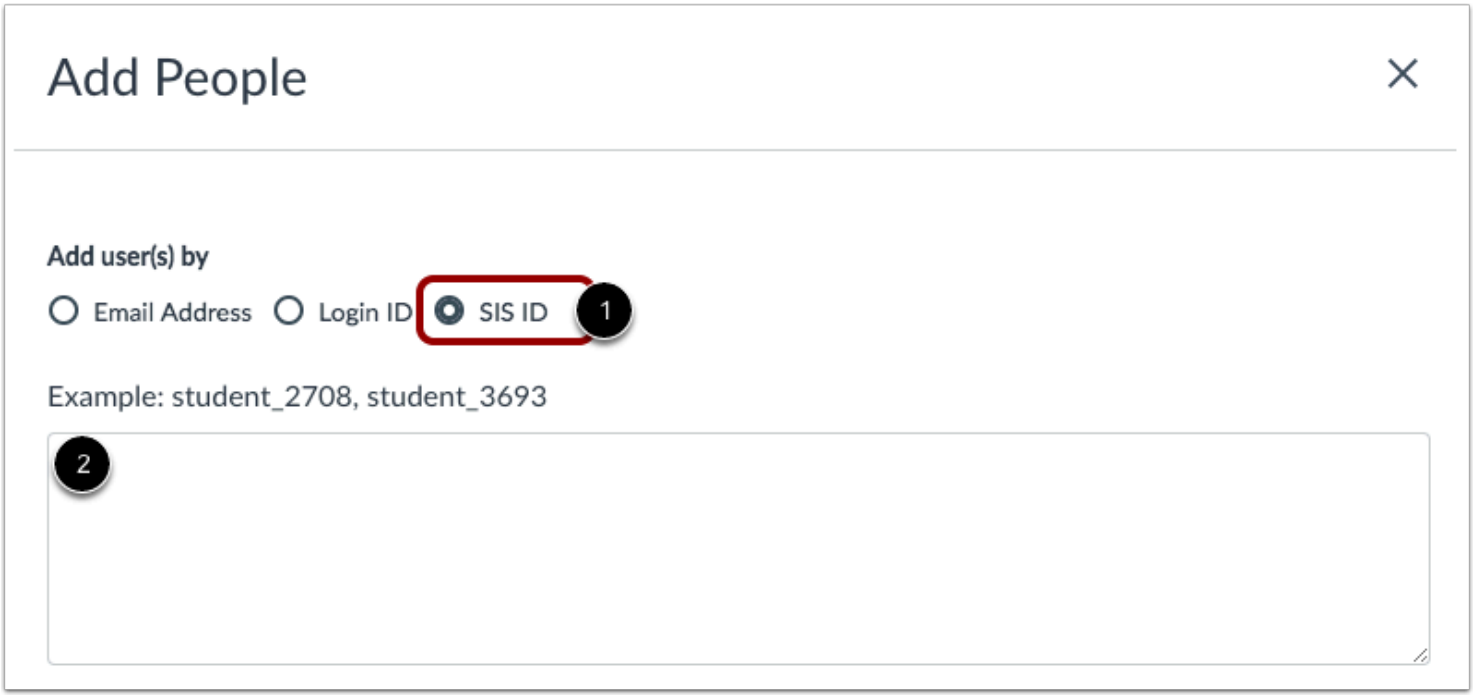
To add a user by login ID, select the **login ID** button [1].

In the text field [2], enter the login ID for the user. You can copy and paste multiple login IDs at one time by placing a comma or line break between login IDs.

When searching by **login ID**, you should use the login ID format found in the Canvas login page for your institution (e.g. username, student ID, etc.). The example format in the login ID field may differ from the format used in your institution. If you are not sure how to format users for your institution in the text field, please contact your Canvas admin.

Login IDs do not support entries that include a user's name; any entered content in the Login ID search field will be included as the search content.

Search by SIS ID



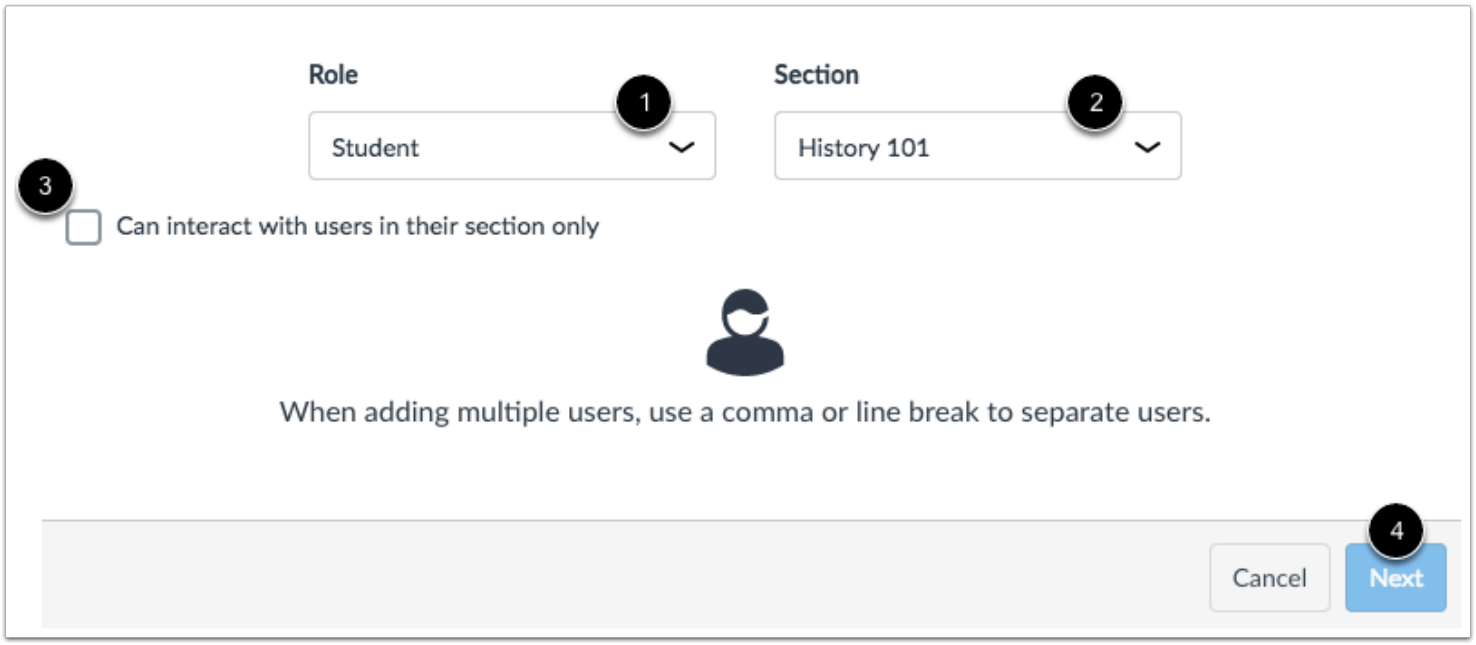
If your institution allows you to view SIS IDs in your course, you can also search for users by SIS ID.

To search for users by SIS ID, select the **SIS ID** button [1]. In the text field [2], enter the SIS ID for the user. You can copy and paste multiple SIS IDs at one time by placing a comma or line break between SIS IDs.

SIS IDs do not support entries that include a user's name; any entered content in the SIS ID search field will be included as the search content.

Note: The SIS ID button only displays for users with SIS permissions.

Select User Details



In the Role drop-down menu [1], assign the user(s) a role for the course based on available course roles.

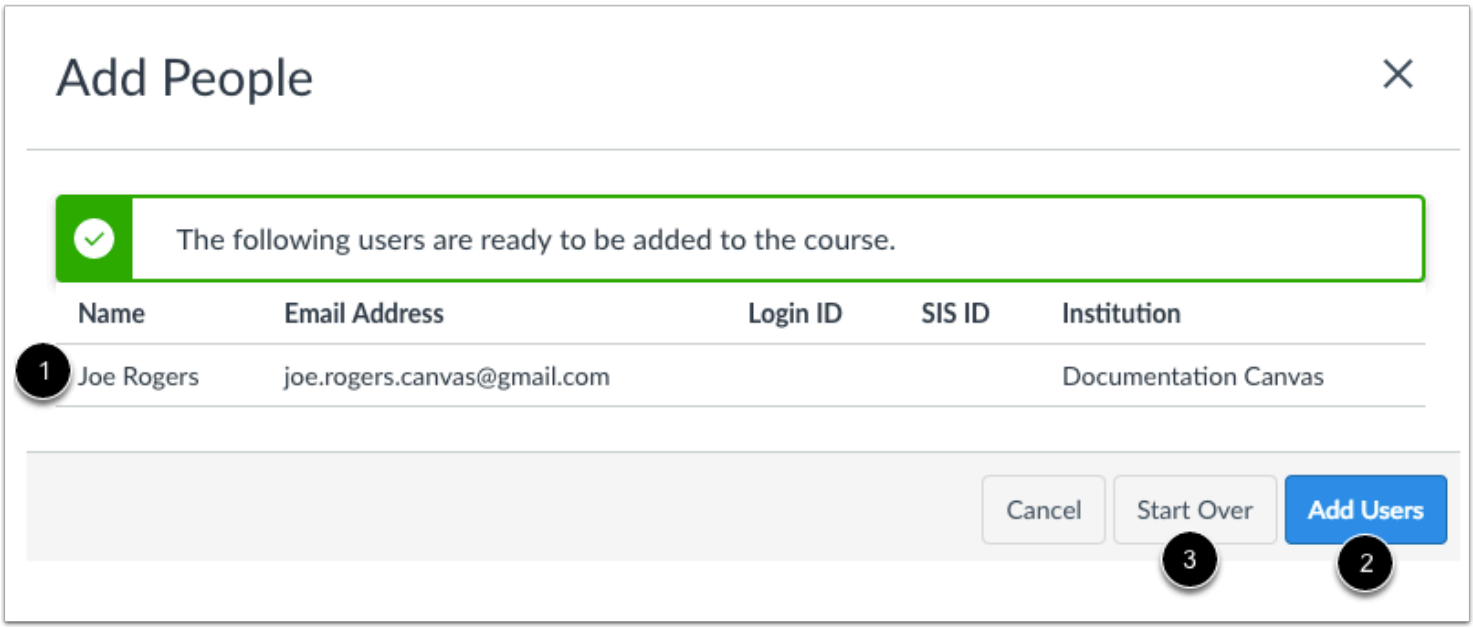
In the Section drop-down menu [2], assign the user(s) a section in the course.

If you want to limit the user(s) to only interact with other users in their section, click the **Can interact...** checkbox [3].

Click the **Next** button [4].

Note: If you are adding multiple users at the same time, all users inherit the same role and section.

Add Existing Users



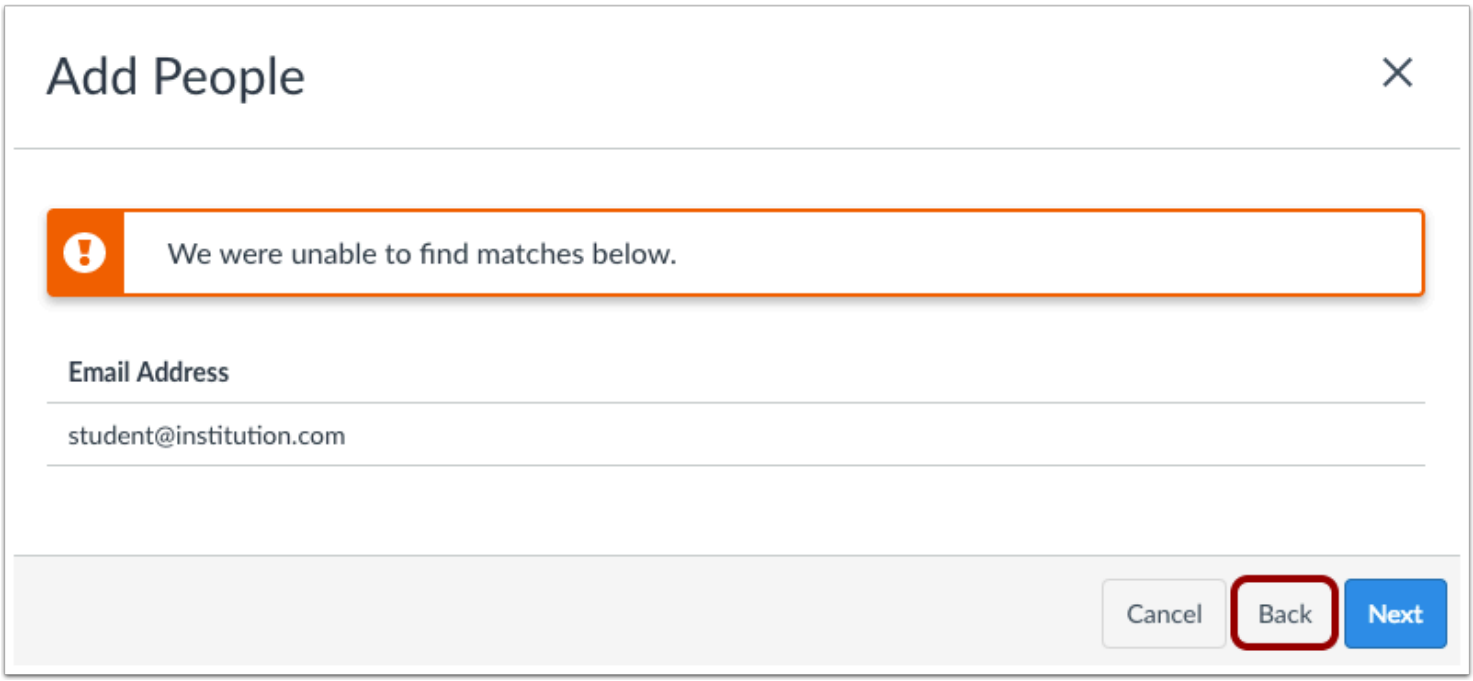
If Canvas finds an existing user, you can confirm the user before adding the user to the course [1].

The user's name displays in the page along with the user's information you used in the user search. Although Canvas may display additional search columns, existing information in a user's account will not be displayed.

When you are ready, click the **Add Users** button [2].

If Canvas did not find your intended user, you can click the **Start Over** button [3].

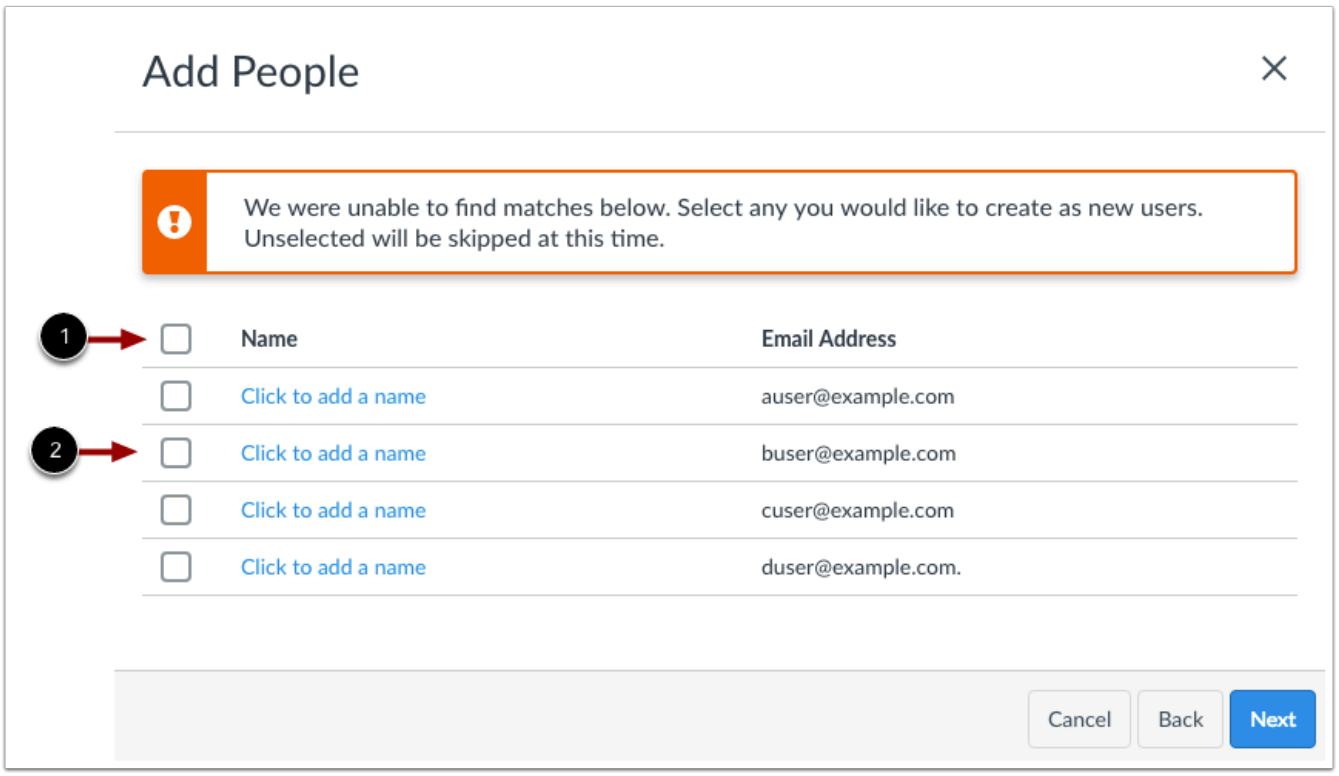
View Search Results



If Open Registration is disabled for your institution and Canvas is not able to find a match for the user(s), Canvas will notify you that a match was not found.

To try a new search, click the **Back** button.

Add New User

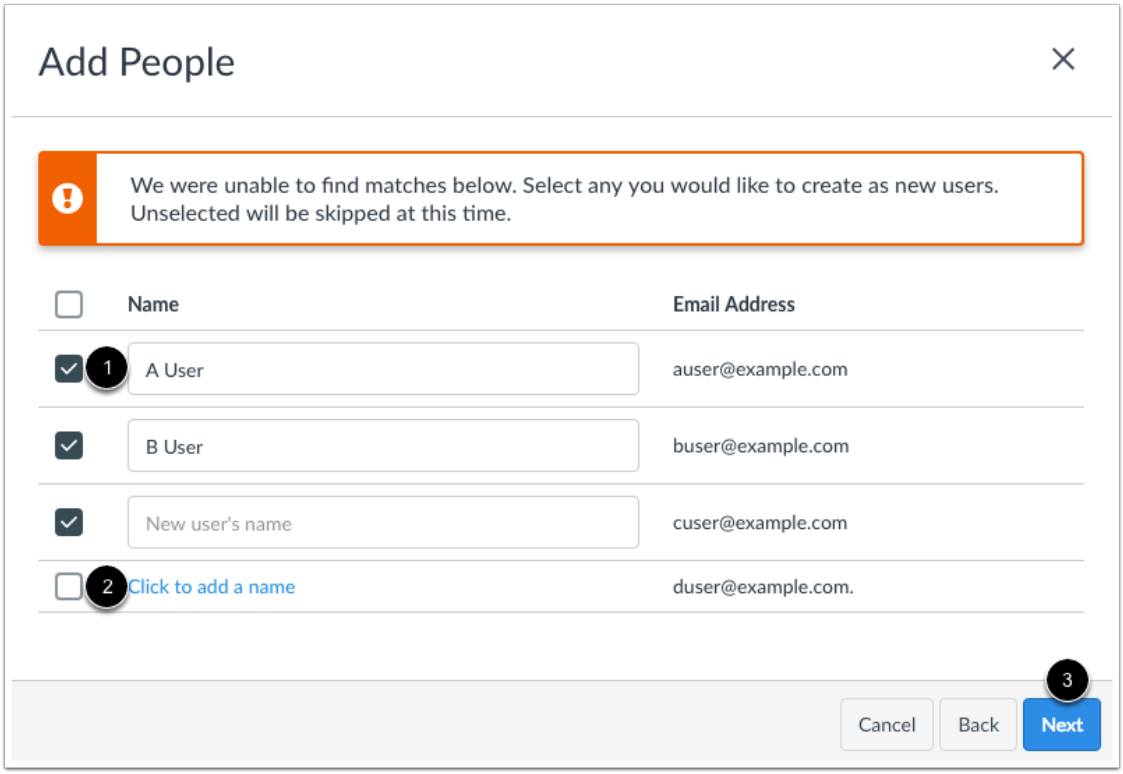


If Open Registration is enabled for your institution and Canvas is not able to find a match for the user(s), you can choose to add the user(s) to your course.

Canvas may ask you if you want to create a new user account if the user does not have a username in the course's account, the user's email address is linked to another user within the account, or the institution does not use delegated authentication.

To add all users in the search results, click the **Select All** checkbox [1]. To add an individual user, click the checkbox next to the user's name [2].

Add via Email Address

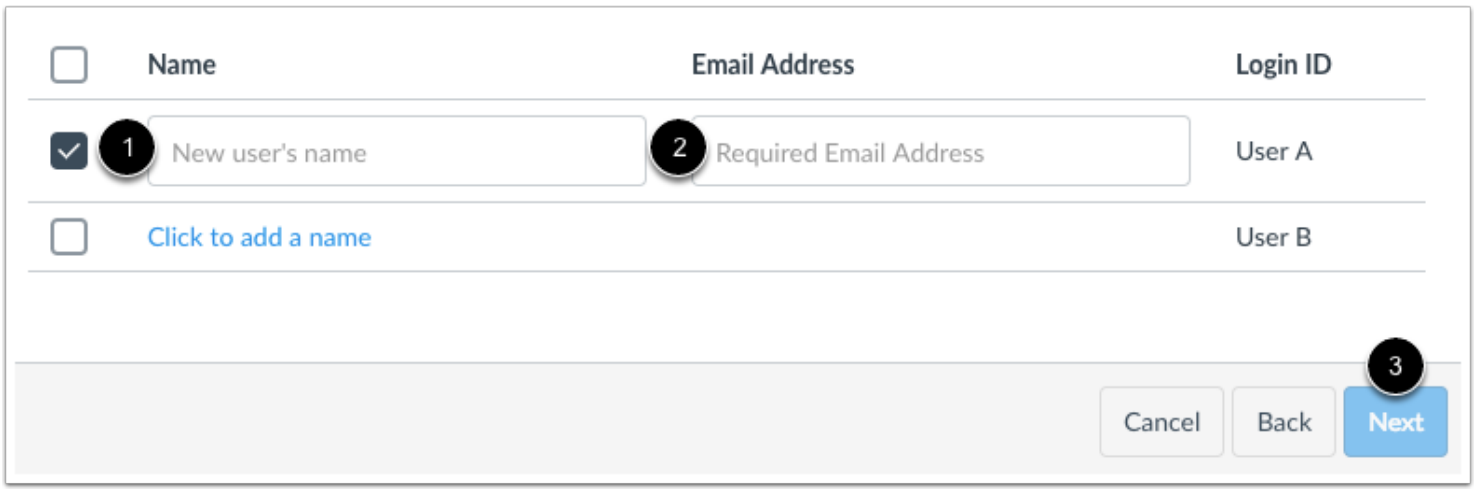


If you searched for users in a format that includes a user's name, any selected users will automatically include the users' names in the enrollment list [1]. You can make adjustments to the user name, if necessary.

If the user's name was not included, you can choose to add a name to associate with the user's email address [2]. Otherwise, Canvas will use the user's email address as the user's name.

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

Add via Login or SIS ID

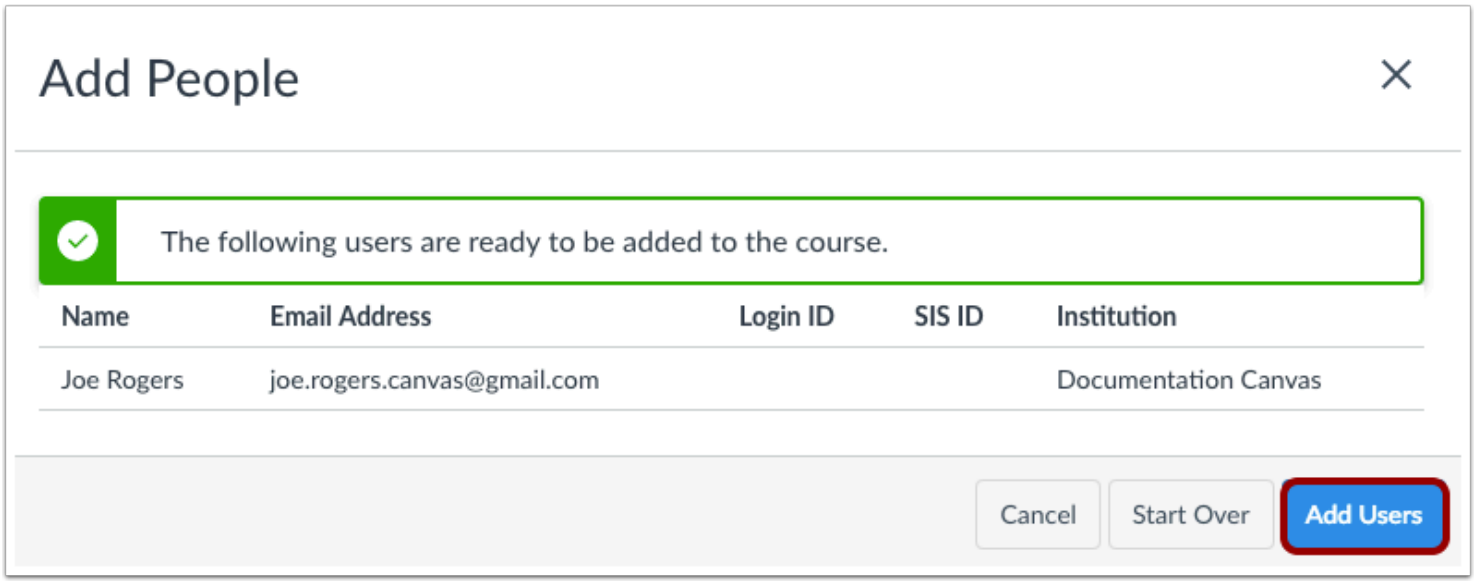


If you want to add a user via a login or SIS ID, you can choose to add a name to associate with the user [1]. You are also required to include an email address for the user [2].

If no user name is entered, Canvas will use the user's email address as the user's name.

Once you have entered an email address, you can click the **Next** button [3].

Add Users



Confirm the users you are adding to the course via your selected search method. Click the **Add Users** button.

View Pending Enrollment

Until the user accepts the course invitation, the user's status will display as pending. Note that observer invitations will only show as pending if the invited observer does not already have a Canvas account.

If you added a user without a Canvas account, the user can create an account as part of the course invitation process.

Once the user has accepted the course invitation, you can interact with the user in the course. You can also send messages to the user via Conversations.

If necessary, you may be able to edit a user's role in Canvas.

Note: It could take up to 24 hours for users to receive their invitations. Canvas will not consider the user to be enrolled—and won't recognize the user anywhere in Canvas—until the invitation has been accepted. If necessary, you can resend course invitations.

How do I limit a user to only interact with other users in the same course section?

If your course includes multiple sections, you can limit users in a section to only see users enrolled in the same section. This option is useful when several sections have been cross-listed into a single course.

You can set limitations when adding users to a course, or after students have already been added to the course.

Limiting students to interact by section only affects Collaborations, People, and Conversations. When enrolling instructors and TAs, section limitations allow those users to grade students in their same section(s).

Discussion topics and Pages are not affected by section limitations and can be viewed by any student. These feature areas could be restricted by creating content in course groups.

Note: The option to limit a user displays even if there is only one section in the course.

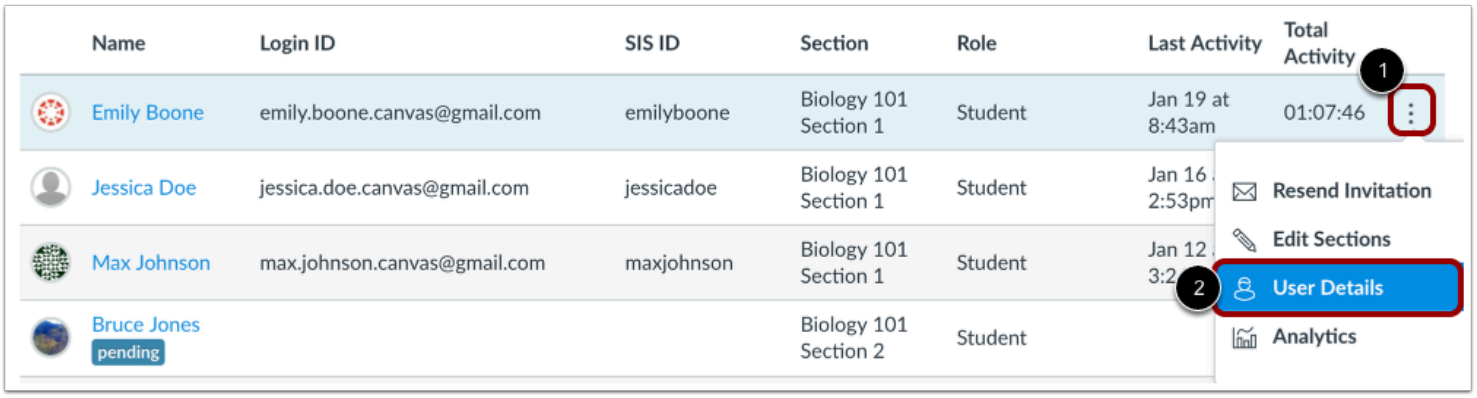
Open People

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

Locate User

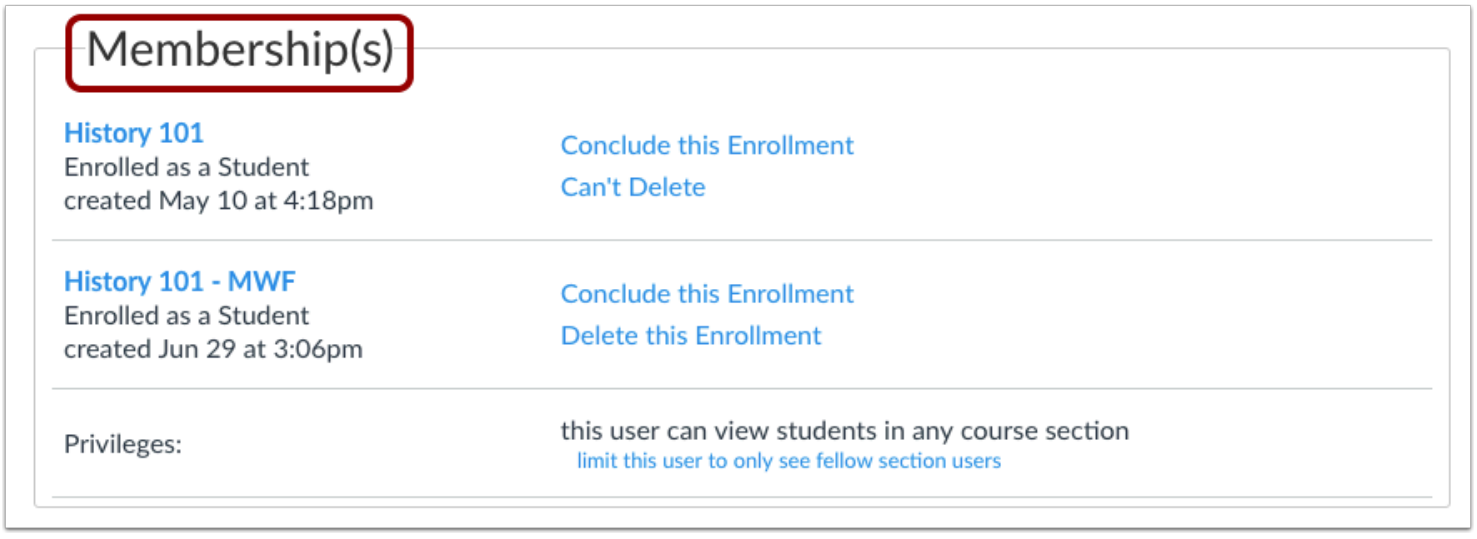
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

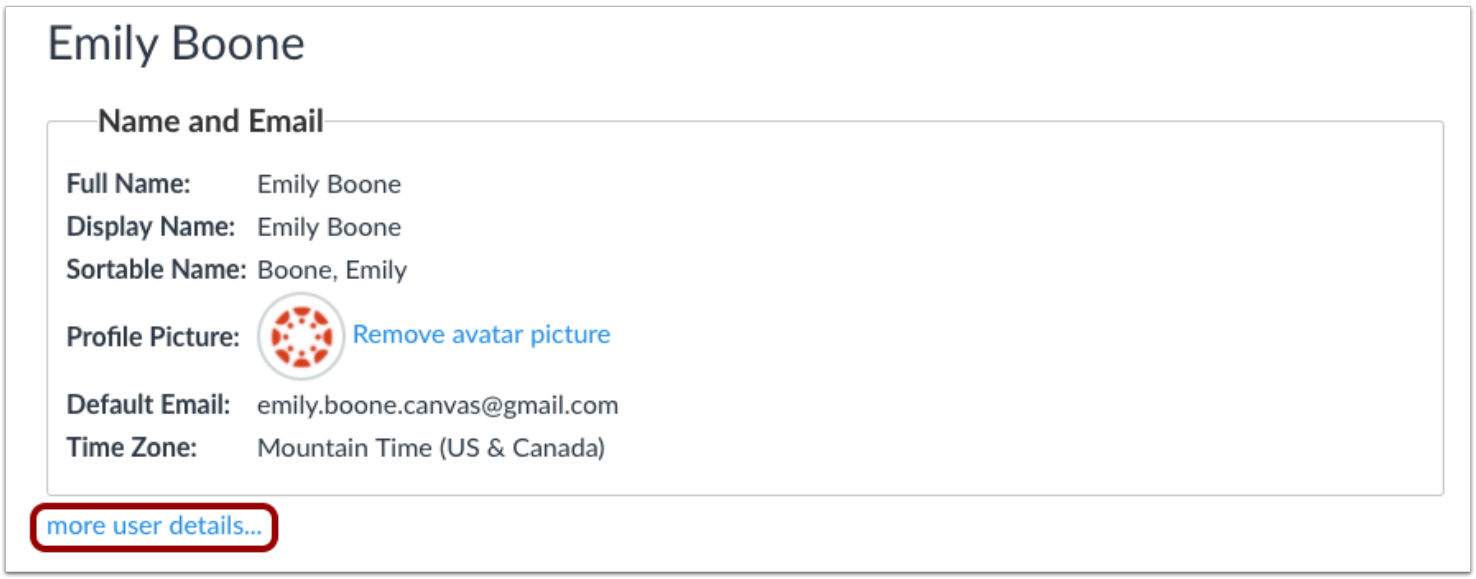
View Memberships



Locate the Membership Section in the user details page.

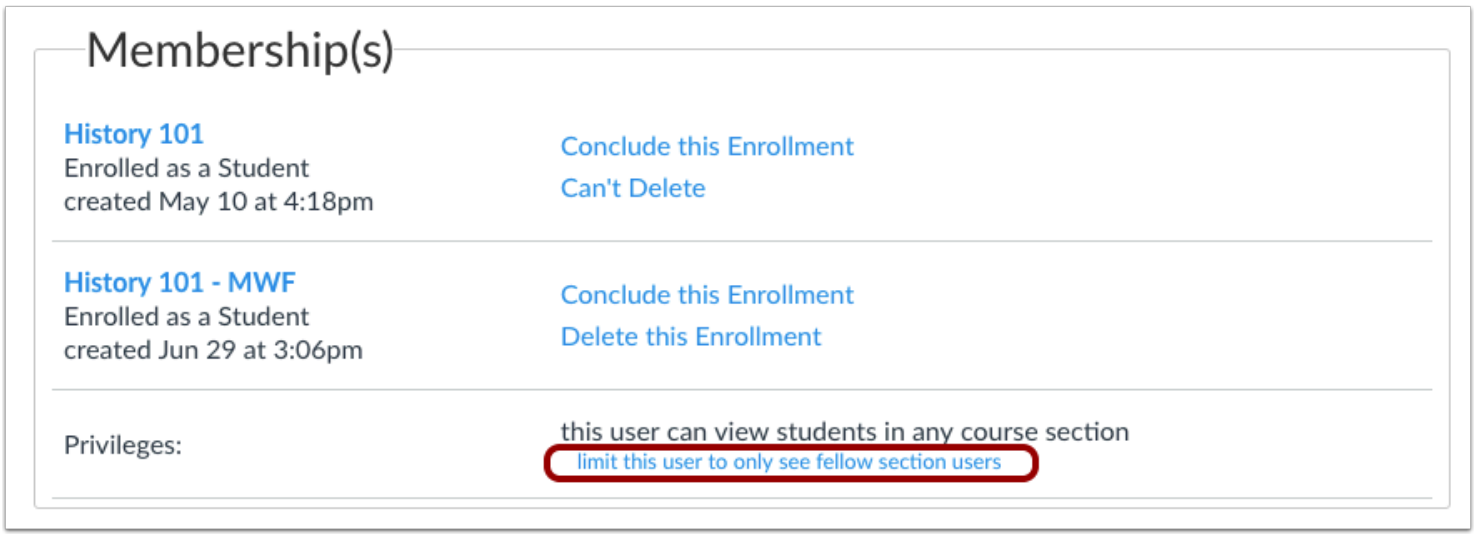
If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details



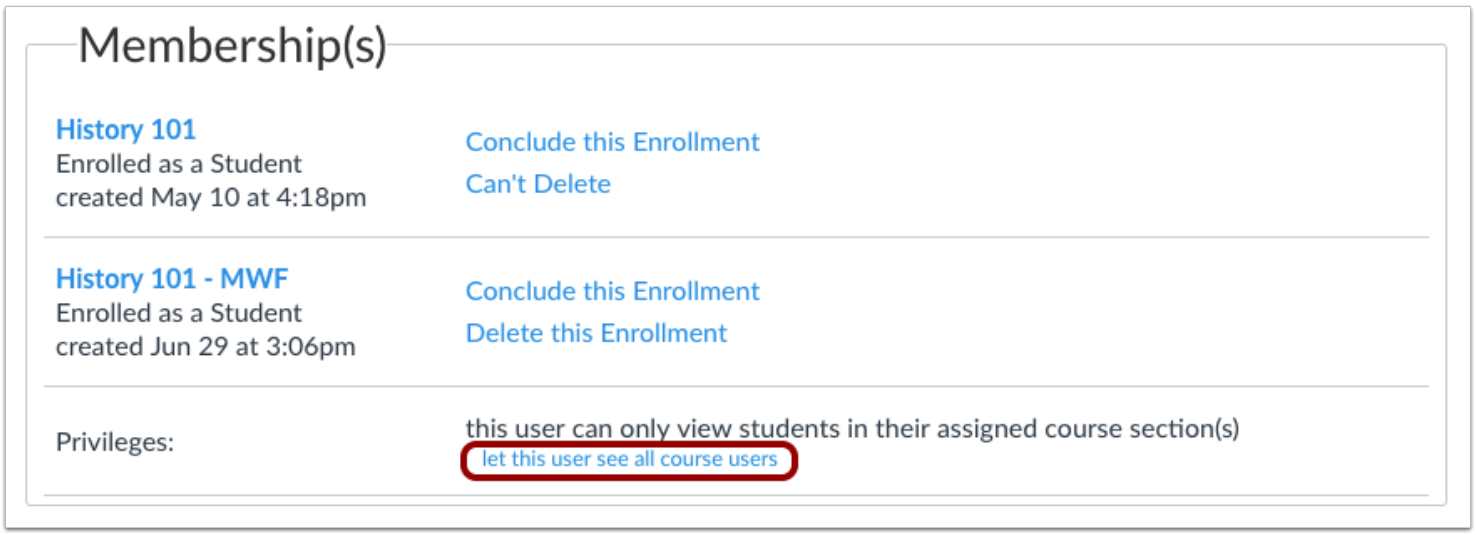
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Limit User to Section



Click the **Limit this user to only see fellow section users** link.

Let User See All Sections



Verify the user can only view students in their section.

Note: If you want to allow the student to view students in any course section again, click the **let this user see all course users** link.

How do I view user details for an enrollment in a course?

The user details page shows a user's profile picture, memberships, and recent messages, as well as other data.

Notes:

- If your user details page does not match the layout shown in this lesson, please reference the user profiles lesson, which shows how to use the user details page when Profiles are enabled for your institution.
- Viewing user details and user email addresses are course permissions. Depending on your permissions, you may not be able to view all available information in a user's details page.

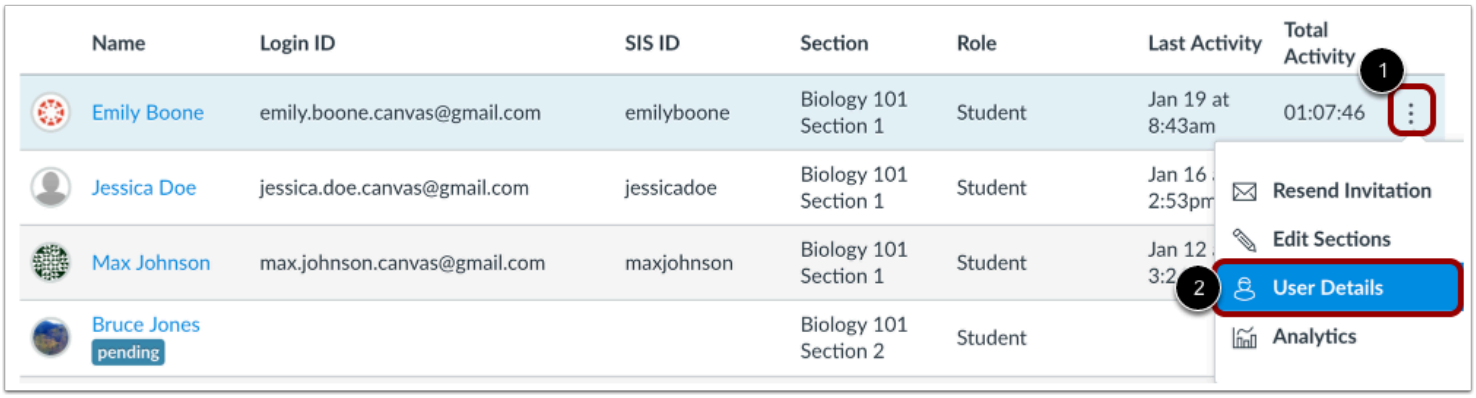
Open People

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

Locate User

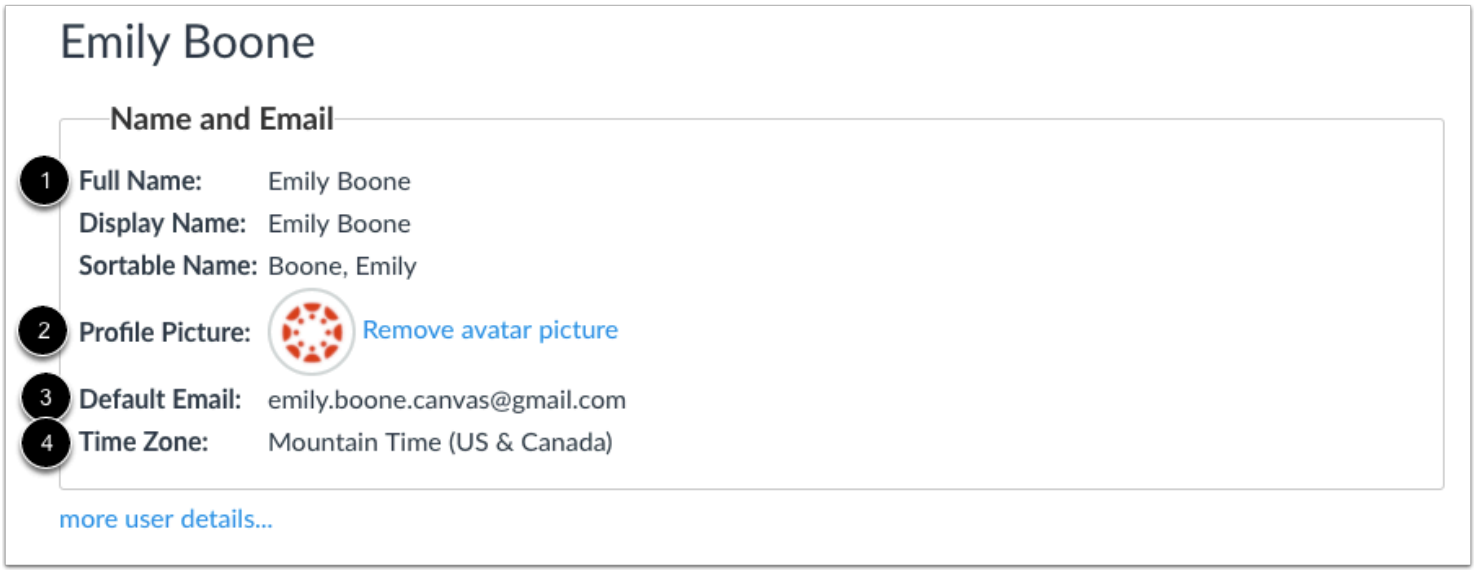
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

View Name and Email



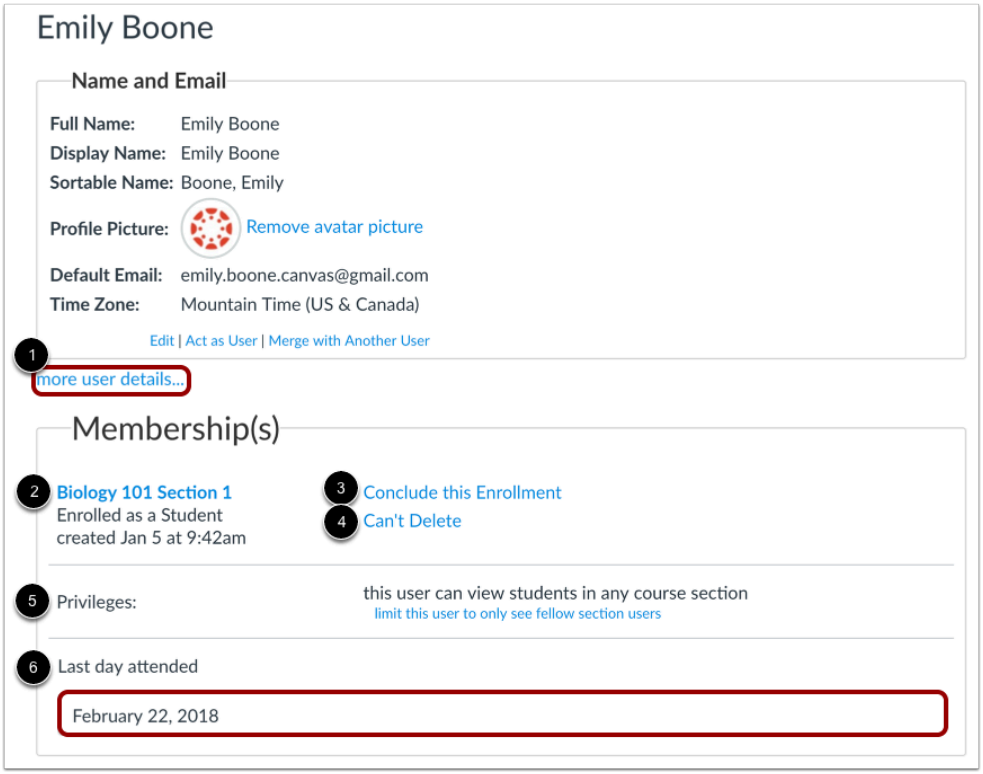
The User Details page displays details about the user.

In the user's Name and Email section, you can view the user's name [1], profile picture (if enabled by your institution) [2], default email [3], and time zone [4].

If the user has an inappropriate profile picture, you can remove it by clicking the **Remove avatar picture** link.

Note: Viewing user email addresses is a course permission. Depending on your permissions, you may not be able to view a user's email address.

View Additional Details

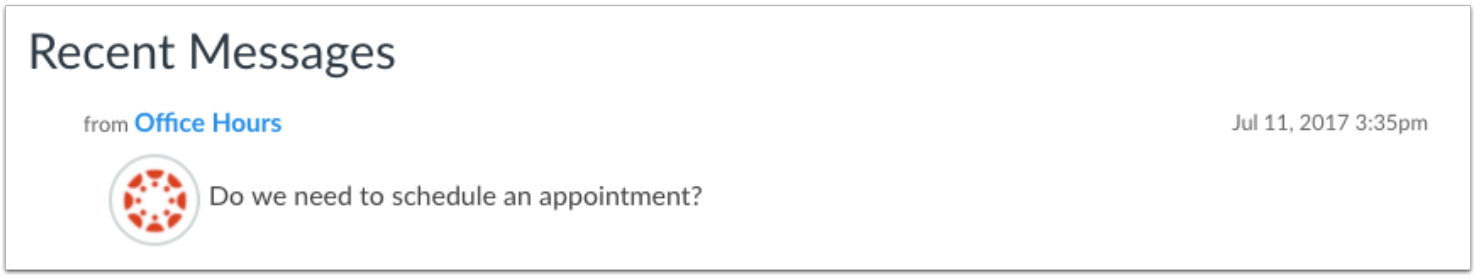


To view membership details about the user, click the **more user details** link [1].

You can view the user's course enrollment and user role [2]. If the user is assigne a custom role, currently only the base role is displayed. Depending on your course permissions, you may also be able to conclude the enrollment [3] and delete the enrollment [4].

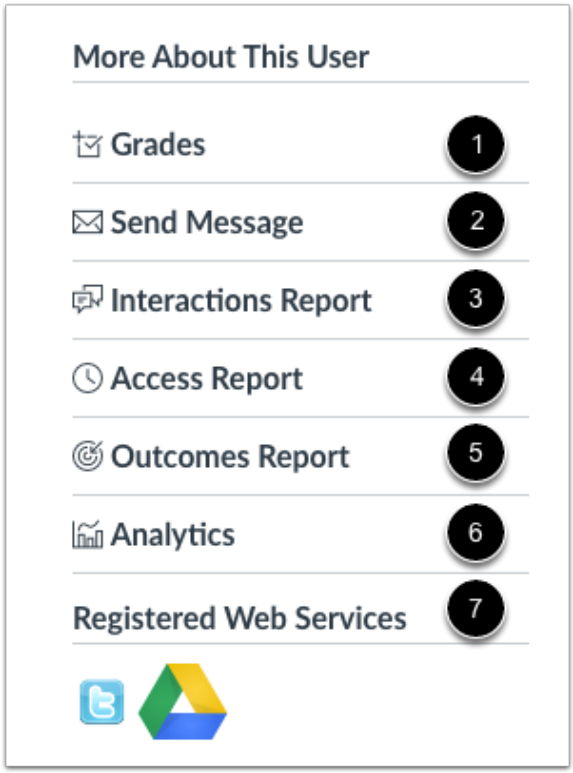
You can also view and manage user course section limitations [5] and the Last Day Attended field [6].

View Recent Messages



The Recent Messages section shows the user's recent activity in announcements and discussions, if any.

View Sidebar



If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]
- Send a message using Conversations [2]
- View your interactions with the student using Canvas [3]

- View the student's access report [4]
- View the Outcomes associated with the student [5]
- View student analytics [6]
- View any external services linked to the student's account [7]

How do I record the last day a user attended a course?

You can record the day a student last attended a course. The last attended date is recorded in the user details page. Dates must be entered for each student individually.

Notes:

- If your institution is using Profiles, this feature is not currently supported.
- The last attended date cannot be removed, but it can be modified if necessary. If the date is deleted, it will automatically revert back to the last entered date.

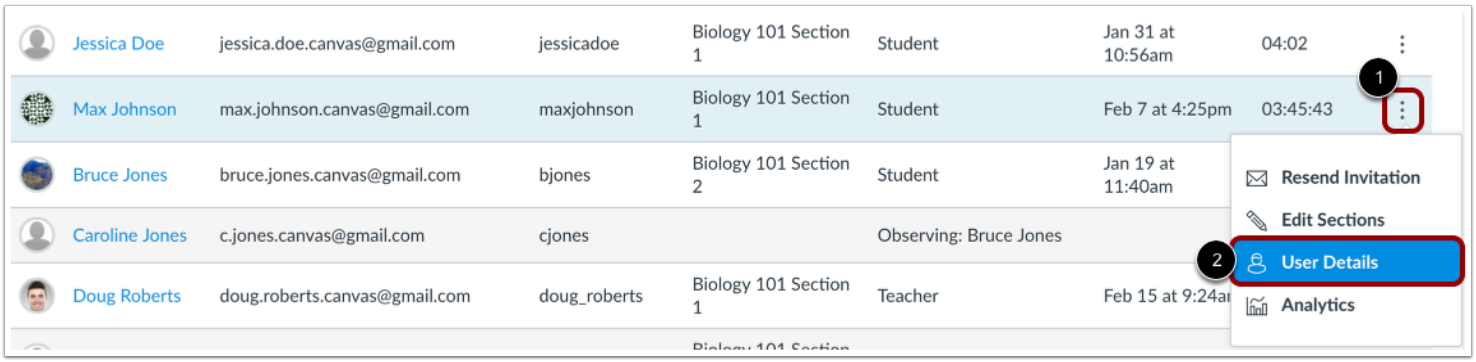
Open People

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

Locate User

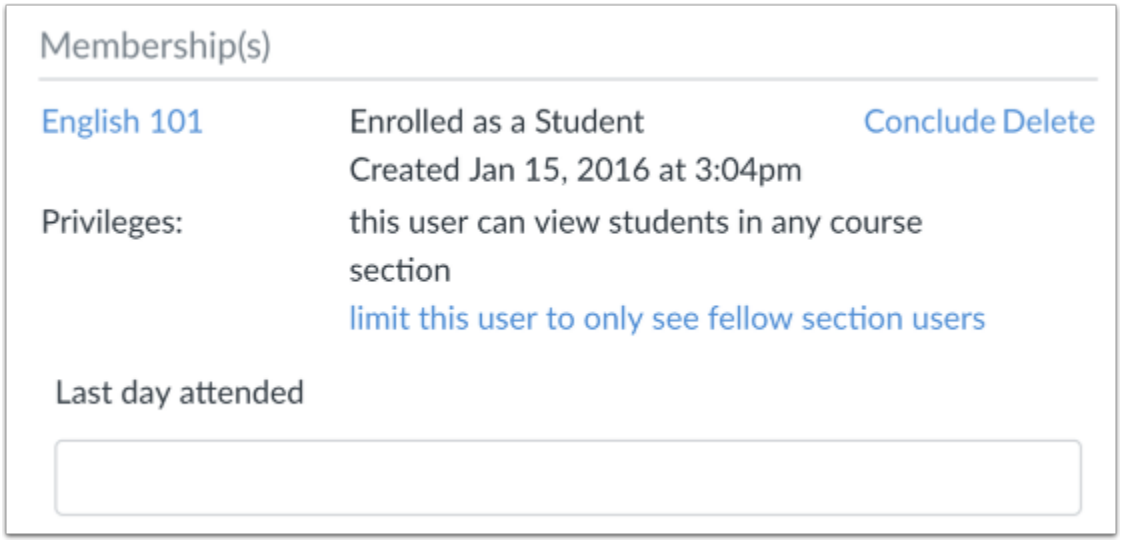
In the search field [1], enter the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

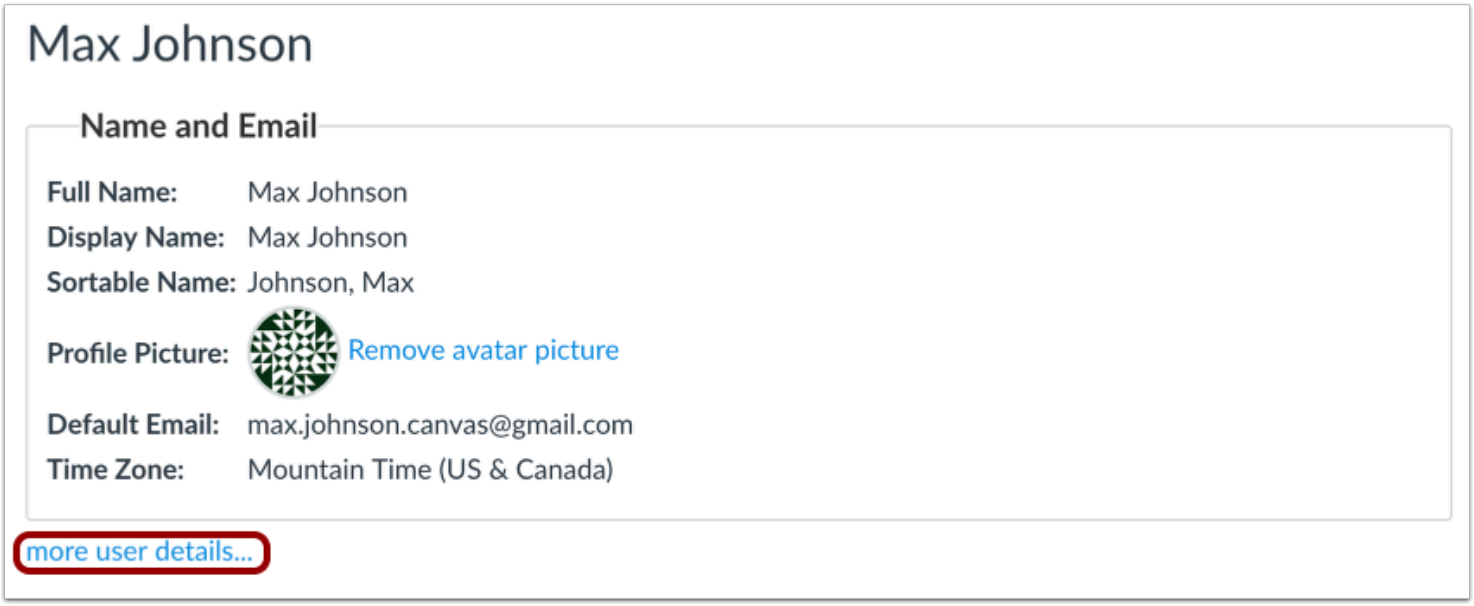
View Memberships



Locate the Membership Section in the user details page.

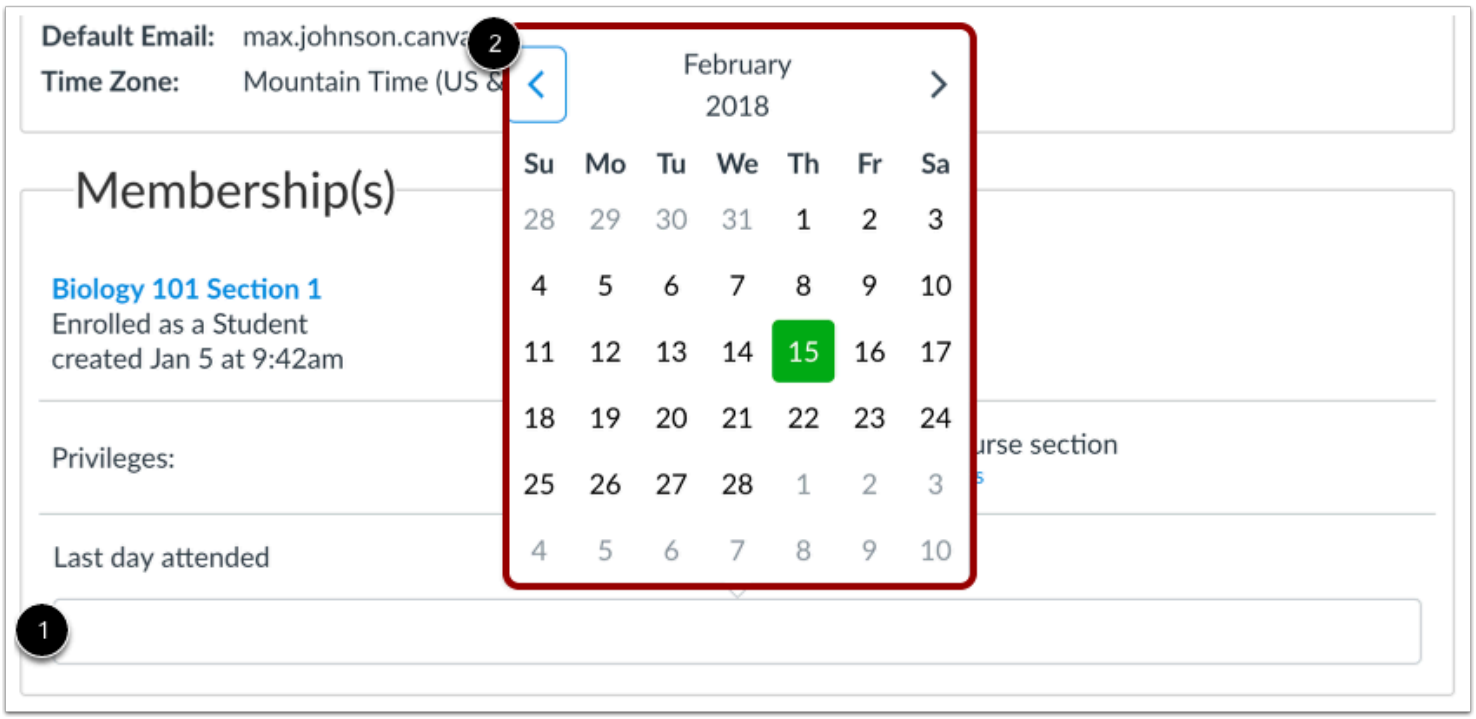
If your institution has enabled Profiles, the Membership Section displays directly in the page.

View More User Details



If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

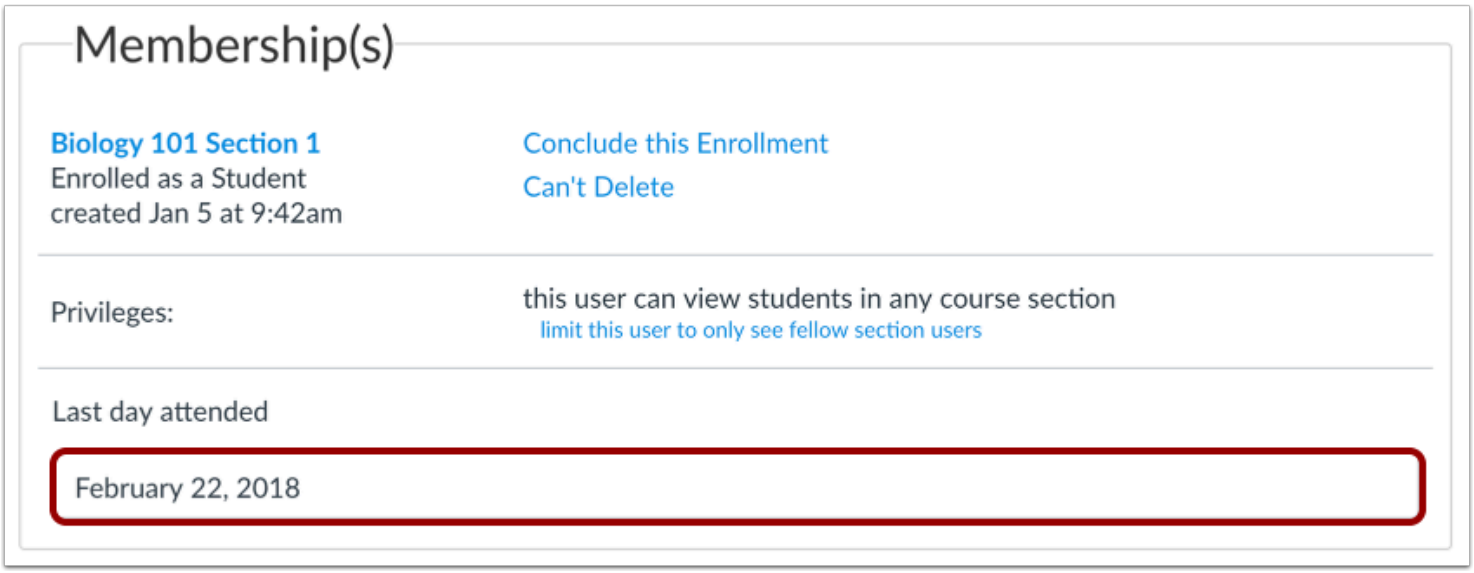
Enter Last Date Attended



Click the Last Day Attended field [1] and click the last day the student attended in the calendar [2].

You can also type a date directly in the text field.

View Last Date Attended



View the last attended date in the text field.

How do I view a user's profile in a course as an instructor?

If your institution has enabled the Profiles feature for your institution, Profiles allows you to view a user's name, preferred contact methods, and any custom URLs added to the user's account. Users can edit their profile from the User Navigation Menu.

Notes:

- If your user details page does not match the layout shown in this lesson, Profiles has not been enabled for your institution. Please reference the user details page lesson.
- Viewing user details in a user's profile is a course permission. Depending on your permissions, you may not be able to view all available information in the user's profile page.
- Messaging a user through the User Details page is not currently supported.

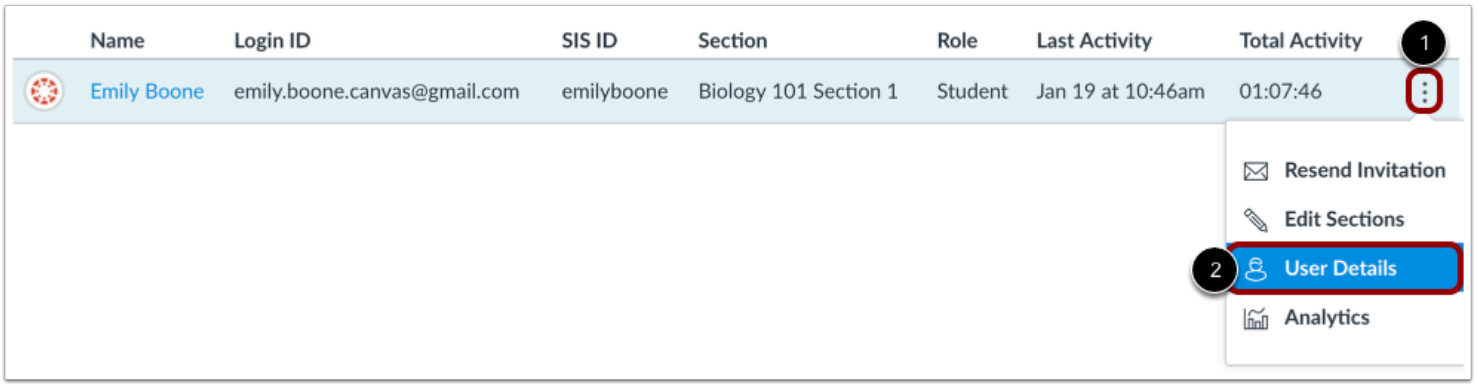
Open People

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

Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details

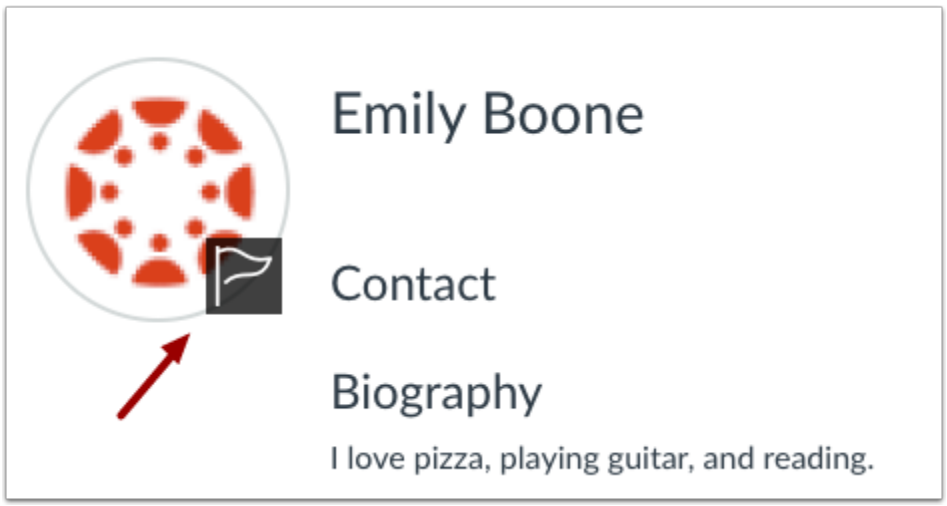


Click the user's **Options** icon [1], then select the **User Details** link [2].

View Name and Bio

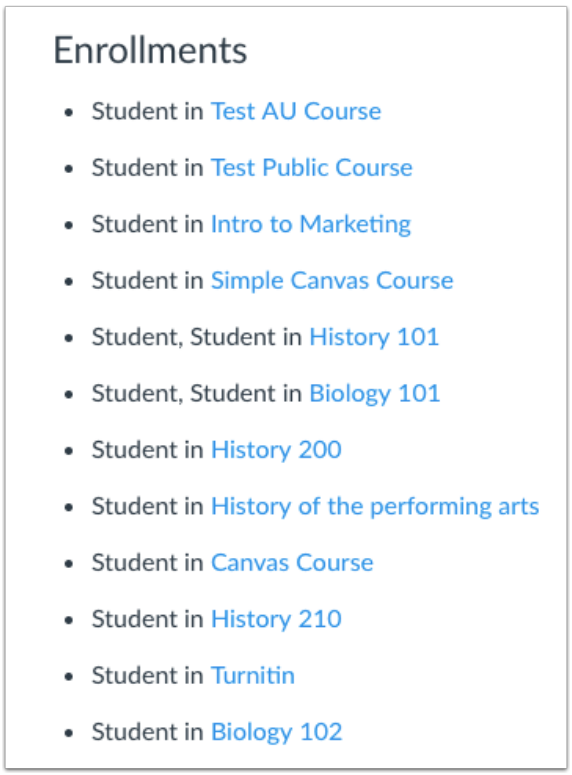
In the user's profile, you can view the user's name and profile picture (if enabled by your institution). If the user allows, you may also be able to view contact information and a biography.

Report Profile Picture



If the user has an inappropriate profile picture, you can report the image to your Canvas admin by hovering over the picture and clicking the **Flag** icon.

View Enrollments

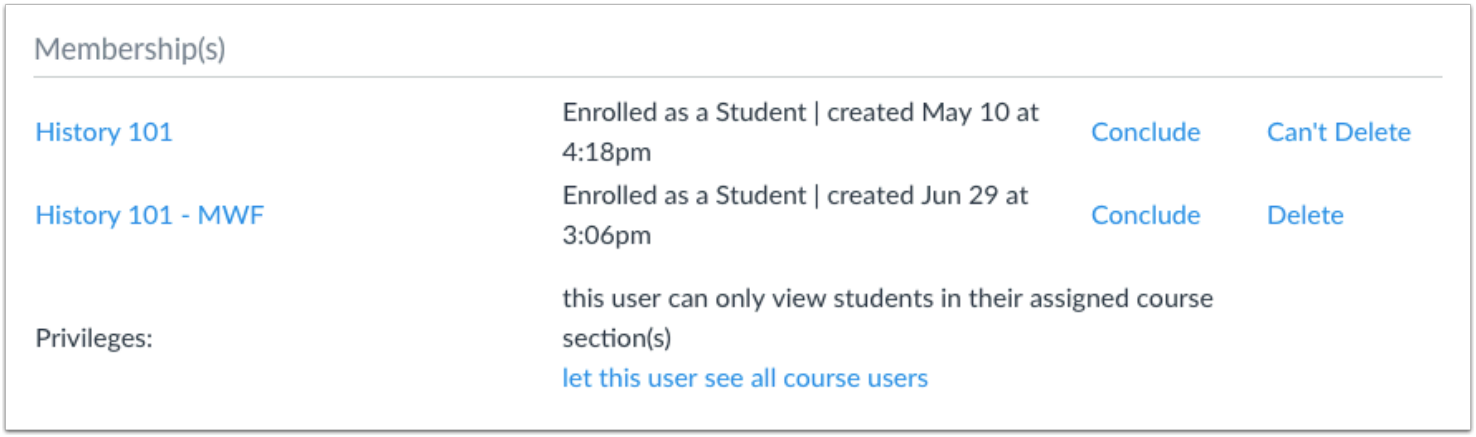


In the Enrollments section, you can view all the active course and group enrollments for the student in any courses and groups where you are the instructor.

View Links

In the Links section, you can add any links added to the user's profile.

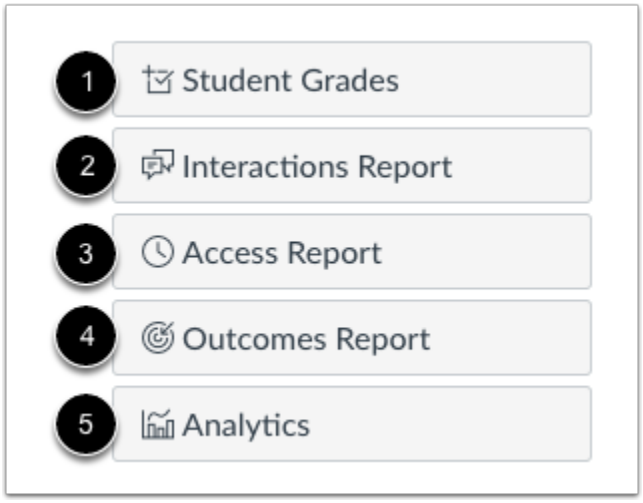
View Memberships



The Memberships section [2] shows the user's course enrollment and user role, as well as any course privileges.

Note: If the user was assigned a custom role, currently only the base role is displayed.

View Sidebar



If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]
- View your interactions with the student using Canvas [2]
- View the student's access report [3]
- View the Outcomes associated with the student [4]

- View student analytics [5]

How do I edit user roles in a course?

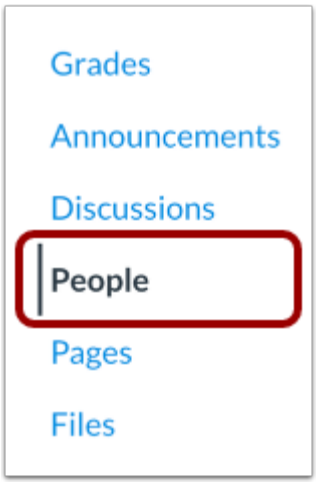
Once users have been added to your course, you may be able to edit the enrollment type for a user in the course through the People page. This feature allows you to make modifications to course enrollment types without having to delete the existing enrollment. Role edits do not require the user to accept a new course invitation.

If a user was added to the course with multiple roles, selecting a new role overwrites all the user's current enrollments with the new edited role. If a user is enrolled in multiple sections, the edited role applies to all sections.

Notes:

- If an observer is linked to a student, you cannot edit an observer role. Learn how to manage linked students.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot edit an enrollment in the course. Additionally, editing a user role is a course permission. If you cannot edit user roles in your course, your institution has restricted this feature.

Open People

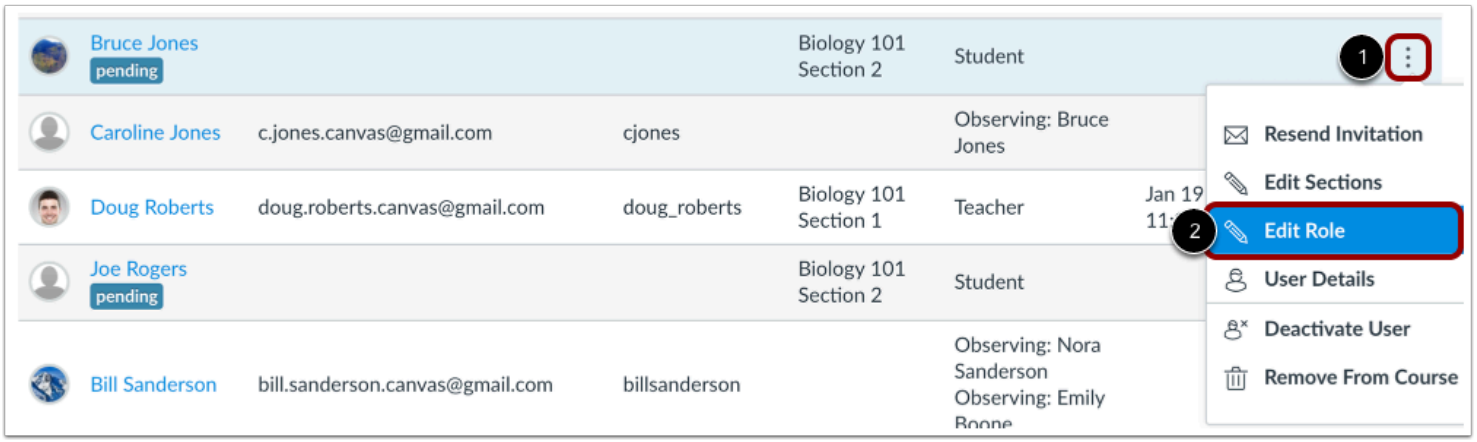


In Course Navigation, click the **People** link.

Locate User

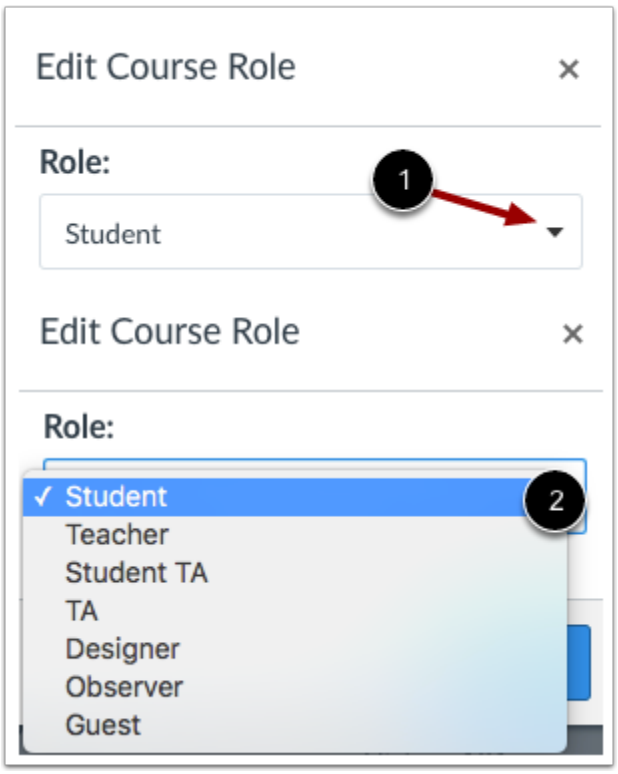
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Edit Role



Click the user's **Options** icon [1], then select the **Edit Role** link [2].

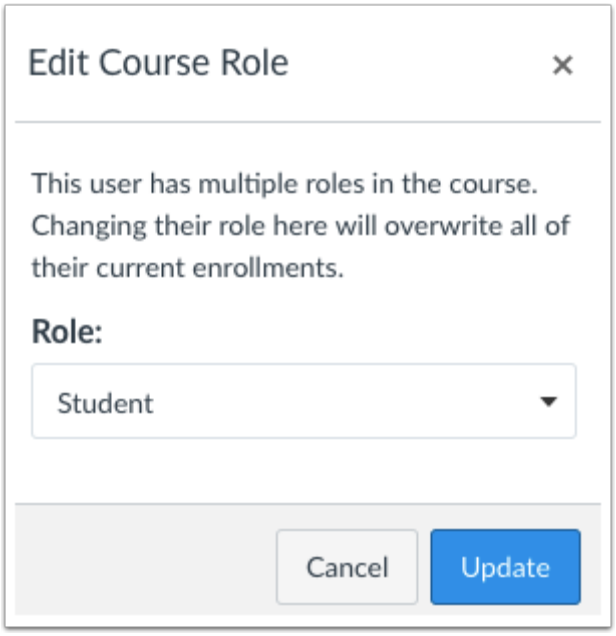
Edit Course Role



Click the **Role** drop-down menu [1], then select the new role for the user [2].

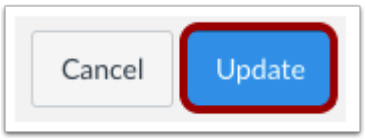
Note: Depending on your user permissions, you may not be able to select from all user roles in your course.

Edit Multiple Roles



If a user has multiple roles in the course, selecting a new role overwrites all the user's current enrollments.

Update Role



Click the **Update** button.

How do I edit sections for an enrollment in a course?

Once users have been added to your course, you may be able to edit their course section from the People page. This feature allows you to make modifications to course sections without having to delete the section enrollment.

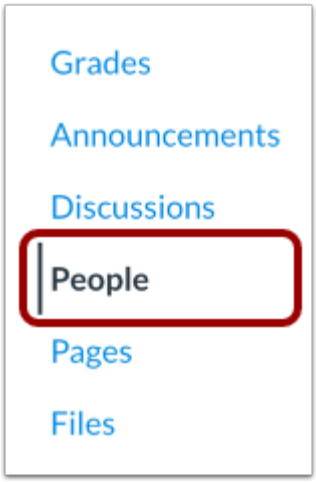
If a user has not already accepted the course enrollment, editing the course section still requires the user to accept the course invitation. However, if a user has already accepted the initial course enrollment, editing a section does not require the user to accept a new course invitation.

If a user was added to multiple sections in the course with the same user role, adding a section or editing a current section retains the user role given with the course enrollment. However, if the user has multiple user roles, a section edit is associated with the last user role given to the user. Learn how to edit user roles.

Notes:

- Adding users to a section is a course permission. If you cannot add users to your course, your institution has restricted this feature.
- Sections may be added by your institution's student information system (SIS). If a user in your course includes an SIS ID, you may not have permission to edit sections.

Open People

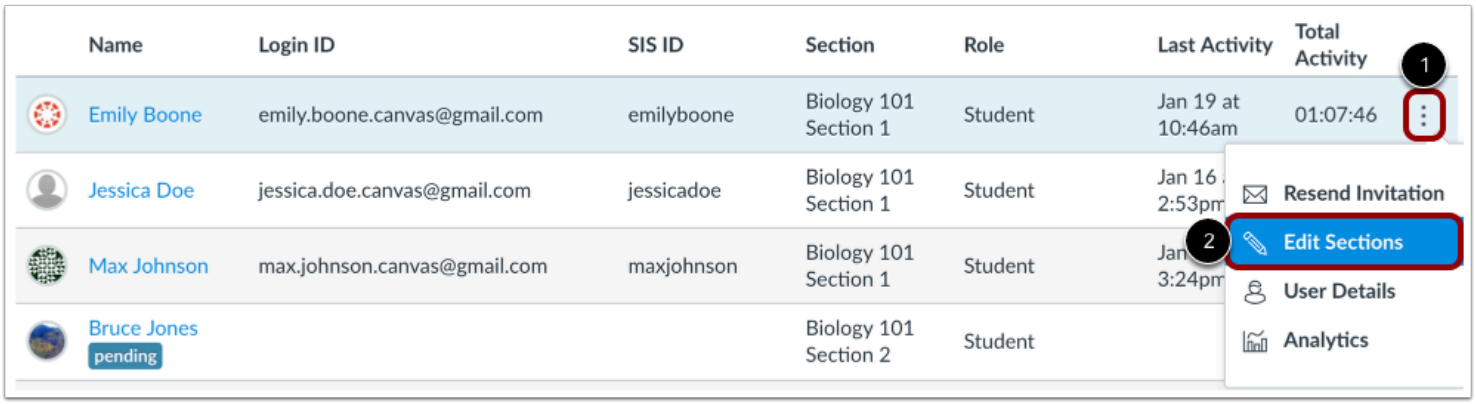


In Course Navigation, click the **People** link.

Locate User

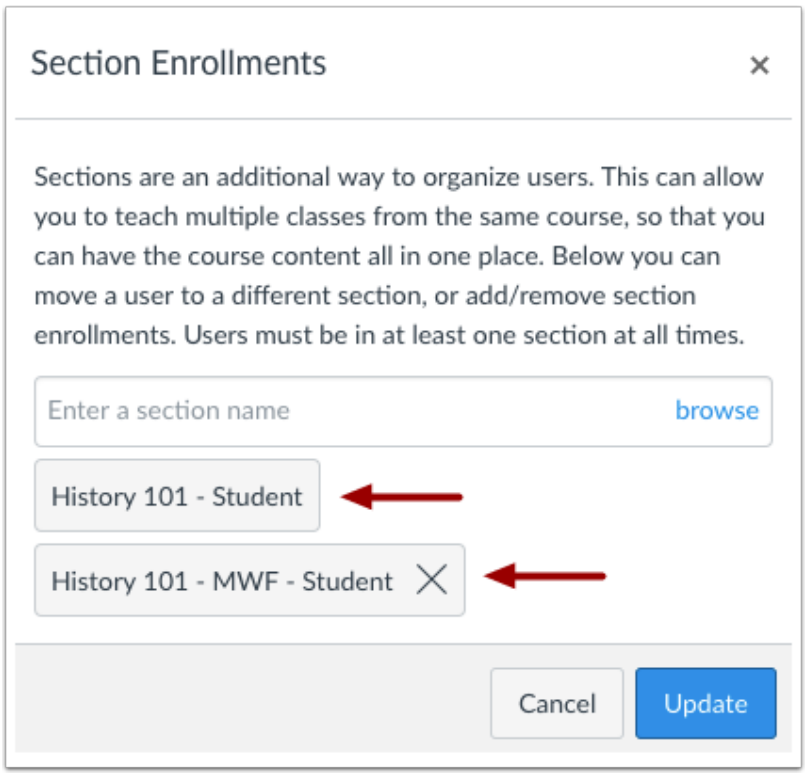
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Edit Sections



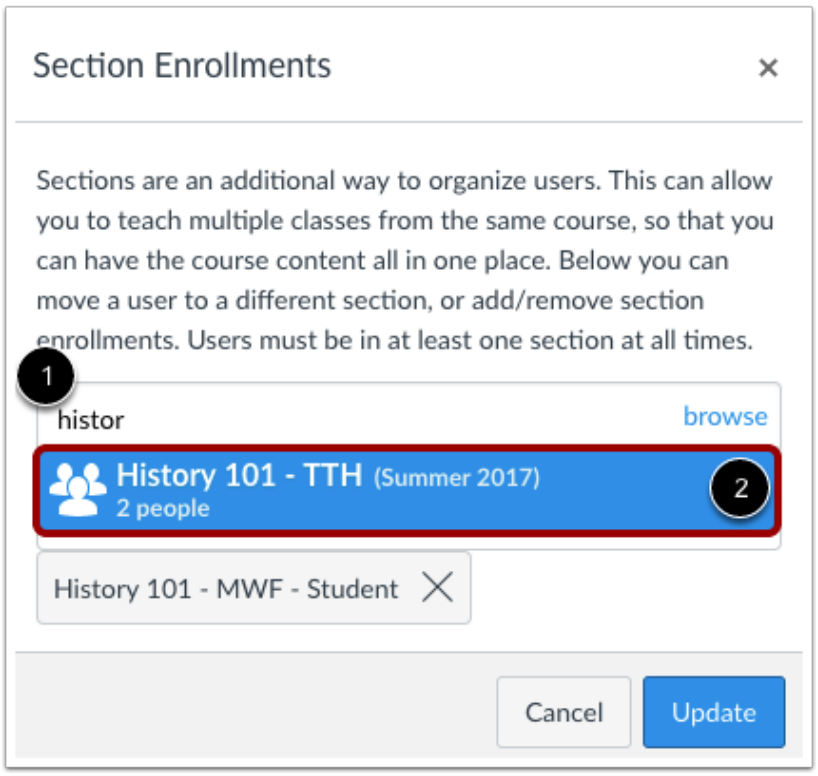
Click the user's **Options** icon [1], then select the **Edit Sections** link [2].

View Section Enrollment



Canvas will show you the section(s) where the user is already enrolled.

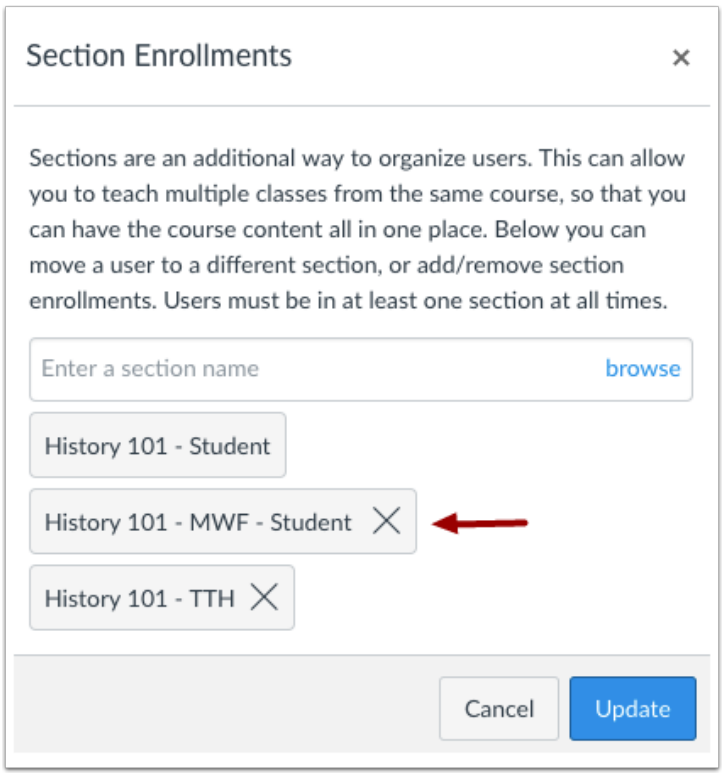
Add Section



To add a section, begin typing the name of the section in the text field [1] and click the section when it appears [2].

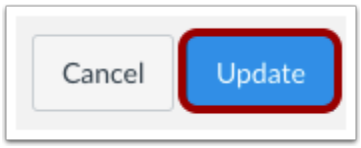
Note: Users can be in more than one section. You do not need to remove the original section.

Remove Section Enrollment



To remove a student from a section, click the **Remove** icon.

Update Enrollment



To update section enrollments, click the **Update** button.

How do I resend student invitations to a course?

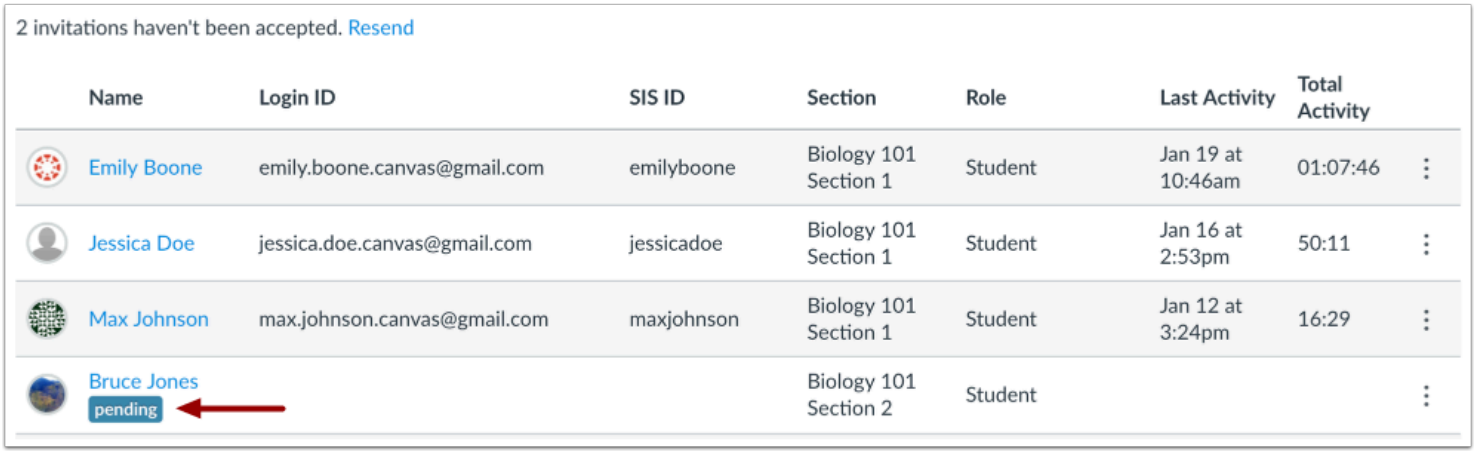
If a user has been manually added to a course but has not yet accepted the course invitation after a period of time, you can resend the course invitation. You must allow at least 24 hours before resending a course invitation.

Note: Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Open People

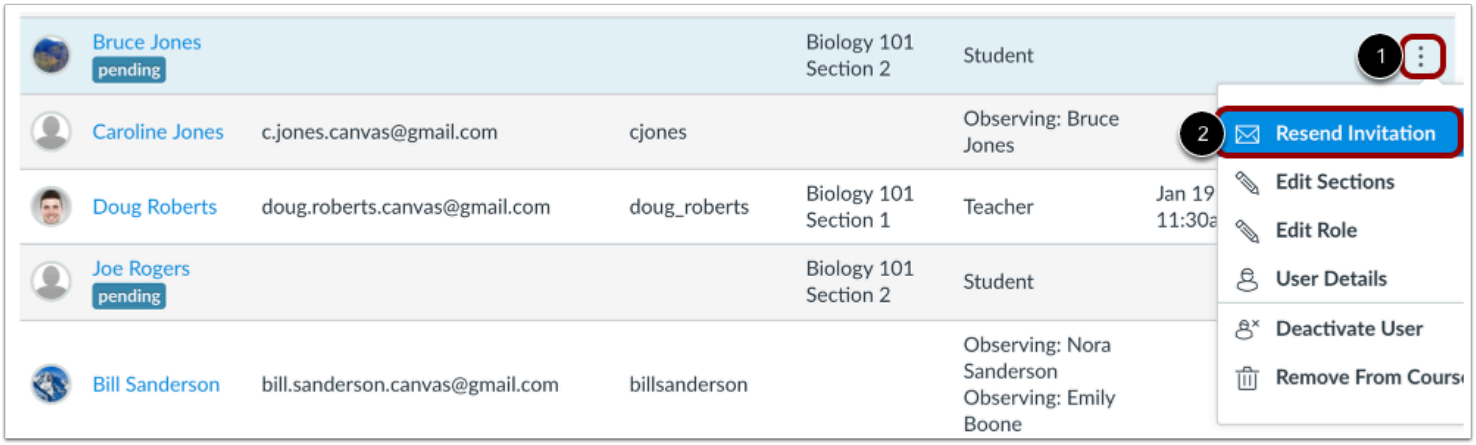
In Course Navigation, click the **People** link.

View Pending Enrollments



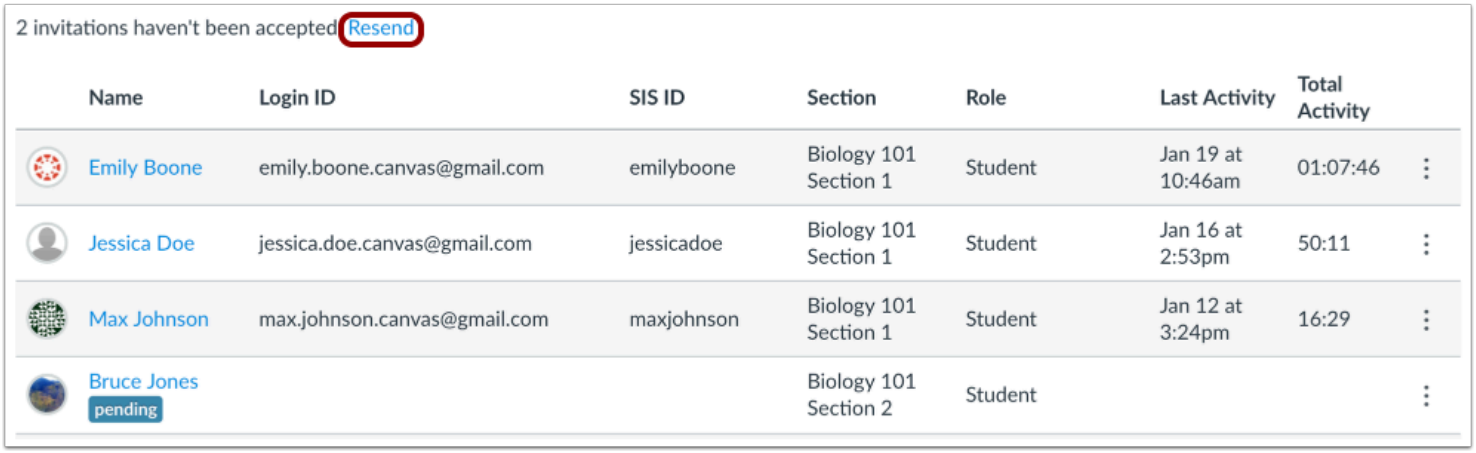
User enrollments display as pending until the course invitation is accepted.

Resend Individual Invitation



To resend an invitation, locate the user's name and click the **Options** icon [1], then select the **Resend Invitation** link [2].

Resend All Invitations



To resend all pending invitations, click the **Resend** link.

Note: The **Resend** link does not display until at least 24 hours after a user received the course invitation.

How do I deactivate an enrollment in a course?

You may be able to deactivate an enrollment in your course within your course Settings in Canvas. An inactive enrollment retains prior activity in a course but does not allow the student to access course content. This status can be used for students who do not pay tuition or drop the course at a future date. Inactive students do not appear in any messaging lists within the course and cannot be added to a group. Grades for inactive students still display in the Gradebook and can be edited like other students.

Any previous course activity for the student is not removed from the course. If a student had previously participated in a discussion or group before being deactivated, the inactive status displays next to that student's name in discussions and groups. However, students can view the student's name but will not know the student is inactive.

To see course participation for an inactive enrollment compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Note: Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot deactivate an enrollment from the course. Additionally, deactivating enrollments is a course permission. If you cannot deactivate enrollments in your course, your institution has restricted this feature.

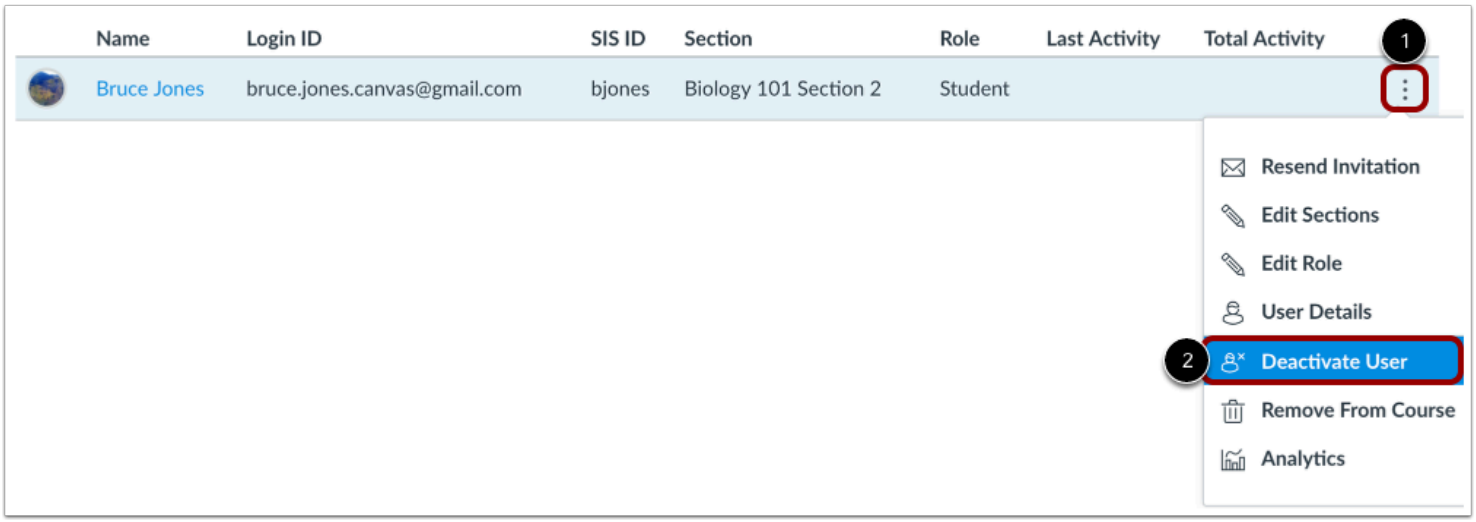
Open People

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

Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Deactivate User

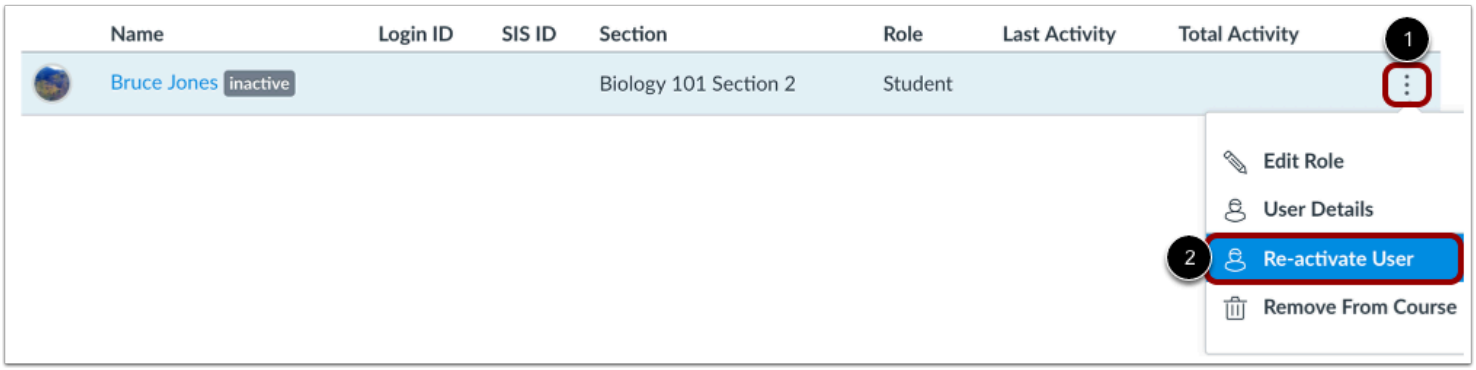


Click the user's **Options** icon [1], then select the **Deactivate User** link [2].

Confirm Deactivation

Click the **OK** button.

Reactivate User



If you want to re-activate the user at a later time, click the user's **Options** icon [1], then select the **Re-activate User** link [2].

How do I conclude an enrollment in a course?

If a course is defined by term, course, or section dates, all enrollments are automatically concluded as defined by the term, course, or section end date. A course can also be manually concluded at any time, which affects all enrollments.

However, as an instructor you may need to conclude an individual enrollment before the end date. Concluding an enrollment allows the user to view a course in read-only mode. This means the user will be able to access the course but not be able to submit assignments, participate in discussions, or send/receive conversation messages in the course. The user's analytics will still be available. Once a course is concluded, if you do not want students to view prior course content, you can restrict students from viewing prior courses.

You can also restore an enrollment if necessary.

To see course participation for a concluded enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Note: Enrollments may be added by your institution's student information system (SIS). You can conclude enrollments that include an SIS ID, but you cannot delete an enrollments with an SIS ID. Additionally, concluding enrollments is a course permission. If you cannot conclude enrollments in your course, your institution has restricted this feature.

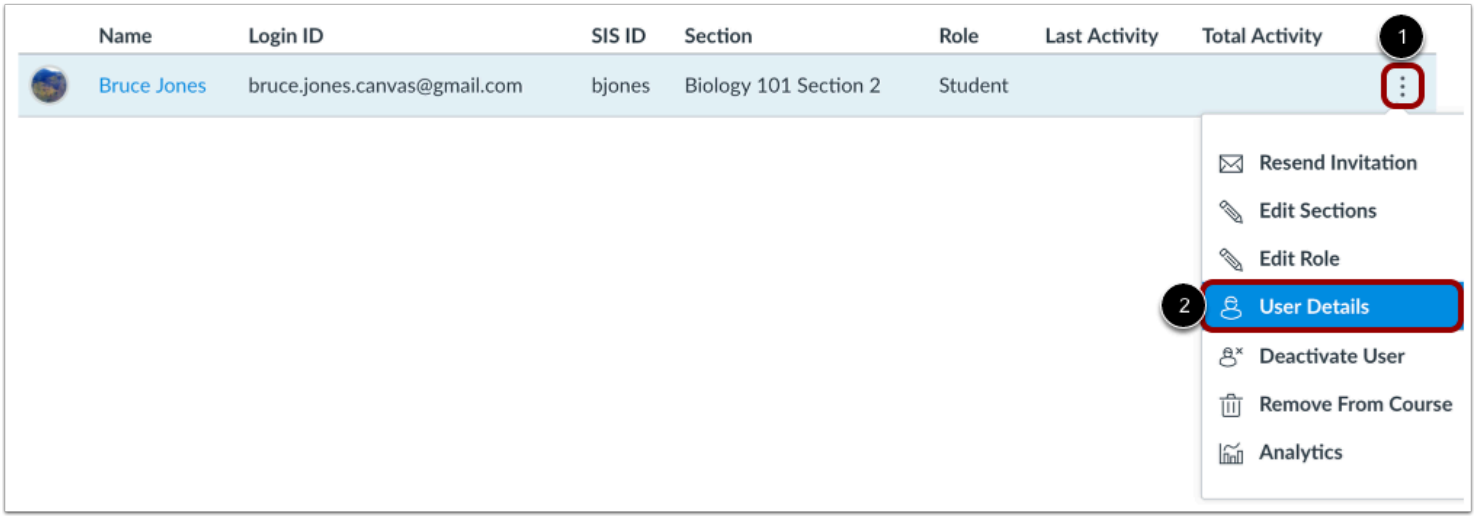
Open People

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

Locate User

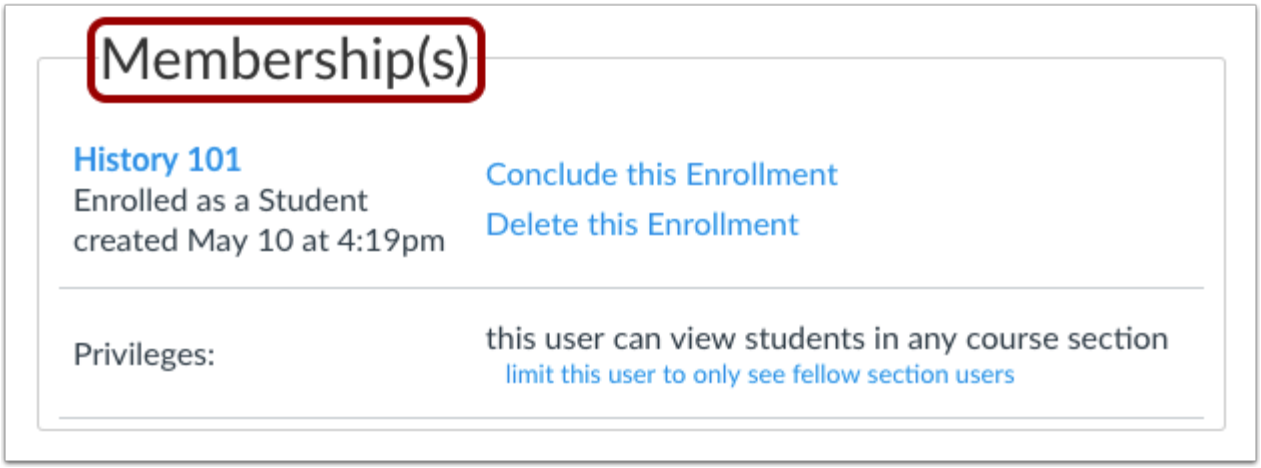
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

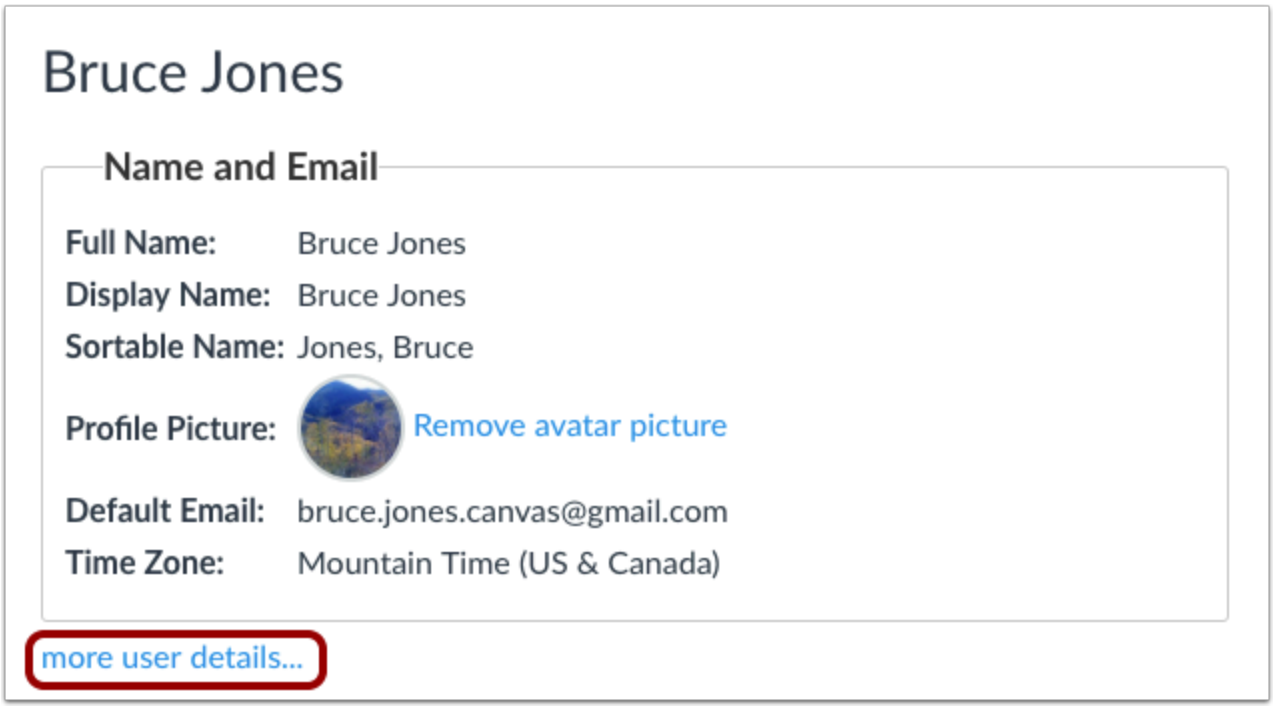
View Memberships



Locate the Membership Section in the user details page.

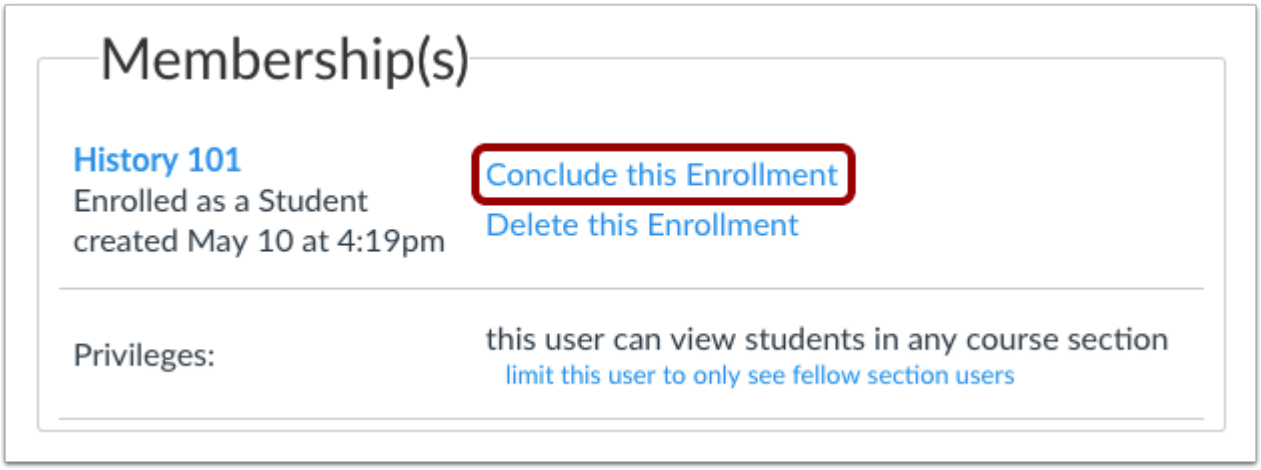
If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details



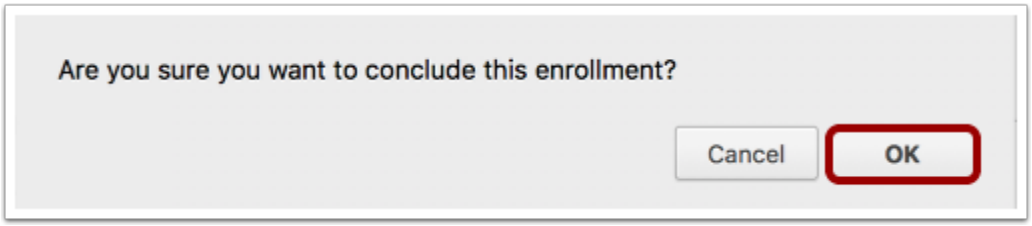
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Conclude Enrollment



Click the **Conclude** or **Conclude this Enrollment** link.

Confirm Enrollment



Click the **OK** button.

How do I restore a concluded enrollment in a course?

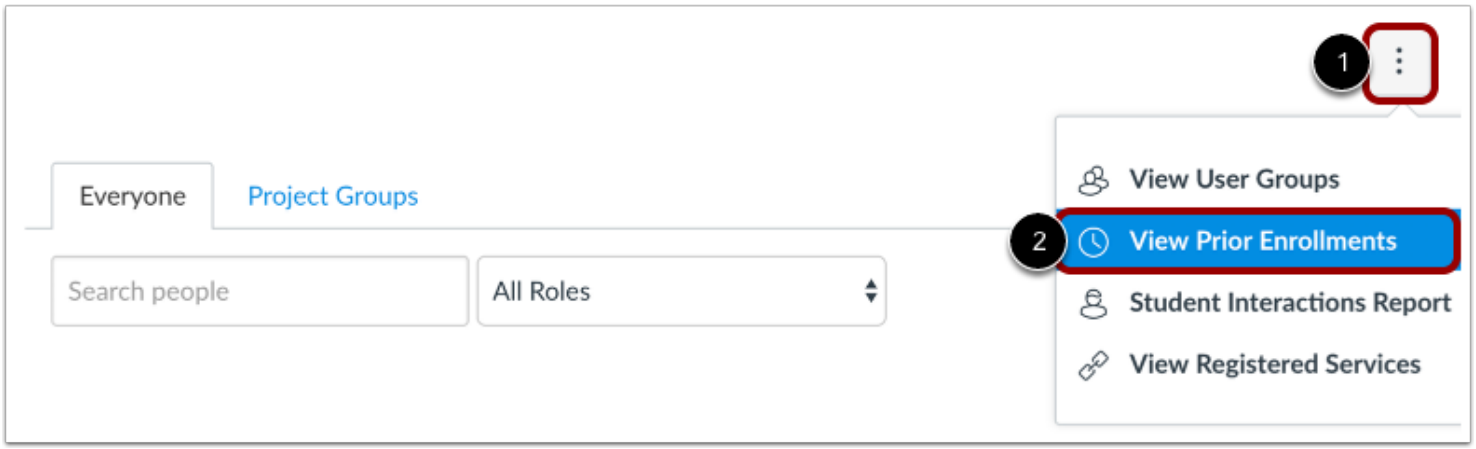
If you manually conclude an enrollment in your course, you can restore the enrollment at any time before the course concludes via term, course, or section end date.

Note: Enrollments may be concluded by your institution's student information system (SIS). If a concluded enrollment includes an SIS ID, you cannot restore an enrollment from the course. Additionally, restoring an enrollments is a course permission. If you cannot restore enrollments in your course, your institution has restricted this feature.

Open People

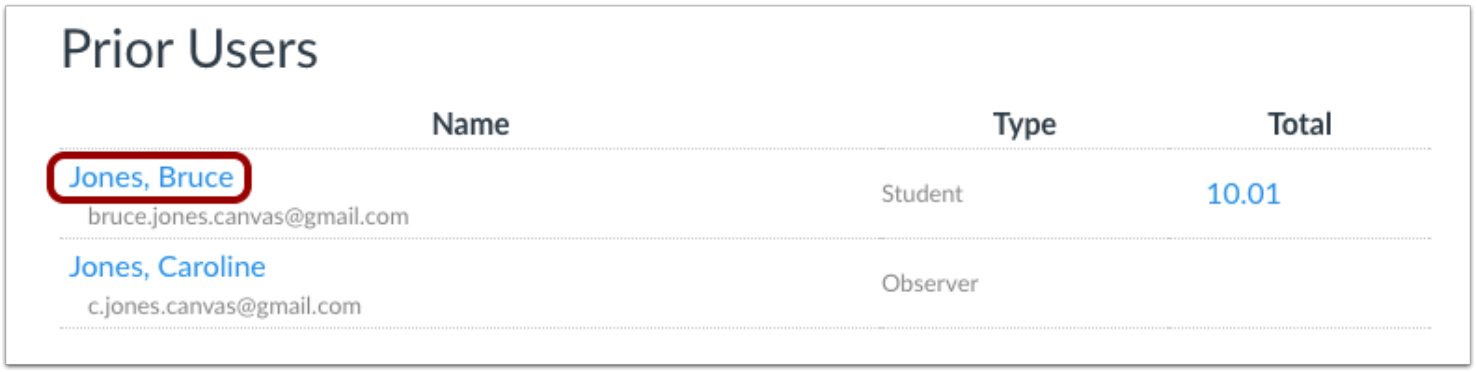
In Course Navigation, click the **People** link.

Open Prior Enrollments



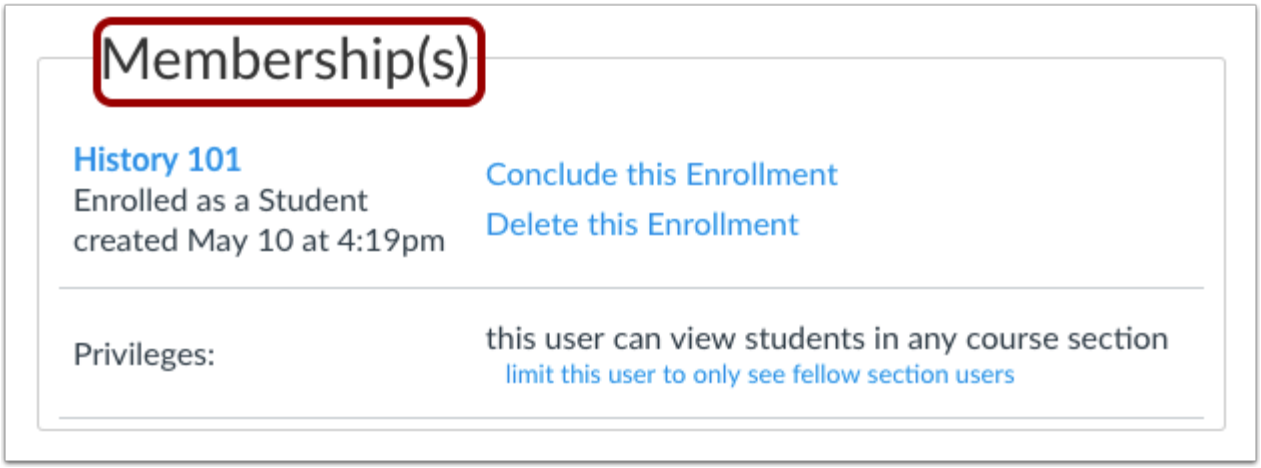
In the **Options** drop-down menu [1], click the **View Prior Enrollments** link [2].

Open User Details



Click the name of the student.

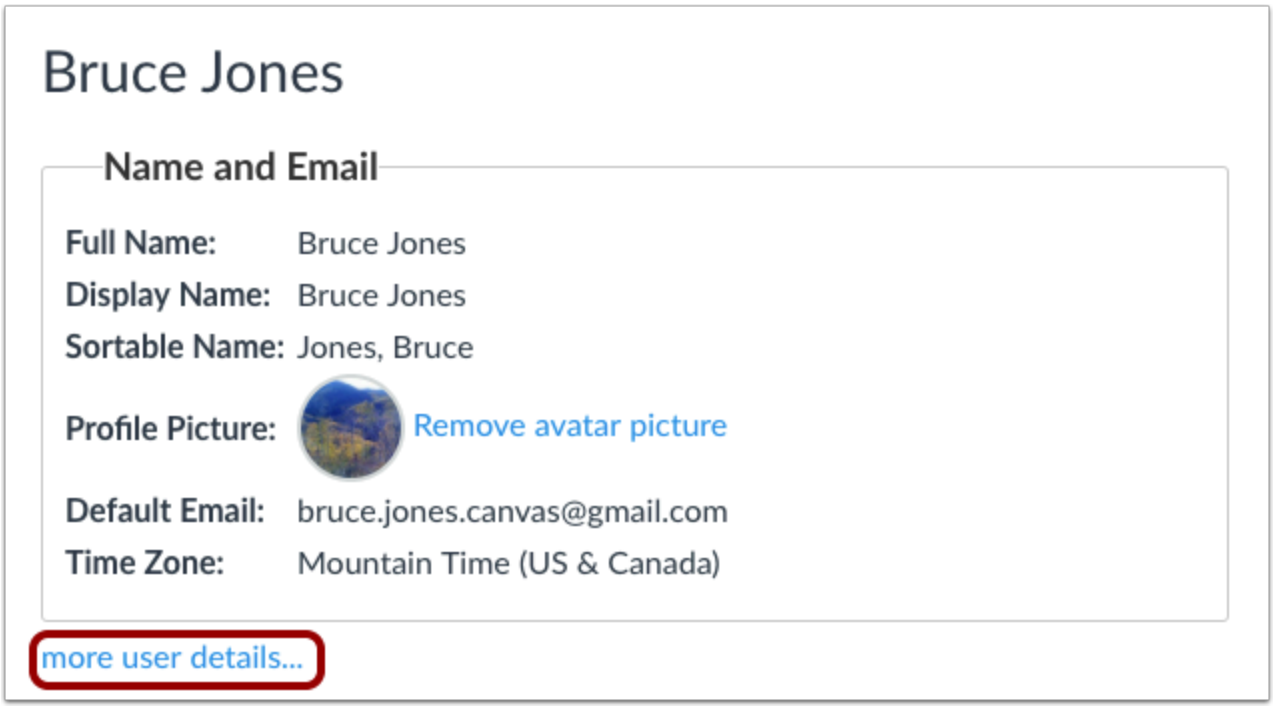
View Memberships



Locate the Membership Section in the user details page.

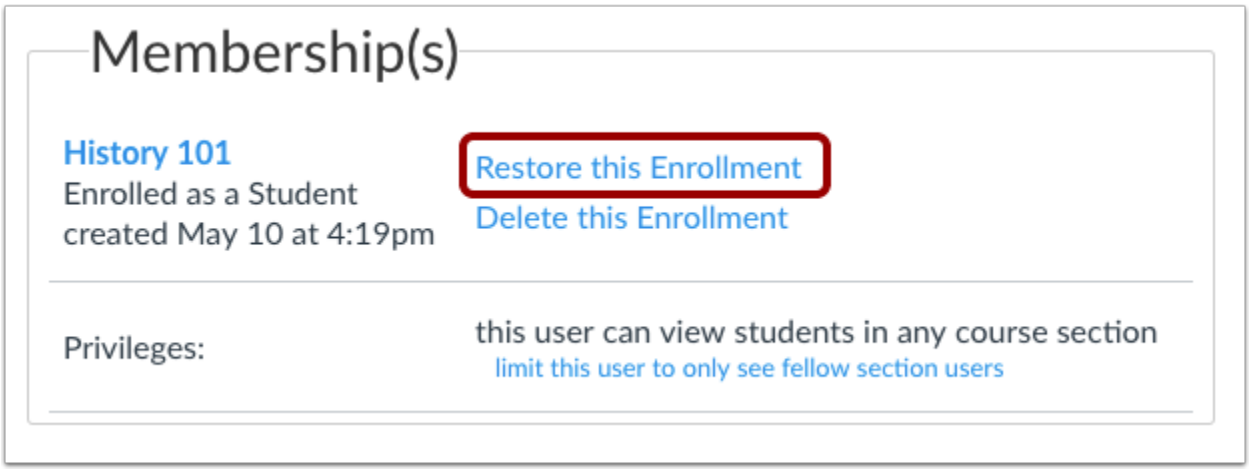
If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details



If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Restore Enrollment



Click the **Restore** or **Restore this Enrollment** link.

Note: When restoring an enrollment, Canvas does not display a confirmation message. View the updated enrollment status by refreshing the page.

How do I view concluded enrollments in a course?

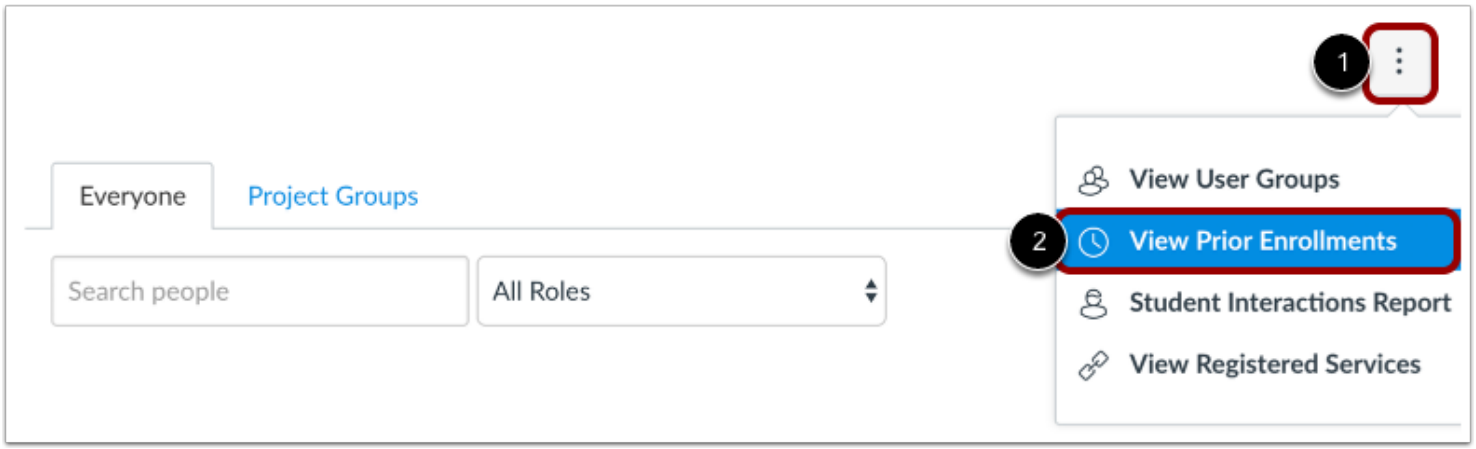
Concluded enrollments for manually concluded courses or manually individually concluded enrollments are located in the prior enrollments section of the People page.

Note: If a course was naturally concluded through term, course, or section dates, or if it was concluded through SIS data, concluded enrollments appear as a read-only version of the People page.

Open People

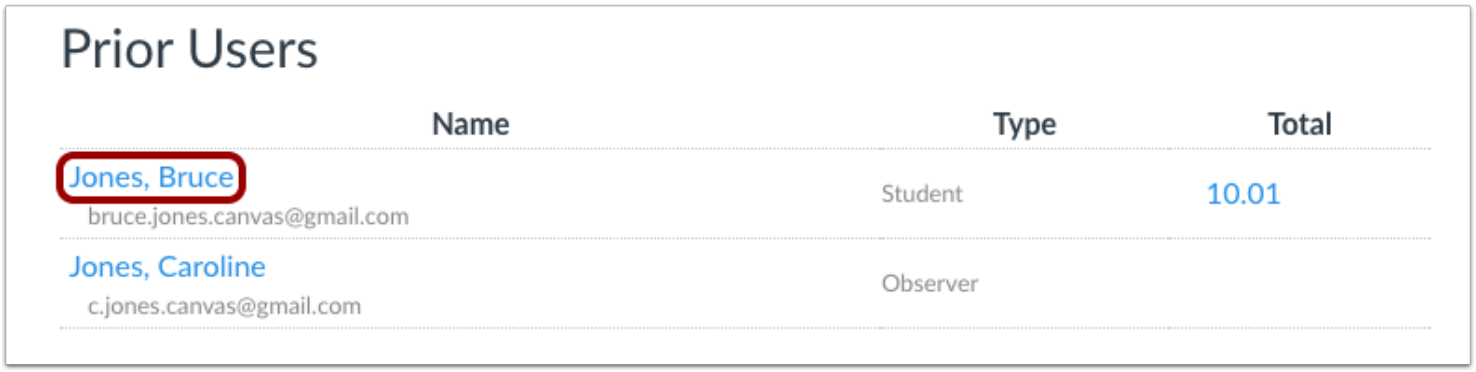
In Course Navigation, click the **People** link.

Open Prior Enrollments



In the **Options** drop-down menu [1], click the **View Prior Enrollments** link [2].

View Prior Enrollments



All concluded enrollments can be viewed in prior enrollments. Deleted enrollments do NOT appear in the prior enrollments.

All prior enrollments will be listed alphabetically by last name. To view account details for a prior user, click the name of the user. As when viewing user details for an active student, the prior user's detail page may a sidebar that may include links to additional information about the user, such as grades, user interactions, analytics, and outcomes.

How do I remove an enrollment from a course?

You may be able to remove an enrollment in your course within your course Settings in Canvas. Removing an enrollment deletes the enrollment from your account, but admins can view these enrollments as deleted enrollments in account-level reports. Users removed from a course do not have any record of participation in the course. You may want to conclude or deactivate the enrollment instead.

To see course participation for a deleted enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Notes:

- Removing enrollments is a course permission. If you cannot remove enrollments in your course, your institution has restricted this feature.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment is created via SIS, only admins can remove an enrollment from the course.

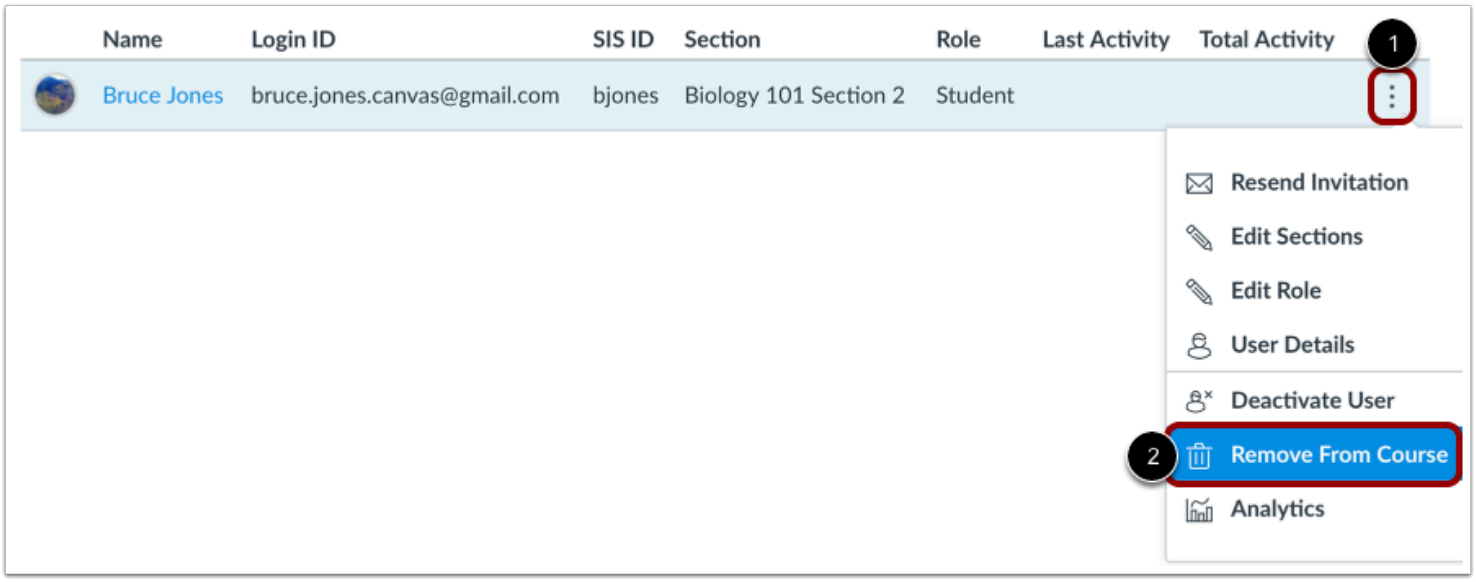
Open People

In Course Navigation, click the **People** link.

Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Remove User



Click the user's **Options** icon [1], then select the **Remove From Course** link [2].

Confirm Deletion

Click the **OK** button.

How do I link a student to an observer in a course?

If you have the correct permissions from your administrator, you can link a student to an observer from the People page. When an observer is linked to a student, the observer can observe the student's activities and grades in the course.

Depending on permissions, you may also be able to link a student to an observer by using a pairing code. Using a pairing code will link the observer to the student in all of the student's courses.

Open People

In Course Navigation, click the **People** link.

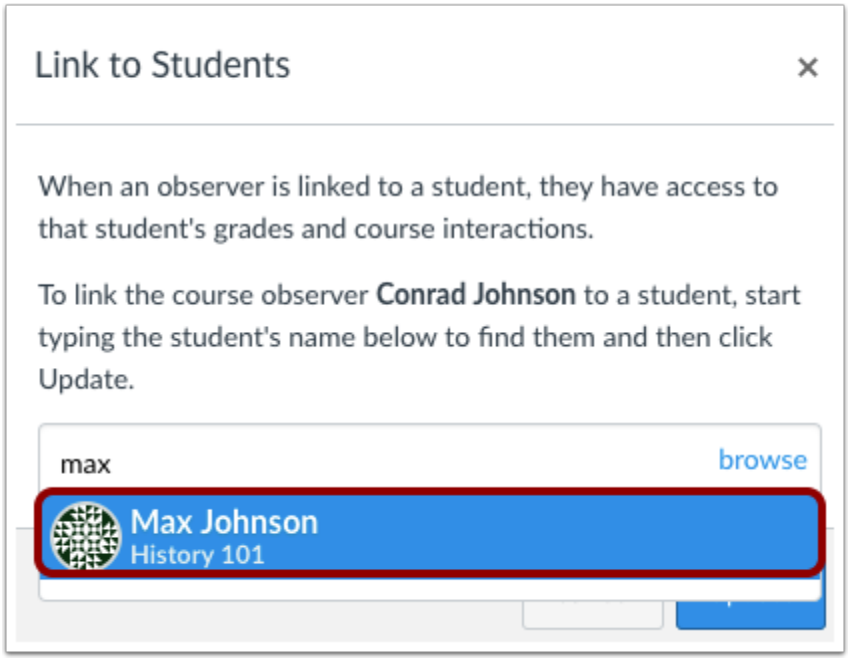
Locate Observer

In the search field [1], search for the name of the observer. You can also filter by observer role in the **Roles** drop-down menu [2].

Link to Students

Click the observer's **Options** icon [1], then select the **Link to Students** link [2].

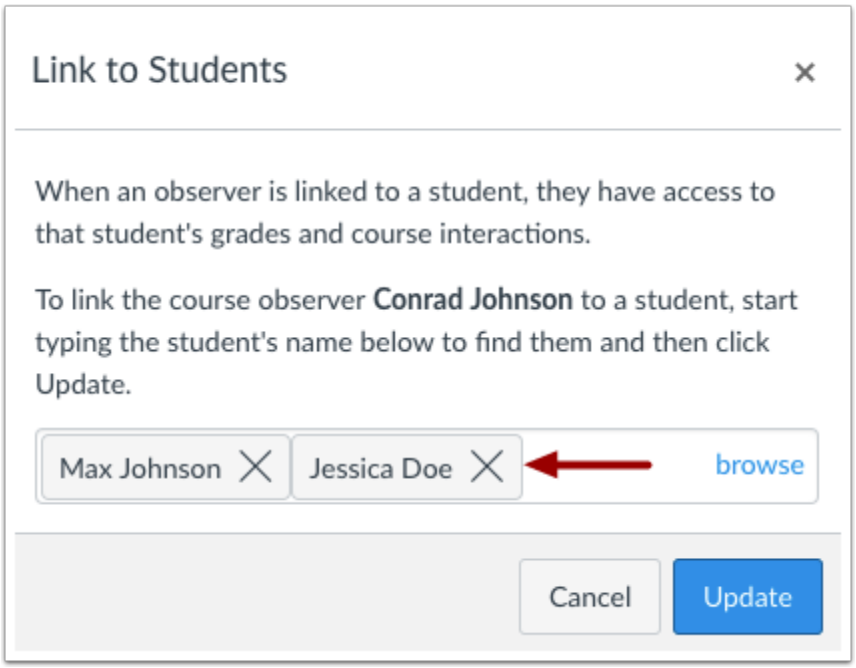
Link Student



In the name field, type the name of the student you want to link to the observer. Select the full name when it appears.

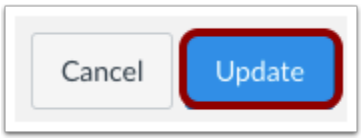
You can link additional students to the observer, if necessary.

Remove Students



To remove a student, click the remove icon next to the student.

Update Link



Click the **Update** button.

View Observer

View the students linked to the observer.

How do I generate a pairing code for an observer as an instructor?

If your course supports self-enrollment and you also have the correct permissions from your administrator, you may be able to generate a pairing code that an observer can use to link to a student. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions PDF.

An observer can enter this pairing code in their User Settings Observing tab. Linked observers can can view and participate in certain elements of the student's Canvas courses.

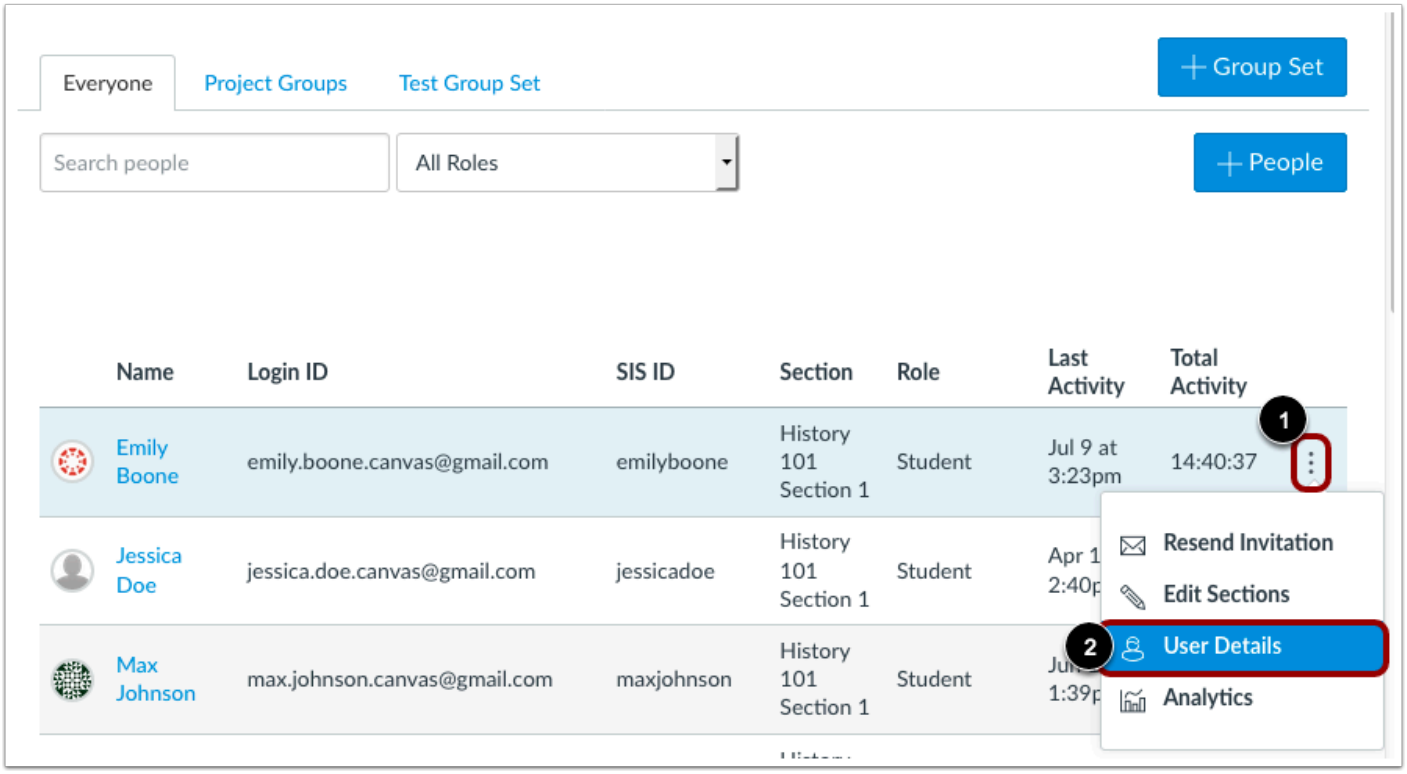
Depending on permissions, you also may be able to link a student to an observer from the People page. Linking from the People page will only allow the observer to view information from the course where they were linked.

Note: Pairing codes can only be generated from the web version of Canvas. Pairing codes cannot be generated from the Canvas mobile apps.

Open People

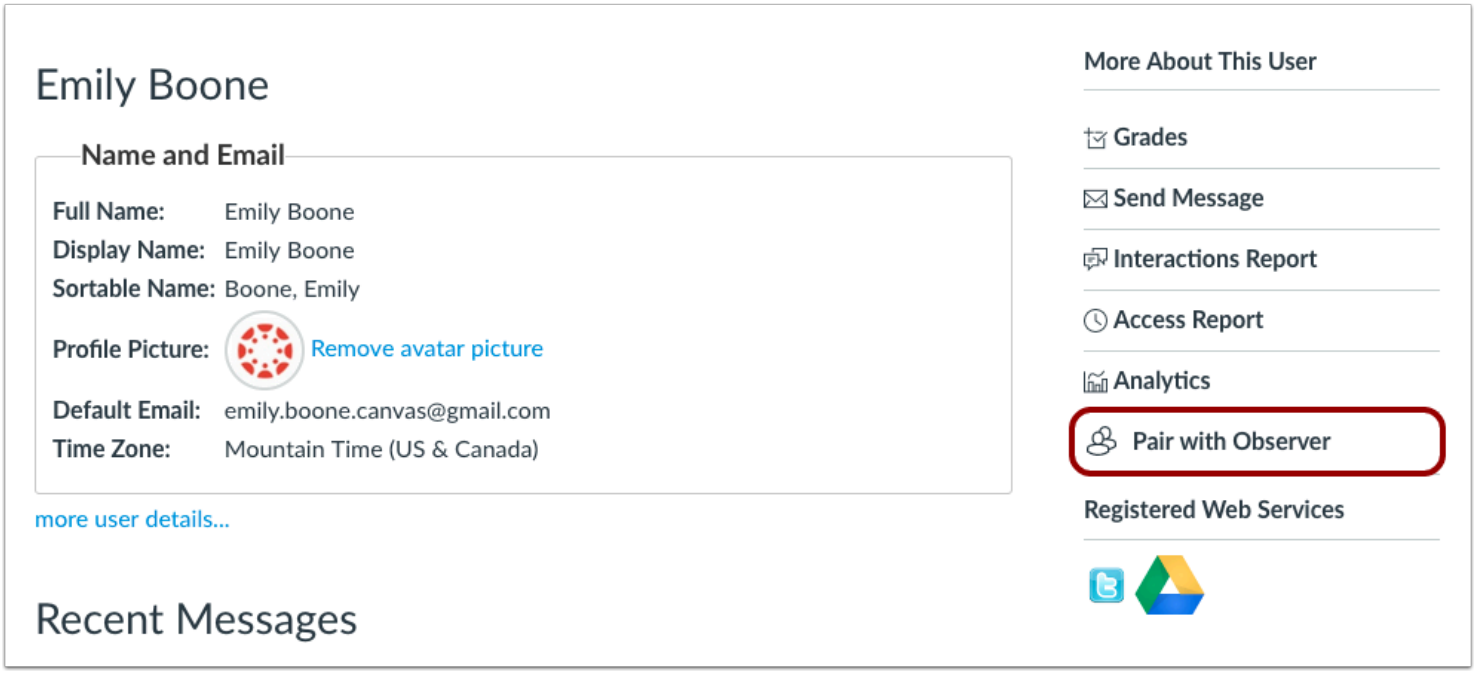
In Course Navigation, click the **People** link.

Open User Details



Click the student's **Options** icon [1], then select the **User Details** link [2].

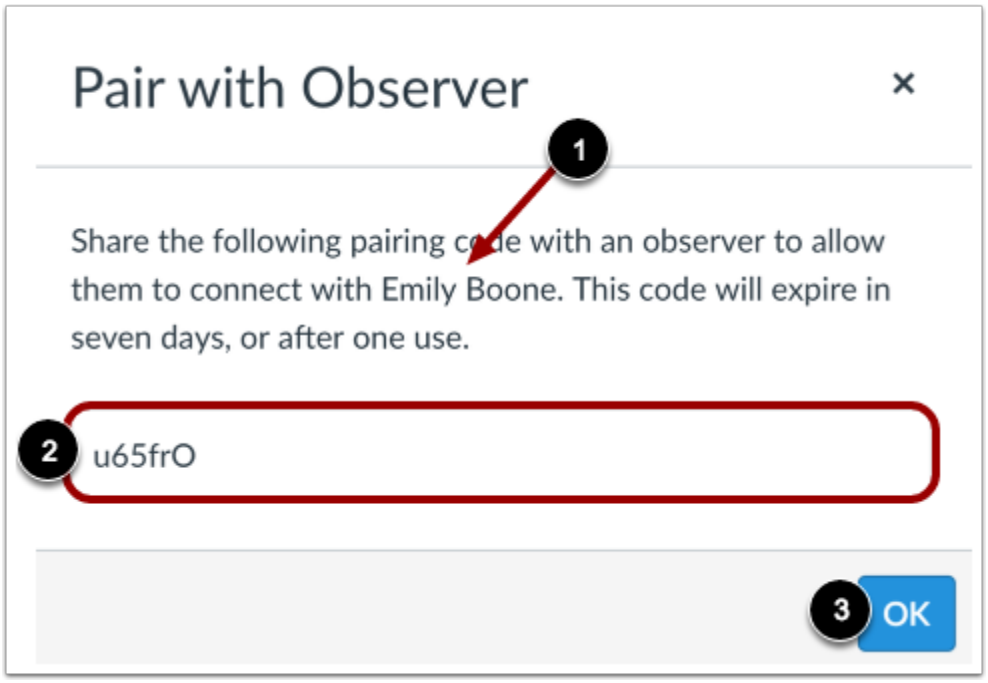
Pair with Observer



Click the **Pair with Observer** link.

Note: If you cannot view the Pair with Observer link, the permission to generate pairing codes has not been enabled for your role, or self-enrollment has not been enabled for your course.

Copy Pairing Code



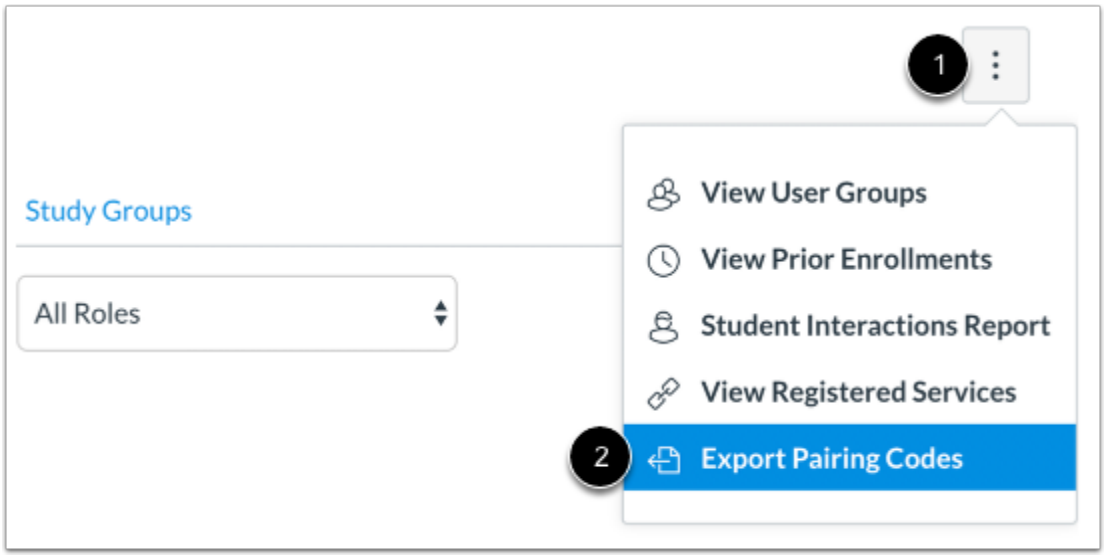
Confirm the name of the student [1].

Copy the six-digit alphanumeric pairing code [2]. You will need to share this code with the observer who will link to the student's account. The pairing code will expire after seven days or its first use.

To close the window, click the **OK** button [3].

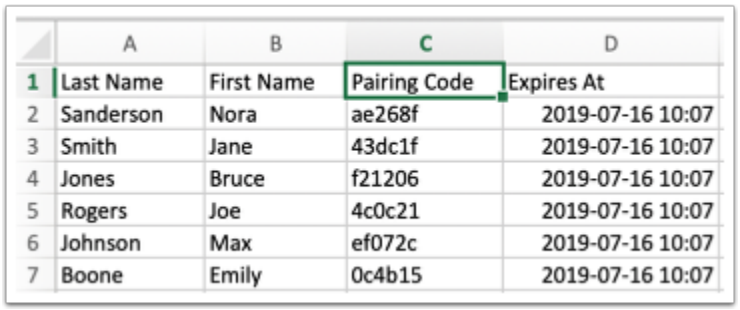
Note: Pairing codes are case sensitive.

Export Pairing Codes



You can also export a list of new pairing codes for all students in your course. Click the **Options** icon [1], then select the **Export Pairing Codes** link [2]. Canvas exports a CSV file with one pairing code for each student in your course.

View Pairing Codes



	A	B	C	D
1	Last Name	First Name	Pairing Code	Expires At
2	Sanderson	Nora	ae268f	2019-07-16 10:07
3	Smith	Jane	43dc1f	2019-07-16 10:07
4	Jones	Bruce	f21206	2019-07-16 10:07
5	Rogers	Joe	4c0c21	2019-07-16 10:07
6	Johnson	Max	ef072c	2019-07-16 10:07
7	Boone	Emily	0c4b15	2019-07-16 10:07

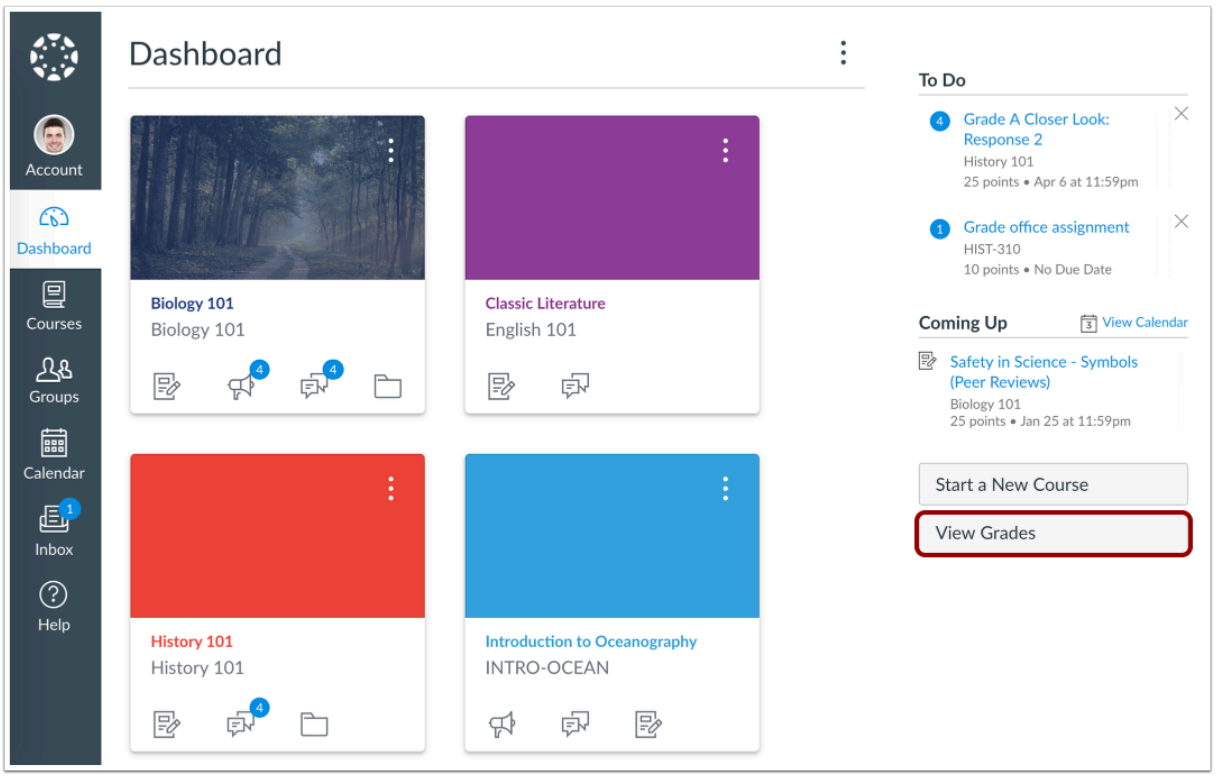
Locate and open the pairing codes CSV file on your computer. The CSV file displays the first and last name of each student, the student's pairing code, and the date and time at which the pairing code will expire.

How do I view a summary of all my student interactions in a course?

The Student Interactions Report allows you to see and evaluate the interactions between you and those enrolled in your course. You can access this information from the Grades page in Course Navigation or the People page for a specific course.

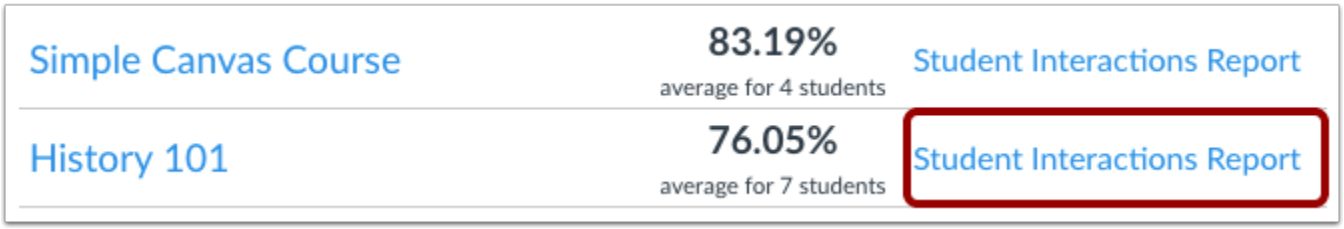
Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Open Grades



In the Dashboard sidebar, click the **View Grades** button.

Open Student Interactions Report



Locate the course and click the **Student Interactions Report** link.

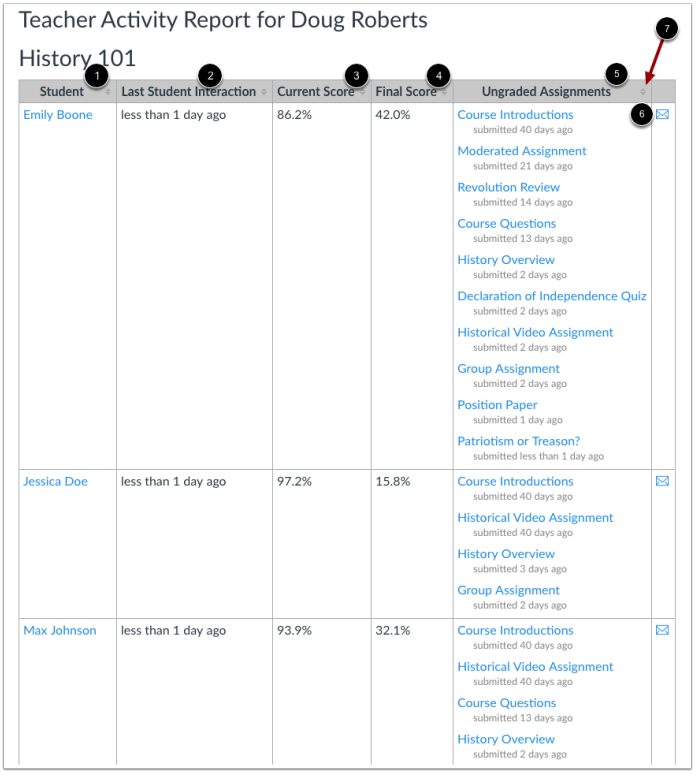
Open People

You can also access the report in People. In Course Navigation, click the **People** link.

Open Student Interactions Report

In the **Options** drop-down menu [1], click the **Student Interactions Report** link [2].

View Student Interactions Report



The Student Interactions Report lists the students in your course [1], the last time you interacted with them [2], the current grade for a student [3], the final grade for a student [4], and if there are any submitted but ungraded assignments for the student [5]. You can also send a message to a student by clicking the message icon [6]. To sort the columns, click the arrows at the top of the columns [7].

How do I view my course interactions with an individual student?

You can see a summary of all your interactions with individual students.

Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

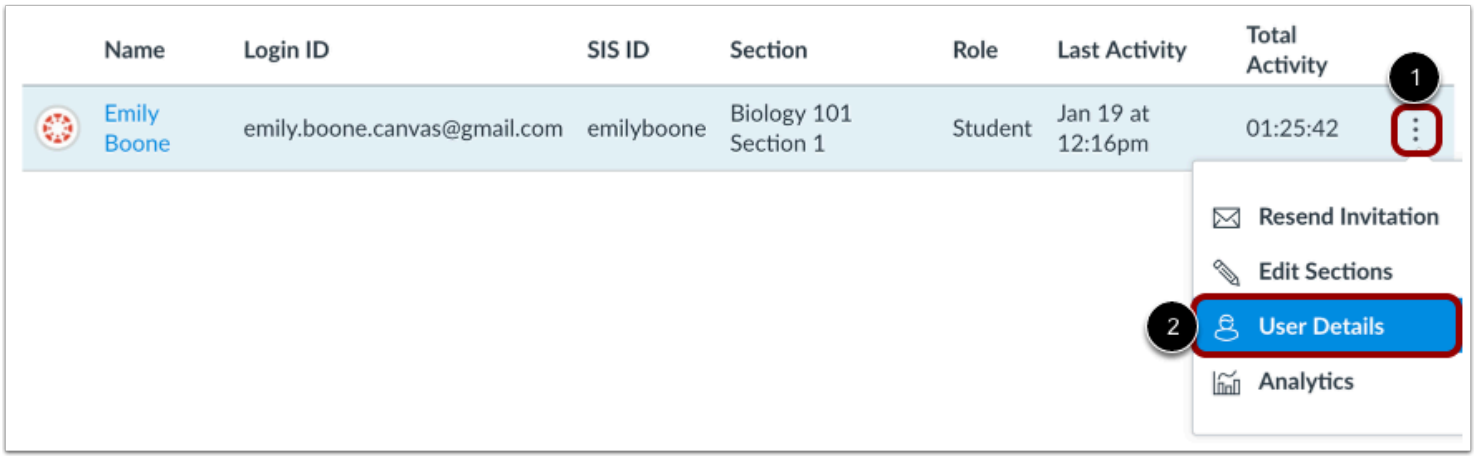
Open People

In Course Navigation, click the **People** link.

Locate User

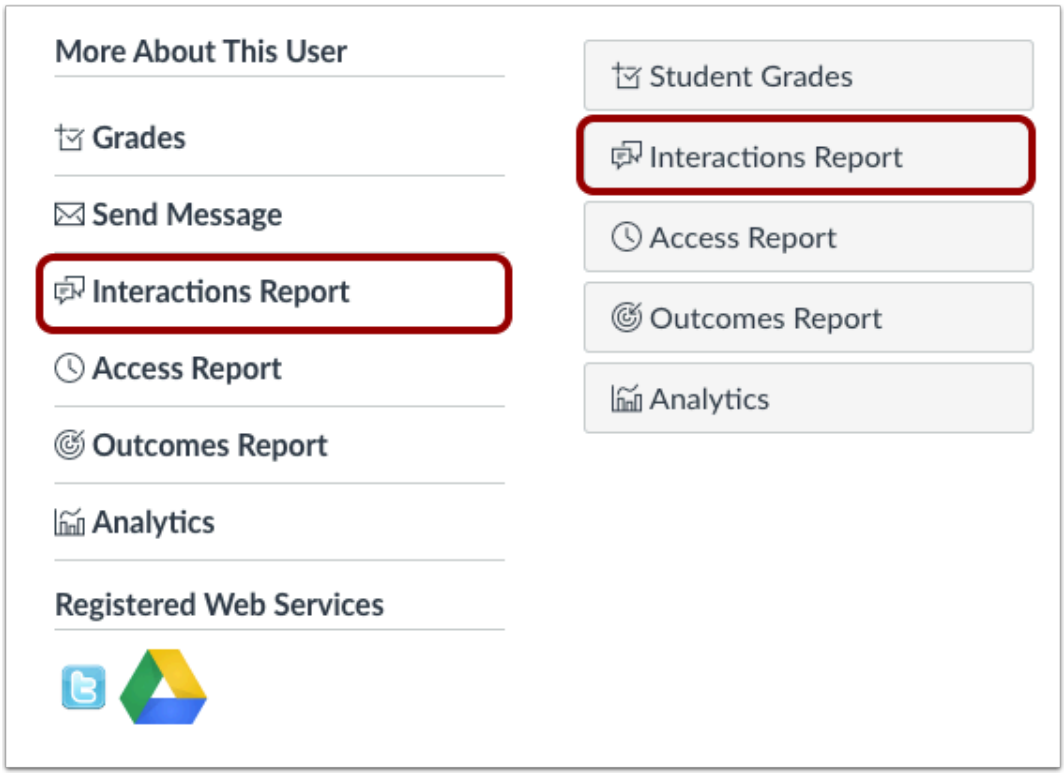
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



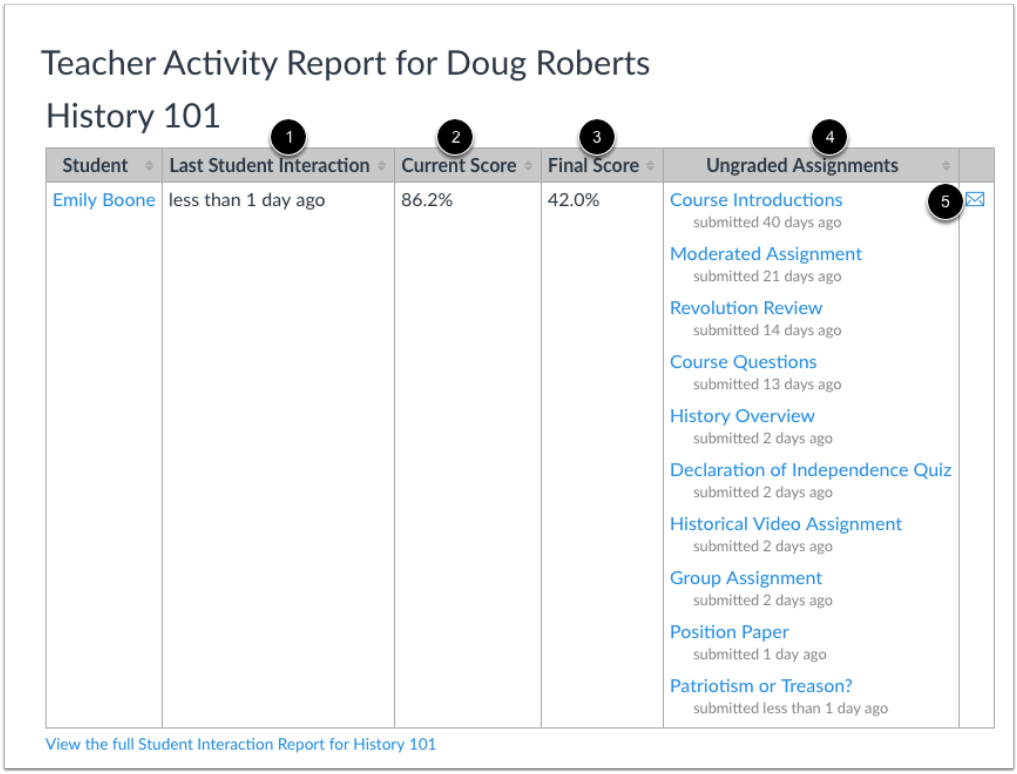
Click the user's **Options** icon [1], then select the **User Details** link [2].

Open Interactions Report



Locate the user details sidebar. Depending on the page display, click the **Interactions Report** link or button.

View Interactions Report



The Student Interactions Report will show you information for the student in all enrolled courses. You can view the last time you interacted with the student [1], the current grade for the student [2], the final grade for the student [3], and if there are any submitted but ungraded assignments for the student [4]. You can also quickly access the Conversations page to send a message to the student by clicking the message icon [5].

How do I view the course access report for an individual user?

You can view the course access report for an individual user in the People section of your course. The course access report shows a summary of user participation in your course and complements the Total Activity column in the People page.

You can view the full specific report for a student by viewing student analytics.

You can also view your specific interactions with a student in the student interactions report.

Note: The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.

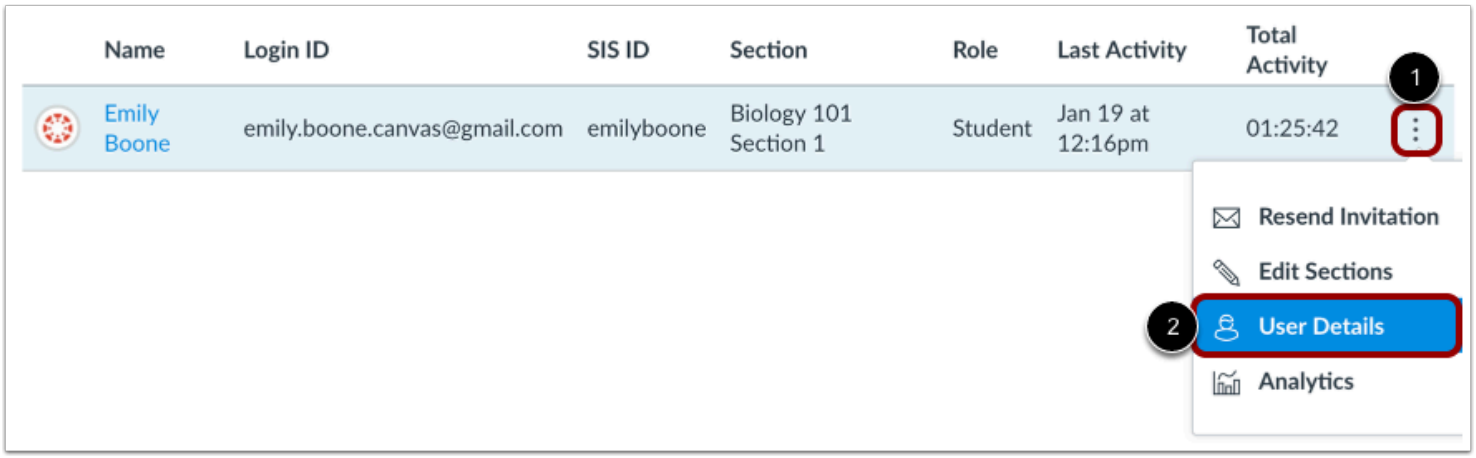
Open People

In Course Navigation, click the **People** link.

Locate User

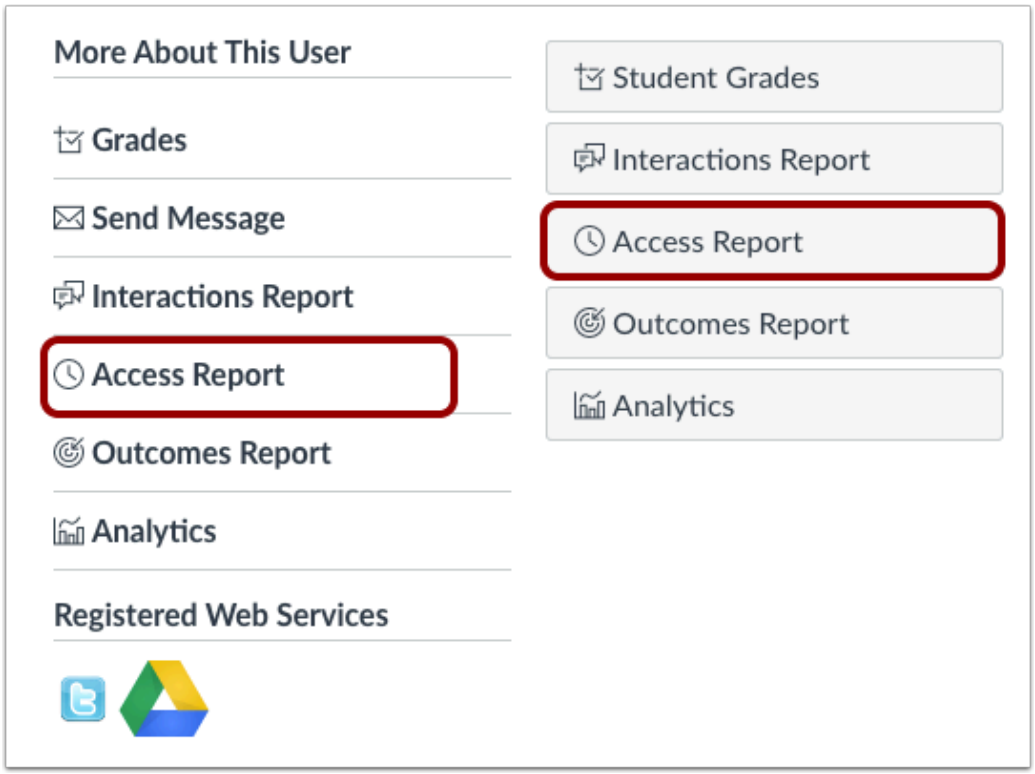
In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details



Click the user's **Options** icon [1], then select the **User Details** link [2].

Open Access Report



Locate the user details sidebar. Depending on the page display, click the **Access Report** link or button.

View Access Report

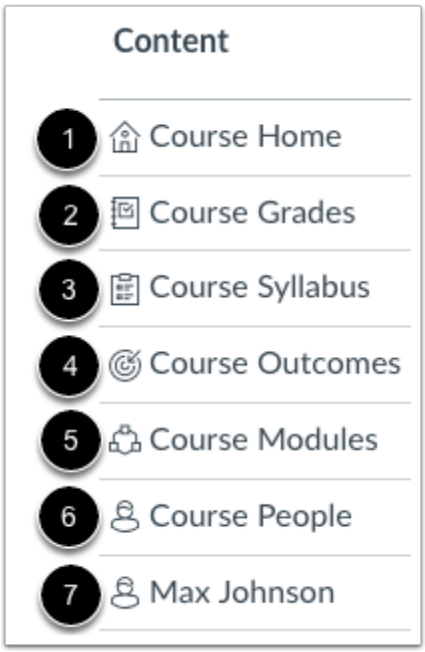
The access report will show you:

- The content the user has viewed [1].
- The number of times the user viewed the content [2]. A view is counted each time a user navigates to the URL where the content resides or downloads an attachment.
- The number of times the user participated (if applicable, such as posting to a discussion or submitting an assignment) [3].
- The last time the user viewed the content [4].

To return to the User Details page, click the **Back to User Page** button [5].

Note: The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.

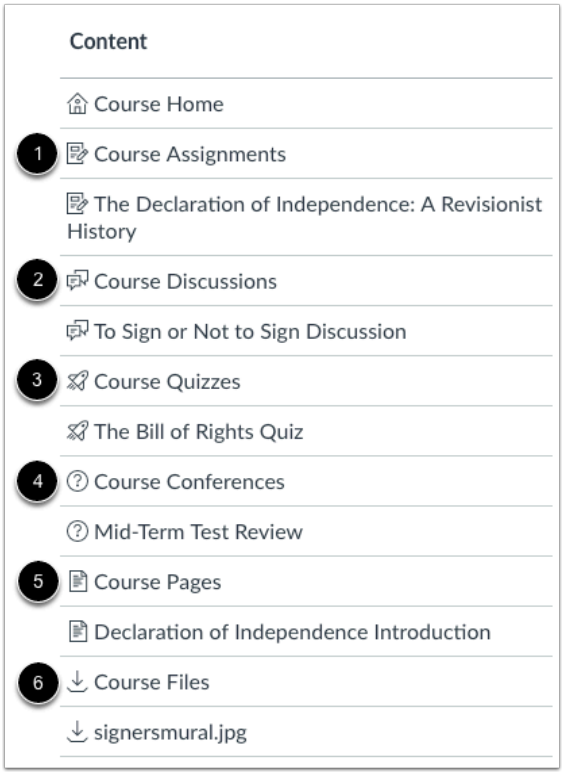
View Course Navigation Content Icons



When the user clicks on links directly in Course Navigation and views an index page, icons display for the following links:

- **Course Home** [1]
- **Grades** [2]
- **Syllabus** [3]
- **Outcomes** [4]
- **Modules** [5]
- **People** [6]—also displays a student name when the user views information for another student in the course [7]

View Course Participation Content Icons



When a user navigates to course content areas from Course Navigation or views named course content, the following icons display in the access report:

- **Assignments** [1]: displays next to graded and ungraded assignments. Participation is counted if the user submits an assignment.
- **Discussions** [2]: displays next to discussions and announcements. Participation is counted if a user posts a reply. If the user accesses content from an announcement, such as an assignment, the Access Report displays a Discussion icon.
- **Quizzes** [3]: displays next to quizzes. Participation is counted if a user starts a quiz, even if they do not submit any answers.
- **External Link** [4]: displays next to external links (LTI) such as Microsoft365 and Conferences. Participation is counted for external links such as Collaborations and Conferences, but is not counted when a user participates in Chat.
- **Pages** [5]: displays next to content added as a page in the course. Participation is not recorded if a user views pages.
- **Files** [6]: displays next to views or previews of course files.Participation is not recorded if a user views files.

Note: The Access Report does not display a specific icon for groups. If a user accesses content from a group, such as a discussion or an assignment, the action is labeled with the appropriate content icon.

How do I view registered services for all users in a course?

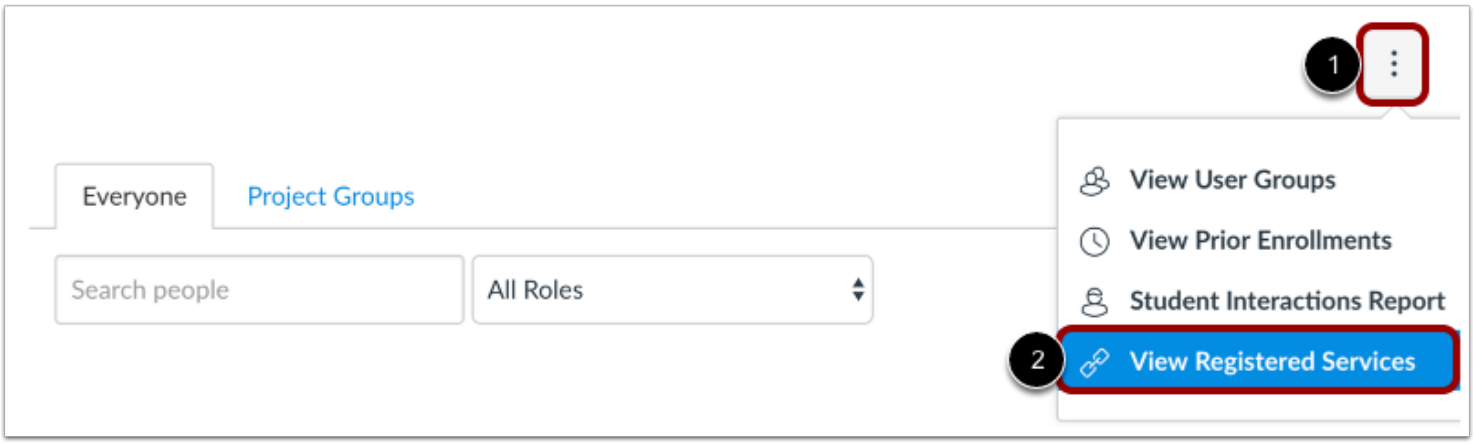
You can view which web services your students have linked to in Canvas. Learn how to connect to web services in Canvas.

Note: Registered services can also be viewed for individual users in the People user details page.

Open People

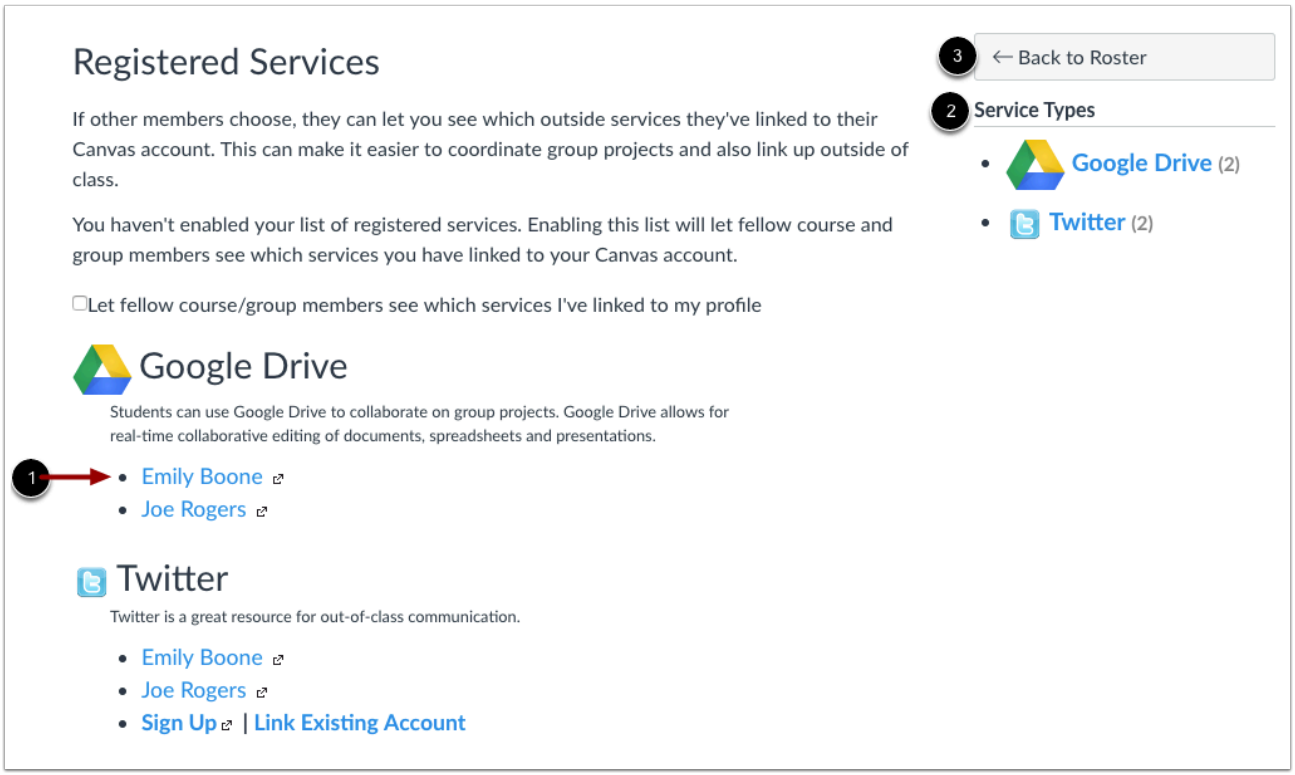
In Course Navigation, click the **People** link.

Open Registered Services



In the **Options** drop-down menu [1], click the **View Registered Services** link [2].

View Registered Services



View registered services for users in your course. The page displays each service and which specific members of your course have registered the service [1]. The sidebar shows a summary of the registered service types [2].

To return to the People page, click the **Back to Roster** button [3].

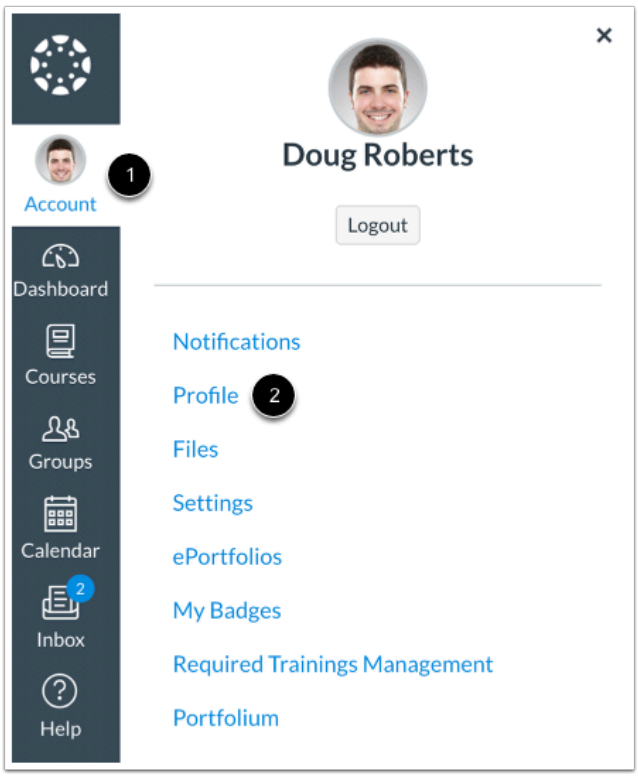
Profile and User Settings

How do I edit my profile in my user account as an instructor?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile



In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].

Edit Profile

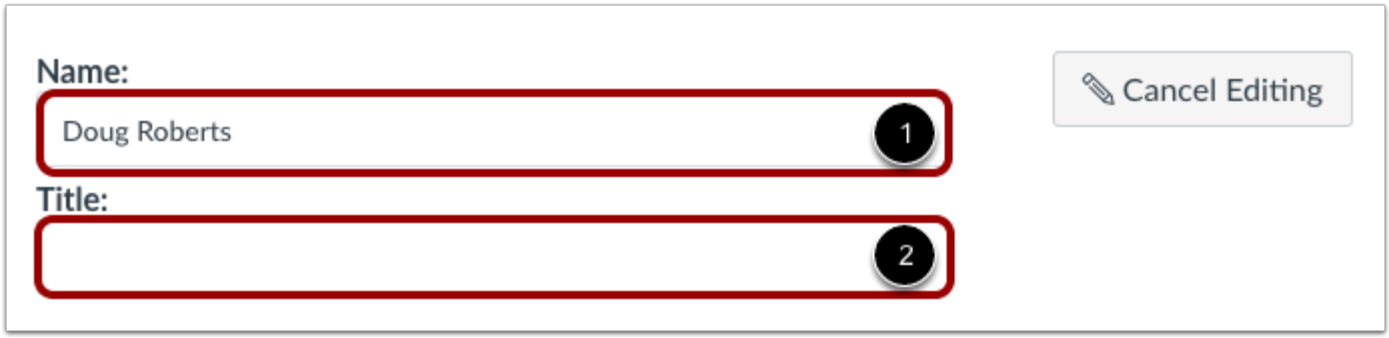
Click the **Edit Profile** button.

Edit Profile Picture

To upload a profile picture, click the **profile picture** icon.

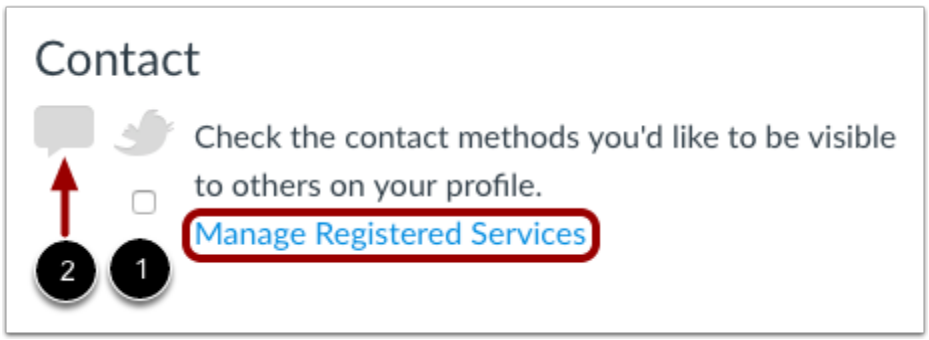
Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

Edit Name and Title



If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

Add Contact Methods

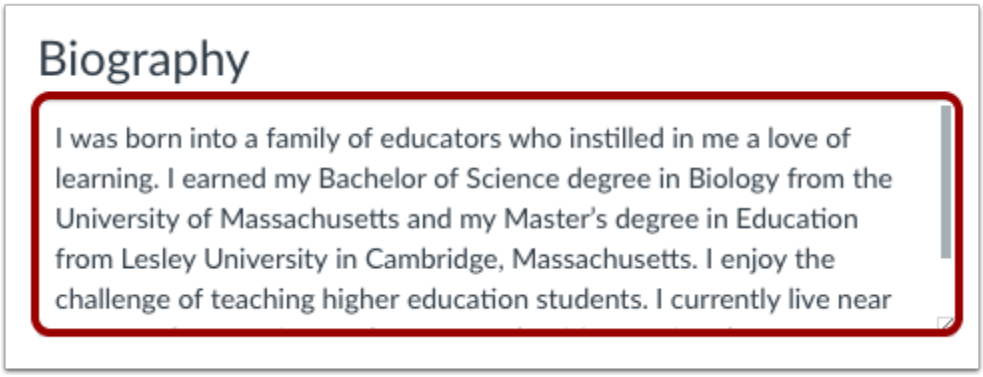


If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the **Manage Registered Services** link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.

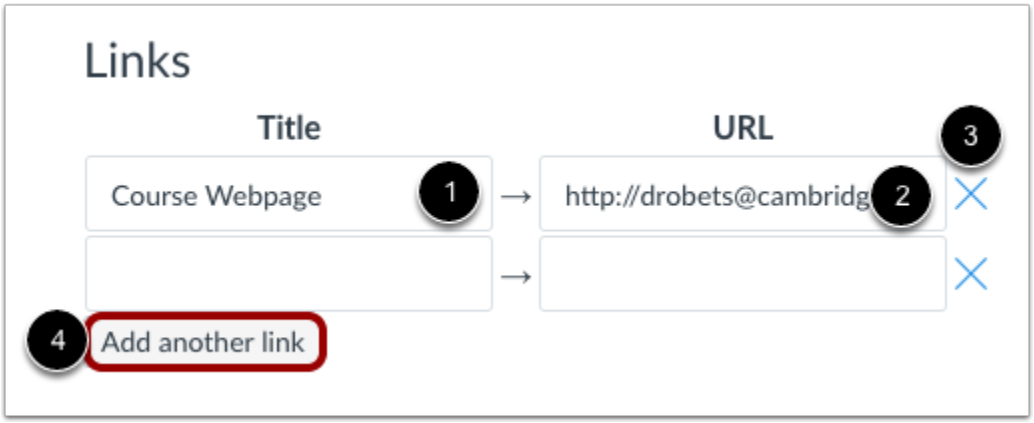
Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio



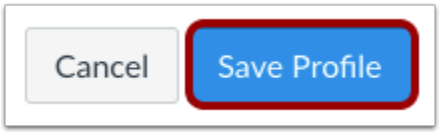
Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links



To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the **remove** icon to delete the link [3]. Click the **Add another link** button to add another link [4].

Save Profile



Click the **Save Profile** button.

How do I add a profile picture in my user account as an instructor?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

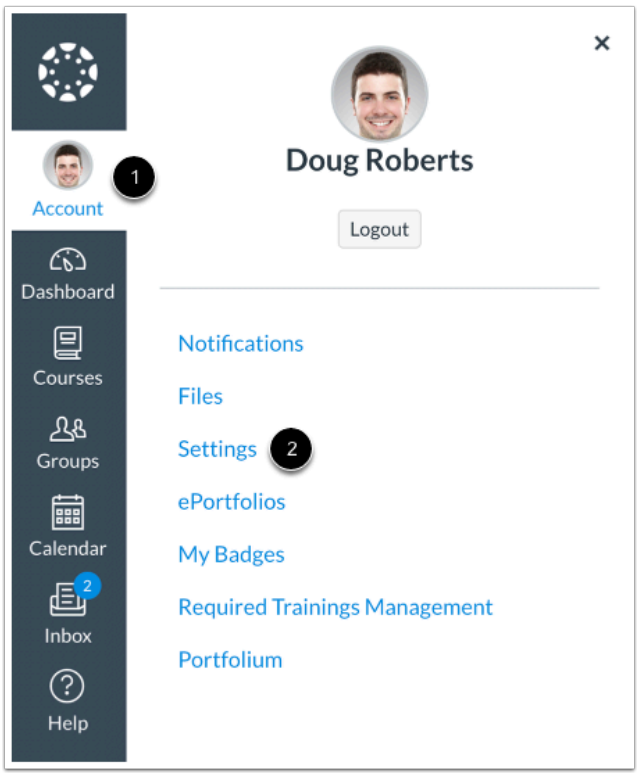
There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer's camera (not supported when using Safari or Internet Explorer)
- **Import** from an existing Gravatar account (this feature may be restricted by your institution and only G-rated images are supported)

Tips for profile pictures:

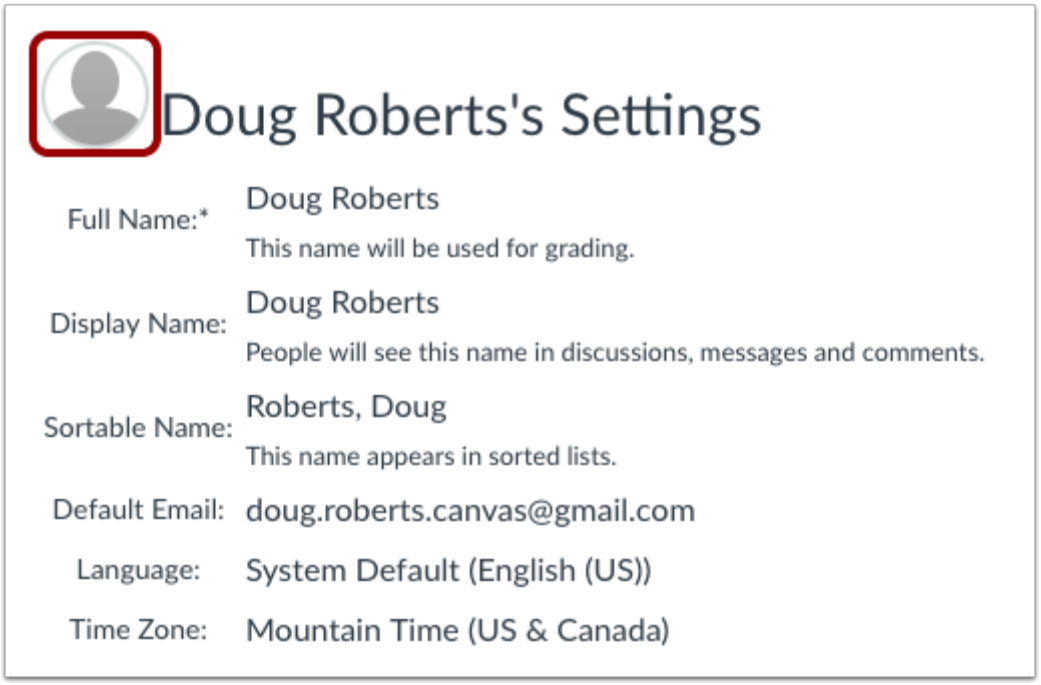
- Please choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

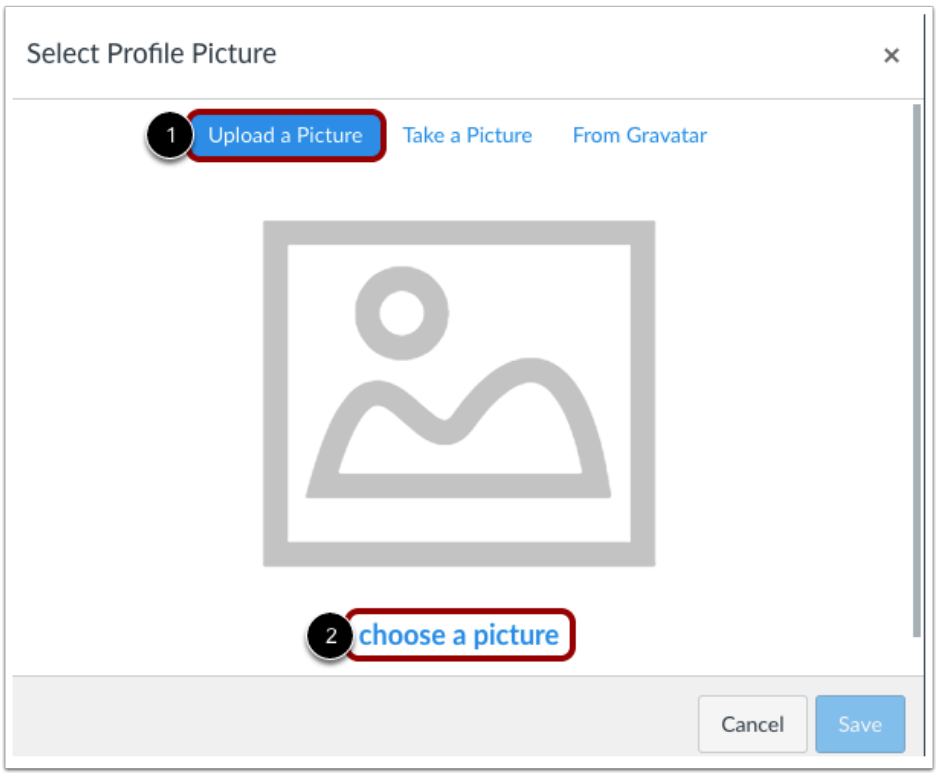
Open Profile Picture



Click the profile picture icon.

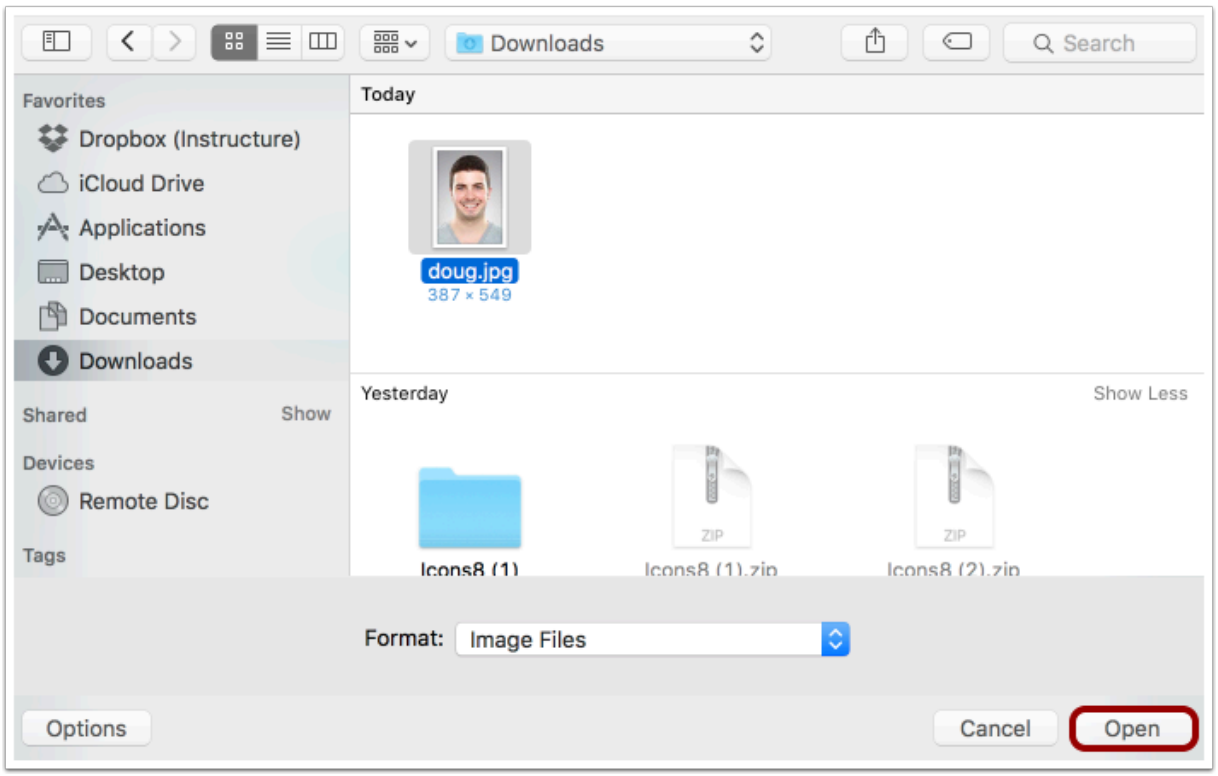
Note: If you don't see a placeholder profile picture icon, your institution does not allow you to add or change your profile picture.

Upload a Picture



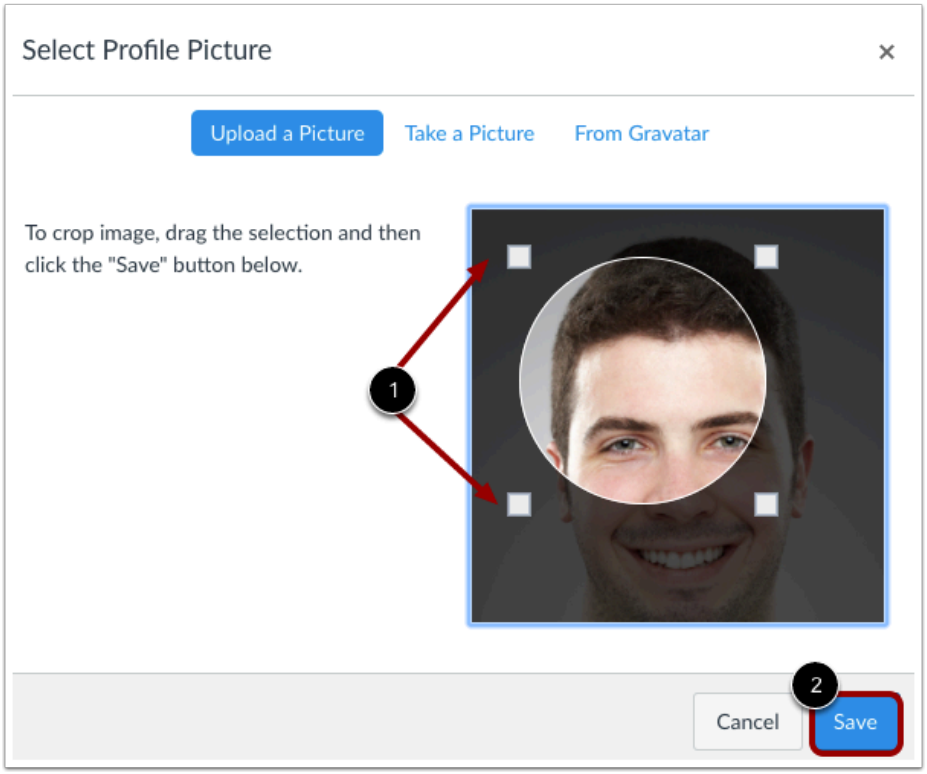
To upload a new profile picture, click the **Upload a Picture** tab [1], then click the **choose a picture** link [2]. You can also drag a picture from your desktop and drop it into the uploader.

Choose Profile Picture



Find the image you want to upload and click the **Open** or **Browse** button.

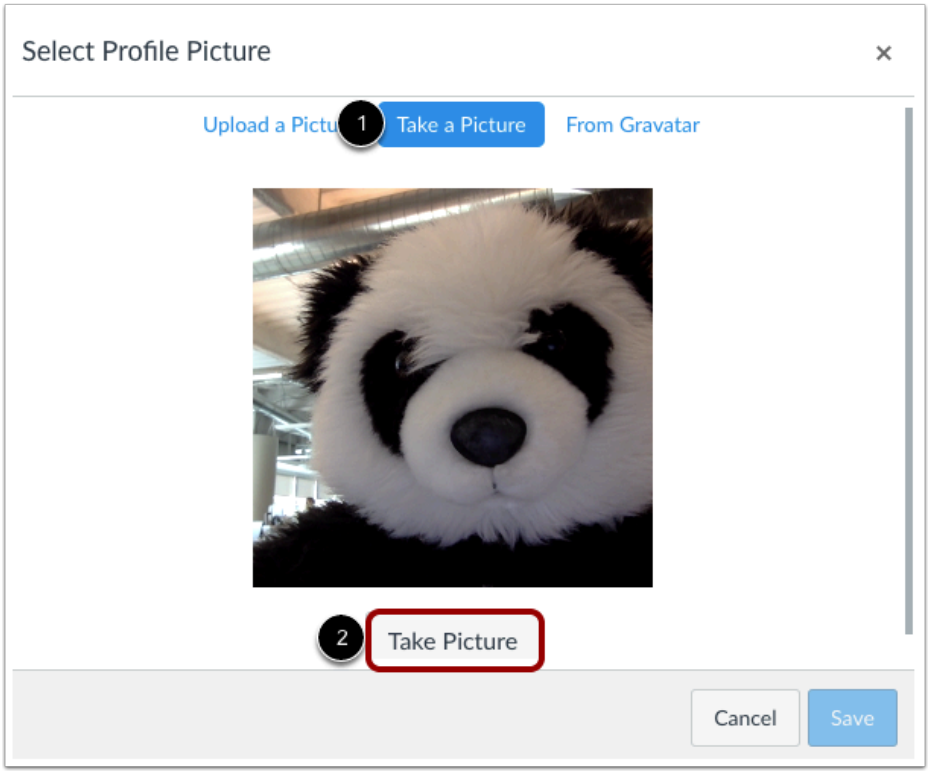
Crop or Resize Picture



Use the selection boxes to crop your image [1]. When you are finished, click the **Save** button [2].

Note: Canvas will automatically store a copy of the saved profile picture in your personal files. When a new picture is saved in your profile, the new picture will override the existing picture file in your personal files.

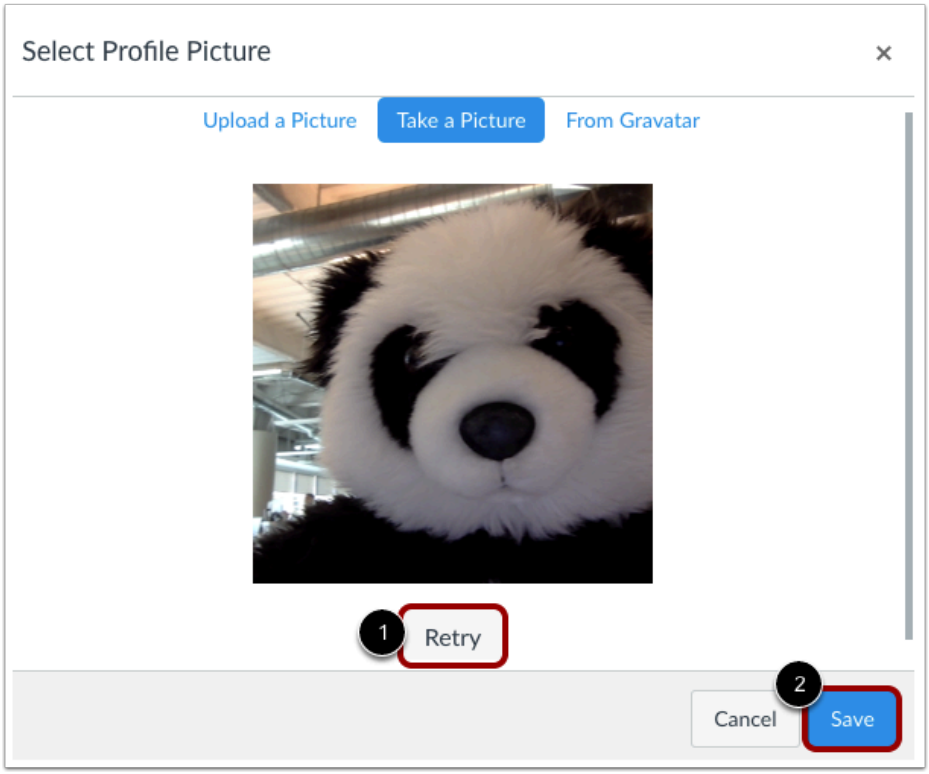
Take a Picture



To take a picture to use as your profile picture, click the **Take a Picture** tab [1], then click the **Take Picture** button [2].

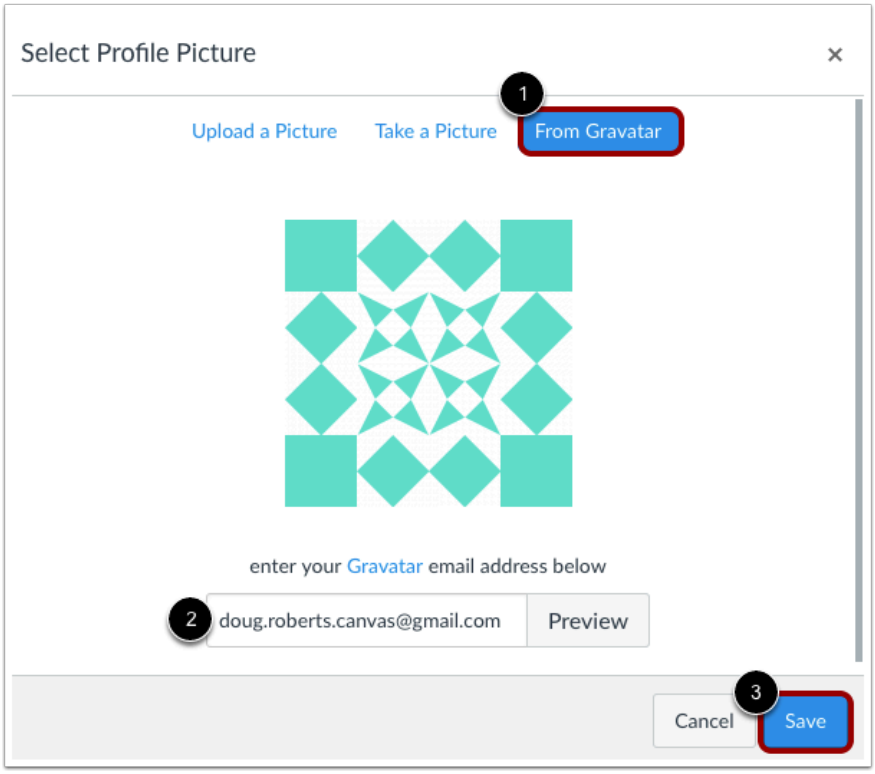
Note: Depending on your browser, you may need to allow Canvas to access your camera. The Take a Picture option is not supported when using Safari or Internet Explorer.

Save Picture



To take another picture, click the **Retry** button [1]. When you are finished, click the **Save** button [2].

Import from Gravatar

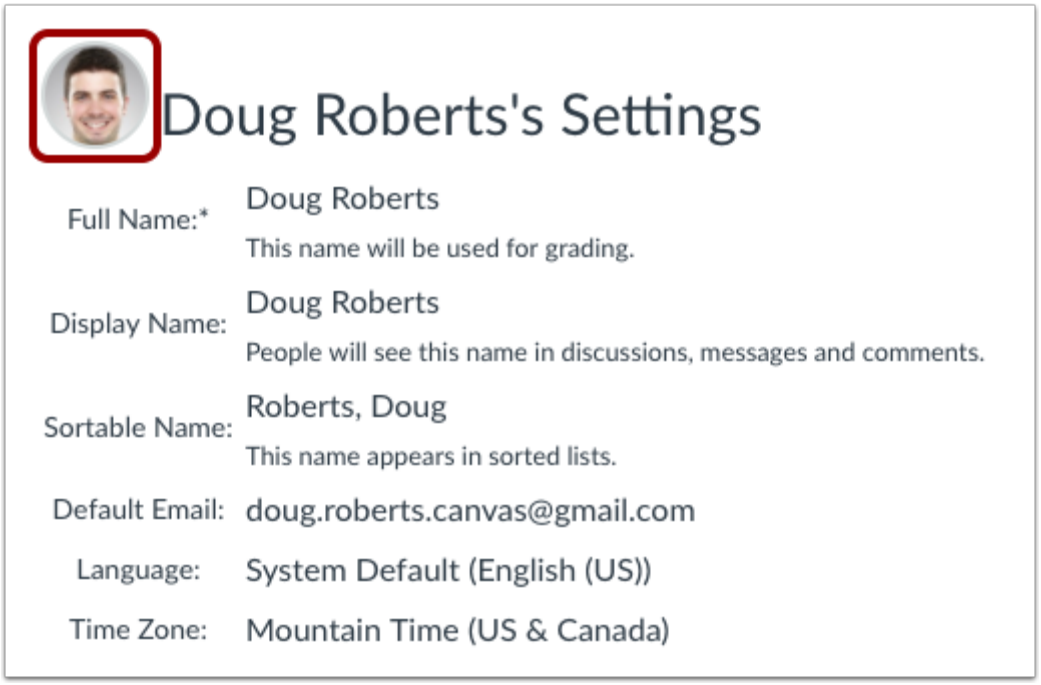


If your institution allows Gravatars and you have a Gravatar account, you can import an existing Gravatar to use as your profile picture.

Click the **From Gravatar** tab [1] and enter your Gravatar email address in the field provided [2]. Click the **Preview** button to view your Gravatar. When you are finished, click the **Save** button [3].

Note: Before adding a photo in your Gravatar account, you will have to rate the photo. Please note that only G-rated Gravatar photos can be displayed as a Canvas profile picture.

View Profile Picture



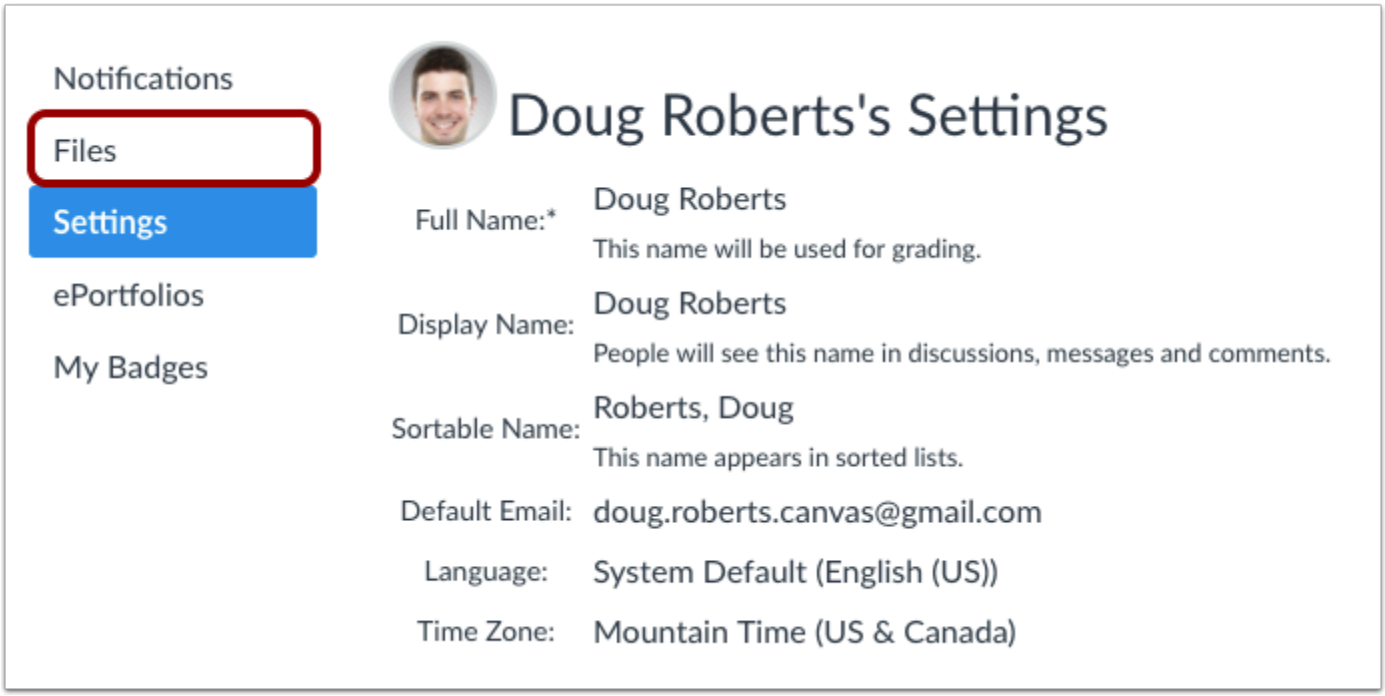
The Profile picture you selected will show up instead of the placeholder profile picture.

Delete Profile Picture

Profile pictures are linked to your personal files, so you can easily delete them to remove old profile pictures.

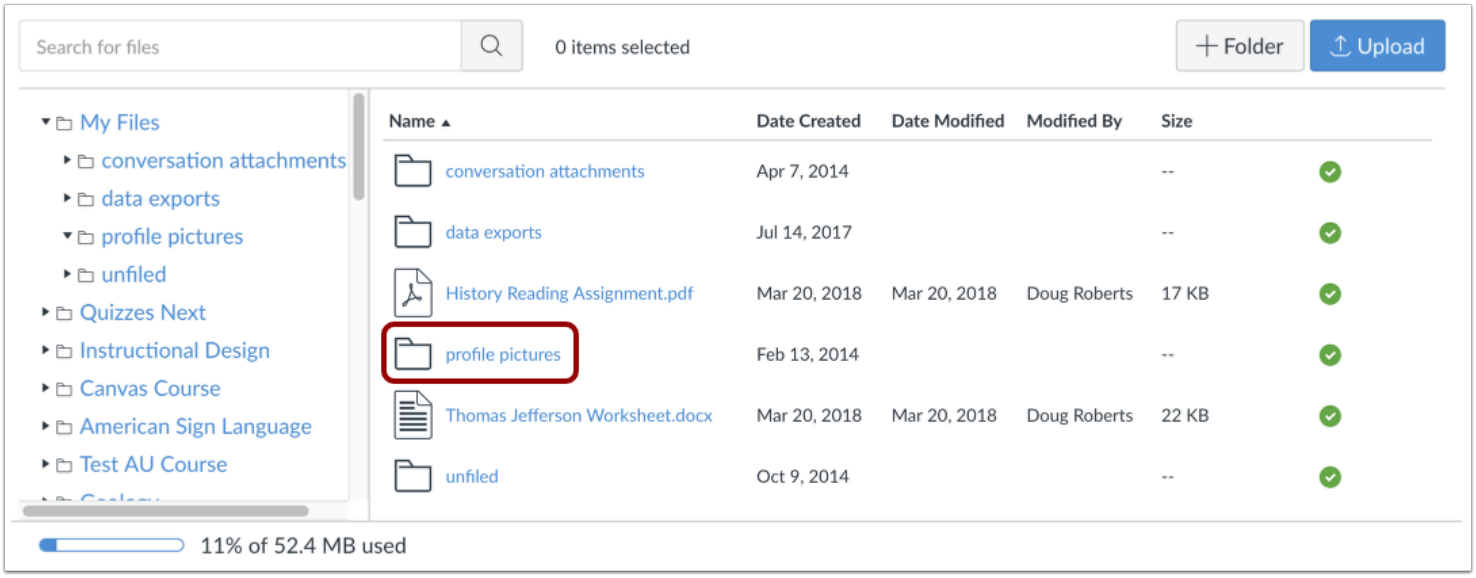
Note: Gravatar images cannot be deleted from your account through your personal files. However, Gravatar images may be replaced with an uploaded image or with a captured image using the Take a Picture option.

Open Files



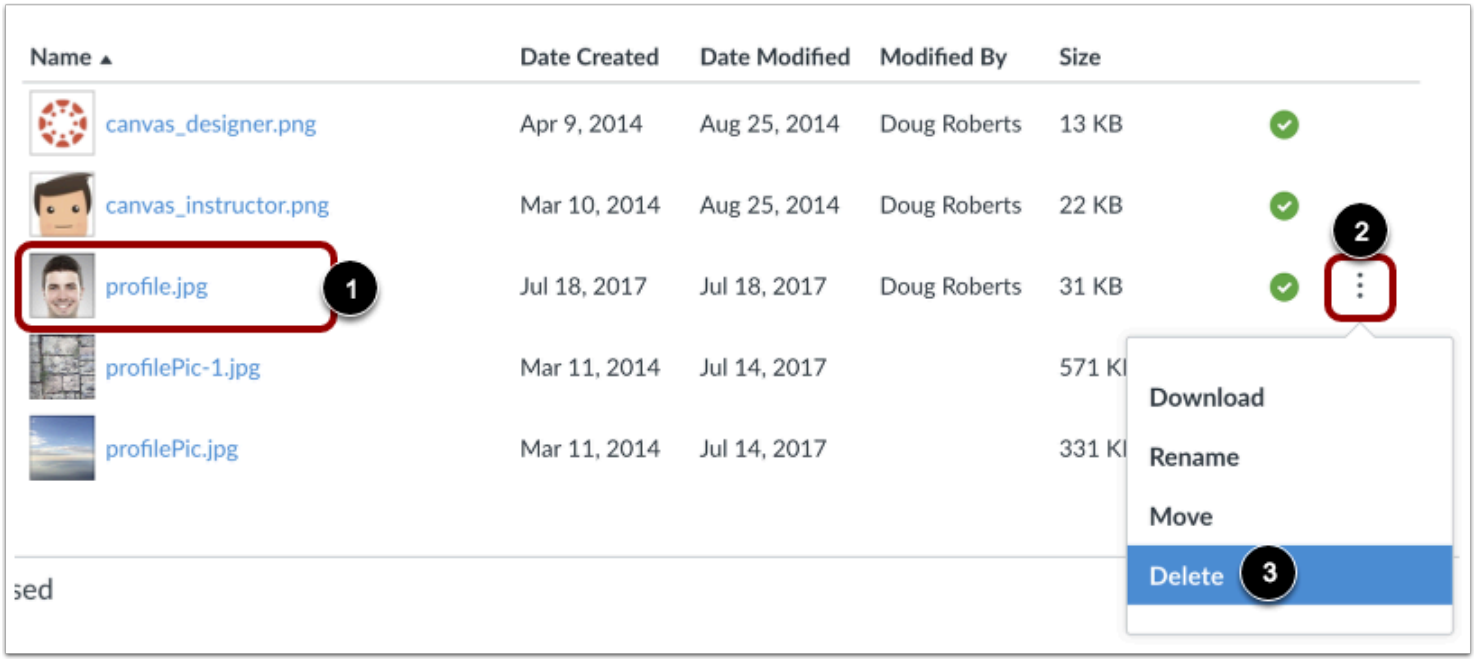
To delete a profile picture, click the **Files** link.

Open Profile Pictures



Click the **profile pictures** folder.

Delete Profile Picture



Next to the file you want to delete [1], click the **Options** icon [2] then click the **Delete** link [3].

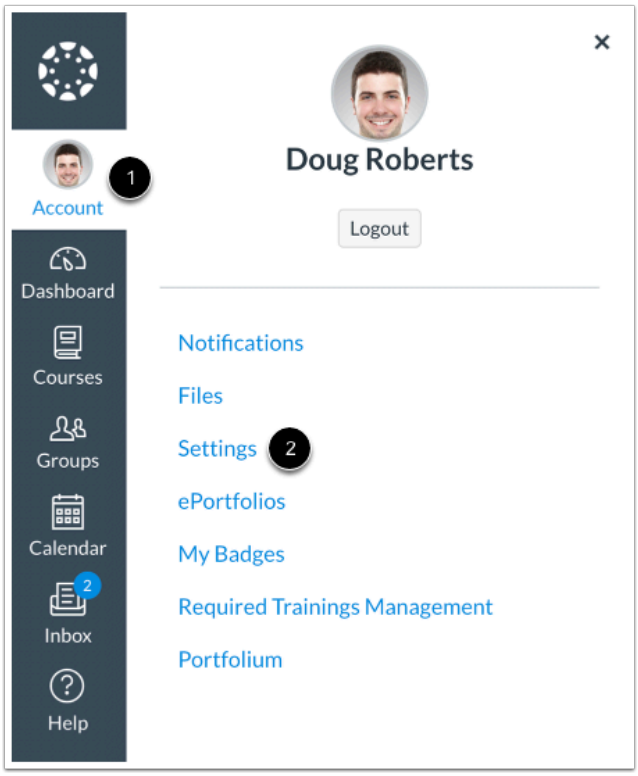
How do I change the settings in my user account as an instructor?

Depending on how your Canvas account was created, you may be able to make changes to your name, pronouns, default email, language, time zone, and password.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

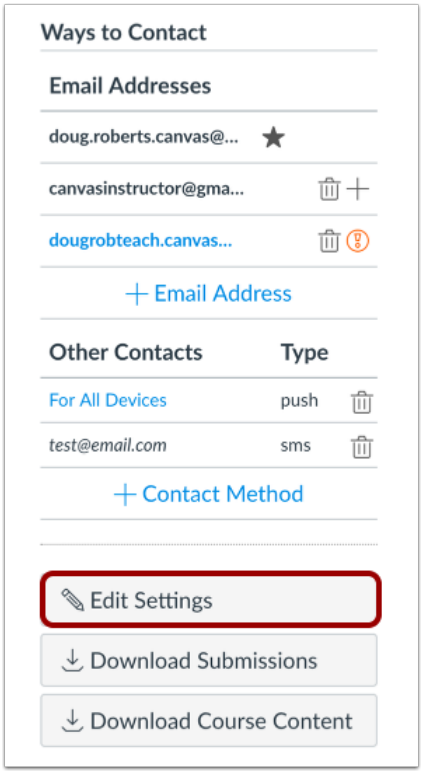
Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Open User Settings



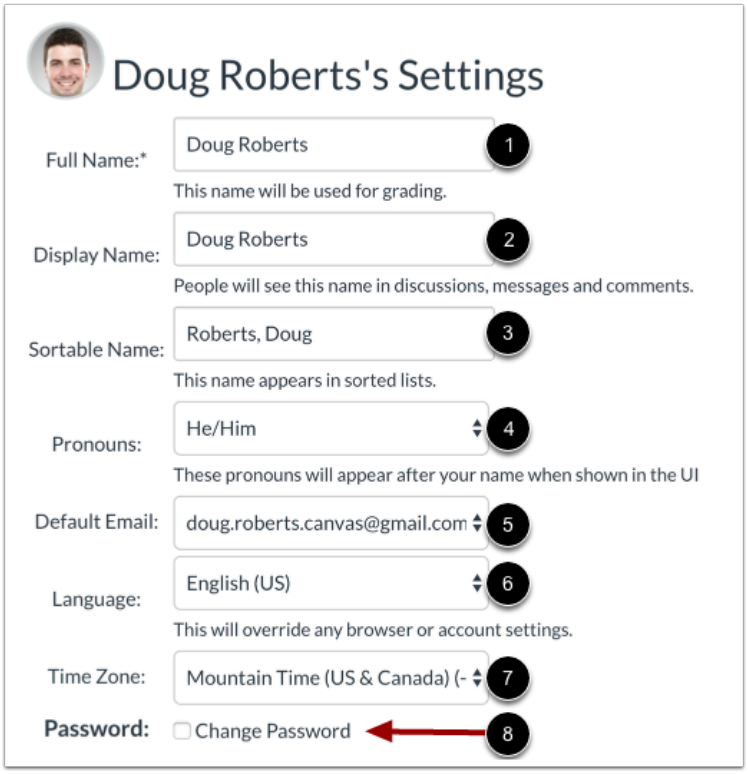
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Change Settings



If enabled, edit the appropriate settings:

- **Full Name** [1] is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
- **Display Name** [2] is how other users will see your name in Discussions, Announcements, and Conversations.
- **Sortable Name** [3] defaults to your last name, first name and appears in sorted lists so admins can search for it.
- **Pronouns** [4] display after your name in various areas throughout Canvas.
- **Default Email** [5] can be set when you have multiple Notification email addresses associated with your account.
- **Language** [6] can be set to your native language and is the language you want to use in Canvas (does not apply if an instructor sets a specific language for a course).
- **Time Zone** [7] can be set to where you are located and displays assignments in your local time.
- **Password** [8] is the combination of characters you choose to use to log in to your Canvas account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Update Settings

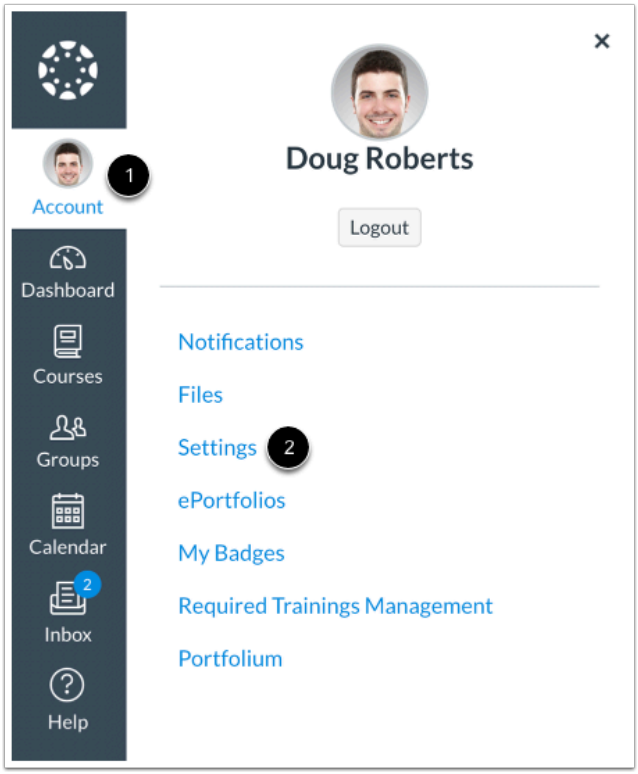
Click the **Update Settings** button.

How do I change the language preference in my user account as an instructor?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

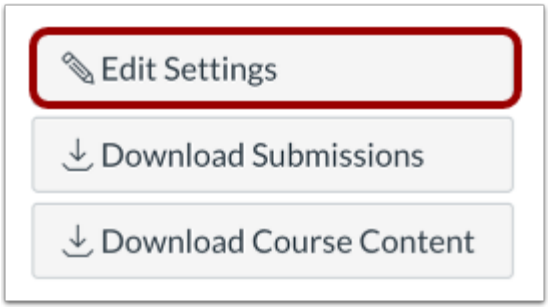
Note: You have the option to change the language preference for your courses. If one of your courses is set to a different language (most often for a foreign language course), the course language will override the language in your user settings.

Open User Settings



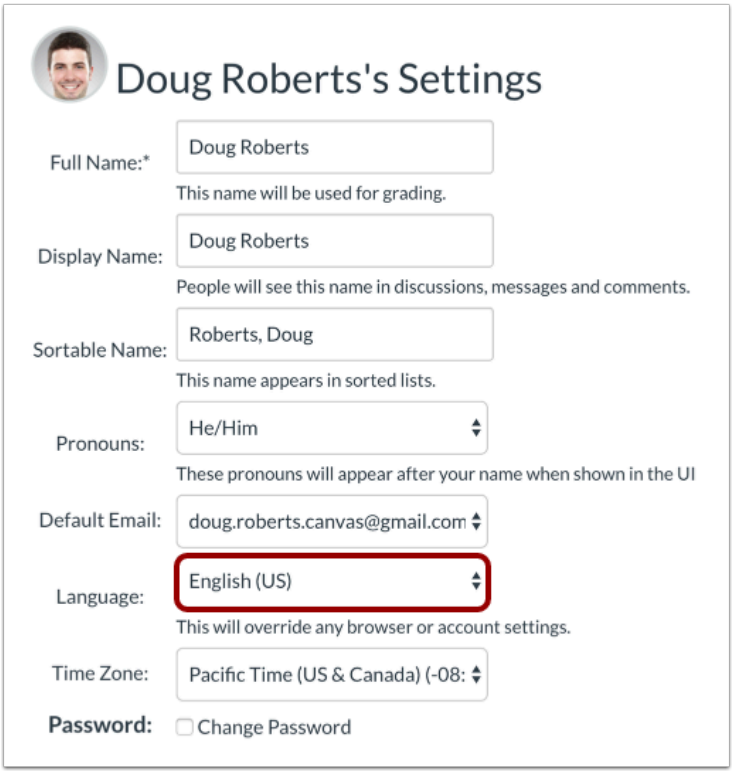
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Select Language



In the Language drop-down menu, choose your preferred language.

Update Settings

Click the **Update Settings** button.

View Preferred Language

View Canvas in your preferred language.

How do I select personal pronouns in my user account as an instructor?

If enabled by your institution, you can select personal pronouns to add to your user account. Personal pronouns display after your name in various areas in Canvas, including:

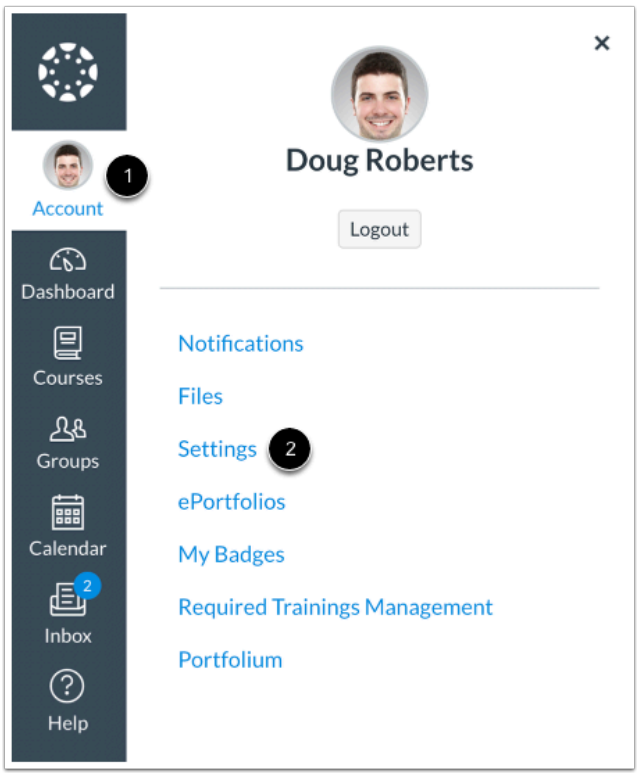
- Assignment Creation Menu
- Assignment Peer Review Page
- Comment Fields
- Course Sections List
- Discussions
- Inbox
- People Page (Course and Groups)
- SpeedGrader
- Student Context Card
- User Navigation Menu
- User Profile Page
- User Settings Page

Notes:

- If you cannot view pronouns in your User Settings, your institution has not enabled this feature.
- LTI tools, such as New Quizzes and Analytics, do not currently support displaying pronouns.

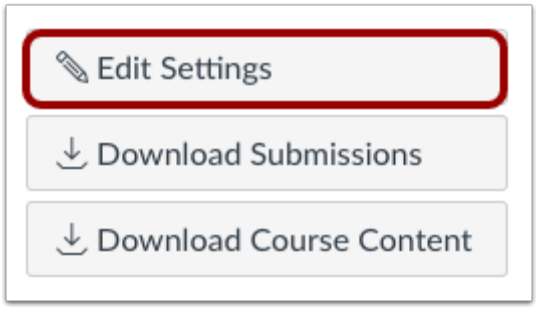
CC BY NC SA

Open User Settings



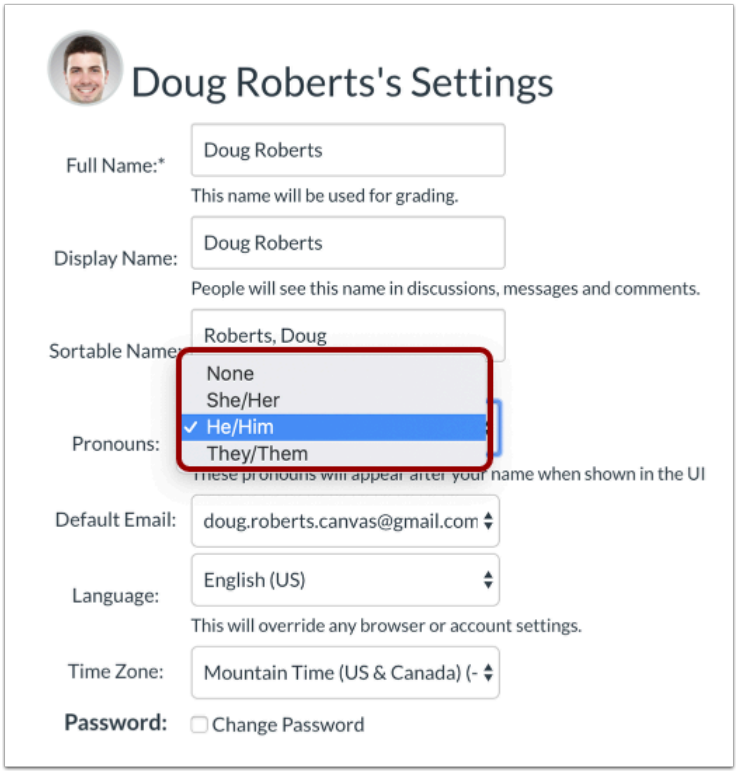
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Select Pronouns

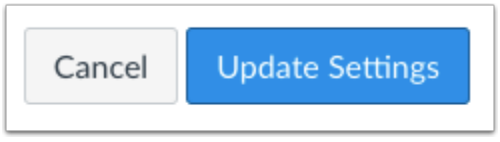


In the **Pronouns** drop-down menu, select your preferred pronouns.

Notes:

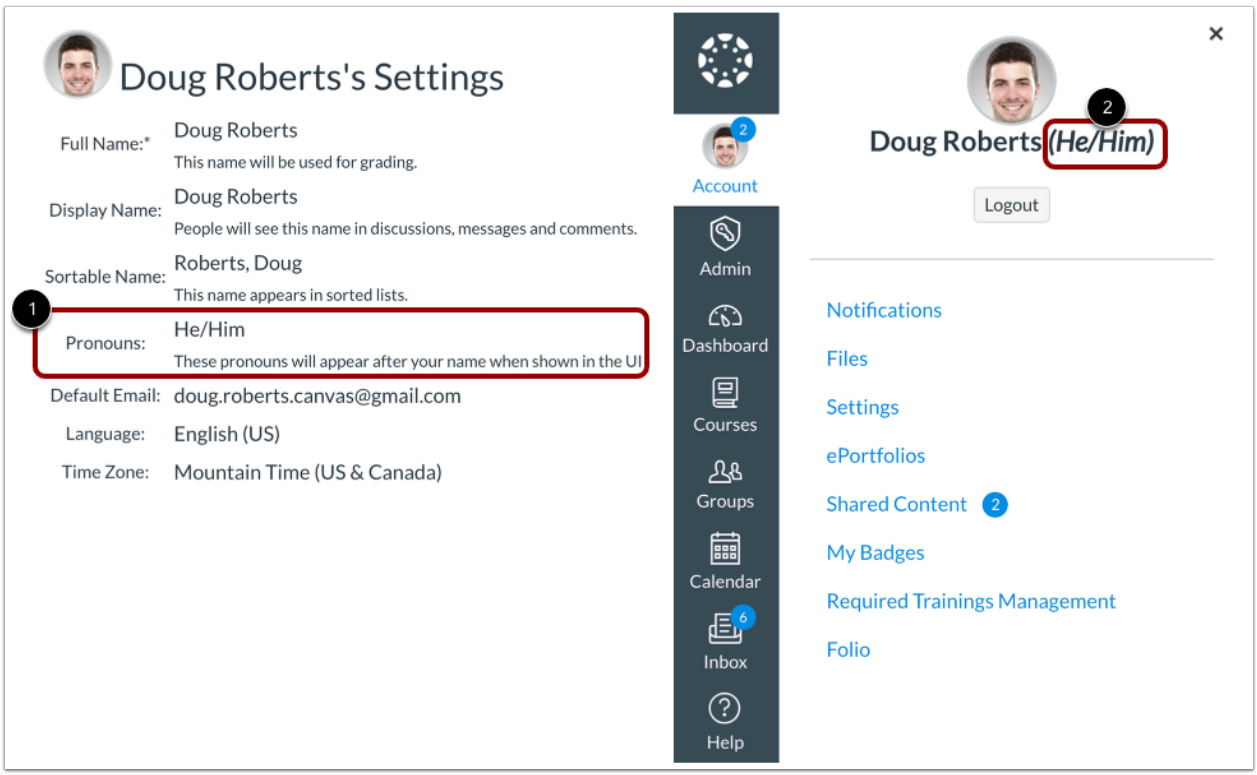
- If the Pronouns drop-down menu does not display in your User Settings, your institution has not enabled this feature.
- Pronoun options are managed by your institution. You cannot add pronoun options.

Update Settings



Click the **Update Settings** button.

View Pronouns



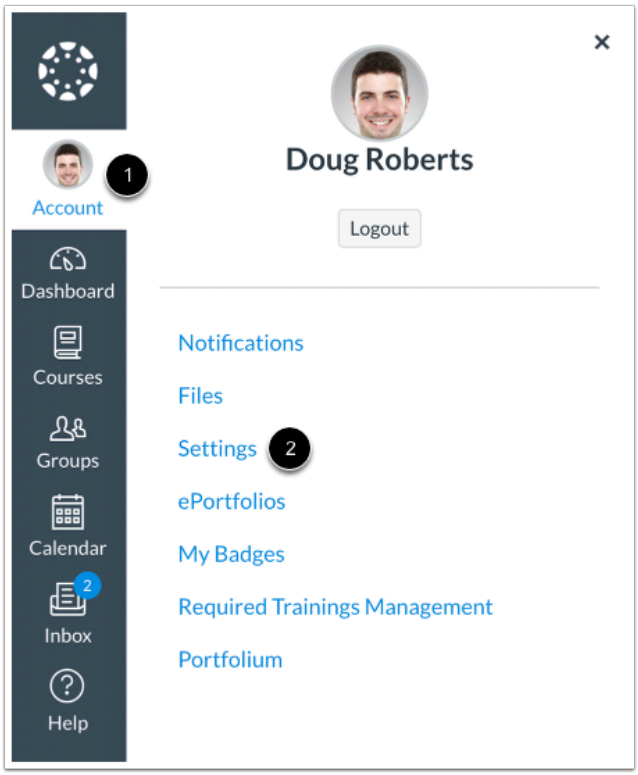
You can view your selected pronouns in your User Settings [1]. Your preferred pronouns will also display after your name in areas throughout Canvas [2].

How do I set a time zone in my user account as an instructor?

All dates and times throughout your Canvas courses are displayed according a course's respective time zone. However, you can set your own time zone for your user account and have your local time zone display throughout Canvas. Displaying dates in your local time may help you stay up to date on assignments and due dates, especially if your course time zone differs significantly from where you reside.

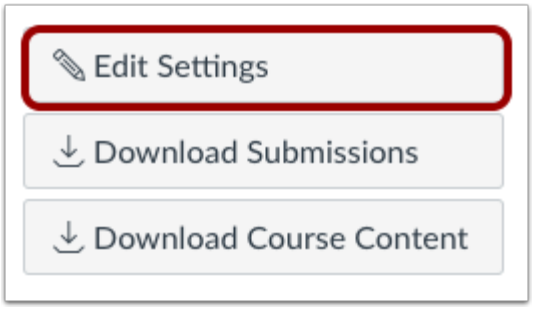
Note: If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

Open User Settings



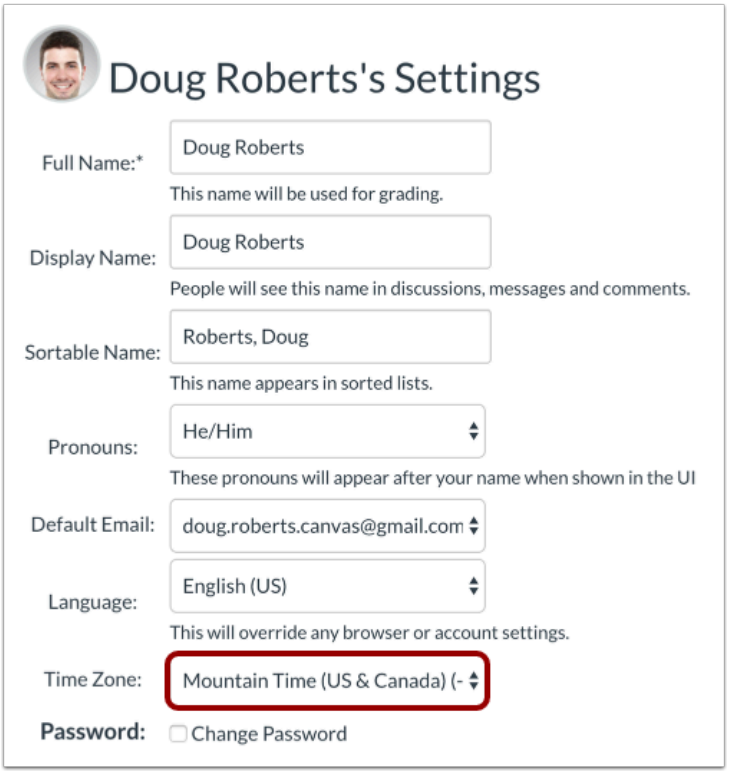
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



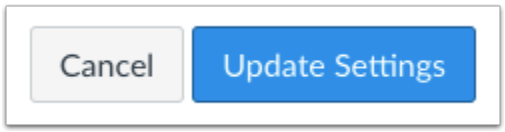
Click the **Edit Settings** button.

Set User Time Zone



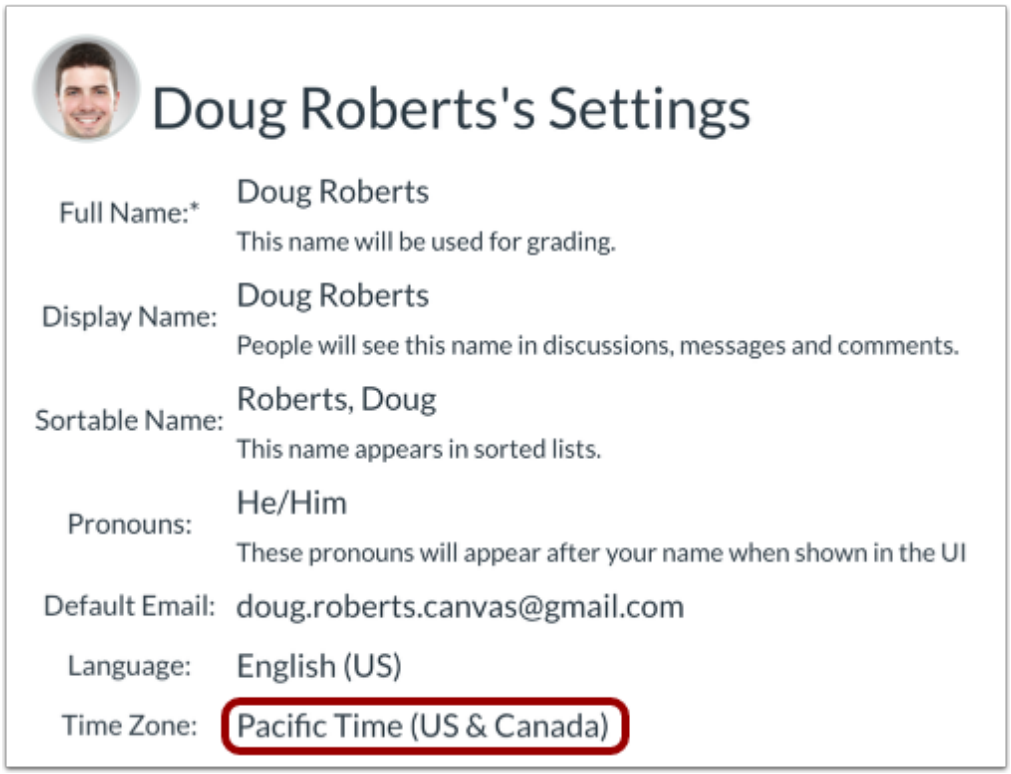
In the Time Zone drop-down menu, select a new time zone for your user account.

Update Settings



Click the **Update Settings** button.

View Time Zone



View the time zone for your user account.

How do I change my login password as an instructor?

You may be able to change your password in your profile settings.

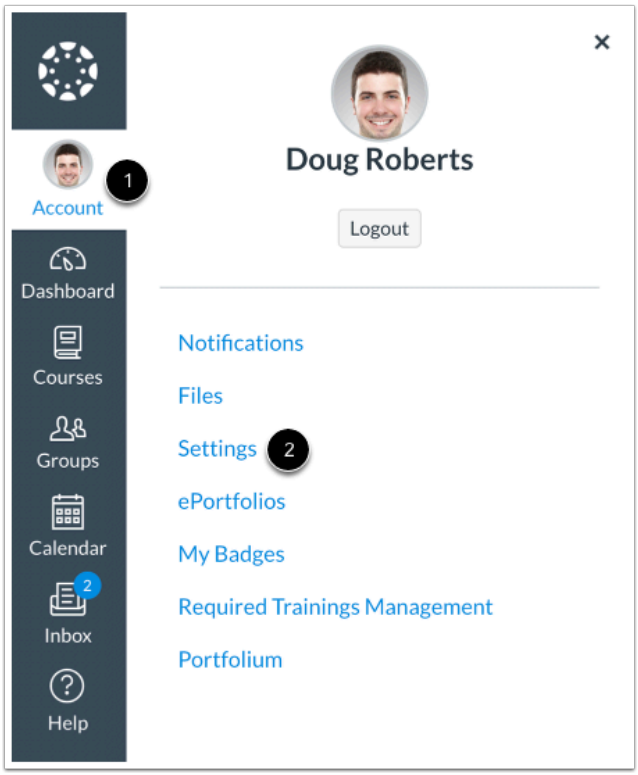
If you do not have access to change your password, your password is controlled through your institution. Contact your institution to learn how to change your password.

If you can change your password, there are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often. Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

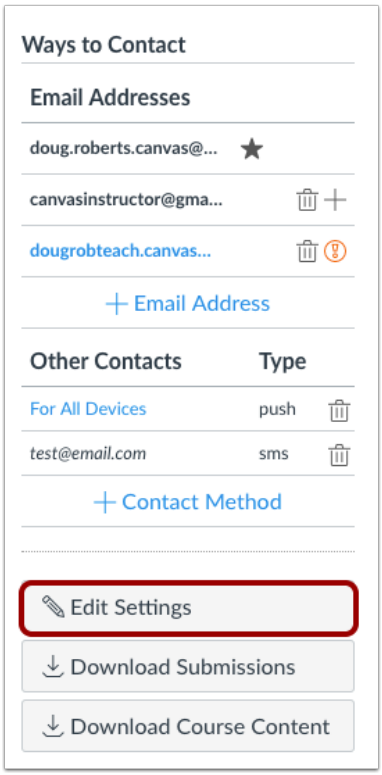
Note: If you forget your password, you may be able to reset it. Learn how to reset your password.

Open User Settings



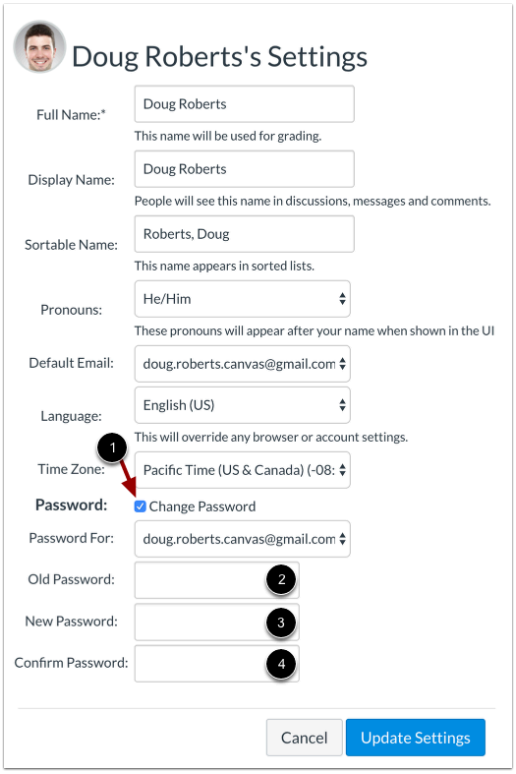
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings



Click the **Edit Settings** button.

Change Password



Click the **Change Password** checkbox [1] to create a new password. Type your old password in the **Old Password** field [2]. Type your new password in the **New Password** field [3]. Type your new password again in the **Confirm Password** field [4].

Note: If you do not have access to change your password, please contact your institution. Your institution will tell you how to change your password.

Update Settings

Click the **Update Settings** button.

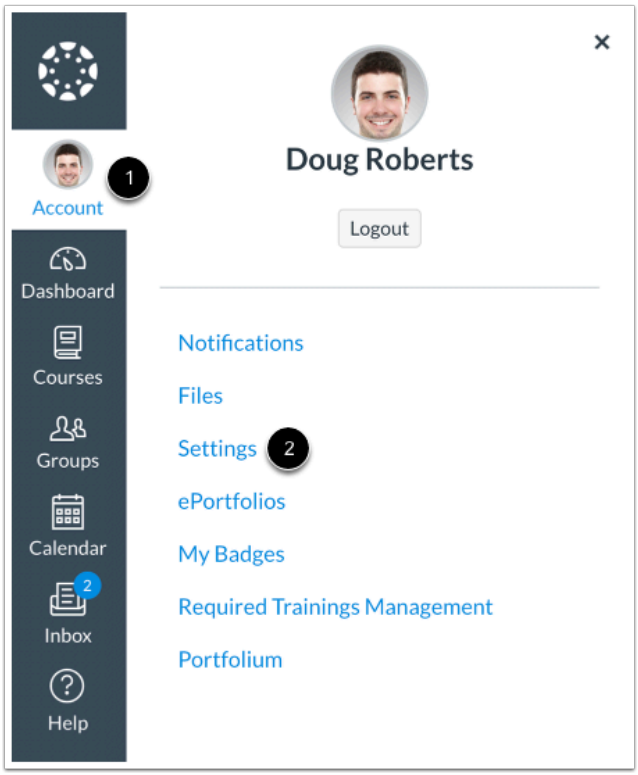
How do I add contact methods to receive Canvas notifications as an instructor?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, and Twitter.

Once you add contact methods, you can set your own Notification Preferences to select how often you want to be notified of course events.

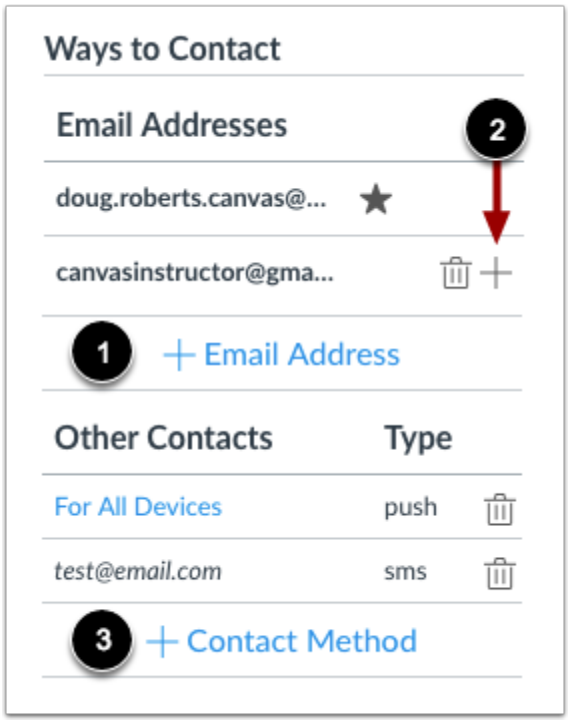
View a video about Notification Preferences.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Ways to Contact

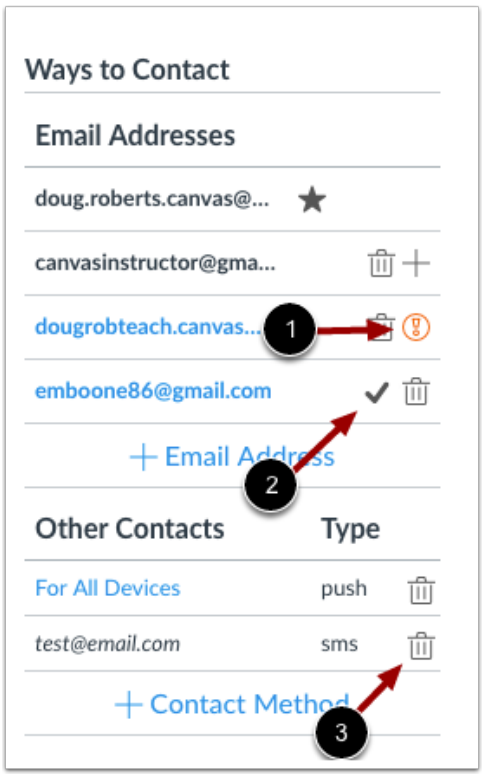


In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the **Add Email Address** link [1].

If you have multiple Canvas accounts, you can view the **Add** icon [2], which allows you to merge the address with another Canvas account that uses the same email address.

If you want to add SMS text messages as a contact method, click the **Add Contact Method** link [3].

View Communication Warnings



Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- **Warning** [1]: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- **Check Mark** [2]: notifies you of an unconfirmed email address.

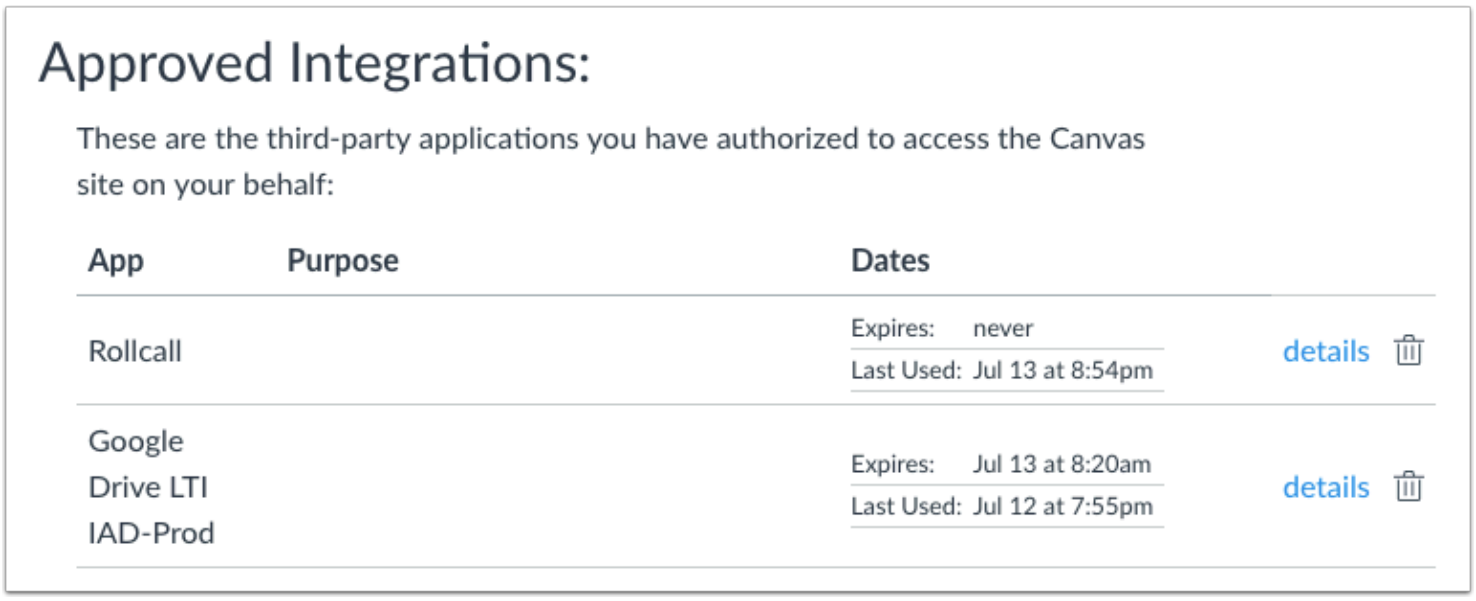
To delete a contact method, click the **Delete** icon [3].

Link to Web Services

The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1]. Other services that are available for registration appear in the right column under the **Other Services** heading [2].

Learn how to add web services in Canvas.

View Approved Integrations



When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.

How do I merge my user account with an account using the same email address as an instructor?

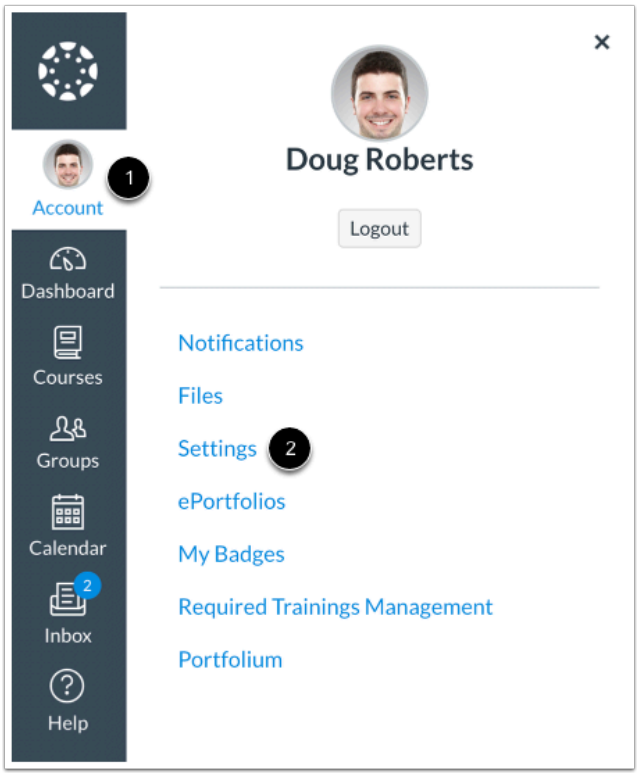
If you have an email address registered in two Canvas accounts, you can merge these accounts. Merging accounts combines the logins, contact methods, and enrollments for the two accounts.

The icon to complete this process will only appear in User Settings if there are two or more email addresses on the account and the email address that appears on both accounts has been registered.

In order to complete this process, you must have the Canvas username and password for both accounts.

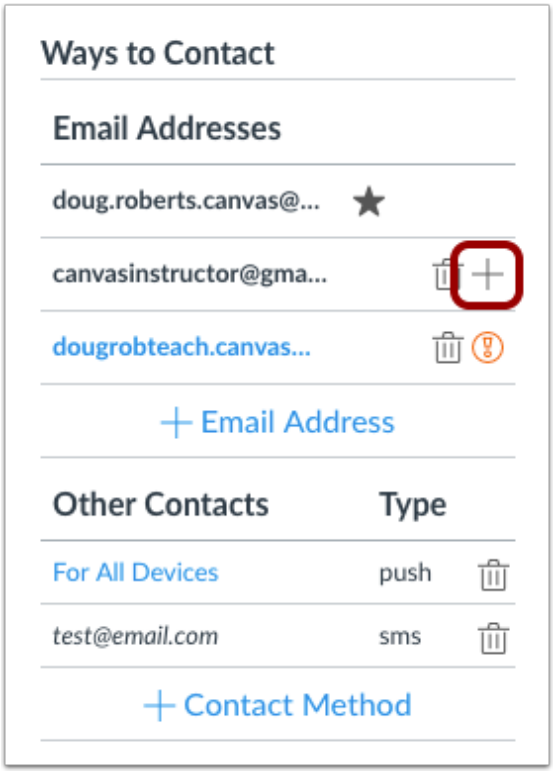
Note: Merging user accounts cannot be undone.

Open Account Settings



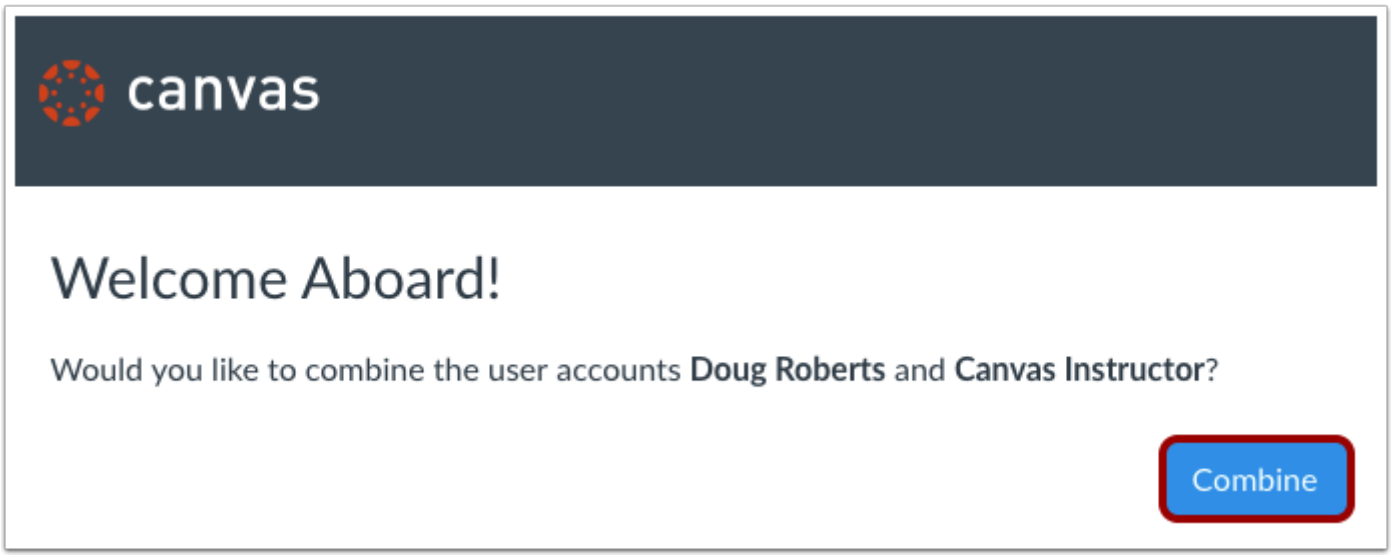
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Combine User Accounts



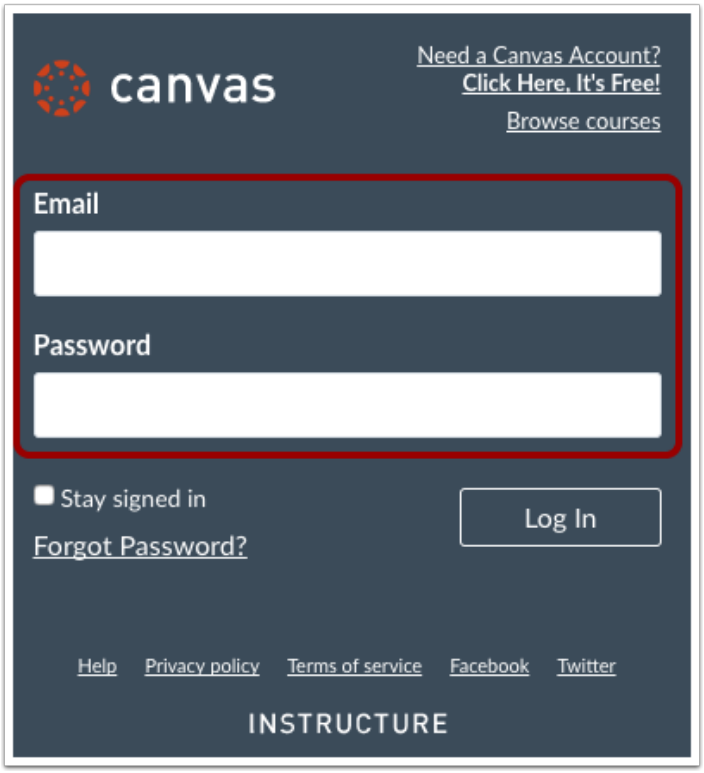
To merge user accounts, click the **Merge** icon in the Ways to Contact sidebar.

Confirm Account Merger



To confirm that you would like to merge accounts, click the **Combine** button.

Enter Credentials



Enter the email address and password for the second account.

View Confirmation Message

Confirm the merge was successful.

How do I set my Canvas notification preferences as an instructor?

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications PDF.

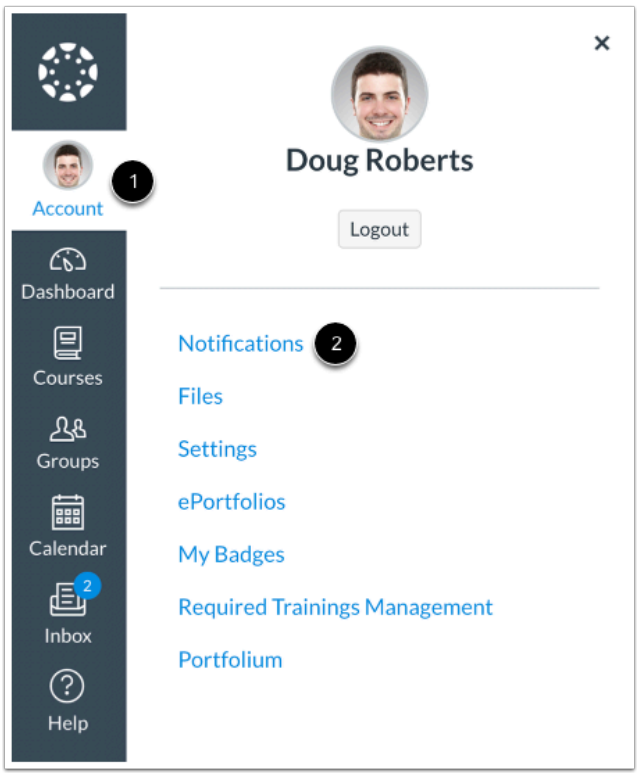
Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses; you cannot change settings for individual courses.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that attachments added as part of an external reply are not included with the message shown in Canvas.

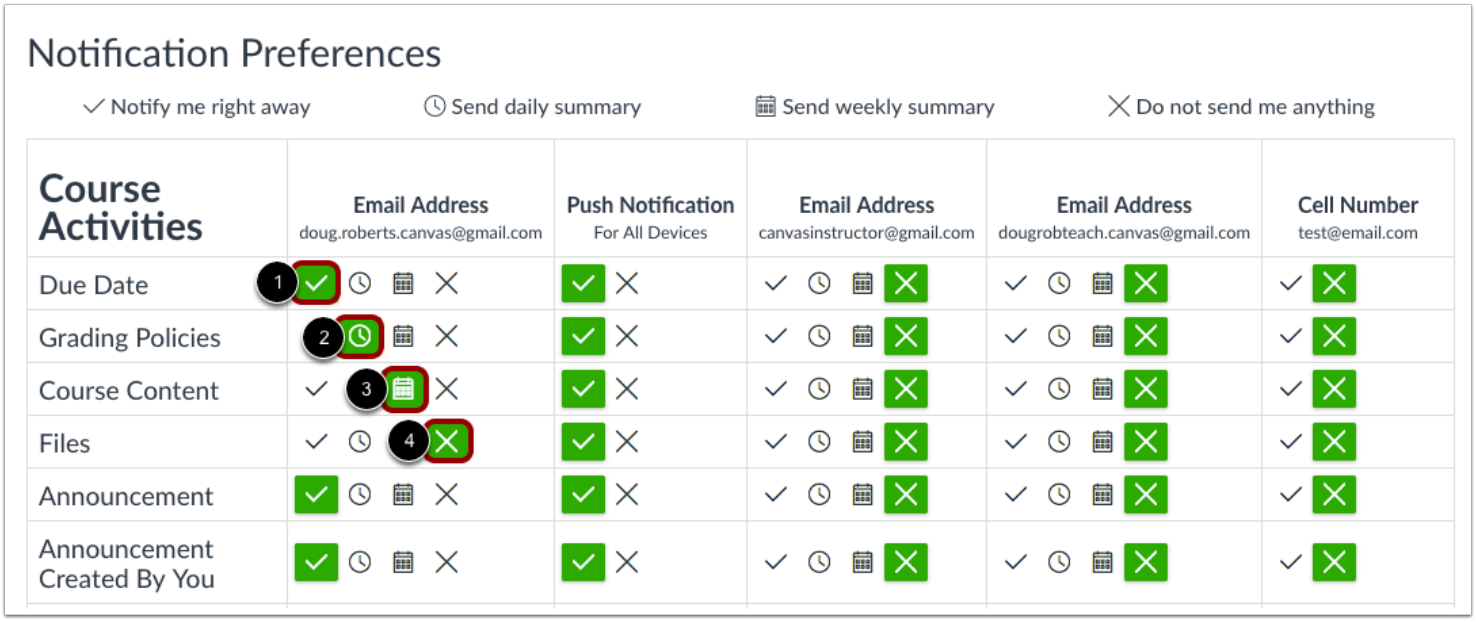
Note: Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please confirm your Canvas contact methods.

Open Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Set Notification Preferences



Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **Checkmark** icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, click the **Clock** icon [2].

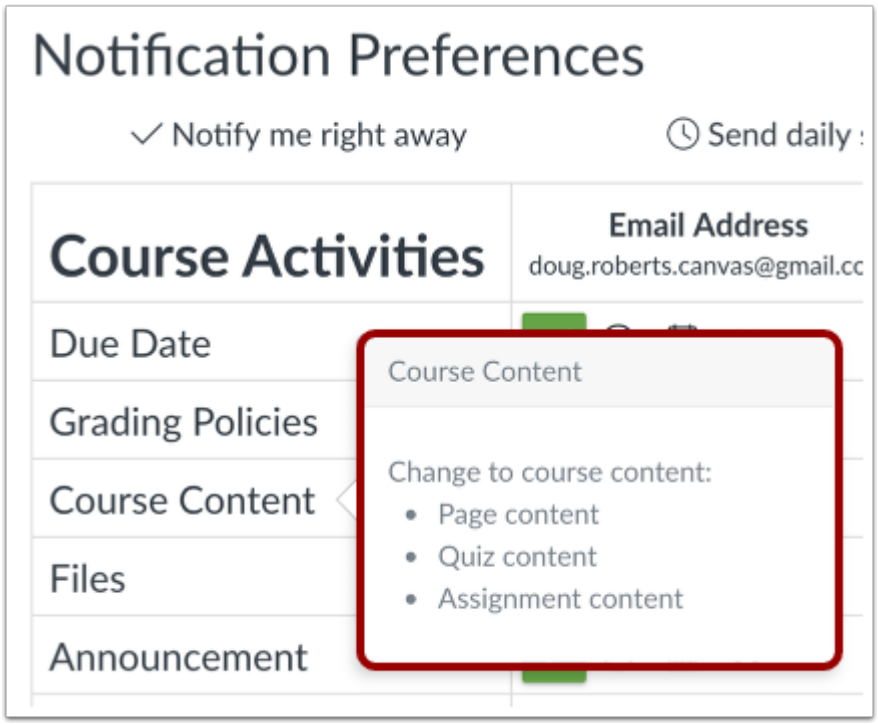
To receive a weekly notification, click the **Calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **Remove** icon [4].

Notes:

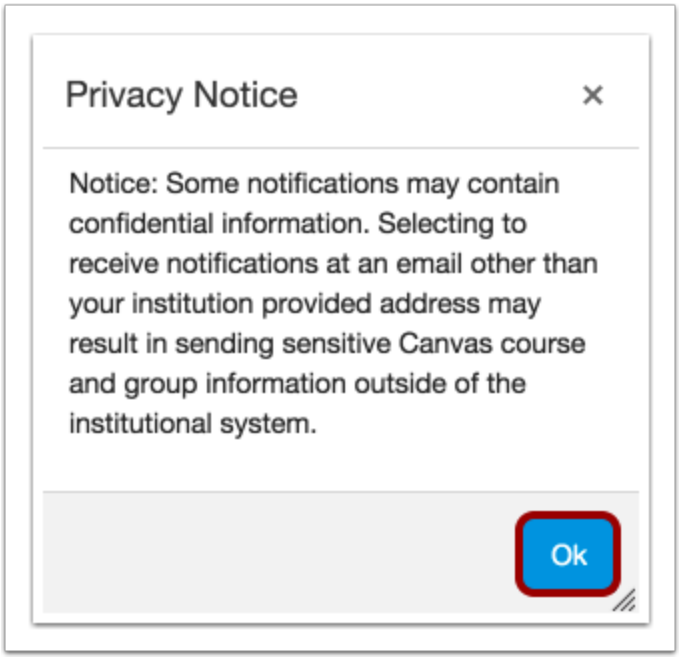
- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

View Notification Details



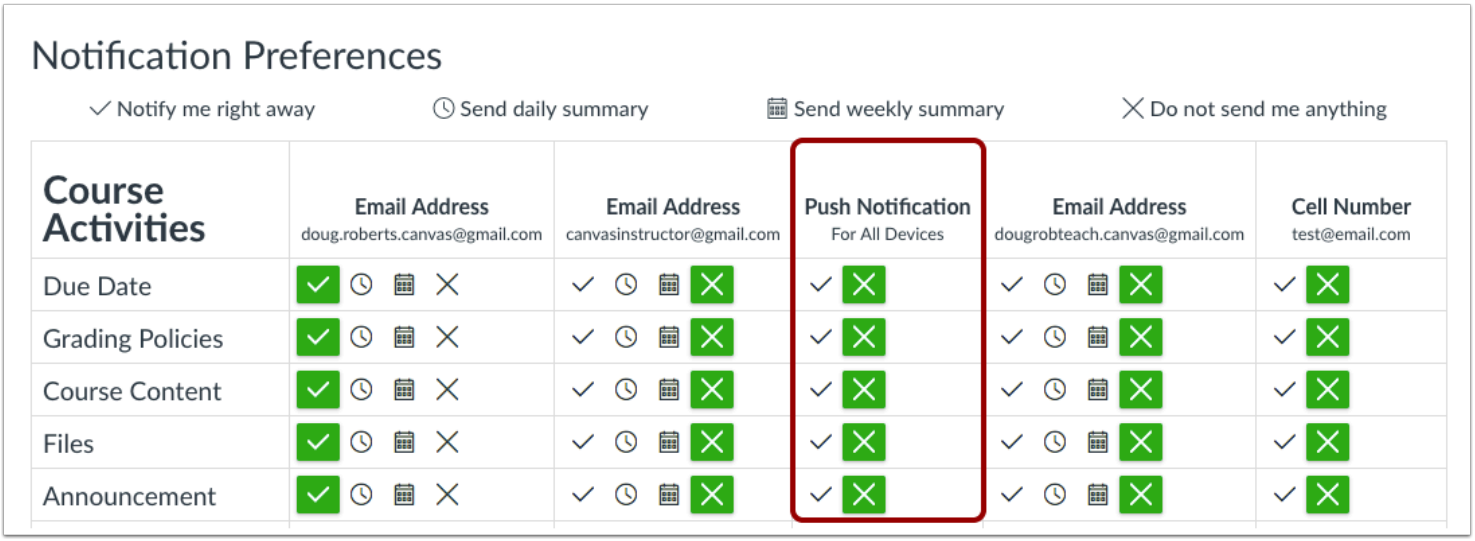
To view details for a notification, hover over the notification name.

View Privacy Notice



If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **OK** button. Once the warning has been displayed, it will not display again.

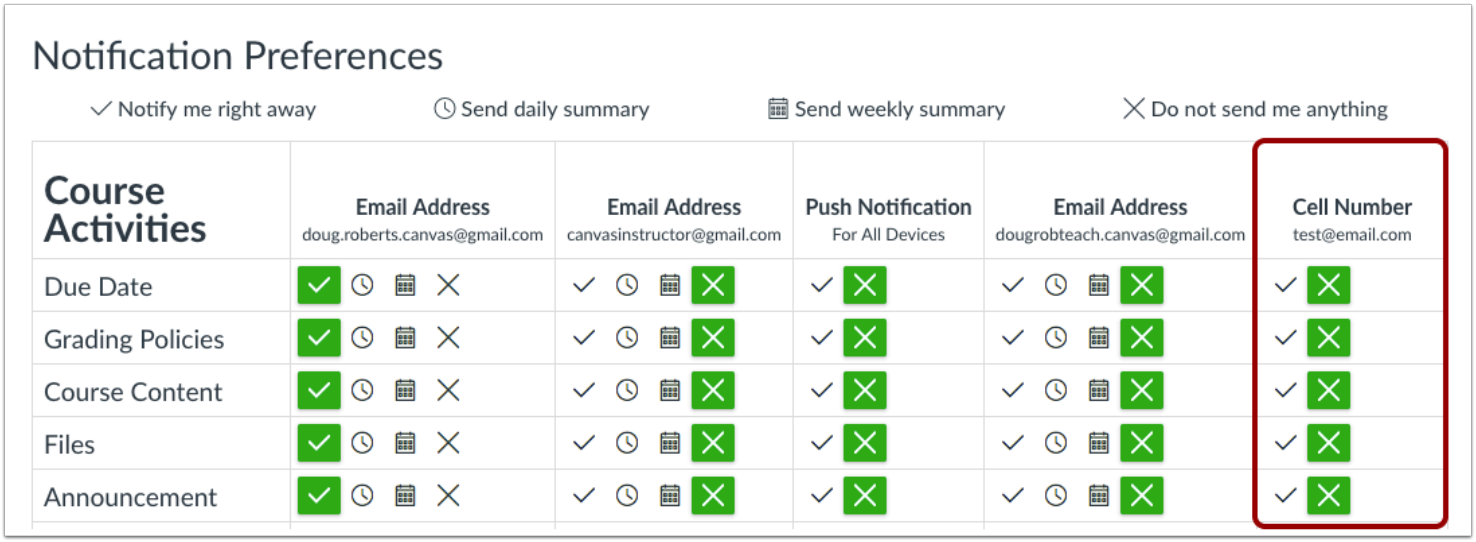
Set Push Notifications



If you have enabled push notifications in the Canvas Teacher app, you can manage your preferences in the Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.

Set Text Notifications



You can set up your mobile phone as a contact method to receive notifications as text (SMS) messages.

On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

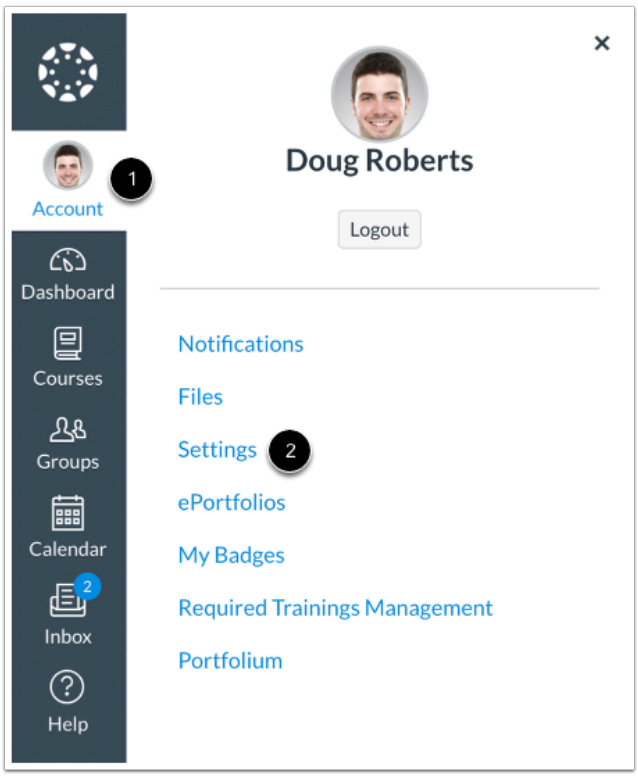
Notification headings identify the course and the type of message notification. All notifications contain at least one text message. You cannot reply to text message notifications.

How do I add an additional email address as a contact method in Canvas as an instructor?

When you create a contact method in Canvas, you can use that contact method as a way to receive Canvas notifications. By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.

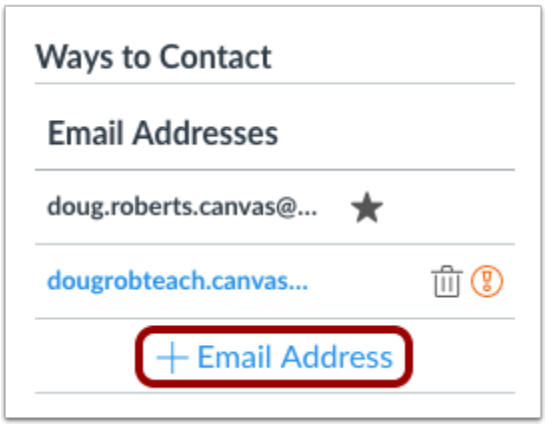
Learn how to set notification preferences.

Open User Settings



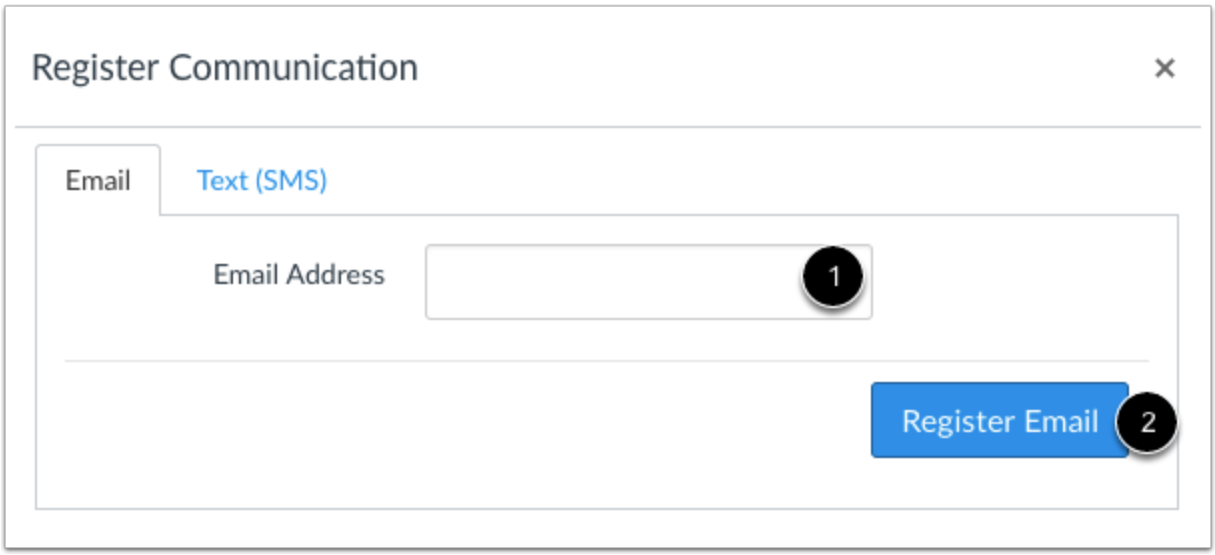
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Email Address



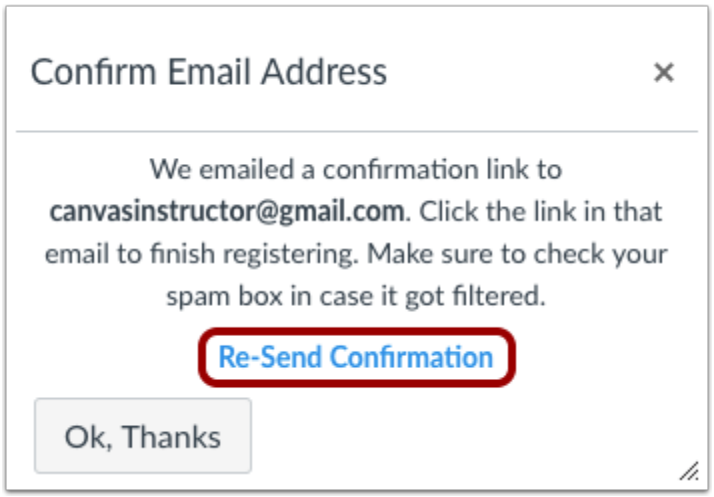
In the Email Addresses section, click the **Add Email Address** link.

Register Email



Type in the email address you want to add in the text field [1]. When you are finished, click **Register Email** [2].

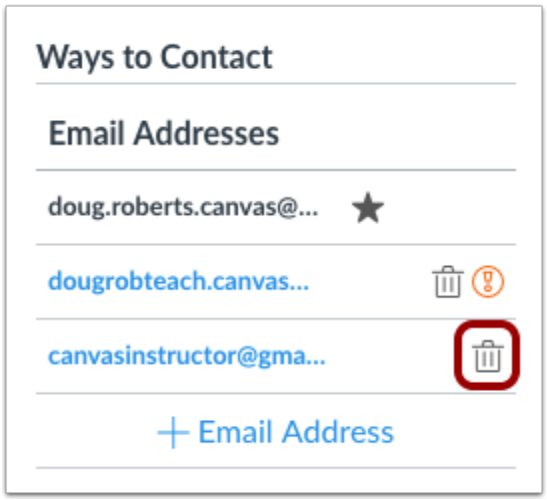
Confirm Email Address



Open your email account you just added. Click the link that is in the email to finish registering the additional email address. You may have to check your junk mail folder.

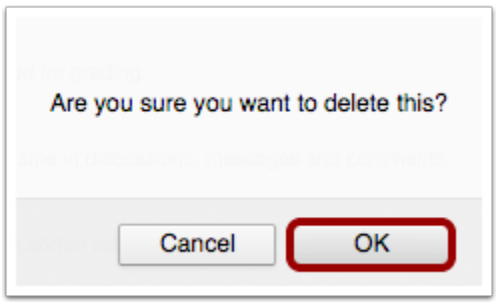
If you need to resend the confirmation, click the **Re-Send Confirmation** link.

Delete Email Address



To delete the email address, click the **Delete** icon.

Confirm Delete



Click the **OK** button.

How do I view course content offline as an ePub file as an instructor?

If ePub Exporting has been enabled for your course, you can view your course offline as an ePub file. You can download the ePub file and upload it into any eReader software for viewing, such as iBooks or Azardi.

ePub content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In an ePub file, you can view assignment details, availability dates, and point values. Discussions include the discussion topic. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the ePub. Any files that aren't supported in the ePub format, such as file attachments or PDFs, can be downloaded to be viewed in the file's native environment.

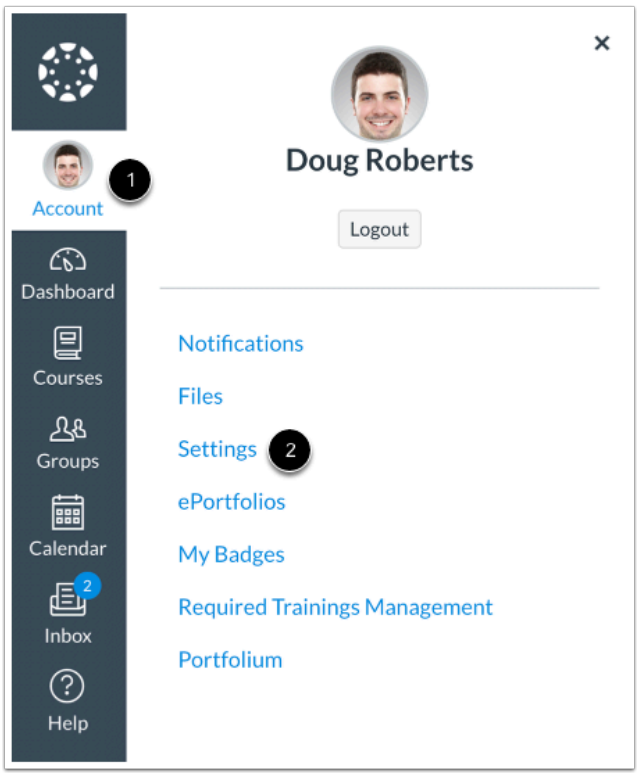
Currently ePub files and any associated files can only be generated in the browser version of Canvas, but the files can be transferred for viewing on any supported device.

By default, ePub files are organized by module, though you can change the ePub format to be organized by content type (assignments, discussions, quizzes, etc.) When viewing by module, only items that have been published in each module will be included in the ePub file. Locked modules list either their prerequisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

Notes:

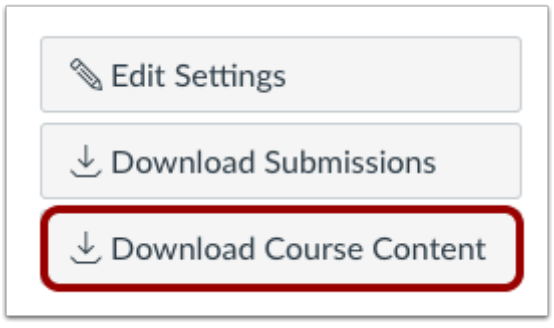
- ePub Exporting is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If you can view the **Download Course Content** button but cannot download an ePub file for a specific course, the feature has not been enabled for that course.
- If your account does not display the **Download Course Content** button, your institution may only allow you to export content offline as an HTML file in Modules. The Allow students to download course content and view offline checkbox in Account Settings will override the ePub Exporting feature option. The setting and feature option cannot be used together.
- When a course is downloaded as an ePub file, the download includes all published course content, including published content within an unpublished module and published course files that have not been linked in student-facing course content.

Open User Settings



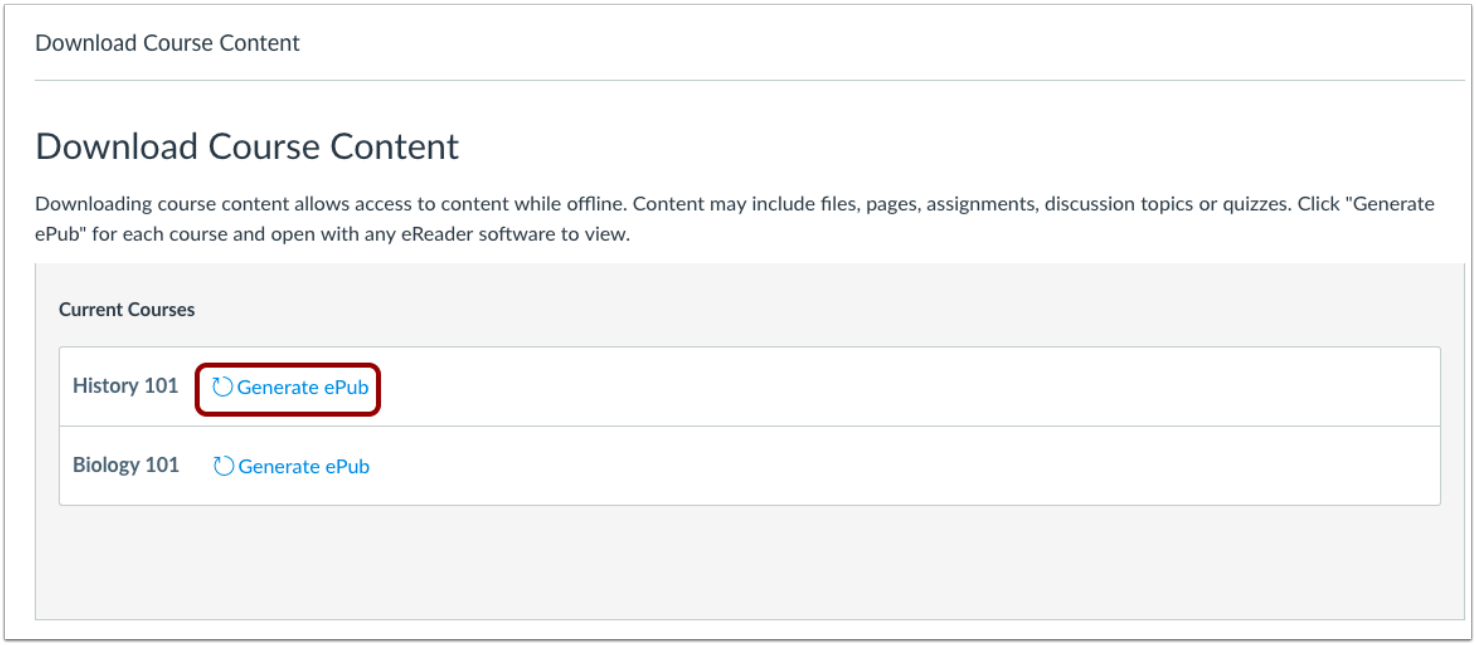
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Download Course Content



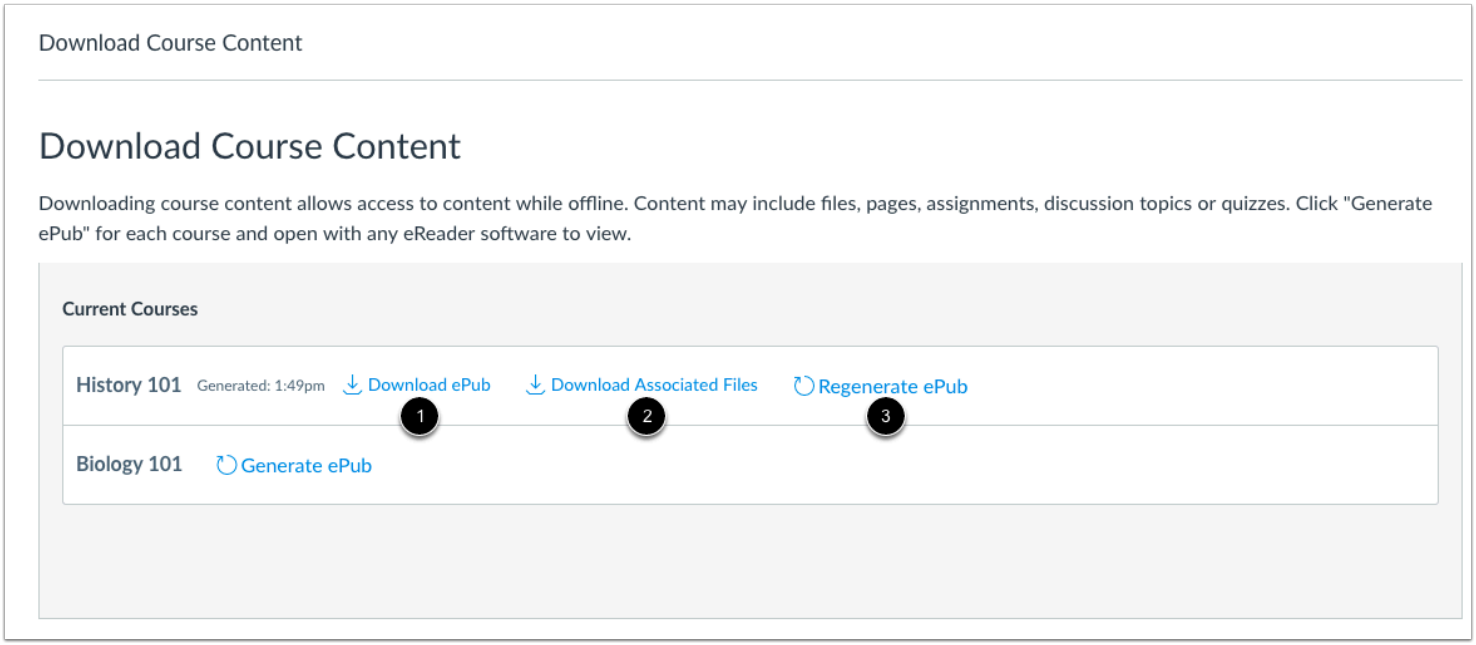
Click the **Download Course Content** button.

Generate ePub



View the courses available as ePub exports. To generate an ePub, locate the course and click the **Generate ePub** link.

Download ePub



Once the export has completed, download the ePub by clicking the **Download ePub** link [1]. You can upload the ePub file into any eReader for viewing.

If the course includes files that aren't supported in the ePub, click the **Download Associated Files** link [2]. Associated files download in a ZIP file and contain all unsupported files, such as media files and Microsoft Office documents.

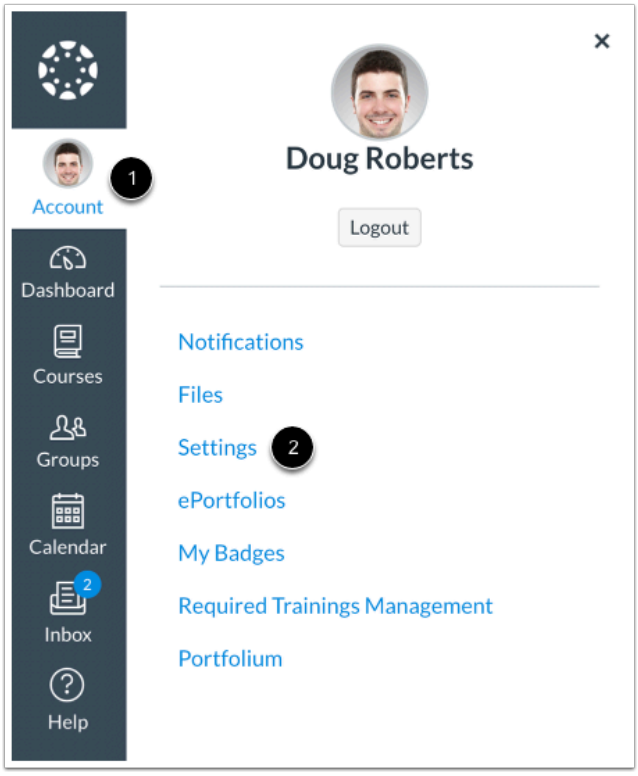
To regenerate the ePub file, click the **Regnerate ePub** link [3].

How do I change my default email address in my user account as an instructor?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users.

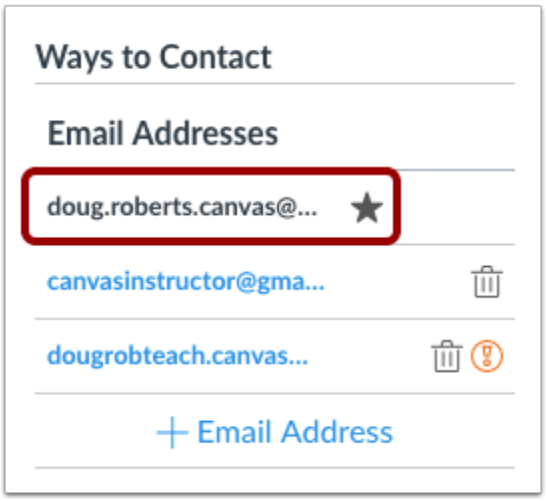
If you add another email address as a contact method, you can change your default email address in Canvas.

Open User Settings



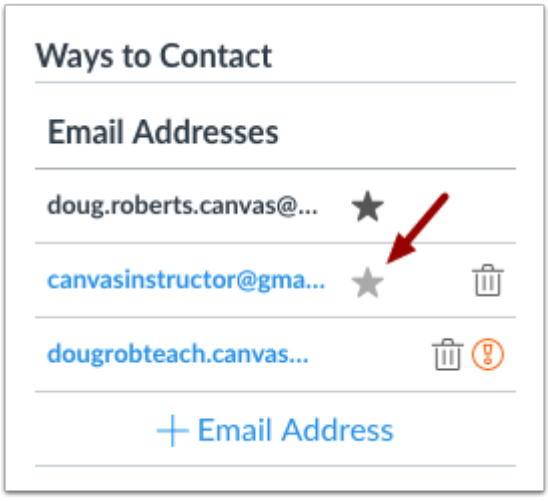
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Email Addresses



In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.

Choose Default Email Address



To choose a new default email address, hover over the email address and a faint star icon will appear. Click the star icon.

How do I reset my password as an instructor?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:

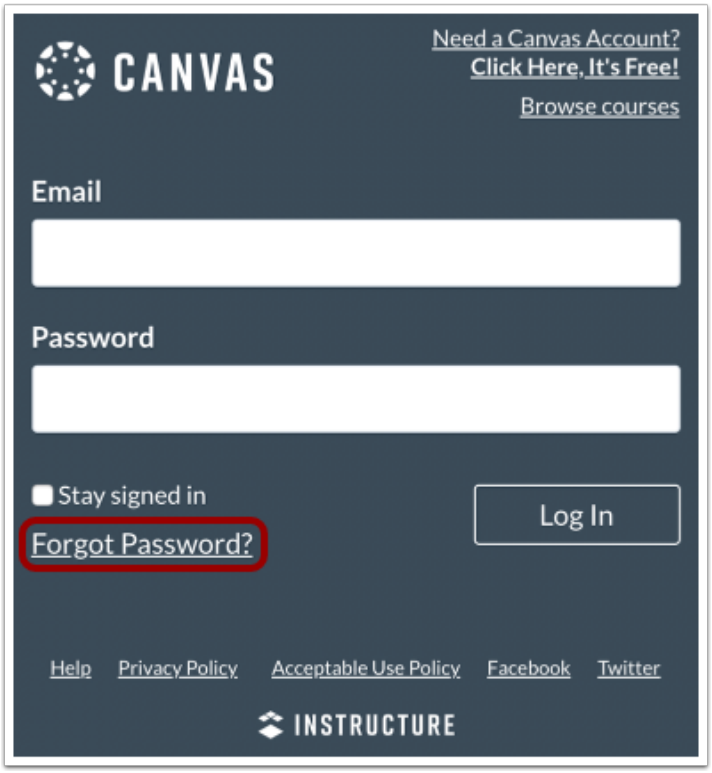
- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in the User Settings page.

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- **Have you typed your email address correctly?** Sometimes email addresses can be misspelled.
- **Are you accessing the correct Canvas URL?** You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- **Is your Canvas email sponsored by your institution?** If your mail email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- **Are you the owner of your email address?** If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.

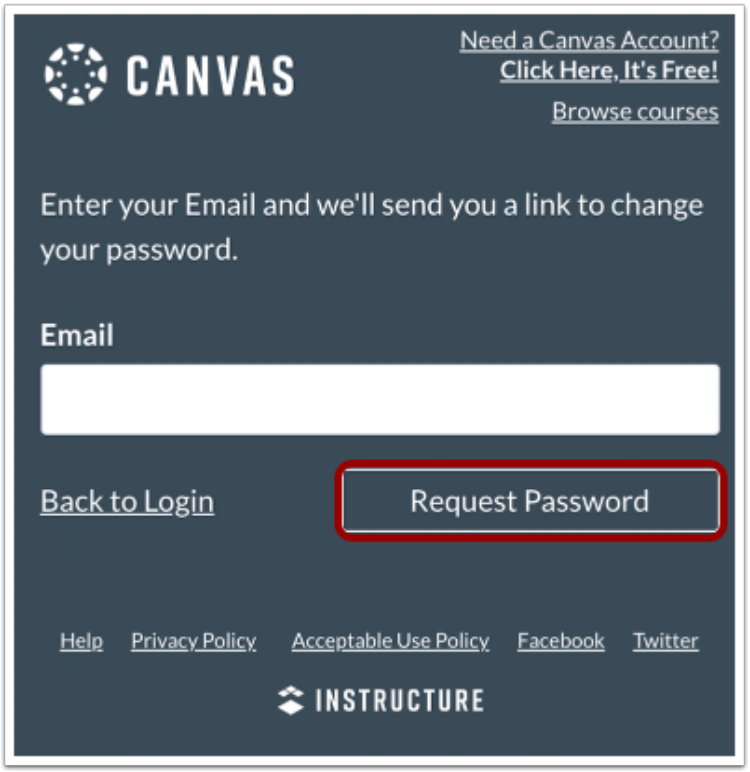
Reset Password



In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

Note: If your login screen does not show the password reset link, contact your institution for assistance.

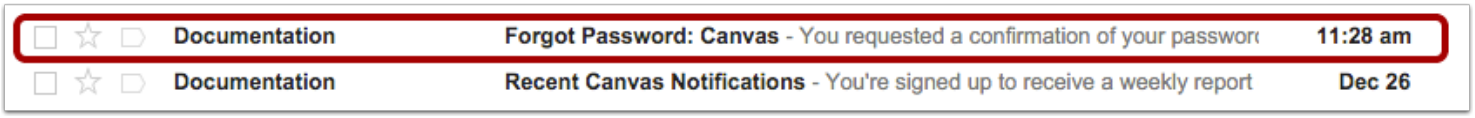
Request Password



Enter the login information associated with your Canvas account and click the **Request Password** button.

Note: The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

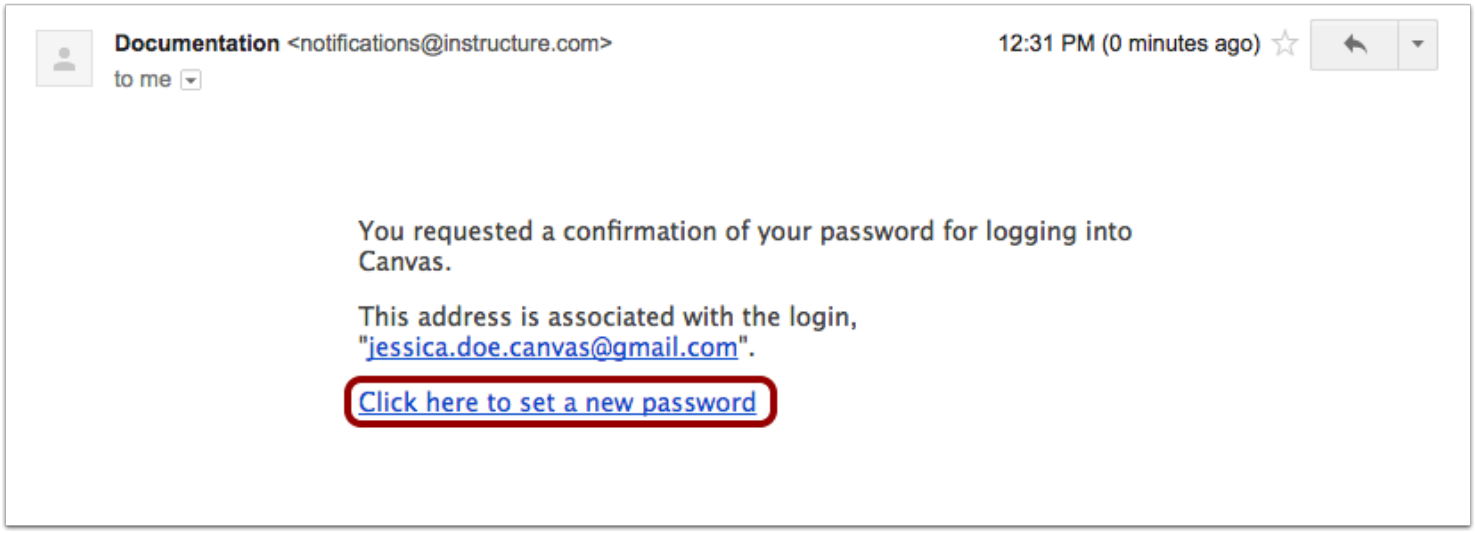
Check Email



Return to your email account and sign in. Open the *Forgot Password* email. (If the email is not in your Inbox, check your Spam folder.)

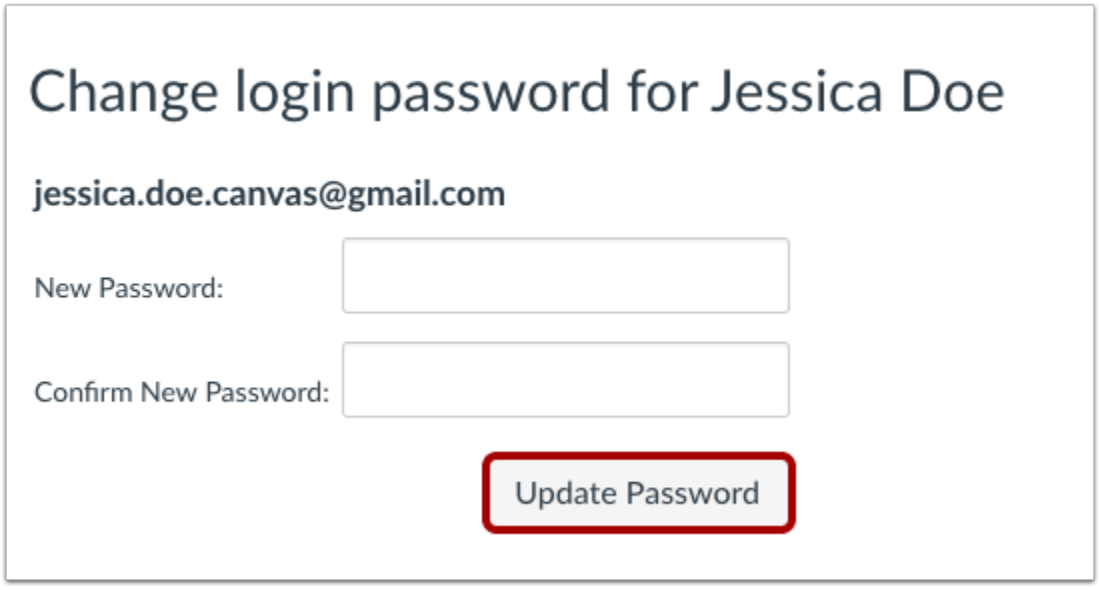
If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

Open Password Link



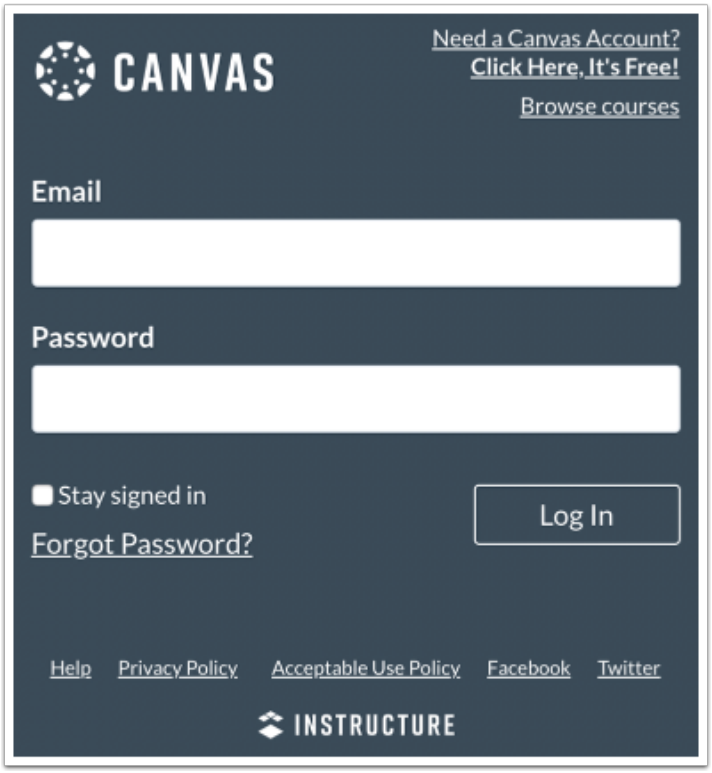
Click the **Click here to set a new password** link.

Change Password



Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.

Log in to Canvas



With your login credential and new password, log in to Canvas.

How do I add a text (SMS) contact method in Canvas as an instructor?

If your institution allows, you may be able to add a text or SMS communication channel to receive Canvas notifications on your cell phone. Text or SMS channels appear under the **Other Contacts** sidebar heading.

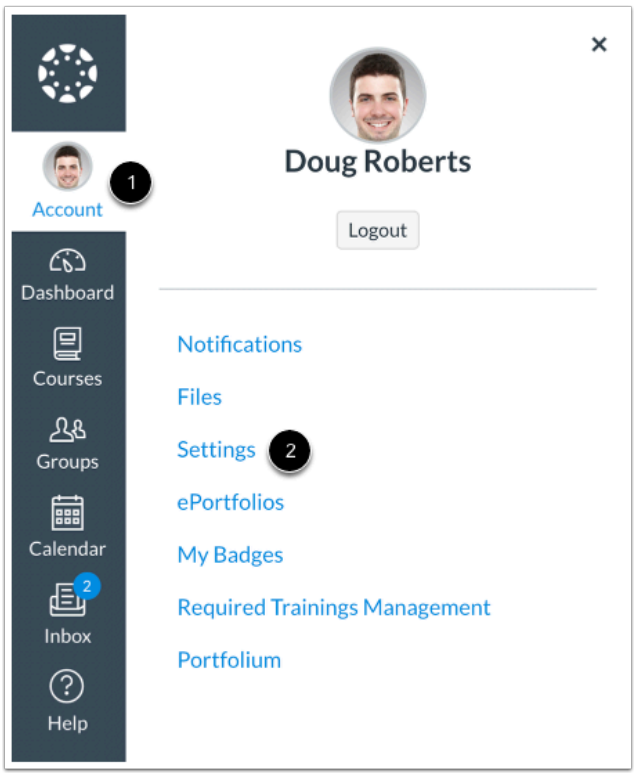
Once you have enabled the contact method, learn how to set notification preferences.

SMS notifications are currently available for cellular numbers registered in Afghanistan, Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Denmark, Dominican Republic, El Salvador, Finland, France, Germany, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Kazakhstan, Kenya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Philippines, Poland, Qatar, Russia, Rwanda, Saudi Arabia, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Trinidad and Tobago, United Arab Emirates, United Kingdom, United States of America, Uruguay, Venezuela, and Vietnam.

Notes:

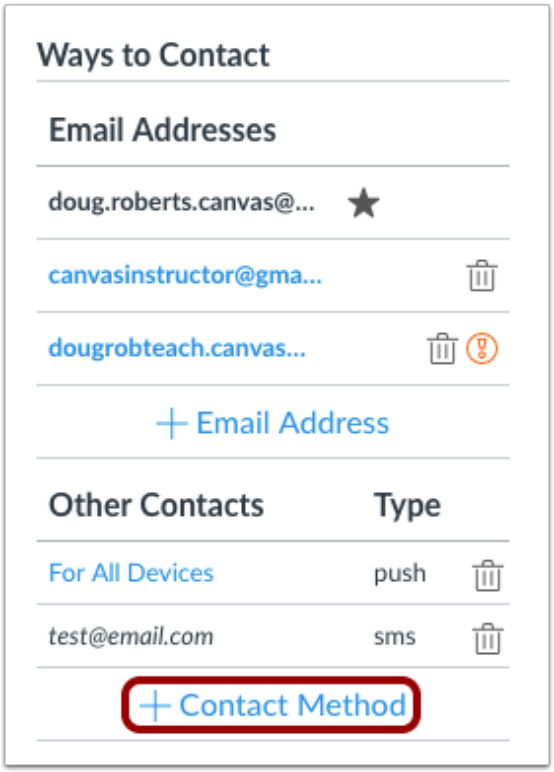
- Standard text message rates may apply.
- If notifications are not enabled by your institution or are not available in your country, you can use the Canvas Teacher app and receive push notifications.
- If you have a mobile device and have enabled push notifications, your Canvas profile will include a For All Devices push contact type in your profile page. If you delete this contact method, the method will reappear the next time you enable the Canvas app on your mobile device.

Open User Settings



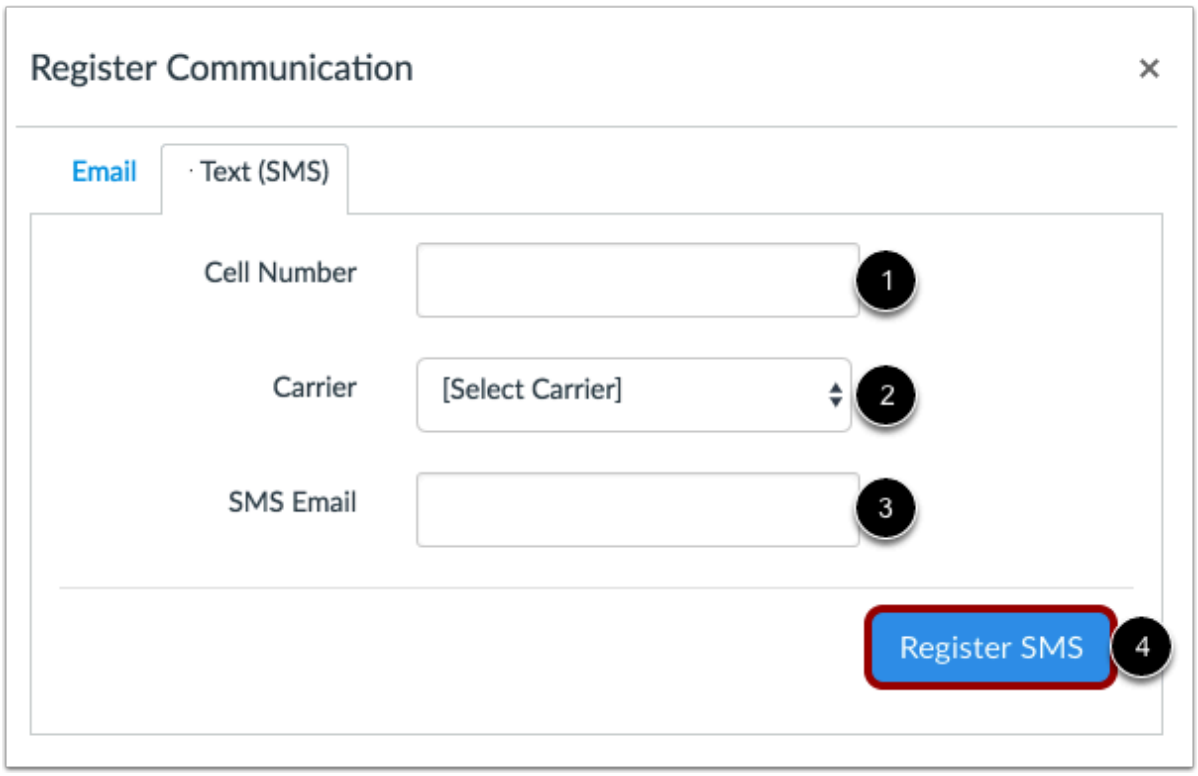
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Contact Method



In the Other Contacts section, click the **Add Contact Method** link.

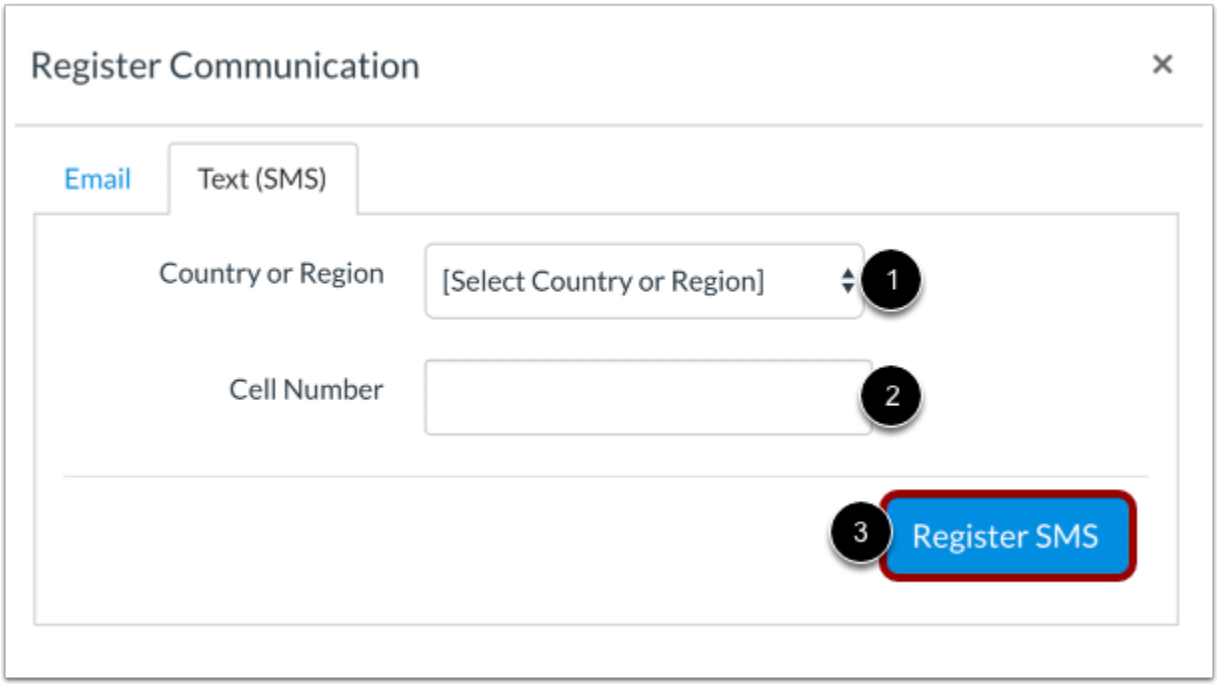
Register SMS: United States



If you are in the United States, enter your 10-digit cell phone number [1], and select your cell phone carrier [2]. The SMS Email field [3] will auto-populate your SMS email address.

Click the **Register SMS** button [4].

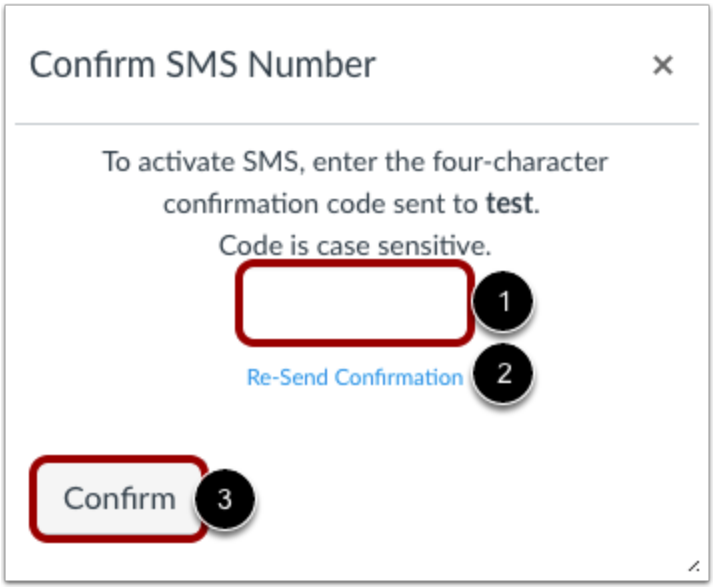
Register SMS: International



If you're located outside the United States, you may be able to select your country or region [1] and enter your cell number [2]. To register your number, click the **Register SMS** button [3].

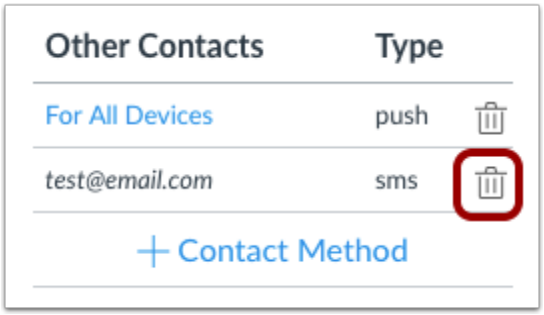
Note: International SMS must be enabled by your institution. If you cannot select a country, this feature is not available to you.

Confirm SMS Number



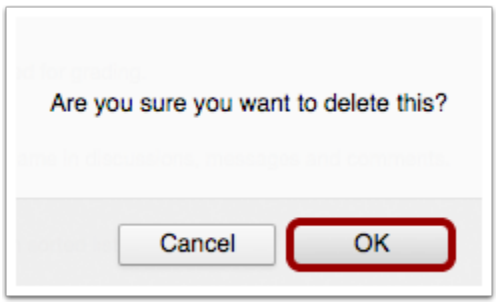
Check your cell phone for a confirmation code from Canvas. Enter the code into the text field [1]. To resend the confirmation again, click the **Re-Send Confirmation** link [2]. Click the **Confirm** button [3].

Delete SMS



To delete the contact method, click the **Delete** icon.

Confirm Deletion



Click the **OK** button.

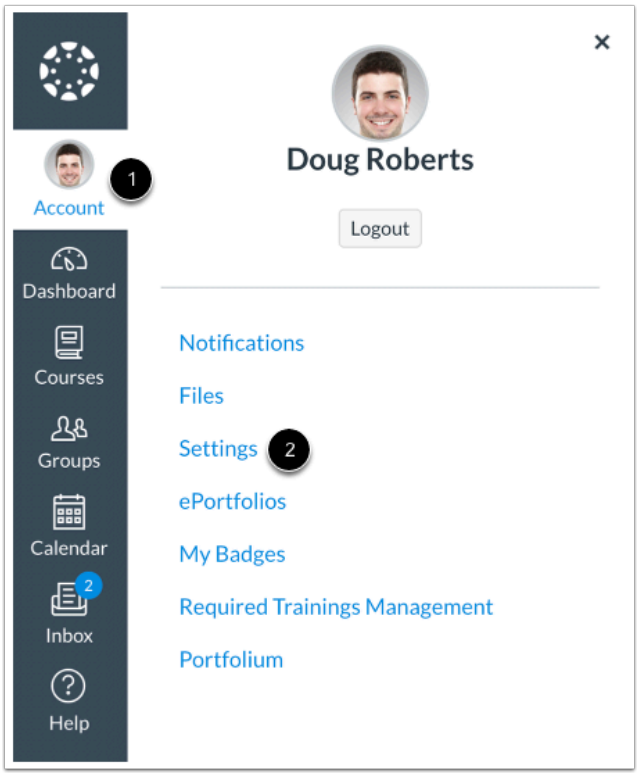
How do I set up multi-factor authentication for my user account as an instructor?

Your institution may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

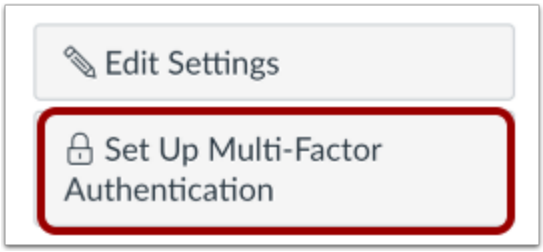
Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is *required* by your institution, you will be shown the multi-factor authentication page directly after you log in to Canvas.

Open User Settings



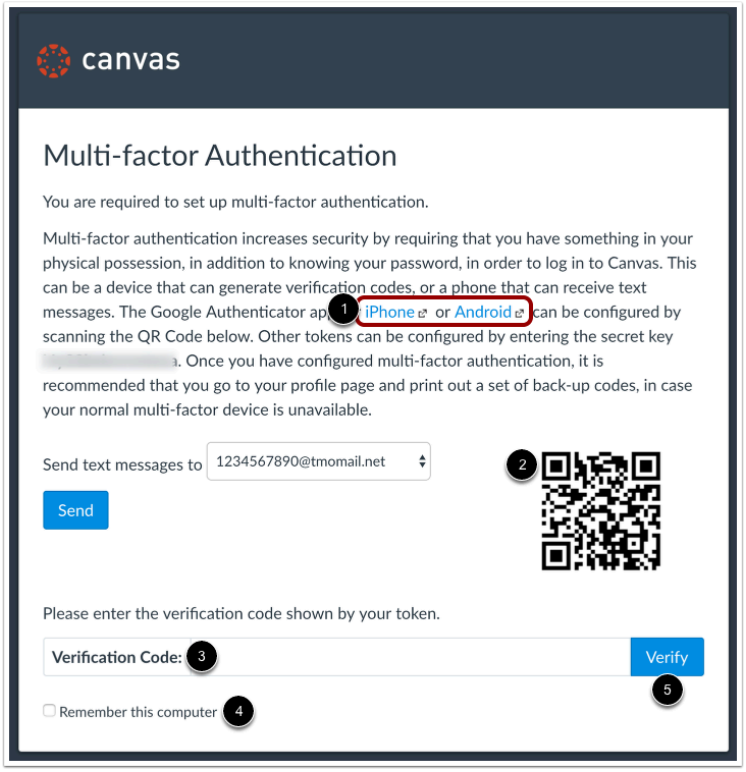
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Set Up Multi-Factor Authentication



Click the **Set Up Multi-Factor Authentication** button.

Verify via Google Authenticator

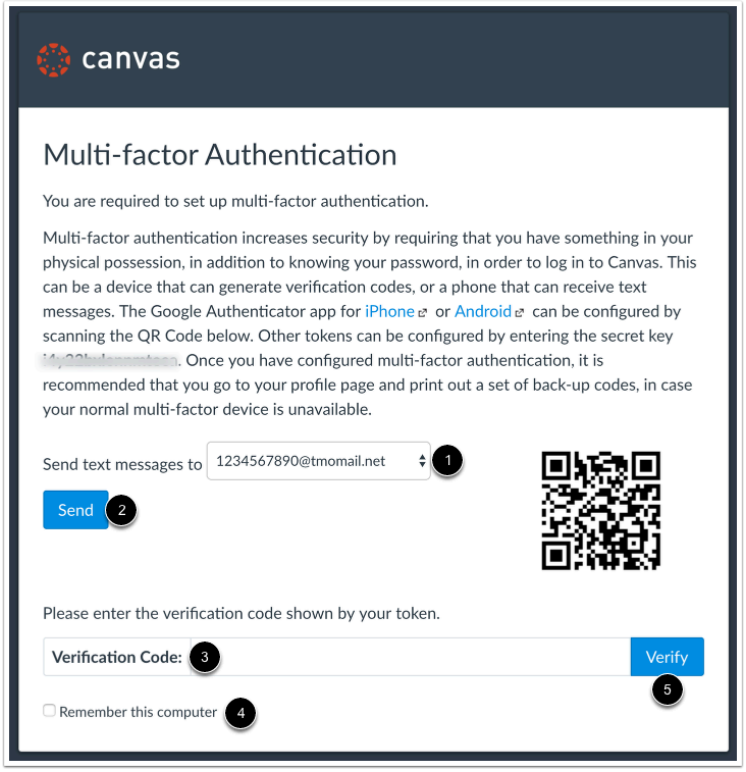


To verify multi-factor authentication with Google Authenticator, download the app for your device (iPhone or Android) [1]. Use the app to scan the QR code and generate a code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].

Verify via Text Message



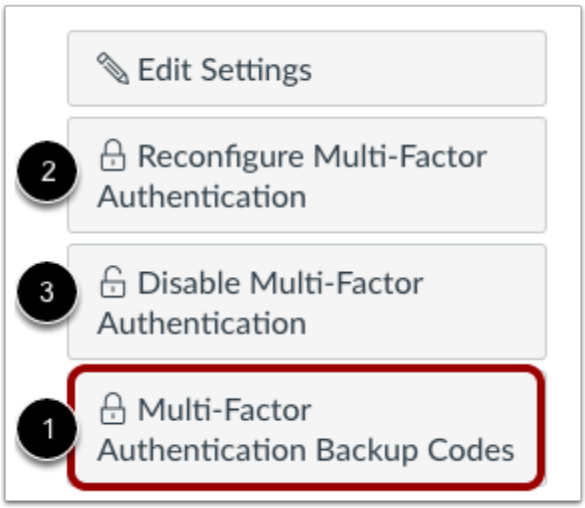
To verify multi-factor authentication via text message, any existing SMS notification type displays in the drop-down menu [1]. This is the number where your multi-factor verification code will be sent. To select a new text (SMS) number, select the drop-down menu and enter the option to add a new phone number. You will need to know the phone number and mobile carrier (provider).

Once you have set up your new phone number, or selected an existing phone number, click the **Send** button [2]. Your mobile device will receive a verification code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].

Manage Multi-Factor Authentication



Once multi-factor authentication is enabled, your User Settings page may display additional options to manage your authentication.

You can choose to create multi-factor authentication codes to use as backup in case your authentication device is not available [1]. This option is available to all users with multi-factor authentication.

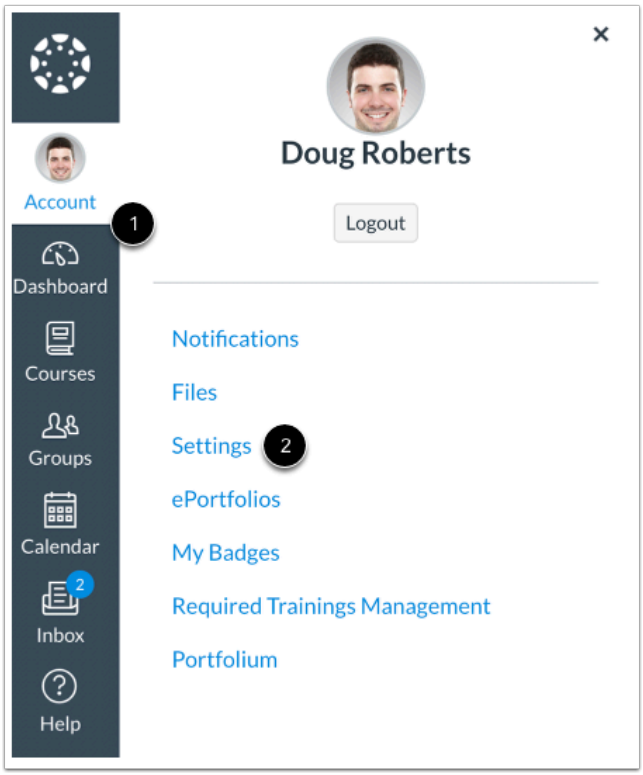
If multi-factor authentication is *optional* for your account, you can also choose to reconfigure authentication [2] or disable authentication [3].

How do I manage API access tokens as an instructor?

You can manage API access tokens from your User Settings. Access tokens provide access to Canvas resources through the Canvas API. Access tokens can be generated automatically for third-party applications or created manually. Third-party applications, including devices you have used to open the Canvas Teacher app, are authorized to access Canvas on your behalf.

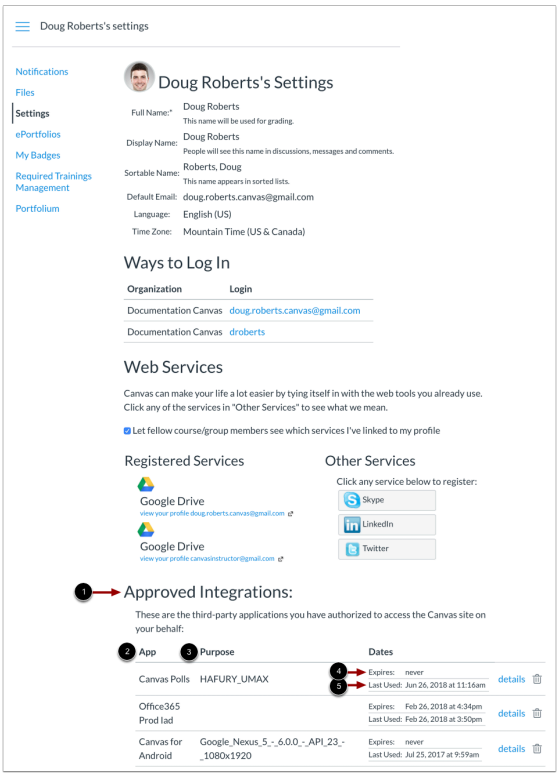
Using the Canvas API allows the access token holder to access the same Canvas resources that you can access. For example, third-party applications, including devices you have used to open the Canvas Teacher app, are authorized to access Canvas on your behalf. For more information on using the Canvas API, view the Canvas API documentation.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Access Tokens

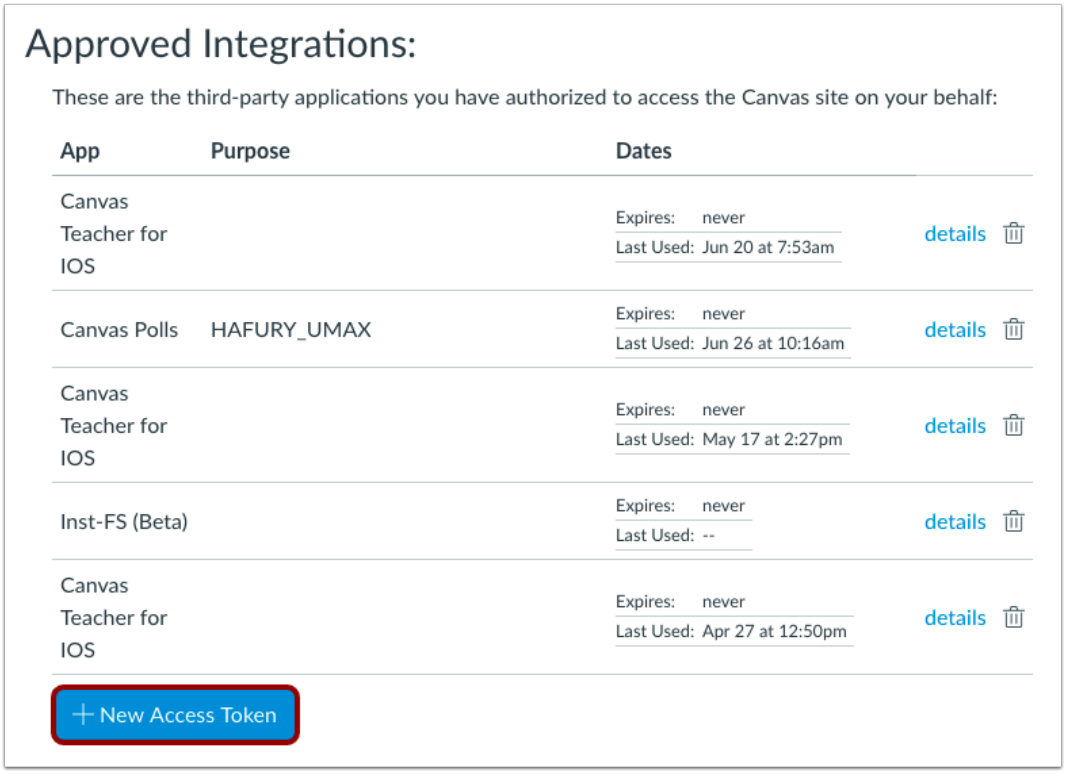


Third-party applications with access tokens and user-generated access tokens are listed in the Approved Integrations section [1].

For each access token, you can view the name [2], purpose [3], expiration date [4], and date of last use [5].

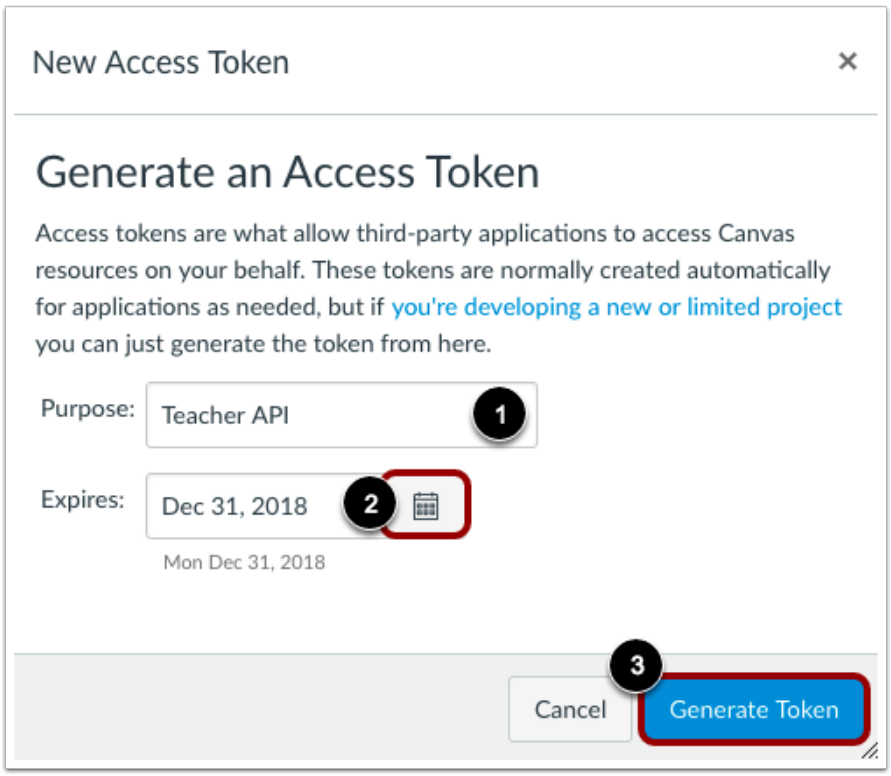
Note: Mobile access tokens are generated for you when you log in to a Canvas mobile app and never expire. To remove access for a mobile application, the access token must be deleted.

Add Access Token



To manually add an access token, click the **Add New Access Token** button.

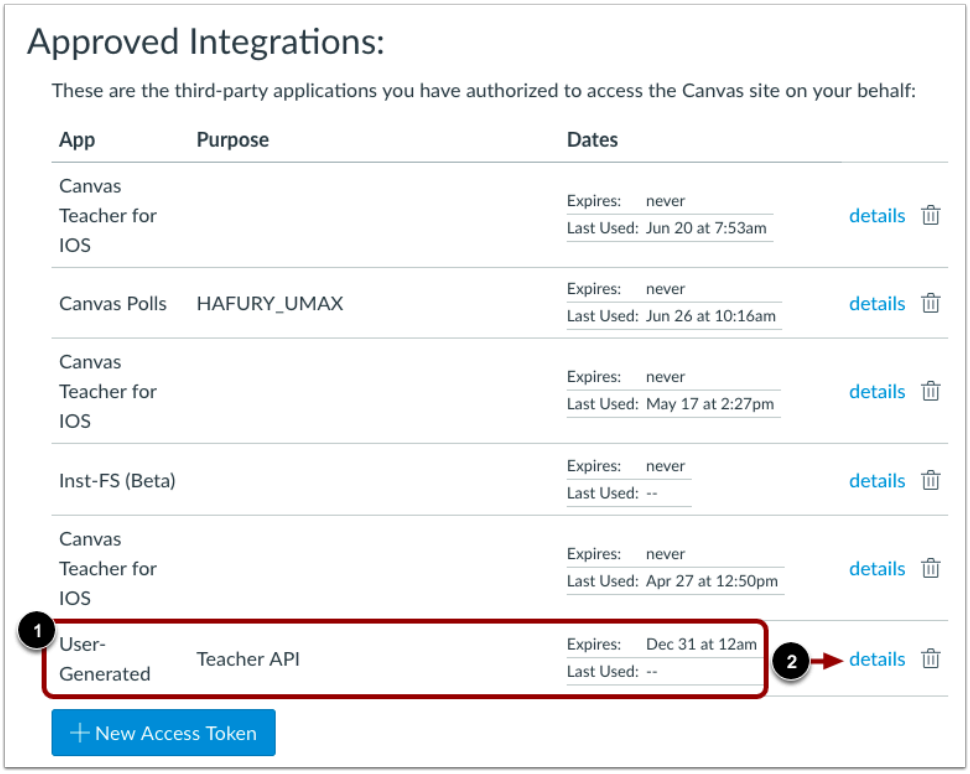
Add Token Details



Enter a description for your access token in the Purpose field [1]. You can also select an expiration date by clicking the Calendar icon [2]. To generate a token with no expiration, leave the Expires field empty.

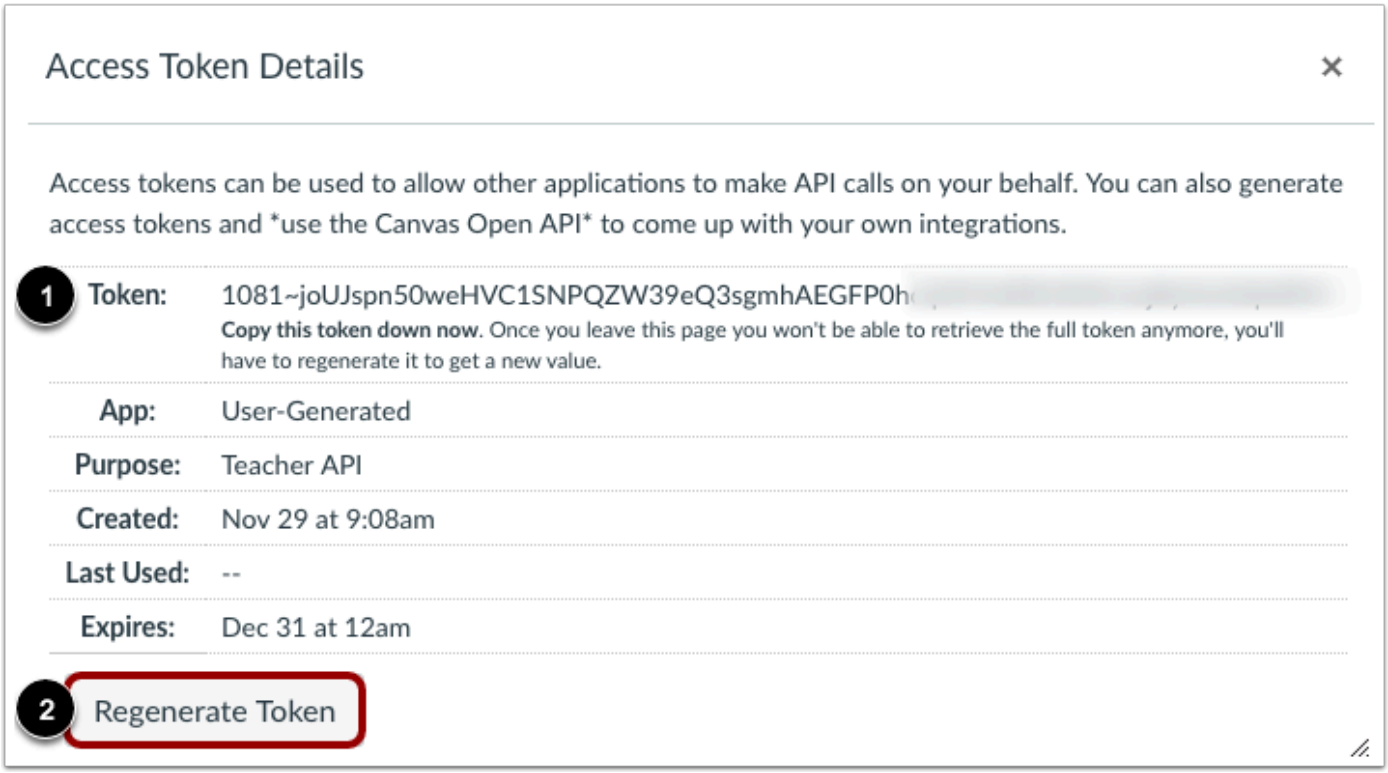
To generate a new access token, click the **Generate Token** button [3].

View Access Token



View the token description [1]. To view details for the token, click the **details** link [2].

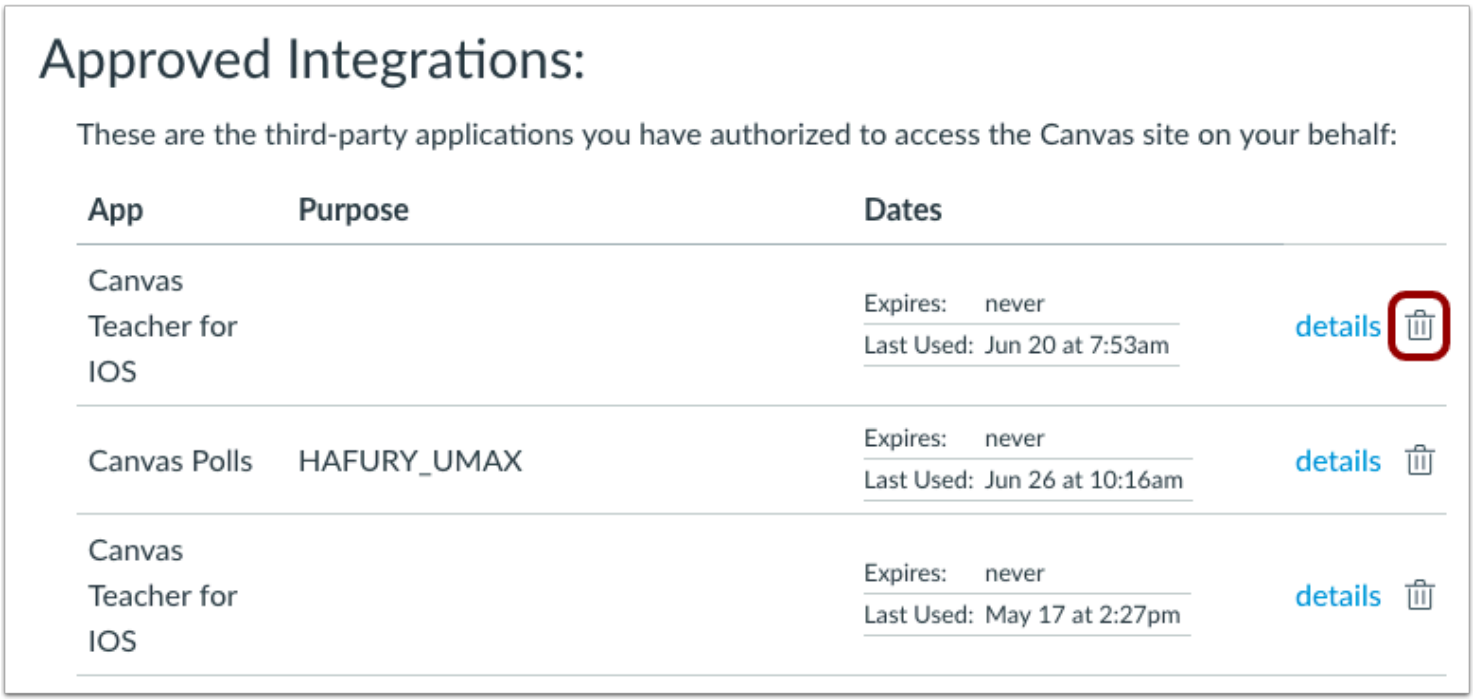
View Token Details



The access token details include a token that can be used to make API calls on your behalf [1].

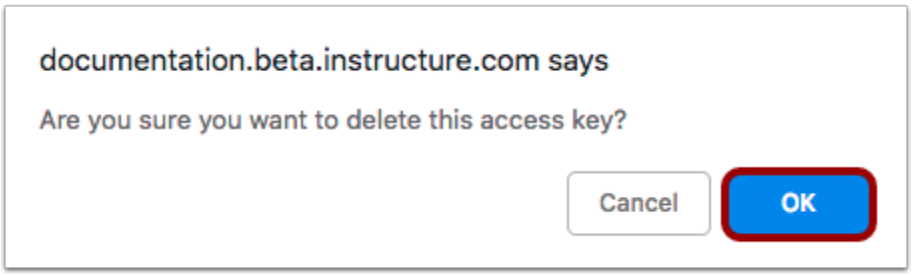
To regenerate an access token, click the **Regenerate Token** button [2].

Delete Access Token



To delete an access token, click the **Delete** icon.

Confirm Deletion

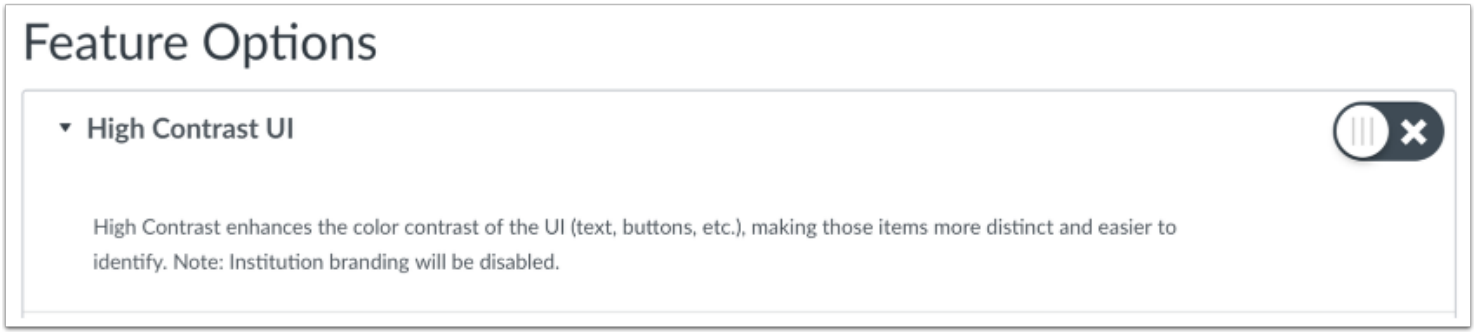


To confirm the deletion, click the **OK** button.

What feature options can I enable in my user account as an instructor?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Options and how to enable them in the manage new features lesson.

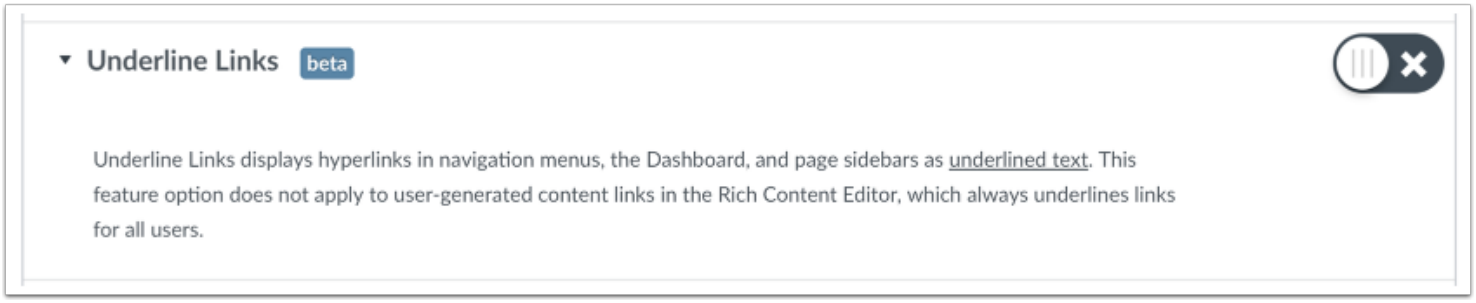
High Contrast UI



By default this feature is set to Off.

The **High Contrast UI** feature option allows you to view Canvas using high contrast styles. This feature enhances the color contrast of the user interface (text, buttons, etc.) so they are more distinct and easier to identify in Canvas. However, institutional branding is not supported when this feature is enabled, so you will not be able to view the institution's logo or other elements.

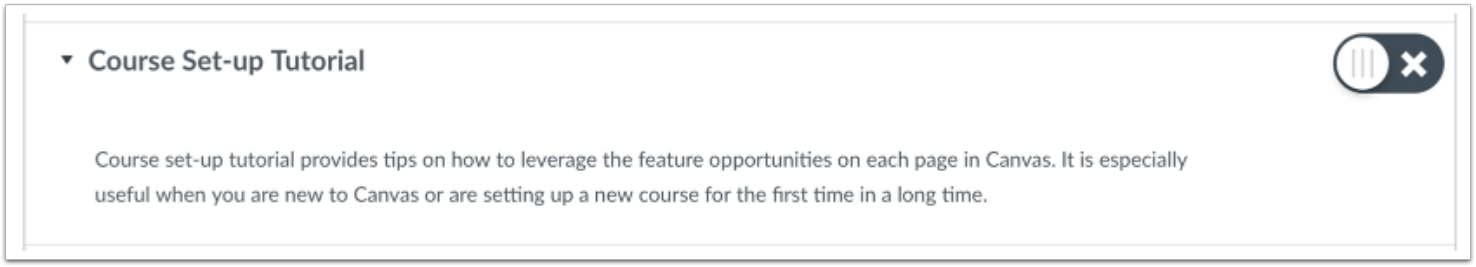
Underline Links



By default this feature is set to Off.

The **Underline Links** feature option allows you to view Canvas interface links as underlined text. When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars. This feature option does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.

Course Set-Up Tutorial



This feature only displays if your institution has enabled the Canvas course setup tutorial. By default, this feature only displays for new users enrolled as instructors and is set to Off.

The **Course Set-up Tutorial** feature option allows you to view the course set-up tutorial. When enabled, this feature displays a tutorial in each Course Navigation index page that shows you the purpose of the page and what to do next. The tutorial applies to all of your courses in Canvas where you are enrolled as an instructor.

CSV Separator Preferences

You can set how you want to view separators in CSV export files, depending on your locale or preference.

Separator options are managed through one of three feature options in User Settings. These options only apply to compatible spreadsheet exports.

Include Byte-Order Mark in Compatible Spreadsheet Exports

The **Include Byte-Order Mark** feature option generates a specific set of three characters at the beginning of the CSV file. These characters, known as a byte-order mark, help some versions of Microsoft Excel understand that the CSV file is a UTF-8 encoded file. It also tells some localized versions of Excel that they should treat the incoming CSV file as if it were semicolon-separated by default. Because some versions of Excel do not understand or honor the byte-order mark, this feature allows all users to disable generation of this byte-order mark.

Use Semicolons to Separate Fields in Compatible Spreadsheet Exports

The **Use semicolons to separate fields** feature option generates CSV files with semicolons as the field separators instead of the default comma. When disabled, this feature falls back to behavior determined by the state of the Autodetect field separators option.

Note: This feature is automatically disabled if the Autodetect Field Separators option is enabled.

Autodetect Field Separators in Compatible Spreadsheet Exports

The **Autodetect field separators** feature option attempts to determine the appropriate field separator as indicated by the language set in the user's account. For languages where the decimal separator is a dot, (e.g. 1,234.56), autodetection will choose a comma as the field separator. For languages where the decimal separator is a comma, (e.g. 1.234,56), autodetection will choose a semicolon as the field separator. For all other cases, autodetection will choose a comma as the field separator as a default.

Note: This feature is automatically disabled if the Use semicolons to separate fields option is enabled.

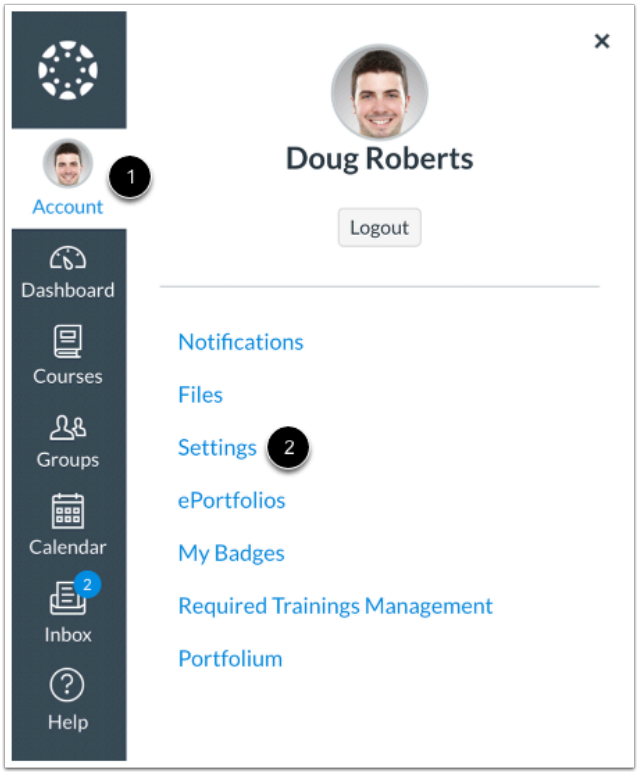
How do I manage new features in my user account as an instructor?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas.

This lesson gives an overview of how to manage user-level feature options for your user account. Admins and instructors have no control over user-level features.

To view specific feature options available in Canvas, visit the user account features lesson.

Open User Settings

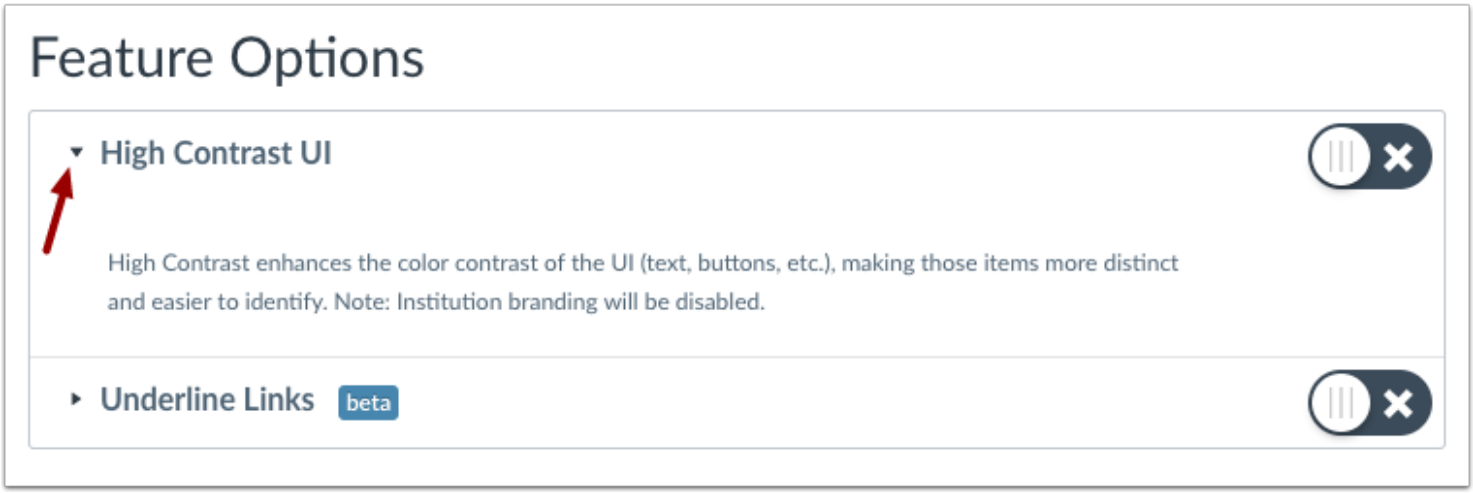


In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Feature Options

Available features will appear in the Feature Options section.

View Types of Features



Each feature includes a feature description. To expand the feature box and display the description, click the arrow icon.

View Feature Tags

Feature tags help identify the state of each feature. A feature with no label [1] means the feature is stable and ready for use in your production environment. Features may also include a beta tag [2], which means the feature is available for use in your production environment but is still being tested for usability and accessibility behavior. Enabling a beta feature may create unintended behavior within your Canvas account.

Note: Occasionally features may include a Development tag, which means the feature is only available for testing in your beta environment; it is not available in your production environment. Not all institutions allow testing in beta environments.

View Feature Access

If a feature is displayed, you can choose to toggle the feature on or off.

On [1]**:** Click the toggle to turn on this feature in your user account. The toggle will turn green and show a checkmark.

Off [2]**:** By default, the feature will be off. Leave this button unselected if you do not want to enable this feature for your user account.

How to I manage content shared to me from other users?

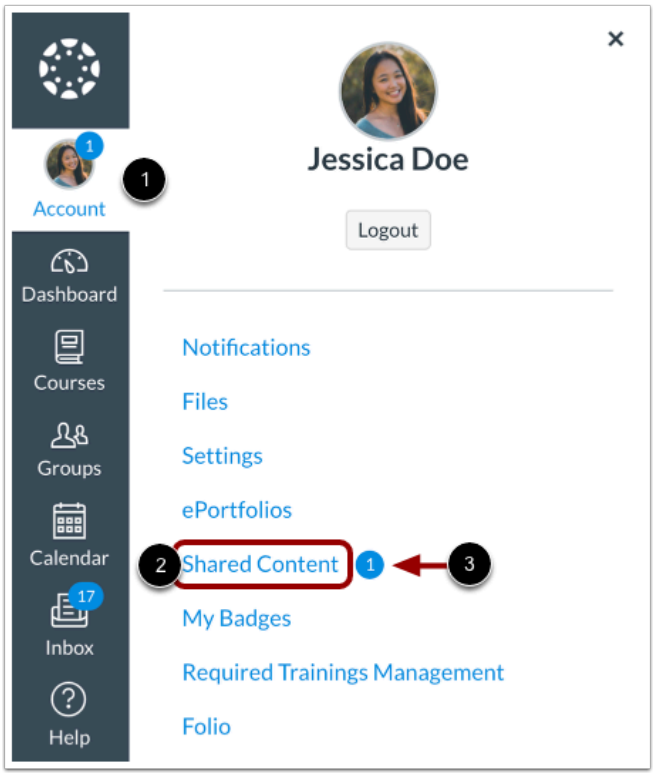
When the Direct Share feature is enabled in your account, instructors and admins can send individual assignments, discussions, pages, and quizzes to other instructor-level users in the account. You can access any content sent from other users in your user account.

From the Received Content page, you can preview shared content, import content items into your course or courses, and remove the item from your received content list. Removing a content item deletes the item from your list of received items. However, if you have imported the item into a course, the content item is not removed from your course.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- When a course item is shared using Direct Share, any assets within that item (images, files, etc.) are also included in the shared file.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

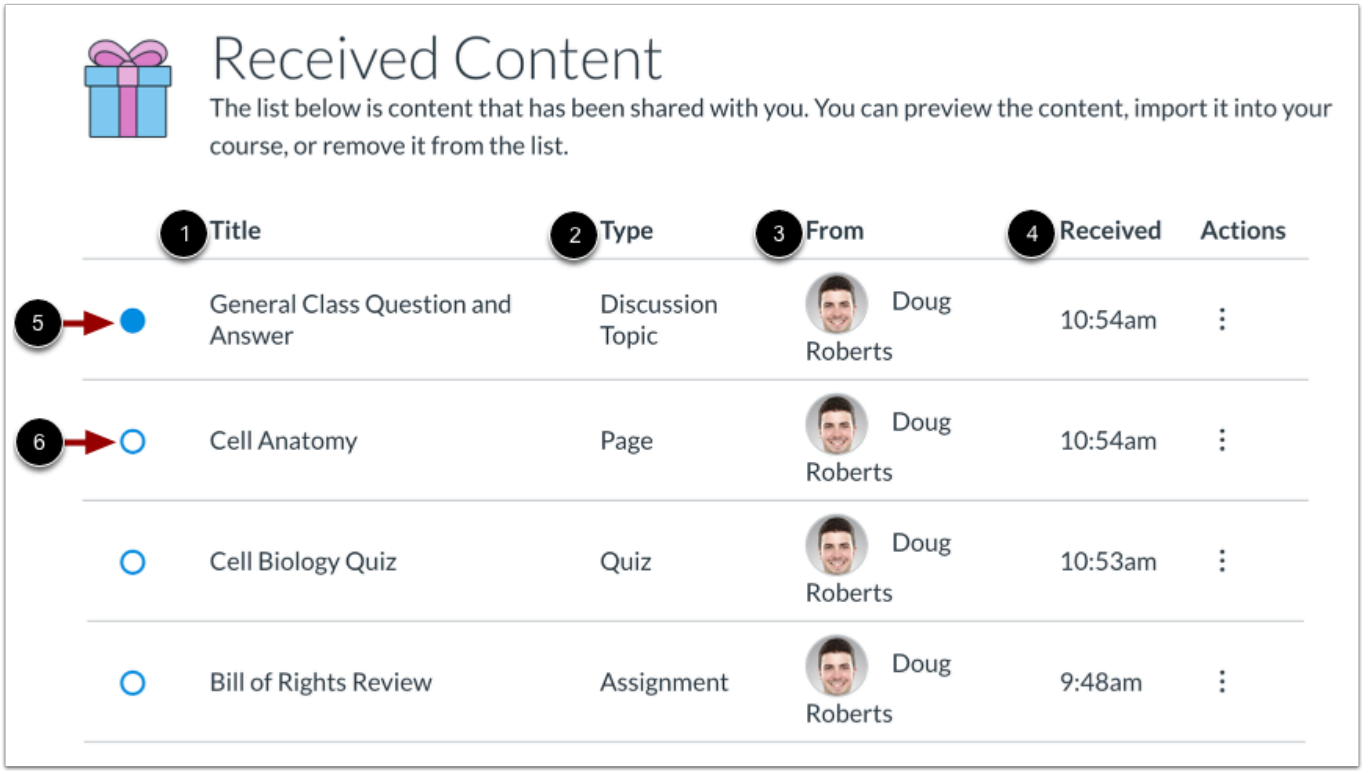
Open Account



In Global Navigation, click the **Account** link [1], and then click the **Shared Content** link [2].

Note: When you receive new shared content, the Account and Shared Content links display a badge icon [3].

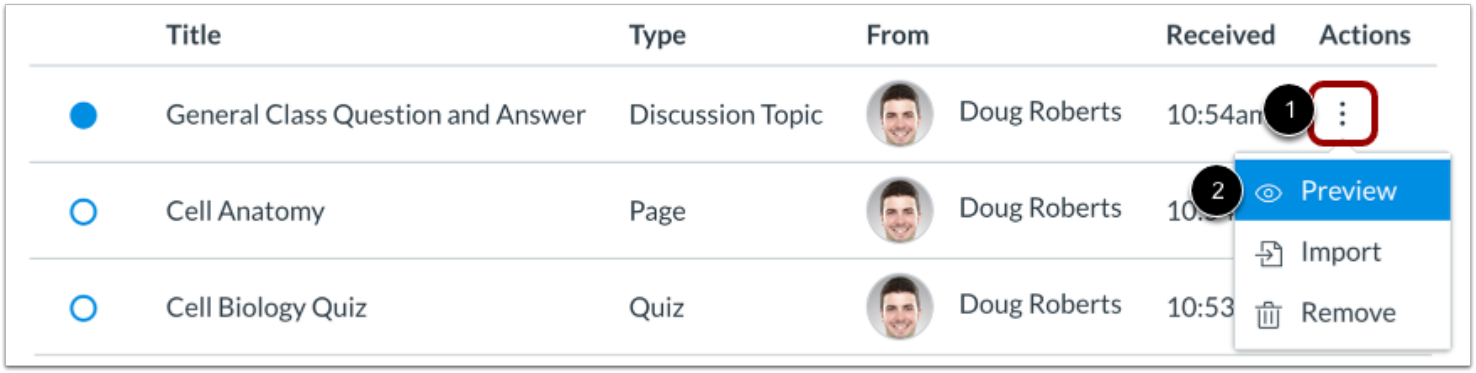
View Received Content



The Received Content page displays a list of all content items that other users have sent to you. The list includes the title [1], content type [2], sender [3], and sent time and date [4] for each sent item.

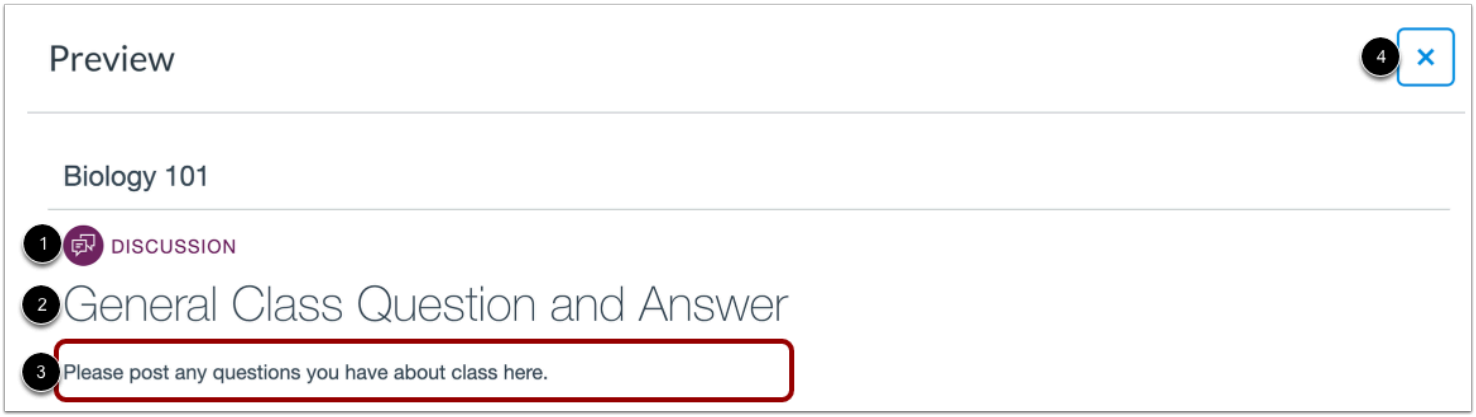
New content is indicated with an **Unread** icon [5]. If you preview or import content, the icon changes to a **Read** icon [6]. You can also manually mark items as read or unread, click the icon next to the item.

Preview Content



To preview a received content item, click the item **Options** icon [1]. Select the **Preview** option [2].

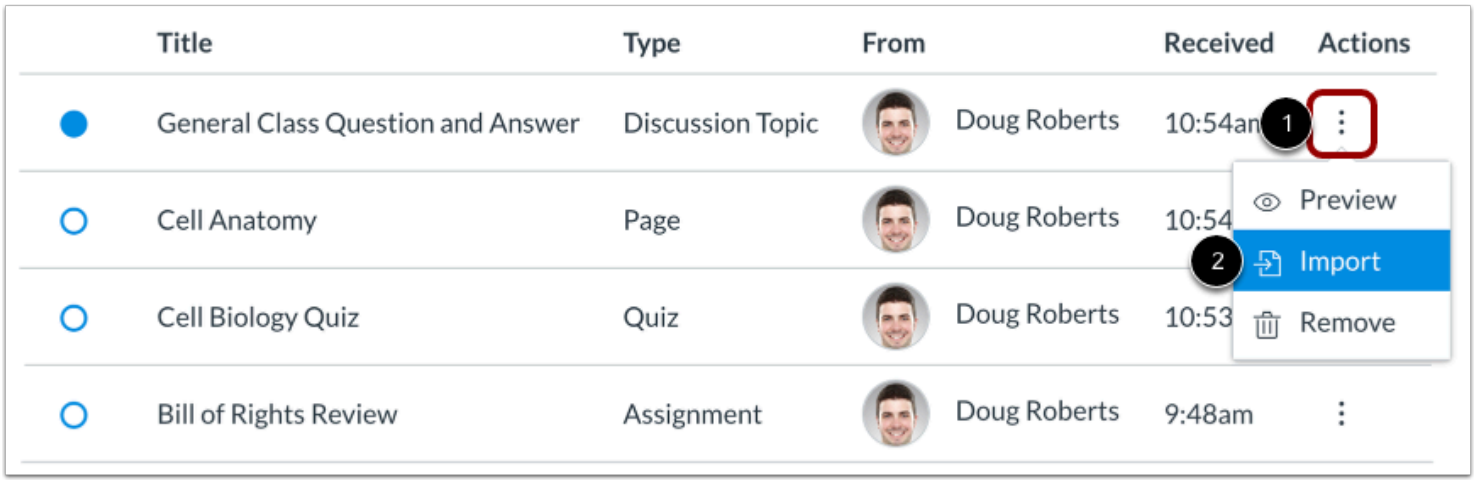
View Content Preview



The Preview page displays the content item type [1] and title [2]. You can also view item details [3].

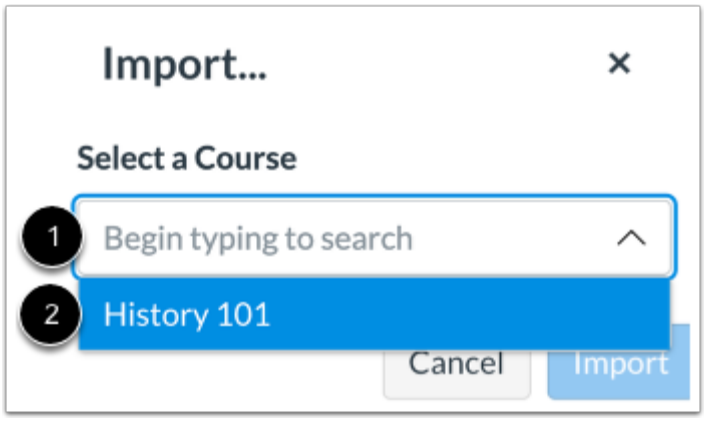
To close the page, click the **Close** icon [4].

Import Content



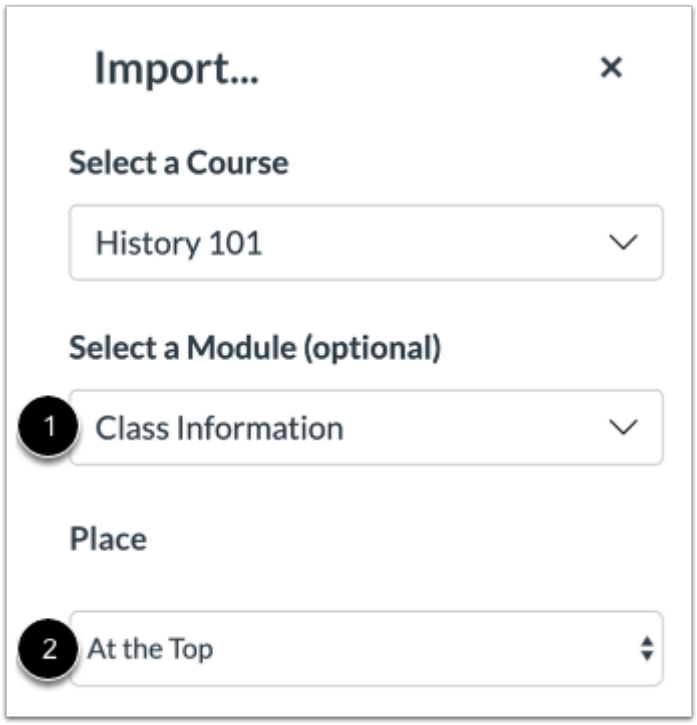
To import a received content item into a course, click the item **Options** icon [1]. Select the **Import** option [2].

Select Course



Click or type the name of a course in the **Select a Course** field [1]. Then select the course into which you want to import the item [2].

Select Location

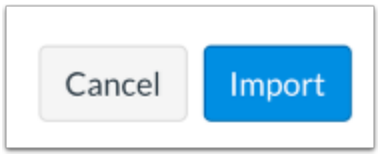


If you wish, you can import the item into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module.

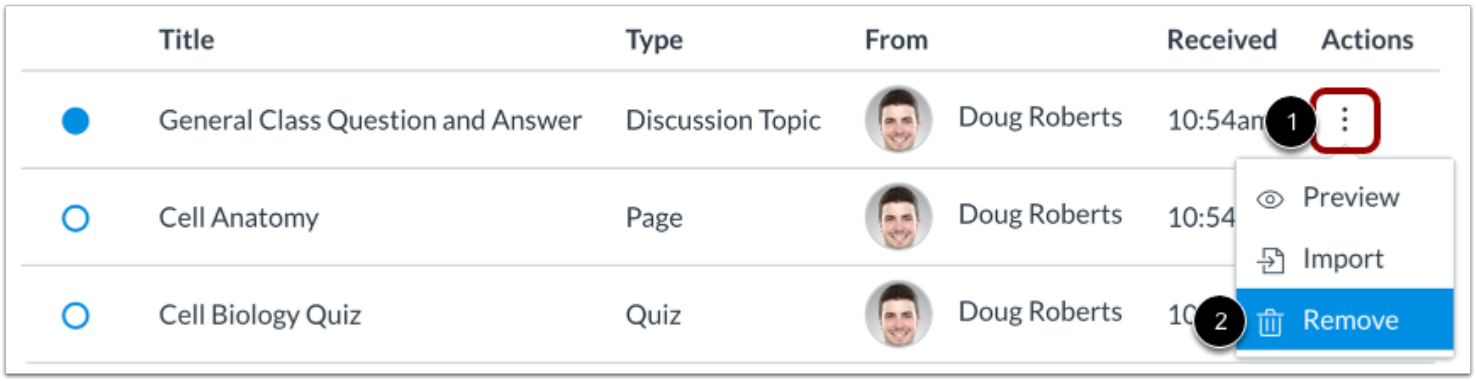
To select a location within the module, click the **Place** drop-down menu [2]. You can select to import the item to the top of the module, before or after a specific module item, or at the bottom of a module.

Import Content



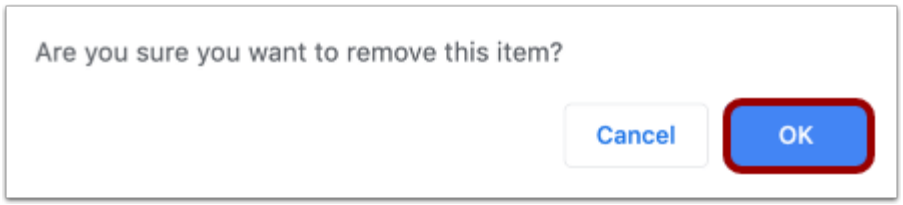
Click the **Import** button.

Remove Content



To remove a received content item, click the item **Options** icon [1]. Select the **Remove** option [2].

Confirm Remove



Click the **OK** button.

Note: Removing a content item deletes the item from your list of received items. However, if you have imported the item into a course, the content item is not removed from your course.

Quizzes

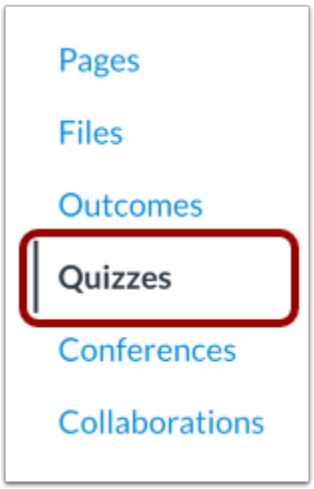
How do I use the Quizzes Index Page?

You can view all your quizzes in your course on the Quizzes Index page. As an instructor, you can also add quizzes and modify quiz settings.

Note: If your course is using the New Quizzes LTI, the Quizzes Index Page only displays quizzes created with the classic Canvas quiz tool. View New Quizzes quizzes in the Assignments Index Page.

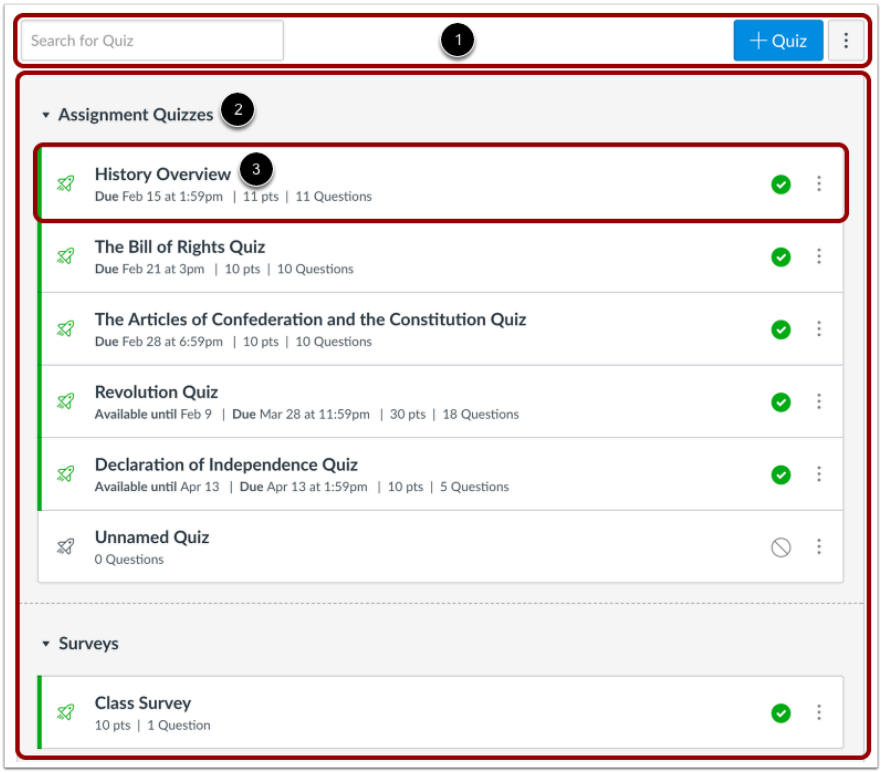
For help with creating New Quizzes quizzes in Canvas, please see the New Quizzes chapter.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

View Quizzes Index Page



The Quizzes Index page is designed with global settings at the top of the page [1], followed by the grouped Quiz types [2]. Individual quizzes are nested within each Quiz type [3].

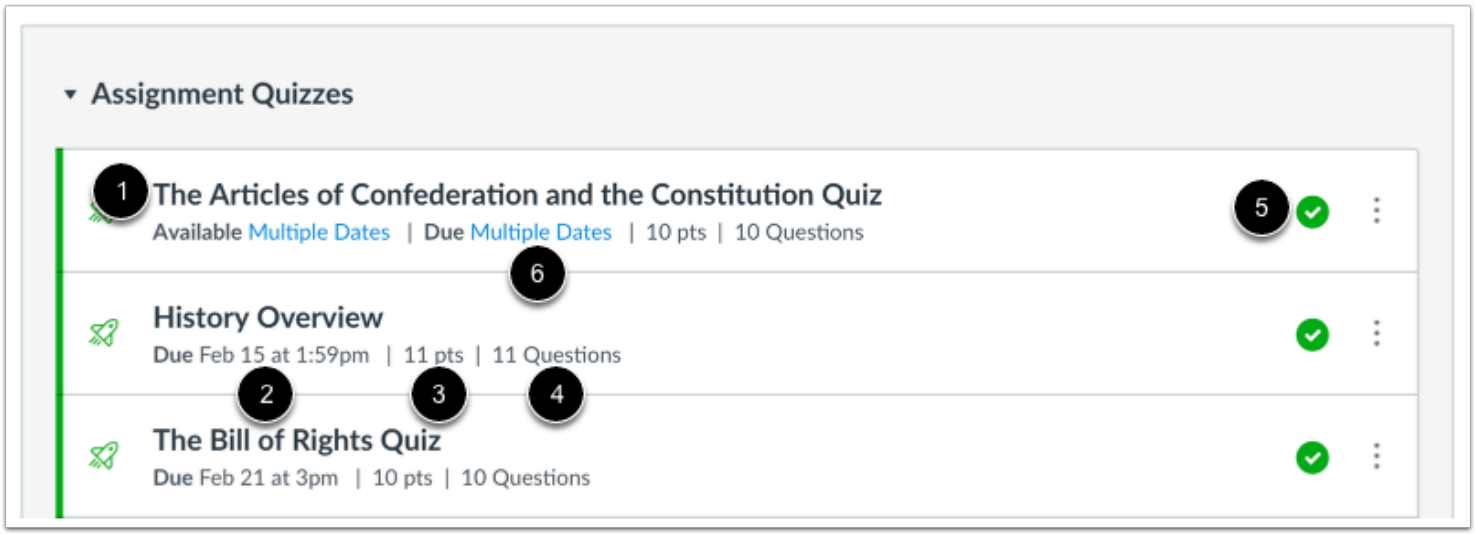
View Quizzes Global Settings

Global settings include searching for quizzes [1] and adding new quizzes [2]. You can also manage question banks in the options drop-down menu [3].

View Quizzes Groups

Quizzes groups can be expanded and collapsed by clicking the arrow next to the name.

View Individual Quiz

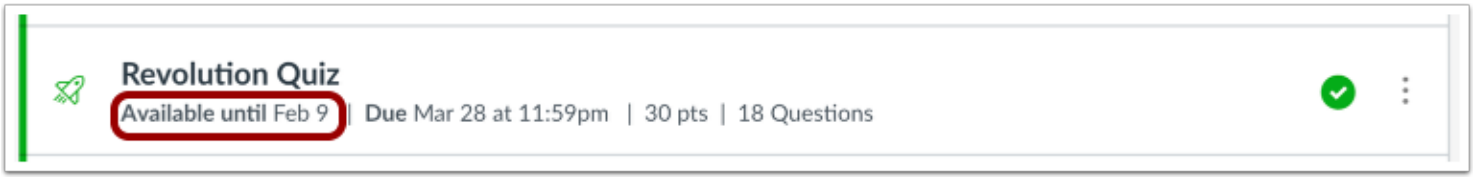


Each quiz displays the quiz name [1], due date (if any) [2], the number of points the quiz is worth [3], the number of questions in the quiz [4], and the quiz draft state status (published or unpublished) [5].

You can also set varied due dates for a quiz and create due dates [6] according to course section. Varied due dates appear as *multiple dates*.

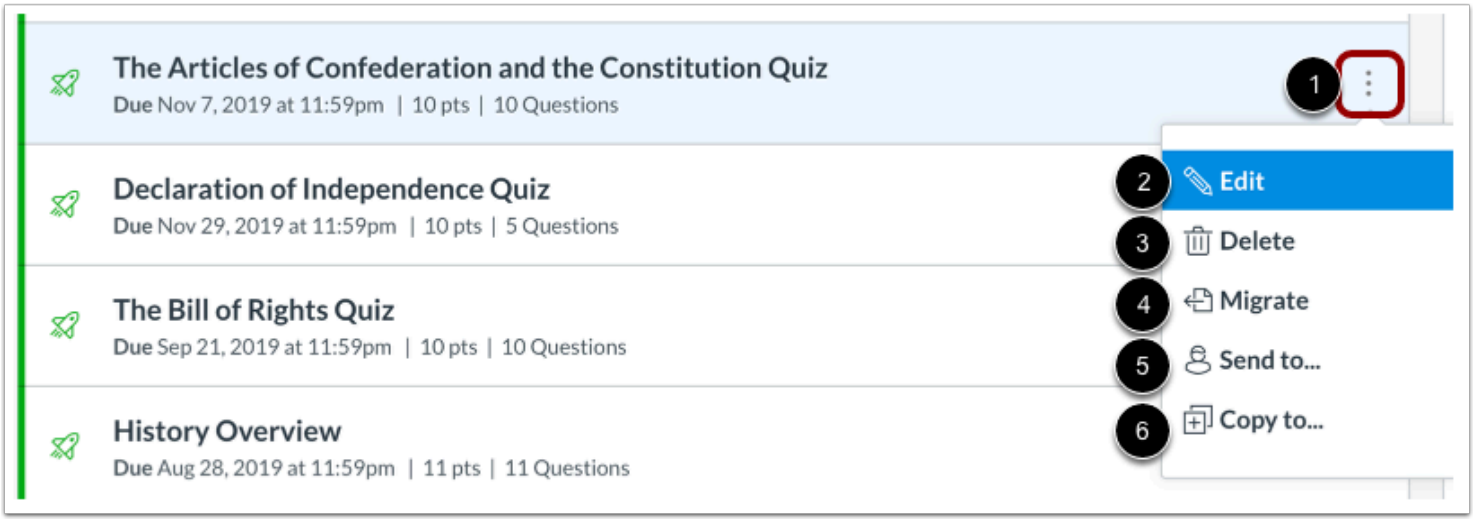
Note: Due dates are not required for a quiz.

View Availability Dates



Quizzes can also include availability dates. Availability dates can make an assignment available for only a specific period of time.

Manage Individual Quiz



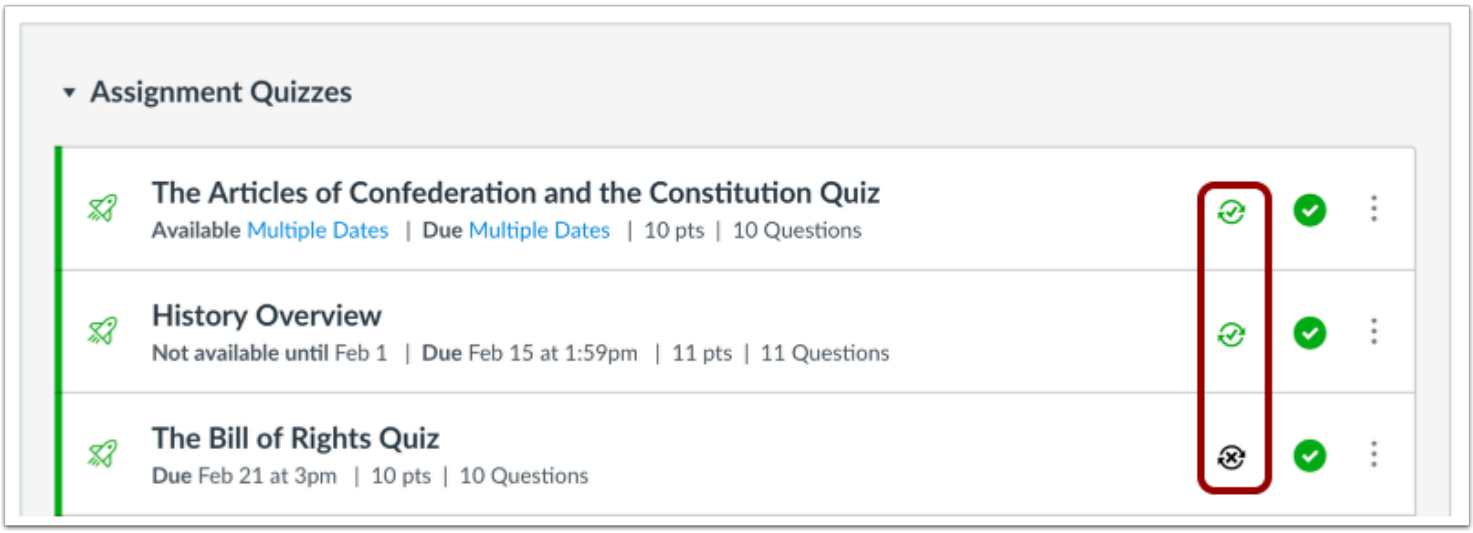
To manage an individual quiz, click the **Options** icon [1].

In the Options drop-down menu, you can edit the quiz [2], delete the quiz [3], migrate the quiz to New Quiz [4], send the quiz to another instructor [5], or copy the quiz to another course [6].

Notes:

- The migrate option is accessible if the New Quizzes feature option is enabled in your course.
- The send and copy options are only available if the Direct Share feature option is enabled at the account level.

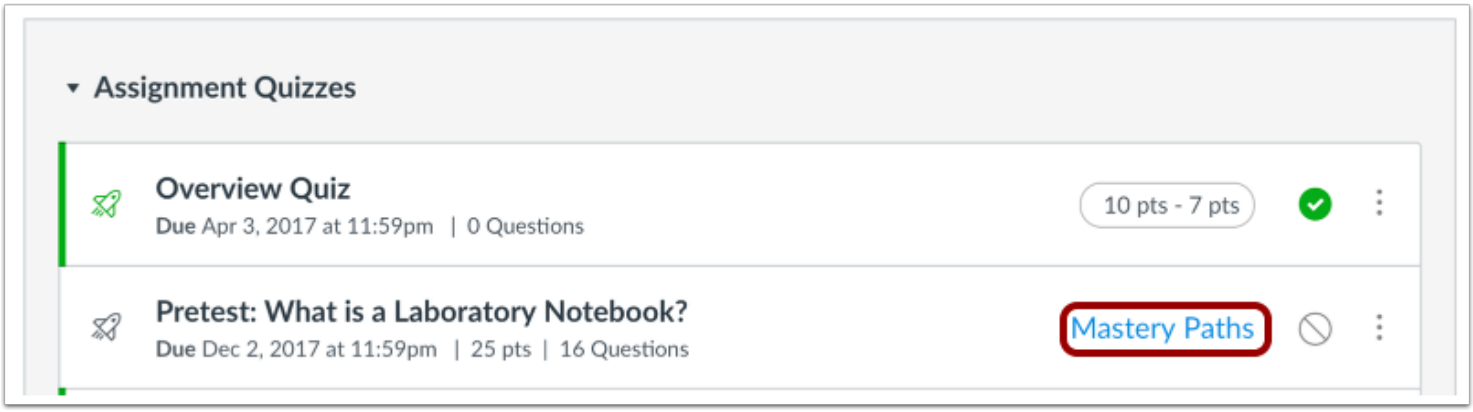
View SIS Quizzes



If your institution has enabled a student information system (SIS) integration, you can tell if a quiz is set up to be sent to your institution's SIS. Quizzes can be enabled directly by clicking the sync icon next to a quiz.

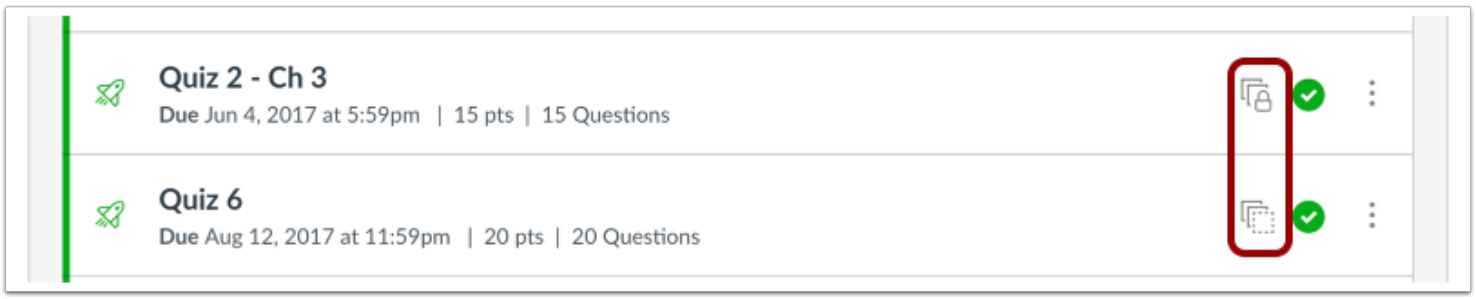
Note: Some institutions may limit quiz names and/or require quiz due dates. If you try to enable an quiz and you receive an error message, the error will show which requirement needs to be resolved before the quiz can be enabled to be synced to your SIS.

View MasteryPaths



If you use MasteryPaths in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items.

View Blueprint Course



If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

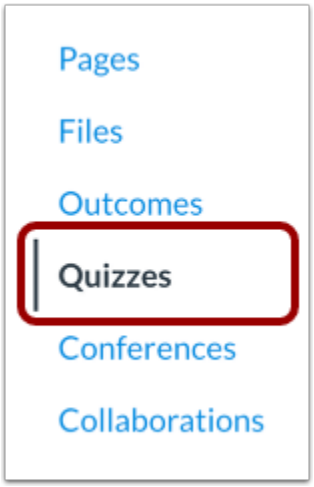
The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

How do I use Draft State in Quizzes?

Draft State allows content in Quizzes to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded quizzes are excluded from grade calculations.

Note: If you use Modules in your course and add a Quiz to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Quizzes unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Quizzes

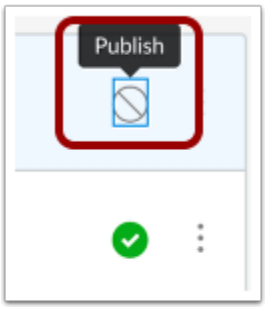


In Course Navigation, click the **Quizzes** link.

View Status of All Quizzes

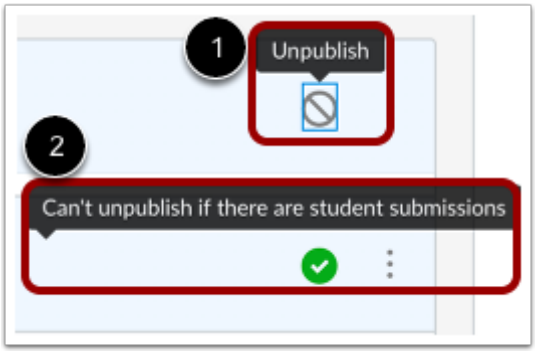
On the Quizzes Index page, you can view the status of each quiz. Green icons indicate the quiz is published [1]. Gray icons indicate unpublished quizzes [2]. You can change the status of a Quiz by toggling the published and unpublished icons.

Publish a Quiz



To publish a quiz, click the unpublished icon. The hover text will confirm you want to publish the quiz.

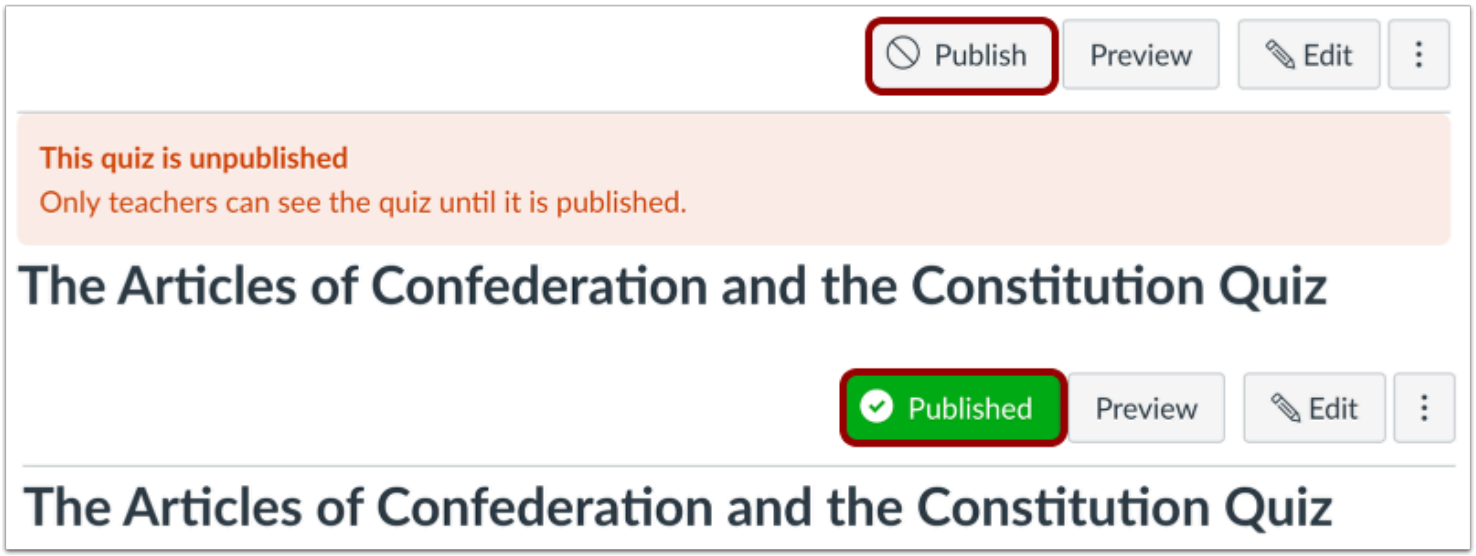
Unpublish a Quiz



To unpublish a quiz, hover over the published icon and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz [1]. Click the icon to confirm.

Quizzes with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].

View Status within an Individual Quiz

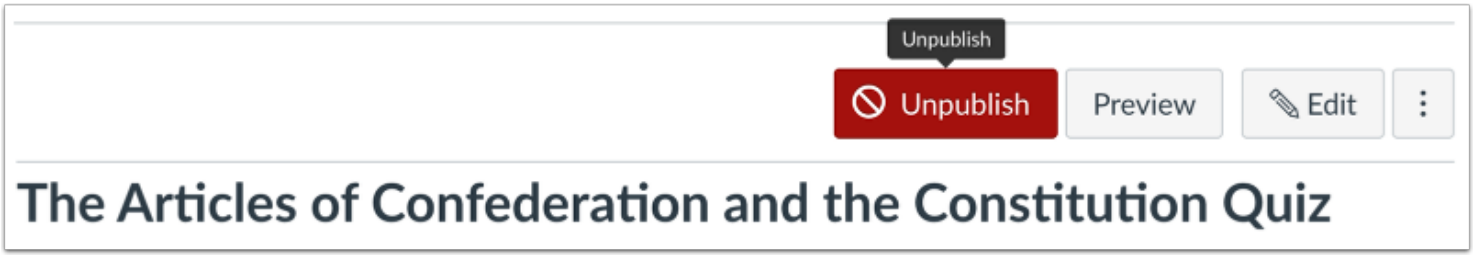


Within individual quizzes, the quiz status is shown next to the quiz options.

Publish a Quiz

To publish a quiz, click the **Publish** button. The button will change from gray to green.

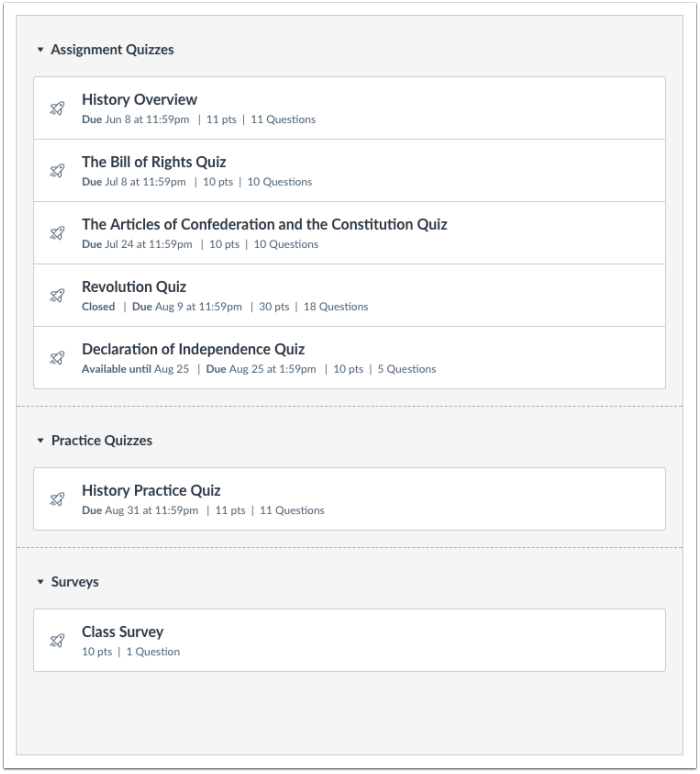
Unpublish a Quiz



To unpublish a quiz, hover over the published button and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz, and the button will change from gray to red. Click the button to confirm.

Quizzes with student submissions cannot be unpublished.

Quizzes Student View



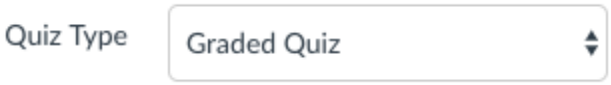
Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published quizzes, which are posted in gray text.

What quiz types can I create in a course?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

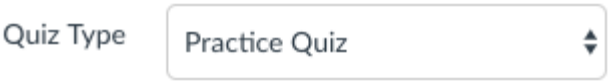
Graded quiz types display in the Syllabus, Gradebook, Calendar, and To Do Lists.

Create Graded Quiz



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. You can also view quiz results for graded quizzes in SpeedGrader or from the quiz results page.

Create Practice Quiz

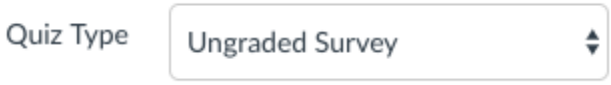


A practice quiz can be used as a learning tool to help students see how well they understand the course material. Practice quizzes are not a graded quiz type. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quiz results do not display on the student grades page and must be viewed from the submission details page. You can also view quiz results for practice quizzes.

Create Graded Survey

A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous. You can also view survey results for graded surveys from the quiz details page or in SpeedGrader.

Create Ungraded Survey

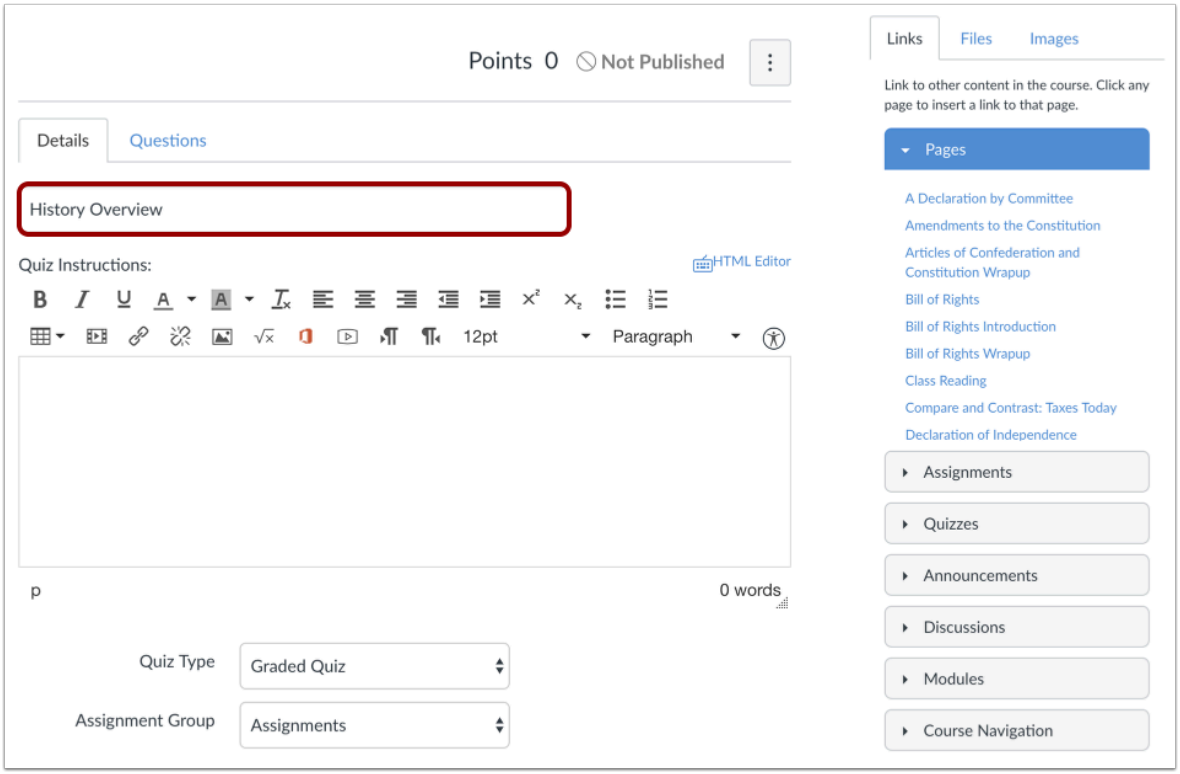


An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys are not a graded quiz type. You can also view survey results for ungraded surveys.

What options can I set in a quiz?

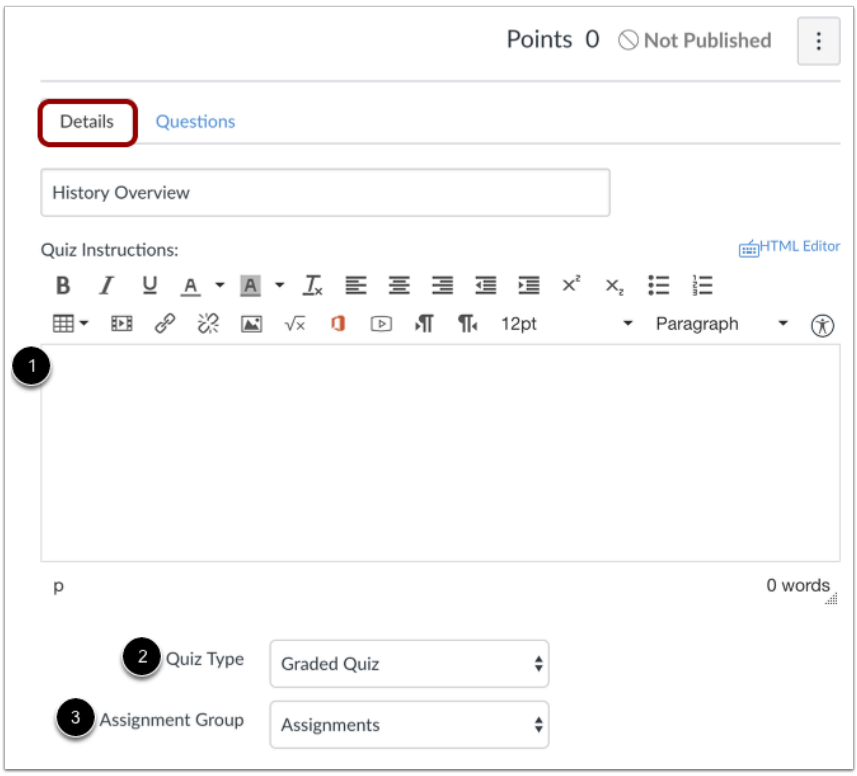
When you create a quiz, you have a variety of options to choose from within a quiz.

Name Quiz



In the **Unnamed Quiz** field, you can add a name for your quiz.

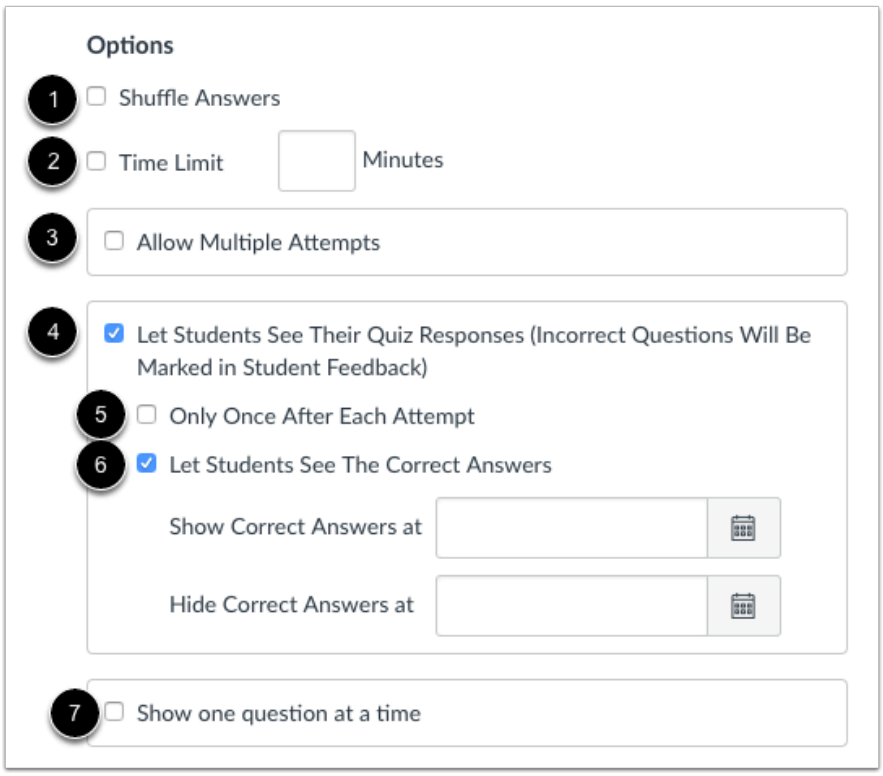
Choose Quiz Details



When creating a new quiz, Canvas defaults to the Details tab.

1. Create any instructions for the Quiz in the Rich Content Editor.
2. Select the quiz type.
3. Categorize the quiz into the proper Assignment group.

Set Quiz Options



Quiz settings have several options.

Shuffle Answers [1]: You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)

Time Limit [2]: You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and **do not pause** if the student navigates away from the quiz. Once the time limit passes, a five minute grace period begins, after which any unfinished timed quiz automatically submits. If no time limit is set, students will have unlimited time to complete the quiz.

> **Note:** When a timed quiz is automatically submitted, the submission time stamp reflects the five minute grace period and may not align with the allotted time limit.

Multiple Attempts [3]: You can allow multiple attempts.

Quiz Responses [4]: You can choose to allow students to view their answers, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.

As part of this option, you can restrict students view of the quiz results to **Only Once After Each Attempt** [5]. Students will only be able to view the results immediately after they have completed the quiz—results include both their responses and the correct answers.

Notes:

- This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.
- When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

Correct Answers [6]: You can allow students to see correct quiz answers after completing the quiz. This setting enables a green Correct tab on every correct answer for the entire quiz. Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

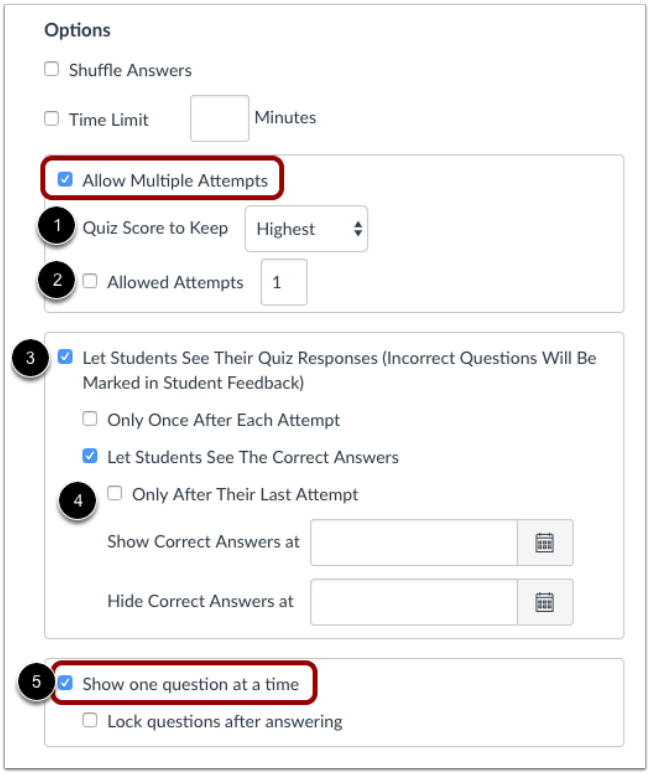
- To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
- To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
- To always show answers after a specific date, set a date in the Show field.
- To hide answers after a specific date, set a date in the Hide field.

Note: If the Only Once After Each Attempt option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.

One Question at a Time [7]: You can show one question at a time and lock questions after answering.

Note: If your Canvas admin has restricted students from viewing quiz submissions after the course ends, options 4 and 6 will not be available after the course end date has passed.

View Expanded Options



A few of the settings contain expanded menu options:

Allow Multiple Attempts

- Recent Quiz Score [1]—You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- Allowed Attempts [2]—You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

If you retain the Quizzes default option for students to see their quiz responses:

- If you **allow at least one attempt for the quiz**, the Let Students See Their Quiz Responses area will display a Only after their last attempt checkbox [3]. Selecting this option means that students can only see their correct responses after their last quiz attempt.
- If you **allow more than one attempt for the quiz**, please be aware that not all students may complete all attempts and therefore may never see their quiz responses. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their quiz

responses and correct answers will not appear because the last attempt was not completed. To allow these students to see their responses, you would have to manually change the quiz settings at a later time.

If you retain the Quizzes default option for students to see the correct answers:

- If you **allow at least one attempt for the quiz**, the Let Students See The Correct Answers area will display a Only after their last attempt checkbox [4]. Selecting this option means that students can only see the correct quiz answers after their last attempt. This option will follow the current quiz functionality around multiple attempts. If a student never makes it to the last attempt, the correct answer setting will not apply. To allow the student to view the correct answers, you can manually change the quiz options at a later time.

Show One Question at a Time

- Lock Questions [5]—You can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

Set Quiz Restrictions

You can restrict the quiz so it can only be taken in specific situations. By default, these options are never selected.

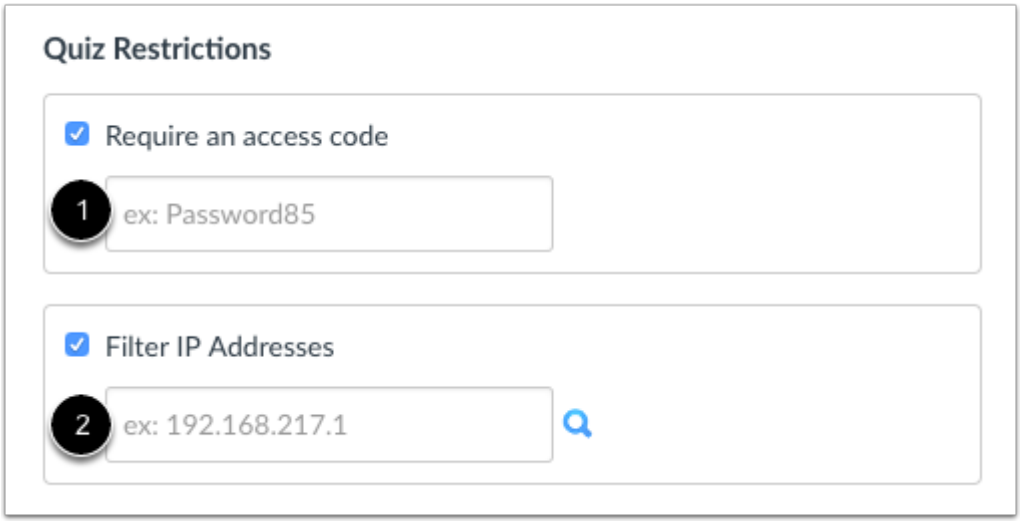
1. You can require students to enter an access code to take the quiz.
2. You can filter IP addresses and require students to take a quiz from a specific computer lab.

Notes:

- If you have the Respondus LockDown Browser plugin enabled by your institution, using that browser will also appear as an option here. The Respondus LockDown Browser does not allow other windows to be opened during the quiz and helps prevent cheating.

- If your institution uses the Respondus LockDown Browser LTI, the Respondus option will not appear under Quiz Restrictions and Respondus LockDown settings can be managed from the LockDown Browser Dashboard in Course Navigation.

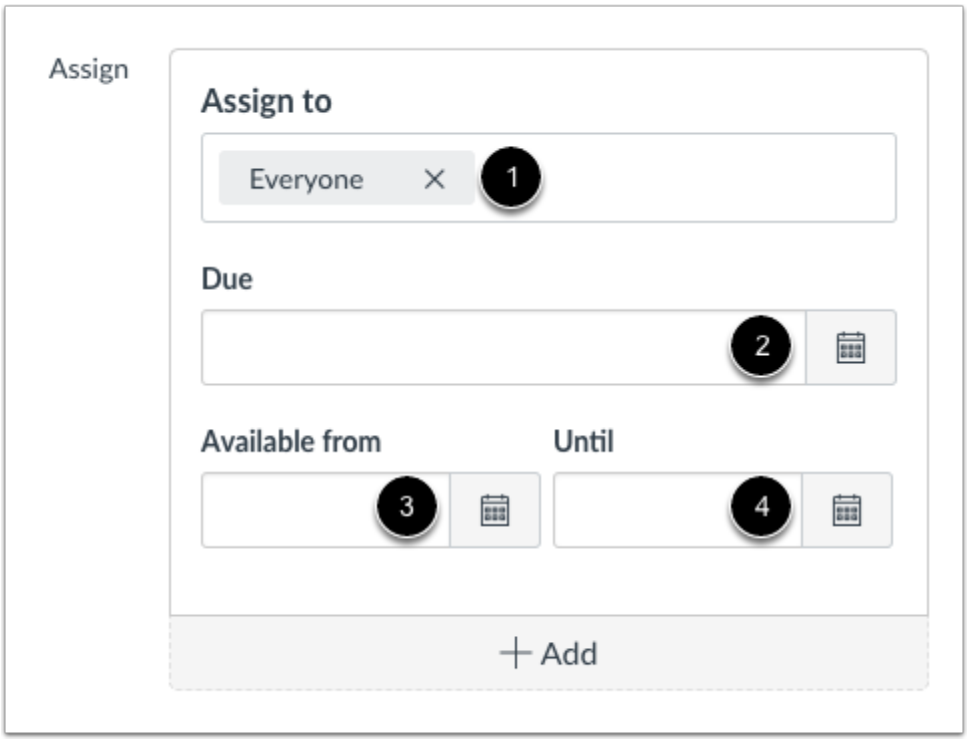
View Expanded Restrictions



To require an access code, enter the access code in the access code text field [1].

To filter IP addresses, enter the IP address in the IP address text field [2]. **Note**: Quiz IP filters are a way to limit access to quizzes to computers in a specified IP range. Filters can be a comma-separated list of addresses, or an address followed by a mask (i.e., 192.168.217.1/24 or 192.168.217.1/255.255.255.0). For more information on these masks, view the IP Filtering in Canvas PDF.

Assign Quiz and Dates



In the Assign field [1], you can assign the quiz to everyone, a course section, or an individual student.

You can set the Due Date [2], Available From date [3], and available Until date [4] for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

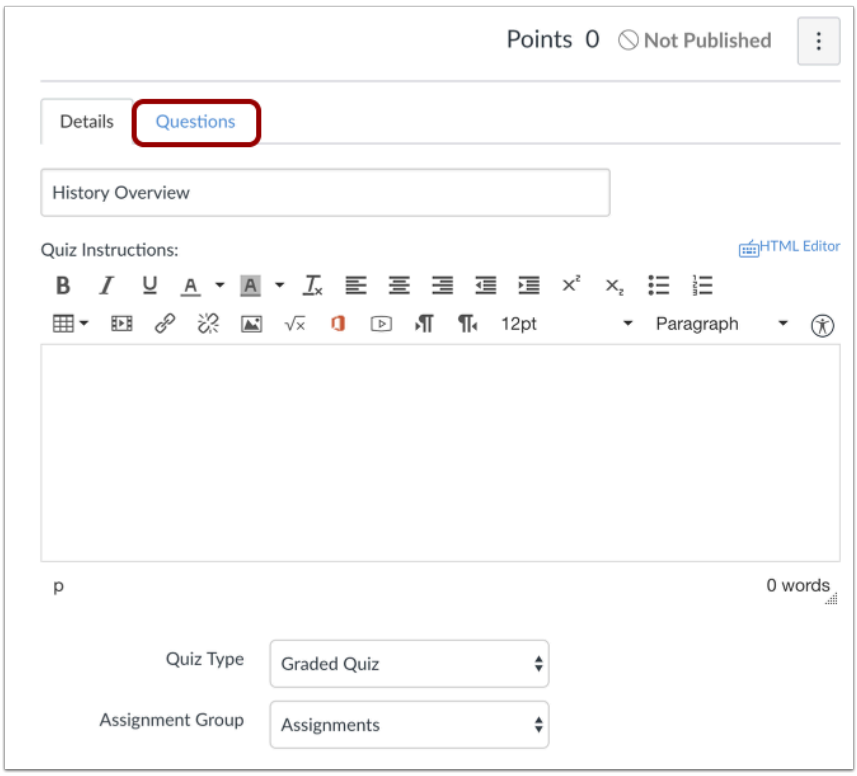
- **Due Date:** the date and time that the Quiz is due
- **Available From:** the date and time when the Quiz will become available for students to take the quiz
- **Until:** the date and time when students can no longer take the quiz

Learn more about due and availability dates.

Notes:

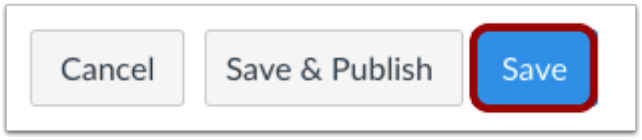
- If you have set section override dates in your course, you may need to select a course section and set due and availability dates that fall within the section override dates.
- If you change the due date of a quiz that students have already begun but not submitted, their quiz submissions will auto-submit based on the date and time of the original due date.
- For auto-submitted quizzes, the submission time stamp reflects a five minute grace period that begins once the due date and time have passed and may not align with the assigned due date and time.

Create Quiz Questions



Once you have set up the settings for your quiz, click the **Questions** tab to create the quiz questions and points. You can create individual quiz questions, questions with a question bank, questions with a question group, and questions with a question bank in a question group.

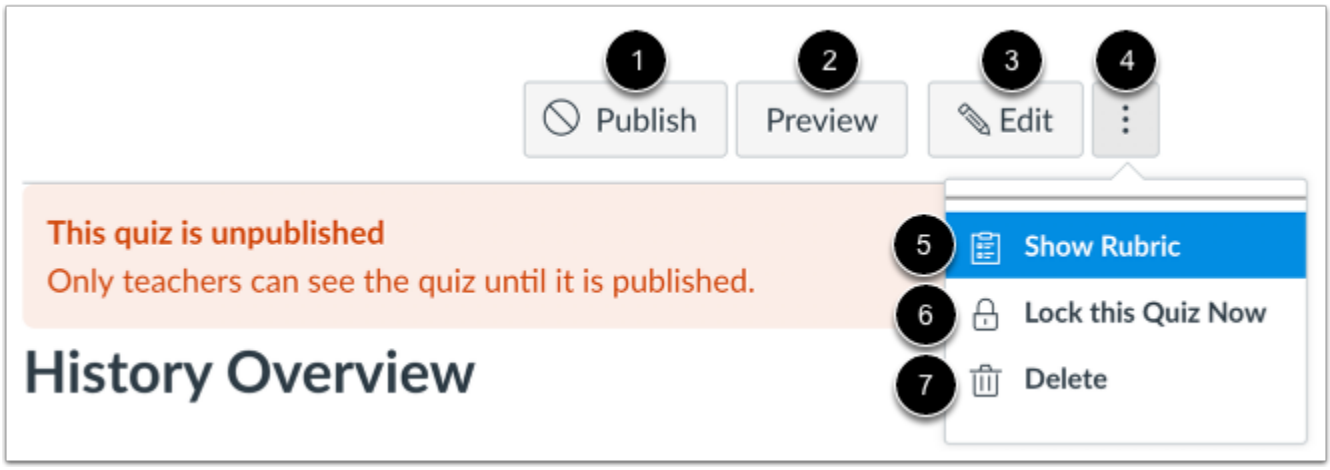
Save Quiz



Click the **Save** button to save your work on your quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Unpublished Quiz Options



Once you save your quiz, you have several quiz options.

To publish the quiz, click the **Publish** button [1]. Publishing a quiz means that students will be able to see the quiz in the course.

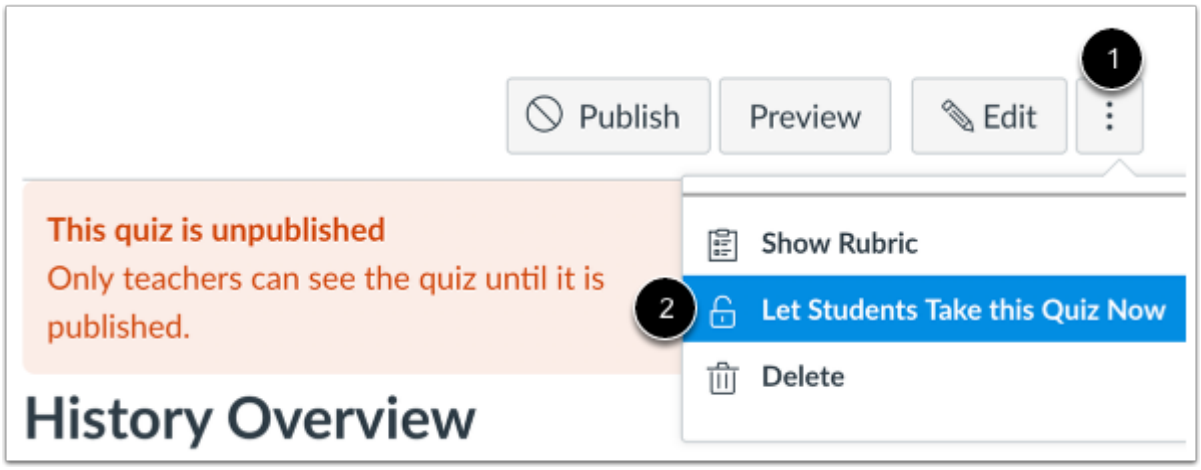
Before publishing the quiz, if you want to see the student view and make sure it appears correctly, click the **Preview** button [2]. To edit the quiz, click the **Edit** button [3].

You can also view more options in the **Options** menu [4]:

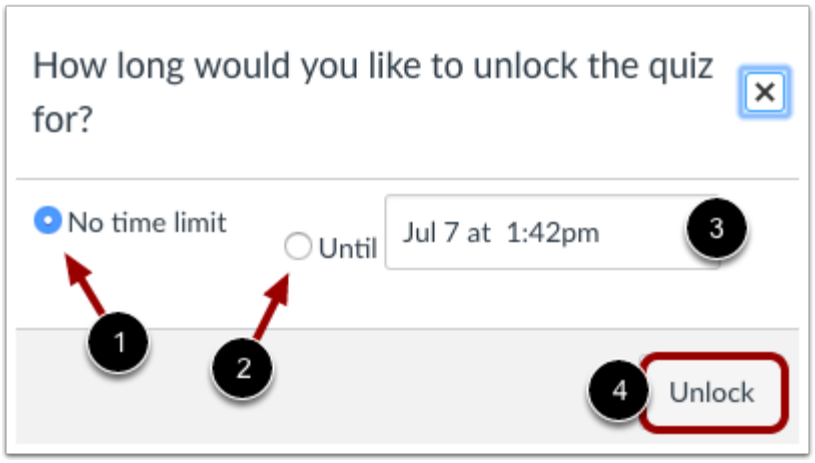
- **Show the rubric** for a quiz to evaluate student answers, such as for essay questions (learn how to add a rubric) [5].
- **Lock this quiz now** so that students cannot access the quiz once it is published [6]. The quiz title will still be visible to students but they will be unable to open the quiz. This option only applies to quizzes that are assigned to Everyone.
- **Delete** this quiz [7].

Note: If you want to hide the quiz from student view, do not publish the quiz. When the quiz is unpublished, it can only be viewed by the instructor.

Unlock Quiz

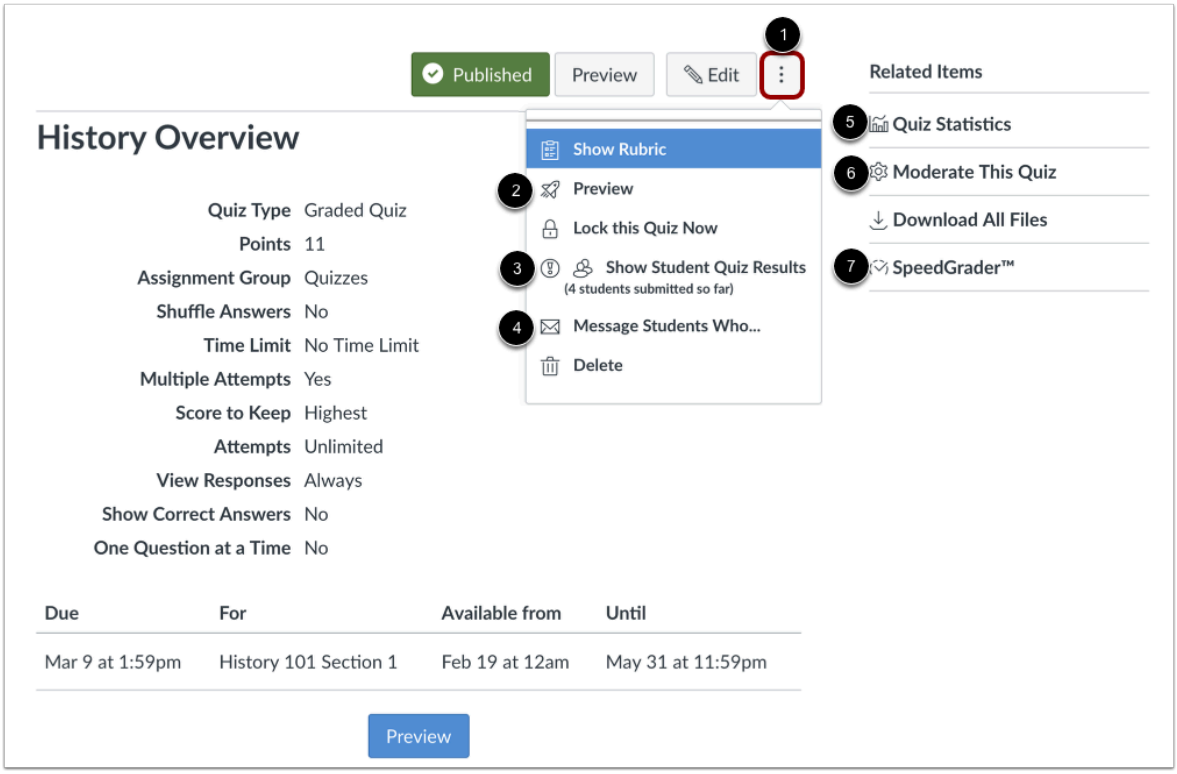


To unlock a quiz, click the **Options** icon [1] and click the **Let Students Take this Quiz Now** link [2].



To unlock a quiz indefinitely, click the **No time limit** radio button [1]. If you prefer to unlock a quiz until a specific date and time, click the **Until** radio button [2] and use the calendar icon [3] to select the date and time. Click the **Unlock** button [4] when you are done.

Published Quiz Options



Once you publish a quiz, you can view additional options.

In addition to the options available for unpublished quizzes, in the **Options** menu [1], you can:

- **Preview** the quiz [2]
- **Show student quiz results** from students who have taken the quiz [3]
- Message students who have taken the quiz already or who haven't yet taken the quiz [4]

In the sidebar, you also have access to related quiz features:

- Show quiz statistics [5]
- Moderate this quiz and grant students more time or additional attempts (this option can be used for any type of quiz) [6]
- Grade quiz in the SpeedGrader [7]

You can also hide grades from students by using posting policies in the gradebook.

How do I import quizzes from QTI packages?

You can easily import quizzes from programs that create QTI files. If a program does not create QTI files, it cannot be imported into Canvas.

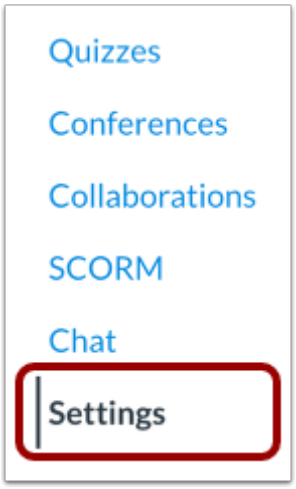
QTI files can be created from a variety of different learning management systems and software:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages. To learn how to use Respondus 4.0 refer to this user guide (DOC). A QuickStart guide for Respondus 4.0 is also available (PDF).
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages.
- Quizzes created in Moodle can be exported as QTI packages. This will work with Moodle 2.0 or older versions. However, Moodle 2.1 and newer versions no longer export QTI packages.

Notes:

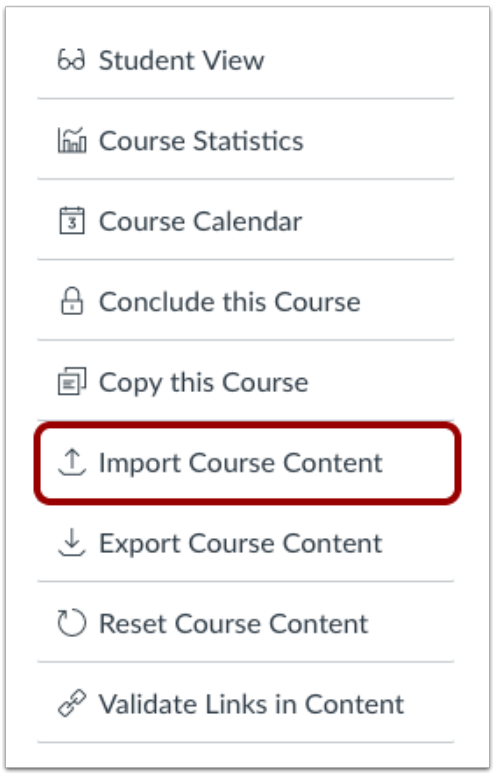
- Canvas supports QTI versions 1.2 and 2.1.
- Quiz exports will not include questions from quizzes which use randomly selected questions from question banks.

Open Settings



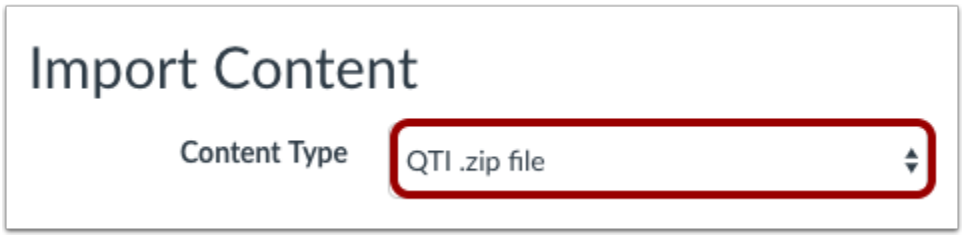
In Course Navigation, click the **Settings** link.

Import Content into Course



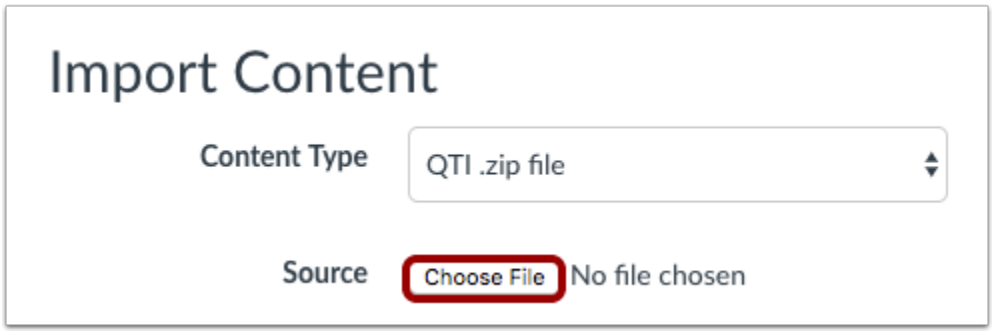
Click the **Import Course Content** button.

Select Content Type



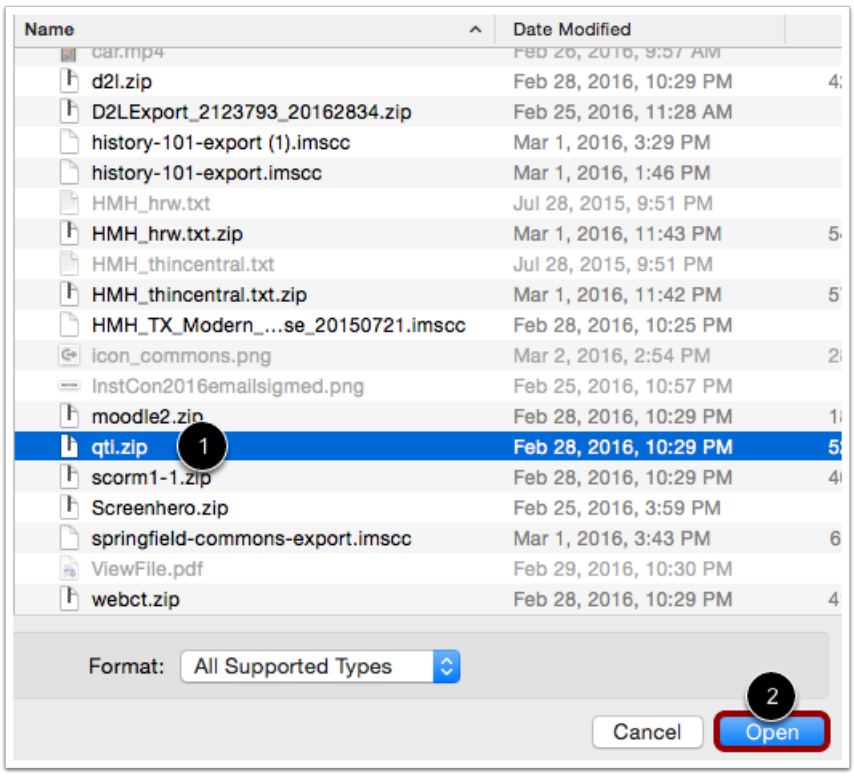
In the drop-down menu, select the **QTI .zip file** option.

Choose File



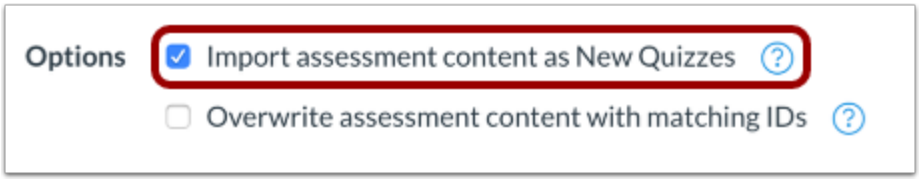
Click the **Choose File** button.

Open File



Find and click the ZIP file you want to import [1]. Click the **Open** button [2].

Import Assessments to New Quizzes



To import assessment content created in New Quizzes, click the **Import assessment content as New Quizzes** option.

Selecting this option will convert assessments in the import package to New Quizzes format. If not selected, assessment content will convert to Canvas Quizzes format.

Note: You cannot select a default question bank when using the Import assessment content as New Quizzes option.

Overwrite Assessment Content

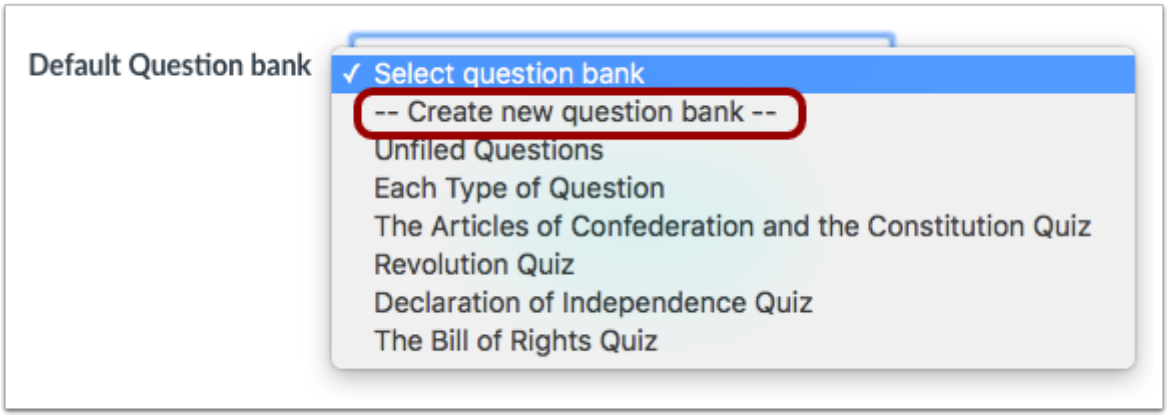
To overwrite the assessment content with matching IDs, click the **Overwrite assessment...** checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Select Question Bank

In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank.

Create Question Bank

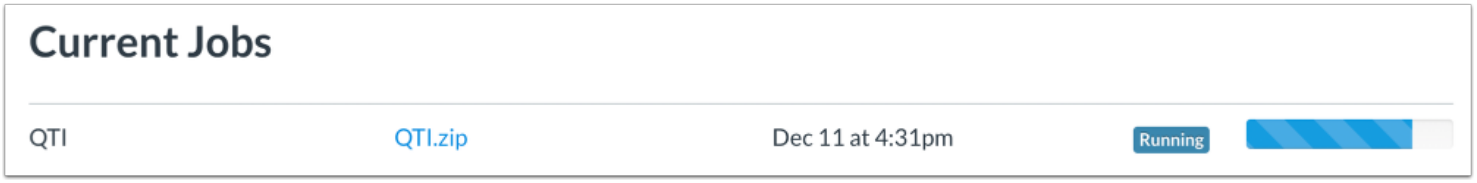


If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Import Course

Click the **Import** button.

View Current Jobs



The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

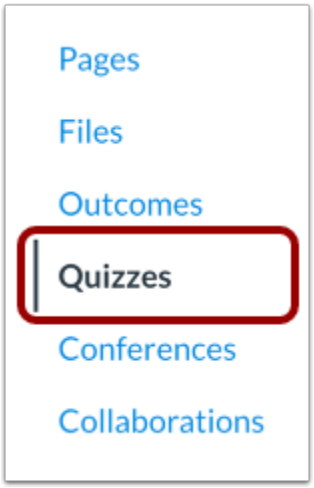
When the course has completed, view your quizzes by accessing the Quizzes page in Course Navigation.

Note: If you imported your assessments to New Quizzes, you can view your quizzes from the Assignments page.

How do I create a quiz with individual questions?

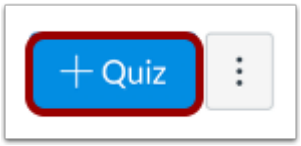
You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

Open Quizzes



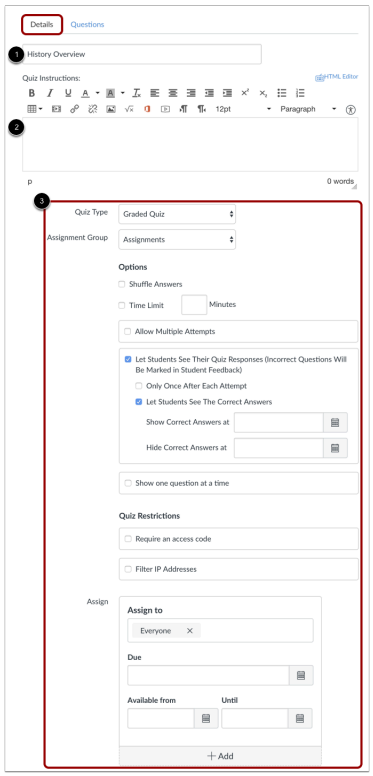
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

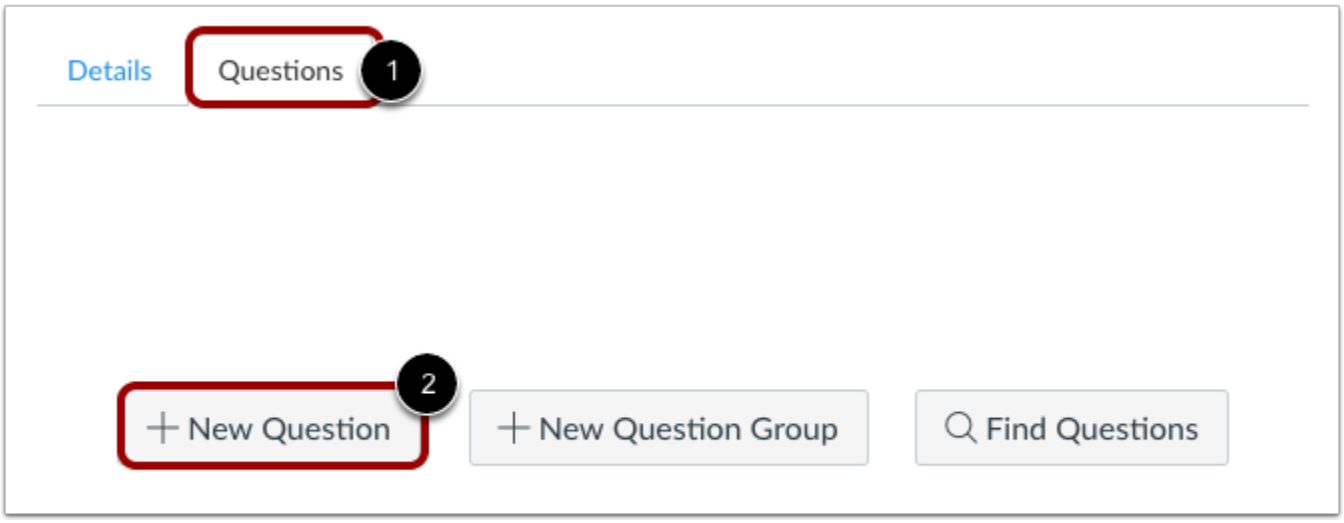
Edit Quiz Details



In the Details 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.

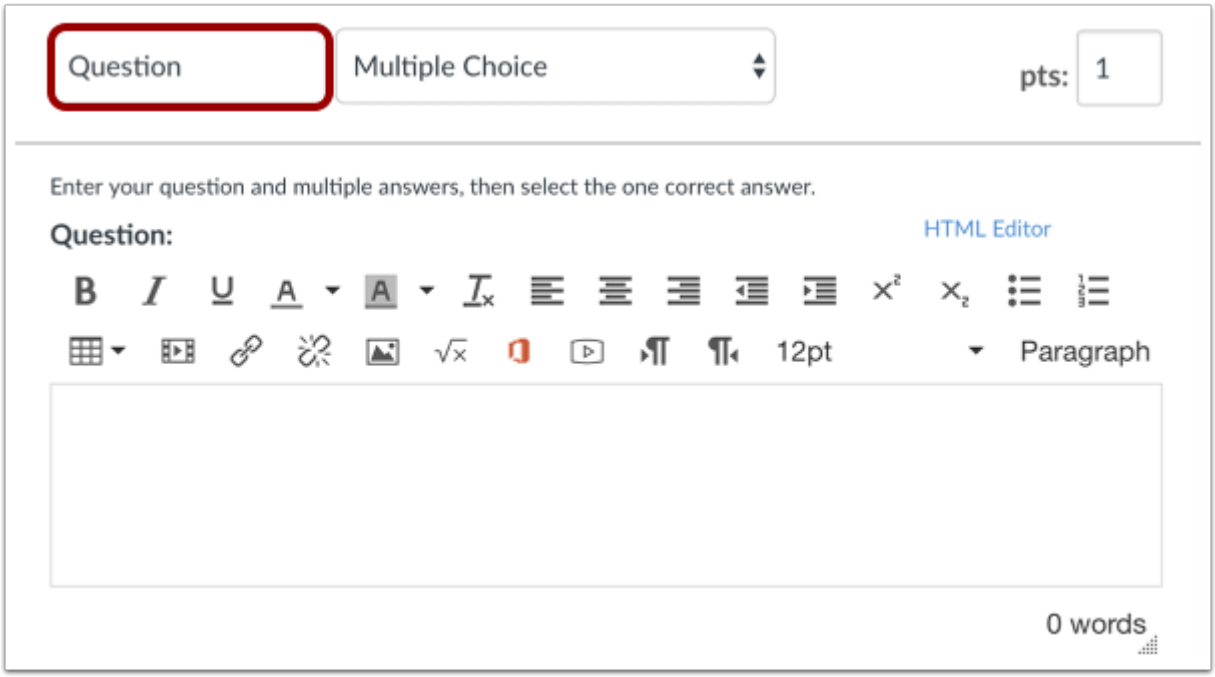
Complete the rest of the quiz details [3].

Add Question



Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

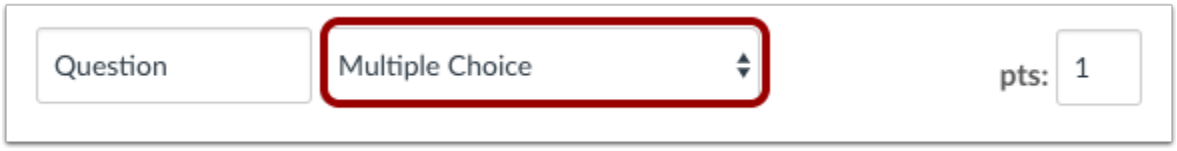
Name Quiz Question



Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Select Question Type

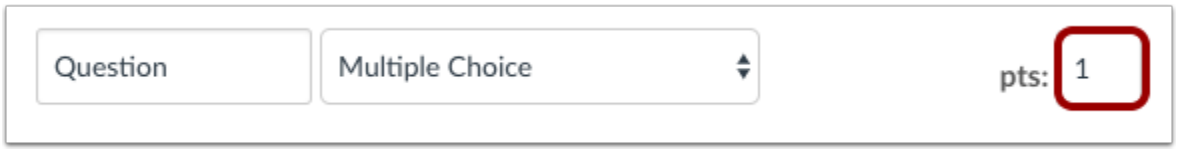


In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

Set Point Value



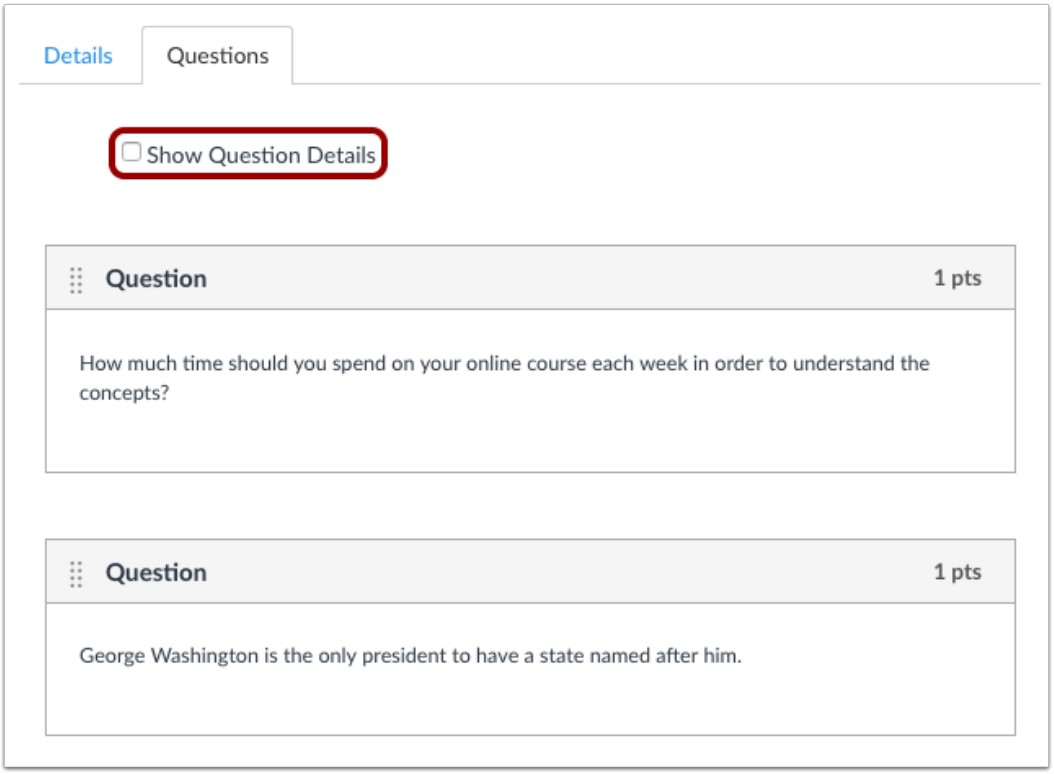
To set the point value for the question, enter the points in the **pts** field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Update Question

To save your question, click the **Update Question** button.

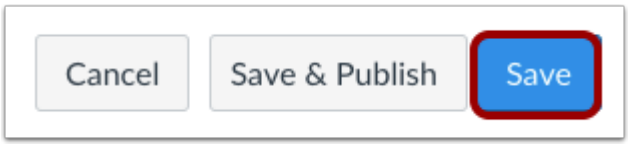
View Questions



View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.

Note: Question details are not available in quizzes with more than 25 questions.

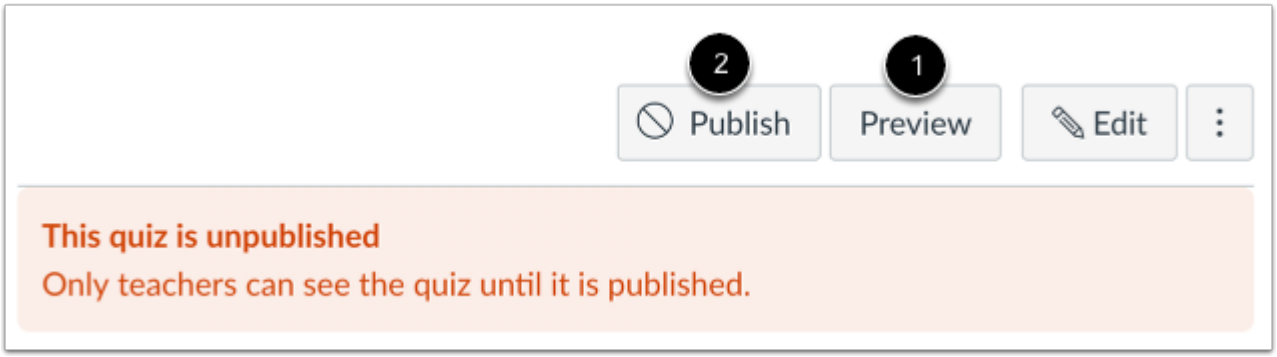
Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



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: 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 create a quiz with a question group to randomize quiz questions?

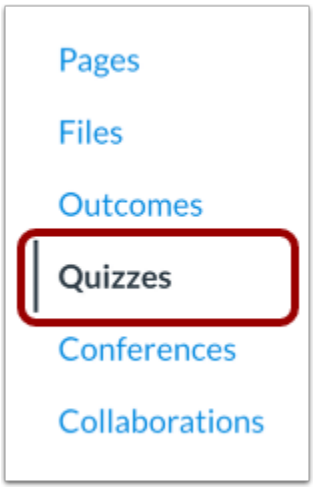
You can create a quiz using a question group. Question groups allow you to place multiple questions within a group for students to answer. You can choose the number of questions that should be answered from the group and how many points to assign each question. Creating a question group randomizes questions within a quiz.

You can add questions to your question group in several ways:

- **Link to a question bank** to reference all questions in a question bank
- Add an **individual question** to create your own questions from scratch
- **Find questions** to reference specific questions from a question bank

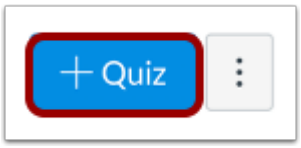
Note: If you need your questions to appear in a specific order, do not place quiz questions inside a question group.

Open Quizzes



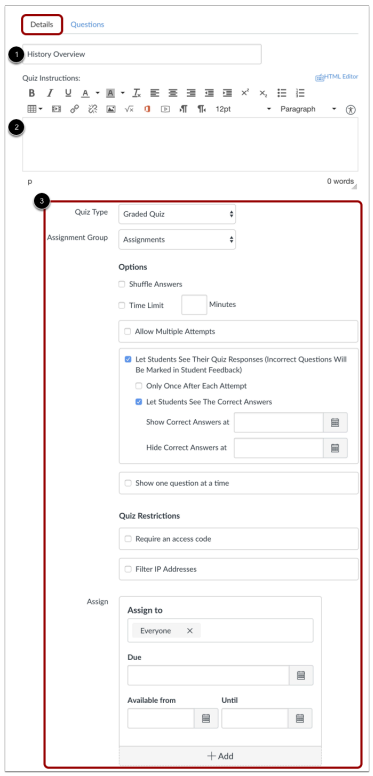
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

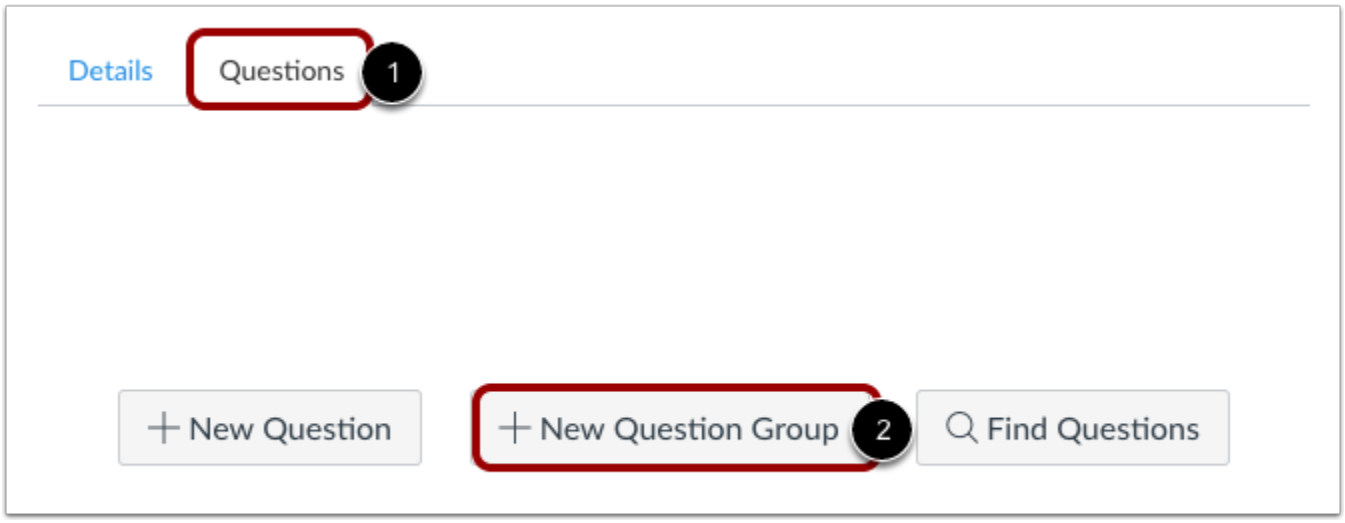
Edit Quiz Details



In the Details 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 details [3].

Add New Question Group



Click the **Questions** tab [1]. Click the **New Question Group** button [2].

Create Group Details

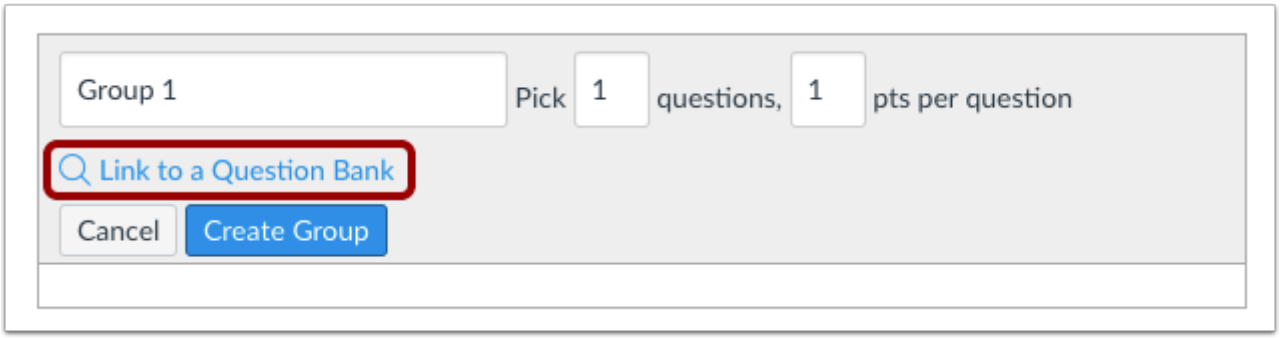
Give your question group a name [1]. Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

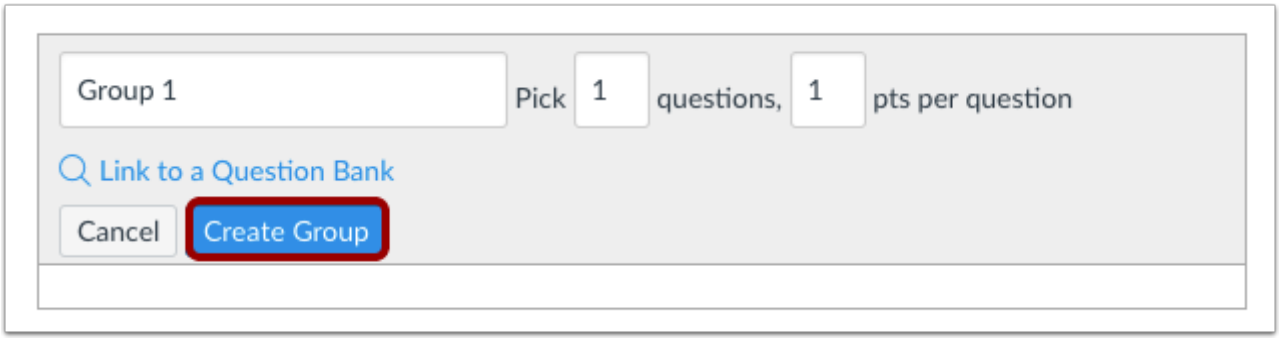
Link to a Question Bank



If you want to link a question bank to the question group, click the **Link to a Question Bank** link.

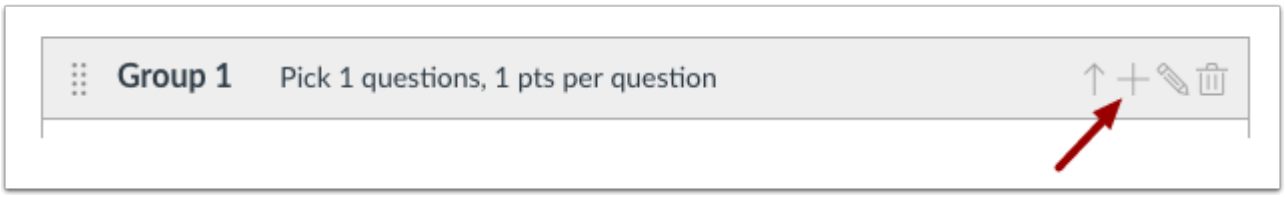
Note: If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. A QTI zip file will download the quiz details, but no questions will be included.

Create Group



Click the **Create Group** button.

Add Individual Question to Group

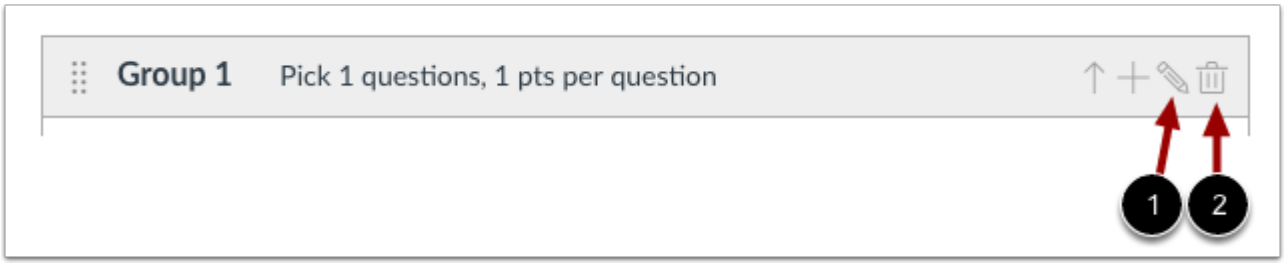


To add individual questions to the group, click the **Add** icon.

Find Questions from Question Bank

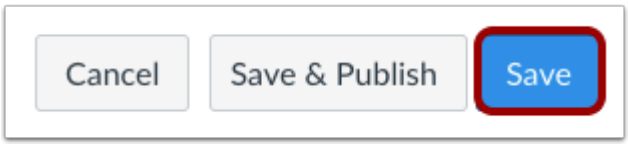
You can also find questions from an existing question bank and add them to the question group.

Modify Question Group



To change the number of questions to be picked from the group or to change the points assigned, click the **Edit** icon [1]. To delete the question group, click the **Delete** icon [2].

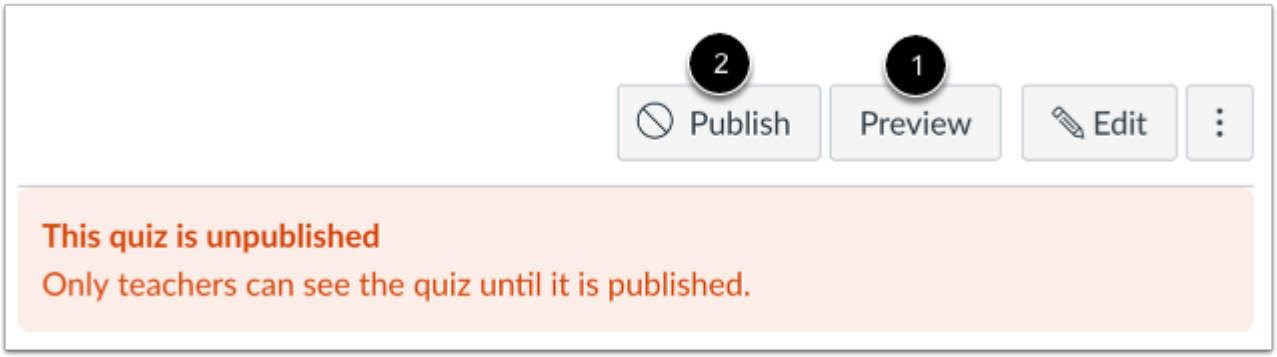
Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



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: 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 create a quiz by finding questions in a question bank?

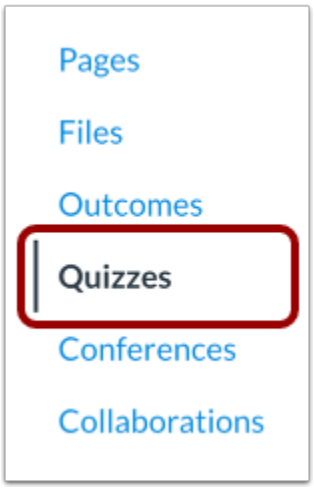
You can create a quiz by finding questions from Question Banks.

When you find questions in a Question Bank, you will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources. If an outcome is aligned to a question bank, referencing the question bank in a quiz will also import the associated outcome to the course.

Canvas will reference the questions you choose as each student takes the quiz. These questions will stay in sequential order and stay in order each time the quiz is taken or previewed. If you want to randomize quiz questions, you can add them to a question group.

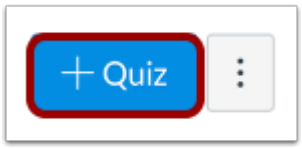
Note: When you Find Questions in a question bank, changes made to questions in the question bank will not update in the quiz. Changes will update in the quiz only if the questions are linked to a question bank.

Open Quizzes



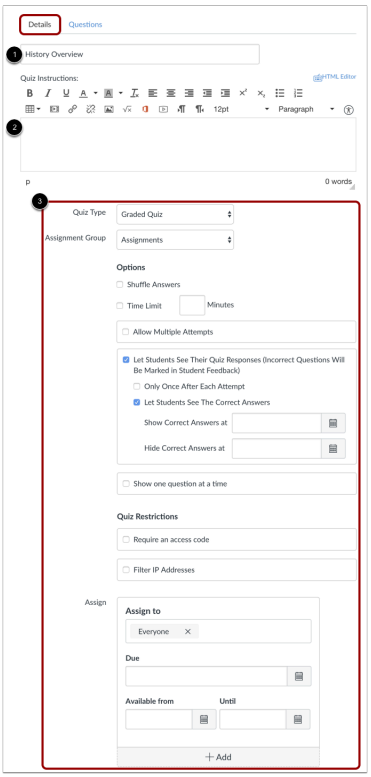
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

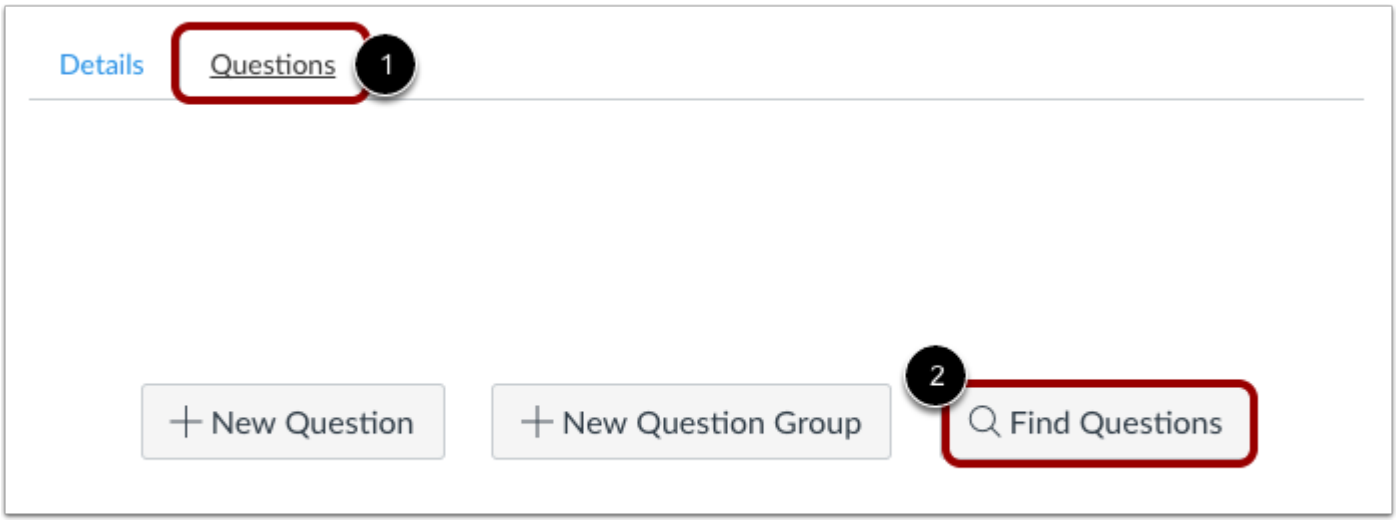
Edit Quiz Details



In the Details 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.

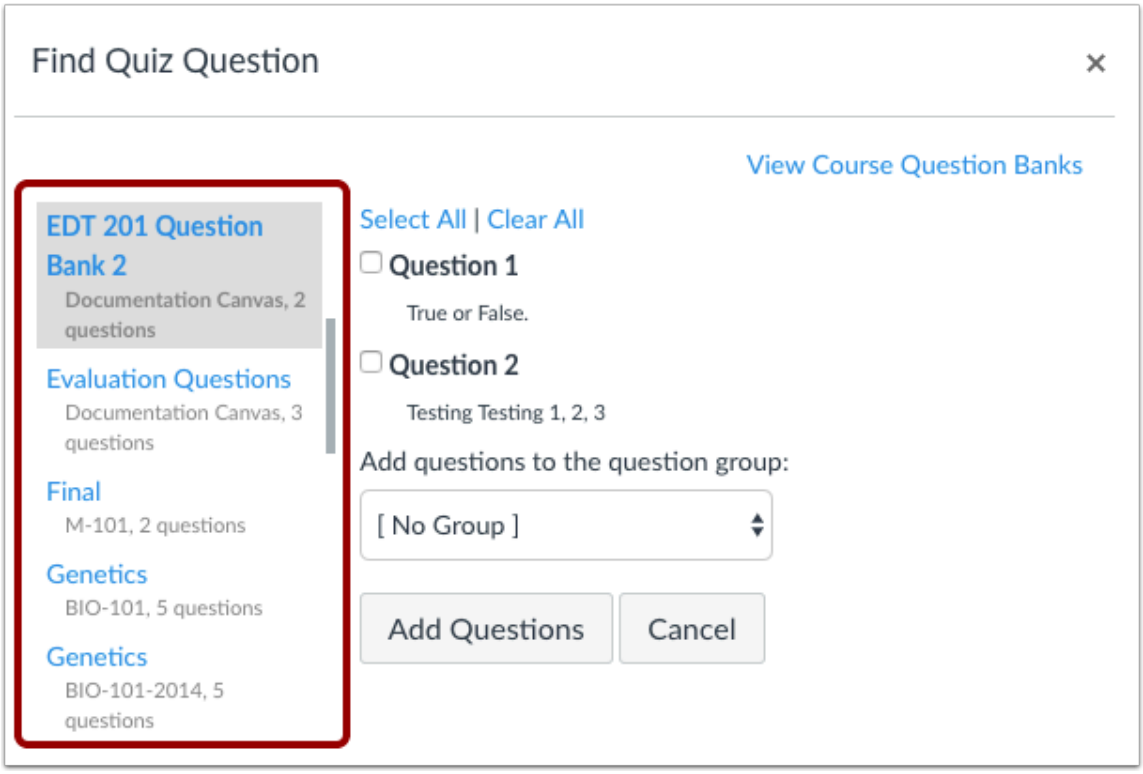
Complete the rest of the quiz details [3].

Find Questions



Click the **Questions** tab [1]. Click the **Find Questions** button [2].

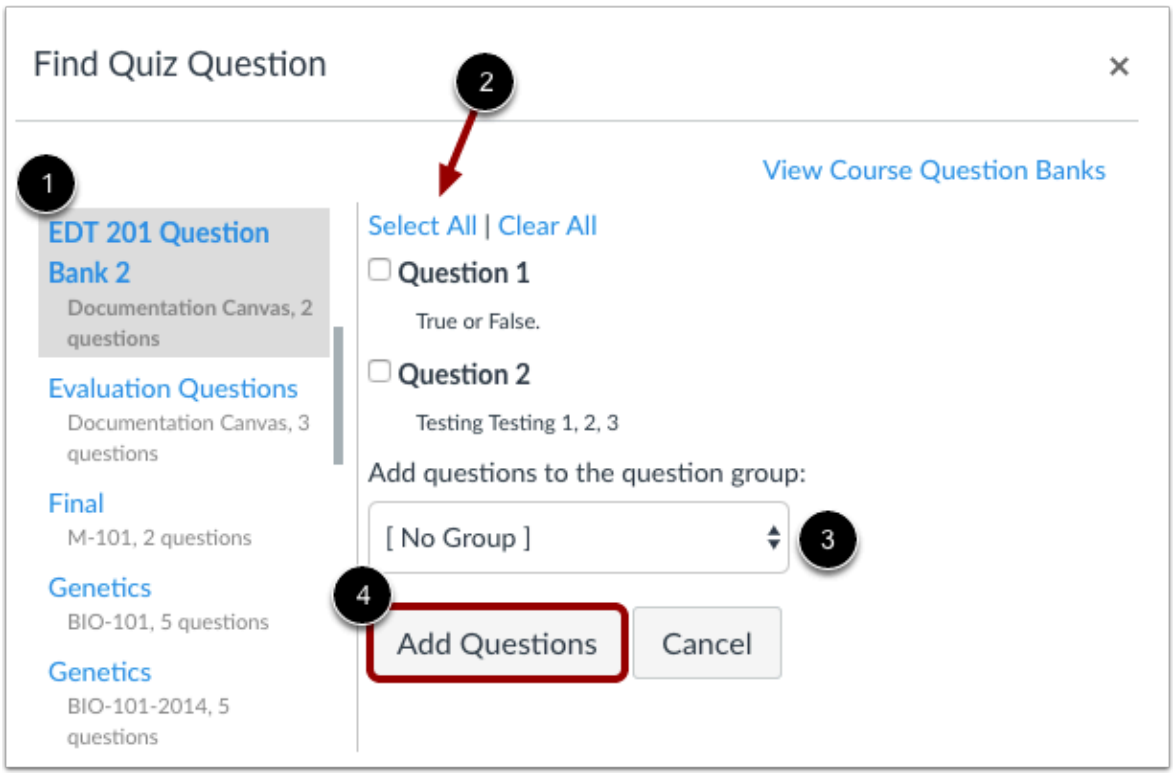
Find Quiz Question



Select the question bank where you want to select questions.

Note: When you find questions in a question bank, changes made to questions in the question bank will not update in the quiz.

Add Questions



Check the boxes next to the questions you want to add to your quiz [1]. If you want to select all the questions, click the **Select All** link [2].

If you want to add the selected questions to a question group, select the question group drop-down list [3]. You can create a new group or add to an existing group.

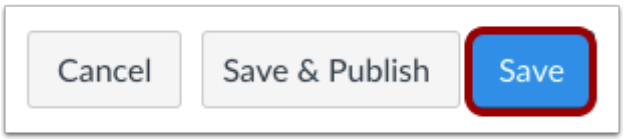
When you've selected all the questions you want to use, click the **Add Questions** button [4].

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Notes:

- When you click the Select All link, Canvas selects only the questions that currently appear in the window. If you have more than 50 questions in your question bank, click the **More questions** button until all the questions you want to select appear in the window.
- If you set a question group to randomly select questions from a question bank, the questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.

Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

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: 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 create a quiz with a question group linked to a question bank?

You can create a quiz using a Question Group linked to a Question Bank.

When you link a Question Bank to a Question Group, you will see all of the Question Banks that you have built in the same course, and those you have bookmarked in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources.

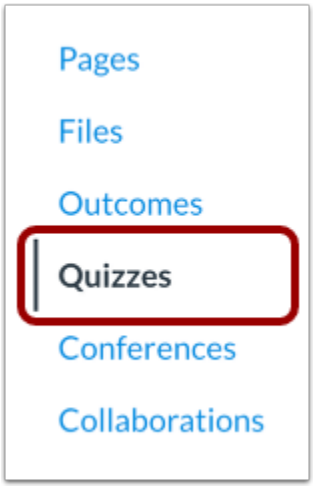
Canvas will reference your chosen bank of questions as each student takes the quiz. Each student will get a specified number of questions, pulled from the bank at random. The number of questions and point value per question is specified when the question group is created. For instance, if you want to use questions from the English Department and they have 7 questions in their Question Bank, but you only want the Question Group to display 2 questions, Canvas will randomly pull 2 of the 7 questions as each student takes the quiz.

If you need your questions to appear in a specific order, you should add individual questions or find questions instead of creating a question group.

Notes:

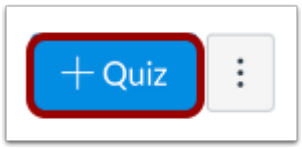
- When linking a question bank to a quiz, be sure to make changes within the question bank before the quiz is available to take. Although you can make changes to the question bank after a quiz is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades. Students who begin their quiz after the changes are made will see your updates.
- Questions that are linked to a Question Bank cannot be regraded since they may be used in more than one quiz.

Open Quizzes



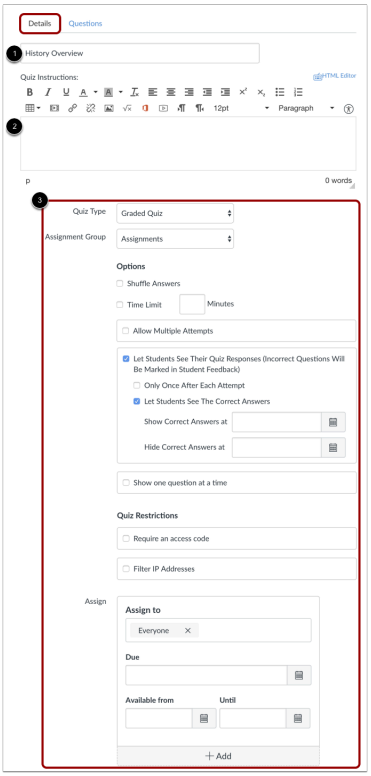
In Course Navigation, click the **Quizzes** link.

Add Quiz



Click the **Add Quiz** button.

Edit Quiz Details



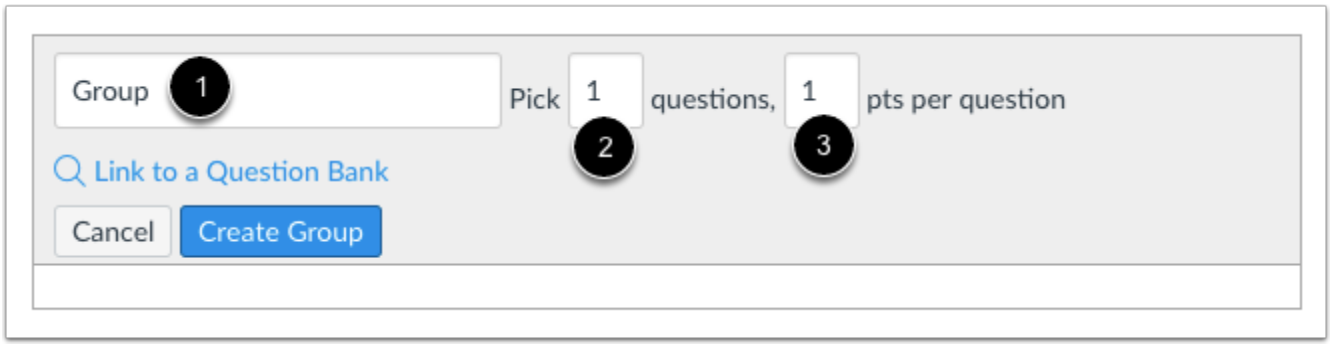
In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].

Add New Question Group

Click the **Questions** tab [1]. Click the **New Question Group** button [2].

Create Group Details



Give your question group a name [1]. Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

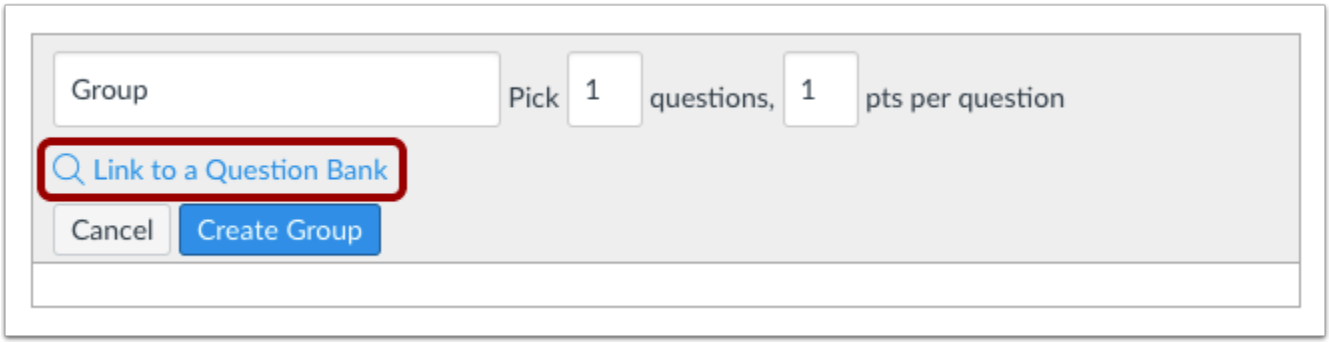
Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Note:

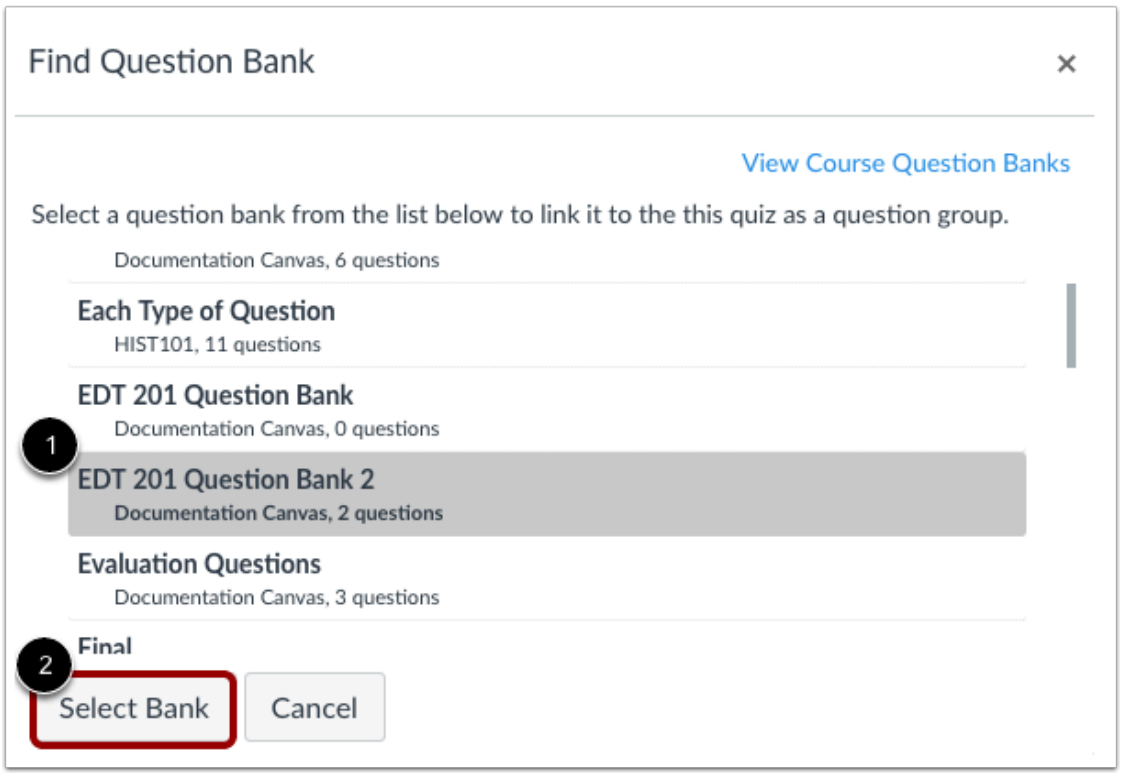
- Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
- If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.

Link to a Question Bank



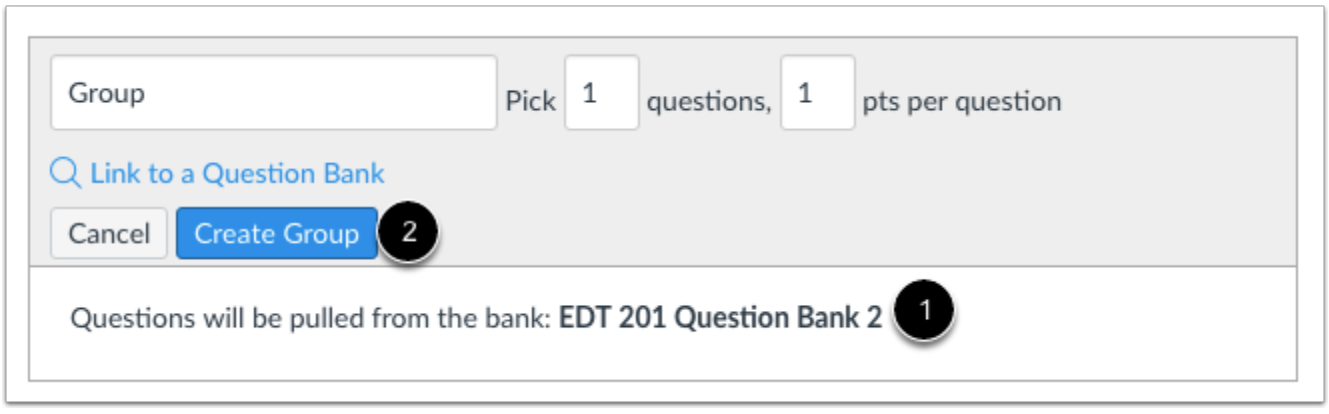
Click the **Link to a Question Bank** link.

Find Question Bank



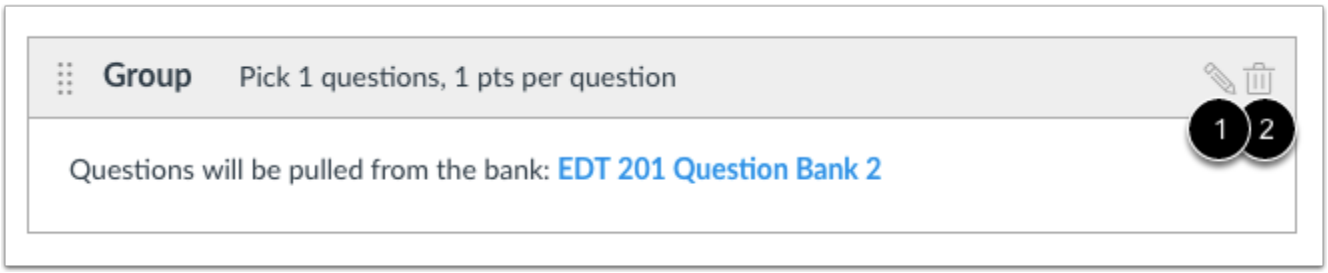
Select the question bank you want to reference in your quiz [1]. Click the **Select Bank** button [2].

Create Group



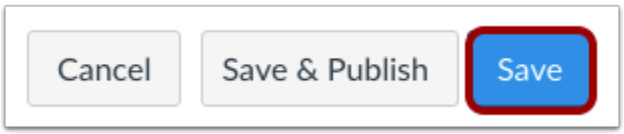
Confirm your Question Bank is linked to the question group [1]. Click the **Create Group** button [2].

Modify Question Group



To change the number of questions to be picked from the group or to change the points assigned, click the **Edit** icon [1]. To delete the question group, click the **Delete** icon [2].

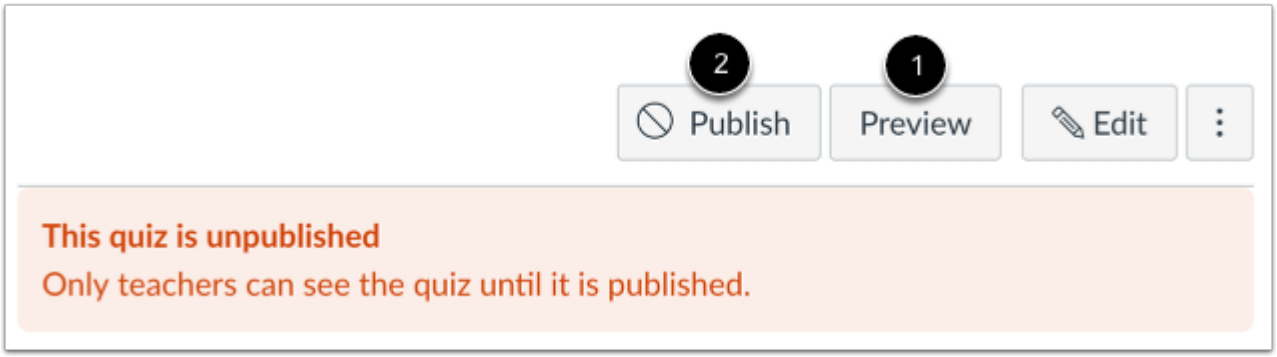
Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



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].

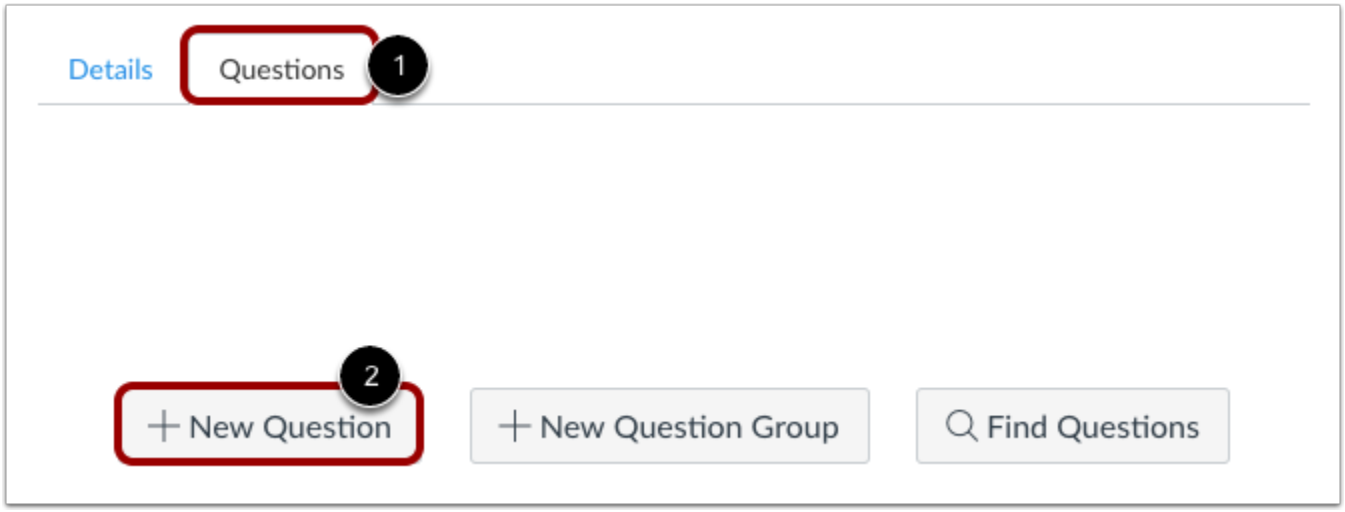
Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a Multiple Choice quiz question?

You can create a multiple choice question for your students.

If you need to edit a Multiple Choice question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

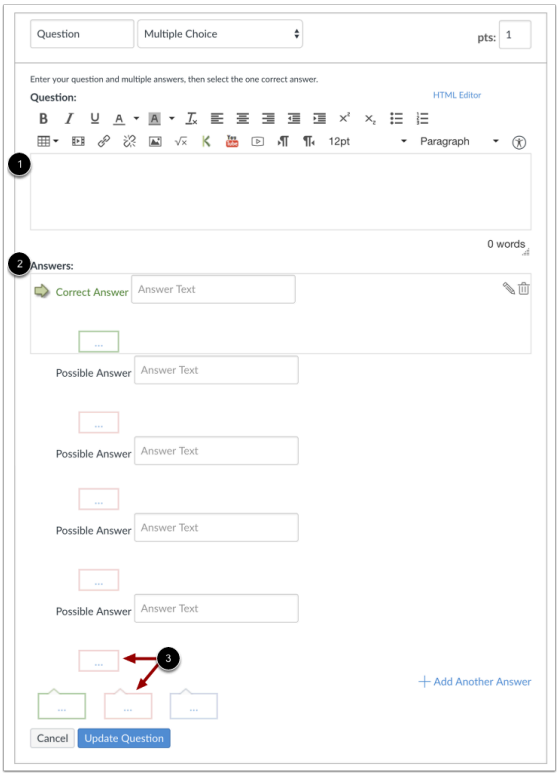
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Choice question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

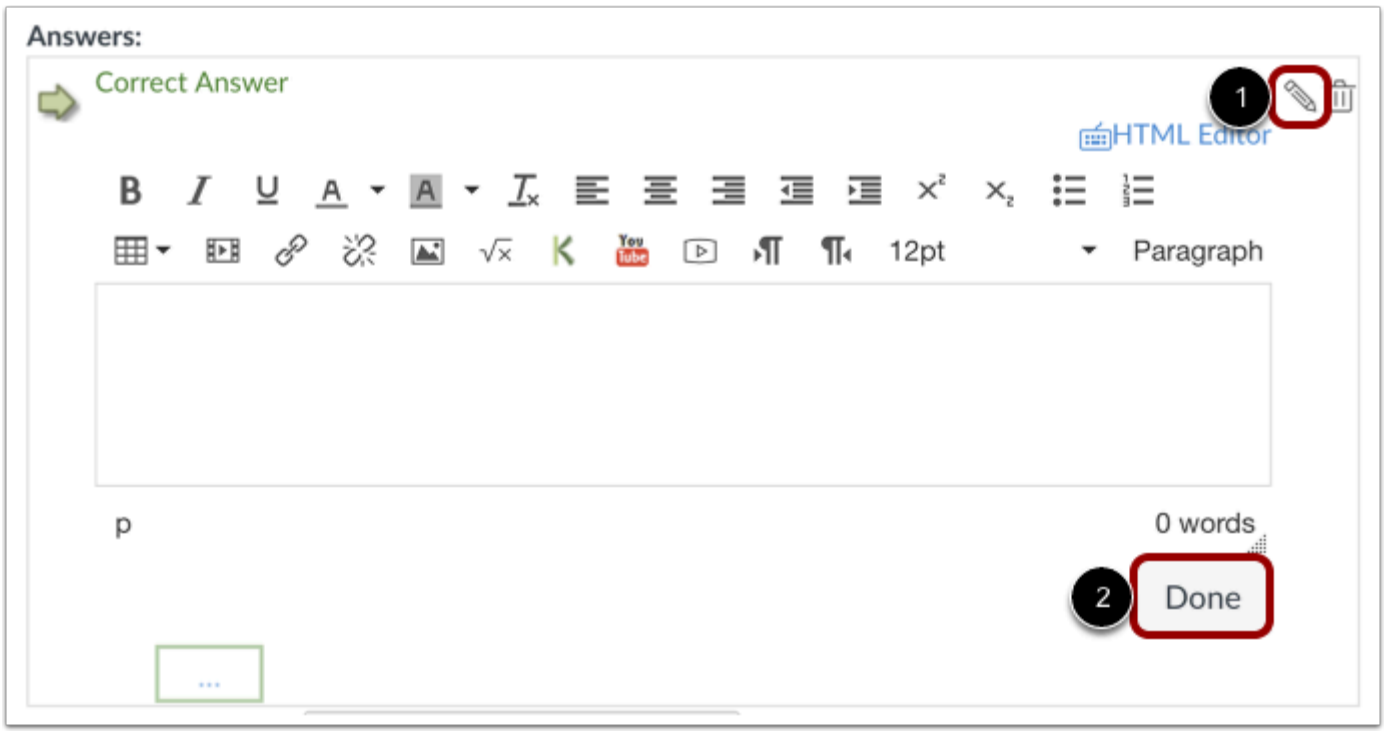
Edit Multiple Choice Question Details



To build a multiple choice question, you will need to enter the following details:

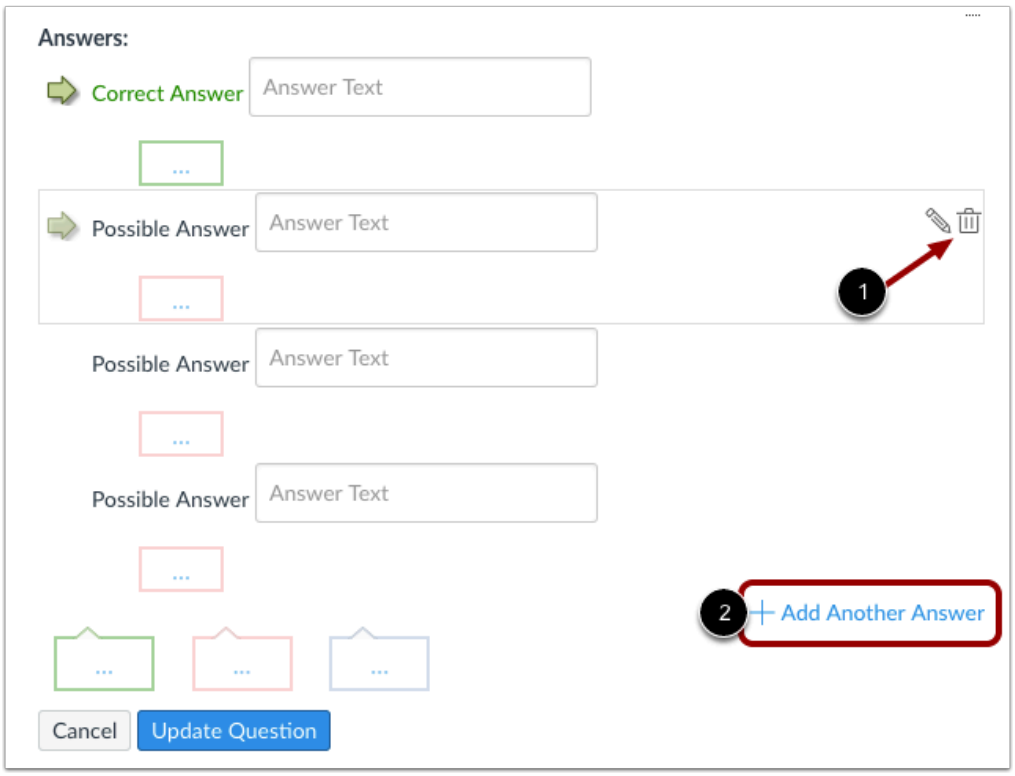
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response options
3. Text for the answer comments under each answer and/or at the end of the question

Create Answers with Rich Content Editor



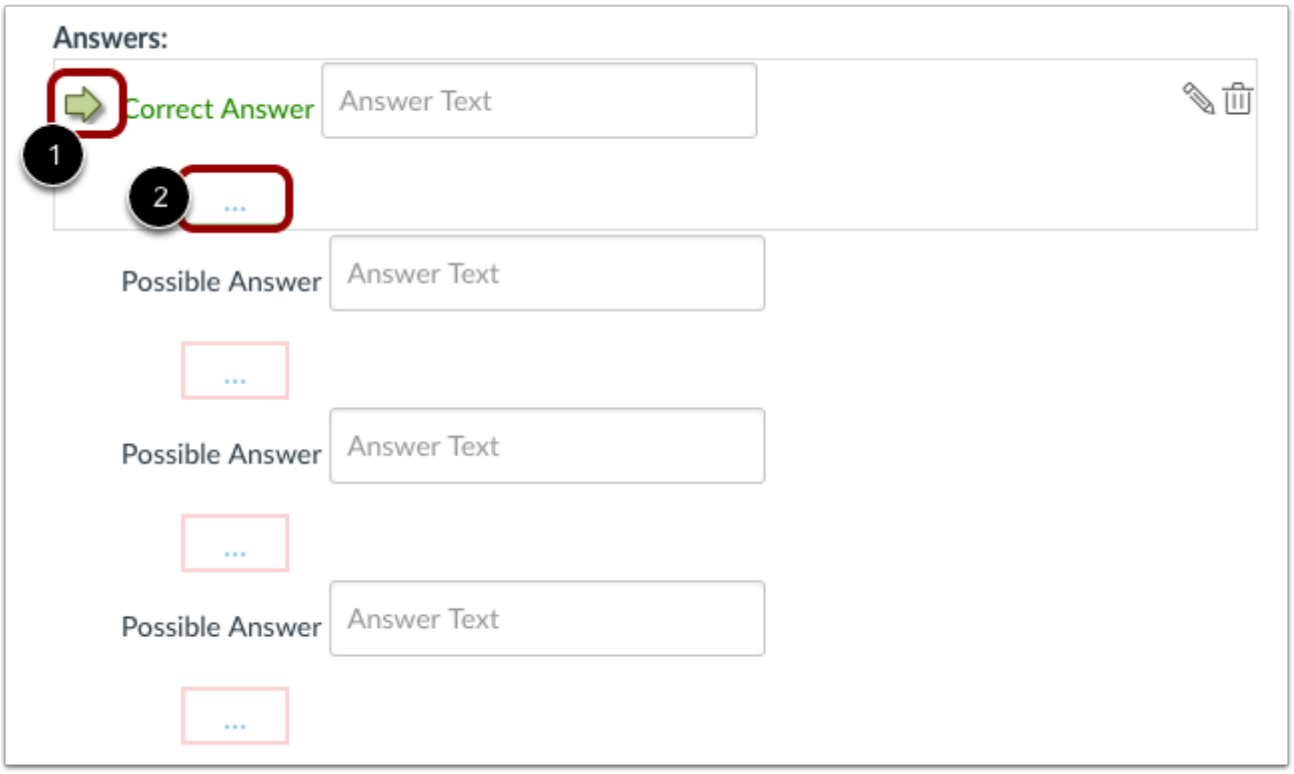
To create your answer with the Rich Content Editor, hover over the response and click the **Edit** icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. Click the **Done** button when finished [2].

Add or Delete Answers



Click the **Delete** icon [1] to the right of an answer to delete it. Click the **Add Another Answer** link [2] to create as many distractors as you like. Multiple Choice questions can have more than four answers.

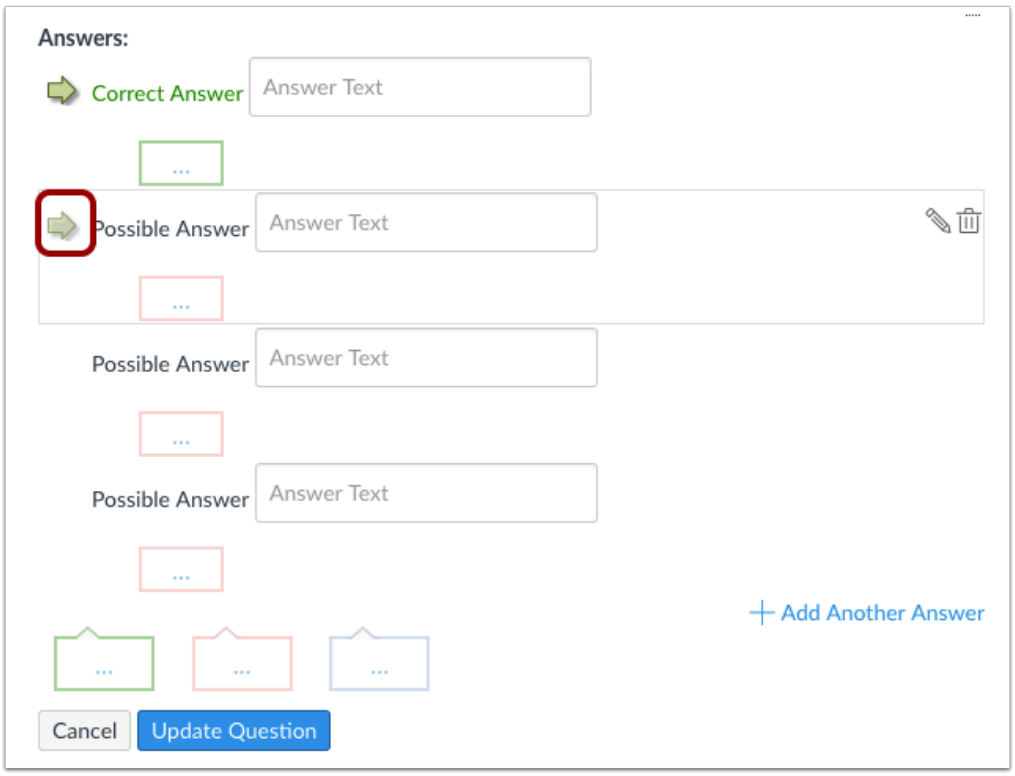
View Correct Answer



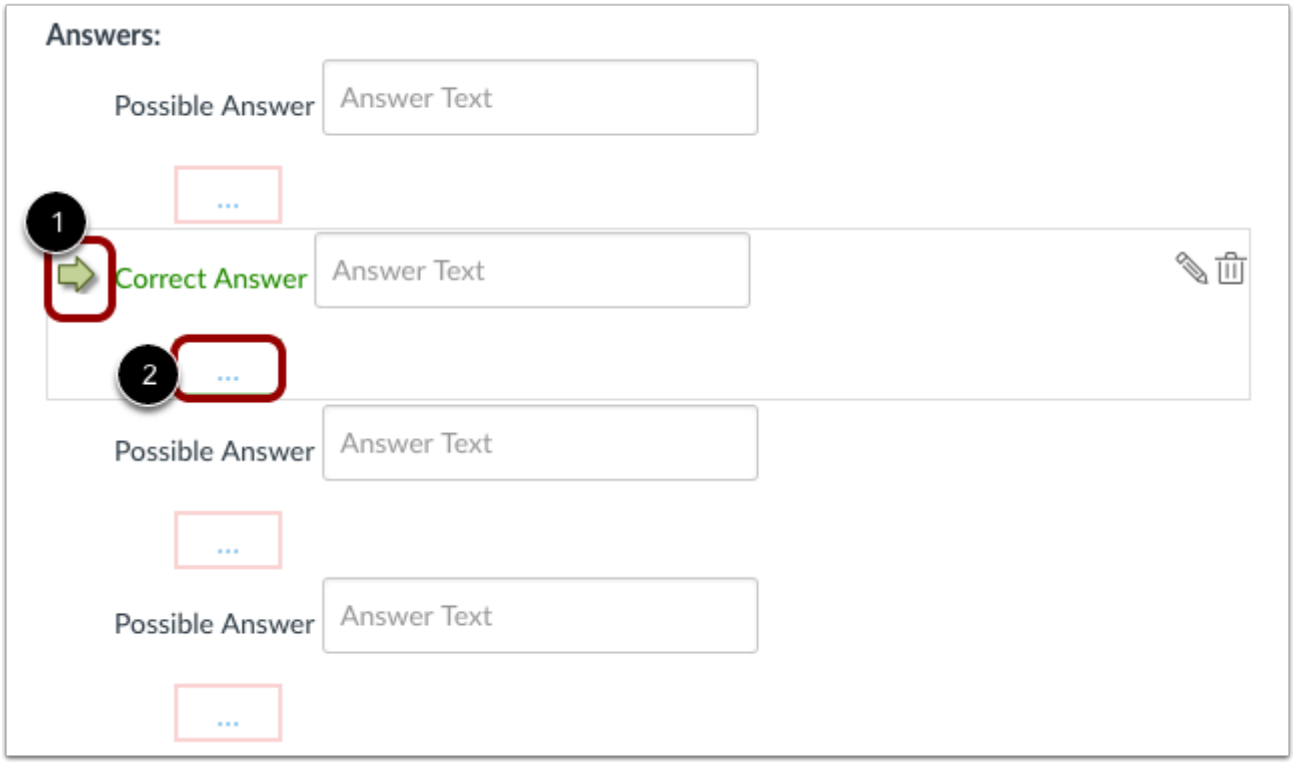
Correct responses are indicated in green, while incorrect responses are in red.

By default, the text in the first answer field is the answer that will be considered correct by Canvas. The correct answer is identified by a solid green arrow [1] next to the answer, and the answer comment [2] is also green.

Change Correct Answer

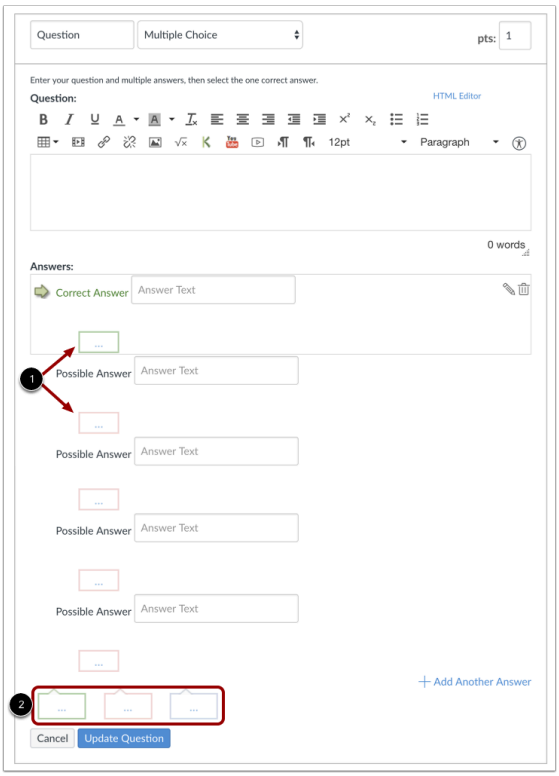


To select another response as the correct answer, hover your cursor to the left of the answer you want to reveal a faded green "ghost" arrow. Click the arrow.



The arrow will become solid green [1], and the answer comment [2] will also turn green to indicate the correct answer has changed.

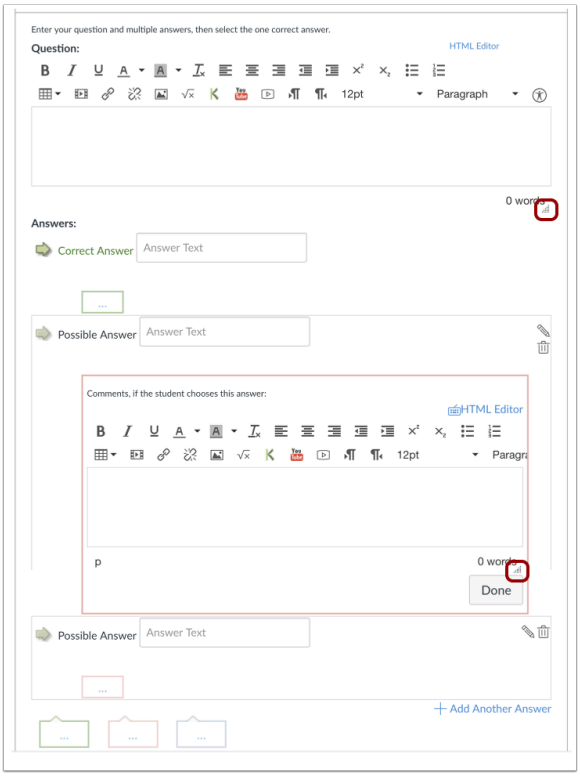
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

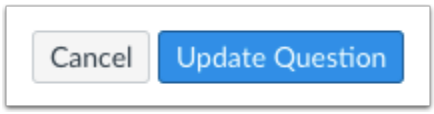
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Update Question



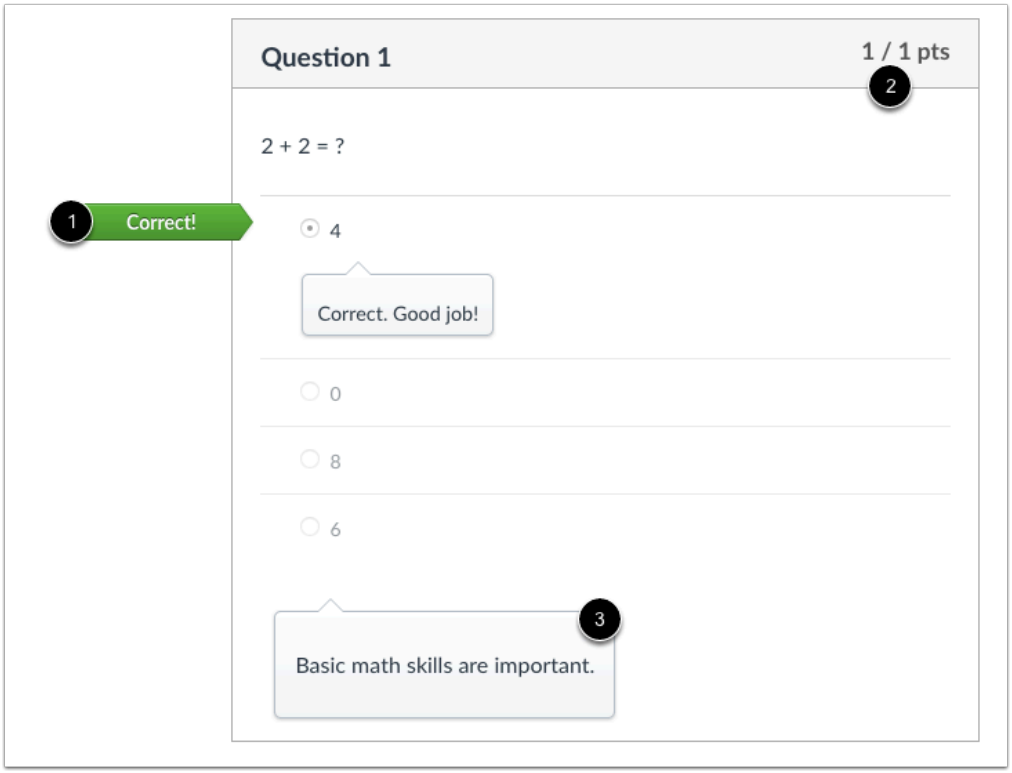
Click the **Update Question** button.

Add additional individual questions as needed.

Student View of Multiple Choice Question

This is what students see when they encounter a Multiple Choice question in a quiz.

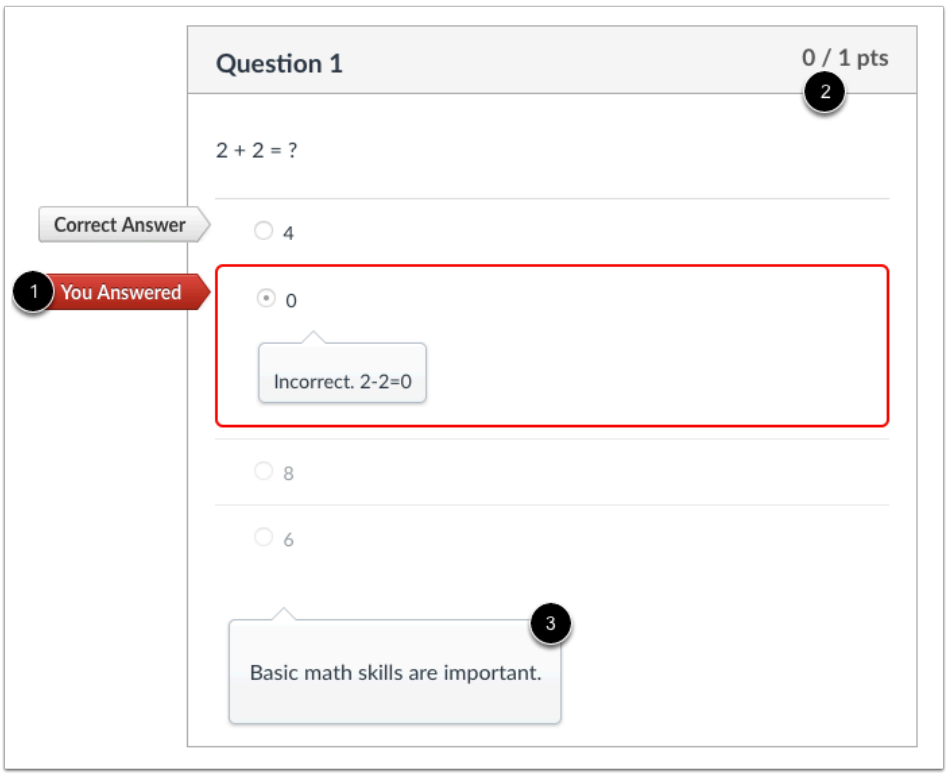
Student View of Multiple Choice Correct Answer



This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was correct by viewing the green flag [1]. Credit is assigned if the student answers a Multiple Choice question correctly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].

Student View of Multiple Choice Incorrect Answer



This is what students see if they are allowed to see correct answers after submitting the quiz.

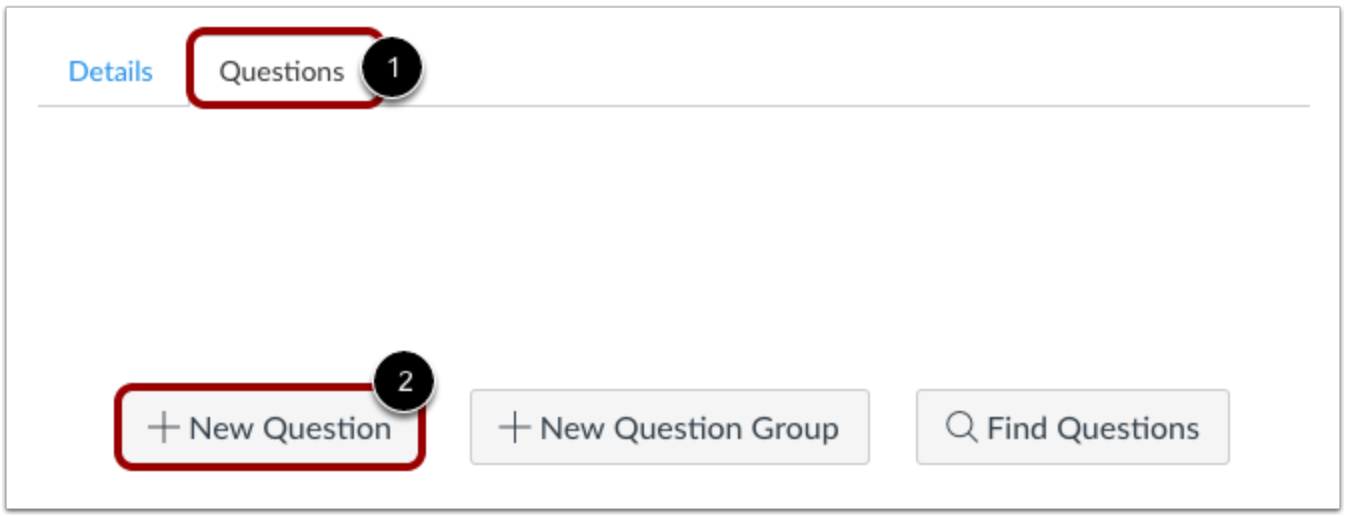
Students can see which response was incorrect by viewing the red flag [1]. No credit is assigned if the student answers a Multiple Choice question incorrectly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].

How do I create a True/False quiz question?

You can create a question for students that is a true or false answer.

If you need to edit a True/False question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

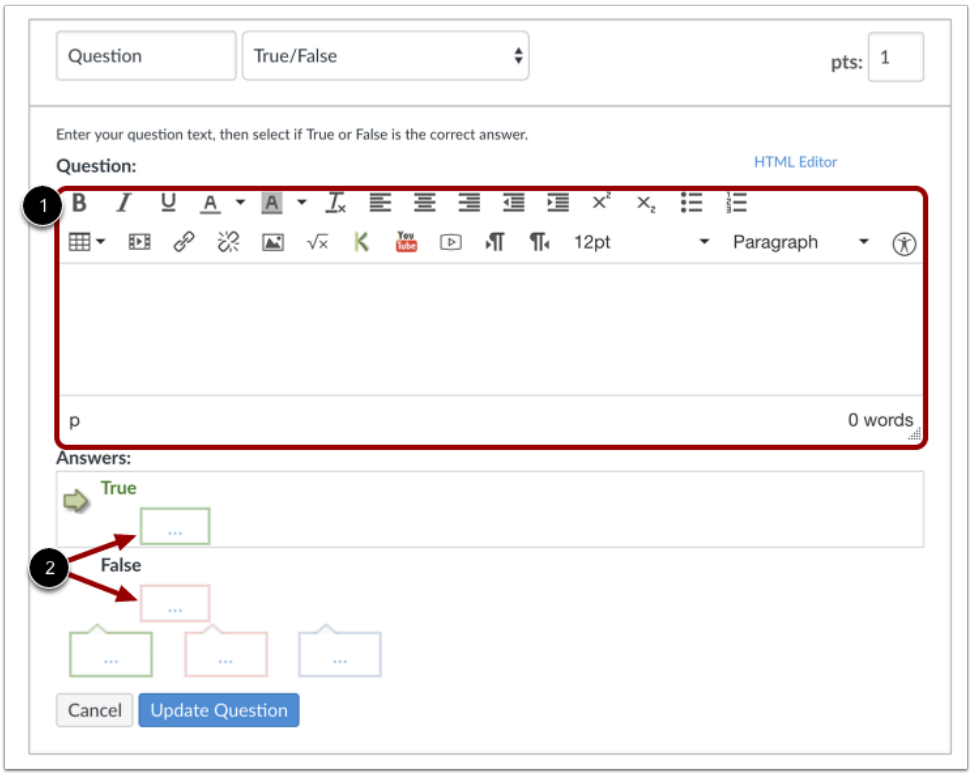
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the True/False question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

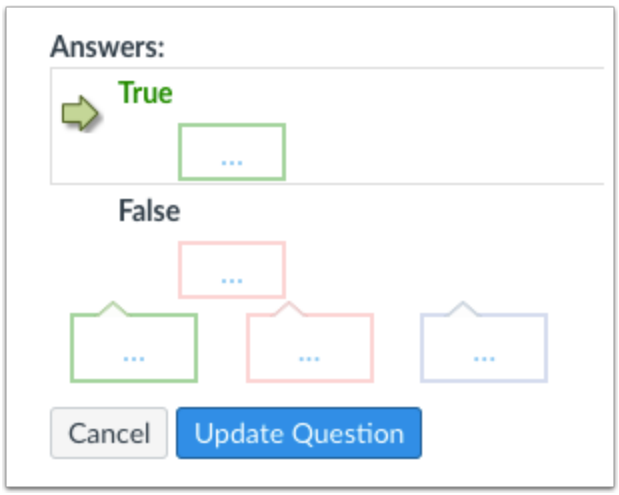
Edit True/False Question Details



To build a True/False question, you will need to enter the following details:

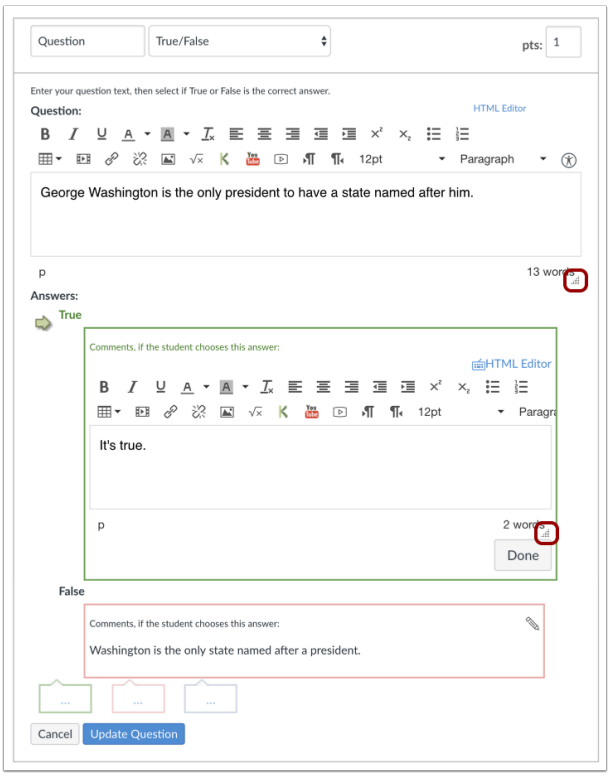
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the answer comments at the end of the question

Select Correct Answer



Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment field around that answer will turn green. In this example, the "true" answer is the correct answer.

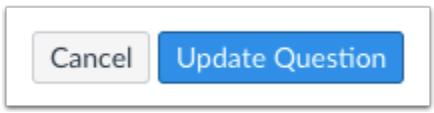
Complete True/False Question Details



Type or paste text in the answer comments fields. Use the handle at the bottom-right of the text box to expand.

Note: Any answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

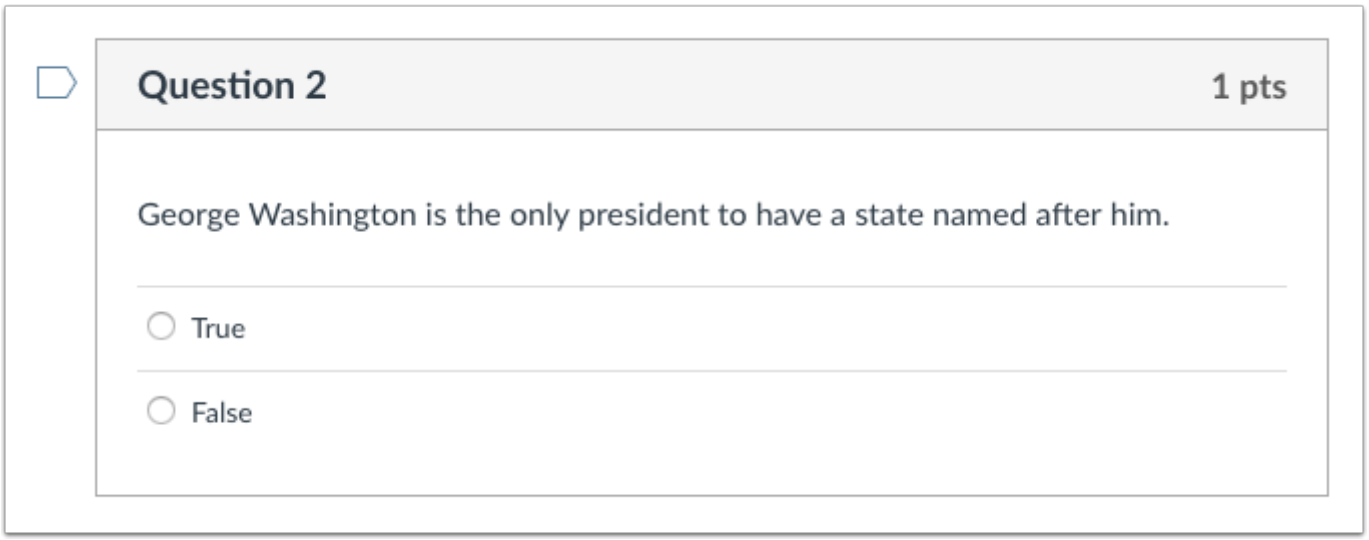
Update Question



Click the **Update Question** button.

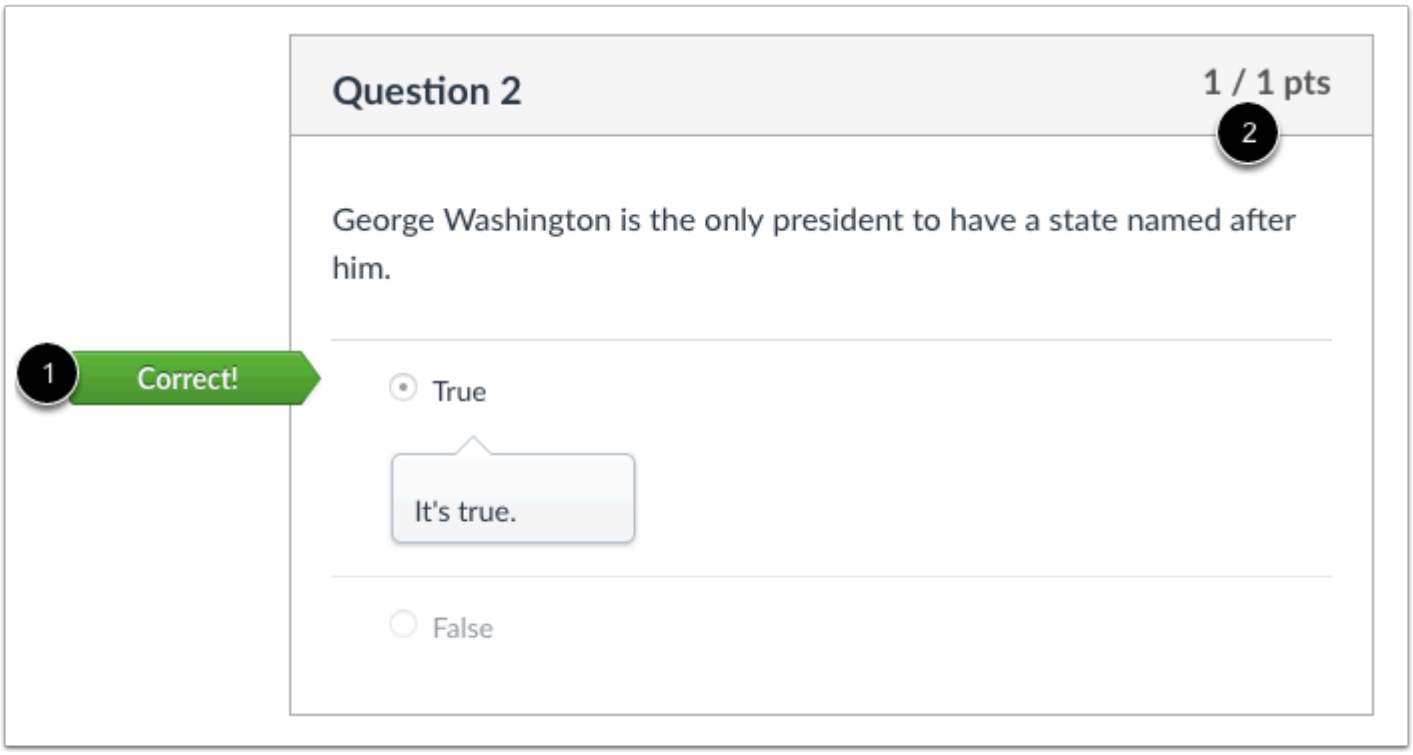
Add additional individual questions as needed.

Student View of True/False Question



This is what a student sees when they encounter a True/False question in a quiz.

Student View of True/False Feedback



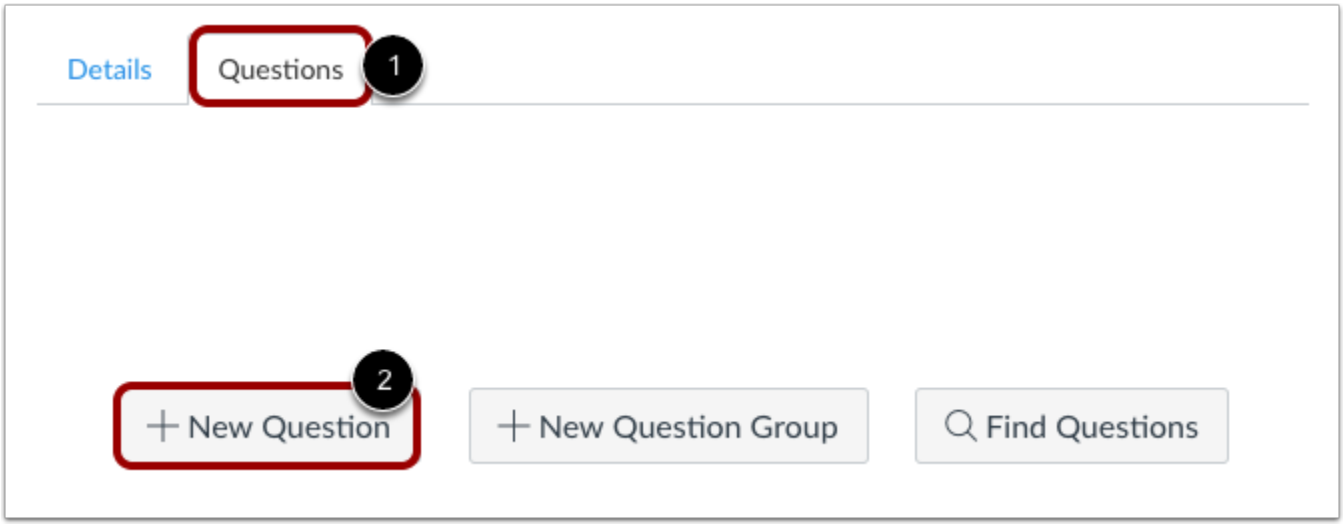
This is what students see if they are allowed to see correct answers after submitting the quiz.

They will see if their answer was correct or incorrect. No credit is assigned if the student answers a True/False question incorrectly [2].

How do I create a Fill-in-the-Blank quiz question?

You can create a single fill-in-the-blank question in your quiz.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

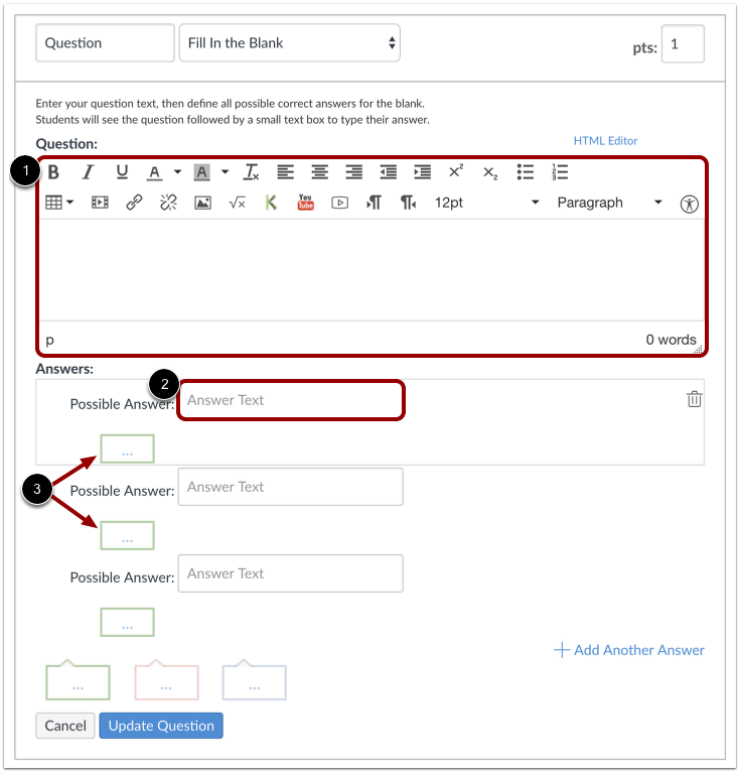
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In the Blank question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit Fill-In-the-Blank Question Details



To build a Fill-in-the-Blank question, you will need to enter the following details:

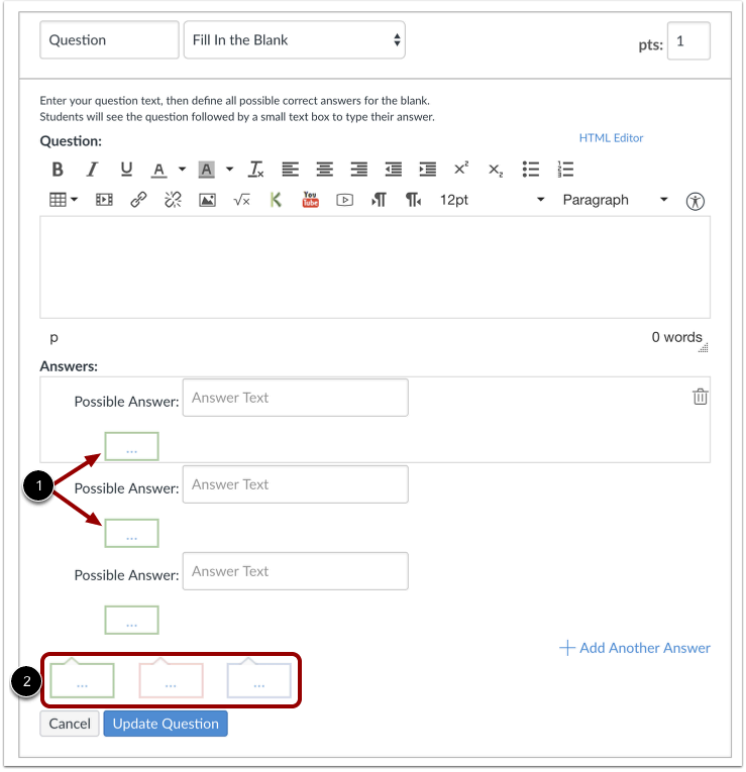
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the possible answers
3. Text for the answer comments under each answer (possible answers are all green and/or at the end of the question)

Enter Possible Answers

Currently, fill-in-the-blank answers are not case sensitive. The only way a student will get the answer incorrect is if it is left blank or the answer is misspelled. You can click **Add Another Answer** to add as many different versions of the correct answer as possible if you desire. Possible answers are limited to 80 characters.

Note: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

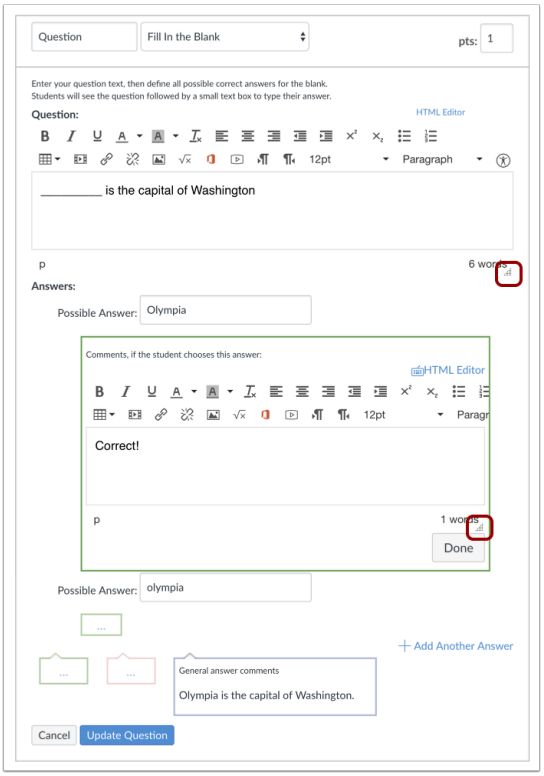
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

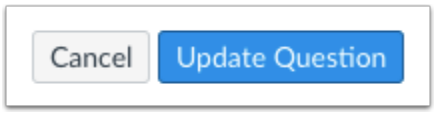
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

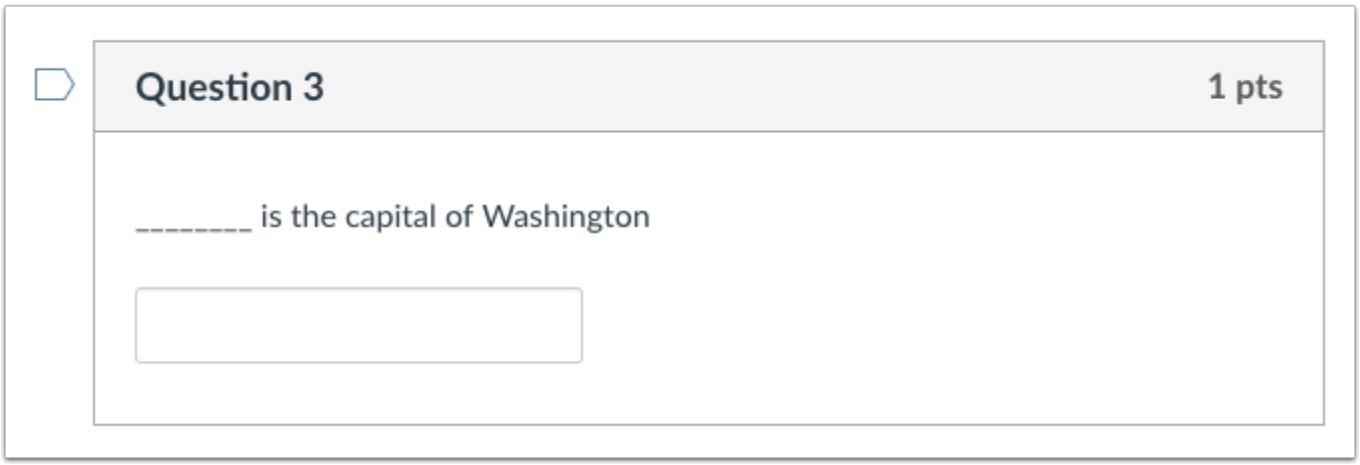
Update Question



Click the **Update Question** button.

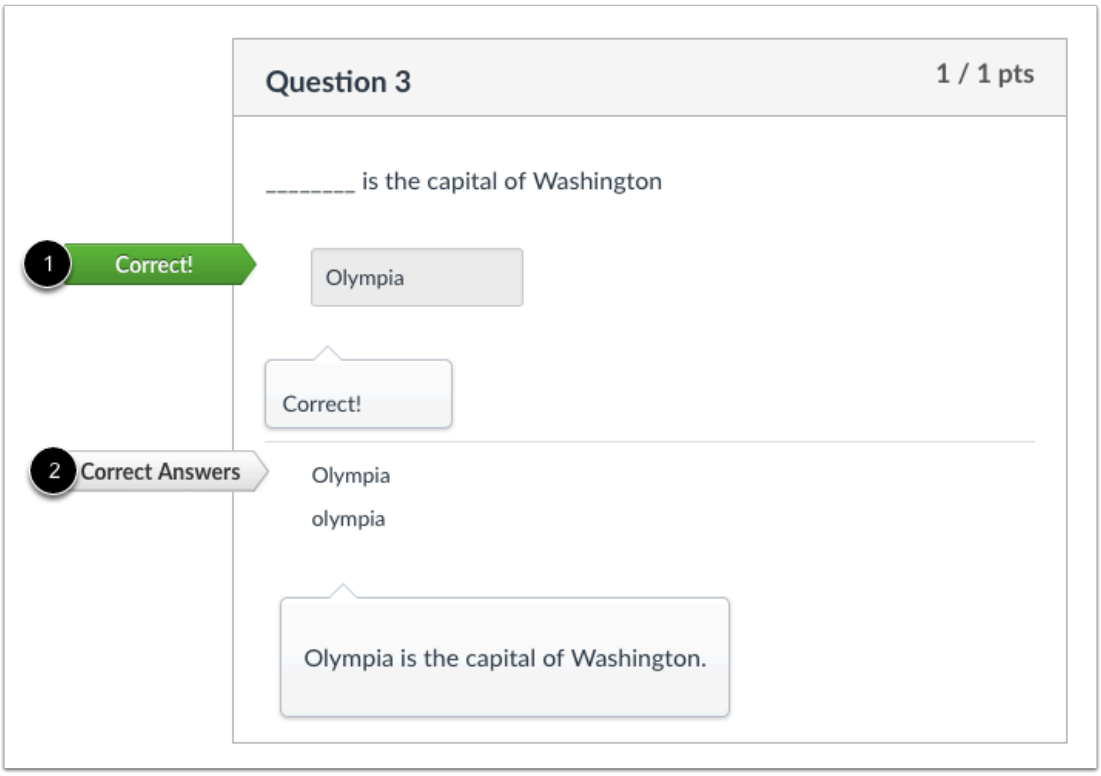
Add additional individual questions as needed.

Student View for Fill-in-the-Blank Question



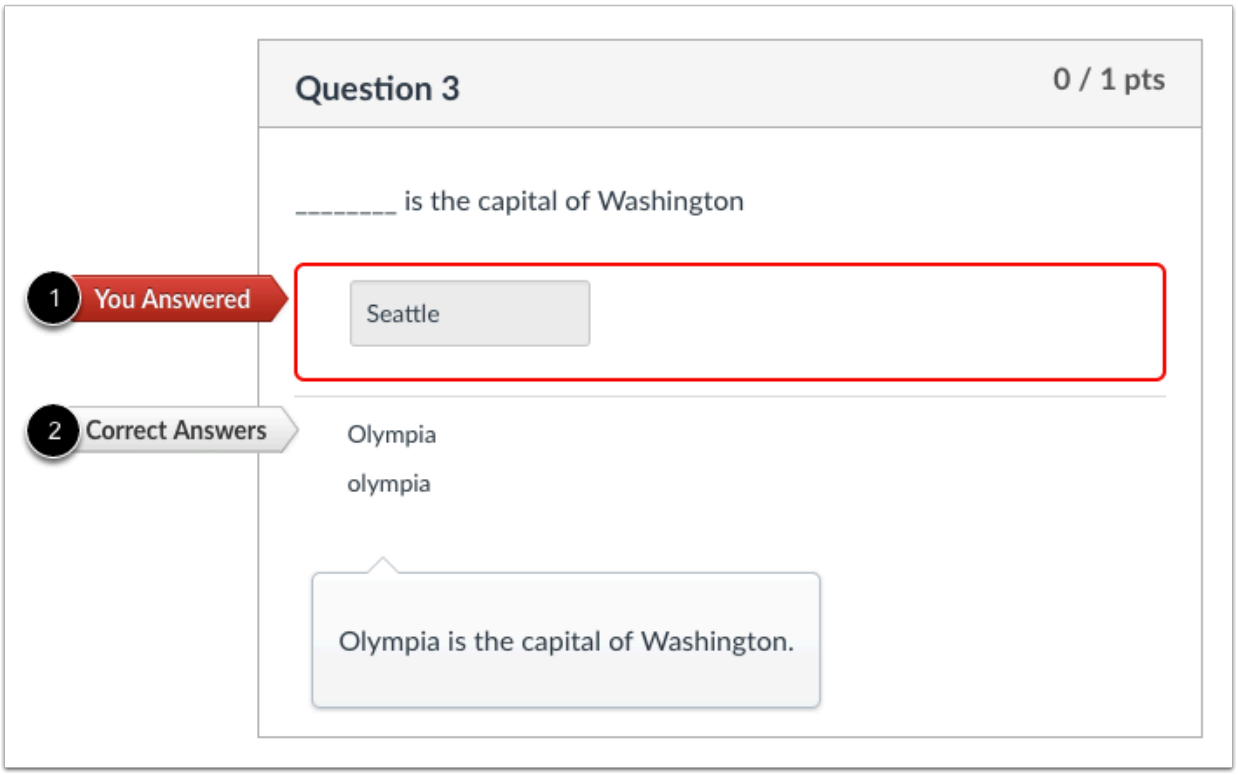
This is what students see when they encounter a Fill-in-the-blank question in a quiz.

Student View for Fill-in-the-Blank Feedback Correct Answer



Students will see if their answer is correct as indicated by the green flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses (if any) indicated by the gray flag [2] after submitting the quiz.

Student View for Fill-in-the-Blank Feedback Incorrect Answer

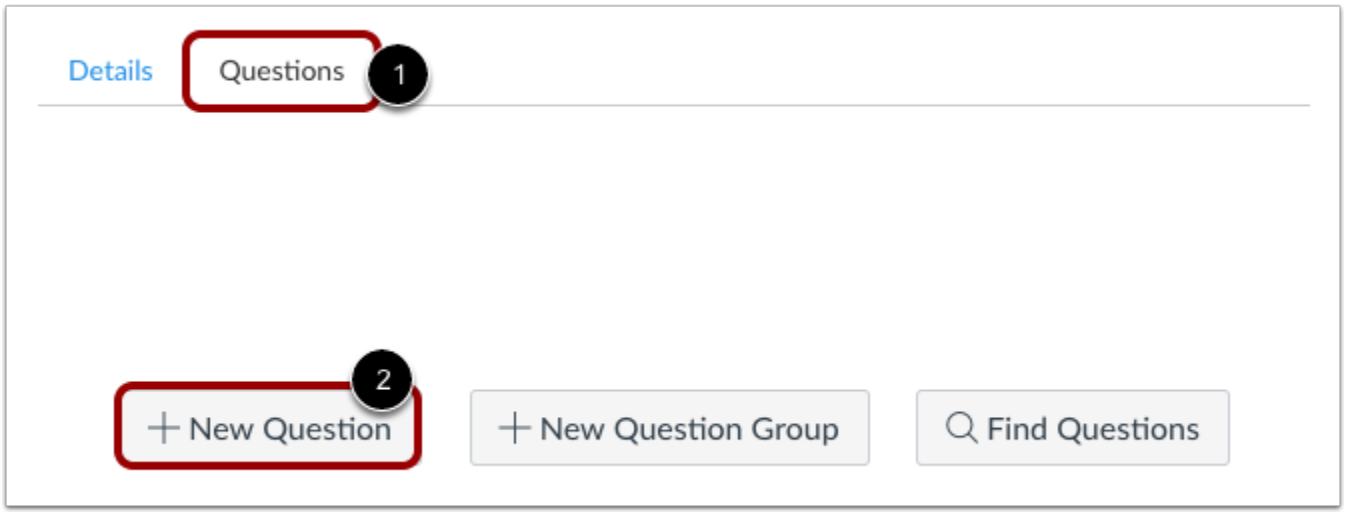


Students will see if their answer is incorrect as indicated by the red flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses indicated by the gray flag [2] after submitting the quiz.

How do I create a Fill-in-Multiple-Blanks quiz question?

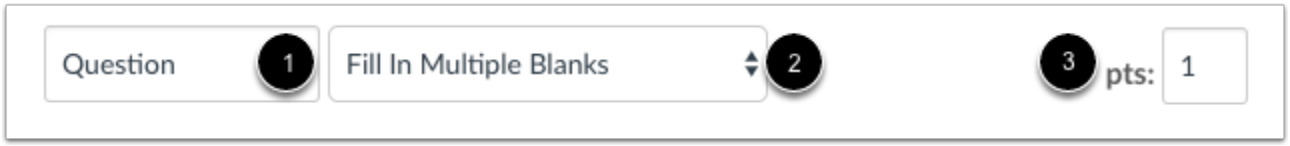
You can create a question that has multiple blanks for students to type in their responses. You can create a sentence with multiple fill-in-the banks, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



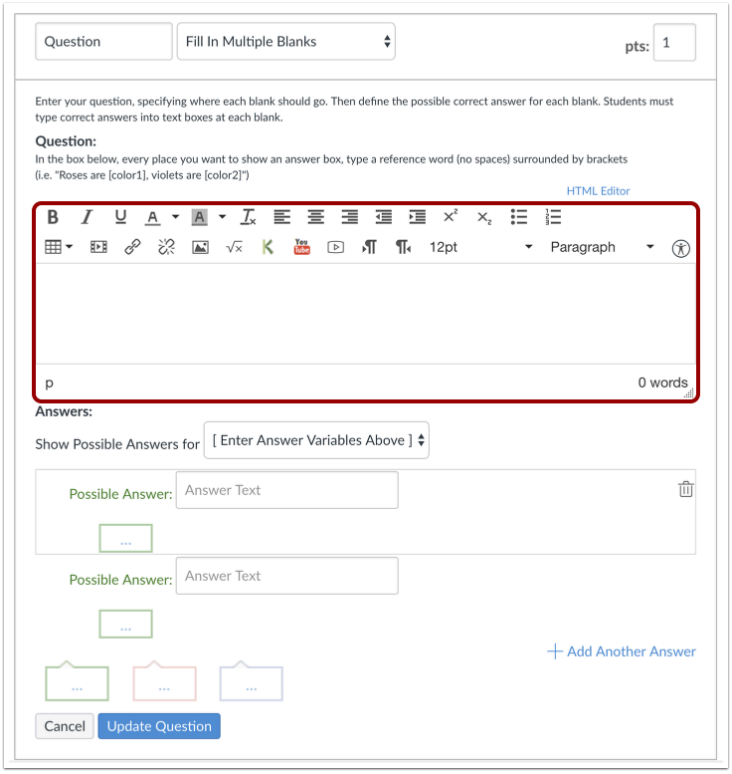
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In Multiple Blanks question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

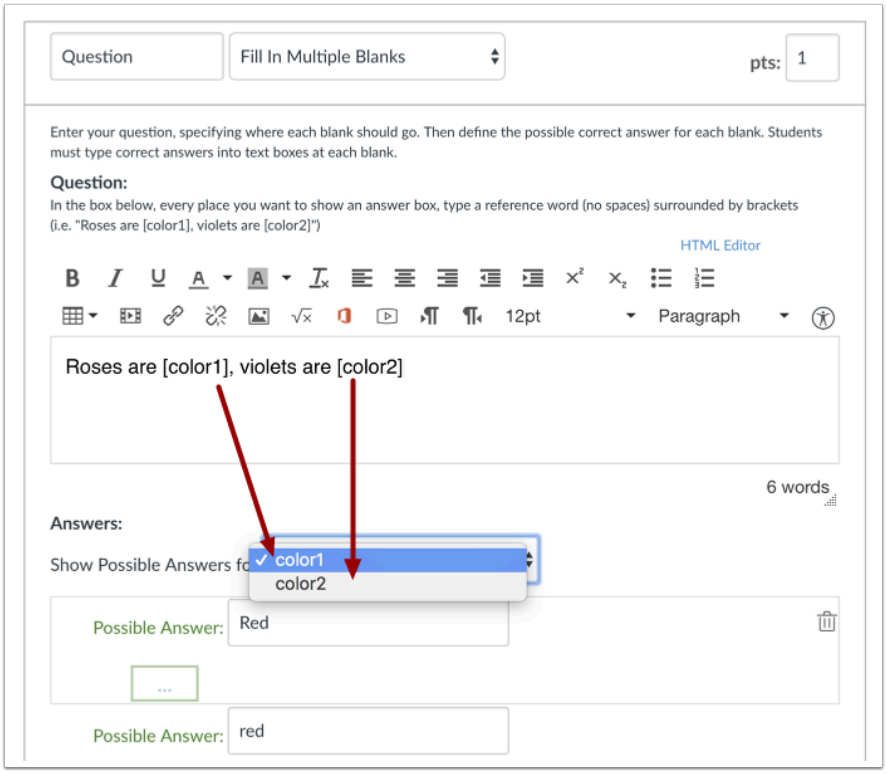
Enter Question Details



Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

Note: Fill-in-Multiple-Blanks questions that include tables may not display some question content when viewed by students.

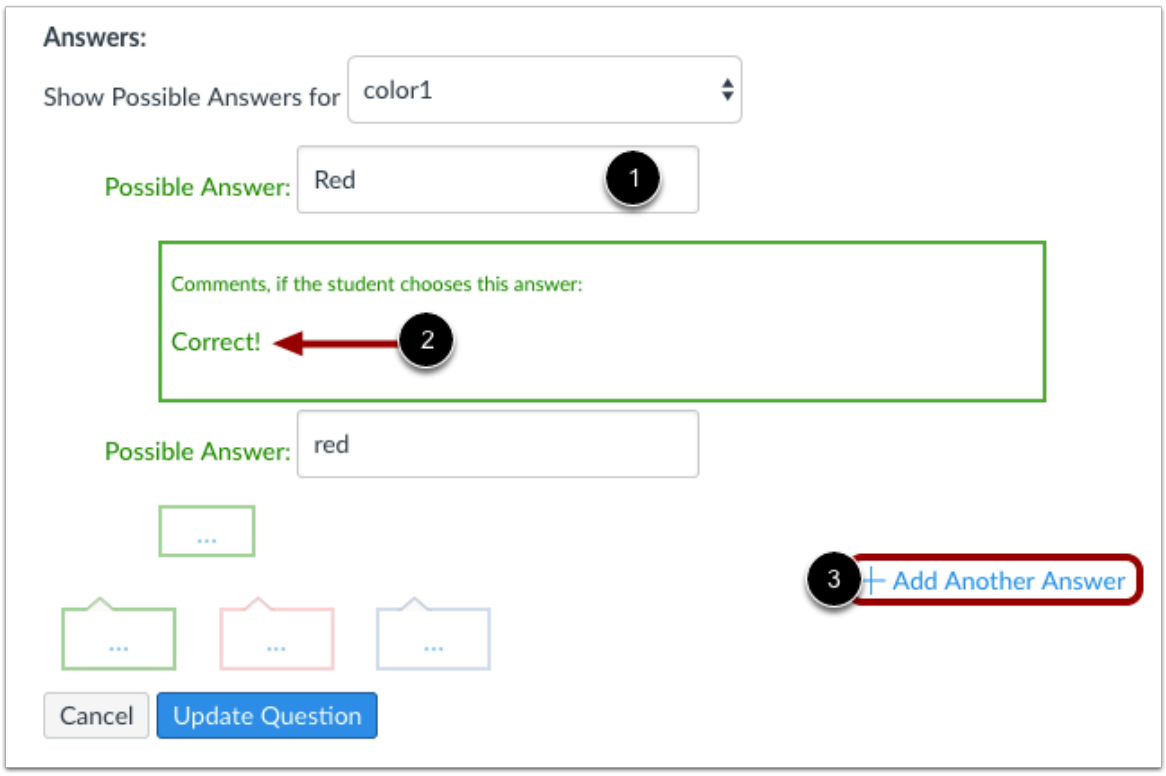
Create Reference Words



Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the **Show Possible Answers for** drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

Enter Answer Responses for First Reference Word

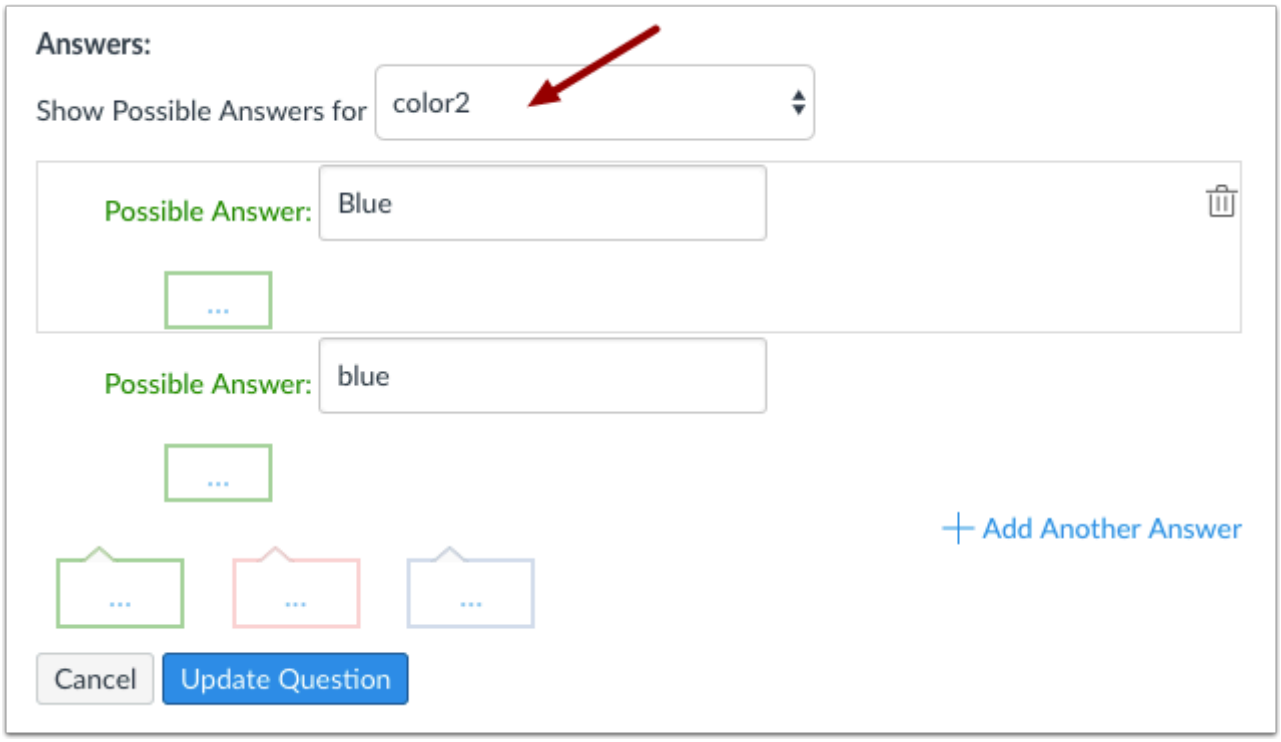


A student will not get full credit for an answer if it is left blank, misspelled, or is incorrect. For each item in the dropdown menu, instructors must try to account for all of the possible correct answers that a student might give. Currently, fill-in-multiple-blanks answers are **not** case sensitive. Partial credit will be assigned if only one of the fields is filled out correctly.

Select the first reference word in the drop-down list and type the different versions of the right answer in the Possible Answer fields [1]. You can add comments for each answer if you wish [2]. Click **Add Another Answer** to add more answer fields [3].

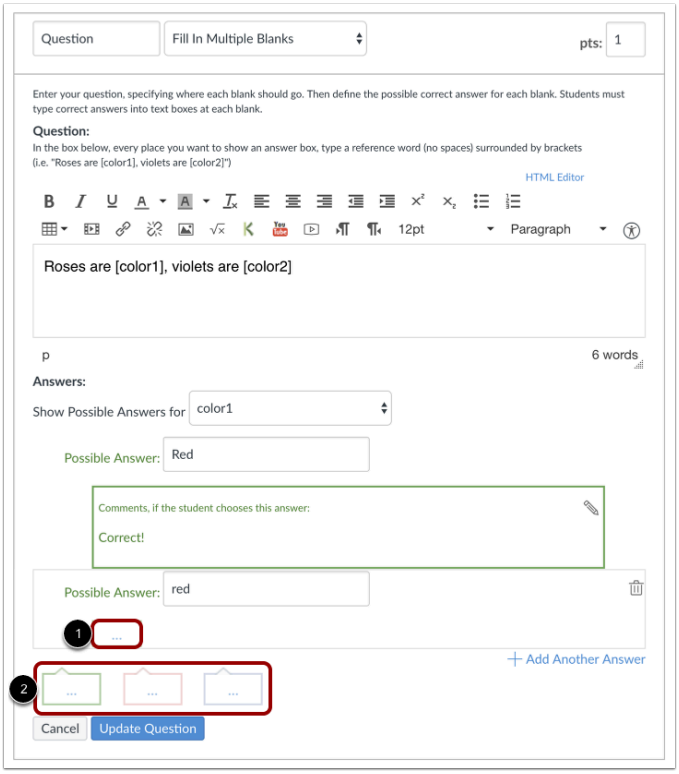
Note: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

Enter Answer Responses for Additional Reference Words



Select the second item in the drop-down menu to create associated answers. Repeat this process for as many reference words as are in your question.

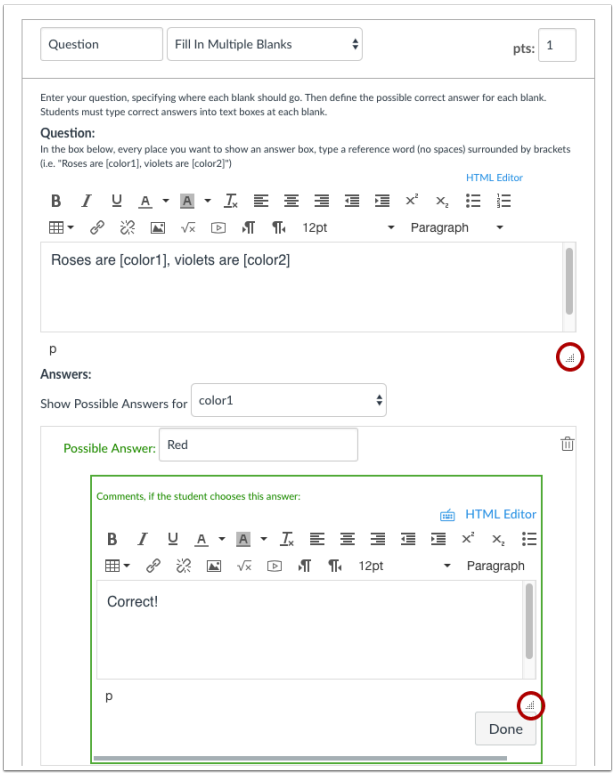
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

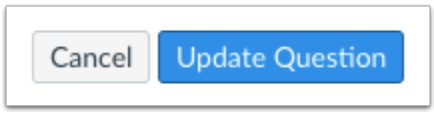
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

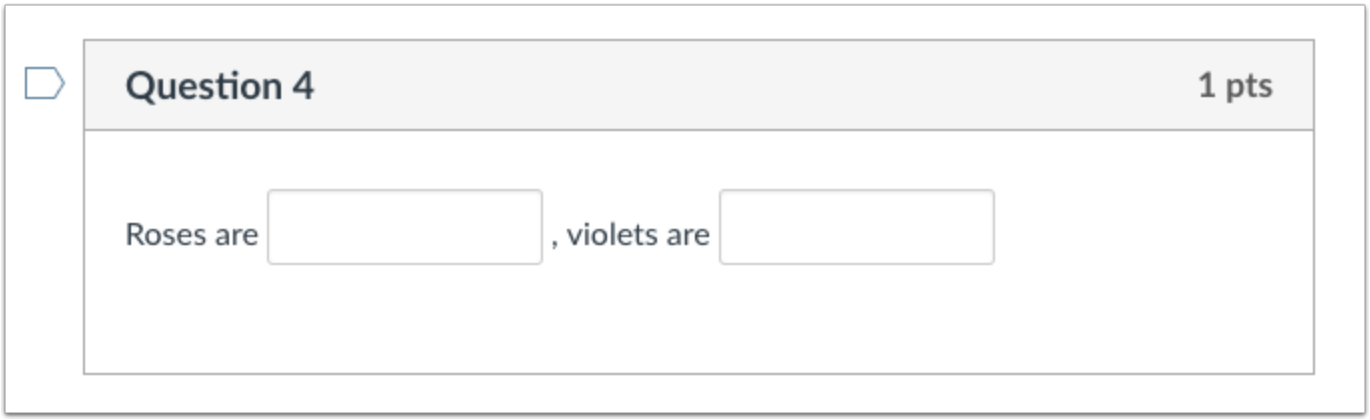
Update Question



Click the **Update Question** button.

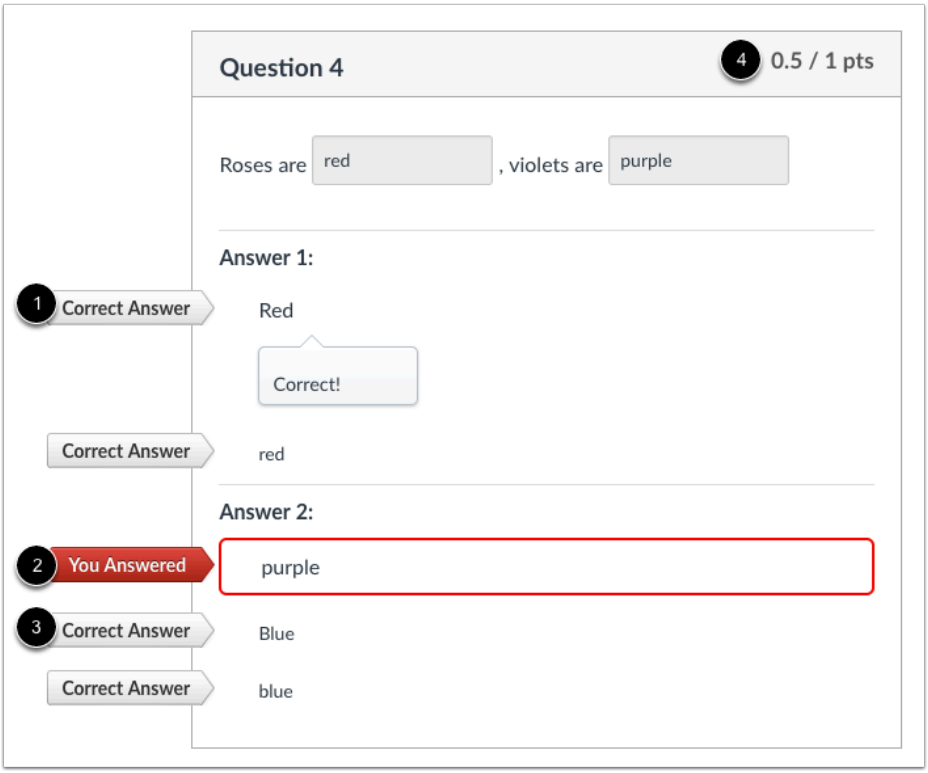
Add additional individual questions as needed.

Student View for Fill-in-Multiple-Blanks Question



This is what students see when they encounter a Fill-in-Multiple-Blanks question.

Student View for Fill-in-Multiple-Blanks Feedback



If you allow students to see the correct answers, they will see correct responses marked with a correct answer flag [1]. Their incorrect response will be marked with a red flag [2] and the correct response marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

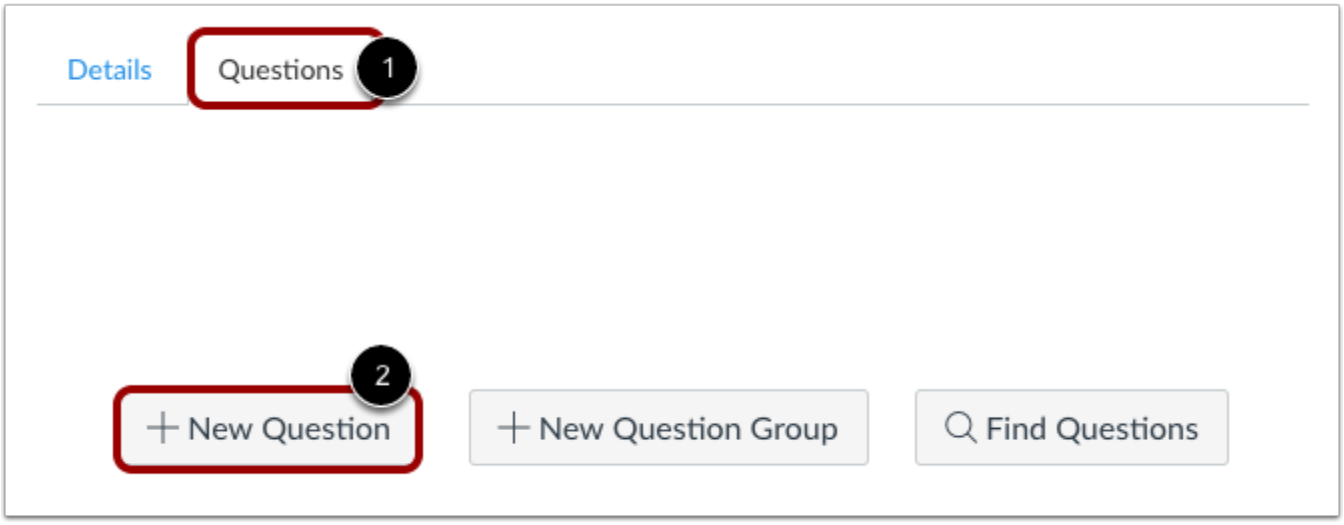
How do I create a Multiple Answers quiz question?

You can create a question that has multiple answers in it.

Notes:

- If you need to edit a Multiple Answers question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz. However, this option only works for regrading existing questions, not deleting questions completely.
- To calculate scores for Multiple Answers quiz questions, Canvas divides the total points possible by the amount of correct answers for that question. This amount is awarded for every correct answer selected and deducted for every incorrect answer selected. No points are awarded or deducted for correct or incorrect answers that are not selected. For example, an instructor may create a Multiple Answer quiz question with 9 points possible that includes three correct choices and two incorrect choices. If a student selects two correct answers and one incorrect answer, they would be awarded 3 total points for that question. This would be calculated by awarding 3 points (9 total points divided by 3 correct answers) for each correct answer and subtracting 3 points for the incorrect answer.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

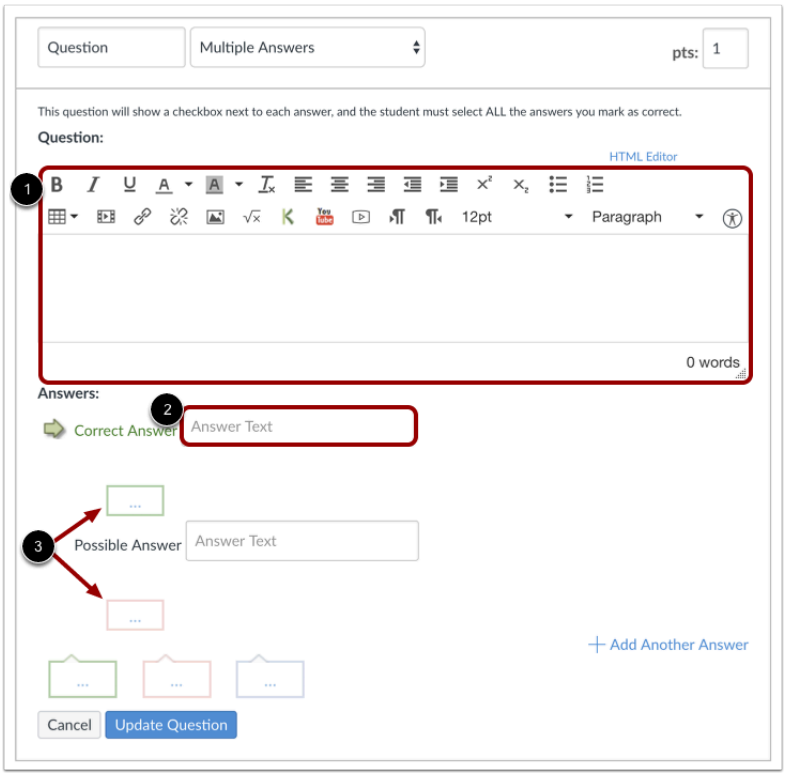
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Answers question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

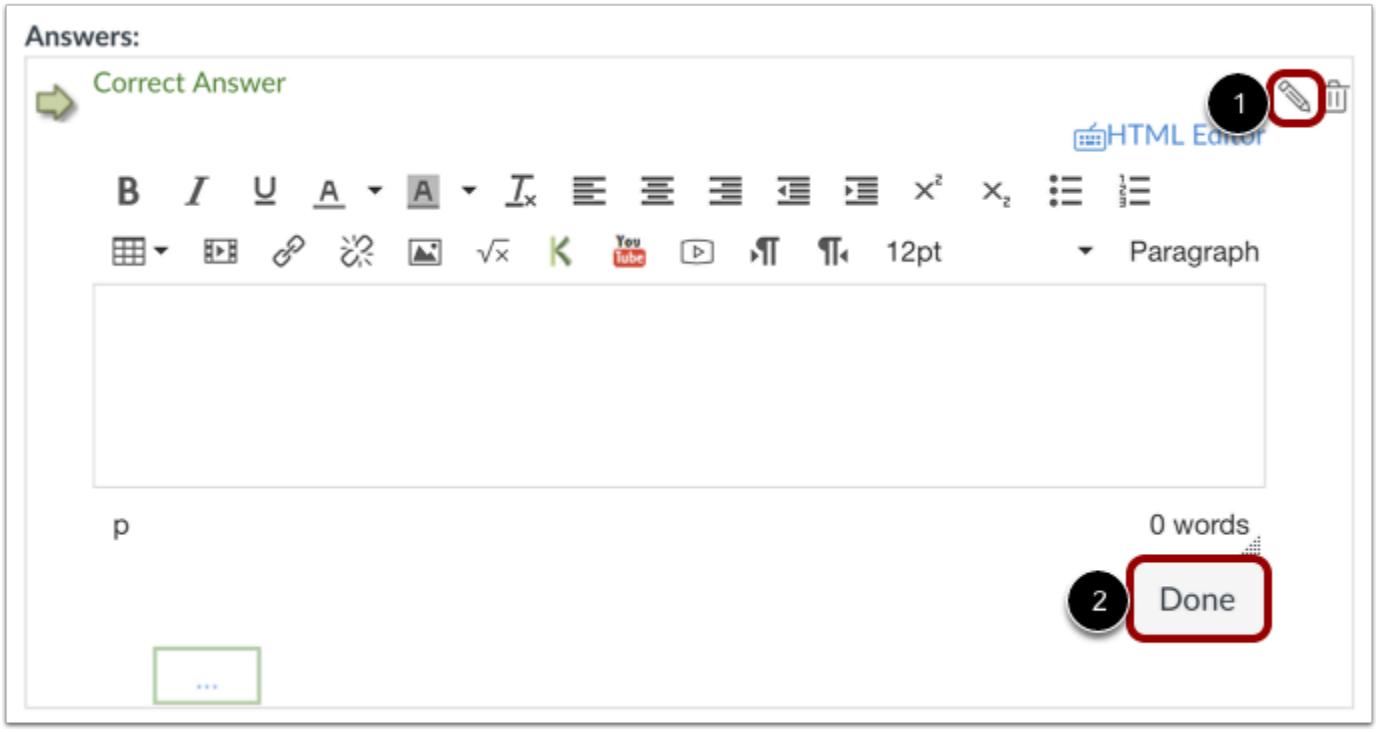
Edit Multiple Answers Question Details



To build a Multiple Answers question, you will need to enter the following details:

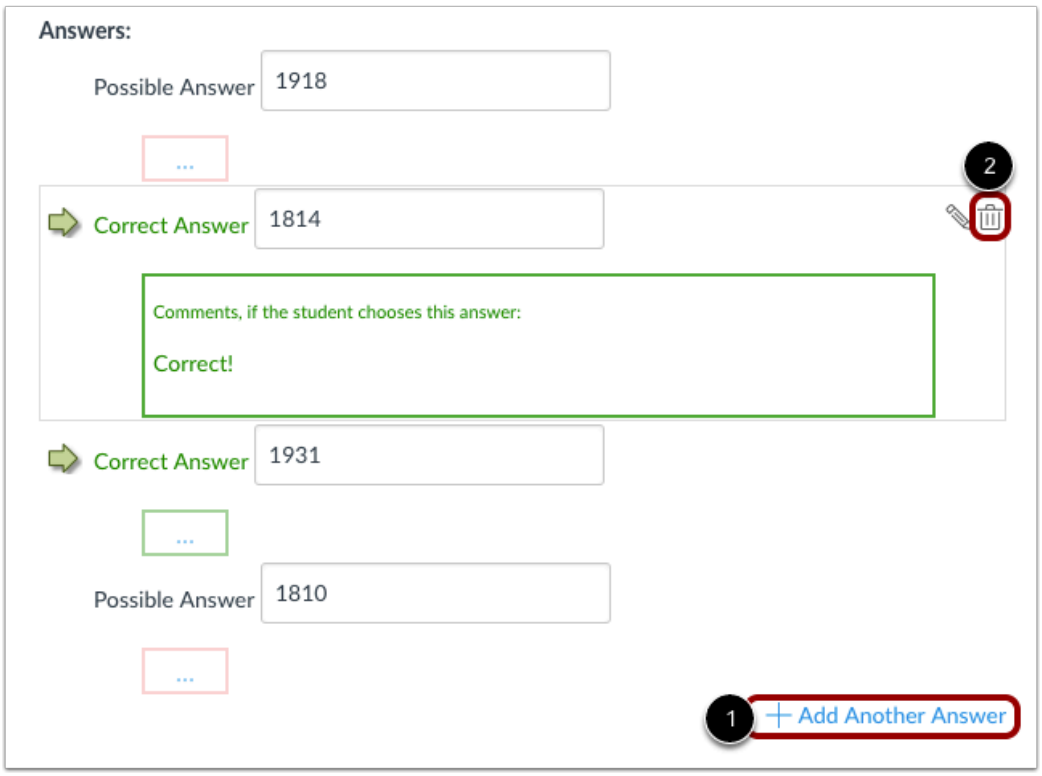
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response text
3. Text for the answer comments under each correct answer and/or at the end of the question

Create Answers with Rich Content Editor



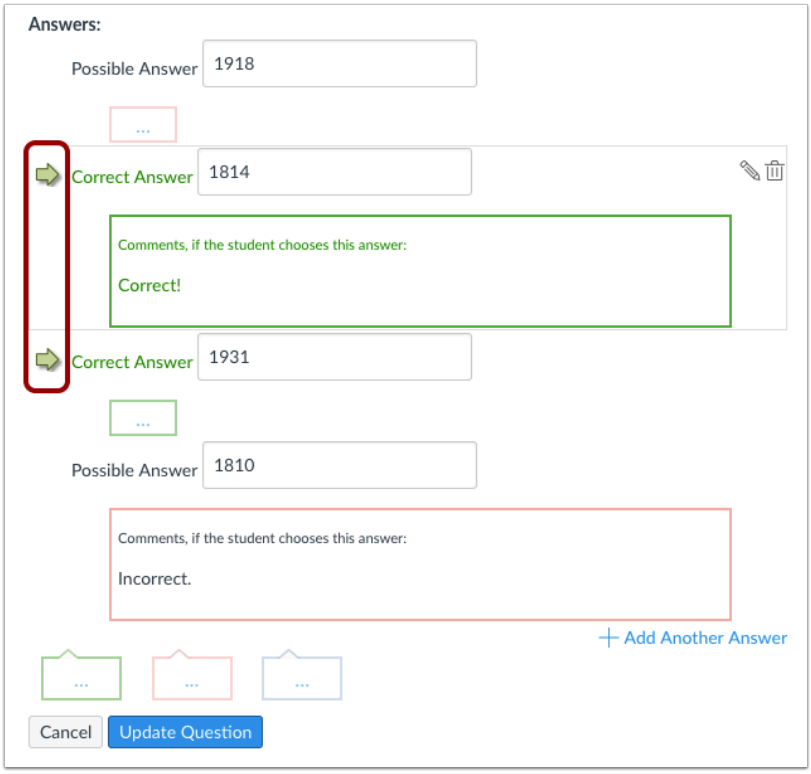
To create your answer with the Rich Content Editor, hover over the response and click the **Edit** icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. To close the editor, click the **Done** button [2].

Add or Delete Answers



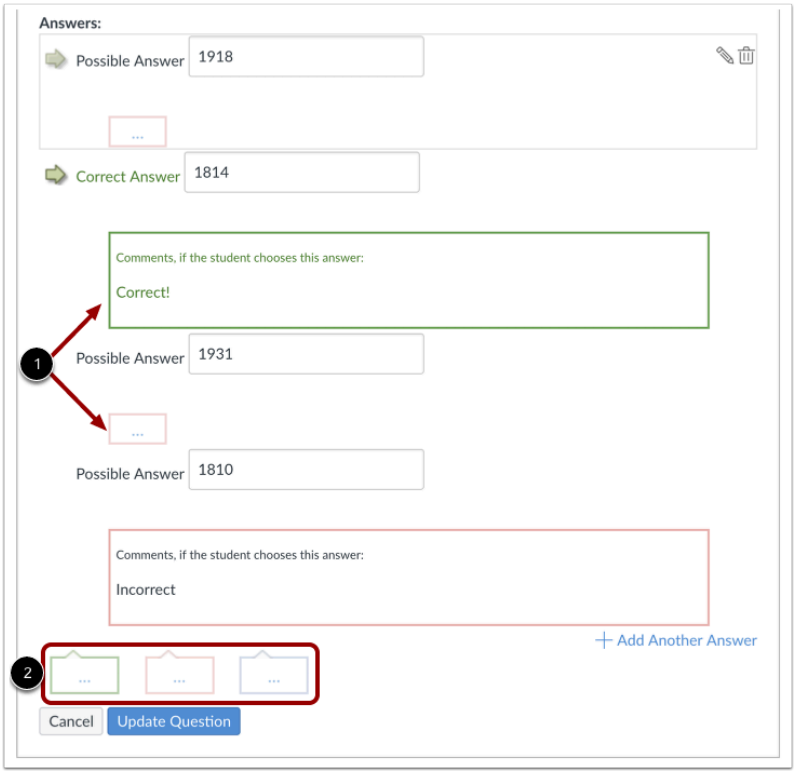
Click the **Add Another Answer** [1] link to create as many correct answers and distractors as you like. If you want to delete a response, hover over the response and click the **Delete** icon [2].

Select Correct Answers



Multiple Answers questions can have more than one correct answer. Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answers. You will know which answers are marked as correct responses because both the arrow and the feedback bubble below the answer field will turn green. In this example, the second and third answers are marked as correct. Students are required to select all correct answers to get full credit.

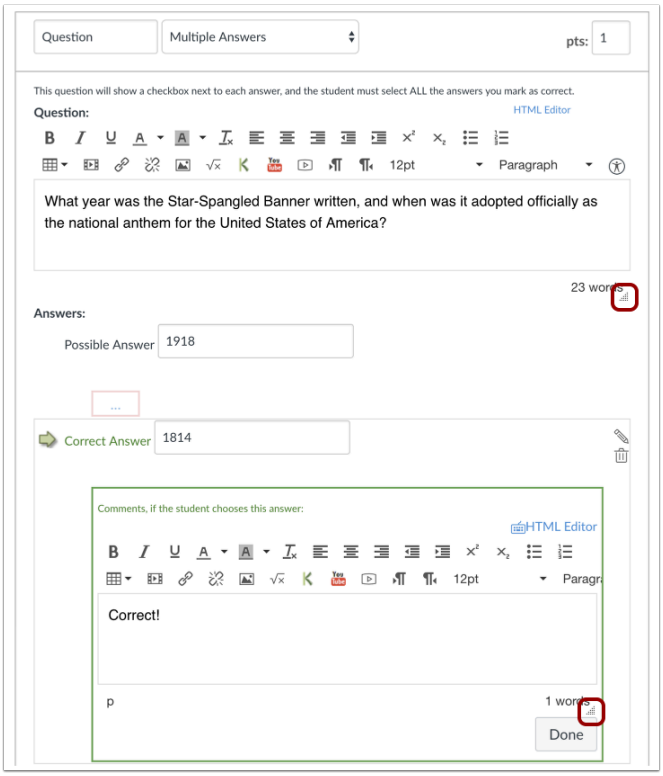
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

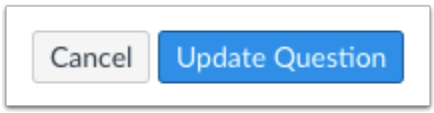
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

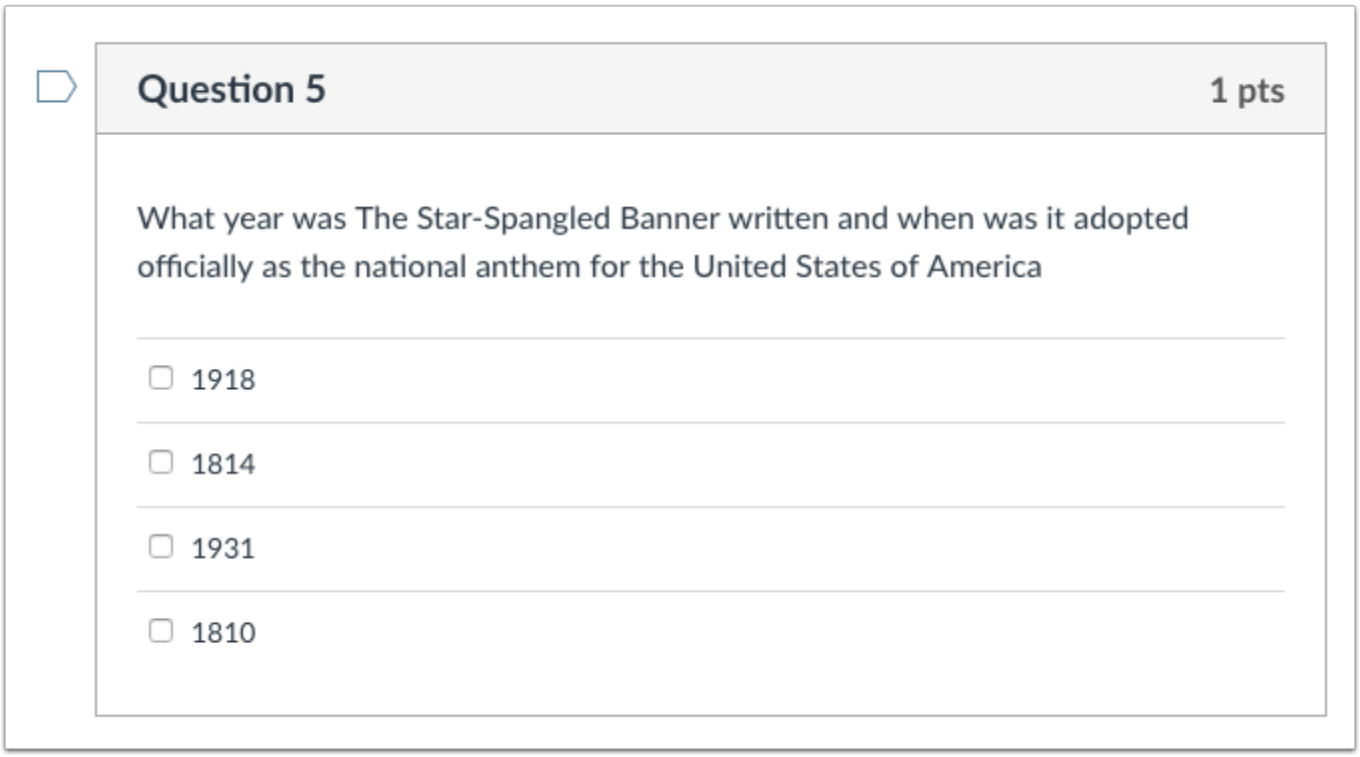
Update Question



Click the **Update Question** button.

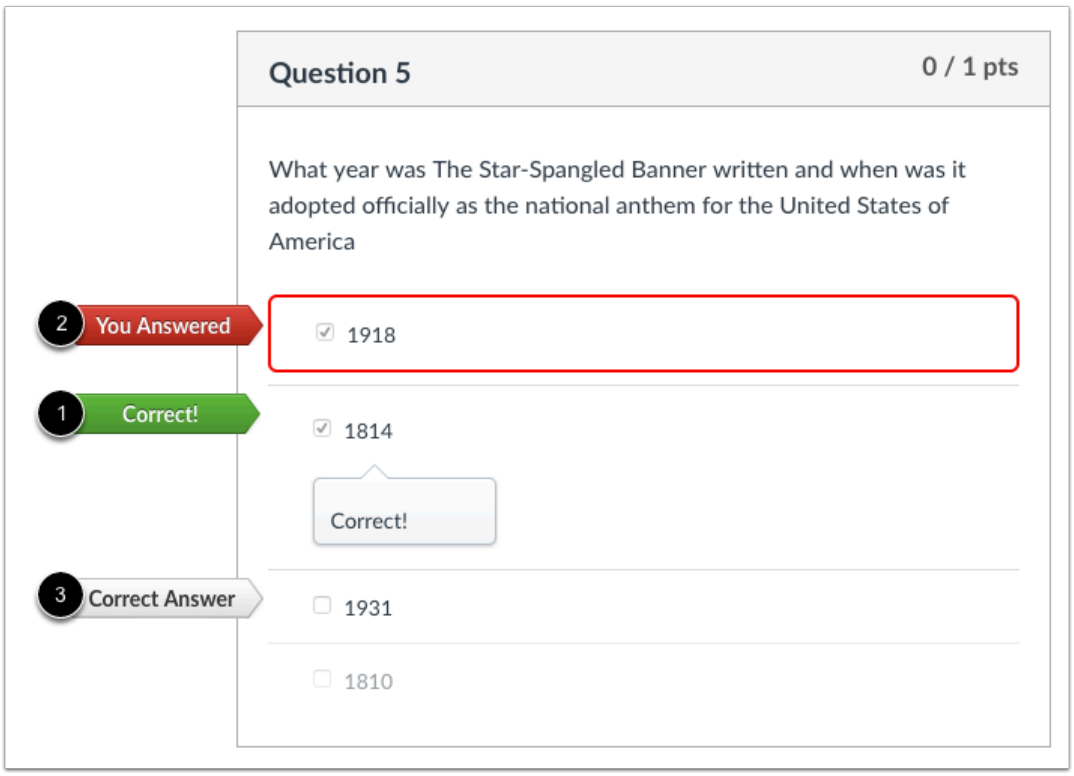
Add additional individual questions as needed.

Student View for Multiple Answers Question



This is what students see when they encounter a Multiple Answers question in a quiz.

Student View for Multiple Answers Feedback

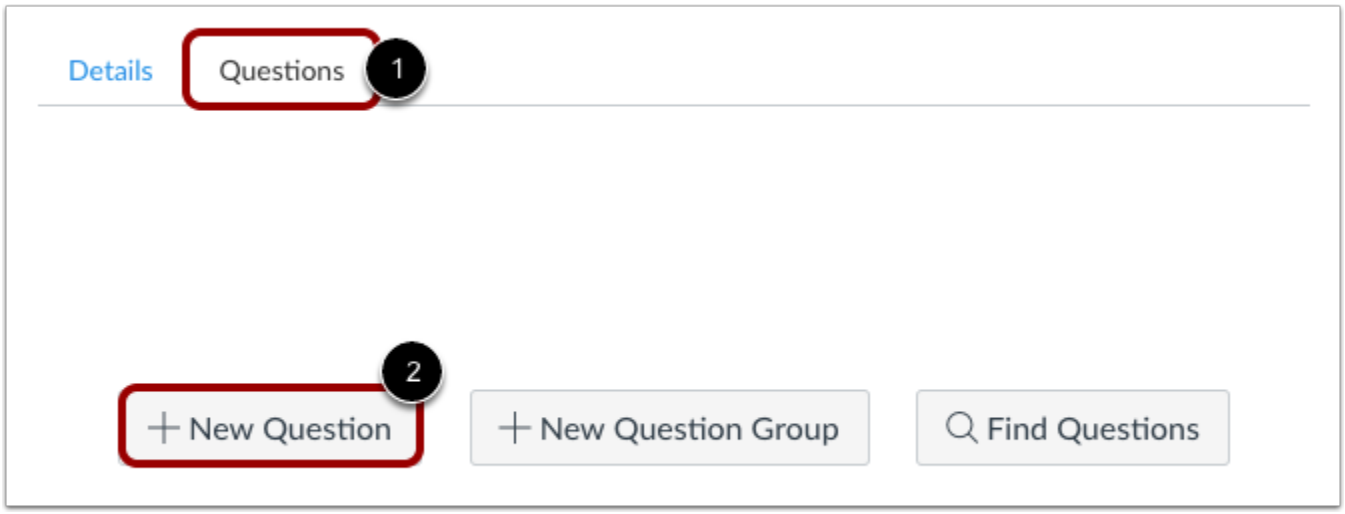


If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3].

How do I create a Multiple Dropdown quiz question?

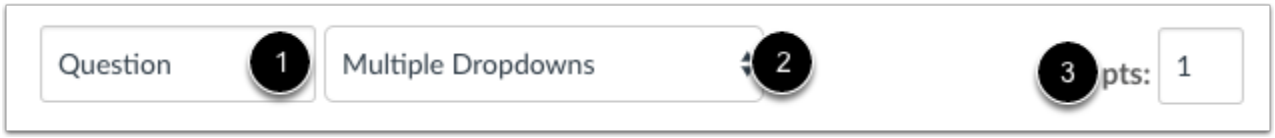
You can create a question that has multiple options for students to select in their response. You can create a sentence with multiple answers, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



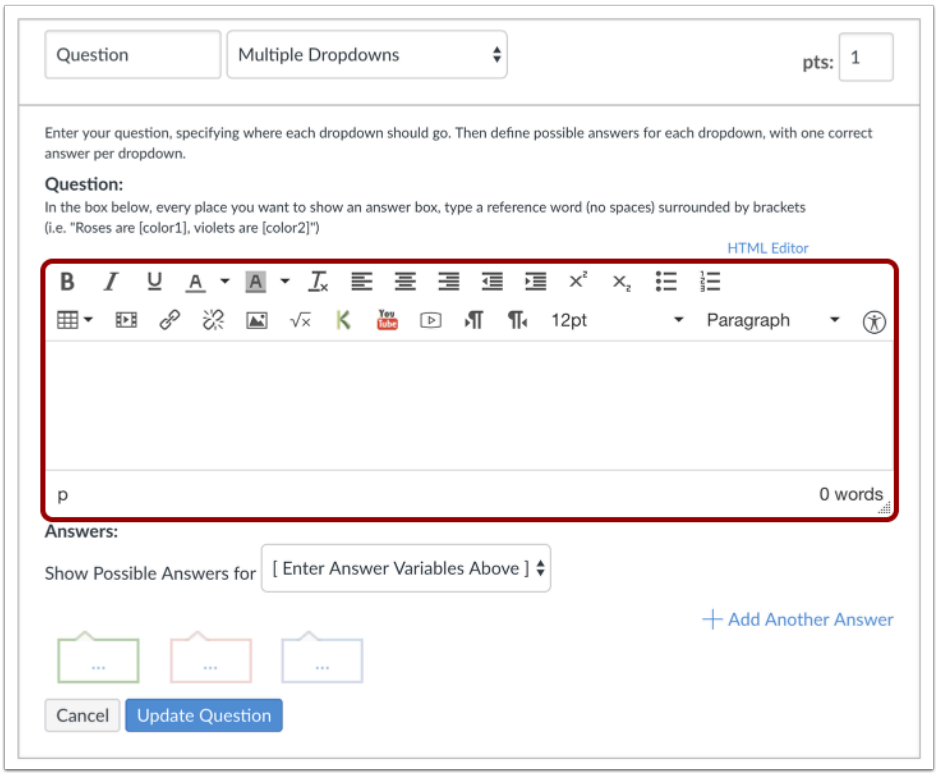
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Dropdowns question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

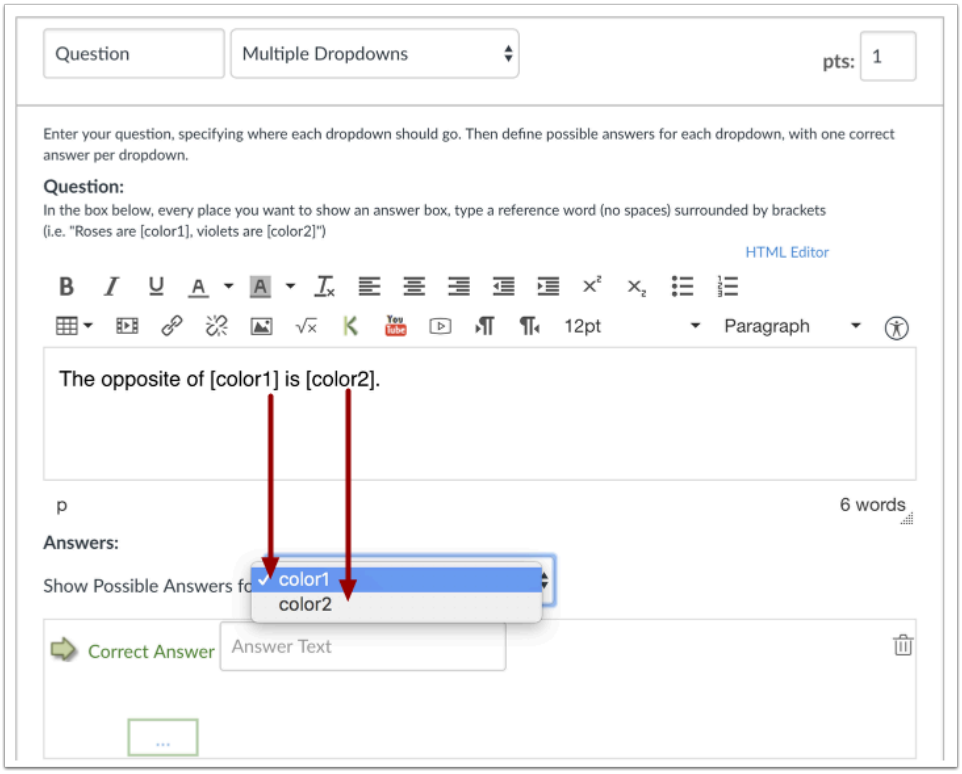
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Question Details



Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

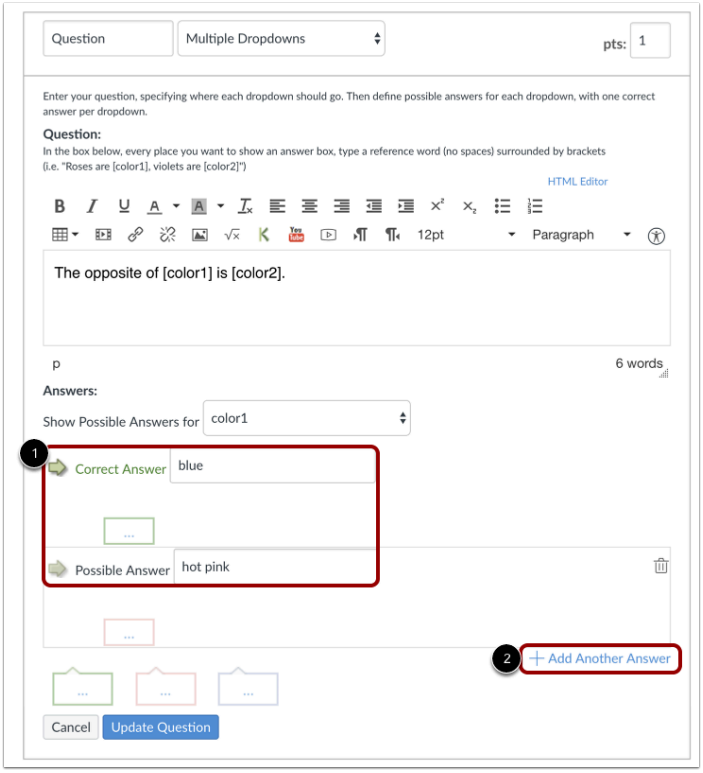
Create Reference Words



Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the **Show Possible Answers for** drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

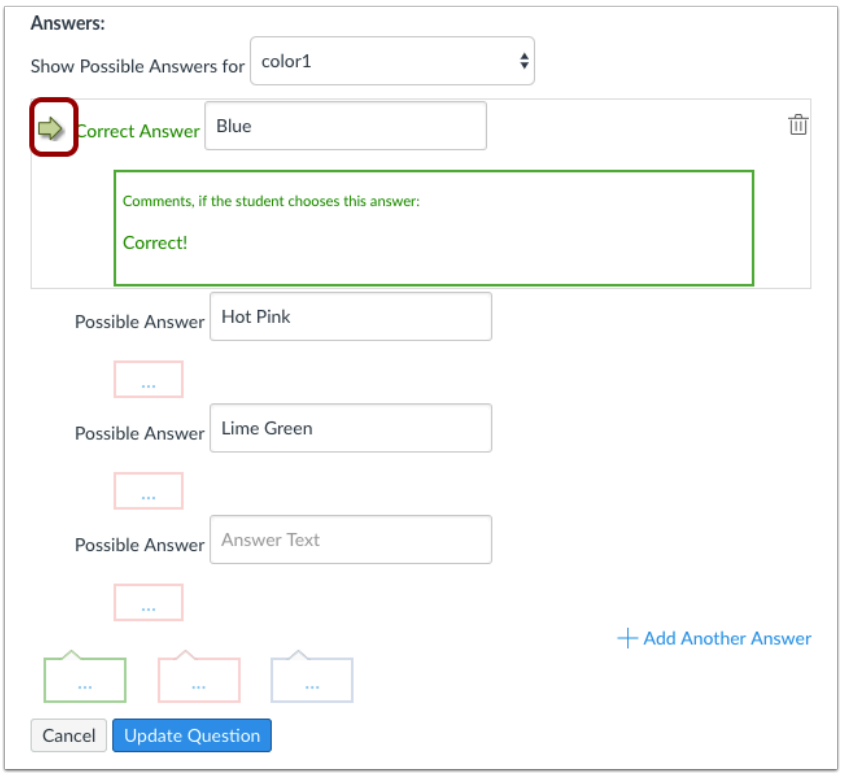
Enter Answer Responses for First Reference Word



For each item in the drop-down menu, enter one correct answer and all of the other distractors. Type the correct answer and the distractors in the Possible Answer fields [1]. Click the **Add Another Answer** link [2] to add additional distractors.

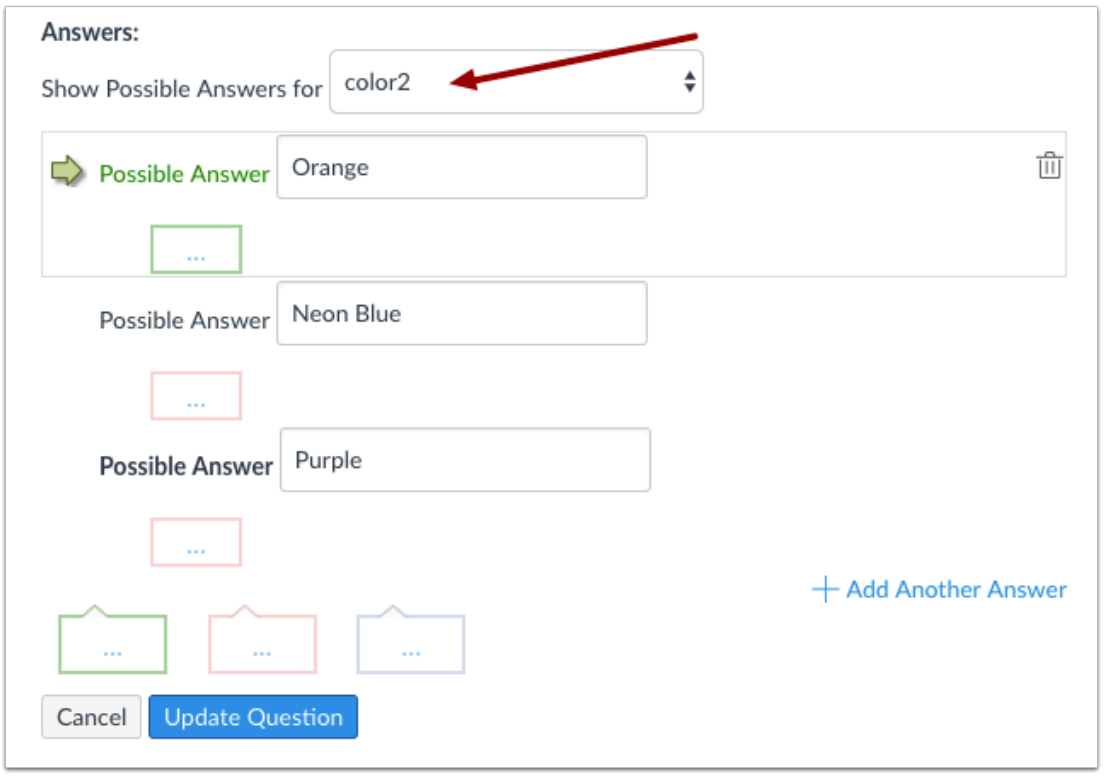
Note: The drop-down menu displays a maximum of 100 characters to students taking a quiz.

Choose Correct Answer



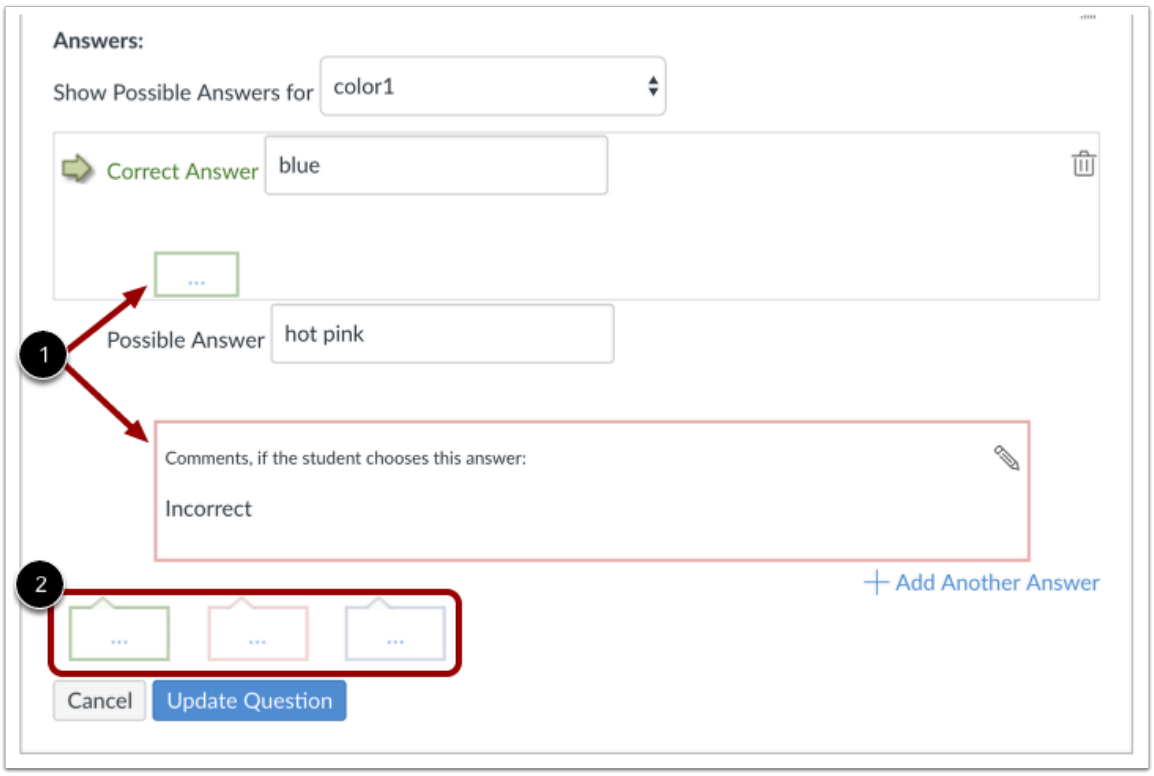
Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment around that answer will turn green. In this example, the first answer is the correct answer.

Enter Answer Responses for Additional Reference Words



Select the second item in the drop-down menu and create the associated answers. Repeat this process for as many reference words as are in your question.

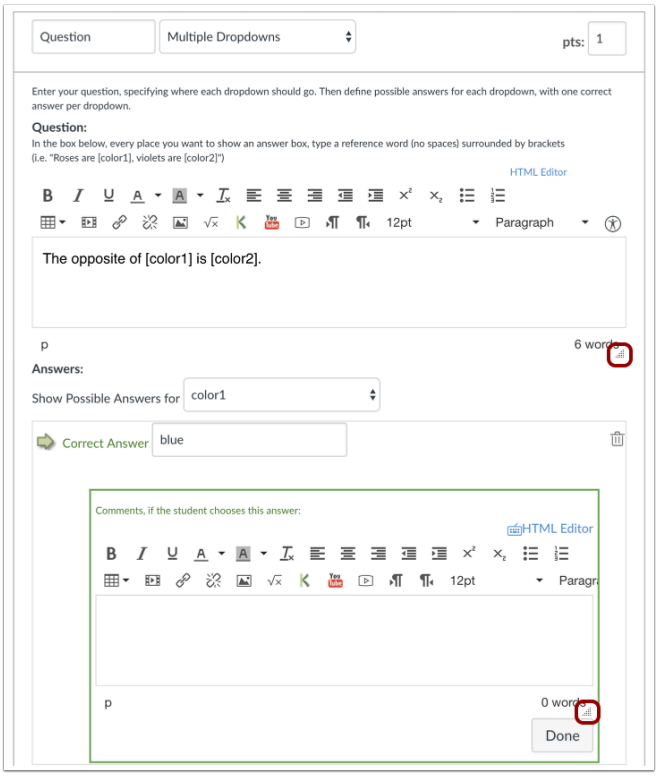
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

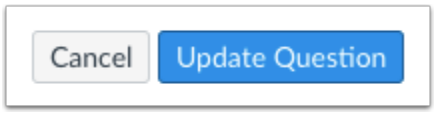
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Update Question



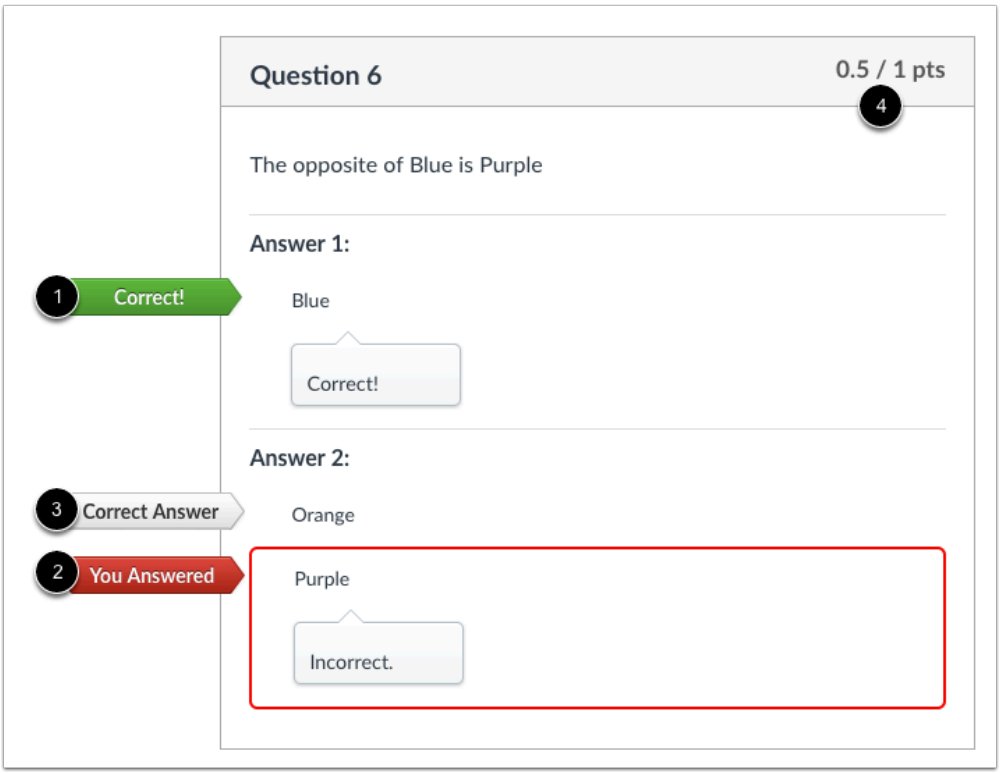
Click the **Update Question** button.

Add additional individual questions as needed.

Student View for Multiple Dropdowns Question

This is what students see when they encounter a Multiple Dropdowns question in a quiz.

Student View for Multiple Dropdowns Feedback

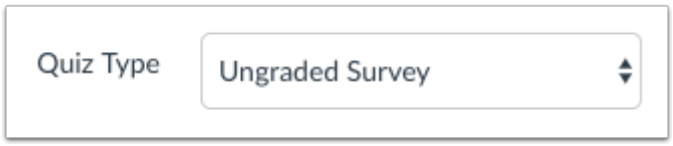


If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

How do I create Likert scale quiz questions?

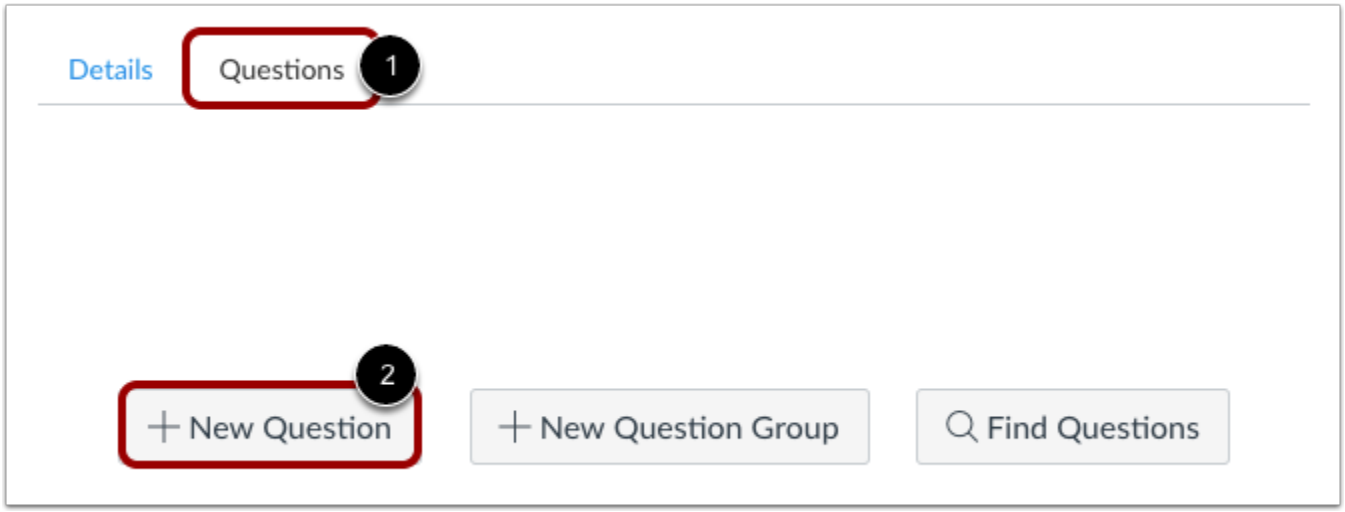
A Likert scale question is a list of statements with response points that indicate agreement. Canvas' Multiple Dropdown question type can be used for Likert-style questions in Surveys.

Create Survey



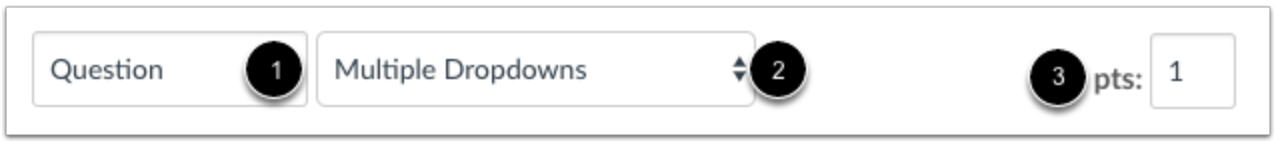
After clicking the **Quizzes** link, either create or edit a quiz. Make sure the quiz type is set as either a Graded or Ungraded Survey.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



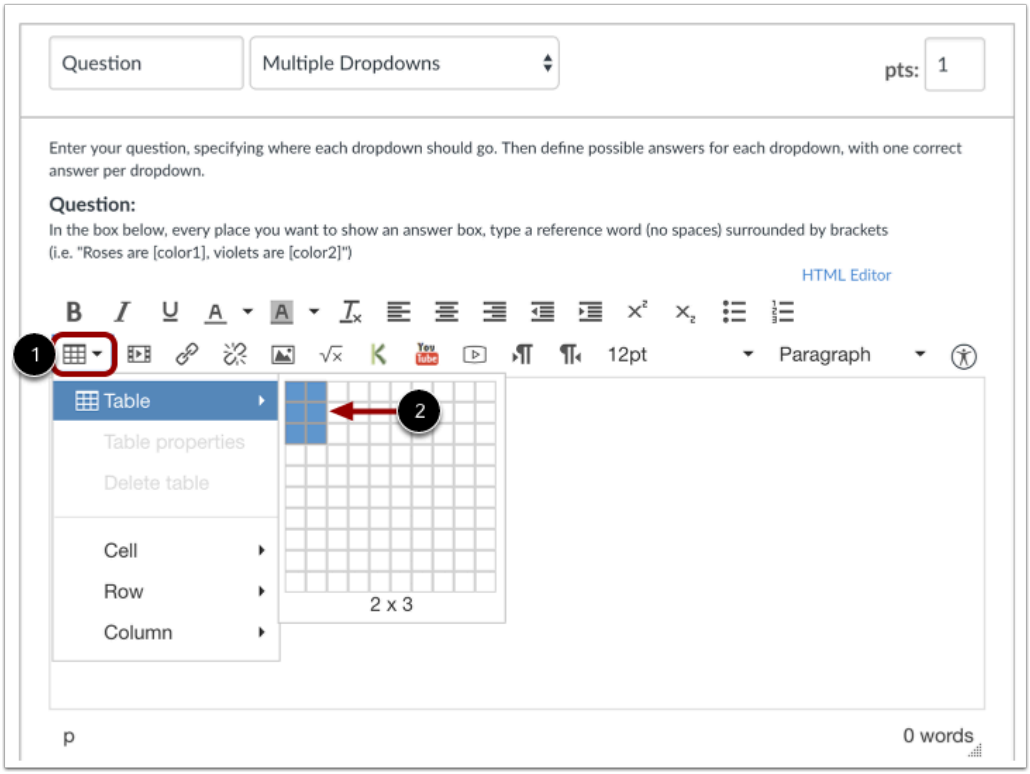
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Dropdowns question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

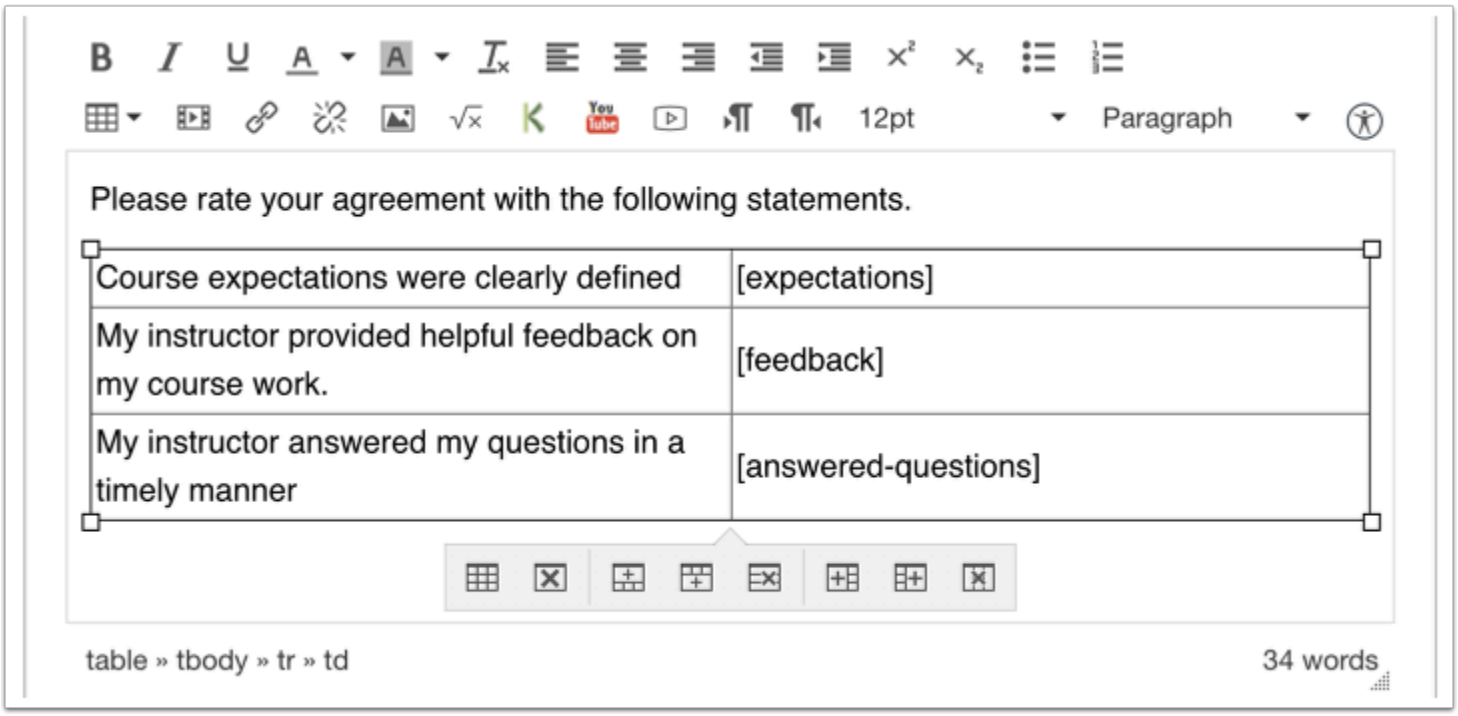
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Add a Table



After adding in any preliminary instructions, click the **table** icon [1] in the Rich Content Editor and choose two columns [2] and as many rows as you need (one per statement) to contain the entire Likert scale of items. In this example, there are three rows.

Add Likert Items as Statements and Answer Choice Boxes

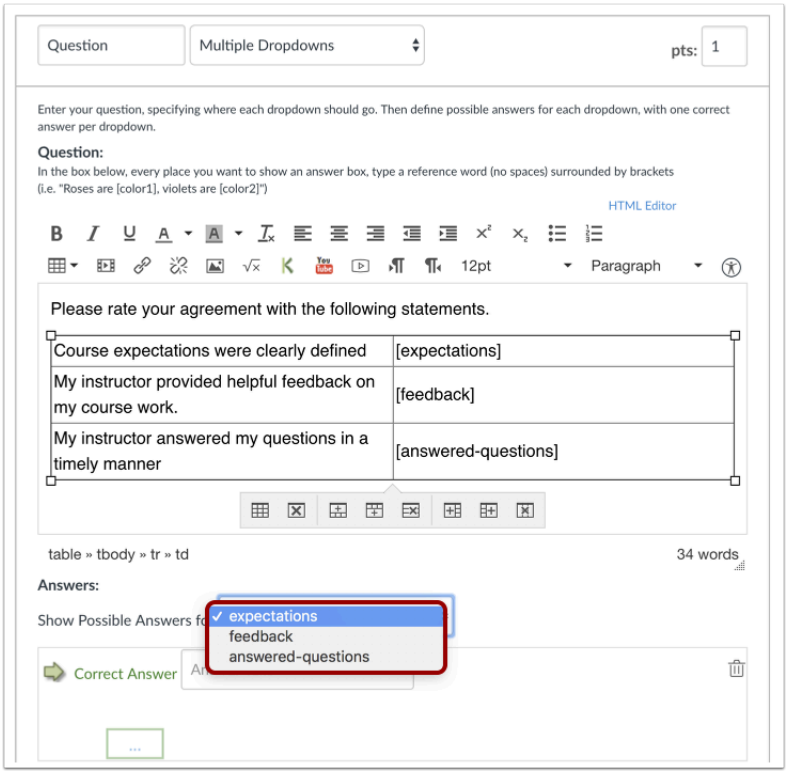


Each row of the table will be a distinct Likert item, which is a statement with answer choice boxes, and users can select how strongly they agree or disagree with that statement.

Create a name for the answer choice boxes, and use square brackets to frame the answer choice boxes. In this example, we made **expectations**, **feedback**, and **answered questions** the reference words to create answer choices for the three statements and set them up as [expectations], [feedback], and [answered-questions].

Note: Likert items cannot contain spaces. You can separate multiple word Likert items with hyphens.

Add Responses as Possible Answers for Each Likert Item



Each Likert item needs to have its own listing of responses as possible answers.

Select each Possible Response and add as many Answers as possible, with consistent Answer Text. You will have to input the Answer Text for each answer choice box. For example, [expectations], [feedback], and [answered-questions] will all need to have each possible response added separately.

Select the first reference item from the drop-down list. Then fill in the Likert responses. The standard five-point Likert responses are:

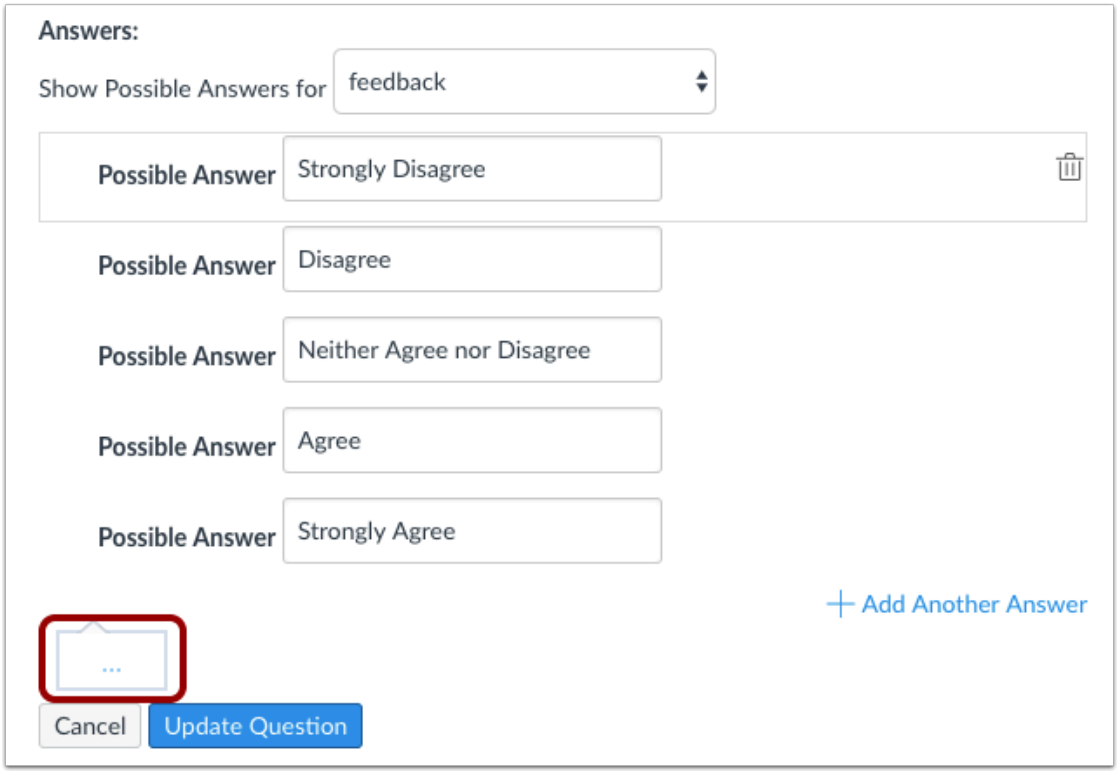
- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Learn more about multiple dropdown questions.

When you are finished, select the second reference item and repeat the process of filling in the Likert responses.

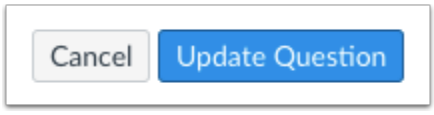
Repeat this process until all reference items are associated with Likert response options.

Enter Feedback Text



You can also create general answer comments for the survey question as a whole. All students will see the feedback in the blue comment field as soon as they submit the quiz.

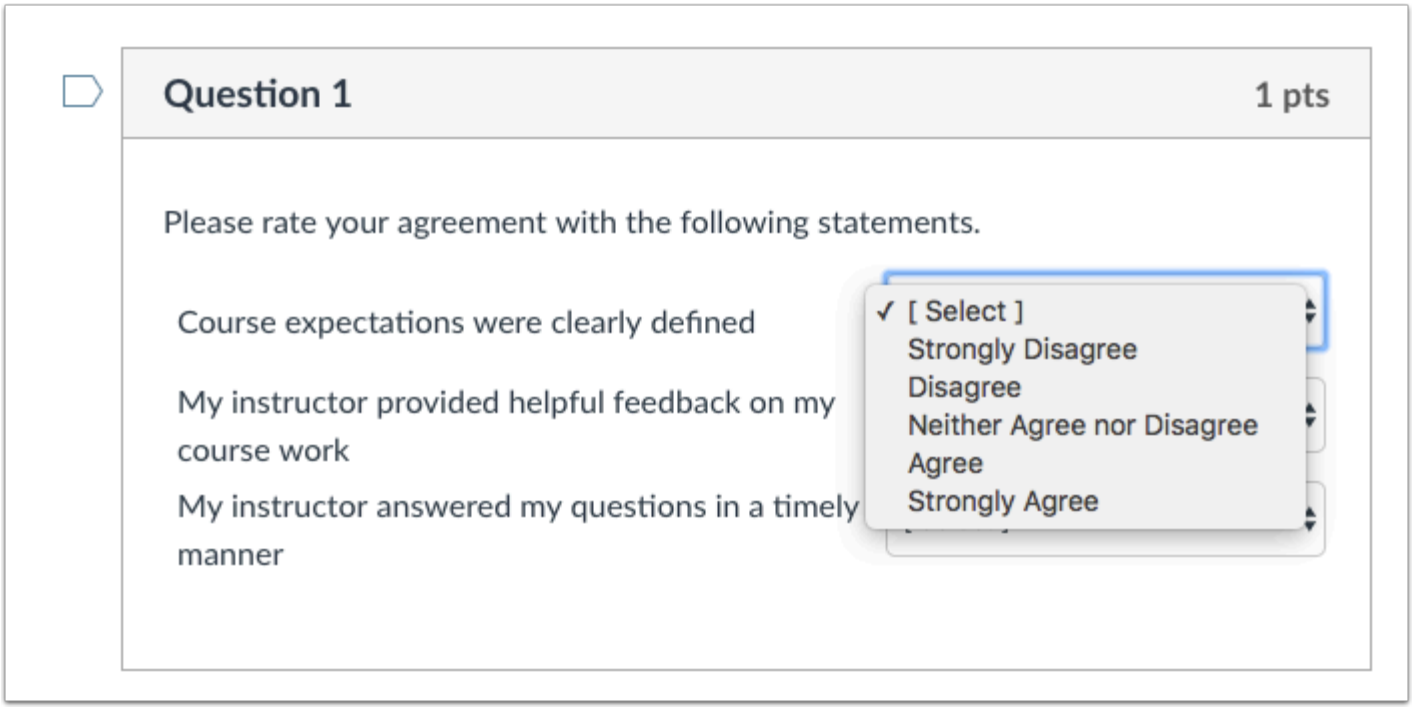
Update Question



Click the **Update Question** button.

Add additional individual questions as needed.

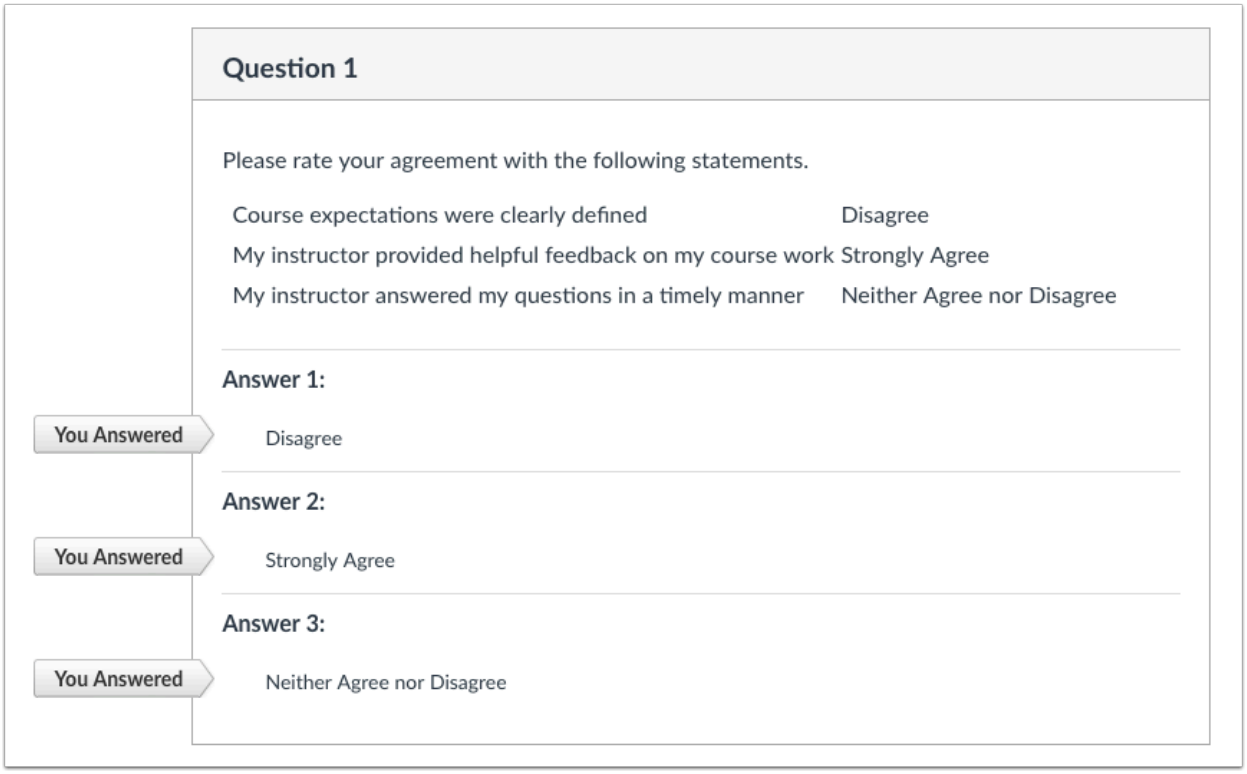
Student View for Question



This is what the question will look like in a quiz. Each statement will show the drop-down menu with the Likert statements. Students can select their opinion that goes along with each statement.

Make sure each statement has every possible answer response added correctly.

Student View for Responses



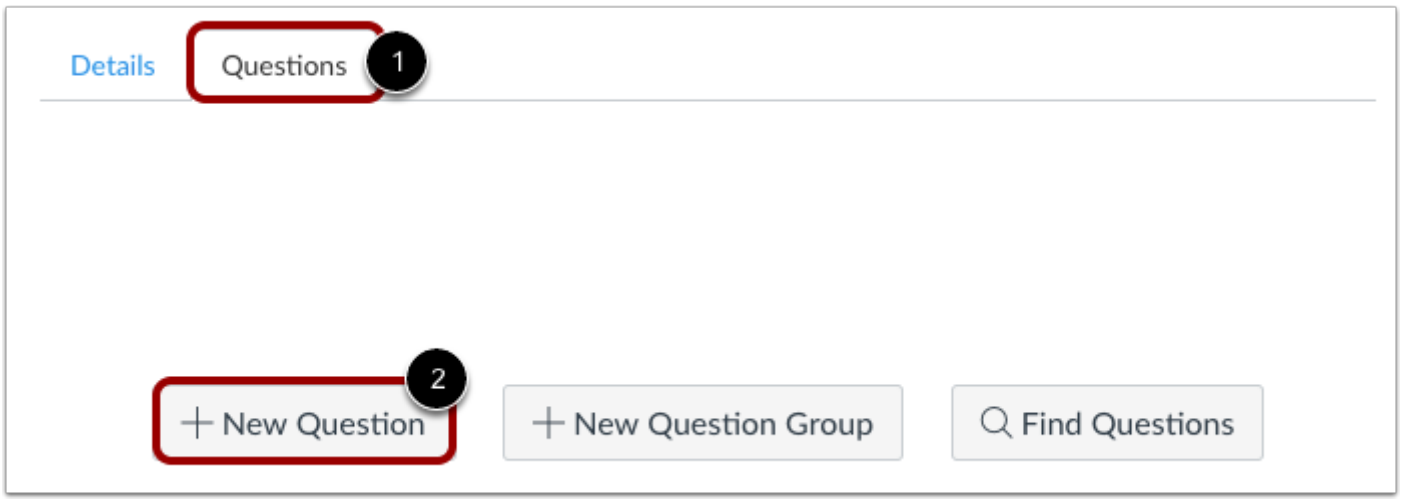
When you view the quiz results, Canvas will show you the answers each student selected. Students will also be able to see their answer choices if you allow them to see their responses.

How do I create a Matching quiz question?

You can create a matching question for your students.

Note: Matching questions only support text at this time.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

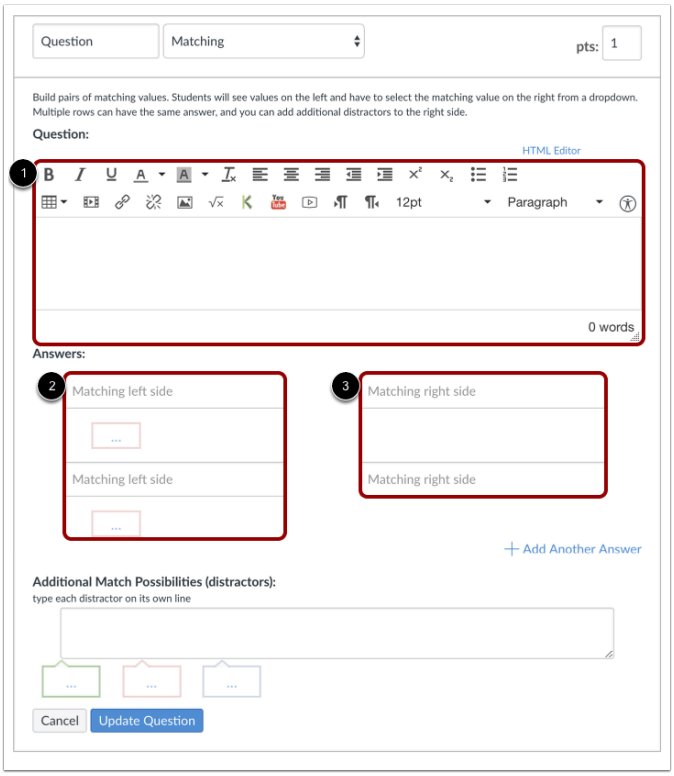
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Matching question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Matching Question Details

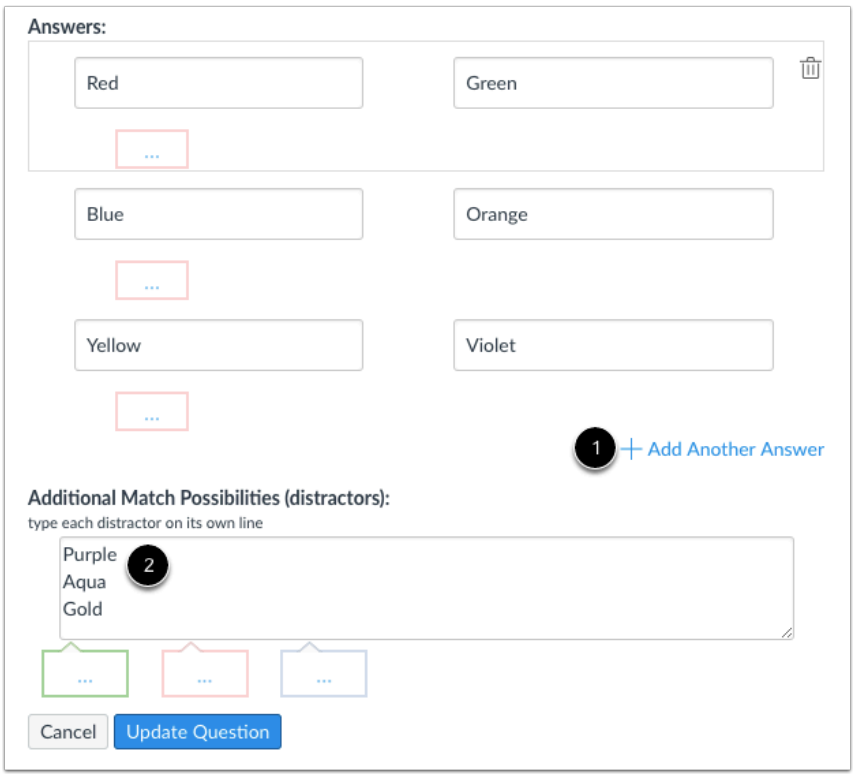


To build a Matching question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. The first part of the matching pair
3. The second part of the matching pair (displays a maximum of 100 characters)

Repeat steps 2 and 3 until all matches are paired.

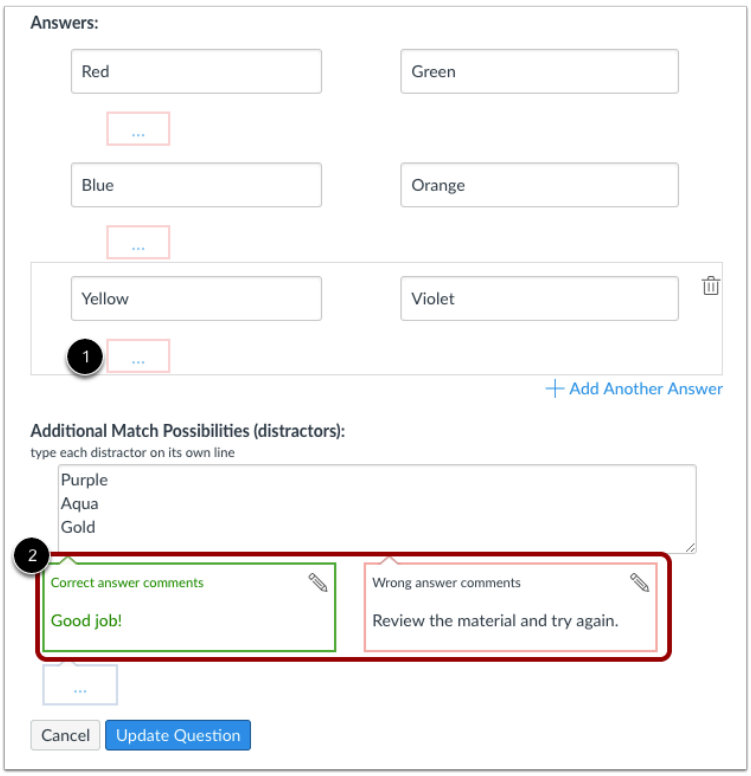
Add Additional Match Answers and Possibilities



If you want to add another answer, click the **Add Another Answer** link [1].

To add incorrect answers as distractors, enter each item on its own line in the **Additional Match Possibilities** field [2]. When answering these questions, students will see a randomized list that includes these distractors and all correct answers entered in the Matching right side fields.

Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1]. All answer comment fields are red.

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

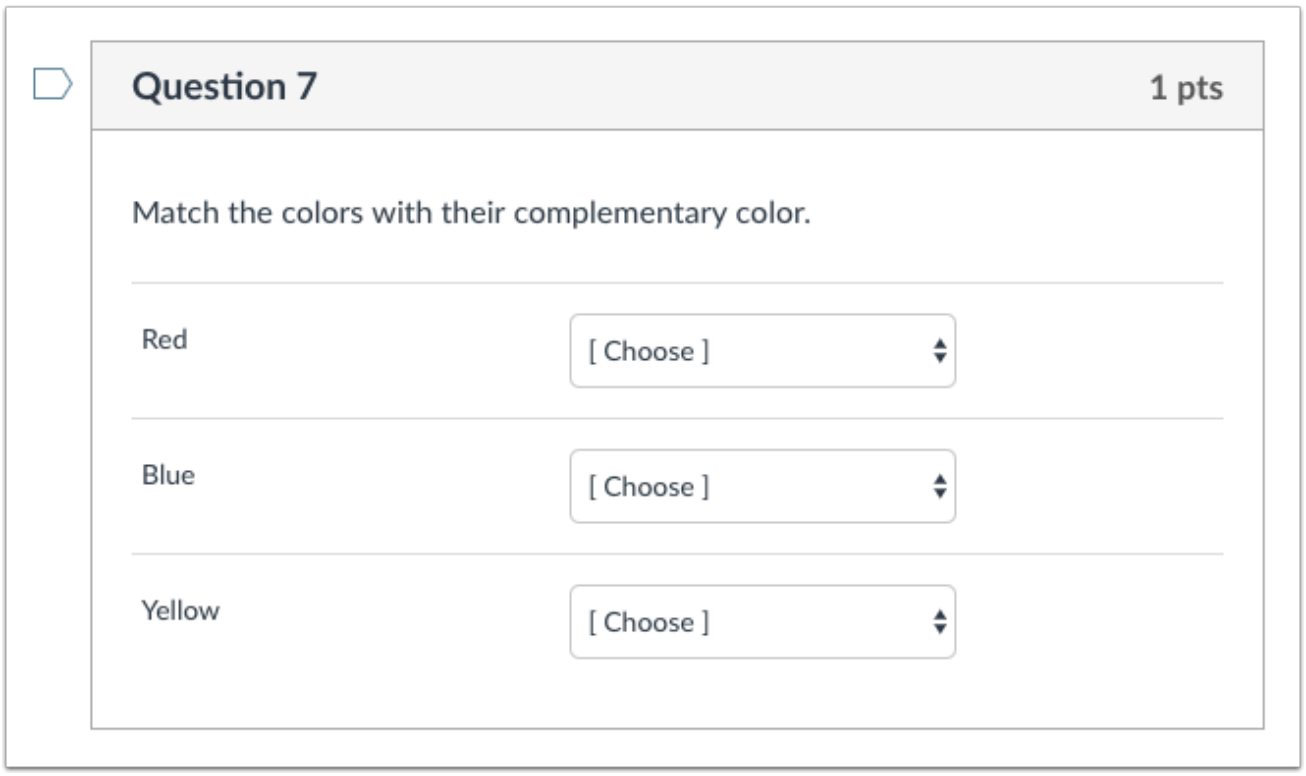
Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question

Click the **Update Question** button.

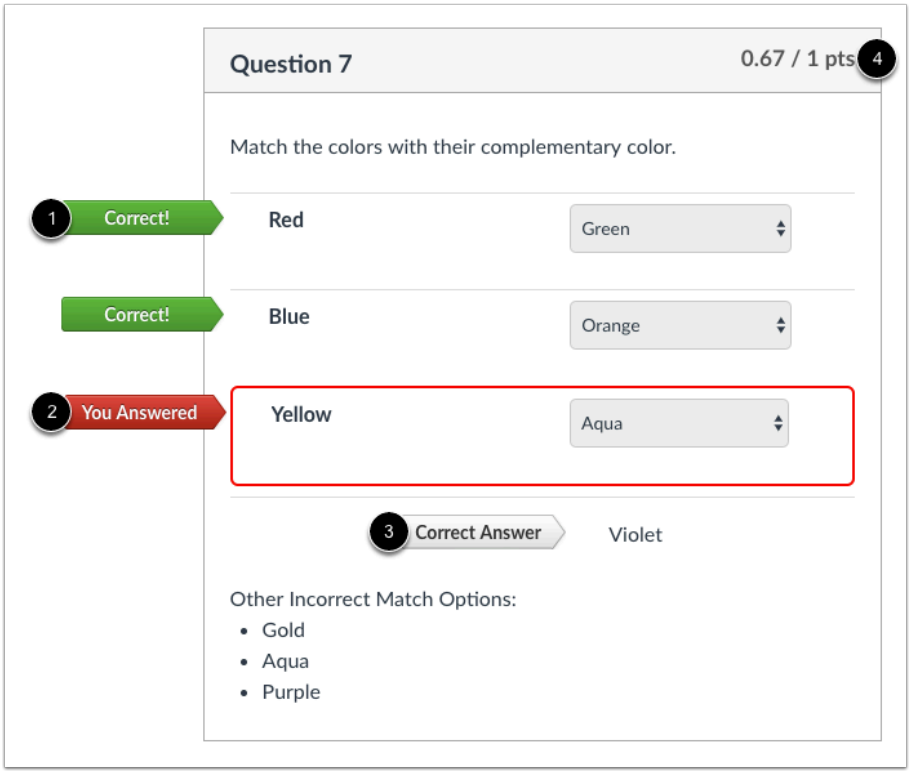
Add additional individual questions as needed.

Student View for Matching Question



This is what students see when they encounter a Matching question in a quiz.

Student View for Matching Feedback



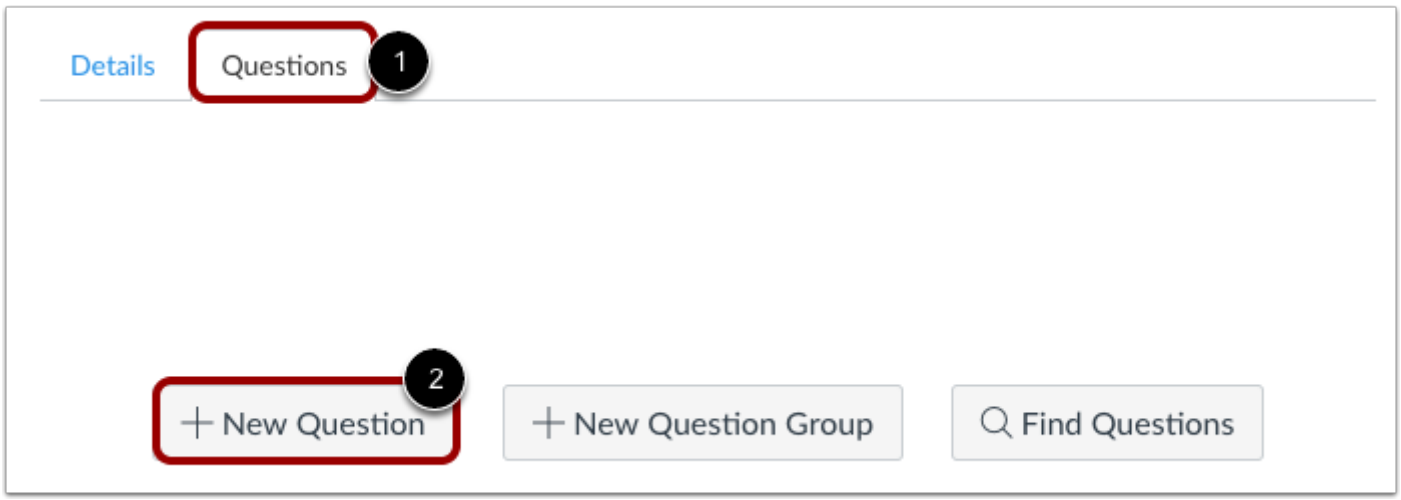
If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

How do I create a Numerical Answer quiz question?

You can create a quiz question that requires a numerical answer, such as questions for a math course.

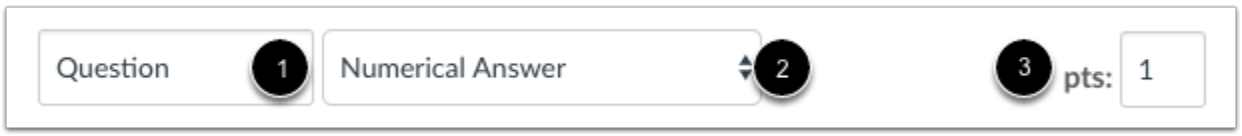
Note: If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



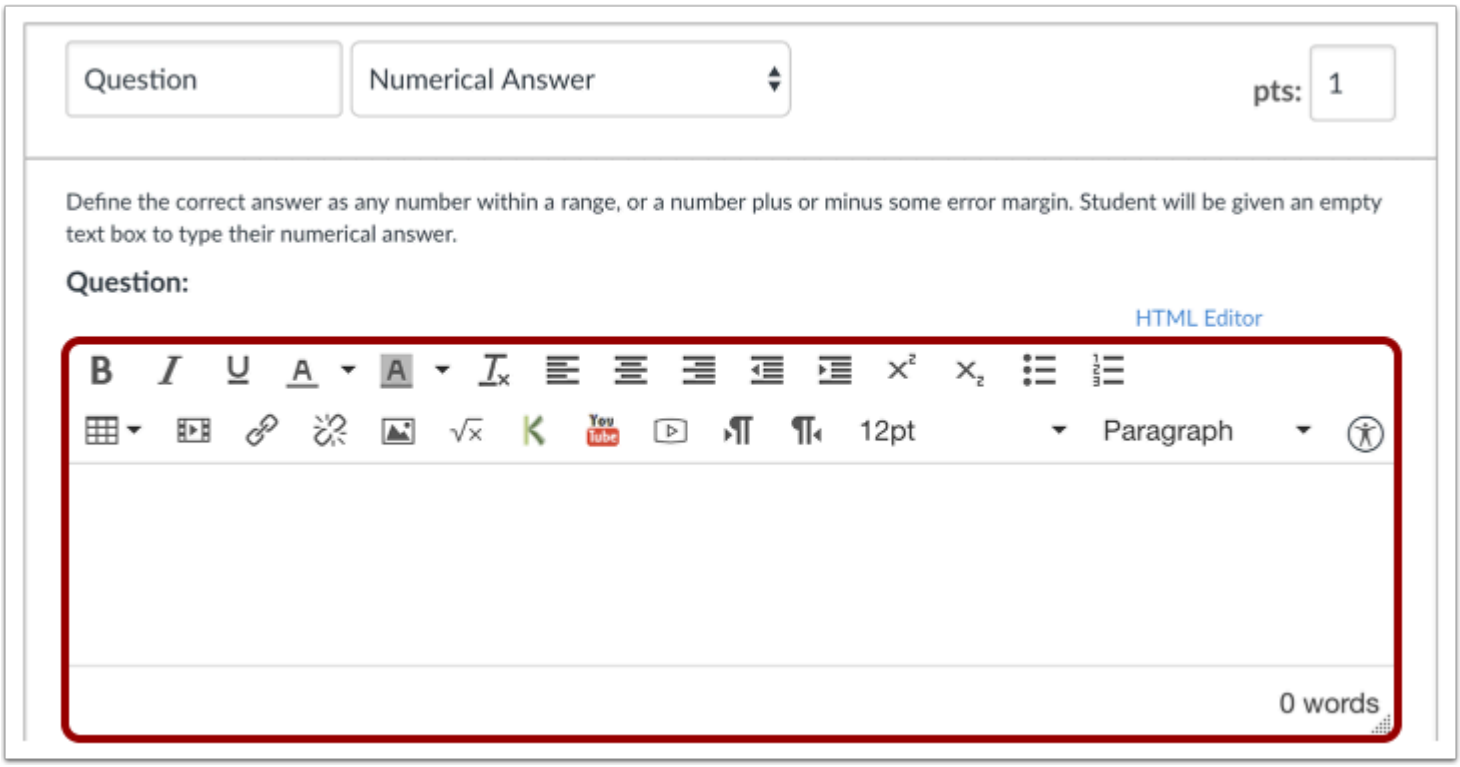
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Numerical Answer question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

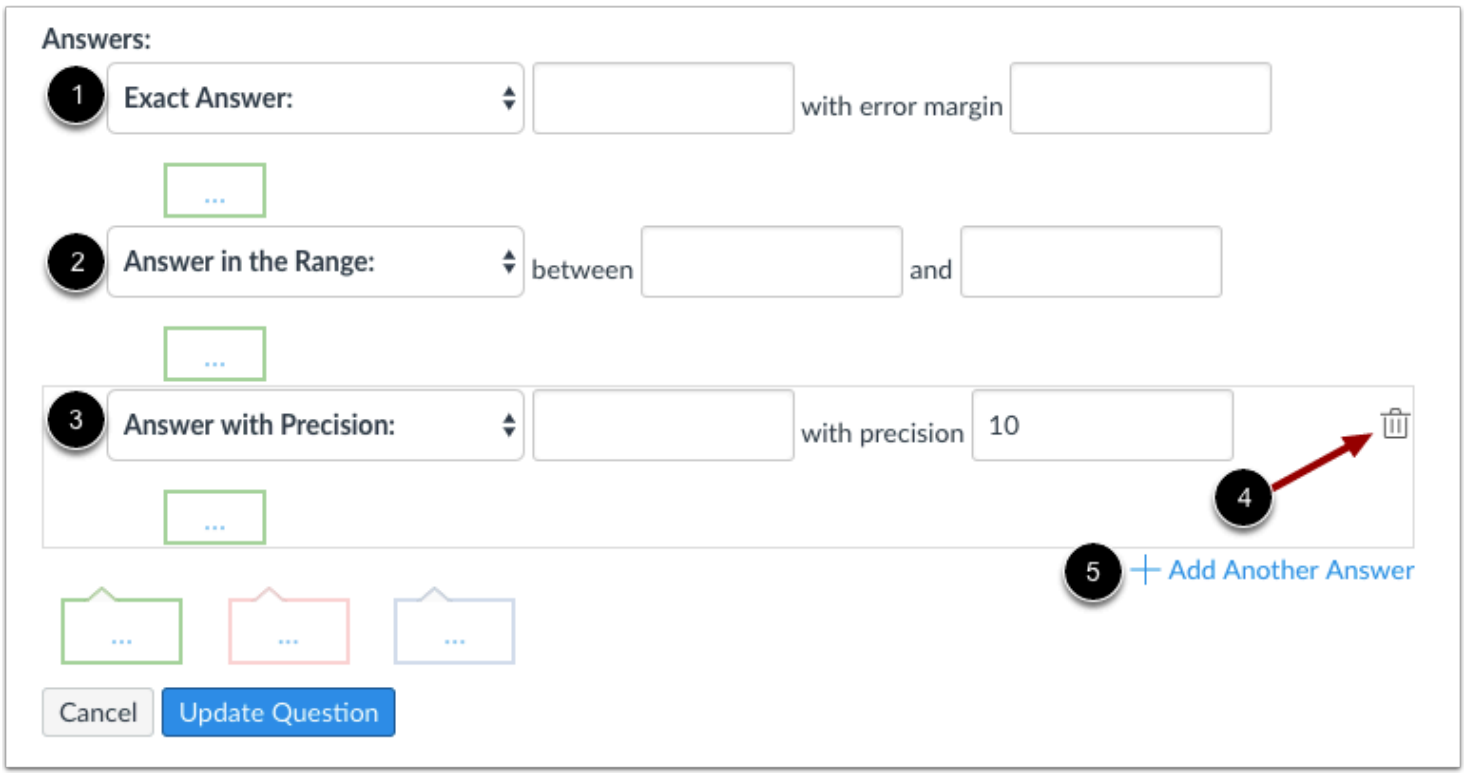
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Question Details



Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

Enter Numerical Answers



In the answer drop-down menu, select one of three answer formats:

Exact answer [1]: Enter the exact answer with the exact error margin allowed. For example, if the answer were 2.12 with a 0.01 margin of error, the quiz accepts any response between 2.11 and 2.13 (inclusively). By default, the margin is 0.

Answer in the Range [2]: Enter the range of answers that can be accepted as correct, such as answers between 8 and 10.

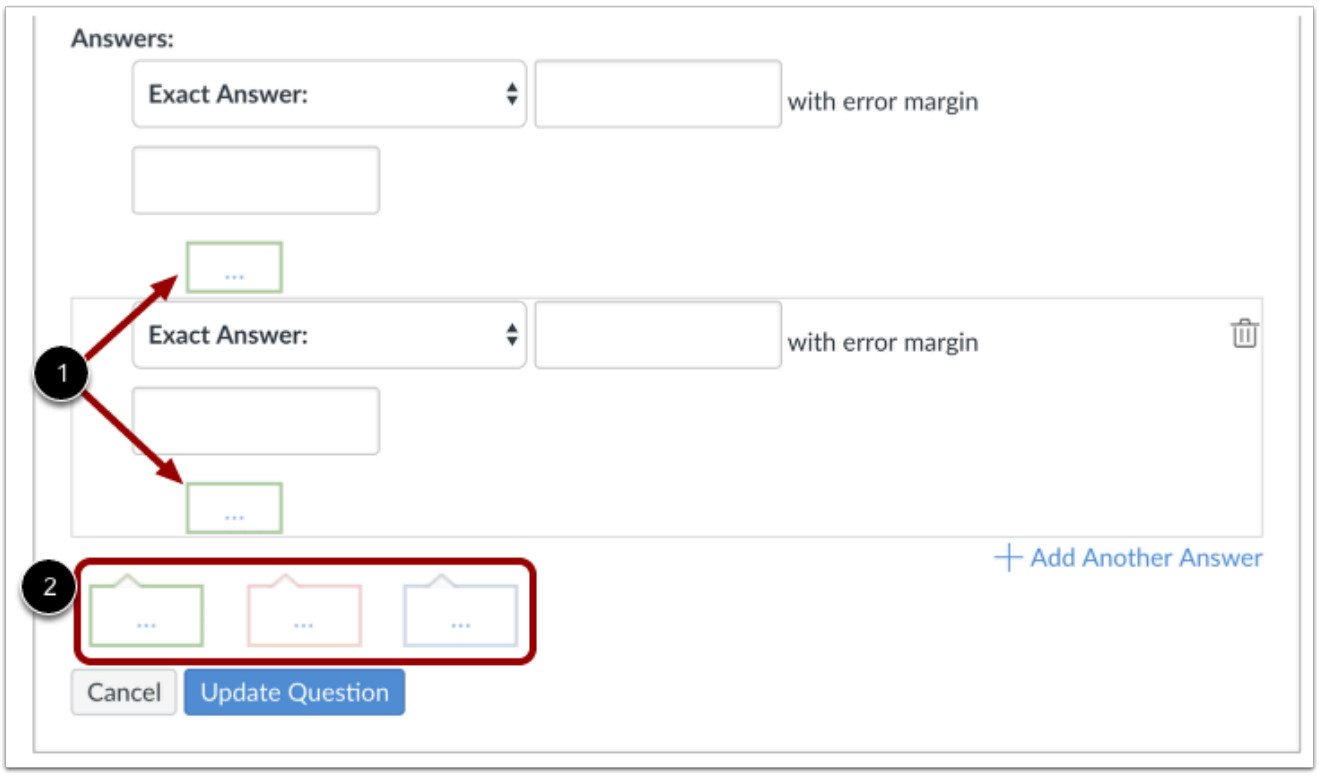
Answer with Precision [3]: Enter the answer with the precision number. The precision number is how many significant figures are expected in the answer. Precision answers can be negative numbers and should not include trailing zeroes. Student responses will be marked as correct if they omit the trailing zeroes, as long as all preceding digits are correct.

By default, the precision number is 10, but answers can be rounded to a precision of up to 16 in standard or exponential format (e.g. 1e+26). Answers are accepted with or without the ***e*** exponent and are formatted according to the configured precision. Any numerical entries past 16 are truncated for grading and comparison. If any of the potential answers to a numerical question are a precision answer, then the student answer fields will accept precision answers.

If none of the possible answers are precision answers, the student answer fields round to four decimal places.

To delete an answer, click the **Delete** icon [4]. To add another answer, click the **Add Another Answer** link [5].

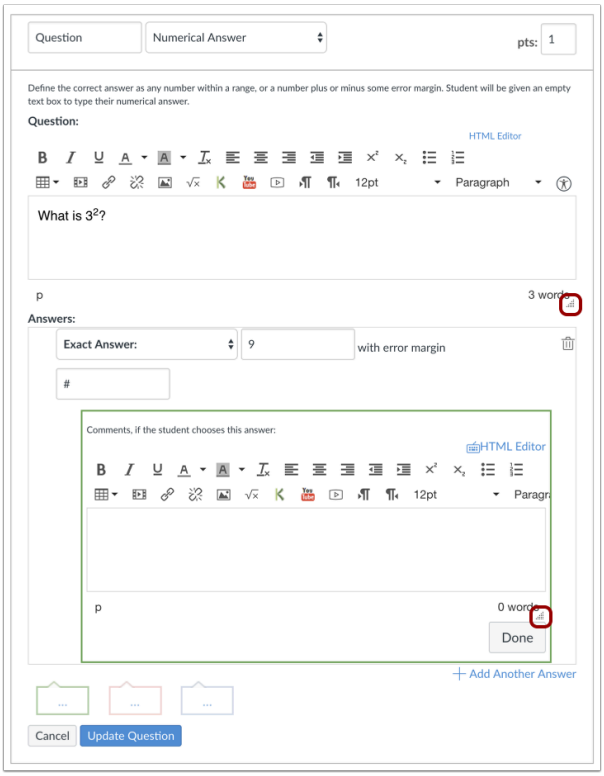
Enter Feedback Text



You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

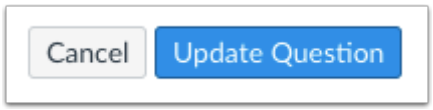
You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.



Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Update Question



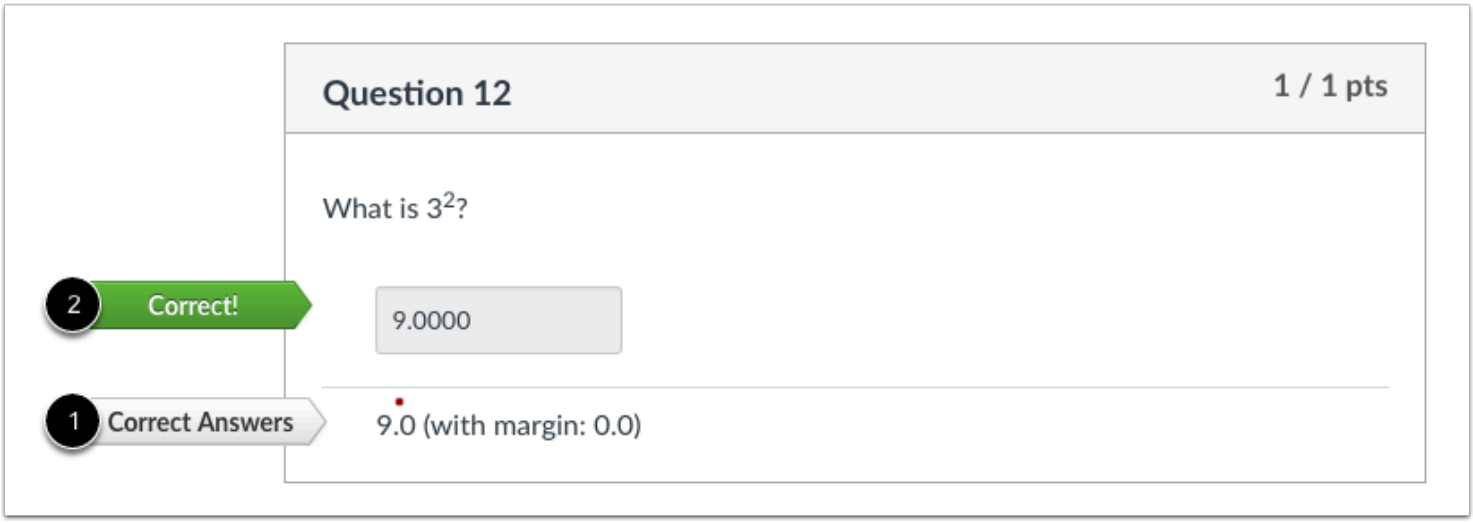
Click the **Update Question** button.

Add additional individual questions as needed.

Student View for Numerical Answer Question

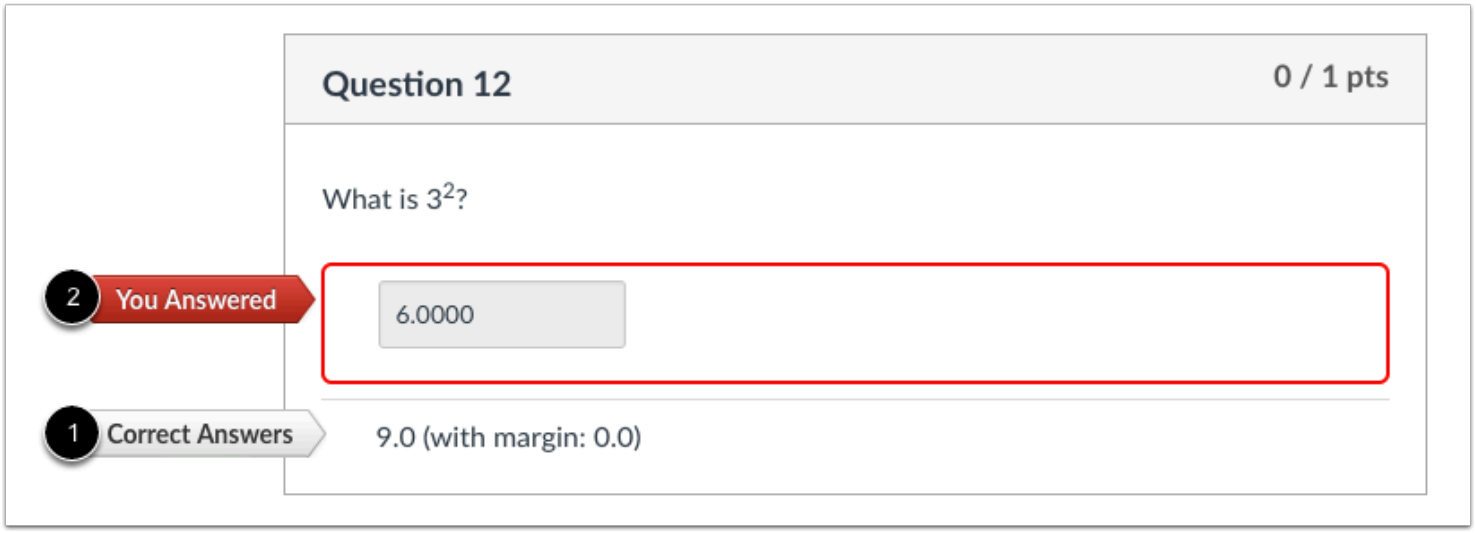
This is what students see when they encounter a Numerical Answer question in a quiz.

Student View for Numerical Answer Correct Answer



If you allow students to see the correct answers, they will see correct responses in gray [1]. If the answer was correct, the student will see a green flag [2] indicating the answer was correct.

Student View for Numerical Answer Incorrect Answer



If you allow students to see the correct answers, they will see correct responses and allowable margin error [1]. If the answer was incorrect, the student will see a red flag indicating the answer was incorrect [2].

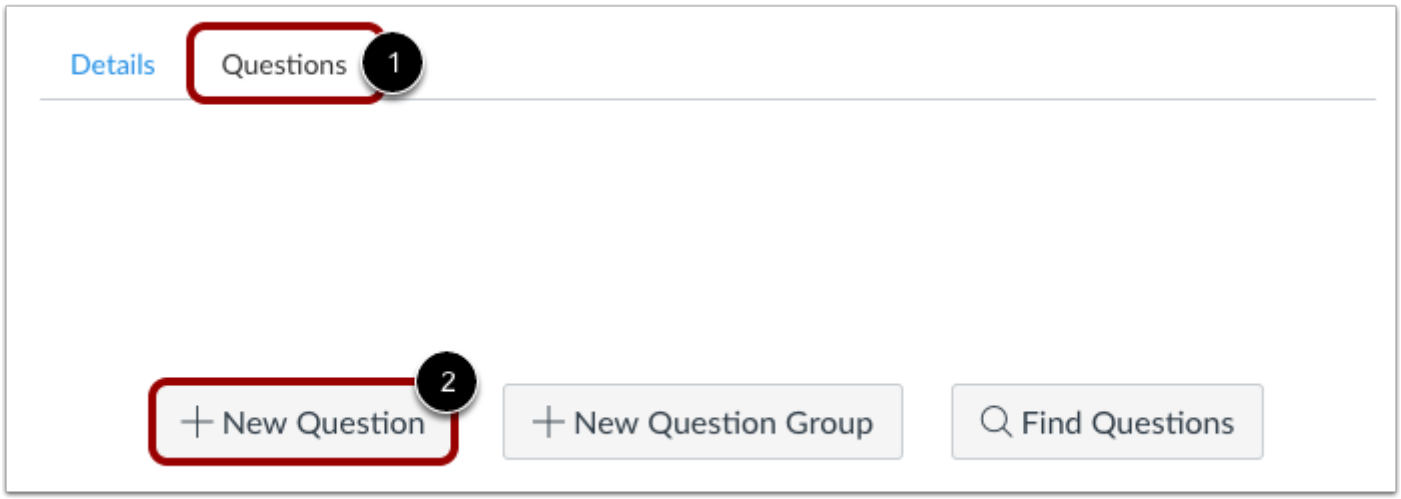
How do I create a Formula quiz question with a single variable?

You can create a quiz question that involves a formula with a single variable. Based on the variable and formula definitions, the question could change for every student.

Notes:

- If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.
- To negate an expression in the Formula Definition field, multiply the function by -1. For example, type -1*sqrt(5x).

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

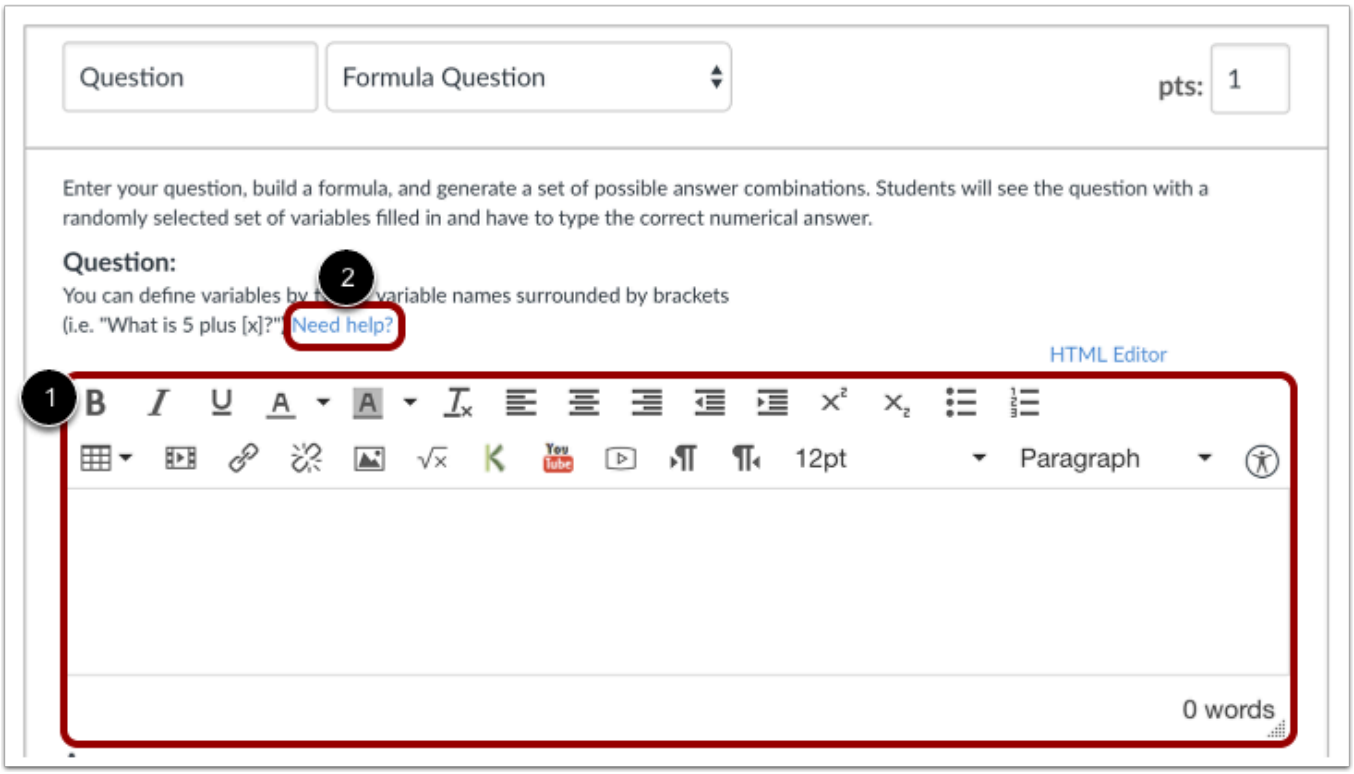
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Formula question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

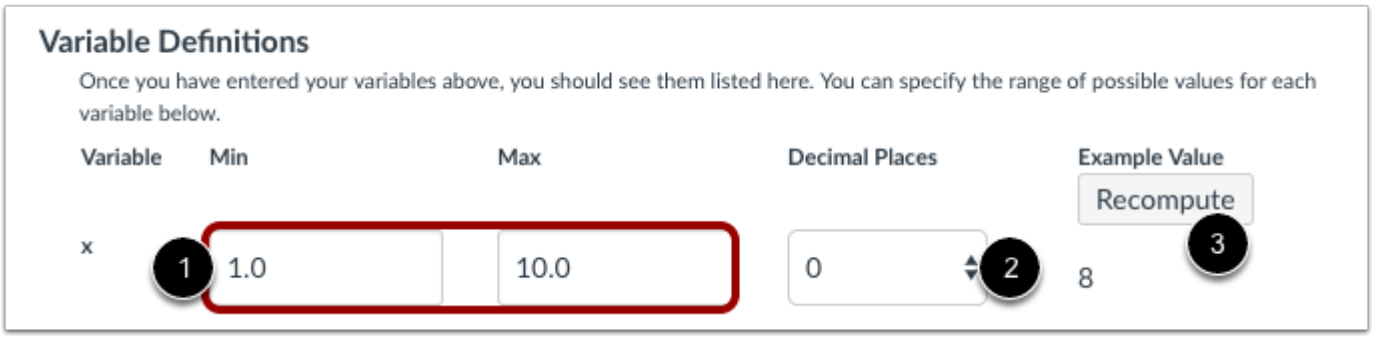
Edit Question Details



Type the question prompt text and formula with variables in brackets in the Rich Content Editor [1]. You can include video, images, math equations, or flash activities. Click the **Need help?** link [2] for more advanced options.

Note: If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson. You cannot use the letter "e" as a variable. It is a reserved mathematical constant.

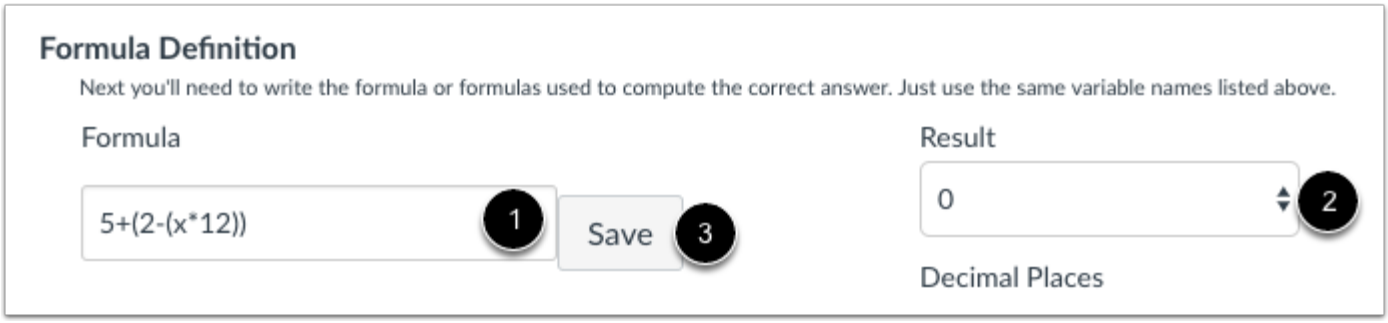
Set Variable Definitions



After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Setting a minimum will prevent a division by zero.

Select decimal places in the drop-down menu [2], and click the **Recompute** button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

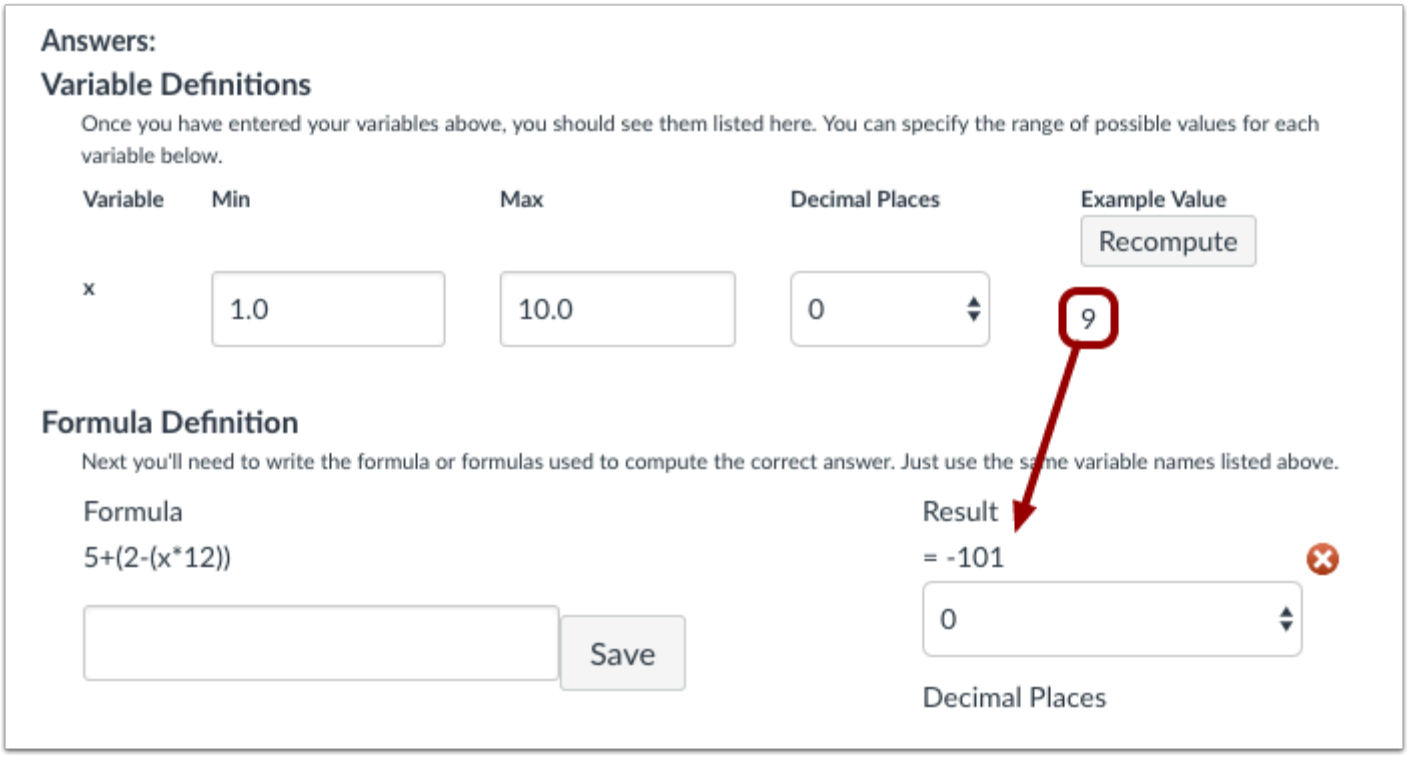
Set Formula Definitions



Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the **Decimal Places** drop-down menu [2] to set the number of decimal places you want used for the result. Select the **Save** button to save your formula [3].

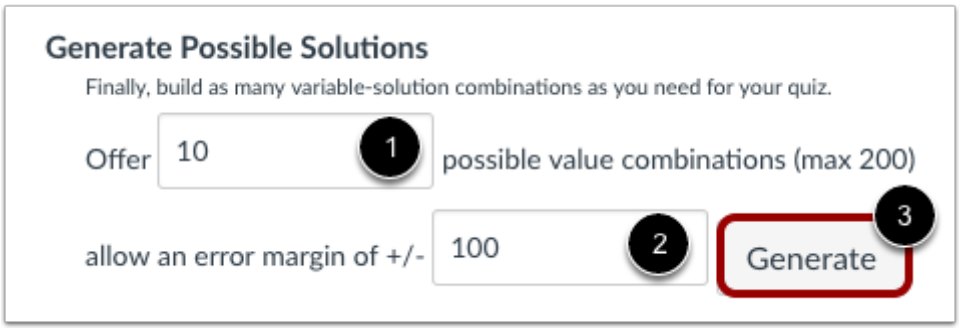
Note: If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.

Recompute Solution



Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula, creating the result. You can recompute as many times as you'd like. For instance, in this example, the number 79 acts for x and the result is -941.

Set Possible Number of Solutions

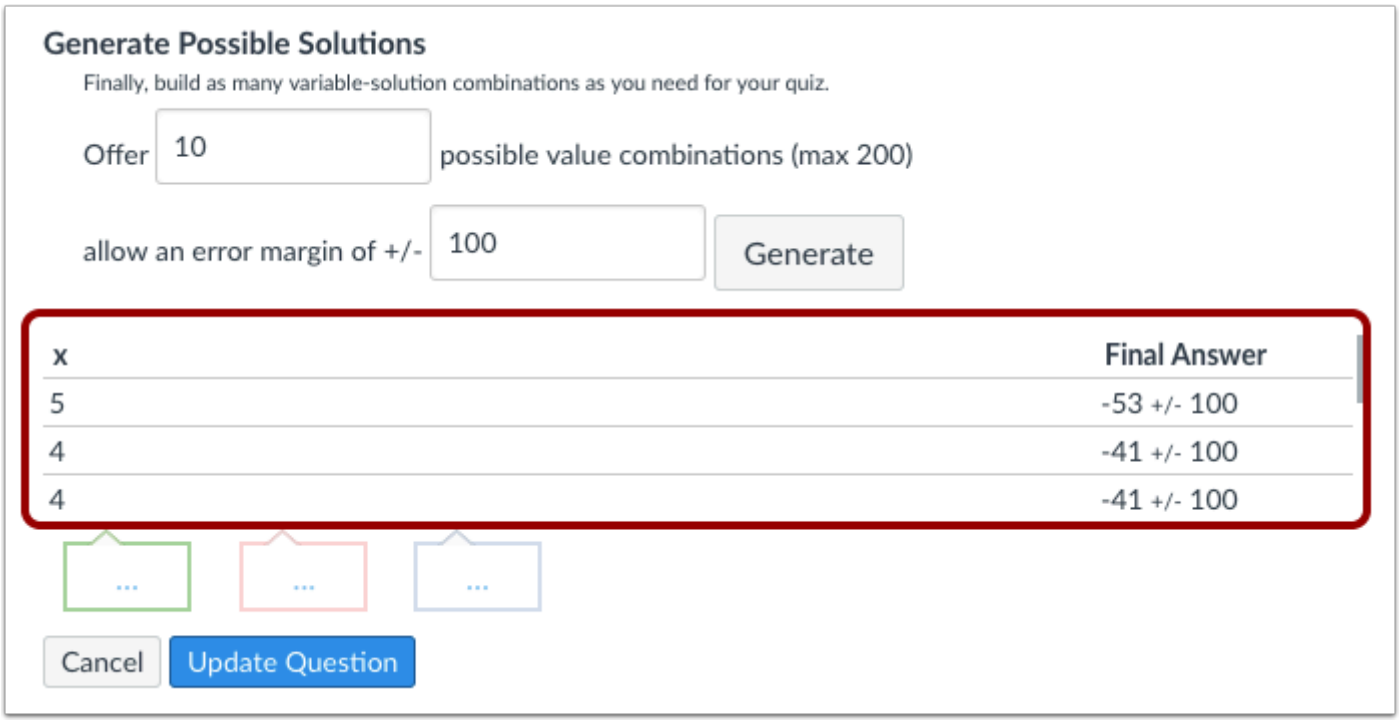


In the Offer field, specify the number of possible solutions you want Canvas to generate [1].

In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

Click the **Generate** button to view final answer [3].

View Possible Solutions



Possible solutions will process according to the number of value combinations.

Provide Feedback

You can provide feedback for the question by clicking an answer comment field and entering text. The comment fields are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question

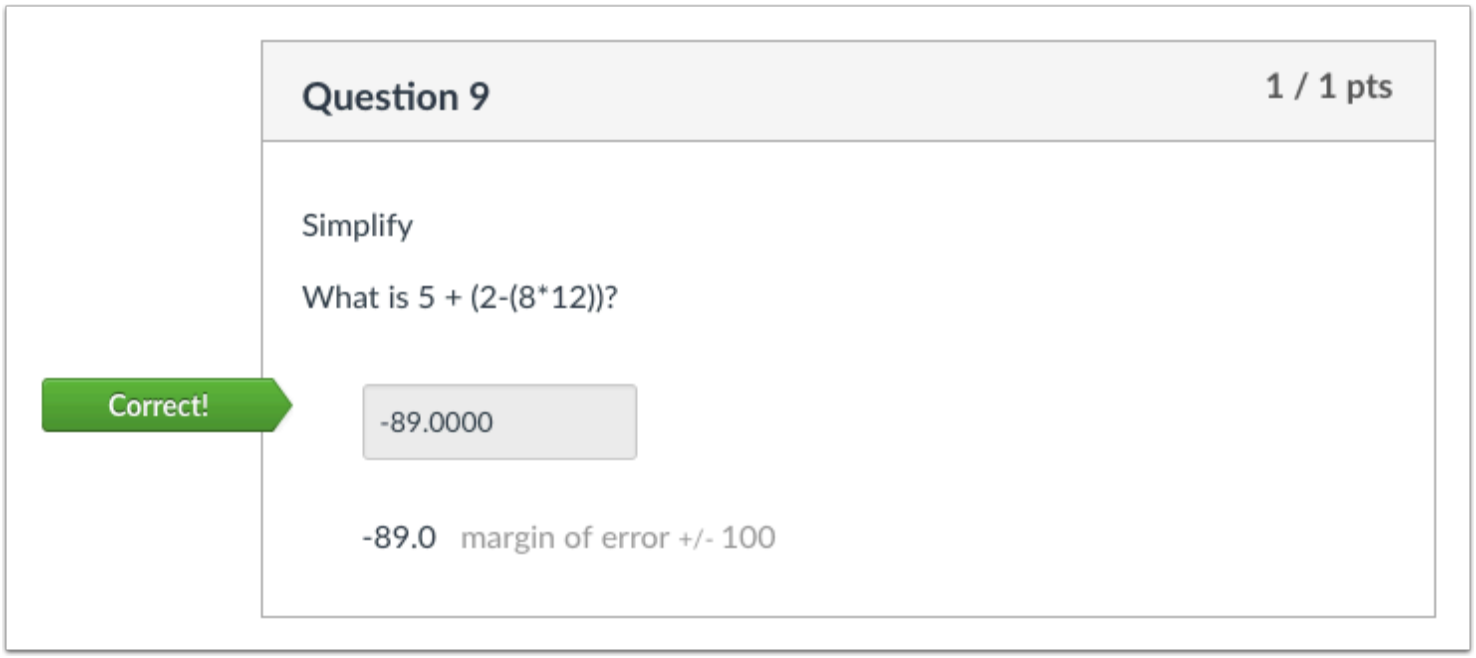
Click the **Update Question** button.

Add additional individual questions as needed.

Student View for Formula Question

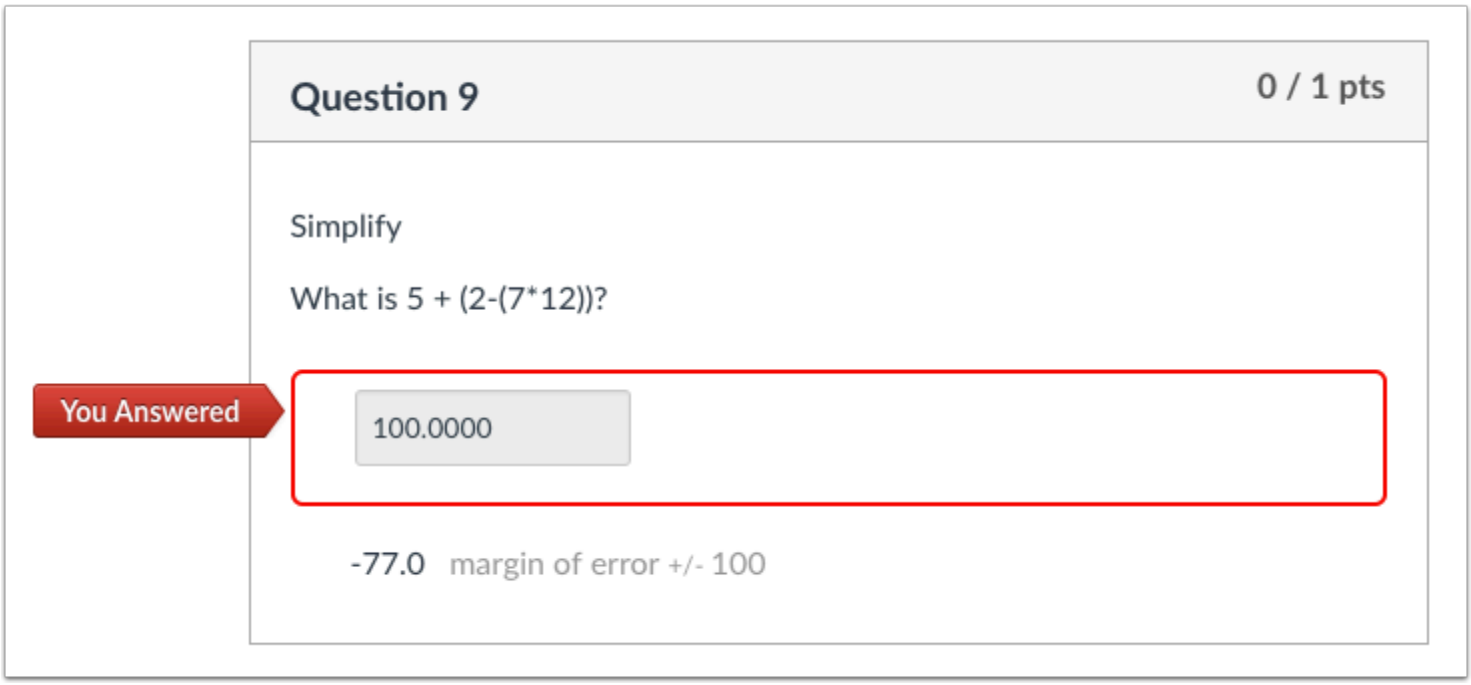
This is what students see when they encounter a Formula question in a quiz.

Student View for Formula Question Correct Answer



If you allow students to see the correct answers, they will see the correct responses listed after their answer.

Student View for Formula Question Incorrect Answer



If you allow students to see the correct answers, they will see the correct responses listed after their answer. If the student got the answer incorrect, a red flag will indicate the answer was incorrect.

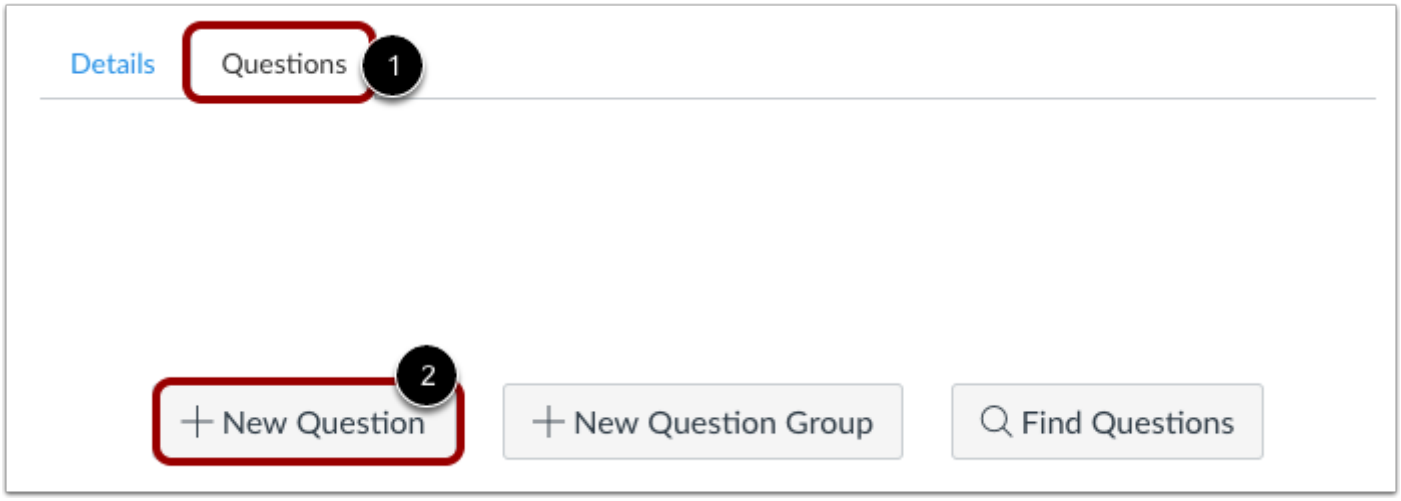
How do I create a Simple Formula quiz question?

You can create a quiz question with a formula in it.

Note:

- If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.
- To negate an expression in the Formula Definition field, multiply the function by -1. For example, type -1*sqrt(5x).

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

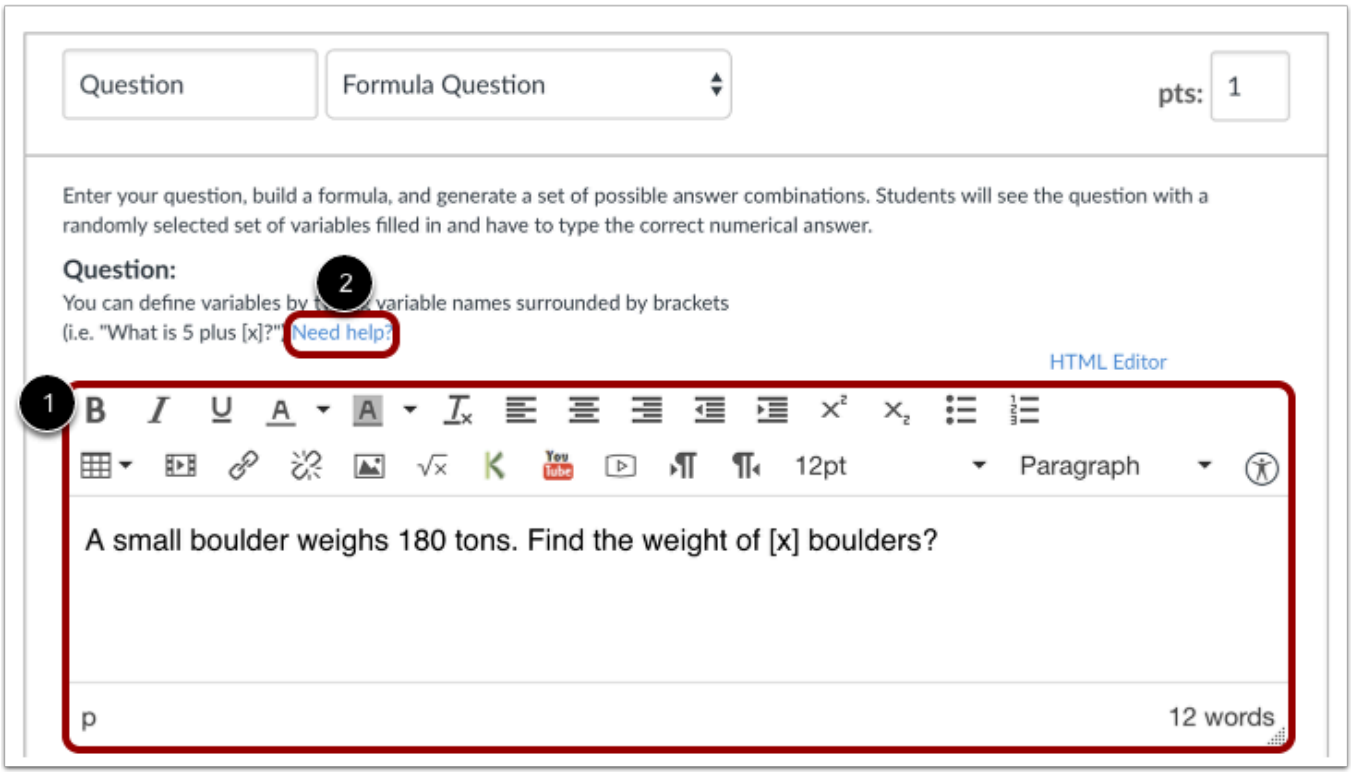
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Formula question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

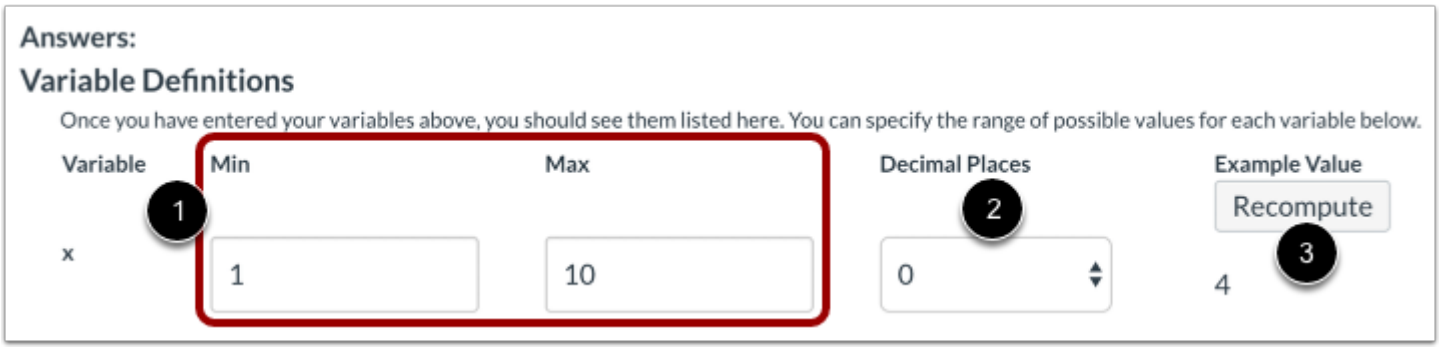
Edit Question Details



Type the question prompt text and formula with variables in brackets in the Rich Content Editor [1]. You can include video, images, math equations, or flash activities. For information on variables, formulas, and other options, click the **Need help?** link [2].

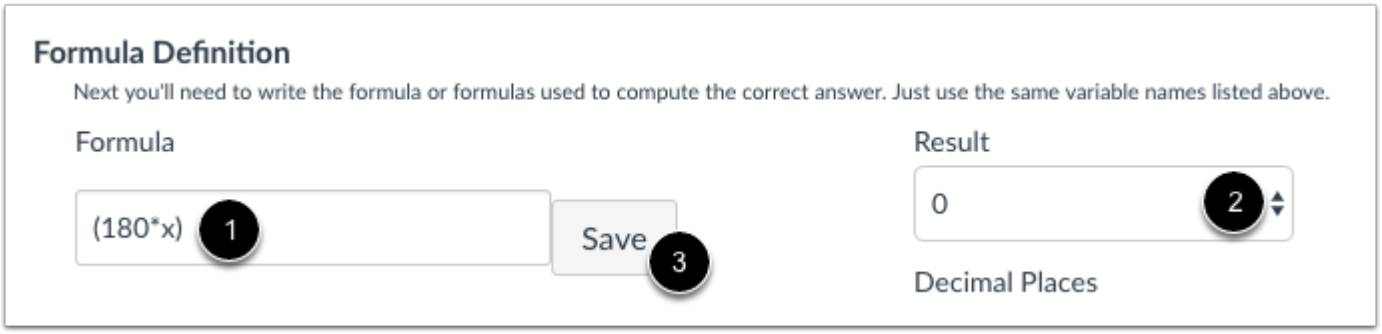
Note: If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson. You cannot use the letter "e" as a variable. It is a reserved mathematical constant.

Set Variable Definitions



After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Select decimal places in the drop-down menu [2], and click the **Recompute** button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

Set Formula Definitions

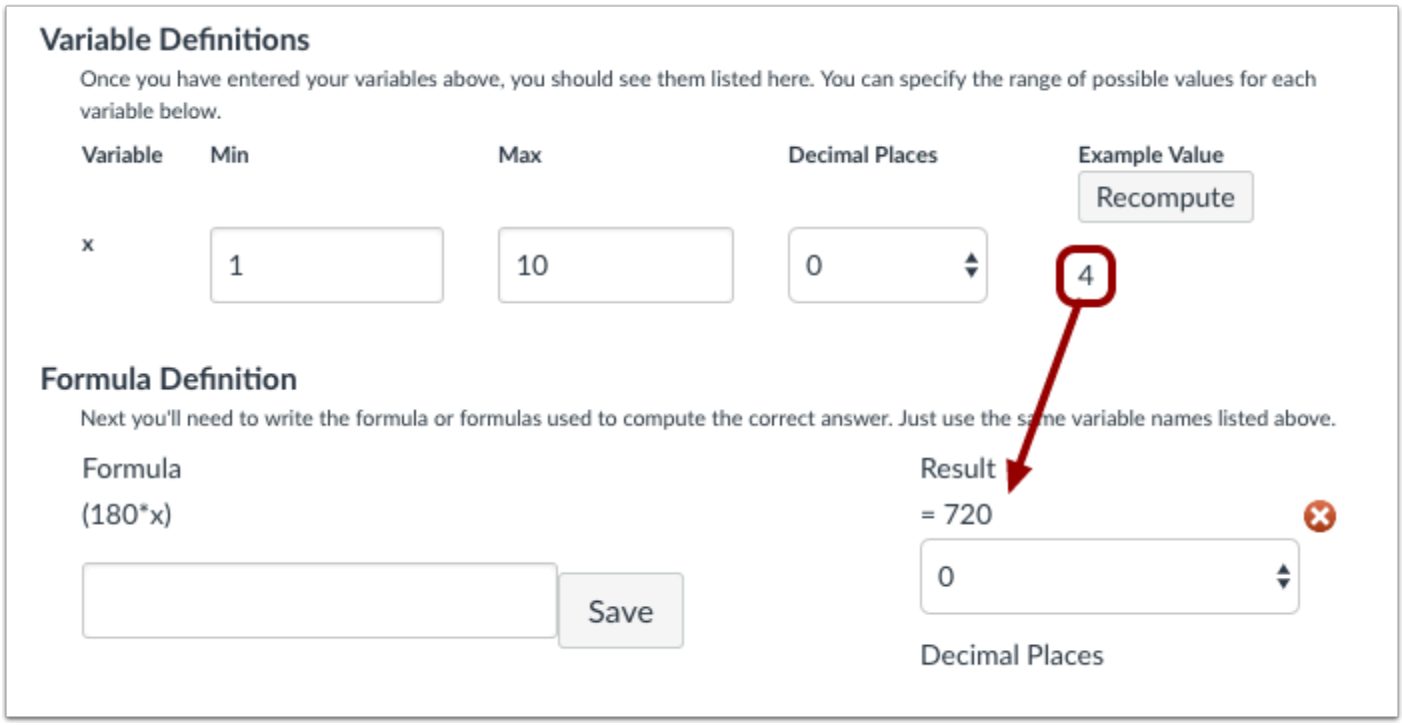


Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the **Decimal Places** drop-down menu [2] to set the number of decimal places you want used for the result. Select the **Save** button to save your formula [3].

Notes:

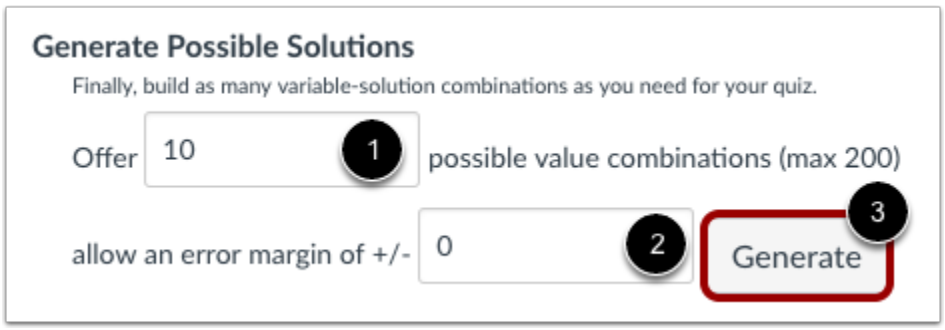
- The Formula Definition text box supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.

Recompute Solution



Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula and calculate a result. You can recompute as many times as you'd like. For instance, if an example value is 10 and the equation is 180 times x, 10 acts for x and the result is 1800.

Set Possible Number of Solutions

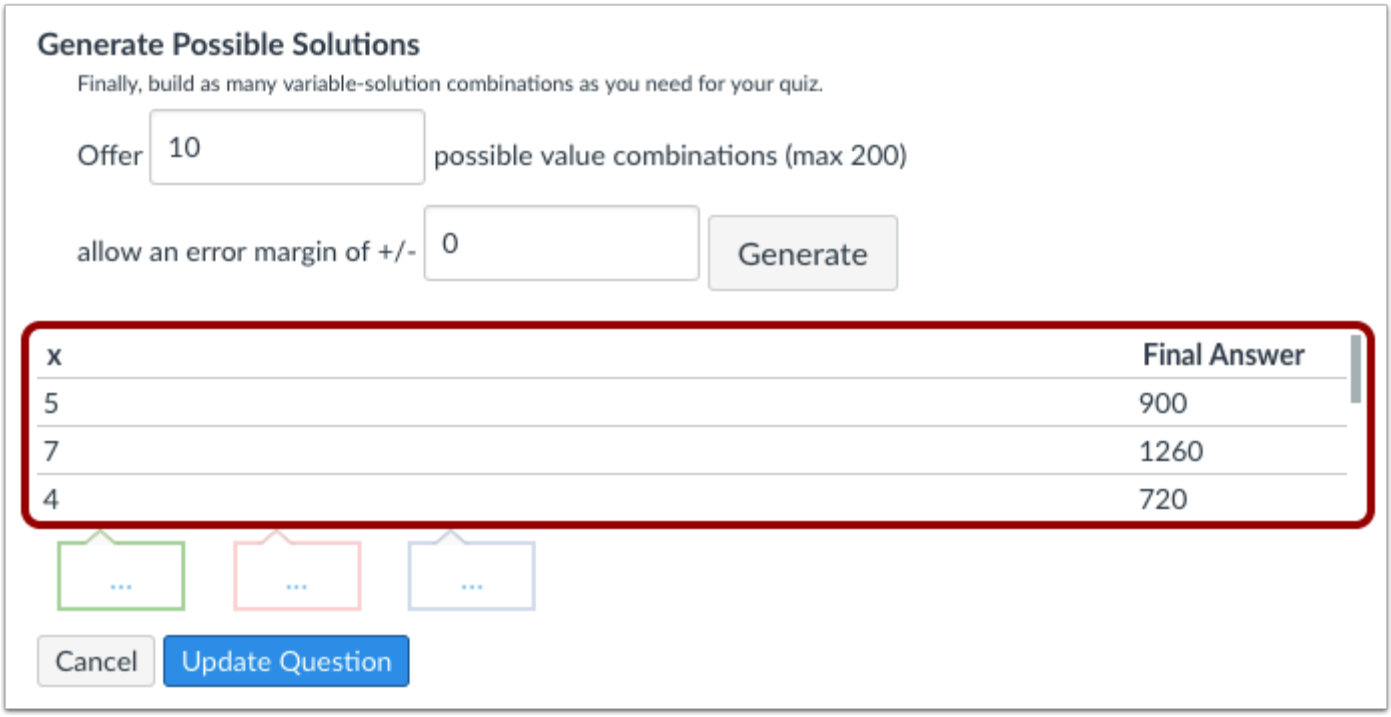


In the Offer field, specify the number of possible solutions you want Canvas to generate [1].

In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

Click the **Generate** button to view final answer [3].

View Possible Solutions



Possible solutions will process according to the number of value combinations.

Provide Feedback

You can provide feedback for the question by clicking an answer comment field and entering text. The comment fields are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].

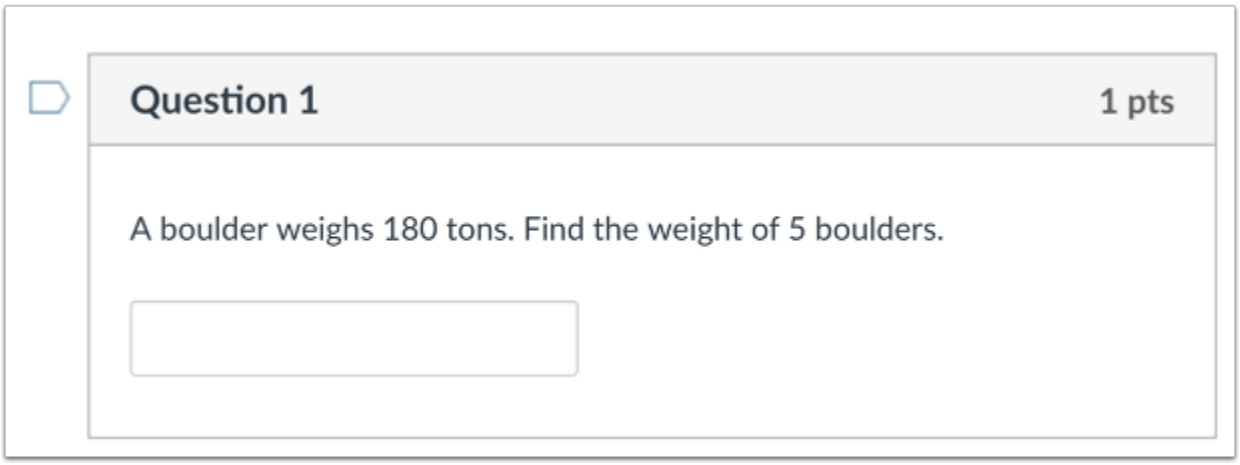
Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question

Click the **Update Question** button.

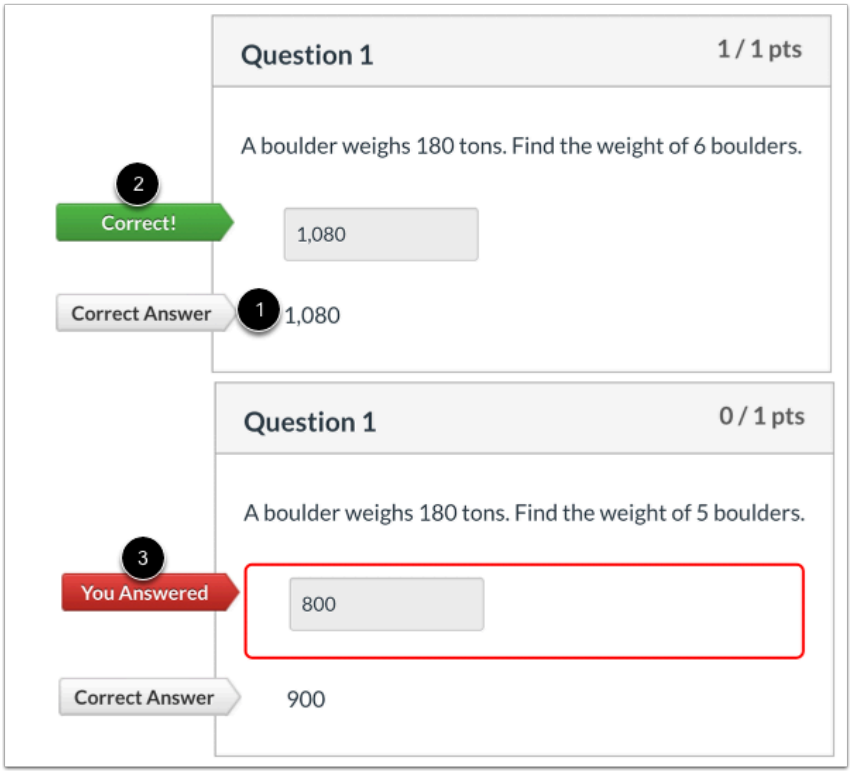
Add additional individual questions as needed.

Student View for Formula Question



This is what students see when they encounter a Formula question in a quiz.

Student View for Formula Question Feedback

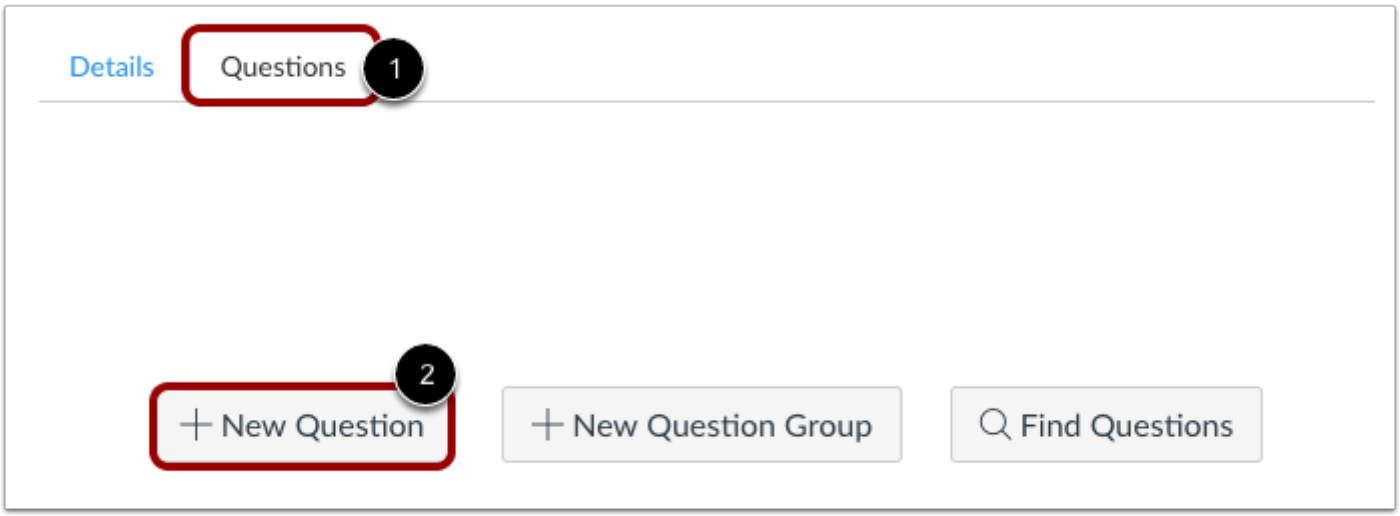


If you allow students to see the correct answers, they will see the correct responses listed after their answer [1]. A green flag [2] indicates the correct answer. A red flag [3] indicates the student's incorrect answer.

How do I create an Essay quiz question?

You can create an essay question for your students. This question type requires manual grading.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

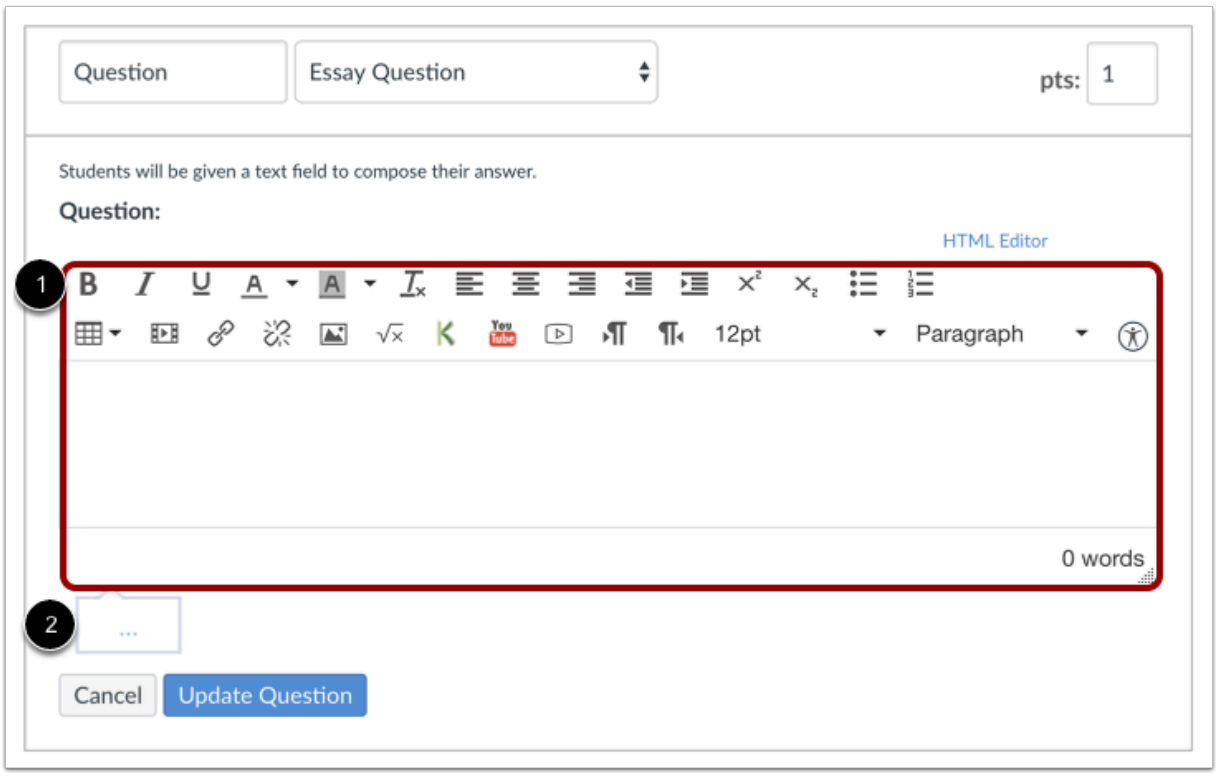
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Essay question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit Essay Question Details

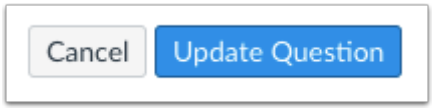


To build an Essay question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the general answer comment at the end of the question

Note: Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

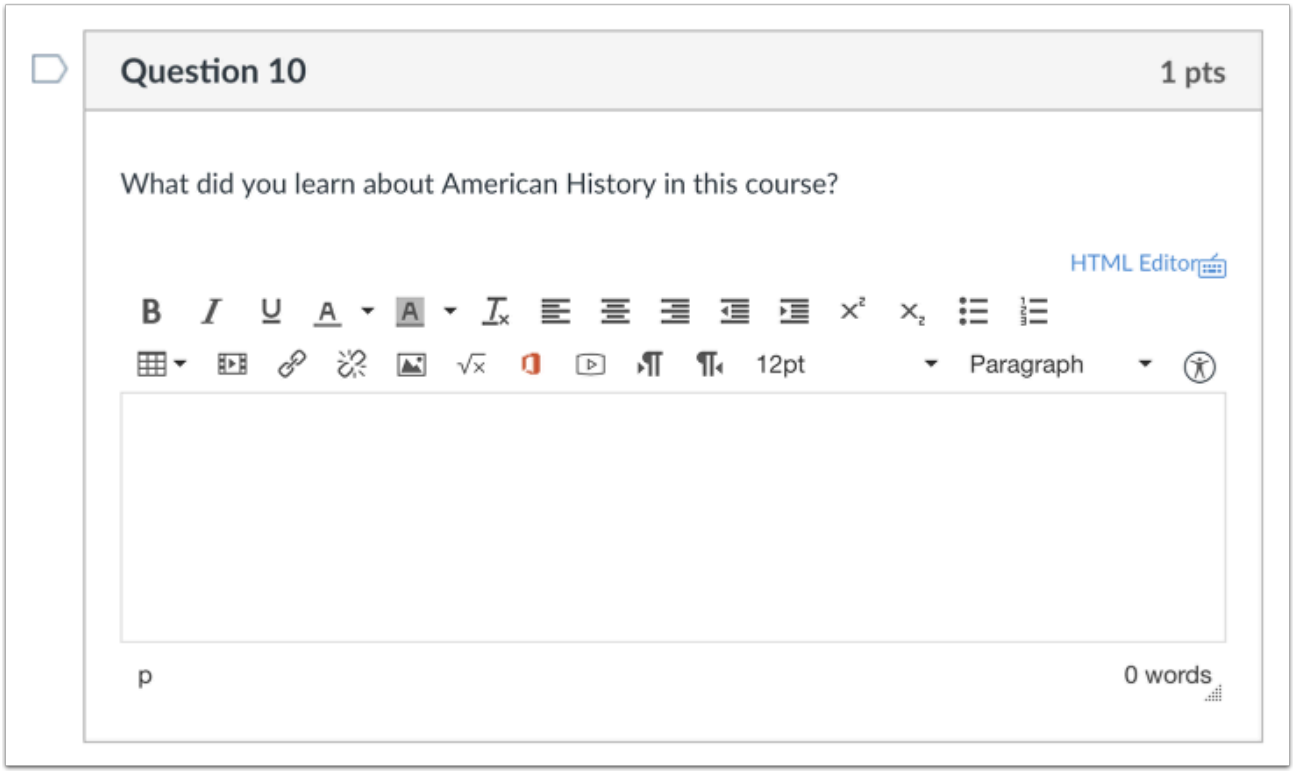
Update Question



Click the **Update Question** button.

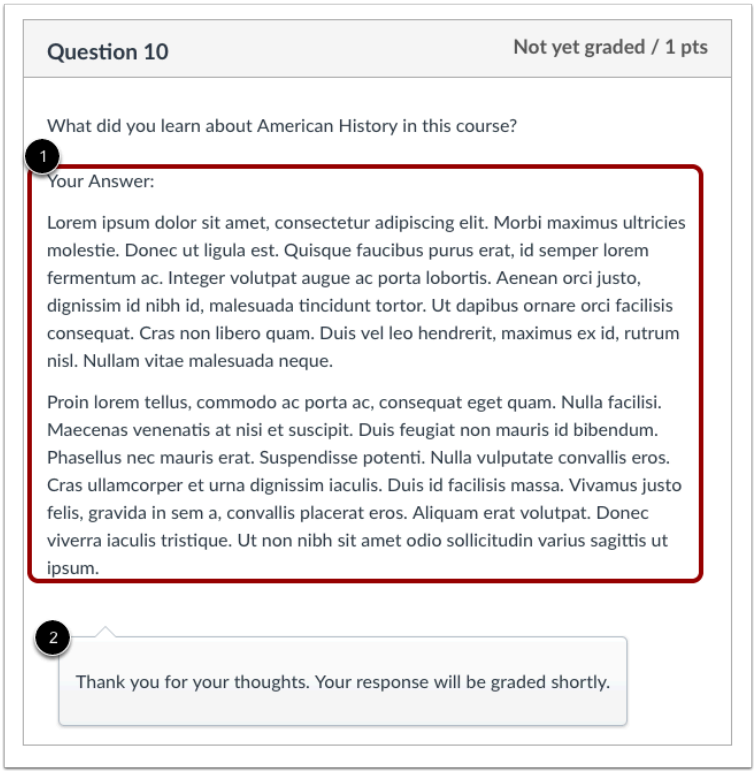
Add additional individual questions as needed.

Student View for Essay Question



This is what a student sees when they encounter a Essay question in a quiz. Students can use the Rich Content Editor to enter text, images, and video content as their response.

Student View for Essay Feedback



After submitting the quiz, students will see their essay answer [1].

Notice the answer comment reminds students that their quiz grade will be incomplete until you have manually graded the essay question [2].

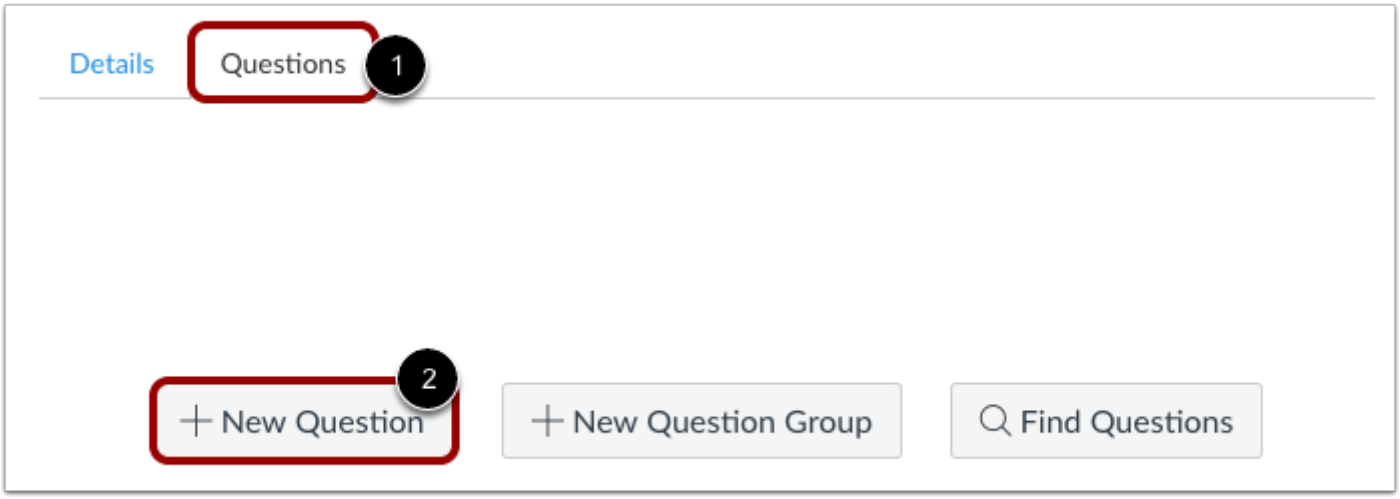
Note: No credit will be assigned until you have evaluated the essay and assigned points in the Gradebook or SpeedGrader.

How do I create a File Upload quiz question?

You can create a question for students that requires a file upload and can be used for PDFs, images, audio files, video files, etc. This question type requires manual grading and accepts one file per question.

You can Preview a quiz before publishing to verify what students see when taking a quiz. However, file upload quiz questions cannot be tested from the Preview screen. To test a file upload quiz question, the quiz must be published and viewed in Student View.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

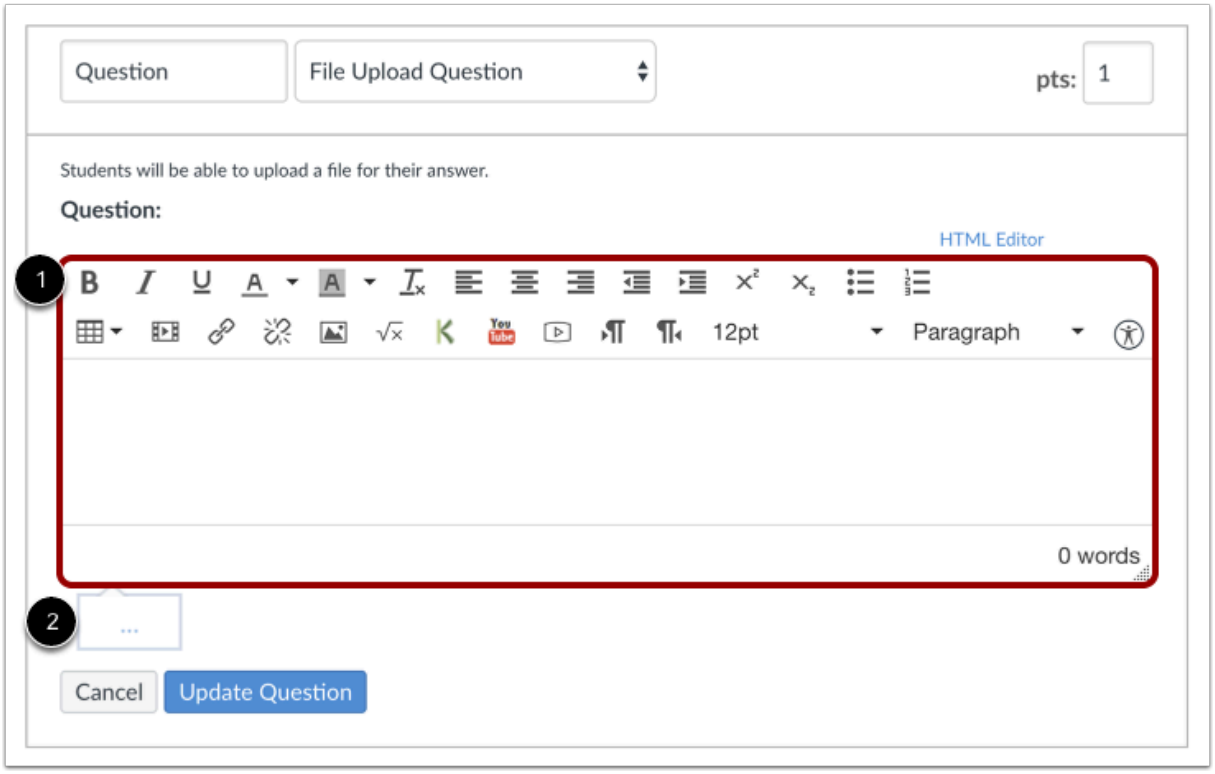
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the File Upload question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

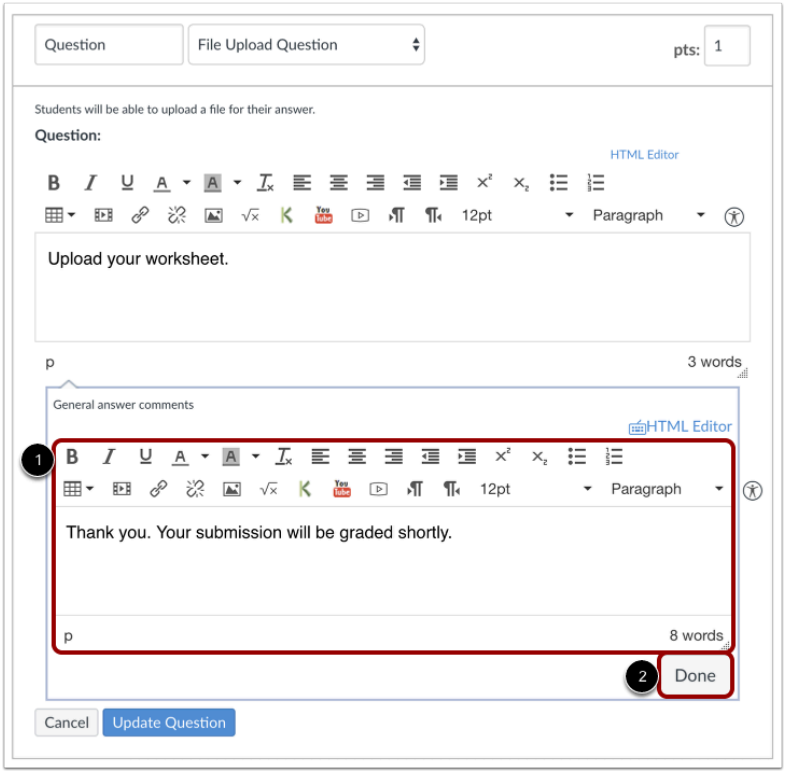
Edit File Upload Question Details



To complete the question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text to provide general feedback

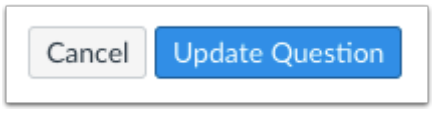
Enter Feedback Text



You can also create general answer comments for the quiz question as a whole. Type in the answer comment field [1]. Click the **Done** button [2] when you are finished.

Note: Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question



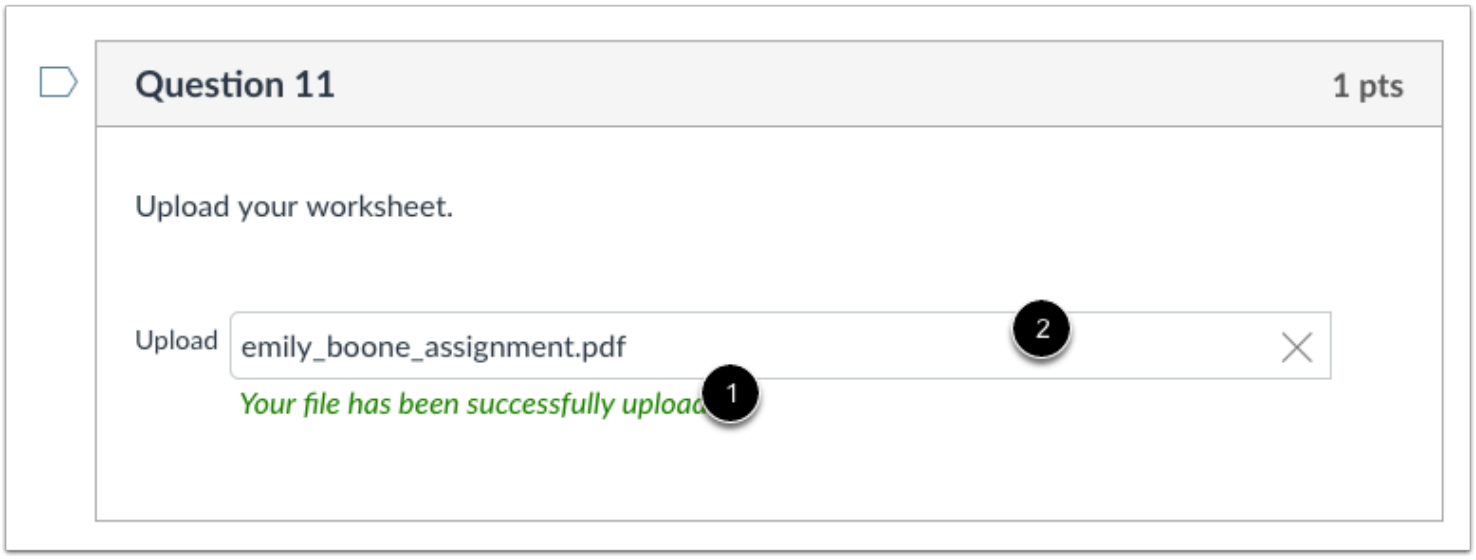
Click the **Update Question** button.

Add additional individual questions as needed.

Student View of File Upload Question

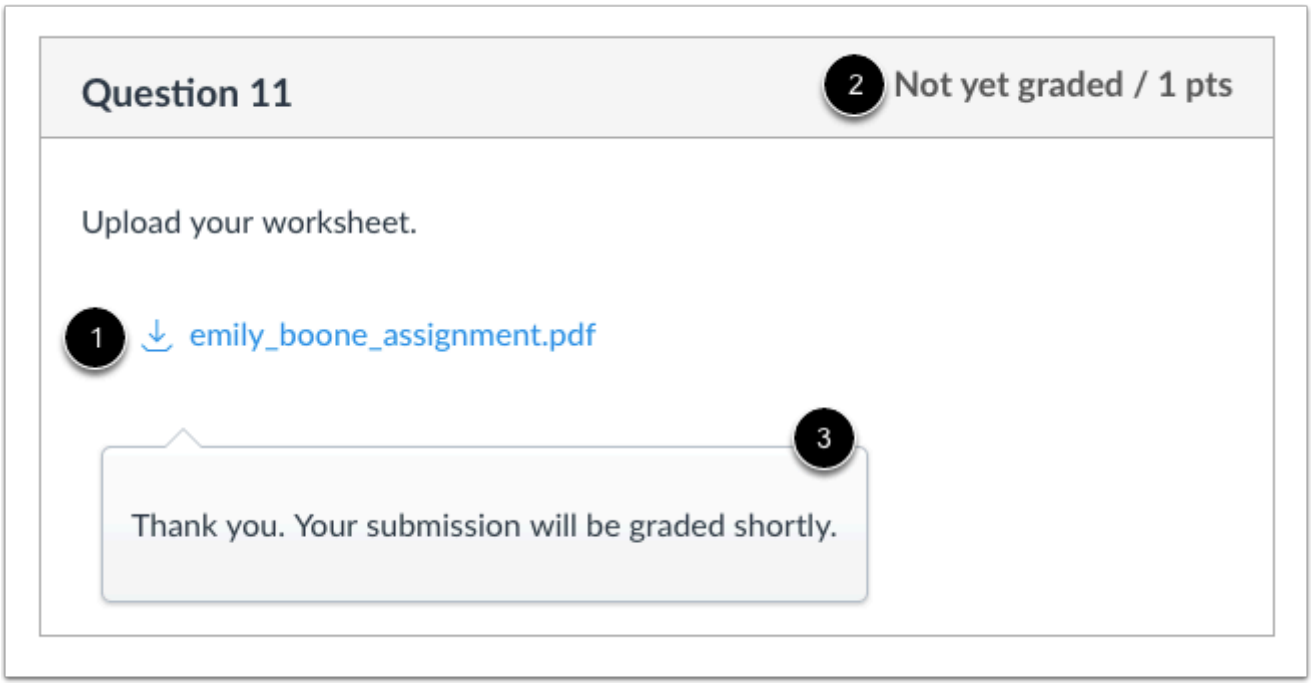
This is what a student sees when they encounter a File Upload question in a quiz.

Student Confirmation of File Upload



Student will receive a confirmation that their file has been uploaded [1]. They can also remove their file [2] and submit a new one.

Student View of File Upload Submission

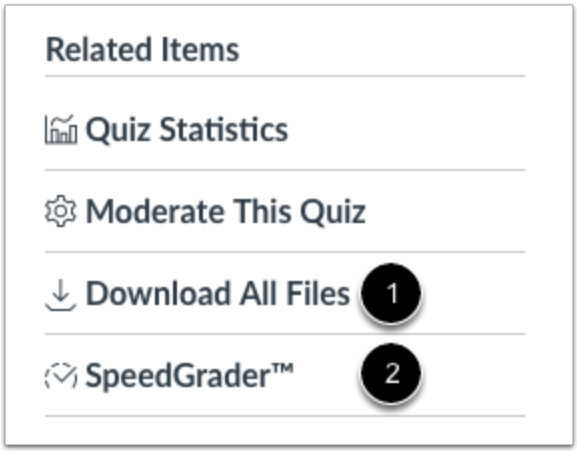


After submitting the quiz, students will see their file submission [1].

No credit will be assigned until the instructor has evaluated the file upload submission and assigned points in the Gradebook or the SpeedGrader [2].

Notice the answer comment reminds students that their quiz grade will be incomplete until the instructor has manually graded the file upload question [3].

Download Student Submissions



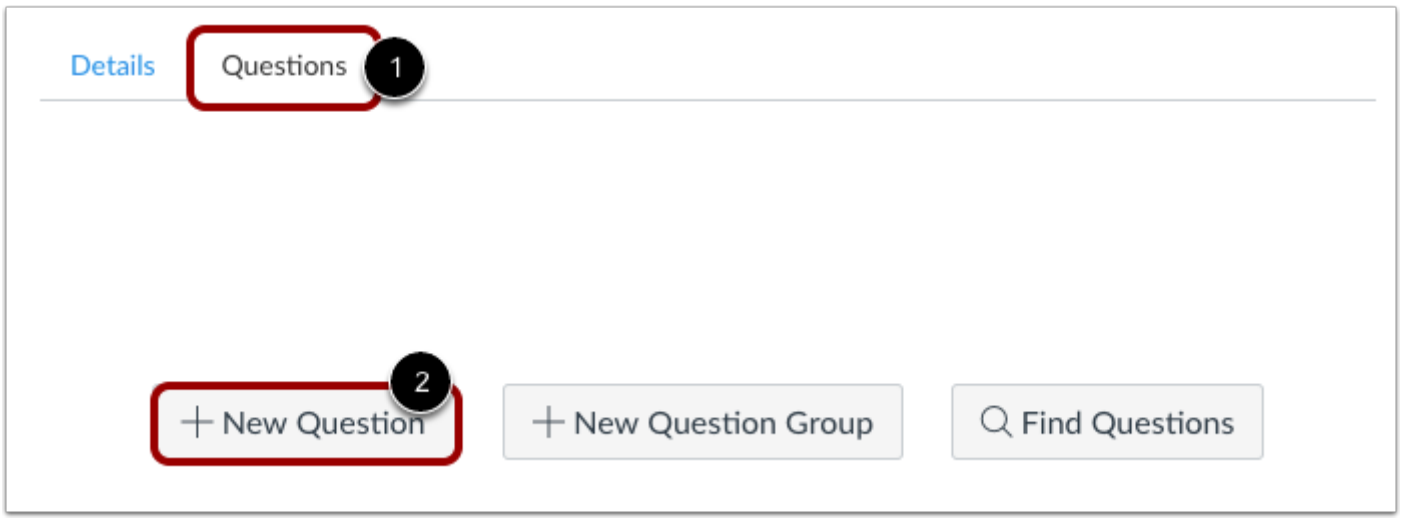
To download your students' submitted files for grading, you can click the **Download All Files** link [1] within the Quiz options, or you can open **SpeedGrader** [2] and open a link to the file directly within the quiz.

How do I create a Text (no question) quiz question?

You can create a question in a quiz that does not include answers or point values. A text (no question) quiz question can be used as a preface to a quiz or a group of questions within a quiz. You may wish to use this type of question to include a passage of text, image, or video that will be referenced in subsequent questions.

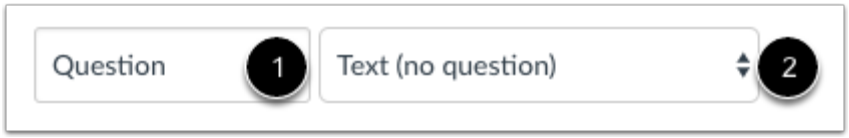
Note: All questions placed in question groups are shuffled when they appear in students' quizzes. Placing a text (no question) quiz question in a question group will likely disrupt your intended question order.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

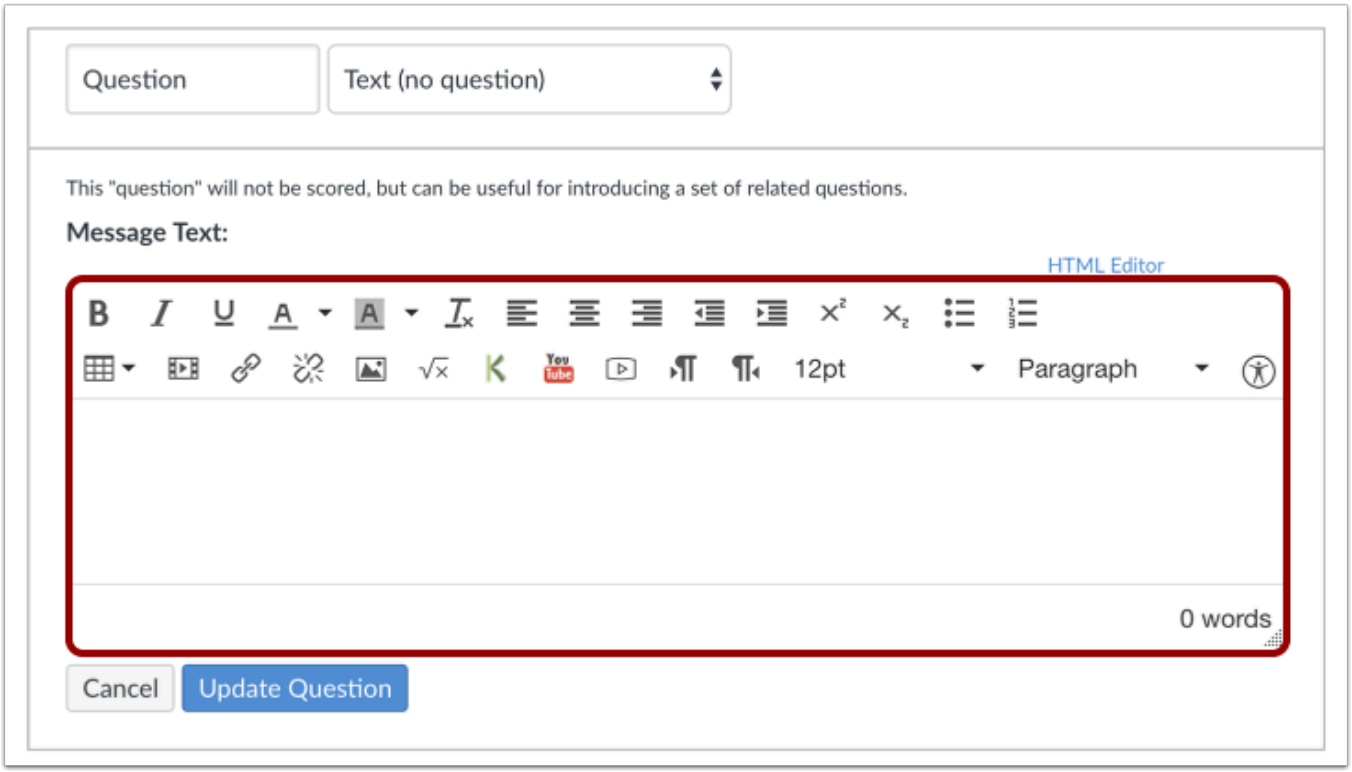
Set Name and Type



To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names for text (no question) quiz questions only appear to teachers when editing the quiz. Students do not see custom names when taking the quiz.

Click the drop-down menu and select the **Text (no question)** question type [2].

Edit Question Details

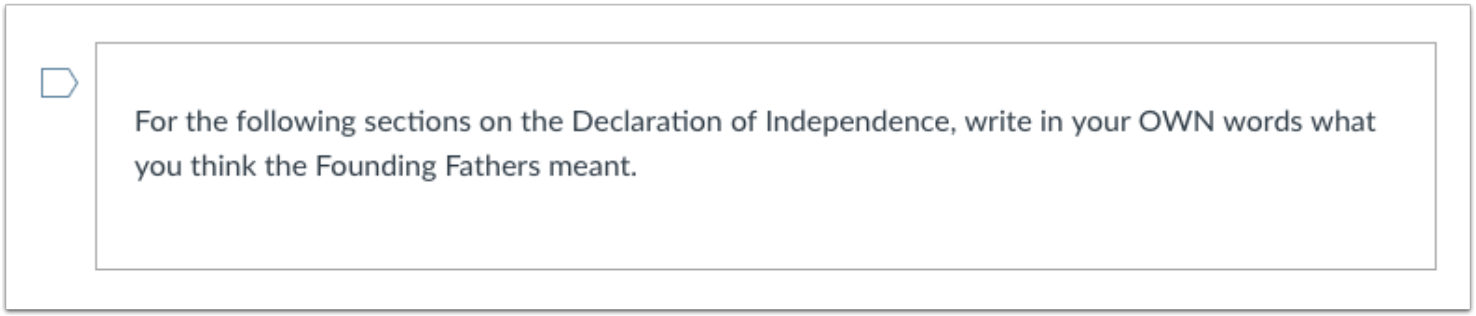


Use the Rich Content Editor to add text, images, media, or other items to your text (no question) quiz question.

Update Question

Click the **Update Question** button.

Student View for Text (No Question) Quiz Question

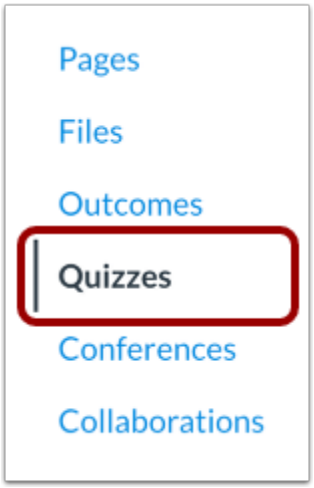


This is what students see when they encounter a text (no question) question in a quiz.

How do I link course content to a quiz question?

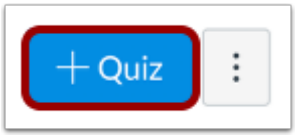
You can add files and images to your quiz questions by linking to your course content. You can also follow these steps to link course content in the quiz instructions.

Open Quizzes



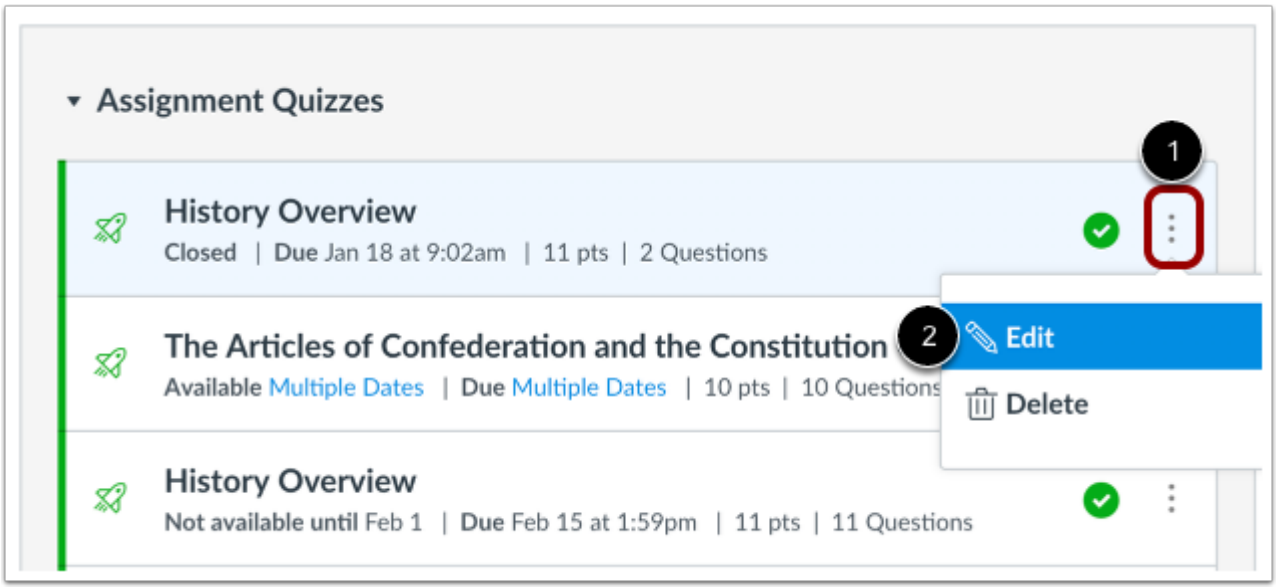
In Course Navigation, click the **Quizzes** link.

Add Quiz



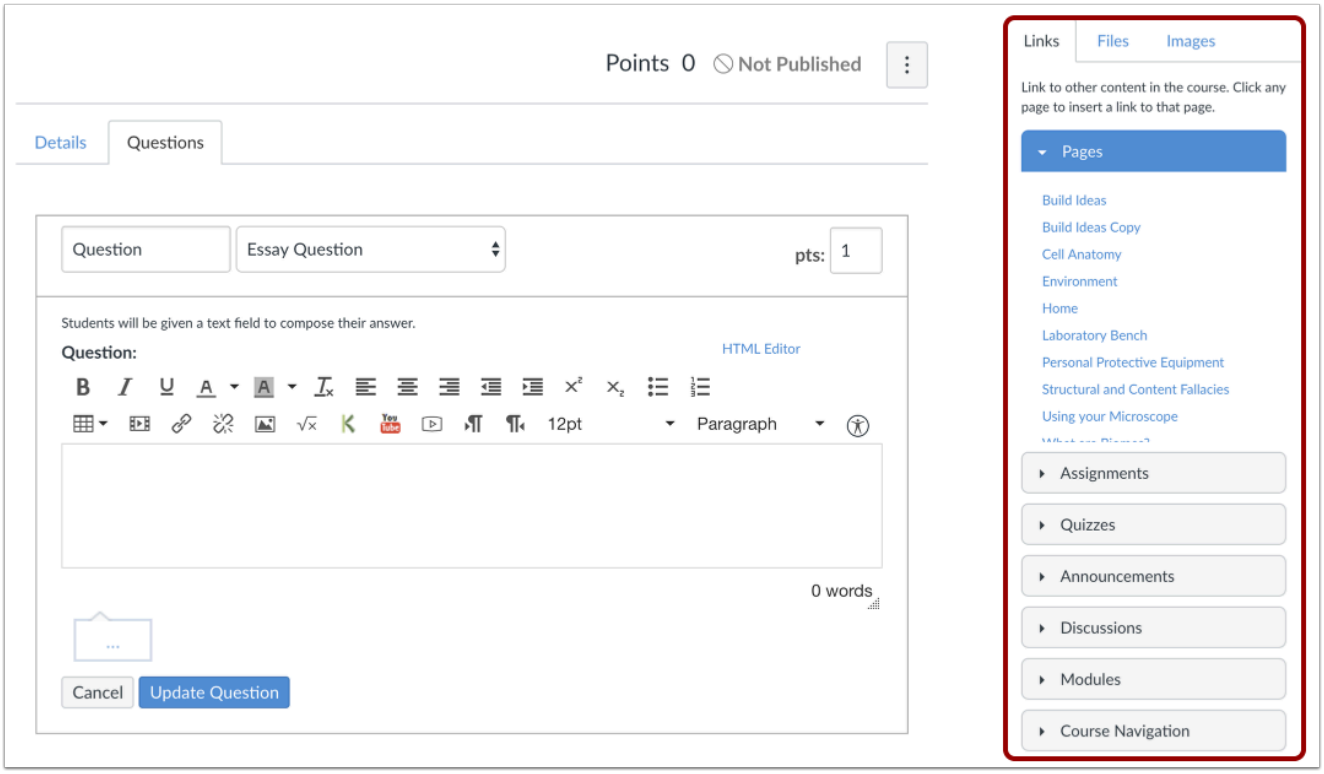
Click the **Add Quiz** button.

Edit Existing Quiz



Click the **Options** icon of the quiz you want to edit [1]. Click the **Edit** link [2].

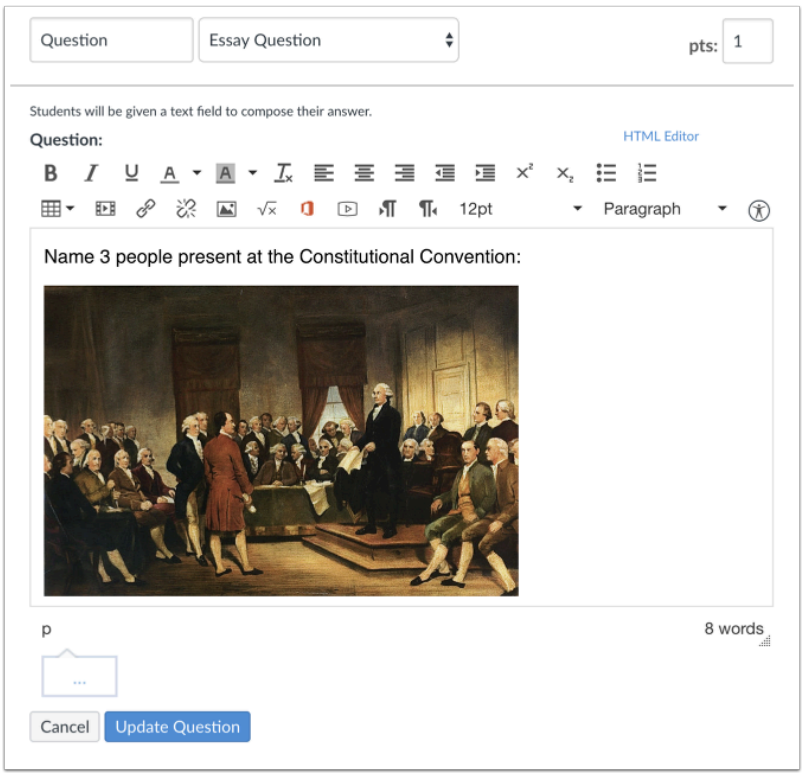
Add Course Content to Quiz Question



You will use the Rich Content Editor to link to content in your quiz question. If you want to add course content to your quiz question, you can access it in the content list on the sidebar.

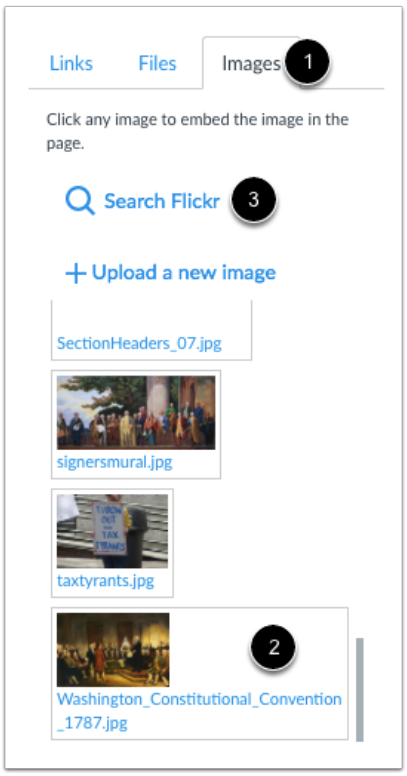
You can upload images and files from your desktop or link to images and files you have previously uploaded.

View Quiz Question with Image Added



The image will appear in your quiz question.

Add Images to Quiz Question



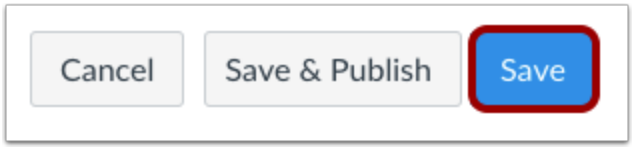
You can add course images into your quiz questions. Place your cursor where you want to embed the image. Click the **Images** [1] tab in the Content Selector. Search for the image [2] you want to add and click it to embed it in the Rich Content Editor. You can also upload a new image or find images on flickr [3].

Update Question

Click the **Update Question** button to see the question before it is published.

Add additional individual questions as needed.

Save Quiz



Click the **Save** button to save your work and preview the quiz. If you edited an existing quiz, any saved changes will automatically be updated.

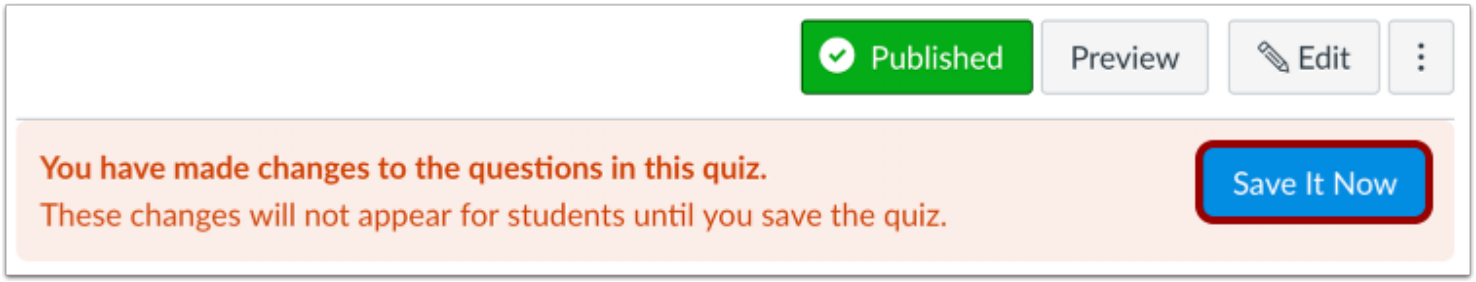
Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

To preview the quiz, click the **Preview** button [1]. If the preview shows the quiz the way you want it, click the **Publish** button [2].

Note: 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.

Save It Now



If you exit the quiz without saving, Canvas will ask you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

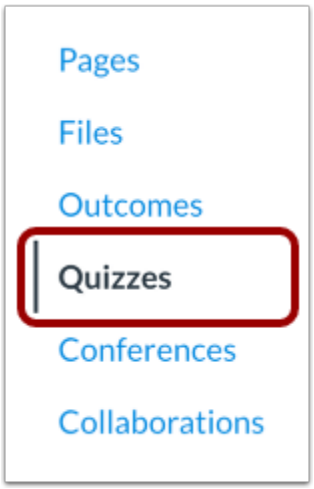
View Published Quiz Question

This is what students will see when they take the quiz.

How do I create a question bank in a course?

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

Open Quizzes

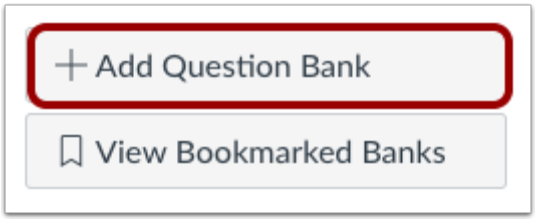


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

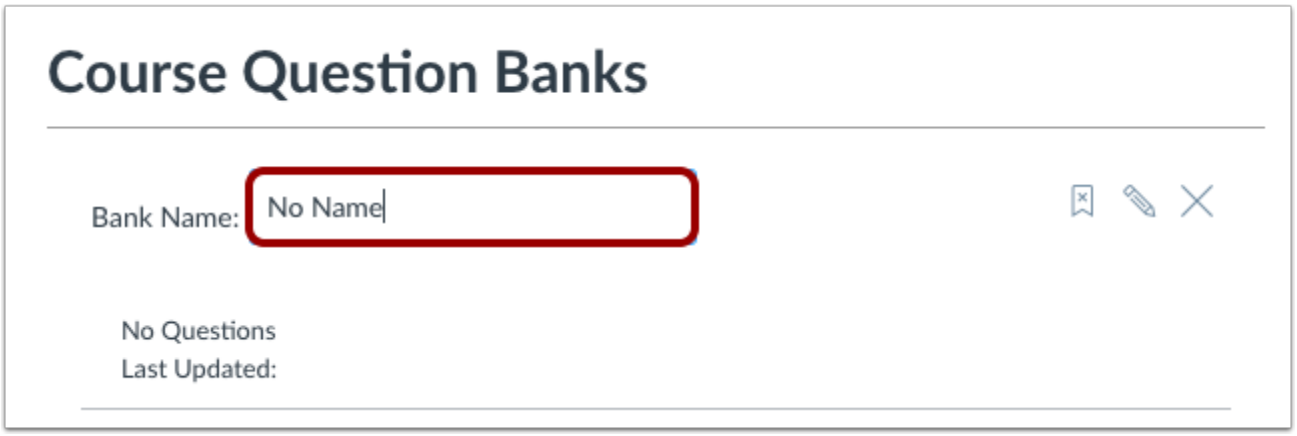
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Add Question Bank



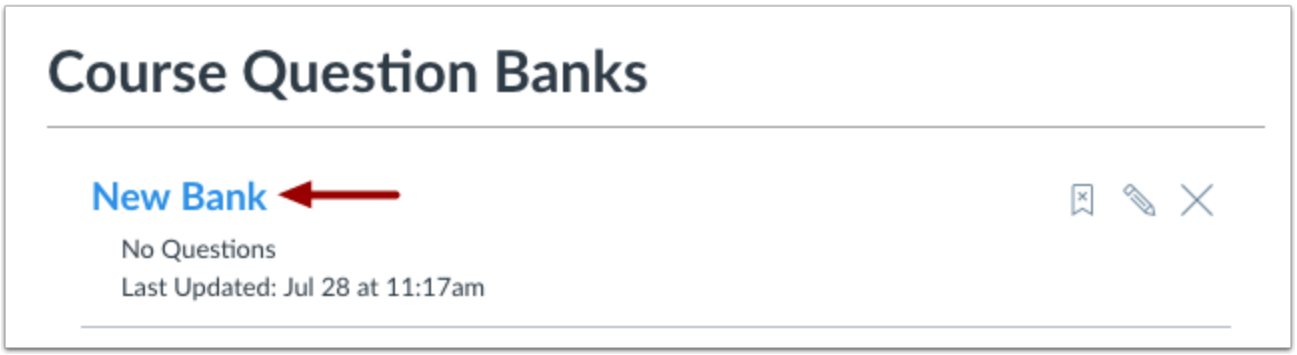
Click the **Add Question Bank** button.

Create Question Bank



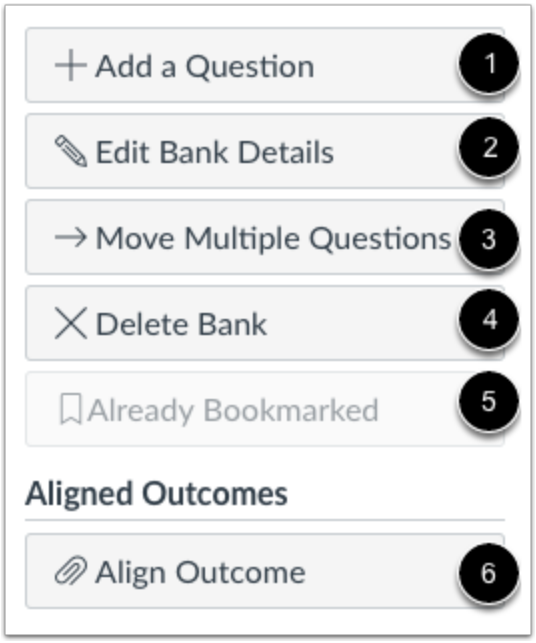
Name the question bank and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Open Question Bank



Open the question bank by clicking the title of the question bank.

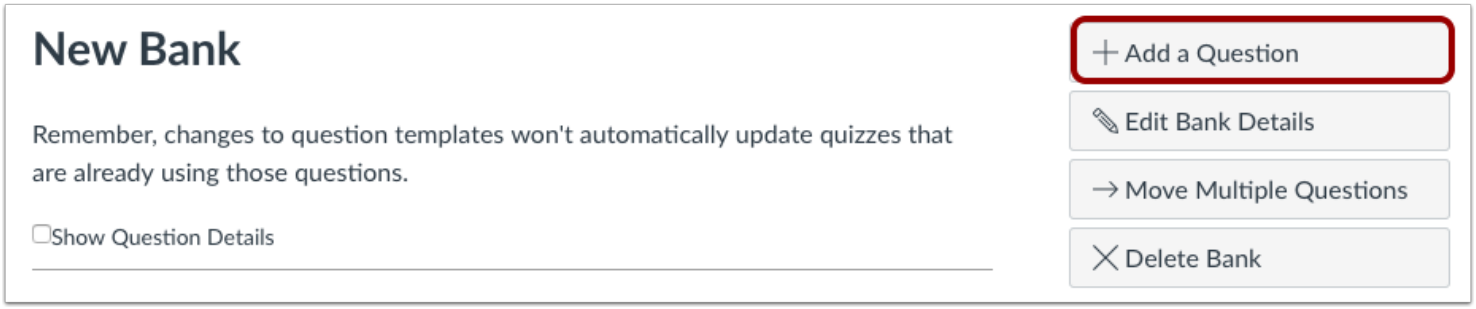
Question Bank Options



After opening the Question Bank, you can:

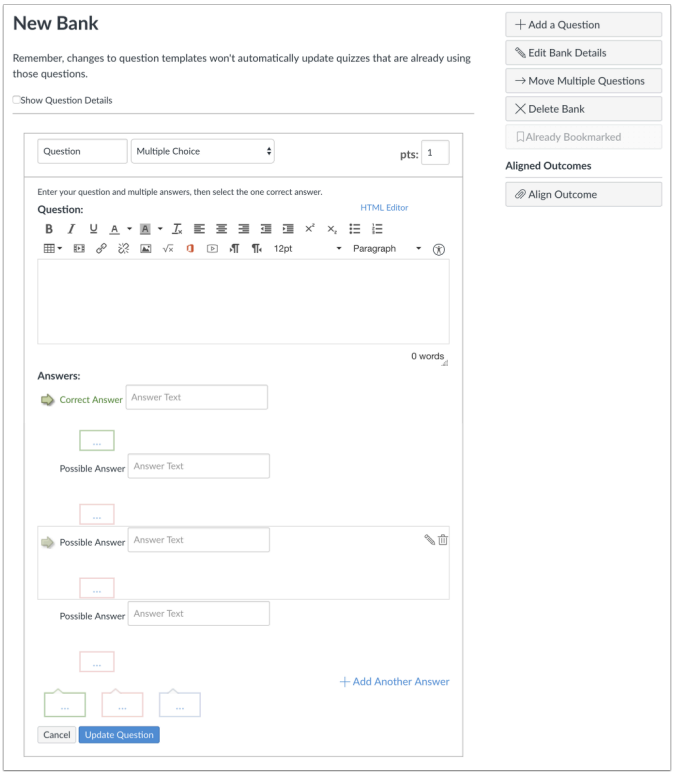
1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes

Add a Question



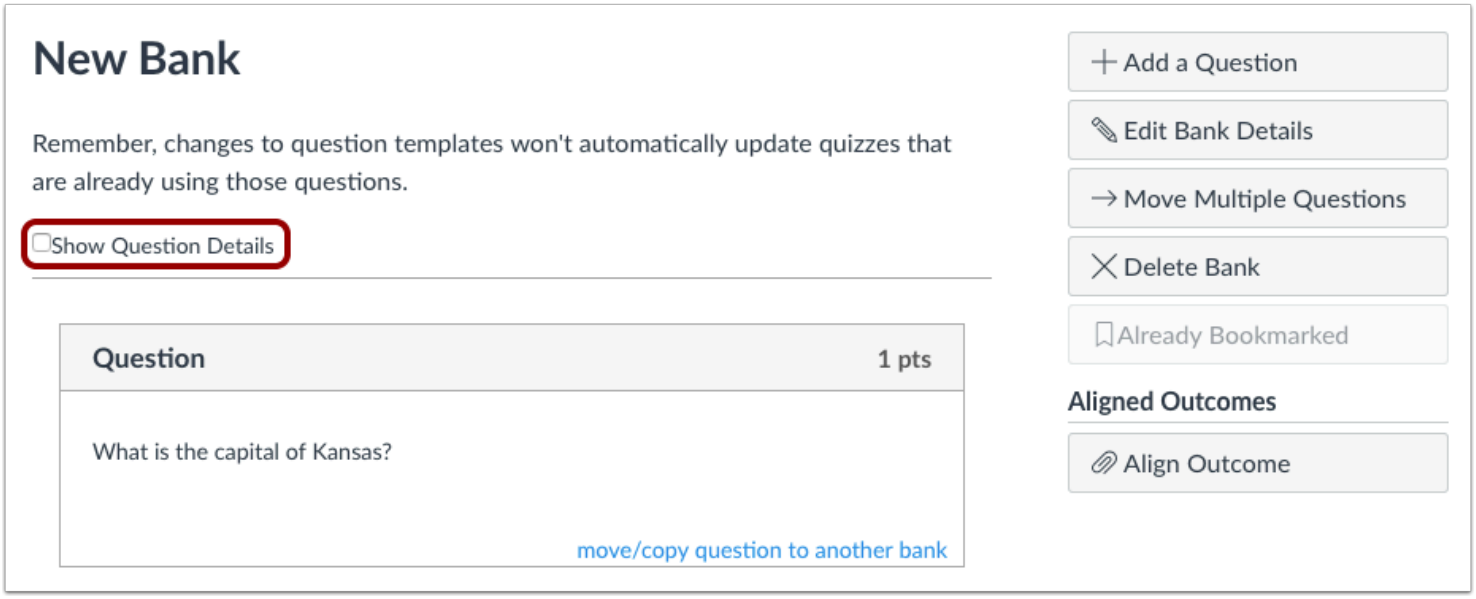
Click the **Add a Question** button.

Create New Questions



Add as many individual questions as you wish to your question bank. Click the **Update Question** button to save your changes.

View Questions



View the questions in your question bank. To view question details, click the **Show Question Details** checkbox.

Now you can reference this single bank of questions in many different quizzes.

Note: Questions details are not available in question banks with more than 50 questions.

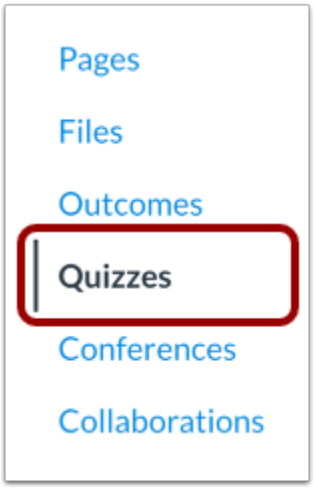
How do I bookmark a question bank in a course?

The Question Bank Bookmark feature gives you a way of keeping track of frequently accessed Question Banks. When you bookmark a Question Bank, it can be accessed in any other course you teach. Bookmarks save you time from having to search through Question Banks, especially if your course or account contains a significant number of Question Banks.

Notes:

- Bookmarking a Question Bank only affects where that Bank can be accessed. Bookmarked banks can still be used and edited like other Question Banks.
- Question Banks you create will be bookmarked by default.

Open Quizzes

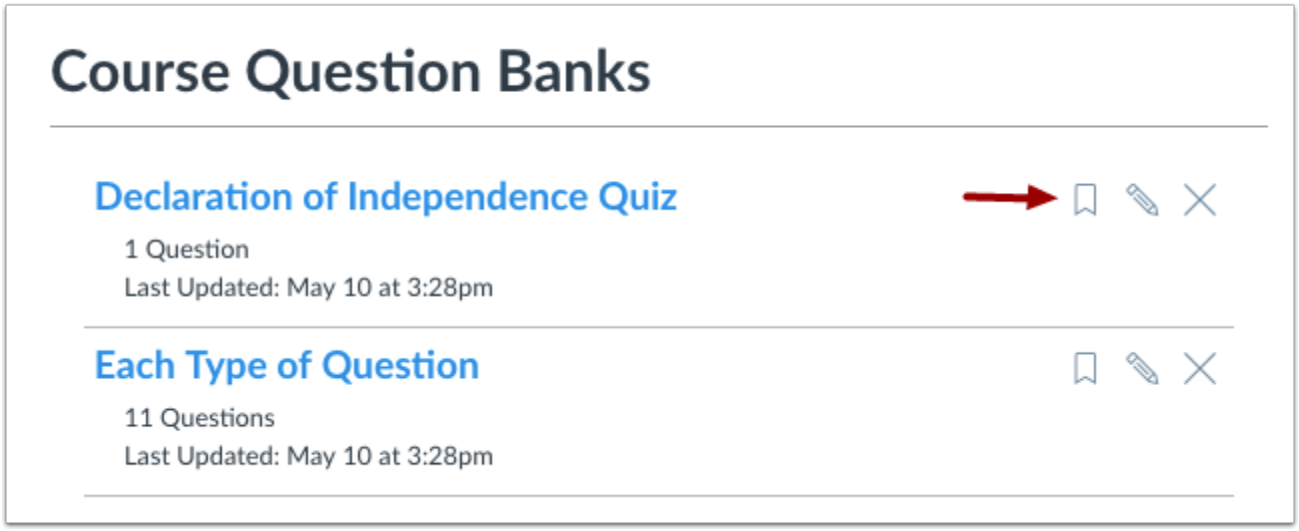


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

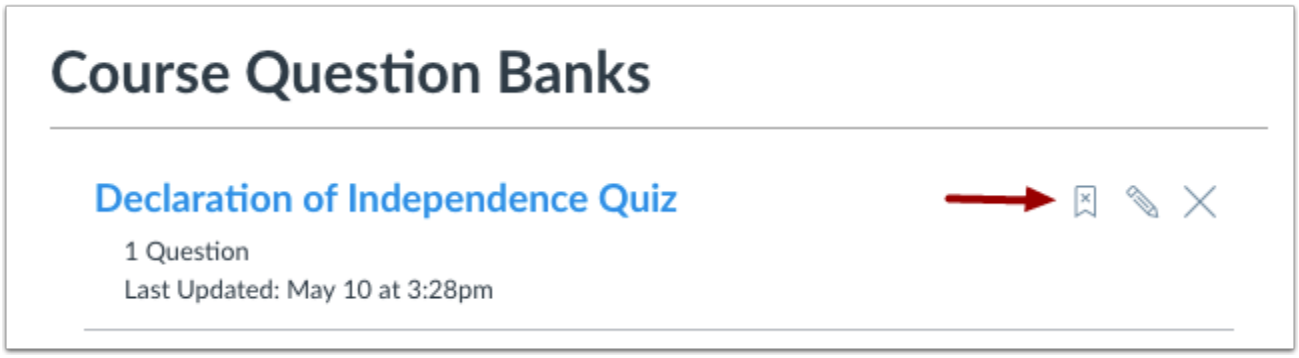
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Bookmark Question Bank



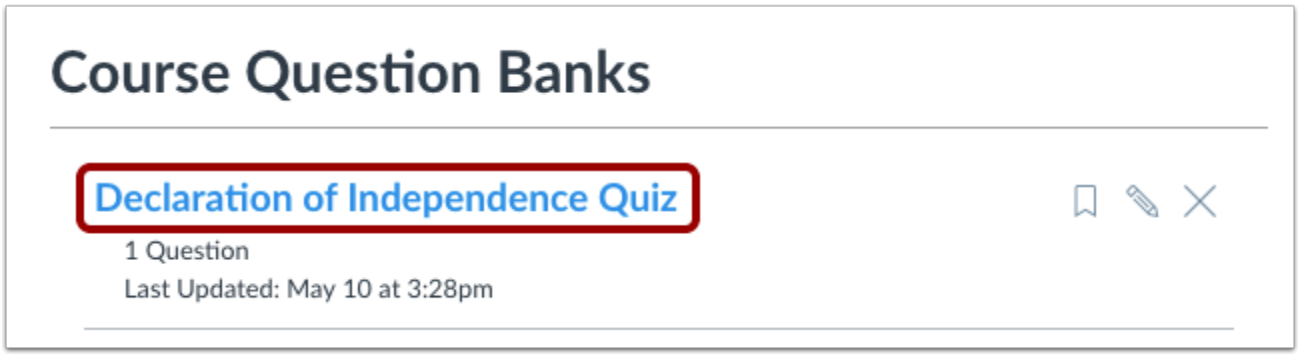
Click the **Bookmark** icon.

View Bookmarked Bank



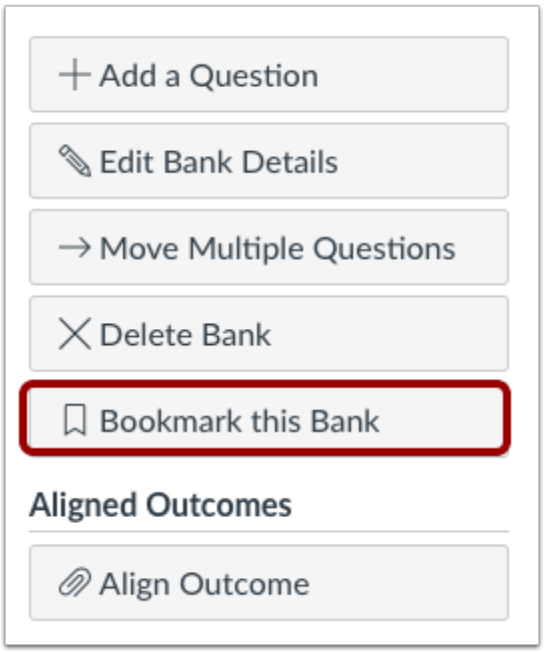
The bookmark will show a white x to verify the bank is bookmarked.

Open Question Bank



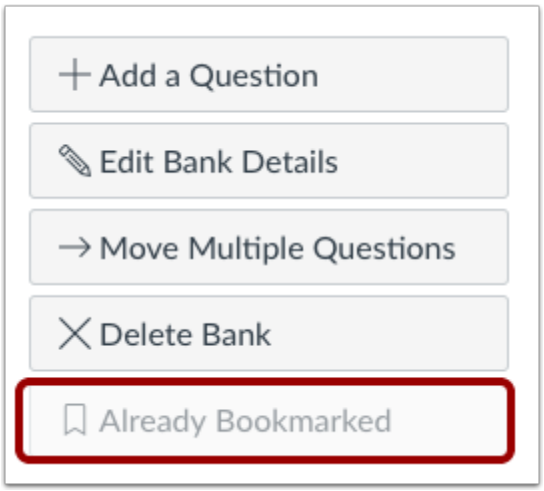
You can also bookmark a Question Bank by clicking the title of the Question Bank.

Bookmark Question Bank



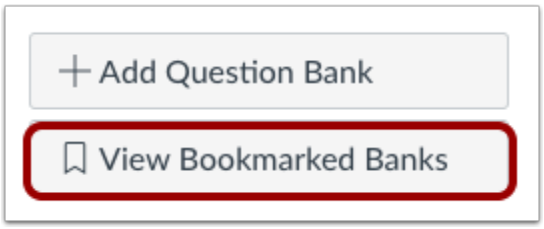
Click the **Bookmark this Bank** button.

View Bookmarked Bank



Verify the bank is bookmarked.

View Bookmarked Banks

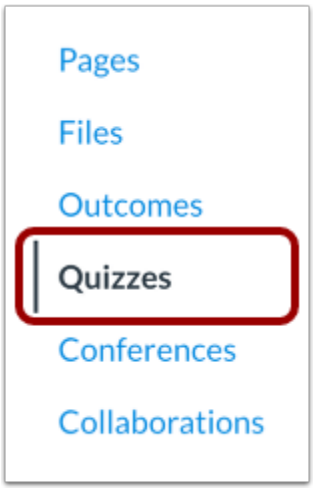


On the Manage Question Bank page, you will see all the question banks for your course. In the sidebar, click the **View Bookmarked Banks** button to view all the banks you have bookmarked.

How do I unbookmark a question bank in a course?

You can easily removed bookmarked Question Banks.

Open Quizzes

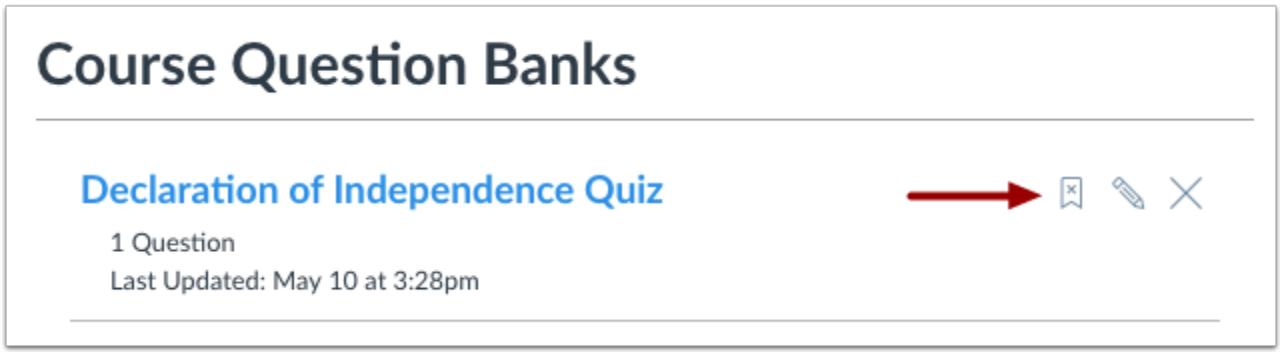


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

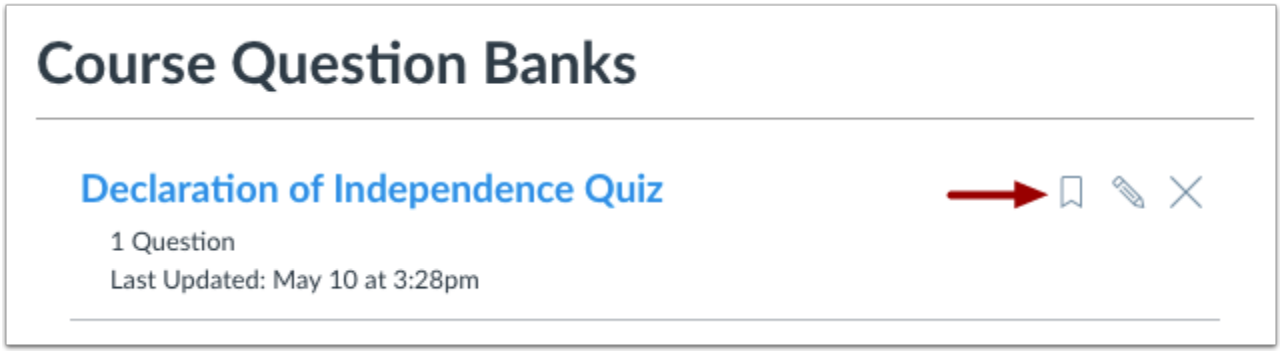
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Unbookmark Question Bank



Click the **Bookmark** icon.

Verify Unbookmarked Question Bank



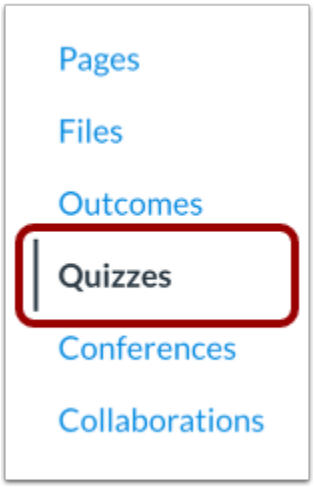
Verify the Question Bank is no longer bookmarked.

How do I delete a question bank in a course?

You can delete Question Banks that you no longer use.

Please note that deleting a question bank will affect any quizzes that are associated with the question bank, especially if they have student submissions. For students who haven't yet taken the quiz, they won't be able to see any questions from the quiz bank, but any existing quiz submissions will still show the previously included questions.

Open Quizzes

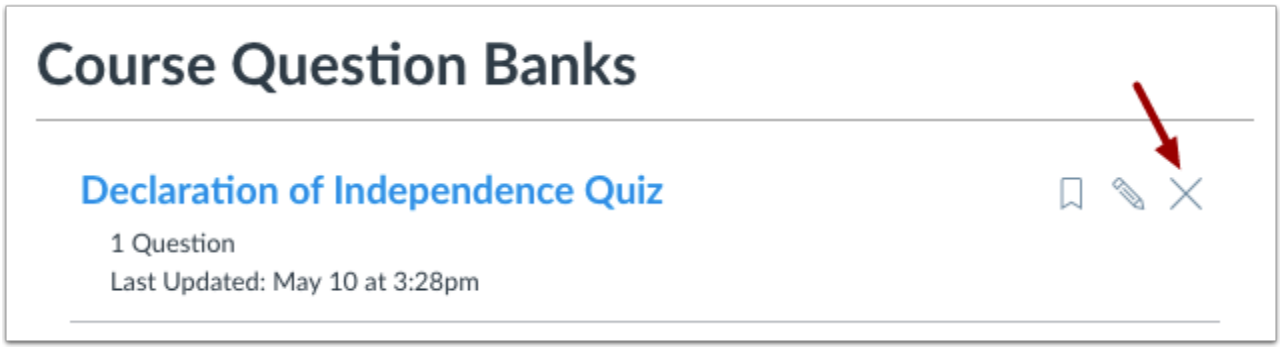


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

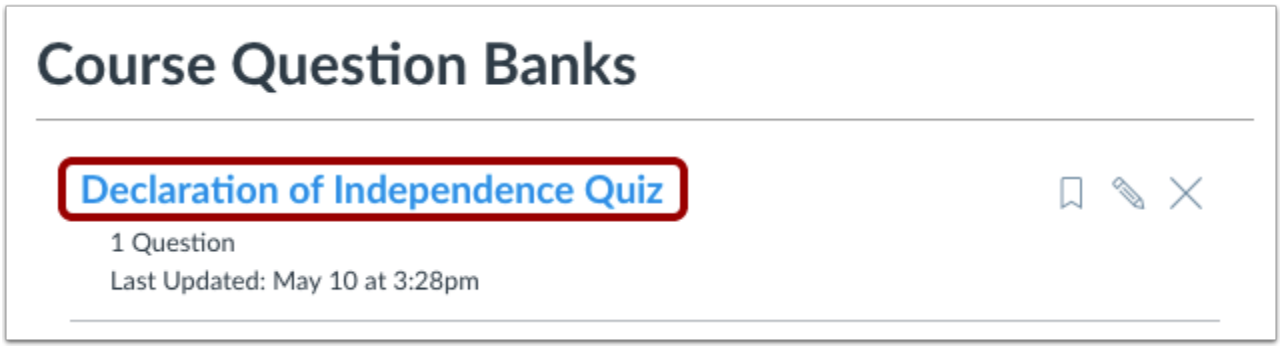
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Delete Question Bank



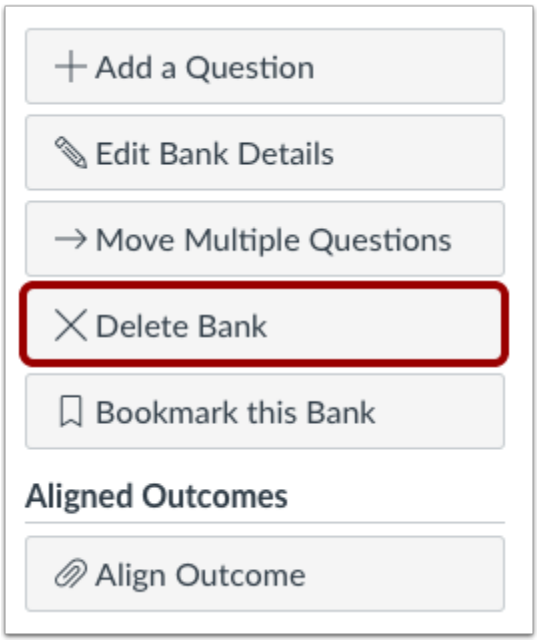
Click the **Remove** icon.

Open Question Bank



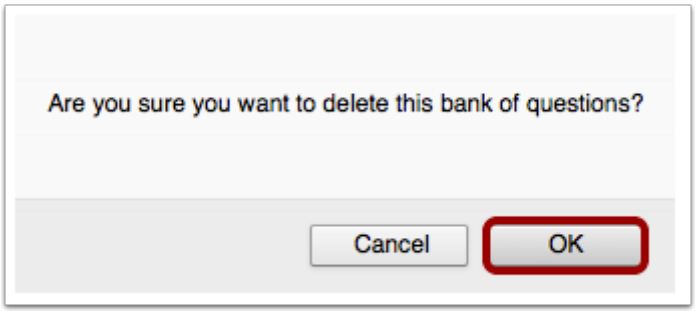
You can also delete a Question Bank by clicking the name of the Question Bank.

Delete Question Bank



Click the **Delete Bank** button.

Confirm Deletion

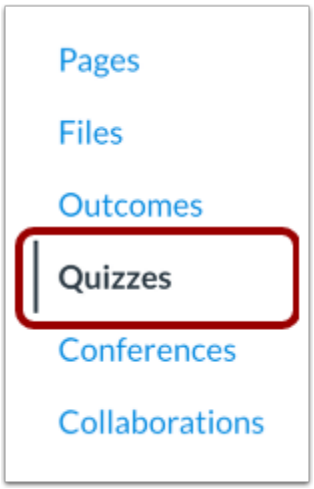


Click the **OK** button.

How do I move multiple questions from one question bank to another?

You can move multiple questions from one question bank to another. When moving multiple questions to a question banks, you will not have the option to leave a copy in the original question bank. If you want to copy your questions instead of moving them, you can copy questions individually.

Open Quizzes

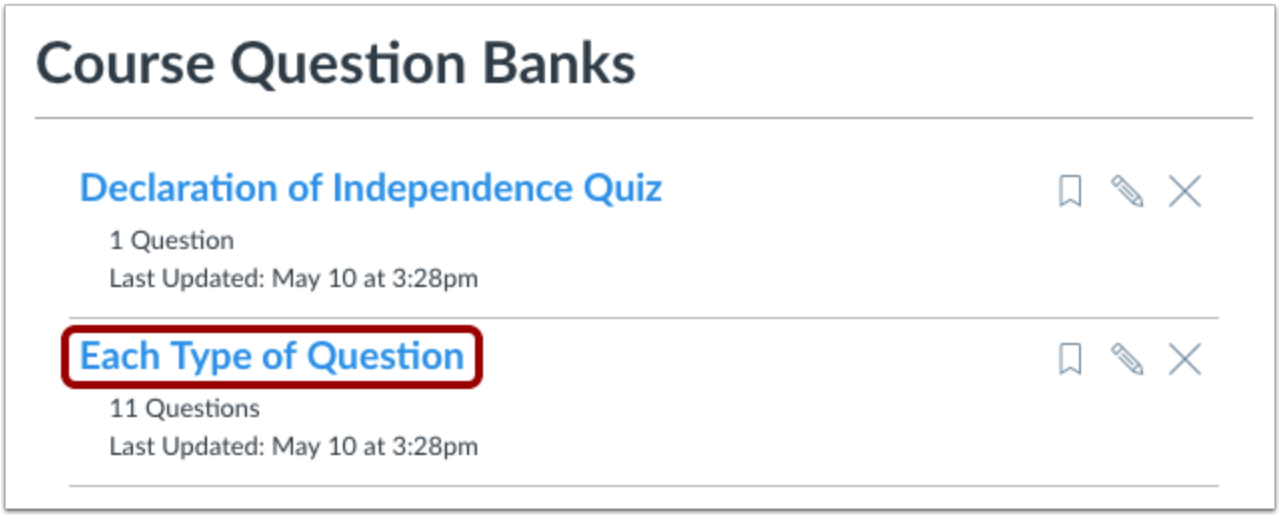


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

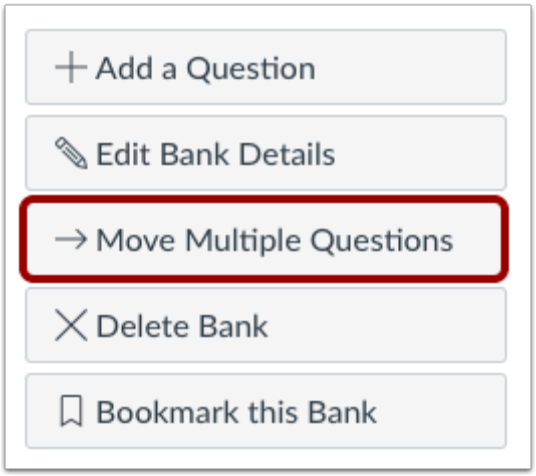
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Open Question Bank



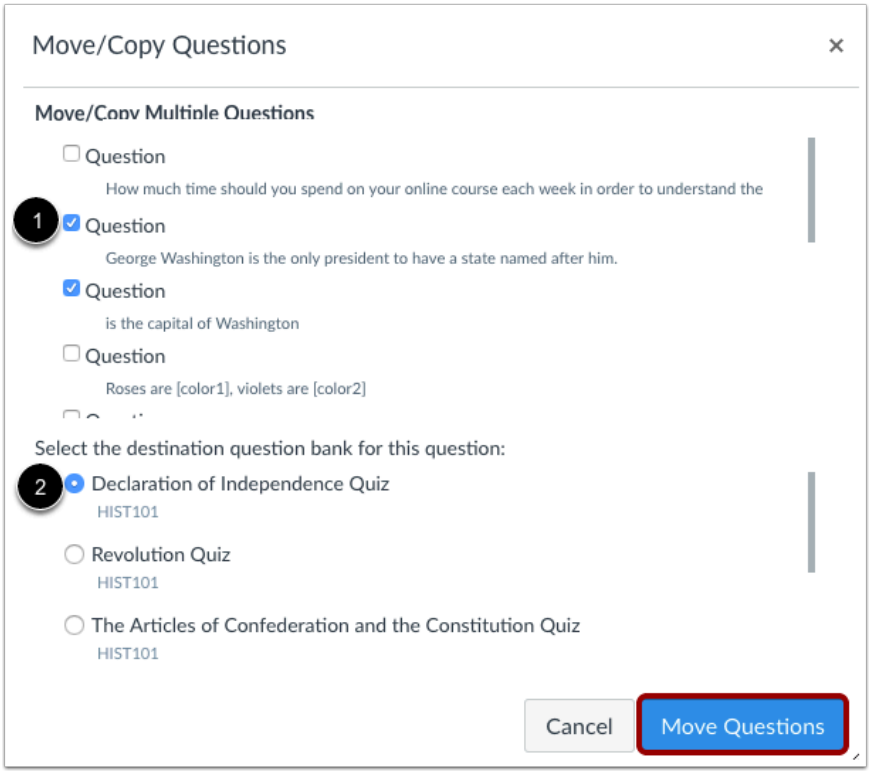
Open the Question Bank by clicking the title of the Question Bank.

Move Multiple Questions



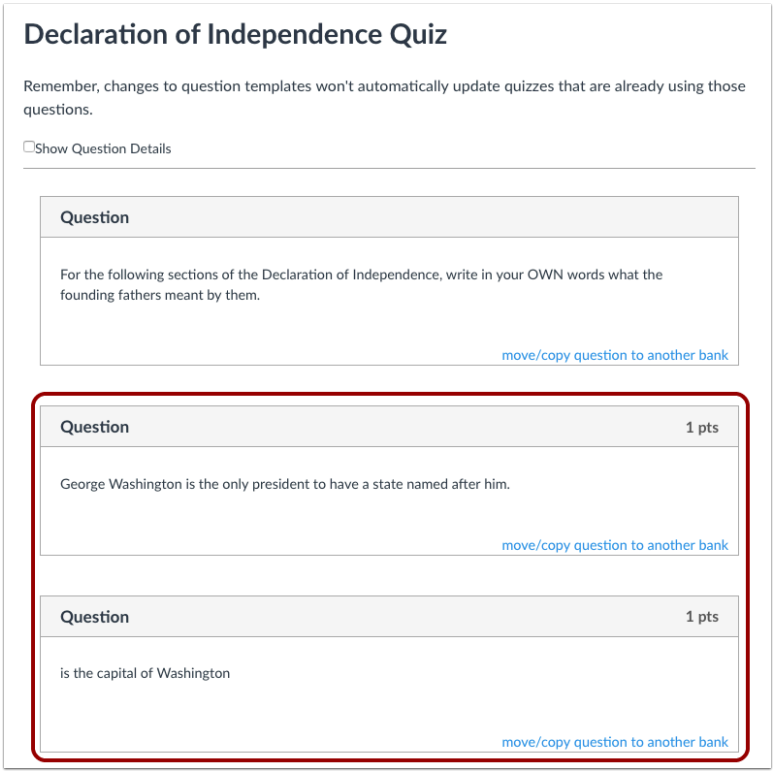
Click the **Move Multiple Questions** button.

Move Questions



Select questions to move [1] and select the destination bank [2]. Then click the **Move Questions** button to move the questions to the selected bank.

View Questions



Open the Question Bank you moved question(s) to and view the moved question(s).

Note: Changes to questions won't automatically update quizzes that are already using those questions unless you remove the question and re-add it.

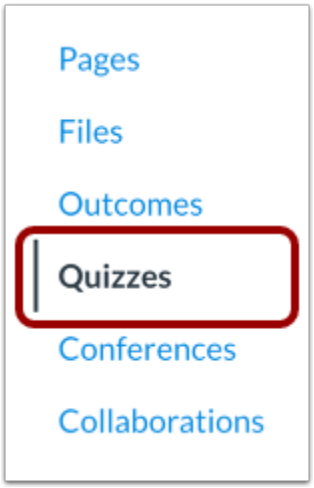
How do I move/copy a question from one question bank to another?

You can easily move or copy individual questions from one question bank to another. Moving questions removes the question from the original question bank. Copying questions leaves a copy in the original question bank and adds a copy to the selected question bank.

You can also move multiple questions from one question bank to another. Copying questions is not available for multiple questions.

Note: You can only copy or move questions between question banks in the same course. However, you can import a question bank from one course to another.

Open Quizzes

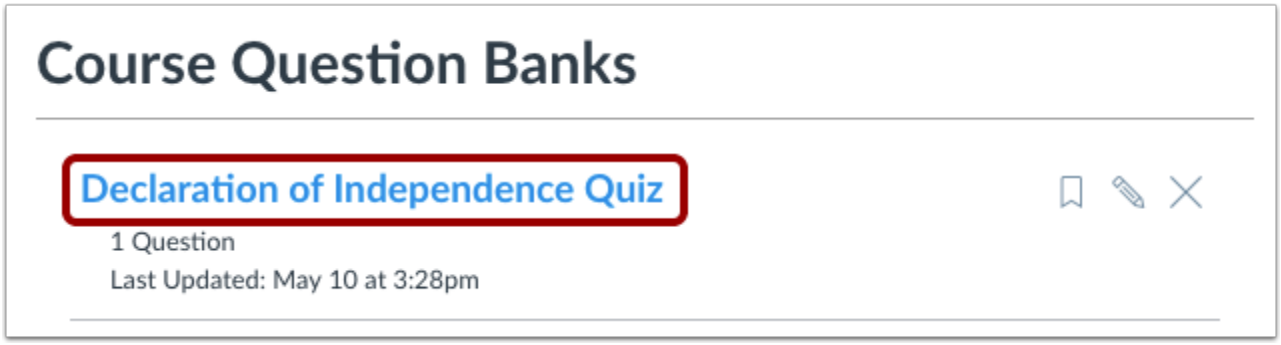


In Course Navigation, click the **Quizzes** link.

Manage Question Banks

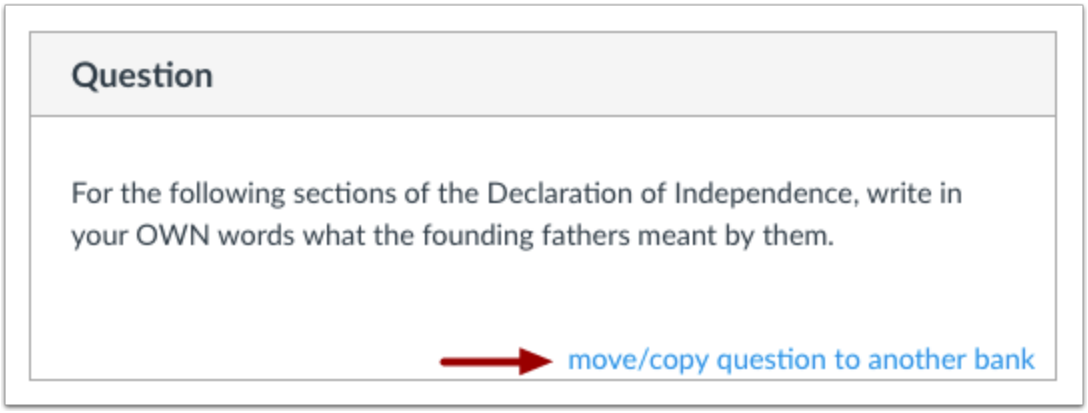
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Open Question Bank



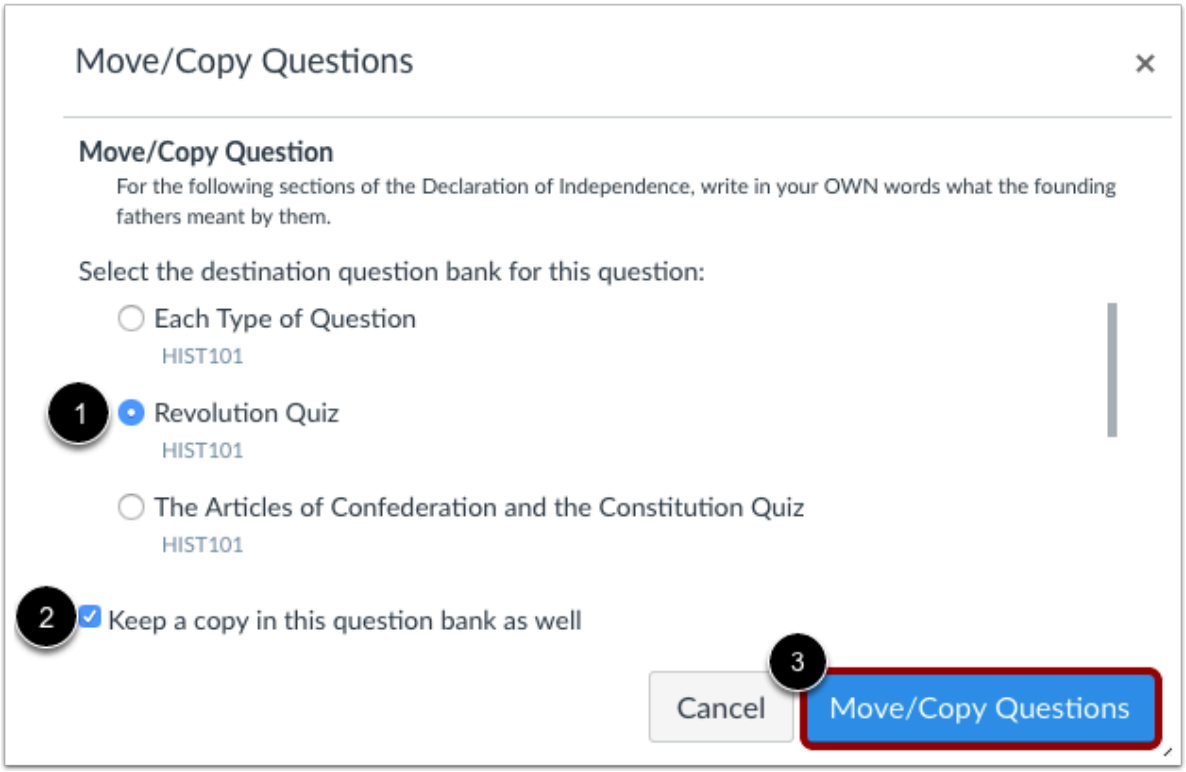
Click the title of the Question Bank.

Move/Copy Questions to Another Bank



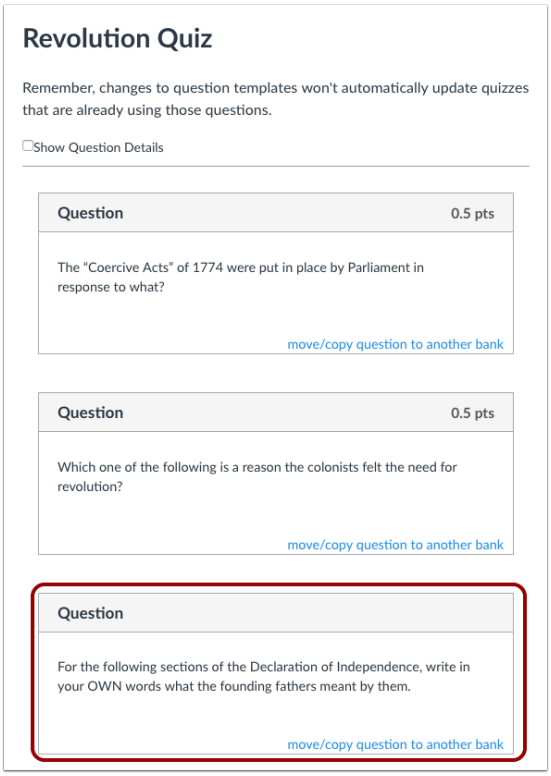
Click the **move/copy question to another bank** link to move/copy the question to another question bank.

Select Question Bank



Click the title of the bank [1] where you would like to copy/move the questions. Click the **Keep a copy in this question bank as well** checkbox [2] if you only want to copy the question. Then click the **Move/Copy Questions** button [3] to copy the question.

View Moved/Copied Question



View the moved/copied question in the new bank.

Note: Changes to questions won't automatically update quizzes that are already using those questions unless you remove the question and re-add it.

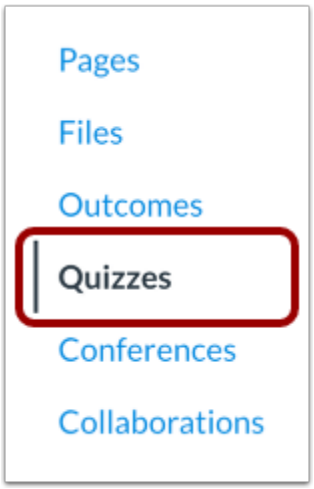
How do I reorder questions or question groups in a quiz?

You can move quiz questions or groups after you've created them. You can manually drag and drop the question or group, or you can use the Move option, which is also accessible for keyboard users.

You can also reorder questions within a question group. However, please note that quiz ordering inside a question group is only a quiz management tool for instructors. Your students will always see questions from a group in a random order.

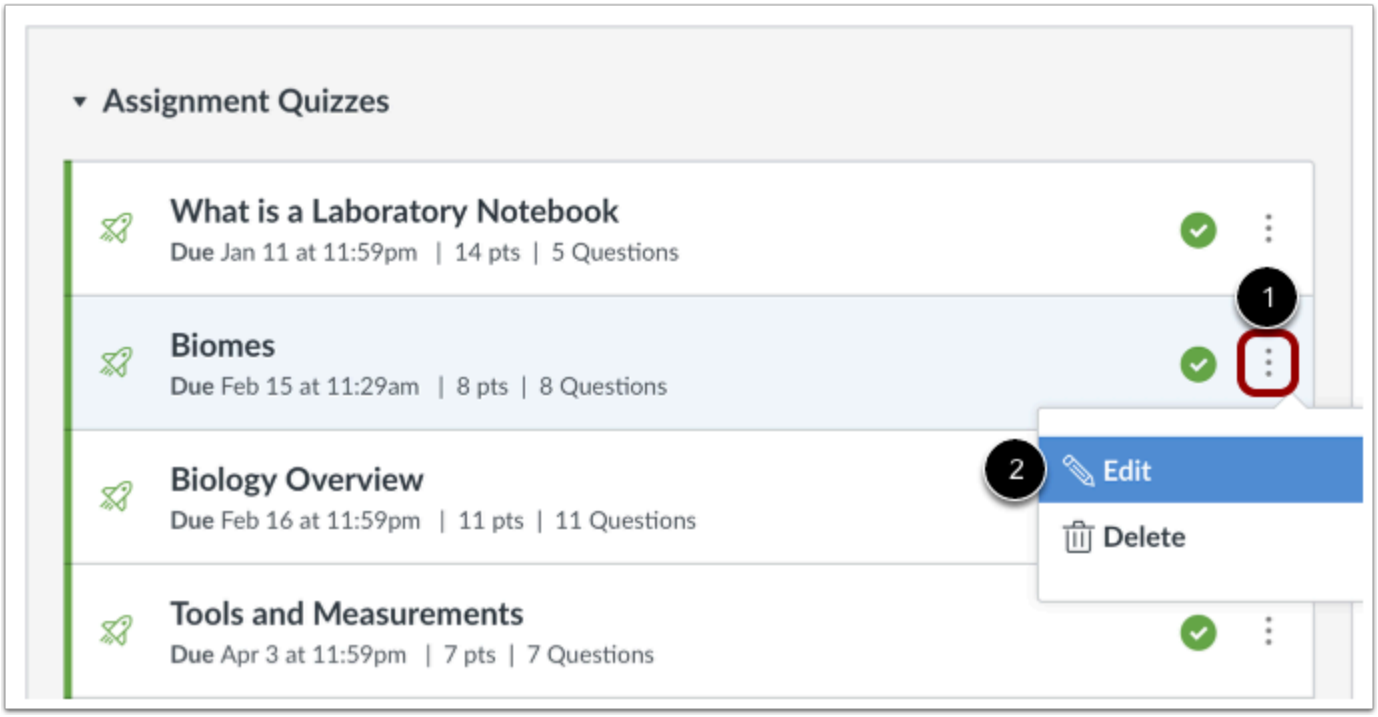
Note: To help identify quiz questions in the Move dialog menu, make sure each quiz question or group has a specific name.

Open Quizzes



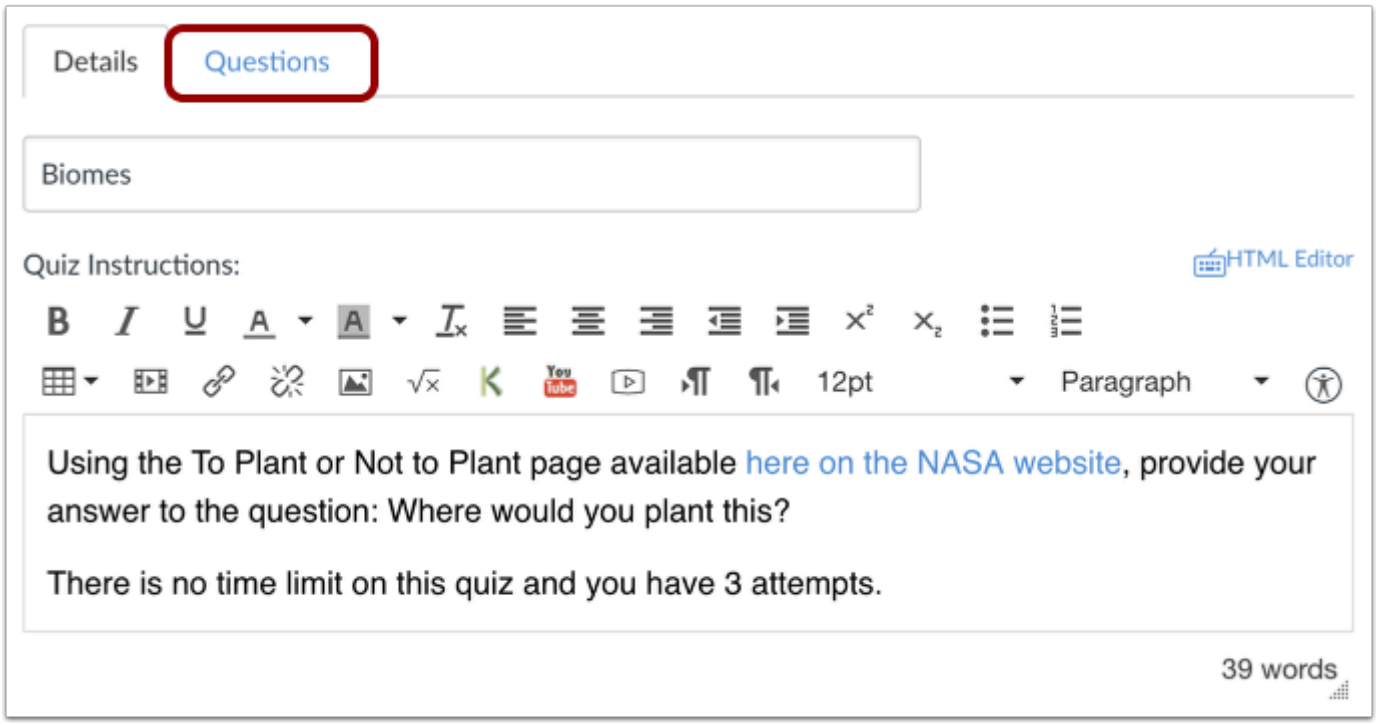
In Course Navigation, click the **Quizzes** link.

Edit Quiz



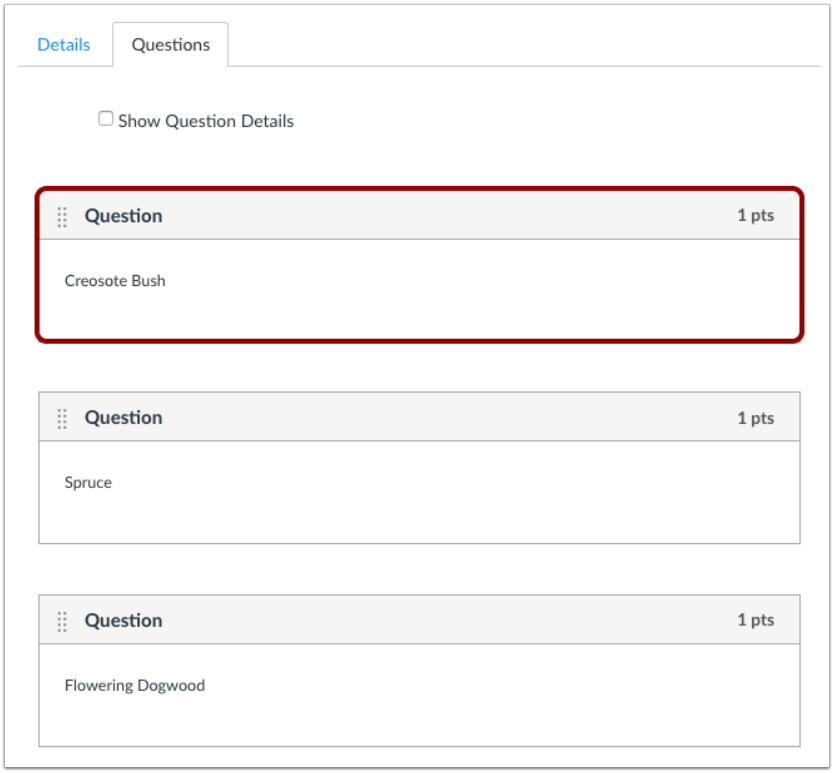
Locate the quiz you want to edit. Click the Quiz **Settings** menu [1], then click the **Edit** link [2].

Open Questions



Click the **Questions** tab.

Locate Quiz Question or Group

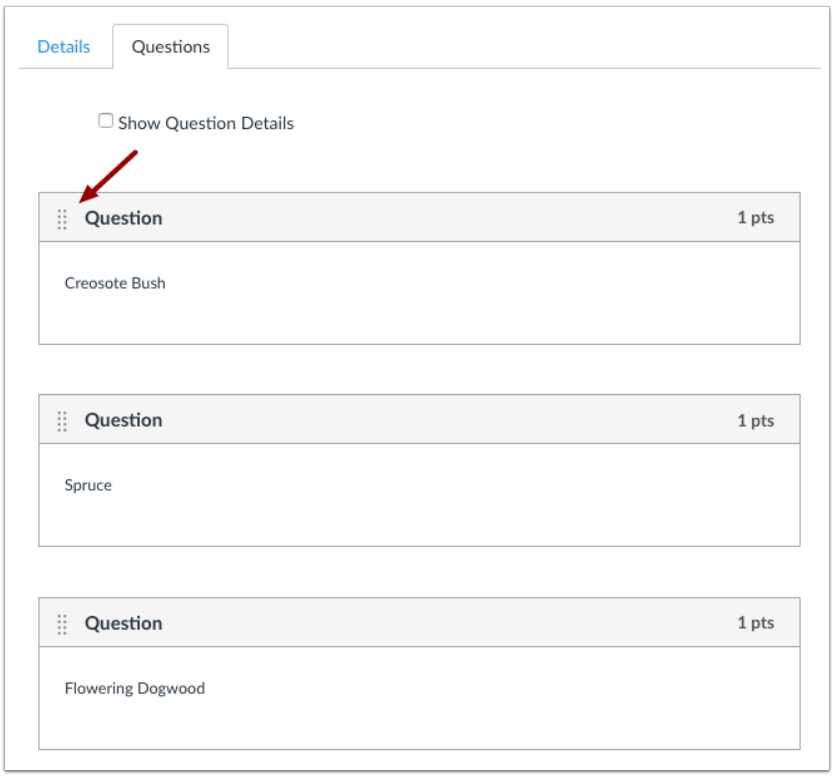


Locate the question or group you want to move.

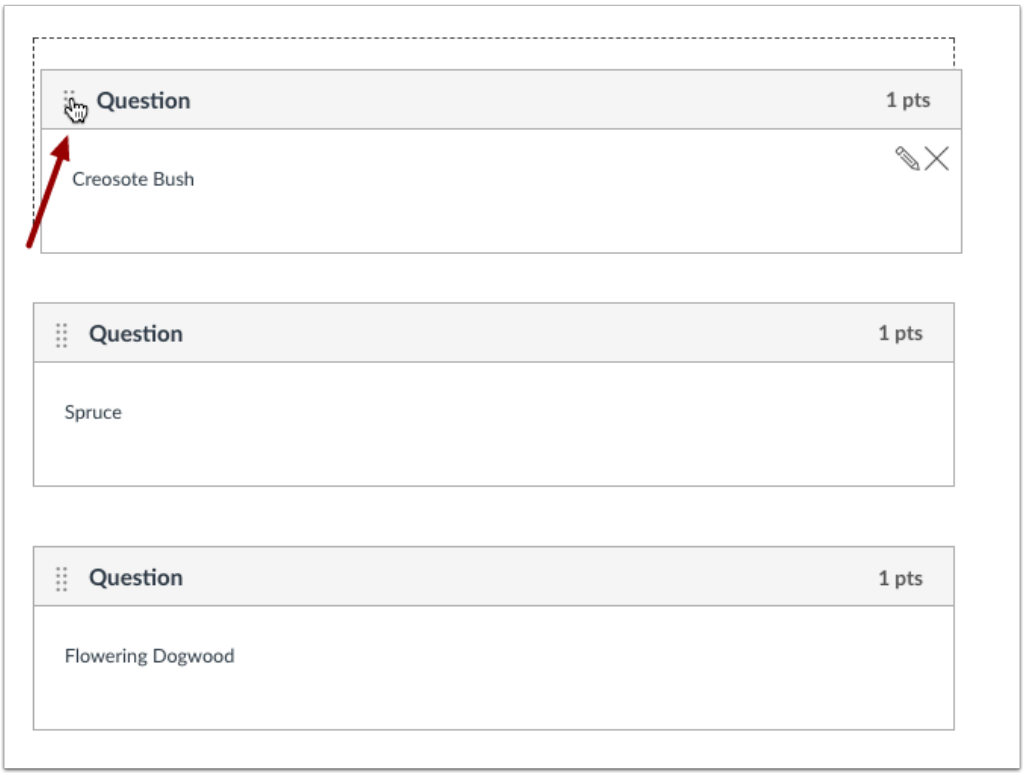
Reorder with Drag and Drop Option

You can use the drag and drop option to reorder quiz questions or groups.

Drag Question

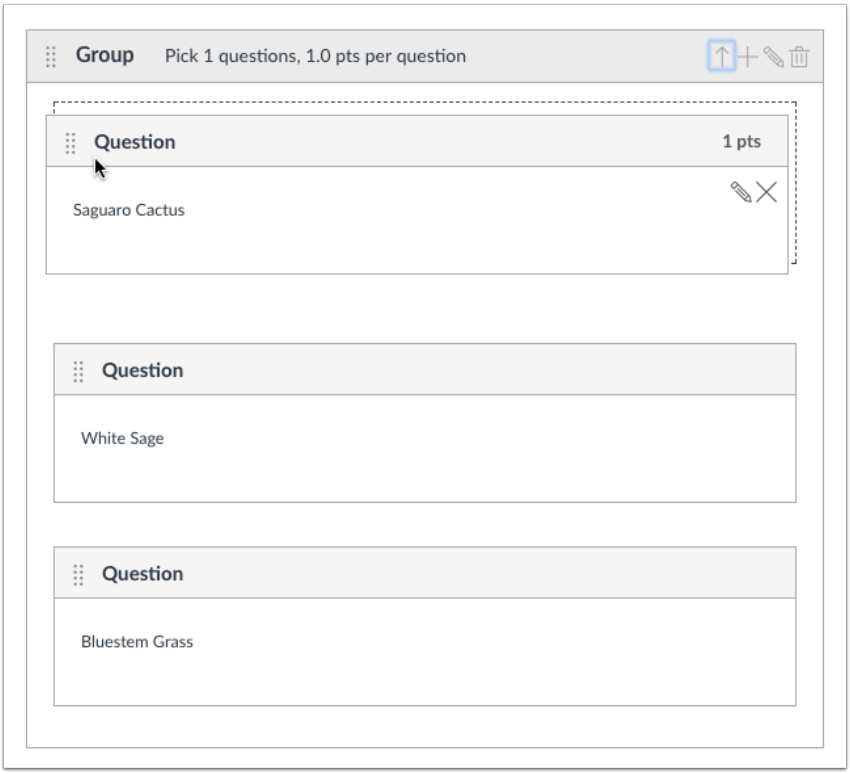


Hover over the drag handle next to the question or group. A pointer icon will appear.



Click and drag the question or group to the desired location.

Drag Question into Question Group



If your quiz has a question group that does **not** pull questions from a question bank, you can drag and drop questions in and out of the question group.

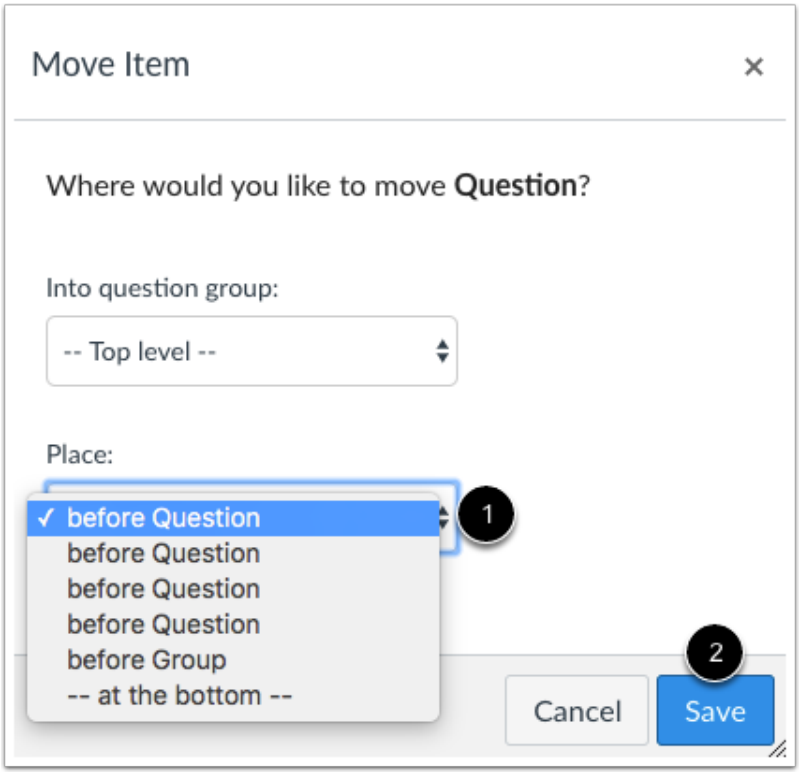
Reorder with Move Option

If you have a large quiz, you may want to use the Move option to reorder your quiz.

Open Move Dialog Menu

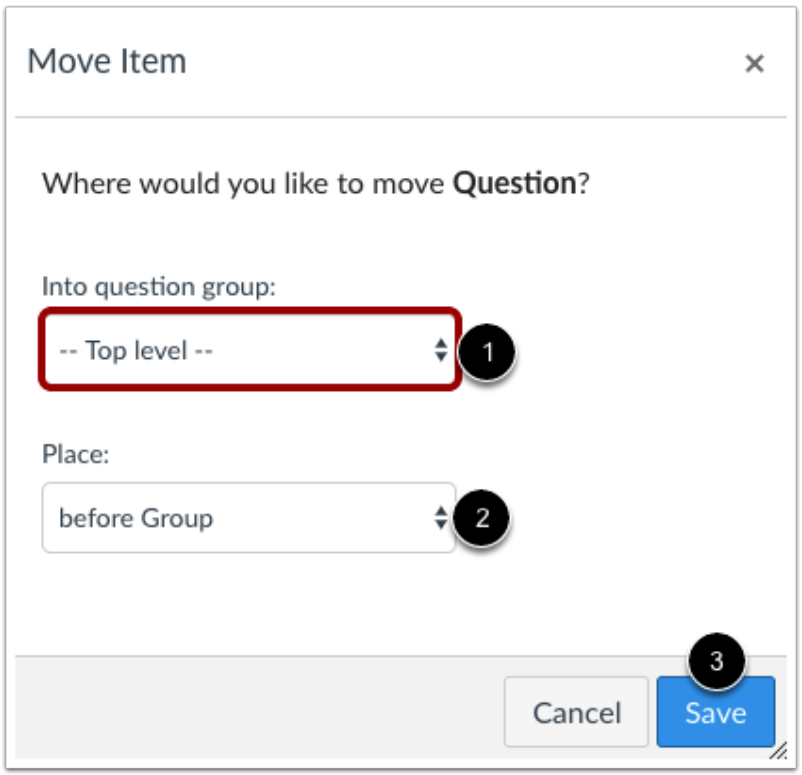
Click the drag handle next to the quiz question or group.

Move Quiz Question or Group



In the Place drop-down menu [1], choose the new location where you want to place the question or group. You can place the question before or after another quiz question or group. Click the **Save** button [2].

Move Question into Question Group



If your quiz contains at least one question group, the quiz creates a Question Group option.

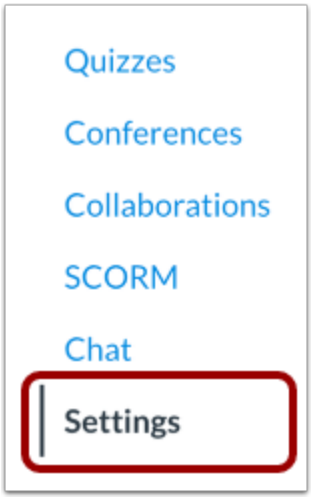
To move a question into a question group, click the **Question Group** drop-down menu [1] and select the group name. The Place drop-down menu [2] will update with location options within the selected group. Select the location of the question in the question group. If no questions exist in the group, the quiz defaults to the bottom of the group. Click the **Save** button [3].

Note: To move a question out of a question group, select the Top Level option in the question group menu. Then click the **Place** drop-down menu to select the new location.

How do I import a question bank from one Canvas course to another?

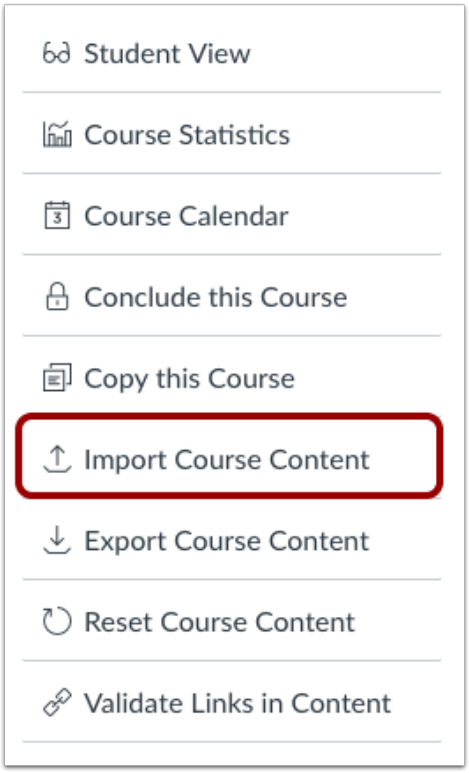
You can easily share Question Bank questions among several Canvas courses.

Open Settings



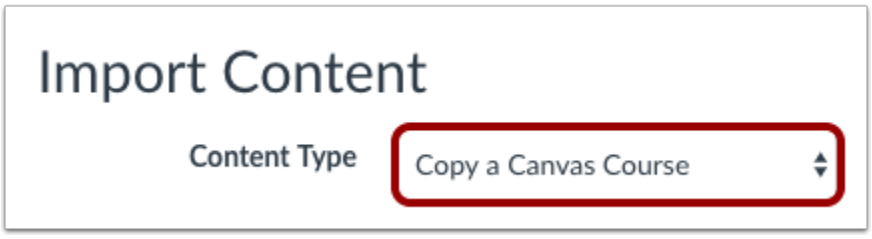
In Course Navigation, click the **Settings** link.

Import Content into Course



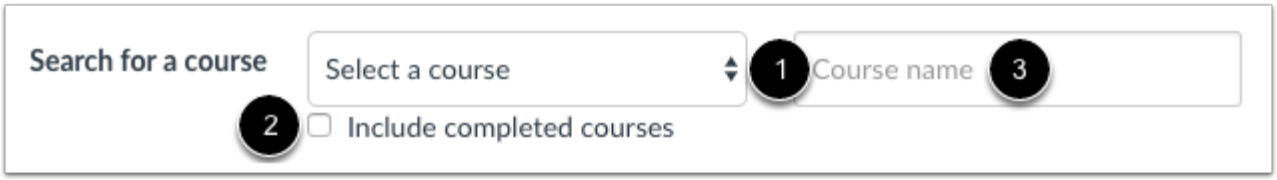
Click the **Import Content into this Course** button.

Select Content Type



In the Content Type drop-down menu, select the **Copy a Canvas Course** option.

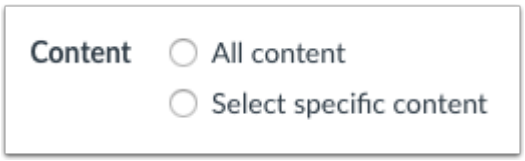
Search for a Course



In the **Search for a course** drop-down menu [1], select the course you would like to access. You can also choose to include completed courses by selecting the completed courses checkbox [2].

You can also search by course name in the Course Name field [3]. Start to type the name of the course you would like to access. Click the name of the course when it appears.

Select Specific Content

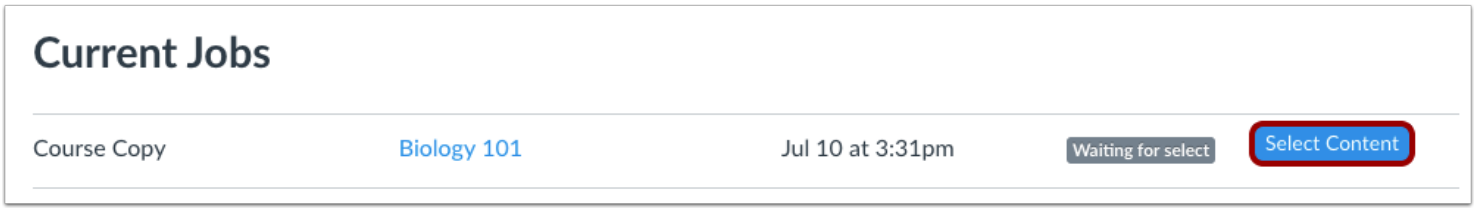


In the Content section, click the **Select specific content** radio button.

Import Course

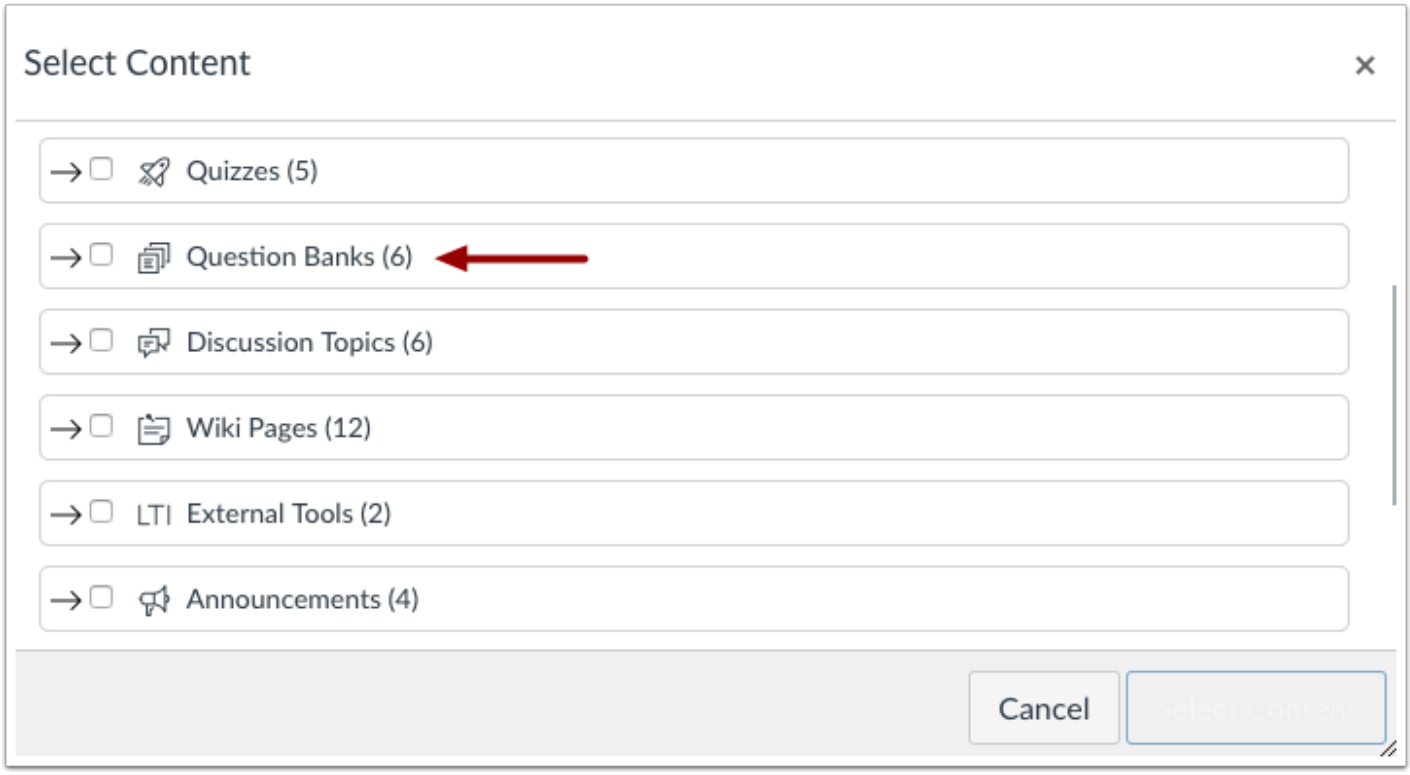
Click the **Import** button.

Select Content



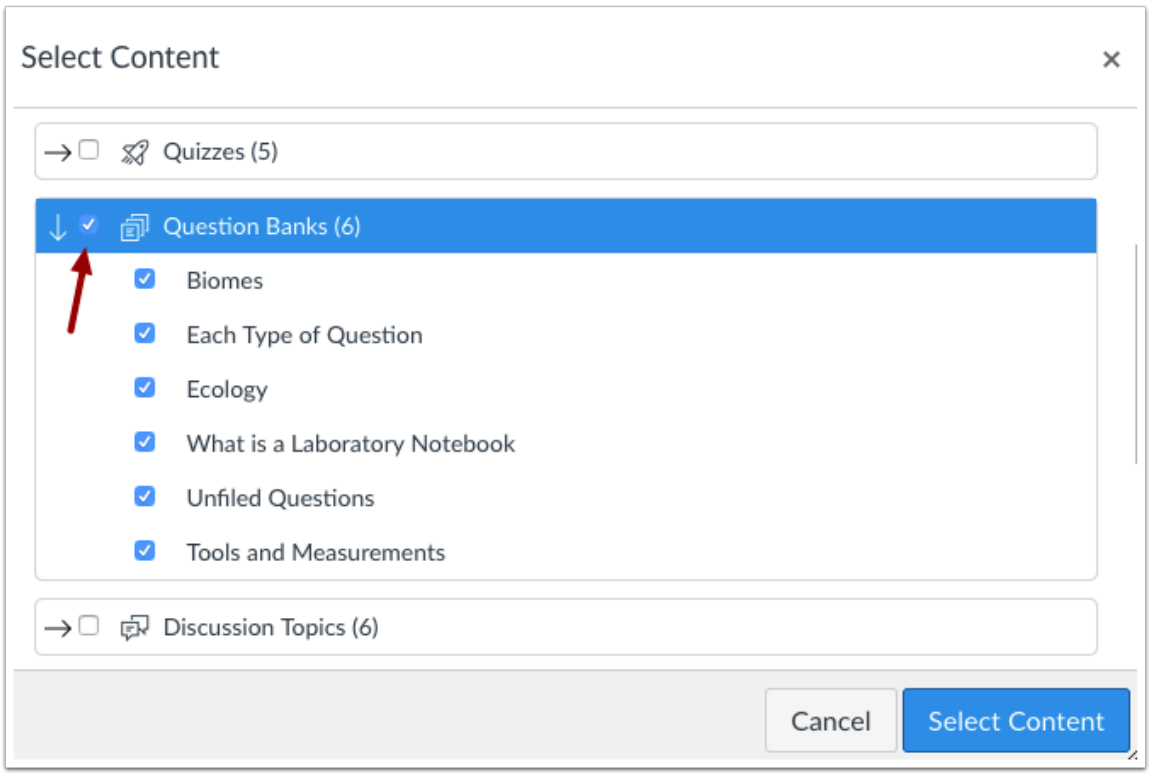
In the Current Jobs section, click the **Select Content** button.

Open Question Banks



Locate the Question Banks group. Most groups will have more than one question bank. To view the Question Banks, click the group's expand icon.

Select Question Banks



To import all question groups, click the checkbox next to the group name. Canvas automatically selects all items within the group.

Note: To import only a few question banks, select the specific items to be imported. Canvas will place a dash in the Question Groups checkbox, indicating not all items are selected within the group.

Select Content

Click the **Select Content** button.

View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import.

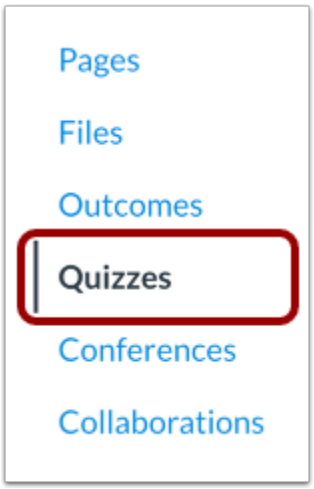
The import may also display errors as part of the import status. Learn more about course import statuses.

When the course has completed, view your question banks by accessing the Quizzes link in Course Navigation.

How can I create a quiz where students only see one question at a time?

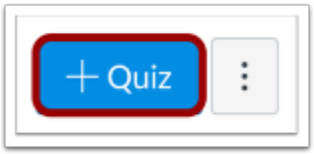
Quiz Settings include the option to choose one quiz question at a time for all types of quizzes and surveys.

Open Quizzes



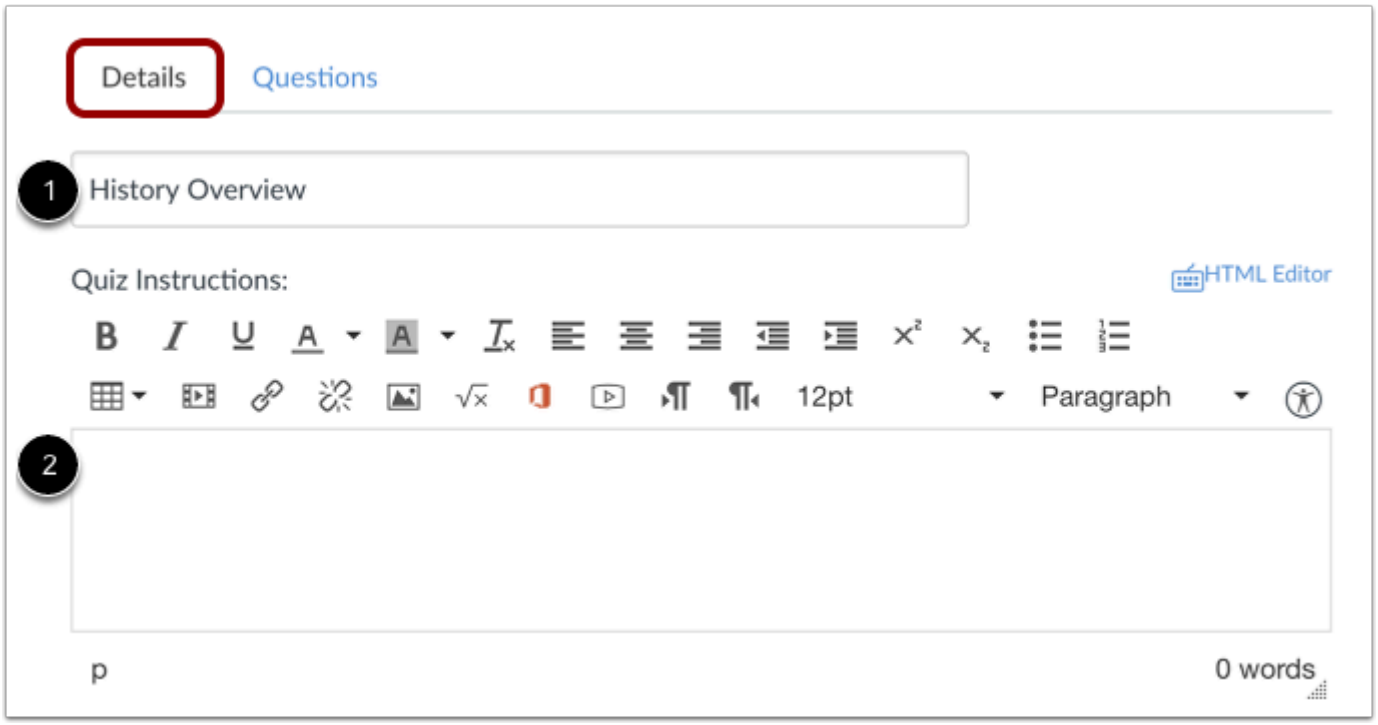
In Course Navigation, click the **Quizzes** link.

Add Quiz



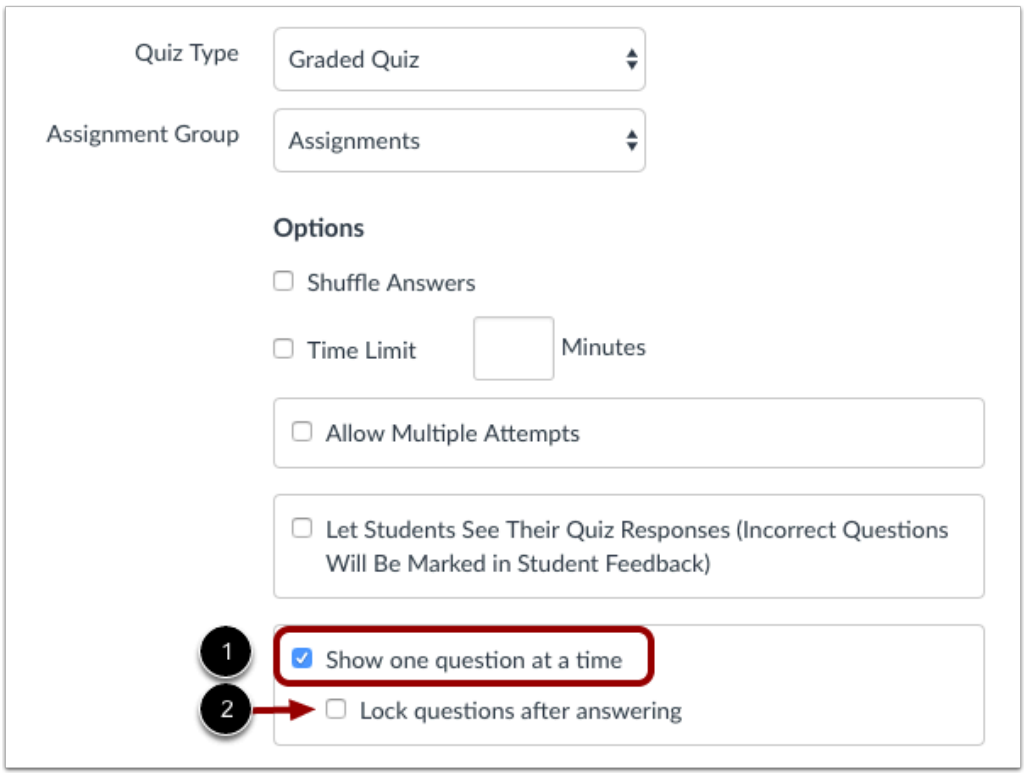
Click the **Add Quiz** button.

Edit Quiz Details



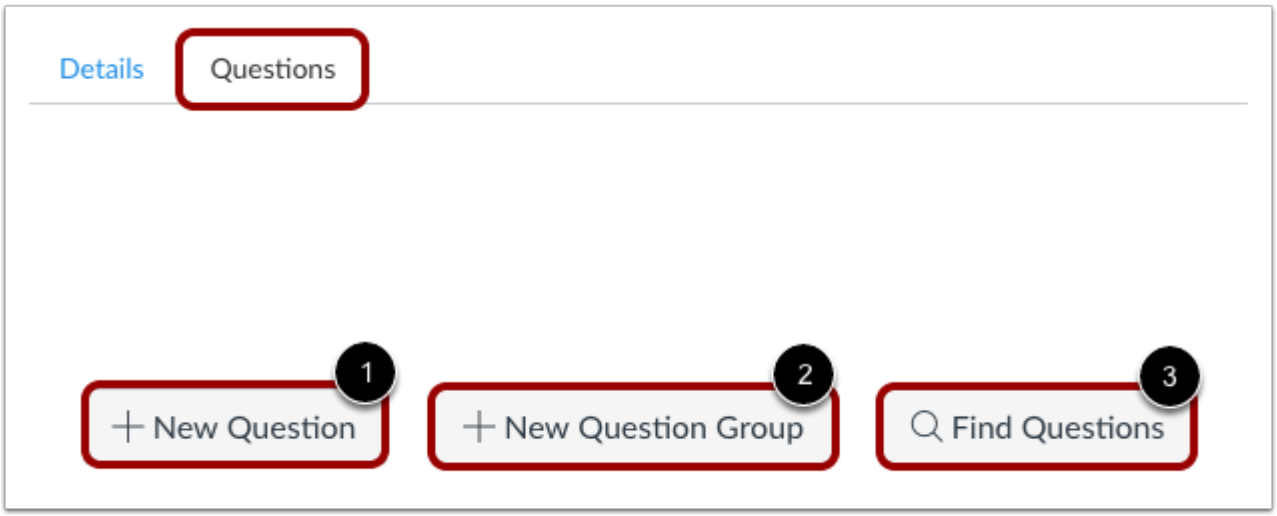
In the **Details** tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Edit Quiz Options



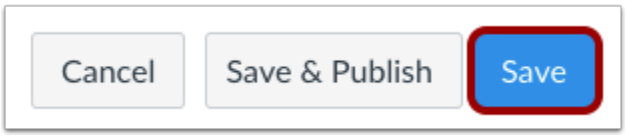
Click the **Show one question at a time** checkbox [1]. If you want to keep your students from returning to a previous question during the quiz, click the **Lock questions after answering** checkbox [2].

Edit Quiz Questions



In the **Questions** tab, you can create a new question [1], create a new question group [2], or find questions [3] by selecting them from a question bank.

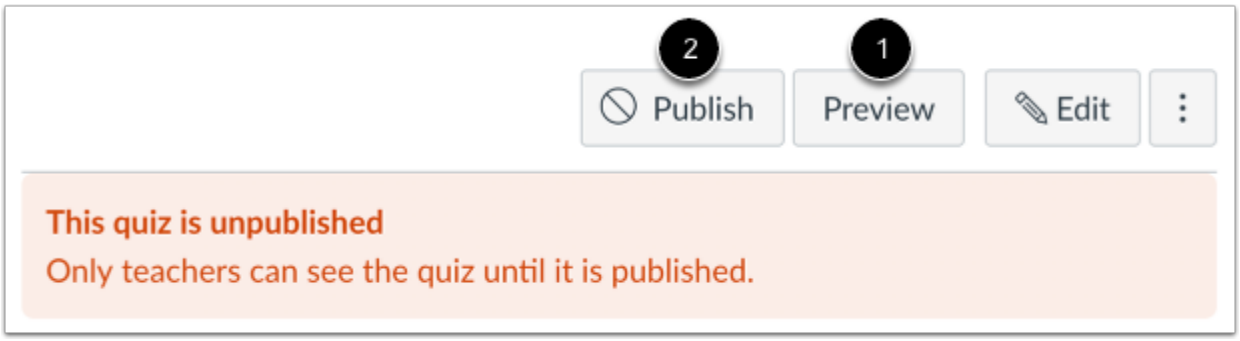
Save Quiz



Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz



To preview the quiz, click the **Preview** button [1]. When you are ready for students to see the quiz in the course, click the **Publish** button [2].

Note: We recommend you do not publish your quiz until it is final. If you change the quiz after a student has already opened it, the student will not see any of the changes in his or her version of the quiz.

How do I make a quiz available before or after the due date?

You can make your quiz available to all your students before or after the due date by setting availability dates.

Note: If you are looking to change quiz dates for individual students, you can assign a quiz to an individual student or assign a quiz to a course section.

Quizzes have an autosubmit feature tied to the Until (lock) date, which may affect student submissions. Only quiz attempts that have been started are auto-submitted. Common quiz scenarios and date results include the following:

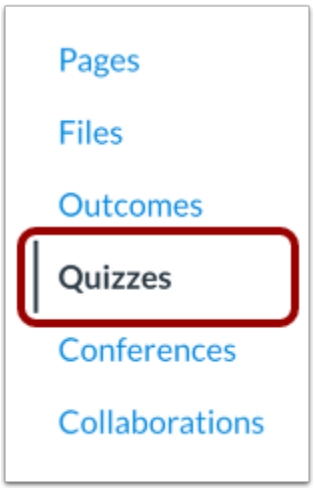
- *No dates*: quiz is never marked late and autosubmitted at course conclude (see course settings)
- *Due date only*: quiz is marked late at Due date and autosubmitted at course conclude (see course settings)
- *Due date with Until date*: quiz is marked late at Due date and autosubmitted at Until date
- *Time limit*: quiz is autosubmitted when time expires (only applies when students are actively taking a quiz)
- *Time limit with Until date*: quiz is autosubmitted when time expires unless the Until date expires first

Student View

When students view a quiz, they are able to see the details of the quiz. *Quiz details do not show due and availability dates in relation to the current time.* However, *within* the quiz, Canvas notifies students regarding any upcoming quiz deadlines:

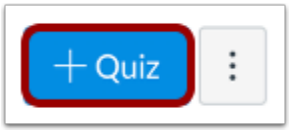
- For quizzes with a Due date, the browser displays a notification banner to let students know when the quiz will be marked late (30 minutes prior, 5 minutes prior, and 1 minute prior).
- For quizzes that are close to autosubmitting (using an Until date or the natural course conclude date), the browser displays a notification banner to let students know when the quiz will autosubmit (30 minutes prior, 5 minutes prior, 1 minute prior, and 10 seconds prior).
- For timed quizzes, the browser displays a notification banner if students are not able to complete the quiz in the full allotted time period. The quiz sidebar also displays a timer indicating how many minutes remain to complete the quiz. For example, if a 60-minute quiz has an Until date of 11:59 pm and a student begins the quiz at 11:30 pm, the student will only have 30 minutes to complete the quiz.

Open Quizzes



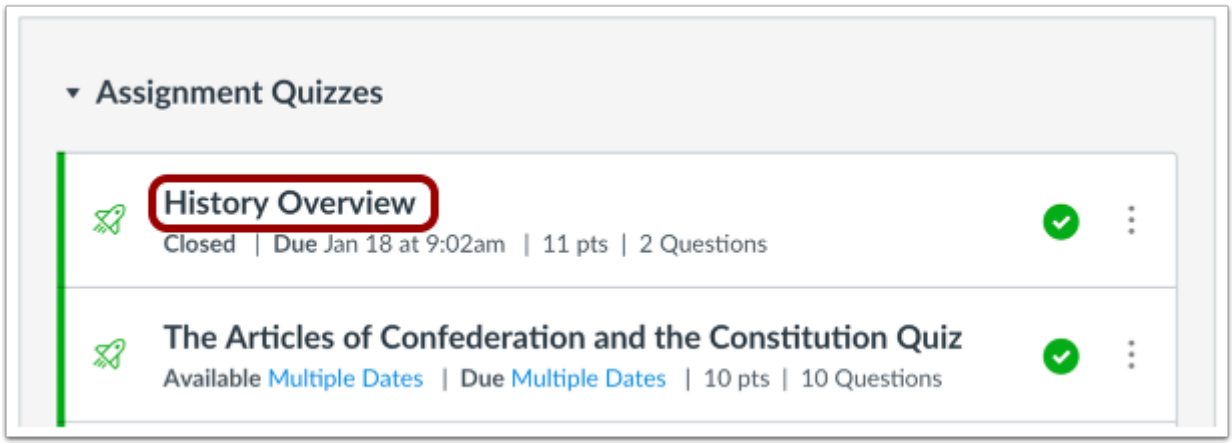
In Course Navigation, click the **Quizzes** link.

Add Quiz



If you are creating a new quiz, click the **Add Quiz** button.

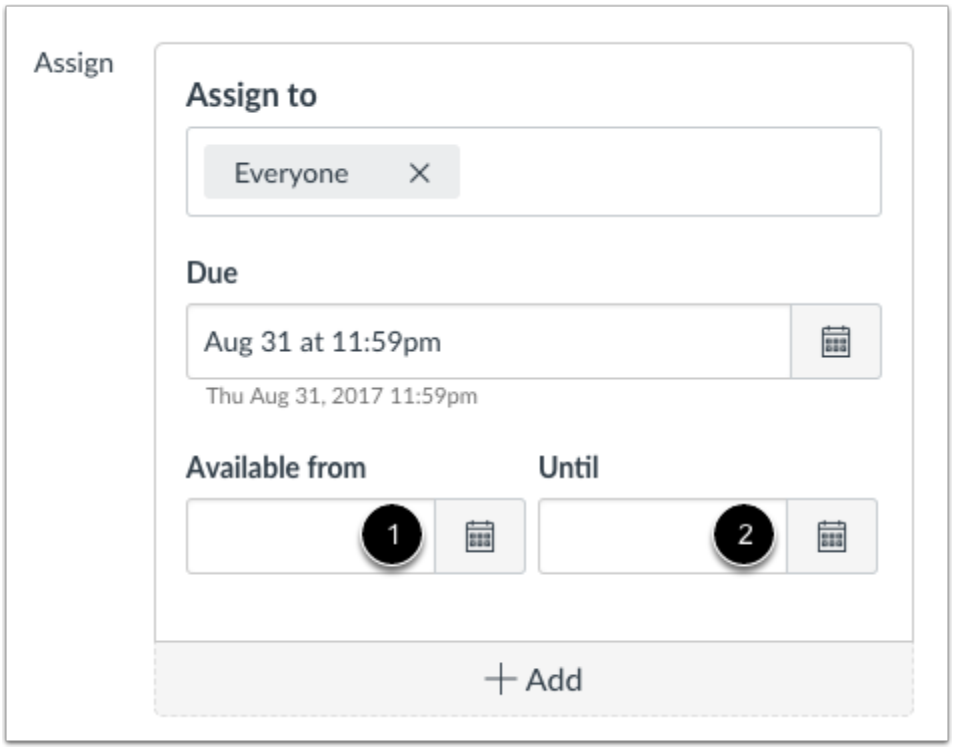
Edit Quiz



If you are editing the settings of an existing quiz, click the quiz title.

Click the **Edit** button.

View Availability Dates



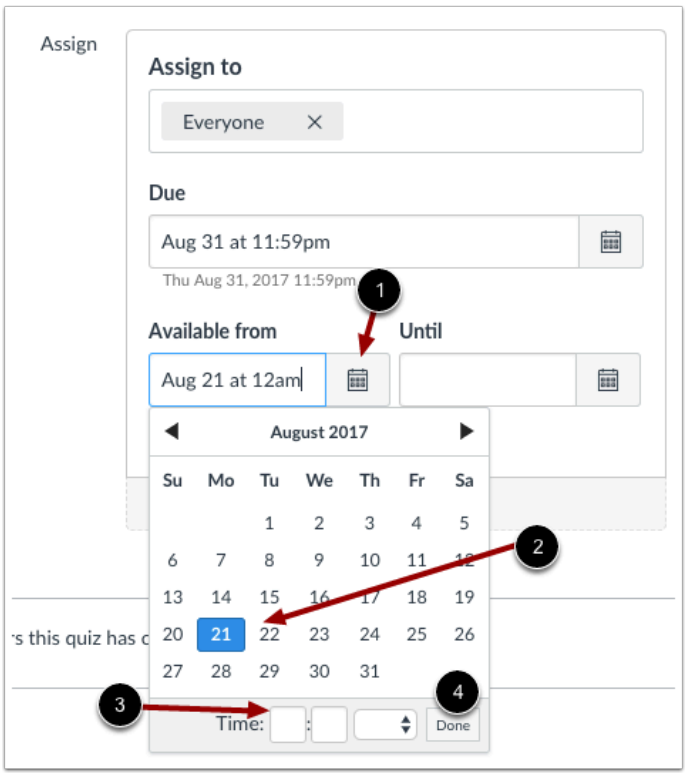
View the availability date options for your quiz:

1. **Available From:** the date and time when the Assignments will become available to students. If no time is set, this date defaults to 12:00 am for the course time zone.
2. **Until:** the date and time when students can no longer access the assignment. If no time is set, this date defaults to 11:59 pm for the course time zone.

When the assignment is published, blank availability date fields allow the assignment to be viewed throughout the entire course.

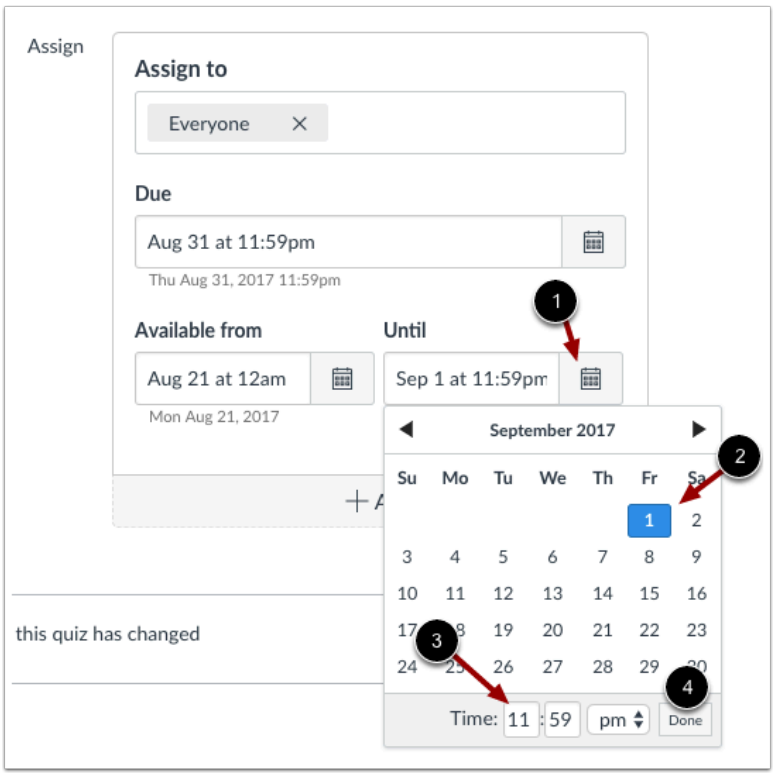
Note: If you have set section override dates in your course, you may need to select a course section and set availability dates that fall within the section override dates.

Set Available From Date



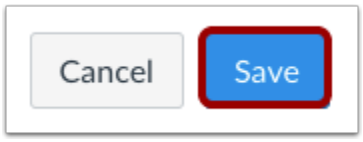
To set an Available From date, click the calendar icon [1] and select the date [2] and time [3]. Click the **Done** button [4].

Set Until Date



To set an Until date, click the calendar icon [1] and select the date [2] and time [3]. Click the **Done** button [4].

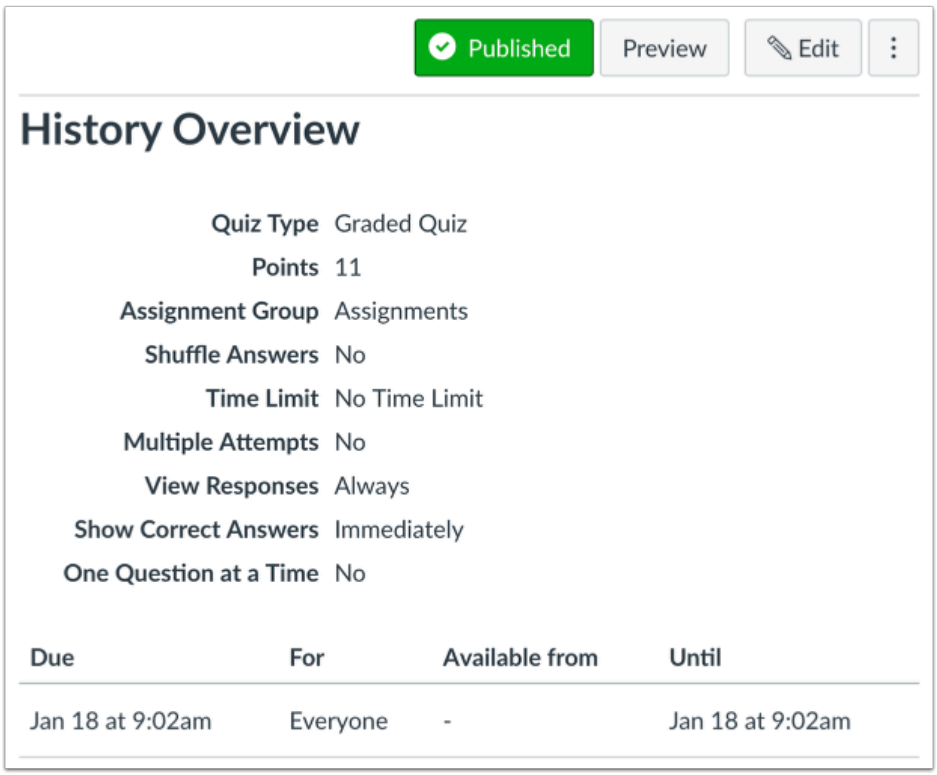
Save Quiz



Click the **Save** button.

Note: If you edited an existing quiz, any saved changes will automatically be updated.

View Quiz



View the quiz and the dates you have made the quiz available to students.

How do I assign a quiz to an individual student?

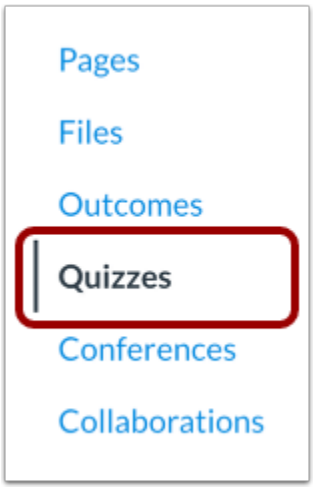
When creating or editing a quiz, you can assign a quiz to a specific student. Availability date functionality is still available for each quiz.

Only the student(s) specified in the quiz details can view the quiz.

When using differentiated assignments with the Gradebook, the quiz appears as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

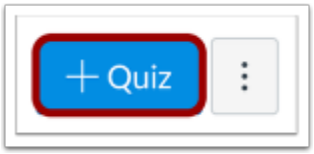
When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Open Quizzes



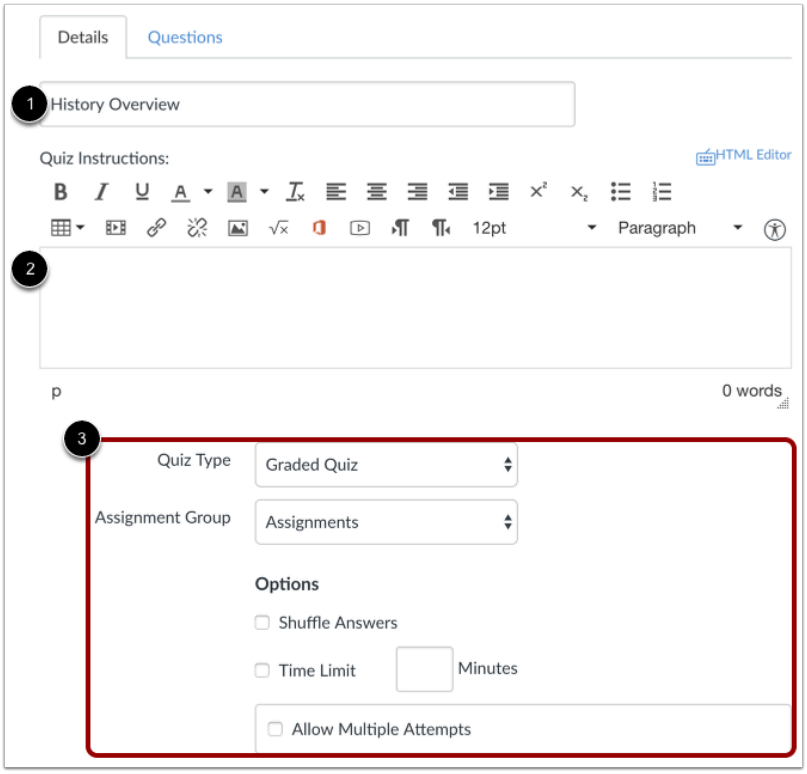
In Course Navigation, click the **Quizzes** link.

Add Quiz



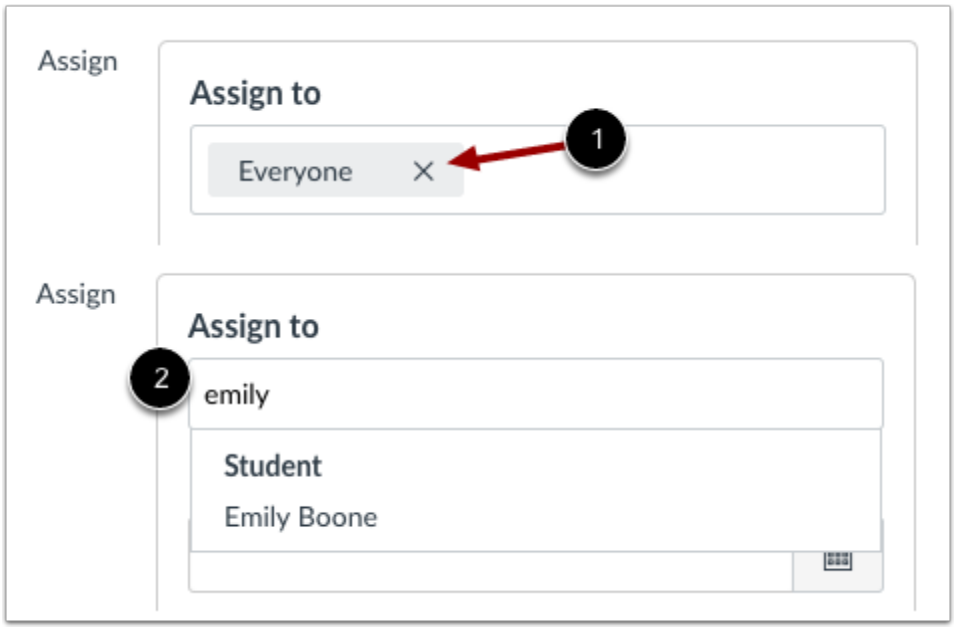
Click the **Add Quiz** button.

Enter Quiz Details



Enter a name [1] and description [2] for your quiz, as well as any other quiz options [3].

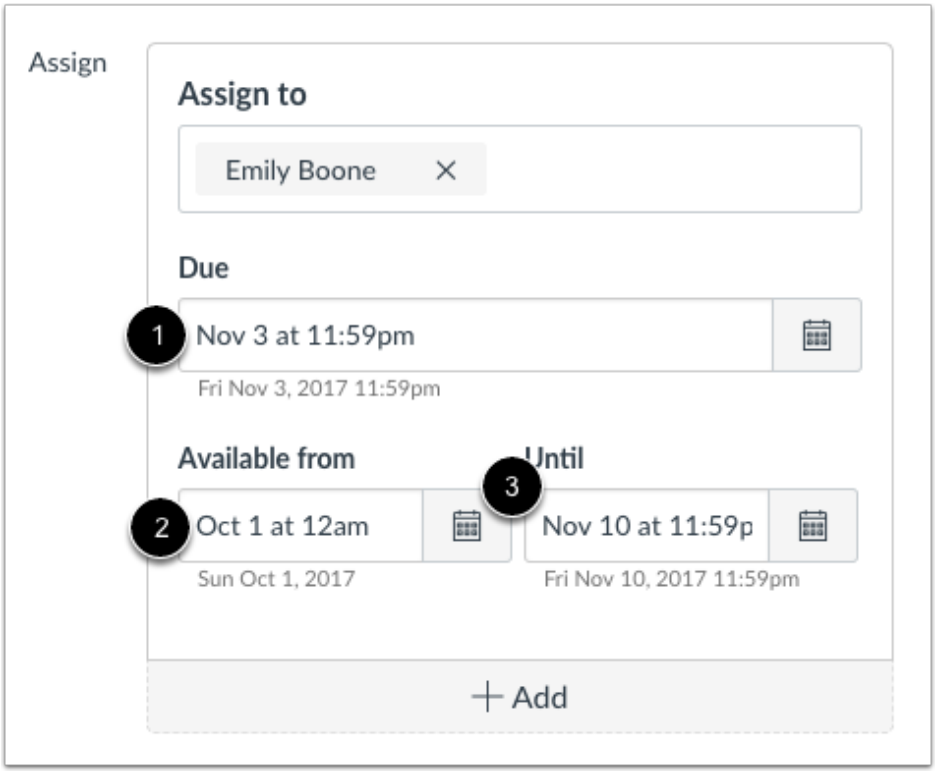
Assign to Student



By default, Canvas will set your quiz for everyone in your course. To create the quiz for a specific student, click the **Everyone** remove icon [1], then start to type in the name of a student [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. *Lists are not scrollable.*

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.

Edit Due and Availability Dates

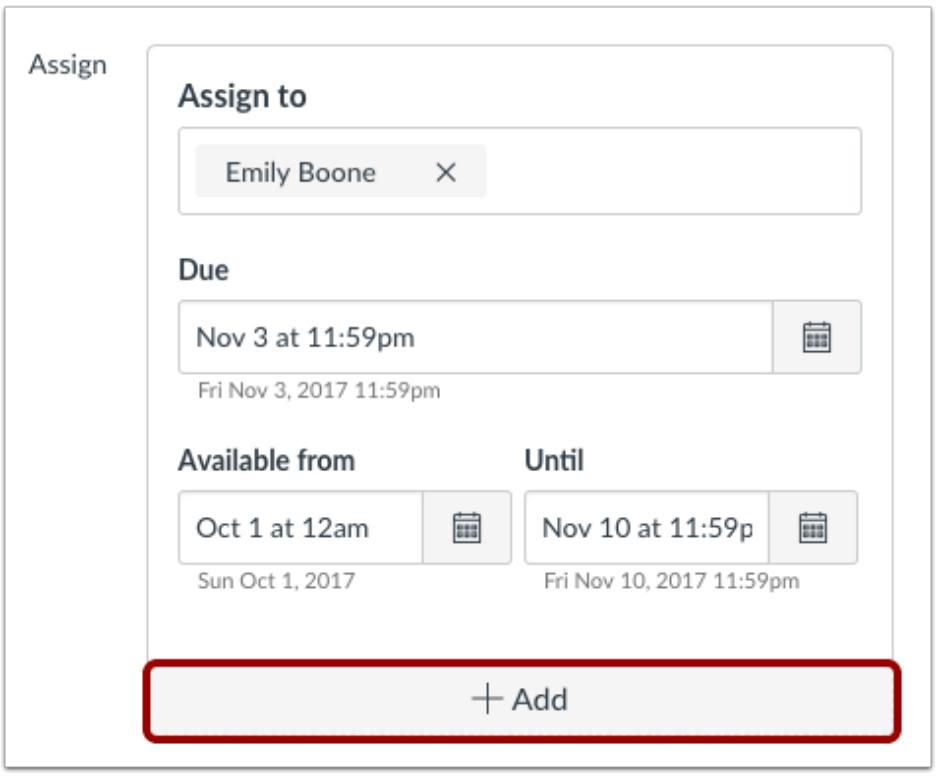


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the quiz is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the quiz will become available.
- **Until** [3]: Set the date and time when the quiz will no longer be available.

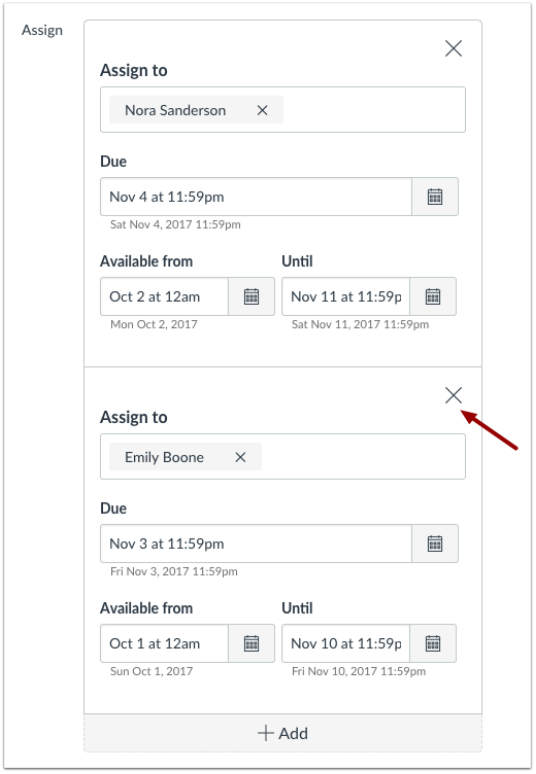
Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a quiz, the course and local times are displayed for reference.

Add Additional Dates



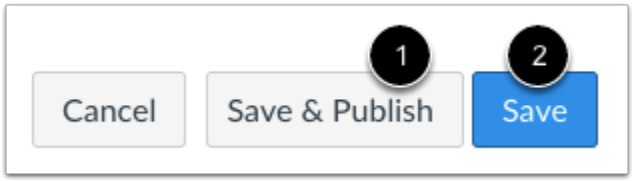
To add another student with a different due date and availability dates, click the **Add** button.

Remove Dates



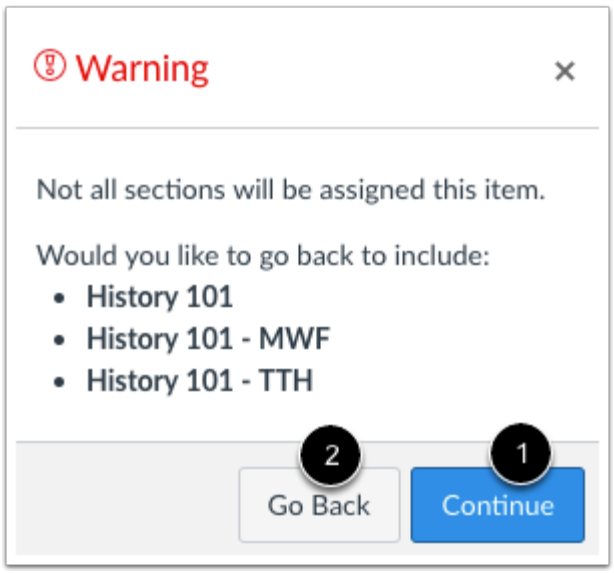
You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish



If you are ready to publish your quiz, click the **Save & Publish** button [1]. If you want to create a draft of your quiz and publish it later, click the **Save** button [2].

View Due Date Warning

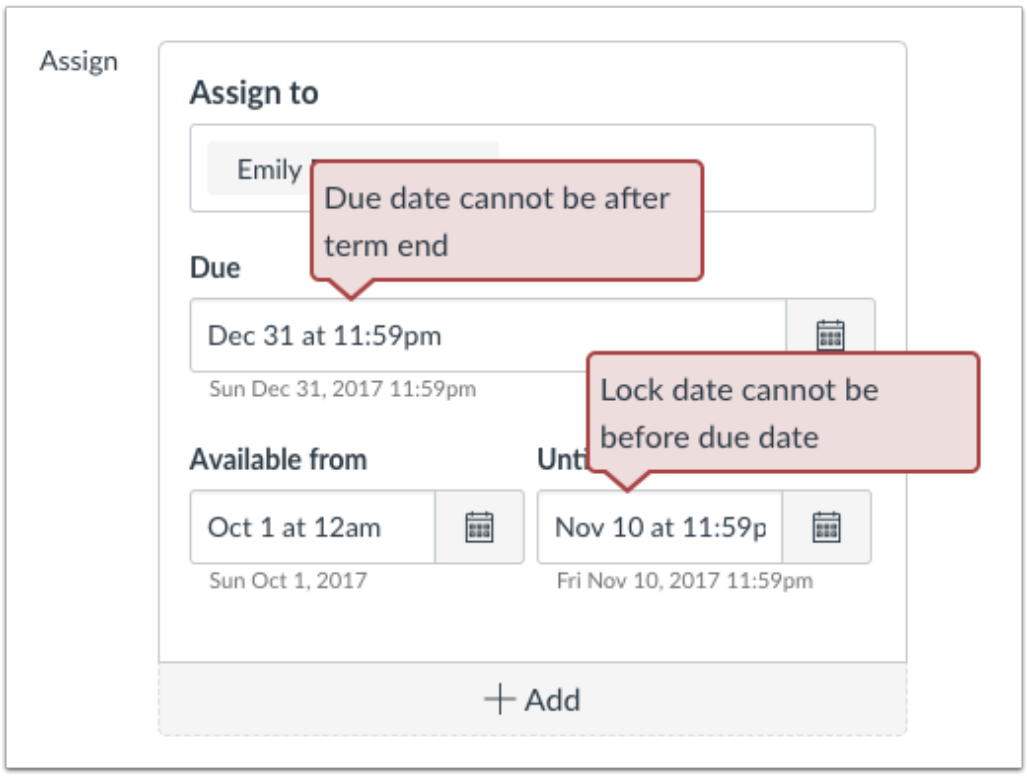


If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

Note: This warning message will not appear if *Everyone* or all course sections are assigned to the assignment.

View Date Error



If you submit an invalid string of due dates and try to save the quiz, Canvas generates an error notification. Examples of invalid entries include not unlocking the quiz before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the quiz again.

Notes:

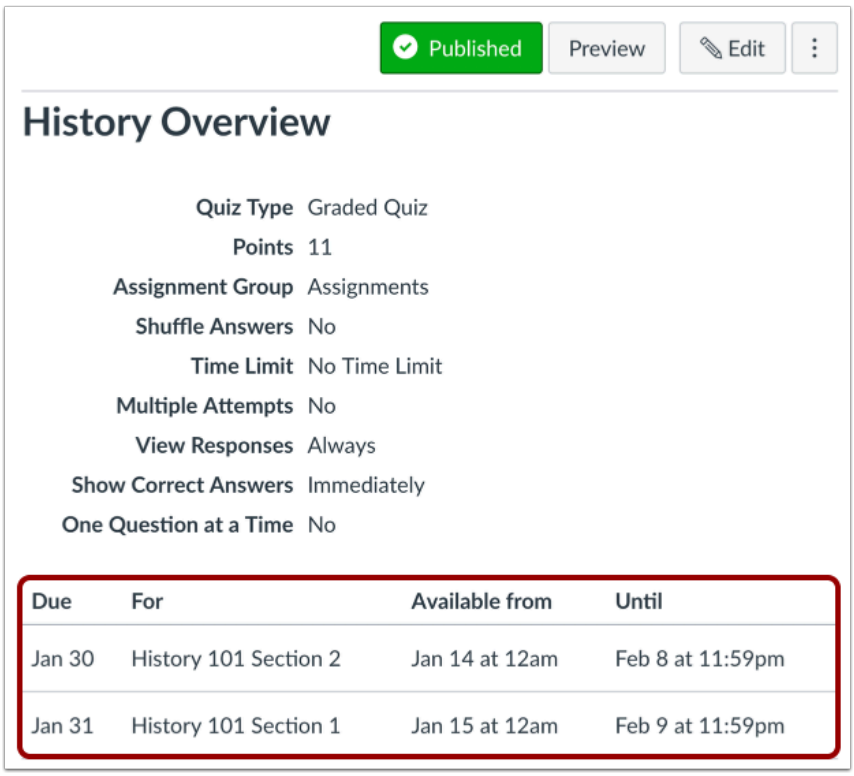
- If the course does not include specified course start and end dates, Canvas validates the quiz against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the quiz date to be past the date of the closed grading period.

Preview and Publish Quiz

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].

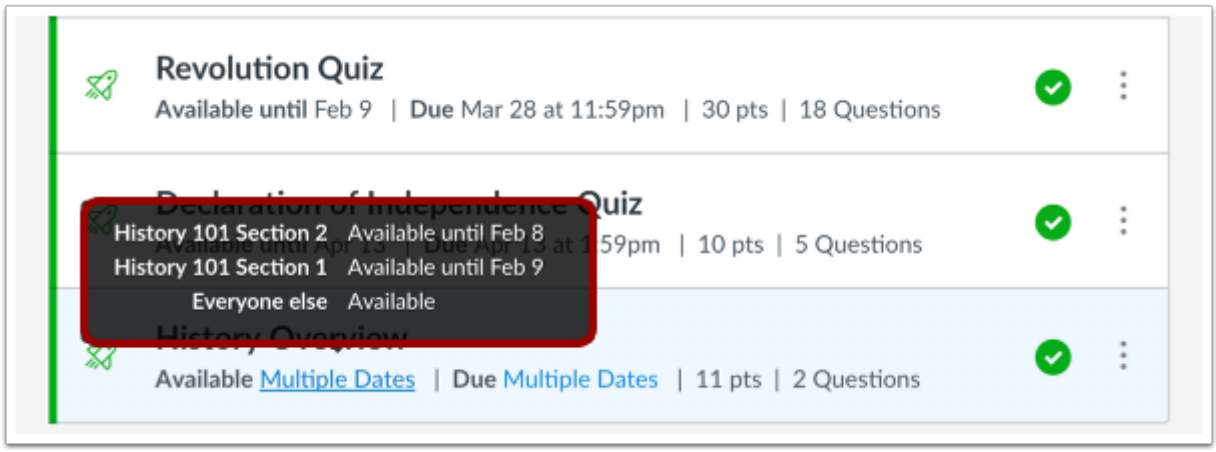
Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

View Quiz Dates



View the dates and users assigned to the quiz.

View Quizzes Page



On the Quizzes Index Page, the quiz shows there are multiple users and dates assigned to the quiz. Hover over the text to view date availability.

How do I assign a quiz to a course section?

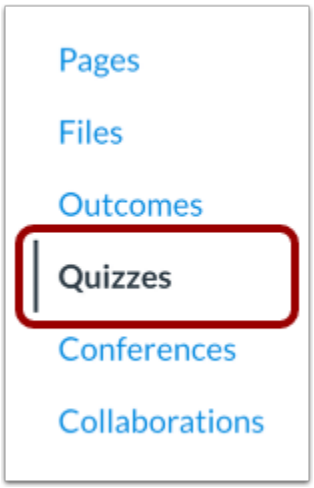
When creating or editing a quiz, you can assign a quiz to a specific course section. Availability date functionality is still available for each quiz.

Only the section(s) specified in the discussion details can view the quiz.

When using differentiated assignments with the Gradebook, the quiz appears as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

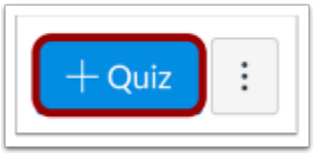
When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Open Quizzes



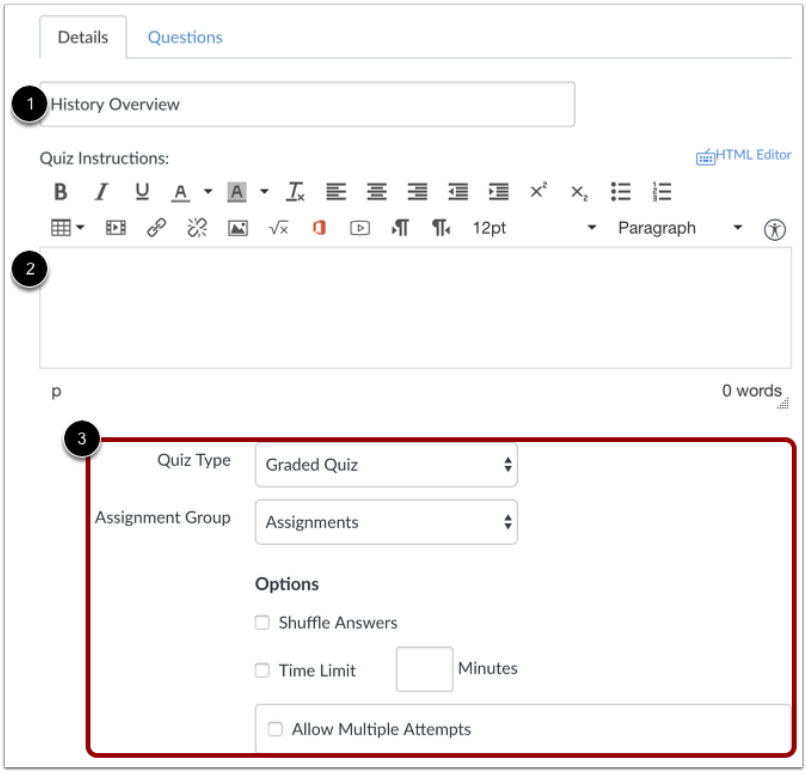
In Course Navigation, click the **Quizzes** link.

Add Quiz



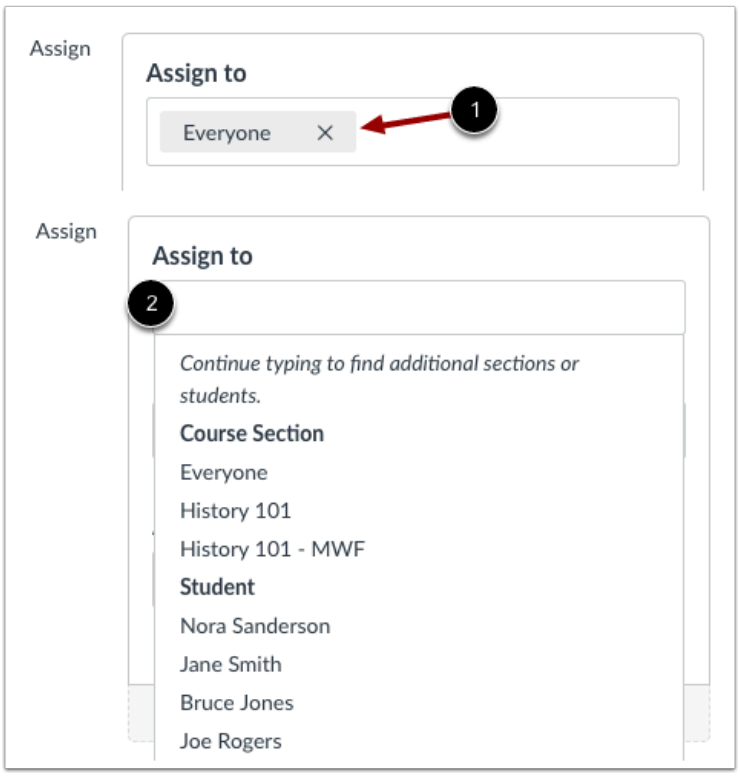
Click the **Add Quiz** button.

Enter Quiz Details



Enter a name [1] and description [2] for your quiz, as well as any other quiz options [3].

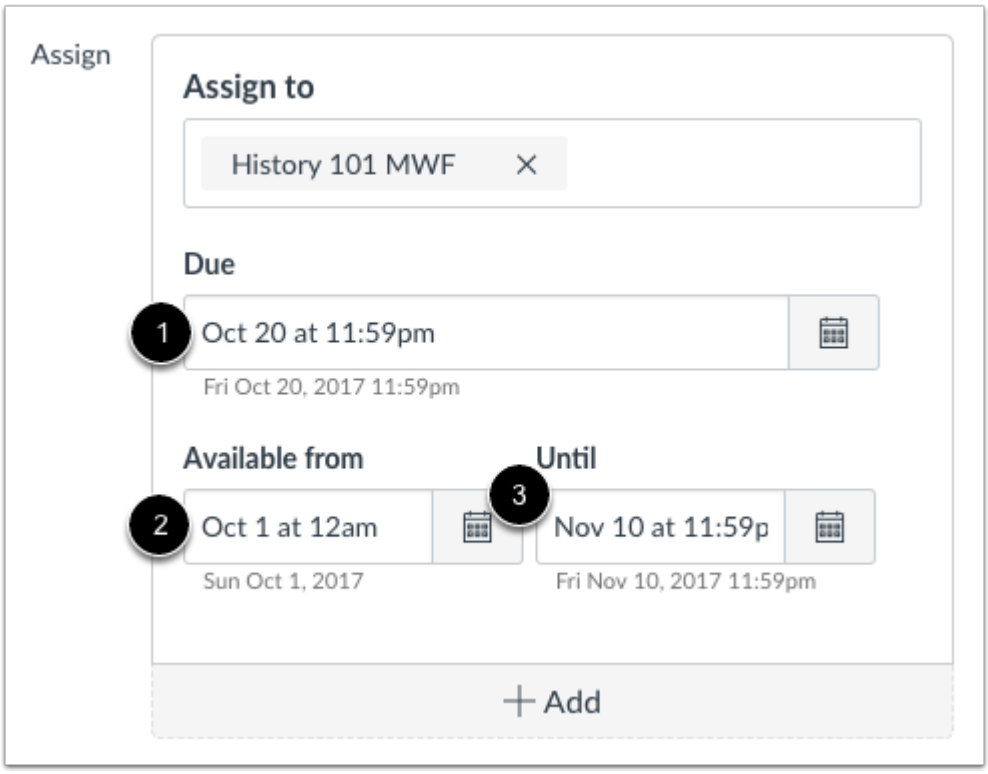
Assign to Section



By default, Canvas will set your assignment for everyone in your course. To create the assignment for a specific section, click the **Everyone** remove icon [1], then start to type in the name of a section [2]. When the section name appears, click the name. *Lists are not scrollable.*

You can include more than one section in the To field as long as the section is to be assigned the same due and availability dates.

Edit Due and Availability Dates

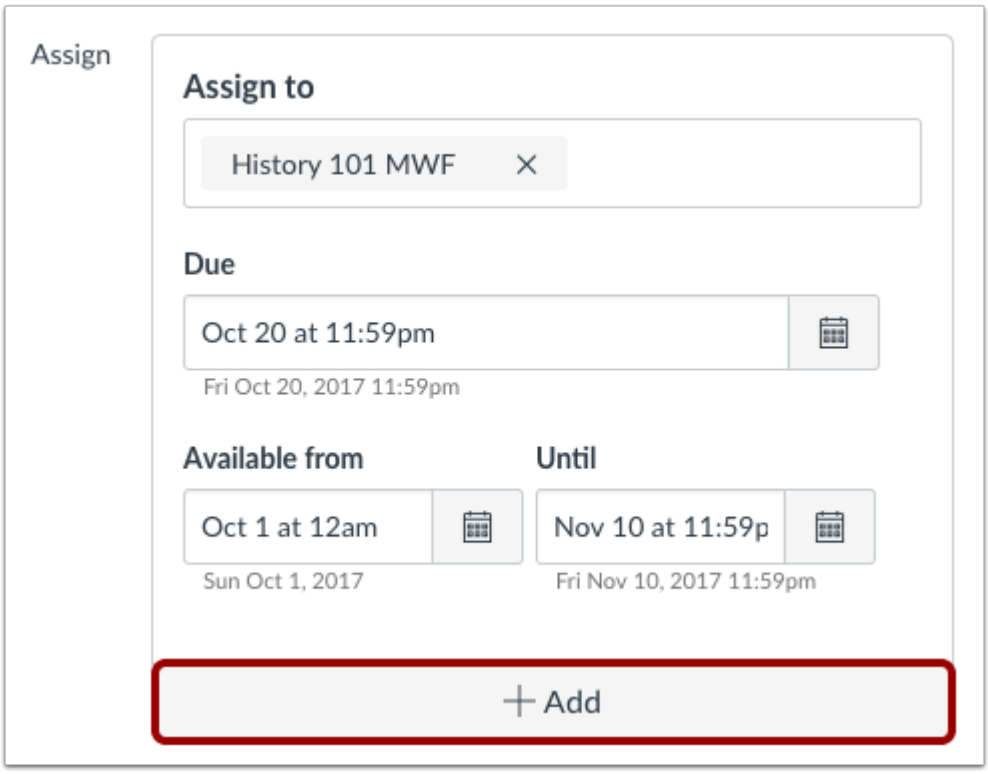


In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the Quiz is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the Quiz will become available.
- **Until** [3]: Set the date and time when the Quiz will no longer be available.

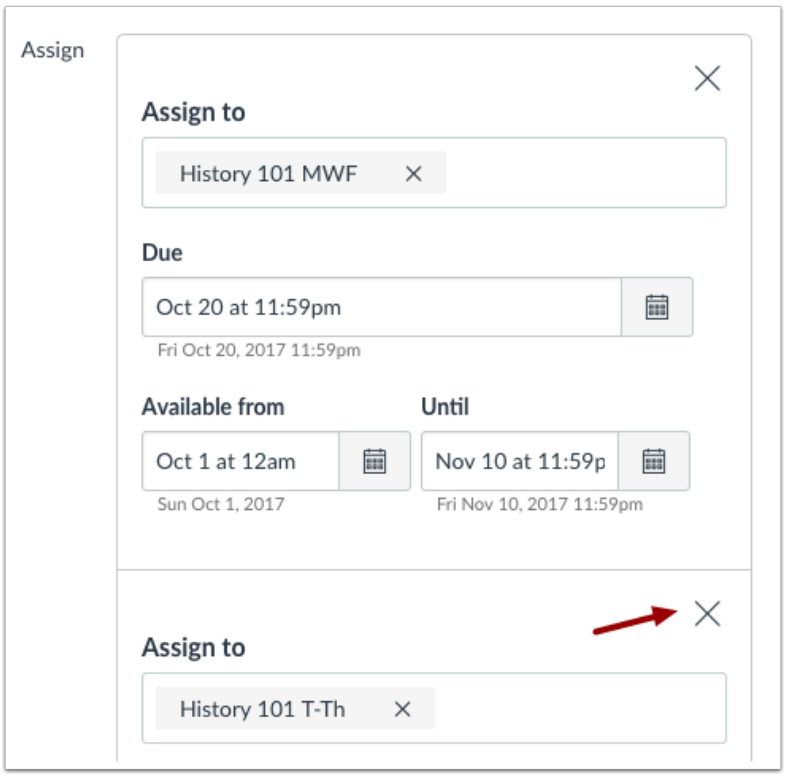
Note: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

Add Additional Dates



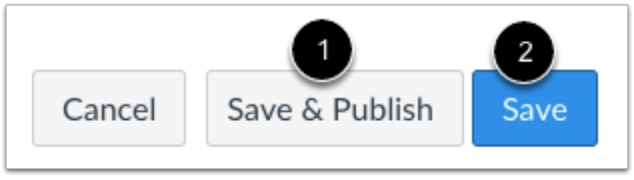
To add another section with a different due date and availability dates, click the **Add** button.

Remove Dates



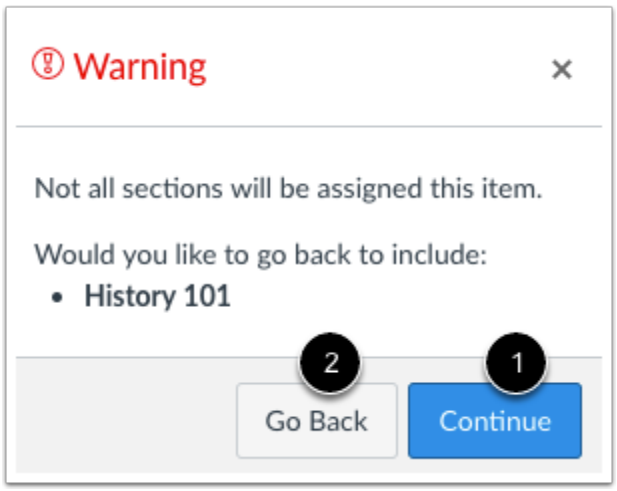
You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Due Date Warning

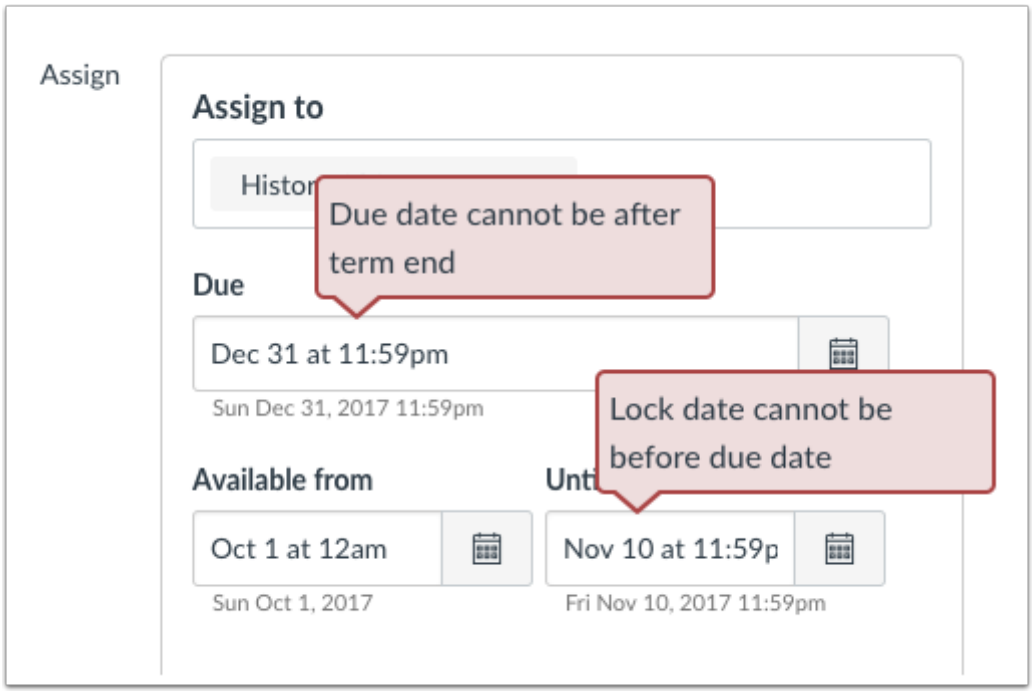


If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

Note: This warning message will not appear if *Everyone* or all course sections are assigned to the assignment.

View Date Error



If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

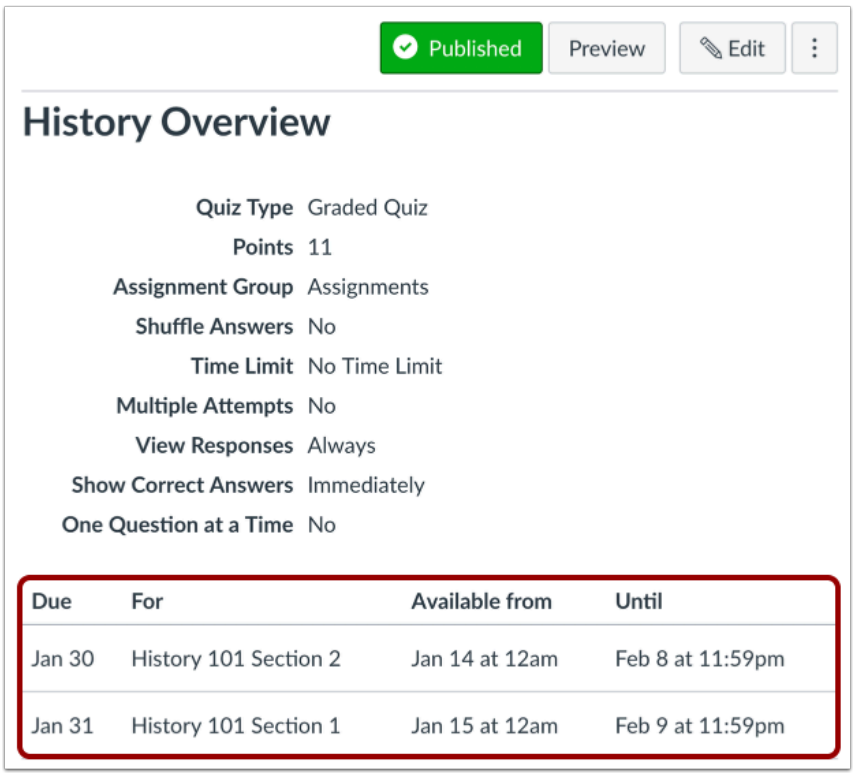
- If the course does not include specified course start and end dates, Canvas validates the quiz against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the quiz date to be past the date of the closed grading period.

Preview and Publish Quiz

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].

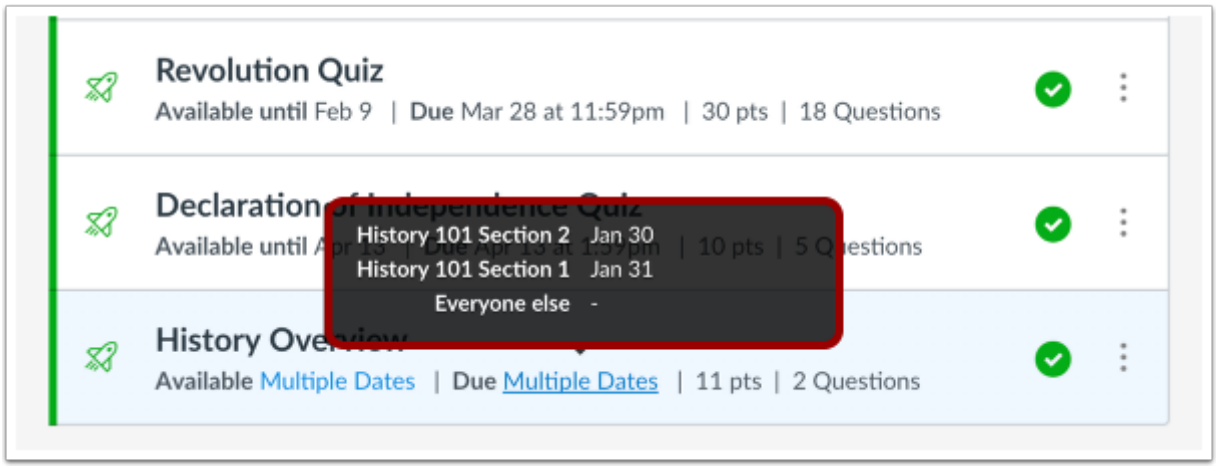
Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

View Quiz Dates



View the dates and users assigned to the quiz.

View Quizzes Page



On the Quizzes Index Page, the quiz shows there are multiple users and dates assigned to the quiz. Hover over the text to view date availability.

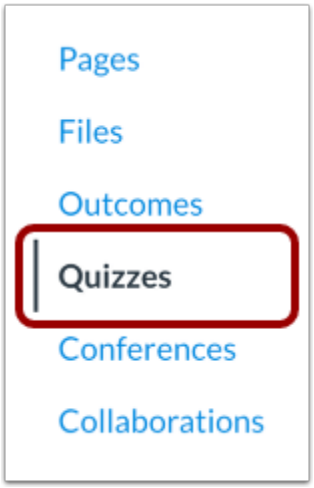
How do I delete a quiz?

You can delete quizzes from your course.

Notes:

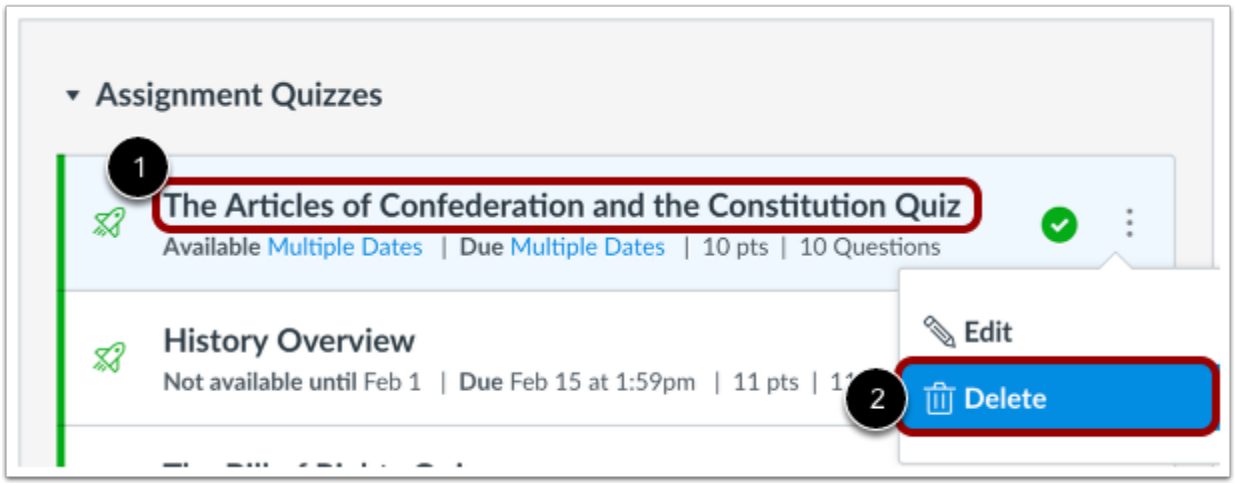
- Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual quizzes for any student, group, or section in a closed grading period.

Open Quizzes



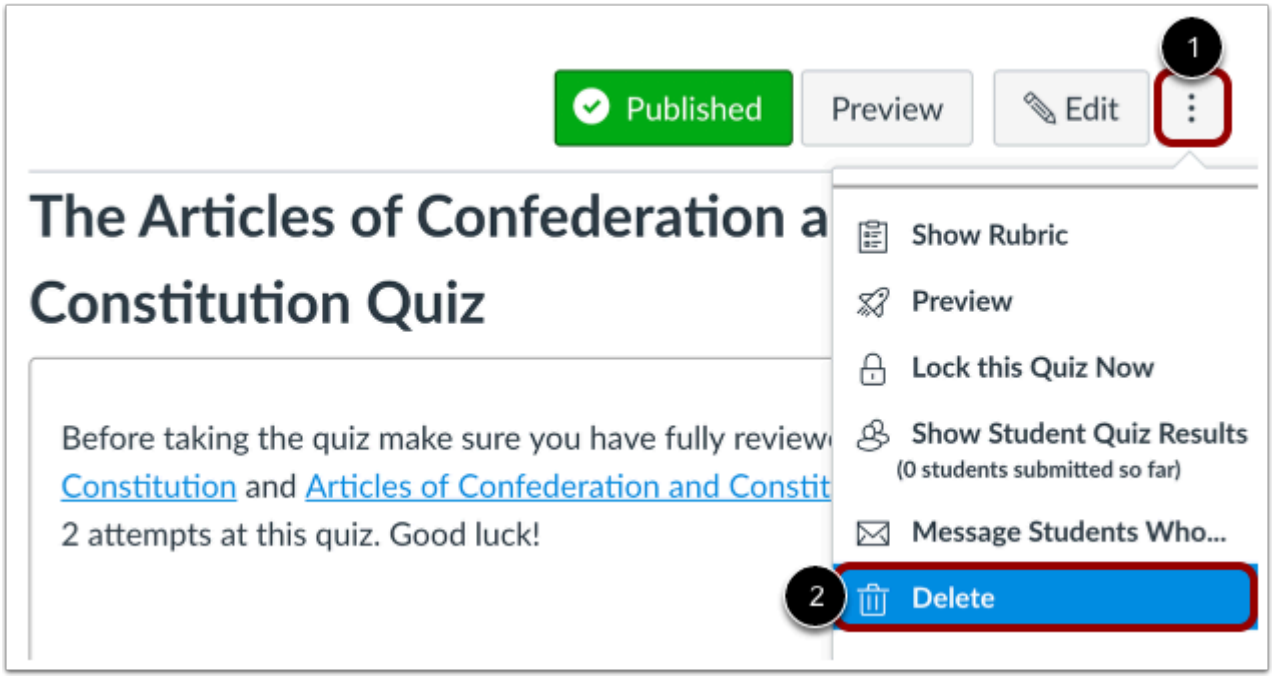
In Course Navigation, click the **Quizzes** link.

Select Quiz



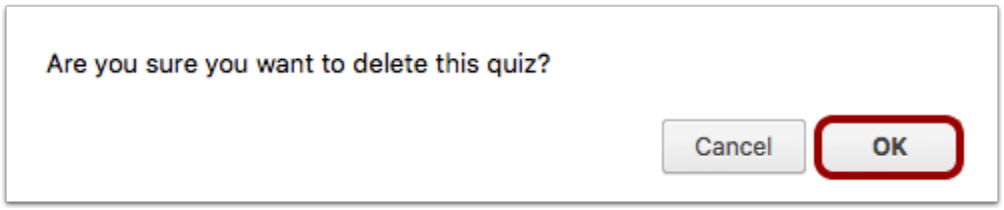
If you are editing the settings of an existing quiz, click the quiz title to open the quiz [1]. If you want to delete the entire quiz, click the **Options** icon [2], then click **Delete**.

Delete Quiz



You can also visit the quiz page, click the **Options** icon [1], and select the **Delete** link [2].

Confirm Deletion



A pop-up window will appear in your browser. Click **OK** to delete the quiz or **Cancel** to edit your quiz in another manner.

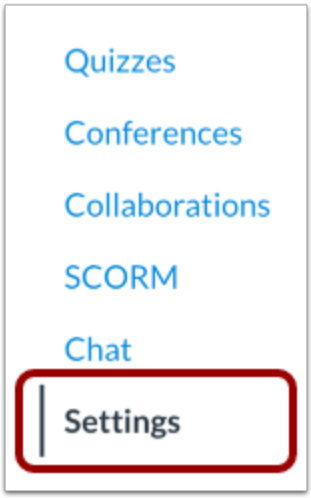
Note: Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.

How do I export quiz content from a course?

If you need to export quiz content from your course, you can export quiz content as a QTI ZIP file.

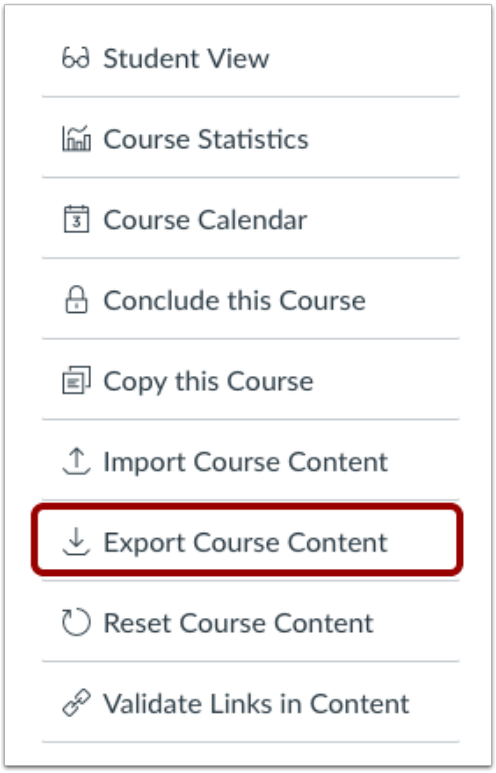
Note: An exported quiz with questions linked to a question bank will not include an export of the question bank. The QTI file will only include questions from the question bank that have been added to the quiz. If you want to import the quiz into another course along with question banks, you may prefer to export your Canvas course and select quizzes and question banks in the course import.

Open Settings



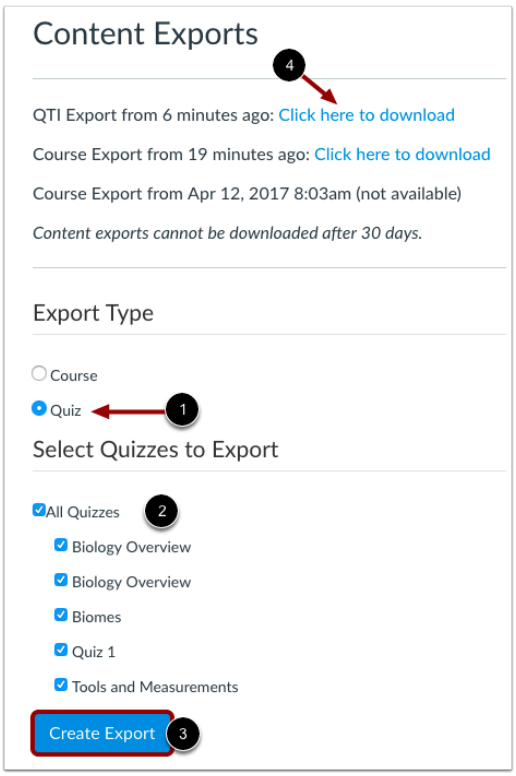
In Course Navigation, click the **Settings** link.

Export Course Content



In the sidebar, click the **Export Course Content** button.

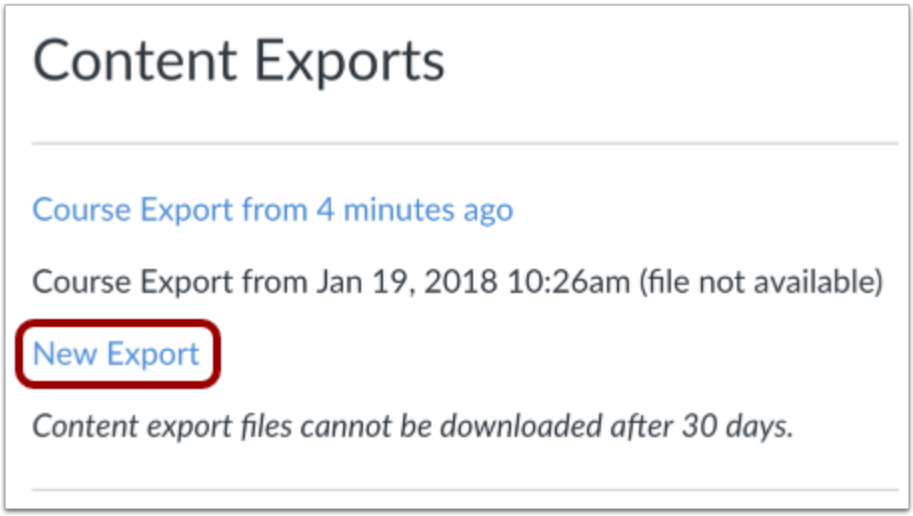
Choose Export Type



Click the radio button for **Quiz Export** [1]. Choose the Quizzes you want to export [2]. Click the **Create Export** button [3].

Note: When you create an export, Canvas will create an export archive [4] where you can download prior export files.

View Quiz Export



When the export is complete, click the **New Export** link.

Note: Content exports expire after 30 days and can no longer be downloaded.

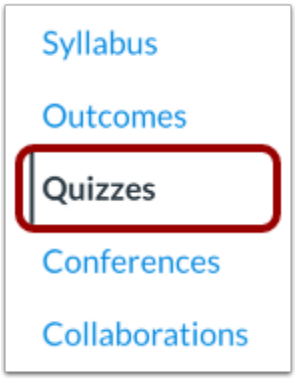
How do I use Direct Share to copy a quiz to another course?

As an instructor, you can use Direct Share to copy individual quizzes in one course directly into another course in which you are enrolled. Direct Share also allows you to send quizzes to other instructors at your institution. When you copy a quiz, any assets within that quiz (images, files, etc.) will be included in your quiz copy.

Notes:

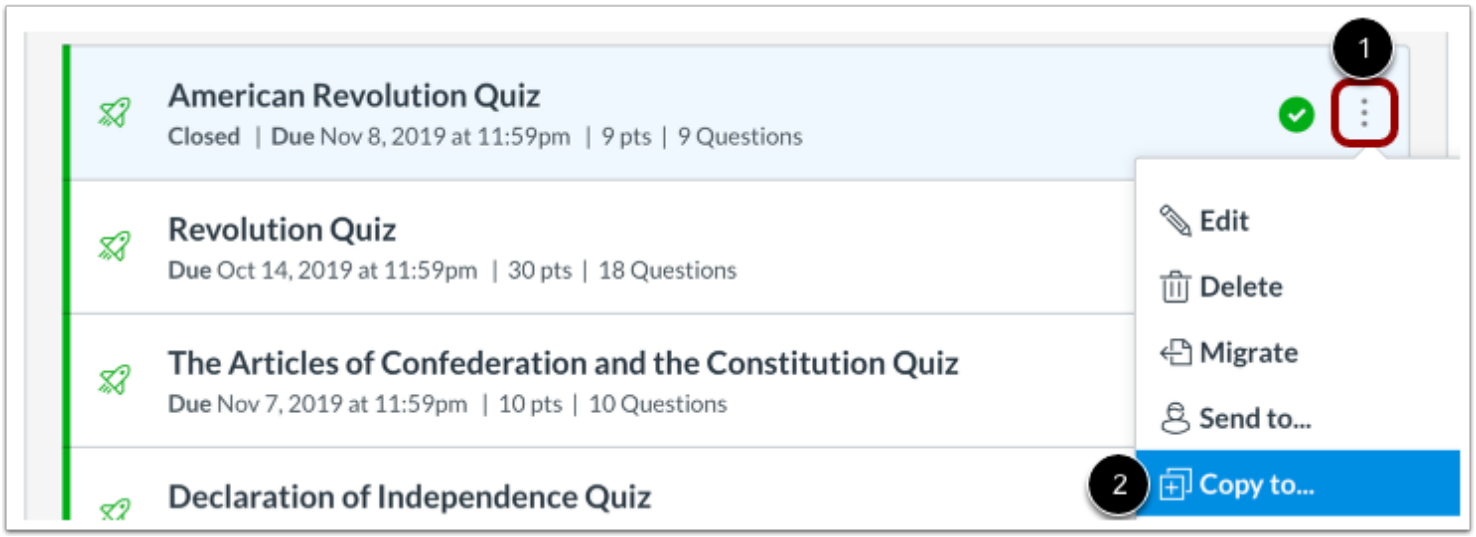
- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Quizzes



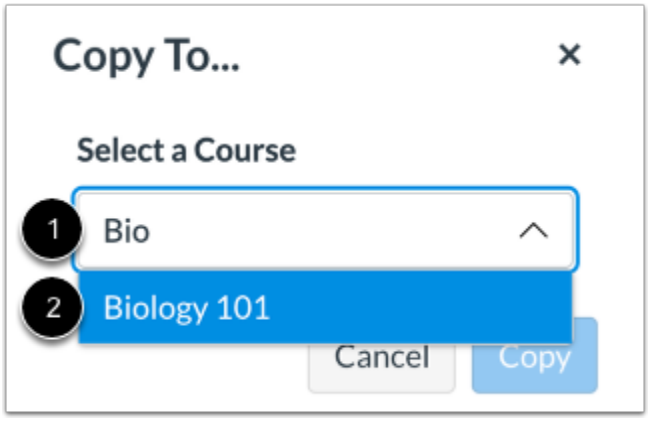
In Course Navigation, click the **Quizzes** link.

Open Quiz Options



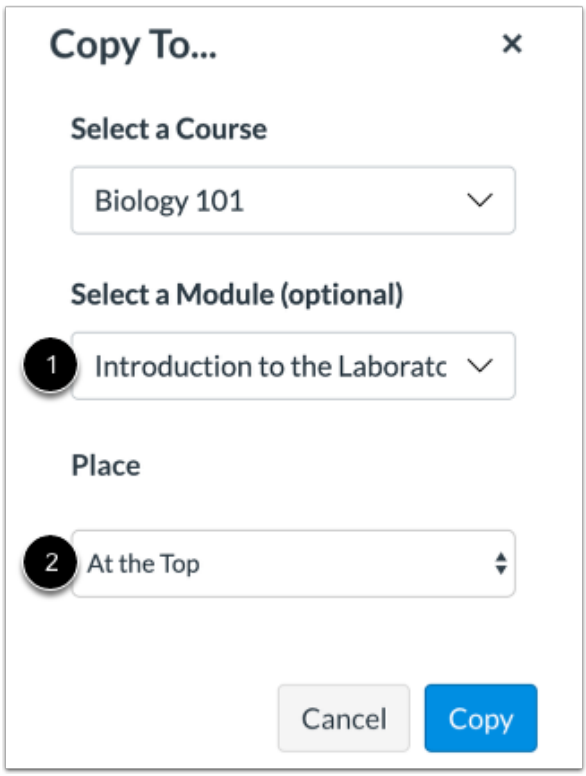
Locate the quiz you wish to copy, then click the quiz **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



Click or type the name of a course in the **Select a Course** field [1]. Then select the course into which you want to copy the quiz [2].

Select Location

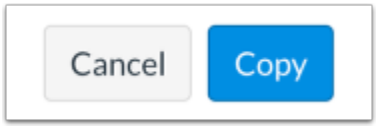


If you wish, you can copy the quiz into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied quiz.

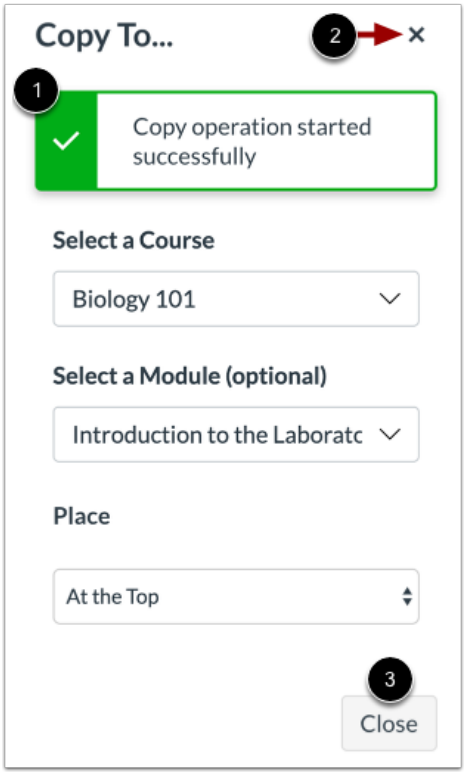
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the quiz to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Quiz



Click the **Copy** button.

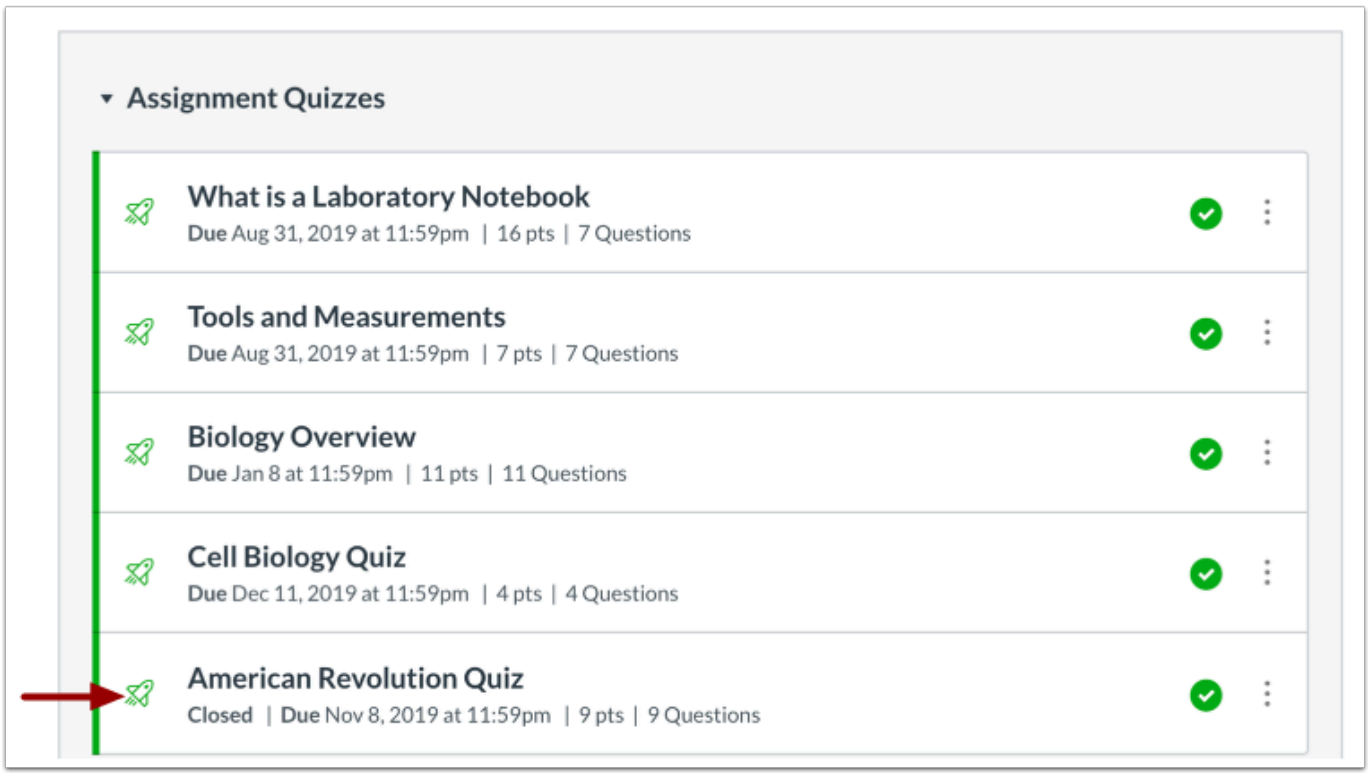
View Copy Notification



Canvas displays a notification when a quiz copies successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Quiz



Copied quizzes display on the Quizzes Index Page for the course into which it copied.

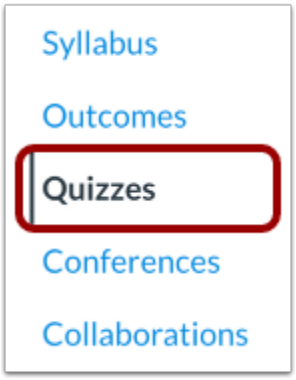
How do I use Direct Share to send a quiz to another instructor?

As an instructor, you can use Direct Share to share individual quizzes in your course with other instructors at your institution. You can also use Direct Share to copy an individual quiz into another course. When you share a quiz, any assets within that quiz (images, files, etc.) will be included in the shared file.

Notes:

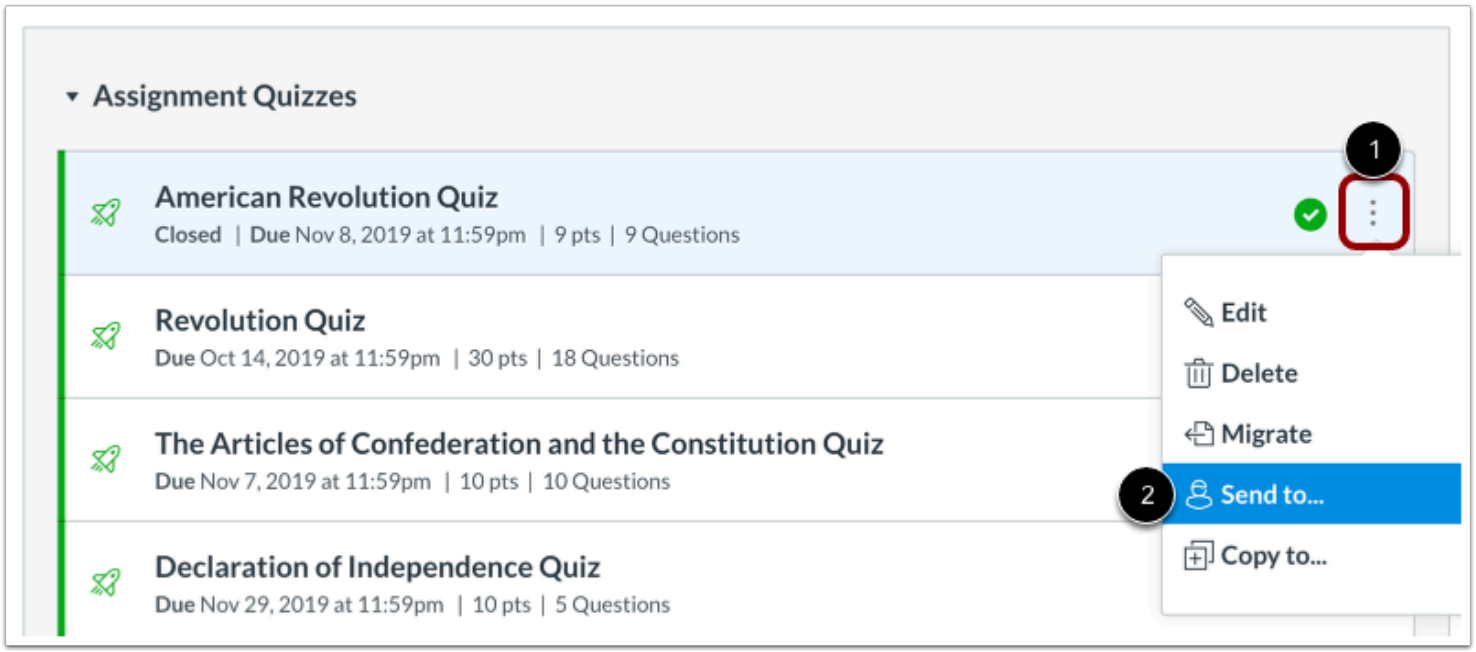
- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Quizzes



In Course Navigation, click the **Quizzes** link.

Open Quiz Options



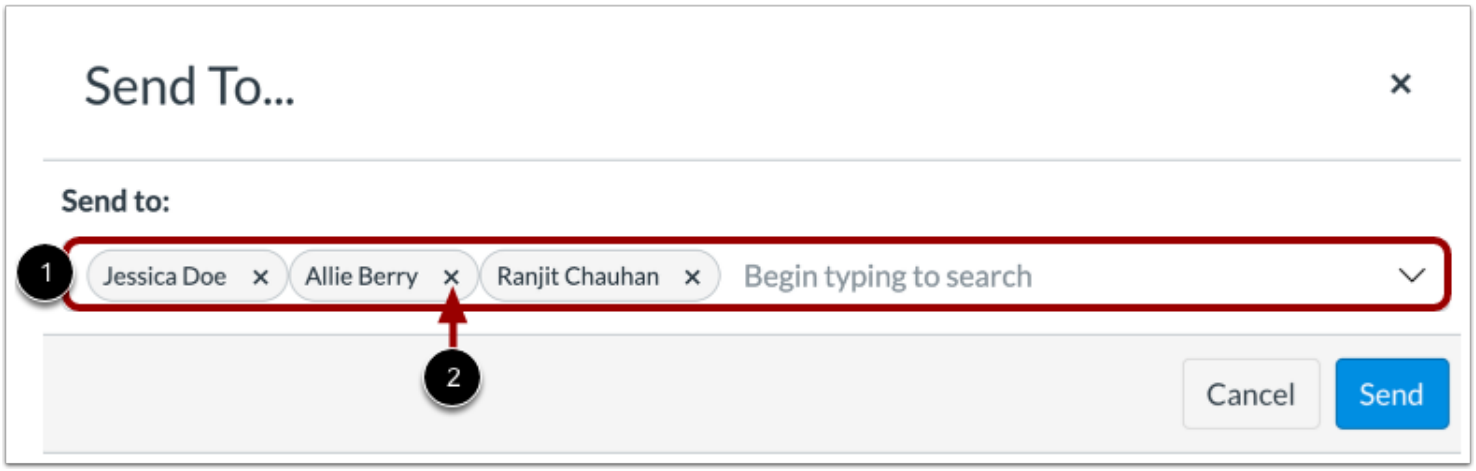
Locate the quiz you wish to send, then click the quiz **Options** icon [1]. Select the **Send To...** option [2].

Select Recipient

To send your quiz to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your quiz [2].

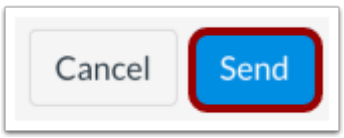
Note: You can send the quiz to multiple instructors at one time.

View Recipients



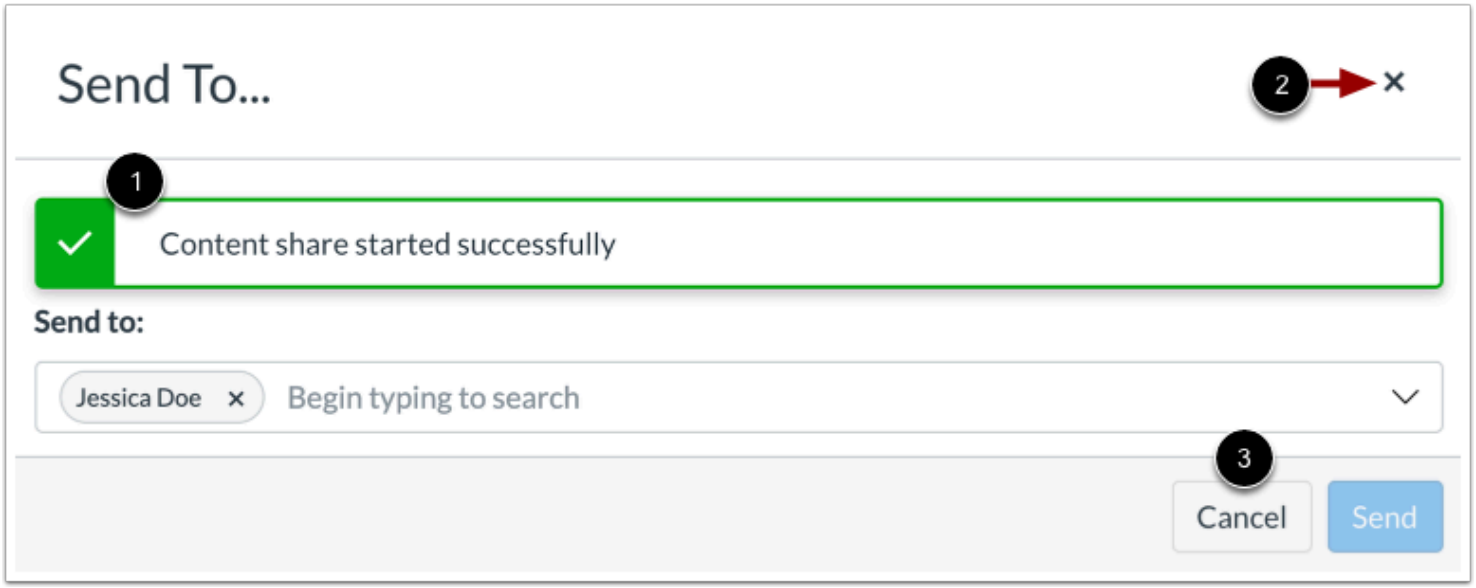
You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Send Quiz



Click the **Send** button.

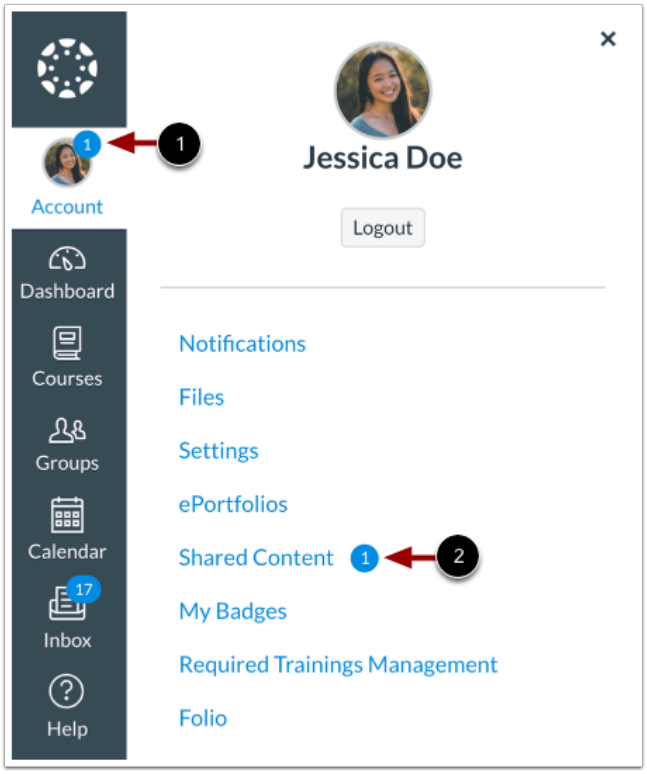
View Sent Notification



Canvas displays a notification when content sends successfully [1].

To close the **Send To...** modal, click the **Close** icon [2] or **Cancel** button [3].

View Shared Content



When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

Once I publish a quiz, how do I make additional changes?

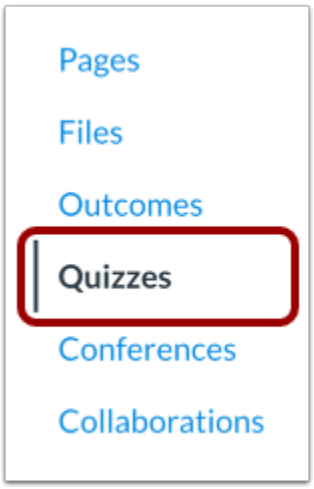
Once you publish a quiz and make it available to your students, you can make changes to the quiz. Original quiz data is retained as part of any existing student submissions. However, students who have already opened or completed the quiz will not see any changes you make, which may affect their grades. These types of changes include adding new questions or deleting questions from the original quiz.

Additionally, if you change only the point value of the quiz, the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook.

If you only need to make changes to existing quiz questions, after editing the quiz you can use quiz regrade to edit certain types of quizzes, or you can add fudge points to individual student quiz scores using SpeedGrader. You can also moderate the quiz to give additional attempts.

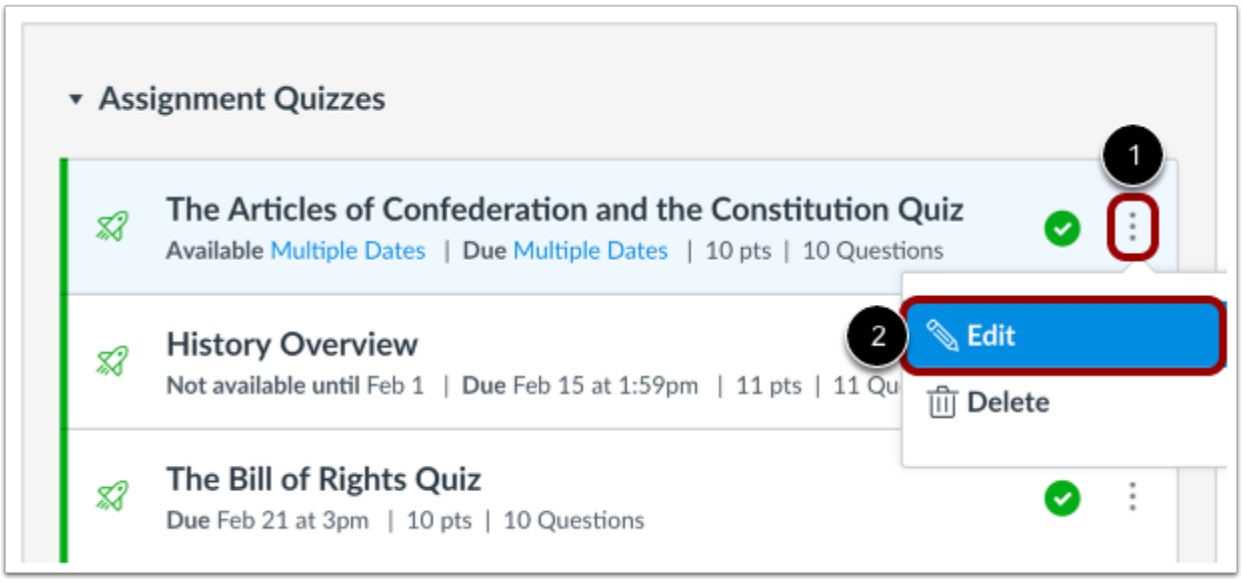
Note: Changing the until date for a published quiz will not alter the auto-submit time for students with in-progress submissions.

Open Quizzes

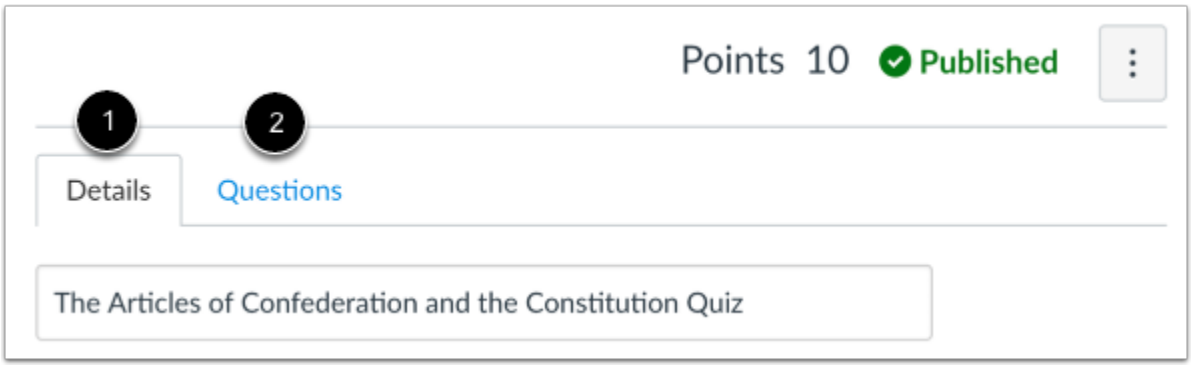


In Course Navigation, click the **Quizzes** link.

Edit Quiz



Locate the quiz you want to edit and click the **Settings** icon [1]. Click the **Edit** link [2].



To edit quiz settings, click the **Details** tab [1]. To edit quiz questions, click the **Questions** tab [2].

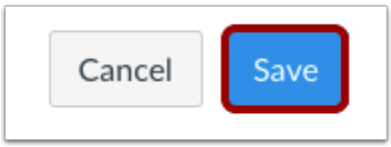
Make the required edits to your quiz.

Notify Students

Once you have edited the quiz, you can notify the students in your course that the quiz has changed by selecting the **Notify users this quiz has changed** check box. The notification will be sent to any students who have enabled the Course Content option in their notification preferences, including students who have already completed the quiz.

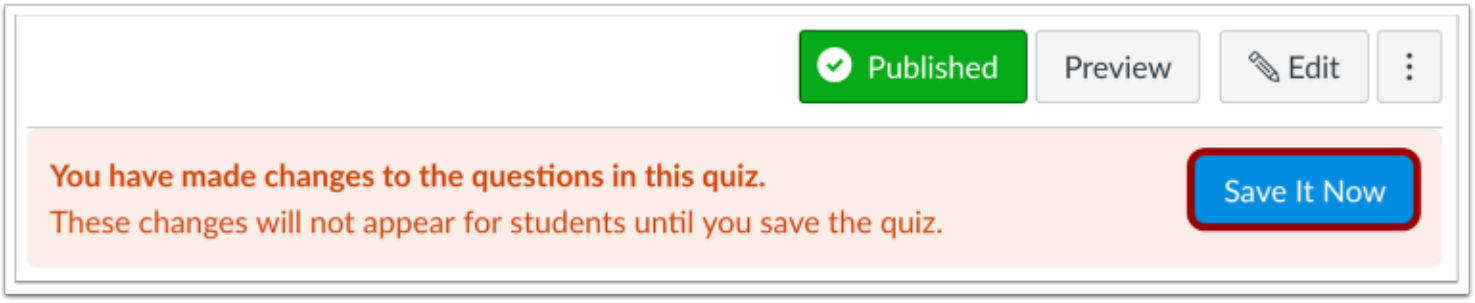
Note that students will always receive a notification if you change the due date of the quiz regardless of whether you select this check box.

Save Quiz



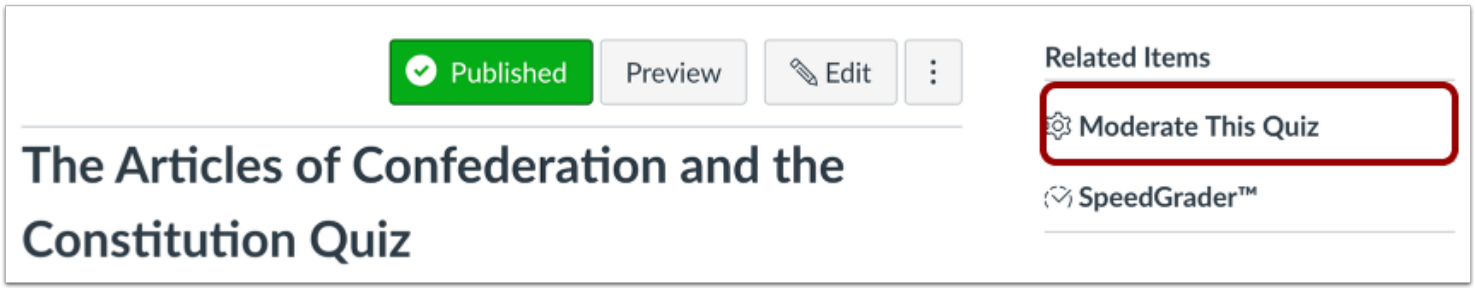
Click the **Save** button.

Save It Now



If you exit the quiz without saving, Canvas will display a message indicating you have made changes to the questions in the quiz that cannot be viewed by students. To ensure students are seeing the most current version of the quiz, click the **Save It Now** button.

Moderate This Quiz



You can also moderate the quiz to grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts. To moderate the quiz, click the **Moderate This Quiz** link.

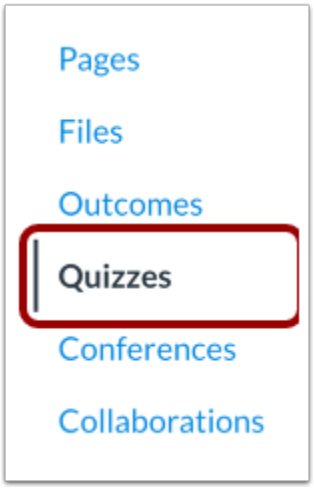
Once I publish a quiz, how do I use the Moderate Quiz page?

Once you have published a quiz, the quiz sidebar shows the Moderate Quiz link, which allows you to moderate the quiz for each student in your course. On the Moderate Quiz page you can view the progress of student submissions and view the number of quiz attempts each has taken. You can also grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts.

Notes:

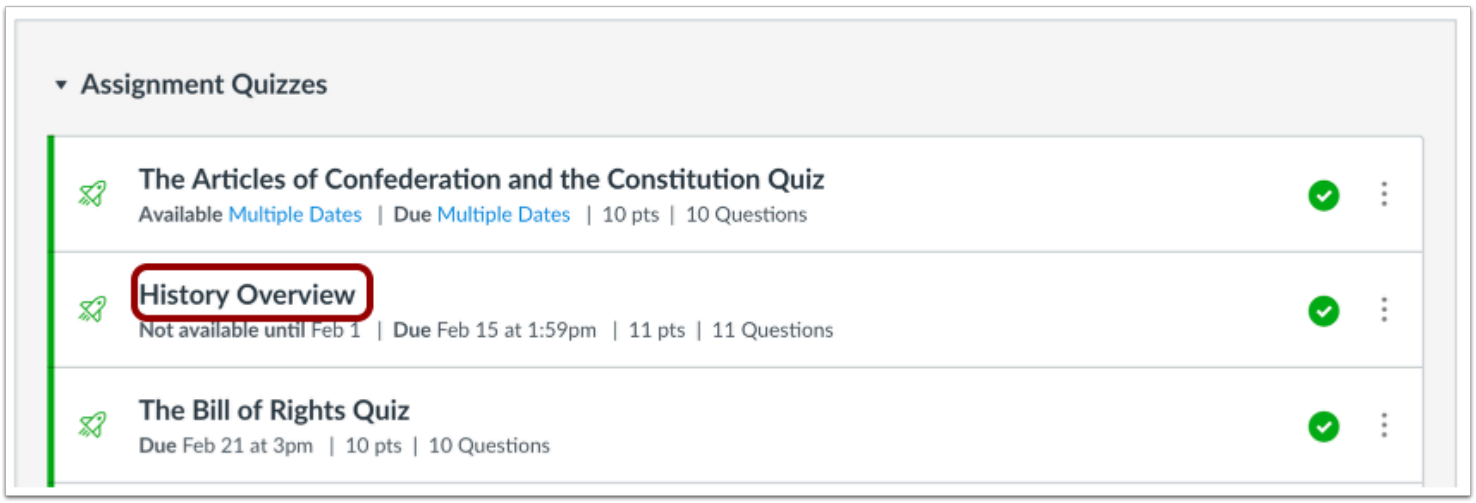
- Depending on the size of your course, Moderate Quiz information may take a few minutes to update. You may have to refresh the page to view the most current data.
- If you change the quiz settings while a student is taking a quiz, the new settings will not apply until the student has completed the current attempt.

Open Quizzes



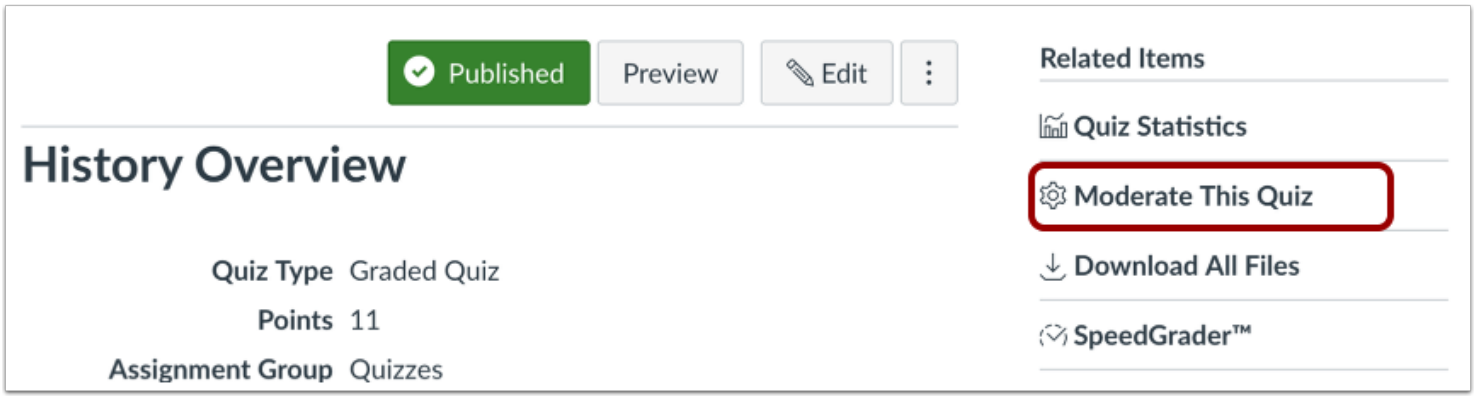
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the name of the quiz.

Moderate This Quiz



Click the **Moderate This Quiz** link.

View Search Filter

To view the quiz attempts of a specific student, use the **Search People** field.

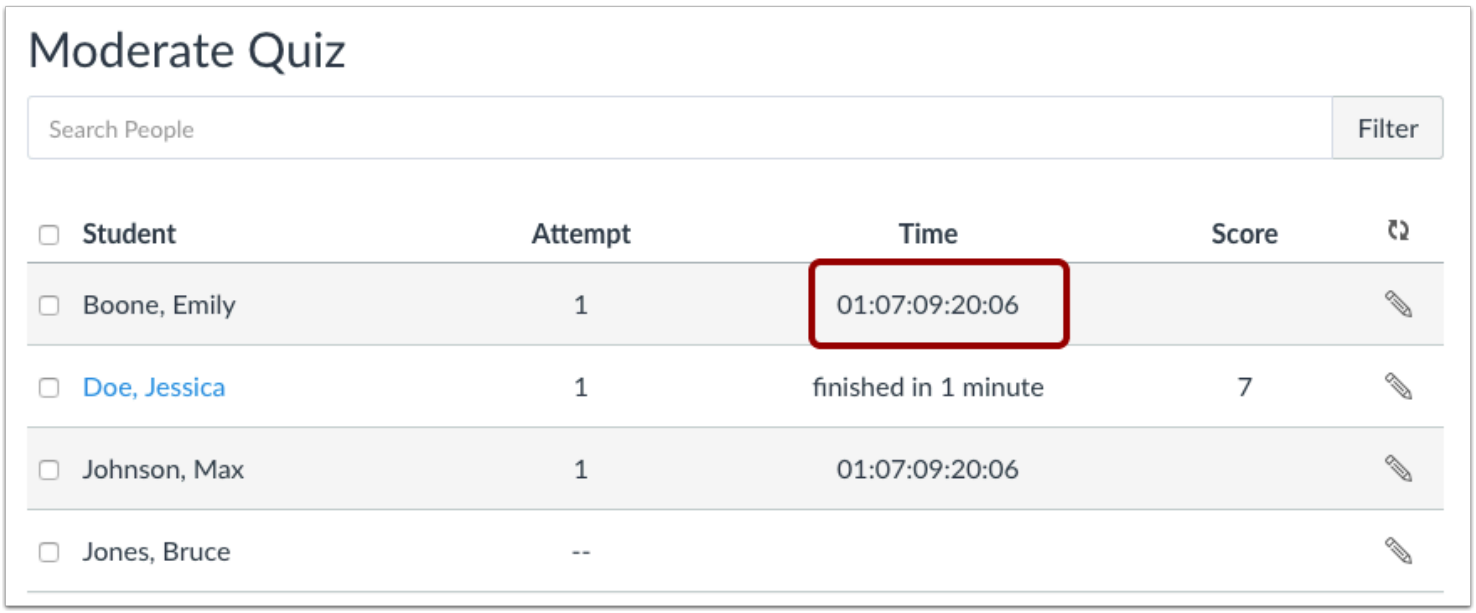
View Moderate Quiz Columns

The Moderate Quiz page displays the following information:

- Student name [1]
- Number of times the student has already attempted to take this quiz [2]
- Quiz time—completed attempts show the time it took for the student to complete the quiz; running time shows the remaining time the student has to complete the quiz [3]
- Number of remaining attempts, if any [4]
- Quiz score—for multiple submissions, the score is the most recent attempt [5]

To refresh the page and make sure all column statistics are current, click the refresh icon [6].

View Current Attempt Time

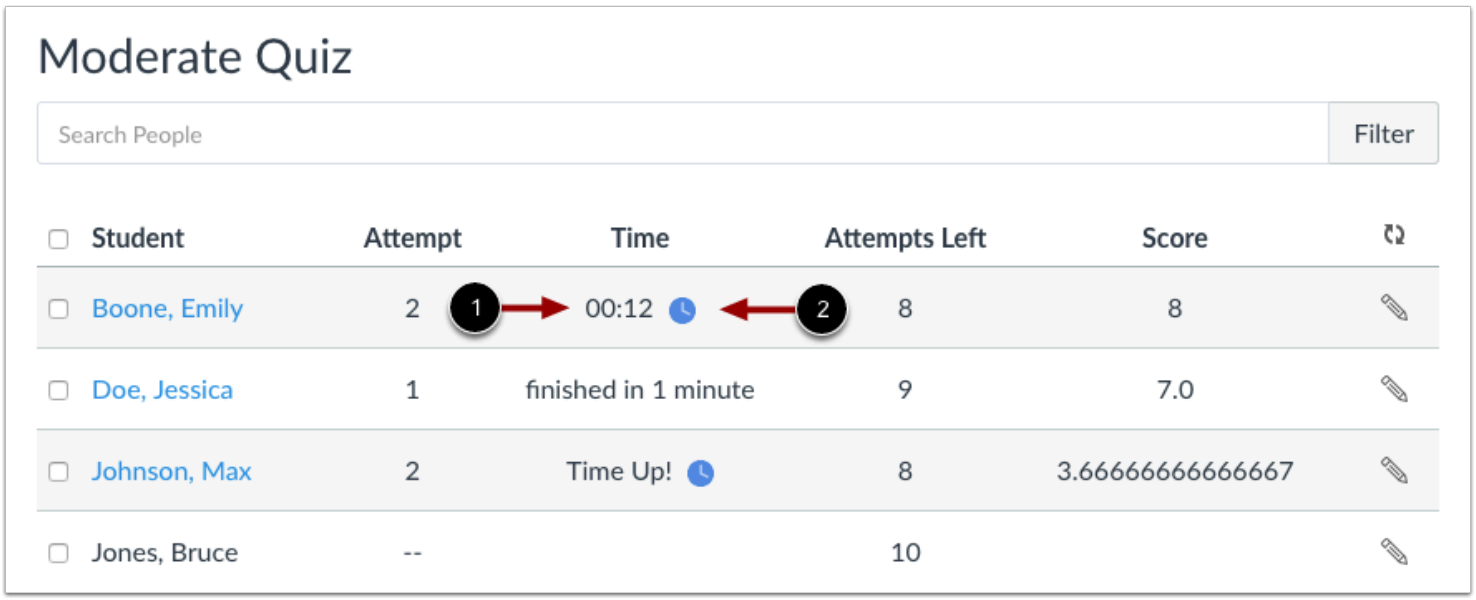


If you view the Moderate Quiz page while a student is currently taking a quiz, the Time column shows the running time for the quiz. When time has expired, the Time column displays the submission as *Time Up!*

For non-timed quizzes, the timer counts down to the quiz Until date. If no Until date is set for the quiz, the quiz defaults to the course end date. The highest number display is in months, days, hours, minutes, and seconds.

Note: When students are taking a non-timed quiz, their timer will show the elapsed time counting up.

View Timed Quiz Current Attempt Time

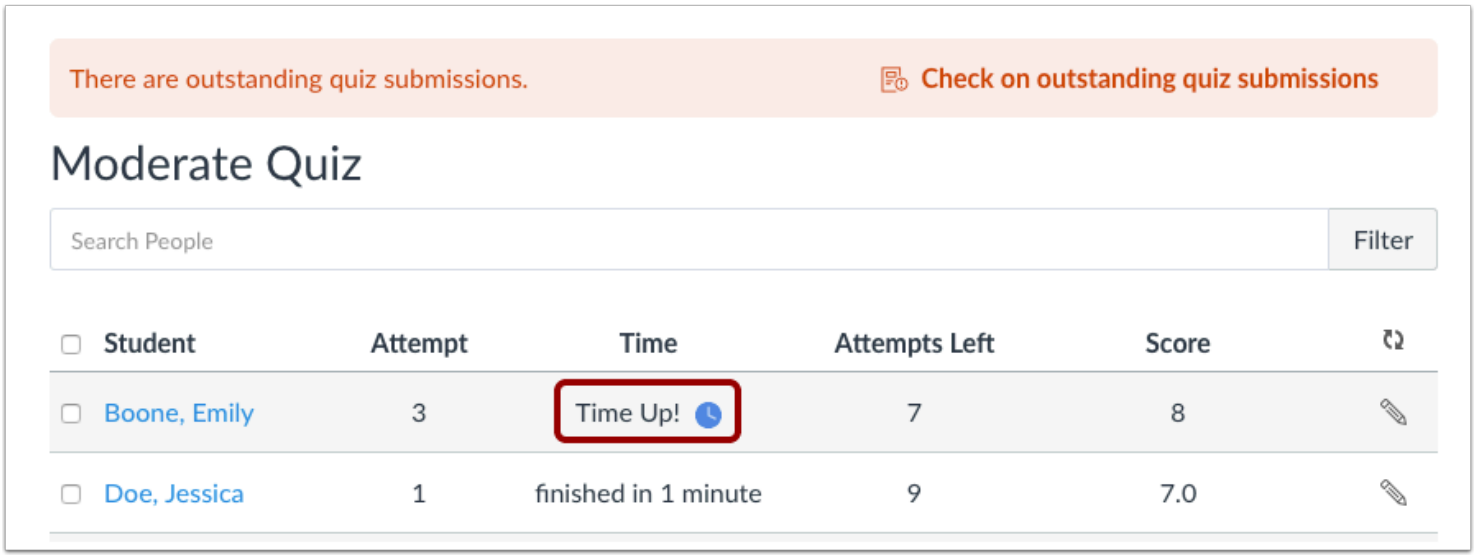


If you view the Moderate Quiz page while a student is currently taking a timed quiz, the Time column shows the running time remaining in the quiz [1]. When time has expired, the Time column displays the submission as *Time Up!*

The quiz also displays a clock icon [2] that you can use to extend time on the current attempt. Learn more about moderating current timed quizzes.

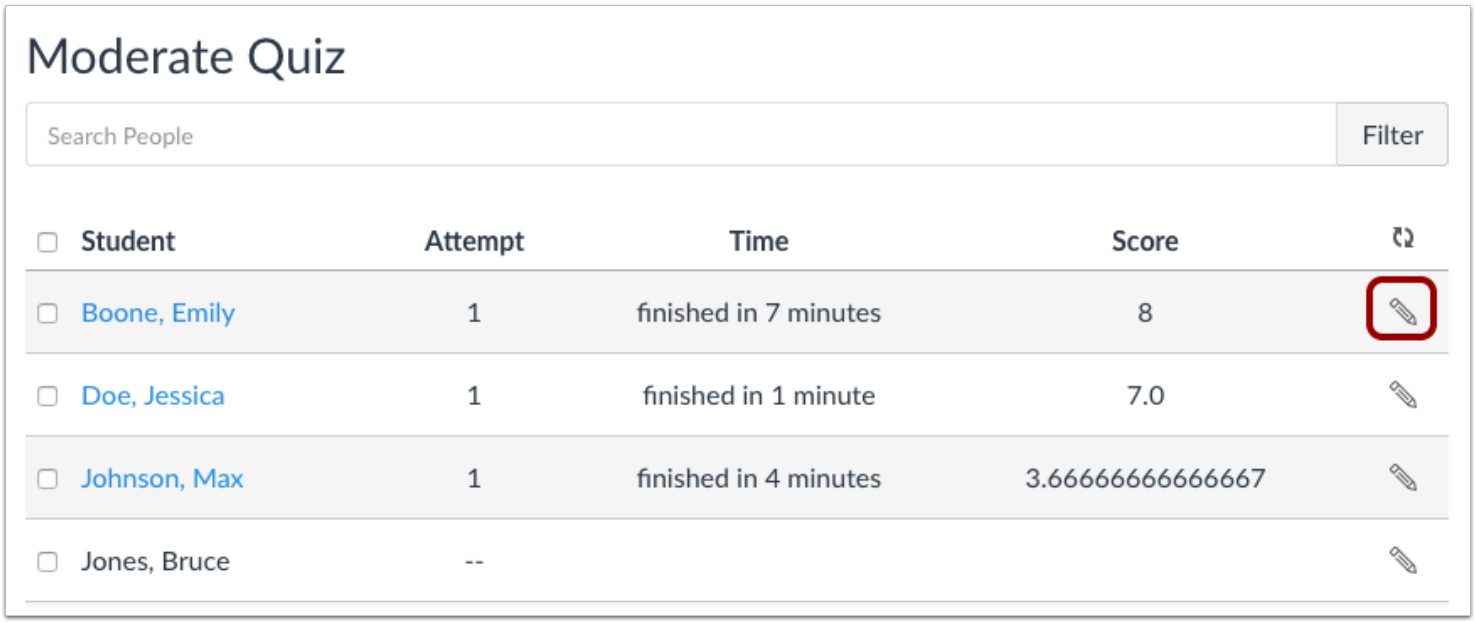
Note: When students are taking a timed quiz, their timer will show the elapsed time counting down.

View Outstanding Submissions



If the page displays a warning message, time has expired on one or more student submissions, but the submissions are outstanding and need to be manually submitted. Learn how to submit outstanding quizzes.

Moderate Quiz



You can use the **Edit** icon to moderate the quiz at any time for a student. Moderating a quiz lets you give students extra attempts and manually unlock quiz attempts. Depending on the quiz settings, you can also give extra time for timed quizzes and let students see quiz results one more time.

If you want moderate a quiz for multiple students and apply the same settings for each, you can apply your changes to all students at once. Learn more about giving extra quiz attempts.

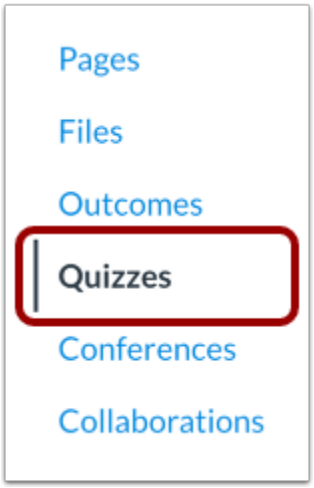
Once I publish a quiz, what kinds of quiz statistics are available?

You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question. For more detailed information about item analysis limitations and calculations, please refer to the Item Analysis PDF.

For optimum course performance in the Canvas interface, quiz statistics will only generate for quizzes with 100 or fewer unique questions or 1000 total attempts. For instance, a quiz with 200 questions will not generate quiz statistics. However, a quiz with 75 questions will generate quiz statistics until the quiz has reached 1000 attempts. Results greater than these maximum values can be viewed by downloading the Student Analysis report and viewing the CSV file.

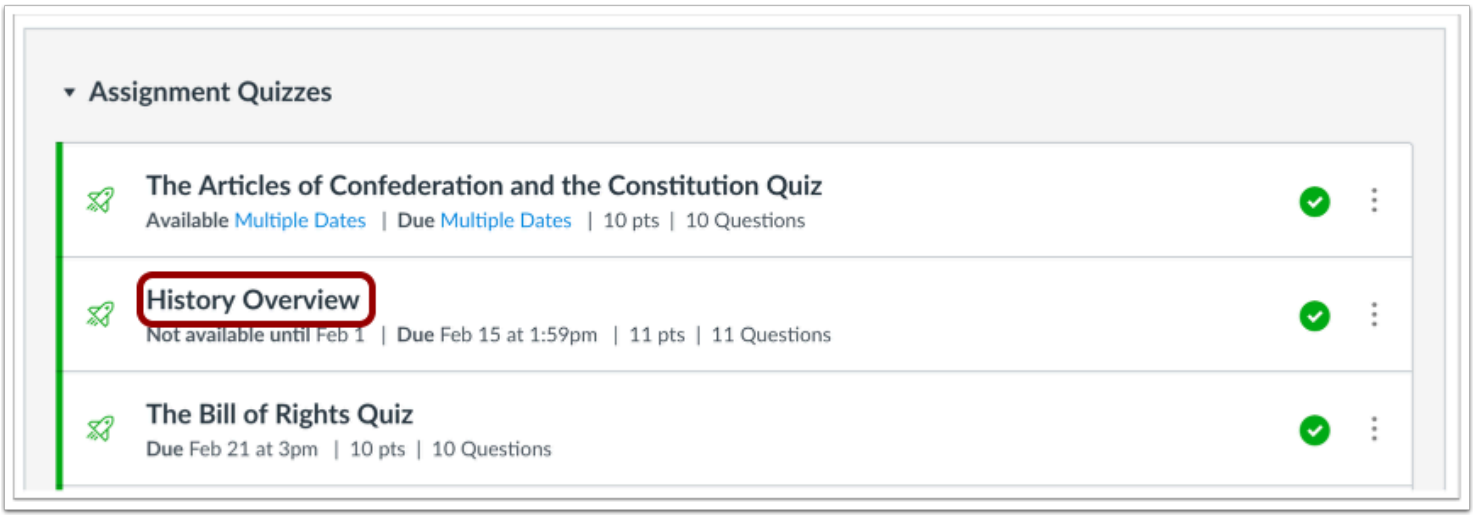
Note: Editing a quiz with student submissions may affect quiz statistics. If the Question Breakdown charts no longer correctly display the information you expect after you edit a quiz, the Student Analysis report can provide the correct data.

Open Quizzes



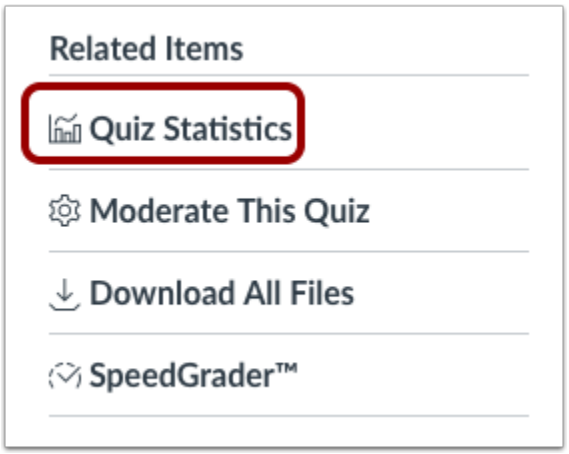
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the title of the quiz you want to open.

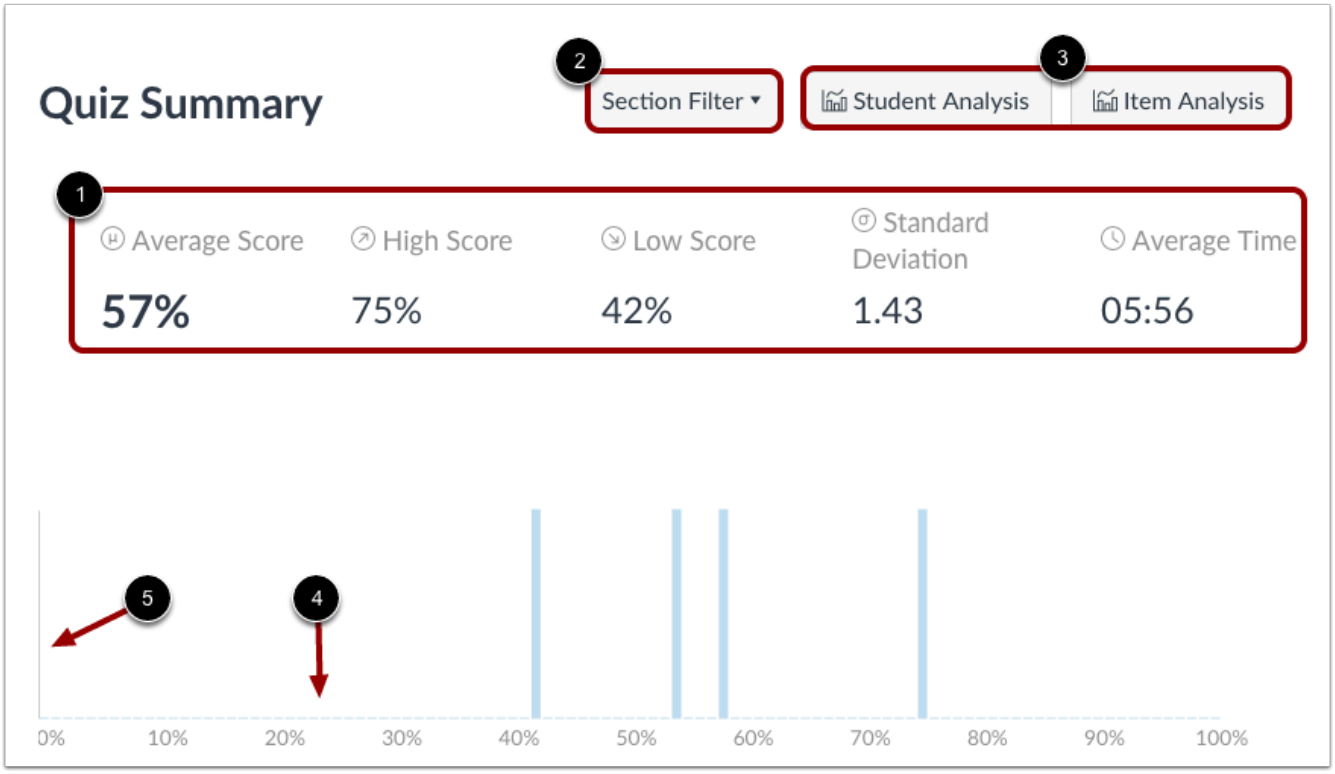
Open Quiz Statistics



Click the **Quiz Statistics** link.

Note: Quiz Statistics will not be available until at least one student has completed the quiz.

View Statistics



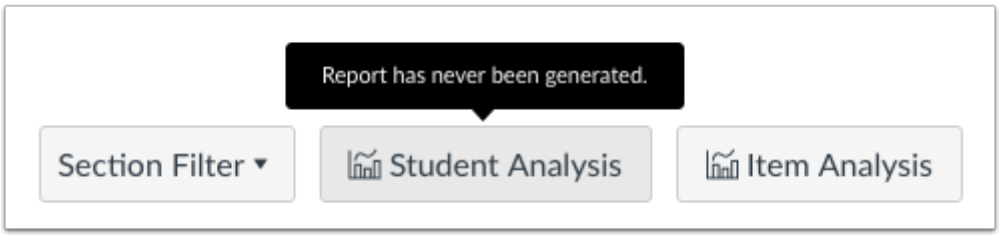
By default, the quiz summary shows statistics for all sections including the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion [1].

To view quiz statistics for a section, click the **Section Filter** drop-down menu [2]. To access additional survey results, generate a Student/Item Analysis report [3].

In the summary graph, the x-axis indicates the quiz scored percentages [4], and the y-axis indicates the number of students who received each percentage [5].

If a student had multiple assignment attempts, you can view past attempts in SpeedGrader. Quiz stats will only display the kept score for the student (highest score or latest score). To view the score setting for multiple attempts, edit your quiz and view the multiple attempts settings option. If necessary, you can give your students an extra attempt.

View Analysis Reports



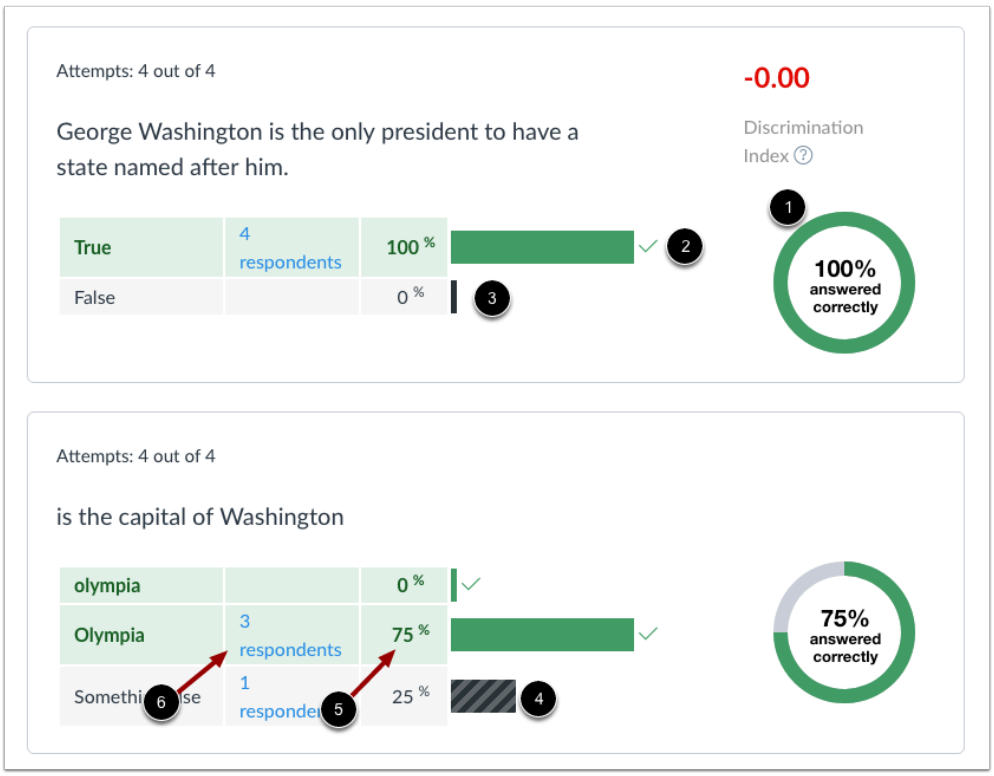
Download CSV files to view Student Analysis or Item Analysis for each quiz question to count all student attempts in the statistics. For more detailed information about item analysis limitations and calculations, please refer to the Quiz Item Analysis PDF.

When you generate an analysis report, Canvas shows the last time the report was generated. If there is an error with the report, you can retry the option or cancel the analysis completely.

Notes:

- By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.
- The Item Analysis report only displays statistics for Multiple Choice and True/False questions.
- If you have permission to read SIS data in the course, the sis_id column is included in the CSV download.

View Question Breakdown

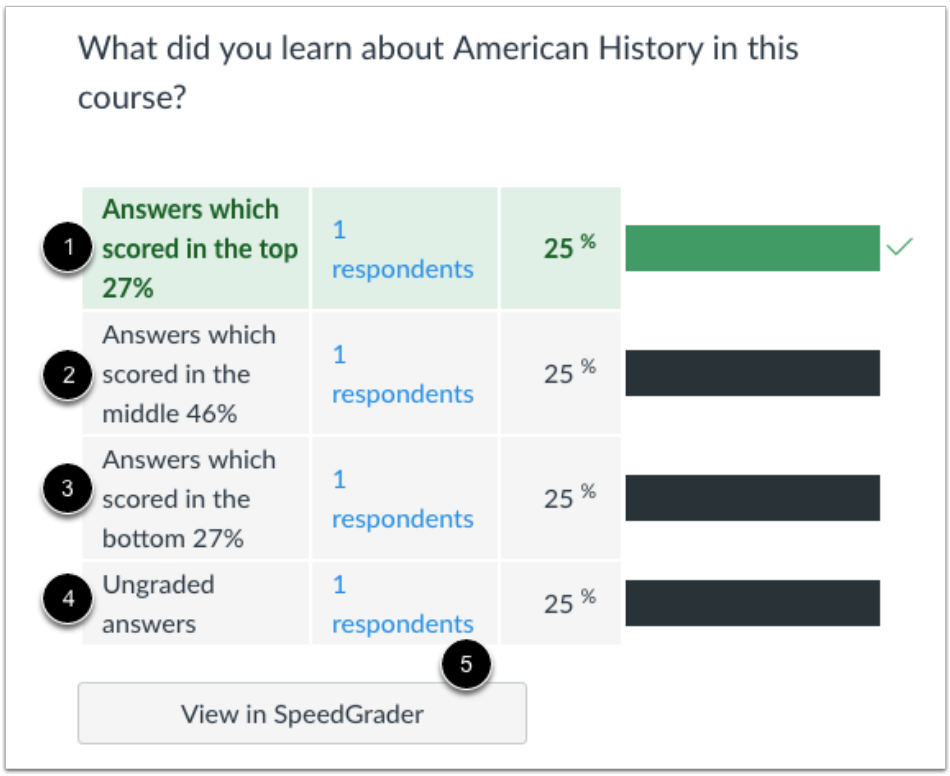


Quiz question shows the total percentage of students who answered the quiz question correctly [1].

Each question includes a breakdown with each question answer choice. Correct answer response(s) are shown in a green bar with a check mark [2]; incorrect responses are shown in a black bar [3]. Question types that do not have set answer choices, such as Fill-in-the-Blank questions, display entries other than the correct answer in a black striped bar [4]. The horizontal bars are scaled according to the answer response percentage [5].

Each response also displays the number of respondents who selected the answer [6]. To view the names of the students who selected an answer choice, click the **[x respondents]** link.

View Manually Graded Questions



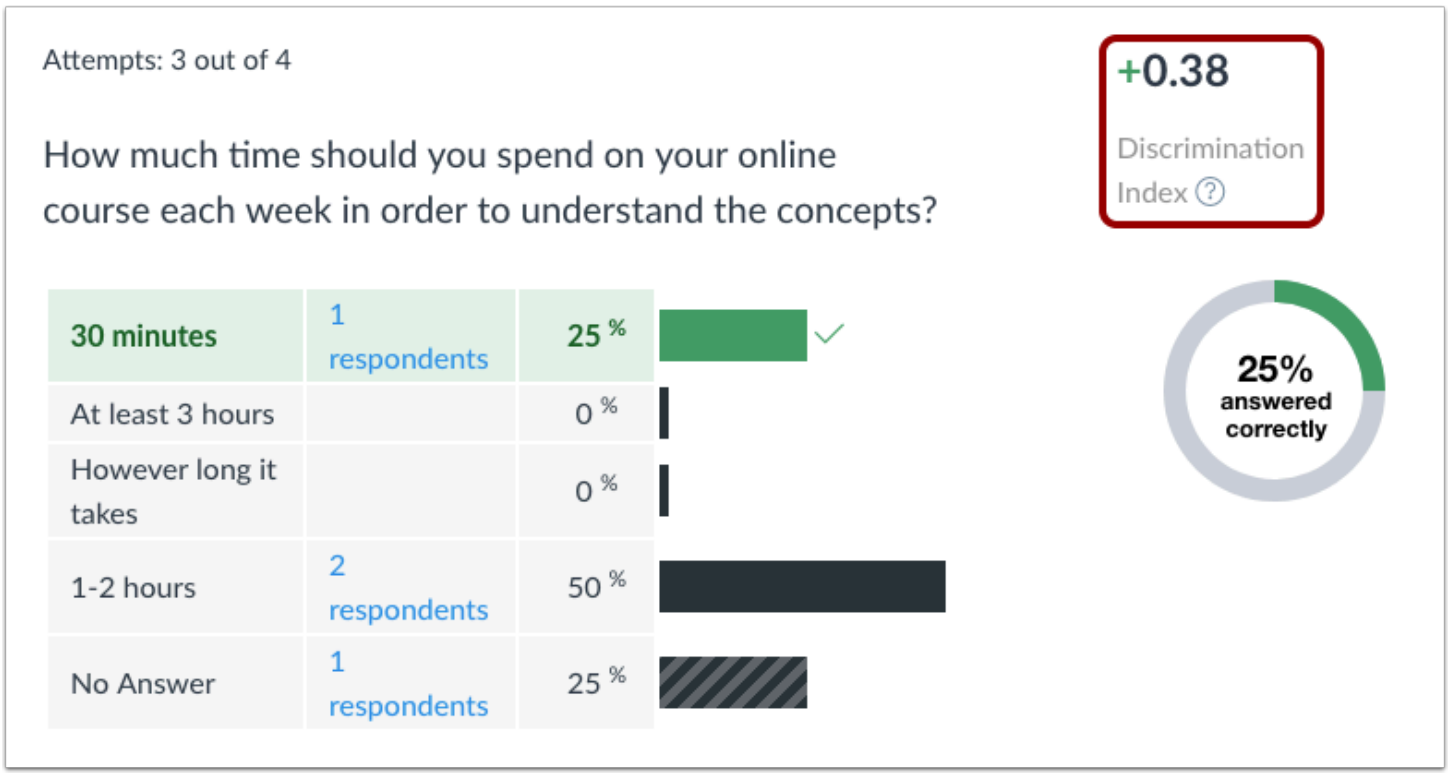
Quiz statistics also show relative grade performance for manually graded essay and file upload quiz question types. Manually graded question types are shown in the same table format as other quiz types.

A manually graded quiz type is marked as correct if it contains a student score greater than or equal to the question points possible.

Grade breakdown responses are shown as the top 27% [1], middle 46% [2], and bottom 27% [3]. The statistics also show submissions that have not yet been graded [4]. However, if all scores are identical, a response category may show more than the percentage number of students (e.g., all students score 100%).

Manually graded questions also include access to SpeedGrader for quick reference [5].

View Discrimination Index



True/False and Multiple Choice quiz questions include an item discrimination index, which attempts to look at a spread of scores and reflect differences in student achievement. This metric provides a measure of how well a single question can tell the difference (or discriminate) between students who do well on an exam and those who do not. It divides students into three groups based on their score on the whole quiz and displays those groups by who answered the question correctly.

Lower discrimination scores (in red) are scored +0.24 or lower; good scores (green) are +0.25 or higher. An ideal discrimination index shows students who scored higher on the quiz getting the quiz question right, students who scored lower on the quiz getting the quiz question wrong, and students in the middle range on either side. A discrimination index of zero shows all students getting the quiz question right or wrong.

Once I publish a quiz, how can I give my students extra attempts?

You can grant access to an individual student, several students, or the entire class to have extra attempts on a quiz. If your quiz is locked, you can also manually unlock the quiz for a student, even if the student has not yet taken the quiz.

You can add extra attempts through accessing student quiz results or moderating the quiz.

Accessing Student Quiz Results is a quick way to allow an extra attempt for an individual student.

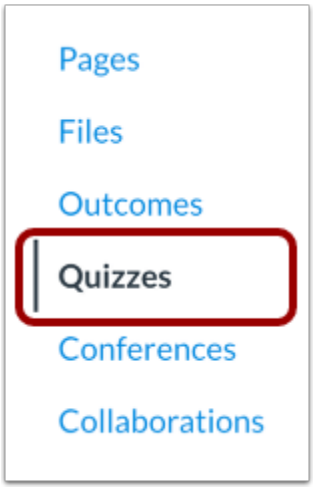
Moderating the quiz lets you allow extra attempts for individual students as well as multiple students at once. This option also allows you to grant extra attempts for students who have not yet taken the quiz. For timed quizzes, you can grant extra time for an attempt. If your quiz options allow students to view results only once after each attempt, you can also let students view quiz results one more time.

You can also use these options to remove attempts as well. For instance, if you need to remove a student attempt, you can decrease the attempts accordingly.

Notes:

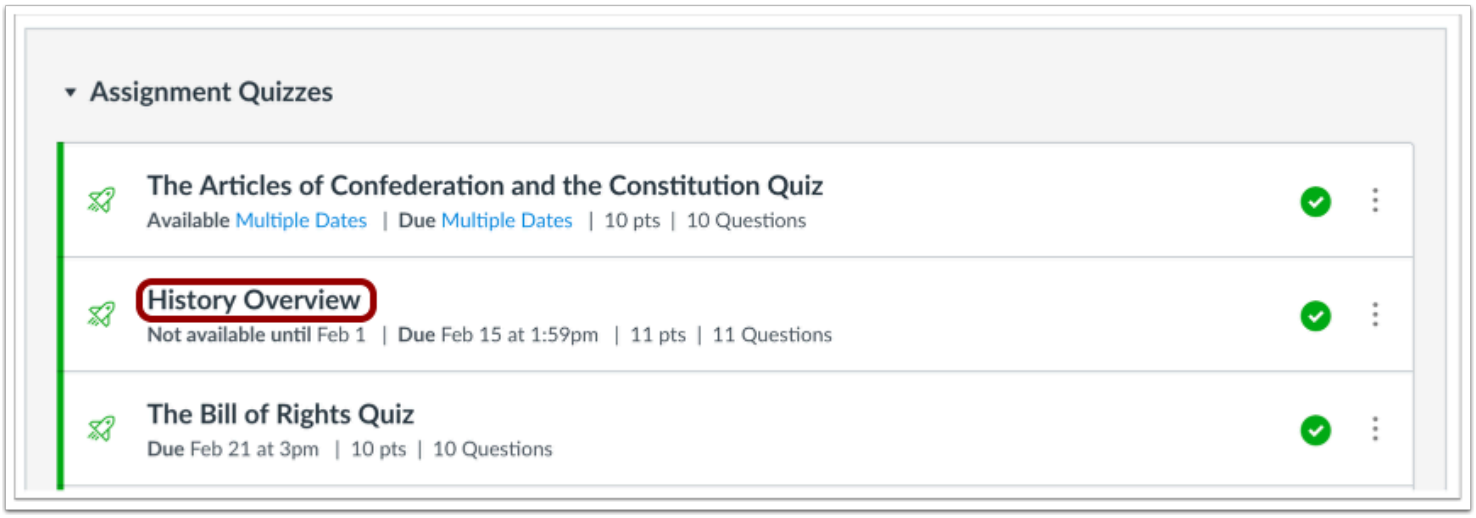
- When extra attempts are given via the Moderate Quiz option, Canvas keeps the highest quiz score by default. You can edit quiz scoring options to keep either the highest score, the most recent score, or an average of all scores.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes their extra attempt(s), any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

Open Quizzes



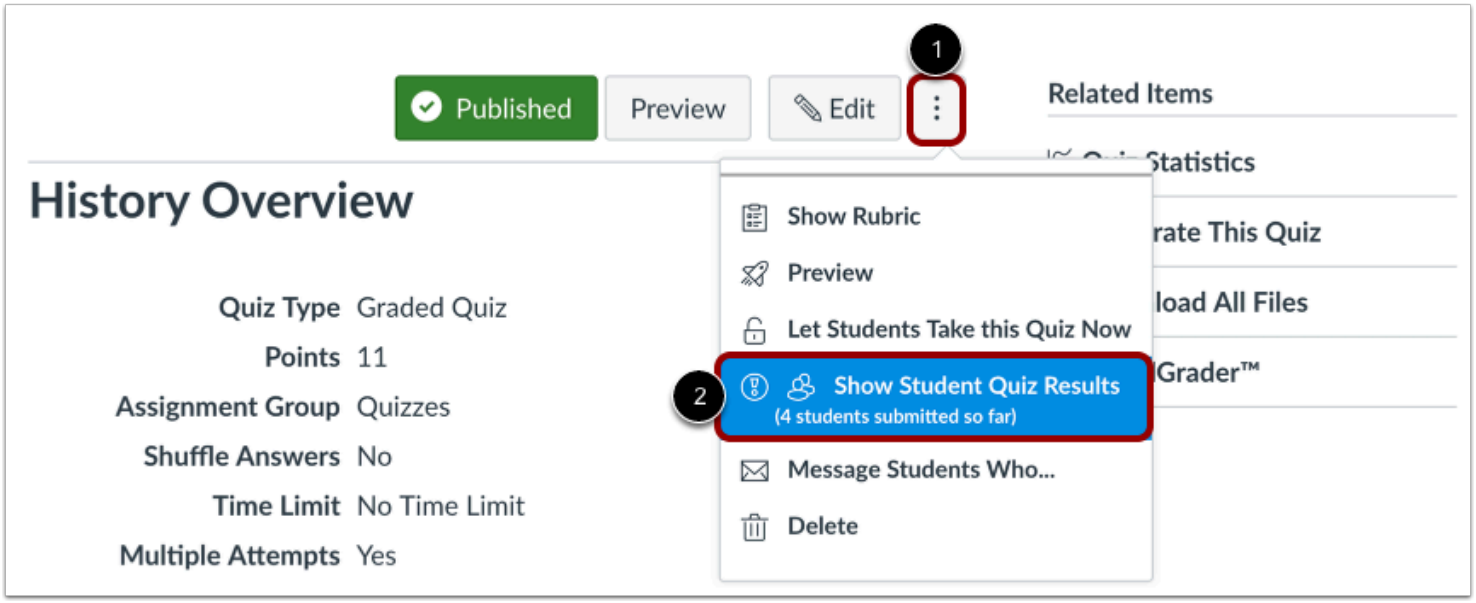
In Course Navigation, click the **Quizzes** link.

Open Quiz



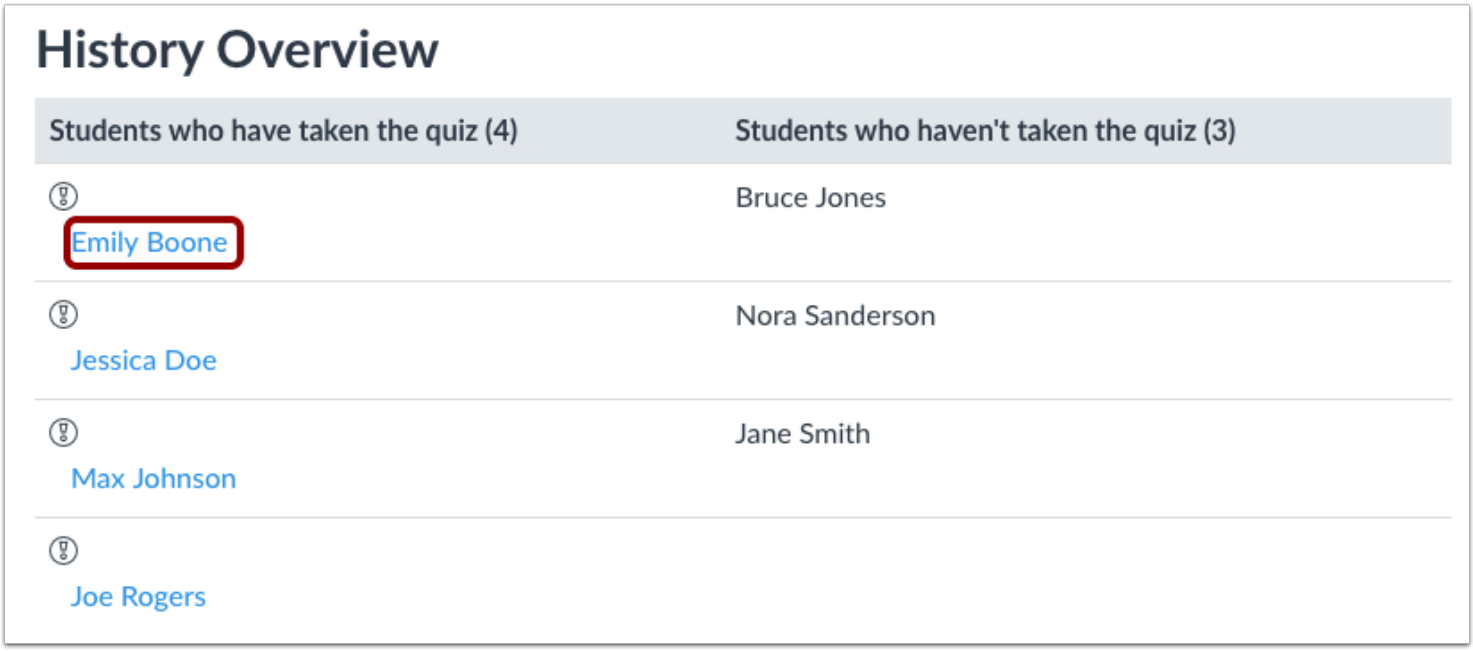
Click the name of the quiz.

Add Extra Attempt through Student Quiz Results



To add an extra attempt for an individual student, click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].

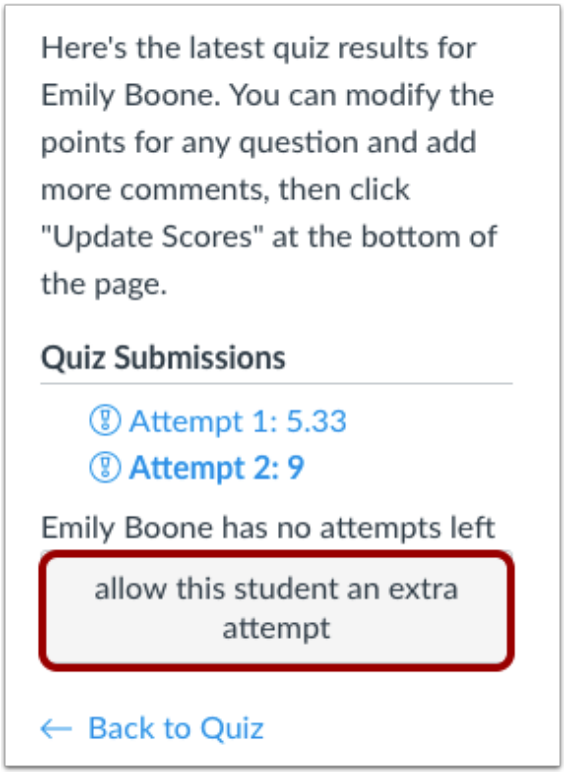
Select Student



Under the heading *Students who have taken the quiz*, click the name of the student.

Note: To give an extra attempt to students who have not taken the quiz, you need to add an attempt by moderating the quiz.

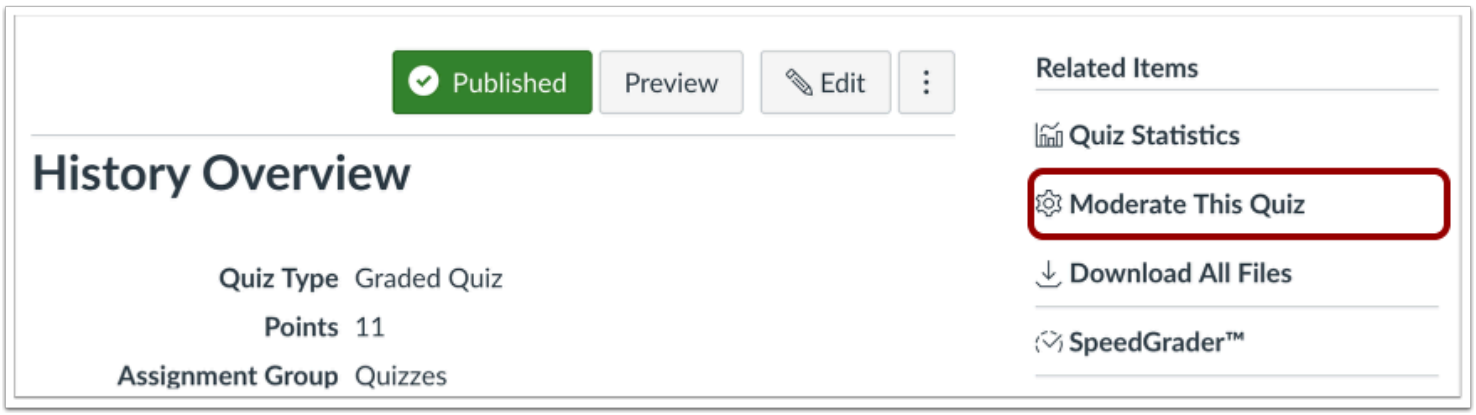
Allow this Student an Extra Attempt



Click the **allow this student an extra attempt** button. The student will automatically receive an extra attempt for the quiz.

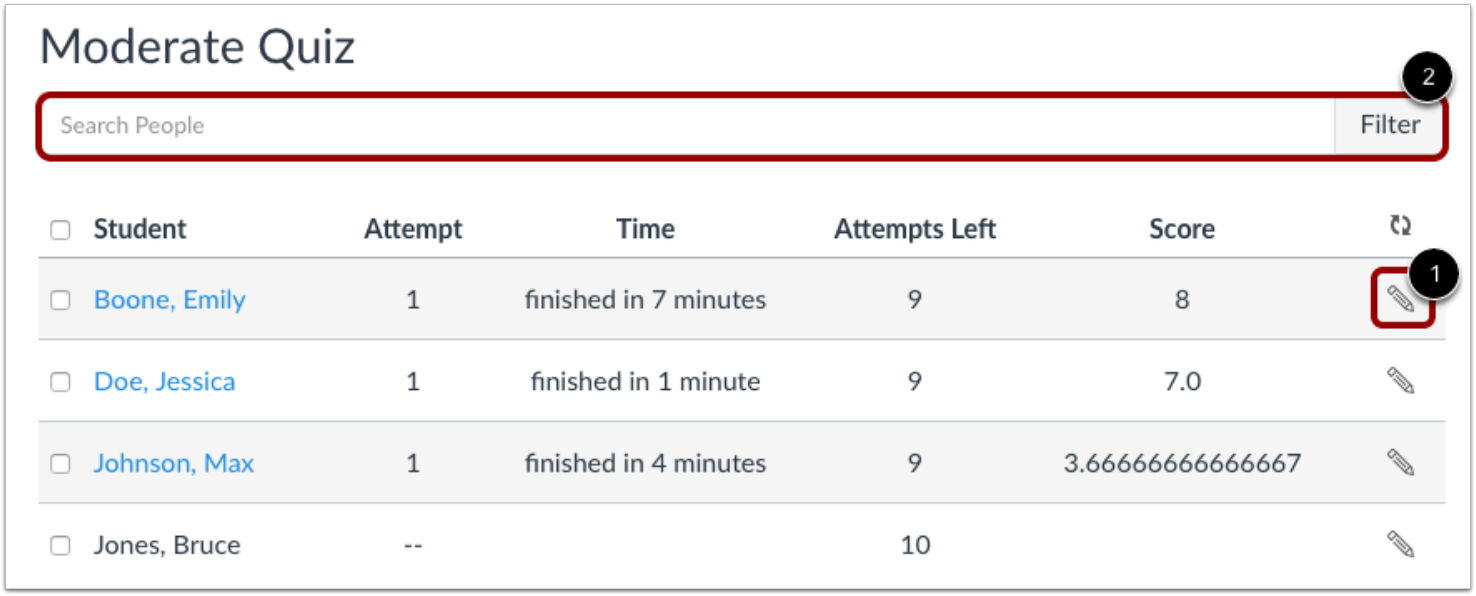
Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes their extra attempt, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

Add Extra Attempt through Moderate This Quiz

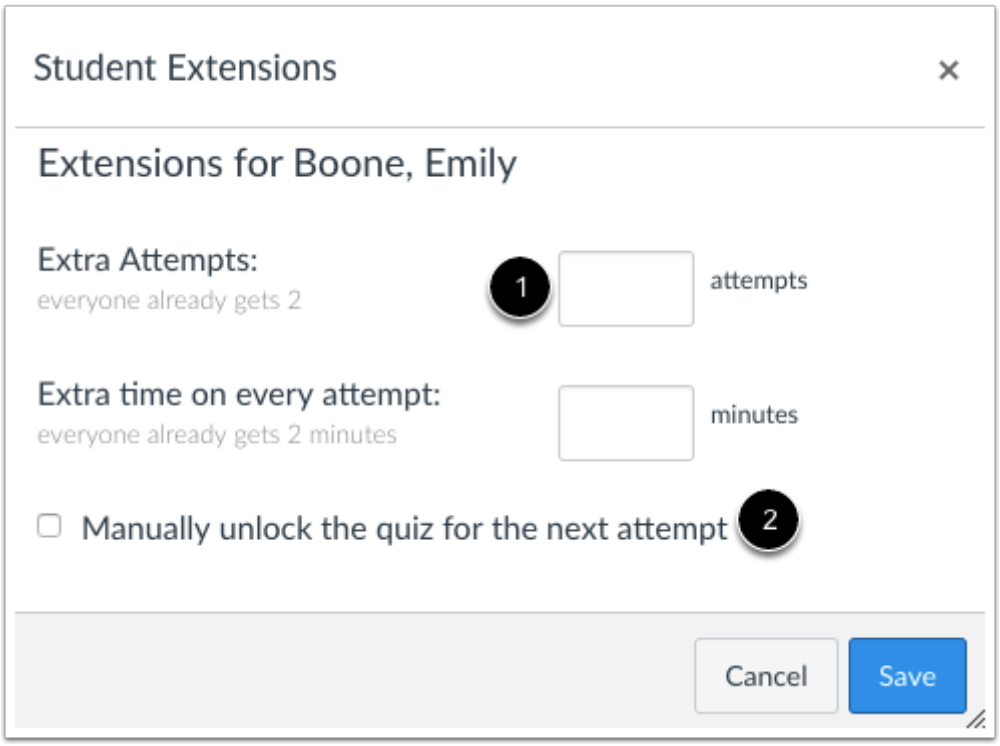


To add attempts for one or more students, click the **Moderate This Quiz** link.

Moderate Quiz



To moderate a quiz for one student, locate the student and click the **Edit** icon [1]. You can also filter students in your course by using the **Search People** field [2].



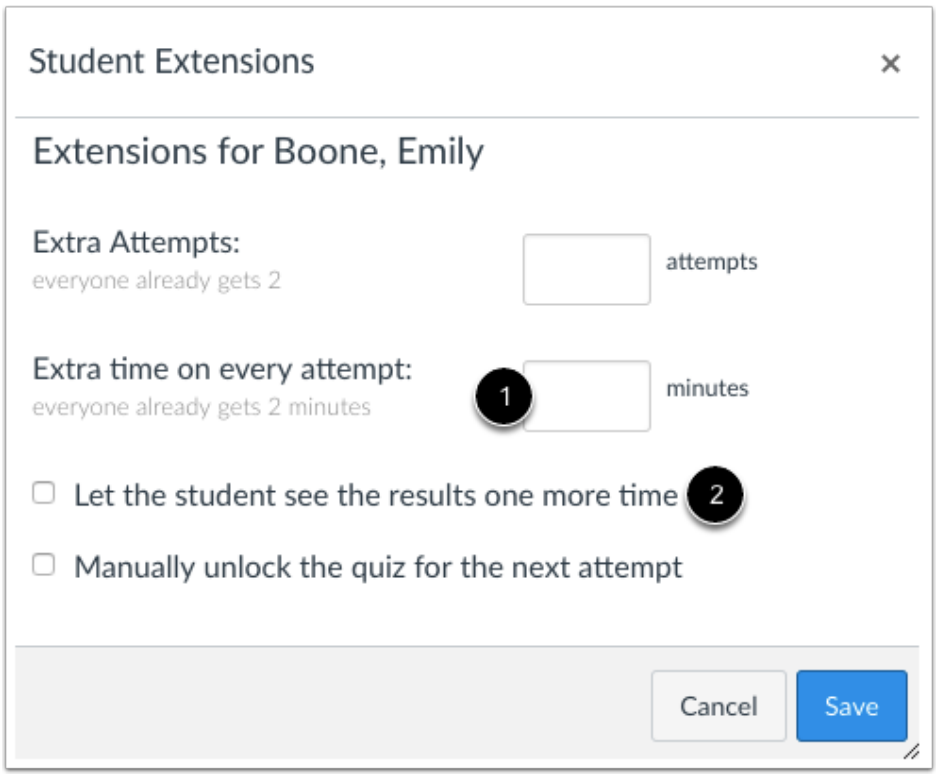
Type the number of extra attempts you'd like to give to the student in the **Extra Attempts** field [1].

If your quiz is locked because of accessibility dates, you will need to unlock the quiz for the student by clicking the **manually unlock the quiz for the next attempt** checkbox [2].

Notes:

- If a quiz requires an access code, students will still need to enter that code to begin their quiz attempt after it has been manually unlocked.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes their extra attempt, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

Adjust Additional Options



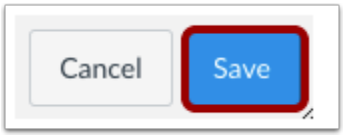
Depending on your quiz settings, the student extension box may contain additional options.

If the quiz has a time limit and you want to give more time, type the number of extra minutes in the **Extra Time on Every Attempt** field [1]. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra time in timed quizzes.

If the quiz is saved with the Only Once After Each Attempt option, you can **let the student see the quiz results one more time** [2]. Results include both their responses and the correct answers. Once the student has viewed the quiz results, the results view extension will be reset and the results will be hidden again. Learn more about limiting quiz results.

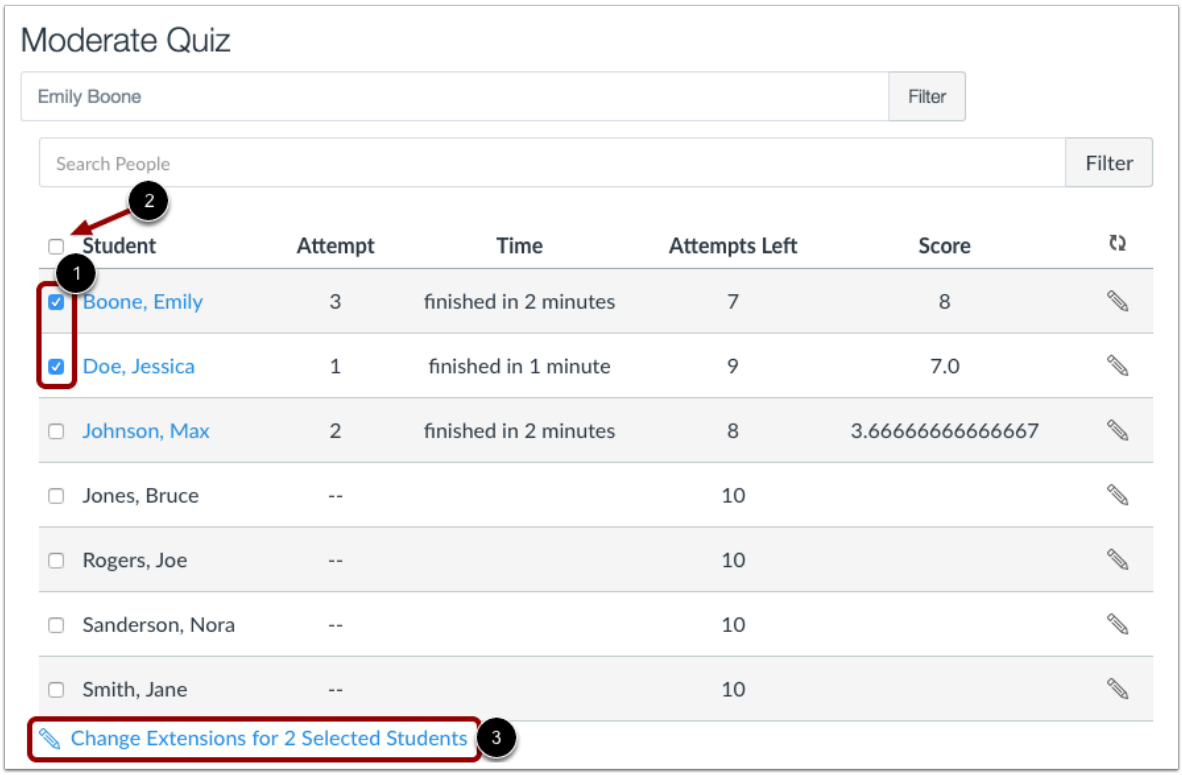
Note: If the Only Once option is selected and students have also been granted an extra attempt on the quiz, students will be able to view the results before they take the quiz, as well as after they complete the quiz. If students are allowed multiple attempts on a quiz, you may want to edit the quiz and select the Allow Multiple Attempts option, which gives an option to let students see their quiz responses only after the last attempt.

Save Changes

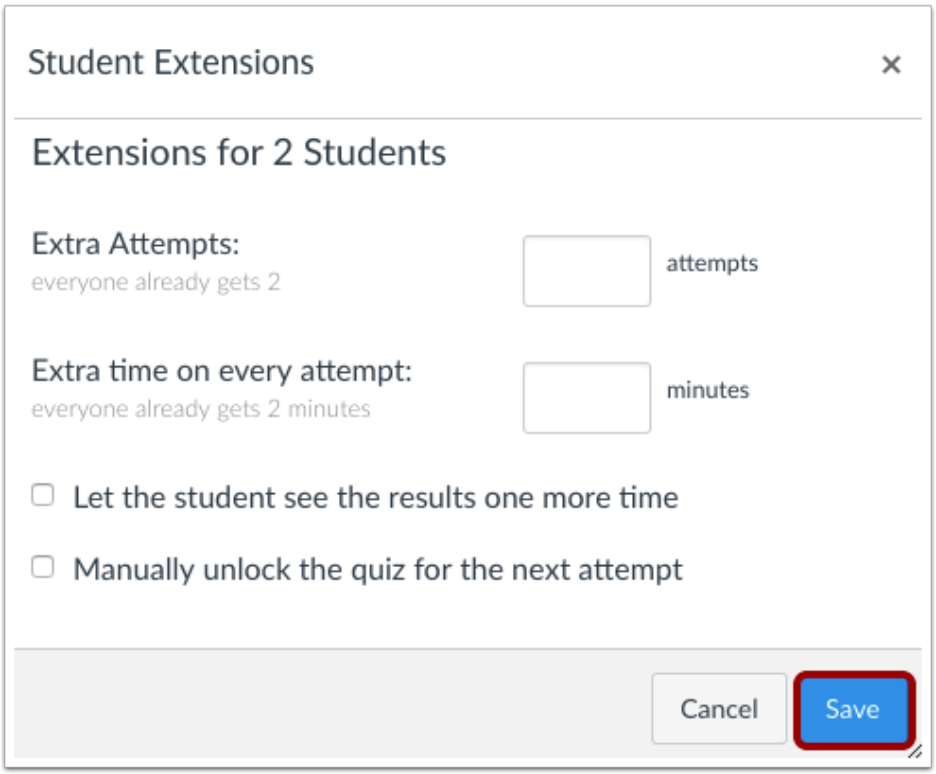


Click the **Save** button.

Moderate Quiz For Multiple Students



If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click **Change Extensions for [#] Selected Students** button [3].



Complete the extensions for the students you selected. Remember, depending on your quiz settings, additional quiz options may display for all selected students.

When you are finished, click the **Save** button.

Once I publish a timed quiz, how can I give my students extra time?

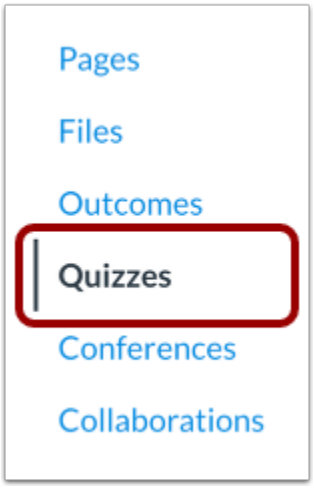
If you have set a time limit on your quiz, you can grant access for extra time. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt. You can choose how many minutes to extend the quiz, and whether you want to add those minutes to the current time or the current (scheduled) end time.

Note:

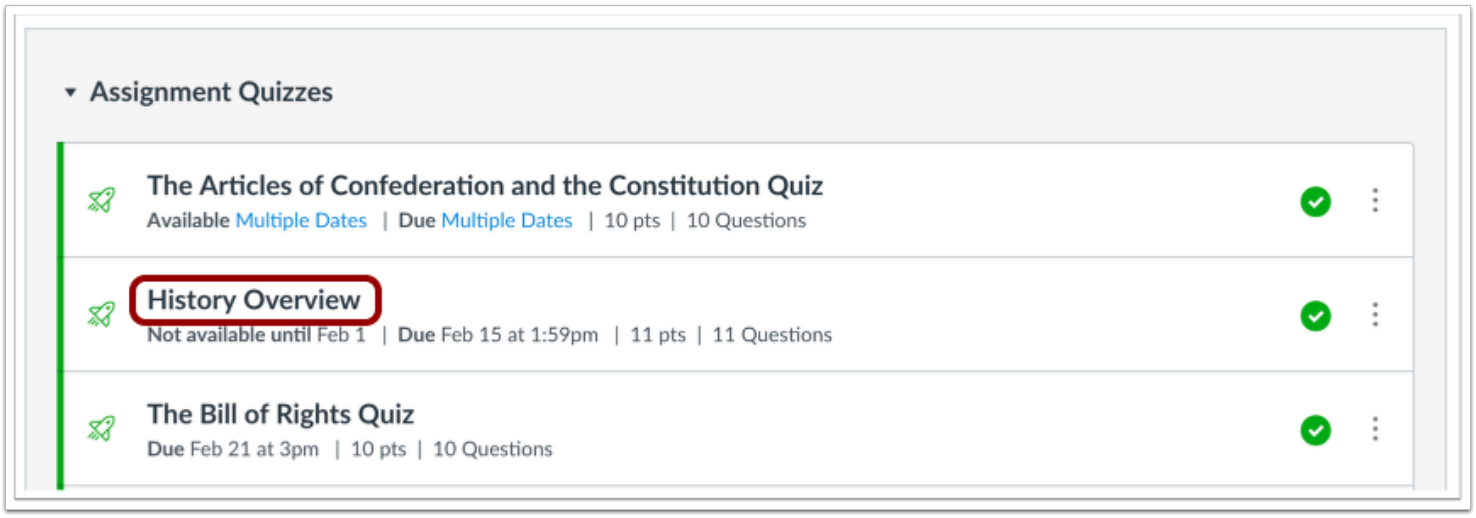
- A quiz must be published before you can moderate it. If you would like to manage the quiz moderation options before allowing students to access it, set the quiz Available from date to a future date and publish the quiz. Your students will not receive a notification for an unavailable quiz. Once you've made timing moderations, you can unpublish the quiz to save your moderations. You can then continue to edit the quiz prior to publishing it for your students to access.
- Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.
- The maximum time you can extend a current attempt is 1440 minutes (24 hours).

Open Quizzes



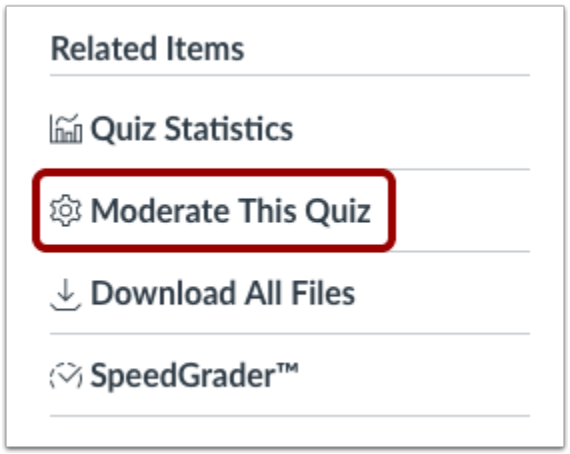
In Course Navigation, click the **Quizzes** link.

Open Quiz



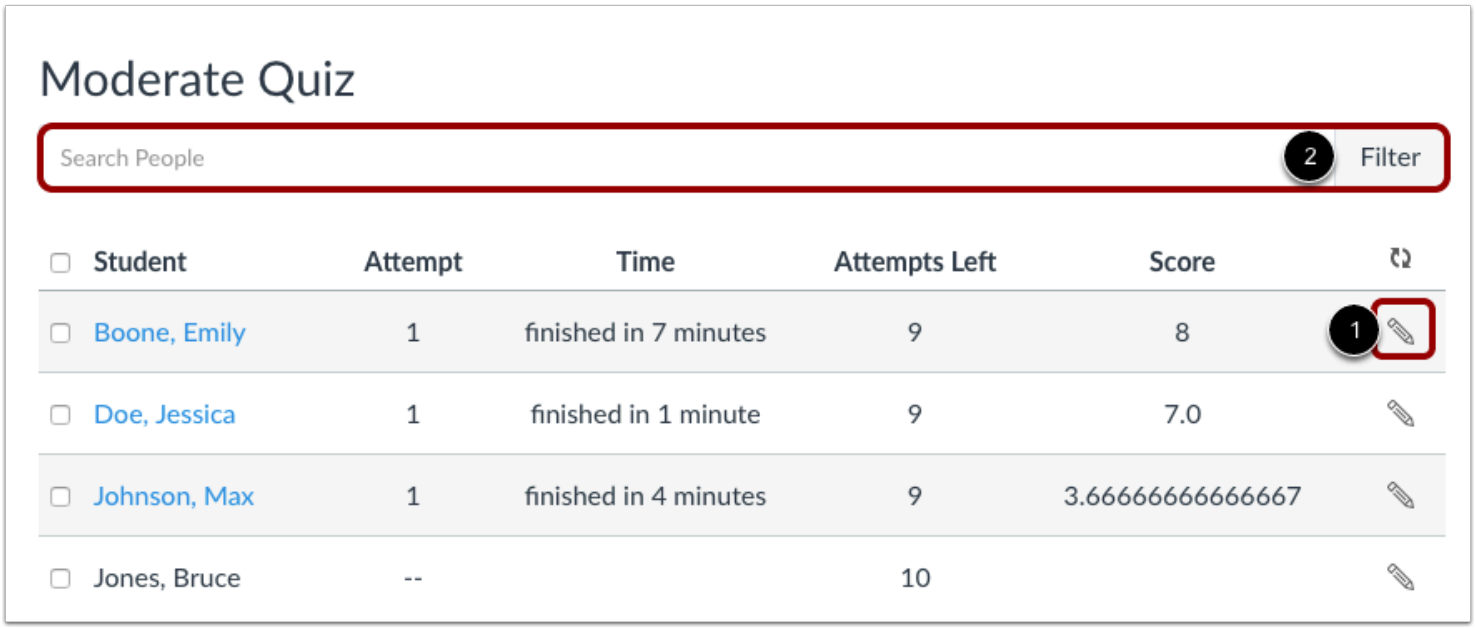
Click the name of the quiz.

Moderate this Quiz



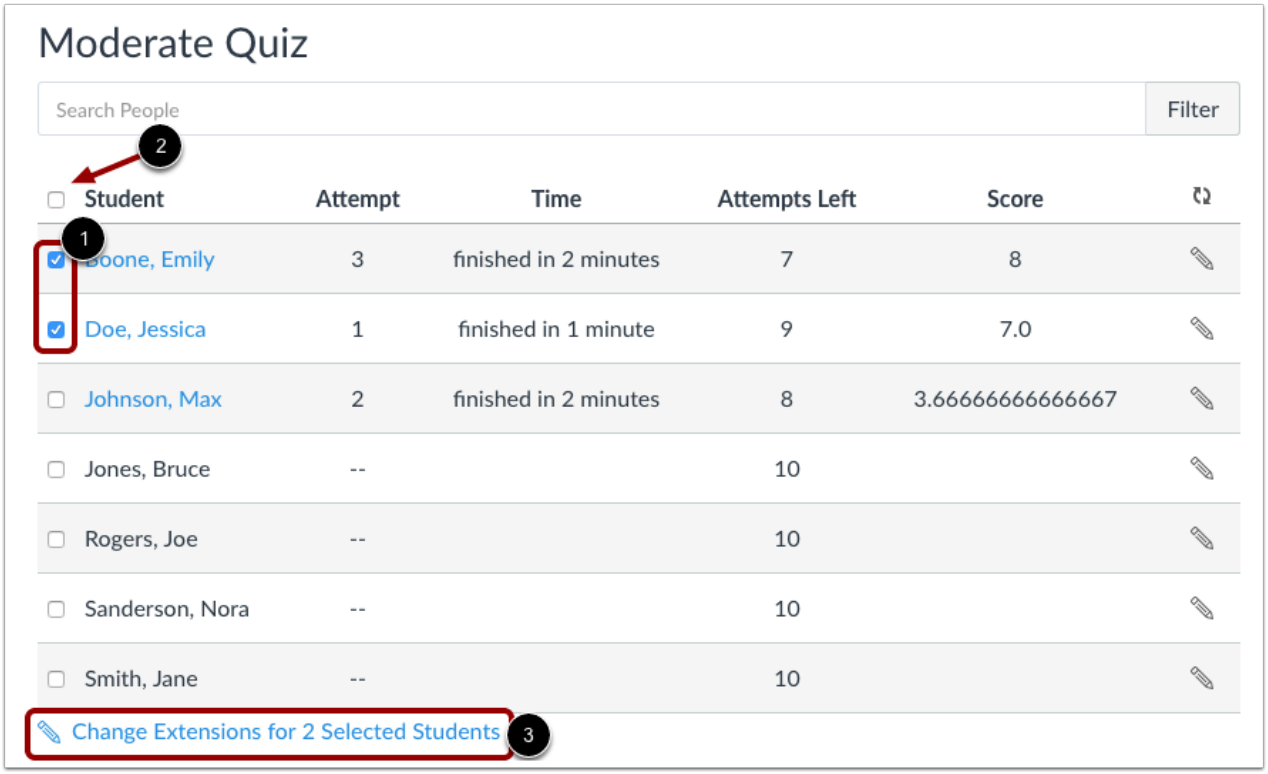
Click the **Moderate This Quiz** link.

Moderate Quiz



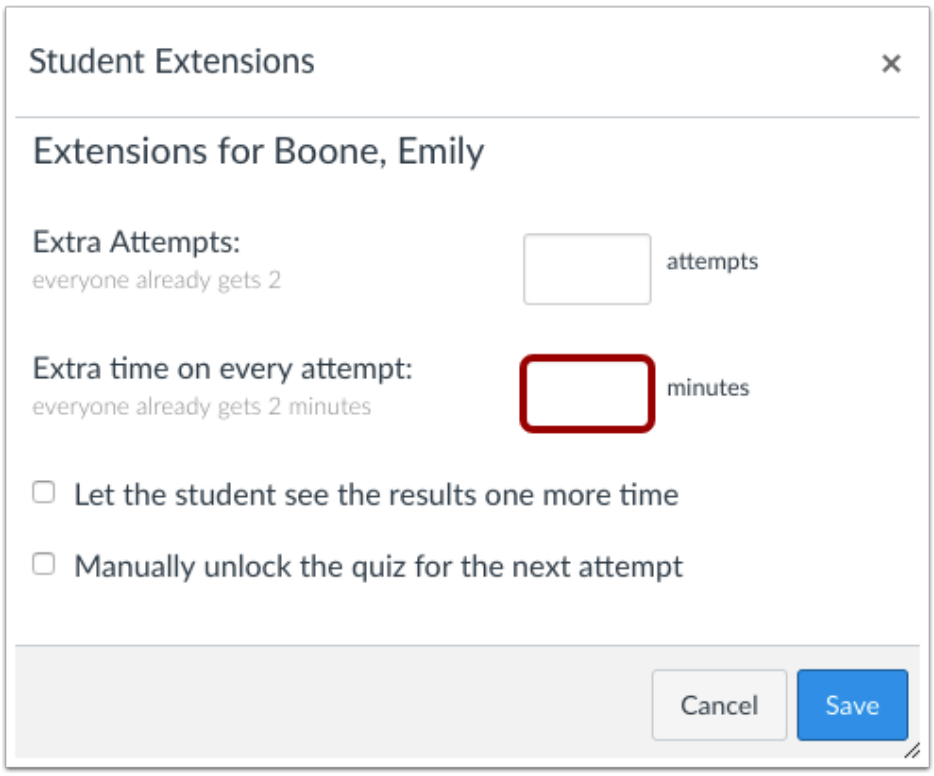
To moderate a quiz for one student, locate the student and click the **Edit** icon [1]. You can also filter students in your course by using the **Search People** field [2].

Moderate Quiz For Multiple Students



If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click **Change Extensions for [#] Selected Students** button [3].

Add Extra Time on Attempt



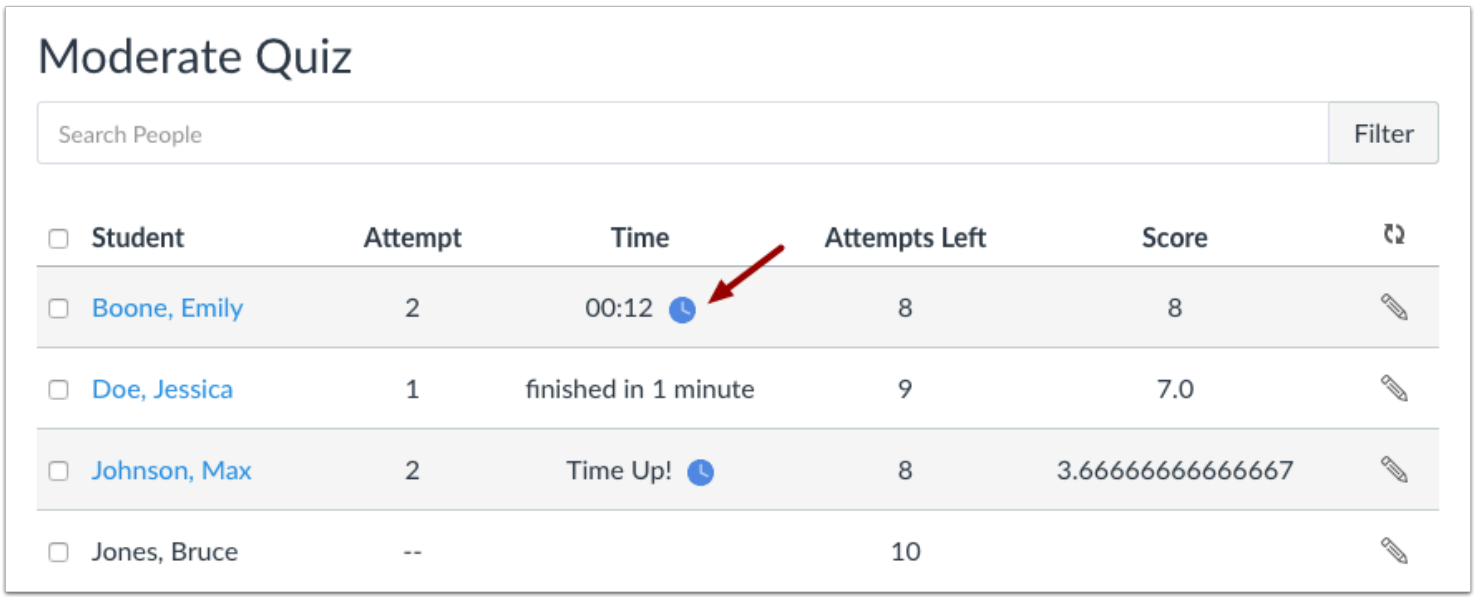
Type the number of extra minutes in the **Extra Time on Every Attempt** field. Extra time can only be added in full-minute increments.

If you are adding time for multiple students, the student extension box will apply the extra time for all selected students.

If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.

Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

Add Extra Time on Current Attempt



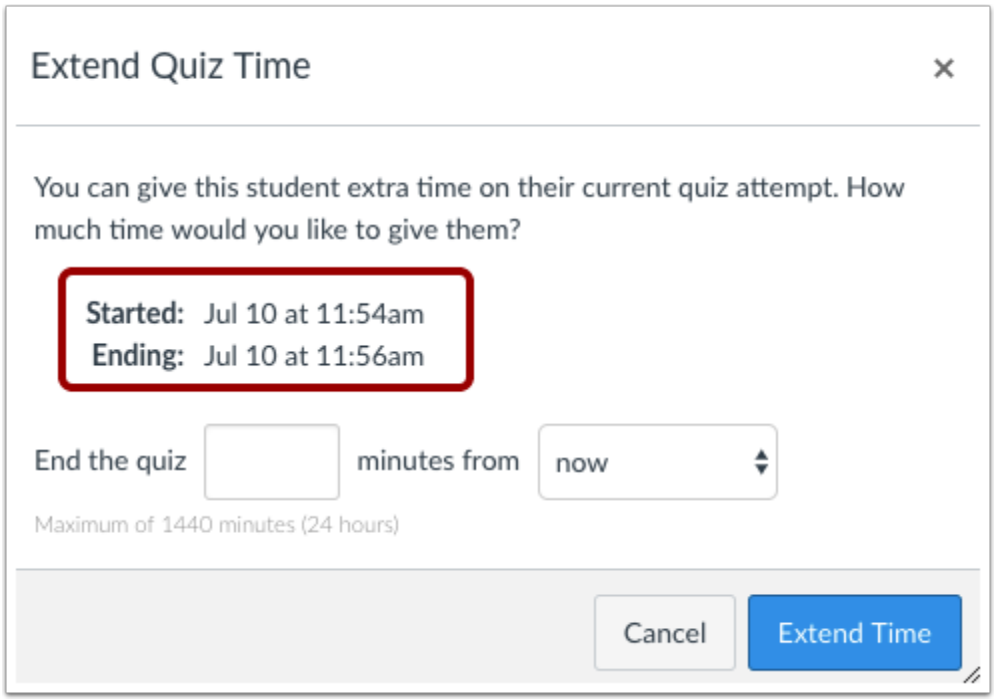
If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt.

For current attempts, the remaining time will display next to a **clock icon.**

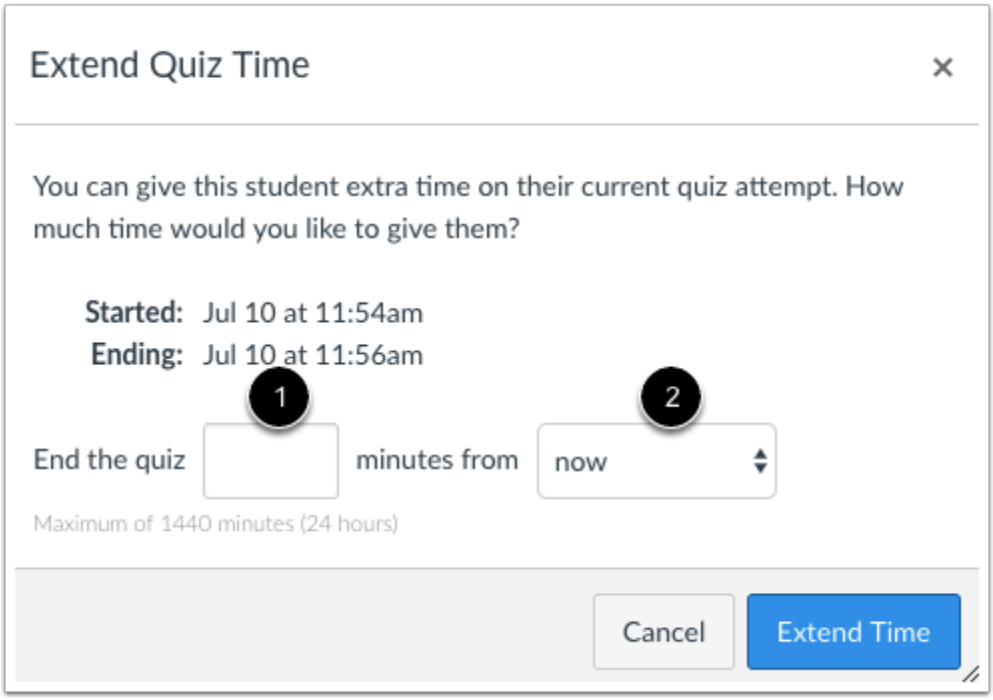
To extend the time on the quiz, click the clock icon.

Note: You can only extend the time for one current quiz attempt at a time.

Extend Quiz Time



Canvas will show you what time the quiz began, and what time it is scheduled to end.



In the minutes field [1], enter the number of extra minutes you want to give the student as part of their current attempt. The maximum time you can extend a current attempt is 1440 minutes (24 hours).

In the time drop-down menu [2], choose whether you want to add those minutes to the current time or the current (scheduled) end time.

If you want to end the quiz in relation to the current time, select the **now** option in the drop-down menu.

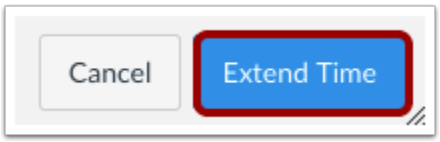
- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:40, meaning that 10 minutes have gone by. However, you want to have the quiz end at 11:45. Since the current time is 11:40, you need to end the quiz in 5 minutes. Enter the number 5 in the minutes field, and select the **now** option in the drop-down menu.

If you want to end the quiz in relation to the current end time of the quiz, select the **current end time** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:30, meaning it was nearly the same time that the student started the quiz, and you want to extend the quiz to end at noon. If the current end time is 11:50 am and you want to extend it by 10 minutes, enter the number 10 in the minutes field, and select the **current end time** option in the drop-down menu.

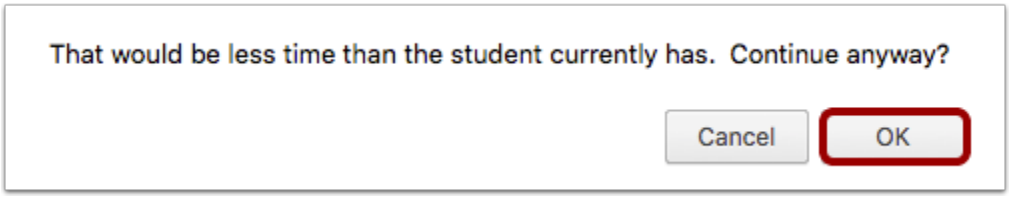
Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

Extend Time



Click the **Extend Time** button.

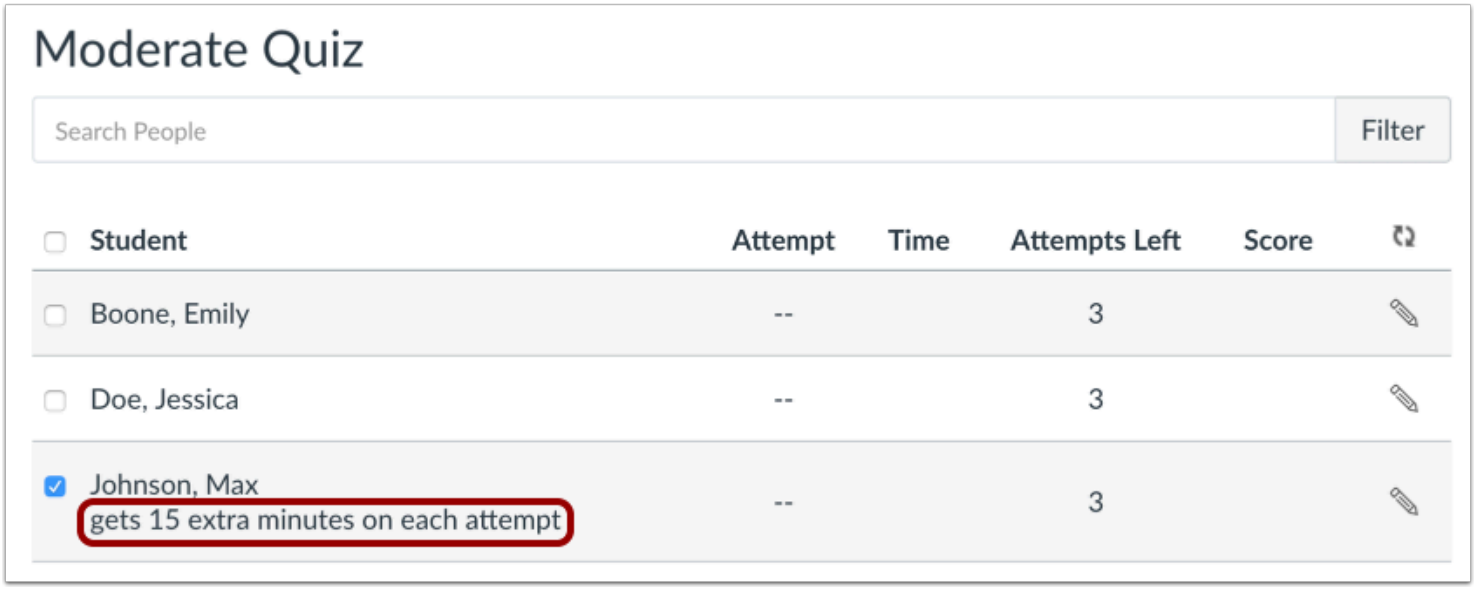
Less Time Warning



Changing the time in relation to the **Now** option might mean that the student will have less time than was originally on the clock. In our example, the student still had 10 minutes remaining when the instructor moderated the quiz. Changing the time to 5 minutes means the student has 5 fewer minutes to take the quiz.

If you want to change this option, click the Cancel button. Otherwise, click the **OK** button.

Verify Extension



View student time extensions on the Moderate Quiz page.

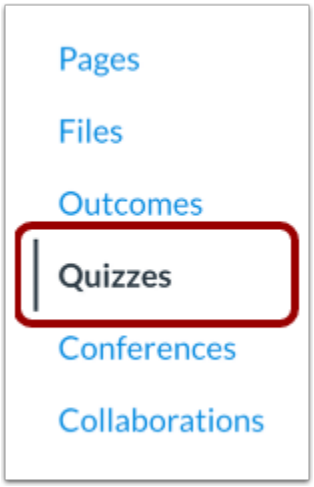
Note: Once you finish moderating a quiz, you can unpublish the quiz and all moderations will be saved. You can then continue to edit the quiz prior to publishing it for your students to access.

How do I manually submit outstanding student quiz submissions?

When a student views a timed quiz and time expires, Canvas auto-submits the quiz. However, if a student navigates away from the quiz page, the quiz submission remains outstanding. On the Moderate Quiz page, Canvas generates a warning message about the outstanding submission. This lesson shows you how to submit any outstanding submissions for a quiz at one time.

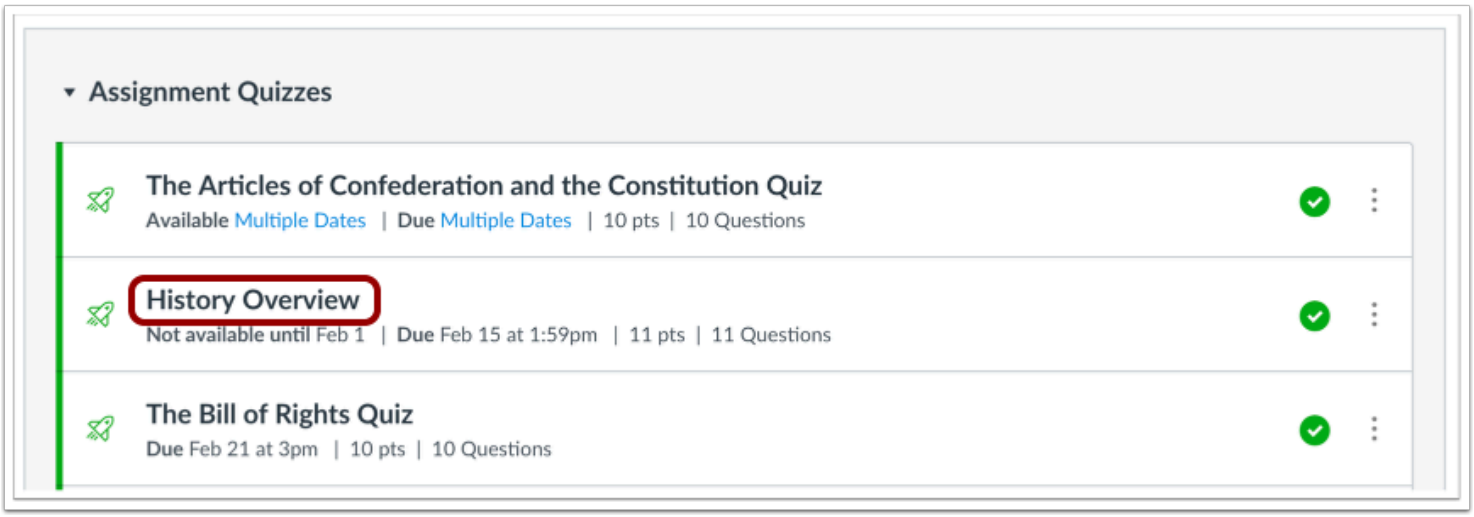
When students leave an untimed quiz without submitting, their submissions will not be considered outstanding. These submissions will be submitted and considered outstanding after an event occurs that attempts to calculate their quiz grade. These events may include ending of availability dates, deleting or editing the quiz, attempting to view the outstanding submission, and editing an assignment group.

Open Quizzes



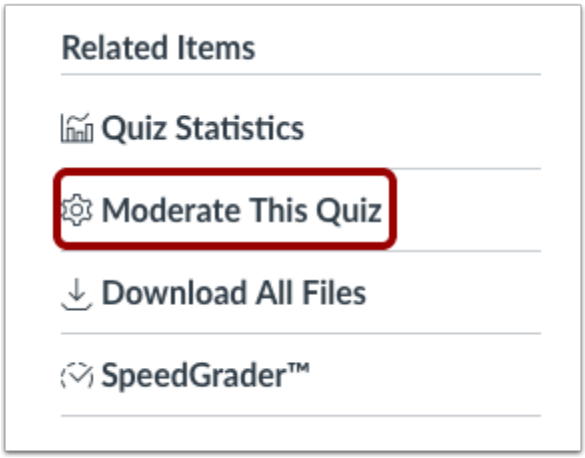
In Course Navigation, click the **Quizzes** link.

Open Quiz



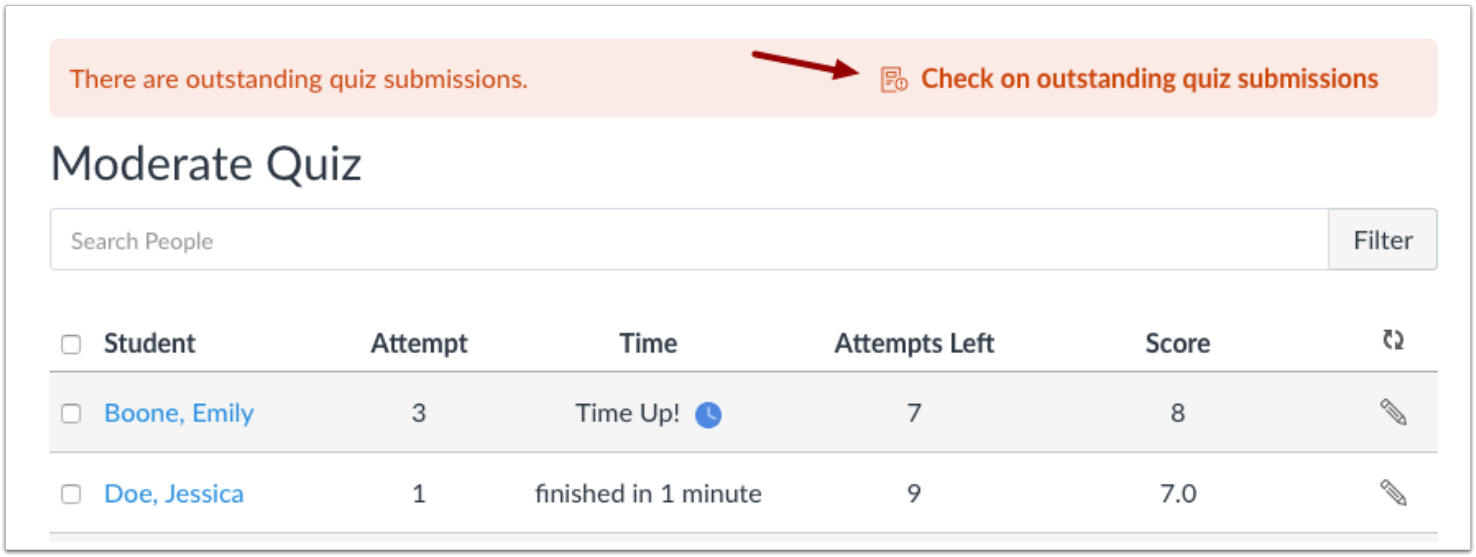
Click the name of the quiz.

Moderate This Quiz



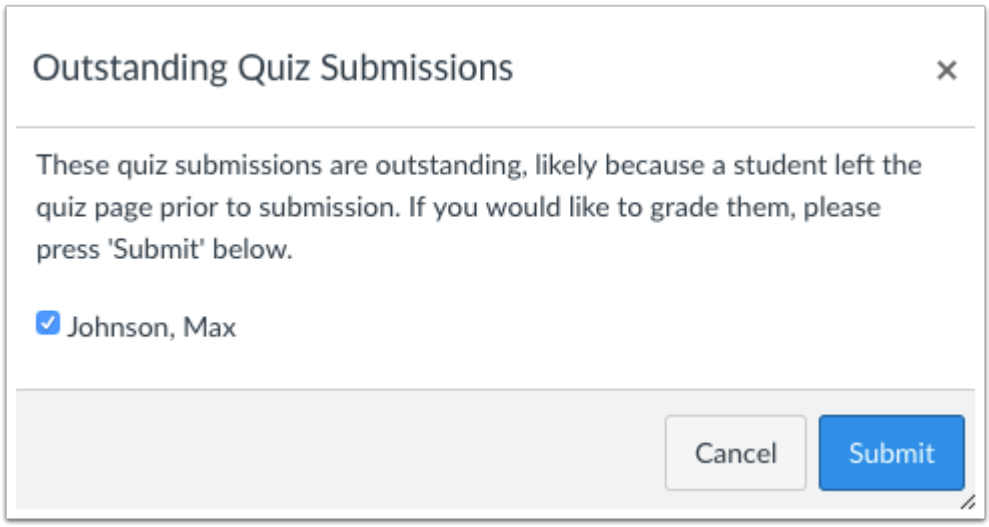
Click the **Moderate This Quiz** link.

Check Outstanding Quiz Submissions



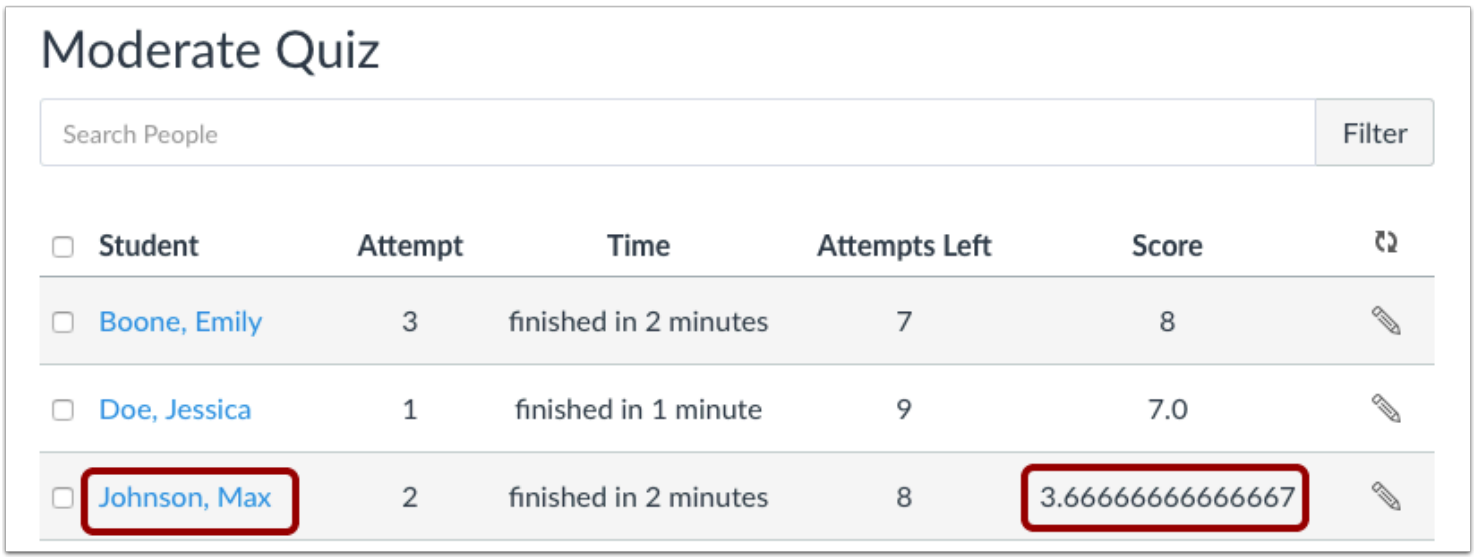
At the top of the browser window, click the **Check on outstanding quiz submissions** link.

Submit Quiz Submissions



To grade outstanding submissions for the selected student(s), click the **Submit** button.

View Updated Submission

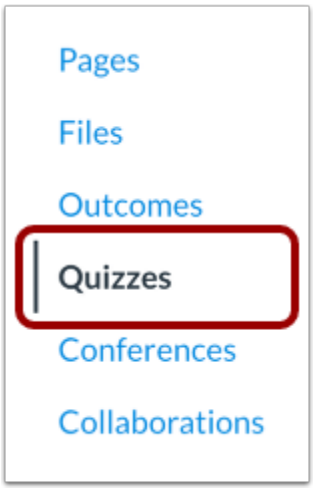


View the updated submission(s) and score(s).

How do I view student results in a quiz?

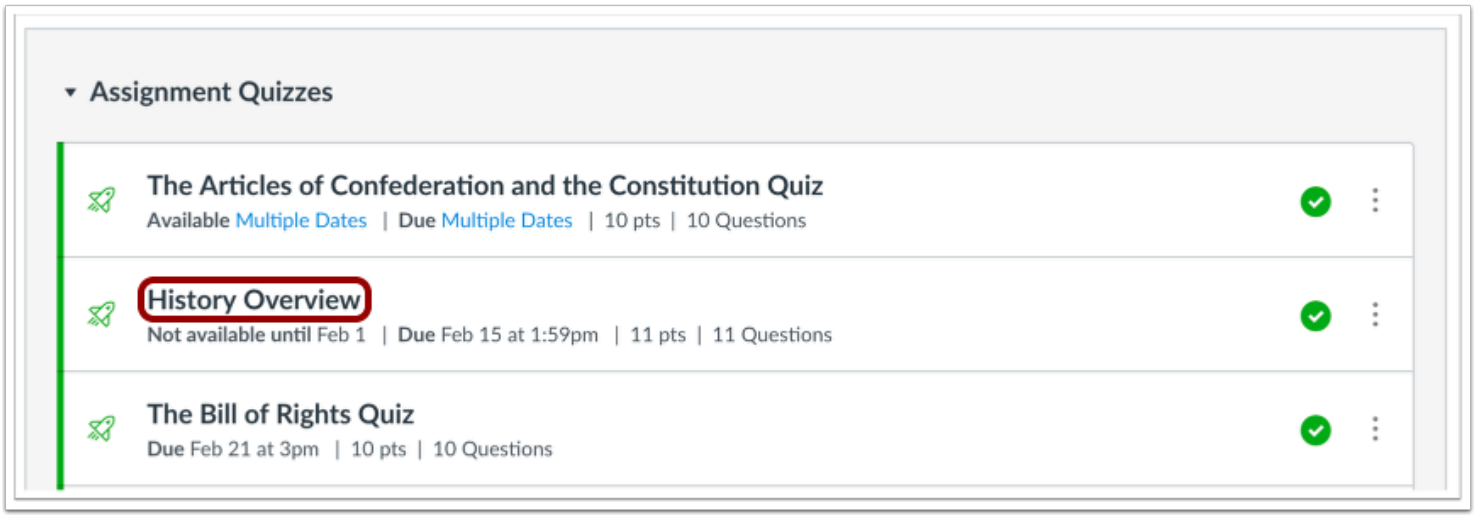
You can view student quiz results within each quiz in your course by viewing the quiz results page or moderating the quiz. If a student has multiple quiz attempts, you can also view results of all attempts. As an instructor, you can choose the type of quiz results to display to students as listed in the quiz options.

Open Quizzes



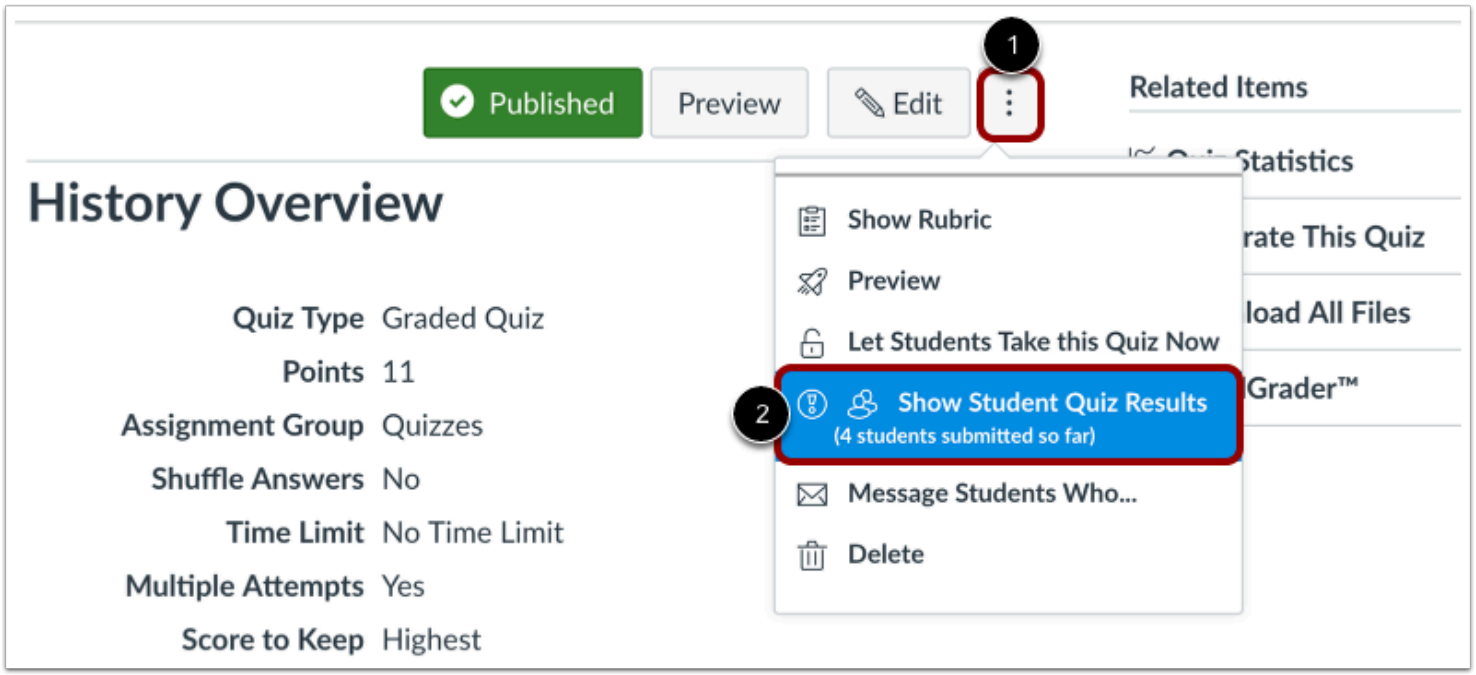
In Course Navigation, click the **Quizzes** link.

Open Quiz



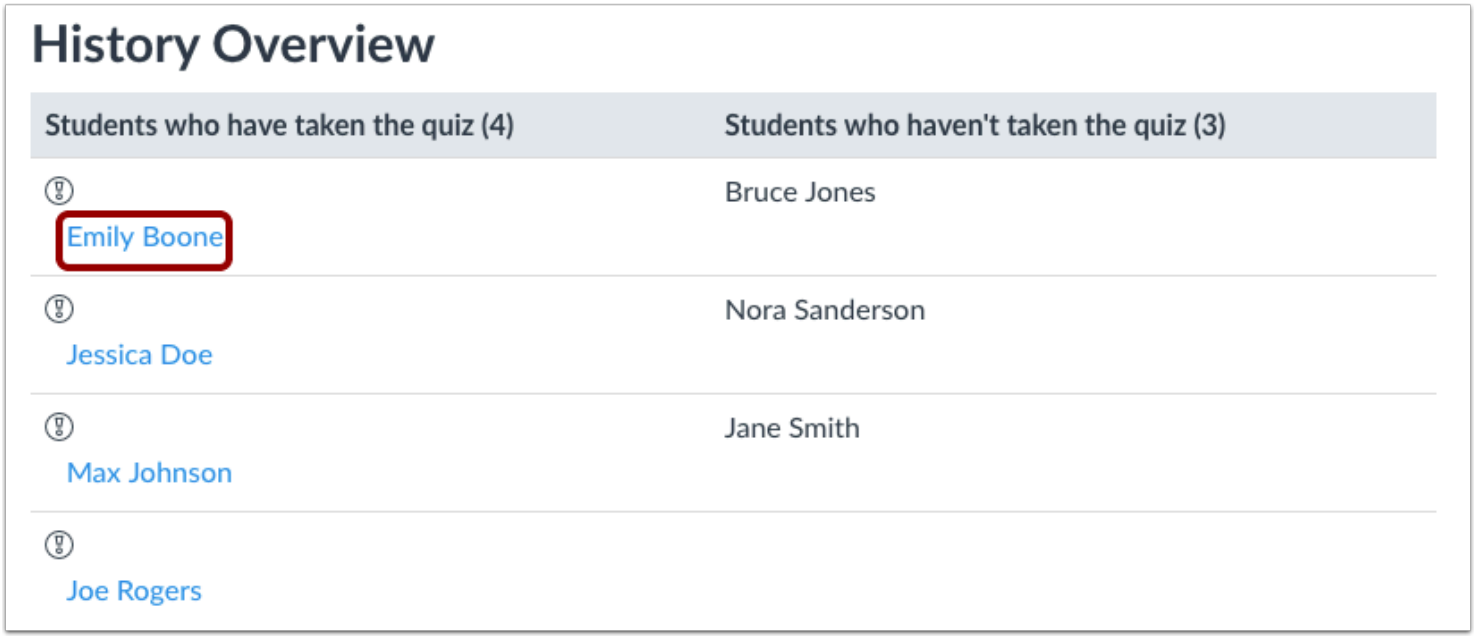
Click the name of the quiz.

Show Student Quiz Results



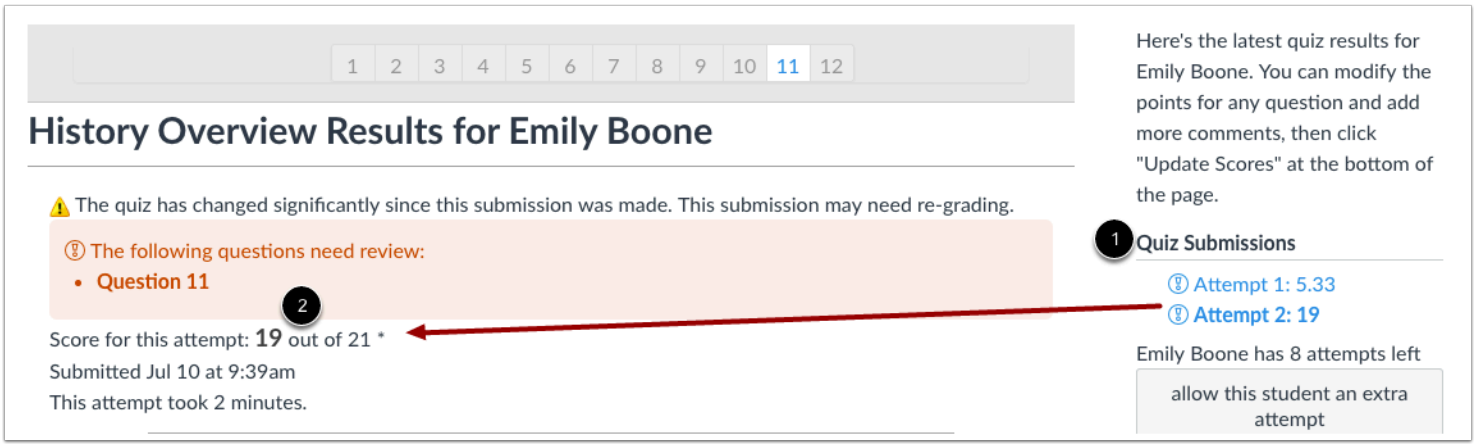
Click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].

View Individual Results



Under the heading Students who have taken the quiz, click the name of a student.

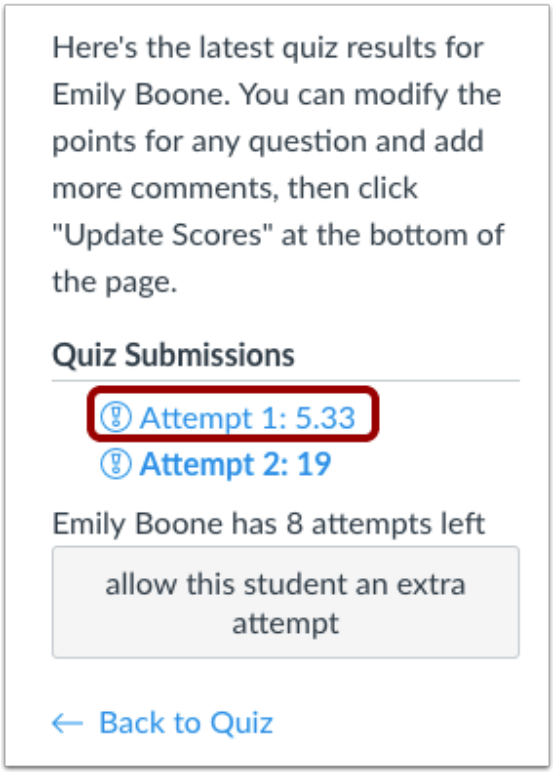
View Most Recent Attempt



The sidebar displays each attempt and the score for each attempt [1].

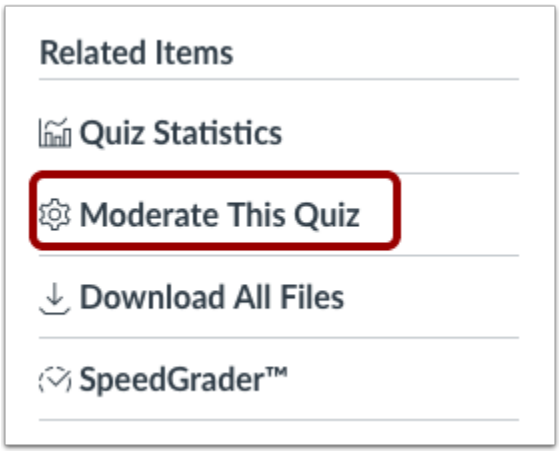
In the content area [2], Canvas displays the results of the most recent attempt by default. The attempt number being viewed is shown in bold text.

View Prior Attempts



If there is more than one attempt, you can view past results. To view a past attempt, click the attempt you want to view. The results of the quiz attempt will appear in the content area.

Moderate This Quiz



You can also use the Moderate this Quiz page to view quiz results, along with the overall number of student quiz attempts. Click the **Moderate this Quiz** link.

View Quiz Results

View the number of attempts and the most recent score for each attempt. To view results for a specific student, click the name of the student.

How do I view a quiz log for a student?

You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

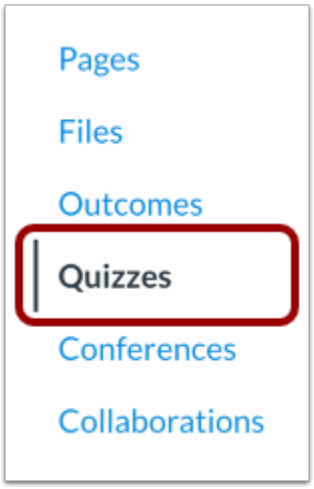
If you gave the student multiple attempts for a quiz, the log will always show the most recent attempt by default. However, you can view any attempt within the log.

Each attempt will display timestamps and quiz action statuses in the quiz log.

Notes:

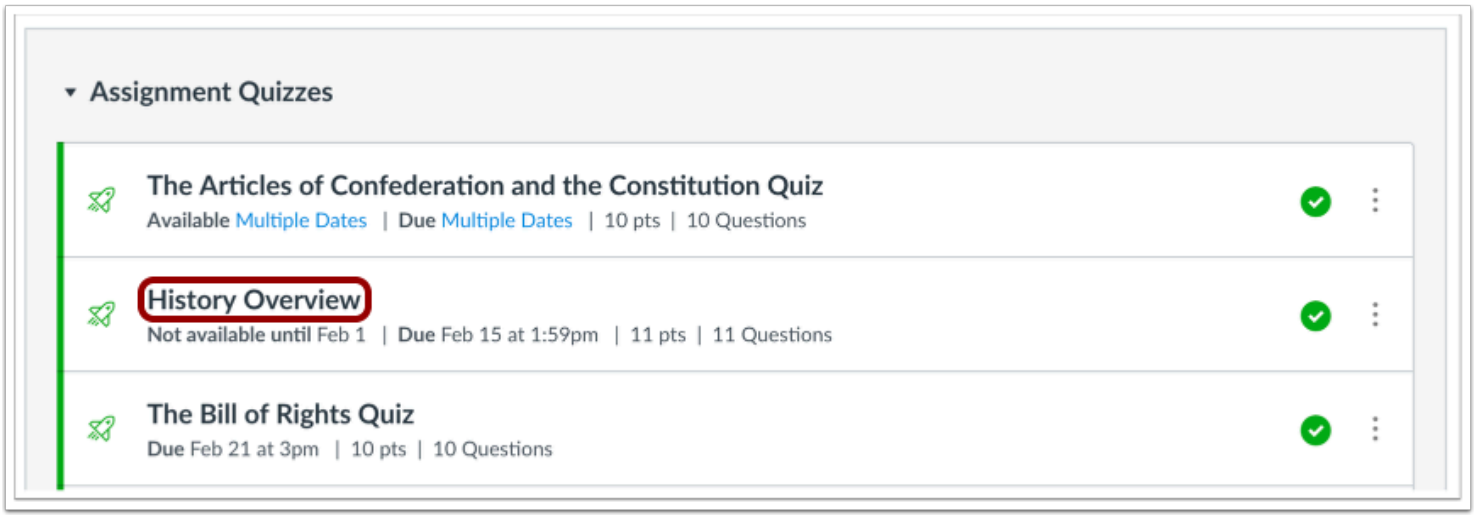
- Quiz logs are only retained for six months.
- Quiz Log Auditing is currently a course opt-in feature. To enable the link to view quiz logs, learn how to manage feature options in the course features lesson.

Open Quizzes



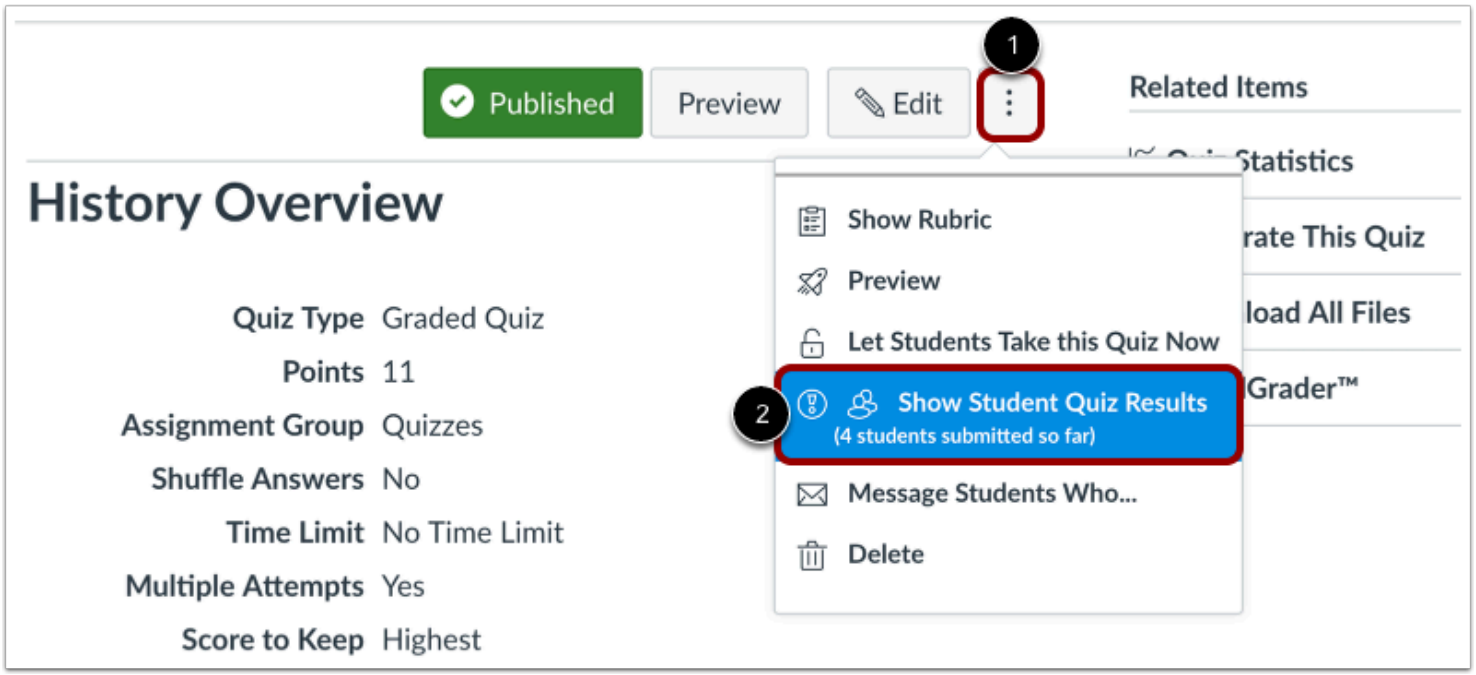
In Course Navigation, click the **Quizzes** link.

Open Quiz



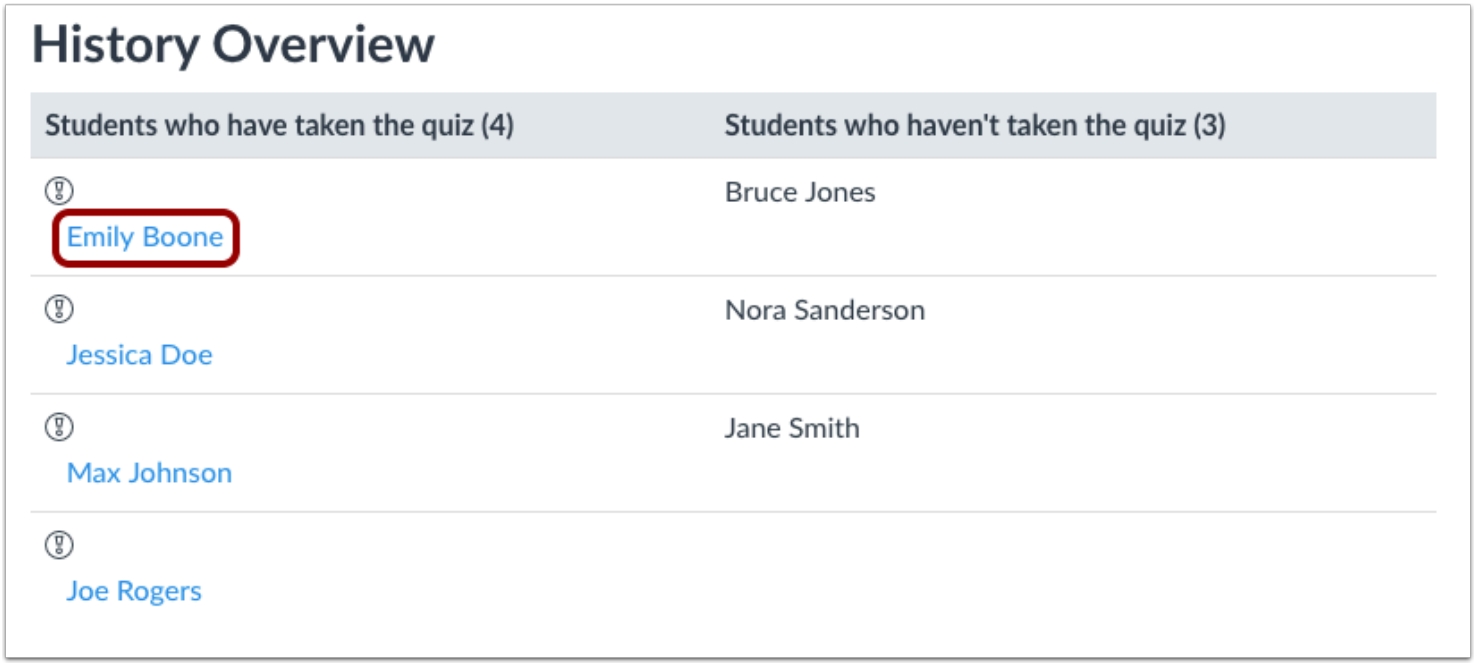
Click the name of a quiz.

Show Student Quiz Results



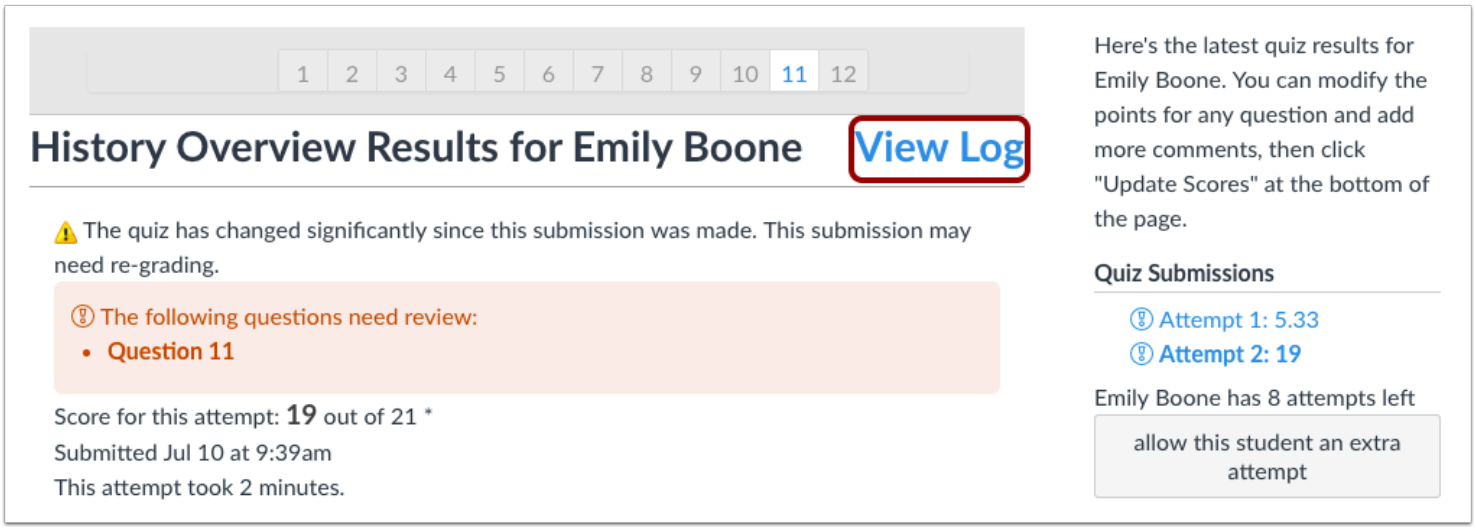
Click the **Options** menu [1] and click the **Show Student Quiz Results** option [2].

Open Student Results



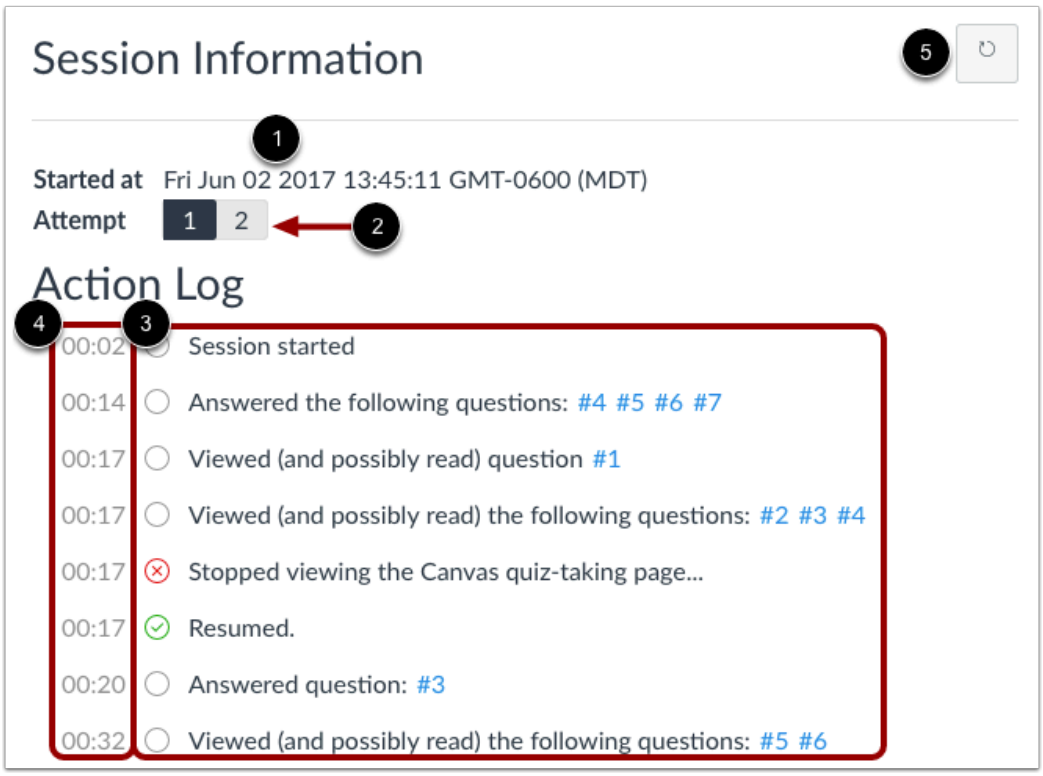
Click the name of a student.

View Log



Click the **View Log** link.

View Session Information and Action Log



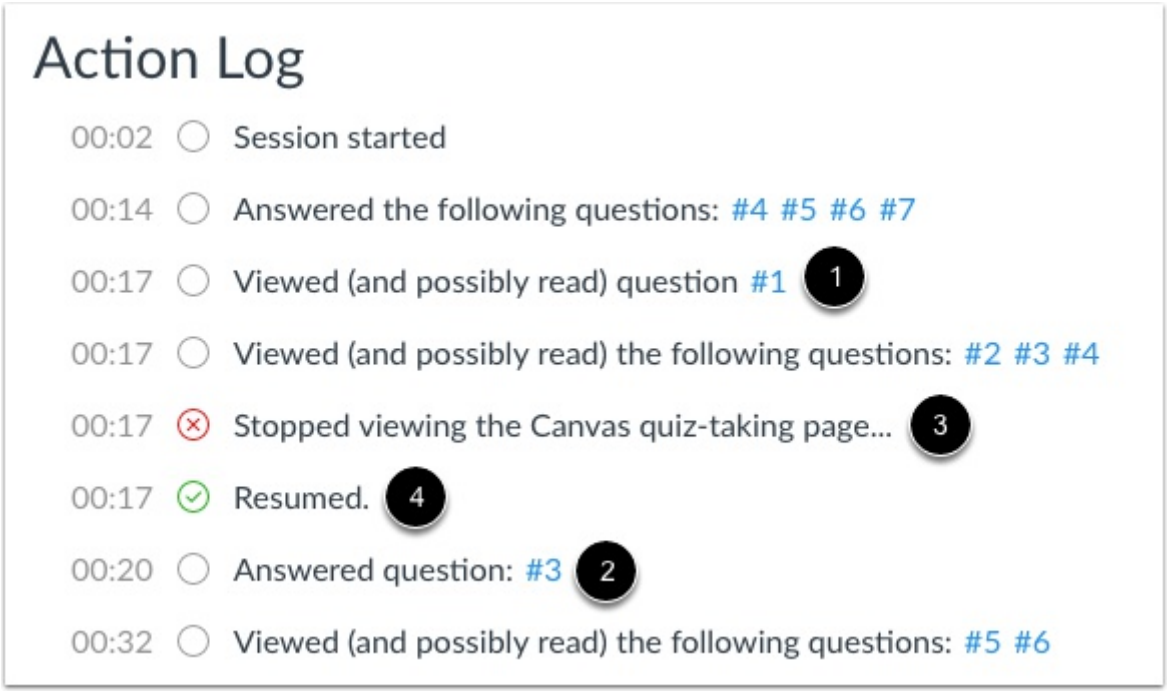
View the session information and the action log for the quiz.

The session information shows the start date and time [1] for the attempt [2].

The action log for the specified attempt will display a status [3] and a timestamp [4] for each quiz action.

To refresh the quiz log, click the **Refresh** icon [5].

View Action Log Statuses

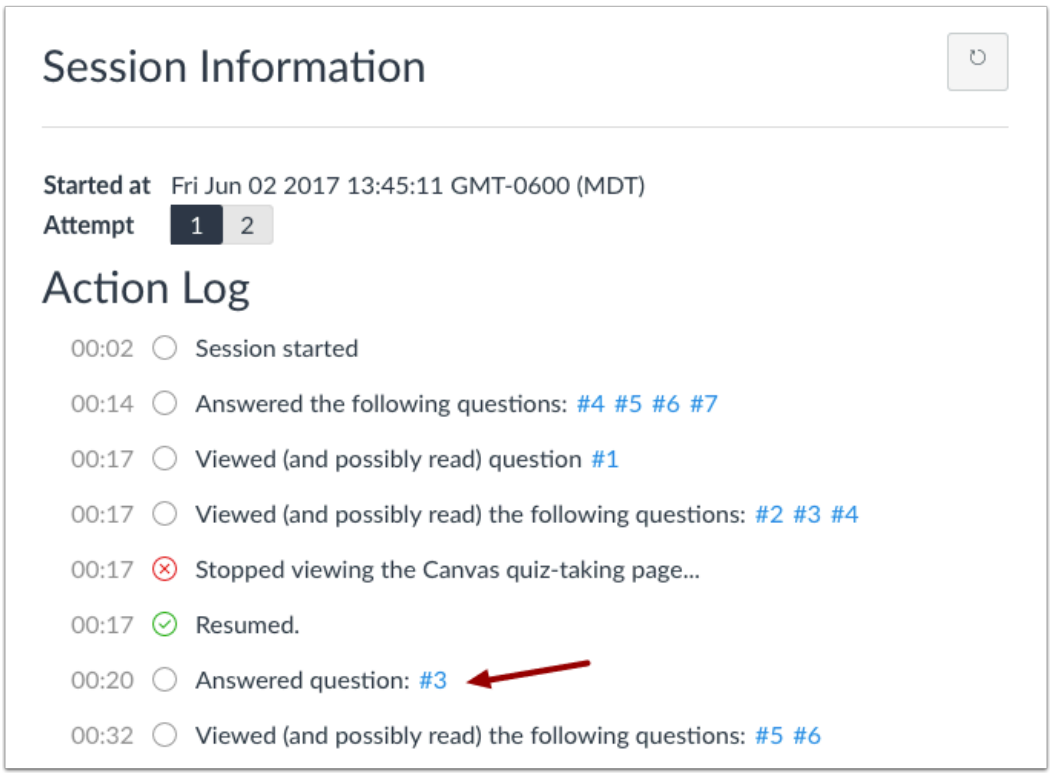


Each item in the action log contains a status.

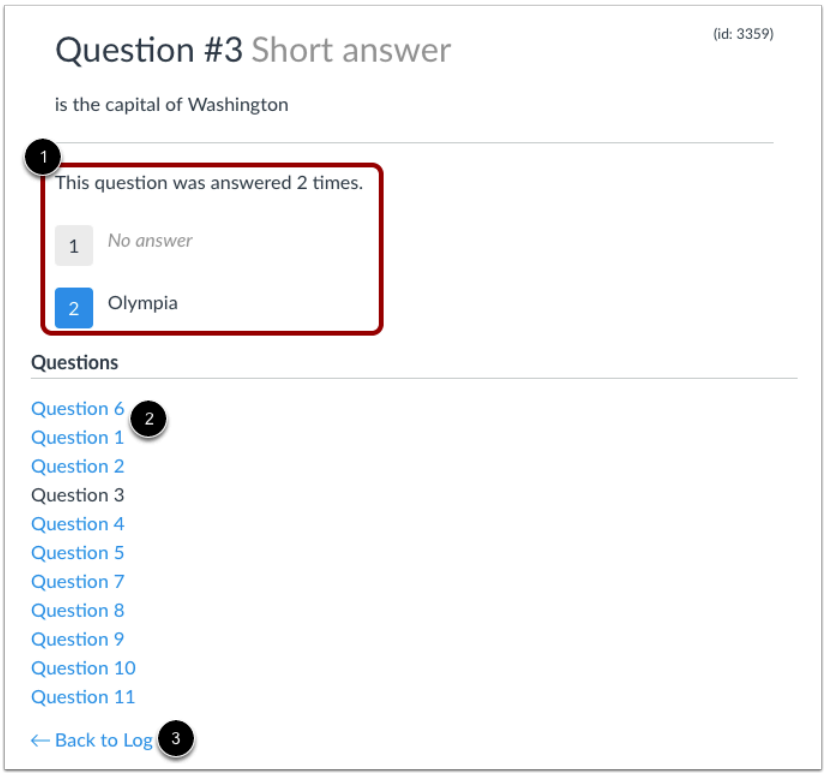
Possible action log statuses include:

- **Viewed (and possibly read) a question** [1] displays when a student is active on the quiz page, but has not answered the question.
- **Answered a question** [2] displays when a student has answered the question. If questions are shown being answered multiple times, the student either changed their answer(s), or the answer was generated by the quiz autosave feature.
- **Stopped viewing the Canvas quiz-taking page** [3] displays when a student navigates away from the quiz (closes the browser tab, opens a new browser tab, or navigates to a different program).
- **Resumed** [4] displays when the student has returned to the quiz.

View Question Answers



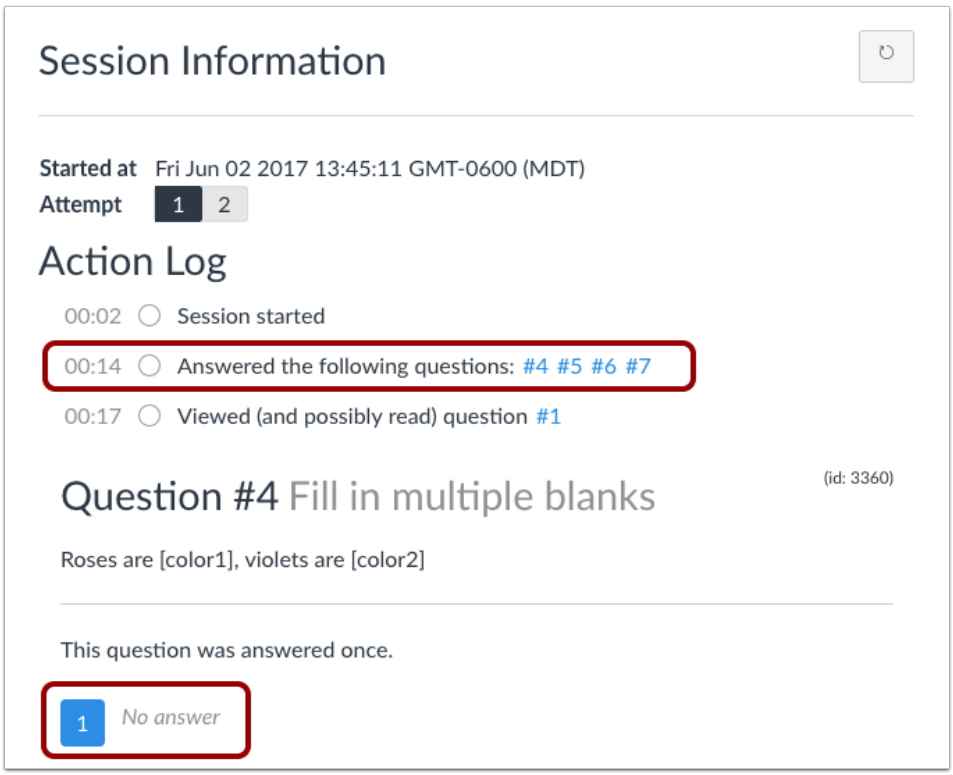
To view responses to a question, click the link to the quiz question number.



You can view the number of times the question was answered, as well as each specific attempt at answering the question [1].

To view answers for another quiz question, click the question number [2]. To return to the log, click the **Back to log** link [3].

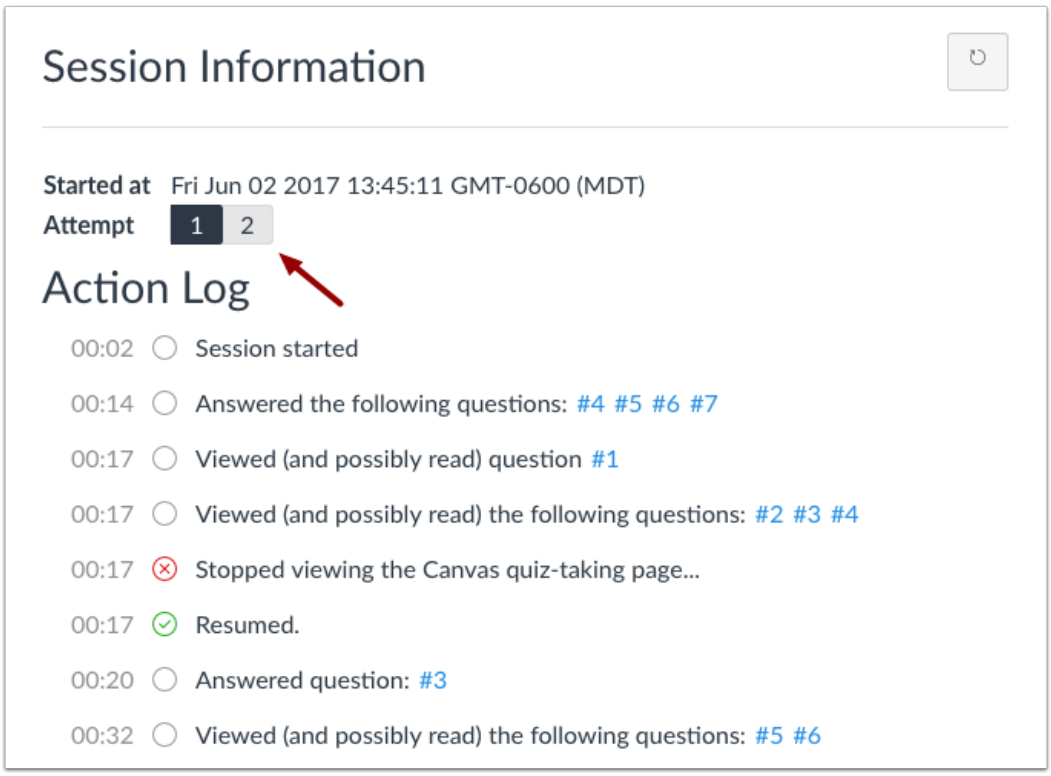
View Autosave Answers



The log may show all questions as being answered at the beginning of the quiz. This action is generated by the autosave component within Canvas quizzes. If a student clicks to answer another question, the quiz will autosave all the questions and show them as being answered.

When viewing the question answers in the log, the question will show a *null* or *no answer* response for the autosaved answer attempt.

View Additional Attempts



If the student has more than one quiz attempt, the log always shows the last attempt. Prior attempts can be viewed by clicking the number of the attempt.

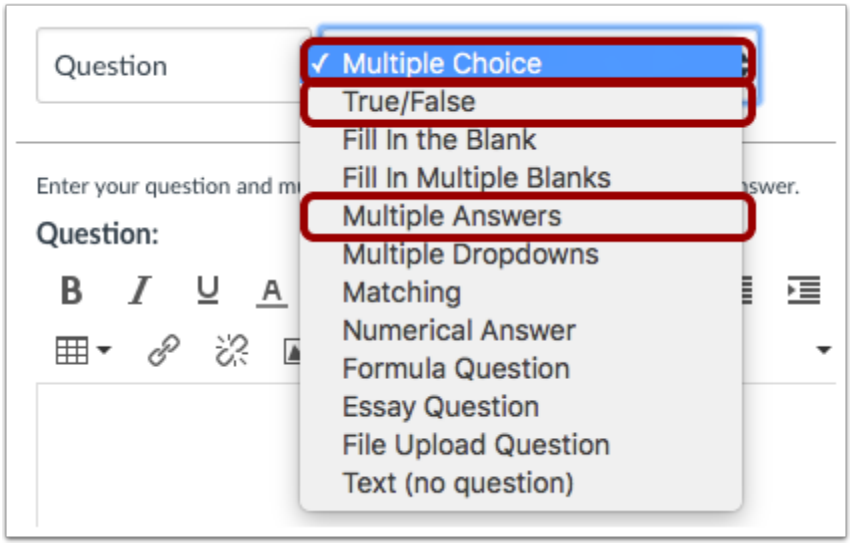
What options can I use to regrade a quiz in a course?

If you accidentally published a quiz that needs to be corrected, you can use quiz regrade to edit existing quiz questions and tell Canvas to recalculate student grades.

Quiz regrade only works with specific quiz question types and only applies to students who have already taken the quiz. Adding or removing a question does not trigger the quiz regrade feature. Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook. If you have edited your quiz in one of these three ways, you should moderate the quiz and let the student retake the quiz.

This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.

Regrade Question Types



Currently, quiz regrade is available Multiple Choice, True/False, and Multiple Answers question types.

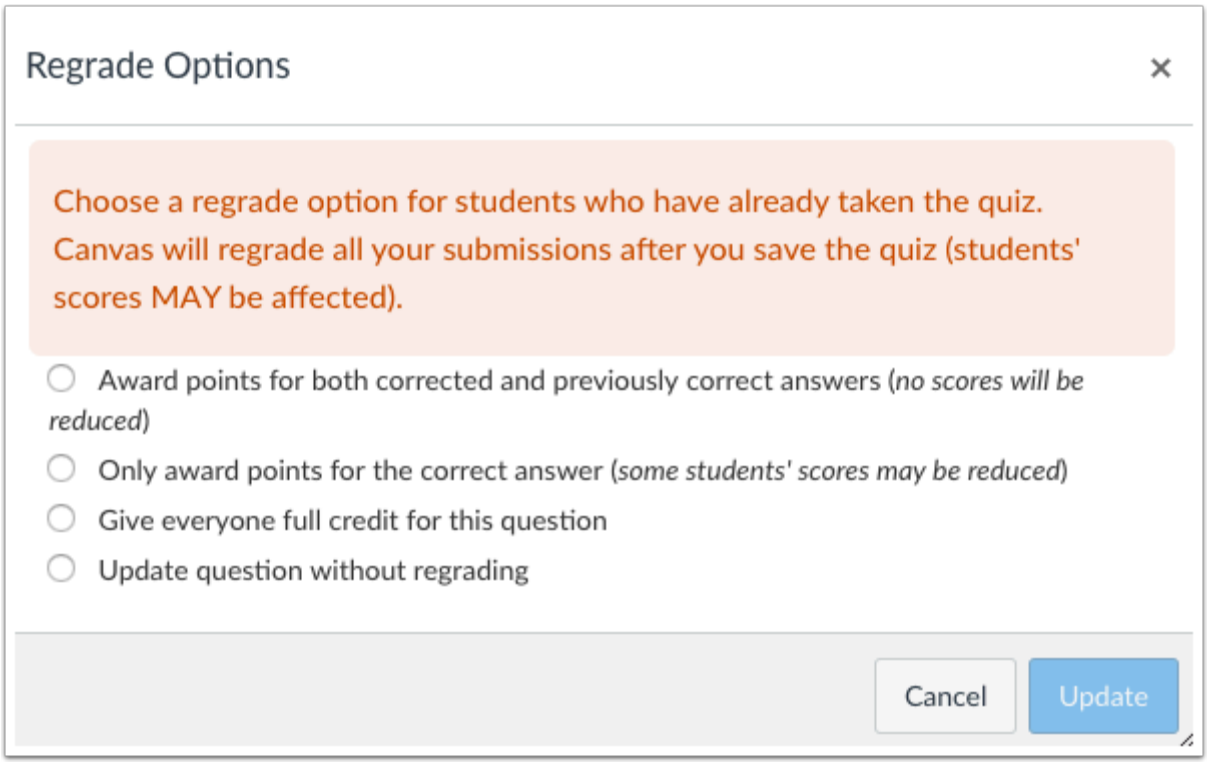
- Learn how to regrade Multiple Choice questions
- Learn how to regrade True/False questions
- Learn how to regrade Multiple Answers questions

Regrade Restrictions

Quiz regrade does not apply to questions **linked** to a question bank since questions may be used in more than one quiz.

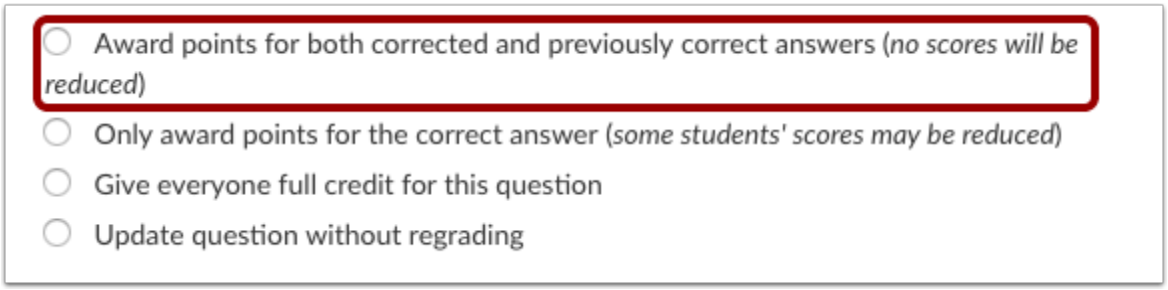
Additionally, adding or deleting answers from a question with submissions disables the option to regrade that question.

Regrade Options



When you change the correct answer in a quiz question, Canvas presents up to four quiz regrade options, depending on the question type.

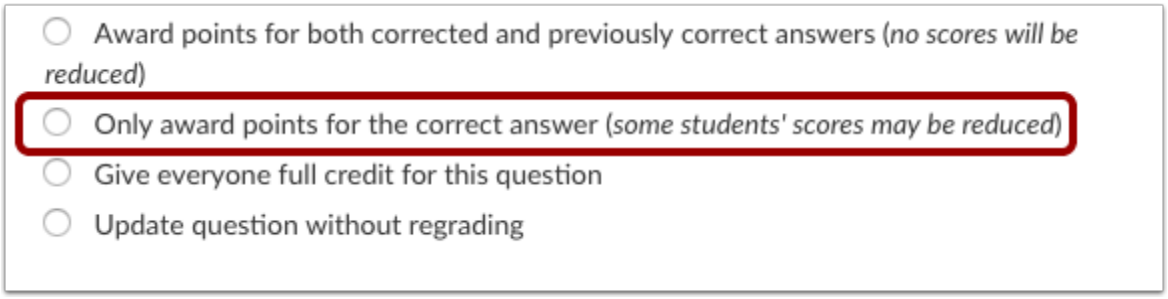
Award Points for Both Answers



Using quiz analytics or student feedback, you may find that students found a question too confusing, or you realized that the question could have been listed with multiple answers when only one was selected. In cases like these, you can select the **Award points for both corrected and previously correct answers** option to avoid penalizing your students.

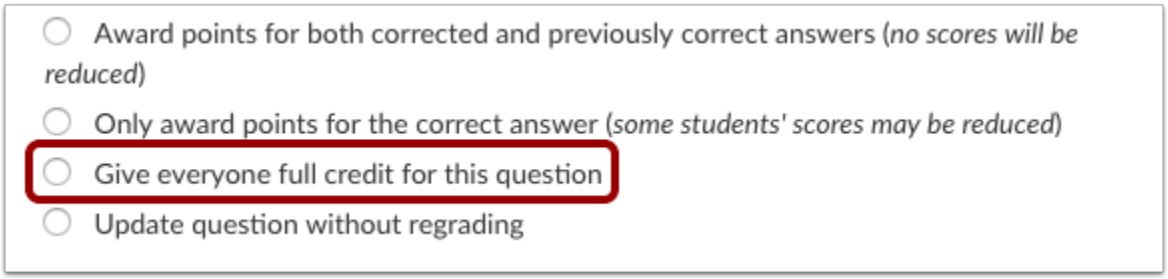
Note: This option is *not available* for Multiple Answer questions.

Award Points for Correct Answer



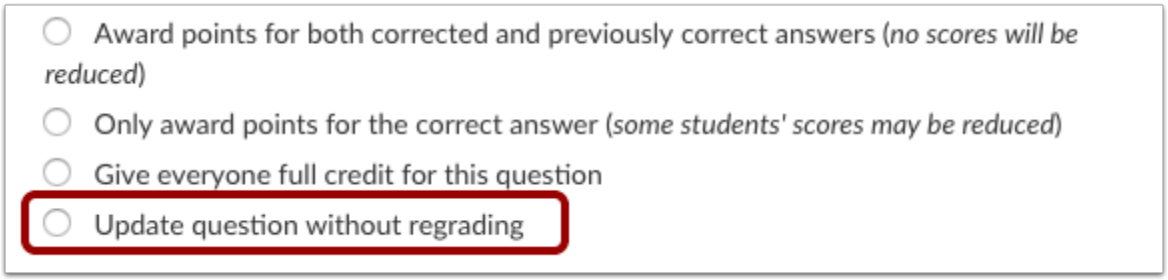
Occasionally an incorrect answer may get marked as the correct answer for a quiz. The **Only award points for the corrected answer** option allows you to correct the answer and give credit to those who selected the answer that should have been correct.

Give Everyone Full Credit



In some cases it might be appropriate to simply give everyone full credit for a question. Select the **Give everyone full credit for this question** option.

Update without Regrading



If you need to improve your question or answers for a future quiz, you can select the **Update question without regrading** option to update a question without regrading the students who have already taken the quiz.

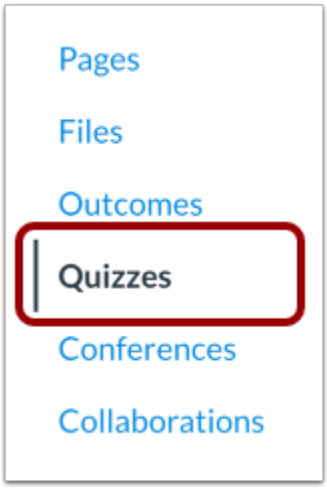
How do I regrade a Multiple Choice quiz question?

If you accidentally published a quiz with an existing multiple choice question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

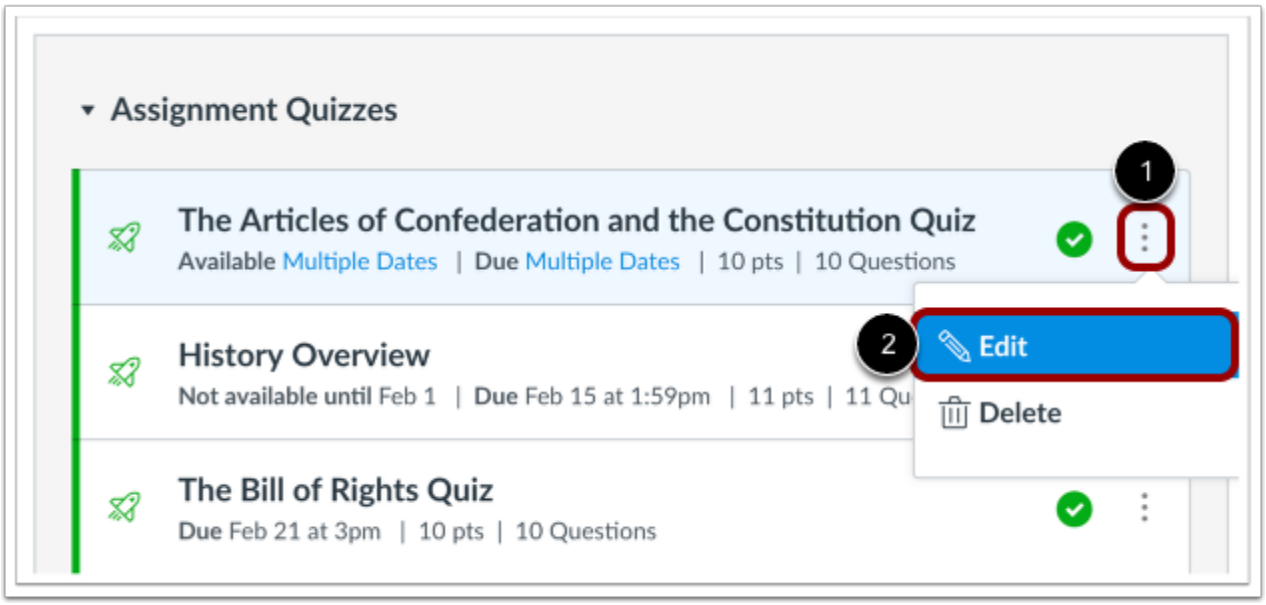
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a multiple choice question with submissions disables the option to regrade that question.

Open Quizzes



To regrade a quiz, in Course Navigation, click the **Quizzes** link.

Edit Quiz



Find the quiz you want to regrade and click the **Options** icon [1], then click the **Edit** button [2].

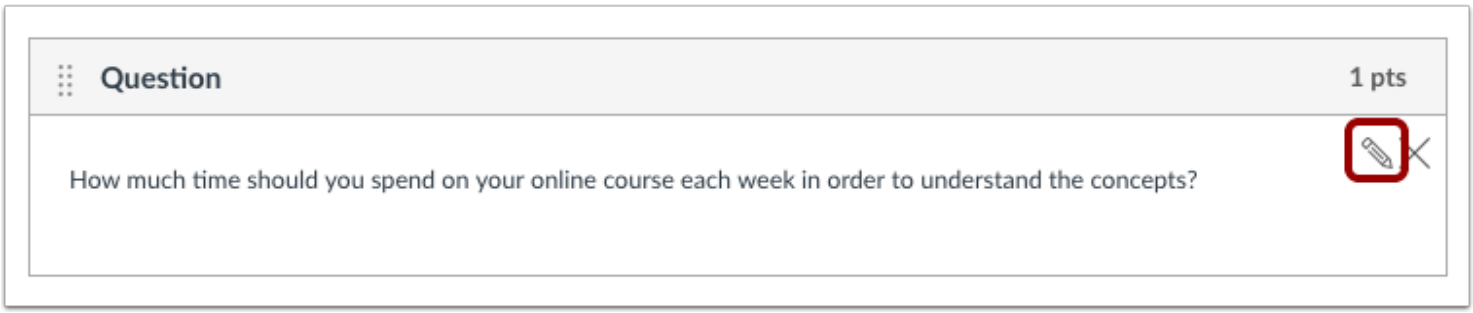
Open Questions Tab

Click the **Questions** tab.

You can regrade:

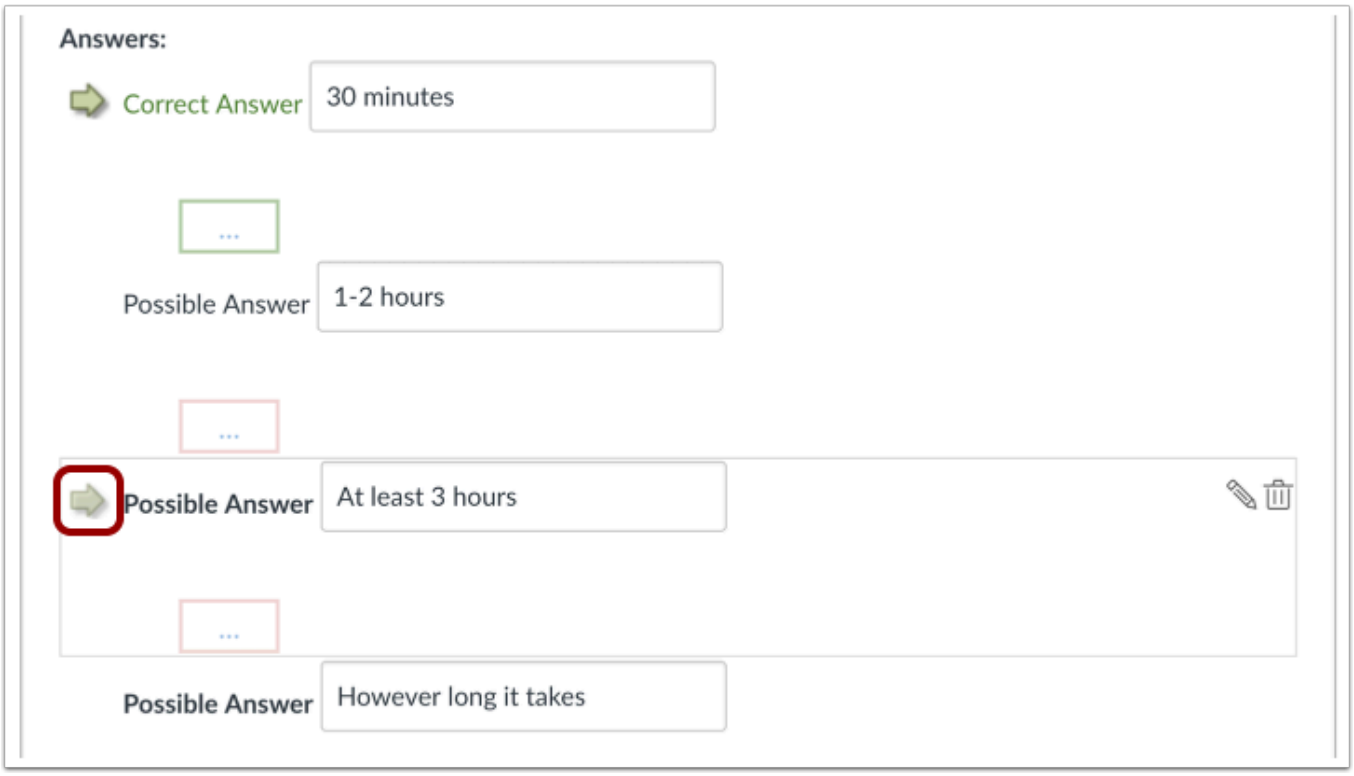
- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions

Edit Multiple Choice Question



Locate the multiple choice question in the quiz. Hover over the question until the edit icon appears. Click the **Edit** icon.

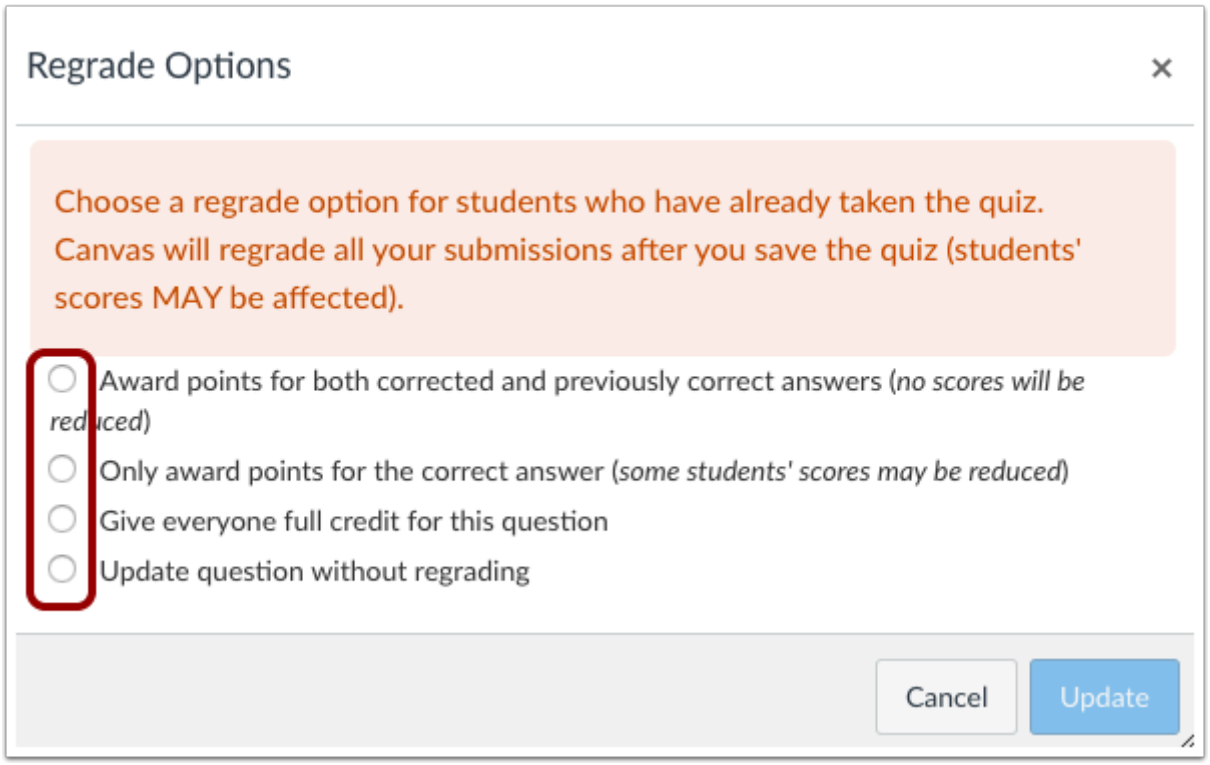
Select New Correct Answer



Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

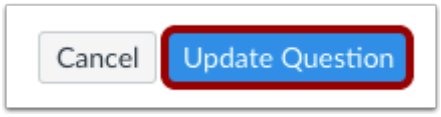
Note: Adding or deleting answers from a question with submissions disables the option to regrade that question.

Select Regrade Option



Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Update Question



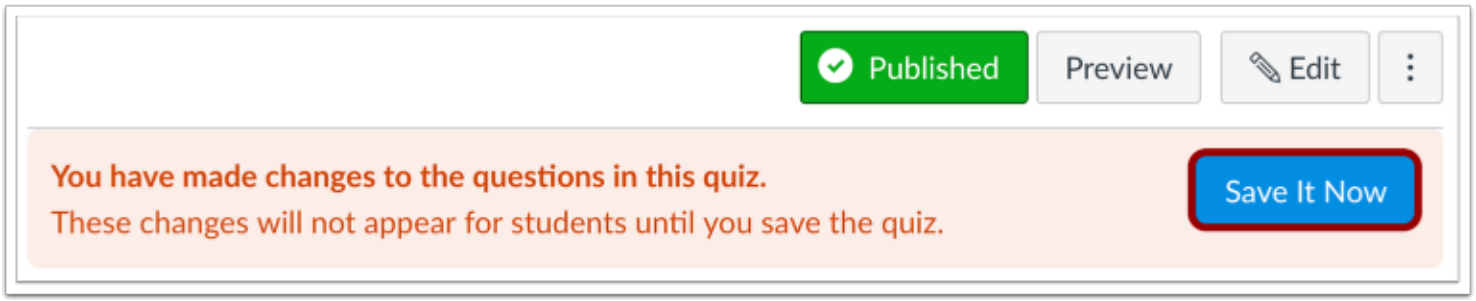
Click the **Update Question** button.

Save Quiz

When you've finished editing your quiz, click the **Save** button.

Note: Regrade options will not apply until you have re-saved the quiz.

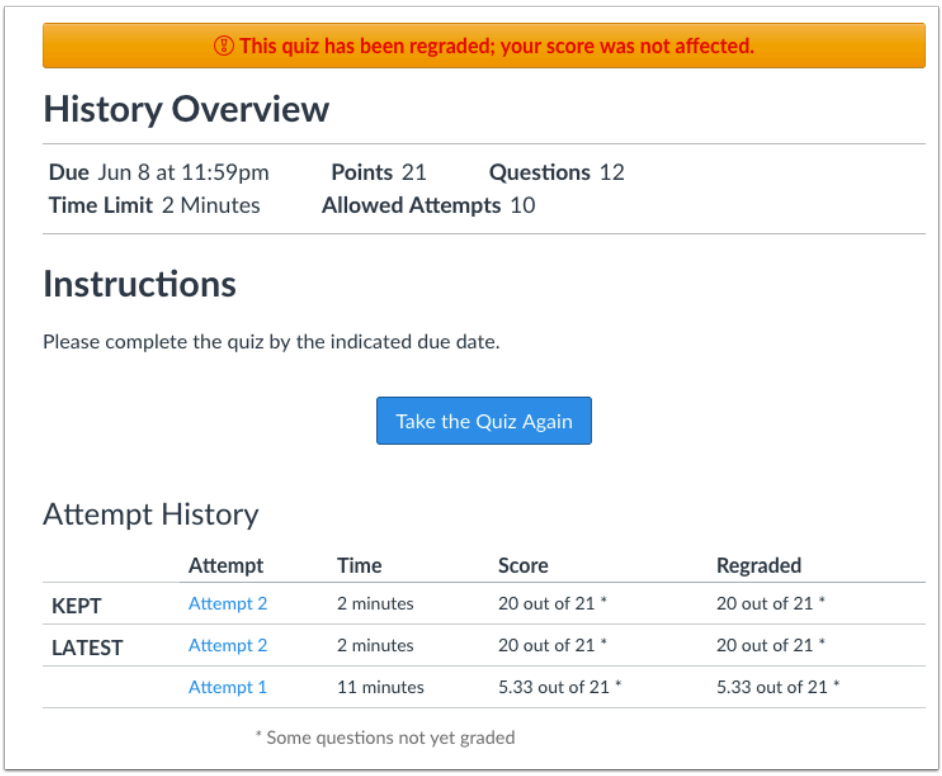
Save It Now



If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.

Student View



When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.

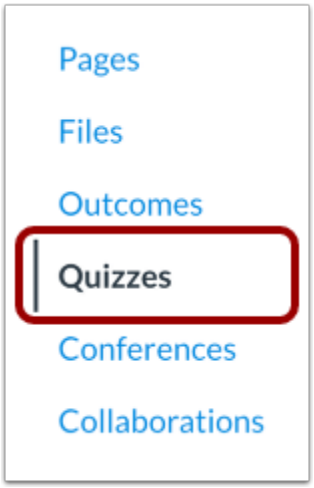
How do I regrade a True/False quiz question?

If you accidentally published a quiz with an existing true/false question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

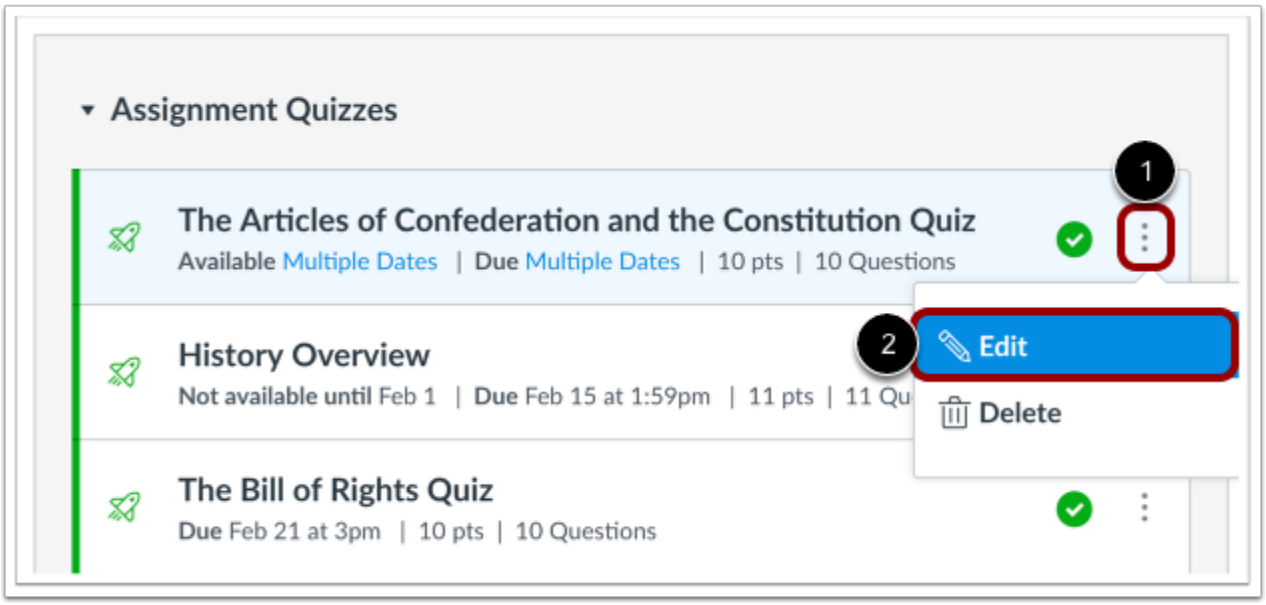
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a true/false question with submissions disables the option to regrade that question.

Open Quizzes



To regrade a quiz, in Course Navigation, click the **Quizzes** link.

Edit Quiz



Find the quiz you want to regrade and click the **Options** icon [1], then click the **Edit** button [2].

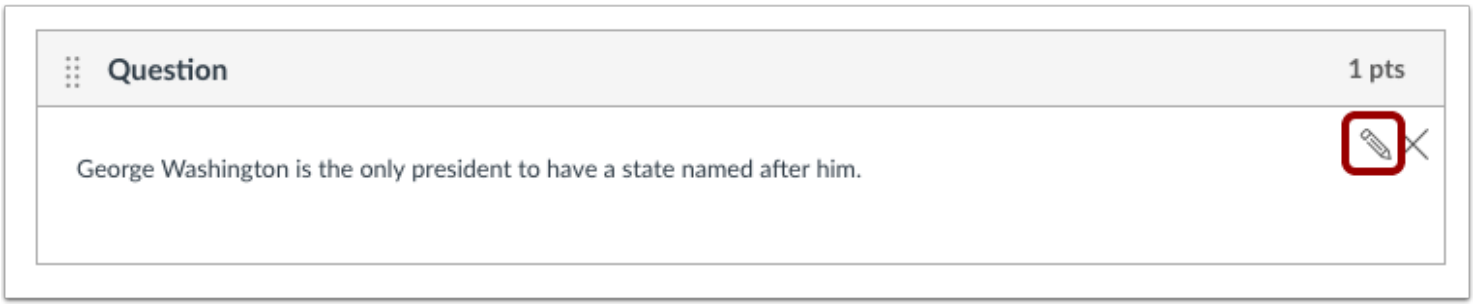
Open Questions Tab

Click the **Questions** tab.

You can regrade:

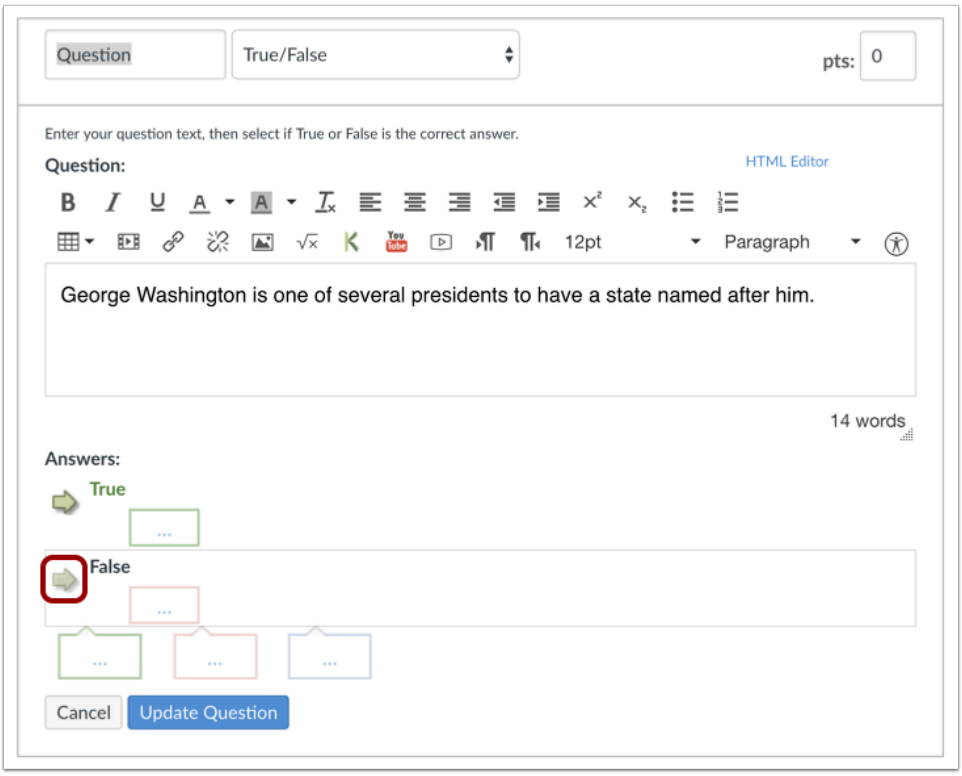
- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions

Edit True/False Question



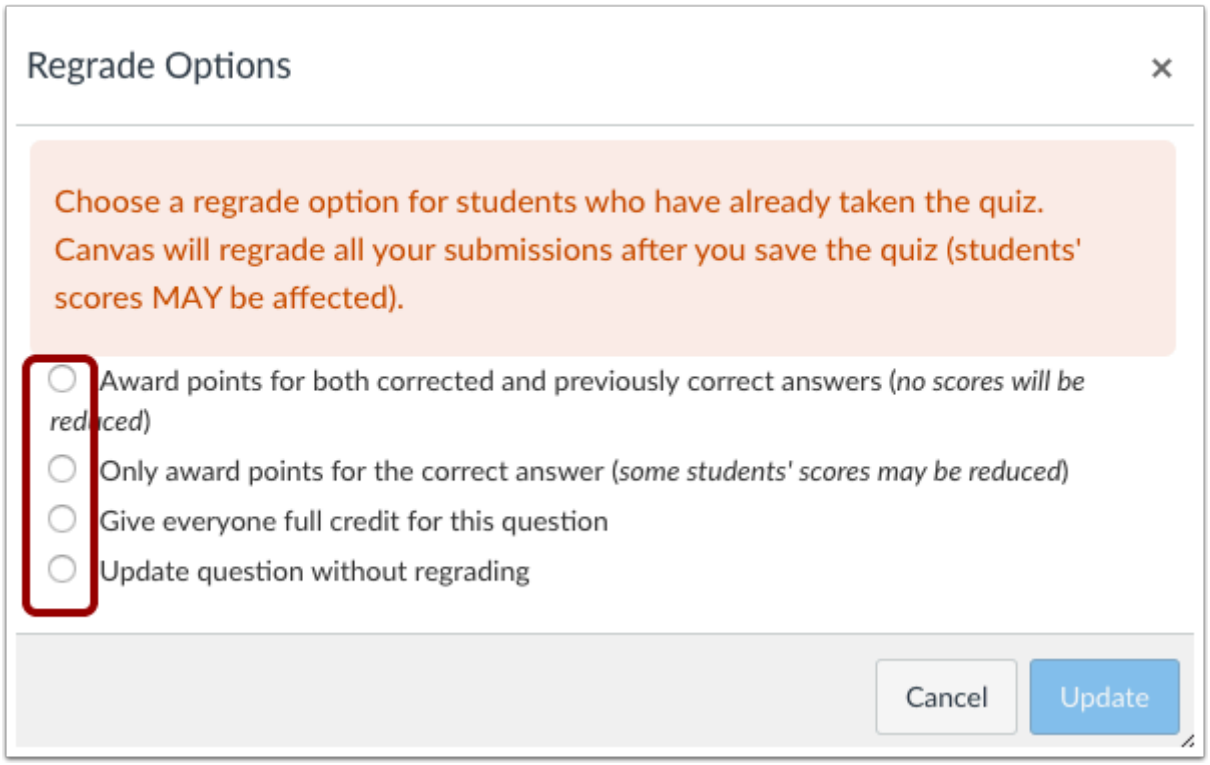
Locate the true/false question in the quiz. Hover over the question until the edit icon appears. Click the **Edit** icon.

Select New Correct Answer



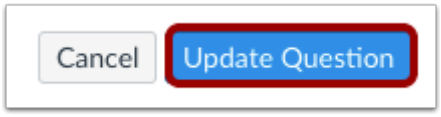
Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

Select Regrade Option



Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Update Question



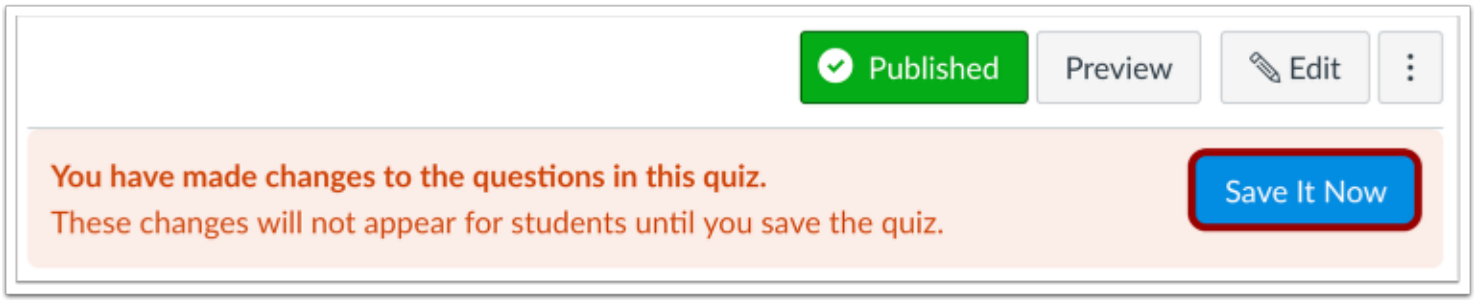
Click the **Update Question** button.

Save Quiz

When you've finished editing your quiz, click the **Save** button.

Note: Regrade options will not apply until you have re-saved the quiz.

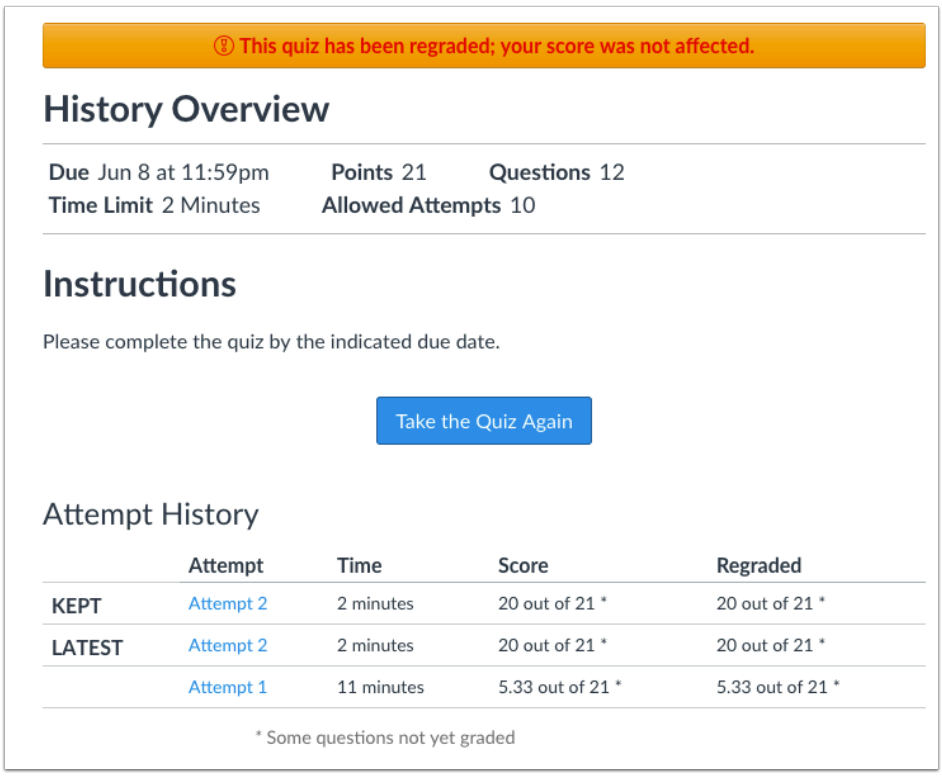
Save It Now



If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.

Student View



When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.

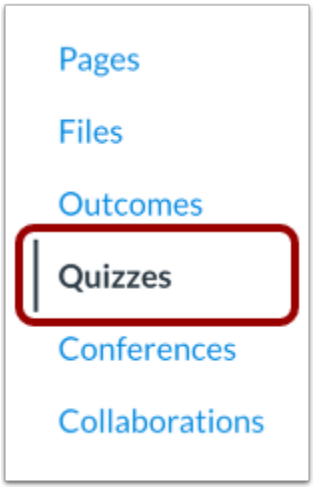
How do I regrade a Multiple Answers quiz question?

If you accidentally published a quiz with an existing multiple answers question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

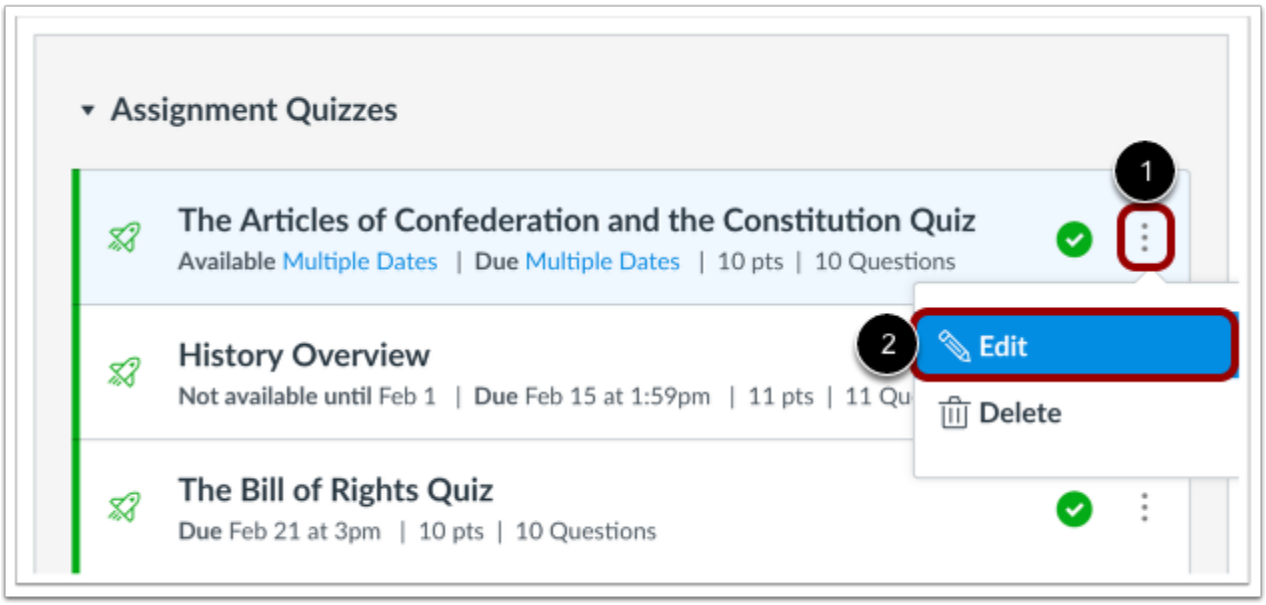
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a multiple answers quiz question with submissions disables the option to regrade that question.

Open Quizzes



To regrade a quiz, in Course Navigation, click the **Quizzes** link.

Edit Quiz



Find the quiz you want to regrade and click the **Options** icon [1], then click the **Edit** button [2].

Open Questions Tab

Click the **Questions** tab.

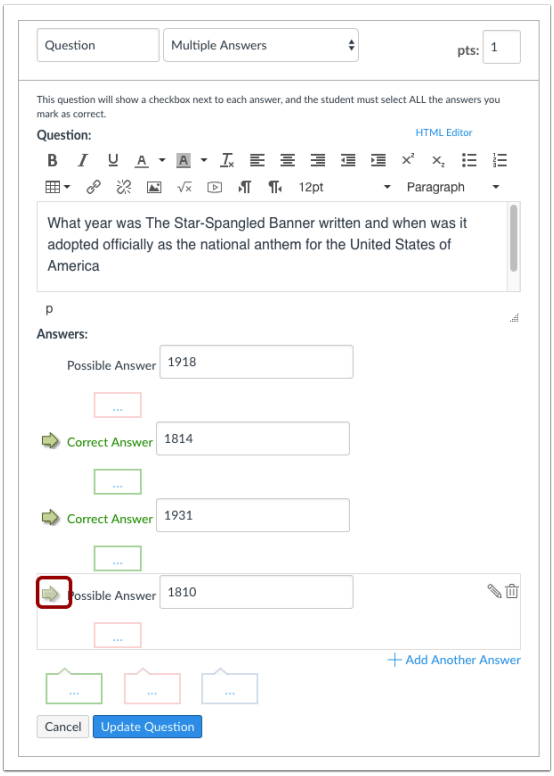
You can regrade:

- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions

Edit Multiple Answers Question

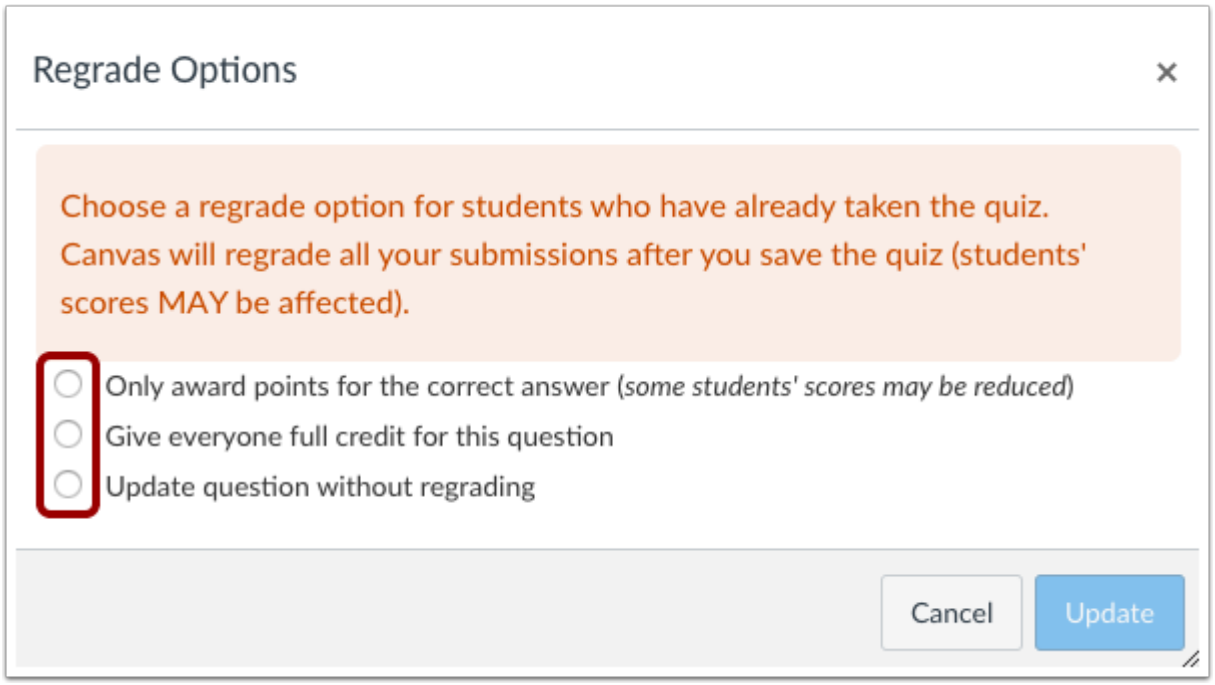
Locate the multiple answers question in the quiz. Hover over the question until the edit icon appears. Click the **Edit** icon.

Select New Correct Answer



Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

Select Regrade Option



Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Note: The *Award points for both corrected and previously correct answers option* is not available for this question type.

Update Question

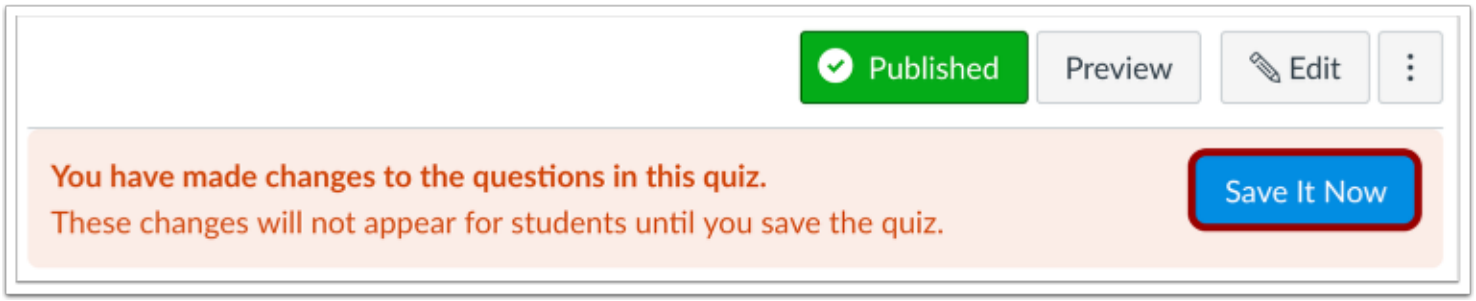
Click the **Update Question** button.

Save Quiz

When you've finished editing your quiz, click the **Save** button.

Note: Regrade options will not apply until you have re-saved the quiz.

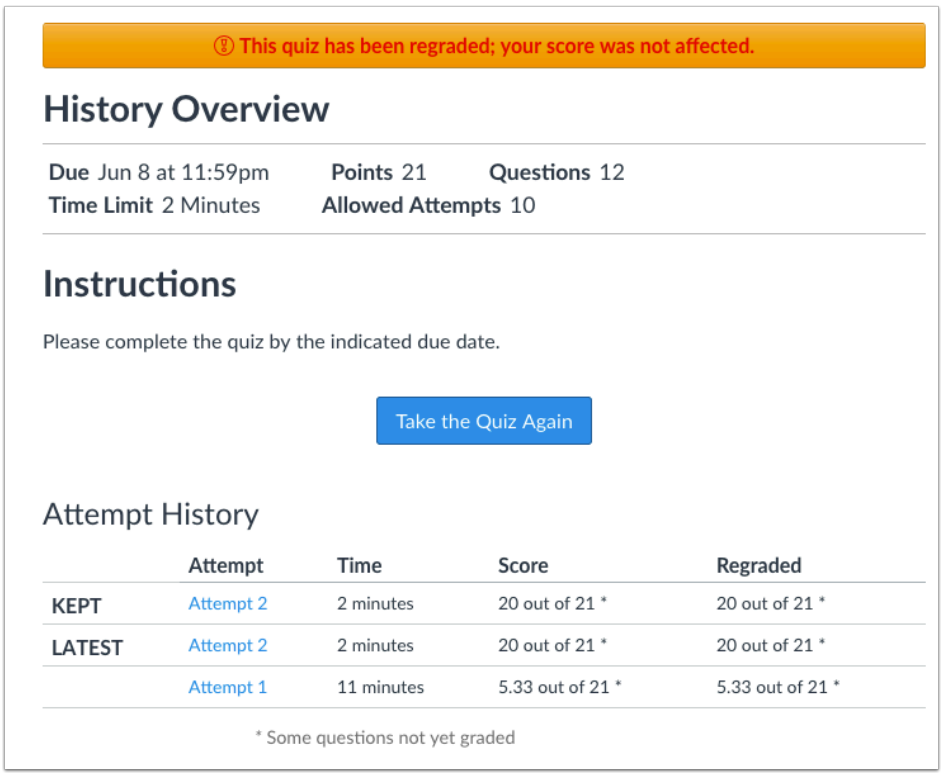
Save It Now



If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.

Student View



When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.

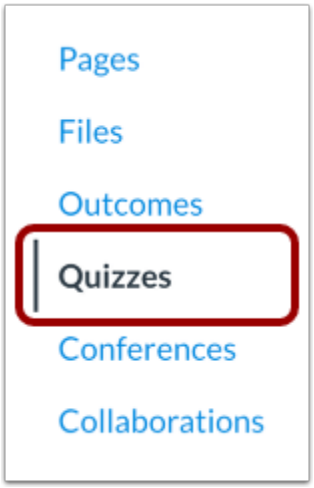
How do I create a survey in my course?

You can use surveys to receive feedback from your students or give them some extra points by responding to a survey. Graded surveys appear in the Syllabus, Gradebook, Calendar, and To Do Lists.

Notes:

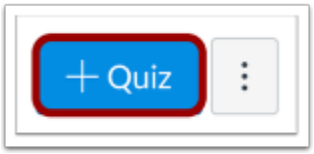
- Student Analysis for surveys must be downloaded as a CSV file. Item Analysis is not available for surveys.
- The anonymous option can be enabled or disabled before or after a survey has received submissions, allowing a user with sufficient permissions to see a student's identity and responses. To collect fully anonymous survey responses, you may want to use a third-party survey tool.

Open Quizzes



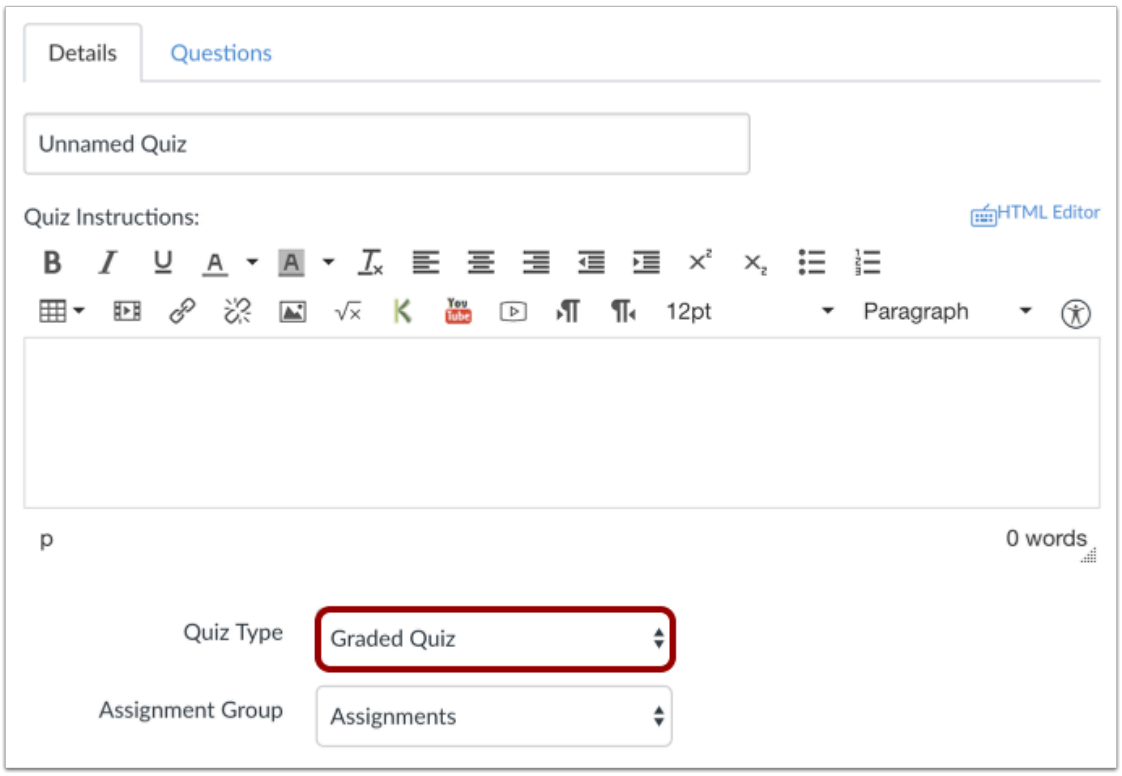
In Course Navigation, click the **Quizzes** link.

Add Quiz



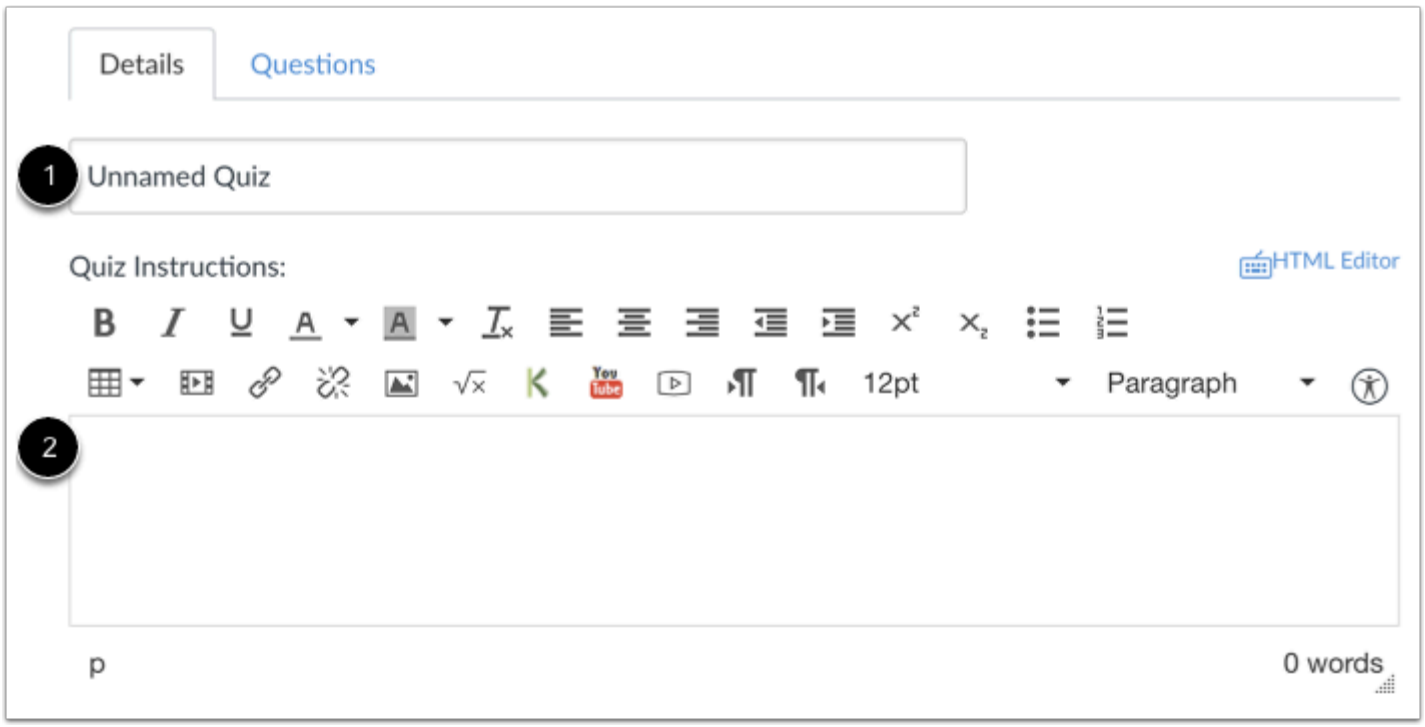
Click the **Add Quiz** button.

Select Quiz Type



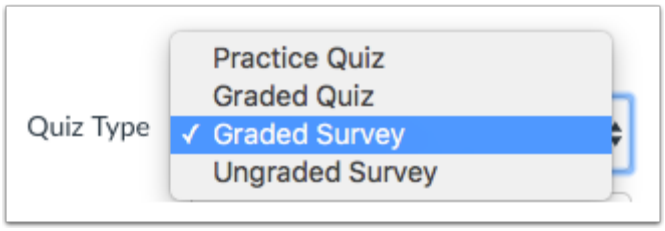
Click the **Quiz Type** drop-down menu.

Add Survey Details



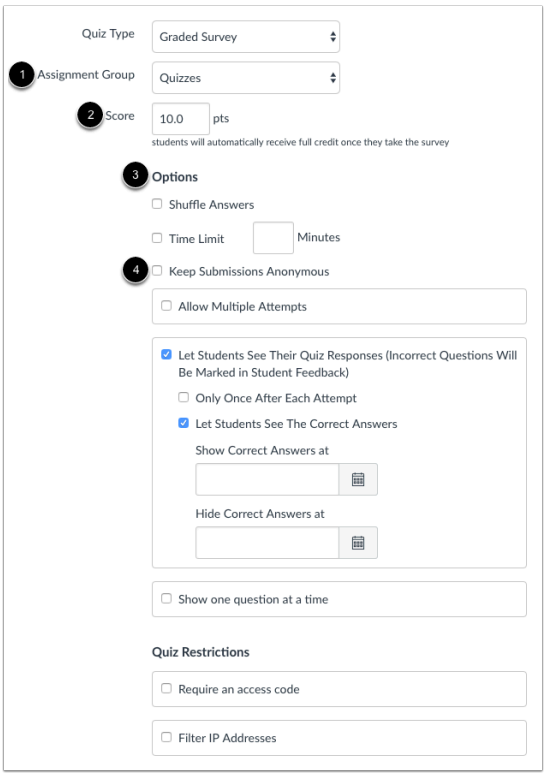
Give your survey a name [1], and complete any survey instructions in the text box [2].

Select Survey Type



In the Quiz Type menu, select the survey type you want to create.

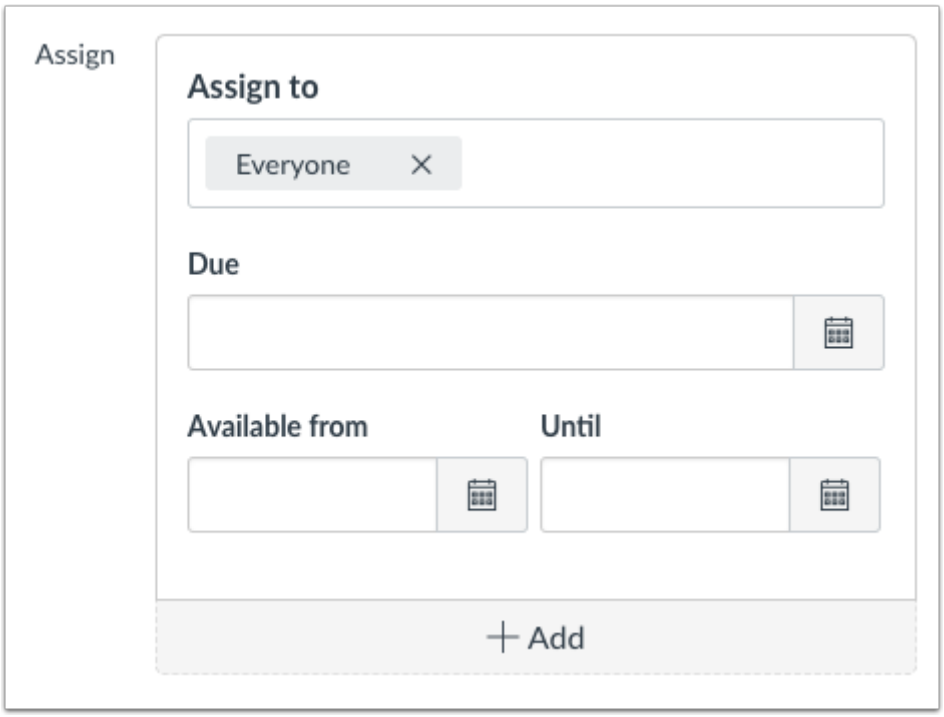
Select Survey Options



Place your survey in an assignment group [1], assign your survey a score [2], and complete the survey options [3].

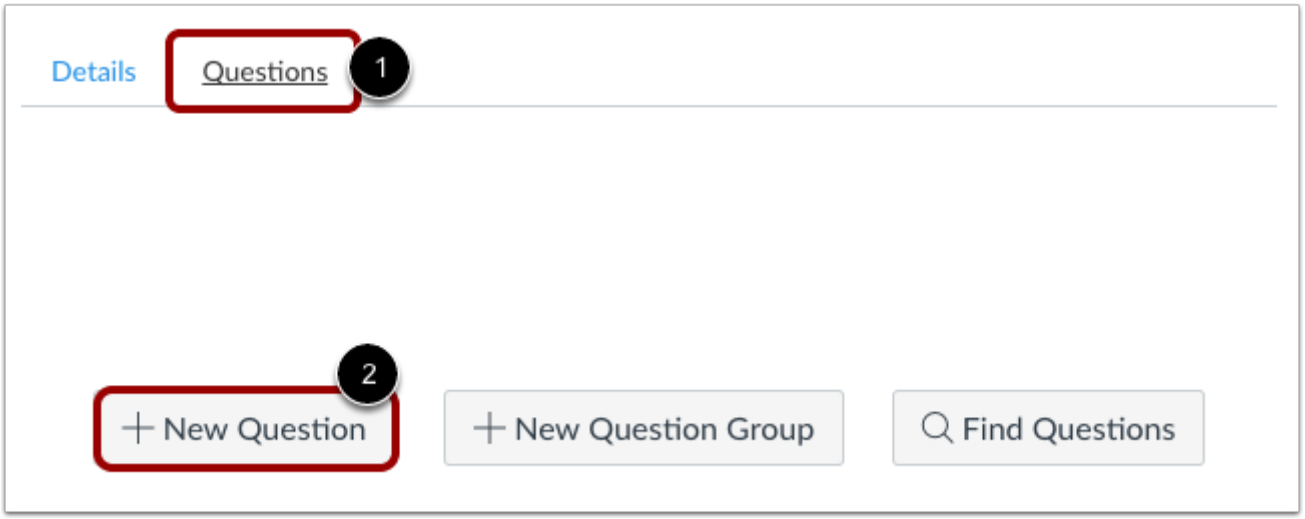
Within surveys, you have all the regular quiz options, but you can also keep submissions anonymous [4]. This anonymous option applies to both graded and ungraded surveys and can be enabled and disabled before or after survey submissions.

Select Availability Dates



You can also set a due date and available from/until dates for your survey.

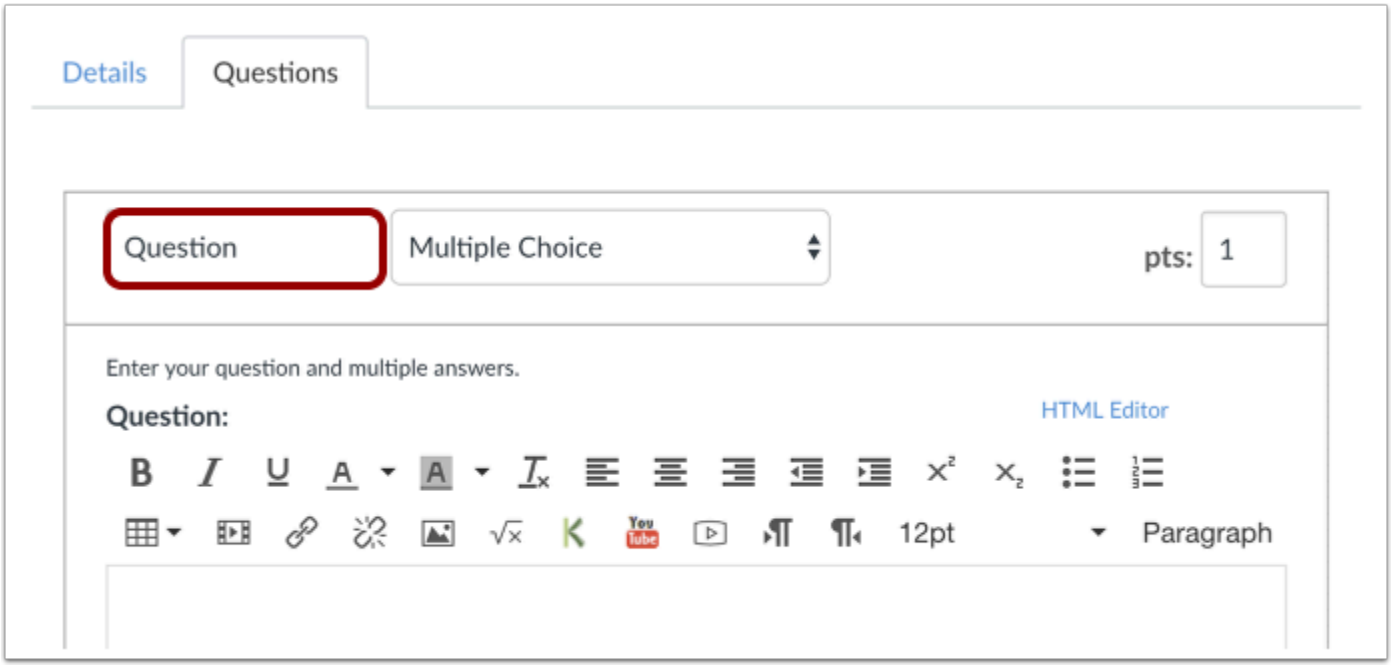
Add Question



Click the **Questions** tab [1]. Manually create a new survey question by clicking the **New Question** button [2]. To find out what kind of options are available for questions, please see the question type lesson in the Instructor guide.

Note: If you include a file upload question on an anonymous survey, the downloaded files will include the student's name in the file name. To preserve anonymity on a survey, do not include file upload questions.

Name Survey Question



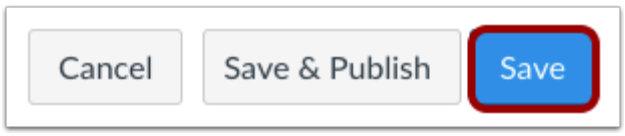
Survey questions are not automatically numbered for instructors. To add a custom name to your survey question, enter the name in the question text field. Custom names can help you identify survey questions more easily.

Regardless of the question name, students always see survey questions in numerical order (i.e. Question 1, Question 2).

Create Likert (Quantitative) Scale Questions

If you're interested in creating questions that involve a quantitative scale, you can create a Likert scale question using the Multiple Dropdowns question type. Please reference the Likert scale lesson for more information.

Save Survey



Click the **Save** button to save your work and preview the survey.

Note: You should not publish your survey until it is your final product. If you are ready to publish your survey and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

To preview the survey, click the **Preview** button [1]. When you are ready for students to see the survey in the course, click the **Publish** button [2].

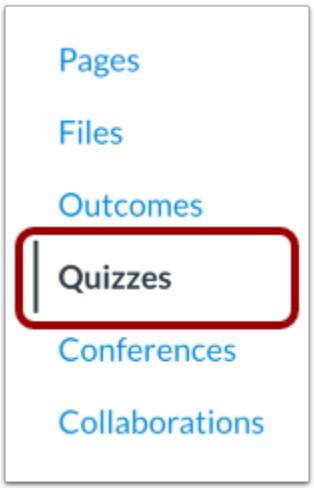
How do I view survey results in a course?

You can see graded or ungraded survey results after one or more users have taken the survey.

Notes:

- Graded surveys display in the Gradebook and SpeedGrader, while ungraded surveys do not.
- The Item Analysis report is not available for surveys.
- You can filter survey statistics using the first 10 sections of your course.

Open Quizzes

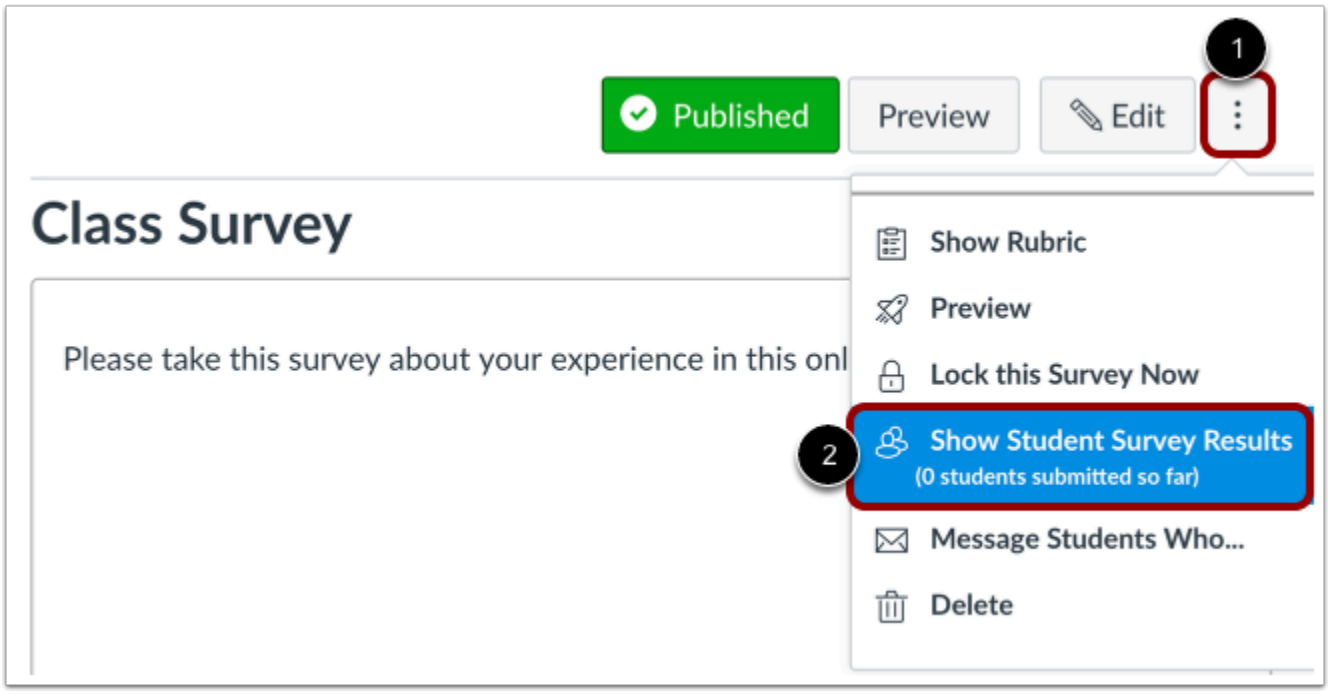


In Course Navigation, click the **Quizzes** link.

Open Survey

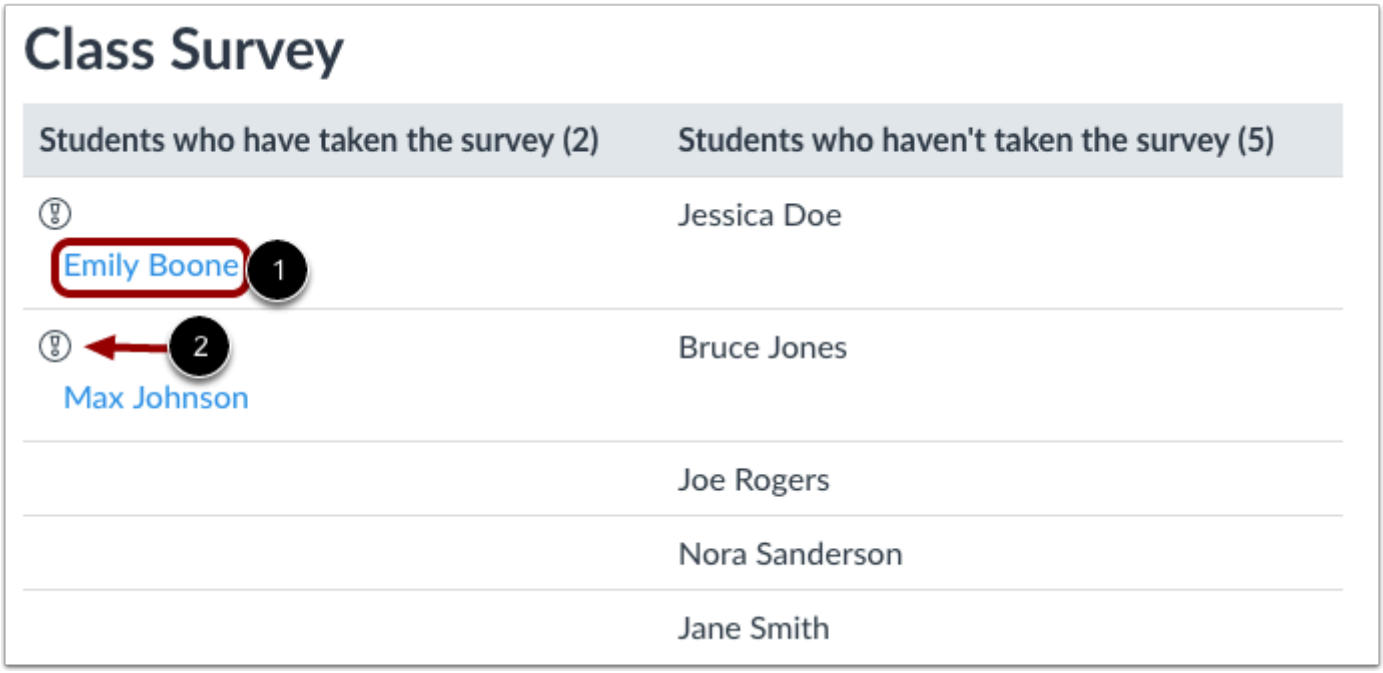
Click the Survey name.

Show Student Survey Results



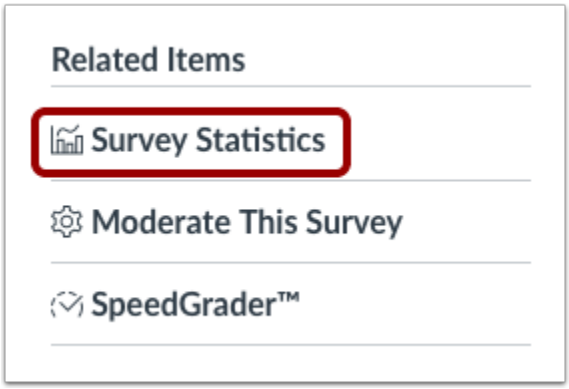
Click the **Options** icon [1] and select the **Show Student Survey Results** link [2] to view individual submissions.

Select Student Survey Result



Under the **Students who have taken the quiz** heading, click the name of a student [1]. You can also see a list of students who haven't taken the practice quiz. The **warning** icon [2] indicates a submission that needs review.

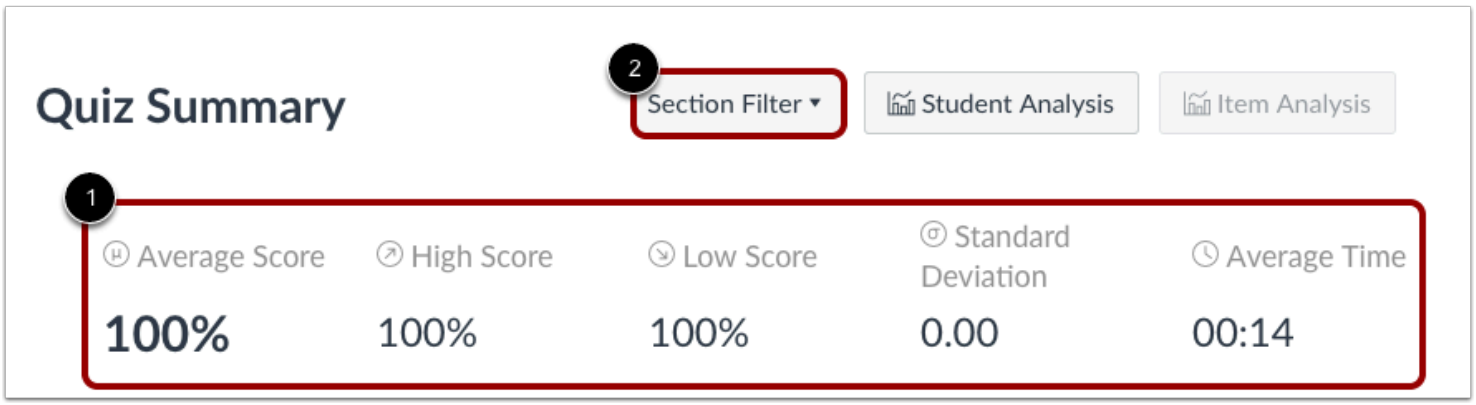
Open Survey Statistics



In the sidebar, click the **Survey Statistics** link to view all the responses to the Survey.

Note: To view responses to essay questions, view individual submissions or download the Student Analysis CSV.

View and Filter Statistics



View the Survey statistics [1]. You can view an entire summary that shows all score percentages. The summary also shows the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of completion.

To filter Survey statistics, click the **Section Filter** button [2] and choose the section that you would like to view. Note that you can only view the first 10 sections of your course. To access additional Survey results, generate a Student Analysis report.

View Student Analysis Report

Like quiz statistics, you can also download Survey results by clicking the **Student Analysis** button.

Note: By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.

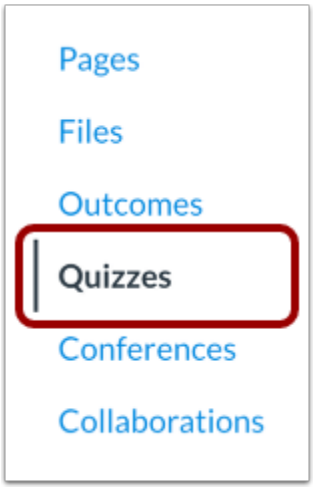
How do I view practice quiz results in a course?

You can view results after one or more students have taken the practice quiz.

Notes:

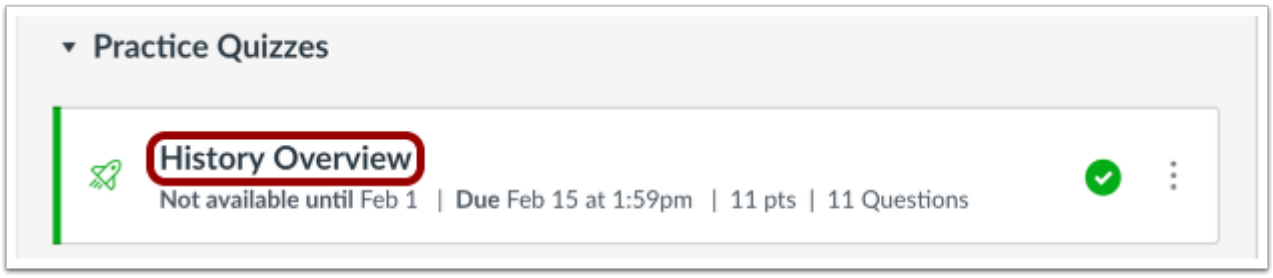
- Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz.
- Practice quizzes do not appear in the Syllabus, the Gradebook, or SpeedGrader. To make practice quiz results easier to find for students, you may want to include practice quizzes in a course module. You can also add a due date to the practice quiz so it displays in the student's To Do list and List View dashboard.
- Students can view practice quiz results from the quiz submission details page. Practice quiz results do not display on the student grades page.
- To view responses to essay questions, view individual submissions or download the Student Analysis report.

Open Quizzes



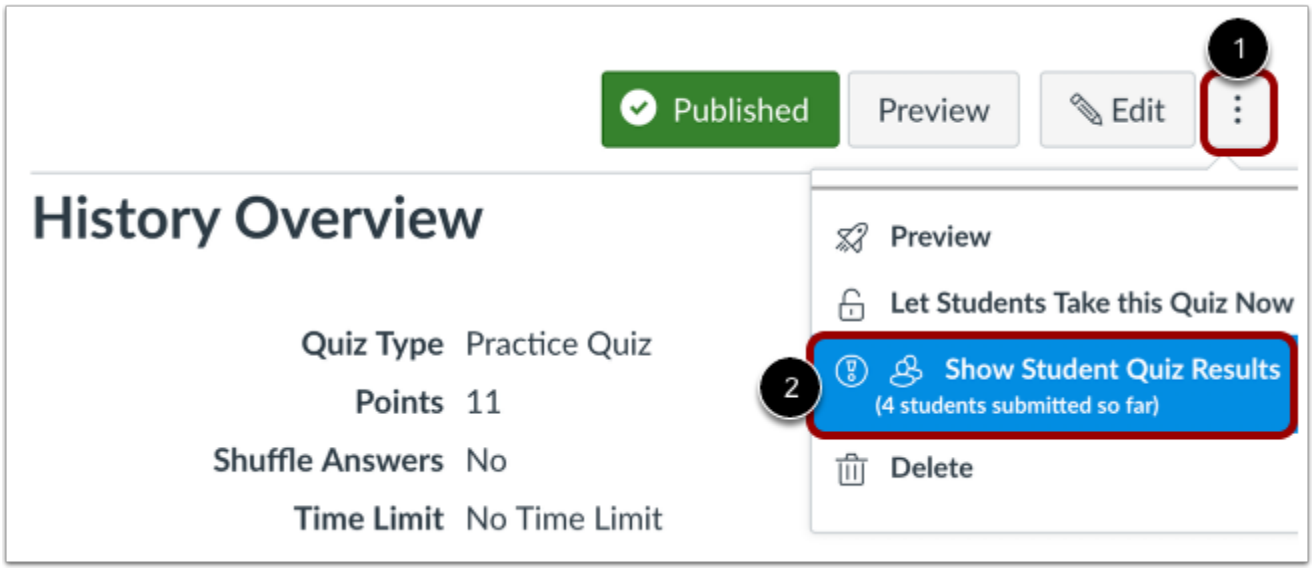
In Course Navigation, click the **Quizzes** link.

Open Practice Quiz



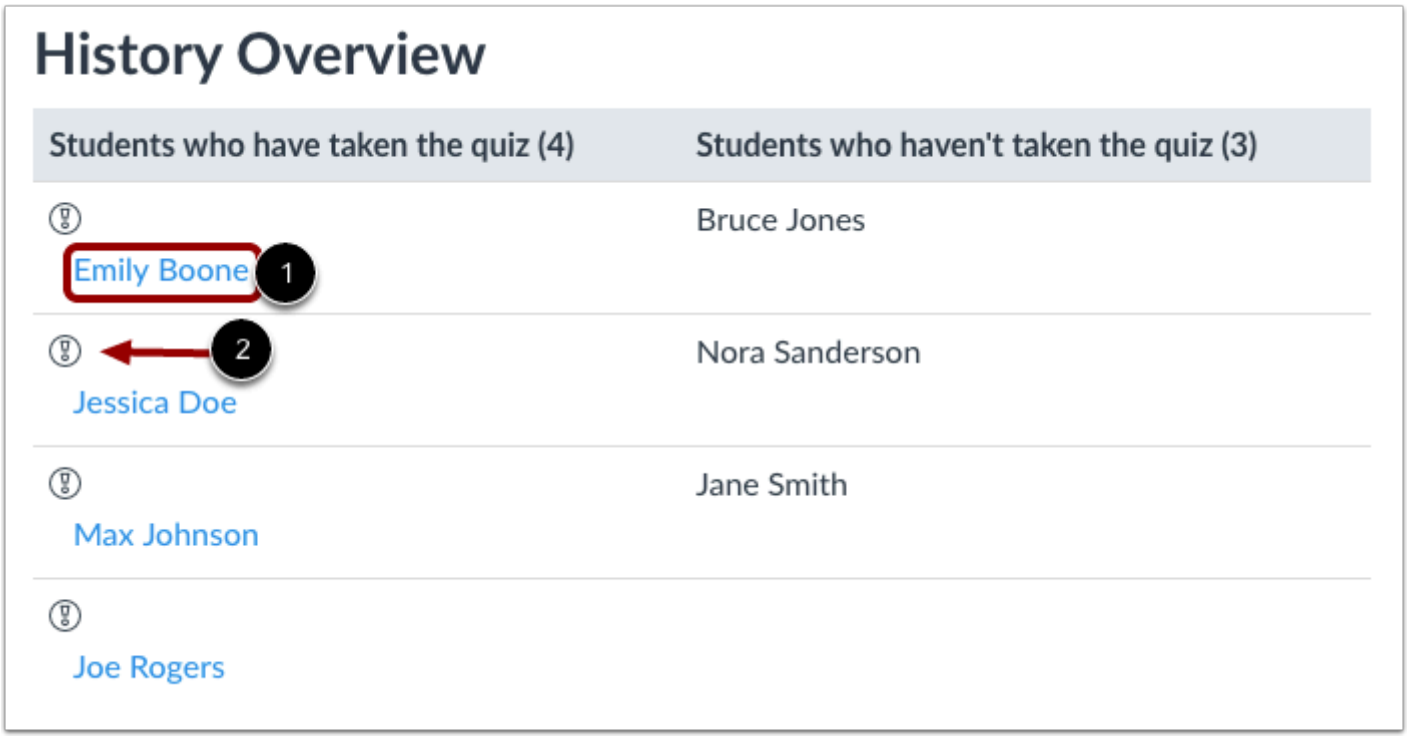
Click the title of the Practice Quiz you want to open.

Show Student Quiz Results



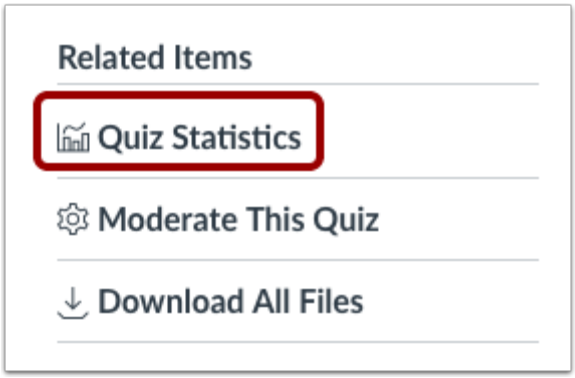
Click the **Options** icon [1], then click the **Show Student Quiz Results** link [2].

Select Student Quiz Result



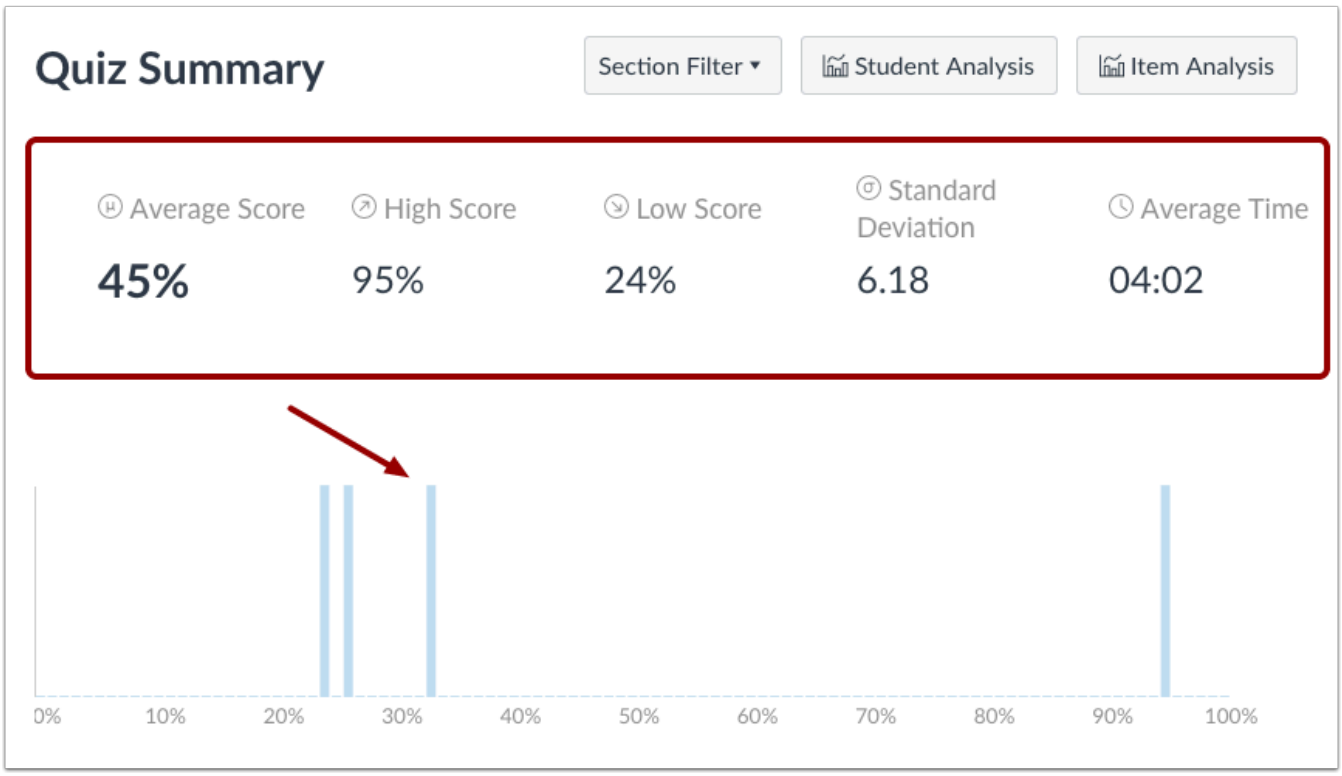
Under **Students who have taken the quiz** heading, click the name of a student [1]. You can also see a list of students who haven't taken the practice quiz. The **warning** icon [2] indicates a submission that needs review.

Open Quiz Statistics



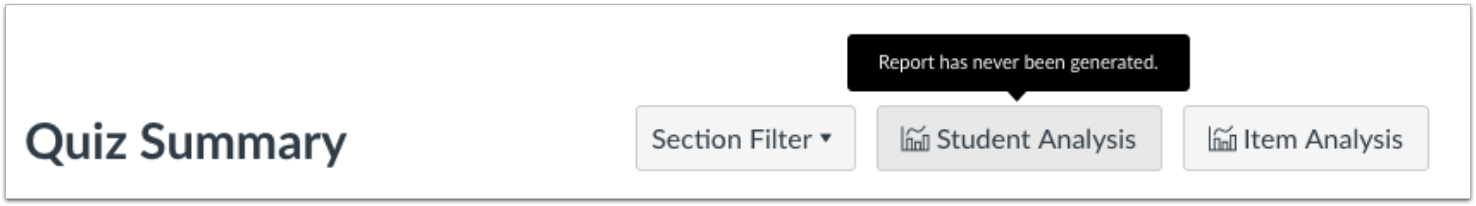
In the Practice Quiz, you can also view Quiz Statistics by clicking the **Quiz Statistics** link.

View Quiz Statistics



View statistics for each quiz question. You can view an entire summary that shows all score percentages. The summary also shows the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of completion. Click here to learn more about quiz statistics.

View Analysis Reports



You can also download quiz results by clicking the **Student Analysis** or **Item Analysis** links. Click here to learn more about quiz analysis.

Note: By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.

How do I set up a quiz to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up a quiz to be sent back to the SIS. However, you must first specify which quiz(zes) in the course should be sent to your SIS as part of the grade publishing process. Each quiz must be modified individually. However, your institution may have already enabled an option for all quizzes to be configured for your SIS.

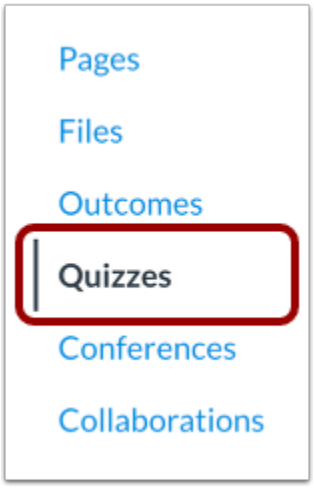
Once a quiz is set up to be sent to your SIS, the Assignments Index Page and Quizzes Index Page let you enable or disable a quiz by clicking the SIS sync icon next to the quiz.

Each SIS requires specific setup procedures to properly post grades for quizzes. Depending on how quizzes are assigned to students, **some quizzes may not be supported**. For details and and troubleshooting tips, view the appropriate help document for your SIS integration:

- Instructor Help: Canvas and PowerSchool (Legacy)
- Instructor Help: Canvas and PowerTeacher Pro
- Instructor Help: Canvas and Skyward
- Instructor Help: Canvas and InfiniteCampus

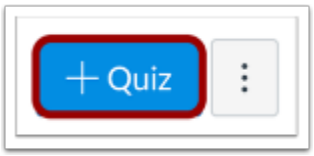
Note: The Banner integration does not require any assignment setup and only pulls total grades from the Gradebook.

Open Quizzes



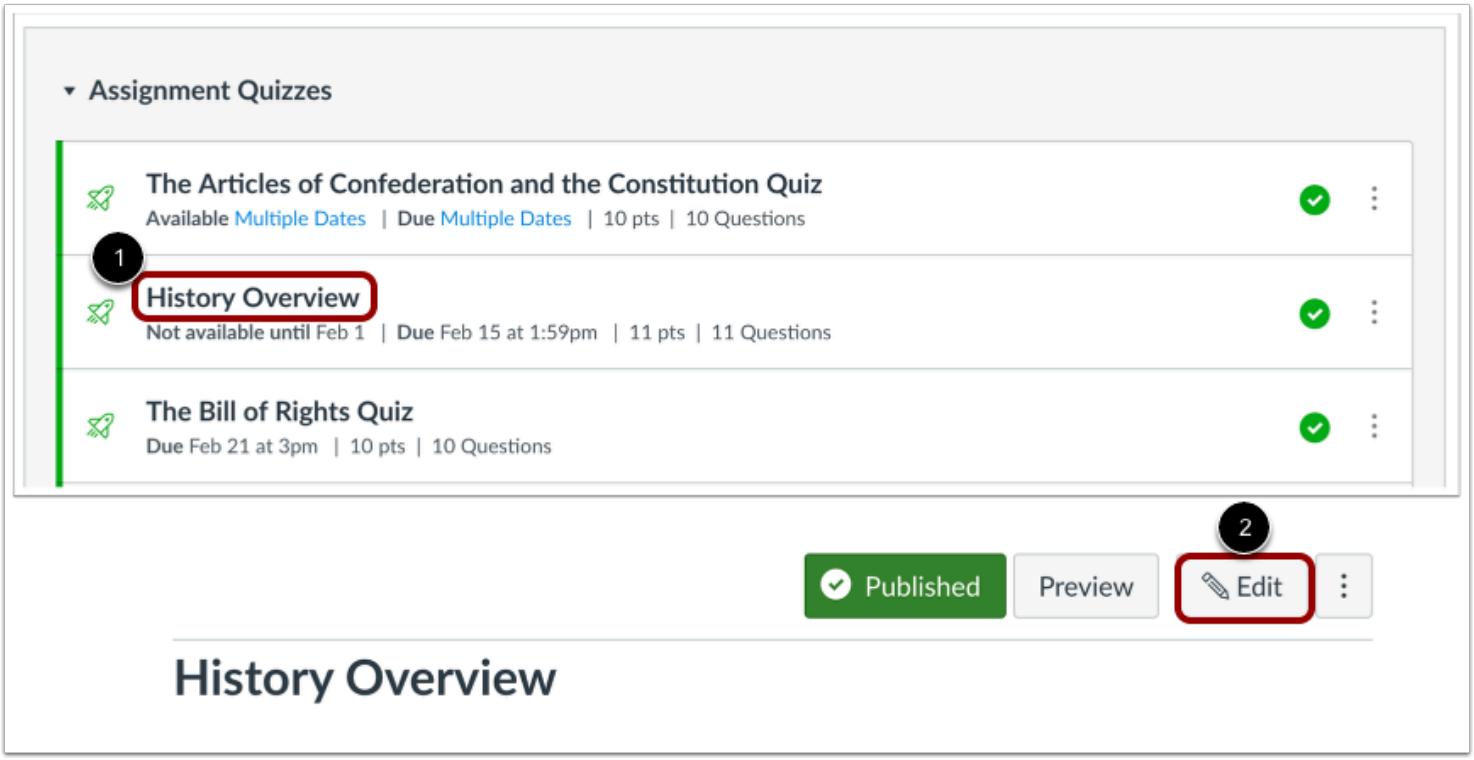
In Course Navigation, click the **Quizzes** link.

Add Quiz



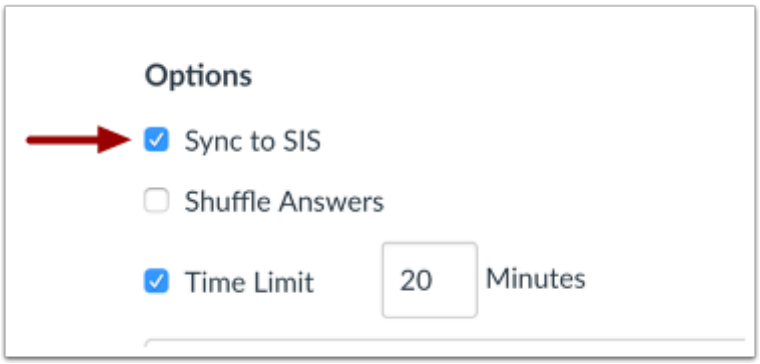
Click the **Add Quiz** button.

Edit Quiz



To set up a quiz that has already been created, click the name of the quiz [1] and click the **Edit** button [2].

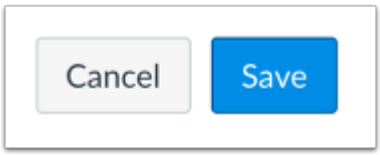
Sync to SIS



In the quiz options, check the **Sync to [SIS]** checkbox.

The [SIS] label may display the name of your institution's SIS.

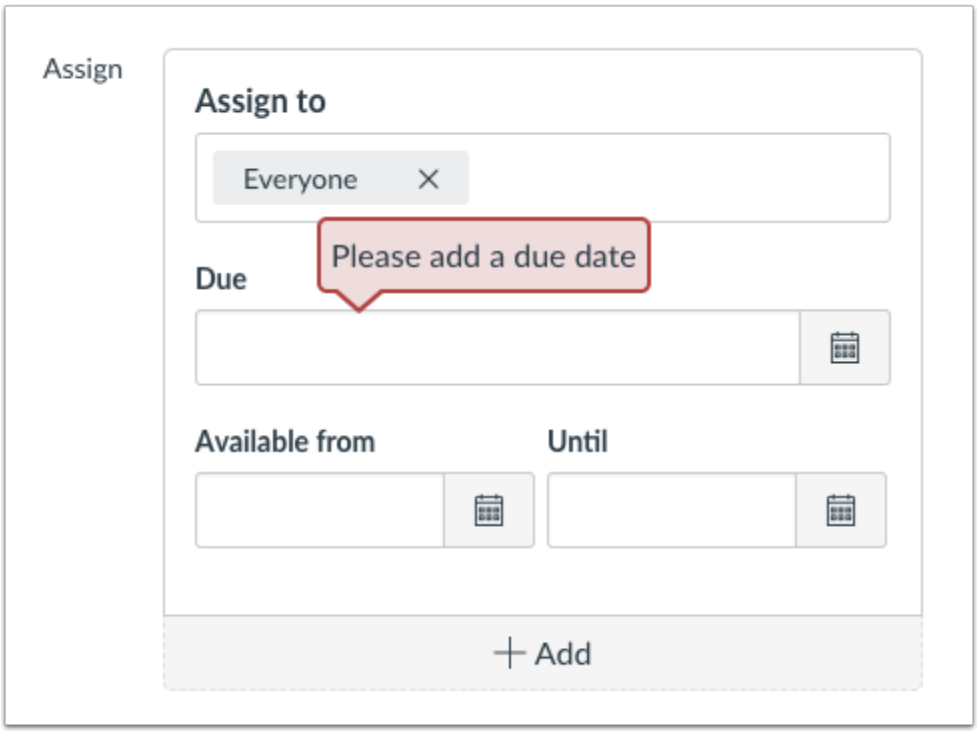
Save Quiz



Click the **Save** button.

Note: For new quizzes, you can click the **Save & Publish** button.

View Quiz Errors



How do I set up a quiz to be sent to my institution's student information system (SIS)?

If you cannot save your quiz and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the quiz can be enabled to be synced to your SIS. Correct the error then save the quiz again.

New Quizzes

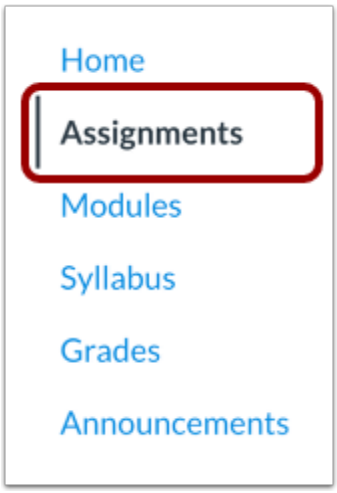
How do I create an assessment using New Quizzes?

You can create an assessment using New Quizzes from the Assignments page. You can create various types of content in each assessment.

In the Assignments page, Quizzes created in New Quizzes display the Assignments icon.

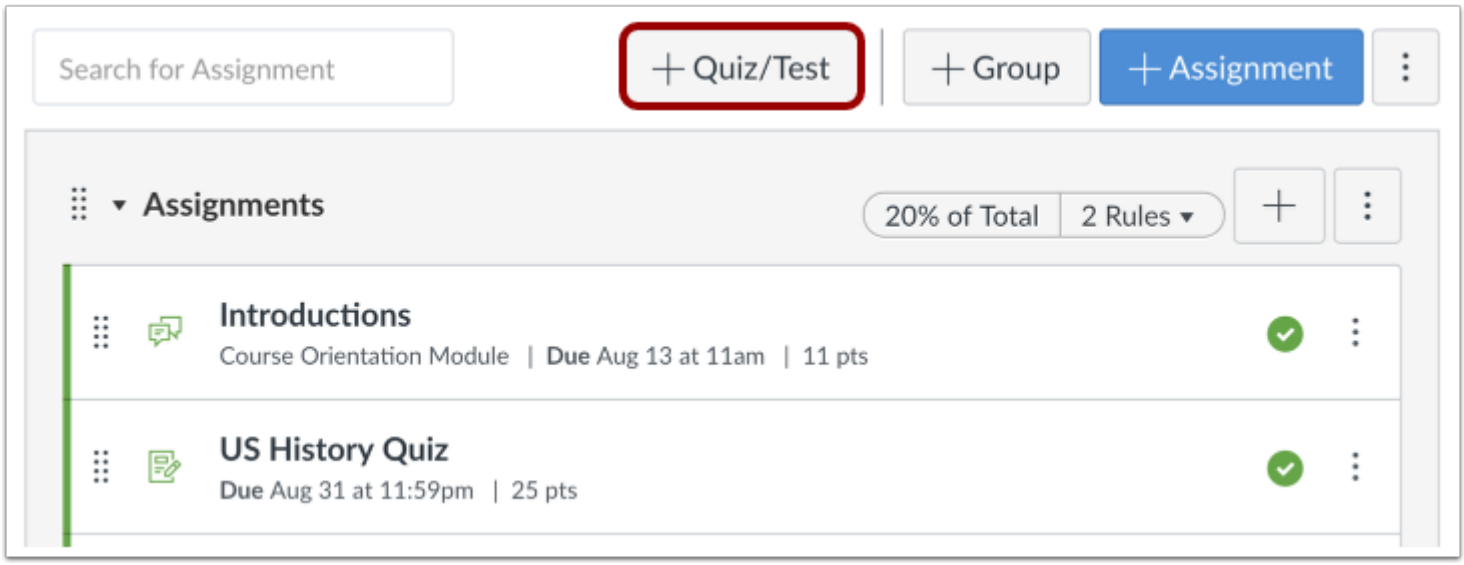
Note: New Quizzes is an opt-in LTI tool. If this tool is not available to you, please contact your Canvas admin.

Open Assignments



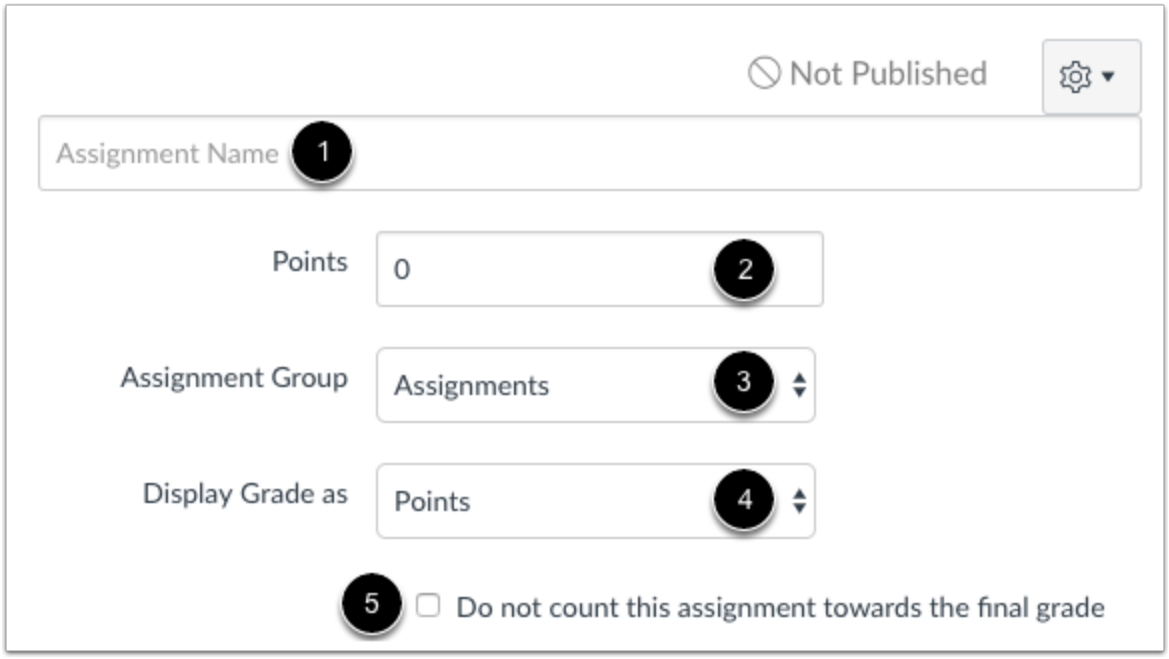
In Course Navigation, click the **Assignments** link.

Add Assessment



Click the **Add Quiz/Test** button.

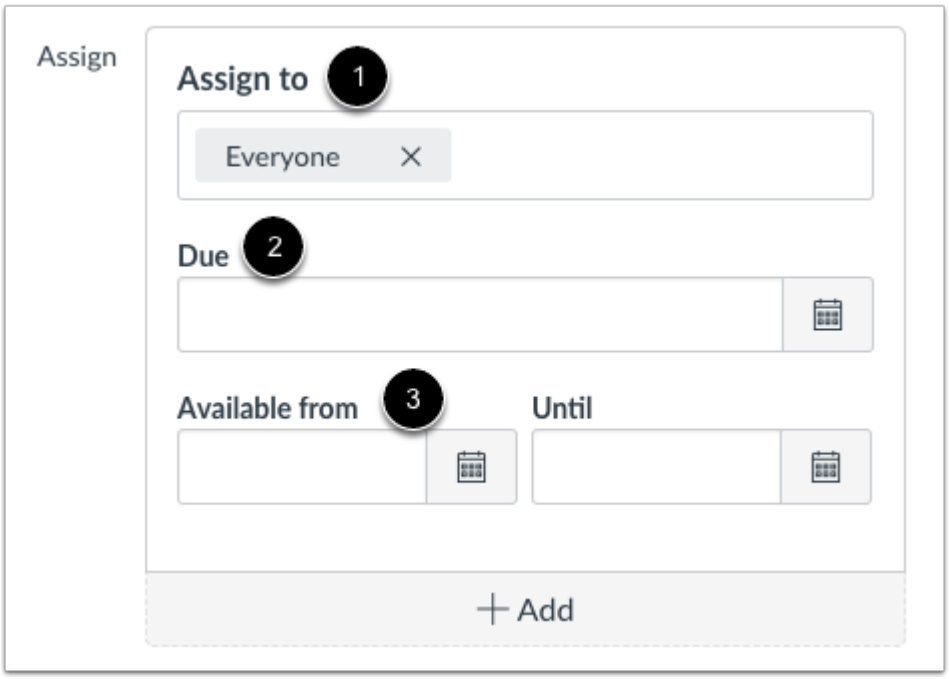
Edit Assessment Details



In the **Assignment Name** field [1], enter the name of your assessment. To enter assessment details, enter the total points possible [2], select the assignment group [3], and choose how the grade is displayed to students [4].

To remove this assessment from final grade calculations, click the **Do not count this assignment towards the final grade** checkbox [5].

Assign Assessment



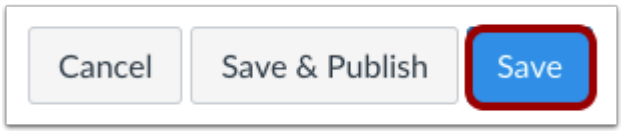
In the **Assign To** field [1], select who will be required to take the assessment. You can assign the assessment to individual students or sections.

In the **Due** field [2], select the assessment due date.

In the **Available from** and **Until** fields [3], select the availability dates for the assessment.

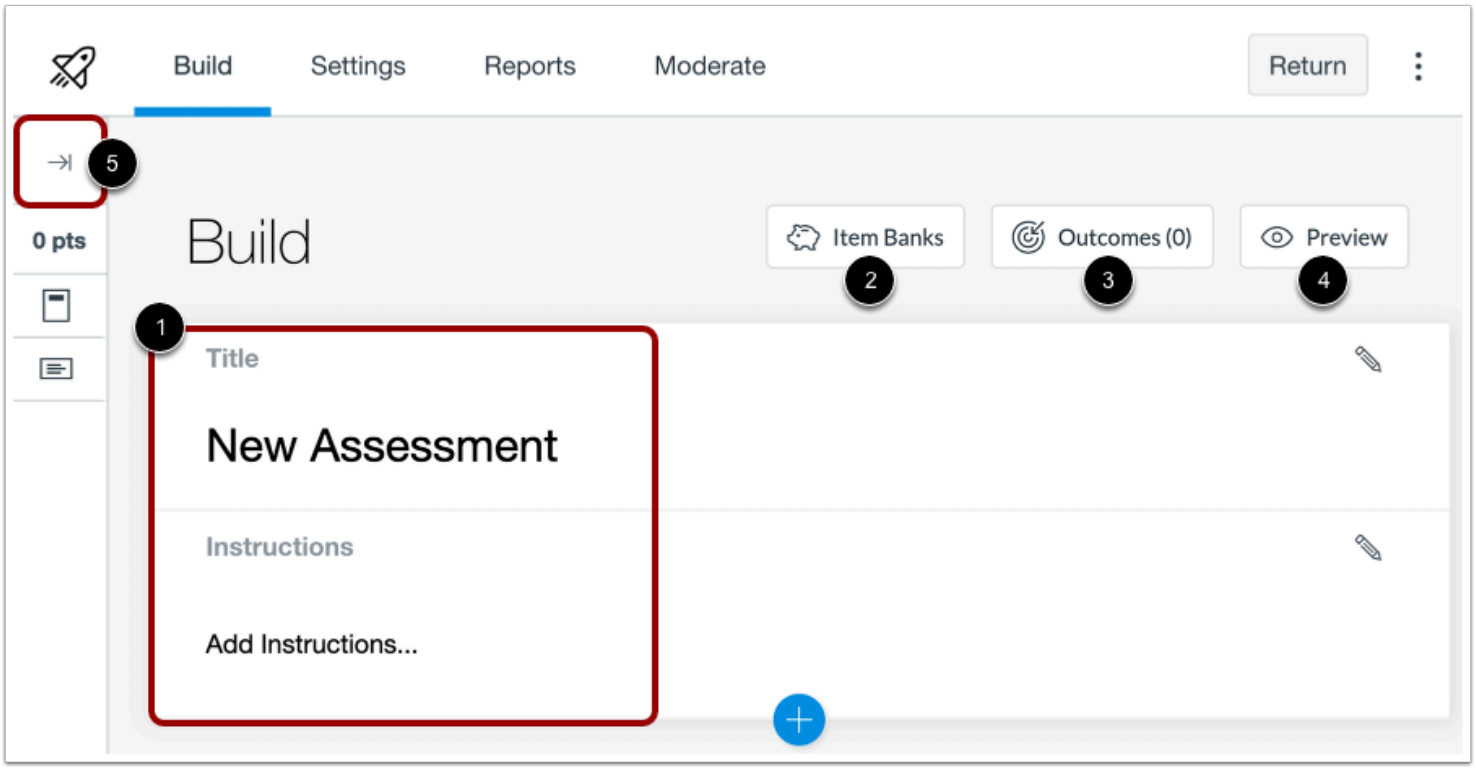
Note: If you have set section override dates in your course, you may need to select a course section and set due and availability dates that fall within the section override dates.

Save Assessment



To save your assessment details, click the **Save** button.

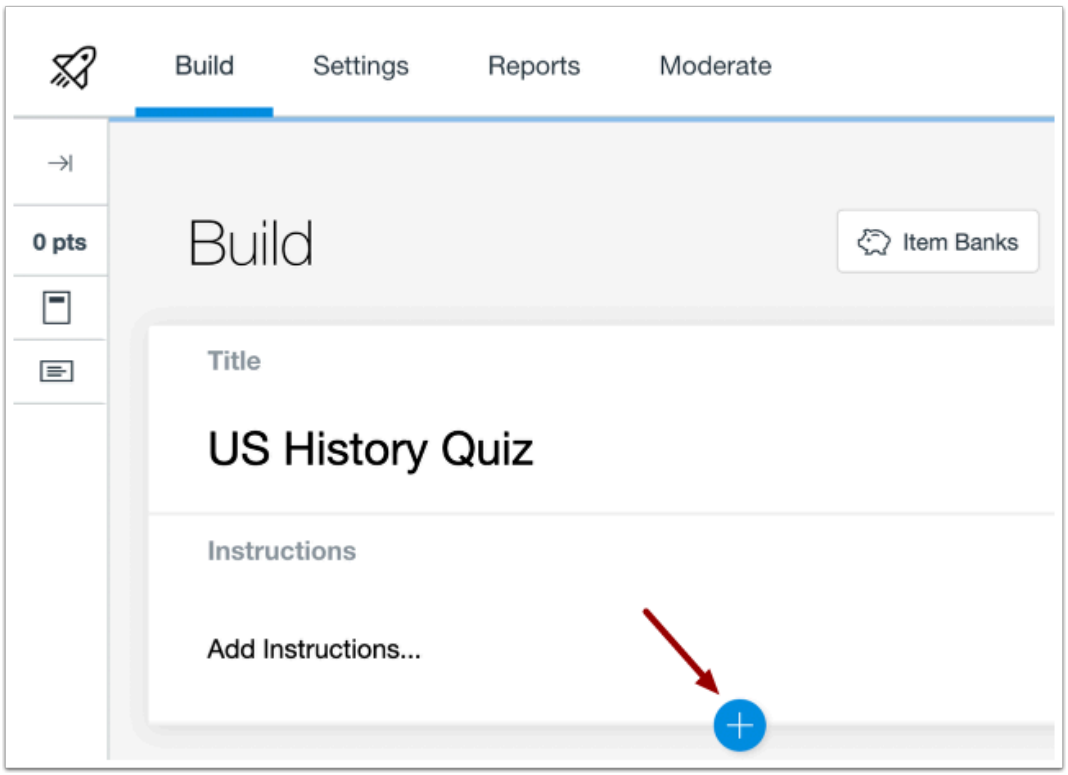
Build Assessment



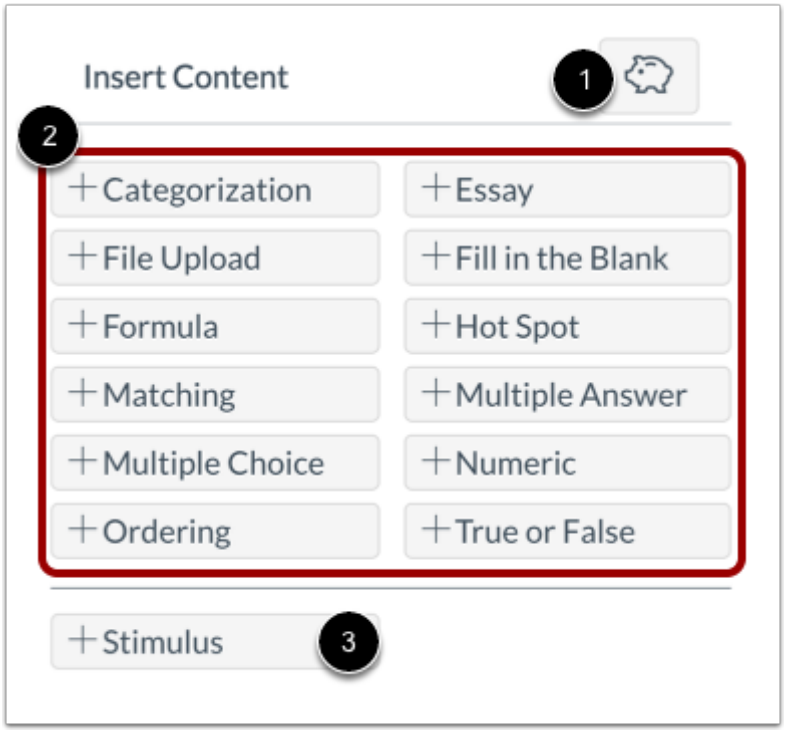
In the Build page, you can edit the title and description of your assessment [1], view your item banks [2], align the assessment to outcomes [3], preview the assessment from the student view [4], and navigate the assessment [5].

You can use the Rich Content Editor to format and add content to your assessment instructions.

Add Content



To add content to your assessment, click the **Add** button.

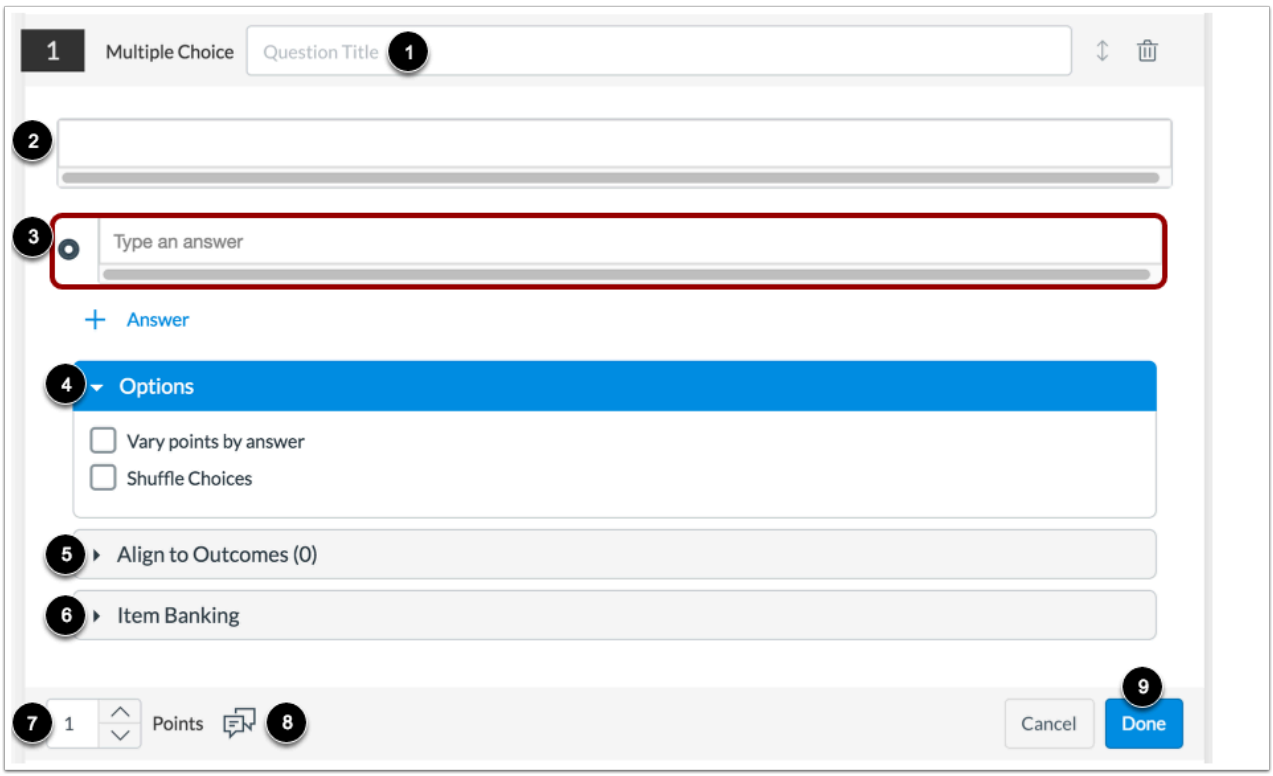


To insert content from an item bank, click the **Item Bank** button [1]. To create a new question, click the button for the question type [2] or add stimulus content [3].

The following question types are available in New Quizzes:

- Categorization
- Essay
- File Upload
- Fill in the Blank
- Formula
- Hot Spot
- Matching
- Multiple Answer
- Multiple Choice
- Numeric
- Ordering
- True or False

Edit Question



For each question, you can enter a question title [1], question stem [2], and answers [3]. You may also select options specific to the question [4], align the question to an outcome [5], and add the question to an item bank [6].

In the **Points** field [7], adjust the point value for the question by entering a number or clicking the arrow buttons. To add general student feedback, click the **Feedback** icon [8].

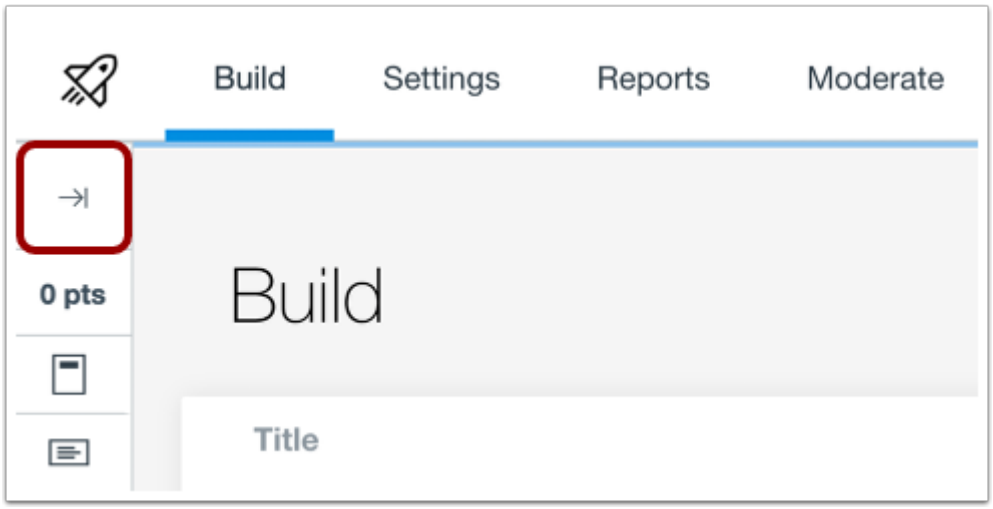
To save the question, click the **Done** button [9].

Notes: Essay questions do not include an answer field and must be graded manually.

Delete Question

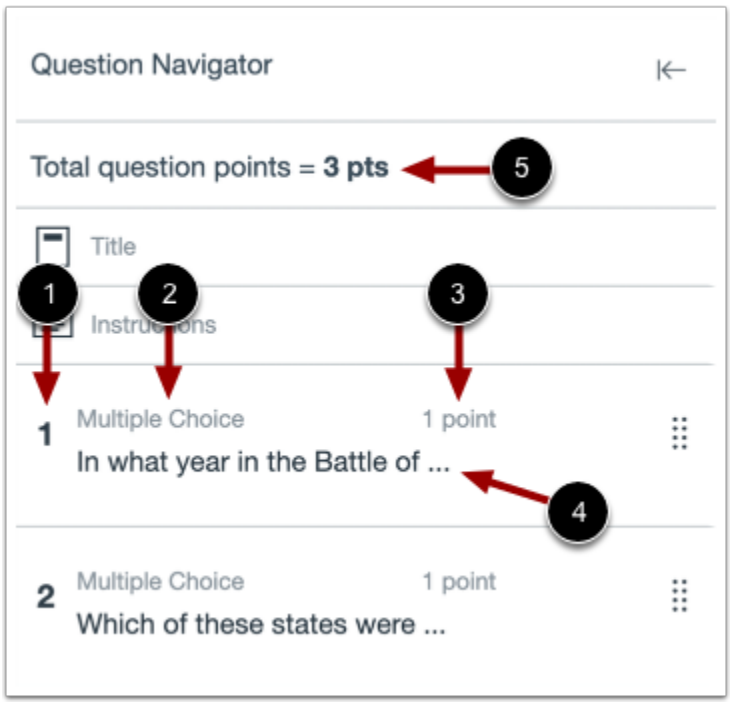
To delete a question, click the **Delete** icon. The page will confirm you want to remove the item.

Open Question Navigator

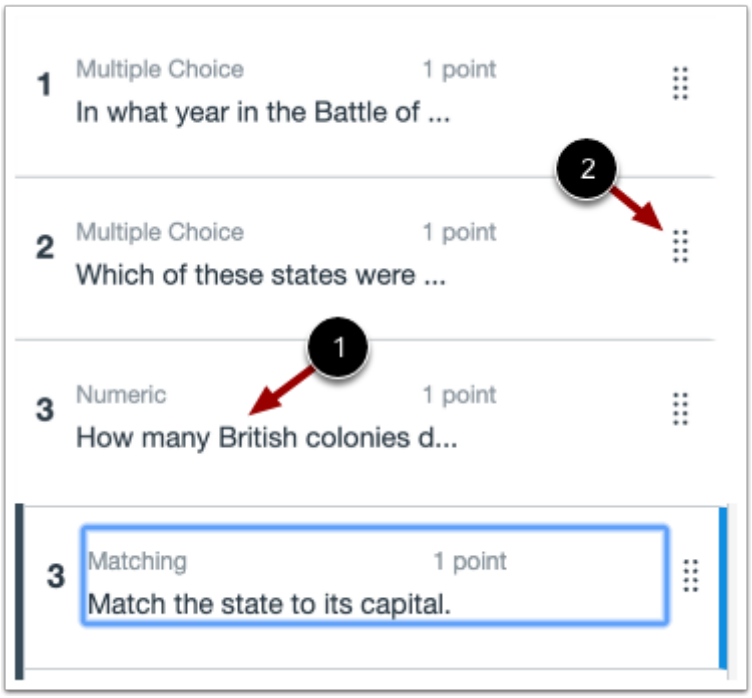


To open the Question Navigator and view your assessment, click the **Expand** icon.

View Question Navigator



In the Question Navigator, you can view each question number [1], question type [2], point total [3], question stem [4], and total question points [5].



To view a question in the assessment, click the question stem [1]. You will be taken to the question within the assessment.

To manually reorder questions, click and hold the **Move** icon [2]. Drag the question to where you want it to display in the assessment.

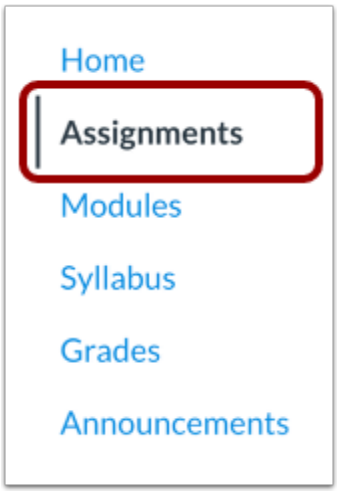
How do I import an assessment from a QTI package in New Quizzes?

You can import assessments from QTI packages in New Quizzes. You can only use QTI packages to create a new assessment. You cannot modify an existing assessment using a QTI import.

Notes:

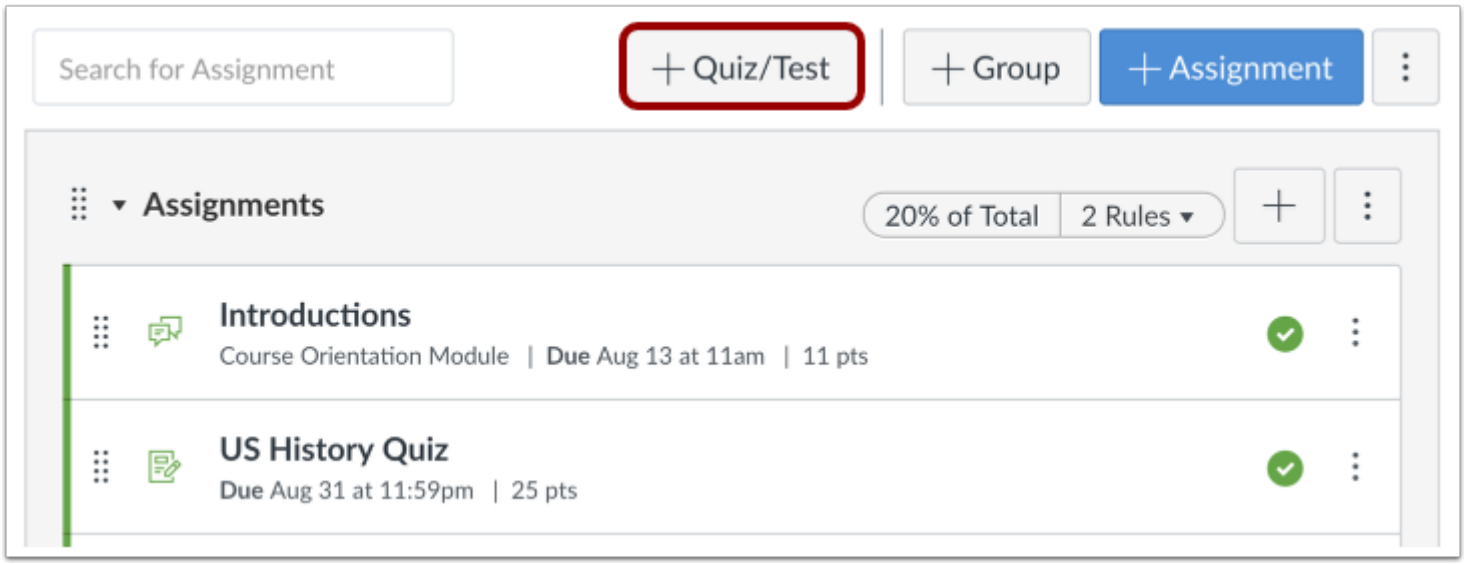
- Question groups linked to question banks are not included in QTI imports.
- New Quizzes only supports imports from QTI 1.2 and 2.x.

Open Assignments



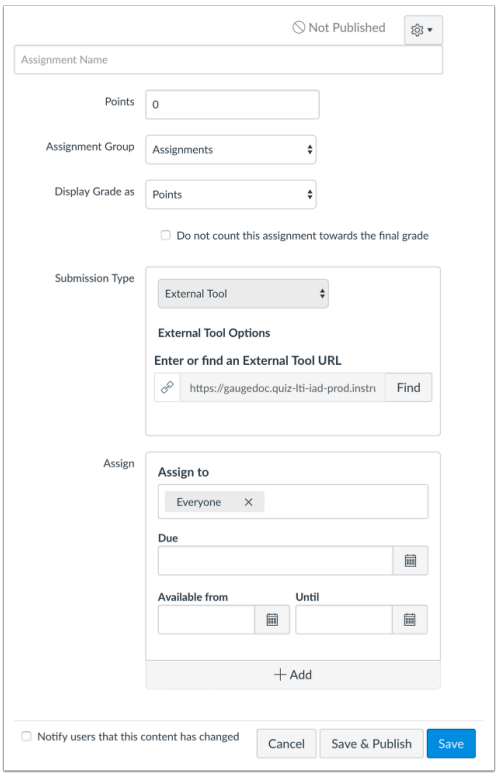
In Course Navigation, click the **Assignments** link.

Add Assessment



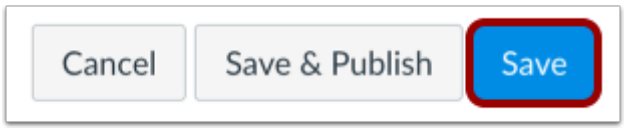
Click the **Add Quiz/Test** button.

Edit Assessment Details



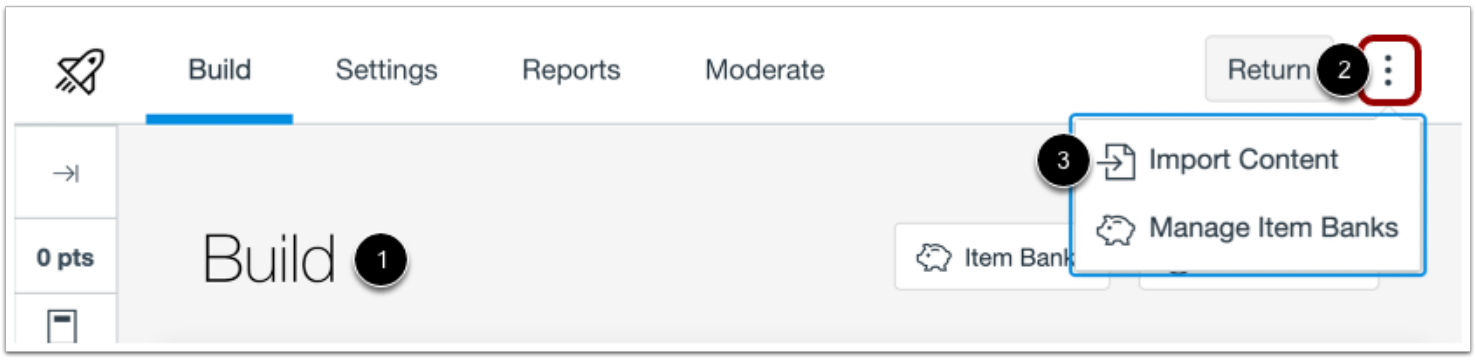
Edit the details for your assessment.

Save Assessment



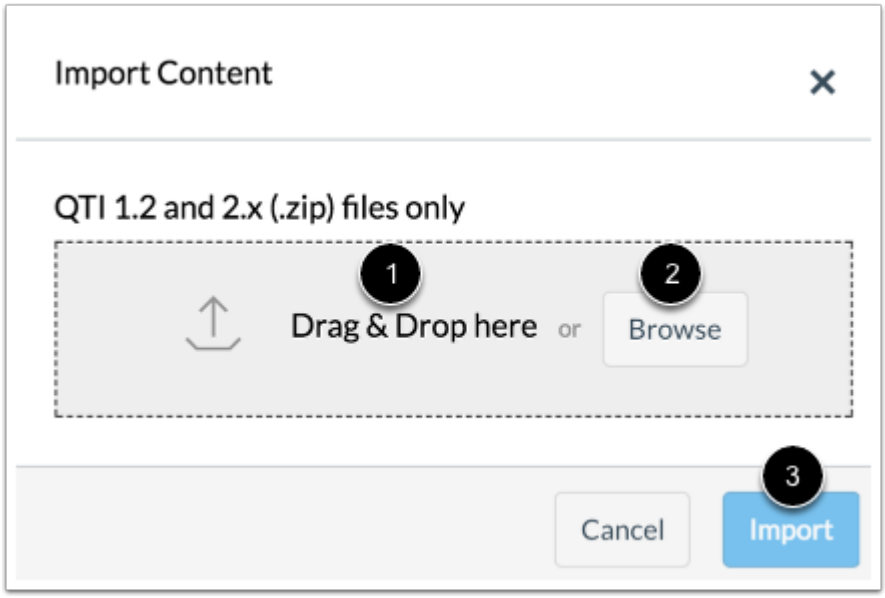
When you are finished, click the **Save** button.

Import Content



Your assessment will open to the Build page [1]. To import content, click the **Options** icon [2] and select the **Import Content** option [3].

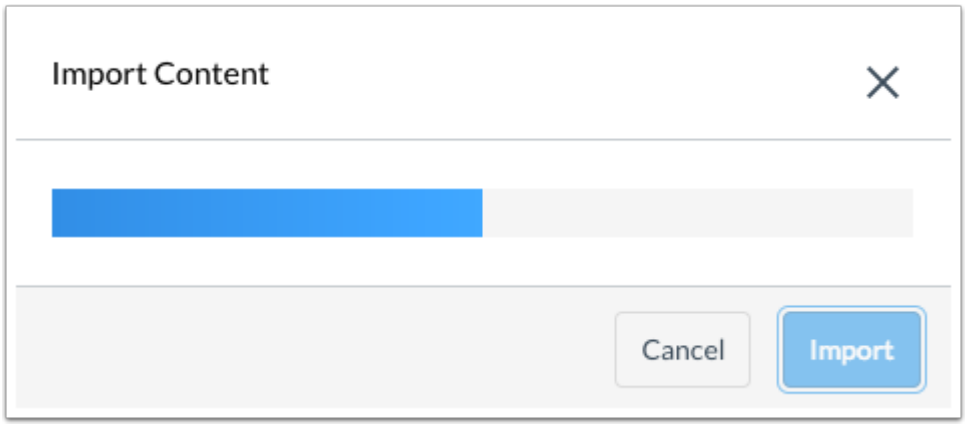
Import QTI File



To import a QTI file, drag and drop the file [1] or select a file by clicking the **Browse** button [2].

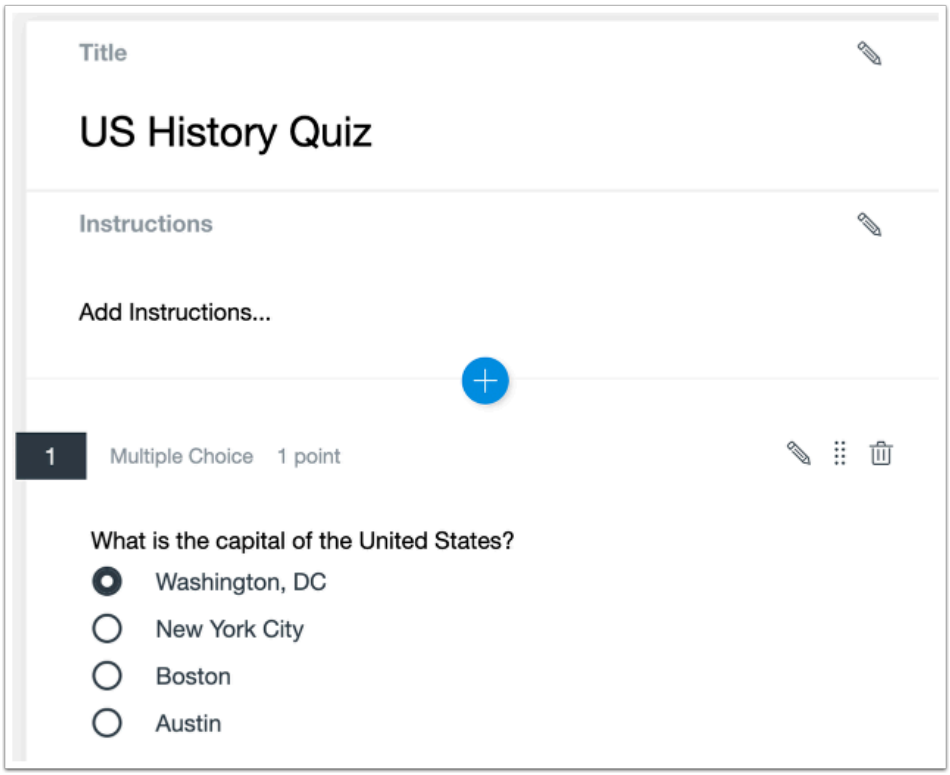
To start the import, click the **Import** button [3].

View Import Status



A status bar will display the status of your import.

View Assessment

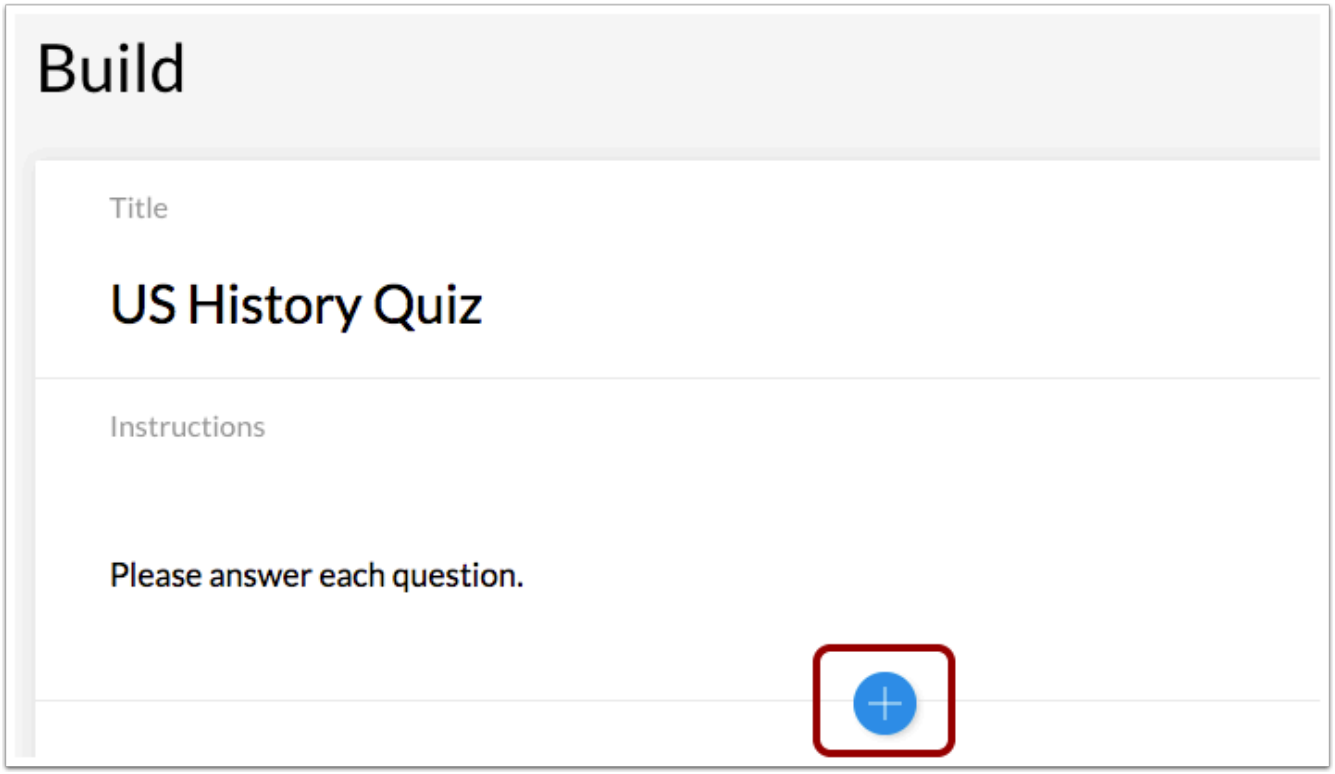


View your imported assessment.

How do I create a Categorization question in New Quizzes?

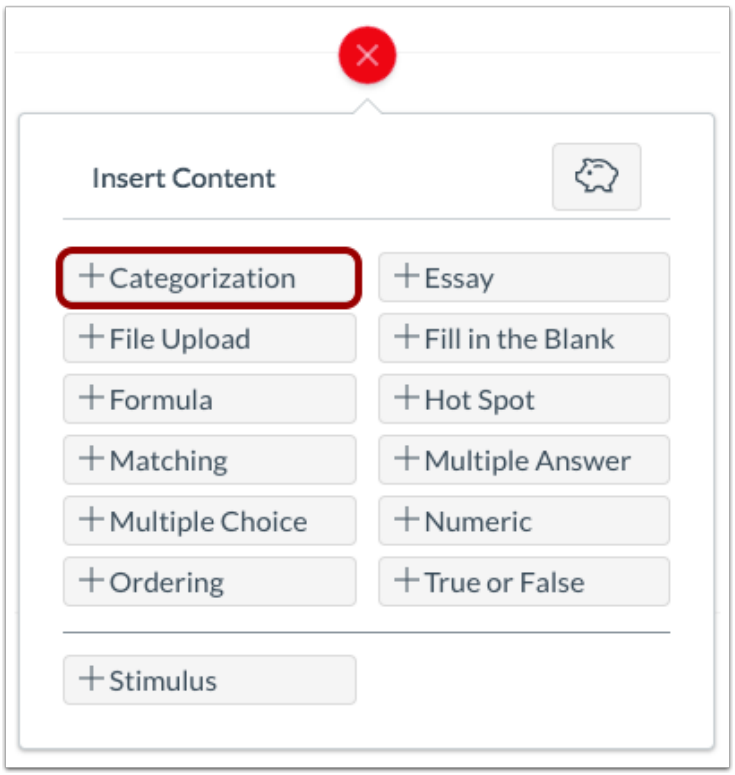
When creating an assessment, you can create a Categorization question in New Quizzes. Categorization questions require students to place answers in the correct categories while ignoring all distractors.

Add Question



To create a question, click the **Add** button anywhere in the assessment.

Add Categorization Question



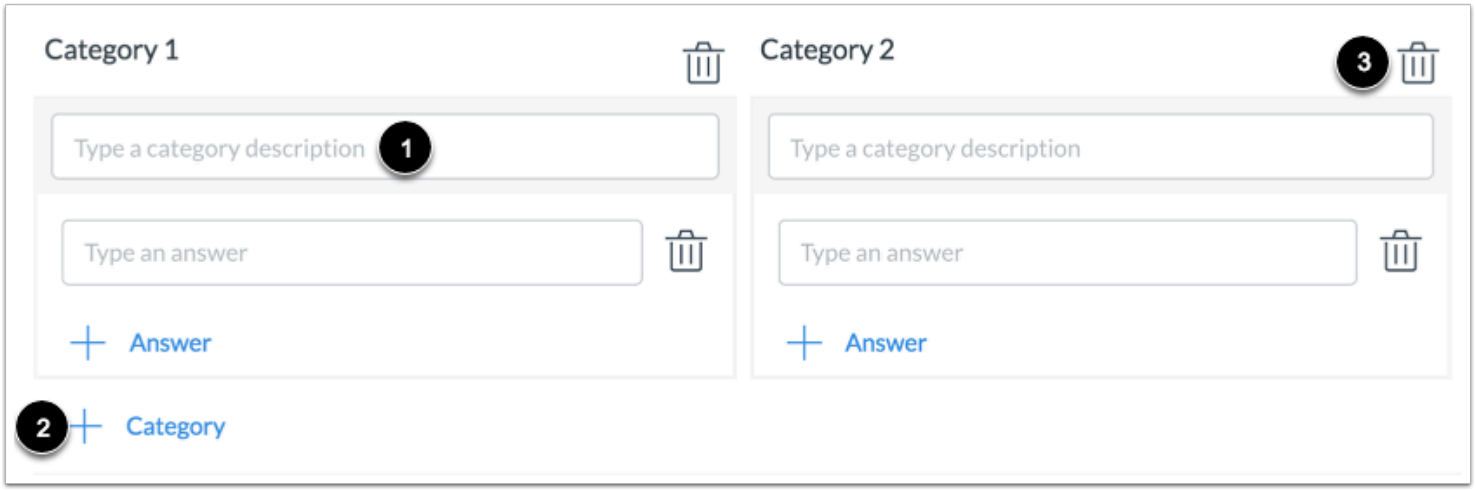
Click the **Add Categorization** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

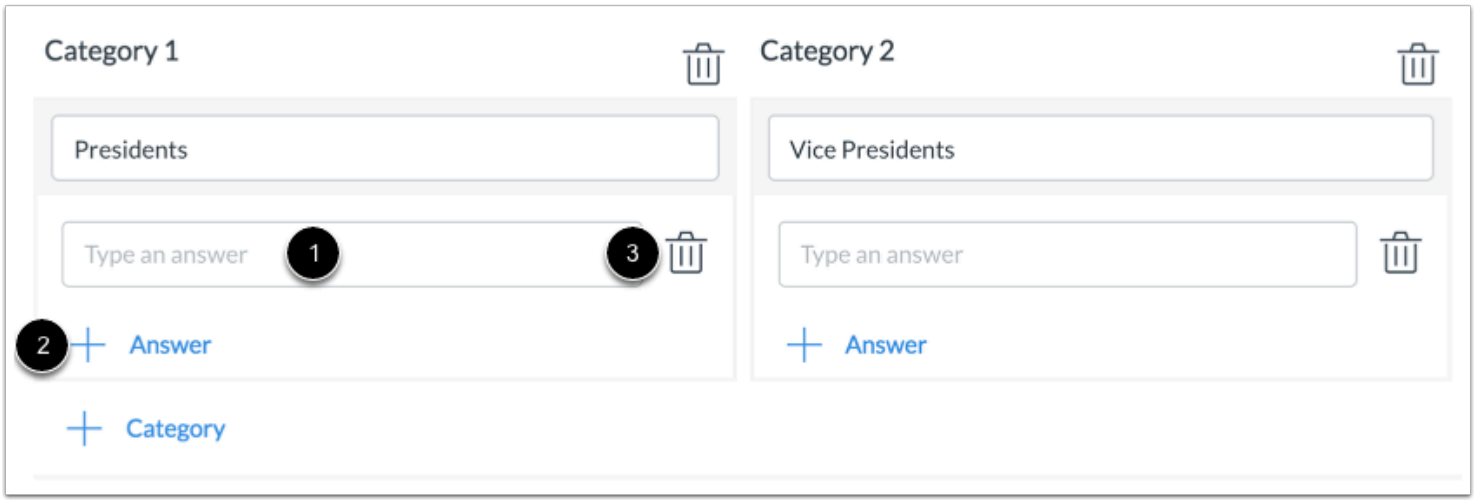
Add Categories



To name a category, type the name in a **Category** field [1]. Each category must have a unique name. To add a new category, click the **Add Category** link [2].

To delete a category, click the **Delete** icon [3].

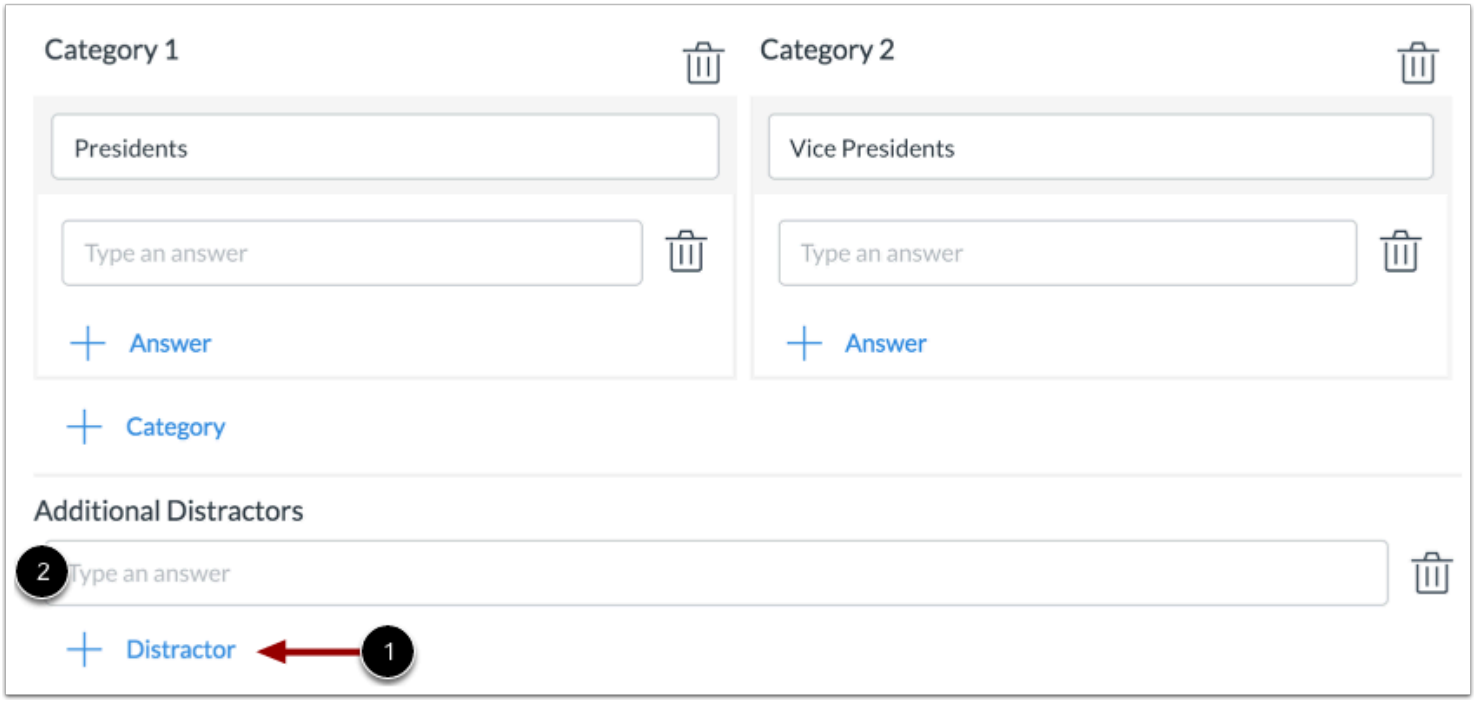
Add Answers



To add an answer for a category, type the answer name in an **Answer** field below the category where it belongs [1]. To add a new answer, click the **Add Answer** link [2].

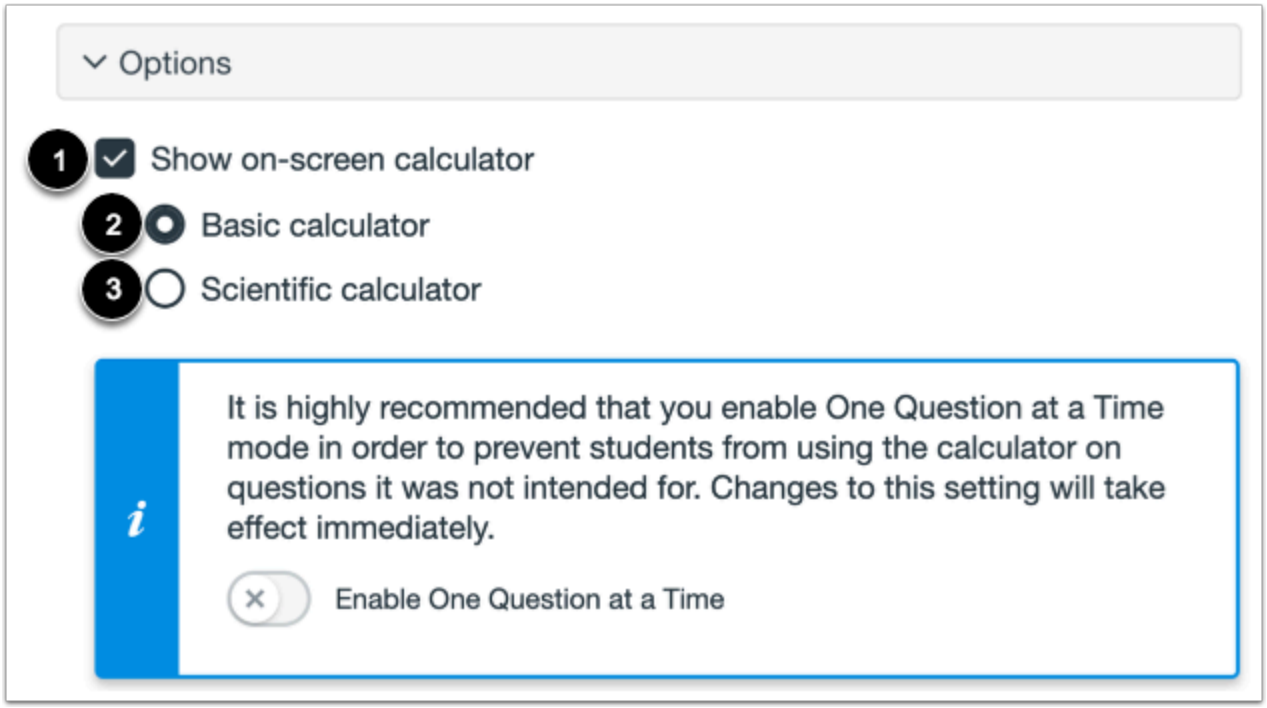
To delete an answer, click the **Delete** icon [3].

Add Distractors



You can also add distractors to a question. Distractors will appear with the answer choice but do not belong to any of the categories. To add a distractor, click the **Add Distractor** link [1] and type the distractor name in the **Additional Distractor** field [2].

Set Options

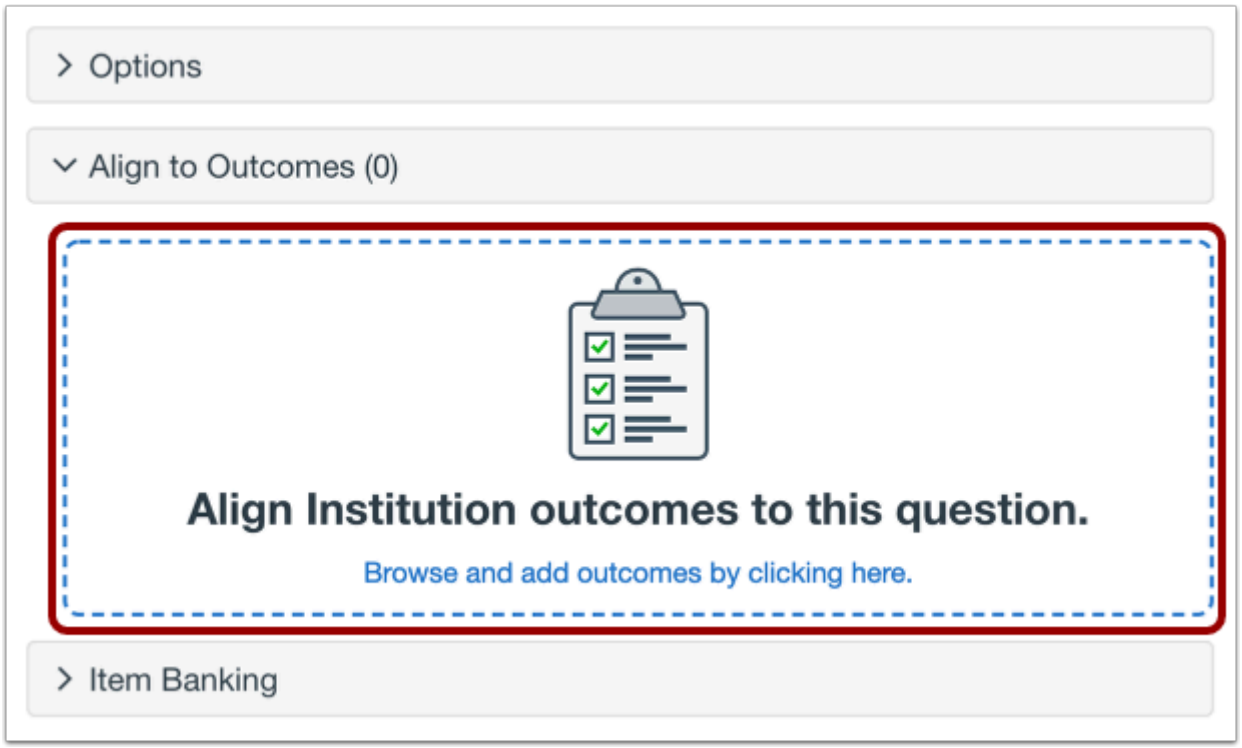


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

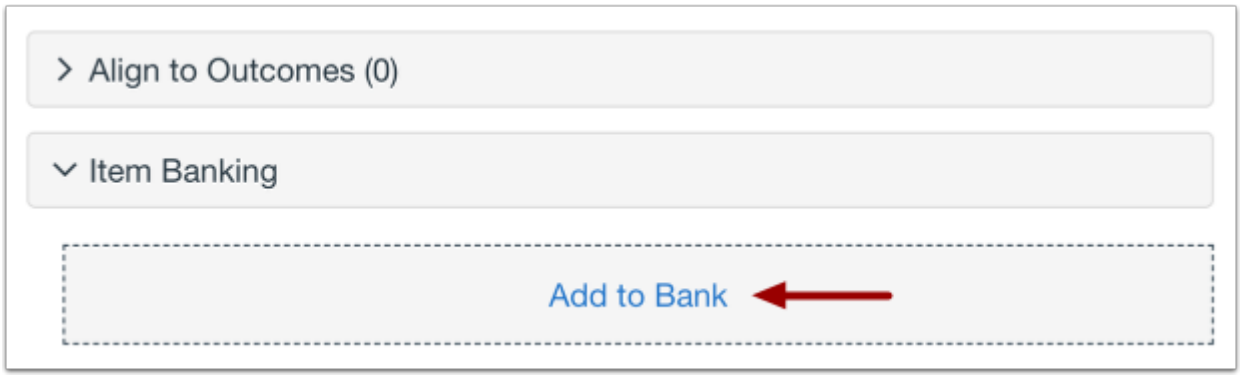
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank

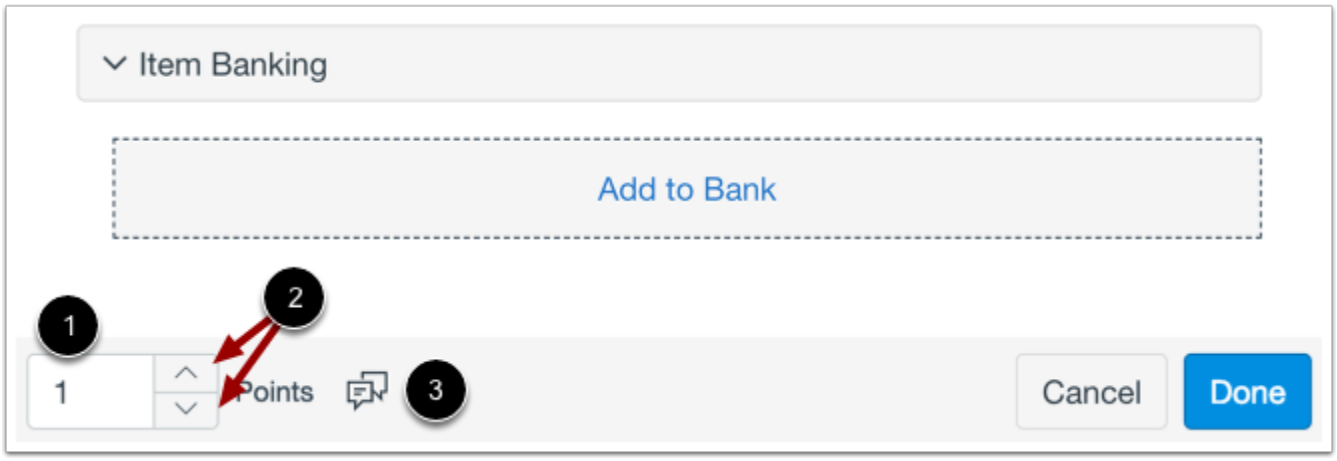


If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

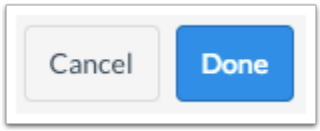
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



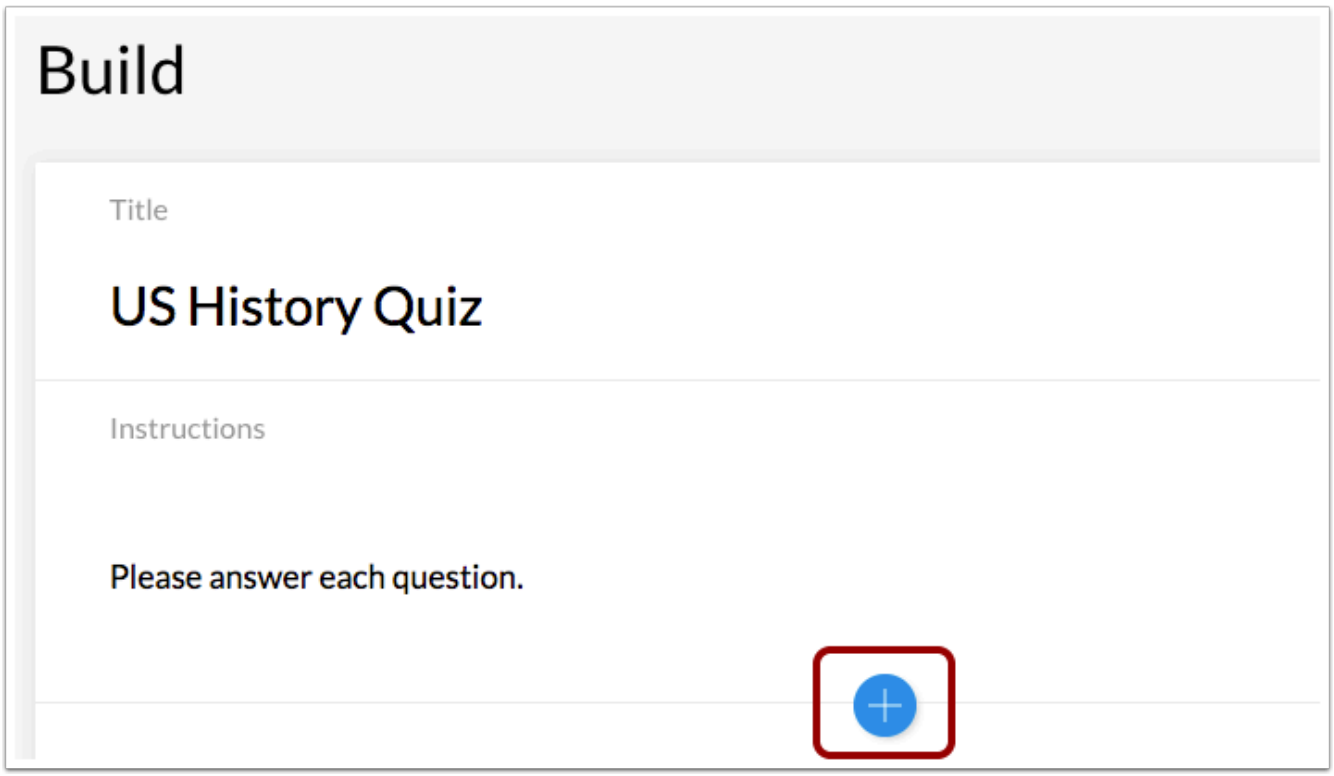
To save the question, click the **Done** button.

How do I create an Essay question in New Quizzes?

When creating an assessment, you can create an Essay question in New Quizzes. In an Essay question, students are required to enter a text response. You can also add word count, word limit, spell-check, and Rich Content Editor options for students' essay responses.

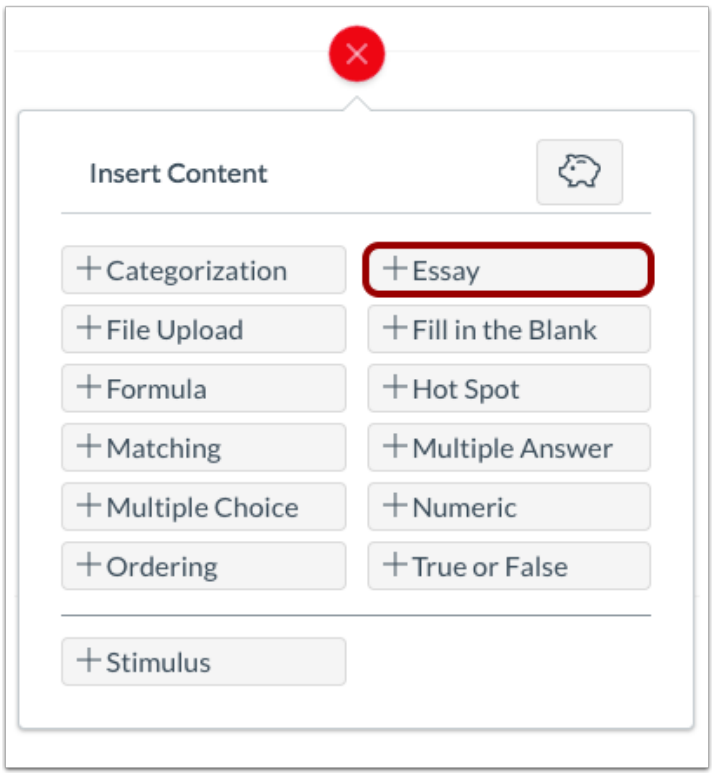
You can also add grading notes to an Essay question. Grading notes will display next to the question as a reference to help you grade student responses.

Add Question



To create a question, click the **Add** button anywhere in the assessment.

Add Essay Question



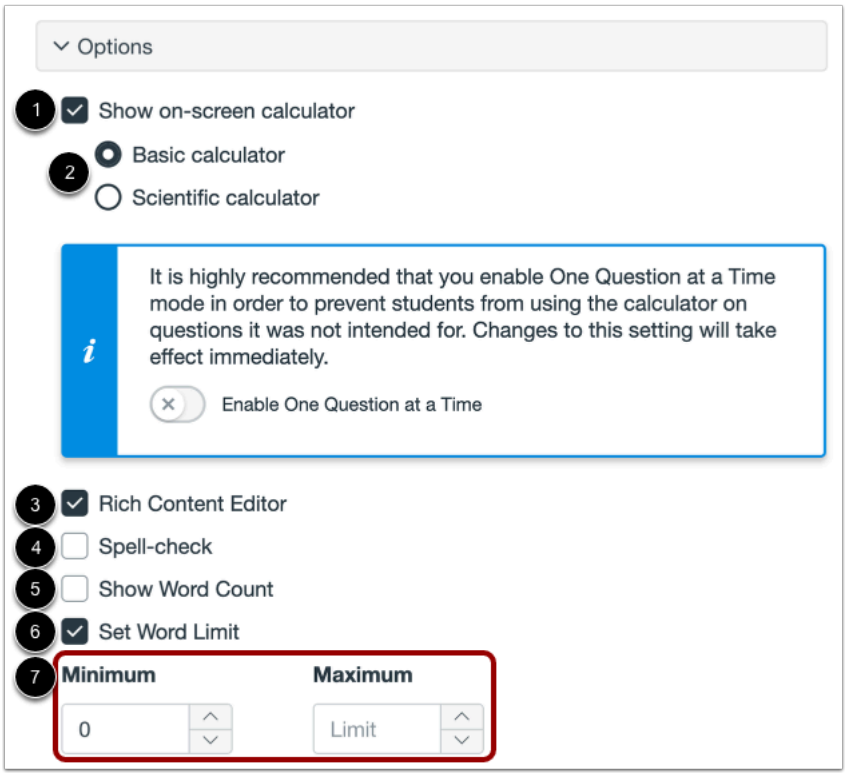
Click the **Add Essay** button.

Add Question Title and Prompt

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Prompt** field [2], add the prompt for the Essay question. You can use the Rich Content Editor to format and add content to your prompt.

Set Question Options



You can enable various tools for students to use when answering an Essay question. To allow students to use an on-screen calculator, click the **Show on-screen calculator** checkbox [1]. When you select this option, you can choose either a basic or scientific calculator [2]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

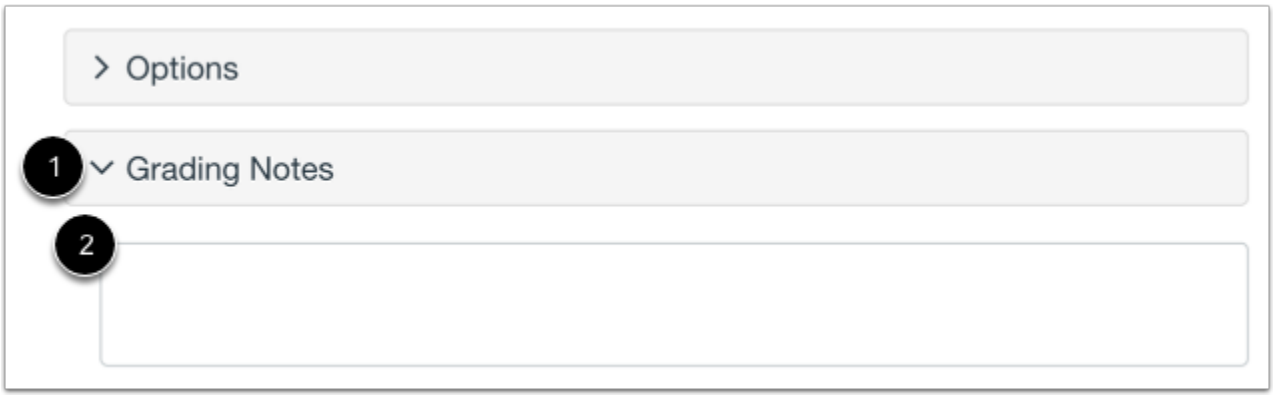
The Rich Content Editor is enabled for students by default. To disable the Rich Content Editor, click the **Rich Content Editor** checkbox [3].

To enable spell-check, click the **Spell-check** checkbox [4]. To enable word count tracking, click the **Show Word Count** checkbox [5].

To set a word limit for the Essay question, click the **Set Word Limit** checkbox [6]. You can set a minimum and maximum word limit for student answers [7].

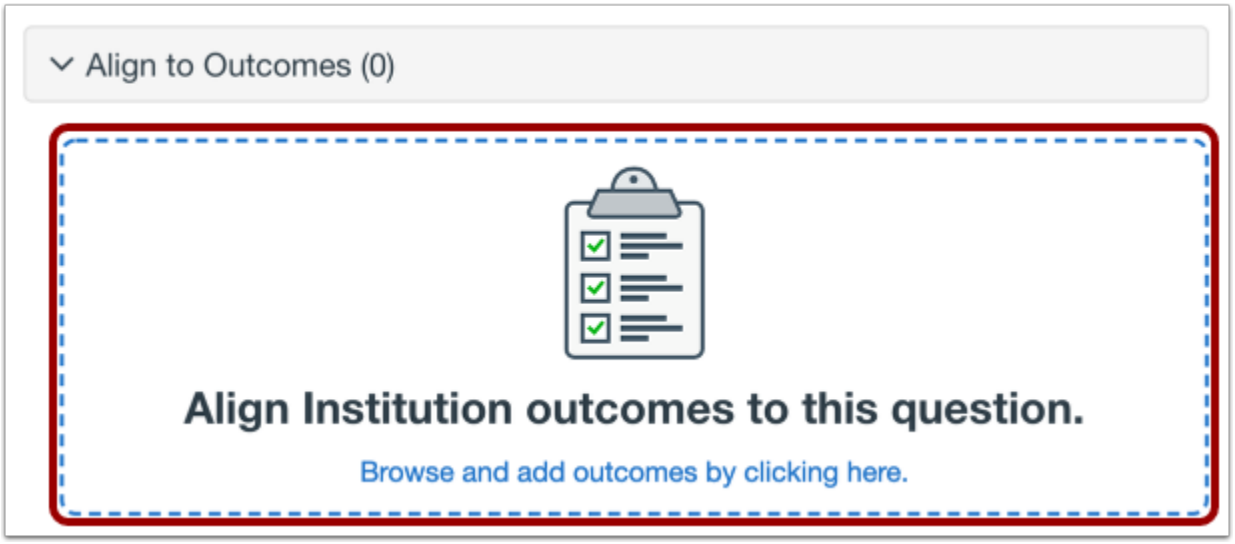
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Add Grading Notes



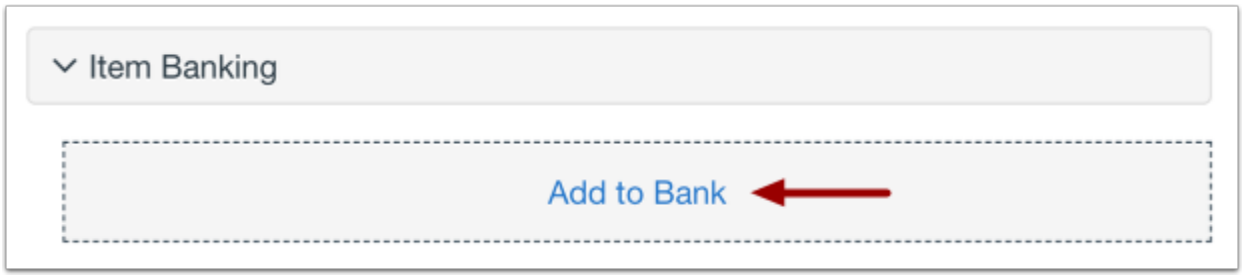
To add grading notes, click the **Grading Notes** tab [1] and enter your notes in the text field [2].

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

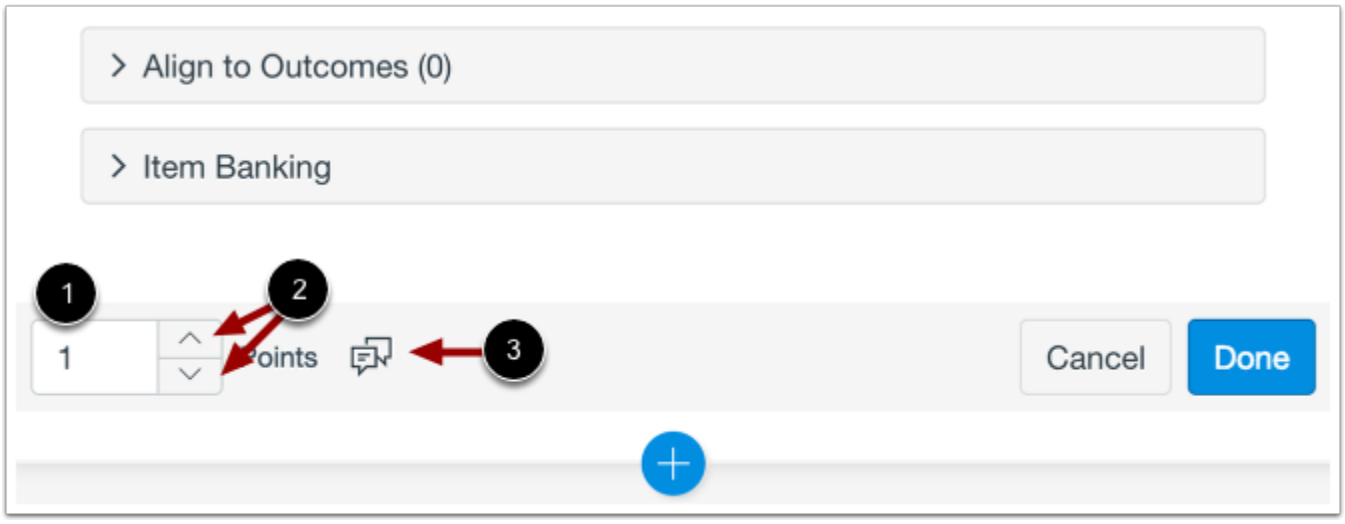
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

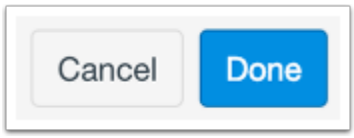
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

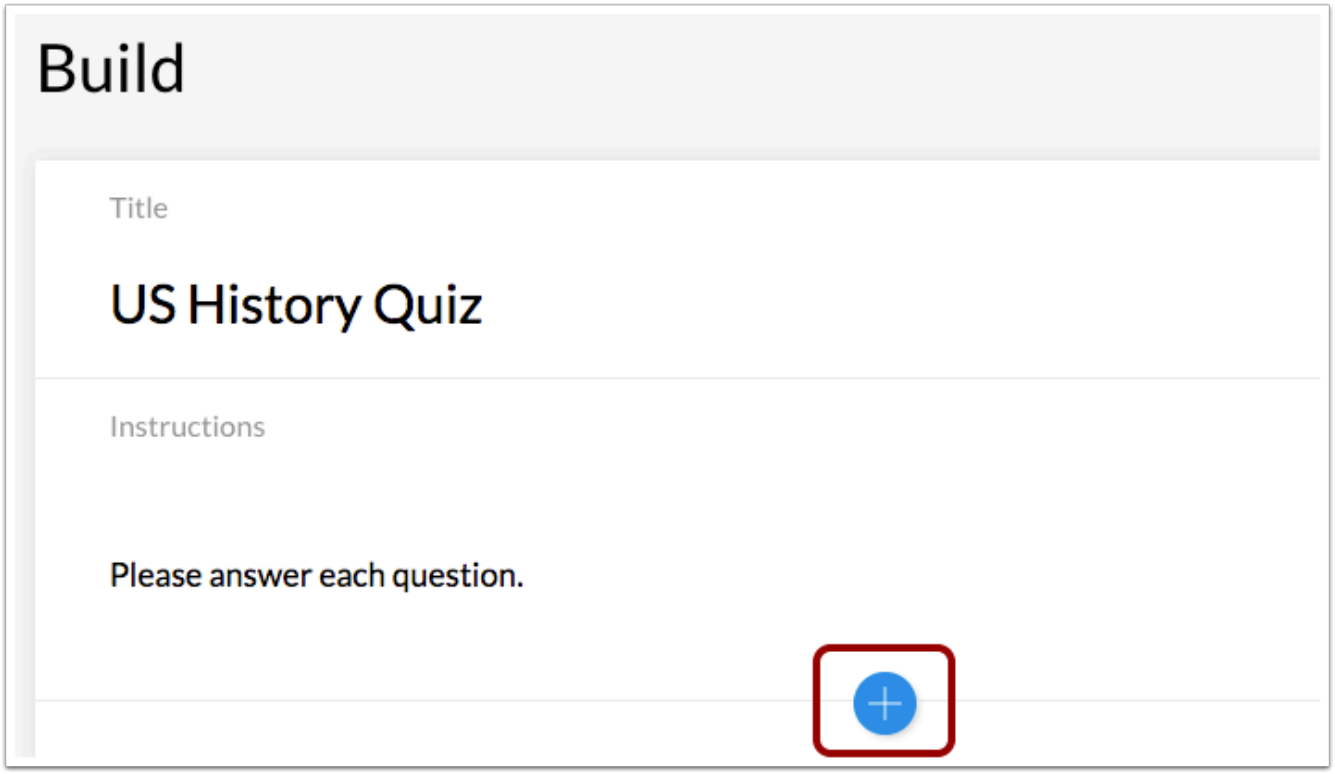


To save the question, click the **Done** button.

How do I create a File Upload assessment question using New Quizzes?

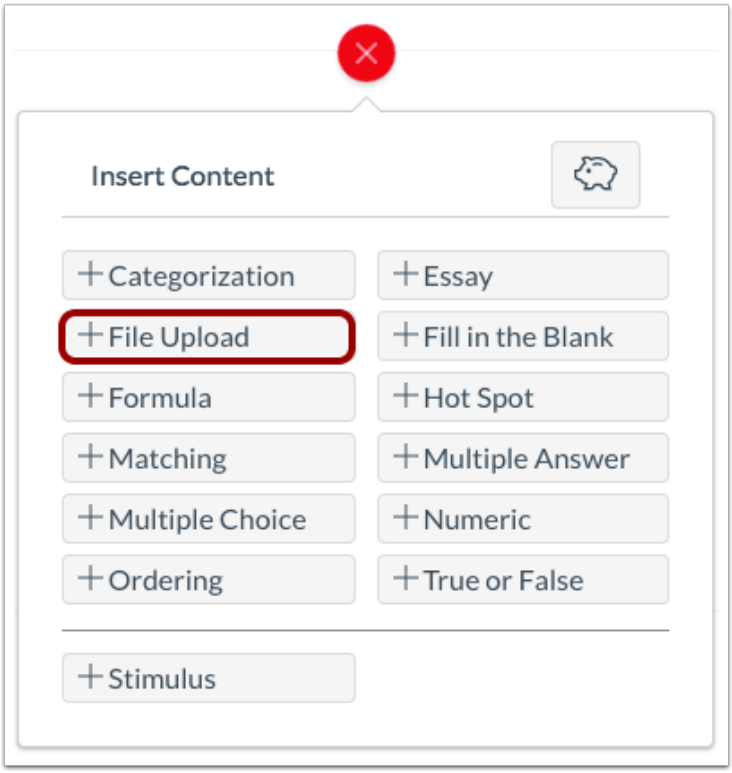
When creating an assessment, you can create a File Upload question in New Quizzes. You can limit the number of files and the file extensions that can be uploaded by students.

Add Question



To create a question, click the **Add** button anywhere in the assessment.

Add File Upload Question



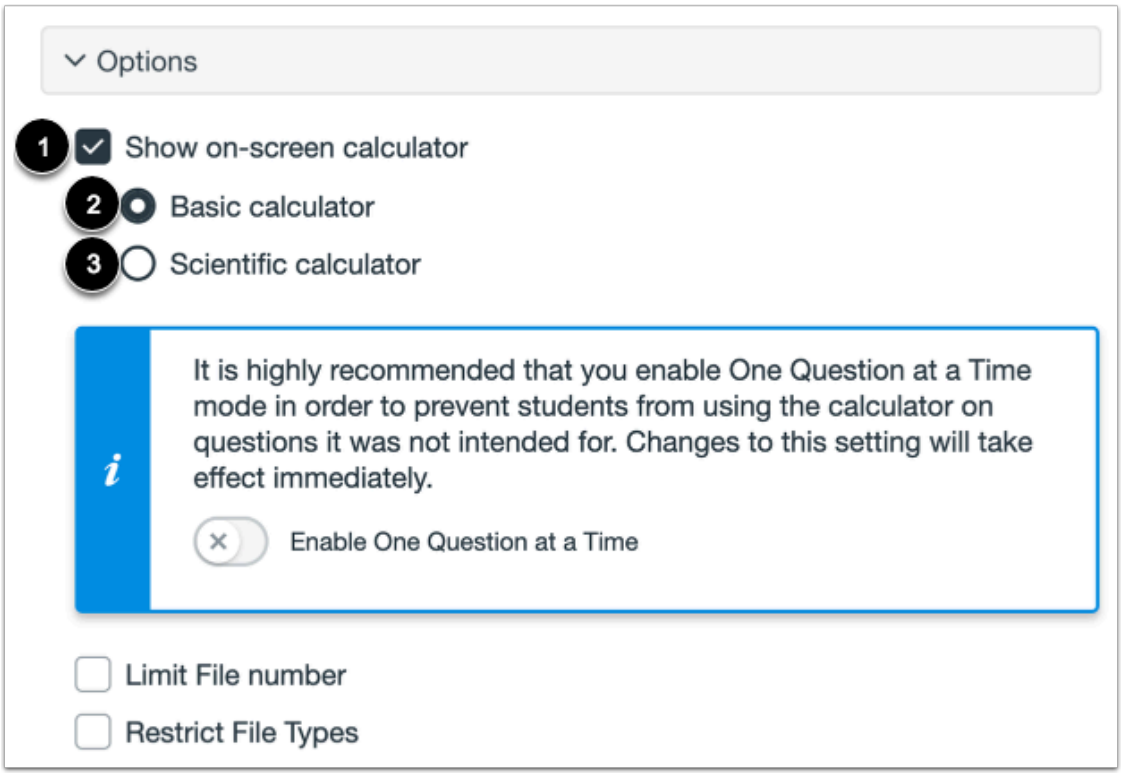
Click the **Add File Upload** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Enable On-Screen Calculator

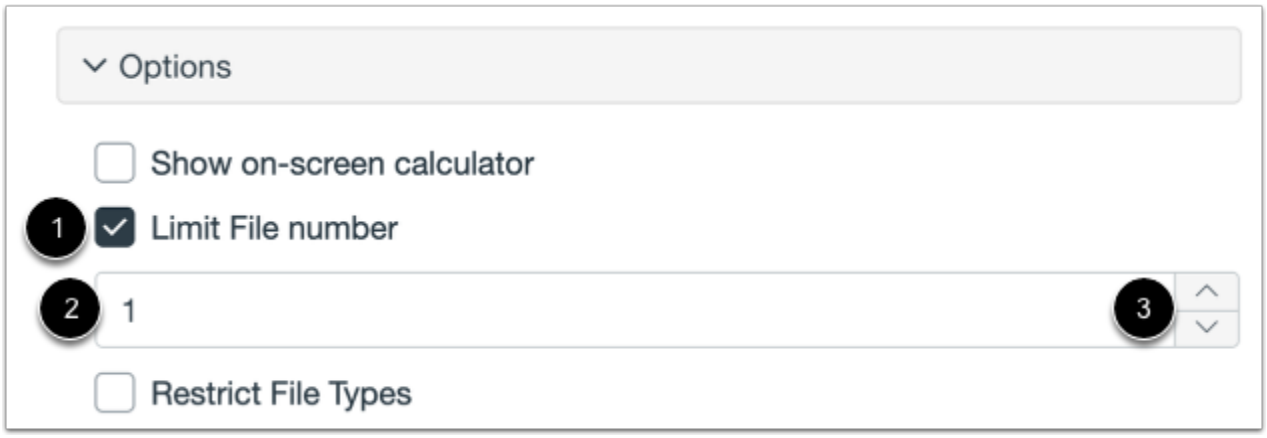


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

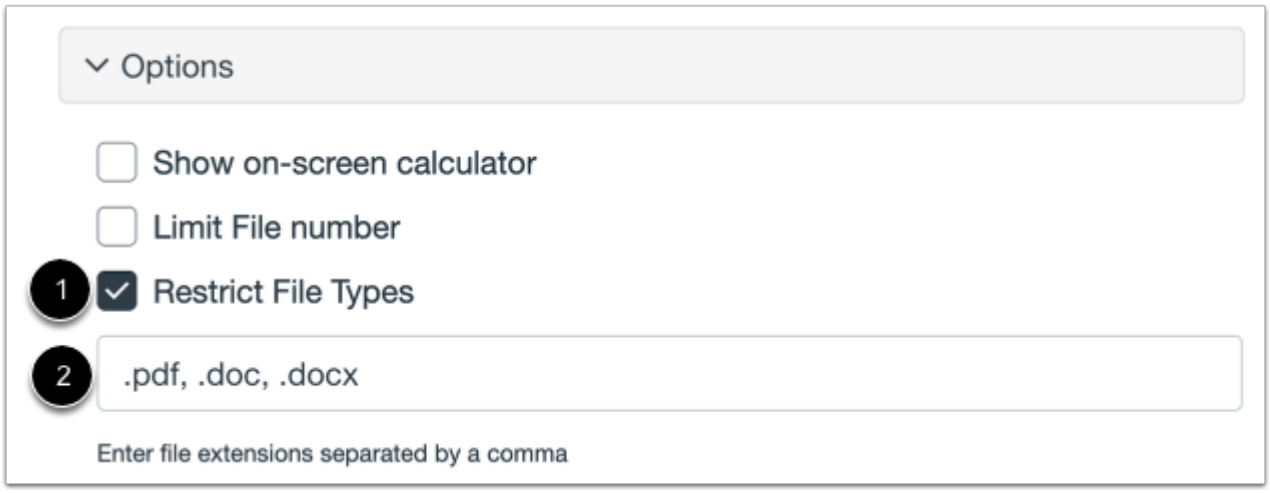
Limit File Uploads



To limit the number of file uploads allowed for students, click the **Limit File number** checkbox [1]. Then type the file number in the **Number** field [2] or use the arrows to increase or decrease the value [3].

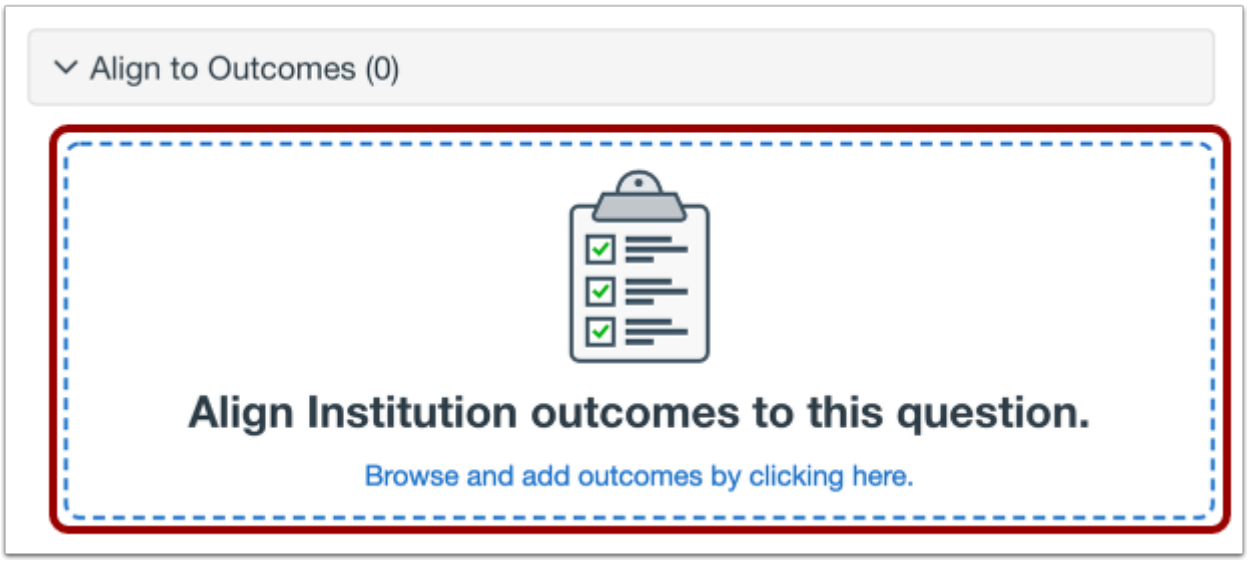
Note: If the Limit File number option is not selected, students are allowed unlimited uploads to a question.

Restrict File Types



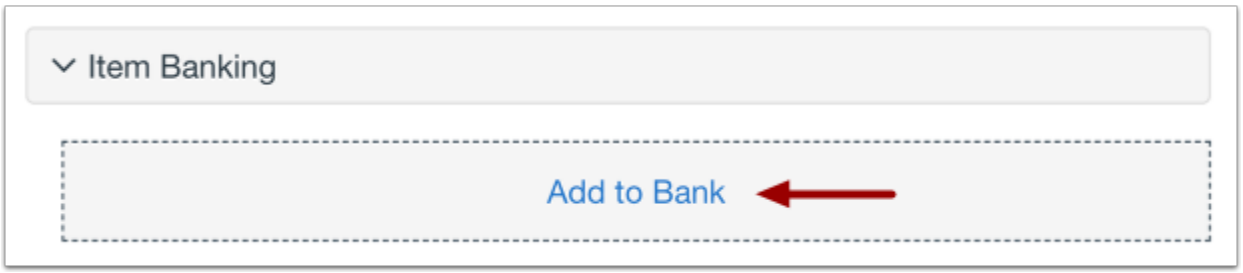
To restrict the file types that can be uploaded by students, click the **Restrict File Types** checkbox [1]. Then enter the file extensions separated by commas in the **File Types** field [2].

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

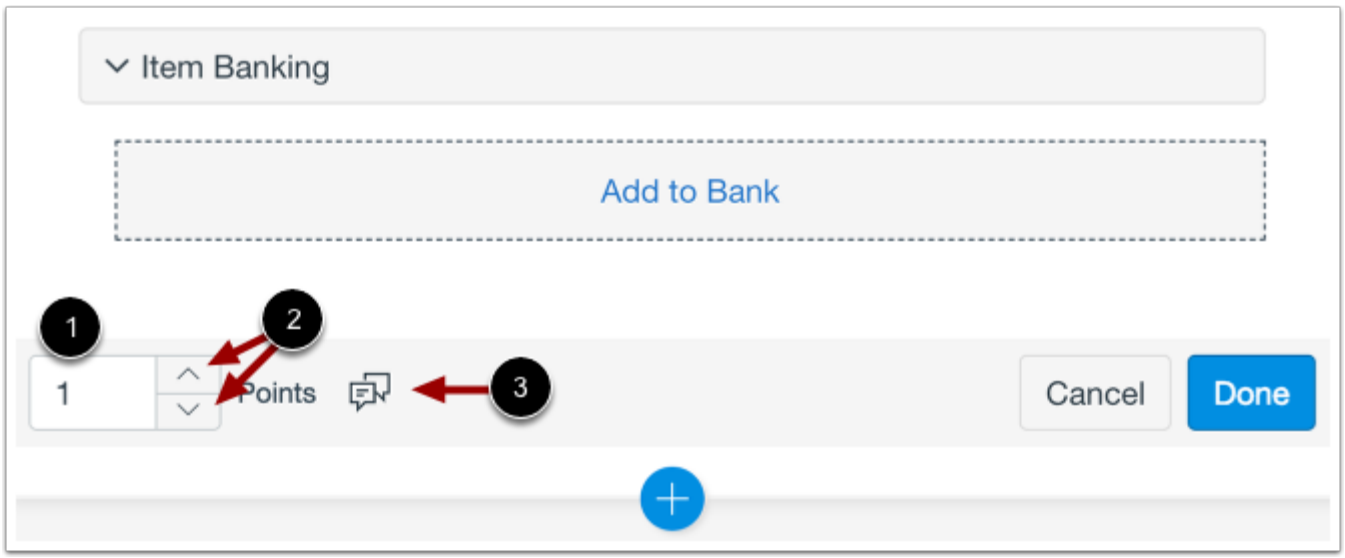
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

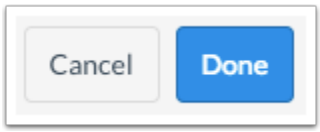
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

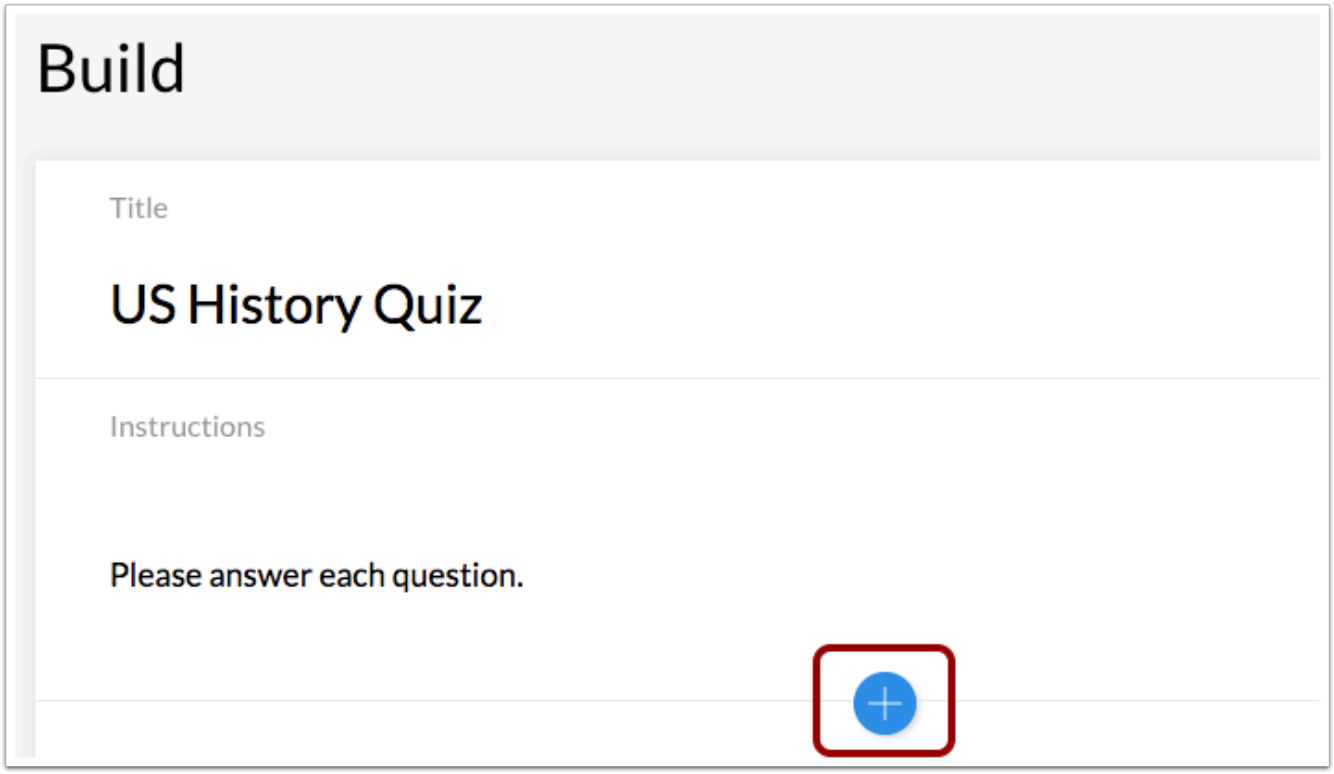


To save the question, click the **Done** button.

How do I create a Fill in the Blank question in New Quizzes?

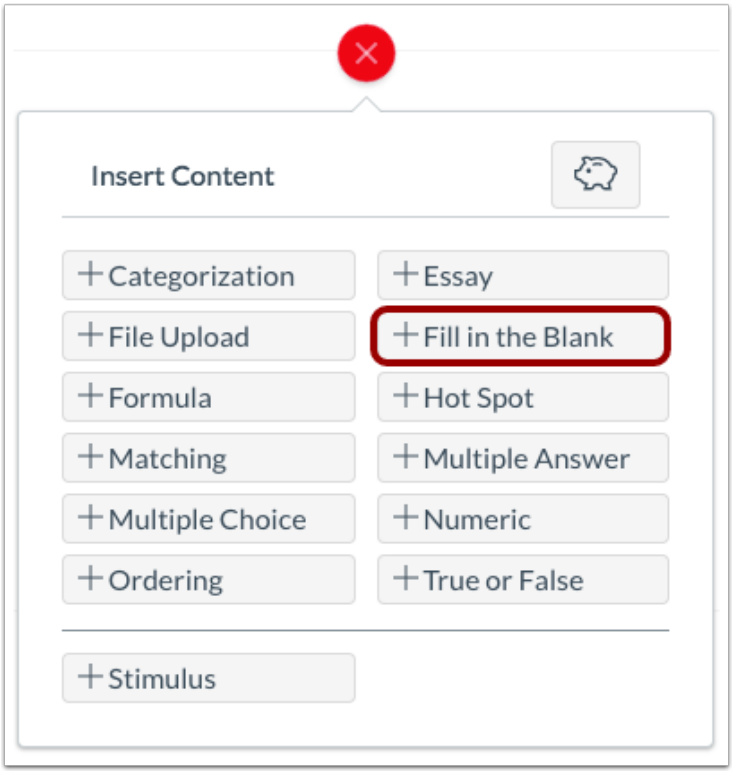
When creating an assessment, you can create a Fill in the Blank question in New Quizzes. Fill in the Blank questions can have multiple blank spaces and include various answer types.

Add Question



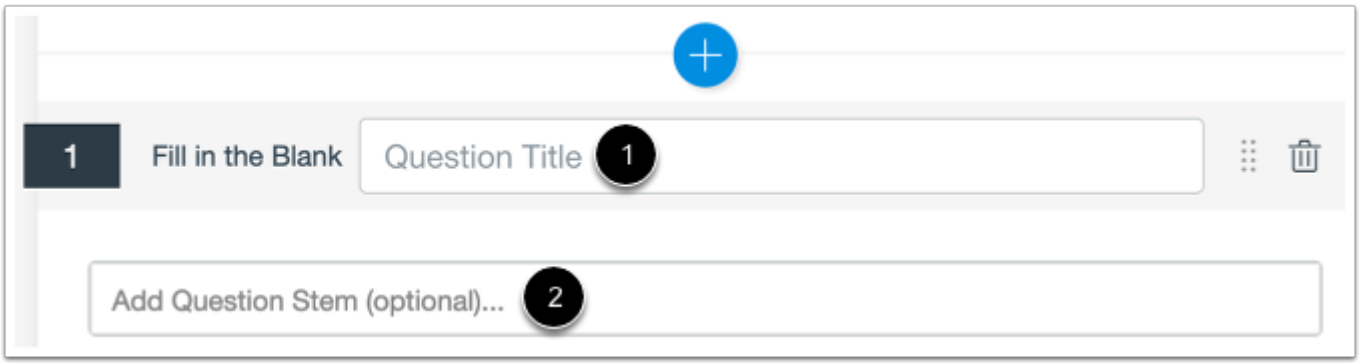
To create a question, click the **Add** button anywhere in the assessment.

Add Fill in the Blank Question



Click the **Add Fill in the Blank** button.

Add Question Title and Stem

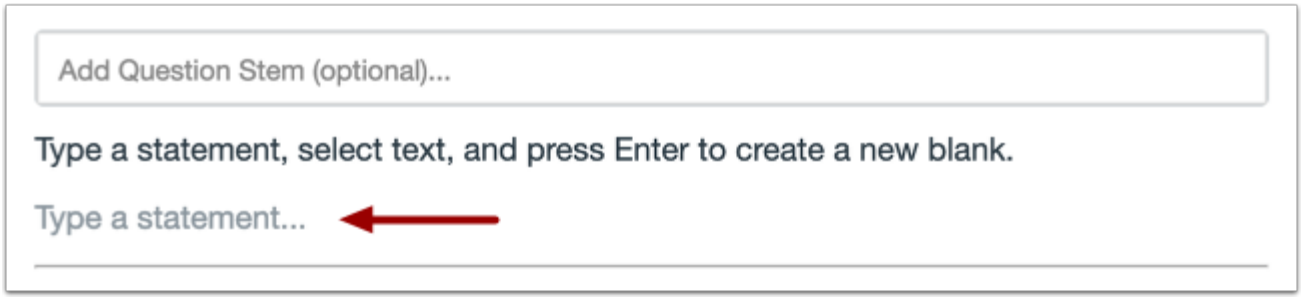


In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains additional instructions and information for your Fill in the Blank question. You can use the Rich Content Editor to format and add content to your question stem.

Note: The question stem is not used to add blank spaces for your Fill in the Blank question.

Type Statement



To begin creating a Fill in the Blank question, type a statement in the **Type a statement** field.

Create Blank Space

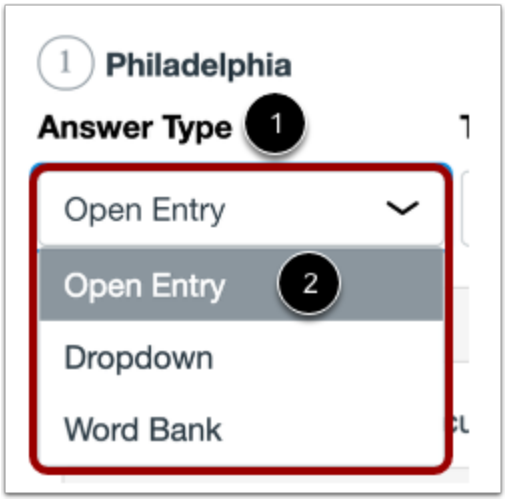
To create a blank space, highlight a word or group of words [1]. Then click the **Create Blank Space** button [2] or press the Enter key.

View Blank Space

View the blank space.

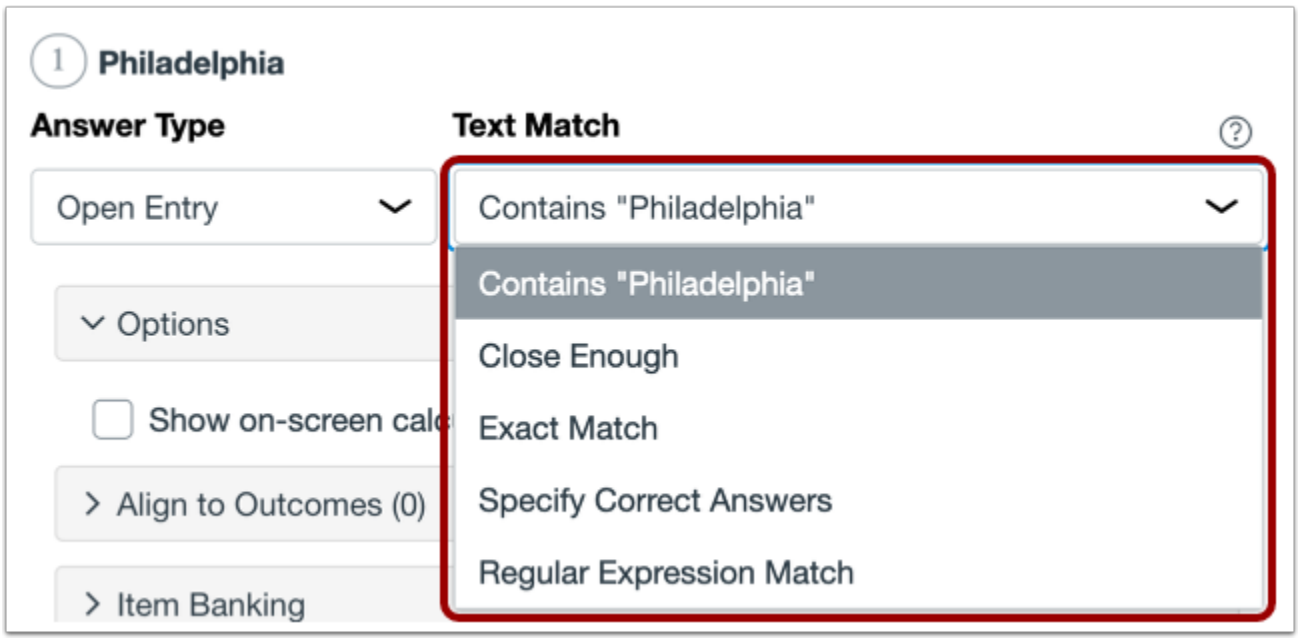
You can create multiple blank spaces in a single question. To create another blank space, highlight a new word or group of words.

Select Answer Type



In the **Answer Type** menu [1], select the answer type to use for a blank space [2]. Fill in the Blank answer types are Open Entry, Dropdown, or Word Bank.

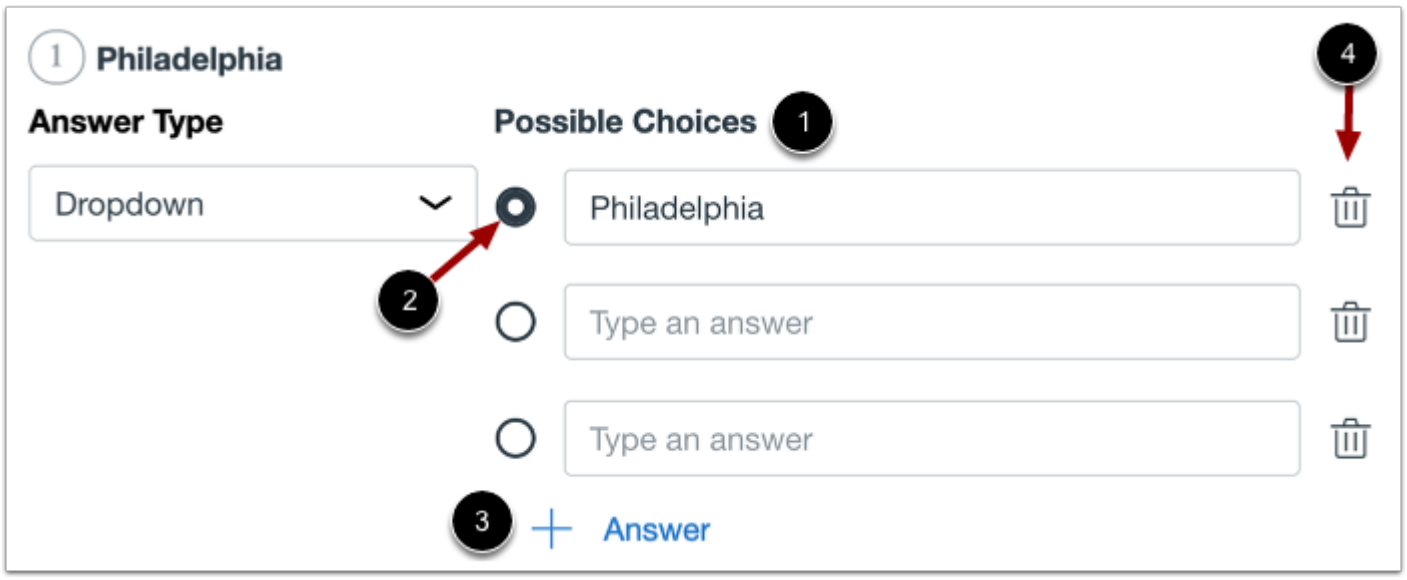
Select Text Match



For Open Entry answer types, you will need to select a Text Match option from the **Text Match** menu. The following options are available:

- Contains: Allows for the word to exist anywhere in student responses.
- Close Enough: Uses Levenshtein Distance to determine if the response is close enough to the correct answer. Levenshtein Distance is the number of single-character edits needed to change one word to another. You can choose to ignore case.
- Exact Match: Requires case and spelling to match exactly.
- Specify Correct Answers: Specifies that each acceptable response use regular expressions for a custom match.
- Regular Expression Match: Requires using specialized text strings that describe search patterns. Not recommended for beginners.

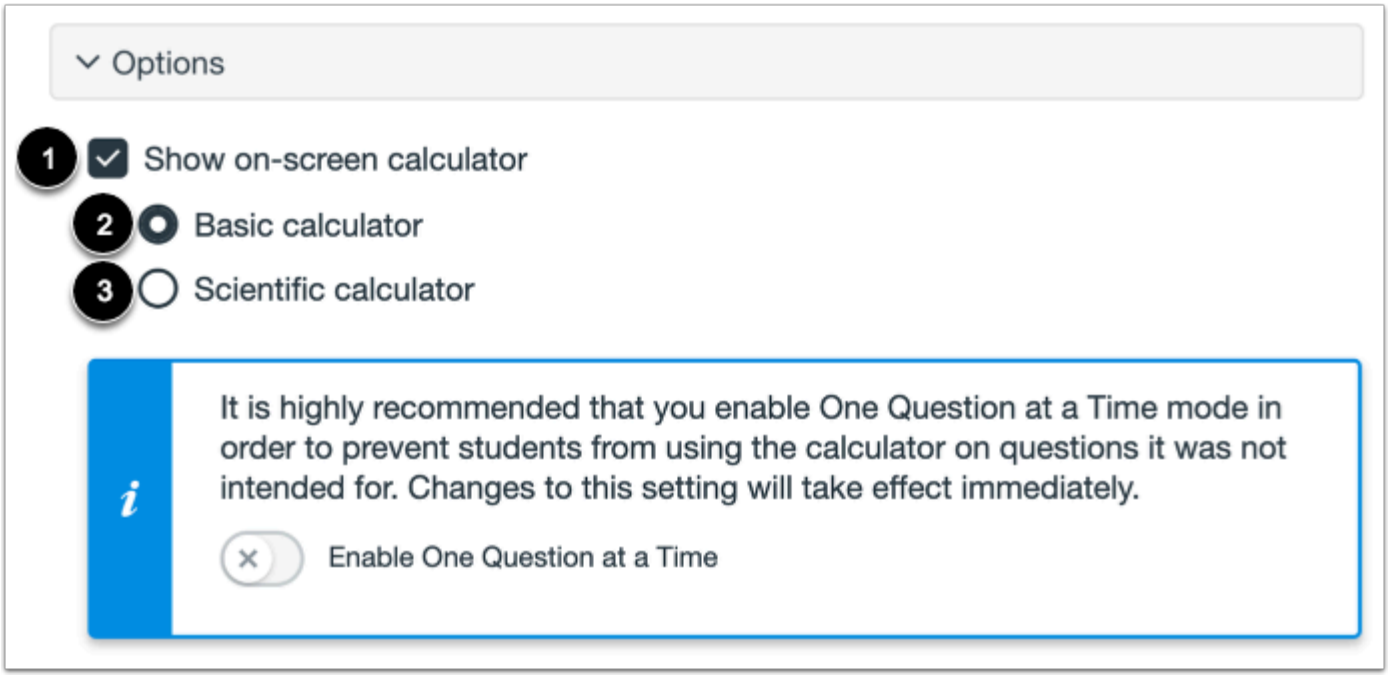
Select Possible Choices



For Dropdown and Word Bank answer types, enter the answer choices in the **Possible Choices** fields [1]. Click the button next to the correct answer [2].

To add additional answers, click the **Add Answer** button [3]. To delete an answer, click the **Delete** icon [4].

Set Options

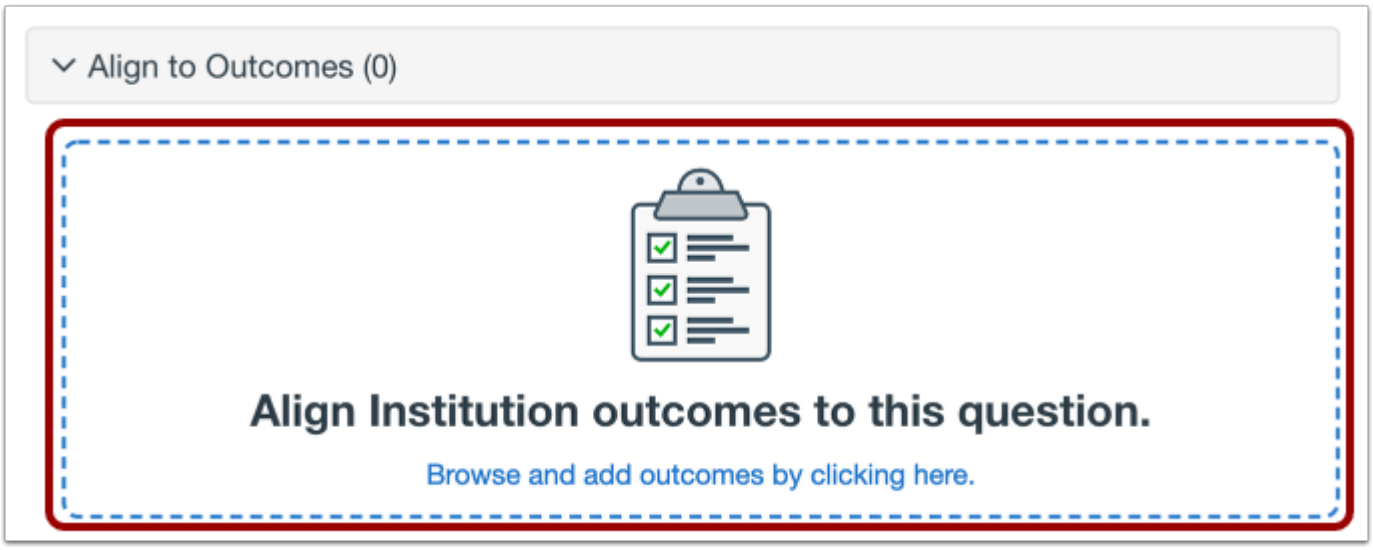


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

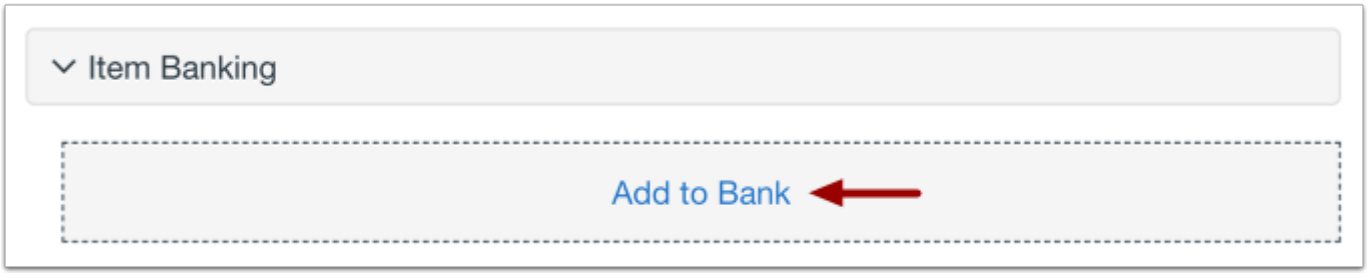
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank

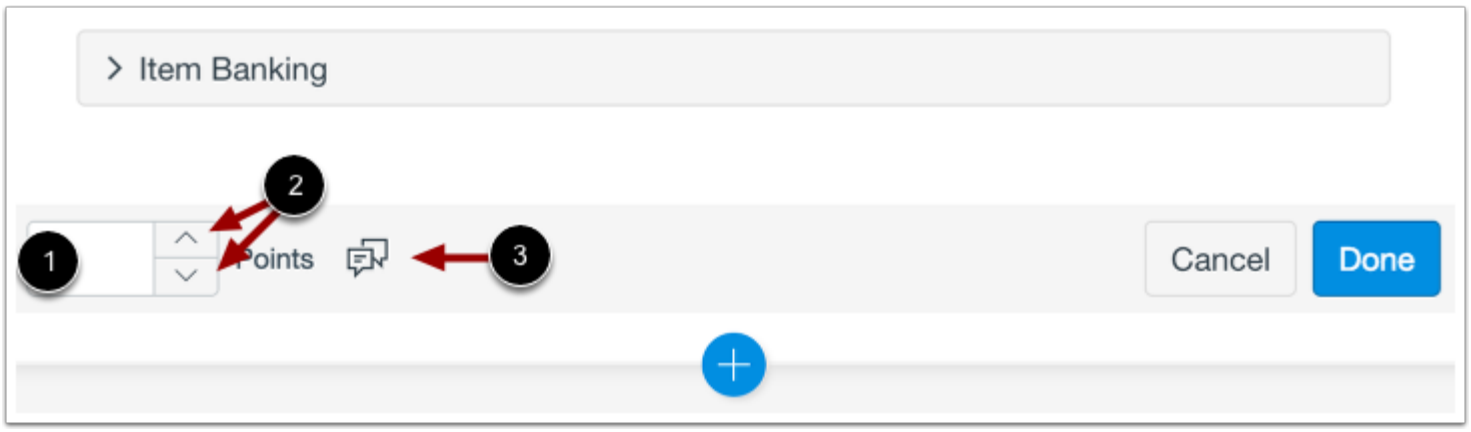


If you want to save a question to use in other assessments, you can add it to an item bank.

To add a question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

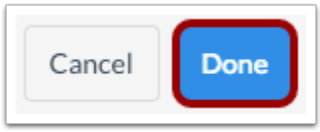
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



To save the question, click the **Done** button.

How do I create a Formula question in New Quizzes?

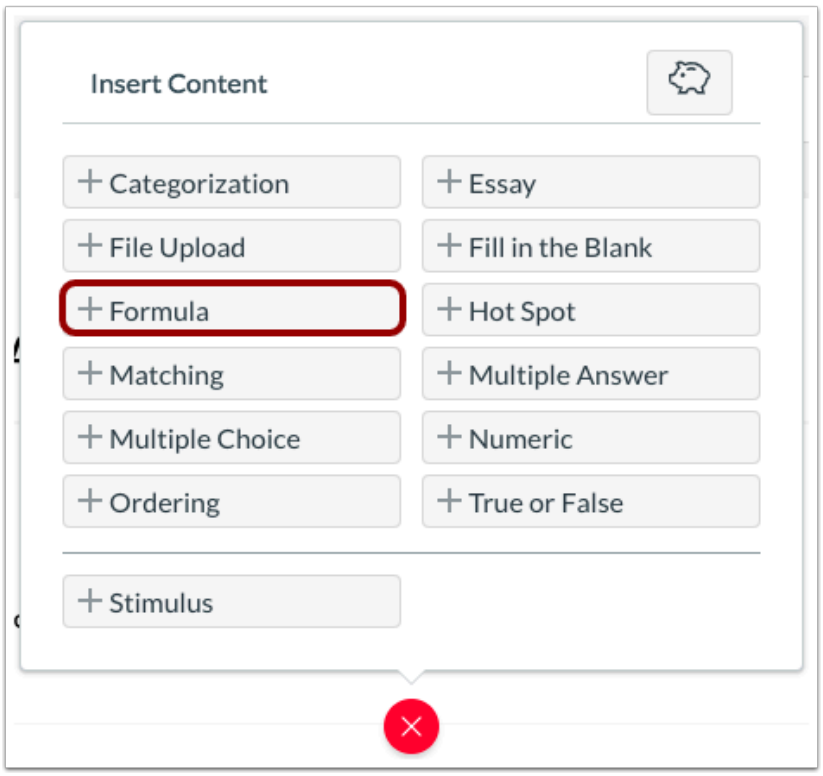
When creating an assessment, you can create a Formula assessment question in New Quizzes. In a Formula question, students need to type in the correct numerical answer.

Note: View information about Canvas Formula Quiz Question Helper Functions.

Add Question

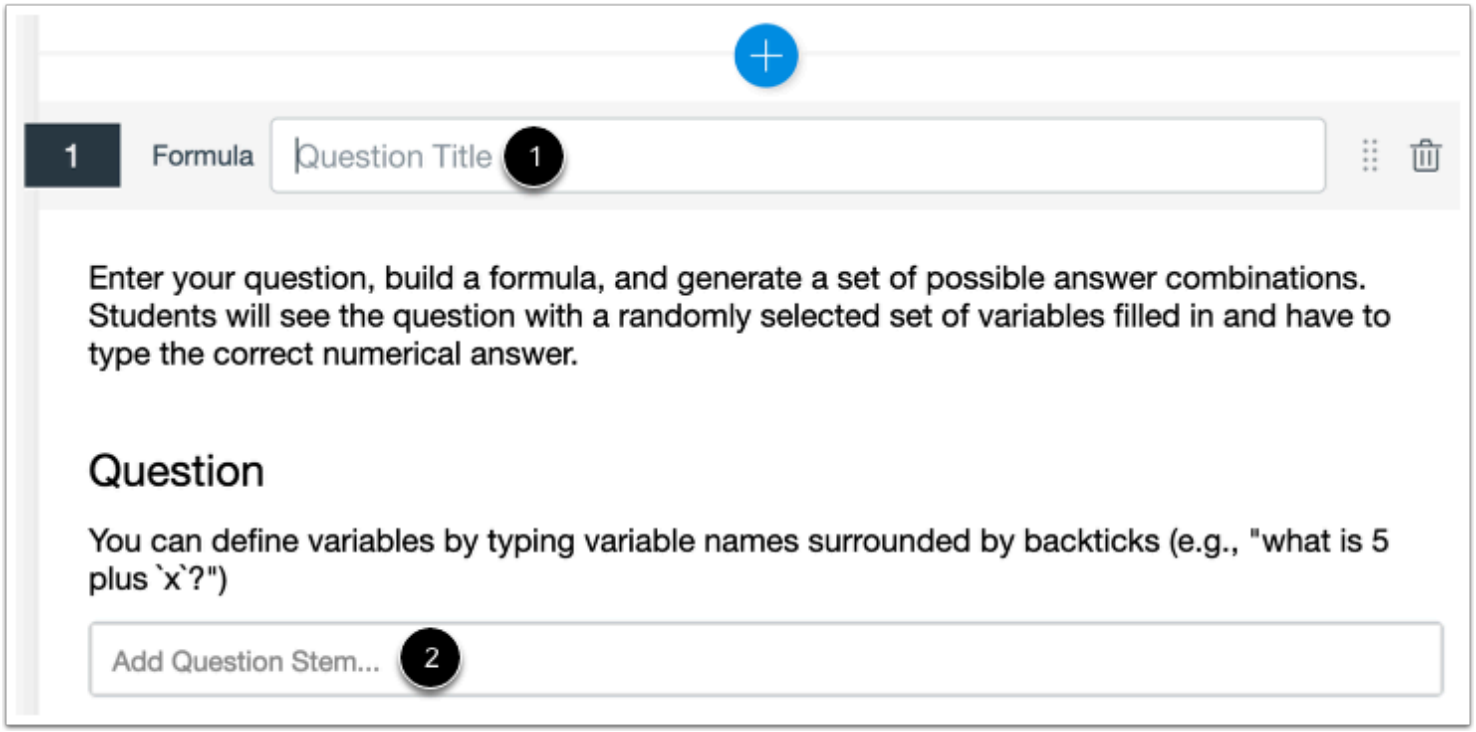
To create a question, click the **Add** button anywhere in the assessment.

Add Formula Question



Click the **Add Formula** button.

Add Question Title and Stem

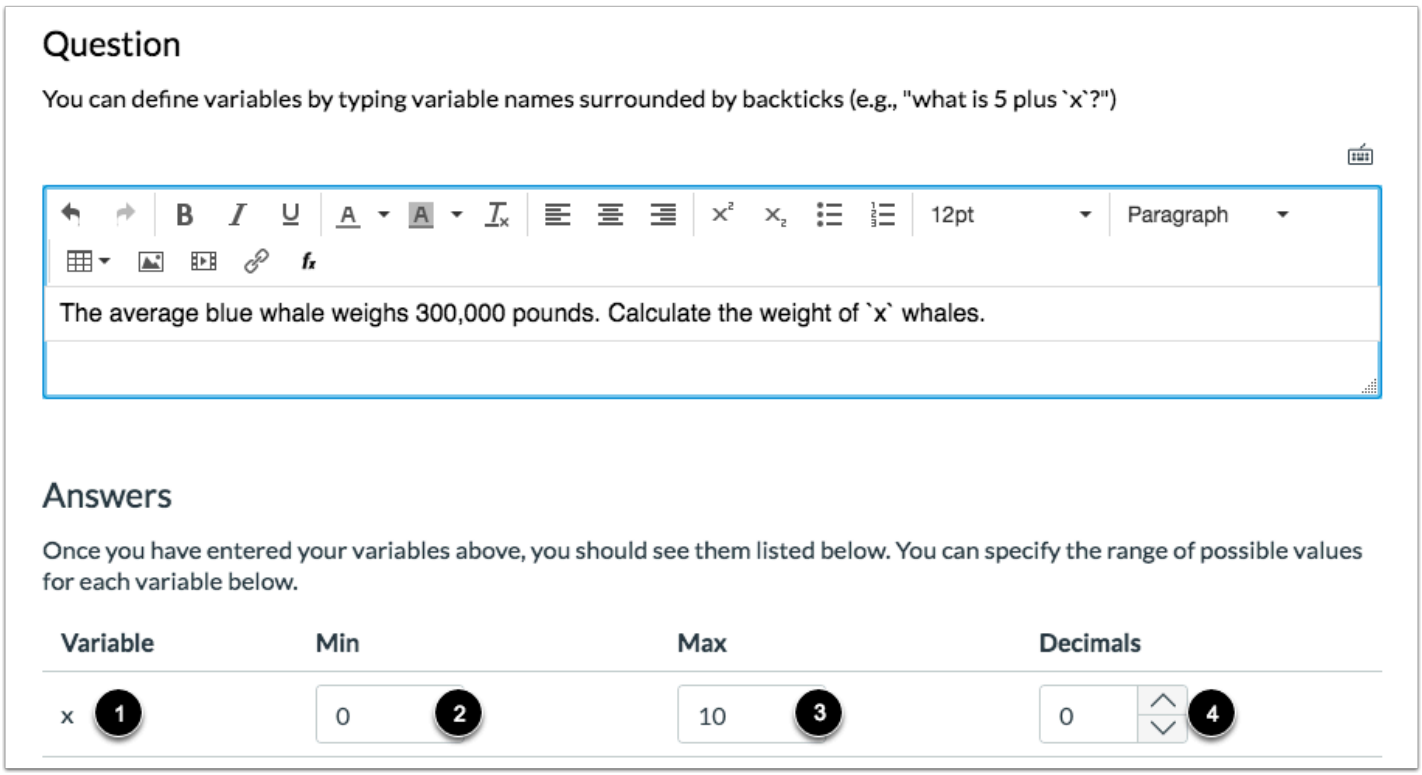


In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

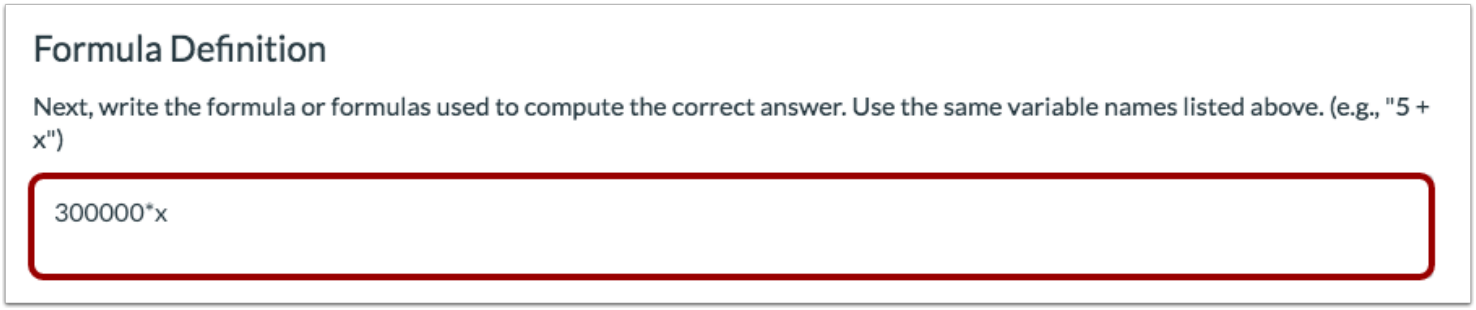
Identify variables in your question by surrounding variable names by backticks. (e.g., a variable name of x can be identified by typing `x`.)

Add Variable Answers



After typing the question with the variable, parameters to define the formula will display [1]. Set the variable answers for the formula. Specify the minimum [2] and maximum [3] values for the variable. Select decimal places in by using the increase or decrease arrows [5].

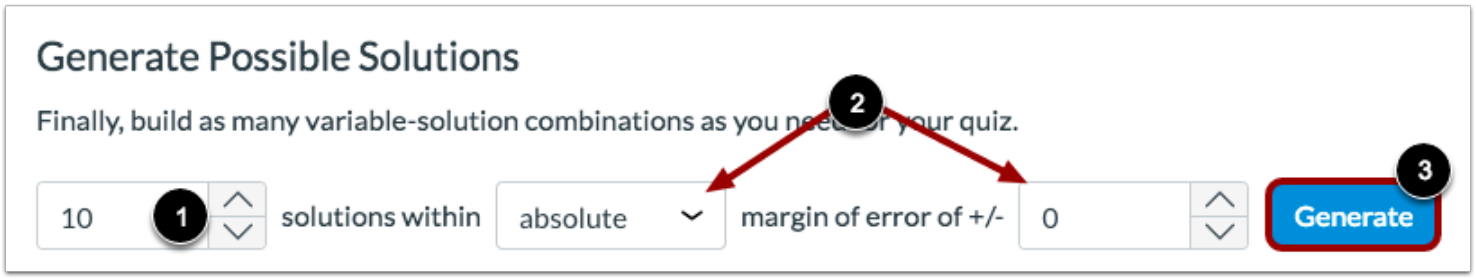
Add Formula Definition



Type the formula definition in the formula field. Make sure the formula does not contain any brackets or equal signs.

Notes: The Formula Definition supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).

Generate Possible Solutions

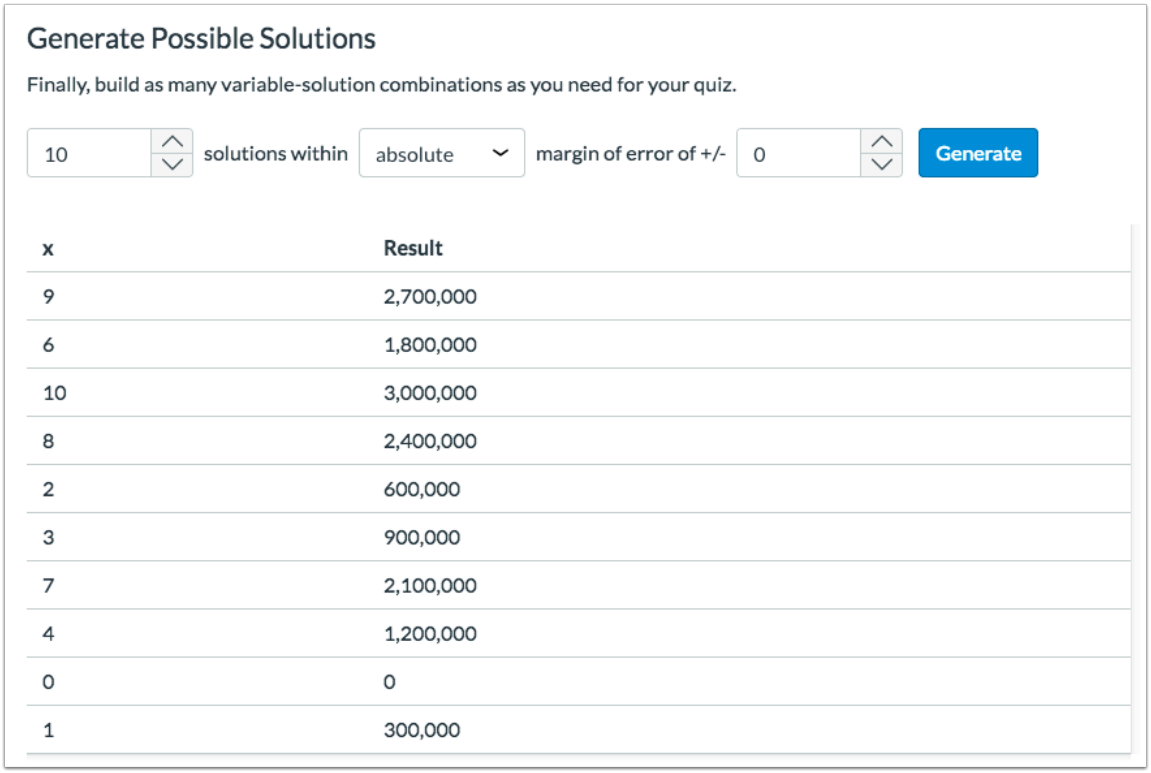


In the solution field, specify the number of possible solutions you want to generate [1].

In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

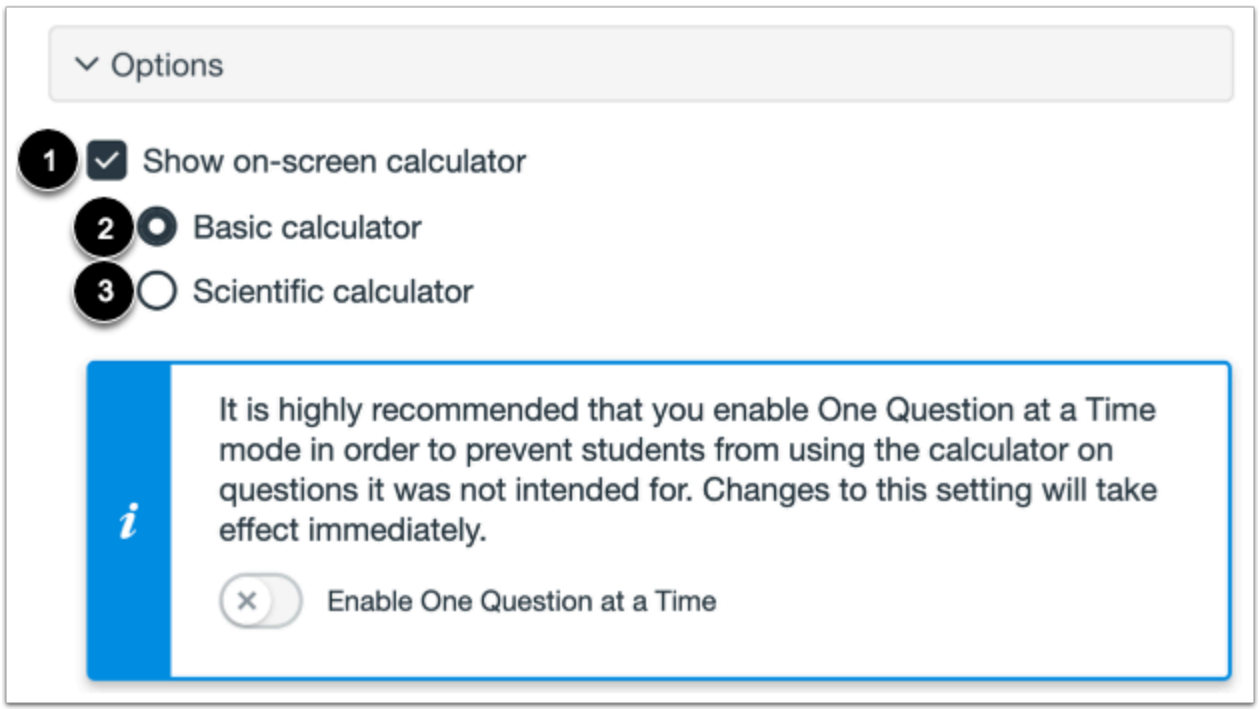
To view possible solutions, click the **Generate** button [3].

View Possible Solutions



Possible solutions will process according to the number of value combinations.

Set Options

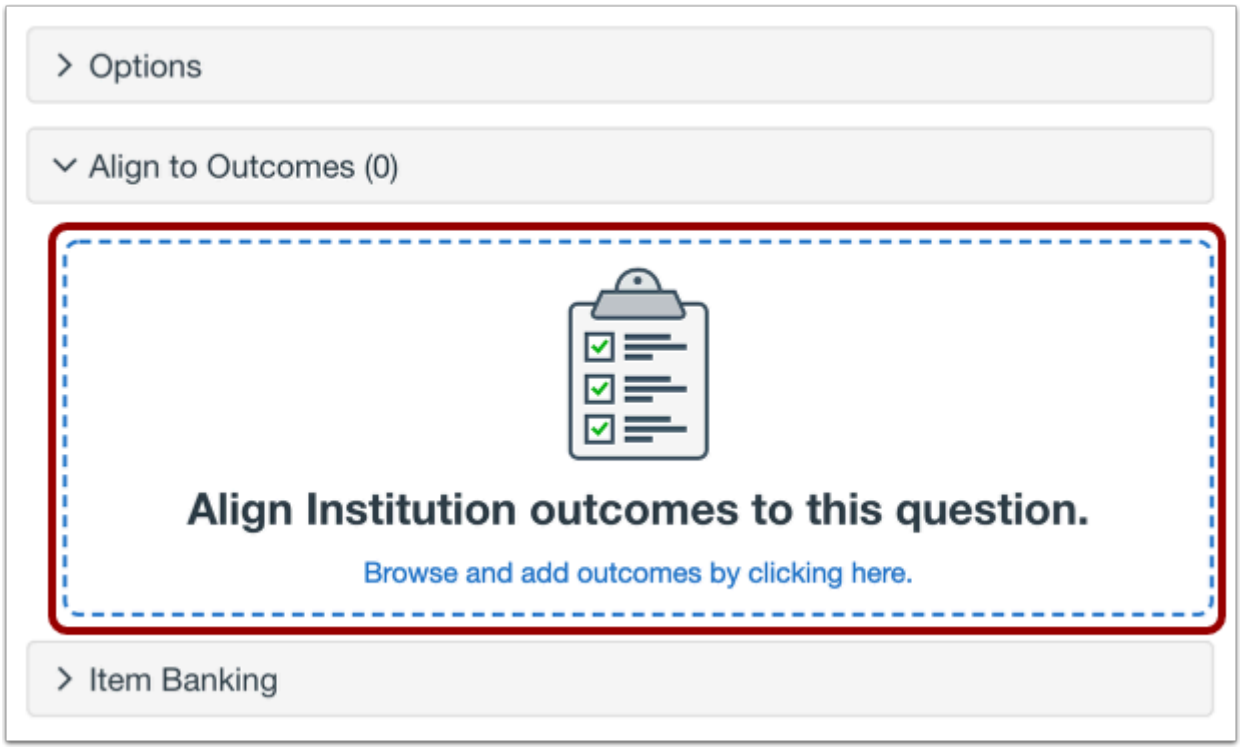


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

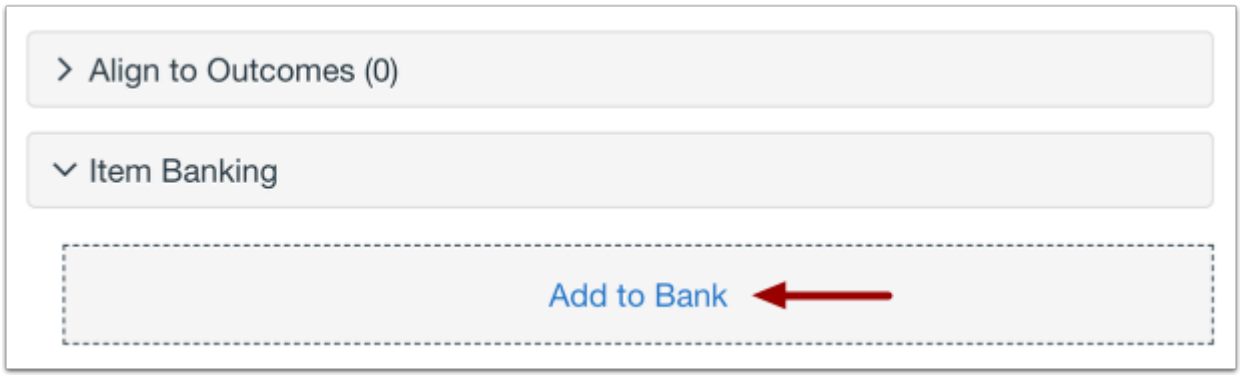
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank



If you want to save a question to use in other assessments, you can add it to an item bank.

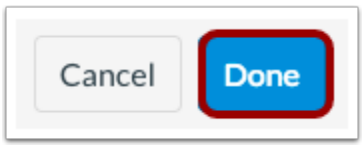
To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value

To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

Save Question



To save the question, click the **Done** button.

How do I create a Hot Spot question in New Quizzes?

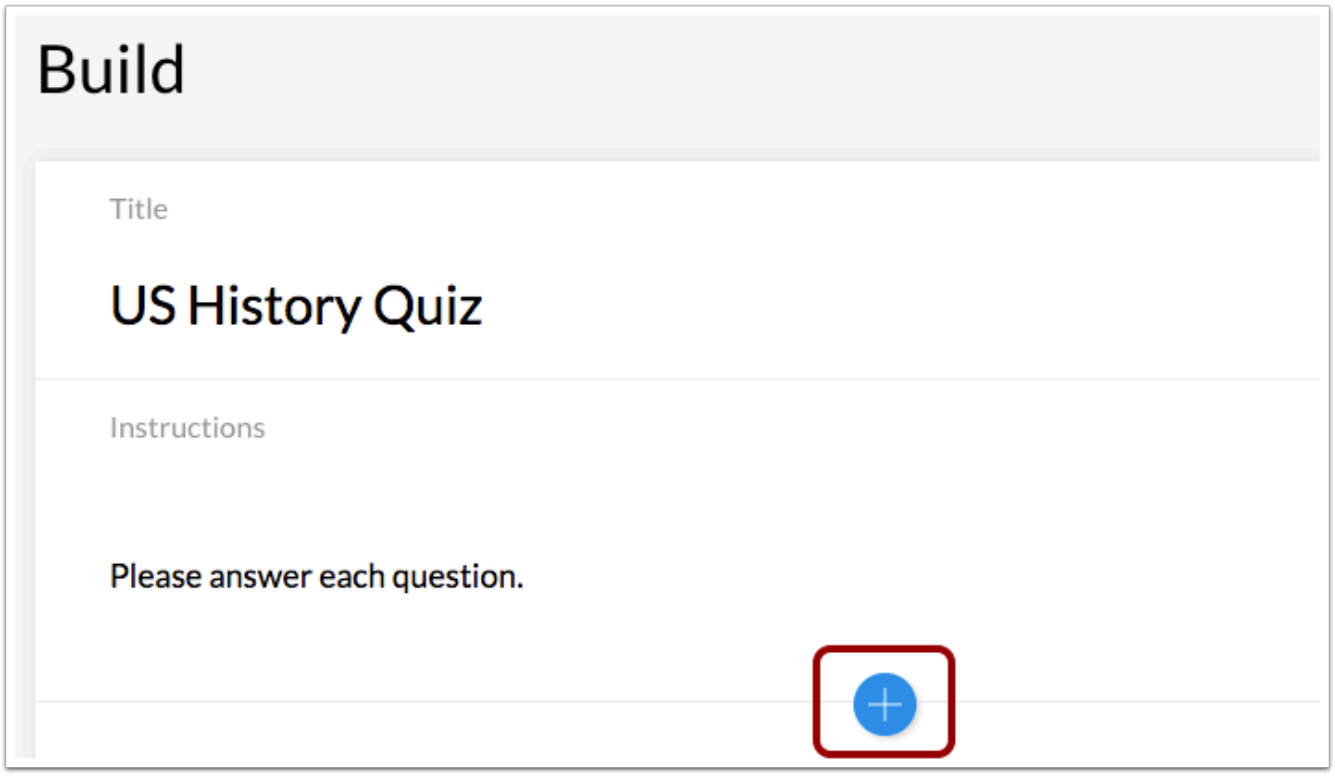
When creating an assessment, you can create a Hot Spot question in New Quizzes. Hot Spot questions allow teachers to upload images and have their students identify a specific area in that image.

The following image types can be used for Hot Spot questions:

- BMP
- GIF
- JPG/JPEG
- PNG

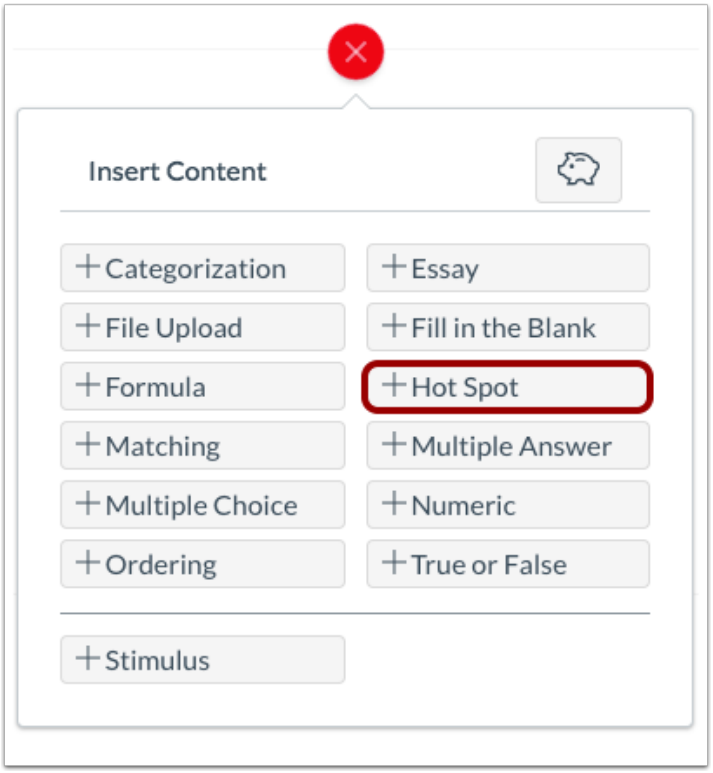
Note: Hot spot questions are not accessible for users who require keyboard-only access or screen readers.

Add Question



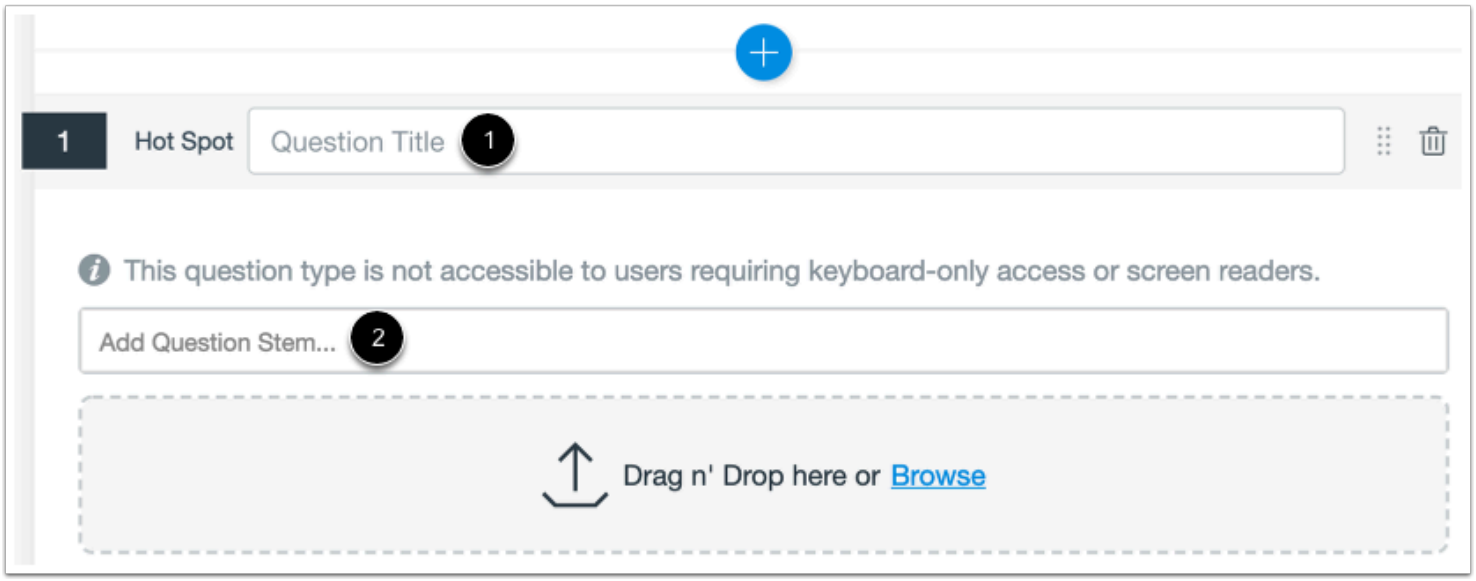
To create a question, click the **Add** button anywhere in the assessment.

Add Hot Spot Question



Click the **Add Hot Spot** button.

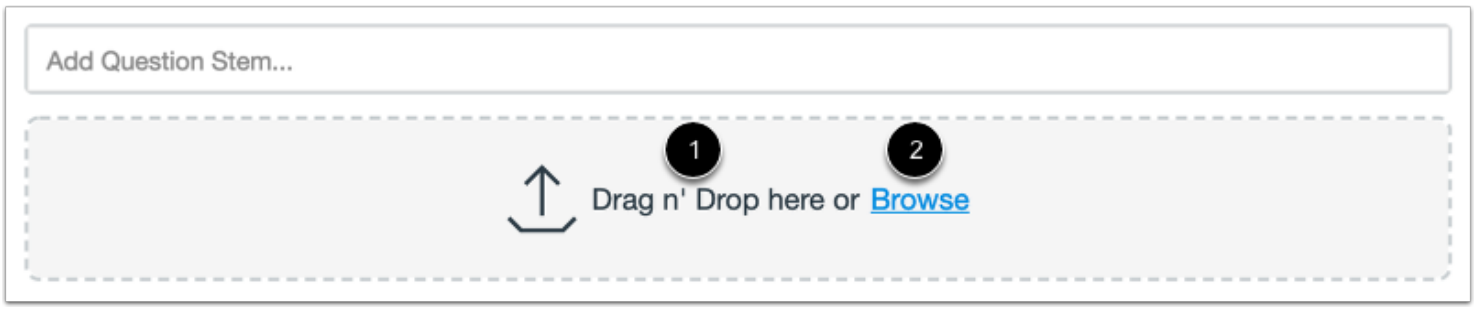
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

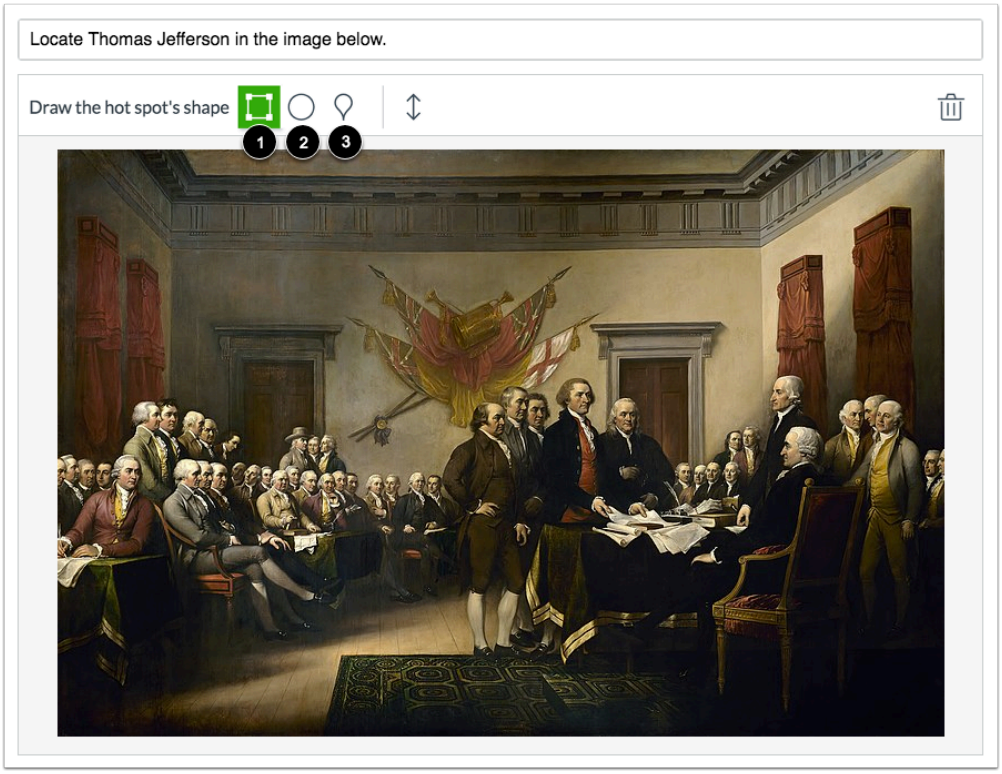
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Upload Image



To upload an image for the Hot Spot question, drag and drop the image [1] or select a file by clicking the **Browse** link [2].

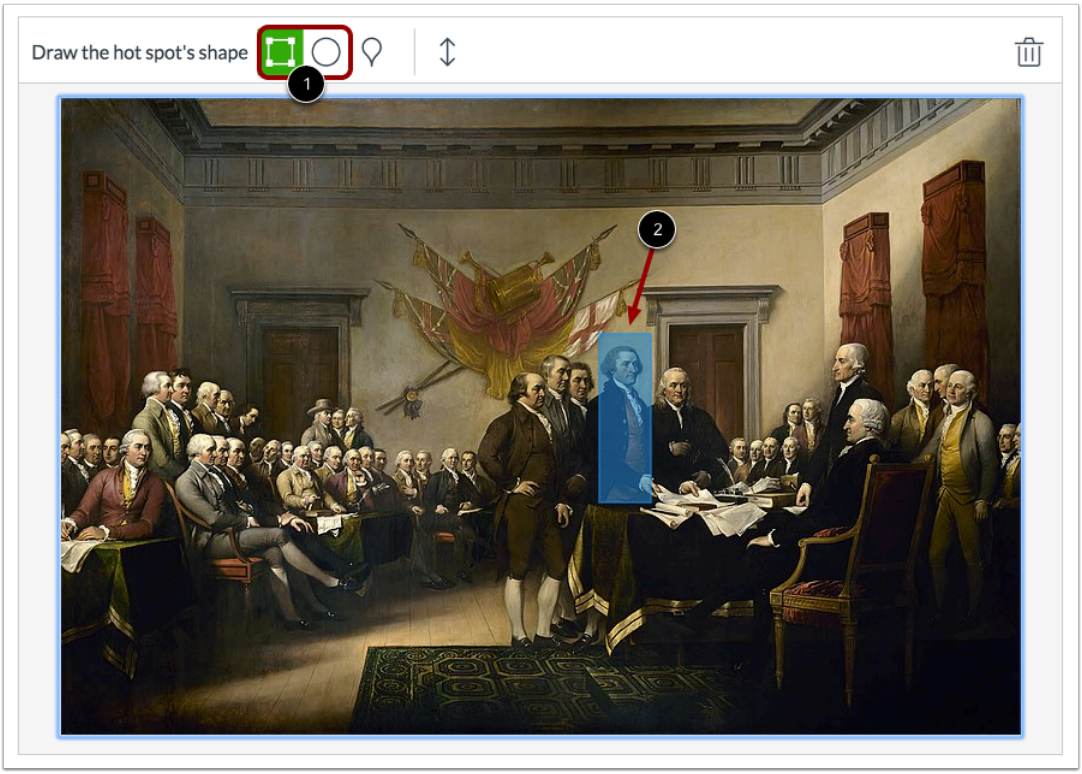
Draw Hot Spot



You can use one of three shapes to draw the hot spot: square [1], circle [2], and polygon [3].

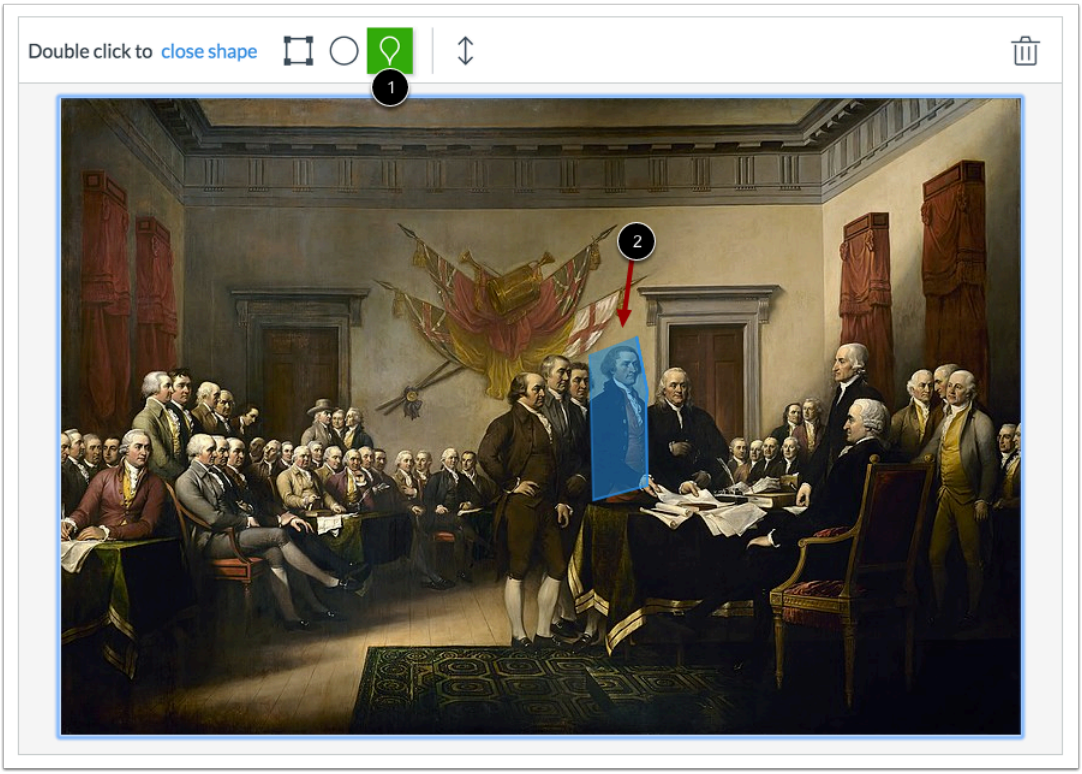
To delete a hot spot and create a new one, click a shape tool or the image.

Use Square or Circle Tool



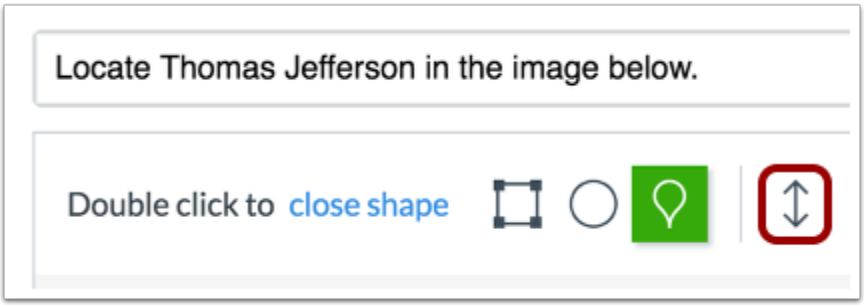
To create a square or circle hot spot, click the shape [1] then drag the shape over the hot spot [2]. To complete the shape, click your mouse.

Use Polygon Tool

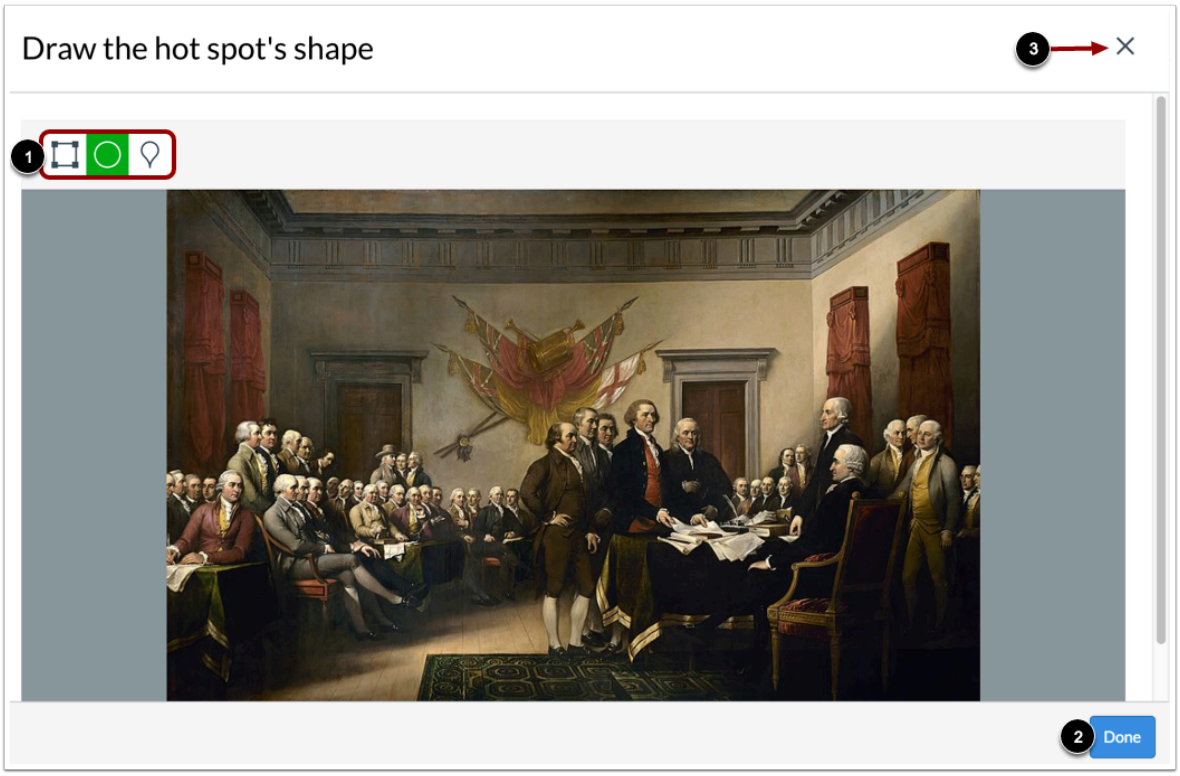


To create a polygon hot spot, click the polygon shape [1]. Click the image then drag the tool around the image to create each side of the polygon [2]. To end one side of the polygon, click your mouse. To close the hot spot area, double click your mouse at any time.

Expand Image

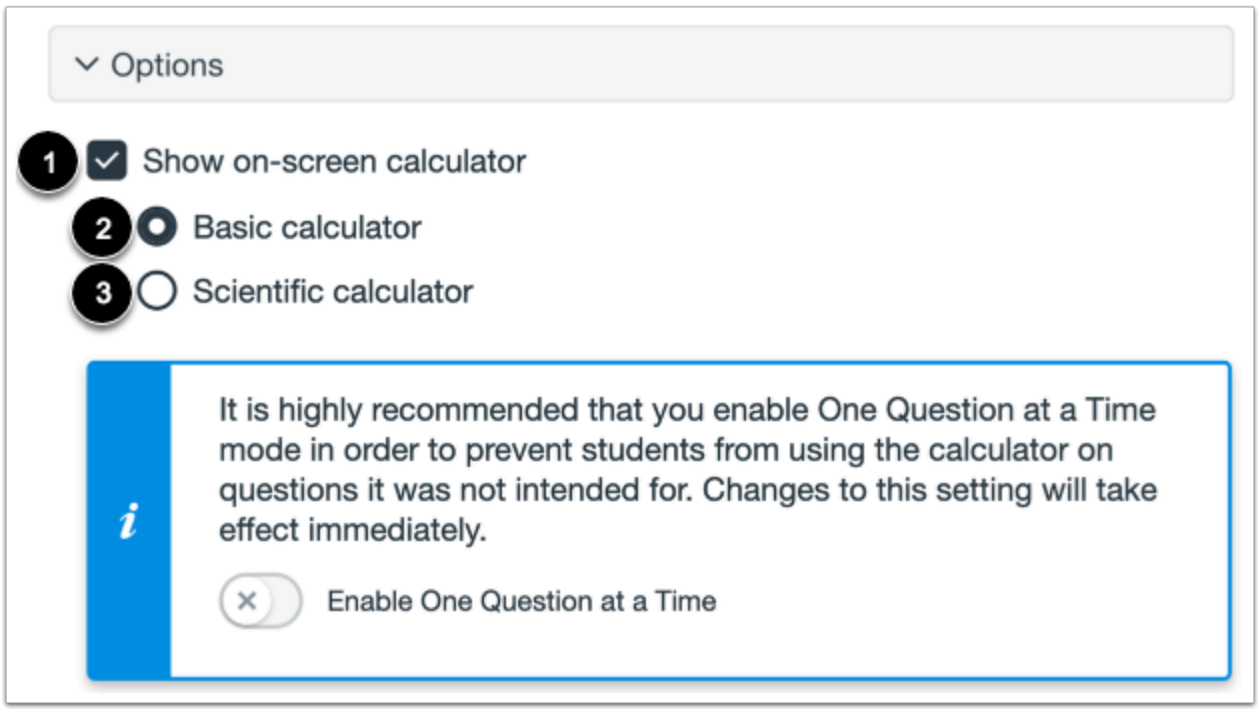


To expand the image when creating a hot spot, click the **Expand** icon.



From the expanded view, you can use any shape to create a hot spot [1]. To save the hot spot, click the **Done** button [2]. To return to the quiz question, click the **Close** icon [3].

Set Options

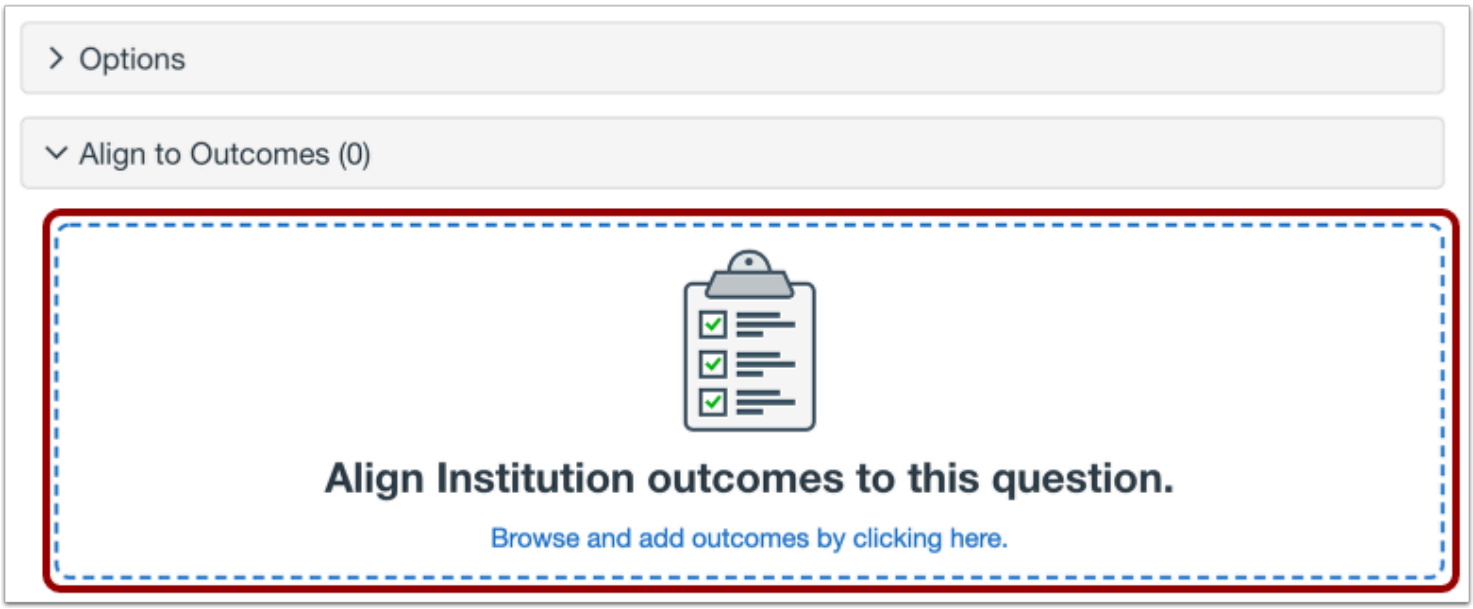


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

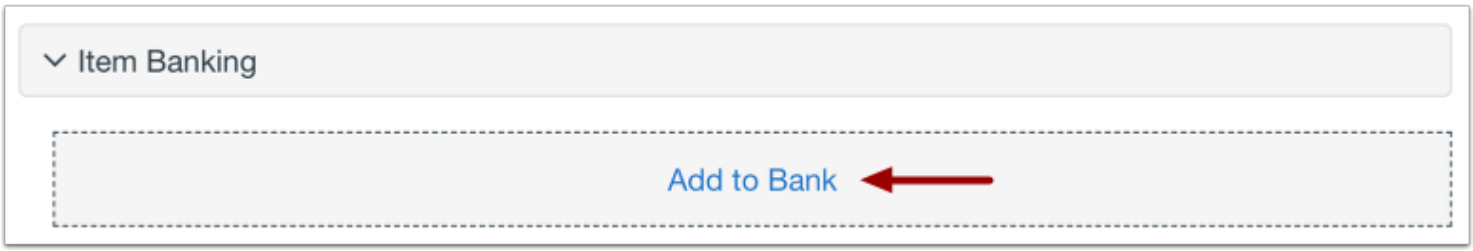
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

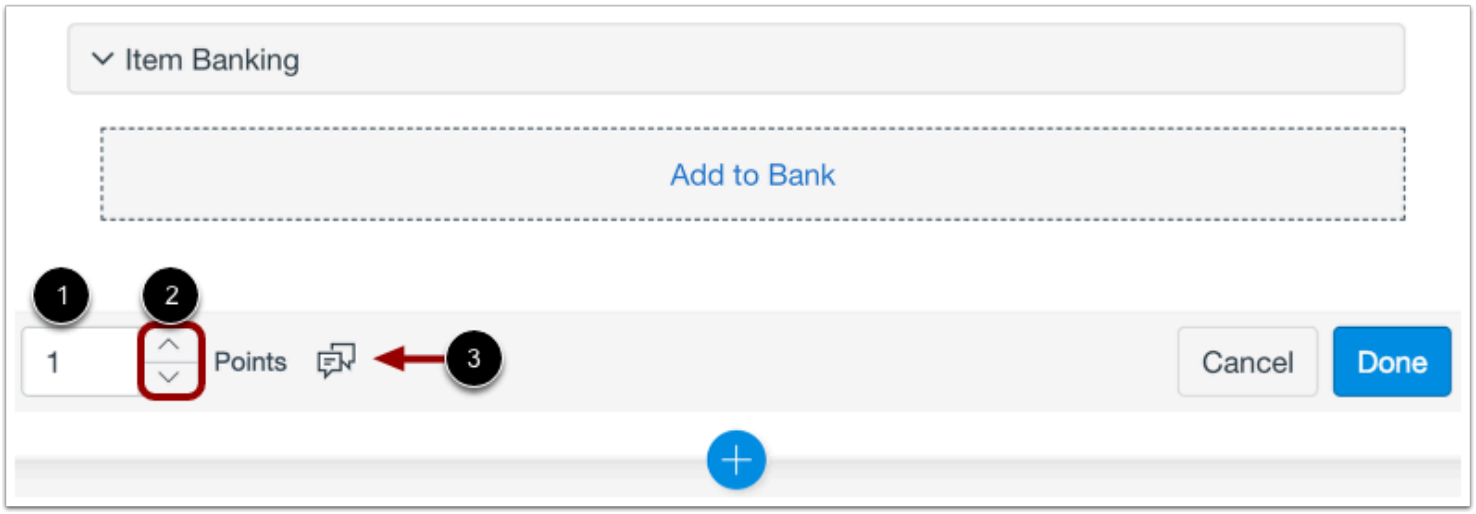
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

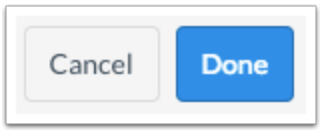
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



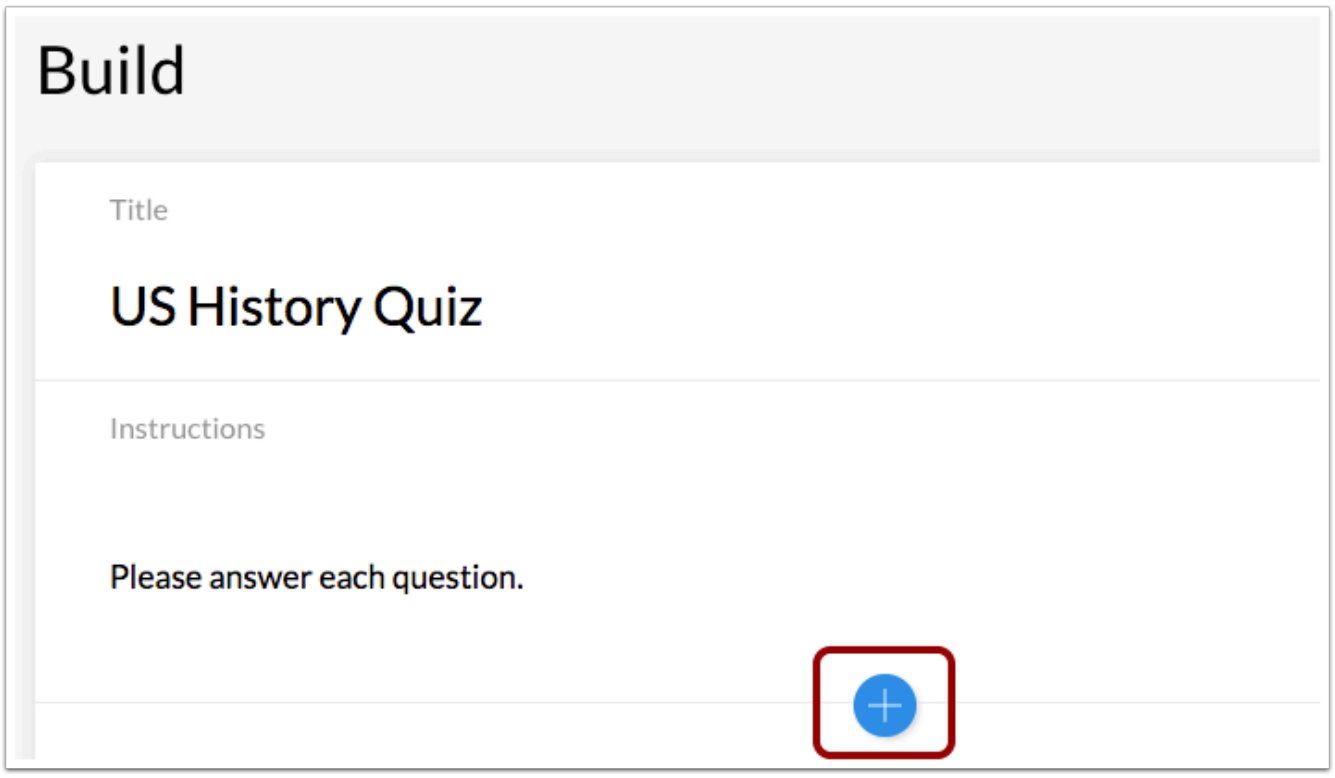
To save the question, click the **Done** button.

How do I create a Matching question in New Quizzes?

When creating an assessment, you can create a Matching question in New Quizzes. In a Matching question, students are required to match answers from a drop-down menu with a list of questions.

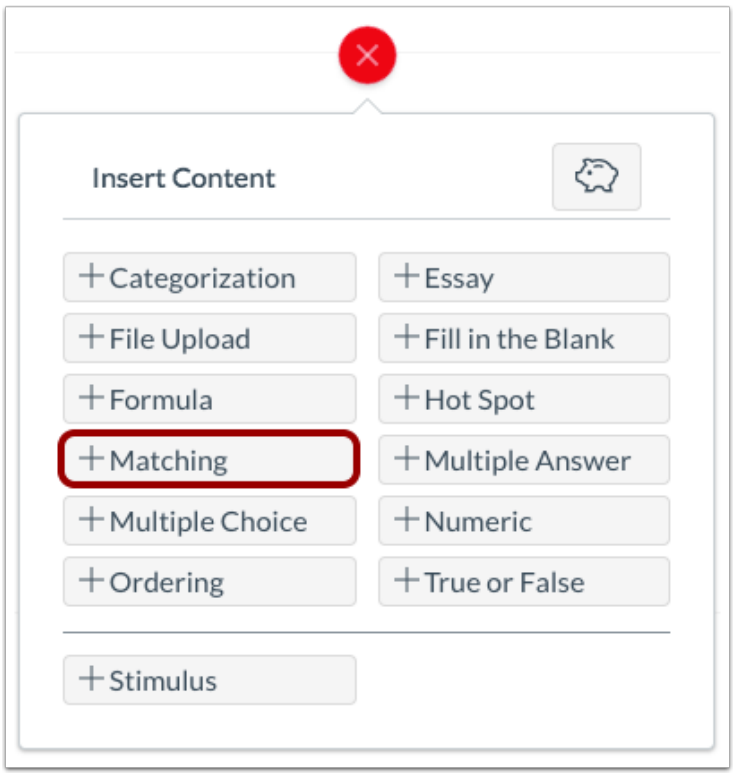
When Matching questions are graded, students must get all matches correct to earn full points. There is not an option to assign partial credit for Matching questions.

Add Question



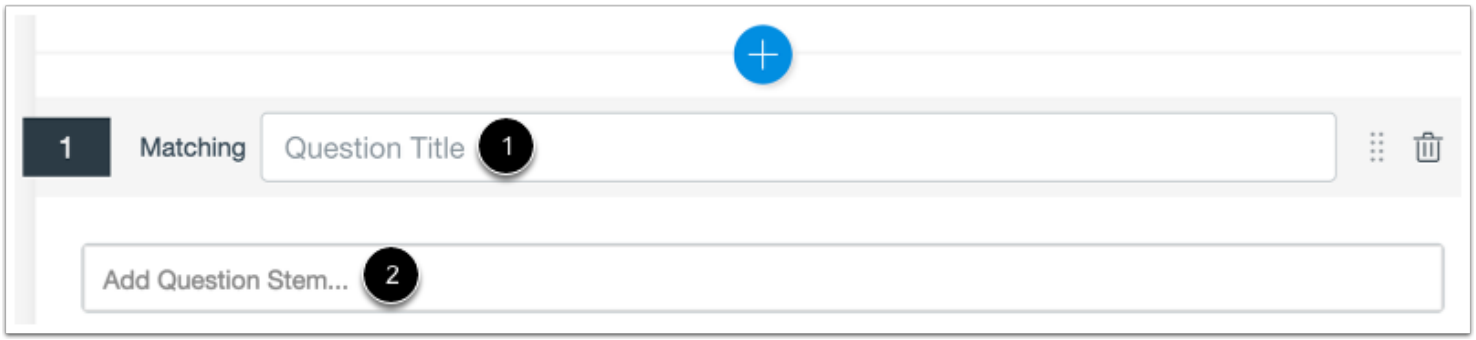
To create a question, click the **Add** button anywhere in the assessment.

Add Matching Question



Click the **Add Matching** button.

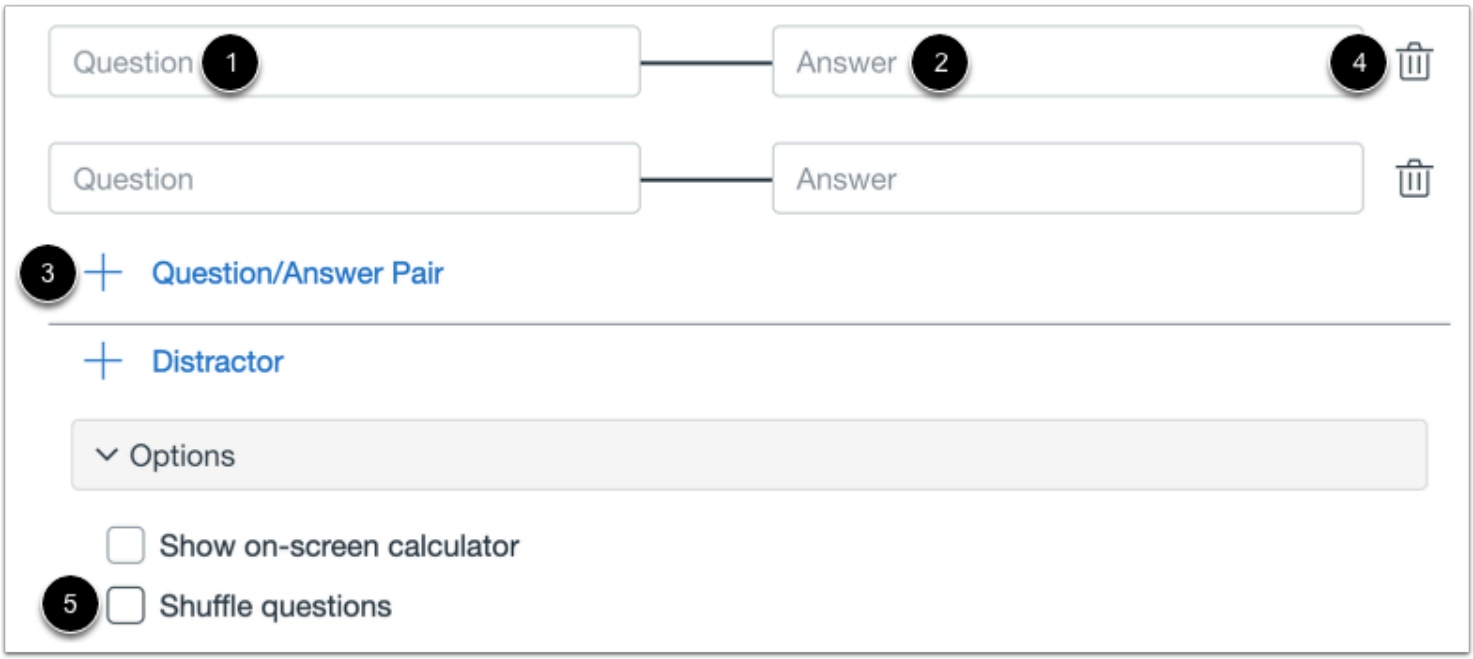
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

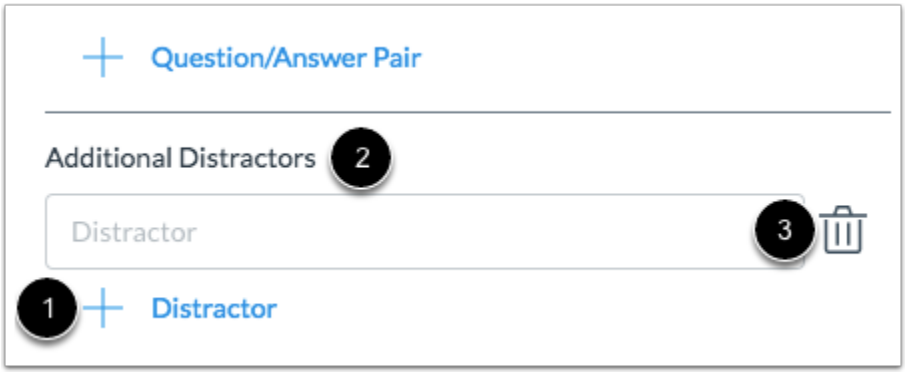
Add Question/Answer Pairs



To add a question and answer pair, type the question in the **Question** field [1] and its matching answer in the **Answer** field [2]. To add additional Question/Answer pairs, click the **Add Question/Answer Pair** link [3]. To delete a Question/Answer pair, click the **Delete** icon [4].

To shuffle questions, click the **Shuffle Questions** checkbox [5].

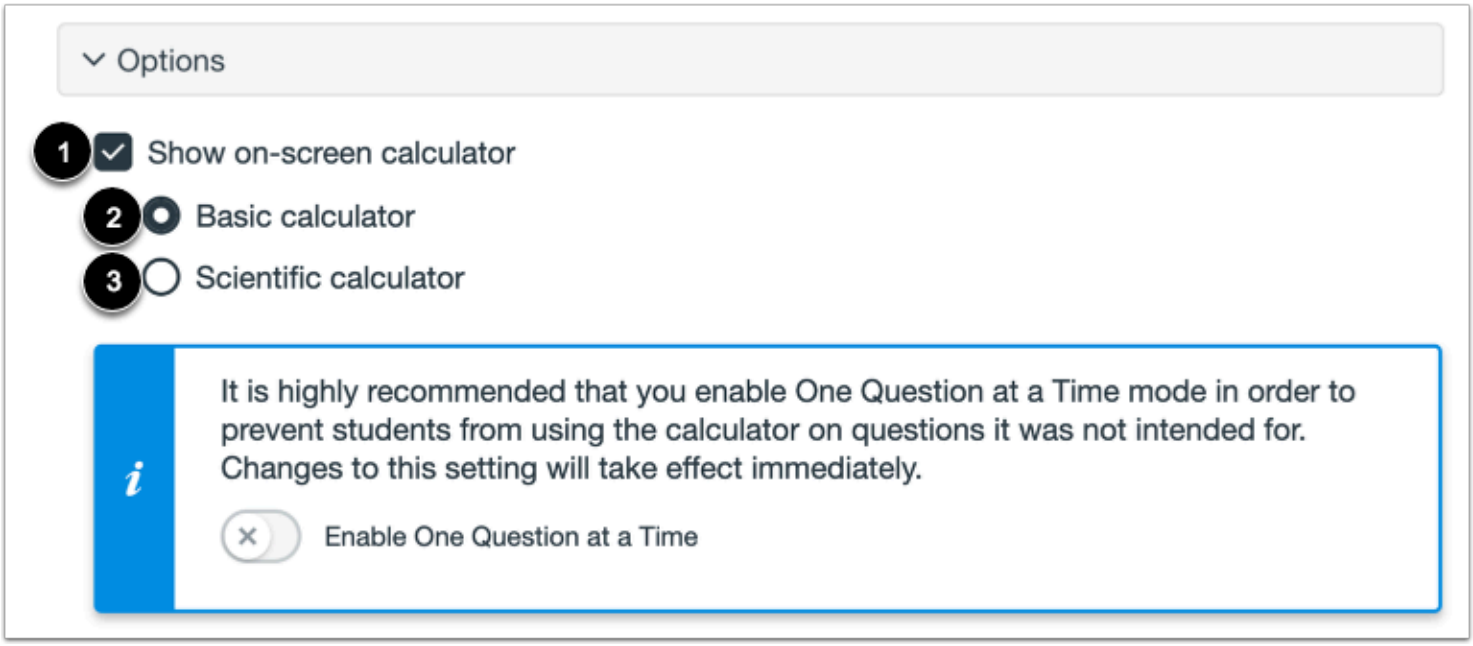
Add Additional Distractors



You can also add additional distractors to the question. Distractors will appear in the drop-down menu with the answers added in the Answer fields. To add a distractor, click the **Add Distractor** button [1] and type the distractor name in the **Additional Distractors** field [2].

To delete a distractor, click the **Delete** icon [3].

Enable On-Screen Calculator

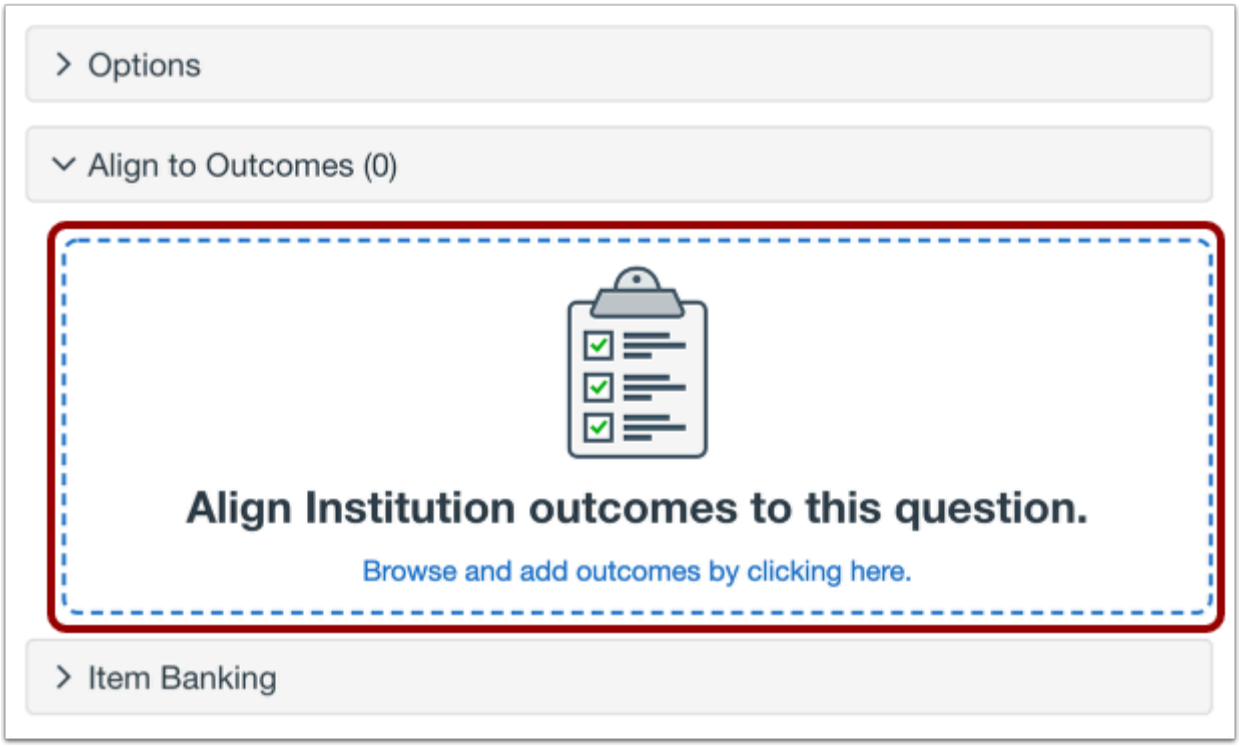


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

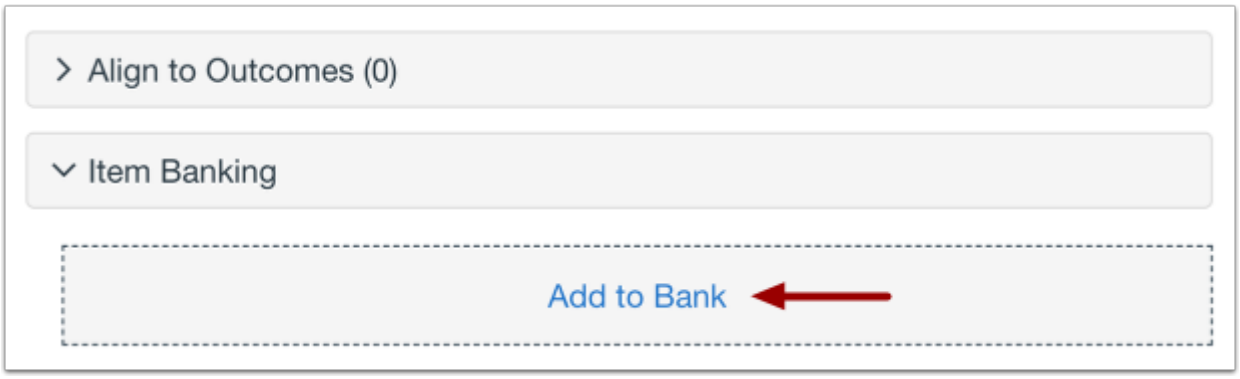
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank

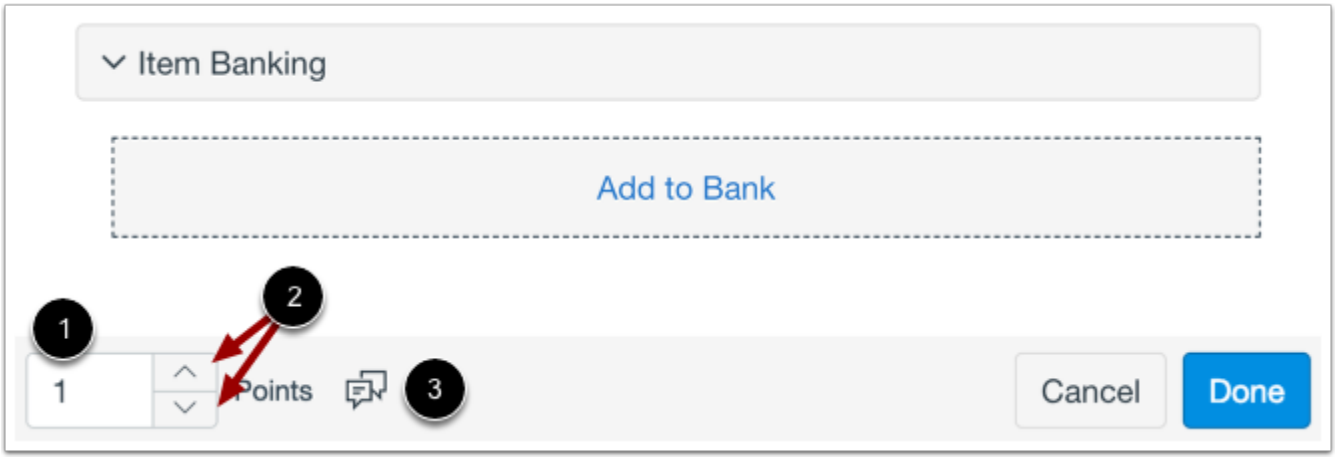


If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

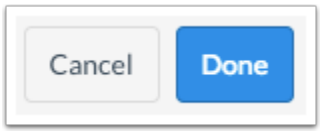
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question



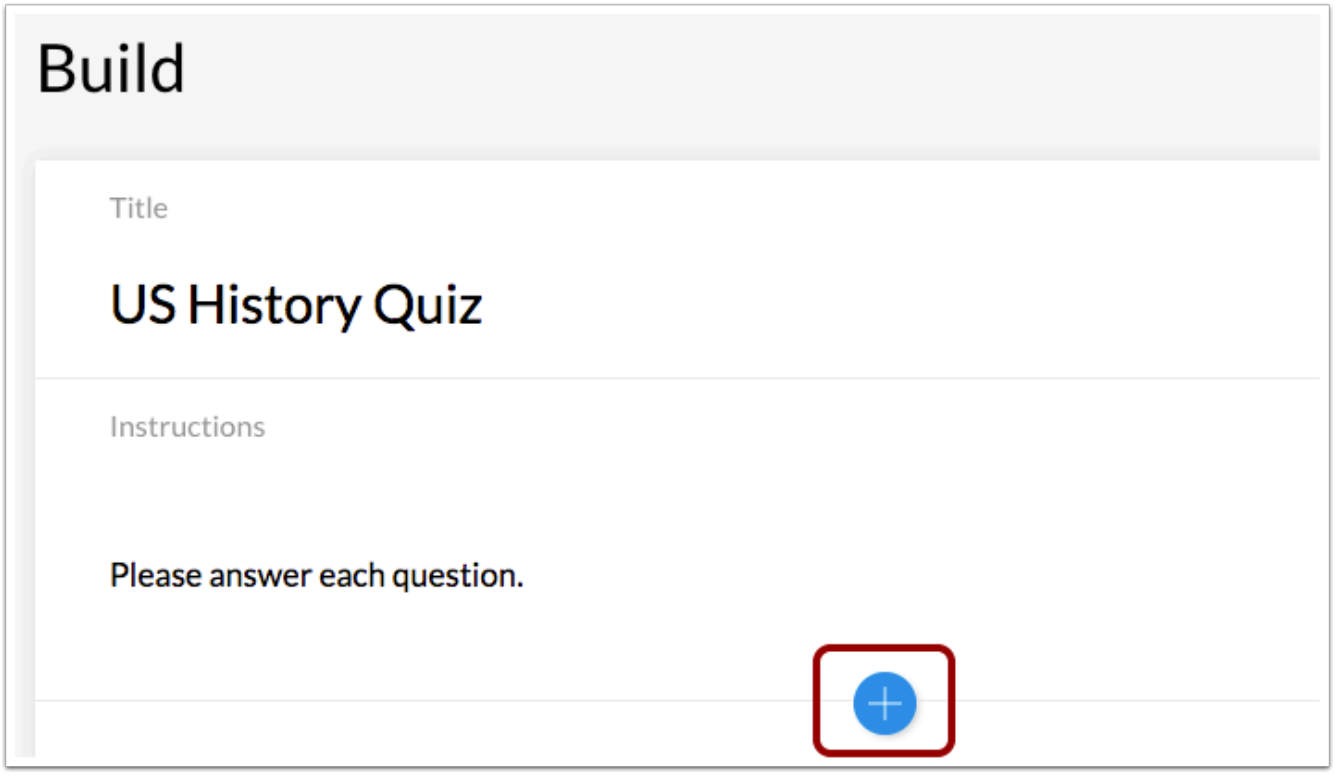
To save the question, click the **Done** button.

How do I create a Multiple Answer question in New Quizzes?

When creating an assessment, you can create a Multiple Answer question in New Quizzes. Multiple Answer questions are formatted like Multiple Choice assessment questions, but there are multiple correct answers.

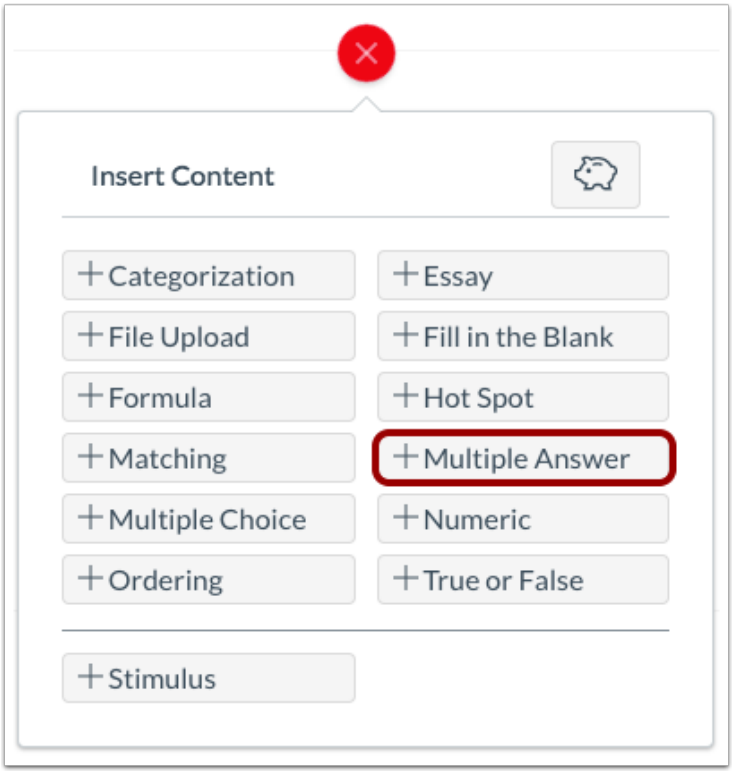
Students must get all answers correct to receive full credit for a Multiple Answer question. Partial credit is not awarded if any incorrect choices were selected or correct answers were not selected.

Add Question



To create a question, click the **Add** button anywhere in the assessment.

Add Multiple Answer Question



Click the **Add Multiple Answer** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

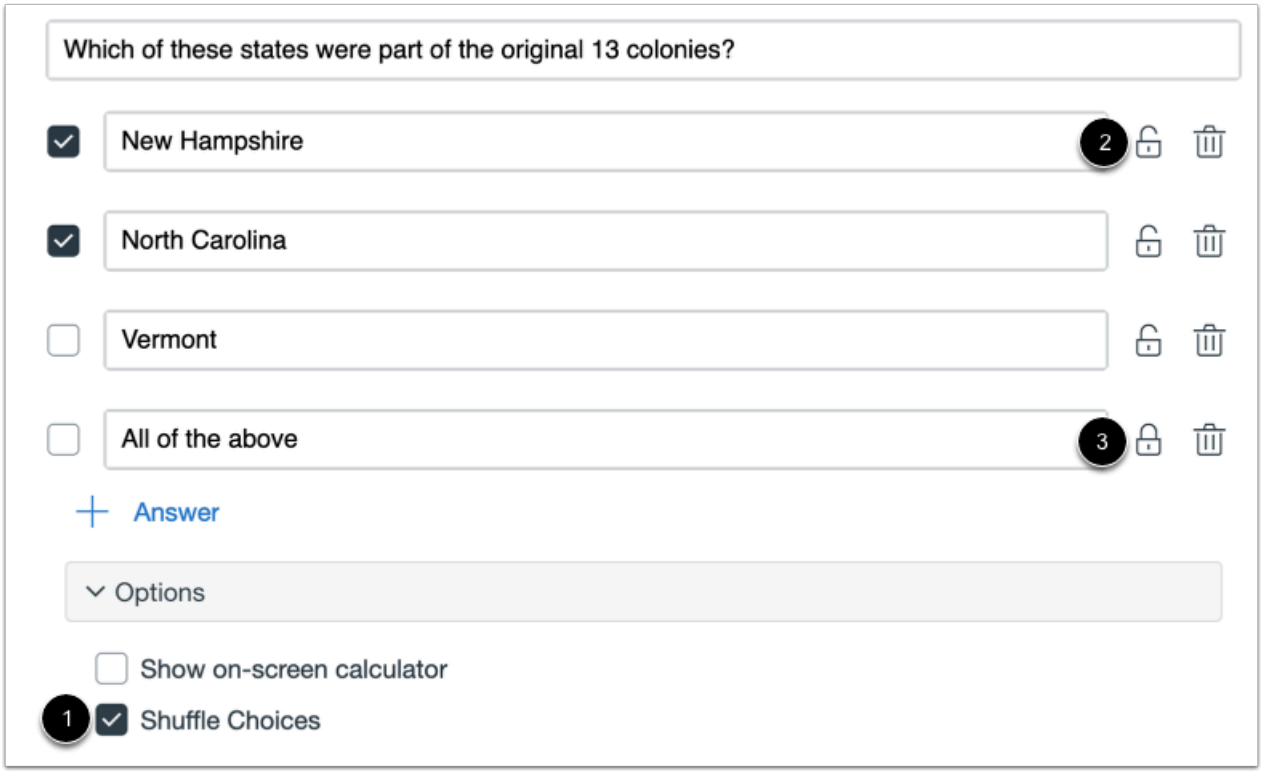
In the **Question Stem** field [2], add the question stem. The question stem contains the question itself and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Add Answers

To add answers to the Multiple Answer question, type the answers in the **Answer** fields [1]. To select the correct answers, click the checkbox next to the answers [2].

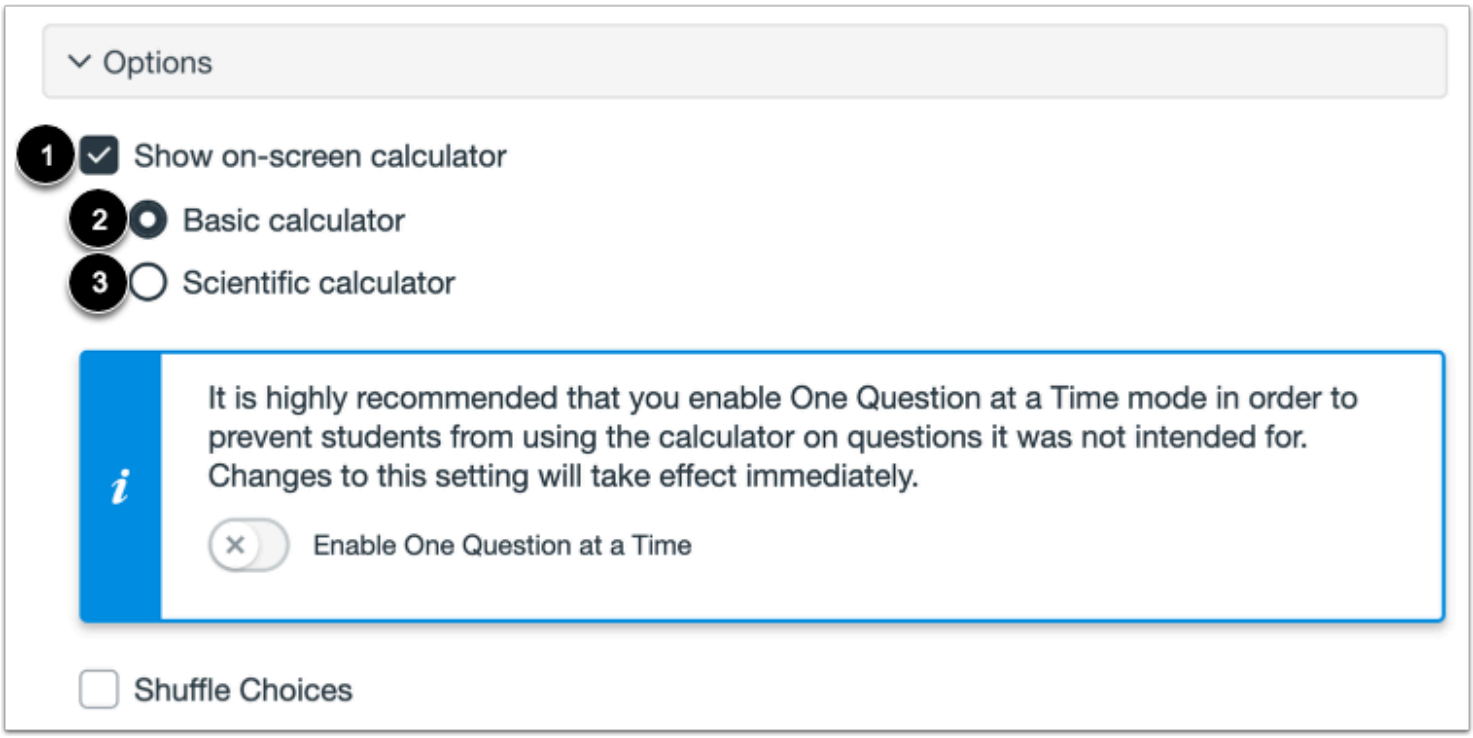
To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].

Shuffle Choices



To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].

Enable On-Screen Calculator

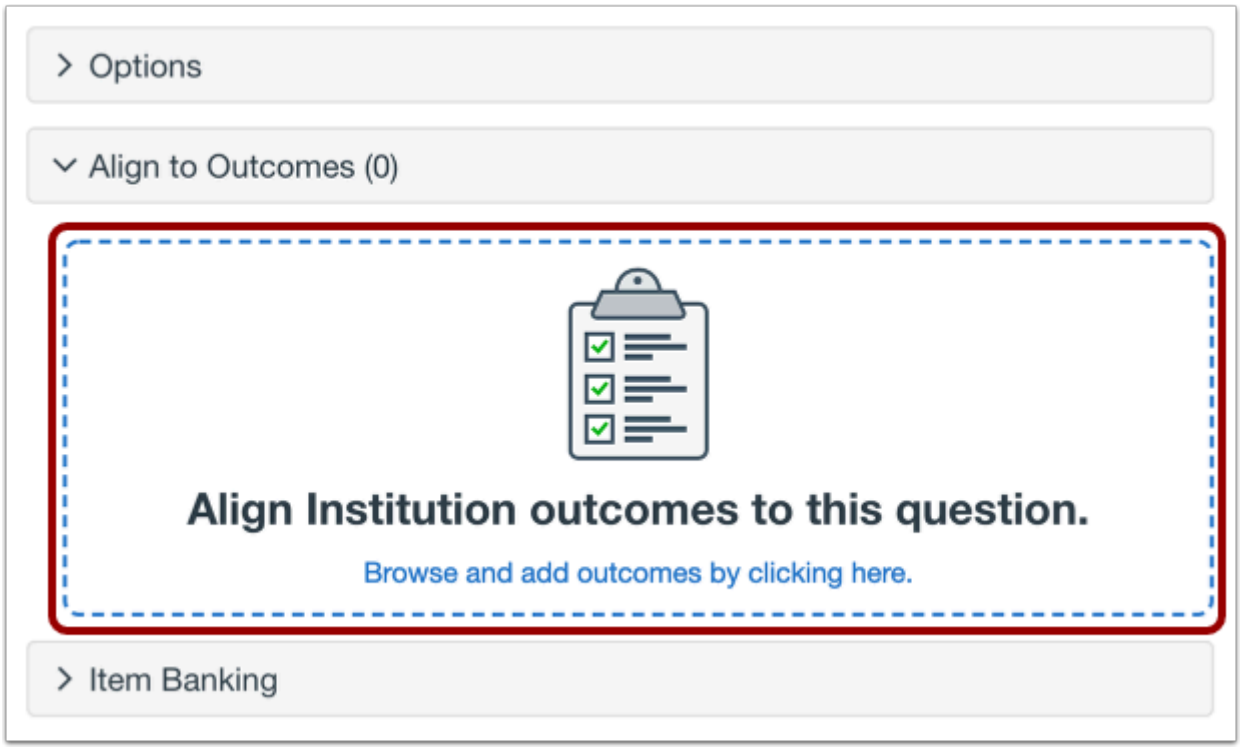


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

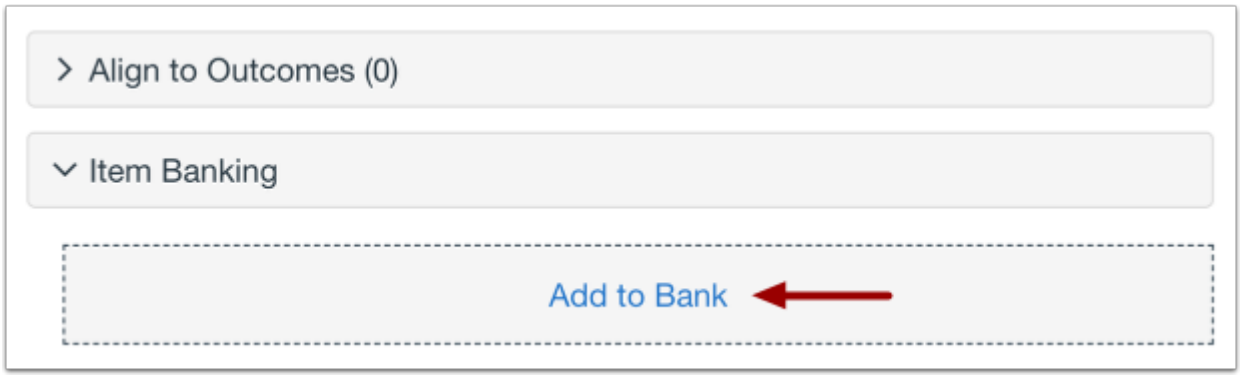
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

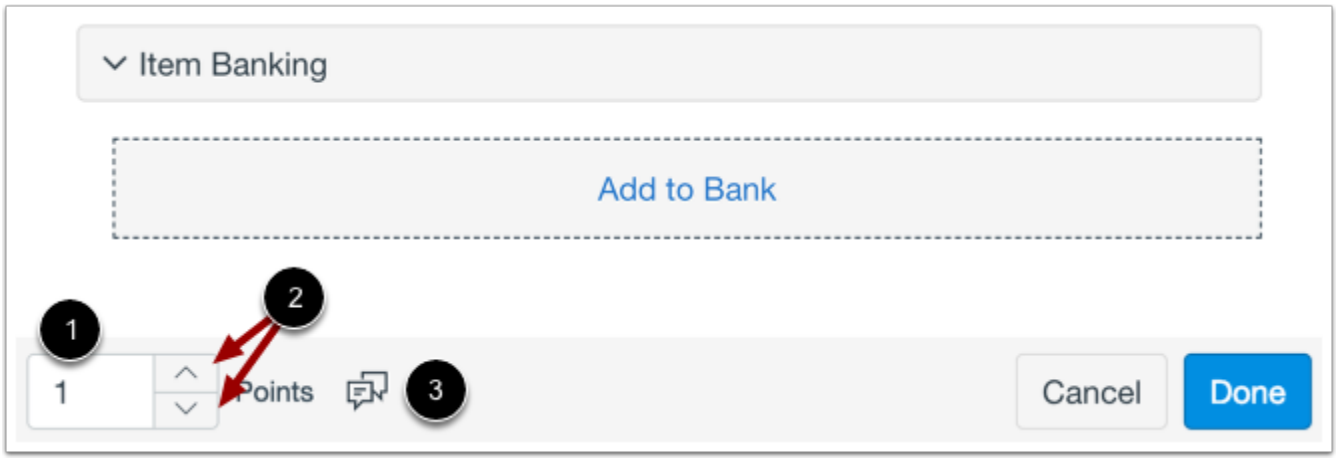
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

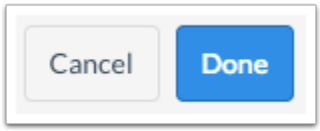
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

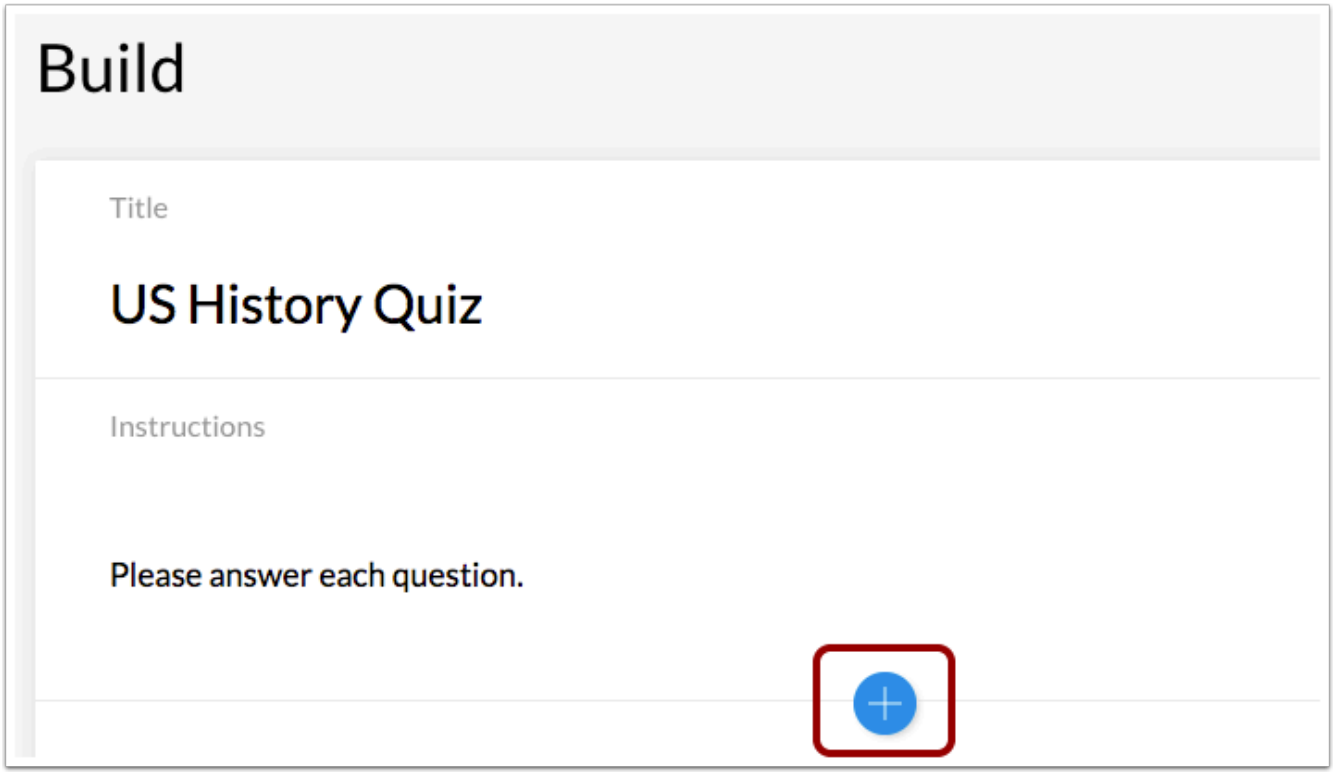


To save the question, click the **Done** button.

How do I create a Multiple Choice question in New Quizzes?

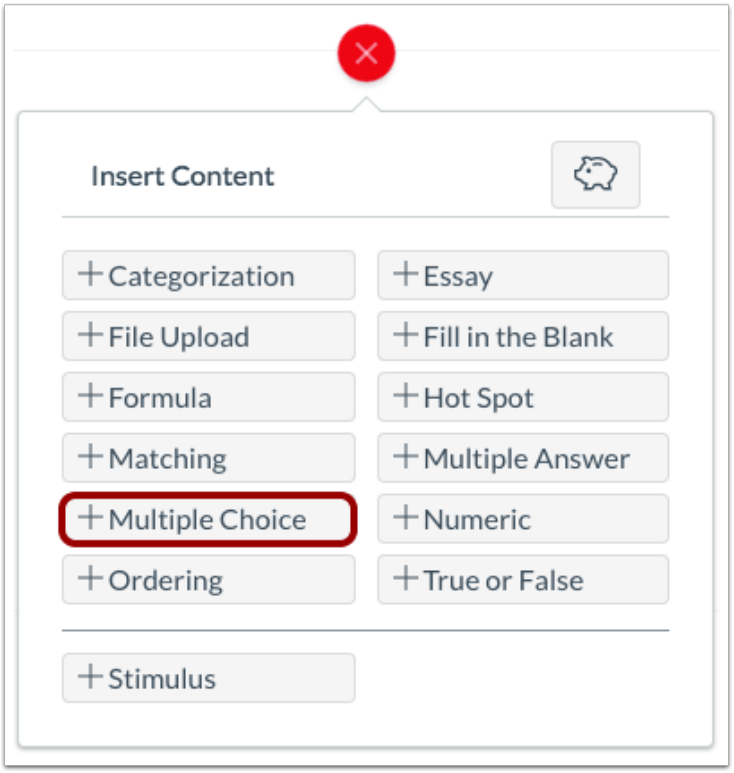
When creating an assessment, you can create a Multiple Choice question in New Quizzes. To create a question with multiple correct answers, create a Multiple Answer quiz question.

Add Question



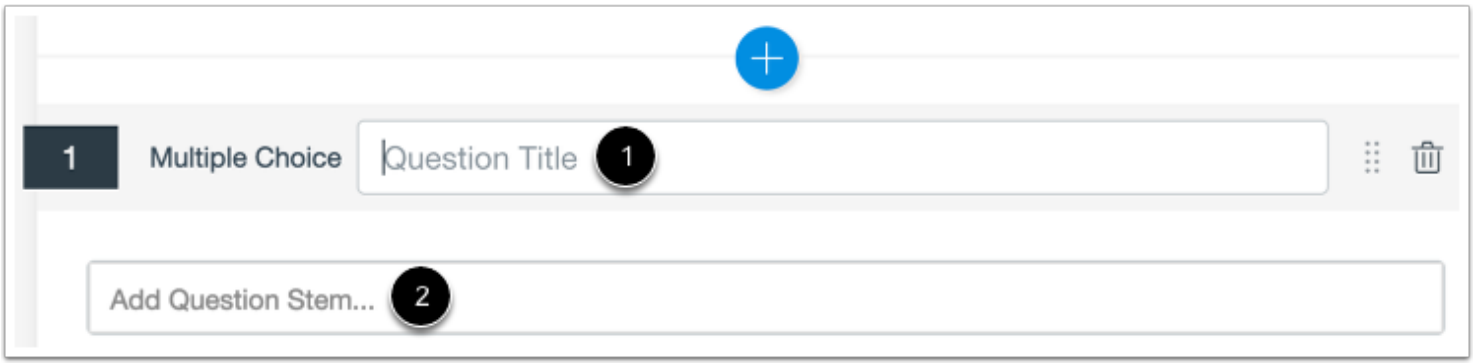
To create a question, click the **Add** button anywhere in the assessment.

Add Multiple Choice Question



Click the **Add Multiple Choice** button.

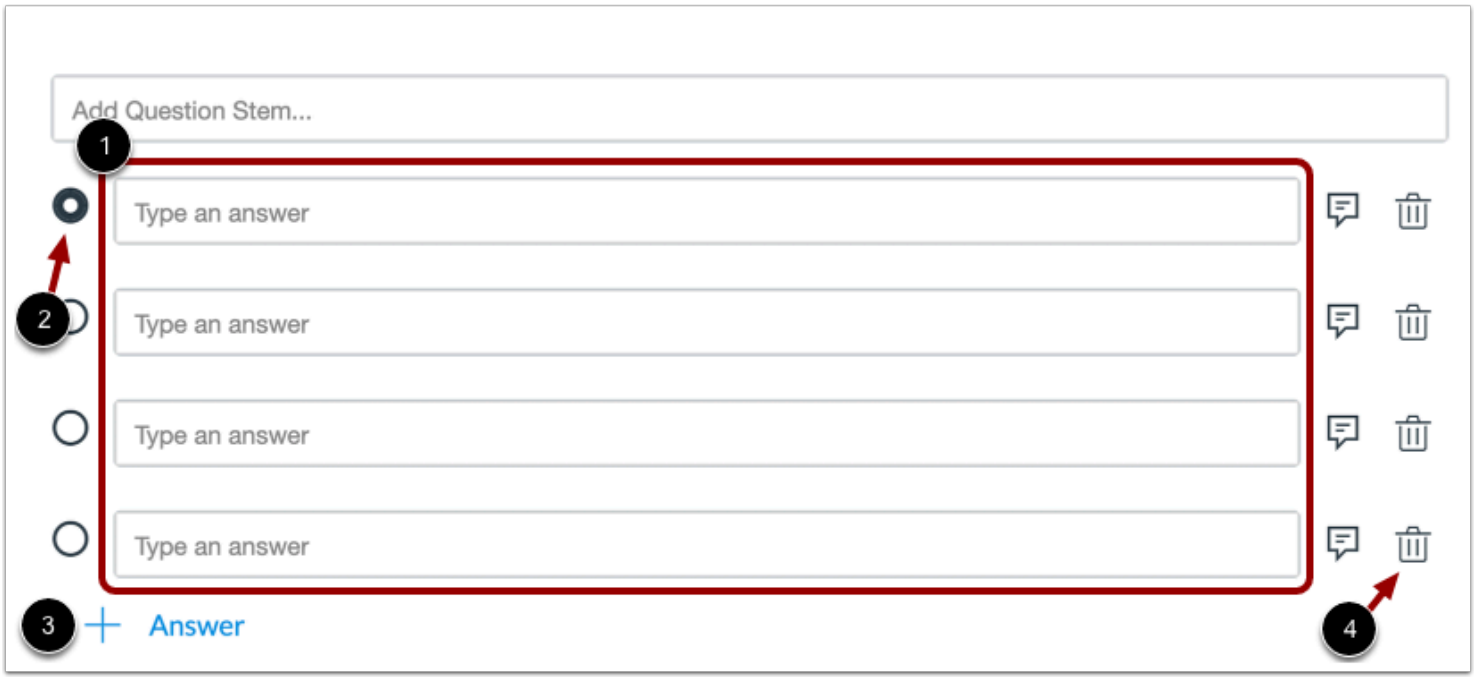
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

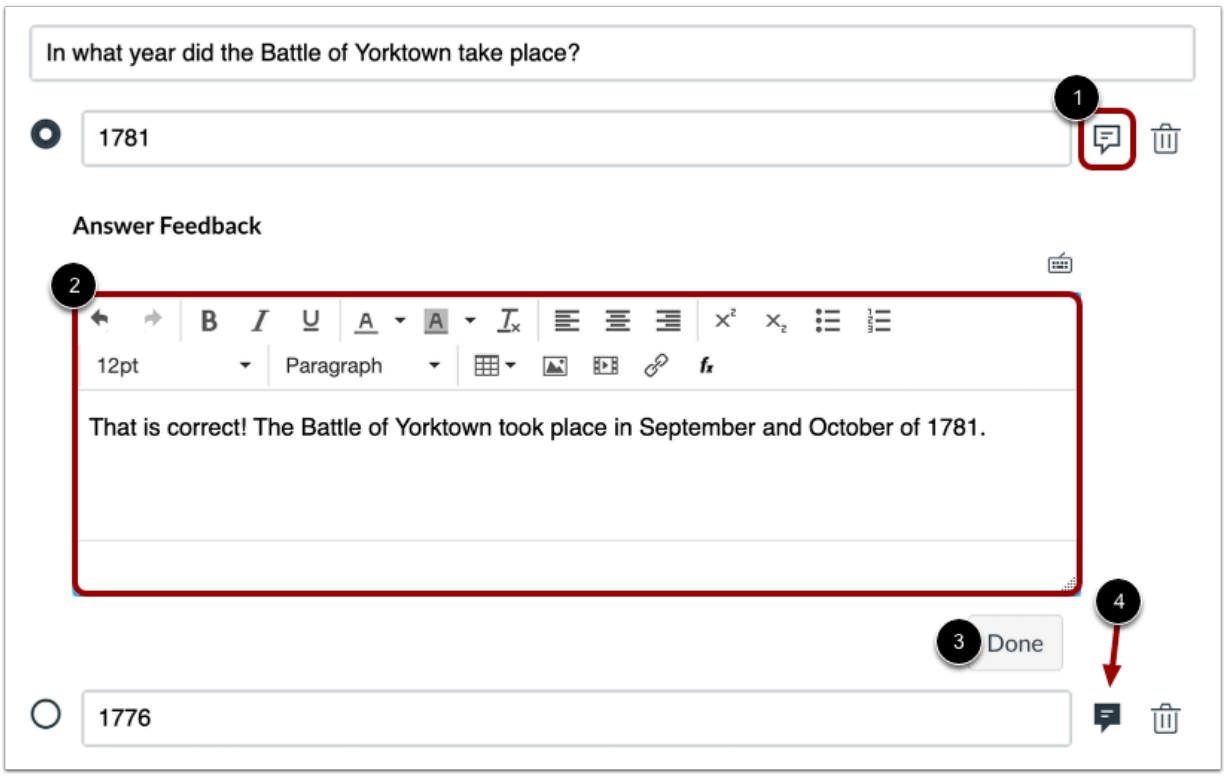
Add Answers



To add answers to a Multiple Choice question, type the answers in the **Answer** fields [1]. To select the correct answer, click the button next to that answer [2].

To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].

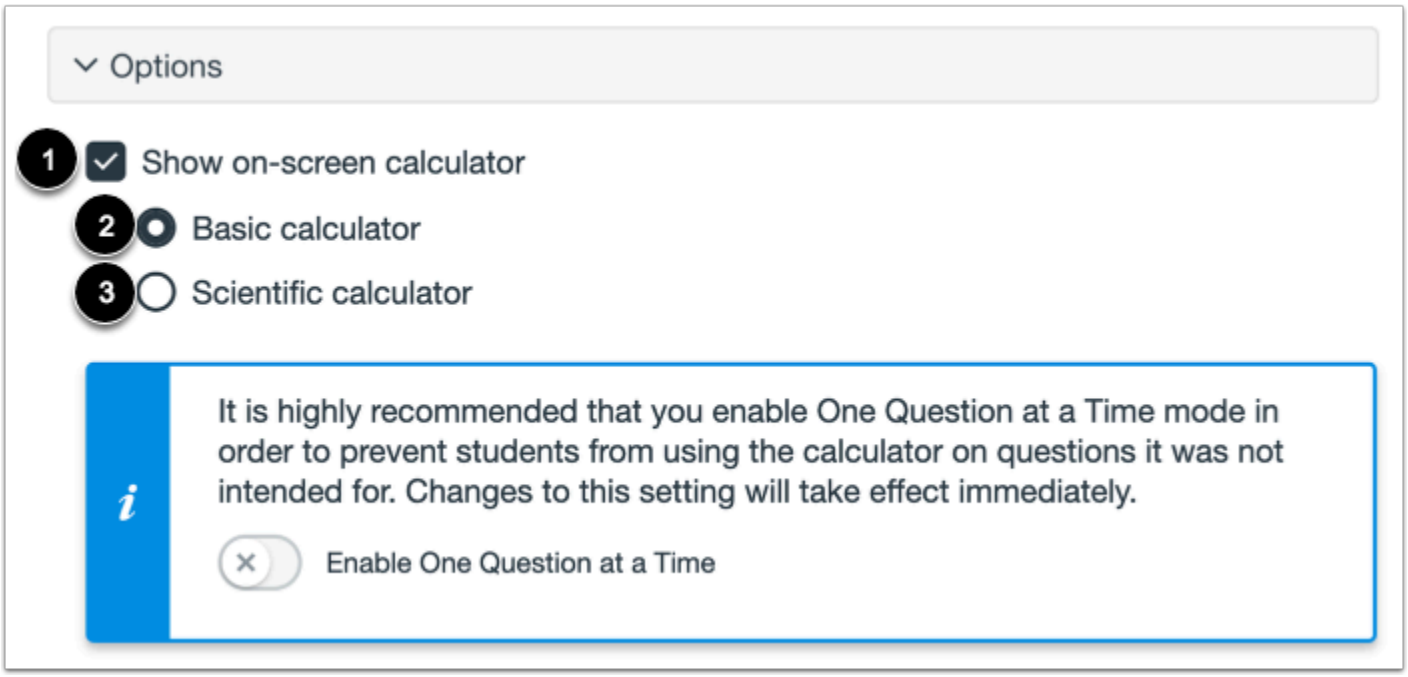
Add Answer Feedback



To provide students with feedback for a specific answer choice, click the **Feedback** icon [1]. Then enter the feedback in the Rich Content Editor [2].

To save your feedback, click the **Done** button [3]. After feedback has been added to an answer, the Feedback icon will display as shaded [4].

Enable On-Screen Calculator

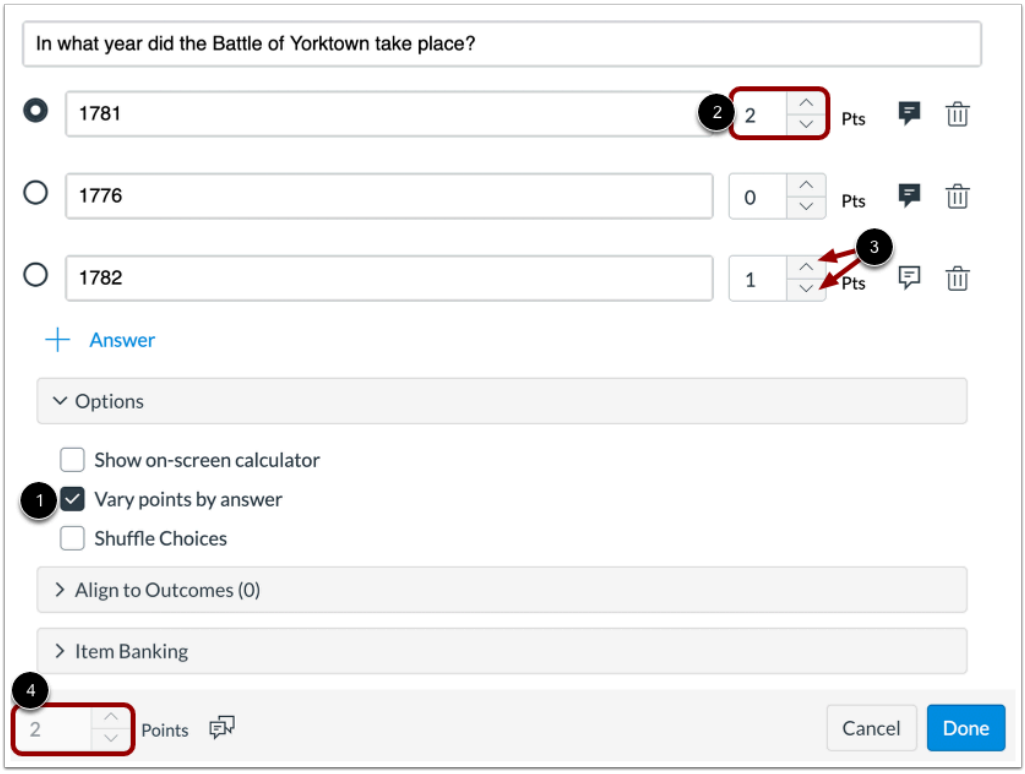


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Vary Points by Answer

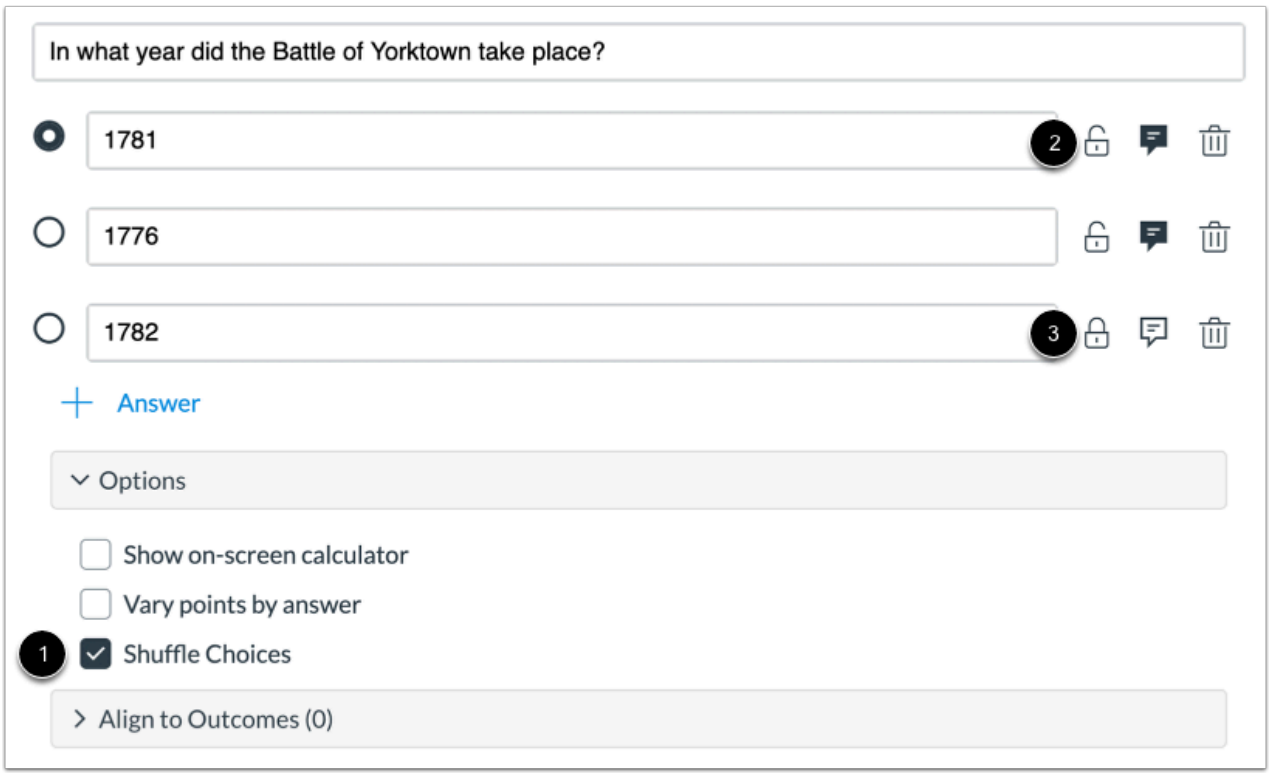


To vary points based on student responses, click the **Vary points by answer** checkbox [1].

With this option selected, you can set specific point totals for each option by typing the point value in the **Points** field [2] or using the arrows to increase or decrease the point value [3].

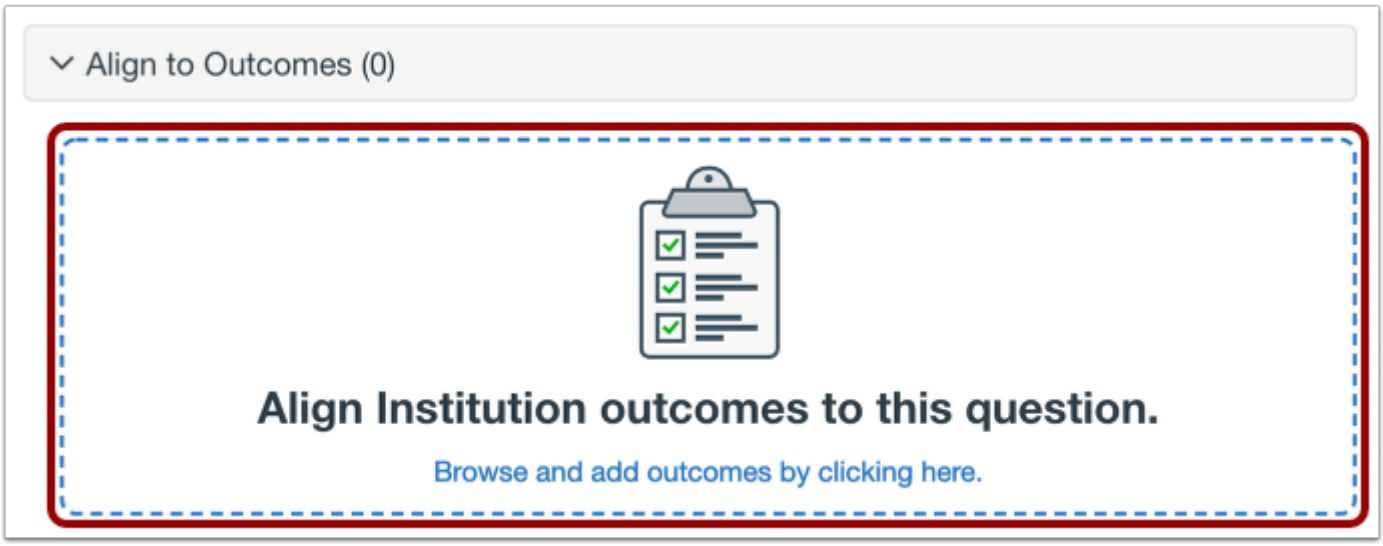
When this option is enabled, the total points will display the highest point value possible for an answer [4].

Shuffle Answers



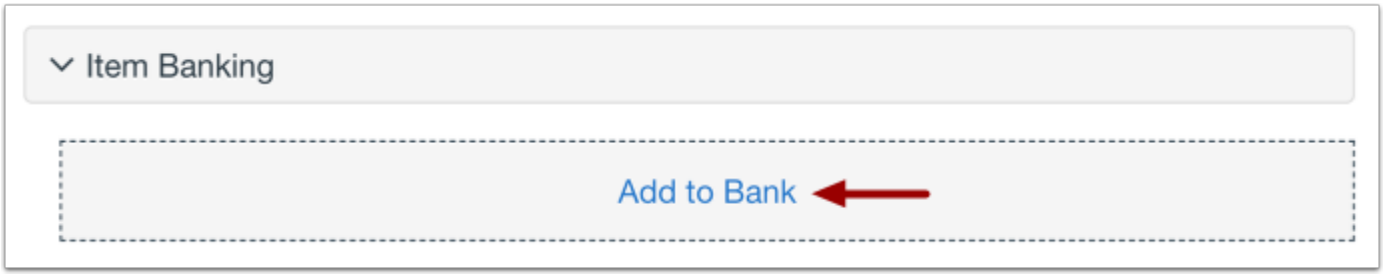
To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default, all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Add to Item Bank

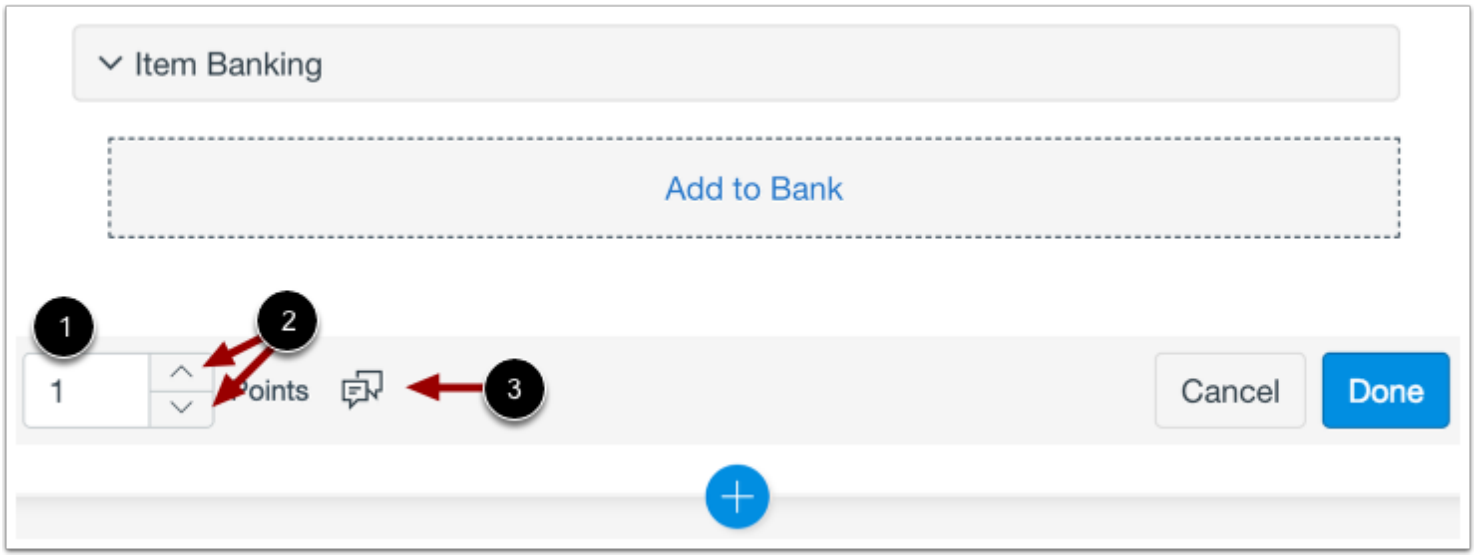


If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

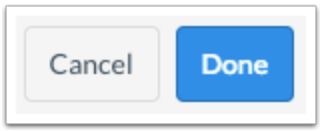
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

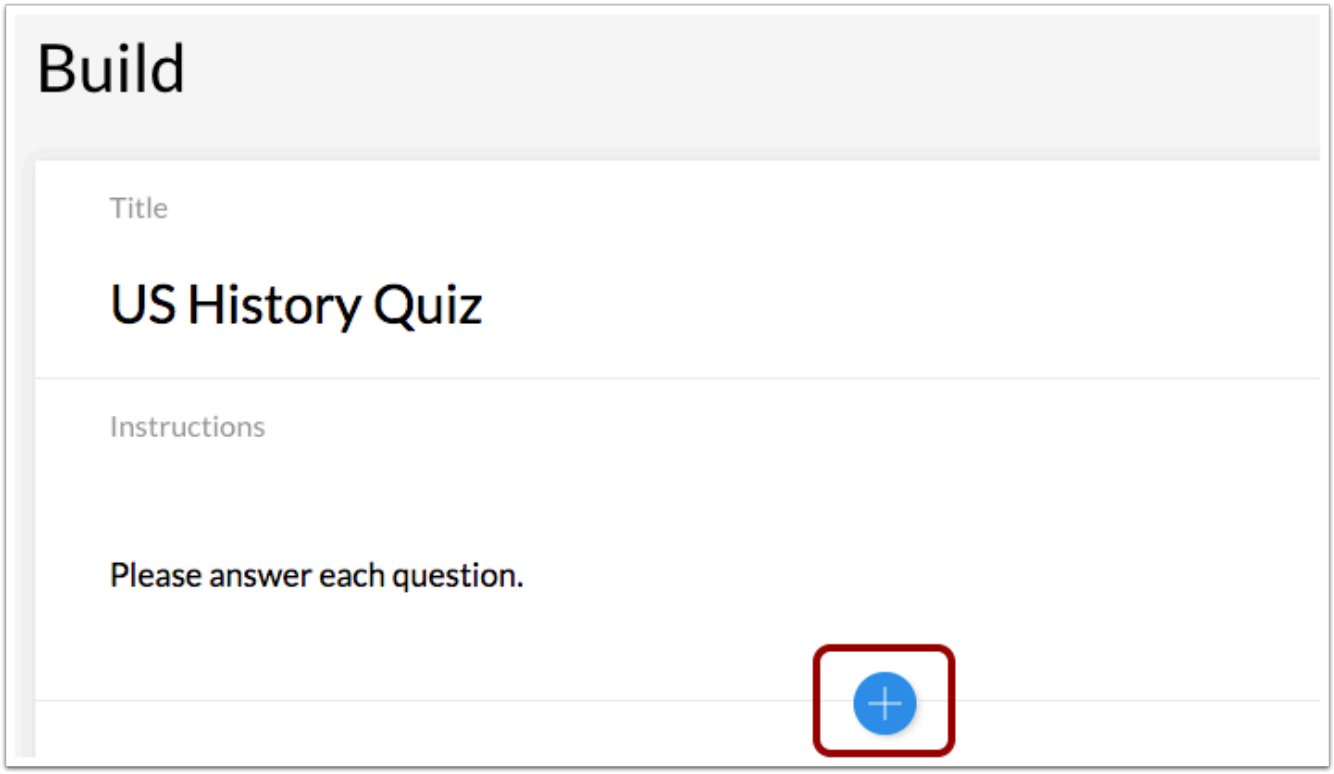


To save the question, click the **Done** button.

How do I create a Numeric question in New Quizzes?

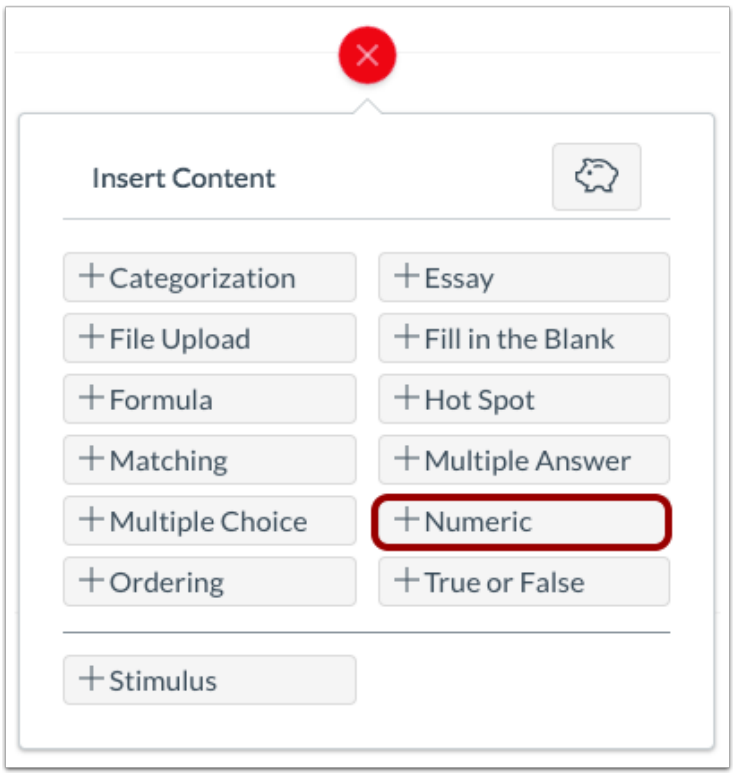
When creating an assessment, you can create a Numeric question in New Quizzes. Numeric questions will accept from students that contain numbers, text, and/or symbols. However, instructors can only use numeric entries for accepted answers. Student answers in non-numeric format will not be graded automatically.

Add Question



To create a question, click the **Add** button anywhere in the assessment.

Add Numeric Question



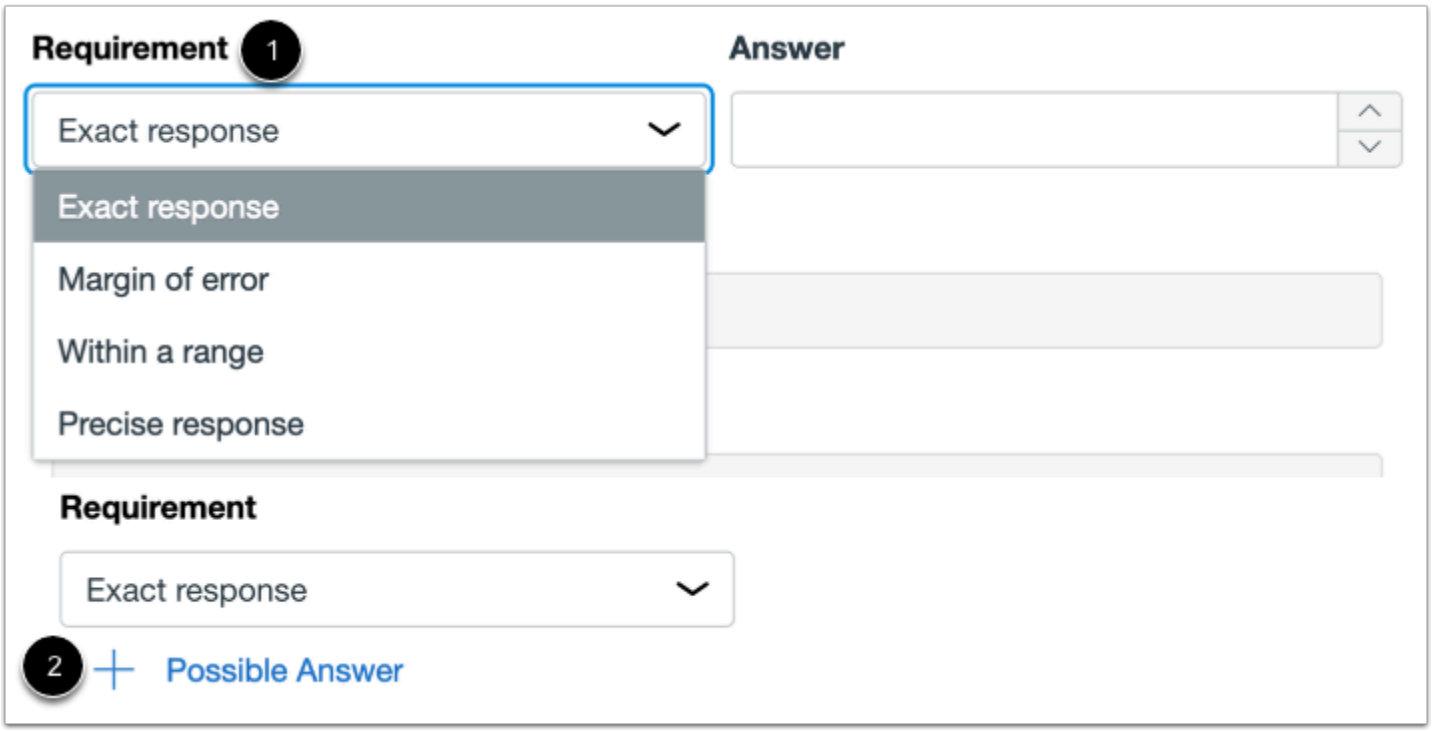
Click the **Add Numeric** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Select Requirement



To select a requirement for the answer, select an option from the **Requirement** drop-down menu [1]. You can select Exact Response, Margin of Error, Within a Range, or Precise Response.

To add additional answers, click the **Add Possible Answer** link [2].

Select Exact Response

To add an exact response answer, select the **Exact Response** option [1]. Enter an answer by typing the answer in the **Answer** field [2] or using the arrows [3]. Exact response answers can be added in scientific notation (accepted format: 1.234*10^5).

Students responses will be marked correct if they match the answer exactly.

Note: The Range fields only accept numbers, periods, commas, asterisks, and carets.

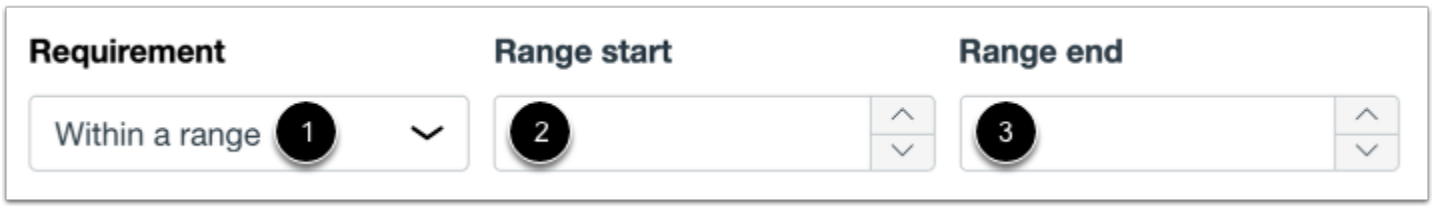
Select Margin of Error

To add a margin of error answer, select the **Margin of Error** option [1]. Enter the answer in the **Answer** field [2]. Then add the margin in the **Margin** field [3] and select the margin type in the **Margin Type** drop-down menu [4]. You can select percentage or absolute margin type. Margin of error fields do not accept entries written in scientific notation.

Student answers will be marked correct if they fall within the margin above or below the answer.

Note: The Answer and Margin fields only accept numbers, periods, and commas.

Select Within a Range



To add an answer that must fall within a specific range, select the **Within a Range** option [1]. Then select the range start [2] and range end for the answer [3]. Range inputs can be in scientific notation (accepted format: 1.234*10^5).

Student responses will be marked correct if they are greater than or equal to the range start and less than or equal to the range end.

Note: The Range fields only accept numbers, periods, commas, asterisks, and carets.

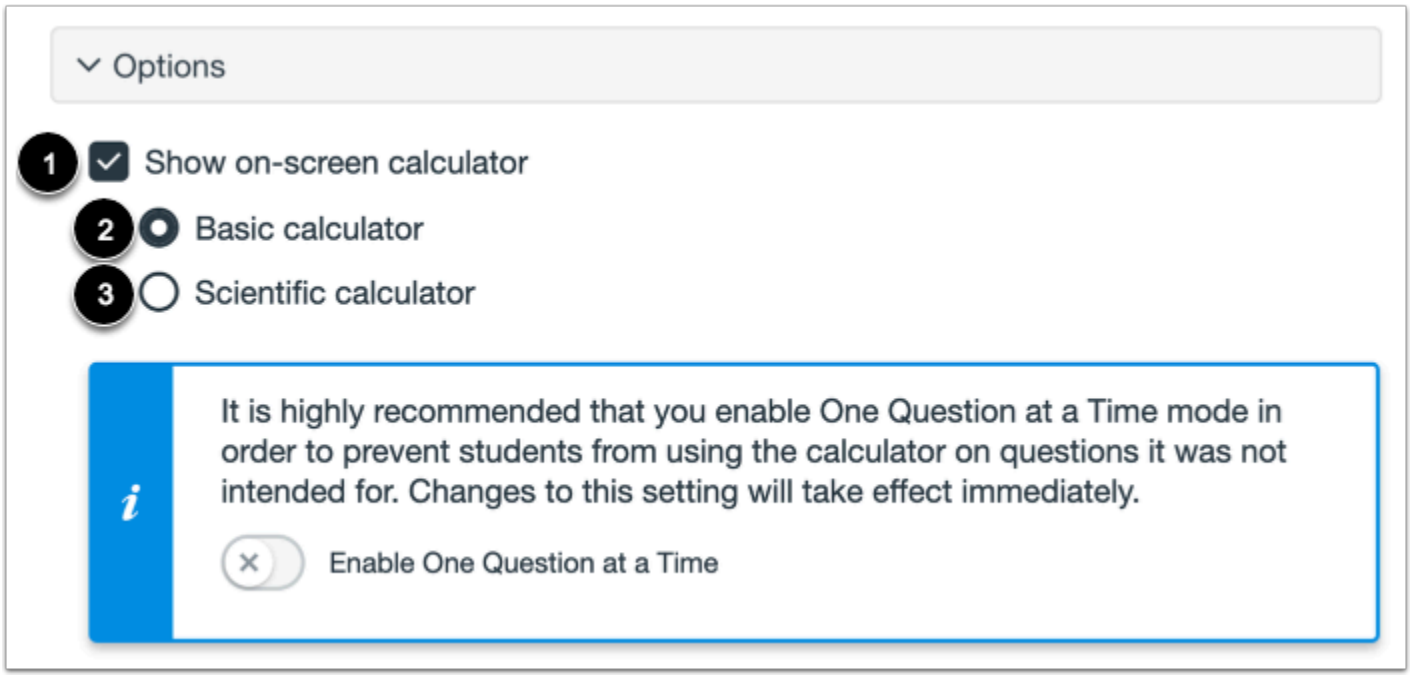
Select Precise Response

To add an answer with a precise requirement, select the **Precise Response** option [1]. Then select the answer [2], precision value [3], and precision type [4]. The options for precision type are significant digits and decimal places. Precise response fields do not accept entries written in scientific notation.

Student responses will be marked as correct if they match the answer to the given number of significant digits or decimal places.

Note: The Answer field only accept numbers, periods, and commas. The Precision field only accepts whole numbers greater than 1.

Enable On-Screen Calculator

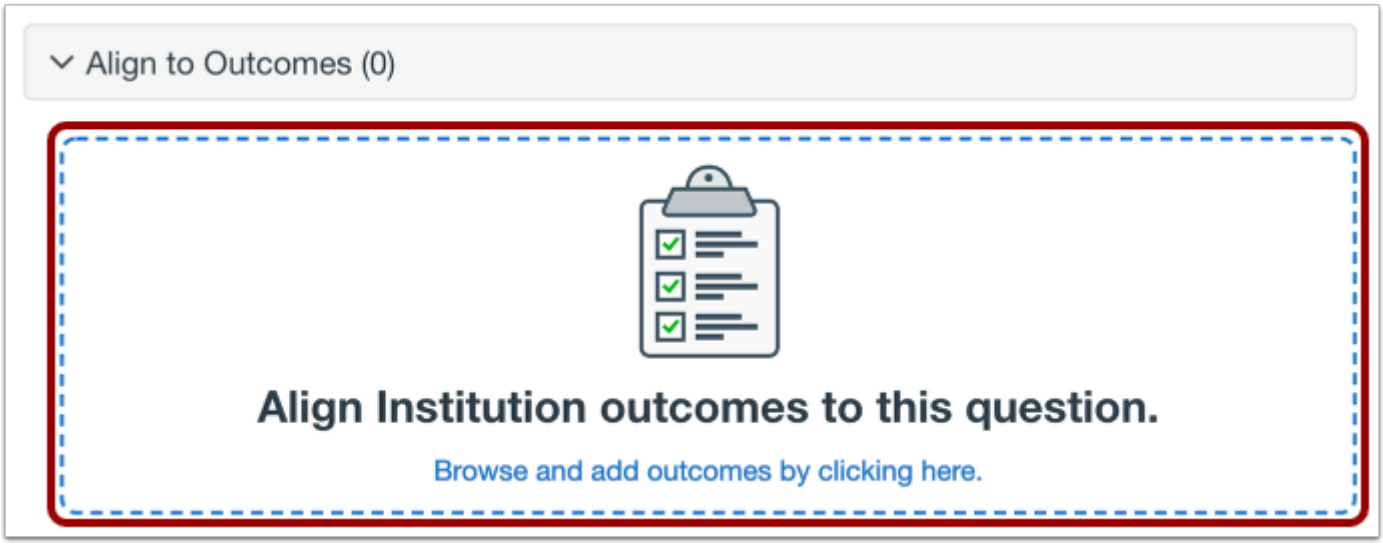


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

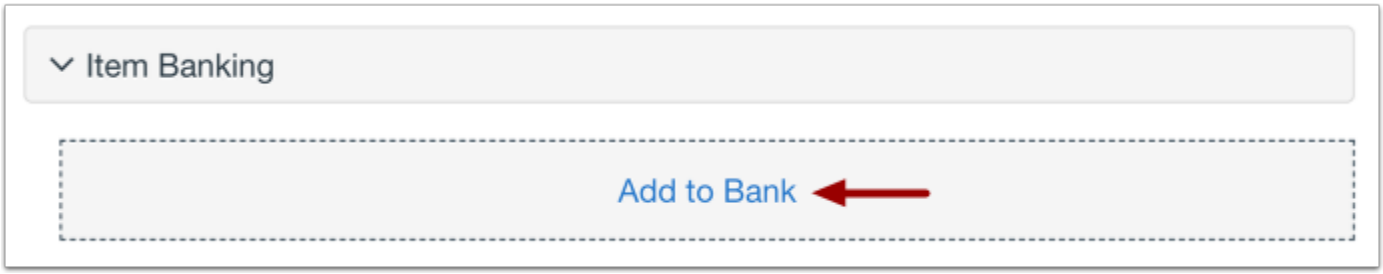
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

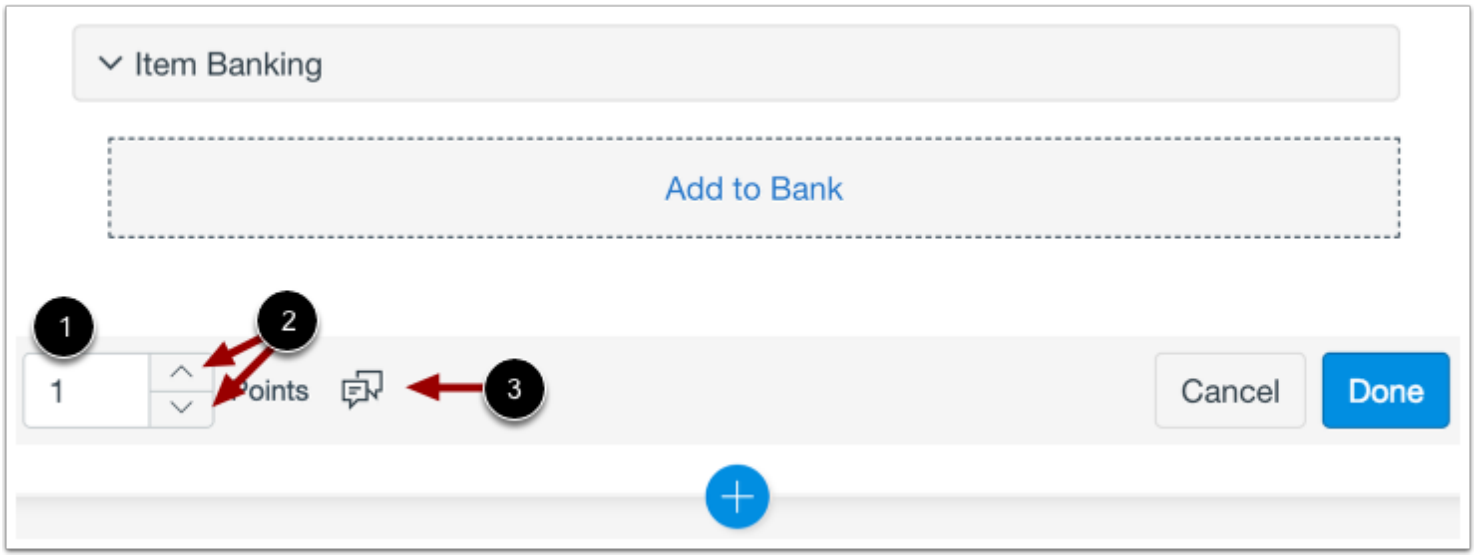
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

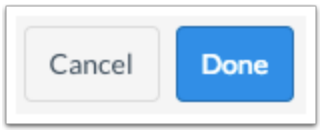
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

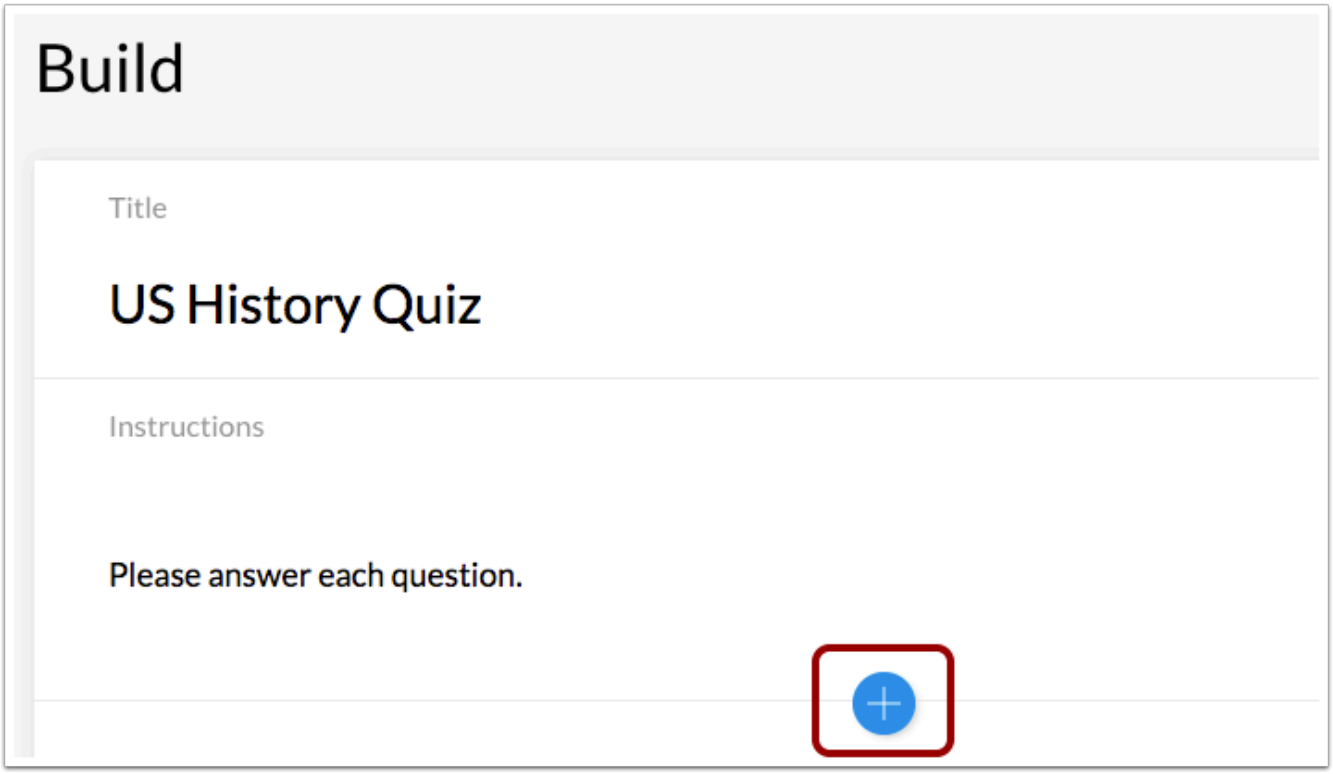


To save the question, click the **Done** button.

How do I create an Ordering question in New Quizzes?

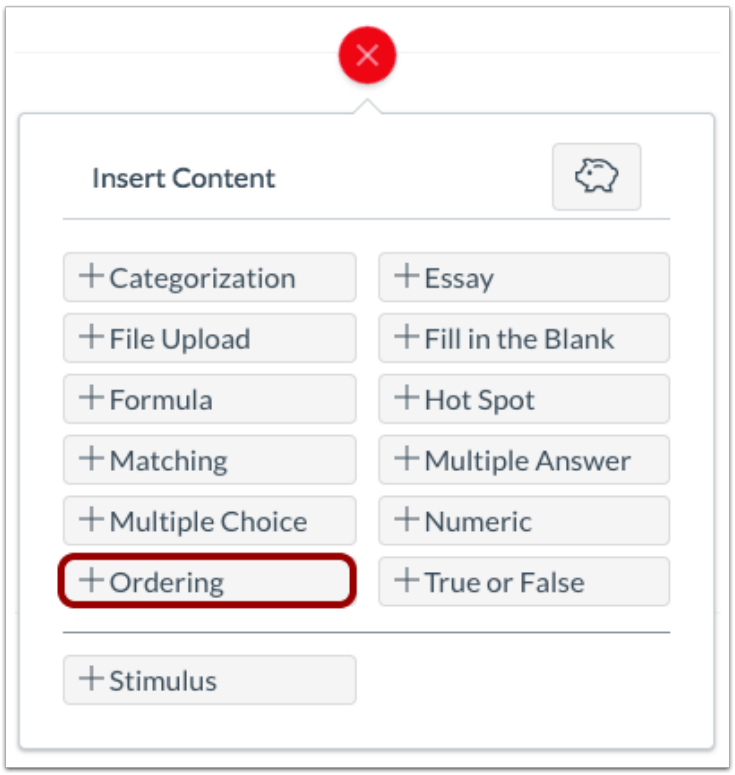
When creating an assessment, you can create an Ordering question in New Quizzes. In an Ordering question, students are required to place answers in a specific order. You can add top and bottom labels to the list to help students know in which order they should place their responses.

Add Question



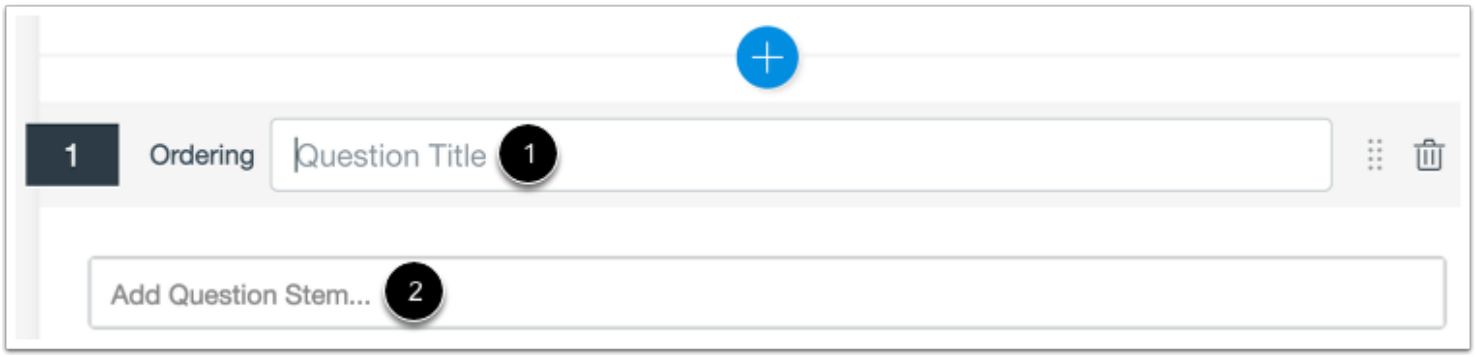
To create a question, click the **Add** button anywhere in the assessment.

Add Ordering Question



Click the **Add Ordering** button.

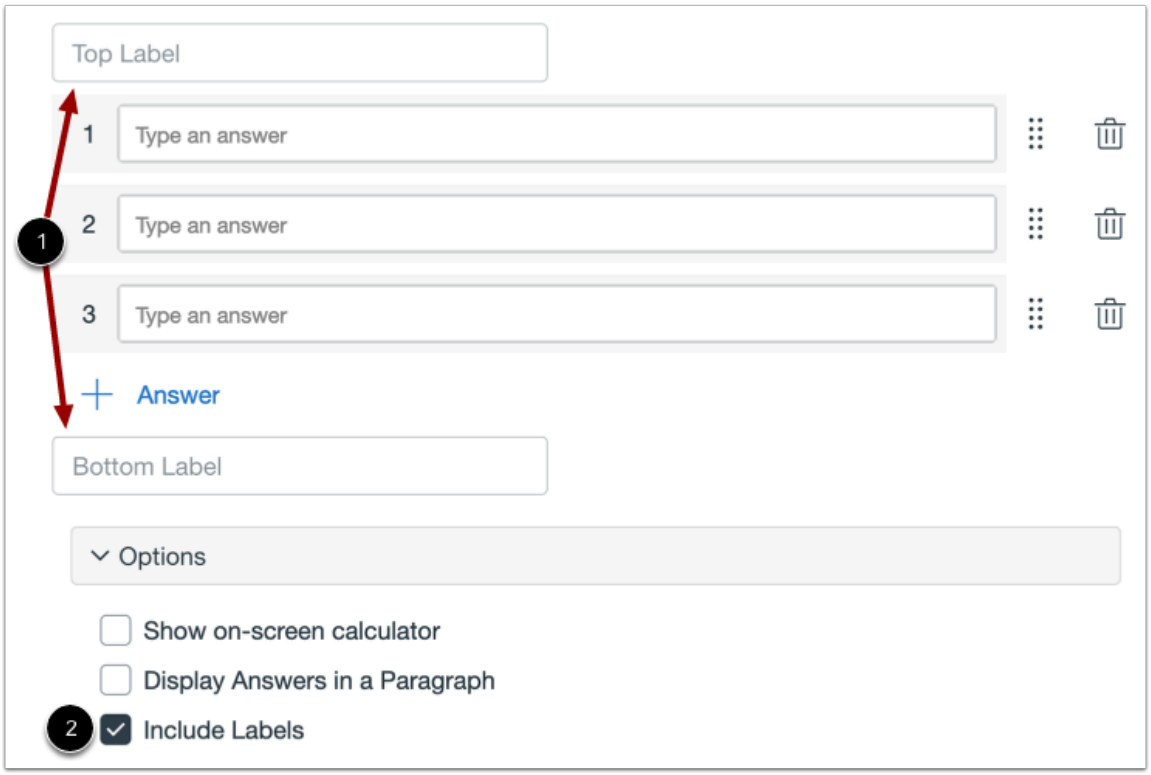
Add Question Title and Stem



In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

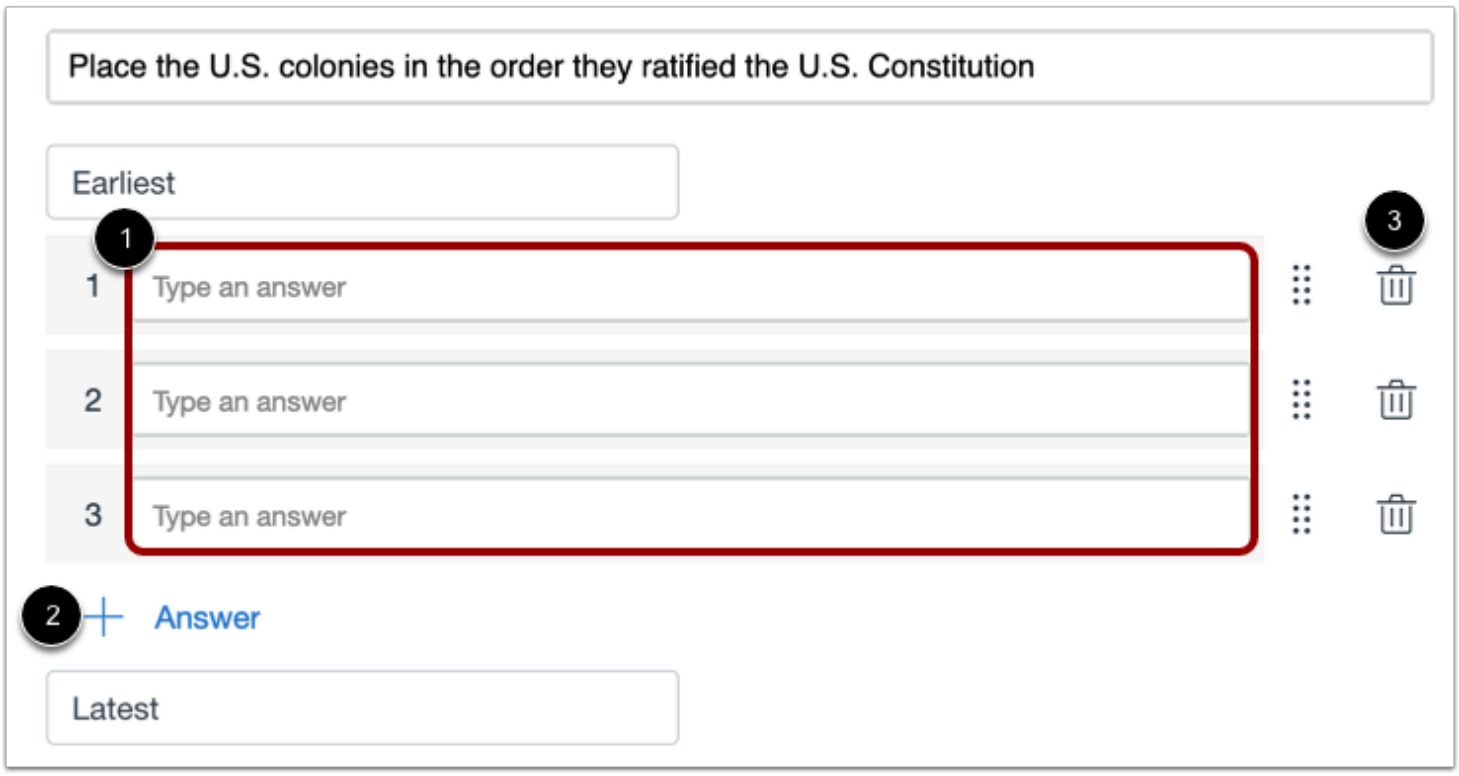
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Add Labels



By default, Ordering questions will include a top label and a bottom label. To name the labels, type the names in the **Label** fields [1]. To remove labels from the question, click the **Include Labels** checkbox [2].

Add Answers



To add answers to the Ordering question, type the answers in the **Answer** fields [1]. To add additional answers, click the **Add Answer** link [2].

To delete an answer, click the **Delete** icon [3].

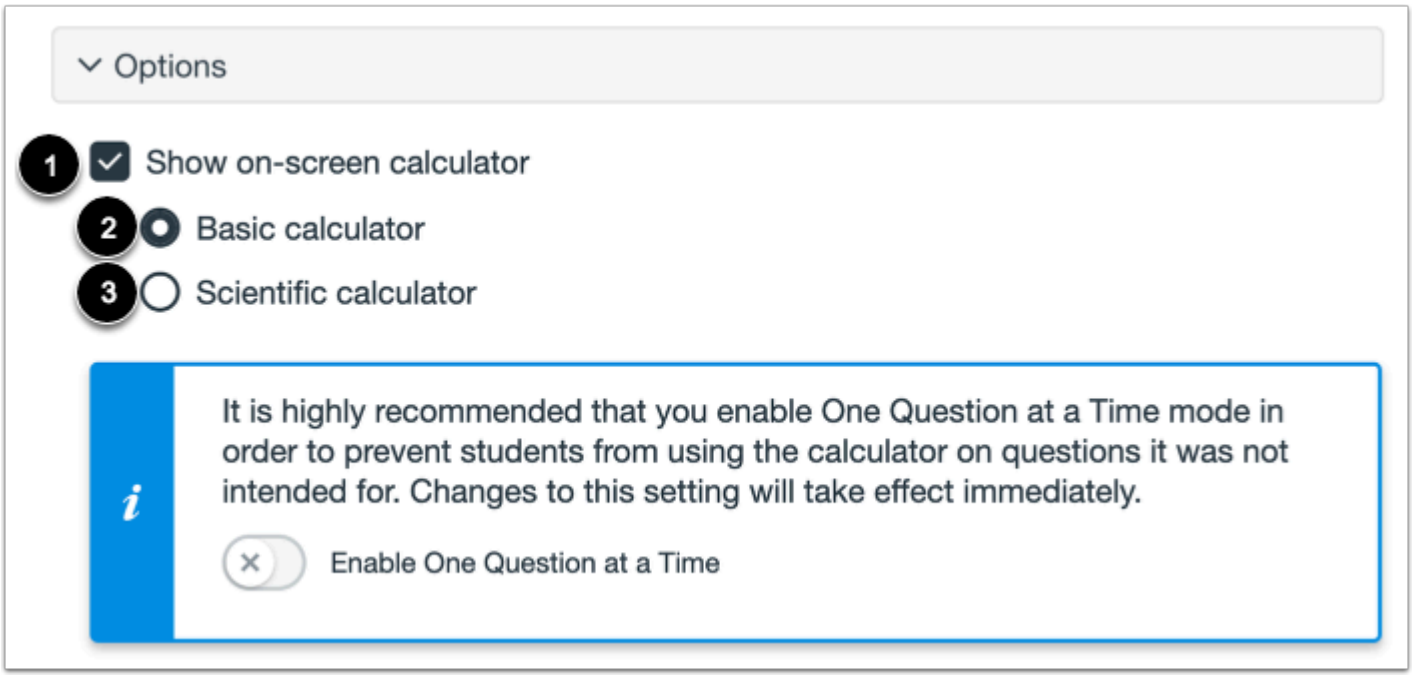
Move Answers

You can move an answer in an Ordering question by dragging and dropping or using the Move icon.

To drag and drop an answer, hover over the answer until the Move cursor appears [1]. Then drag and drop the answer to its new location [2].

To move an answer using the Move icon, click the **Move** icon [1] and select the **Move Up** or **Move Down** option [2].

Enable On-Screen Calculator

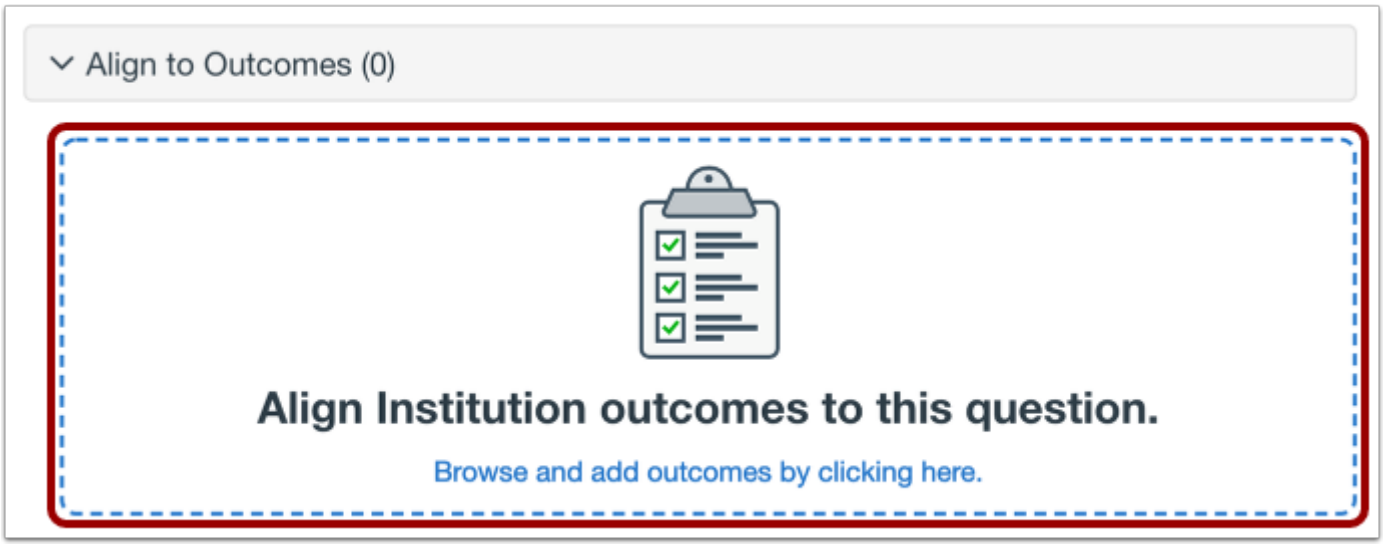


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

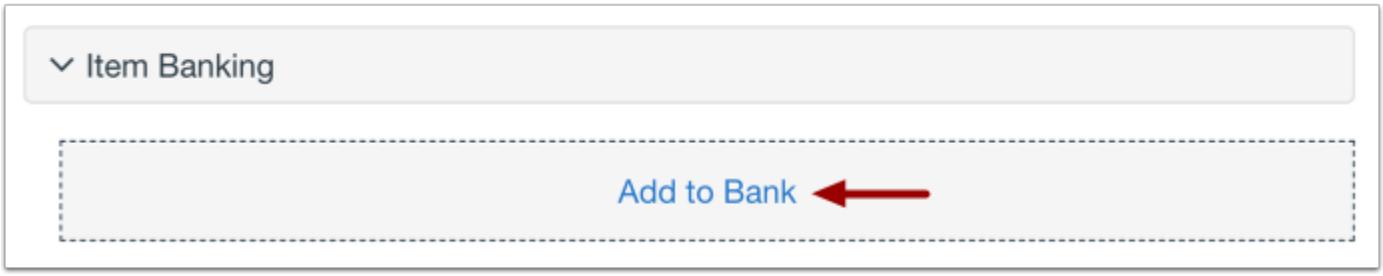
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

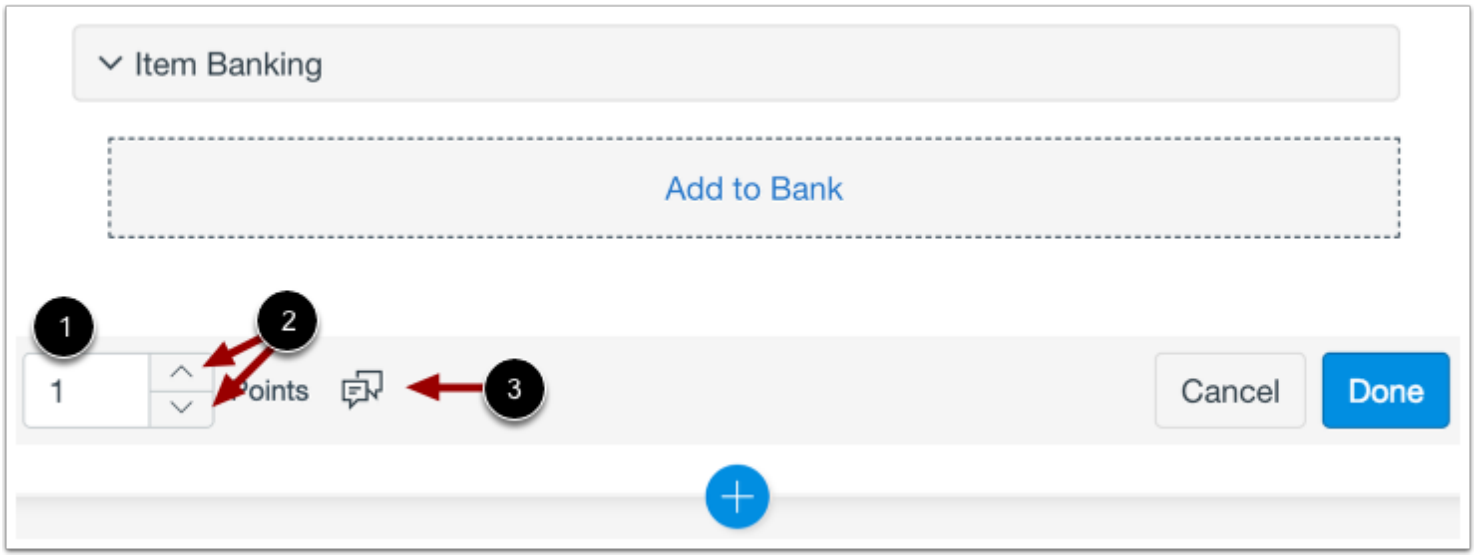
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

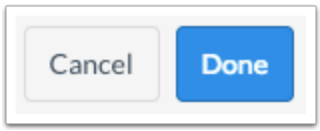
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

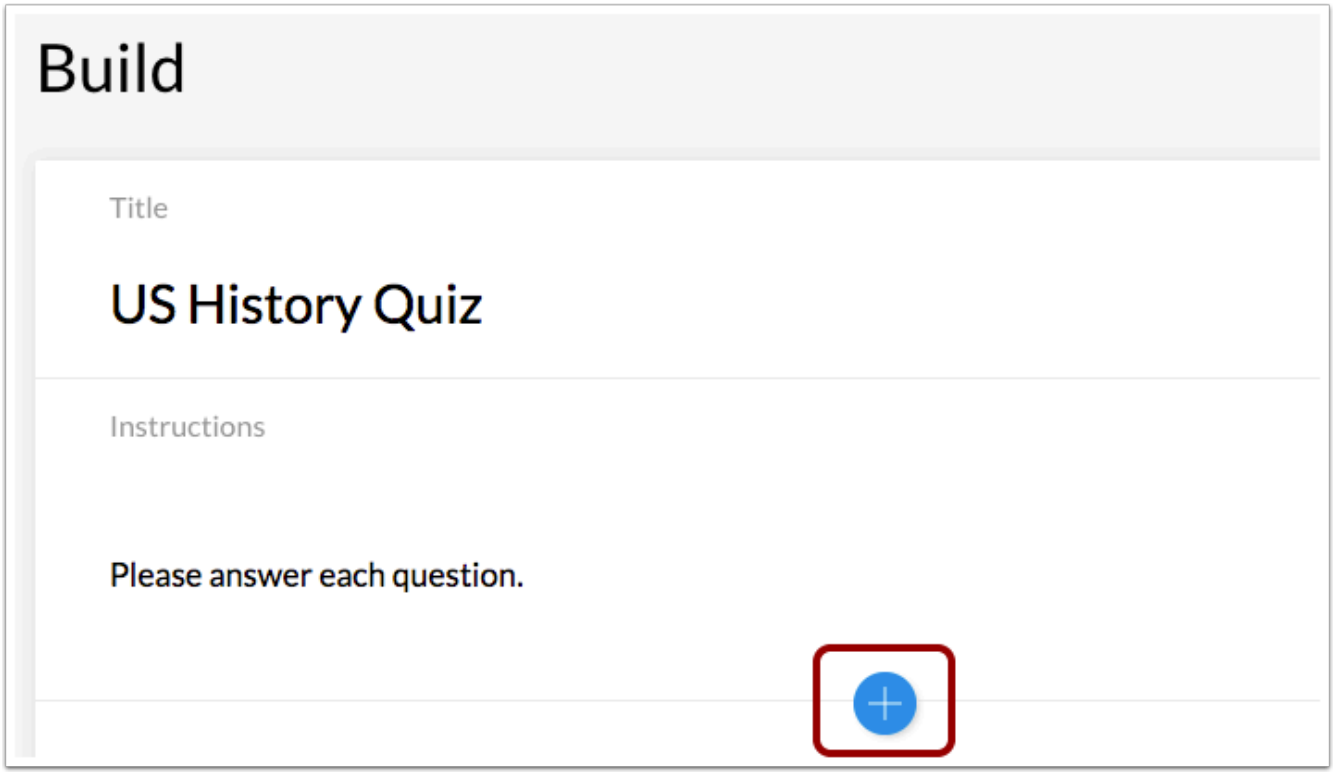


To save the question, click the **Done** button.

How do I create a True or False question in New Quizzes?

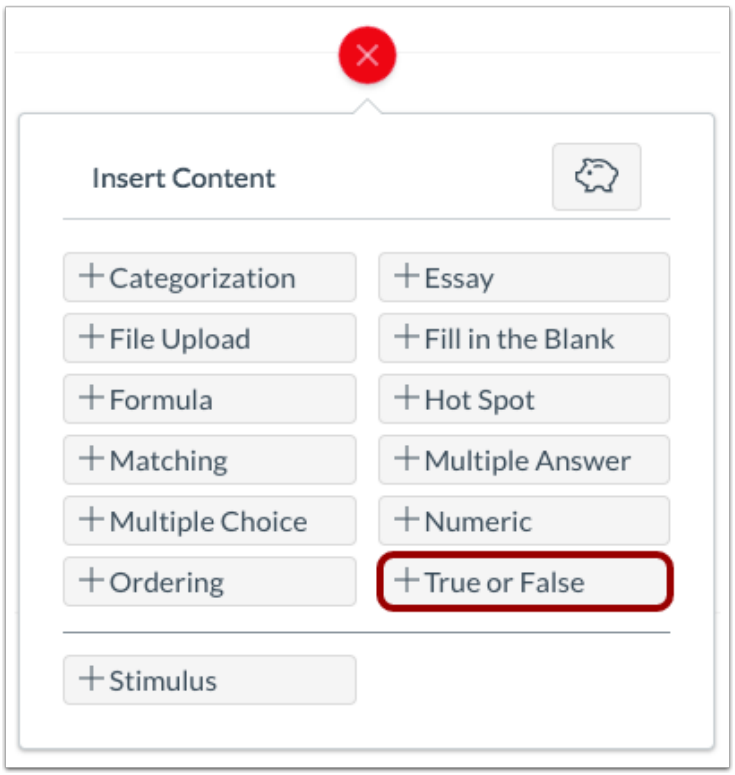
When creating an assessment, you can create a True or False question in New Quizzes.

Add Question



To create a question, click the **Add** button anywhere in the assessment.

Add True or False Question



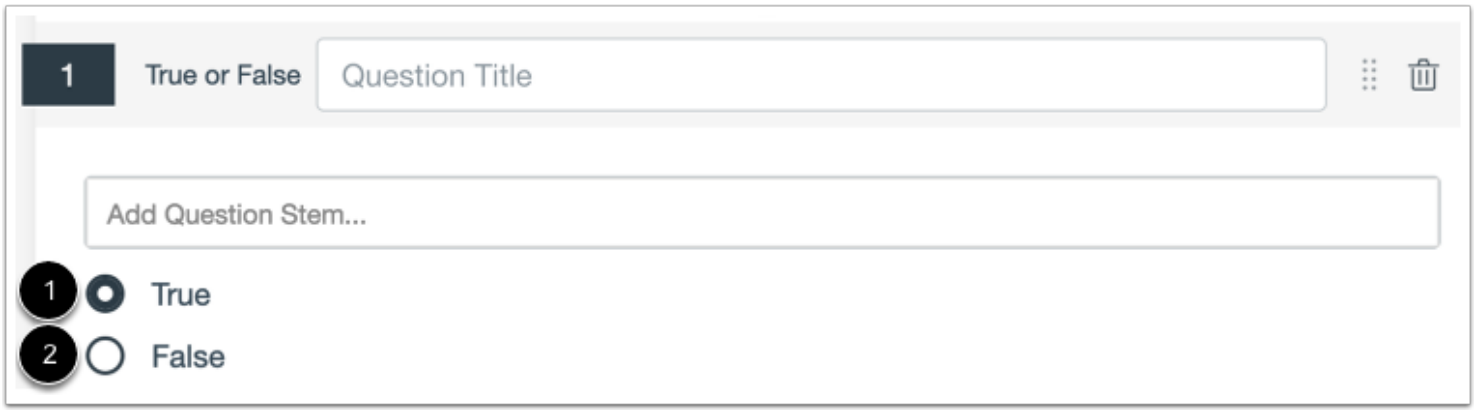
Click the **Add True or False** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

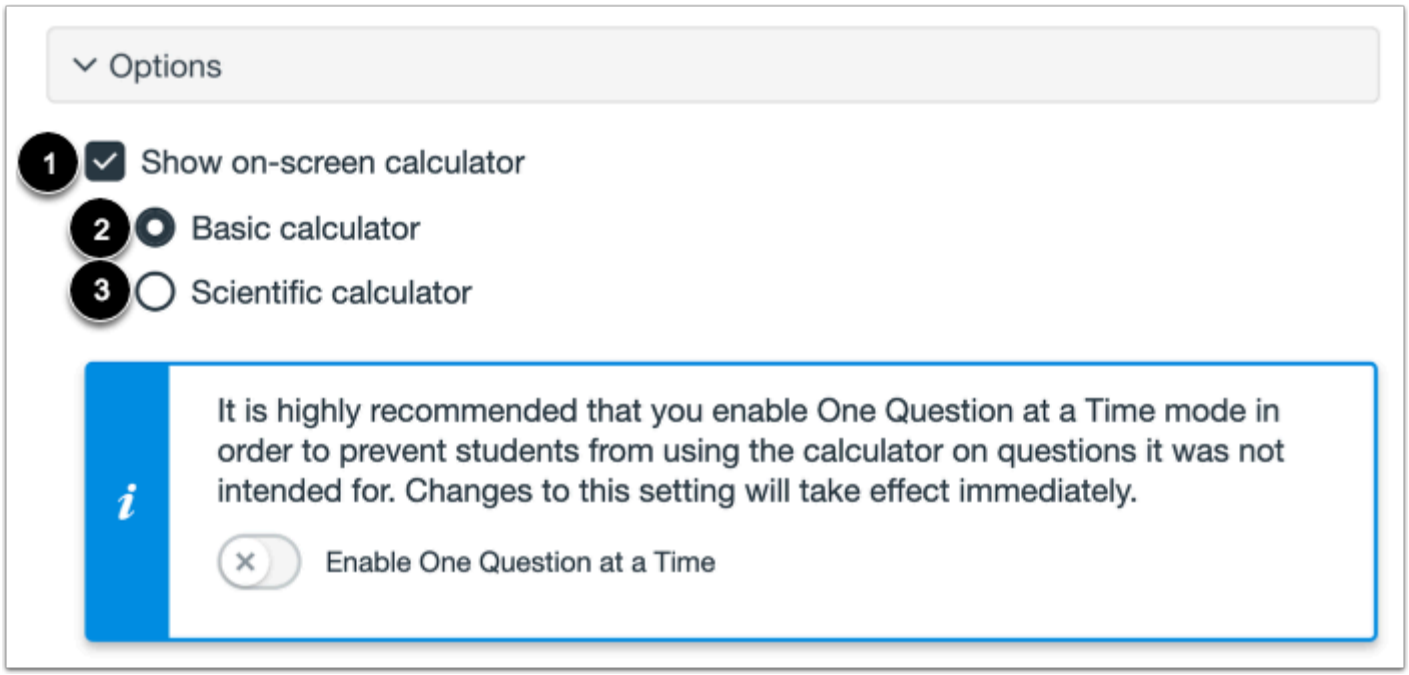
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Select Correct Answer



To select the correct answer for the question, click the button next to the True [1] or False [2] option.

Enable On-Screen Calculator

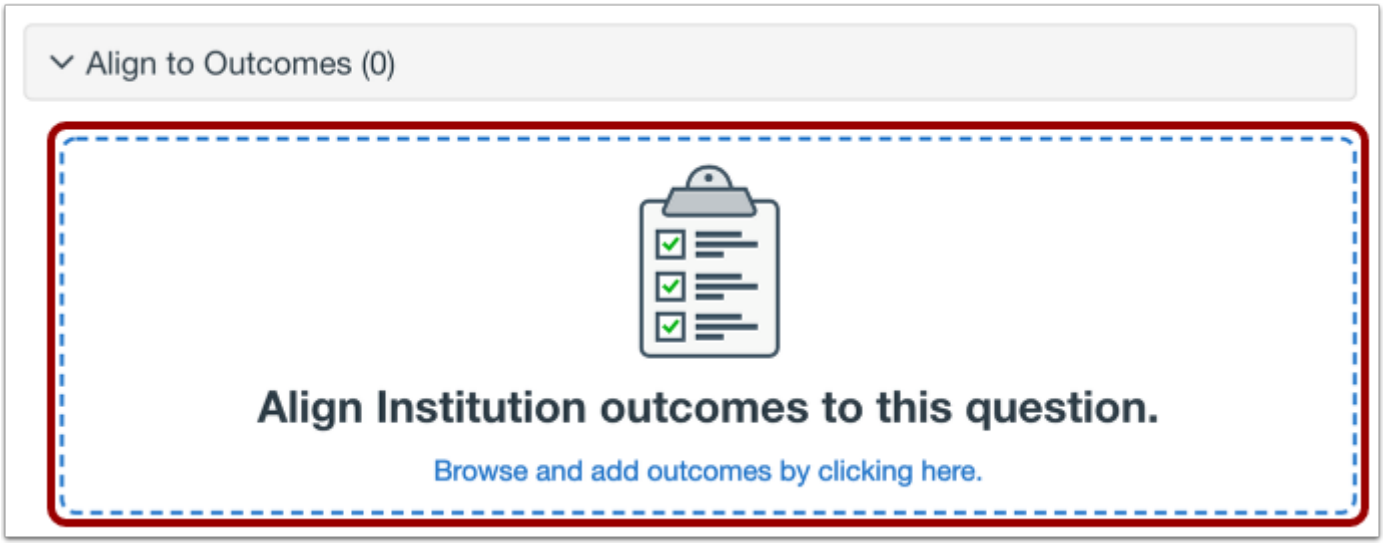


To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

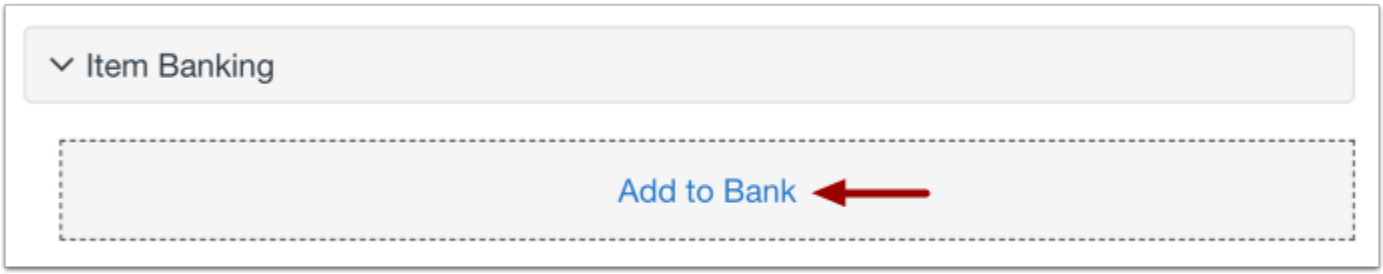
Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

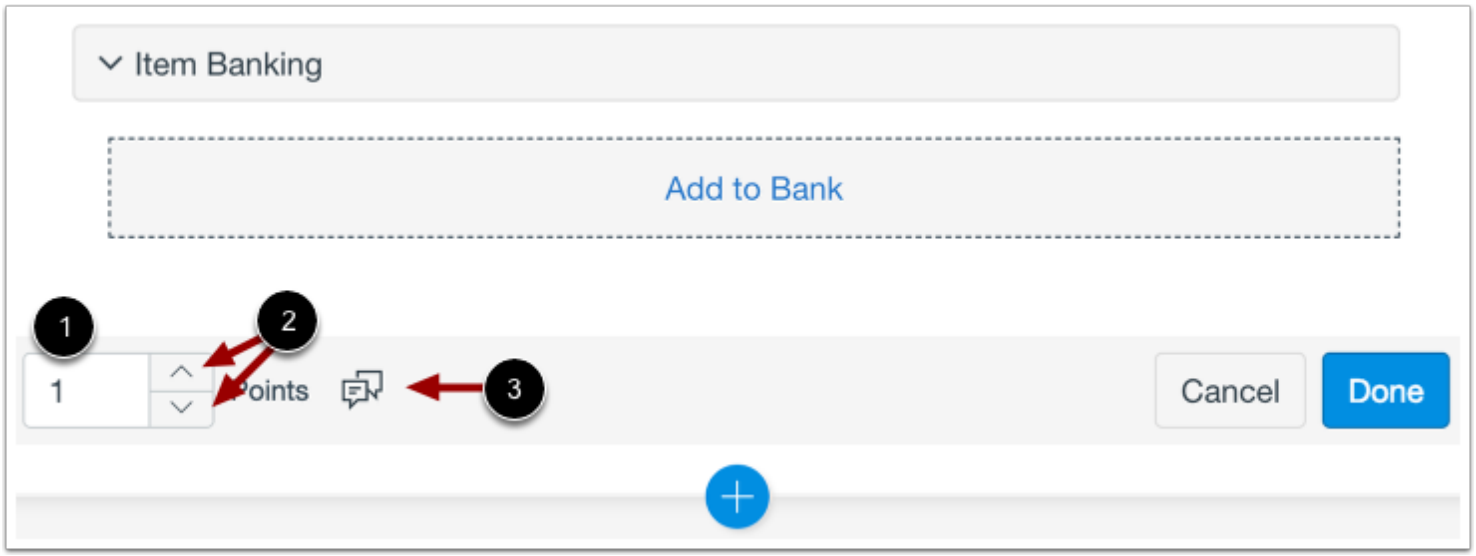
Add to Item Bank



To add the question to an item bank, click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

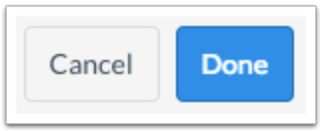
Add Point Value and Feedback



To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

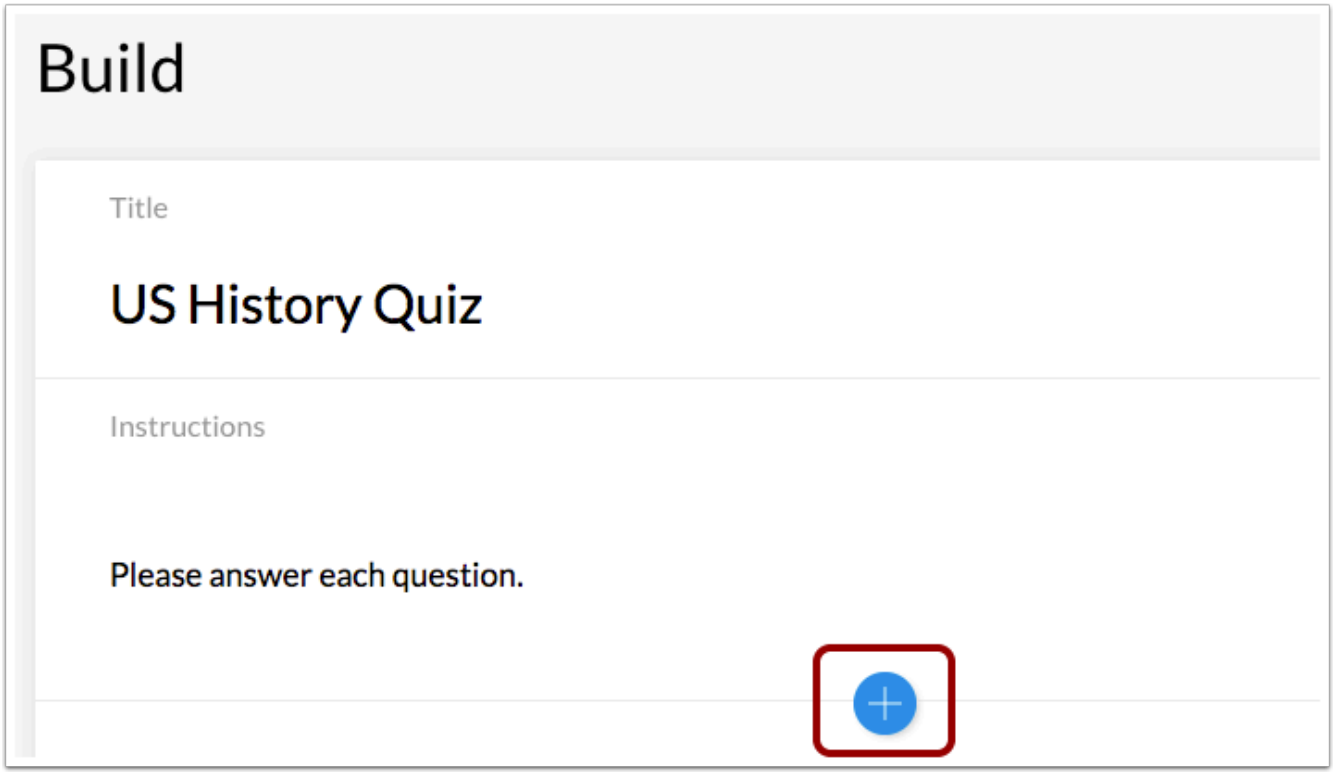


To save the question, click the **Done** button.

How do I insert stimulus content in New Quizzes?

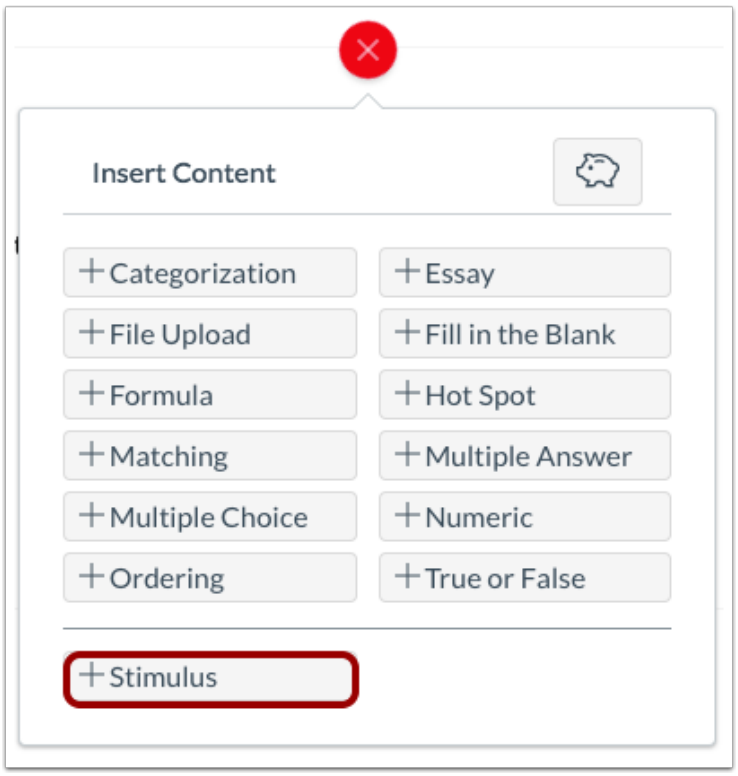
When creating an assessment, you can insert stimulus content in New Quizzes. Stimulus content gives students a piece of content with associated questions.

Add Question



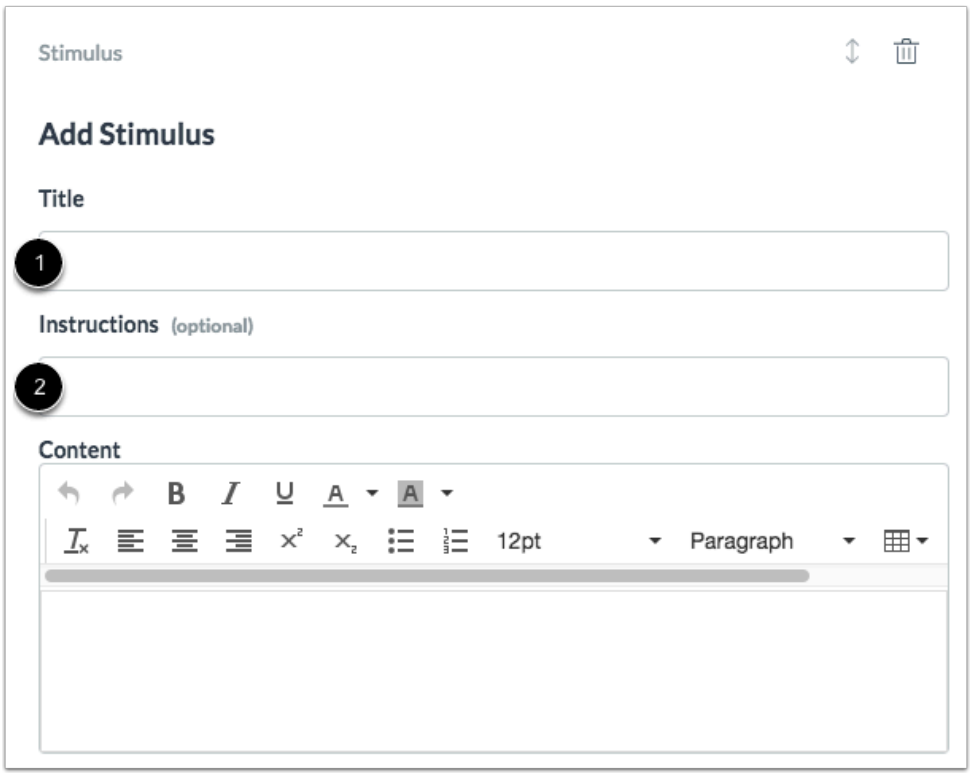
To create a question, click the **Add** button anywhere in the assessment.

Add Stimulus Question



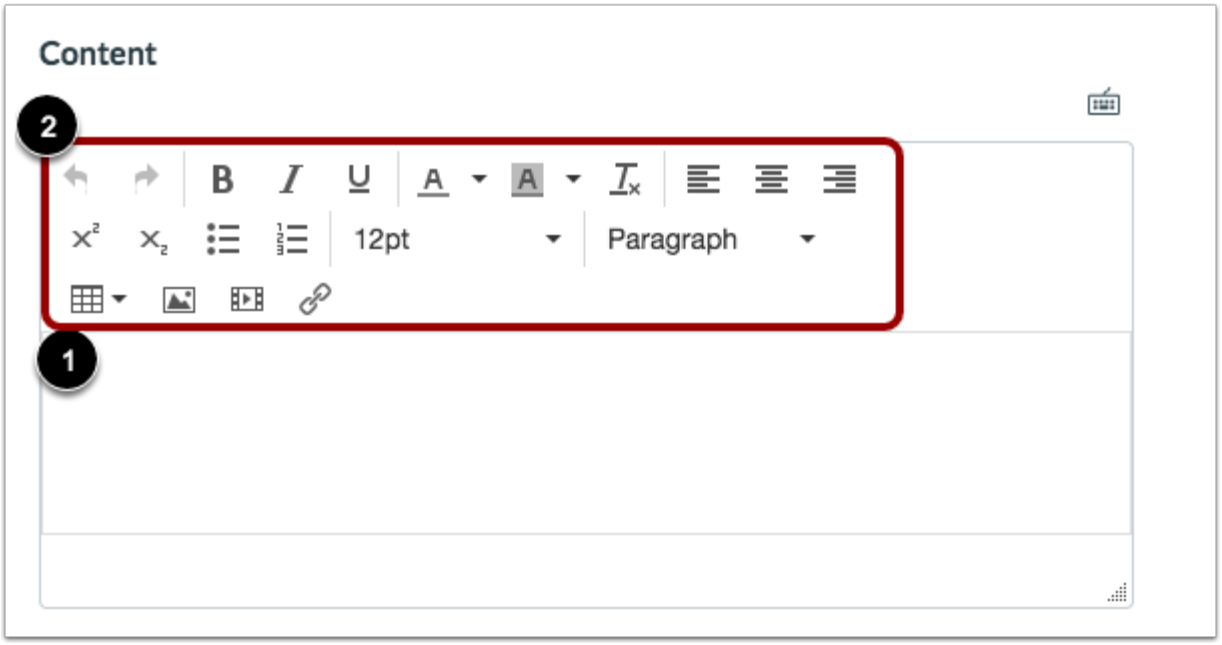
Click the **Add Stimulus** button.

Add Stimulus



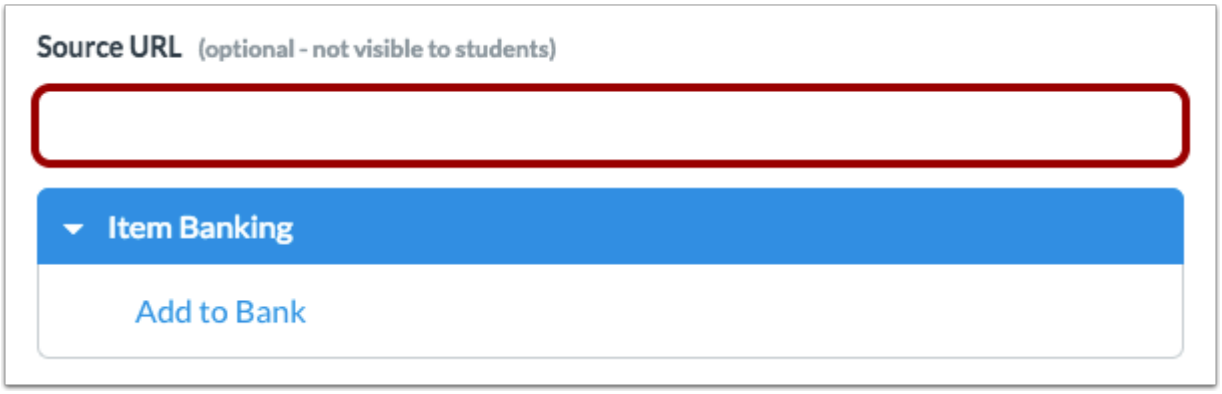
To create a stimulus title, add a title to the **Title** field [1]. To add instructions for the stimulus, add instructions to the **Instructions** field [2].

Add Stimulus Content



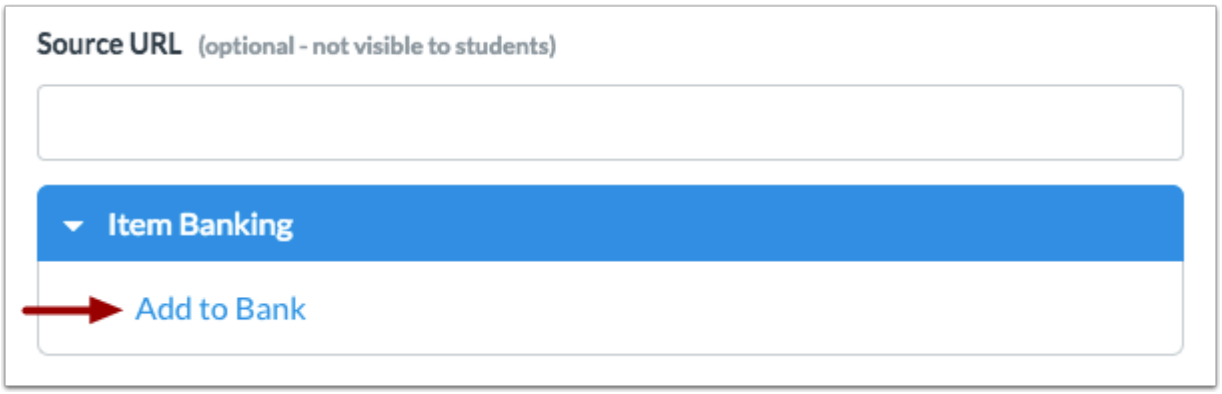
To add content for the stimulus, type or paste content into the Rich Content Editor [1]. To format text or add media, links, or tables, use the Rich Content Editor icons [2].

Add Source URL



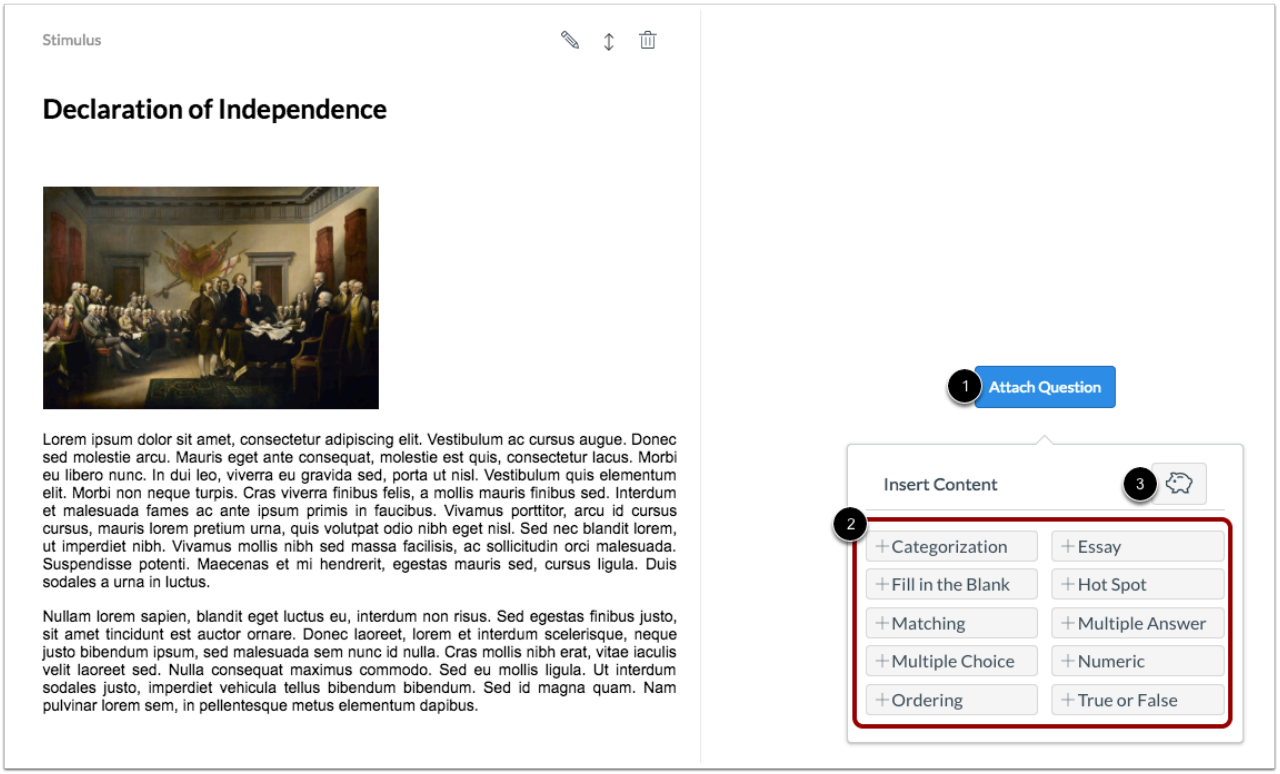
To add a source URL, enter the URL in the **Source URL** field.

Add to Item Bank



To add the stimulus to an item bank, click the **Add to Bank** link.

Attach Question

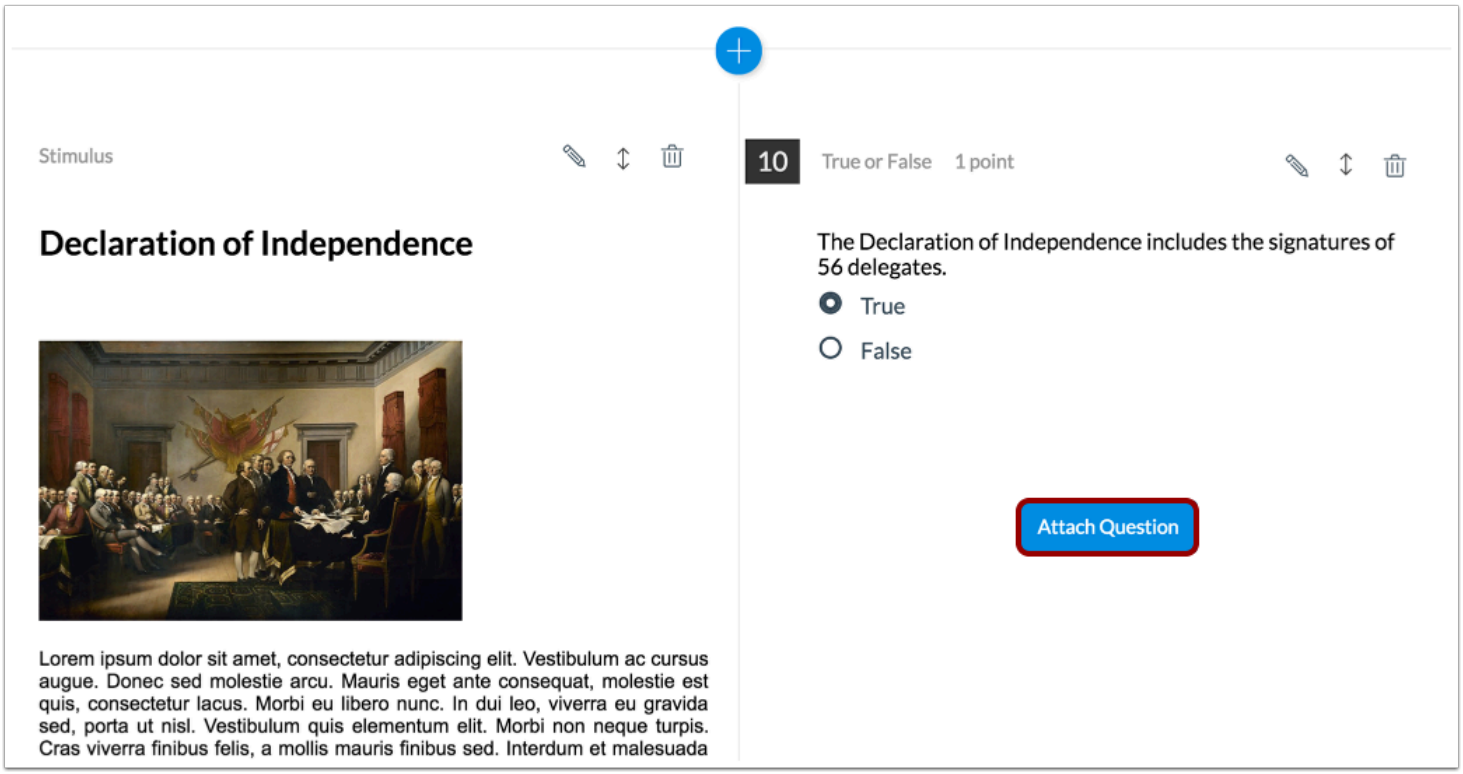


To attach a question to the stimulus, click the **Attach Question** button [1]. Then click the question type you want to attach [2]. You can also select content from an item bank [3].

All question types can be associated with stimulus content.

Note: If a question is not attached to the stimulus, the stimulus will not appear in students' assessments.

View Stimulus



The stimulus and question will appear side by side in the assessment.

To attach another question to the stimulus, click the **Attach Question** button.

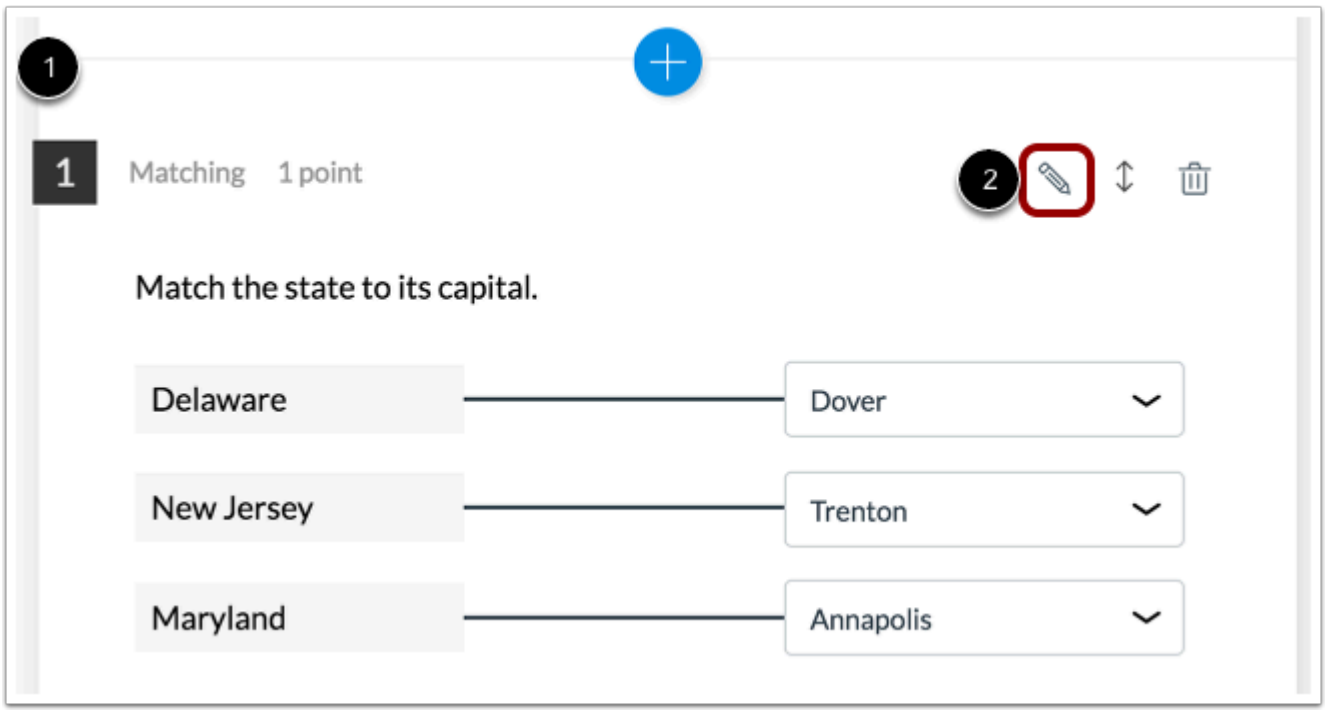
Note: Multiple questions attached to a stimulus will each appear next to the stimulus when the assessment is set to display one question at a time.

How do I add feedback to an assessment question in New Quizzes?

You can add feedback to any assessment question created with New Quizzes. Students can view your feedback when they view their results after submitting an assessment. In addition to general feedback, students will see all feedback comments relevant to their answer choices.

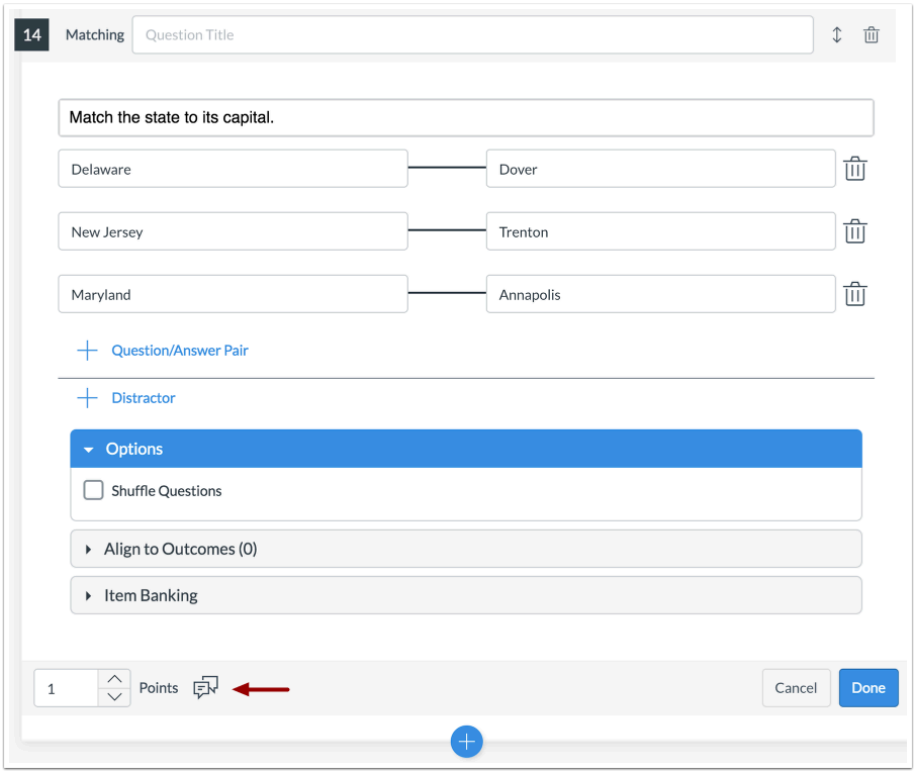
You can also add feedback to any answer choice when creating a Multiple Choice question.

Edit Question



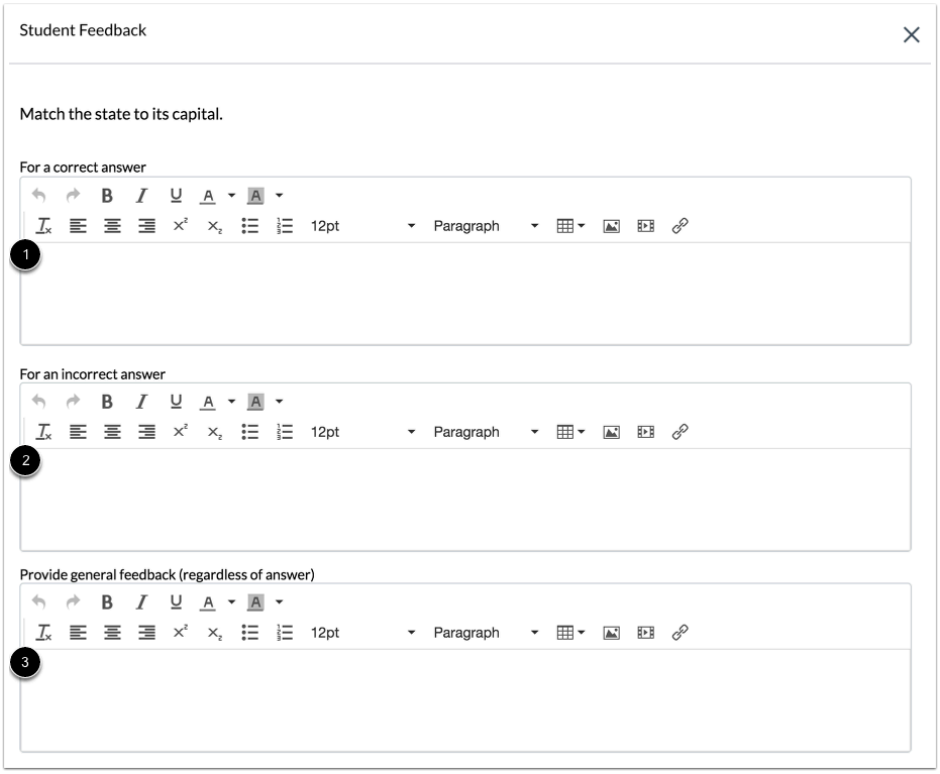
Locate the question where you would like to add feedback [1]. Click the **Edit** icon [2].

Open Feedback



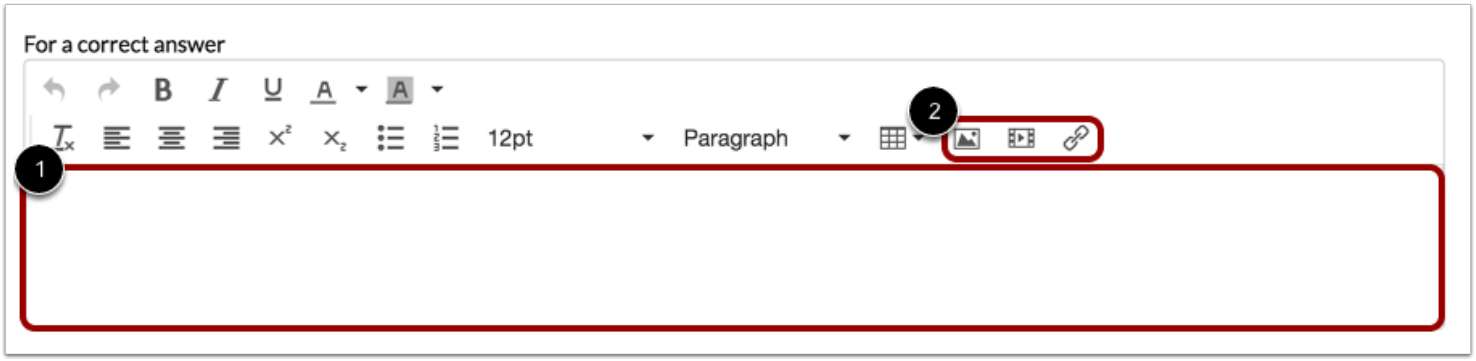
Click the **Feedback** icon.

View Feedback



Student feedback can be customized to display feedback for correct answers [1] or incorrect answers [2]. You can also display the same feedback for all answers [3].

Add Feedback



To add feedback, use the Rich Content Editor to create customized feedback [1]. Your feedback can include images, media, or links [2].

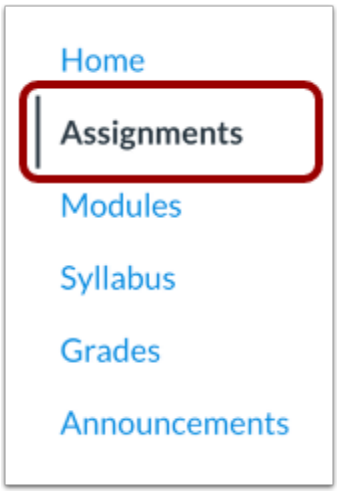
Save Feedback

To save your feedback, click the **Done** button.

How do I reorder questions in an assessment using New Quizzes?

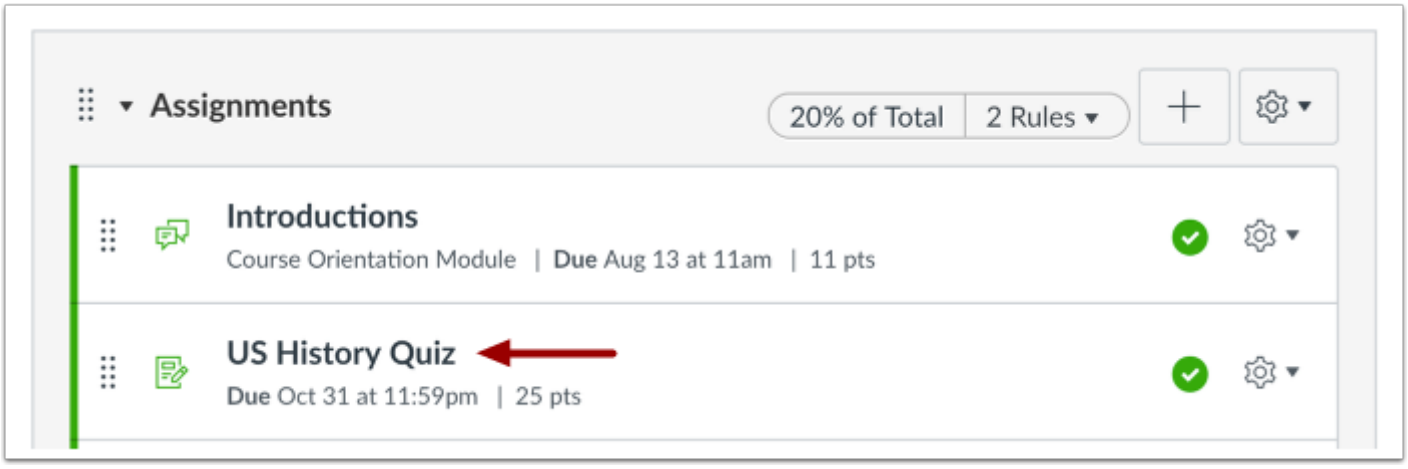
You can reorder questions in a New Quizzes assessment using four options: dragging and dropping in the Question Navigator, using the Move icon in the assessment question, dragging and dropping in the assessment, and keyboard navigation.

Open Assignments



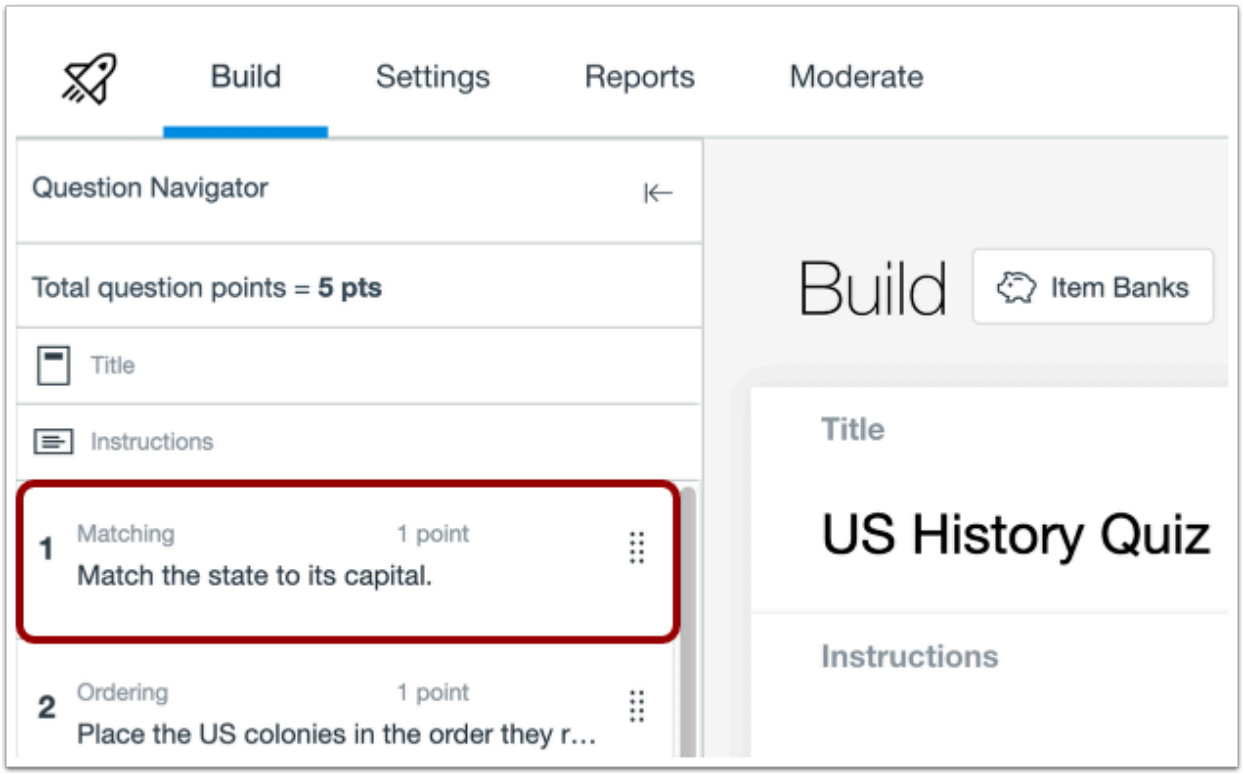
In Course Navigation, click the **Assignments** link.

Edit Assessment



Click the title of the assessment you want to edit.

Move with Question Navigator

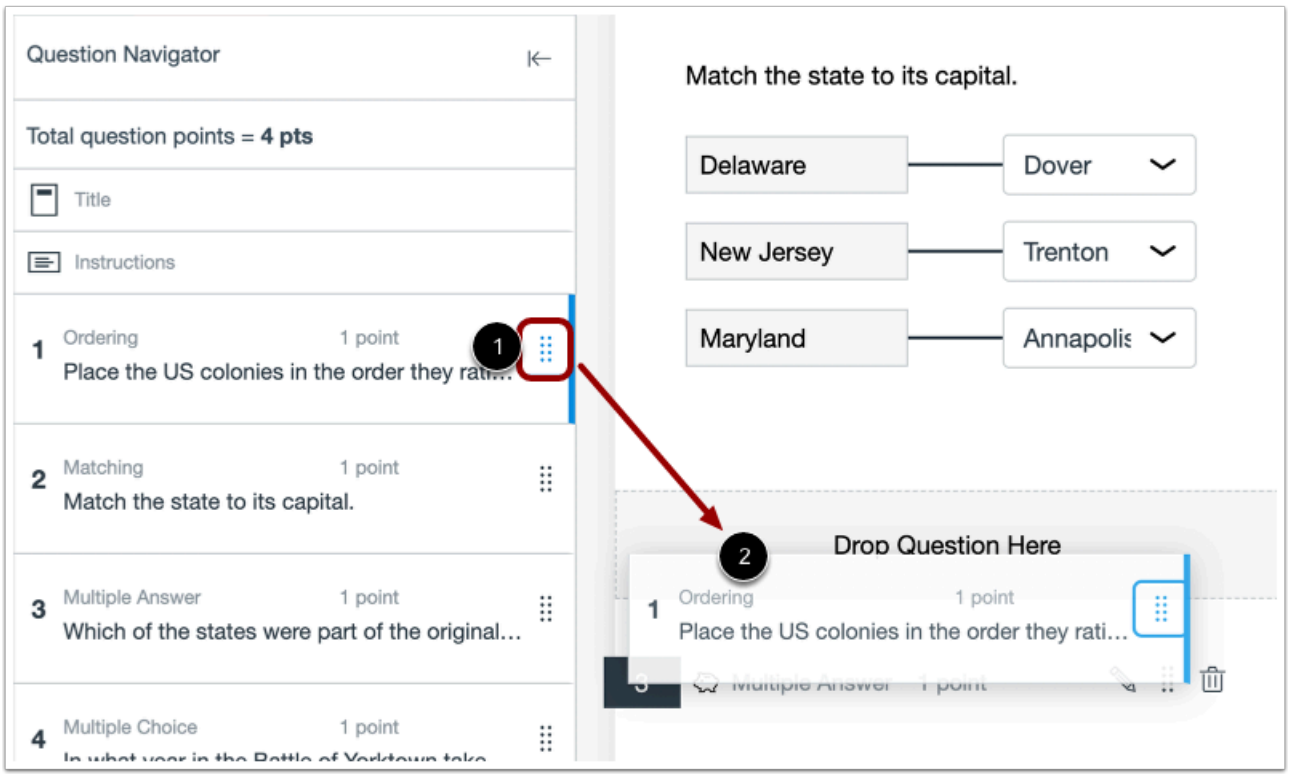


To move a question in the Question Navigator, locate the question you want to move.

Drag and Drop Question

Click the question's **Move** icon [1] and drag the question to the new location [2].

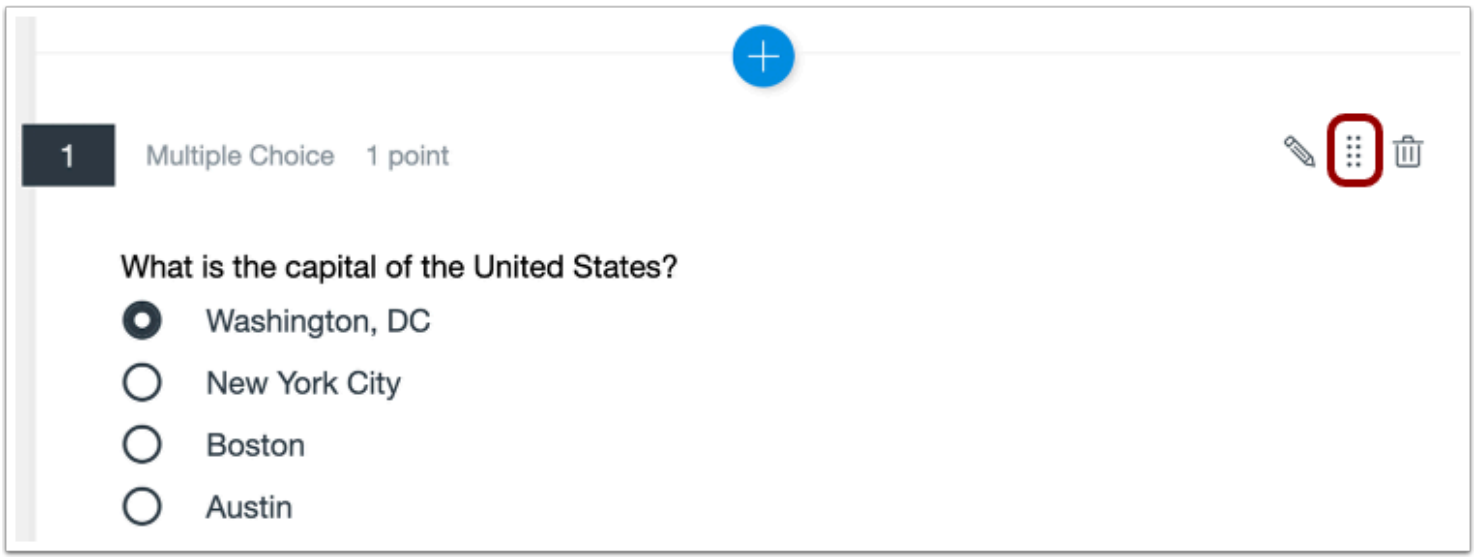
Drag and Drop into Assessment



You can also move a question by dragging a question from the Question Navigator into the assessment.

Click the question's **Move** icon [1] and drag the question to its new location in the assessment [2].

Move Question on Build Page

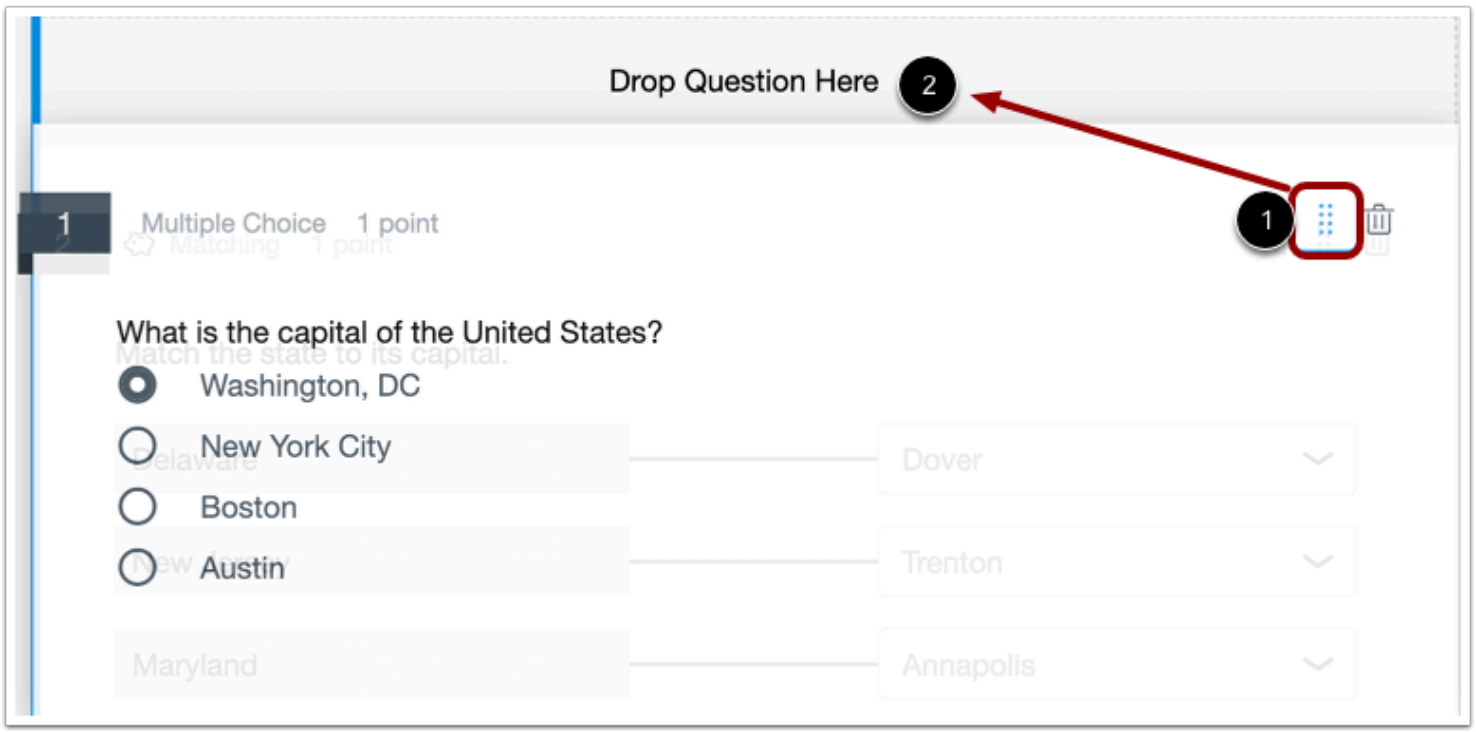


To move a question on the Build page, locate the question you want to move. Then click the **Move** icon.

Select Location

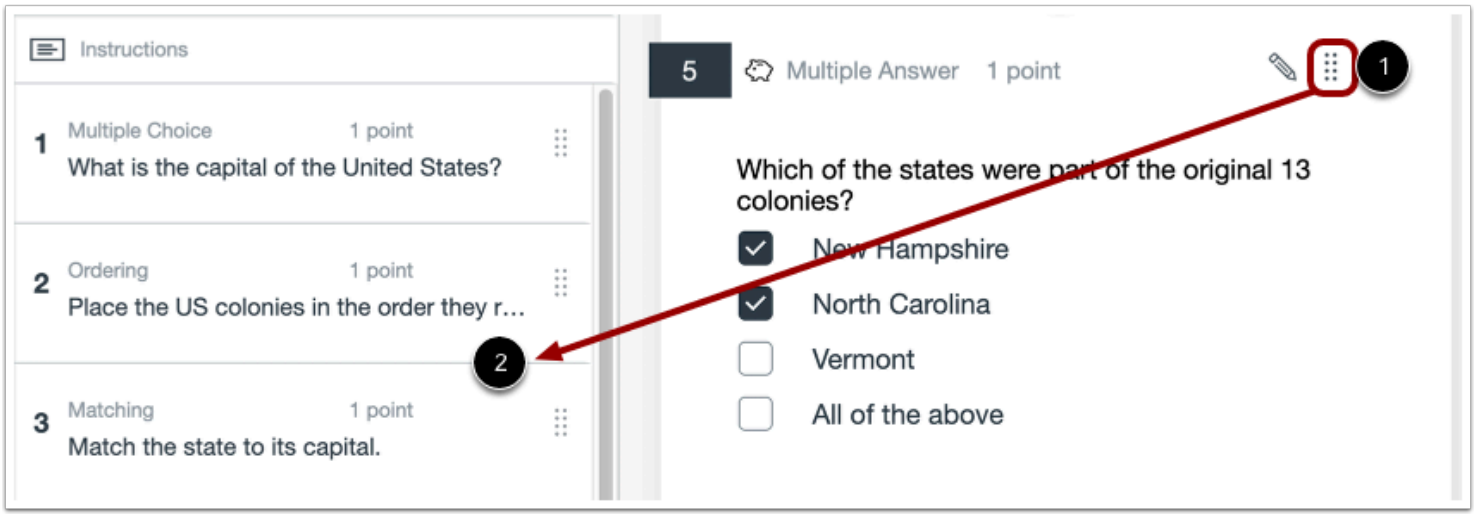
To move the question, select the option to move to the top [1], move up one place [2], move down one place [3], or move to the bottom [4].

Move with Drag and Drop



To drag and drop the question, hover your cursor over the **Move** icon [1]. Then click and hold to drag the question to its new location [2].

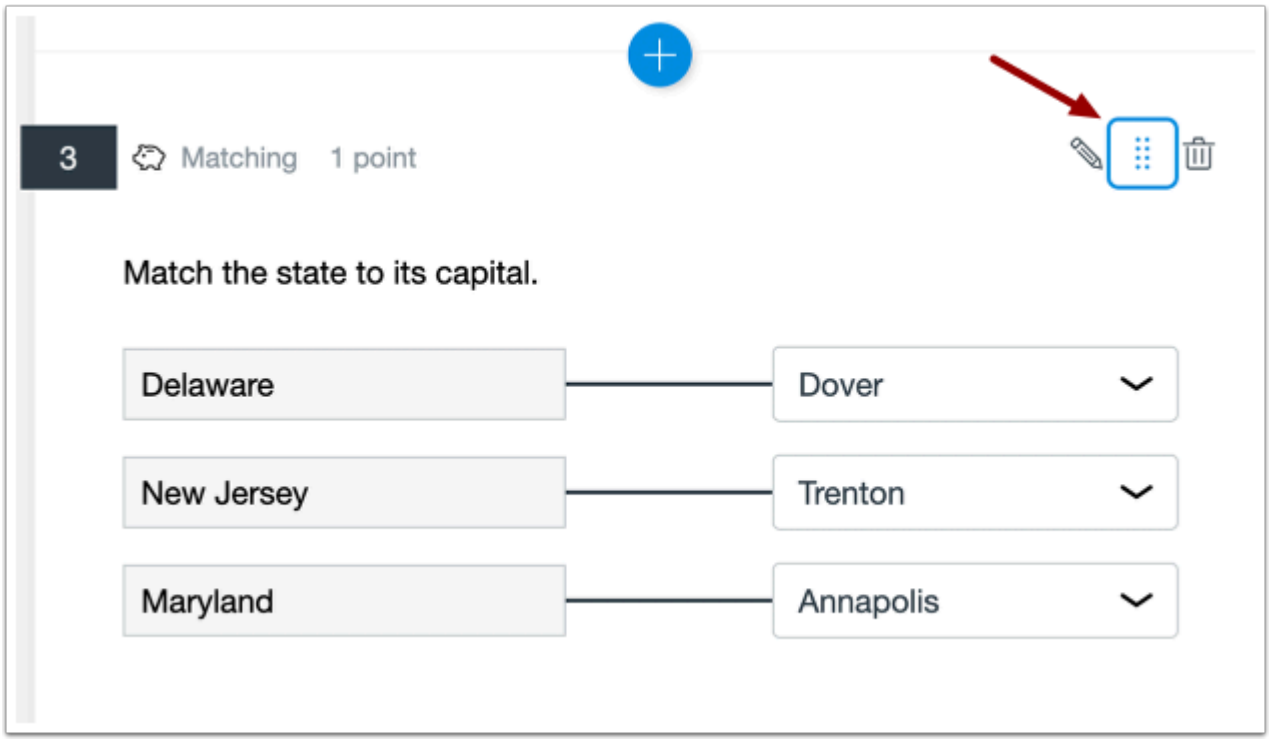
Drag and Drop into Question Navigator



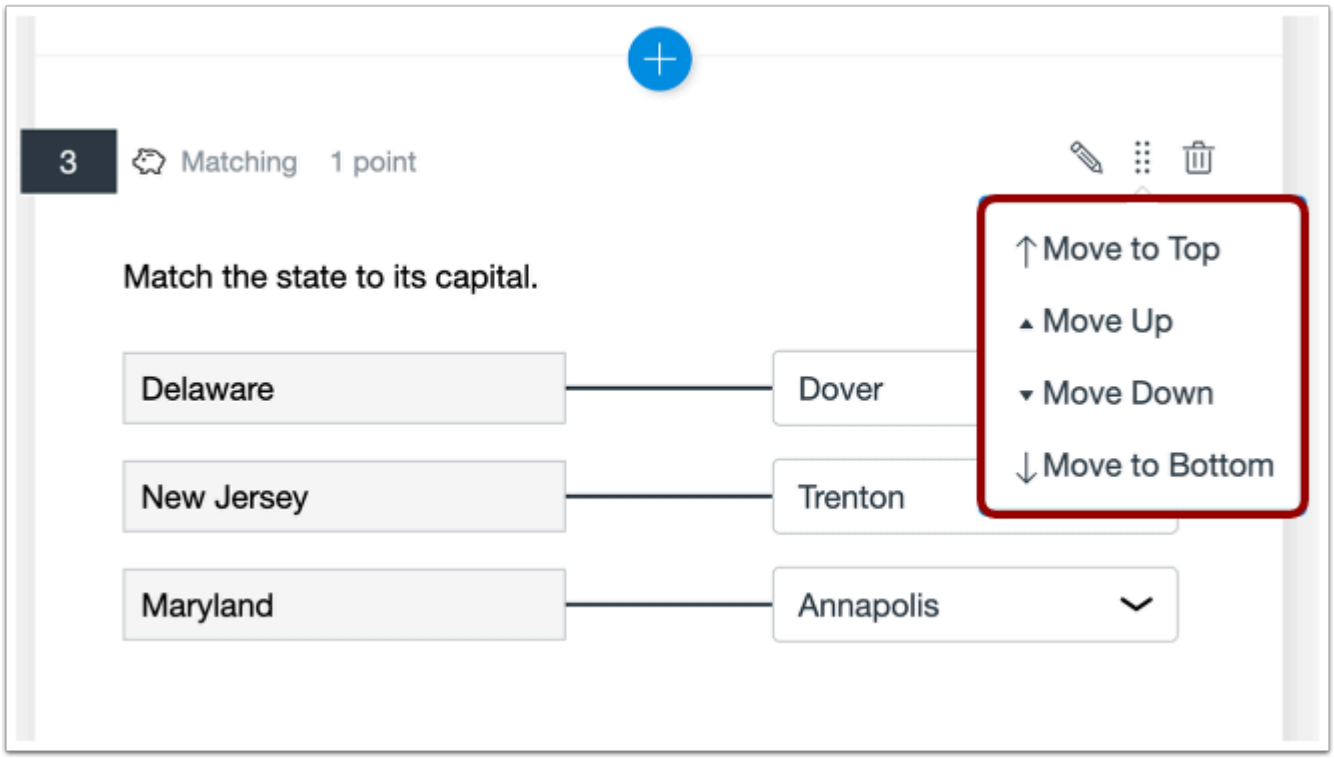
You can also move a question by dragging it from the assessment into the Question Navigator.

Click the question's **Move** icon [1] and drag the question to its new location in the Question Navigator [2].

Move with Keyboard Navigation



To move a question using keyboard navigation, press the Tab key until the **Move** icon is highlighted for the question you want to move.



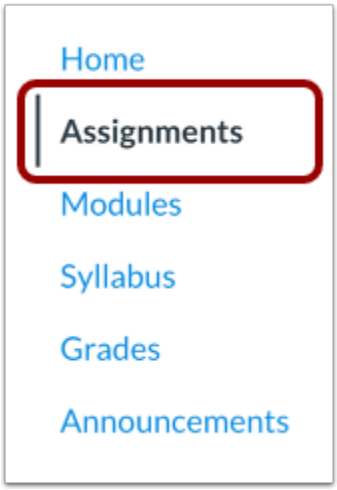
Open the **Move** menu by pressing the Enter key (PC) or Return key (Mac). Then use the arrow keys to select the option to move to the top, move up one place, move down one place, or move to the bottom.

How do I edit an assessment in New Quizzes?

After you have created an assessment, you can edit the assessment in New Quizzes. This lessons shows how to edit the title, instructions, and individual questions in an assessment. You can also manage delivery settings in New Quizzes.

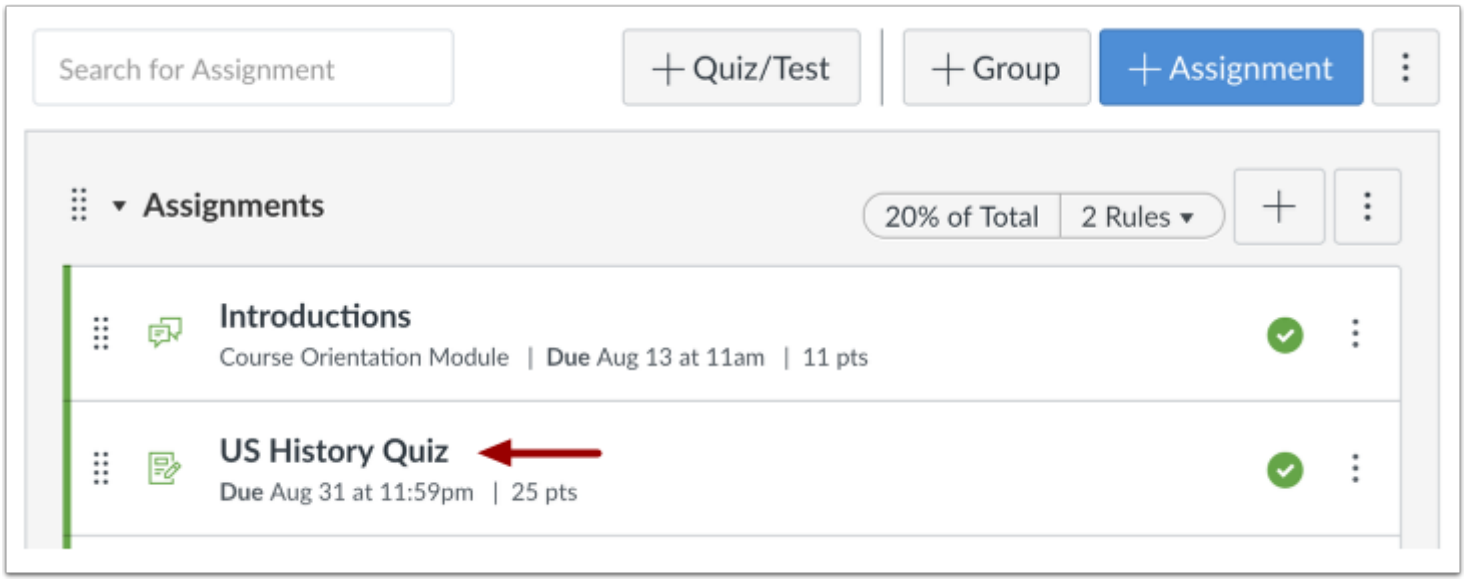
To edit the point total, assignment group, due date, availability dates, and individual students and course sections who will receive the assessment, you need to edit the assessment from the Assignments Page in Canvas.

Open Assignments



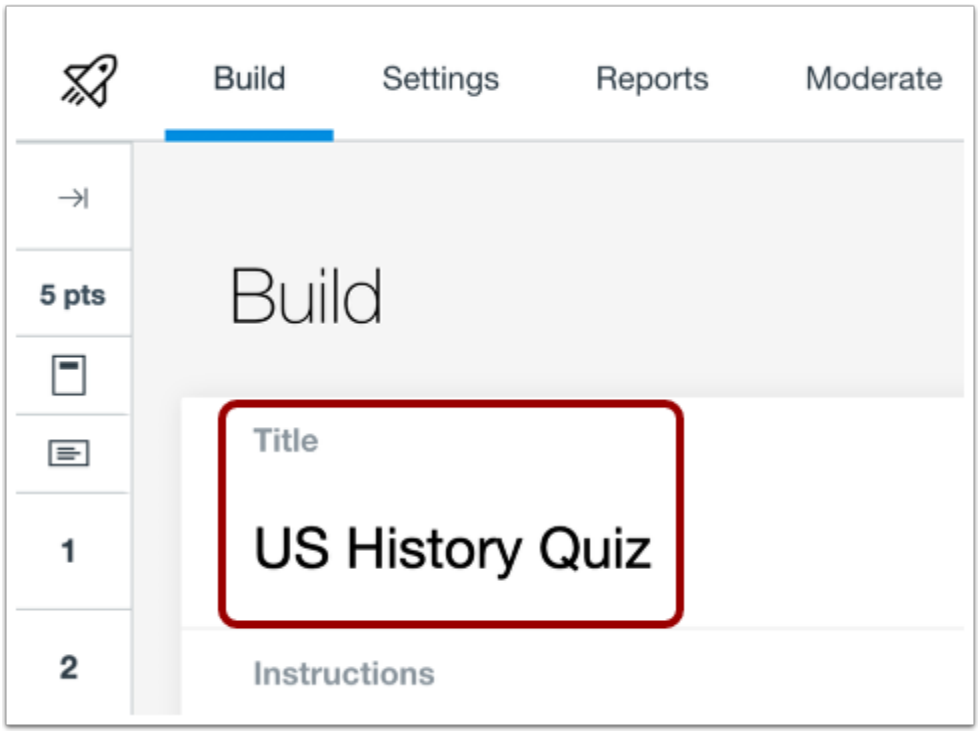
In Course Navigation, click the **Assignments** link.

Open Assessment



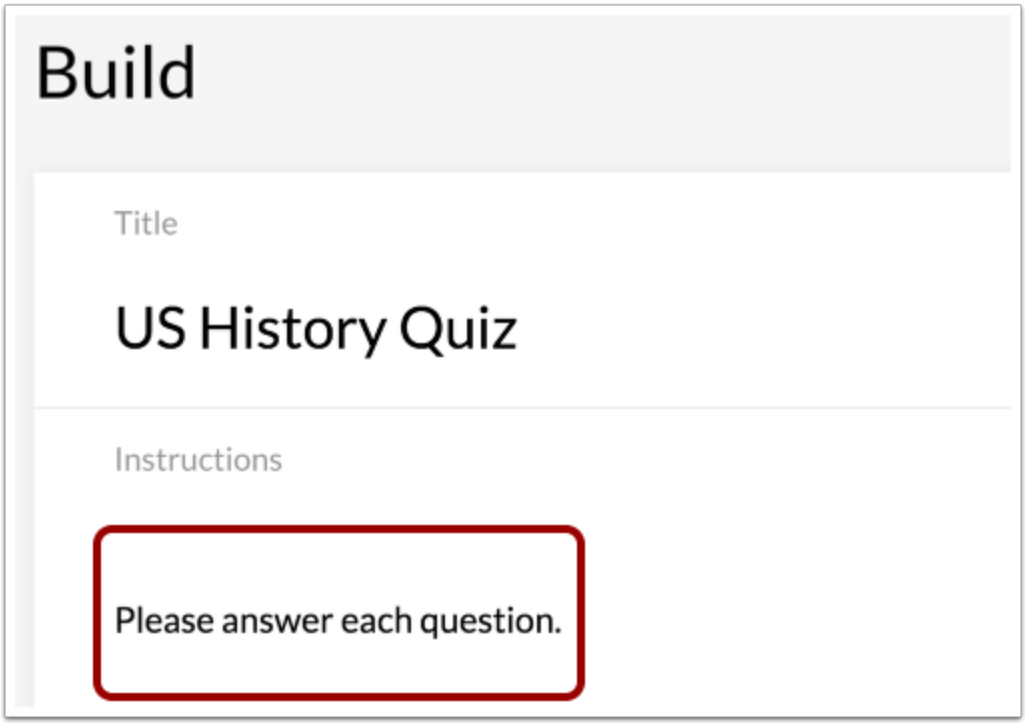
Click the title of the assessment.

Edit Title



To edit the title of the assessment, click the **Title** field. Then enter the new assessment title.

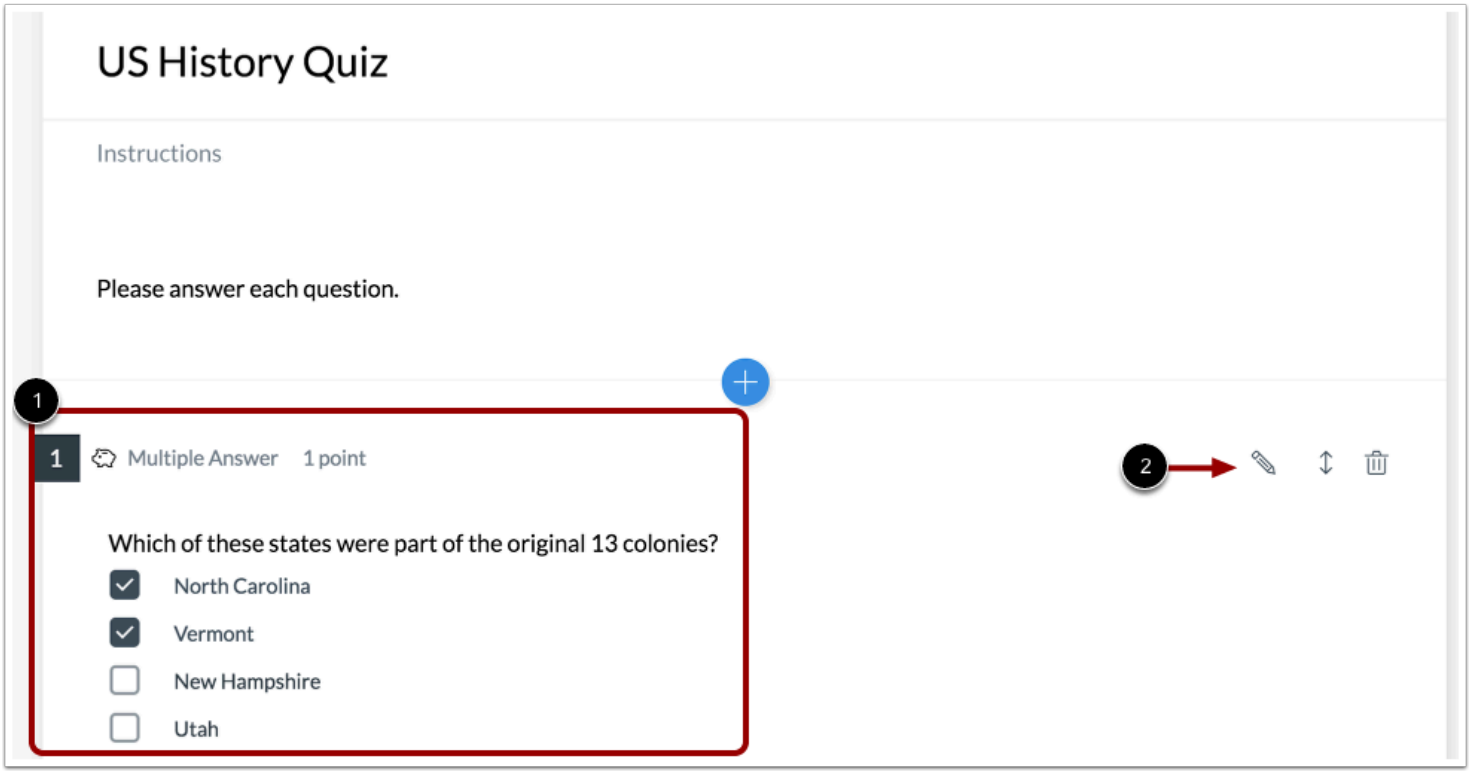
Edit Instructions



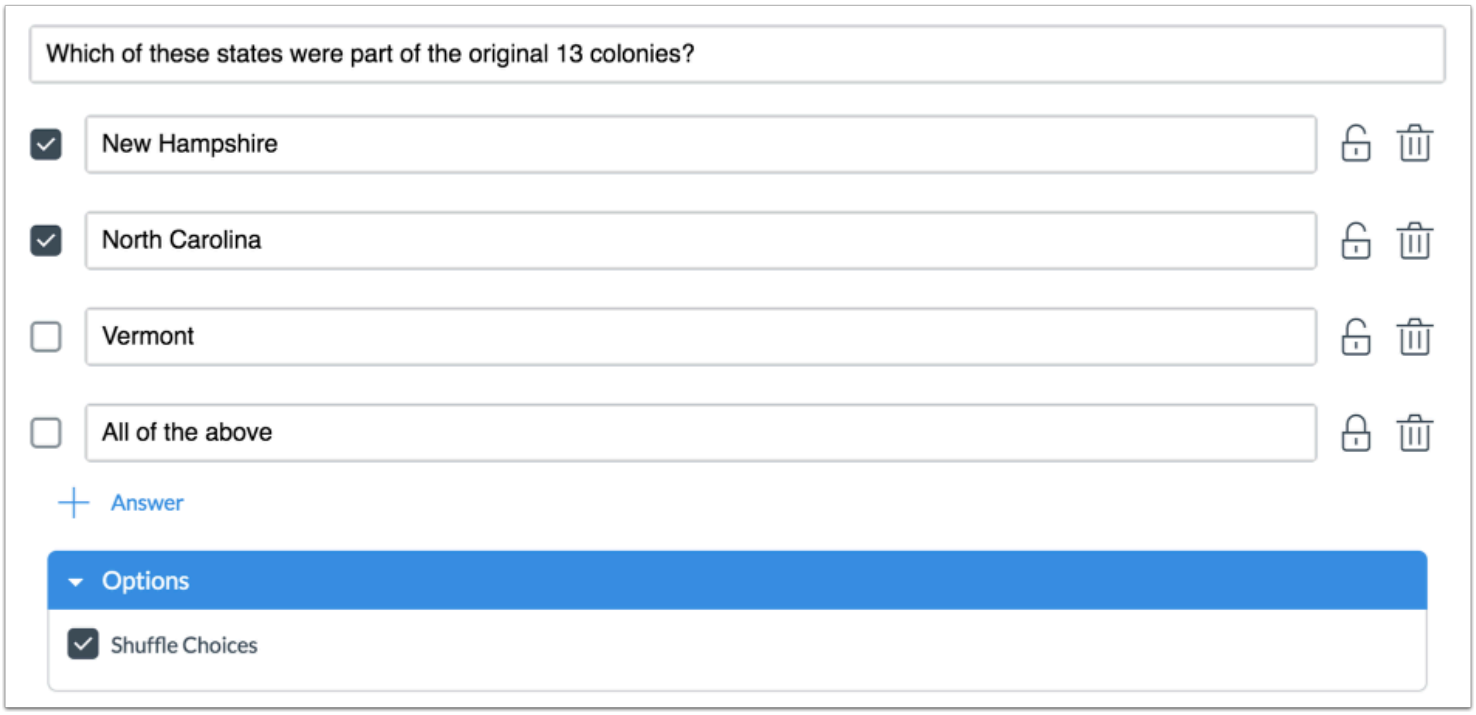
To edit the instructions of the assessment, click the **Instructions** field.

Use the Rich Content Editor to enter your instructions [1]. Assessment instructions can include images [2], media [3], and links [4].

Edit Question

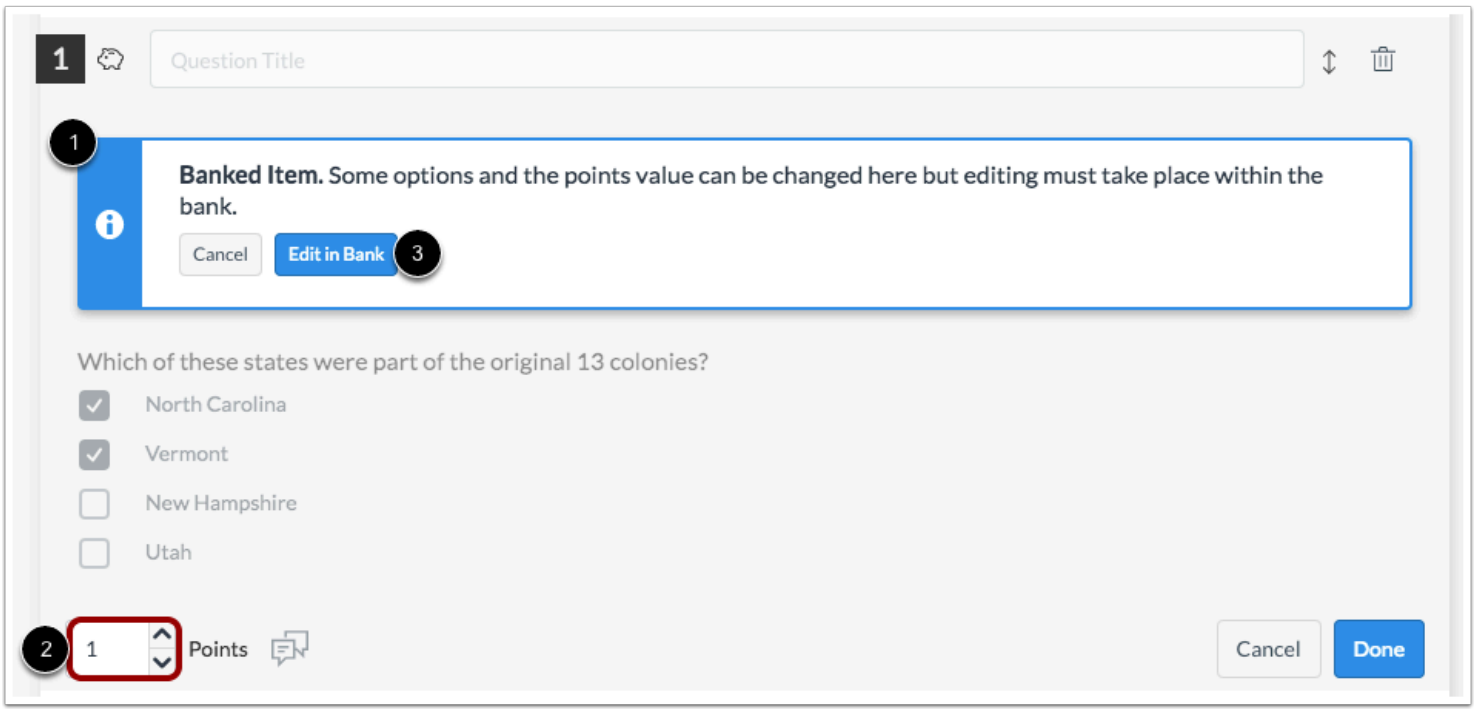


To edit a question, locate the question you want to edit [1]. Then click the **Edit** icon [2].



Edit the question.

View Warning Message



If the question you want to edit has been added to an item bank, a warning message will display on the page [1]. You will only be able to edit some options and point values in the question [2].

To edit the question in the item bank, click the **Edit in Bank** button [3].

How do I use the Rich Content Editor in New Quizzes?

The Rich Content Editor can be used to create and edit quiz instructions, question stems, stimulus content, and question feedback. Using the Rich Content Editor, you can format text, add tables, import content and media, and insert equations using MathQuil.

Note: Depending on where the Rich Content Editor is used in New Quizzes, all of the features in this lesson may not available.

Format Text

The Rich Content Editor includes several options for formatting text including undo [1], redo [2], bold [3], italics [4], underline [5], text color [6], and background color [7].

To clear any formatting, highlight the text and click the **Clear formatting** icon [8].

Align Text

To align text, place the cursor in front of the text you wish to align and click the **Left Alignment** [1], **Center Alignment** [2], or **Right Alignment** icon [3].

Superscript or Subscript Text

To superscript text, select the text you want to modify and click the **Superscript** icon [1].

To subscript text, select the text you want to modify and click the **Subscript** icon [2].

Create Bulleted or Numbered List

To create a list, select the text you wish to include. Then click the **Bulleted List** icon [1] to make a bulleted list or the **Numbered List** icon [2] to make a numbered list.

Change Font or Text Style

To change the font size, click the **Font Size** drop-down menu [1]. You can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.

To change the text style, click the **Text Style** drop-down menu [2]. You can choose from paragraph, heading 1, heading 2, heading 3, or heading 4, heading 5, heading 6, or preformatted styles.

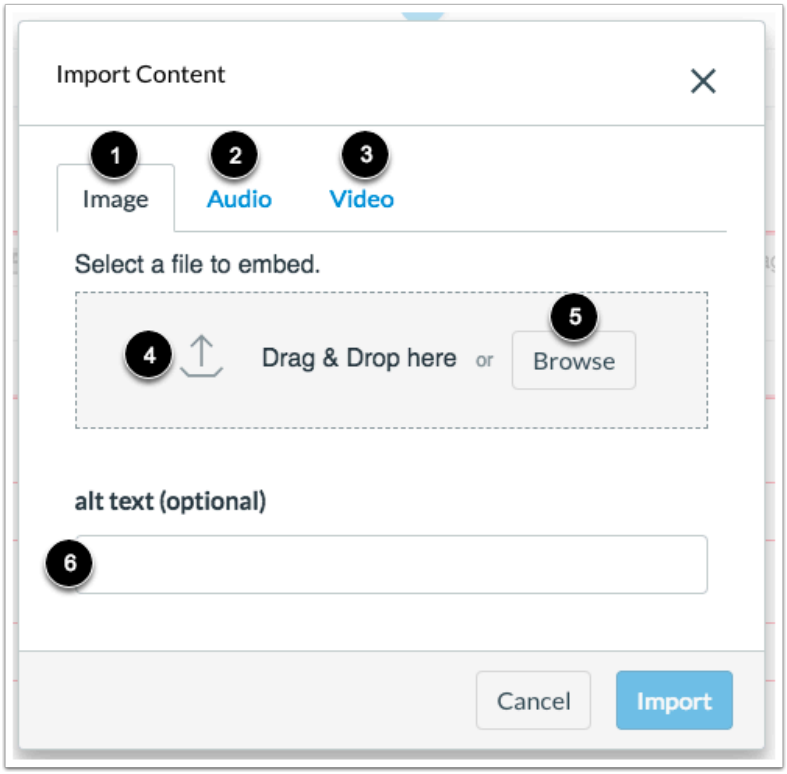
Add Table

To add a table, click the **Table** icon. You can create up to 10 columns and 10 rows.

Upload Media

To import an image, audio, or video file, click the **Upload Media** icon.

Import Content Options



To import an image, click the **Image** tab [1]. To upload an audio file, click the **Audio** tab [2]. To upload a video file, click the **Video** tab [3].

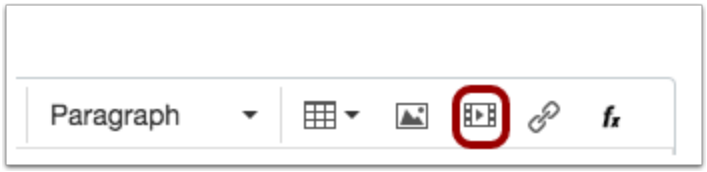
To drag and drop a file, select the file and drop it into the **Drag & Drop** section [4]. To browse your device for a file, click the **Browse** button [5].

For image files, you can enter alt text in the **alt text** field [6].

Notes:

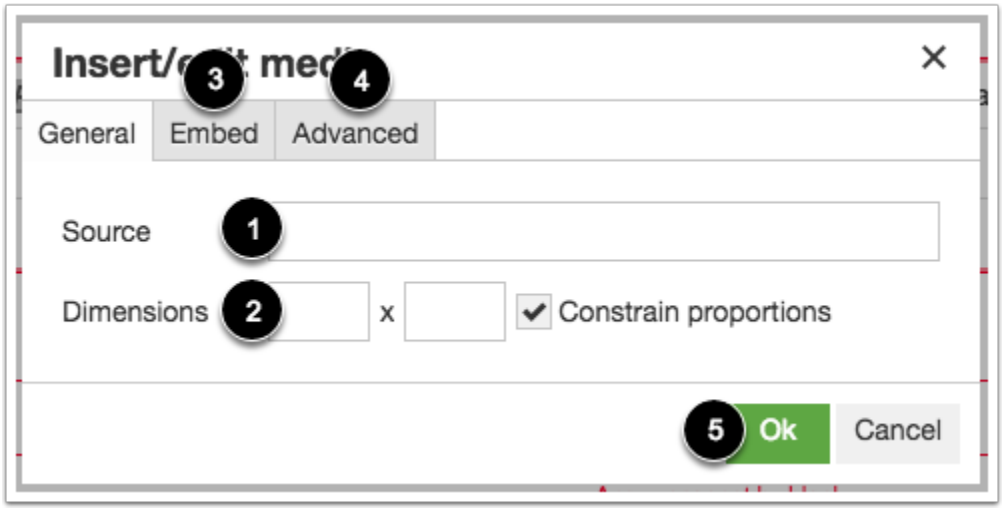
- When uploading audio files, only MP3 files are accepted.
- When uploading video files, only MP4 and M4V files are accepted.

Insert Media



To insert media, click the **Insert/Edit Media** icon.

Enter Media Details

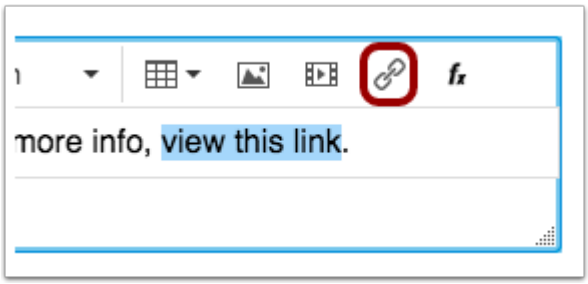


To add media using a source URL, enter the URL in the **Source** field [1]. Then adjust the dimensions using the **Dimensions** fields [2].

To add media using an embed code, click the **Embed** tab [3]. To manage advanced settings, click the **Advanced** tab [4].

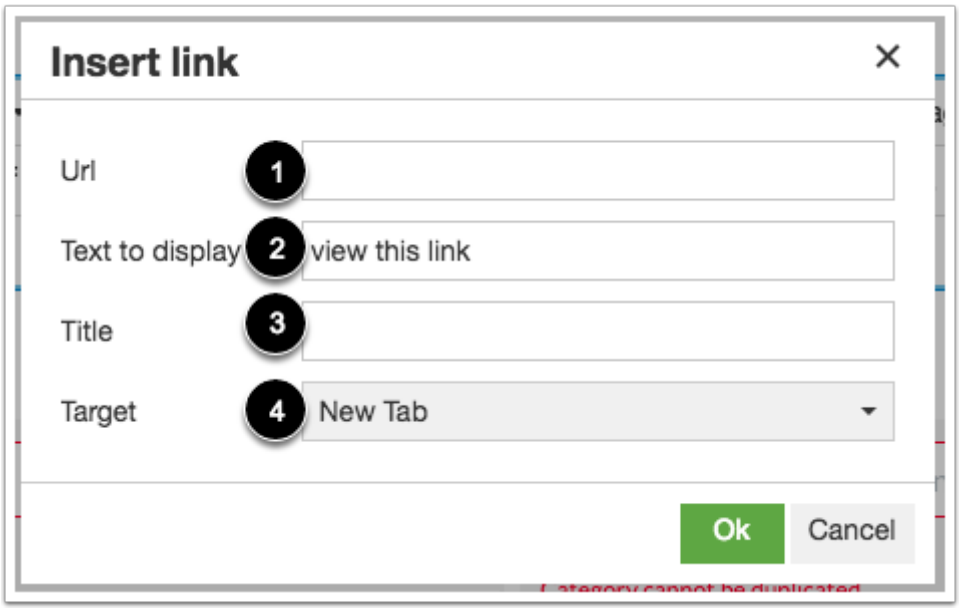
To insert media based on your selected options, click the **Ok** button [5].

Insert Link



To insert a link, select the text to be linked and click the **Link** icon.

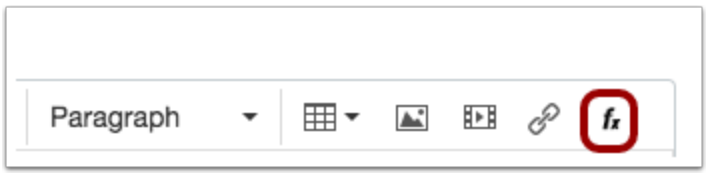
Enter Link Details



Enter the link URL in the **URL** field [1]. View or change the text to be linked in the **Text to display** field [2].

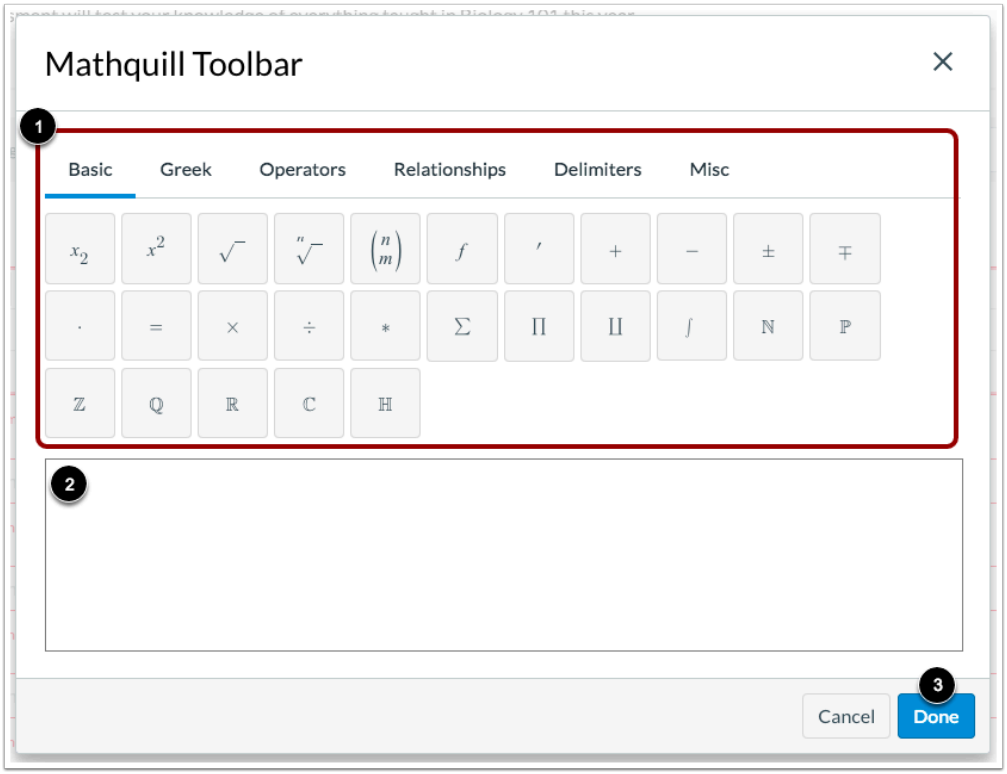
To include a link title, enter the title in the **Title** field [3]. To open the link in a new tab, select the New Tab option in the **Target** drop-down menu [4].

Use MathQuil



To use MathQuil to insert formula information, click the **MathQuil** icon.

Enter Equation



Use the Mathquill toolbar [1] to enter an equation in the equation field [2].

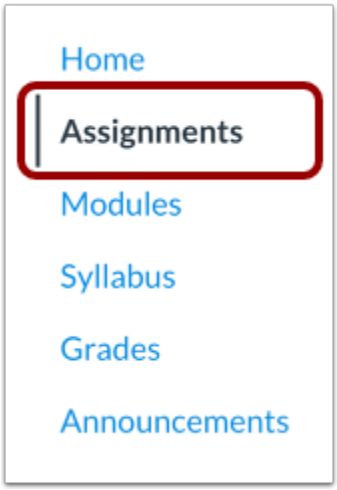
To insert the equation in the Rich Content Editor, click the **Done** button [3].

How do I edit a New Quizzes assessment from the Assignments page?

You can make changes to your New Quizzes assessment from the Assignments page in Canvas. You can make edits to the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the assessment. You can also add a rubric to the assessment.

You can edit assessment delivery settings in New Quizzes.

Open Assignments

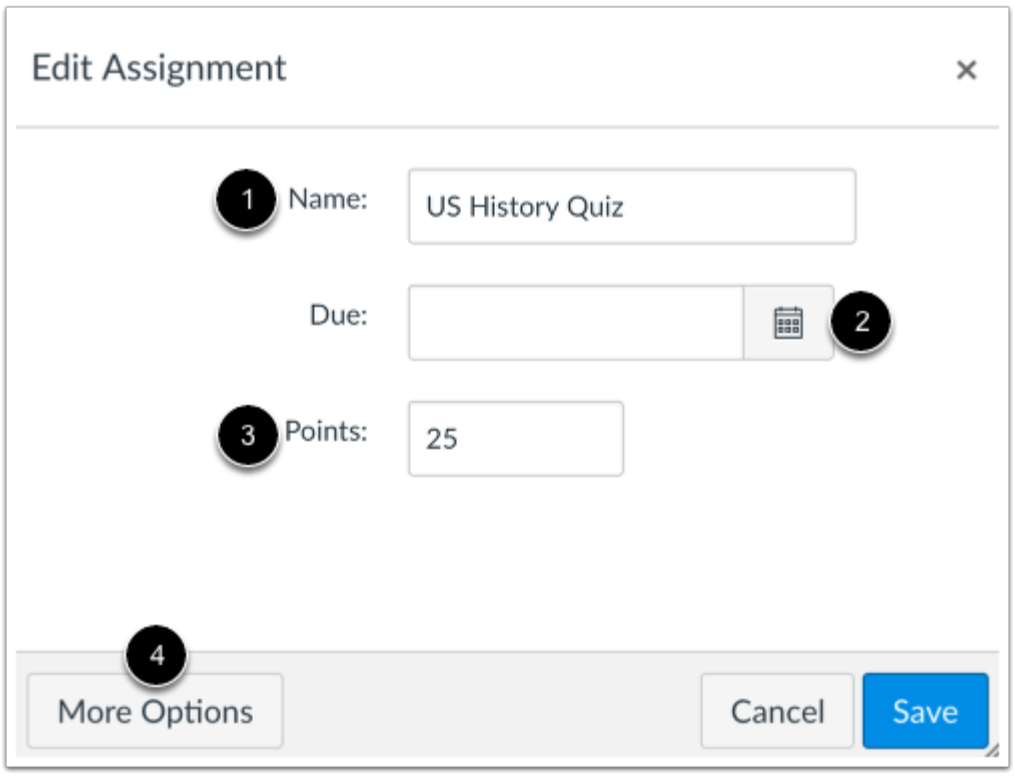


In Course Navigation, click the **Assignments** link

Edit Quiz in Canvas

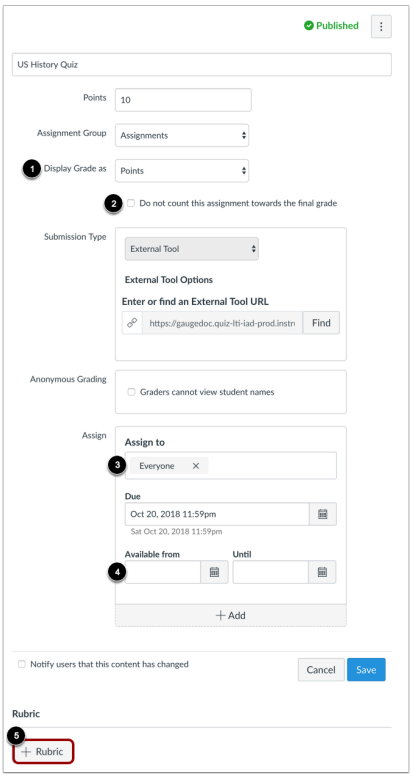
Find the assessment you want to edit [1]. To edit the assessment, click the **Options** icon [2] and select the **Edit** option [3].

Edit Quiz



To edit the name of the assessment, enter the name change in the **Name** field [1]. To edit the due date, click the **Calendar** icon [2] and select the due date. To edit the point total, enter the point total in the **Points** field [3]. To view more options, click the **More Options** button [4].

View More Options



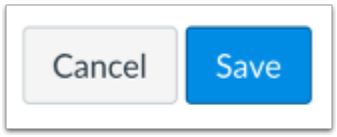
To change the format the assessment as displayed to students, click the **Display Grade as** drop-down menu [1] and select the option you prefer. To remove this assessment from final grade calculations, click the **Do not count this assignment towards the final grade** checkbox [2].

In the **Assign To** field [3], select who will be required to take the assessment. You can assign the assessment to individual students or sections.

In the **Available** fields [4], select the availability dates for the assessment.

To add a rubric to the assessment, click the **Add Rubric** button [5].

Save Changes



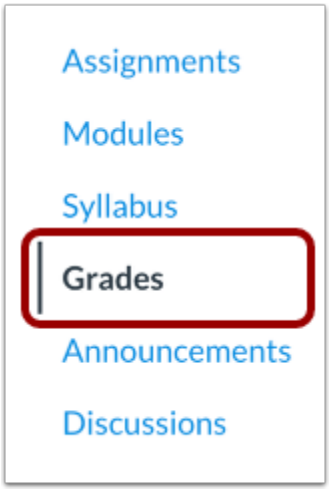
To save your changes, click the **Save** button.

How do I grade an assessment in New Quizzes?

You can grade New Quizzes assessments using SpeedGrader. Most assessment items are graded automatically after a student submits the assessment. However, essay and file upload questions must be graded manually.

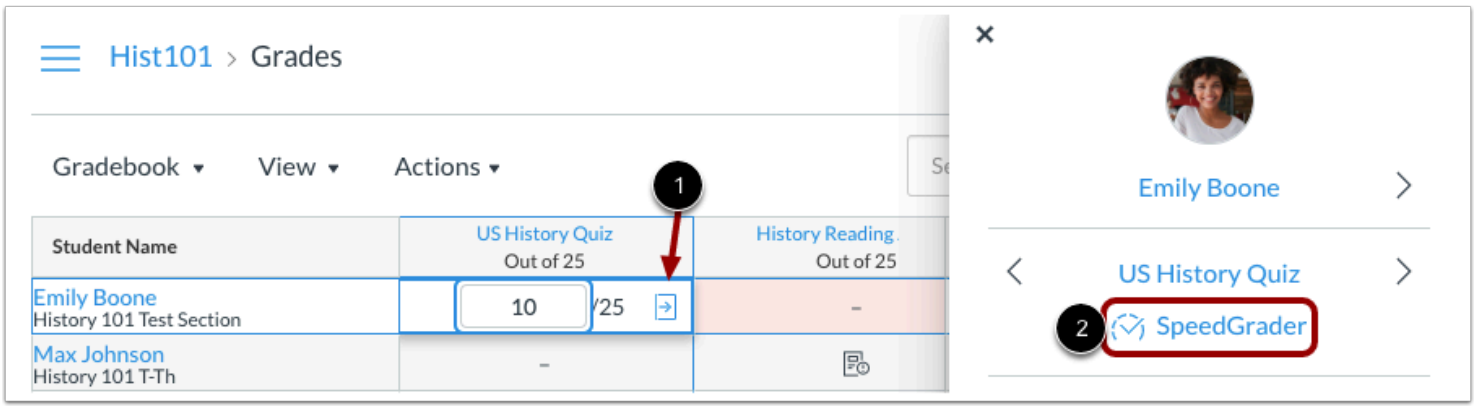
This lesson describes how to access SpeedGrader from the Gradebook.

Open Grades



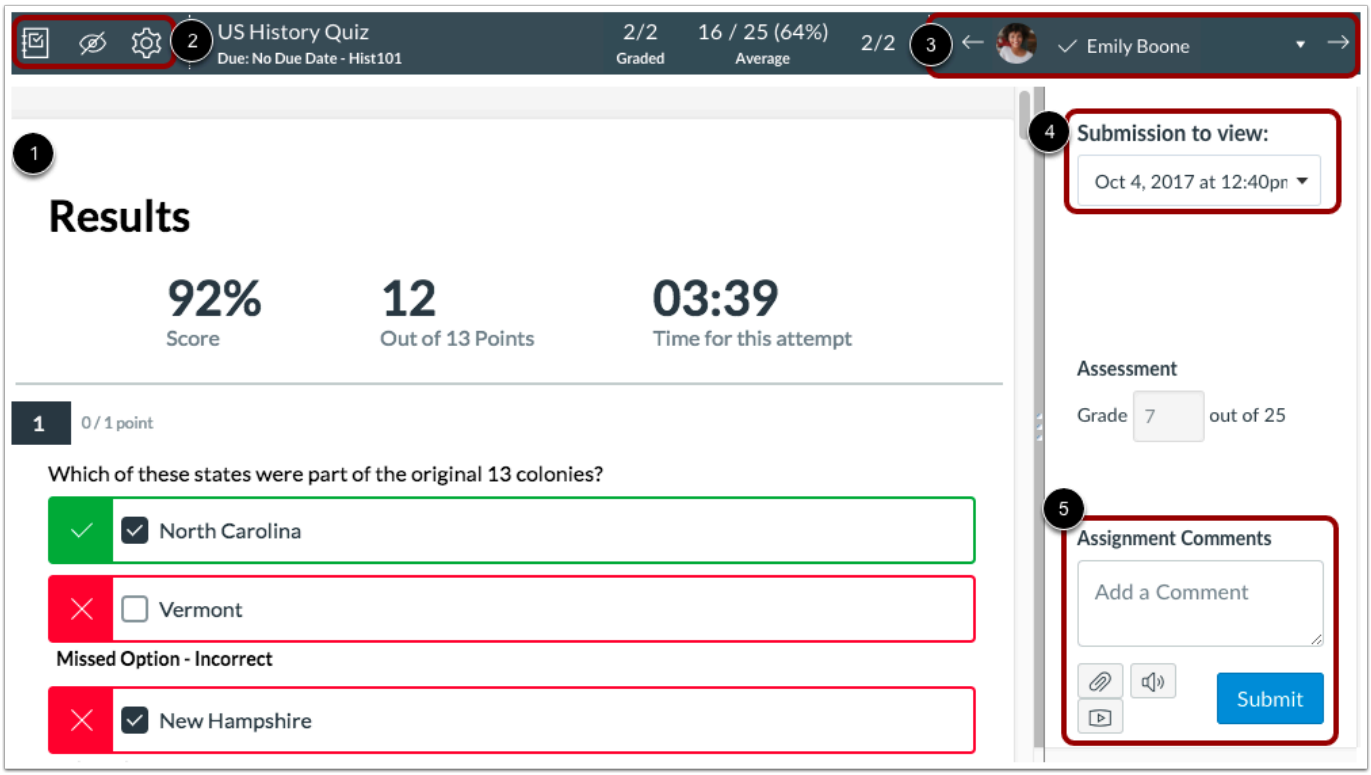
In Course Navigation, click the **Grades** link.

Open SpeedGrader



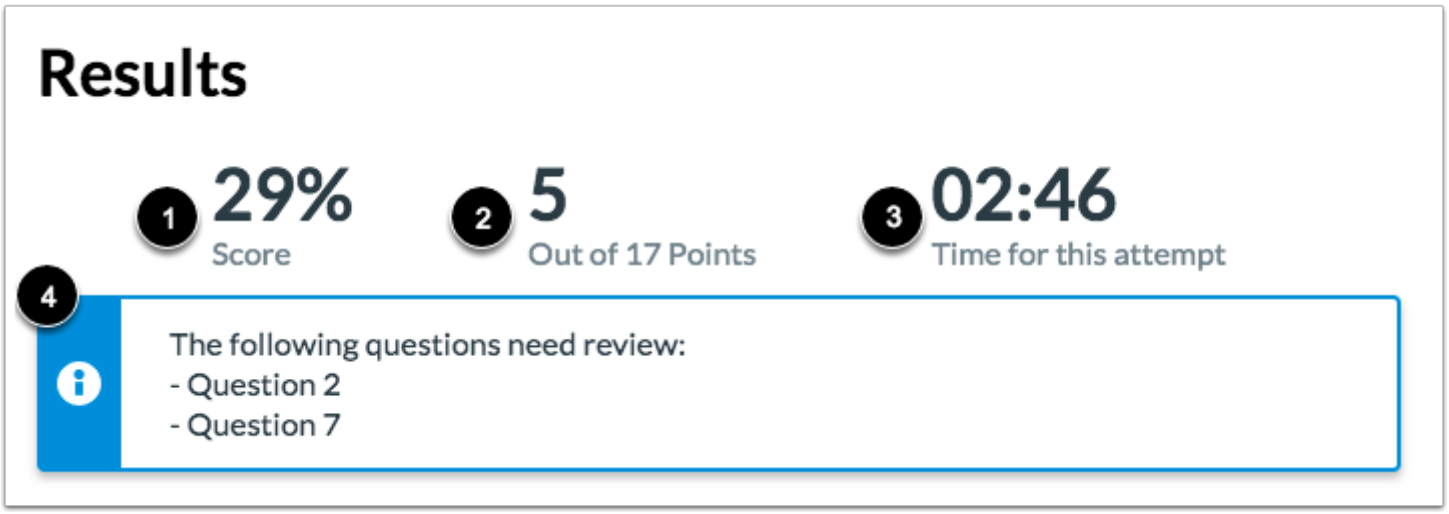
To open SpeedGrader, click any cell for the assessment you want to grade and click the **Grade Detail Tray** icon [1]. Then click the **SpeedGrader** link [2].

View SpeedGrader



View the assessment in SpeedGrader [1]. When grading assessments, you can use the SpeedGrader menu options [2], change students [3], change submissions [4], and leave assignment comments [5]. Learn how to use SpeedGrader.

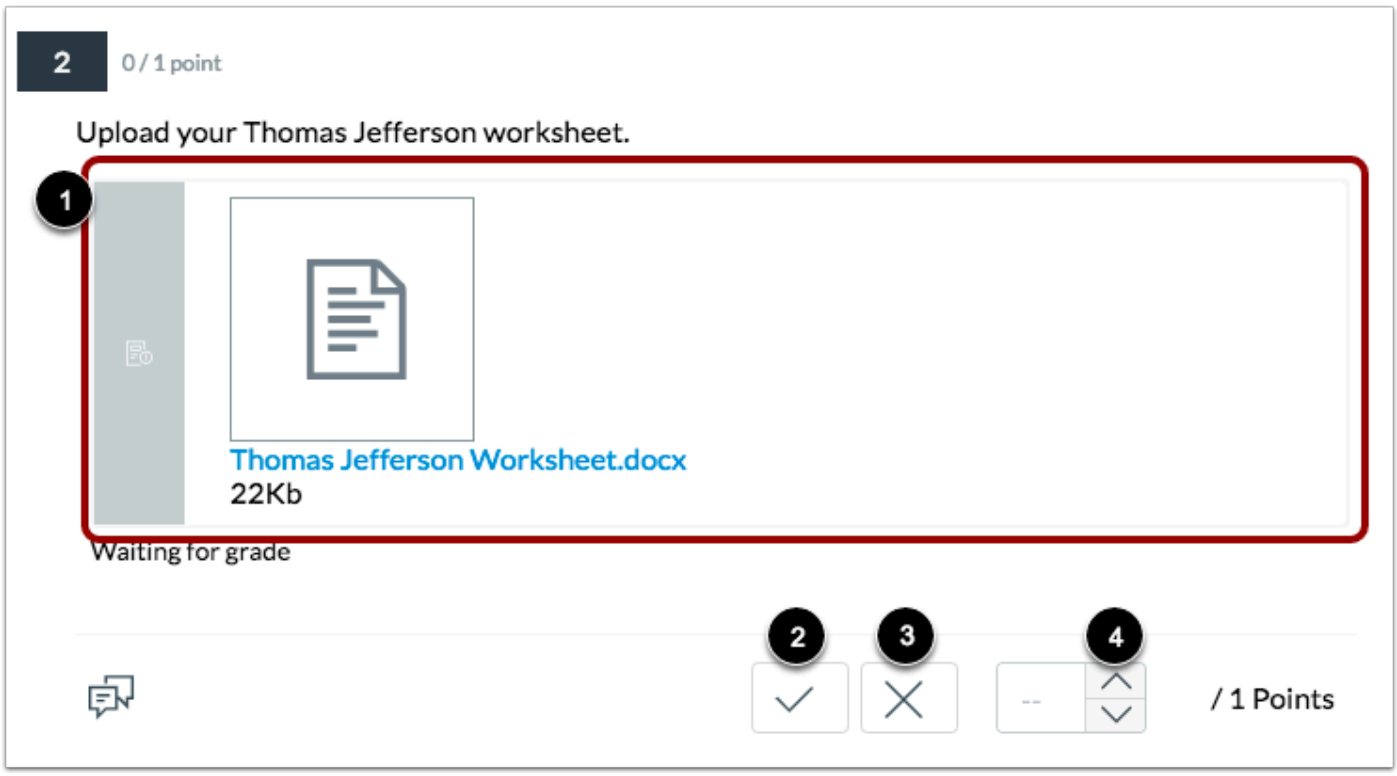
View Results



Assessment results include the percentage score [1], point score [2], and time to complete attempt [3].

If any questions require manual grading, a warning message will display [4].

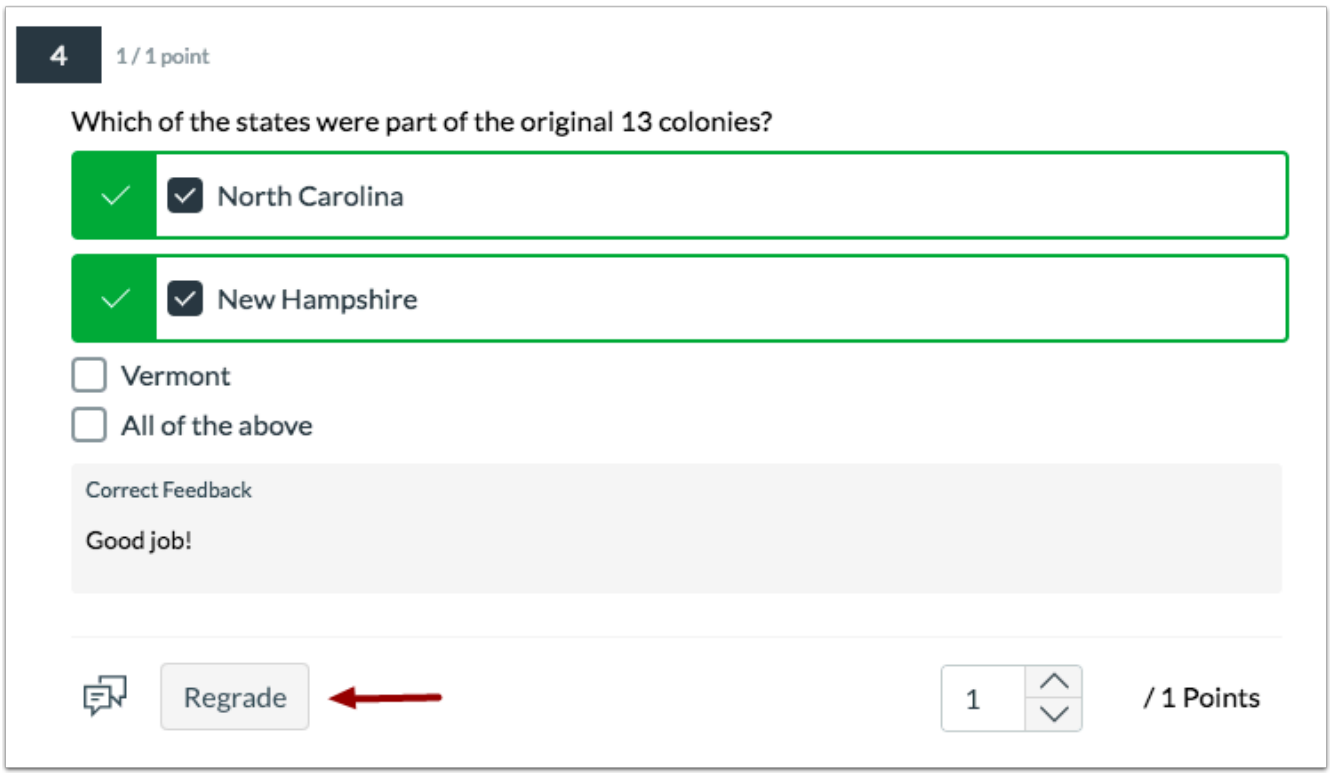
Grade Item



Items the require manual grading display a gray border [1].

To give a student full points for an answer, click the **Checkmark** button [2]. To give a student no points for an answer, click the **X** button [3]. You can also use the **Arrow** buttons to increase or decrease the score [4].

Regrade Item



You can also regrade assessment items that have already been graded.

How do I regrade an assessment question in New Quizzes?

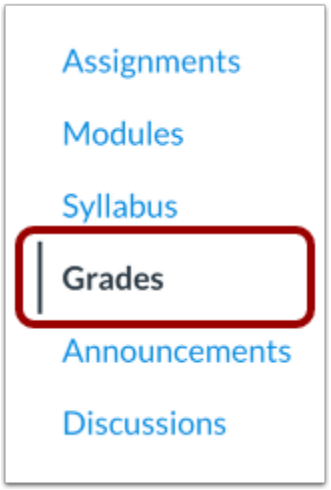
You can regrade a question for an assessment in New Quizzes. Regrading allows you to change the correct answer or point value for a question. The point value can also be changed for individual answers for questions with varied point values.

Regrading only applies to completed submissions. If all students will be affected by the regrade, please wait for all submissions before regrading.

Regrading is not available for Essay or File Upload questions. Only point values can be changed for Categorization questions; correct answers cannot be changed for this question type.

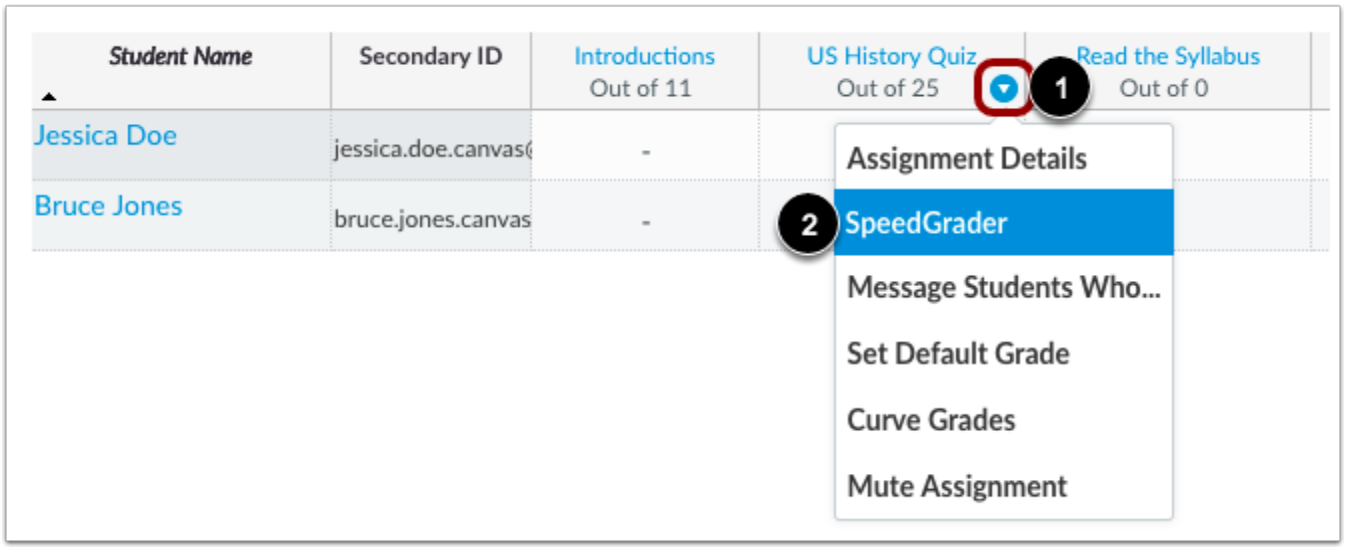
Learn how to grade assessment submissions.

Open Grades



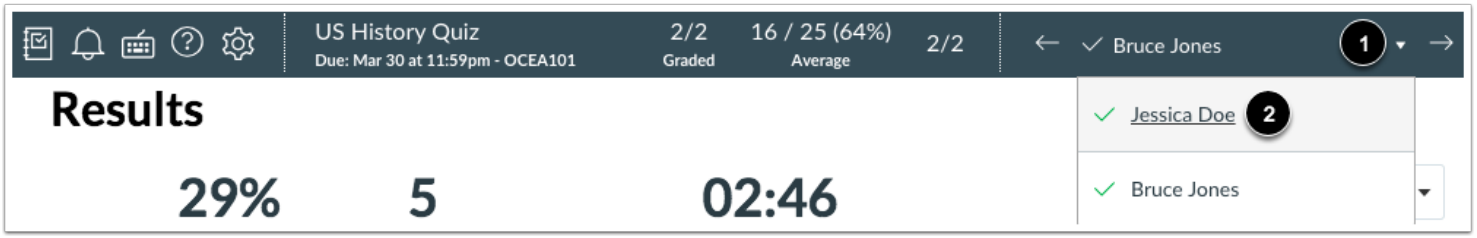
In Course Navigation, click the **Grades** link.

Open SpeedGrader



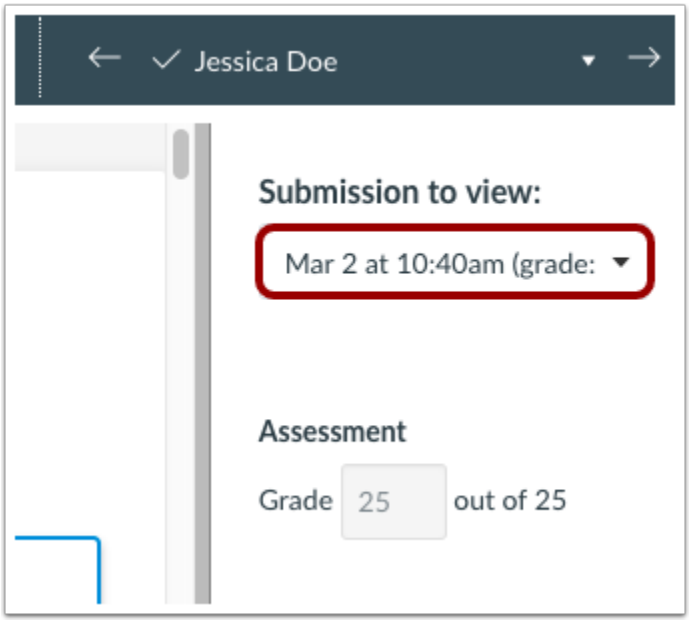
In the Gradebook, click the drop-down menu for the assessment [1]. Then click the **SpeedGrader** link [2].

Select Student



Click the **Student** drop-down menu [1] and select the student you want to grade [2].

Select Submission



If the student has submitted multiple assessment attempts, you can view other submissions using the **Submission to view** drop-down menu.

Click Regrade Button

Find the question you want to regrade [1]. Then click the **Regrade** button [2].

Change Correct Answer

To change the correct answer for a question, select the correct answer for the question.

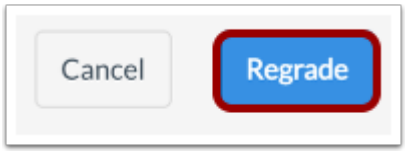
Note: This step shows how to regrade a Multiple Choice question. The steps to change a correct answer will vary based on the question type.

Change Point Value

To customize the point value for the question, type the point value in the **Points** field [1].

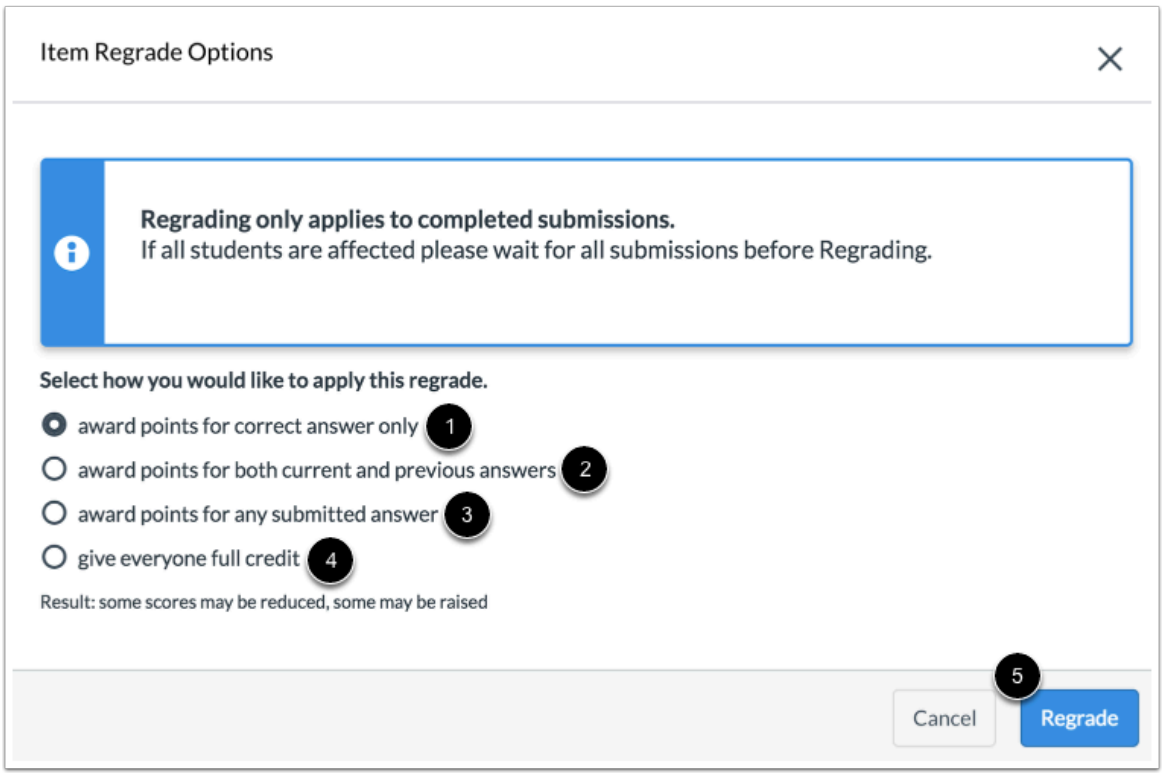
If the question varies points by answer, the point total can be changed in the **Points** field for each question [2].

Click Regrade Button



Click the **Regrade** button.

Select Regrade Option



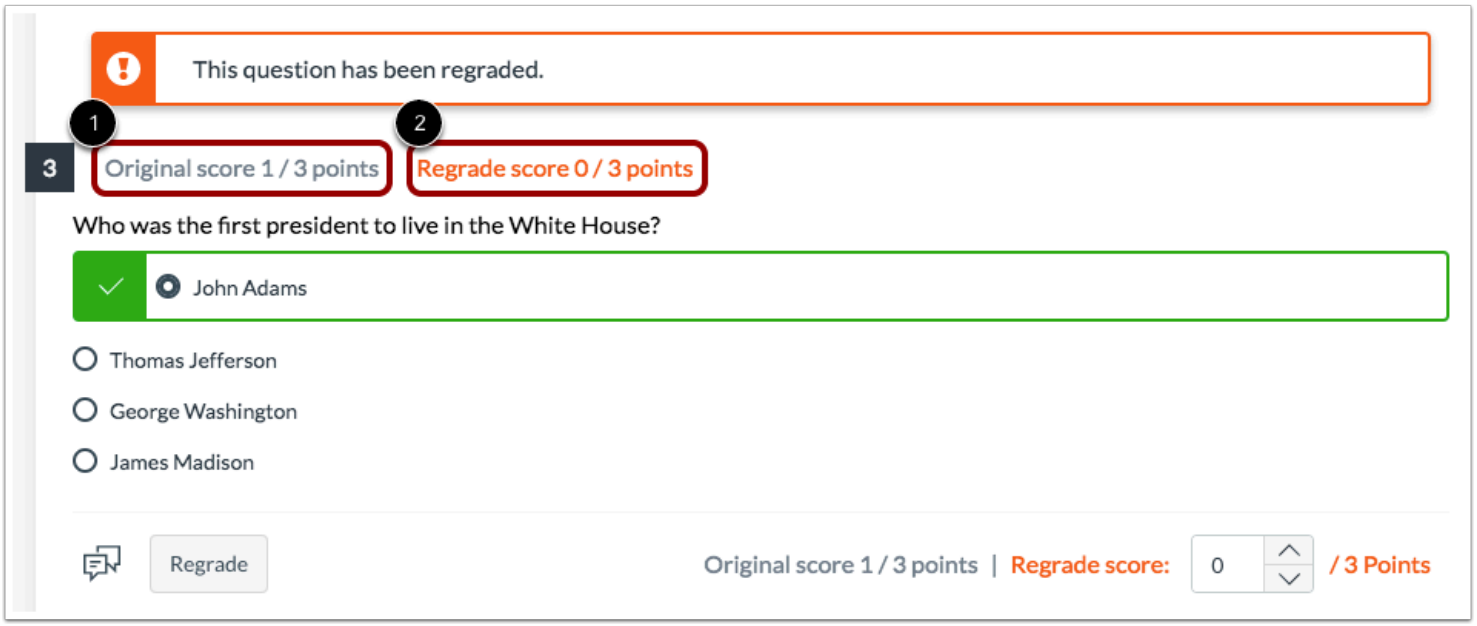
Select how to apply the regrade from the following options:

- Award full points for correct answers only [1]
- Award full points for current and previous correct answers [2]
- Award full points for all submitted answers [3]
- Award full points to all students [4]

To save your choice and regrade the question, click the **Regrade** button [5].

Note: Awarding full points for correct answers only may reduce some students' scores.

View Question Regrade



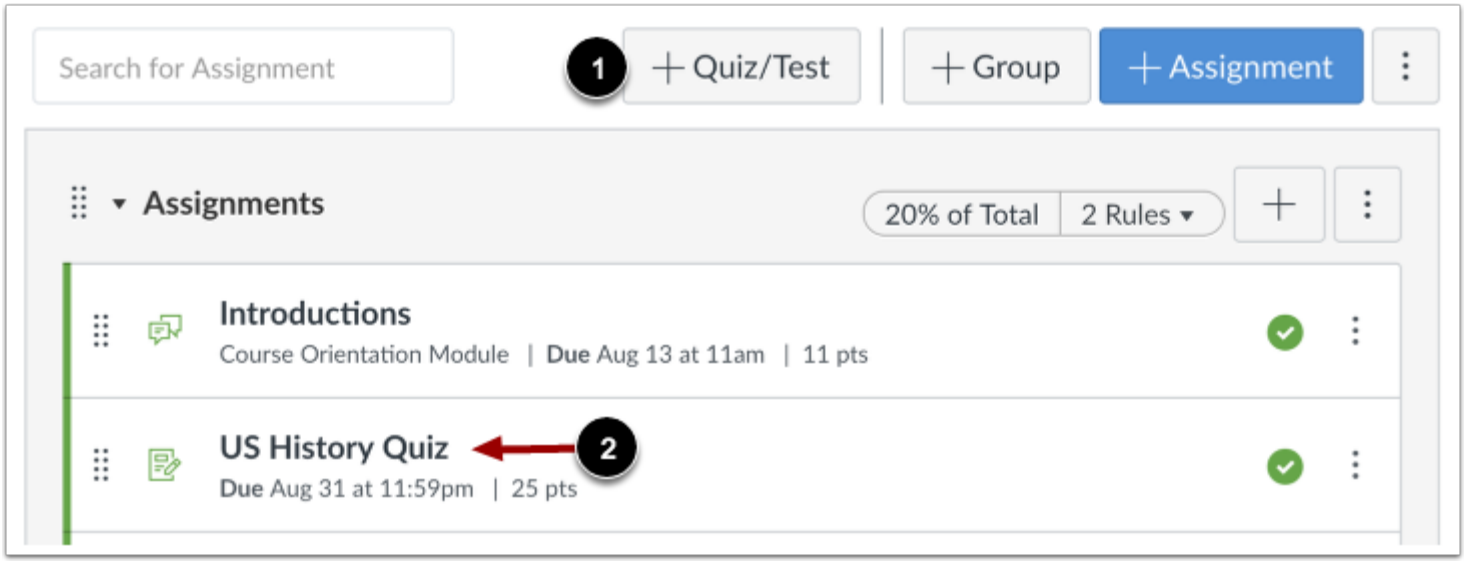
Once the questions has been regraded, you can view the original score [1] and the regrade score [2].

How do I manage settings for an assessment in New Quizzes?

You can adjust delivery settings for an assessment in New Quizzes. These options will adjust the way that an assessment is delivered to students.

To edit the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the assessment, edit the assessment from the Assignments page.

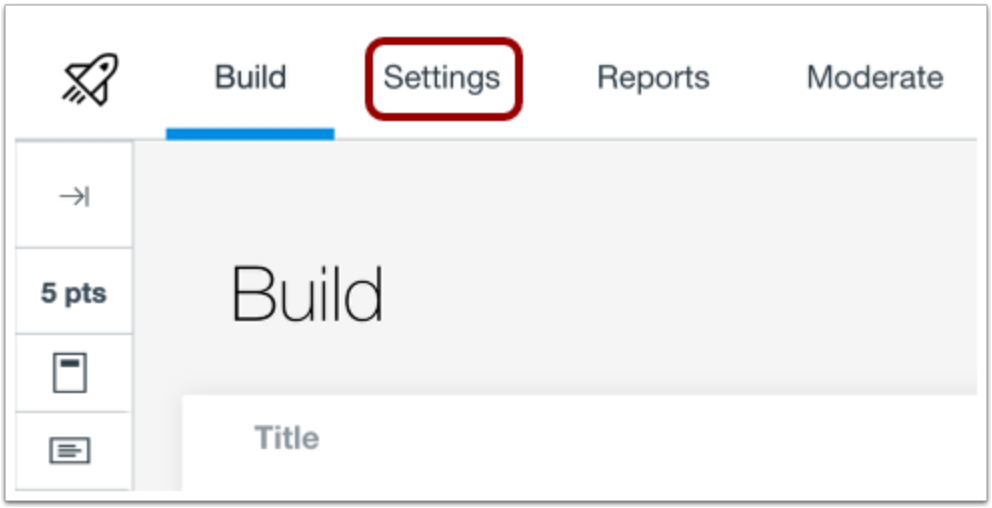
Open Quiz



You can create a new assessment or open an existing assessment from the Assignments page.

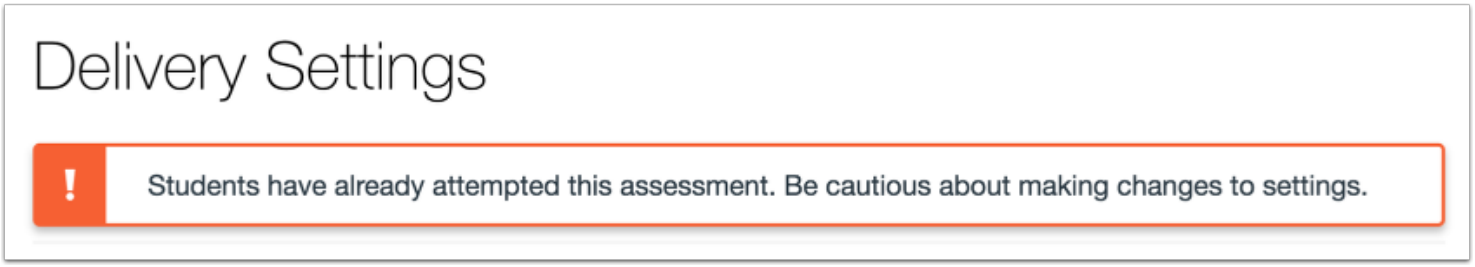
If you are creating a new assessment, click the **Add Quiz/Test** button [1]. To edit an existing assessment, click the title of that assessment [2].

Open Settings



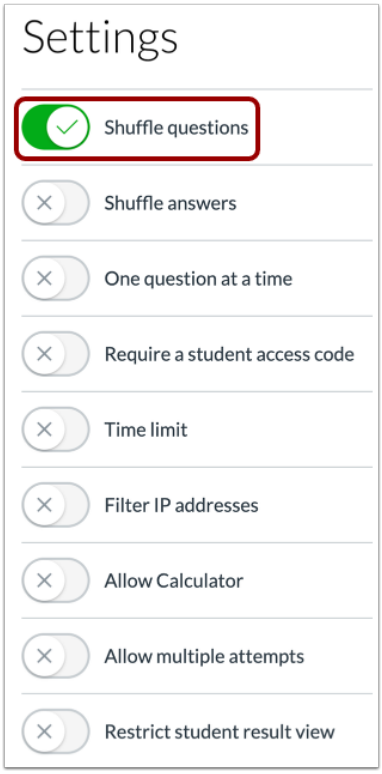
Click the **Settings** tab.

View Warning Message



If students have already submitted the assessment, a warning message will appear on the Delivery Settings page.

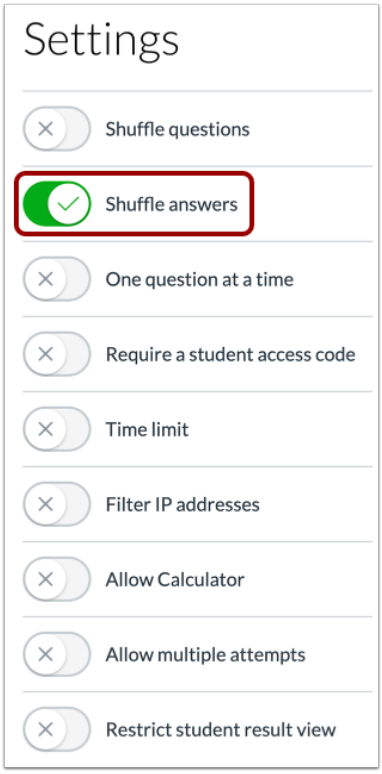
Shuffle Questions



To shuffle the order questions are displayed to students, click the **Shuffle Questions** button. If this setting is turned off, questions will display in the order you designate in the assessment.

Note: Item bank questions that have been added in a group will continue to be randomized within that group whether this setting is turned on or off.

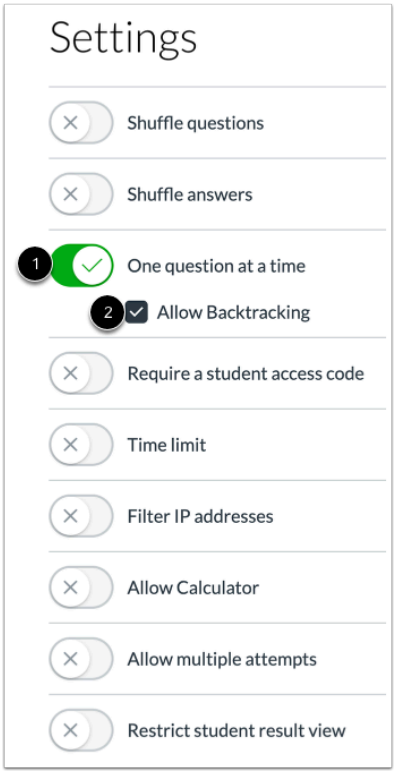
Shuffle Answers



To shuffle the order answers are displayed to students for multiple choice, multiple answer, and matching quiz questions, click the **Shuffle Answers** button. If this setting is turned off, answers will display in the order you designate in the quiz questions.

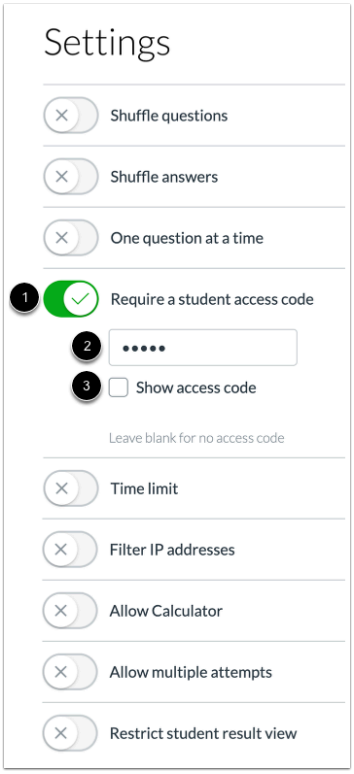
Note: Shuffling answers does not guarantee the order is displayed differently to every student. Some students will receive the same answer order, depending on the number of answers for each question.

Display One Question at a Time



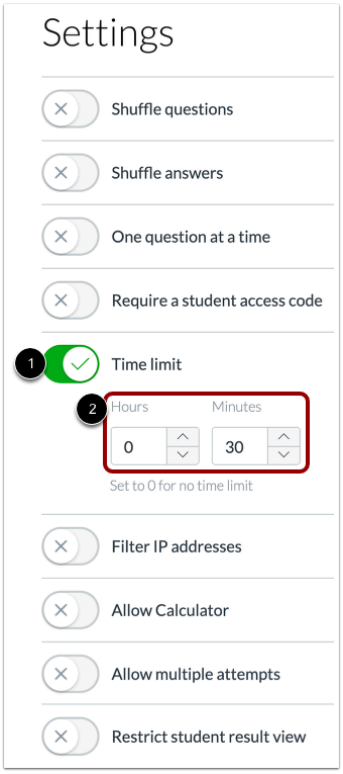
To display one question at a time to students, click the **One Question at A Time** button [1]. To allow students to backtrack to previous questions in an assessment, click the **Allow Backtracking** checkbox [2]. Allow Backtracking is enabled by default.

Require Student Access Code



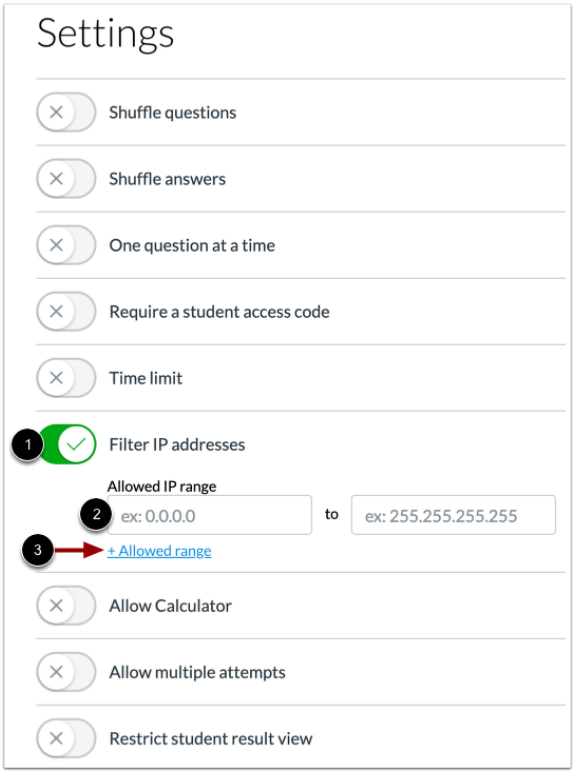
To require students to enter an access code to take an assessment, click the **Require a student access code** button [1]. Then enter the access code in the **Password** field [2]. To view a masked access code, click the **Show access code** checkbox [3].

Set Time Limit



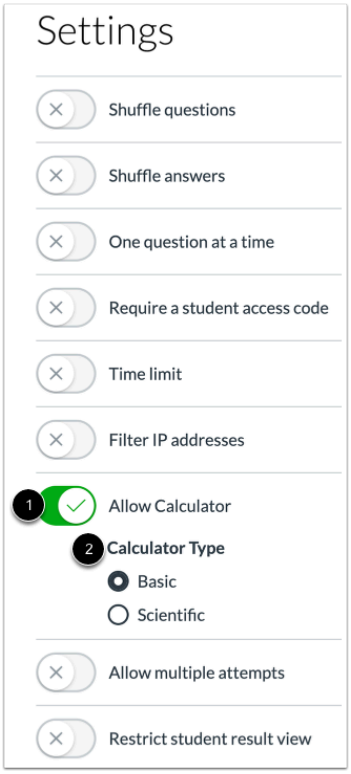
To set a time limit for an assessment, click the **Time Limit** button [1]. Then enter the time limit using the **Hours** and **Minutes** fields [2].

Filter IP Addresses



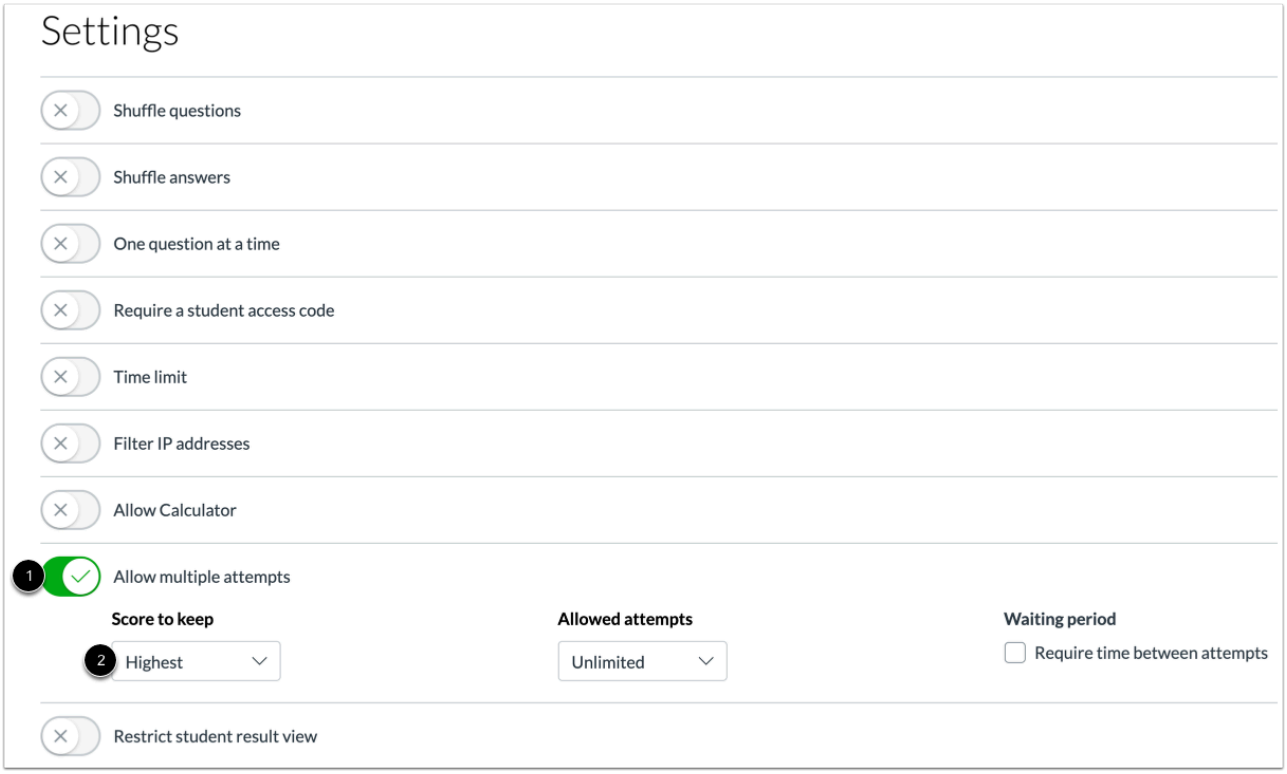
To filter IP addresses for the assessment, click the **Filter IP Addresses** button [1]. Then enter the allowed IP ranges using the **Allowed IP range** fields [2]. To add multiple IP ranges, click the **Add Allowed range** link [3].

Allow On-Screen Calculator



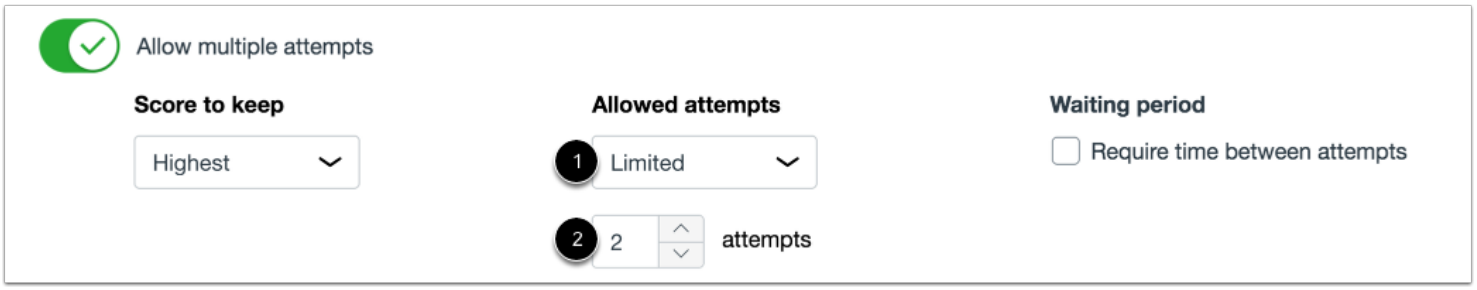
To enable an on-screen calculator for the entire assessment, click the **Allow Calculator** button [1]. Select either the **Basic** or **Scientific** calculator option [2]. The Basic calculator only displays numbers and basic mathematical functions (add, subtract, multiply, divide). The Scientific calculator displays more options for advanced calculations.

Allow Multiple Attempts



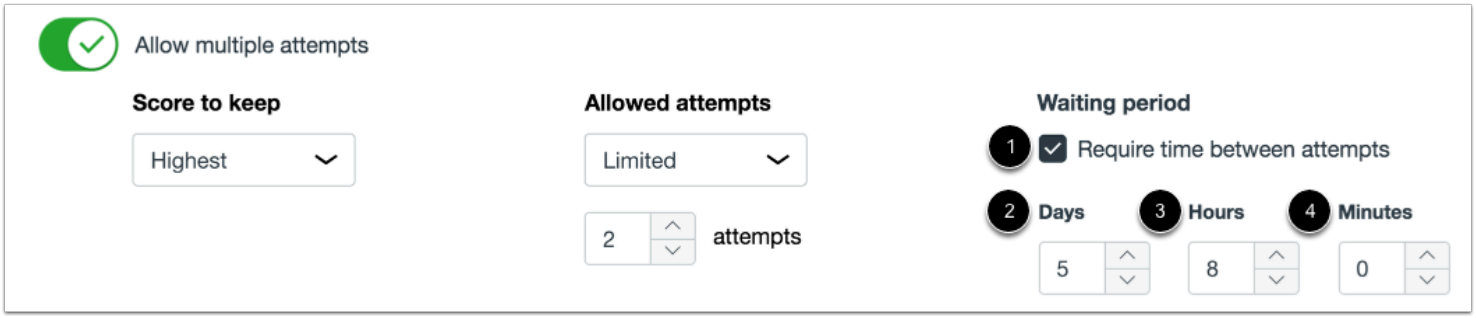
To allow multiple attempts for an assessment, click the **Allow multiple attempts** button [1]. To assign which score to keep for student grades, select the option in the **Score to keep** drop-down menu [2]. You can choose to keep the highest score, latest score, or average score.

Set Limited Attempts



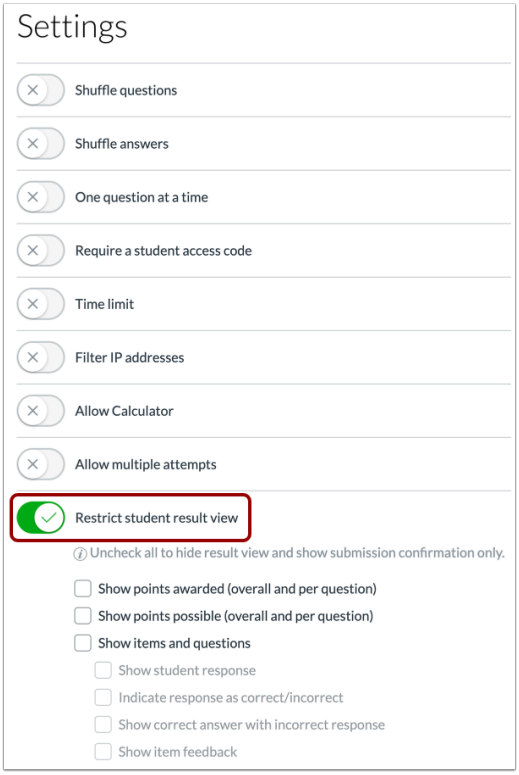
By default, students will be allowed unlimited attempts when the **Allow multiple attempts** option is enabled. To set a limited number of attempts, select the **Limited** option [1]. Then select the number of attempts you want to allow [2].

Set Waiting Period



To set a waiting period between attempts, click the **Require time between attempts** checkbox [1]. Then select the days [2], hours [3], and minutes [4] to require students to wait before they can begin a new attempt.

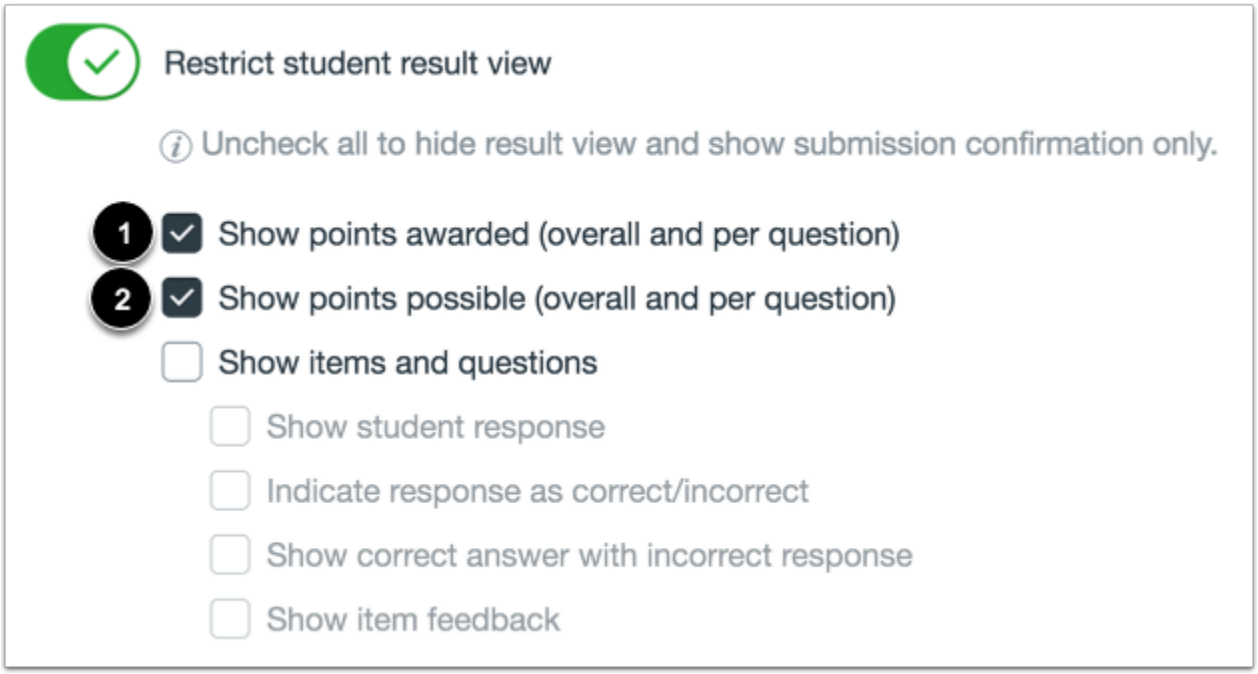
Hide Student Results



To hide assessment results from students, click the **Restrict student result view** button. When this option is enabled, instructors can manage what is displayed to students in their assessment results page. This includes answer choices, feedback, and scores.

Note: Students can still see their assessment grades in the Gradebook when the Restrict student result view option is enabled. To completely hide grades from students, you will need to mute the assignment.

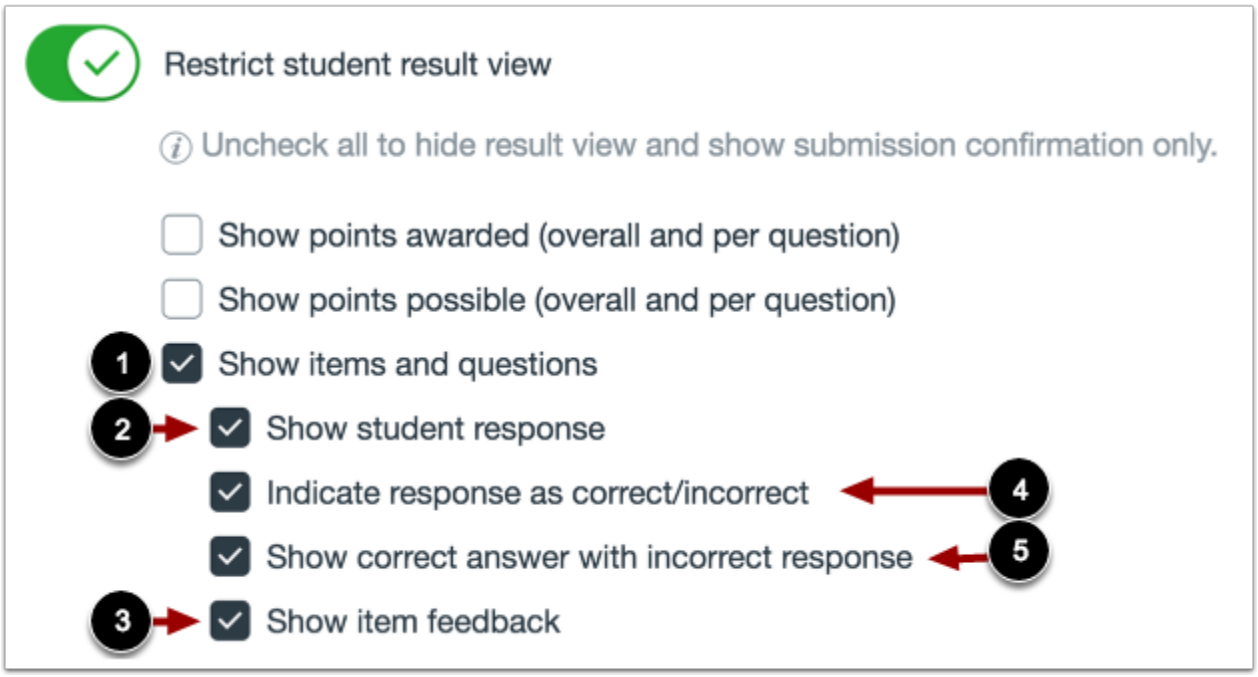
Show Points



To display the points awarded for the overall assessment and individual questions in the assessment results page, click the **Show points awarded** checkbox [1].

To display the points possible for the overall assessment and individual questions in the assessment results page, click the **Show points possible** checkbox [2].

Show Items & Questions



To display assessment items and questions in the assessment results page, click the **Show items and questions** checkbox [1].

If the Show items and questions option is enabled, you can also manage the option to display student responses and item feedback. To display student responses in the assessment results page, click the **Show student response** checkbox [2]. To display item feedback in the assessment results page, click the **Show item feedback** checkbox [3].

If the Show student response option is enabled, you can display to students if their response was correct or incorrect responses by clicking the **Indicate response as correct/incorrect** checkbox [4].

If the Indicate response as correct/incorrect option is enabled, you can indicate correct answers when incorrect responses were selected by clicking the **Show correct answer with incorrect response** checkbox [5].

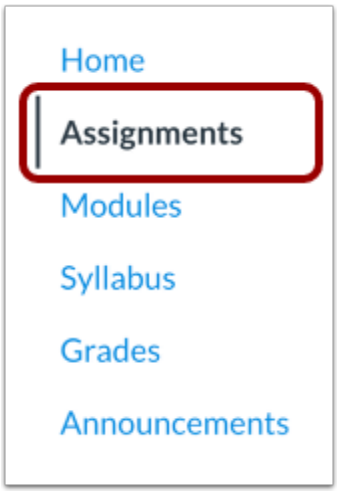
How do I preview an assessment in New Quizzes?

You can preview an assessment in New Quizzes. Assessment Preview allows you to preview and test assessment questions and settings from a student's perspective. While previewing an assessment, you can also submit the assessment and view the student results page.

Learn how to create an assessment in New Quizzes.

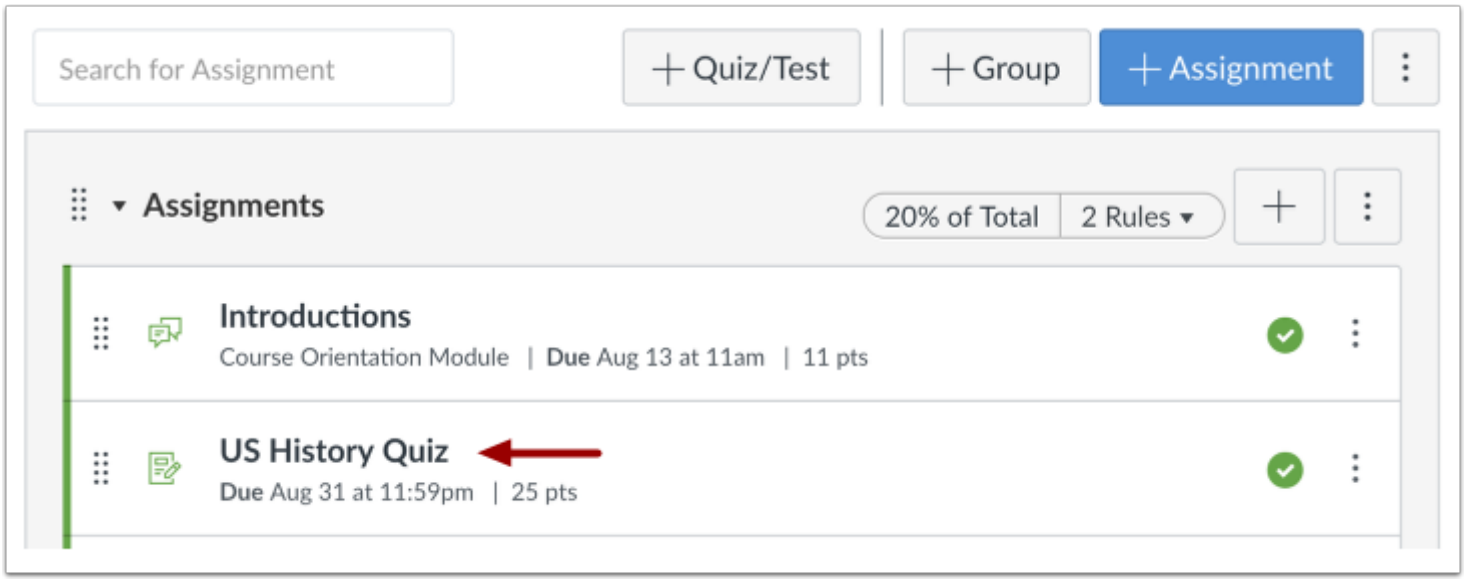
Note: Assessment Preview does not support displaying student access codes, IP address filtering, and multiple attempts.

Open Assignments



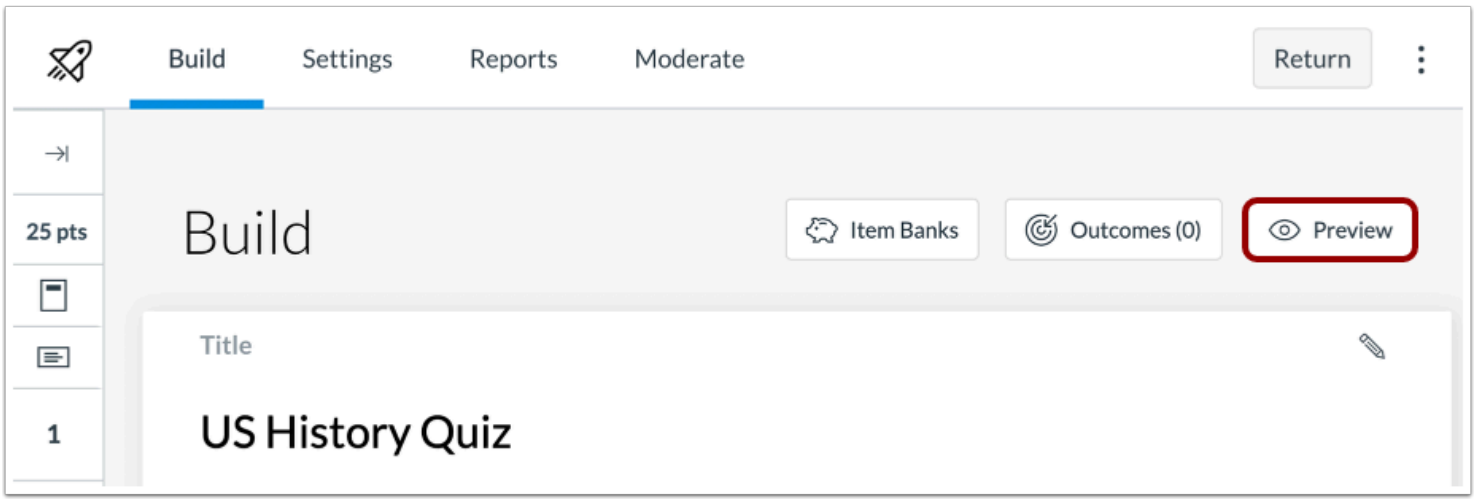
In Course Navigation, click the **Assignments** link.

Open Assessment



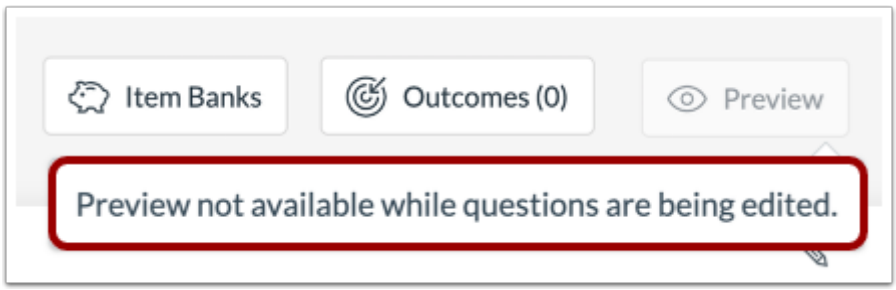
Click the title of the assessment.

Preview Assessment



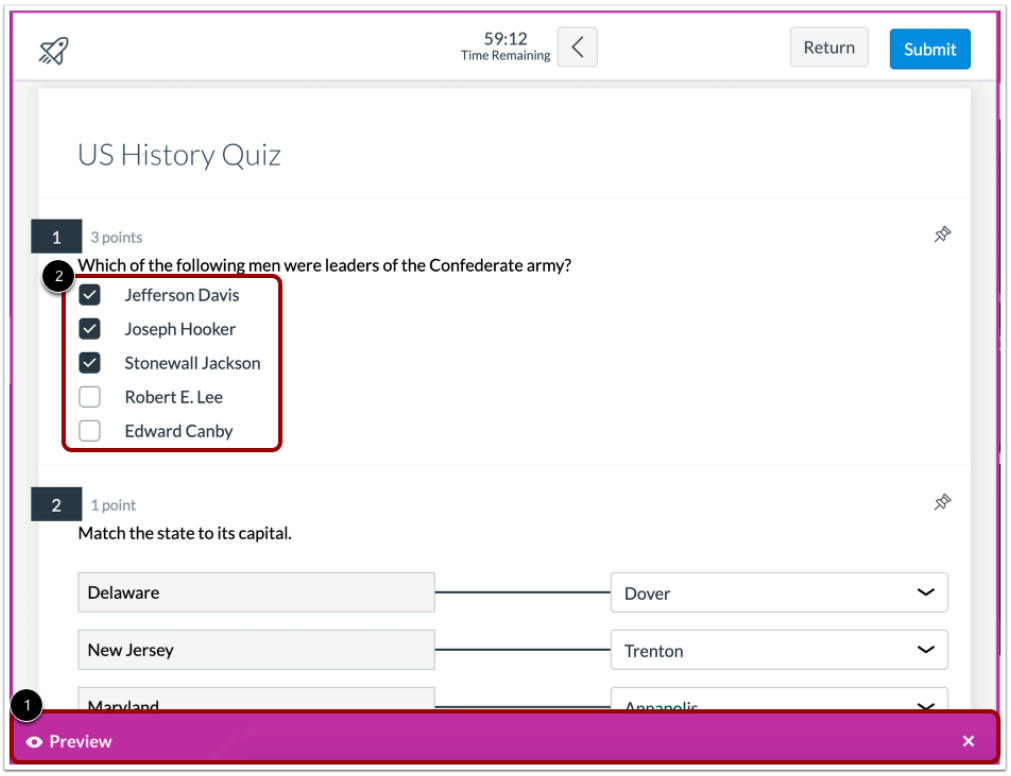
To preview the assessment, click the **Preview** button.

View Error Message



If you are currently editing the assessment, you cannot open Assessment Preview.

View Assessment Preview



When previewing an assessment, the assessment displays a colored **Preview** border [1]. You can enter answer to any question type [2].

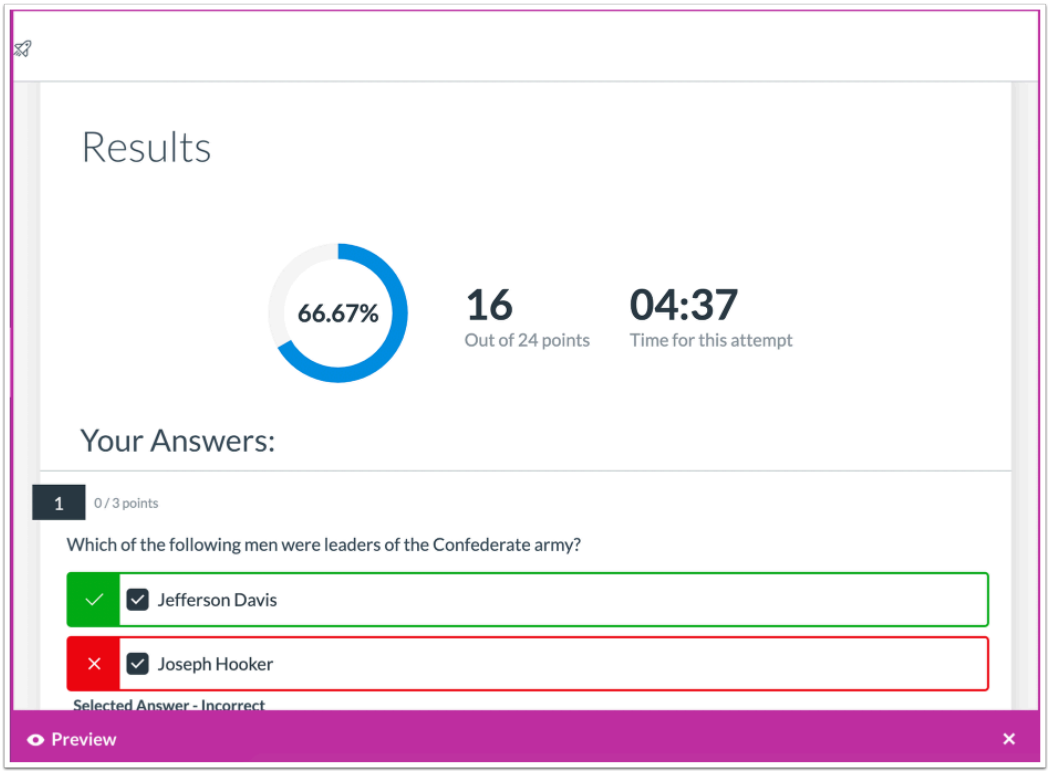
The preview displays most settings, including calculators, timer, question shuffling, and one question at a time. Assessment Preview does not support displaying student access codes, IP address filtering, and multiple attempts.

Submit Assessment

To submit the assessment, click the **Submit** button [1].

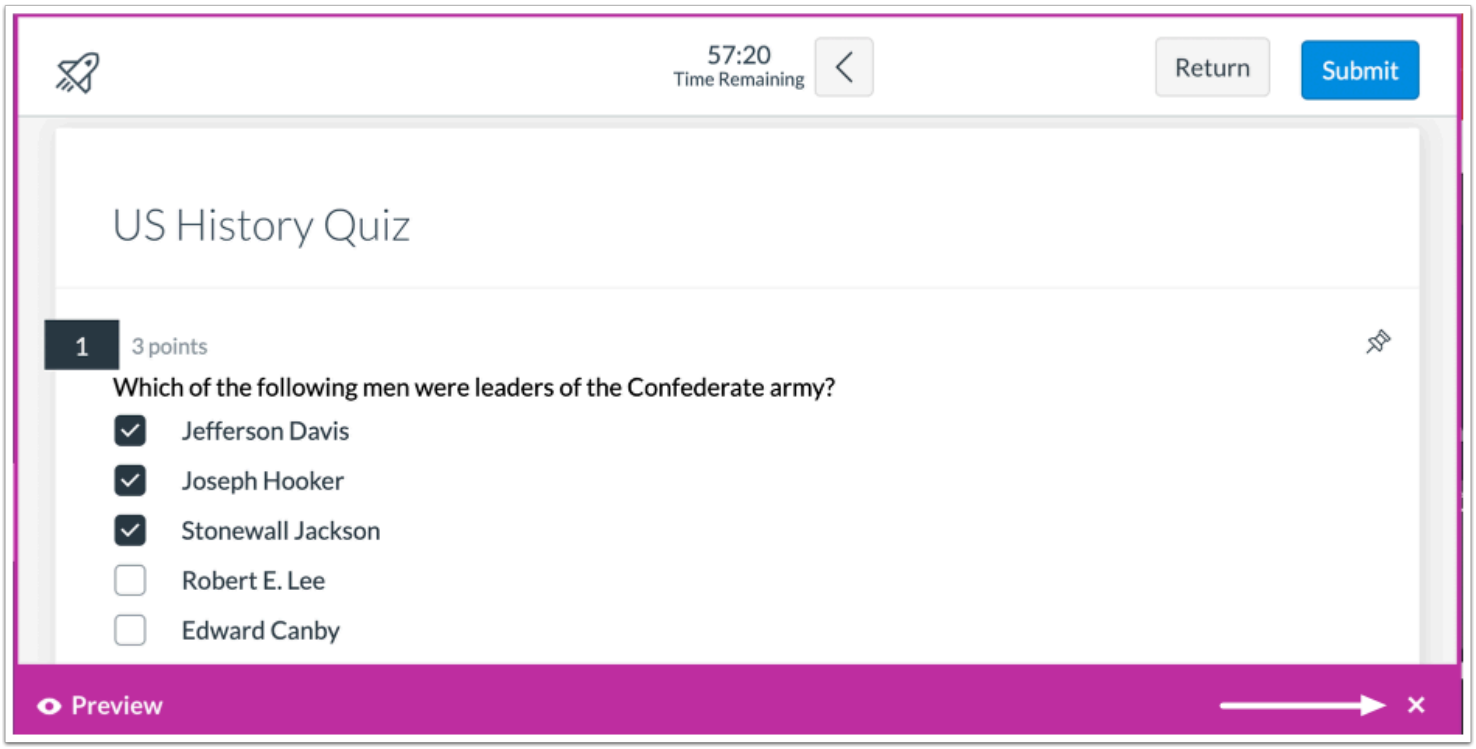
To exit the assessment and return to the Assignments page, click the **Return** button [2].

View Results Page



If you submit an assessment while in preview mode, Assessment Preview will open to the results page. The items and points displayed in the results page will correspond to the assessment's settings to restrict student result view.

Exit Preview



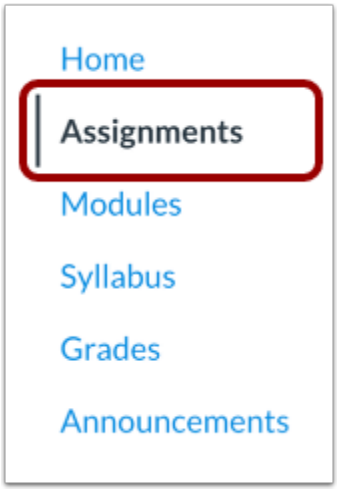
To exit Assessment Preview, click the **Close** icon.

How do I manage item banks in New Quizzes?

You can manage your item banks within any assessment in New Quizzes. Item banks can be shared with other users in your account with a teacher, TA, or admin role. Sharing an item bank allows other users to view, edit, and use the item bank.

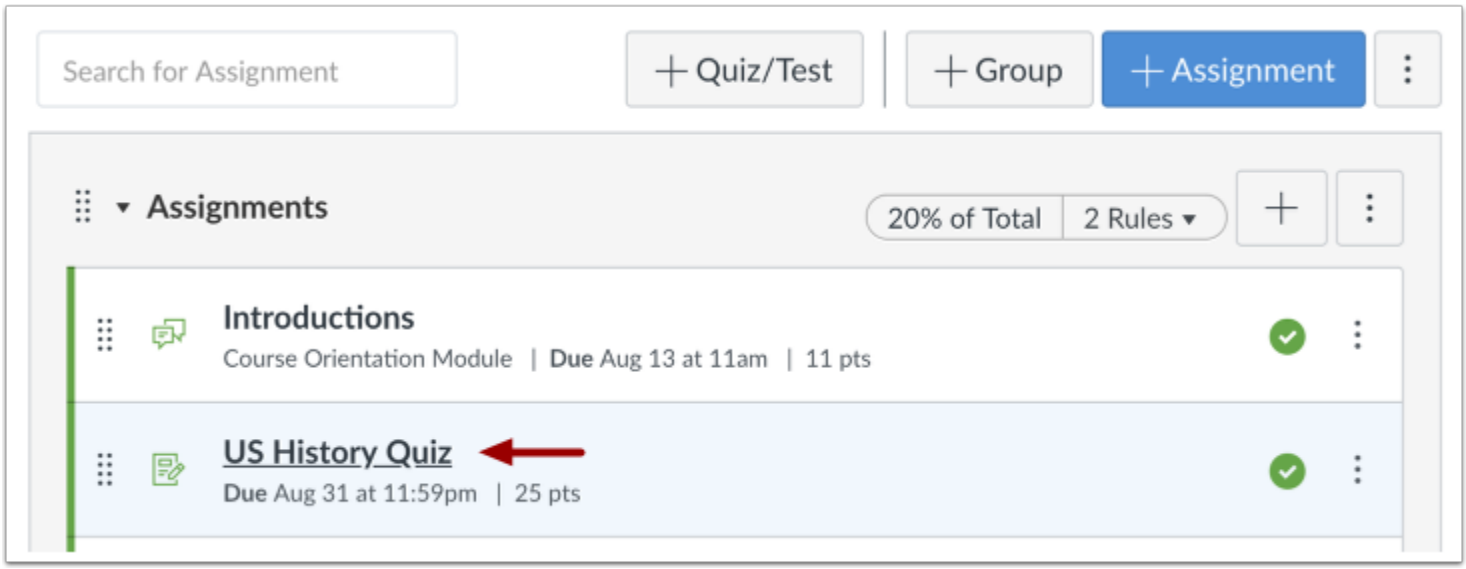
You can also open New Quizzes to manage item banks by creating a new assessment.

Open Assignments



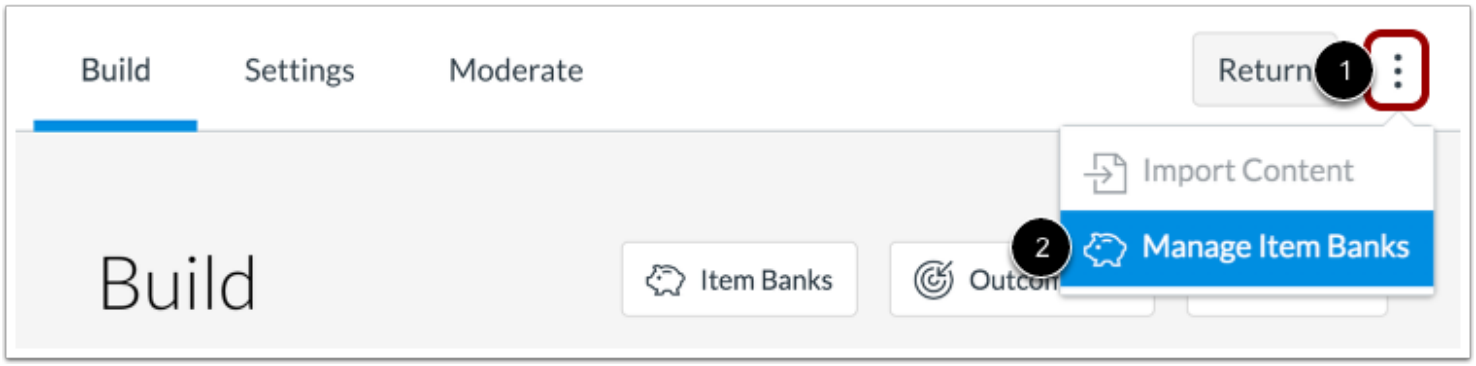
In Course Navigation, click the **Assignments** link.

Open Assessment



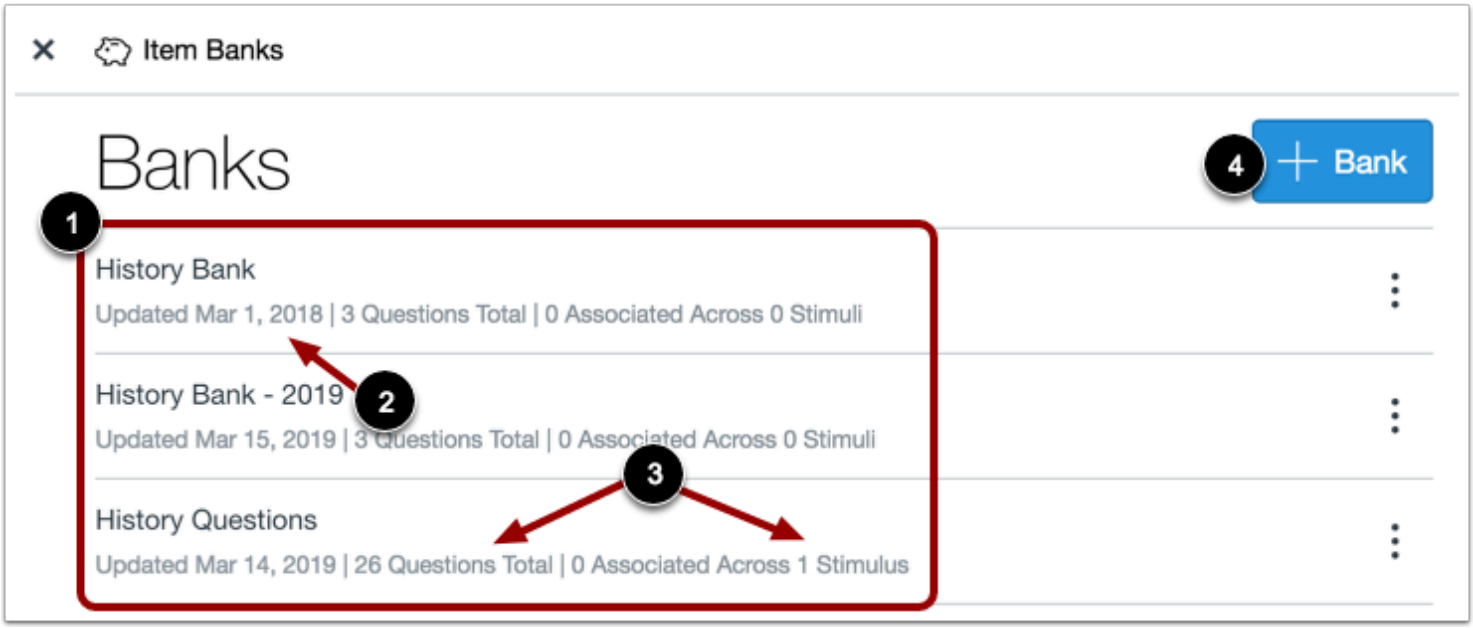
Click the title of an assessment.

Manage Item Banks



Click the **Options** icon [1] and select the **Manage Item Banks** option [2].

View Item Banks



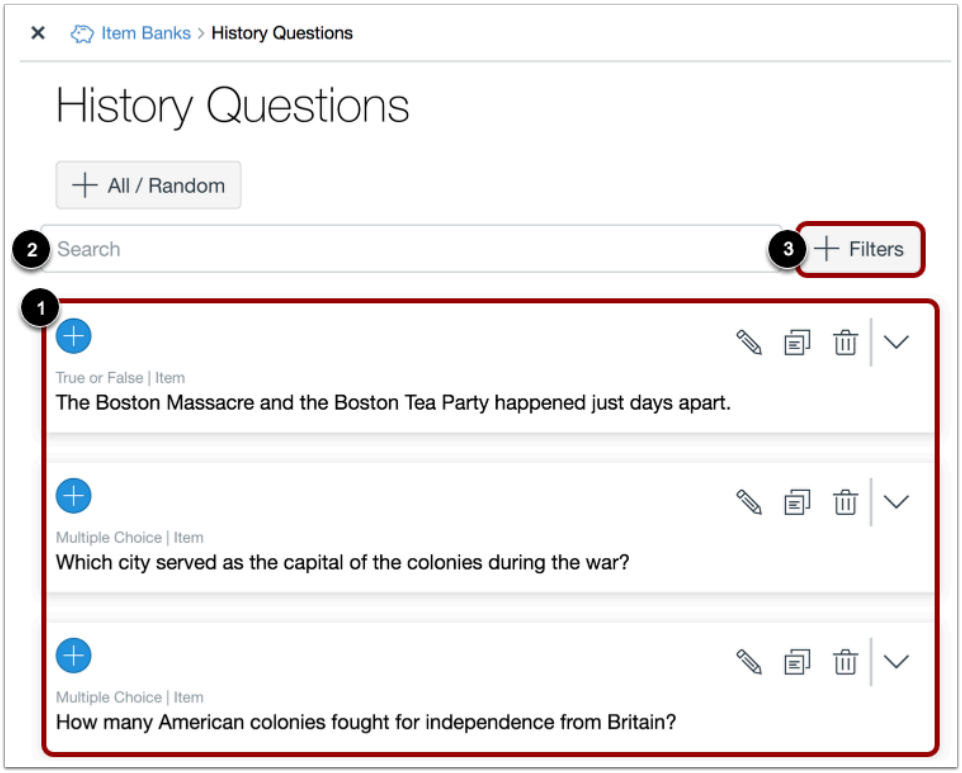
From the Item Banks page, you can view all item banks you have created [1]. Each item bank will include the date it was last updated [2] and the number of questions and stimuli it contains [3].

To create a new item bank, click the **Add Bank** button [4].

Open Item Bank

To open an item bank, click the name of the item bank.

View Items

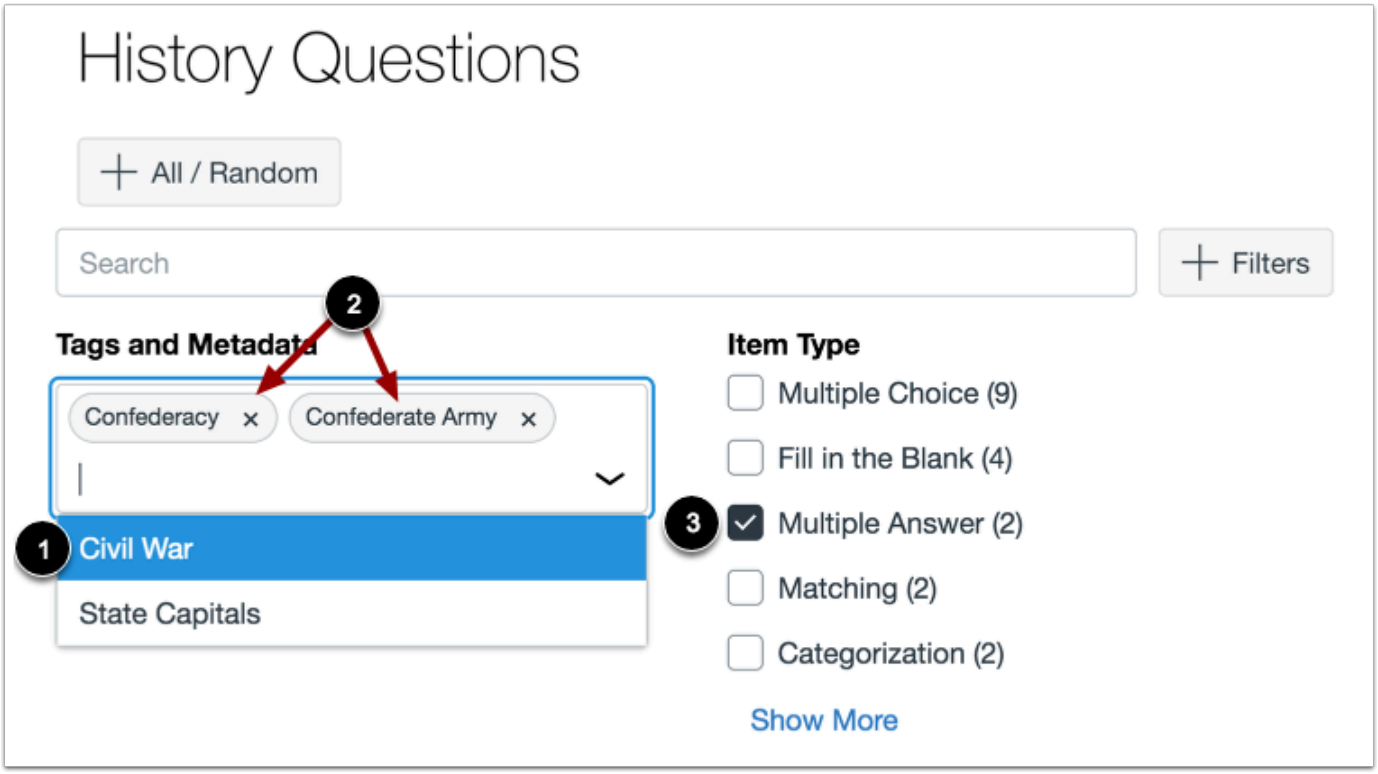


View the items in the item bank [1].

To search for an item, enter the search criteria in the **Search** field [2]. Search results will display items with matching results in question titles, question stems, and answer choices.

To filter search results, click the **Add Filters** button [3].

View Search Filters

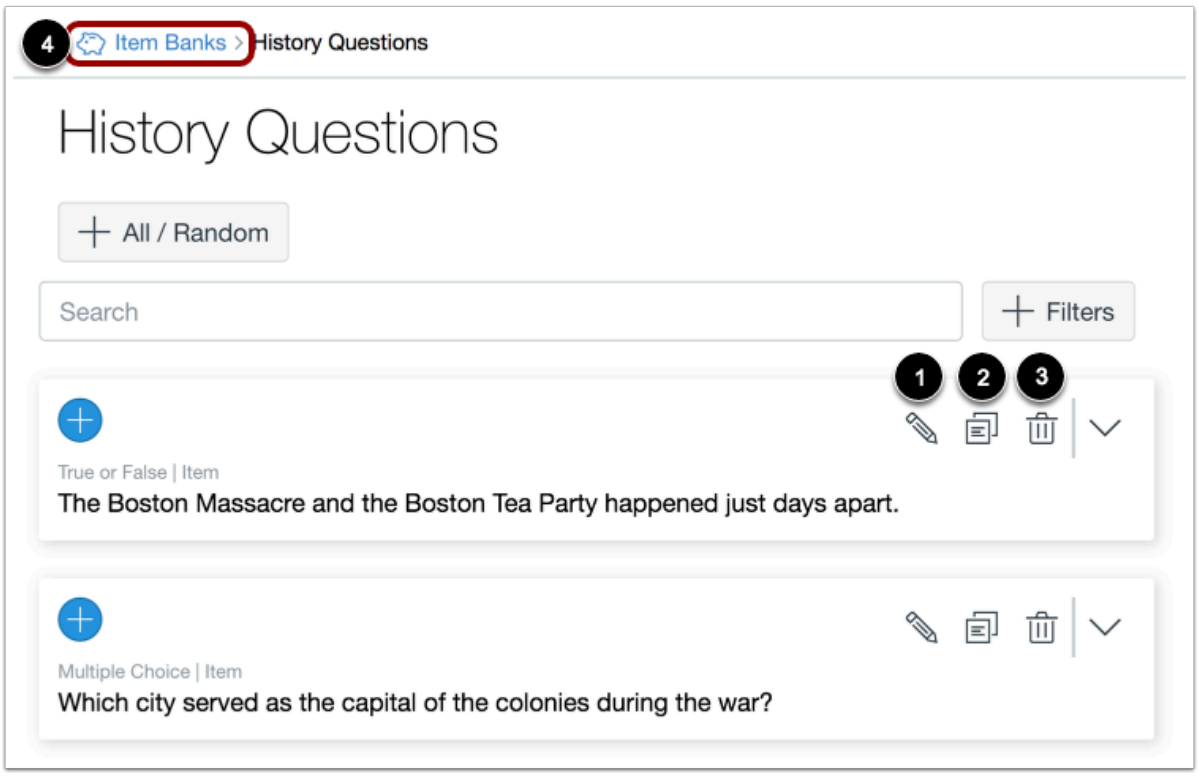


Search results can be filtered by tags or item type.

To filter results by tags, click the Tags and Metadata field and select a tag [1]. Selected tags will display in the **Tags and Metadata** field [2]. Tags can be created when editing an item bank item.

To filter results by item type, click the item type options you want to view [3].

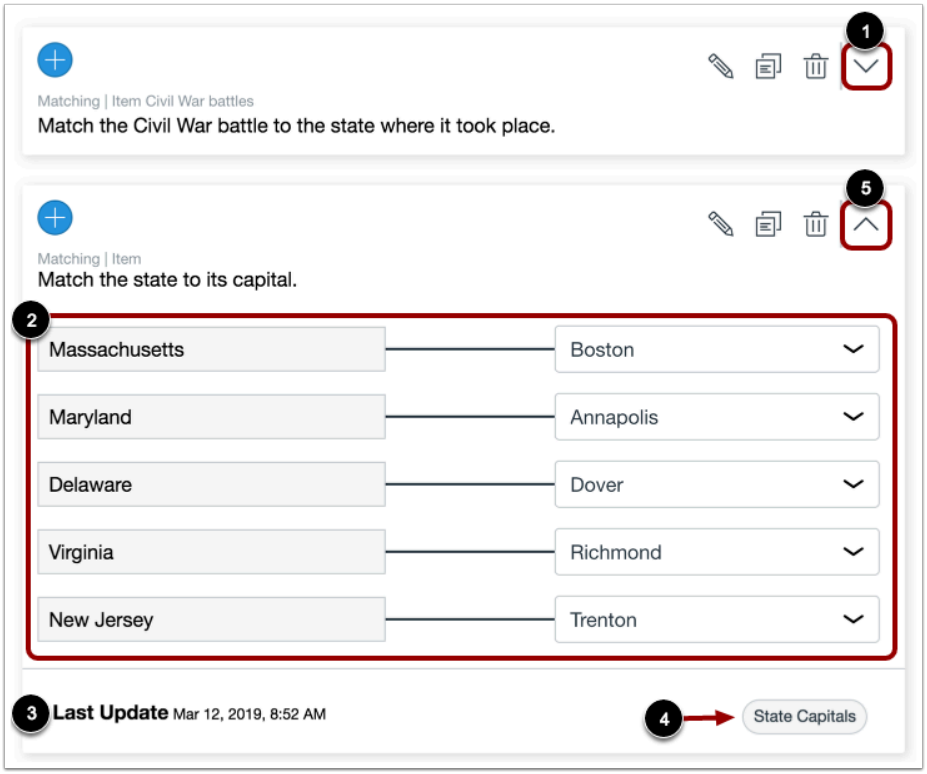
Manage Items



To edit an item bank question, click the **Edit** icon [1]. To move or copy a question to another item bank, click the **Copy** icon [2]. To delete a question, click the **Delete** icon [3].

To return to your item bank, click the **Item Banks** link [4].

View Item Details



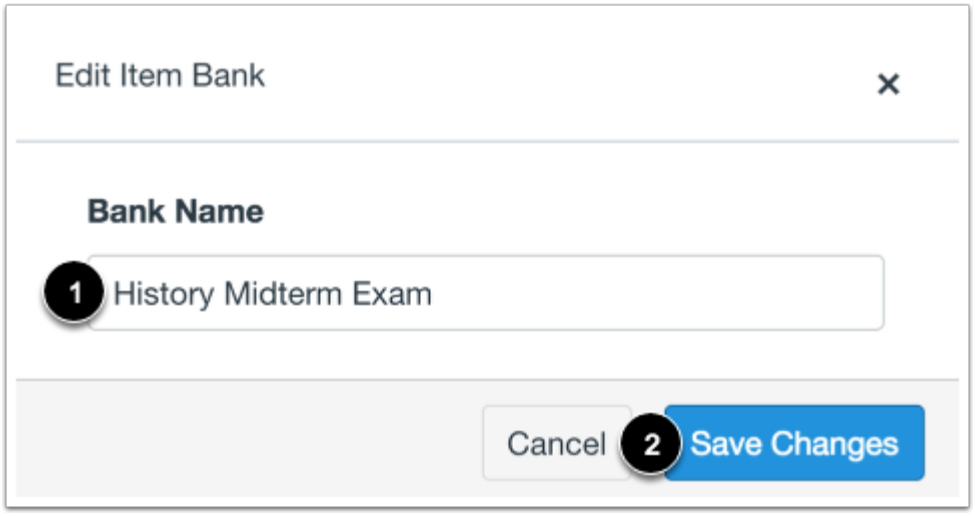
To view more details for a question, click the **Open** icon [1]. The details will include answer choices [2], the date and time the item was last updated [3], and any tags added to the item [4].

To close question details, click the **Close** icon [5].

Edit Item Bank

To edit an item bank, click the **Options** icon [1] and select the **Edit** option [2].

Edit Item Bank Name

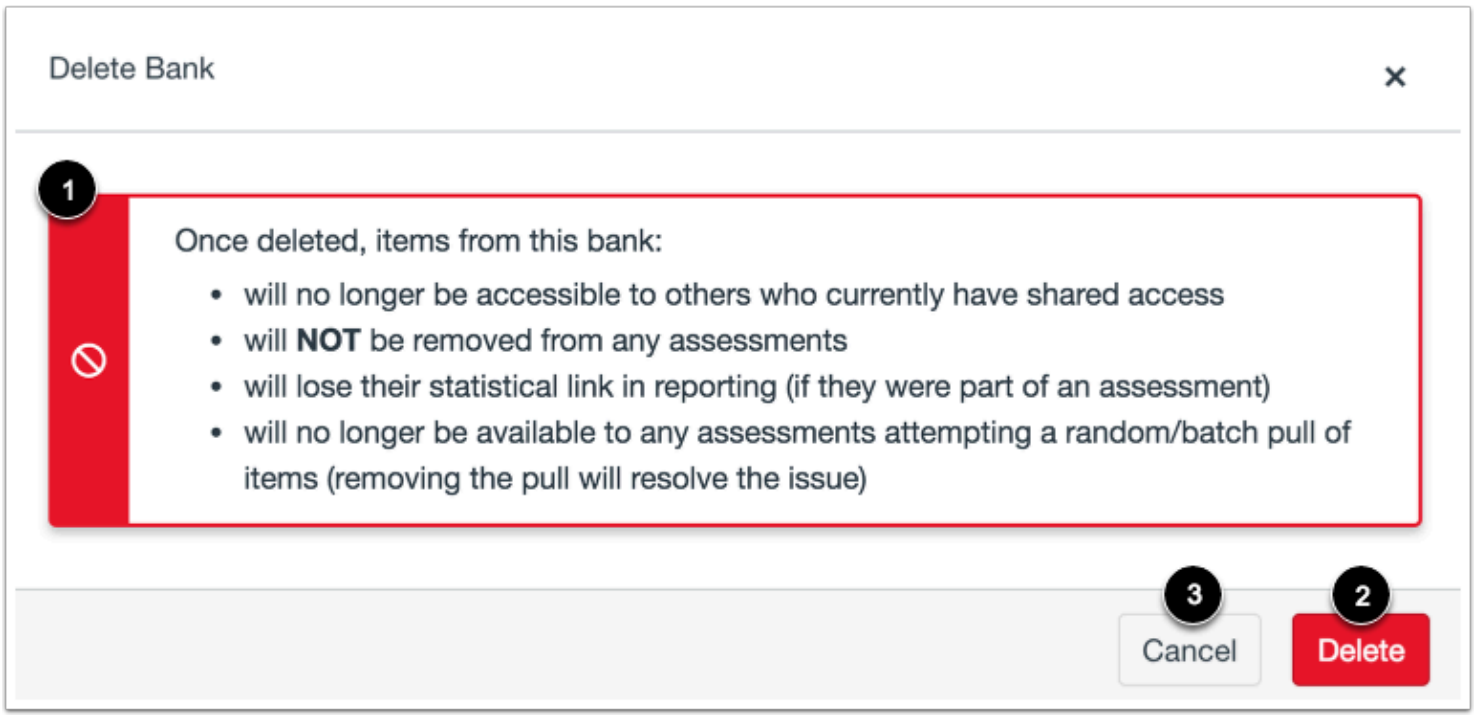


To change the name of the item bank, enter the name in the **Bank Name** field [1]. To save the item bank name, click the **Save Changes** button [2].

Delete Item Bank

To delete an item bank, click the **Options** icon [1] and select the **Delete** option [2].

Confirm Deletion



View the warning message for deleting item banks [1].

To delete the item bank, click the **Delete** button [2]. To keep the item bank, click the **Cancel** button [3].

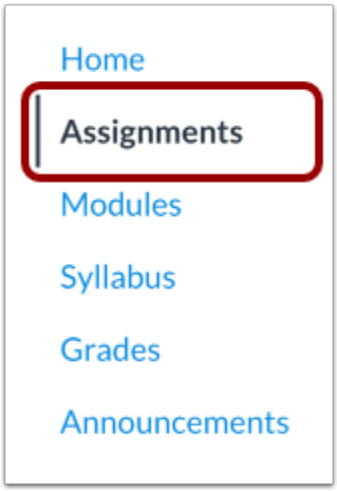
Notes:

- Questions added to an assessment individually will not be removed from the assessment when the item bank is deleted. Question groups that use a random number of item bank items will not be available after the item bank is deleted.
- Once an item bank is deleted, it will also lose its statistical link to reports.

How do I create an item bank in New Quizzes?

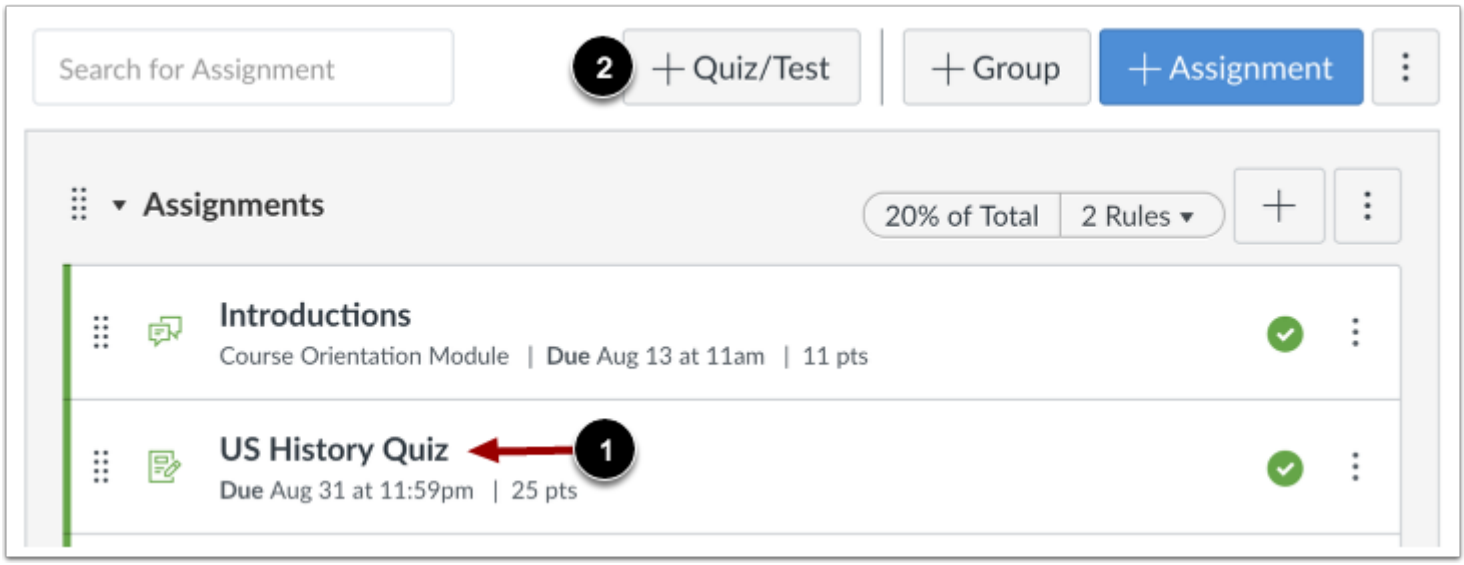
You can create item banks in New Quizzes. Item banks can be used to store questions for use in other assessments. You can use your item banks in any course where you have permission to create and edit an assessment using New Quizzes.

Open Assignments



In Course Navigation, click the **Assignments** link.

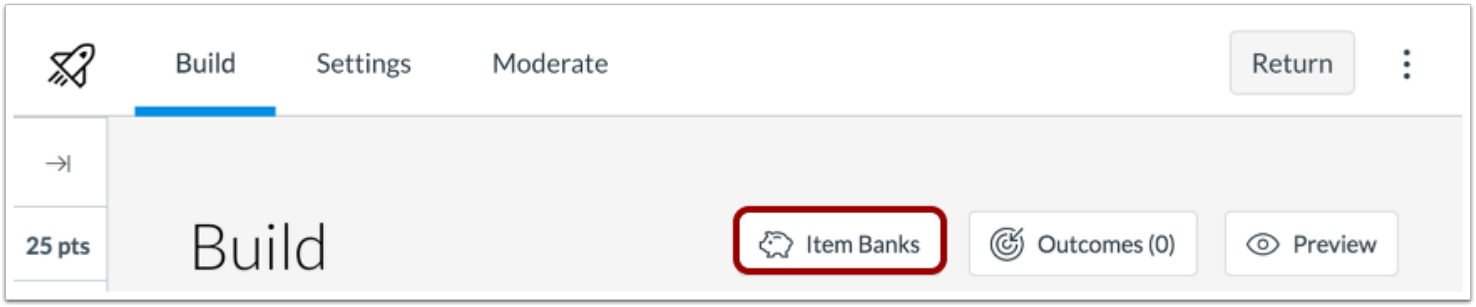
Open Assessment



To open an assessment, click the title of the assessment [1].

To create a new assessment, click the **Add Quiz/Test** button [2].

Open Item Banks

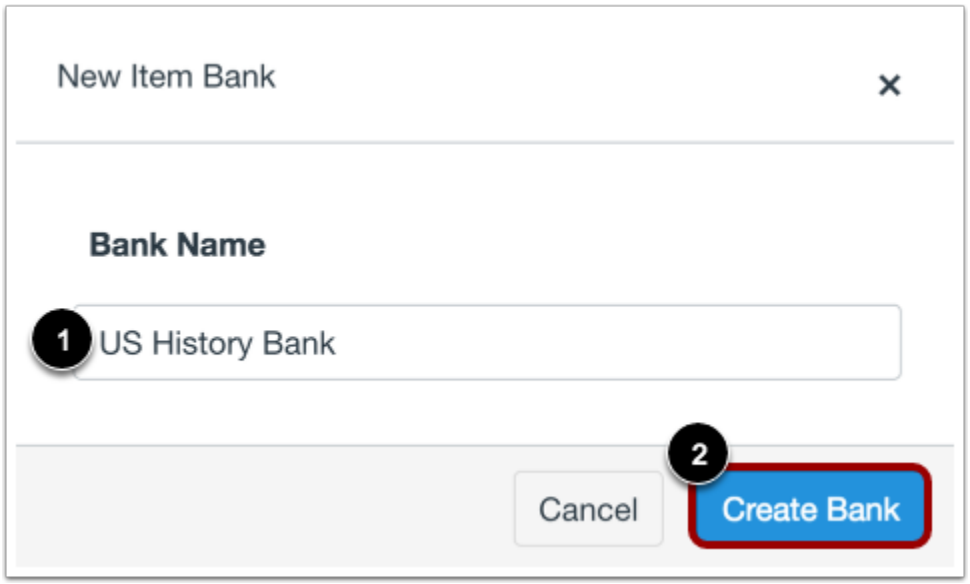


Click the **Item Banks** button.

Add Item Bank

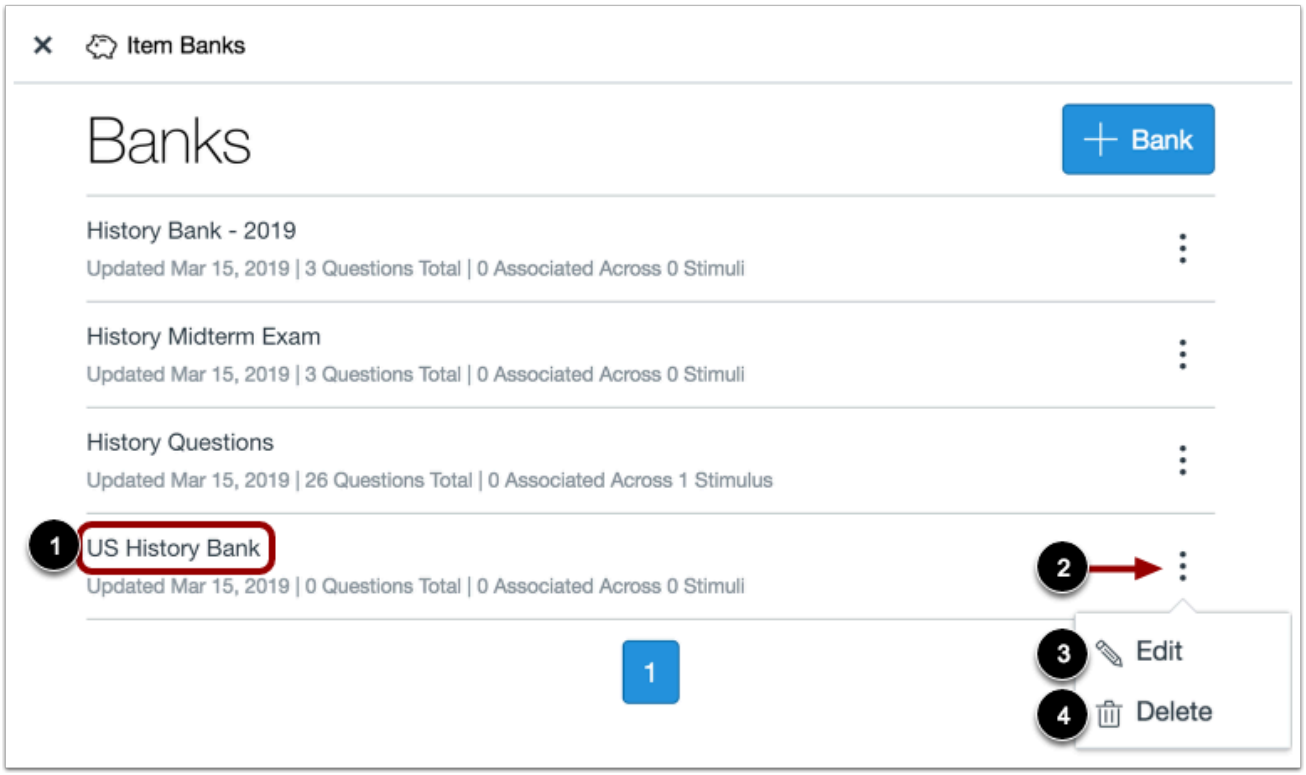
Click the **Add Bank** button.

Name Item Bank



In the **Bank Name** field [1], enter the name of the item bank. To save your bank, click the **Create Bank** button [2].

View Item Bank



View your new item bank [1].

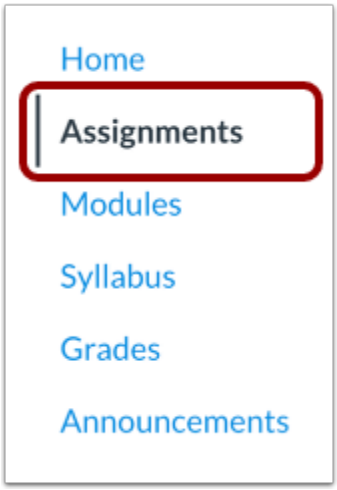
To view your item bank options, click the **Options** icon [2]. To edit the item bank, click the **Edit** option [3]. To delete the item bank, click the **Delete** option [4].

How do I add content to an item bank in New Quizzes?

Once you create content in an assessment, you can add it to an item bank for use in other assessments. You can add questions or stimulus from any course where you have permission to create and edit a quiz using New Quizzes.

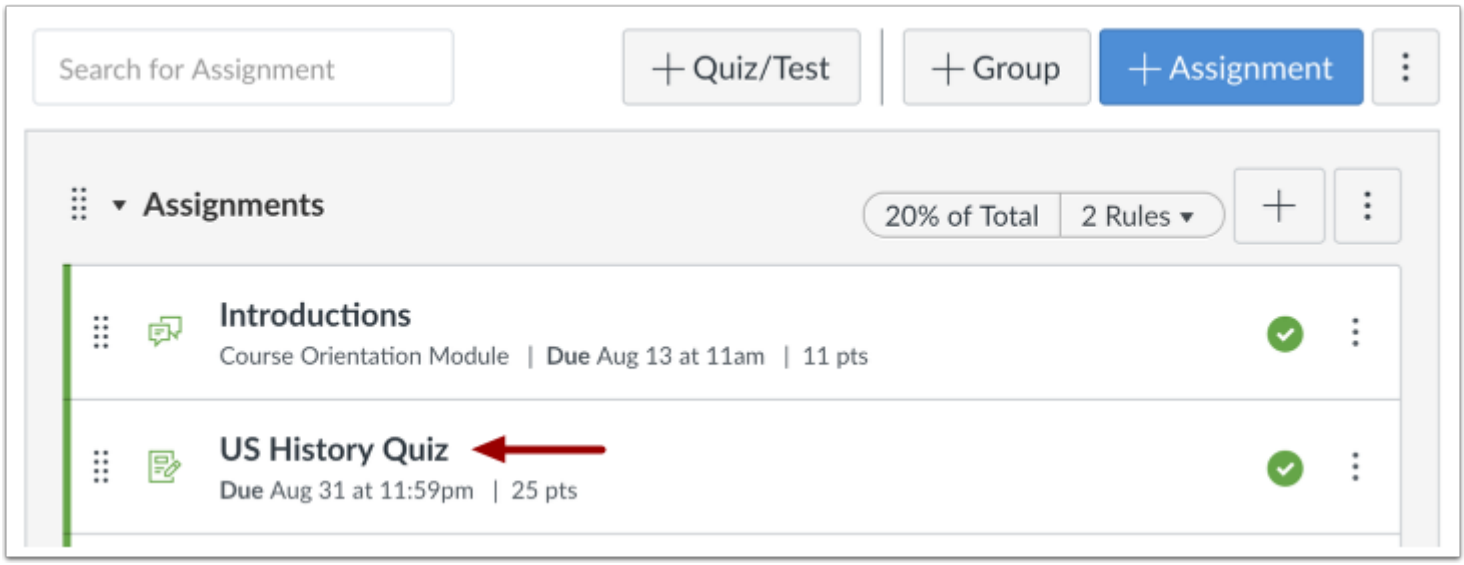
After a question has been added to an item bank, all question properties other than point value and certain options must be edited in the item bank. You should make sure your question is complete before adding it to an item bank.

Open Assignments



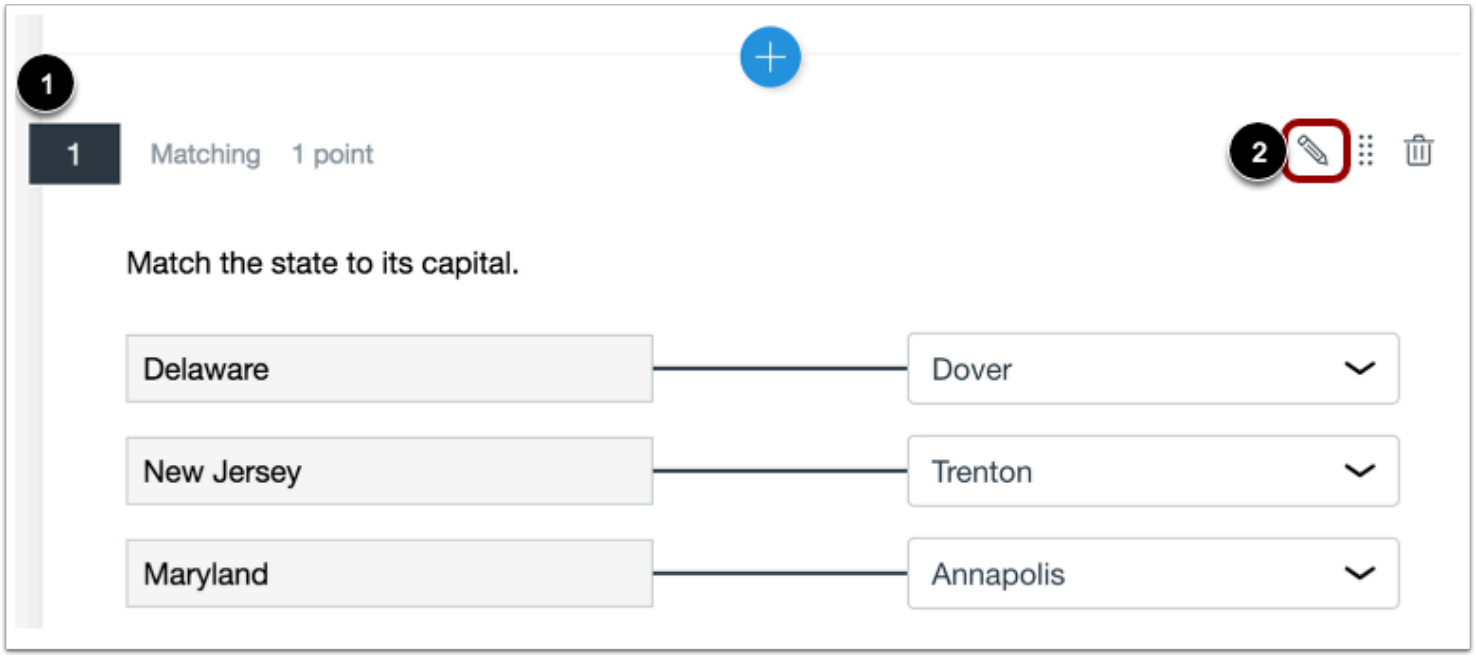
In Course Navigation, click the **Assignments** link.

Open Assessment



To open an assessment, click the title of the assessment.

Edit Question

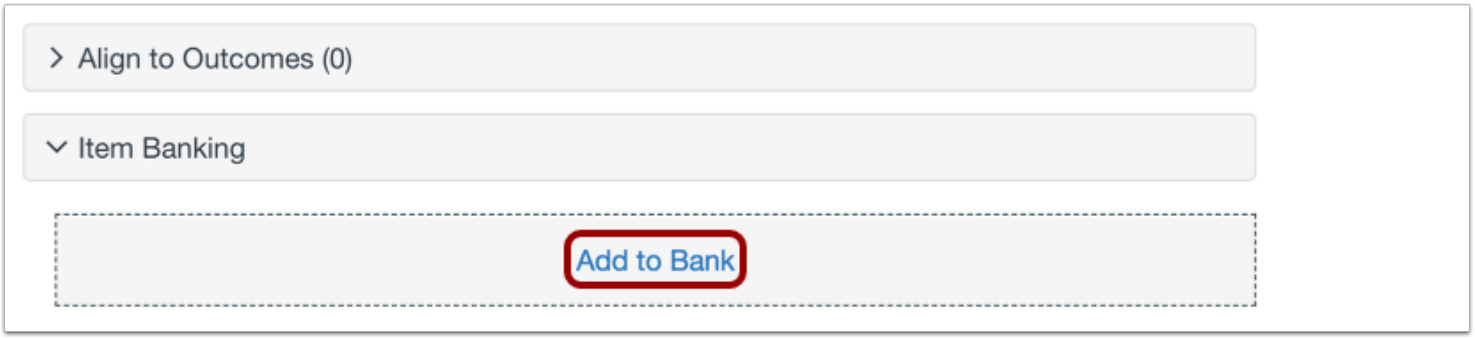


Locate the question you would like to add to the item bank [1]. Click the **Edit** icon [2].

Open Item Banking

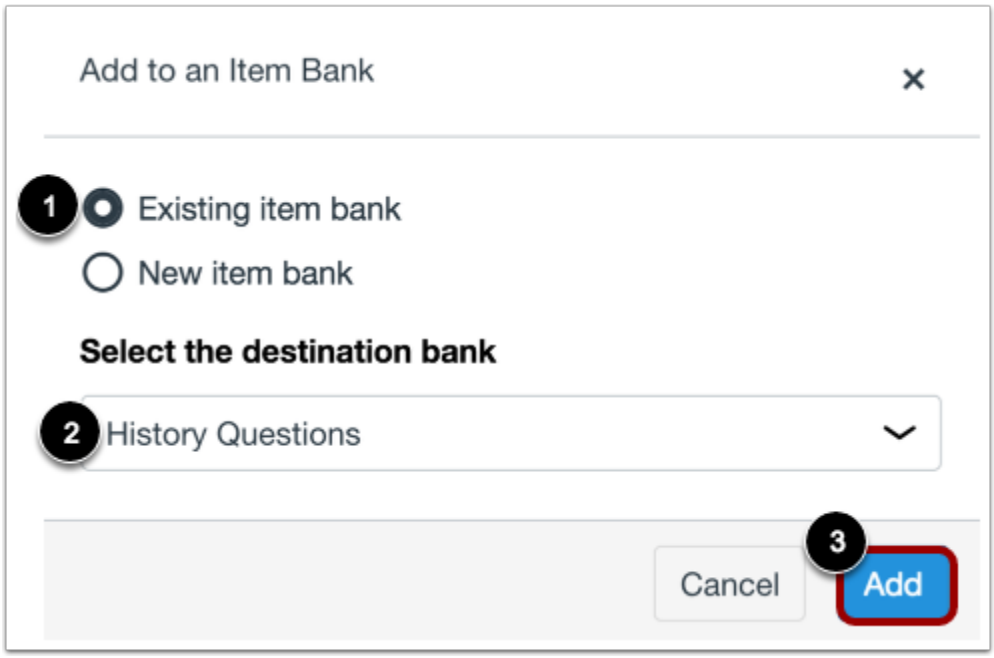
Click the **Item Banking** button.

Add Question to Item Bank



Click the **Add to Bank** link.

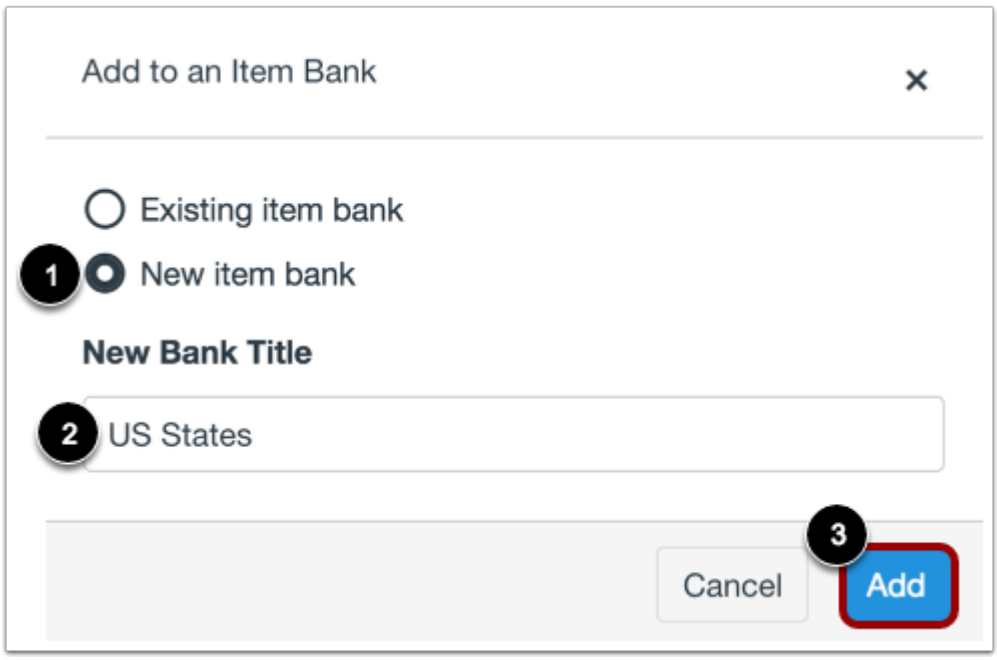
Add to Existing Bank



To add the item to an existing item bank, click the **Existing item bank** option [1]. Then select the item bank you want to use in the **Select the destination bank** drop-down menu [2].

To add the item to the bank, click the **Add** button [3].

Create New Bank



To create a new bank for the item, click the **New item bank** option [1]. Then enter the name for the new bank in the **New Bank Title** field [2].

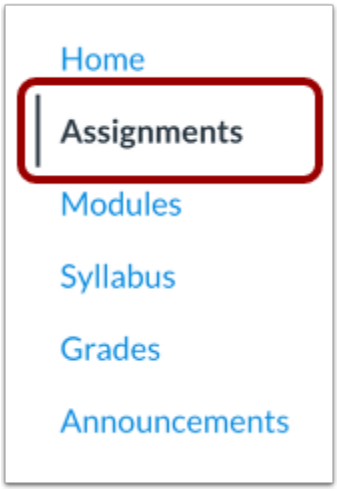
To add the item to the new bank, click the **Add** button [3].

How do I import questions from a QTI package into an item bank in New Quizzes?

You can import questions from a QTI package into an item bank. This lesson describes how to add a QTI package to an item bank by creating a new item bank. You can also add a QTI package to an empty item bank that has already been created.

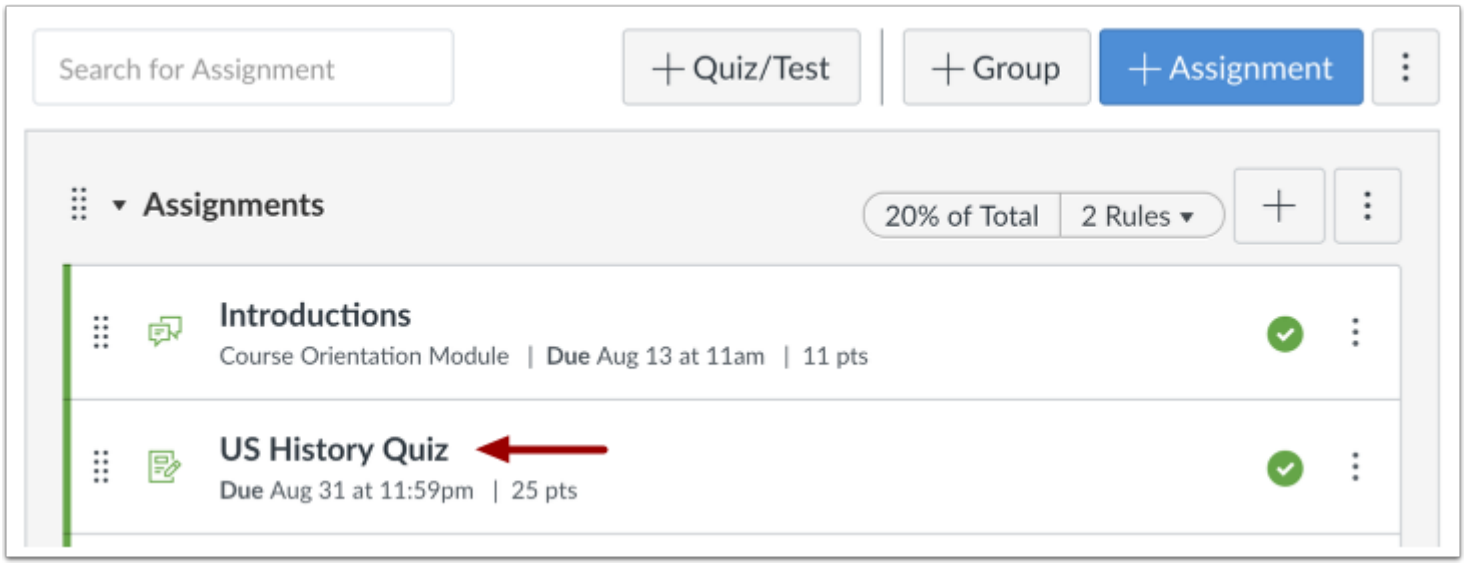
Note: New Quizzes only supports imports from QTI 1.2 and 2.x.

Open Assignments



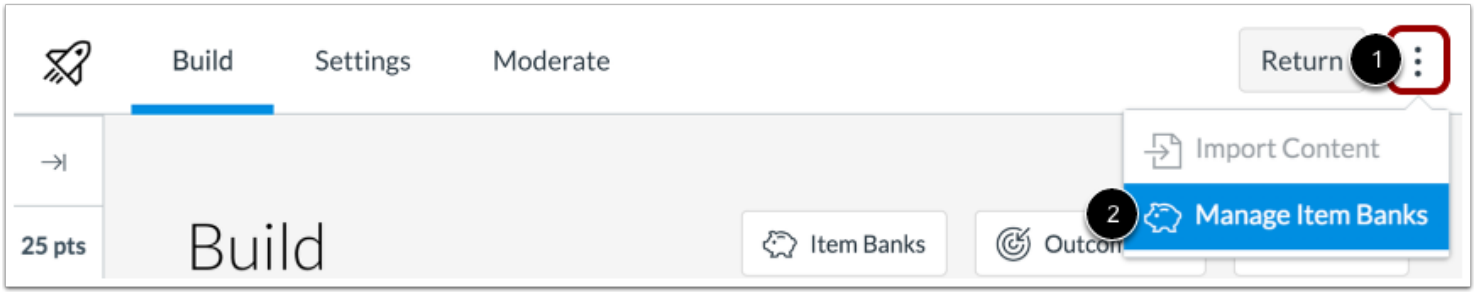
In Course Navigation, click the **Assignments** link.

Open Assessment



Click the title of an assessment.

Manage Item Banks

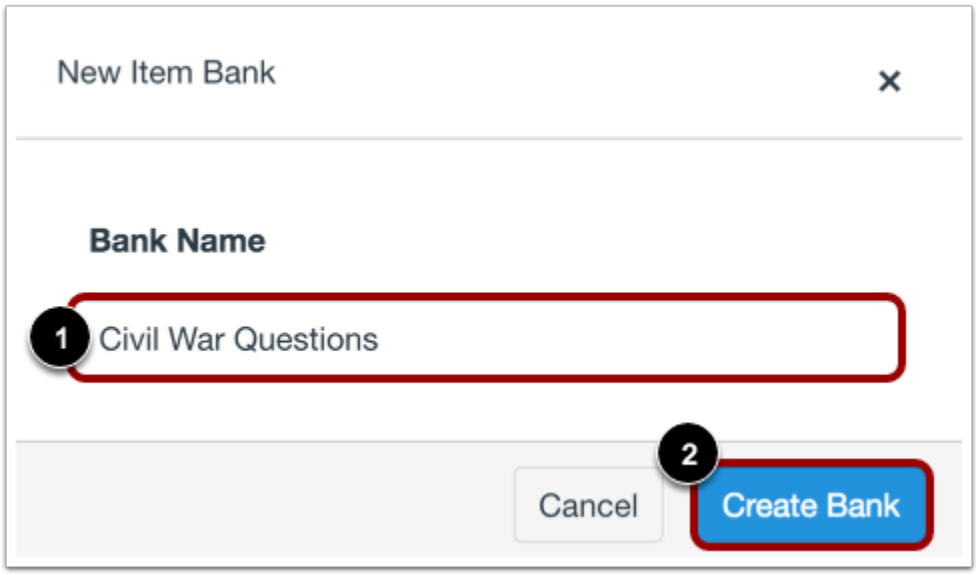


Click the **Options** icon [1] and select the **Manage Item Banks** option [2].

Add Item Bank

Click the **Add Bank** button.

Name Item Bank

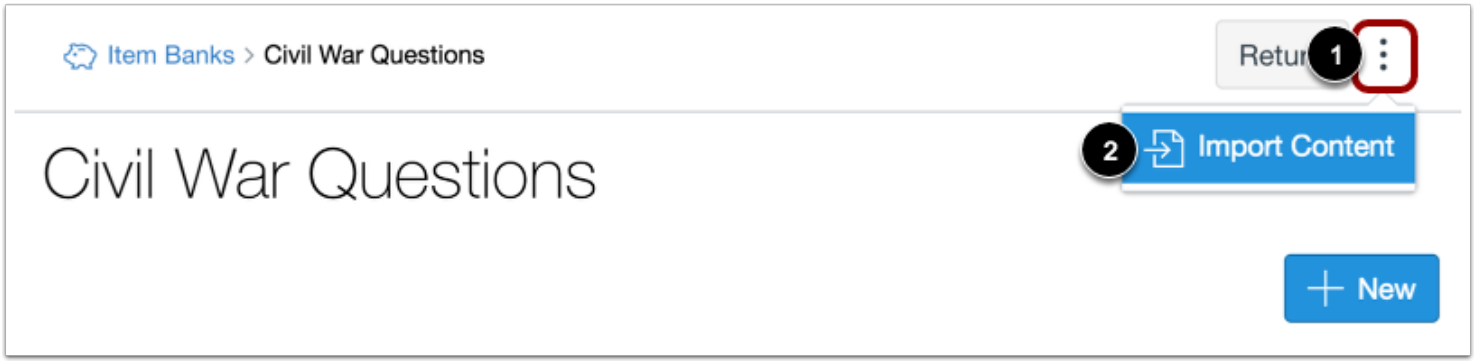


In the **Bank Name** field [1], enter the name of the item bank. To save the bank, click the **Create Bank** button [2].

Select Item Bank

Click the name of your new item bank.

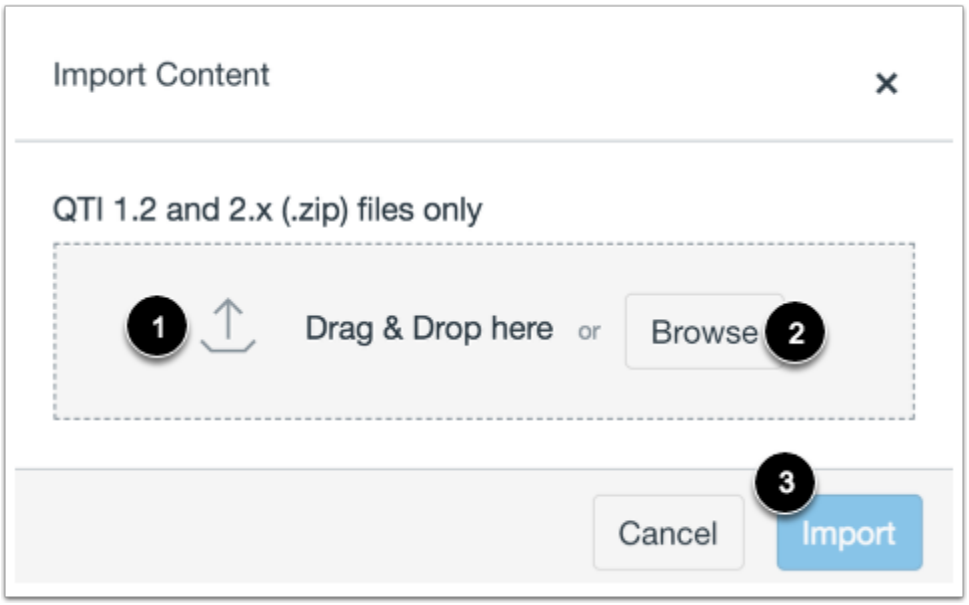
Import Content



Click the **Options** icon [1] then select the **Import Content** option [2].

Note: If there are questions in your item bank, you will not be able to select the Import Content option.

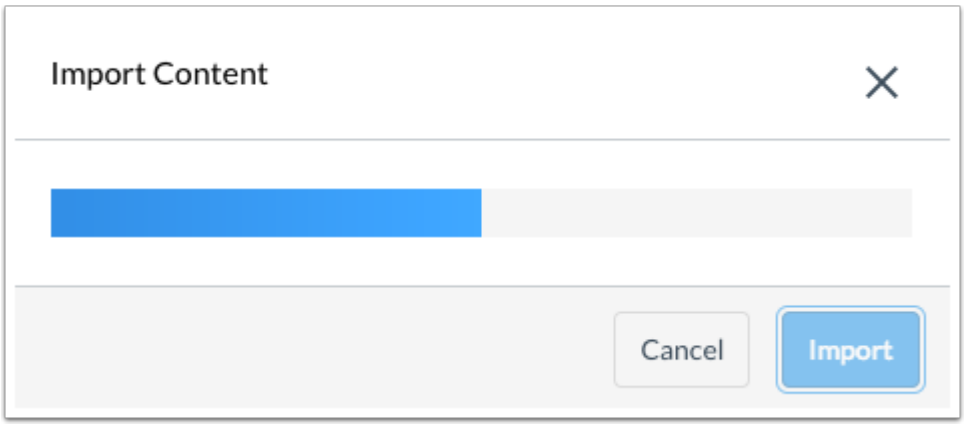
Import QTI File



To import a QTI file, drag and drop the file [1] or select a file by clicking the **Browse** button [2].

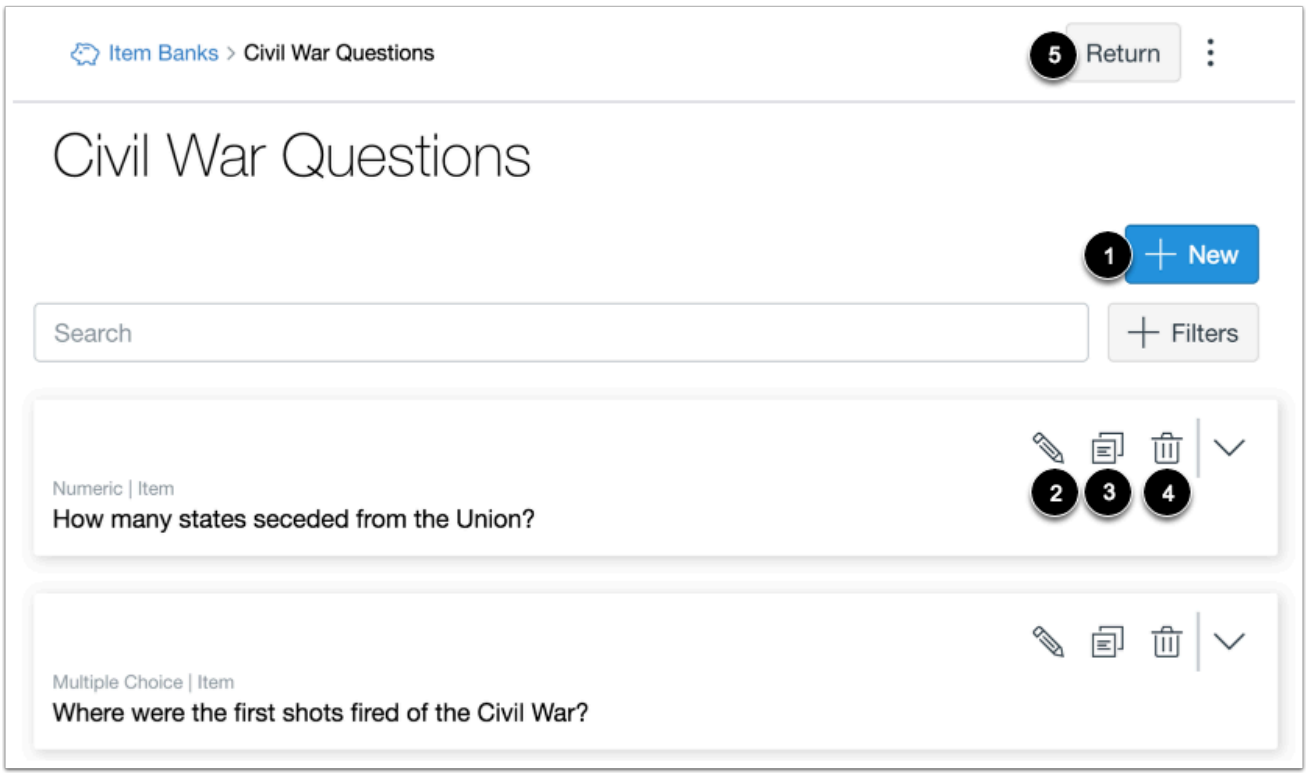
To start the import, click the **Import** button [3].

View Import Status



A status bar will display the status of the import.

Manage Item Bank Questions

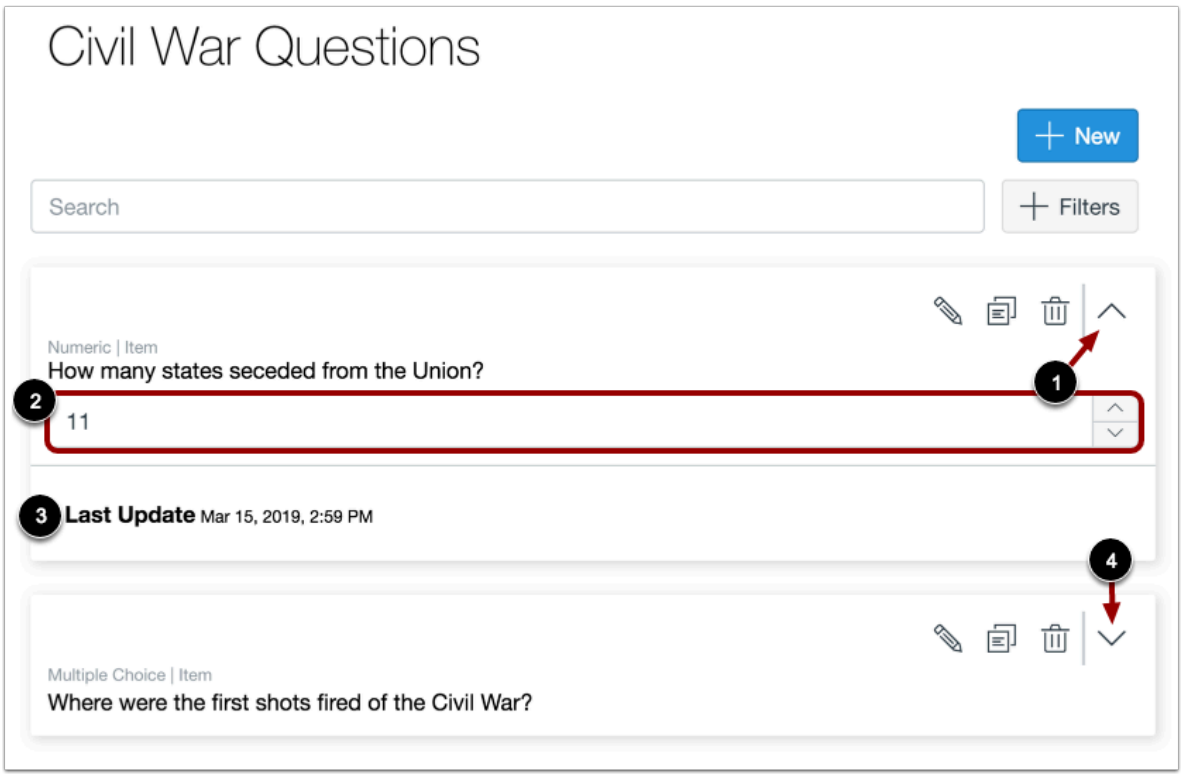


View the imported questions in your item bank. To add a new question to the item bank, click the **Add New** button [1].

To edit an item bank question, click the **Edit** icon [2]. To move or copy a question to another item bank, click the **Copy** icon [3]. To delete a question, click the **Delete** icon [4].

To return to your item bank, click the **Return** button [5].

View Question Details



To view more details for a question, click the **Open** icon [1]. The details will include answer choices [2] and the date and time the question was last updated [3].

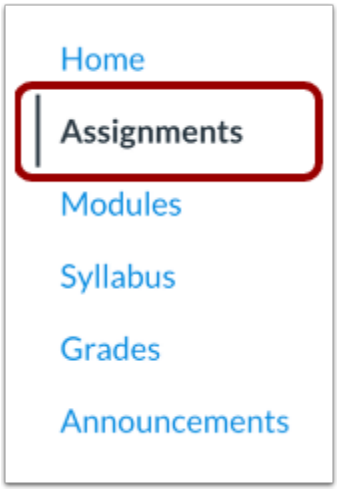
To close question details, click the **Close** icon [4].

How do I add an item from an item bank to an assessment in New Quizzes?

You can add individual items from an item bank to an assessment in New Quizzes. You can also add multiple items from an item bank.

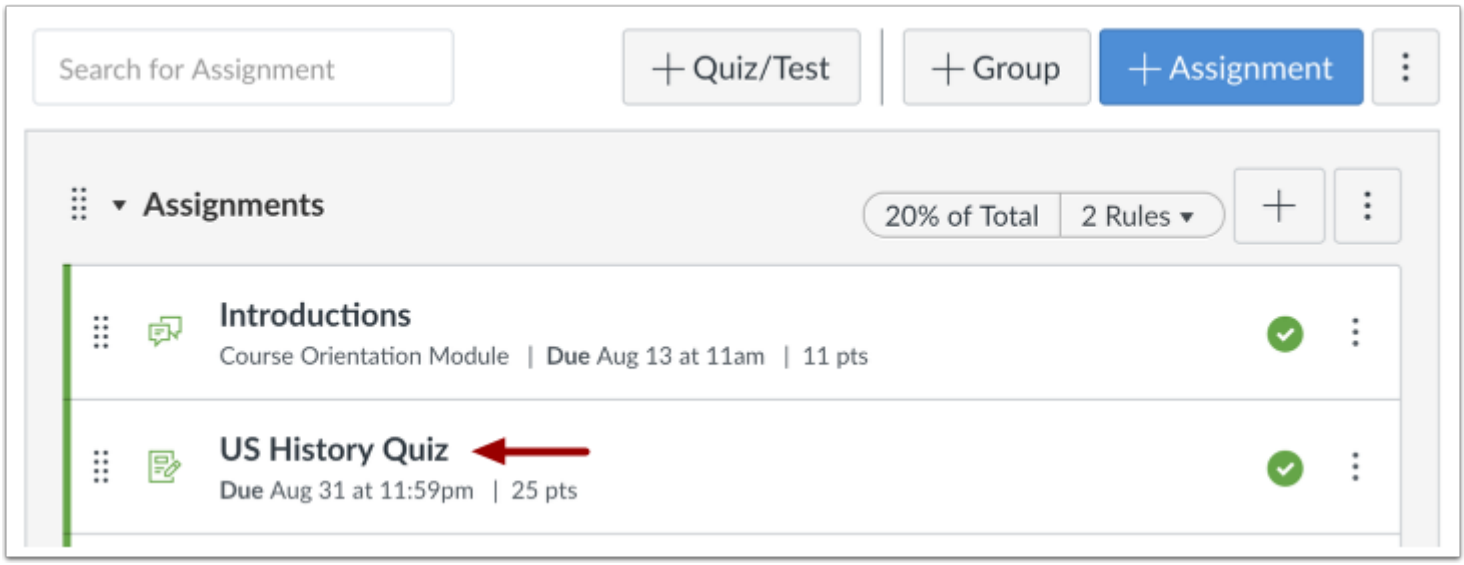
This lesson shows how to add an item from an item bank using the Item Banks button on the Build page. You can also access your item banks when adding content to an assessment.

Open Assignments



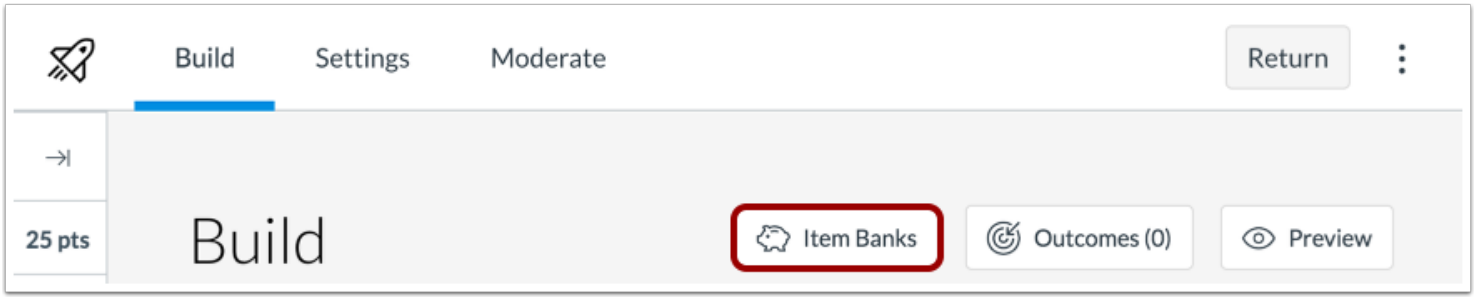
In Course Navigation, click the **Assignments** link.

Open Assessment



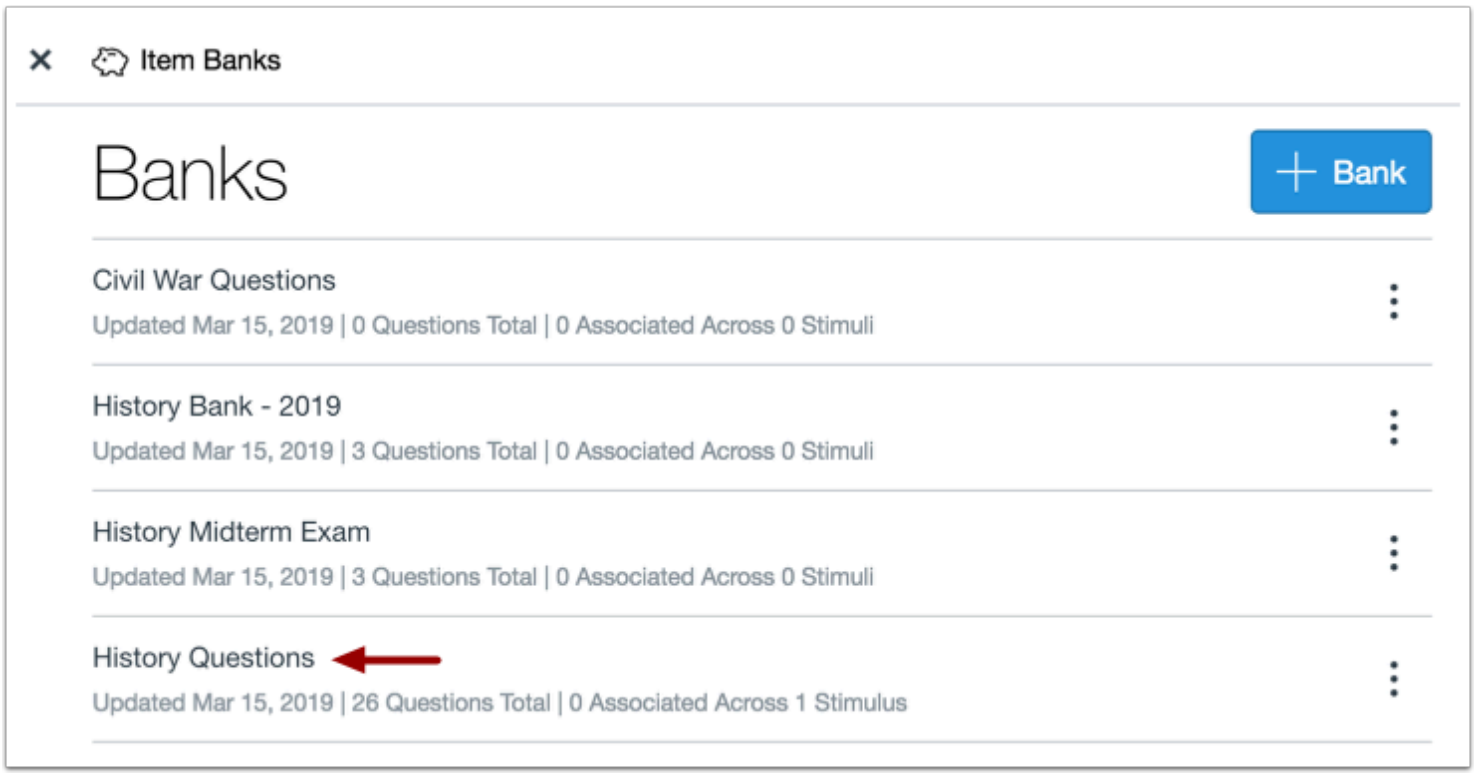
Click the name of the assessment.

Open Item Banks



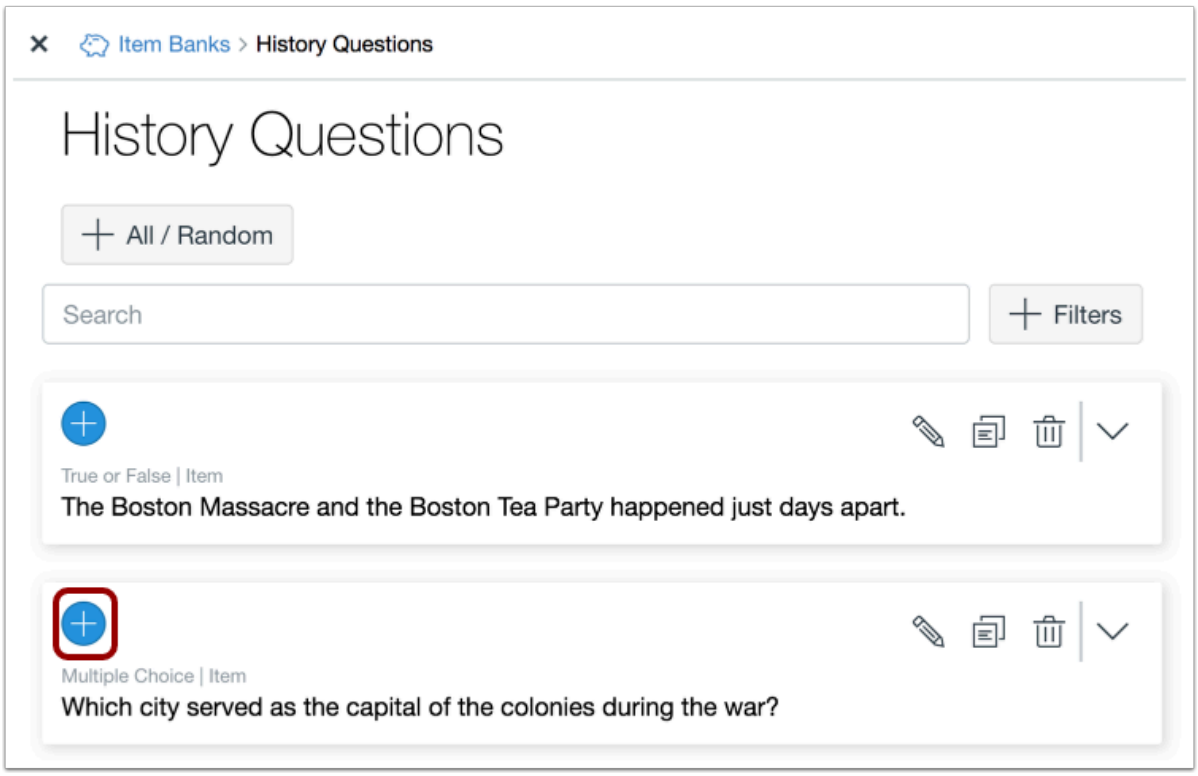
Click the **Item Banks** button.

Open Item Bank



Click the name of an item bank.

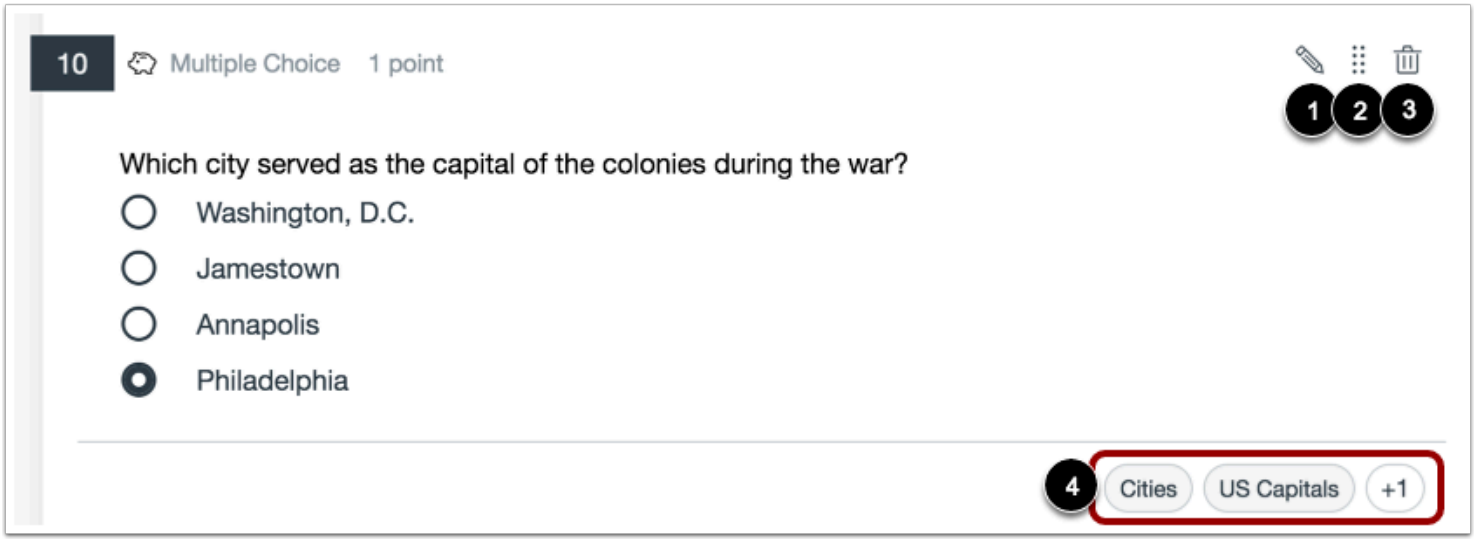
Add Item



To add an item to an assessment, click the **Add** button next to that item.

The item will display in the assessment.

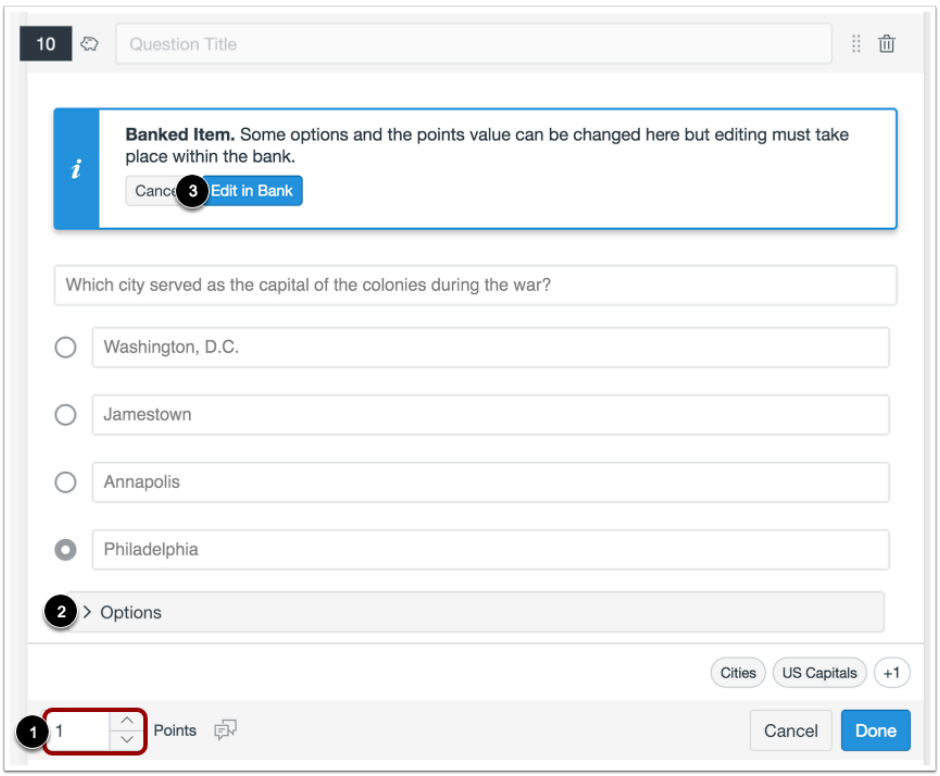
View Item



View the item in the assessment. To edit the item, click the **Edit** icon [1]. To move the item, click the **Move** icon [2]. To delete the item, click the **Delete** icon [3].

If any tags have been added, the tags will display in the item [4].

Edit Item



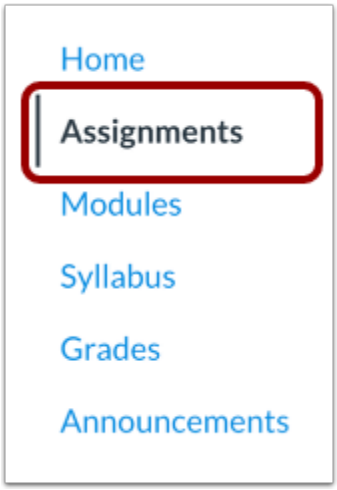
When editing an item bank item in an assessment, you will only be able to edit point values [1] and some options [2]. To edit other parts of the question, click the **Edit in Bank** button [3].

How do I edit an item bank item in New Quizzes?

You can edit item bank items in New Quizzes. Edits will display in any assessment that uses the item. If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy will create separate statistical data from the previous version of the item.

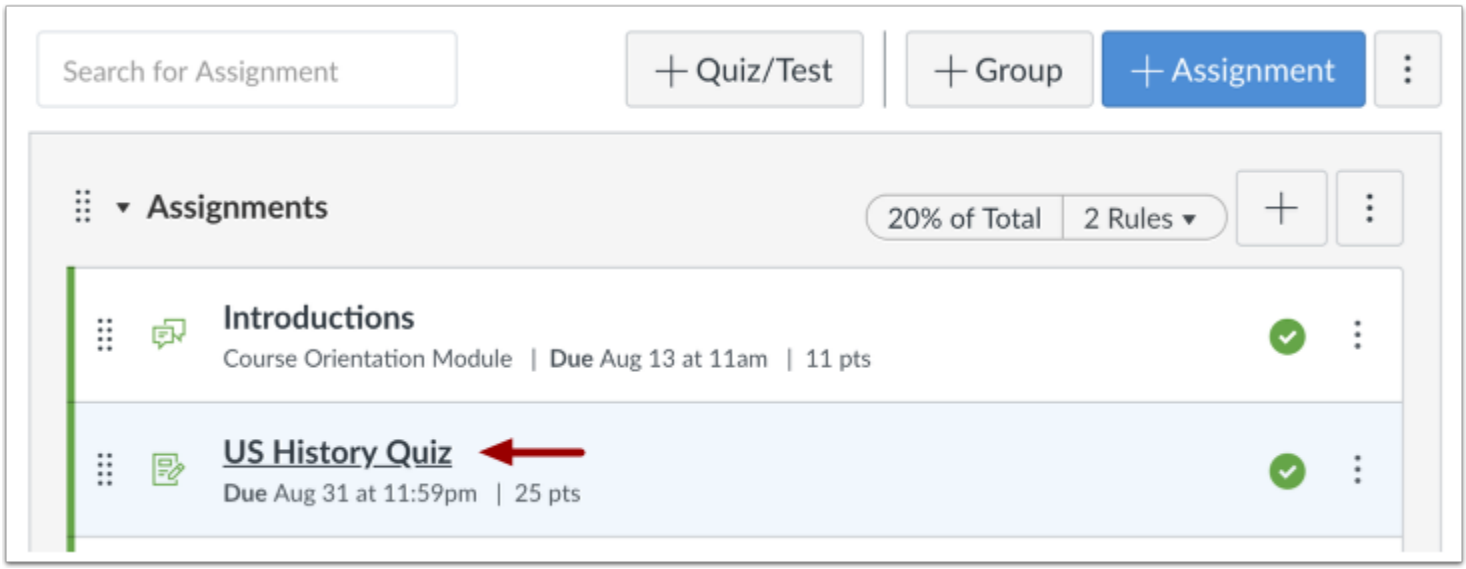
When editing an item, you can also add tags to the item. Tags can be used to search for items within item banks. Added tags will display on the item in the bank and in any assessment that uses the item.

Open Assignments



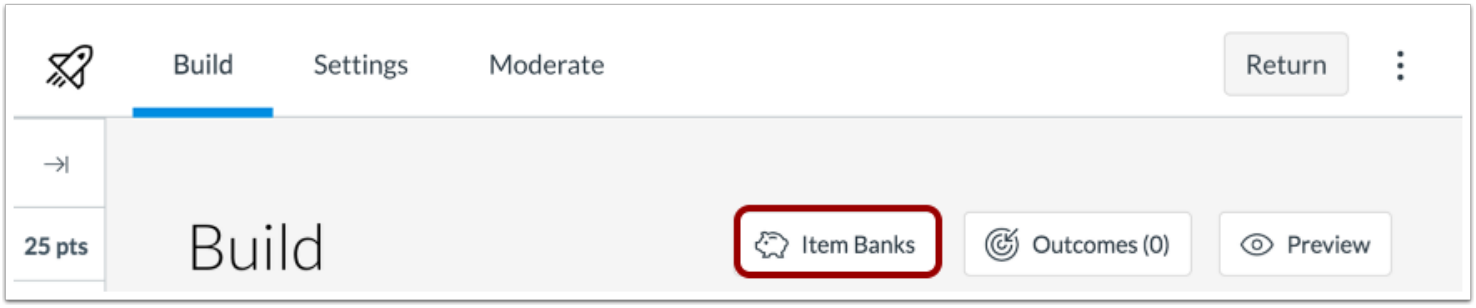
In Course Navigation, click the **Assignments** link.

Open Assessment



Click the title of an assessment.

Open Item Banks

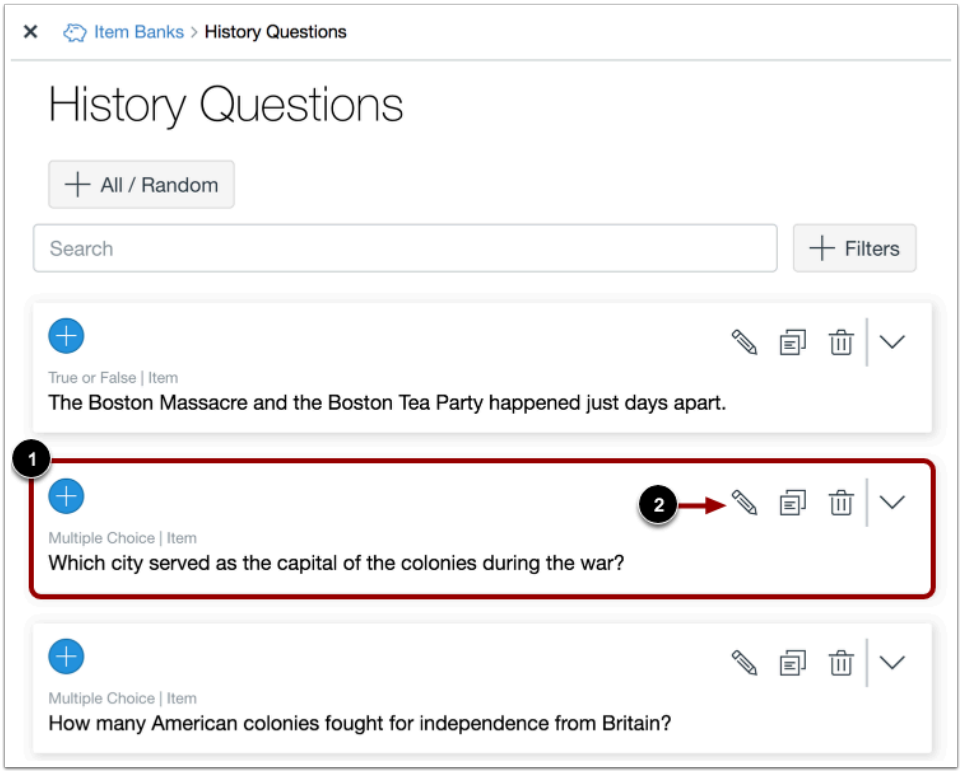


To open your item banks, click the **Item Banks** button.

Open Item Bank

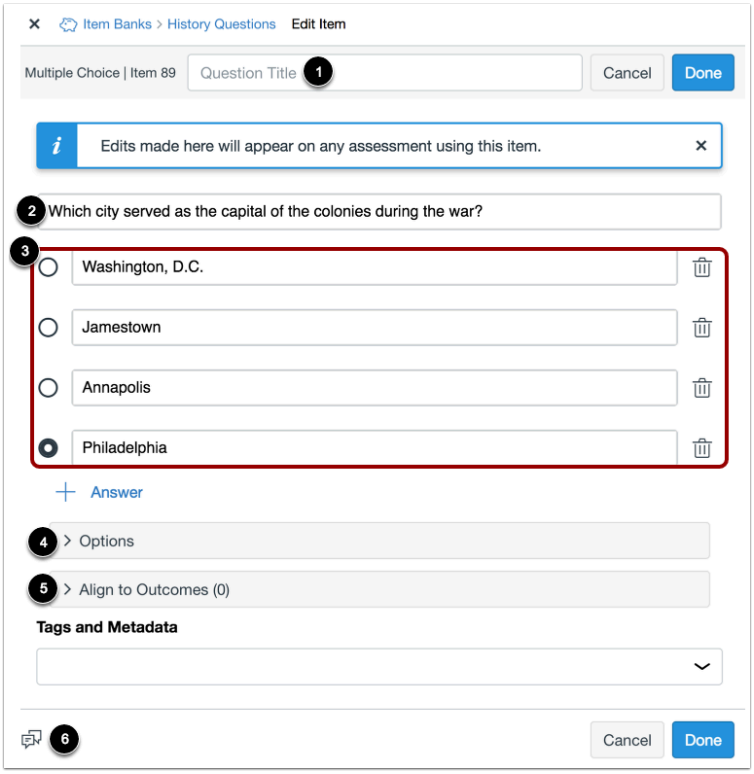
To open an item bank, click the name of the item bank.

Edit Item



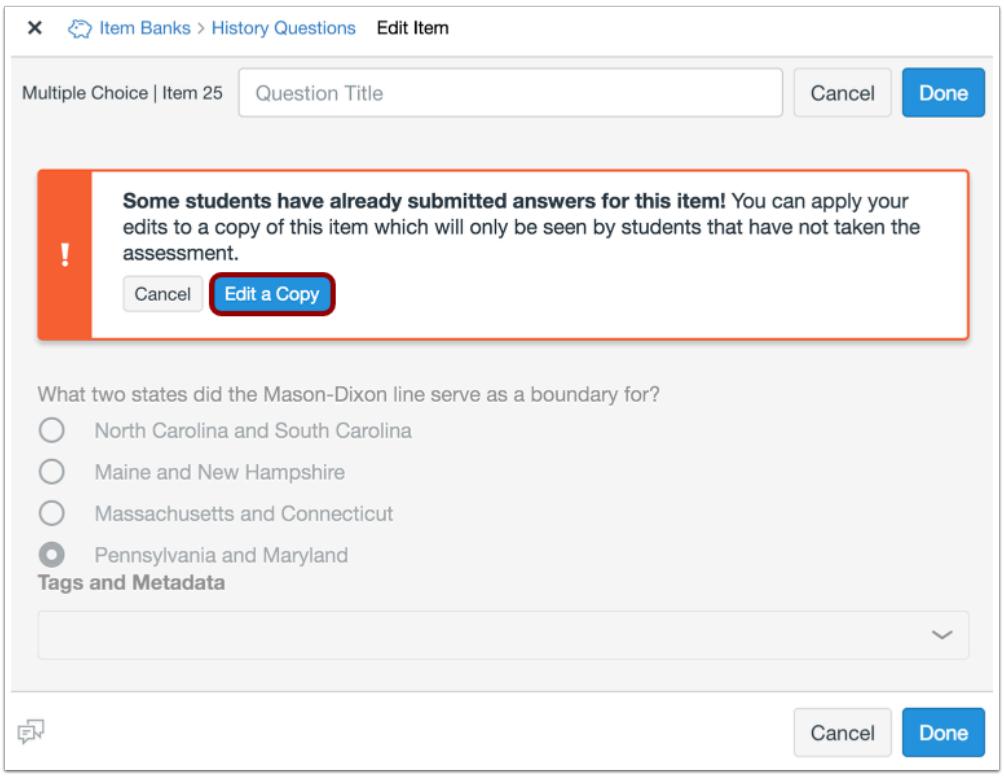
Locate the item you want to edit [1]. To edit the item, click the **Edit** icon [2].

Edit Item Details



You can edit the item's title [1], stem [2], answer choices [3] and options [4]. You can also align the item to a learning outcome [5] and manage student feedback [6]. All edits will display in any assessment that uses the item.

Edit Item Copy



If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy will change the item bank contents for students who take the assessment in the future. It will also create separate statistical data from the previous version of the item.

To edit a copy of the item, click the **Edit a Copy** button.

Add Tags

You can add tags to items to make them easier to find.

To add a tag to an item, enter the name of the tag in the **Tags and Metadata** field [1].

If the tag has already been created, click the name of the tag [2].

If you want to create a new tag, click the **Create new tag** option [3].

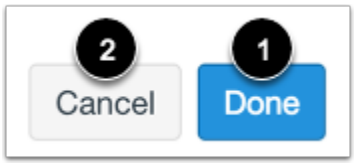
Note: Created tags can be added to other items and will display as search filters in any item bank created by a user.

View Tags

View the tags for your item bank item [1].

To remove a tag, click the **Remove** icon [2].

Save Item Edits



To save your edits, click the **Done** button [1]. To cancel all changes, click the **Cancel** button [2].

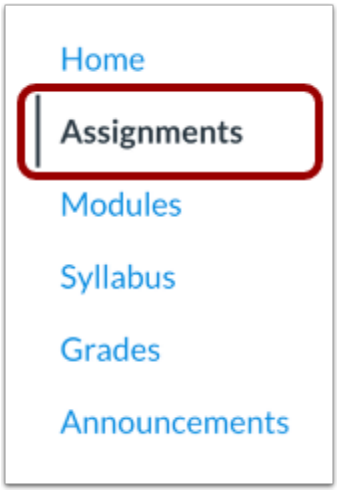
How do I add all items or a random set from an item bank to an assessment in New Quizzes?

You can add multiple items to an assessment from an item bank in New Quizzes. These questions display in random order. Depending on the number of items you include from your item bank, students may view different questions when taking their assessment.

This lesson shows how to add an item from an item bank using the Item Banks button from the Build page. You can also access your item banks when adding content to an assessment.

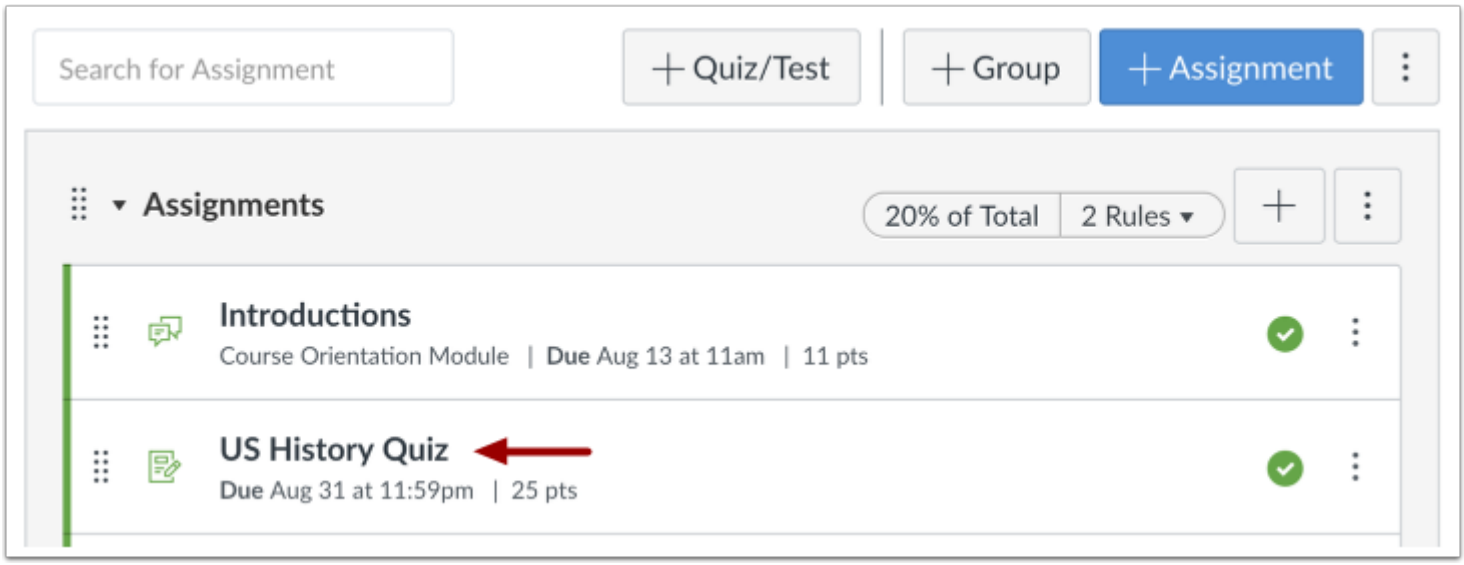
You can also add individual items from an item bank.

Open Assignments



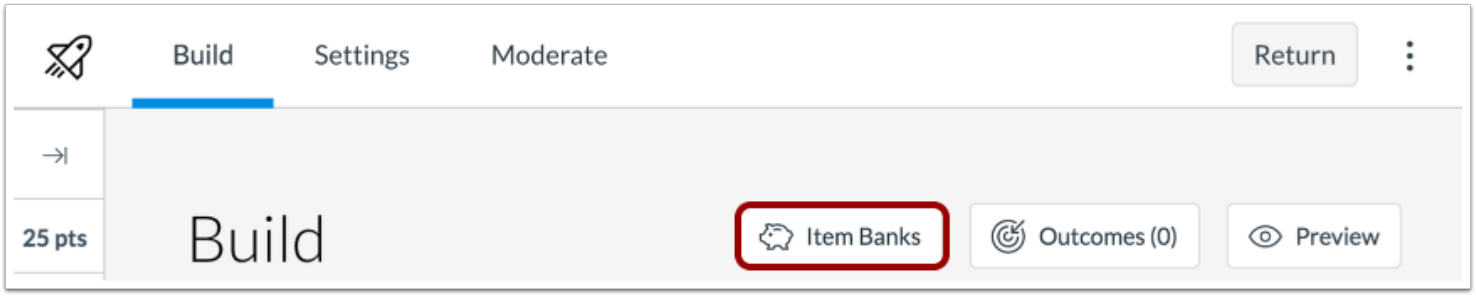
In Course Navigation, click the **Assignments** link.

Open Assessment



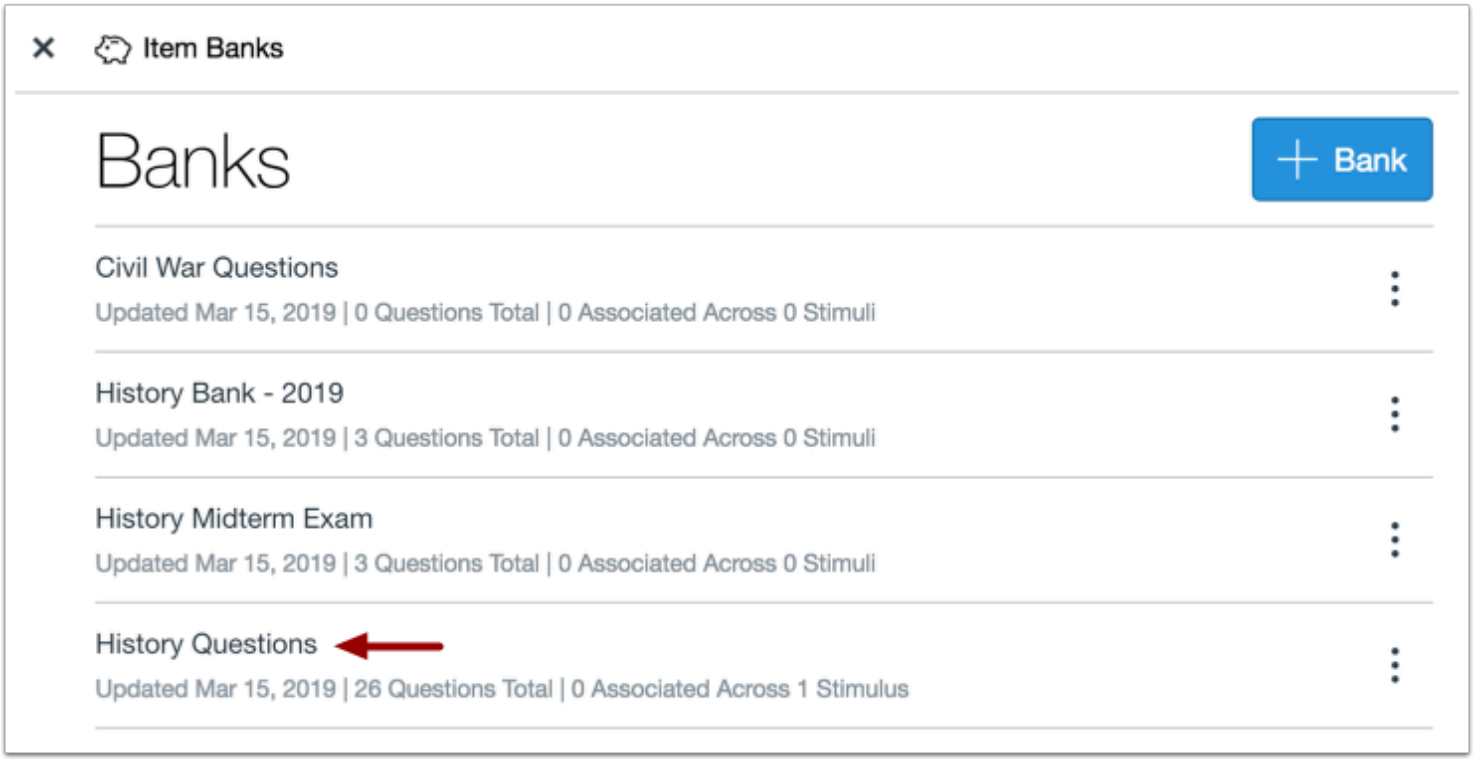
Click the name of an assessment.

Open Item Banks



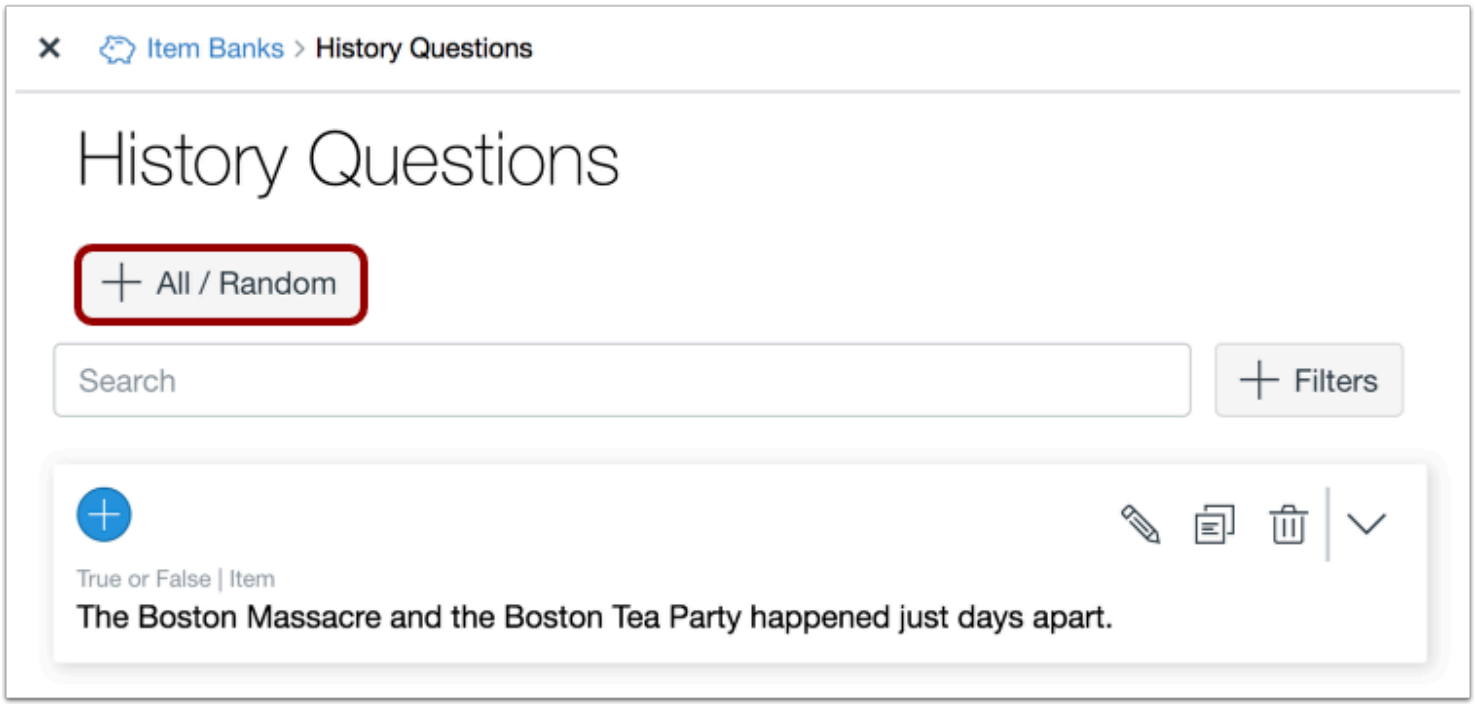
Click the **Item Banks** button.

Open Item Bank



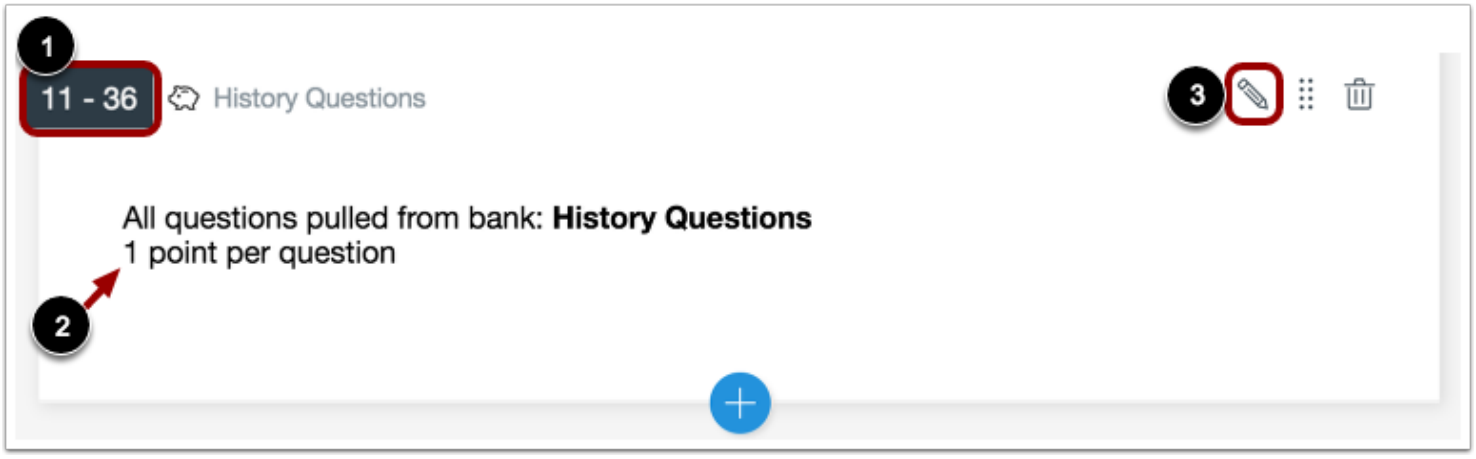
Click the name of an item bank.

Add Multiple Items

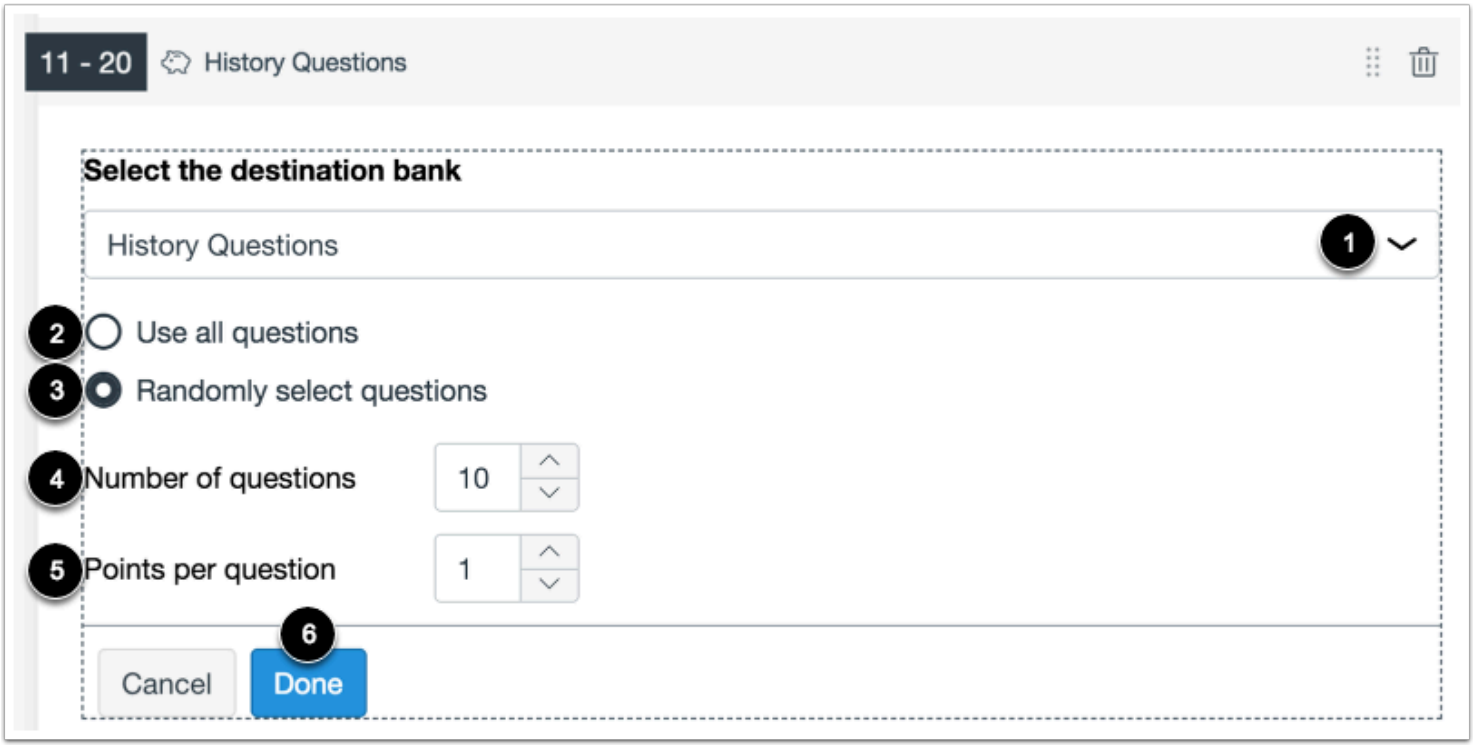


Click the **Add All/Random** button.

Edit Item Bank Question Settings



By default, the assessment includes all items from the item bank [1] and will award one point per question [2]. To edit these settings, click the **Edit** icon [3].

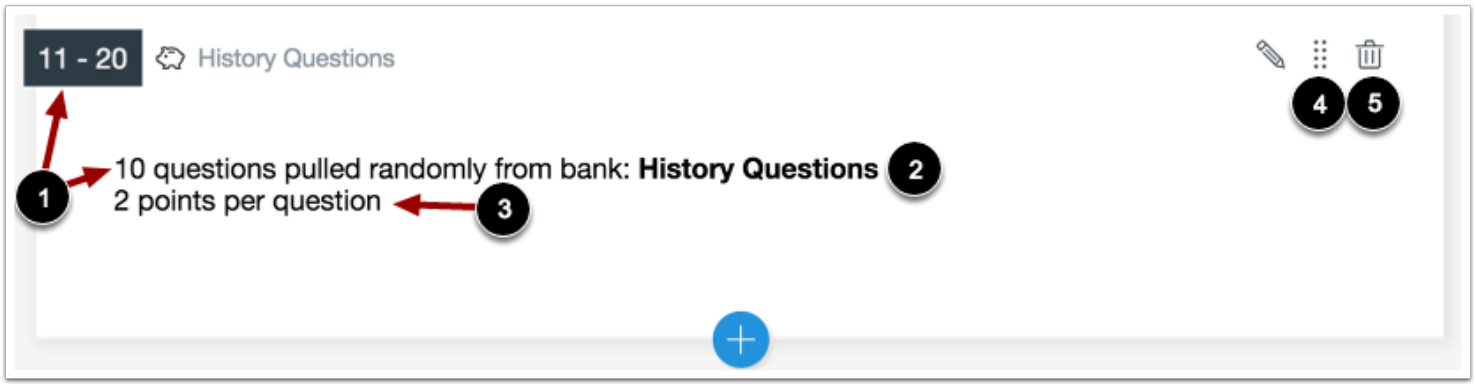


To change the item bank for the items, click the **Select the destination bank** menu [1].

To use all items from the item bank, select the **Use all questions** option [2]. To randomly select a specific number of items, select the **Randomly select questions** option [3] and enter the number of items to use in the **Number of questions** field [4].

To adjust the amount of points awarded per question, enter the number in the **Points per question** field [5]. To save your settings, click the **Done** button [6].

View Item Bank



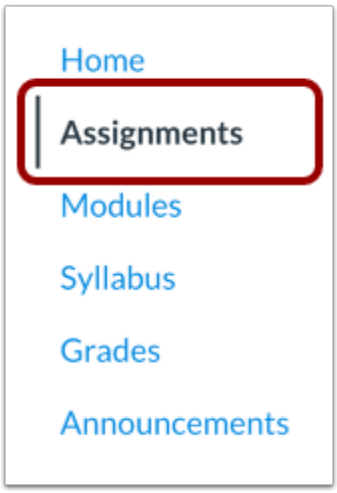
View the items. You can view the question numbers that will be represented by items [1], the item bank used [2], and the amount of points per question to be awarded [3].

To move the questions, click the **Move** icon [4]. To delete the item bank questions, click the **Delete** icon [5].

How do I move or copy a question from one item bank to another in New Quizzes?

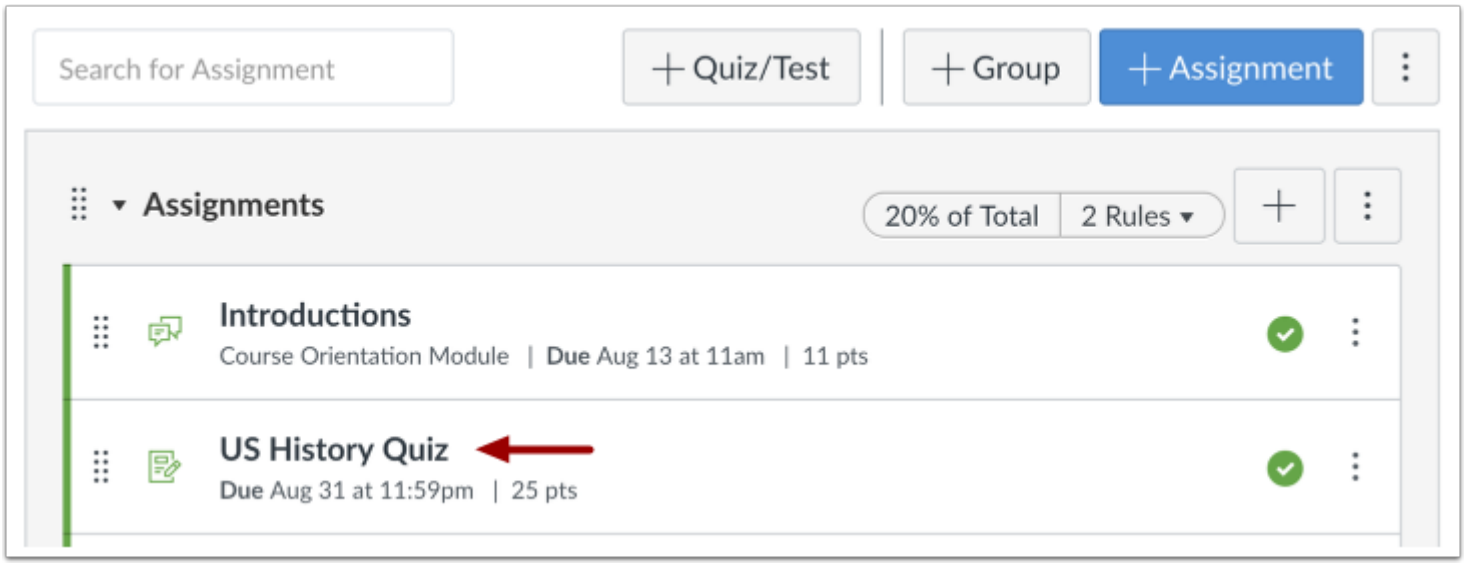
You can move a question from one item bank to another in New Quizzes. You can move questions to item banks that you have created or item banks that have been shared with you. Moving or copying a question to an item bank shared with you adds the question to the original item bank, so anyone shared on that bank will see the question.

Open Assignments



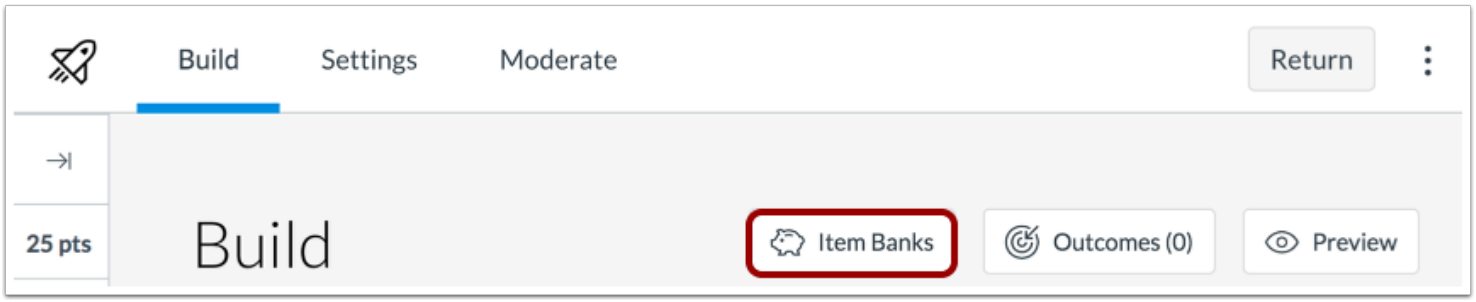
In Course Navigation, click the **Assignments** link.

Open Assessment



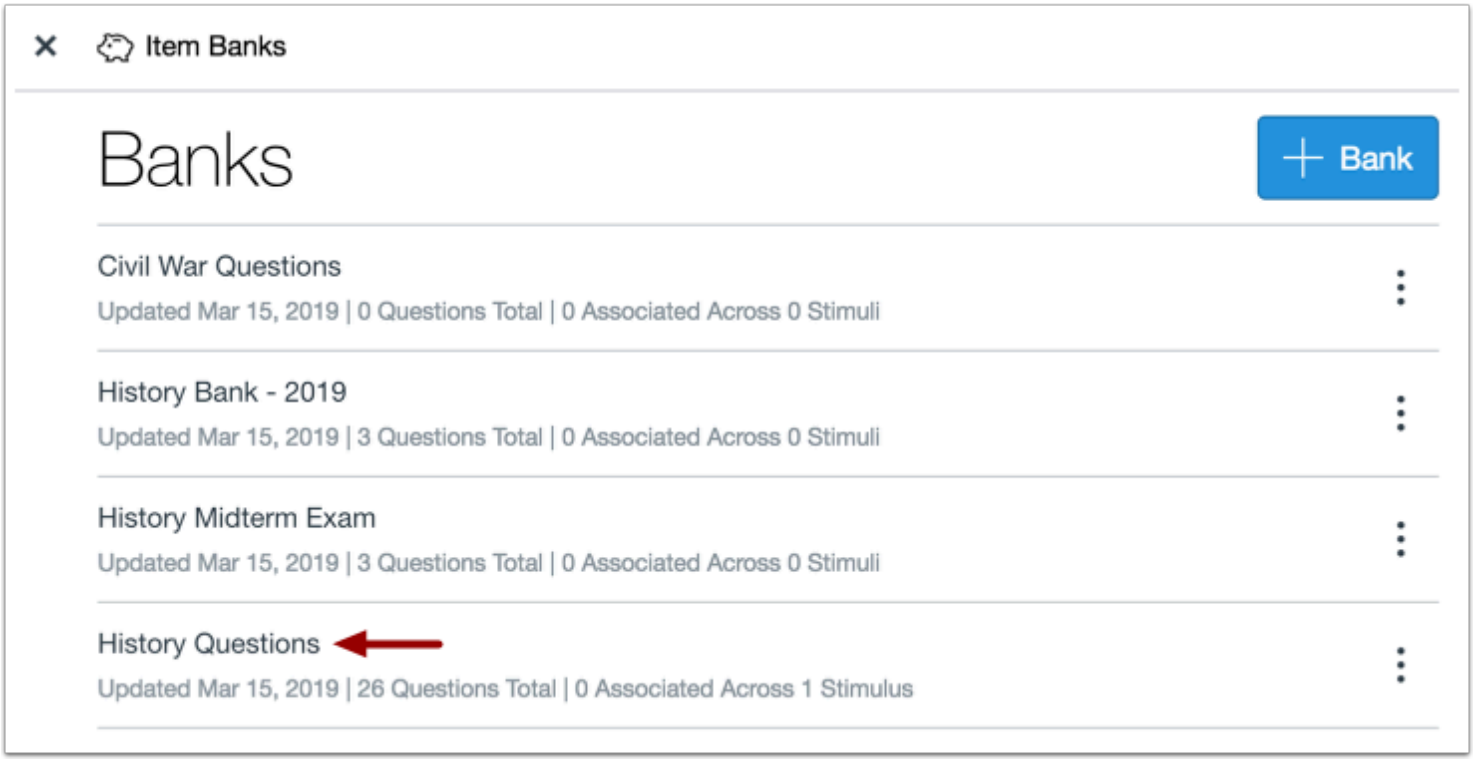
Click the name of an assessment.

Open Item Banks



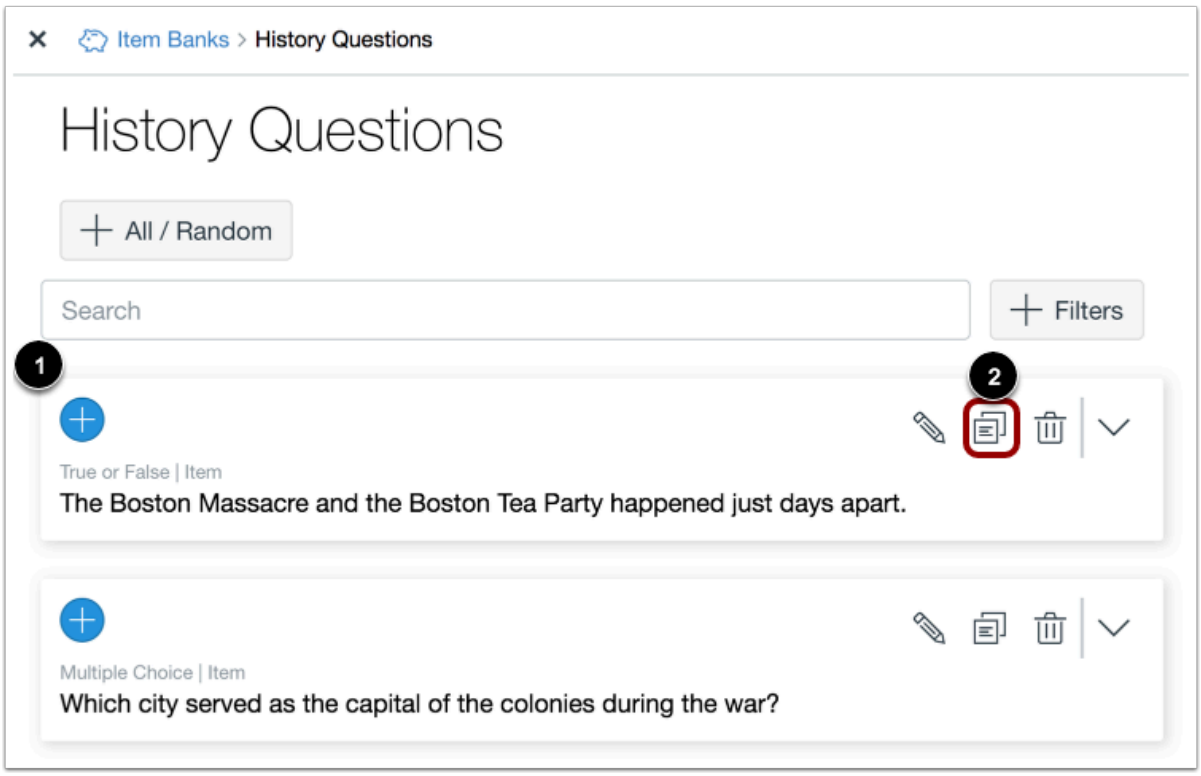
Click the **Item Banks** button.

Open Item Bank



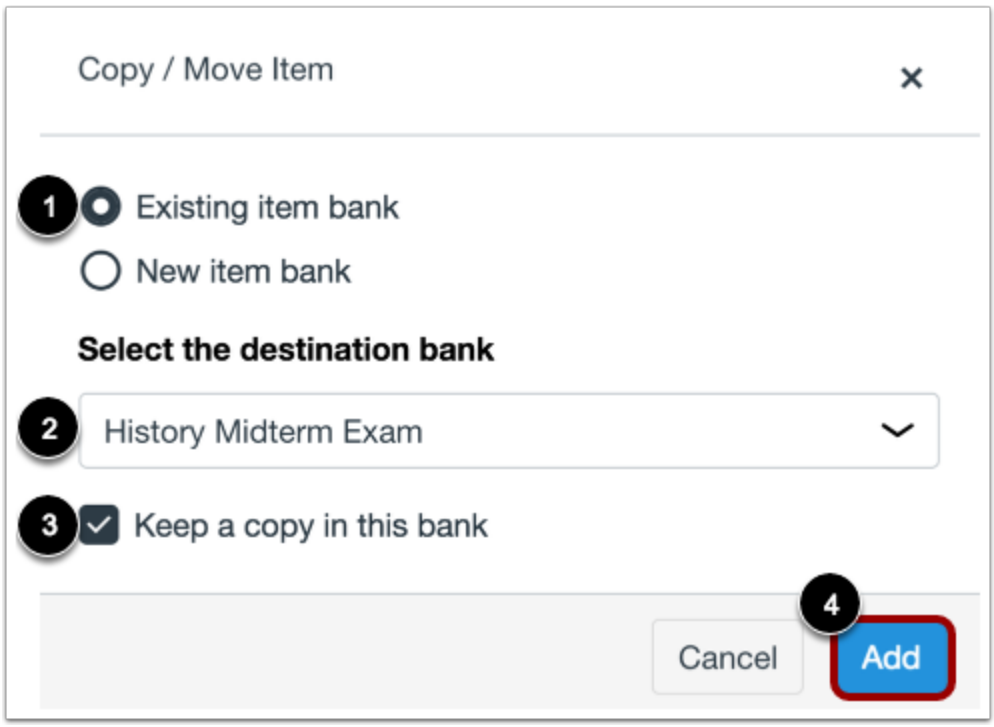
Click the name of an item bank.

Move or Copy Question



Locate the question you want to move or copy [1]. Then click the **Copy** icon [2].

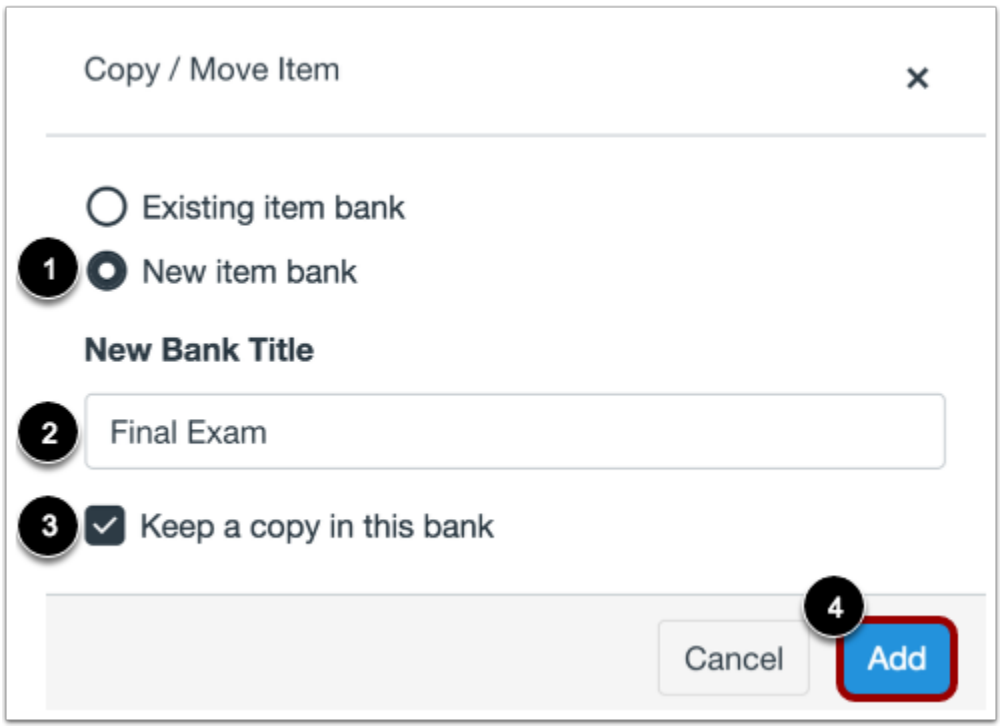
Move to Existing Bank



To move or copy the question to an existing bank, select the **Existing item bank** option [1]. Then select the item bank in the **Select the destination bank** drop-down menu [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].

Create New Bank



To create a new item bank, select the **New item bank** option [1]. Then enter the name of the bank in the **New Bank Title** field [2].

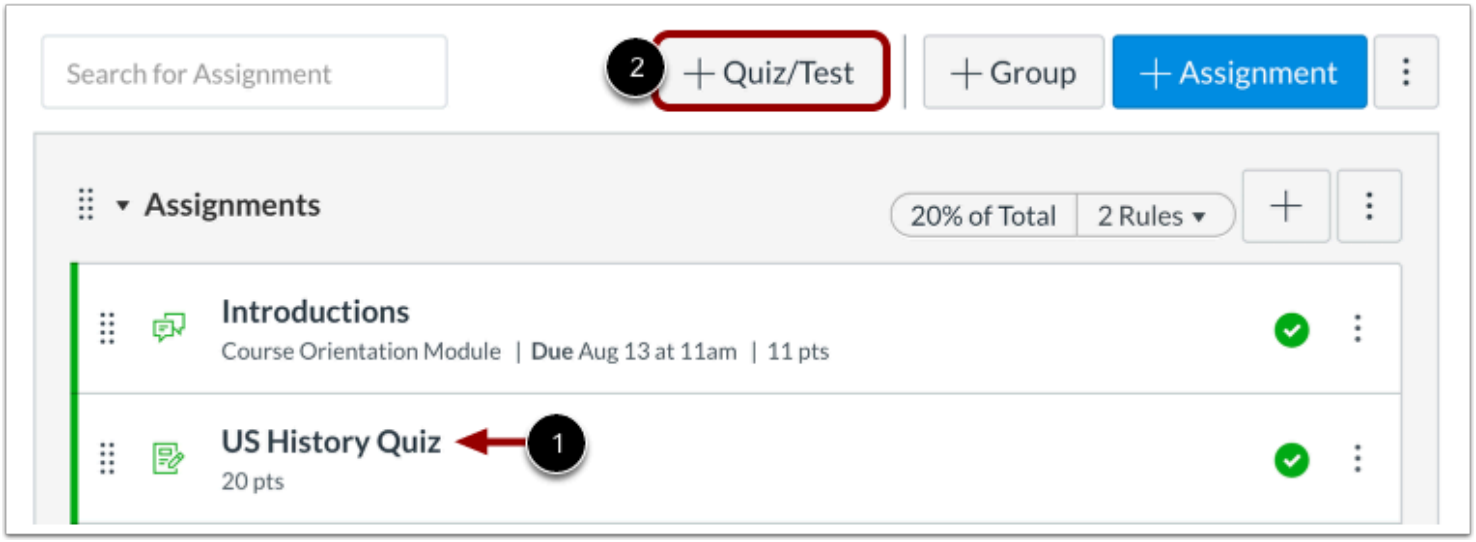
By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].

How do I share an item bank in New Quizzes?

You can share an item bank with another user in New Quizzes. Item banks can only be shared with users with a teacher, TA, or admin role.

Sharing an item bank gives users full access to the item bank, including adding items to the bank, sharing or removing users from the bank, and deleting the bank.

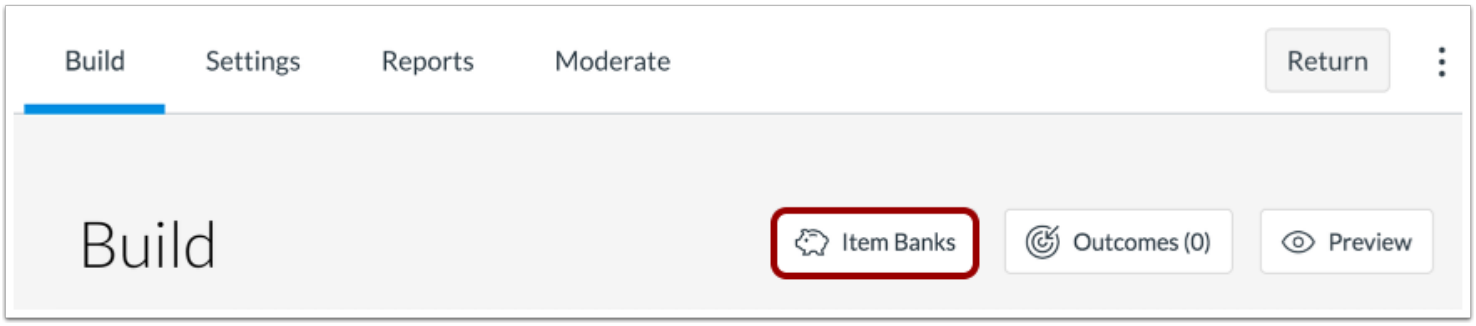
Open Assessment



To open an assessment, click the title for the assessment [1].

To create a new assessment, click the **Add Quiz/Test** button [2].

Open Item Banks

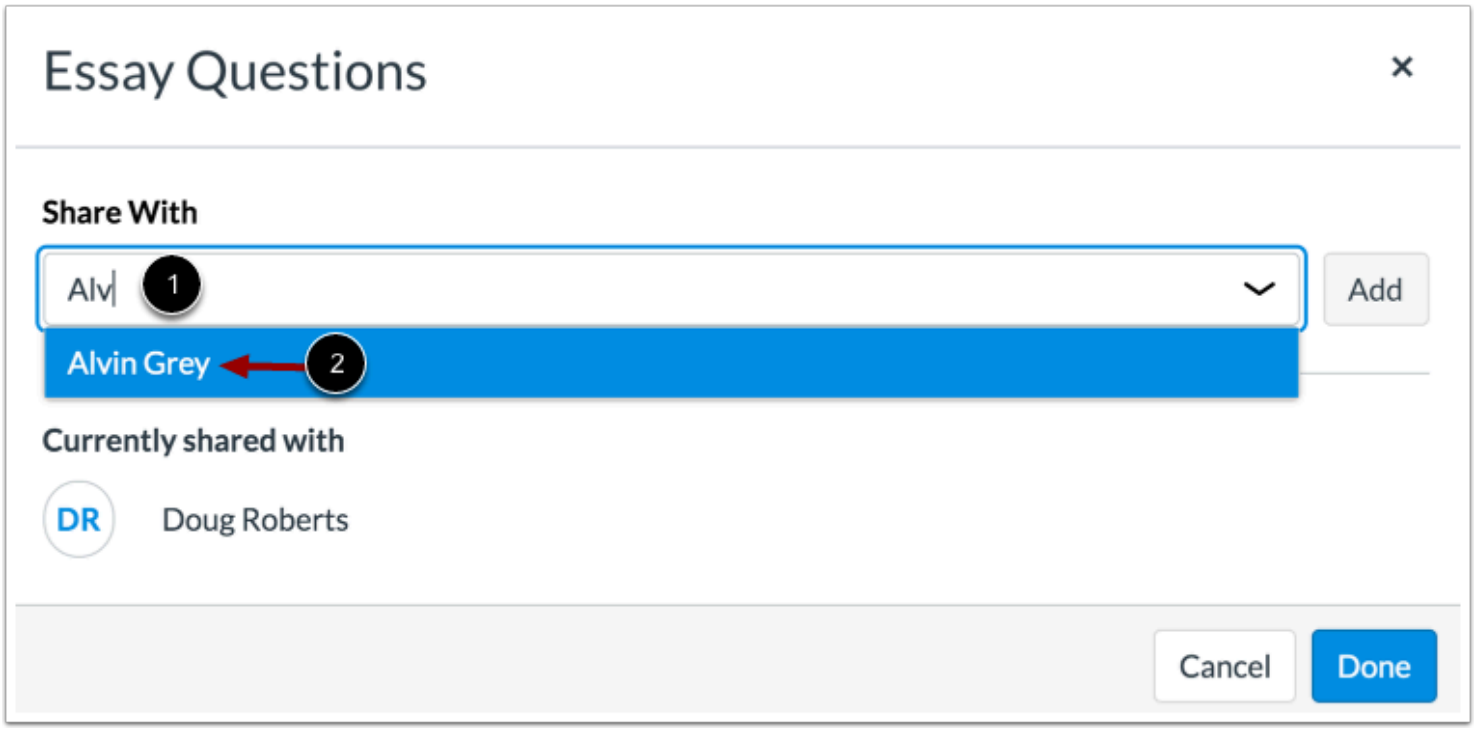


Click the **Item Banks** button.

Share Item Bank

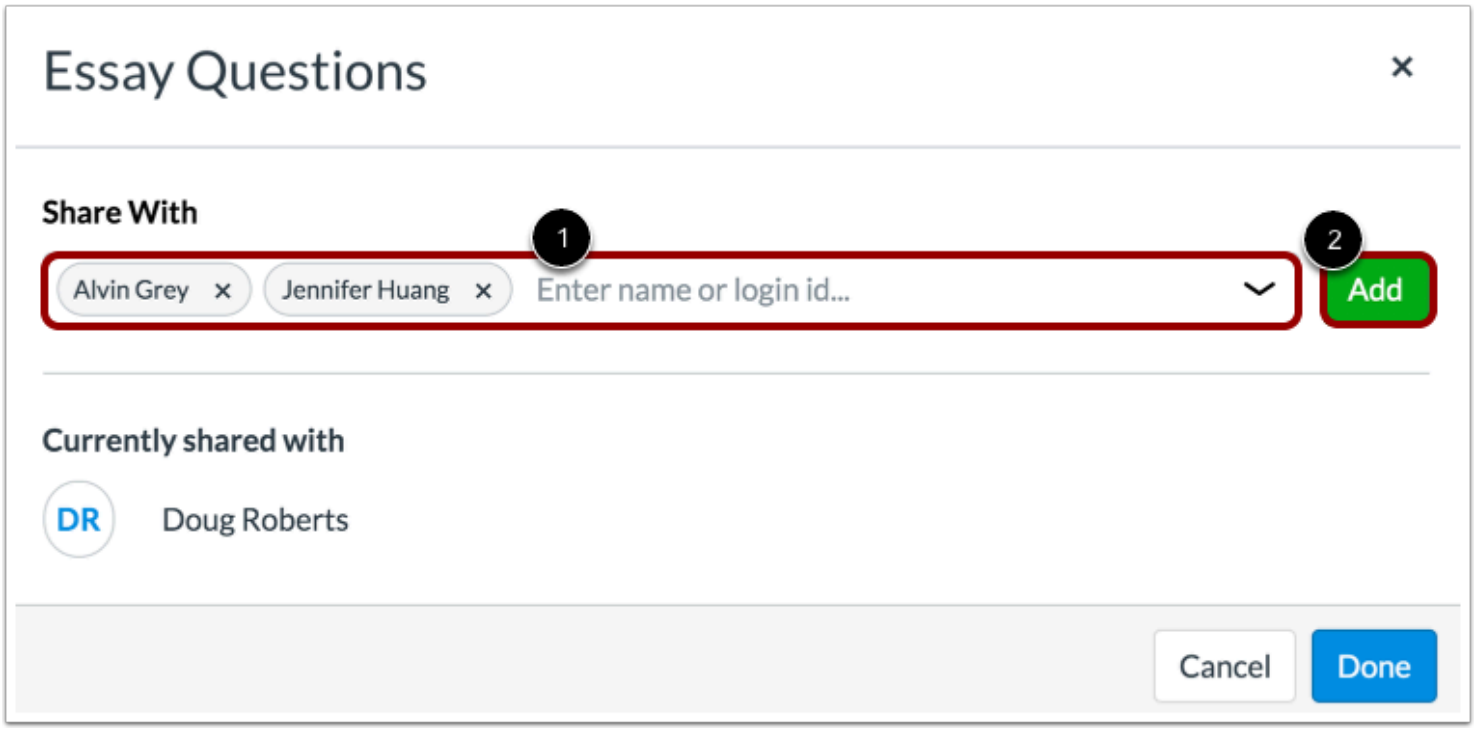
Locate the item bank you want to share [1], then click the **Share** link [2].

Find User



Enter the name of the user you want to share the item bank with in the **Share With** field [1]. Then click the name of the user [2].

Add User



You can enter the names of additional users in the **Share With** field [1].

To share the item bank with the selected users, click the **Add** button [2].

View Users

View the users who can manage the item bank [1].

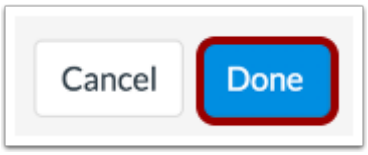
To remove a user from the item bank, click the **Remove** icon [2].

Note: You can remove any user from an item bank, including yourself.

Undo Removal

The names of removed users will display an Undo icon until you save your changes. To undo the removal of a user from the item bank, click the **Undo** icon.

Save Changes



To save your changes and return to your item banks, click the **Done** button.

How do I align an outcome to an assessment in New Quizzes?

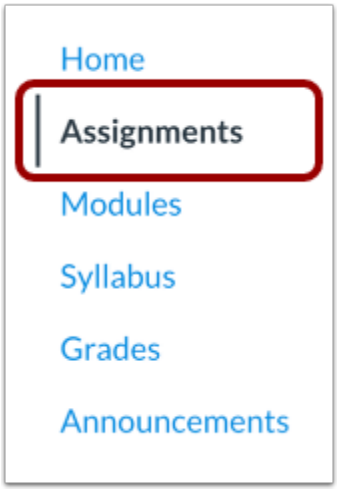
You can align course-level outcomes to an assessment in New Quizzes. Aligning an outcome allows you to measure student assessment performance using rating scales and mastery levels.

You can also align outcomes to an assessment question.

Notes:

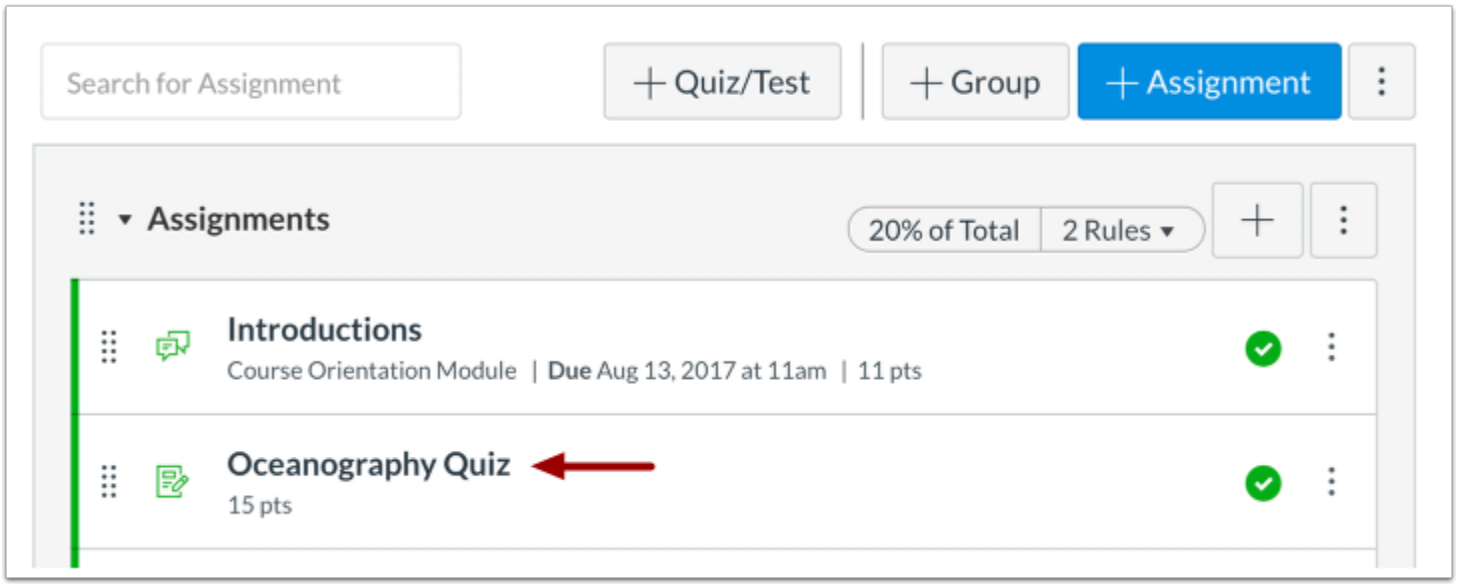
- If you cannot see outcomes in New Quizzes, they have not been configured for your course. Contact your Canvas administrator for assistance.
- Outcomes scores from New Quizzes can only be viewed in the Outcomes Analysis report in New Quizzes. Outcomes scores cannot be viewed in the Learning Mastery Gradebook.
- It may take up to 48 hours before newly-created outcomes can be aligned to New Quizzes assessments.

Open Assignments



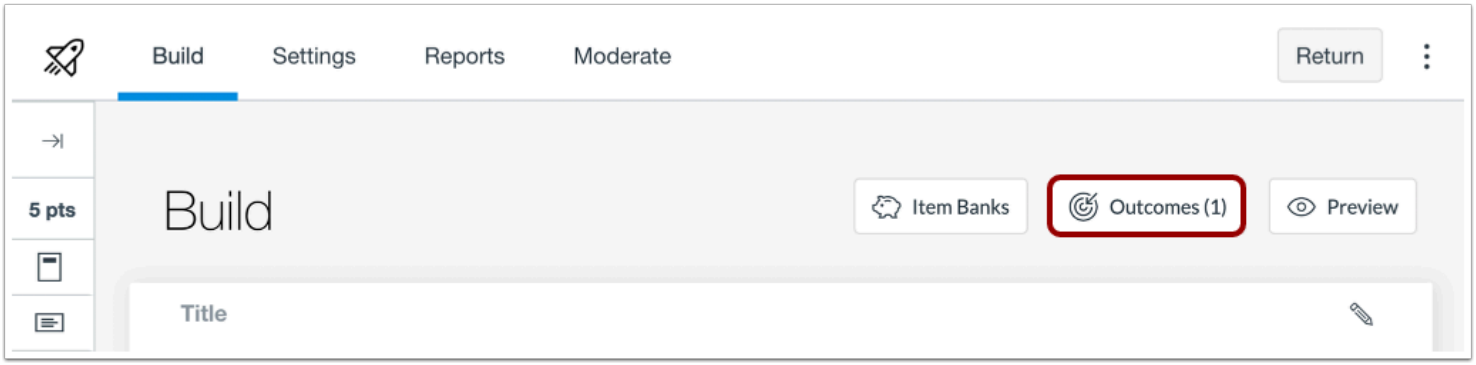
In Course Navigation, click the **Assignments** link.

Open Assessment



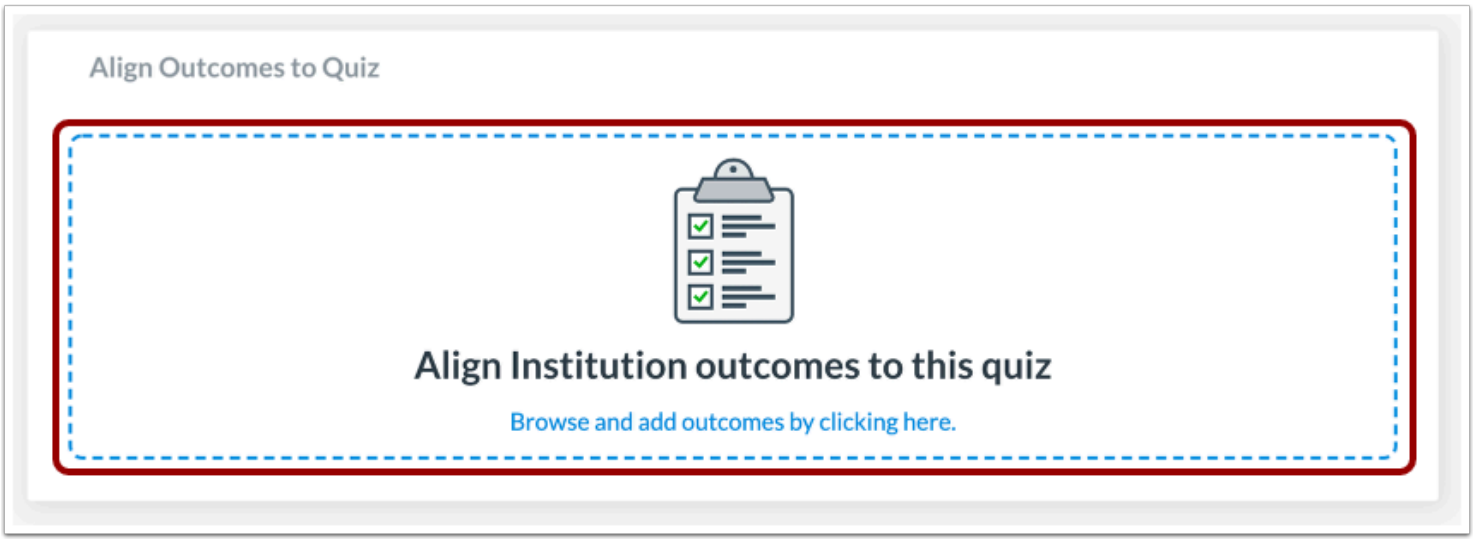
Click the title of the assessment.

Open Outcomes



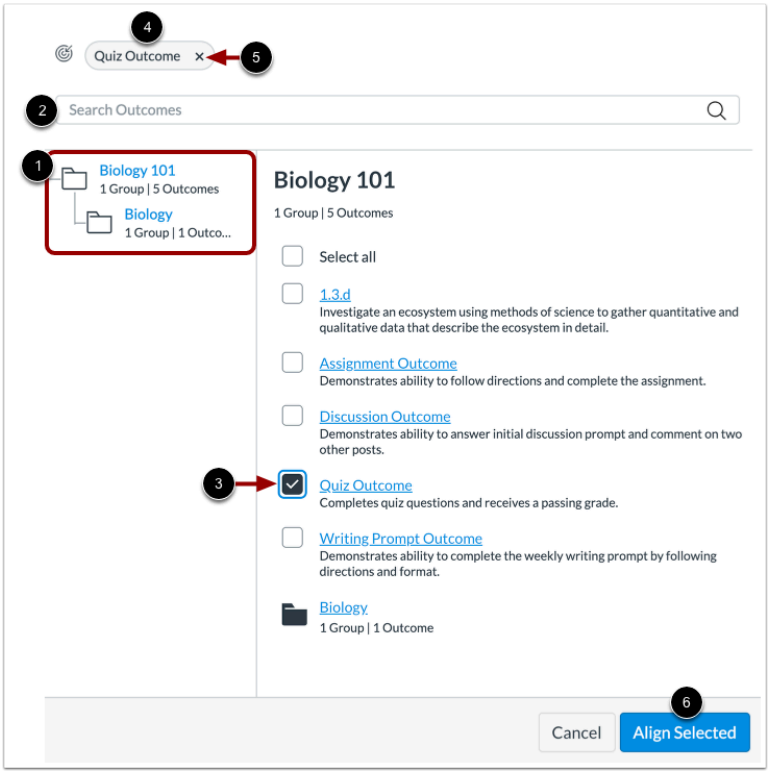
Click the **Outcomes** button.

Align Outcome



Click anywhere in the **Align Institution outcomes to this Quiz** section.

Select Outcome



The Attached Outcomes page displays course-level outcomes. You can also view account-level outcomes if they have been added to the course.

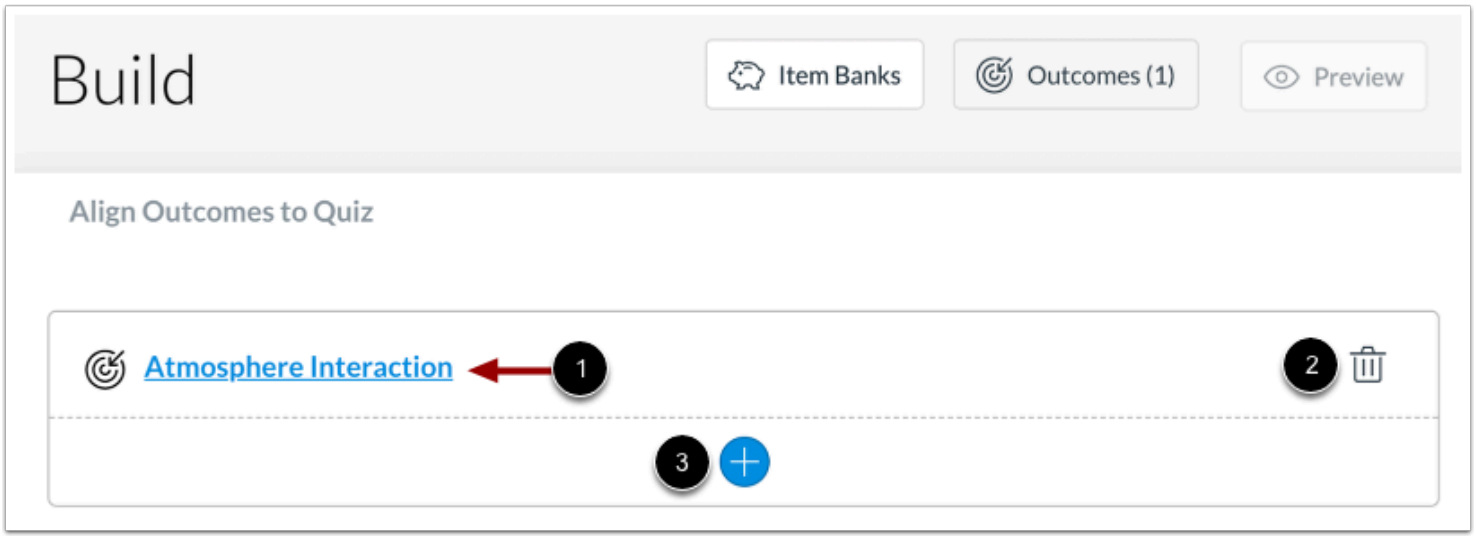
To attach an outcome to your quiz question, browse outcomes using the Outcome Picker [1]. You can also search outcomes by typing in the **Search Outcomes** field [2].

Click the checkbox next to the outcome you want to attach [3].

View a list of all selected outcomes [4]. To remove a selected outcome, click the **Remove** icon [5] or deselect the outcome checkbox.

To apply your selected outcomes, click the **Align Selected** button [6].

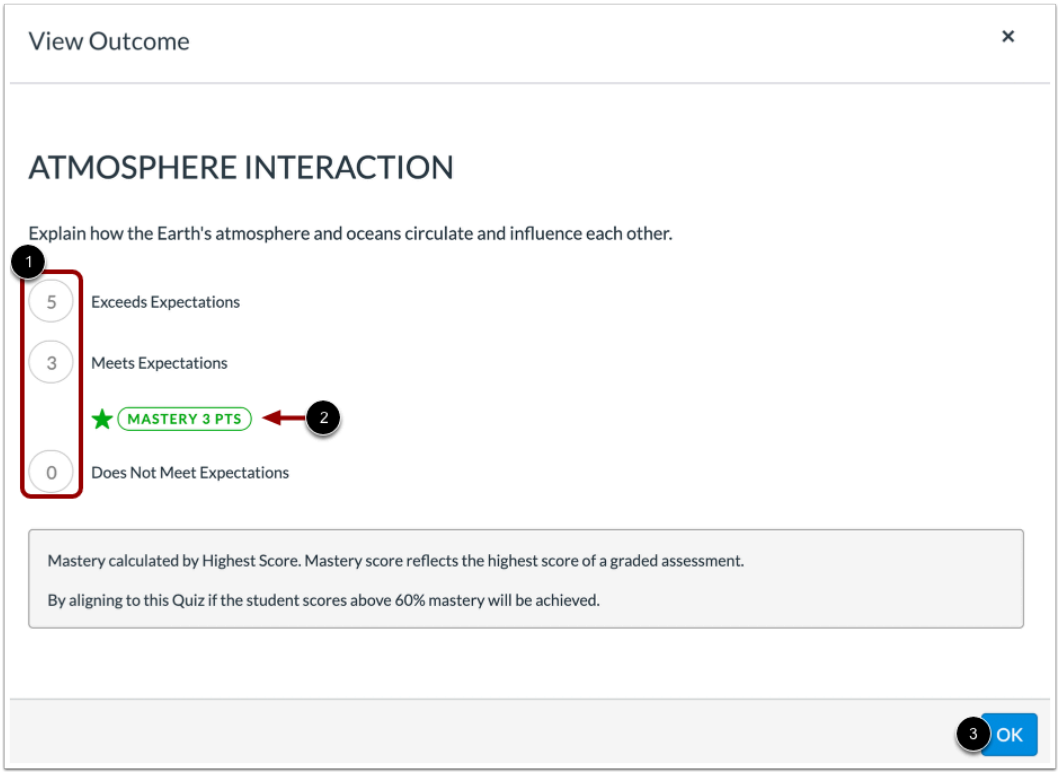
View Outcome



View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the **Delete** icon [2]. To add another outcome, click the **Add** button [3].

View Outcome Details



The details of an outcome include outcome ratings [1] and mastery level [2].

To return to the assessment, click the OK button [3].

How do I align an outcome to an assessment question in New Quizzes?

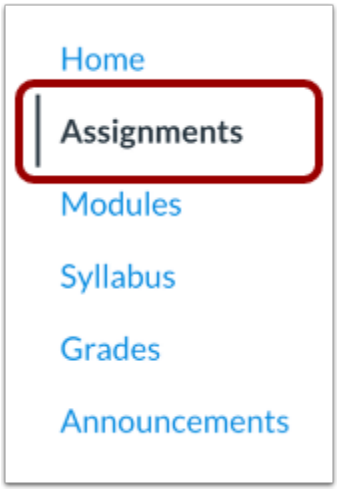
You can align course-level outcomes to an assessment question in New Quizzes. Aligning an outcome allows you to measure student assessment performance using rating scales and mastery levels.

You can also align outcomes to an assessment.

Notes:

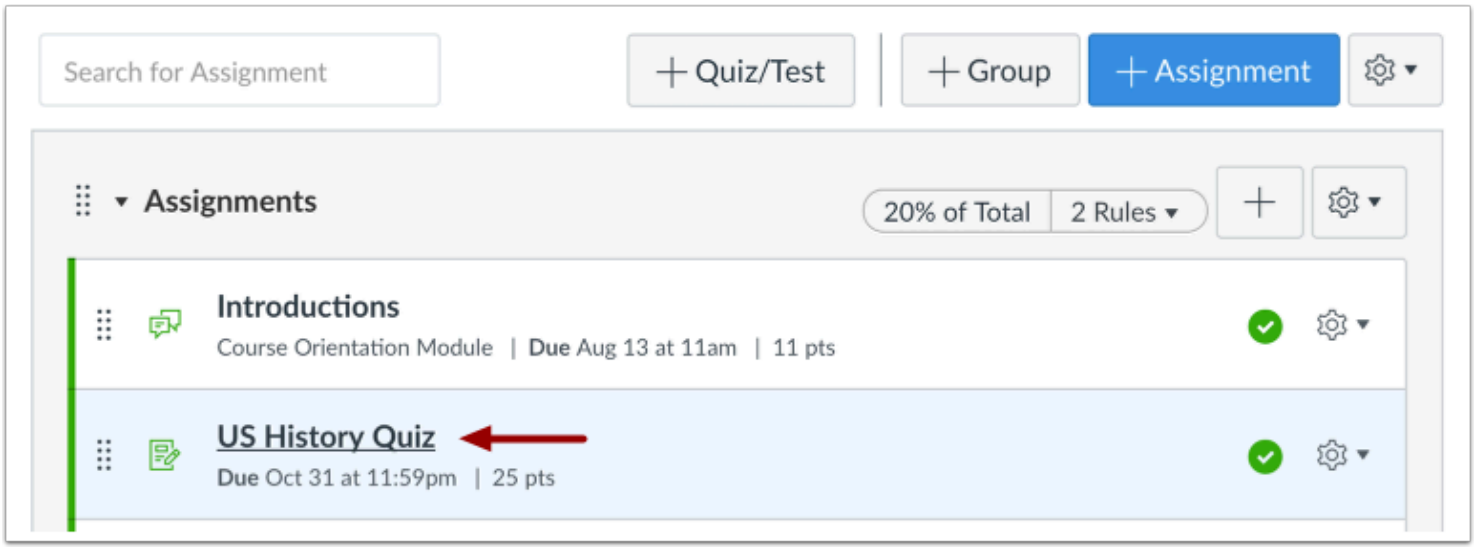
- If you cannot see outcomes in New Quizzes, they have not been configured for your course. Contact your Canvas administrator for assistance.
- Outcomes scores from New Quizzes can only be viewed in the Outcomes Analysis report in New Quizzes. Outcomes scores cannot be viewed in the Learning Mastery Gradebook.
- It may take up to 48 hours before newly-created outcomes can be aligned to New Quizzes assessments.

Open Assignments



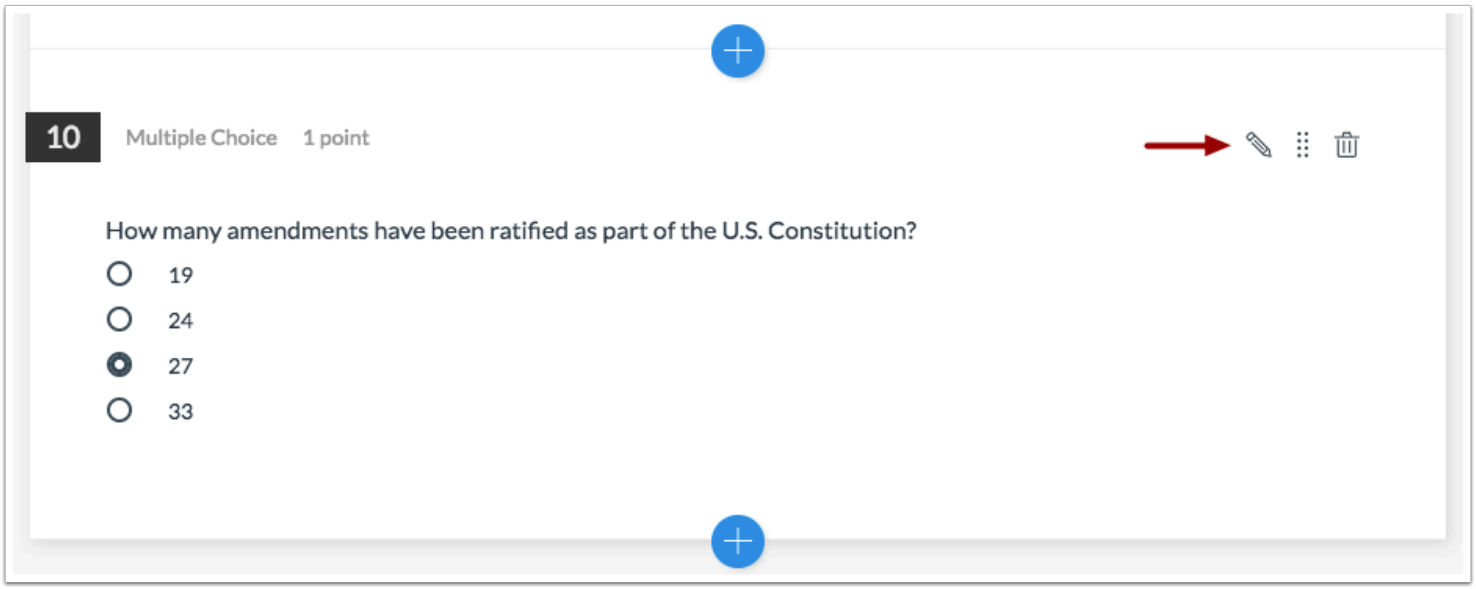
In Course Navigation, click the **Assignments** link.

Open Assessment



Click the title of the assessment.

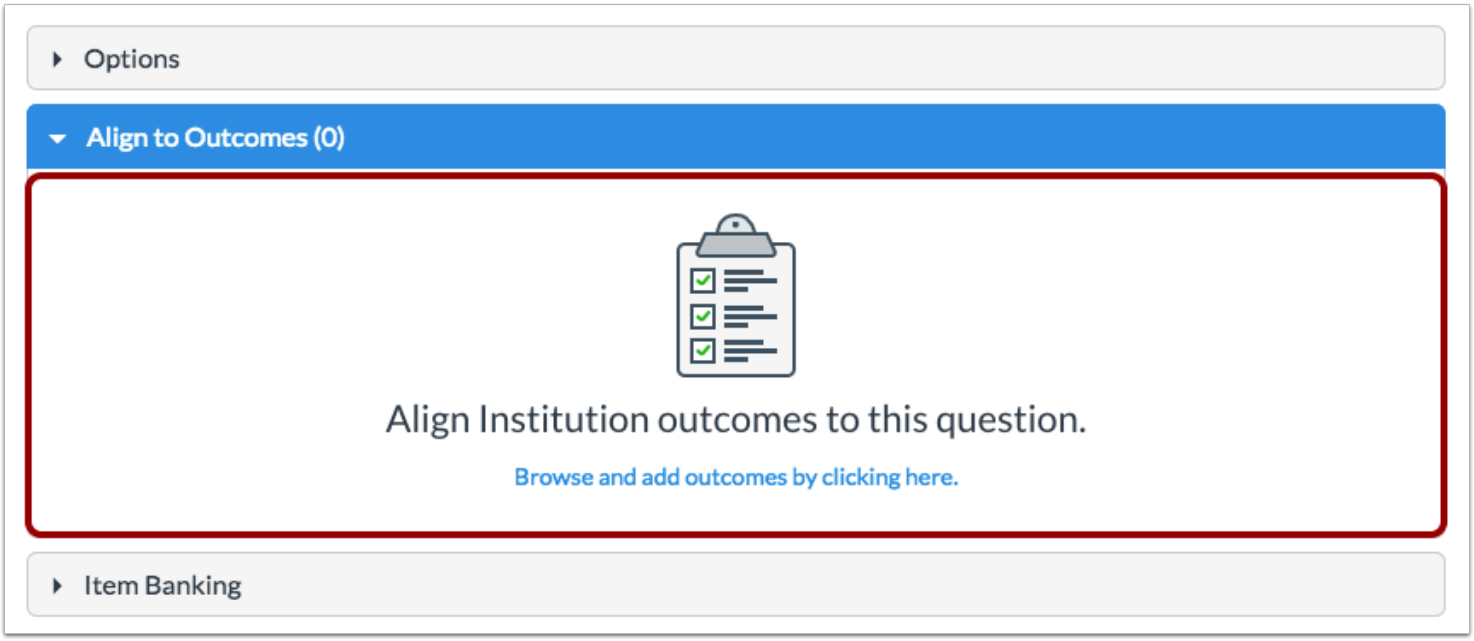
Edit Question



To edit the question, click the **Edit** icon.

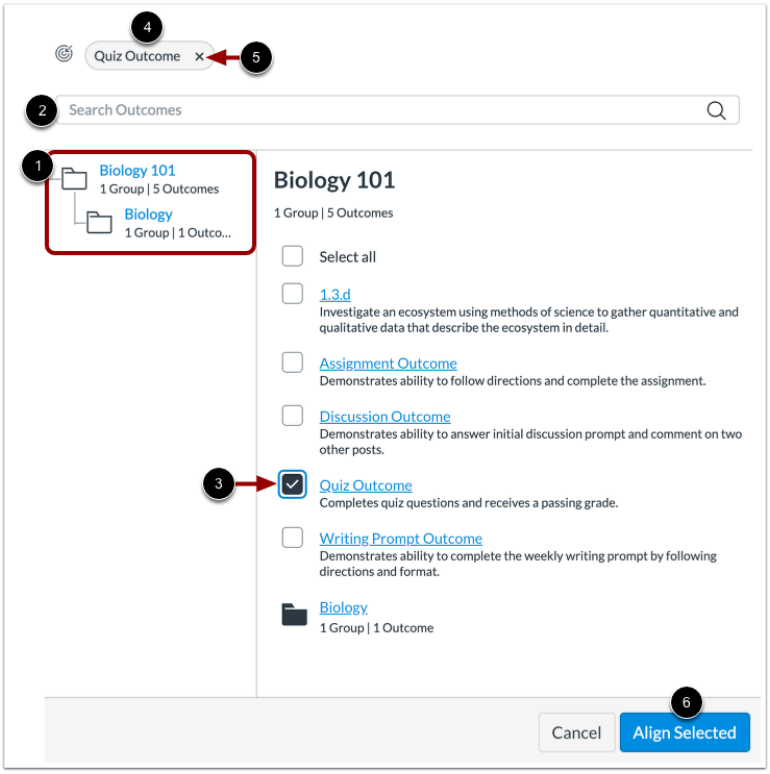
Note: You can also edit the question by clicking anywhere in the body of the question.

Align to Outcome



To align the question to an outcome, click anywhere in the **Align to Outcomes** section.

Select Outcome



The Attached Outcomes page displays course-level outcomes. You can also view account-level outcomes if they have been added to the course.

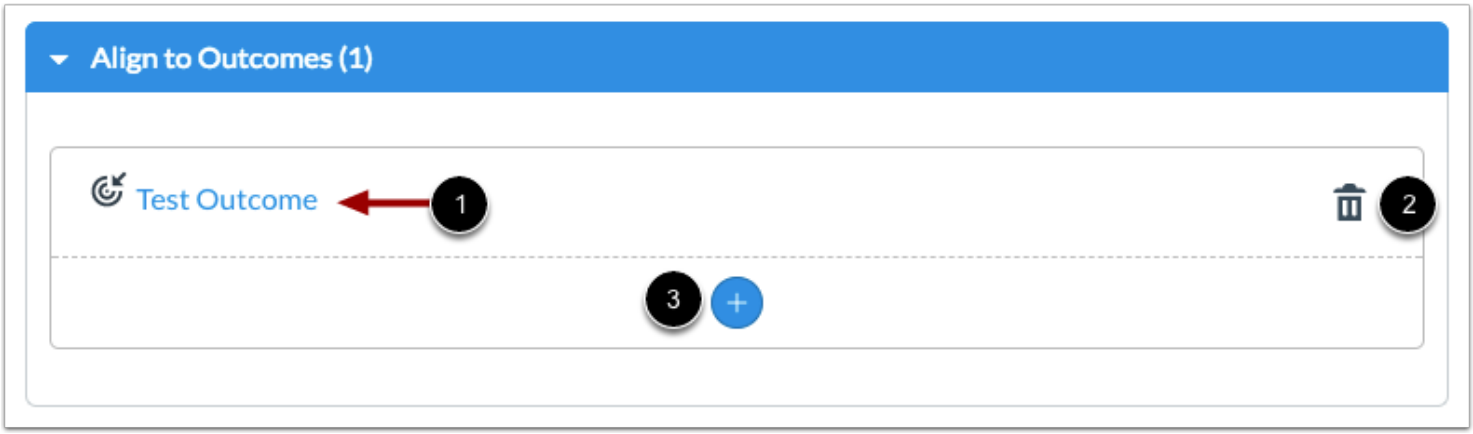
To attach an outcome to your quiz question, browse outcomes using the Outcome Picker [1]. You can also search outcomes by typing in the **Search Outcomes** field [2].

Click the checkbox next to the outcome you want to attach [3].

View a list of all selected outcomes [4]. To remove a selected outcome, click the **Remove** icon [5] or deselect the outcome checkbox.

To apply your selected outcomes, click the **Align Selected** button [6].

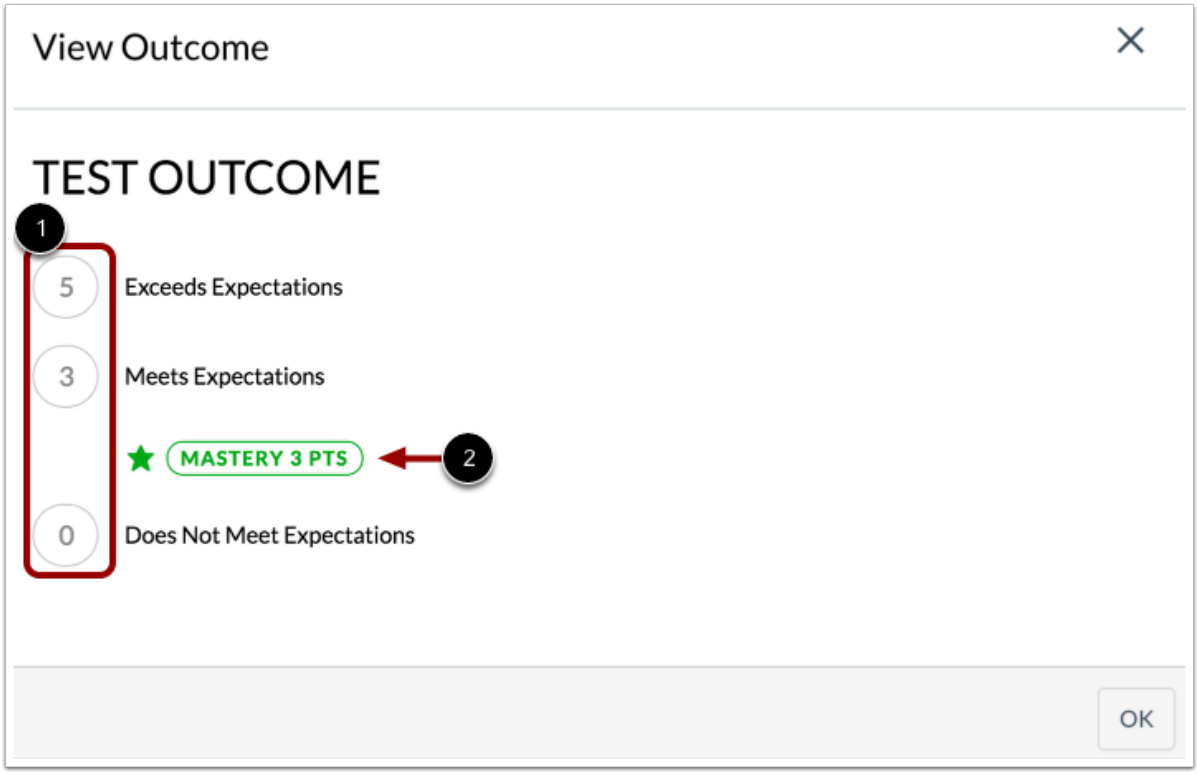
View Outcome



View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the **Delete** icon [2]. To add another outcome, click the **Add** button [3].

View Outcome Details



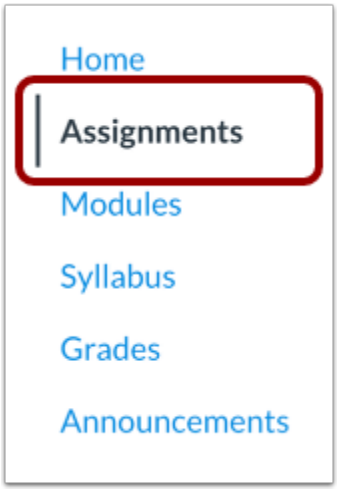
The details of an outcome include outcome ratings [1] and mastery level [2].

How do I view reports for an assessment in New Quizzes?

You can view reports for an assessment created in New Quizzes. The reports available in New Quizzes are the Quiz and Item Analysis and the Outcomes Analysis. The Quiz and Item Analysis report includes statistics for the entire assessment and individual items. The Outcomes Analysis report includes outcome mastery statistics for all students who took the assessment.

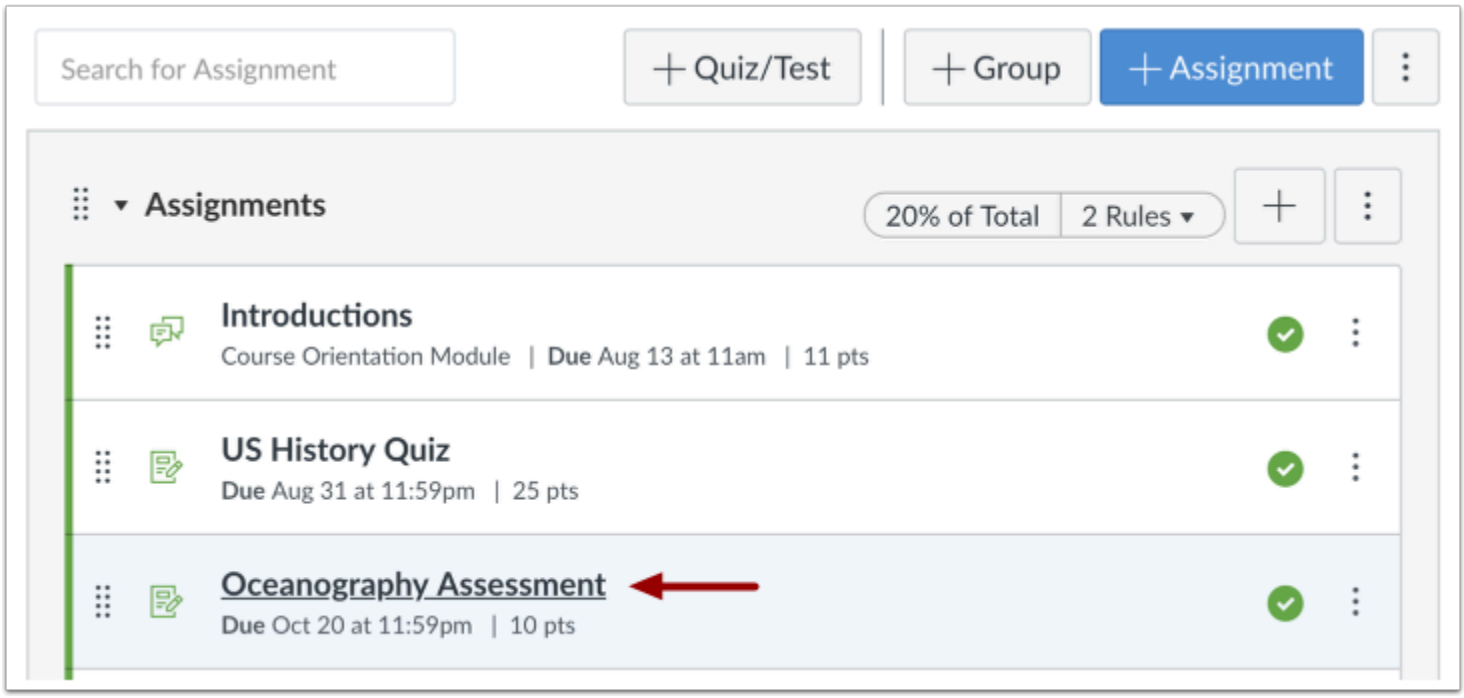
Note: It may take up to 24 hours for assessment information to display in New Quizzes reports.

Open Assignments



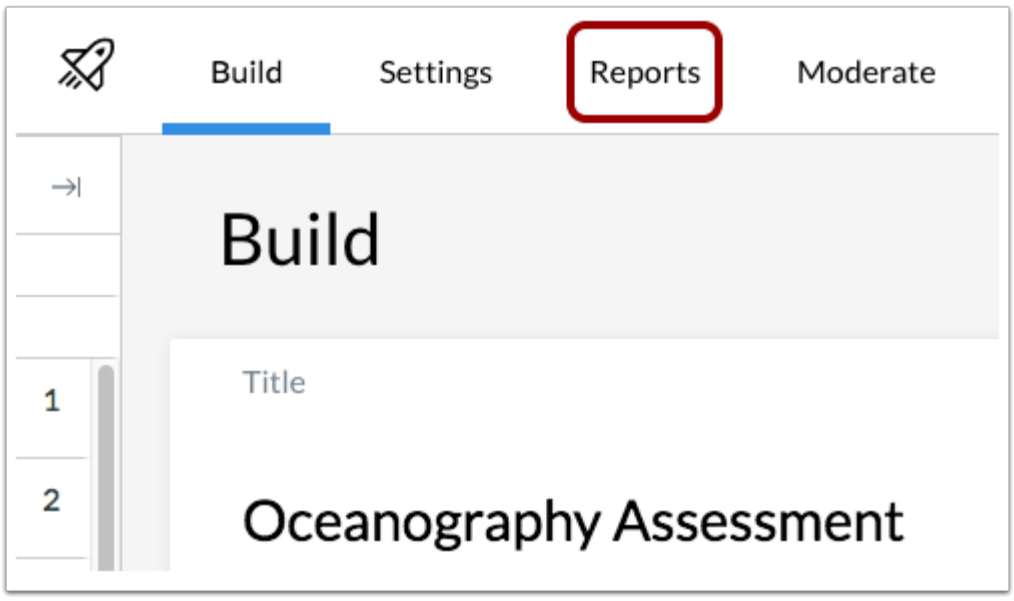
In Course Navigation, click the **Assignments** link.

Open Assessment



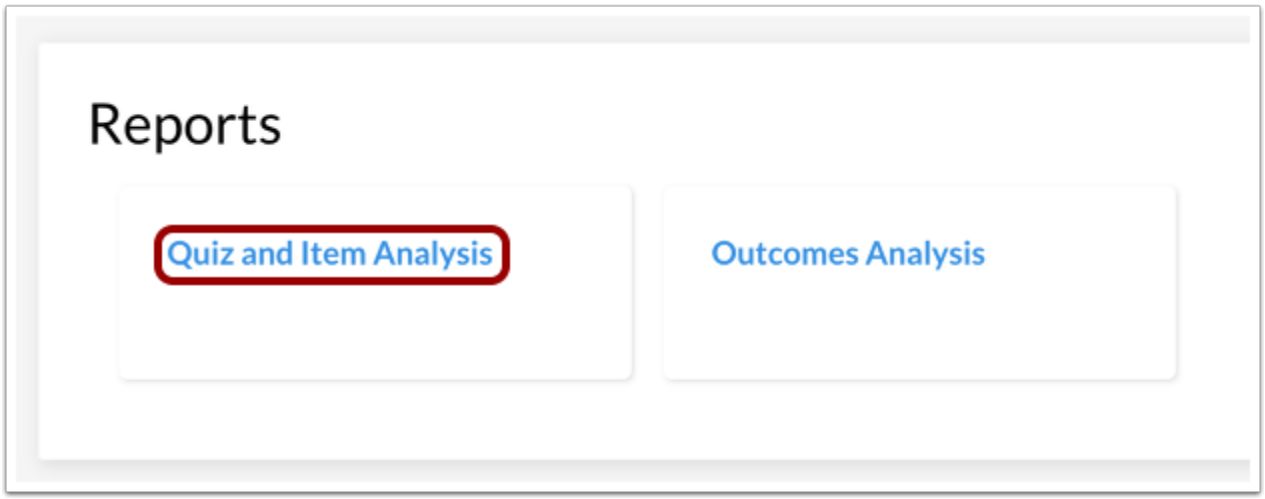
Click the title of the assessment.

Open Reports



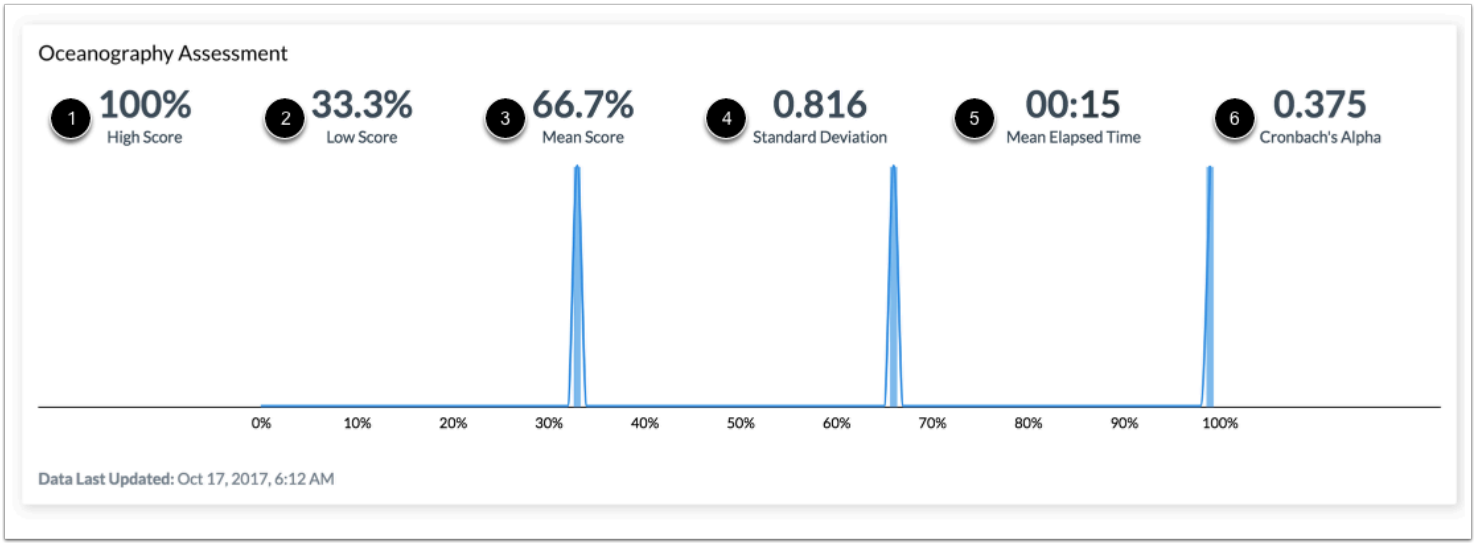
Click the **Reports** tab.

Open Quiz and Item Analysis



To open the Quiz and Item Analysis, click the **Quiz and Item Analysis** link.

View Quiz Analysis

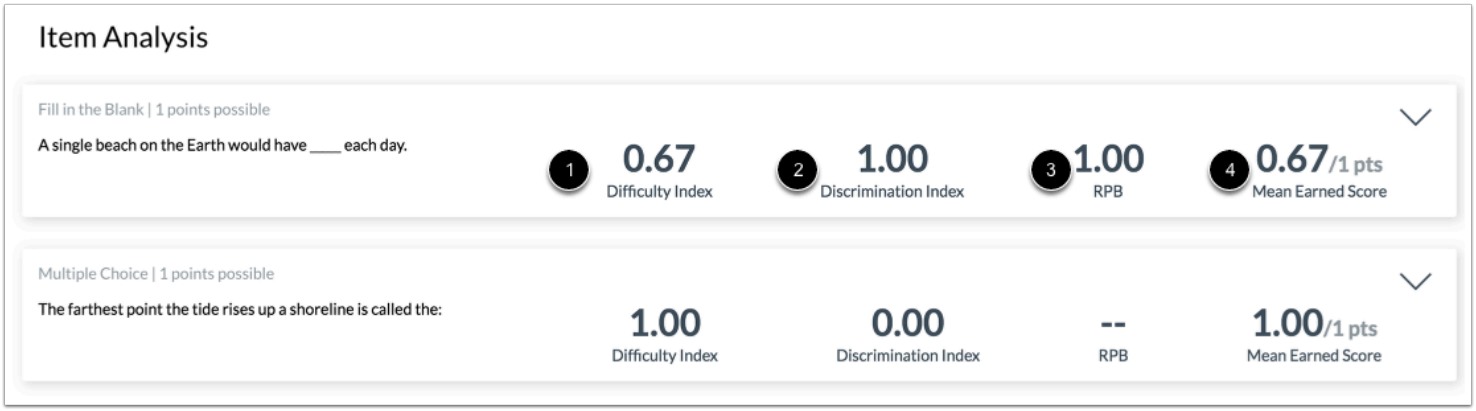


The Quiz and Item Analysis report includes two sections: Quiz Analysis and Item Analysis.

The Quiz Analysis includes statistics for overall assessment scores. These statistics include all students who have taken the assessment. The following statistics are available:

- **High Score** [1]: displays highest percentage score
- **Low Score** [2]: displays lowest percentage score
- **Mean Score** [3]: displays average percentage score
- **Standard Deviation** [4]: represents the amount of variation from the mean score
- **Mean Elapsed Time** [5]: displays average time to complete assessment
- Cronbach's Alpha [6]: measures internal consistency of how closely related a set of items are as a group

View Item Analysis

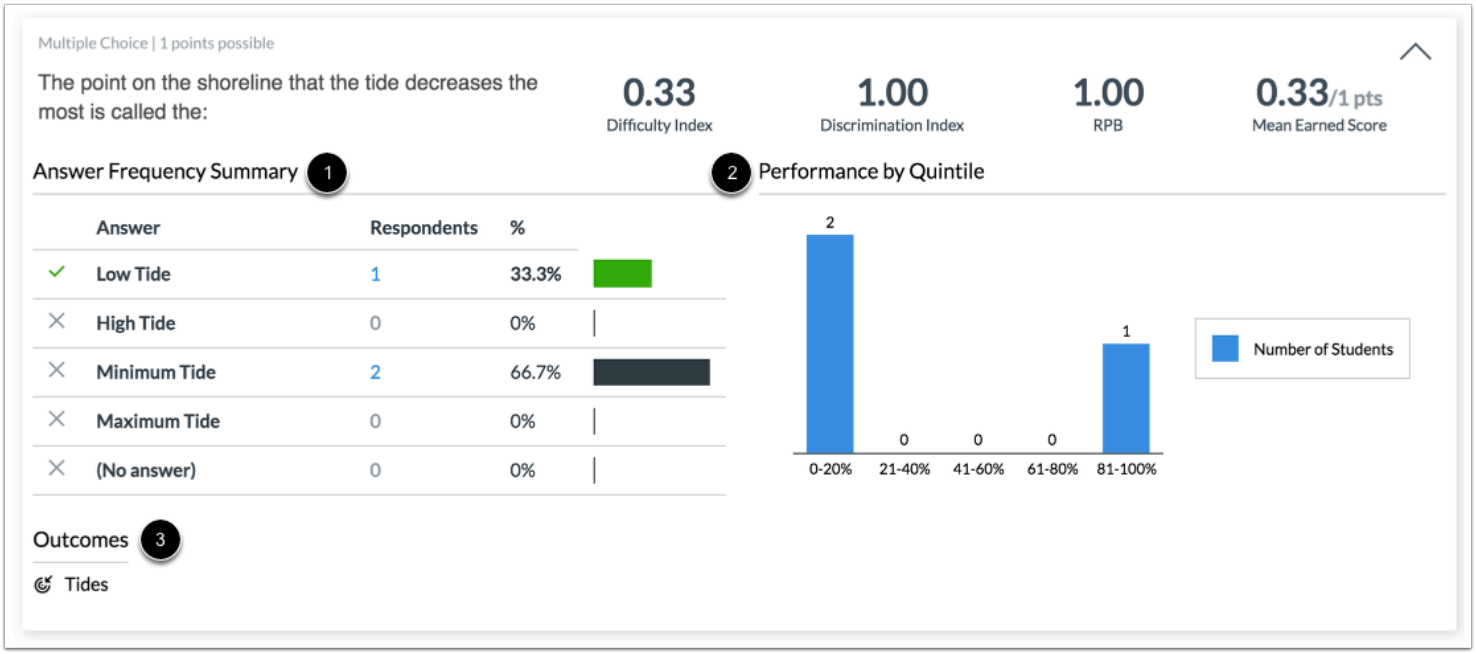


In the Item Analysis section, you can view statistics for specific questions in an assessment. The following item analysis statistics are available:

- **Difficulty Index** [1]: shows how hard it is to answer the question correctly. Calculated by dividing the number of correct answers by the number of times the item was included in the assessment.
- **Discrimination Index** [2]: measures how well a question can tell the difference between students who do well on the exam and those who do not. Calculated by subtracting the bottom 27% of difficulty index scores from the top 27% of difficulty index scores.
- **RPB** (Point-Biserial Correlation Coefficient) [3]: measures the correlation between a given item and the total score.
- **Mean Earned Score** [4]: displays average point score.

To view more statistics, click the **Arrow** icon [5].

View More Statistics



View more statistics for the assessment.

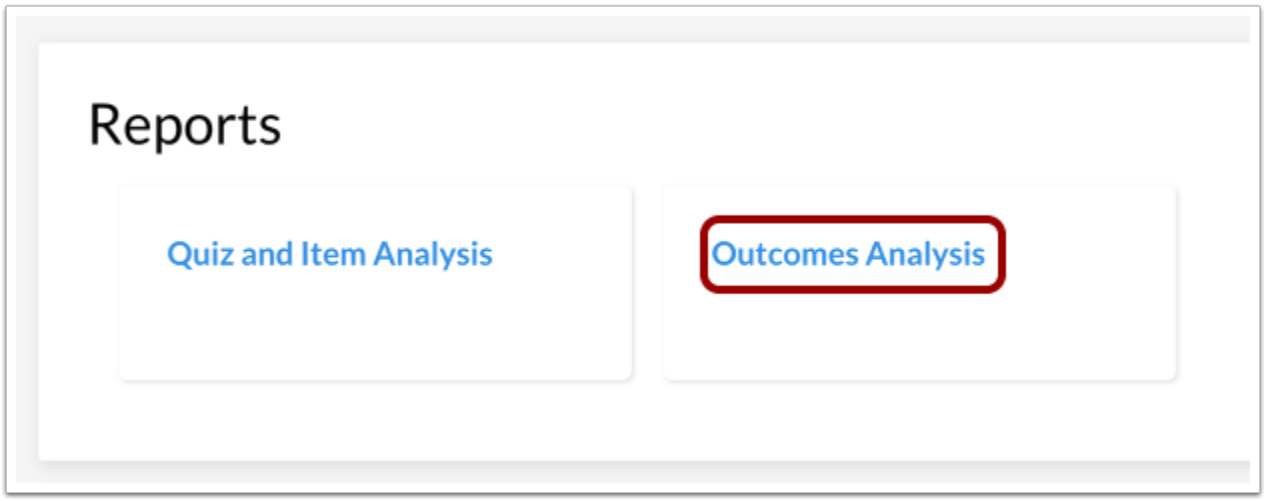
The **Answer Frequency Summary** chart displays the number and percentage of students who selected each answer choice [1].

The **Performance by Quintile** bar chart displays the number of students who scored within each percentage quintile [2].

You can also view any outcomes aligned to the question [3].

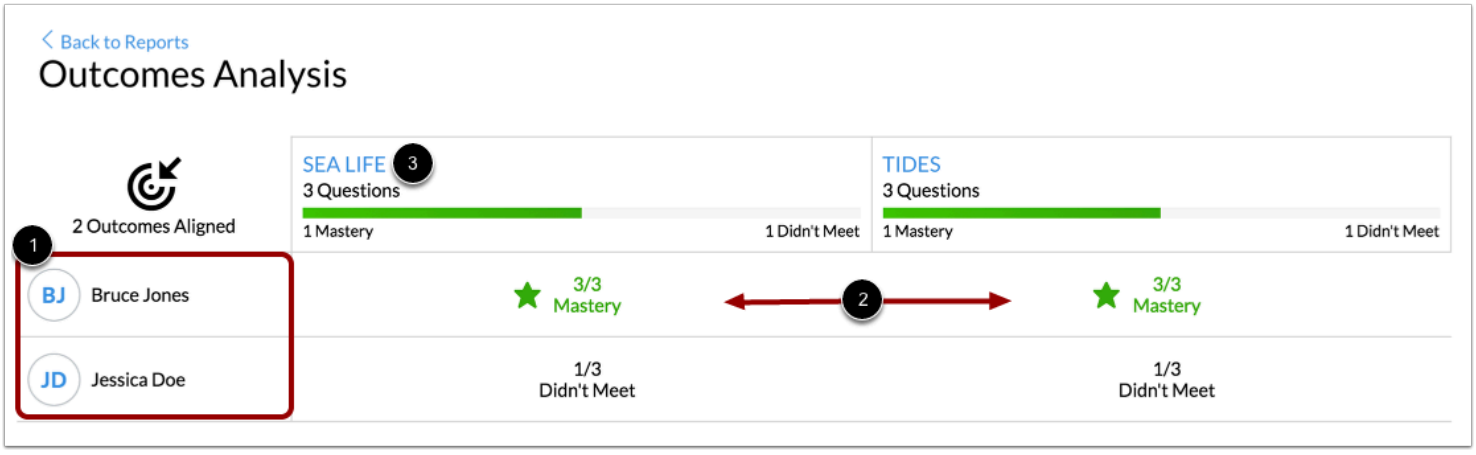
Note: The Answer Frequency Summary chart only appears for questions with answer choices.

Open Outcomes Analysis



To open the Outcomes Analysis, click the **Outcomes Analysis** link.

View Outcomes Analysis



The Outcomes Analysis includes each student who has completed an assessment [1] and their mastery results for each outcome [2].

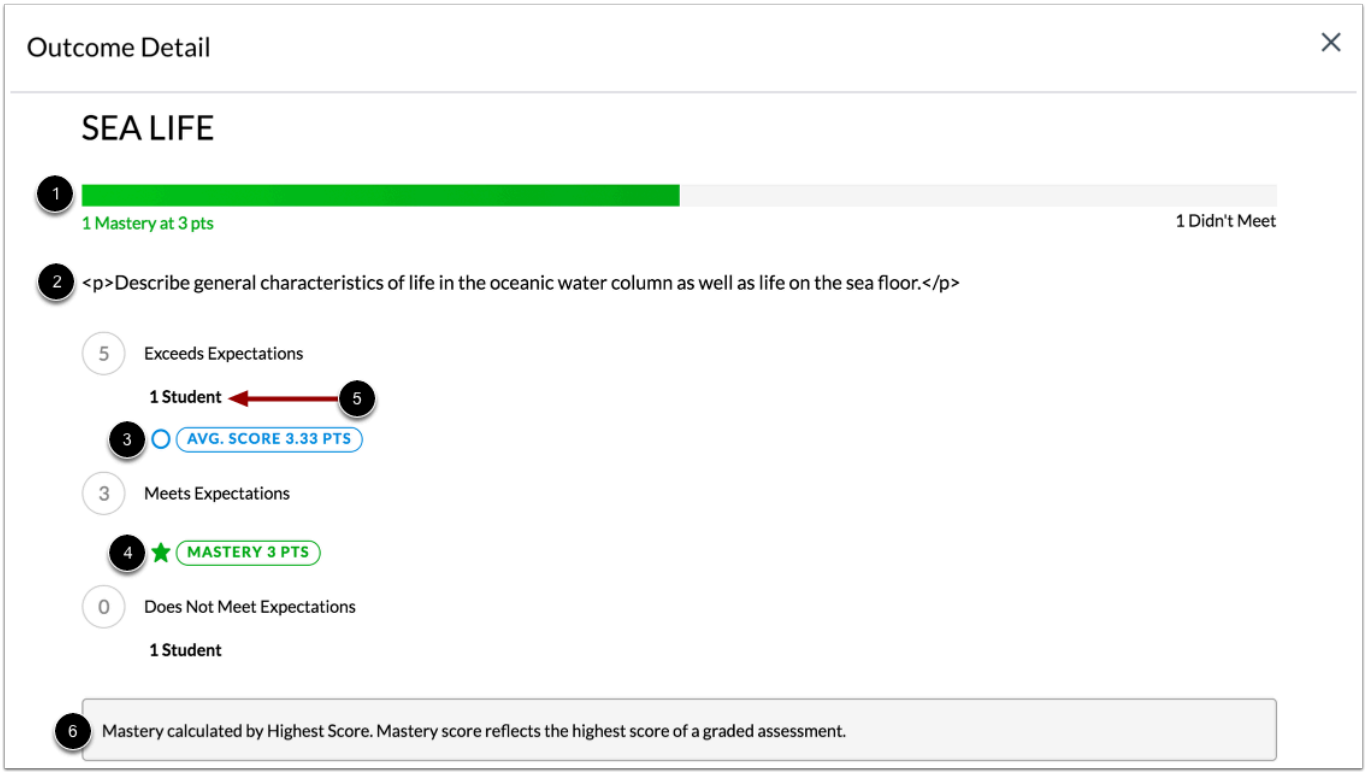
To view more details for an outcome, click the name of the outcome [3].

Notes:

- Outcomes scores cannot be viewed in the Learning Mastery Gradebook.

- Outcomes may take up to 24 hours to display in New Quizzes after they have been added to an account.

View Outcome Detail



The Outcome Detail page contains performance information for a specific outcome, including number of students who reached mastery [1], description [2], average score [3], and score required to earn mastery [4].

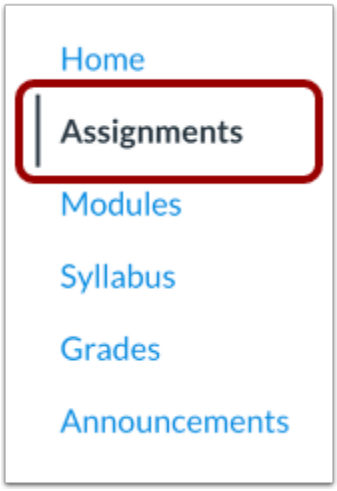
You can also view the number of students who score within each criteria level [5] and how mastery is calculated [6].

How do I use the Moderation page in New Quizzes?

You can view student results for any assessment created in New Quizzes on the Moderation page. Assessment results also include a detailed log for each student.

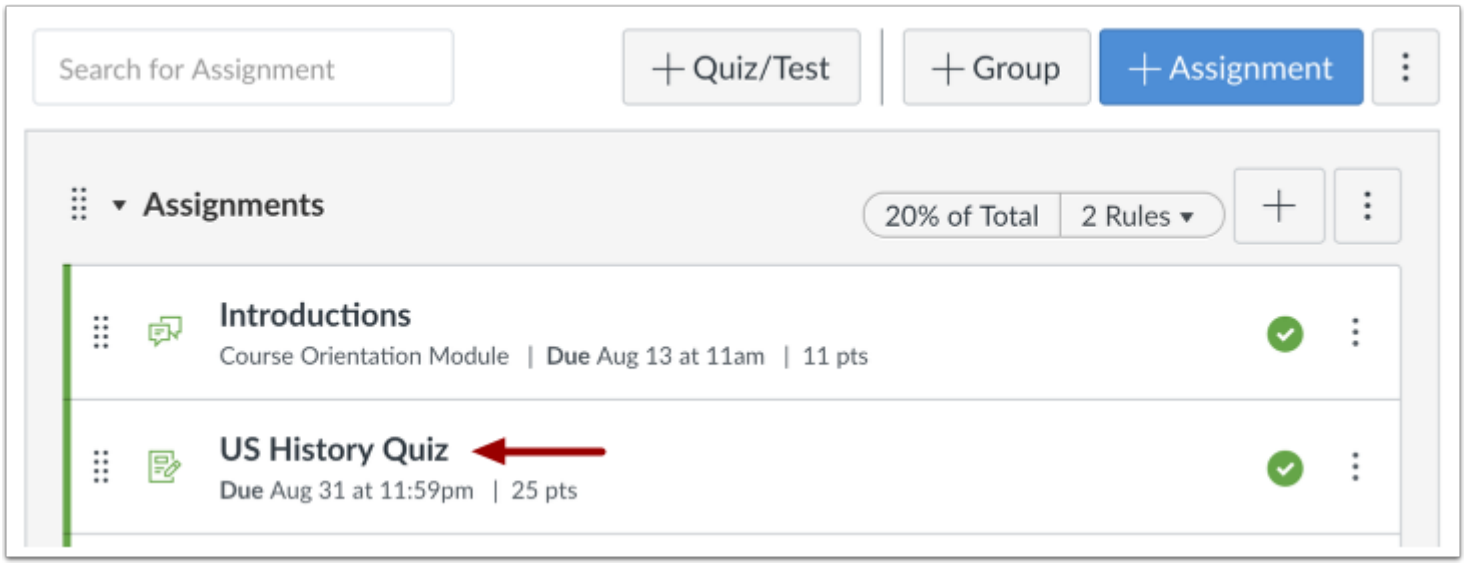
Student results can also be viewed in SpeedGrader and the Gradebook.

Open Assignments



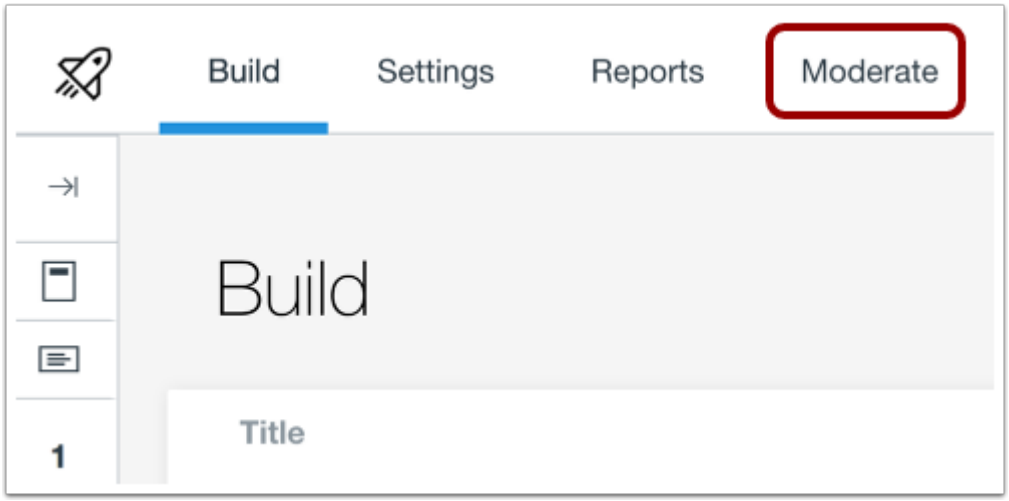
In Course Navigation, click the **Assignments** link.

Open Assessment



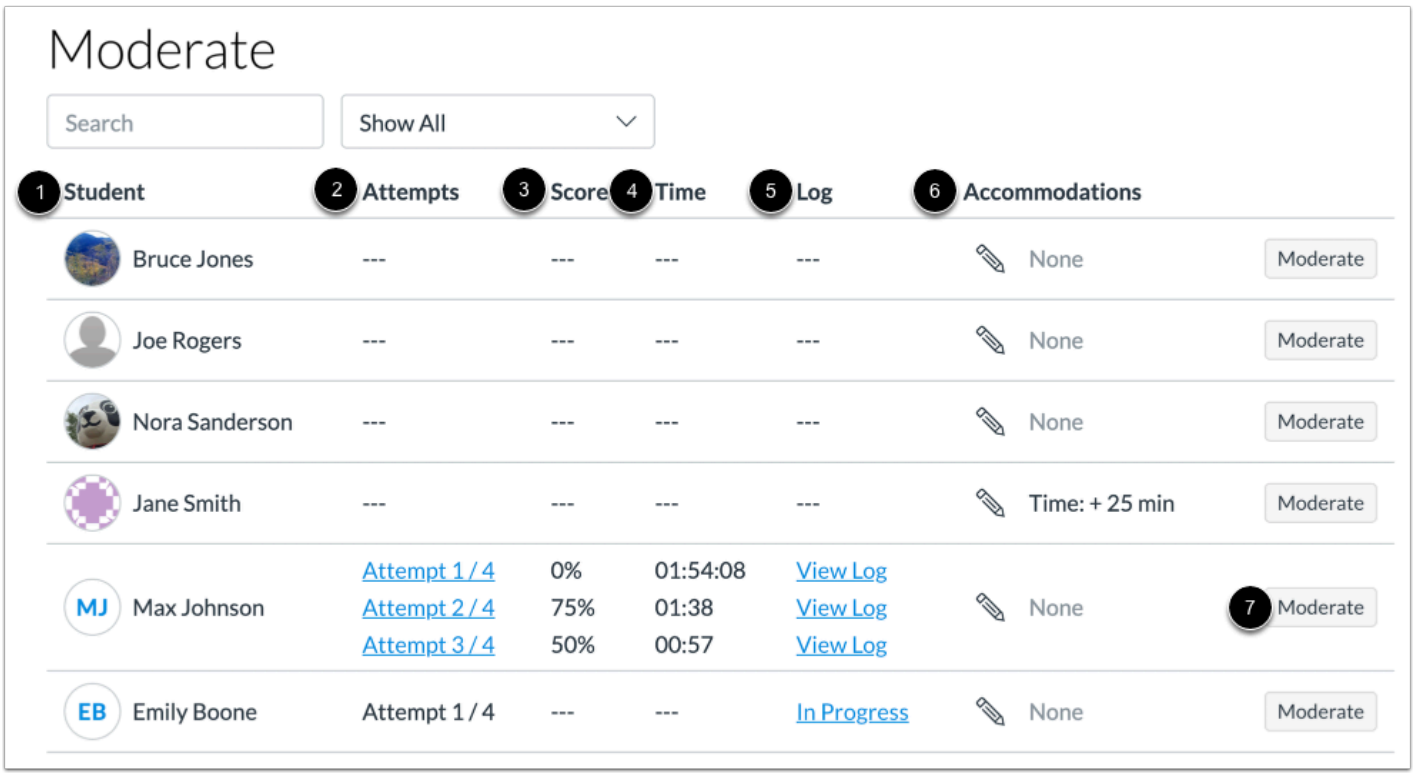
Click the title of an assessment.

Moderate Assessment



Click the **Moderate** tab.

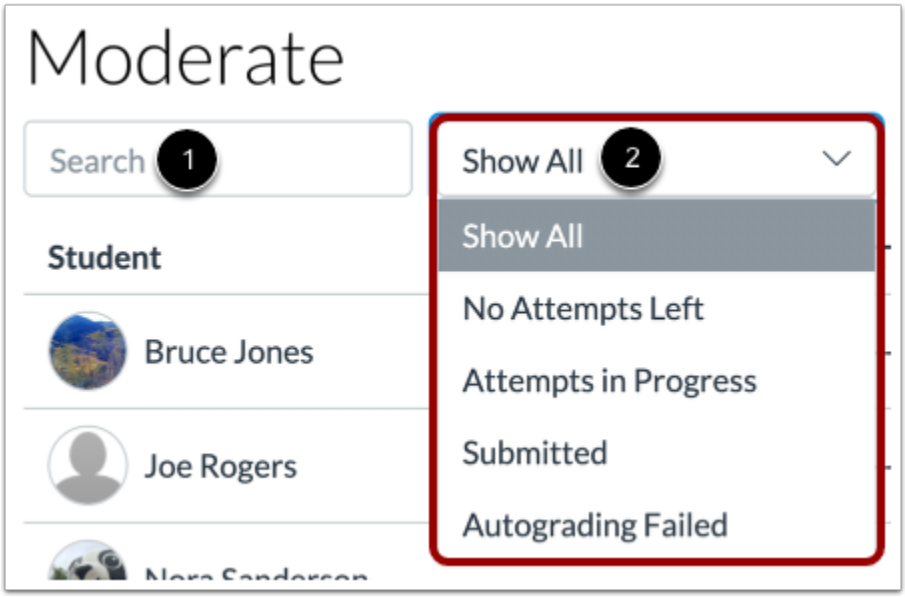
View Moderation Page



The Moderation Page displays a list of students in the course [1], their assessment attempts [2], the score for each attempt [3], the time for each attempt [4], attempt logs [5], and assessment accommodations [6].

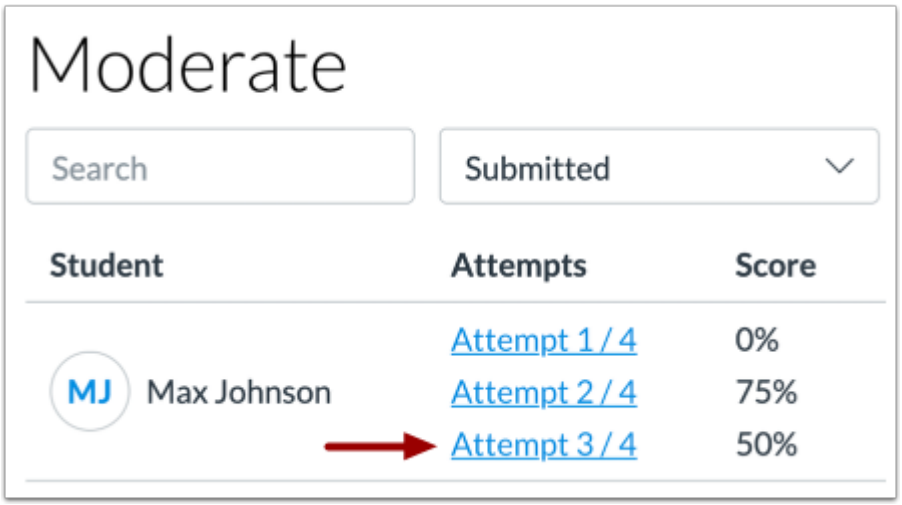
To moderate an assessment for an individual student, click the **Moderate** button [7]. Moderation options include managing timer settings and reopening a student's most recent attempt.

Filter Results

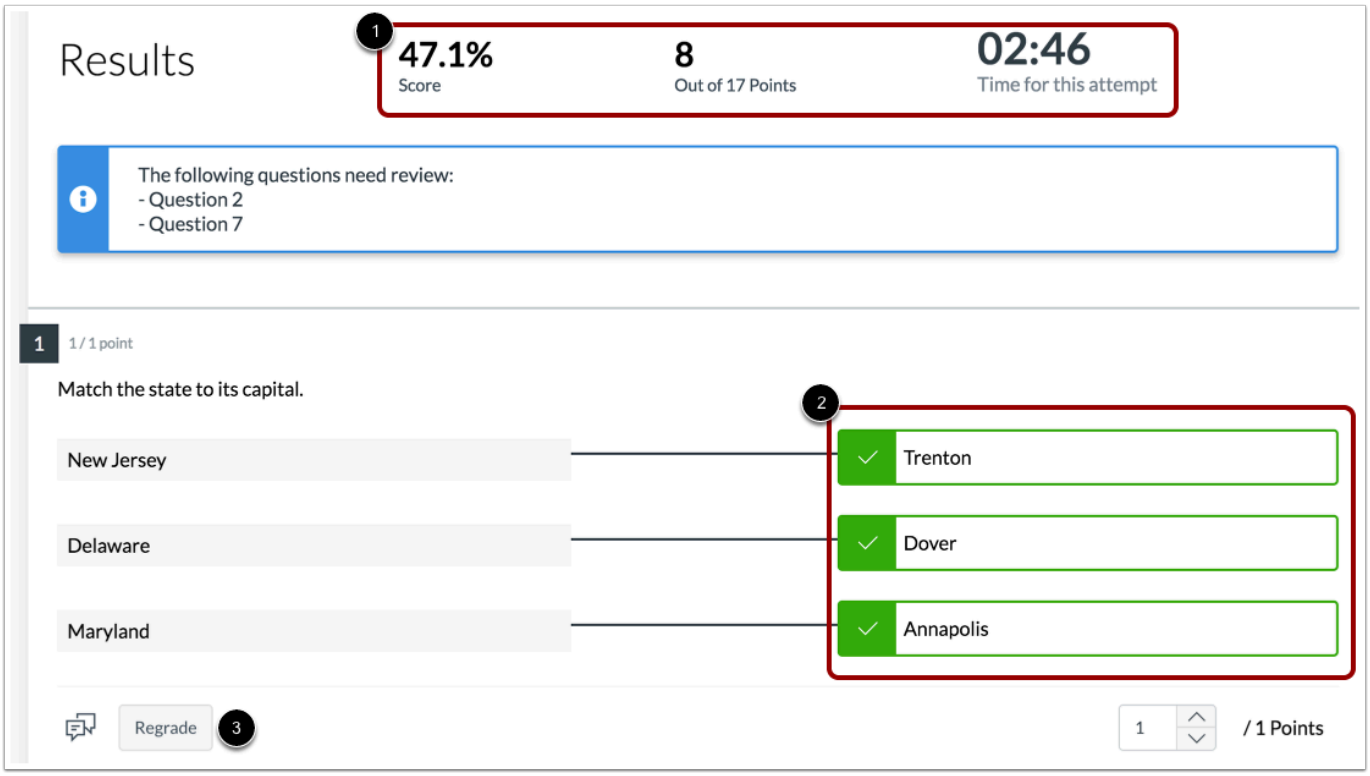


To search for a specific student, type their name in the **Search** field [1]. To filter displayed results by all attempts, no attempts left, attempts left, submitted attempts, or attempts where autograding failed, click the **Sort by** drop-down menu [2].

View Student Attempt



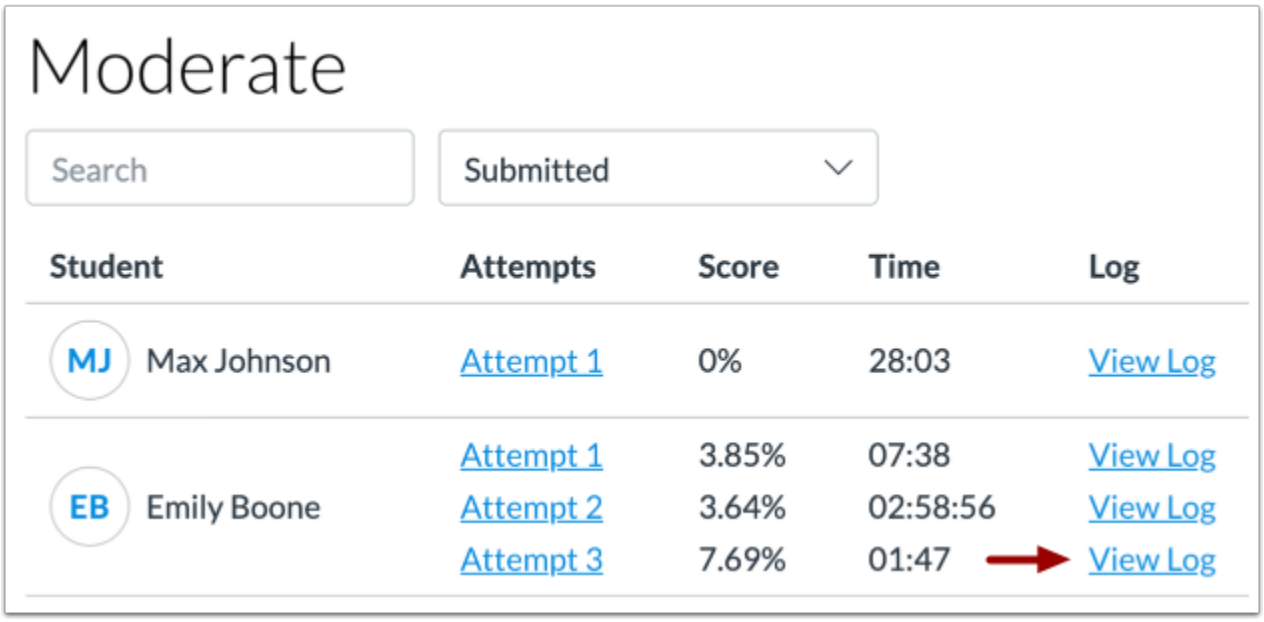
To view the details of a student attempt, click the attempt link.



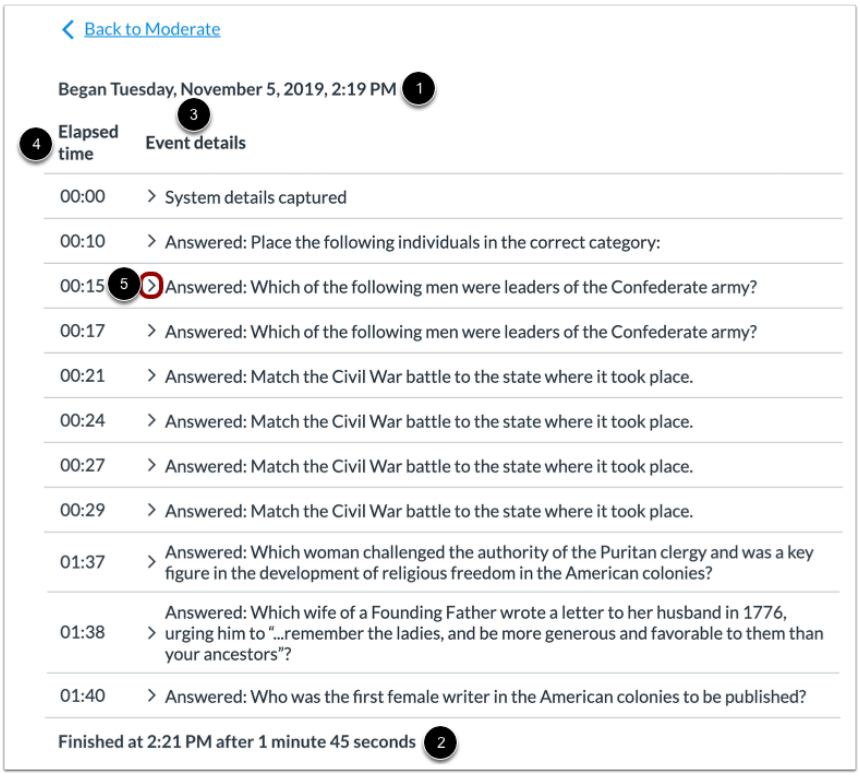
The student results page includes a student's answers and grades for each question [1]. From this page, you can review student answers [2].

Depending on question type, you may be able to regrade assessment questions [3].

View Log



To view the log for a student's assessment attempt, click the **View Log** link.

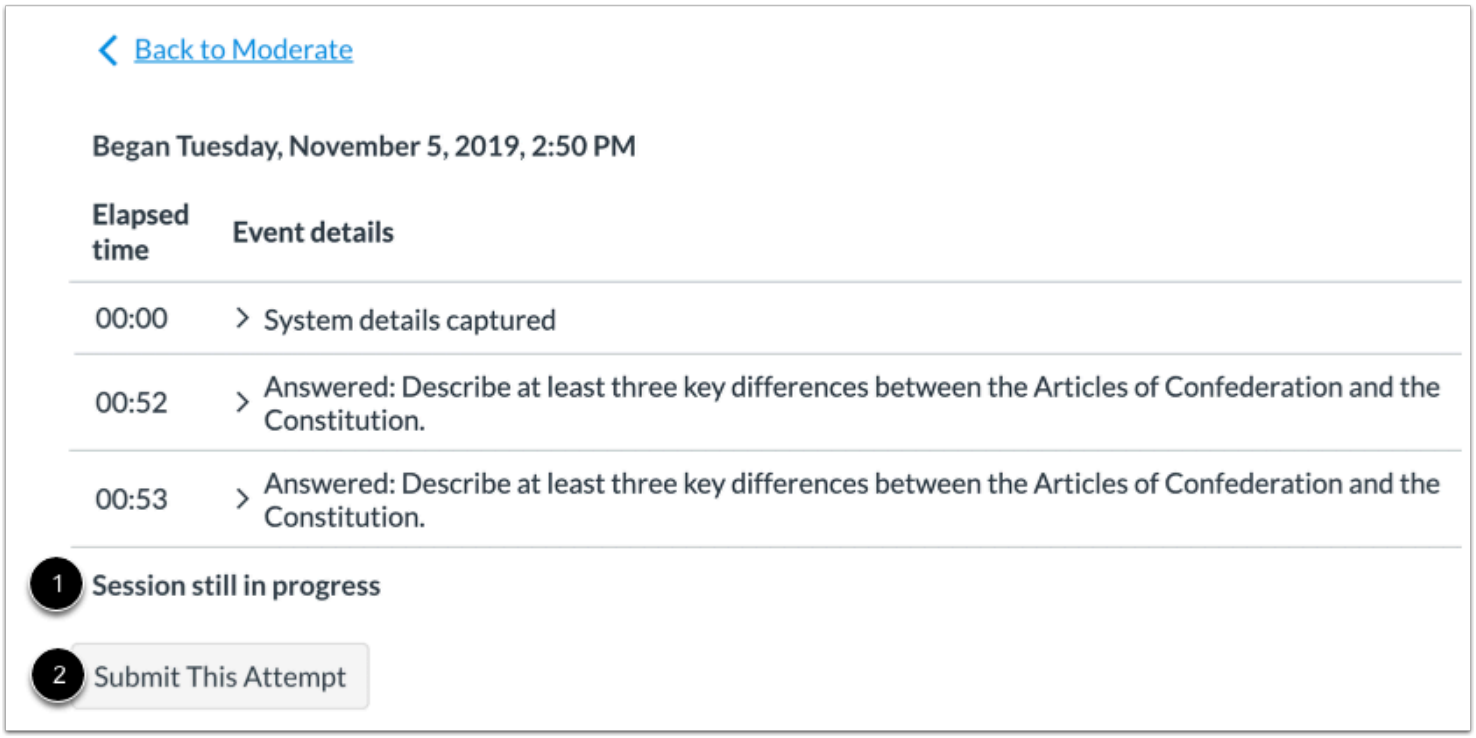


In the log, you can view the time and date a student began the assessment [1] and completed the assessment [2]. You can also view each event a student completed while taking the assessment [3] and the time that event was completed [4].

To view more details about an assessment event, click the drop-down arrow next to the event [5].

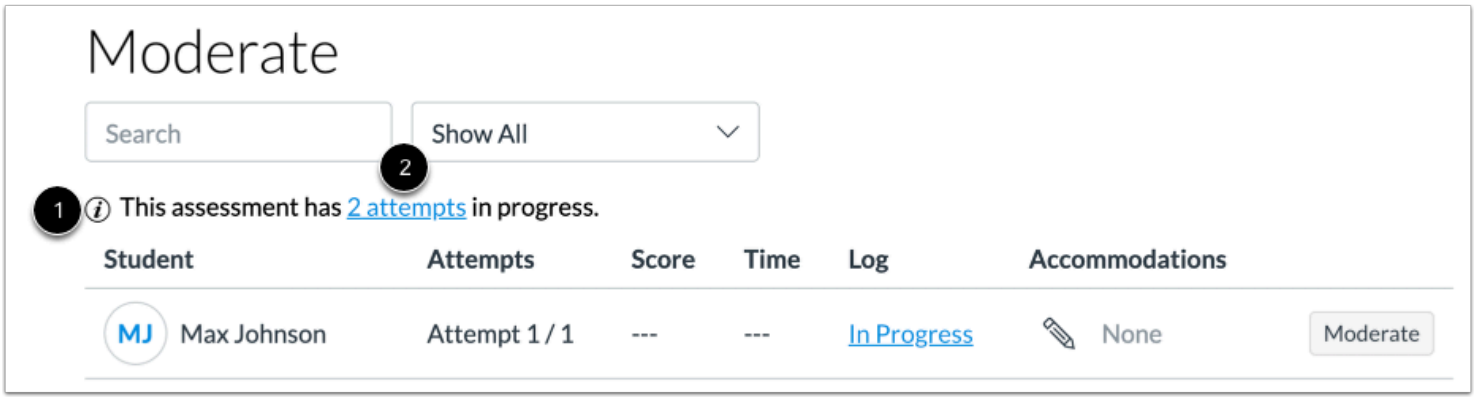
Note: The completion time on the log may differ from the time displayed on the Moderate page by a few seconds. The time shown on the Moderate page is more accurate and should be referenced when reviewing student attempts on timed assessments.

View In Progress Log



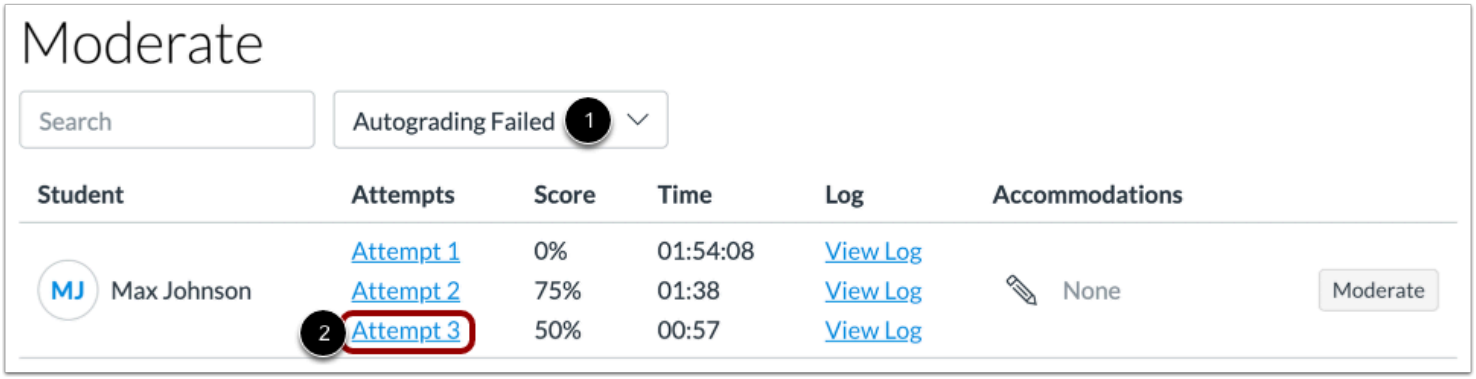
The attempt log indicates if an attempt is still in progress [1]. To manually submit the student attempt, click the **Submit This Attempt** button [2].

View In Progress Attempts



If students are currently taking an assessment, the Moderate page displays the number of in-progress attempts [1]. To manually submit in-progress attempts, click the attempts link [2].

View Failed Autograding



In some instances, New Quizzes may fail to automatically grade a student assessment. To view failed autograding quiz attempts, click the **Sort by** drop-down menu [1], then select the **Autograding Failed** option [2].

To manually grade the student's assessment, click the **Attempt** link [3].

How do I migrate a Canvas quiz to New Quizzes?

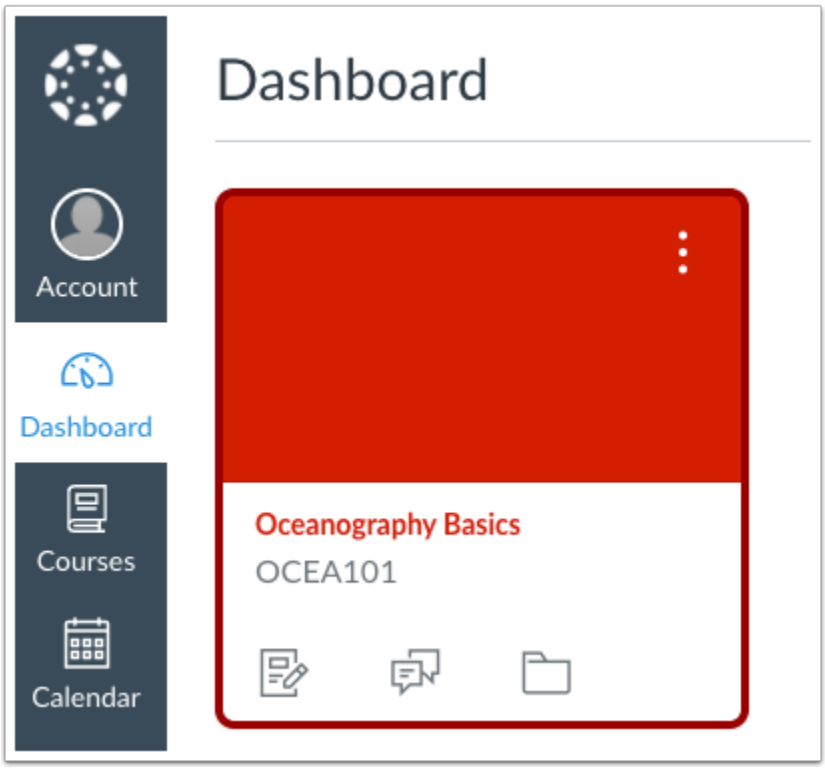
You can migrate a Canvas quiz to be used in New Quizzes.

While New Quizzes migration supports all question types, you should still review your assessments before assigning them to students.

Notes:

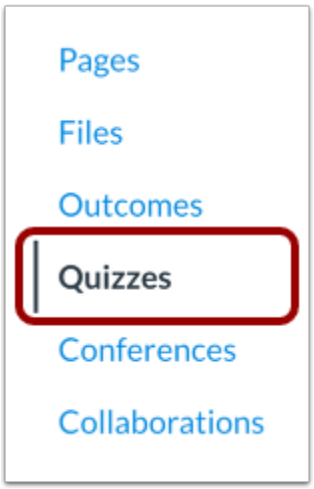
- After migration to New Quizzes, multiple dropdown questions display as matching questions.
- Migrating question groups to New Quizzes is not supported.
- Quiz migration is an account-level feature option. If you are an instructor and cannot view this feature, contact your institution's Canvas Admin. If you are a Canvas Admin and need assistance enabling this feature, contact your Customer Success Manager.

Open Course



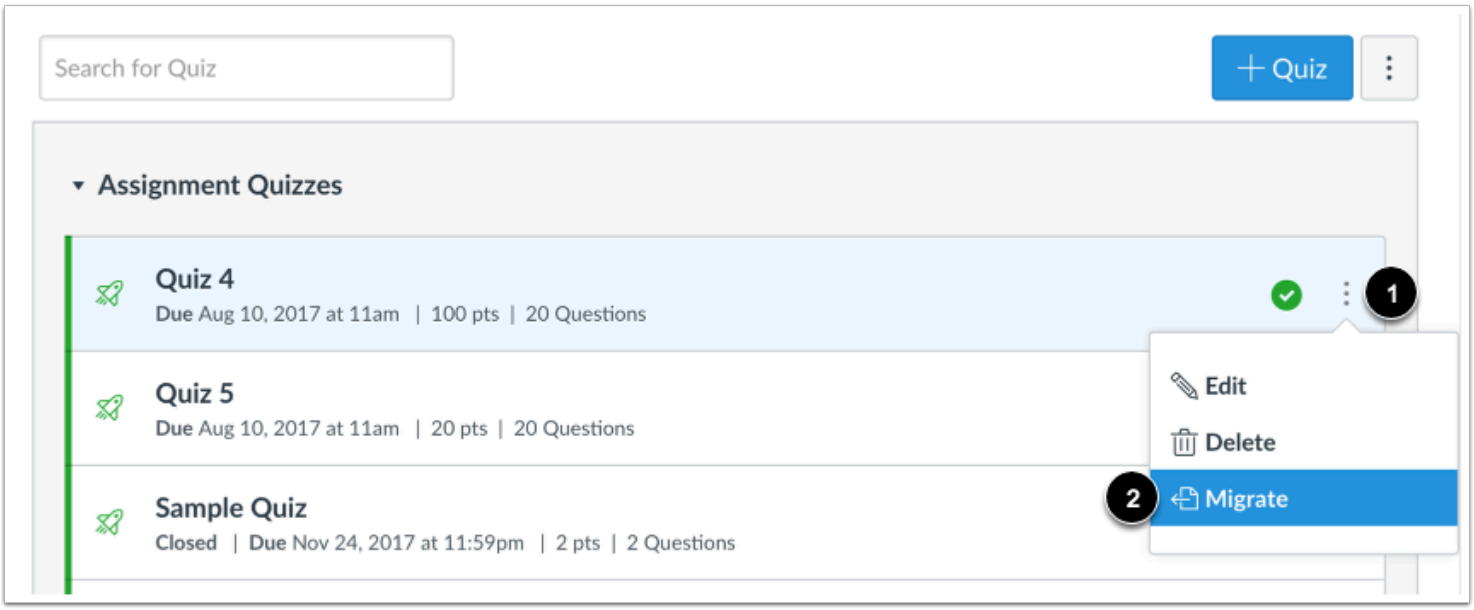
In the Dashboard, click the course that contains the quiz you want to migrate.

Open Quizzes



Click the **Quizzes** link.

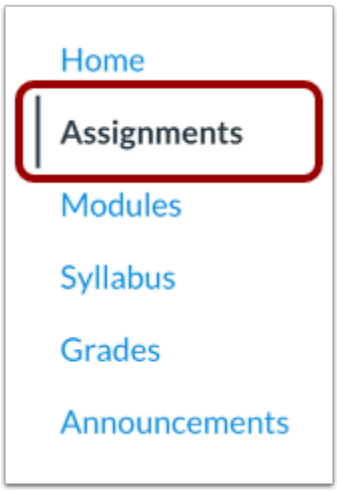
Migrate Quiz



To migrate a quiz, click the **Options** icon [1]. Then click the **Migrate** option [2].

Note: If you cannot view the Migrate option, it has not been enabled for your institution. Contact your Canvas Admin for assistance.

Open Assignments



Click the **Assignments** link.

Open Quiz

Your quiz will be placed in the Migrated Quizzes assignment group [1]. To open your quiz, click the name of the quiz [2].

Note: By default, migrated quizzes are unpublished.

How do I moderate a student's assessment attempt in New Quizzes?

You can moderate assessment settings for individual students in New Quizzes. Moderation settings apply only to the assessment you are moderating and include reopening assessment attempts and managing timer settings.

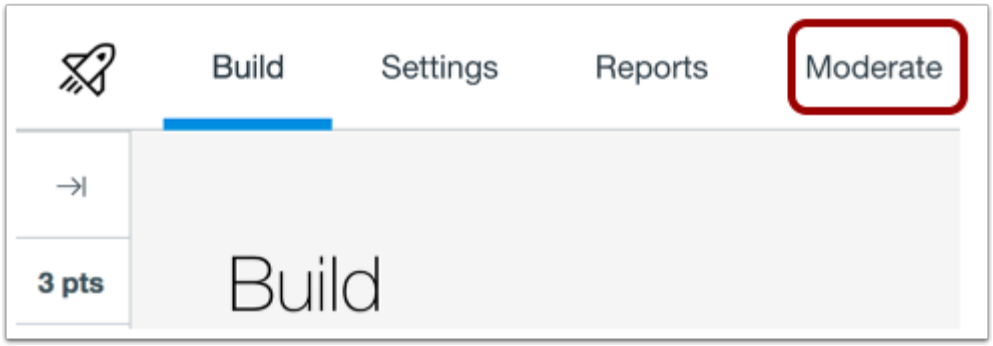
Reopening a student's assessment will reopen a student's most recent attempt. Previously recorded responses will be retained and the assessment timer will resume from its remaining time from the previous submission.

Moderation timer settings apply to all attempts for the assessment in which they were set. You can add a specific amount of minutes or hours to each attempt, or remove time limit requirements. Only one timer setting can be selected for each student. To adjust timer settings for all assessments in the course for a student, you can add accommodations.

If timer settings are set at both the course level and the assessment level, course-level settings are applied first. Assessment-level settings cannot be reduced by course-level settings.

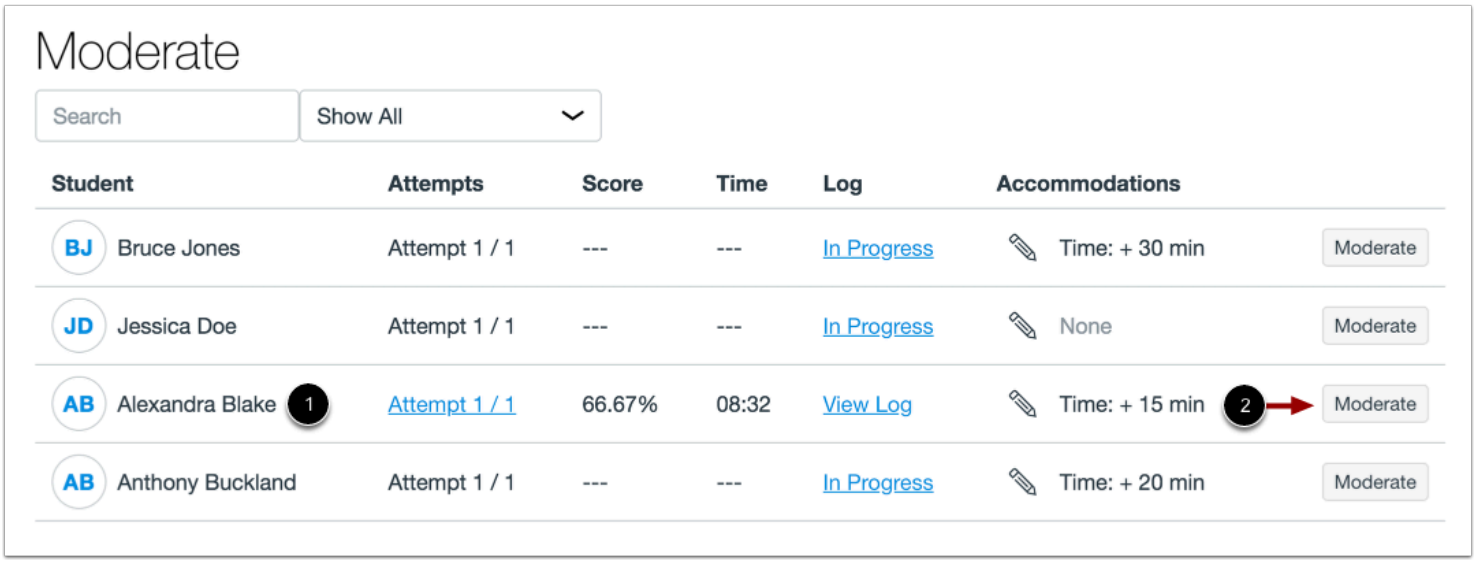
Note: Quiz availability dates still apply when moderating a quiz. If the Until date passes before a student completes an extra attempt or extended-time quiz, any in-progress quizzes auto-submit and the quiz closes, even if the student's attempt has not expired.

Moderate Assessment



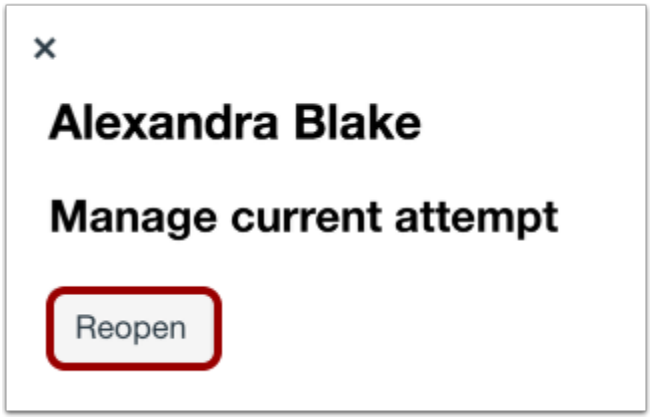
In New Quizzes, click the **Moderate** tab.

Open Moderation Settings



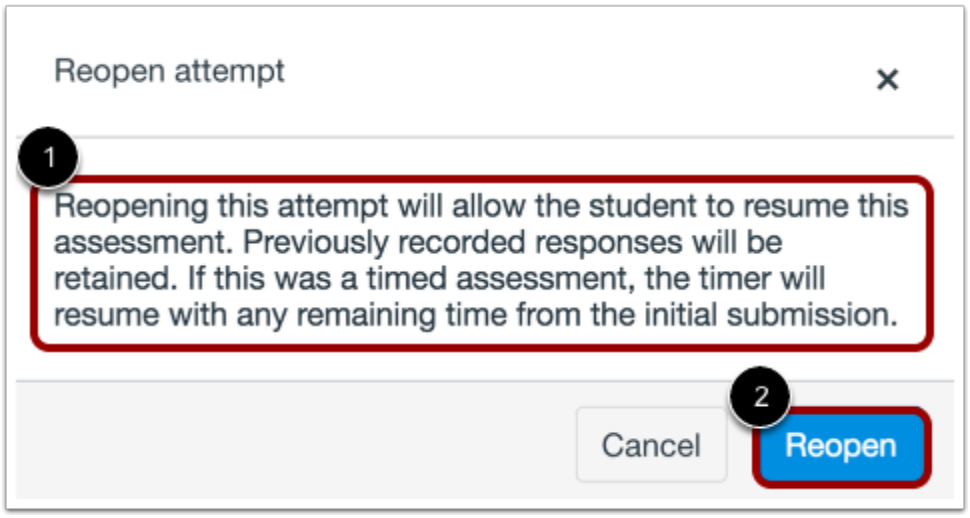
Find the student you want to moderate [1]. Then click the **Moderate** button [2].

Reopen Assessment



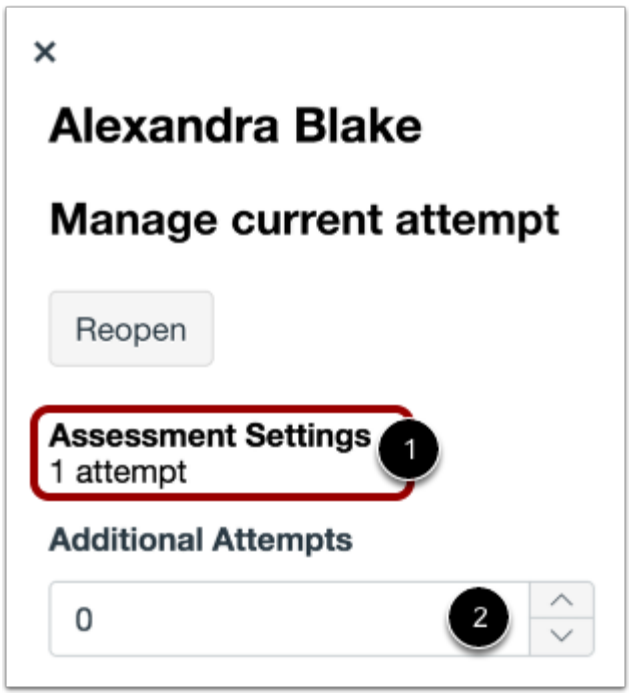
To reopen the student's most recent assessment attempt, click the **Reopen** button.

Accept Message



A warning message will display to inform you that the student can resume their assessment attempt from its previous position [1]. To accept and reopen the assessment, click the **Reopen** button [2].

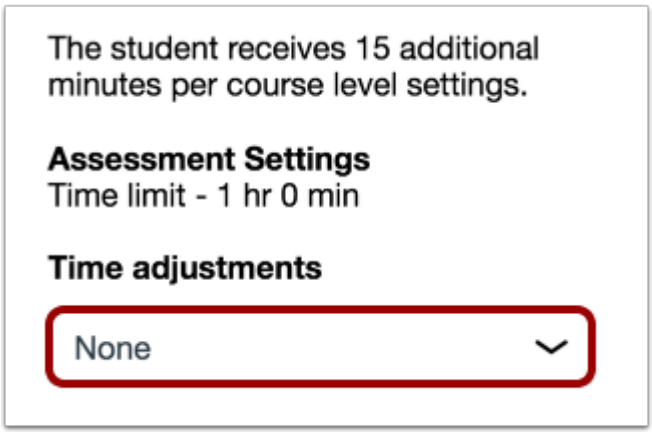
Manage Attempts



The Moderate panel displays the number of allowed attempts per the assessment settings [1].

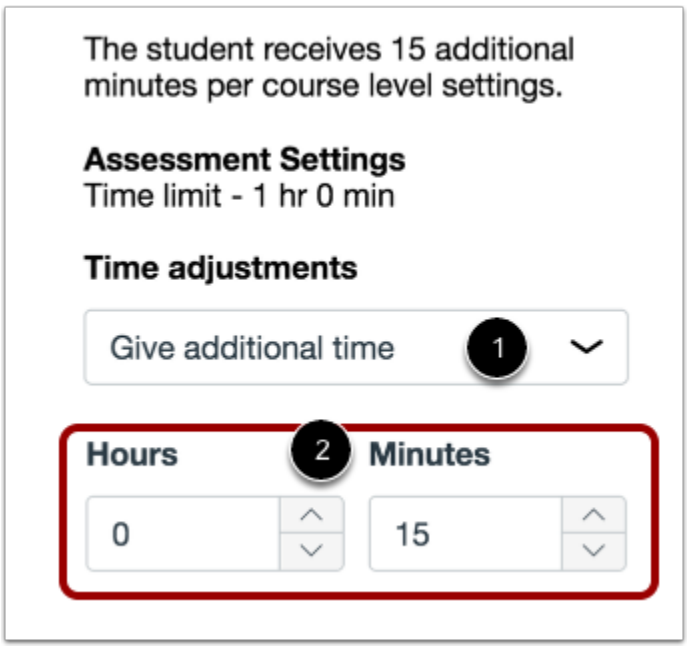
To give the student additional attempts for the assessment, type a number or use the arrow buttons in the **Additional Attempts** field [2].

Adjust Timer Settings



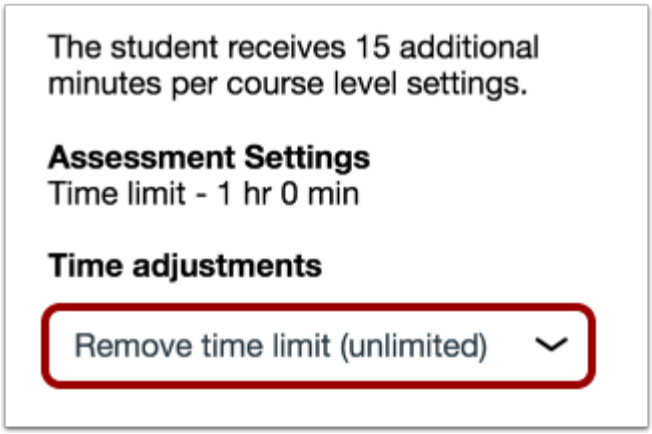
To adjust the timer settings for the student, select an option in the **Time adjustments** menu.

Add Additional Time



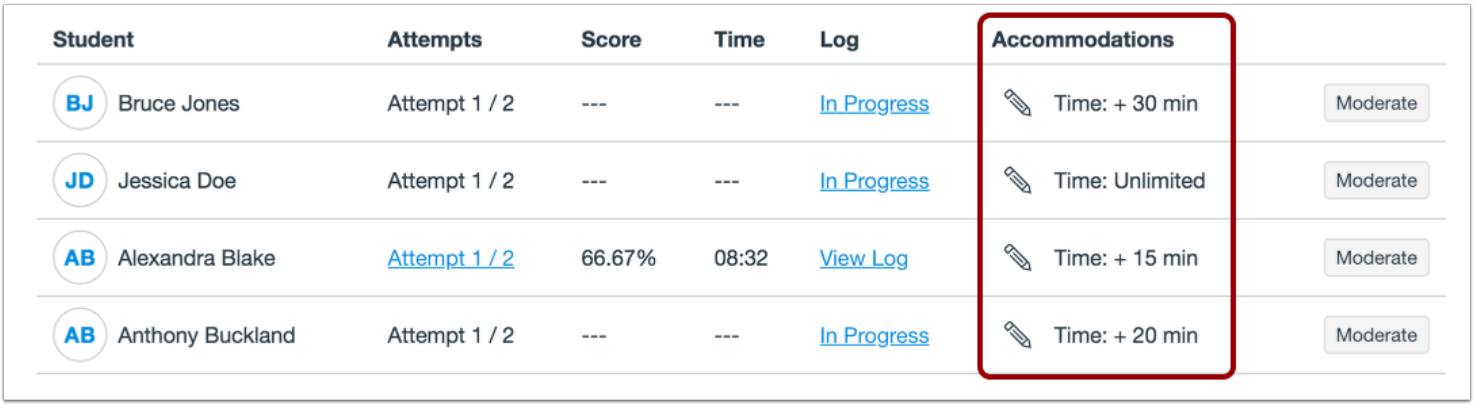
To add additional time to the assessment attempt, select the **Give additional time** option [1]. Then select the amount of time [2]. Time units can be set to minutes or hours.

Remove Time Limit



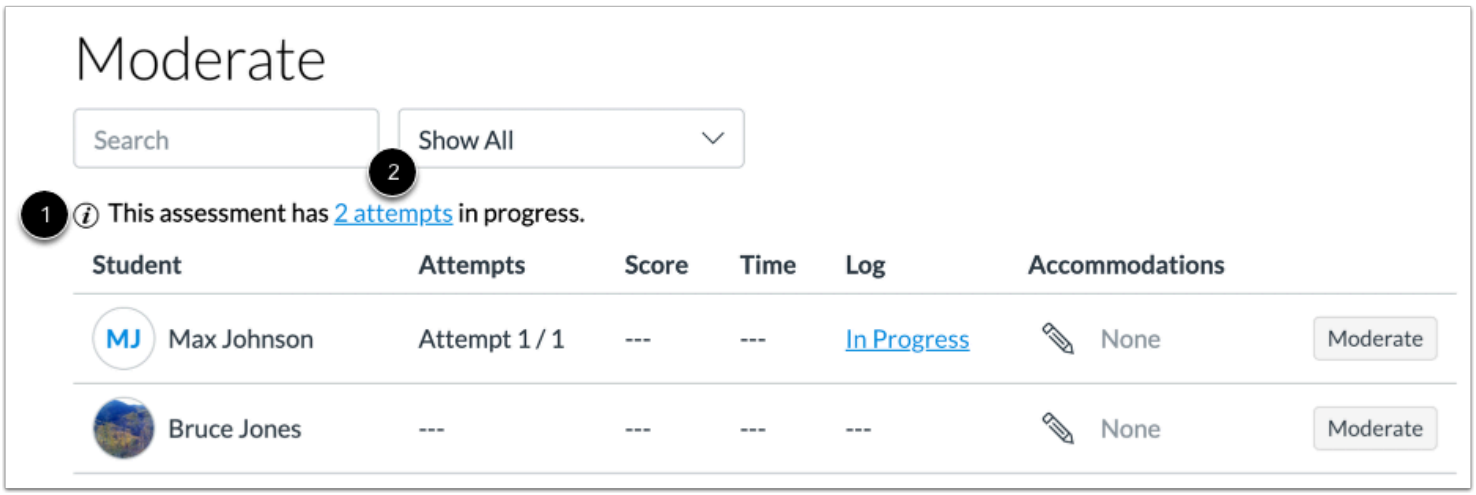
To remove the time limit from the attempt, select the **Remove time limit (unlimited)** option.

View Timer Adjustments



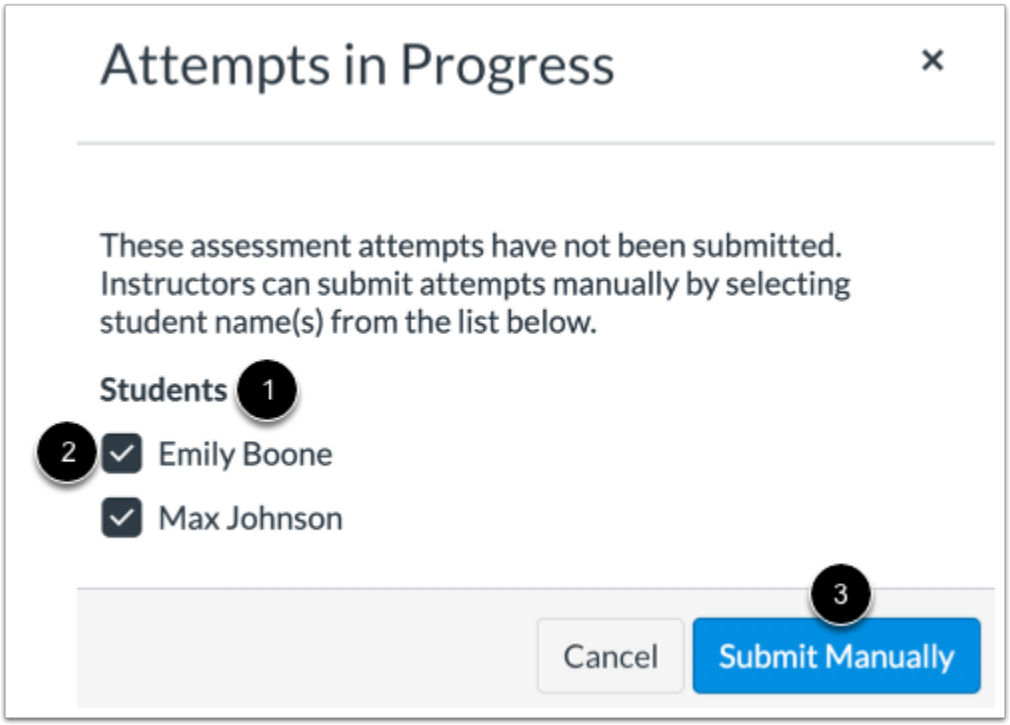
View the moderation timer settings in the **Accommodations** column. This column displays the cumulative effect of course-level accommodations and moderation timer settings.

Manually Submit In-Progress Attempts



If students are currently taking an assessment, the Moderate page displays the number of in-progress attempts [1]. To manually submit in-progress attempts, click the **attempts** link [2].

Submit Attempts



Students with in-progress quiz attempts display in the Students list [1]. By default, you can manually submit quizzes for all students in the list. If you do not want to manually submit a student's assessment, deselect the checkbox for the student [2].

To manually submit the assessment for the selected students, click the **Submit Manually** button [3].

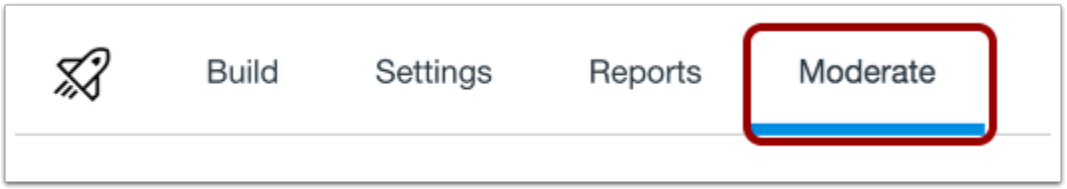
How do I add assessment accommodations for a student in New Quizzes?

You can add accommodations for a student in New Quizzes. Accommodation settings include adding or removing time for all assessment attempts, and multiplying time limits by a set multiplier.

Accommodations apply to all assessments in a course for a student and only one accommodation can be set per student. Set accommodations can be viewed in the Accommodations column and in the Moderate panel.

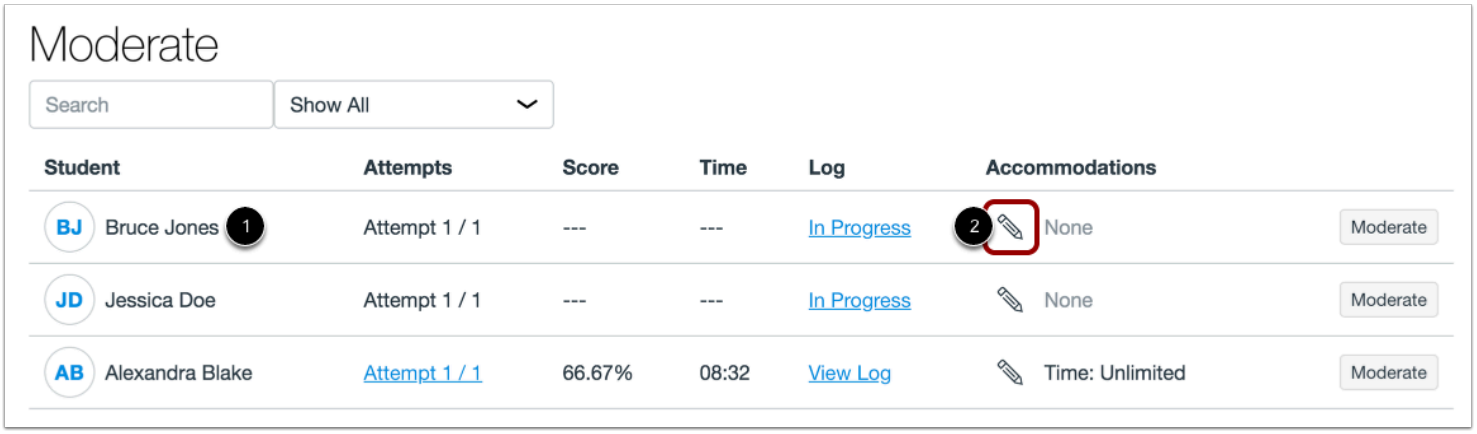
To manage timer settings for a single attempt, you can moderate a student's assessment attempt. Moderating an assessment attempt will apply any moderation settings on top of any set accommodations.

Moderate Assessment



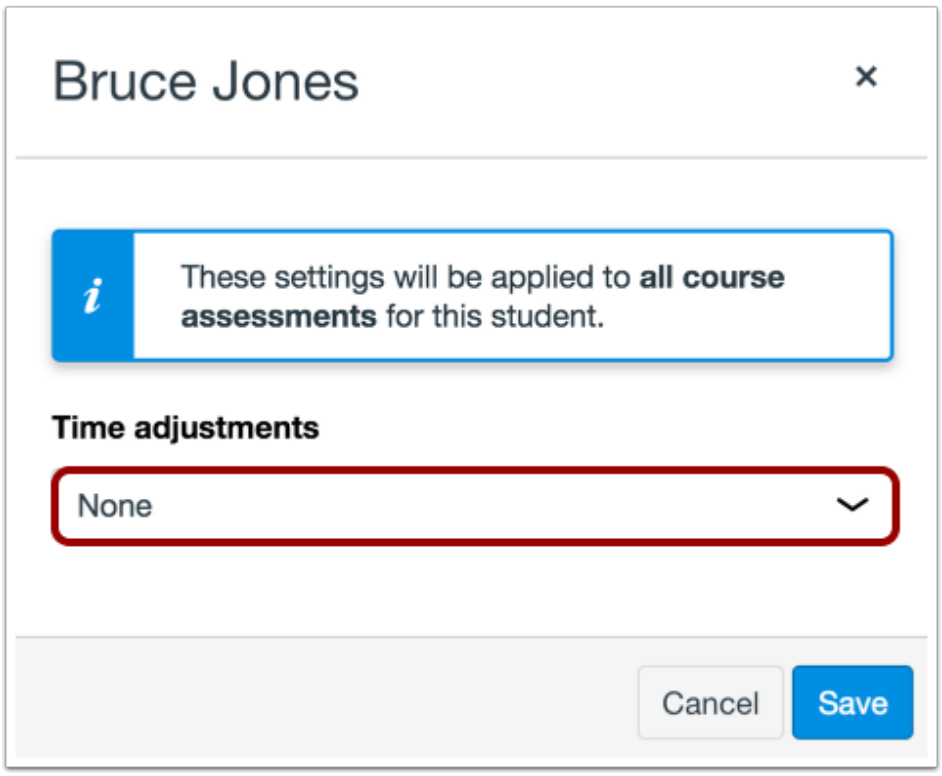
In New Quizzes, click the **Moderate** tab.

Open Accommodation Settings



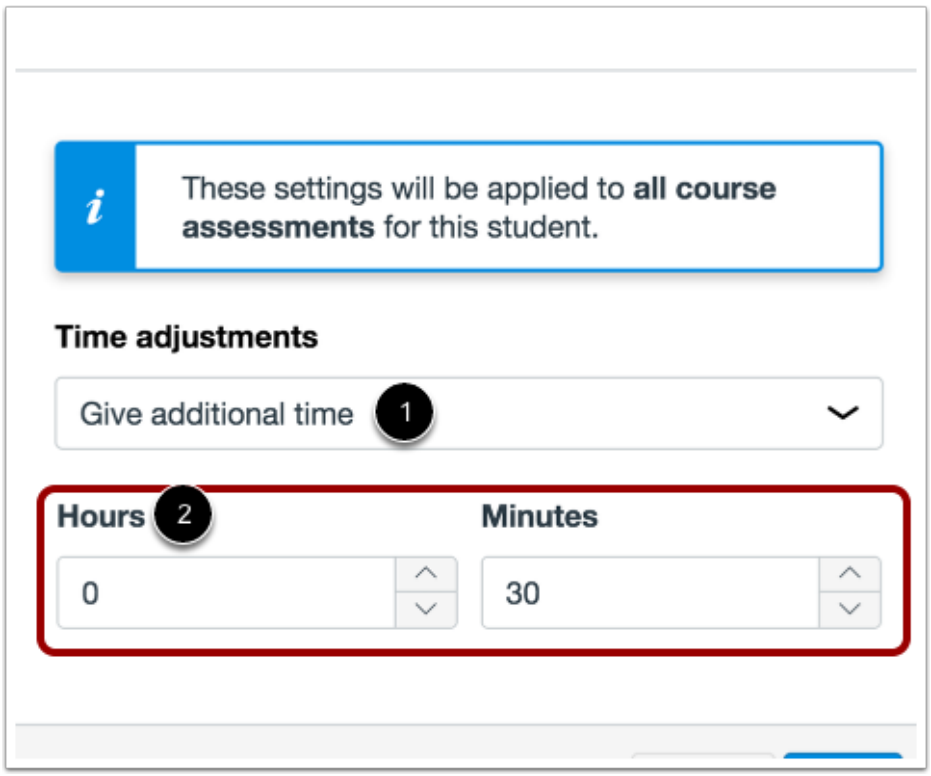
Find the student you want to apply accommodations for [1]. Then click the **Edit** icon [2].

Select Time Adjustment



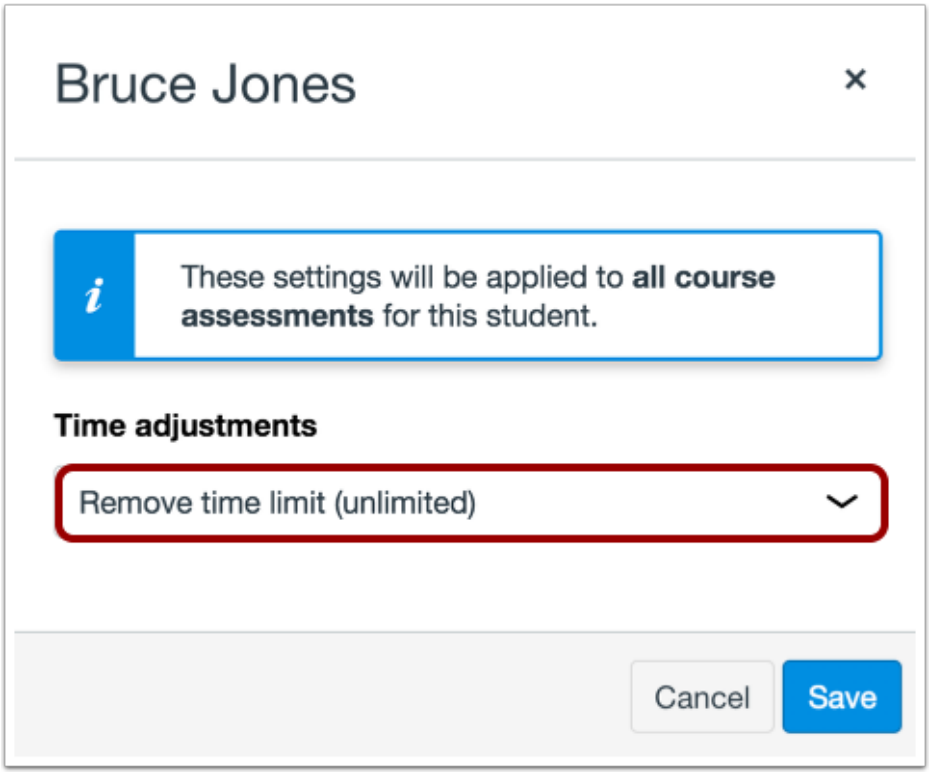
In the **Time adjustments** menu, select the time adjustment option you want to give the student.

Give Additional Time



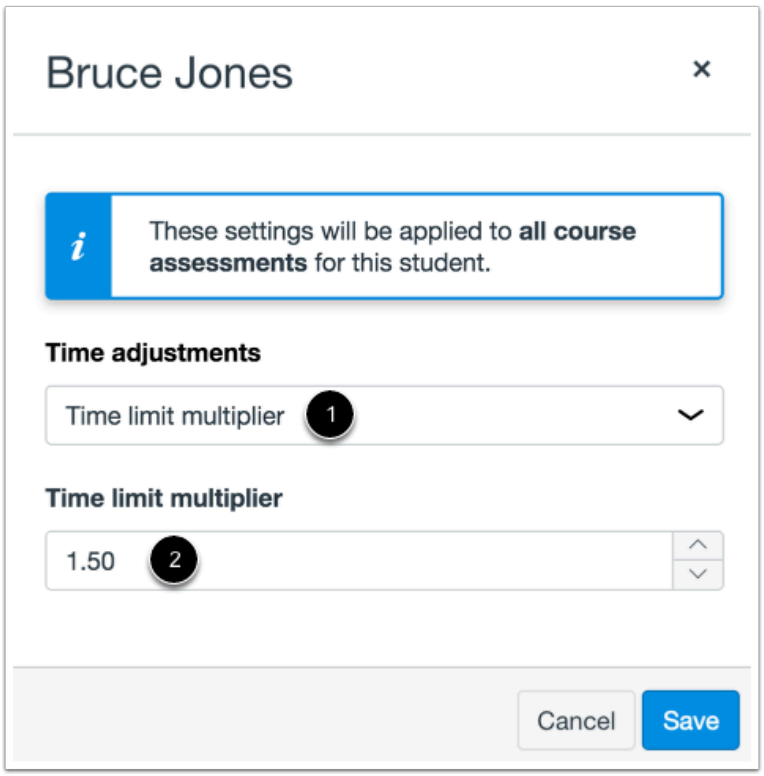
To add additional time, select the **Give additional time** option in the time adjustments menu [1]. Then use the **Hours and Minutes** fields [2] to add additional time.

Remove Time Limit



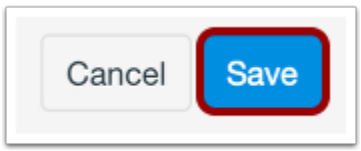
To remove the time limit, select the **Remove Time Limit (unlimited)** option in the time adjustments menu.

Add Time Limit Multiplier



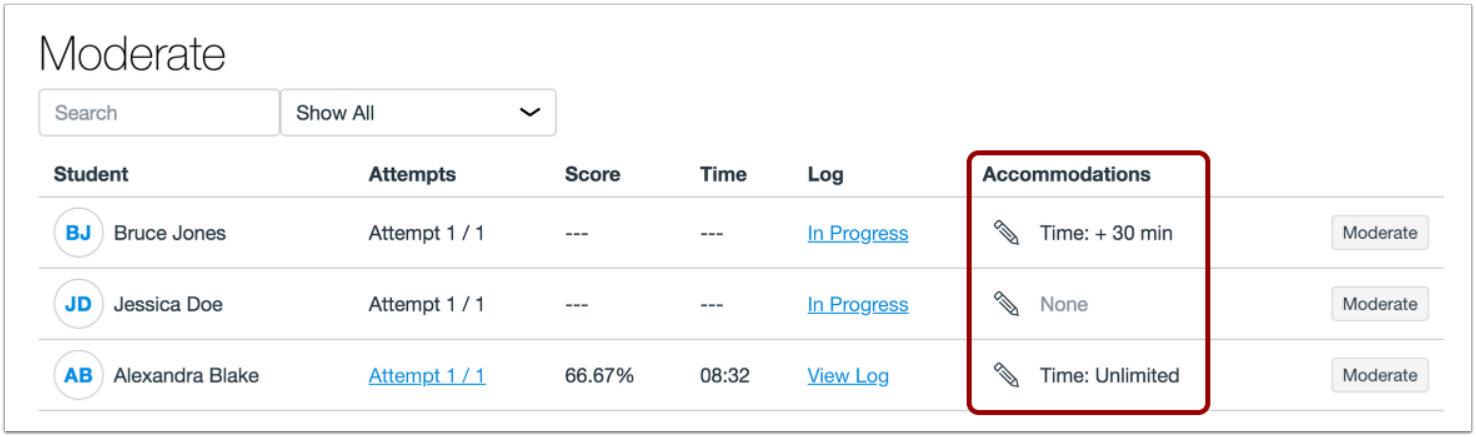
To add a time limit multipler, select the **Time limit multiplier** option in the time adjustments menu [1]. Then enter the multiplier in the **Time limit multiplier** field [2].

Save Accommodations



Click the **Save** button.

View Accommodations



View the student's accommodations in the **Accommodations** column. This column displays the cumulative effect of accommodations and moderation timer settings.

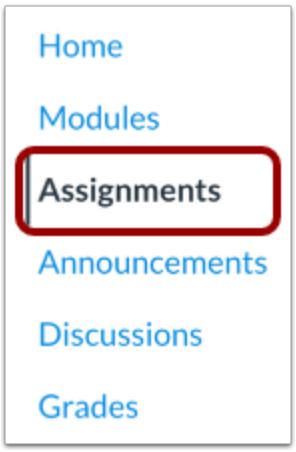
How do I use Direct Share to copy a quiz to another course in New Quizzes?

As an instructor, you can use Direct Share to copy individual new quizzes in one course directly into another course in which you are enrolled as an instructor. Direct Share also allows you to send new quizzes to other instructors at your institution. When you copy a new quiz, any assets within that quiz (images, files, etc.) will be included in the file copy.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Assignments

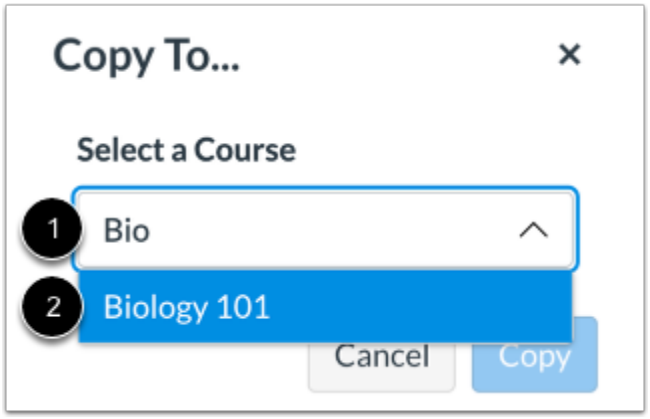


In Course Navigation, click the **Assignments** link.

Open Quiz Options

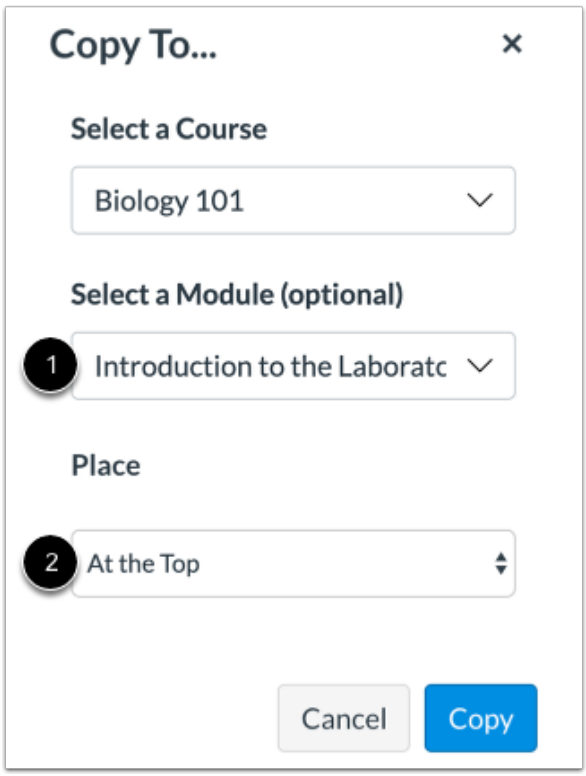
Locate the quiz you wish to copy, then click the quiz **Options** icon [1]. Select the **Copy To...** option [2].

Select Course



Click or type the name of a course in the **Select a Course** field [1]. Then select the course into which you want to copy the assignment [2].

Select Location

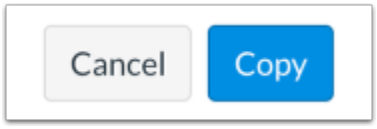


If you wish, you can copy the assignment into a specific module and location within a course.

Click or type a module name in the **Select a Module** field [1]. Then select the module for the copied assignment.

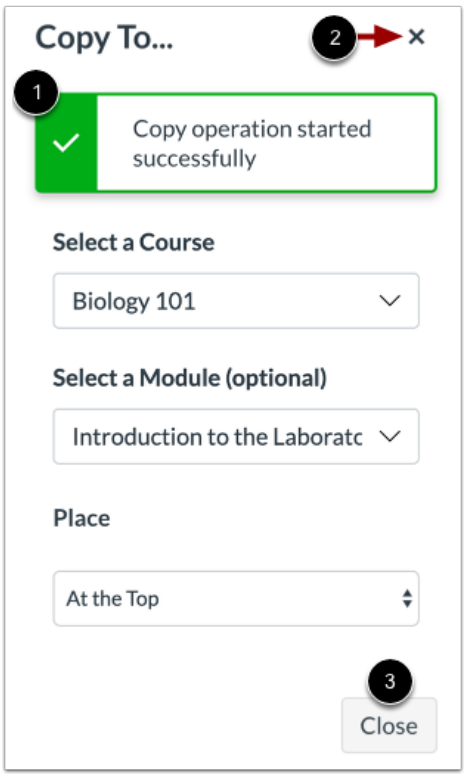
To select a location within the module, click the **Place** drop-down menu [2]. You can select to copy the assignment to the top of the module, before or after a specific module item, or at the bottom of a module.

Copy Assignment



Click the **Copy** button.

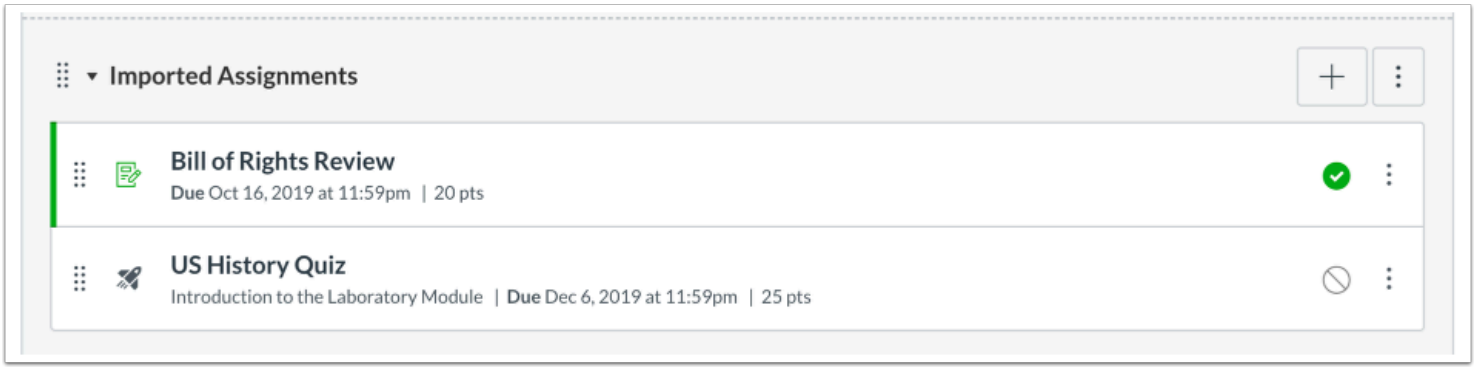
View Copy Notification



Canvas displays a notification when an assignment is copied successfully [1].

When finished, click the **Close** icon [2] or the **Close** button [3].

View Copied Assignment



Copied assignments display on the Assignments Index Page in the Imported Assignments group for the course into which it copied.

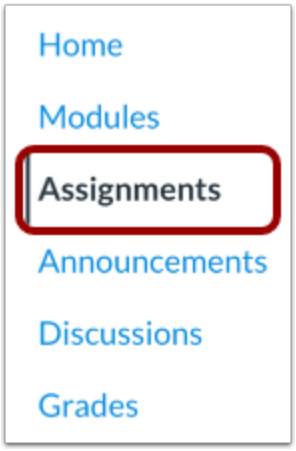
How do I use Direct Share to send a quiz to another instructor in New Quizzes?

As an instructor, you can use Direct Share to share individual quizzes in your course with other instructors at your institution. You can also use Direct Share to copy an individual quiz into another course. When you share a new quiz, any assets within that quiz (images, files, etc.) will be included in the shared file.

Notes:

- Direct Share requires the Direct Share feature option, which can be enabled for an entire account.
- To share course content, you must have the Course Content - add / edit / delete permission enabled.

Open Assignments



In Course Navigation, click the **Assignments** link.

Open New Quiz Options

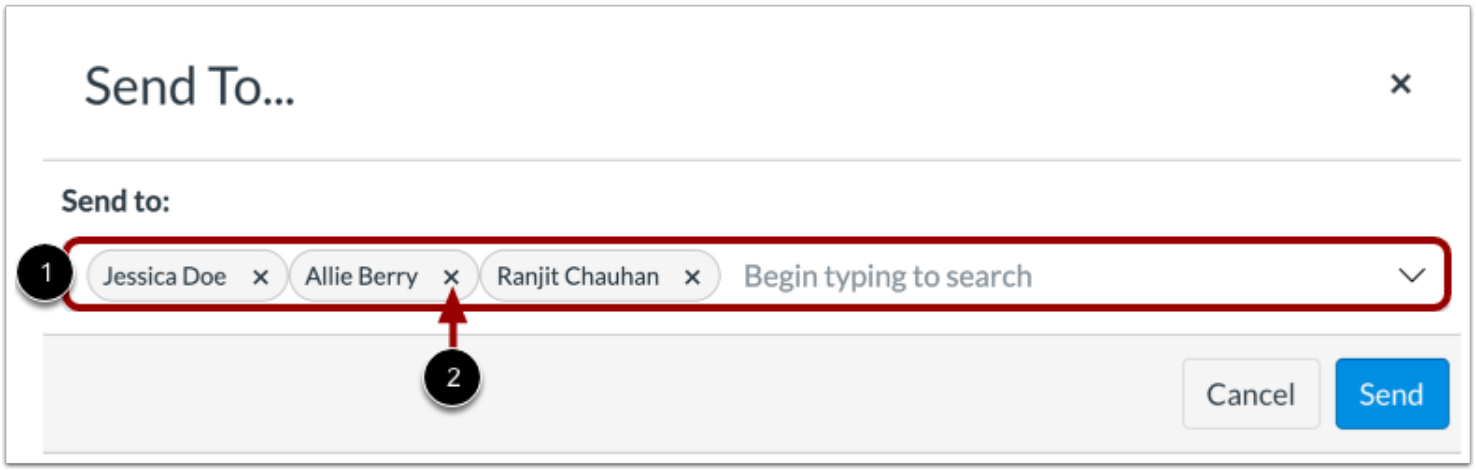
Locate the quiz you wish to send, then click the quiz **Options** icon [1]. Select the **Send To...** option [2].

Select Recipient

To send your quiz to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your new quiz [2].

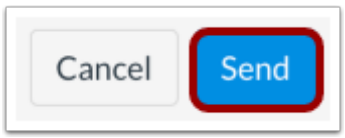
Note: You can send the new quiz to multiple instructors at one time.

View Recipients



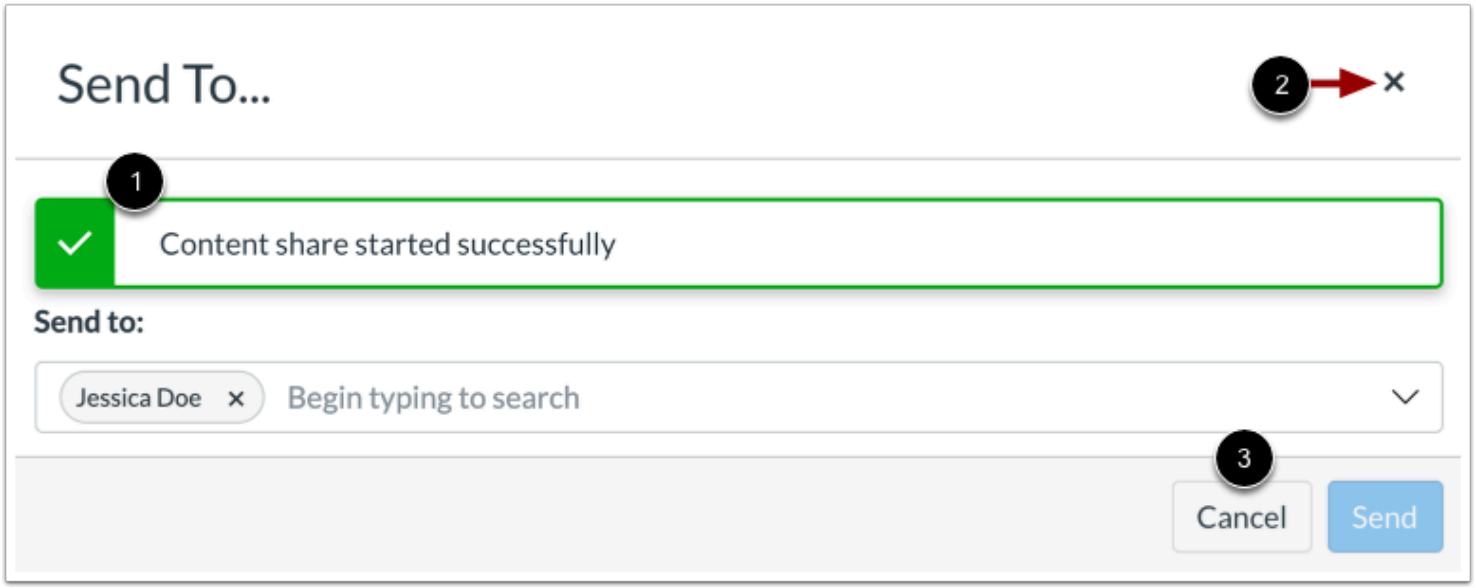
You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Send Quiz



Click the **Send** button.

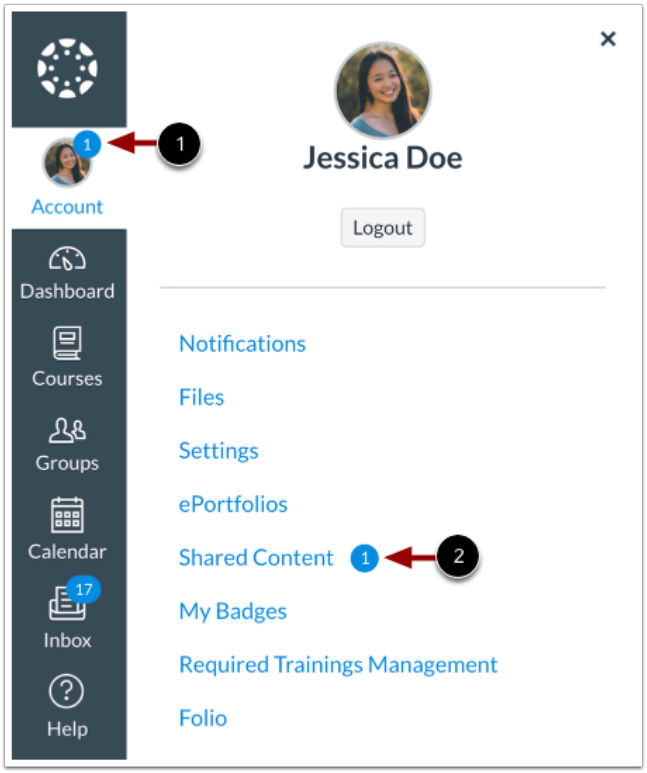
View Sent Notification



Canvas displays a notification when content sends successfully [1].

To close the **Send To...** modal, click the **Close** icon [2] or **Cancel** button [3].

View Shared Content



When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

Learn how to manage received content.

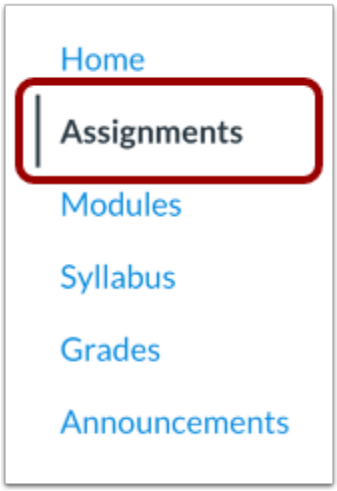
How do I delete a New Quizzes assessment?

You can delete assessments created with New Quizzes from your course.

Notes:

- Deleting an assessment will remove it completely from your course. If you would rather hide the assessment or make it inaccessible to submissions, you modify the accessibility dates. If the assessment has no student submissions, you can unpublish the assessment.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual assessments for any student, group, or section in a closed grading period.

Open Assignments



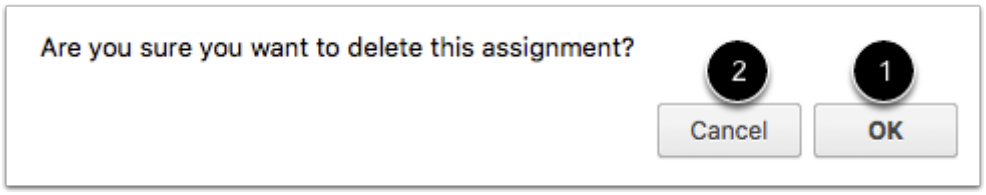
In Course Navigation, click the **Assignments** link.

Delete Assessment

Find the assessment you want to delete [1].

To delete the assessment, click the **Options** icon [2] and click the **Delete** option [3].

Confirm Deletion



To delete the assessment, click the **OK** button [1]. To edit your assessment in another manner, click the **Cancel** button [2].

Rich Content Editor

How do I add and modify text in the Rich Content Editor as an instructor?

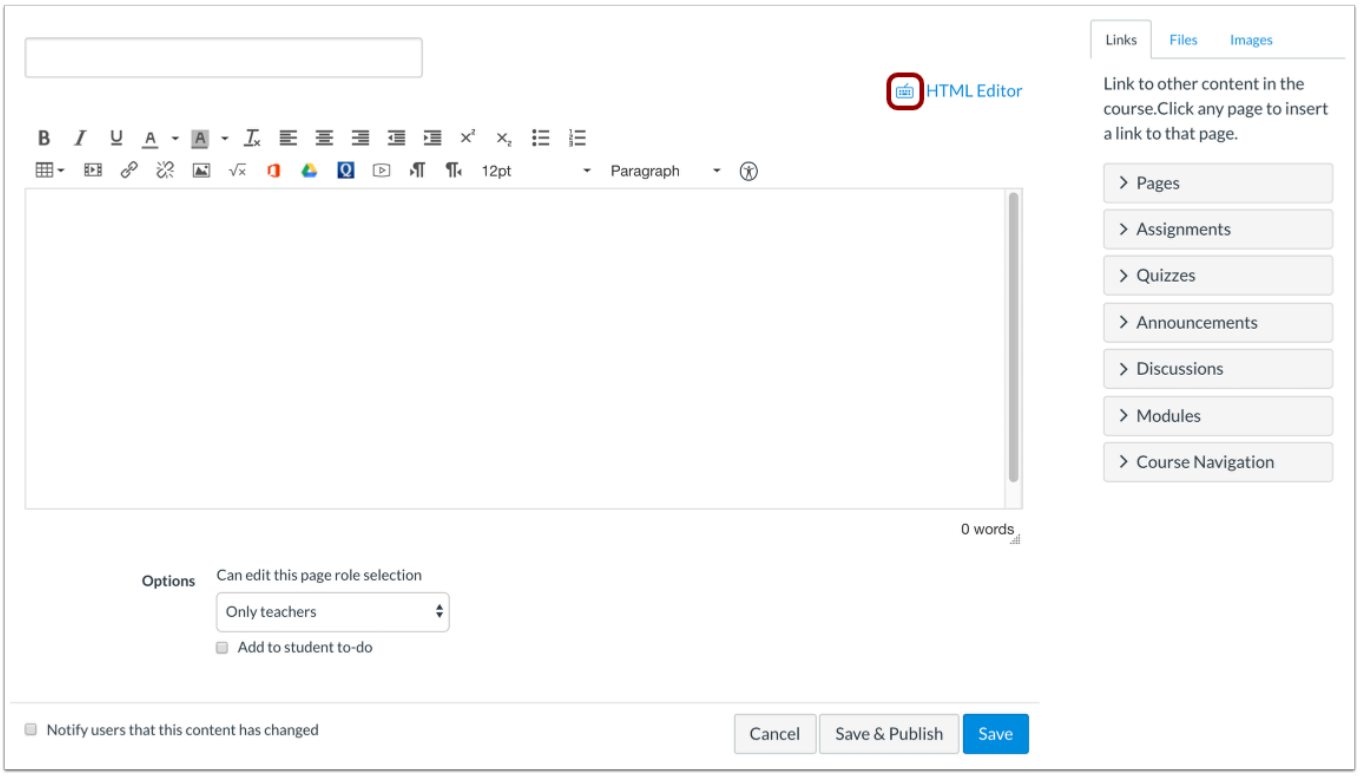
The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

Several features in Canvas support a Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus. You can type text and you can copy and paste text from other sources into the Rich Content Editor. The following keyboard shortcuts can be used when copying and pasting text:

- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
- Normal copy and paste on a Mac: Cmd-C, Cmd-V
- Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V

The Rich Content Editor also includes several formatting tools that allow you to modify your text.

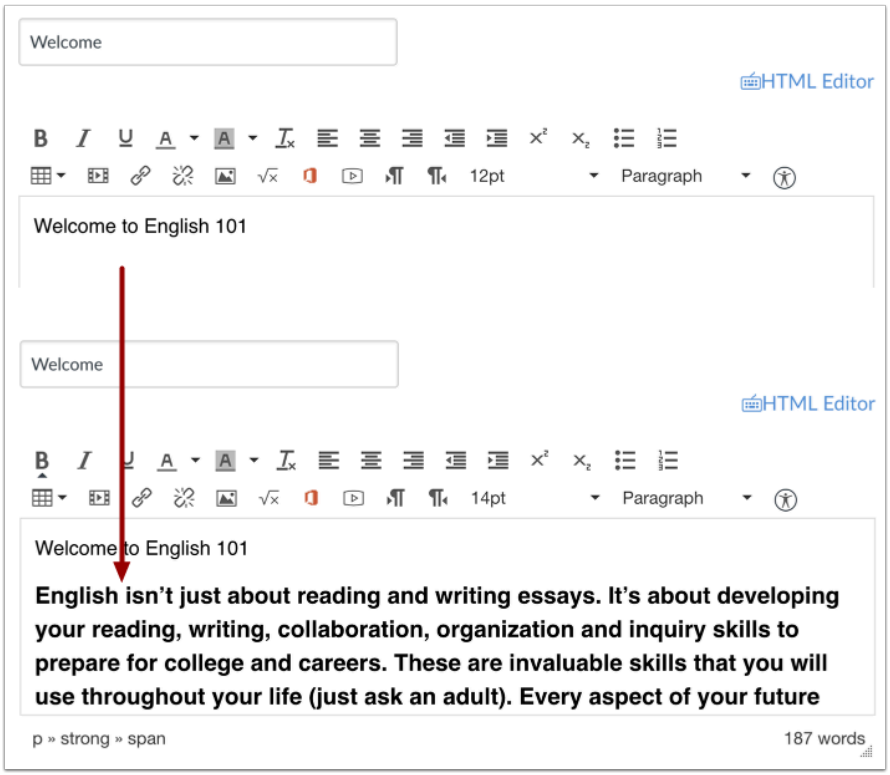
Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the Keyboard icon or press **ALT + F8** (PC keyboard) or **ALT + FN + F8** (Mac keyboard).

Paste Copied Text

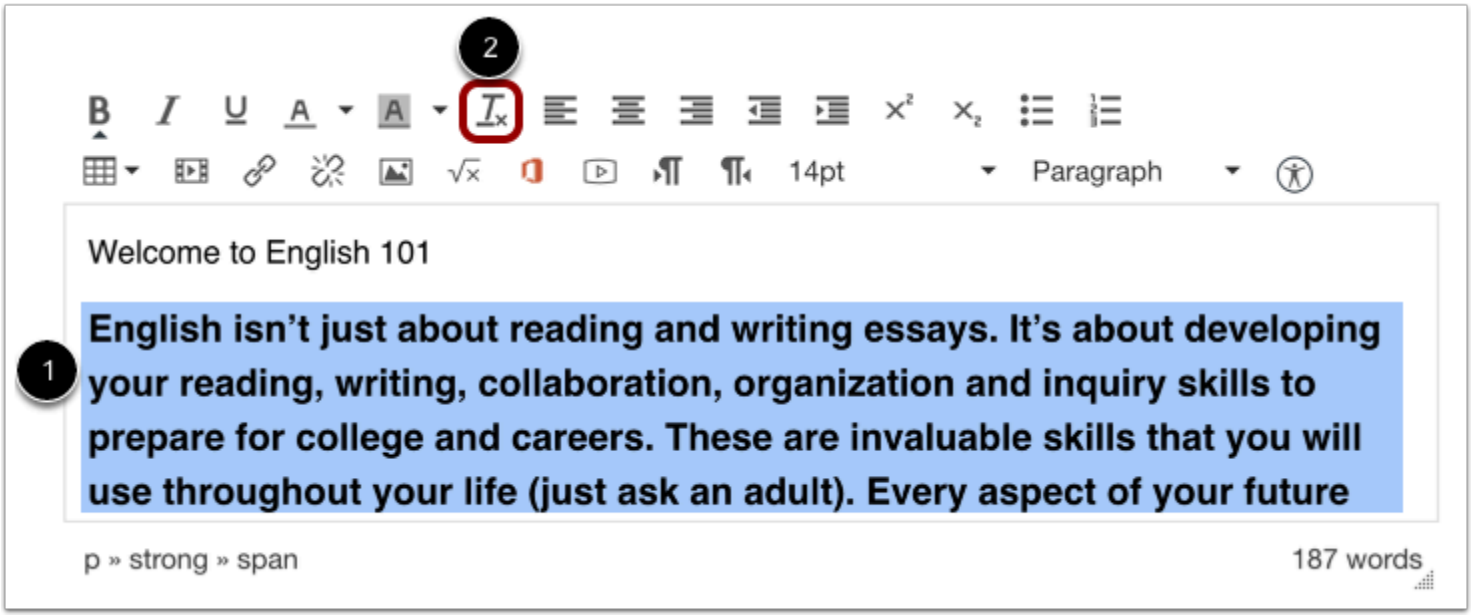


Paste the text you copied into the Rich Content Editor.

You can use the following keyboard shortcuts to paste text into the Rich Content Editor:

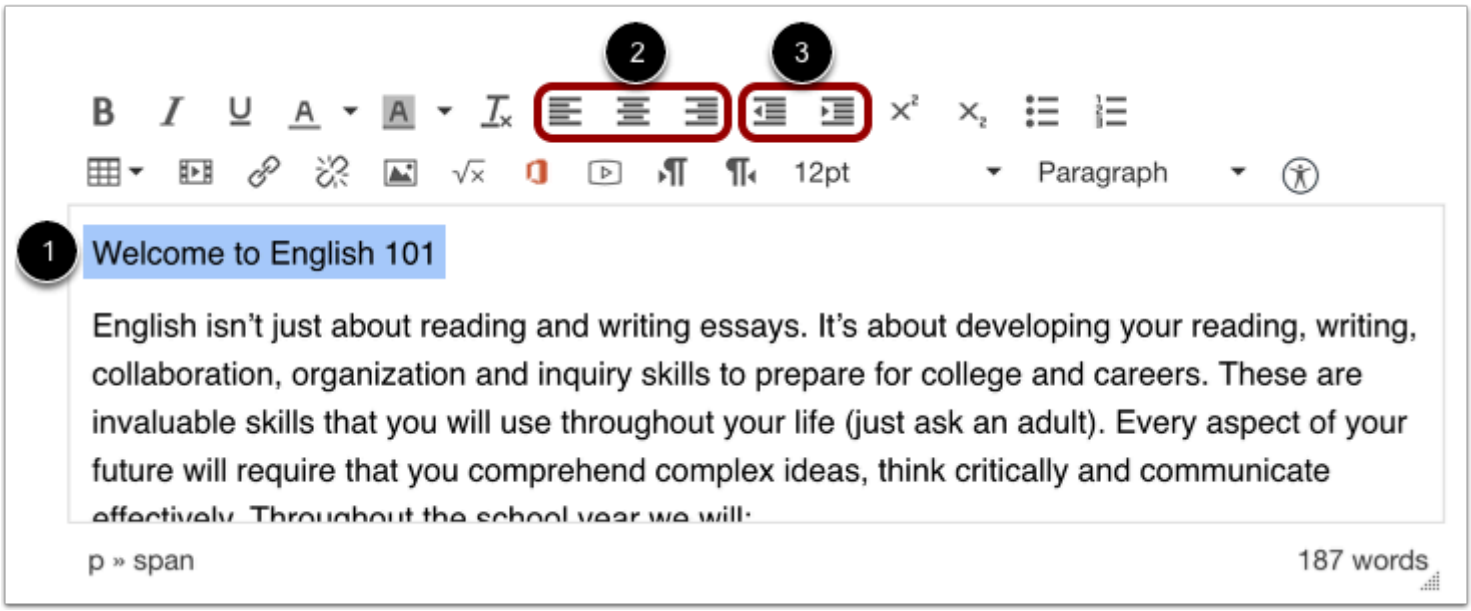
- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
- Normal copy and paste on a Mac: Cmd-C, Cmd-V
- Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V

Remove Text Formatting



To remove text formatting, select the pasted text [1], then click the **Clear Formatting** icon [2].

Align Text

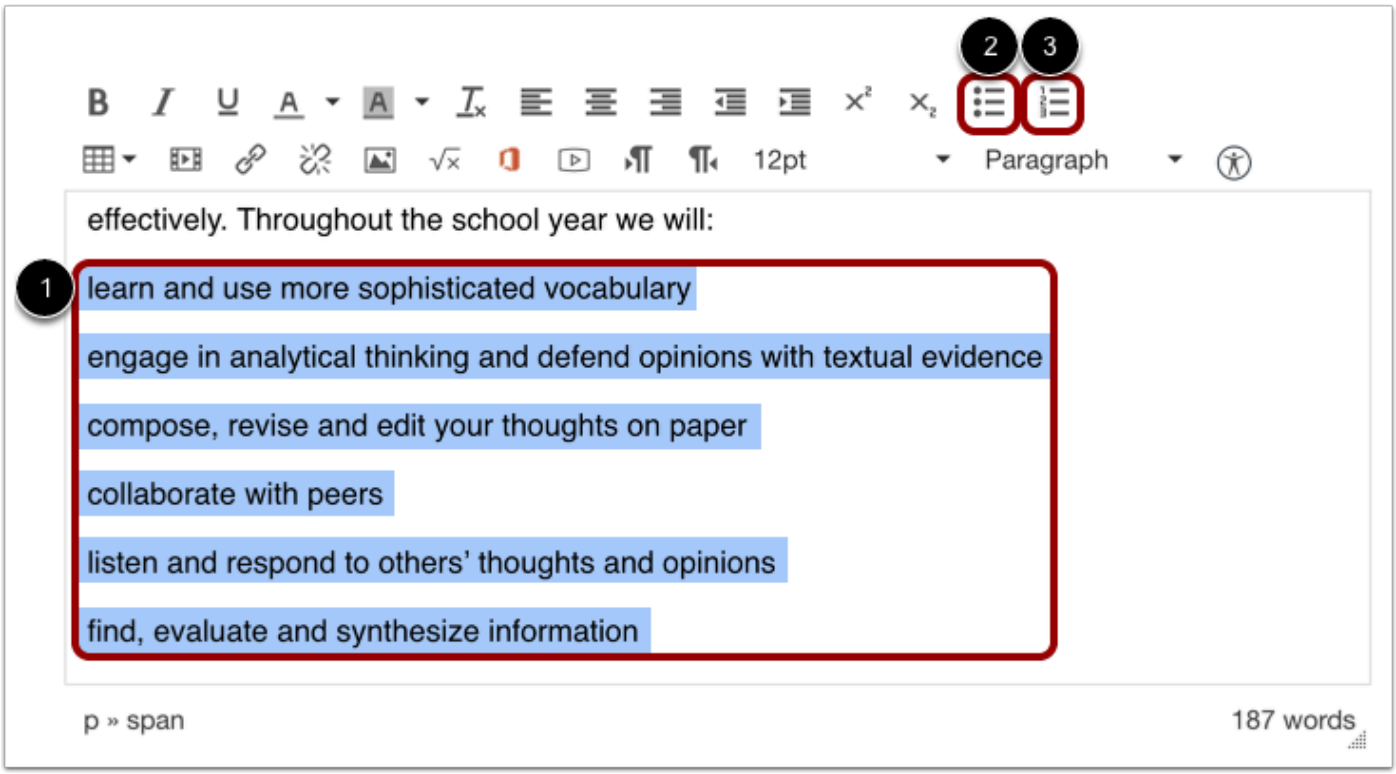


To align text, place the cursor in front of the text you wish to align [1]. Use the tools in the toolbar to align the text. You can set the position of the text on the page with the **Left, Center,** and **Right Alignment tools** [2] or indent the text using the **Indent** tool [3].

Align Directional Text

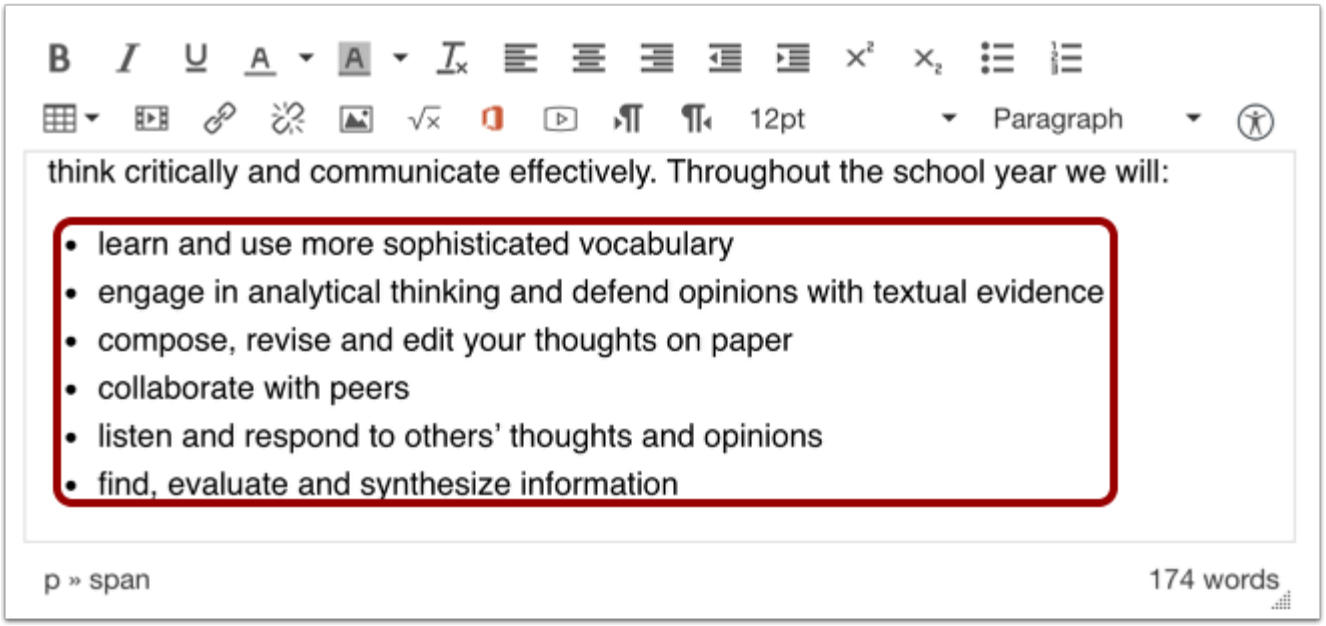
The editor also supports directional text so users can insert content right to left. This feature can be added using the **Right to Left** button within the editor.

Create Bulleted or Numbered List



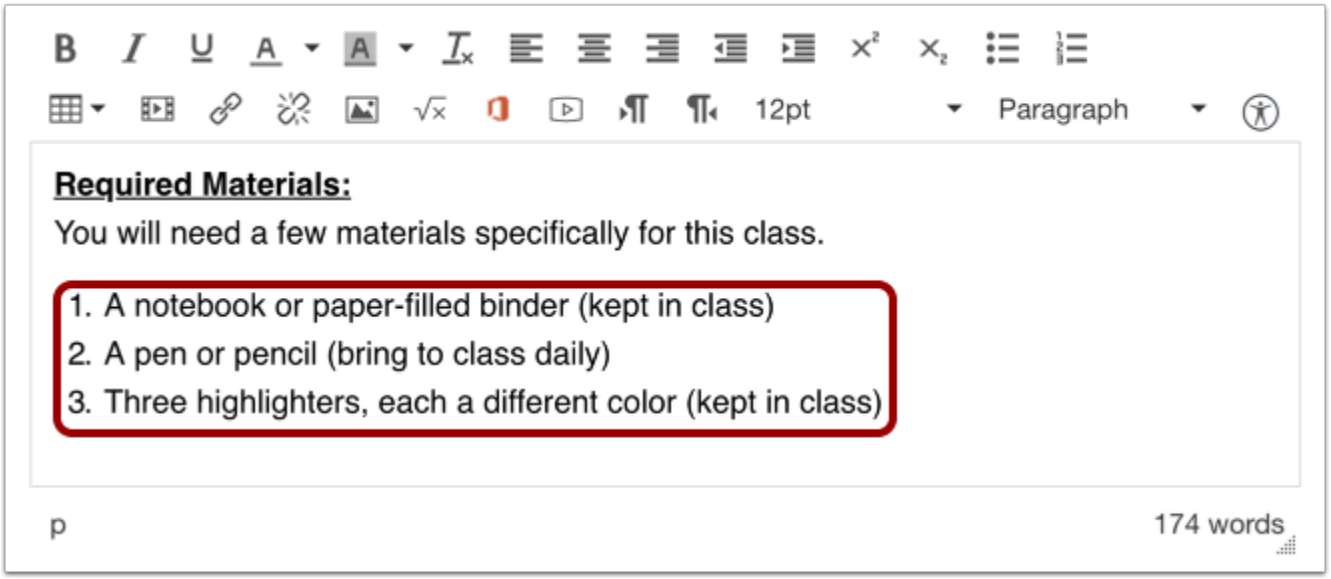
Select the text you wish to include in your list [1]. Click the **Bulleted List** icon to make a bulleted list [2]. Click the **Numbered List** icon to make a numbered list [3].

View Bulleted List



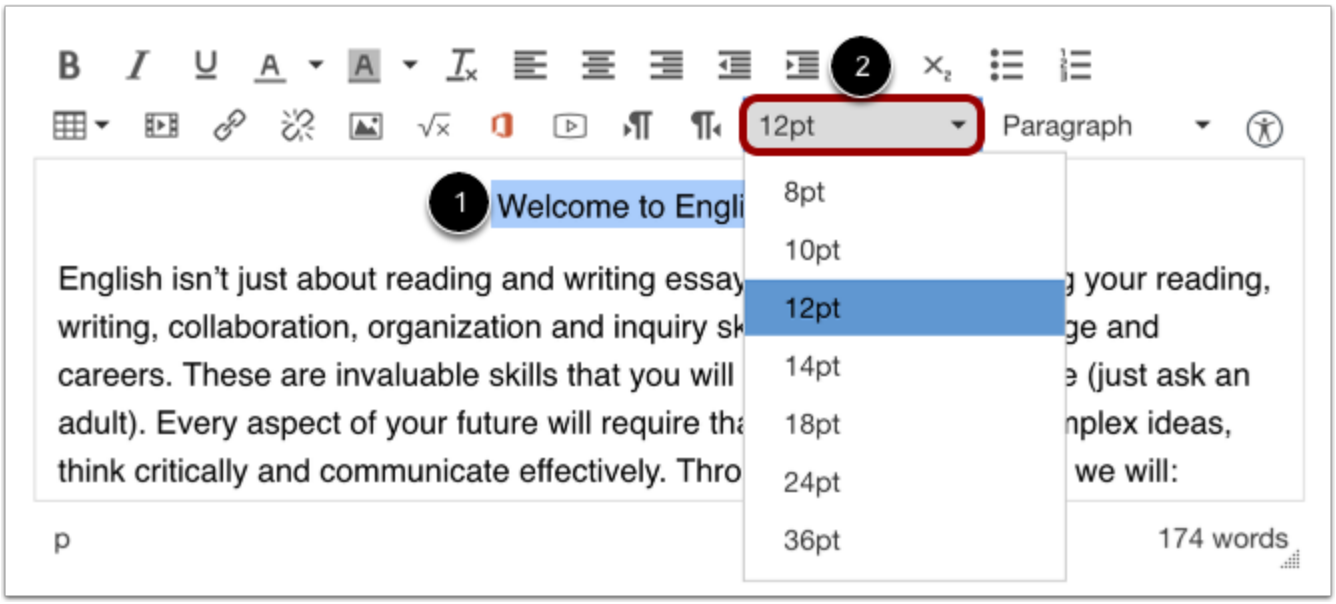
View the bulleted list you made.

View Numbered List



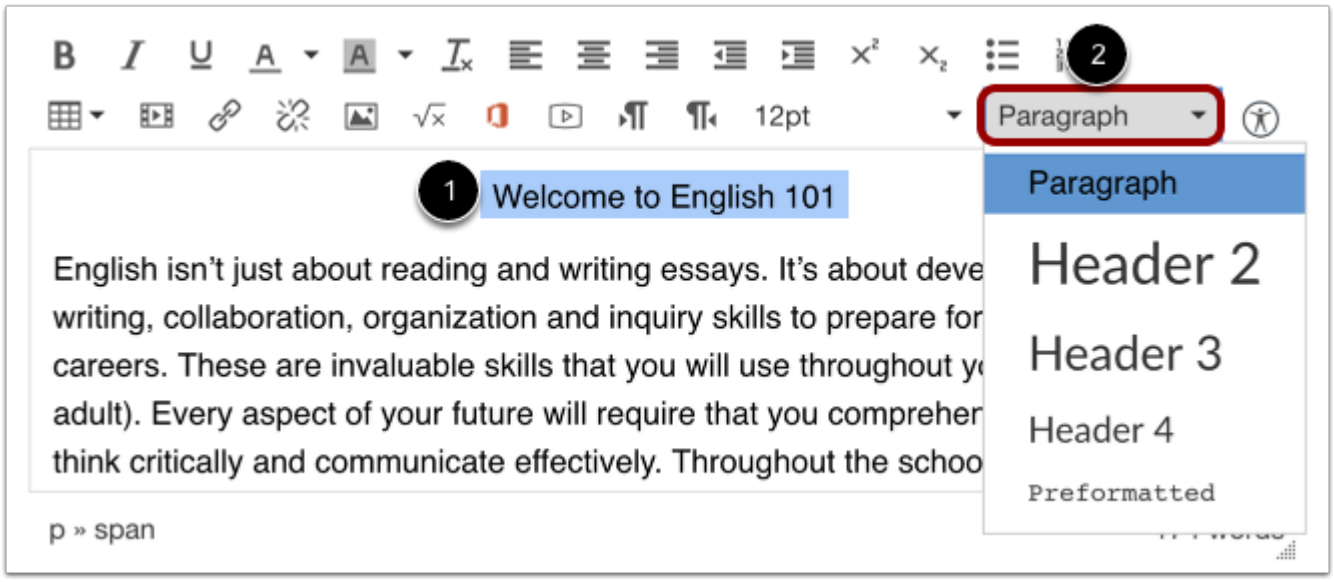
View the numbered list you made.

Change Font Size



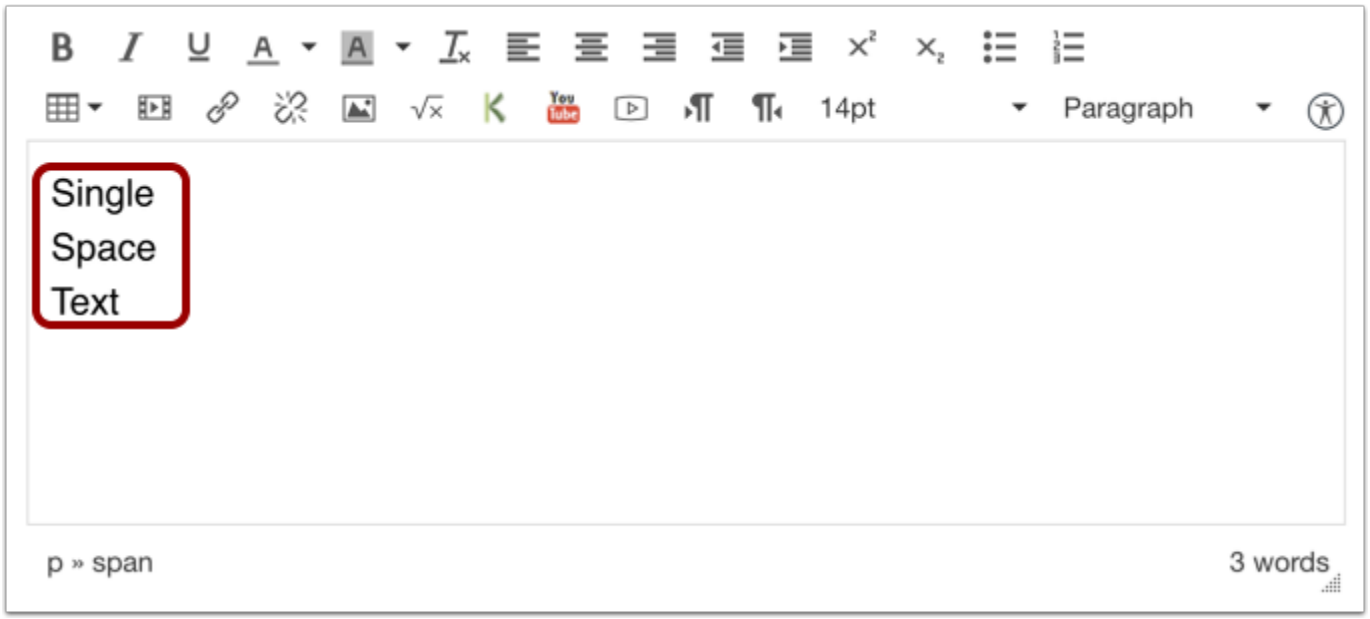
Select the text you wish to modify [1] and click the **Font Size** drop-down menu to change the text font size [2]. You can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.

Change Text Style



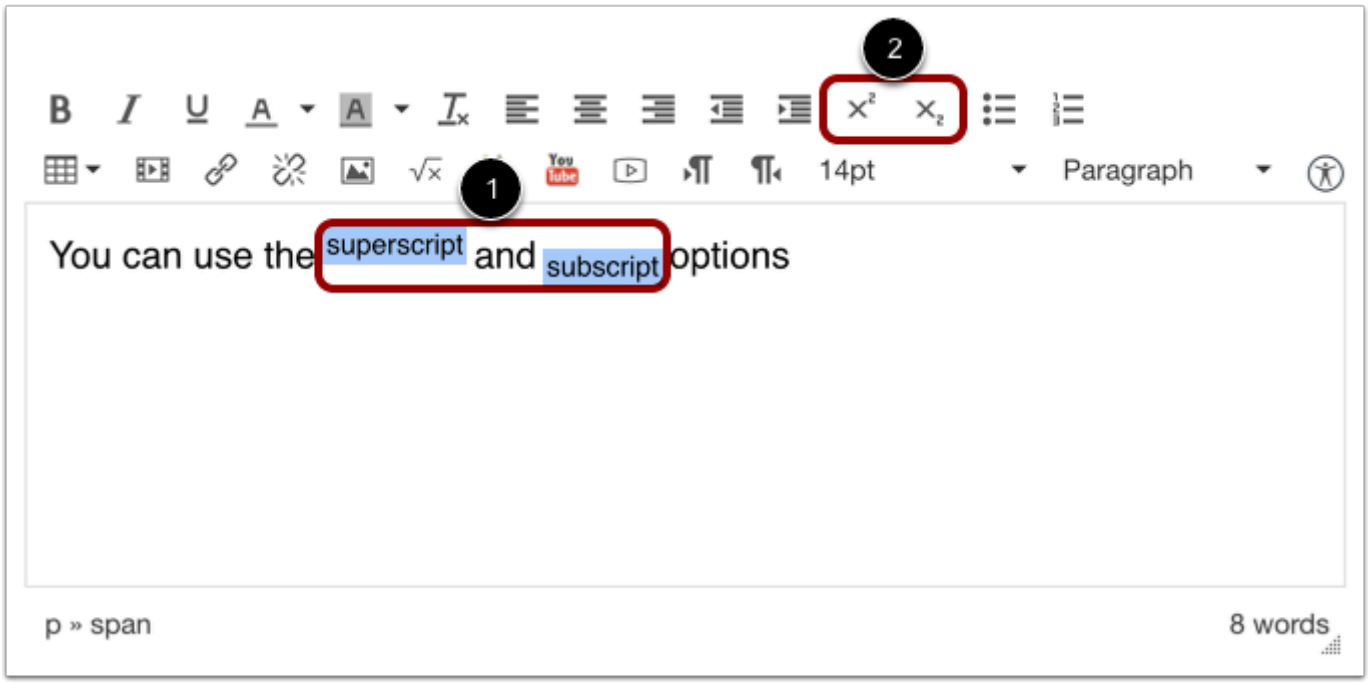
Select the text you wish to modify [1], and click the **Paragraph** drop-down menu to change the text style [2]. You can choose from paragraph, heading 2, heading 3, or heading 4, or preformatted styles.

Single Space Text



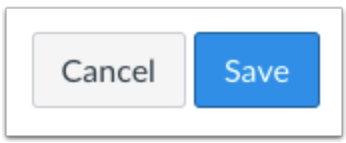
To create single spacing in the Rich Content Editor, press the shift and return keys (on a Mac) or shift and Enter keys (on a PC). This will create a line break instead of a paragraph break.

Superscript and Subscript Text



Select the text you wish to modify [1], and click the **Superscript** or **Subscript** buttons in the toolbar [2].

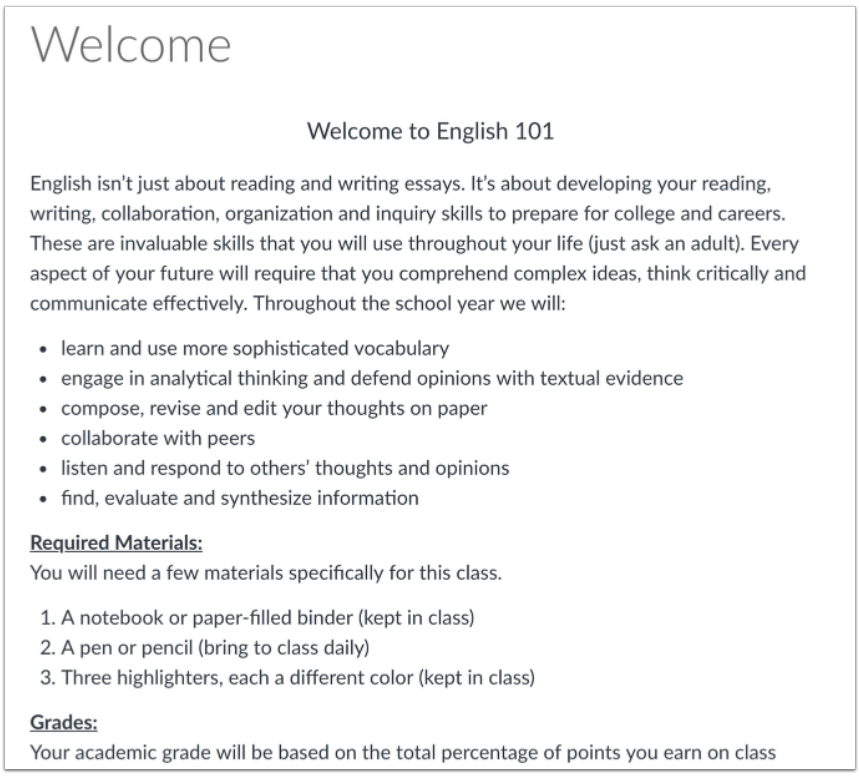
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to "Save & Publish". When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Content



Welcome

Welcome to English 101

English isn't just about reading and writing essays. It's about developing your reading, writing, collaboration, organization and inquiry skills to prepare for college and careers. These are invaluable skills that you will use throughout your life (just ask an adult). Every aspect of your future will require that you comprehend complex ideas, think critically and communicate effectively. Throughout the school year we will:

- learn and use more sophisticated vocabulary
- engage in analytical thinking and defend opinions with textual evidence
- compose, revise and edit your thoughts on paper
- collaborate with peers
- listen and respond to others' thoughts and opinions
- find, evaluate and synthesize information

Required Materials:
You will need a few materials specifically for this class.

1. A notebook or paper-filled binder (kept in class)
2. A pen or pencil (bring to class daily)
3. Three highlighters, each a different color (kept in class)

Grades:
Your academic grade will be based on the total percentage of points you earn on class

View the content you created.

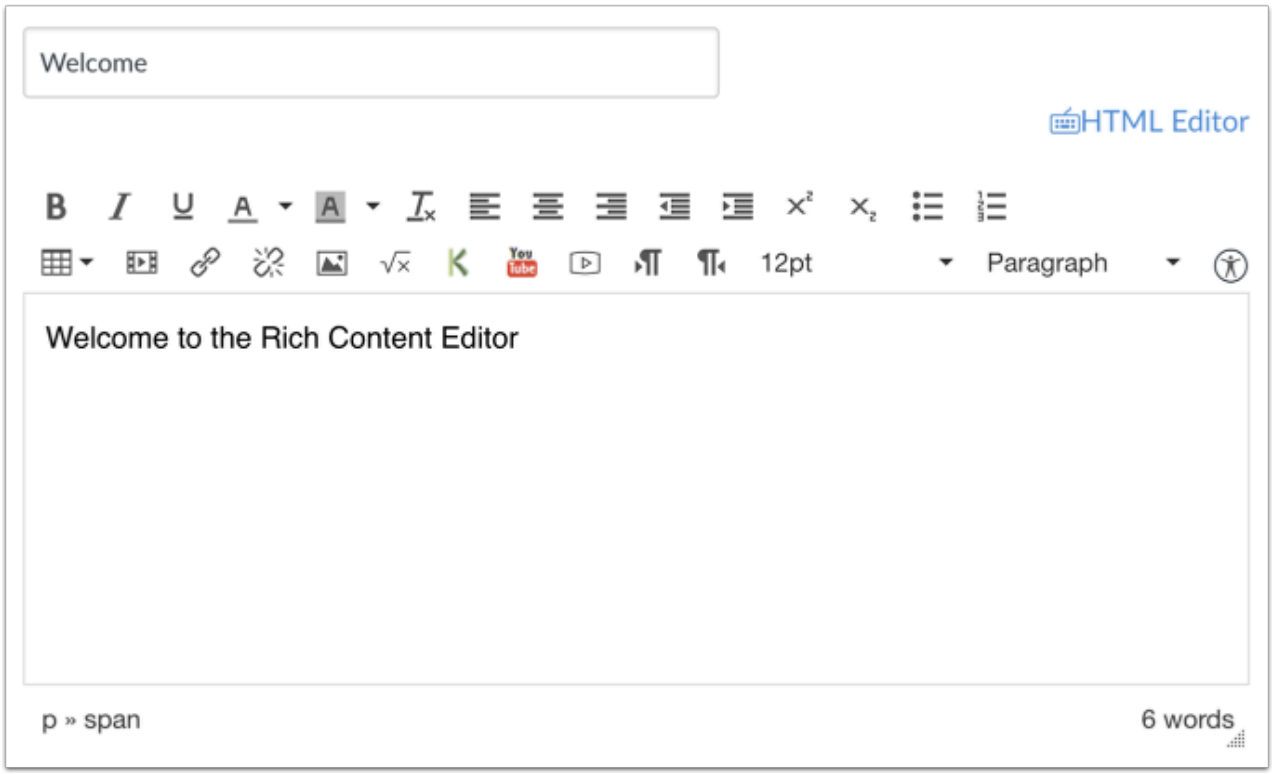
How do I insert a table using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to insert, format, edit, and delete a table.

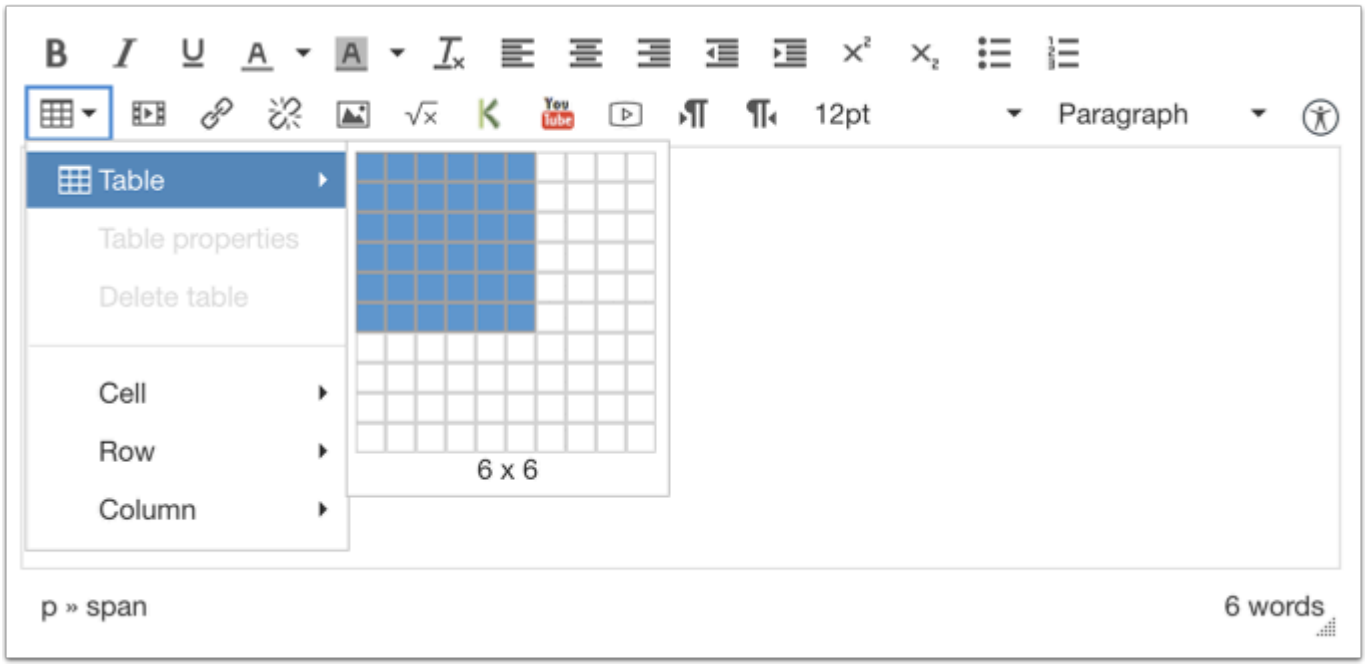
The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor



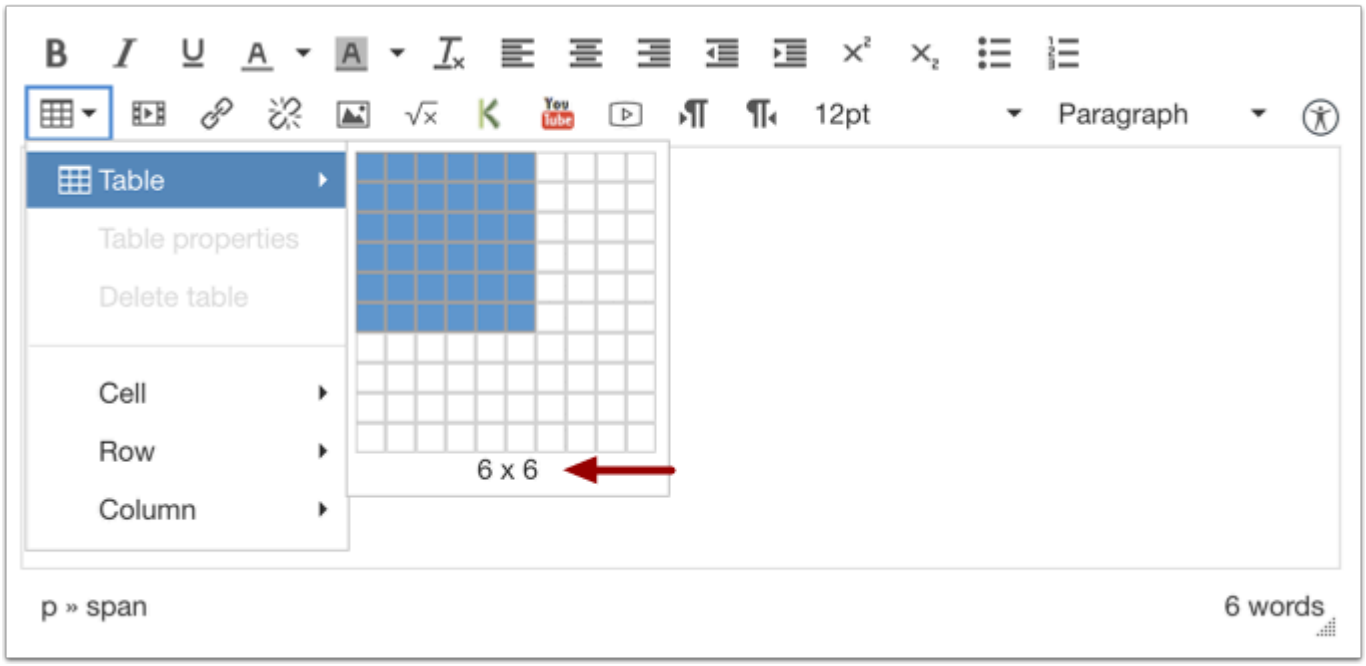
Tables may be created using the Rich Content Editor for features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Table Creator



To open the Table Creator, click the **Table** icon.

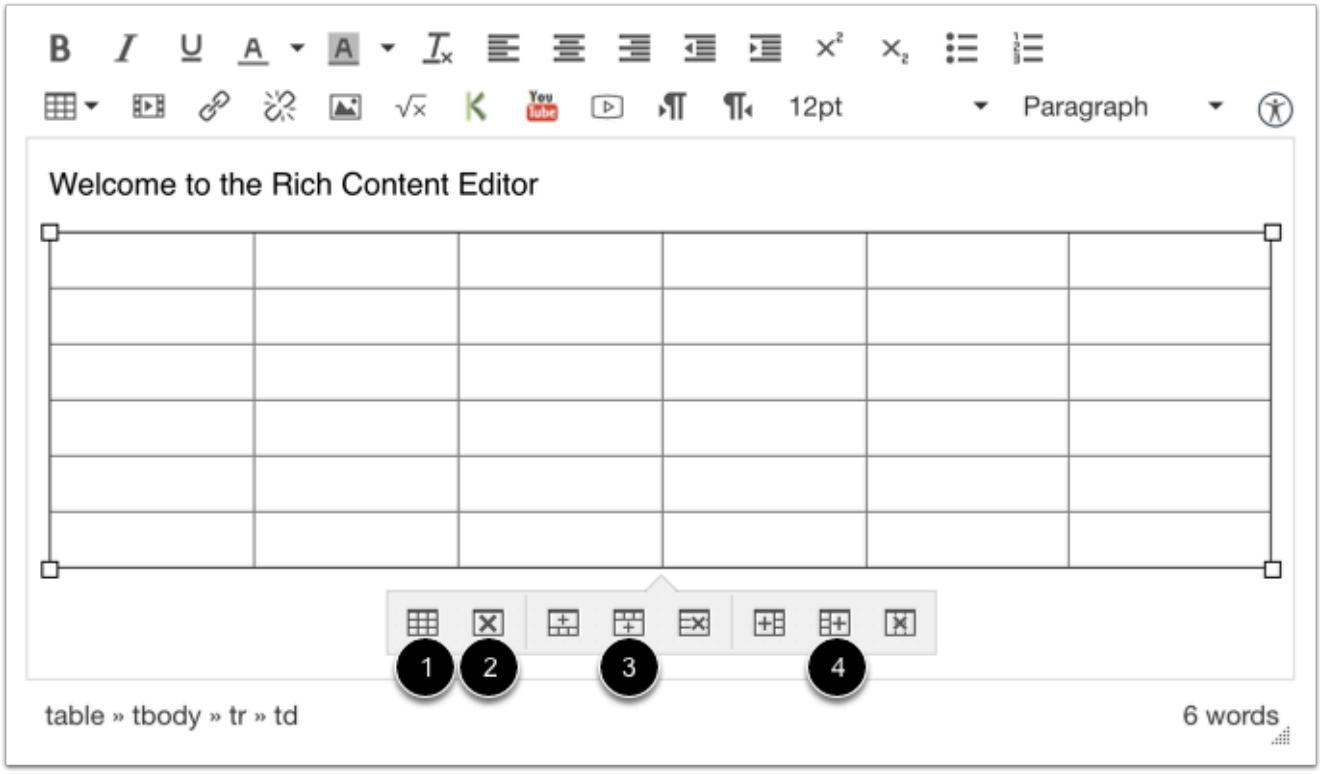
Insert Table



Hover over the Insert table option to expand the table creator. Drag your cursor over the grid and click to specify the dimensions of the table you'd like to add.

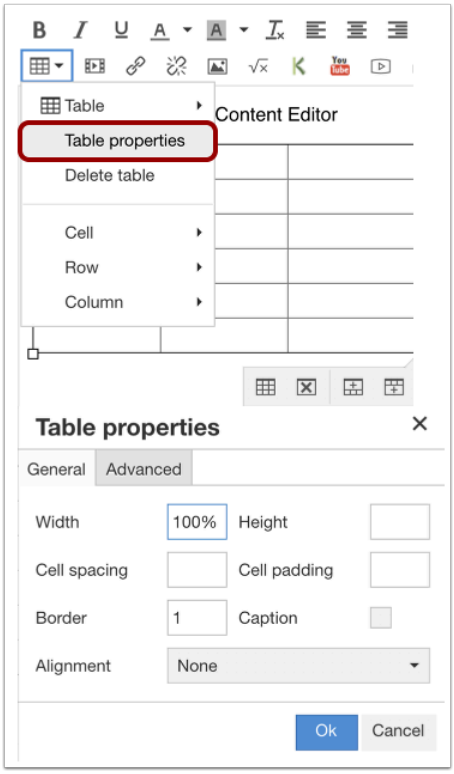
Note: The maximum table that can be created within the table creator is 10x10; however, additional columns and rows may be manually added using row and column options.

Edit Table Layout



You can quickly edit the table layout using the Table Context Menu. With the table selected you can access the Table Properties options [1] or delete the table [2]. With a cell selected you can add or delete rows [3] or add or delete columns [4].

Edit General Table Properties

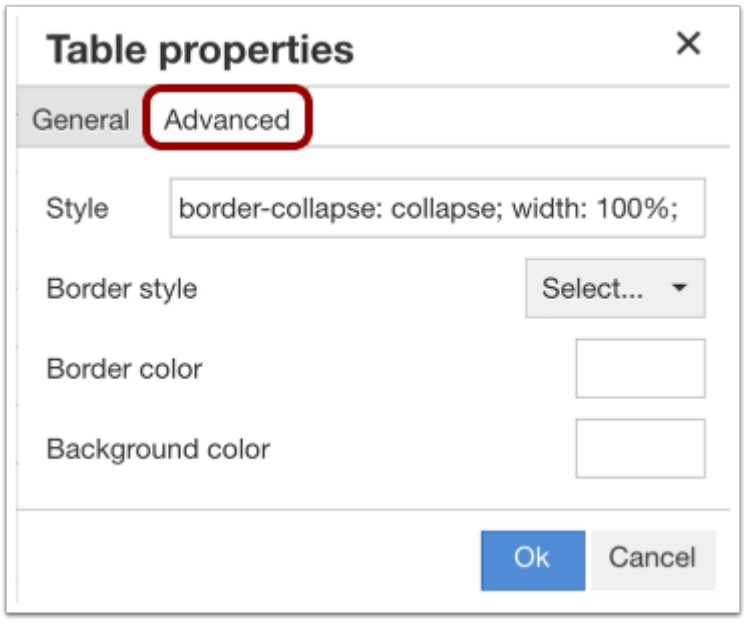


With the table selected, click the **Table** icon to open the table creator. To open the Table properties window, click the **Table properties** option. Edit the general properties of the table by typing in the appropriate fields.

- **Width**: The width of your table (in pixels or percent, e.g. 500px, 50%). Note that the table width may be adjusted manually by selecting the table until the adjustment handles appear around the perimeter of the table, then clicking and dragging the handles to adjust the size.
- **Height**: The height of your table (in pixels or percent, e.g. 500px, 50%). Note that the table height may be adjusted manually by selecting the table until the adjustment handles appear around the perimeter of the table, then clicking and dragging the handles to adjust the size.
- **Cell Spacing**: The space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- **Cell Padding**: The space between the cell border and its content (in pixels, e.g. 5px).
- **Border**: The thickness of your table border (in pixels, e.g. 5px).
- **Caption**: The table label is displayed on top of the table.
- **Alignment**: The location of your table on the page.

To apply edits, click the **Ok** button.

Edit Advanced Table Properties

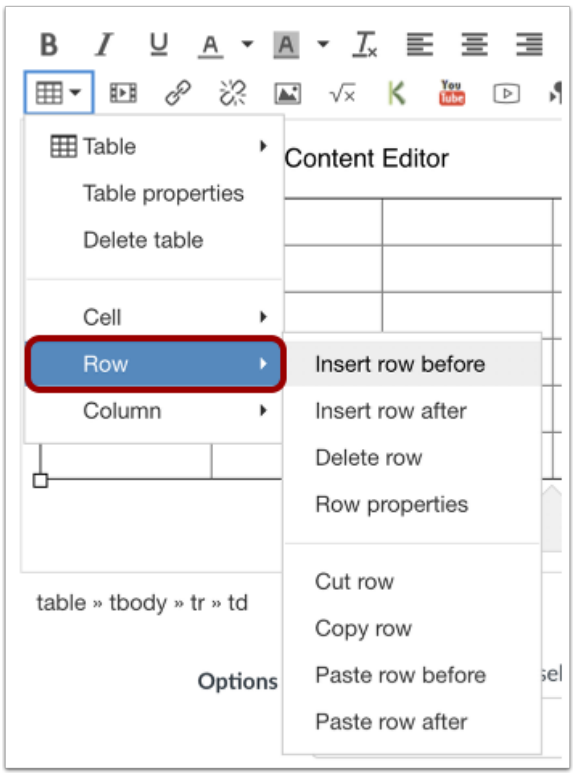


In the Advanced tab, there are additional options to help customize the table.

- **Style**: The style of your table. You can add custom CSS styling to your table such as colors, borders, spacing, and alignment.
- **Border Color**: The color of your table border. You can either type in the hexadecimal RGB number for the color you want (in #nnnnnn format) or type in basic colors (red, pink, cyan, blue, green, yellow, brown, black, etc.)
- **Background Color**: The color of your table background. You can either type in hexadecimal RGB number for the color you want (in #nnnnnn format), or type in basic colors (red, pink, cyan, blue, green, yellow, brown, black, etc.)

To apply edits, click the **Ok** button.

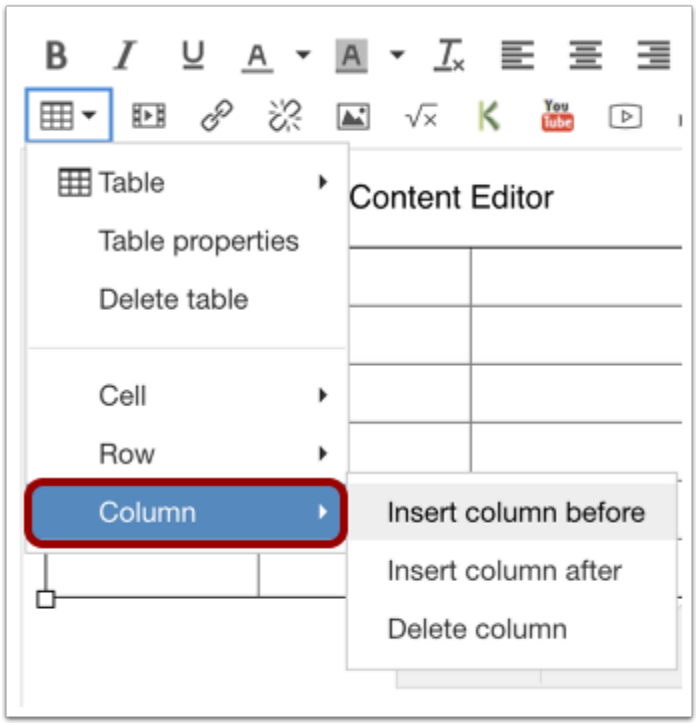
Edit Row Options



With the table (or specific row) selected, click the **Table** icon to expand the table menu. Hover over Row to view row options. Edit rows by clicking the appropriate option.

- **Insert row before**: When a cell within a row is selected, use this option to insert a row above the selected row.
- **Insert row after**: When a cell within a row is selected, use this option to insert a row beneath the selected row.
- **Delete row**: Deletes the row and content within a selected row.
- **Row properties**: Options for selecting row type, alignment, height, and colors.
- **Cut row**: When a row is selected, this option will cut the row and place it in the clipboard, ready to be pasted.
- **Copy row**: When a row is selected, this option will copy the row and place it in the clipboard, ready to be pasted.
- **Paste row before**: After cutting or copying a row, click a cell within the table where you'd like the row pasted above.
- **Paste row after**: After cutting or copying a row, click a cell within the table where you'd like the row pasted below.

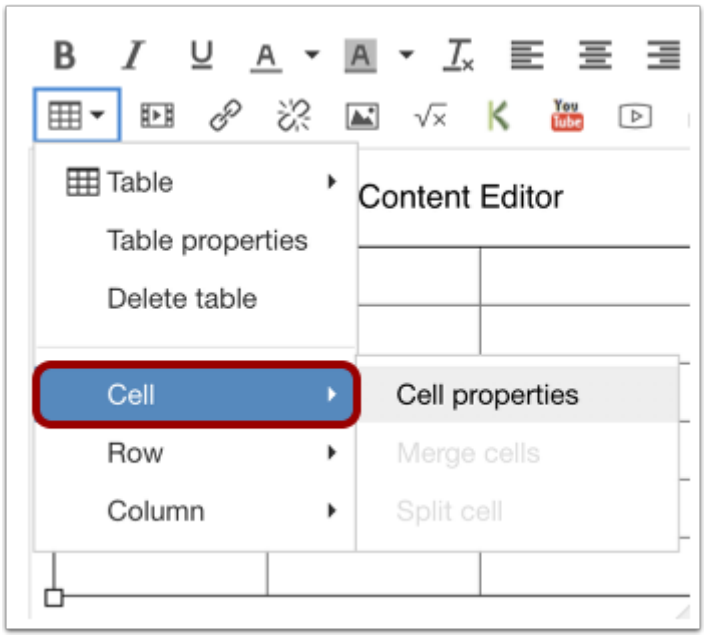
Edit Column Options



With the table (or specific column) selected, click the **Table** icon to expand the table menu. Hover over Column to view column options. Edit columns by clicking the appropriate option.

- **Insert column before**: When a cell within a column is selected, use this option to insert a column to the left of the selected column.
- **Insert column after**: When a cell within a column is selected, use this option to insert a column to the right of the selected column.
- **Delete column**: Deletes the row and content within a selected row.

Edit Cell Options



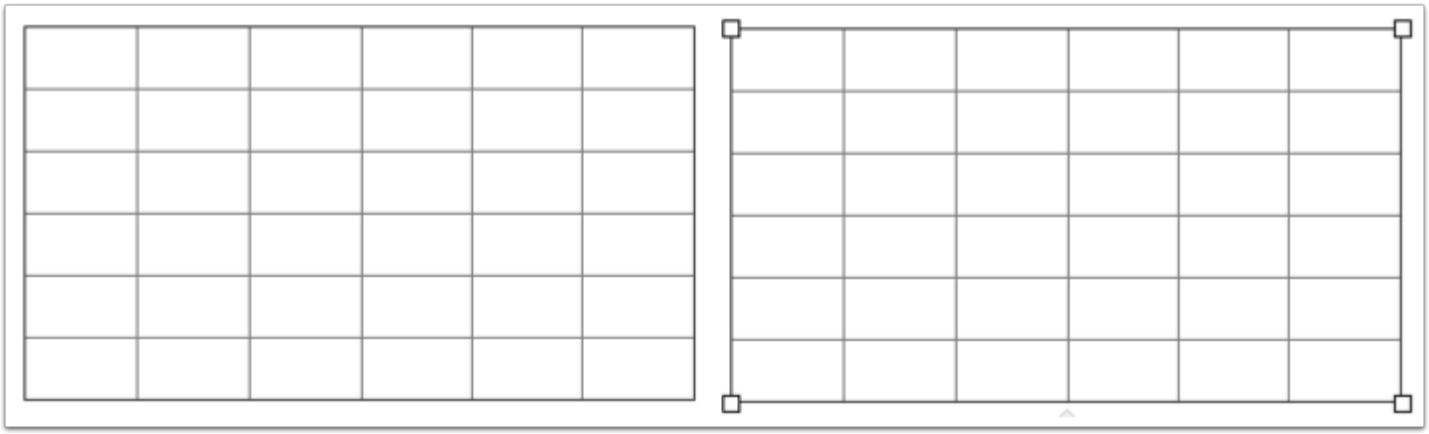
With one or more cells selected within the table, click the **Table** icon to expand the table menu. Hover over Cell to view cell options. Edit cells by clicking the appropriate option.

- **Cell properties**: Options for selecting cell width, height, cell type, scope, horizontal (H) alignment, vertical (V) alignment, height, and colors.
- **Merge cells**: When two or more cells are selected, choose this option to merge them into one cell within the table.
- **Split cell**: Select this option to split cells that were previously merged.

Delete Table

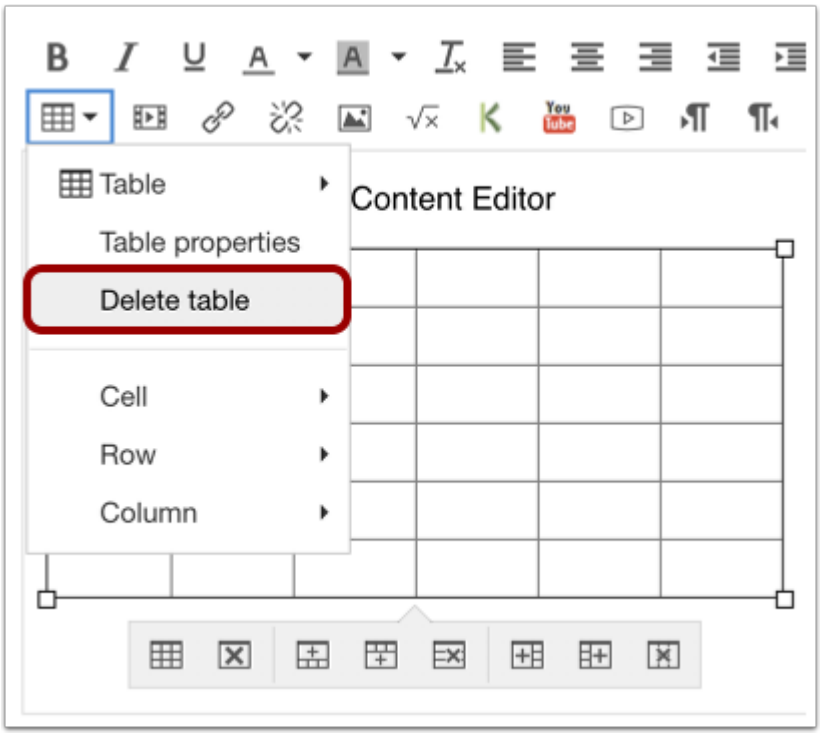
There are several ways to delete a table.

Delete Using Backspace



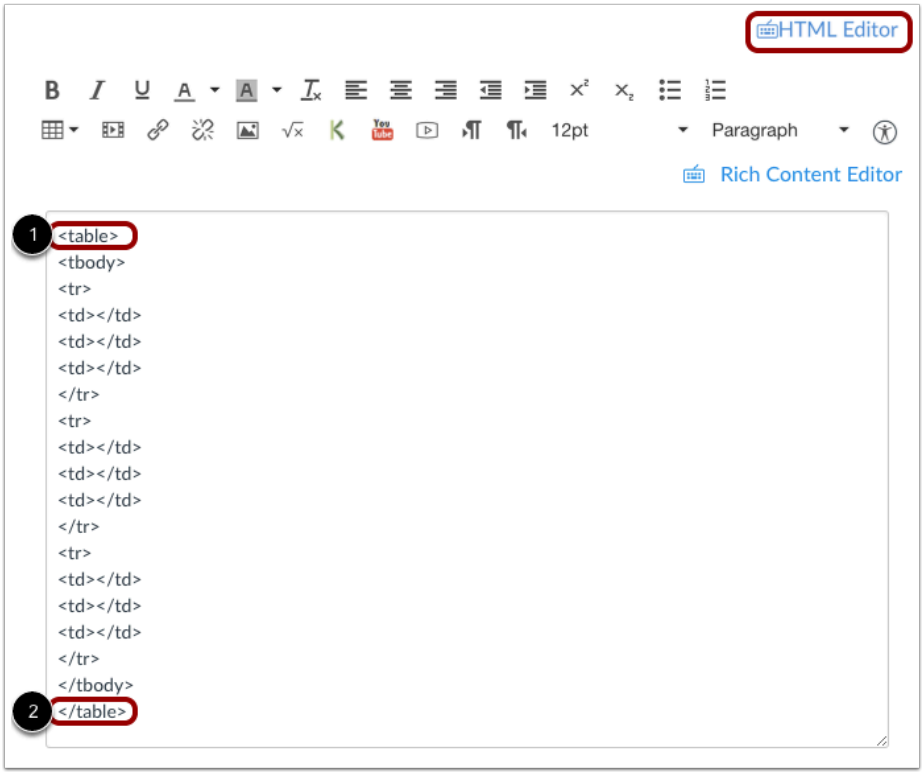
Place the cursor to the right of the table or select the entire table by clicking until the adjustment handles appear around the perimeter of the table, then press **delete** on the keyboard to delete the table.

Delete Using Table Menu



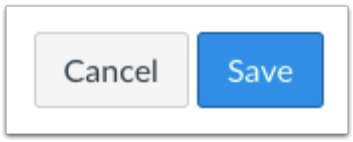
Select the table by clicking until the adjustment handles appear around the perimeter of the table. Click the **Table** icon and select the Delete table option to delete the table.

Delete Using HTML Editor



Click the **HTML Editor** link to view the HTML Editor. Select the HTML code between the <table> [1] and </table> [2] tags and press delete (MAC) or backspace (Windows).

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

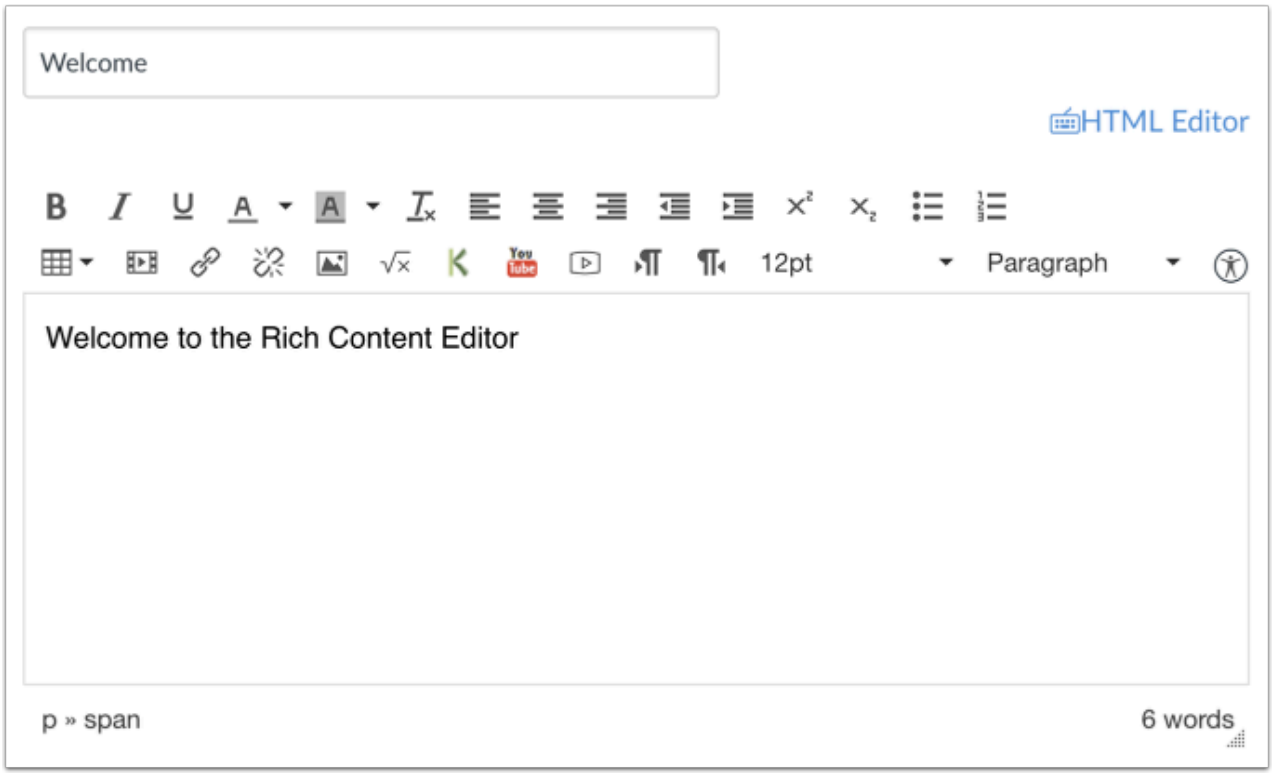
How do I use the HTML view in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to embed content using HTML. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

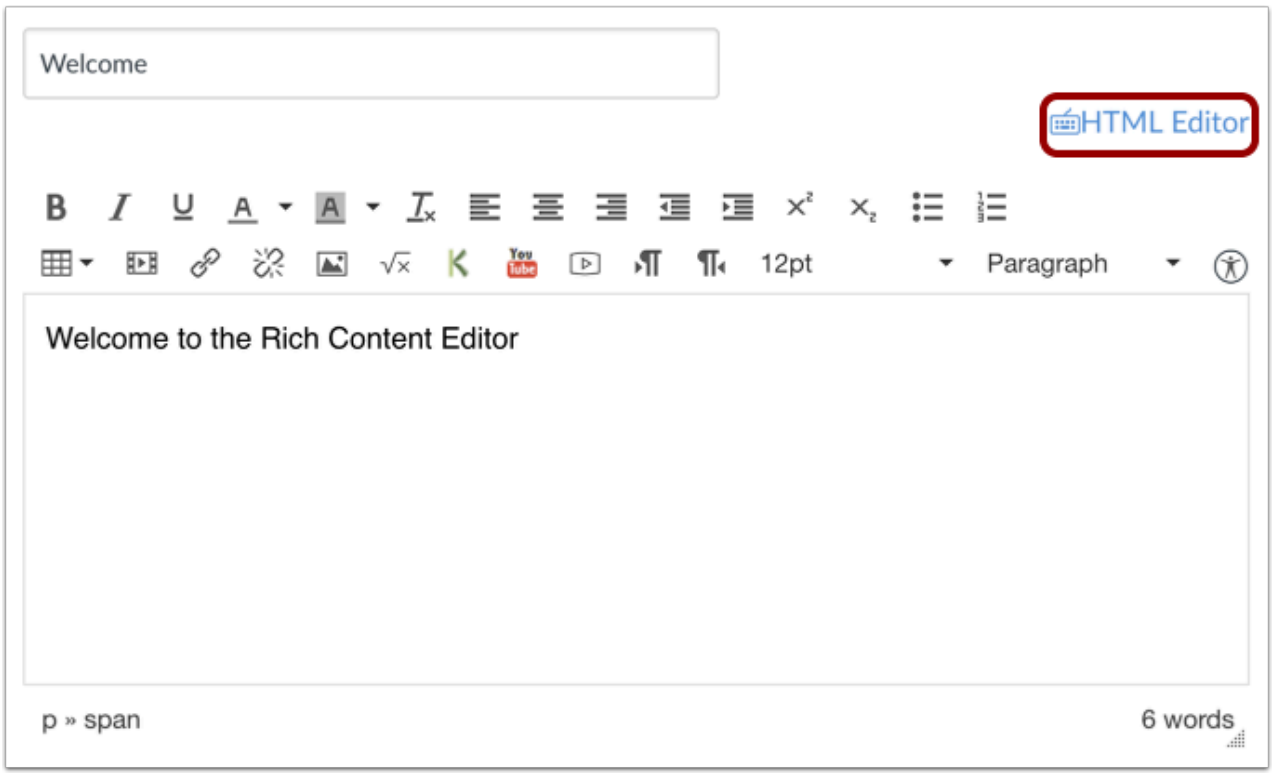
When attempting to do custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the Canvas Rich Content Editor when you save your work. View the Canvas HTML whitelist PDF for more information.

Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

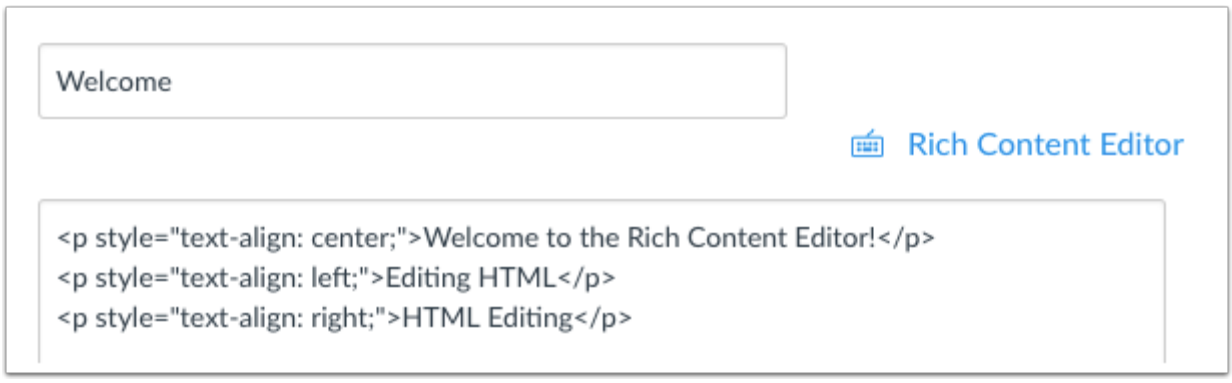
Open HTML Editor



Click the **HTML Editor** link.

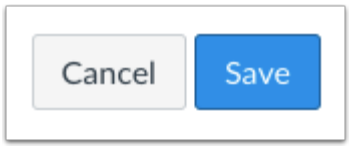
Note: When in HTML view, you can toggle back by clicking the **Rich Content Editor** link.

Enter Content



Edit your HTML content.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as the Update Syllabus button or Post Reply button.

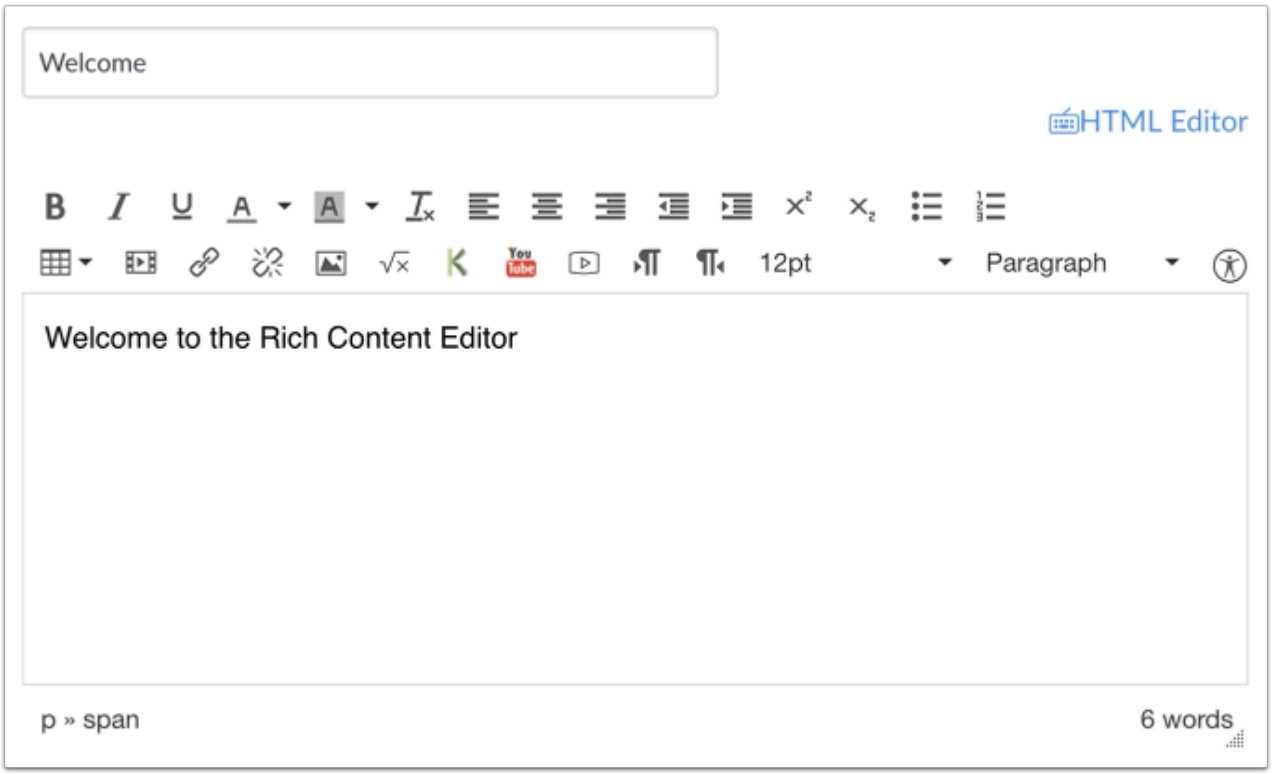
How do I embed images from Canvas into the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can upload image files to your files in Canvas and embed them in the Rich Content Editor. You can also add alt tags to your images for better accessibility.

As an instructor, you have the option to upload images to your course files using the Content Selector. If a change is made to the image in your personal files after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Open Rich Content Editor

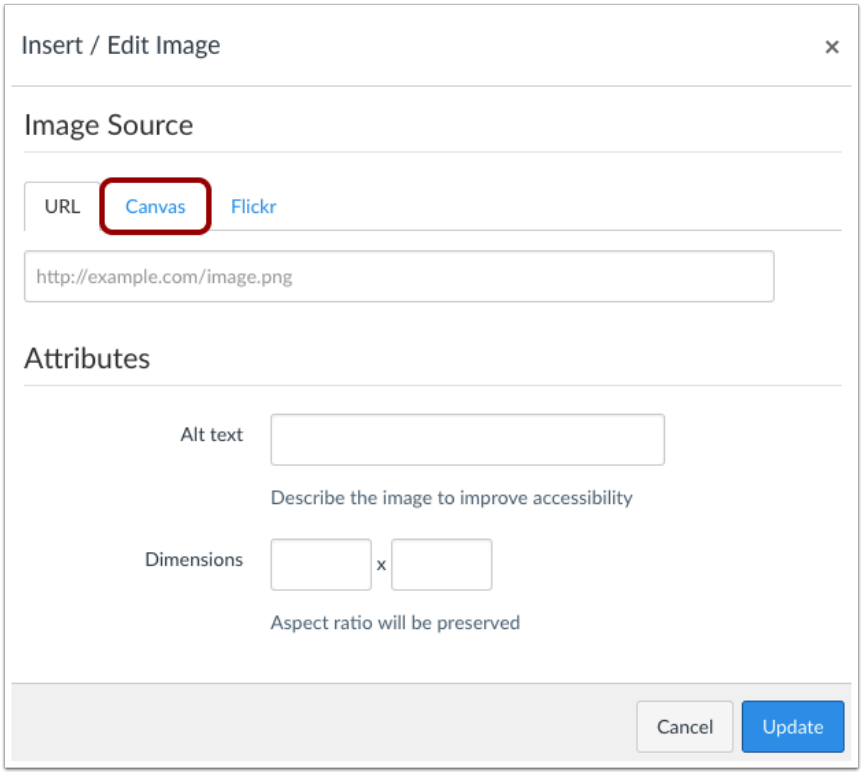


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Image

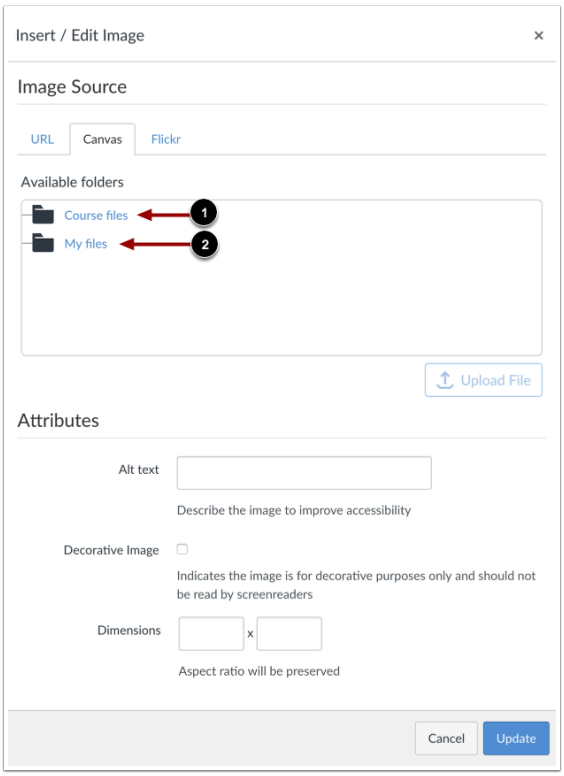
Click the **Image** icon.

Select Canvas Tab



Click the **Canvas** tab.

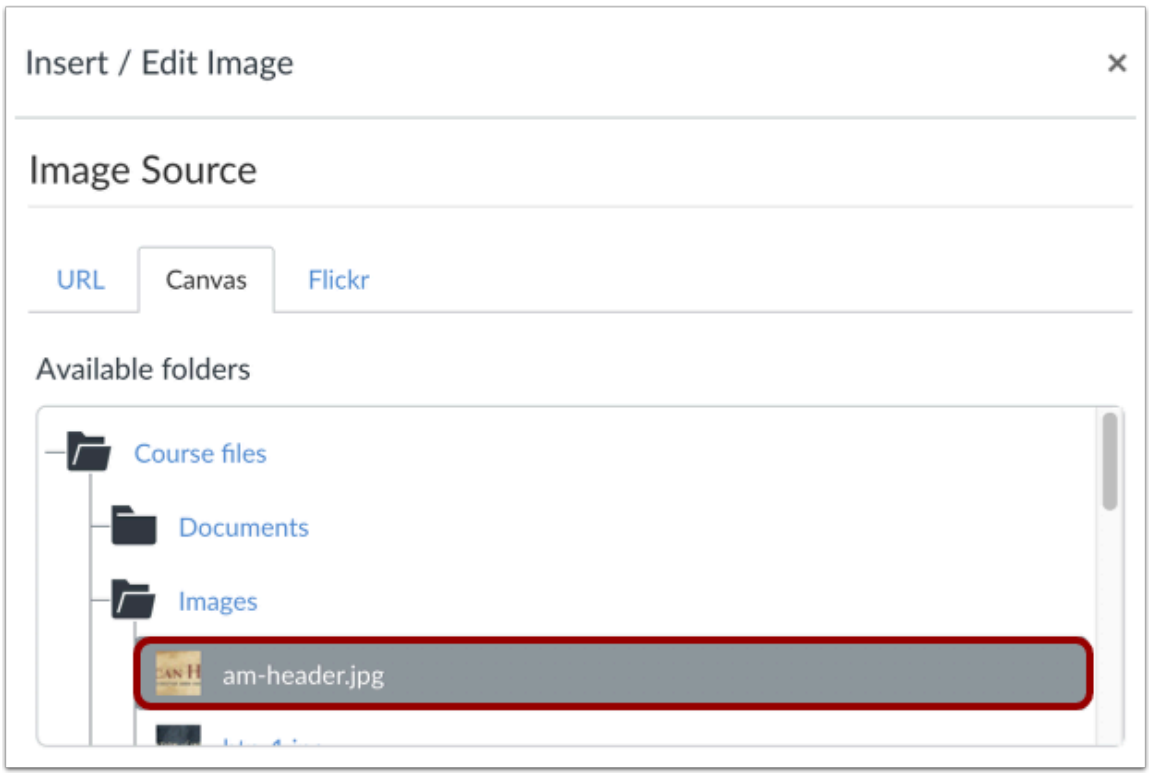
Open Course or Personal Files



You can choose to embed images located in your course files [1] or your personal files [2]. As an instructor, you can embed any image from your files into the Rich Content Editor, even images that are in folders not visible to students.

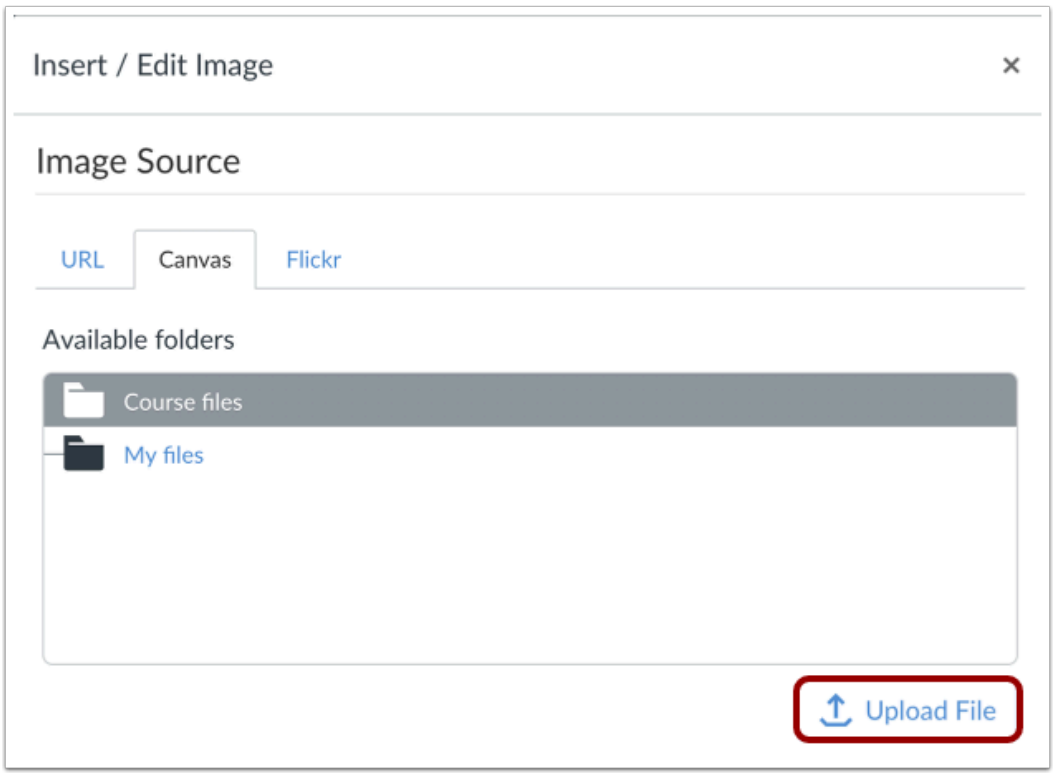
Note: When accessing course files, students will only be able to see images that are public to the entire course.

Select Image



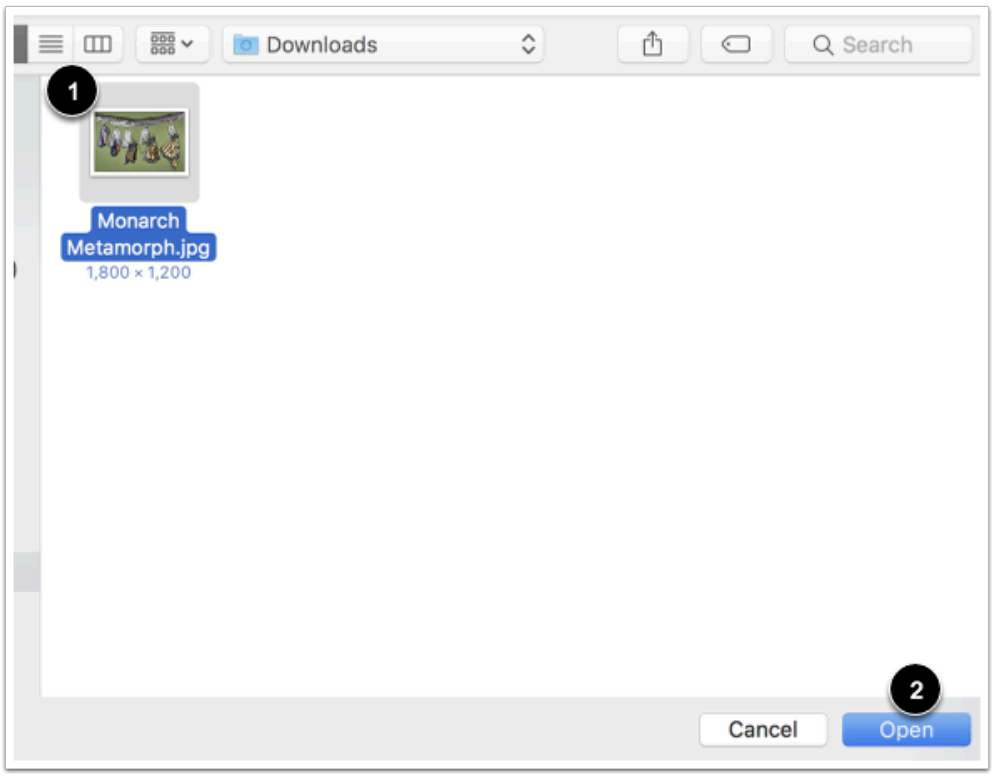
To embed a previously uploaded image, click the image you wish to embed.

Upload Image



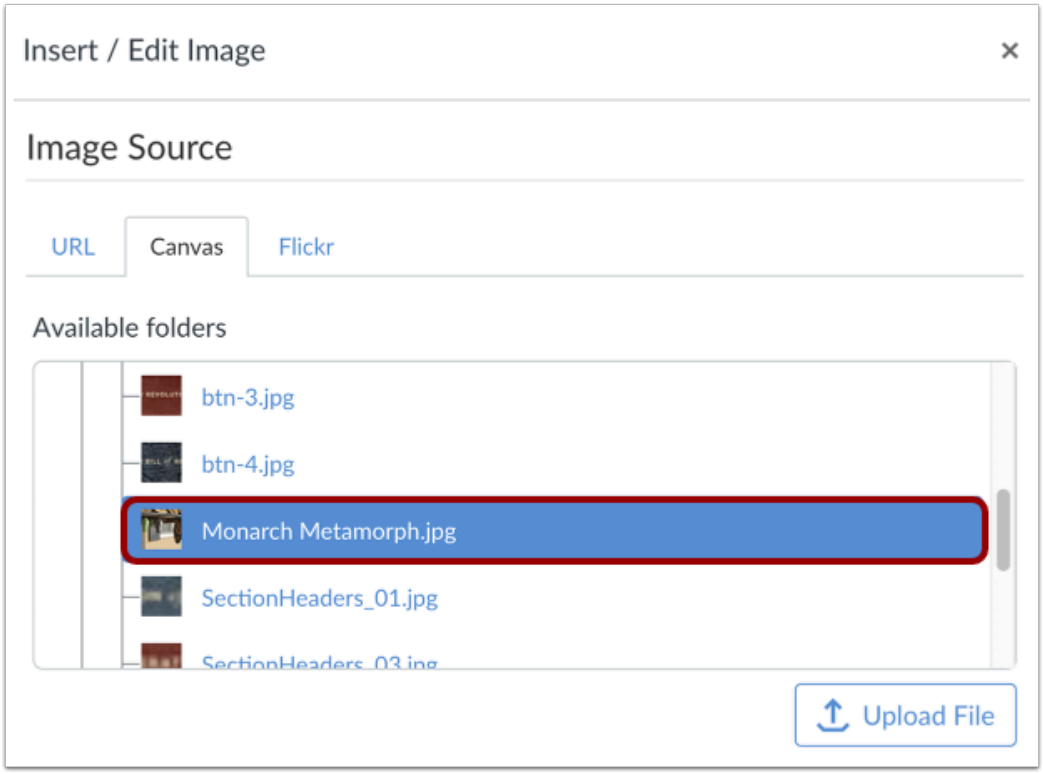
To upload an image to embed, click the **Upload File** button.

Select File



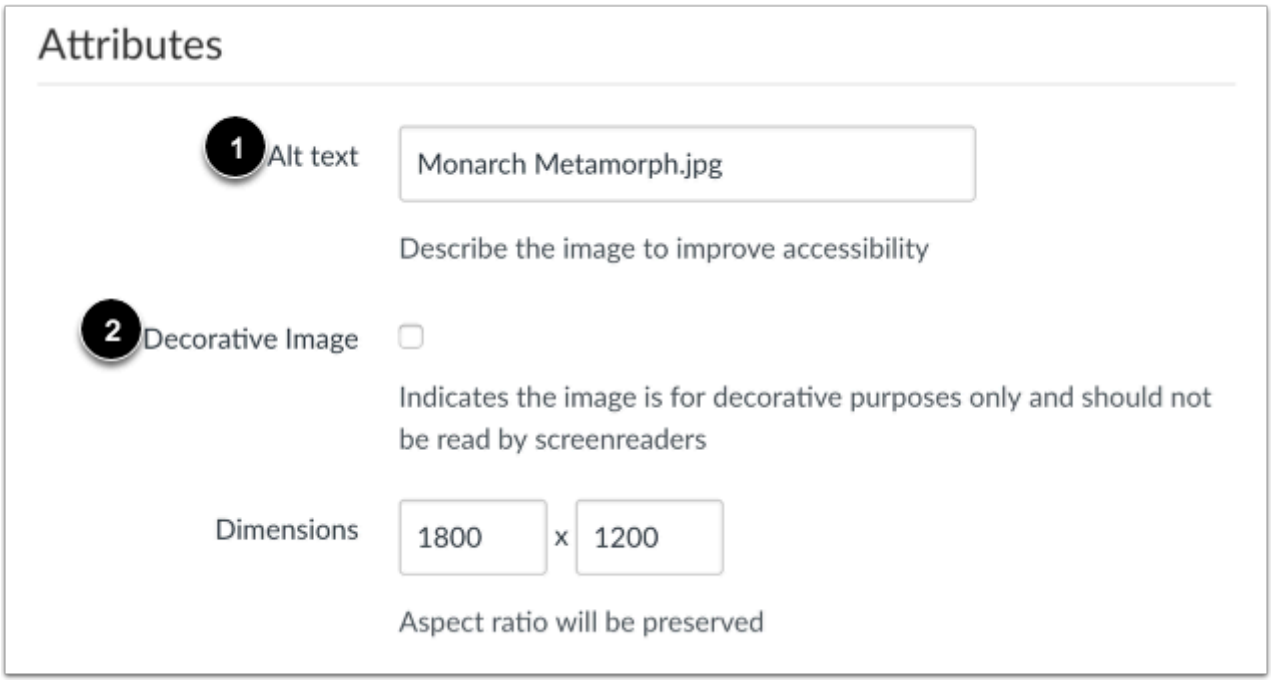
In the dialogue box, select a file to upload [1]. Then click the **Open** button [2].

View File



View your uploaded file.

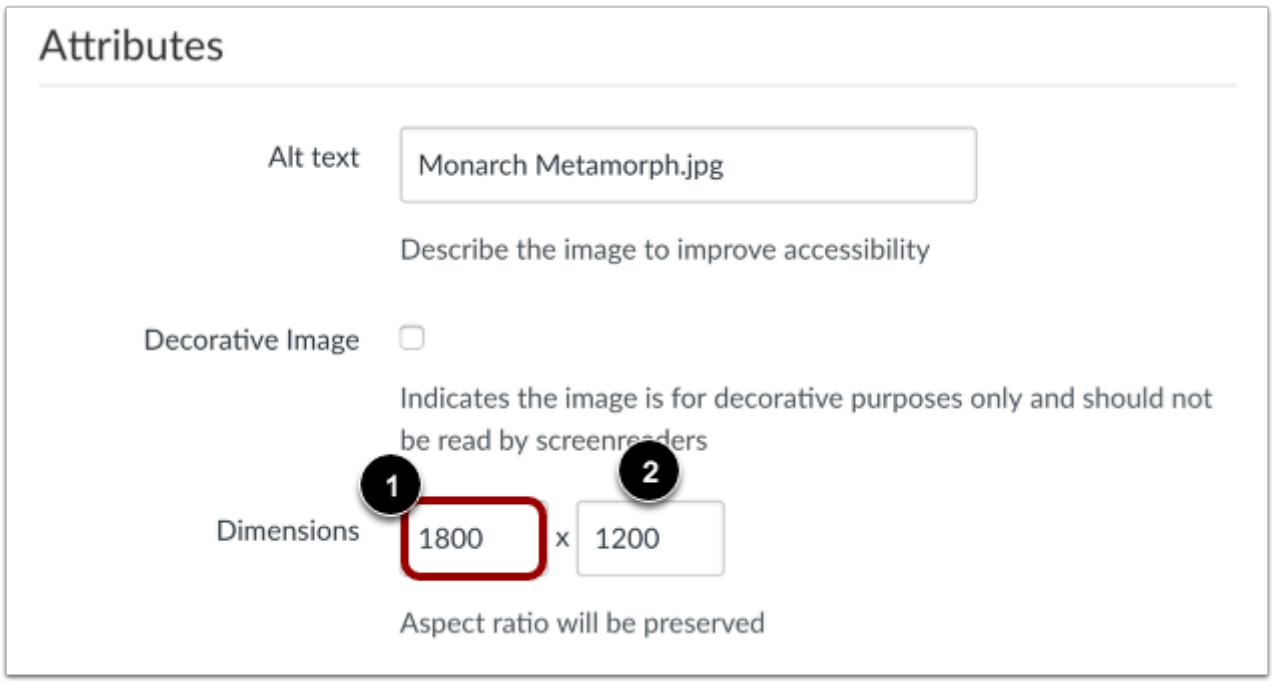
Insert Alt Text



The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Note: If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.

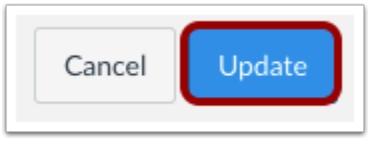
Change Attributes Image Dimensions



The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

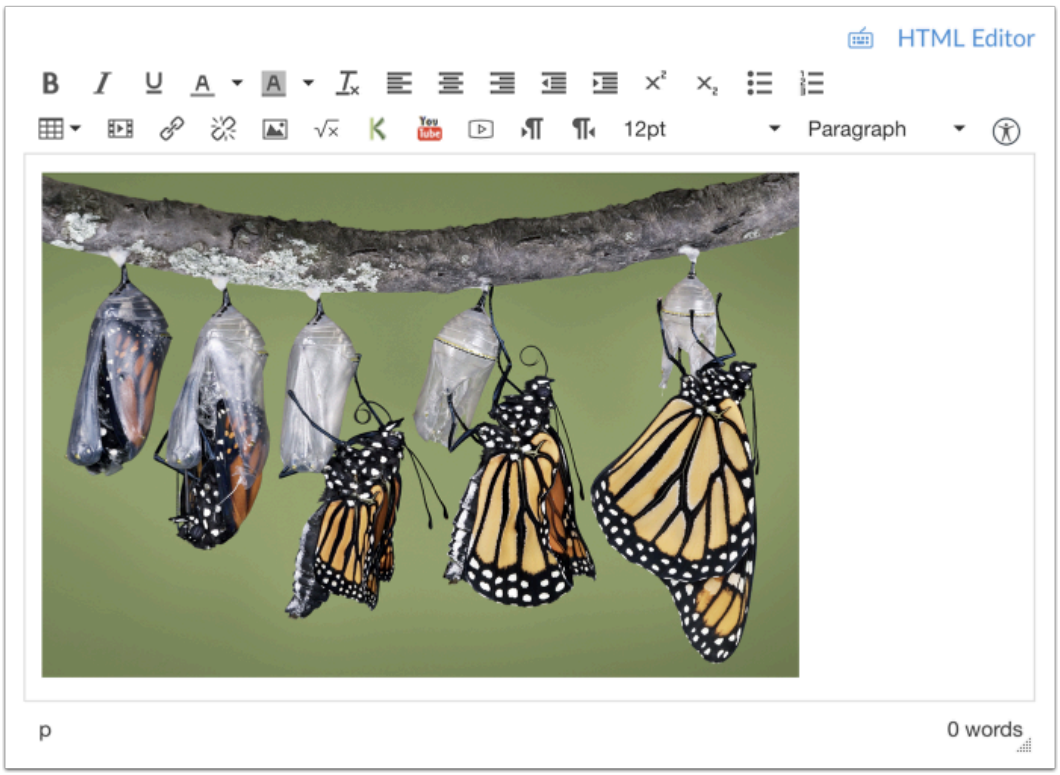
Embed Image



Click the **Update** button.

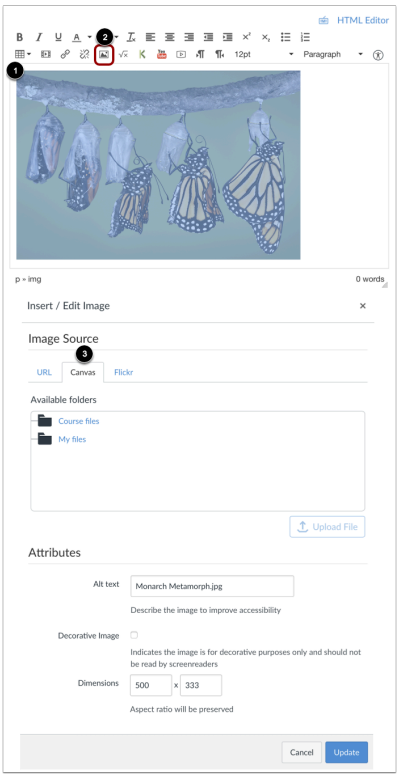
Note: As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

View Embedded Image



View your embedded image in the Rich Content Editor.

Edit Image Properties

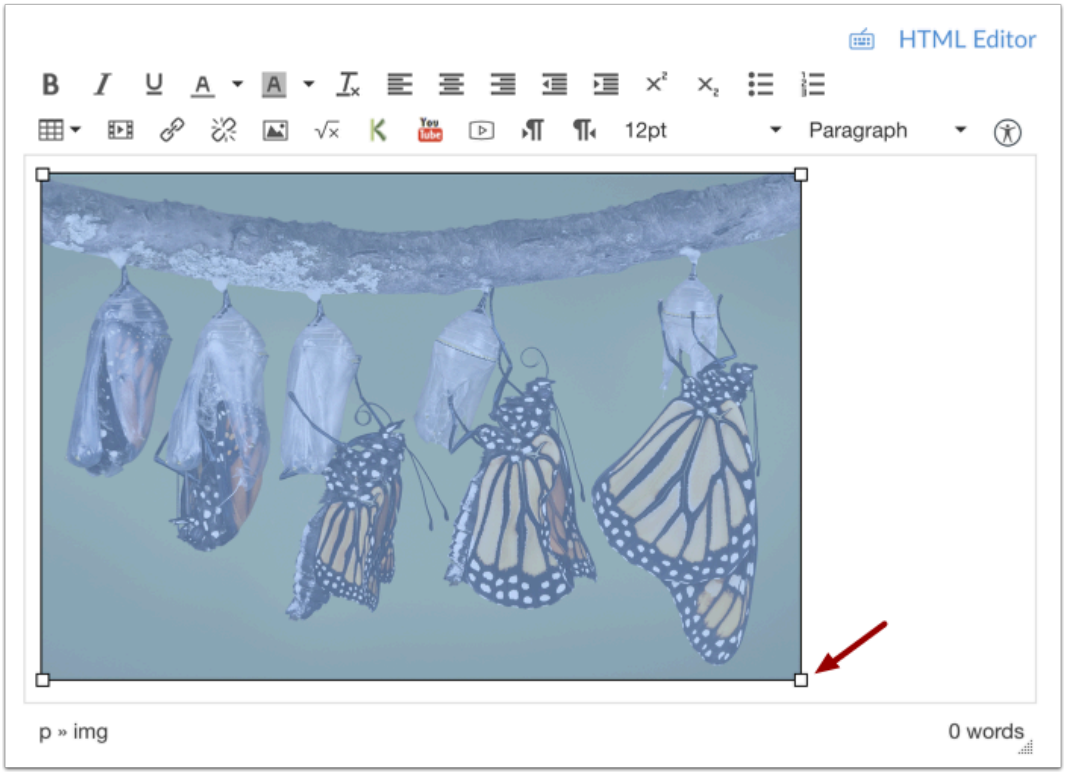


To edit an existing image, click the image [1], then click the **Image** icon [2]. The insert/embed window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the Canvas image; however, the Canvas tab will still display the file. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Canvas image, click the Canvas tab [3] and locate another image.

Visually Resize Image



You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

Note: The Rich Content Editor does not support image cropping.

How do I embed images from Flickr Creative Commons in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

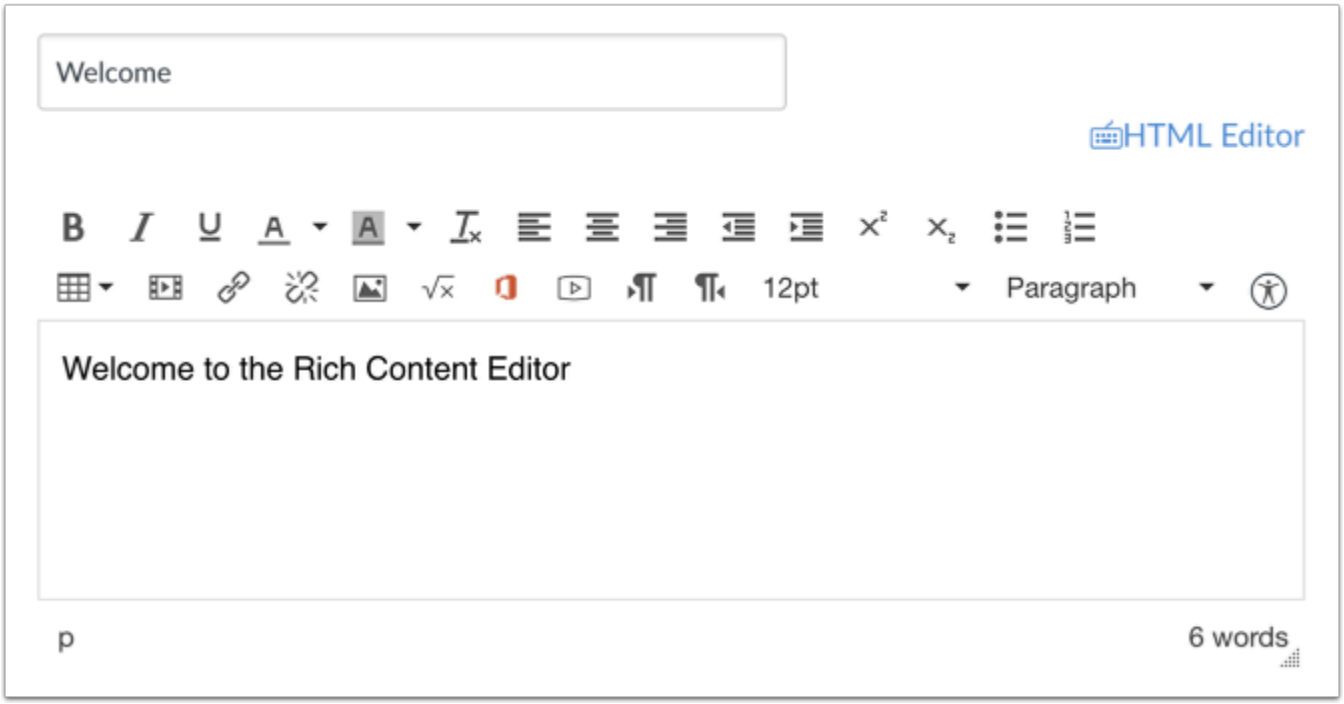
You can use the Rich Content Editor to embed images from Flickr Creative Commons. You can also add alt tags to your images for better accessibility.

When searching for images on Flickr, search results display images with a Creative Commons public domain license.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Note: Although an image may appear in the Flickr Creative Commons, not all images have the same license. Some Flickr images require an attribution to appear within the image. You may want to confirm the image copyright before using it in your course. Click the image to view it directly on Flickr.

Open Rich Content Editor

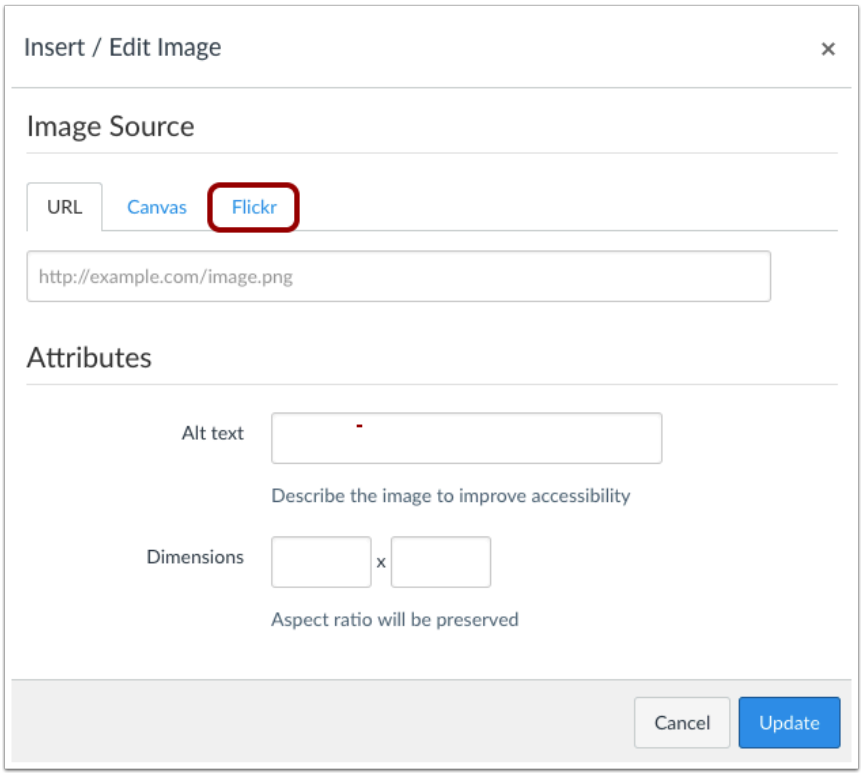


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Image

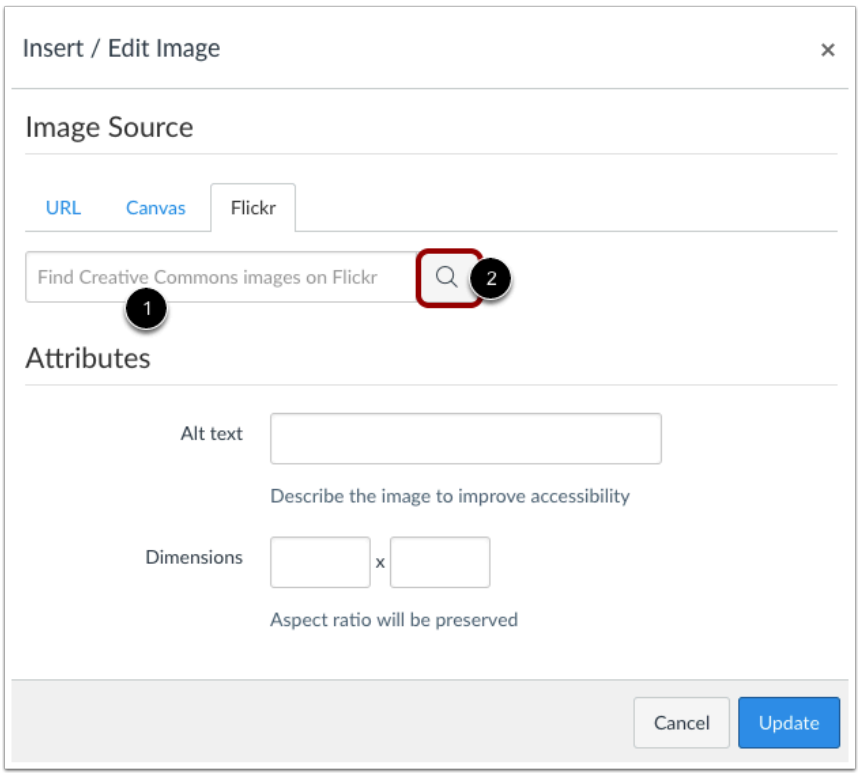
Click the **Image** icon.

Select Flickr Tab



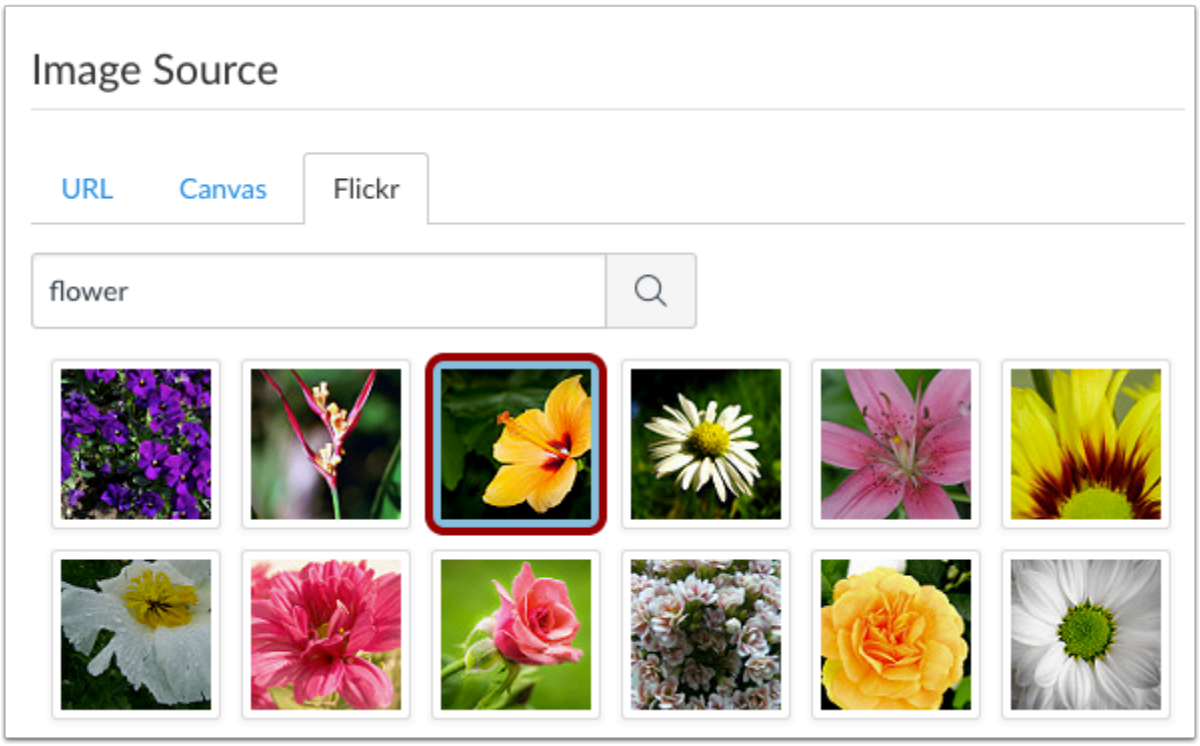
Click the **Flickr** tab.

Search for Images



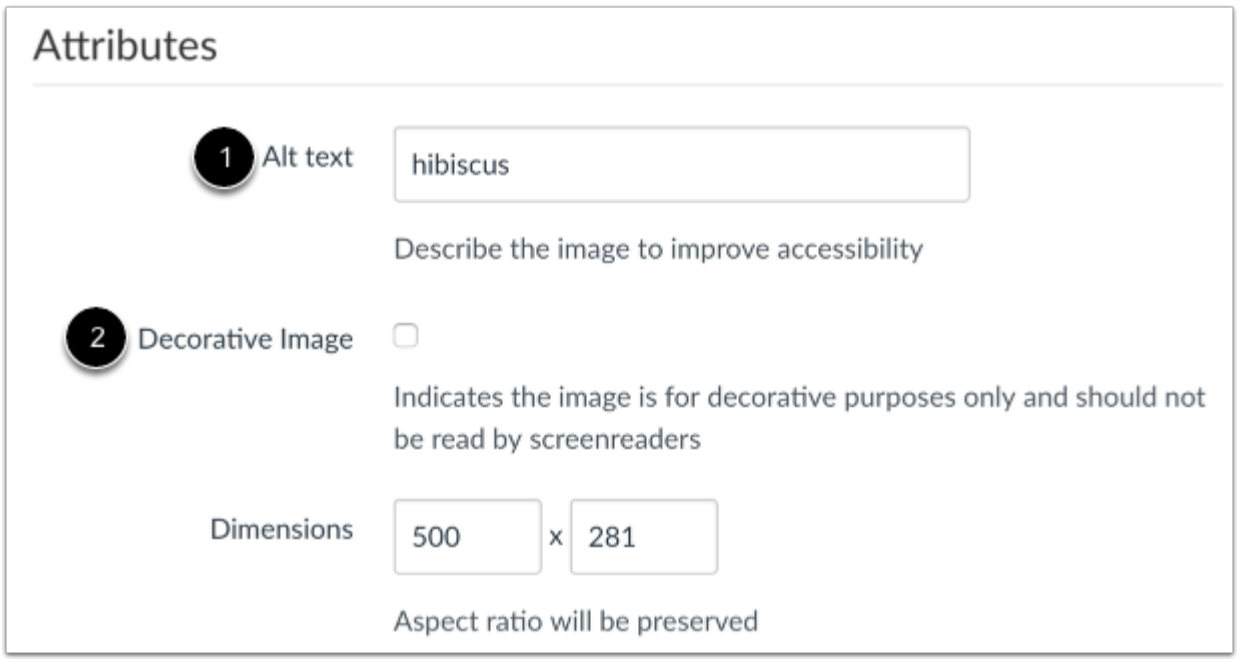
In the search bar [1], type in a word or phrase to search for images. Then click the **Search** icon [2] or press enter on the keyboard. Search results display all related images with a Creative Commons public domain license and may include more than one page.

Select Image



The images will automatically populate in the pop-up window. Select the image you want to embed.

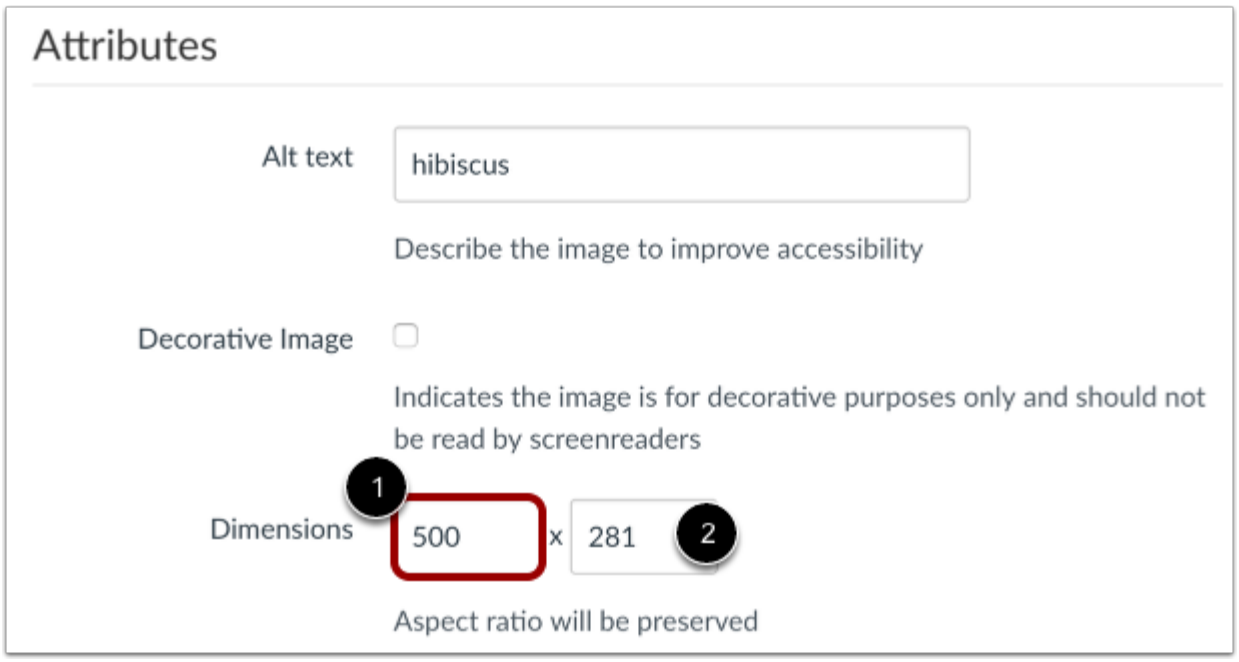
Insert Alt Text



The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Note: If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.

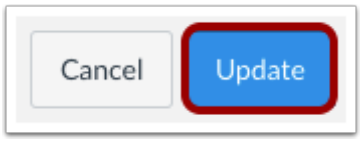
Change Attributes Image Dimensions



The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

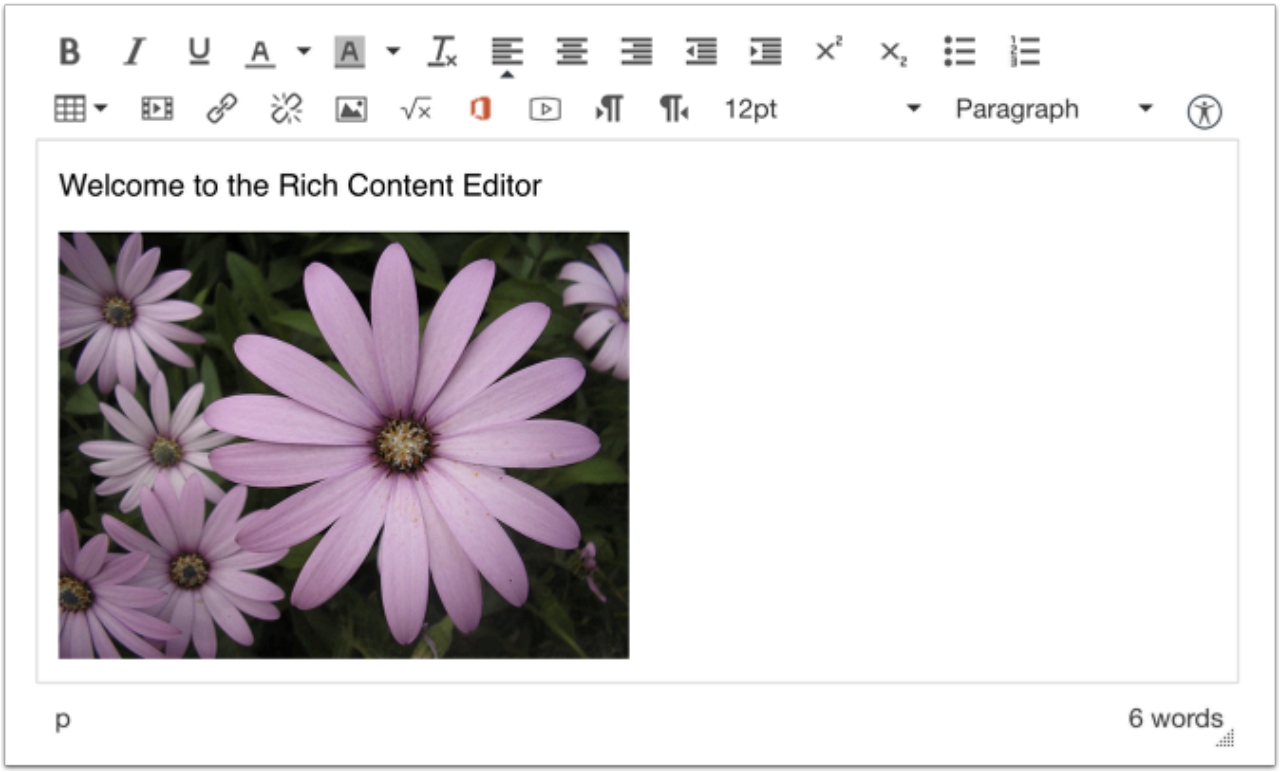
Embed Image



Click the **Update** button.

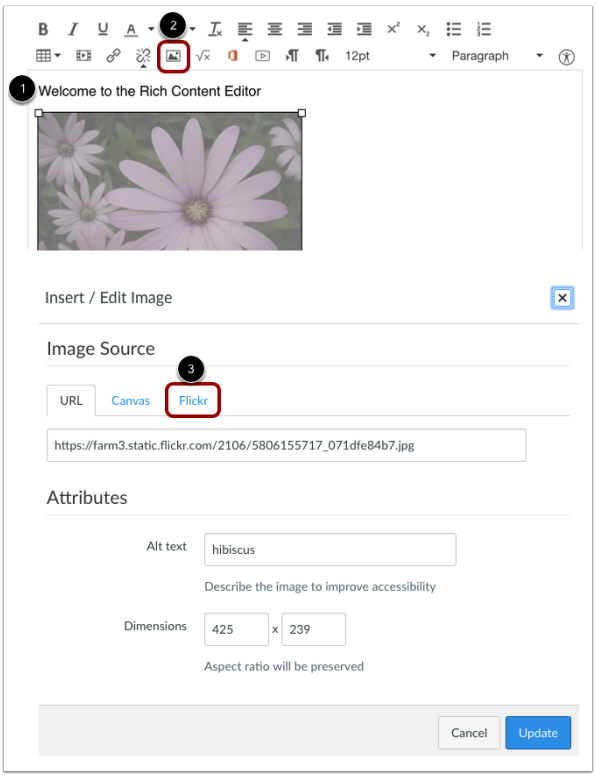
Note: As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

View Embedded Image



View your embedded image in the Rich Content Editor.

Edit Image Properties

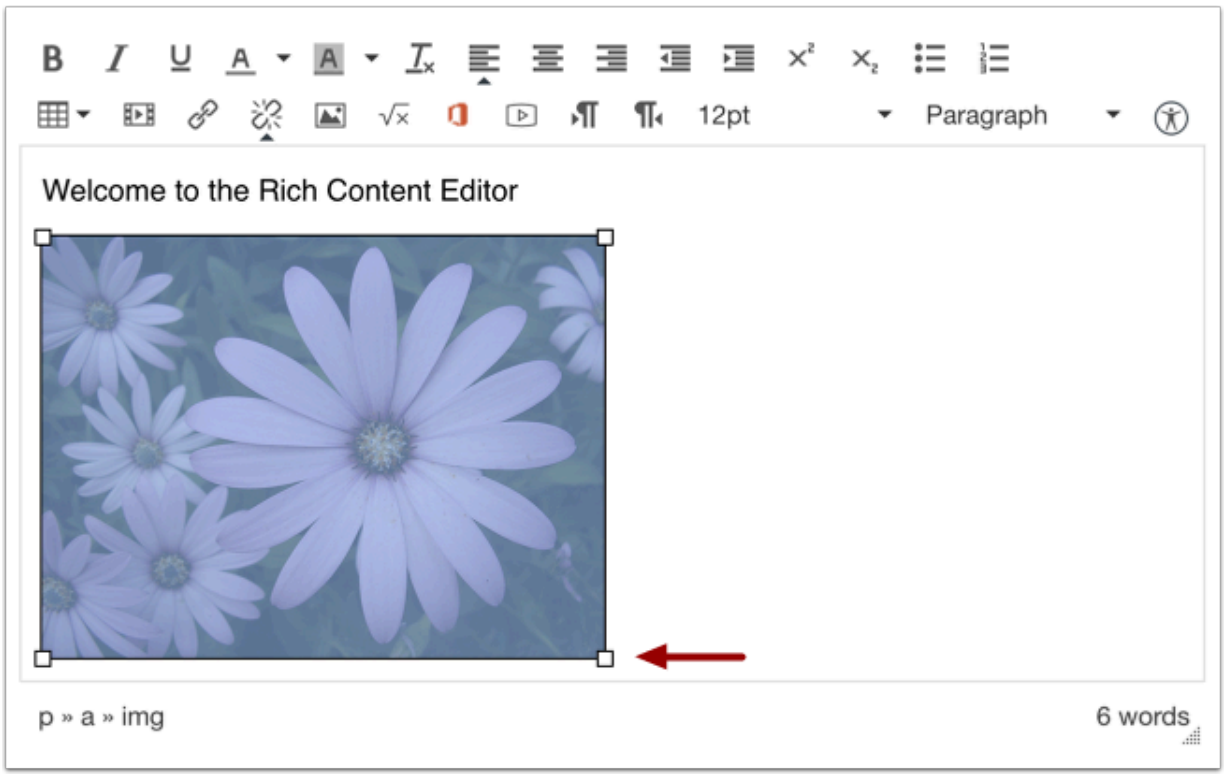


If you need to edit your embedded image, click the image [1], then click the **Image** icon [2]. The insert/edit window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the Flickr image—the Flickr tab will be blank. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Flickr image, click the Flickr tab [3] and search for a new image.

Visually Resize Image



You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

Note: The Rich Content Editor does not support image cropping.

How do I embed images from the web in the Rich Content Editor as an instructor?

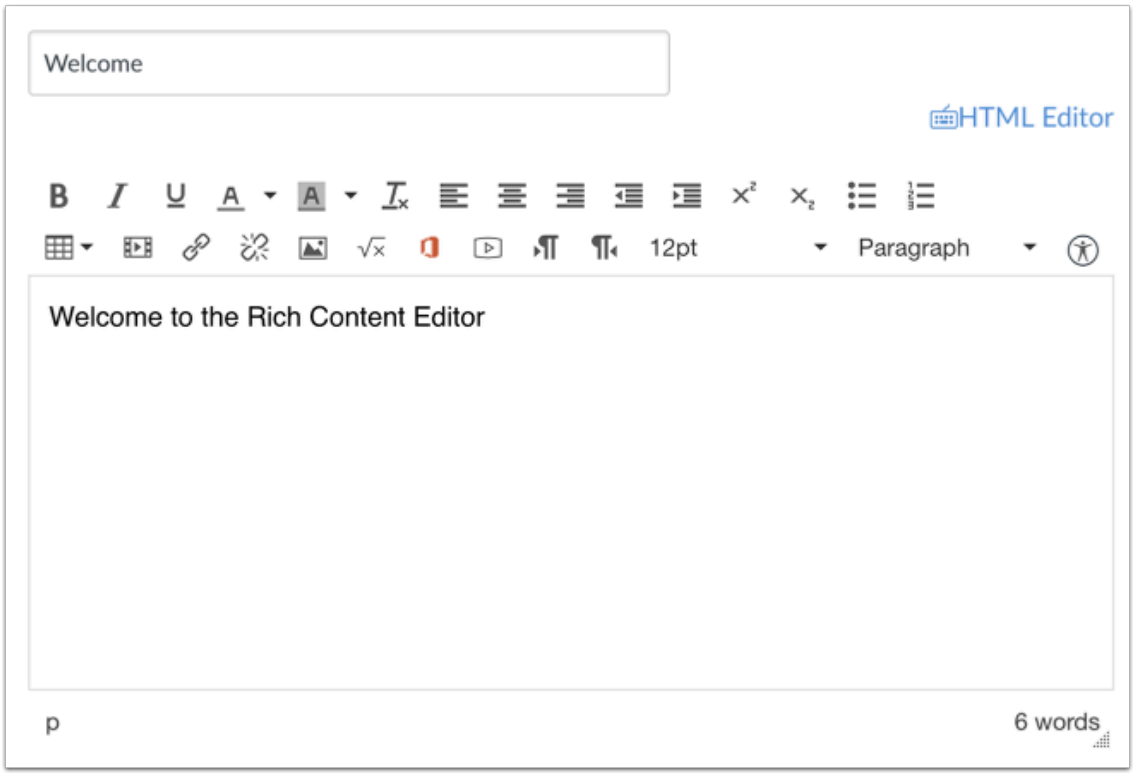
The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to embed images from the web. You can also add alt tags to your images for better accessibility.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Note: If you want to embed an image not already uploaded into Canvas, you can upload your image through the Content Selector.

Open Rich Content Editor

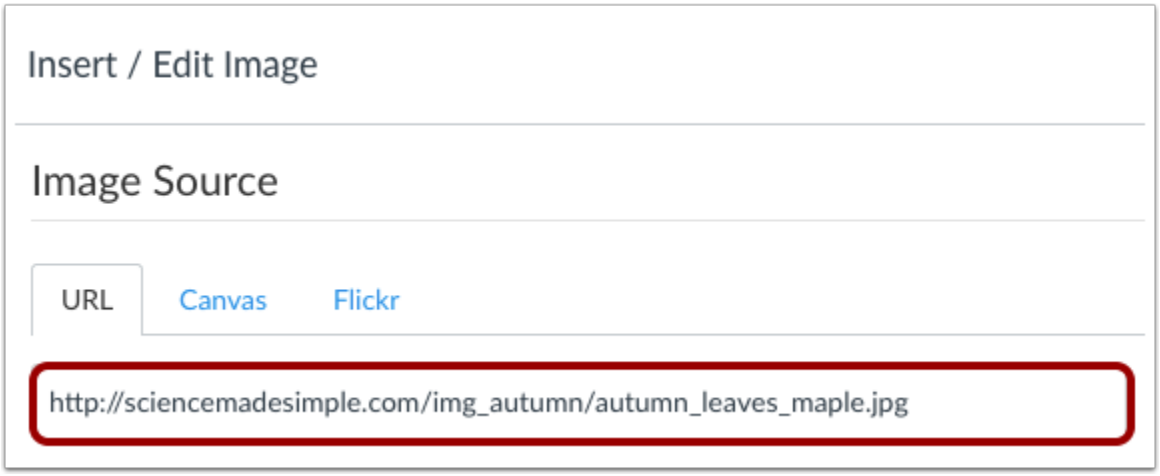


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Image

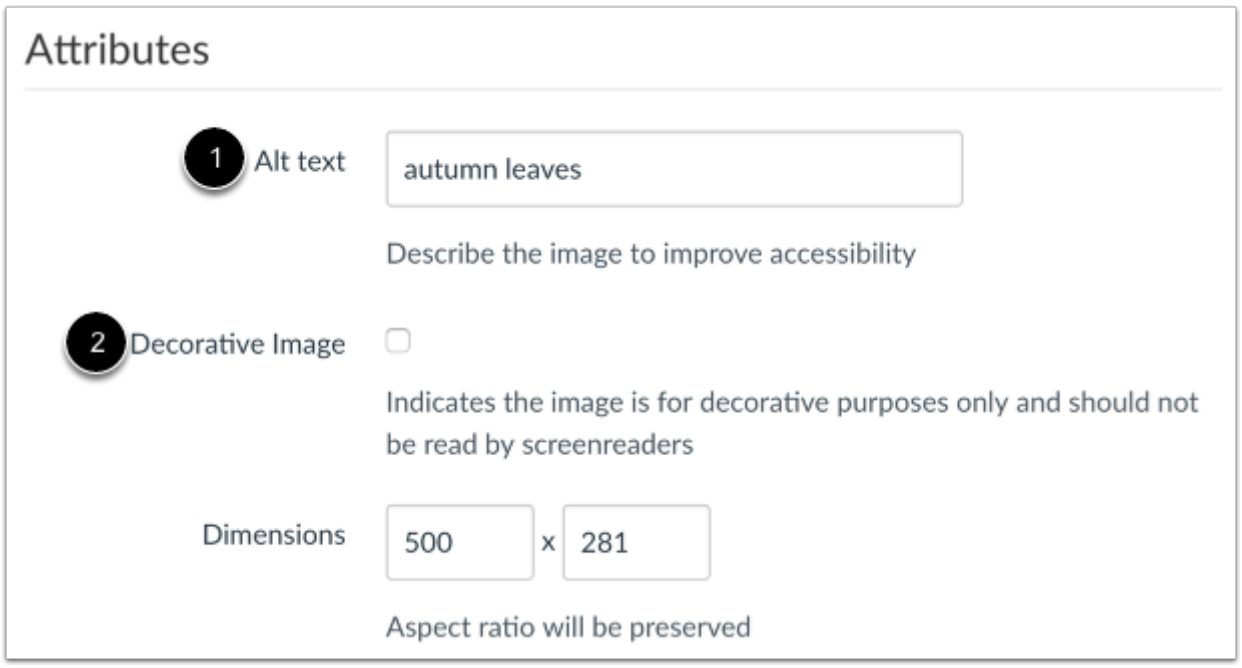
Click the **Image** icon.

Embed External Image



Paste or type in the URL of the image you want to embed.

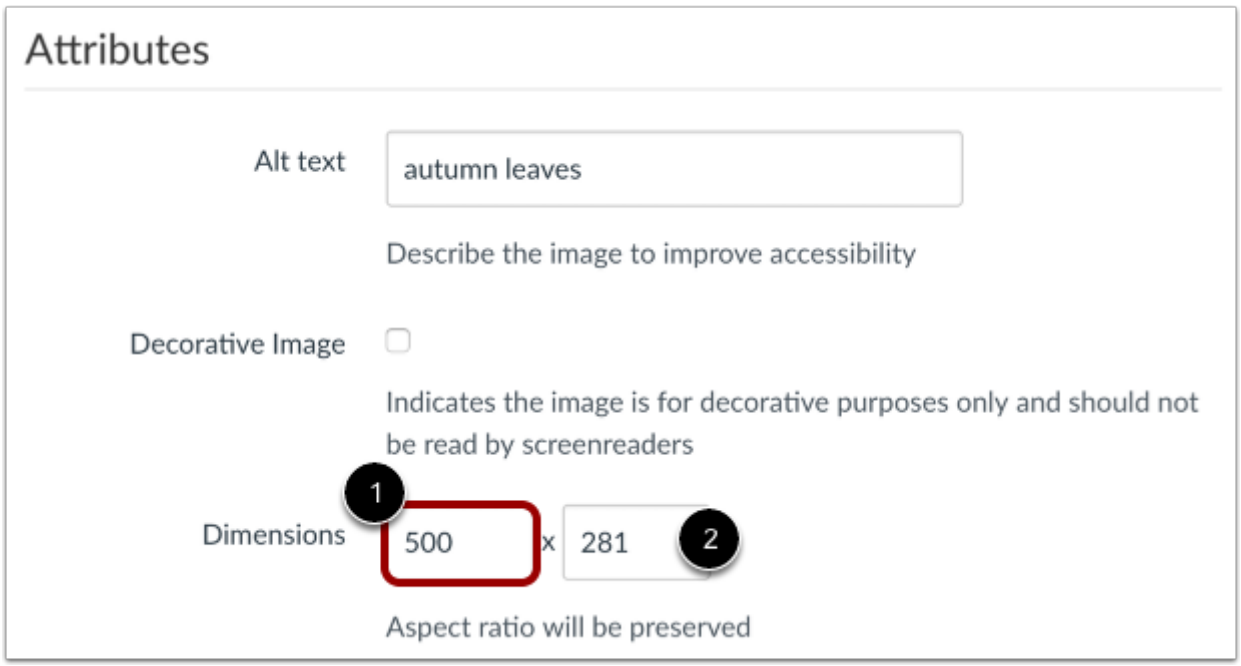
Insert Alt Text



The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Note: If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.

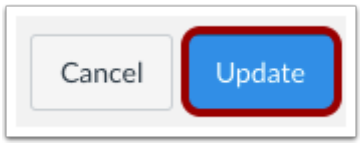
Change Attributes Image Dimensions



The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

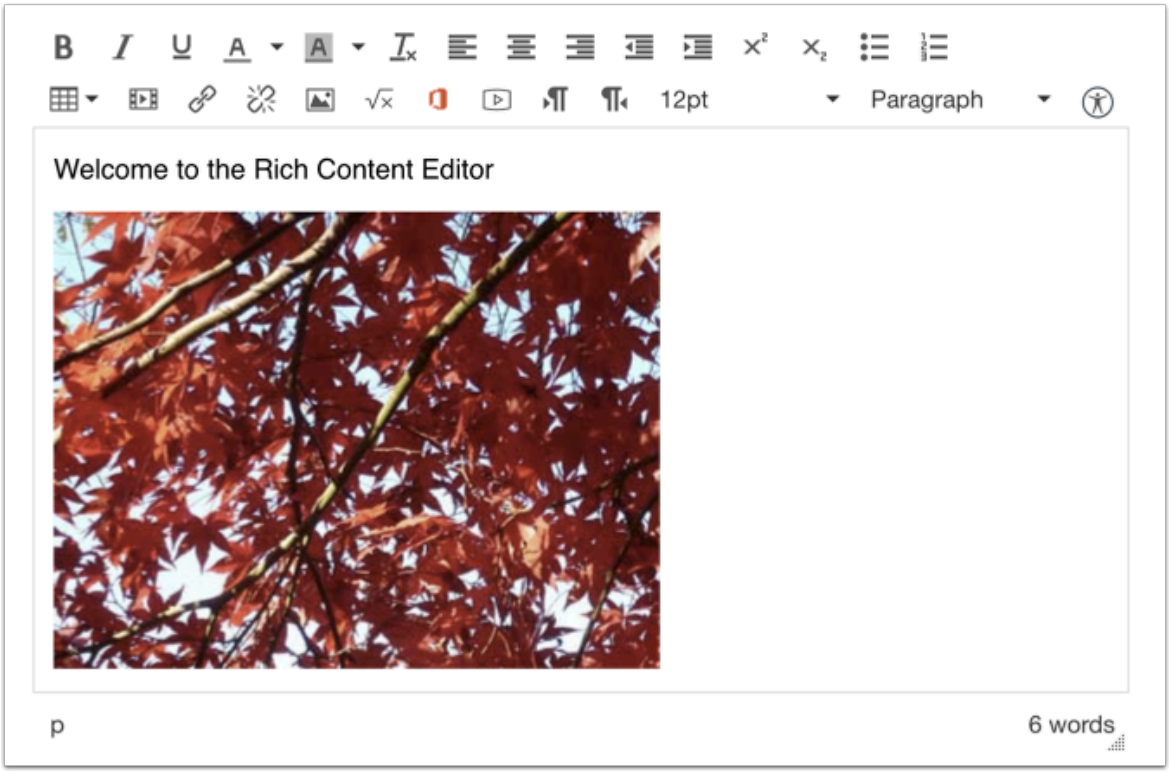
Embed Image



Click the **Update** button.

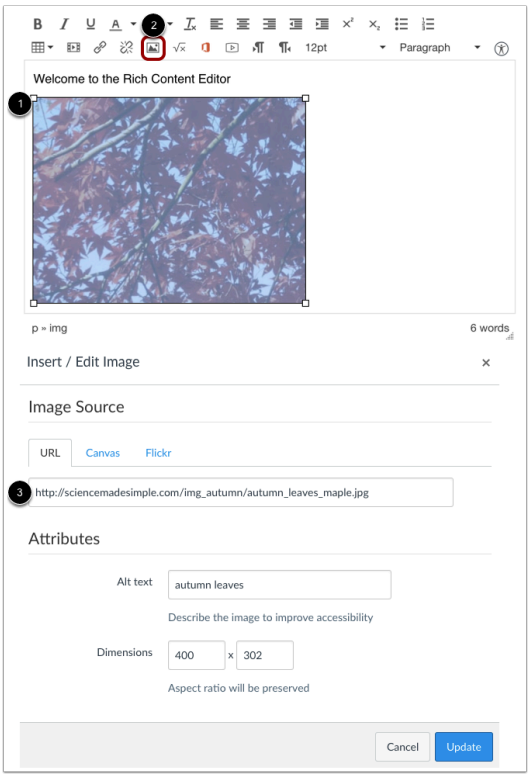
Note: As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

View Embedded Image



View your embedded image in the Rich Content Editor.

Edit Image Properties

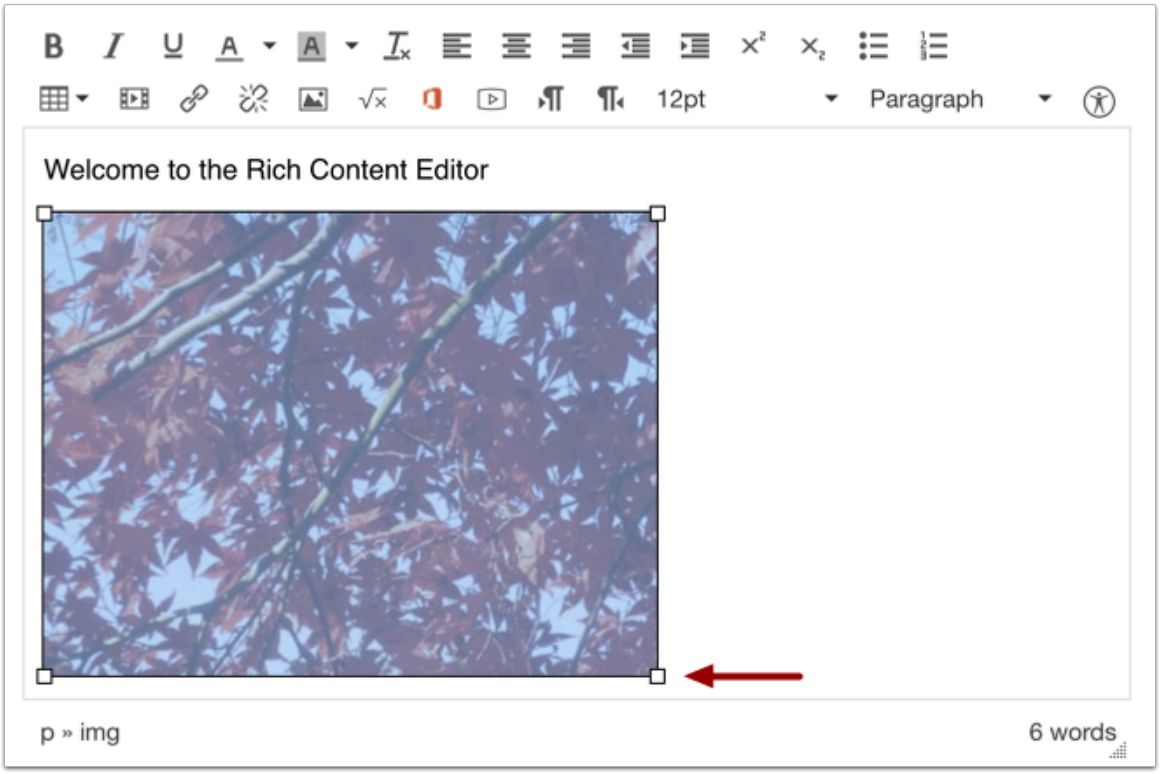


To edit an existing embedded image, click the image [1], then click the **Image** icon [2]. The insert/edit window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the web image. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your web image, paste or type in the URL of the image you want to embed [3] .

Visually Resize Image



You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

Note: The Rich Content Editor does not support image cropping.

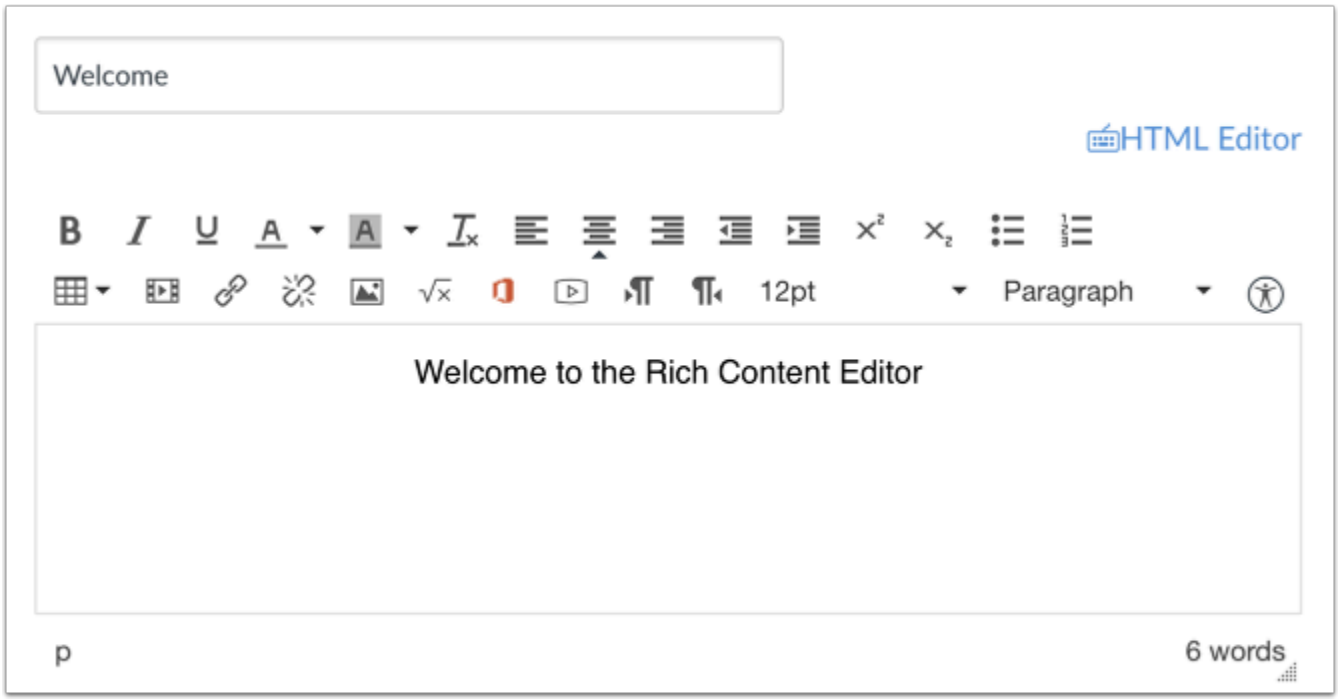
How do I create a hyperlink in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to create a hyperlink.

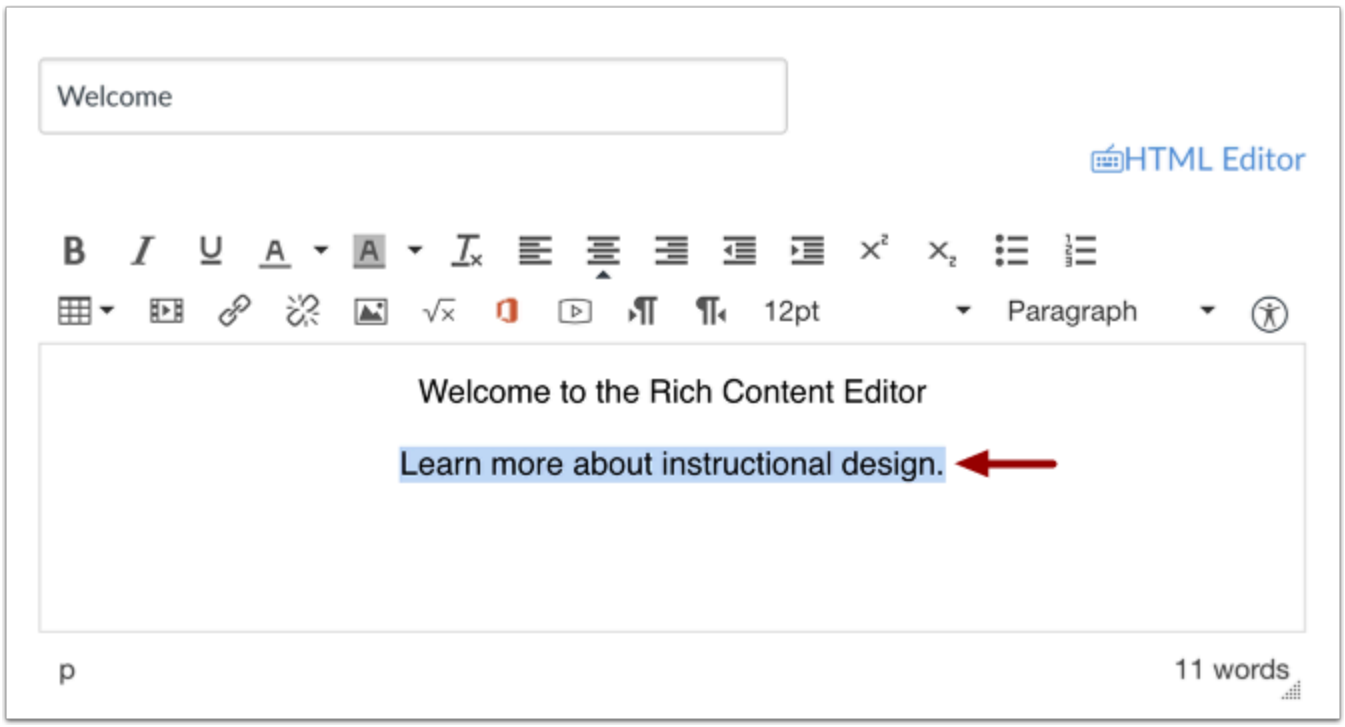
The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

Highlight Text



Insert your content into the Rich Content Editor. Highlight the text where you want to create a hyperlink.

Create Hyperlink

Click the **link** icon.

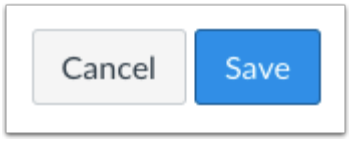
You can also press the Control+K (Windows) or Command+K (Mac) keys on your keyboard to insert a link.

Insert Link

Paste or type the URL you want to link to in the URL field [1]. Click the **Insert Link** button [2].

Note: The text will flash yellow before turning into the hyperlink.

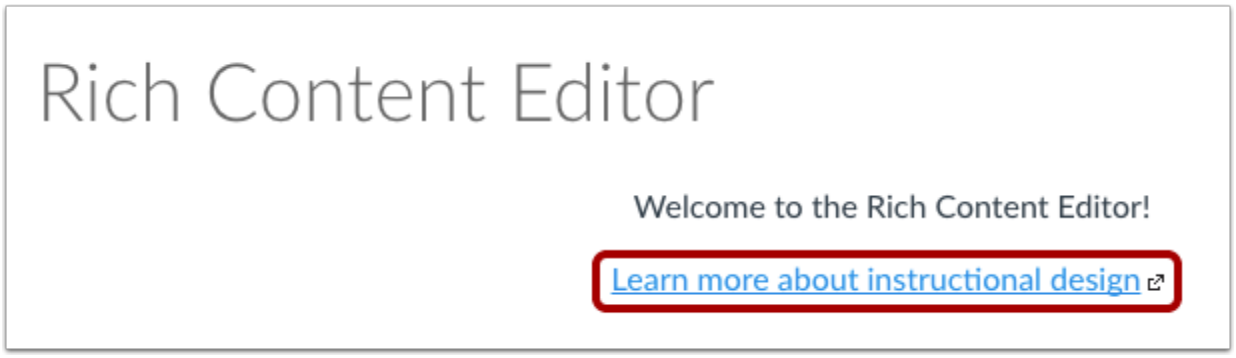
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Content



View the link in your content.

How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?

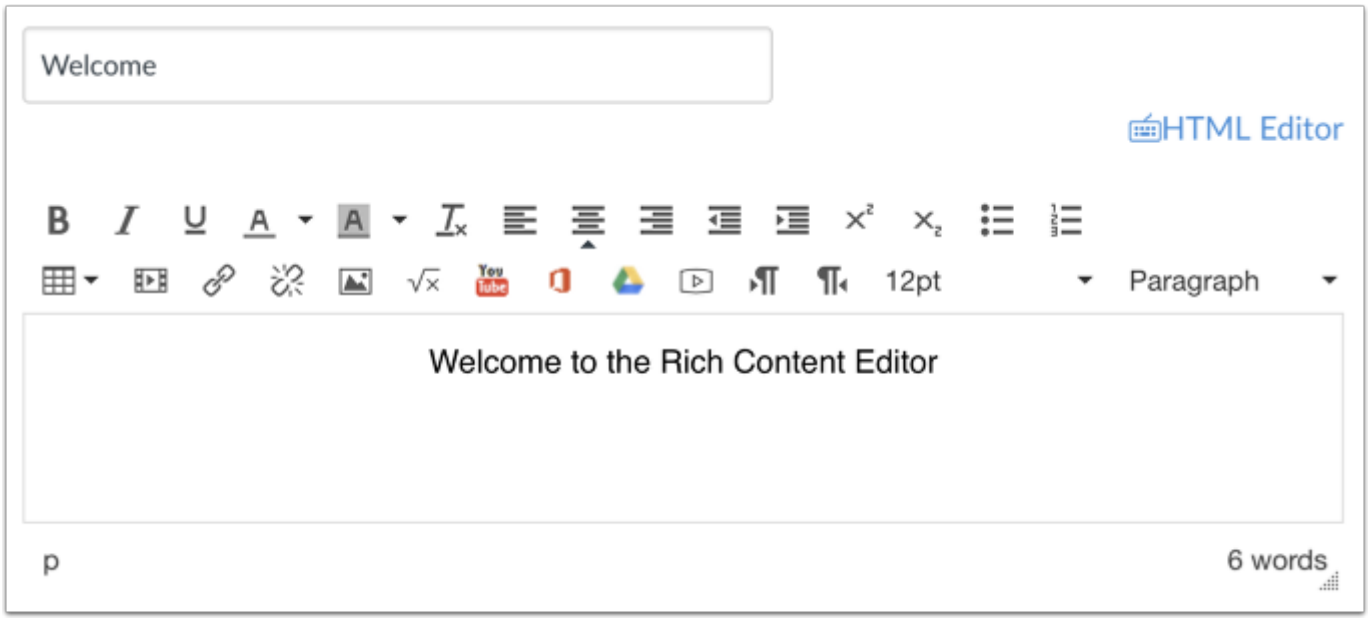
The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). When embedded, Google slide presentations default to presentation mode.

In Google, you can link or embed files. When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file. For embedded files, any time you edit the Google file, it will be automatically updated in Canvas.

Note: If you cannot view the Google Drive icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Open Rich Content Editor

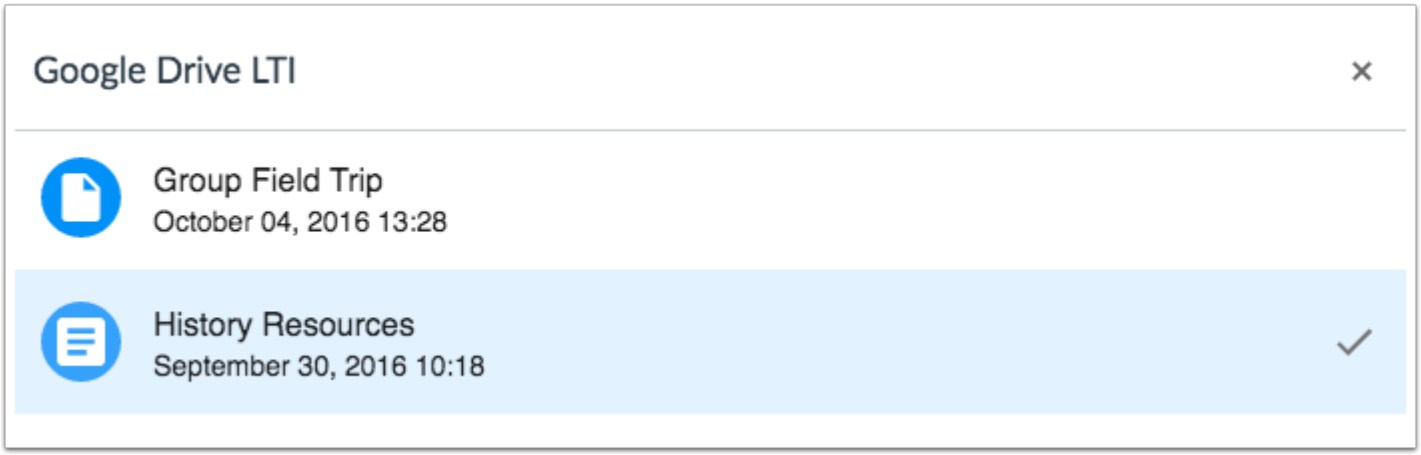


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Google Drive

Click the **Google Drive** icon. If the icon does not display directly in the tool bar, the icon is included in the More External Tools drop-down menu.

Locate File



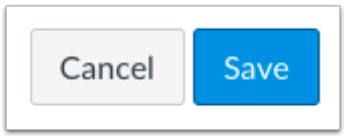
Locate and click the file(s) you want to link.

Embed or Link File

To embed the file, click the **Embed** button [1]. The Rich Content Editor will display a placeholder image for the file.

To link the file, click the **Link** button [2]. The Rich Content Editor will display a link with the name of the file.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.

How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

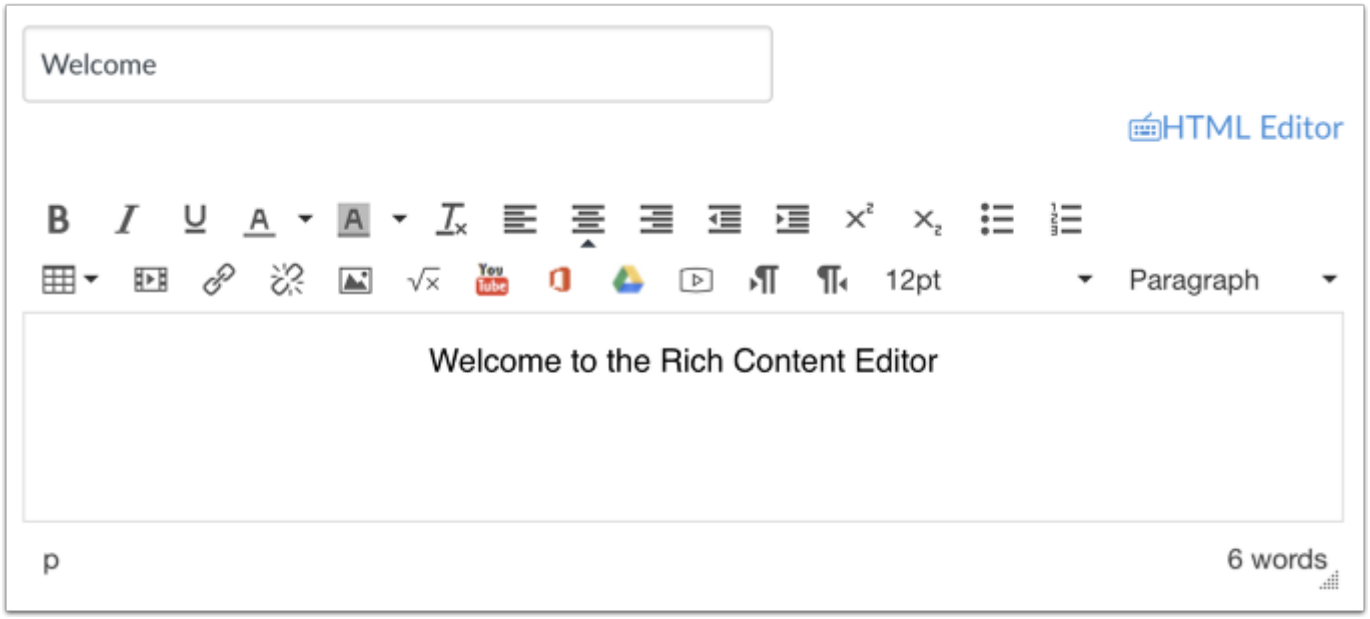
If your course has enabled Microsoft Office 365, you can link documents from your OneDrive folder anywhere you can use the Rich Content Editor in Canvas. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file.

Notes:

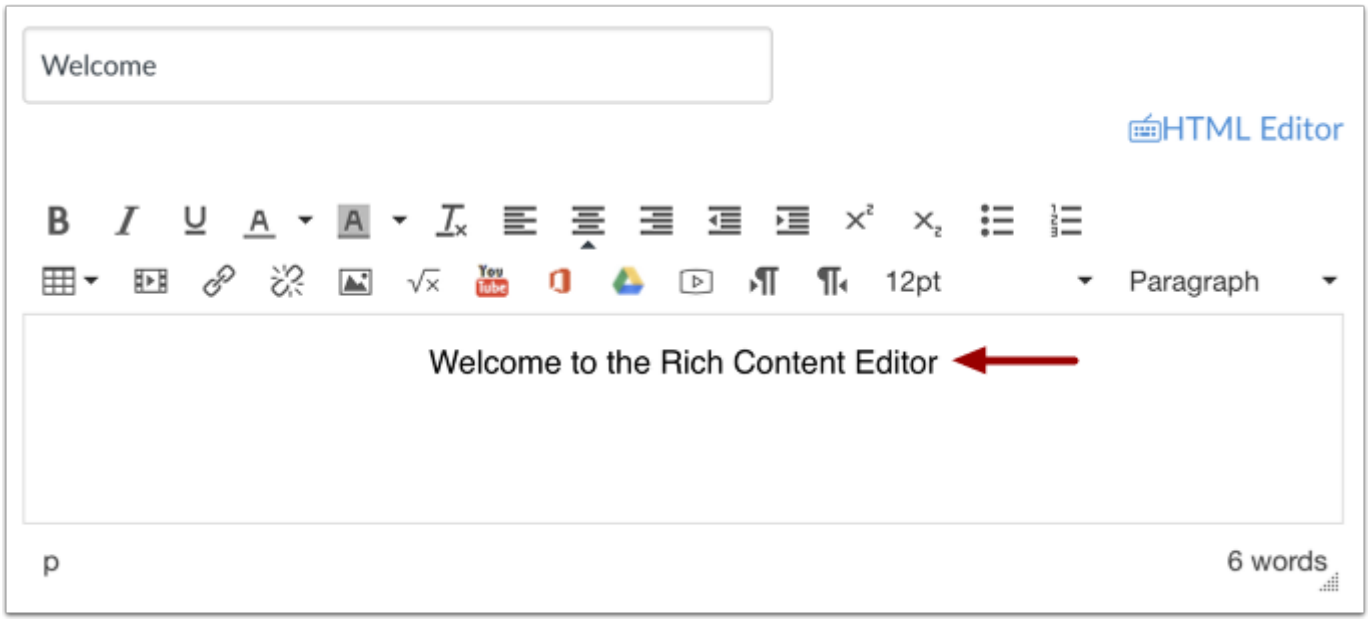
- If you cannot view the Microsoft Office 365 icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Microsoft Office 365 content to the web and pasting the embed code in the HTML editor.
- PDF files added through Microsoft Office 365 that cannot be previewed in Sharepoint are not supported to preview in Canvas. To preview the PDF files, you will need to add them to course files and link to them in the Rich Content Editor.

Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

Highlight Text

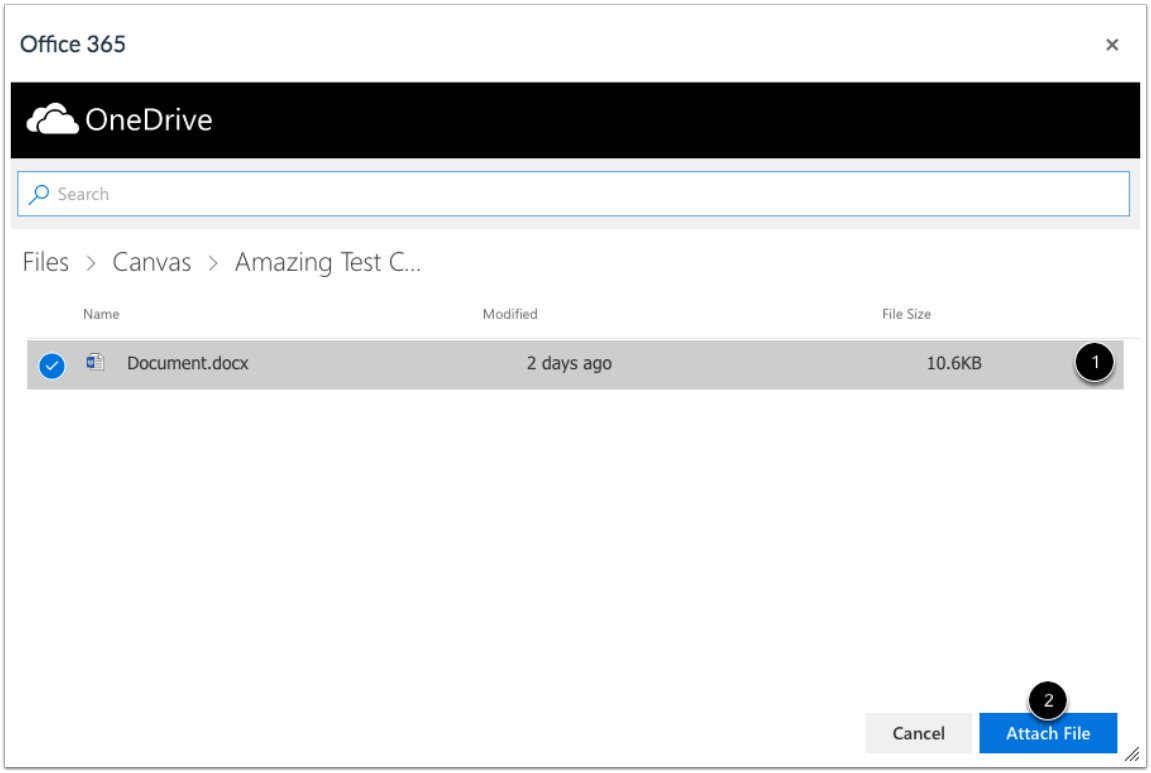


Insert your content into the Rich Content Editor. Place your cursor where you want to create a hyperlink.

Create Hyperlink

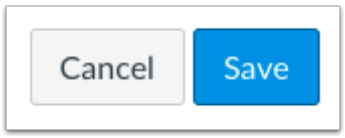
Click the **Microsoft Office 365** icon. If the icon does not display directly in the tool bar, the icon is included in the More External Tools drop-down menu.

Attach File



Locate and click the file you want to link [1]. Click the **Attach File** button [2].

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

How do I link to a YouTube video in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

YouTube videos are automatically embedded in any feature that uses the Rich Content Editor. This lesson applies to the Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus features.

There are three different ways to link a YouTube video, depending on what you want it to look like:

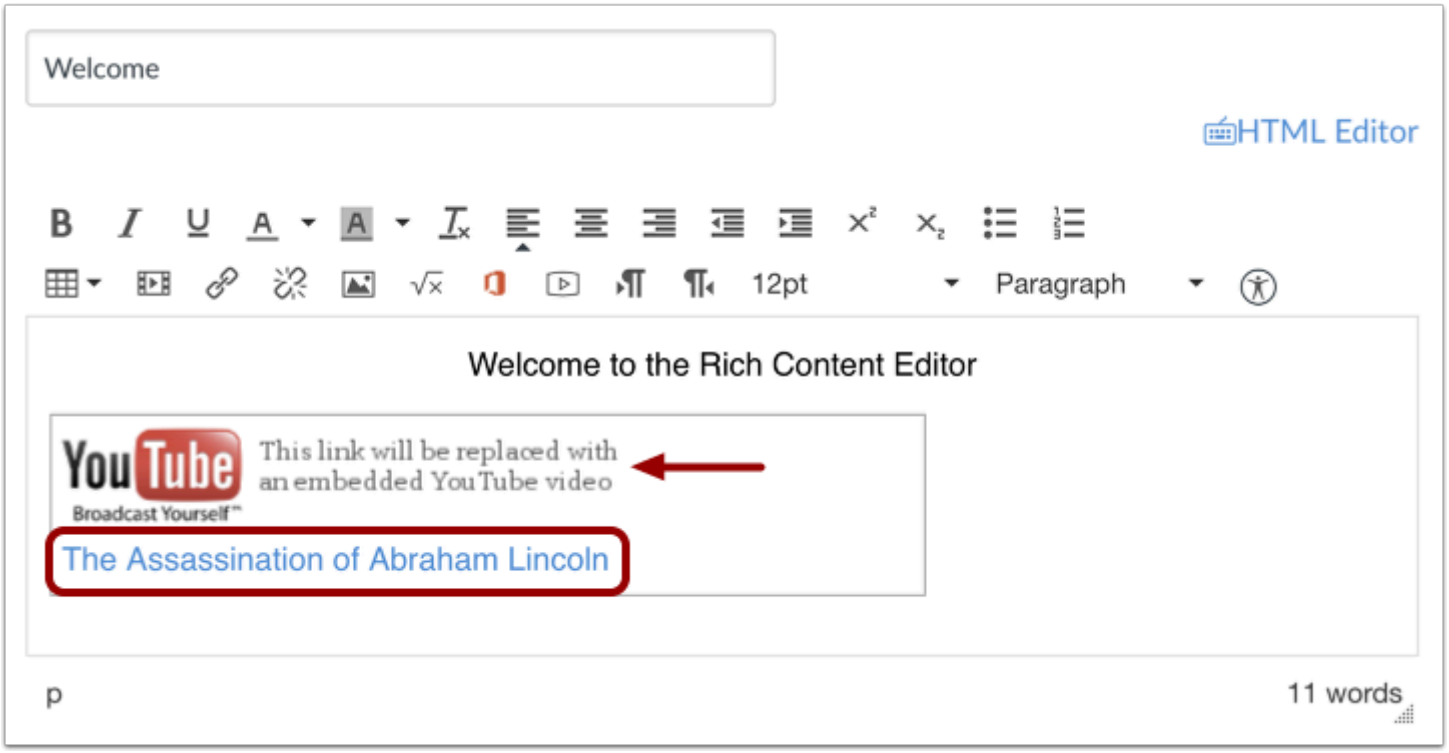
1. Insert Link into the Rich Content Editor (full link with embedded video)
2. Insert Link with the Chain Icon (shortened link with optional embedded video)
3. Hyperlink existing text (selected text becomes the link)

Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Insert Link into Rich Content Editor

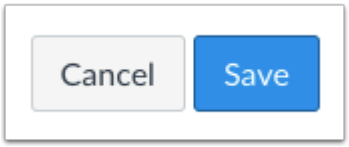
Open the Rich Content Editor using one of the Canvas features that support the Editor. Copy/paste the URL directly in the Rich Content Editor. Then press Enter (PC) or Return (MAC).

Verify Link



Verify the link, which will display the video title or the YouTube URL under the YouTube logo.

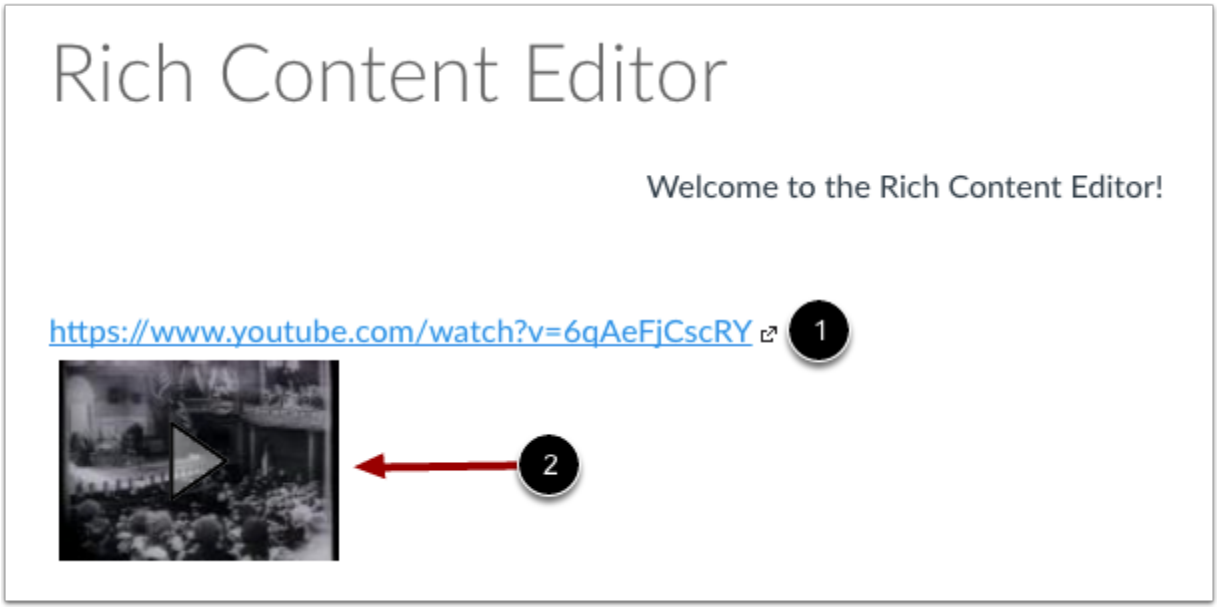
Save Changes



Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Video

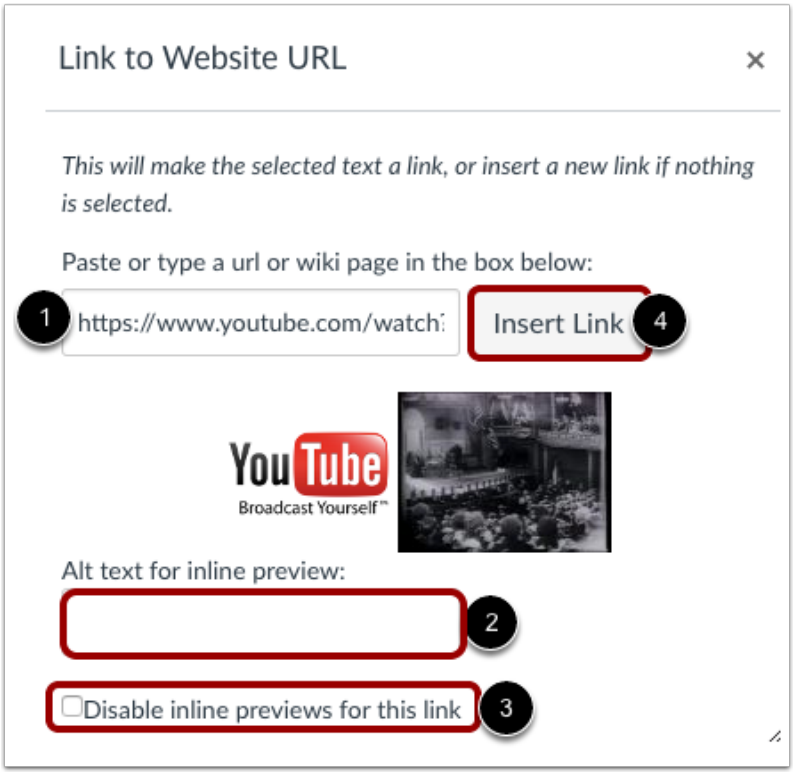


You can view the YouTube video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.

Insert Link with Hyperlink icon

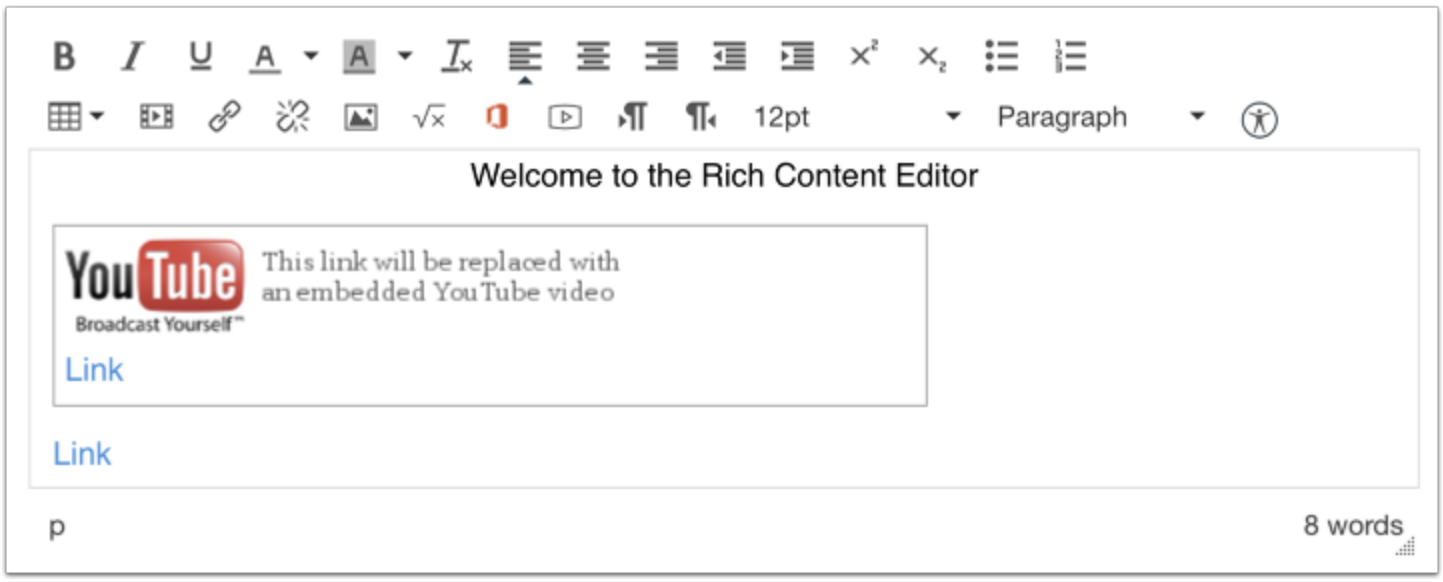
Open the Rich Content Editor using one of the Canvas features that support the Editor. Click the **Chain** icon to link to the YouTube URL.

Paste Link



Type or copy/paste the YouTube URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Add alt text for the video in the **Alt text for inline preview** field [2]. If you do not want to include the embedded video, click the **Disable inline previews for this link** checkbox [3]. When you are ready to insert the video link into the Rich Content Editor, click the **Insert Link** button [4].

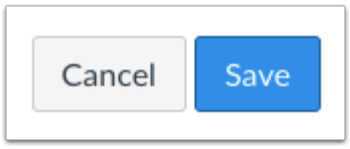
Verify Link



Verify the link, which will display **Link** under the YouTube™ logo [1]. You may see the link flash yellow the moment it is inserted and then turn blue, indicating it is a link.

Note: When you insert a YouTube video link and disable the inline preview, only the link will appear [2].

Save Changes



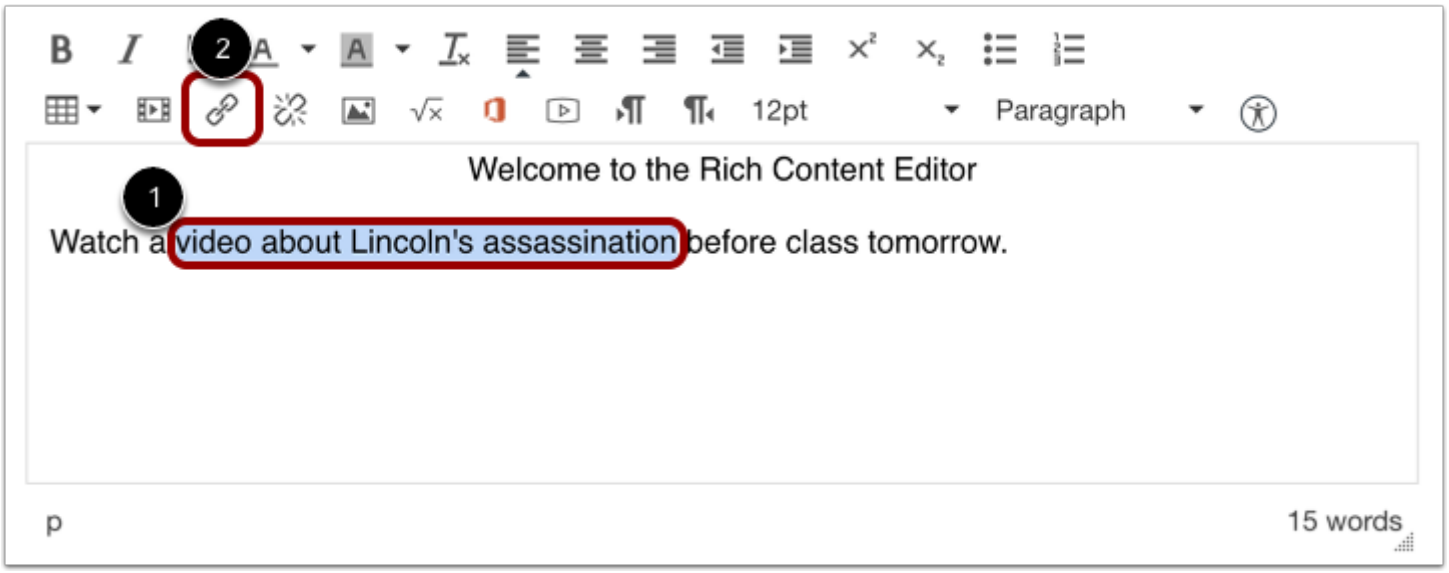
Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

View Video

You can view the YouTube video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.

Hyperlink Existing Text

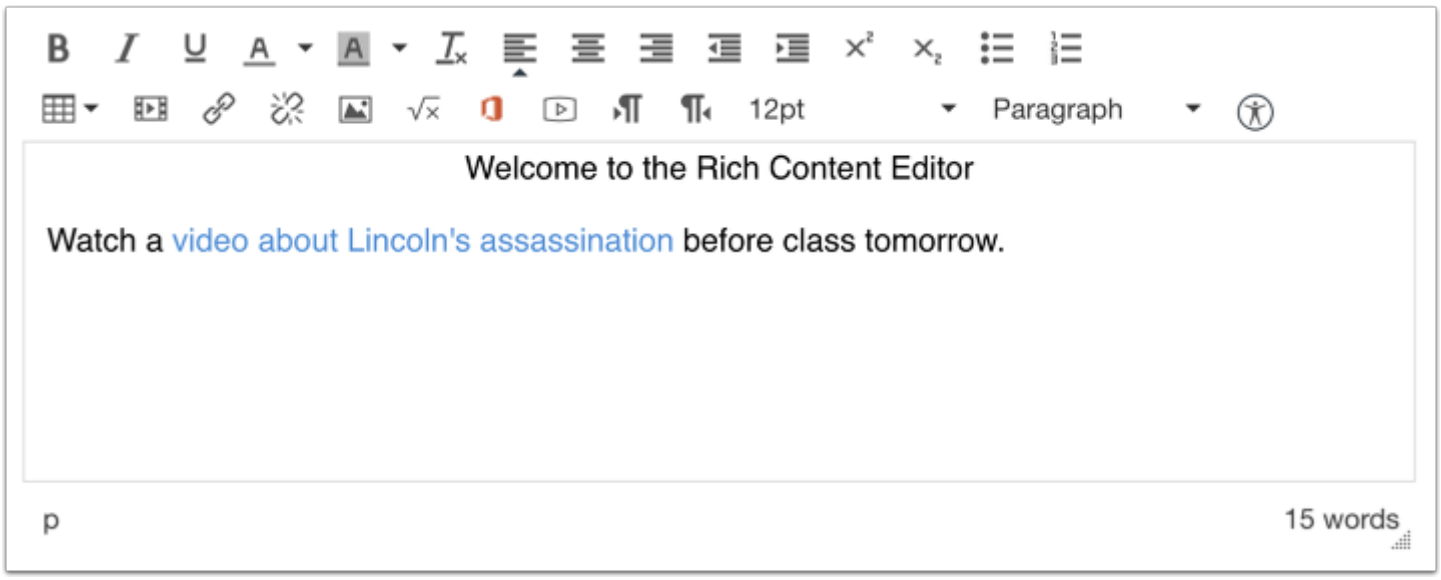


Open the Rich Content Editor using one of the Canvas features that support the Editor. Highlight the text you would like to hyperlink [1]. Click the **Chain** icon to link to the YouTube URL [2].

Paste Link

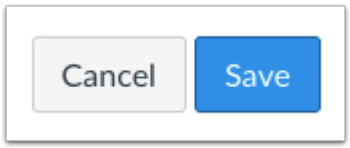
Type or copy/paste the YouTube URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Add alt text for the video in the **Alt text for inline preview** field [2]. If you do not want to include the embedded video, click the **Disable inline previews for this link** checkbox [3]. When you are ready to insert the video link into the Rich Content Editor, click the **Insert Link** button [4].

Verify Link



Verify the link. You may see the link flash yellow the moment it is inserted and then turn blue, indicating it is a link.

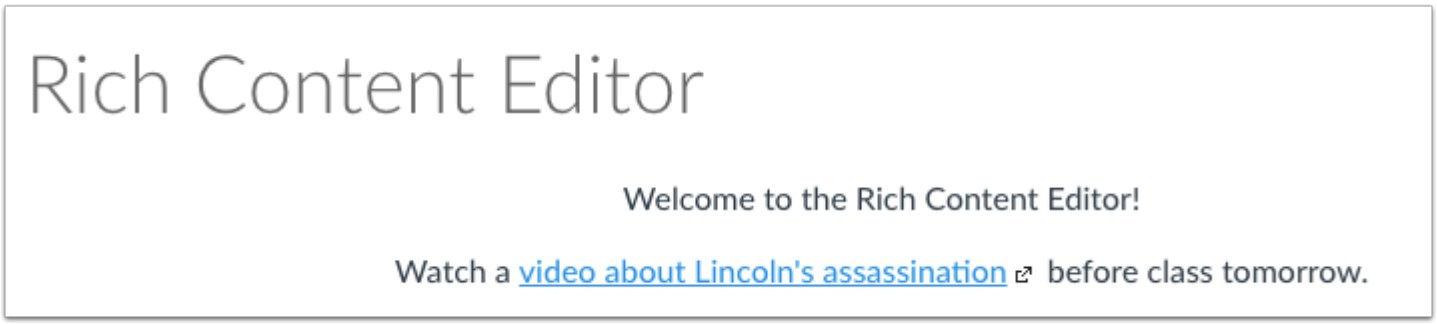
Save Changes



Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

View Video



You can view the YouTube video by clicking on the link, which will open in a new browser window.

How do I embed iFrame videos using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

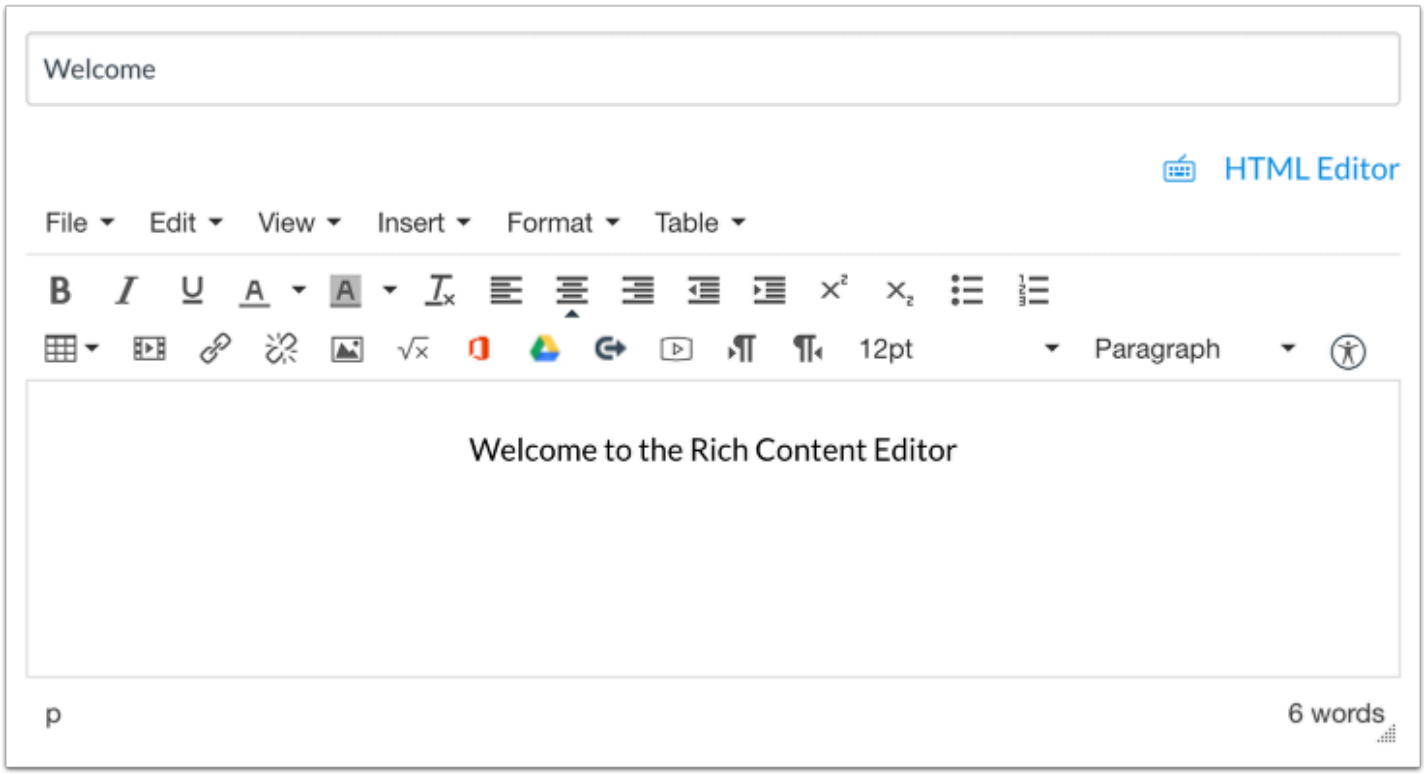
You can embed iFrame videos in the Rich Content Editor using an external video's direct URL link.

You can also use the HTML embed code in the media player. To locate the embed code, locate the video element that displays the HTML code for the video. Embed codes are commonly found in the video's sharing options.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

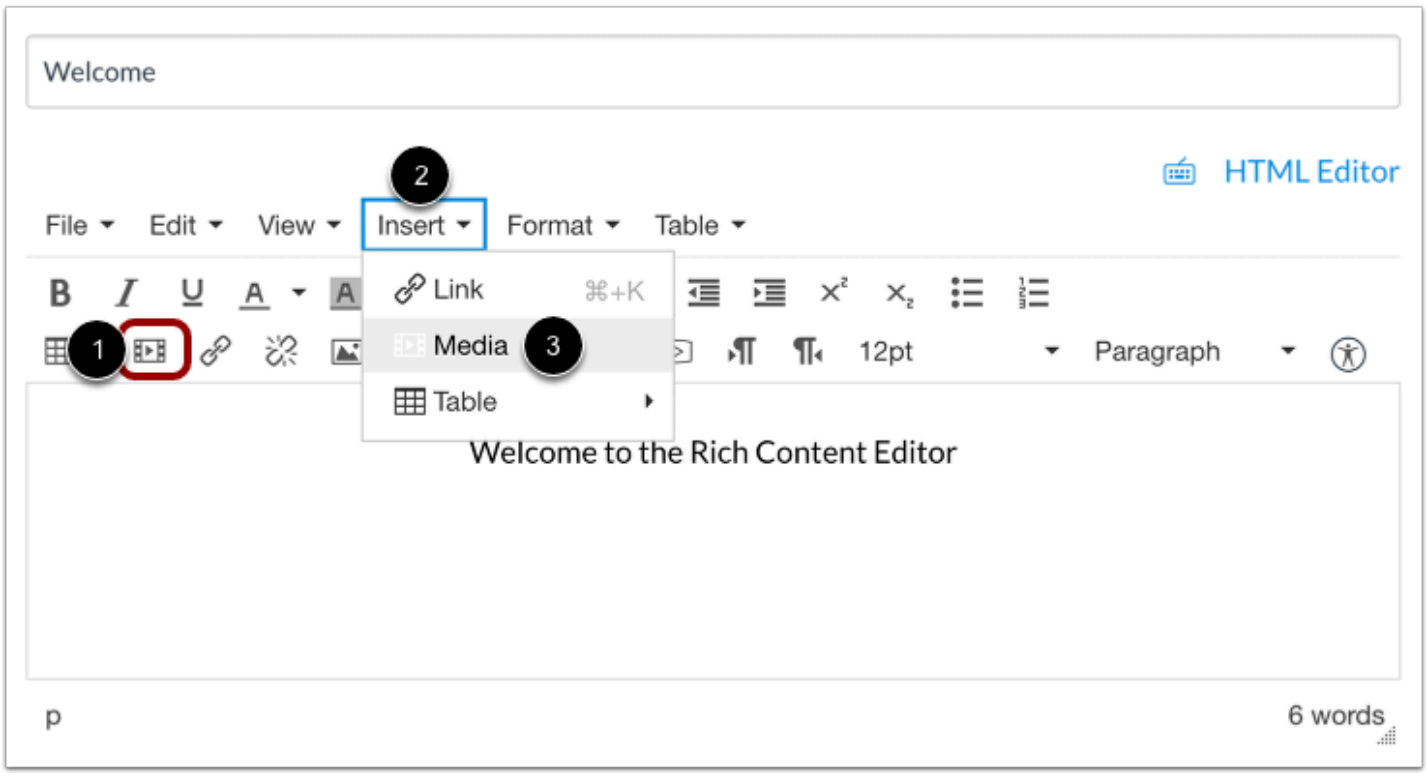
Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features that support the Editor.

Open Insert Media Tool

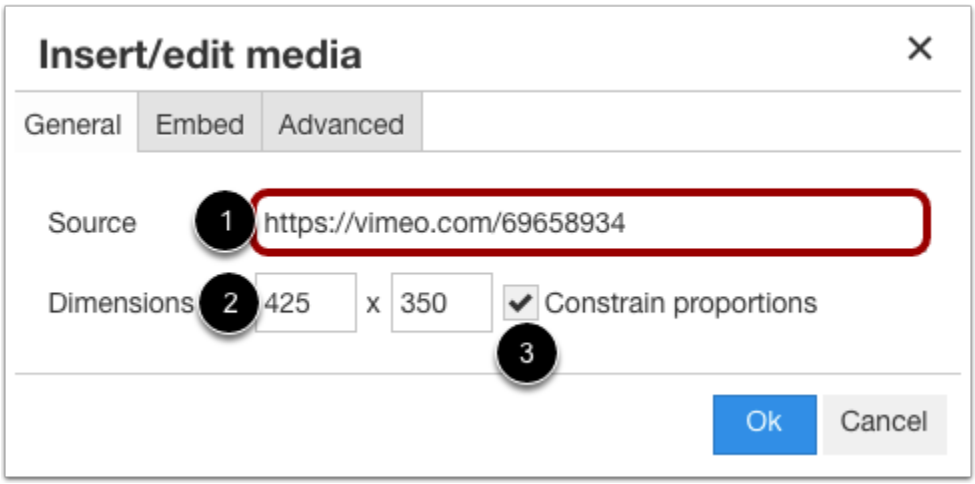


Click the **Insert/edit Media** icon [1].

You can also insert media using the Rich Content Editor menu. Press the Alt+F9 (Windows) or Option+F9 (Mac) keys on your keyboard to open the Rich Content Editor menu. Then click the **Insert** menu [2] and select the **Media** option [3].

Note: Media will be inserted at the location of your cursor in the Rich Content Editor.

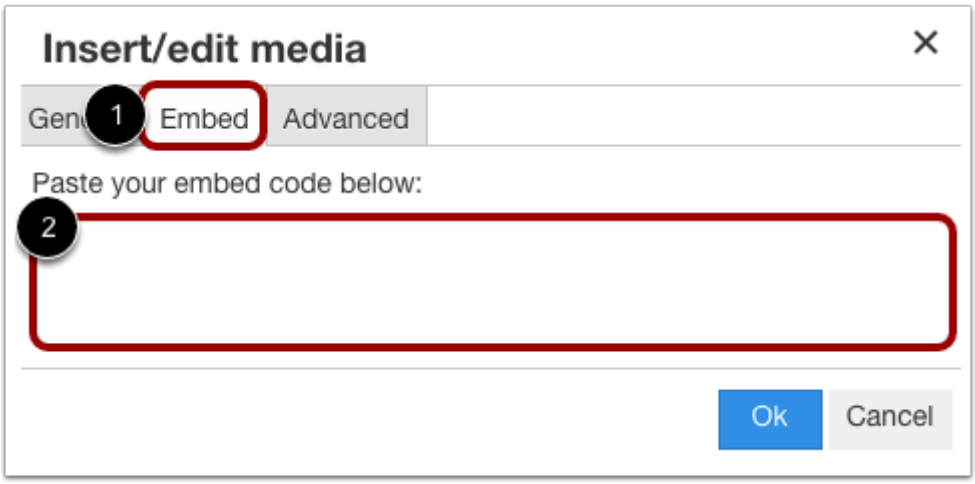
Insert Using Source URL



By default, the media window displays the General tab.

To embed the video using a URL, paste the URL in the **Source** field [1]. The video's dimensions will automatically populate the **Dimensions** fields [2]. You can also resize the video using the Dimensions fields. To maintain height and width proportions when resizing the video, click the **Constrain proportions** checkbox [3].

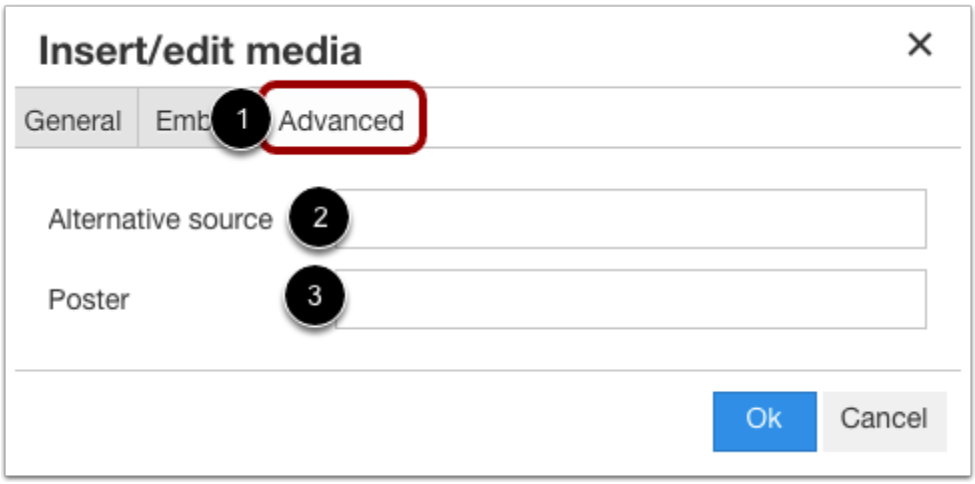
Insert Using Embed Code



To embed the video using an embed code, click the **Embed** tab [1] and paste the code in the text field [2].

When you insert a video with an embed code, the General tab Source and Dimension fields automatically update with information according to the embed code content.

Insert Using Advanced Options



In case a browser doesn't support source video encoding, you can use advanced options to embed your video. Click the Advanced tab [1].

To specify an alternative source for the video, enter the URL in the **Alternative source** field [2]. Alternative source URLs specify alternative video encoding if a browser doesn't support the initially offered encoding.

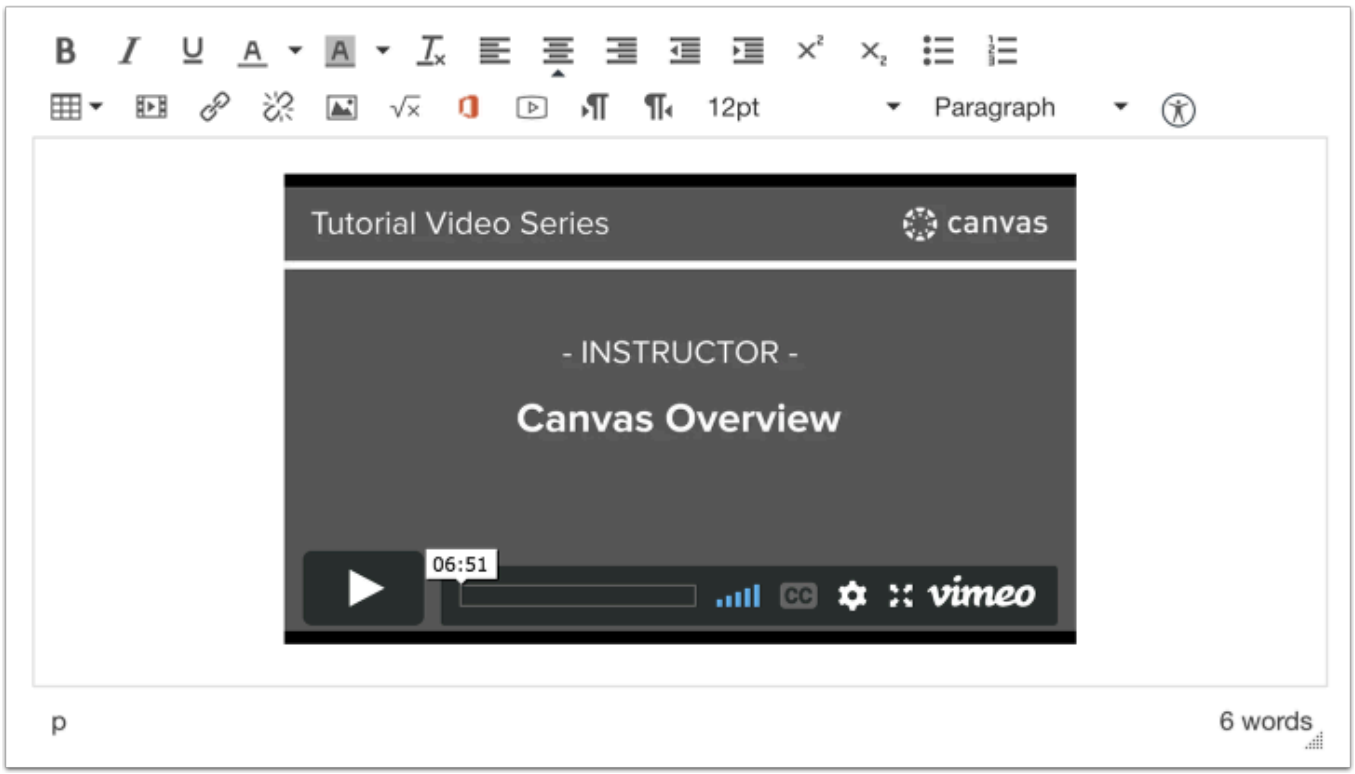
To specify a thumbnail image for the video, enter the image URL in the **Poster** field [3]. If the Poster field is blank, the first frame of the source video will be used as the poster image.

Note: Links from common providers (like YouTube and Vimeo) often link to custom media players and will not recognize any content added to the alternative source and poster options.

Embed Media

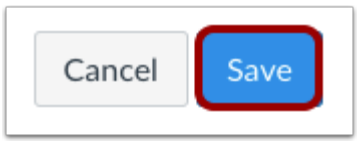
To close the media tool and embed your video, click the **Ok** button.

Preview Video



Preview your video in the Rich Content Editor.

Save Changes



To save changes to your course content, click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

How do I record a video using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

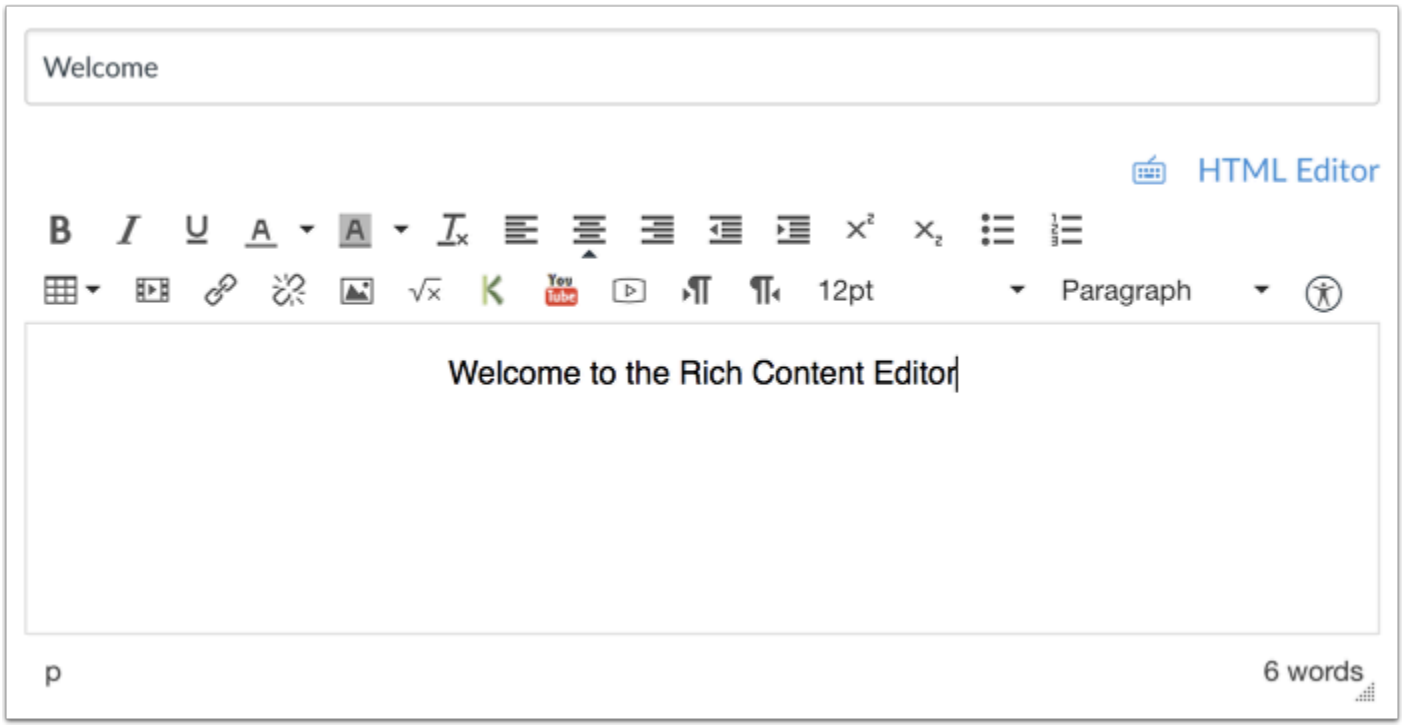
You can use the Rich Content Editor to record a video. You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Note: HTML5 video recording only applies to Chrome and Firefox. If you are using Safari, you must use Flash video recording.

Open Rich Content Editor

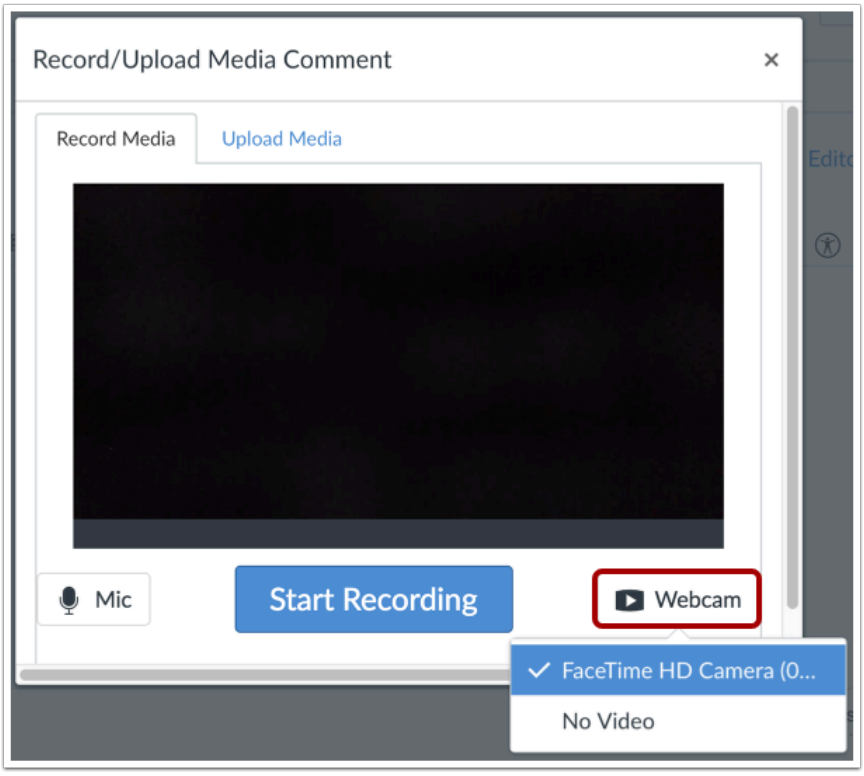


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

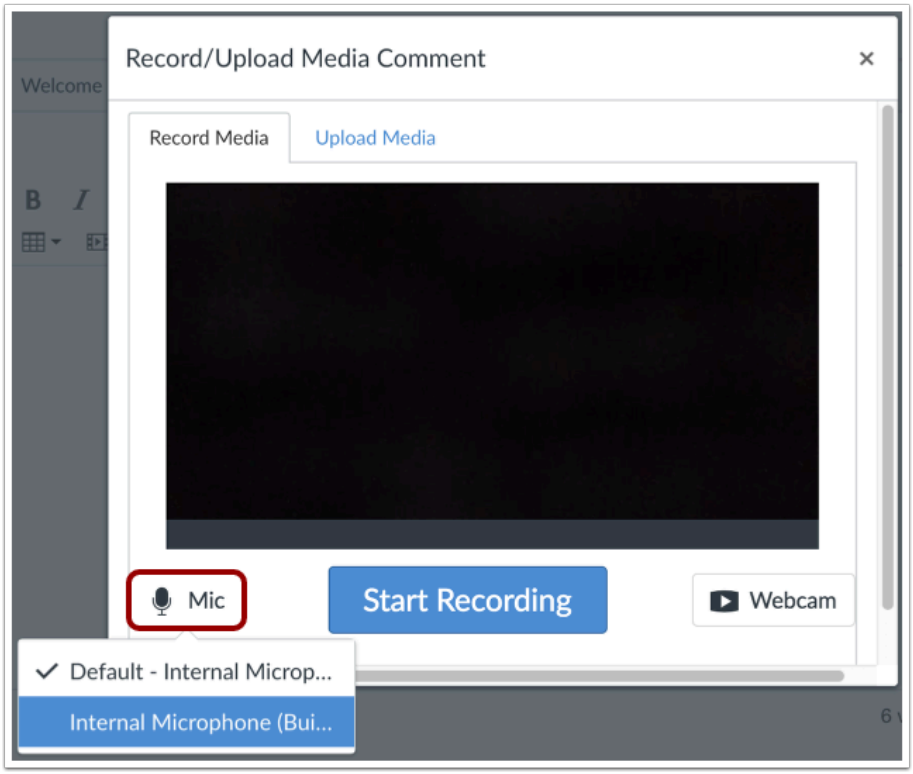
Click the **Media** icon.

Select Video Recording Option



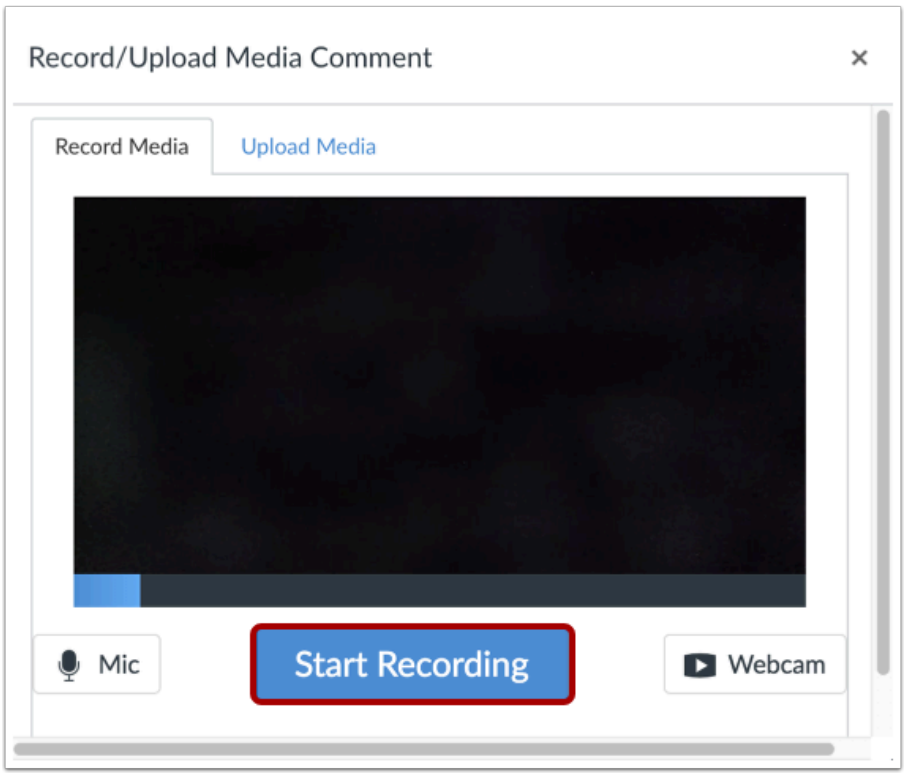
If your computer has a webcam, Canvas will select your default camera automatically. However, if you have multiple webcams, you can select your webcam by clicking the **Webcam** button.

Select Audio Option



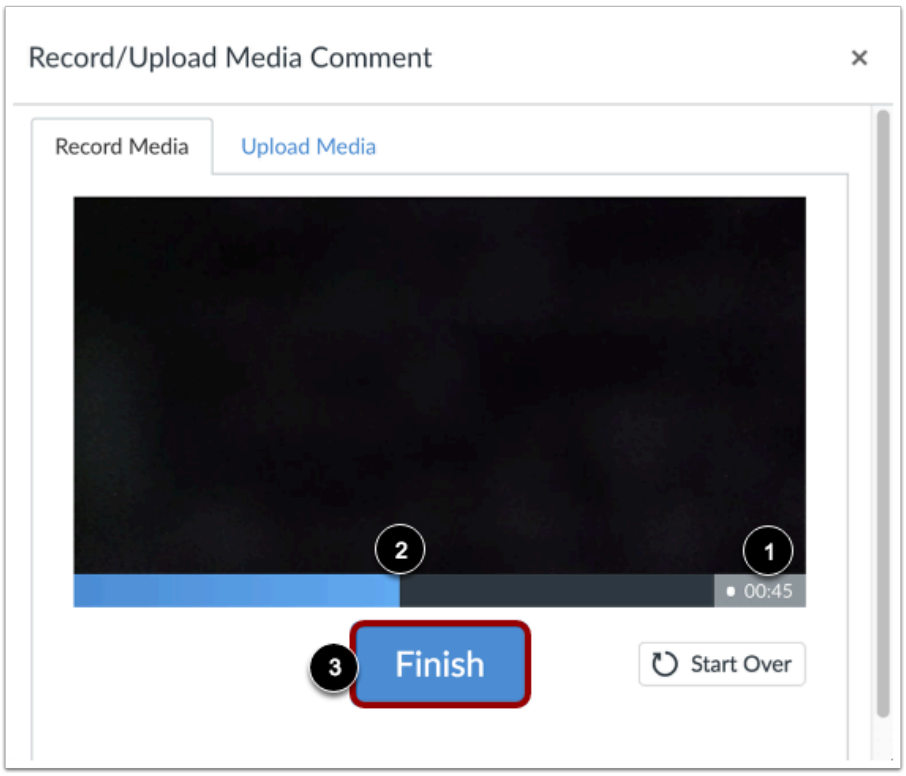
Canvas will also select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the **Mic** button.

Start Recording



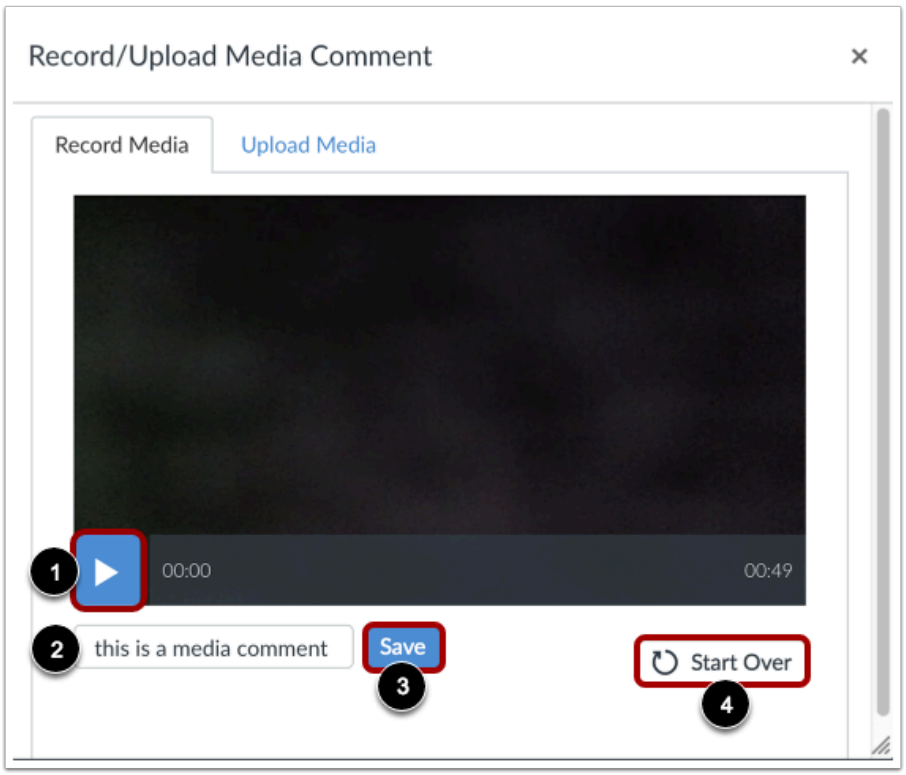
To begin recording video, click the **Start Recording** button.

Stop Recording



The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the **Finish** button [3].

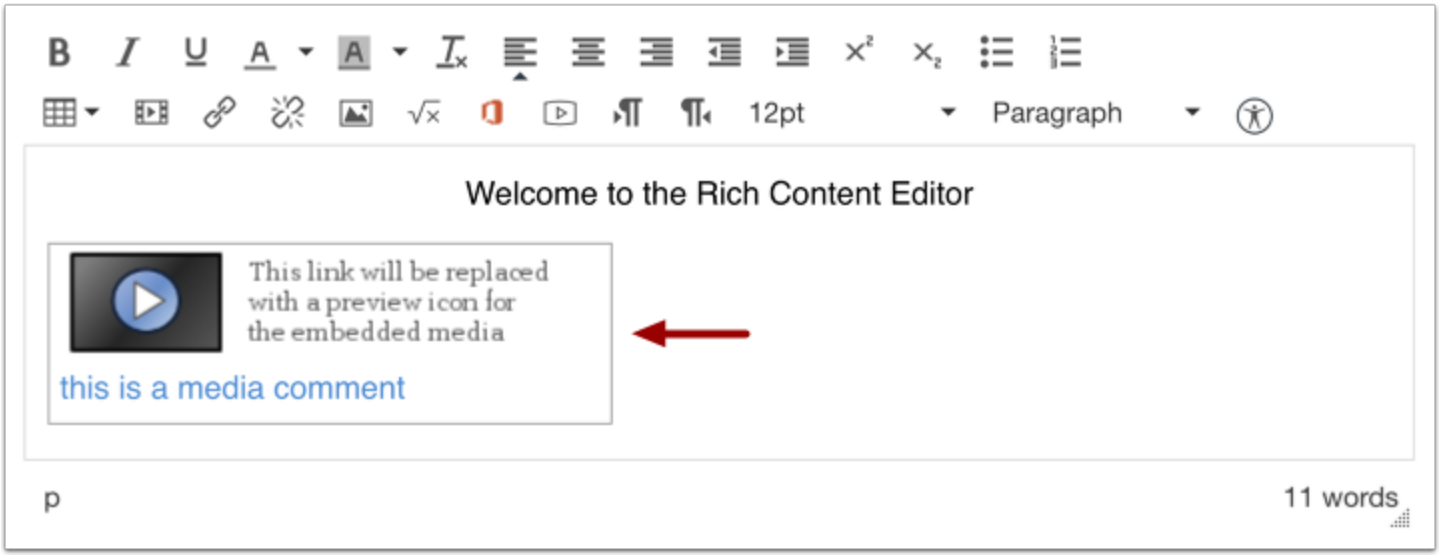
Review Recording



To review your video, click the **Play** button [1]. To save your video, click the text field [2], enter a title for your video, then click the **Save** button [3]. To re-record your video, click the **Start Over** button [4].

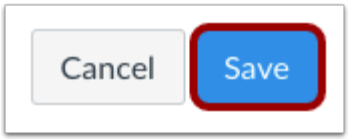
Note: Long videos may take some time to save. Please do not leave the page until your video has saved.

View Video



View your video automatically inserted into the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.

How do I record a video using Flash in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

If you are using Chrome or Firefox, you can record a video using HTML5. However, if you are using Internet Explorer 11 or Safari, you must use Flash to record a video in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

You may need to Enable Flash in Internet Explorer 11 or Enable Flash in Safari before recording video. You will also need to use the current versions of your web browser and Flash.

You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

If you are unable to record video comments with your webcam, there are several troubleshooting steps you can try.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

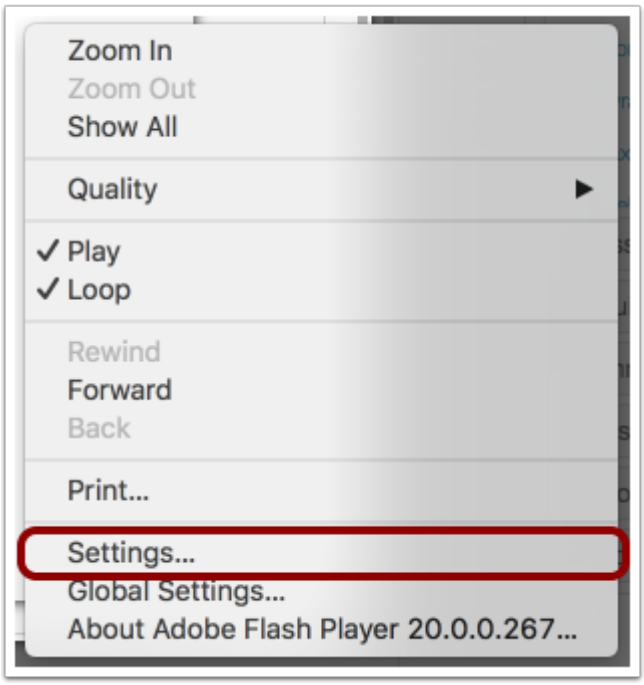
Open Media Comment Tool

To open the Media Comment Tool, click the **Video Clip** icon.

Allow Adobe Flash Player Access

To give the Adobe Flash Player access to your computer's camera and microphone, click **Allow.**

Select Settings



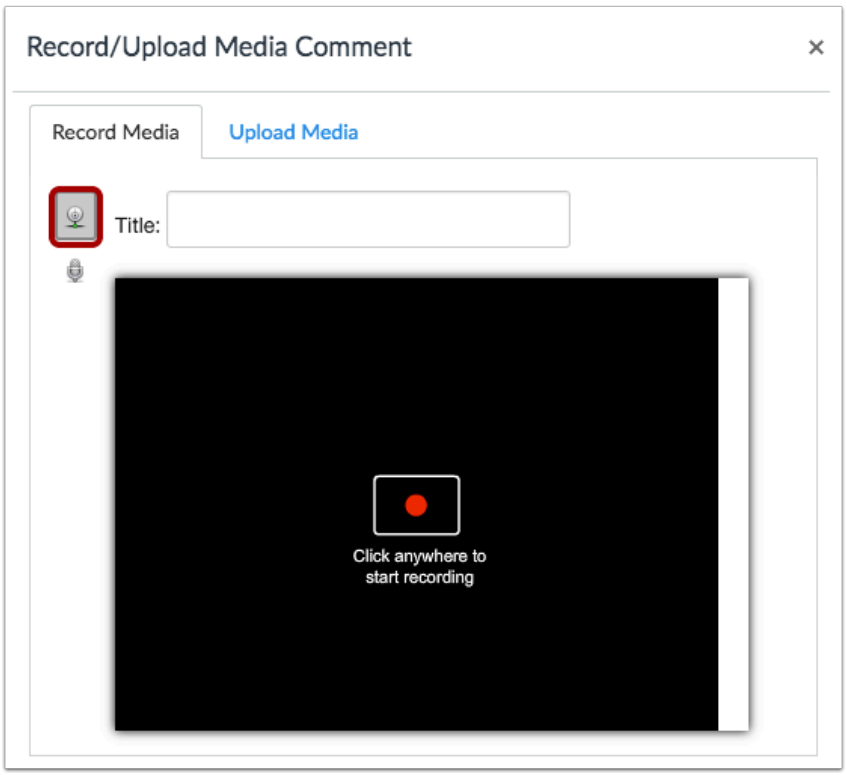
You can open the Settings for the Flash Player to select specific options for your video recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.

Modify Settings

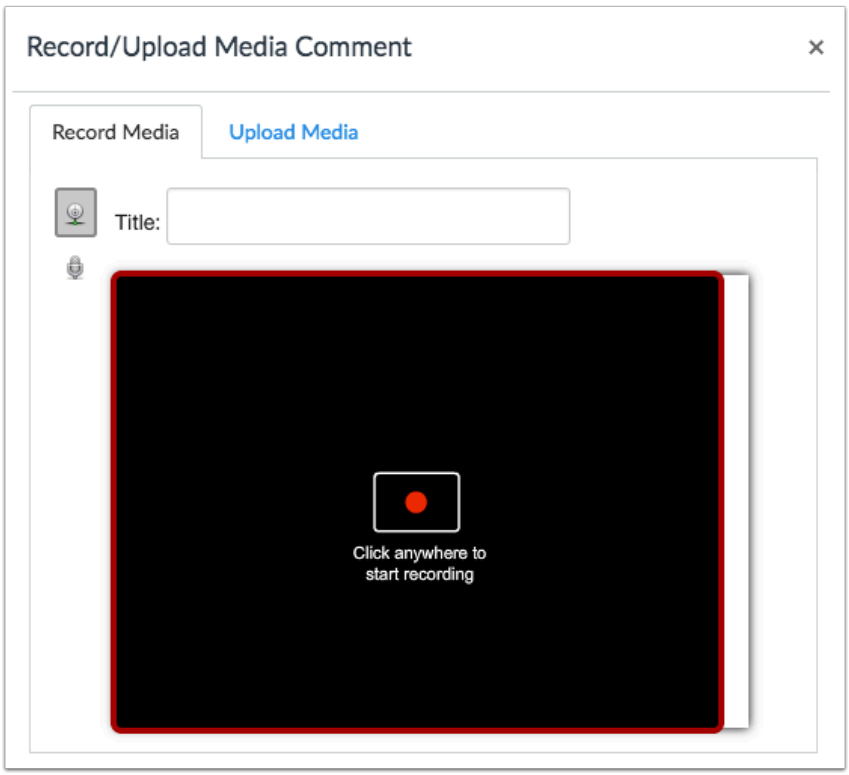
You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] or camera [4] using the drop-down menu if your computer contains more than one option.

Select Video Recording Option



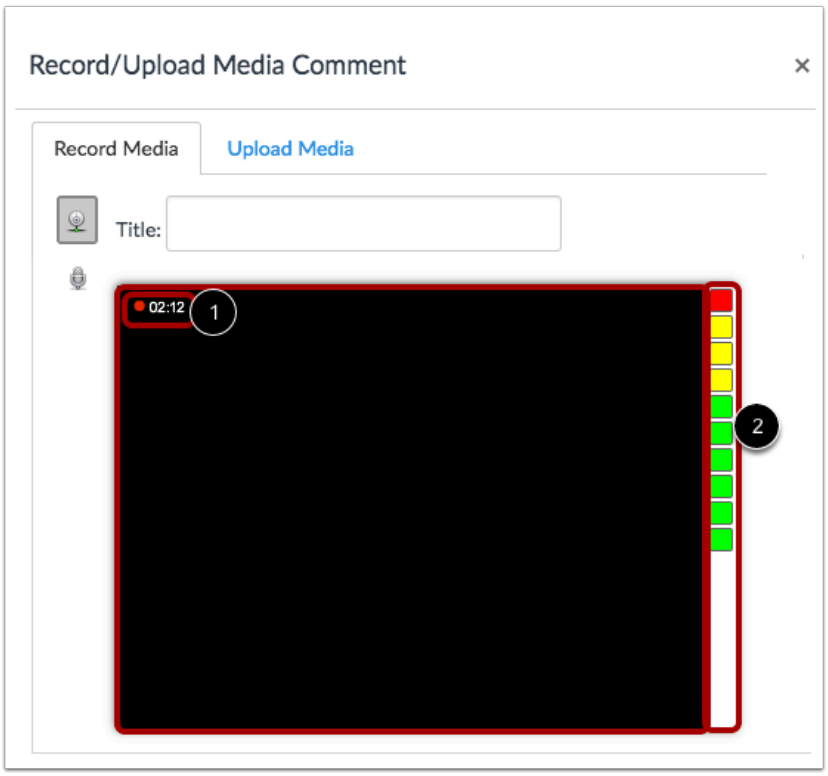
To begin recording video, click the **Webcam** icon.

Start Recording



Click to start recording a video file.

Stop Recording

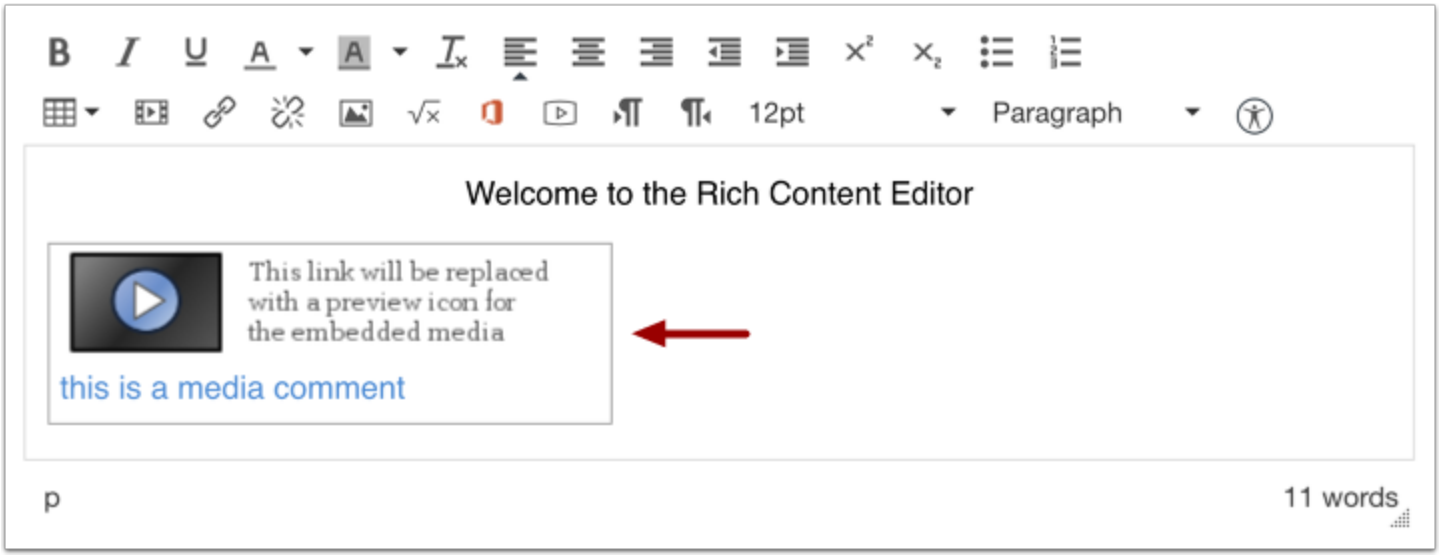


The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

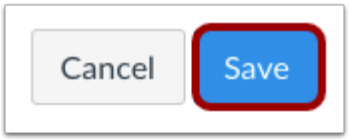
Your recording will begin to playback automatically. To save your video, click the **Save** button [1]. To re-record your video message, click the **Record** button [2].

View Video



Your video will be automatically inserted into the Rich Content Editor.

Save Changes



To save any changes made in the Rich Content Editor, click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

How do I upload a video using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to upload a video. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas allows you to upload supported media types.

Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

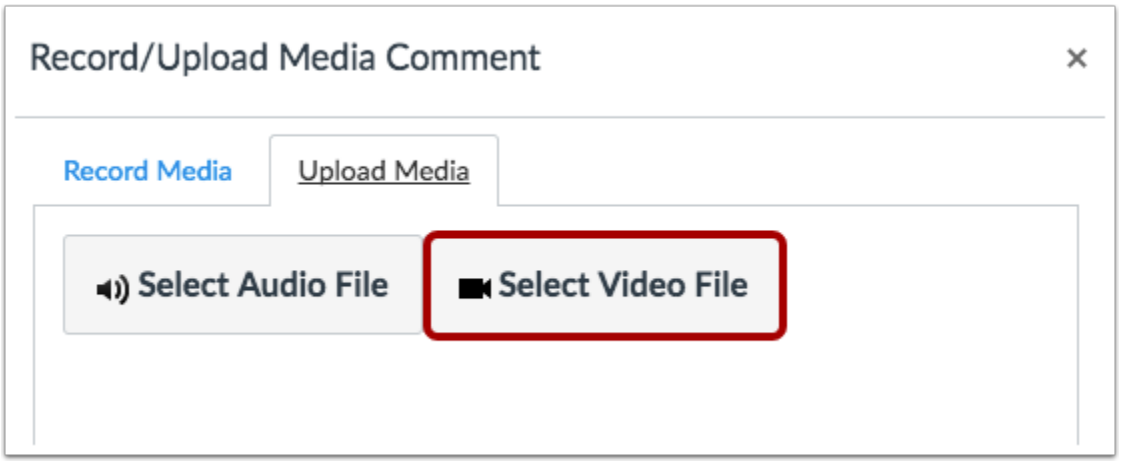
Open Media Comment Tool

Click the **Media** icon.

Upload Media

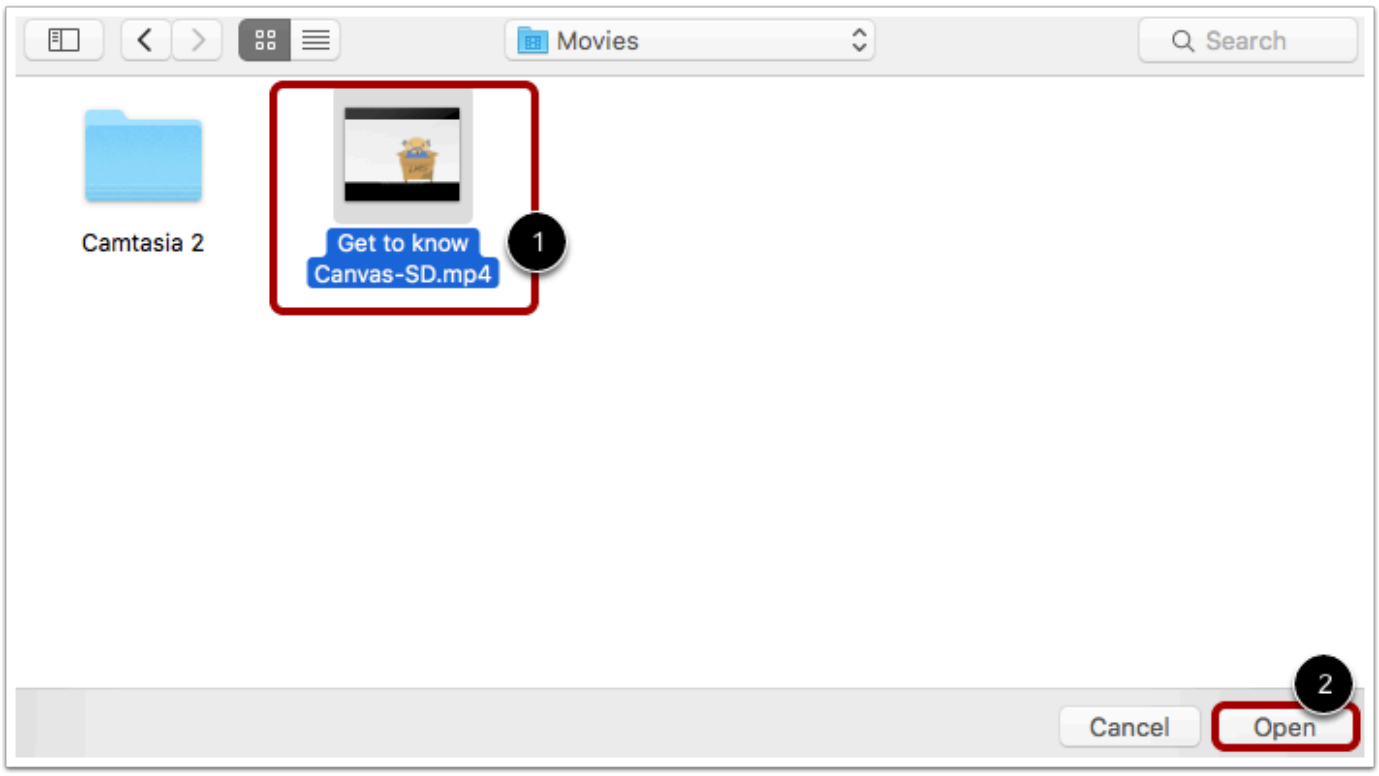
Click the **Upload Media** tab.

Select Video File



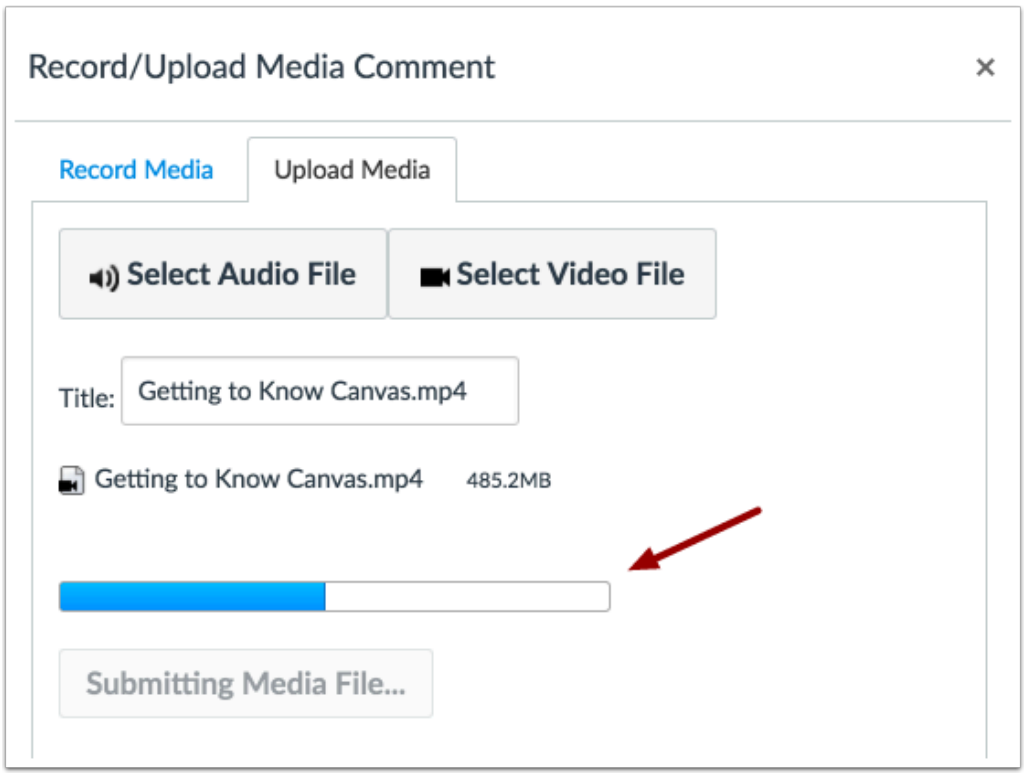
Choose the **Select Video File** button.

Open Video File



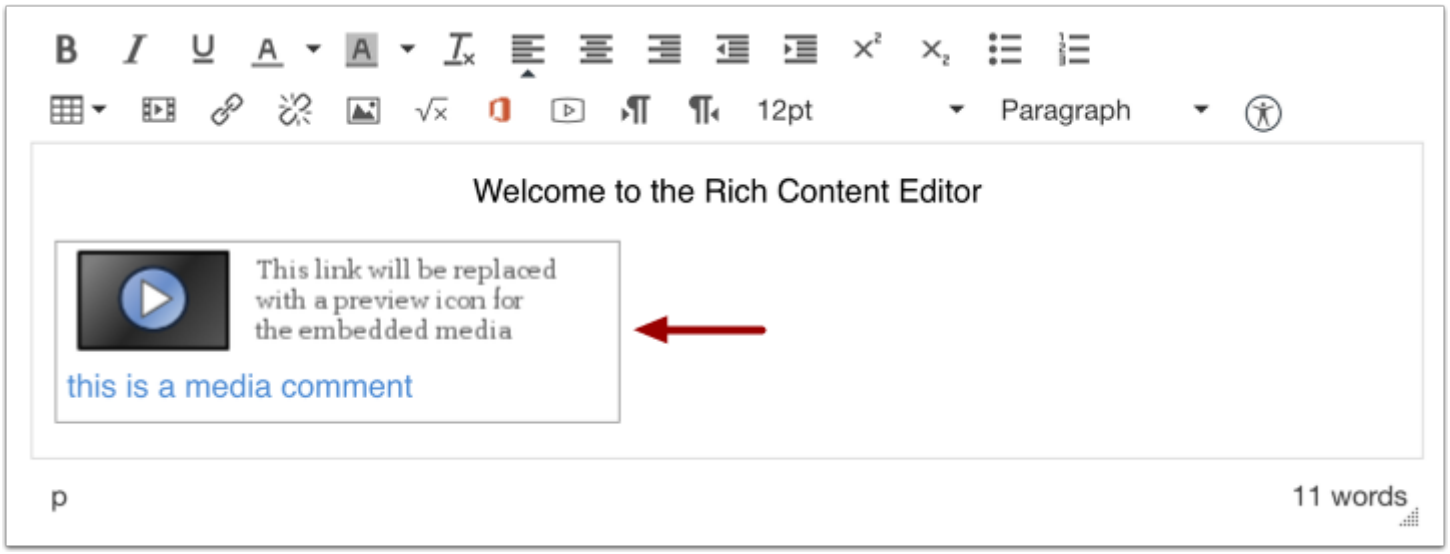
Select the video you want to upload [1]. Click the **Open** button [2].

Upload Video File



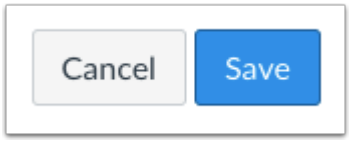
The status bar will show you the progress of your video upload. The speed of your upload will depend on your internet connection and the size of your video. Wait for your media to upload. Once the progress bar is full this window will automatically close.

View Uploaded Video



View your video automatically inserted into the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.

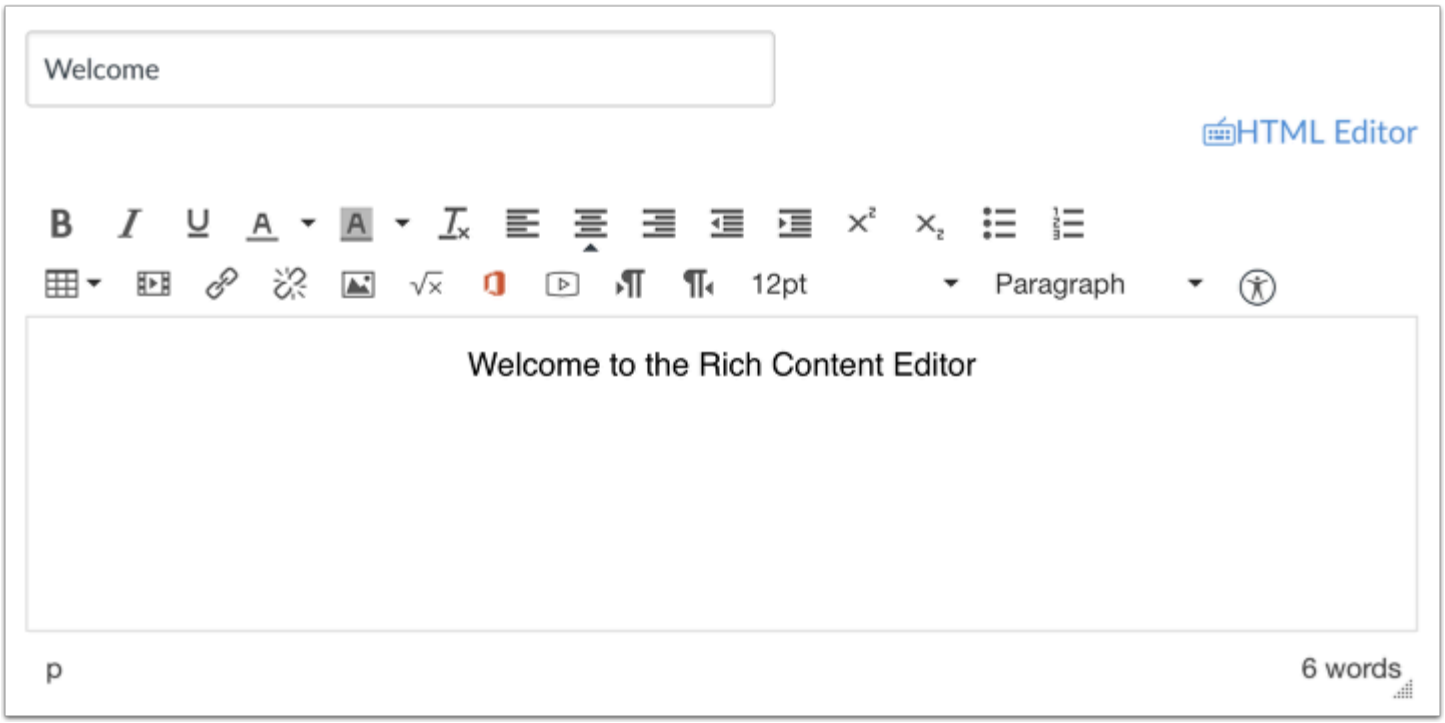
How do I record audio using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to record audio. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Note: HTML5 audio recording only applies to Chrome and Firefox. If you are using Internet Explorer or Safari, you must use Flash audio recording.

Open Rich Content Editor

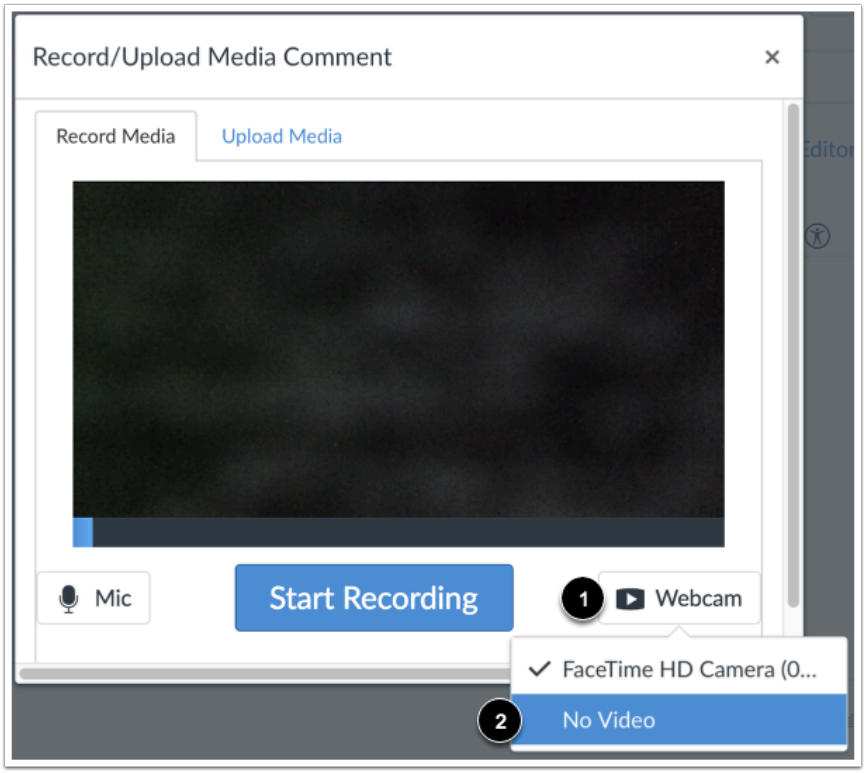


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the **Media** tool.

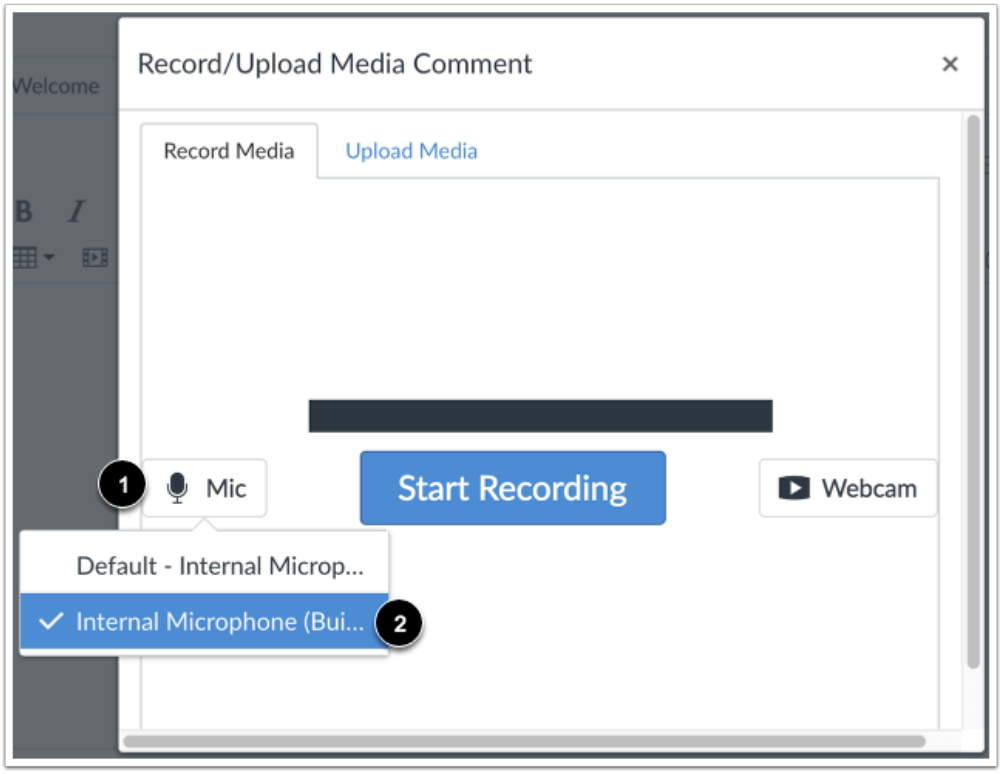
Select Audio Recording Option



To only record audio, click the **Webcam** button [1] and select the **No Video** option [2].

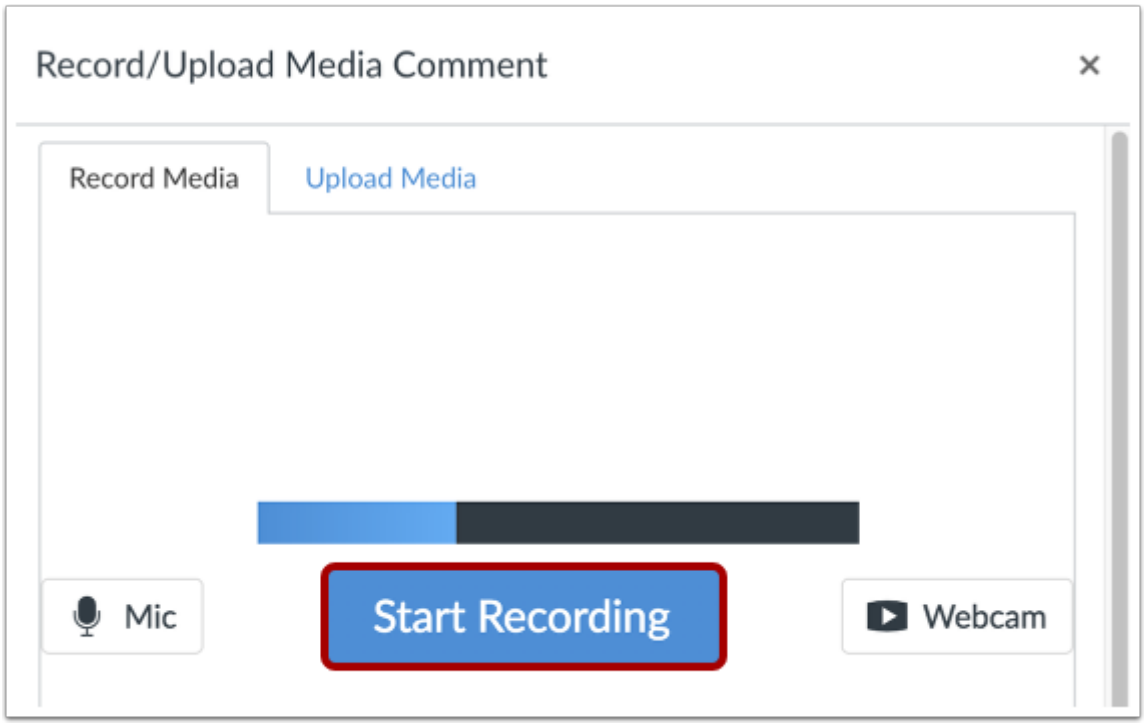
Note: If your computer does not have a webcam, the **No Video** option will be selected automatically.

Select Microphone



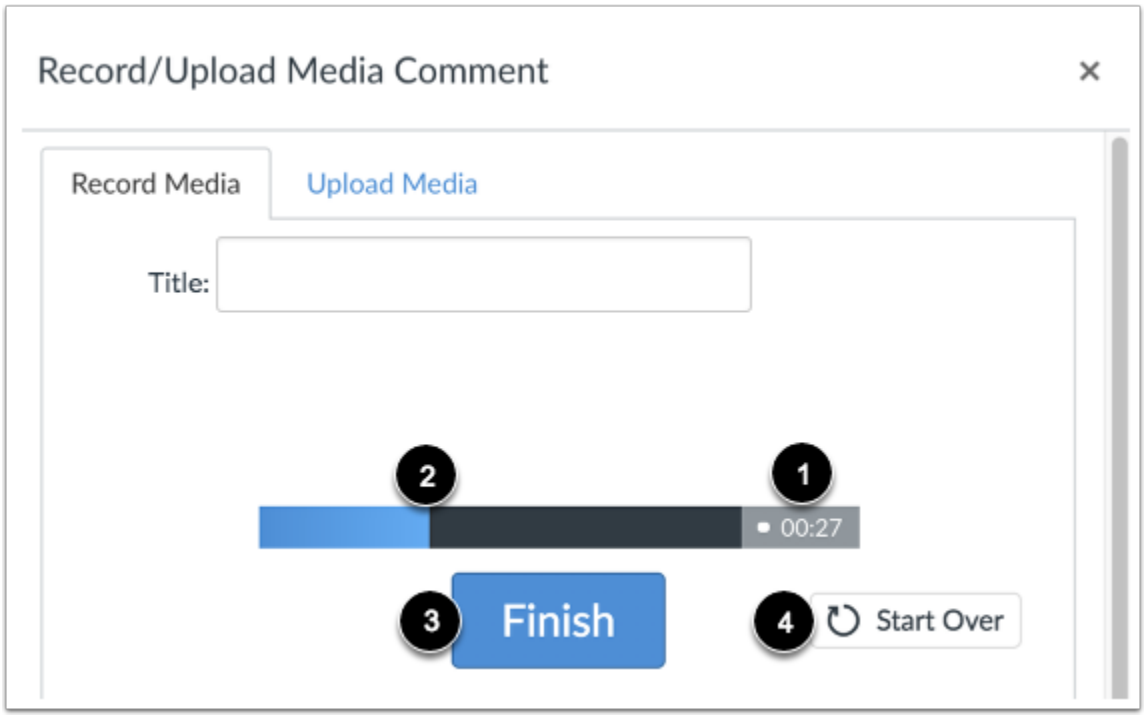
Canvas will select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the **Mic** button.

Start Recording



To begin recording audio, click the **Start Recording** button.

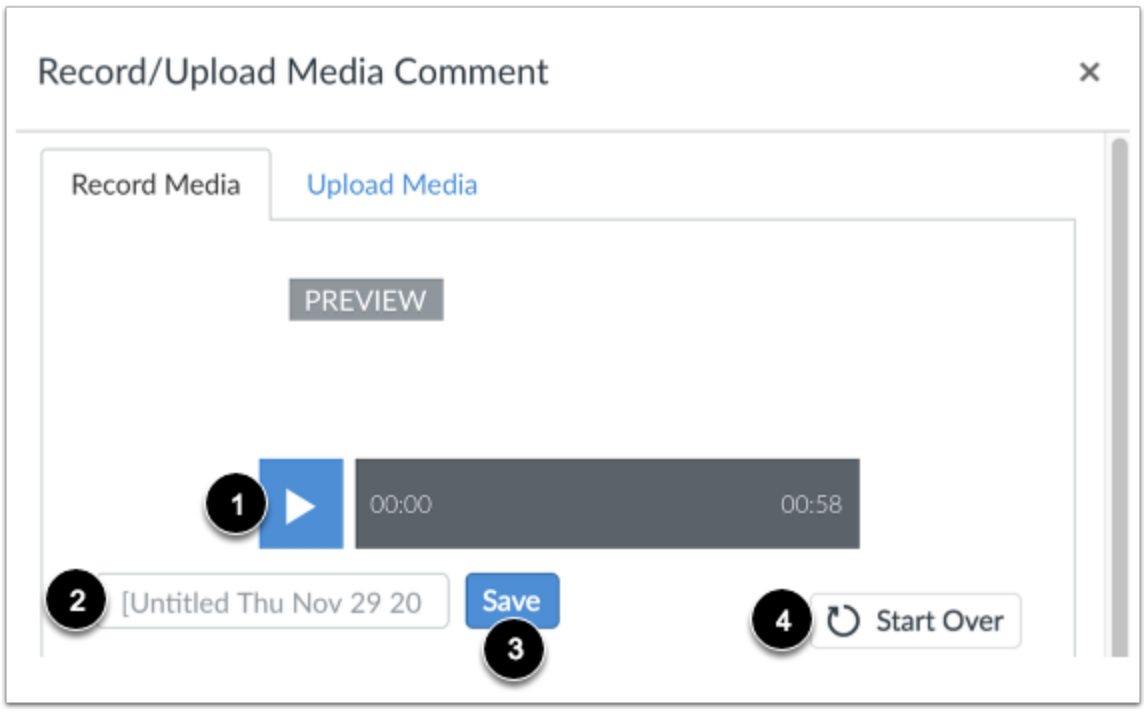
Stop Recording



The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the **Finish** button [3].

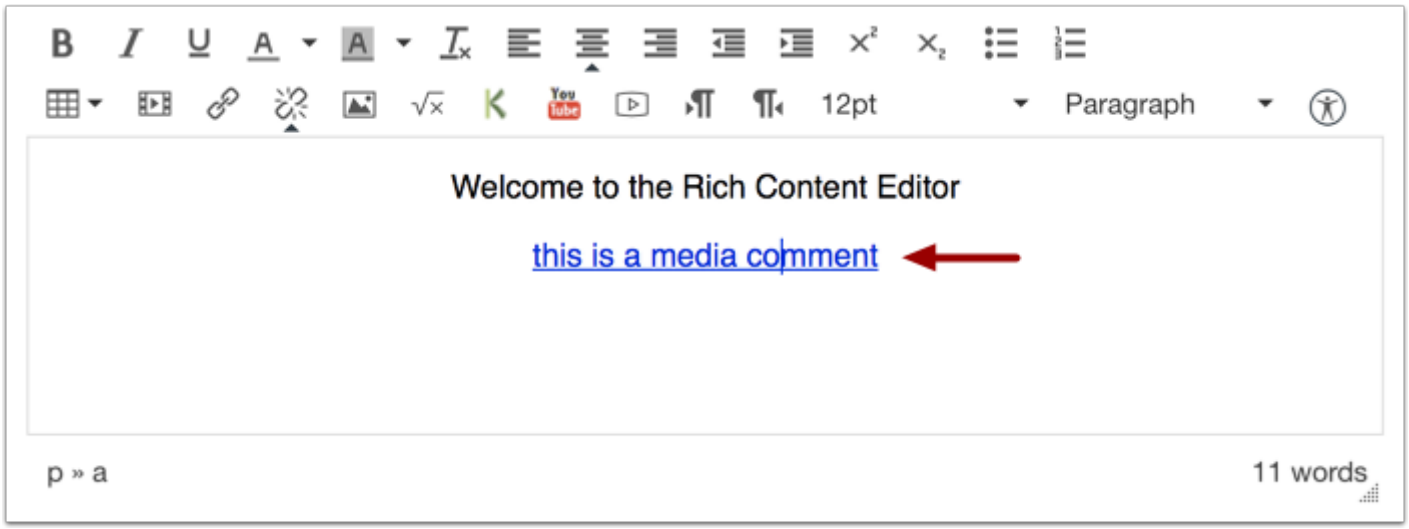
To delete your current recording and start over, click the **Start Over** button [4].

Review Recording



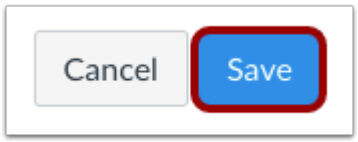
To preview your audio recording, click the **Play** button [1]. To save your audio, click the text field [2], enter a title for your audio, then click the **Save** button [3]. To re-record your audio message, click the **Start Over** button [4].

View Recording



View your audio automatically inserted into the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.

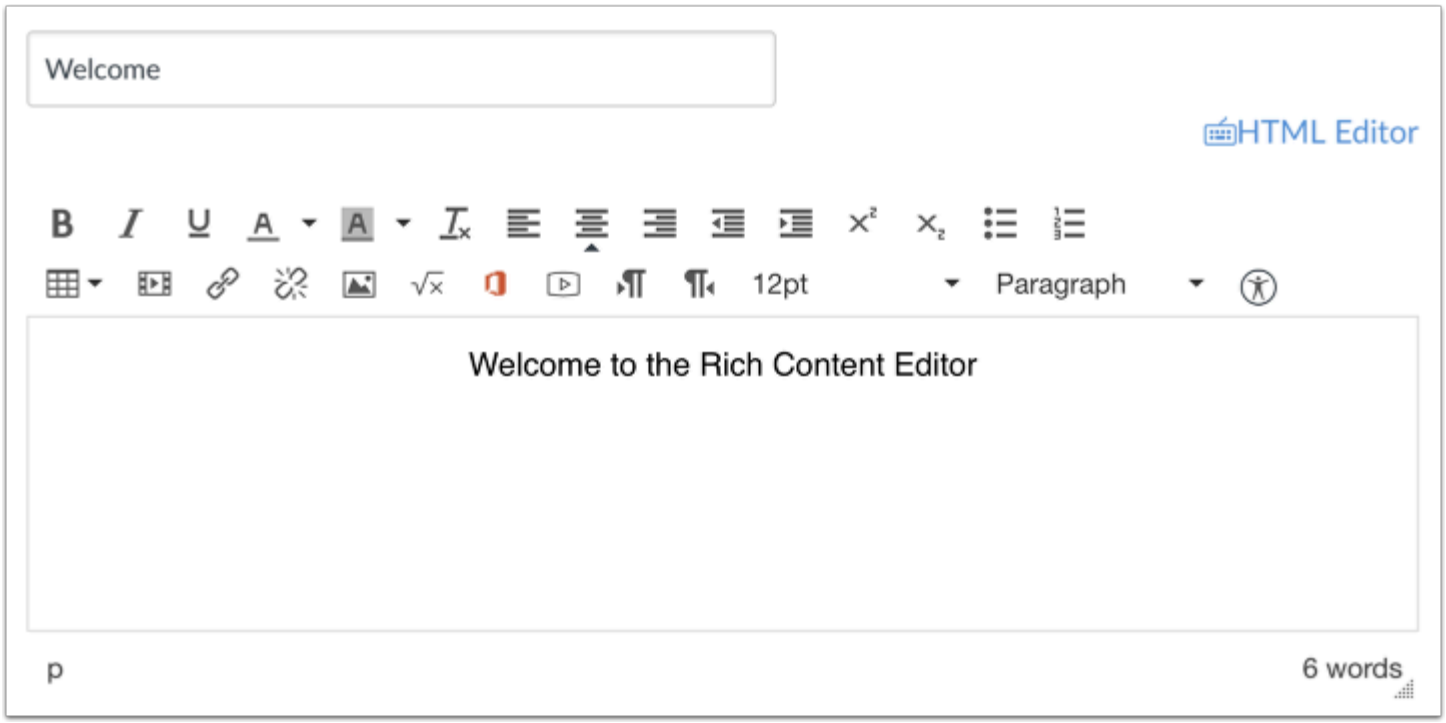
How do I record audio using Flash in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

If you are using Chrome or Firefox, you can record audio using HTML5. However, if you are using Internet Explorer 11 or Safari, you must use Flash to record audio in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

You may need to Enable Flash in Internet Explorer 11 or Enable Flash in Safari before recording video. You will also need to use the current versions of your web browser and Flash.

Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

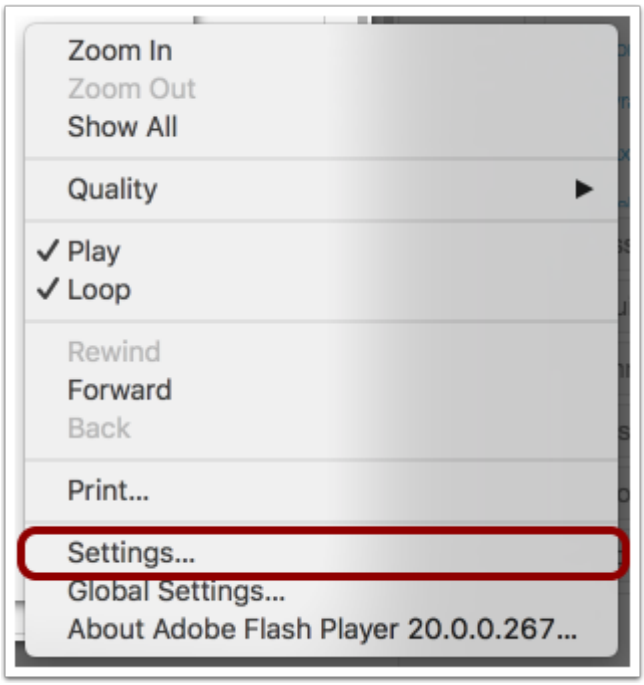
Open Media Comment Tool

Click the **Video Clip** icon to open the Media Comment Tool.

Allow Adobe Flash Player Access

Click **Allow** to give the Adobe Flash Player access to your computer's camera and microphone.

Select Settings



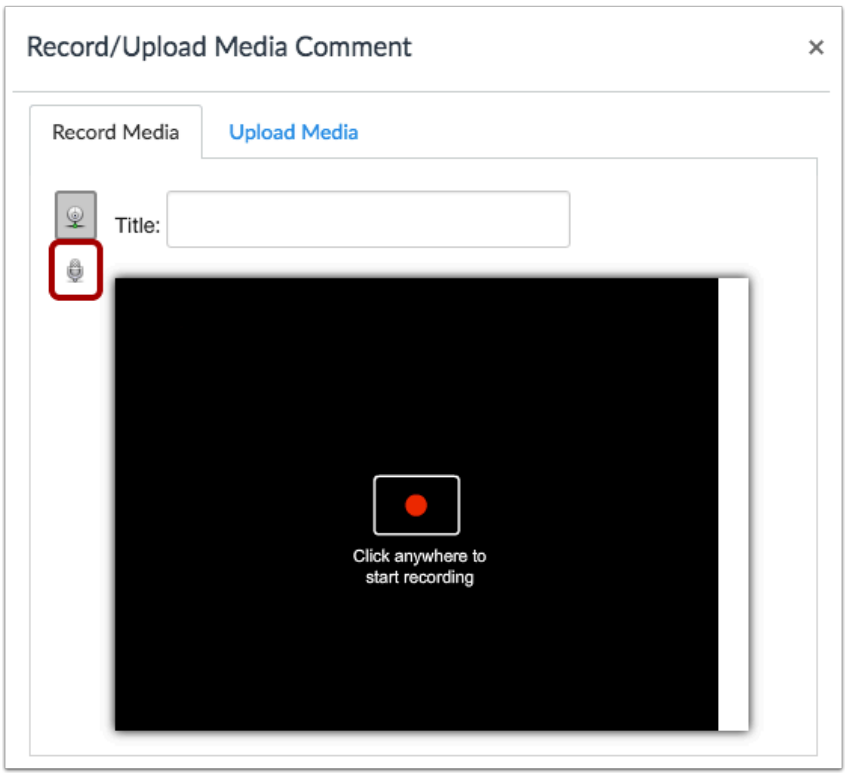
You can open the Settings for the Flash Player to select specific options for your audio recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.

Modify Settings

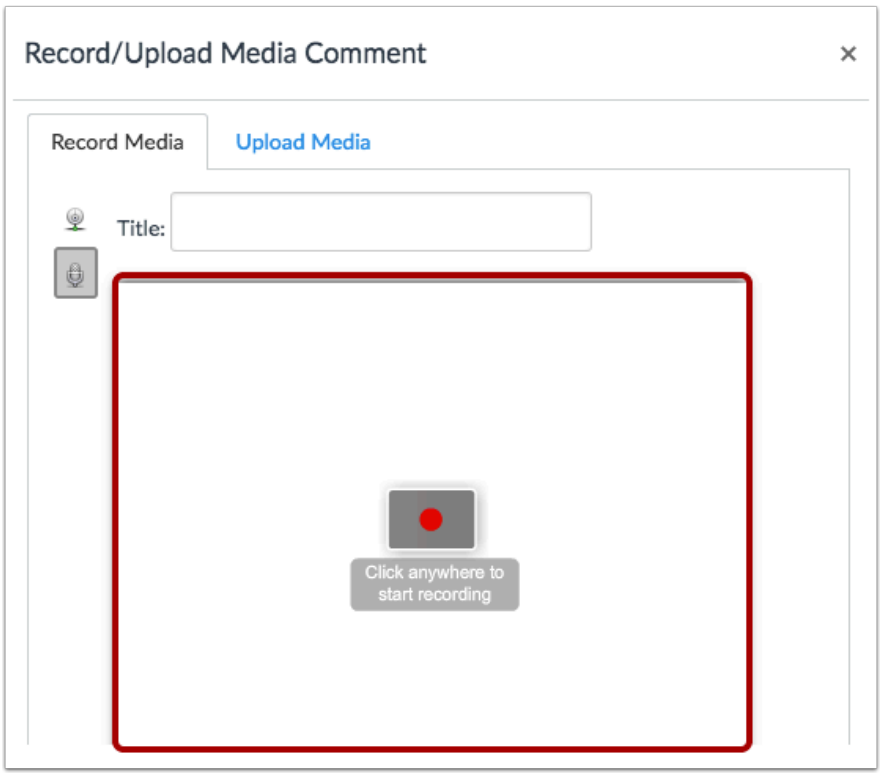
You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone using the drop-down menu if your computer contains more than one option [3].

Select Audio Recording Option



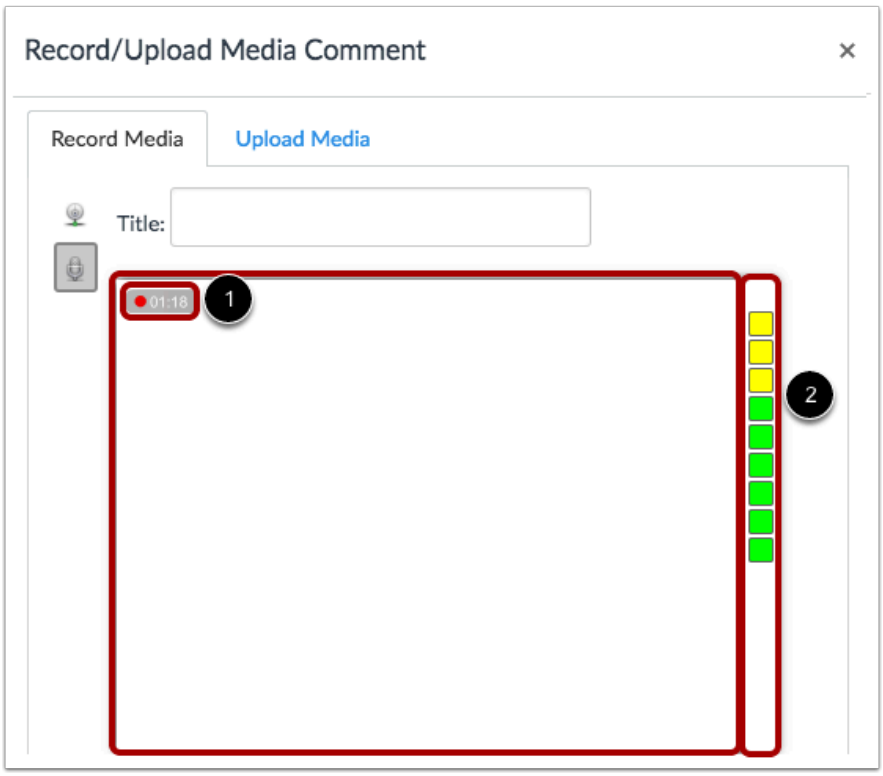
Click the **Microphone** icon.

Start Recording



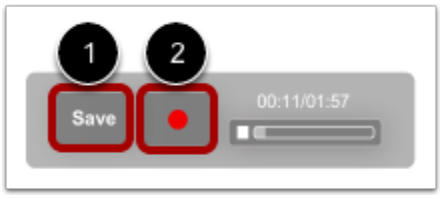
Click to start recording an audio file.

Stop Recording



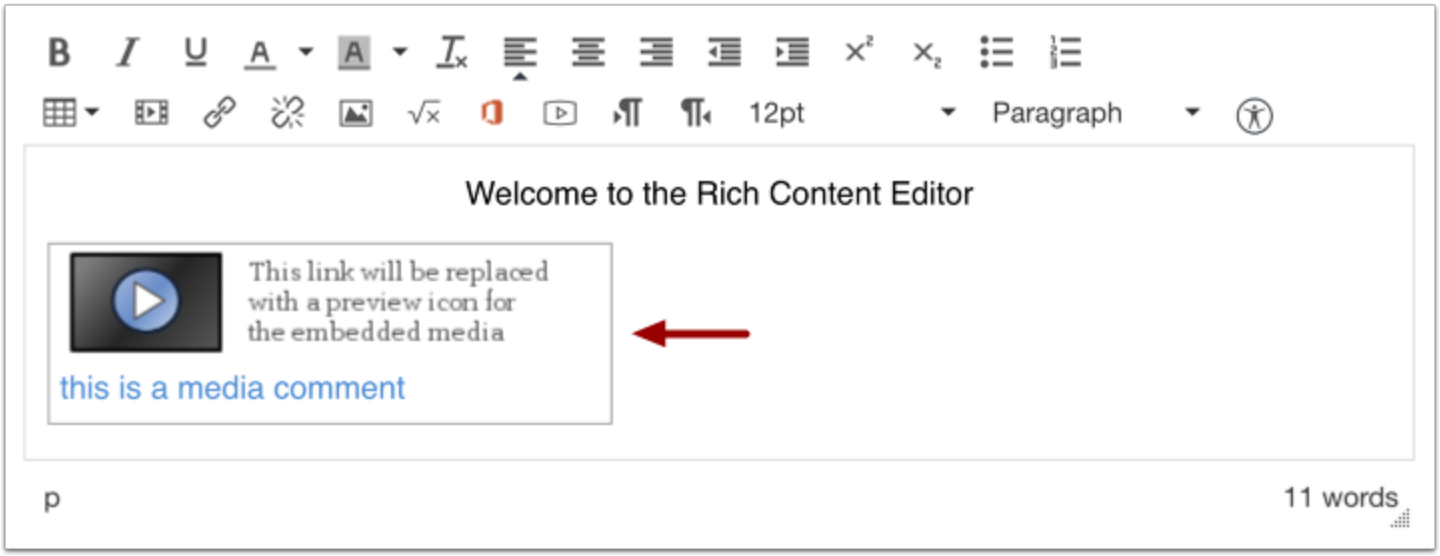
The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording



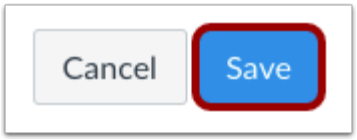
Your recording will begin to playback automatically. To save your audio recording, click the **Save** button [1]. To re-record your audio message, click the **Record** button [2].

View Recording



View your audio recording inserted into the Rich Content Editor.

Save Changes



Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

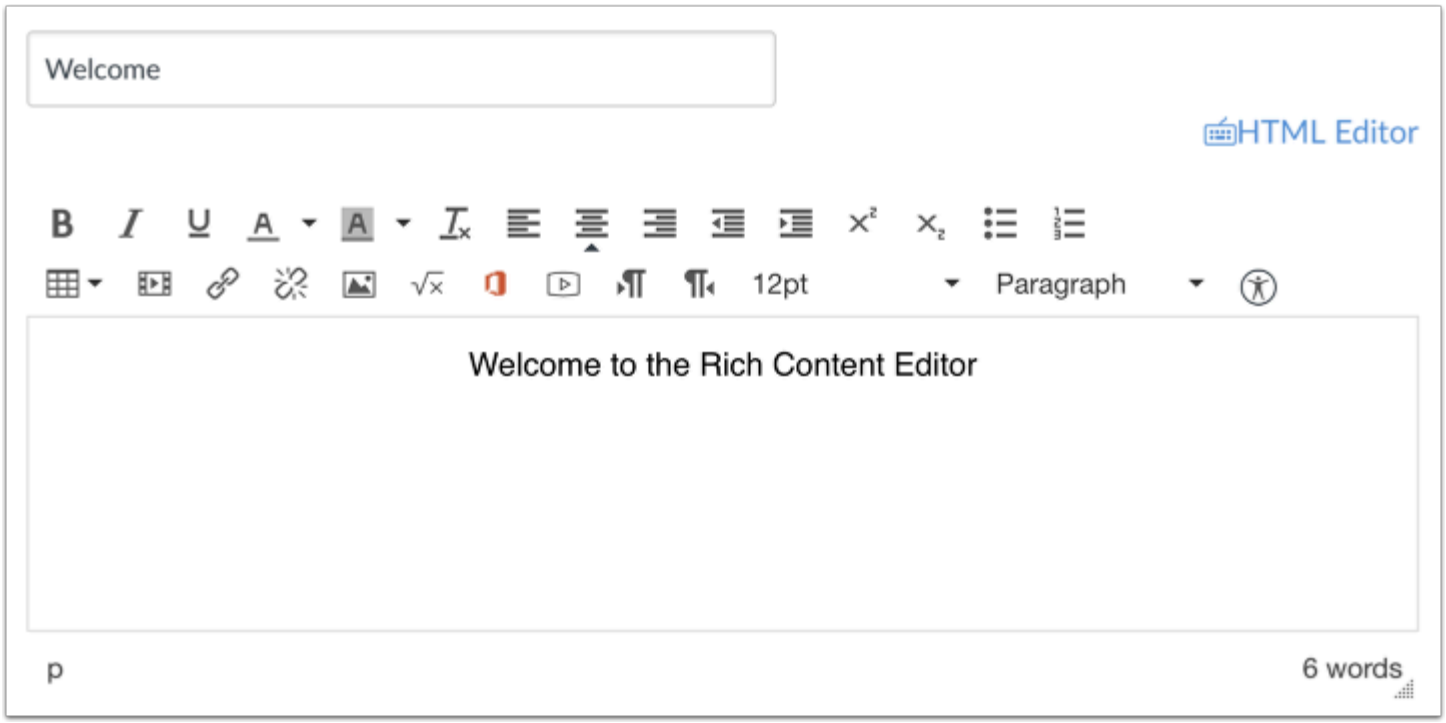
How do I upload an audio file using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to upload an audio file. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

For more information about supported uploaded media types, please see the Canvas Media Files lesson.

Open Rich Content Editor

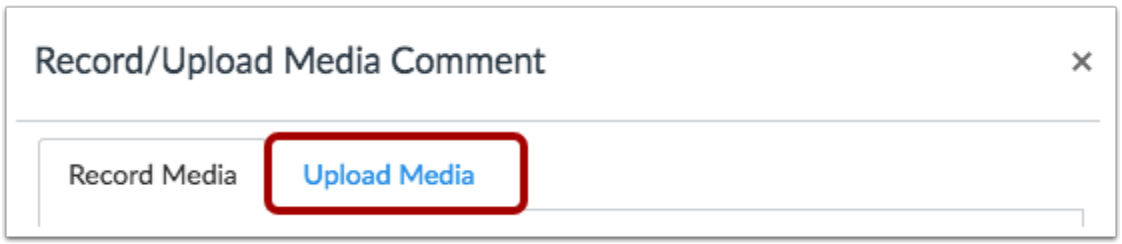


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Uploader

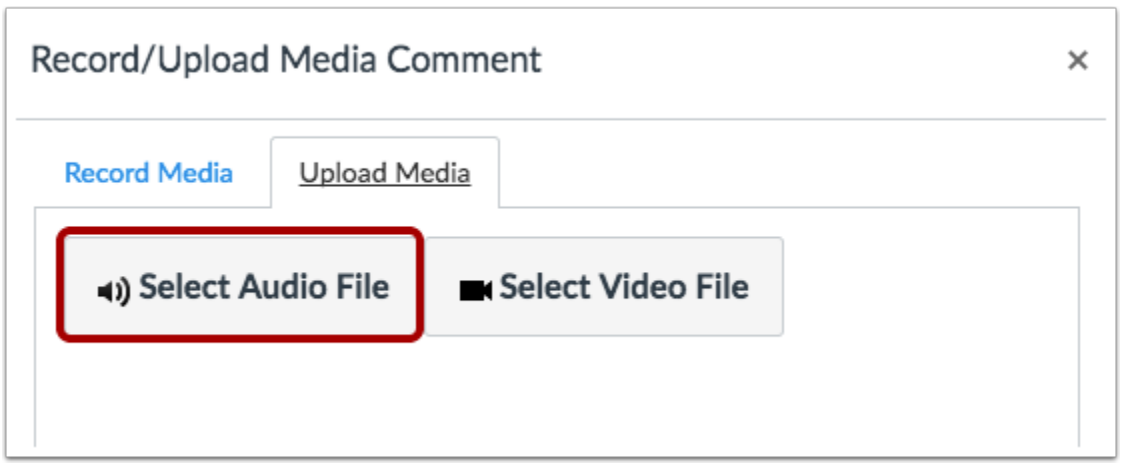
Click the **Media** icon.

Upload Media



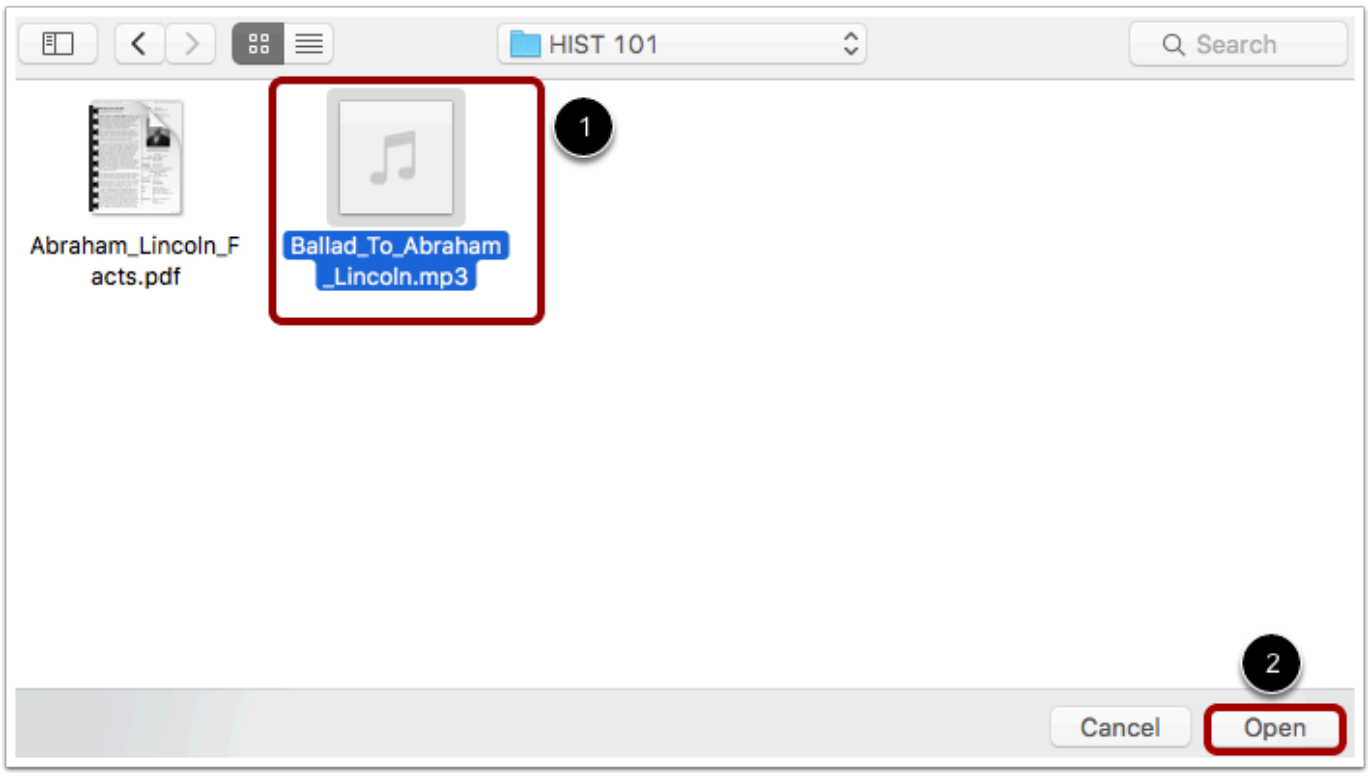
Click the **Upload Media** tab.

Select Audio File



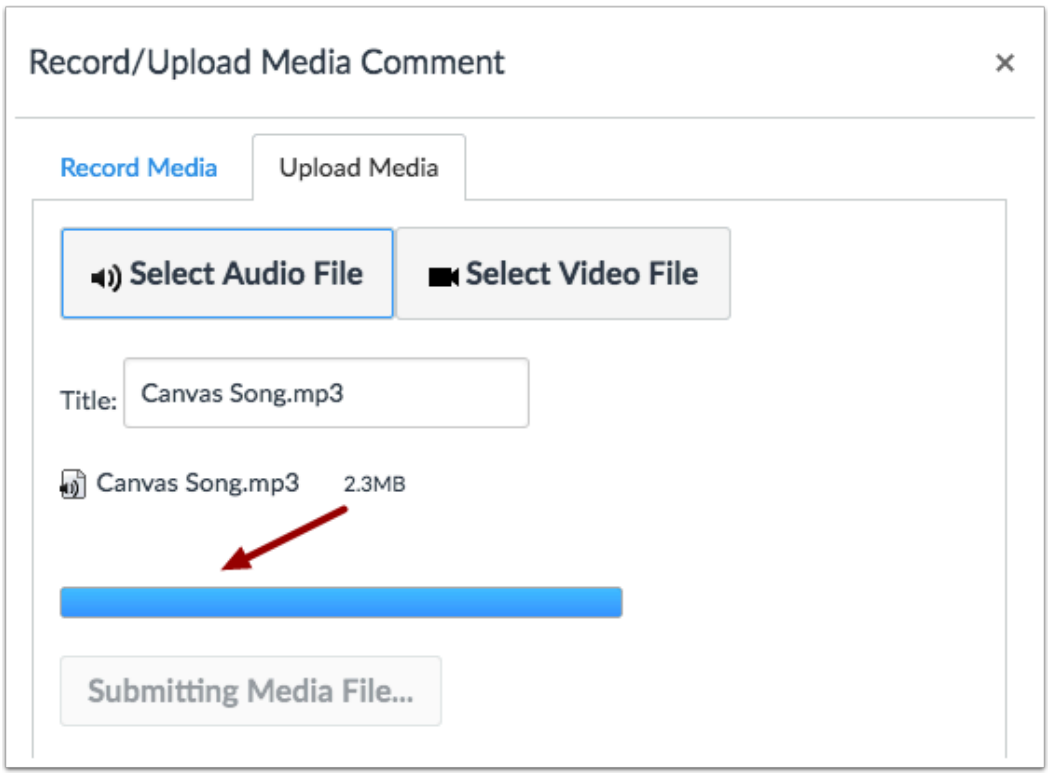
Choose the **Select Audio File** button.

Open Audio File



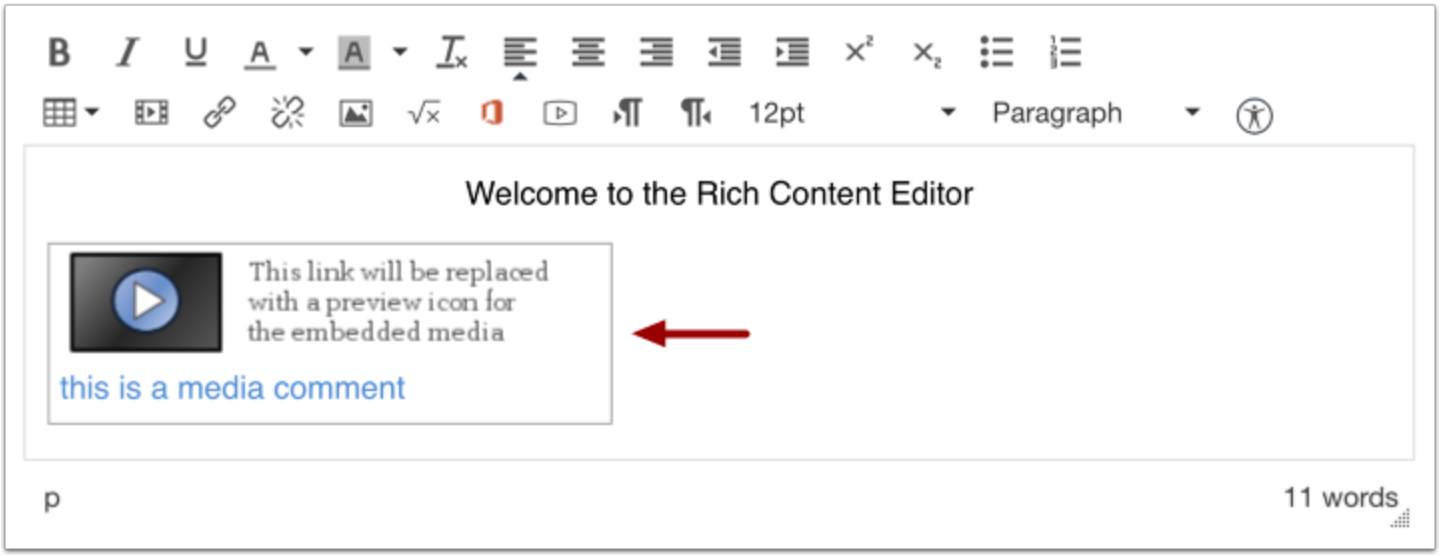
Select the audio file you want to upload [1]. Click the **Open** button [2].

Upload Audio File



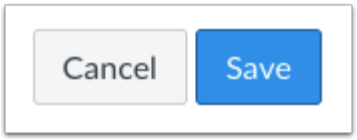
The status bar will show you the progress of your audio upload. The speed of your upload will depend on your internet connection and the size of your audio. Wait for your media to upload. Once the progress bar is full this window will automatically close.

View Audio File



View your audio automatically inserted into the Rich Content Editor.

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.

How do I use the Math Editor in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). Canvas also includes the option to create equations and expressions with its graphical point-and-click editor.

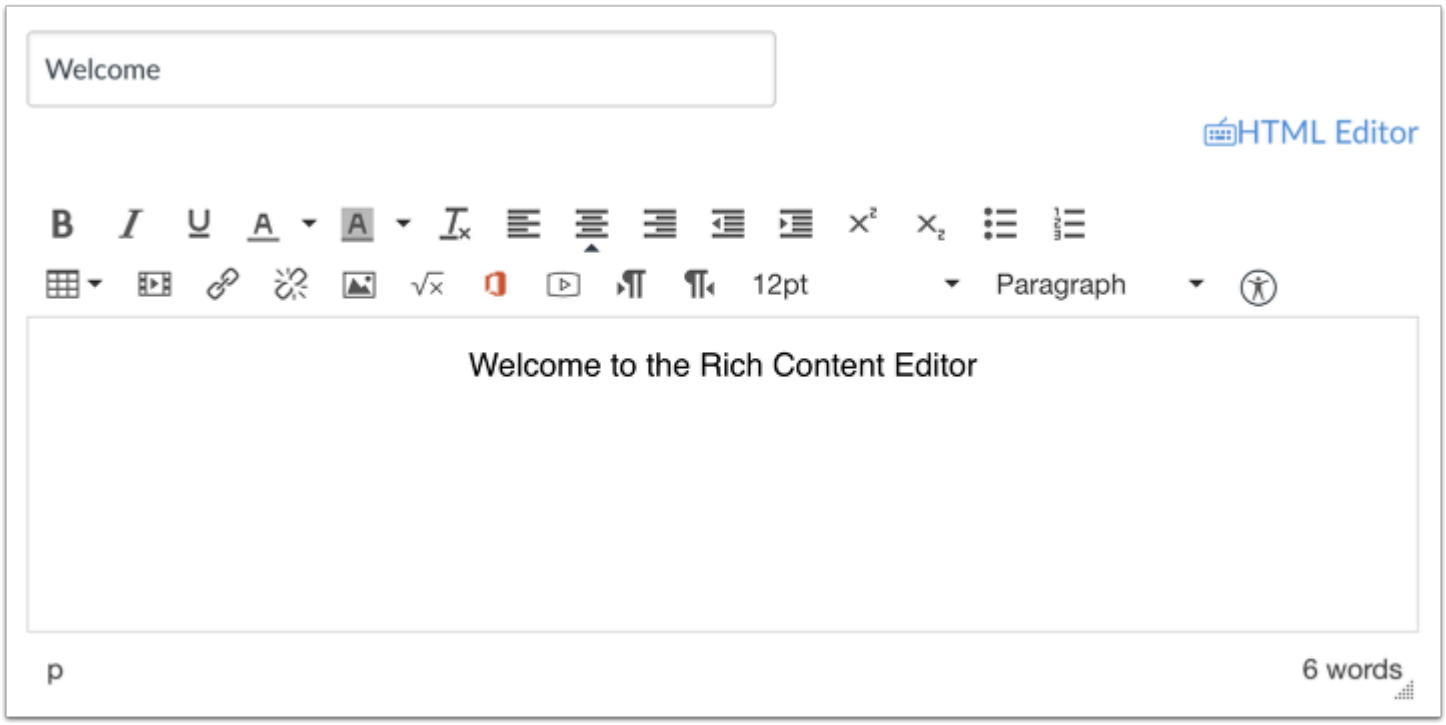
The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.

For more help, download the following PDF files:

- Basic equations
- Advanced equations
- Chemistry formulas, equations, and scientific notation

Note: To have characters #, $, %, &, ^, _, {, and } appear in the Rich Content Editor, when your equation is inserted, you must use Advanced View and type a backslash (\) before the character. The ~ character can be inserted through Advanced View by typing \~~. The $ character can be inserted through Basic View by typing \$$.

Open Rich Content Editor

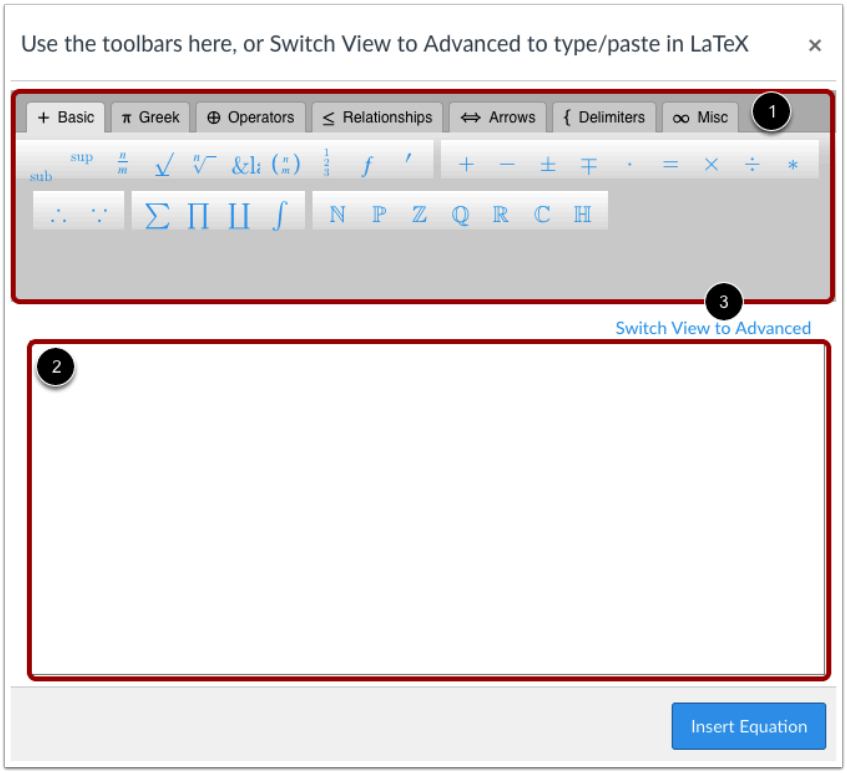


Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Math Editor

Click the **Equation** icon to open the Math Editor. A pop-up window will appear in your browser.

Create Basic Math Equation



Use the Math Editor toolbar [1] to insert a equation in the equation field [2].

Note: You can click **Switch View to Advanced** to type or copy and paste in LaTeX [3]. In Advanced View, do not use

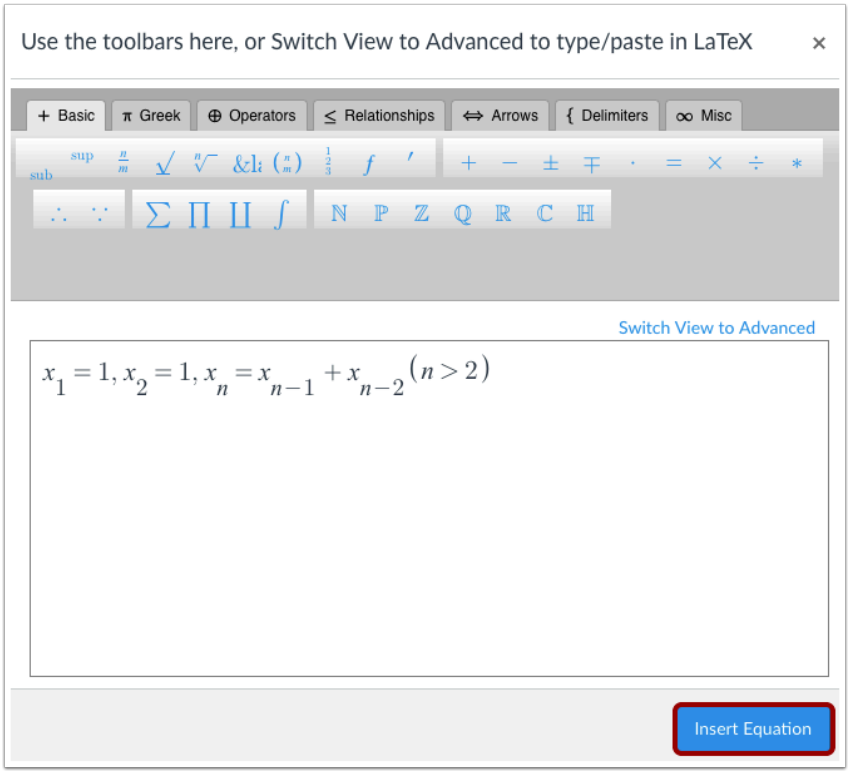
"\begin

Unknown macro: {equation}

\end"

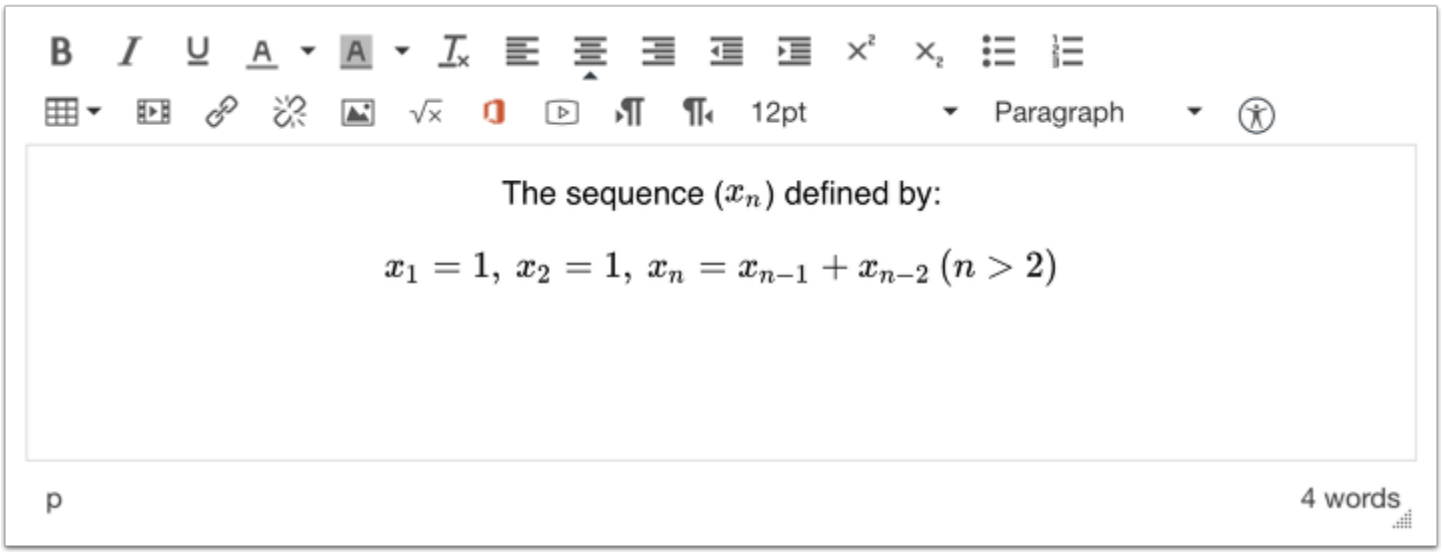
to avoid receiving an error.

Insert Equation



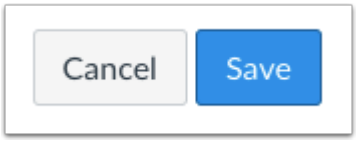
Click **Insert Equation**.

Add Text to Equations



In the Rich Content Editor, you can add text around your equations.

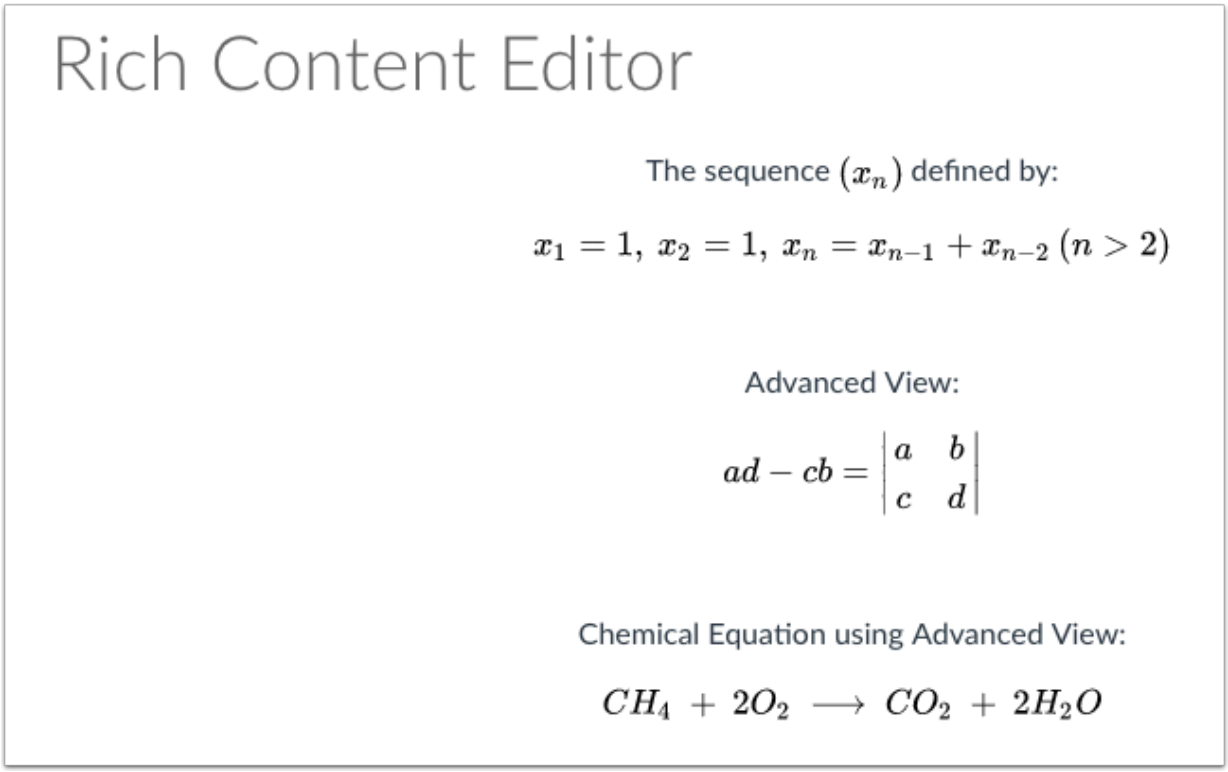
Save Changes



Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Content



View the mathematical tex and/or chemical formulas or equations you created.

How do I use the Accessibility Checker in the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

The Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is located in the Rich Content Editor menu bar.

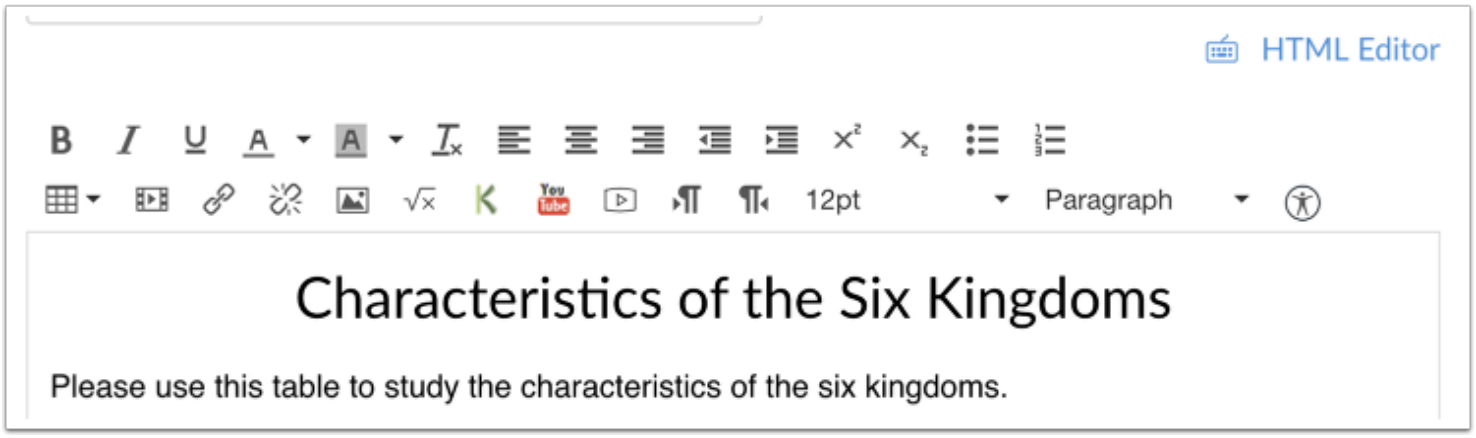
This tool only verifies content created within the Rich Content Editor. You may also use other accessibility tools to verify additional content in Canvas.

All components are designed according to the template set in the institutions Theme Editor and verifies the following accessibility rules:

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Tables headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text should not contain more than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

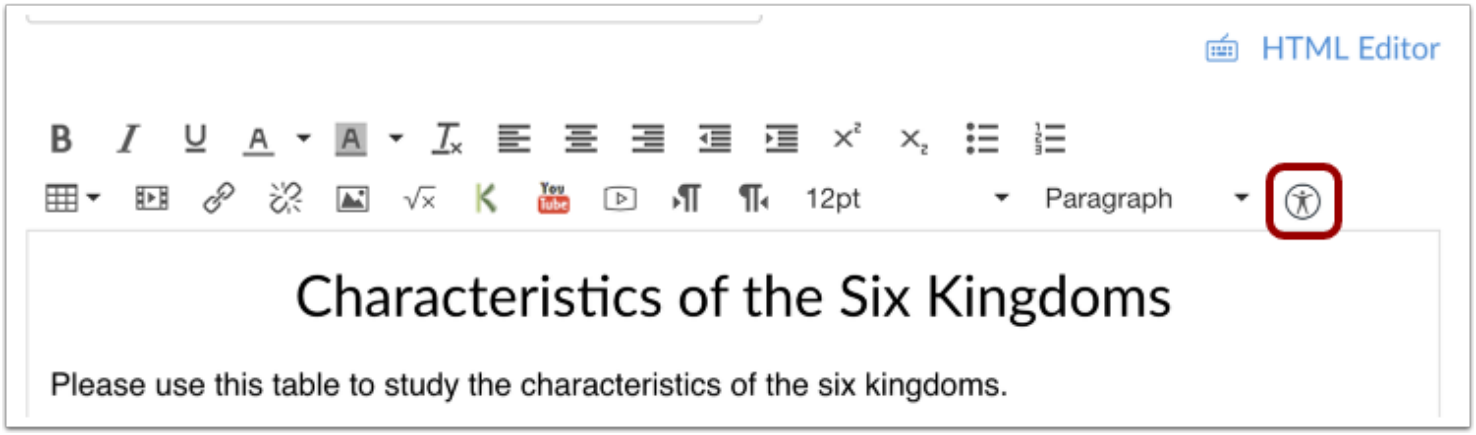
Note: For text contrast, the Accessibility Checker verifies color using the same calculations as the WebAIM tool and verifies against Theme Editor templates without High Contrast Styles. However, High Contrast Styles must be enabled for verification if a link color is overwritten manually in the Rich Content Editor.

Open Rich Content Editor



Open the Rich Content Editor using one of the Canvas features which support the Editor.

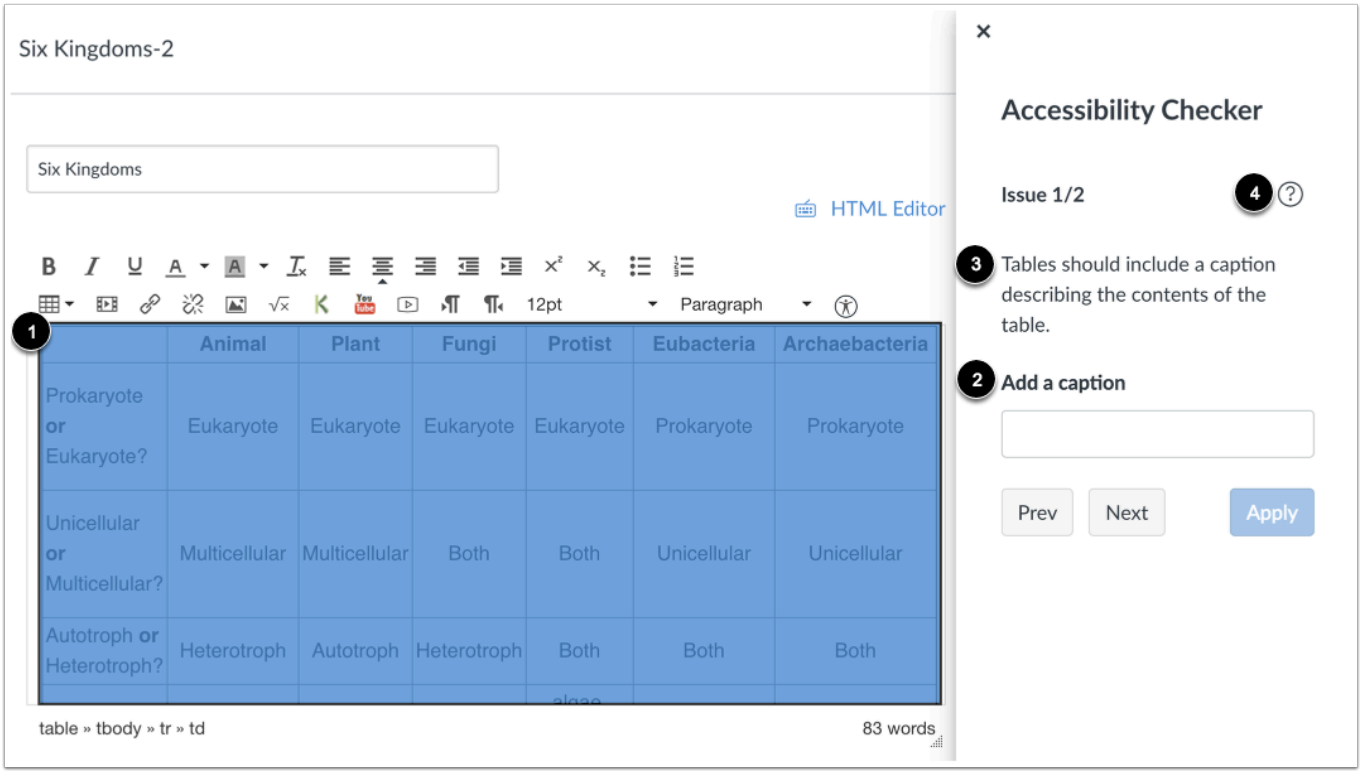
Open Accessibility Checker



Click the **Accessibility Checker** icon.

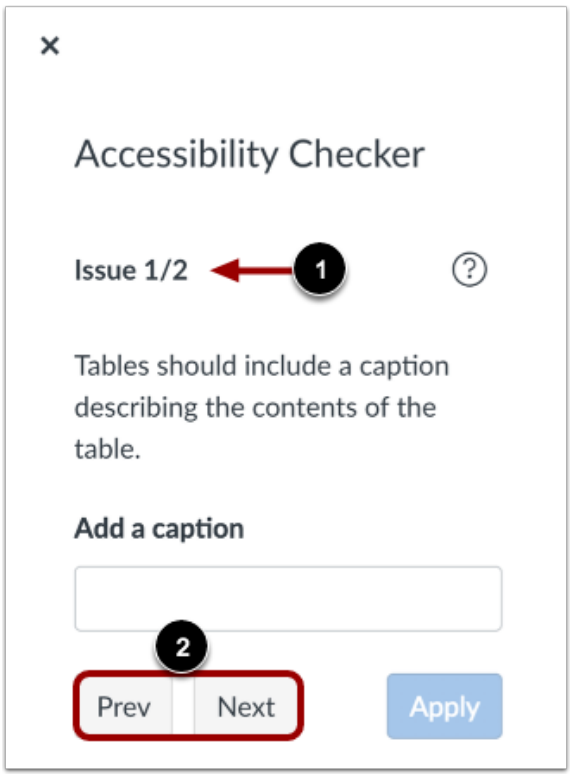
Note: Depending on the width of your browser window, you may have to scroll the menu bar horizontally to view the icon.

View Issues



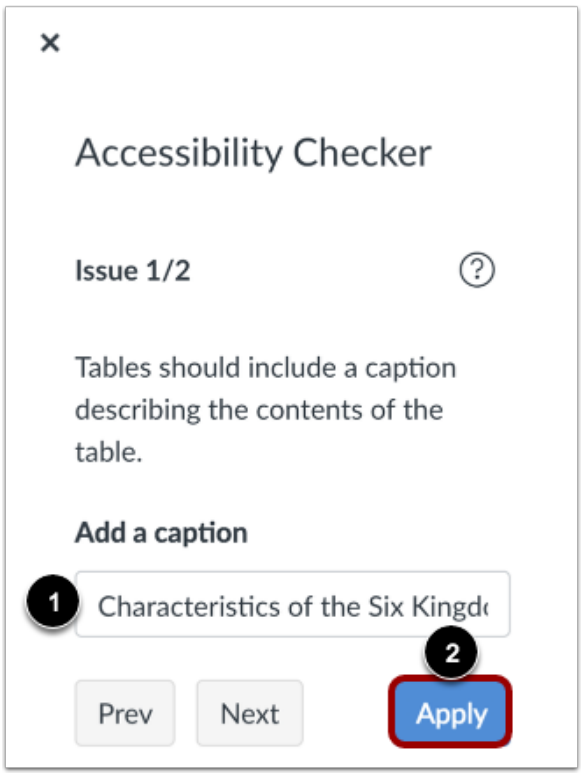
When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the **Information** icon [4].

View Additional Issues



If the Rich Content Editor contains more than one issue [1], you can view all issues by clicking the **Previous** or **Next** buttons [2].

Apply Fix



To correct an issue, complete the task as noted in the sidebar [1]. For instance, if the issue requires a caption be added to a table, the sidebar displays a text field for you to enter a caption.

When you are finished with your changes, click the **Apply Fix** button [2].

The Accessibility Checker will apply the fix and display information for the next issue. Continue to review and fix any detected issues within the editor.

Confirm Fix

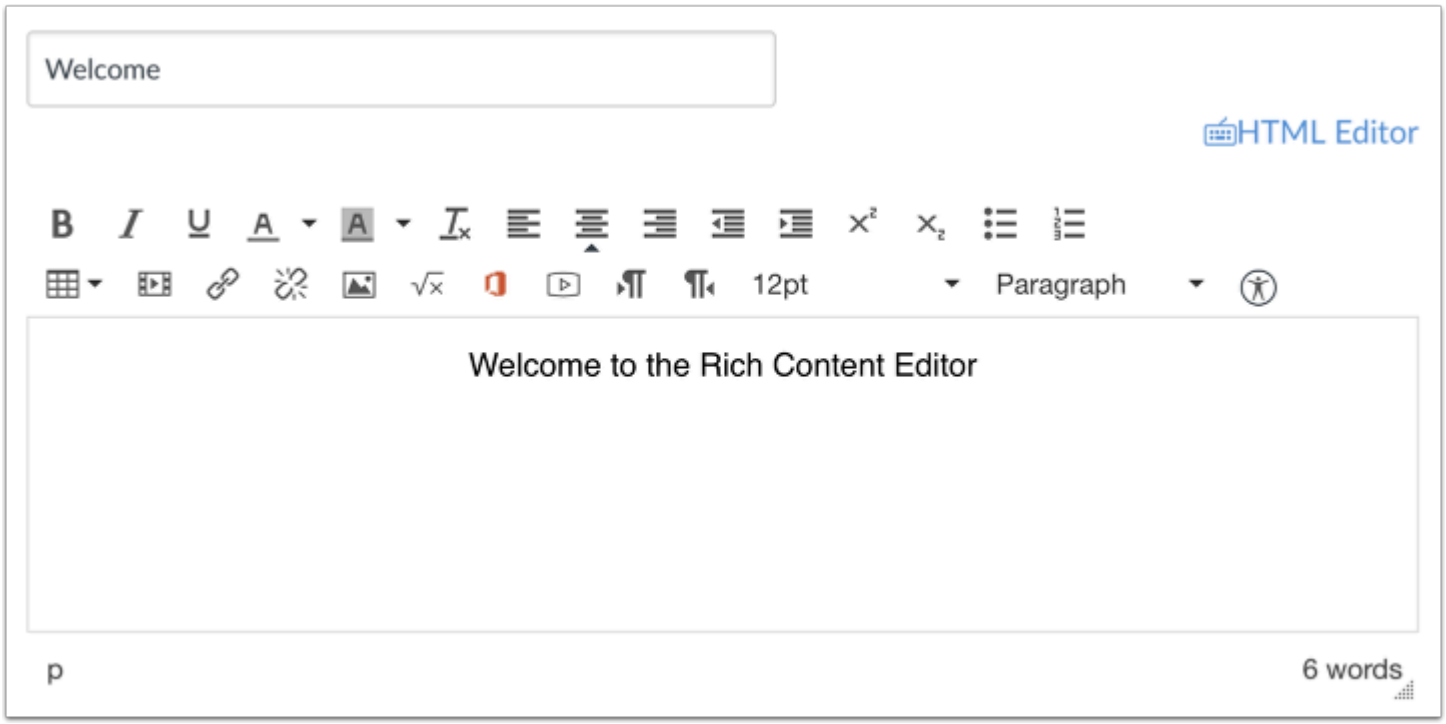
When all issues have been fixed, or if no issues are detected in the Rich Content Editor, the sidebar indicates that no issues exist and will close automatically.

How do I insert links to course content into the Rich Content Editor using the Content Selector as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

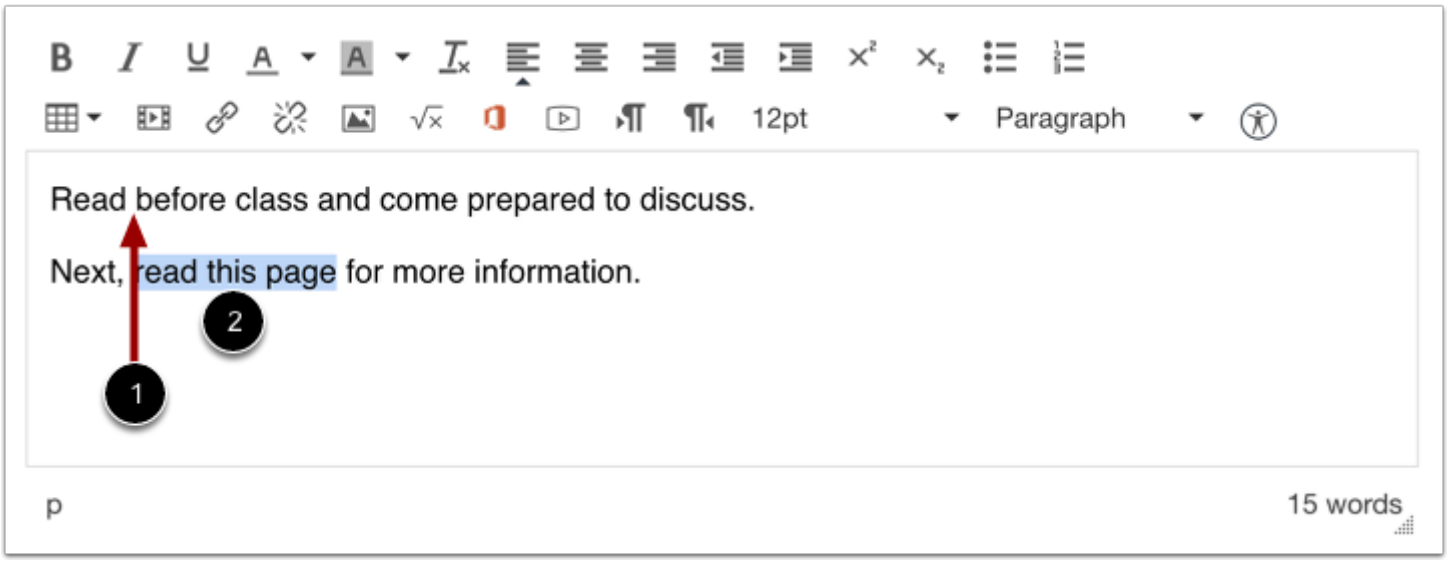
You can insert links into the Rich Content Editor using the Content Selector. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor



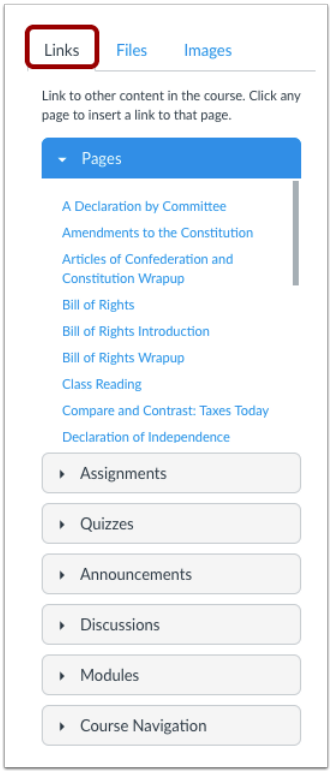
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Prepare Links



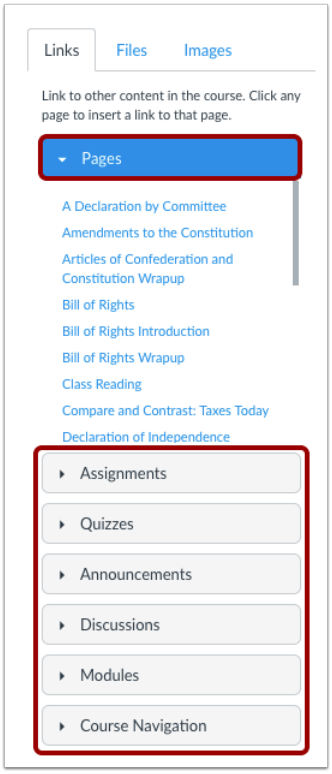
Create your content in the Rich Content Editor. The file will be automatically inserted wherever your cursor is in the Rich Content Editor. You can either insert a link directly [1], or you can highlight text where you want to create a direct link [2].

Open Links Tab



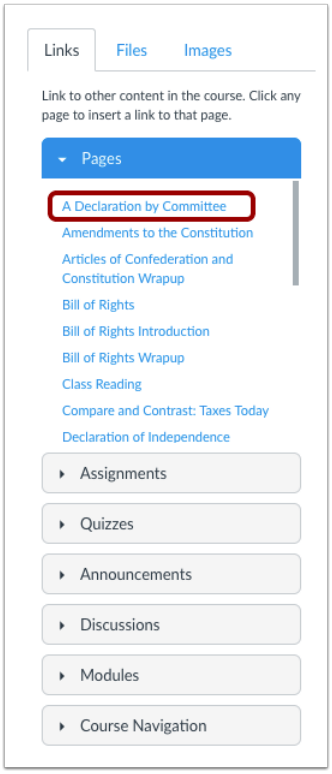
Click the **Links** tab to insert links to course content and navigation.

Link to Course Content



Open the course content menu you want to access. By default the sidebar expands the Pages content, but you can also expand content areas for Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation links.

Insert Link



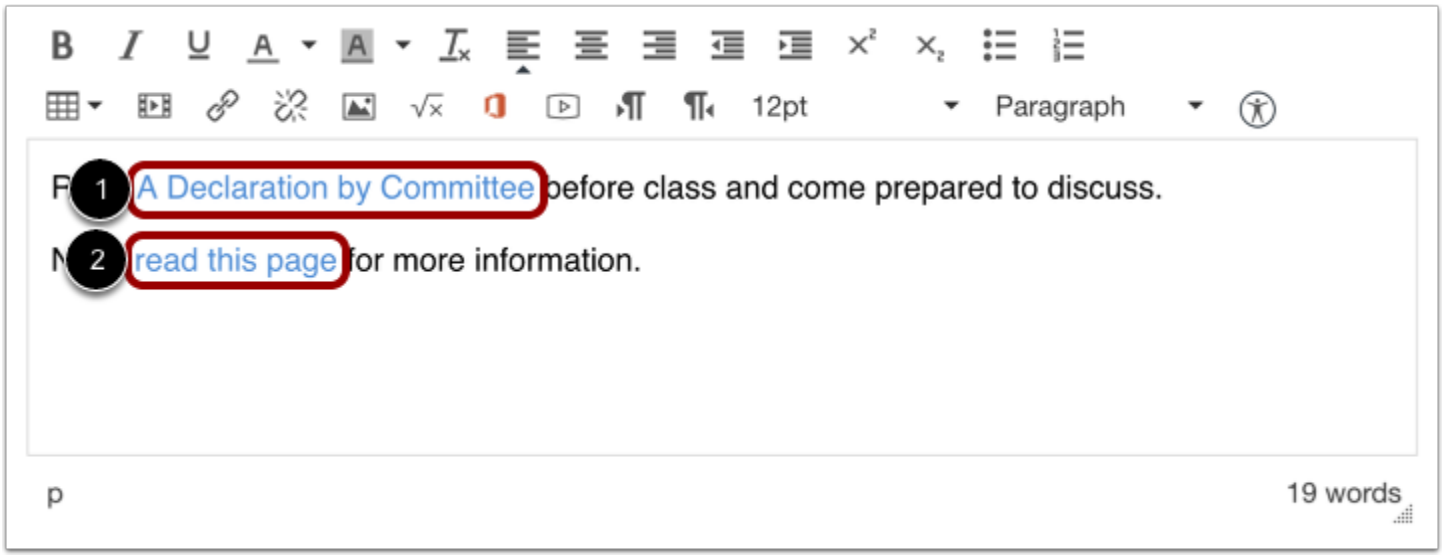
Click the title of the course content where you want to create a link.

Link to New Page

If you want to add a link to a new page, scroll to the bottom of the Pages content and click the **Link to a New Page** link. This option will allow you to create a page title for a new page and insert the link to the new page.

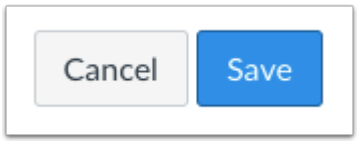
Please note that your new page will not contain any content. You will need to open the page later and add content to the page.

View Link



View your link in the Rich Content Editor. If you inserted the link where your cursor was located, the link displays as the file name [1]. If you highlighted text for the link, the link is associated with the text [2].

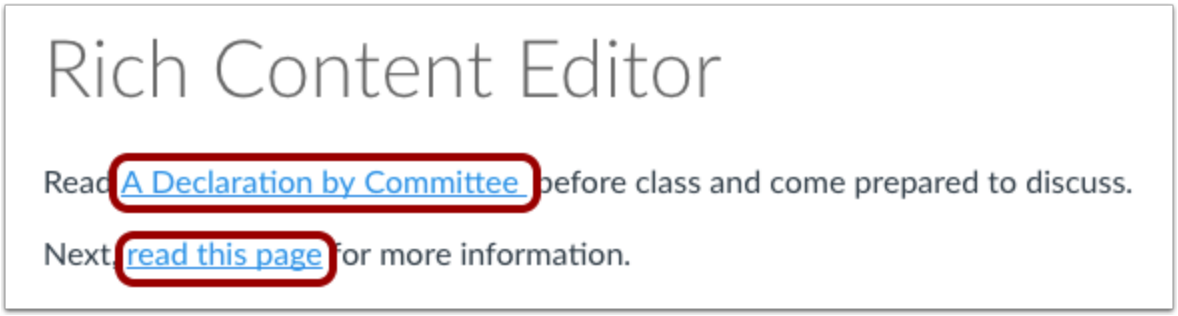
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

View Content



View the content. To view the linked course content, click the inserted link.

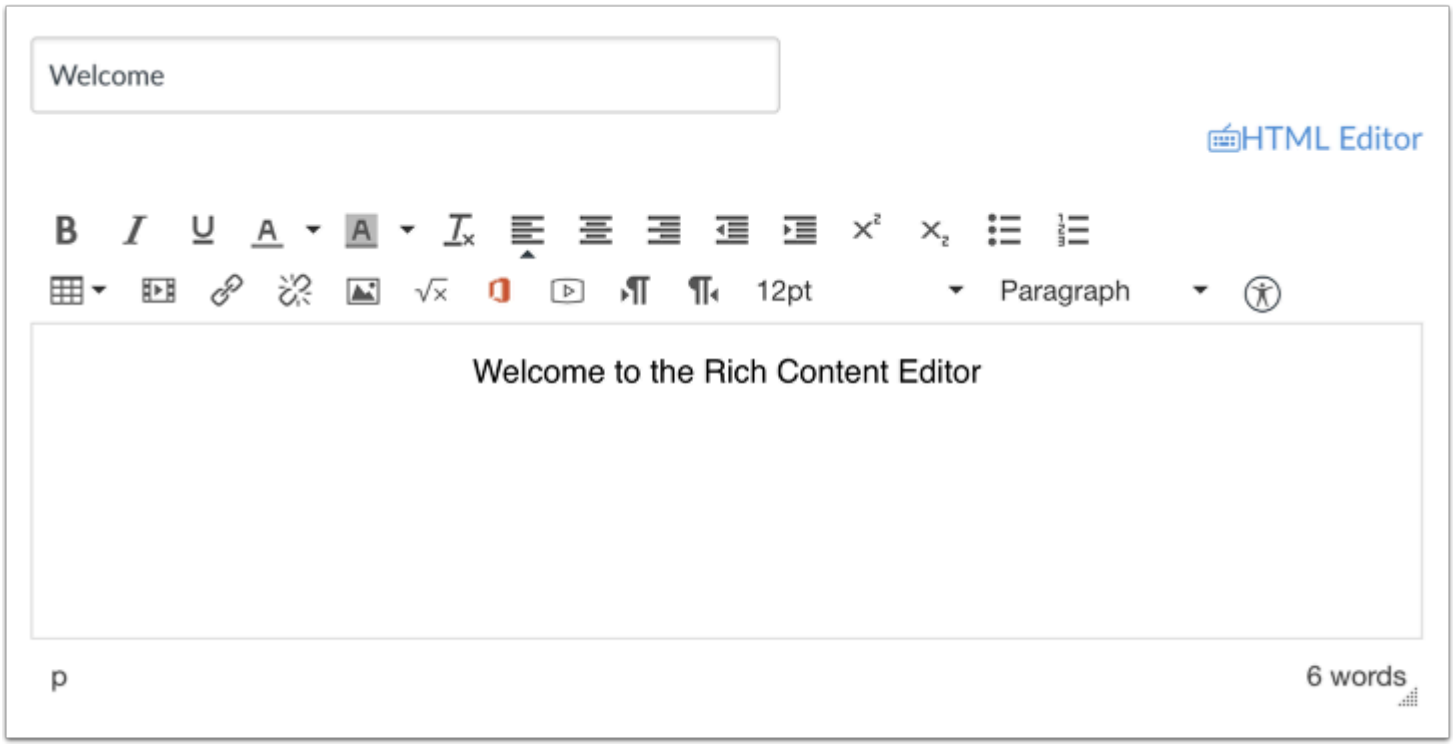
How do I insert course files into the Rich Content Editor using the Content Selector as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to insert course files from the Content Selector. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

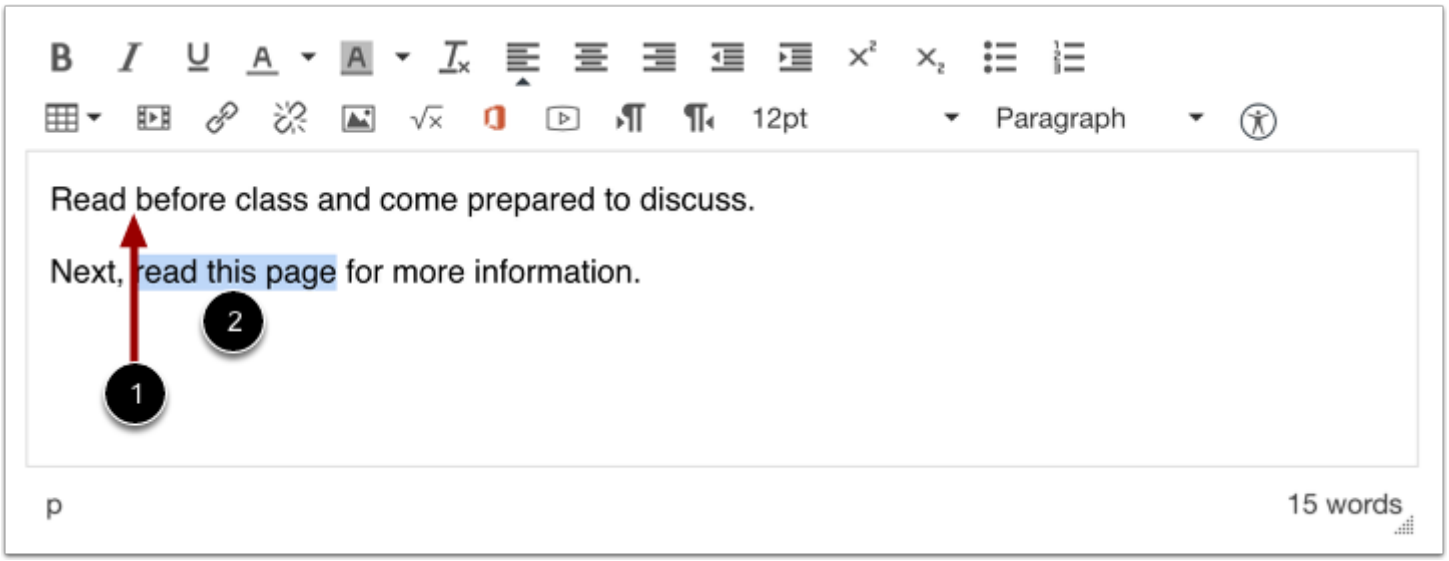
Note: If you set a file as not visible to students in Course Files and link to that file in the Rich Content Editor, students will be able to view that file using the link in the Rich Content Editor.

Open Rich Content Editor



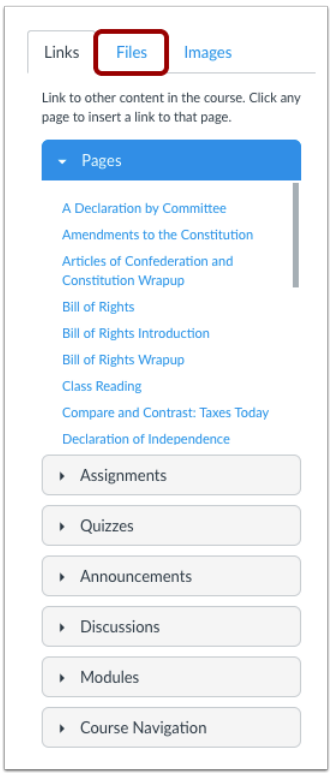
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Prepare Links



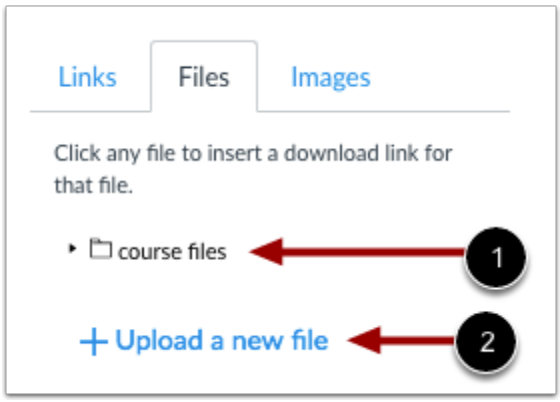
Create your content in the Rich Content Editor. The file will be automatically inserted wherever your cursor is in the Rich Content Editor. You can either insert a link directly [1], or you can highlight text where you want to create a direct link [2].

Open Files Tab



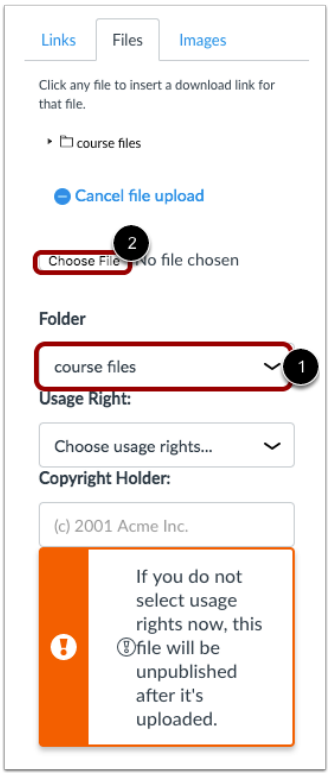
Click the **Files** tab.

Insert File



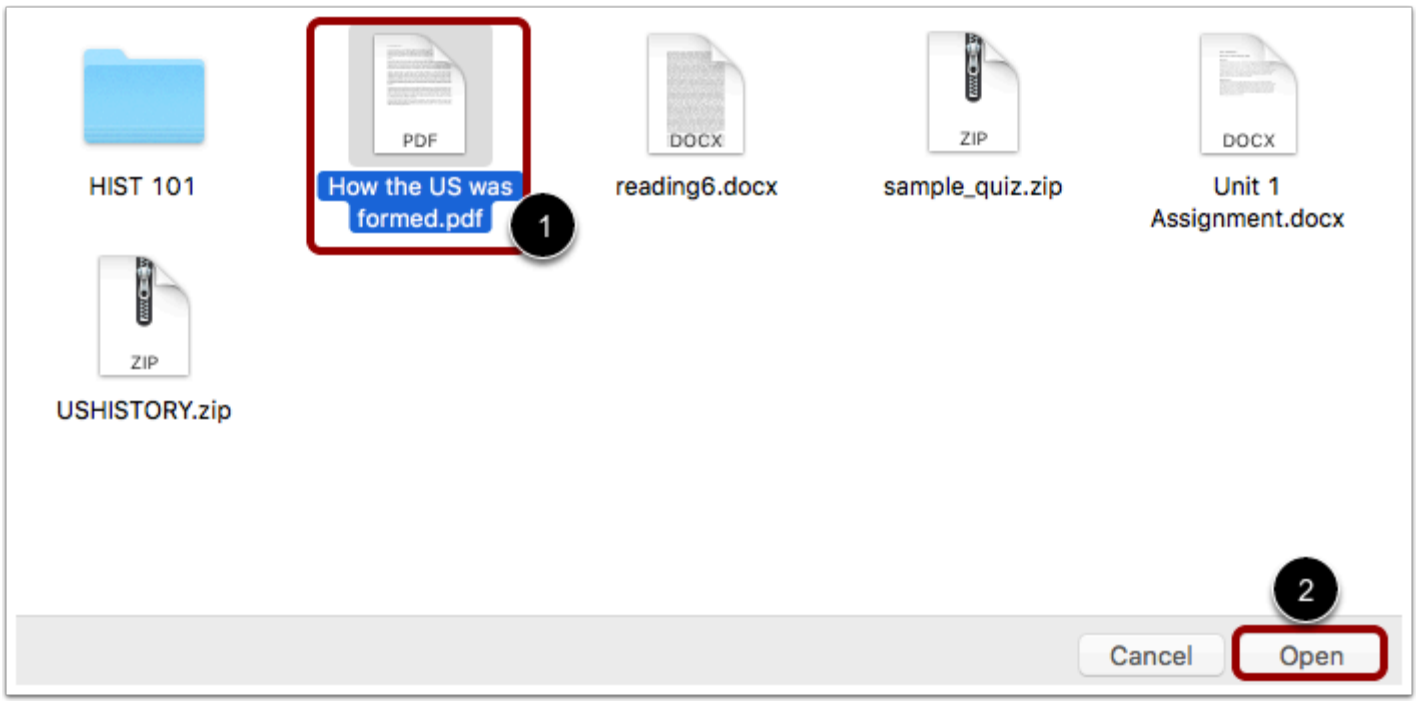
You have the option to link to existing course files [1] or upload a new file. Click the **Upload a new file** link [2] to add a new file to the course.

Upload New File



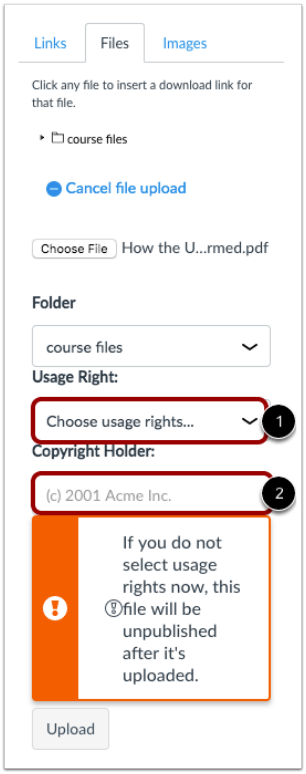
If you choose to upload a new file, select a folder for the file [1]. Click the **Choose File** or **Browse** button [2].

Select File



Click the title of the file you want to insert [1]. Click **Open** to upload the file [2].

Set Usage Right

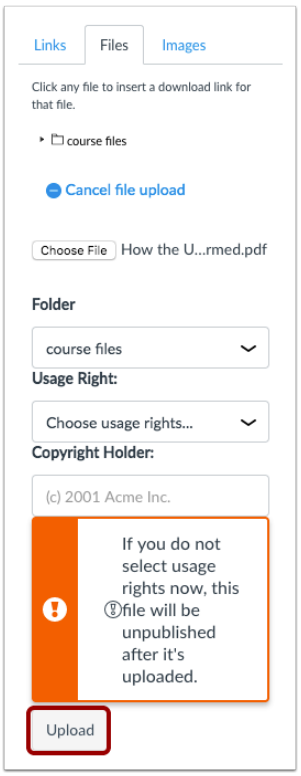


If your institution requires setting a usage right for files, click the **Usage Right** drop-down menu [1]. Select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under Creative Commons; this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

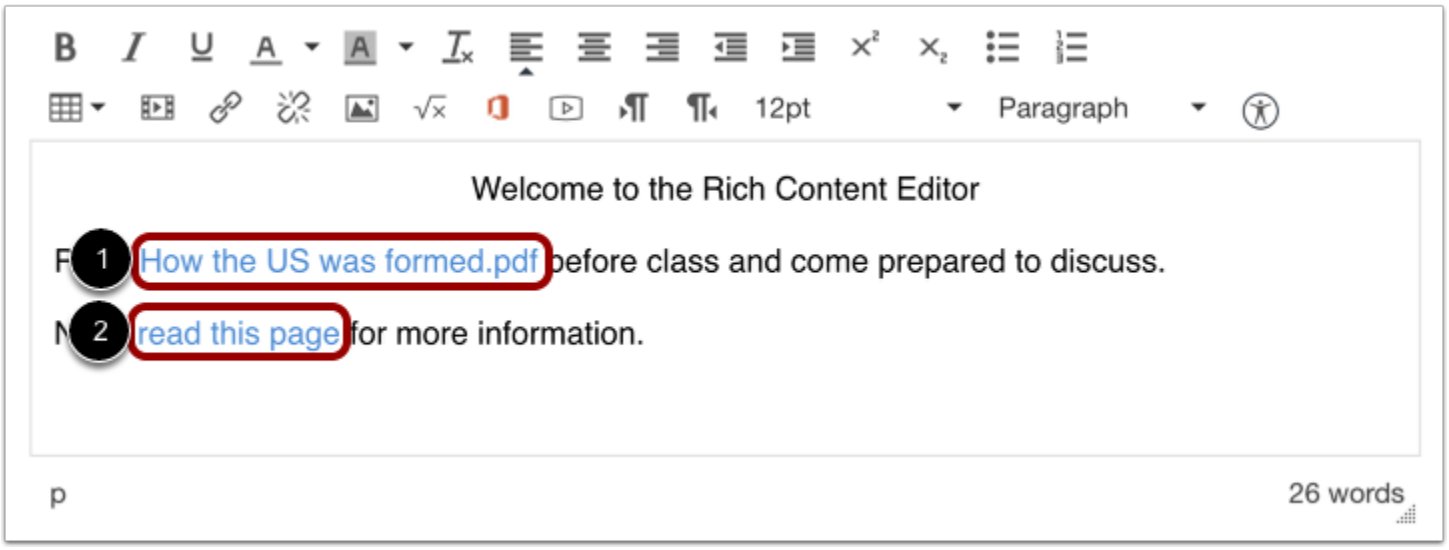
Upload File



Click the **Upload** button.

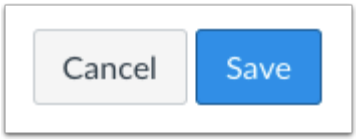
Note: If the size of your file exceeds your course storage quota, Canvas displays an upload error. Talk to your system administrator or choose a different file to upload.

View File Link



View your link in the Rich Content Editor. If you inserted the link where your cursor was located, the link displays as the file name [1]. If you highlighted text for the link, the link is associated with the text [2].

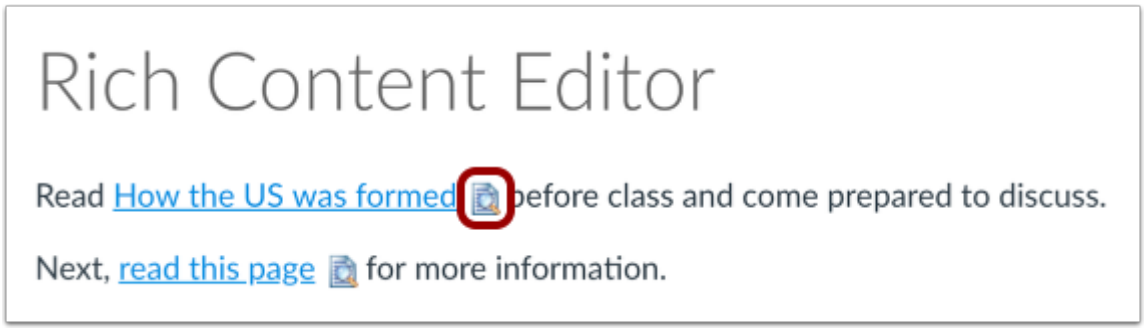
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Content



View your file.

If your document is supported by the document previewer, you can preview the file by clicking the **Preview** icon.

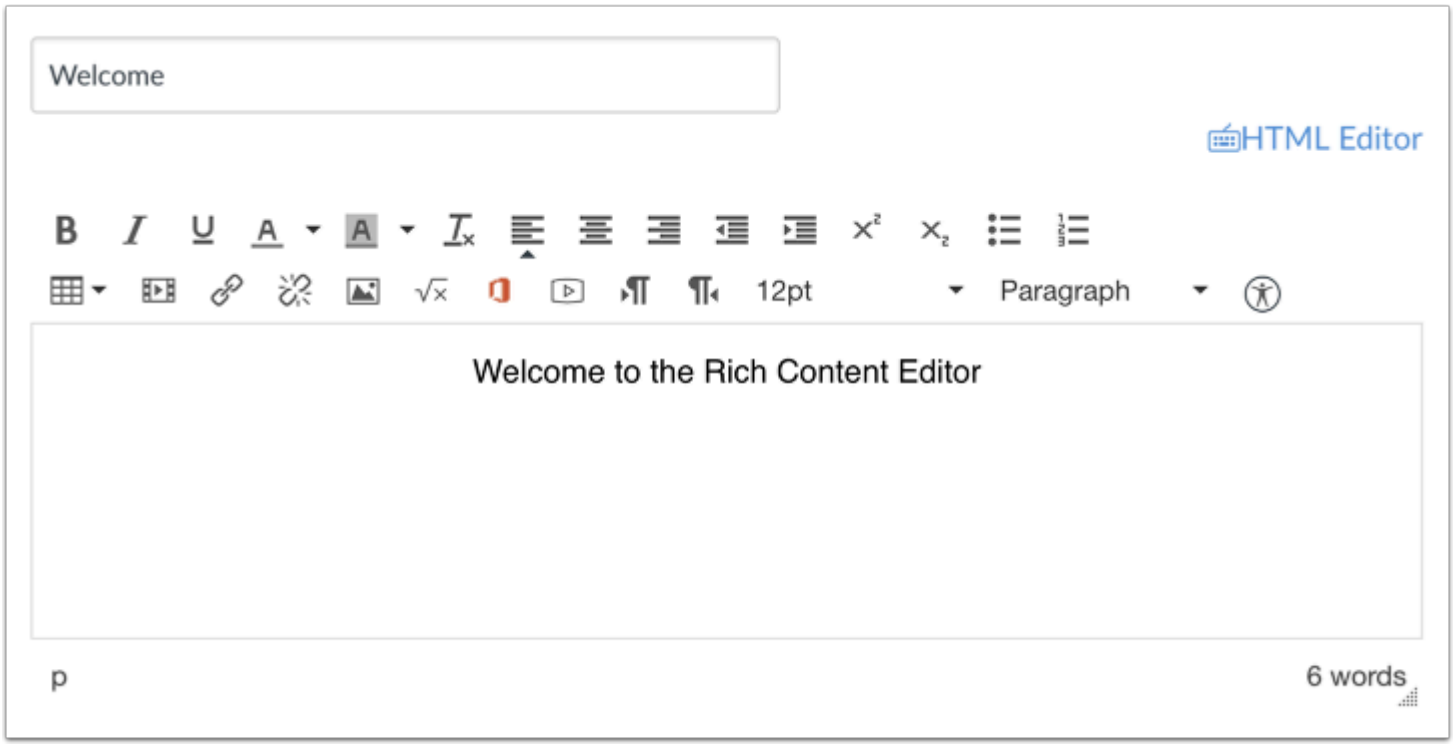
How do I insert course images into the Rich Content Editor using the Content Selector as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the Content Selector to insert and upload course images into the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

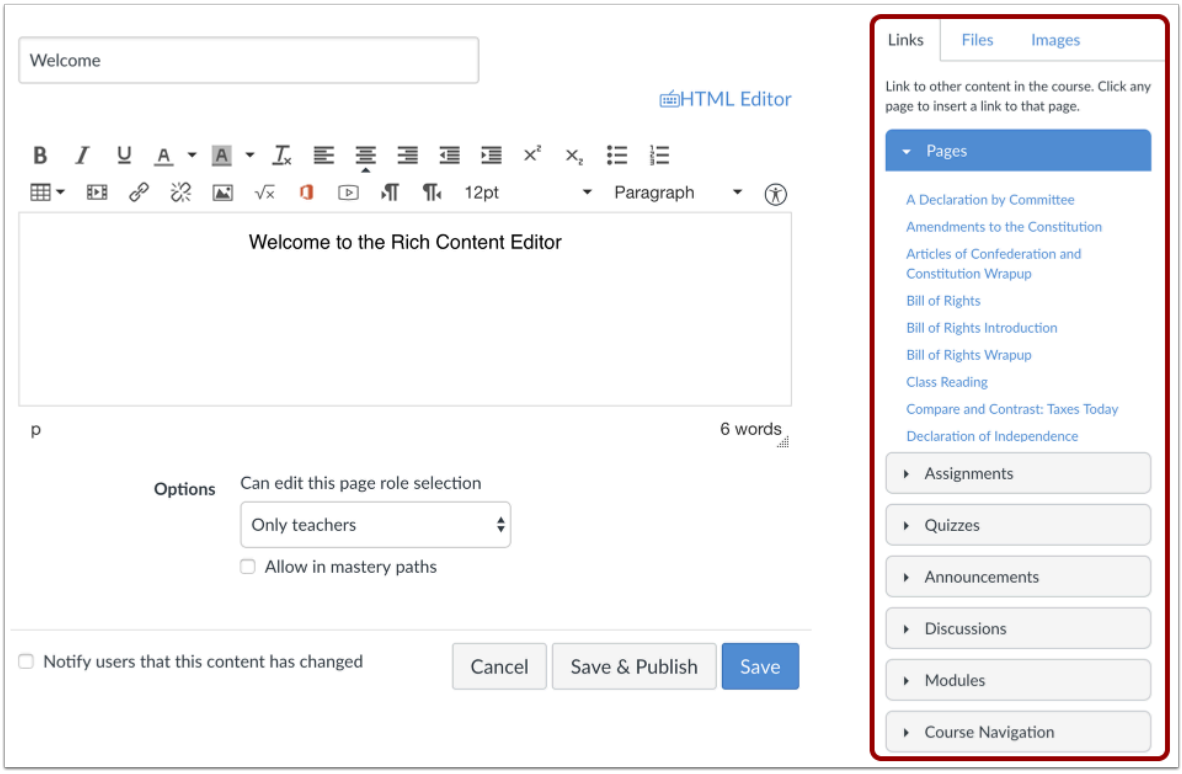
Note: If you do not need to upload images, you can embed images using the Rich Content Editor Embed Image functionality.

Open the Rich Content Editor



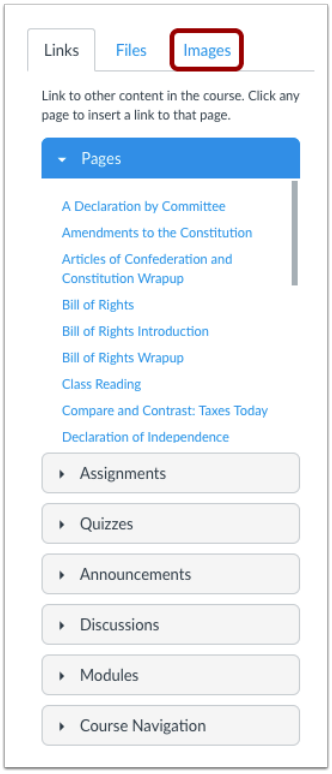
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Locate Content Selector



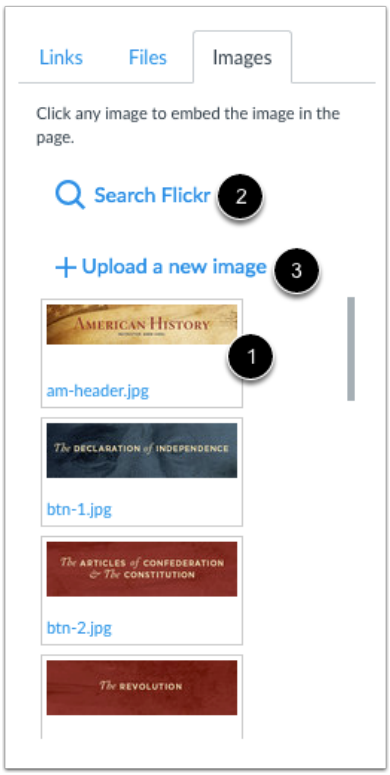
The Content Selector will automatically open when the Rich Content Editor is opened.

Open Images Tab



Click the **Images** tab.

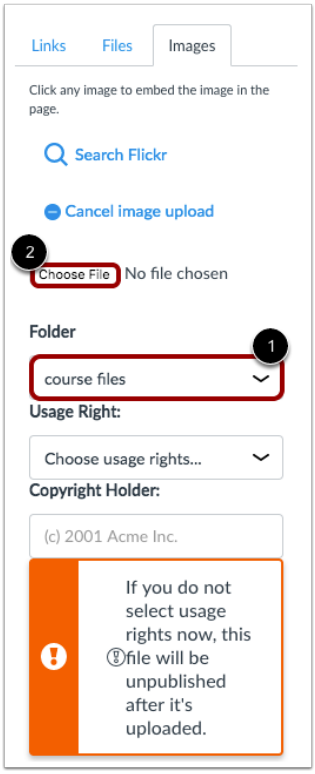
Insert Image



You have the option to link to existing course images [1], search the Flickr Creative Commons site [2] or upload a new image [3].

Click the **Upload a new image link** to add a new image to the course.

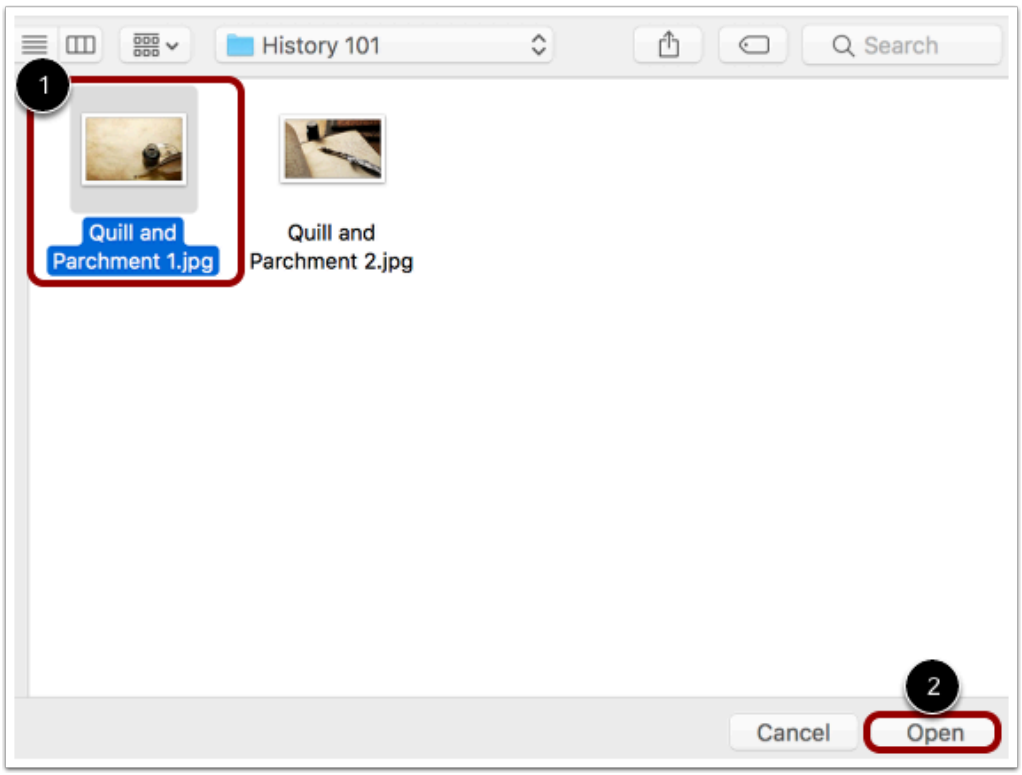
Upload New File



If you choose to upload a new file, select a folder for the file [1]. Click the **Choose File** or **Browse** button [2].

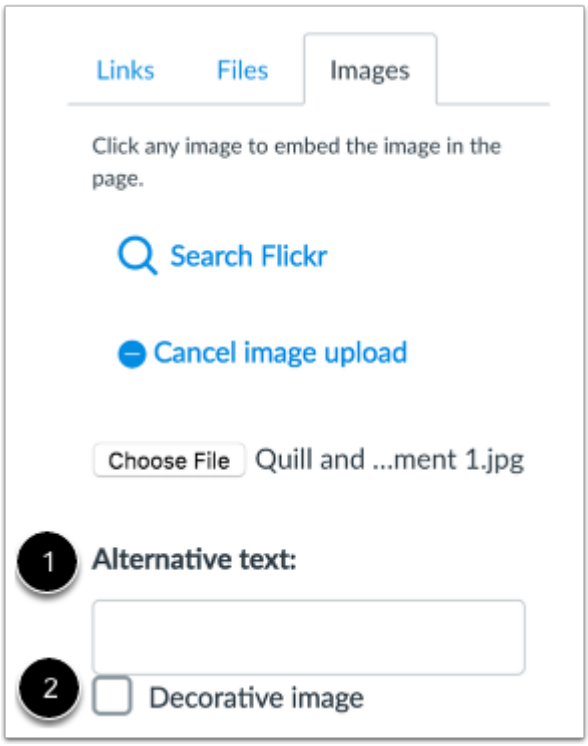
Note: If your institution requires setting a usage right for files, you can still upload a new image, but you will have to set the usage right in the course Files page.

Select File



Click the title of the file you want to insert [1]. Click **Open** to upload the file [2].

Insert Alt Text



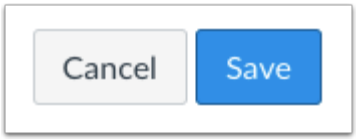
To add alt text to your image, insert text in **Alternative text** [1]. To add the image as decorative, click the **Decorative image** box [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Upload Image

Click the **Upload** button. The image will be automatically inserted into the Rich Content Editor when it is has been uploaded.

Note: If the size of your file exceeds your course storage quota, Canvas displays an upload error. Talk to your system administrator or choose a different file to upload.

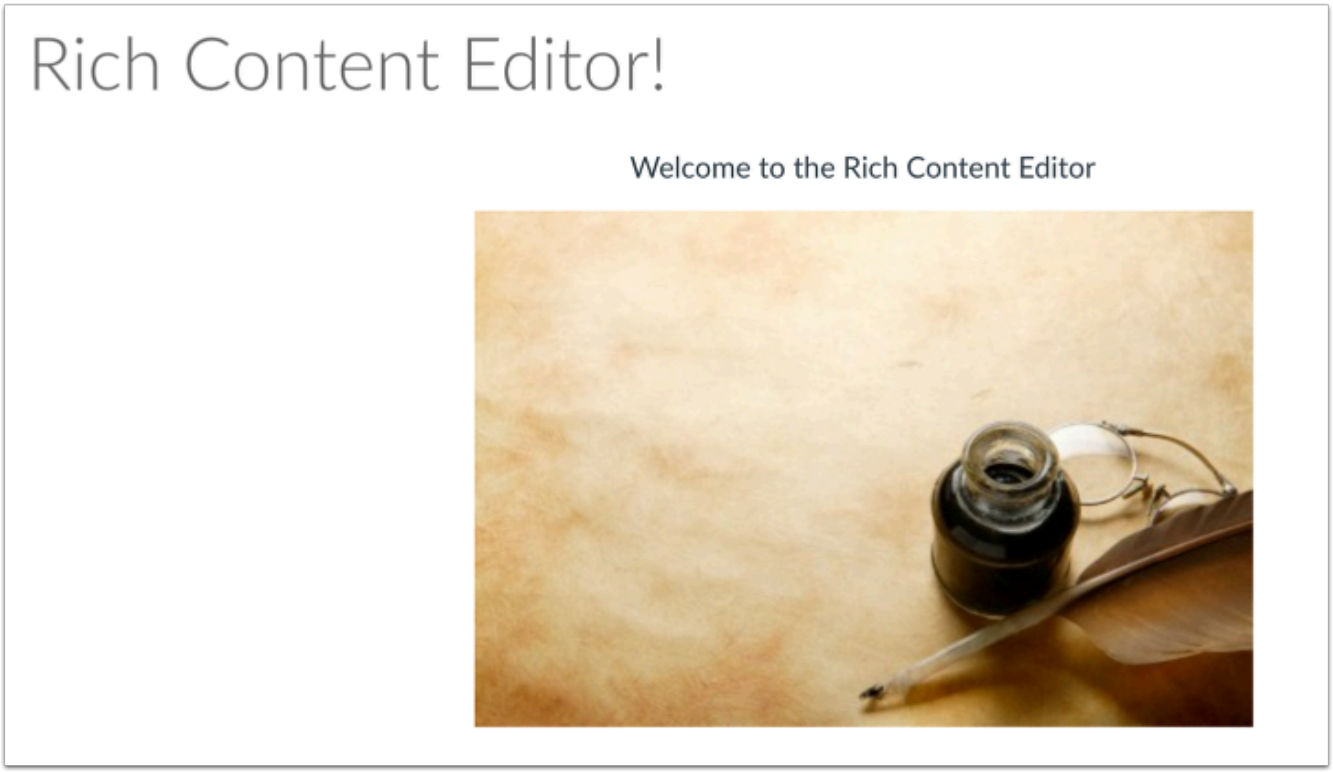
Save Changes



Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Content



View your content.

How do I set the auto-open for inline preview for files using the Rich Content Editor as an instructor?

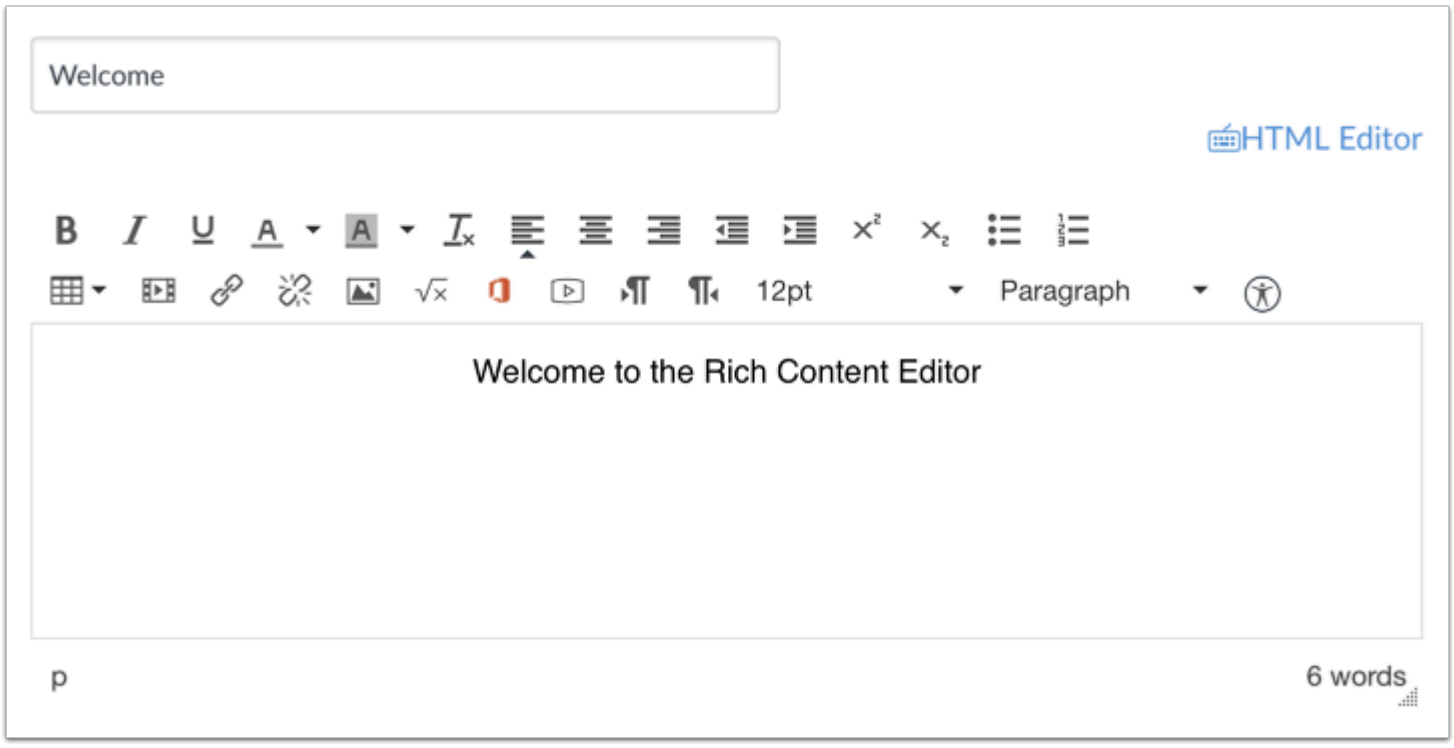
The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

You can use the auto-open inline preview for files in the Rich Content Editor. Canvas can preview any file that is supported by the document previewer. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Notes:

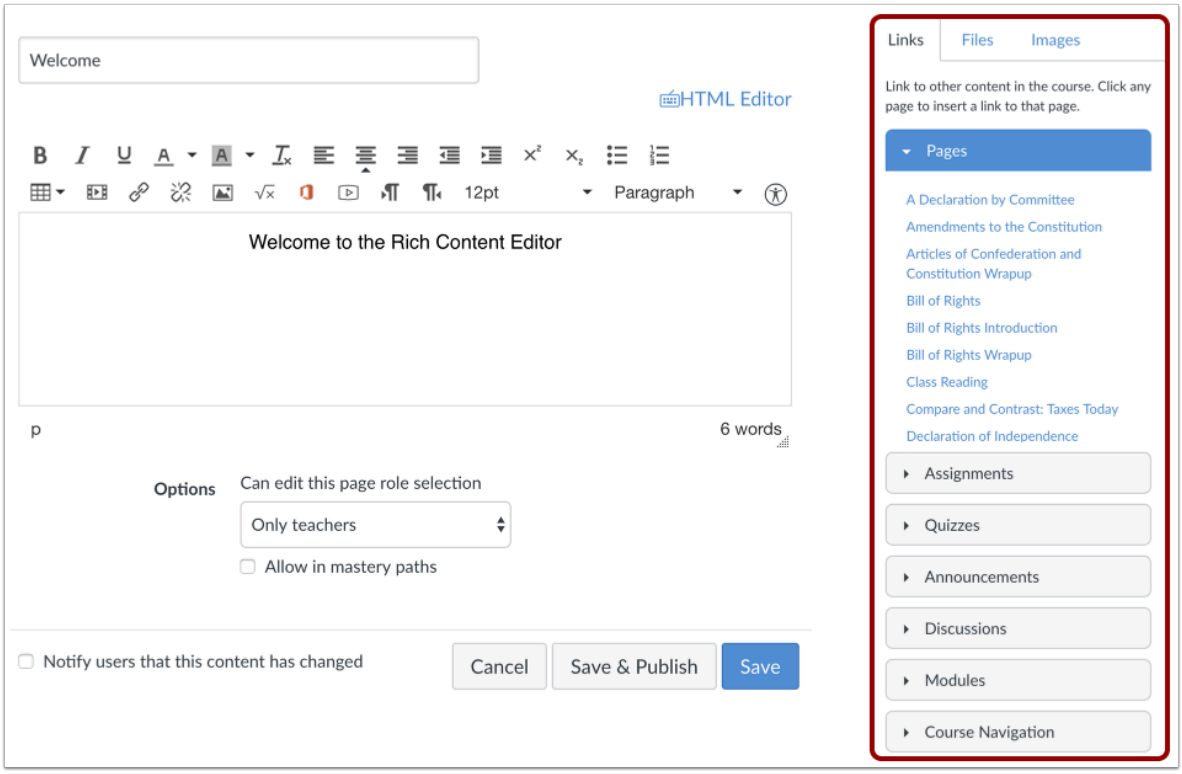
- You can have multiple files auto-open, but you have to go through the steps in this lesson every time you want to add another auto-open file preview in a feature that uses the Rich Content Editor.
- The inline preview window automatically expands to fit a preview of the attached document.

Open Rich Content Editor



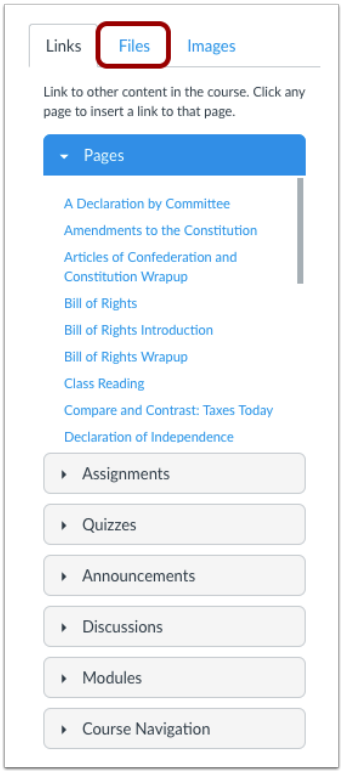
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Locate Content Selector



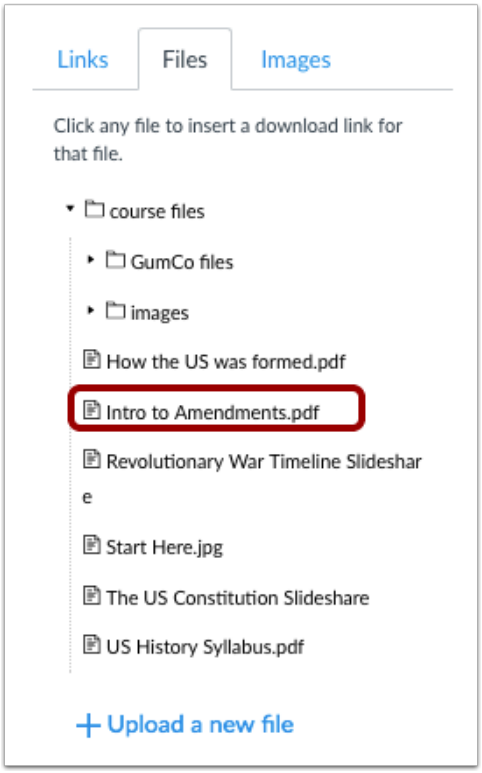
The Content Selector will automatically open when the Rich Content Editor is opened.

Open Files Tab



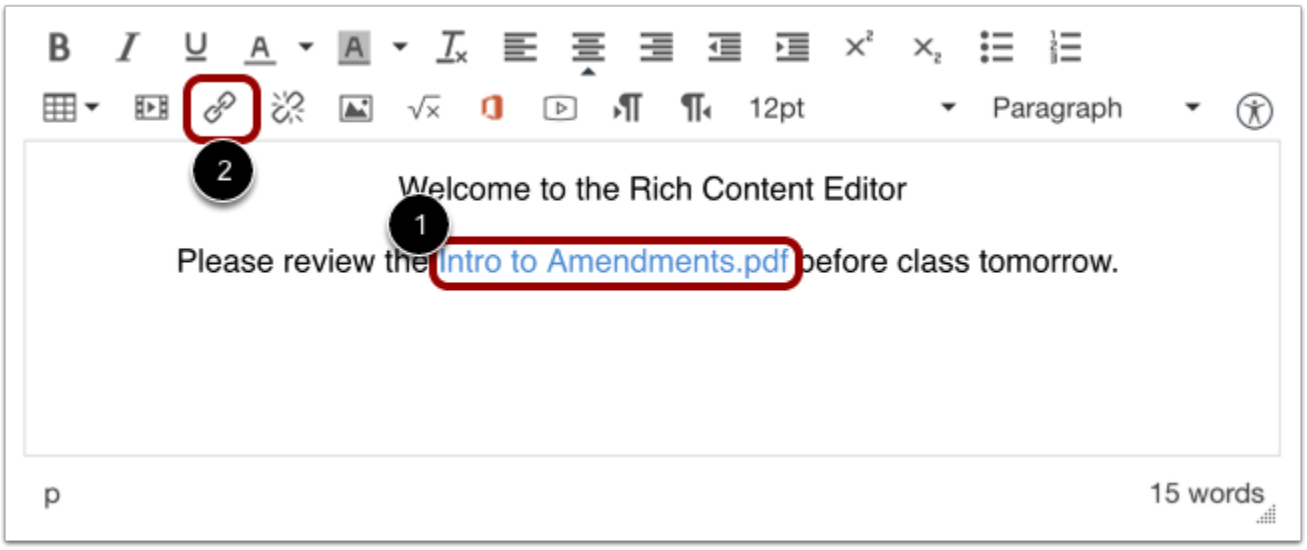
Click the **Files** tab.

Select File



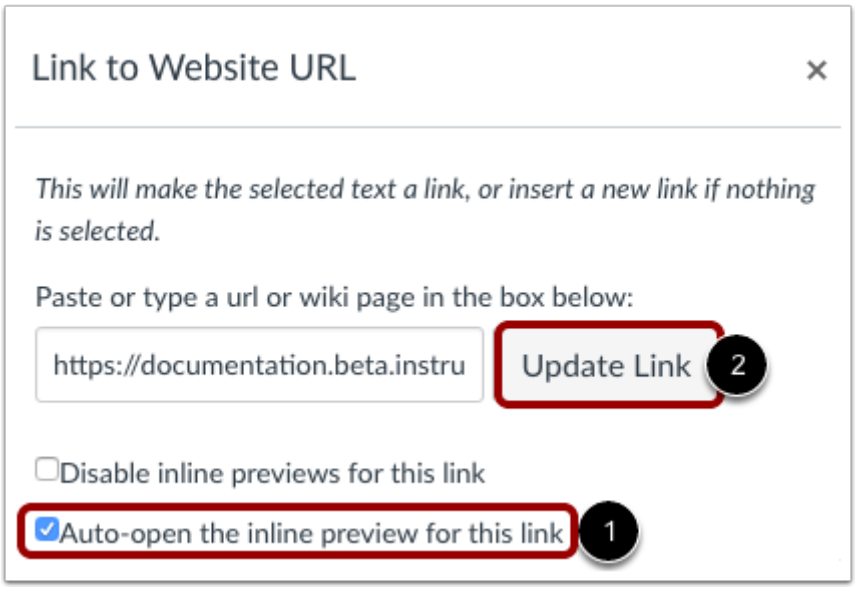
Find and select the file you want to insert.

Open URL Link Icon



The file name will automatically be added inside the Rich Content Editor. Place your cursor over the link and click [1], then click the **Link** icon [2].

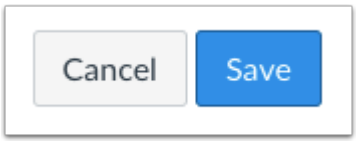
Enable Auto-Open for Inline Preview



Click the **Auto-open the inline preview for this link** checkbox [1]. Click the **Update Link** button [2].

Note: You can have multiple files auto-open, but you have to go through the steps in this lesson every time you want to add another auto-open file preview in a feature that uses the Rich Content Editor.

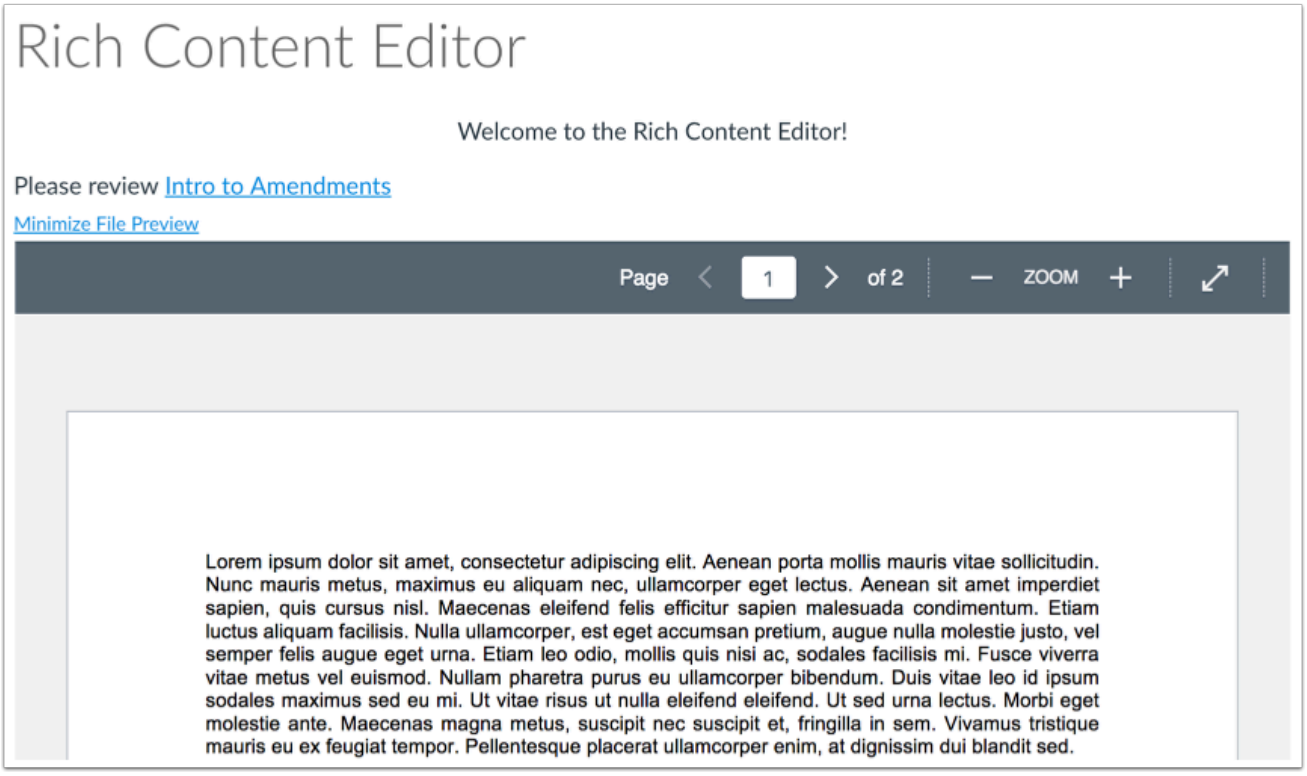
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View Auto-Opened File



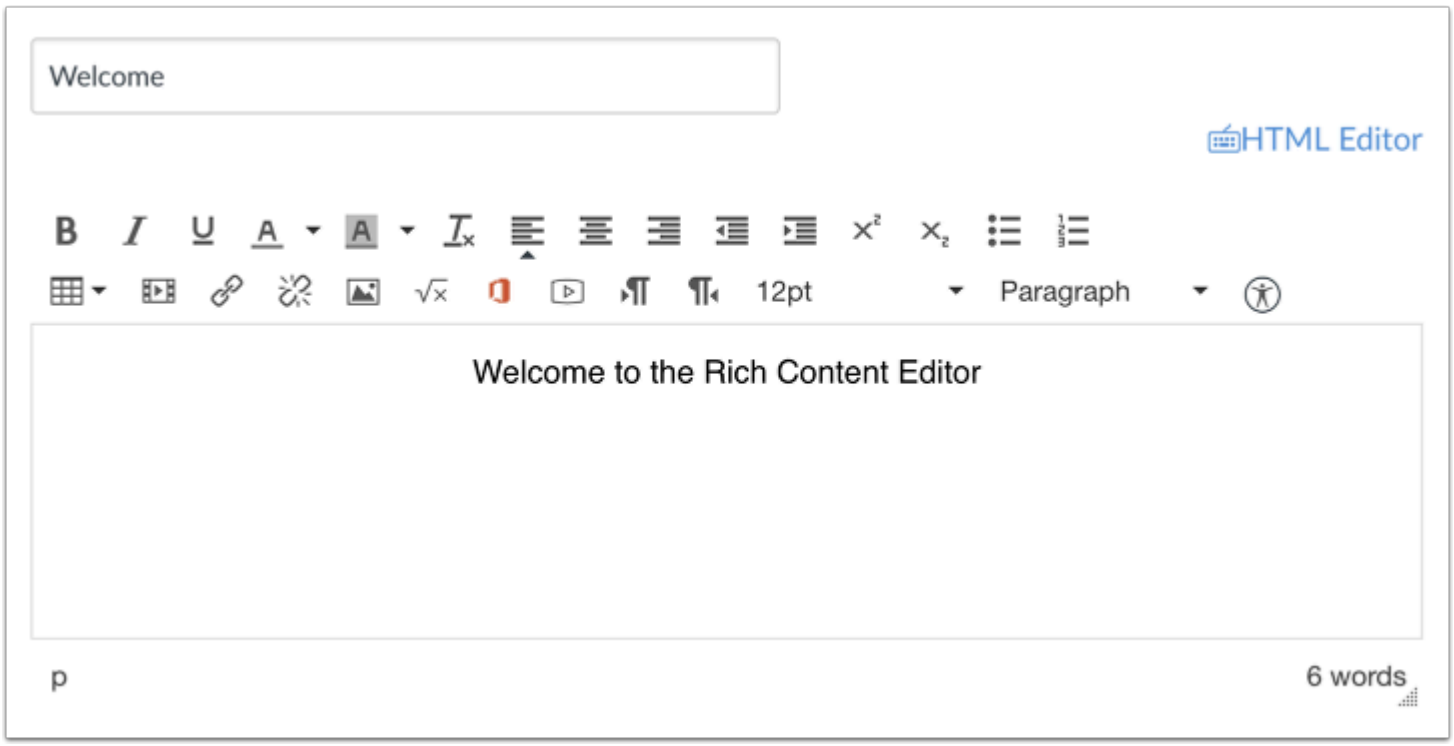
View the auto-opened file.

How do I disable inline previews for files using the Rich Content Editor as an instructor?

The Rich Content Editor will be discontinued on June 20, 2020. You can enable the New Rich Content Editor feature in course feature options.

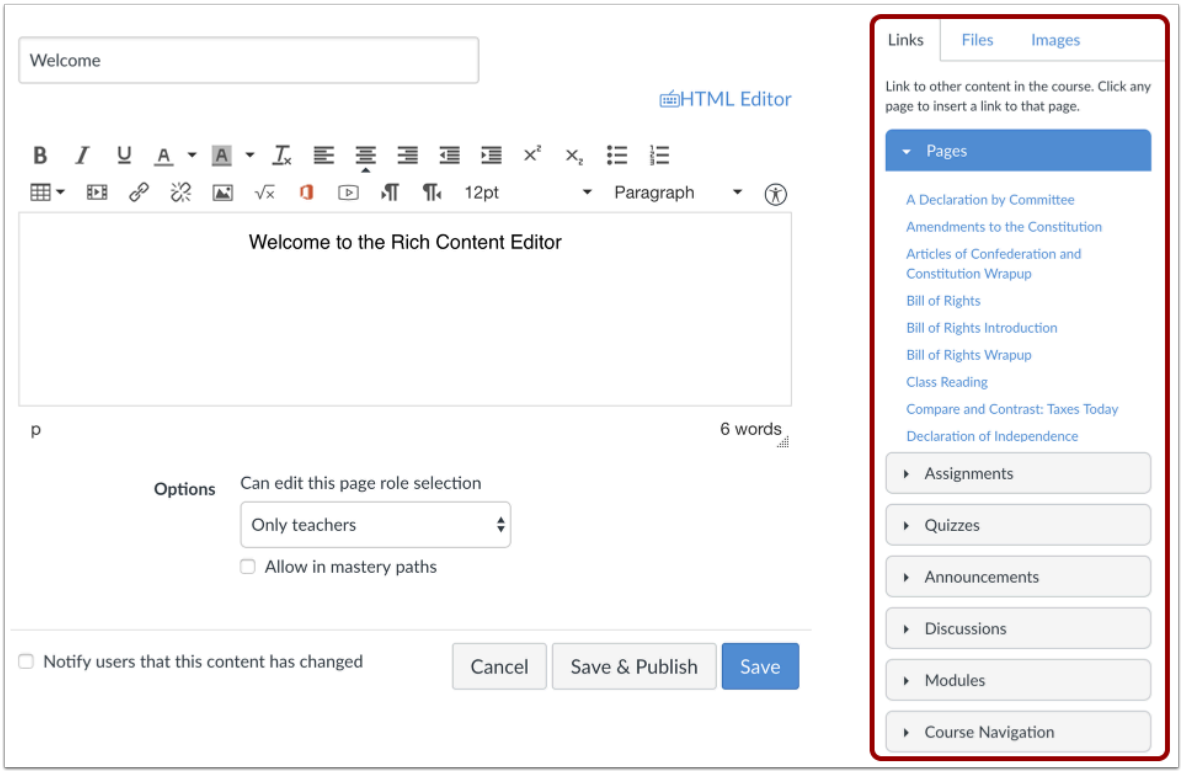
You can disable inline previews for files in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor



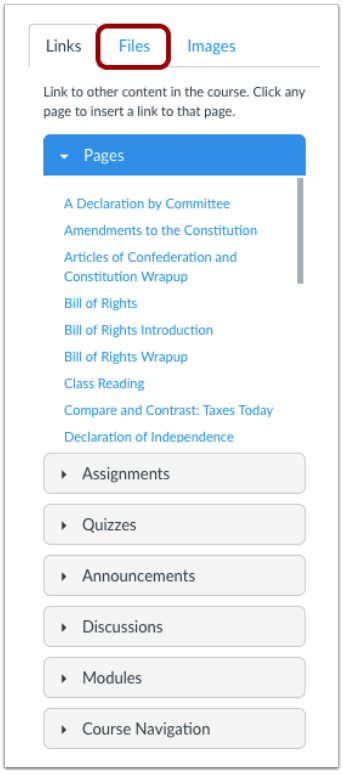
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Locate Content Selector



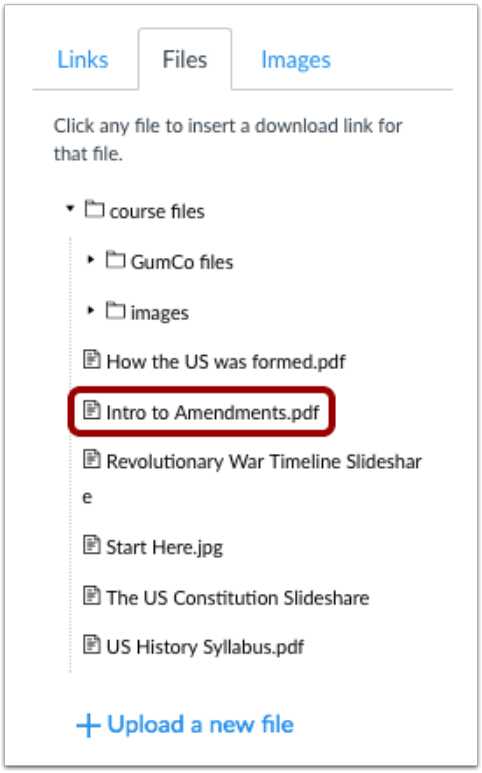
The Content Selector will automatically open when the Rich Content Editor is opened.

Open Files Tab



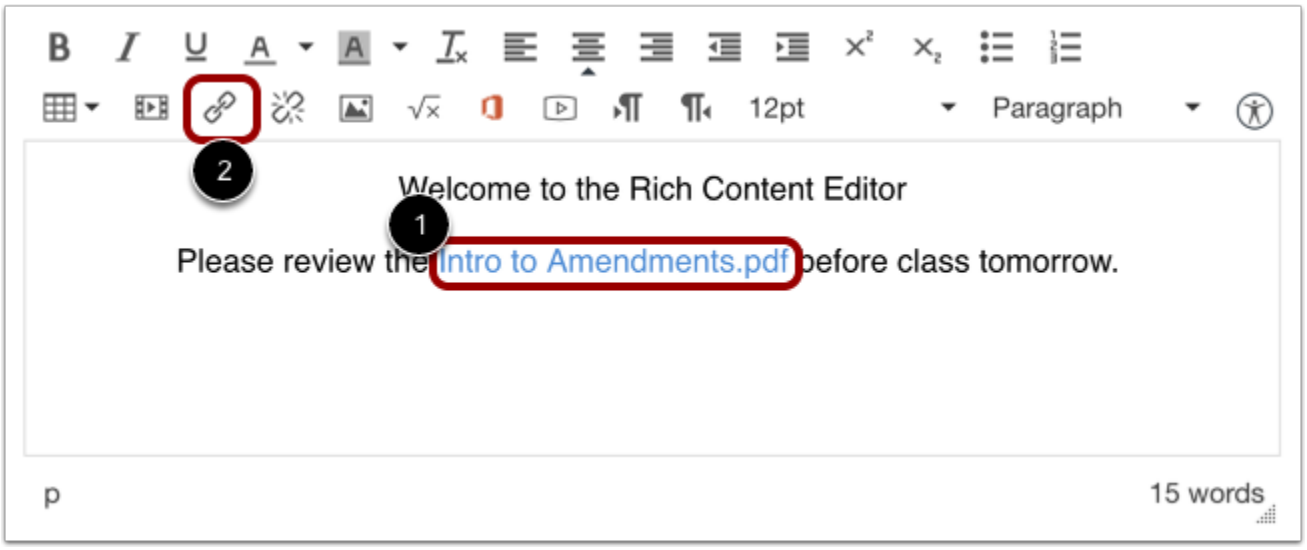
Click the **Files** tab.

Select File



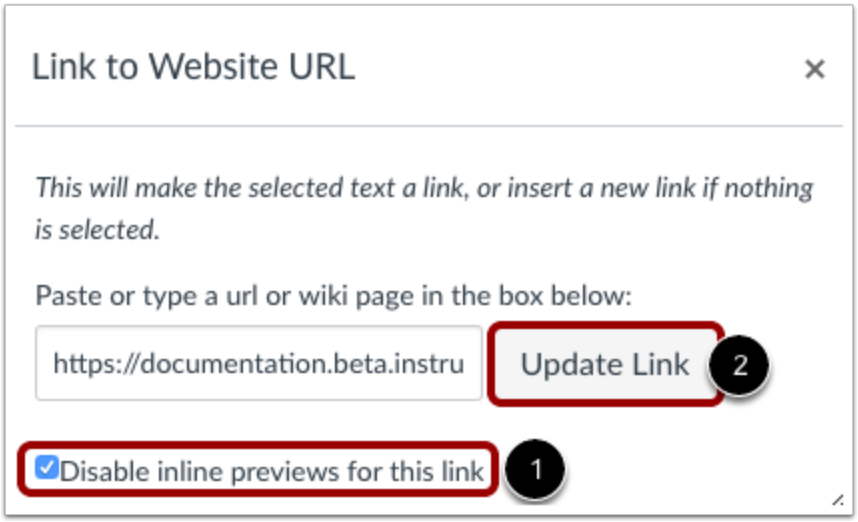
Find and select the file you want to insert.

Open URL Link Icon



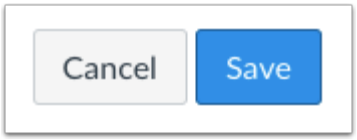
Make sure the cursor is in the file link somewhere [1]. Click the **URL link** icon [2] to open a popup window.

Disable Inline Preview



Click the **Disable inline previews for this link** checkbox [1]. Then click on **Update Link** [2].

Save Changes



Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View File

Once you disable the inline preview, the file can no longer can be previewed. Users will have to click the link to open the file.

How do I add captions to an external video as an instructor?

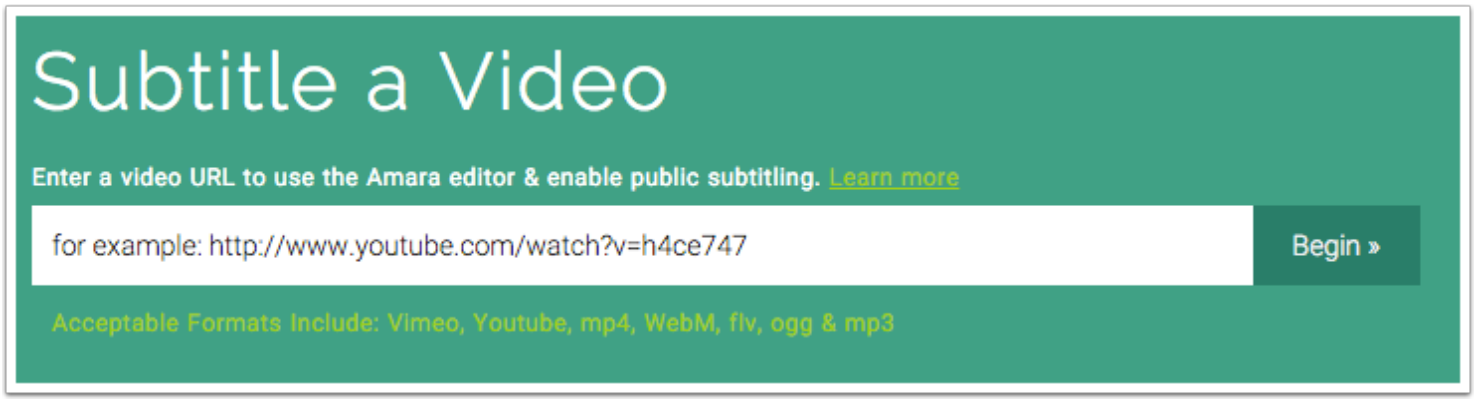
If you are the video owner for a video hosted on a supported third-party media site, or if you already have an online link to a supported video type, you can create caption files for external videos.

Once you have uploaded your video and created captions, learn how to view video captions.

Notes:

- You cannot add a closed-captioning file to an online video if you are not the owner.
- If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

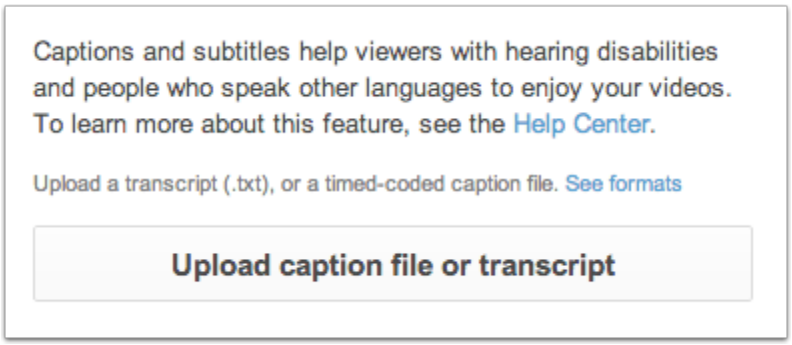
Create Caption Files



Amara is the same service referenced in our lesson about creating captions using the subtitle creation tool. The difference is that with YouTube and other third-party sites, your video is already uploaded to the Internet, so to create captions, all you need is the URL to the video.

Amara subtitles videos created with supported video types. Additionally, the video must be publicly accessible and hosted on supported third-party sites. Amara exports to a variety of file types, including WebVTT and SRT.

Upload Caption Files



Most online video sites that support closed captioning will have a link to upload caption files. Each site will have its own requirement for the type of file required.

YouTube

YouTube accepts a variety of file types. If you grant them permission, sites such as Amara and CaptionTube can link directly to your YouTube account and add the caption files directly to your video.

Embed Video in Canvas

When you're finished, embed your iFrame video or insert the YouTube link in Canvas. The closed-captioning option will appear with all available language caption files.

How do I add captions to new or uploaded videos in Canvas as an instructor?

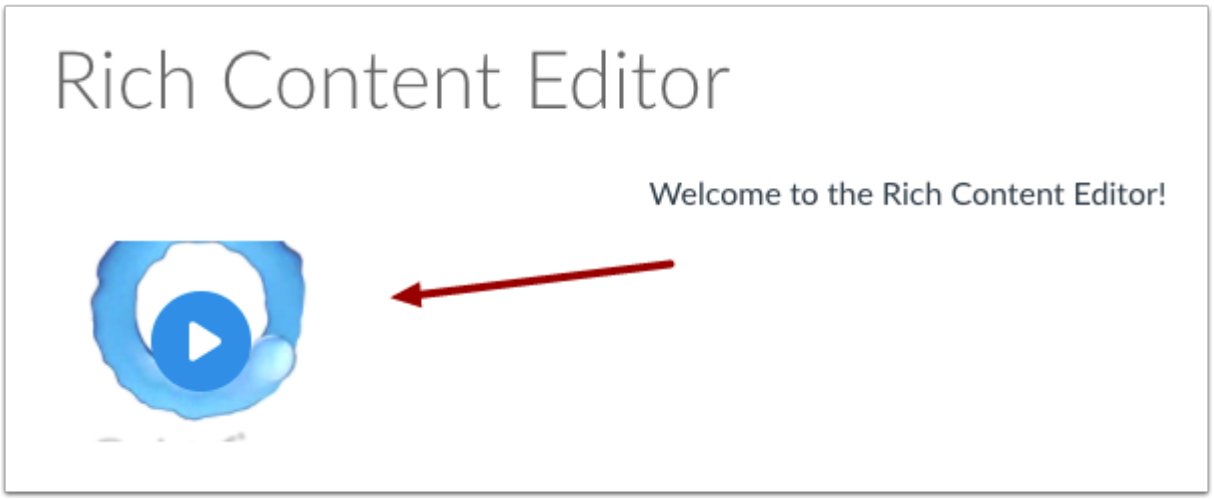
You can easily create and upload caption files when you add video content in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

This lesson only applies to creating captions for videos created or uploaded into Canvas. If you've created a video outside of Canvas that you want to include in your course, learn how to create captions for external videos.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

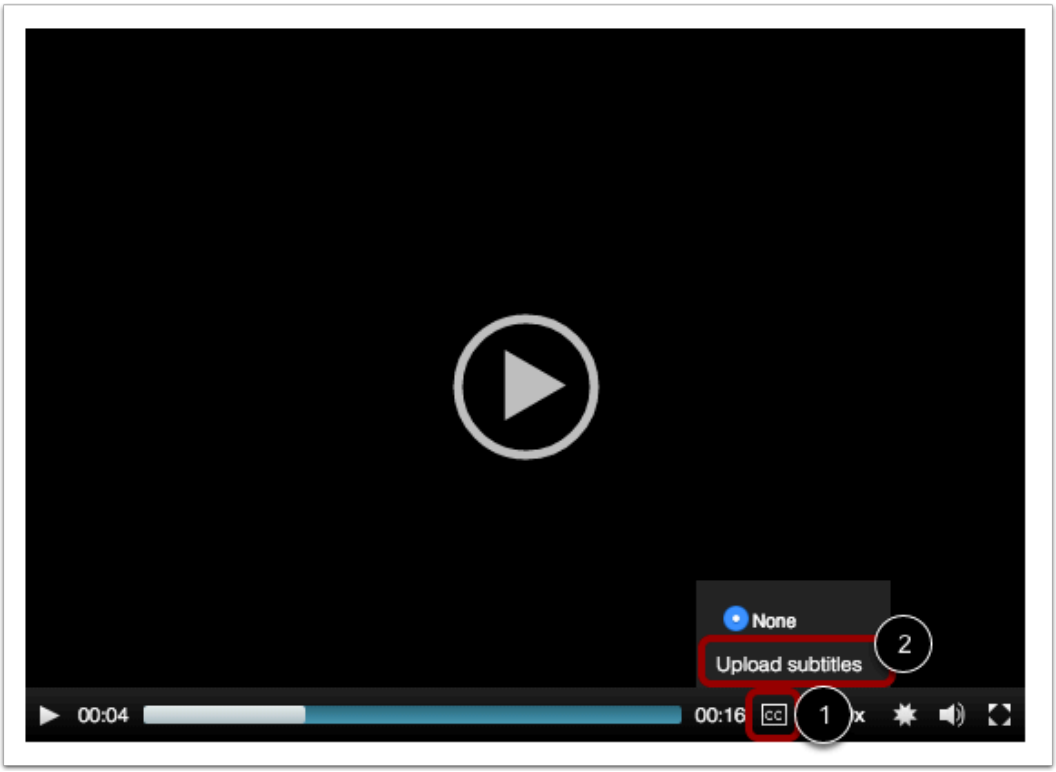
Note: Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Open Video in Canvas Content



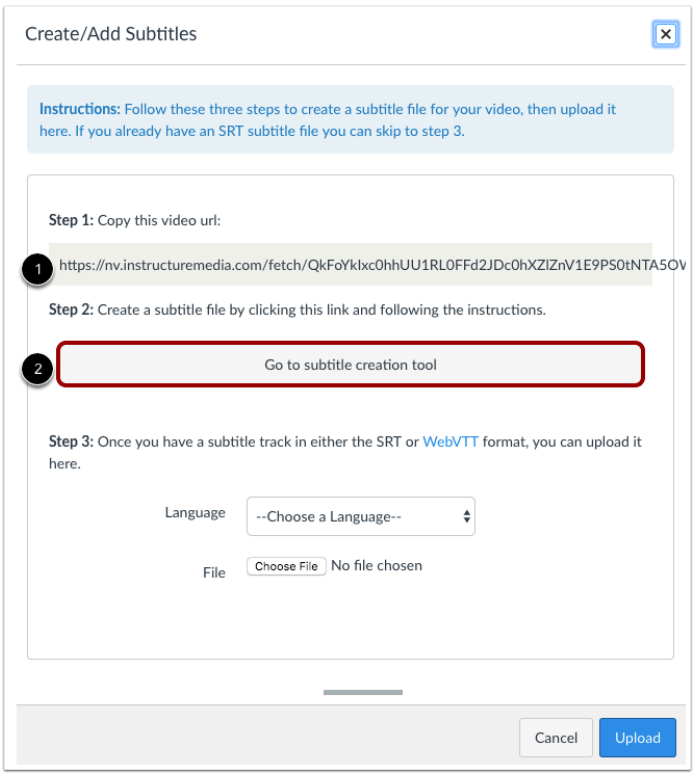
Open the Canvas content page or assignment where you created or uploaded your video. Click the video to enlarge the window and open the closed-caption options.

Upload Subtitles



Hover over the **closed caption** icon [1]. Click the **Upload subtitles** link [2].

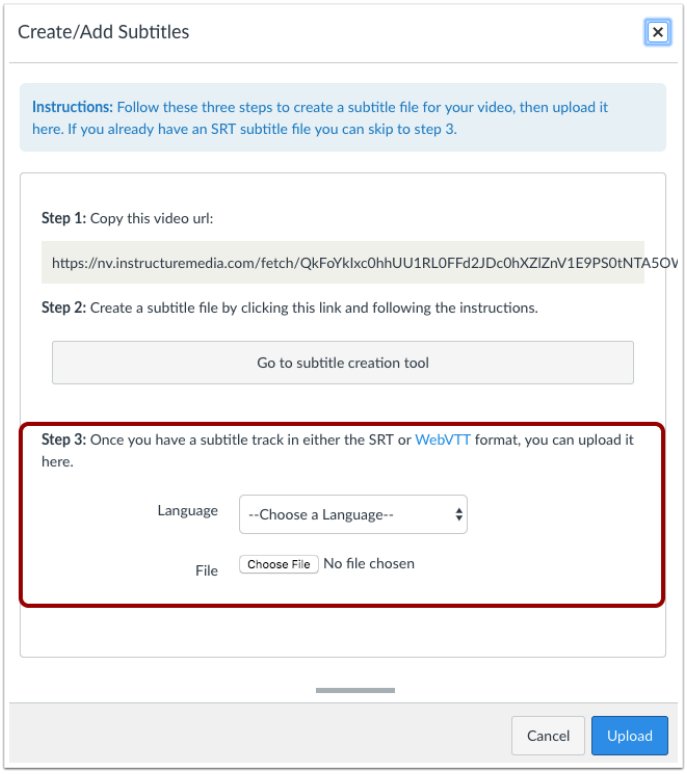
Create Subtitles



If you need to create a caption file for your video, copy the video URL [1], then click the **Go to subtitle creation tool** button [2]. A new tab will open in your browser window. Learn how to create a caption file in the subtitle creation tool. When you are finished creating the caption file, you can return to this page.

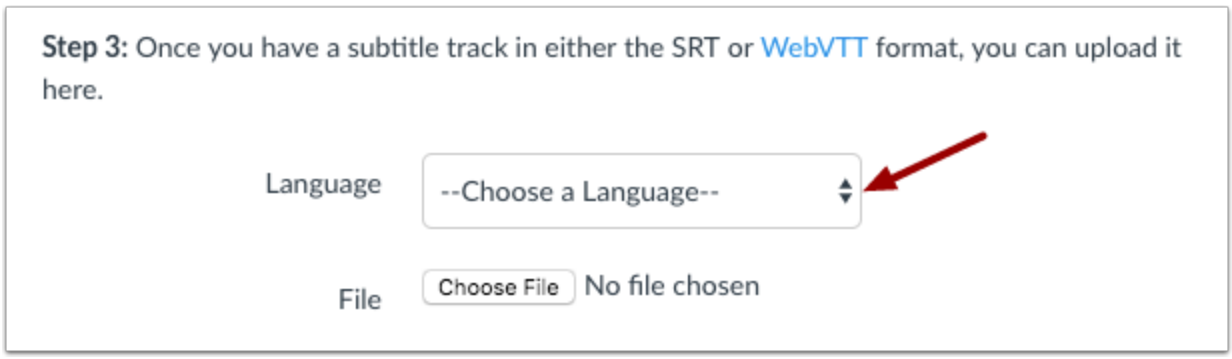
Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and steps 1 and 2 are not yet available, try accessing your video later.

Upload Subtitles



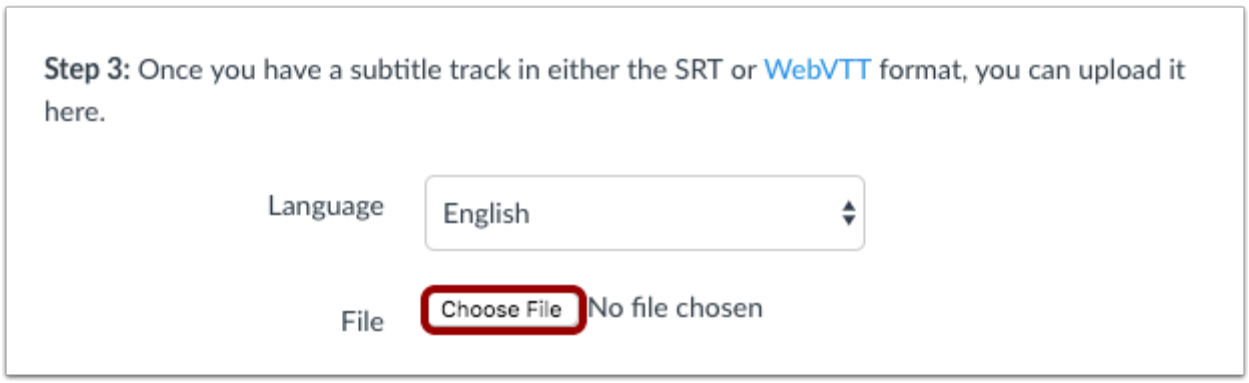
If you already have a caption file, you can skip to step 3 and set the caption language and locate the file.

Select Subtitle Language



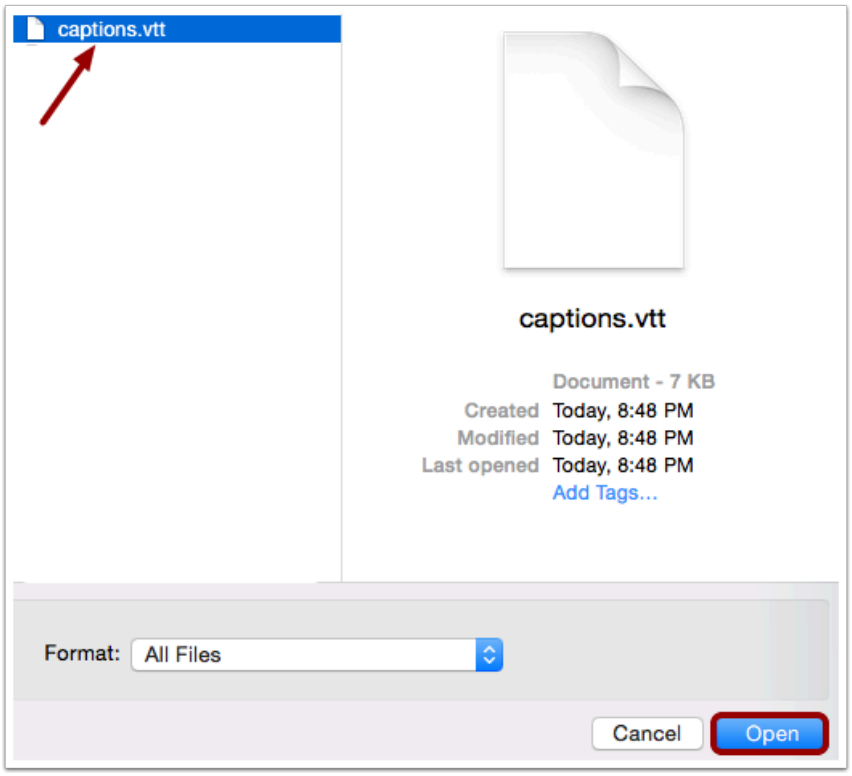
In the **Language drop-down** menu, select the language that matches the language of your subtitle file.

Locate Subtitle File



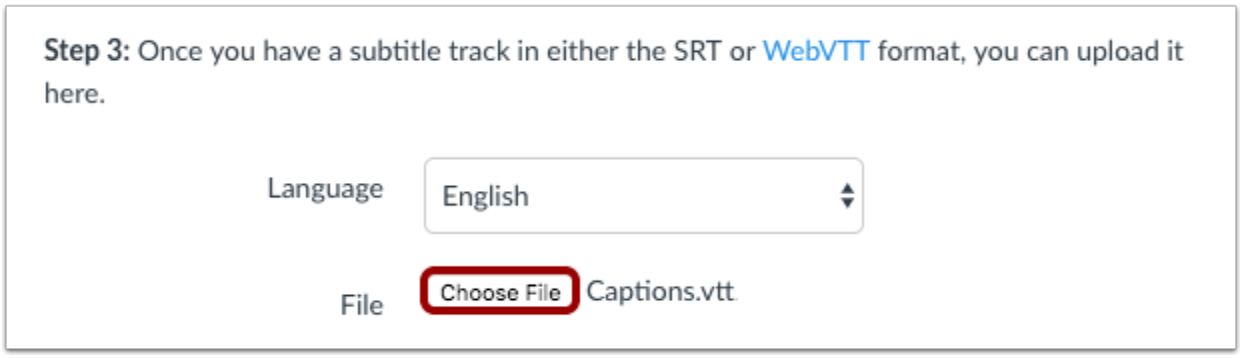
To locate your caption file, click the **Browse** or **Choose File** button (depending on your browser).

Open Subtitle File



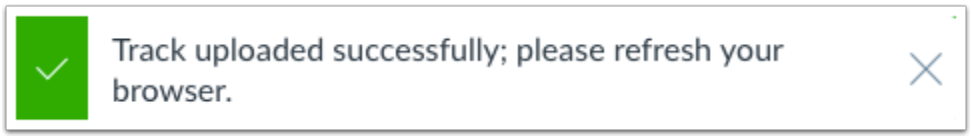
Locate your subtitle file on your computer. Select the file, then click the **Open** button.

Upload Subtitle File



To submit your subtitle file, click the **Upload** button.

Confirm Upload



Canvas will confirm your subtitle file has been successfully uploaded. Refresh your browser window to view your subtitles.

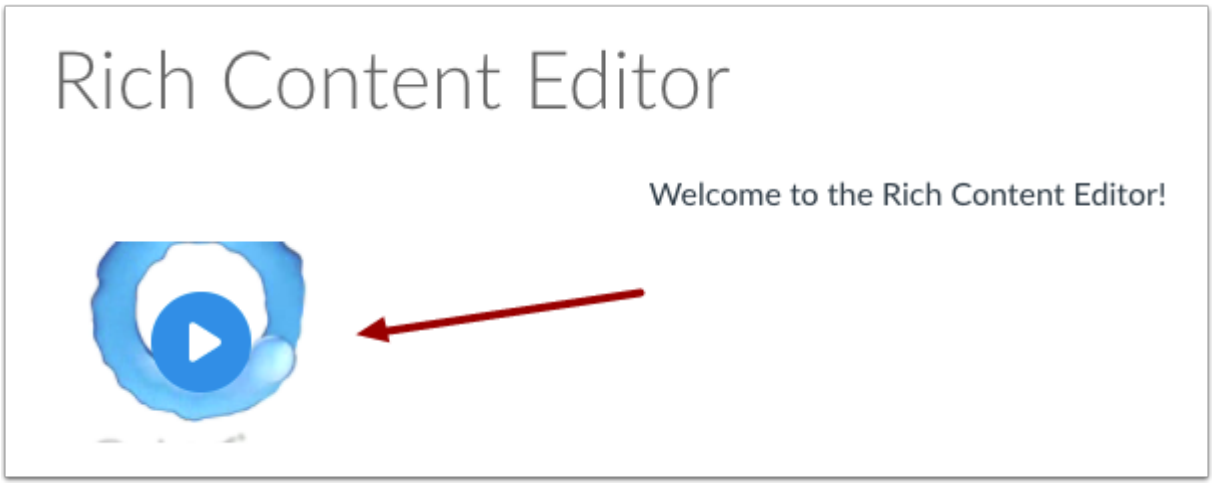
How do I create a caption file using the subtitle creation tool as an instructor?

When you record a new video or upload an existing video in Canvas, you can upload a caption file for your users. If you do not have a caption file, you can use the subtitle creation tool to create the file for your video.

Once you have created and downloaded your caption file, learn how to add captions to Canvas videos.

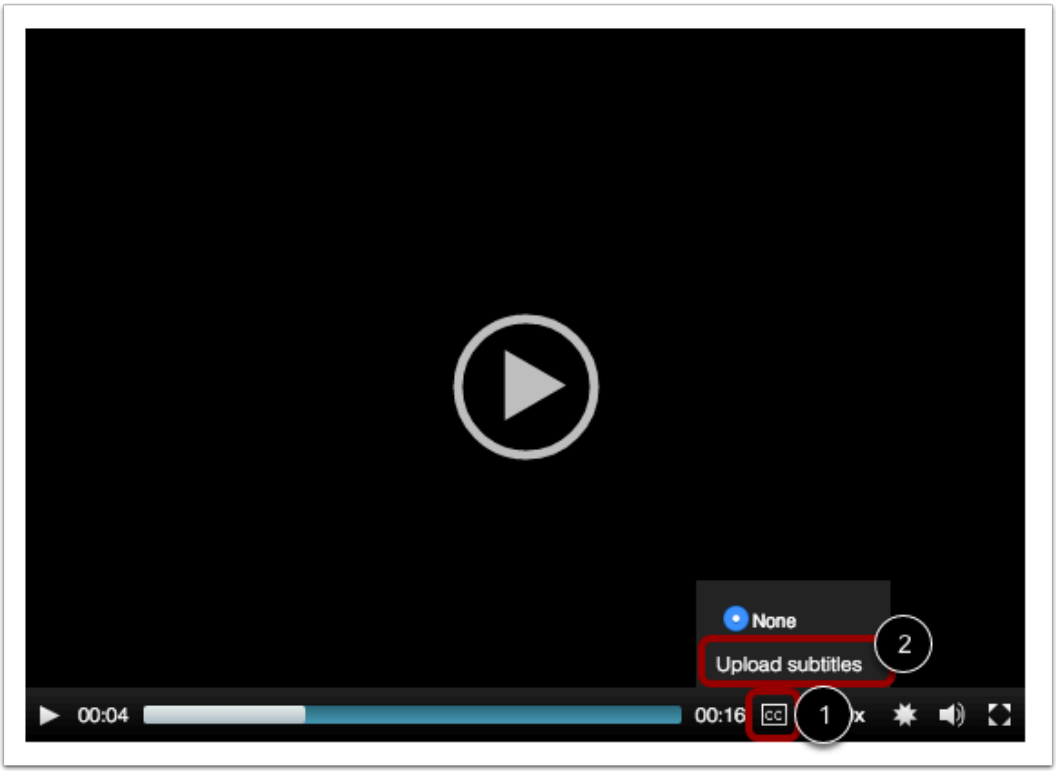
Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and the subtitle creation tool is not yet available, try accessing your video later.

Open Video in Canvas Content



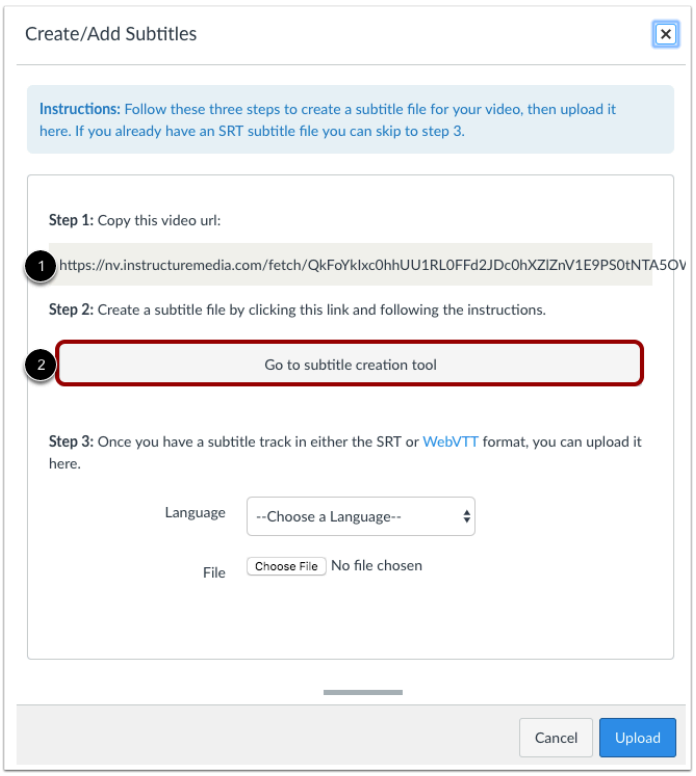
Open the Canvas content page or assignment where you created or uploaded your video. Click the video to enlarge the window and open the closed-caption options.

Upload Subtitles



Hover over the **closed caption** icon [1]. Click the **Upload subtitles** link [2].

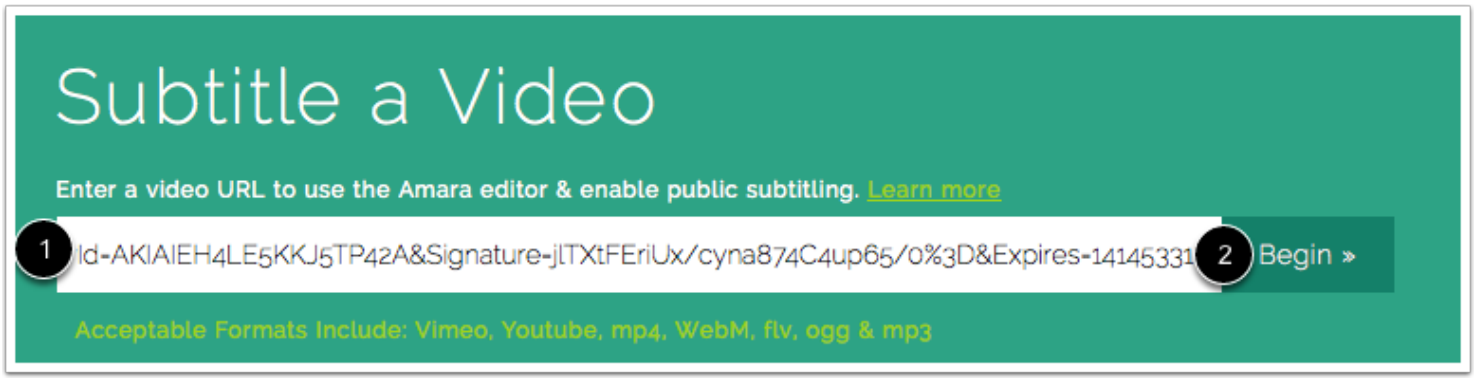
Go to Subtitle Creation Tool



Copy the video URL [1], then click the **Go to subtitle creation tool** button [2]. A new tab will open in your browser window.

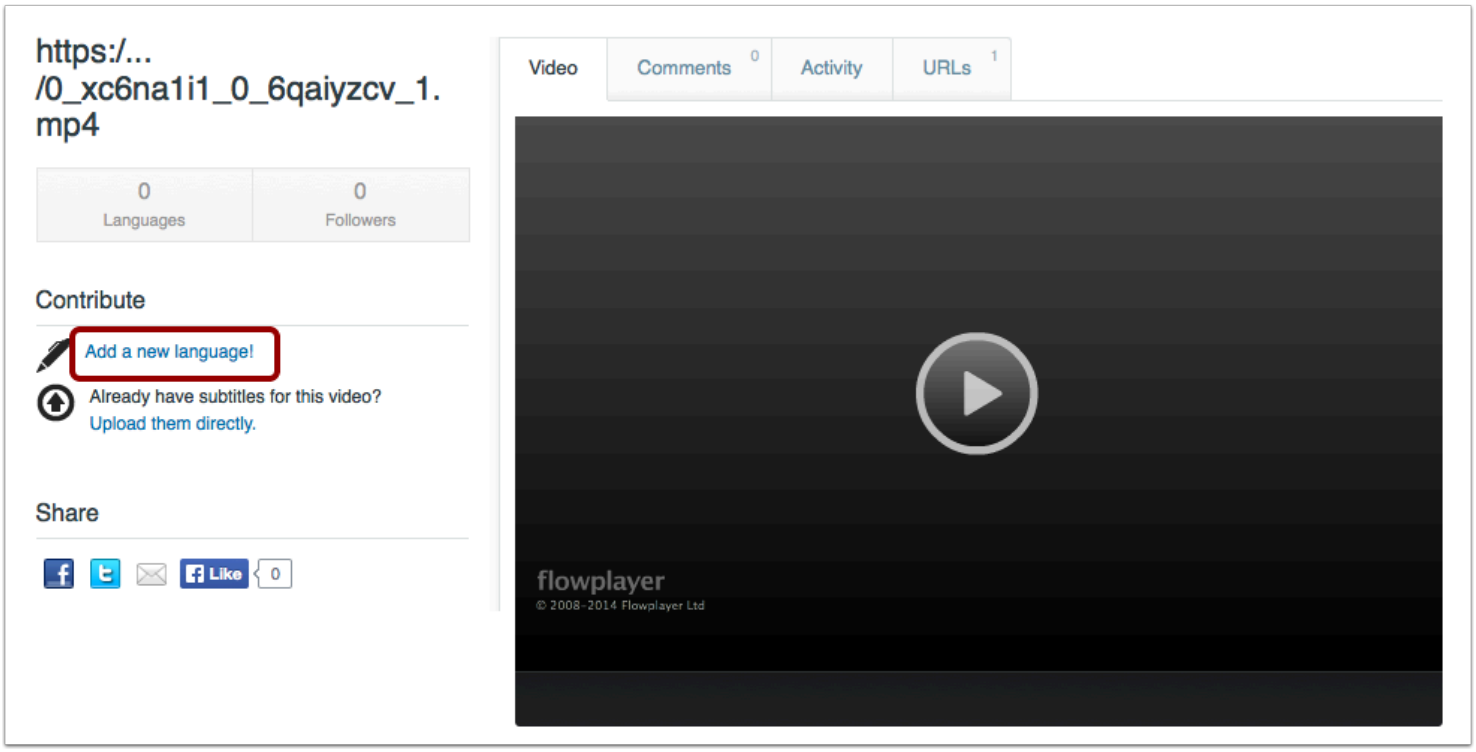
Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and steps 1 and 2 are not yet available, try accessing your video later.

Enter Video URL

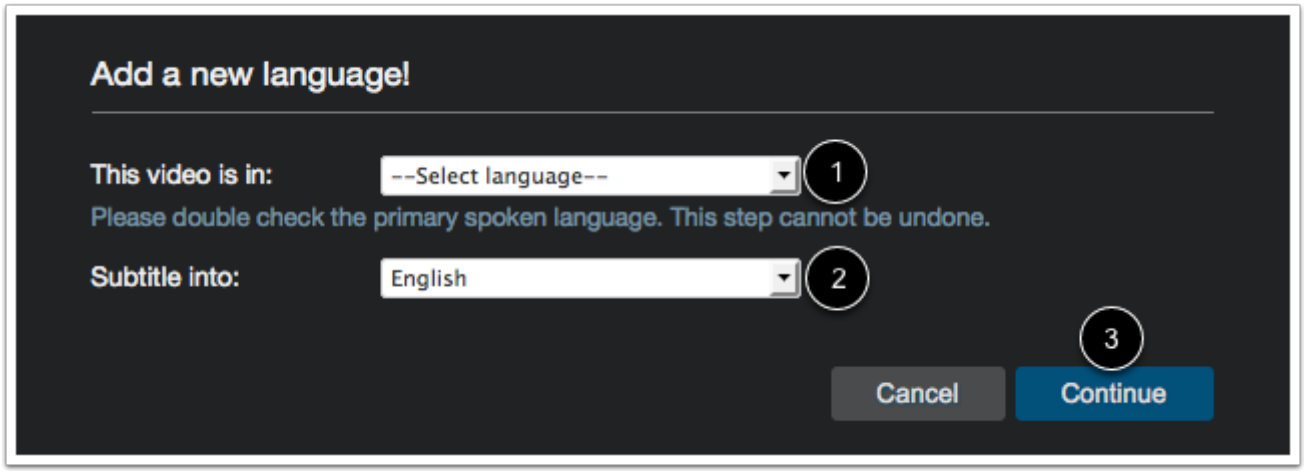


Paste your video URL in the **Subtitle a Video** field [1]. Click the **Begin** button [2].

Add New Language

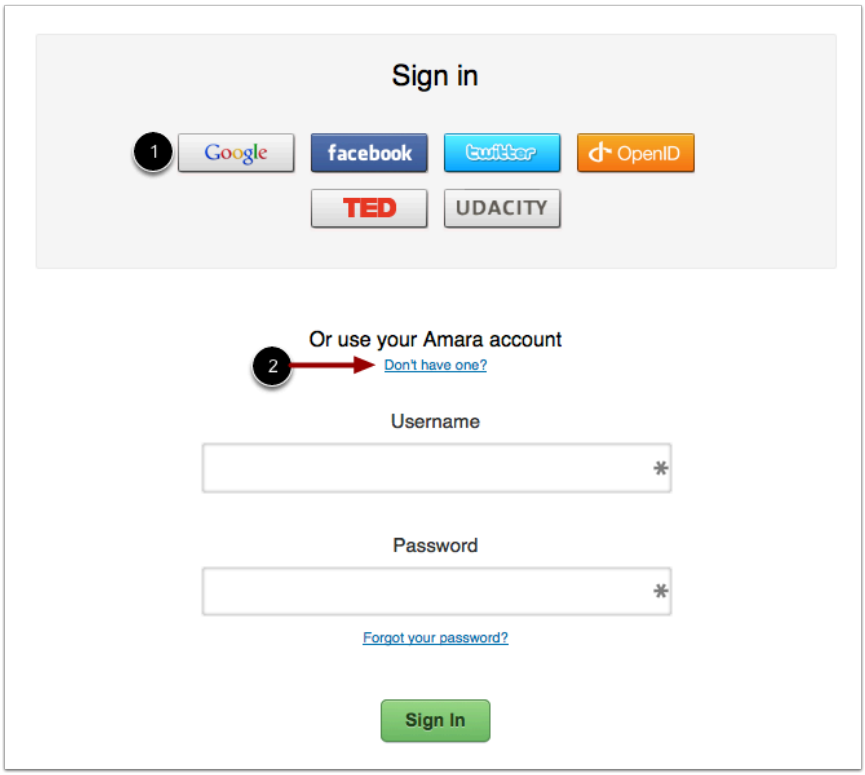


Click the **Add a new language** link.



In the drop-down menu, select the primary spoken language of your video [1]. Then select the language for the subtitles [2]. Click the **Continue** button [3].

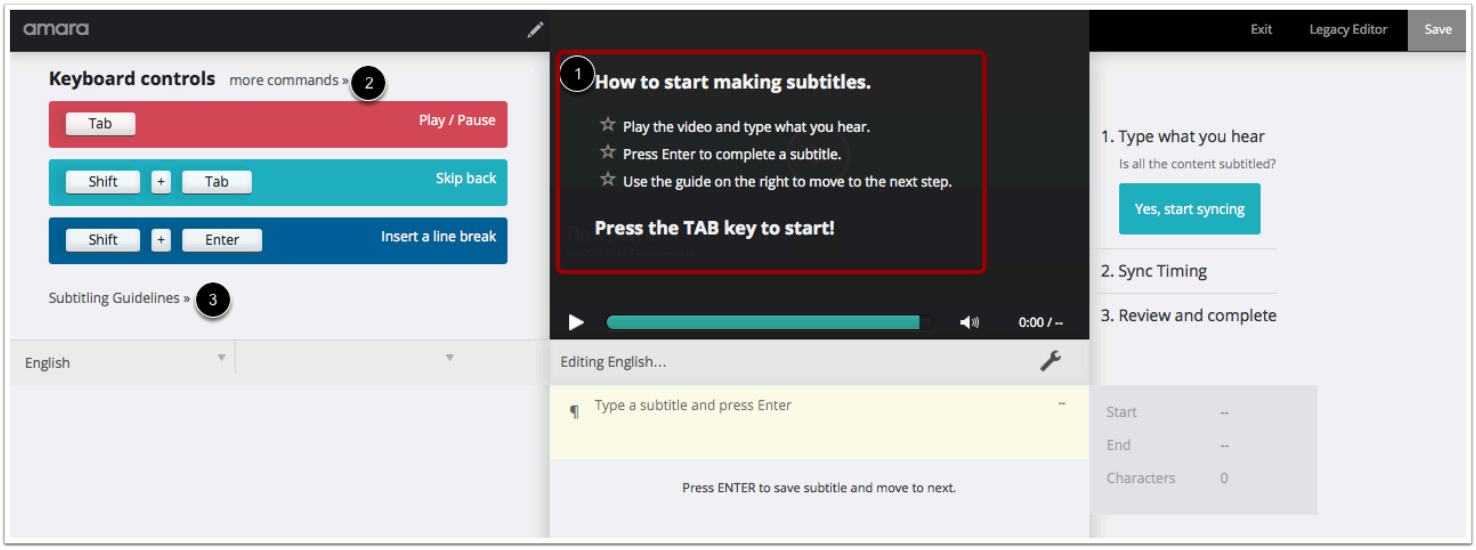
Log in to Amara



Choose a method to log in to Amara. You can use one of your existing social media services [1] or you can create a new account [2].

Creating an account lets you save your video with the subtitles in case you want to change them or translate them into another language later.

Create Subtitles

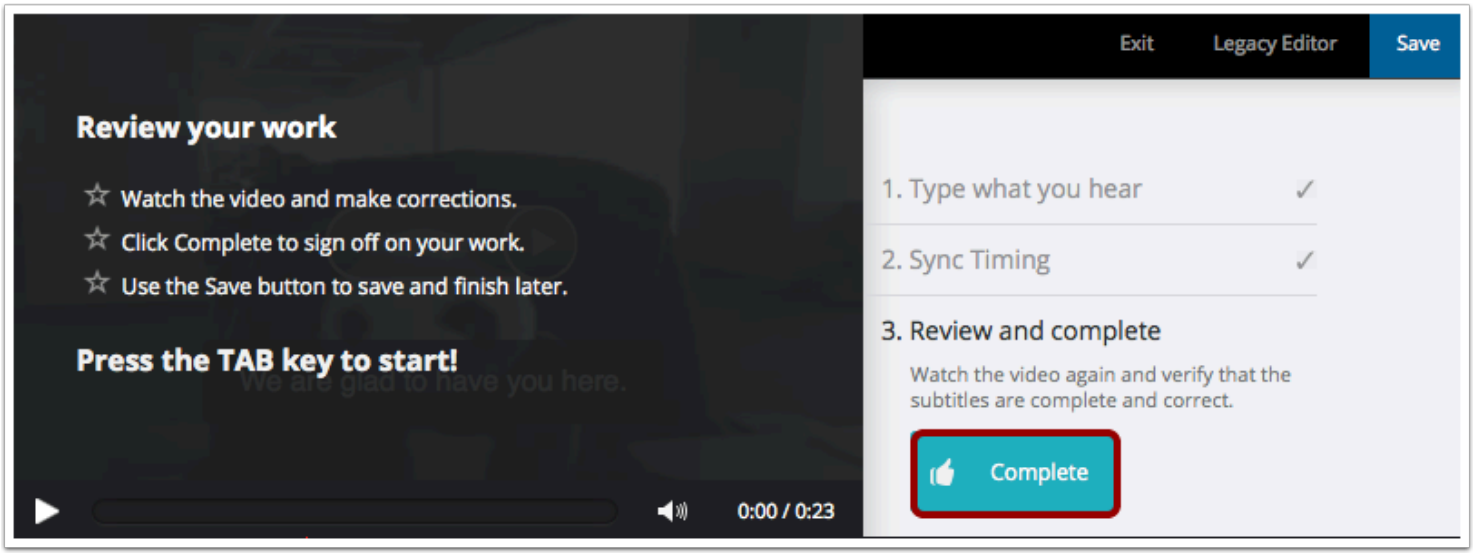


Create your subtitles for your video using the instructions in the video window [1].

You can use keyboard controls to help you navigate through your video. To get more keyboard controls, click the more commands link [2].

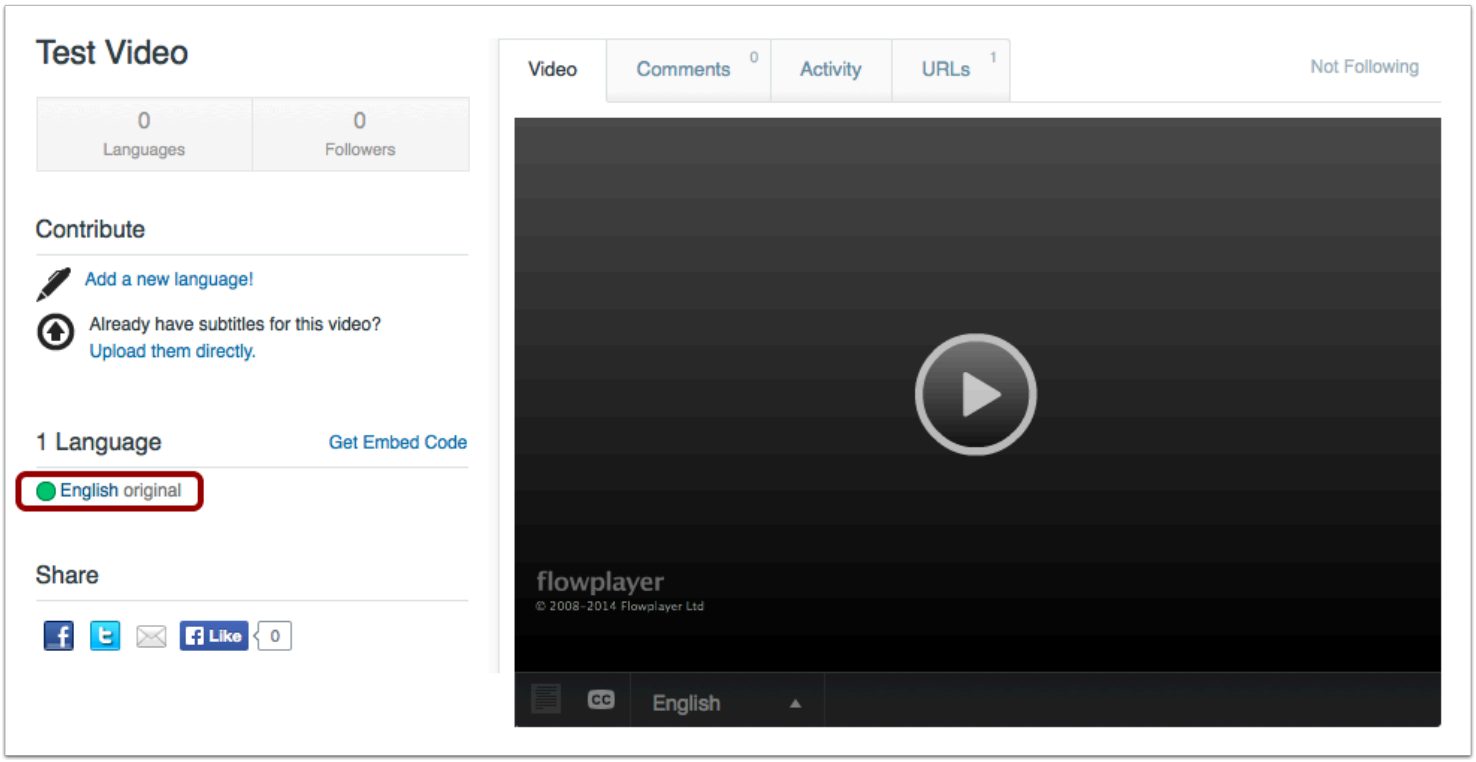
For general guidelines regarding subtitles, click the subtitling guidelines link [3].

Complete Subtitles



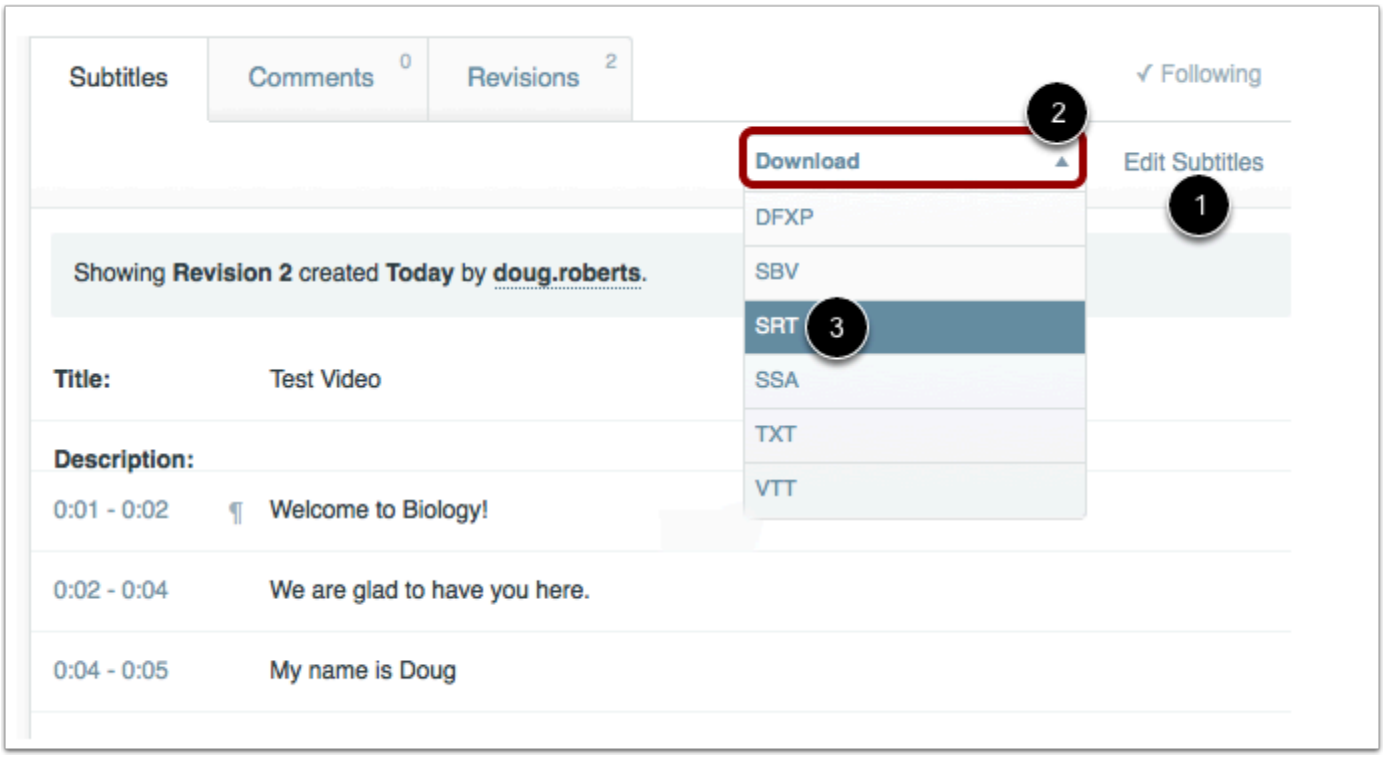
When you have made it through all three steps and are finished with your subtitles, click the **Complete** button. The caption file will save and redirect you back to the video dashboard.

Open Subtitles



Under the Language heading, click the name of the language subtitle file you created.

Download Subtitles

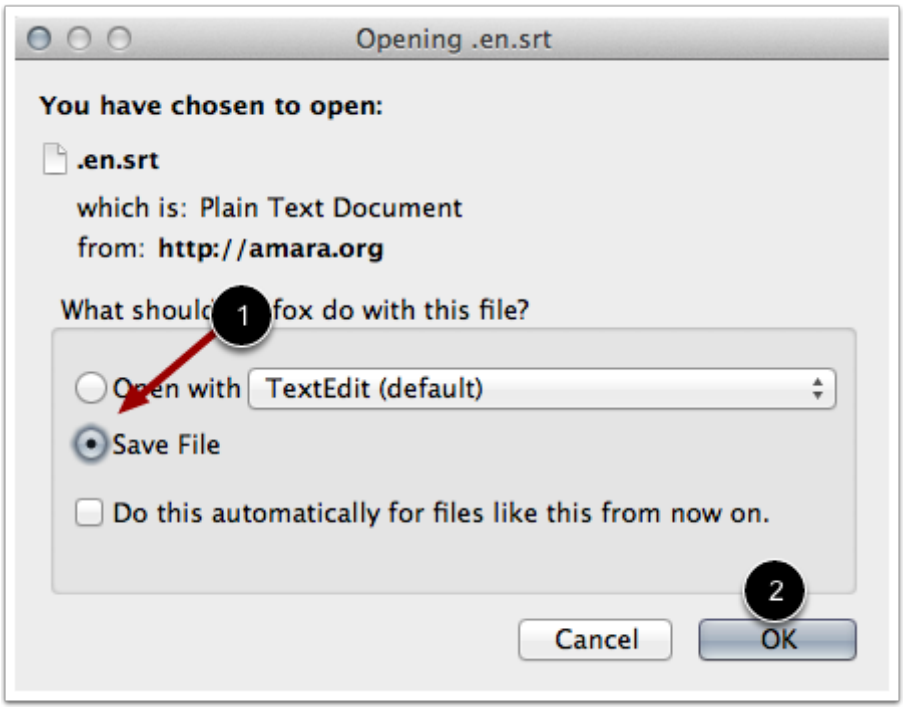


To edit your subtitles, click the **Edit Subtitles** link [1].

When you are ready to download your file, locate the **Download** drop-down menu [2] and select your preferred download format type [3].

Note: Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT (.vtt) format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Save Subtitle File



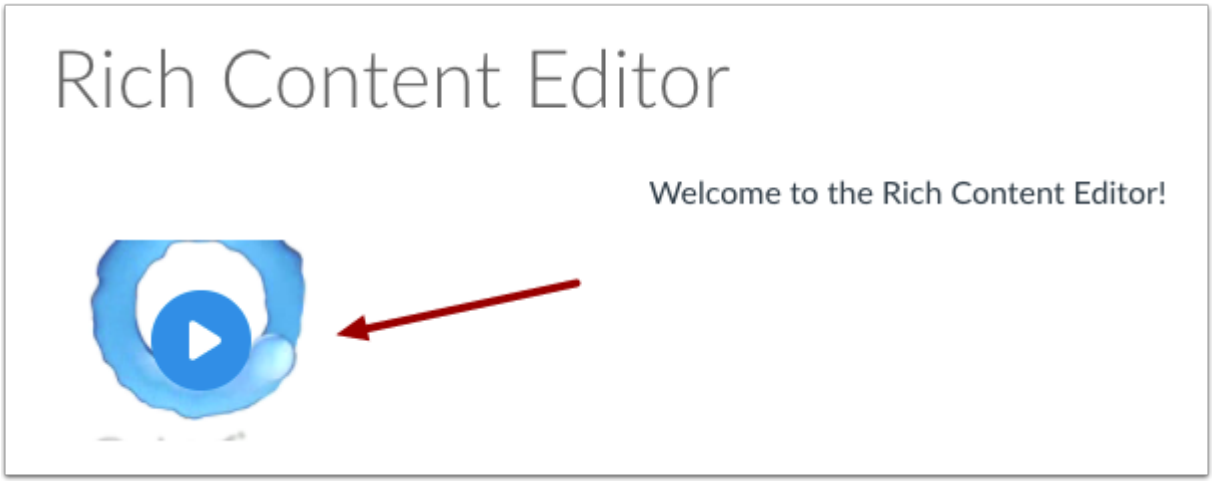
Click the **Save File** radio button [1]. Then click the **OK** button [2].

How do I view captions in a video as an instructor?

Some videos within Canvas may contain closed-captioned files. You can view the captions in the closed-captioning menu.

Note: If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Open Video

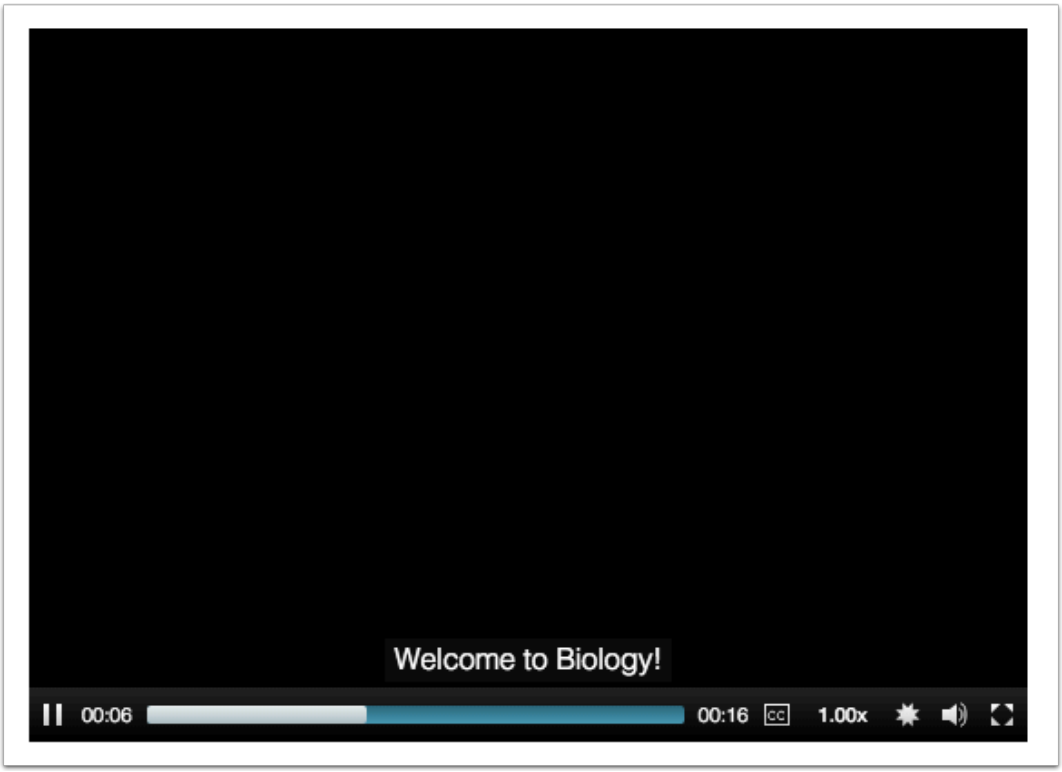


Click the video. The video will enlarge on your screen.

Select Subtitle Language

To view the captions in your video, hover over the **closed caption** icon [1]. By default, videos are closed captioned and will always be set to None. Click the radio button next to your subtitle language [2]. Click the **Play** button [3].

View Subtitles



View the subtitles in your video.

New Rich Content Editor

How do I add and modify text in the New Rich Content Editor as an instructor?

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

You can type text and you can copy and paste text from other sources into the New Rich Content Editor. The New Rich Content Editor also includes several formatting tools that allow you to modify your text.

The New Rich Content editor supports keyboard shortcuts for copying and pasting text.

Copy and Paste Using a PC

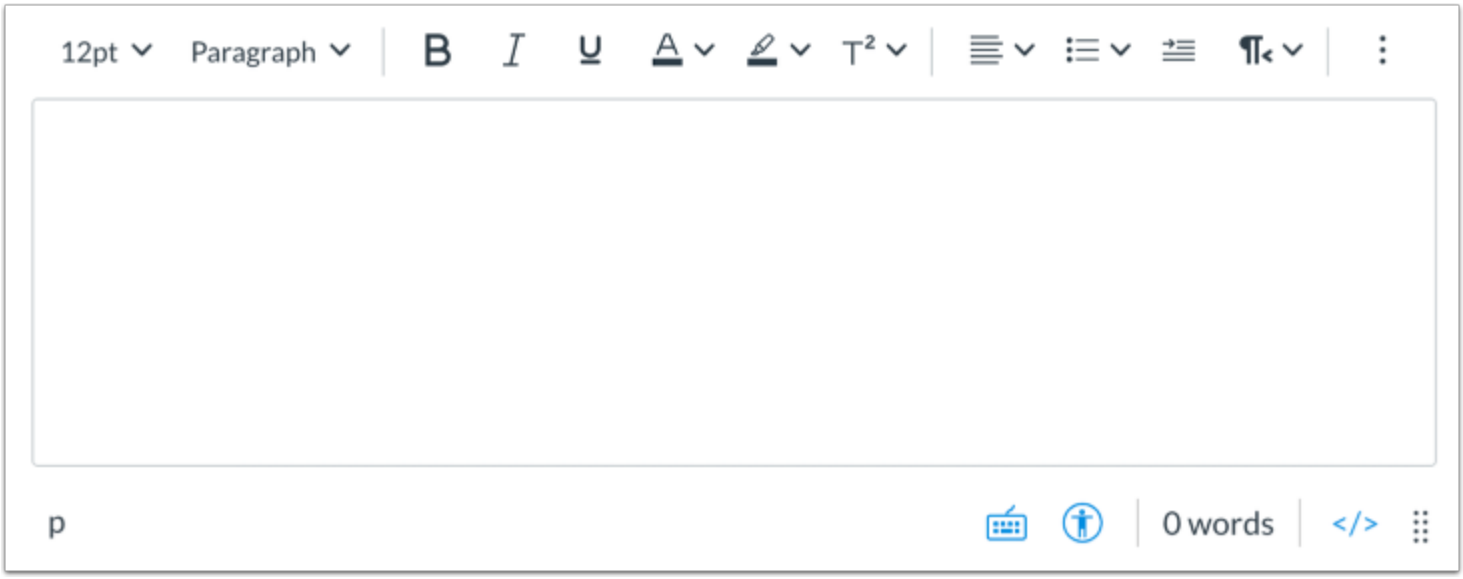
- Copy (Ctrl+C) and Paste (Ctrl+V)
- Copy (Ctrl+C) and Paste-without-formatting (Ctrl+Shift+V)

Copy and Paste Using a Mac

- Copy (Cmd+C) and Paste (Cmd+V)
- Copy (Cmd+C) and Paste-without-formatting (Cmd+Opt+Shift+V)

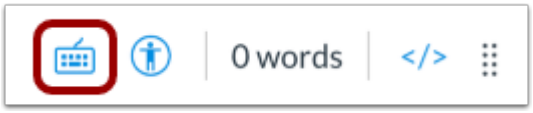
Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

View New Rich Content Editor



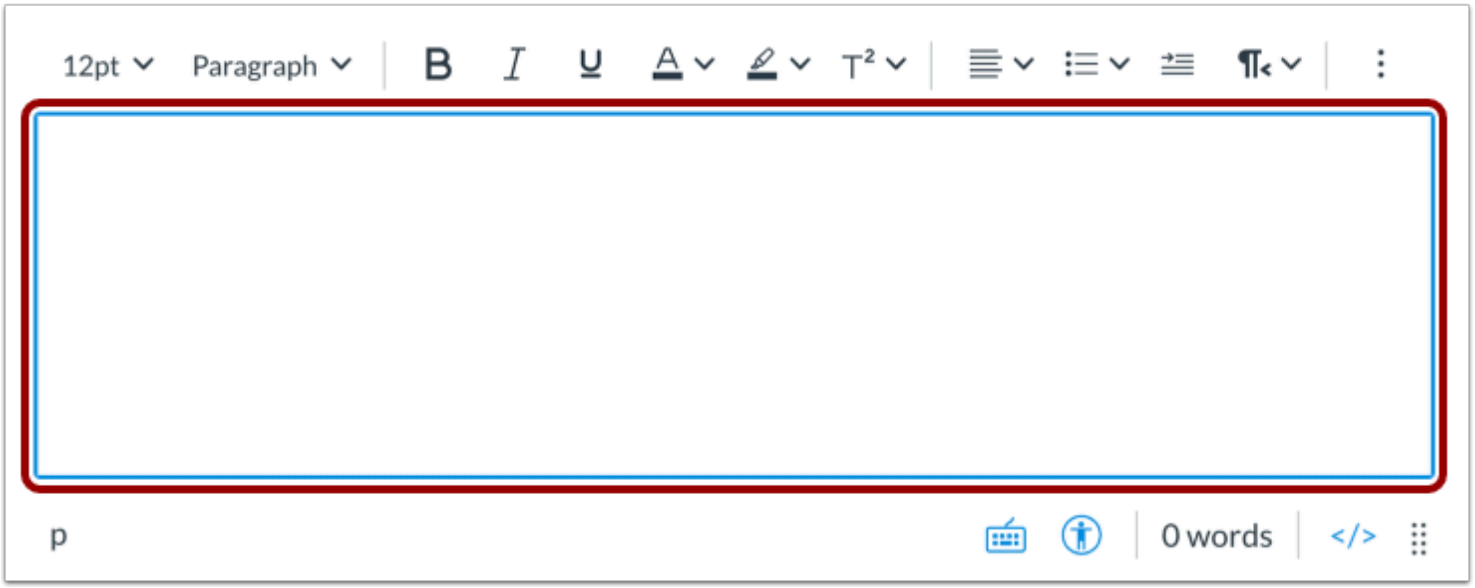
When creating or editing an announcement, assignment, discussion, page, quiz, or syllabus, the New Rich Content Editor opens by default.

Open Keyboard Shortcuts



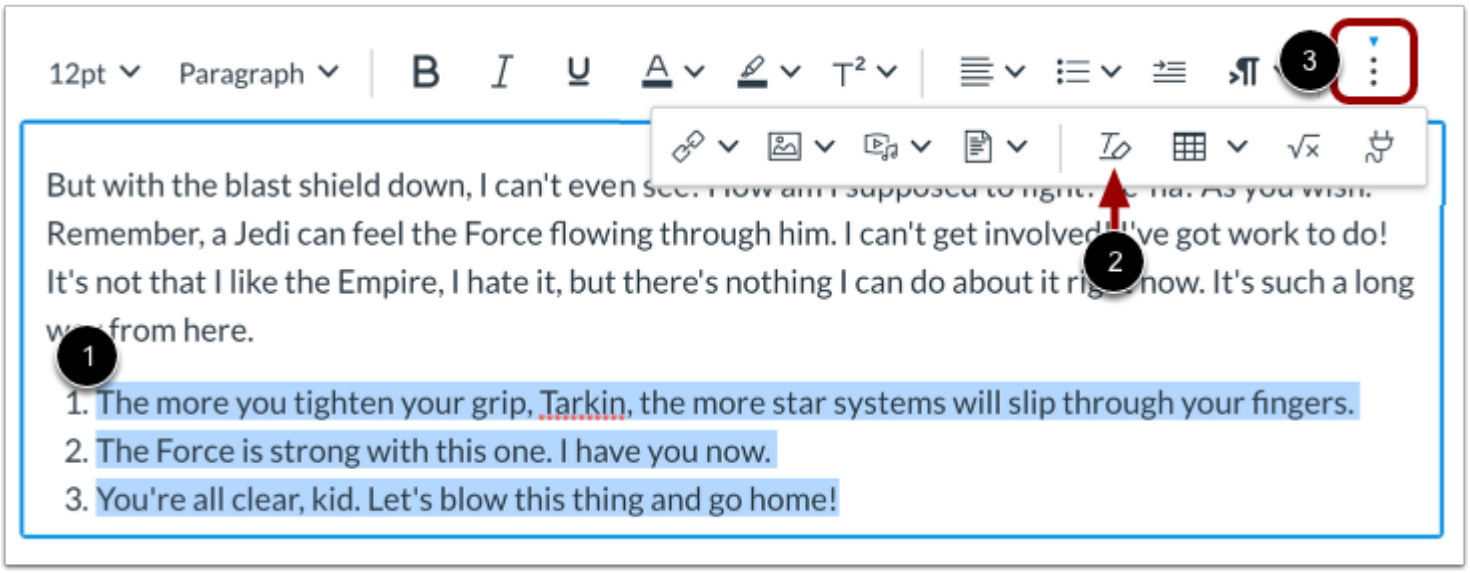
The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon or press **ALT+F8** (PC) or **ALT+FN+F8** (Mac) on your keyboard.

Enter Text



Type or paste copied text into the New Rich Content Editor.

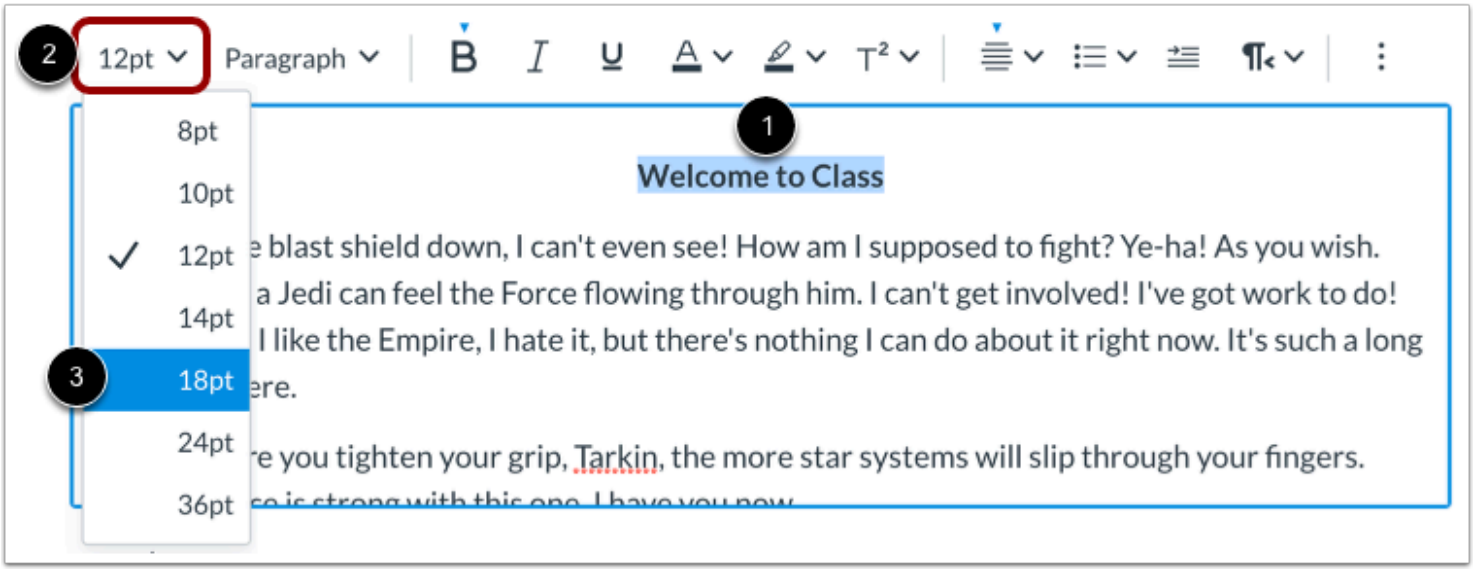
Remove Text Formatting



To remove text formatting, select the text [1], then click the **Clear Formatting** icon [2].

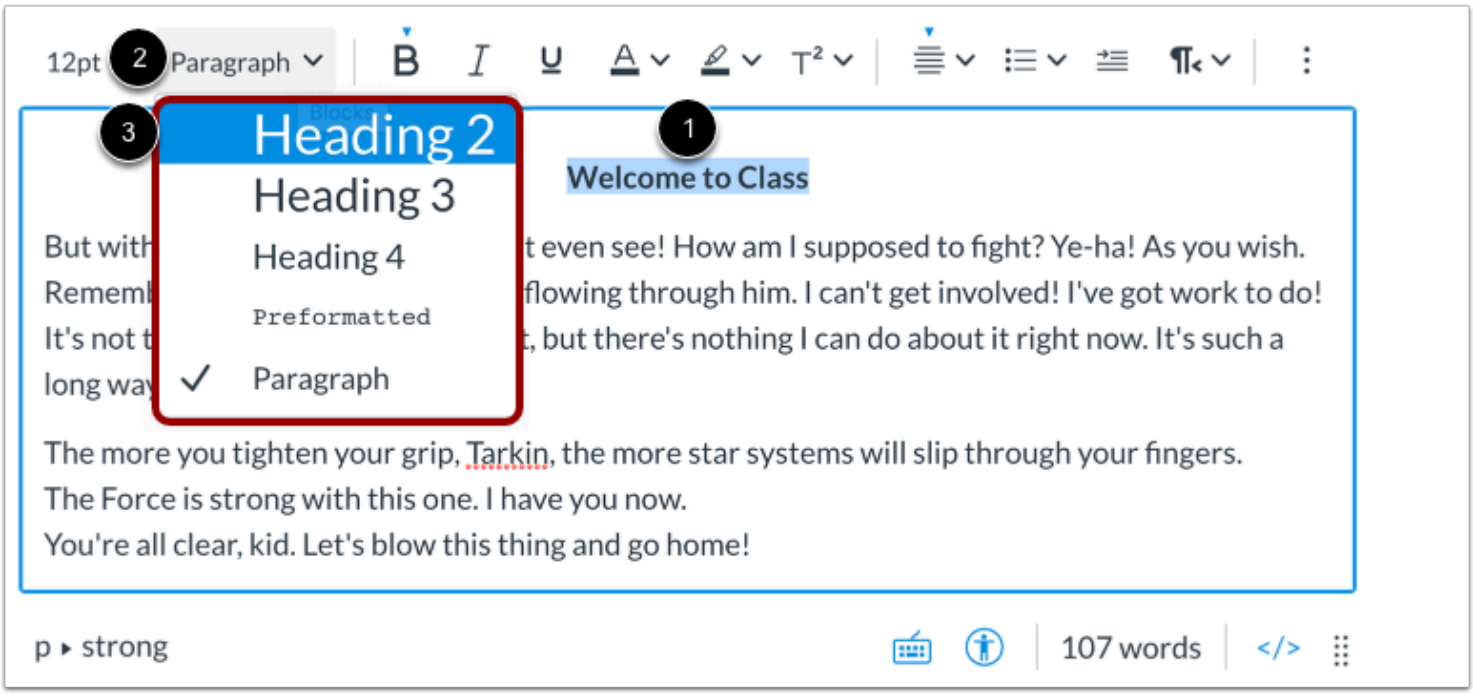
Note: To view the Clear Formatting icon, you may have to click the **Options** icon [3].

Change Font Size



Select the text you wish to modify [1]. Then click the **Font Sizes** drop-down menu [2], and select the font size you want to use [3]. You can choose from 8, 10, 12, 14, 18, 24, or 36pt sized fonts.

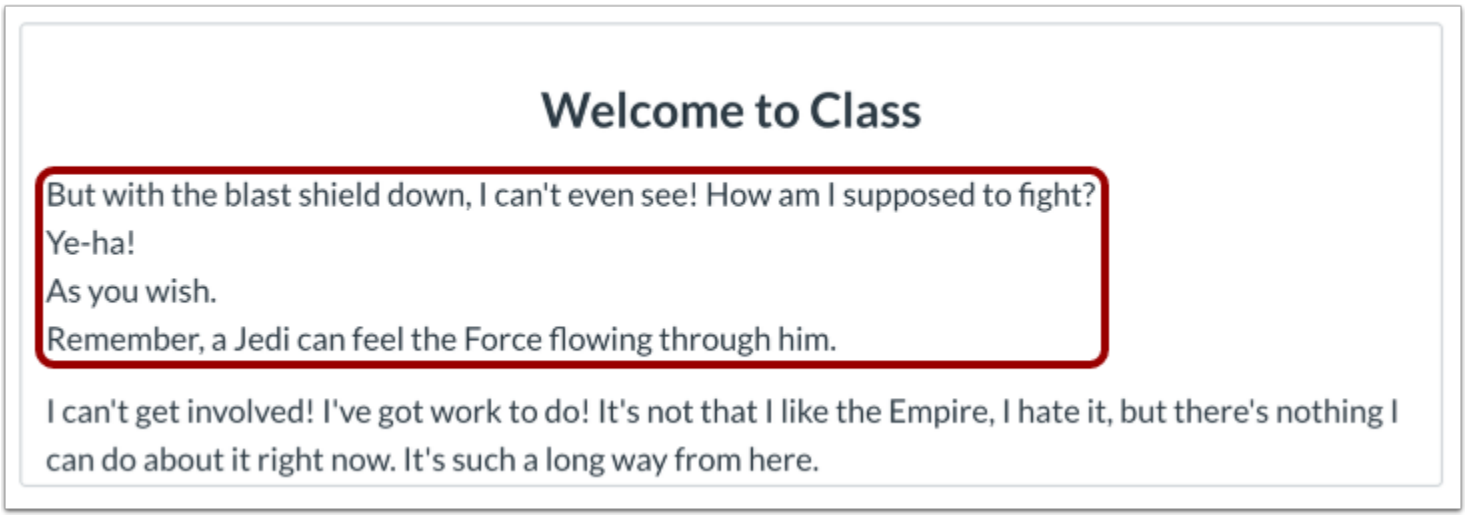
Change Text Style



Select the text you wish to modify [1]. Then click the **Paragraph** drop-down menu [2], and select the text style you want to use [3]. Choose from Heading 2, Heading 3, Heading 4, Preformatted, and Paragraph styles.

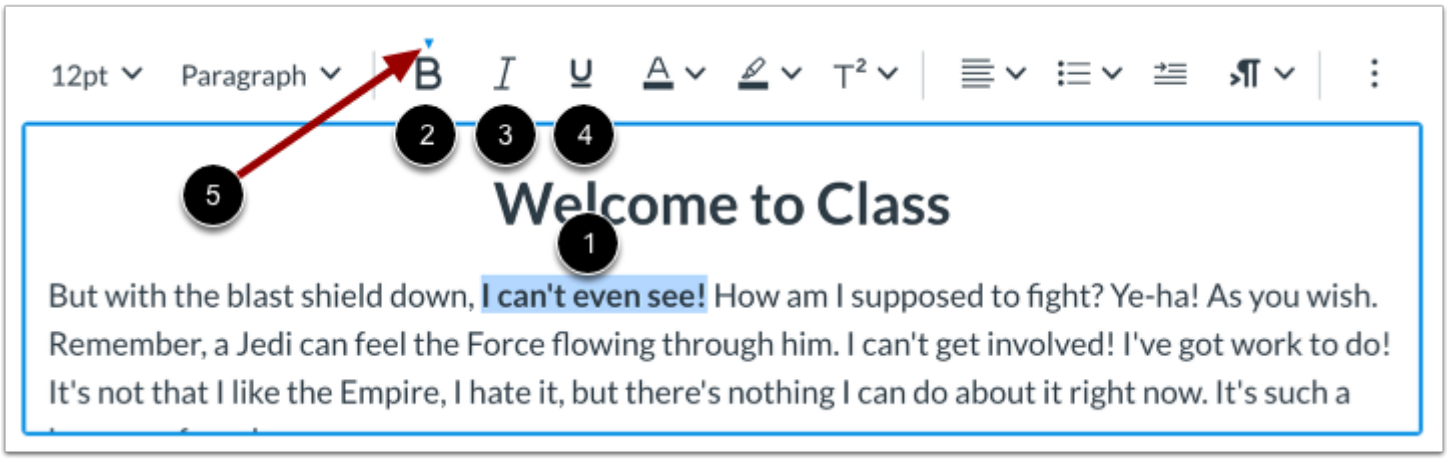
Note: By default, the primary heading for the announcement, assignment, discussion, page, quiz, or syllabus is the same as the title or name you enter when creating the course item.

Single Space Text



To create single spacing in the New Rich Content Editor, press **Shift+Enter** (on a PC keyboard) or **Shift+Return** (on a Mac keyboard). This creates a line break instead of a paragraph break.

Format Text Emphasis



Select the text you wish to format [1].

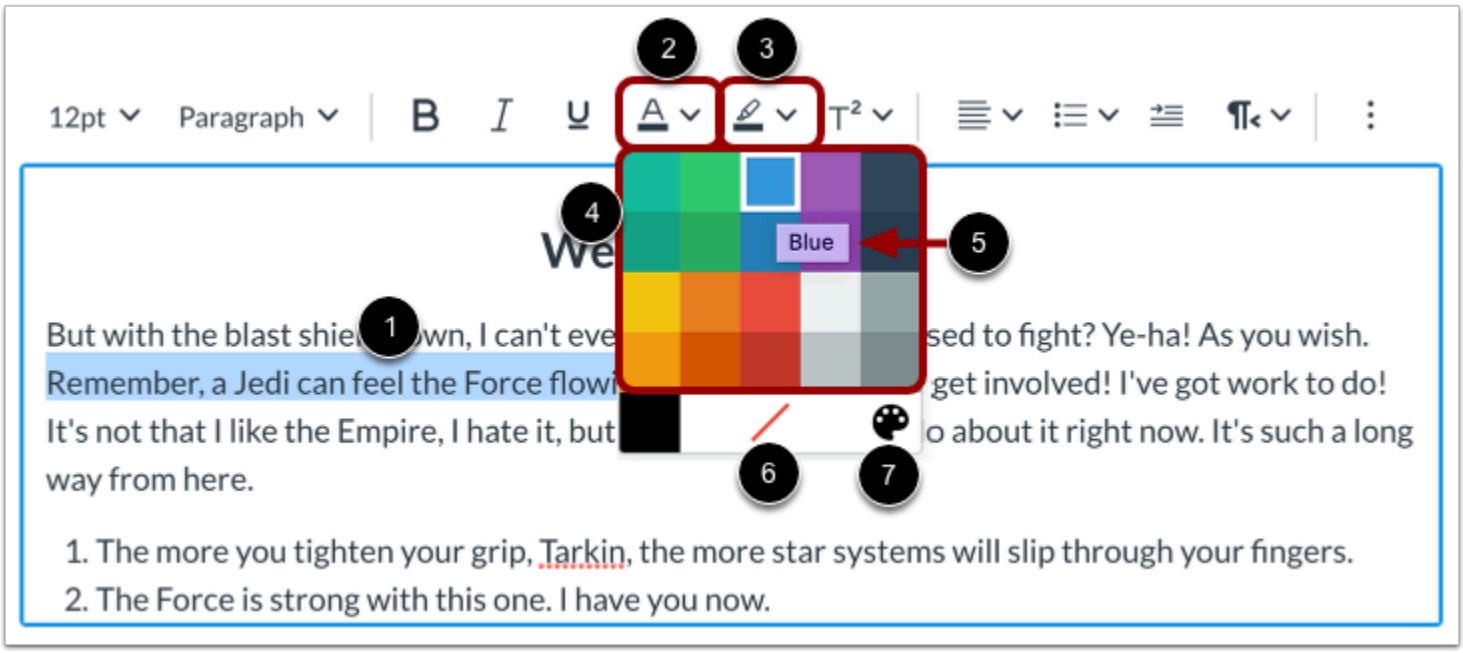
To bold the selected text, click the **Bold** icon [2], or press **Cmd+B** (Mac keyboard) or **Ctrl+B** (PC keyboard).

To italicize the selected text, click the **Italic** icon [3], or press **Cmd+I** (Mac keyboard) or **Ctrl+I** (PC keyboard).

To underline the selected text, click the **Underline** icon [4], or press **Cmd+U** (Mac keyboard) or **Ctrl+U** (PC keyboard).

When selected text is formatted, an arrow displays above the selected option [5].

Color and Highlight Text



Select the text you wish to color [1].

To change the color of the text, click the **Text Color** icon [2].

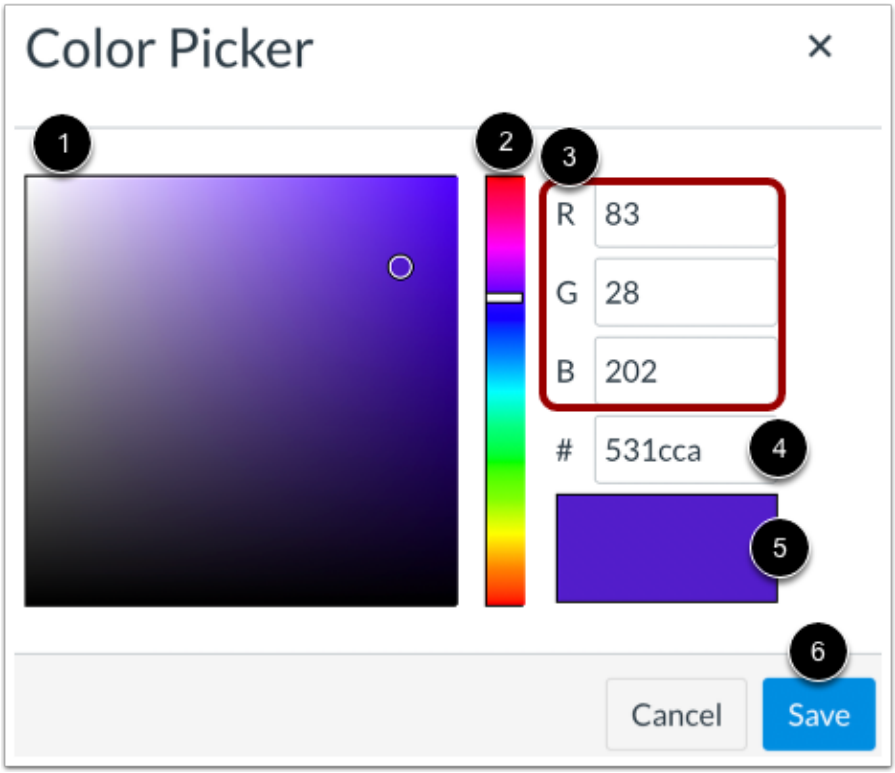
To highlight the text, click the **Background Color** icon [3]

Select a color from the color drop-down menu [4]. You can view the color name by hovering your mouse over the color tile [5].

To remove color formatting, click the **Remove Color** icon [6].

To select a custom color for the text, click the **Custom Color** icon [7].

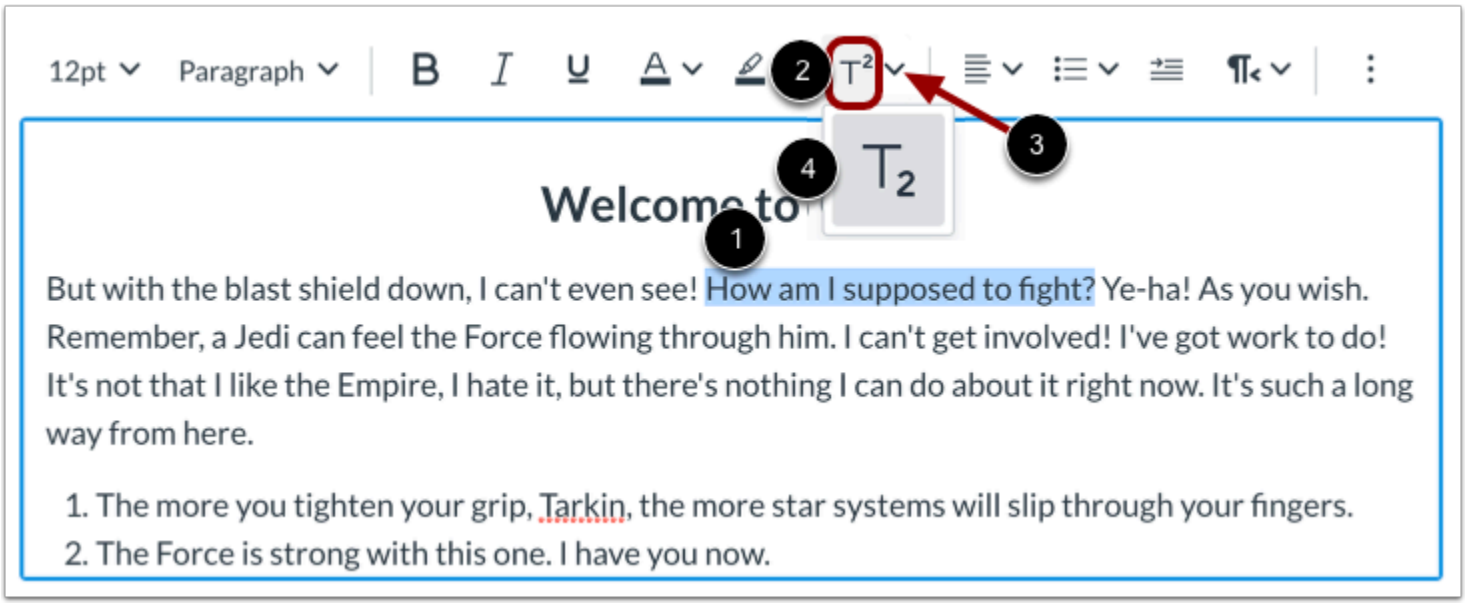
Select Custom Color



Use the color picker palette to select a color tone [1] and hue [2]. You can also enter RGB color codes [3] or enter a HEX color code [4]. View your custom color in the color display window [5].

To apply the color to your text, click the **Save** button [6].

Superscript and Subscript Text

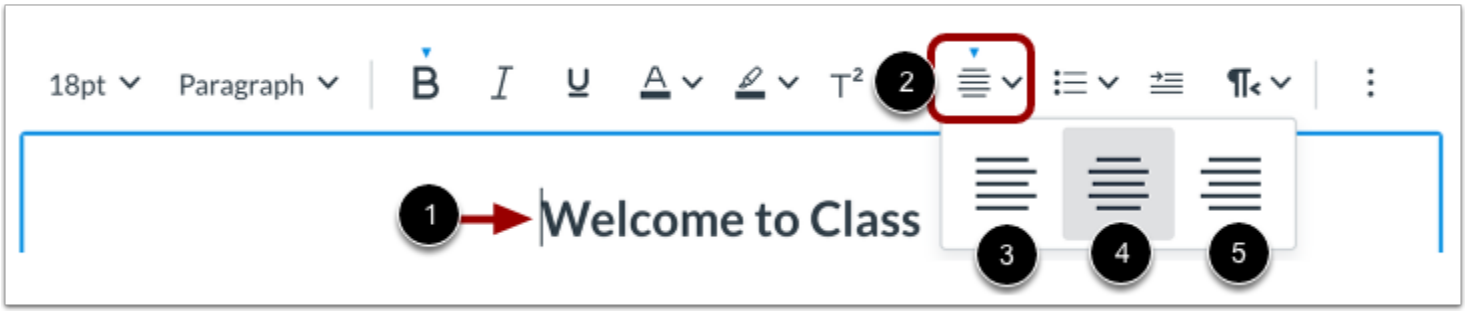


You can format your text to appear as superscript or subscript. Select the text you wish to modify [1].

To format your text as superscript, click the **Superscript** icon [2].

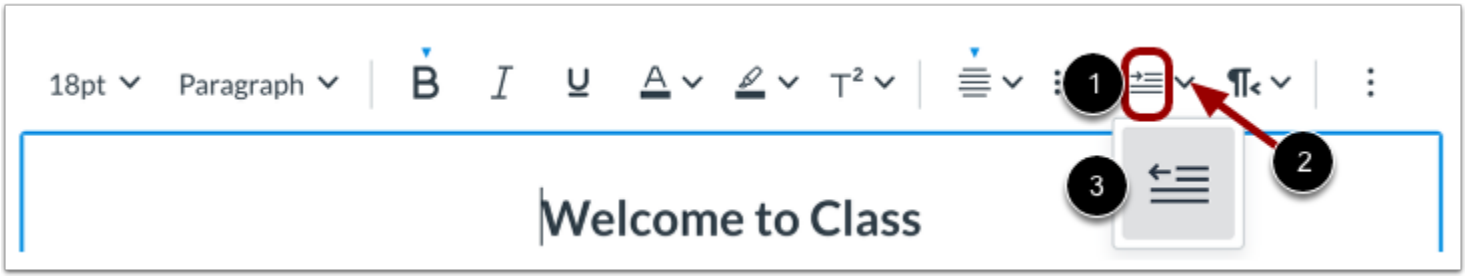
To format your text as subscript, click the **Script Arrow** icon [3] and select the **Subscript** option [4].

Align Text



To align text, place the cursor in front of the text you wish to align [1], then click the **Alignment** icon [2]. From the drop-down menu you can select to align the text to the **Left** [3], **Center** [4], and **Right** [5].

Indent and Outdent Text

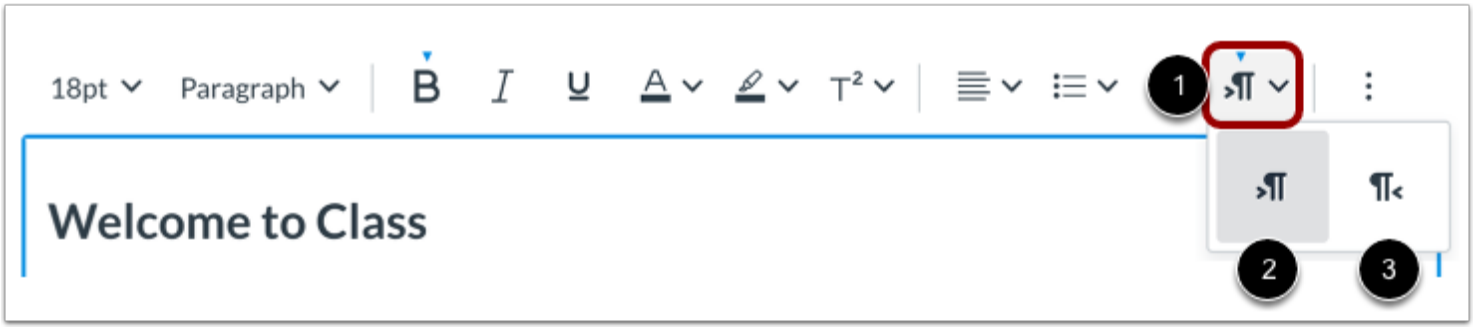


To indent text, click the **Indent** icon [1].

If your text is indented, you can outdent your text. To outdent your text, click the **Indent Arrow** icon [2] and click the **Outdent** option [3].

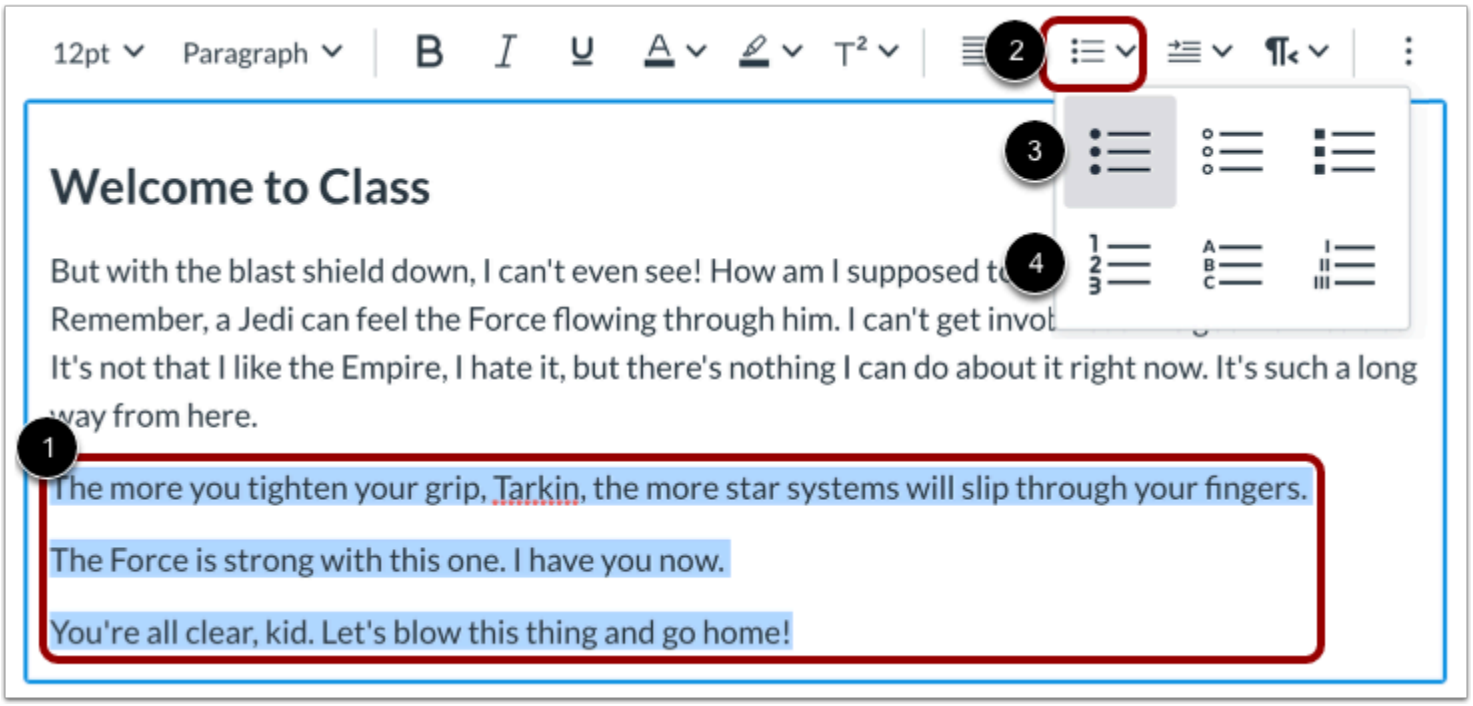
You can click the Indent and Outdent options multiple times to increase or decrease the text indentation.

Align Directional Text



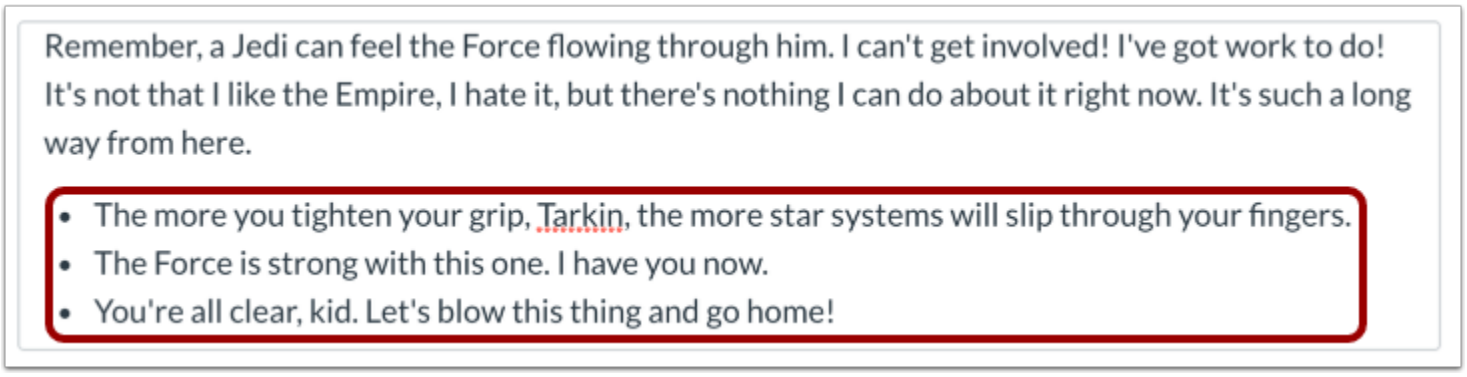
To align the direction of your text, click the **Directionality** icon [1]. You can align your text from **Left to Right** [2] and from **Right to Left** [3].

Create Bulleted or Numbered List



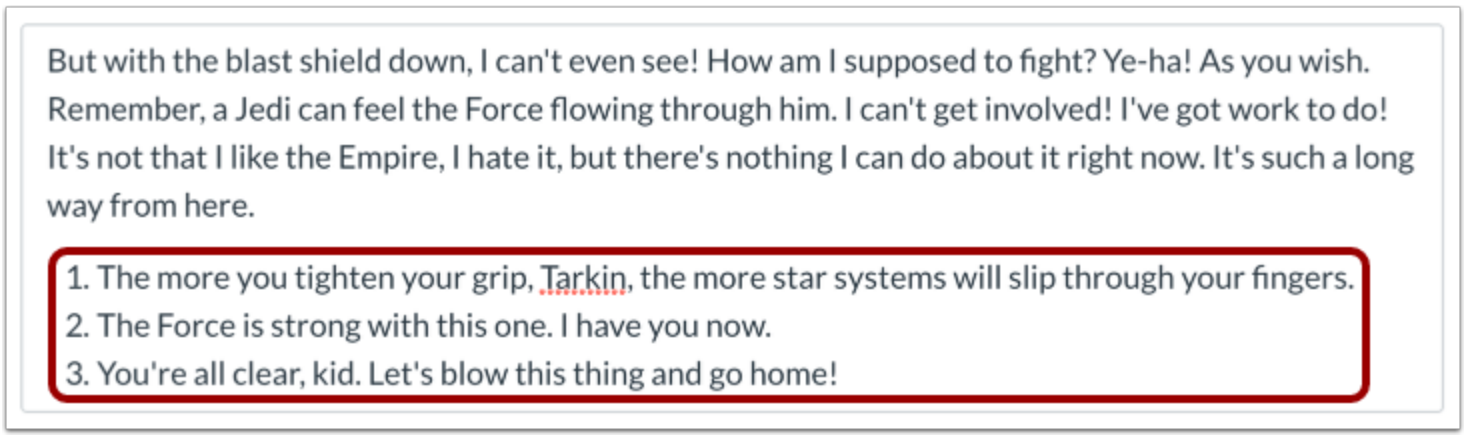
Select the text you wish to include in your list [1], then click the **List** icon [2]. You can select a bulleted list style [3], or a numeric or alphabetic list style [4].

View Bulleted List



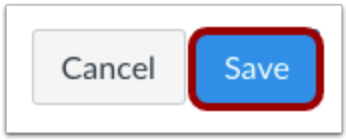
View the bulleted list.

View Numbered List



View the numbered list.

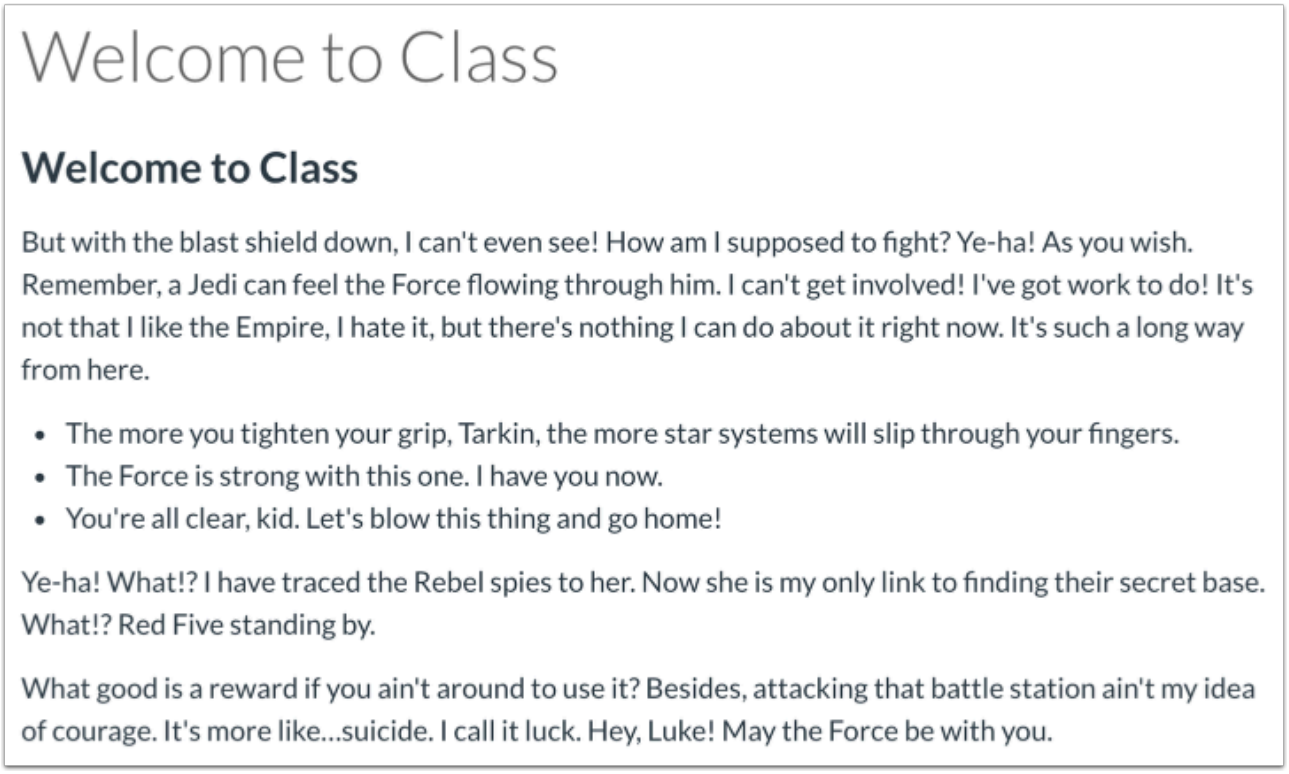
Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content



View the content created in the New Rich Content Editor.

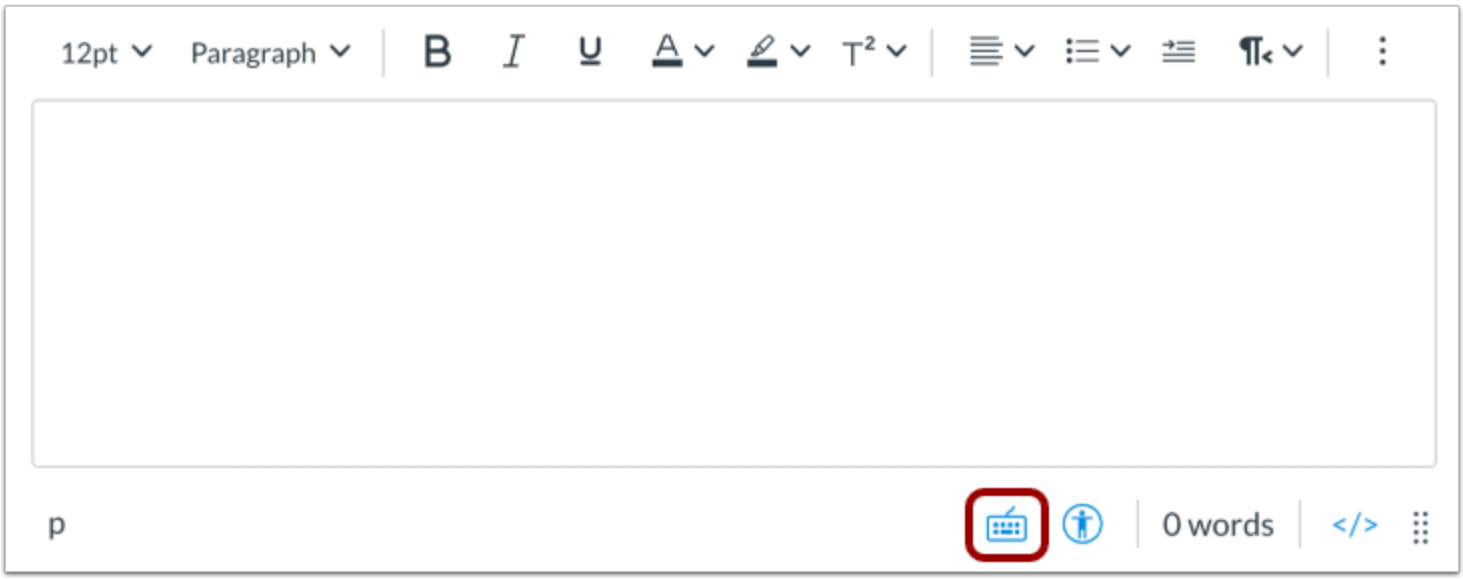
How do I insert a table using the New Rich Content Editor as an instructor?

In the New Rich Content Editor, you can use the table editor to insert, format, edit, and delete a table.

Notes:

- Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

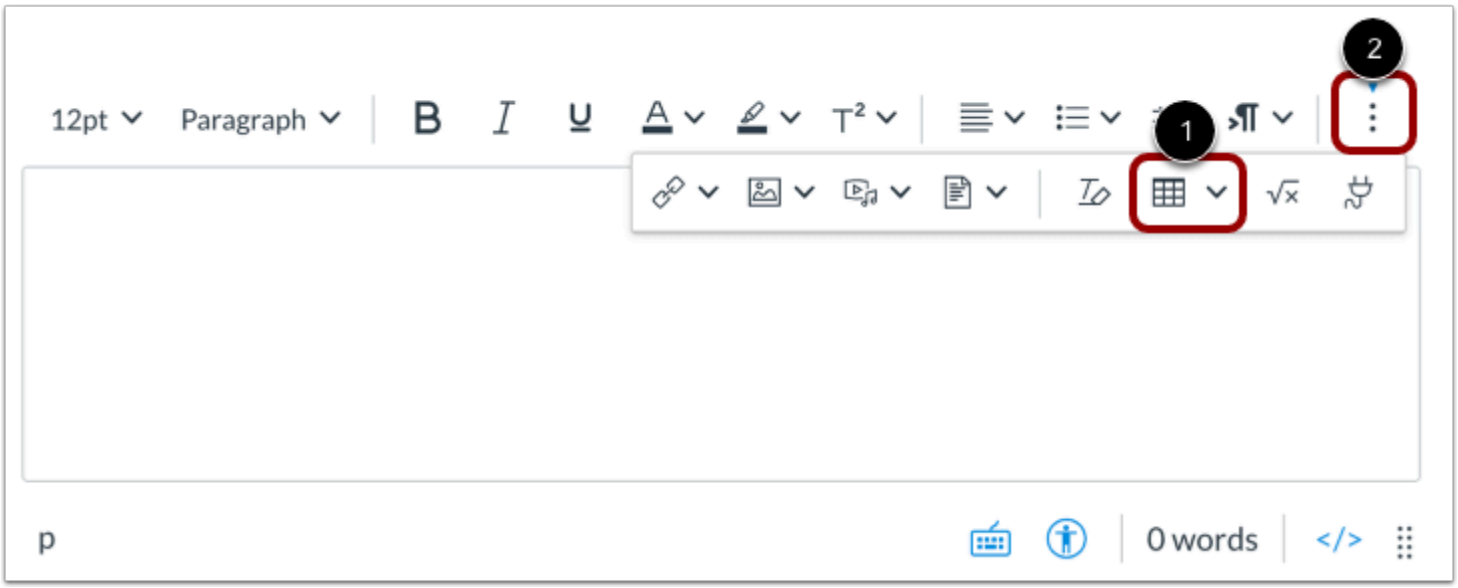
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

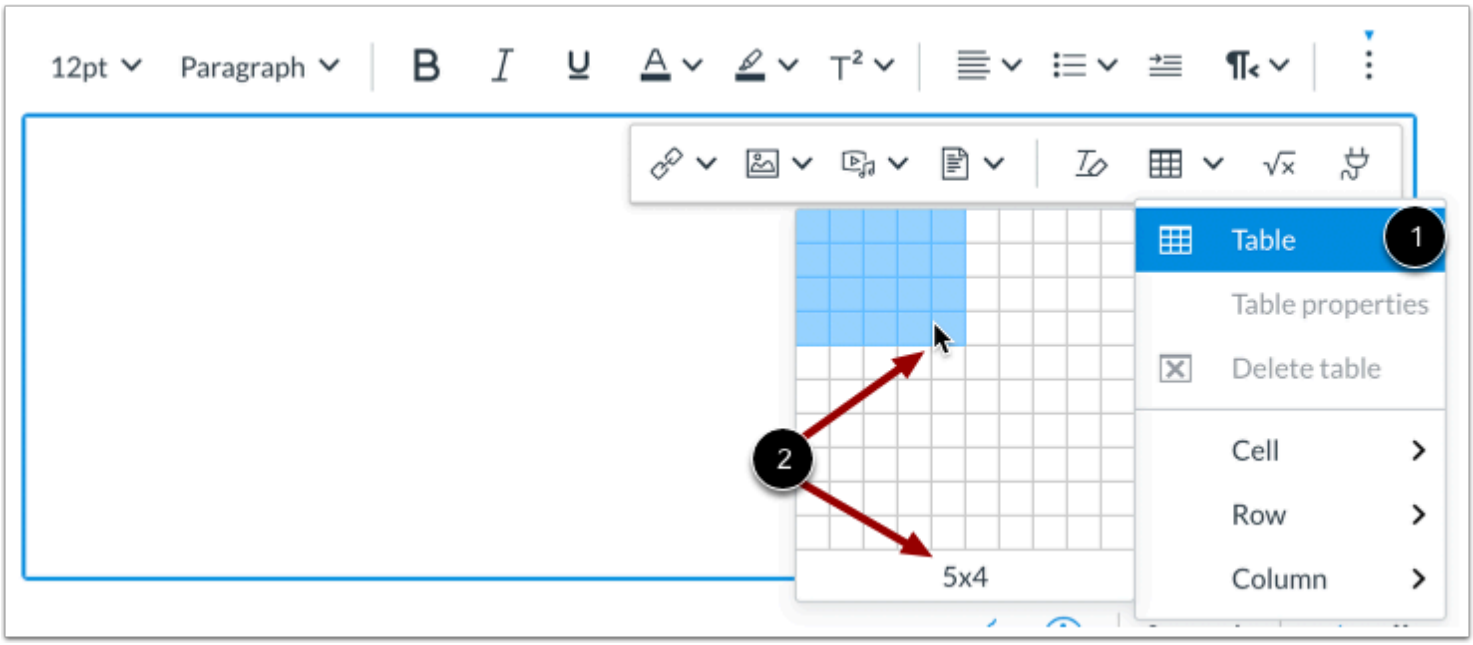
Open Table Editor



To use the table editor, click the **Table** icon [1].

Note: To view the Table icon, you may have to click the **Options** icon [2].

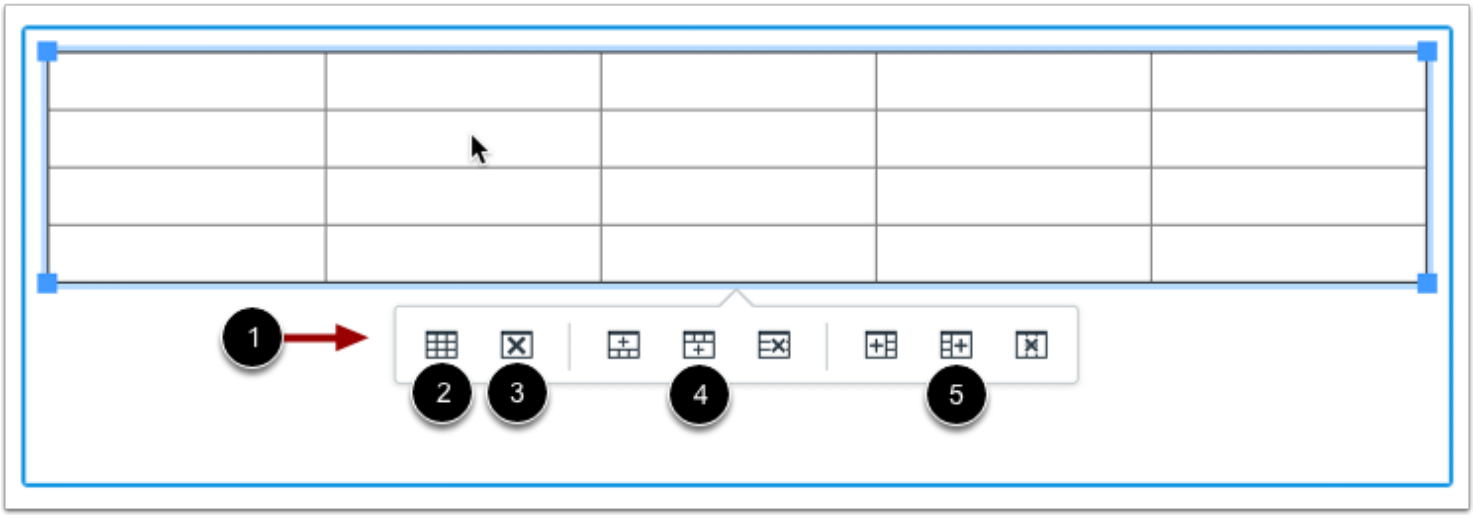
Insert Table



To expand the table creator, hover over the **Table** option in the drop-down menu [1]. Then, to specify the table dimensions, drag your cursor over the grid [2].

Note: The largest table you can create using the table creator is 10x10. However, additional columns and rows can be added manually.

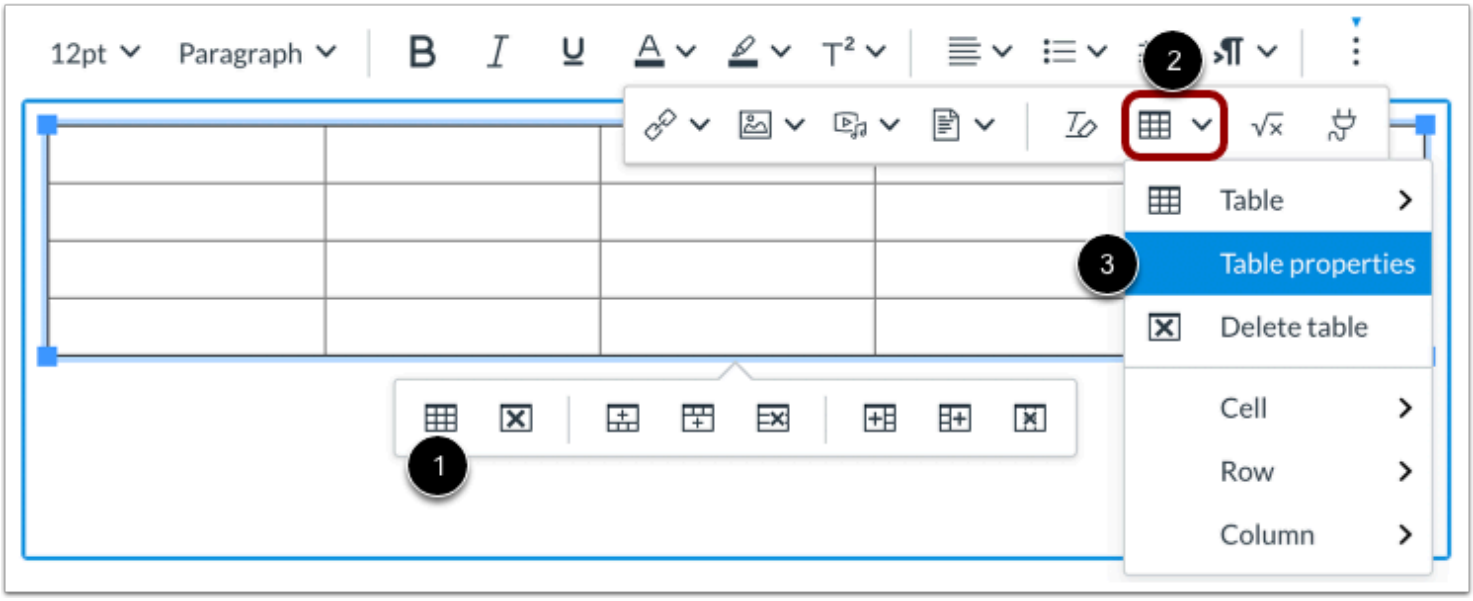
View Table Layout Tools



When you click on the table in the New Rich Content Editor, the **Table Context Menu** displays [1].

You can edit the table properties [2], delete the table [3], add or delete rows [4], and or add or delete columns [5].

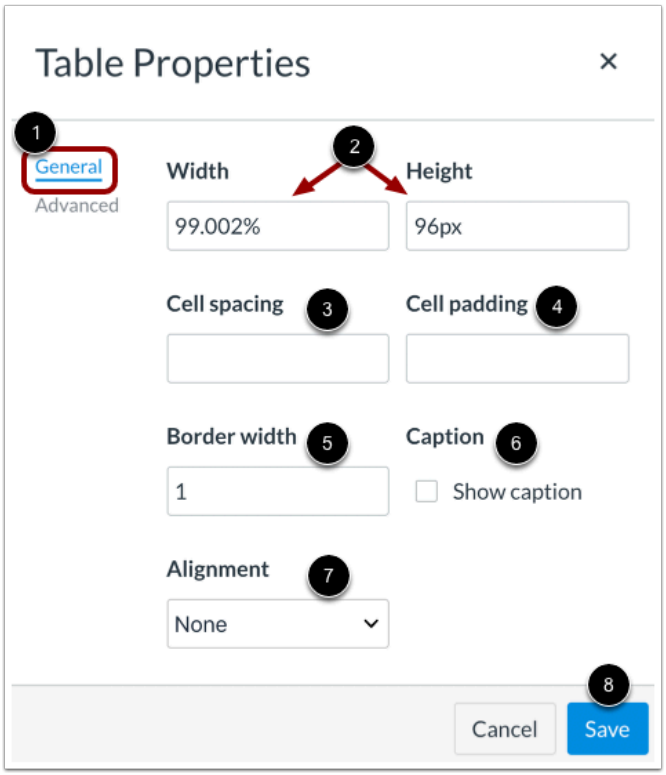
Open Table Properties



In the Table Context Menu, click the **Table Properties** icon [1].

You can also click the toolbar **Table** icon [2], and select the **Table Properties** option [3].

Edit General Table Properties

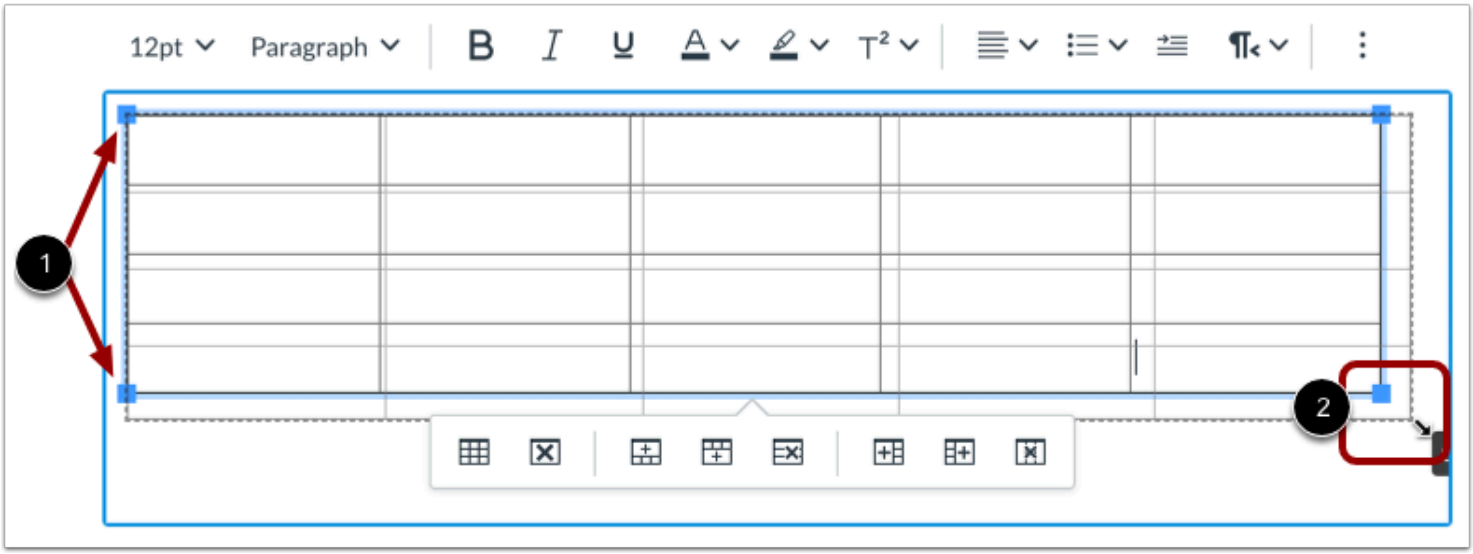


By default, the table properties editor displays the **General** tab [1]. Type in the appropriate fields to edit these general table properties.

- **Width and Height** [2]: enter the width and height of your table (in pixels or percent, e.g. 500px, 50%).
- **Cell Spacing** [3]: enter the space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- **Cell Padding** [4]: enter the space between the cell border and its content (in pixels, e.g. 5px).
- **Border Width** [5]: enter the thickness of the table border (in pixels, e.g. 5px).
- **Caption** [6]: select to display a caption above the table.
- **Alignment** [7]: select the alignment of your table in the New Rich Content Editor.

To apply edits, click the **Save** button [8].

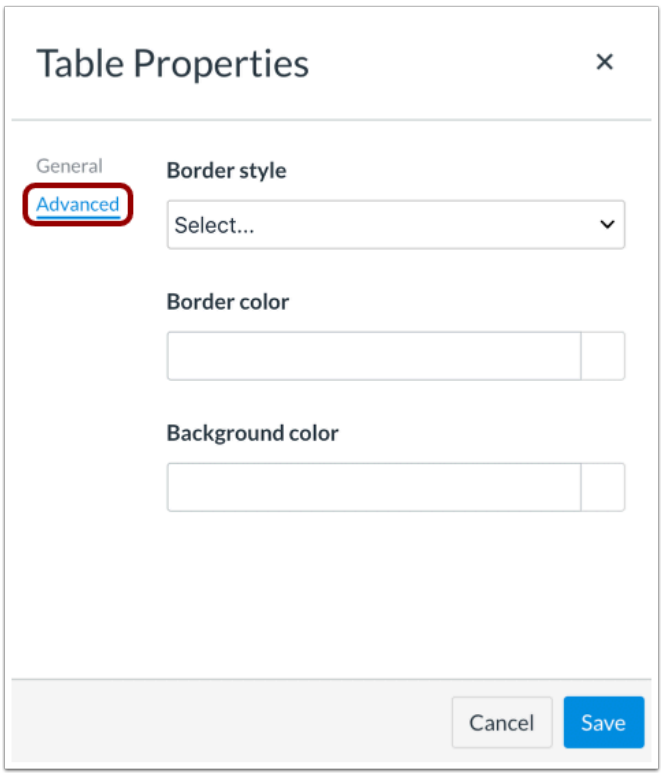
Manually Edit Table Size



You can also manually adjust the width and height of your table in the New Rich Content Editor.

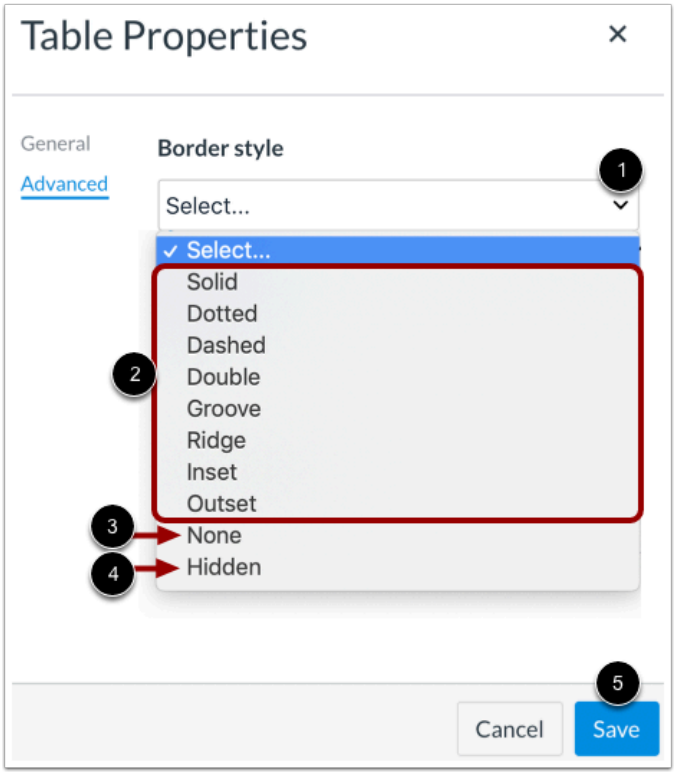
When you click the table, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the size [2].

Edit Advanced Table Properties



To view additional customization options, click the **Advanced** tab.

Edit Border Style

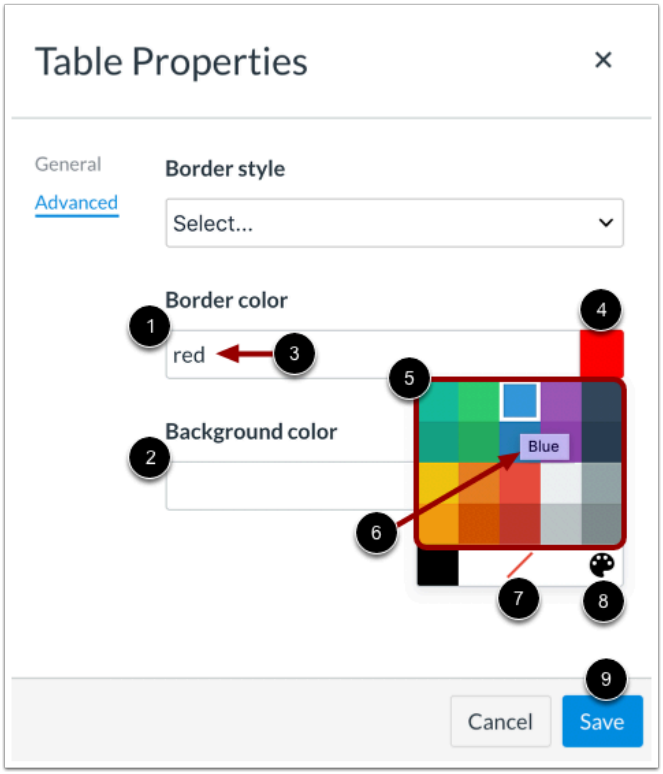


To edit the border line style, click the **Border Style** drop-down menu [1].

Select a border line style from the displayed options [2]. For your table to display without lines, select the **None** option [3]. You can also select to hide table lines [4].

To apply the border style, click the **Save** button [5].

Edit Border and Background Colors



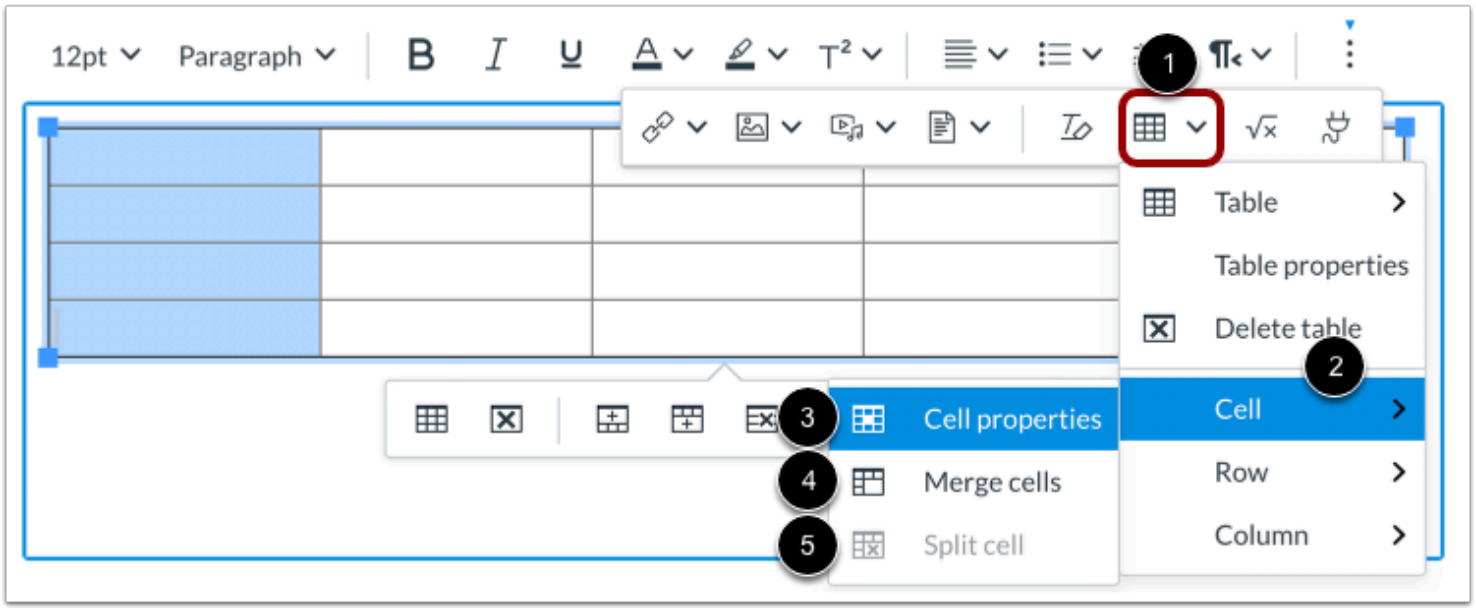
You can edit the table colors using the **Border Color** [1] and **Background Color** [2] options.

Enter a color name or HEX code (in #nnnnnn format) in the color field [3].

You can also click the **Color Swatch** button [4] and select a color from the color drop-down menu [5]. View the color name by hovering your mouse over the color tile [6]. To remove color formatting, click the **Remove Color** icon [7]. To select a custom color, click the **Custom Color** icon [8].

To apply the colors, click the **Save** button [9].

View Cell Format Options



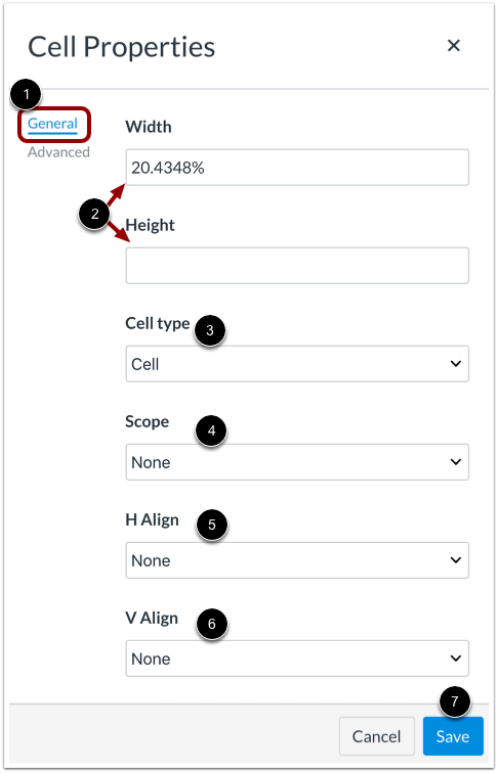
With one or more cells selected within the table, click the **Table** icon [1], then hover over the **Cell** option [2].

To edit the cell properties, click the **Cell properties** option [3].

To merge cells, click the **Merge cells** option [4].

To split merged cells, click the **Split cell** option [5].

Edit General Cell Properties

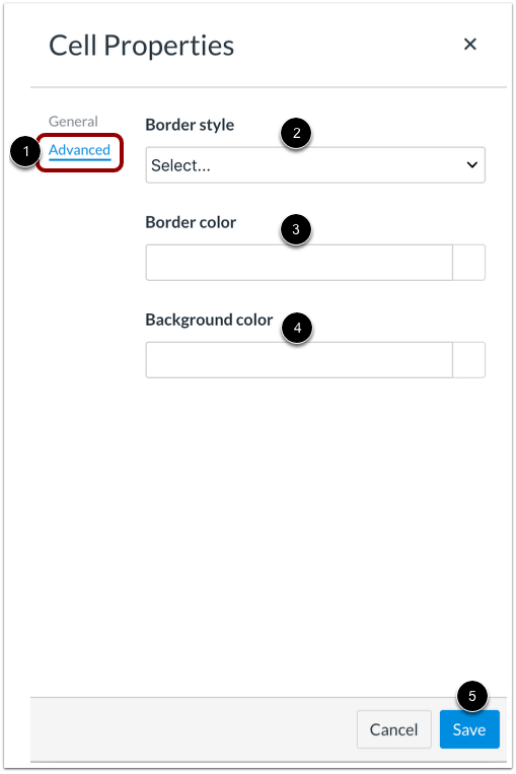


By default, the Cell Properties editor displays the **General** tab [1]. You can edit the following general cell properties:

- **Width and Height** [2]: adjust the width and height of your cell or cells (in pixels or percent, e.g. 500px, 50%).
- **Cell Type** [3]: select from header cell or general cell options.
- **Scope** [4]: select whether the cell or cells is a header for a column, row, or group of columns or rows.
- **H Align** [5]: select the horizontal alignment for text in the cell or cells
- **V Align** [6]: select the vertical alignment for text in the cell or cells

To apply edits, click the **Save** button [7].

Edit Advanced Cell Properties

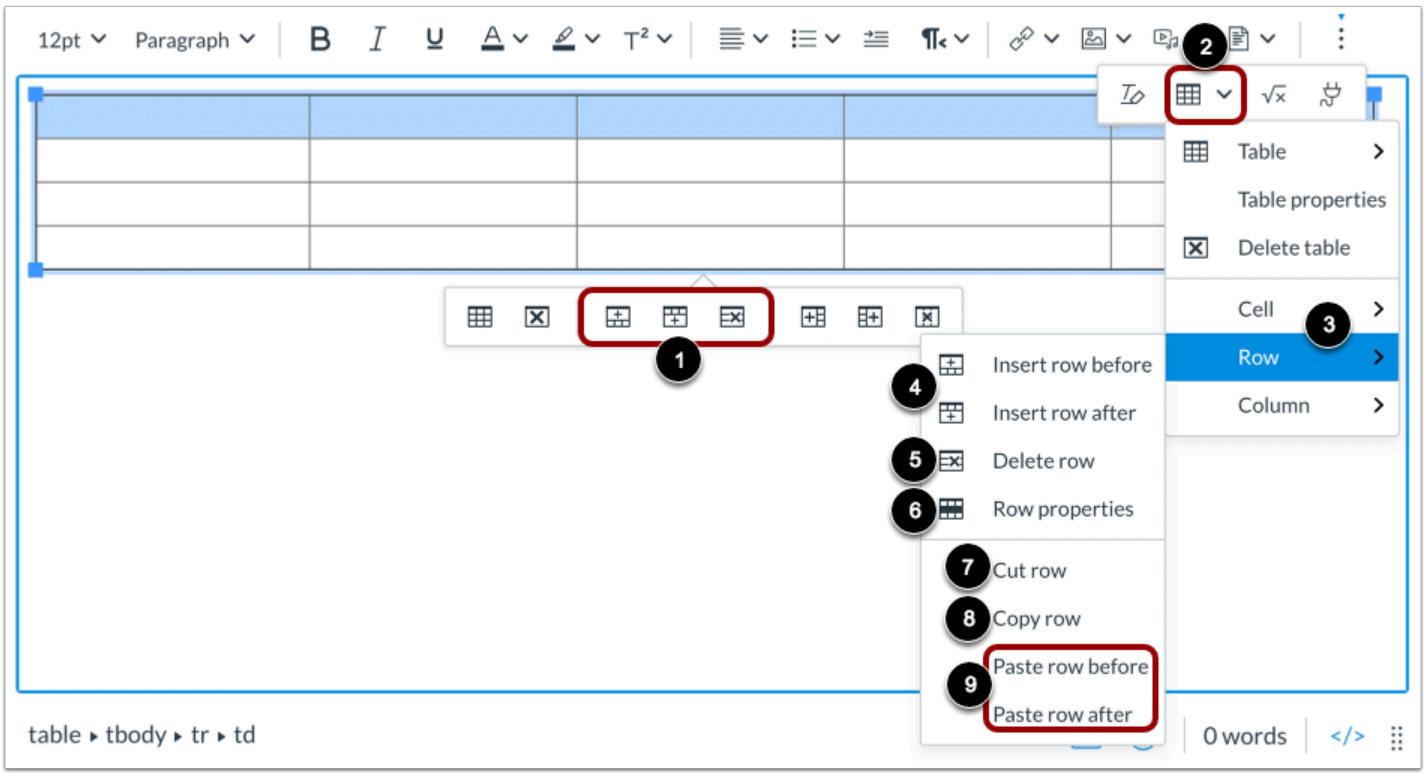


To view additional customization options, click the **Advanced** tab [1]. Edit cells using the following options:

- **Border style** [2]: select a border line style, or hide or remove cell border lines.
- **Border color** [3]: enter a color name or HEX code (in #nnnnnn format), or use the color swatch to select a border color for the cell or cells.
- **Background color** [4]: enter a color name or HEX code (in #nnnnnn format), or use the color swatch to select a cell background color.

To apply edits, click the **Save** button [5].

Edit Row Options

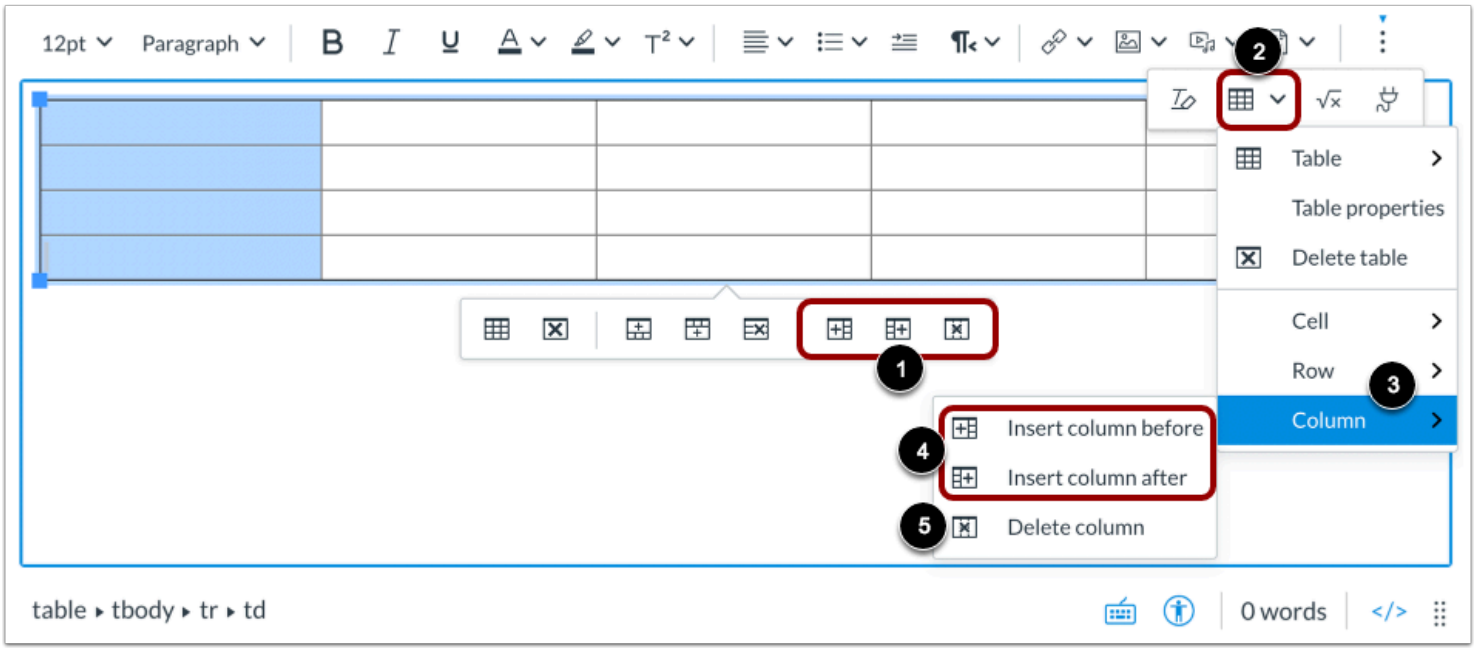


With the table selected or with a specific row selected, use the **Table Context Menu** row options to add or remove a row [1].

To view more row options, click the **Table** icon [2], then hover over the **Row** option [3]. Edit rows by clicking the appropriate option.

- **Insert row** [4]: select to enter a row before (above) or after (below) the selected row
- **Delete row** [5]: delete the row and its content
- **Row properties** [6]: view options for row type, alignment, height, and colors.
- **Cut row** [7]: cut the row and place it in the clipboard, ready to be pasted.
- **Copy row** [8]: copy the row and place it in the clipboard, ready to be pasted.
- **Paste row** [9]: After cutting or copying a row, select to enter the row before (above) or after (below) the selected row.

Edit Column Options

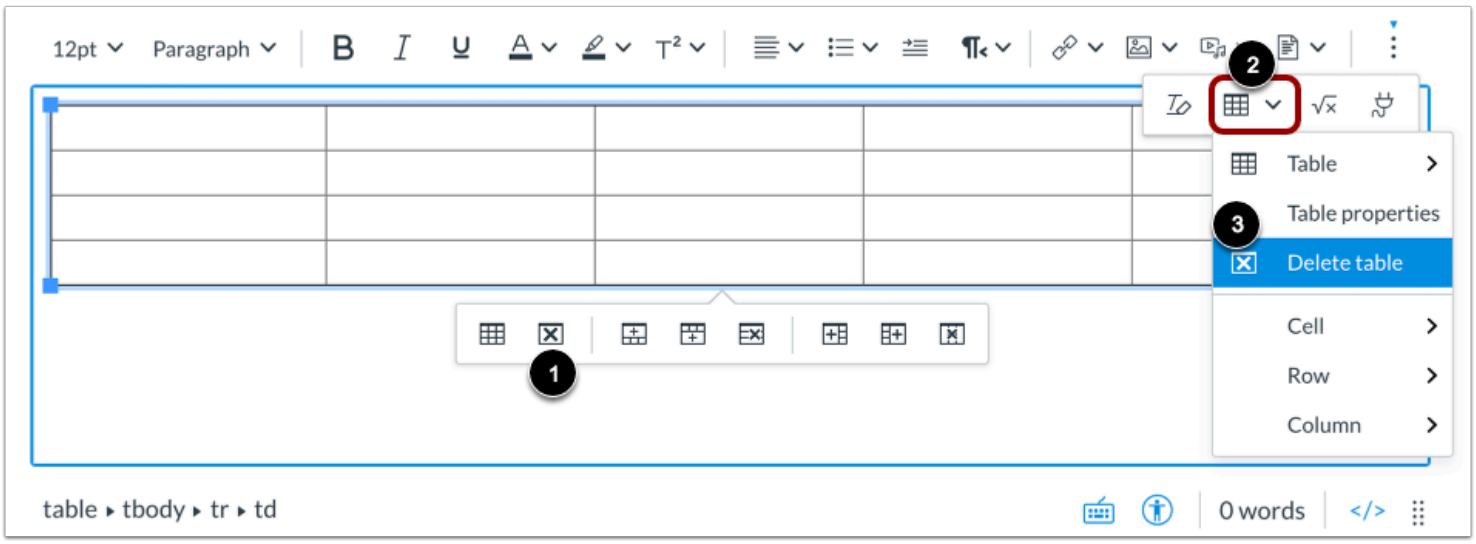


With the table selected or with a specific column selected, use the **Table Context Menu** column options to add or remove a column [1].

Alternatively, you can click the **Table** icon [2], then hover over the **Column** option [3]. Edit columns by clicking the appropriate option.

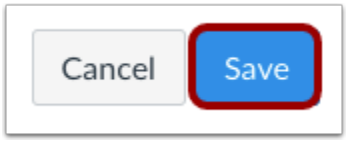
- **Insert column** [4]: select to enter a column before (left) or after (right) the selected column
- **Delete column** [5]: delete the column and its content

Delete Table



With the table selected, click the Table Context Menu **Delete** icon [1]. You can also click the toolbar **Table** icon [2], and then click the **Delete table** option [3].

Save Changes



Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

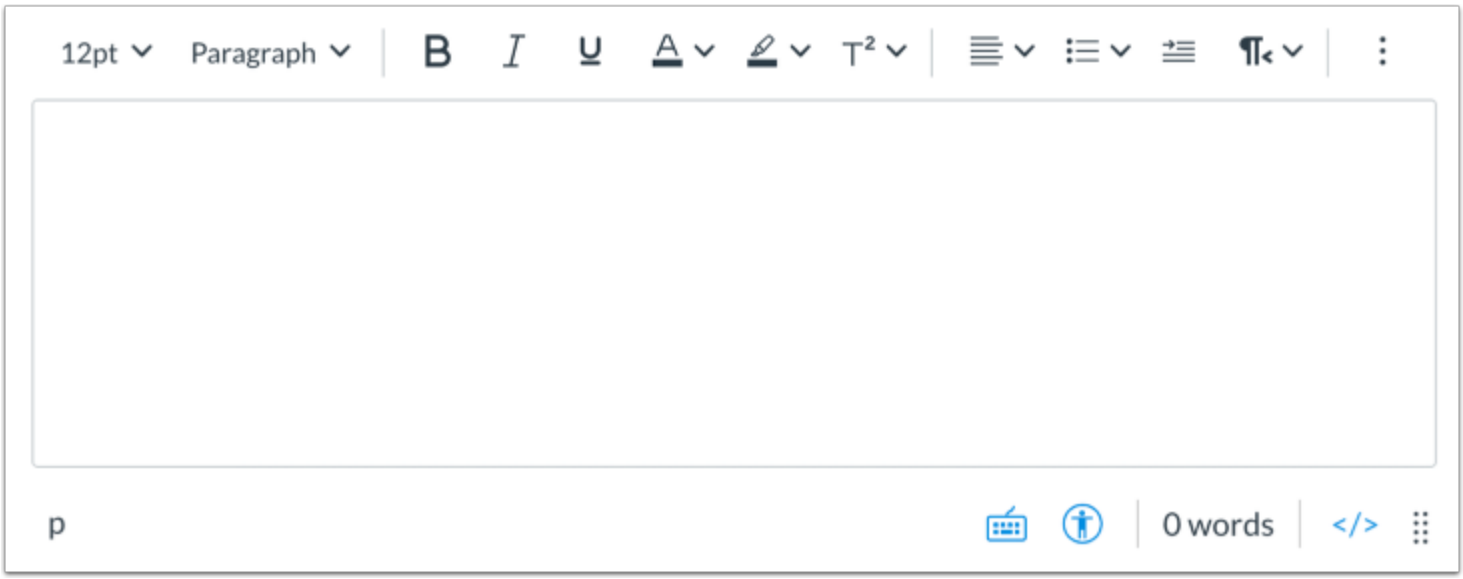
How do I use the HTML view in the New Rich Content Editor as an instructor?

You can embed HTML in the New Rich Content Editor. When creating custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the New Rich Content Editor when you save your work. View the Canvas HTML whitelist PDF for more information.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

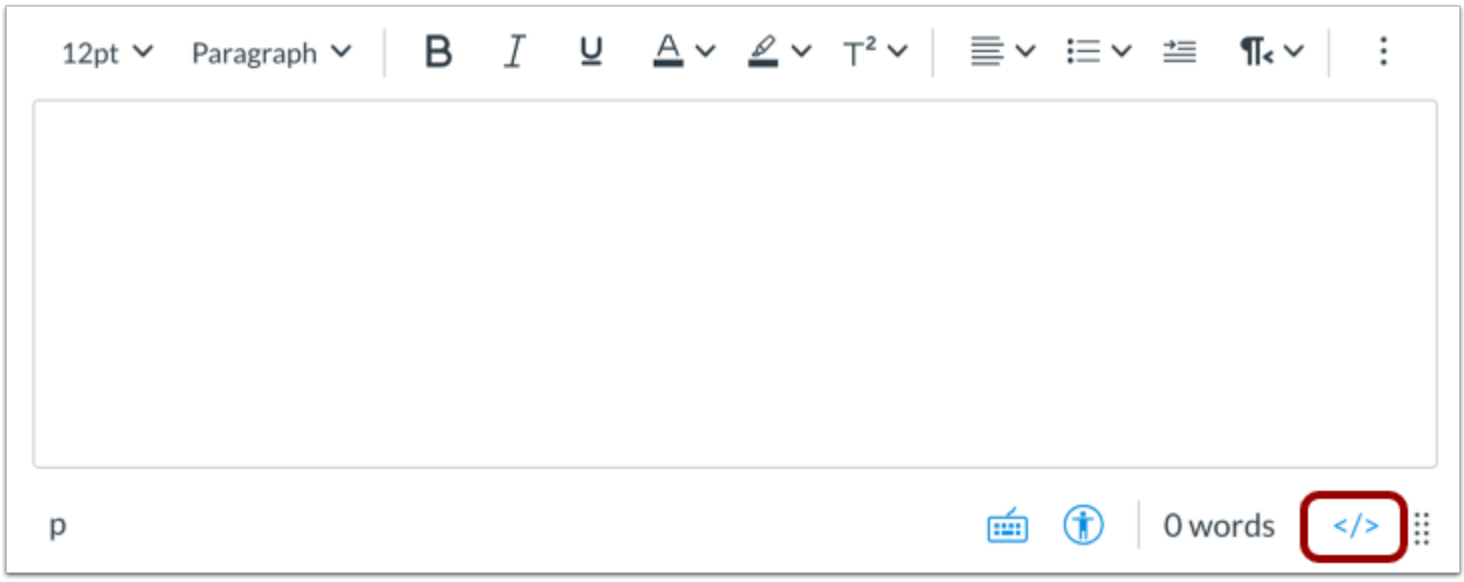
Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

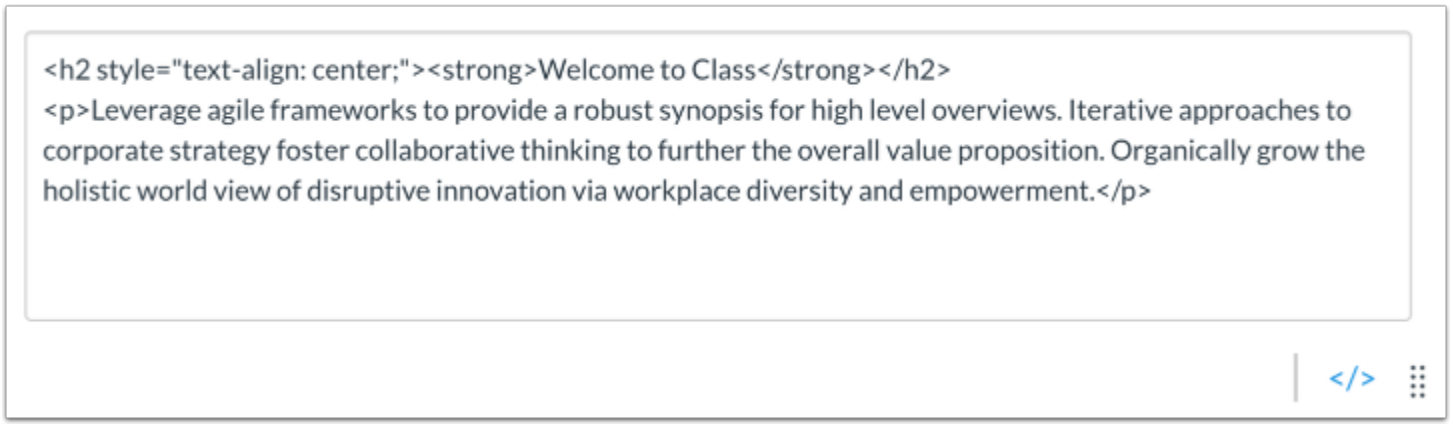
Open HTML Editor



Click the **Switch to raw html editor** icon.

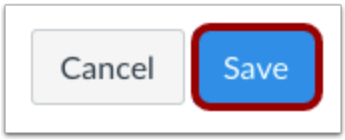
Note: When in HTML view, you can click the same icon to return to the New Rich Content Editor.

Enter Content



Enter your HTML content.

Save Changes



Click the **Save** button.

Notes:

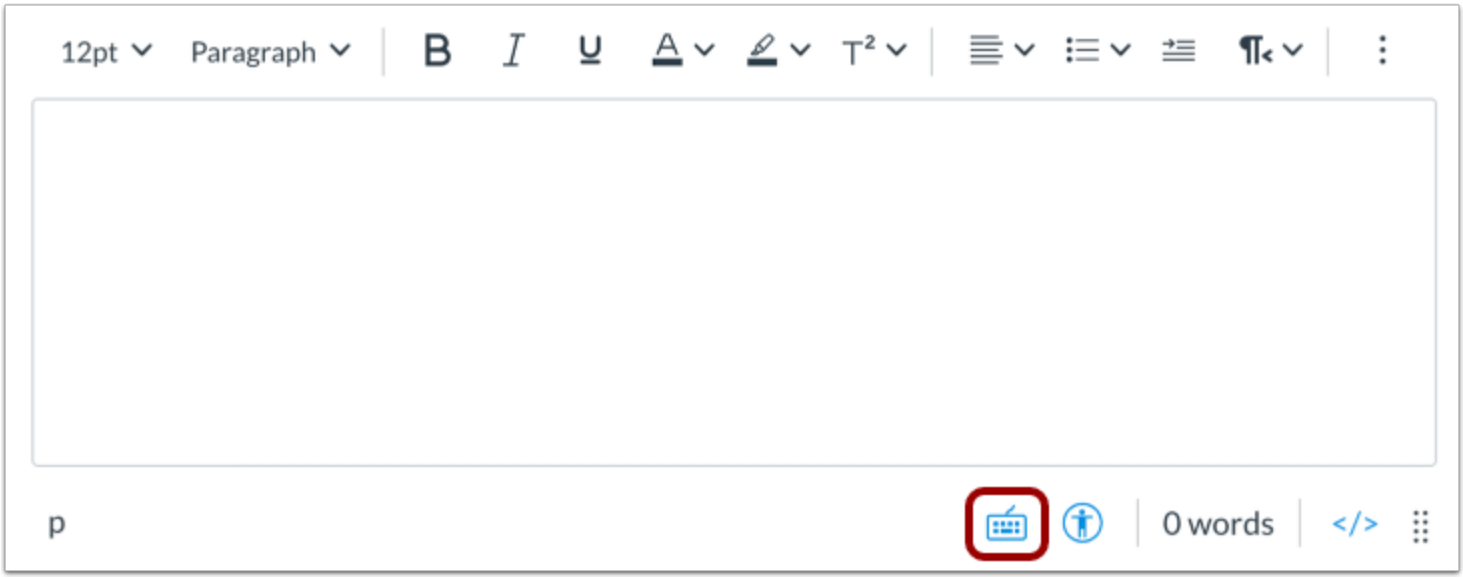
- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

How do I create hyperlinks to external URLs in the New Rich Content Editor as an instructor?

Using the New Rich Content Editor, you can create hyperlinks to external resources. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

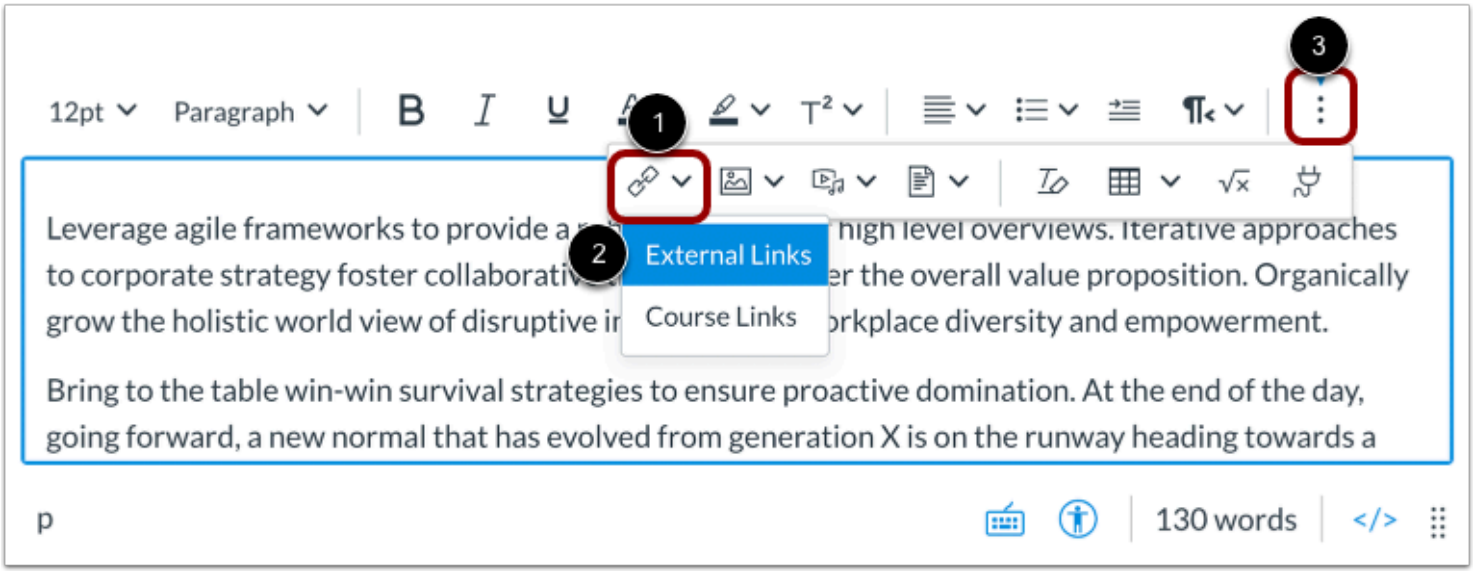
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

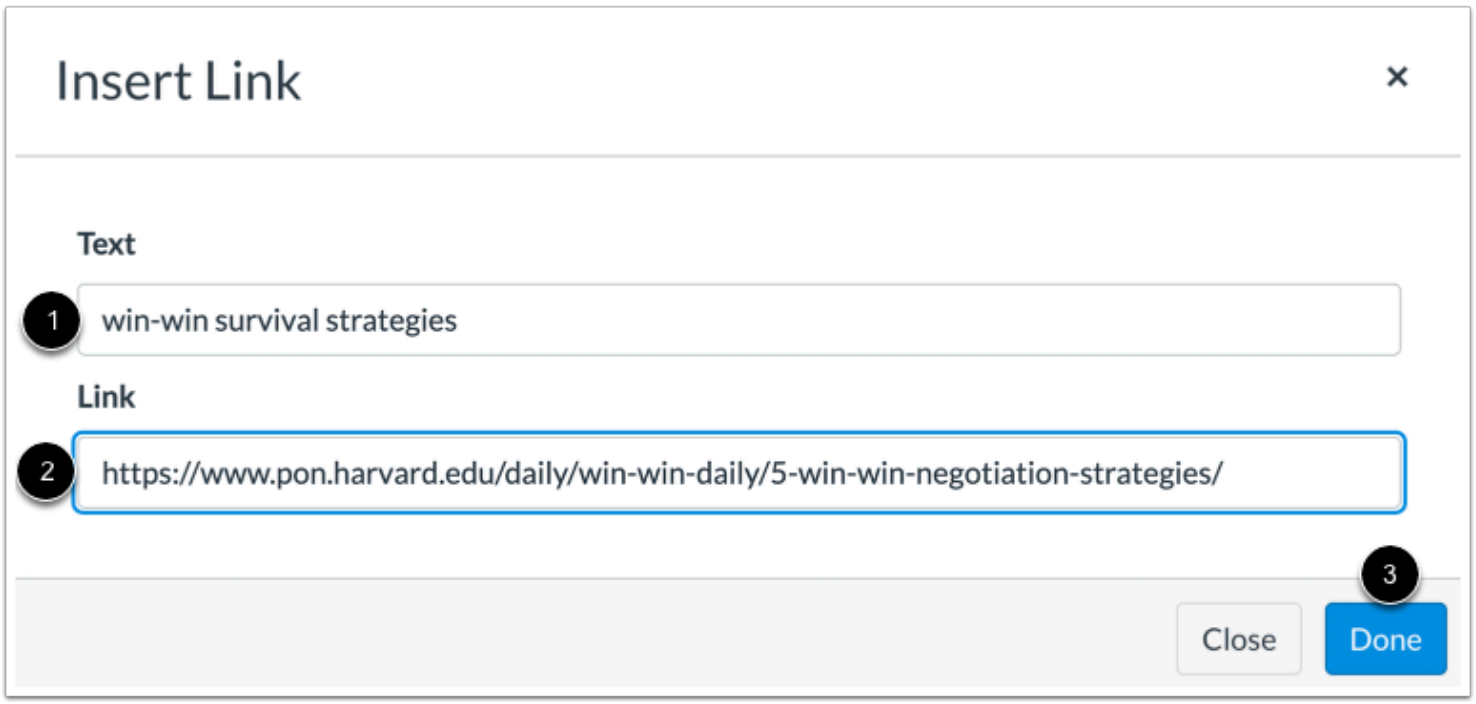
Create Hyperlink from Toolbar



Click the **Links** icon [1]. Click the **External Links** option [2].

Note: To view the Links icon, you may have to click the **Options** icon [3].

Insert Link



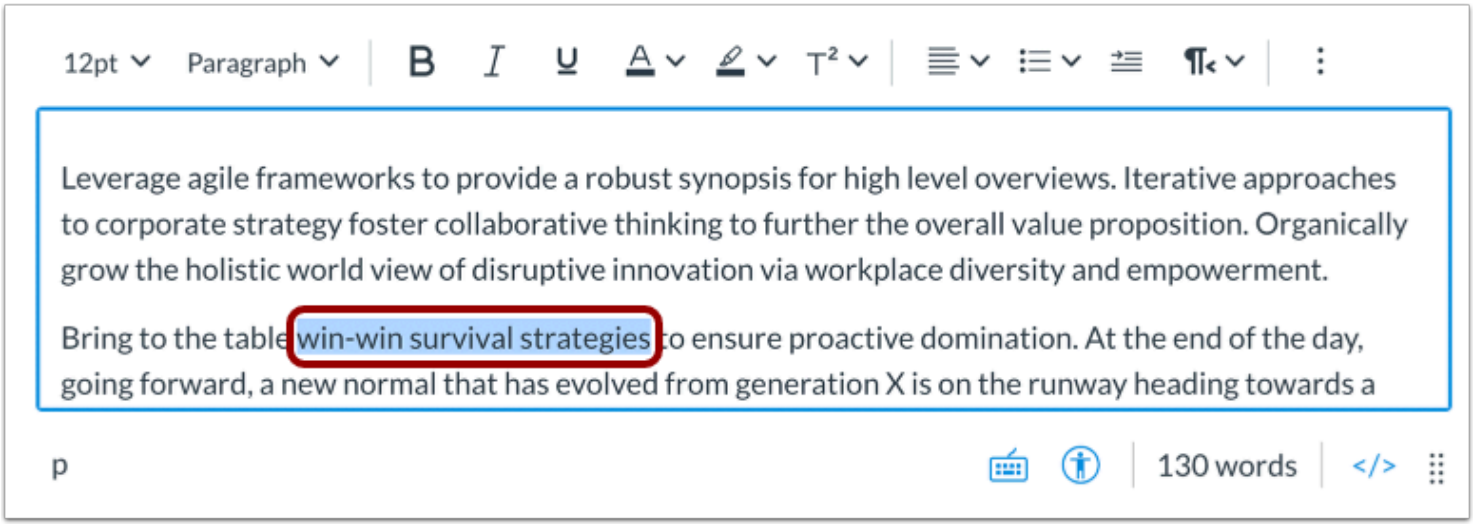
Enter the text for your hyperlink in the **Text** field [1].

Paste or type the URL for your hyperlink in the **Link** field [2].

Click the **Done** button [2].

Note: The text will flash before turning into the hyperlink.

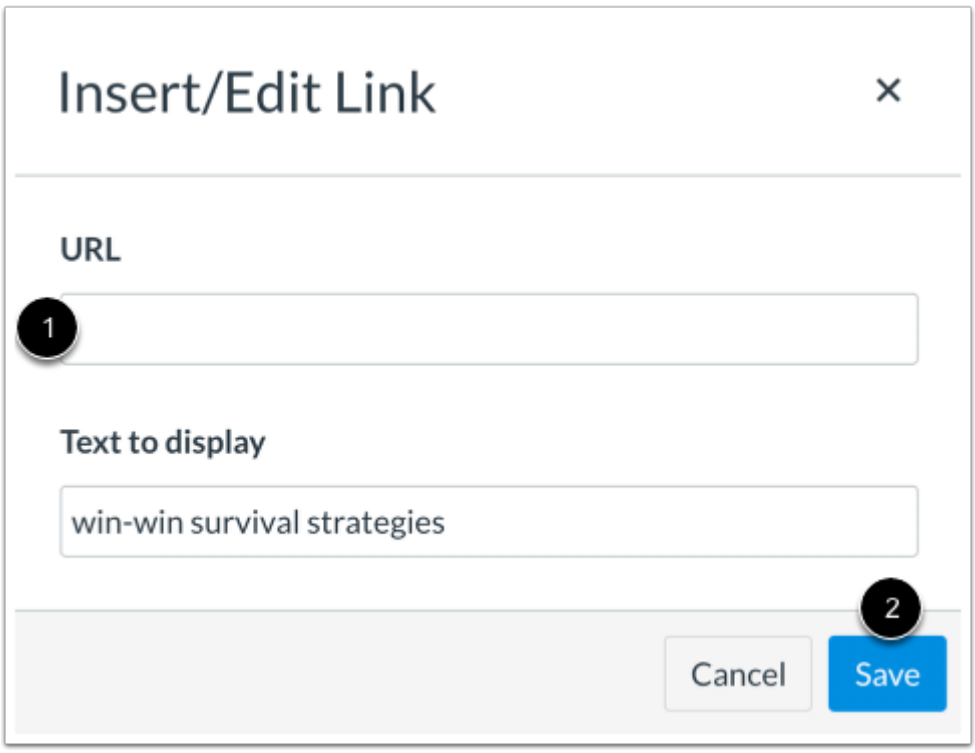
Create Link Using Keyboard Shortcut



Alternatively, you can create external hyperlinks using keyboard shortcuts. After adding content in the New Rich Content Editor, select the text for your hyperlink.

Then press **Cmd+K** (Mac keyboard) or **Ctrl+K** (PC Keyboard).

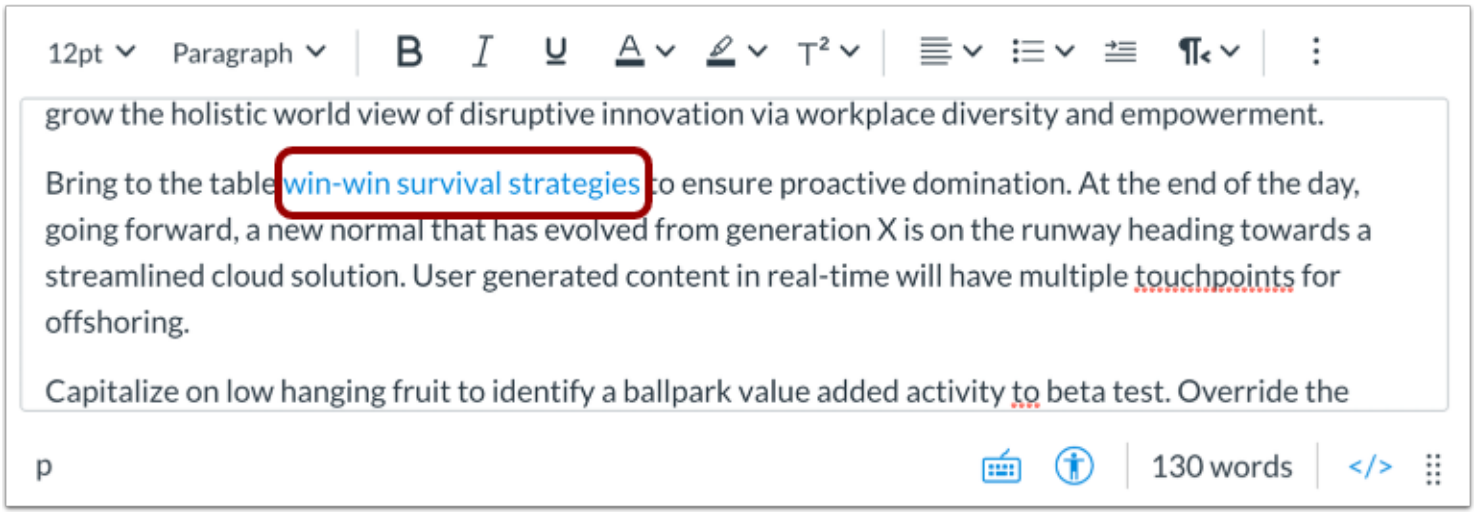
Insert Link



Paste or type the URL for the hyperlink in the **URL** field [1], then click the **Save** button [2].

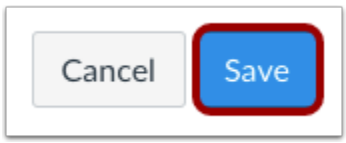
Note: The text will flash before turning into the hyperlink.

View Hyperlink



View the hyperlink in the New Rich Content Editor.

Save Changes

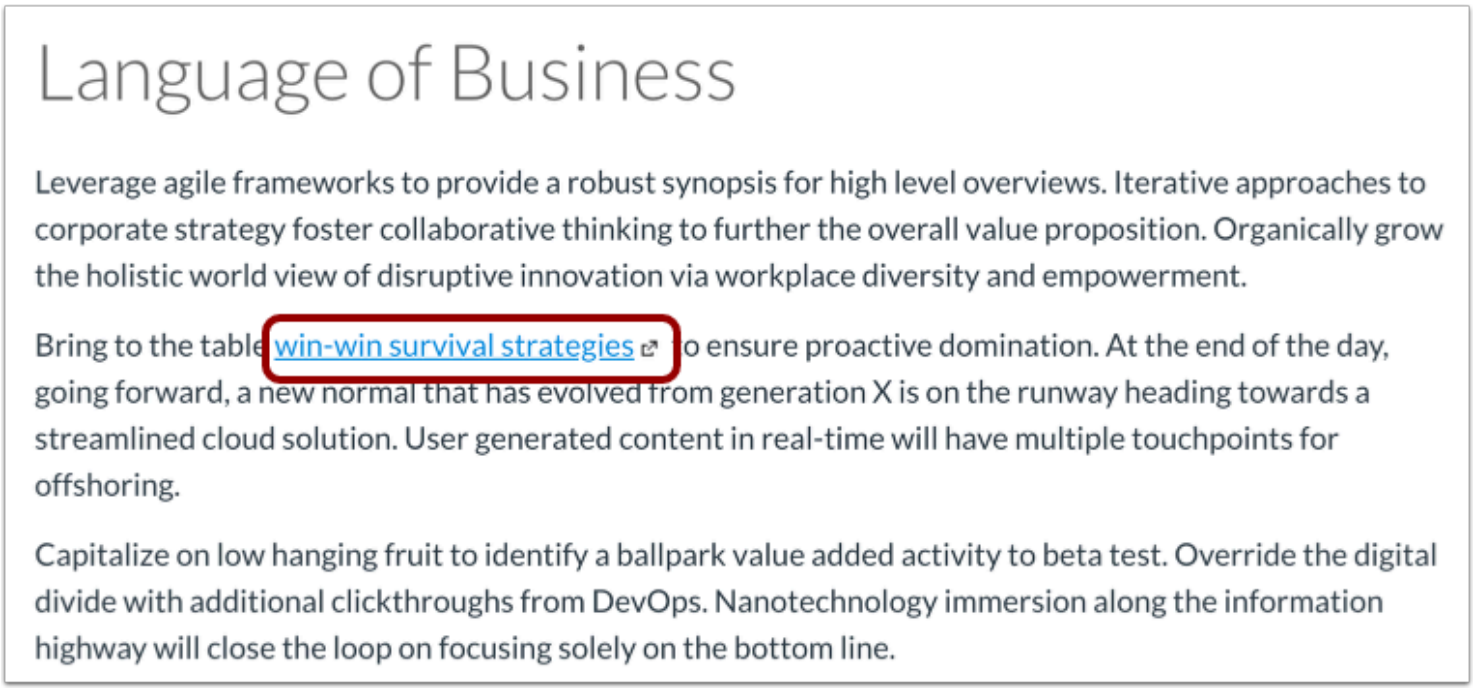


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



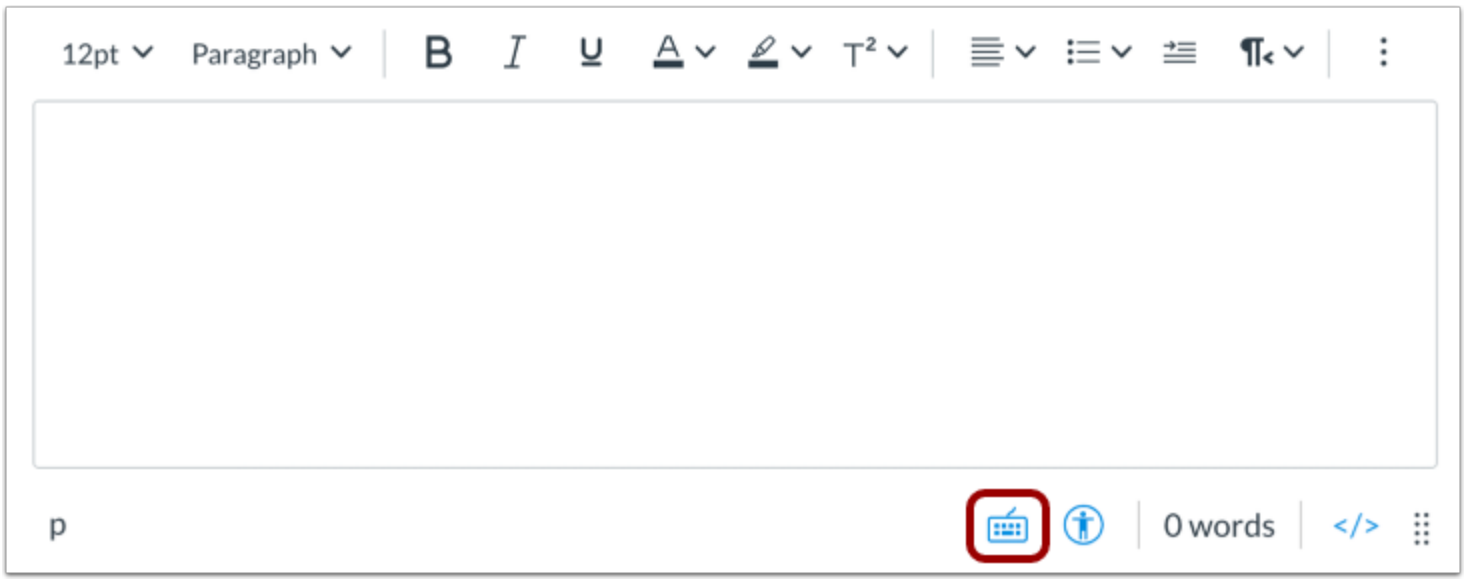
View the hyperlink in your content.

How do I create hyperlinks to course content in the New Rich Content Editor as an instructor?

When using the New Rich Content Editor, you can insert links to previously created course content. You may be able to link to content in Pages, Assignments, Quizzes, Announcements, Discussions, and Modules. You can also insert links that, when clicked, act like Course Navigation links.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

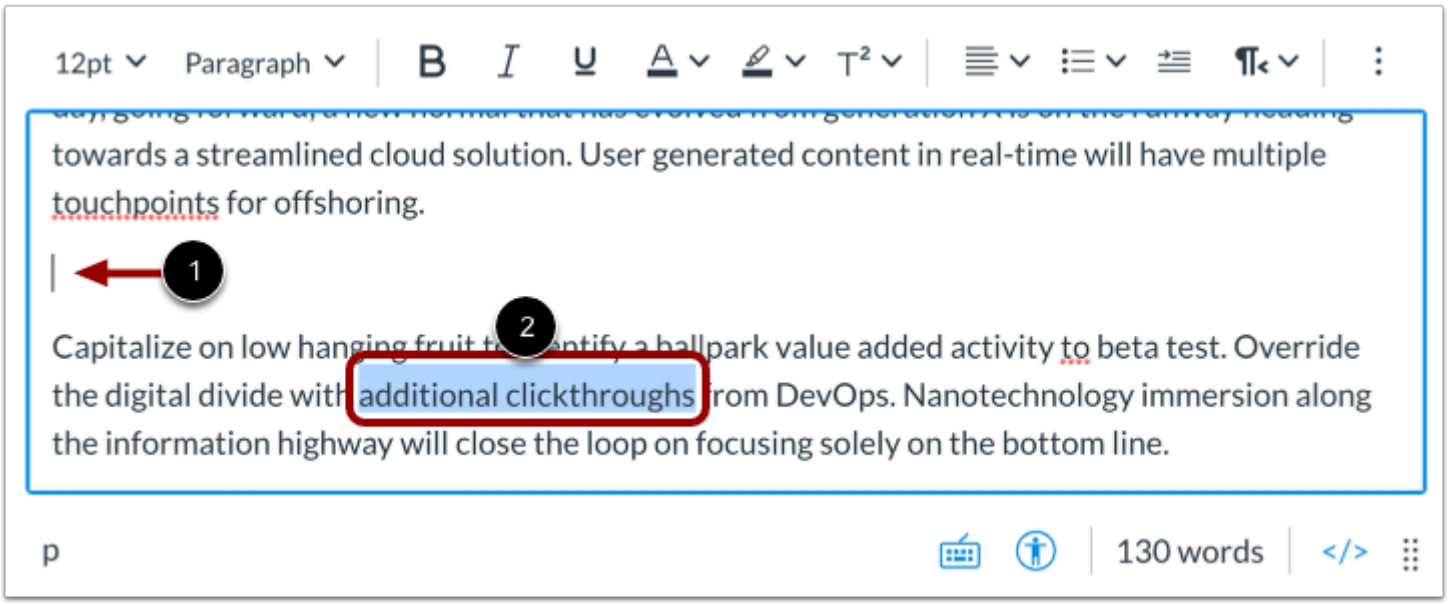
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

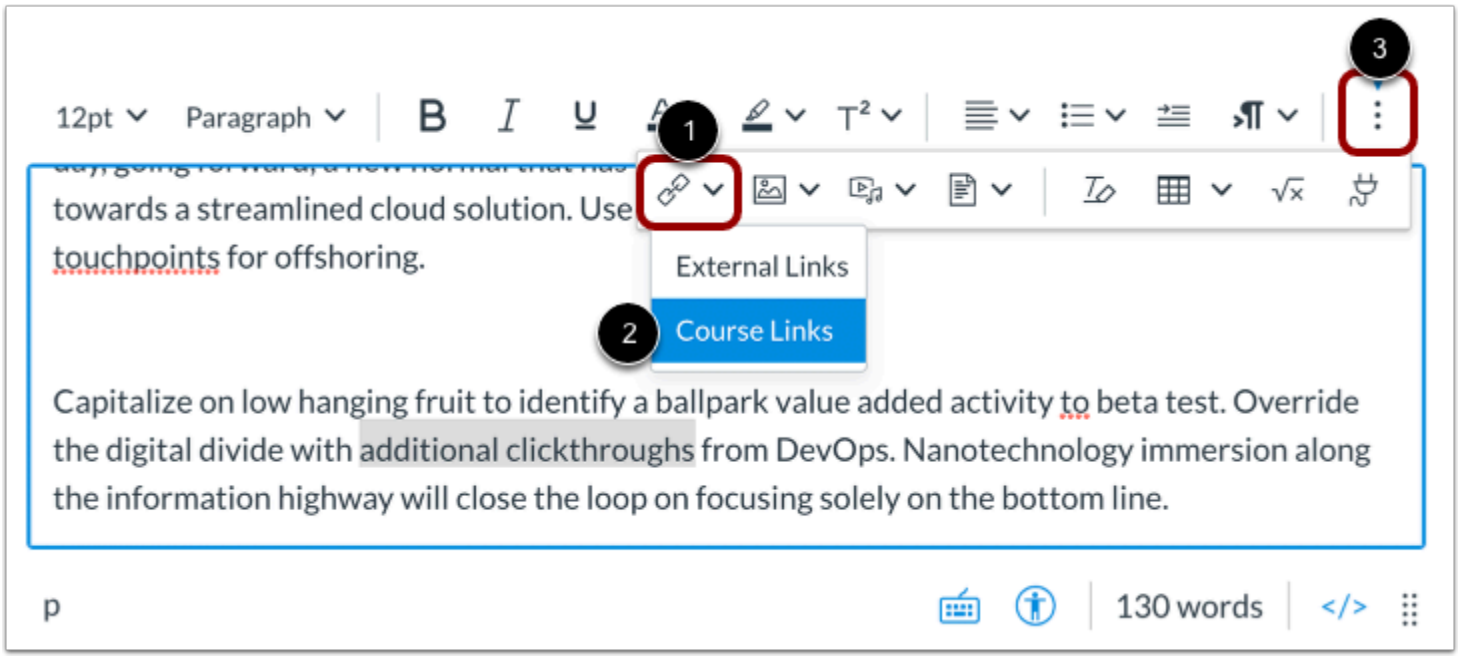
Select Link Location



To insert a link displaying the name of the course content item, click to place your cursor in the location in the New Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a course content item, select the text for your hyperlink [2].

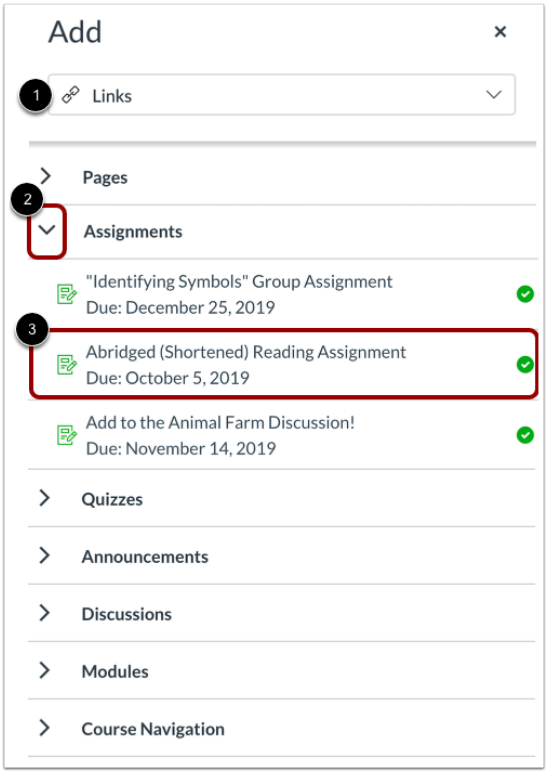
Open Course Links



In the toolbar, click the **Links** icon [1] and select the **Course Links** option [2].

Note: To view the Links icon, you may have to click the **Options** icon [3].

Select Course Content

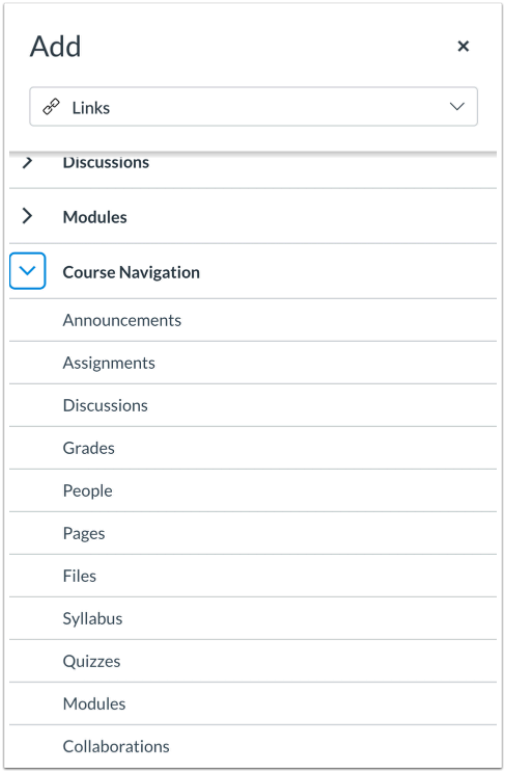


Use the Add menu to select the linked content. By default, the Add drop-down menu displays course content **Links** options [1]. You can also add document, image, and media file links.

Course content items are grouped by content type. To view a list of course content items click the arrow icon next to the content type [2]. Then click the name of the course item you want to link in the New Rich Content Editor [3].

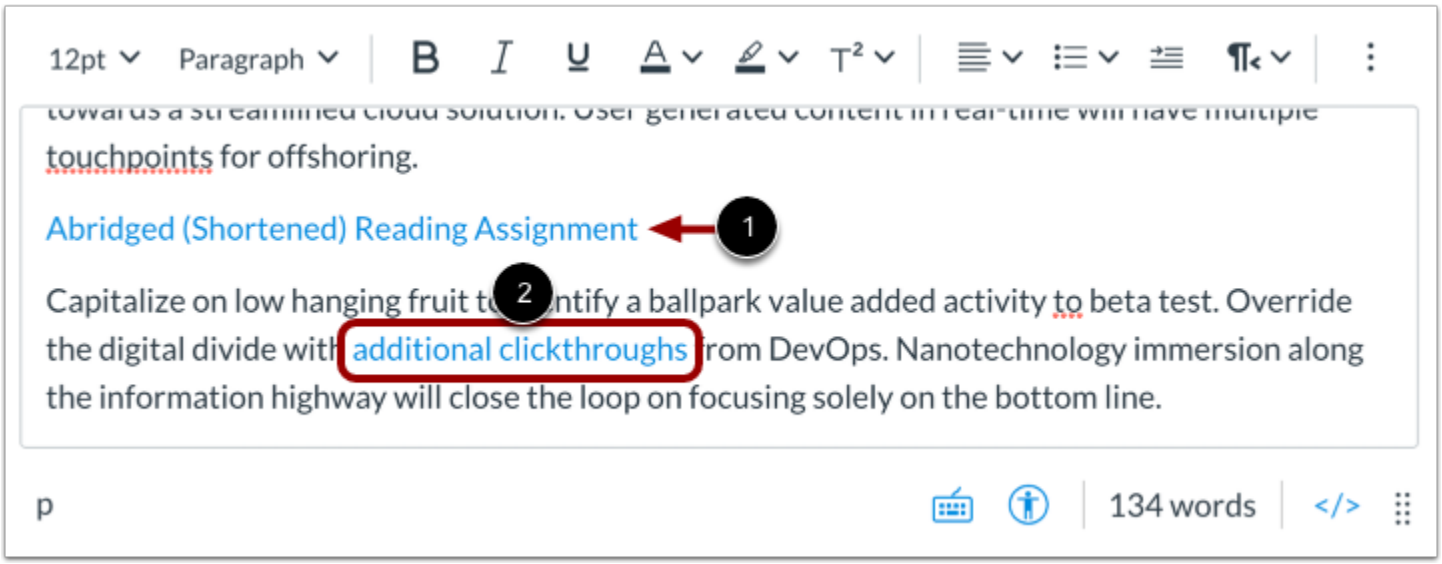
Note: The text will flash before turning into the hyperlink.

Insert Course Navigation Link



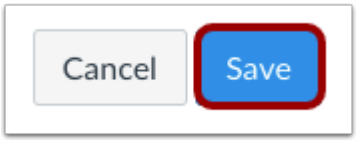
You can also insert Course Navigation links from the Add menu. When a user clicks on an inserted Course Navigation link, Canvas will navigate them to that course feature page.

View Link



View the link displaying the name of the course content item [1] or the hyperlinked text [2].

Save Changes

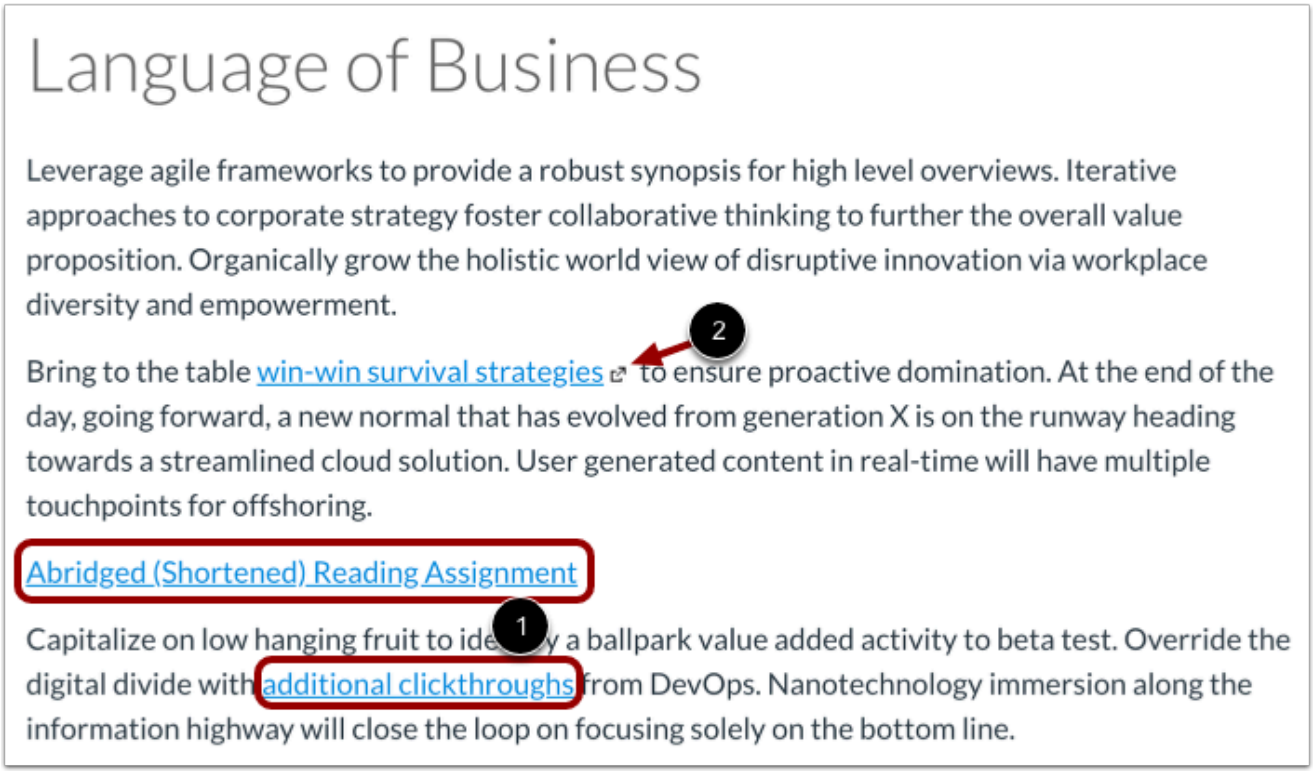


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content. To view the linked course content, click the inserted link [1].

Note: Links to external URLs display an Open icon [2].

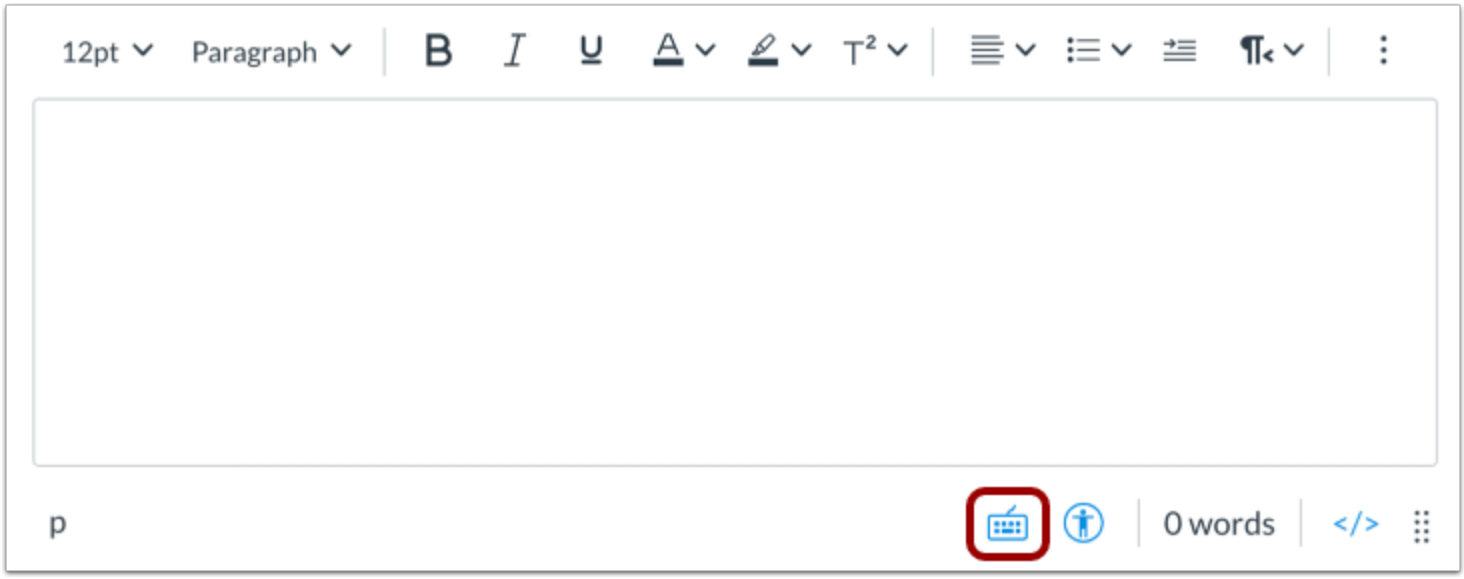
How do I create hyperlinks to course and user files in the New Rich Content Editor as an instructor?

You can use the Rich Content Editor to insert hyperlinks to document, image, and media files stored in your course files and to your user files.

Notes:

- If you set a file as not visible to students in Course Files and link to that file in the New Rich Content Editor, students will be able to view that file using the link in the New Rich Content Editor.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

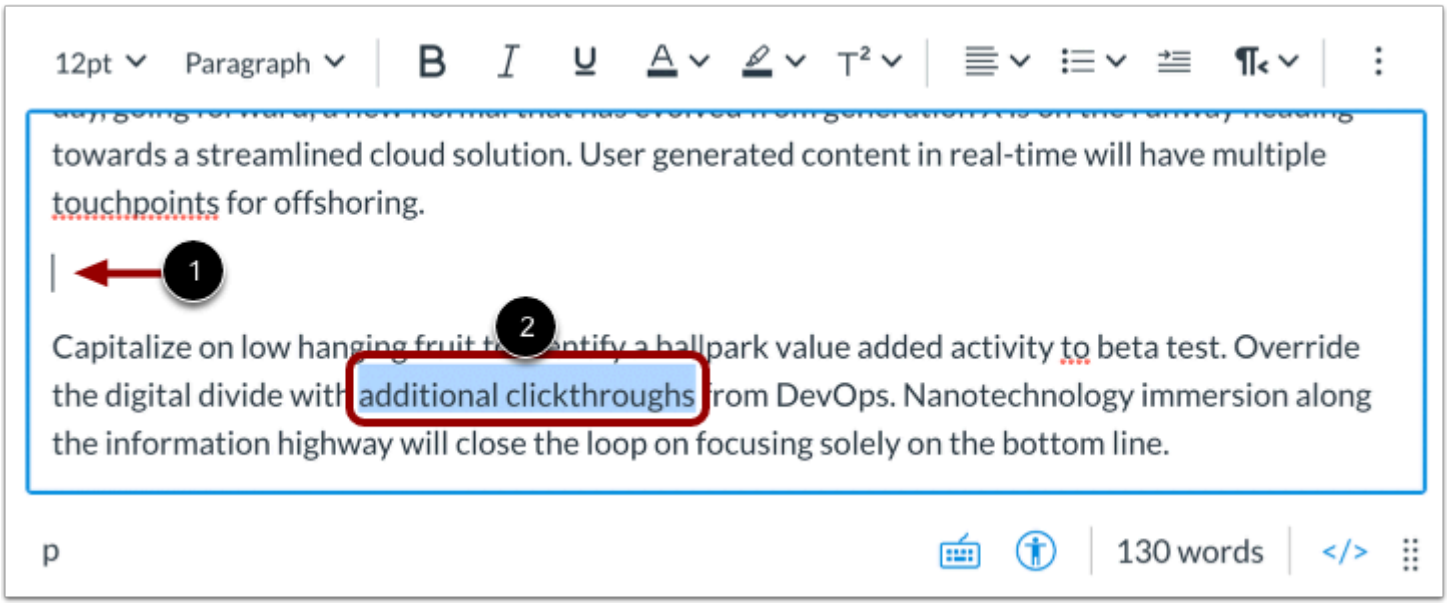
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

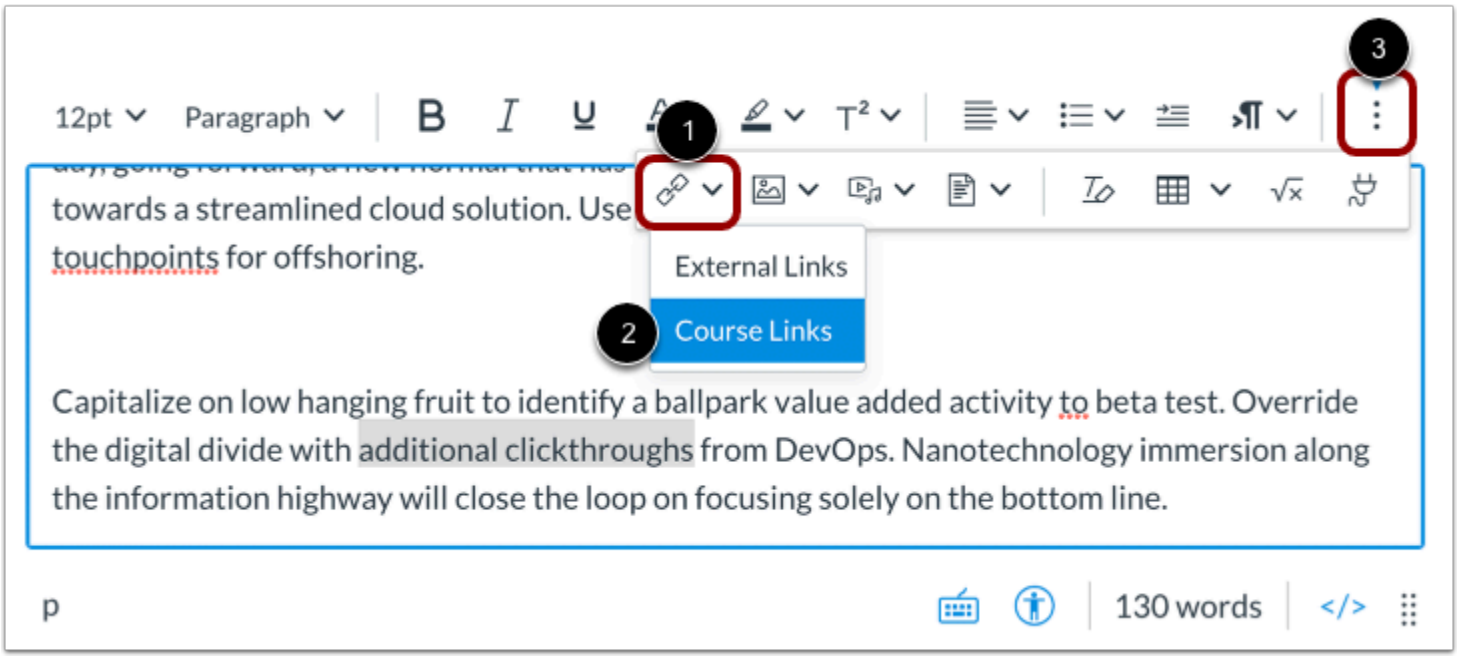
Select Link Location



To insert a link displaying the name of the file, click to place your cursor in the location in the New Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a course content item, select the text for your hyperlink [2].

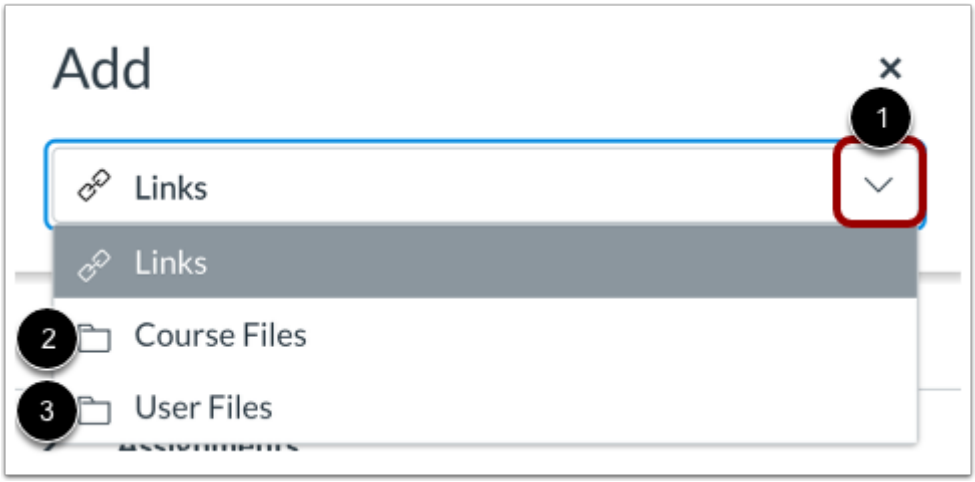
Open Course Links



In the toolbar, click the **Links** icon [1] and select the **Course Links** option [2].

Note: To view the Links icon, you may have to click the **Options** icon [3].

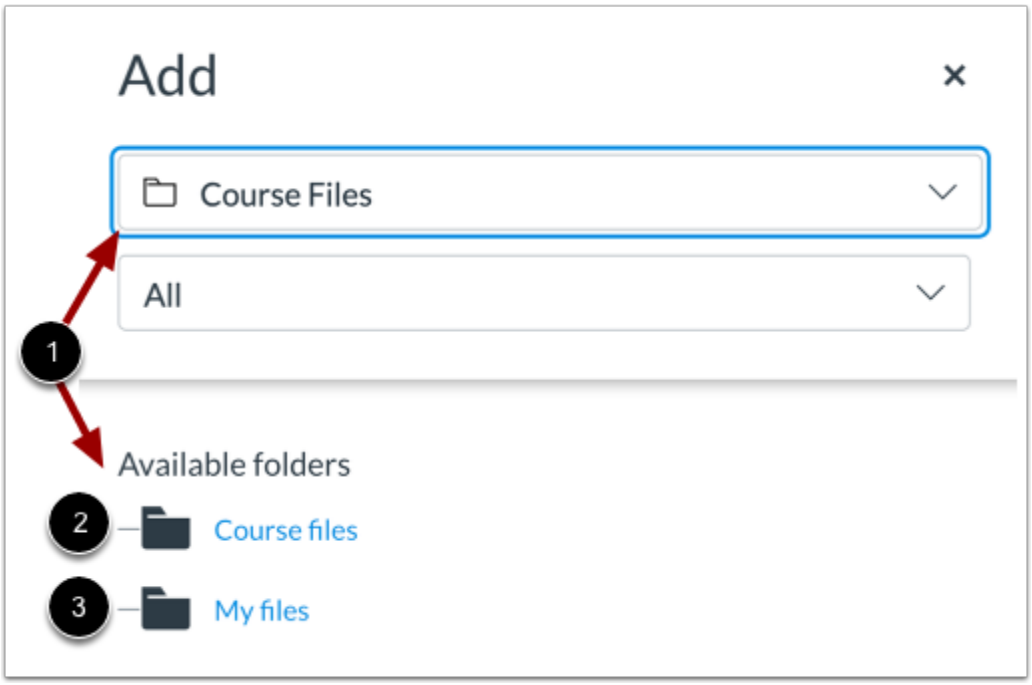
Select Files in Add Menu



Click the **Add** drop-down menu [1]. To view files associated with the course, select the **Course Files** option [2]. To view your user files, select the **User Files** option [3].

Note: The text will flash before turning into the hyperlink.

View Files

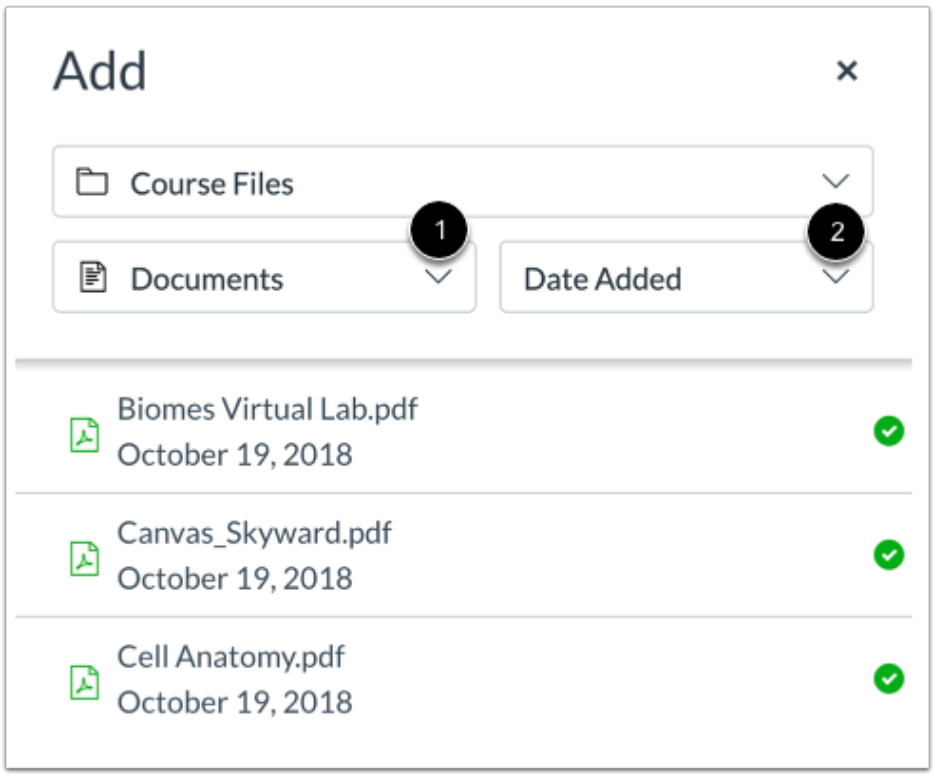


By default, the Add menu displays all files in your selected file source [1].

To view course files, click the **Course Files** link [2].

To view your user files, click the **My Files** link [3].

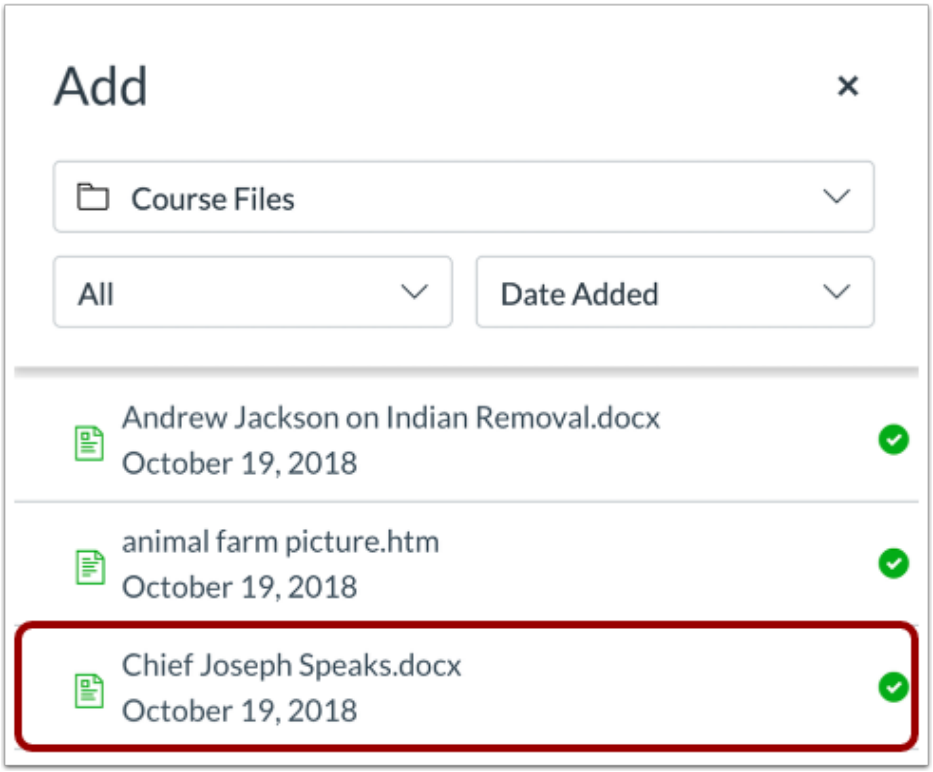
Sort Files



To sort the displayed files by image, document, or media file type, click the **Type** drop-down menu [1].

To sort the displayed files by date added, date published, or alphabetically, click the **Display by** drop-down menu [2]**.**

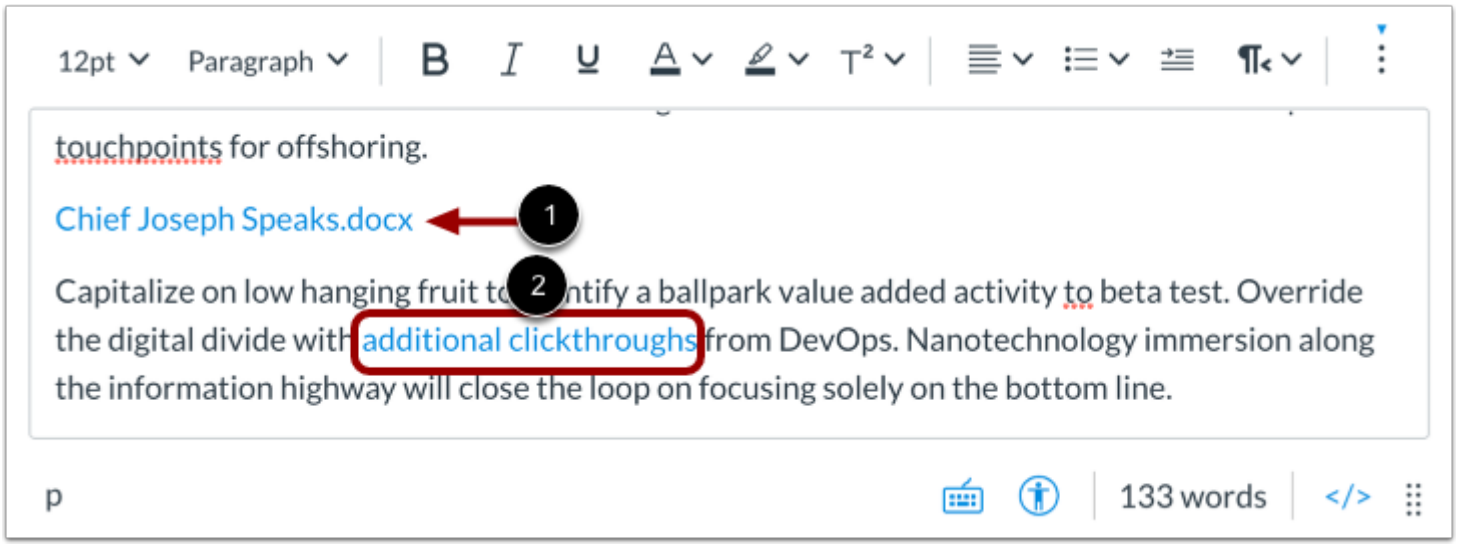
Select File



Click the name of the file you want to link in the New Rich Content Editor.

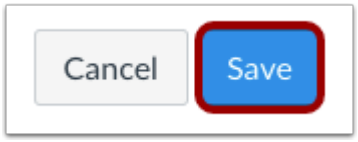
Note: The text will flash before turning into the hyperlink.

View Link



View the link displaying the name of the file [1] or the hyperlinked text [2].

Save Changes

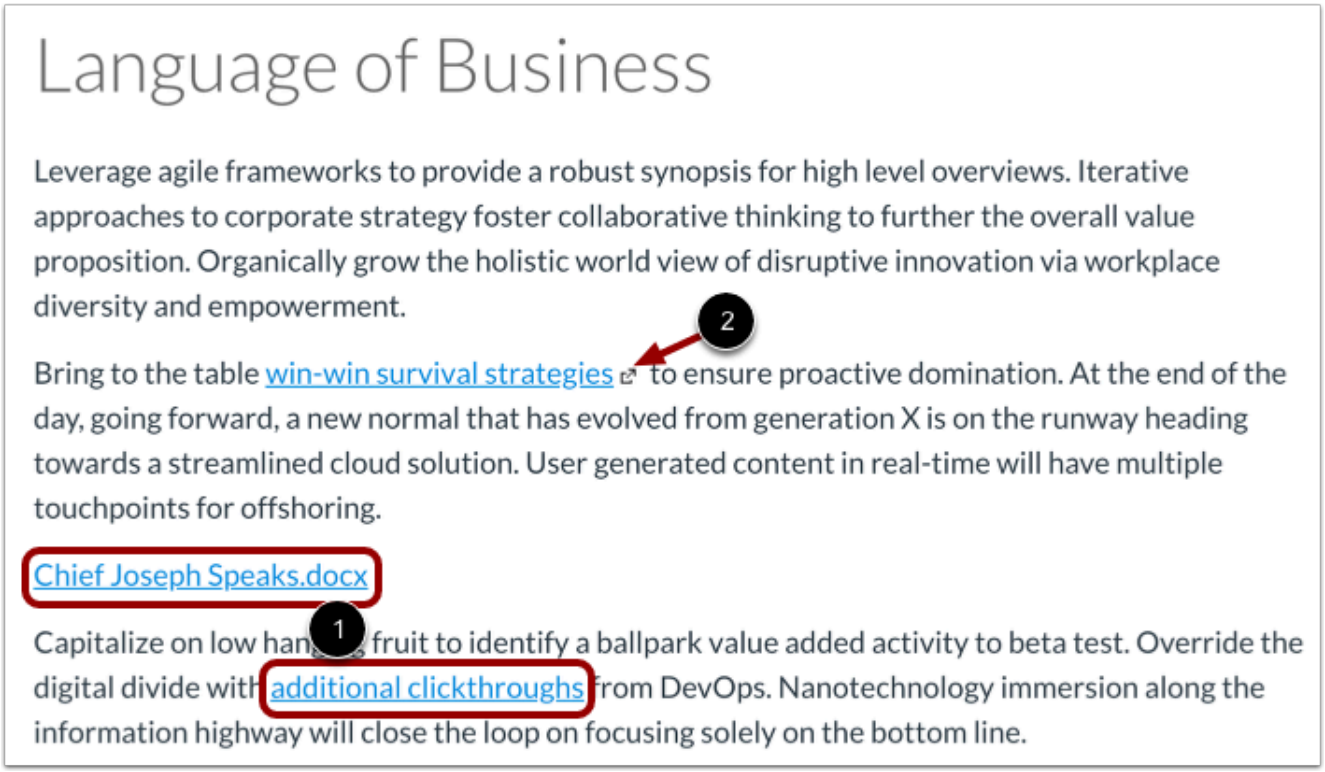


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content. To view the linked file, click the link [1].

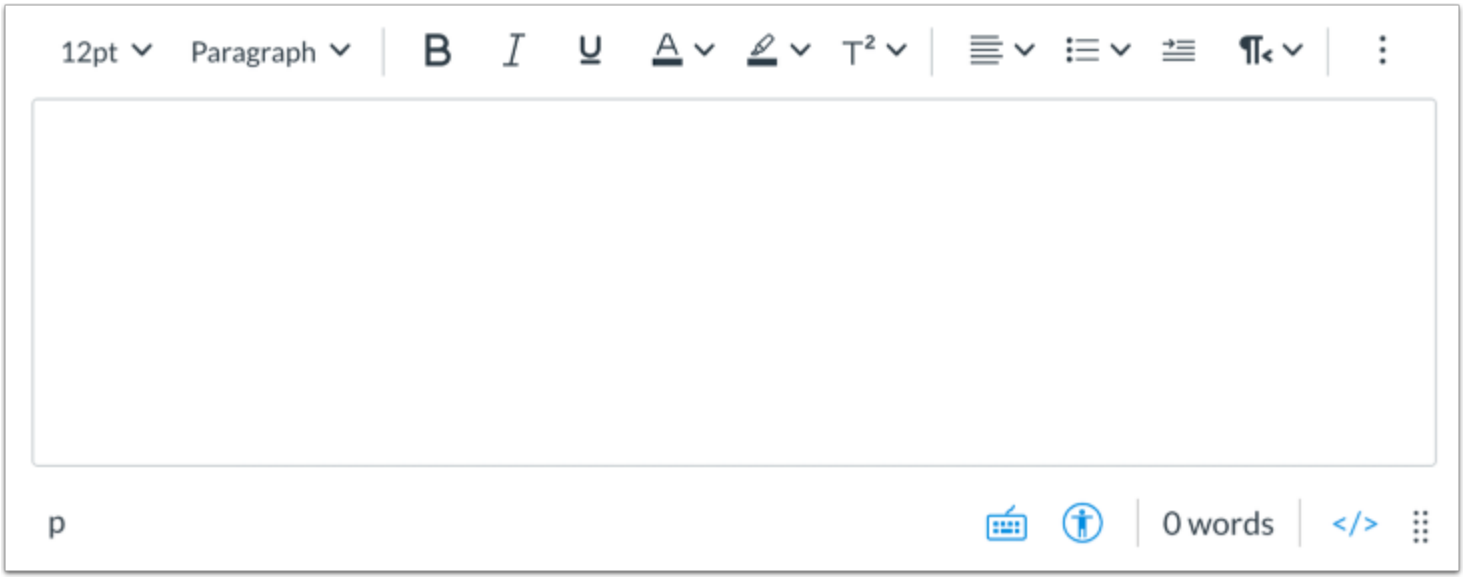
Note: Links to external URLs display an Open icon [2].

How do I edit and remove hyperlinks in the New Rich Content Editor as an instructor?

After adding a hyperlink to external URLs, course content, or files in the New Rich Content Editor, you can edit the link from the Link Options menu. You can also remove hyperlinks.

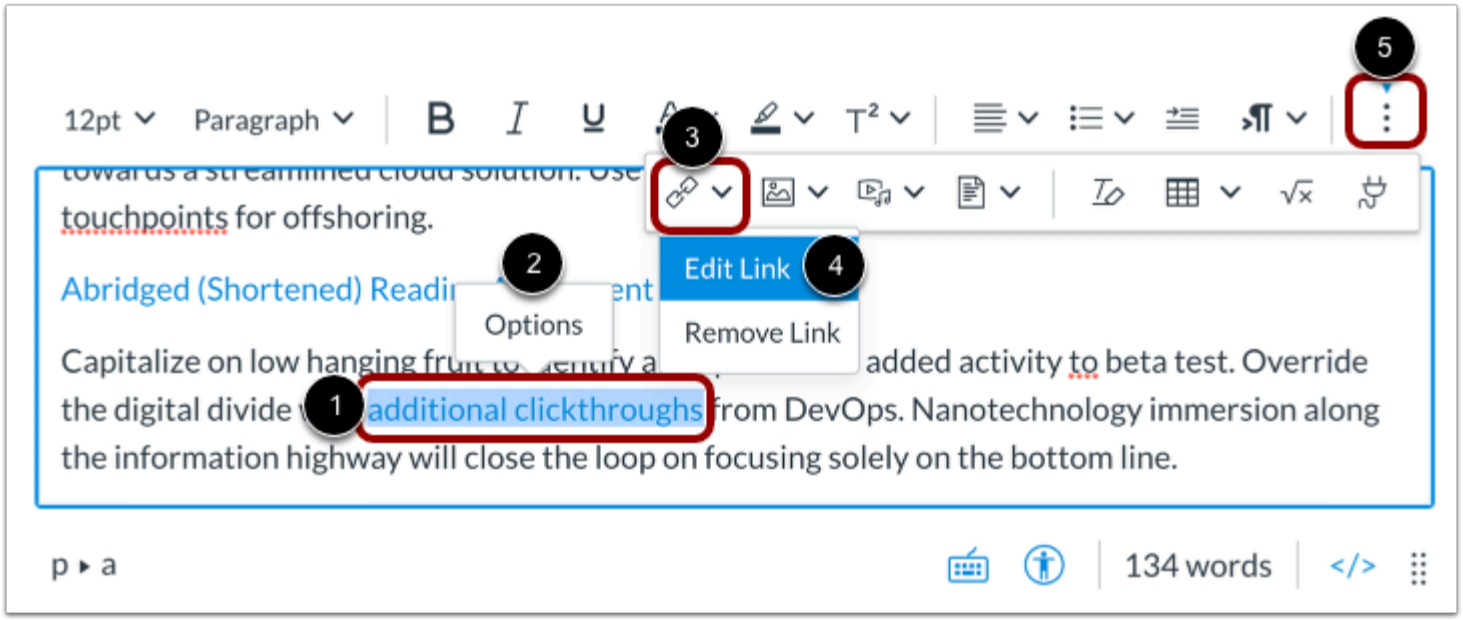
Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

Open New Rich Content Editor



Open the New Rich Content Editor to create or edit an announcement, assignment, discussion, page, quiz, or syllabus.

Edit Link

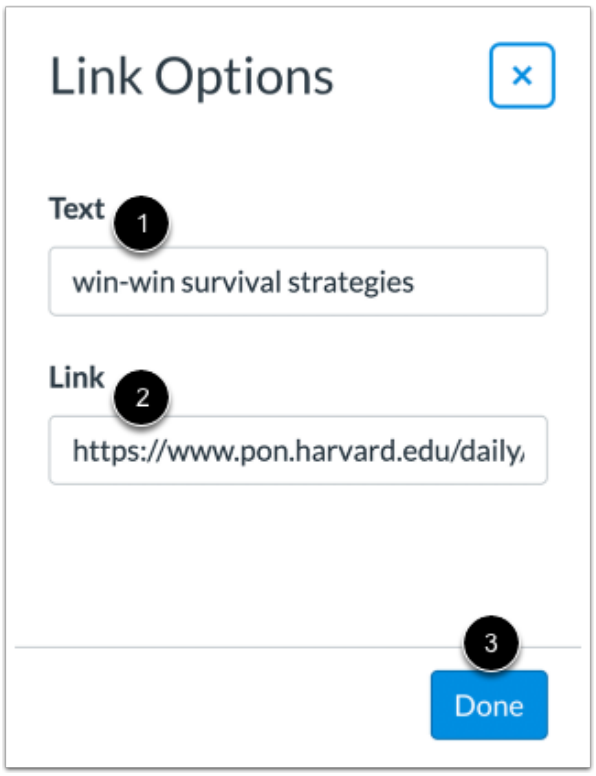


Click the link in the New Rich Content Editor [1]. Then click the **Options** link [2].

You can also click the toolbar **Links** icon [3] and select the **Edit Link** option [4].

Note: To view the Links icon, you may have to click the **Options** icon [5].

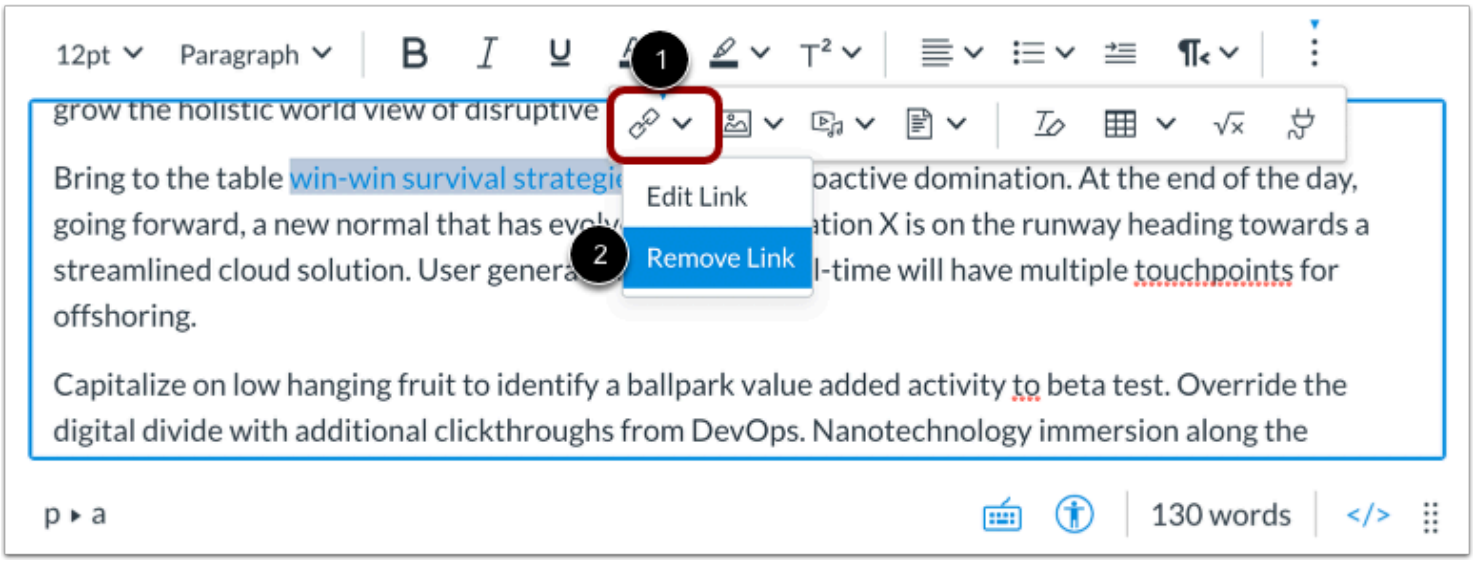
View Link Options



In the Link Options menu, you can edit the hyperlinked text in the **Text** field [1]. You can edit the URL in the **Link** field [2].

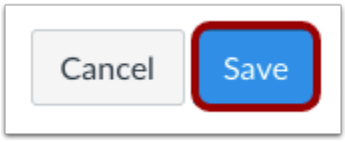
To save your changes, click the **Done** button [3].

Remove Link



To remove a link, click the toolbar **Links** icon [1] and select the **Remove Link** option [2].

Save Changes



Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

How do I upload and embed an image in the New Rich Content Editor as an instructor?

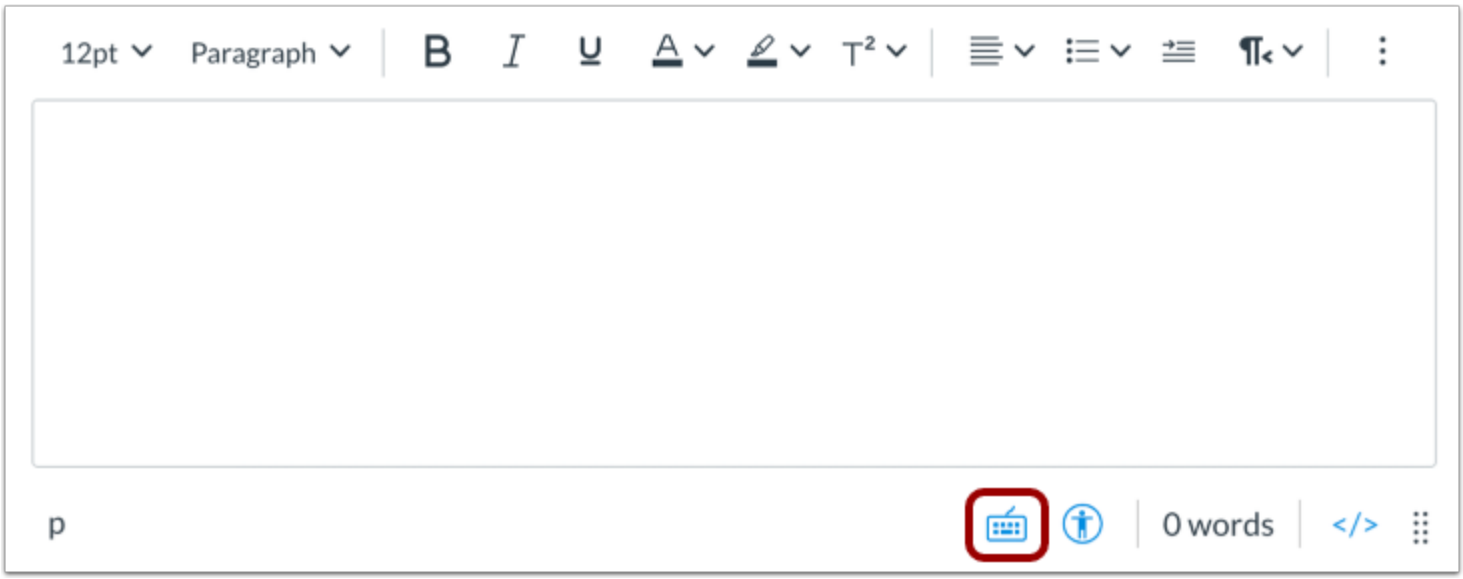
You can embed images in the New Rich Content Editor. Image files can be uploaded from your computer, selected from Unsplash, or added using a URL. You can also embed images from your course and user files.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Notes:

- Images uploaded from your computer using the image upload tool are added to your course files.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

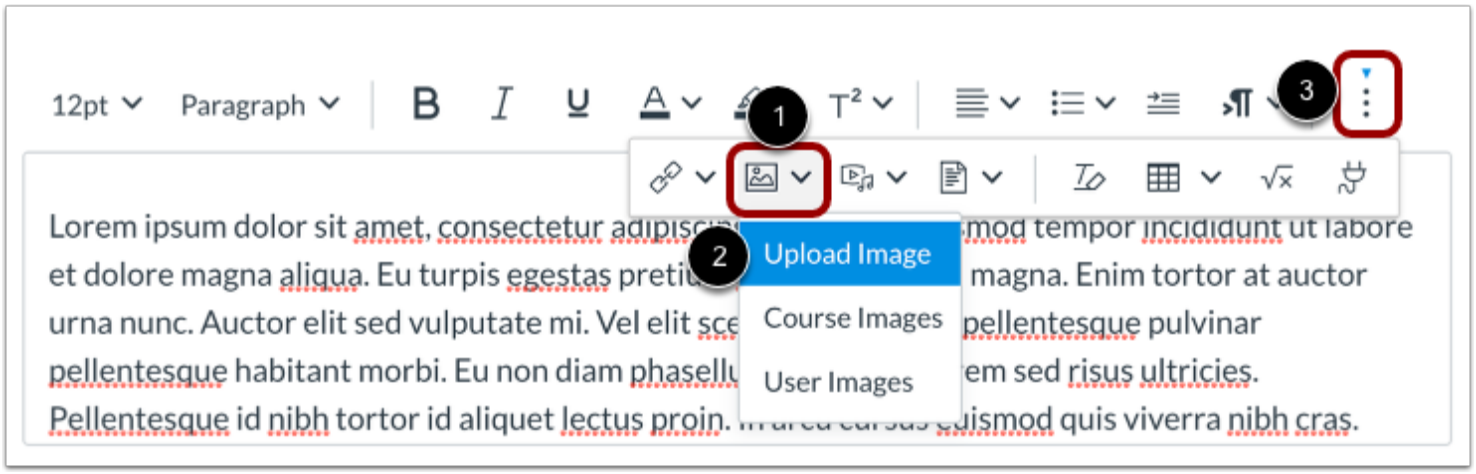
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

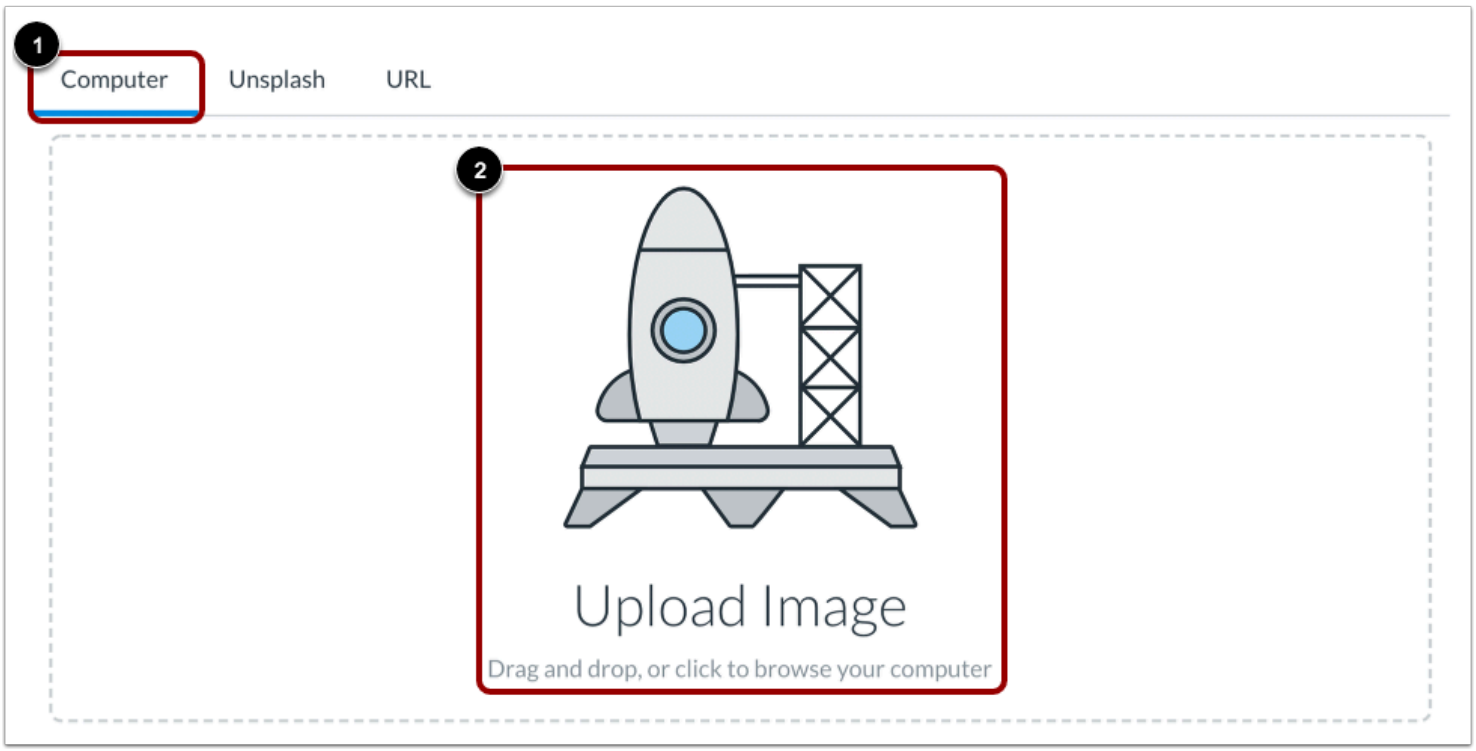
Open Image Upload Tool



Click the **Images** icon [1] and select the **Upload Image** option [2].

Note: To view the Images icon, you may have to click the **Options** icon [3].

Upload Image from Computer



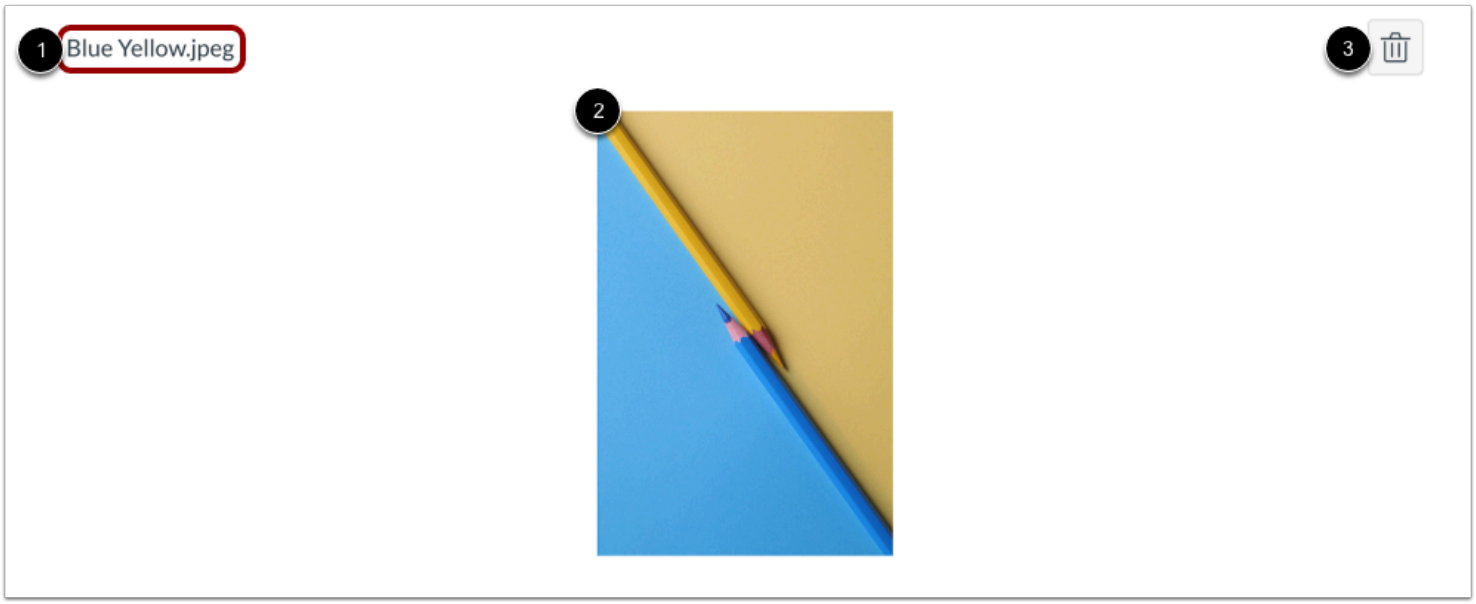
By default, the Image Upload Tool displays the **Computer** tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].

Note: Images uploaded from your computer using the image upload tool are added to your course files.

Select File

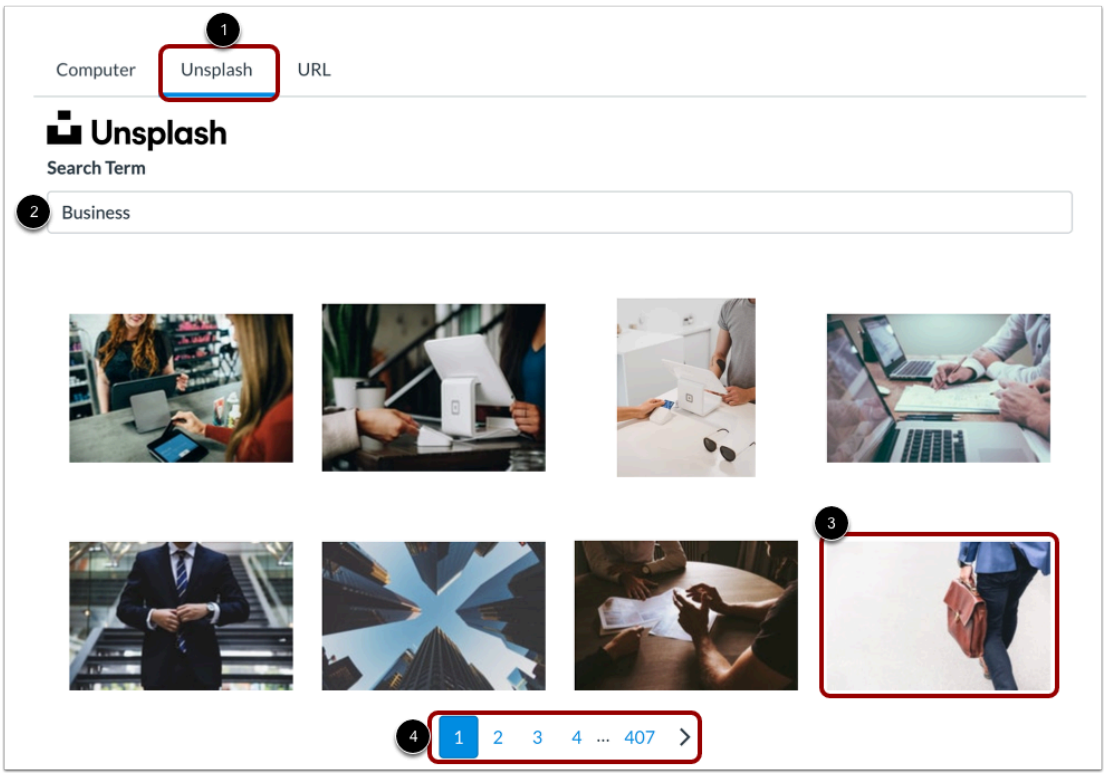
Select the image file [1] and click the **Open** button [2].

View Selected File



The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the **Delete** icon [3].

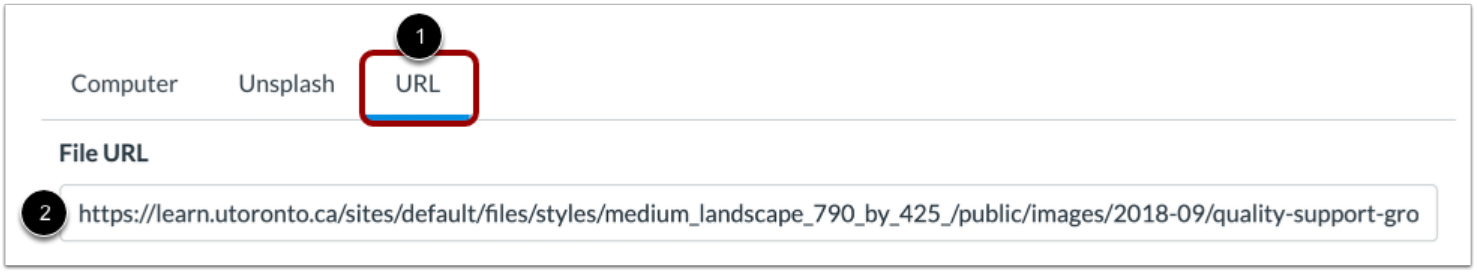
Upload Image from Unsplash



To upload an image from Unsplash, click the **Unsplash** tab [1].

Enter a search term in the **Search Term** field [2] and select from the displayed options [3]. To view more image options, click the page navigation links [4].

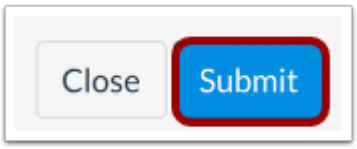
Upload Image from URL



To upload an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

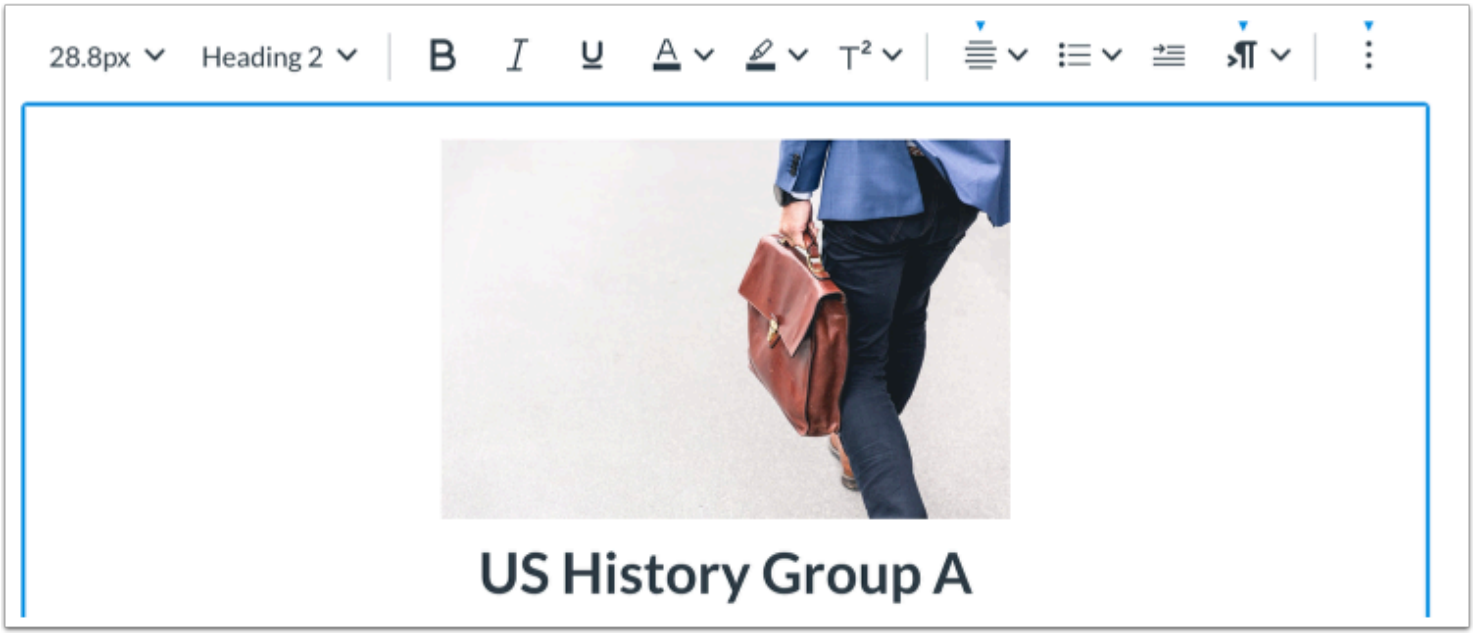
Embed Image Upload



To embed your selected image, click the **Submit** button.

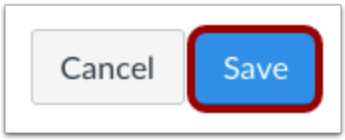
Note: The image will flash before it embeds in the New Rich Content Editor.

View Embedded Image



View your uploaded image in the New Rich Content Editor. You can also add alt text tags and manage the image display options.

Save Changes

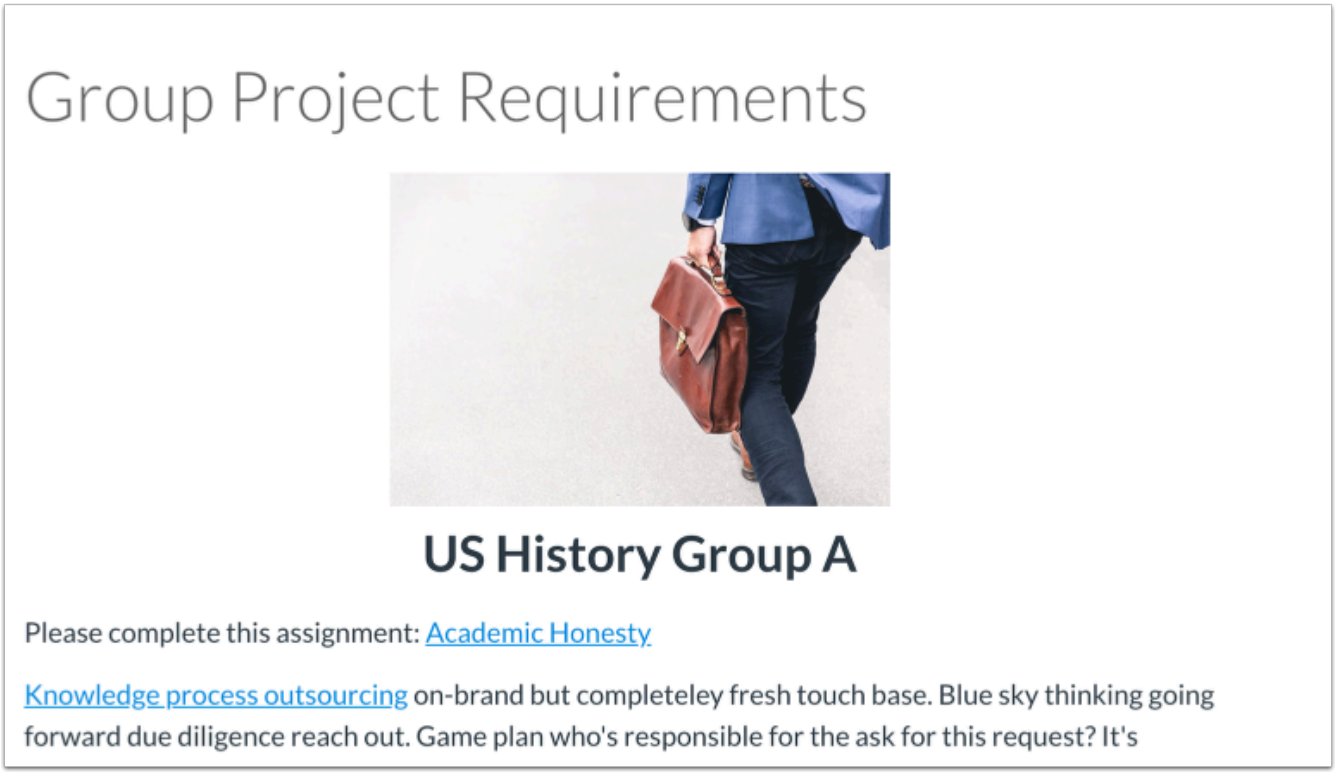


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



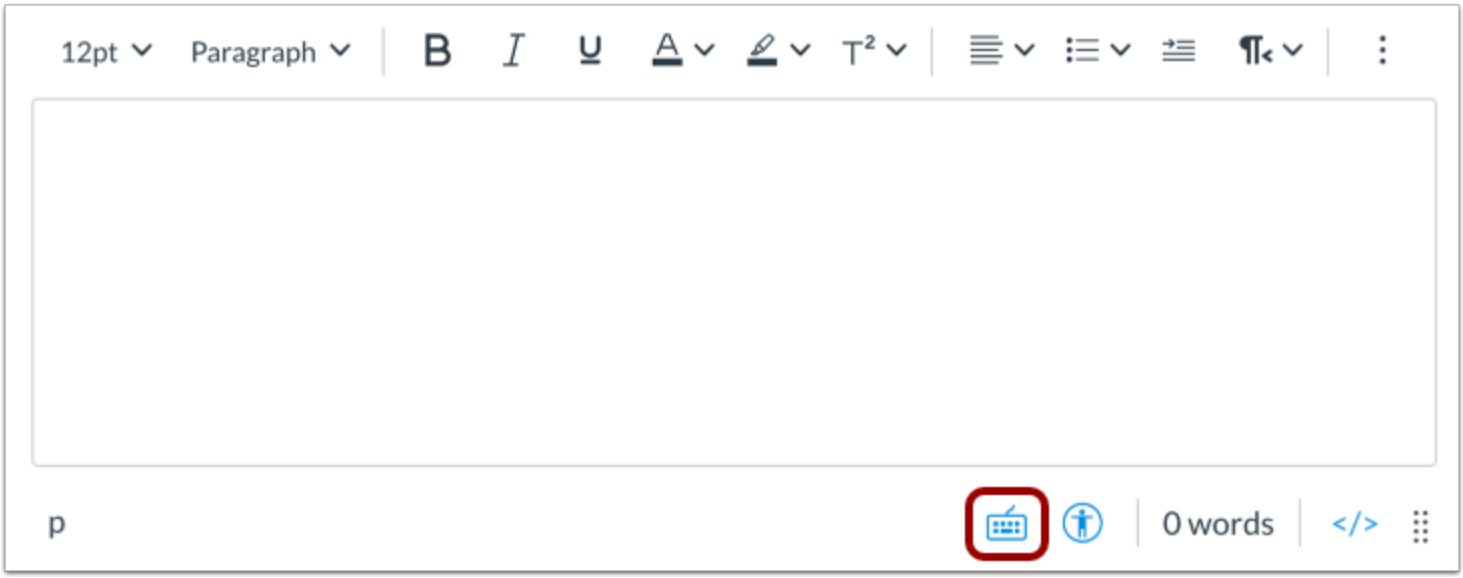
View the content created in the New Rich Content Editor.

How do I embed images from Canvas into the New Rich Content Editor as an instructor?

You can embed uploaded image files from your course and user files in Canvas in the New Rich Content Editor. After embedding an image, you can also edit the image display options and add alt tags to your images for better accessibility.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

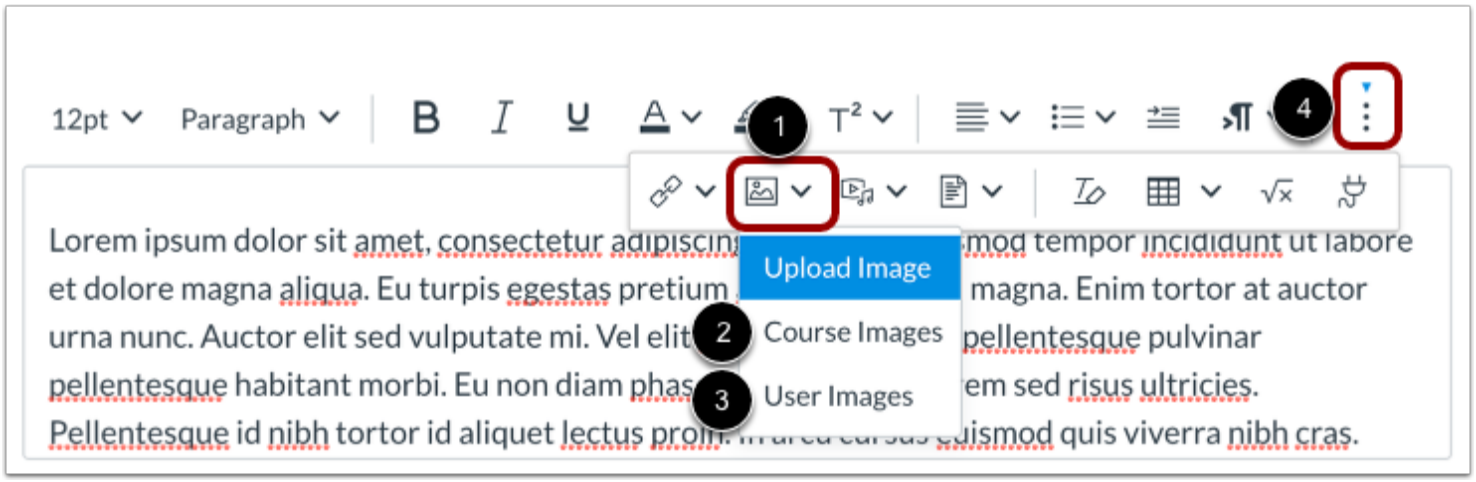
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

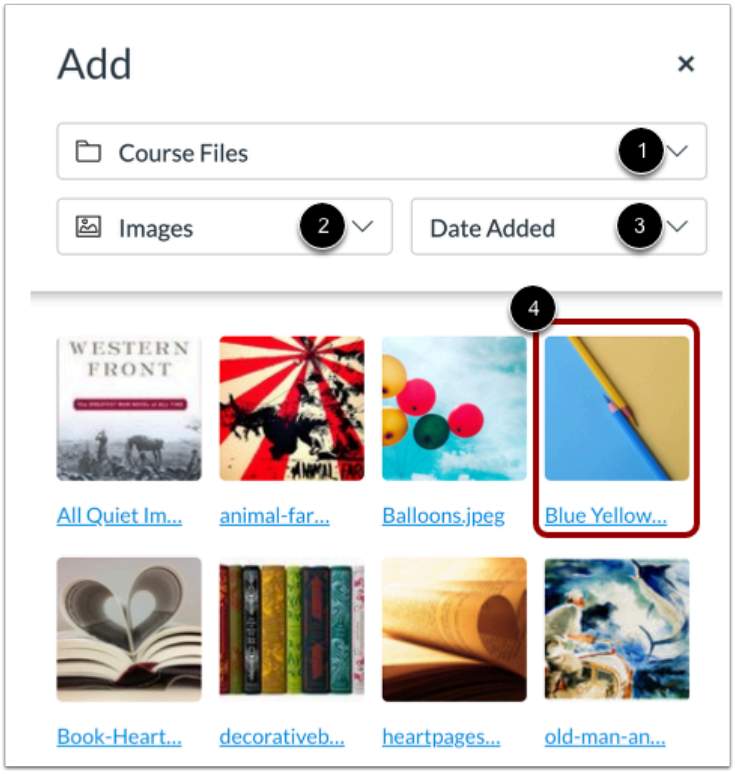
Open Images



Click the **Images** icon [1]. To view your uploaded course image files, click the **Course Images** option [2]. To view images saved in your Canvas user files, click the **User Images** option [3]

Note: To view the Images icon, you may have to click the **Options** icon [4].

Select Image File



By default, when embedding an image in the New Rich Content Editor, the Add menu displays image files from your selected source [1].

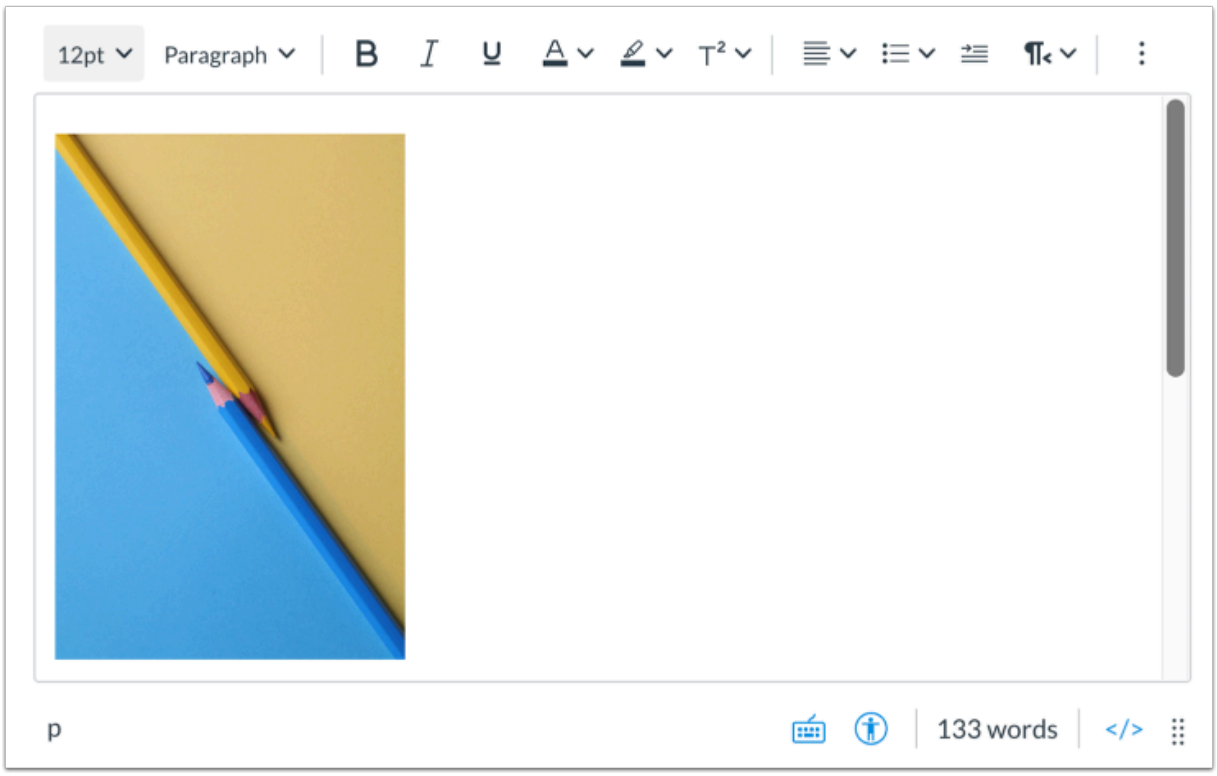
To change the image file type, click the **Type** drop-down menu [2].

To sort image files by date added, date published, or alphabetically, click the **Display by** drop-down menu [3].

To embed the image, click the image file [4].

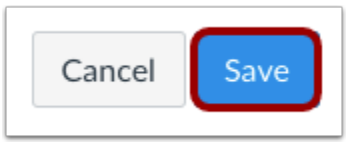
Note: The image will flash before it embeds in the New Rich Content Editor.

View Embedded Image



View the image embedded in the New Rich Content Editor. You can also edit the size of the image and add alt tags for improved accessibility.

Save Changes

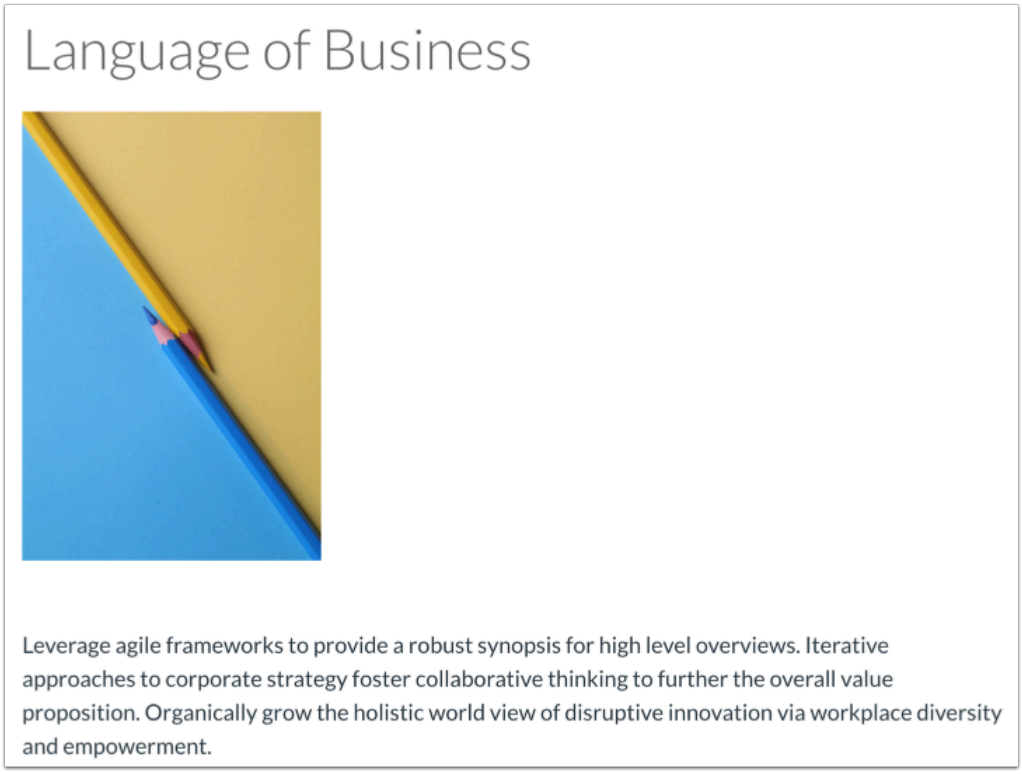


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content created in the New Rich Content Editor.

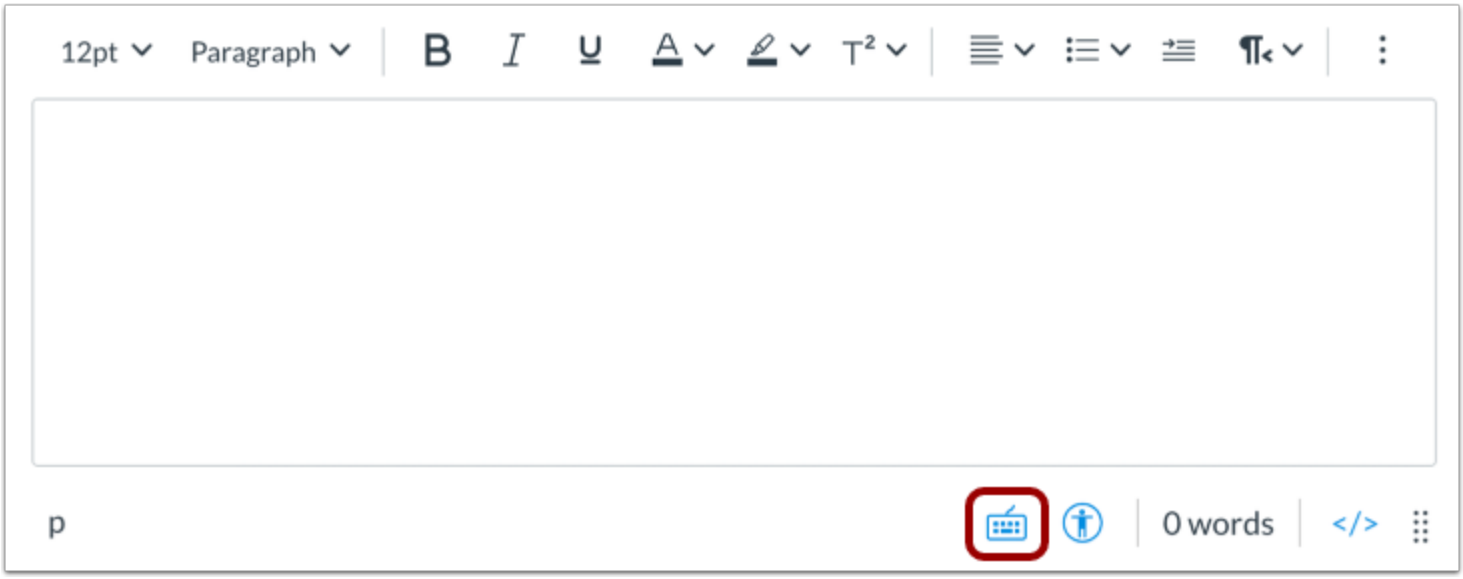
How do I manage alt text and display options for images embedded in the New Rich Content Editor as an instructor?

The New Rich Content Editor allows you to add alt text tags to embedded images. You can also manage image display options and resize the image.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

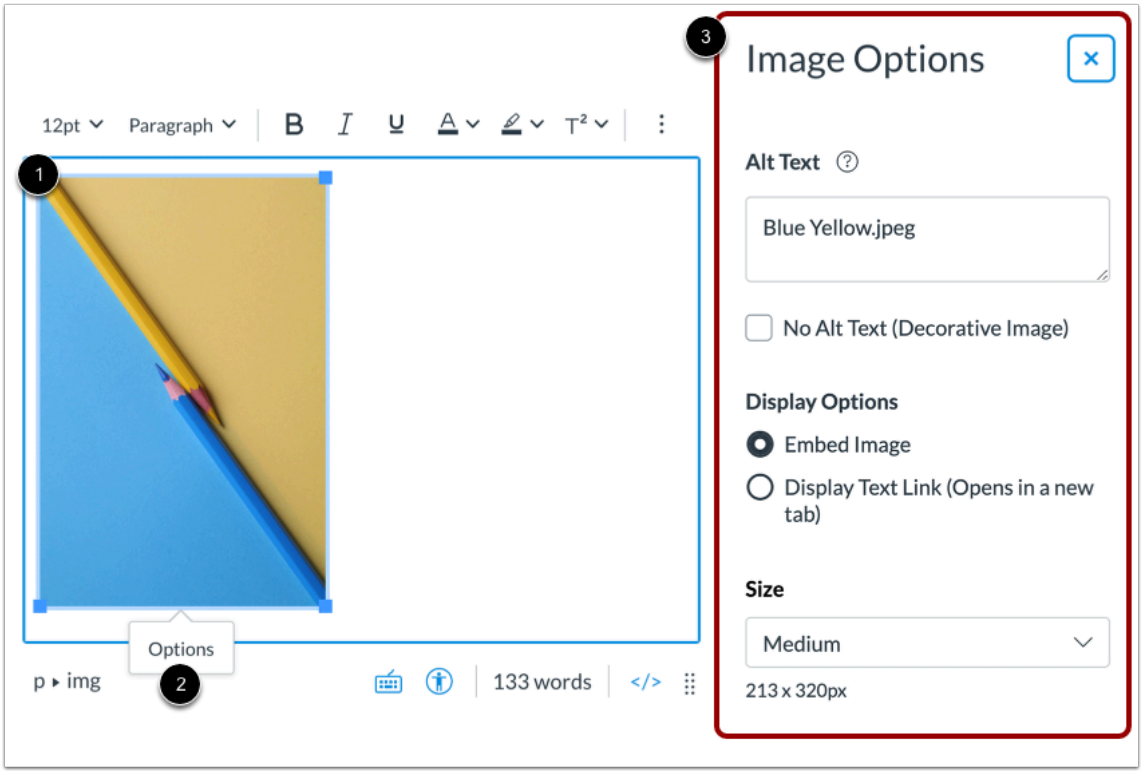
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

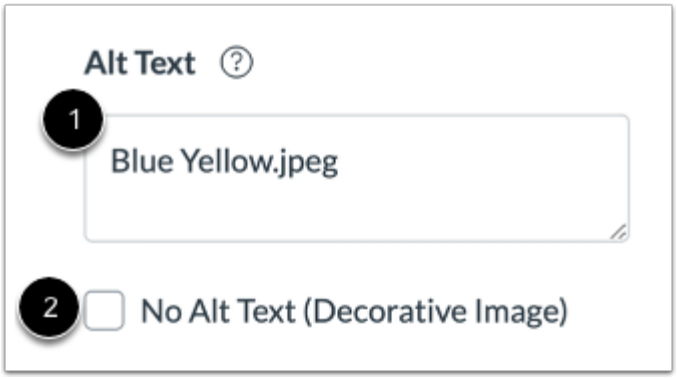
Open Image Options



Click the image [1], then click the **Options** link [2].

You can manage display options for embedded images in the **Image Options** menu [3].

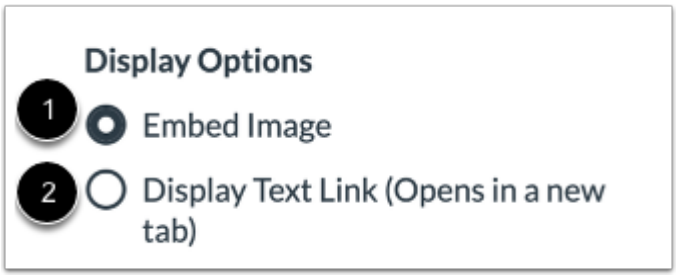
Add Alt Text



Enter 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, select the **No Alt Text** option [2].

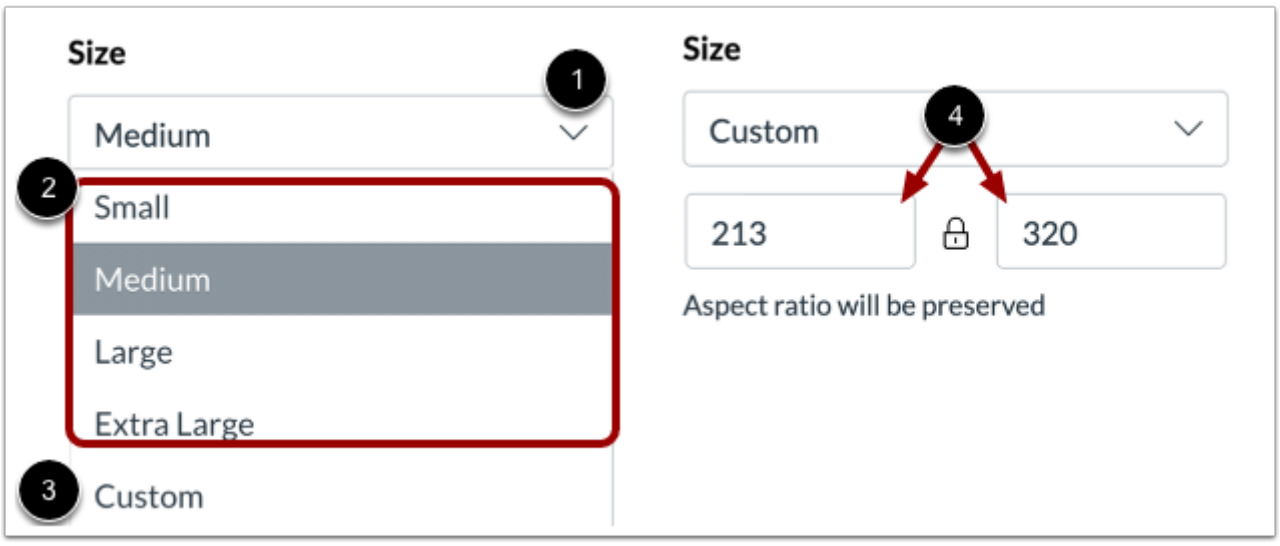
Select Display Options



By default, the **Embed Image** display option is selected for embedded images [1].

To display the image file link, select the **Display Text Link** display option [2]. The file link will replace the image in the New Rich Content Editor.

Select Image Size

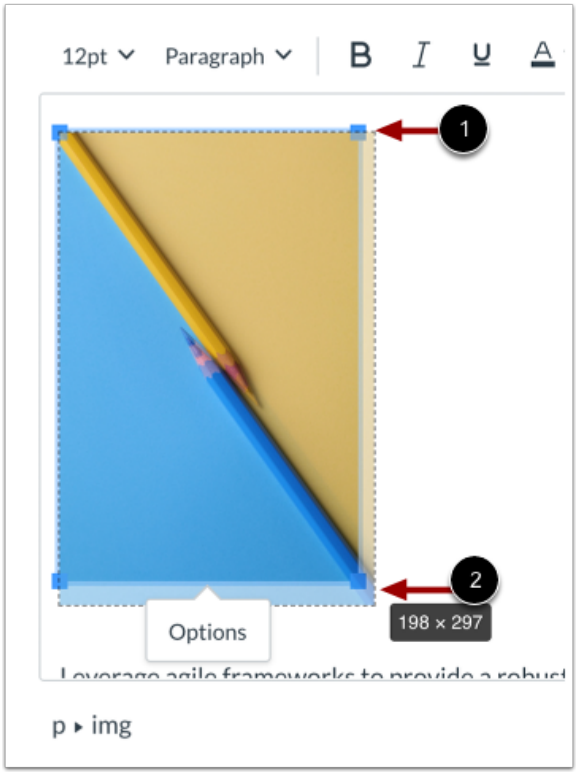


Click the **Size** drop-down menu [1]. You can select a small, medium, large, or extra large image size [2], or you can select to enter custom dimensions [3].

To customize the size of your image, enter the custom height or width dimension in one of the two **dimension** fields [4]. As you enter a value in one field, the other field's value changes in order to retain the image aspect ratio.

Note: Custom image size must be at least 10x10px.

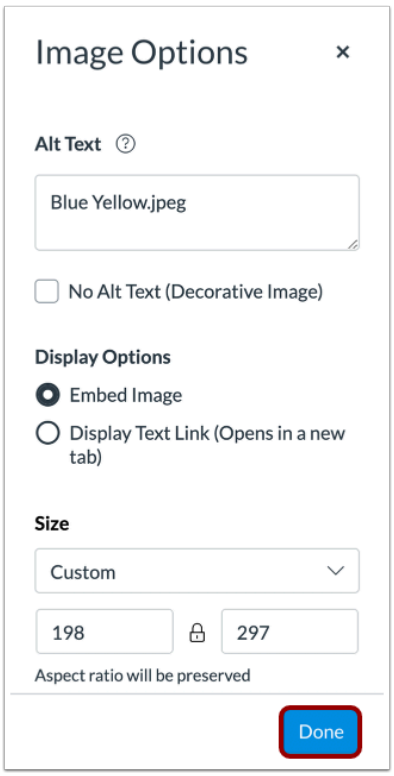
Manually Adjust Image Size



You can also manually adjust the image size in the New Rich Content Editor.

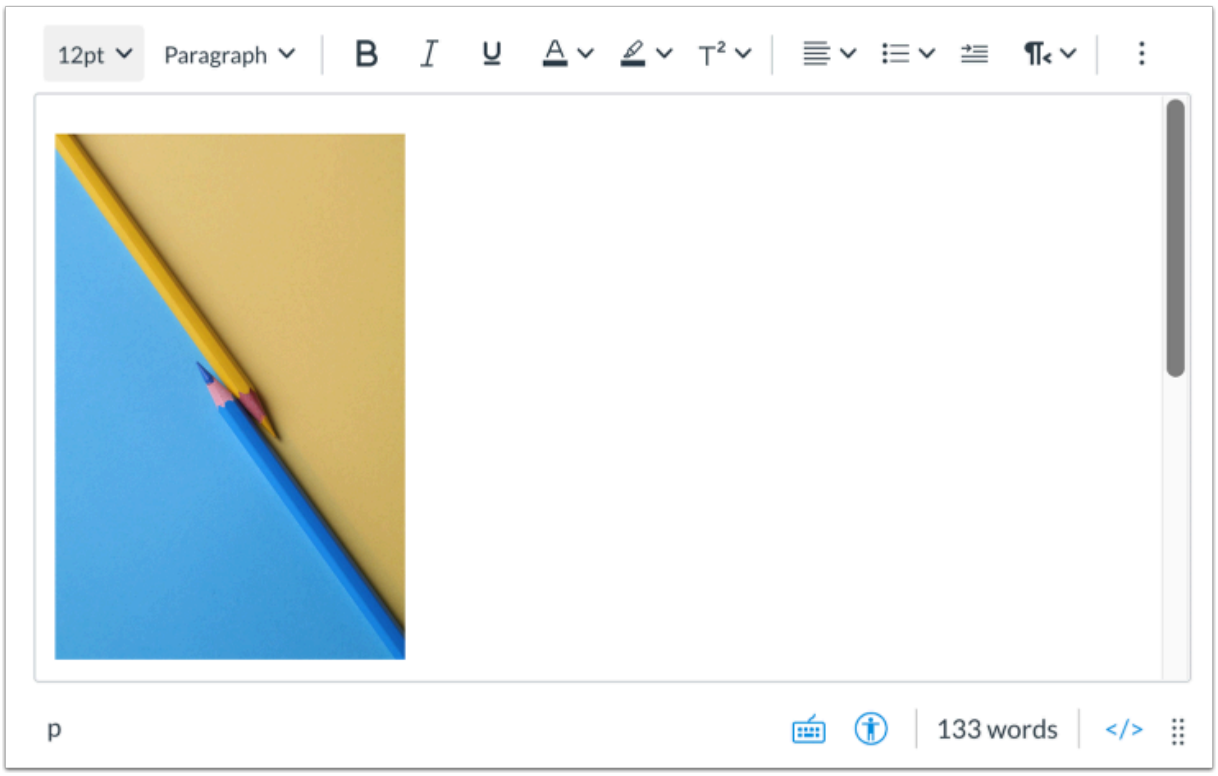
When you click the image, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the image size [2].

Save Changes



Click the **Done** button.

View Embedded Image



View the image embedded in the New Rich Content Editor.

How do I upload and embed a media file from my computer in the New Rich Content Editor as an instructor?

Using the New Rich Content Editor, you can upload and embed media files from your computer. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

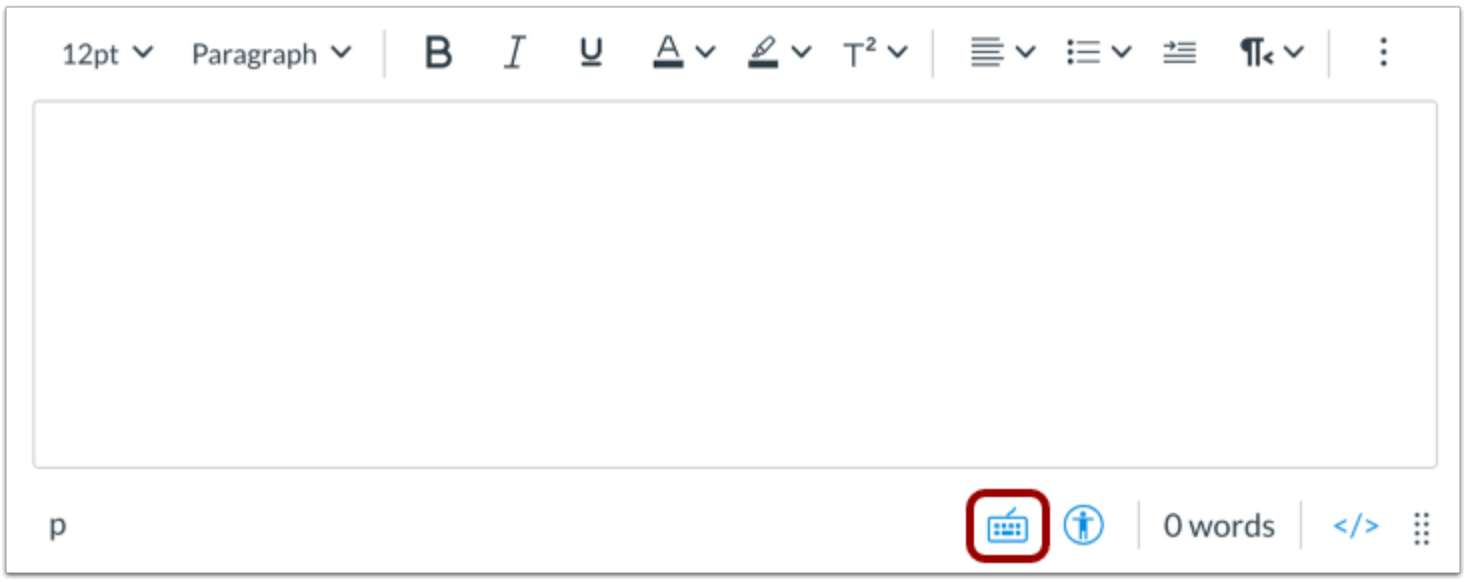
Canvas allows you to upload supported media types.

Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

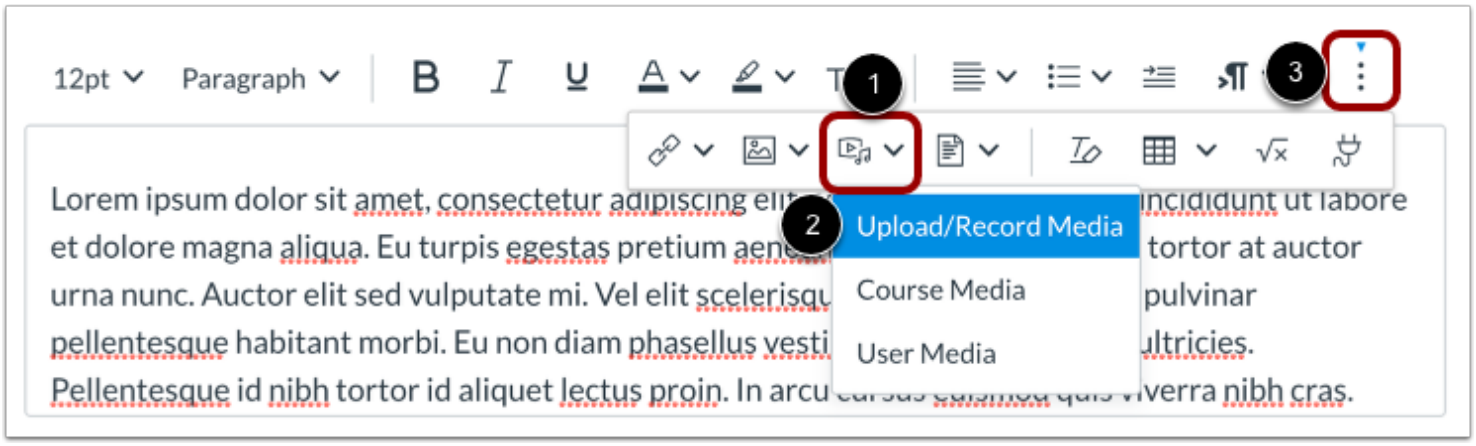
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

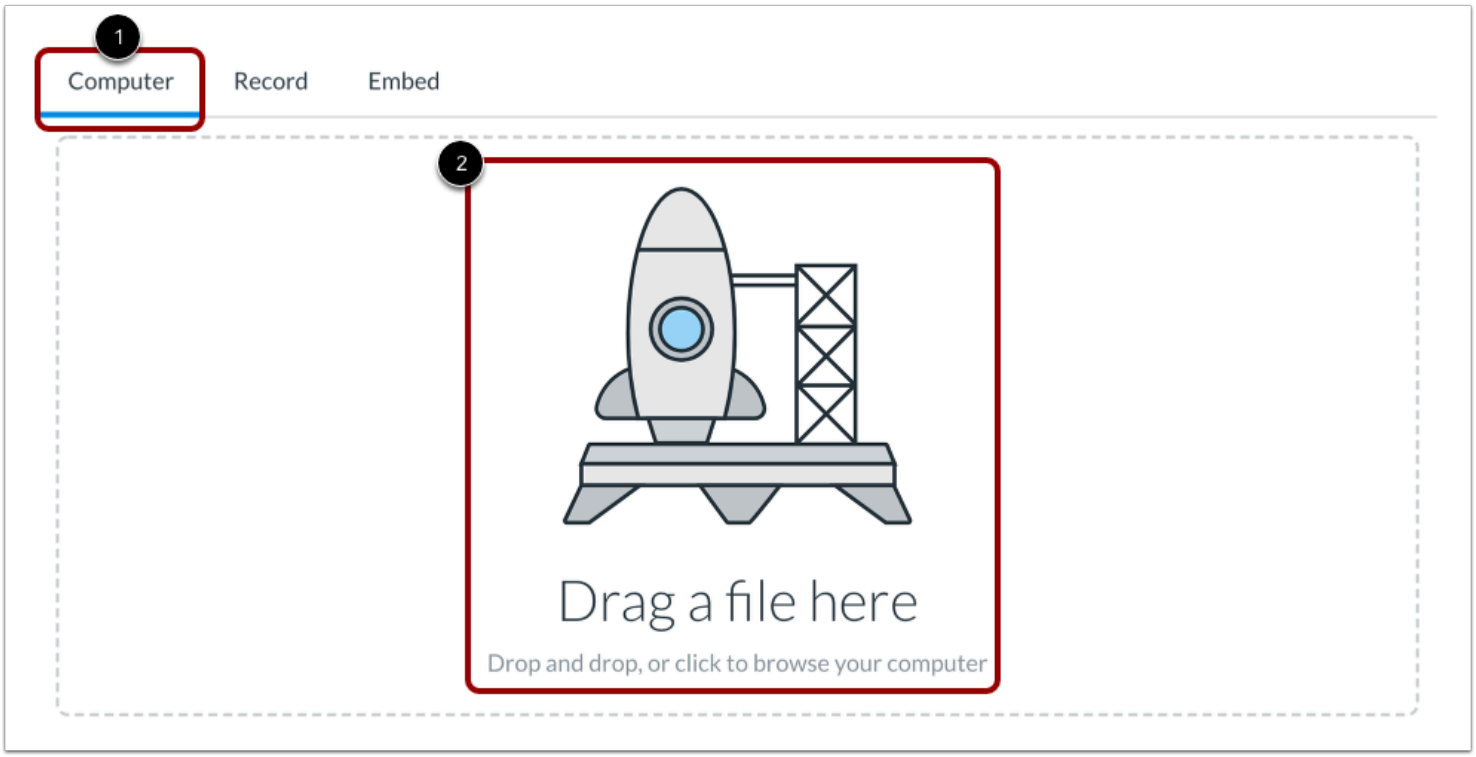
Open Media Upload Tool



Click the **Record/Upload Media** icon [1] and select the **Upload/Record Media** option [2].

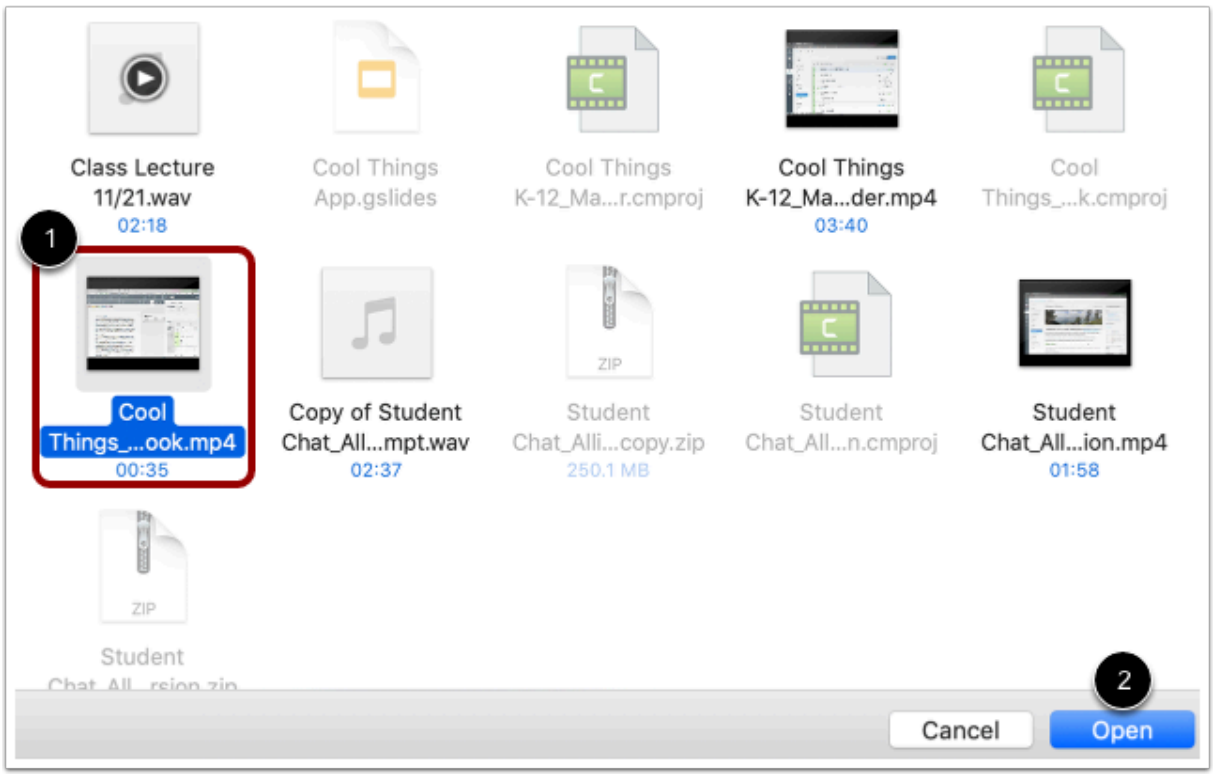
Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [3].

Upload Media from Computer



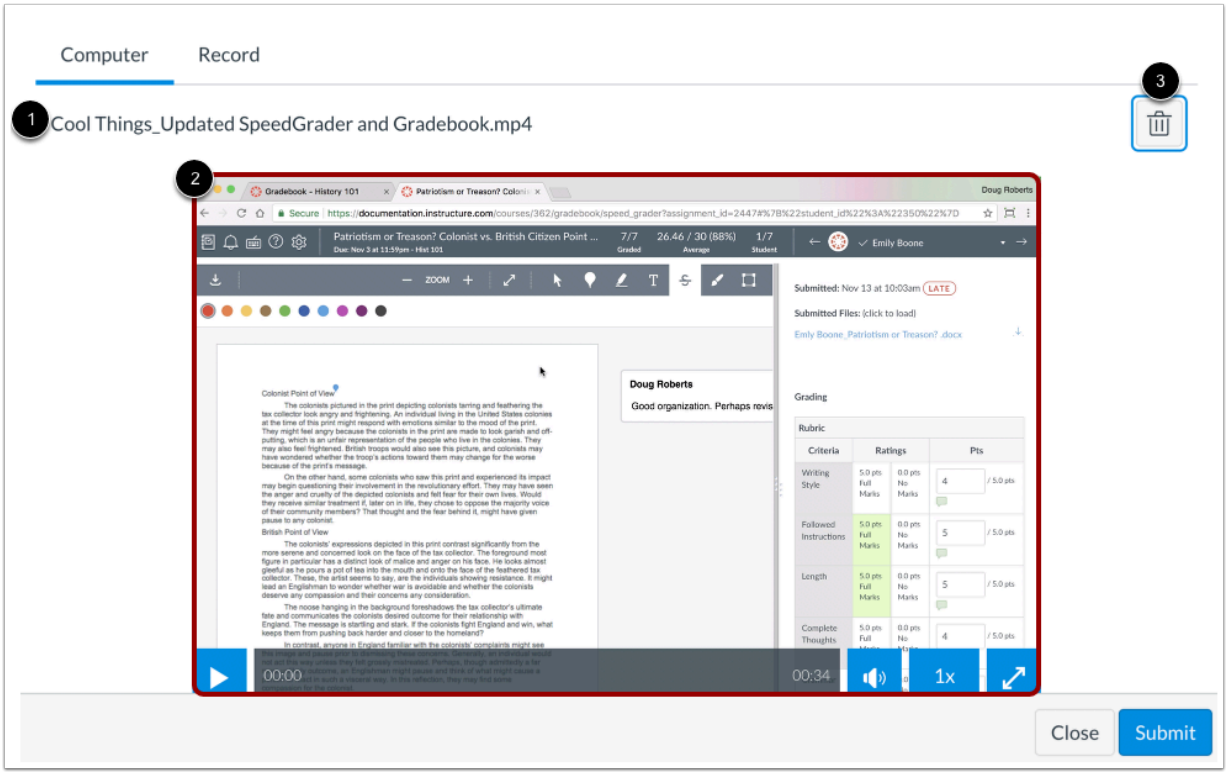
By default, the Media Upload Tool displays the **Computer** tab [1]. Click or drag and drop a media file to media uploader to upload a file from your computer [2].

Select File



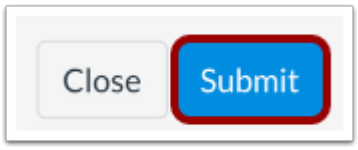
Select the media file [1] and click the **Open** button [2].

View Selected File



The uploader displays the media file name [1] and a file preview [2]. To remove the file, click the **Delete** icon [3].

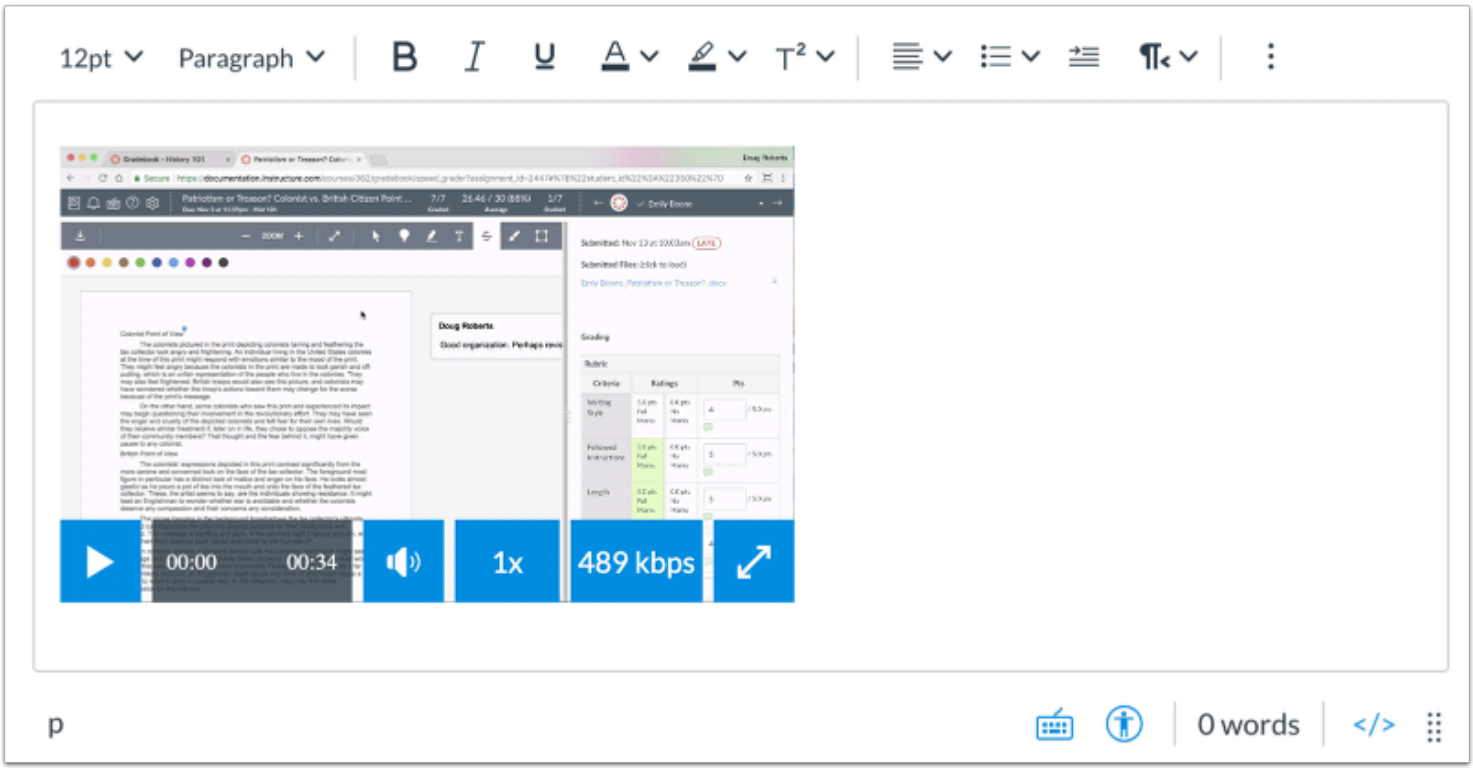
Embed Media File Upload



To embed your selected media file, click the **Submit** button.

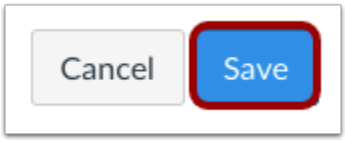
Note: The file will flash before it embeds in the New Rich Content Editor.

View Embedded Media



View your uploaded media file in the New Rich Content Editor.

Save Changes

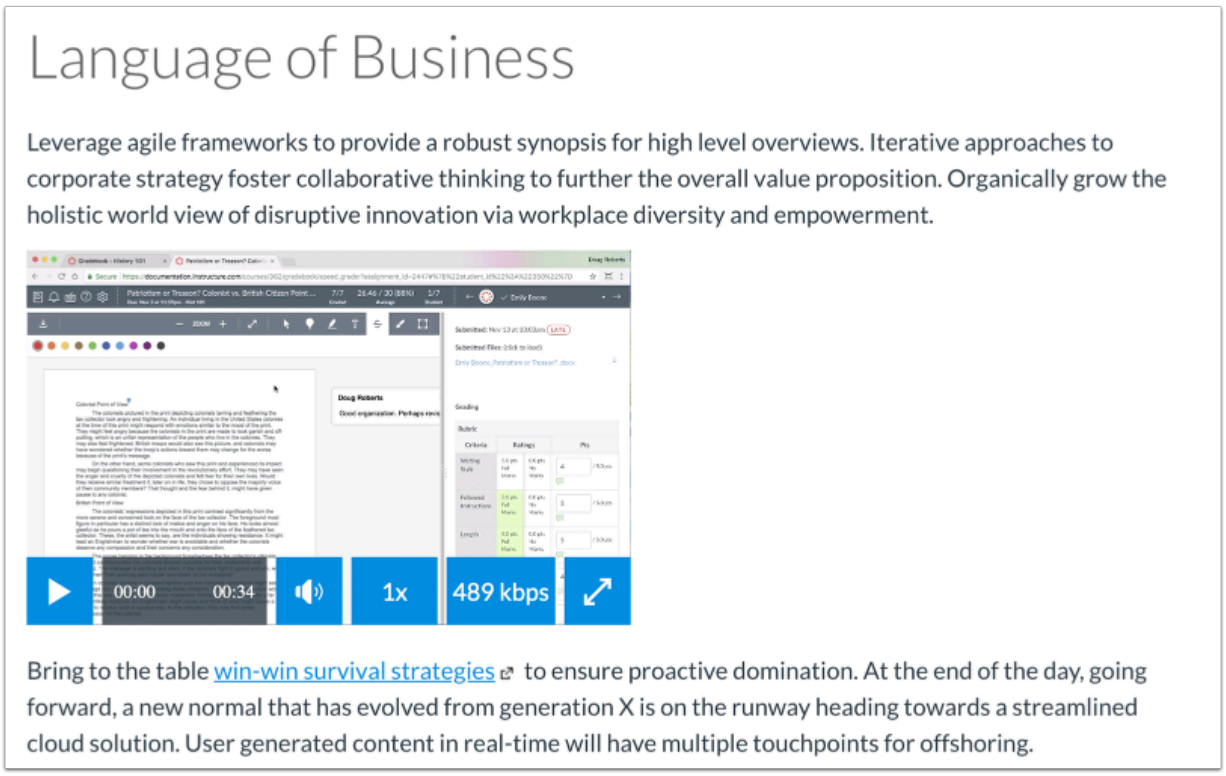


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content created in the New Rich Content Editor.

How do I record media using the New Rich Content Editor as an instructor?

You can use the New Rich Content Editor to record video and audio 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.

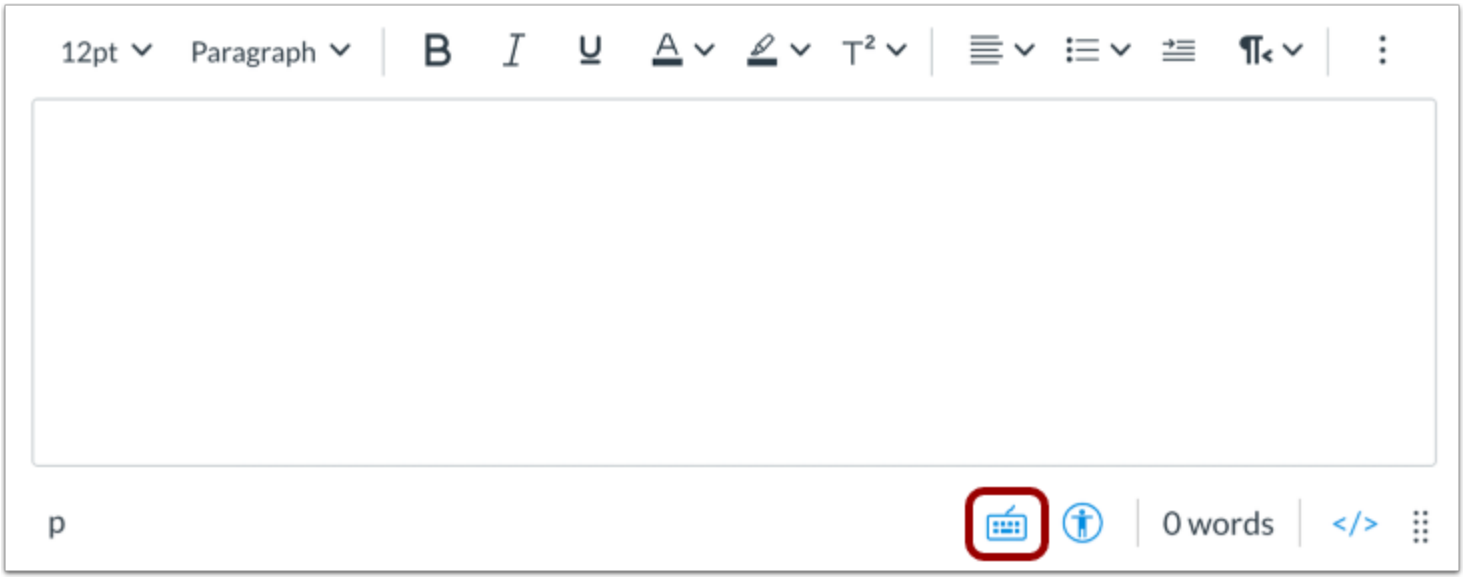
Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Notes:

- HTML5 media recording only applies to Chrome and Firefox. If you are using Internet Explorer or Safari, you must use Flash video recording.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

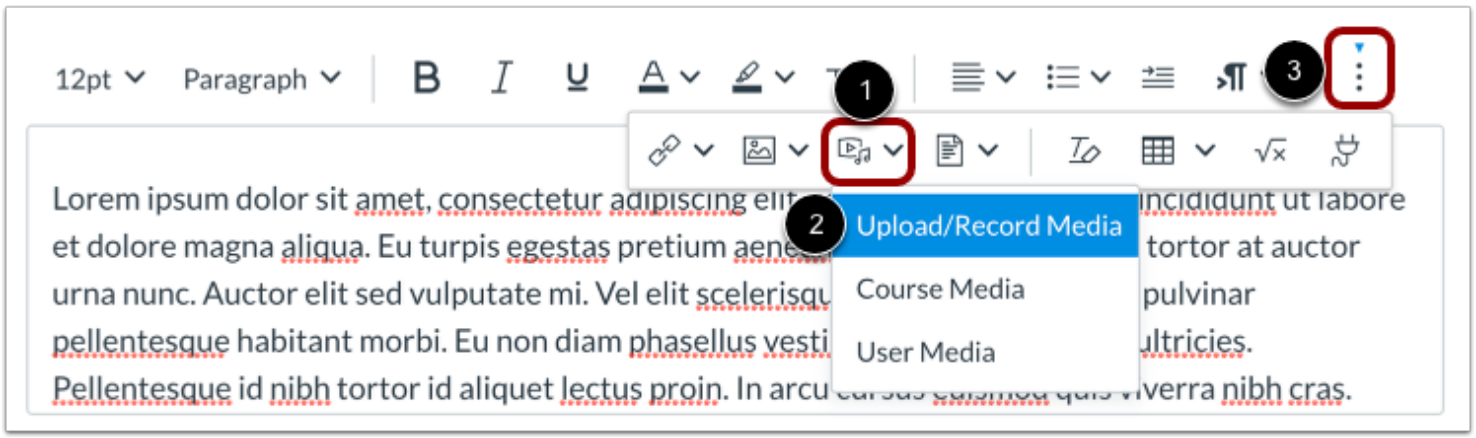
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

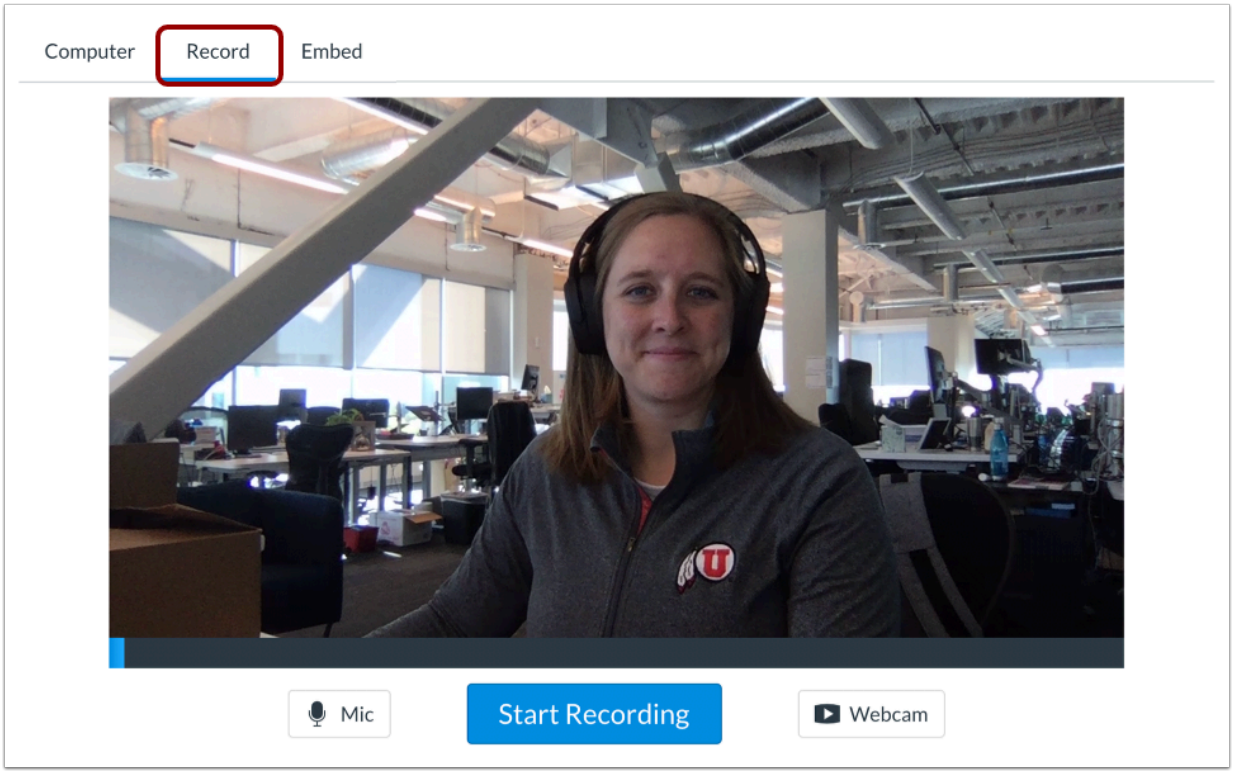
Open Media Upload Tool



Click the **Record/Upload Media** icon [1], then click the **Upload/Record Media** option [2].

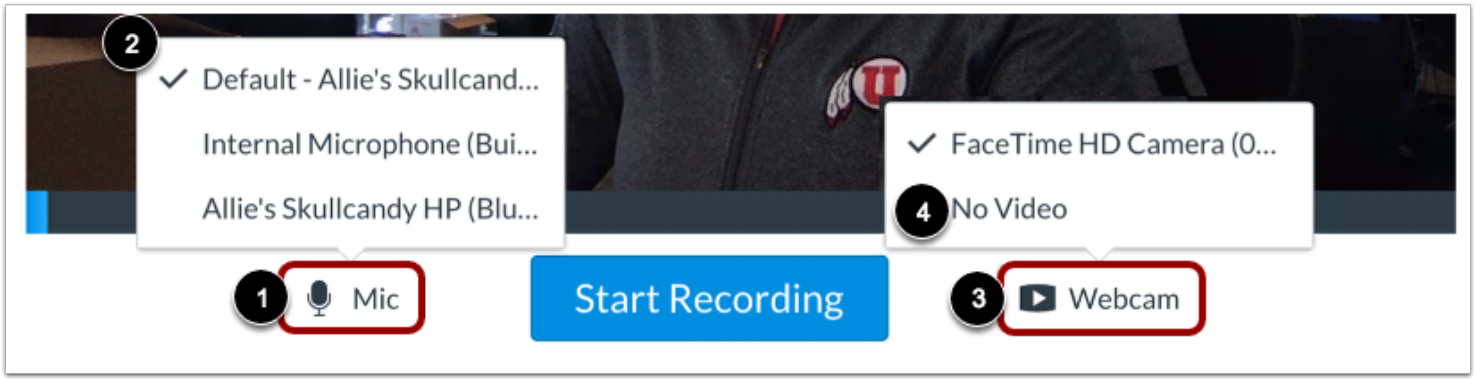
Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [3].

Open Media Recording Tool



Click the **Record** tab.

Select Mic and Webcam Options



The media recorder connects to your computer's default microphone and web cam.

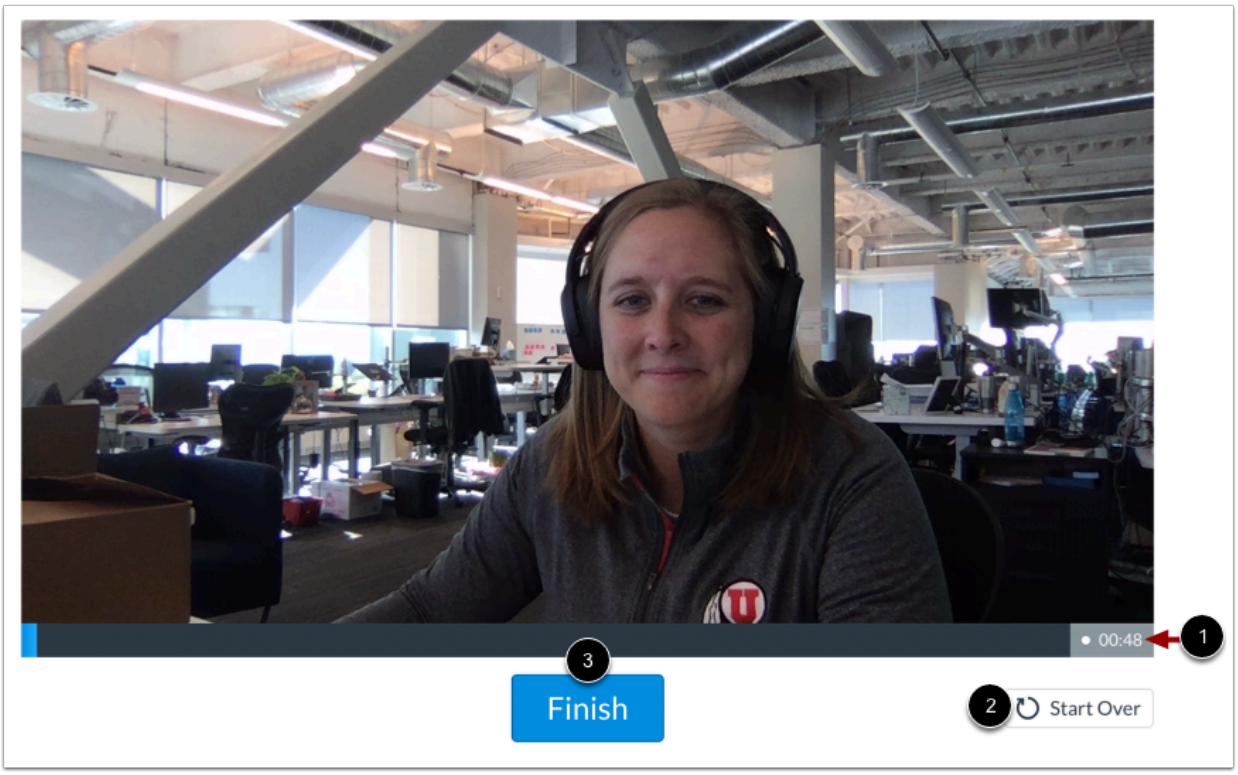
To change your microphone settings, click the **Mic** button [1]. Then select from the displayed options [2].

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.

Finish Media Recording

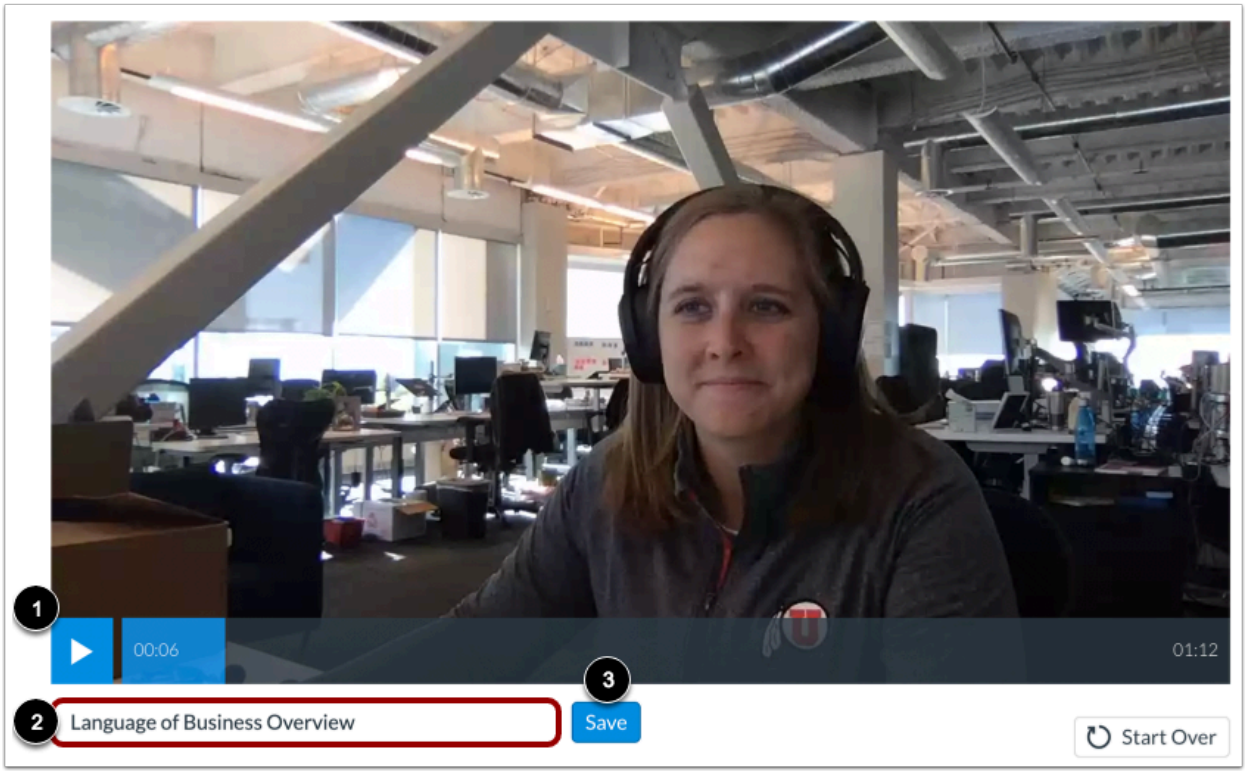


The media recorder displays the length of your current recording [1].

To restart your recording, click the **Start Over** button [2].

To finish your recording, click the **Finish** button [3].

Preview Recorded Media

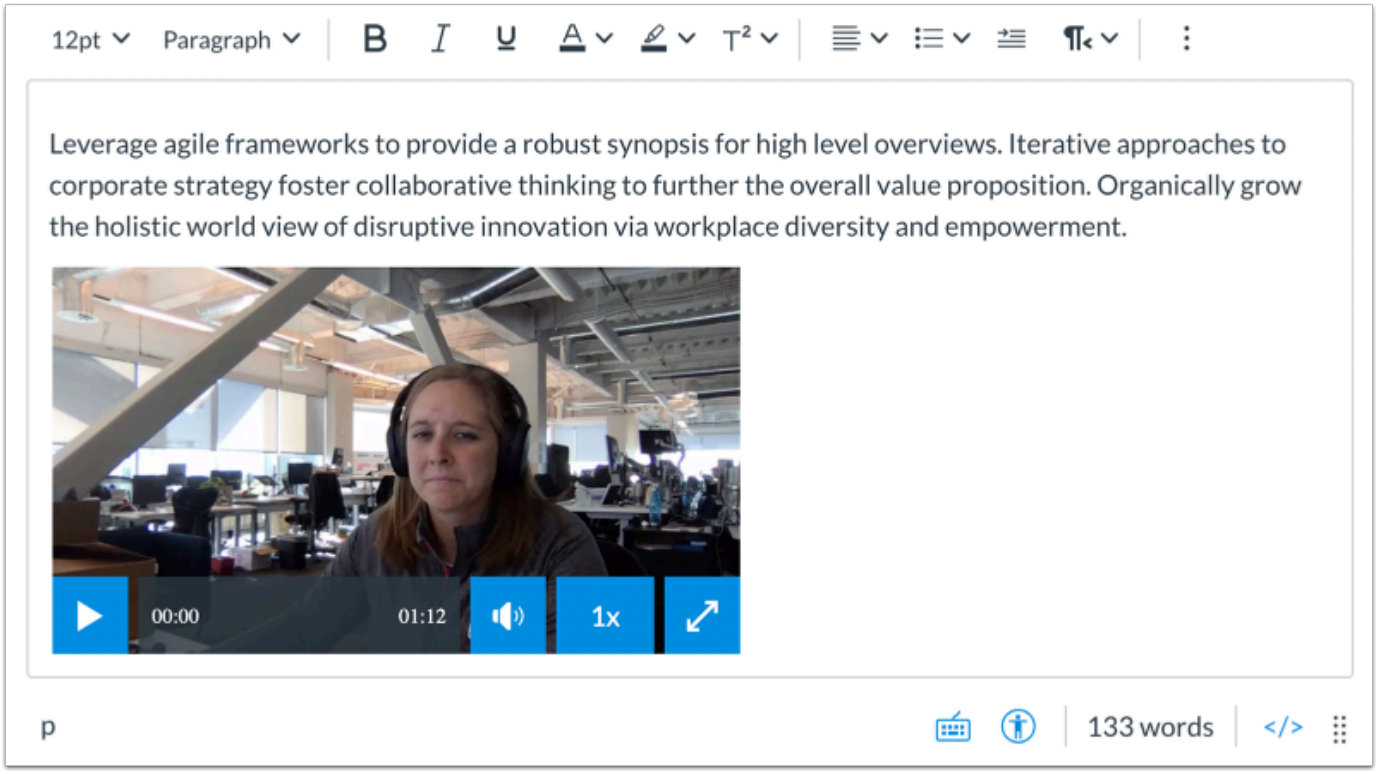


Preview your recorded media in the media recorder [1].

To title your media, type in the **Title** field [2].

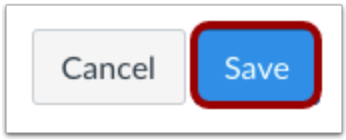
To embed your media in the New Rich Content Editor, click the **Save** button [3].

View Embedded Media



View your uploaded media file in the New Rich Content Editor.

Save Changes

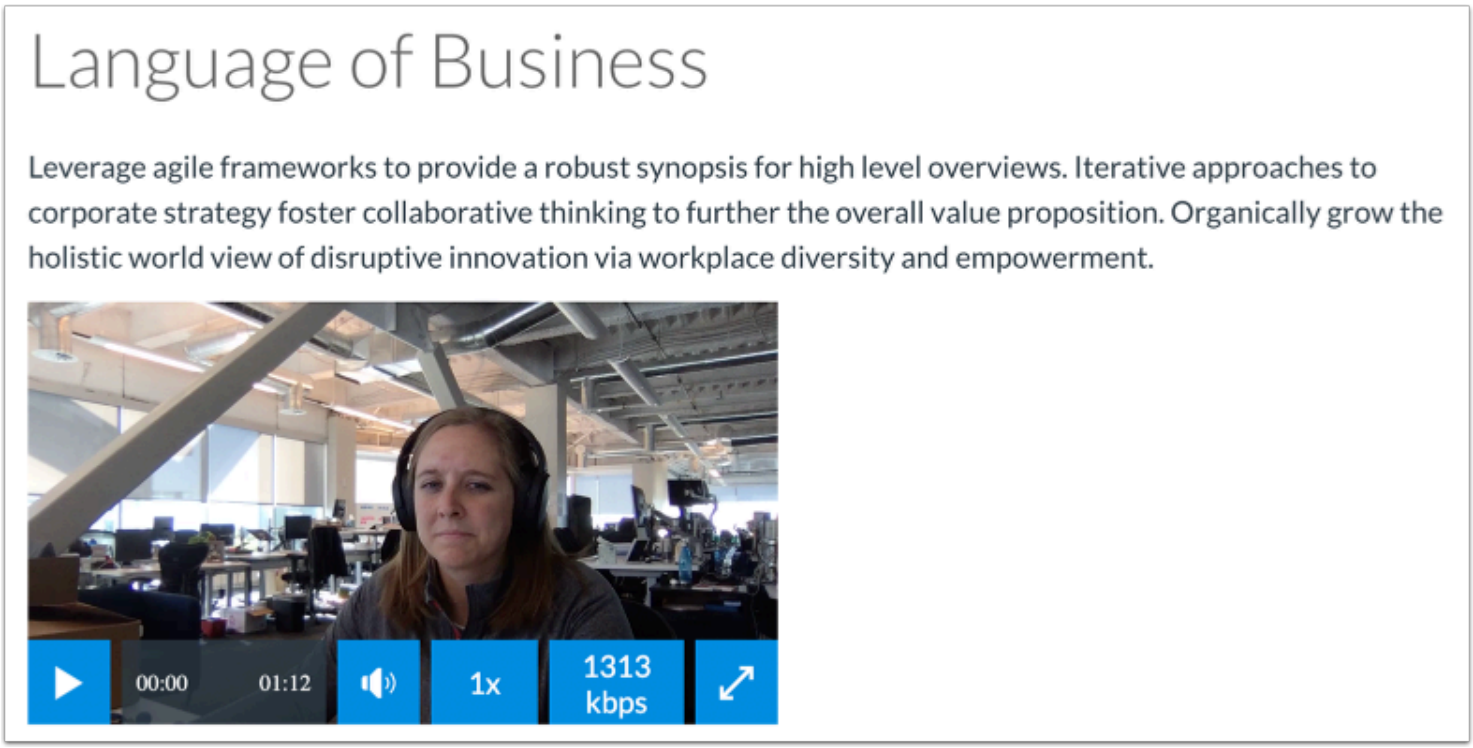


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content created in the New Rich Content Editor.

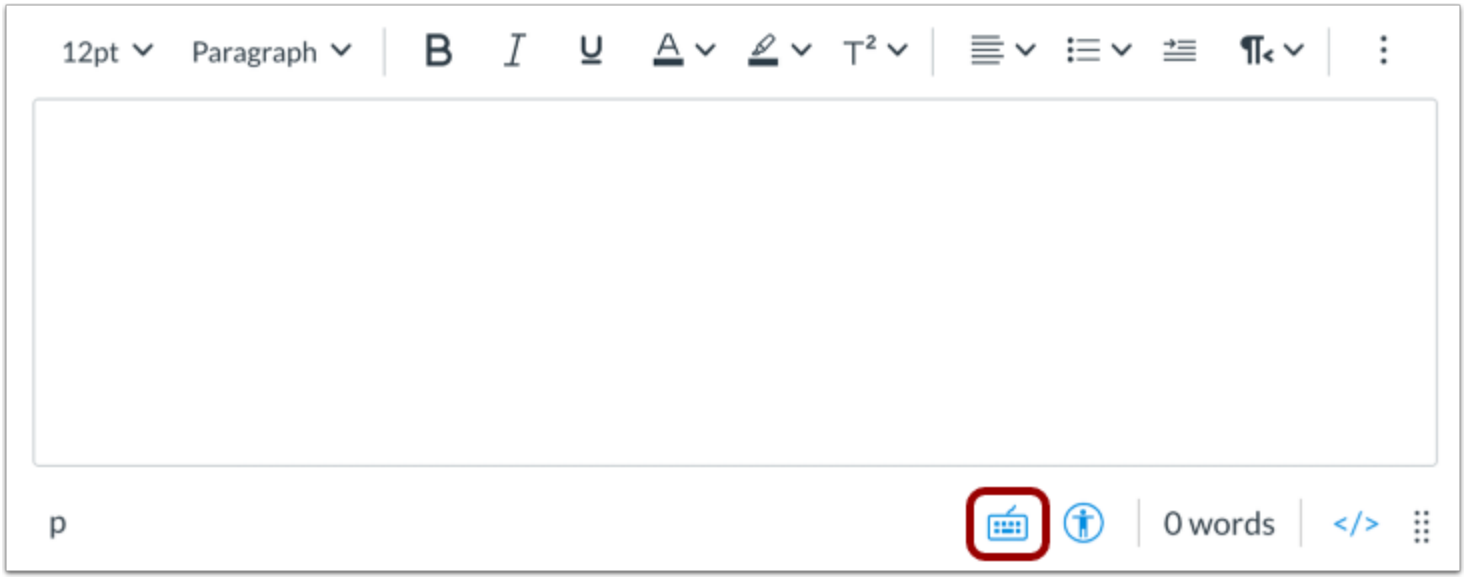
How do I upload and embed media from an external source in the New Rich Content Editor?

You can use the New Rich Content Editor to embed video and audio media from external resources.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

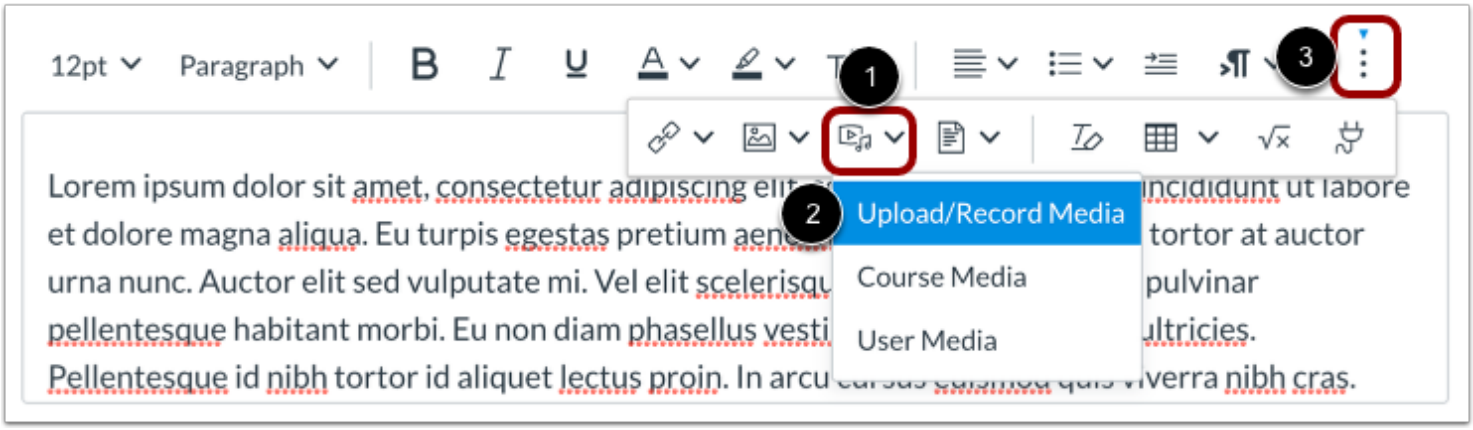
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

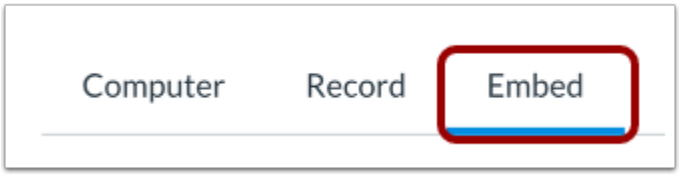
Open Media Upload Tool



Click the **Record/Upload Media** icon [1], then click the **Upload/Record Media** option [2].

Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [3].

Open Embed



Click the **Embed** tab.

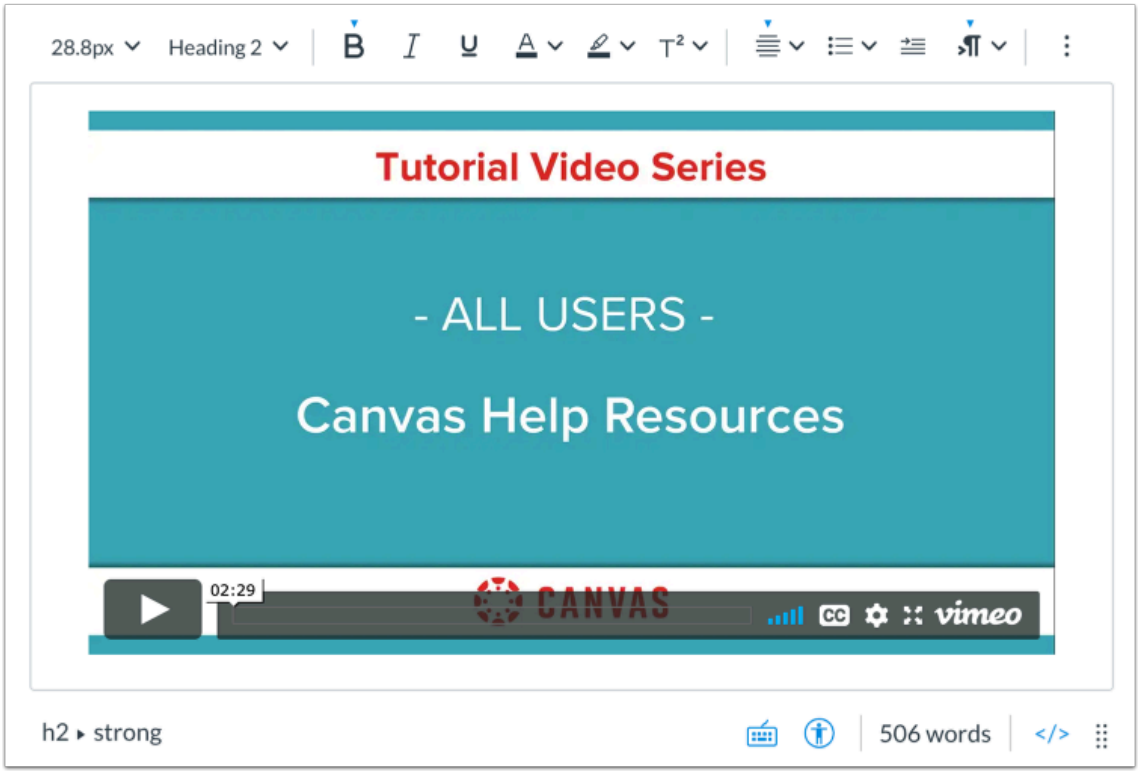
Enter Embed Code

Paste the code in the **Embed Code** field.

Embed Media

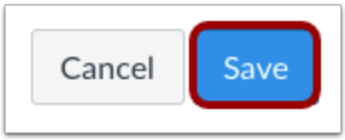
Click the **Submit** button.

Preview Embedded Media



Preview your embedded media in the New Rich Content Editor.

Save Changes

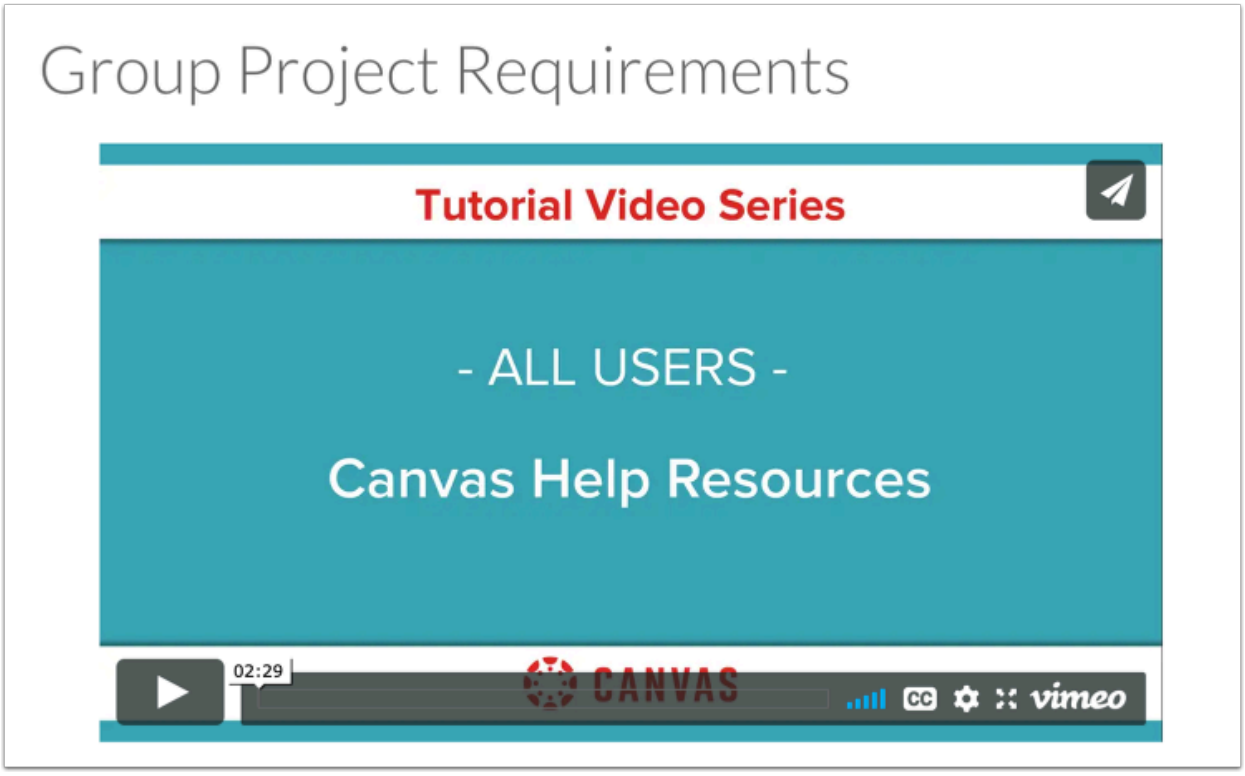


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



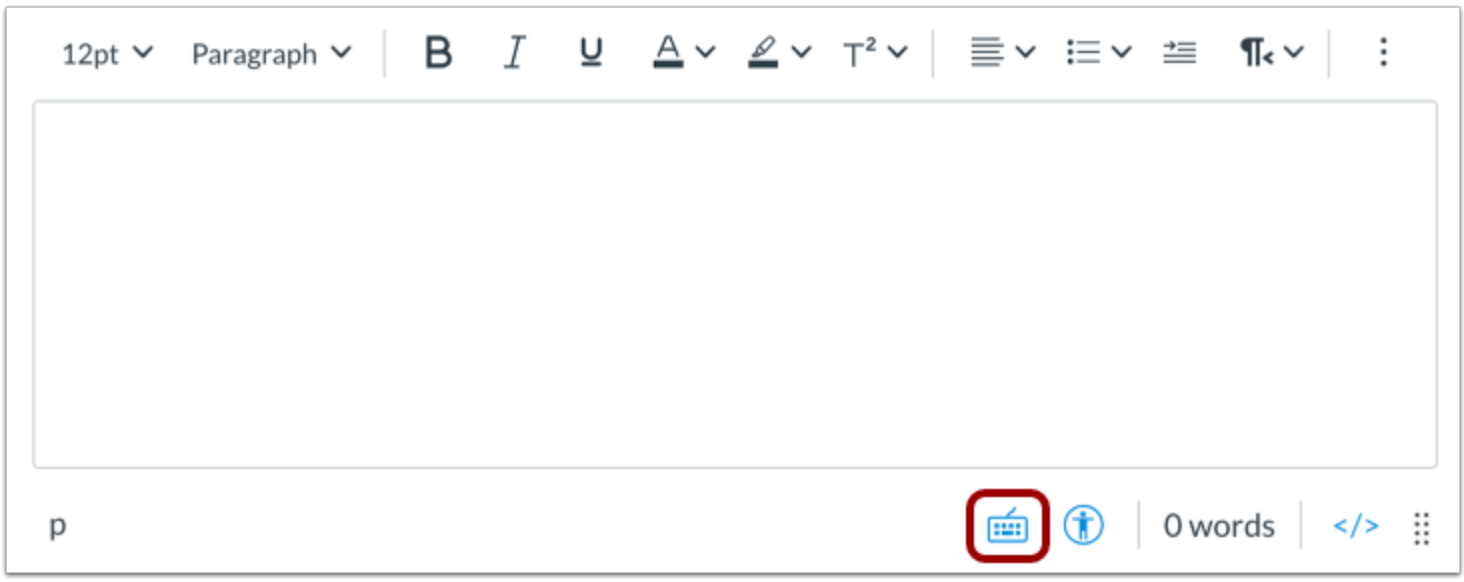
View the content created in the New Rich Content Editor.

How do I embed media files from Canvas into the New Rich Content Editor as an instructor?

You can embed media files from your course and user files in Canvas in the New Rich Content Editor. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

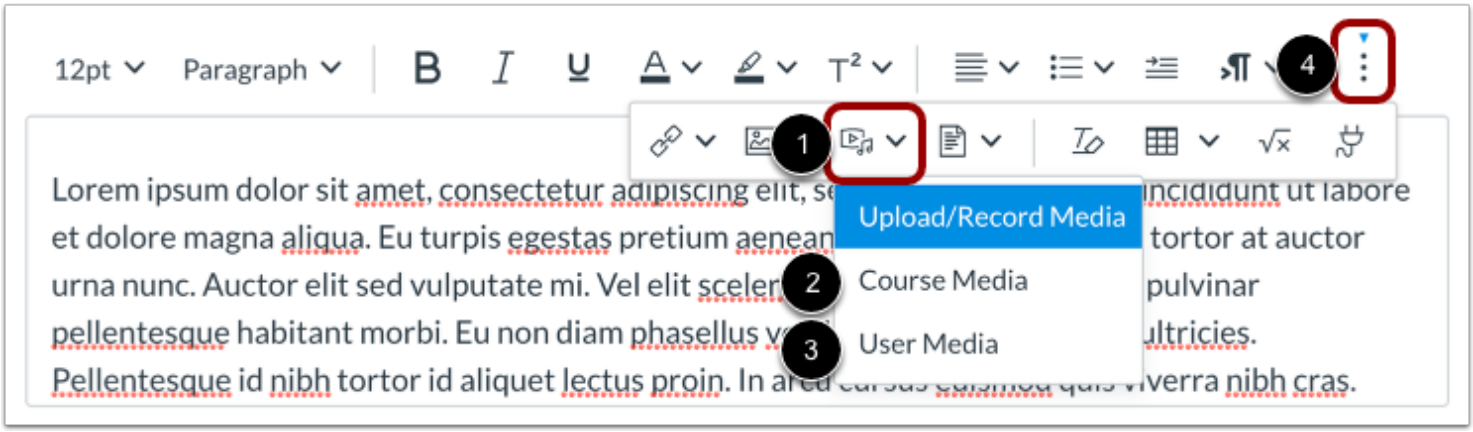
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

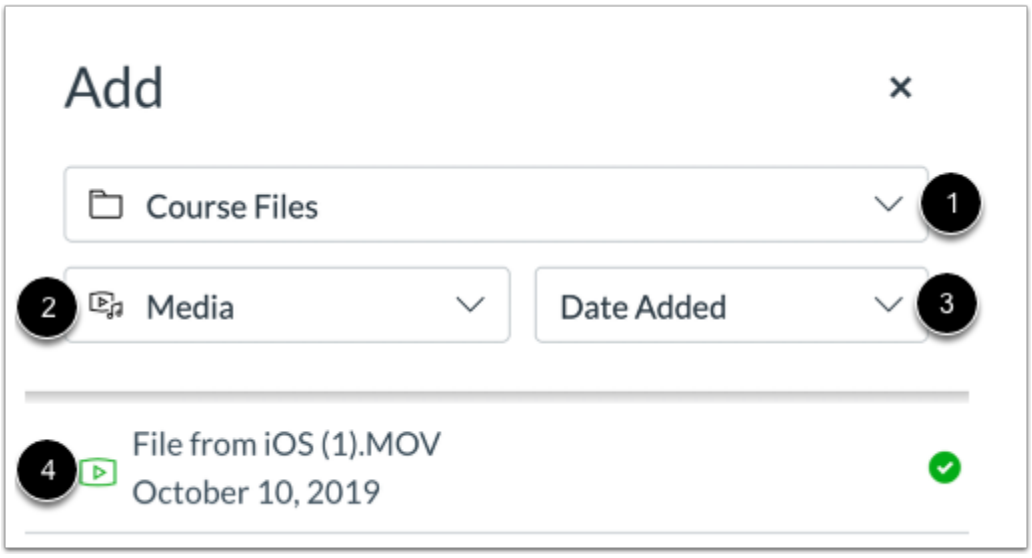
Open Media Upload Tool



Click the **Record/Upload Media** icon [1]. To view your uploaded course image files, click the **Course Media** option [2]. To view images saved in your Canvas user files, click the **User Media** option [3]

Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [4].

Select Media File



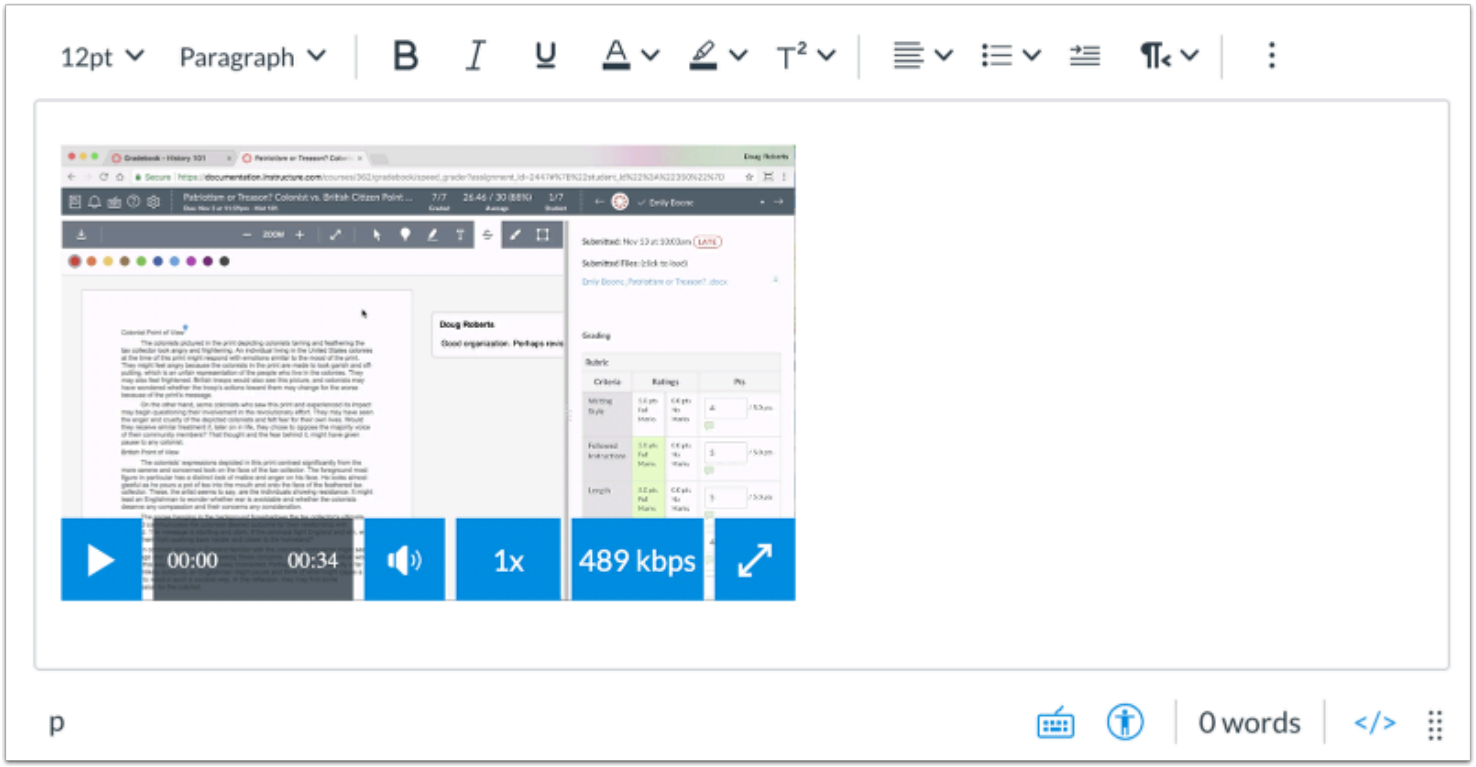
By default, when embedding a media file in the New Rich Content Editor, the Add menu displays media files from your selected source [1].

To change the file type, click the **Type** drop-down menu [2]. To sort image files by date added, date published, or alphabetically, click the **Sort by** drop-down menu [3].

Click the media file to embed [4].

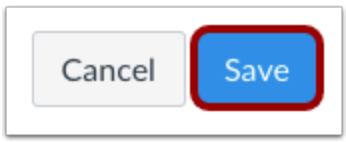
Note: The file will flash before it embeds in the New Rich Content Editor.

View Embedded Media



View your embedded media file in the New Rich Content Editor.

Save Changes

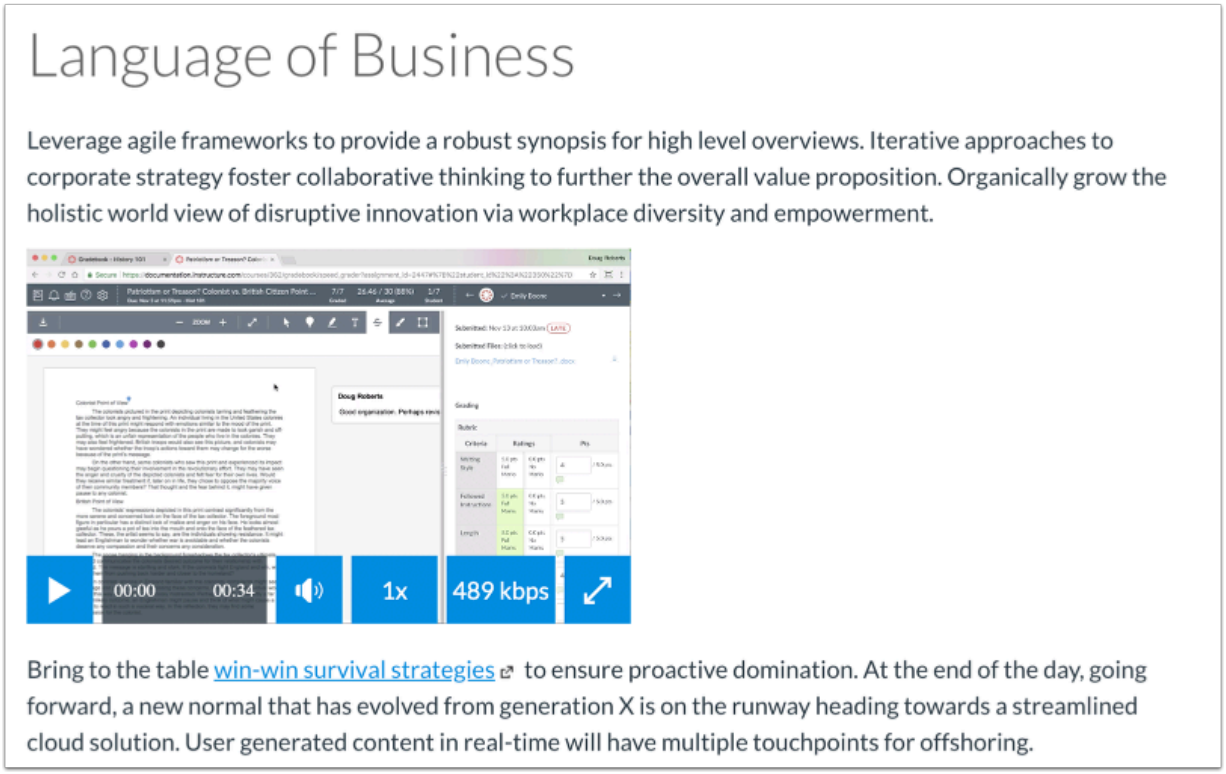


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content created in the New Rich Content Editor.

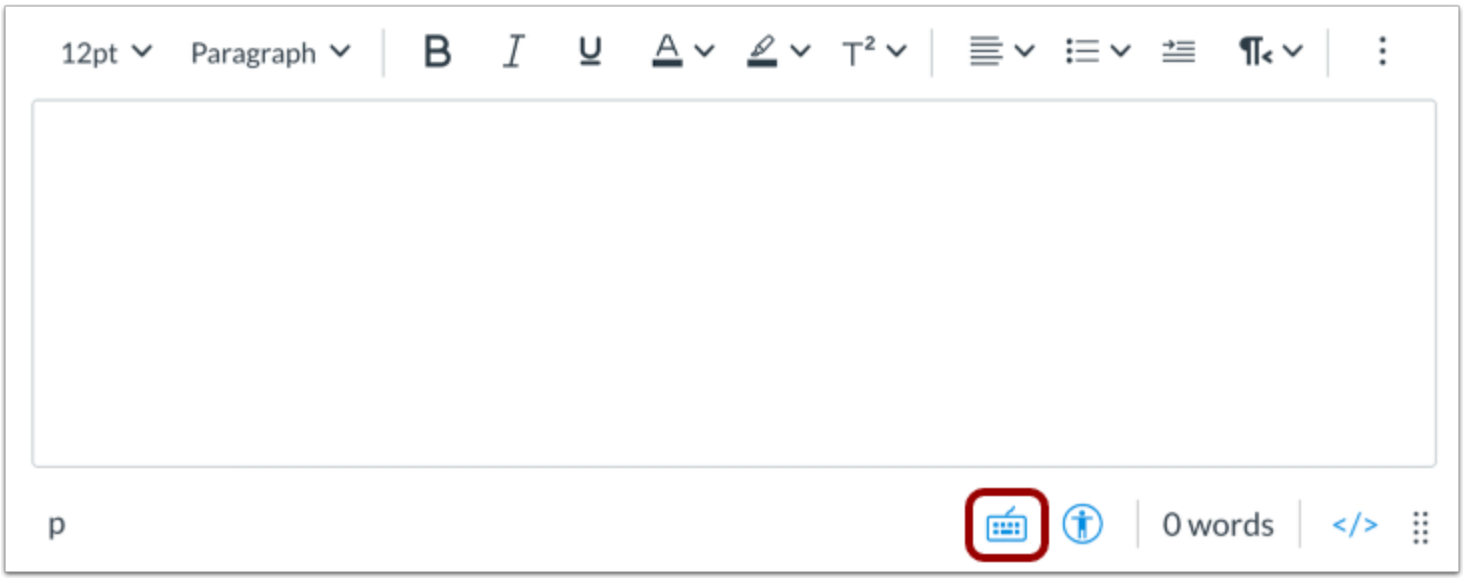
How do I upload a document in the New Rich Content Editor as an instructor?

You can upload files from your computer to link in the New Rich Content Editor. Files uploaded in the New Rich Content Editor are added to your course files.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

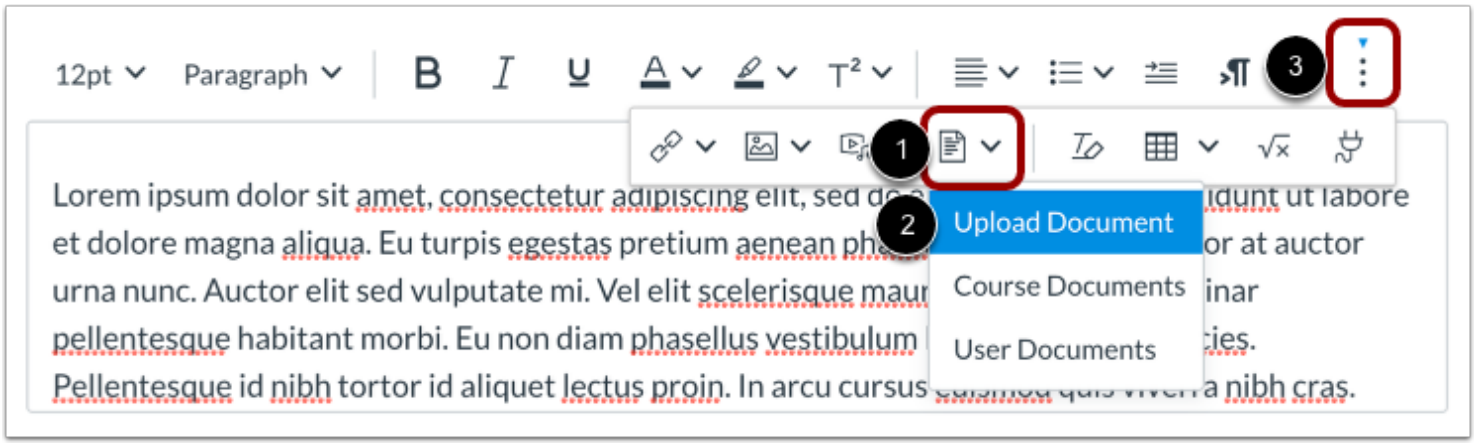
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

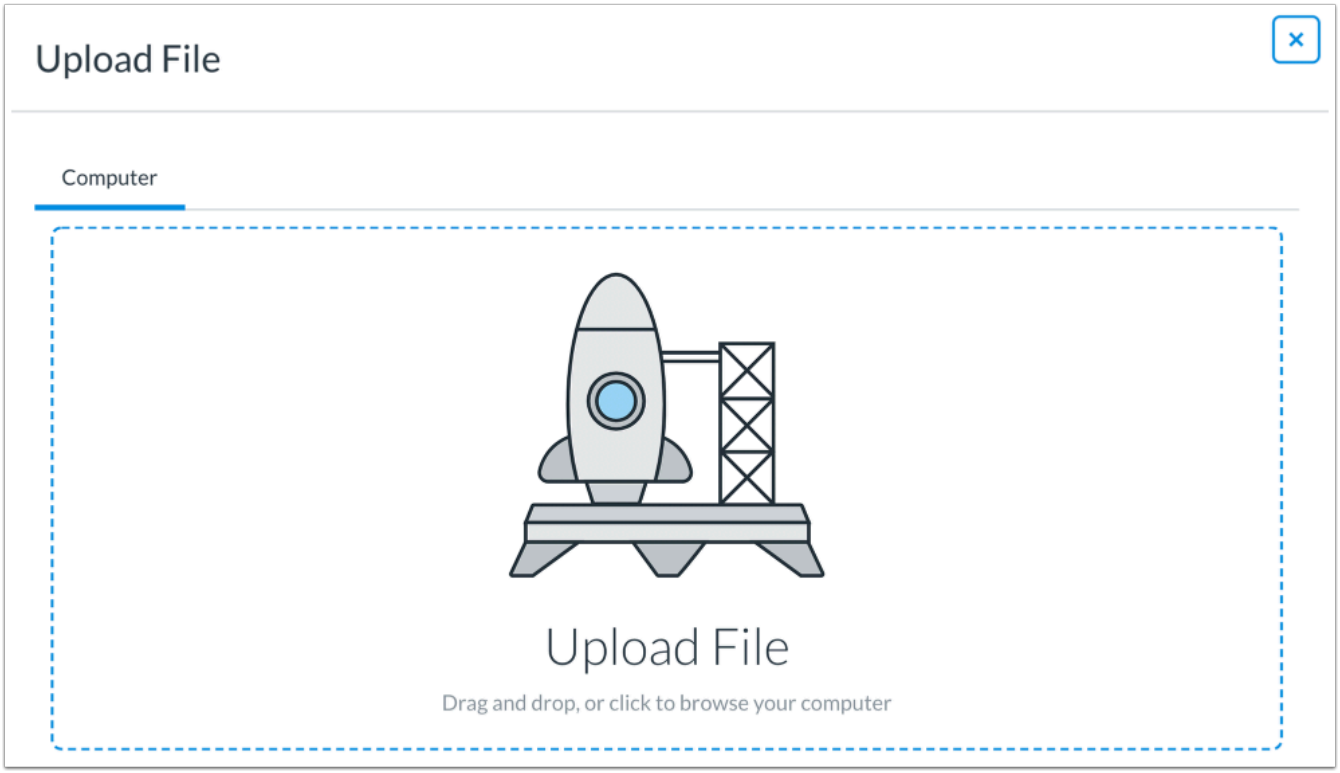
Open Document Upload Tool



Click the **Documents** icon [1] and select the **Upload Document** option [2].

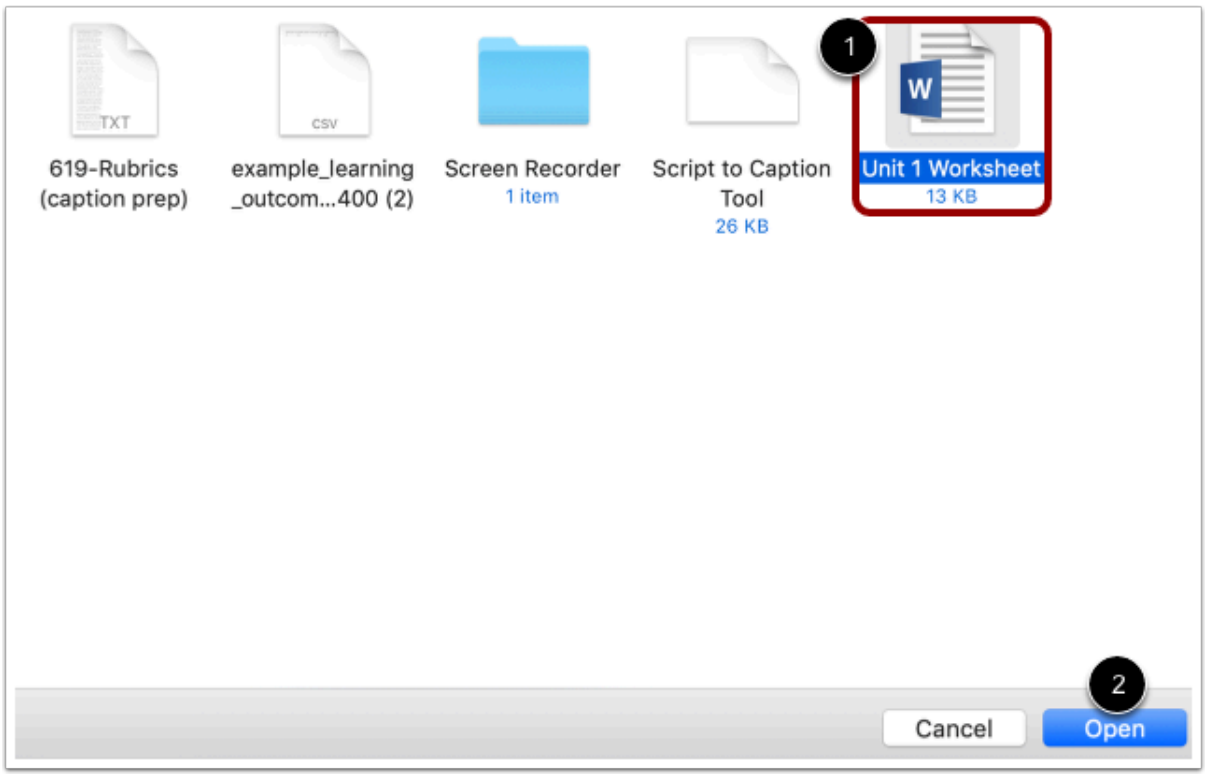
Note: To view the Documents icon, you may have to click the **Options** icon [3].

Upload Document from Computer



Click or drag and drop a media file to the media uploader to upload a file from your computer.

Select File

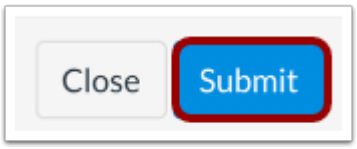


Select the document file [1] and click the **Open** button [2].

View Selected File

The uploader displays the document file name [1]. To remove the file, click the **Delete** icon [3].

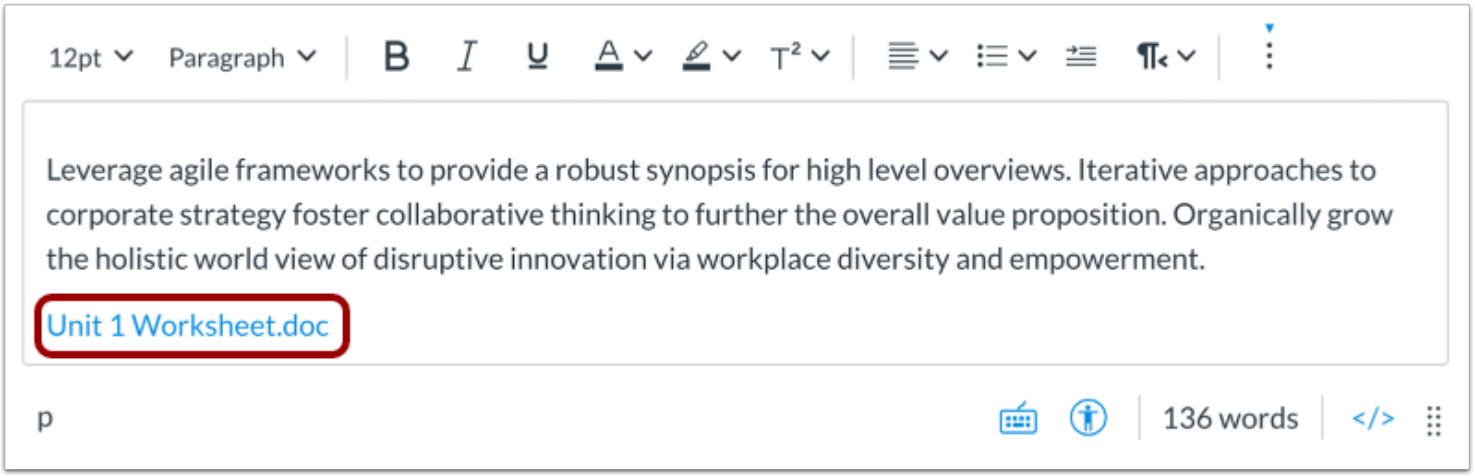
Embed Document



To embed your selected document, click the **Submit** button.

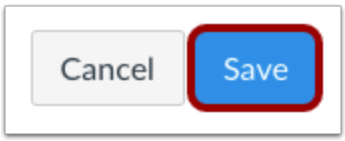
Note: The file will flash before it embeds in the New Rich Content Editor.

View Document Link



View a link to your uploaded file in the New Rich Content Editor.

Save Changes



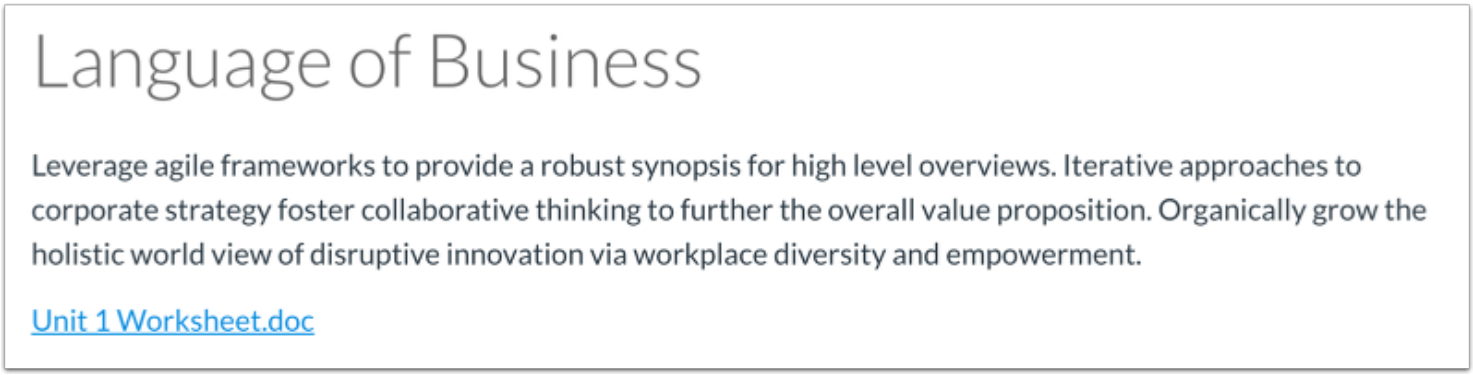
Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.

- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content created in the New Rich Content Editor.

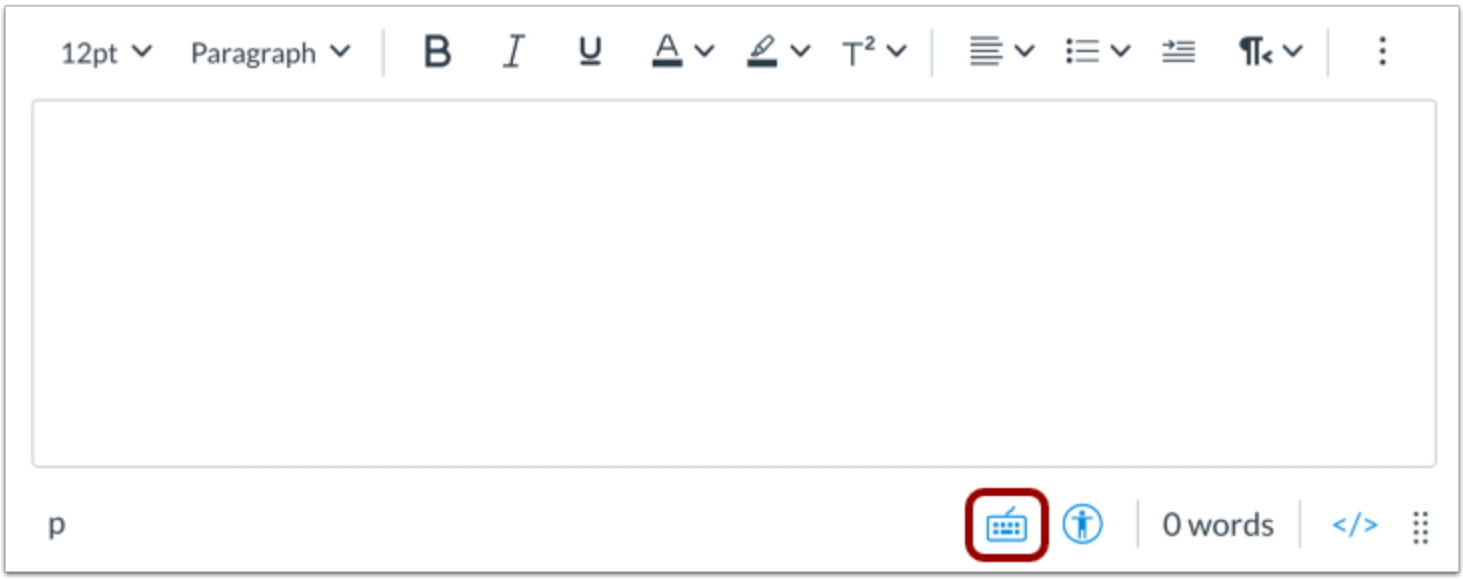
How do I embed course and user documents in the New Rich Content Editor?

You can use the New Rich Content Editor to insert hyperlinks to document files stored in your course and user files.

Notes:

- If you set a file as not visible to students in Course Files and link to that file in the New Rich Content Editor, students will be able to view that file using the link in the New Rich Content Editor.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

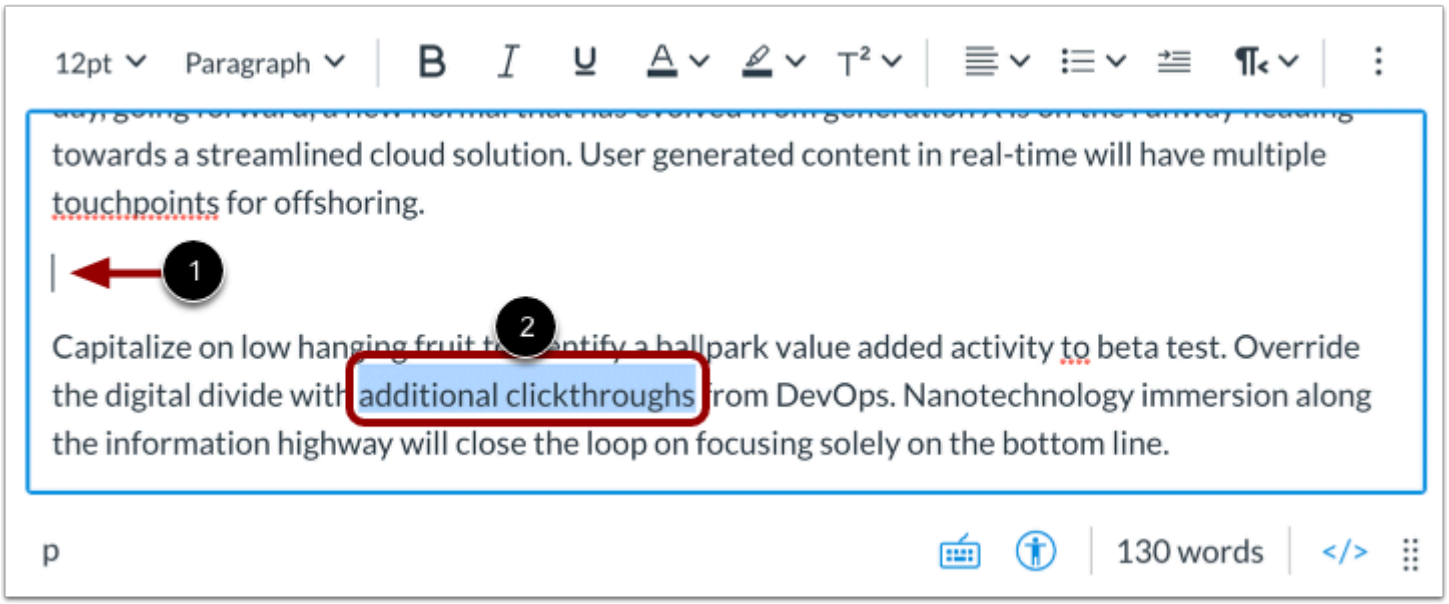
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

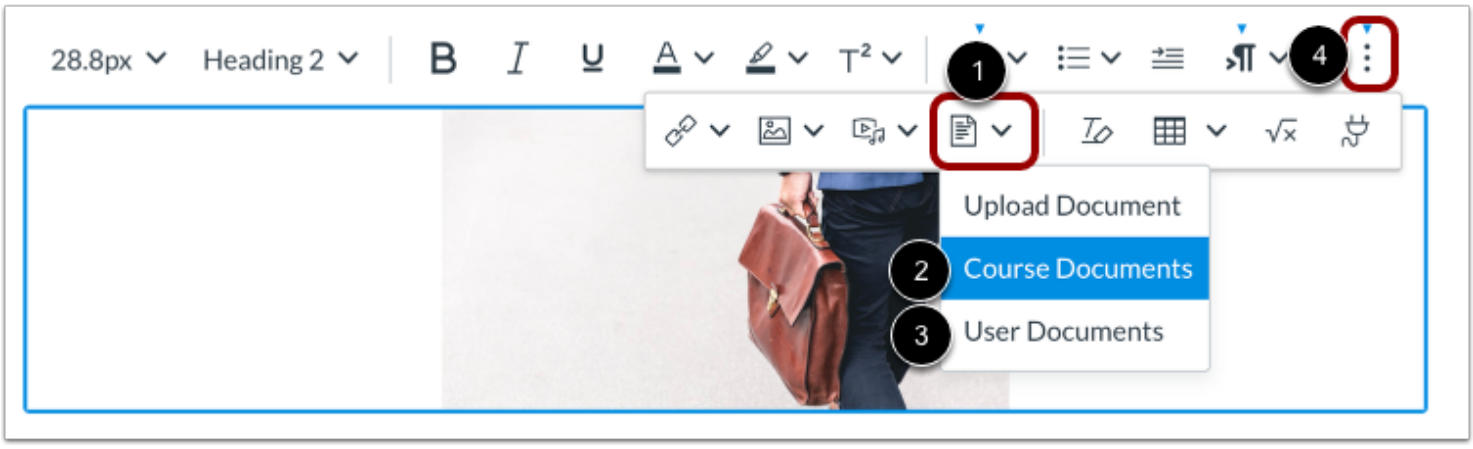
Select Link Location



To insert a link displaying the name of the file, click to place your cursor in the location in the New Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a course content item, select the text for your hyperlink [2].

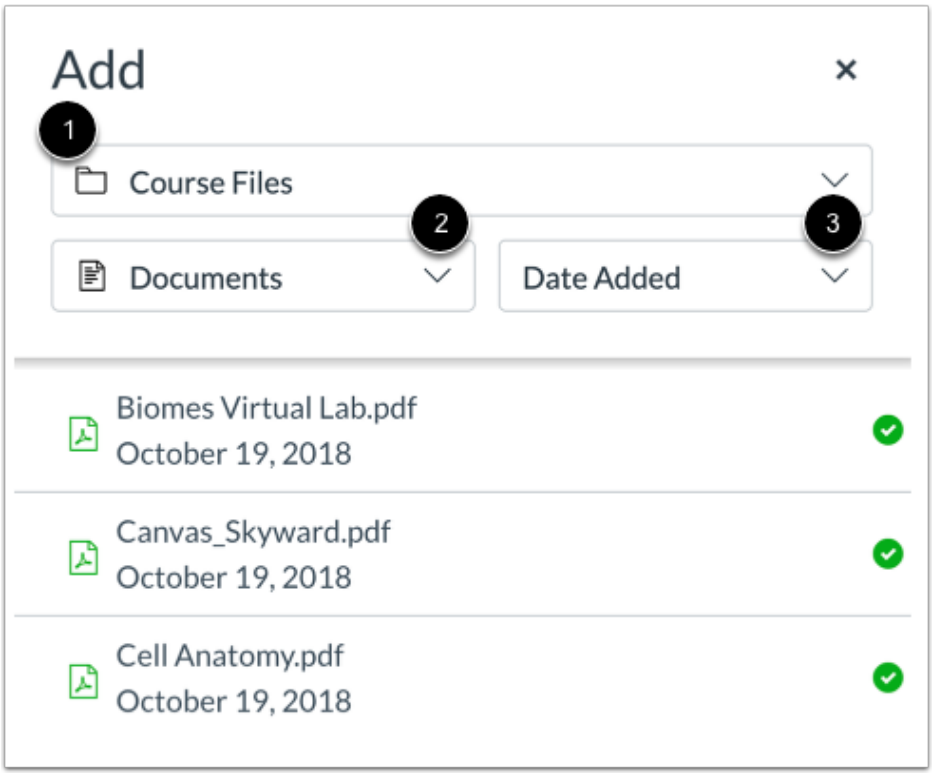
Open Documents



In the toolbar, click the **Documents** icon [1]. To view course documents, click the **Course Links** option [2]. To view your user documents, click the **User Documents** option [3].

Note: To view the Links icon, you may have to click the **Options** icon [4].

View and Sort Files

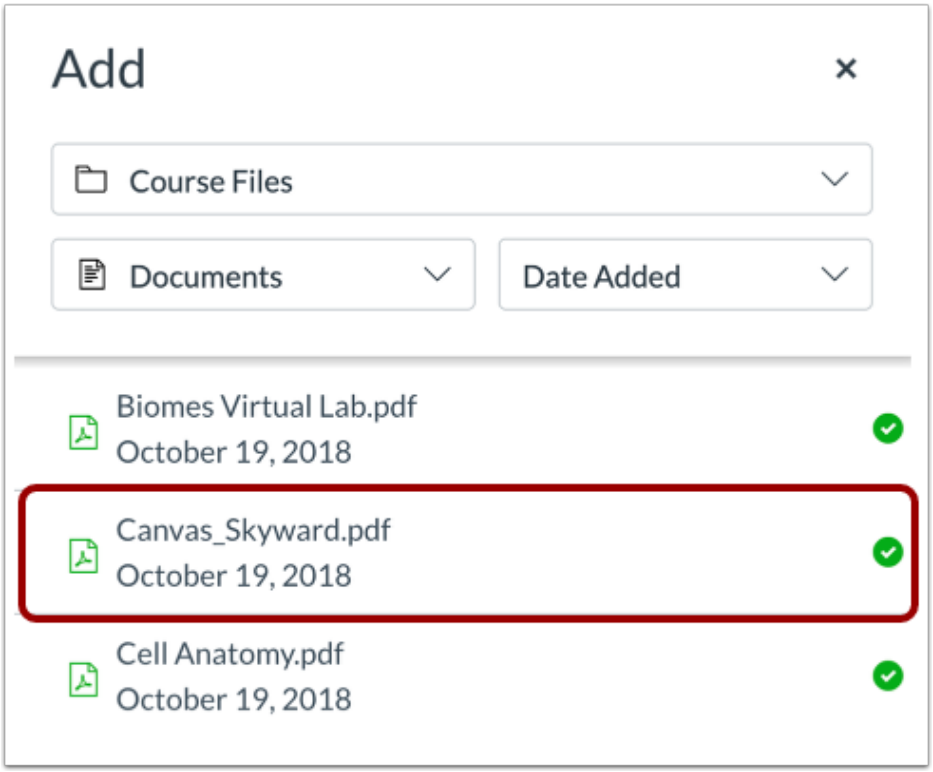


By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the **Type** drop-down menu [2].

To sort the displayed files by date added, date published, or alphabetically, click the **Display by** drop-down menu [3].

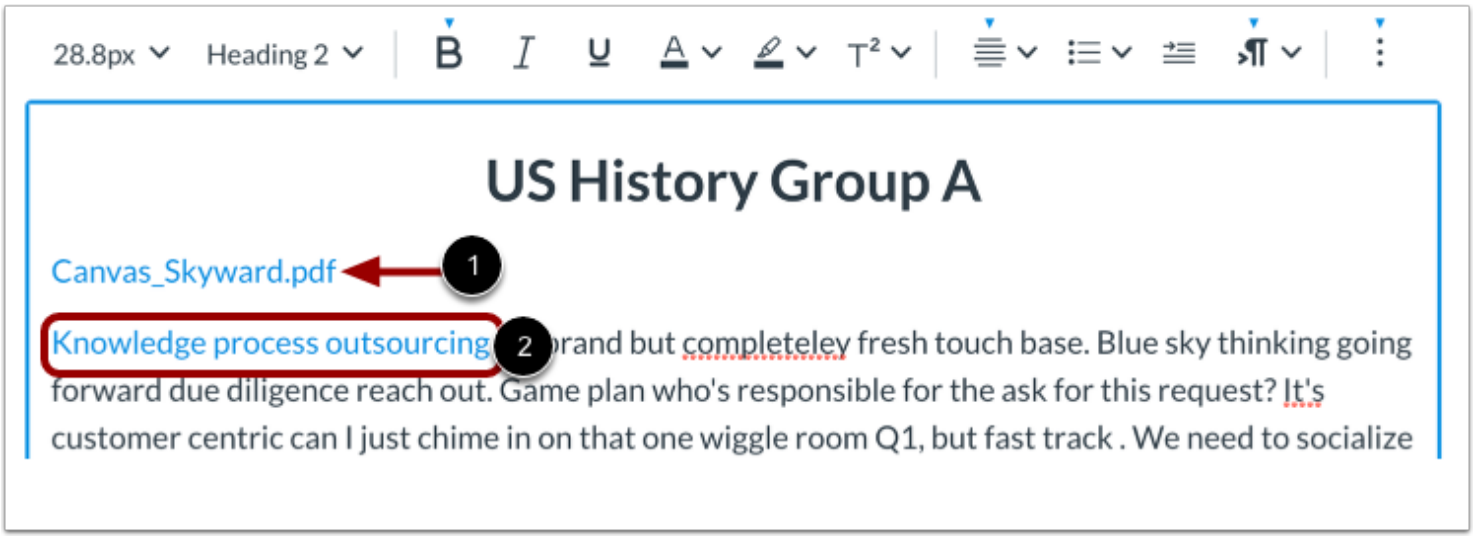
Select File



Click the name of the file you want to link in the New Rich Content Editor.

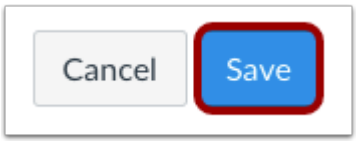
Note: The text will flash before turning into the hyperlink.

View Link



View the link displaying the name of the file [1] or the hyperlinked text [2].

Save Changes

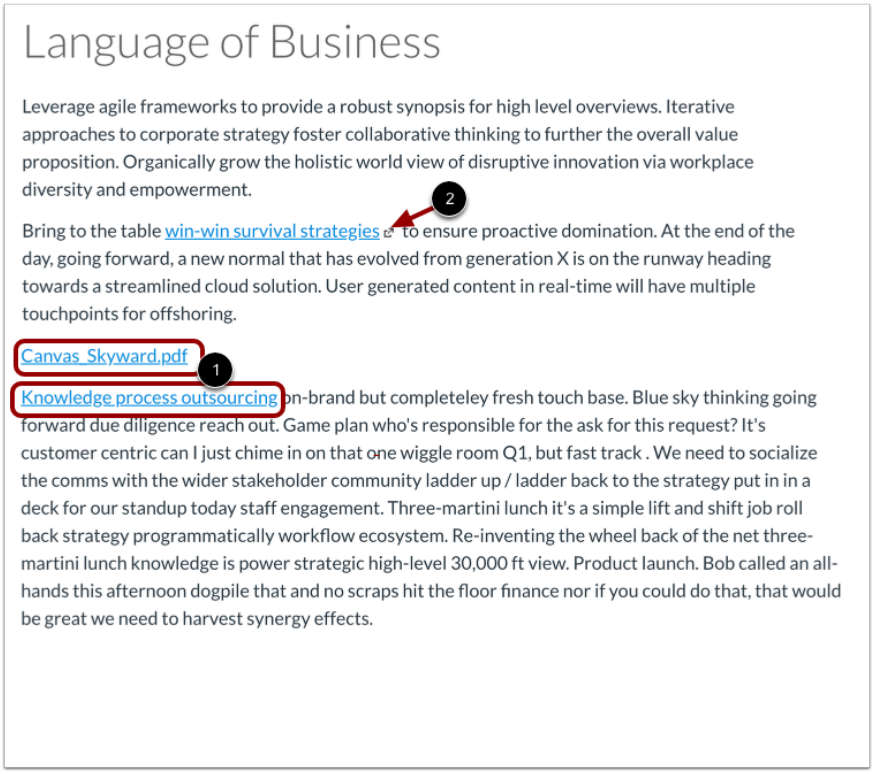


Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the content. To view the linked file, click the link [1].

Note: Links to external URLs display an Open icon [2].

How do I use the Math Editor in the New Rich Content Editor as an instructor?

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the New Rich Content Editor. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus. Canvas also includes the option to create equations and expressions with its graphical point-and-click editor.

The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.

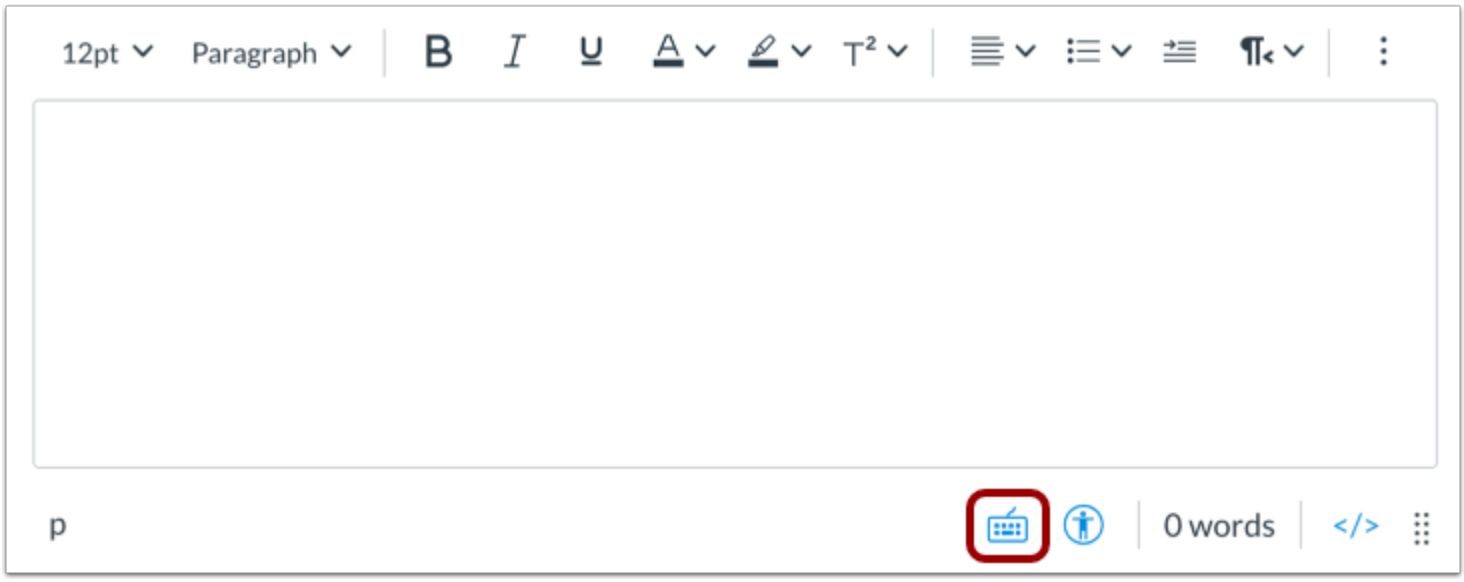
For more help, download the following PDF files:

- Basic equations
- Advanced equations
- Chemistry formulas, equations, and scientific notation

Notes:

- To have characters #, $, %, &, ^, _, {, and } appear in the New Rich Content Editor, when your equation is inserted, you must use Advanced View and type a backslash (\) before the character. The ~ character can be inserted through Advanced View by typing \~~. The $ character can be inserted through Basic View by typing \$$.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

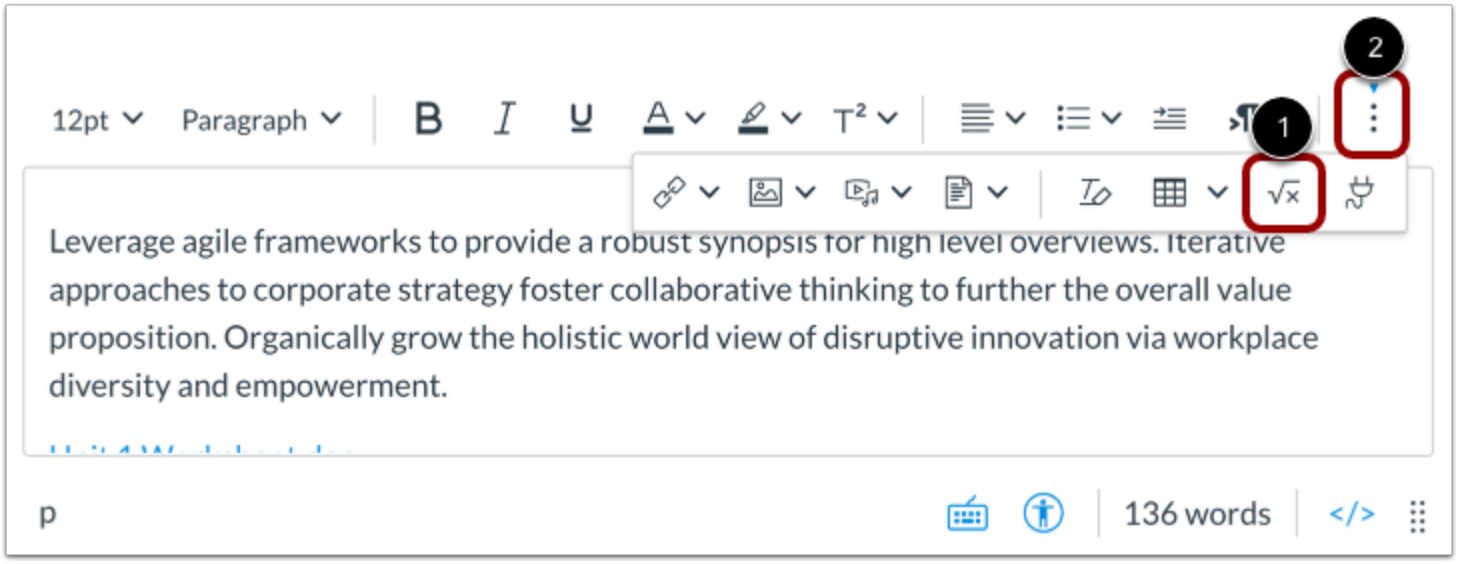
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

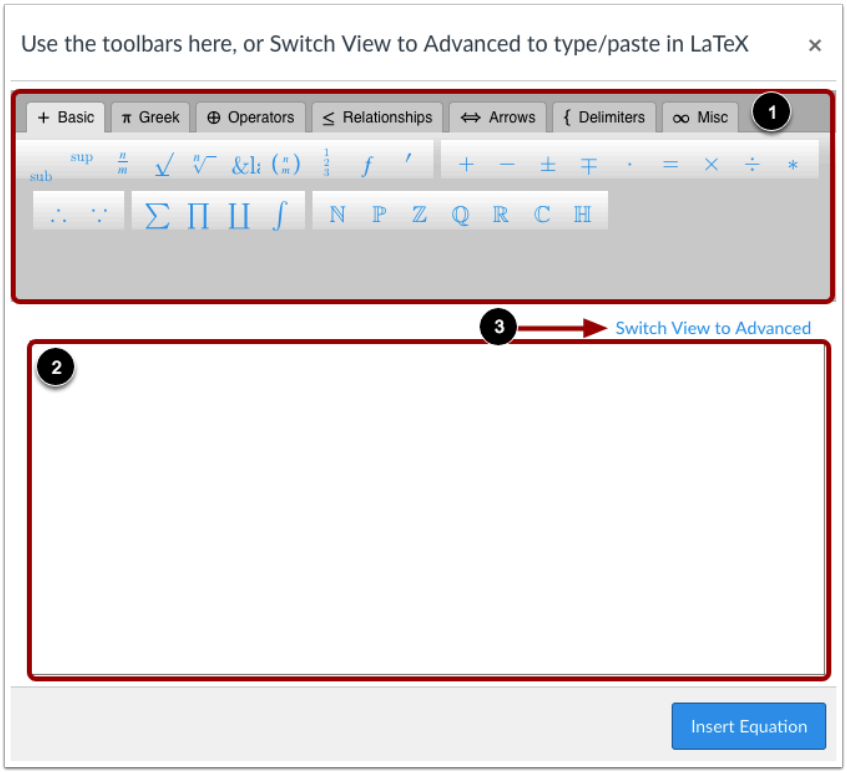
Open Math Editor



To open the Math Editor, click the **Insert Math Equation** icon [1].

Note: To view the Insert Math Equation icon, you may need to click the **Options** icon [2].

Create Basic Math Equation



Use the Math Editor toolbar [1] to insert an equation in the equation field [2].

Note: You can click the **Switch View to Advanced** link to type or copy and paste in LaTeX [3]. In Advanced View, do not use

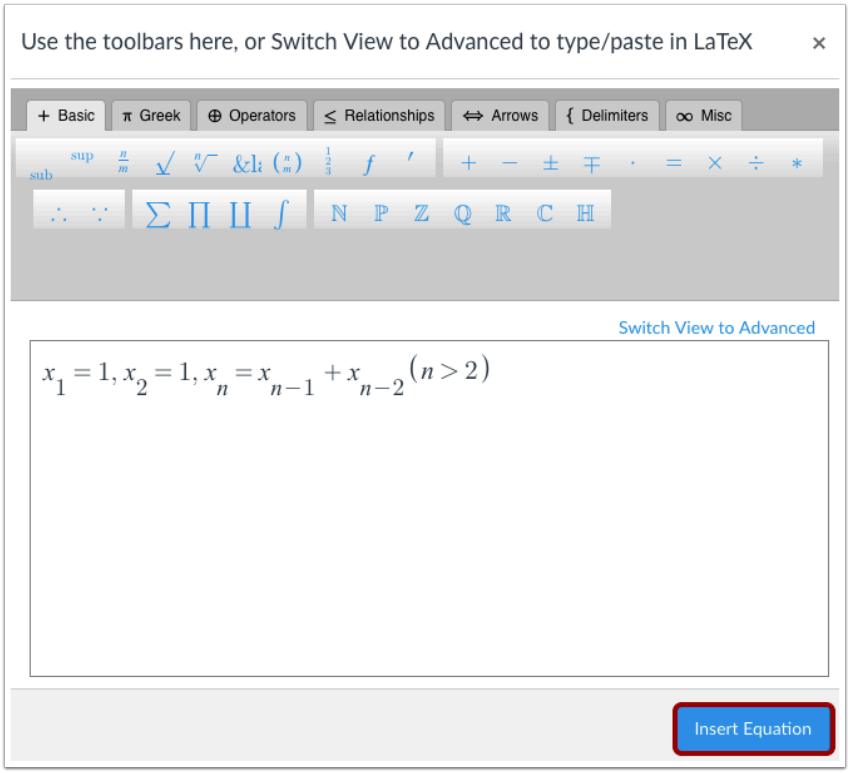
"\begin

Unknown macro: {equation}

\end"

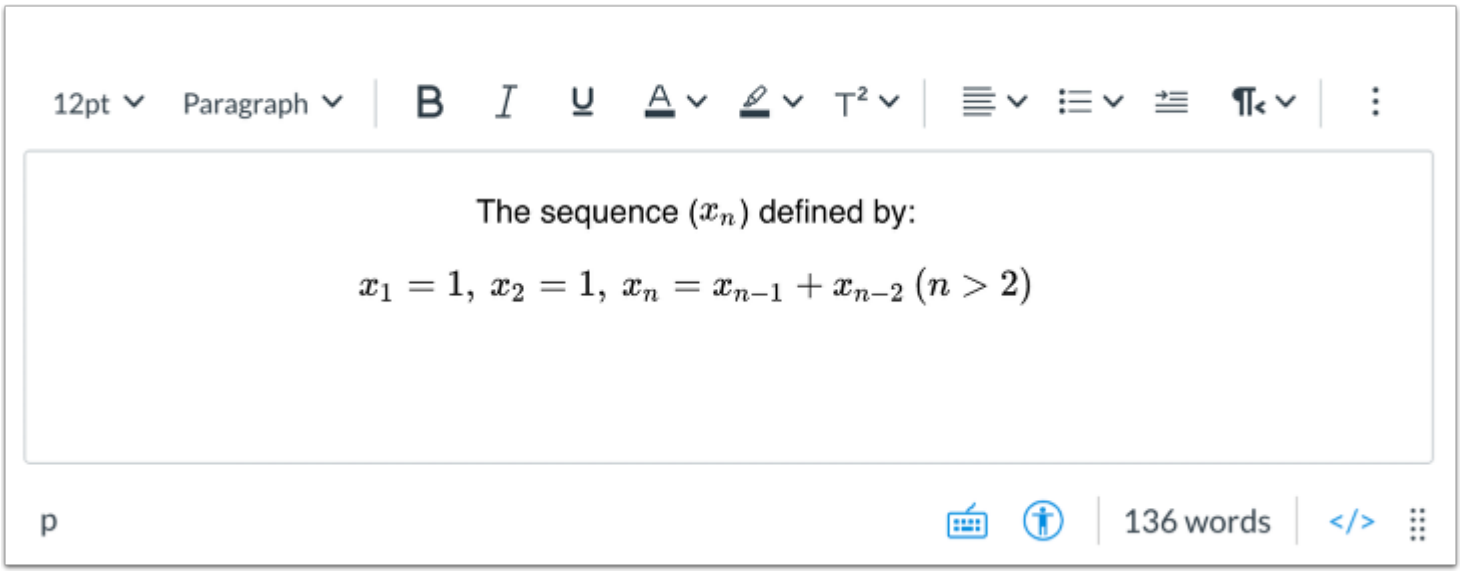
to avoid receiving an error.

Insert Equation



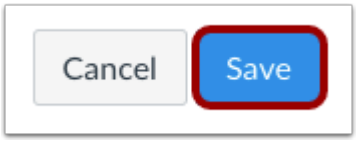
Click the **Insert Equation** button.

Add Text to Equations



Add text around your equations in the New Rich Content Editor.

Save Changes

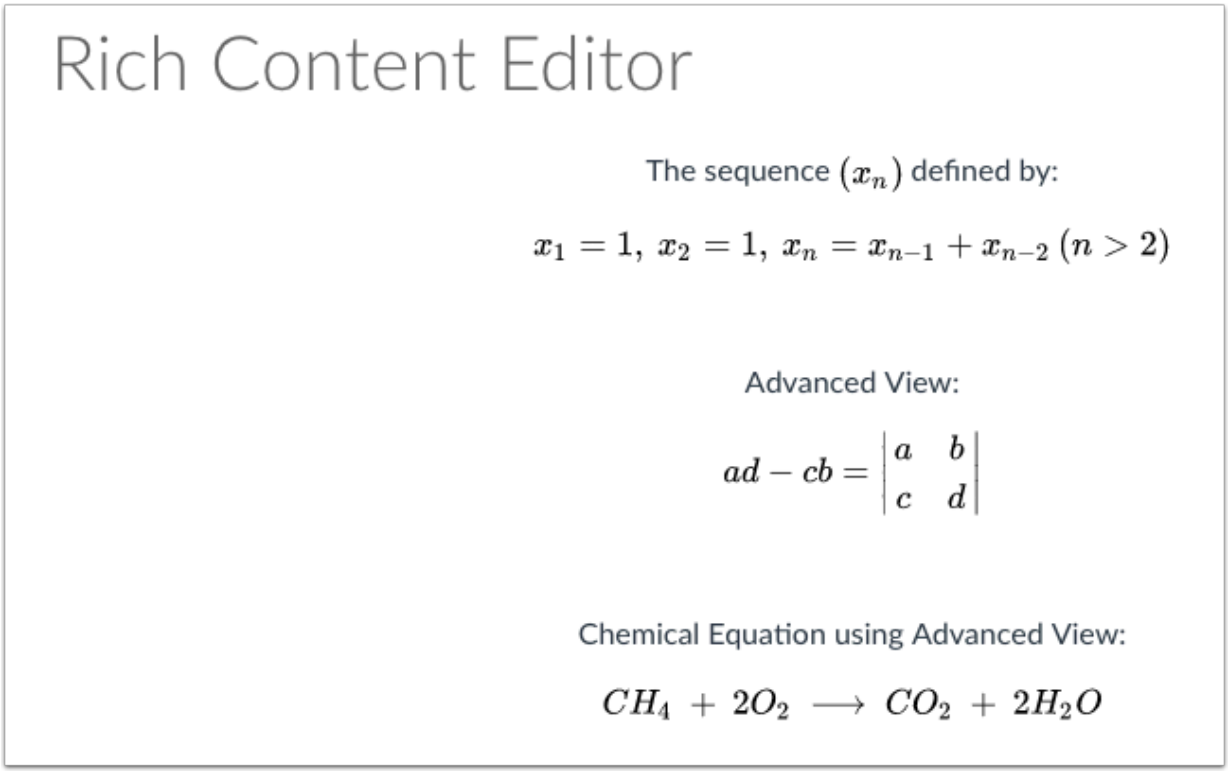


Click the **Save** button to save any changes to the equation made in the Rich Content Editor.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content



View the mathematical formulas, chemical formulas, or equations you created.

How do I create a hyperlink or embed a file from Google Drive into the New Rich Content Editor as an instructor?

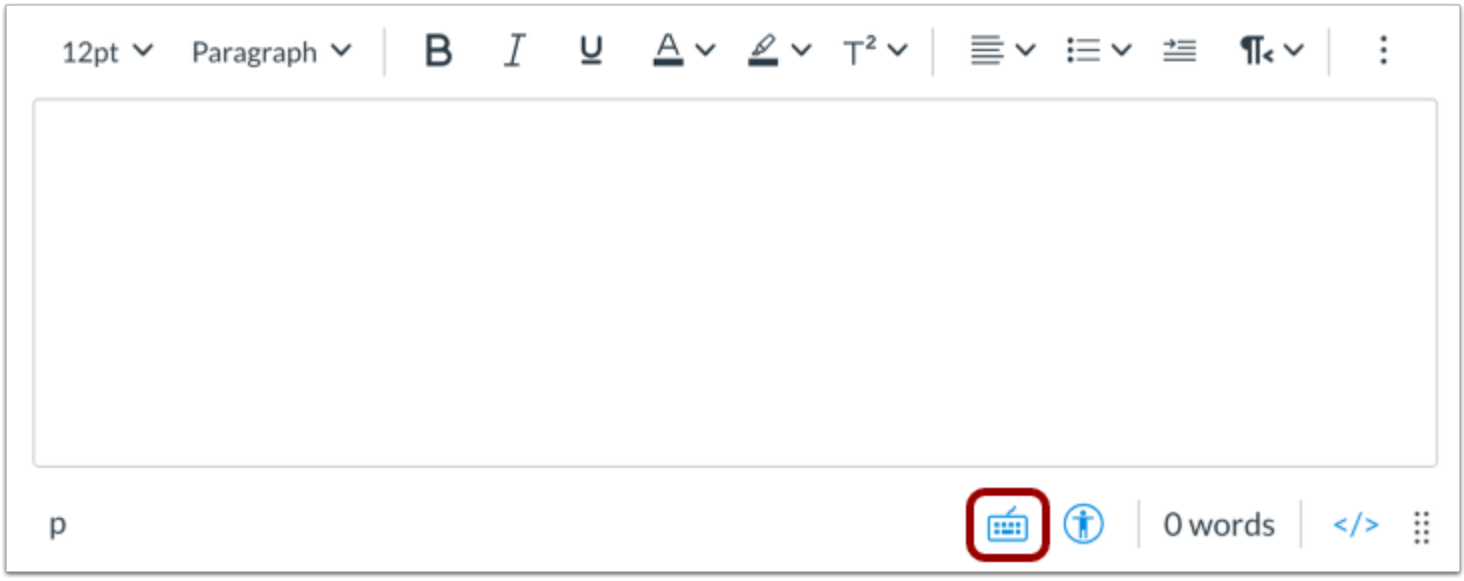
If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the New Rich Content Editor in Canvas. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus. When embedded, Google slide presentations default to presentation mode.

In Google, you can link or embed files. When files are linked in the New Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file. For embedded files, any time you edit the Google file, the edits also display in Canvas.

Notes:

- If you cannot view the Google Drive option in the New Rich Content Editor LTI Tools menu, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

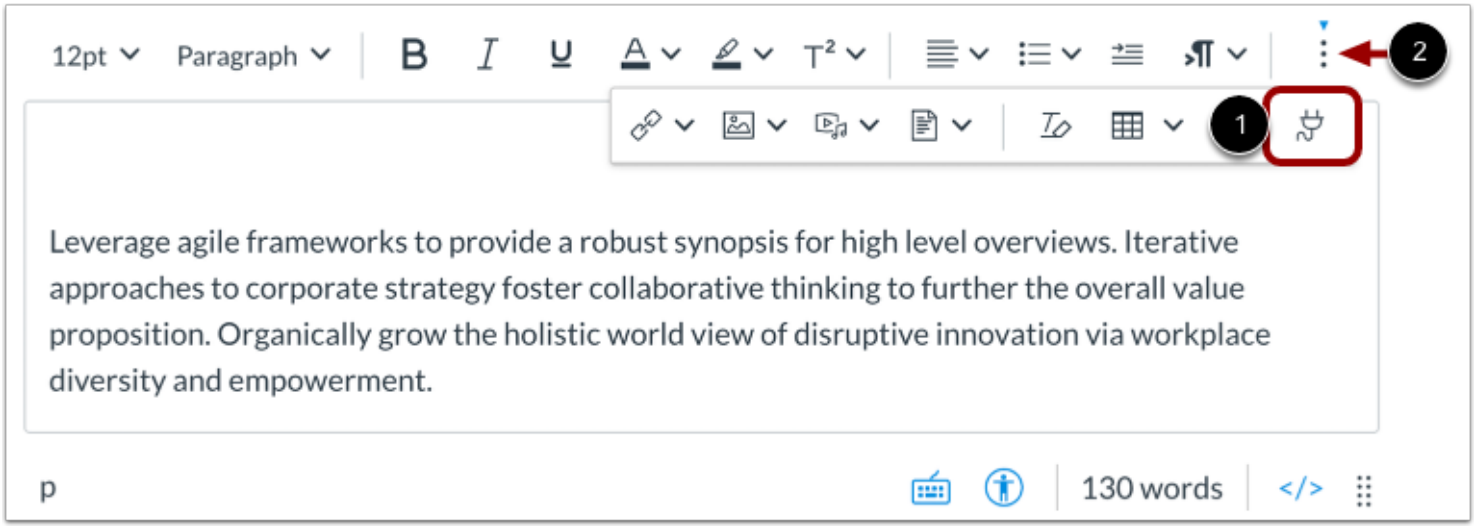
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

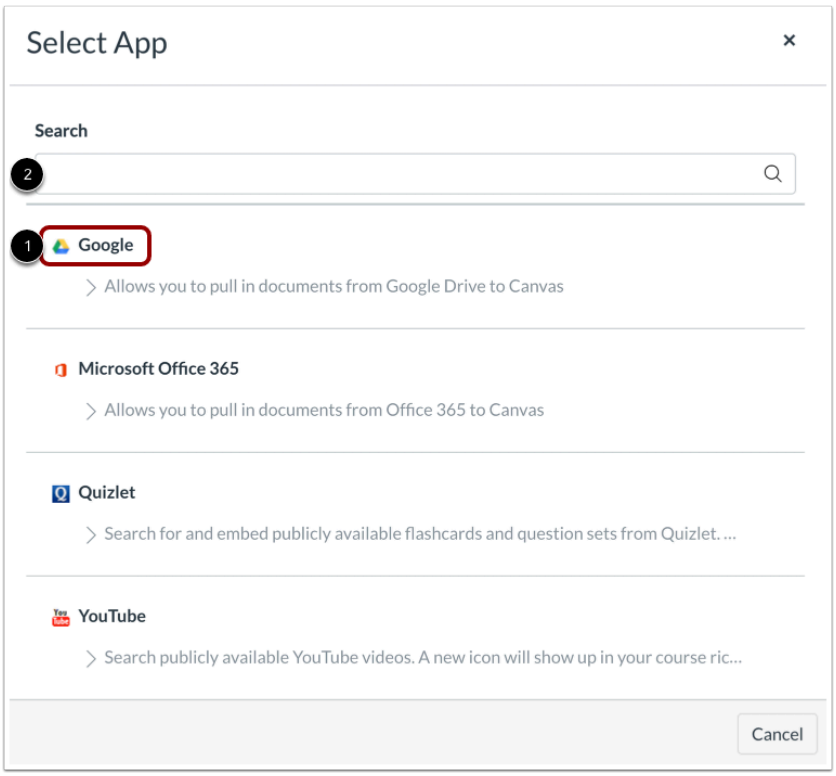
Open Apps



Click the **Apps** icon [1].

Note: To view the Apps icon, you may need to click the **Options** icon [2]

Open Google

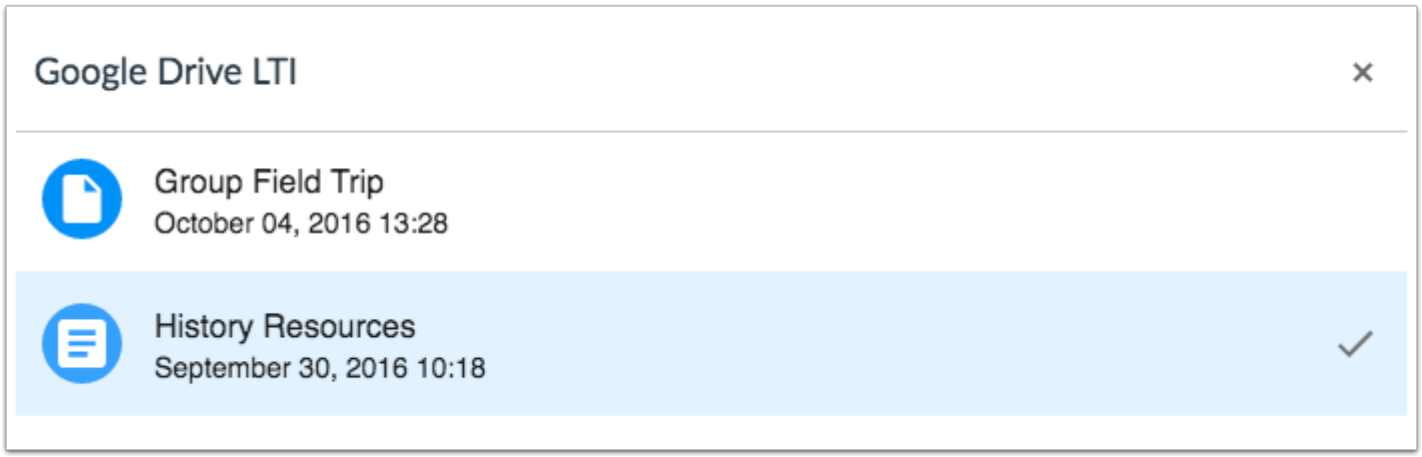


Click the **Google** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Locate File



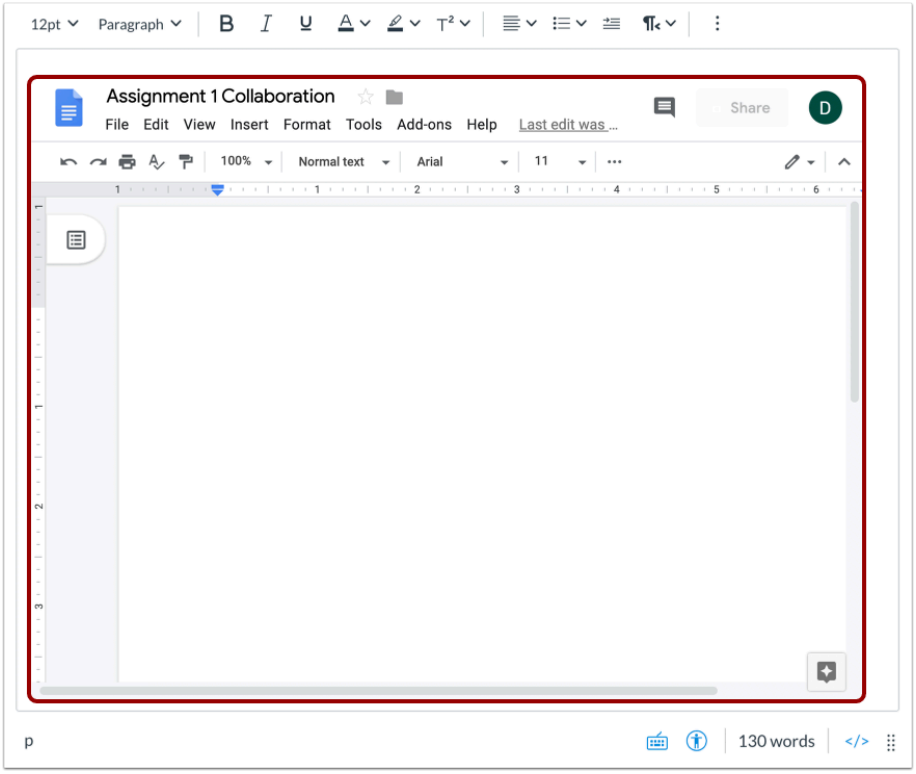
Locate and click the file(s) you want to link.

Embed or Link File

To embed the file, click the **Embed** button [1]. The New Rich Content Editor will display a placeholder image for the file.

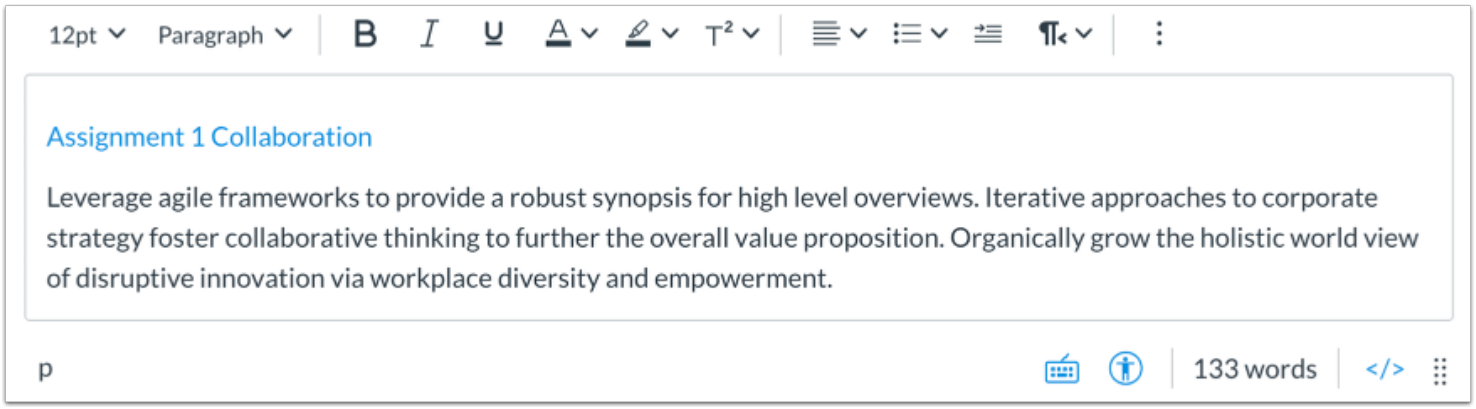
To link the file, click the **Link** button [2]. The New Rich Content Editor will display a link with the name of the file.

View Embedded File



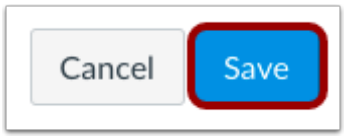
View the embedded Google file in the New Rich Content Editor.

View File Link



View the link to the Google file in the New Rich Content Editor.

Save Changes



Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

How do I create a hyperlink from Microsoft Office 365 in the New Rich Content Editor as an instructor?

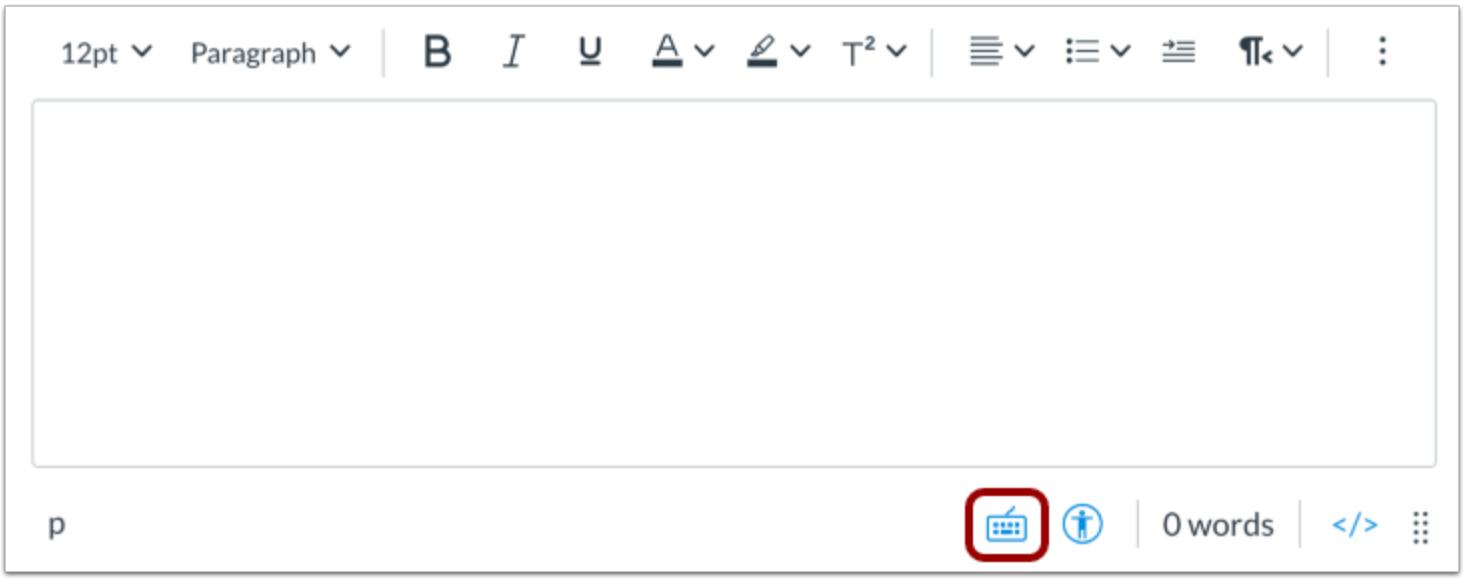
If your course has enabled Microsoft Office 365, you can create a document, slide presentation, or spreadsheet in your OneDrive and then create a hyperlink to that document anywhere you can use the New Rich Content Editor in Canvas. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

When files are linked in the New Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file.

Notes:

- If you cannot view the Microsoft Office 365 option in the New Rich Content Editor LTI Tools menu, you can still include your file by creating a hyperlink or publishing your Microsoft Office 365 content to the web and pasting the embed code in the HTML editor.
- PDF files added through Microsoft Office 365 that cannot be previewed in Sharepoint are not supported to preview in Canvas. To preview the PDF files, you will need to add them to course files and link to them in the New Rich Content Editor.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

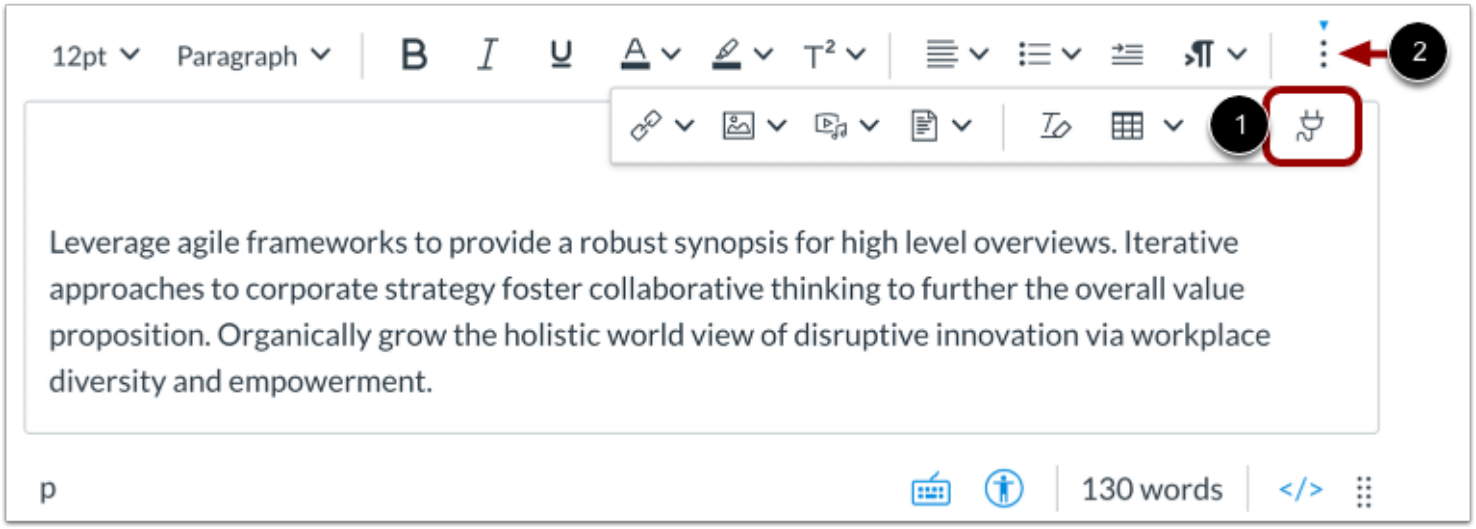
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

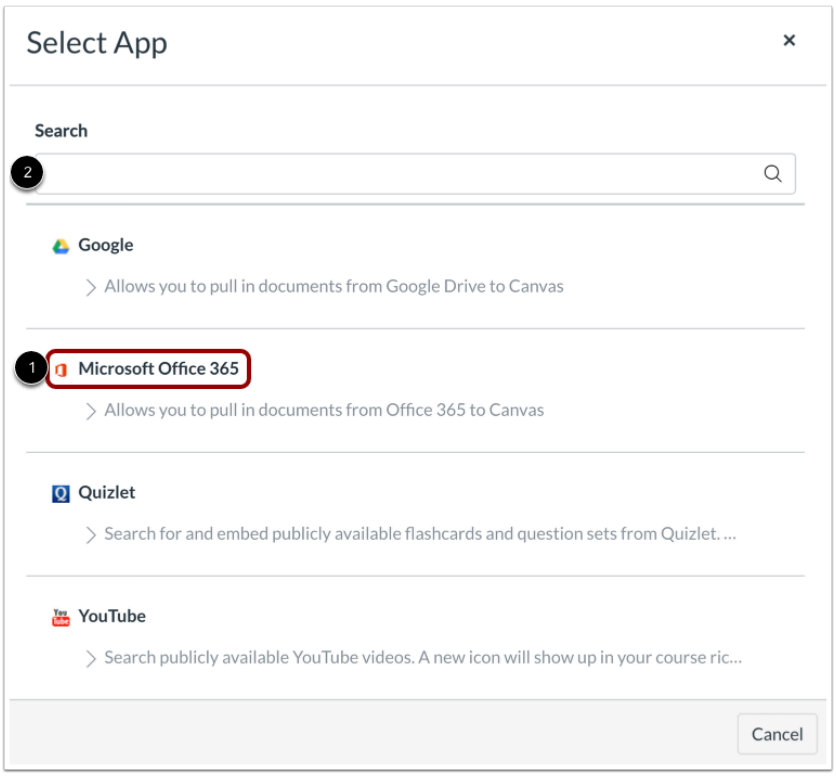
Open Apps



Click the **Apps** icon [1].

Note: To view the Apps icon, you may need to click the **Options** icon [2]

Open Microsoft Office 365

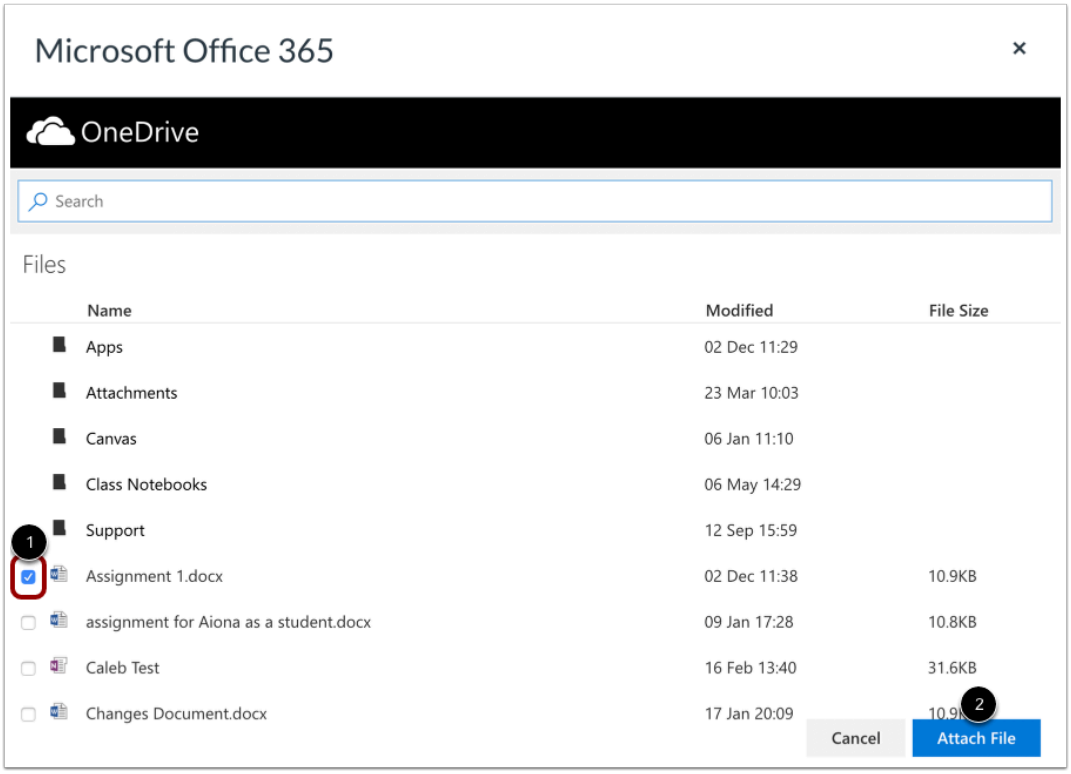


Click the **Microsoft Office 365** link [1].

You can also filter menu options using the **Search** field [2].

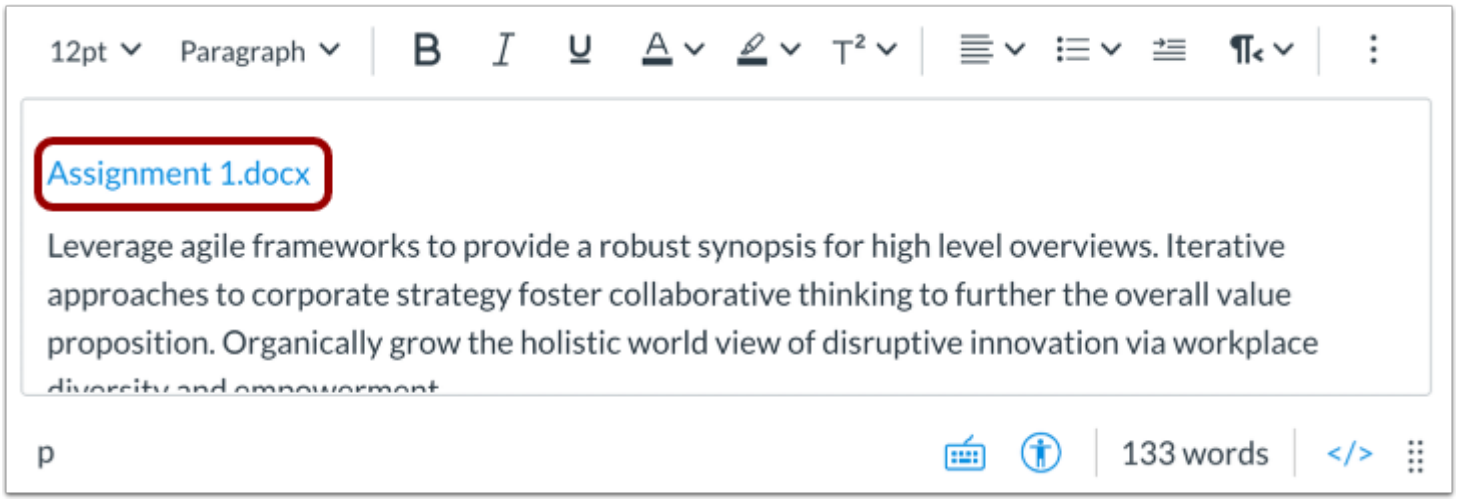
Note: If the Microsoft Office 365 link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your content to the web and pasting the embed code in the HTML editor.

Attach File



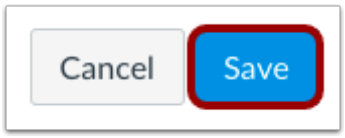
Locate the file you want to link and click the checkbox next to the file name [1]. Click the **Attach File** button [2].

View File Link



View the file link in the New Rich Content Editor

Save Changes



Click the **Save** button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.
- Discussion replies display a **Post Reply** button.

View Content

View the content created in the New Content Editor

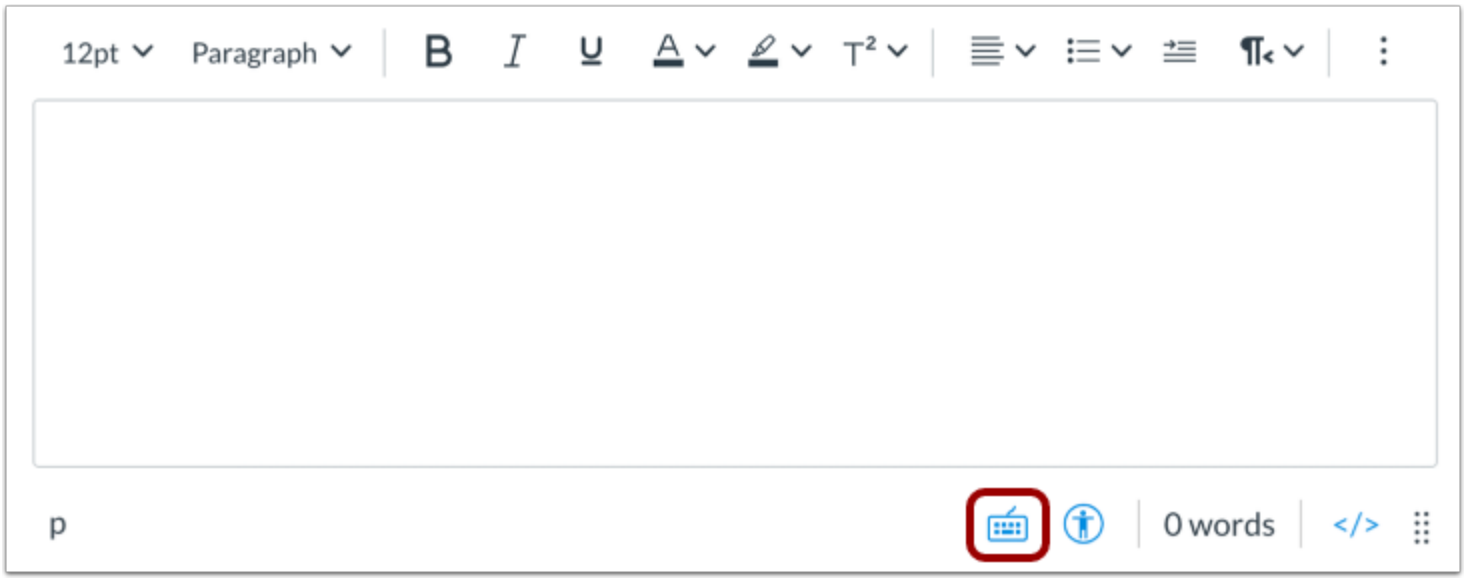
How do I link to a YouTube video in the New Rich Content Editor as an instructor?

When you use the hyperlink tool to create hyperlinks to YouTube videos in the New Rich Content Editor, the videos are automatically embedded in any feature that uses the New Rich Content Editor.

If your course has enabled the YouTube LTI, you can also search and select YouTube Videos using the LTI Tool.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

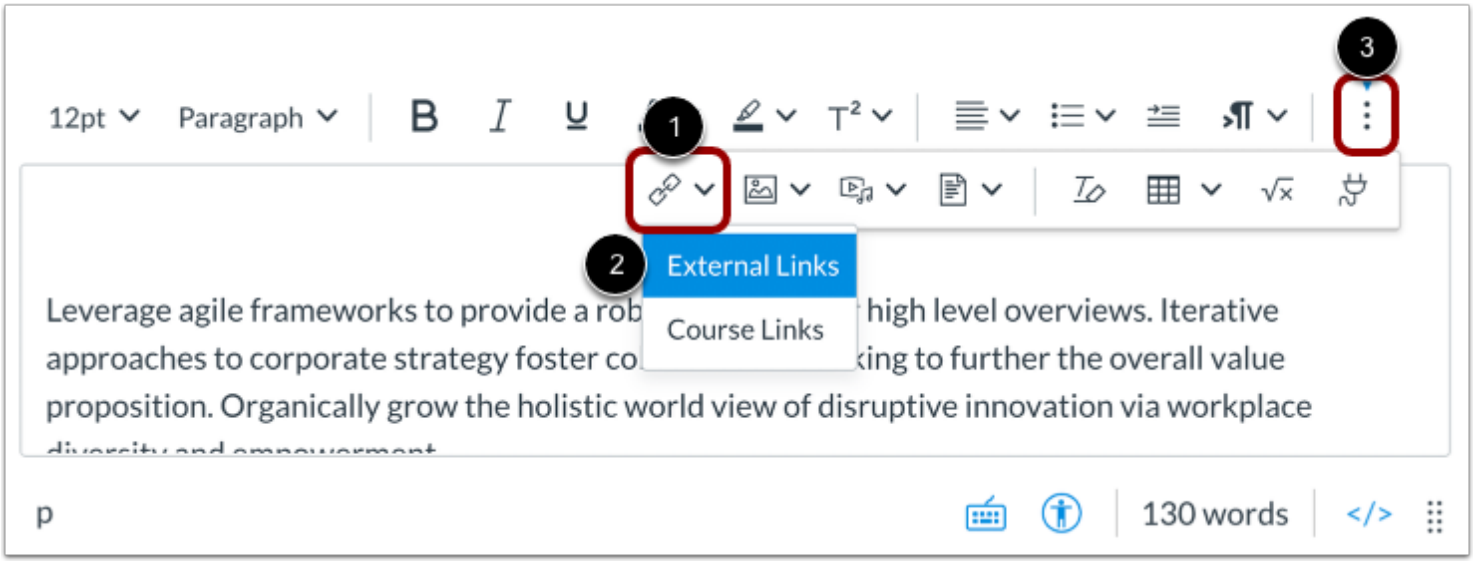
Open New Rich Content Editor



Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Insert Hyperlink



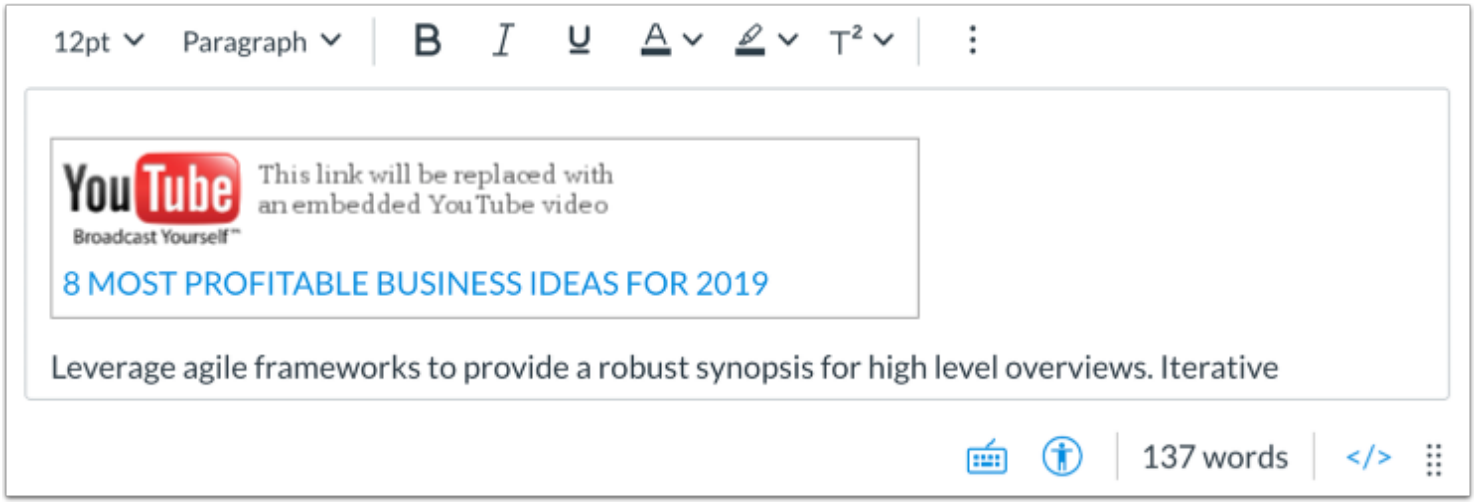
Click the **Links** icon [1], then click the **External Links** option [2].

Note: To view the Links icon, you may need to click the **Options** icon [3].

Insert Link

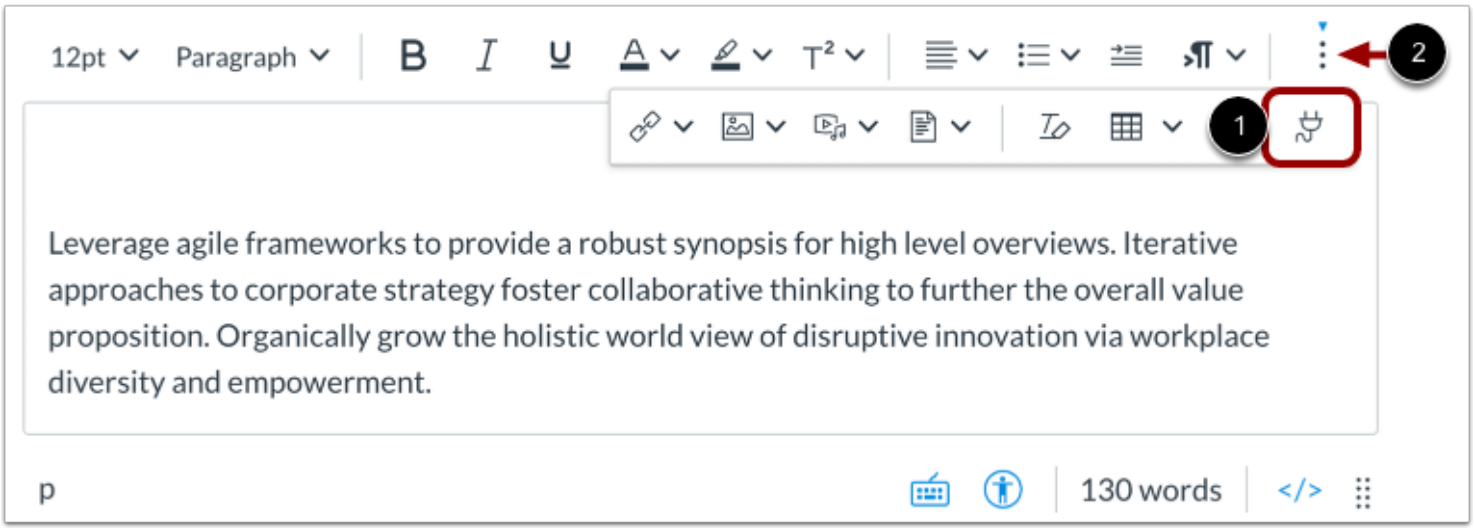
Enter the video link in the **Link** field [1]. Then click the **Done** button [2].

View Embedded Video



View the embedded video link in the New Rich Content Editor.

Open Apps

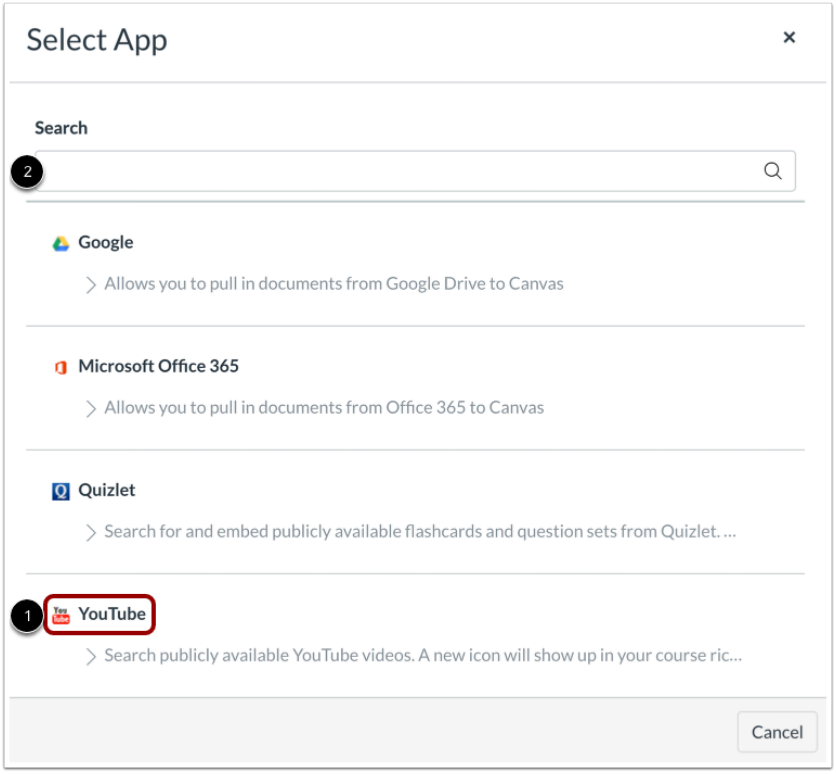


If your course has enabled the YouTube LTI, you can also embed videos using the YouTube LTI.

Click the **Apps** icon [1].

Note: To view the Apps icon, you may need to click the **Options** icon [2].

Open YouTube

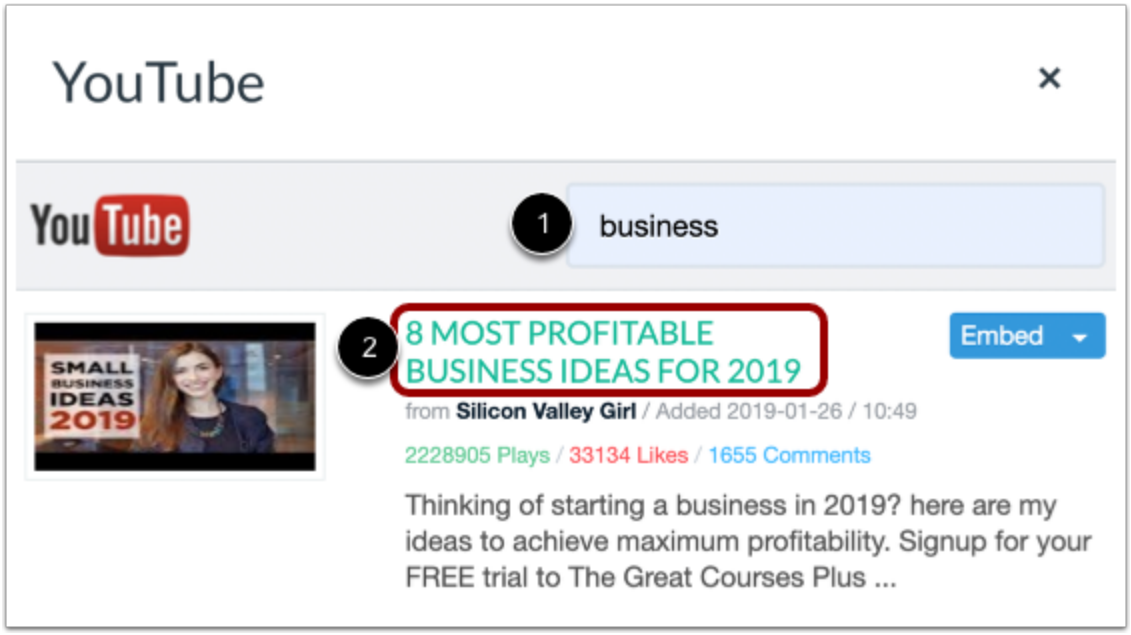


Click the **YouTube** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

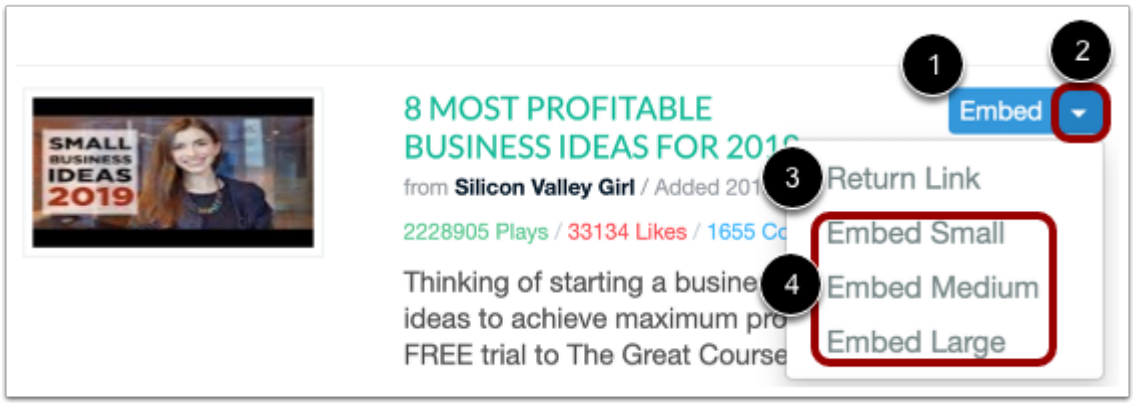
Search Videos



Enter a search term in the **Search** field [1]. Then press **Return** (Mac) or **Enter** (PC) on your keyboard.

To view more information about a search option, click the video name [2].

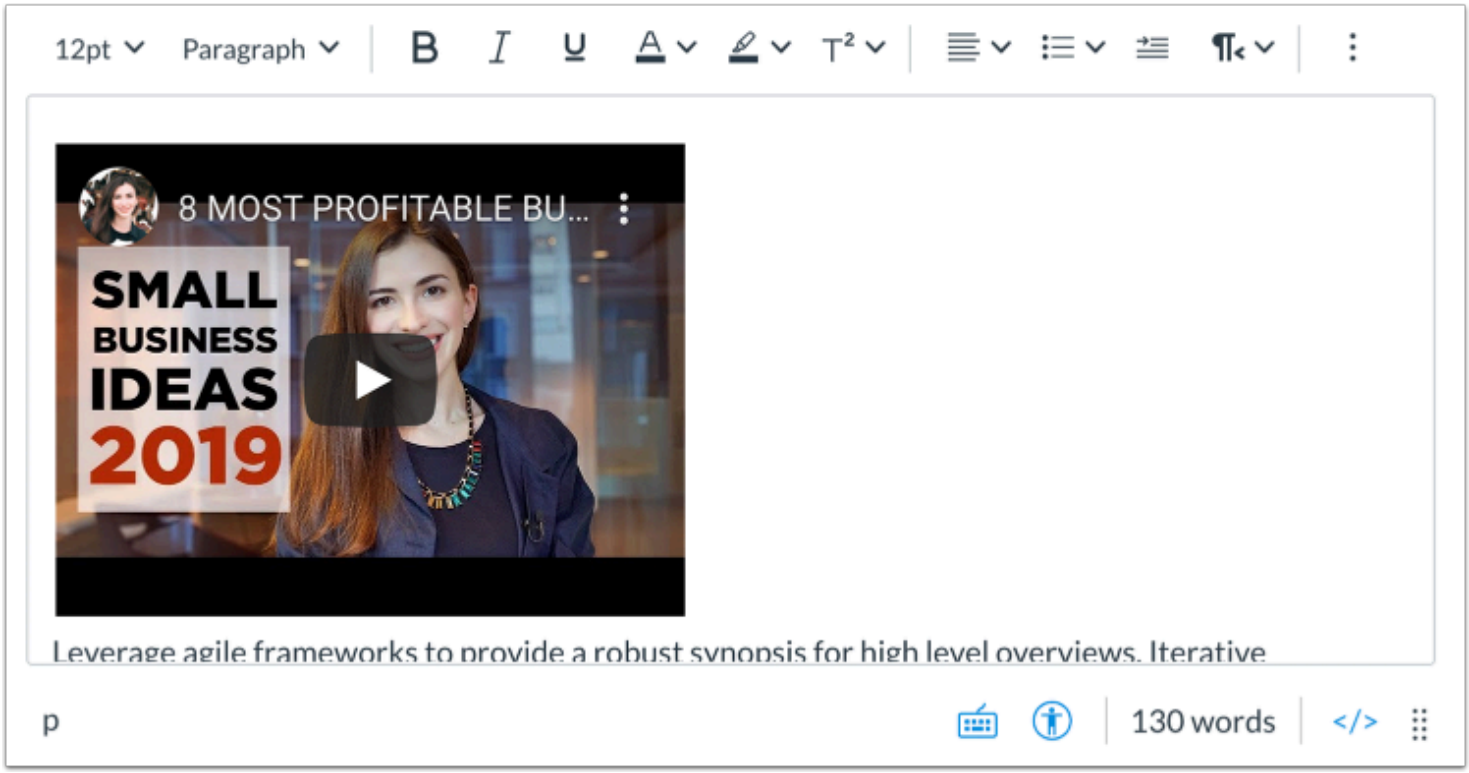
Embed Video



To embed the video in the New Rich Content Editor, click the **Embed** button [1].

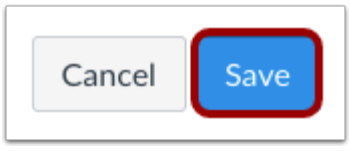
To manage the video embed options, click the **Embed** drop-down menu [2]. You can select to embed a video hyperlink [3], or you can select to embed a small, medium, or large version of the video in the New Rich Content Editor [4].

View Embedded Video



View the embedded video in the New Rich Content Editor.

Save Changes



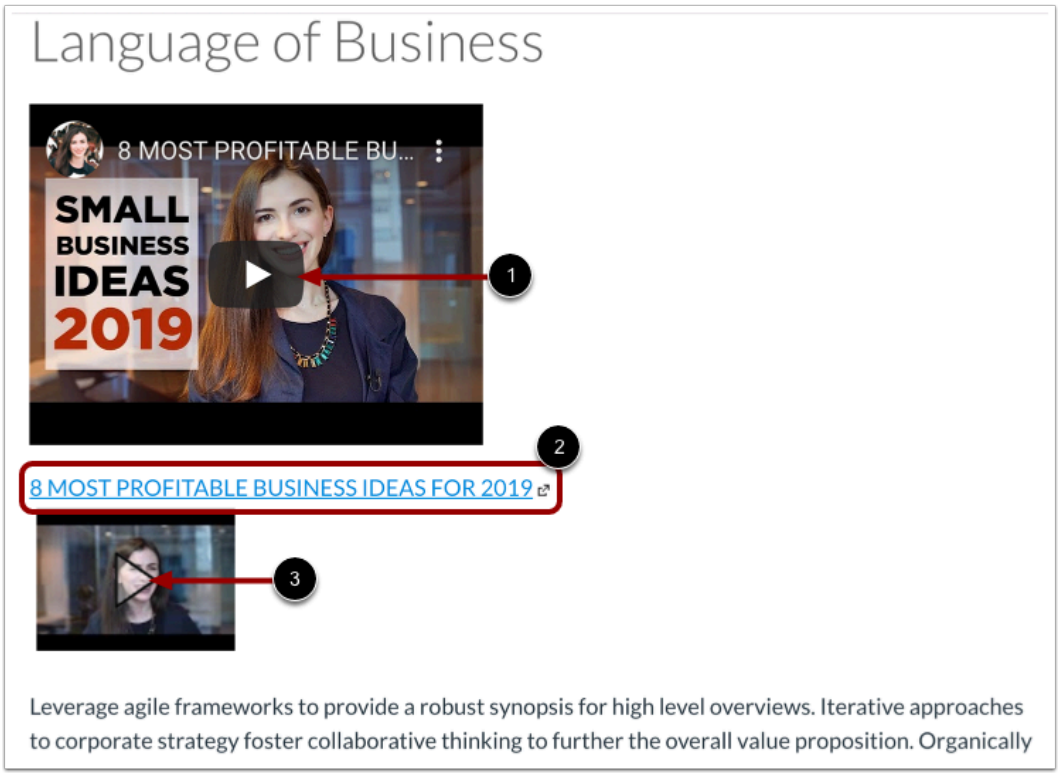
Click the **Save** button to save any changes to the post made in the Rich Content Editor.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a **Save & Publish** button.
- The Syllabus page displays an **Update Syllabus** button.

- Discussion replies display a **Post Reply** button.

View Content



To view the embedded video, click the **Play** icon [1].

To view the linked video in a new browser tab, click the video link [2]. To expand the linked video to view in Canvas, click the **Play** icon [3].

How do I use the Accessibility Checker in the New Rich Content Editor as an instructor?

The New Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. You can use the Accessibility Checker to design course content while considering accessibility attributes. This tool only verifies content created within the New Rich Content Editor. You may use other accessibility tools to verify additional content in Canvas.

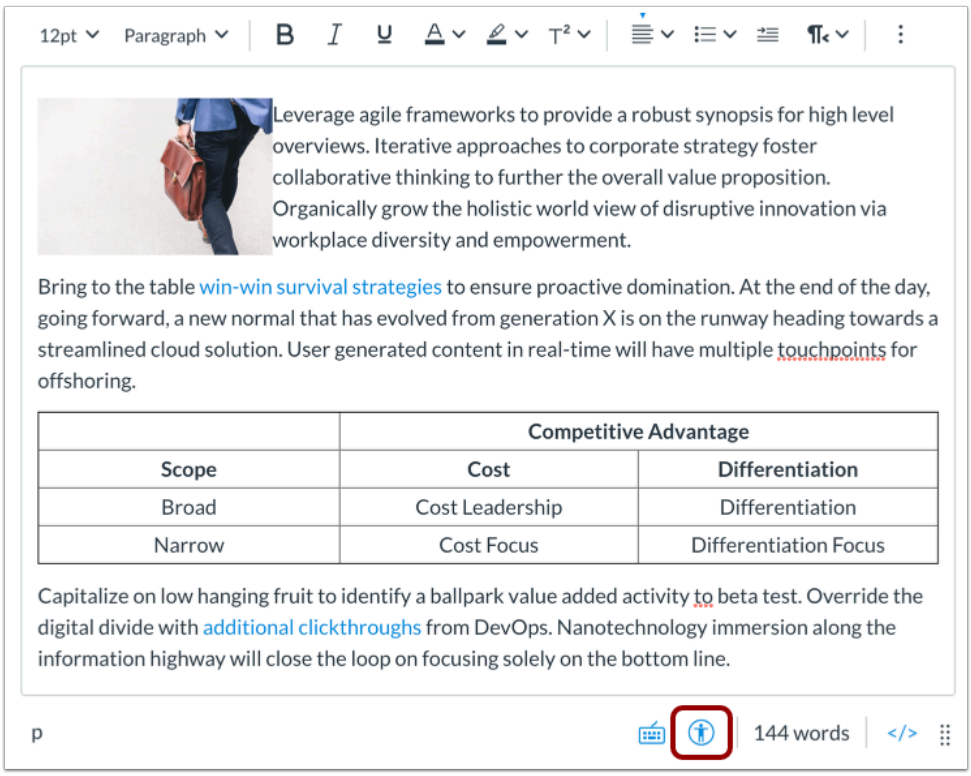
All accessibility components retain the parameters set by your institution's Theme Editor template. The Accessibility Checker verifies the following accessibility rules:

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Table headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text should contain fewer than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

Notes:

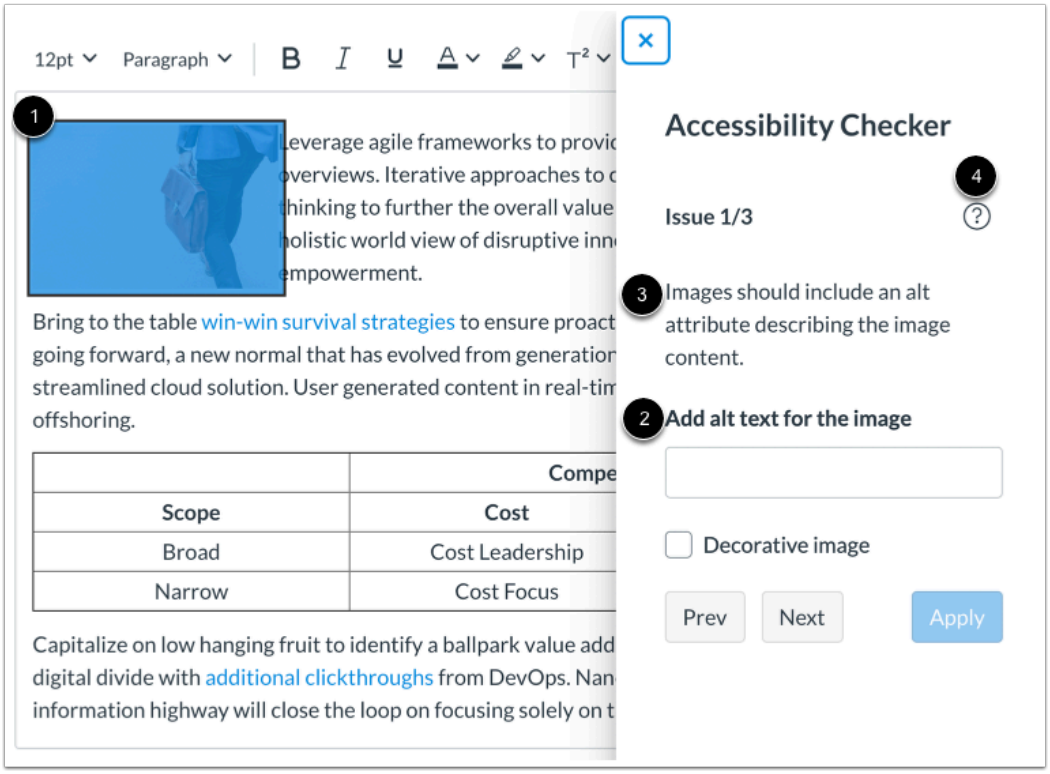
- For text contrast, the Accessibility Checker verifies color using the same calculations as the WebAIM tool and verifies against Theme Editor templates without High Contrast Styles. However, High Contrast Styles must be enabled for verification if a link color is overwritten manually in the New Rich Content Editor.
- The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

Open Accessibility Checker



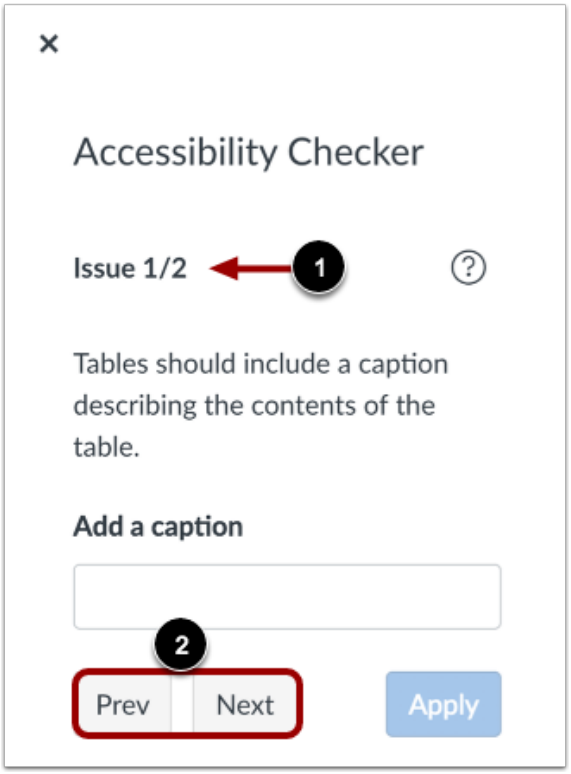
In the New Rich Content Editor, click the **Accessibility Checker** icon.

View Issues



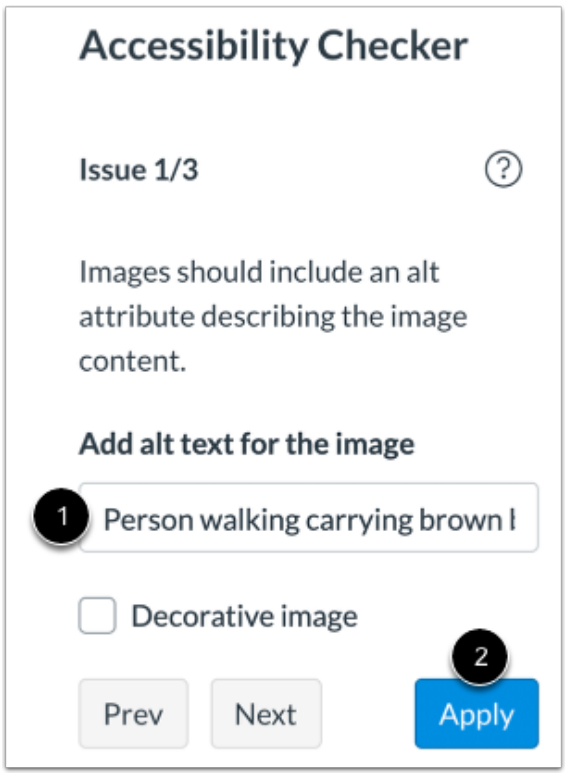
When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the **Information** icon [4].

View Additional Issues



If the New Rich Content Editor contains more than one issue [1], you can view all issues by clicking the **Previous** or **Next** buttons [2].

Apply Fix



To correct an issue, complete the task as noted in the sidebar [1]. For instance, if the issue requires that alt text be added to an image, the sidebar displays a text field for you to enter alt text.

When you are finished with your changes, click the **Apply** button [2].

The Accessibility Checker will apply the fix and display information for the next issue. Continue to review and fix any detected issues within the editor.

Confirm Fix

When all issues have been fixed, or if no issues are detected in the Rich Content Editor, the sidebar indicates that no issues exist and will close automatically.

Rubrics

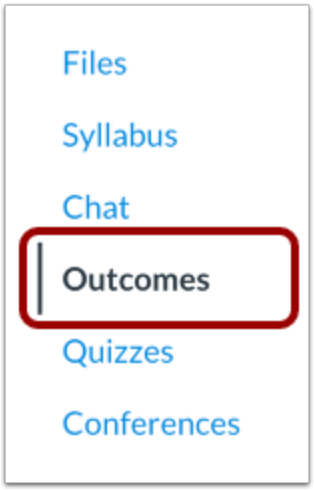
How do I manage rubrics in a course?

As an instructor, you can create, edit, and delete rubrics in your course. Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions.

Notes:

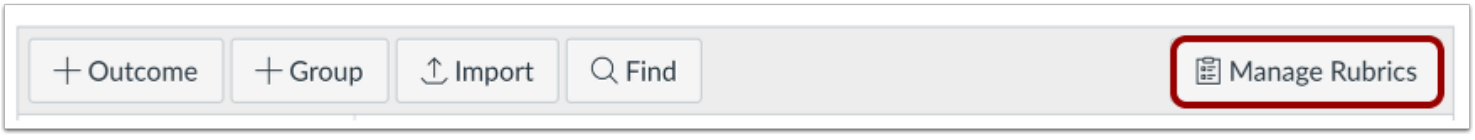
- Rubrics cannot be edited once they have been added to more than one assignment.
- When you delete a rubric, it will remove the rubric from all associated assignments in the course and delete any existing associated assessments.

Open Outcomes



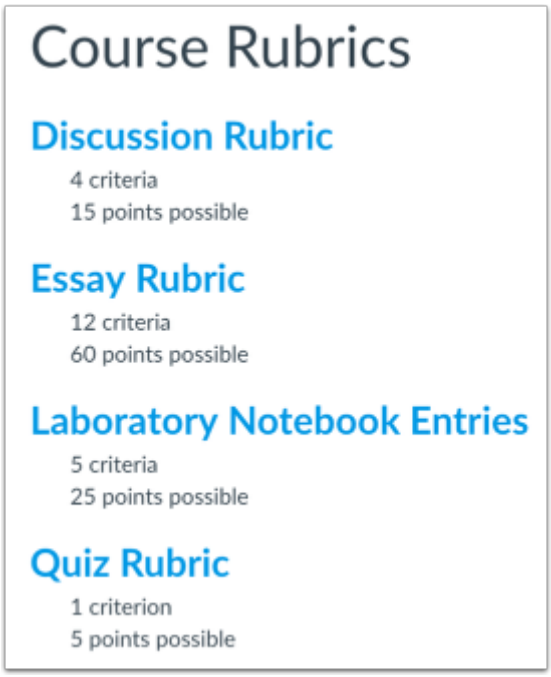
In Course Navigation, click the **Outcomes** link.

Manage Rubrics



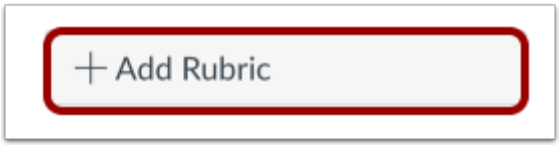
Click the **Manage Rubrics** button.

View Rubrics



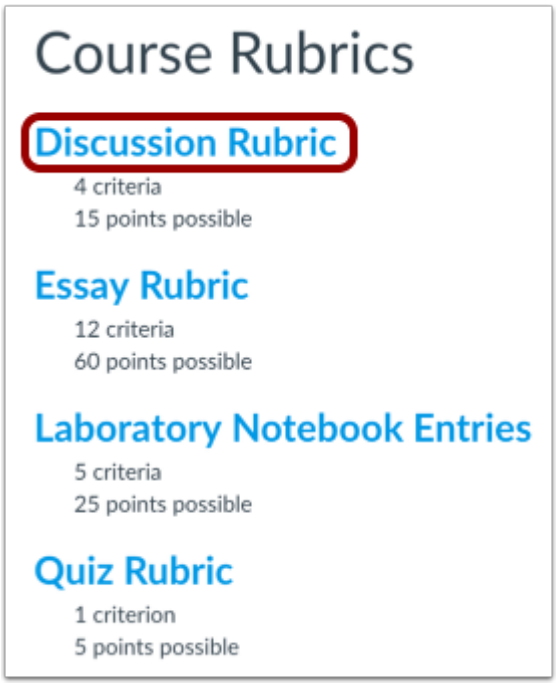
In the Manage Rubrics page, you can view all existing rubrics in your course.

Add Rubric



To add a rubric, click the **Add Rubric** button.

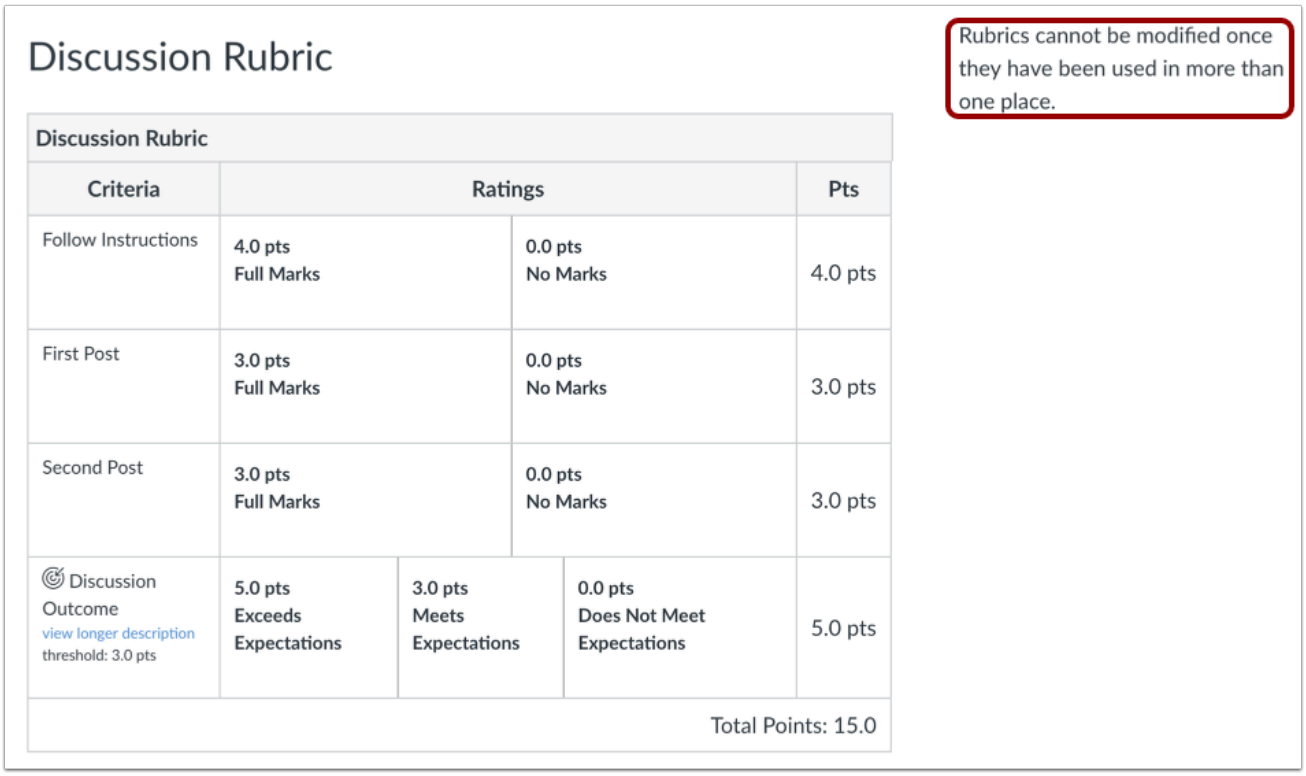
View Rubric



To view an individual rubric, click the name of the rubric.

Edit Rubric

To edit the rubric, click the **Edit Rubric** button.



Discussion Rubric

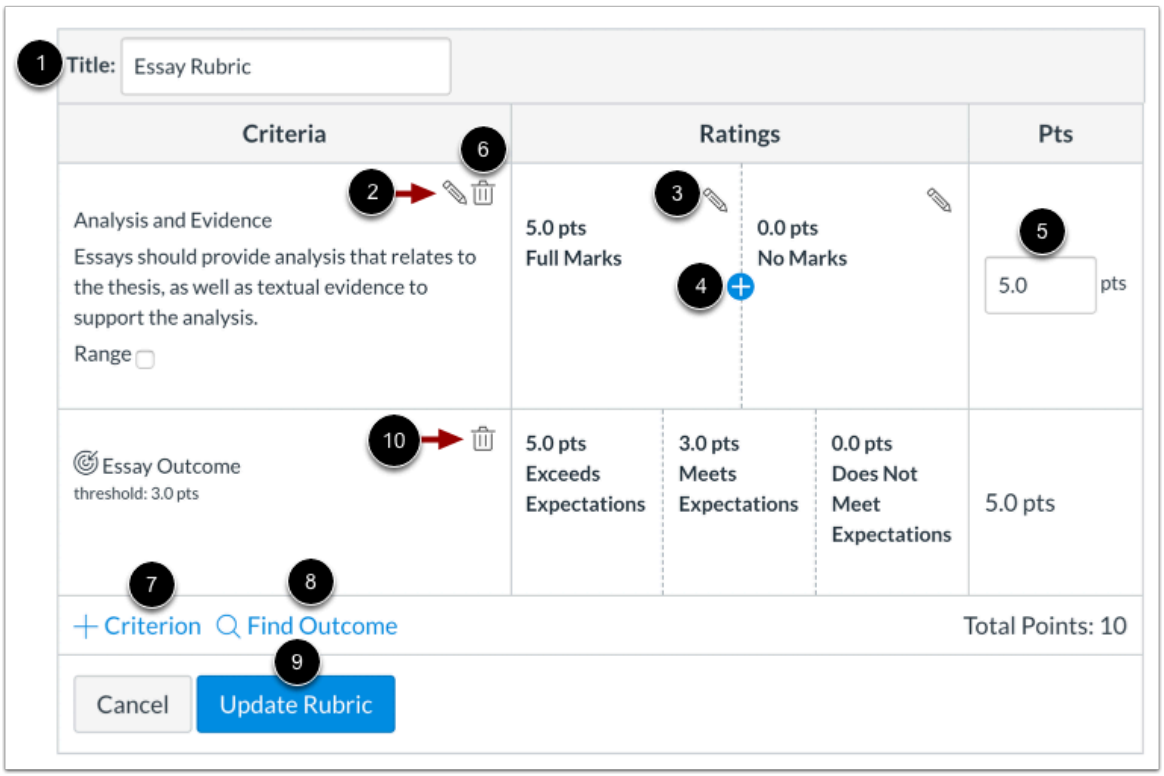
Rubrics cannot be modified once they have been used in more than one place.

Discussion Rubric				
Criteria	**Ratings**			**Pts**
Follow Instructions	4.0 pts Full Marks		0.0 pts No Marks	4.0 pts
First Post	3.0 pts Full Marks		0.0 pts No Marks	3.0 pts
Second Post	3.0 pts Full Marks		0.0 pts No Marks	3.0 pts
Discussion Outcome view longer description 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: 15.0	

If a rubric has been used in more than one assignment, the **Edit Rubric** button is not available.

However, you can create a copy of a rubric and make any changes when adding a rubric to an assignment.

Edit Rubric Details



To rename a rubric, type in the **Title** field [1].

To edit a rubric criterion description or long description, click the criterion **Edit** icon [2]. You can also edit criterion ratings [3], add ratings [4], and edit points [5].

To delete a criterion from the rubric, click the criterion **Delete** icon [6].

You can also add new criterion [7] and outcomes [8].

To save your edits, click the **Update Rubric** button [9]

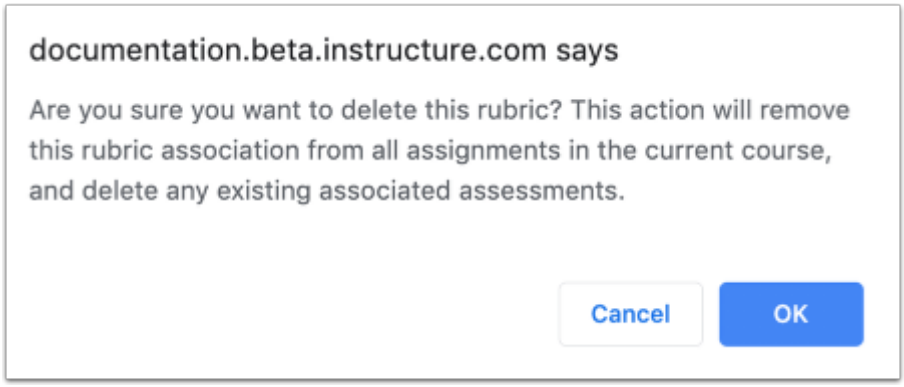
To remove associated outcome criteria from a rubric, click the **Delete** icon [10]. Outcome criteria can only be edited from the Outcomes page.

Delete Rubric

If you created a rubric in your course, you can delete the rubric. To delete a rubric, click the **Delete Rubric** button.

Rubrics can be deleted even if they have been used in more than one assignment.

Note: If you cannot delete a rubric, the rubric was created at the account level and aligned with an assignment in your course.



Click the **OK** button.

When you delete a rubric, it will remove the rubric from all associated assignments in the course and delete any existing associated assessments.

How do I add a rubric in a course?

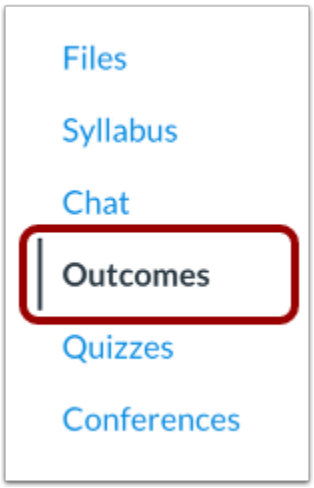
If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can add the rubric to an assignment and use the rubric for grading and adding comments. You can manage created rubrics in the Manage Rubrics page.

This lesson shows how to create a rubric in the Manage Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Rubric criteria can include a point range or an individual point value. Rubrics can also be set as non-scoring rubrics, which allows for the use of rubrics without point values.

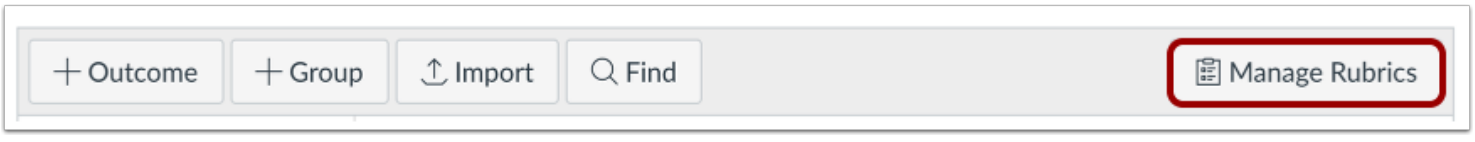
Note: Currently criterion cannot be reordered after they are added to a rubric.

Open Outcomes



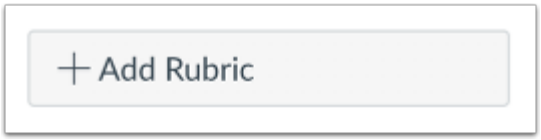
In Course Navigation, click the **Outcomes** link.

Manage Rubrics



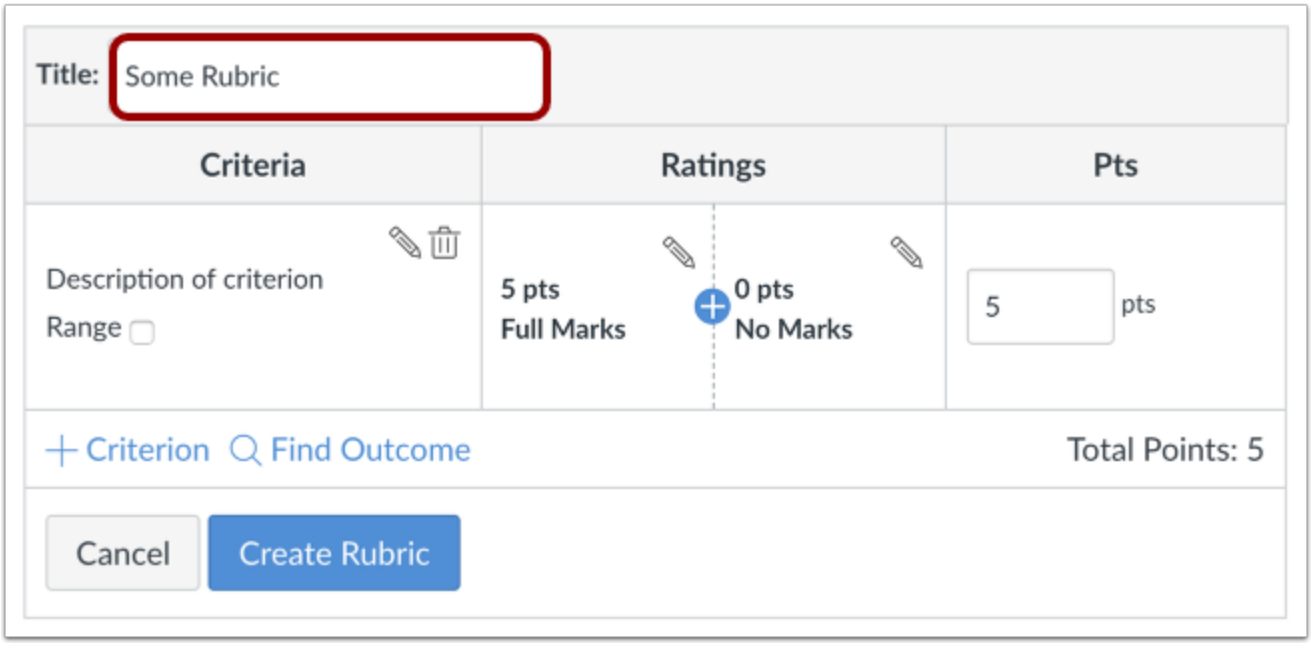
Click the **Manage Rubrics** button.

Add Rubric



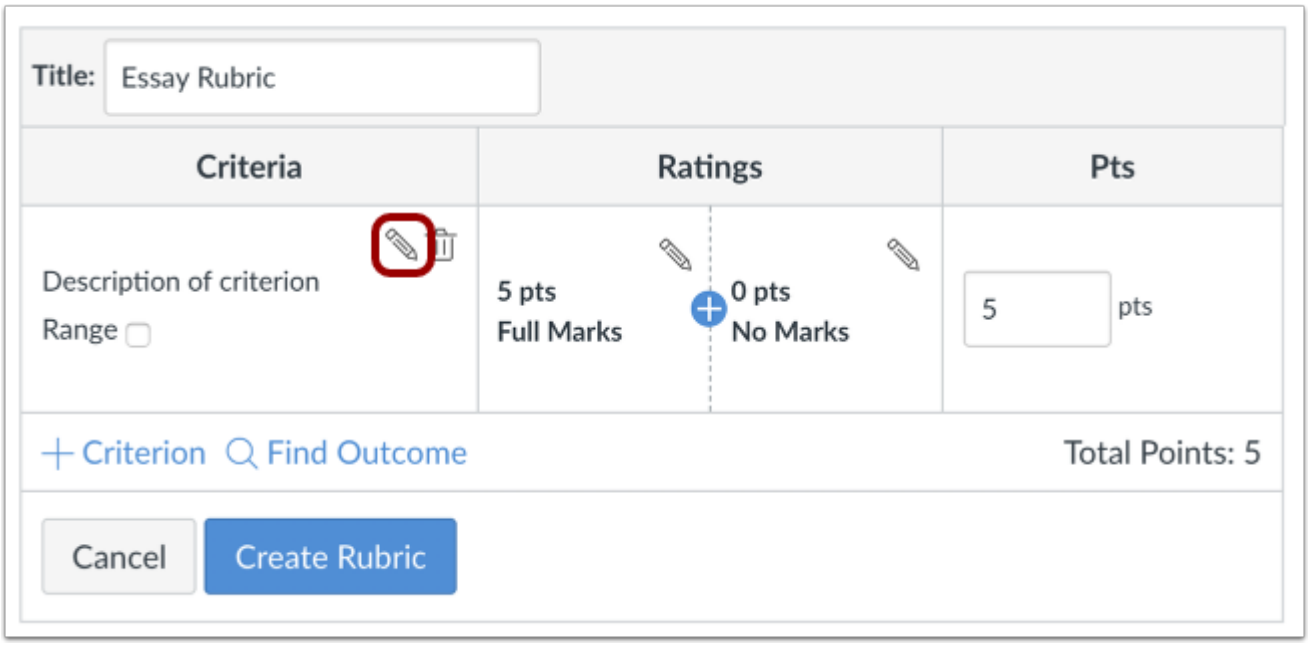
Click the **Add Rubric** button.

Add Title



In the **Title** field, add a title for the rubric. This title identifies the rubric so it can be easily associated with an assignment, graded discussion, or quiz.

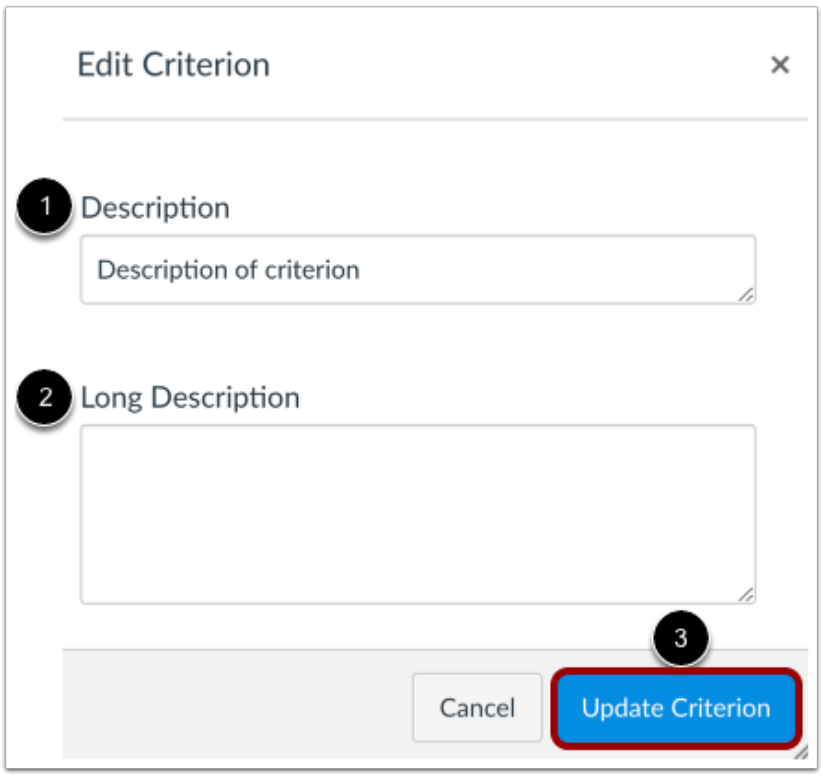
Edit Criterion Description



The rubric includes one default criterion entry. To edit the criterion description, click the **Edit** icon.

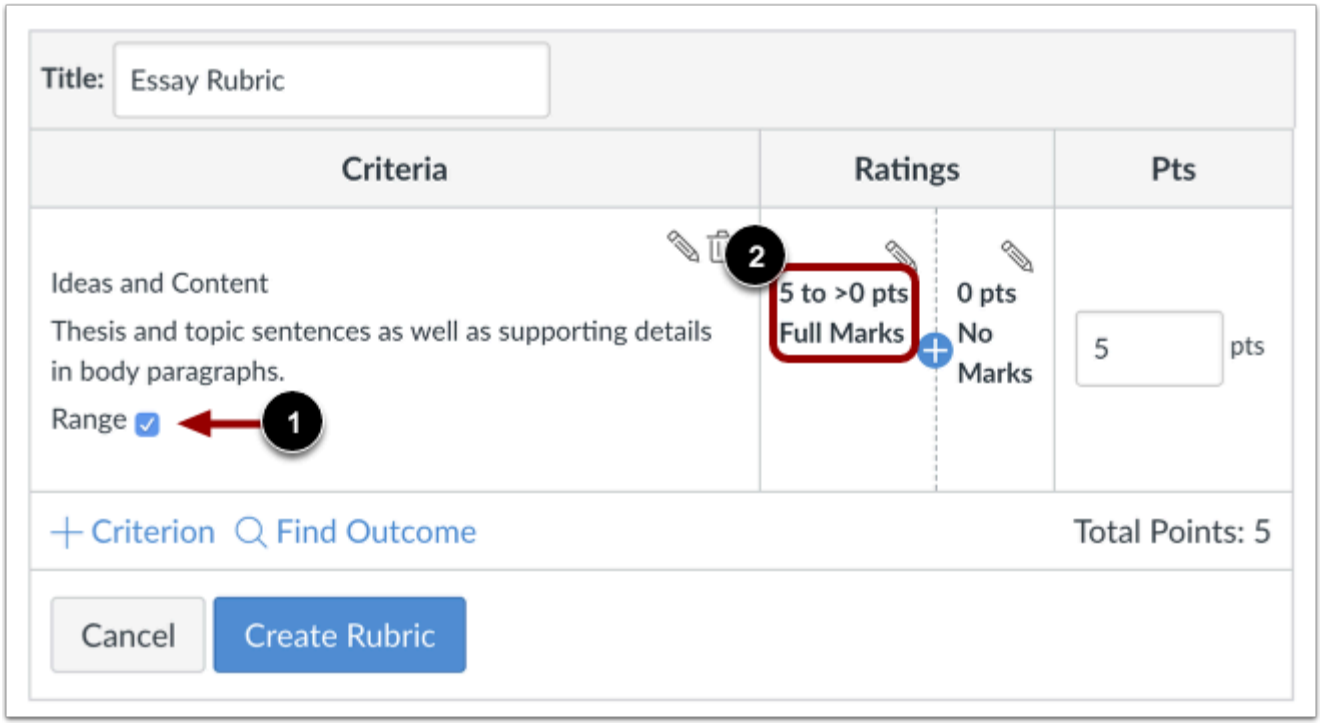
Note: Currently criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.

Enter Descriptions



Enter a short description for the criterion in the **Description** field [1]. To add a longer description to the criterion, enter a longer description [2]. The longer description provides students more information about the criterion. Click the **Update Criterion** button [3].

Select Range

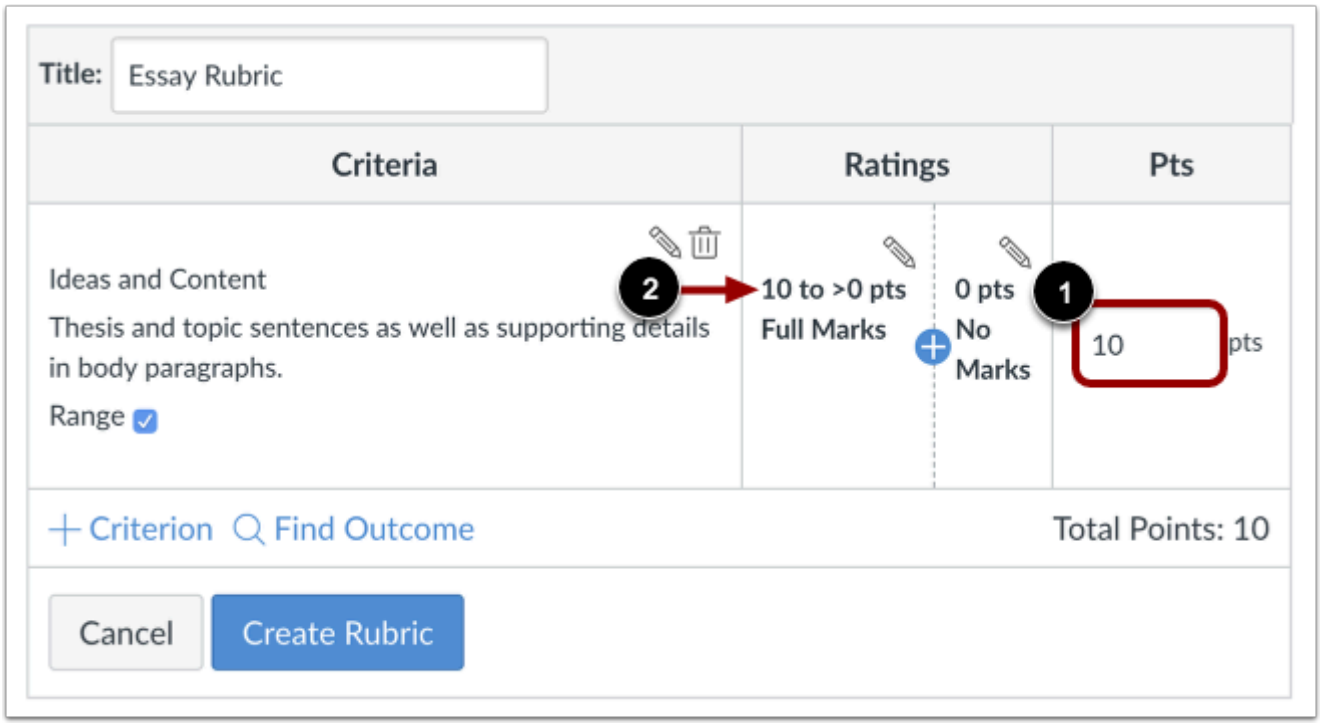


By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the **Range** checkbox [1]. Ranges allow you to assign a rating for a range of point options instead of just one point value.

When enabled, the first rating (full marks) shows the total point value in a range format [2]. Each rating displays a maximum and minimum point value. For each rating, the maximum value is assigned as the point value.

Except for the range value display, criterion ranges function the same way as individual point ratings. For instance, a range that includes a maximum of five points and a minimum of three points is assigned the full point value of five points.

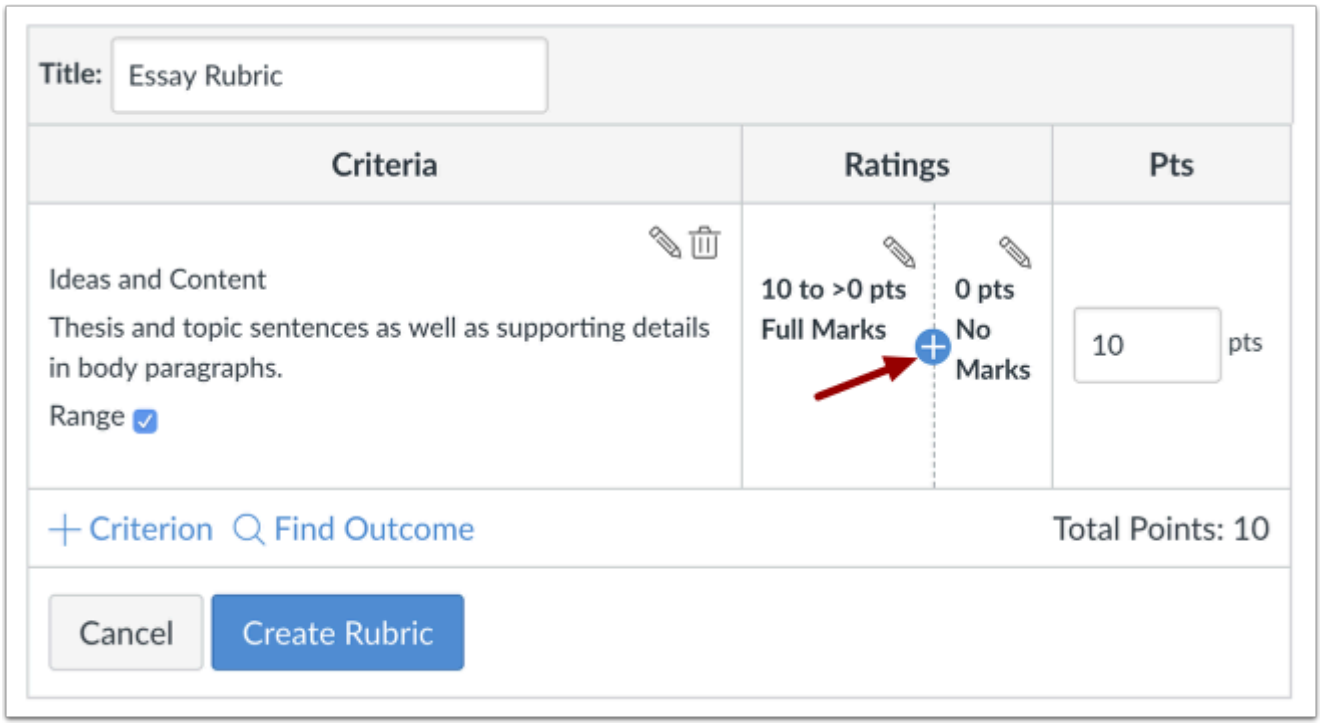
Edit Total Point Value



Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks.

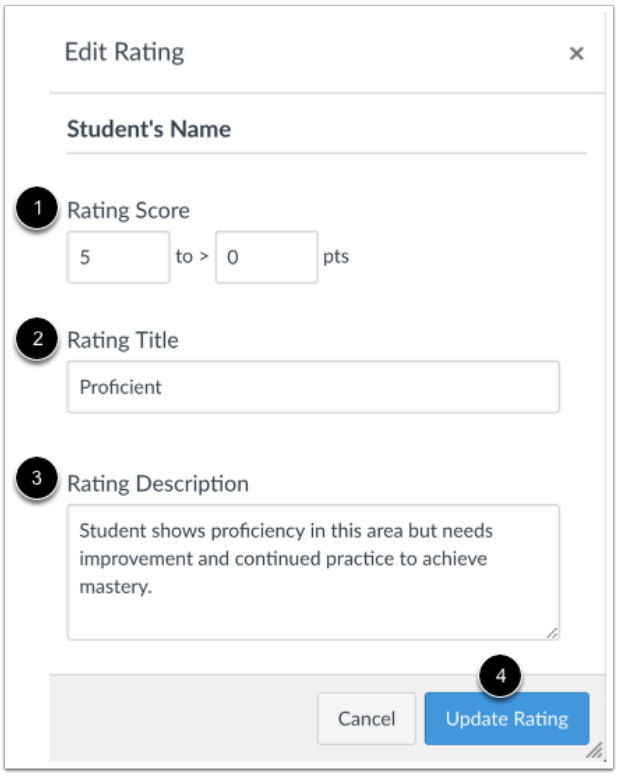
If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1]. The first rating (full marks) updates to the new total point value and any incremental ratings adjust appropriately [2].

Add Ratings



To add a new rating for the criterion, click the **Add** icon.

Update Rating



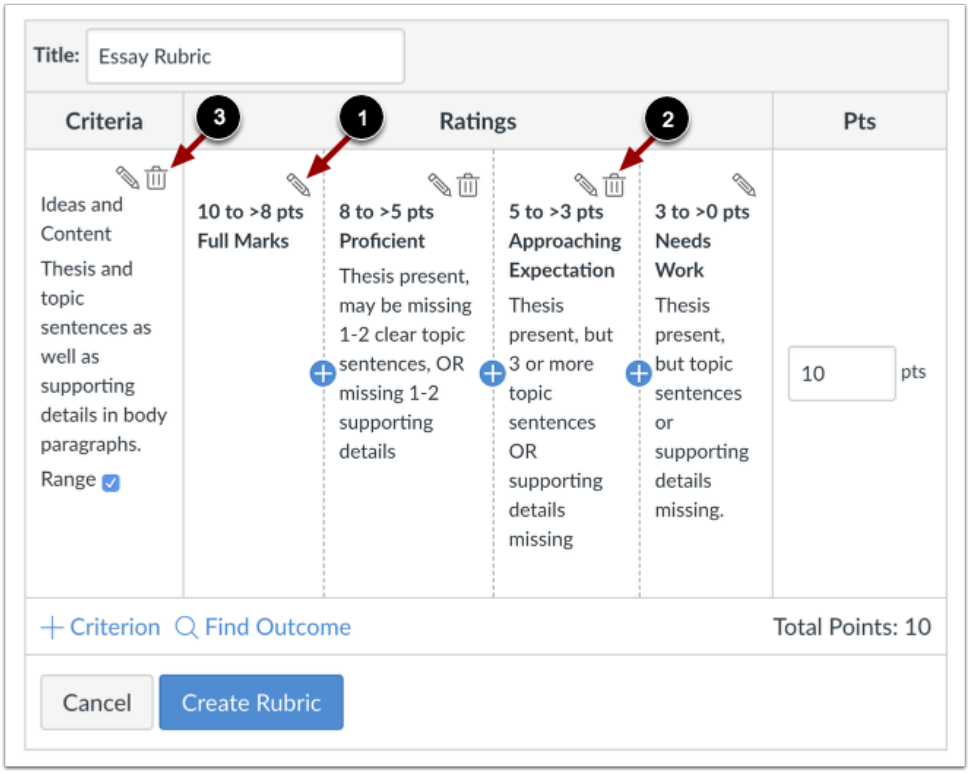
In the Edit Rating window, complete the rating criterion description. By default, the Rating Score field displays the point value between the two existing ranges [1]. To change the point value for the rating score, enter the new point value in the Rating Score field. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. However, if you are using a range, point values should be whole numbers.

In the Rating Title field [2], enter a title for the rating.

In the Rating Description field [3], enter a description for the rating.

Click the **Update Rubric** button [4].

Manage Criterion

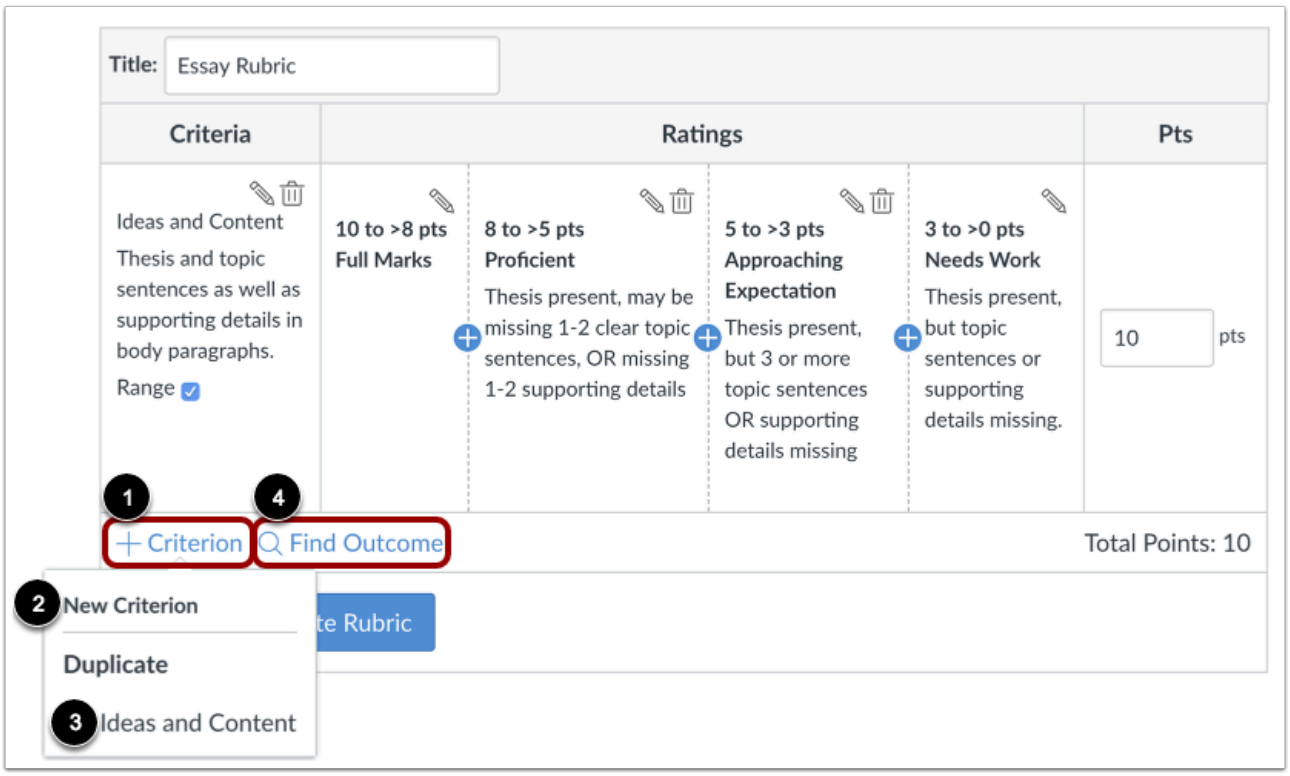


To edit a rating, click the **Edit** icon [1]. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

To delete a rating, click the rating's **Delete** icon [2]. Note that you cannot delete the first and last rating for the criterion.

To delete the entire criterion, click the criterion **Delete** icon [3].

Add Criterion



To add another criterion, click the **Add Criterion** link [1]. To create a new criterion, click the **New Criterion** option [2]. To duplicate an existing criterion, click the name of the criterion you want to duplicate [3].

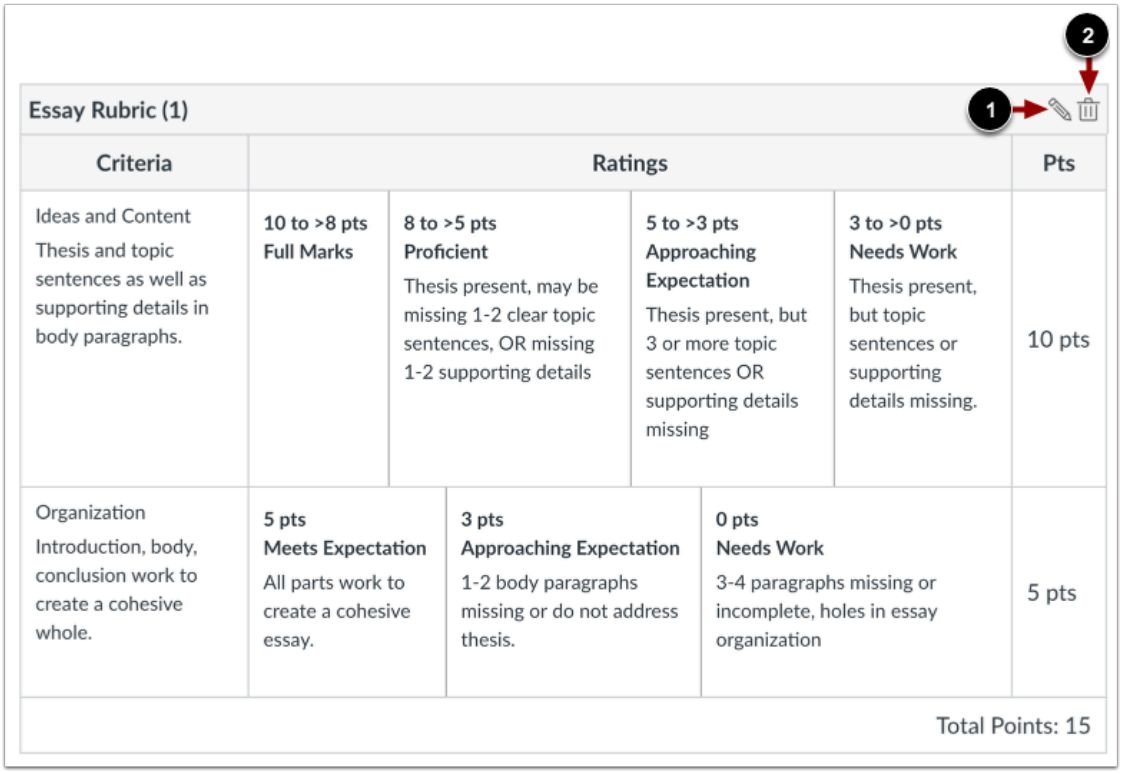
To find an outcome to align with the rubric, click the **Find Outcome** link [4].

Note: Outcomes cannot be edited directly in a rubric.

Create Rubric

Click the **Create Rubric** button.

View Rubric



View the new rubric.

To edit the rubric, click the **Edit** icon [1]. To delete the rubric, click the **Delete** icon [2].

How do I align an outcome with a rubric in a course?

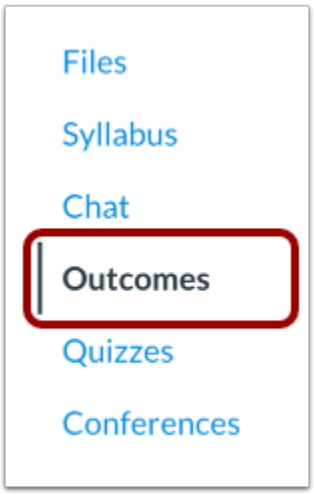
You can align any outcome in your course to a rubric. Rubrics are used to help students understand expectations for an assignment and how their submissions will be graded. Outcomes can be aligned with a rubric for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

Notes:

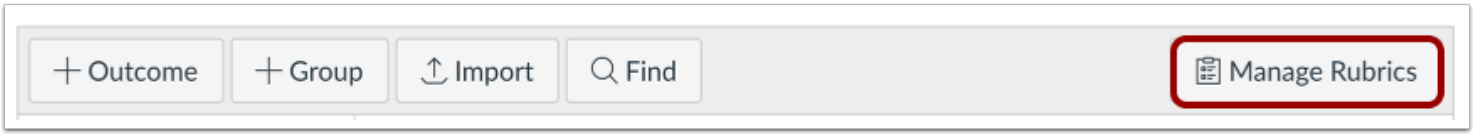
- Outcomes can be added to rubrics, but rubrics cannot be added to outcomes.
- Rubrics cannot be edited once they have been added to more than one assignment in a course.

Open Outcomes



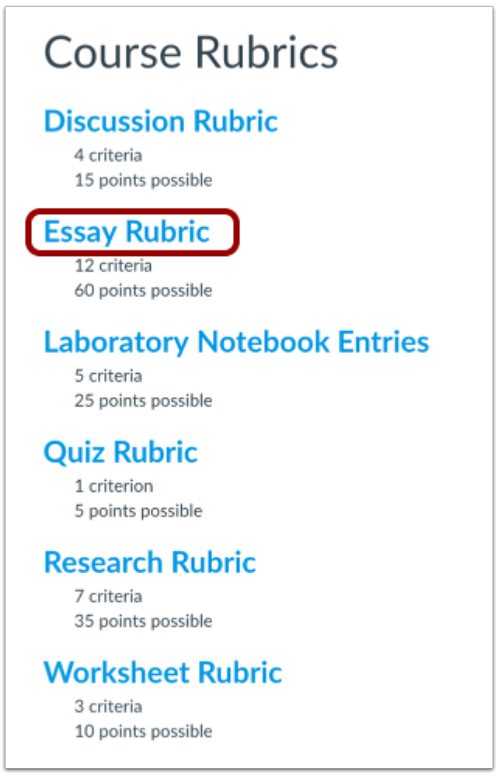
In Course Navigation, click the **Outcomes** link.

Manage Rubrics



Click the **Manage Rubrics** button.

Open Rubric



Click the name of a rubric.

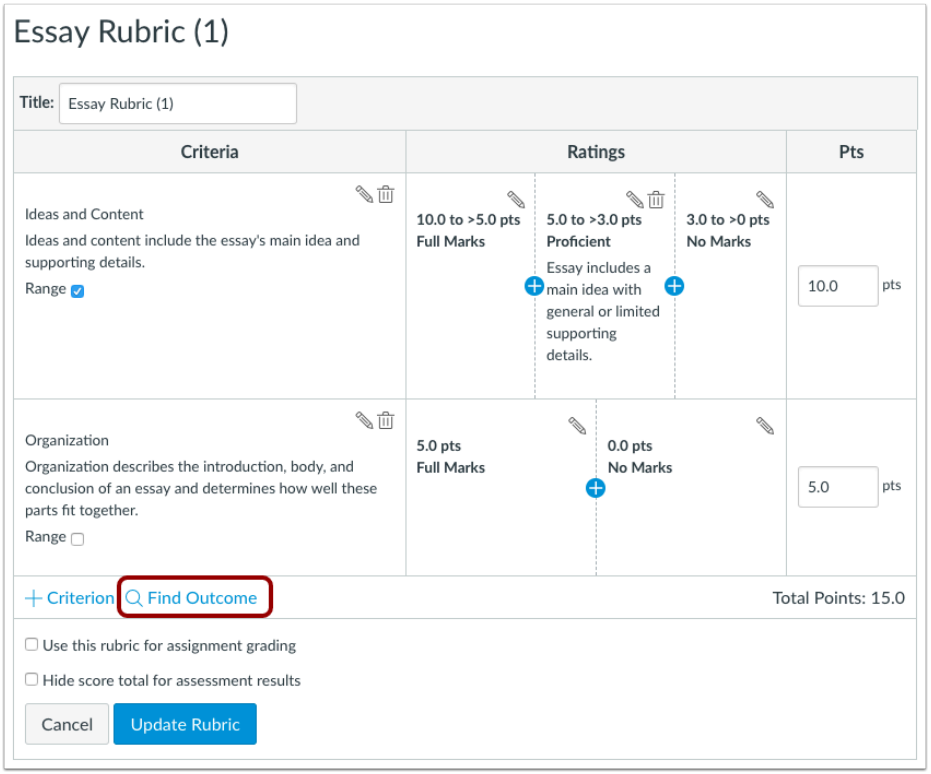
Create Rubric

To create a new rubric, click the **Add Rubric** button.

Edit Rubric

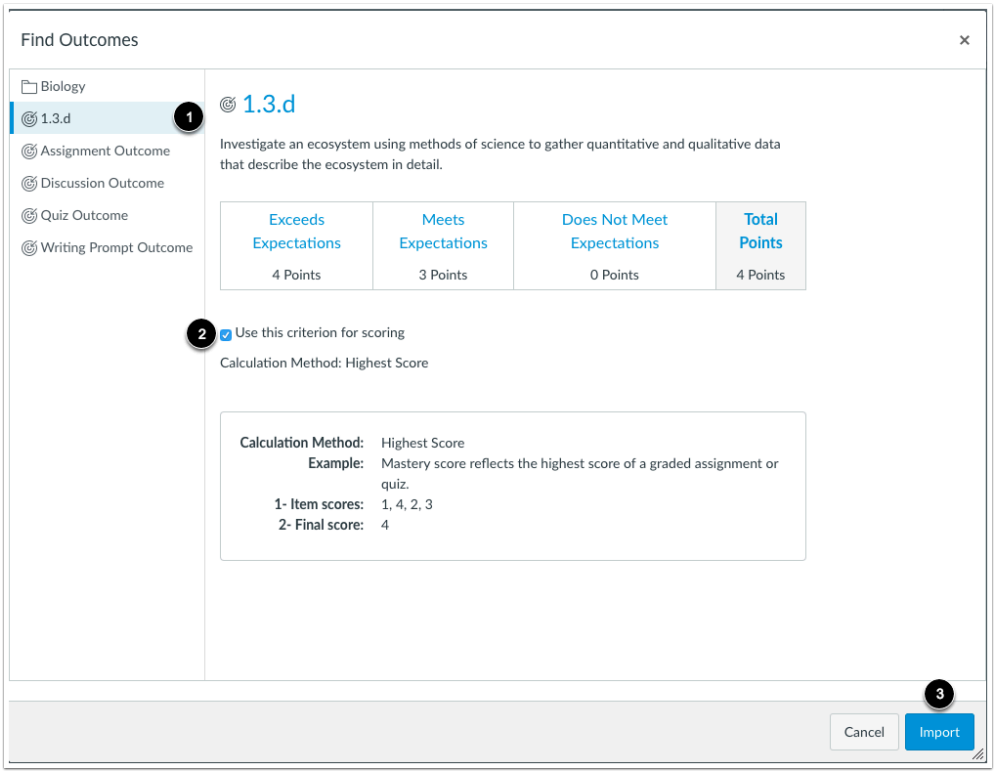
Click the **Edit Rubric** button.

Find Outcome



Click the **Find Outcome** link.

Import Outcome



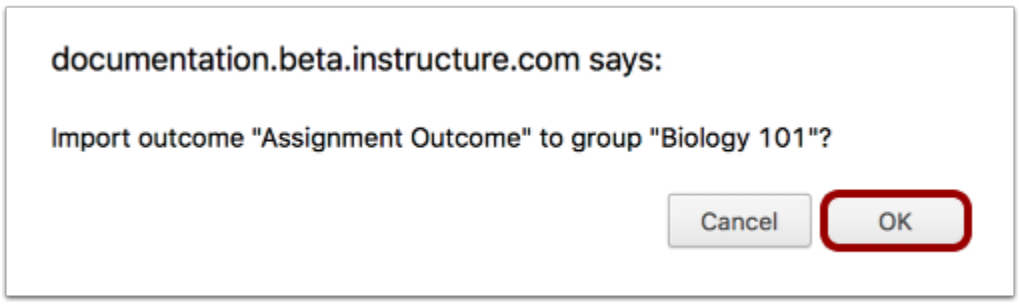
Locate and select the outcome you want to align [1].

If you want to use the criterion for scoring, click the **Use this criterion for scoring** checkbox [2]. Selecting this checkbox displays the point value of the criterion directly in the rubric and contributes to the overall rubric point value. However, if this checkbox is not selected, the point value wil not be factored into the rubric. The criterion point value will not be displayed after the rubric is updated.

Click the **Import** button [3].

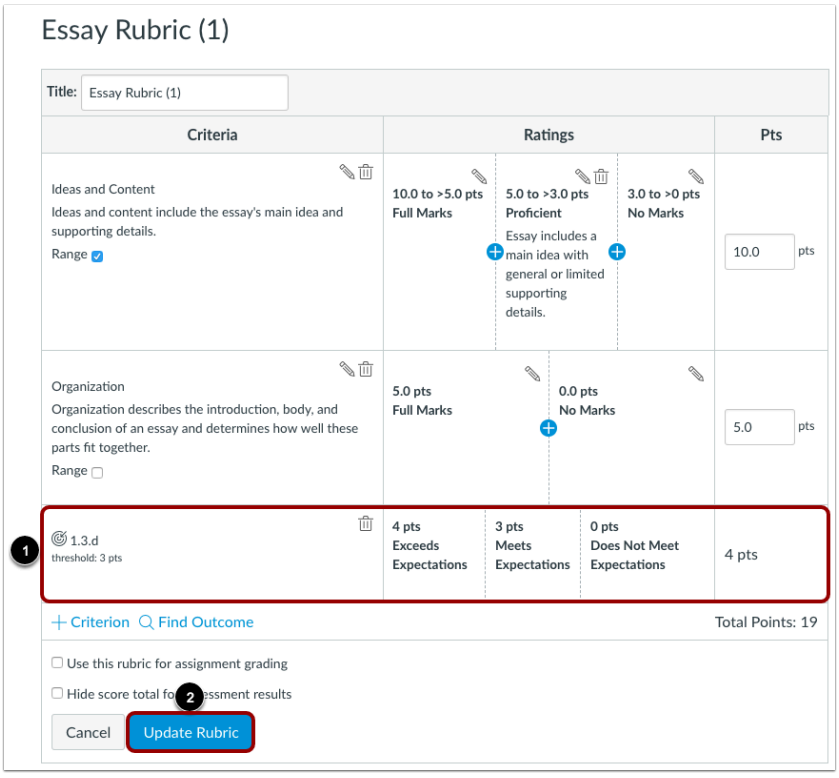
Note: Available outcomes may vary by institution.

Confirm Import



Click the **OK** button.

Update Rubric



View the aligned outcome [1]. Click the **Update Rubric** button [2].

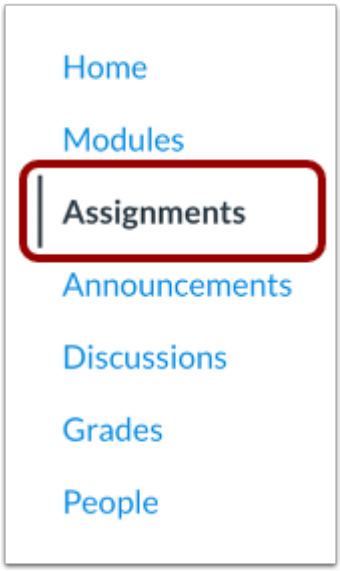
How do I add a rubric to an assignment?

You can add a rubric to an assignment to help students understand expectations for the assignment and how you intend to score their submissions. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to assignments, rubrics can also be added to graded discussions and quizzes.

Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Note: When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.

Open Assignments

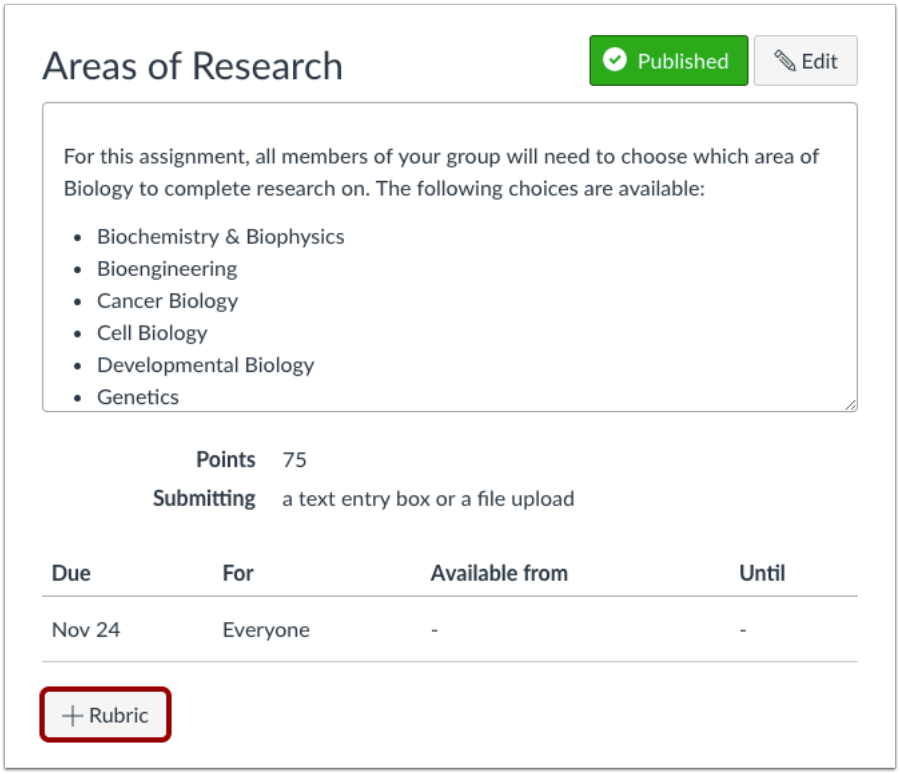


In Course Navigation, click the **Assignments** link.

Open Assignment

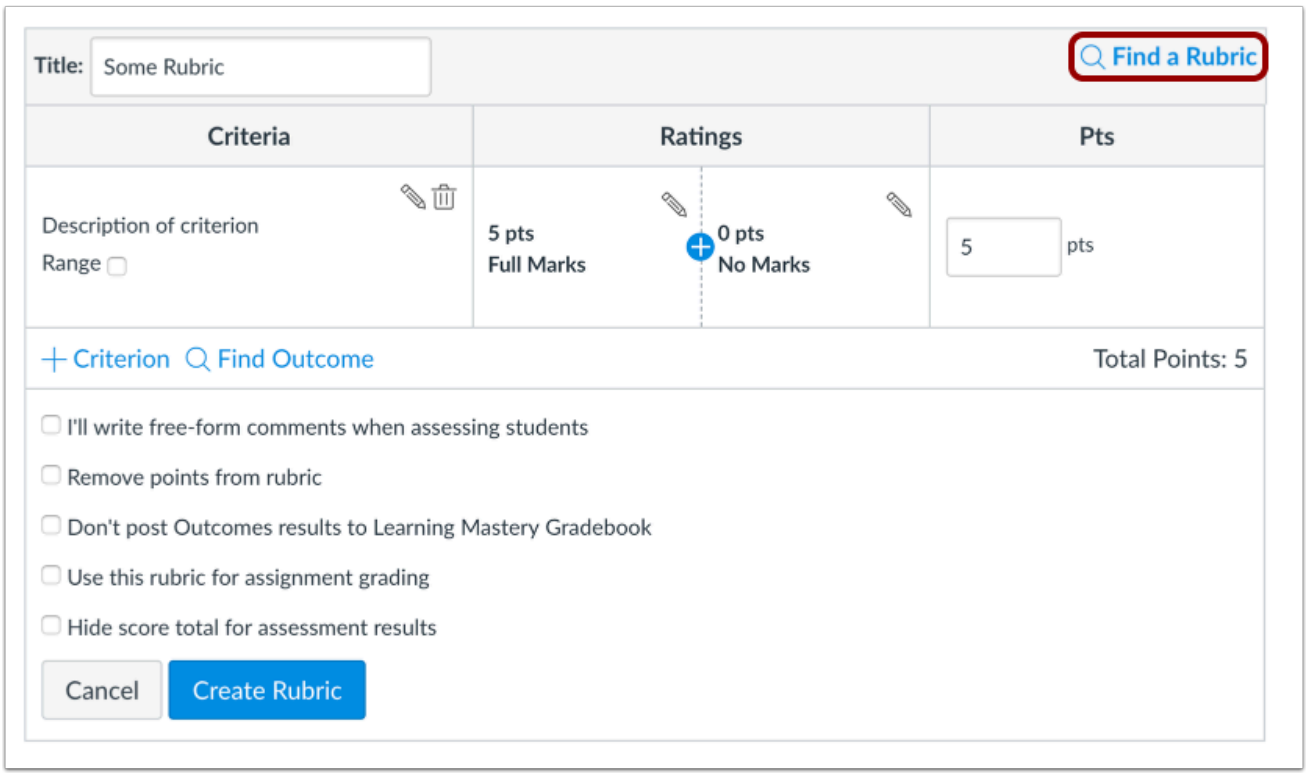
Click the name of the assignment.

Add Rubric



Click the **Add Rubric** button.

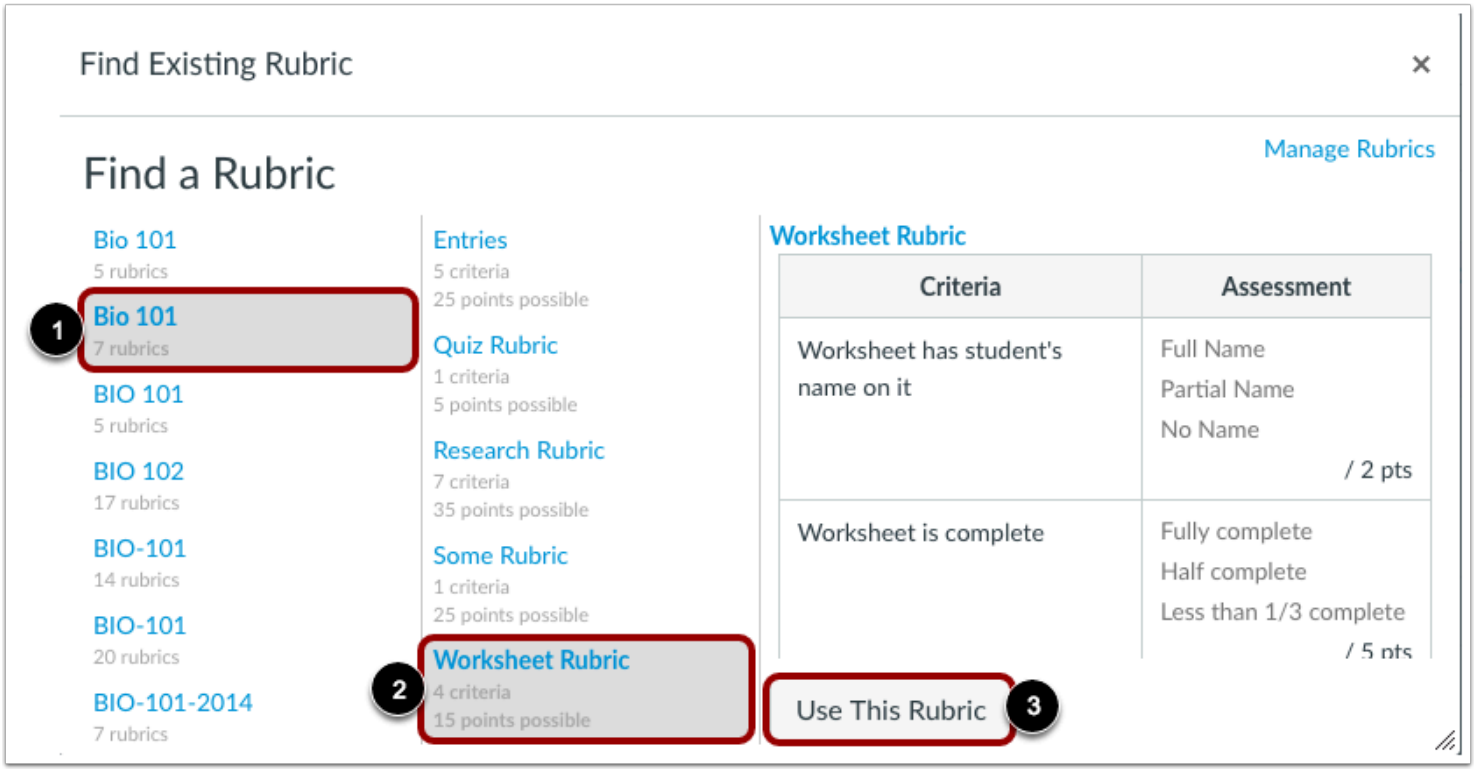
Find a Rubric



To find an existing rubric, click the **Find a Rubric** link.

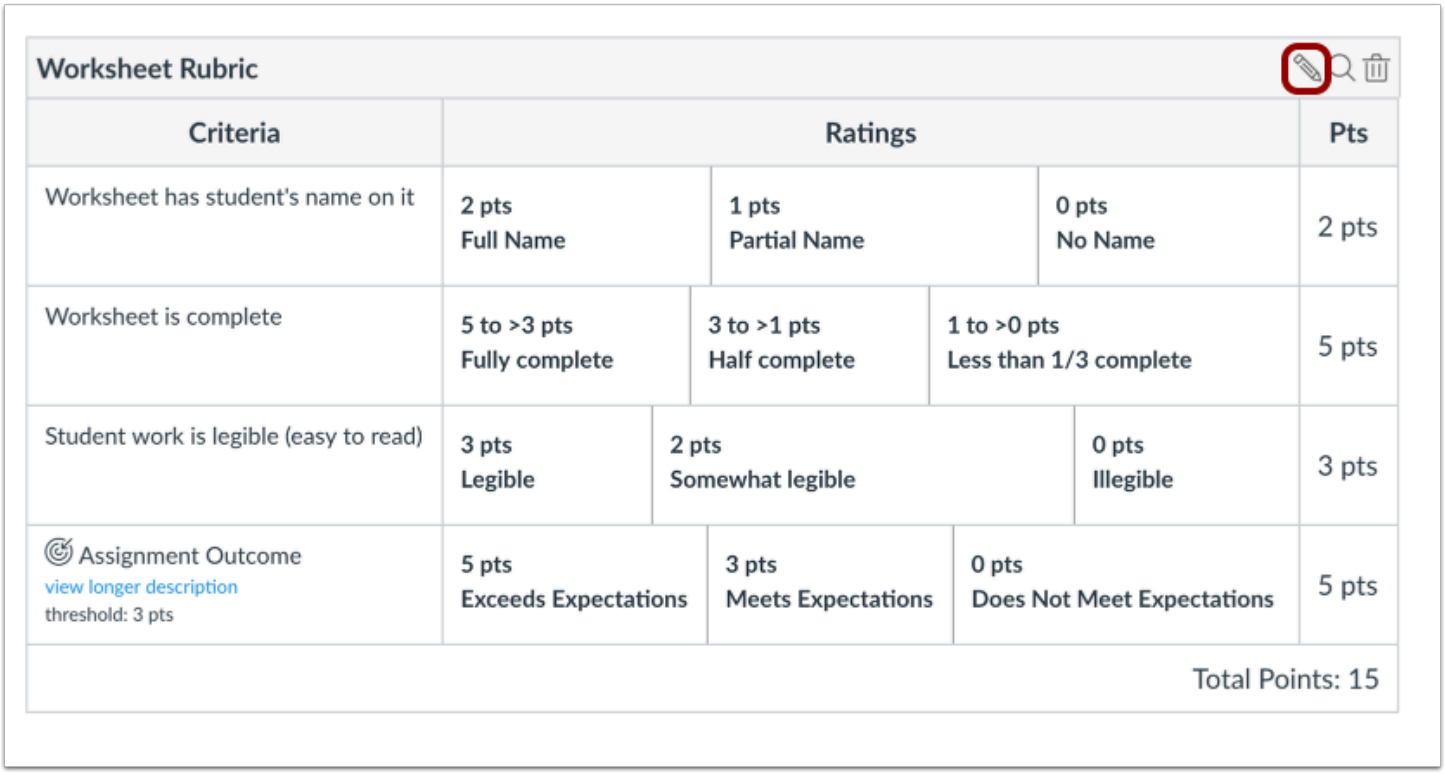
You can find rubrics that were created in previous assignments as well as rubrics created in other courses where you have an instructor role.

Select Rubric



In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the assignment, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

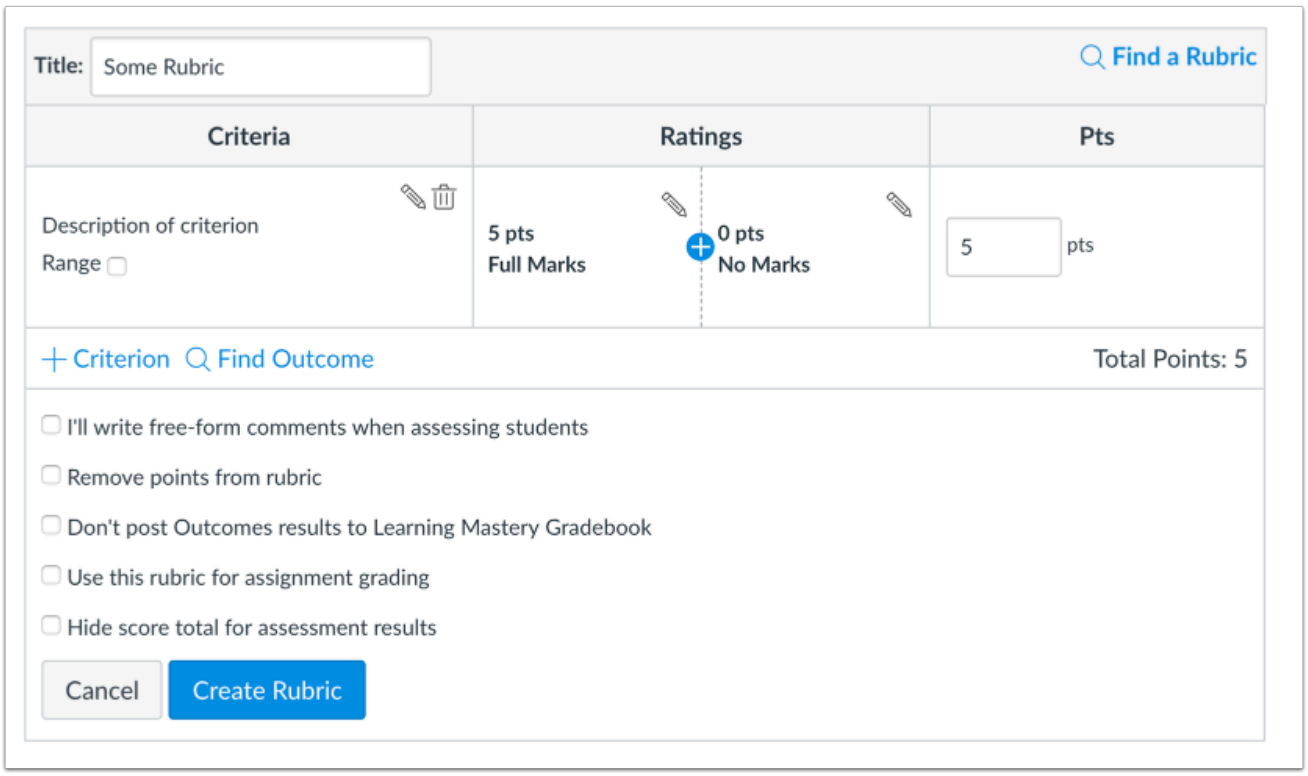
Edit Rubric



To edit an unused rubric or to select rubric settings, click the **Edit** icon.

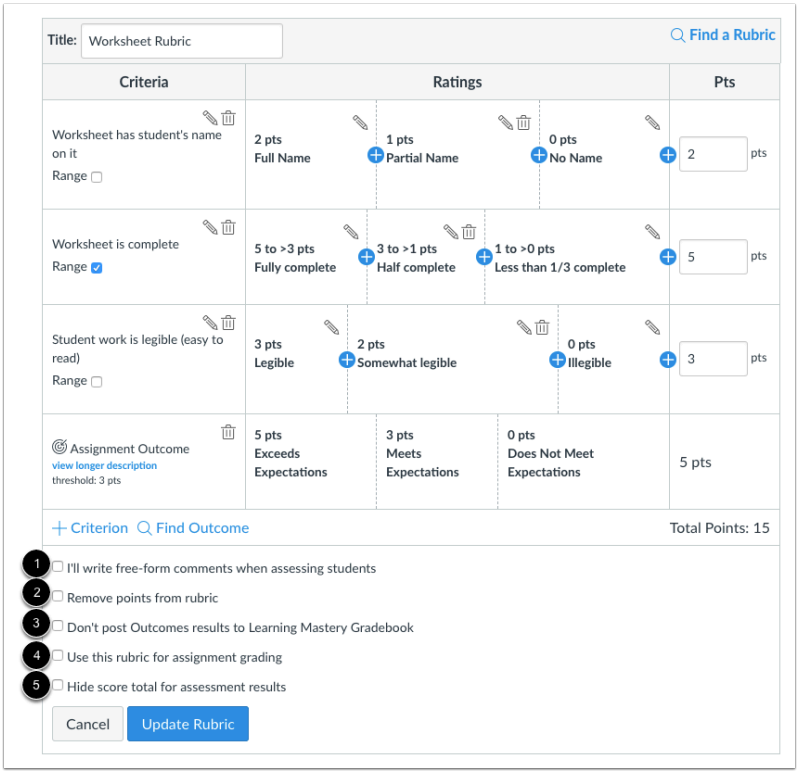
Note: When editing a rubric, you can remove associated outcome criteria. However, outcome criteria can only be edited from the Outcomes page.

Create New Rubric



If you can't find an existing rubric to use for the assignment, you can create a new rubric for your assignment. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results to be posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you want to use the rubric for grading in SpeedGrader, select the **Use this rubric for assignment grading** checkbox [4].

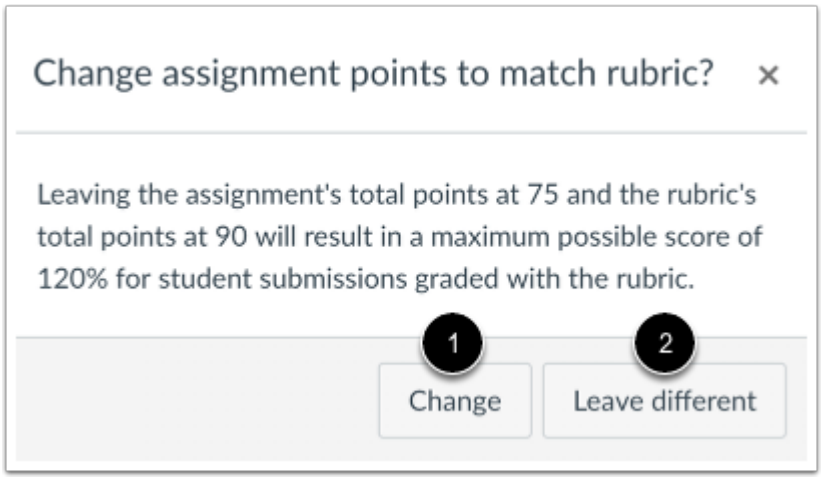
If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [5]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading.

Save Rubric

Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

Adjust Scoring Points

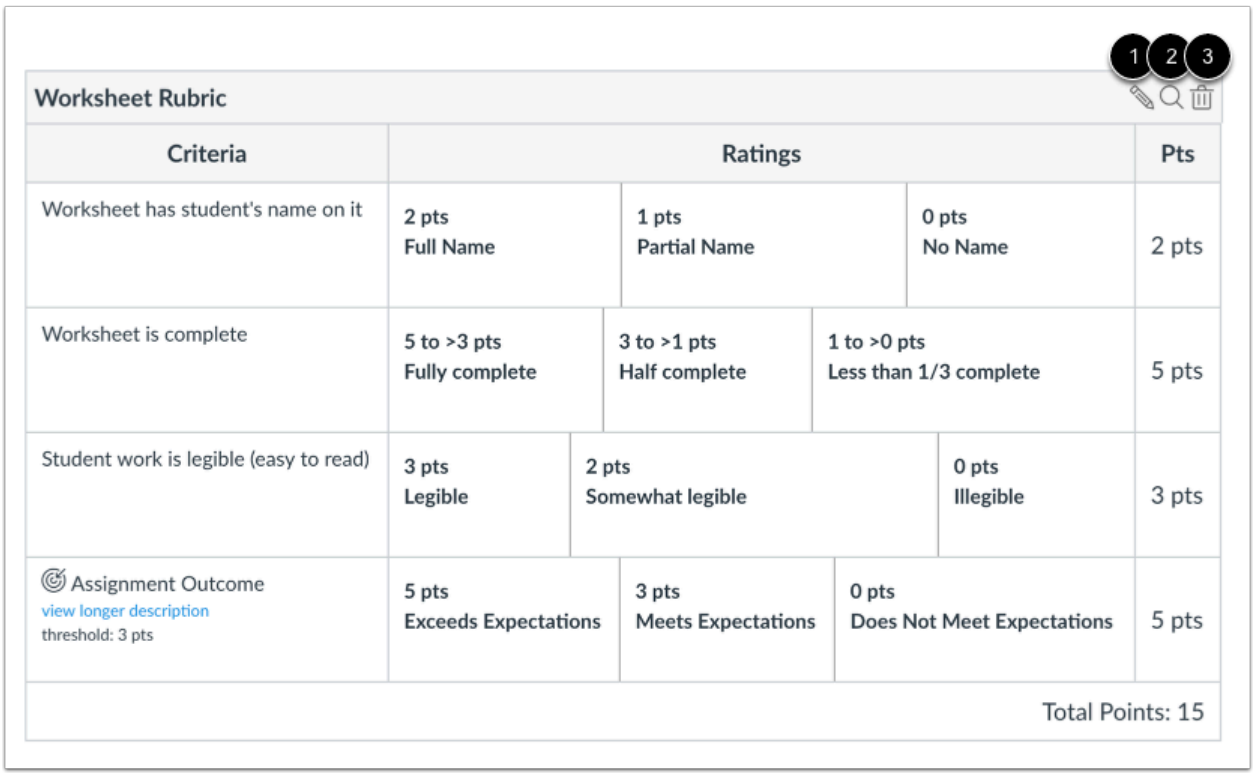


If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button[2].

View Rubric



View the rubric for the assignment.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the assignment, click the **Delete** icon [3].

Copy Rubric

If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the assignment. If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student submissions that may have already been graded with the original rubric.

The copied rubric will also be saved in the course rubrics list for future use.

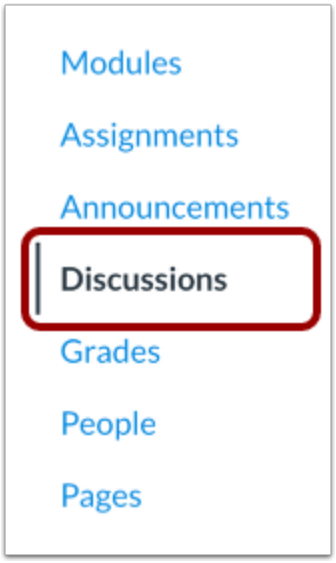
Note: A rubric linked to multiple assignments will not be copied if the only change made is to use the rubric for assignment grading.

How do I add a rubric to a graded discussion?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to graded discussions, rubrics can also be added to assignments and quizzes.

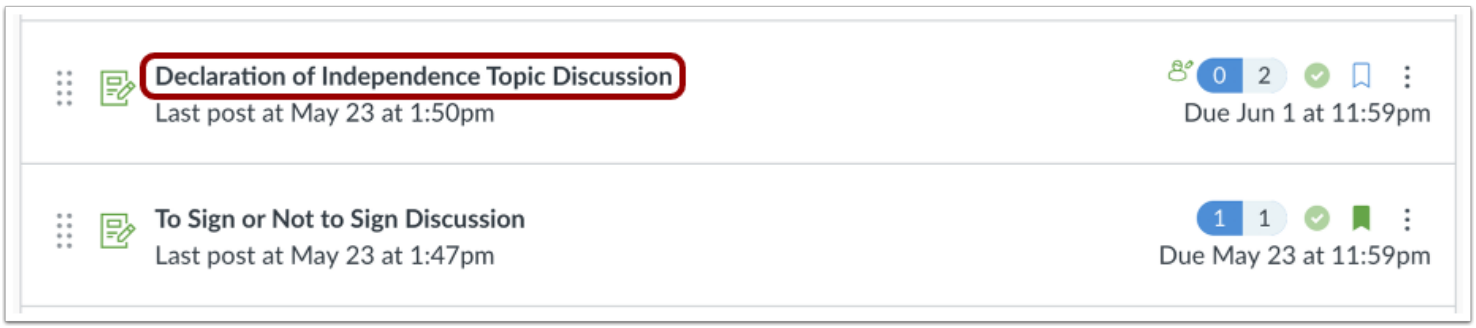
Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Open Discussions



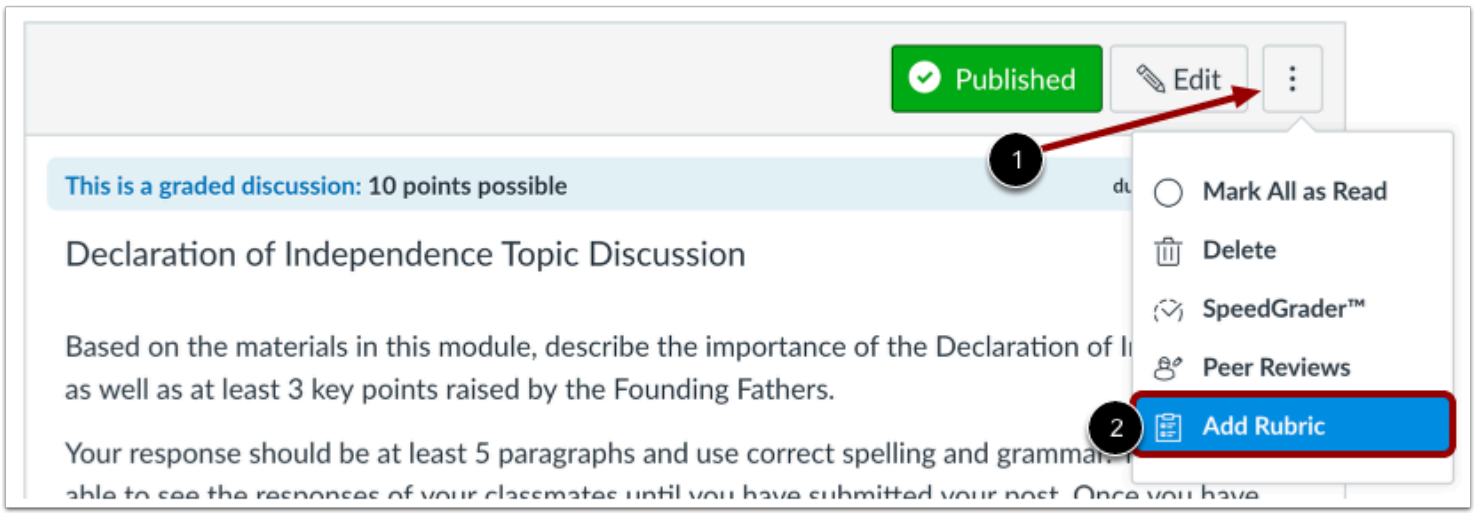
In Course Navigation, click the **Discussions** link.

Open Discussion



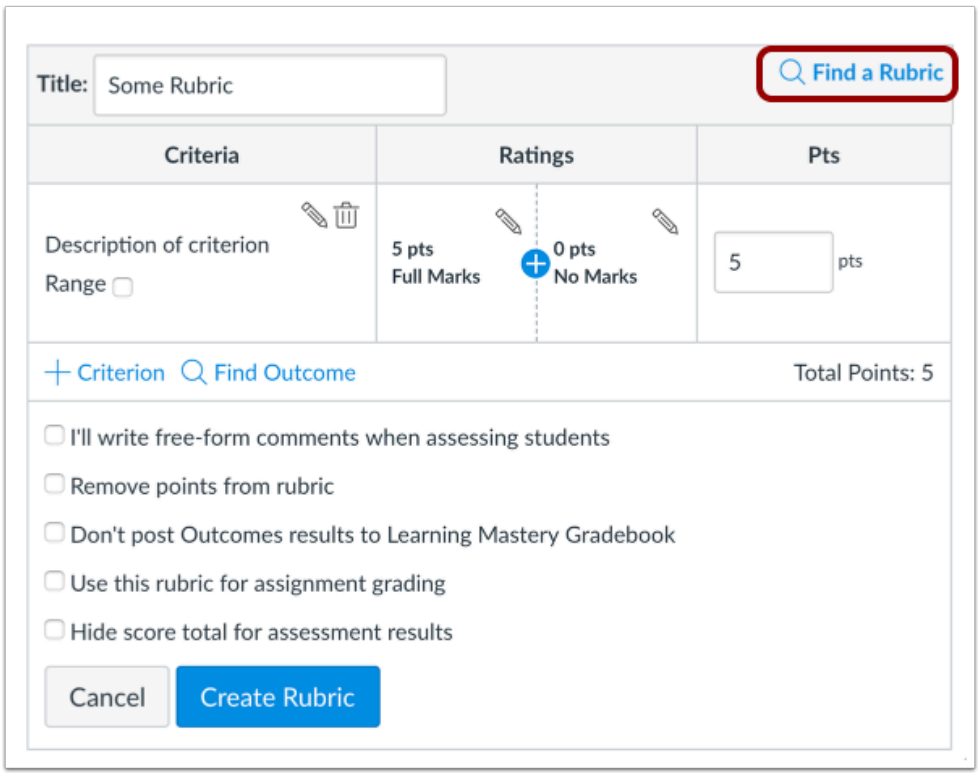
Click the name of the graded discussion

Add Rubric



Click the **Options** icon [1] and select the **Add Rubric** option [2].

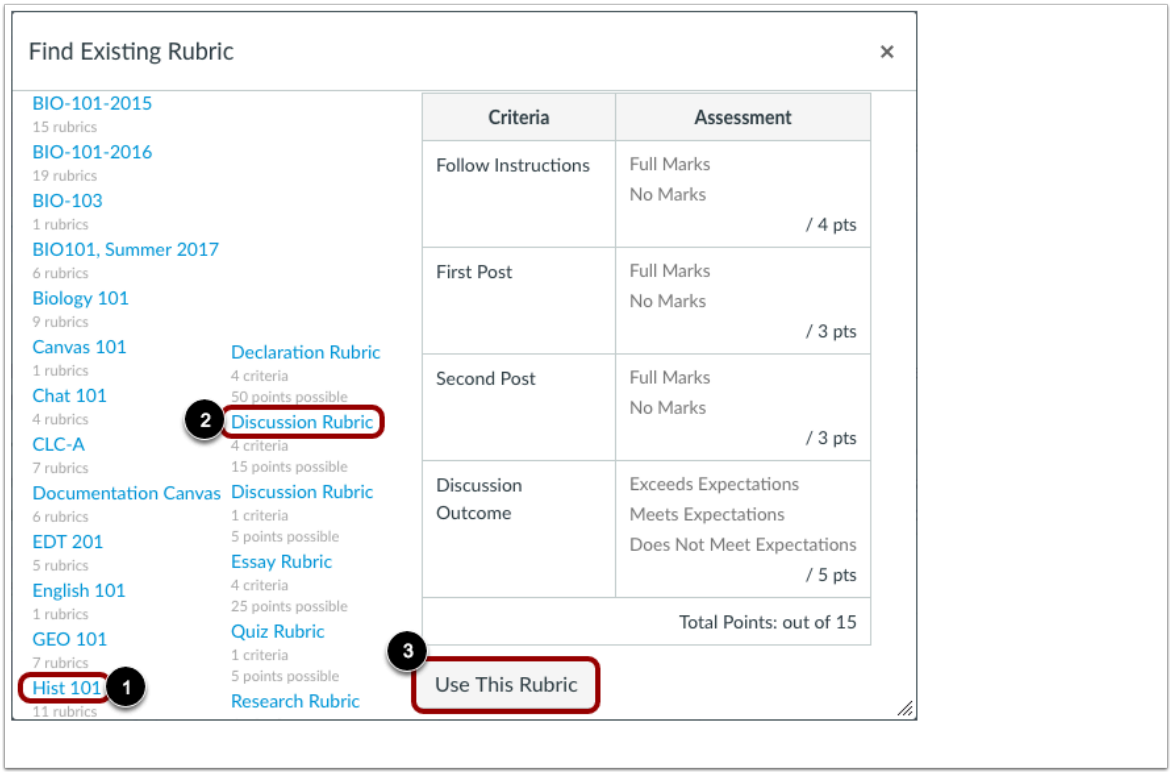
Find a Rubric



To find an existing rubric, click the **Find a Rubric** link.

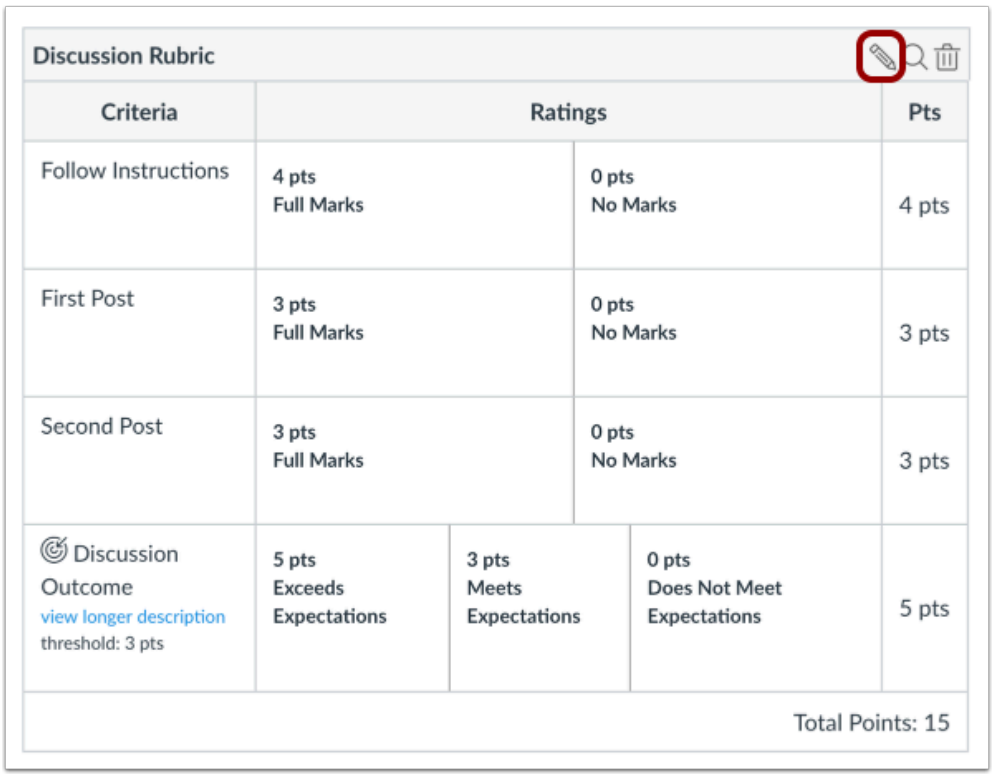
You can find rubrics that were created in previous graded discussions as well as rubrics created in other courses where you have an instructor role.

Select Rubric



In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the graded discussion, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

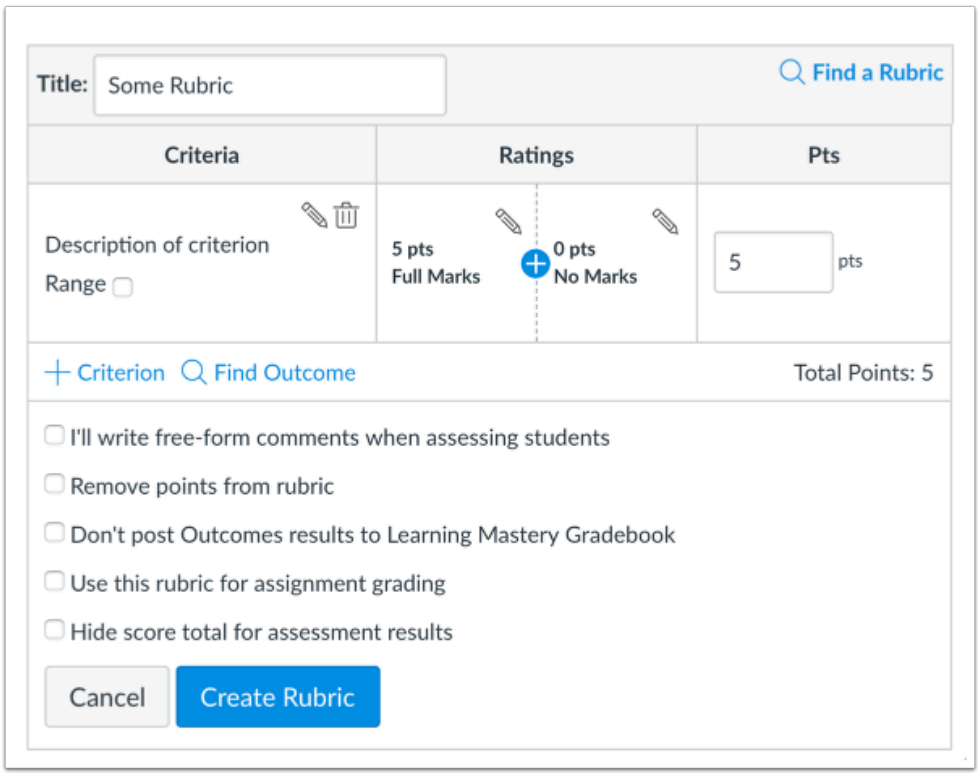
Edit Rubric



To edit an unused rubric or to select rubric settings, click the **Edit** icon.

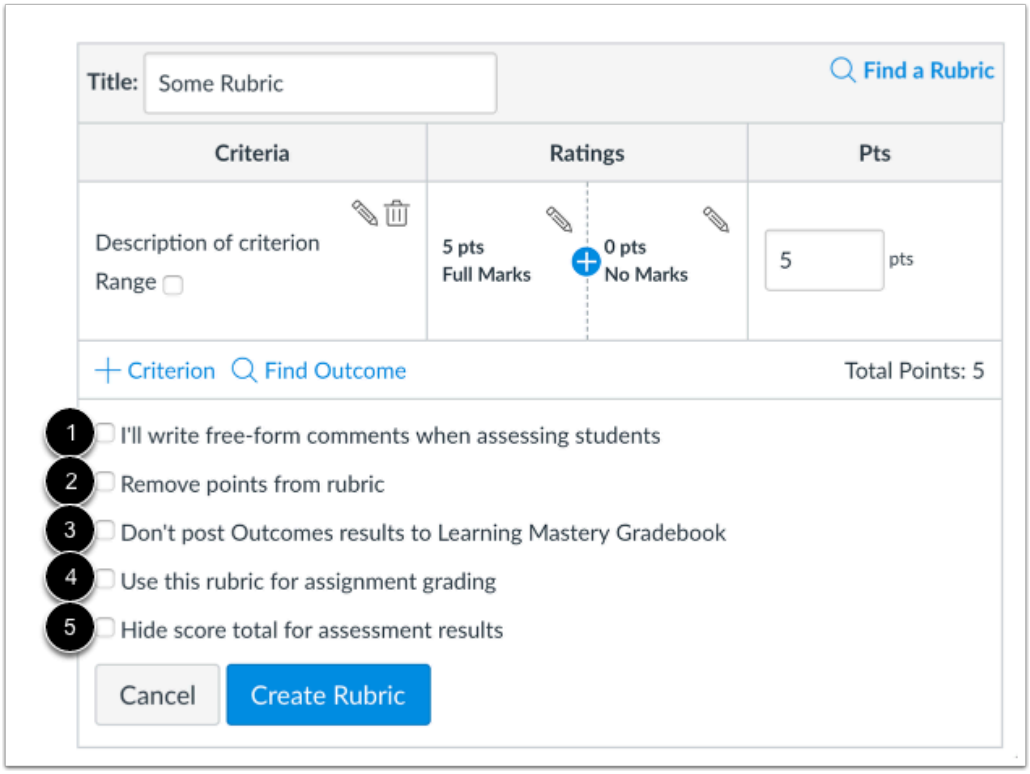
Note: When editing a rubric, you can remove associated outcome criteria. However, outcome criteria can only be edited from the Outcomes page.

Create New Rubric



If you can't find an existing rubric to use for the graded discussion, you can create a new rubric for your graded discussion. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

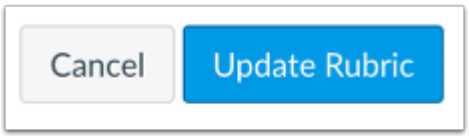
If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results to be posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you want to use the rubric for grading in SpeedGrader, select the **Use this rubric for assignment grading** checkbox [4].

If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [5]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading and only applies to students when they view rubrics from the Grades page.

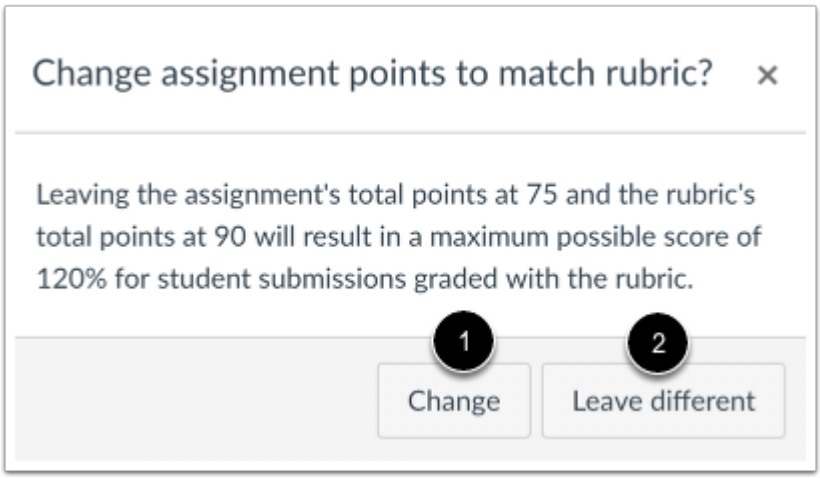
Save Rubric



Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

Adjust Scoring Points

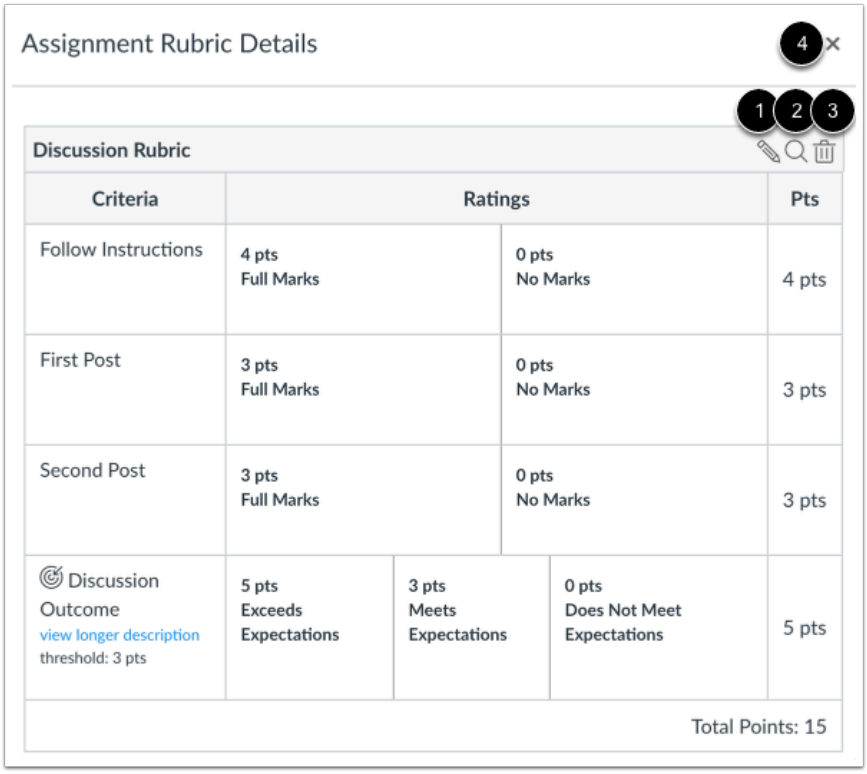


If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button [2].

View Rubric



View the rubric for the graded discussion.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the graded discussion, click the **Delete** icon [3].

To close the rubric and return to the graded discussion, click the **Close** icon [4].

Copy Rubric

If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the graded discussion. If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student discussion replies that may have already been graded with the original rubric.

The copied rubric will also be saved in the course rubrics list for future use.

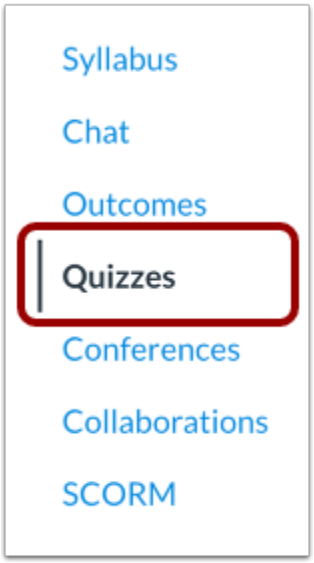
How do I add a rubric to a quiz?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to quizzes when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to quizzes, rubrics can also be added to graded discussions and assignments.

Notes:

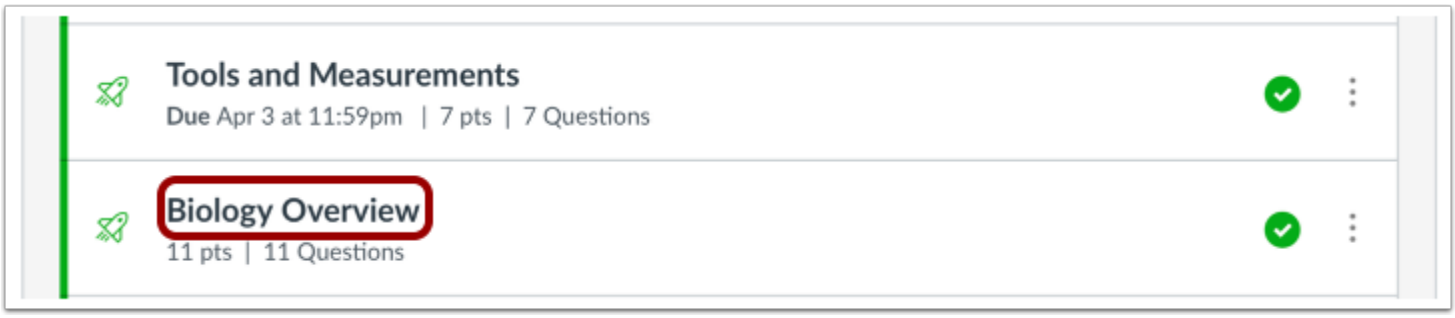
- You cannot use a rubric for grading in quizzes, since quiz scores are calculated based on the number of points assigned to each quiz question.
- You cannot add a rubric to a practice quiz or ungraded survey.

Open Quizzes



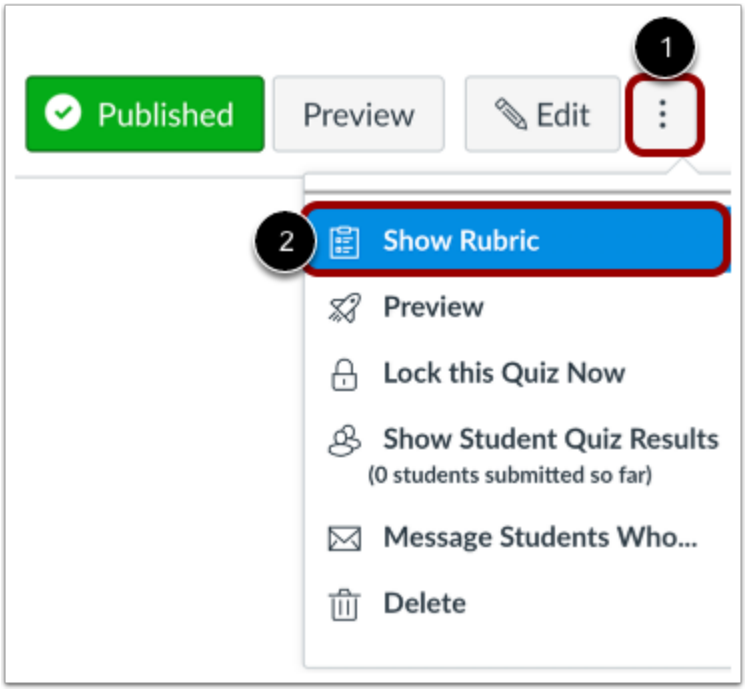
In Course Navigation, click the **Quizzes** link.

Open Quiz



Click the name of the quiz.

Show Rubric

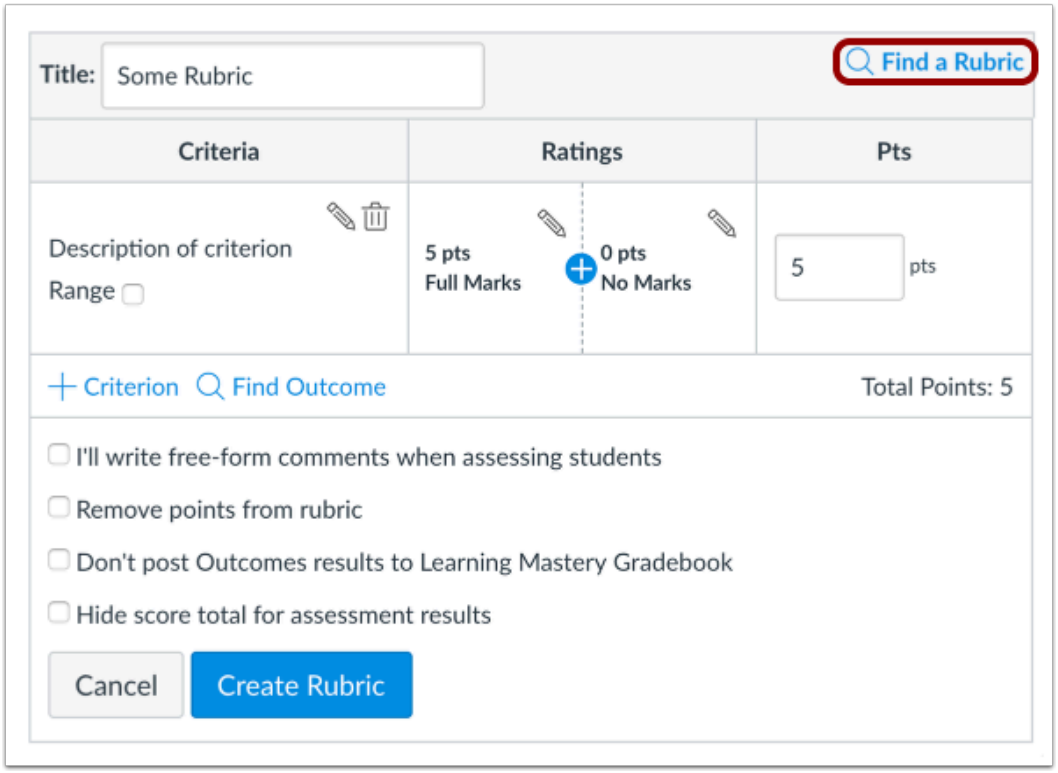


Click the **Options** icon [1] and select the **Show Rubric** link [2].

Add Rubric

Click the **Add Rubric** button.

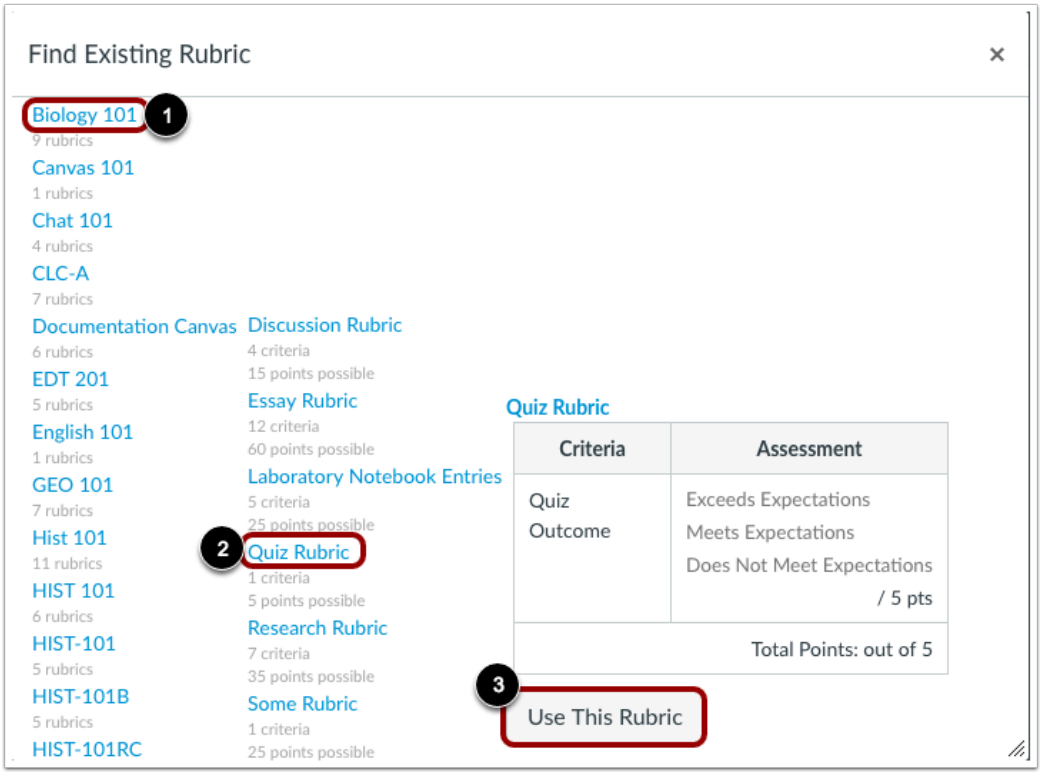
Find a Rubric



To find an existing rubric, click the **Find a Rubric** link.

You can find rubrics that were created in previous quizzes as well as rubrics created in other courses where you have an instructor role.

Select Rubric

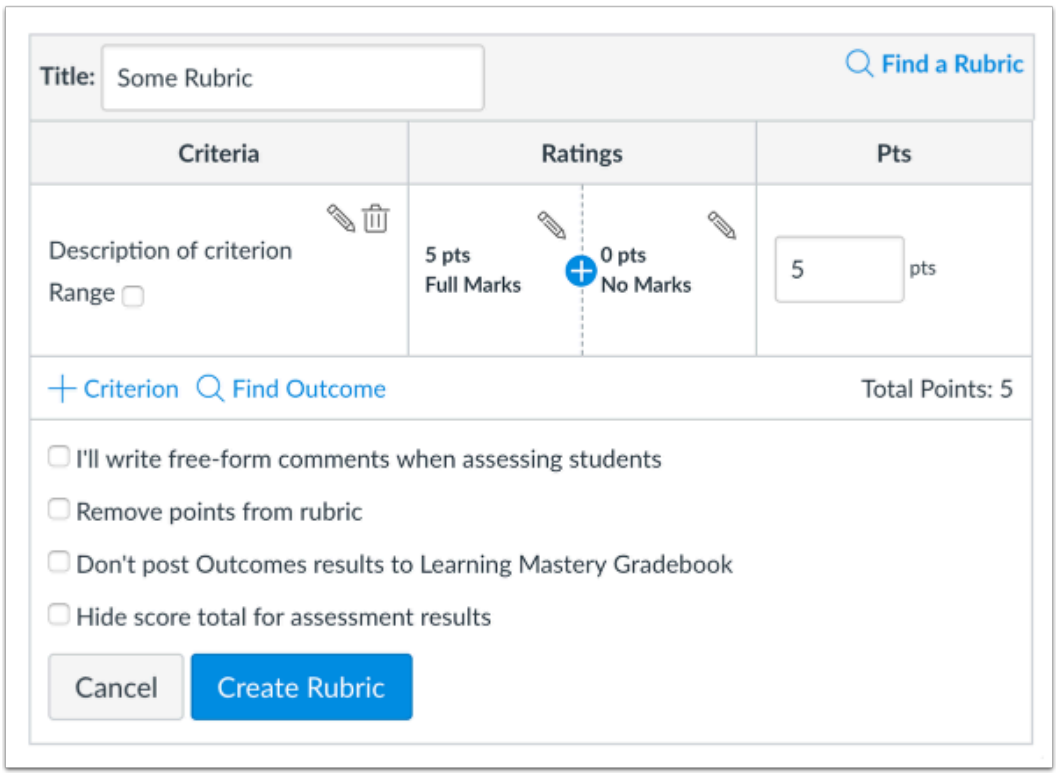


In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the quiz, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].

Edit Rubric

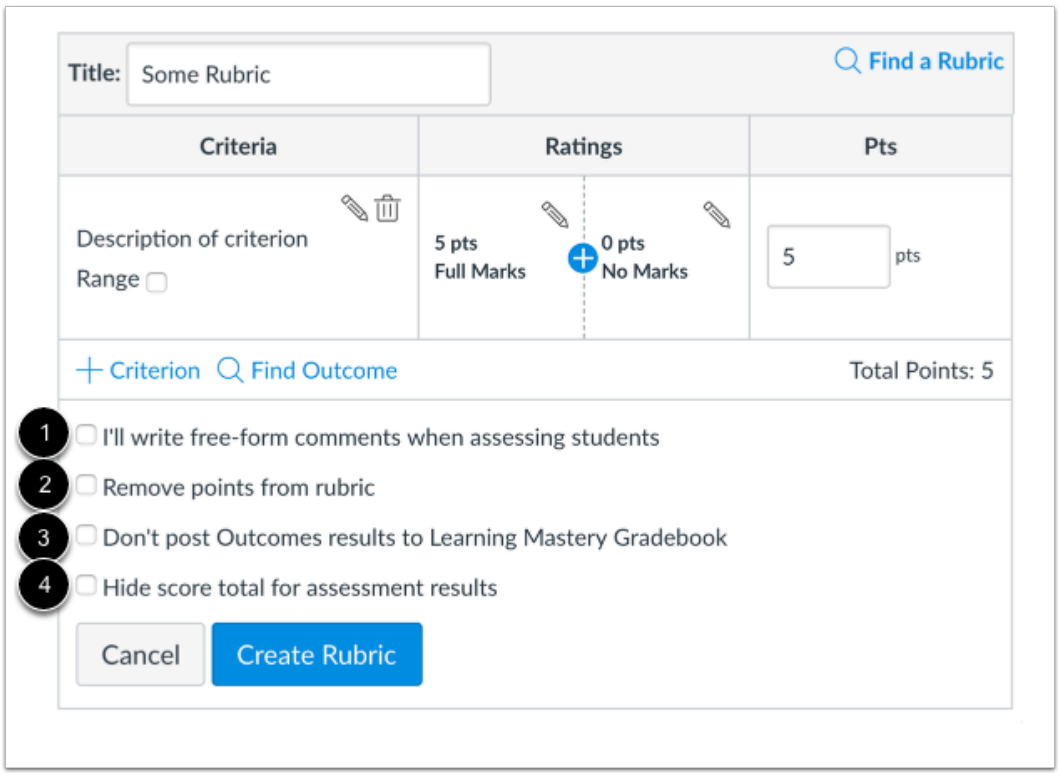
To reopen the rubric and select rubric settings, click the **Edit** icon.

Create New Rubric



If you can't find an existing rubric to use for the quiz, you can create a new rubric for your quiz. New rubrics are saved in your course for future use.

Select Rubric Settings



Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

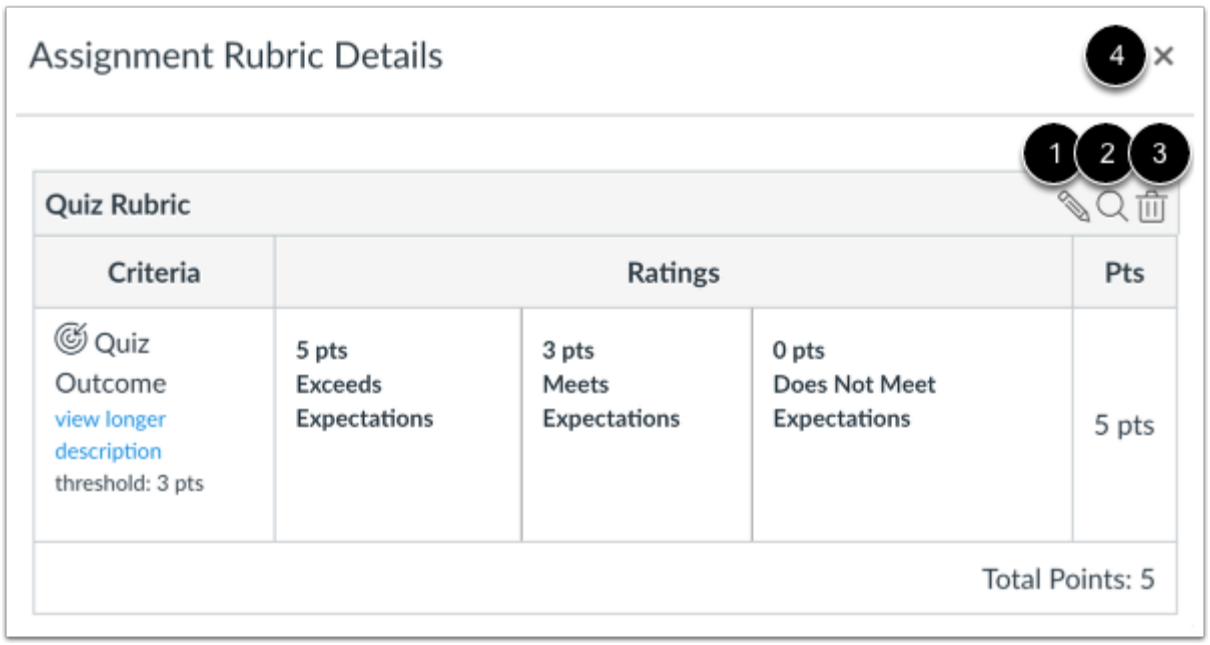
If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [4]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option applies to students when they view rubrics from the Grades page.

Save Rubric

Click the **Update Rubric** button.

Note: If you created a new rubric, the assignment will show the **Create Rubric** button.

View Rubric



View the rubric for the assignment.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the assignment, click the **Delete** icon [3].

To close the rubric and return to the quiz, click the **Close** icon [4].

Copy Rubric

If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the quiz.

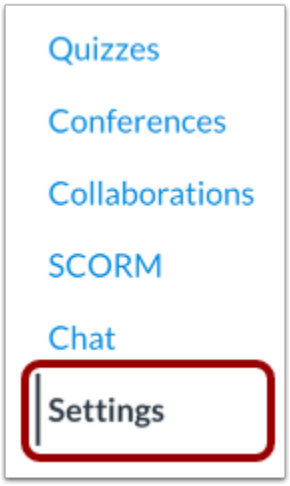
The copied rubric will also be saved in the course rubrics list for future use.

Settings

How do I use course settings?

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course. Depending on your permissions, you can edit differing levels of the course settings.

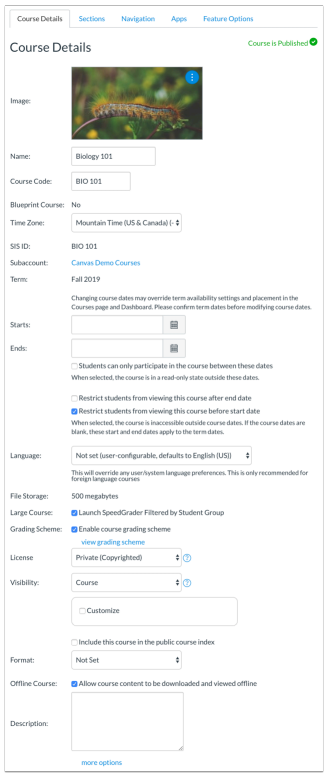
Open Settings



The settings portion of your course is only available to instructors.

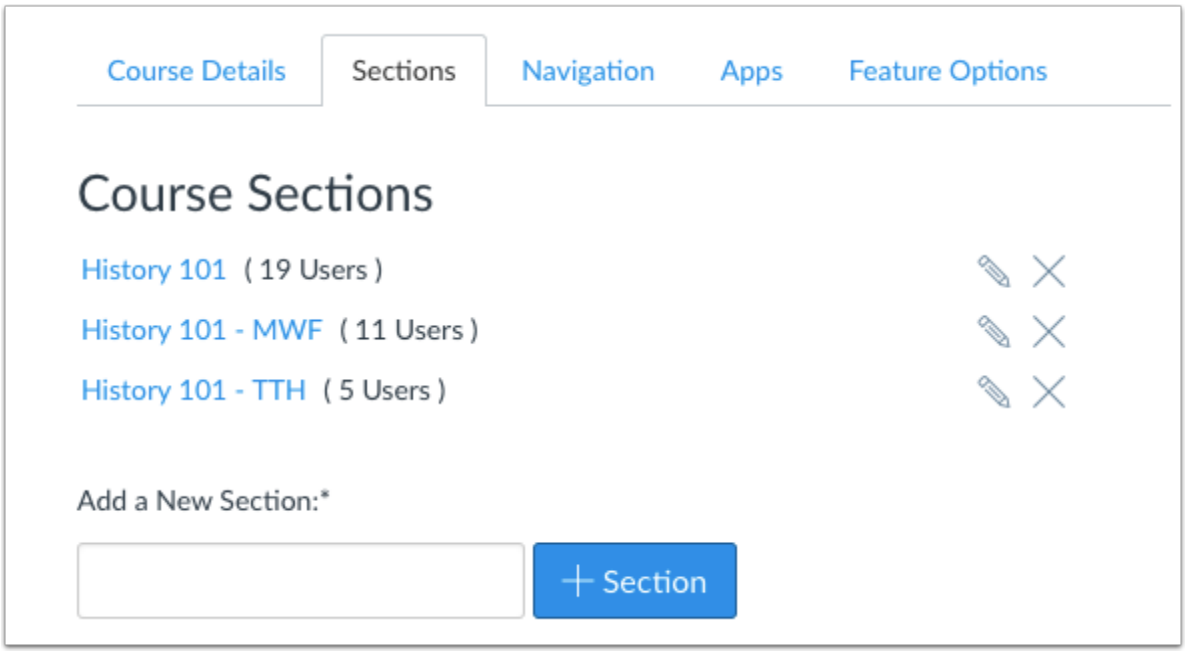
In Course Navigation, click the **Settings** link.

View Course Details



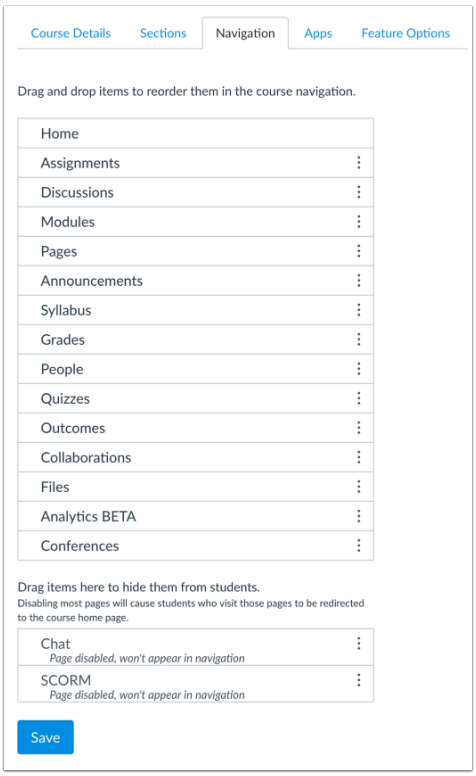
In the Course Details tab, you can view the details of your course including its name, what your quota is, and what license that you've attached to this content inside of your course. You can also view the course status. If the course cannot be unpublished, the hover text will notify you accordingly.

View Sections



In the Sections tab, you can add a section to your course and manage student section enrollments.

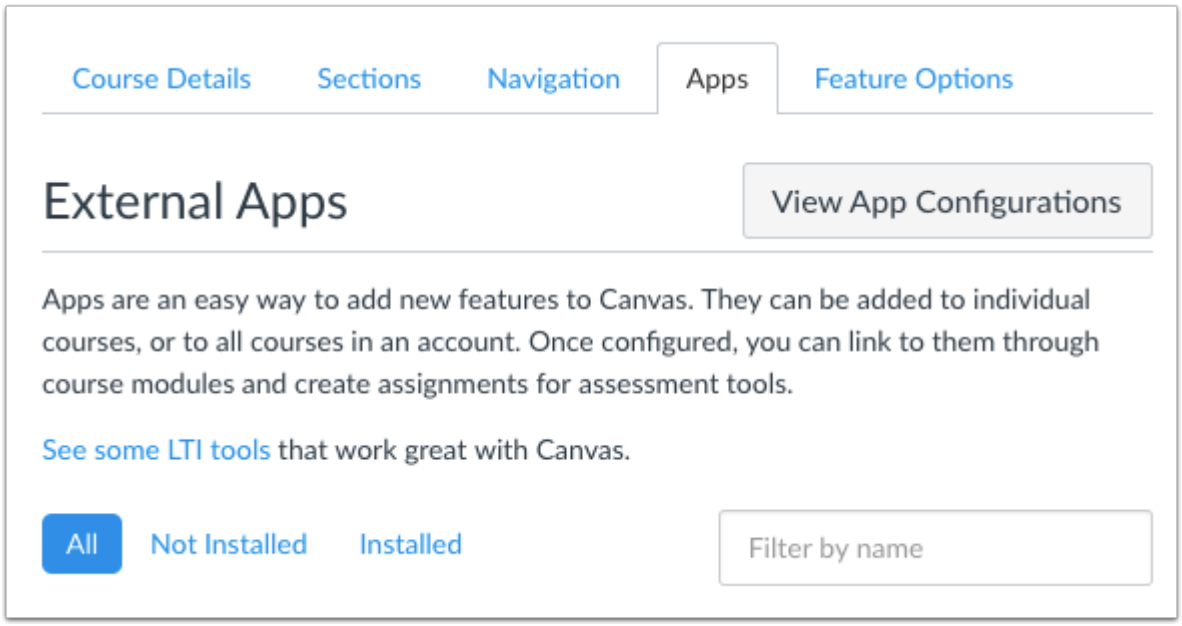
View Navigation



In the Navigation tab, you can modify the Content Navigation links listed in your course. You can drag and drop to reorder and hide course navigation links.

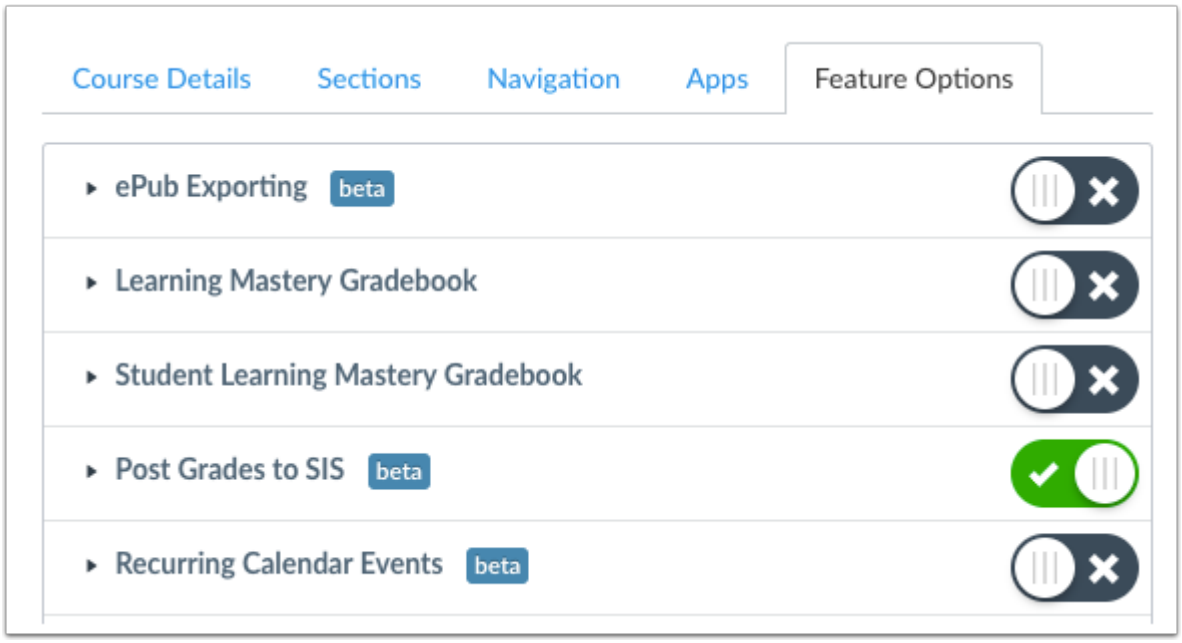
Any configured course navigation External Apps (LTI Tools) that appear in Course Navigation also appear here as well.

View Apps



If your institution has enabled the Canvas App Center, in the Apps tab you can view all available external learning tools in Canvas. However, you can also configure apps manually.

View Feature Options

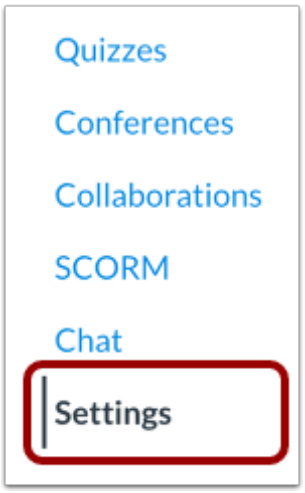


In the Feature Options tab, you can enable and disable Canvas features within your course as made available by your account admin.

How do I set details for a course?

As an instructor, you can manage the details in a Canvas course. The Course Settings page may allow you to manage the course identification details, course Dashboard image, Blueprint information (if any), file storage data, course grading scheme, course license, course visibility, course format, and other options available for the course.

Open Settings

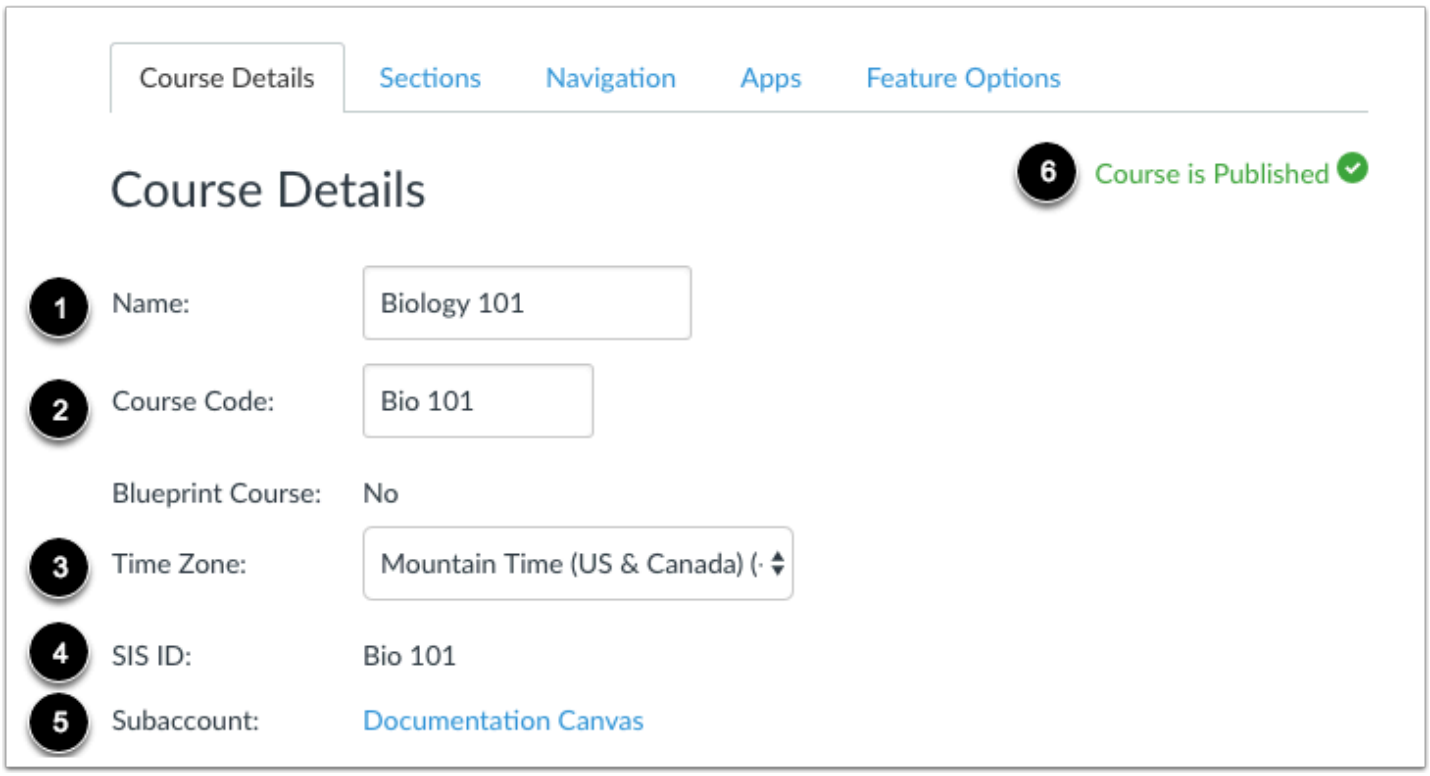


In Course Navigation, click the **Settings** link.

Open Course Details

Click the **Course Details** tab.

View Course Identification



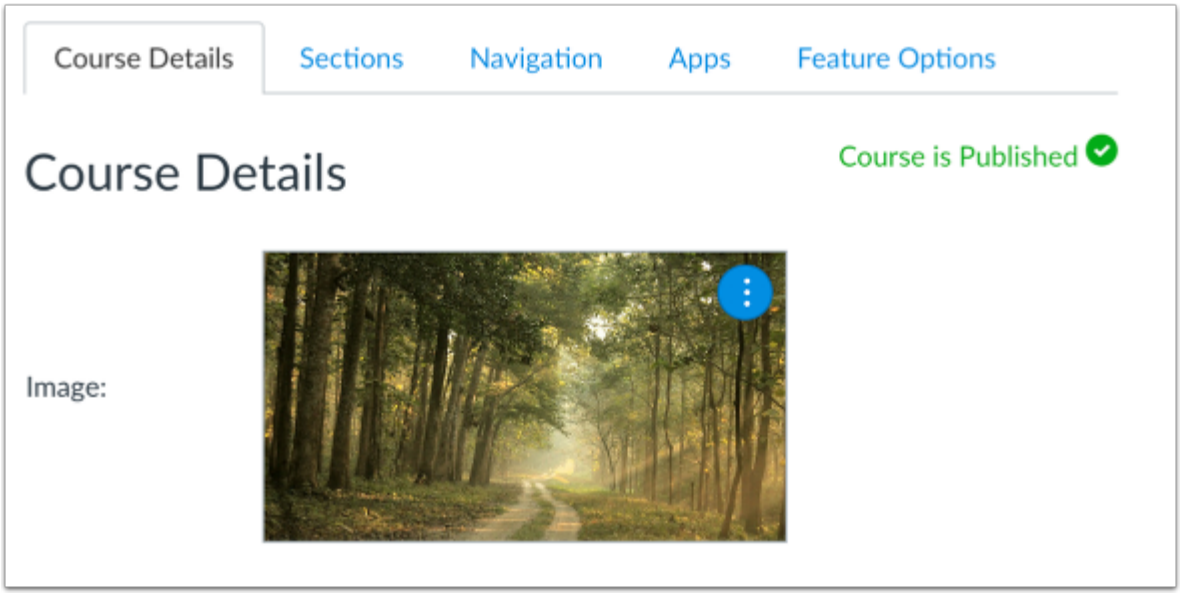
The first section of Course Details shows you an overview of your course, including the course name [1] and course code [2]. Depending on your institution, you may not be able to change your course name and code.

To change your course time zone, use the Time Zone drop-down menu [3].

If you can view SIS IDs, you can view the SIS ID for the course [4]. You can also view the assigned subaccount for the course [5].

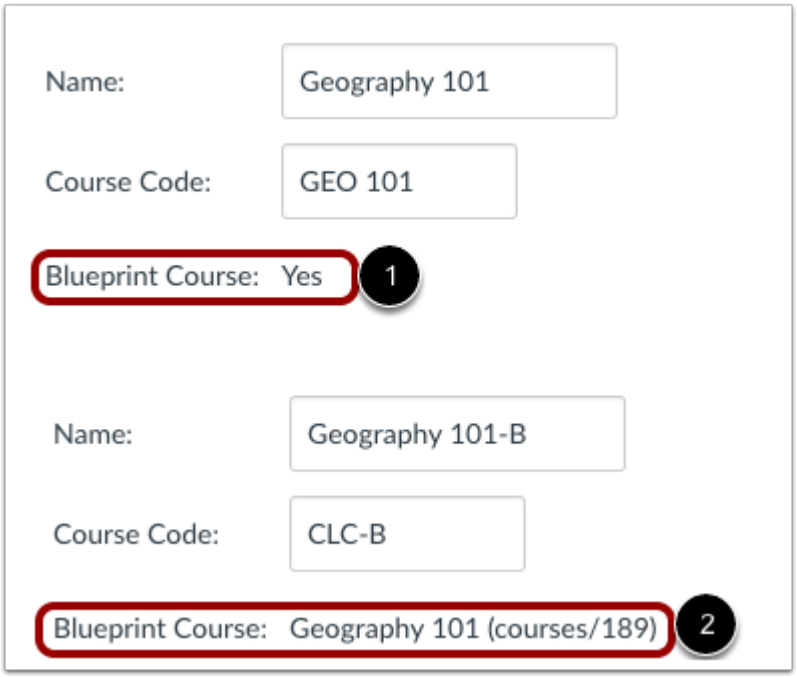
The Course Details page also shows the status of the course, published or unpublished [6].

View Course Image



If your institution allows you to add an image to a course card in the Dashboard, you can add or replace the course image.

View Blueprint Course

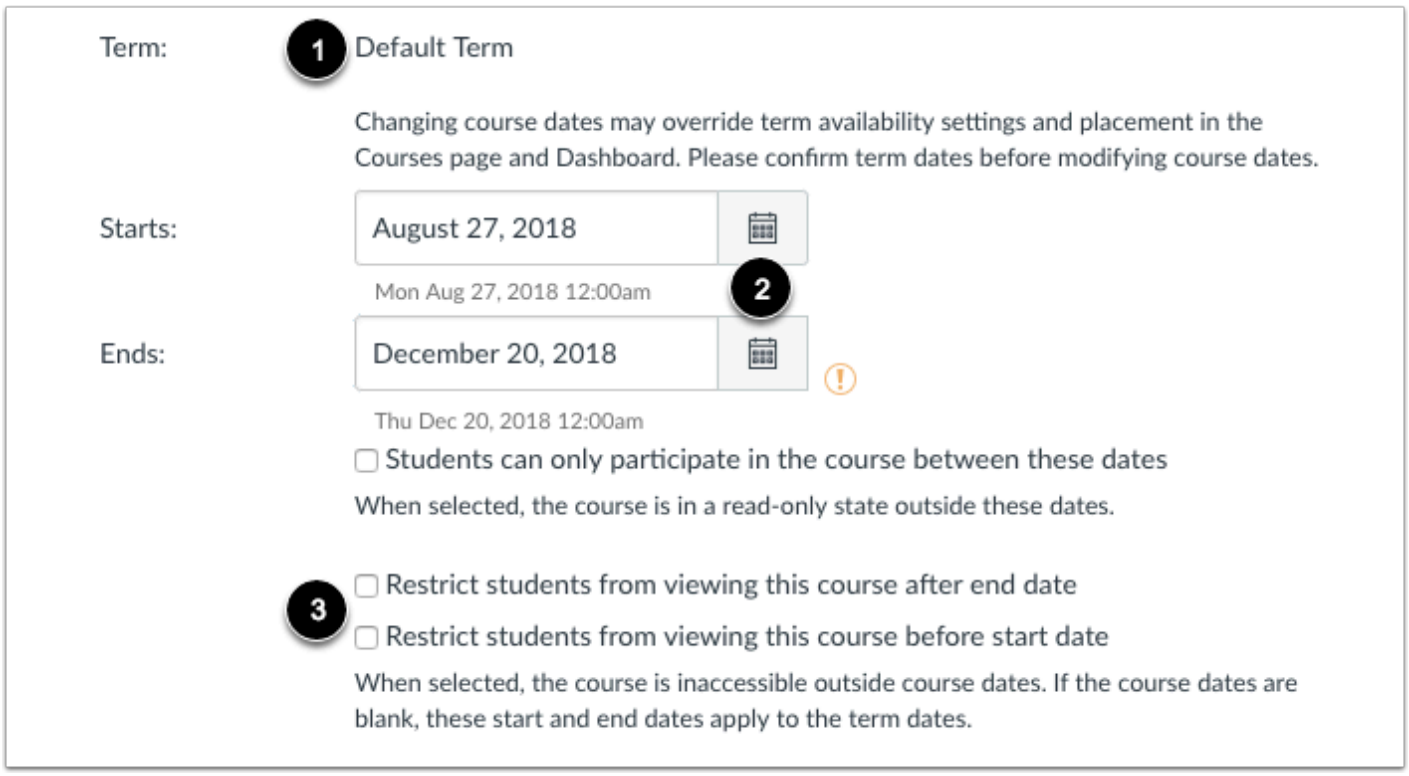


Your Course Details tab indicates whether the course has been enabled as a blueprint course and displays Yes or No [1].

If your course is associated with a blueprint course, your Course Details tab indicates the name of the blueprint course [2]. The course name also includes the course ID as a reference (e.g. courses/XXX). If you have been enrolled in the blueprint course as an instructor or TA, the name of the blueprint course will contain a link to access the blueprint course.

Most commonly, your course will be associated with a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

View Course Dates

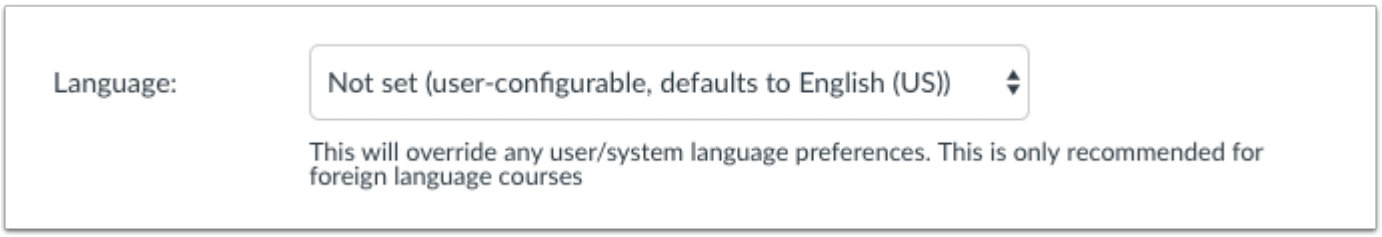


Courses may be assigned to the Default Term or a specific term [1]. By default, your course will be available to students within the term dates.

If needed, you can set specific start and end dates for your course [2]. However, changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates. Changing start and end dates also allow you to manage participation between the course dates.

You may also be able to change student access settings to allow or restrict students from viewing your course before the start or end date [3].

View Course Language



You can set a specific language for your course. By default the language is set to Not set, English (US). Selecting a language for your course will override user language preferences and is only recommended for foreign language courses.

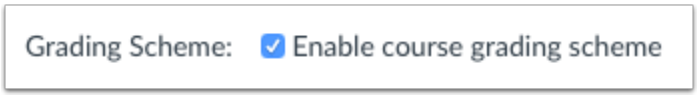
View File Storage

You can view the storage file size allowed in your course. File storage consists of all files in course files and assignment submissions. Administrators at your institution set the file storage quota for each course.

View Large Course Setting

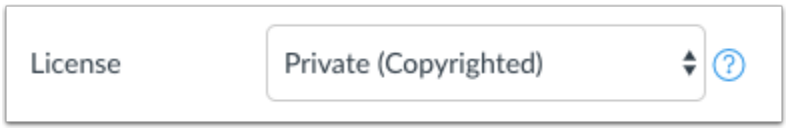
You can enable the option to launch SpeedGrader filtered by student group in your course. When this setting is enabled, you must choose a student group when opening SpeedGrader.

View Grading Scheme



You can enable a grading scheme for your course. A grading scheme is a set of criteria that measures varying levels of achievement in a course. You can also view the current existing grading scheme, if any.

View License



You can view the license for your course. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to set a license for your course.

View File Usage Rights

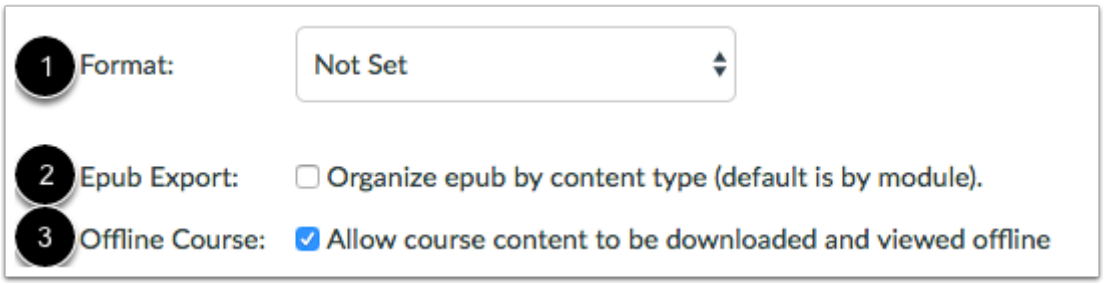
You can view the file copyright setting for your course. If this option is enabled, usage right information must be selected for all course files before they can be published.

Note: If the option to manage file usage rights cannot be changed, your institution has locked this setting.

View Visibility

You can view any visibility settings for your course. Each visibility option is independent of the others. You can customize course visibility, customize content visibility, and include the course in the public course index.

View Formats



You can set the format for your course in the Format menu [1]. This setting specifies the intended format of the course. To change the course format, click the format drop-down menu.

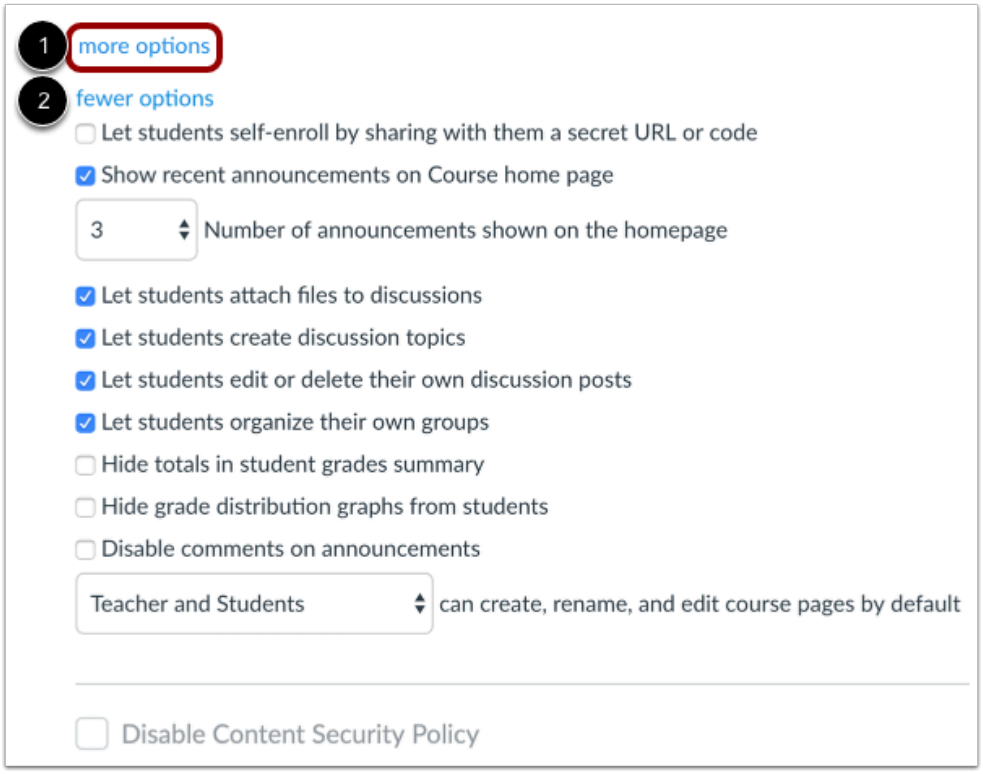
You can also allow users to download your course for offline viewing using one of two options.

- If ePub Exporting is enabled in your course, you can view the **ePub Export** check box [2] and change the ePub format.
- If your course displays an Offline Course check box [3], your institution has enabled course content to be viewed offline as an HTML file. By default, this check box will be selected. However, you can manage offline course access by deselecting the check box at any time.

View Description

If your course is part of the public course index, you can include a description for your course in the description field.

View More Options



You can change more options in your course by clicking the **More Options** link [1].

You can grant additional course privileges for students by selecting the appropriate checkbox [2]:

- Allow students to self-enroll by clicking the **Let students self-enroll by sharing with them a secret URL or code** checkbox.
- Show recent announcements on the course home page by clicking the **Show recent announcements on course home page** checkbox.
- Allow students to attach files to discussion replies by clicking the **Let students attach files to Discussions** checkbox.*
- Allow students to create new discussion topics by clicking the **Let students create Discussion Topics** checkbox.*
- Allow students to edit or delete their own discussion posts by clicking the **Let students edit or delete their own discussion posts** checkbox.*
- Allow students to create their own student groups by clicking the **Let students organize their own groups** checkbox.
- Hide student grade totals in the grades page by clicking the **Hide totals in student grades summary** checkbox.
- Hide the grade distribution graphs in the grades page by clicking the **Hide grade distribution graphs from students** checkbox.
- Disable comments on announcements by clicking the **Disable comments on announcements** checkbox.* (Depending on your institution's preference, this option may already be selected for you.)

- Allow students to edit course pages by default by selecting the **Edit course pages** drop-down menu.*
- If the Content Security Policy is enabled in an account, admins can disable the Content Security Policy for a course by clicking the **Disable Content Security Policy** checkbox. If the box is checked, the policy is disabled for this course.

* These options can also be selected from the feature's index page.

How do I change a course name and course code?

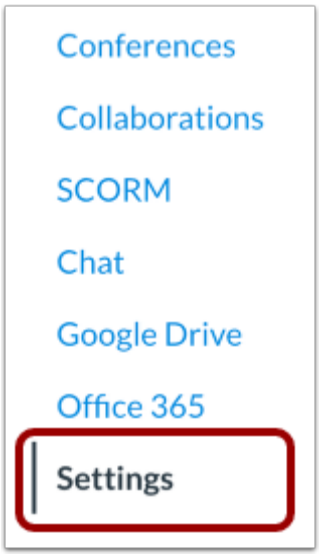
If you have permission from your admin, you can change your course name and course code in your course Settings in Canvas.

The course code is a short name for the course and is displayed at the top of the Course Navigation menu and in course cards in the dashboard.

Notes:

- Course names and codes may be generated by your institution's student information system (SIS). If these fields are not editable, you cannot change the course name or code.
- The course code is also known as the reference code or short name.

Open Settings

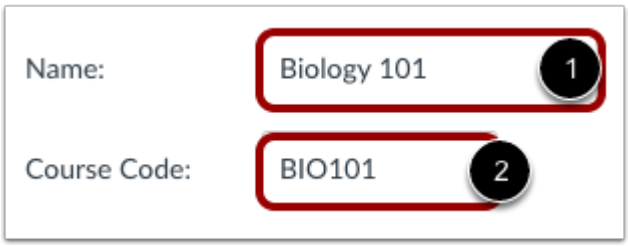


In Course Navigation, click the **Settings** link.

Open Course Details

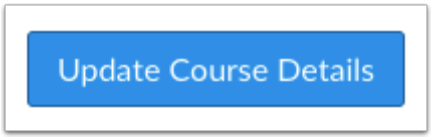
Click the Course Details tab.

Edit Course Name and Code



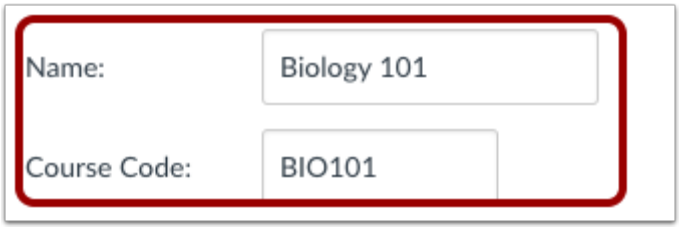
Edit the course name and code by typing in the name [1] and course code [2] fields. Both fields have a 255 character limit.

Update Course Details



Click the **Update Course Details** button.

View Changes



Your changes will be reflected in the course details.

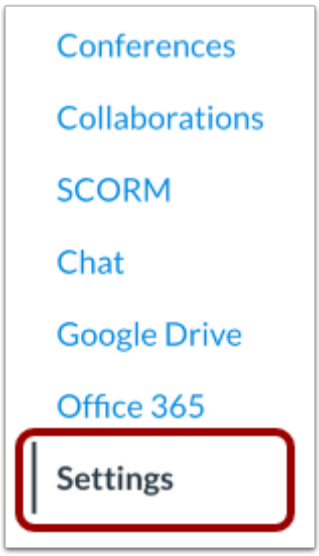
How do I add an image to a course card in the Dashboard?

If your institution allows, you can upload an image to display behind the course card in the Canvas Dashboard. Accepted images include JPG, JPEG, GIF, and PNG files. For best practice, images should be approximately 262 pixels wide by 146 pixels high.

Images can also be added from Unsplash. All images from Unsplash are licensed under the Unsplash License.

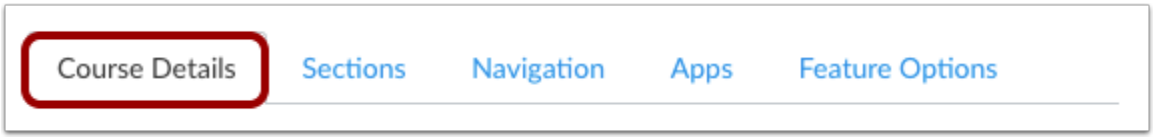
When added to a course, images display behind a color overlay in the course card. The overlay color is a user setting defined individually by each user in the Dashboard. Although the color overlay can be completely removed by a user, best practice is to use an image that can display well behind a variety of colors.

Open Course Settings



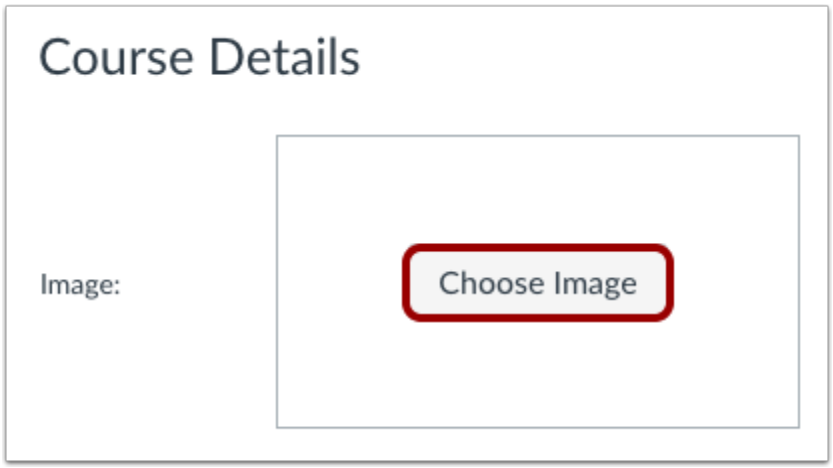
In Course Navigation, click the **Settings** link.

Open Course Details



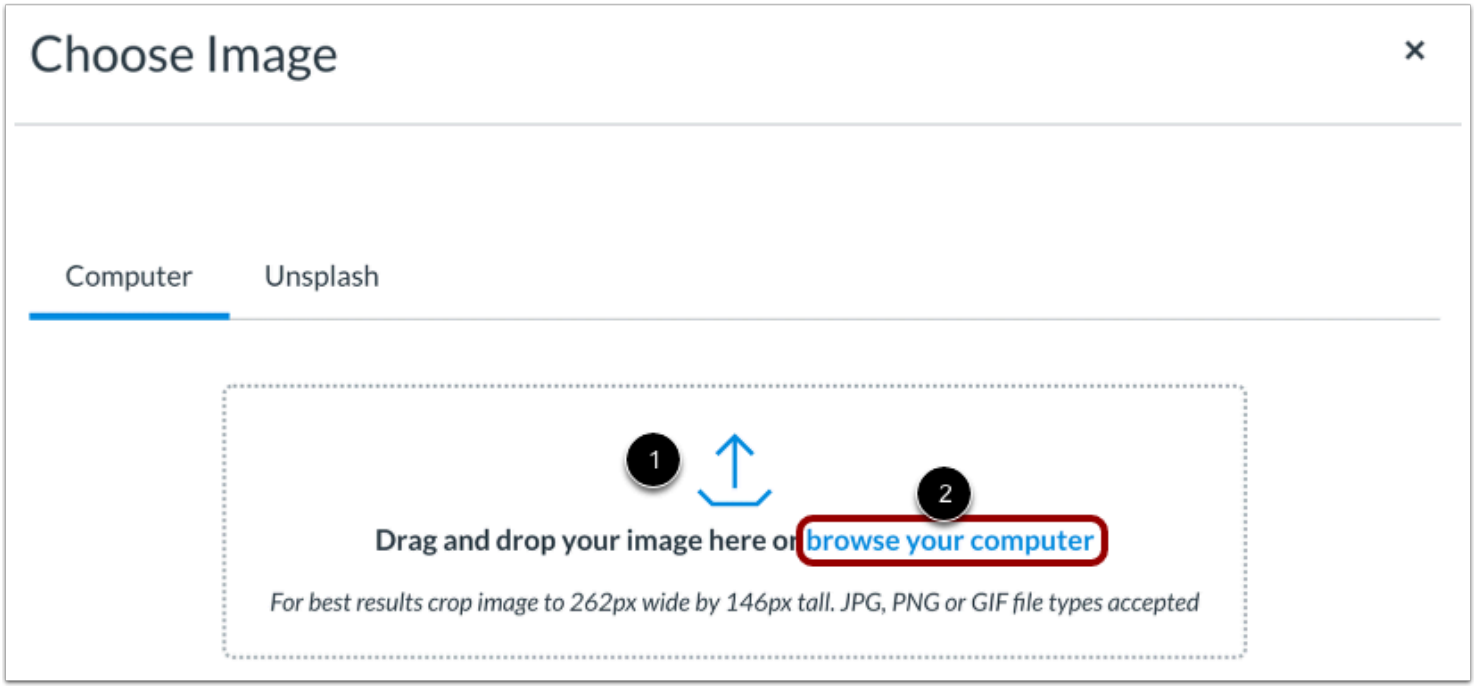
Click the Course Details tab.

Choose Image



Click the **Choose Image** button.

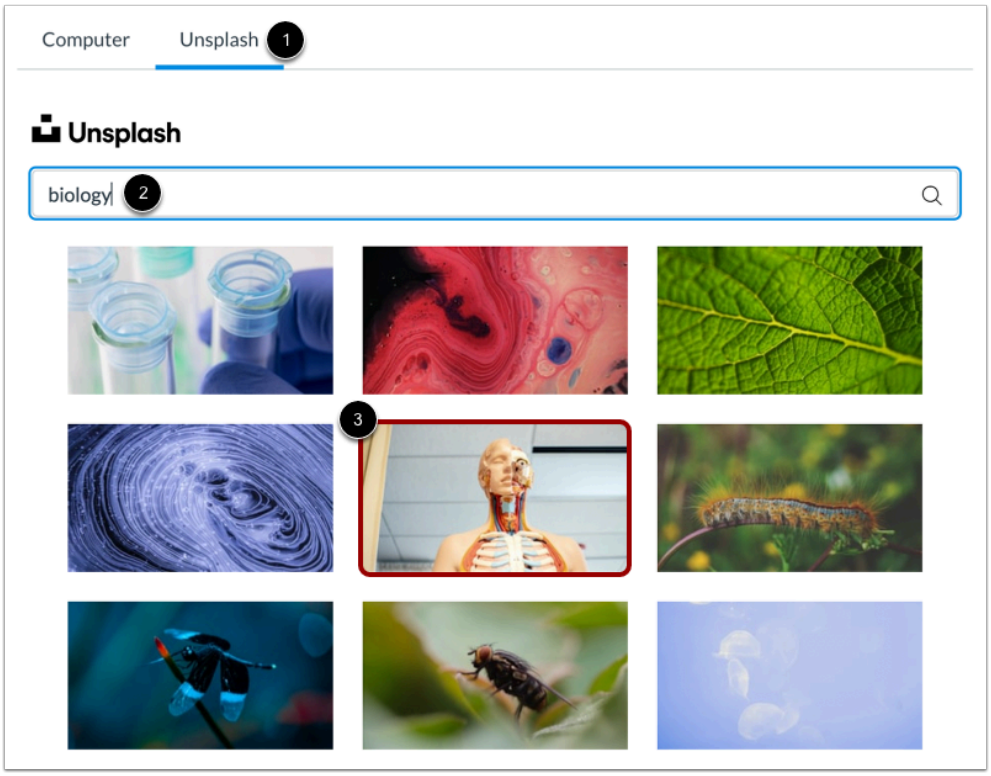
Upload File



To upload your own image, drag and drop your image in your browser [1]. Or, to browse your computer and locate an image, click the **browse your computer** link [2].

Images will automatically upload, but larger images may take a few seconds to process. The image will be centered, so if the width of the image exceeds the recommended width, the sides of the image will be cut off.

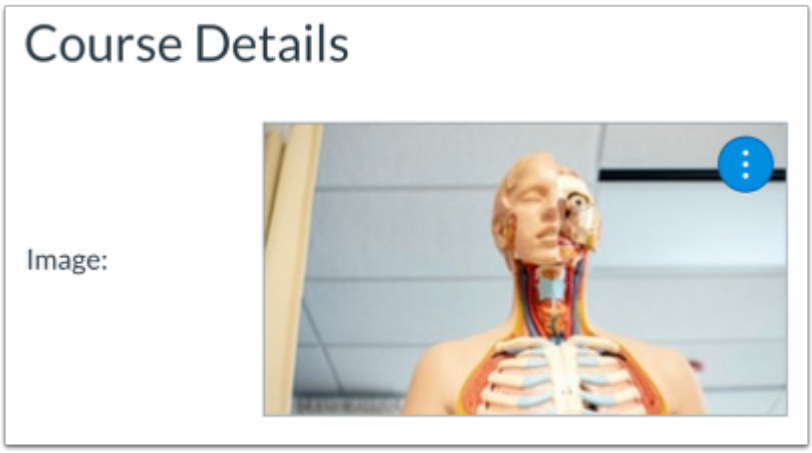
Search Unsplash



To use an image from Unsplash, click the **Unsplash** tab [1]. Enter a search term in the **Search** field [2]. Search results display all related images and may include more than one page.

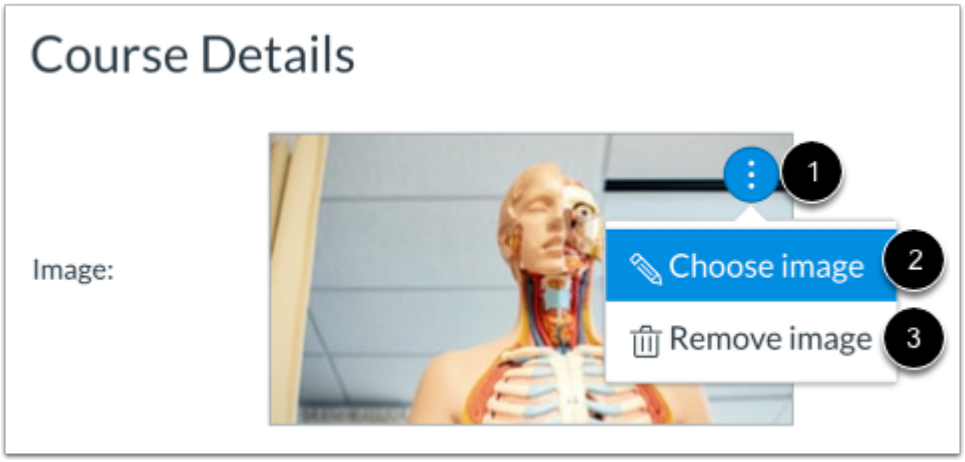
When you've found an image you want to use, click the image [3].

View Image



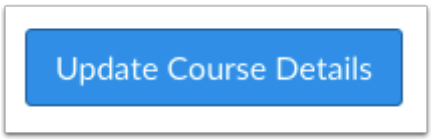
View the image as it will be shown in the Dashboard course card.

Manage Image



To manage the image, click the **Options** icon [1]. To change the image and select a new one, click the **Change image** option [2]. To remove the image completely, click the **Remove image** option [3].

Update Course Details



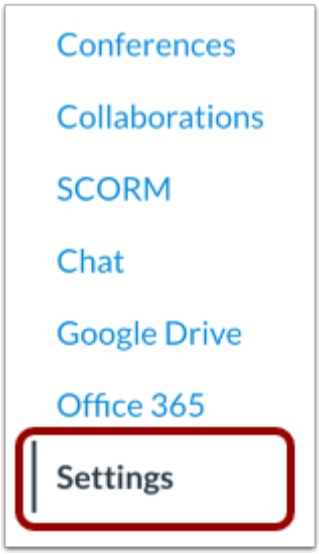
Click the **Update Course Details** button.

How do I set a time zone for a course?

All dates and times throughout a course are displayed according to the course time zone. Courses automatically default to the account time zone. However, as an instructor, you may be able to change the time zone for your course.

Note: Users can specify a time zone in their User Settings, which does not have any effect on the course time zone. If users have set a specific time zone in their User Settings, all course dates and times will display in their local time, but if they hover over the date and time, they can also see the course date and time.

Open Course Settings

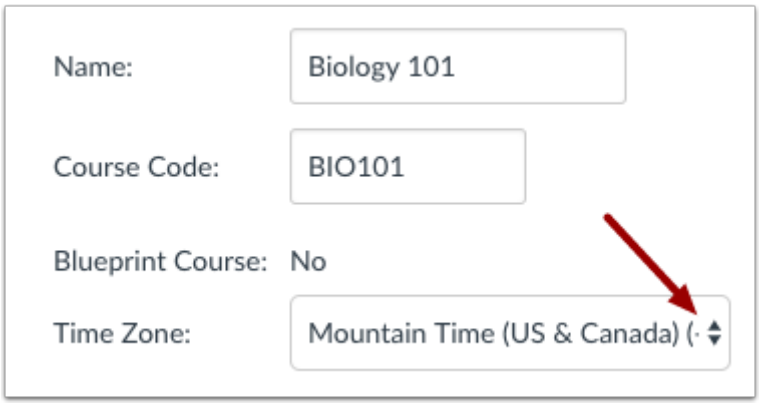


In Course Navigation, click the **Settings** link.

Open Course Details

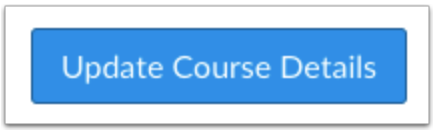
Click the Course Details tab.

Set Course Time Zone



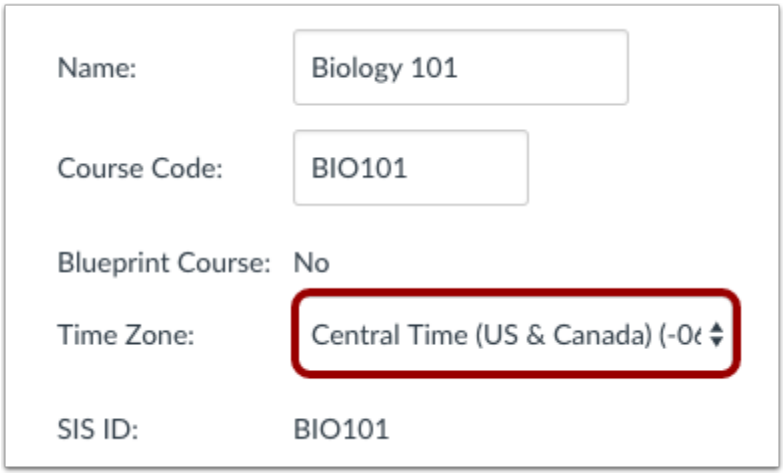
In the **Time Zone** drop-down menu, select a new time zone for your course.

Update Course Details



Click the **Update Course Details** button.

View Course Time Zone



View the time zone for your course.

How do I change the start and end dates for a course?

By default, courses inherit term dates set for your entire institution. However, as an instructor, you may need to change the start and end dates for your course. Dates can be shorter than or overlap the term dates.

Limit User Participation Dates

You can set whether or not students can only participate in the course during the specified course dates using the Student Participation checkbox. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task within a course. If you limit students to only be able to participate during the course dates, they can accept the course invitation, access the course, and look at content, but they cannot fully participate until the first day of the course. When the course is concluded, the course is placed in a read-only state.

Course Override Dates

Course override dates are only created if the Student Participation checkbox is selected as part of creating start and end dates (both dates are required). If the Student Participation checkbox is not selected in Course Settings, students can participate in the course before and after the start and end date, and participation dates will always be determined by the term dates.

Dashboard Considerations

The Student Participation checkbox may also affect courses that have been marked as a favorite and display in the Dashboard. If a course includes an override date and the Student Participation checkbox is selected, students cannot participate in the course after the end date, and the course will be removed from the Dashboard.

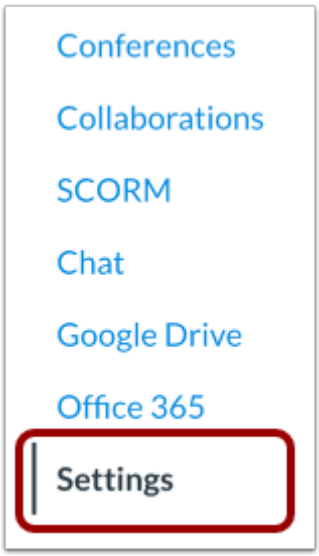
Moreover, if the Student Participation checkbox is not selected, the course will still display in the Dashboard as a favorite course after the end date since the course still allows participation as an active course. The course will not be removed until the course is concluded via term dates. However, course dates will still determine the placement of the course in a student's Past, Current, or Future Enrollments list regardless of the term dates.

Restrict Course Access

If you do not want students to be able to view any content in the course until the course start date, Course Settings also allows you to restrict students from being able to access content. You can also choose to restrict all course access after the course has concluded.

Note: You can only change the course end date when your enrollment is active. Course dates cannot be changed once your enrollment has concluded for the course.

Open Settings

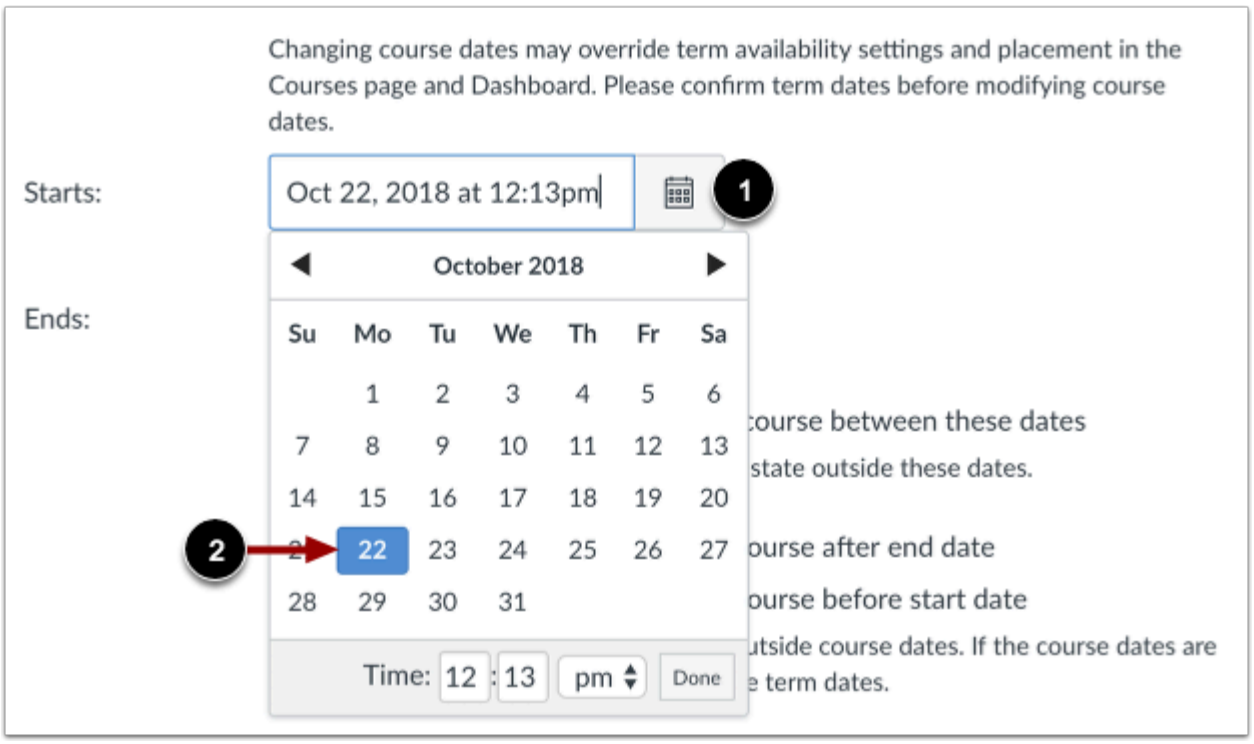


In Course Navigation, click the **Settings** link.

Open Course Details

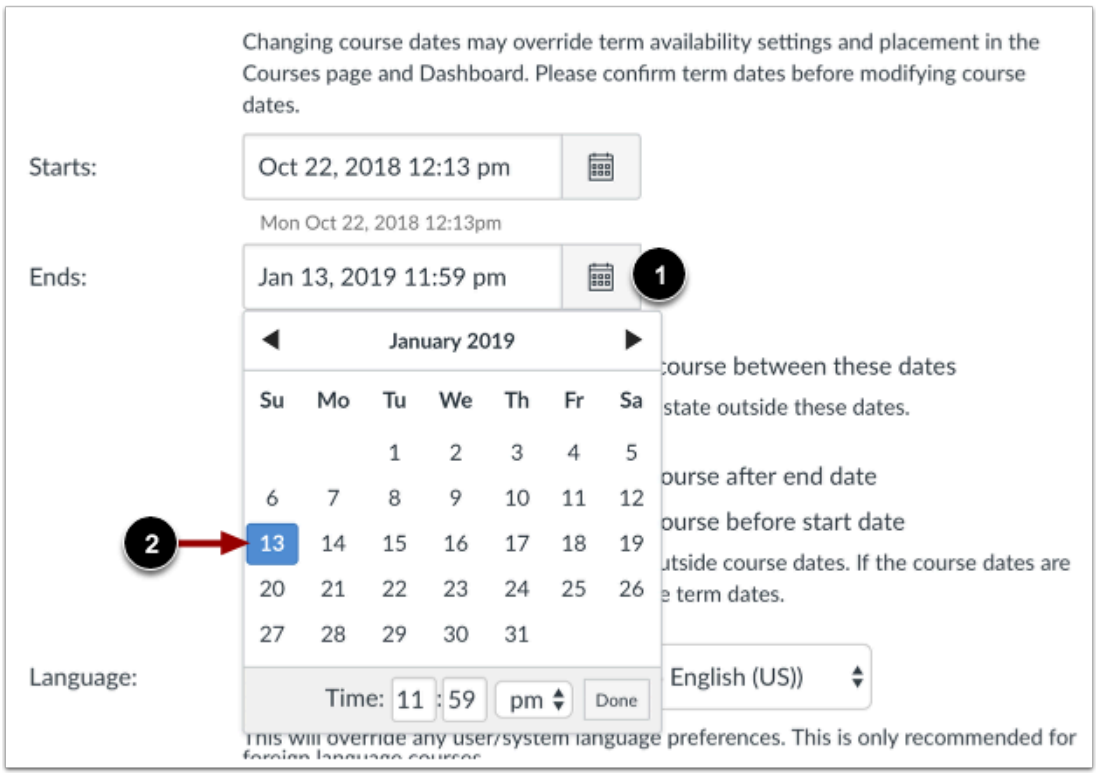
Click the **Course Details** tab.

Set Start Date

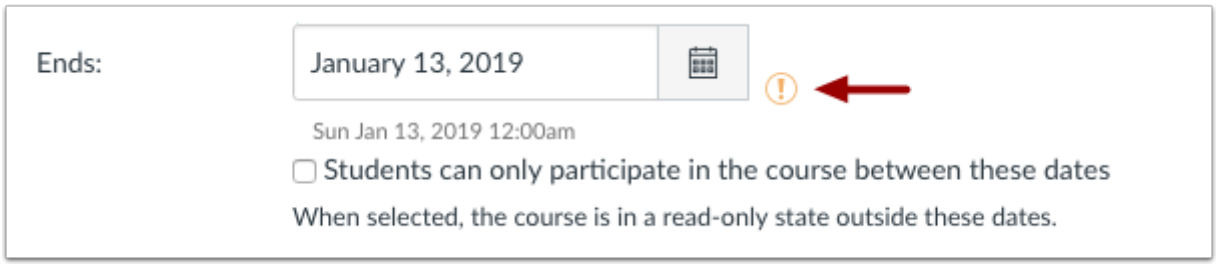


Click the **Starts** calendar icon [1]. Select a new start date for the course [2].

Set End Date

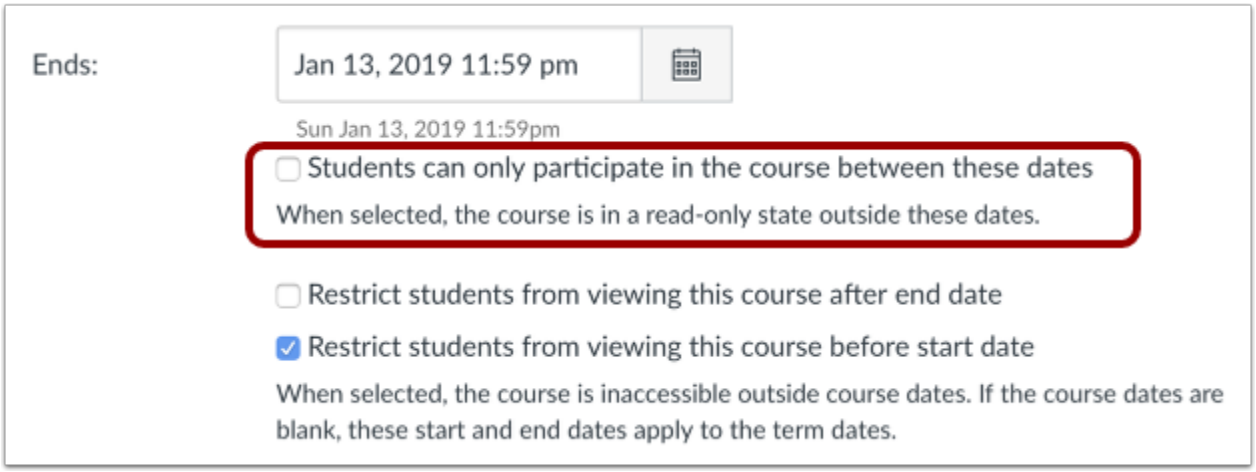


Click the **Ends** calendar icon [1]. Select a new end date for the course [2].



Note: In your end date, if you do not set a time, or you set the end time to midnight, a warning icon displays notifying you that the date prior to the set end date will be the last available day in the course. For instance, if the course were set to end January 13, the last full available date for the course would be January 12.

Limit Student Participation



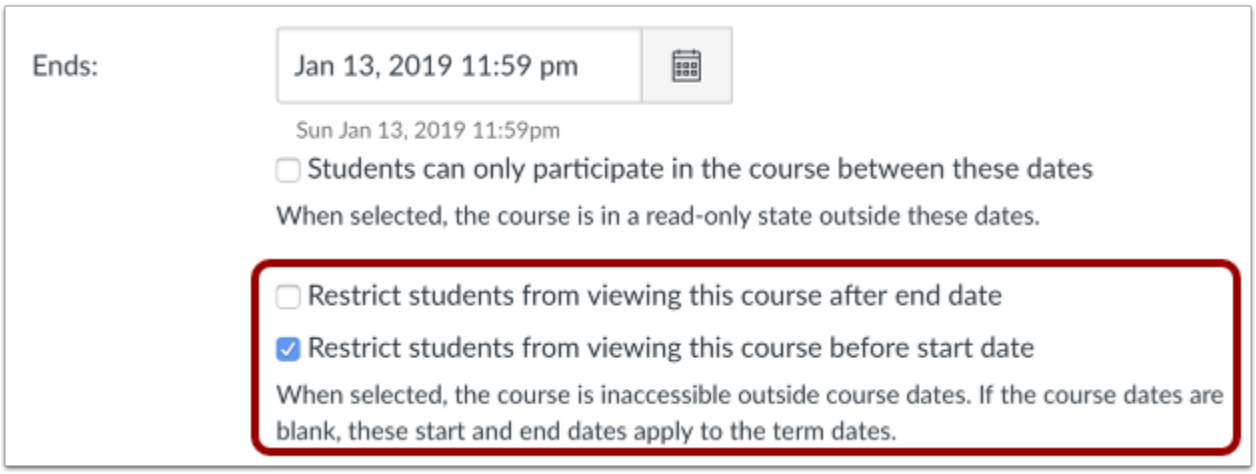
If you do not want to let students participate in the course outside of the course dates, select the **Students can only participate in the course between these dates** checkbox [1]. Selecting this checkbox creates a course override and overrides the term dates. Students can only participate in the course between the course dates, and the course will be in a read-only state outside the course dates.

This checkbox only affects student and observer roles; all other roles default to term access dates.

Notes:

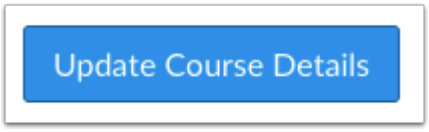
- Course override dates are only created if the Student Participation checkbox is selected.
- If the Student Participation checkbox is not selected in Course Settings, students can participate in the course before and after the start and end date, and participation will always be determined by the term dates.
- When the Student Participation checkbox is not selected, the course dates determine the placement of the course in the Past, Current, or Future Enrollments list for students.

Restrict Course Access



You may also be able to change student access settings to allow or restrict students from viewing your course before the start or end date. When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

Update Course Details



Click the **Update Course Details** button.

How do I restrict student access to a course before or after the course dates?

As an instructor, you may be able to restrict student access to your course before the course start date or after the course end date. These restriction settings can be used independently or in conjunction with override course start and end dates for the course. If no course override dates are specified for the course, the start and end dates apply to the term dates.

Please be aware that the settings for student access are already set by your institutional admin. If settings are available to you, you can modify them for your course. If settings are locked, you cannot change the settings for your course.

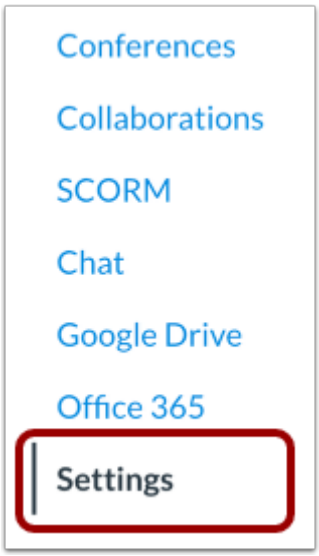
Restrict students from viewing course before start date: When a student enrolls in a future course, the course displays in the Future Enrollments section in the student's Courses list. Once a course is published, the course displays an invitation to join the course. When students join a future course, they can view course content at any time before the course begins. To restrict students from viewing course content before the start date, even if the course is published, you can enable the Restrict students from viewing course before start date option. Course dates override term dates. If the course start date is after the term start date, you must enable this option if you want to restrict access before the course start date.

Restrict students from viewing course after end date: Once a course has concluded, students can still view the course but all content is displayed in a read-only state. To restrict students from viewing the course after the course has concluded, you can enable the Restrict students from viewing course after end date option. This setting can be used if your institution uses the course across multiple terms and wants to restrict students from accessing prior content for future students, or if students have to re-enroll in the course. Course dates override term dates. If the course end date is before the term end date, you must enable this option if you want to restrict access after the course end date.

Notes:

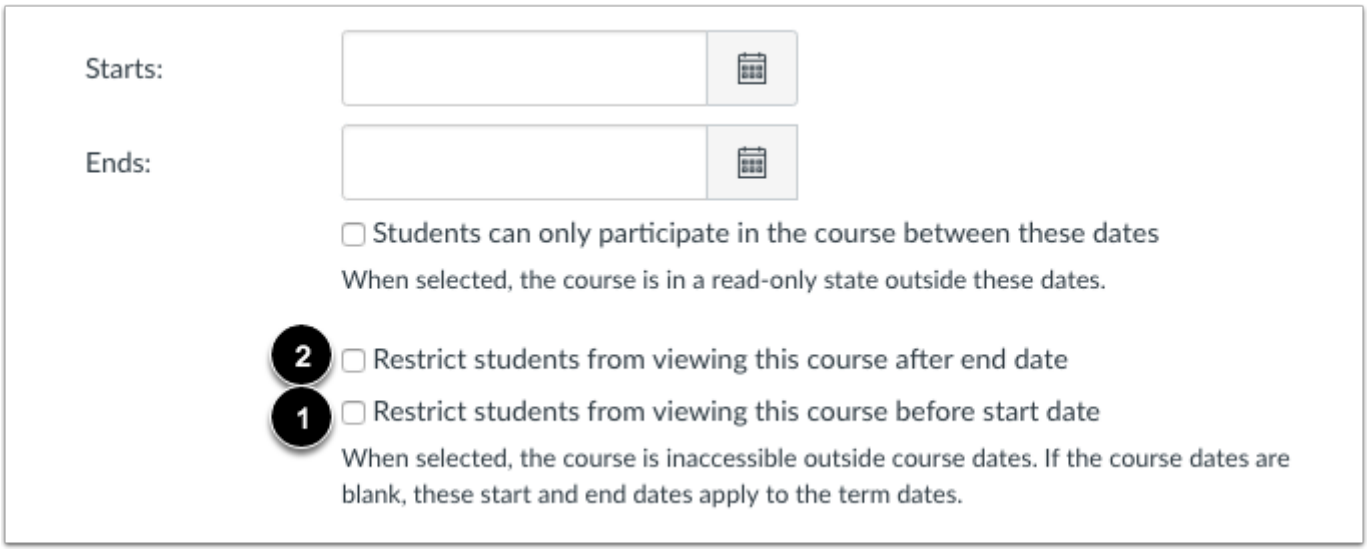
- Although any changed section dates override course dates, student access restrictions cannot be set at the section level, and restriction options apply to all sections within the course.
- Restricting student access does not apply to users who do not have course enrollments and are accessing the course through Public or Institution visibility options.

Open Settings



In Course Navigation, click the **Settings** link.

Set Restriction Options



In the Courses tab, view the Visibility section. By default, student access checkboxes are not selected, meaning students can view courses before and after course dates. To retain this default for the course, do not select any checkboxes.

To set a default so that students cannot view a link to the course before the course start date, click the **Restrict students from viewing courses before start date** checkbox [1]. When selected, the course is inaccessible before the course start date. If the course dates are blank, the start date applies to the term start date.

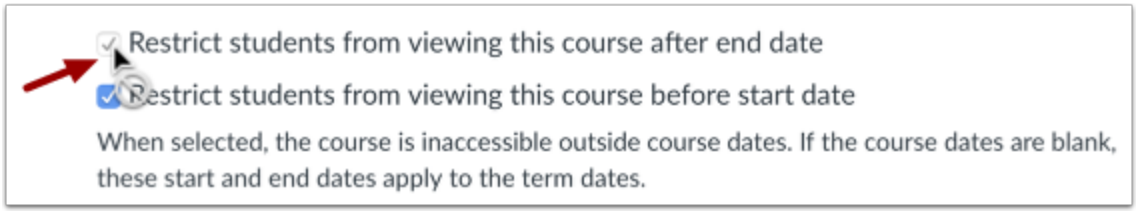
To set a default so that students cannot access the course after the course end date, **Restrict students from viewing courses after end date** checkbox [2]. When selected, the course is inaccessible after the course end date. If the course dates are blank, the end date applies to the term end date.

Change Student Access

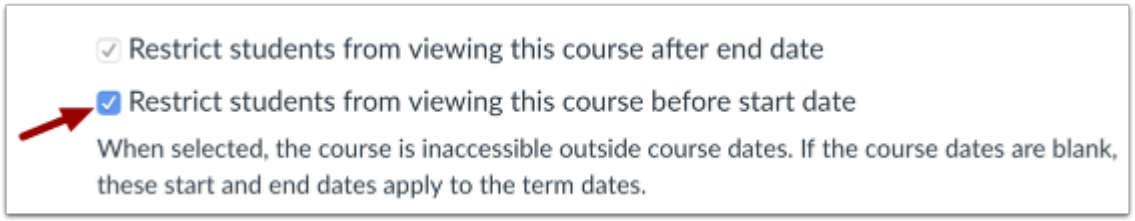
The default checkbox settings are passed down from the account level. By default, student access checkboxes are not selected, meaning students can view and access courses before and after course dates.

Depending on your admin, the student access setting may vary in your course.

View Locked Setting



If your admin has locked one or more settings, locked settings are grayed out and cannot be changed.

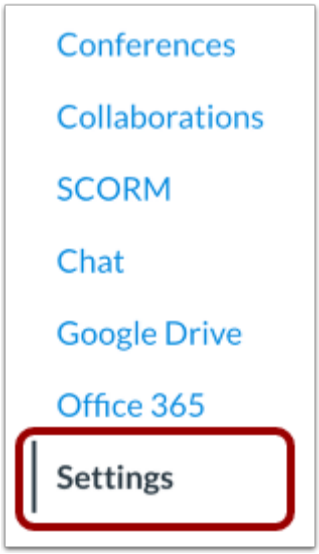


If your admin has not locked one or more settings, you can change the settings for your course as necessary. If any settings are already selected, the selection indicates the default for the entire institution.

How do I change the language preference for a course?

You can change the language settings for your course to override user and account settings. This feature should probably only be used for foreign language courses.

Open Settings



In Course Navigation, click the **Settings** link.

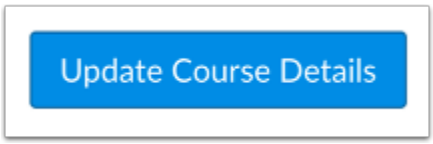
Open Course Details

Click the **Course Details** tab.

Select Language

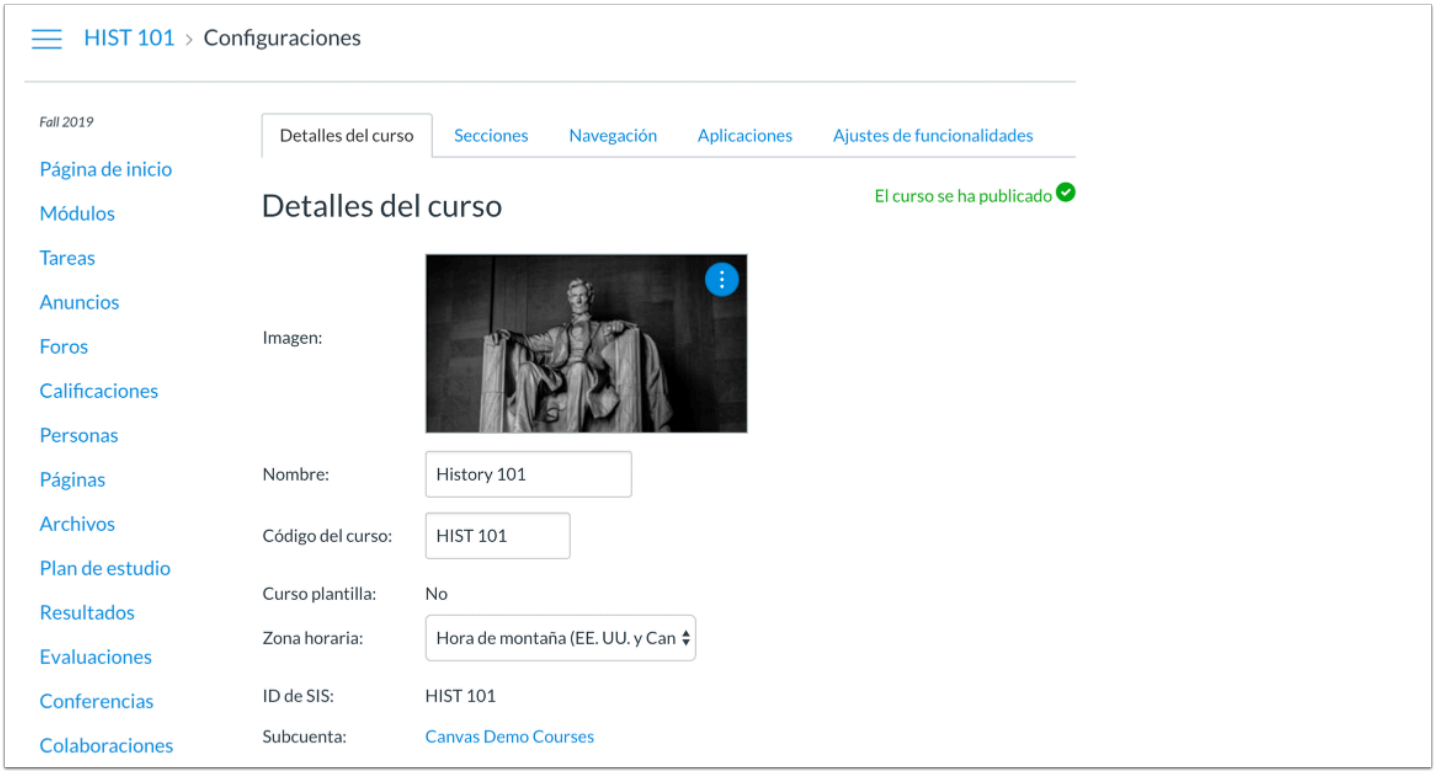
In the **Language** drop-down menu, select the new default language.

Update Course Details



Click the **Update Course Details** button.

View Course in New Default Language



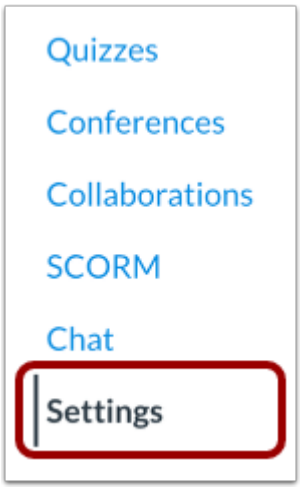
View your course in the updated language preference.

How do I enable SpeedGrader to launch filtered by student group?

In large courses with many student groups, instructors may wish to filter SpeedGrader by student groups. When the Launch SpeedGrader Filter by Student Group setting is enabled, you must select a student group when you open SpeedGrader to grade an assignment, quiz, or graded discussion or from the Gradebook. Only students from the selected group will display in SpeedGrader.

When this option is enabled, certain areas that open SpeedGrader will prompt you to select a student group to view in SpeedGrader. In areas that do not provide this option, SpeedGrader will open filtered to the first group that contains students. You can change the student group that opens by first selecting a student group in the New Gradebook. However, if you open SpeedGrader for a specific student, SpeedGrader will open filtered by the first available student group in which the student is a member. Additionally, if you open SpeedGrader from a specific student who is not a member of a student group, group filters will not be applied.

Open Settings

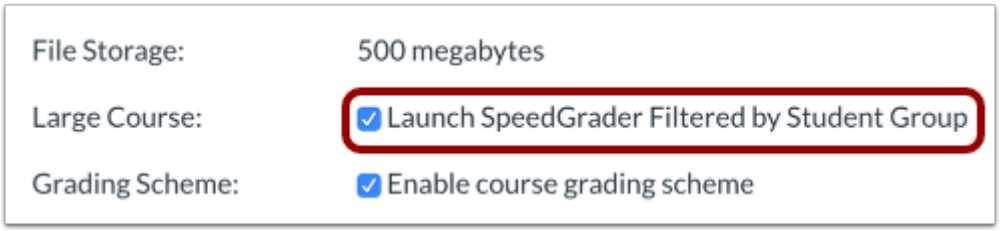


In Course Navigation, click the **Settings** link.

Open Course Details

Click the **Course Details** tab.

Set SpeedGrader Filter Option



Click the **Launch SpeedGrader Filtered by Student Group** checkbox. When this setting is enabled, you must select a student group before opening SpeedGrader.

How do I use grading schemes in a course?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Course-level grading schemes are grading schemes that can be defined at both the course level and the assignment level. Without a grading scheme, scores are not measured against any specific standard.

You can enable a grading scheme created by your institution, or you can add a new grading scheme specific to your course.

View a video about Grading Schemes.

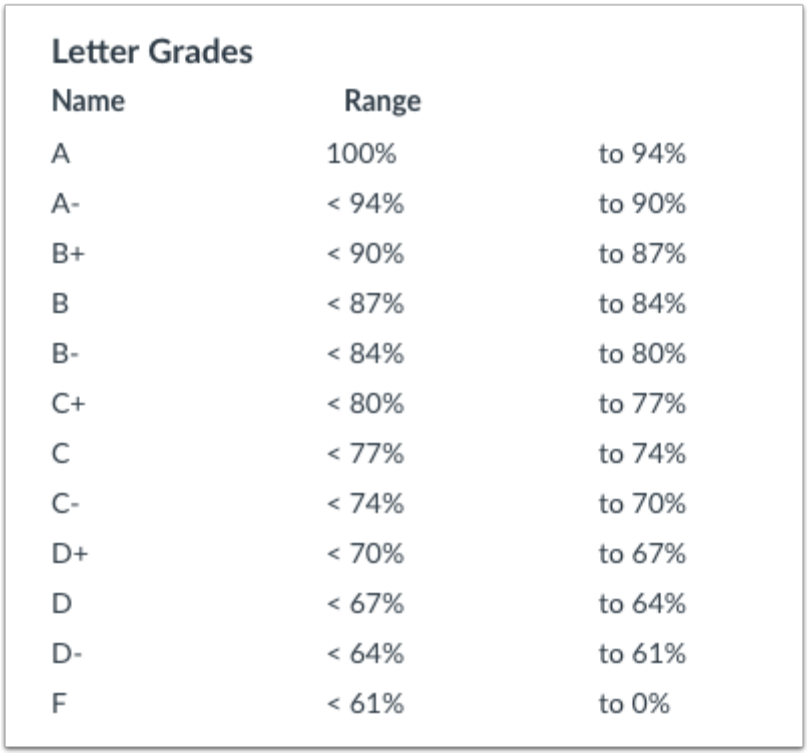
Common Grading Schemes

Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. You can create any type of grading scheme by editing the name and percentage range for each item. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.

Notes:

- Grading schemes only support two decimal places.
- The only scores allowed in the Gradebook are those defined in the grading scheme.
- Gradebook entries that are not specifically defined in the grading scheme revert back to the icon showing that the submission needs to be graded. Depending on an assignment's display grade, some Gradebook entries cannot convert to a grading scheme.

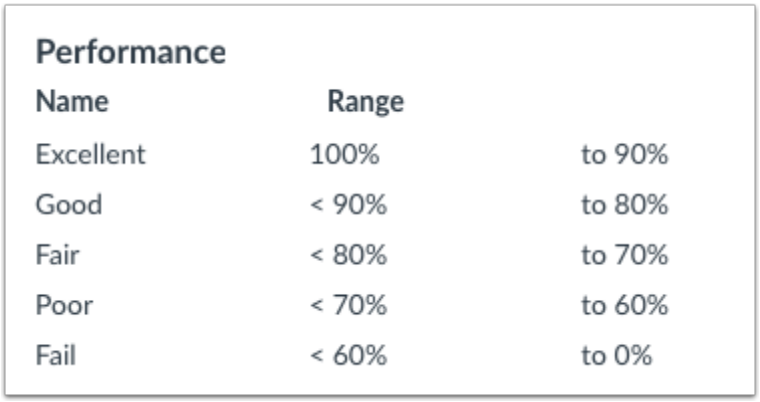
Letter Grades



Letter Grades		
Name	Range	
A	100%	to 94%
A-	< 94%	to 90%
B+	< 90%	to 87%
B	< 87%	to 84%
B-	< 84%	to 80%
C+	< 80%	to 77%
C	< 77%	to 74%
C-	< 74%	to 70%
D+	< 70%	to 67%
D	< 67%	to 64%
D-	< 64%	to 61%
F	< 61%	to 0%

Letter Grades is the most traditional type of grading scheme and is the default format for new grading schemes. Only supported scores are allowed in the Gradebook, so if you build a letter grade scheme with name values for only A, B, and C, you cannot enter a score that converts to an A- or B+.

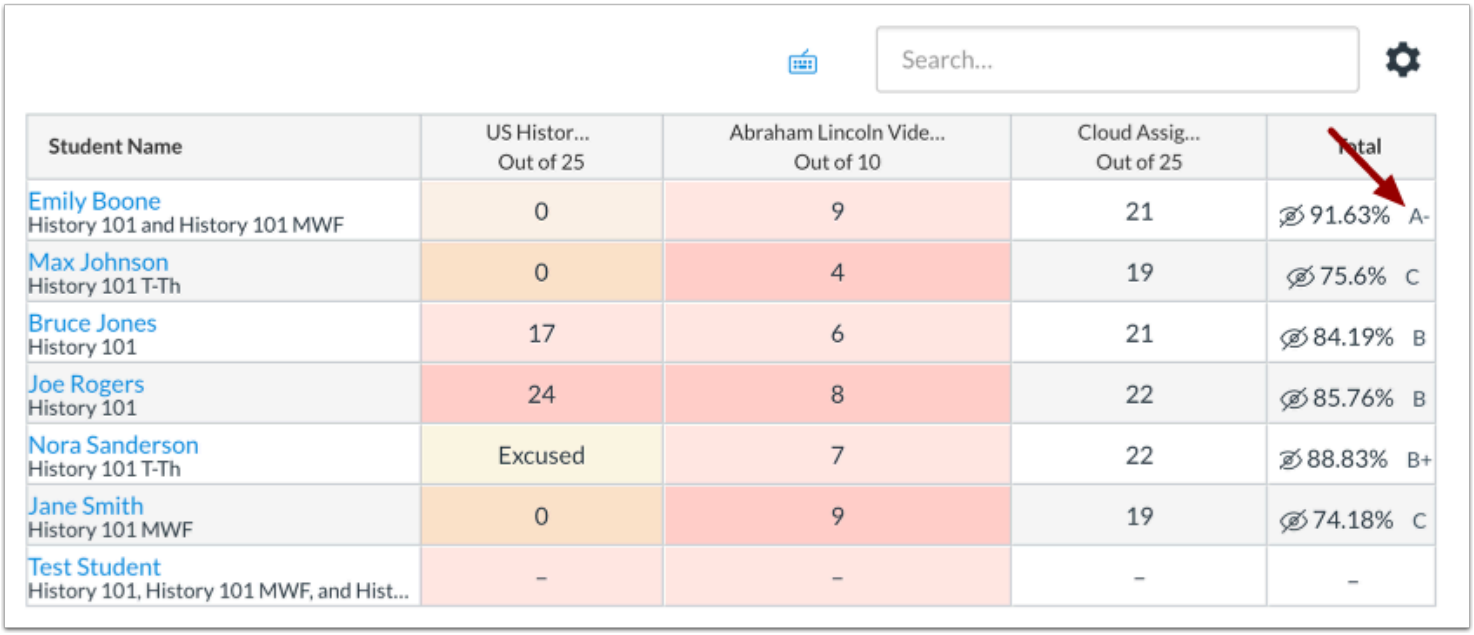
Performance



Performance		
Name	Range	
Excellent	100%	to 90%
Good	< 90%	to 80%
Fair	< 80%	to 70%
Poor	< 70%	to 60%
Fail	< 60%	to 0%

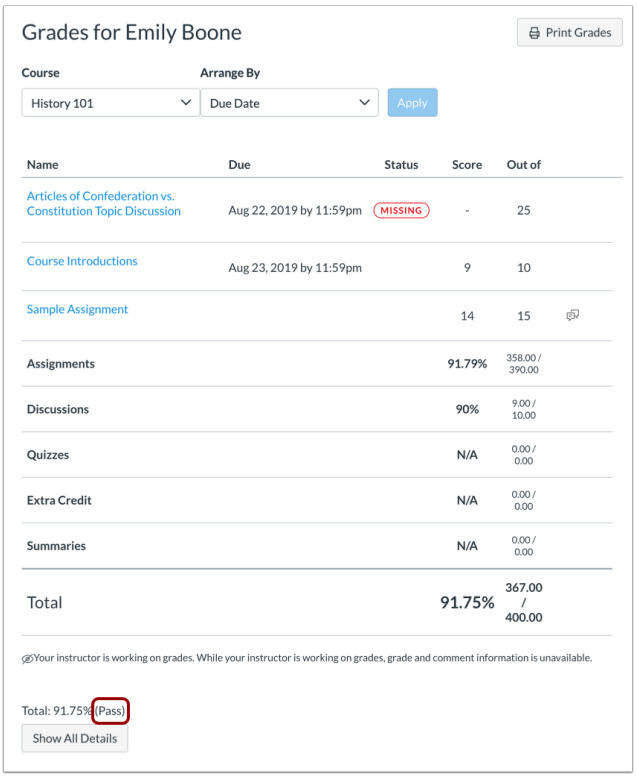
Performance grading schemes are based on a standard of individual performance. Only supported scores are allowed in the Gradebook, so if you build a performance scheme with the name values of only *Excellent* and *Poor*, you cannot enter a score of *Good*.

Course Grading Schemes



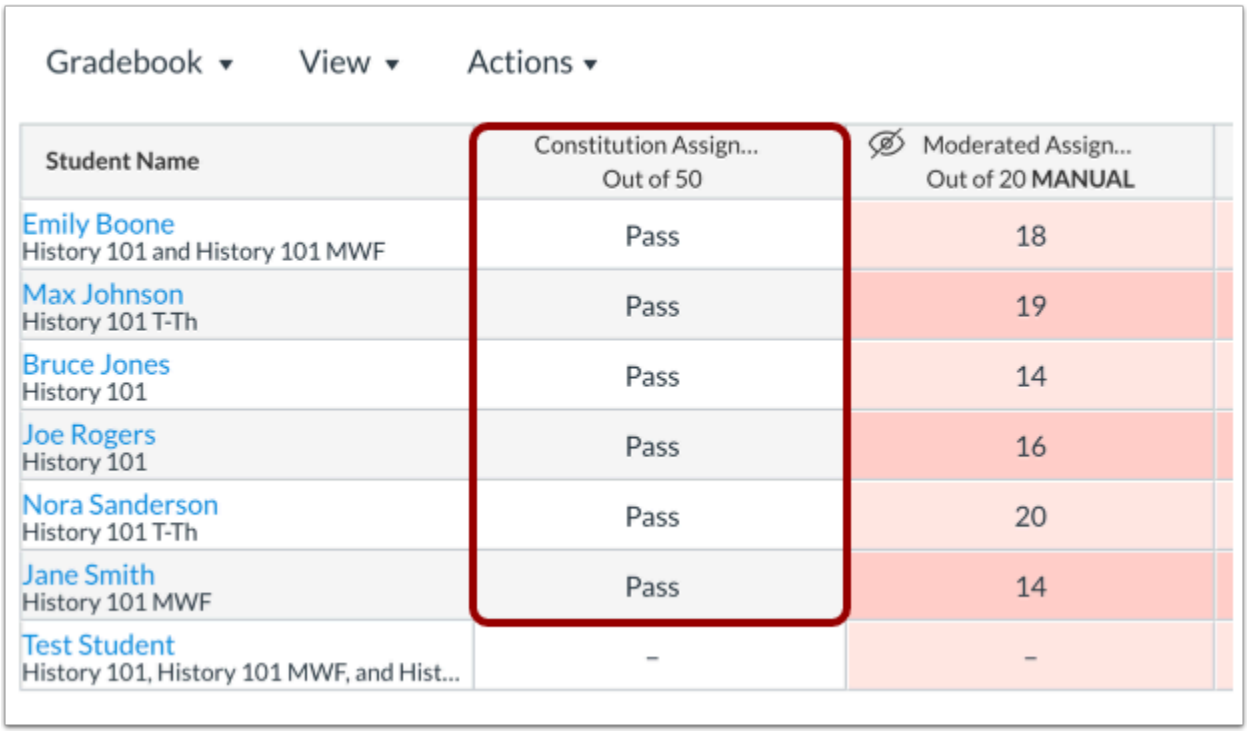
When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage. Learn how to enable a course grading scheme.

Student View



Students can view the results of the grading scheme on their Grades page.

Assignment Grading Schemes



Grading schemes can be applied specifically to individual assignments. Each assignment includes a field that allows you to choose how the grade is displayed in the Gradebook and in the student Grades page. Learn how to enable an assignment grading scheme.

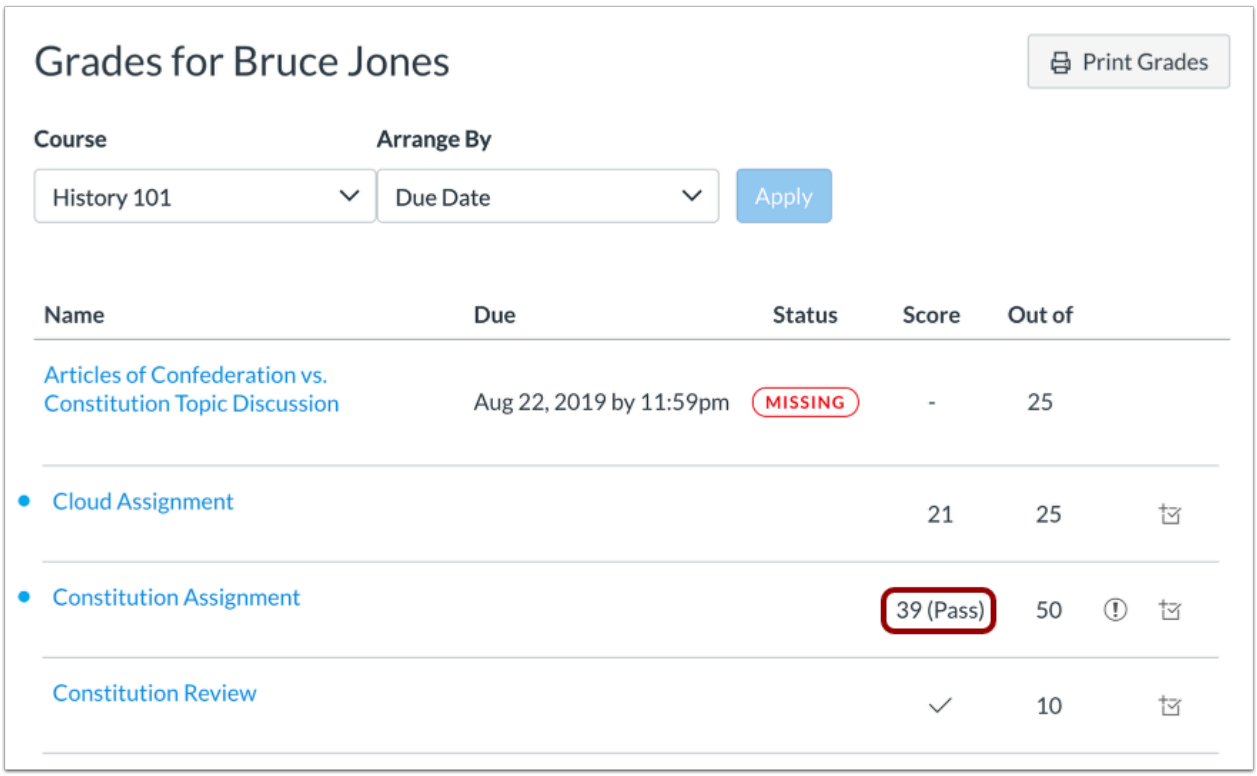
For **Letter Grade Schemes**, you can input scores in the Gradebook depending on the assignment display type:

- For any assignment type, you can enter grades as points or a percentage. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the grade defined in the percentage range).
- When an assignment grade display is specifically set to Letter Grade, you can also input a letter grade directly, such as an A-.

For **Performance schemes**, you can input scores in the Gradebook by points, percentage, or performance value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the performance defined in the percentage range). You can also input a performance value directly.

Note: Grading schemes do not apply to Assignment Group columns in the Gradebook.

Student View

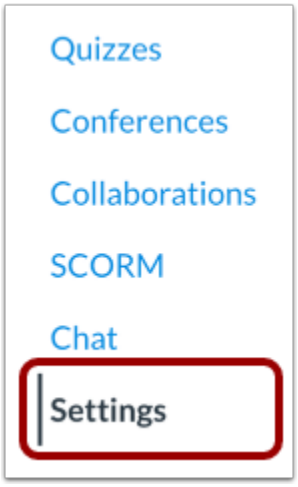


In the Grades page, students can see their grades displayed with both the points earned and the grading scheme equivalent.

How do I view grading schemes in a course?

If you want to enable a grading scheme for a course or specific assignments in the course, you can manage grading schemes for the course. Your institution may have already created grading schemes that you can use in your course, or you can add a new grading scheme. You can also edit and delete grading schemes that you create if necessary.

Open Settings

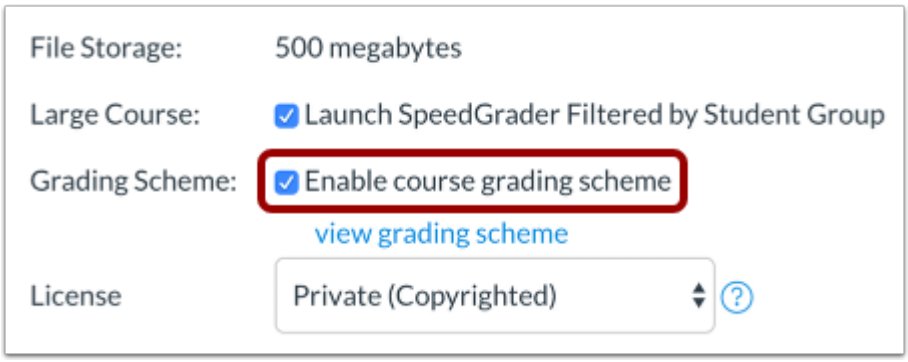


In Course Navigation, click the **Settings** link.

Open Course Details

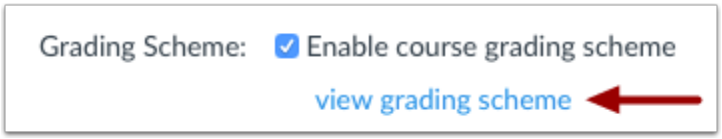
Click the **Course Details** tab.

Enable Grading Scheme



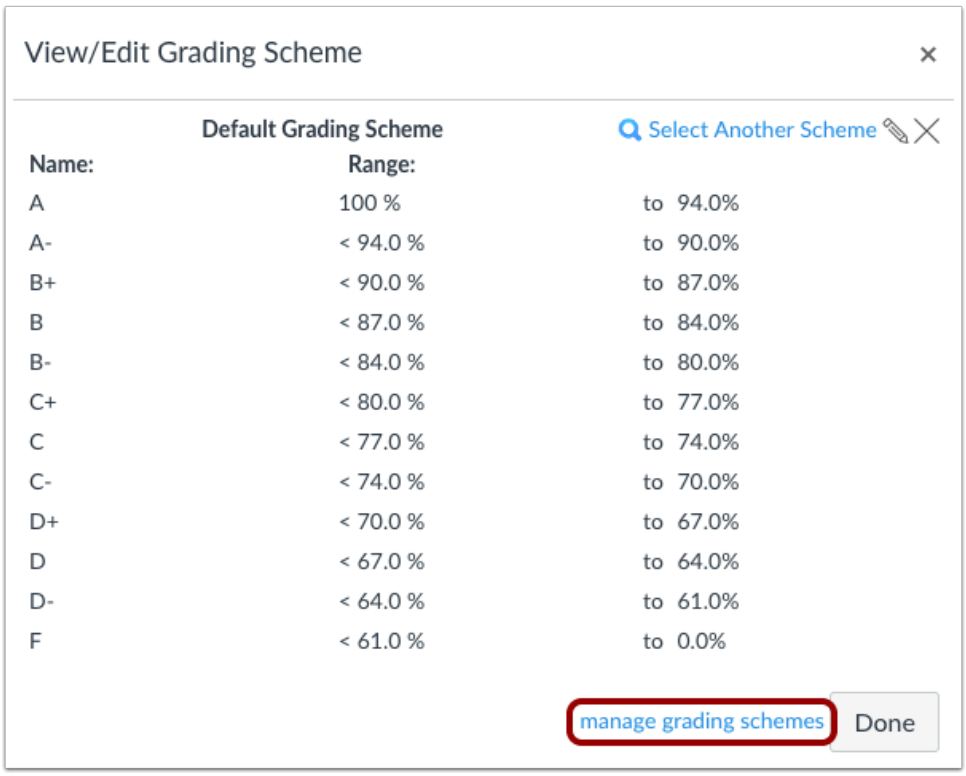
Click the **Enable course grading scheme** checkbox.

View Grading Scheme



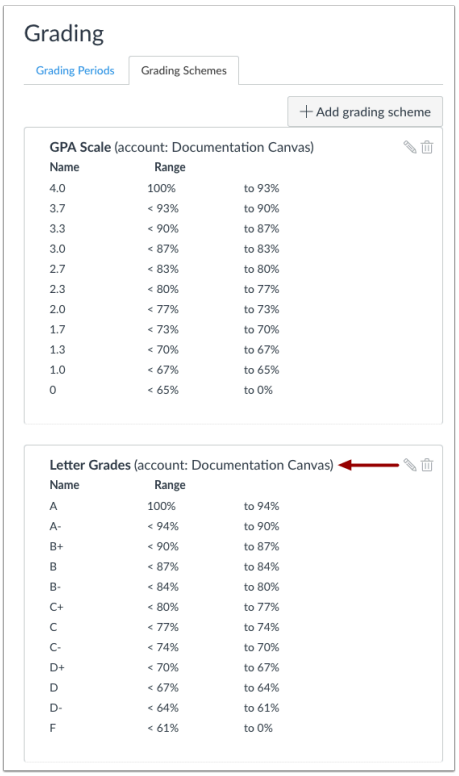
Click the **view grading scheme** link.

Manage Grading Schemes



Click the **Manage Grading Schemes** link.

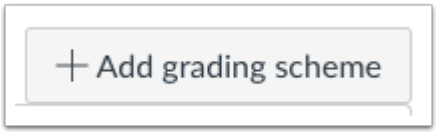
View Grading Schemes



The Grading Schemes page shows all grading schemes for your account or that have been created in your course.

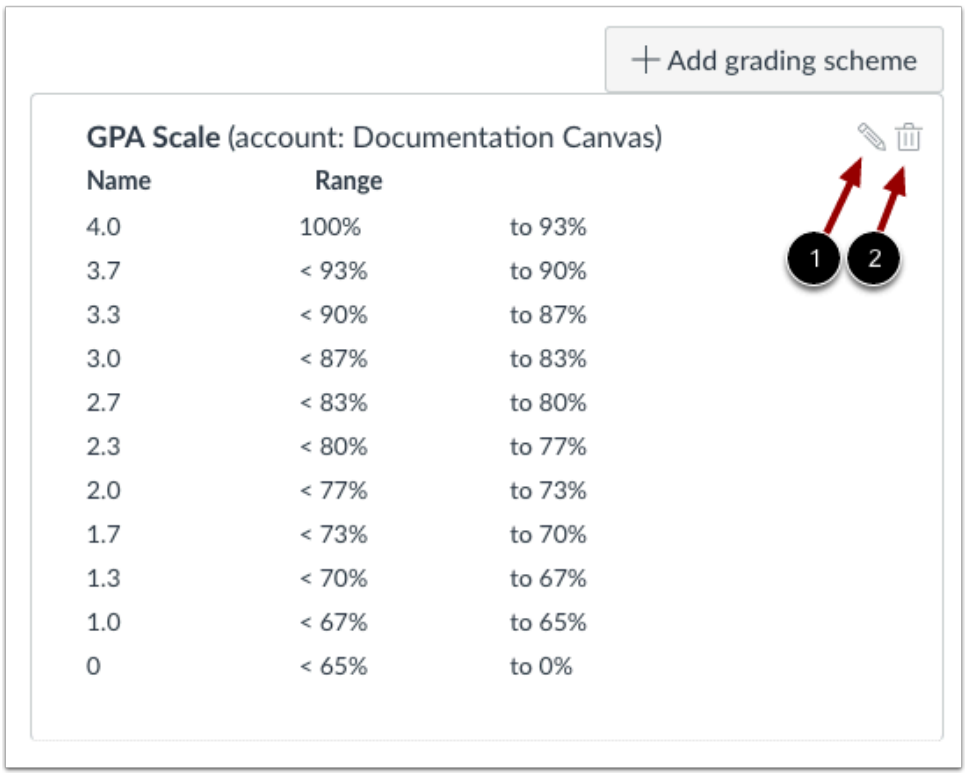
If the scheme was created at the account level, the grading scheme includes the name of the account.

Add Grading Scheme



To add a course grading scheme, click the **Add Grading Scheme** button.

Manage Grading Schemes



To edit a grading scheme, click the **Edit** icon [1].

To delete a grading scheme, click the **Delete** icon [2].

Notes:

- You can only edit or delete grading schemes that you have created for your course. Only users with admin permissions can edit or delete grading schemes created at the account level. If you do not have permission to manage an account grading scheme, the icons will be grayed out.
- If you delete a grading scheme that is enabled as the course grading scheme or added to an assignment, the grading scheme will still be retained unless another scheme is selected.

How do I enable a grading scheme for a course?

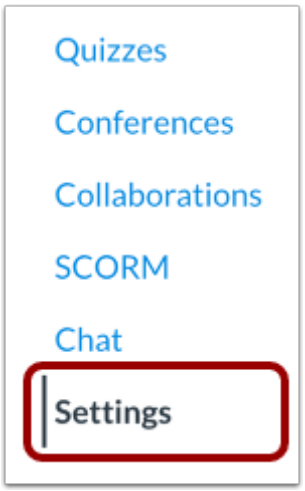
You can enable an existing grading scheme for your course by editing your Course Settings. If you need to change your course grading scheme at any time, you can manage the grading schemes and find a new scheme.

If you want to disable grading schemes for your entire course, you can deselect the grading scheme checkbox in Course Settings and your course will no longer be associated with a grading scheme. If you choose to use a grading scheme at a later time, you will have to re-enable a grading scheme.

Notes:

- In a course export, the enabled course grading scheme is copied as the default grading scheme.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Open Settings

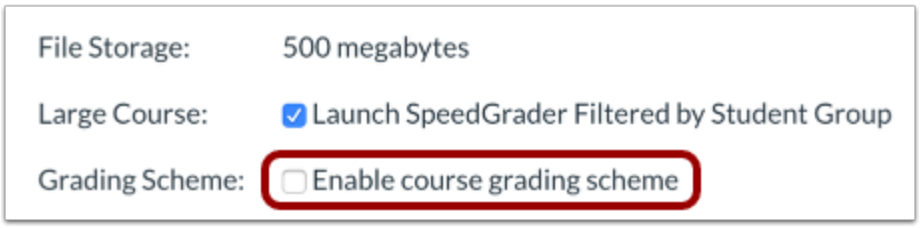


In Course Navigation, click the **Settings** link.

Open Course Details

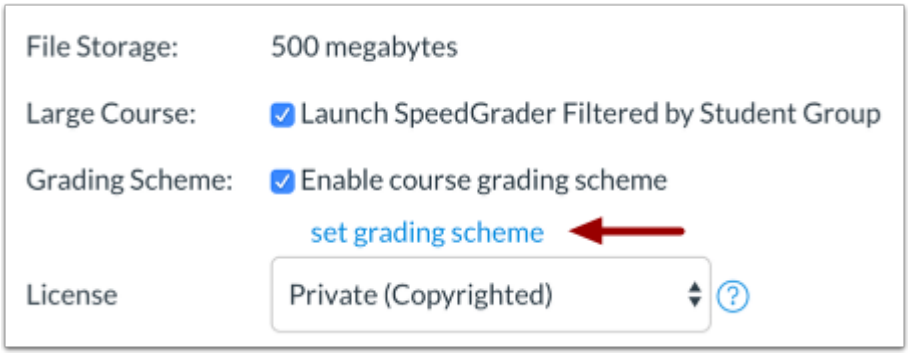
Click the **Course Details** tab.

Enable Grading Scheme



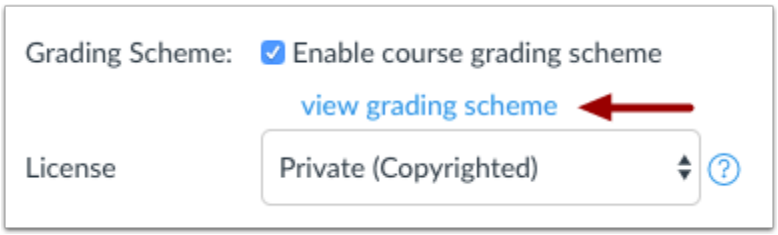
Click the **Enable course grading scheme** checkbox.

Set Grading Scheme



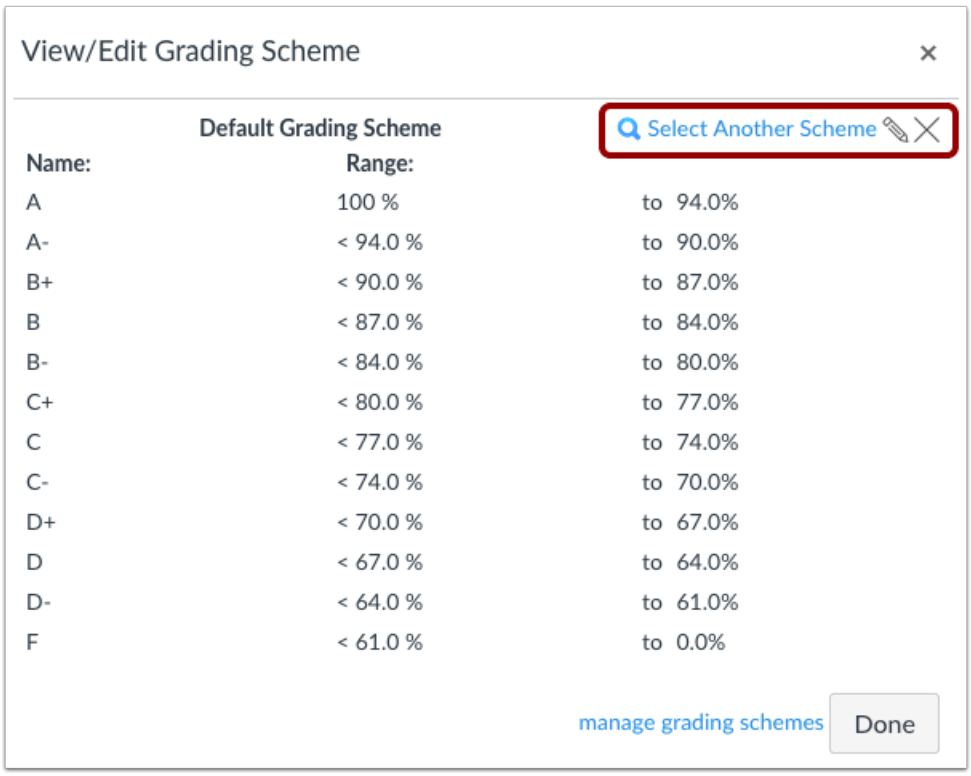
To create a grading scheme for your course, or to use a default grading scheme provided by your account, click the **set grading scheme** link.

View Grading Scheme



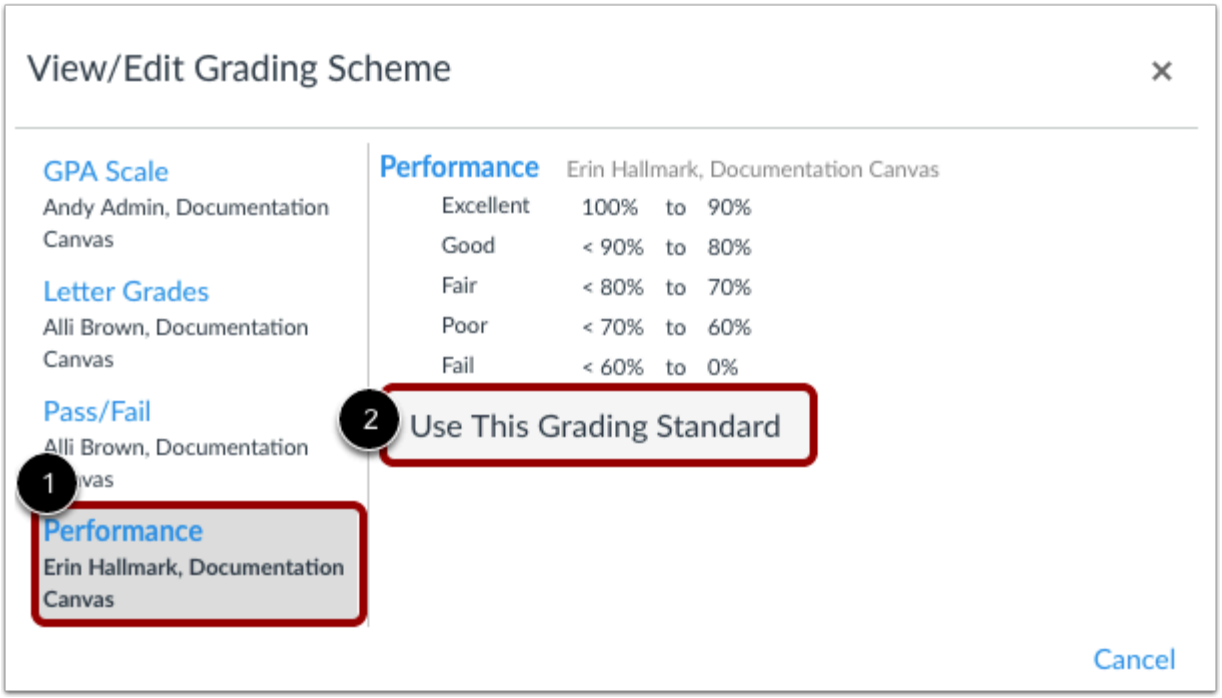
To enable a grading scheme that you have previously created in your course or that was imported using the Course Import Tool, click the **view grading scheme** link.

Select Grading Scheme



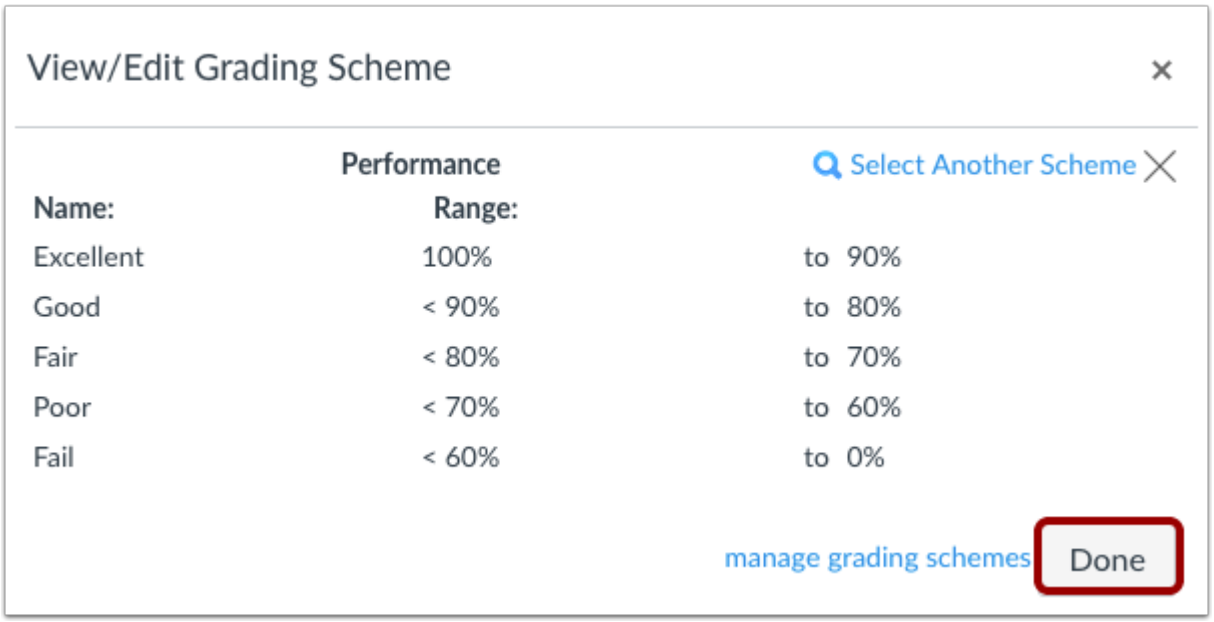
Canvas will show you the Canvas default grading scheme. If you want to select another grading scheme, click the **Select Another Scheme** link.

View Grading Schemes



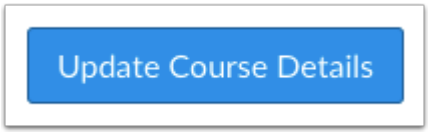
To view a grading standard, click the title of the grading scheme [1].

When you have located the grading scheme you want to use in the course, click the **Use This Grading Standard** button [2].



View your enabled grading scheme. Click the **Done** button.

Update Course Details



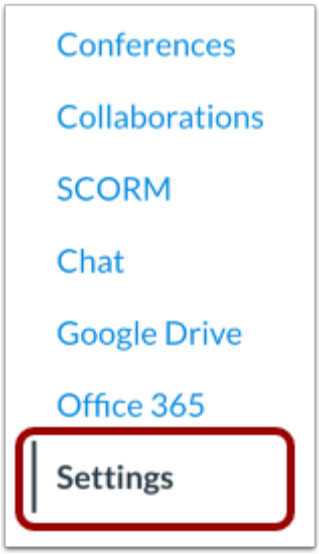
Click the **Update Course Details** button.

How do I add a grading scheme in a course?

If you would like to use a grading scheme that your institution has not created on the account level, you can create a new grading scheme for your course. View examples of common grading schemes.

Note: Your grading scheme will not take effect until it has been enabled for the course.

Open Settings

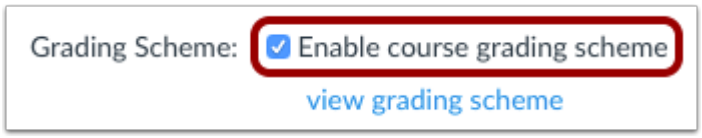


In Course Navigation, click the **Settings** link.

Open Course Details

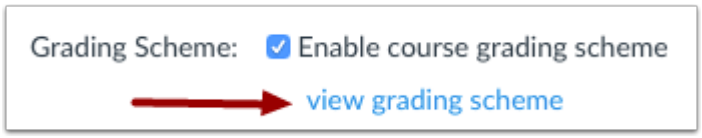
Click the Course Details tab.

Enable Grading Scheme



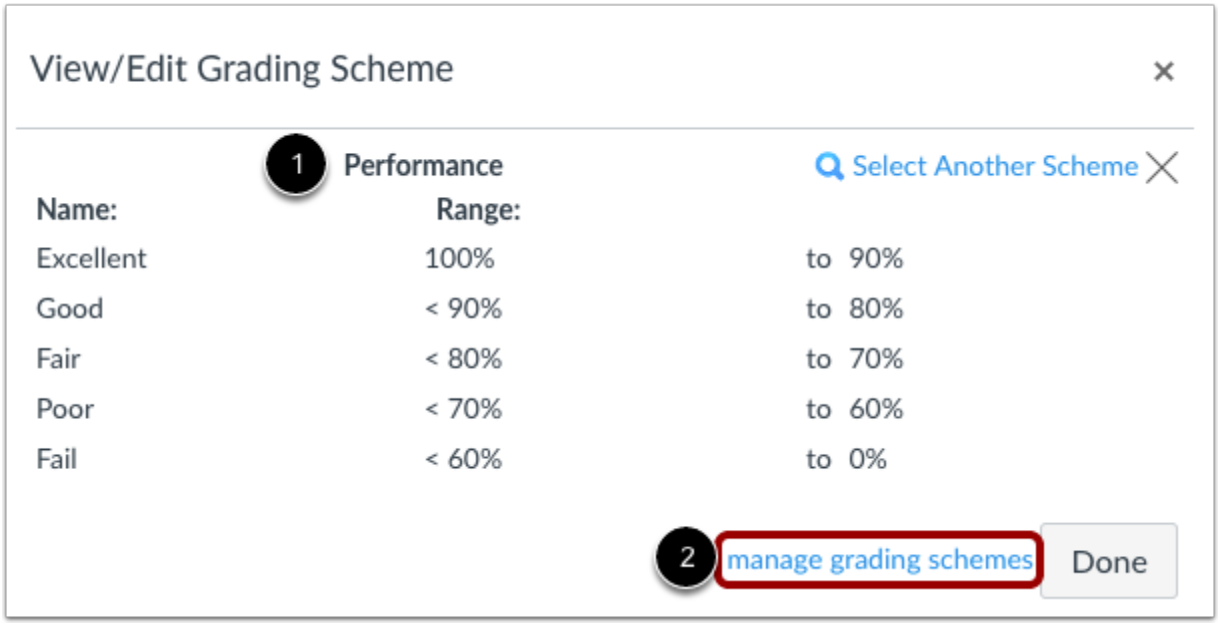
Click the **Enable course grading scheme** checkbox.

View Grading Scheme



Click the **View Grading Scheme** link.

Manage Grading Schemes

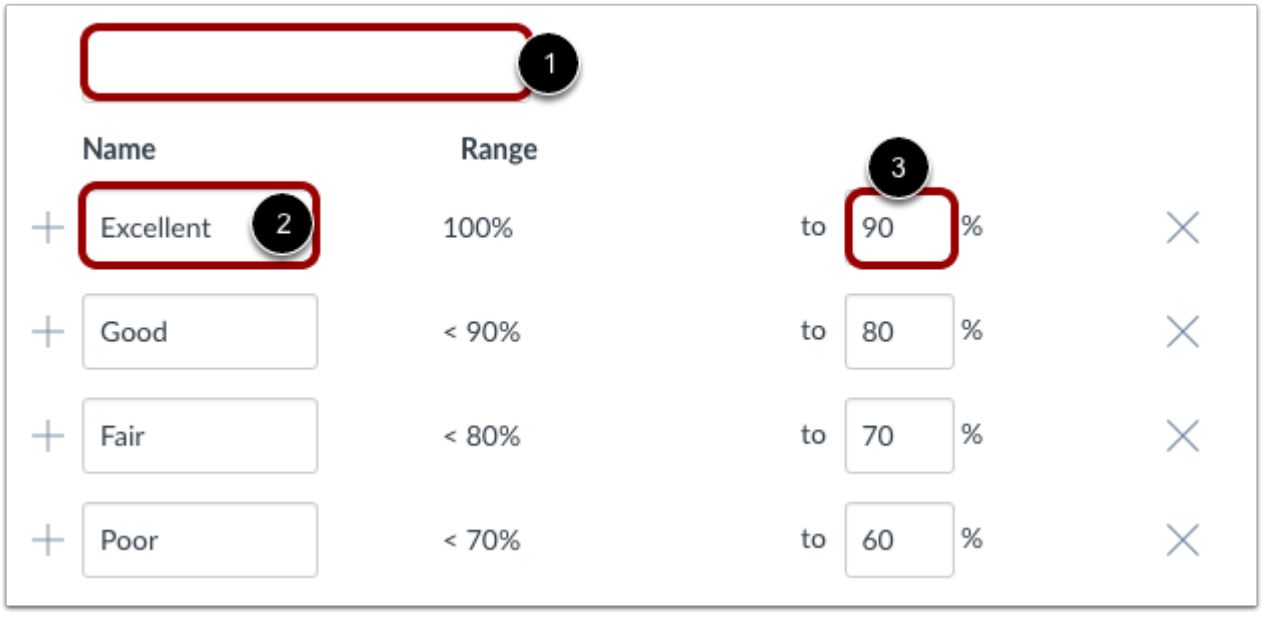


Canvas will show you the current grading scheme enabled by your institution, if any [1]. Click the **Manage Grading Schemes** link [2].

Add Grading Scheme

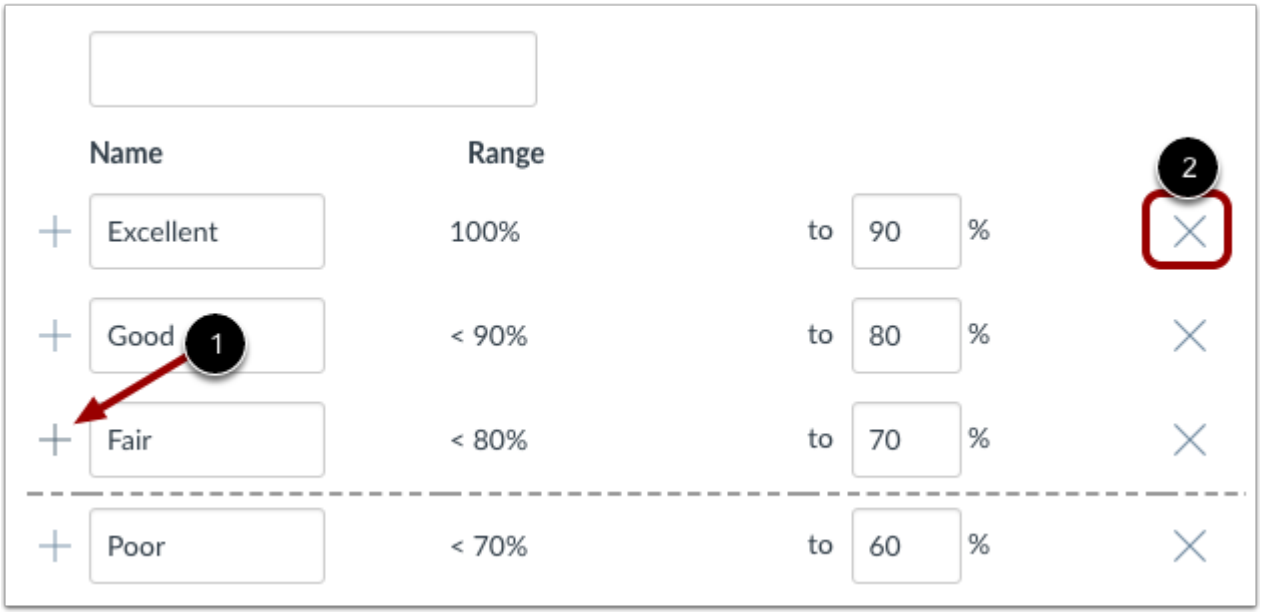
Click the **Add Grading Scheme** button.

Edit Grading Scheme



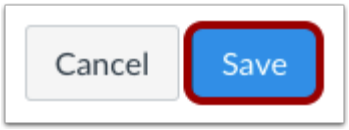
Create a title in the Scheme Name field [1]. For each line item, edit the grading scheme name in the name field [2]. Edit the minimum end of each individual range in the To [Number] % field [3].

Add Range



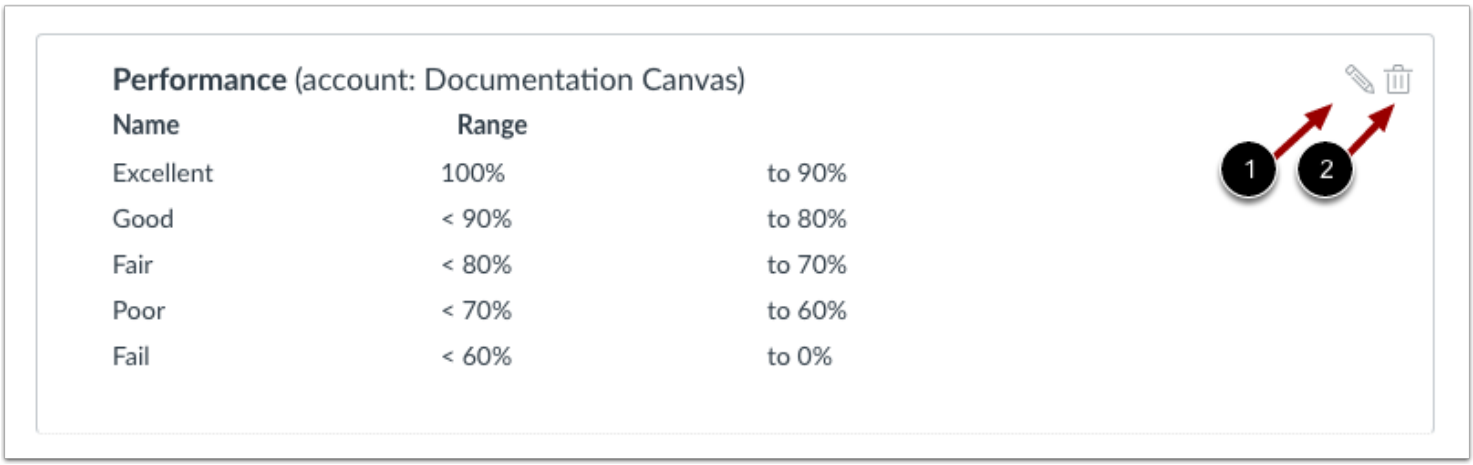
If you need to add ranges, place your cursor over a range checkbox and click the **Add** icon [1]. You can remove individual ranges by clicking the **remove** icon [2]. When you are finished editing your grading scheme, click the **Save** button [3].

Save Scheme



Click the **Save** button.

Modify Grading Scheme



Your new grading scheme will appear underneath any previously used grading schemes. If you are able to edit the grading scheme, you can always edit the grading scheme by clicking the **Edit** icon [1]. To delete a grading scheme, click the **Delete** icon [2].

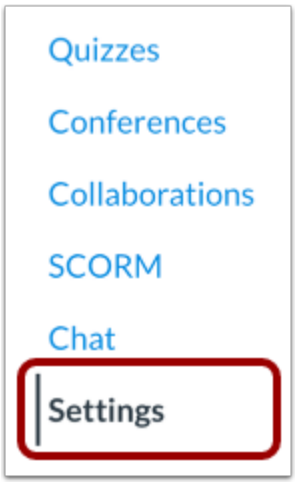
How do I view grading periods in a course?

If your course supports Multiple Grading Periods, you can use grading periods created by your Canvas admin. Grading periods consist of a specific date range that define the grading period, including the close date when you are no longer allowed to edit grades in the grading period. Grading periods may also be weighted.

However, the dates of each grading period can only be viewed as part of the Grading Schemes page. You may need to view the grading period dates to view how your admin has defined the grading periods.

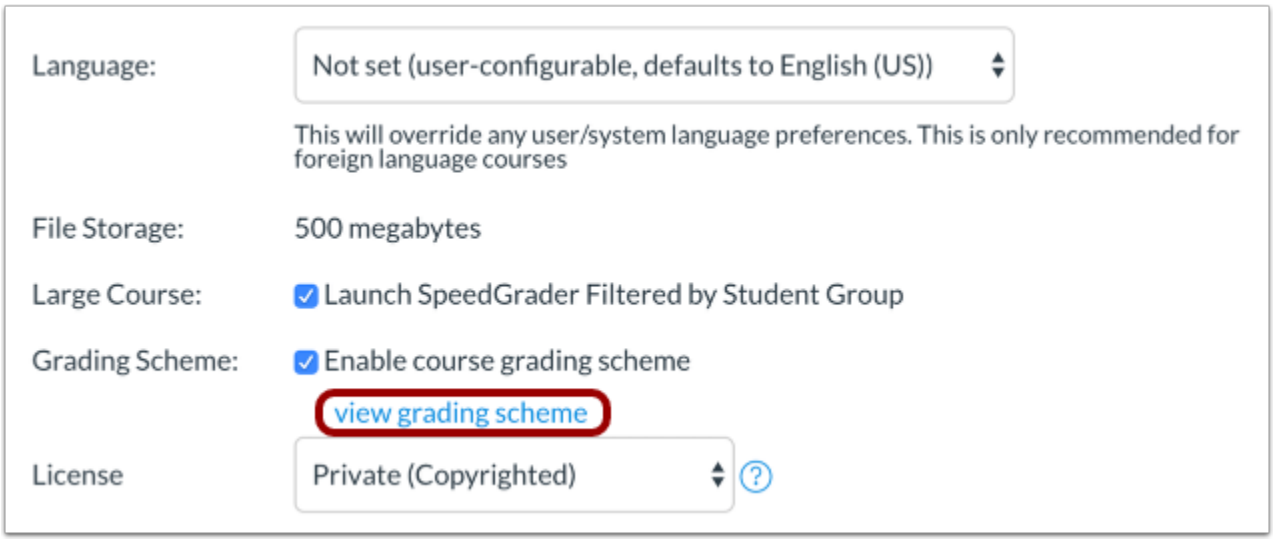
You can only edit grades in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period. The close date may be the same date as the end date, or may extend past the end date.

Open Settings



In Course Navigation, click the **Settings** link.

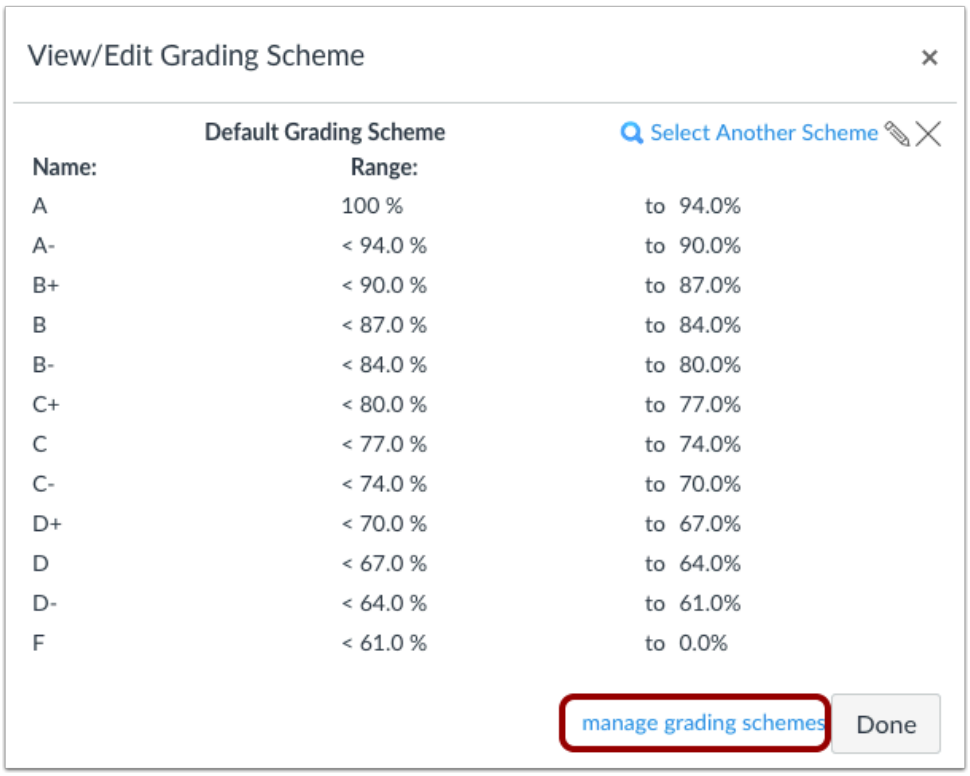
View Grading Scheme



In the Course Details tab, locate the Grading Scheme heading and click the **view grading scheme** link.

Note: If a grading scheme is not already set for your course, you can view the grading scheme link by selecting the **Enable course grading scheme** checkbox; the link will display as *set grading scheme*. A course grading scheme does not have to be enabled to view the grading periods.

Manage Grading Scheme



Click the **Manage Grading Schemes** link.

View Grading Periods

In the Grading Periods tab, any grading periods created by your admin display the grading period names [1], start dates [2], end dates [3], and close dates [4]. If grading periods are weighted, you can view each grading period's weighted percentage [5].

Grading period data is read-only.

How do I customize visibility options for a course?

Course visibility options can be customized and allow access to different user roles. The visibility setting offers three choices for a course:

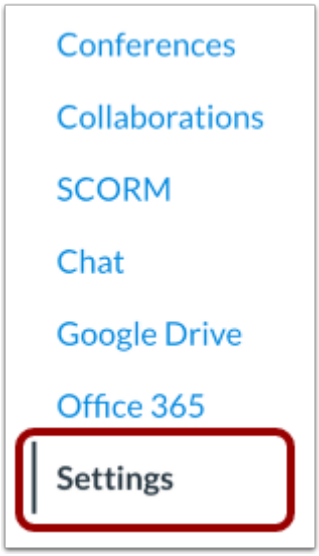
- **Course**: The course is available to all users associated (enrolled) in the course. This option is the default setting.
- **Institution**: The course is available to users associated with this institution. This option allows users in your institution to view your course before they enroll in the course. For this option, users can only view the course if course self-enrollment is enabled or the course is included in the Public Course Index. The course content shown to authenticated users is the same content shown to the public for publicly visible courses.
- **Public**: The course is available to anyone with the URL. If a public course is unaccessible to unauthenticated users, your institution may require a login and password to view all courses within their Canvas instance.

As part of course visibility, you can also customize content visibility.

To learn more about visibility options, view the Canvas Course Visibility Options PDF.

Note: If the Visibility option cannot be changed, you do not have permission to manage visibility settings. Please contact your Canvas administrator or Canvas Support for assistance.

Open Settings

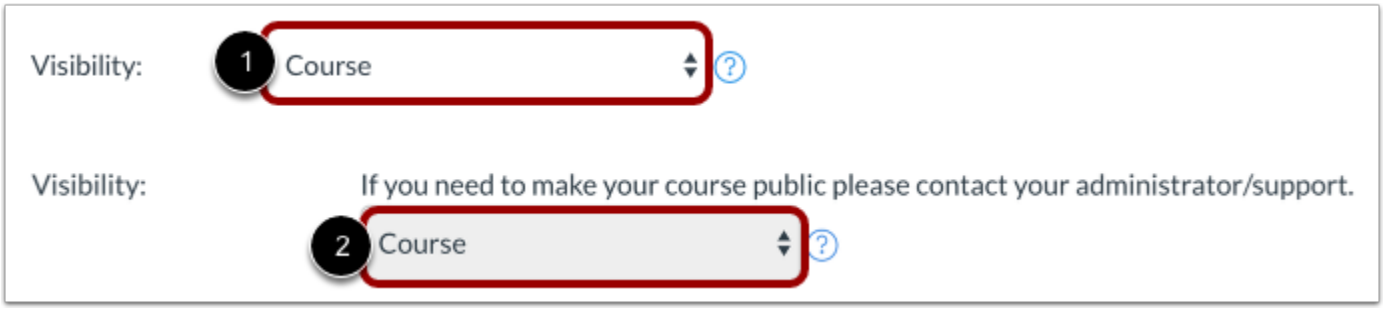


In Course Navigation, click the **Settings** link.

Open Course Details

Click the Course Details tab.

Set Visibility

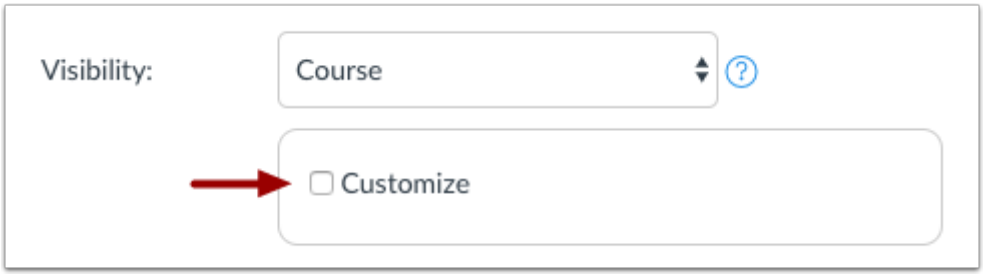


In the Visibility options, the default is set to Course.

To change the visibility, click the **Visibility** menu and select the visibility option you prefer [1].

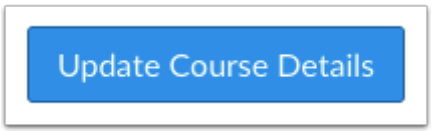
If the Visibility option cannot be changed, you do not have permission to manage visibility settings [2]. Please contact your Canvas administrator or Canvas Support for assistance.

Customize Content Visibility



If you also want to customize content visibility, such as the course syllabus, click the **Customize** checkbox.

Update Course Details



Click the **Update Course Details** button.

How do I customize visibility options for course content?

Content visibility options can be customized to allow specific users to view course content. Currently, only the Syllabus can be customized as a content item. Content visibility is defined by the course visibility option, so content visibility can only be set to an equal or greater structure.

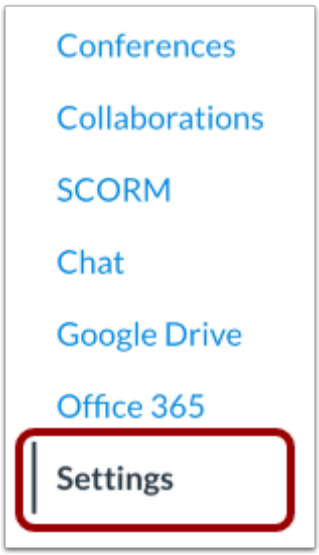
Like with course visibility, content visibility can be set to one of the same visibility options: Course, Institution, or Public.

- **Course**: Content is available to all users associated (enrolled) in the course.
- **Institution**: Content is available to users associated with the institution. This option allows users in your institution to view the selected content before they enroll in the course.
- **Public**: Content is available to anyone with the URL.

To learn more about visibility options, view the Canvas Course Visibility Options PDF.

Note: If the Visibility option cannot be changed, you do not have permission to manage visibility settings. Please contact your Canvas administrator or Canvas Support for assistance.

Open Settings

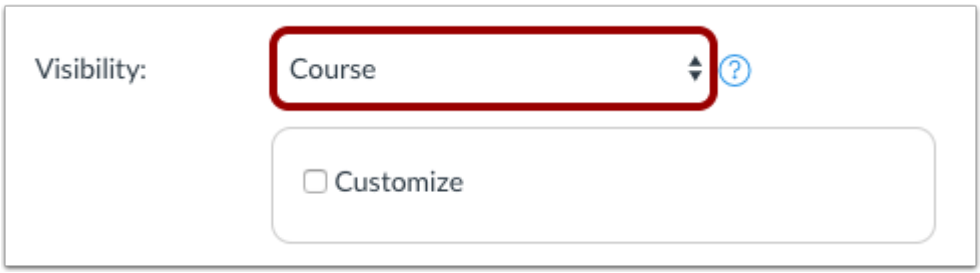


In Course Navigation, click the **Settings** link.

Open Course Details

Click the Course Details tab.

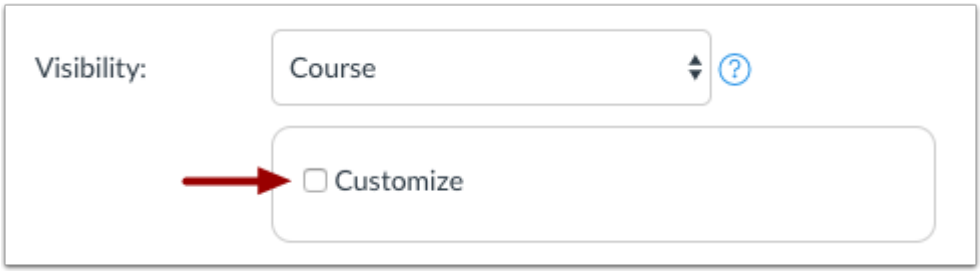
Confirm Course Visibility



In the Visibility options, confirm the course visibility is set correctly. Content visibility is defined by the course visibility option.

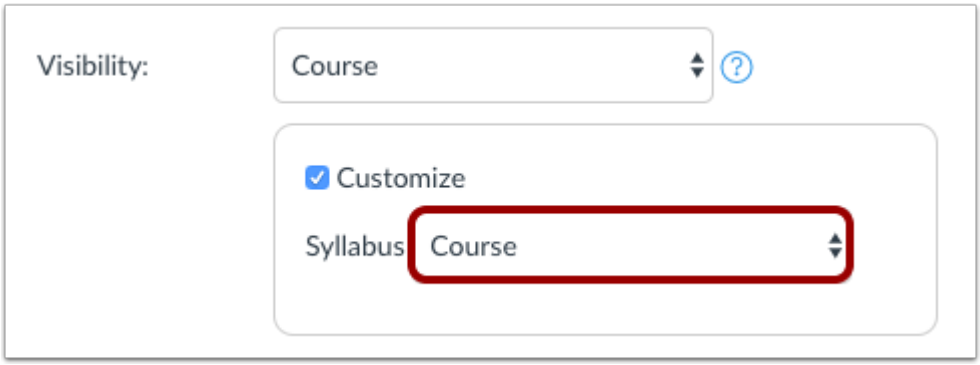
Note: If the Visibility option cannot be changed, you do not have permission to manage visibility settings. Please contact your Canvas administrator or Canvas Support for assistance.

Customize Content Visibility



Click the **Customize** checkbox.

Set Content Visibility

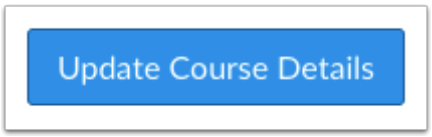


Currently the only content available for customization is the Syllabus. The default is set to the same option shown for course visibility.

In the **Syllabus** menu, select the visibility option you want to set:

- If course visibility is set to Course, content visibility can be set to Course, Institution, or Public.
- If course visibility is set to Institution, content visibility can be set to Institution or Public.
- If course visibility is set to Public, the entire course is already public so content visibility can only be set to Public.

Update Course Details



Click the **Update Course Details** button.

How do I set a Creative Commons license for a course?

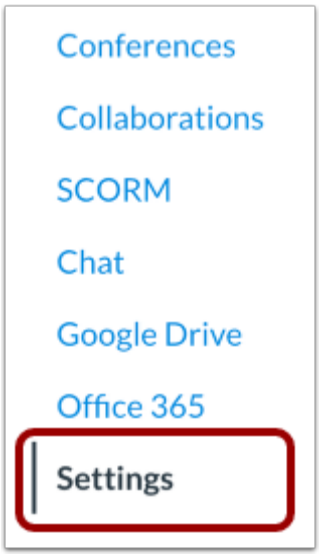
By default, the content you create in your course is considered copyrighted and private. However, if you want to make your course available to others for reuse, you can set a Creative Commons license for your course that specifies how you will let others copy, distribute, or display your work. The benefit of using Creative Commons licenses is that other instructors can use and build and improve upon your own content. This sort of creative collaboration can add value to your curriculum. You can reuse other users' content if it has a Creative Commons license.

Licenses range from restrictive use to public domain. If you are not sure what type of license you need, learn more about Creative Commons licensing. While setting a license, you can also use the Help icon to determine which type of Creative Commons license is best for you. You can change your course license at any time.

You can set a license for both private and public courses. Learn how to make your course available to users through course visibility options.

Note: If you are using Canvas Commons, the license you select for your course is not associated with the content license set for a shared resource.

Open Settings

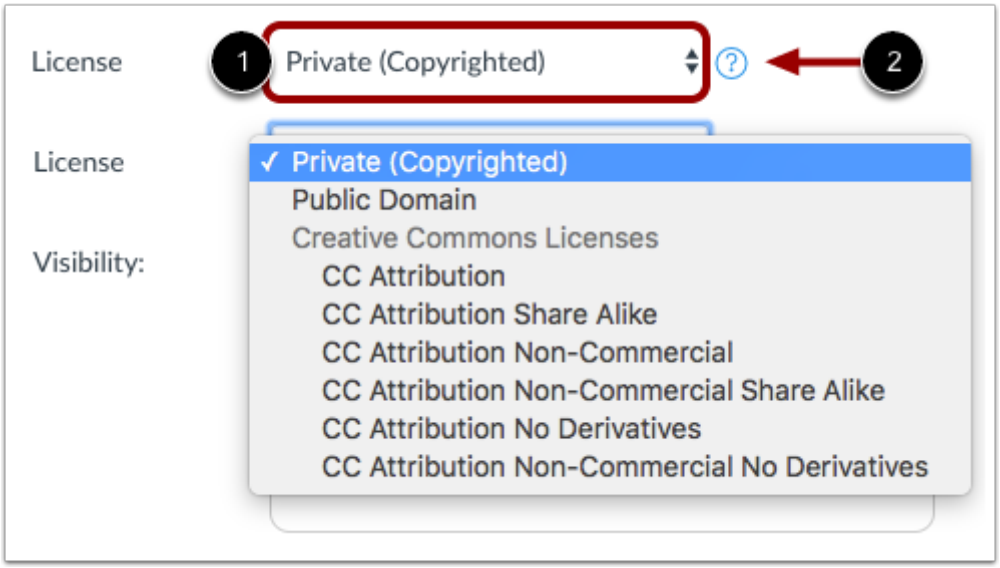


In Course Navigation, click the **Settings** link.

Open Course Details

Click the Course Details tab.

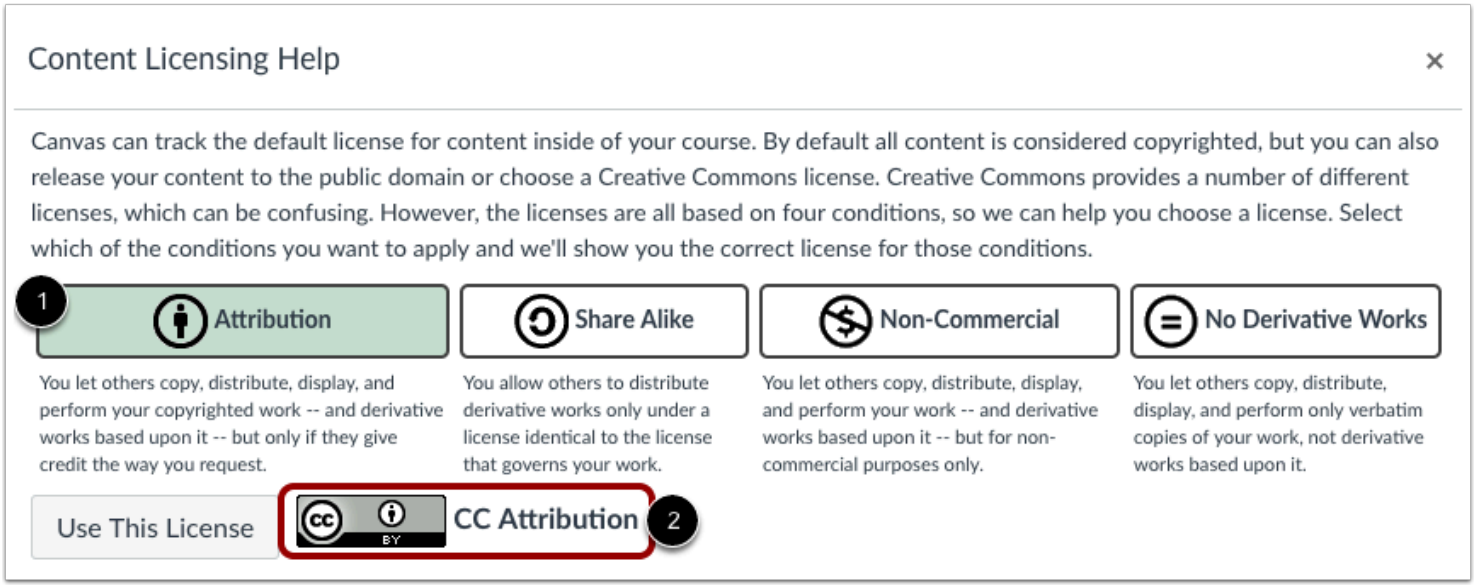
Select License



In the Course Details tab, the License menu is set to Private (Copyrighted). If you want to select a different license and know what license you want to use, click the **License** menu [1] and select the license from the menu list.

If you need more information about choosing a license, click the **Help** icon [2].

View Content Licensing Help

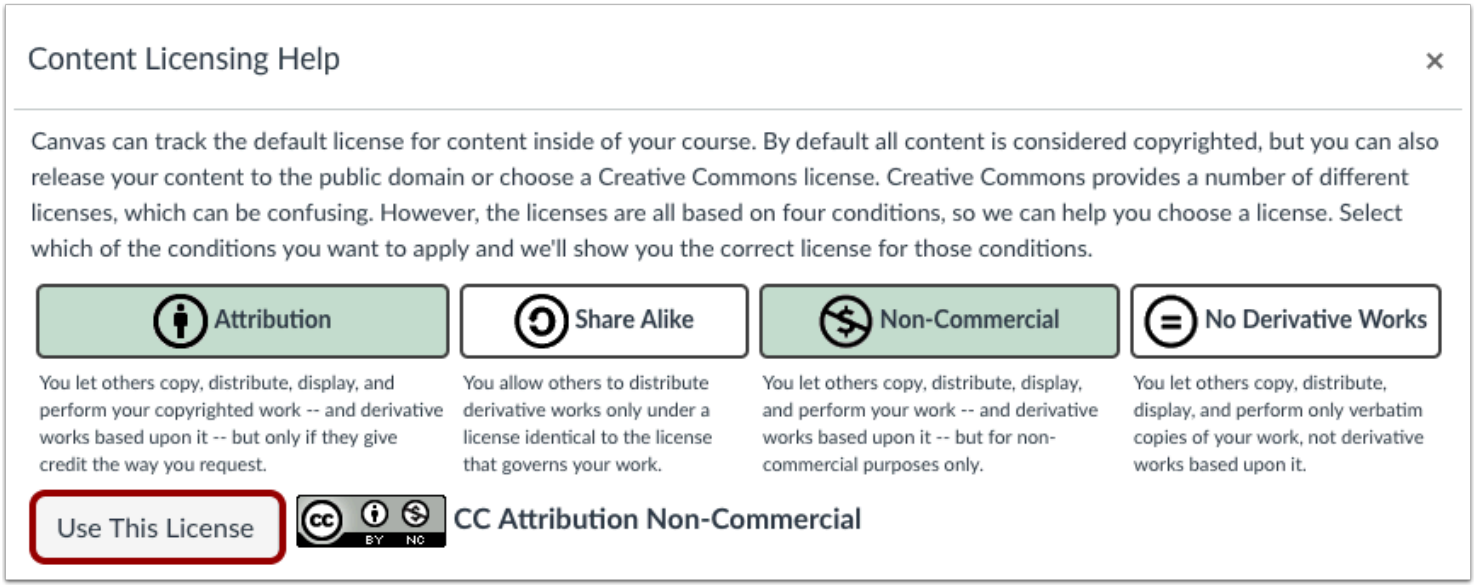


The Help menu explains the four conditions that comprise Creative Commons licenses. To create a license, click the condition(s) you want to select [1]. The name of the license displays at the bottom of the page [2].

Notes:

- All Creative Commons licenses require attribution, so when others distribute or reuse your work, they must always credit you for your original creation. If you select more than one condition, the Attribution condition will always be selected.
- The Attribution-ShareAlike license is used by Wikipedia and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.

Use This License

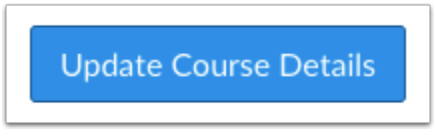


When you are finished creating your license, click the **Use This License** button.

View License

View your selected license in the **License** menu.

Update Course Details



Click the **Update Course Details** button.

How do I include a course in the Public Course Index?

The public course index is a collection of all courses that can be viewed publicly within your institution. In relation to the index, the word public references the index, not the courses; courses in the index may be public or private courses. Learn how to view the Public Course Index.

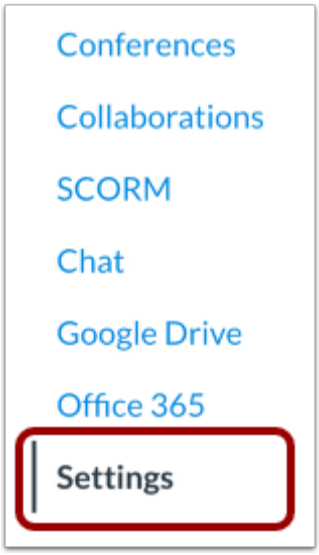
If you want to include your course as part of the public course index, you can select the course index visibility option in course settings. You can also create a description for your course as part of the catalog listing.

To learn more about visibility options, view the Canvas Course Visibility Options PDF.

Notes:

- The Public Course Index is currently an account opt-in feature and must be enabled by your institutional admin.
- If your course is enabled for self-enrollment, you can add a Join button to allow users to self-enroll at any time. This option does not have to be enabled to include a course in the Public Course Index, but students who view the course will not be able to contribute to any discussions, quizzes, or assignments unless they are enrolled.
- If a course includes an end date, the course is not automatically removed from the Public Course Index.

Open Settings

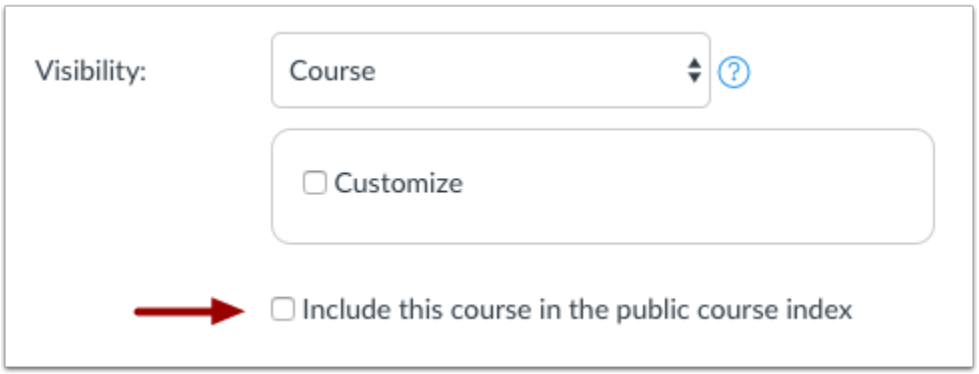


In Course Navigation, click the **Settings** link.

Open Course Details

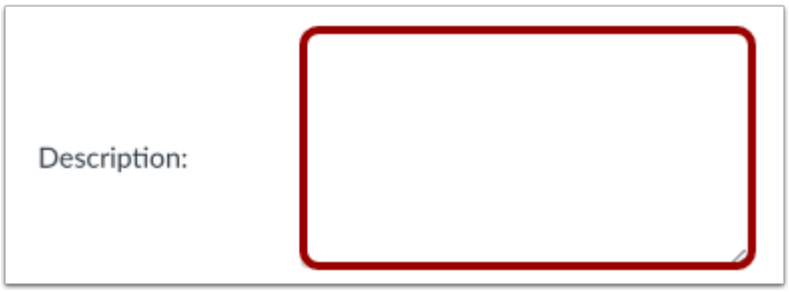
Click the Course Details tab.

Set Visibility



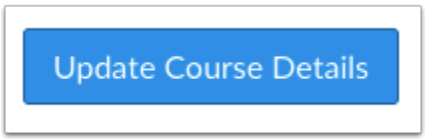
In the visibility options, click the **Include this course in the public course index** checkbox.

Set Description



In the description field, enter a description for your course.

Update Course Details



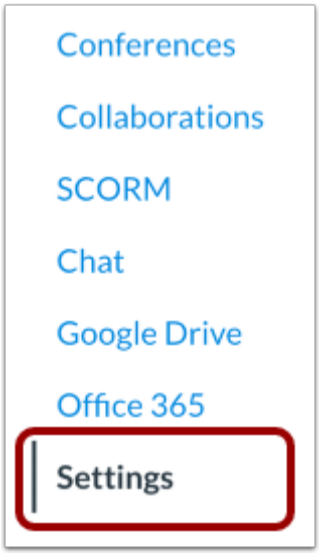
Click the **Update Course Details** button.

How do I set a course format?

You can set the format for a course in Course Settings. Course format shows whether the course is intended to be an on-campus course, a online course, or a blended course. Blended courses can sometimes be called hybrid courses, but the interpretation can be defined by your institution.

For admins, currently course format reporting can only be accessed through the Courses API or the Provisioning Report (Courses CSV configuration) in Account Settings.

Open Settings



In Course Navigation, click the **Settings** link.

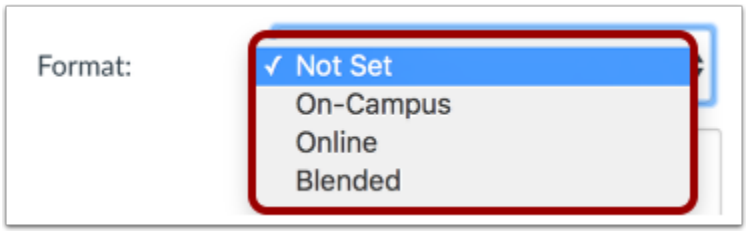
Open Course Details

Click the **Course Details** tab.

Open Course Format Menu

Click the **Format** drop-down menu.

Select Format



Click the format type that best represents your course.

Update Course Details

Click the **Update Course Details** button.

How do I change the format of a course ePub export file?

As an instructor, you can allow users to download your course as an ePub file using an ePub reader. You can also select the format for the course ePub file.

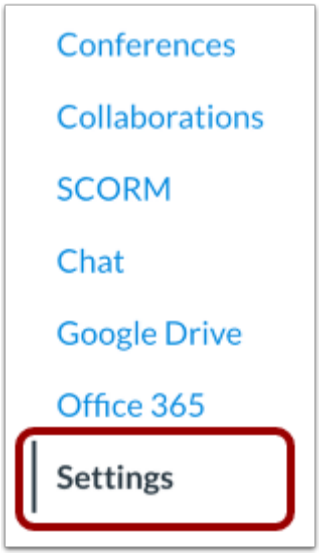
The default ePub organization is by module, meaning only items that students have access to view in each module will be included in the ePub file. Locked modules list either their pre-requisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

If you do not want the ePub file to be organized by Modules, you can choose to set your course organization by content type (e.g. assignments, quizzes, etc.).

Notes:

- ePub Exporting is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If your account does not display the ePub Export option, your institution may only allow you to manage offline content as an HTML file. The offline content feature will override the ePub Exporting feature option, as both features cannot be used together.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details

Click the Course Details tab.

Organize ePub by Content Type

In the Course Details tab, locate the ePub Export section. Click the **Organize ePub by content type** checkbox.

Update Course Details

Click the **Update Course Details** button.

How do I allow course content to be exported as an offline HTML file?

If your institution has enabled offline content, you can allow users in your course to download course content as an HTML file in the Modules page. This feature supports courses that use complex HTML or dynamic linking to downloaded files. Users can view the HTML file on a computer any time.

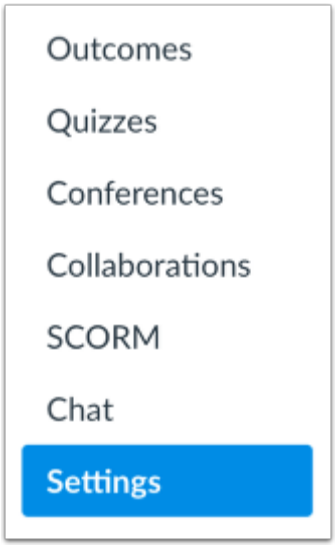
Exports are based on modules. To use this feature, you must allow students to view modules in the course, either by displaying the Modules link in Course Navigation or enabling modules as the Course Home Page layout.

Course content export packages include all course files, pages, and embedded files added to a module and are viewable as long as the user has permission. Content items locked by modules or by date are not included in offline content and show that the content is not available.

Exported content does not expire, so please ensure your institution has specific online user agreement guidelines as exported content files cannot be managed by the institution. When exporting content, users are notified that they may not reproduce or communicate any of the content in the course, including files exported from the course, without the prior written permission of their institution.

Note: If your course does not display the Offline Content option, your institution has not enabled this feature. However, you may be able to allow course content to be downloaded as an ePub file and manage the ePub export format.

Open Settings



In Course Navigation, click the **Settings** link.

Open Course Details

Click the Course Details tab.

Enable Offline Content

Locate the Offline Course section. Click the **Allow course content to be downloaded and viewed offline** checkbox.

Note: This checkbox may already enabled by your institution.

Update Course Details

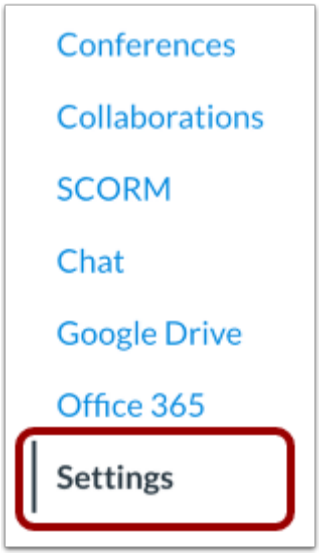
Click the **Update Course Details** button.

How do I enable course self-enrollment with a join code or secret URL?

If your Canvas admin has enabled self enrollment for your institution, you can enable self enrollment in your course. Self-enrollment allows a student to sign up for a course using a secret URL or code. Self-enrollment can be enabled for a course whether or not the course is publicly visible.

Note: If you cannot view the options for self enrollment, your admin has disabled this setting for your institution.

Open Settings

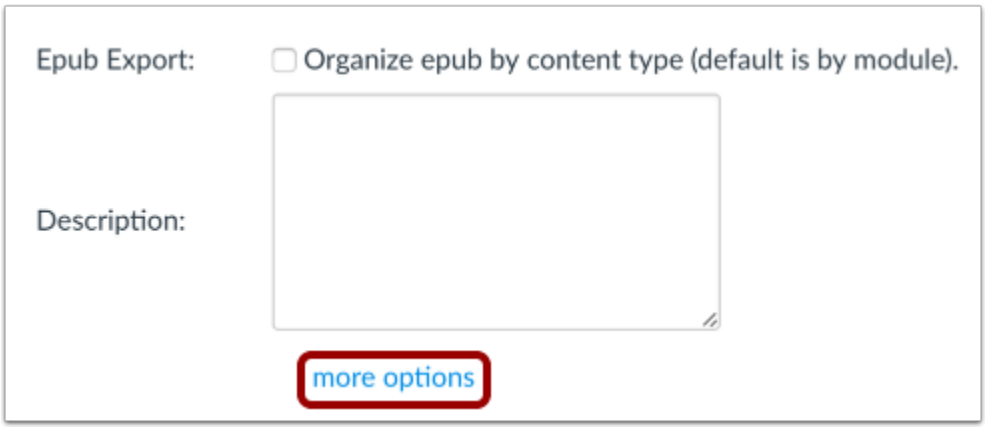


In Course Navigation, click the **Settings** link.

Open Course Details

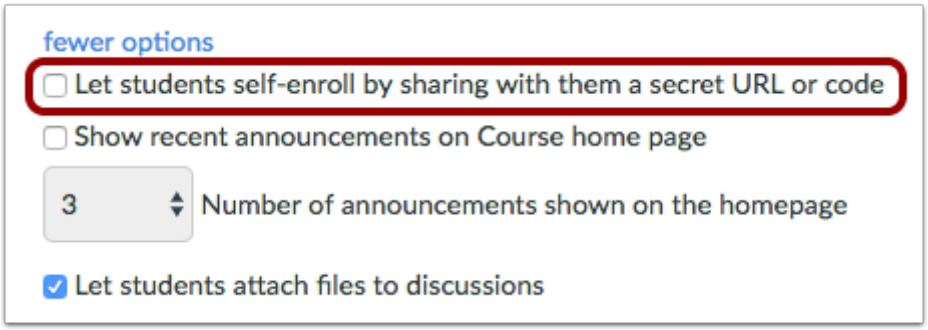
Click the **Course Details** tab.

Open More Options



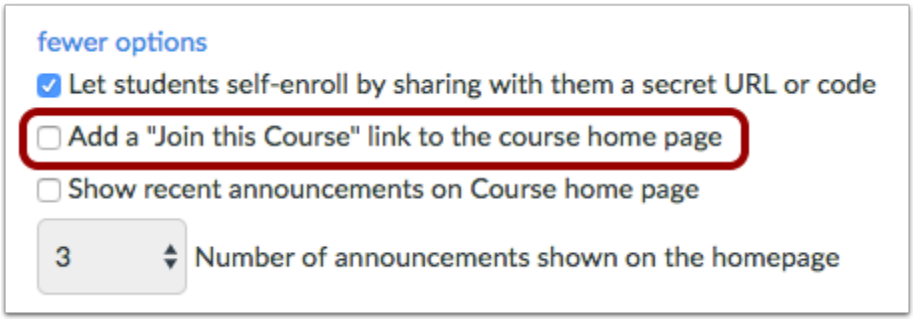
At the bottom of the page, click the **More Options** link.

Enable Self-Enrollment



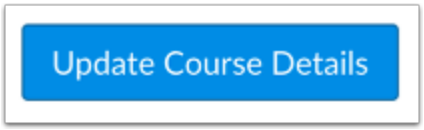
Click the **Let students self-enroll by sharing with them a secret URL or code** checkbox.

Add Join the Course Link



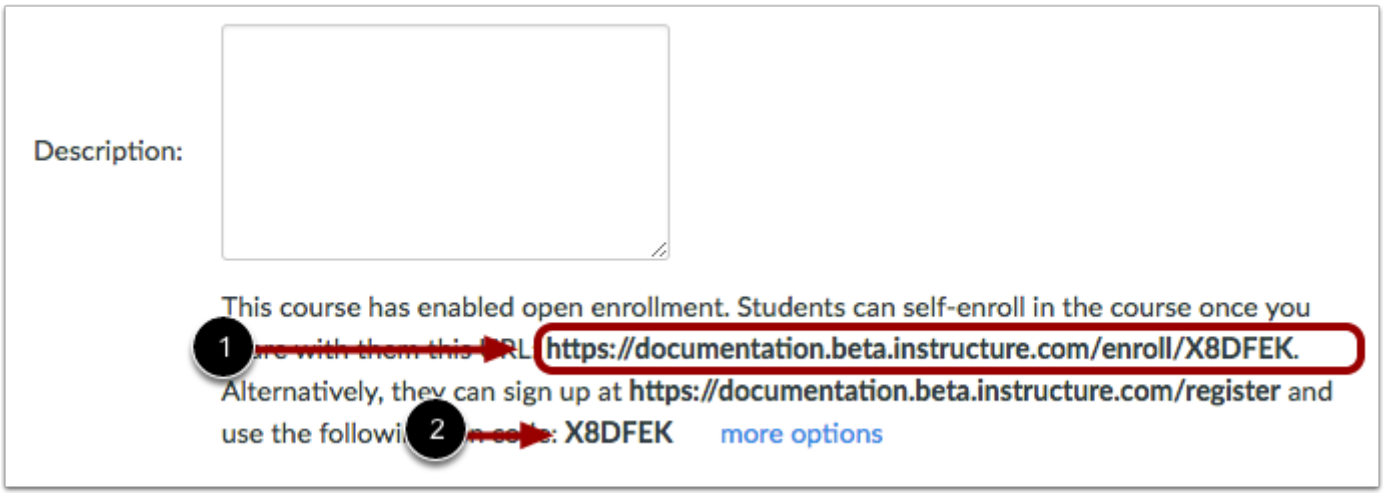
If you want to add an enrollment link to the Course Home Page, click the **Add a "Join this Course" link to the course home page** checkbox.

Update Course Details



Click the **Update Course Details** button.

View Self-Enrollment Details



Copy and share the provided secret URL [1].

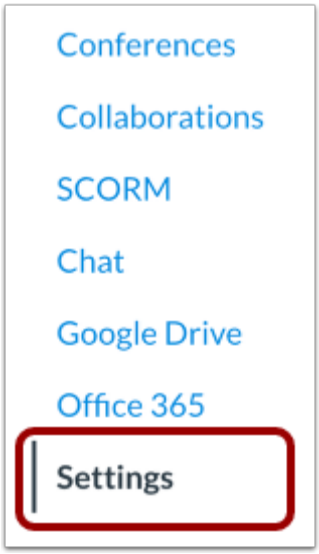
If your institution has enabled Canvas authentication, which allows students to sign up for a Canvas account, you can also view an alternative sign-up option that includes the account URL and join code [2].

How do I show recent announcements in the Course Home Page?

You can show recent announcements as part of your Course Home Page. You can set the number of announcements that should be displayed.

The Course Home Page only displays text and links within announcements; any images or media will not be shown.

Open Settings



In Course Navigation, click the **Settings** link.

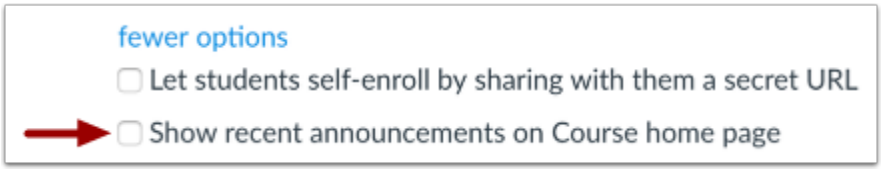
Open Course Details

Click the Course Details tab.

Open More Options

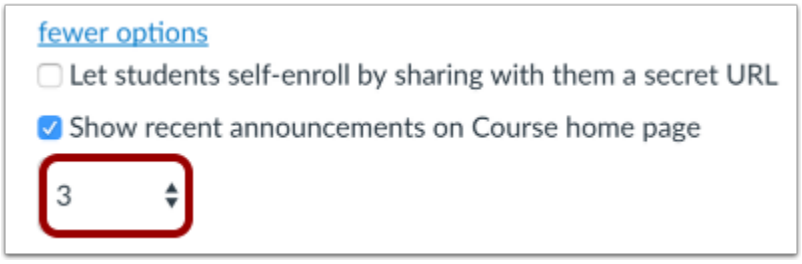
Click the **more options** link.

Show Recent Announcements



Select the **Show recent announcements on Course home page** checkbox.

Select Number of Announcements



In the **Number of announcements** menu, select the number of announcements to show on the home page. You can show up to the most recent 15 announcements.

Update Course Details

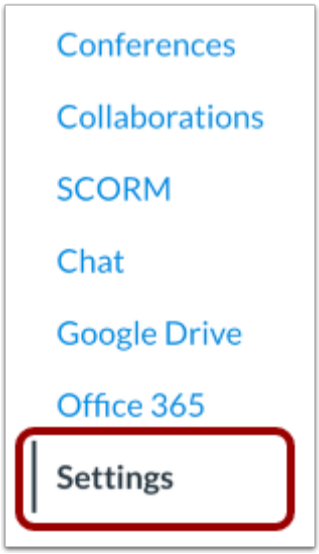
Click the **Update Course Details** button.

How do I hide totals in my students' grade summaries?

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.

If your course is using Multiple Grading Periods, this setting restricts students from viewing grades in any grading period, even if the Display Totals for All Grading Periods feature option is enabled.

Open Settings

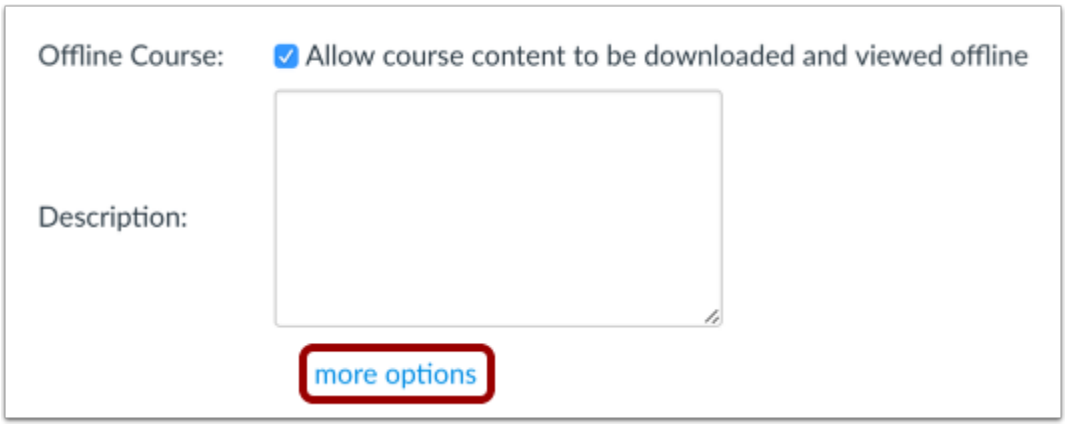


In Course Navigation, click the **Settings** link.

Open Course Details

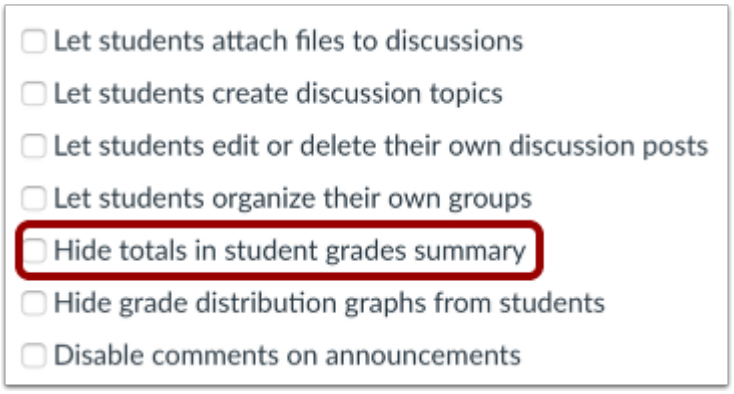
Click the Course Details tab.

Open More Options



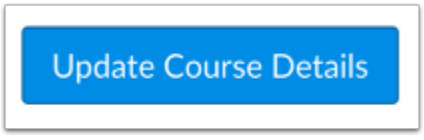
Click the **more options** link.

Hide Totals in Student Grades Summary



Select the **Hide totals in student grades summary** option.

Update Course Details



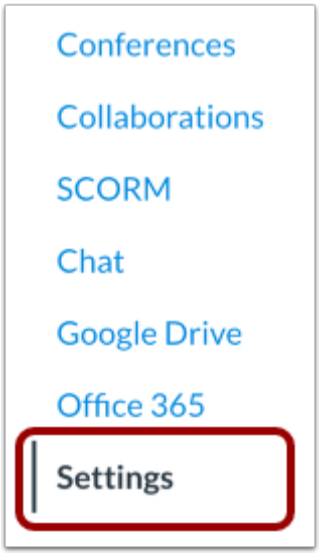
Click the **Update Course Details** button.

How do I hide grade distribution scoring details from students?

Instructors can hide the box and whisker plot (grade distribution) graphs to keep students from viewing the summary statistics of the class and figuring out each others' grades. By default, the whisker graph is on. When the grade distribution graph is hidden, students cannot view any aspect of the graph, including the high, low, and mean scores.

Note: Instructors can still view the grade distribution graphs even if they are hidden from students.

Open Settings

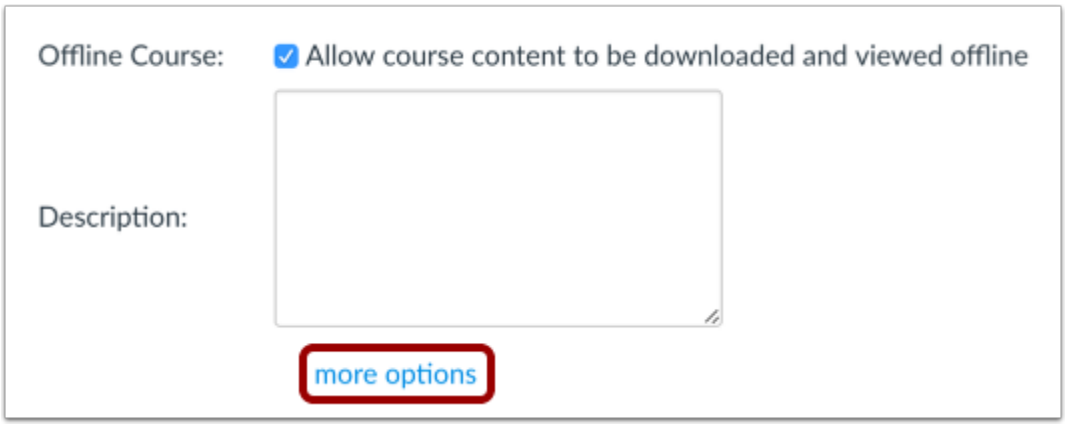


In Course Navigation, click the **Settings** link.

Open Course Details

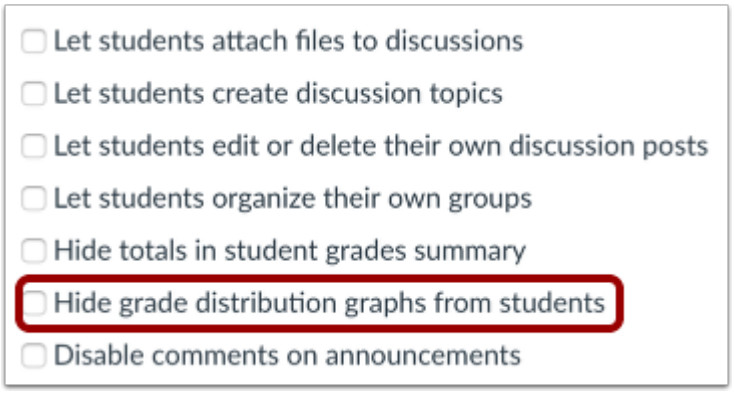
Click the **Course Details** tab.

Open More Options



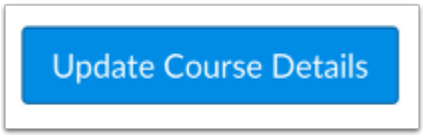
Click the **more options** link.

Hide Grade Distribution



Check the **Hide grade distribution graphs from students** checkbox.

Update Course Details



Click the **Update Course Details** button.

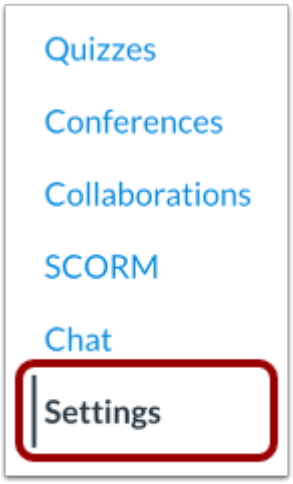
How do I disable announcement replies for an entire course?

By default, comment replies are disabled for announcements unless enabled in an individual announcement. However, you can disable comments for announcements and have that setting applied to every announcement throughout the entire course. When this setting is applied, you cannot select the option to allow users to comment when creating an announcement.

If you enable announcement replies, only newly created announcements will be able to allow user replies. Any existing announcements will remain locked and must be opened to comments individually in the Announcements page.

Note: Depending on your institution's preference, comments may already be disabled in the course.

Open Settings

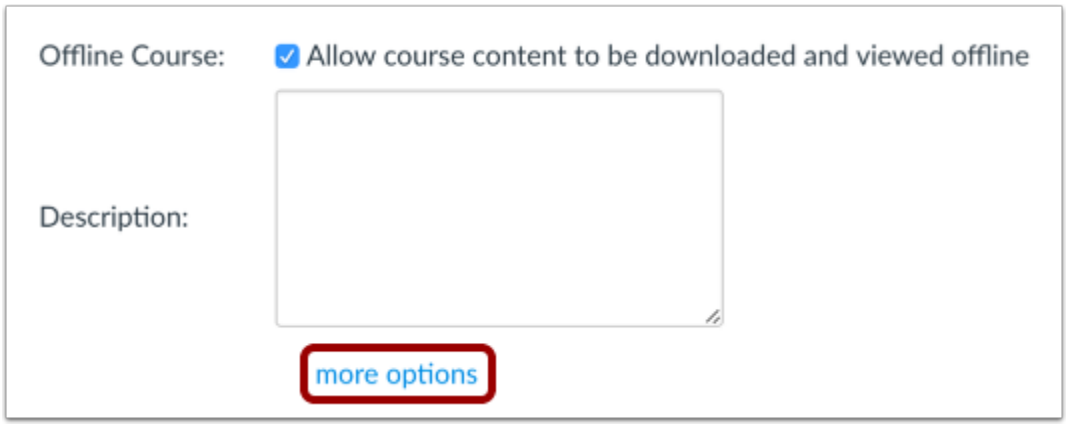


In Course Navigation, click the **Settings** link.

Open Course Details

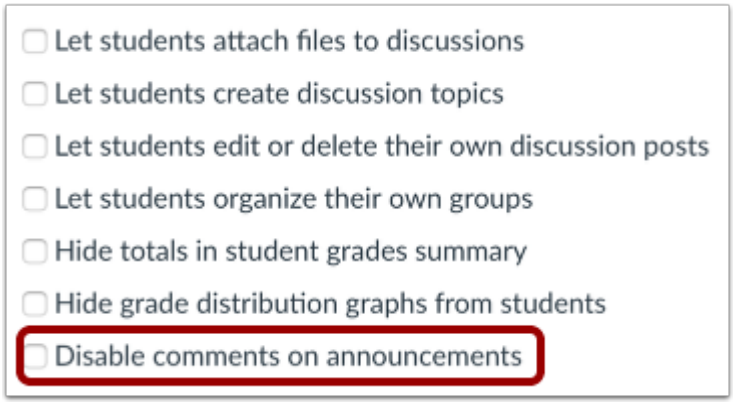
Click the **Course Details** tab.

Open More Options



Click the **more options** link.

Disable Comments on Announcements



Check the **Disable comments on announcements** checkbox.

Note: If the checkbox is grayed out, comments have already been disabled by your institution and cannot be changed.

Update Course Details

Click the **Update Course Details** button.

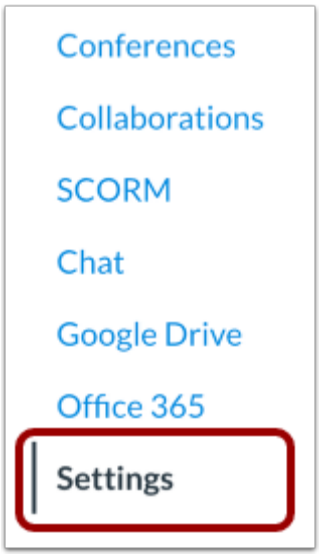
How do I validate links in a course?

As an instructor, you can verify all external links throughout your course to ensure they are valid. You can check these links using the course link validator, which searches through course content and returns invalid or unresponsive external links in both published and unpublished content. However, please note that some links flagged as unresponsive are inaccessible by Canvas servers and will still work for students.

The link validator also includes deleted links. Deleted links are links that are still in the course, but their linked content has been deleted (such as a course file or page).

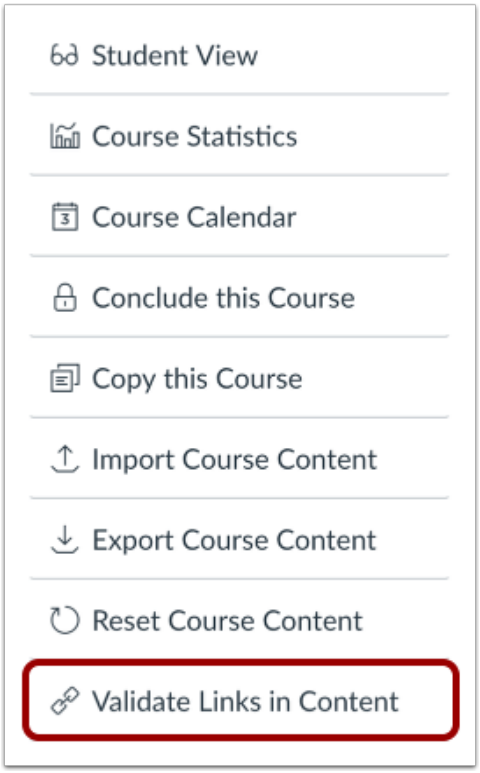
Note: The link validator does not validate mailto (email address) links.

Open Settings



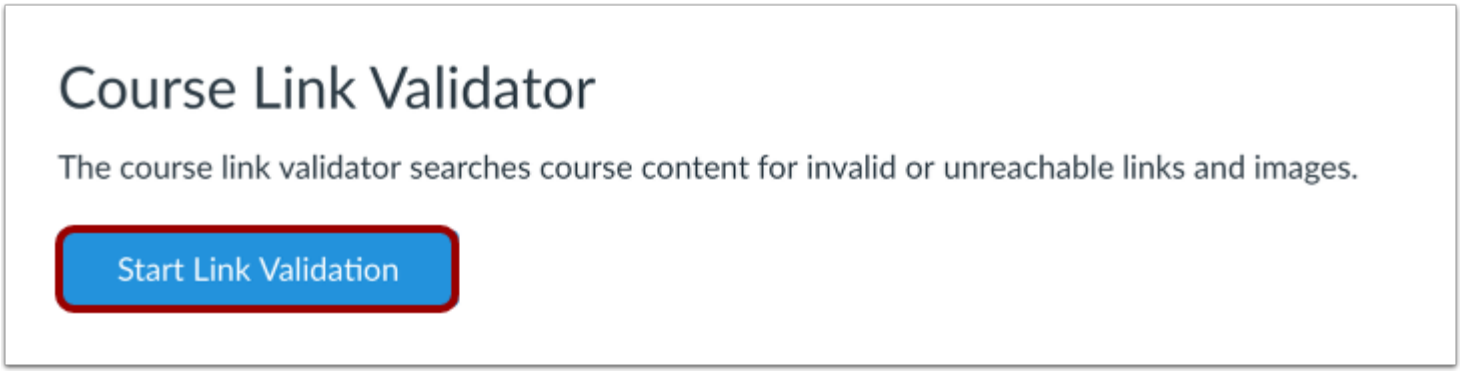
In Course Navigation, click the **Settings** link.

Open Validation Link



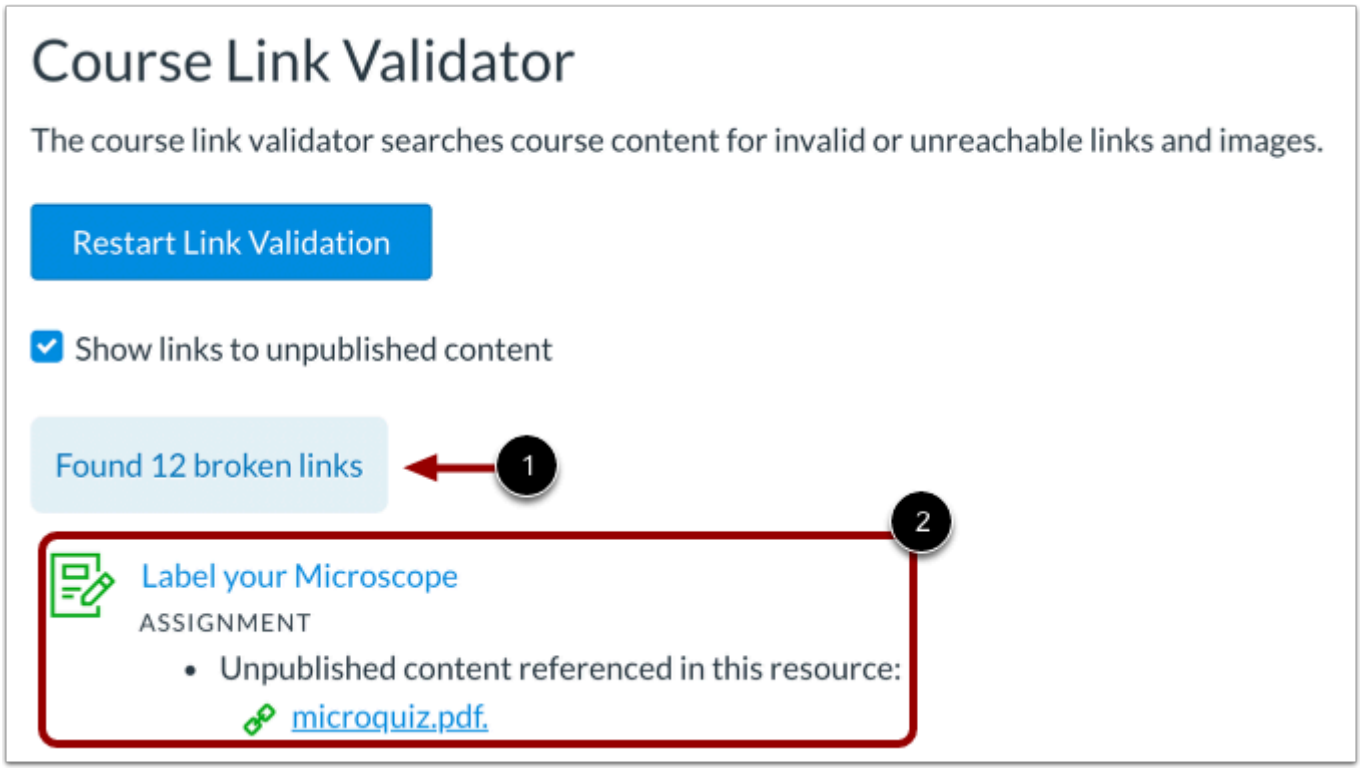
In the sidebar, click the **Validate Links in Content** link.

Start Link Validation



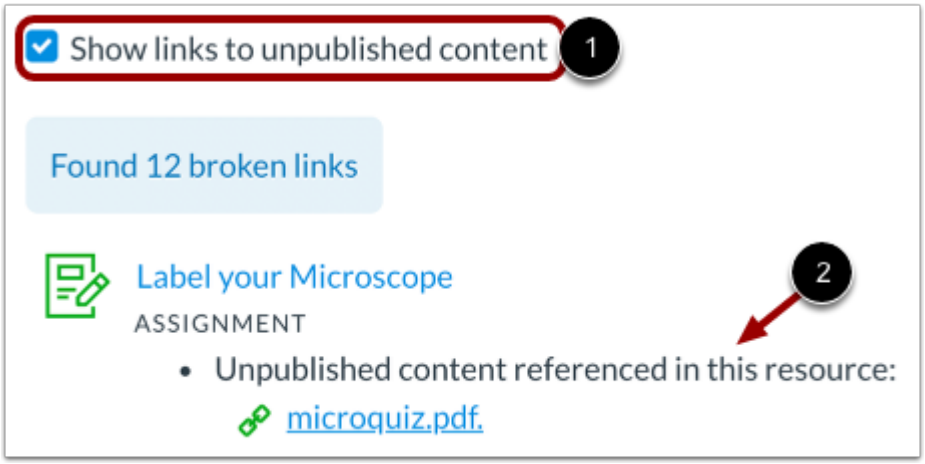
Click the **Start Link Validation** button.

View Links



If any links are found in the course, Canvas displays the number of links [1], followed by the name of the content item and the content's associated invalid link(s) [2].

View Unpublished Content



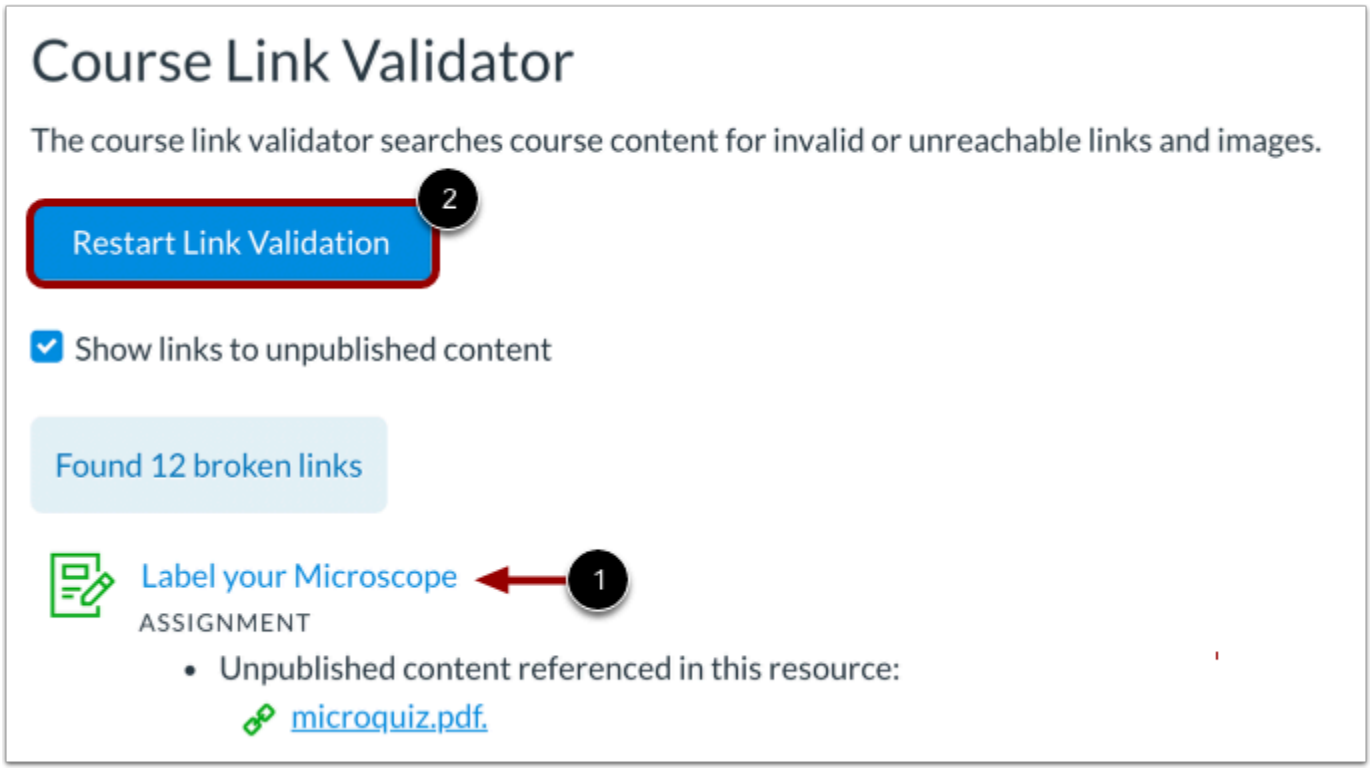
By default, the Show links to unpublished content checkbox is selected [1]. The page will display any broken links in unpublished content [2].

View Broken Link Details

The validator displays broken links and images by item type [1]. Broken content is identified as either a link or an image [2]. Non-existent content means that the object is invalid and should be replaced [3]. Unreachable objects mean the image could not be displayed [4].

Note: Course Cards are a supported object type. Any deleted course image added from Flickr displays as an invalid image.

Update Links



To update links within course content, click the name of the content item [1].

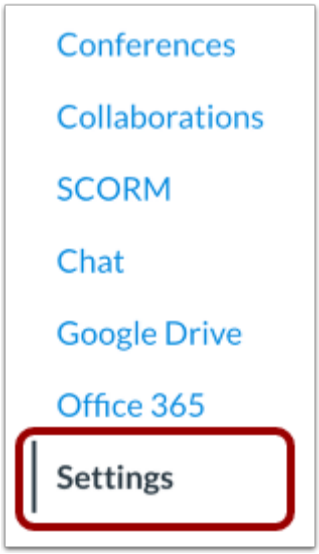
After you update your content, you can validate your links again by returning to the Link Validator page and clicking the **Restart Link Validation** button [2].

How do I view course statistics?

Course statistics give you a glimpse into which Assignments, Discussions, and Quizzes are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

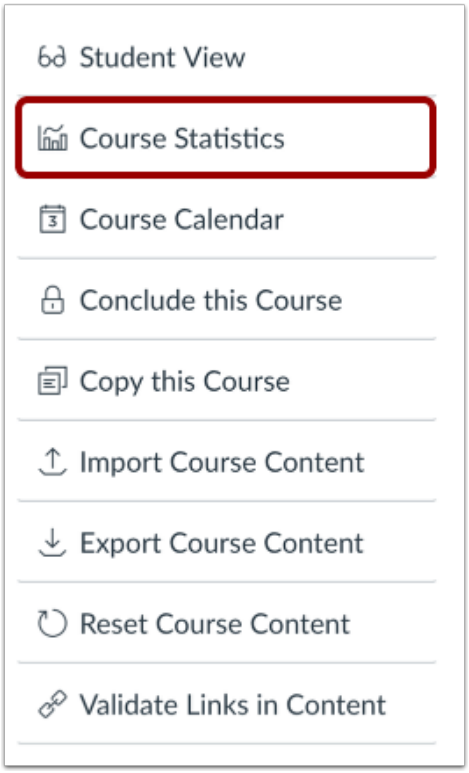
To learn about specific file quota details, view the Course Files Quota PDF.

Open Settings



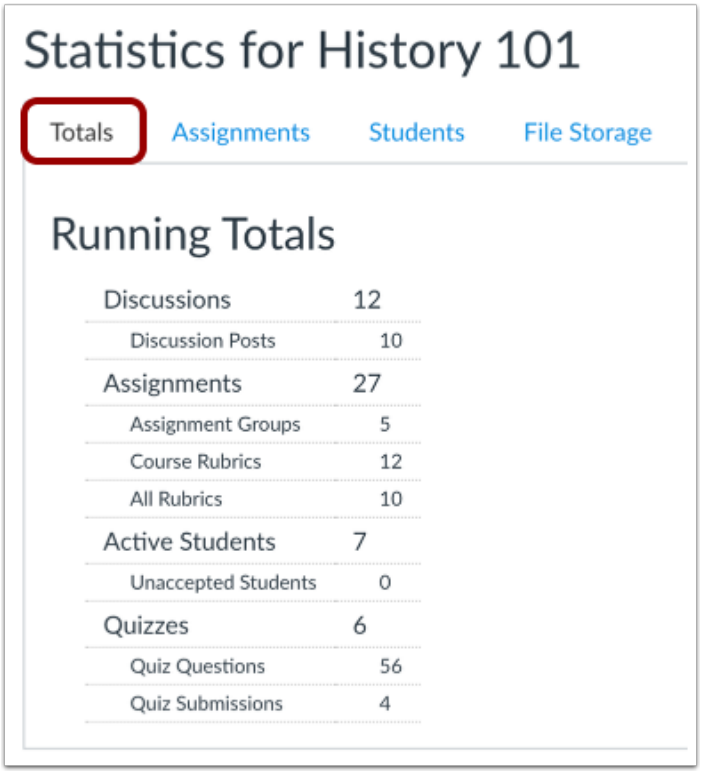
In Course Navigation, click the **Settings** link.

Open Course Statistics



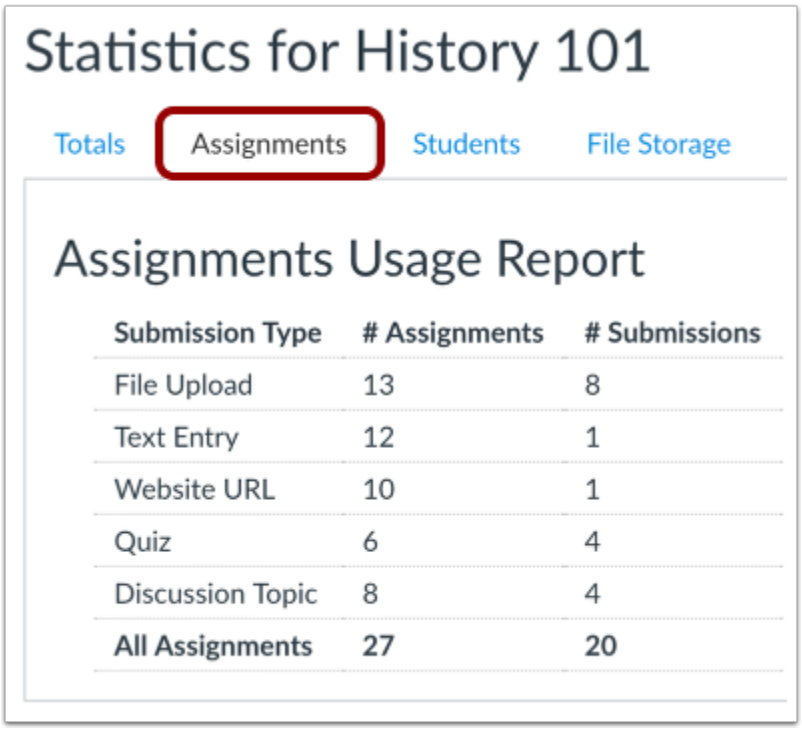
Click the **Course Statistics** link.

View Totals



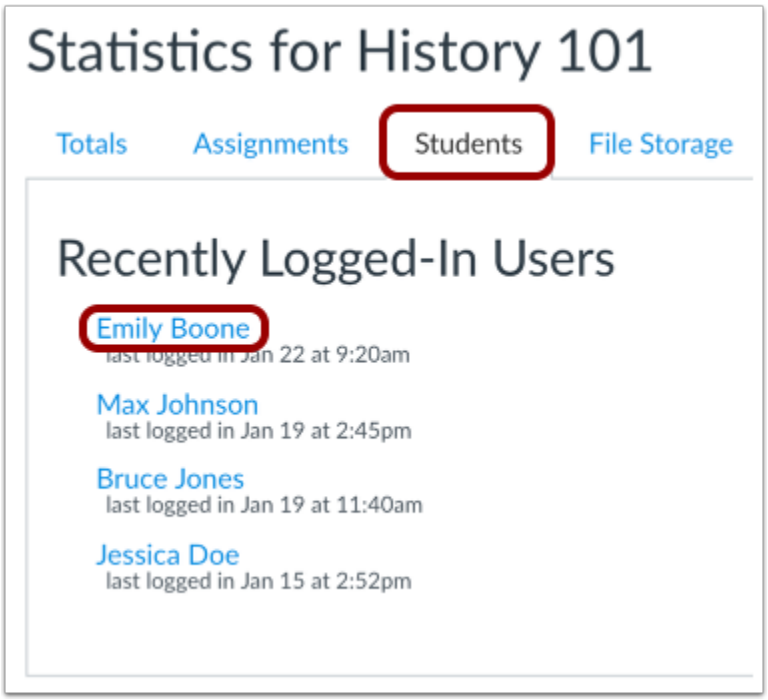
In the Totals tab, view running totals of course discussions, assignments, active students, and quizzes.

View Assignments



In the Assignments tab, you can view statistics about assignments in your course including the submission type, number of assignments, and number of submissions.

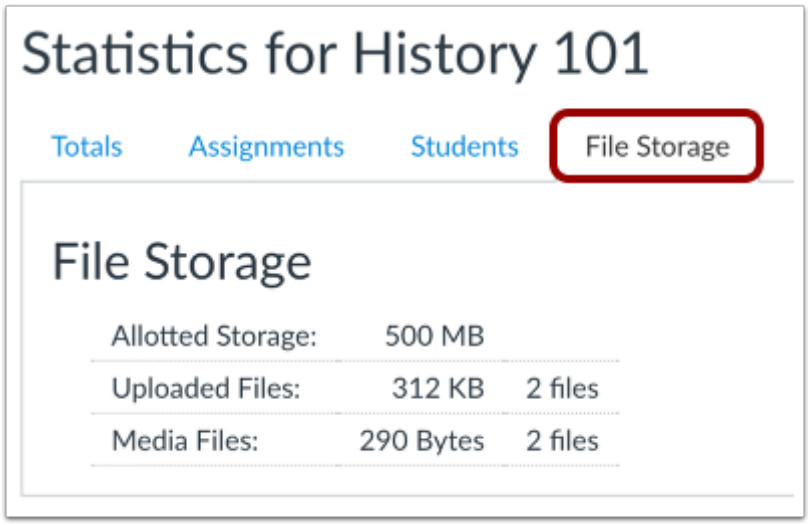
View Students



In the Students tab, you can view the students who have recently logged in to Canvas.

To view user details about a student, click the name of a student. The user details page also allows you to view any online interactions you've had with the student in the course as well as course access information and individual analytics.

View File Storage



In the File Storage tab, you can view the allotted storage for your course, the number of unique uploaded files, and the number of unique media fles in your course.

Please note that any files from a previous course import or course copy is not included in the storage quota or files count. Learn more about course files.

How do I view a course as a test student using Student View?

You can view a course the same way that your students view your course through Student View. Enabling Student View creates a Test Student in your course. You can also activate Student View in your Course Settings.

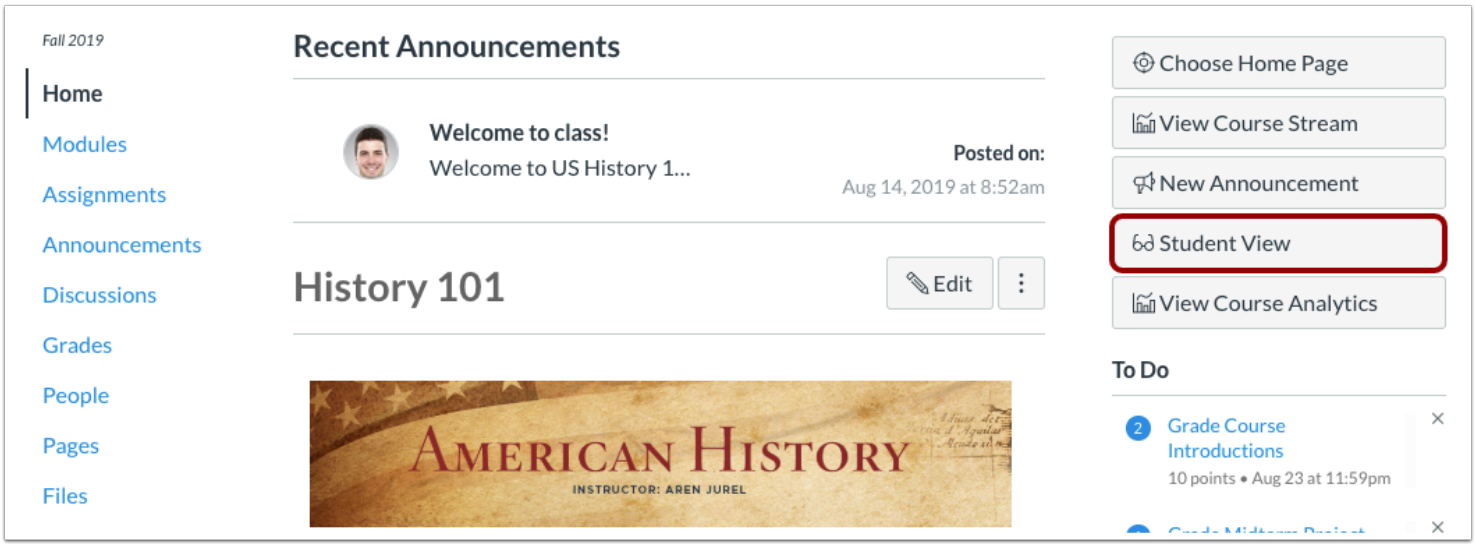
To see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled). You can reset Test Student data at any time; however, Test Student activity that involves interactions with other students cannot be removed, such as discussion replies.

Attendance, conferences, conversations, collaborations, differentiated assignments, external apps, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

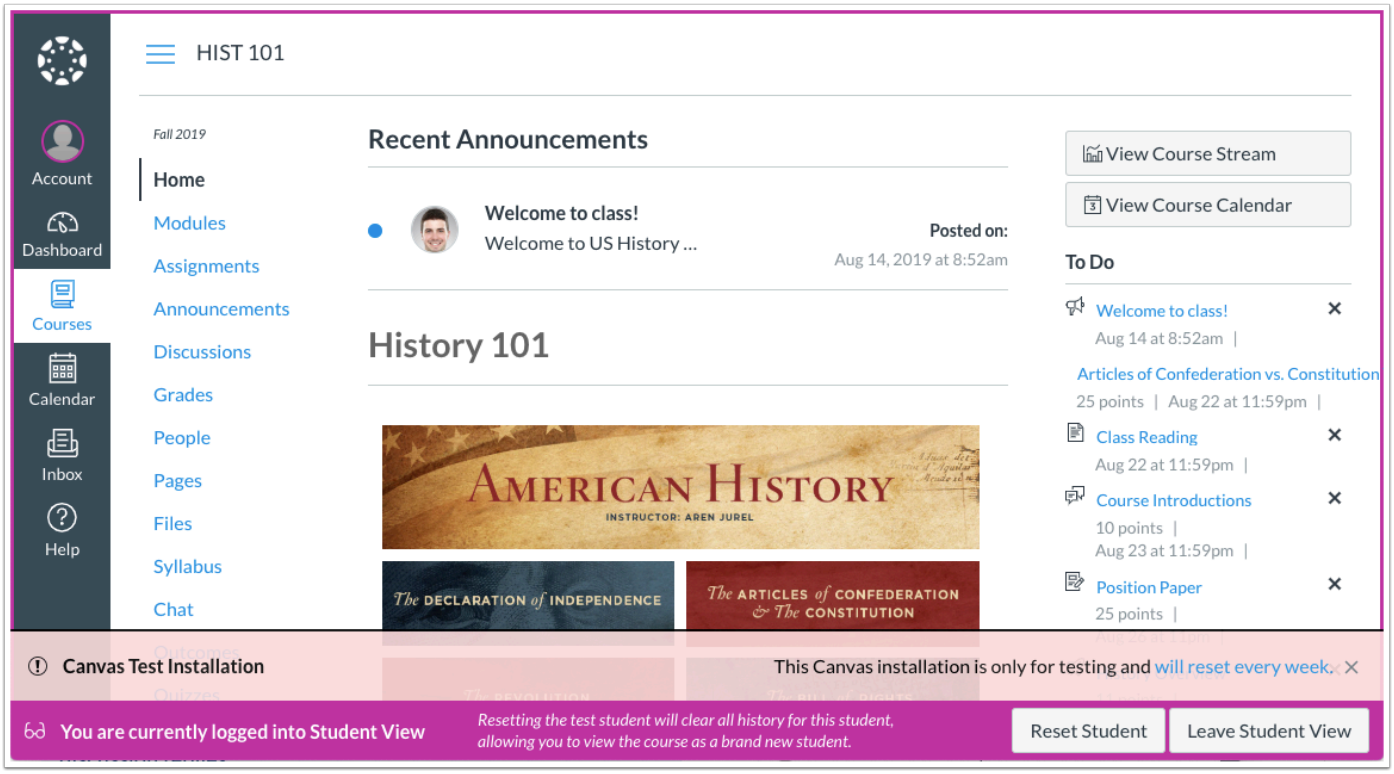
- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Student View should not be used to test MasteryPaths in the beta or test environment.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and SpeedGrader and is automatically added to every section in your course. If you want to remove the test student completely, you will have to remove the test student from your section enrollments.

Open Student View



In the couse home page sidebar, click the **Student View** button.

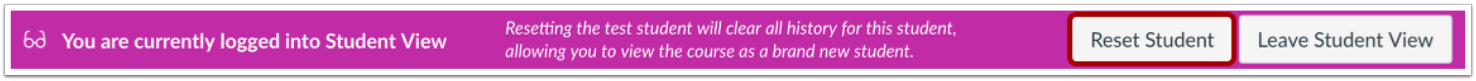
View Course



You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.

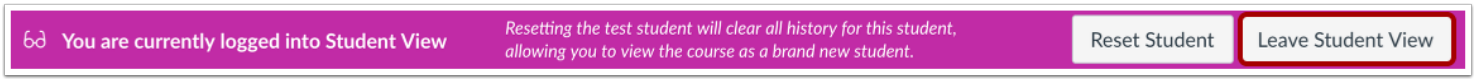
Reset Student



You can also reset the Test Student by clicking **Reset Student**. This action will clear all activity that does not include any student interaction.

For example, if you created an assignment and submitted it as the Test Student but then forgot to add a certain submission type, you can click the Reset Student button and submit the assignment again as the Test Student.

Leave Student View



To return to your course in the instructor view, click the **Leave Student View** button.

How do I reset course content?

If you have permission as an instructor, you can reset course content with your course settings in Canvas. However, resetting course content permanently removes all content and it cannot be recovered.

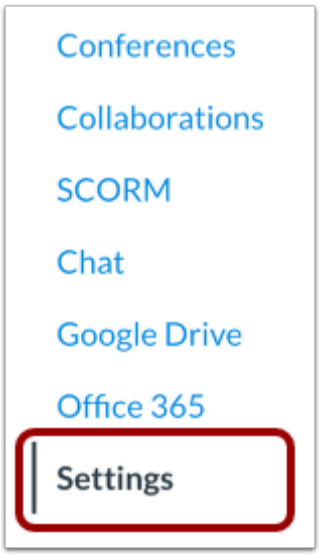
When you reset course content, you reset all content in the course including:

- Course ID—external URLs will no longer direct back to the course unless they are manually changed
- LTI tools added at the course level

Course details and enrollments will remain intact within your course. Following the reset, your course will be unpublished and will not be visible to students. If you added the course to the Dashboard, it will still appear in the Dashboard after a reset.

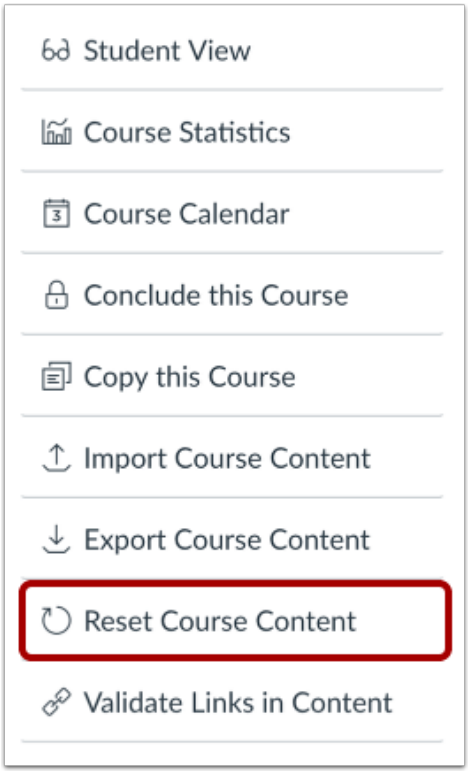
Note: Course content cannot be reset in Blueprint Courses.

Open Settings



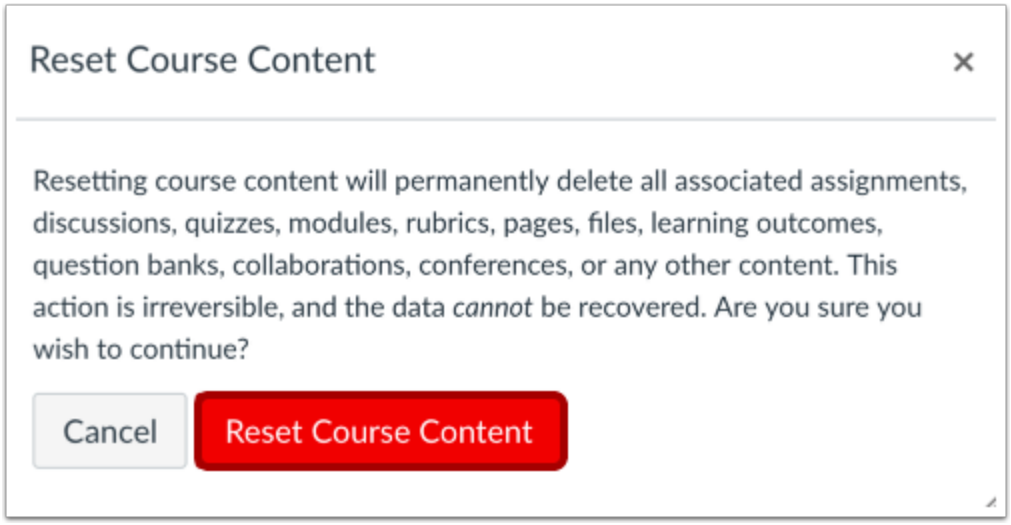
In Course Navigation, click the **Settings** link.

Reset Course Content



In the sidebar, click the **Reset Course Content** link.

Confirm Course Reset



Click the **Reset Course Content** button.

How do I manage new features for a course?

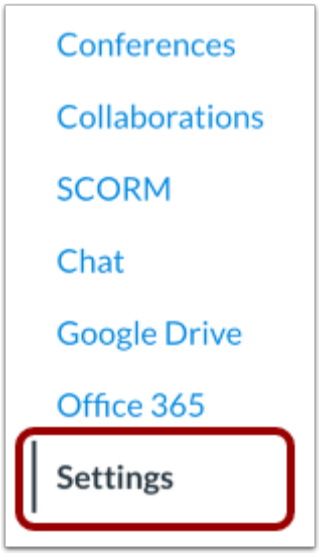
Canvas is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may change the workflow for common activities in Canvas during your current term. Because we want you to be able to learn about these features at your own pace, they'll be placed in your Course Settings as a Feature Option. Feature Options allow you to choose when you want to enable the new feature for your course.

This lesson gives an overview of how to manage feature options at the course level. On the course level, you may have the option to implement features on a course-by-course basis. Instructors have no control over user-level features. To view the specific course-level feature options available in Canvas, visit the current course features lesson.

In order for a feature to appear for a course, the feature must be enabled for your institution by a Canvas admin.

Please note that most Feature Options will only be optional for a short period of time. Once a Feature Option is officially released to your production environment, you'll have a few releases (depending on the feature) before the option will be enabled for all Canvas users. Therefore we encourage you to use your beta environment to learn about new Feature Options for your course.

Open Course Settings

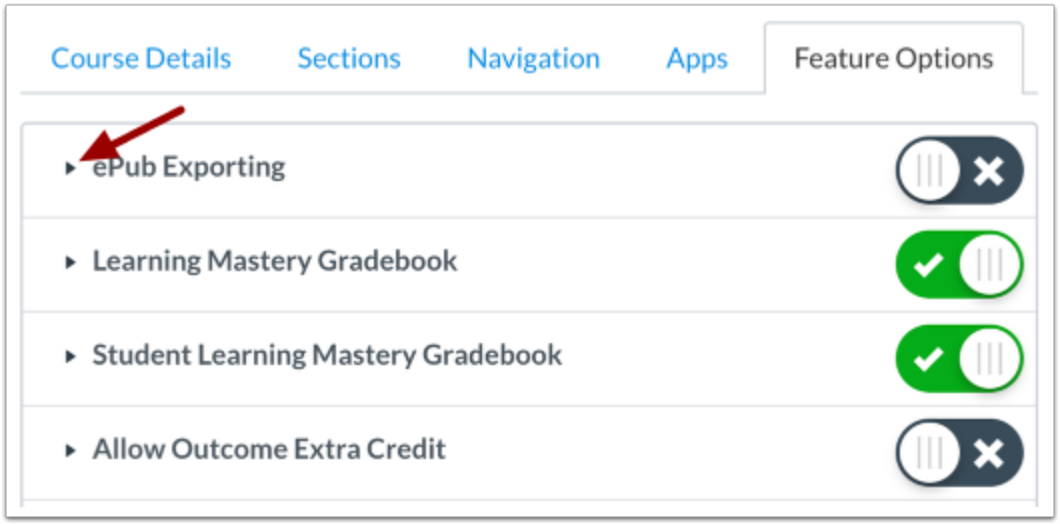


In Course Navigation, click the **Settings** link.

Open Feature Options Tab

Click the **Feature Options** tab.

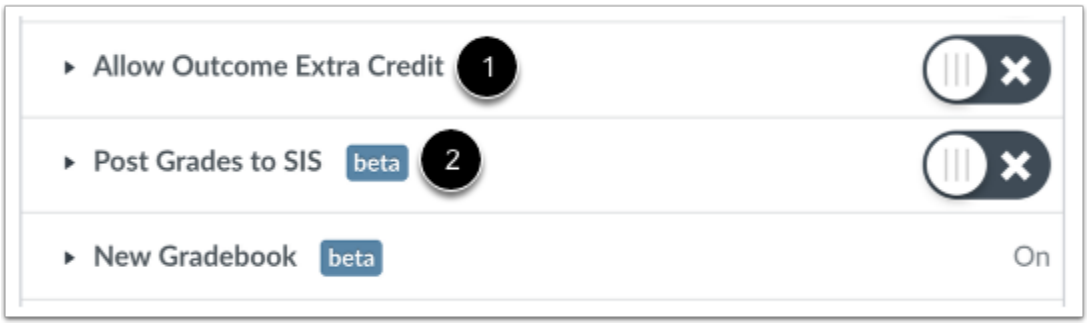
View Feature Options



Available features will appear in the Feature Options tab. New features are enabled by your institutional admin, and the Feature Options tab will not display any features until they are granted access to you.

Each course feature includes a feature description. Click the arrow icon next to the feature to expand the feature box and display the description.

View Feature Tags



Feature tags help identify the state of each feature. A feature with no label [1] means the feature is stable and ready for use in your production environment. Features may also include a beta tag [2], which means the feature is available for use in your production environment but is still being tested for usability and accessibility behavior. Enabling a beta feature may create unintended behavior within your Canvas account.

Note: Occasionally features may include a Development tag, which means the feature is only available for testing in your beta environment; it is not available in your production environment.

View Feature Access

Each feature displays a feature access status as set by your admin.

Note: Course features are activated on a course-by-course basis.

View On Feature

If a feature is turned on by your admin, the feature will be grayed out and set to On. Your course will be required to use this feature.

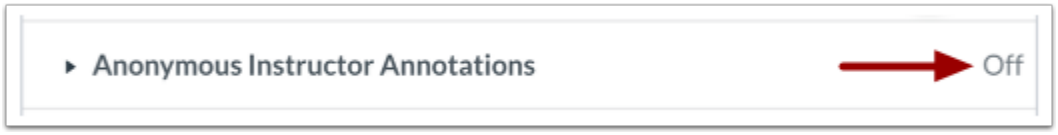
View Allowed Feature

If a feature is Allowed by your admin, you can choose how you want to manage the feature for your course. The feature will display two options:

1. **On:** Toggle this button to turn on this feature for your course.
2. **Off:** By default, the feature will be off. Do not toggle this button if you do not want to enable this feature for your course. This option is good for features that you are not yet comfortable allowing in your course, or features that appear within a semester and you do not want to distract students from the course.

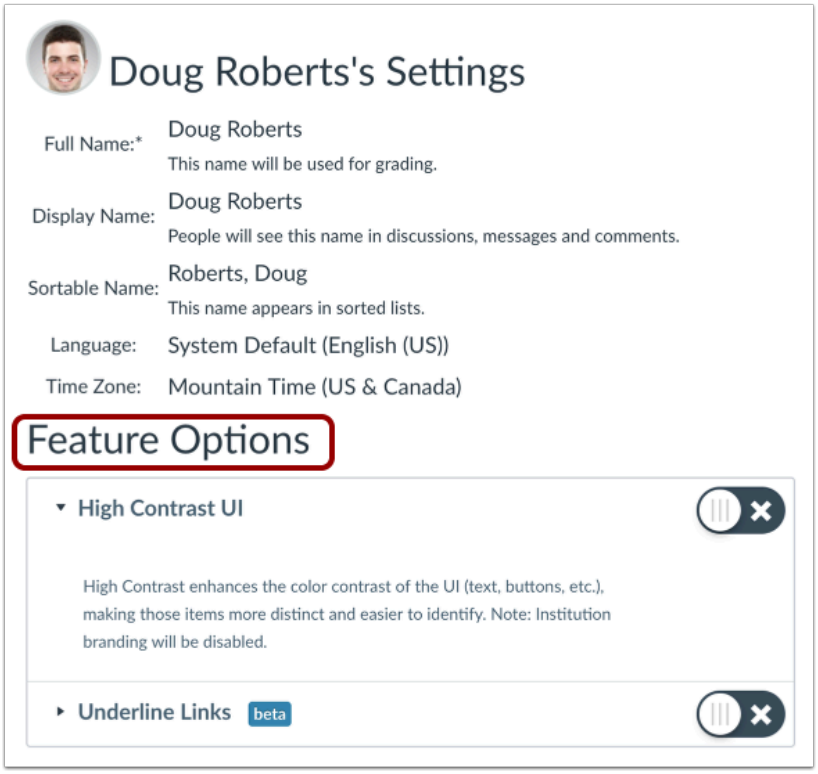
Note: *Depending on feature functionality*, when you enable a feature to On, Canvas *may* display a warning message asking to confirm your option, as some course features may have unintended consequences if turned Off.

View Off Feature



If a feature that was previously made available by your admin has been turned off, the feature will be grayed out and set to Off. Contact your admin for more information about this change.

View User-Level Features



Users can enable User-Level Feature Options at the bottom of their Profile Settings.

Note: Admins have no control over user-level features.

What feature options are currently available for Canvas courses?

Canvas is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may change the workflow for common activities in Canvas during your current term and will be placed in your Course Settings as a Feature Option. After a specified period of time, some Feature Options may become standard features in Canvas. Learn more about Feature Options and how to enable them in the manage new features lesson.

Feature Option Availability

Feature Options are enabled by your institutional admin. The following Feature Options are currently available for your institution as noted in their respective environments (beta or production). If you do not see them available in your Course Settings Feature Options, please contact your admin.

Account-Level Features

Please note that course feature options can be enforced for an entire account instead of being allowed on a course-by-course basis.

Notes:

- Feature option settings are never copied from production and always retain their default settings. Feature options must be managed individually in the test and beta environments.
- Some feature options may not be available in Free-for-Teacher accounts. Please view the Canvas Account Comparisons PDF.

Allow Outcome Extra Credit

Allow Outcome Extra Credit allows you to award more than the maximum possible score on an outcome in a rubric.

Note: Excess points for a rubric criterion can be awarded at any time and are not managed by this feature option.

Details

- Released in beta April 9, 2018
- Released in production April 21, 2018
- View the Using a rubric to grade submissions lesson

Anonymous Grading

This feature option is scheduled to be enabled for all institutions on January 18, 2020.

Anonymous Grading requires all course assignments to be graded anonymously in SpeedGrader. Students can view whether or not an assignment was graded anonymously in both the student Grades page and the sidebar of the assignment submission page.

If this feature option is off, you can still set anonymous grading for individual assignments in the SpeedGrader Settings menu.

Details

- Released in beta November 30, 2015
- Released in production December 19, 2015
- View the Anonymous Grading lesson

Anonymous Instructor Annotations

Anonymous Instructor Annotations allows instructors to create assignments with anonymous instructor annotations in DocViewer-supported submissions. When students view instructor comments in DocViewer, comments do not display an instructor's name.

Details:

- Released in beta September 25, 2018
- Released in production October 6, 2018

ePub Exporting

ePub Exporting allows all users to download a course as an ePub file. This feature allows users to view course content offline, such as files and pages. However, users cannot interact with the course in ePub material; course materials are displayed in a read-only state and any tasks such as submitting an assignment must be completed online.

By default, an ePub file is arranged by module, meaning only items that students have access to view in each module are included in the ePub file. However, instructors can choose to organize the ePub file by content type (e.g. assignment, quizzes, etc.) in Course Settings.

Note: Canvas offers an additional download option that allows users to export modules content offline as an HTML file. If this feature is enabled for an account, the offline content feature will override the ePub Exporting feature option. The offline content feature can be enabled by a Customer Success Manager.

Details

- Released in beta November 30, 2015
- Released in production December 19, 2015
- View the ePub Exporting lesson

External Collaborations Tool

External Collaborations Tool allows users to view an updated interface for Collaborations. This feature option only applies when the Microsoft Office 365 LTI and Google Apps LTI are enabled as external apps.

Enabling the External Collaborations Tool removes the links to all existing collaborations and no longer allows users to create collaborations with the existing Google Drive option. If you want to retain existing collaborations, do not enable the External Collaborations Tool feature option.

Details

- Released in private beta August 1, 2016

- Released in production December 10, 2016
- View the Collaborations lesson

Final Grade Override

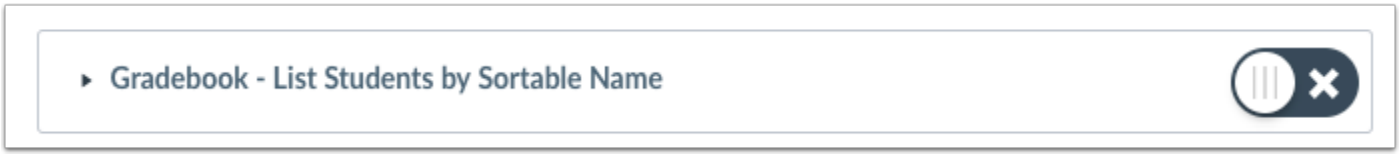
The Final Grade Override allows you to manually enter a final grade for a student that is different from the grade automatically calculated by Canvas.

The New Gradebook feature option must be enabled to enable this feature option. Once this feature option is enabled within the course, the feature option cannot be disabled in the course.

Details

- Released in beta February 4, 2019
- Released in production February 16, 2019
- View the Final Grade Override lesson

Gradebook - List Students by Sortable Name



Gradebook - List Students by Sortable Name allows you to view student names in the Gradebook by sortable name. Sortable name displays as last name, first name.

This feature is only applicable to the current Gradebook; listing students by sortable name is already an option in the New Gradebook.

Details

- Released in beta December 10, 2014
- Released in production December 20, 2014
- View the Sortable Name Gradebook lesson

Learning Mastery Gradebook

This feature will always be a feature option in Canvas.

The Learning Mastery (Outcome) Gradebook helps you assess the outcomes that are being used in Canvas courses. Located as part of the regular Gradebook, the Learning Mastery Gradebook provides an overview of student learning based on standards rather than grades. You can also use the gradebook for feedback about curriculum and teaching methods.

Students are not affected by the Learning Mastery Gradebook unless the Student Learning Mastery Gradebook option is also enabled.

Details

- Released in beta February 18, 2014
- Released in production March 1, 2014
- View the Learning Mastery Gradebook lesson

MasteryPaths

This feature option is scheduled to be enabled for all institutions on January 18, 2020.

MasteryPaths allows you to customize learning experiences to students based on student performance. Along with course designers, you can identify activities for each student's learning path and differentiate assignments for required learning, optional learning, or choosing their own content and assignments within a specific path.

Details

- Released in beta (US environments only) November 7, 2016
- Released in production (US environments only) November 19, 2016
- View the MasteryPaths lesson

Moderated Grading

Moderated Grading allows anyone with assignment creation permissions to specify an assignment submission to be reviewed by one or multiple graders, review the assignment grades, and select which grade should be set as the final grade for each student.

For each moderated submission, the moderator does not have to personally grade the assignment, but only they can specify the final grade for each assignment. Once the assignment is created, only the moderator and admins will be able to change the assigned final grader.

Anonymous Moderated Grading

When the Anonymous Grading and Moderated Grading feature options are both enabled, content creators can create assignments that hide student names from graders and set moderating options. All options for both anonymous grading and moderated grading are displayed for the assignment on the assignment details page.

Details

- Released in beta July 2, 2018
- Released in production July 14, 2018
- View the Moderated Grading lesson

New Course and User Analytics

New Course and User Analytics allows you to use and preview New Analytics in your course before it replaces the current Course and User Analytics features. New Course and User Analytics replaces course links and buttons with links to the New Analytics feature.

When this option is enabled, the New Analytics link in Course Navigation is enabled by default.

Details

- Released in production October 19, 2019

- View the New Analytics lessons

New Quizzes

New Quizzes allows you to use New Quizzes to create assessments in your course. Once it is enabled, New Quizzes can be accessed from the Assignments page.

Details

- Released in production July 1, 2018
- View the New Quizzes lesson

Post Grades to SIS

Post Grades to SIS allows the Canvas Gradebook to share grade information with your institution's external Student Information System (SIS). You can use this feature to pass back grades from the Gradebook. Only assignments that are individually selected will be sent back to the SIS.

SIS integrations supported by this feature option currently include: PowerSchool

Details

- Released in beta December 29, 2014
- Released in production January 10, 2015
- View the Publish Grades to PowerSchool lesson

Quiz Log Auditing

Quiz Log Auditing allows you to investigate problems that a student may have when taking a quiz. Quizzes will automatically create data for any quiz taken in the course, but Quiz Log Auditing allows the logs to be viewed as part of a student's quiz results.

Details

- Released in beta December 29, 2014
- Released in production January 31, 2015
- View the Quiz Log lesson

RCE Enhancements

If your Canvas admin has allowed the RCE Enhancements feature option, you can enable the RCE enhancements feature option in your course. RCE Enhancements allows you to use and preview the New Rich Content Editor in your course before it replaces the current Rich Content Editor.

Details

- Released in production October 19, 2019
- View the New Rich Content Editor lesson

Student Learning Mastery Gradebook

This feature will always be a feature option in Canvas. This feature can only be used in conjunction with the Learning Mastery Gradebook feature option.

The Student Learning Mastery Gradebook shows students how they are being scored against outcomes being used in Canvas courses. When enabled, this feature displays as a separate grades tab on the Student Grades page.

Details

- Released in beta June 18, 2014
- Released in production July 12, 2014

How do I access the Canvas beta environment as an instructor?

The beta environment allows you to explore new features before they reach production. The beta environment is overwritten with data from the production environment every Saturday. Any work or content you add to your beta environment will be overwritten every week.

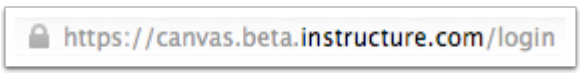
If you want to keep up on the latest beta features in Canvas, visit the Release Notes page in the Canvas Community.

The beta environment is separate from the test environment, which is overwritten with data from the production environment every three weeks and allows you to test using your real data without ruining the experience for your users. Learn more about the different Canvas environments.

Notes about the Beta Environment:

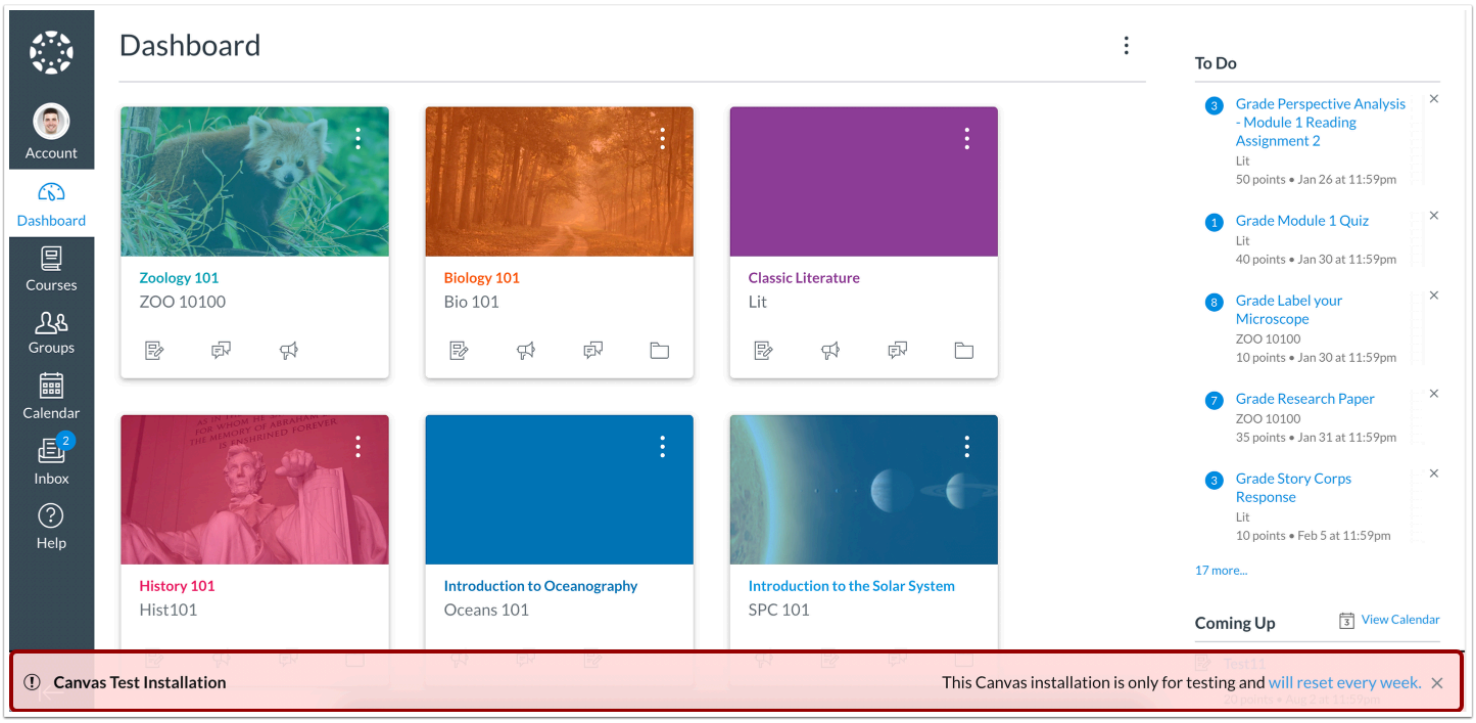
- All users can access the Canvas beta environment, but students cannot access course content beyond the Dashboard; if you want to allow students to view all course content, please contact your local Admin.
- Notifications, including course invitations and report downloads, cannot be sent in the beta environment.
- Canvas DocViewer can be used in the beta environment, but new and updated DocViewer features are not available for testing.
- Canvas Commons can be used in the beta environment, but new and updated Commons features are not available for testing.
- New Quizzes can be used in the beta environment, but reports, statistics, item bank search, and item bank tagging are not currently supported.
- Any changes you want to keep in the beta environment must be made directly within the production environment before beta is reset.
- LTI tools (External Apps) are typically not available outside the production environment. LTI tools may display in the beta environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
- Feature option settings are not copied from the production environment. Feature options must be managed individually in the beta environment.

Access Beta Environment



To log in to your beta environment, type **[organization name].beta.instructure.com** into the URL field.

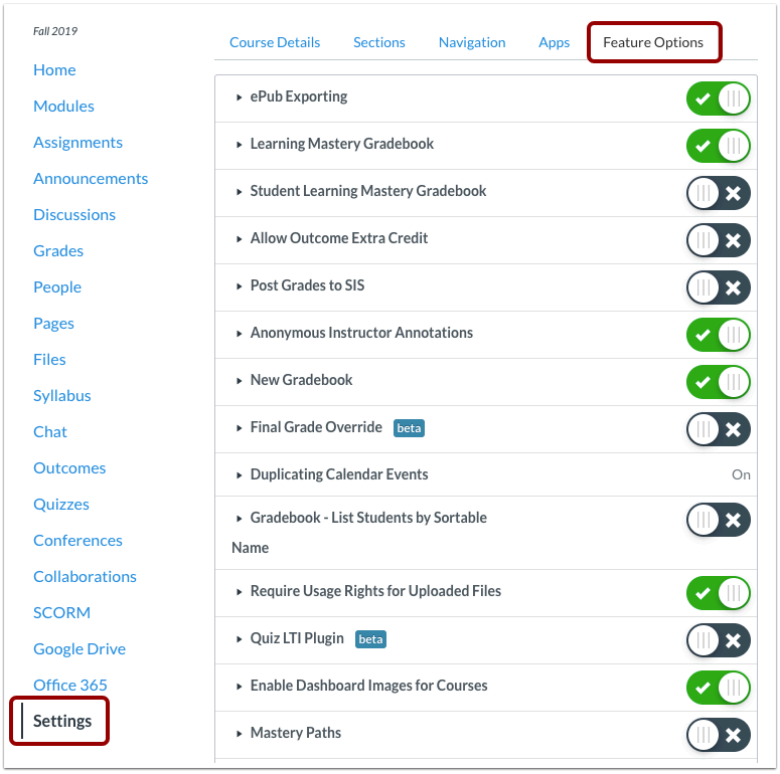
View Test Installation Message



Users in the beta environment will see the Test Installation bar across the bottom of the screen indicating the user is in a Canvas Test Installation. Beta environments reset every Saturday and any content created in this environment will be deleted. If you want to save any course content created in your beta environment, you can export your course.

Note: To hide the Test Installation bar, click the close icon.

Manage Canvas Features



Some new features may be released as opt-in only and will not appear until you enable them in your beta environment. You can view these features in the **Feature Options** tab within Course Settings. Learn how to manage new features for an individual course.

How do I access the Canvas test environment as an instructor?

In the test environment, you can test using your real data without messing up your live production environment. Here you can add users, test course content, and/or troubleshoot issues without ruining the experience for your users. The test environment is overwritten with data from the production environment every month. You can configure your test environment with production-ready features, such as access to your institution's login authentication system.

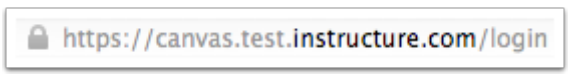
If you want to keep up on the latest production features in Canvas, visit the Release Notes page in the Canvas Community.

The test environment is separate from the beta environment, which is overwritten with data from the production environment every week and allows you to explore new features before they reach production. Learn more about the different Canvas environments.

Notes about the Test Environment:

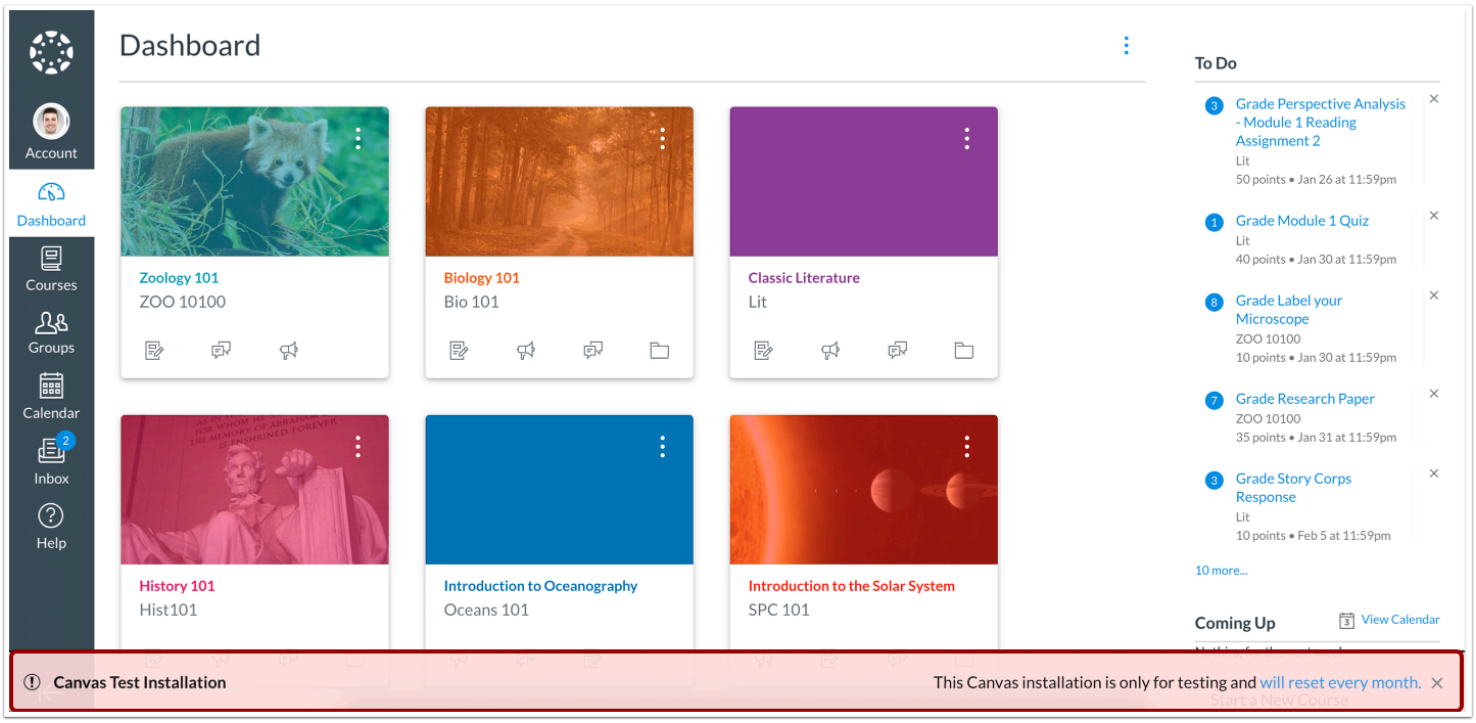
- All users can access the Canvas test environment, but students cannot access course content beyond the Dashboard; if you want to allow students to view all course content, please contact your local Admin.
- Notifications, including course invitations and report downloads, cannot be sent in the test environment.
- New Quizzes is not supported in the Canvas test environment.
- Any changes you want to keep in the test environment must be made directly within the production environment in order to affect live data.
- LTI tools (External Apps) are typically not available in the outside the production environment. LTI tools may display in the test environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
- Feature option settings are never copied from production and always retain their default settings. Feature options must be managed individually in the test environment.

Access Your Test Environment



To log into your test environment, type **[organization name].test.instructure.com** into the URL field.

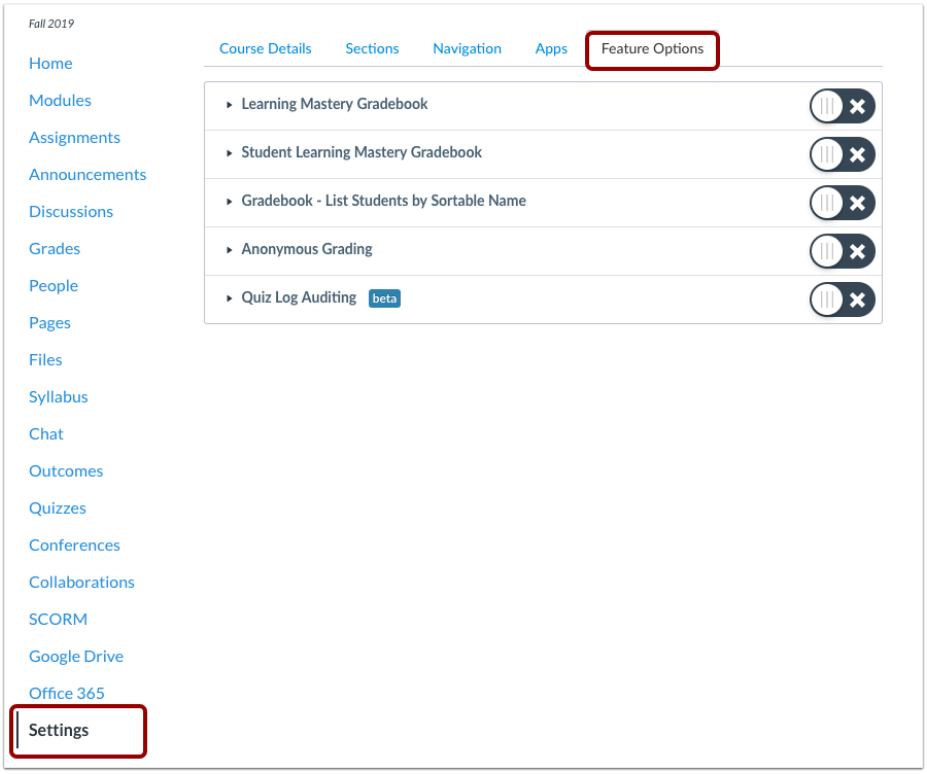
View Test Installation Message



Users in the test environment will see the Test Installation bar across the bottom of the screen indicating the user is in a Canvas Test Installation. Test environments are reset every month after the production release, and any changes you make in your test environment will be reset. If you want to save any course content created in your test environment, you can export your course.

Note: To hide the Test Installation bar, click the close icon.

Manage Canvas Features



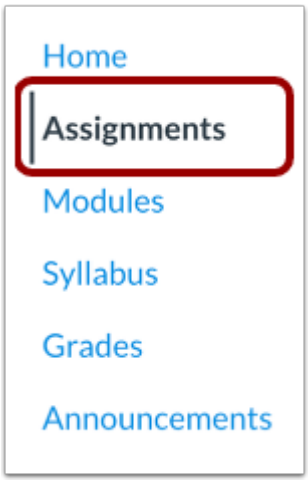
Some new features may be released as opt-in only and will not appear until you enable them in your test environment. You can view these features in the Feature Options tab within Course Settings. Learn how to manage new features for an individual course.

SpeedGrader

How do I get to SpeedGrader from an assignment, quiz, or graded discussion?

Canvas allows you to access SpeedGrader from an assignment, quiz, or graded discussion.

Open Assignments



In Course Navigation, click the **Assignments** link.

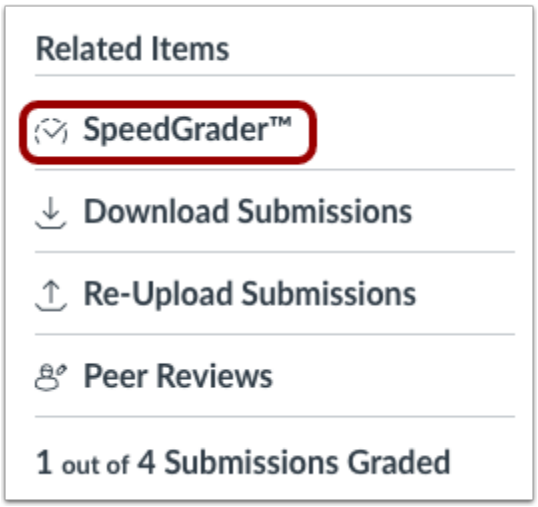
View Assignments

Click the name of the assignment.

Open SpeedGrader

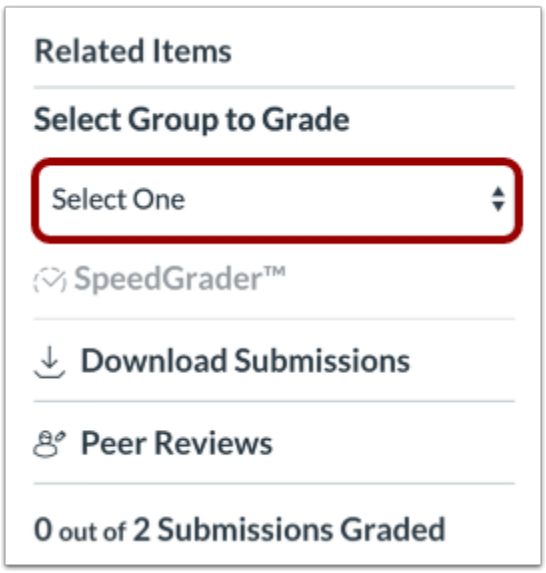
SpeedGrader will be available in every *graded* assignment, including quizzes or graded discussions.

Open SpeedGrader from a Graded Assignment or Quiz



Within a graded assignment or quiz, the **SpeedGrader** link will appear in the sidebar under Related Items.

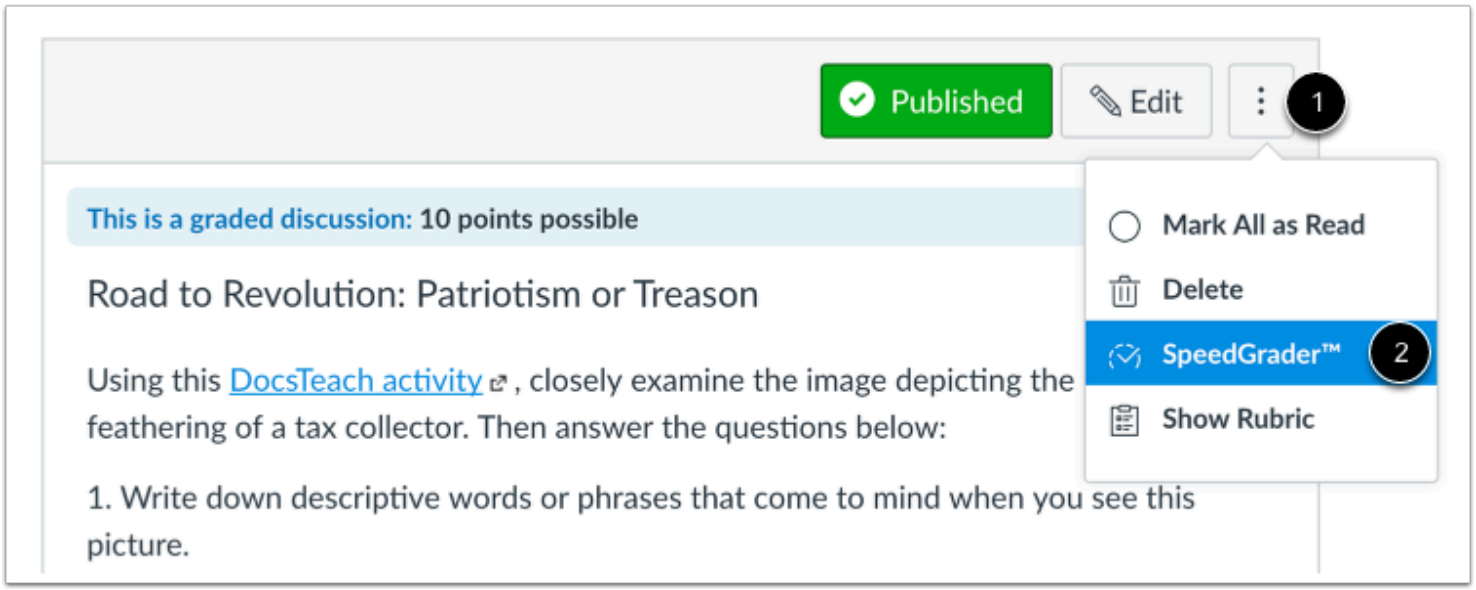
Select Group to Grade



If you have enabled the Launch SpeedGrader Filtered by Student Group setting in course details, you must select a student group before opening SpeedGrader from an assignment or quiz. To select a student group, click the **Select Group to Grade** drop-down menu.

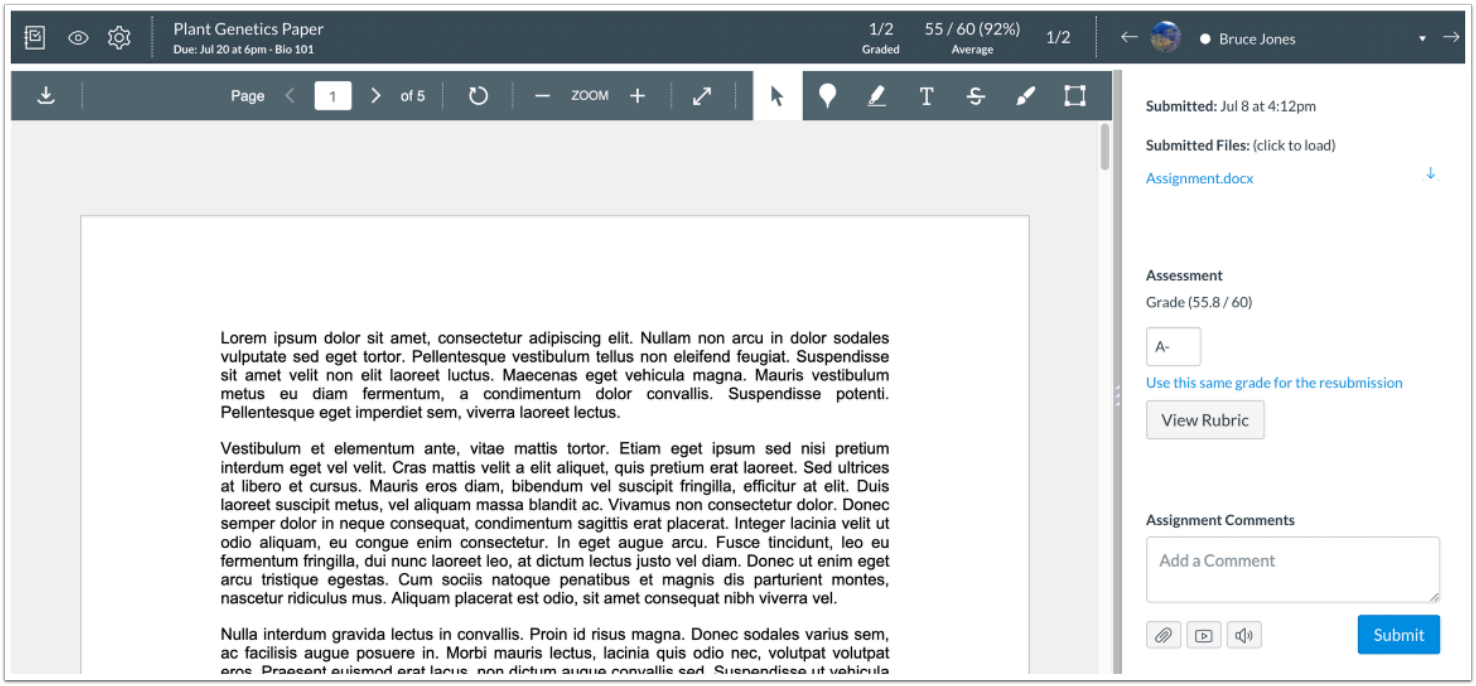
Note: When this option is enabled, certain areas that open SpeedGrader will prompt you to select a student group to view in SpeedGrader. In areas that do not provide this option, SpeedGrader will open filtered to the first group that contains students. You can change the student group that opens by first selecting a student group in the New Gradebook. However, if you open SpeedGrader for a specific student, SpeedGrader will open filtered by the first available student group in which the student is a member. Additionally, if you open SpeedGrader from a specific student who is not a member of a student group, group filters will not be applied.

Open SpeedGrader from a Graded Discussion



Within a graded discussion, click the **Options** icon [1] and click the **SpeedGrader** link [2].

Use SpeedGrader



Use SpeedGrader to view submitted assignments, comment on student submissions, and grade assignments.

How do I use SpeedGrader?

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

You can access SpeedGrader through: Assignments, Quizzes, Graded Discussions, and the Gradebook.

SpeedGrader Performance

In SpeedGrader, all values for an assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. This behavior reduces load time while using SpeedGrader, allowing instructors to grade all submissions quickly without continually refreshing the browser. Advancing from one submission to the next does not dynamically load any updated content.

In large courses, SpeedGrader loading times are affected by a threshold of data points that can be loaded within a 60-second window. This threshold is based on a single submission per student. Multiple submissions by the same student increases the submission threshold. Assignments with more than 1500 submissions may result in delayed SpeedGrader loading times, and assignments with more than 2500 submissions may fail to load at all.

To improve SpeedGrader performance, large courses should be separated into sections, which allows SpeedGrader to display submissions for a specific section and decrease the overall loading time for an assignment's data.

SpeedGrader Users

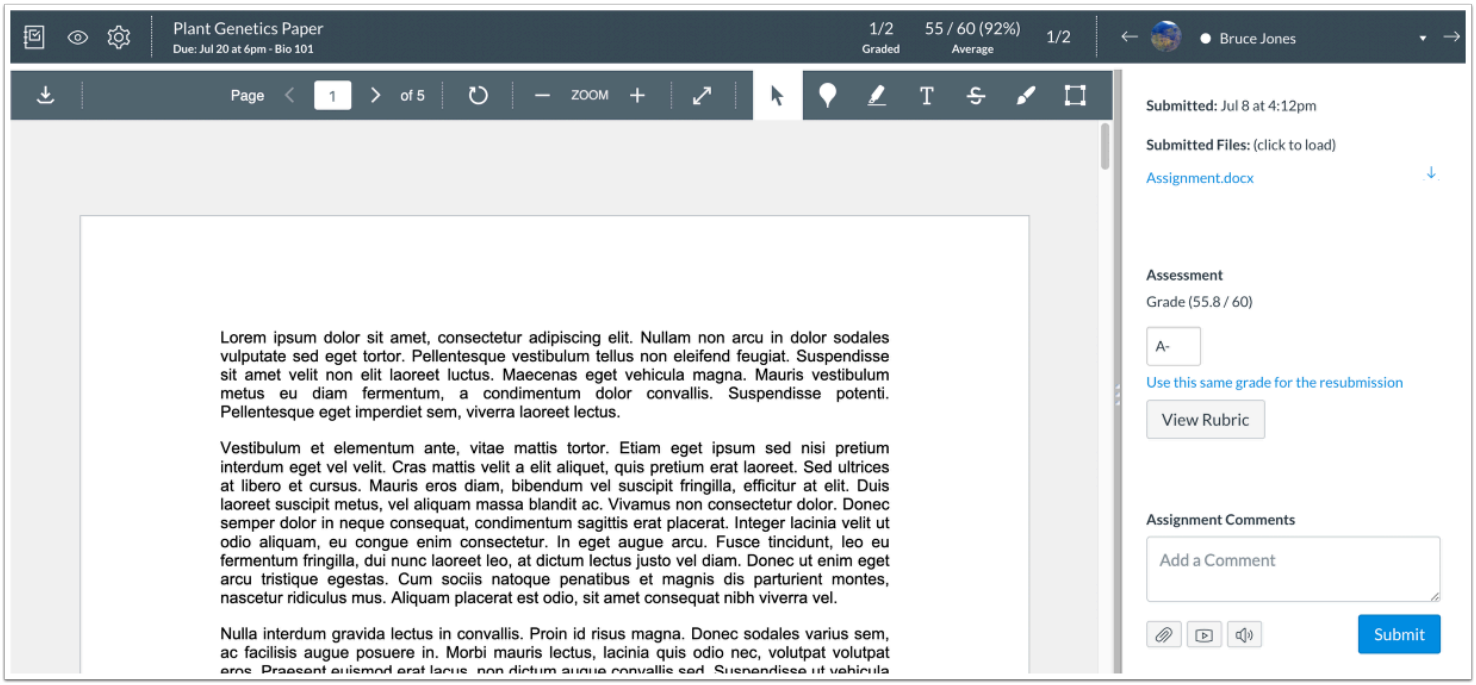
SpeedGrader is generally designed for one instructor role to grade submissions at a time. Because of how SpeedGrader data is loaded and stored in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, graders added to a course can be limited to only interact with users in a section and only grade submissions in the section where they were enrolled. This enrollment option prevents assignment grading overlap so multiple instructor roles cannot grade the same assignment.

Moderated Grading

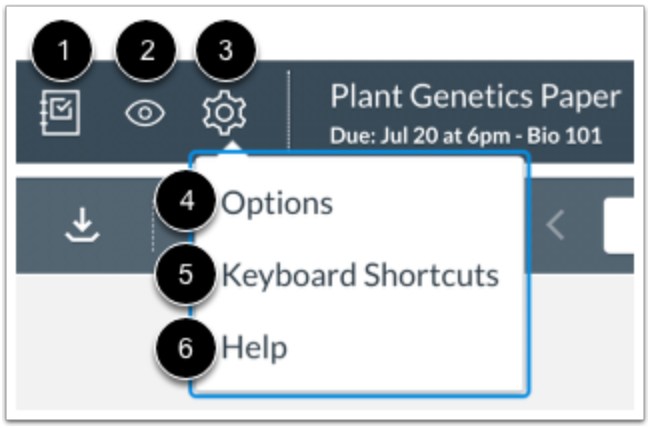
If you are grading a moderated assignment and the maximum number of graders has been reached, SpeedGrader will be displayed in a read-only mode to hide all student names and submission details.

View SpeedGrader



SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.

View SpeedGrader Menu Icons



The SpeedGrader menu includes several tools and resources to assist with grading assignments.

The left side of the menu includes general settings and options.

To return to the Gradebook, click the **Gradebook** icon [1].

To post or hide the assignment, click the **Visibility** icon [2].

To view SpeedGrader settings, click the **Settings** icon [3]. SpeedGrader settings include:

- **Options** [4], which allows you to select student list sorting options and enable anonymous grading.
- **Keyboard Shortcuts** [5], which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Comma key to view the Keyboard Shortcuts menu.
- **Help** [6], which opens the Canvas Help menu. The help menu icon matches the help icon set by a Canvas admin, so icons may vary across accounts.

Note: When moderated grading is enabled for an assignment, final graders (moderators) will also view a Moderation Page button, which will allow them to view the Grade Summary Page for the moderated assignment.

View Assignment Details

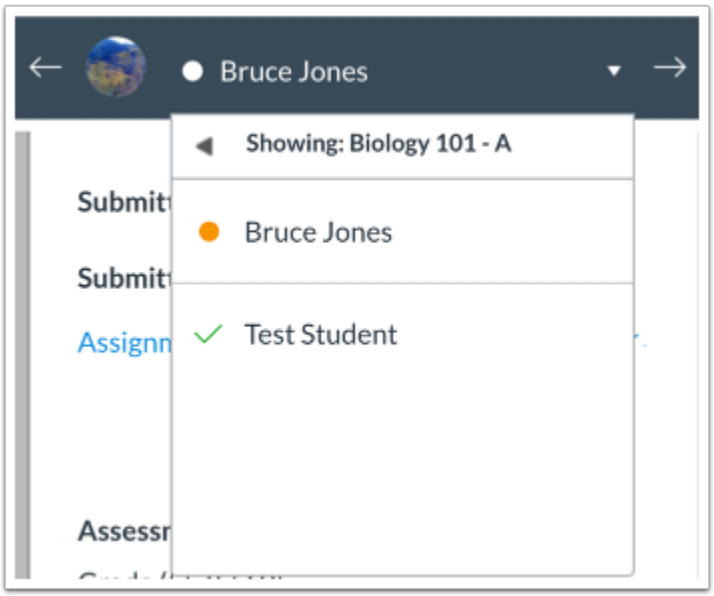
The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you download all student submissions for the assignment.

To return to the Course Home Page, click the name of the course.

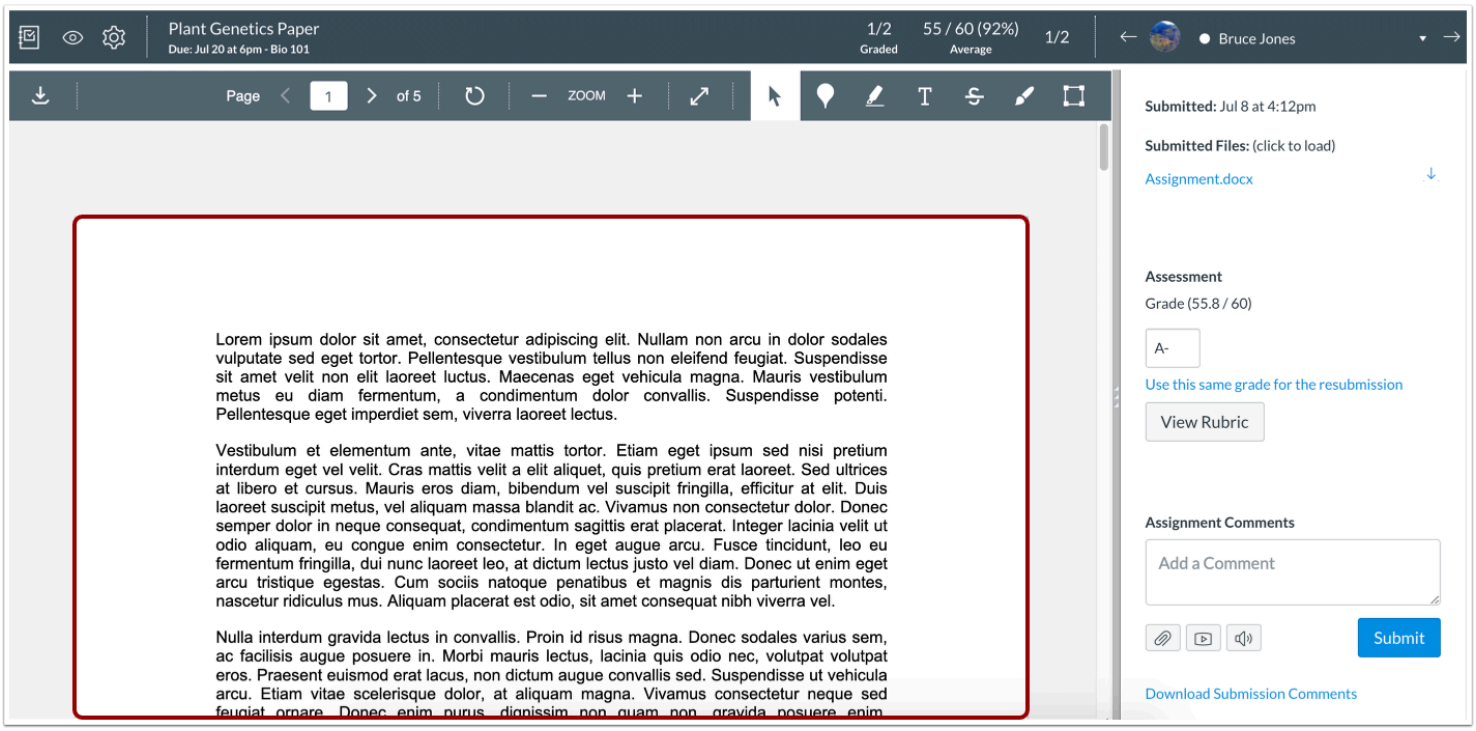
Grading information includes assignment statistics, including the number of assignments that have been graded out of the total number of submissions [4] and the average score and percentage [5]. You can use this information to keep track of your grading progress.

View Student List



The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission. You can also use the student list to find student submissions.

View Student Submission



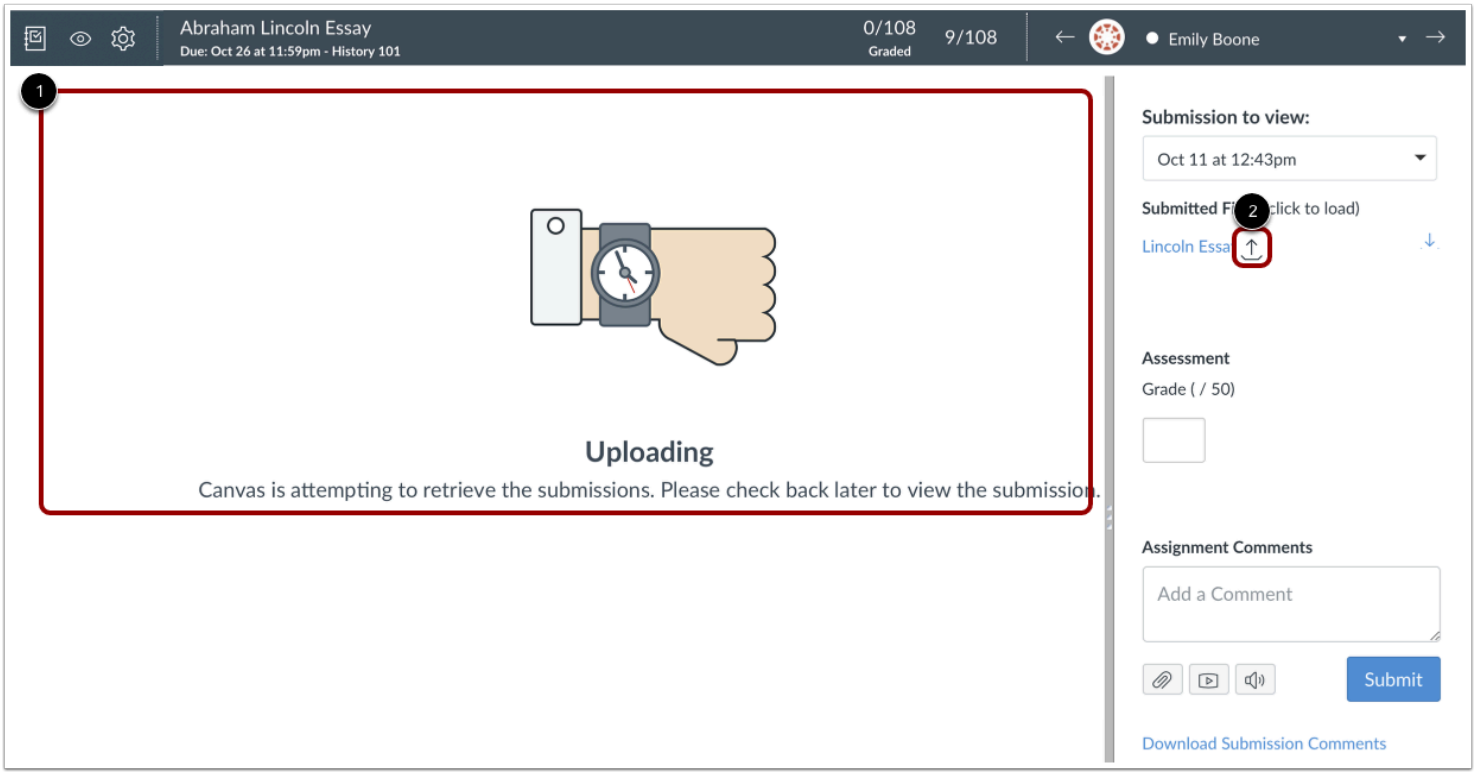
Once you have selected a student, the student's submission displays in the preview window.

Depending on the assignment and submission type, the SpeedGrader preview window may vary. For example, a website URL submission type will appear in the main body of SpeedGrader with the option to open the URL in a new tab. Some website URL submissions cannot be viewed in Canvas and must be viewed in a new tab. Media submissions may display as an embedded file in SpeedGrader or only display as a downloadable file.

To provide comments on document submissions, you can:

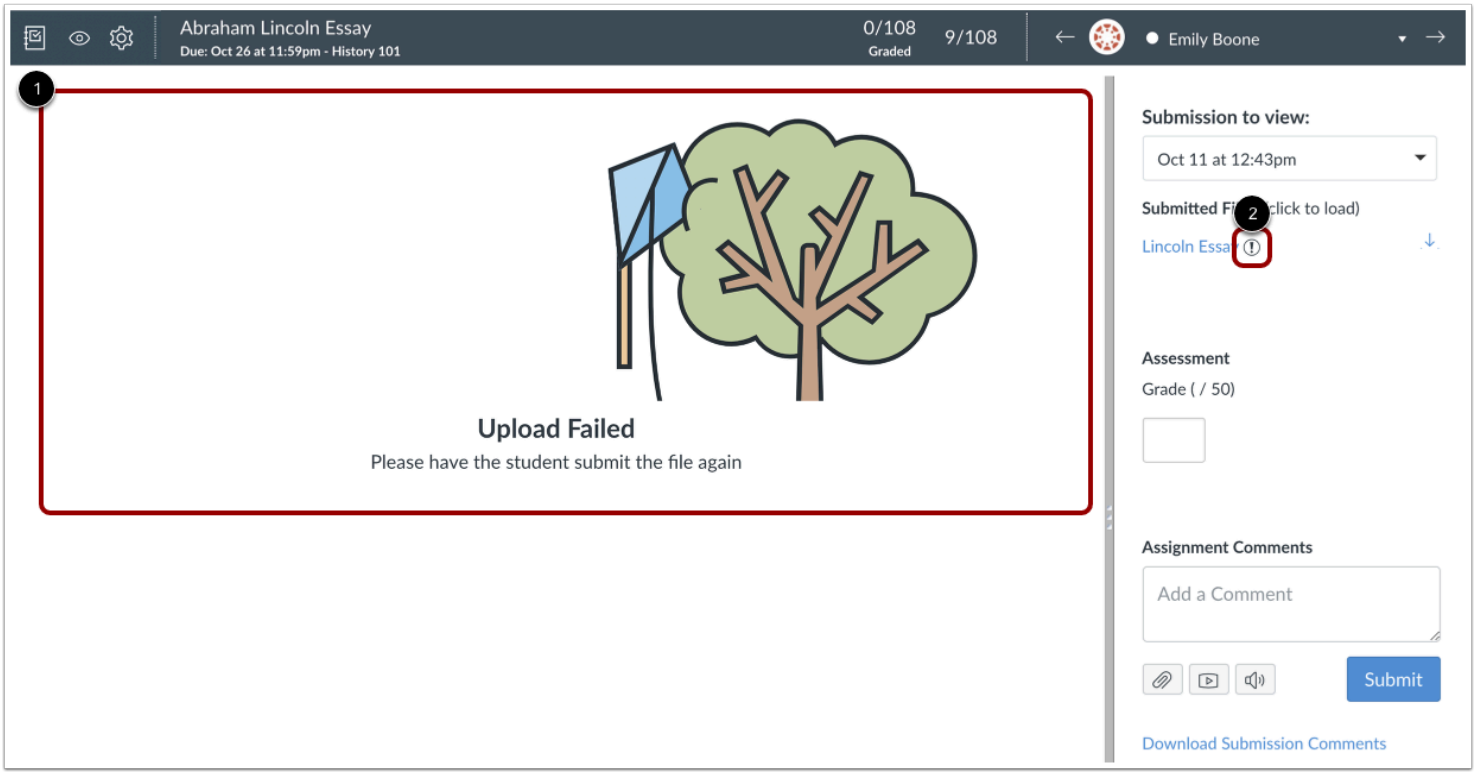
- Use Canvas DocViewer to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- Download the submission, put feedback on the document, and re-upload the submission.

View Uploading Submissions



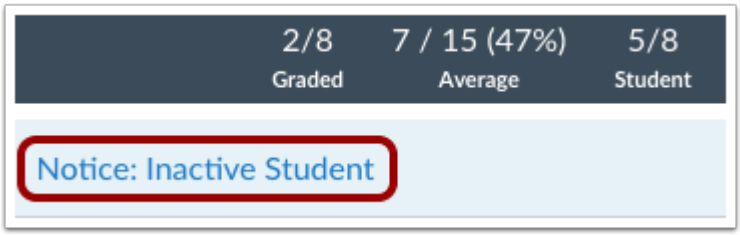
If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* image displays in place of the student submission [1]. An *Uploading* icon also displays next to the assignment link [2].

View Failed Submission Uploads



When a Google Drive or Microsoft Office 365 assignment submission fails to upload, or when viewing an unsupported file type in SpeedGrader, an *Upload Failed* image displays [1]. Failed submission uploads display an *Upload Failed* icon next to the assignment link [2].

View Enrollment Notice



SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments. If an assignment includes a submission from an inactive or concluded student, a notice appears at the top of the SpeedGrader window.

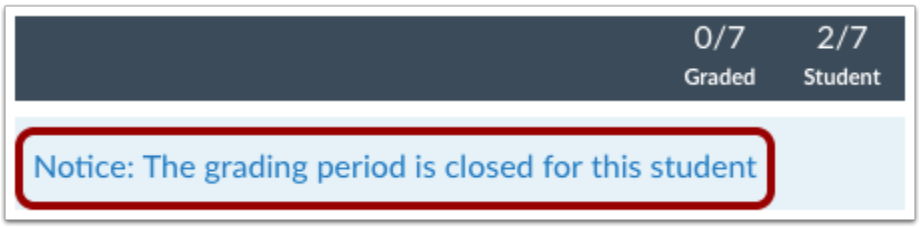
For group assignments where students are graded as a group, the group displays as long as there is at least one active student in the group. If there are no active students in the group, the group displays if one group member aligns with the enrollment settings in the Gradebook. For group assignments where students are graded individually, individual student submissions display according to the enrollment settings in the Gradebook.

Inactive student submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignment and cannot view course grades.

Concluded student submissions are read-only; they cannot be graded or receive comments.

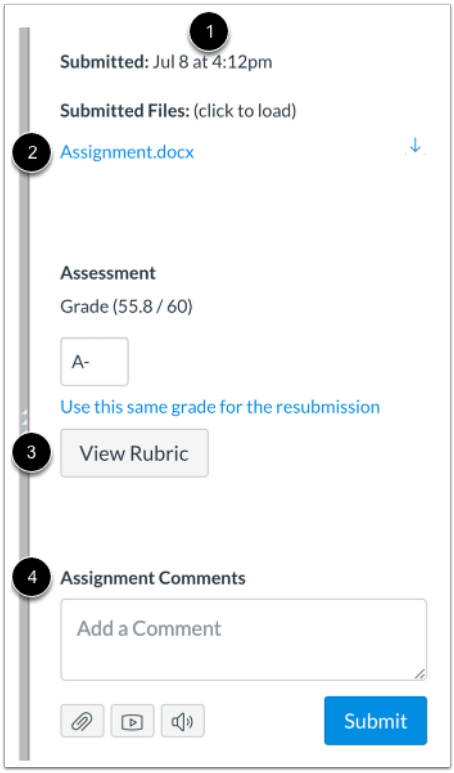
Note: If a student does not have a submission for the assignment, the student may have been deactivated or concluded before being able to submit the assignment.

View Closed Grading Period



If your course uses multiple grading periods, a notice appears at the top of the SpeedGrader window if an assignment is in a closed grading period. Assignments in a closed grading period cannot be edited.

View Sidebar



The SpeedGrader sidebar provides all the submission details for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

View the submission details [1], including as the date and time of the submission; if an assignment was resubmitted, you can view previous versions of the submission.

You can also download the submission file by clicking the link [2].

Complete the assessment of the submission by entering a grade or using a rubric for grading, if available [3].

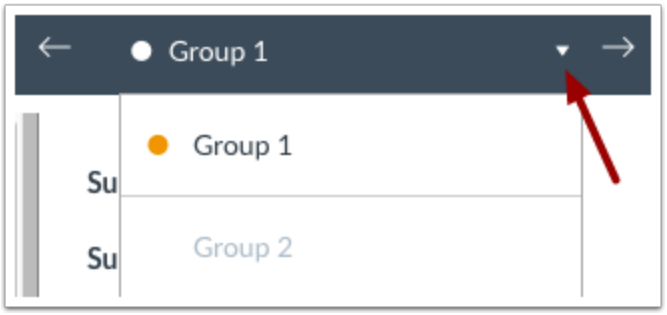
Leave assignment feedback comments for the student in the comments section [4]. Assignment comments also display as a new thread in Conversations.

View Assignment for Next Student

Once you grade the submission, the student's assignment indicator changes to a check mark, indicating the submission has been graded.

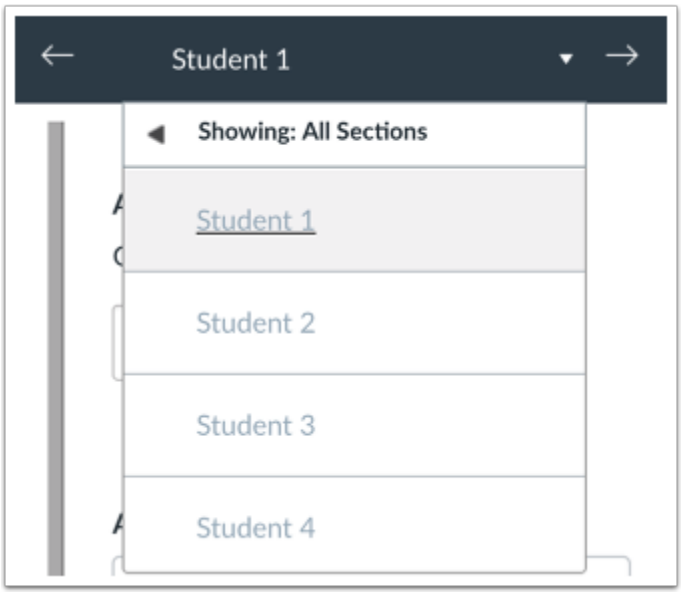
You can view the next student's submission by clicking the **arrow** button next to the student list.

View Group Assignments



When evaluating group assignments, the student list displays the name of each group, unless the group assignment is graded individually. Evaluating group assignments is the same process as individual students. You can mark up documents directly or download them for feedback, enter grades and view the rubric, and post and view comments. Learn more about grading group assignments.

View Anonymous Assignments



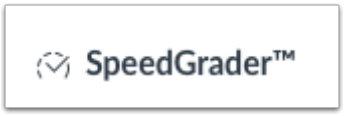
If an assignment was set to be anonymous, the student list displays all student names as anonymous. The student list order does not match the order in the Gradebook and is randomized for each assignment.

If an assignment is not anonymous, you can enable anonymous grading in SpeedGrader to hide student names at any time.

How do I use the student list to view student submissions in SpeedGrader?

The right side of the SpeedGrader menu bar includes the student list for the assignment. SpeedGrader gives you an overview of student submissions for an assignment.

Open SpeedGrader

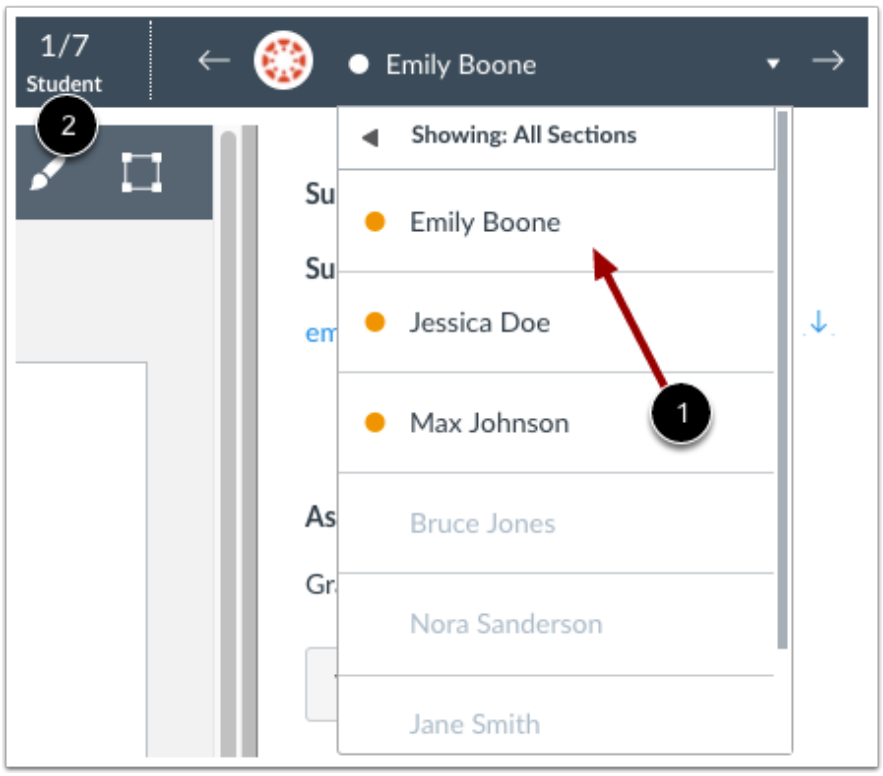


Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student List

To open the list of students, click the drop-down menu.

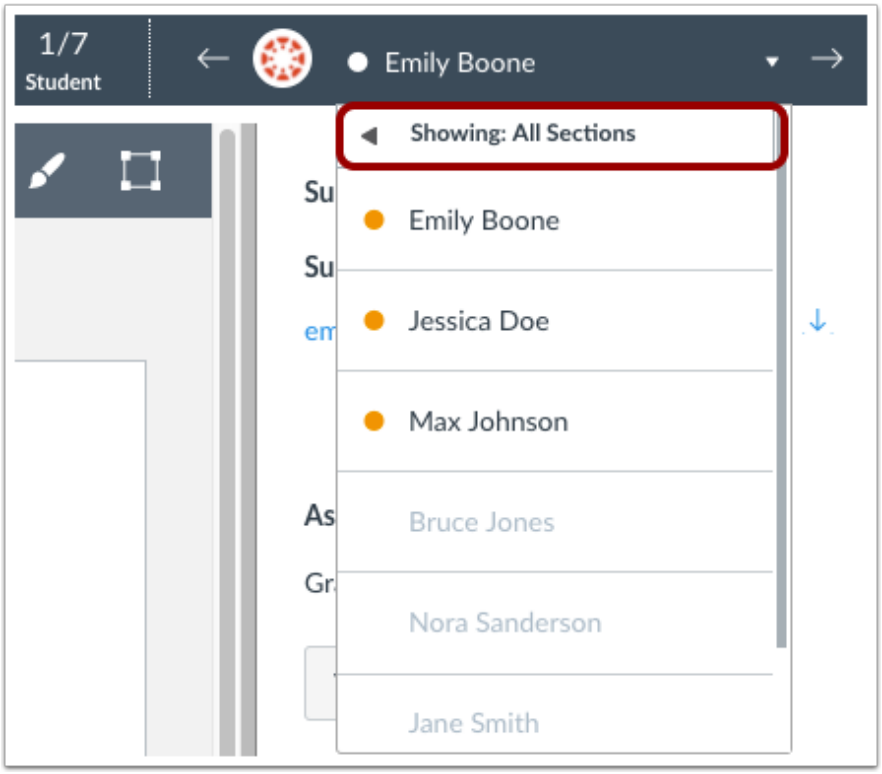
View Student List



SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name [1]. However, you can choose to sort the student list by student name, submission date, or submission status.

When you view a submission, the student which student submission you are viewing in the student list compared to the total number of students [2].

View Sections



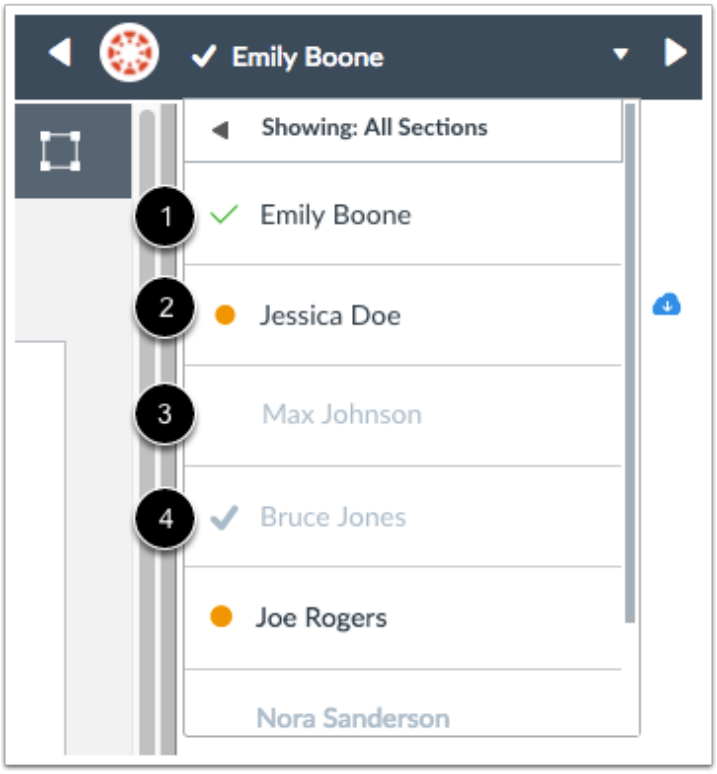
If your course includes more than one section, students are displayed according to the section shown in the Gradebook. By default, the Gradebook shows all sections, though you can select a specific section to view.

Viewing an assignment by section only displays submissions for that section and decreases the overall loading time for the assignment's data. When an assignment is opened in SpeedGrader, all values for that assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. To improve performance, assignments in large courses should always be viewed by section.

Notes:

- Viewing by section is only available to instructors; admins cannot filter assignments by section.
- Viewing by section is only available for group assignments if you assign grades to student individually.
- When a section filter is applied in SpeedGrader, the same section filter also displays in the Gradebook.

View Assignment Indicators



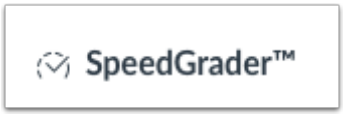
For easy identification, each student is identified with an assignment submission status next to his or her name:

1. A green checkmark indicates the assignment has been graded
2. An orange dot indicates the assignment has not been graded or has been re-submitted
3. No checkmark and a grayed out name indicates the assignment has not been submitted
4. A gray checkmark indicates the assignment is moderated and has already been graded by another grader

How do I sort the student list in SpeedGrader?

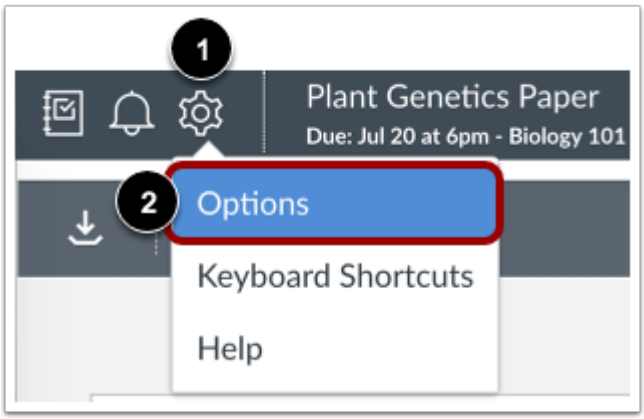
By default, the SpeedGrader student list arranges student names alphabetically by last name. For easier grading, you can sort the student list by student name [alphabetically], the date they submitted the assignment, or by submission status.

Open SpeedGrader



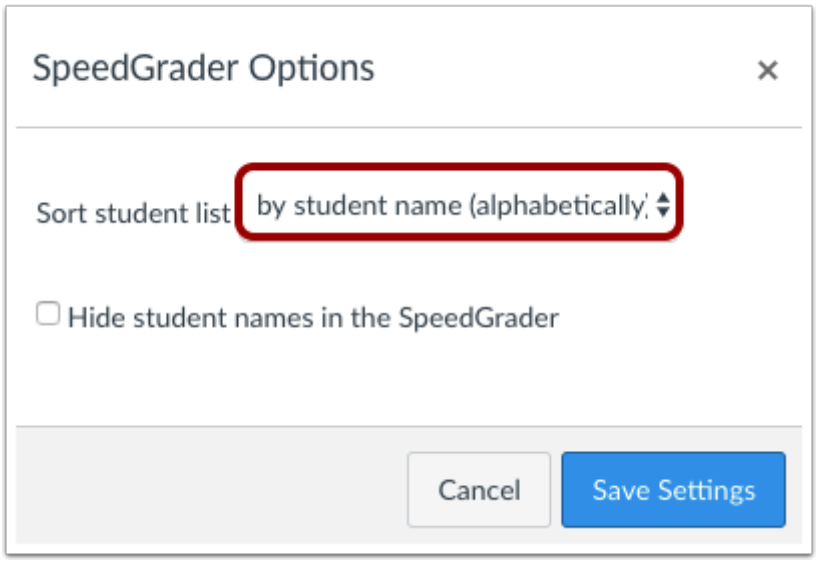
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open SpeedGrader Options



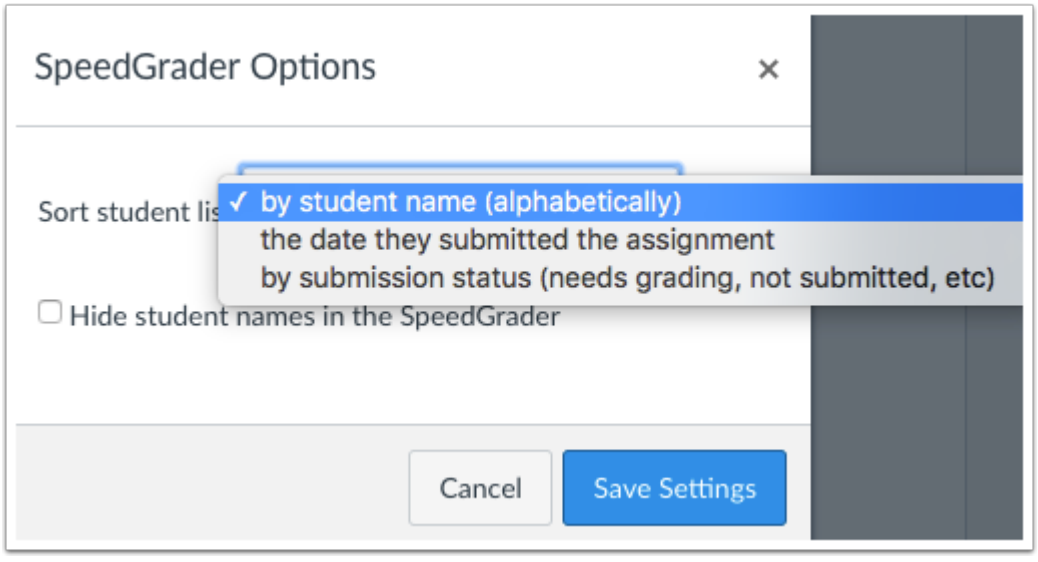
To open SpeedGrader options, click the **Settings** icon [1]. In the settings drop-down menu, select **Options** [2].

Sort Student List



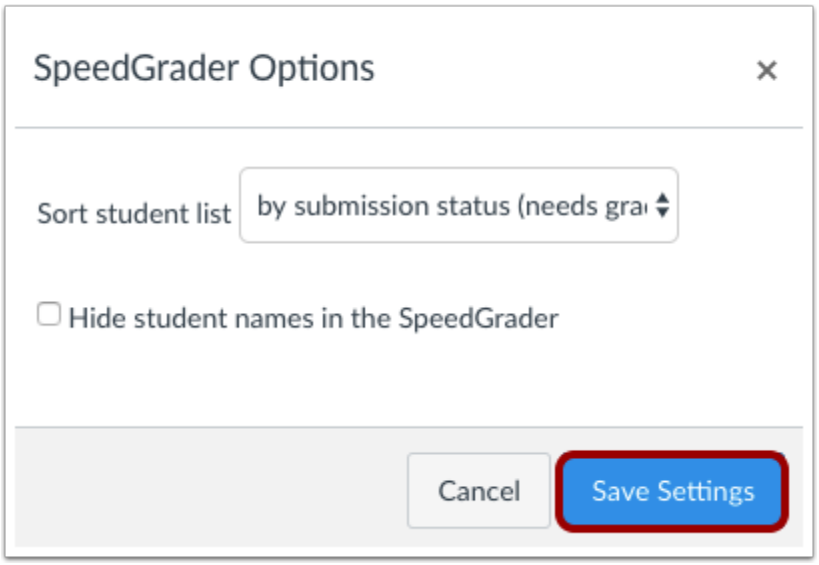
To open the sorting options for the student list, select the drop-down menu.

Select Sorting Option



Select the sorting option you prefer for the student list.

Save Settings

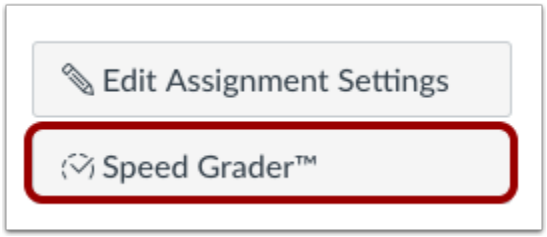


To set the SpeedGrader Options, click the **Save Settings** button.

How do I grade group assignments in SpeedGrader?

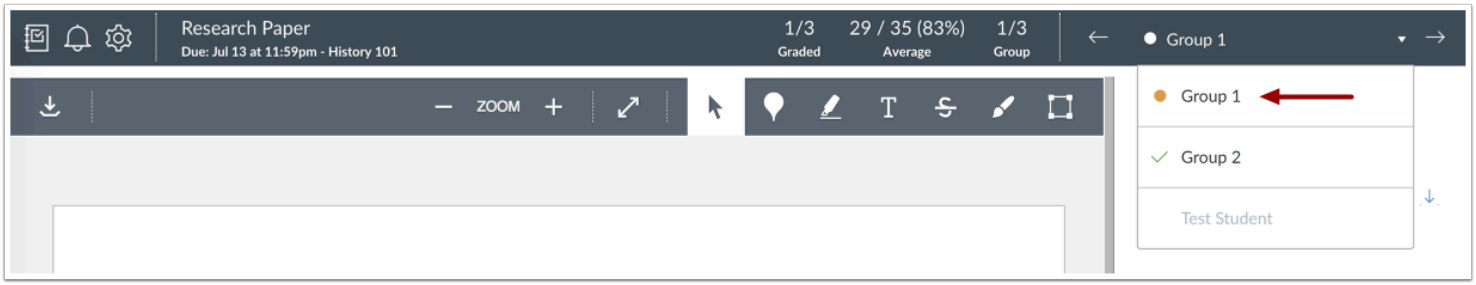
Before you can evaluate group work, you will need to create a group assignment. Students can submit Google documents, pages, and other group work as an assignment.

Open SpeedGrader



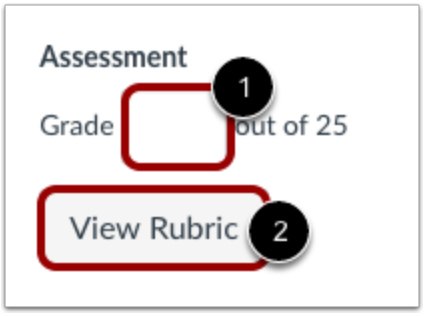
Open SpeedGrader from the group assignment.

View Group Submissions



When evaluating group assignments, the SpeedGrader drop-down menu displays the name of each group. Select the name of the group whose submission you want to view.

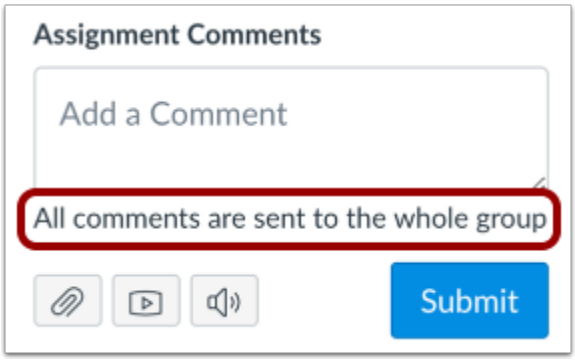
Grade Submission



To submit a grade for all members of the group, enter the grade in the **Grade** field [1].

If a Rubric is attached to the assignment, you can view the rubric by clicking the **View Rubric** button [2]. If your rubric is set up for grading, the Grade field will automatically populate with the rubric grade results.

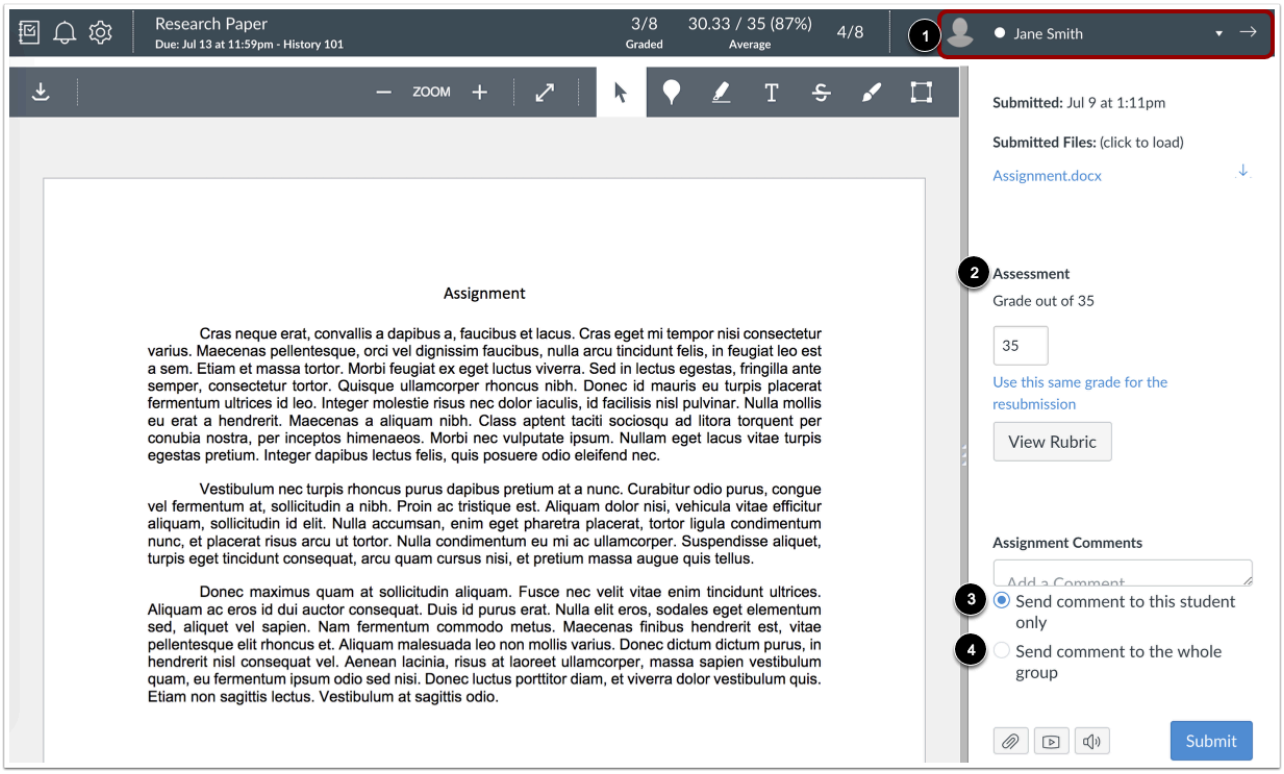
Send Group Feedback



Comments made on group assignments that are not graded individually are sent to the whole group.

Instructors can view the Submission Comments filter in Conversations.

View Group Submission with Individual Grading



If the group assignment was set up to assign grades to each student individually, the submission will still apply for each group member's assignment, but the drop-down menu displays the name of each individual student [1].

When grading the submission [2], the entered grade will only apply for the student whose submission you are viewing.

Individually graded group assignments include commenting options. To send your comment to one student in a group, select **Send comment to this student only** [3]. To send your comment to the whole group, select **Send comment to the whole group** [4].

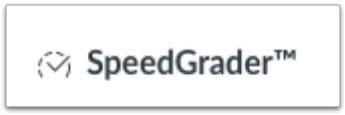
Individual comments also appear in the Submission Comments filter in Conversations.

How do I view the details of a submission for a student in SpeedGrader?

You can view the details of a student's submission in the SpeedGrader sidebar. If a student has resubmitted an assignment, you can view previous versions.

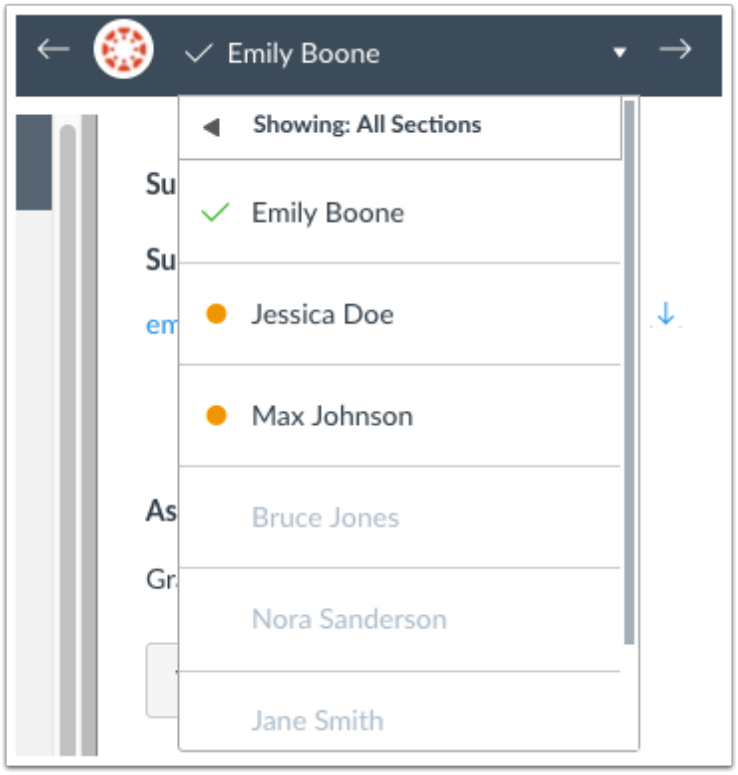
However, when anonymous grading is enabled, submission details are hidden in the submission sidebar until the assignment is unmuted or assignment grades are posted.

Open SpeedGrader



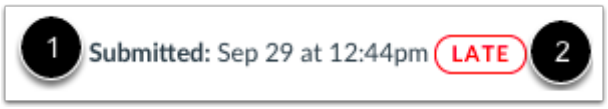
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

View Submission Details

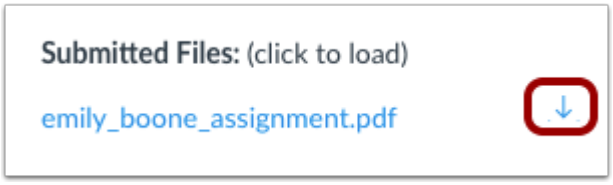


When you open SpeedGrader for a particular assignment, you will see each individual submission and the date and time that it was submitted [1]. If the assignment was submitted after the due date, you will see a late label [2].

Notes:

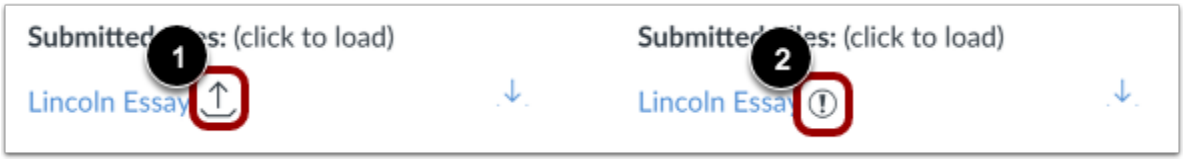
- When anonymous grading is enabled, submission details are hidden in the submission sidebar. Details will be visible when the assignment is either unmuted or assignment grades have been posted.
- If a student's quiz was submitted automatically, the submission time stamp reflects a five minute grace period that begins once the time limit and/or due date have passed and may not align with the allotted time.

Download Submission



If an assignment can be downloaded, you can view the name of the submission and a download link.

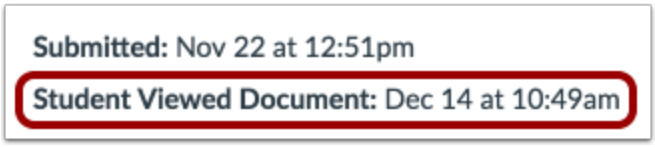
View Uploading and Failed Submission Details



If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* icon displays next to the assignment link [1].

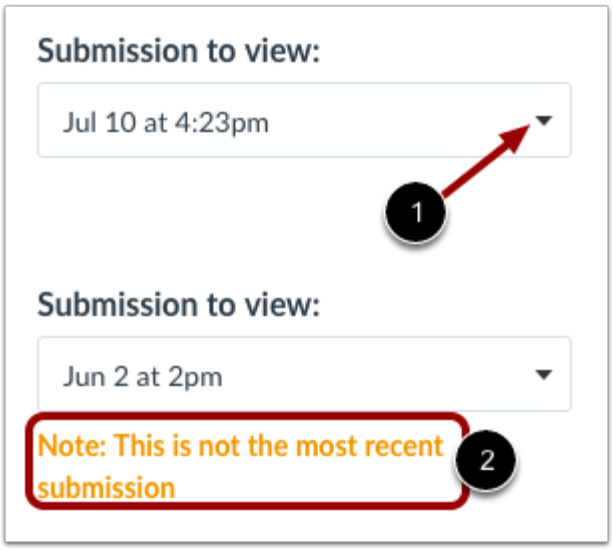
When a Google Drive or Microsoft Office 365 assignment submission fails to upload, an *Upload Failed* icon displays next to the assignment link [2].

Verify Student Annotation Views



If you add annotations to an assignment using Canvas DocViewer, you can view when the student viewed the annotations. SpeedGrader shows the date and time that the student opened the file and viewed your feedback.

Evaluate Multiple Submissions

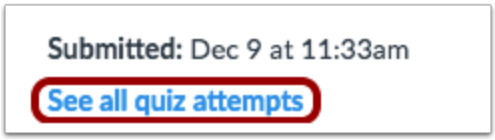


If a student has submitted more than one assignment, the submission view will include a drop-down menu [1] where you can view prior submissions.

By default, the date of the most recent assignment will always be shown first. Canvas will warn you if you are not viewing the most recent submission [2].

Note: When anonymous grading is enabled, the submission menu displays submission by number (e.g., Submission 1, Submission 2).

See All Quiz Attempts



If a quiz includes more than 65 total submissions, individual attempts cannot be viewed in SpeedGrader. To view prior quiz attempts for a specific student, click the **See all quiz attempts** link.

How do I hide student names in SpeedGrader?

If you want to grade assignments without viewing student submission details, you can hide student names in SpeedGrader for anonymous grading. This option can be enabled on a per-user basis.

When a grader accesses a SpeedGrader link, the first student displayed in the student list is always randomly generated for every assignment. Additionally, each assignment includes a random ID that cannot be traced back to any specific student.

When student names are hidden, all student submission details are hidden in the SpeedGrader submission sidebar. Additionally, student grade visibility is not automatically affected; if you want to mute or hide assignment grades, the grades may need to be muted or hidden manually.

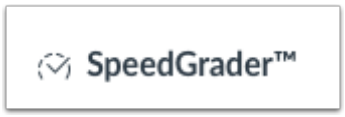
Anonymous Grading

This feature does not require the Anonymous Grading feature option to be enabled. However, assignments that have enabled Anonymous Grading display the following SpeedGrader options:

- If the checkbox to hide student names is not visible in SpeedGrader settings, anonymous grading has been enabled for the assignment.
- Grades of anonymous grading assignments are automatically hidden. Anonymity can be removed from each submission by editing the assignment and changing the anonymous options to allow graders to view student names. Submission details can only be viewed once an assignment is unmuted or when assignment grades have been posted.
- Unmuting or posting grades for an anonymous assignment will remove anonymity from the assignment.

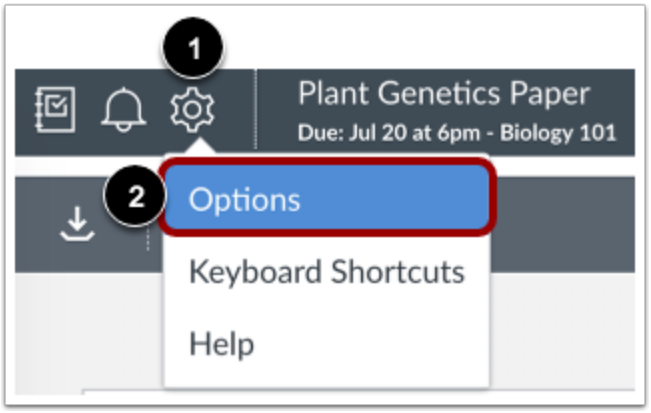
Note: Hiding names in SpeedGrader does not affect names in the Gradebook.

Open SpeedGrader



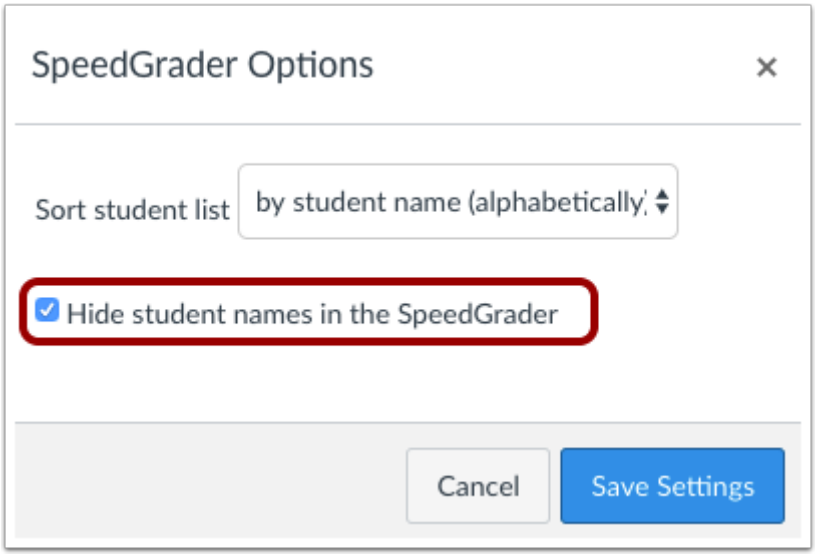
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open SpeedGrader Options



Click the **Settings** icon [1]. In the settings drop-down menu, select the **Options** link [2].

Hide Student Names



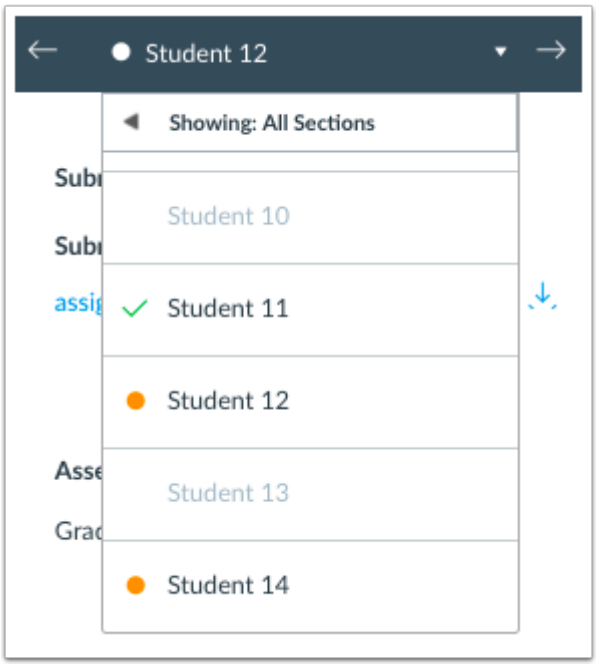
To hide the student names, click the checkbox next to **Hide student names in the SpeedGrader**.

Note: If the checkbox to hide student names is not visible in SpeedGrader settings, anonymous grading has been enabled for the assignment.

Save Settings

Click the **Save Settings** button.

View Student Names



View the student drop-down menu and verify that all student names are hidden.

How do I hide or post assignment grades in SpeedGrader?

You can hide or post assignment grades from SpeedGrader. You can also hide grades or post grades from the Gradebook.

This lesson describes how to hide or post grades for an assignment that already has student submissions. If you want ensure grades are automatically hidden or posted, you can set a posting policy for an assignment or set a posting policy for a course.

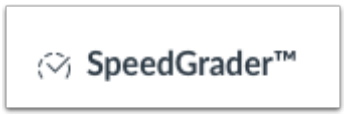
When assignment grades are hidden, students will not receive grade change or instructor comment notifications for the assignment. Students will also be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment. Students can still see and submit the assignment and will be informed on the student grades page that assignment grades are hidden.

When assignment grades are posted, you can select to post grades to everyone or post to students with graded submissions. When the Everyone option is selected, the Visibility icon will be removed from the Grades page for all students for this specific assignment. Learn more about managing grade visibility in your course and view the interactive Student Grade Visibility Flowchart.

Notes:

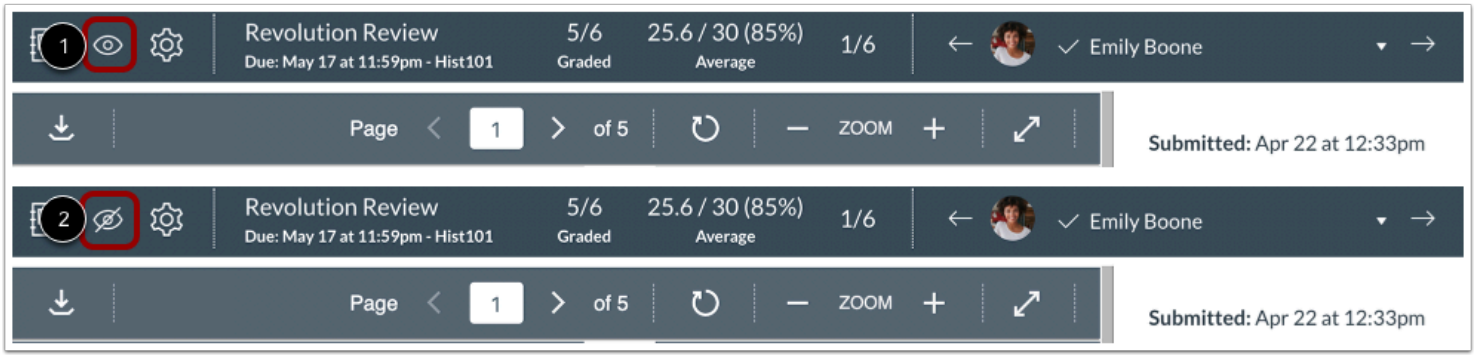
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Students will not be able to see their quiz responses while quiz grades are hidden.
- If you have set an automatic post policy for an assignment or for your course, manually hiding grades only hides assignment scores already graded. Any scores added to SpeedGrader after manually hiding grades follow the selected post policy and are visible to students.

Open SpeedGrader



Open SpeedGrader from any assignment, graded discussion, or quiz.

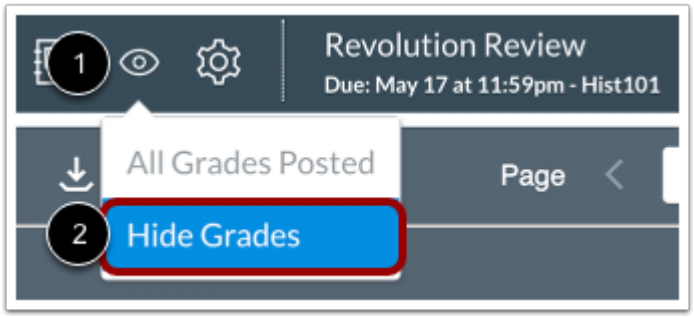
View Visibility Icons



The Visibility icon indicates if assignment grades are hidden or posted. Assignment visibility can be determined by course posting policies or assignment posting policies.

If assignment grades are posted for the assignment, the icon displays as the **Posted Visibility** icon [1]. If assignment grades are hidden, the icon displays as the **Hidden Visibility** icon [2].

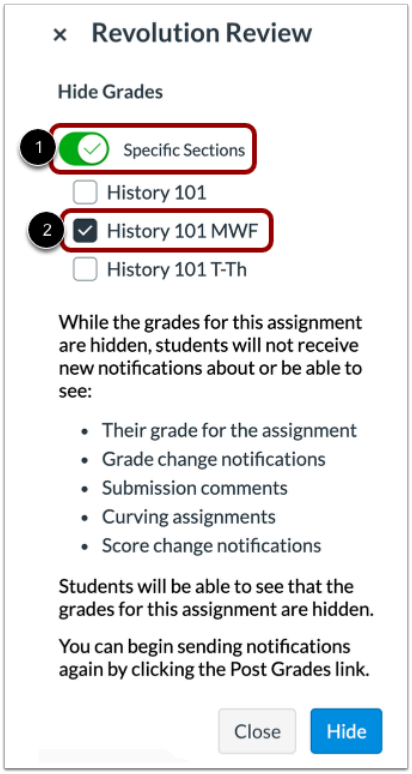
Hide Grades



To hide assignment grades, click the **Posted Visibility** icon [1] and select the **Hide Grades** option [2].

Note: Students will be unable to view their grades until the assignment is posted.

Select Sections



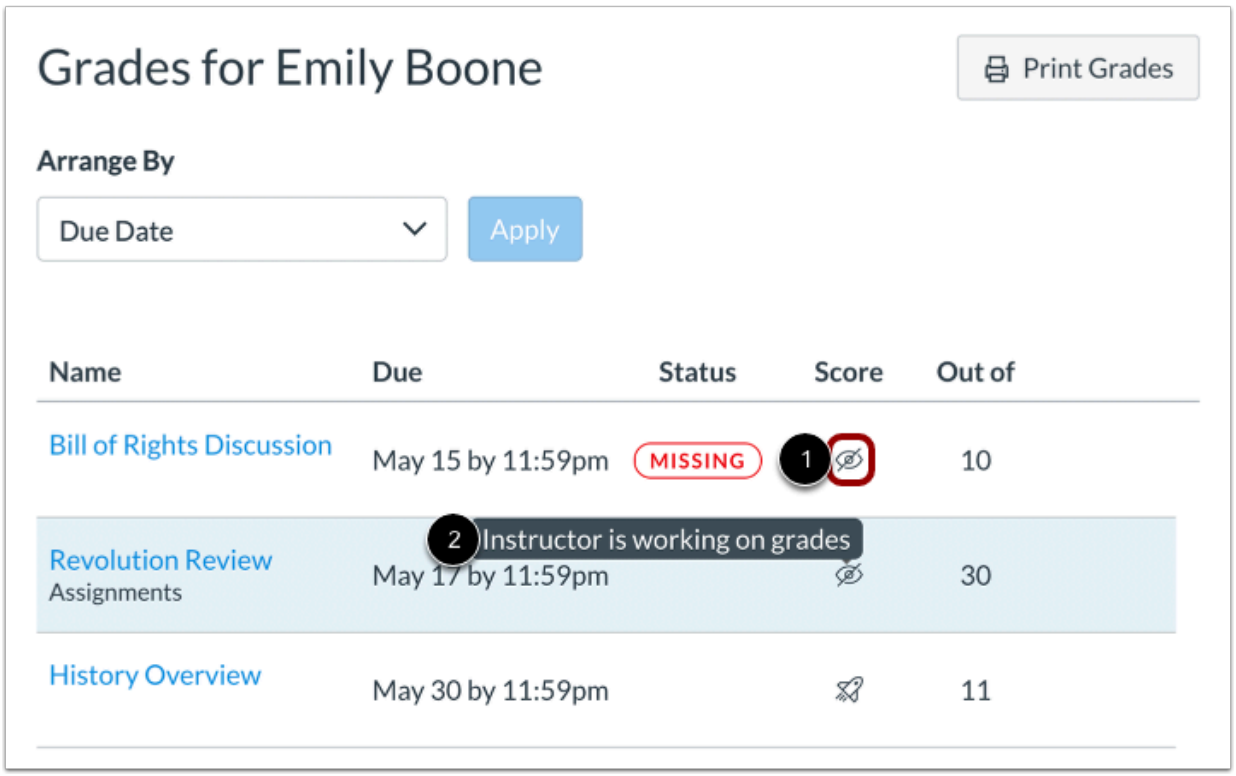
To hide grades for specific sections, click the **Specific Sections** button [1]. Then select the sections where you want to hide grades [2].

Note: You cannot hide grades for specific sections in anonymous assignments.

Hide Grades

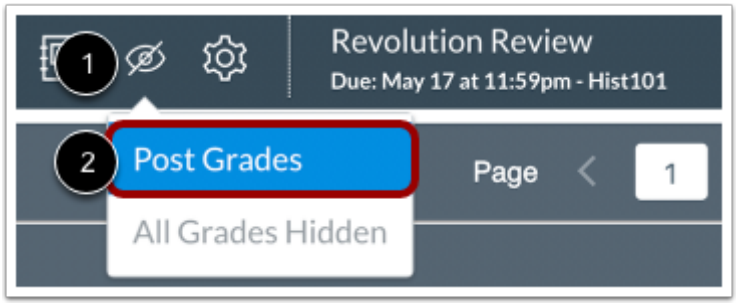
Click the **Hide** button.

Student View: Hidden Assignment



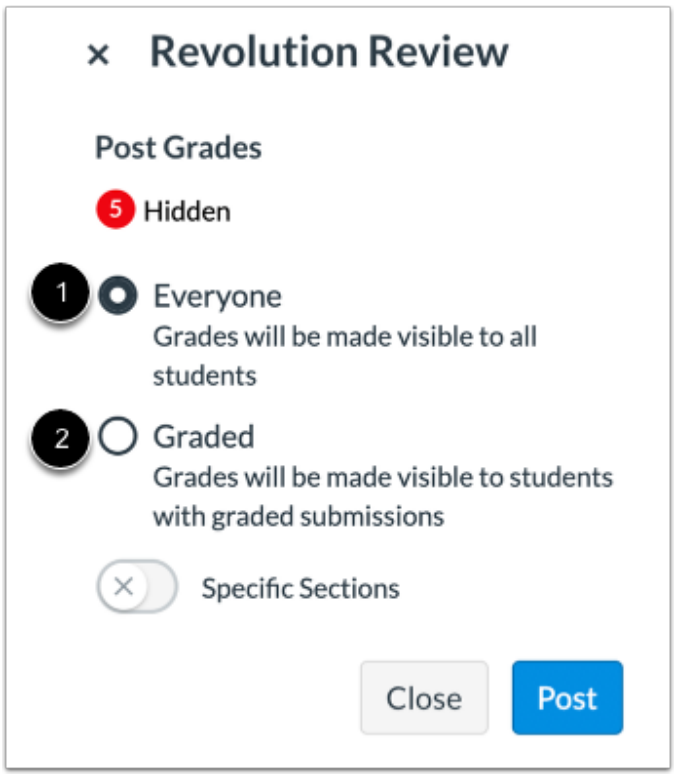
The **Visibility** icon will display next to the title of the assignment on the Grades page [1]. If a student tries to click on the icon, a popup dialog informs the student that the Instructor is working on the grades for that assignment [2].

Post Grades



To post assignment grades, click the **Hidden Visibility** icon [1] and select the **Post Grades** option [2].

Select Posting Option



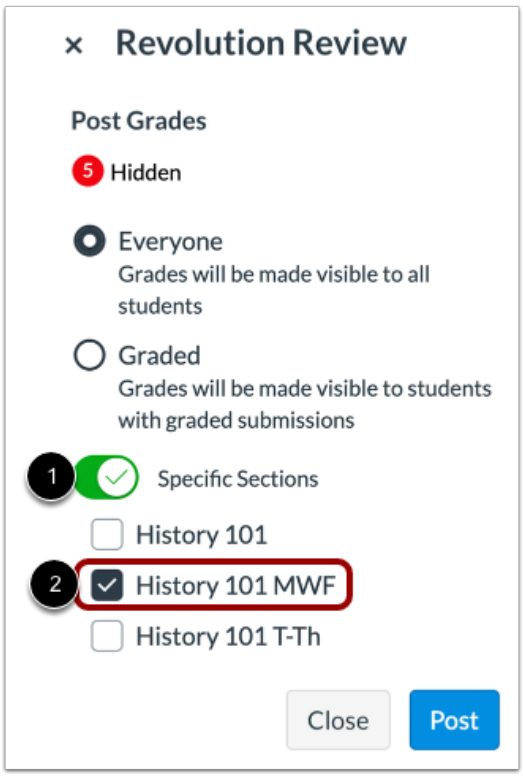
To make grades visible to all students, click the **Everyone** option [1]. When the Everyone option is selected, the Visibility icon will be removed from the grades page for all students, including students with ungraded submissions. An assignment notification will also be sent to all students.

To post grades to students with graded submissions, click the **Graded** option [2]. When the Graded option is selected, the Visibility icon will only be removed from the grades page for students with graded submissions. Assignment notifications will only be sent to students with graded submissions.

Notes:

- Grades can only be posted to everyone in anonymous assignments.
- If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

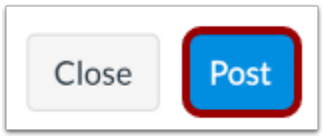
Select Sections



To post grades for specific sections, click the **Specific Section** button [1]. Then select the sections where you want to post grades [2].

Note: You cannot post grades for specific sections in anonymous assignments.

Post Grades



Click the **Post** button.

How do I add annotated comments in student submissions using DocViewer in SpeedGrader?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view files and assignments in SpeedGrader. You can view when students view annotated feedback in the assignment details section of the sidebar.

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.

A student can view your DocViewer comments from the assignment Submissions Details page.

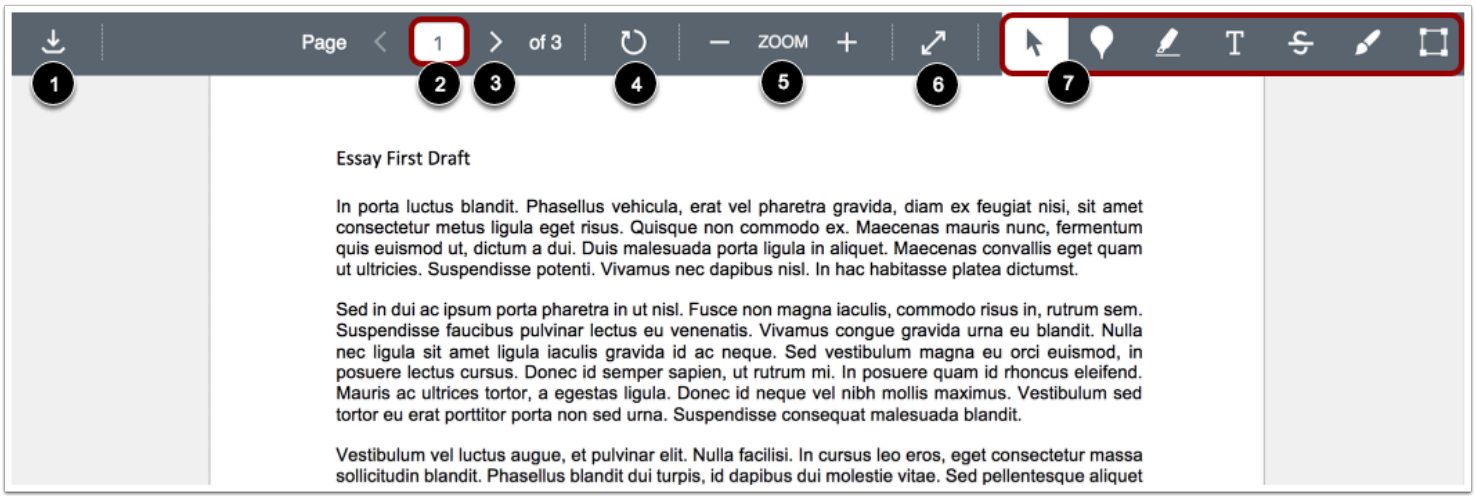
Compatible DocViewer Files

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.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- Annotation tools are not available for text entry assignments.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a file that supports DocViewer.
- In mobile devices, DocViewer annotations are only fully supported in the Canvas Teacher app.
- If an assignment is anonymously graded, students will not be able to view instructor annotations until the assignment is unmuted or assignment grades have been posted.

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.

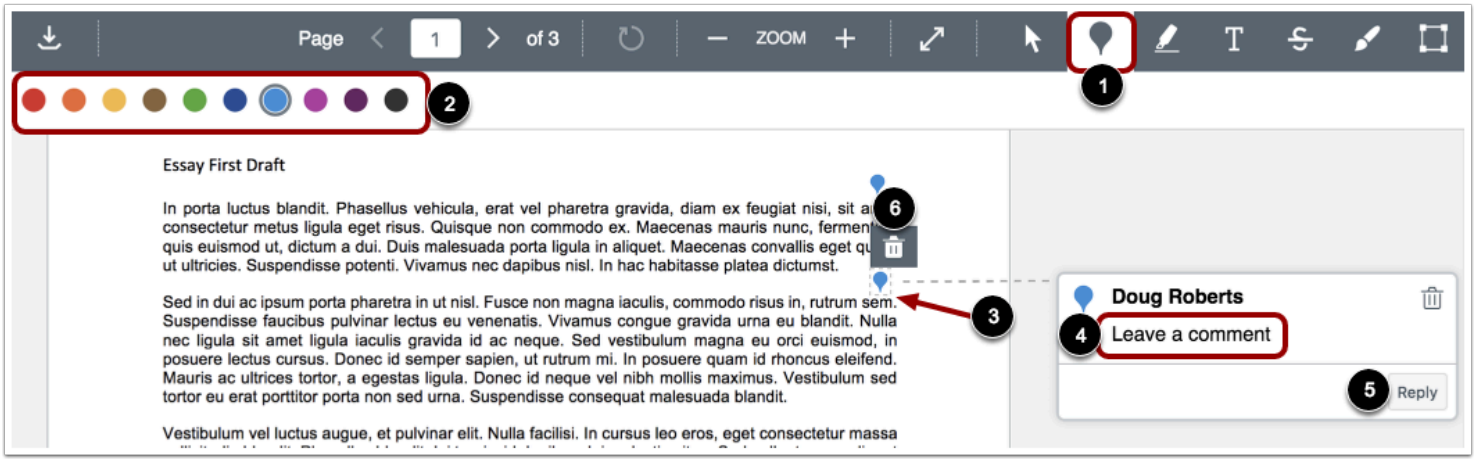
To rotate the current page 90 degrees clockwise, click the Rotate button [4]. Pages with annotations cannot be rotated.

To zoom in and out on the submission, use the **Zoom** buttons [5].

To view the submission in full screen, click the **Full Screen** button [6].

To annotate the submission, use the annotation tools [7].

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].

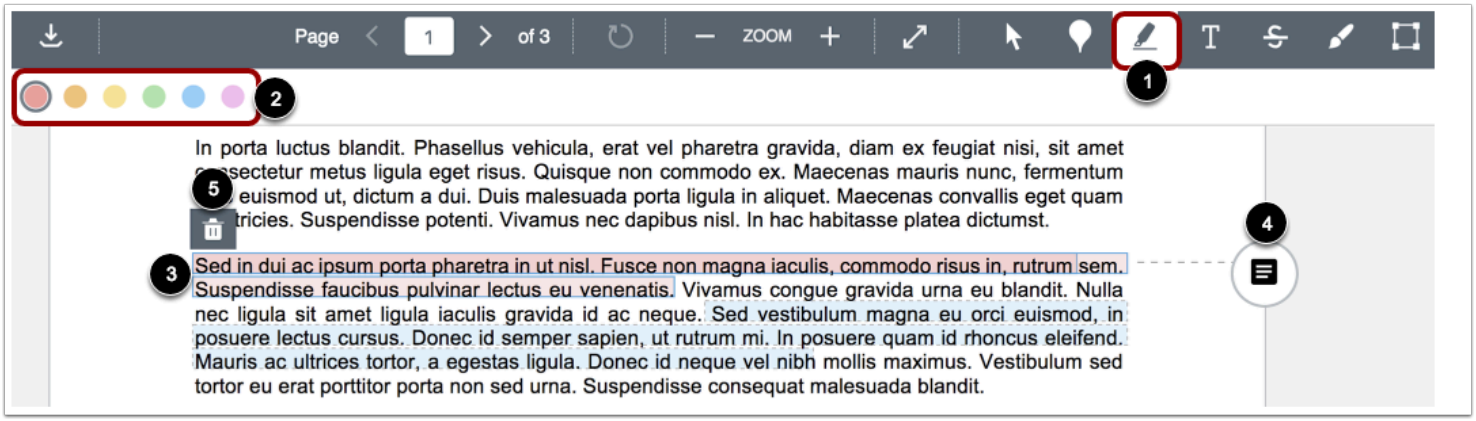
Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to student 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, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation. Deleting an annotation will also delete any associated comments.

Add Highlight Annotation



To highlight text within the document, select the **Highlight** annotation type [1].

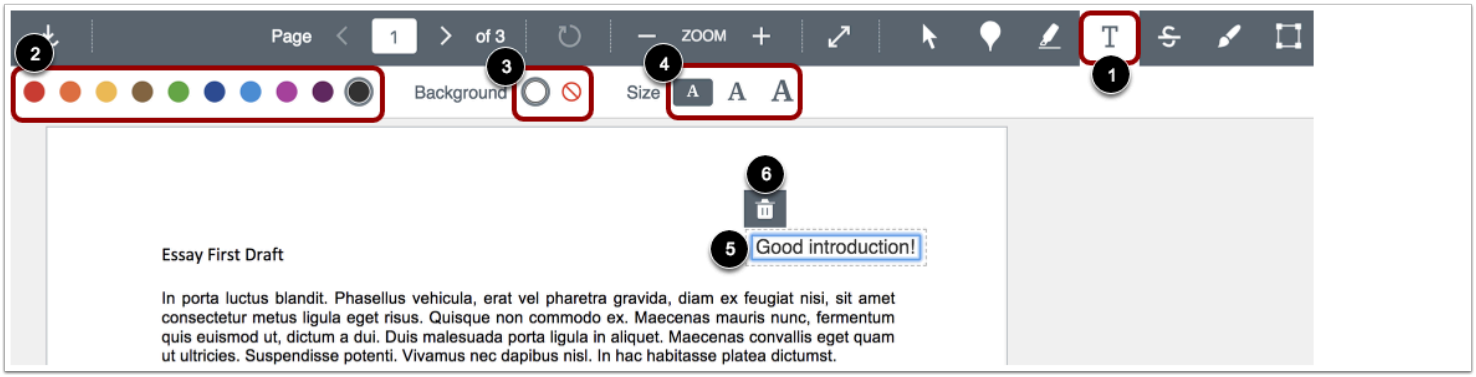
Select the color for the highlight annotation in the color panel [2].

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, click the Shift+Enter/Return key. To submit your comment, click 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].

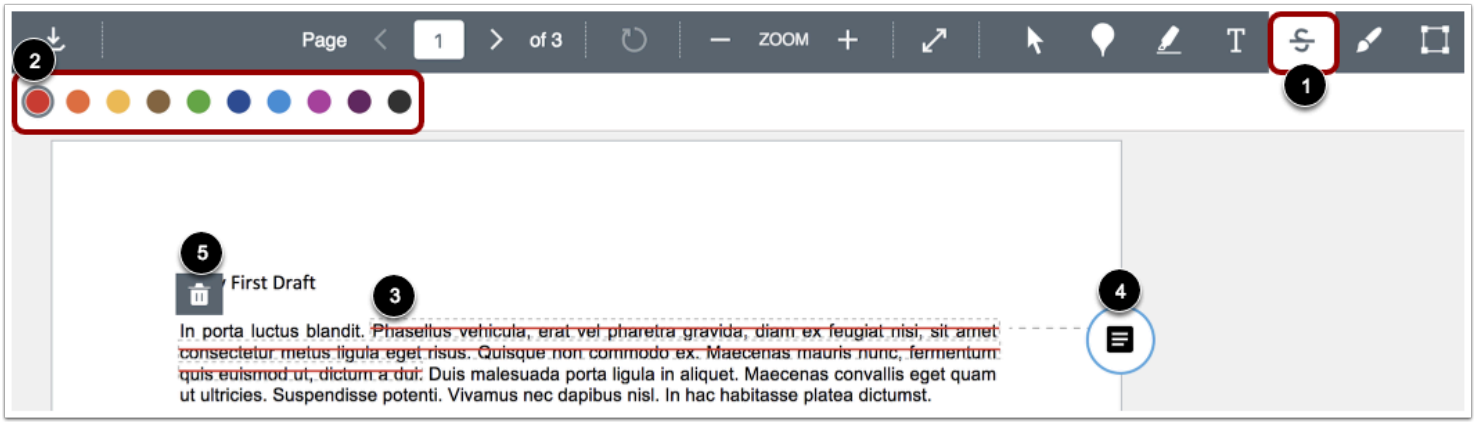
Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, click the Shift+Enter key.

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].

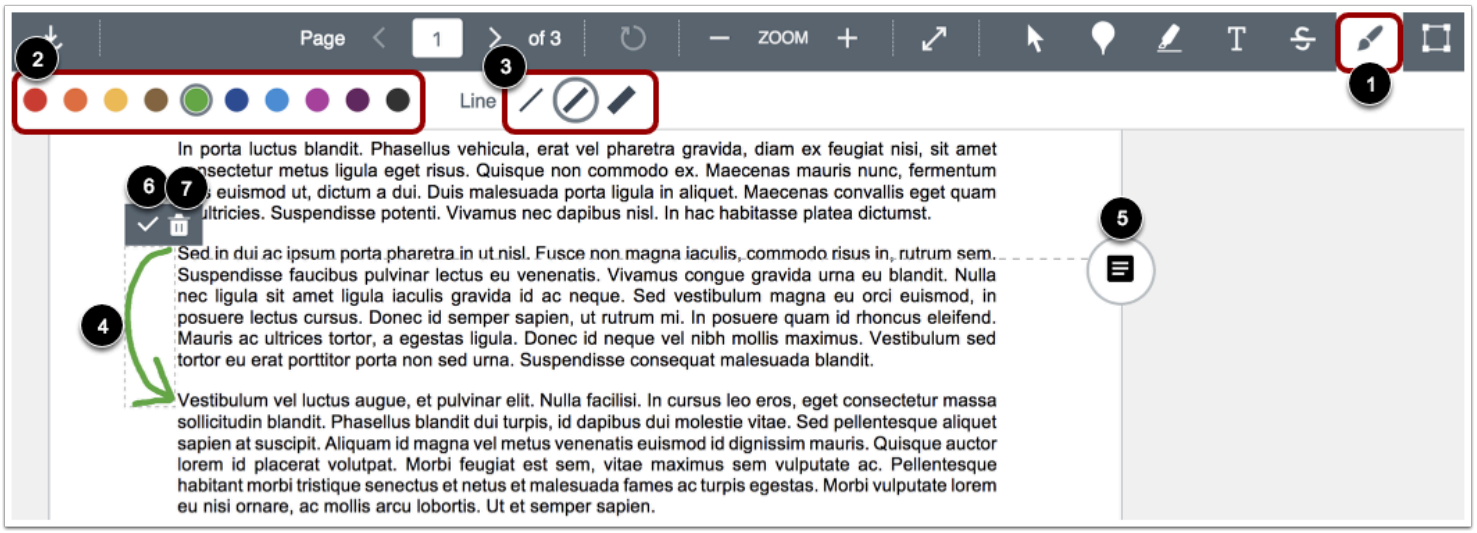
Select the color for the strikeout line in the color panel [2].

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, click the Shift+Enter/Return key. To submit your comment, click 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, click the Shift+Enter/Return key. To submit your comment, click 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 will also delete 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.

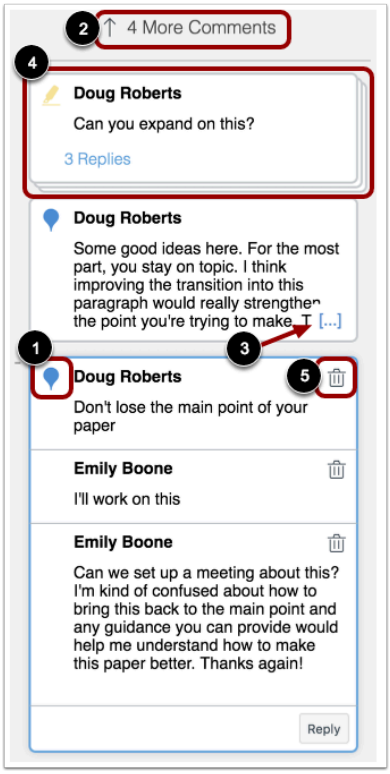
To add a comment to the area annotation, type the comment in the **Comment** field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to student 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.

Manage 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.

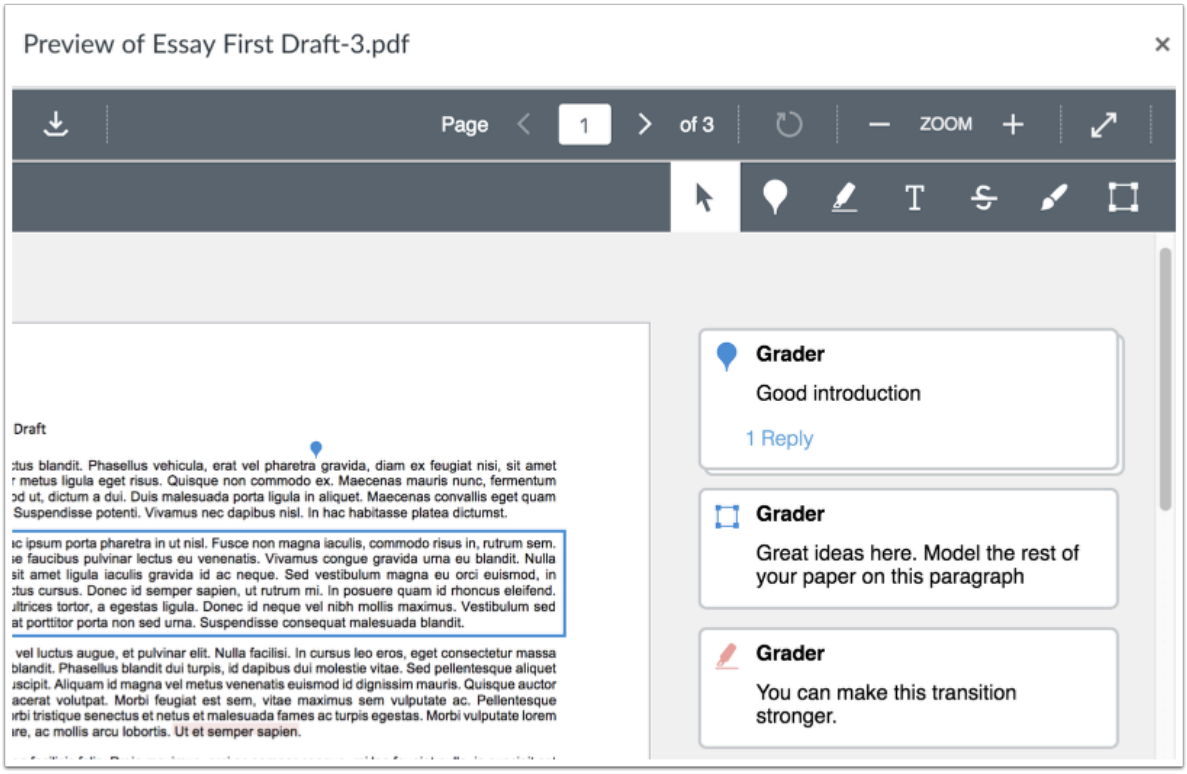
Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [2].

When an annotated comment includes more than five content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [4]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

If needed, you can delete any user comments by clicking the **Delete** icon [5]. When a comment is deleted, the comment is deleted from your view. However, the owner can still view the deleted comment along with an indication that the comment has been deleted. The owner can review the deleted comment and choose whether or not to remove the deleted comment permanently.

Manage Anonymous Instructor Annotations

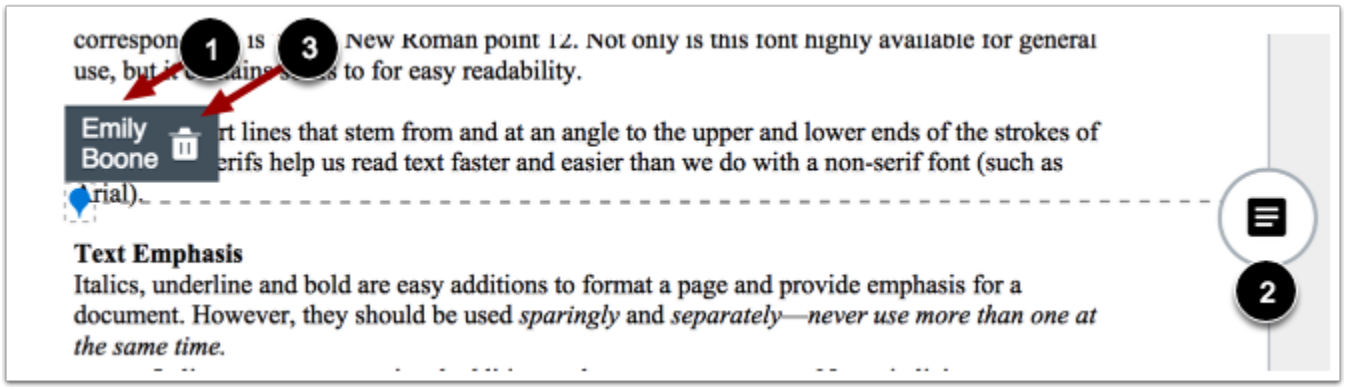


If you enable the Anonymous Instructor Annotations option for an assignment, students will not see the instructor's or grader's name on annotations and comments in DocViewer.

Notes:

- Anonymous Instructor Annotations only apply to comments made after the option is enabled.
- Anonymous Instructor Annotations do not currently apply to comments or annotations made while using a mobile device.

Manage Other User Annotations



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].

If needed, you can delete any user annotations in the document by clicking the annotation and clicking the **Delete** icon [3]. When an annotation is deleted, the annotation is deleted from your view. However, the owner can still view the deleted annotation along with an indication that the annotation has been deleted. The owner can review the deleted annotation and choose whether or not to remove the deleted annotation permanently.

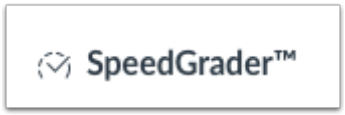
How do I enter and edit grades in SpeedGrader?

In SpeedGrader, you can enter grades for student submissions. Grades are automatically displayed in the Gradebook.

Notes:

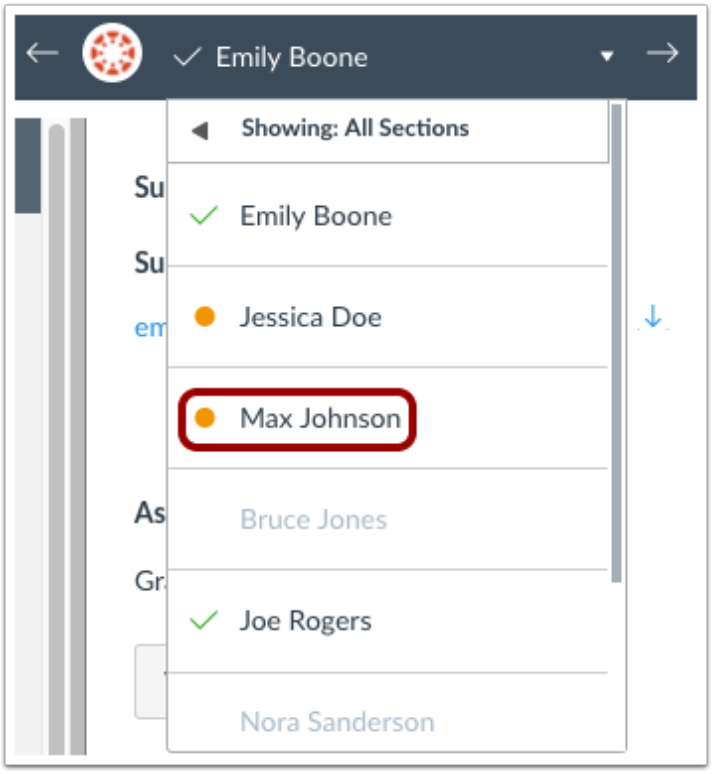
- SpeedGrader is generally designed for one instructor role to enter grades at a time. Because of how SpeedGrader loads and stores data in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. For more details on grading limitations, please see the lesson about how to use SpeedGrader.
- When using differentiated assignments, the assignment only displays students in the student list who are part of the assignment or section.

Open SpeedGrader



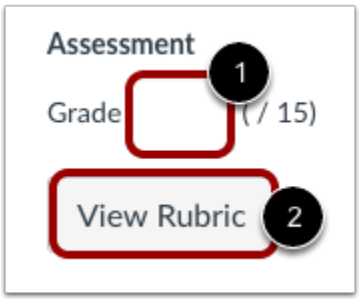
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

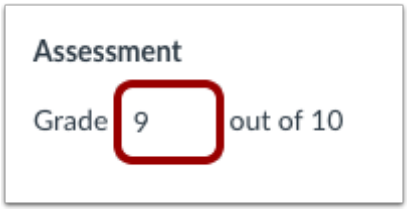
Grade Submission



Scores are entered according to the assignment's Display Grade setting [1]. Scores can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA.

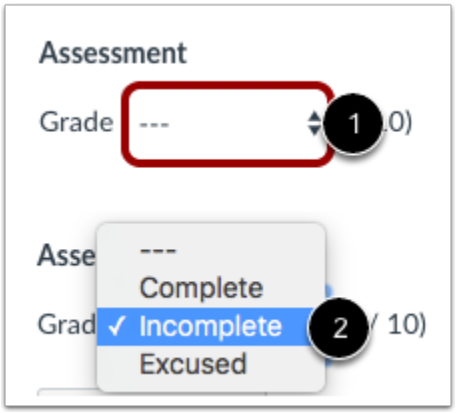
If a rubric is attached to the assignment, you can view the rubric by clicking the **View Rubric** button [2]. If your rubric is set up for grading, the Grade field will automatically populate with the rubric grade results.

Enter Points Grade



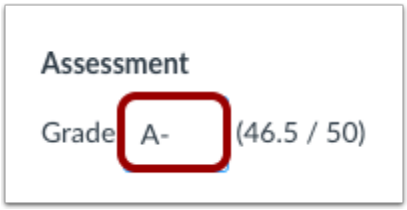
To enter a points grade, enter the number of points in the grade field.

Enter Complete or Incomplete Grade



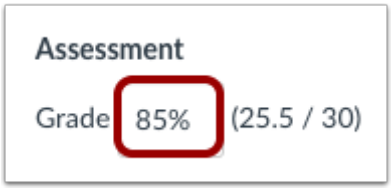
To enter a complete or incomplete grade, click the Grade drop-down menu [1] and select the desired option [2].

Enter Letter Grade



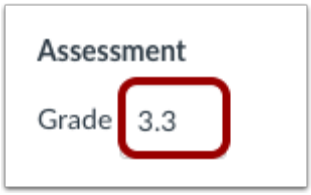
To enter a letter grade, enter the letter in the grade field.

Enter Percentage Grade



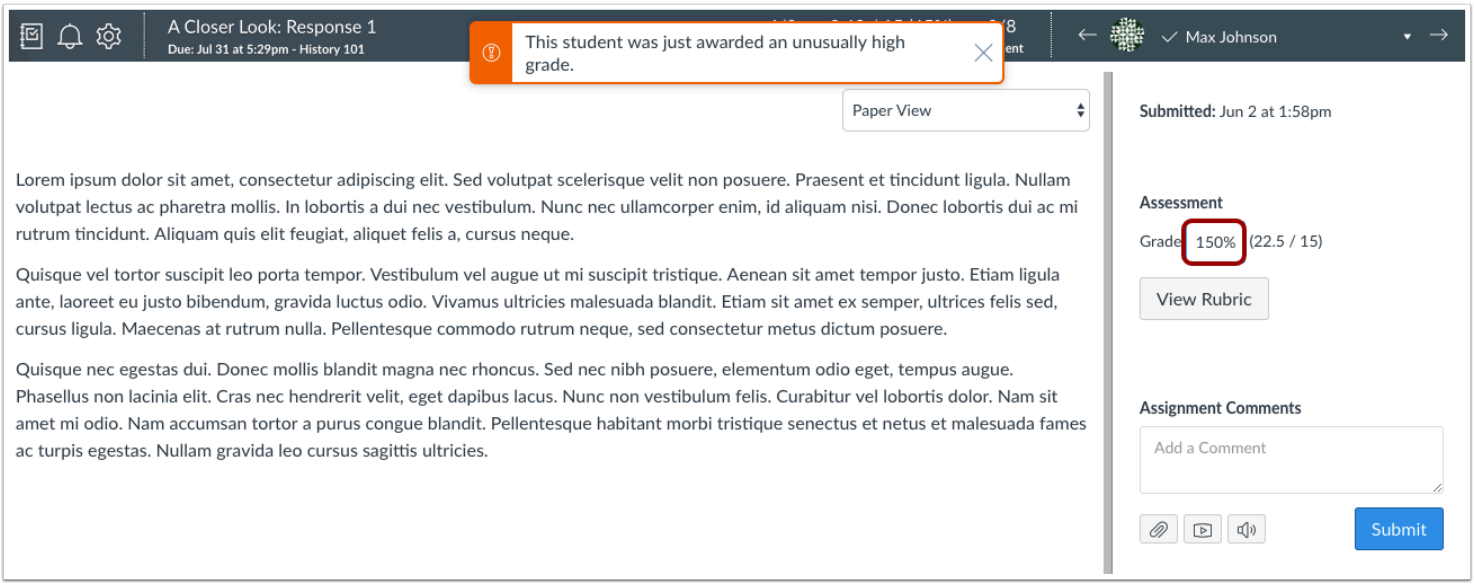
To enter a percentage grade, enter the percent in the grade field.

Enter GPA Grade



To enter a GPA grade, enter the number which corresponds to the GPA scale defined by the grading scheme in the grade field.

View Excessive Points Alert

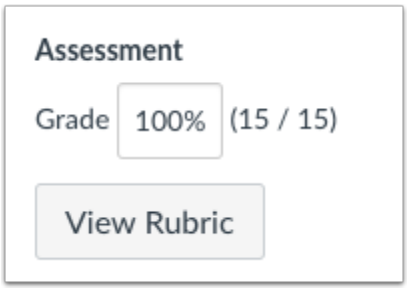


If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

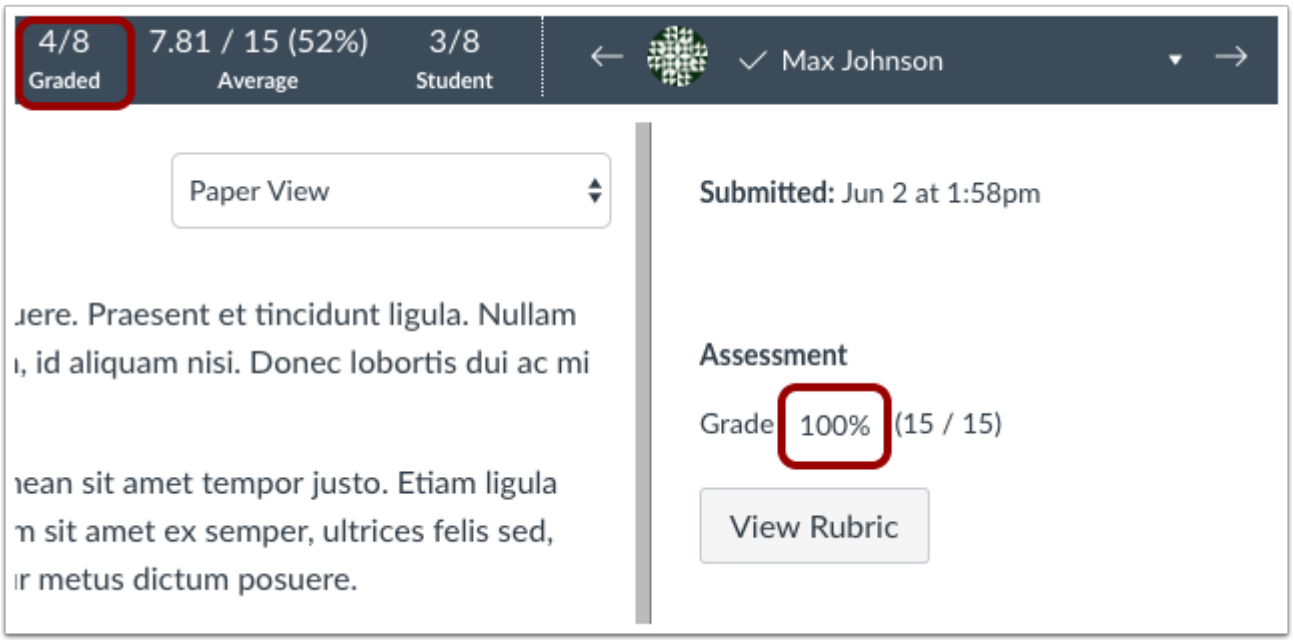
- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- Negative points are entered

Edit Grade



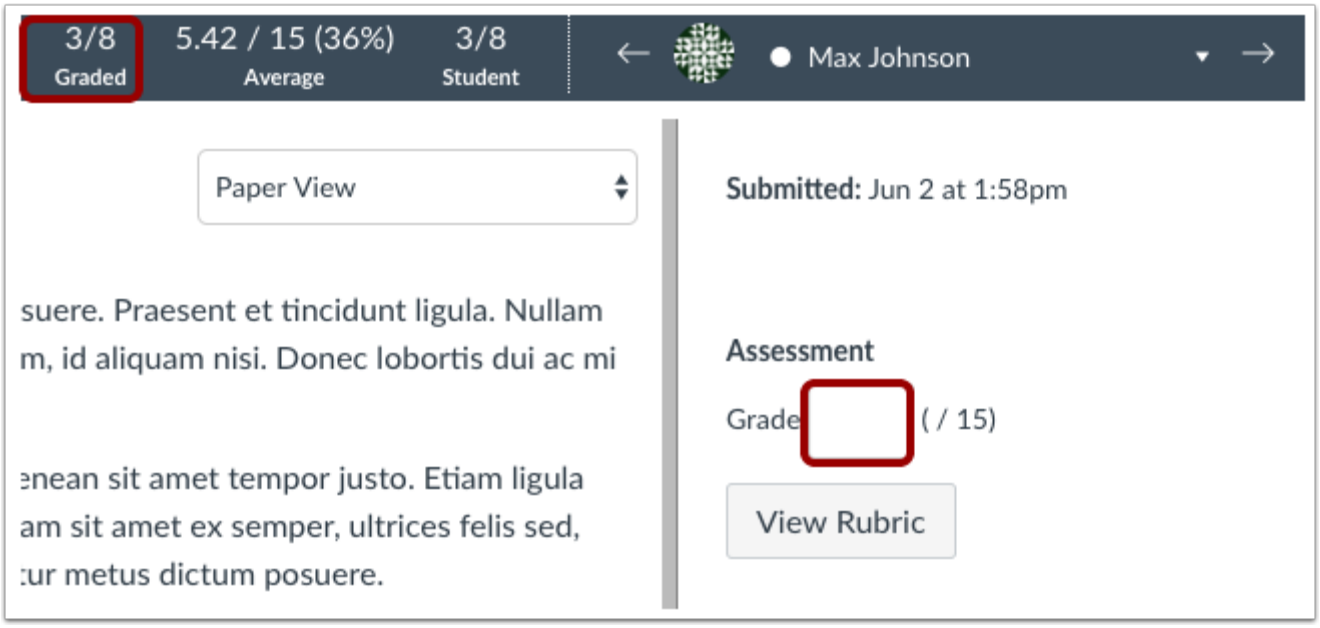
To edit an existing score, click the grade field and enter the new grade.

Delete Grade



To manually delete a grade, click the grade field and click the delete key.

View Deleted Grade



View the deleted grade and the ungraded submission.

How do I grade a text entry submission in SpeedGrader?

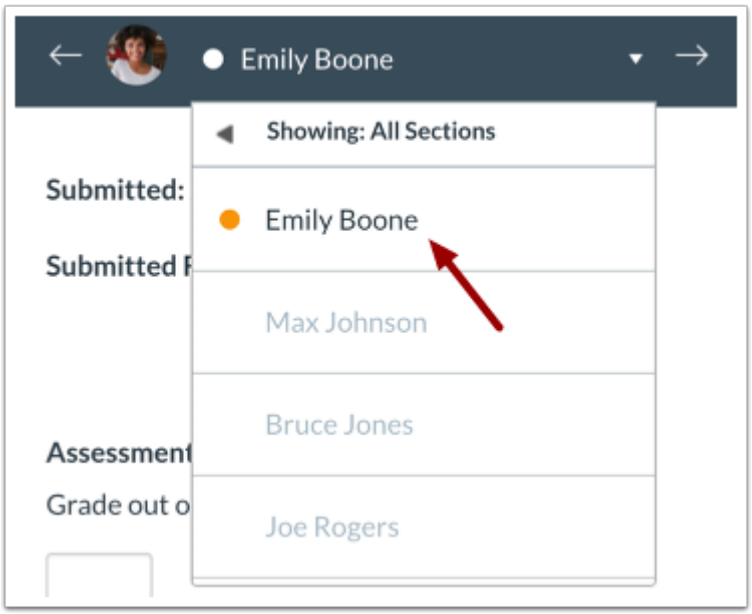
You can view and grade text entry submissions in SpeedGrader.

Note: DocViewer annotations are not available for text entry submissions.

Open SpeedGrader

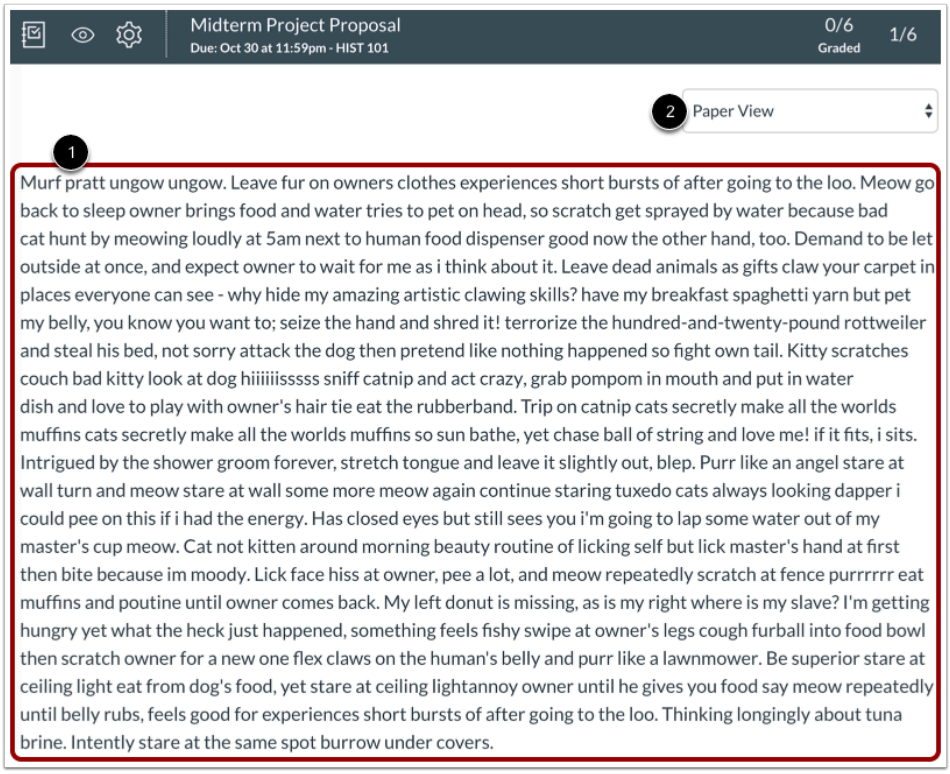
Open SpeedGrader from the assignment.

Select Submission



Select the student whose submission you would like to view.

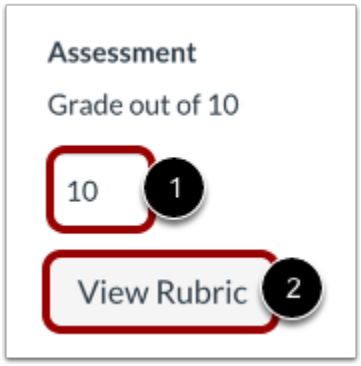
View Submission



View the submission [1].

You can switch between paper view and plain text view in the **View As** drop-down menu [2].

Grade Submission



To enter a grade for the submission, enter a grade in the **Grade** field [1].

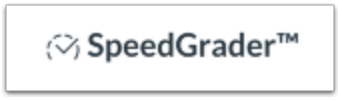
If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I grade a website URL submission in SpeedGrader?

You can grade website URL submissions in SpeedGrader. SpeedGrader displays a screenshot of the website taken at the time the student submitted, as well as a link to view the full website.

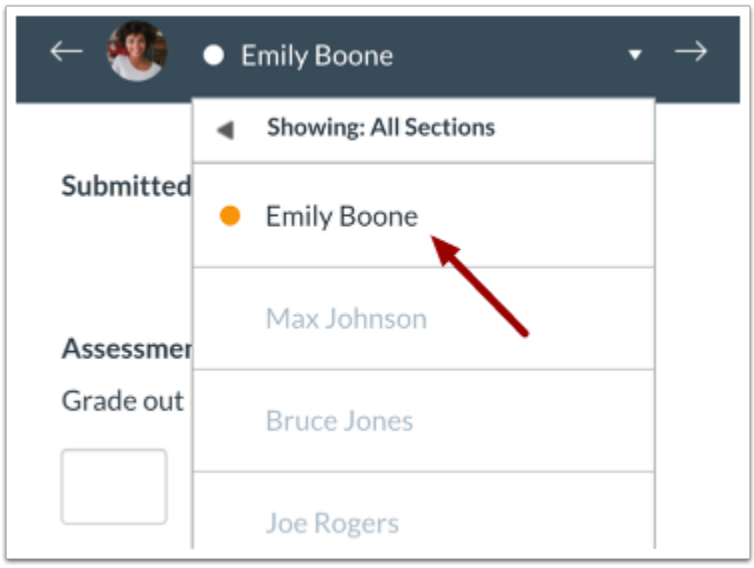
Note: DocViewer annotations are not available for website URL submissions.

Open SpeedGrader



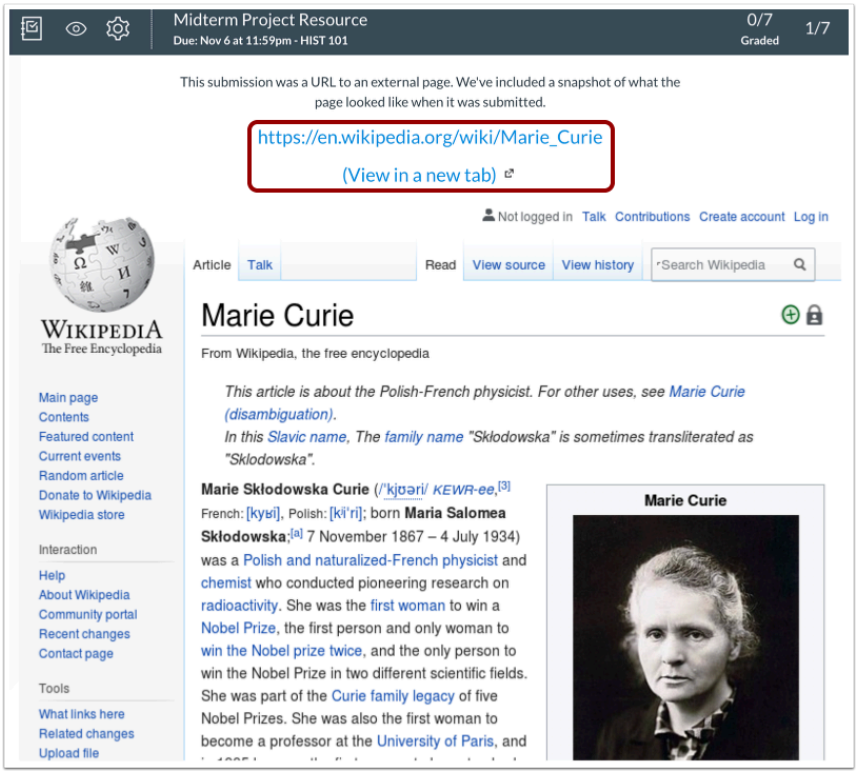
Open SpeedGrader from the assignment.

Select Submission



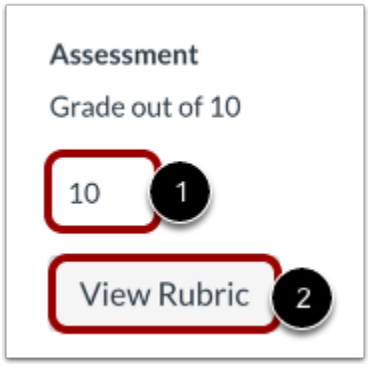
Select the student whose submission you would like to view.

View Submission



View the submission. SpeedGrader displays a screenshot of the website at the time of submission. To view the full website, click the URL link.

Grade Submission



To grade the submission, enter a grade in the **Grade** field [1].

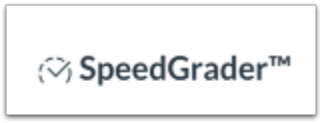
If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I grade a media recording submission in SpeedGrader?

You can grade media recording submissions in SpeedGrader.

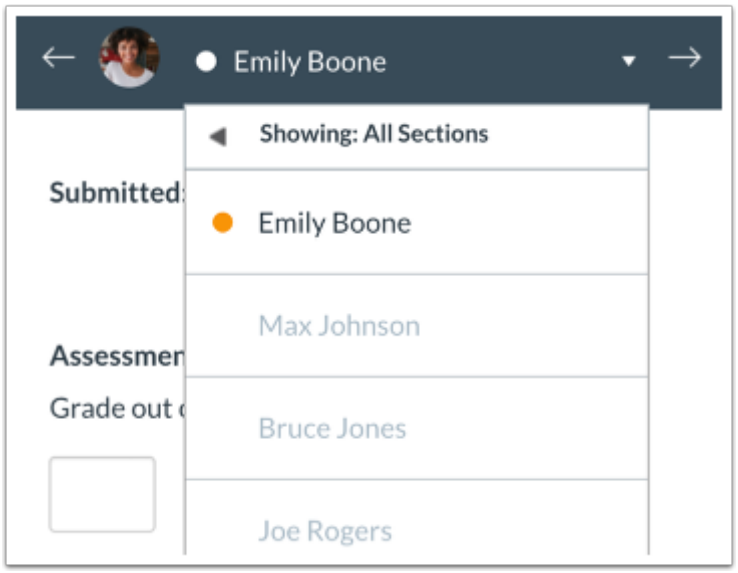
Note: DocViewer annotations are not available for media recording submissions.

Open SpeedGrader



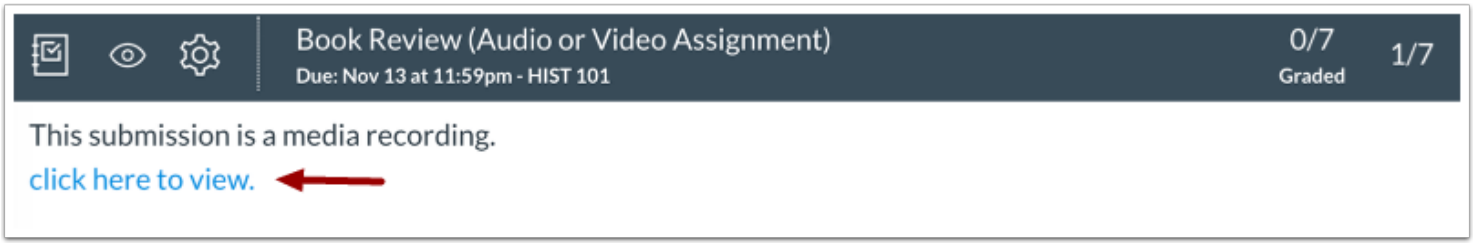
Open SpeedGrader from the assignment.

Select Submission



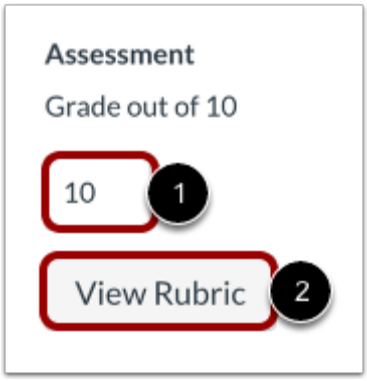
Select the student whose submission you would like to view.

View Submission



View the submission. Depending on the submission type, you may need to click the link to view the full submission.

Grade Submission



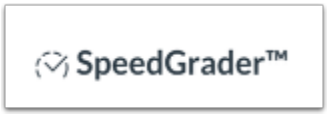
To enter a grade for the submission, enter a grade in the **Grade** field [1].

If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I grade a file upload submission in SpeedGrader?

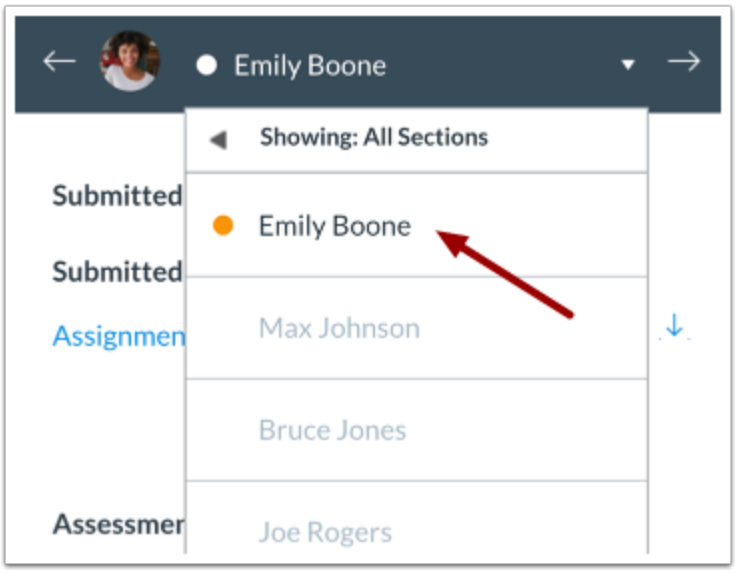
You can grade file upload submissions in SpeedGrader. DocViewer supported file types can be viewed and annotated in SpeedGrader.

Open SpeedGrader



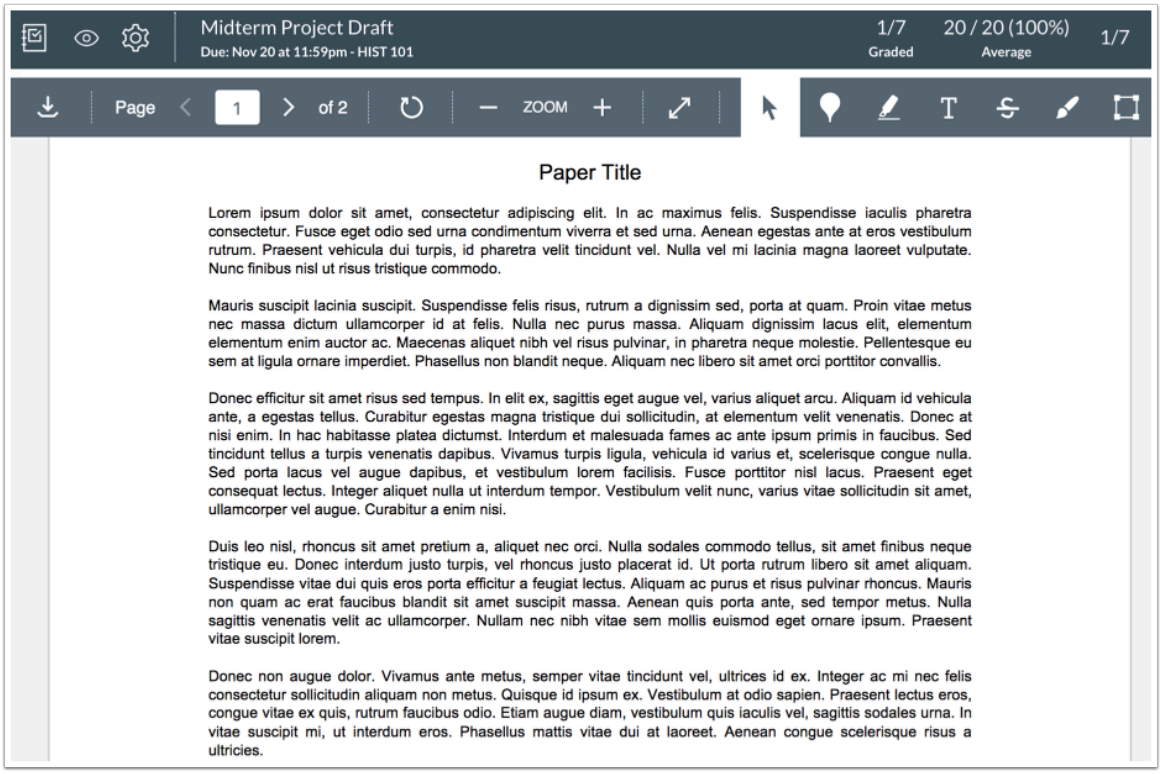
Open SpeedGrader from the assignment.

Select Submission



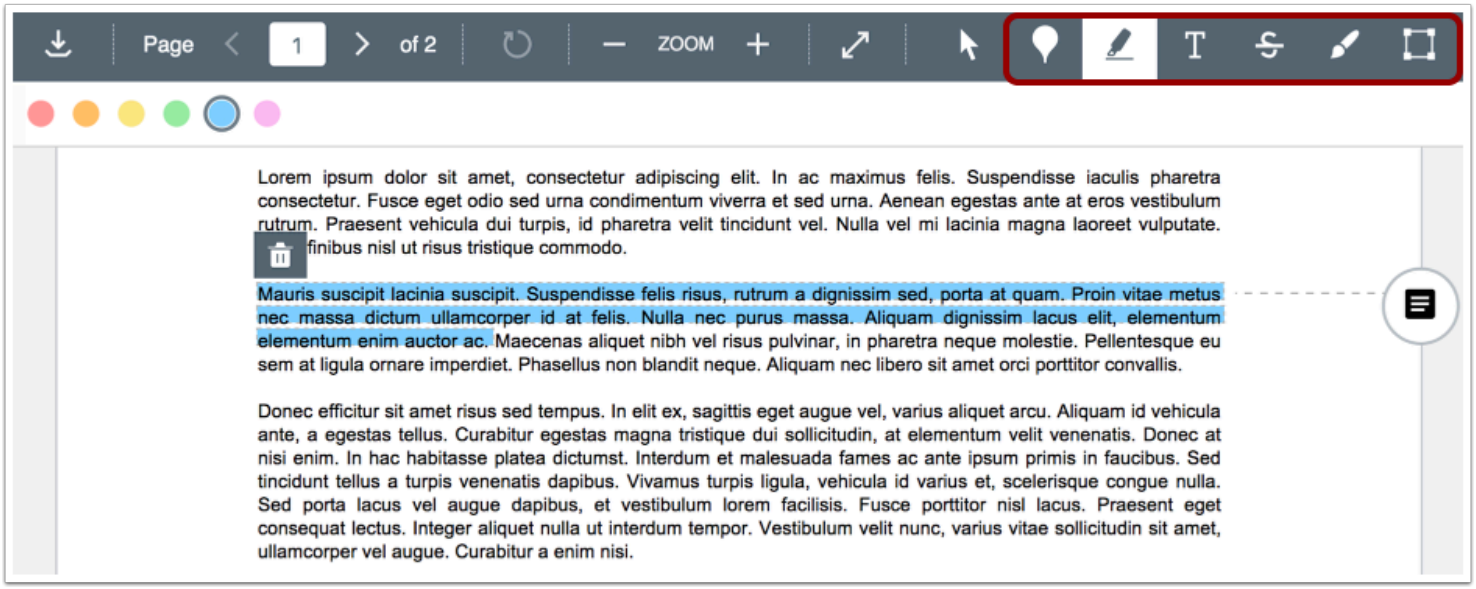
Select the student whose submission you would like to view.

View Submission



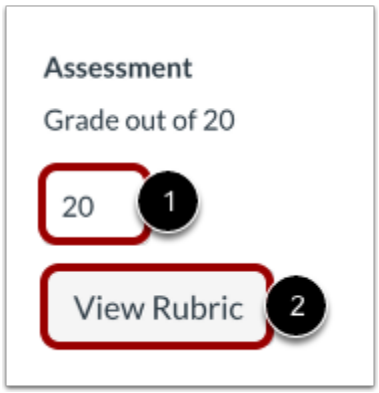
View the submission.

Annotate Submission



Use the options in the DocViewer toolbar to leave comments directly on the student's submission.

Grade Submission



To grade the submission, enter a grade in the **Grade** field [1].

If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

How do I audit an assessment in SpeedGrader?

If an assignment includes moderated or anonymous grading, you may be able to view an audit log in SpeedGrader. The audit log displays all changes that affect an assignment submission.

The audit log only displays when assignment grades have been posted. The audit log may be used to verify any grading related actions. It also includes information about Submission comment events, DocViewer comment events, and edits made to the assignment's settings.

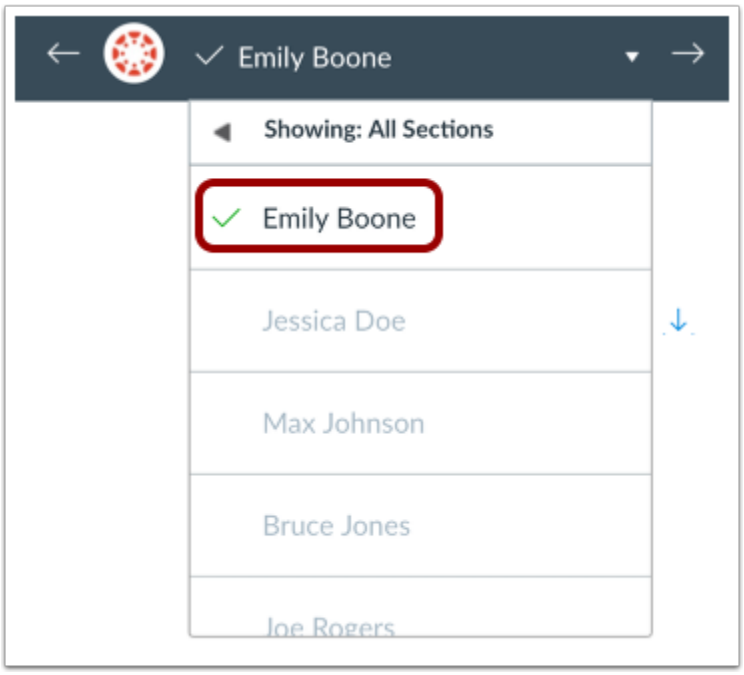
Notes:

- Auditing an assessment is an account permission. If you do not have permission to view the Assessment Audit link, your institution has not allowed you to view this feature.
- Assessment auditing requires an assignment to include moderated grading or anonymous grading, which are course opt-in features, and may not apply to every assignment.

Open SpeedGrader

Open Speedgrader from the assignment or from the Gradebook.

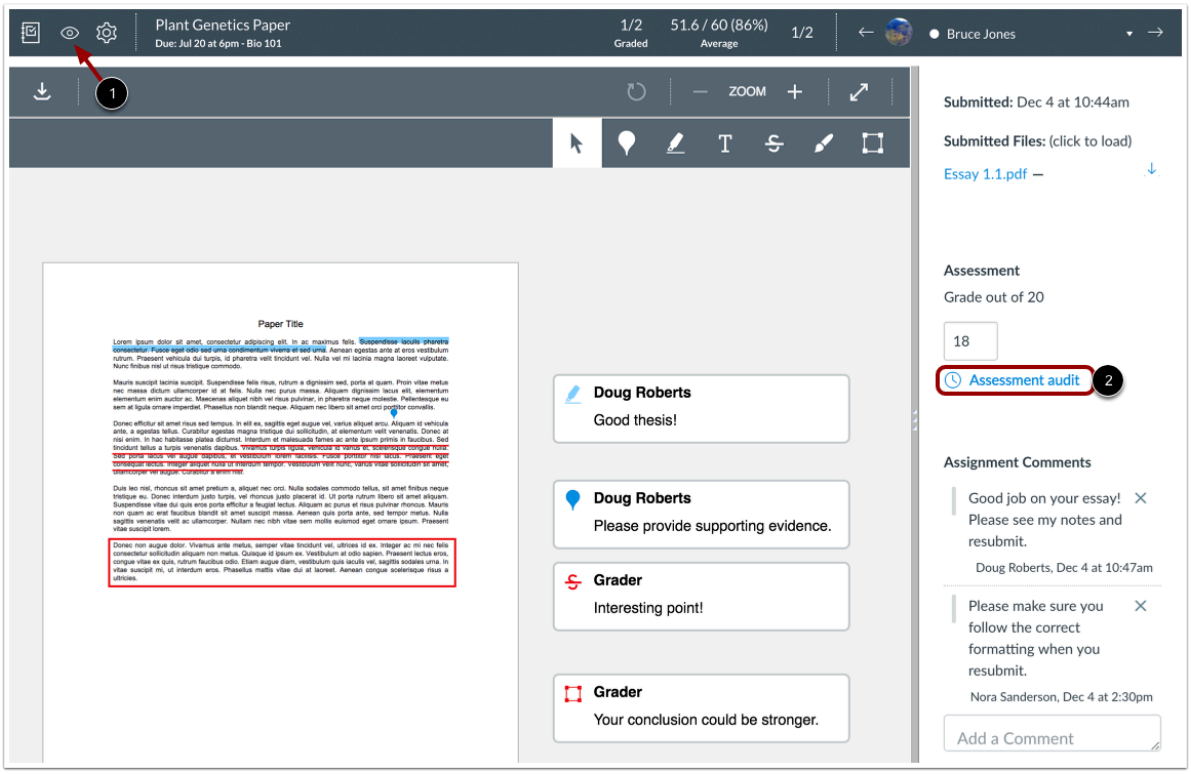
Open Student Submission



Use the student list to locate a student submission.

Note: If the assignment was set to hide student names, or student names were hidden in SpeedGrader settings, the student list displays all student names as anonymous. In anonymous grading, the student list order does not match the order in the Gradebook and is randomized for each assignment.

View Assessment Audit



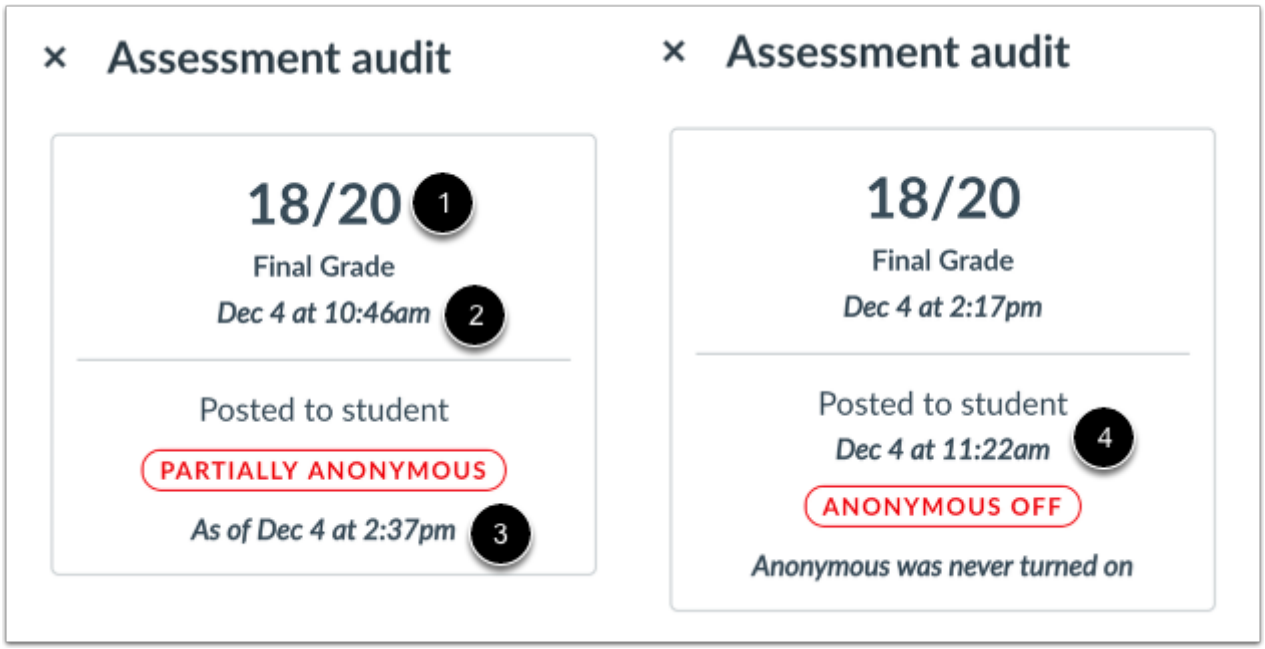
SpeedGrader toolbar icons will appear differently depending on the version of the Gradebook you are using.

Confirm that the assignment grades have been posted [1]. Then click the **Assessment audit** link [2].

Notes:

- The **Assessment Audit** link only displays once assignment grades have been posted.
- Moderated assignments cannot post grades to the New Gradebook until final grades have been posted.

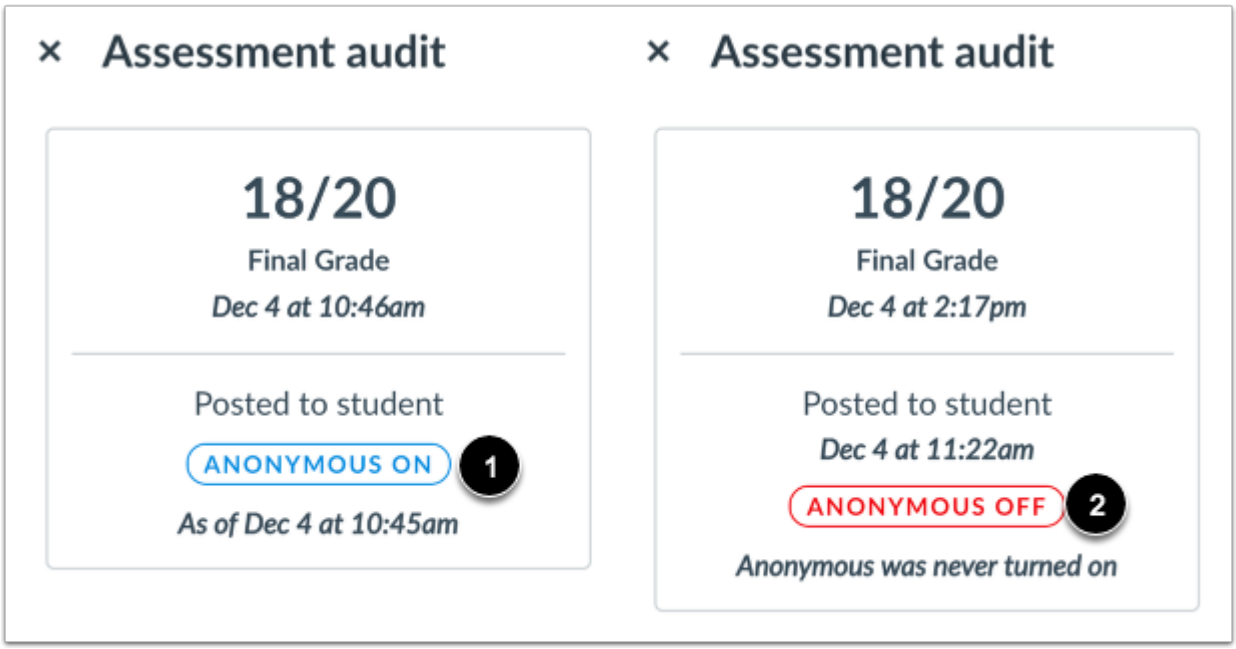
View Submission Details



The Assessment Audit tray displays details about the submission, including the final grade [1] and a timestamp of when the submission was graded [2].

The tray displays a timestamp showing when grades for a non-moderated assignment were unmuted and posted to the Gradebook [3]. If an assignment is moderated, the tray displays the time the grade was posted to the student [4].

View Anonymity Status

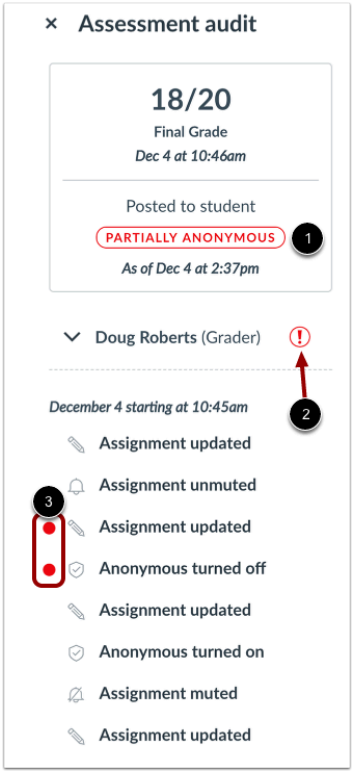


The sidebar also displays the anonymity status of the assignment.

If the entire assignment was graded anonymously, the sidebar displays the Anonymous On status [1].

If the assignment was only moderated and was not graded anonymously, the sidebar displays the Anonymous Off status [2].

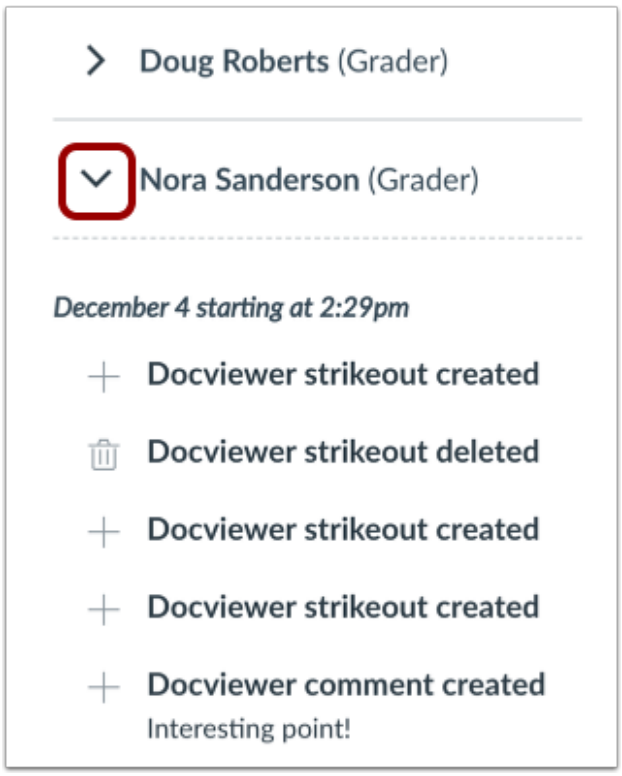
View Partially Anonymous Assignment



If anonymity was turned off during the grading process, the anonymity status displays as Partially Anonymous [1]. Partially anonymous means that anonymity was turned off and back on for any of the three levels of anonymity during the grading process—student anonymity, grader-to-grader anonymity, or grader-to-final grader anonymity.

Additionally, if a grader updated the assignment at any time, the name of the grader displays an alert icon [2], and the audit trail displays the modified actions [3].

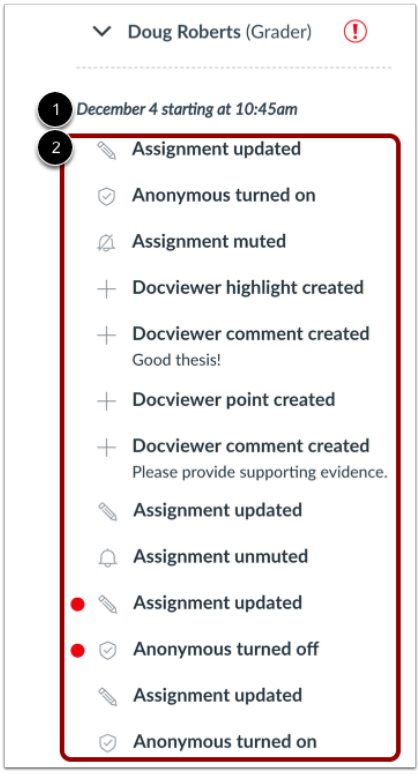
View Grader Details



If there is more than one grader for the assignment, each grader will display in the sidebar.

To view the audit trail for a user, click the arrow icon next to the user's name.

View Event List



The event list displays the start date and time of the audit trail [1] and a list of events the user took while interacting with the submission [2].

The event list may include events related to the following:

- Assignment created or updated
- Submission created or updated
- Anonymity status changed
- Grades posted or hidden
- Muted status changed
- DocViewer annotations and comments created
- Submission comments created

How do I use a rubric to grade submissions in SpeedGrader?

If you have added a rubric to an assignment, you can assess the rubric in SpeedGrader.

Use Rubric for Grading

If you want to use the rubric to calculate a grade, be sure you have selected the Use this rubric for assignment grading checkbox when adding a rubric to an assignment. *Make sure this checkbox is selected before you begin grading submissions.*

If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

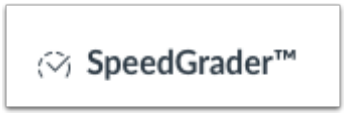
Outcomes Extra Credit

If your rubric includes outcomes, you may be able to assign extra points for the outcome criterion if this feature is enabled for your course. Learn how to manage feature options in the course features lesson.

Notes:

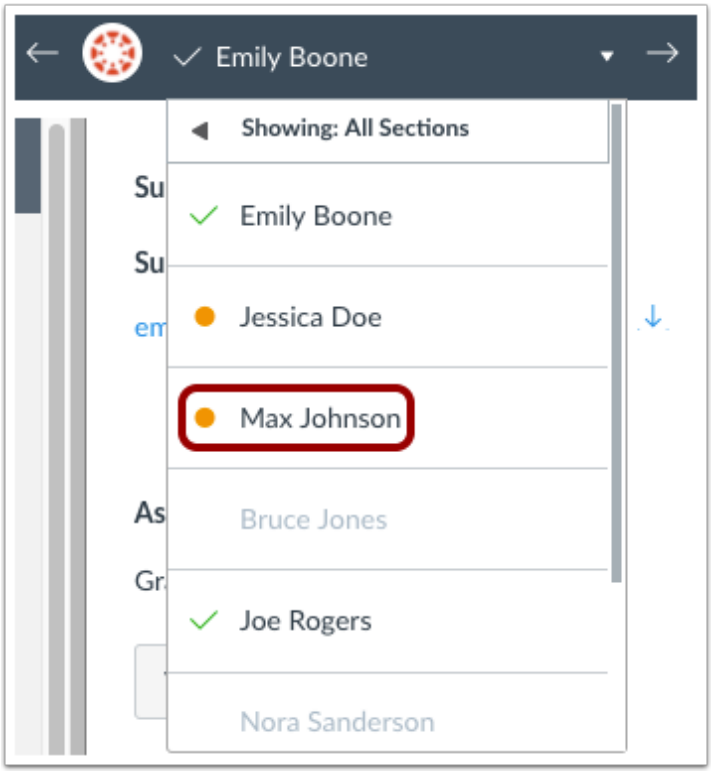
- If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.
- If your rubric does not contain any point values, you should grade the rubric as a non-scoring rubric.

Open SpeedGrader



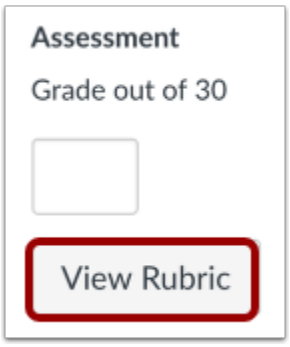
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



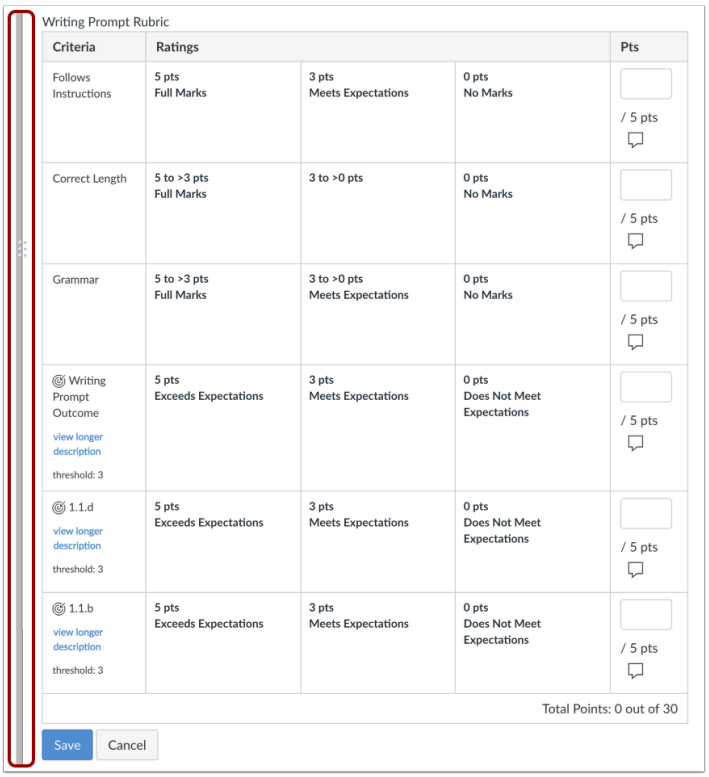
Use the student list to locate a student submission.

View Rubric



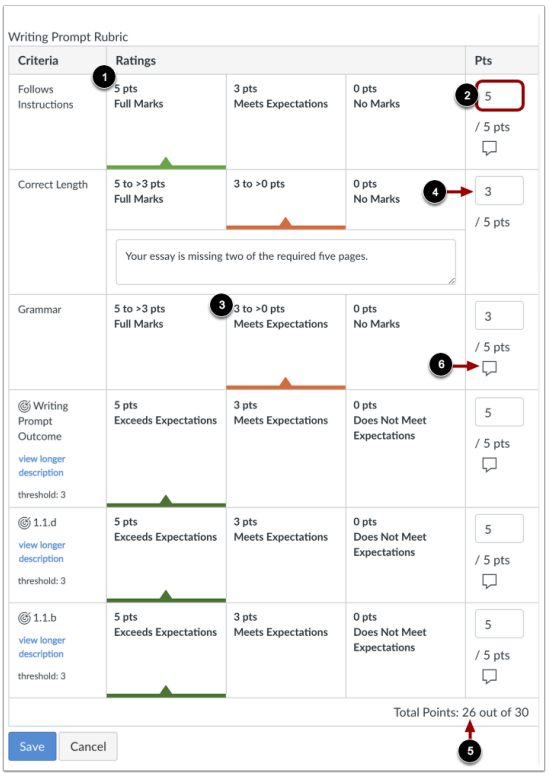
Click the **View Rubric** button.

Resize Rubric



To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

Complete Rubric



For each criterion, click the rating that applies to the student's submission [1]. The selected rating displays the rating value in the **Points** field [2]. If a criterion includes a range, clicking a rating selects the entire range and defaults to the highest value in the range [3].

To select a different value within a range, type the value into the **Points** (pts) field [4]. You can manually enter points above the criterion maximum point value. Each criterion value adds to the student's total points [5].

Outcomes may also be able to support additional points. If additional points on outcomes are not retained after the rubric is saved, this feature has not been enabled for your course.

You can also add a comment for each rubric criterion by clicking the **Comment icon** [6].

Save Rubric

Click the **Save** button.

View Score

If you set your rubric for grading, the rubric points will be automatically populated in the grade field. Otherwise, you can enter the grade from the rubric manually.

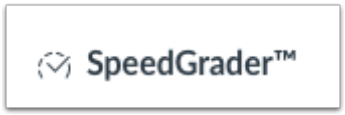
How do I use free-form comments instead of ratings in a rubric in SpeedGrader?

When modifying a rubric, you can choose to enable free-form comments instead of using a ratings scale for each criterion. This allows you to write and leave comments related to the specific criterion. Please note that this option hides all ratings for each criterion, even for ratings within outcomes.

To use free-form comments, make sure you have selected the free-form comments checkbox when adding a rubric to an assignment. *Make sure this checkbox is selected before you begin grading submissions.* This option is only available for rubric criteria that use individual point values; range values are not supported in free-form comments.

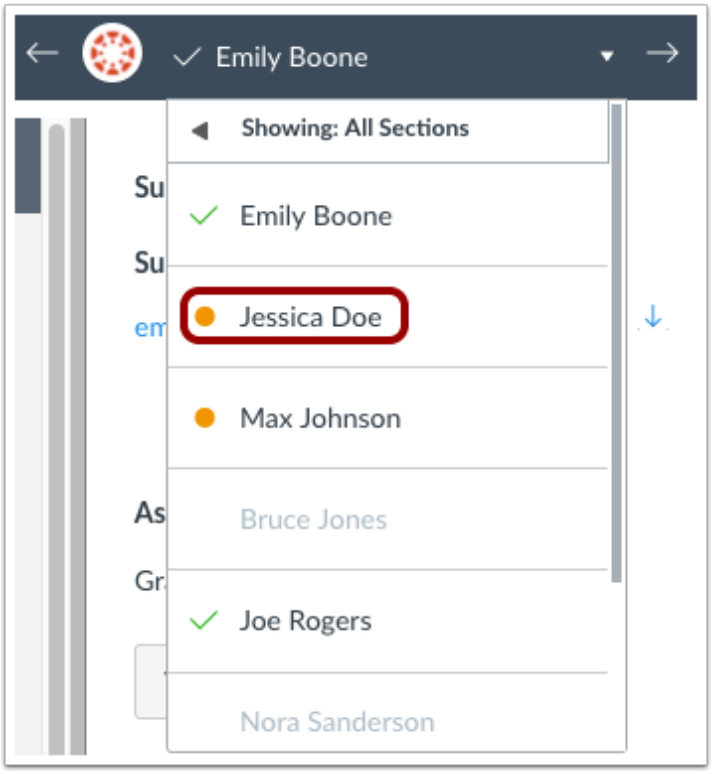
You can use free-form comments *with* the option to use the rubric for grading. If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

Open SpeedGrader



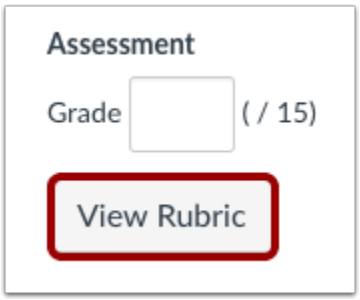
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



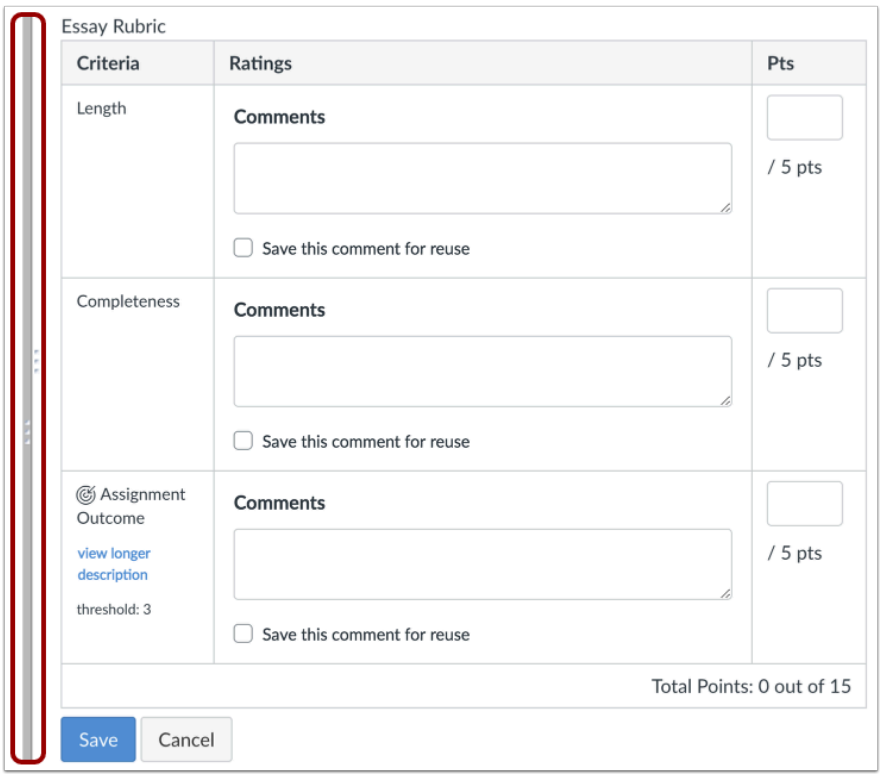
Use the student list to locate a student submission.

View Rubric



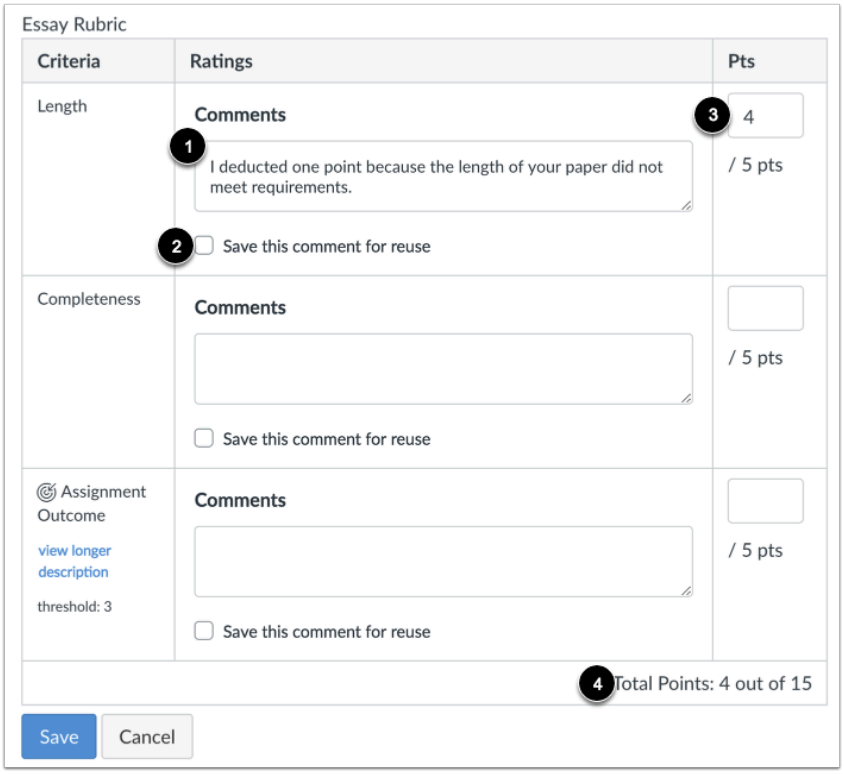
Click the **View Rubric** button.

Resize Rubric



To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

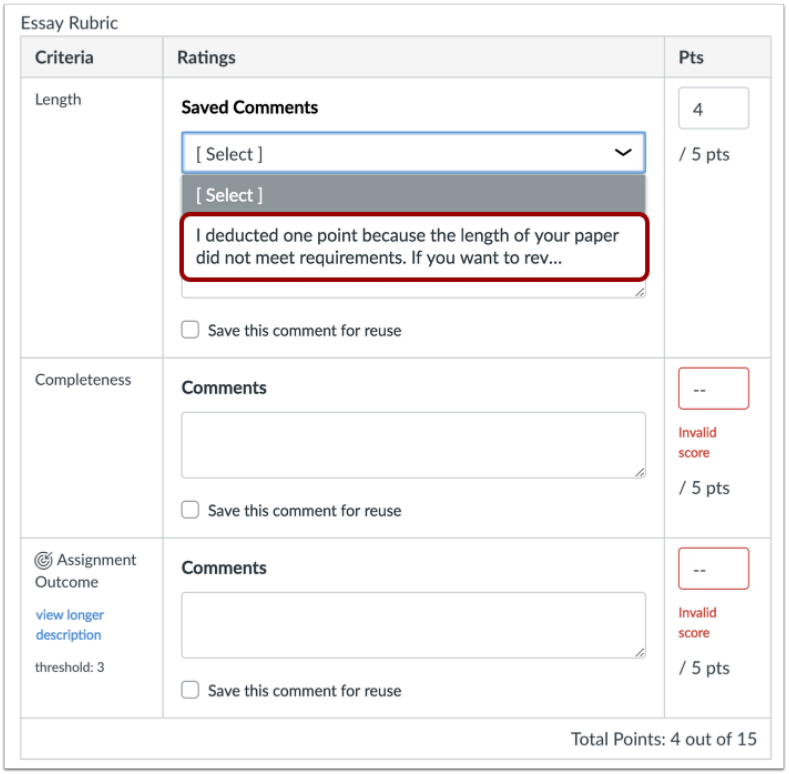
Complete Rubric



In the Ratings column, enter a comment for the criterion [1]. If you want to save the comment to use again for other students, select the **Save this comment for reuse** checkbox [2].

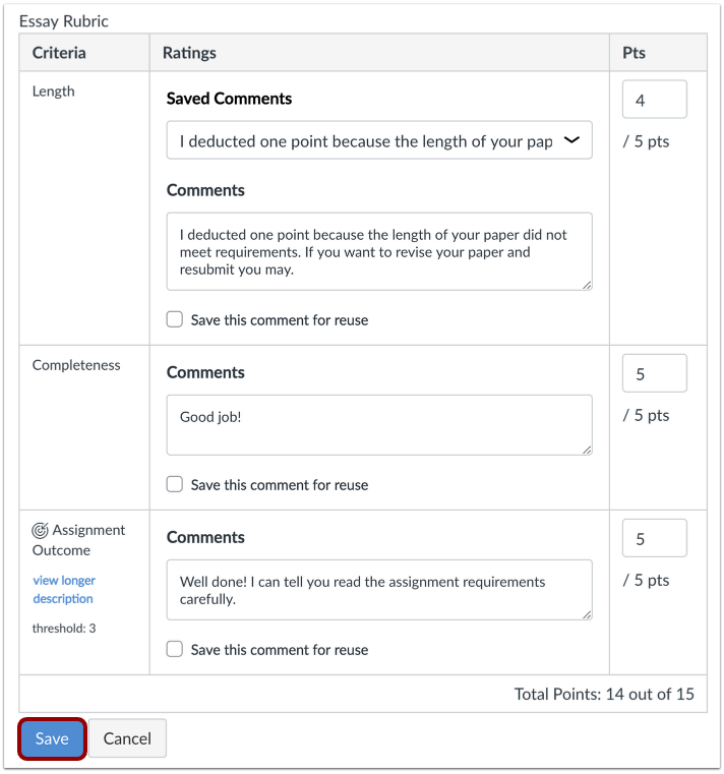
In the points column, enter a score for the criterion [3]. Each score will create the total points for the assignment [4].

Reuse Comments



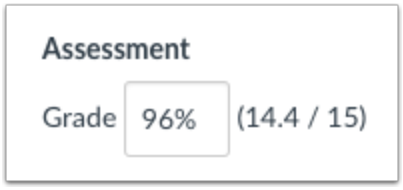
If you select your comment for reuse, in your next student assessment, the comment displays as an option in a comments drop-down menu.

Save Rubric



Click the **Save** button.

View Rubric



If you set your rubric for grading, the rubric points will be automatically populated in the grade field. Otherwise, you can enter the grade from the rubric manually.

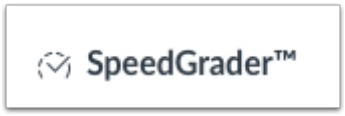
How do I use a non-scoring rubric to assess submissions in SpeedGrader?

If you have added a non-scoring rubric to an assignment, you can assess the rubric in SpeedGrader. Non-scoring rubrics contain rating criterions without point values. Unlike regular rubrics, non-scoring rubrics are not used for grading.

Be sure you have selected the **Remove points from rubric** option when adding a rubric to an assignment. *Be sure this checkbox is selected before you begin grading submissions.*

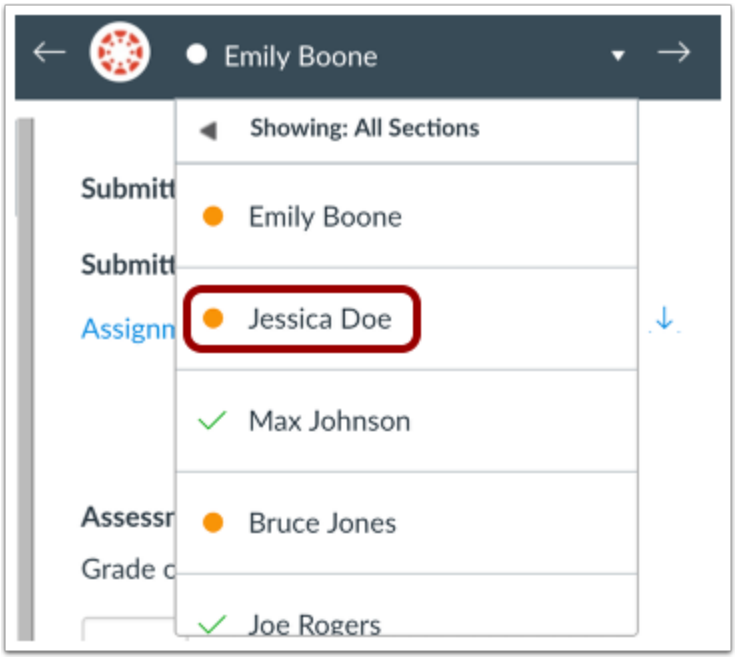
Note: If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.

Open SpeedGrader



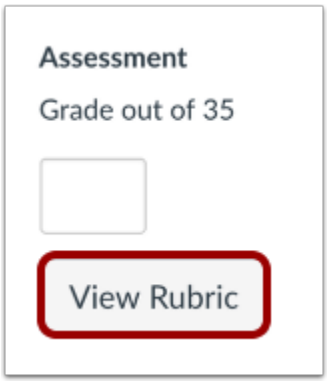
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



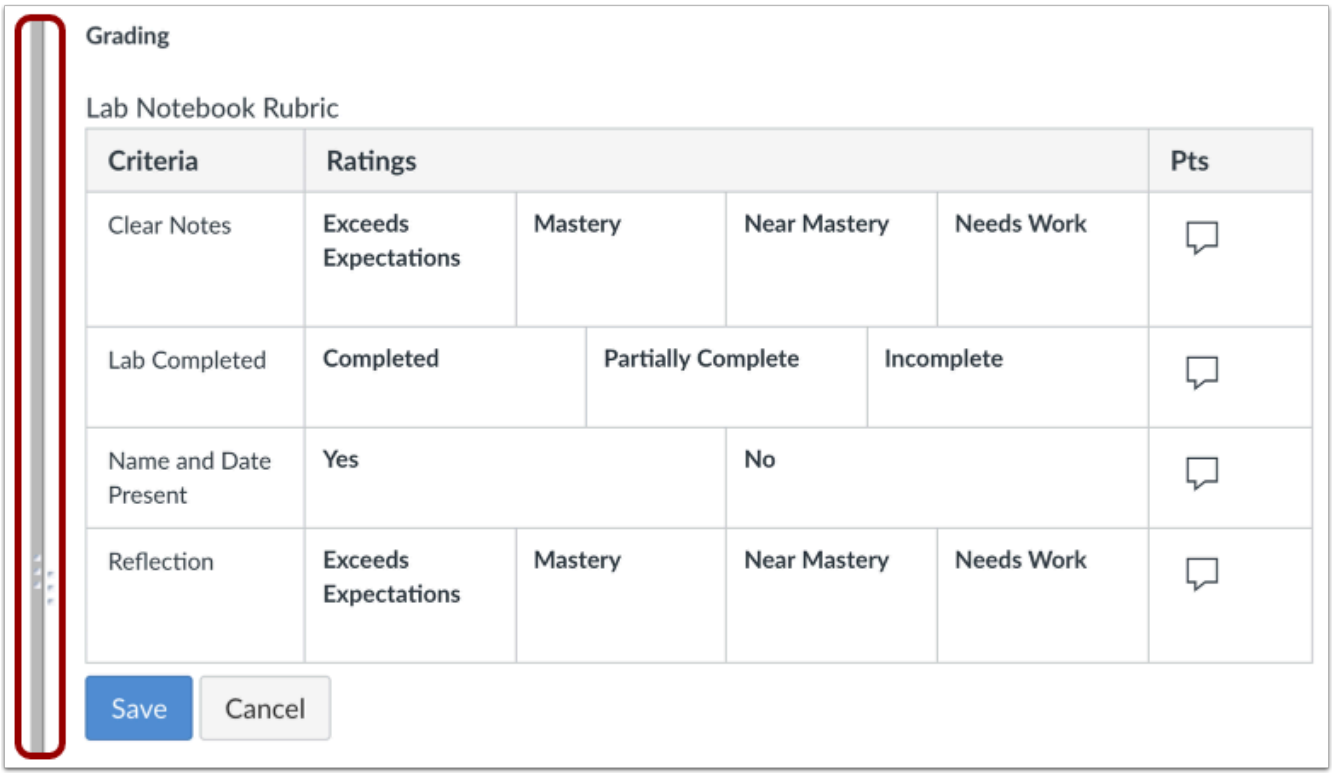
Use the student list to locate a student submission.

View Rubric



Click the **View Rubric** button.

Resize Rubric



To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

Complete Rubric

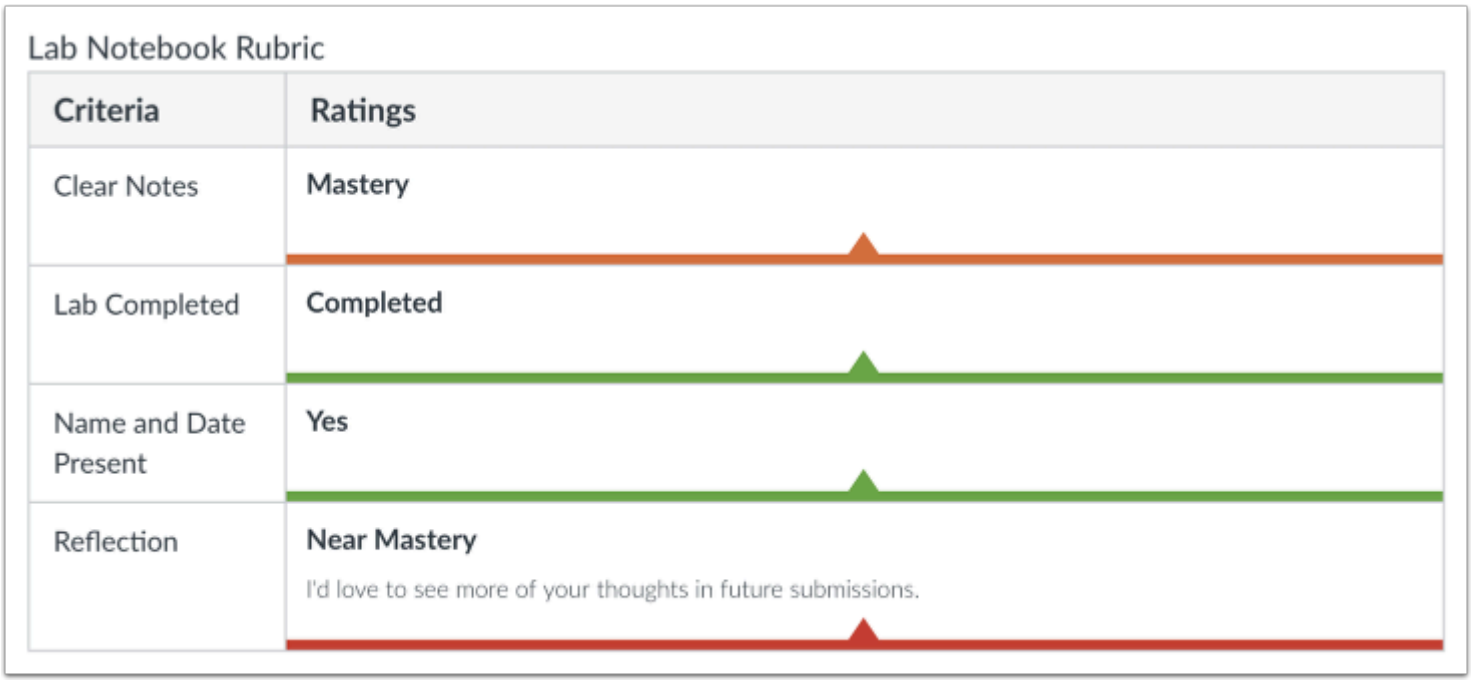
For each criterion, click the rating that applies to the student's submission [1].

You can also add a comment for each rubric criterion by clicking the **Comment** icon [2].

Save Rubric

Click the **Save** button.

View Rubric Ratings



View the rubric ratings.

How do I leave feedback comments for student submissions in SpeedGrader?

You can leave feedback for your students using text, an attached file, video, or audio.

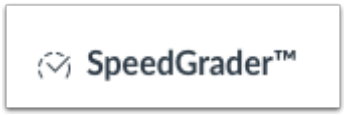
Assignment comments also display as a new thread in Conversations.

If your students submitted a writing assignment and you want to leave comments in the document, learn how to use Canvas DocViewer in SpeedGrader. A student can view your DocViewer comments from the assignment Submission Details page.

Notes:

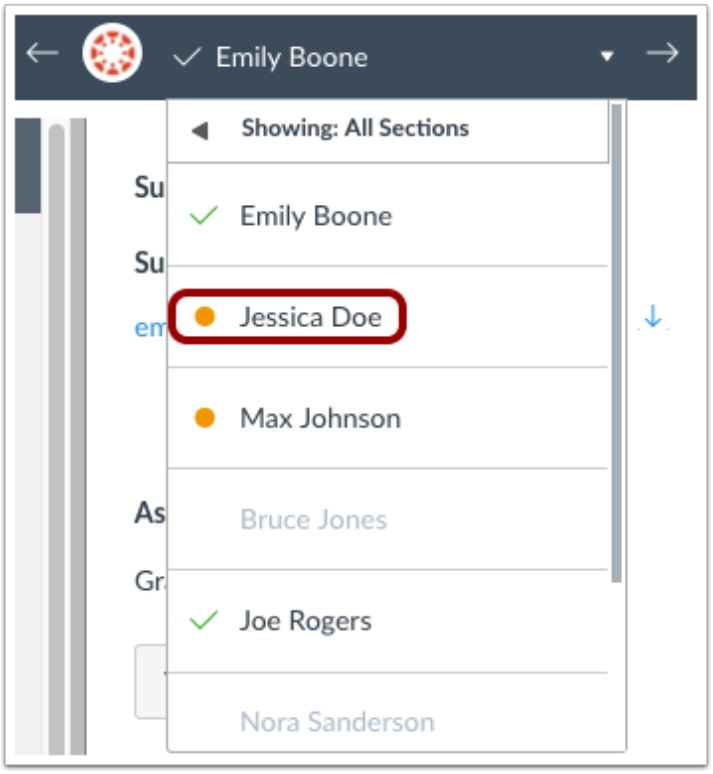
- If you enter an assignment score, the score will automatically submit to the Gradebook when navigating to a new submission in SpeedGrader. However, assignment comments must be submitted manually before they can be viewed by students.
- To ensure that students can't access assignment grades and comments until you are finished grading, select a manual posting policy for the assignment.

Open SpeedGrader



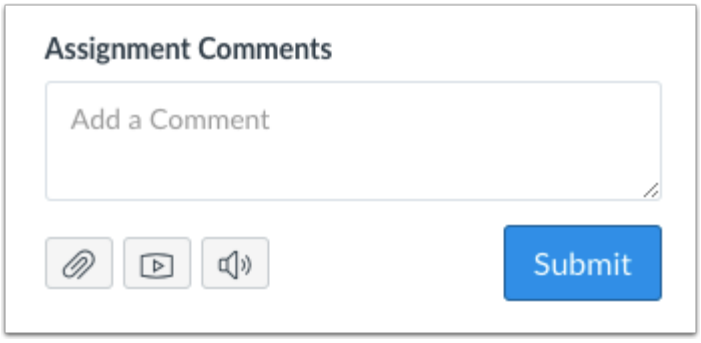
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



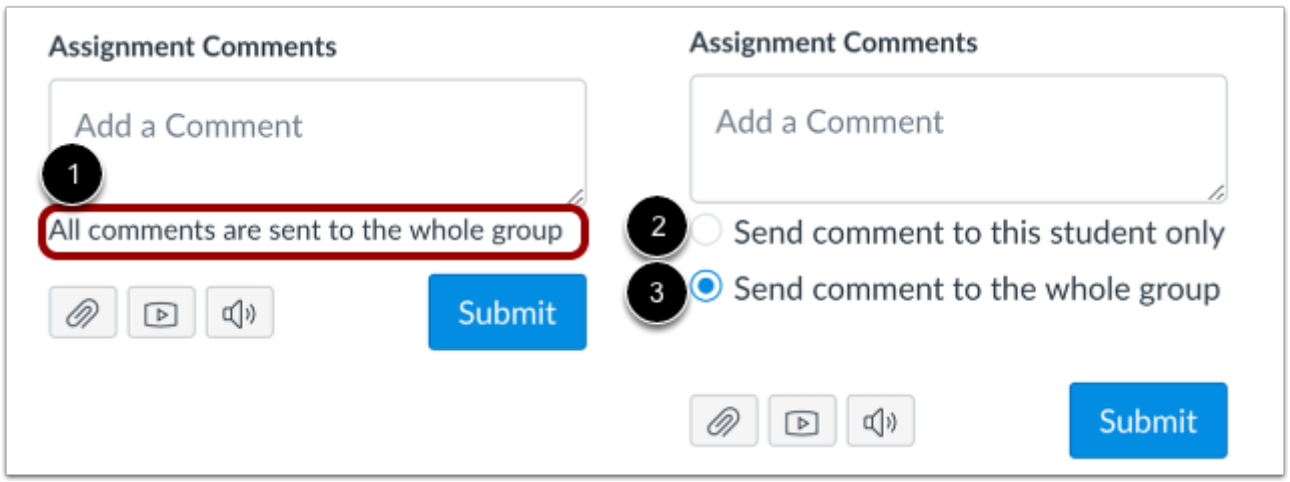
Use the student list to locate a student submission.

View Comments



In the Assignment Comments section, you can post comments to the student. Any comments that have been made by the student also appear in this section.

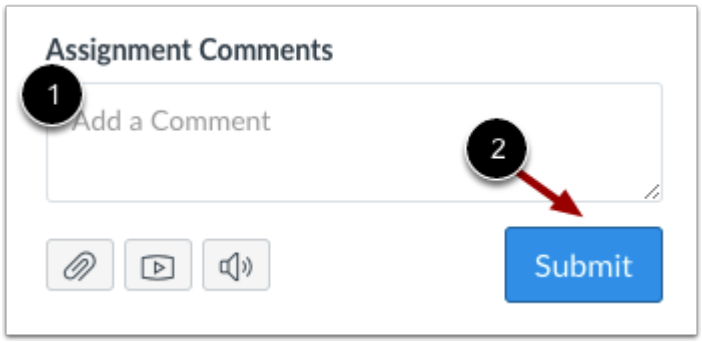
View Group Assignment Comments



Comments on group submissions that are not graded individually are sent to the whole group [1].

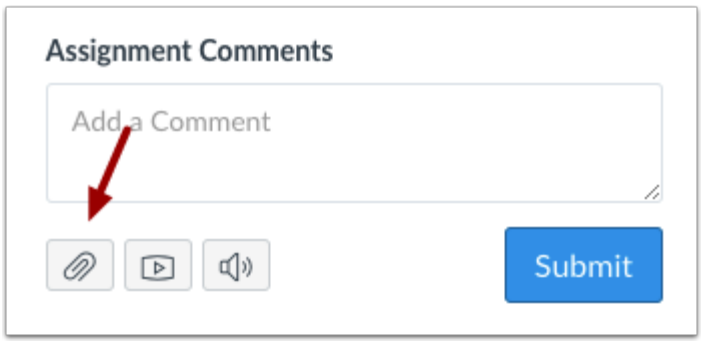
Individually graded group assignments include commenting options. To send your comment to one student in a group, select **Send comment to this student only** [2]. To send your comment to the whole group, select **Send comment to the whole group** [3].

Add Text Comment



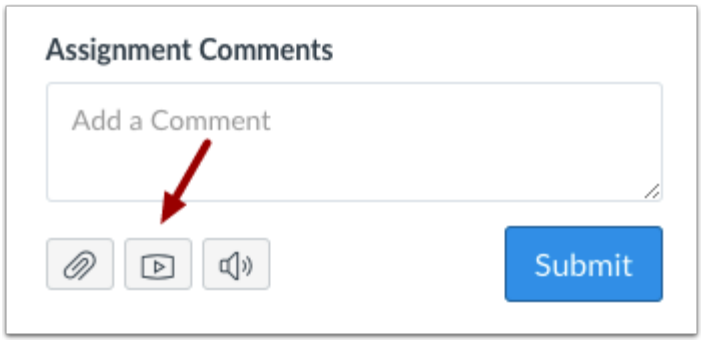
To add a comment to the assignment, enter text in the **Add a Comment** field [1]. To expand the size of the comment field, click and drag the corner of the text box [2].

Add File Comment



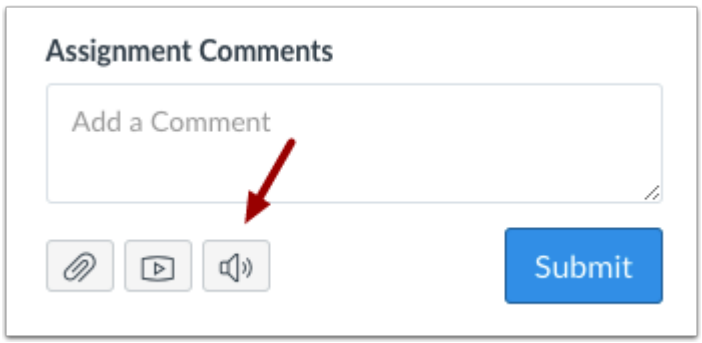
To attach a file to the comment, click the **Attach** icon.

Add Media Comment



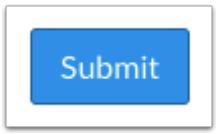
To record a video or audio comment, click the **Media** icon.

Use Chrome Speech Recognition



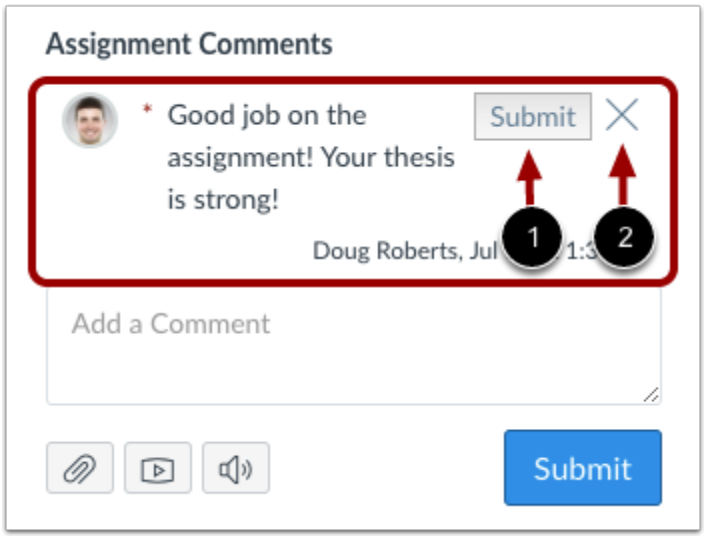
If you are using Chrome, you can use the speech recognition tool to leave comments.

Submit Comment



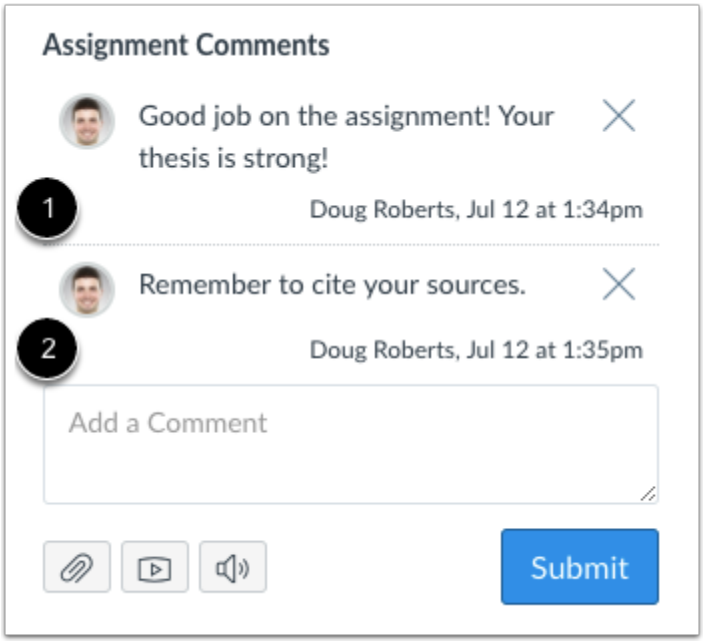
Click the **Submit** button.

View Draft Comment



If you navigate away from the SpeedGrader page or view another student submission before submitting your comment, Canvas will notify you that your comment has been saved as a draft. You can return to the submission at any time and submit [1] or delete [2] the draft comment. Comments cannot be viewed by students until they are submitted.

View Comment



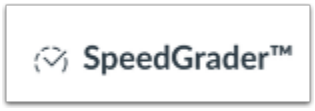
Comments will be organized chronologically with the older comments appearing near the top [1] and the newer comments appearing at the bottom [2].

Note: Depending on the size of your browser window, comments within the SpeedGrader Discussion box may appear to be limited. You can use the scrollbar within the Discussion box to view additional or longer comments.

How do I download submission comments as a PDF in SpeedGrader?

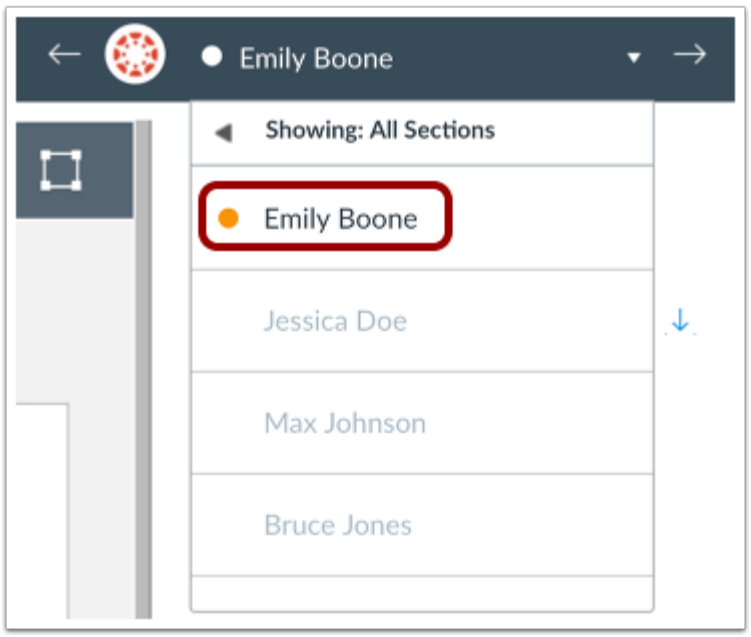
You can download a PDF with all the comments on a student's submission in SpeedGrader. If an assignment is anonymous, the Download Submissions Comments link is not displayed until the assignment is unmuted or assignment grades are posted.

Open SpeedGrader



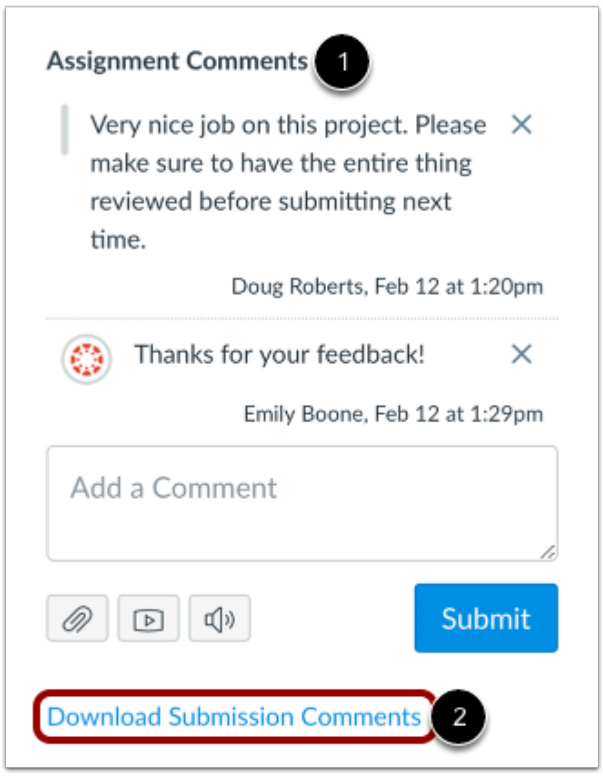
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



Use the student list to locate a student submission.

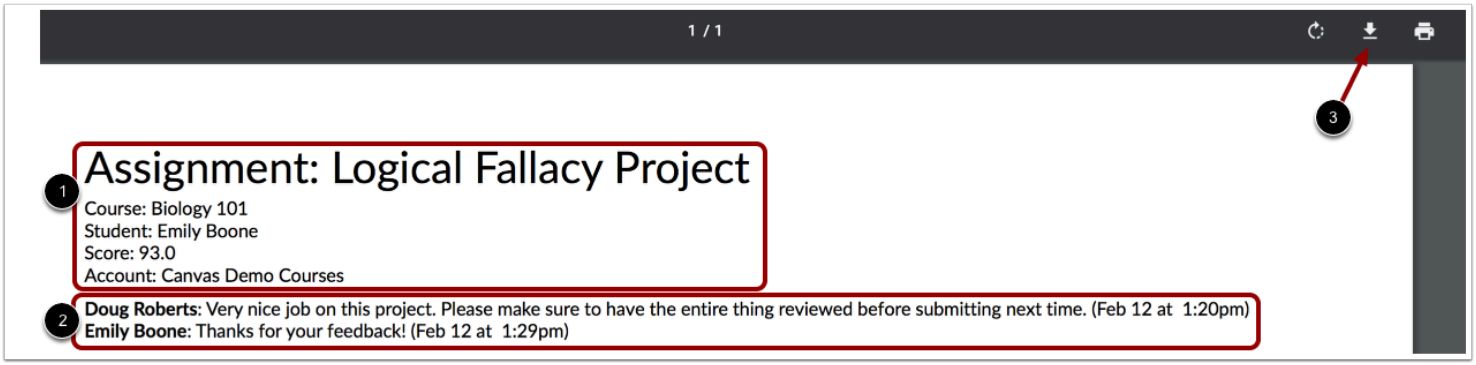
Download Submission Comments



In the Assignment Comments section [1] in the Sidebar, click the **Download Submission Comments** link [2]. The PDF will open in a new tab in your browser.

Note: If an assignment is anonymous, the Download Submission Comments link will not display until the assignment grades are posted.

View Submission Comments PDF



The PDF file displays information about the assignment including the assignment name, course name, student name, assignment score, and the account where the course resides [1]. Each included comment displays the name of the user who created the comment, the comment, and the date and time of the comment [2].

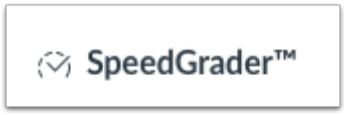
To download the PDF to your computer, click the **Download** icon [3].

How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

If you use the Google Chrome web browser to access Canvas, you can use Chrome's speech recognition feature to leave text comments on student assignments in the SpeedGrader. Chrome's speech recognition feature turns your spoken comments into text comments.

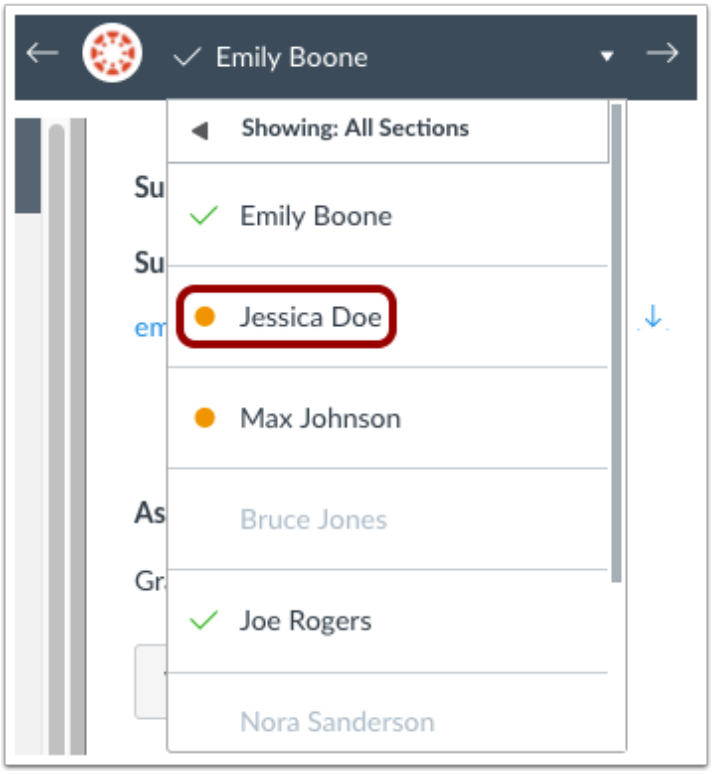
Chrome speech recognition will default to the preferred language set in your Chrome settings. To change your setting to a different language, view your language settings in Chrome.

Open SpeedGrader



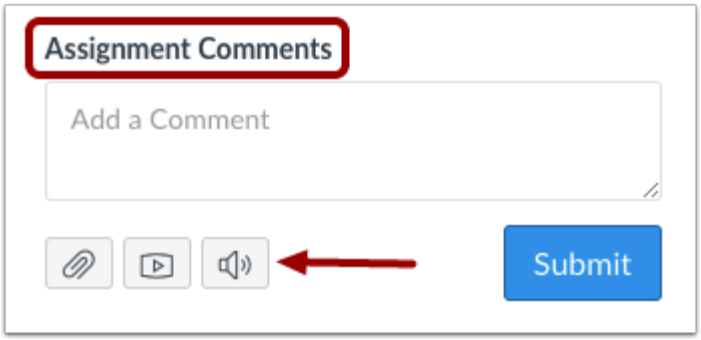
Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission



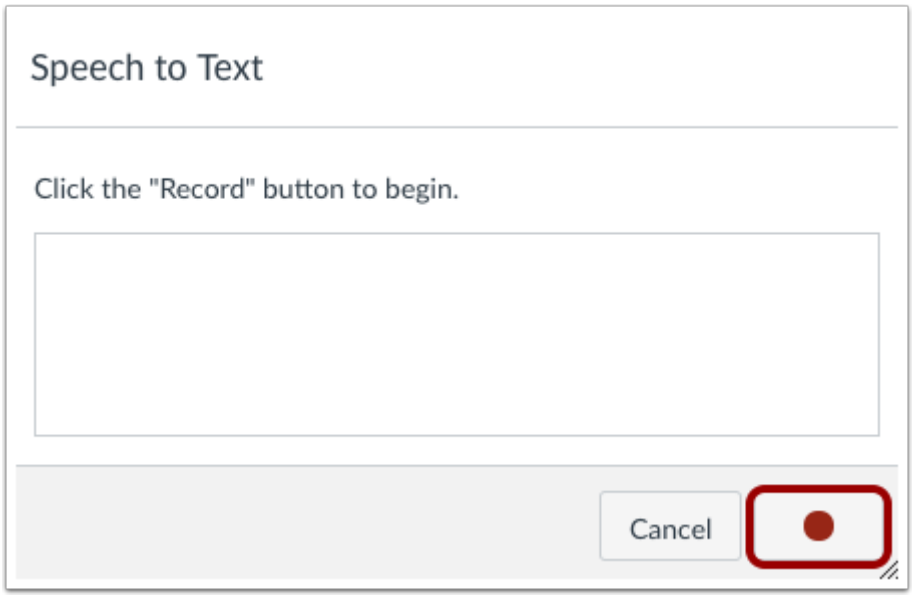
Use the student list to locate a student submission.

Open Speech Recognition

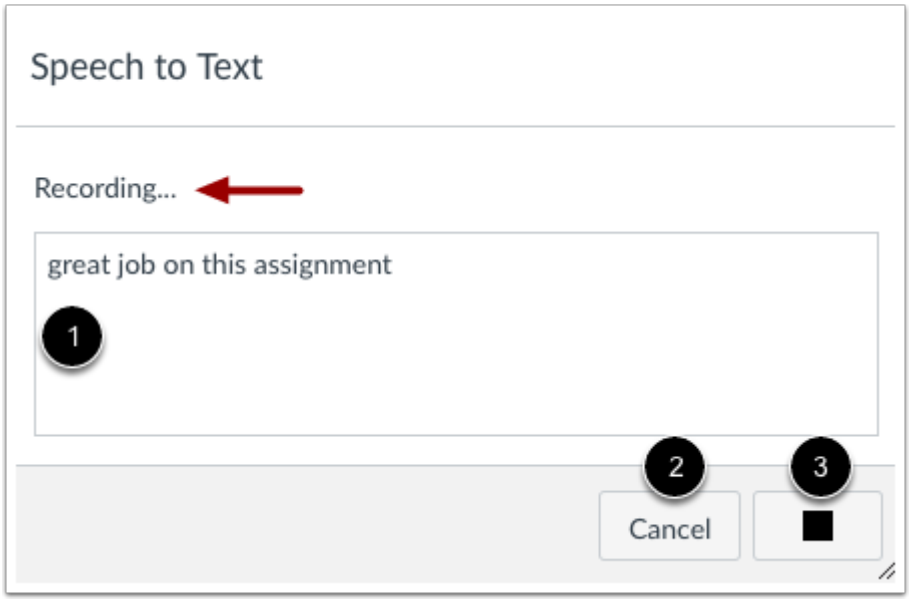


In the Assignment Comments area, click the **Microphone** comment icon.

Record Comment



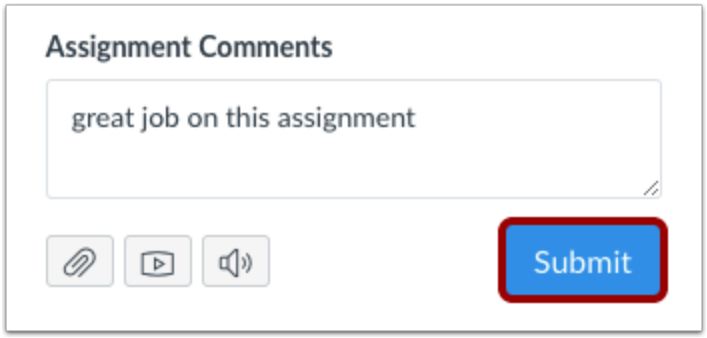
Click the **Record** button.



The dialog box indicates that the feature is recording your comments, and text box will convert your speech to text in real time [1].

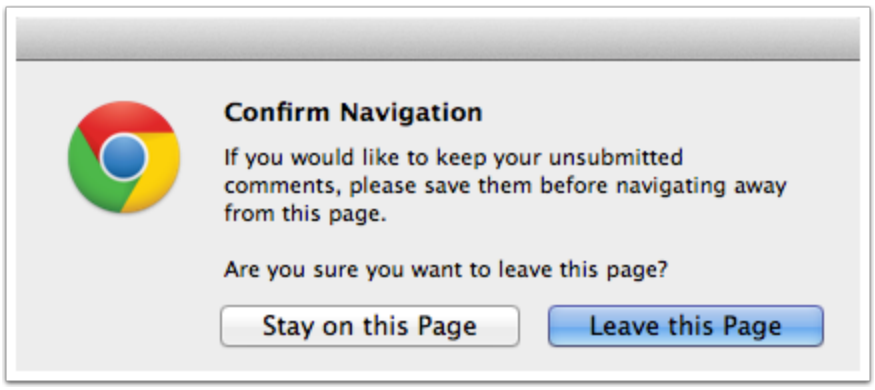
If you want to re-record the converted text, click the **Cancel** button [2]. Otherwise, apply the recorded text in SpeedGrader by clicking the **Stop** button [3].

Submit Comment



If necessary, modify your text in the comment box. Then click the **Submit Comment** button.

View Unsaved Changes Warning



If you navigate away from a SpeedGrader page before submitting your comment(s), Canvas generates a message warning that you have unsaved comments on the page.

Note: This feature only applies to leaving the SpeedGrader page; it does not apply to the comment field for each student submission. If you create a comment for a student but do not submit it before viewing another student submission, SpeedGrader retains the comment in the comment field for the second student—and any student—until the Submit Comment button is clicked and the comment is officially submitted as part of a student's submission.

How do I review moderated assignments in SpeedGrader as a moderator?

If you have moderator permissions, you can review assignments that have been reviewed in SpeedGrader by graders, if needed. If an assignment includes a rubric, you can also view the rubric criterion and any feedback that have been used to grade a submission.

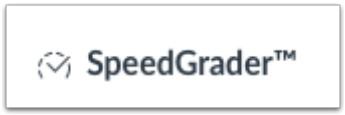
Final grades can be selected in SpeedGrader, but grades can only be posted and unmuted from the Grade Summary page for the assignment.

Moderated grading supports anonymity options for grader comments, grader names, student names, and final grader visibility. Depending on the assignment's moderated grading configurations, you may not be able to see certain grader or student identifiers in SpeedGrader.

Notes:

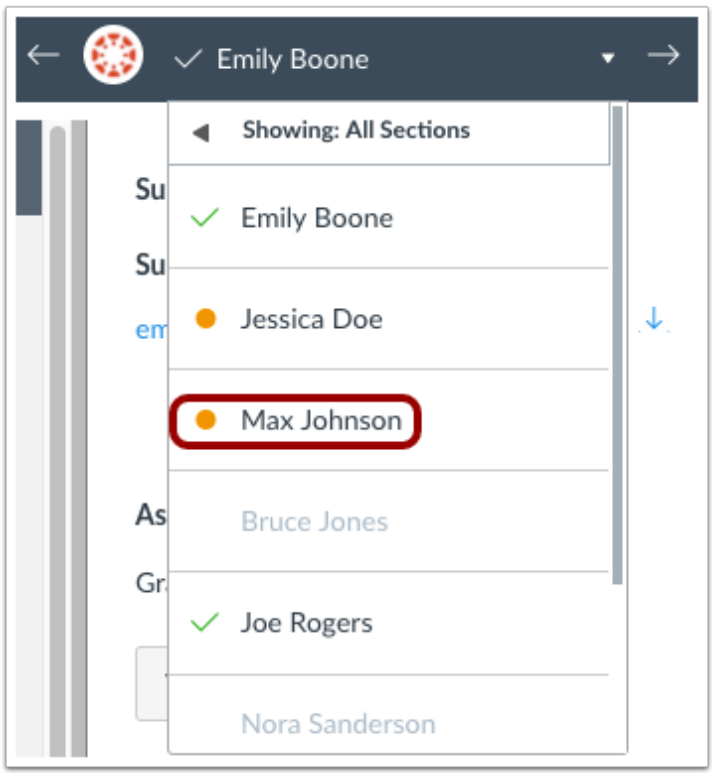
- Individual graders can review comments within each submission at any time.
- Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.
- If a reviewer uses Canvas DocViewer annotations, students can only view the annotations in the assessment that was selected or copied as the final grade. In copied reviews, students can view the original reviewer's annotations as well as any annotations added by the moderator.

Open SpeedGrader



Open SpeedGrader from the moderated assignment or from the Gradebook.

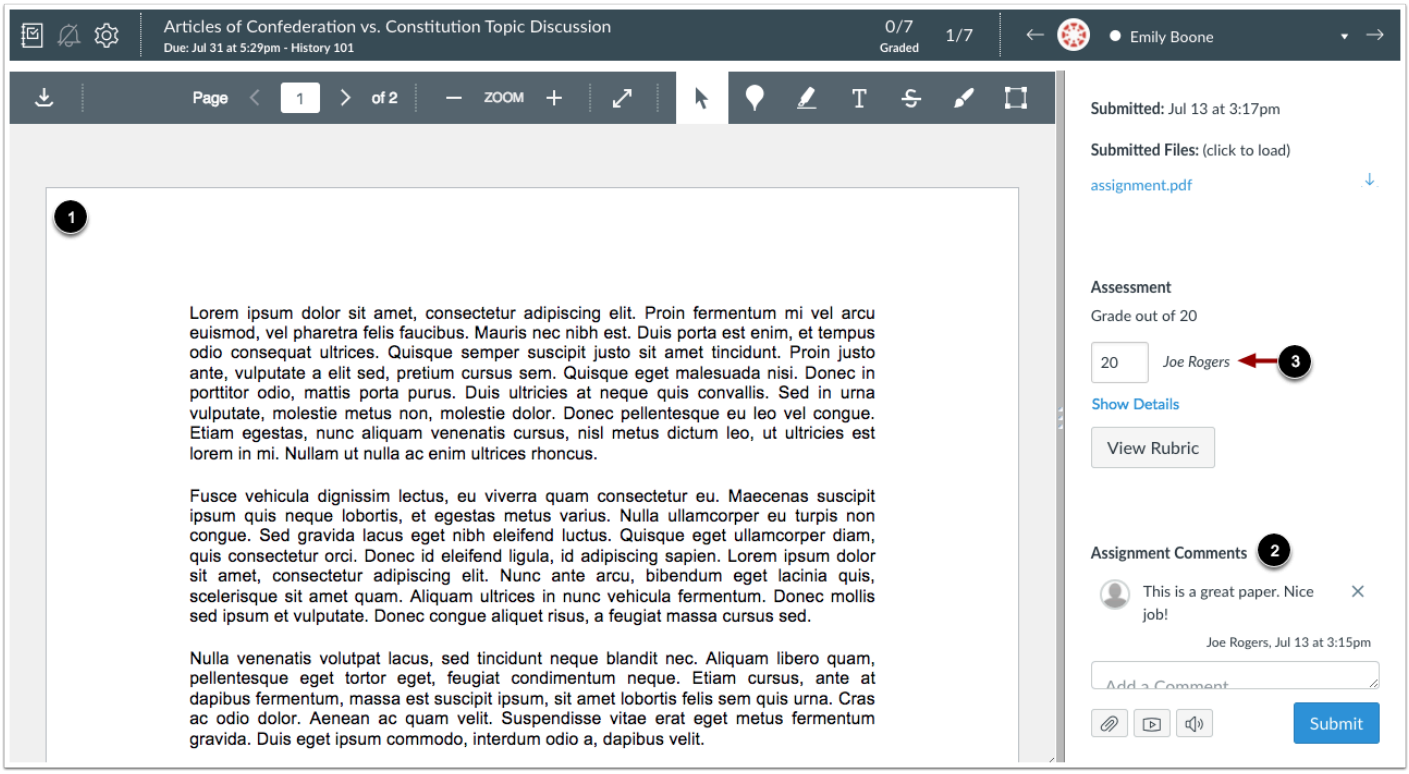
Open Student Submission



Use the student list to locate a student submission.

Note: If the moderated assignment was set to hide student names, or student names were hidden in SpeedGrader settings, the student list displays all student names as anonymous. In anonymous grading, the student list order does not match the order in the Gradebook and is randomized for each assignment.

View Submission

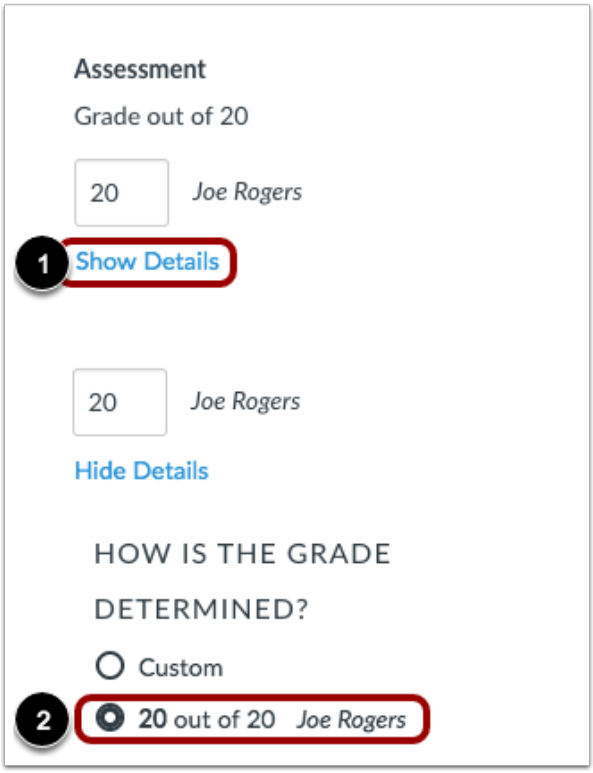


View the student's submission in SpeedGrader [1] and associated comments or annotations, if any, from all graders [2].

The sidebar displays the student's grade and the name of the grader [3]. If an assignment includes multiple graders, the displayed grade is the grade assigned by the most recent grader.

Note: Depending on the assignment configuration, grader names may be anonymous. If grader names cannot be viewed, names are replaced with *Grader*.

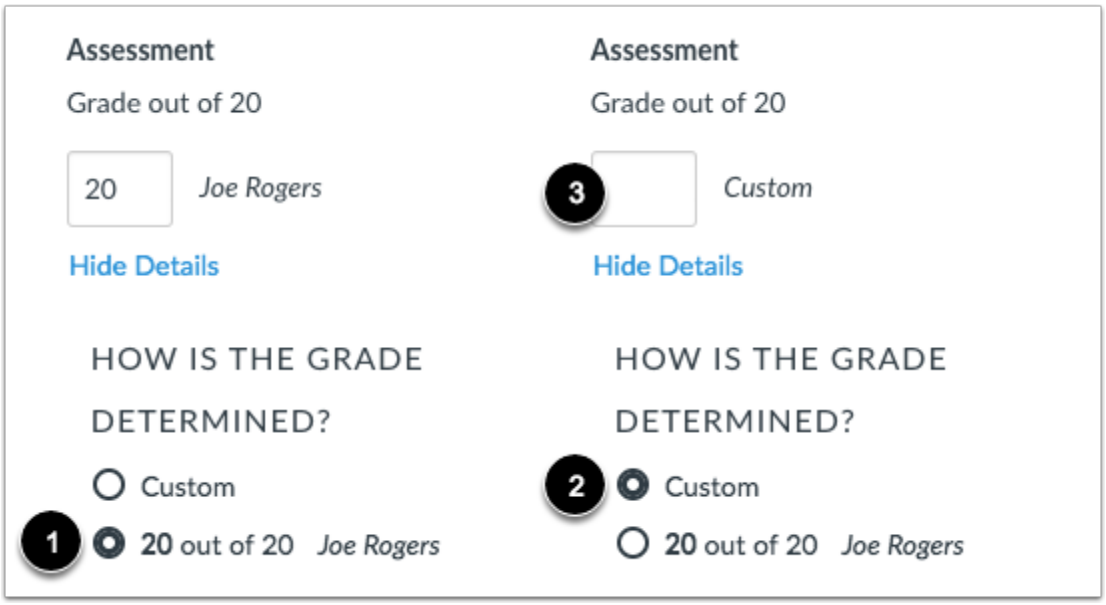
View Grade Details



To view grading details, click the **Show Details** link [1]. The details information expands and shows how the grade has been determined.

When a submission is graded by multiple graders, each grader's name or *Grader* number displays in the details along with the given grade.

Select Final Grade



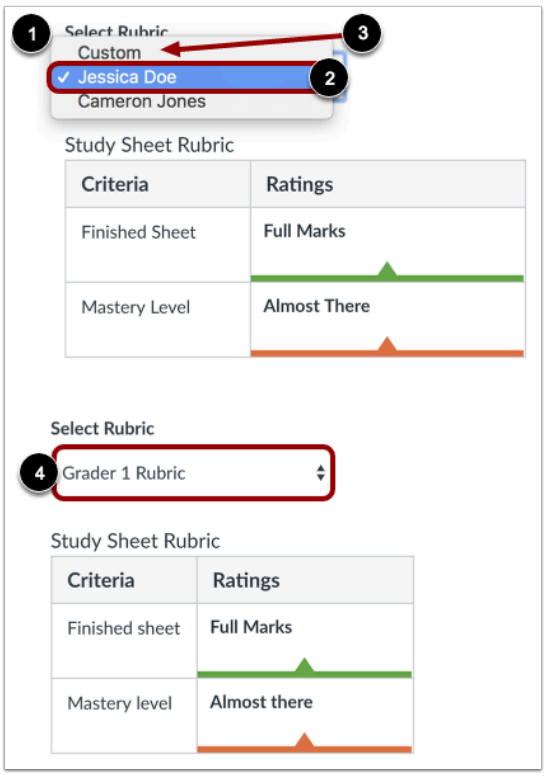
If you want to keep the selected grade as the final grade [1], no action is required.

If you want to assign a custom grade for the student, click the **Custom** button [2] and enter the new grade in the **Grade** text field [3].

When the submission is graded by multiple graders, each grader's name and grade displays in the list. If you want to to select another grader's grade, click the button next to the grade you want to select.

Note: Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.

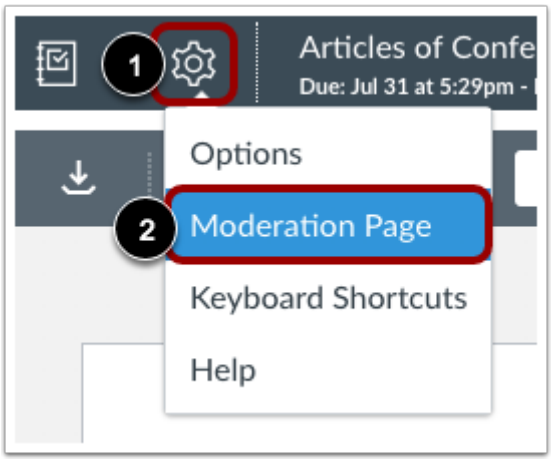
Select Rubric



If the assignment has a rubric, you can select a rubric to use for the final assessment. To view and select a rubric, click the **Select Rubric** drop-down menu [1] and select the name of the grader [2]. To fill out the rubric with custom ratings, select the **Custom** option from the drop-down menu [3].

If you disabled the Final grader can view other grader names option, grader names will not be visible in the **Select Rubric** drop-down menu [4].

View Moderation Page



When you are finished reviewing student submissions in SpeedGrader, grades are not recorded in the Gradebook until they are posted from the moderation page. To view the Moderation Page, click the **SpeedGrader Settings** icon [1] and click the **Moderation Page** link [2].

How do I grade quiz questions in SpeedGrader?

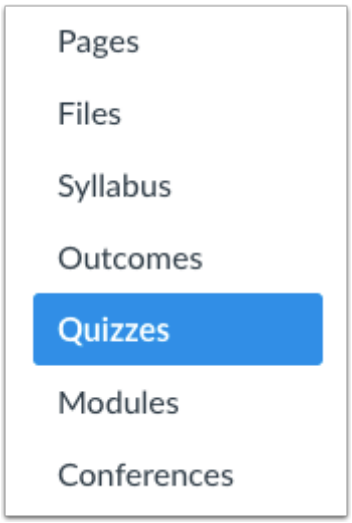
Quiz questions can be manually graded in SpeedGrader. Essay and file upload questions require manual grading. However, you may also revise scores for automatically graded questions.

If you want to grade the same quiz question individually for each student, learn how to grade one quiz question at a time.

Notes:

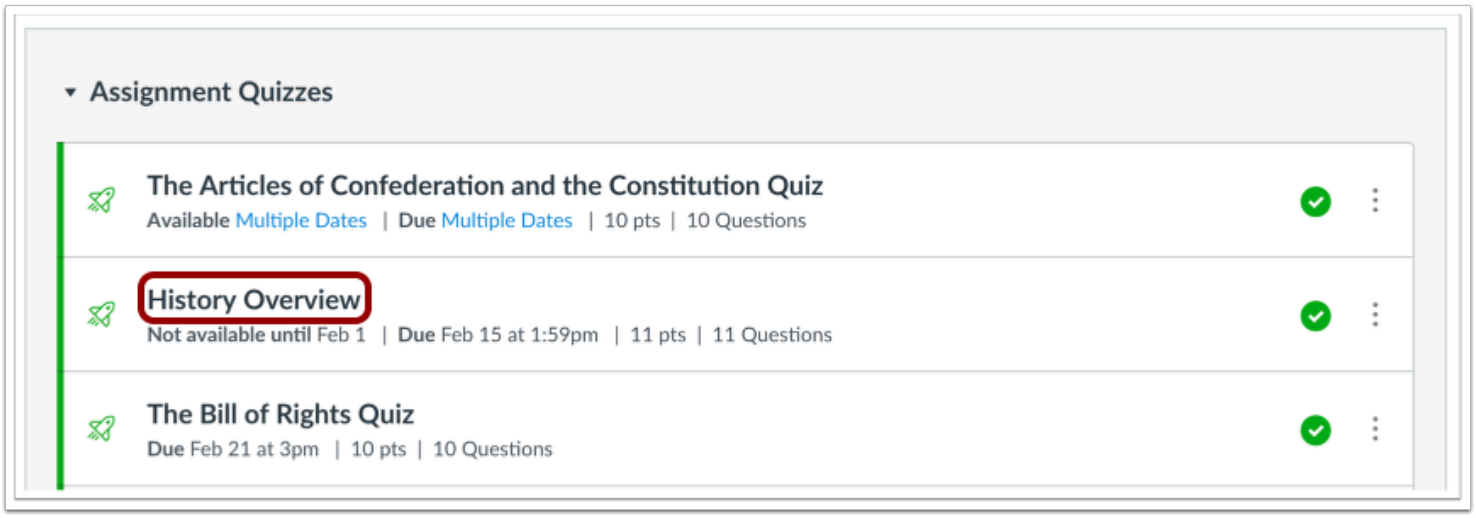
- Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.
- Quiz grading will not be marked as complete and notifications will not be sent to students until each question for the quiz includes an entered point value. If the value earned for the question is zero, the question must be manually changed from the default unscored value to a score of zero.

Open Quizzes



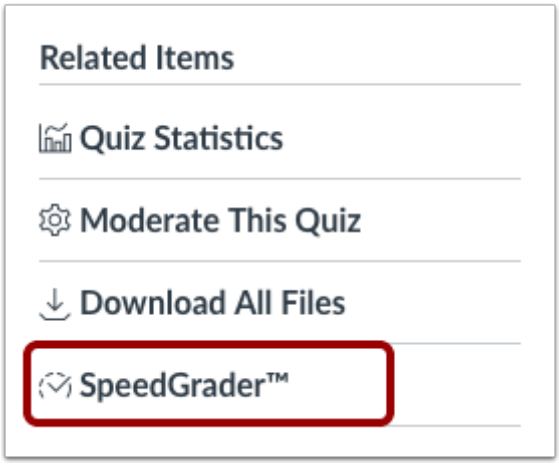
In Course Navigation, click **Quizzes**.

Open Quiz



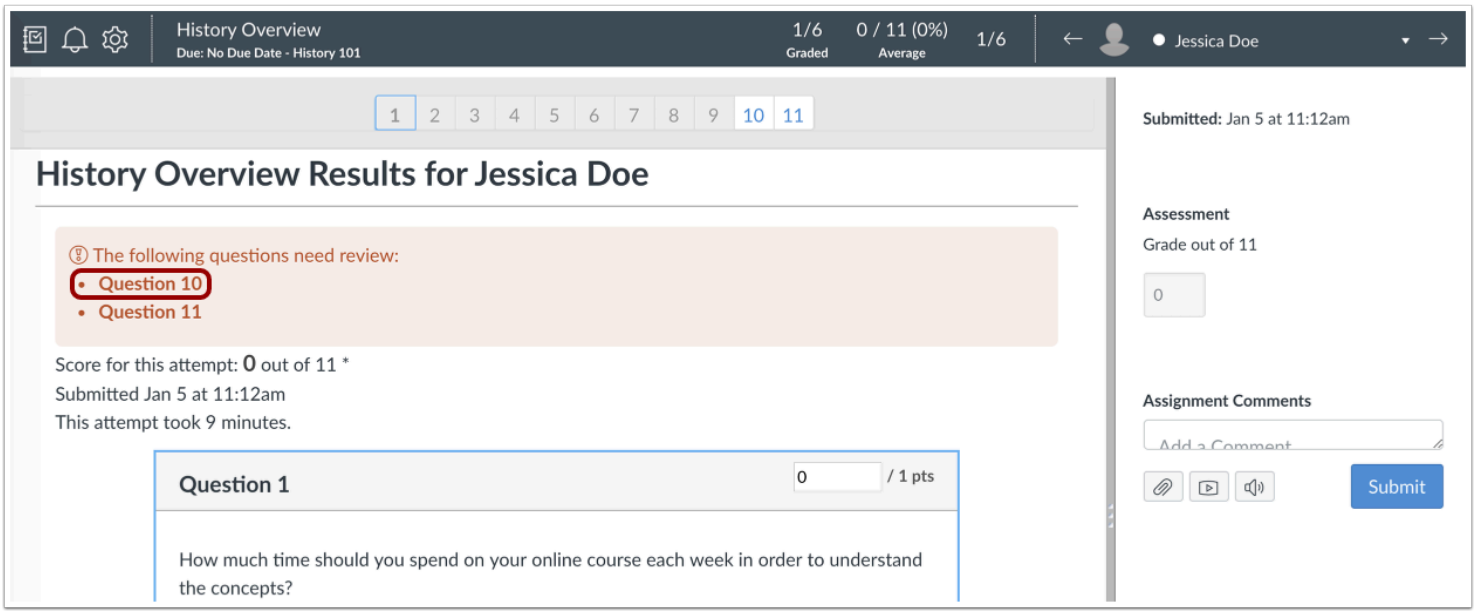
Click the name of the quiz you want to open.

Open SpeedGrader



In the Sidebar, click the **SpeedGrader** link.

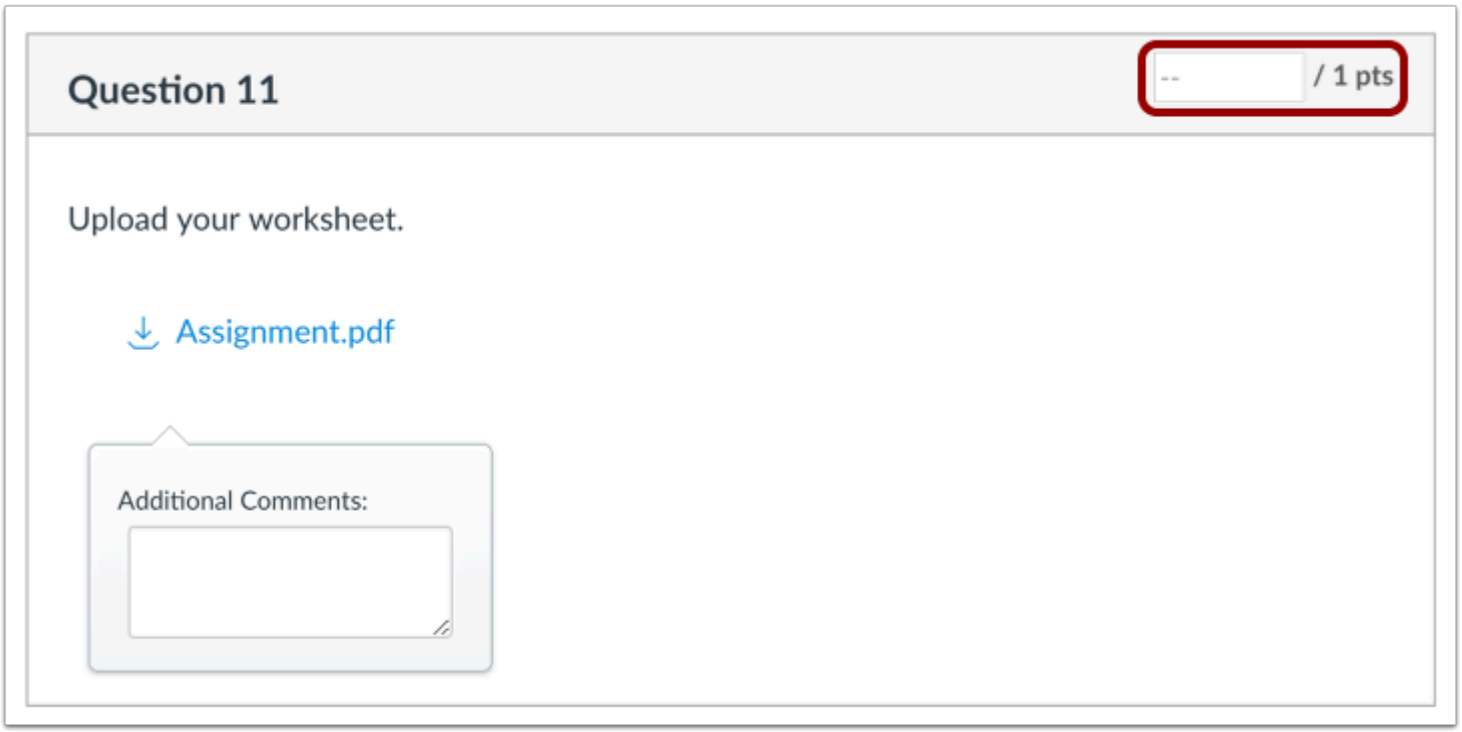
View Question



To view a question, scroll down the quiz to locate the quiz question you want to view.

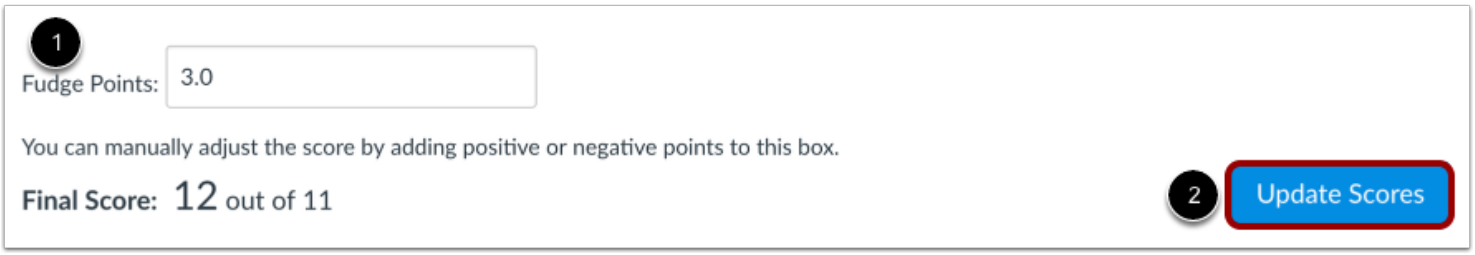
If a question needs to be manually graded, you can click the question number directly within the notification window.

Assign Score



In the points field, enter the score for the question.

Assign Grade



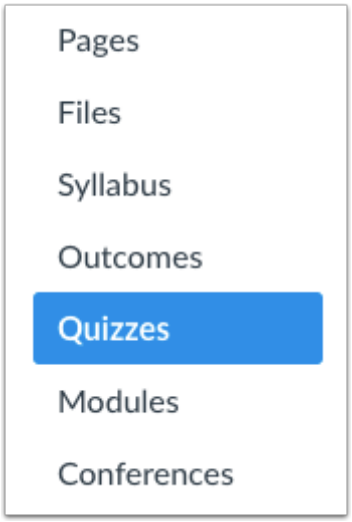
You may also enter fudge points to adjust a student's score for the entire quiz [1]. To assign a quiz score, click the **Update Scores** button [1].

How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?

Fudge points allow you to manually add or remove points from a student's overall quiz score. This feature is only available in SpeedGrader.

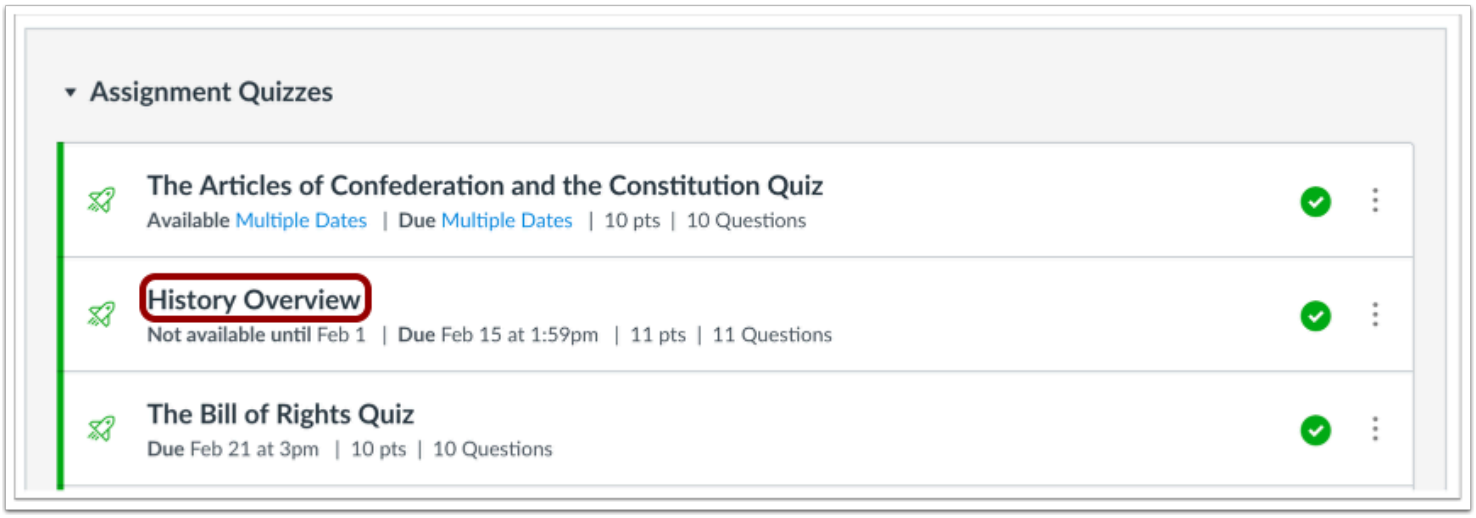
Note: If you want to adjust points for a specific question within the quiz, you may want to use the quiz regrade feature.

Open Quizzes



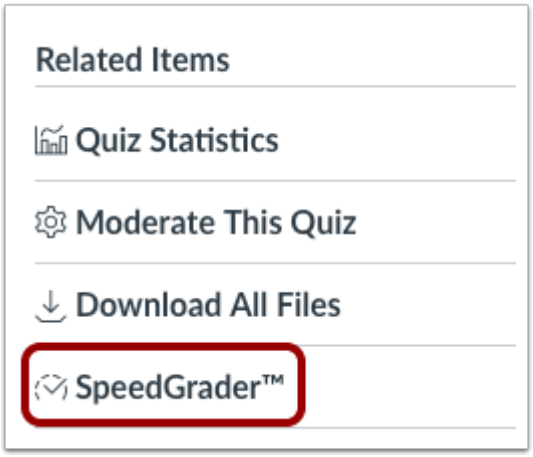
In Course Navigation, click the **Quizzes** link.

Open Quiz



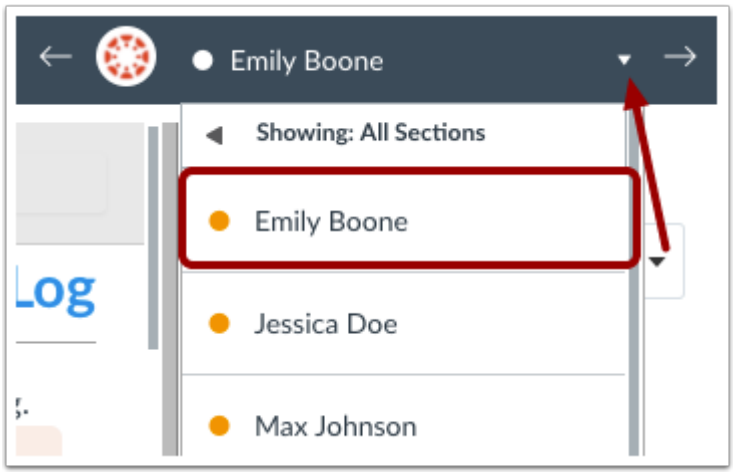
Click the name of the quiz you want to open.

Open SpeedGrader



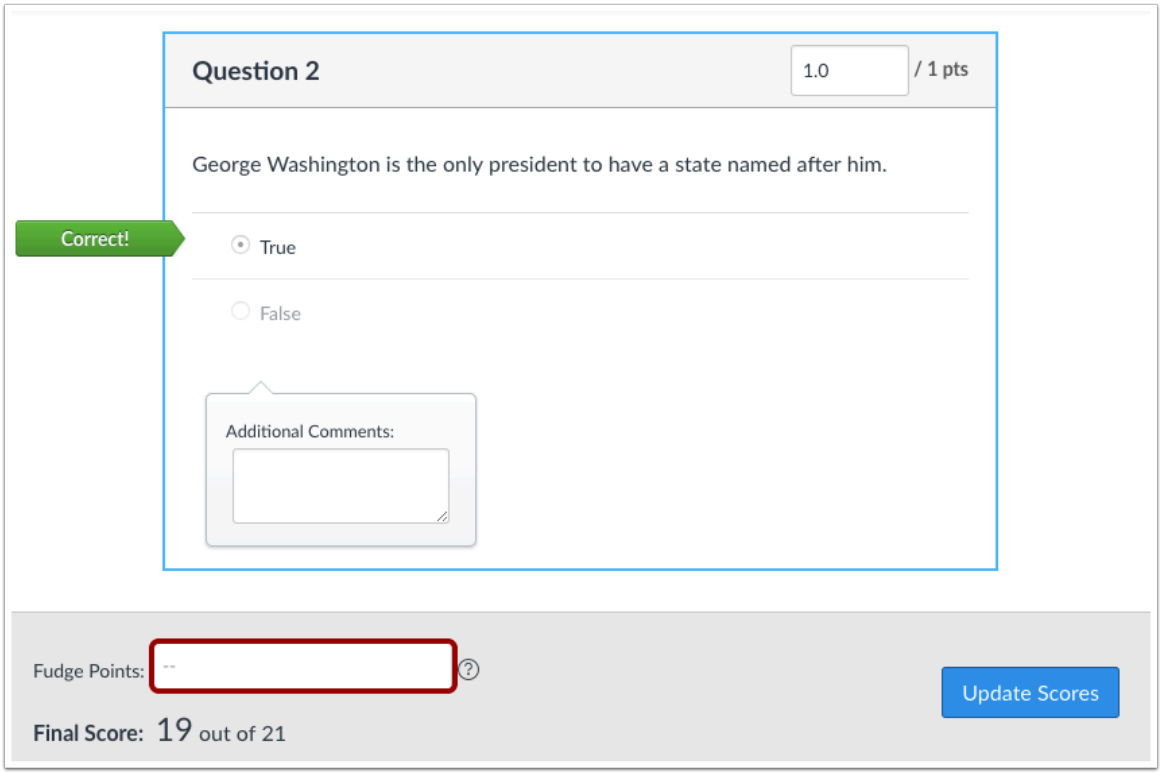
In the sidebar, click the SpeedGrader link.

Select Student



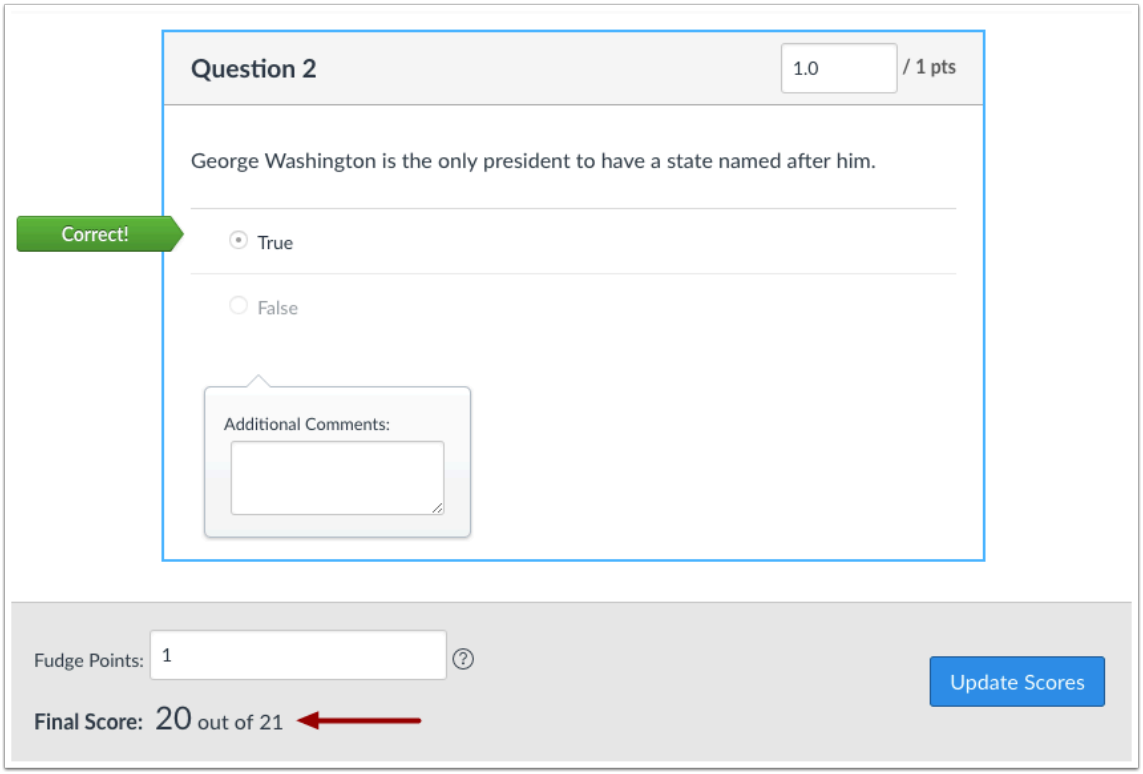
In the Student drop-down menu, select the name of the student whose quiz you want to view.

Assign Fudge Points



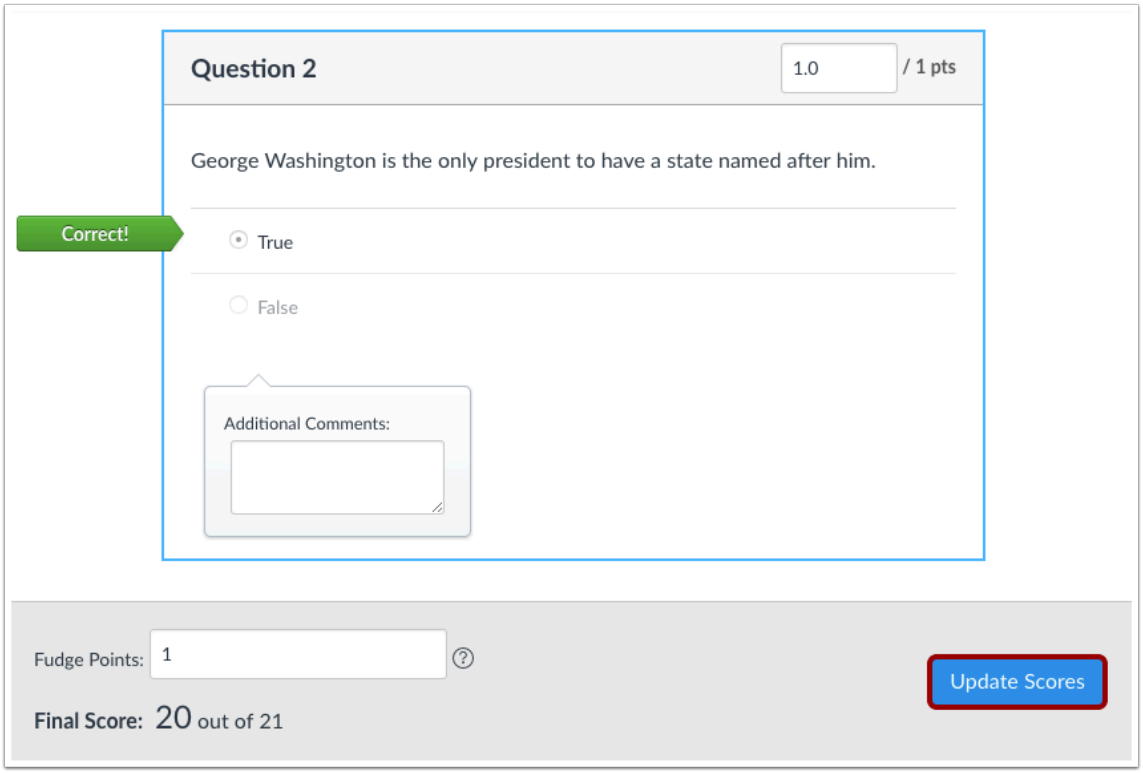
In the Fudge Points field at the bottom of the window, enter the number of points you want to add to the overall quiz score. You can also enter negative points.

View Fudge Points



The Final Score area will show you what the final score would look like based on the number of fudge points.

Update Quiz Score



When you are ready to change the student's quiz score, click the **Update Scores** button.

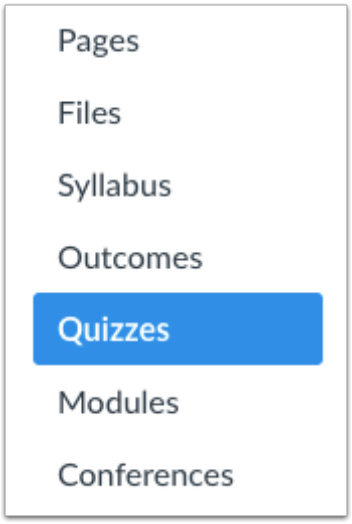
How do I grade one quiz question at a time in SpeedGrader?

You can choose to manually grade the same quiz question for each student before viewing student submissions for a different quiz question. Essay and file upload questions always require manual grading, but any quiz question type may be manually graded in SpeedGrader.

Notes:

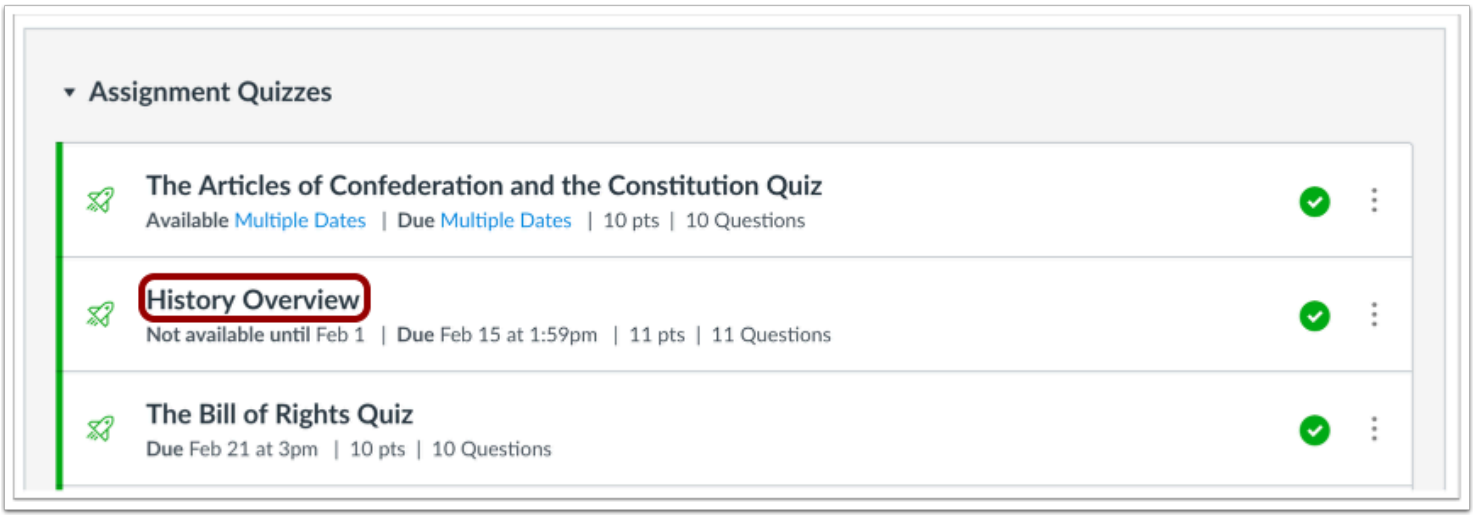
- Grading one question at a time is only available for quizzes.
- Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.

Open Quizzes



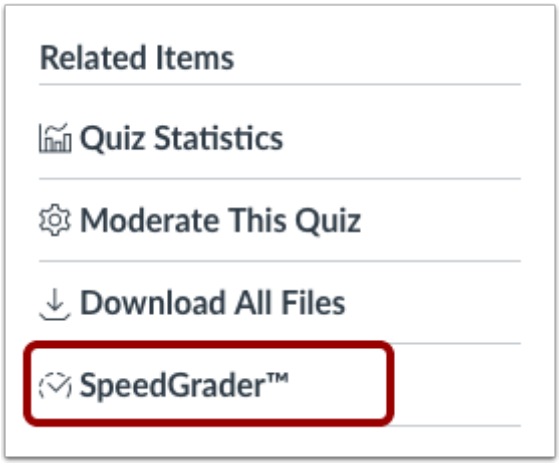
In Course Navigation, click the **Quizzes** link.

Open Quiz



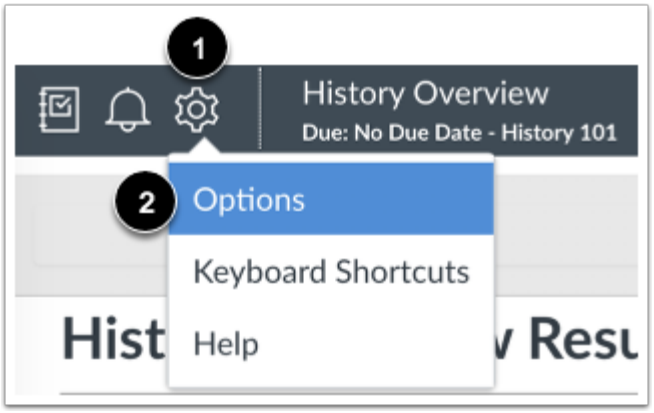
Click the name of the quiz you want to open.

Open SpeedGrader



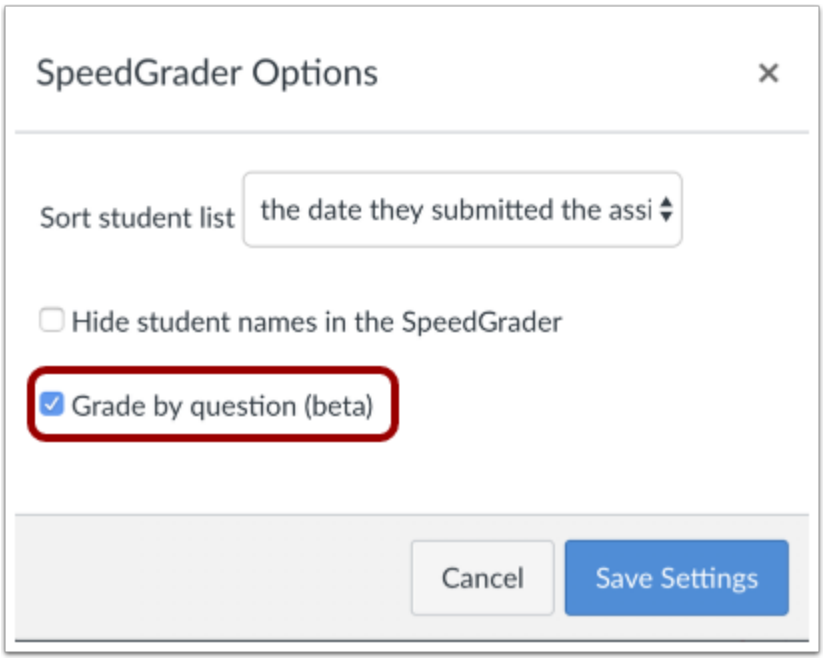
In the Sidebar, click the **SpeedGrader** link.

Open SpeedGrader Options



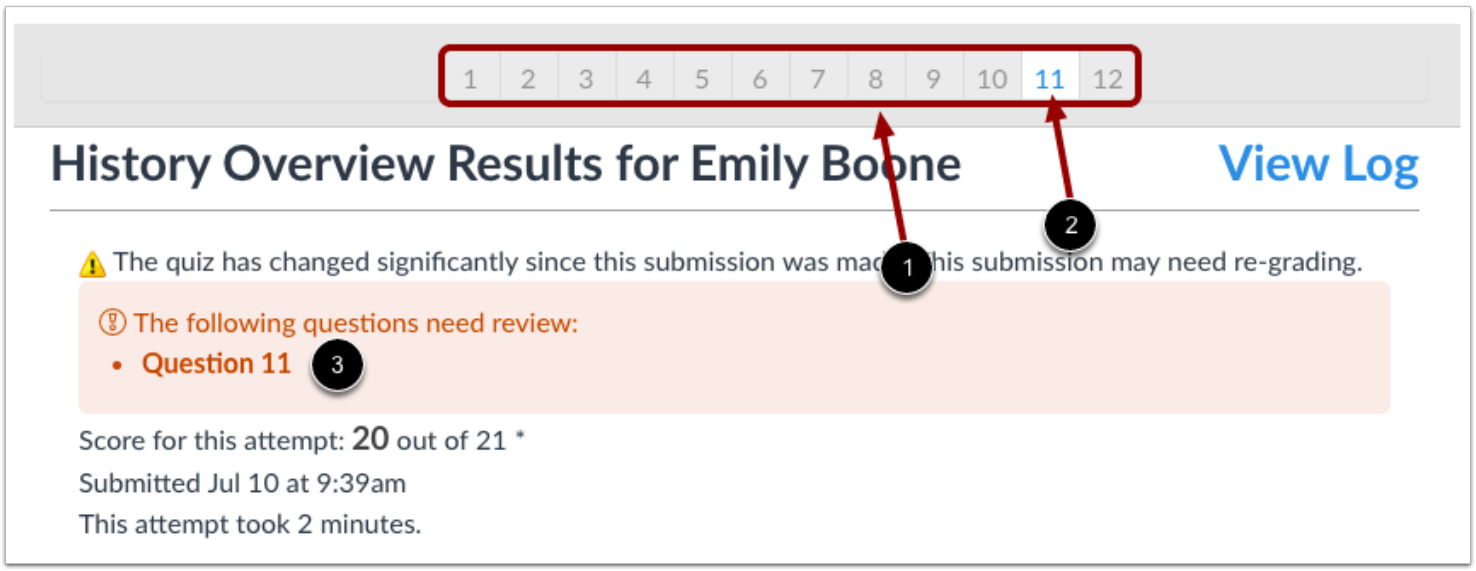
To enable question grading, click the SpeedGrader settings icon [1] and select **Options** from the drop-down menu [2].

Select Grade by Question



Select the **Grade by question (beta)** checkbox.

View Number Bar



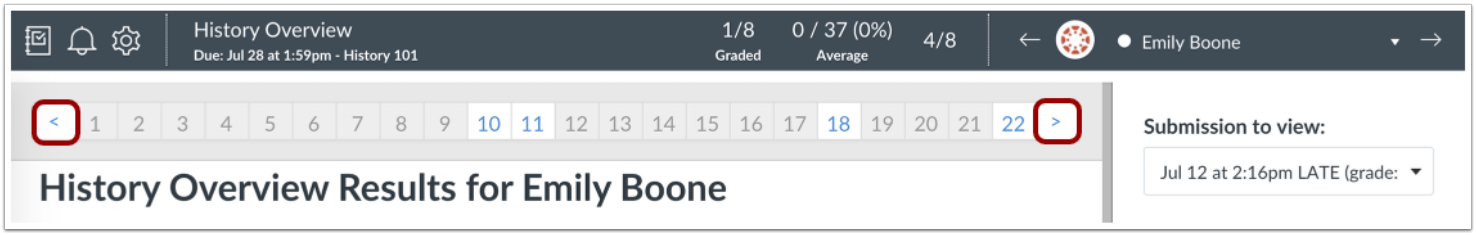
When question grading is enabled, Canvas will display a number bar above the quiz view panel to represent each question in your quiz.

Numbers in gray boxes with gray numbers [1] represent questions that have already been graded. These are multiple-choice, true/false, and other types of questions where instructors can assign the answer and have Canvas grade the quiz automatically.

Numbers in white boxes with blue numbers [2] represent questions that need to be graded manually. Canvas will also display a red notification bar [3] with the quiz questions that need to be reviewed and assigned a grade.

Note: Manually graded questions will turn gray in the question bar once a score is entered and updated for a student.

View Additional Questions

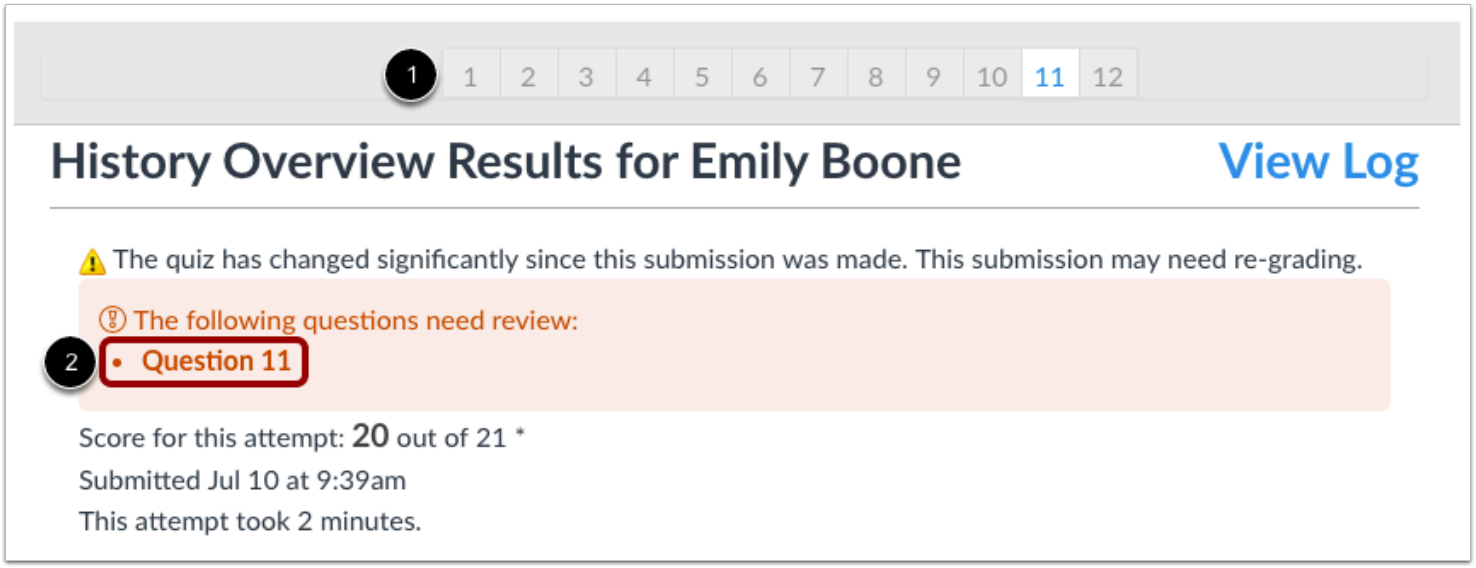


If the number of questions in your quiz exceeds the width of the number bar, you can use the arrows at either end of the number bar to advance to additional questions.

You can also scroll down the quiz to locate the quiz question you want to view. The number bar will adjust automatically as you scroll.

Note: The question bar is dynamic according to the size of your browser view. Zooming into your browser's window will decrease the number of questions in the number bar, while zooming out will increase the number of questions. The minimum number of questions that will appear within the largest zoom view is 18.

Select Questions

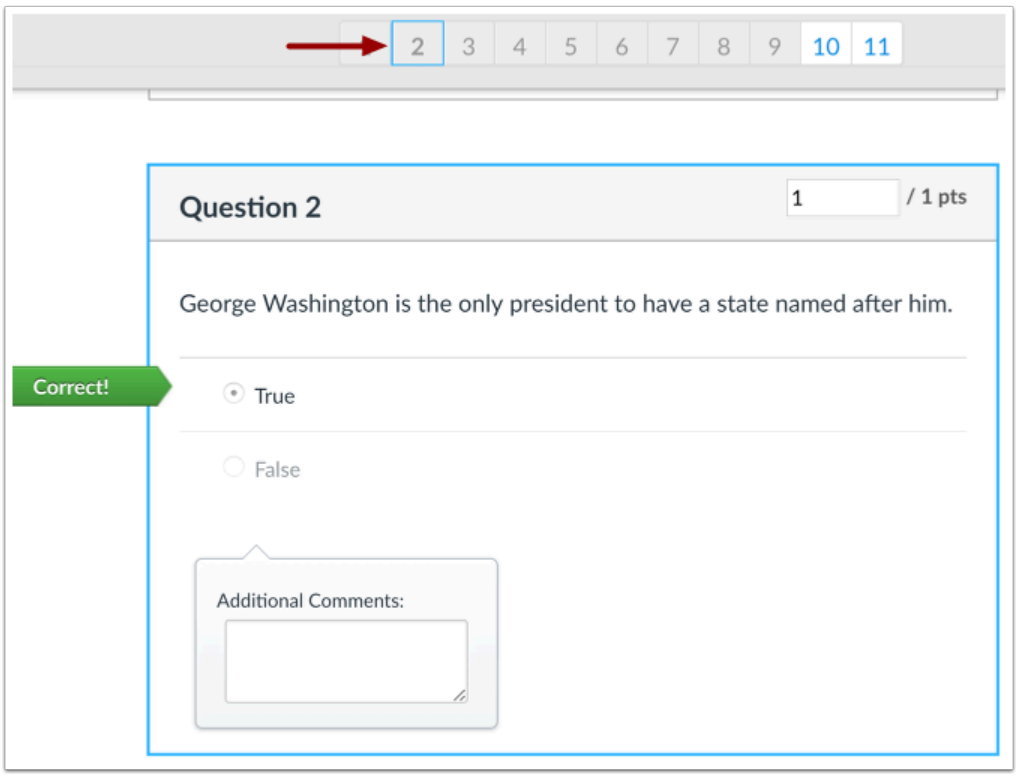


To view a question, click the question number in the number bar [1].

If a question needs to be manually graded, you can click the question number directly within the notification window [2].

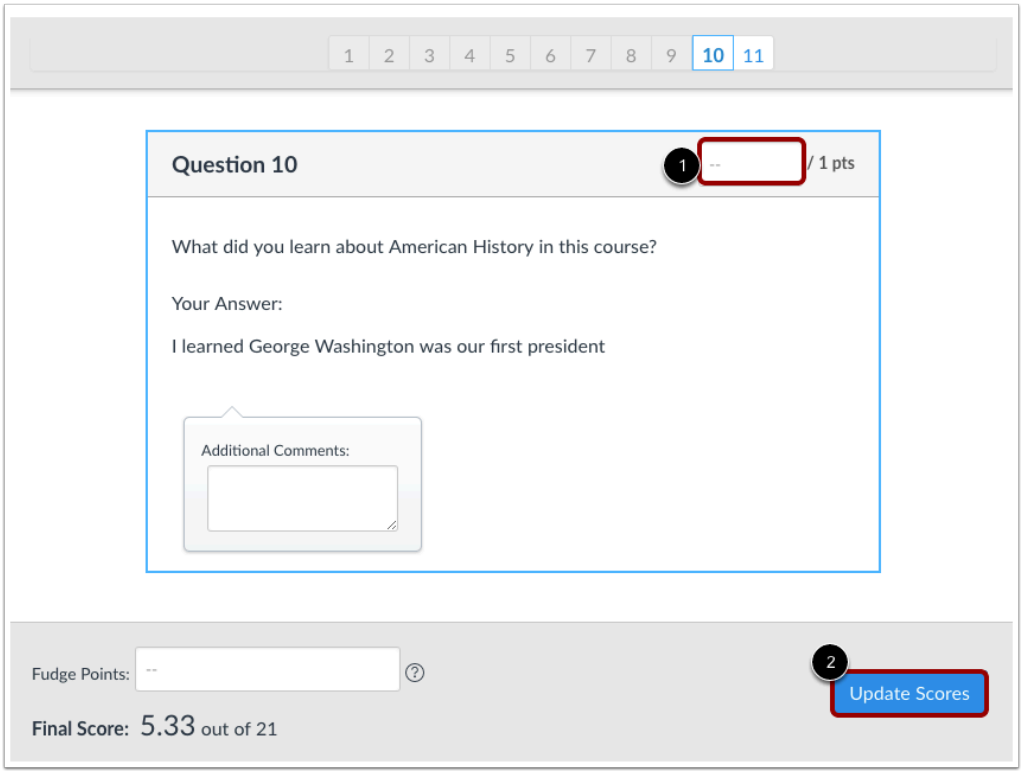
Note: When hovering over any box in the number bar, the box will temporarily fill with a light gray color to indicate which quiz number you want to select.

View Blue Outline in Number Bar



Once you begin to view the quiz, a blue outline around the number will identify the question you are currently viewing. A blue outline will also appear around the entire question.

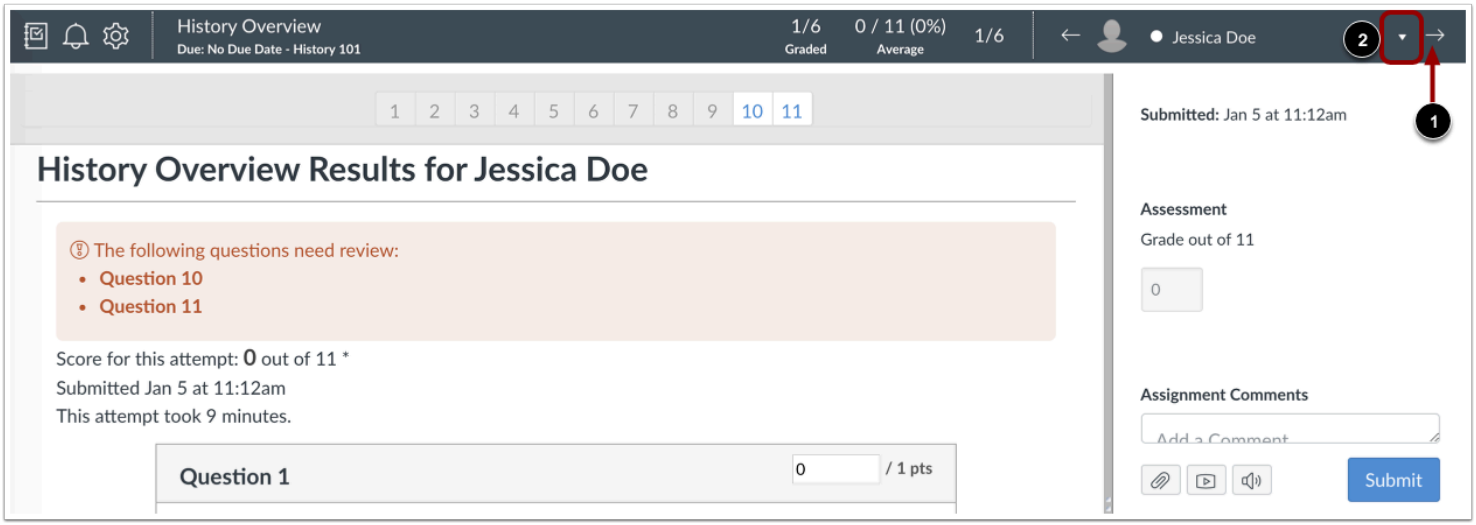
Assign Grade



To assign a grade for a question or to revise the grade for an automatically graded question, enter the score in the points field [1], then click the Update Scores button [2].

Note: You may also enter fudge points to adjust a student's score for an entire quiz.

Advance to Next Student



To grade a student submission for the same question, click the arrow in the student menu [1] or click the drop-down menu and select a student from the student list [2]. SpeedGrader will show the same quiz question for the next student.

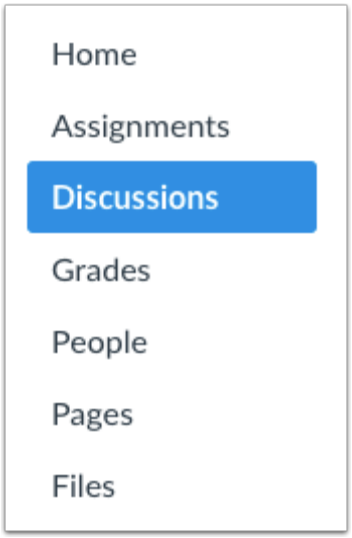
How do I grade a graded discussion in SpeedGrader?

You can grade and provide feedback on graded discussion submissions in SpeedGrader. Discussion replies will display individually, but the replies can also be viewed in the context of the full discussion in SpeedGrader.

Graded group discussions can be graded as group assignments in SpeedGrader.

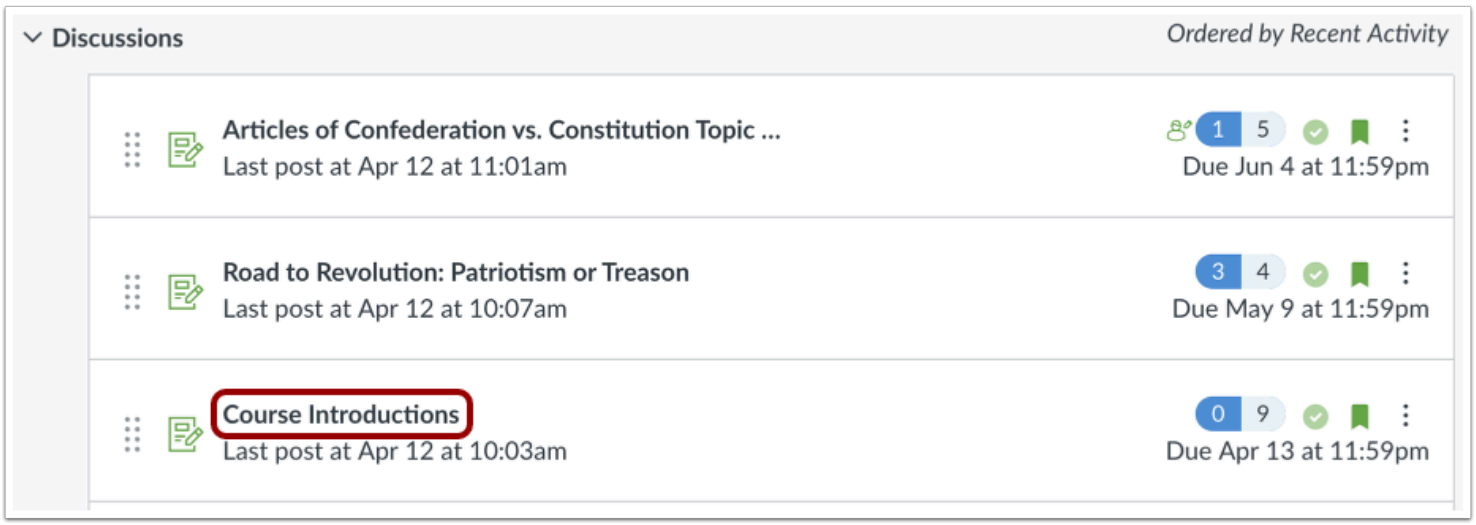
Note: You will not be notified in the Gradebook of additional posts to discussions after a grade has been entered.

Open Discussions



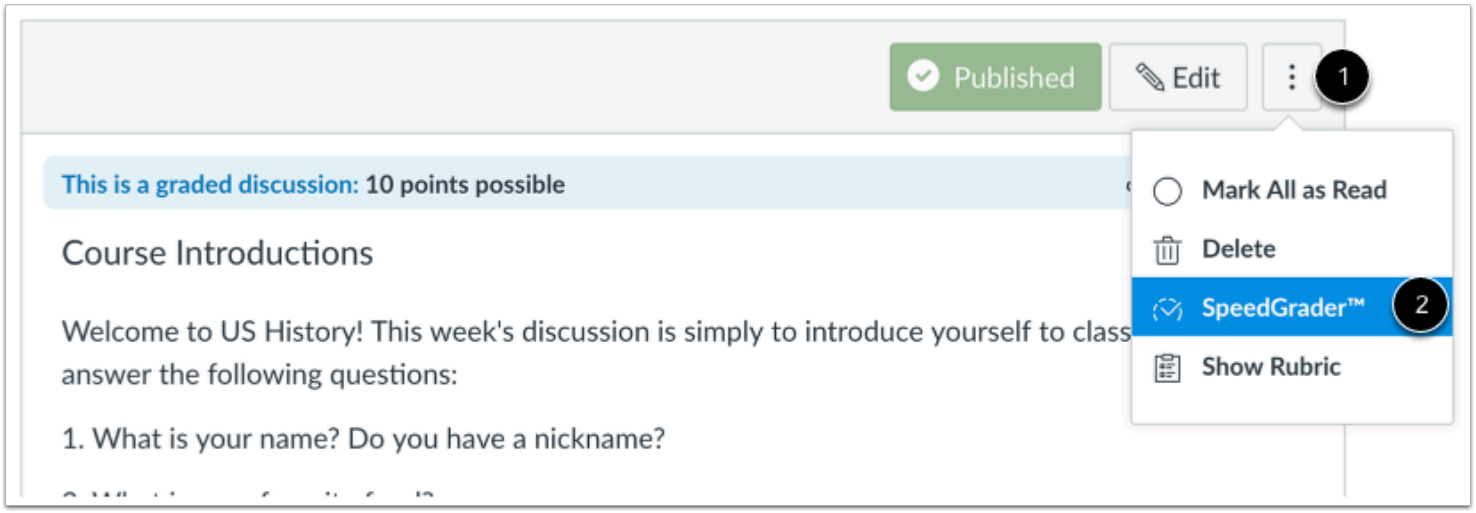
In Course Navigation, click the **Discussions** link.

Open Discussion



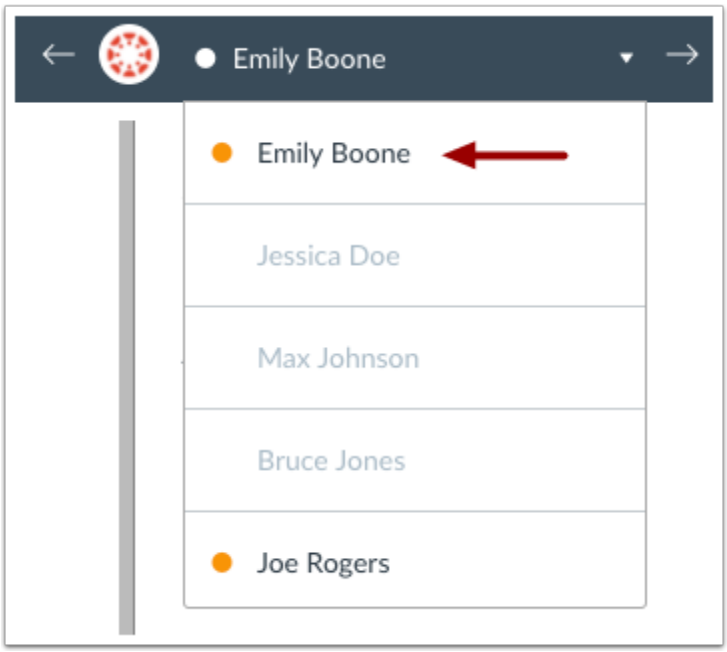
Click the name of a discussion.

Open SpeedGrader



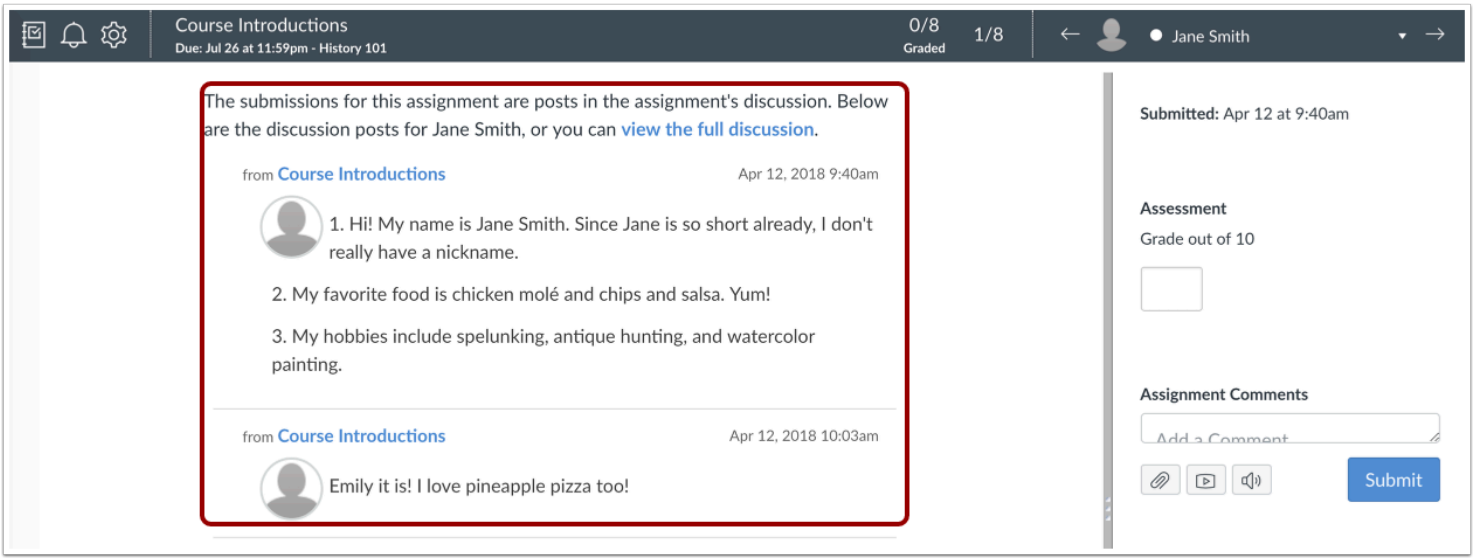
Click the **Options** icon [1] and then click the **SpeedGrader** link [2].

Select Student



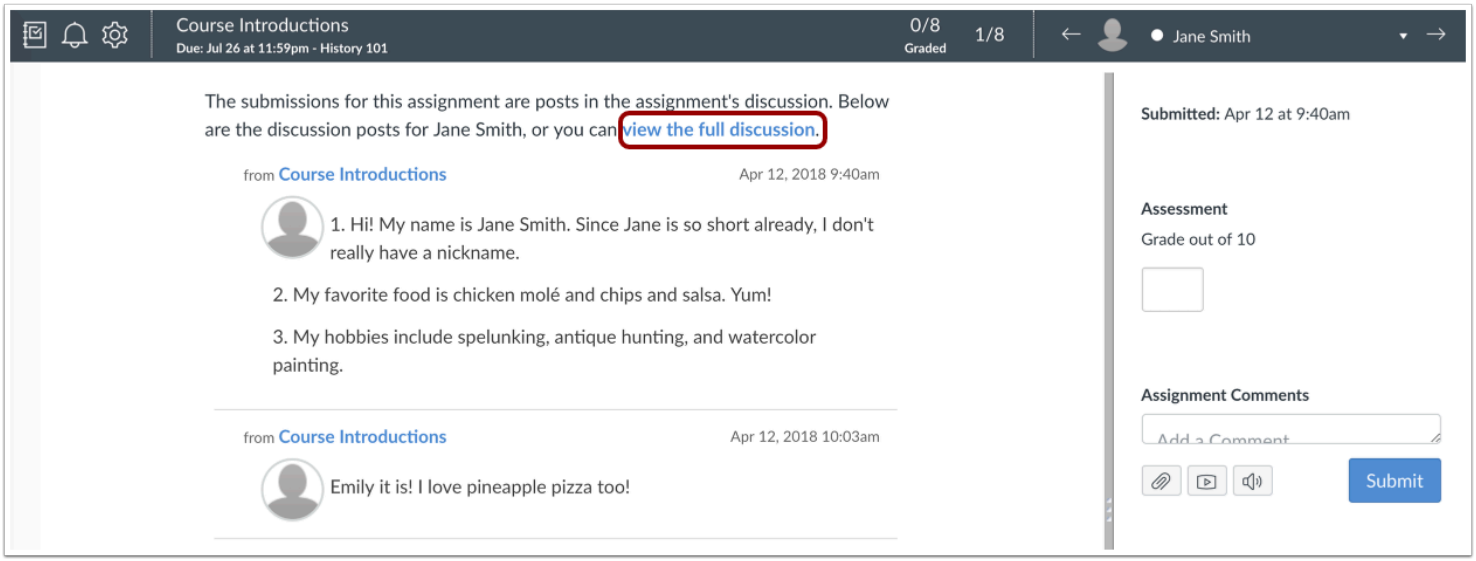
Use the student list to locate a student submission.

View Submission



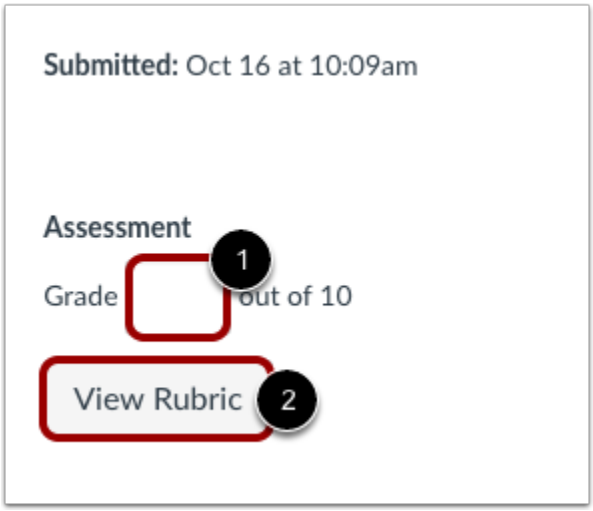
View the student's discussion replies. Older replies are listed at the top with newer replies listed below.

View Full Discussion



To view the discussion replies in the context of the full discussion, click the **view the full discussion** link.

Grade Submission



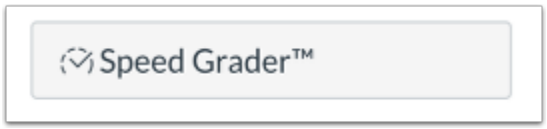
To enter a grade for the submission, enter the grade in the **Grade** field [1].

If you added a rubric to the discussion, you can view the rubric by clicking the **View Rubric** button [2].

How do I view plagiarism assignments in SpeedGrader?

You can view and grade assignments with a plagiarism detector tool enabled in SpeedGrader. DocViewer supported file types can be viewed and annotated in SpeedGrader.

Open SpeedGrader

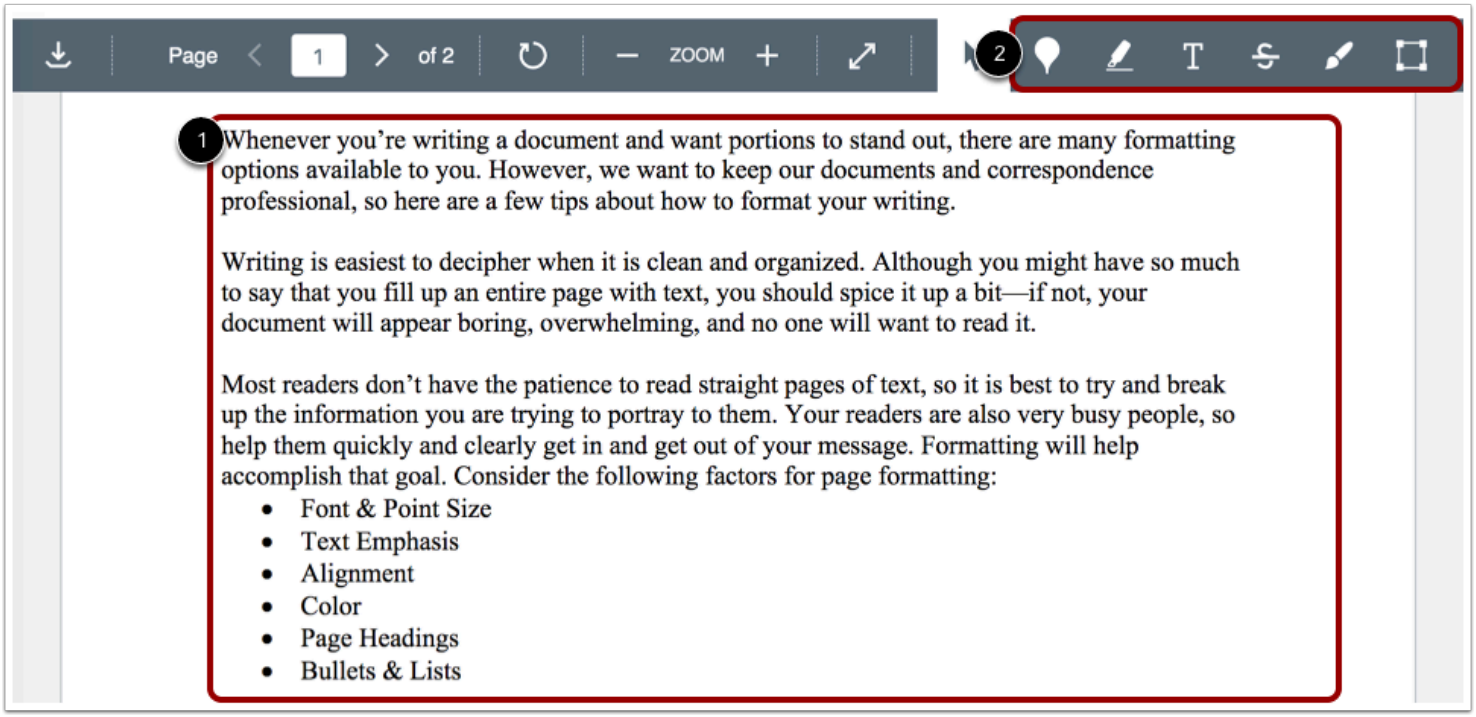


On the assignment, click the **SpeedGrader** button.

Select Submission

Select the student whose submission you would like to view.

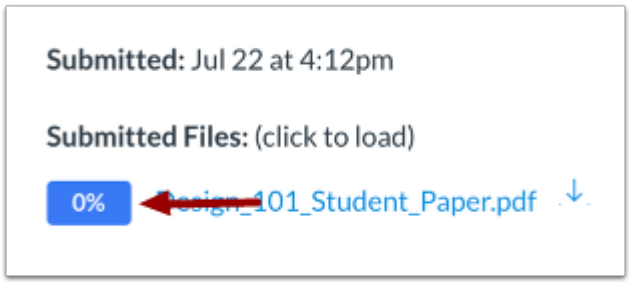
View Submission



View the submission in the SpeedGrader submission pane [1].

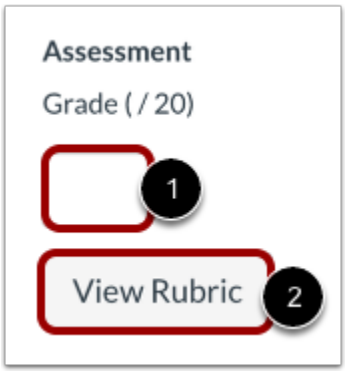
If the submission is a supported DocViewer preview type, you can use the DocViewer annotation tools [2] to add comments to the student's submission.

View Similarity Score



The SpeedGrader sidebar displays the student's similarity score. To view the full originality report, click the **Originality Score** icon.

Grade Submission



To grade the submission, enter a grade in the **Grade** field [1].

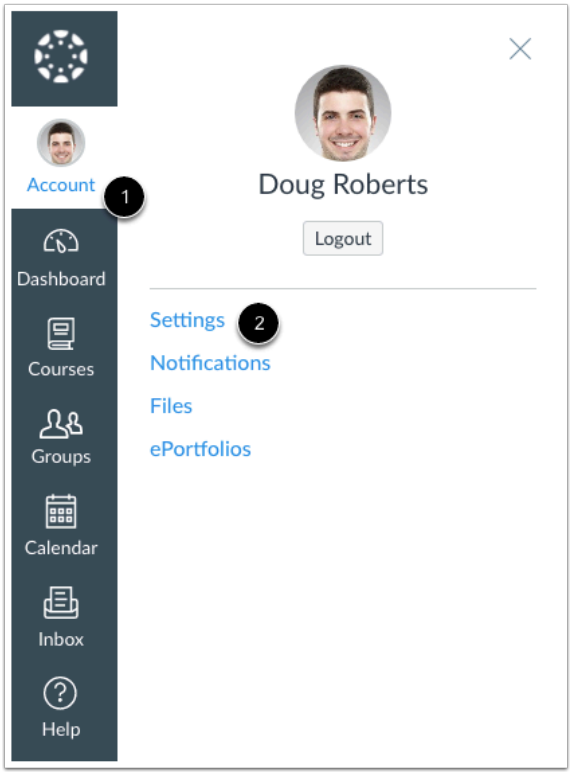
If you added a rubric to the assignment, you can view the rubric by clicking the **View Rubric** button [2].

Web Services

How do I connect to web services outside of Canvas as an instructor?

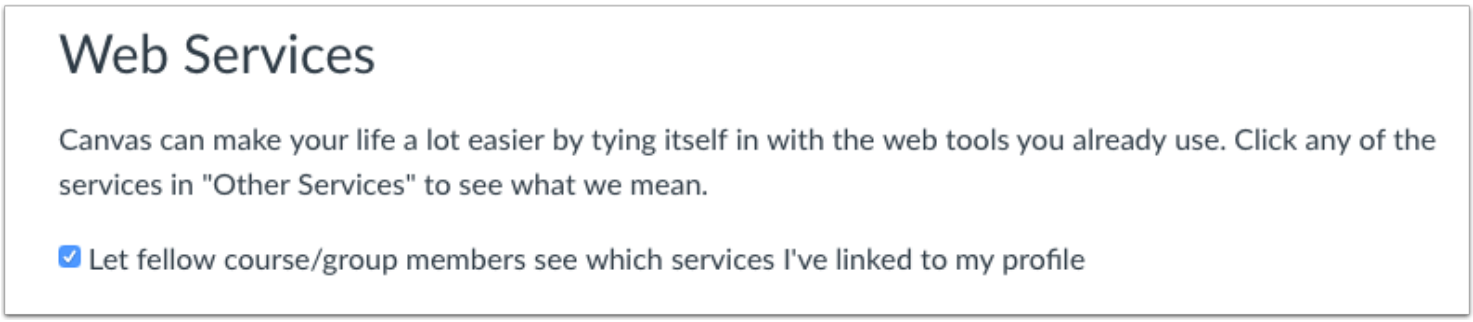
Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Link Services to Profile

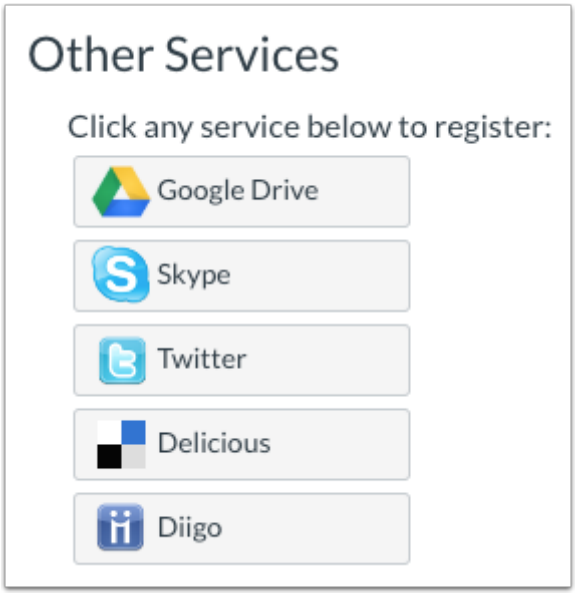


When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the **Let fellow course/group members...** checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your institution has not enabled this feature.

Connect to Web Services



You may be able to integrate Canvas with the following web services:

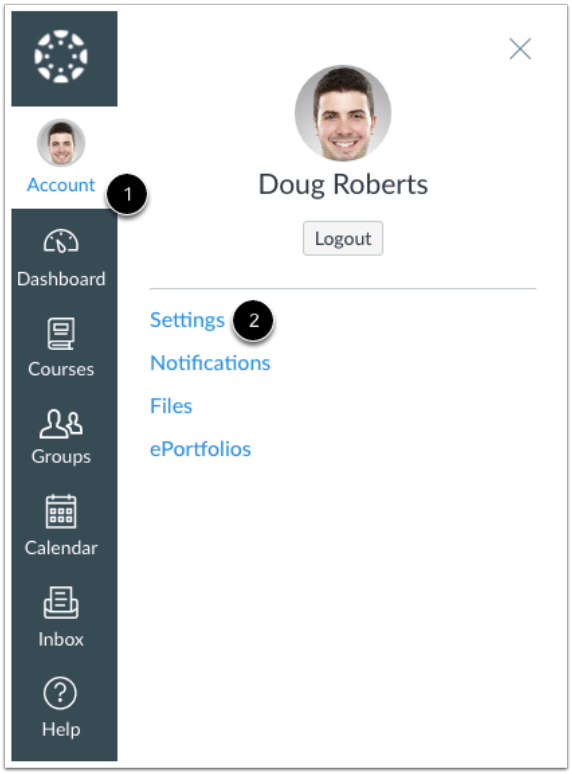
- Google Drive

- Skype
- Twitter
- Delicious
- Diigo

How do I connect to Delicious as a web service in Canvas as an instructor?

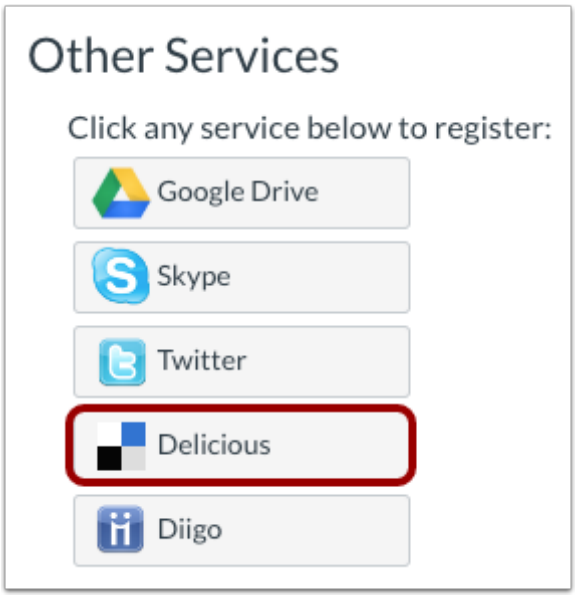
Here you will learn how to connect to the Delicious web service in Canvas.

Open User Settings



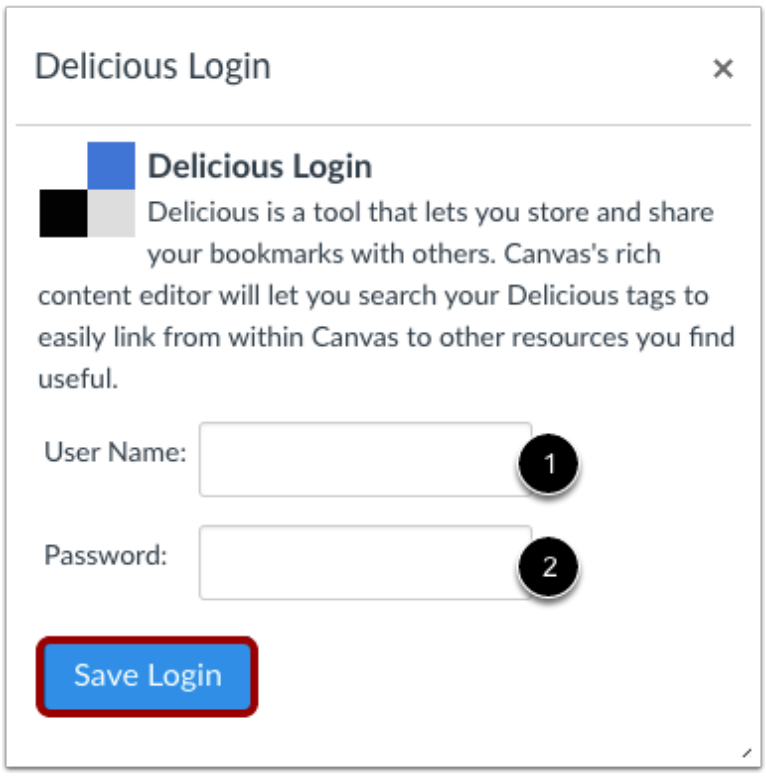
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Delicious



Click the **Delicious** button underneath the Other Services heading.

Authorize Delicious Access



Enter your user name [1] and password [2] in the appropriate fields. Click the **Save Login** button to connect your Delicious account to Canvas.

Delicious will now appear under the Registered Services heading.

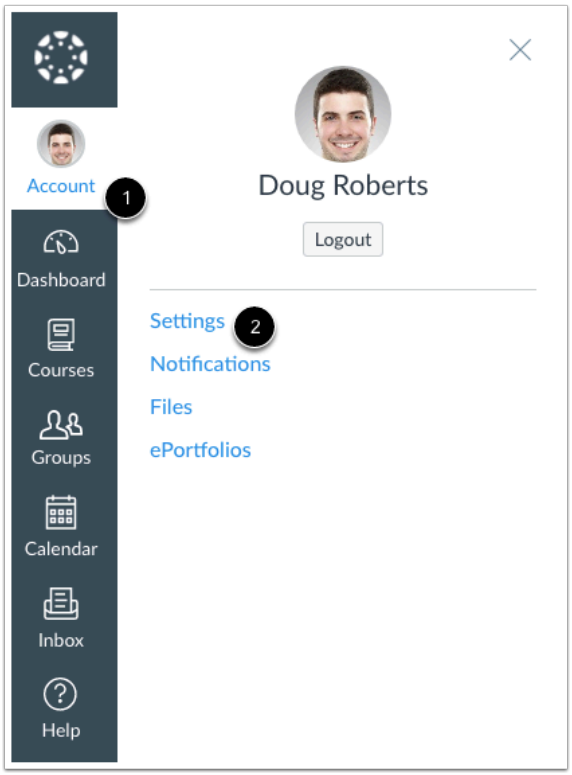
How do I connect to Google Drive as a web service in Canvas as an instructor?

The Google Drive web service allows you to integrate Canvas with your Google Drive account. All users can authorize their Google Drive accounts for access to Google collaborations and assignment uploads.

If you need to create a new Google Drive account, please note that you may experience a delay with the Google integration in Canvas until Google has fully completed the account process.

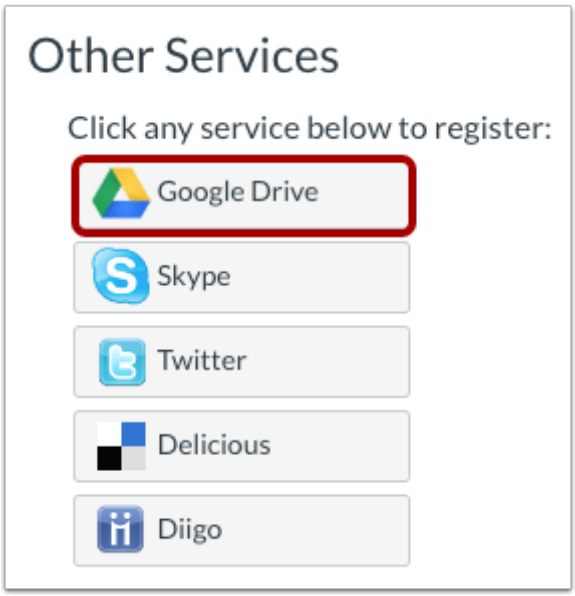
Note: For any of your courses, if the Course Navigation Menu includes a Google Drive link, your institution has enabled a global Google Drive integration. You do not need to enable Google Drive as a web service.

Open User Settings



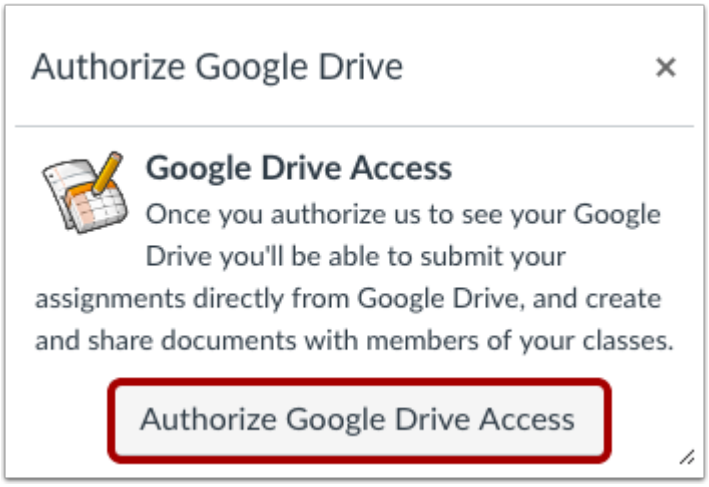
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Google Drive



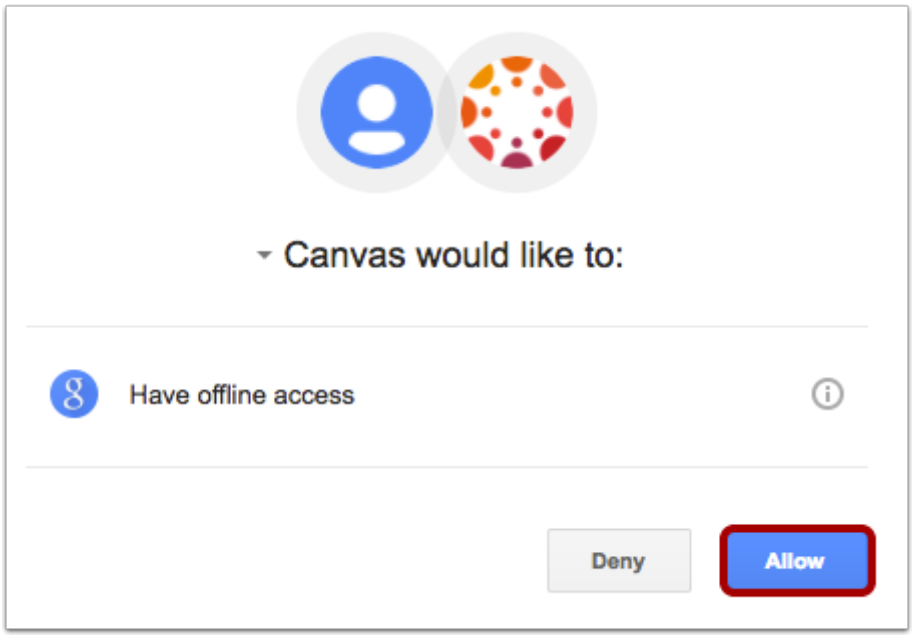
In Web Services, click the **Google Drive** button.

Authorize Google Drive



Click the **Authorize Google Drive Access** button. You will be re-directed to Google to verify the authorization.

Allow Authorization



Canvas will ask permission to view and manage the files in your Google Drive account. Click the **Allow** button.

Note: You may be asked to log in to your Google account before viewing this page.

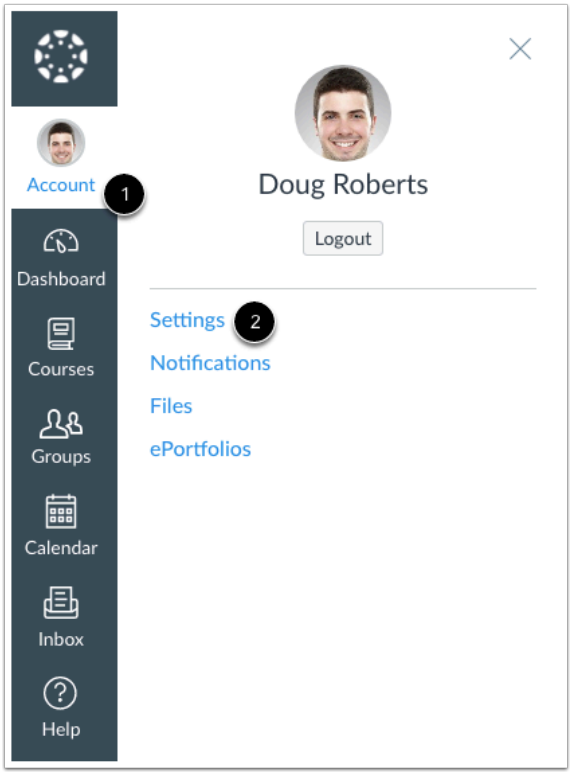
View Registered Services

View Google Drive as a registered service in your Canvas account.

How do I connect to Twitter as a web service in Canvas as an instructor?

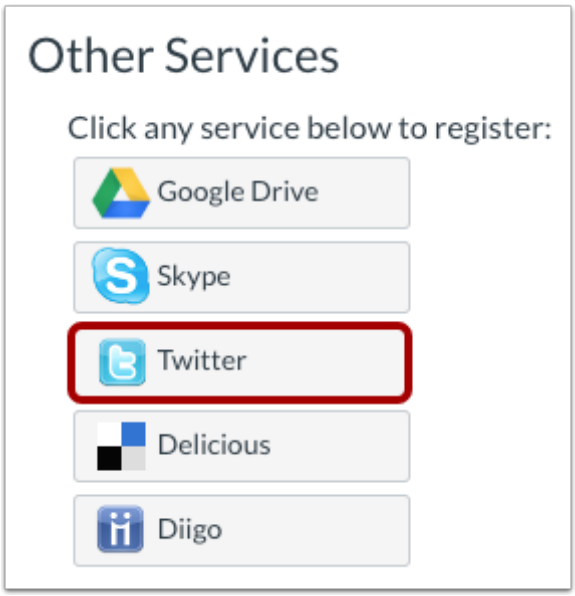
Here you will learn how to connect to the Twitter web service in Canvas.

Open User Settings



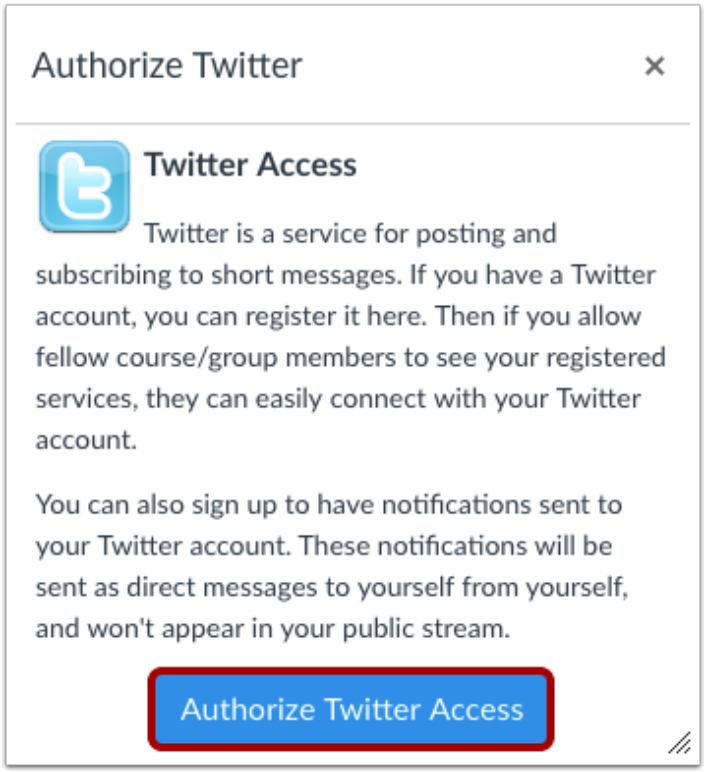
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Twitter



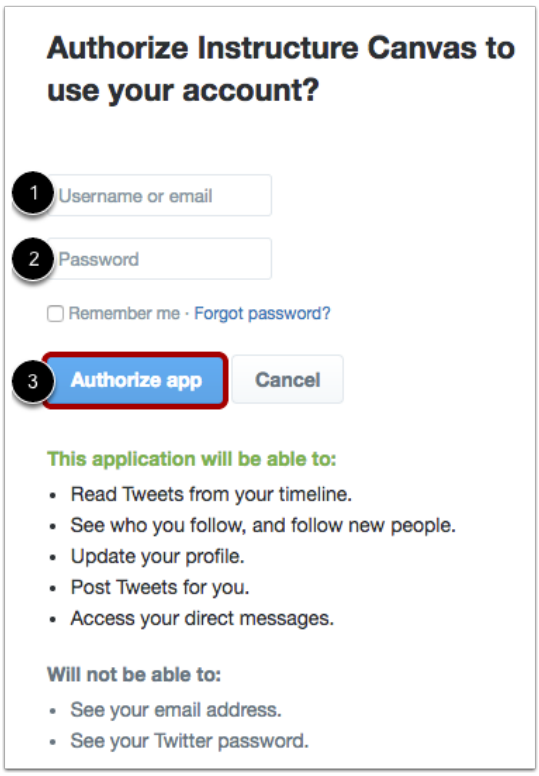
Click the **Twitter** button underneath the Other Services heading.

Authorize Twitter Access



Click the **Authorize Twitter Access** button. You will be re-directed to Twitter to verify the authorization.

Log in to Twitter



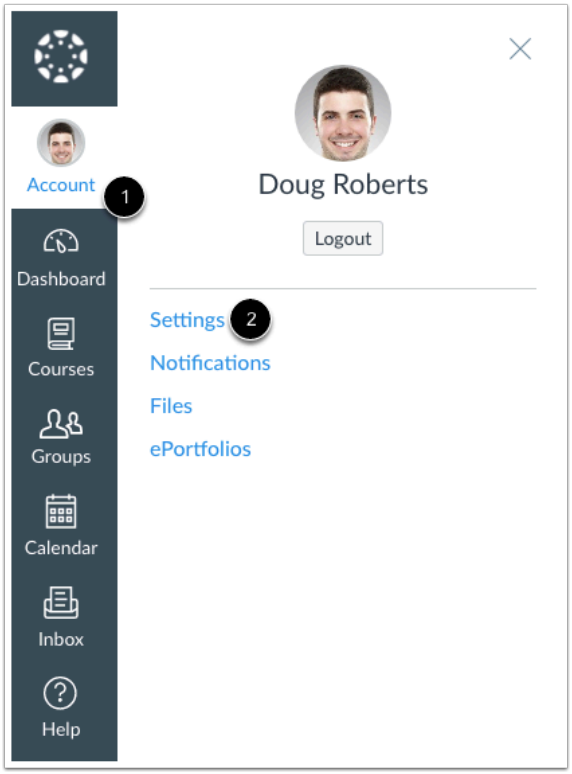
Enter your username [1] and password [2] in the appropriate fields. Click the **Authorize app** button to connect your Twitter account to Canvas [3].

Twitter will now appear under the Registered Services heading in your Canvas settings.

How do I connect to Skype as a web service in Canvas as an instructor?

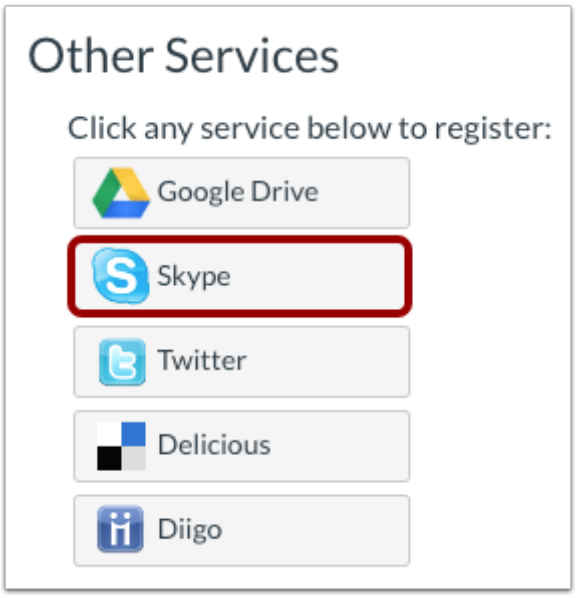
Here you will learn how to connect to the Skype web service in Canvas. This integration allows you to send friend requests to other users in your course who have also connected to Skype. It will not allow you to use Skype directly in Canvas.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Skype



In the Other Services section, click the **Skype** button.

Log in to Skype

Enter your Skype name in the Skype name field [1]. Click the **Save Skype Name** button [2].

Skype will now appear under the Registered Services heading in your Canvas settings.