

CANVAS BASICS GUIDE



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General Information

What is Canvas?

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement.

Canvas includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

Institutions may provide users with a Canvas account, or individual users can try the [free version](#) by signing up for their own account.

Learn more about [how institutions around the world use Canvas](#) to increase student engagement and success.

Canvas Defined

Condensing something as robust as Canvas into a simple definition is quite a challenge but we'll try.

Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.

Additionally, while Canvas is primarily a web-based software, any user can access Canvas on a mobile device from the Canvas Teacher, Canvas Student, and Canvas Parent apps. Learn more about the [Canvas mobile apps](#).

Basic Canvas Features

Canvas includes a variety of built-in course construction and management tools that can be customized to create unique and accessible teaching and learning experiences.

Instructional designers and instructors may create and share course content using [Assignments](#), [Discussions](#), [Modules](#), [Quizzes](#), and [Pages](#). They may also choose to foster a collaborative learning experience using [Collaborations](#), [Conferences](#), and [Groups](#). Depending on course settings, students can access these areas in Canvas to find learning materials and interact with other course users.

Canvas also allows institutions and instructors to add state and institutional learning [outcomes](#) to [rubrics](#) in order to measure and track student skill development and learning achievement. Additionally course creators can use the [Course Import Tool](#) to bulk-upload pre existing LMS course packages and/or course materials.

Instructors can provide students with comprehensive feedback on assignment and quiz submissions using [SpeedGrader](#) and manage grade reporting in the [Canvas Gradebook](#). They can also facilitate real-time course interactions using [Chat](#) and communicate course news and updates with students using [Announcements](#) as well as the [Calendar](#) and [Syllabus](#).

Instructors and admins can gain greater insight into student success and make informed instructional decisions using data provided in [Canvas Analytics](#). Admins can also access SQL data about their Canvas user and usage details from [Canvas Data Services](#).

Canvas also includes the [Canvas App Center](#), where admins, designers, and instructors can enable a variety of [External Apps \(LTI Tools\)](#) and services. The ever-growing app library offers a wide array of interactive resources, content repositories, assessment tools, social media integrations, and other digital learning and teaching resources.

Learn more about [all Canvas features](#), review the [Canvas Guides](#), and [compare Canvas Free for Teacher features with features included in a paid account](#).

Additional Canvas Features

Institutions may choose to include additional Canvas features specifically designed to meet a variety of institutional, educational, and learning needs.

[Canvas Catalog](#) is a digital marketplace where students can register, enroll, and pay for courses.

[Canvas Studio](#) is an interactive video management platform that enhances student engagement and collaboration.

[Canvas Commons](#) is a learning object repository where teachers can store course content for their own use and for collaboration with colleagues both within and outside of their institution.

[MasteryConnect](#) allows designers and teachers to build, deploy, and manage formative and summative assessments across an institution. It provides schools with actionable data to improve teaching and learning.

[Portfolium](#) is an ePortfolio platform that integrates directly inside of Canvas. However, students also always have access to their Portfolium portfolios outside of Canvas even after they lose access to the LMS.

Canvas Users

Canvas includes the following six standard user roles: [Admins](#), [Designers](#), [Instructors](#), [Teacher Assistants](#), [Students](#), and [Observers](#). However, institutions may create any number of custom user roles with varied Canvas access.

A user's assigned role determines their Canvas access and interactions. For example, Canvas administrators may have access to create user accounts, add course enrollments, and manage institutional grading periods. Instructional designers may use Canvas to create and manage course content and review course analytics to identify areas for improvement in teaching and learning. School counselors may use Canvas to review student course progress and assess student achievement. Parents and guardians may use Canvas to review and communicate with instructors about student course progress, including assignment submissions and grades.

Using Canvas

Anyone can use Canvas. New admins can check out the [Admin Getting Started](#) tutorial for information about setting up an account for their institution. Instructors can use the interactive [Getting Started with Canvas flowchart](#) to learn how to quickly and easily get a course ready for student participation. Students and observers may be automatically enrolled in a course by their institution, or they may receive course invitations via email. Once enrolled in a course, students can participate with their instructors, course materials, and peers.

To try a free version of Canvas, [sign up for a free Canvas account](#).

More information about utilizing Canvas can be found in the [Canvas Community](#), including how-to Canvas guides, question and answer forums, and special interest groups.

Where do I find my institution's URL to access Canvas?

You can access Canvas through an institution-specific Canvas URL, your school's website, or a Canvas Mobile app.

Learn more about [computer and browser requirements for Canvas](#), [accessibility standards](#), and the [languages Canvas supports](#).

Notes:

- Canvas Network and Free-For-Teacher accounts do not follow an institution-specific URL structure.
- To learn more about Canvas, visit the [Canvas Basics guides](#) or [Canvas Video guides](#). You can also learn more about navigating Canvas as a student in the [Canvas Student Global Navigation guides](#).

Find Your School's Canvas URL

You can use our [Canvas URL search page to search for and find your institution or school's Canvas URL](#). To find your school's Canvas URL, be as specific as possible with the name of your school and try alternative names, such as the name of your school district, abbreviations, or longer institution names.

Canvas Web Access

You can access Canvas through an institution-specific Canvas URL. Canvas URLs use one of the following structures: **[your institution's name].instructure.com** or **canvas.[your institution's name].edu**.

Some institution's may also allow access to Canvas via an institution-specific authentication system which redirects to Canvas, such a school student portal or website.

Canvas Network and Free-For-Teacher Accounts

[Canvas Network](#) and [Free-For-Teachers](#) accounts do not follow an institution-specific URL structure.

Canvas Network accounts can be accessed at learn.canvas.net.

Free-For-Teachers accounts can be accessed at canvas.instructure.com.

Mobile App Access

Instructure products are optimized for desktop displays. However, if you are using a mobile device, you can access Instructure products using a mobile application (app) or mobile browser. For the best user experience, please download and use the product mobile app applicable to your user role: Canvas Teacher, Canvas Student, or Canvas Parent using an Android or iOS device.

Within a mobile app, you can search for your institution on the app login page or manually enter your school's Canvas URL.

Mobile App Access via QR Code

To navigate to your school's Canvas instance and log in to a Canvas app, scan your Canvas profile QR code from Canvas web. View QR code login instructions as an [instructor](#), [student](#), or [observer](#).

What are the browser and computer requirements for Instructure products?

For best performance, Instructure products should be used on the current or previous major releases of Chrome, Firefox, Edge, or Safari. Because Instructure products are built using web standards, Instructure products run on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Instructure products only require an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Note: Vanity Canvas URL users may encounter SSL validation errors when they open Canvas if their browser or any other tools interacting with Canvas are not Server Name Indication (SNI) compatible. All browser versions listed in this guide are SNI compatible.

Supported Browsers

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Unsupported Browser Banner in Canvas

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies.

Enterprise Extended Release Browsers in Canvas

Chrome and Firefox offer extended release versions for organization that manage client desktops. Chrome ESR can be kept up-to-date with the existing full version of Chrome at any time. However, Firefox ESR is only updated with every seventh major version, which causes Firefox ESR to overlap with outdated versions. The [Firefox ESR webpage](#) notes that ESR may not be supported in every web application because of this version release delay. Institutions who use Firefox ESR should consider deploying the latest release to ensure the best Canvas user experience.

* For extended release browser versions, the warning banner still applies and displays in Canvas for any browser below the minimum version requirement.

Known Browser Behaviors

Like all Instructure product features, contrary behaviors relating to browsers are prioritized by our product teams, and some behaviors in the previous version may not be resolved. If a behavior exists in the previous version of the browser that does not exist in the current version, the best solution is to update to the newest browser version.

Accessibility

Instructure is committed to W3C's Web Accessibility Initiative. To learn about supported screen reader and browser combinations, please see the [Canvas accessibility standards](#), [accessibility within Studio](#), and [Mastery Connect accessibility options](#) documents.

JavaScript

JavaScript must be enabled to run Canvas.

Browser Plugins and Extensions

Some browser plugins or extensions may conflict with Instructure products and affect functionality. If you experience behavior that does not allow you to view or participate in Instructure products, please ensure you have disabled any extensions or plugins that interact directly with your web browser.

For troubleshooting, consider logging in to Instructure products using an incognito or private browser window, which provides a browser session without any prior browsing or search history, associated browser cookies, or other factors that may interfere with the browser. If you are able to view and participate in an Instructure product using an incognito or private browser window, the behavior you are experiencing is likely related to the browser and not the Instructure product.

Browser Privacy Settings

To ensure browser security, follow all browser security policies established by your institution, especially if you are using Instructure products on a computer provided by your institution.

When displaying content, Instructure products default to the preference set by a specific browser. Some browsers may occasionally make modifications to privacy settings to protect users from possible insecure content. Insecure content is identified with the prefix `http://` in the URL and can create mixed content in your product page. Secured content is identified with the `https://` prefix in the URL. For the best user experience, content should be secure to avoid browser conflicts.

- If you are a Canvas admin, insecure content may be caused by hosting an insecure JS/CSS file outside of Canvas. If custom uploads are supported for your account, you can host your file in the Canvas Theme Editor, which will resolve any browser conflicts.
- If you are a Canvas instructor who embeds Canvas lessons inside your course, you can prevent browser issues with mixed content using secured Canvas Guides URLs.

Known Browser Behaviors

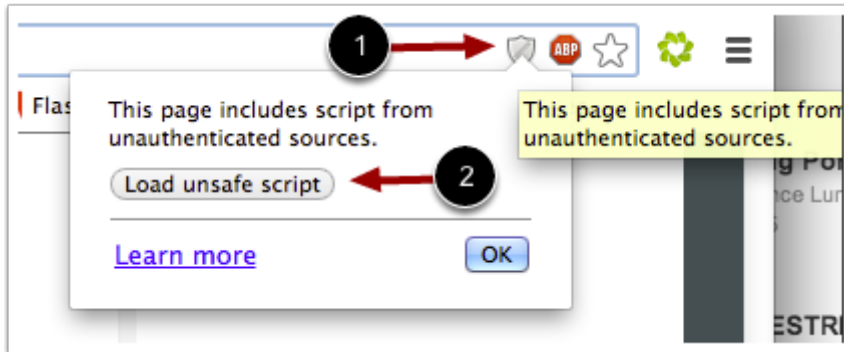
Chrome, Edge, Firefox, and Safari use HTML5 to display website content, promoting a faster, more secure browsing experience. For best performance in Instructure products, content should be designed to support HTML5.

In browsers such as Safari, insecure content never displays in the browser.

However, in Chrome and Firefox, you have the option to view insecure content. Please be aware of possible restrictions and view insecure content with caution.

The Safari browser does not support recording media.

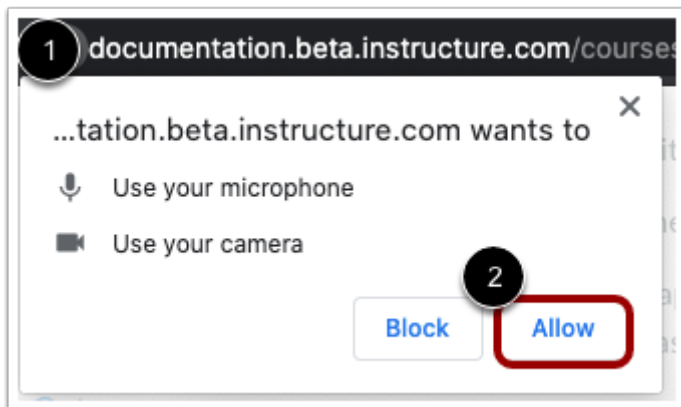
Chrome Security



Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Instructure product that is linked to insecure content, Chrome displays a shield icon in the browser address bar [1].

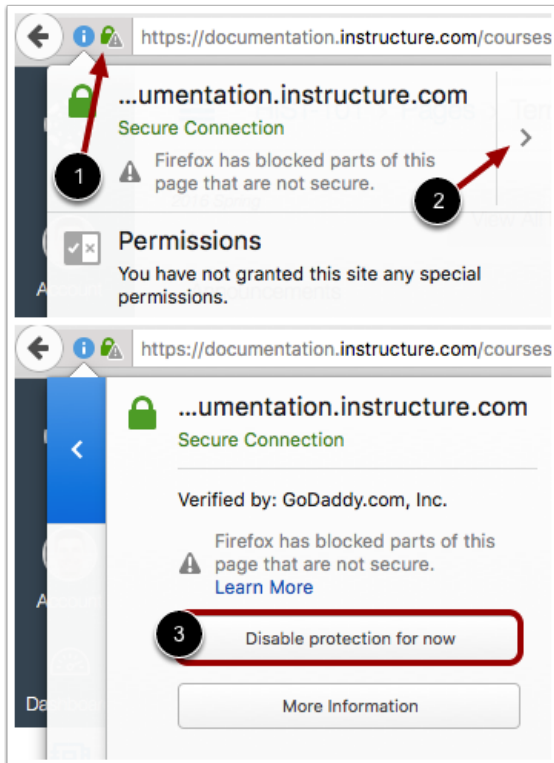
You can choose to override the security restriction and display the content anyway by clicking the shield icon and then clicking the **Load unsafe script** button [2].

Chrome Media Permissions



Chrome has its own media permission within the browser. To use your computer camera and microphone within any Instructure product feature, allow access to Instructure products via Chrome's media permission settings. This prompt appears just below the address bar [1]. To allow access, click the **Allow** button [2].

Firefox Security



Firefox verifies that the website content you view is transmitted securely. If you visit a page in your Instructure product that is linked to insecure content, Firefox displays a lock with a warning icon in the browser address bar [1].

You can choose to override the security restriction and display the content anyway by clicking the lock with a warning icon, clicking the arrow to expand your options [2], and selecting the **Disable protection for now** button [3].

Computer Specifications

For best performance, access Instructure products with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

Operating System

Instructure products require an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Internet Speed

Along with compatibility and web standards, Instructure products have been carefully crafted to accommodate low bandwidth environments.

It is recommended to have a minimum Internet speed of 512kbps.

Mobile Devices

Instructure products are optimized for desktop displays. However, if you are using a mobile device, you can access Instructure products using a mobile application (app) or mobile browser.

Mobile Apps

For the best user experience, please download the product mobile apps. Mobile apps are currently available for Canvas and Mastery Connect.

The Canvas mobile apps require Android 8.0 or later and iOS 15.0 or later. Canvas offers limited support for native mobile browsers on tablet devices. For additional details, please reference the [limited-support mobile browser guidelines](#).

Mastery Connect mobile apps require Android 8.0 or later and iOS 15.0 or later. For additional details, please reference [Mastery Connect Requirements](#).

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari (default browser with limited Canvas support)
- Chrome

Android

- Chrome (default browser with limited Canvas support)*
- Internet
- Firefox

*Android default browser varies per mobile device.

What are the limited-support guidelines for mobile browsers on tablet devices?

Canvas supports the latest two versions of the most [popular desktop browsers for Canvas](#). Many users also rely on mobile devices. Native Canvas apps support a limited set of features on mobile, but the apps don't cover all Canvas functionality.

Canvas engineering teams do not fully support mobile browsers for Canvas but will ensure that critical features and functions work for tablet devices (screen sizes 7.9" or higher used in landscape mode) running the most recent version of Safari (iOS) and Chrome (Android).

What is Limited Browser Support?

Canvas engineering will reactively address critical issues with core features that affect the most recent version of the native browser on iOS and Android tablet devices in landscape mode.

Key Terms

- Native browsers: Safari (iOS) and Chrome (Android)
- Reactive: Quality assurance teams test against each fully-supported browser before every Canvas release. For mobile browsers, Canvas responds to problems reported by Canvas users.
- Critical issue: An issue that makes an important feature or function unusable.
- Core feature: A feature needed for a key teaching and learning interaction.
- Most recent version: If there's a more recent version of the mobile browser and updating solves the problem, that solution will be suggested as the solution.
- Tablet devices: Devices with 7.9" or larger screens.
- Landscape mode: The device is held so the display is wider than its height.

How quickly will qualifying mobile-browser issues be fixed?

Canvas treats qualifying mobile browser issues as bugs. Engineering teams triage these bugs by severity and resolve them on the following schedule:

Severity	Description	Resolution Time
Level 1	Users can't access Canvas	Resources will be assigned immediately and will work uninterrupted until the problem is solved.
Level 2	Users can't use a core feature; no workaround exists	Resources will be assigned within two hours and will work uninterrupted until the problem is solved.

Severity	Description	Resolution Time
Level 3	Users can't use a core feature, but a workaround exists	Resources will be assigned within two business days and will develop and deploy a fix within two full release cycles.
Level 4	All other issues affecting only mobile browsers	<p>Resources will review the problem within five business days, assessing impact, resource availability, and development priorities.</p> <p>A given problem may not be fixed when the impact is minor, when the affected workflow is seldom used, or when a workaround exists.</p>

Caveats—

Screen size and orientation

The Canvas web application is not fully responsive yet. Engineers are basing all **new** development on responsive-design best practices. This initiative will take some time to touch all parts of Canvas. In the meantime, Canvas will generally work better when viewed on a larger screen. Canvas teams may not choose to address issues that affect only devices with smaller screens or that affect larger-screen devices only when in portrait mode, even if they meet other criteria described above.

Big Blue Button conferencing

Screen-sharing in Canvas Conferences currently requires the Java plugin for desktop browsers. However, Big Blue Button (whose software powers Canvas Conferences) has created a mobile-friendly HTML5 version of their application for participants (primarily students). Other adjustments for additional user roles and features may be announced in future releases.

Partners and third-party tools

Many customers use third-party tools in Canvas, including LTI apps. Partner networks are encouraged to build tools that work well in mobile browsers, and any reported problems will be reported back to them. Some third-party tools will work better than others on mobile, and some may not work at all.

Can I repurpose content from the Guides for my institution's use?

The Guides (and all resources including printed guides, tutorial videos, and Canvas New Feature Screencasts) are a resource for the entire Community and are designed to help everyone understand and learn about Instructure products.

You are welcome to share links to any content in the Community.

The Canvas Guides and associated resources are licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#). Content may be downloaded and repurposed as long as you adhere to the following characteristics:

Attribution—You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

NonCommercial—You may not use the material for commercial purposes.

ShareAlike—If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

Where can I download the Guides PDF manuals?

PDF manuals are updated twice a year. For the most updated content, view the online version of the Guides.

PDF links last updated 2023-06-23

Canvas LMS

- [Canvas Basics Guide](#)
- [Canvas Admin Guide](#)
- [Canvas Instructor Guide](#)
- [Canvas Student Guide](#)
- [Canvas Observer Guide](#)

Canvas for Elementary Guides

- [Canvas for Elementary Basics Guide](#)
- [Canvas for Elementary Admin Guide](#)
- [Canvas for Elementary Instructor Guide](#)
- [Canvas for Elementary Observer Guide](#)
- [Canvas for Elementary Student Guide](#)

Canvas for Elementary Mobile Guides

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

Canvas Catalog

- [Canvas Catalog Guide](#)

Canvas Studio

- [Canvas Studio Guide](#)

Canvas Student App

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

Canvas Teacher App

- [Canvas Teacher Android Guide](#)
- [Canvas Teacher iOS Guide](#)

Canvas Parent App

- [Canvas Parent Android Guide](#)
- [Canvas Parent iOS Guide](#)

Impact Guide

- [Impact Guide](#)

What are the Canvas accessibility standards?

Ensuring an accessible and pleasant experience to all users, regardless of disability, is a key element of Canvas software. The Canvas platform was built using the most modern HTML and CSS technologies, and is committed to W3C's Web Accessibility Initiative and [Section 508](#) guidelines.

The Voluntary Product Accessibility Template, or VPAT, is a tool that administrators and decision-makers can use to evaluate Canvas' conformance with the accessibility standards under Section 508 of the Rehabilitation Act. View more information about the [Canvas Voluntary Product Accessibility Template](#).

General accessibility design guidelines can be found in the [General Accessibility Design Guidelines](#) document.

You can read more about the most recent accessibility and feature enhancements in the [Canvas Product Release Notes](#). If you have additional suggestions, please contact accessibility@instructure.com.

Screen Readers and Browsers

Each Canvas feature and release is manually tested with the following screen reader and browser combinations:

- [JAWS](#) (latest version for Chrome/Firefox on Windows)
- [NVDA](#) (latest version for Chrome/Firefox on Windows)
- [VoiceOver](#) (latest version for Safari/Chrome on Macintosh and iOS mobile)
- [Talkback](#) (latest version for Android mobile)

Browser and screen reader pairing is selected based on current screen reader and browser usage statistics, ensuring that preferred combinations are always maintained for the widest range of Canvas users. As preferences shift and stabilize over time, Canvas testing and support shift to match them.

Canvas is designed so that screen reader users can confidently utilize their preferred screen reader and browser. However, the variety of browser and screen reader combinations means that only the above-listed combinations are tested and confirmed to work well in Canvas. If you experience issues using your preferred browser and screen reader combination, please review and utilize the officially supported combinations listed above. If you experience issues with the officially supported screen reader and browser combinations, please report your experience to Canvas Support.

Learn more about [supported Canvas browsers](#).

Canvas Navigation with Screen Readers

Canvas makes extensive use of ARIA landmark regions. Accessible Rich Internet Applications (ARIA) defines ways to make web content and web applications more accessible to people with disabilities. Therefore, the best way to get around in Canvas is to navigate via regions. Within regions, Canvas uses HTML headings, so navigating between headings can be helpful.

When using a screen reader, the [Canvas page navigation menu](#) is as follows:

1. Main navigation
2. Context navigation
3. Breadcrumbs navigation
4. Main region
5. Complimentary information
6. Content information

Canvas Accessibility Components

Canvas contains several unifying accessibility features that can be found on various pages in Canvas.

Moving Content in Canvas

Wherever drag and drop is used to reorder components, the Move-to option is also available and allows both screen readers and keyboard users to move Canvas content. The Move-to option is available in the following features:

- Course Navigation
- Modules
- Discussions
- Assignments
- Outcomes
- Quizzes
- New Quizzes

Keyboard Shortcuts

To view a window with a list of keyboard navigation shortcuts in an individual discussion, announcement, or in the Rich Content Editor, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard. To view a window with a list of keyboard navigation shortcuts in the Assignments Index page, Modules Index page, Gradebook, and SpeedGrader, press Shift+? on your keyboard. Keyboard shortcuts are available on the following Canvas pages:

- [Announcement Threads](#)
- [Assignments Index Page](#)
- [Course Settings: Navigation Tab](#)
- [Discussion Threads](#)
- [Gradebook](#)
- [Modules Index Page](#)

- [New Quizzes](#)
- [Rich Content Editor](#)
- [SpeedGrader](#)

Notes:

- For more information, view the [Canvas Keyboard Shortcut resource document](#) and [general keyboard accessibility tips](#).
- You can also view additional keyboard shortcuts and tips specific to the following screen readers: [JAWS](#), [NVDA](#), and [VoiceOver](#).

Canvas Feature Accessibility

Several Canvas features have been specifically improved for accessibility. Other features may be limited at this time. This section highlights several feature areas and accessibility behaviors.

Calendar: The Calendar supports Agenda View, which lists all assignments and events in a list or agenda format. Learn how to access the [Calendar Agenda View](#).

Chat: The Chat Tool has an option to enable audio notifications when new messages are posted.

Font Sizing: The Canvas interface uses rem sizing for fonts so any typography will zoom when the browser is zoomed and will scale if a custom browser-sized font is chosen or set from a browser's setting.

Gradebook: Both the Gradebook and the Learning Mastery Gradebook support an individual view, where instructors can view assignments and grades for one student at a time. Learn more about individual view in the [Gradebook](#) and [Learning Mastery Gradebook](#).

Quizzes: Quizzes allows instructors to moderate a quiz for individuals requiring more time or who need multiple attempts. Learn how to [grant extra time or attempts in a quiz](#).

New Quizzes: New Quizzes allows instructors to moderate a quiz for individuals requiring more time or who need multiple attempts. Learn how to [grant extra time or attempts in a New Quiz](#).

Rich Content Editor: The Rich Content Editor supports multiple accessibility features for easy creation of accessible content:

- 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. Learn how to [use the Accessibility Checker in the Rich Content Editor](#).
- Alt text should be added when embedding external images. Learn how to [embed images from the web in the Rich Content Editor](#).
- Closed captions should be embedded for videos uploaded to Canvas. Learn how to [view](#) and [manage captions](#) using the Rich Content Editor.
- Headings for table columns and rows can be changed in either the Rich Content Editor or the HTML Editor view.

SpeedGrader/DocViewer/Annotations: Students can now access annotations and comments with a screen reader, including information about the annotation type, author name, comment, and any reply comments at the end of the document. [Please see blog post for more information.](#)

User Settings: The User Settings page hosts [two feature options to enhance accessibility](#). Learn how to [change user settings](#).

- **High Contrast UI:** When enabled, this feature offers higher contrast in buttons, tabs, and other areas throughout Canvas.
- **Underline Links:** When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars.

Third-party (LTI) Integration Accessibility

Canvas offers many optional LTI app integrations as part of our commitment to open education. When we review new integration tools, accessibility features are always an important consideration. Unfortunately, as integrations are created by third-party developers and offered to Canvas clients as an optional service, we cannot always ensure that these integrations meet the same standards that we hold for core Canvas. Therefore, if an institution wants to incorporate an integration where additional features may be required, we recommend the institution contact the developer directly with any specific concerns.

Some integrations are non-optional hosted services within Canvas. Any accessibility issues for Canvas-hosted services should be submitted as a help ticket via the institution's support process. We are open to suggestions for new integrations and have an area in the [Instructure Community](#) forums for feature requests.

Additional Accessibility Resources

[Universal Design Online content Inspection Tool \(UDOIT\)](#): (pronounced, You Do It) enables faculty to identify accessibility issues in their Canvas course content. It will scan a course, generate a report, and provide resources on how to address common accessibility issues. It was created by the [Center for Distributed Learning](#) (CDL) at the [University of Central Florida](#) (UCF).

Significant contributions to this guide were made by:

- John Raible: Instructional Designer for the Center for Distributed Learning at the University of Central Florida
- Nancy Swenson: Instructional Designer for the Center for Distributed Learning at the University of Central Florida

How do I reset my Canvas password?

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:

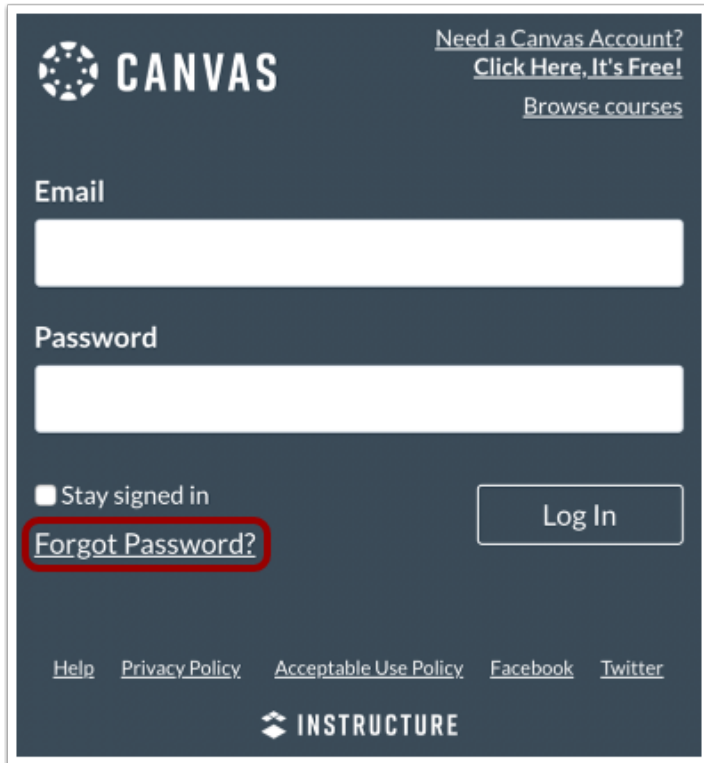
- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in your User Settings page

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. Email addresses need to be entered exactly as they were registered.
- **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 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

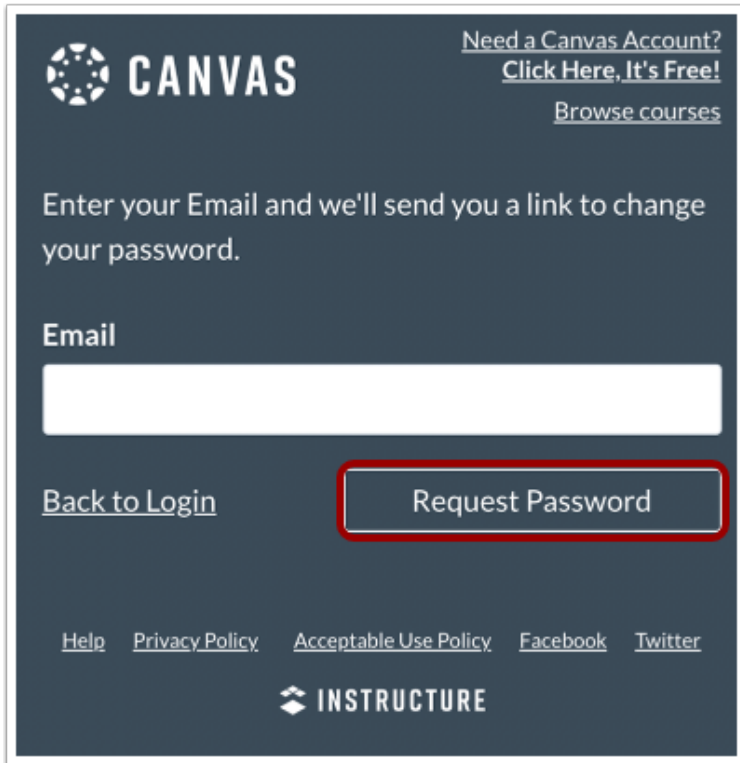


The image shows the Canvas login page. At the top left is the Canvas logo. To the right, there are links: "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". Below these are input fields for "Email" and "Password". Under the "Password" field, there is a checkbox for "Stay signed in" and a "Log In" button. The "Forgot Password?" link is highlighted with a red rectangle. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter". The Instructure logo is at the very bottom.

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.

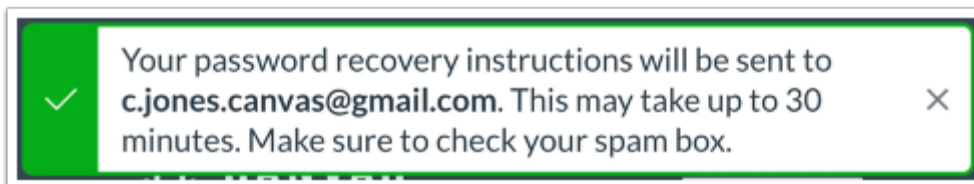
Request Password

The image shows the Canvas password reset interface. At the top left is the Canvas logo. To the right, there are links: "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". The main text says "Enter your Email and we'll send you a link to change your password." Below this is an "Email" label and a text input field. At the bottom left is a link "Back to Login". To its right is a button labeled "Request Password", which is highlighted with a red rectangular border. At the very bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the INSTRUCTURE logo.

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.

View Password Recovery Notification



A notification displays stating that it may take up to 30 minutes to send password recovery instructions to your email and you may need to check your Spam folder to locate the email.

Check Email

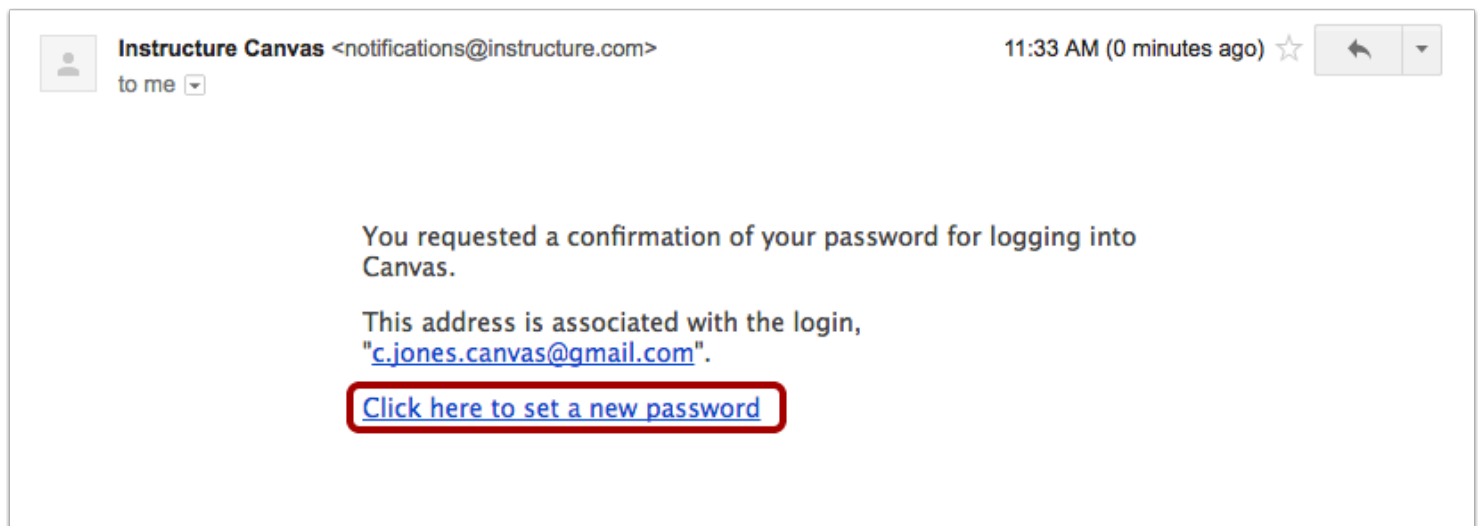
<input type="checkbox"/>	☆	Documentation	Forgot Password: Canvas - You requested a confirmation of your password	11:28 am
<input type="checkbox"/>	☆	Documentation	Recent Canvas Notifications - You're signed up to receive a weekly report	Dec 26

Return to your email account and sign in. Open the **Forgot Password** email.

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

Note: If the Forgot Password email is not in your Inbox, check your Spam folder.

Open Password Link



Click the **Click here to set a new password** link.

Change Password

Change login password for Caroline Jones

c.jones.canvas@gmail.com

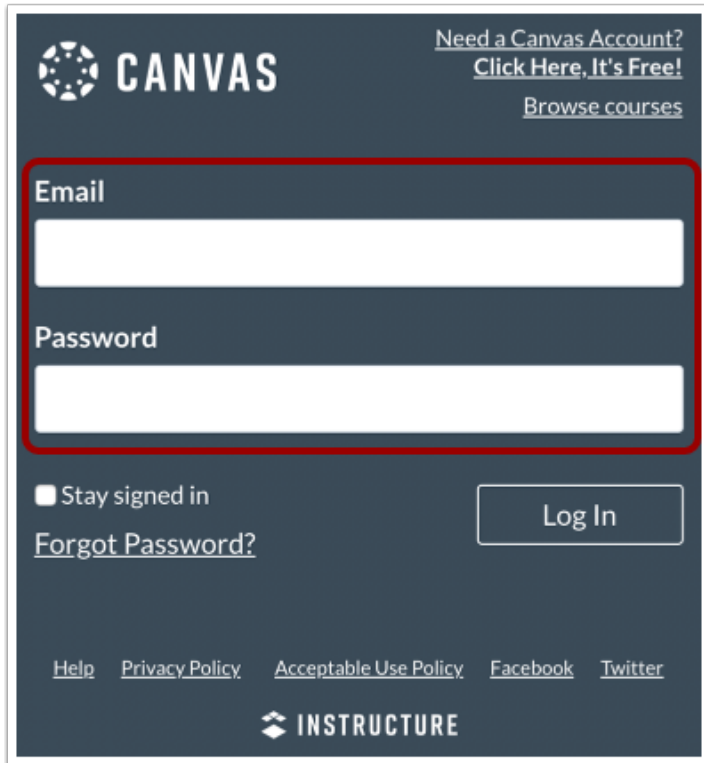
New Password:

Confirm New Password:

Update Password

Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.

Log in to Canvas

The image shows the Canvas login interface. At the top left is the Canvas logo. To its right, there are links: "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". Below these is a red rectangular box containing the login fields. The first field is labeled "Email" and the second is labeled "Password". Below the password field is a checkbox labeled "Stay signed in" and a "Log In" button. At the bottom left of the box is a link "Forgot Password?". Below the entire box are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter". At the very bottom is the Instructure logo.

Log in to Canvas with your login credential and new password.

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. You can search for your Canvas URL by using the lookup tool on [the Instructure website](#) or from the [Free-for-Teacher login page](#).

How do I clear my browser cache on a Mac?

A browser cache stores copies of web pages you visit which allows the pages to load faster. Clearing the cache helps keep pages updated with the correct information.

Safari

To learn more about clearing your cache in Safari, visit [Apple Support](#).

1. In the Safari menu bar, click the **Safari** option.
2. Click the **Clear History** link.
3. In the Clear drop-down menu, select the time range where you want to clear browsing data.
4. Click the **Clear History** button.

Chrome

To learn more about clearing your cache in Chrome, visit [Google Support](#).

1. On the browser toolbar, click the **Chrome** menu icon.
2. Select the **Clear browsing data** link.
3. In the data drop-down menu, select the time range where you want to clear browsing data.
4. Select the **Cookies and other site and plug-in data** and **Cached images and files** checkboxes.
5. Click the **Clear Browsing Data** button.

Firefox

To learn more about clearing your cache in Firefox, visit [Firefox Support](#).

1. In the Firefox menu bar, click the **Firefox** option.
2. Select the **Preferences** link.
3. Click the **Privacy** tab.
4. Under the History heading, click the **clear your recent history** link.
5. Select the **Cache** checkbox.
6. Click the **Clear Now** button.

How do I clear my browser cache on a PC?

A browser cache stores copies of web pages you visit which allows the pages to load faster. Clearing the cache helps keep pages updated with the correct information.

Internet Explorer

To learn more about clearing your cache in Internet Explorer, visit [Microsoft Support](#).

1. In the Internet Explorer menu bar, click the **Tools** icon.
2. Select the **Internet Options** link.
3. In the General tab, under the Browsing history heading, click the **Delete** button.
4. Check the **Temporary Internet files and website files** and **Cookies and website data** checkboxes. Remove the check for the **Preserve Favorites website data** checkbox.
5. Click the **Delete** button.

Edge

To learn more about clearing your cache in Edge, visit [Microsoft Support](#).

1. In the Edge menu bar, click the **Settings** icon.
2. Select **Privacy, Search and Services** link.
3. Click the **Choose What to Clear** button.
4. Choose the types of data or files you want to remove. Select the **Cookies and saved website data** and **Cached data and files** checkboxes.
5. Click the **Clear Now** button.

Chrome

To learn more about clearing your cache in Chrome, visit [Google Support](#).

1. In the Chrome browser toolbar, click the **Chrome menu** icon.
2. Click the **More Tools** link.
3. Click the **Clear browsing data** link.
4. Use the drop-down menu to select the time range from which you want to clear browsing data.
5. Clear browsing data by selecting checkboxes. Select the **Cookies and other site data** and **Cached images and files** checkboxes.
6. Click the **Clear Browsing Data** button.

Firefox

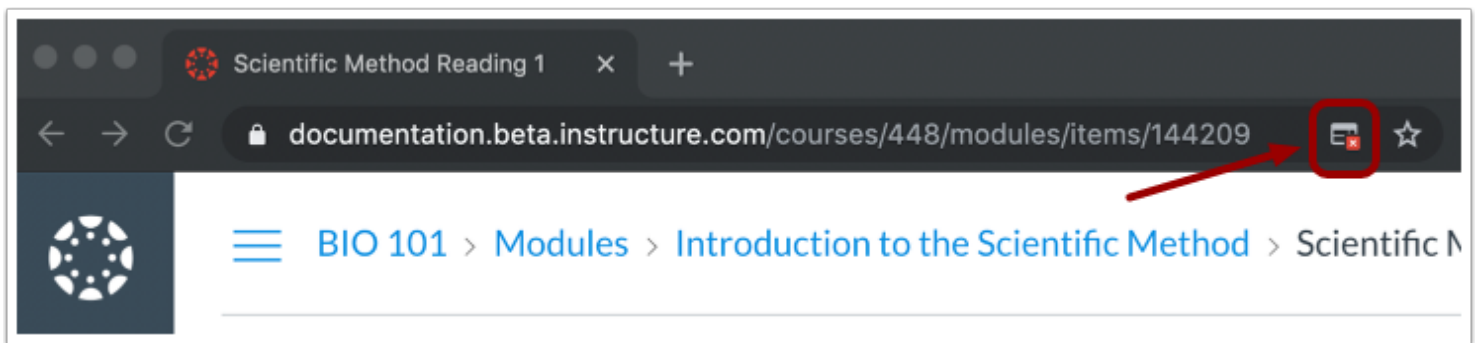
To learn more about clearing your cache in Firefox, visit [Firefox Support](#).

1. In the Firefox menu bar, click the **Firefox** option.
2. Select the **Preferences** link.
3. Click the **Privacy** tab.
4. Under the History heading, click the **clear your recent history** link.
5. Select the **Cache** checkbox.
6. Click the **Clear Now** button.

How do I allow pop-ups for Canvas in my browser?

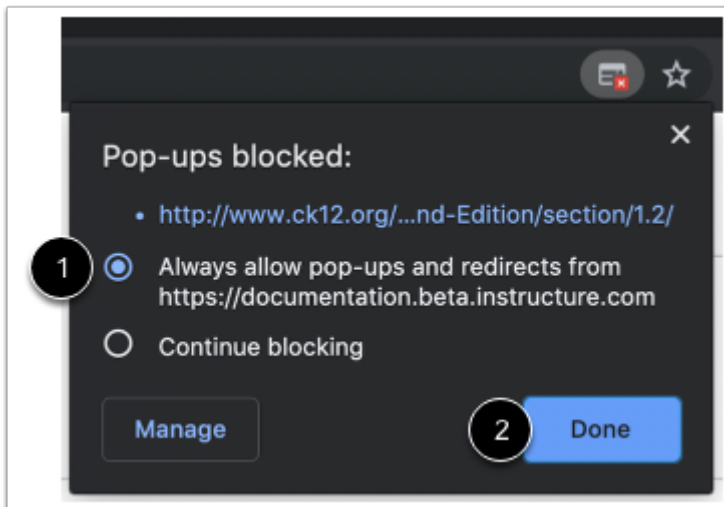
Some features and course content in Canvas require pop-ups to be allowed in your web browser. In order to view the course content, links, or external tools, you need to allow pop-ups for Canvas.

View Blocked Pop-ups in Chrome



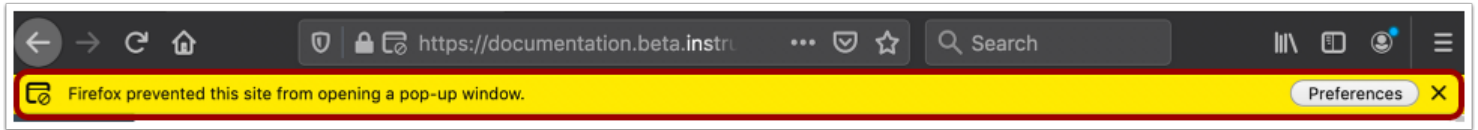
Chrome displays a pop-up icon when a pop-up window is blocked.

Allow Pop-ups in Chrome



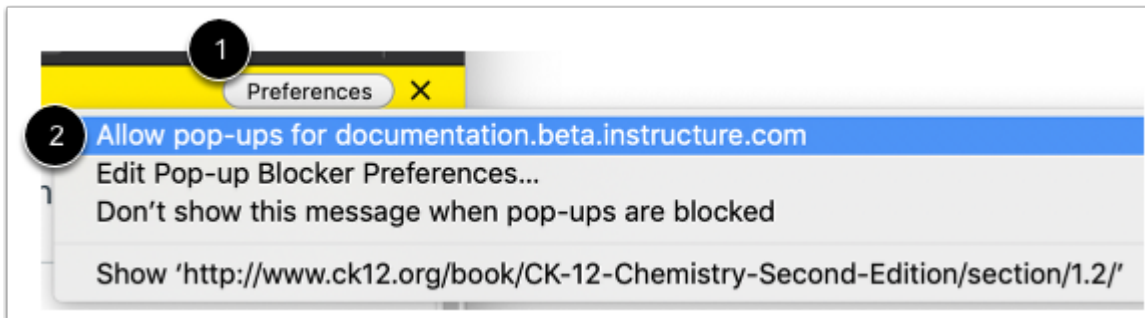
To allow pop-ups for Canvas in Chrome, click the pop-up icon. Select the **Always allow pop-ups and redirects from** option [1]. Click the **Done** button [2].

View Blocked Pop-ups in Firefox



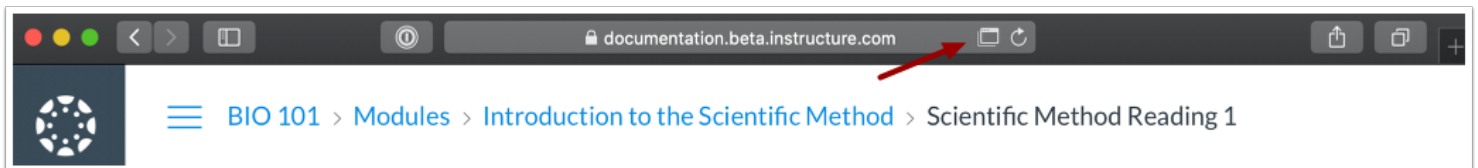
Firefox displays an alert message when a pop-up window is blocked.

Allow Pop-ups in Firefox



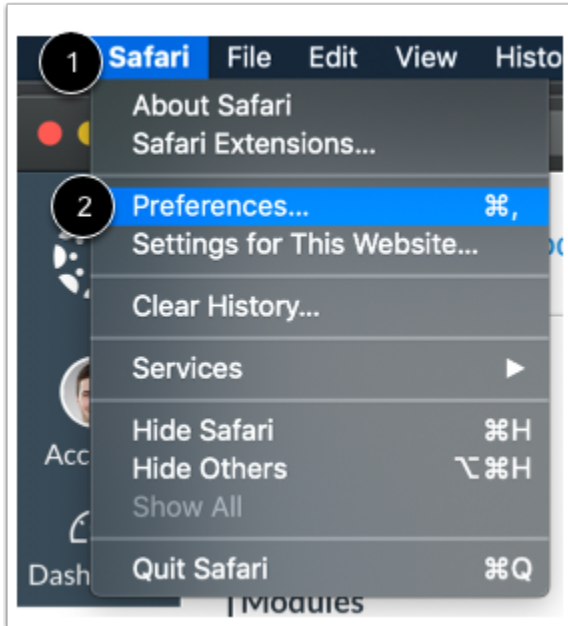
To allow pop-ups for Canvas, click the **Preferences** button [1], then select the **Allow pop-ups for** option [2].

View Blocked Pop-ups in Safari



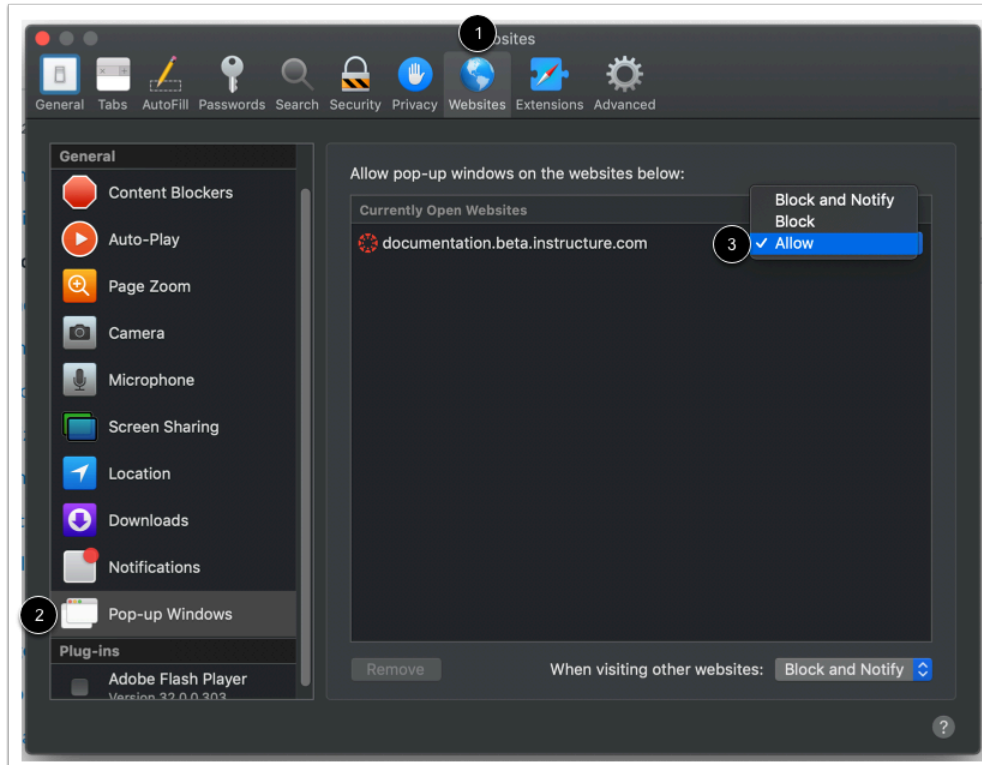
Safari displays the pop-up icon in the address bar when a pop-up is blocked.

Open Safari Preferences



To allow pop-ups for Canvas in Safari, click the **Safari** menu [1], then click the **Preferences** option [2].

Allow Pop-ups in Safari



In the Preferences window, click the **Websites** tab [1]. In the sidebar, click the **Pop-up Windows** link [2]. Locate your institution's Canvas URL. In the Block and Notify drop-down menu, select the **Allow** option [3].

What languages does Canvas support?

Language preferences can be set by the user, the instructor in a specific course, or the admin for the entire account. However, depending on the Canvas area, some language preferences can be overridden.

Language translations are either professionally translated and maintained by Instructure or translated through crowdsourcing. Crowdsourced translations may be incomplete and items that have not been translated will display in English (United States).

If no language is set, Canvas defaults to English (United States).

Supported Languages

Canvas supports the following languages:

- Arabic (العربية) *
- Armenian (Հայերեն) #
- Catalan (Català)
- Danish (Dansk)
- Dutch (Nederlands)
- English—Australia
- English—Canada
- English—United Kingdom
- English—United States
- Finnish (Suomi)
- French (Français)
- French—Canadian (Français Canada)
- German (Deutsch)
- Greek (Ελληνικά) #
- Haitian Creole (Kreyòl Ayisyen)
- Hebrew (עברית) * #
- Hungarian (Magyar) #
- Icelandic (Íslenska)
- Italian (Italiano)
- Japanese (日本語)
- Korean (한국말) #
- Maori (Reo Māori)
- Malaysian (Bahasa Melayu)
- Northern Sami (se) #

- Norwegian—Bokmål (Norsk Bokmål)
- Norwegian—Nynorsk (Norsk Nynorsk)#
- Persian / Farsi (فارسی)*#
- Polish (Polski)
- Portuguese (Português)
- Portuguese—Brazil (Português do Brasil)
- Russian (Русский)
- Simplified Chinese (简体中文)
- Slovene/Slovenian (Slovenščina)
- Spanish (Español)
- Swedish (Svenska)
- Thai (ไทย)
- Traditional Chinese (繁體中文)
- Turkish (Türkçe)#
- Ukrainian (український)#
- Vietnamese
- Welsh (Cymraeg)

* These languages support right-to-left interface functionality.

These languages are translated via crowdsourcing.

Which countries are restricted from using Canvas?

Due to government regulations, Instructure prohibits the unauthorized use of its products and services in specific countries and regions.

Instructure complies with [United States regulations](#) related to embargoed countries and regions. As required by the U.S. Department of Treasury's Office of Foreign Assets Control, Instructure currently prohibits the unauthorized use of its products or services.

The exportation, re-exportation, sale or supply, directly or indirectly, from the United States, or by a U.S. person wherever located, of any Instructure products, services, or technology (including technical data) to any of these countries or regions is strictly prohibited without the prior authorization by the U.S. government.

Due to the evolving nature and wide reach of U.S. sanction programs, customers and their users are urged to consult applicable U.S. export control laws and regulations for further information.

How does Canvas define the terms used to describe its features and functions?

New Canvas users may encounter new terminology throughout Canvas. This lesson is a glossary that identifies the most common terms used in Canvas.

Account

An Account represents an administrative organization unit within Canvas. Every instance of Canvas has the potential to contain a hierarchy of accounts but begins with just one account (referred to as the root account). An account can also contain a subaccount. Canvas admins can manage all accounts and subaccounts for their institutions.

Account also refers to a user account, which houses a user's profile, notifications, files, settings, and ePortfolios.

Act as User

Act as User refers to viewing Canvas as another user. Unless granted specific permission, only admins can act as other Canvas users.

Activity Stream

An Activity Stream displays all recent activity in Canvas. There are two types of Activity Streams in Canvas: Global and Course. The Global Activity Stream is part of the Dashboard and shows recent activity for all courses. The Course Activity Stream is part of a Course Home Page and shows recent activity for a specific course.

Analytics

Analytics is a tool that can be used to evaluate individual components of a course as well as student performance. Canvas currently offers two options for Analytics: Classic Analytics and New Analytics.

Learn more about [New Analytics](#) and [Classic Analytics](#).

Announcements

Announcements is a communication tool that allows instructors to post announcements for all users in a course. Announcements can be created in courses and groups. Canvas admins can also make announcements for an entire Canvas account. Instructors can allow students to reply to announcements.

[Learn more about Announcements.](#)

Assignments

An assignment is any activity assessment that is created by the instructor. Assignments can include Assignments, Discussions, and Quizzes. Some assignments are submitted for no grade. Other assignments may be submitted offline but tracked in the Canvas Gradebook or be submitted online.

Assignments is a link in Course Navigation. The Assignments page lists all assignment types in a course.

[Learn more about Assignments.](#)

Beta

Beta means a version of a product that is used for testing. Each Canvas account has a beta environment to use for exploring new features before they are released in the production environment. Canvas does not require customers to test products but feedback is always welcome.

Blueprint Course

A Blueprint Course is a course that serves as a template for other courses. A course is set as a Blueprint Course in Course Settings. Courses that are linked to the Blueprint Course are called associated courses. When a Blueprint Course is synced, Blueprint Course content is copied to associated courses to match the Blueprint Course content. A Blueprint Course can include admin and instructor enrollments but not student enrollments. A course can only be associated with one Blueprint Course at a time.

Breadcrumbs

Breadcrumbs are the trail at the top of a page window that helps users see what page they are viewing in the course hierarchy.

Calendar

The Calendar is a communication tool that shows users all events and assignments in their courses and groups.

The Calendar is a link in Global Navigation. [Learn more about the Calendar.](#)

Canvas Community

The Canvas Community is an external resource provided by Canvas for all Canvas customers. The Canvas Community includes the Canvas Guides, which provides all Canvas documentation and videos, idea conversations, community groups, and more.

Celebrations

Celebrations are animations that display in the Canvas interface to congratulate a user for completing a task. Once they are enabled at the account level, celebration animations can be managed by individual users from the User Settings page.

Students can view celebration animations in the assignment submissions page for on-time submissions. Instructors can view celebration animations when they run the link validator and no invalid links are found.

Chat

The Chat tool provides synchronous video, audio, and text communication between students enrolled in a course.

When added to a course, Chat is a link in Course Navigation.

Collaborations

Collaborations is a tool that allows students and instructors to create and edit documents that can be edited by the entire course or any subset of the course roster.

Collaborations is a link in Course Navigation.

Conferences

Conferences allow instructors to create virtual classrooms and interact with their students in real time using audio, video, desktop sharing, and presentation tools. Students can also create conferences in groups.

Conferences is a link in Course Navigation. [Learn more about Conferences.](#)

Course Code

The course code is a short name for a course. The course code is displayed at the top of the Course Navigation Menu and as part of course cards in the dashboard.

The course code is also known as the reference code or the short name.

Courses

Courses are units of instruction in one subject that typically last one term. Courses can be created by Canvas admins or instructors.

Course Home Page

The Course Home Page is the first page that students see in a course. The Course Home Page can be customized to display content based on an instructor's preference.

The Home Page is a link in Course Navigation.

Course Import Tool

The Course Import Tool allows content to be imported from existing Canvas courses and content packages from other LMS and textbook publishers. The Course Import Tool is located in Course Settings.

[Learn more about the Course Import Tool.](#)

Course Navigation

Course Navigation is a menu on the left side of a Canvas course. Course Navigation consists of navigation links directed to all the feature areas within a course. Instructors can customize Course Navigation for each course.

Course Setup Checklist

The Course Setup Checklist is a tool for instructors who are new to Canvas and need help setting up a Canvas course. The Course Setup Checklist is located on the Course Home Page.

Some accounts may be configured to use the New User Tutorial instead of the Course Setup Checklist.

Course Statistics

Course Statistics are an instructor tool that summarizes overall student participation in the course.

Course Status

Course Status refers to the state of a Canvas course. All new Canvas courses begin in an unpublished state, where admins can manage course enrollments and instructors can prepare content and assignments for students. A published state means the course is available to students. A concluded state means the course has ended and users can access content in a read-only format.

CSV File

A comma separated value (CSV) file is a file type designed for importing and exporting content. Instructors can create a CSV file from Excel or Google Docs.

Dashboard

The Dashboard is a panel of content that acts as the Canvas default landing page and provides an overview of all Canvas activity for a user. The Dashboard shows all courses and groups, recent activity, to-do items, upcoming assignments, and recent feedback.

Direct Share

Direct Share is a Canvas feature that allows instructors to copy content to another course or share content with another user. Direct Share can be used in Assignments, Discussions, Modules, Pages, Quizzes, and New Quizzes.

Discussions

Discussions is a forum designed to facilitate informal communication between students in a course. Discussions can also be created as assignments for grading purposes. Students can also respond to informal and graded discussions in the context of a group. All Discussions content is public, and all course students can view and reply to a discussion.

Discussions is a link in Course Navigation. [Learn more about Discussions.](#)

DocViewer

Canvas DocViewer is a document preview tool that displays file previews for supported file types. Some file types may need to be downloaded for viewing if they cannot be previewed through DocViewer.

DocViewer also allows annotations in online assignment submissions in Canvas. This tool can be used by both students and instructors. Students can access DocViewer for annotations and comments in the assignment details page, and instructors can access DocViewer in SpeedGrader.

ePortfolios

ePortfolios allow students to showcase their best work to colleagues and prospective employers. They also make it possible for students to create light-weight websites or presentations.

ePortfolios is a link in User Navigation.

Equations

Equations are an expression of mathematical functions that can be entered and viewed in various areas of the Canvas interface. Equations can be added using the [Math Editor in the New Rich Content Editor](#) or [MathQuil in New Quizzes](#). Equations are also accepted in other Canvas text fields, including assignment titles and calendar events.

Files

Canvas provides a file repository for each user, group, and course. Files can be public or private.

Files is a link in User Navigation or Course Navigation. [Learn more about Files.](#)

Free for Teacher

Free for Teacher is a free Canvas account that provides essential functionality of the learning management platform.

[Learn more about Free-for-Teacher accounts.](#)

Global Navigation

Global Navigation is the menu that appears on every Canvas page. Global Navigation consists of navigation links that direct users to frequently-used features in Canvas.

In the New Canvas User Interface (UI), Global Navigation is located on the left of every Canvas page.

Gradebook

The Gradebook stores information about student progress in Canvas. Canvas includes two types of gradebooks: a standard gradebook that provides a collection of numerical or letter-grade assessments, and a Learning Mastery Gradebook that compiles assessments based on learning standards and outcomes.

The Gradebook is a link in Course Navigation for instructors. [Learn more about the Gradebook.](#)

Grades

Grades are a measurement of student performance. Students can calculate hypothetical grades on this page. Instructors can quickly edit grades for any course or section in the Gradebook.

Grades is a link in Course Navigation for students.

Groups

Groups is a tool that helps instructors separate students into smaller course units. Groups can be created for students or by students to enable efficient collaboration.

Groups is a link in the Global Navigation Menu. [Learn more about Groups.](#)

Help

The Help feature is part of Global Navigation and helps users get help in Canvas at any time. The Help link can be customized by a Canvas admin for the institution and may display as a different name.

Inbox

The Inbox is a messaging tool used in Canvas to communicate with a course, a group, an individual student, or a group of students. Messages created in the Inbox can be sent to one user or multiple users.

Inbox is a link in Course Navigation. [Learn more about the Inbox.](#)

Learning Mastery

Learning Mastery maintains that students must achieve a level of mastery (e.g. 90% on a knowledge test) in prerequisite knowledge before moving forward to learn subsequent information. Learning mastery is commonly measured through outcomes.

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. Individual student scores within each outcome are based on outcome values.

MasteryPaths

MasteryPaths is a feature enabled through Modules that supports learning mastery. If students do not achieve mastery for an assignment, they are given additional support in learning and reviewing the information, then tested again. This cycle will continue until learners accomplishes mastery and may move to the next stage.

Math Editor

The Math Editor is a Latex-compatible toolbar in the Rich Content Editor that makes it easy for instructors to write math expressions and equations. Instructors and students can use the Math Editor when creating and taking quizzes.

Moderated Grading

Moderated Grading allows multiple reviewers to grade student submissions and create draft or provisional grades. For instance, an instructor may want two TAs to grade all assignments before the instructor determines the final grade.

Modules

Modules is a tool that can unify all course content into structural components. Module content can be grouped by week, topic, or day. Modules can be set up to require students to complete materials in a sequential fashion.

Modules is a link in Course Navigation. [Learn more about Modules.](#)

New User Tutorial

The New User Tutorial shows new instructors using Canvas for the first time how to become familiar with Canvas using sidebars built into each Canvas feature area.

Some accounts may be configured to use the Course Setup Checklist instead of the New User Tutorial.

Notifications

Notifications allow users to determine where and when they will be notified about activity in Canvas. Each Canvas user can adjust the Notification Settings in their Profile to contact them via email on a schedule that fits their individual needs. Some users will want to be notified of course events on a more regular basis than others. Notifications are set for an entire user's account, not on an individual course basis.

Outcomes

Outcomes are statements that describe skills, understandings, and attitudes that learners will develop during a course or program. Instructors can specify learning outcomes for their courses and track student progress based on measured standards rather than letter grades.

Outcomes is a link in Course Navigation. [Learn more about Outcomes.](#)

Pages

Pages comprises all pages created in a course. A page allows instructors to create content for a Canvas course. Students can also create and edit pages in Groups.

Pages is a link in Course Navigation. [Learn more about Pages.](#)

Pages Front Page

In Pages, instructors can select a page to display as the Front Page. A Front Page is the first page that displays when users navigate to Pages in Course Navigation. When set, a Front Page can also be used as the [Course Home Page](#).

Pairing Codes

Pairing codes are six-digit alphanumeric codes used to link an observer to a student. Students can generate pairing codes from [their User Settings page](#), or instructors can generate them from a [student's User Details page](#). Once the code is generated, observers can enter the pairing code to link to the student from [their User Settings page](#) or in the Canvas Parent app.

People

People displays all users enrolled in a course. Instructors can click a student's name to view a summary of their activity in a course.

People is a link in Course Navigation.

Posting Policies

Posting policies is a setting in the Gradebook that designates whether newly-entered grades are visible or hidden to students by default. When grades are hidden, instructors can manually post grades at a later time. Policies can be set at the course level or assignment level.

[Learn more about posting policies.](#)

Production

Production is the Canvas environment that contains all live data and where users interact with their Canvas courses. New and updated Canvas features are released into the production environment every three weeks.

Profile

A profile is a description that provides information about a person. Admins can choose to enable the Profile feature, which allows users to create biographies and link to social networks as part of their user account.

Quizzes

Quizzes displays all quiz assessment types in a course. Canvas currently offers two quiz engines, Classic Quizzes and New Quizzes. Classic Quizzes is the legacy quizzing tool which provides security from third-party tools, Speedgrader, or CSV exports for student response analysis. New Quizzes is an upgraded quizzing tool with an improved interface, additional question types, and advanced features for moderation and accommodation.

Quizzes is a link in Course Navigation. Learn more about [New Quizzes](#) and [Classic Quizzes](#).

Rich Content Editor

The Rich Content Editor (RCE) is a word processor that supports creation and formatting of content in Announcements, Assignments, Discussions, Pages, Syllabus, Quizzes.

Learn more about the [Rich Content Editor](#).

Role

A role describes the permissions granted to a given user in a given context (course, account, and subaccount). Canvas includes both course-level and account-level roles; the base role types are Student, Teacher Assistant (TA), Teacher, Designer, Observer, and Admin. (In Canvas terminology, teachers are also referred to as instructors.) Customized versions of any of these roles can also be created by an admin.

RSS Feed

Really Simple Syndicate (RSS) is a computer document format that allows electronic content distribution. Audio RSS feeds are also referred to as podcasts. RSS Feeds can be imported into a Canvas course via Announcements.

Rubrics

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

[Learn more about Rubrics](#).

Sandbox

A Canvas sandbox is a course without student enrollments where instructors can create, modify, and preview course content and structure without student interference. They can then share or import sandbox content into live courses. Instructors may be able to [start a new course as a sandbox course](#) from their Canvas dashboard.

A Canvas sandbox may also refer to an institution's beta environment where admins and instructors can enable and use upcoming Canvas features. Admins may use the [Canvas beta environment](#) to review how feature options impact users and courses in their account. Instructors may use the [Canvas beta environment](#) to test features and build course content.

Scheduler

Scheduler is a Calendar tool that creates appointment groups within a course or group.

Sections

Sections are divisions of students within a course. All course sections view the same course content.

Settings

Settings allow admins and instructors to customize the Account or Course Navigation, add users, import content, and link to external tools.

Settings is a link in Account and Course Navigation.

SIS ID

A SIS ID is a unique identifier for an object in Canvas. SIS IDs can be assigned to accounts, courses, terms, sections, users, and groups for a student information system.

SIS Imports

SIS Imports allows admins to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets. Imports can be done manually via the SIS Imports link in Account Navigation or automatically via the API.

These integrations also allow institutions to post grades from the Canvas Gradebook into the institution's SIS.

SpeedGrader

SpeedGrader is a grading tool that helps instructors evaluate student work. Instructors can use rubrics for fast assessment and leave text, video, and audio comments for their students. SpeedGrader is also available as a Canvas mobile app on iOS and Android devices.

[Learn more about SpeedGrader.](#)

Student View

Student View is a tool used by instructors to see how their course appears to students. Activating Student View generates a Test Student that appears in a canvas course and can be used to submit assignments, reply to discussions, and upload files as a test method in the course.

Service Cloud

Service Cloud is the Canvas Support system. A support case is a formal request from a Canvas admin to receive help or direction from Canvas Support. Support Cases can be accessed by institutions using Service Cloud.

Syllabus

The Syllabus is a piece of content that outlines activities in a course.

The Syllabus is a link in Course Navigation.

Term

A term is a period of time assigned to academic instruction. In Canvas, course dates generally align with term dates, though course dates can extend beyond or be shorter than default term dates.

Test

Test is the environment used for testing real data in Canvas without affecting the production environment. The test environment is overwritten with data from the production environment every third Saturday of the month.

Web Services

Web Services are a collection of third-party services that users can use for notifications. Web Services currently support integrations with Google Drive, Skype, Twitter, Delicious, and Diigo.

Welcome Tour

The Welcome tour is a series of tutorials that display in the Canvas interface for new users and provide an overview of Canvas functionality for students, instructors, and administrators.

What is the Admin role?

In Canvas, the Admin role is the administrator role. Users assigned the Admin role oversee and manage an institution's Canvas account or a Canvas sub-account within an institution. Admin permissions allow users to manage terms, create courses, view and moderate enrollments and content for all courses within an account, and view course and account data. Additionally, Admins can direct communication within an account and its courses. Account-level permissions vary for sub-accounts and from institution to institution. For more information about account-level permissions, view the [Canvas Account Permissions resource document](#).

Only Admins may manage account-level permissions. Other Canvas user roles exist, each with varying levels of Canvas access. [Teachers](#) oversee [Teacher Assistants](#), and together they create course content with which [Students](#) and [Observers](#) engage. For more information about course-level user permissions, view the [Canvas Course Permissions resource document](#).

Currently Canvas does not support a specific mobile app for the Admin role. However, an administrator may log in to any of the Canvas mobile apps and act as any user in the account. Admins with teacher or student roles can also view courses through the appropriate mobile app.

Admin Role Use

The main uses of the Admin role are to allow a user to create and moderate terms, upload and manage SIS data, manage account- and course-level features, and manage course-level user roles and permissions. Depending upon the institution, Admins may also access and manage Canvas courses with permissions similar to those of the Teacher role.

Administrators may be added to an account or to a subaccount with specific account-level permissions configured to best fit their roles. For example, an academic advisor may be added to a Canvas subaccount with access to view SIS, account, and course data and with restricted access to courses and course content.

In general, Admin permissions and account configurations reflect an institution's structure. Administrative user roles and permissions may be configured to meet the needs of an institution's administrative needs. A user can only be added as an Admin to an account by another administrator.

Admin Access in Canvas

An institution may modify admin permissions based on user roles. To learn more about Admin participation in Canvas, view the [Canvas Administrator Guide](#).

Admins can:

- Act as users
- Add and remove other administrators for the account

- Add and remove course designers, observers, students, teachers, and teacher assistants to courses
- Add, edit, and delete events on the course calendar
- Create and manage course templates
- Create student collaborations and web conferences
- Generate observer pairing codes for students
- Import, manage, and read SIS data
- Manage account-level settings and features, developer keys, external applications (LTIs) permissions, storage quotas, and webhooks
- Manage courses (including Blueprint courses), course sections, global announcements, and student groups
- Manage learning outcomes and rubrics and view and link to question banks
- Modify login details for users
- Send messages to individual course members and to all members in a course
- View account- and course-level statistics, account and course analytics pages, and usage reports for courses
- View and comment on student submissions and moderate and post to discussions
- View and manage alerts, assignments, notifications, quizzes, and all other course content
- View course and grade change logs
- View the list of courses, change course states, and undelete courses
- View the answer matrix in Quiz Submission Logs
- View the list of users in a course and view the group pages of all student groups
- View, moderate, and edit grades

The following permissions never apply to subaccounts:

- Act as users
- Manage Blueprint courses
- Manage developer keys and SIS data
- Access View Notification tab in Admin Tools

Admin Role Limitations

- Some account-level permissions are locked by default and cannot be changed by anyone. Other permissions may be locked by administrators within an institution.
- Administrators who are given any course level role such as student or teacher in a course may still be able to view admin features and options. To avoid permission conflicts, admins should create a separate account.

What is the Designer role?

In Canvas, the Designer role is used to enroll users responsible for course creation and management. In general, users with the Designer role have permissions that allow them to create and curate course content and view course usage data. However, these permissions may vary among institutions.

Other course-level user roles with varying course-level access exist in Canvas. Designers may work with [Teachers](#) (who oversee [Teacher Assistants](#)) and together they manage course content with which [Students](#) and [Observers](#) engage. For more information about course-level user permissions, view the [Canvas Course Permissions PDF](#).

Designers may also use the Canvas Teacher app to view some course content including announcements, assignments, discussions, and Classic Quizzes.

A designer may be enrolled in a course manually by an administrator or automatically by SIS import.

Designer Role Use

Designers may create course materials, view course usage data, and access and manage all areas of a Canvas course. For example, a designer may be added to a course with the Designer role to construct a course on behalf of a teacher.

The Designer role allows a user to:

- Create and modify course content
- Manually add student enrollments in the course
- Communicate with course participants
- Access course usage reports
- Monitor and moderate the participation and interactions of all enrolled users in a course

Designer Access in Canvas

By default, users with the Designer role may access all content areas of a Canvas course. However, these permissions may vary among institutions. To learn more about Designer participation in Canvas, view the [Canvas Course Permissions PDF](#).

A Designer can:

- Add and delete external applications (LTI) for a course
- Add, edit, and delete assignments, Classic Quizzes, course files and pages, and all other course content
- Add, edit, and delete items in a course calendar, including Scheduler appointments
- Add, edit, and delete learning outcomes associated with course content
- Create, view, and post to course announcements and discussions
- Create and edit rubrics

- Create conferences and student collaborations
- Create, edit, and delete course sections and student groups
- Delete and lock discussions and edit others' discussion posts
- Publish, conclude, and delete courses
- Send messages to other course users and to all members of a course
- View all student group pages for a course
- View and comment on student submissions
- View and link to question banks
- View and manage student course enrollments
- View usage reports for a course

A Designer cannot:

- Build New Quizzes
- Create a Blueprint course
- Change the associated course term
- Generate observer pairing codes for students
- Masquerade as another user in a course
- Read SIS data
- Set up third party authentication for a course
- Unconclude a course
- Upload student enrollments via SIS imports
- View and manage the enrollment of teachers, other course designers, and teacher assistants in a course
- View course analytics
- View course change logs
- View grade audit trail
- View, moderate, and edit all grades

Designer Role Limitations

- Designers cannot modify availability of any of the above permissions. Only administrators can modify access to these functions.
- Designers can only create, modify, and moderate content for a course in which they are enrolled.
- Only users with administrative permissions may import SIS data. Designers cannot import SIS data.

What is the Teacher role?

In Canvas, the Teacher role is used to enroll users responsible for course creation, instruction, and management. Teachers are also referred to as instructors in Canvas. In general, users with the Teacher role have permissions that allow them to moderate a course, view course data, and direct daily course communications. However, these permissions may vary among institutions.

Other course-level user roles with varying course-level access exist in Canvas. [Designers](#) may work with Teachers (who oversee [Teacher Assistants](#)) and together they create course content with which [Students](#) and [Observers](#) engage. For more information about course-level user permissions, view the [Canvas Course Permissions PDE](#).

Teachers may also use the Canvas Teacher app to view some course content including announcements, assignments, discussions, and quizzes.

Teacher Role Use

Teachers may create course materials, view course data, and access and manage all areas of a Canvas course. For example, an instructor may be added to a course with the Teacher role to lead a course.

The main uses of the Teacher role are to allow a user to:

- Create and modify course content
- Moderate and submit grades
- Manually invite others to the course
- Communicate with course participants
- Access course analytics and student data
- Monitor and moderate the participation and interactions of all enrolled users in a course

When a user manually creates a course, Canvas automatically enrolls that user as a Teacher in the course. A teacher may also be enrolled in a course manually by an administrator or automatically by SIS import.

Teacher Access in Canvas

By default, instructors with the Teacher role may access all areas of a Canvas course. However, these permissions may vary among institutions. To learn more about Teacher participation in Canvas, visit the [Canvas Instructor Guide](#).

A Teacher can:

- Add and delete external applications (LTI) for a course
- Add, edit, and delete assignments, quizzes, course files and pages, and all other course content
- Add, edit, and delete items in a course calendar, including Scheduler appointments

- Add, edit, and delete learning outcomes associated with course content
- Create, view, and post to course announcements and discussions
- Create and edit rubrics
- Create conferences and student collaborations
- Create, edit, and delete course sections and student groups
- Delete and lock discussions and edit others' discussion posts
- Generate observer pairing codes for students
- Publish, conclude, and delete courses
- Read SIS data
- Send messages to other course users and to all members of a course
- View all student group pages for a course
- View and comment on student submissions
- View and link to question banks
- View and manage course enrollments, including the enrollment of other teachers, course designers, teacher assistants, and students
- View course analytics
- View grade audit trail
- View, moderate, and edit all grades
- View usage reports for a course

A Teacher cannot:

- Create a Blueprint course
- Change the associated course term
- Masquerade as another user in a course
- Set up third party authentication for a course
- Unconclude a course
- Upload student enrollments via SIS imports
- View course change logs

Teacher Role Limitations

- Teachers cannot modify availability of any of the above permissions. Only administrators can modify access to these functions.
- Teachers can only create, modify, and moderate content for a course in which they are enrolled.
- Only users with administrative permissions may import SIS data. Teachers cannot import SIS data.

What is the Teacher Assistant role?

In Canvas, the Teacher Assistant role is most commonly used to enroll individuals who will work with and support a teacher in a course and who do not need to earn course credit. Teachers are also referred to as instructors in Canvas. Teacher assistants may view and moderate a course and direct daily course communications under a Teacher's supervision. However, these permissions may vary among institutions.

Other course-level user roles with varying course-level access exist in Canvas. [Designers](#) may work with [Teachers](#) (who oversee teacher assistants) and together they create course content with which [Students](#) and [Observers](#) engage. For more information about course-level user permissions, view the [Canvas Course Permissions PDF](#).

Teacher assistants may also use the Canvas Teacher app to view and participate in courses.

Teacher Assistant Role Use

The main use of the Teacher Assistant role is to support a course instructor. Teacher assistants can create course materials, access and manage Canvas course materials, and engage with others enrolled in the course. For example, instructors sometimes use teacher assistants to grade assignments in courses with large student enrollments.

Teacher assistant access to Canvas courses depends on the institution. Teacher assistants may have access to all past, current, and future courses. Alternately, Teacher assistants may only be enrolled in and granted access to individual courses. A teacher assistant may be enrolled in a course automatically by SIS import or manually by an instructor.

Teacher Assistant Access in Canvas

An institution may modify some Teacher assistant course-level permissions. Teacher assistants have access to Canvas courses as outlined in the Canvas Instructor guide.

Teacher Assistants can:

- Add and delete external applications (LTI) for a course
- Create conferences and student collaborations
- Create and edit rubrics
- Customize Course Navigation links
- Delete and lock discussions and edit others' discussion posts
- Generate observer pairing codes for students
- Manage assignments, quizzes, course files and pages, and all other course content
- Manage items in a course calendar, including Scheduler appointments
- Manually add students to a course
- Send messages to other course users and to all members of a course

- View a list of users in a course
- View all student group pages for a course
- View and comment on student submissions
- View and edit grades
- View and link to question banks
- View course analytics
- View course announcements and discussions
- View usage reports for a course

Teacher Assistants cannot:

- Add, edit, and delete learning outcomes associated with course content
- Create, edit, and delete course sections
- Create, edit, and delete student groups
- Publish, conclude, and delete courses
- Read SIS data
- View grade audit trail

Teacher Assistant Limitations

- Teacher assistants can only view content for a course in which they are enrolled.
- Teacher assistants cannot submit work on behalf of students, nor can they submit final grades for students.

What is the Student role?

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

Other course-level user roles with varying course-level access exist in Canvas. [Designers](#) may work with [Teachers](#) (who oversee [Teacher Assistants](#)) and together they create course content with which Students and [Observers](#) engage. For more information about course-level user permissions, view the [Canvas Course Permissions PDE](#).

Students may also use the Canvas Student app to view and participate in courses.

Student Role Use

The main use of the Student role is to link Canvas users to courses where they may access course content in order to receive course credit. For example, Students in a Canvas course often take quizzes and tests and submit assignments for a course grade.

Students can participate in any Canvas area their teacher has enabled for the course. Students can be linked to one or multiple courses and may submit work, see grades, assignments, and events, and interact with other course members.

Depending on the institution, students may have different levels of access to Canvas courses. Students may have access to all past, current, and future courses. Alternately, students can be enrolled in individual courses. Students may be enrolled in a course automatically by SIS import, or manually by a teacher, or by self-enrollment.

Student Access in Canvas

Listed below are the default Canvas permissions for the Student role. However, institutions may modify Student role permissions as needed. To learn more about Student participation in Canvas, view the Canvas Student Guide.

Students can:

- View course announcements
- Submit assignments
- View the course calendar
- View and post to open discussions
- View and participate in Chat
- Create conferences and student collaborations
- Upload and manage files
- Create ePortfolios
- Create and manage group pages
- View their course grades

- View a list of users in a course
- Send messages to other users in a course

Students cannot:

- Add, edit, and delete items in a course calendar
- Add or remove others in a course
- Publish, conclude, and delete courses
- View other course participants' grades
- Add and delete external applications (LTI) for a course
- Add, edit, and delete course content, sections, or student groups
- Create and edit rubrics
- Add, edit, and delete learning outcomes associated with course content
- Delete and lock discussions and edit others' discussion posts
- Read SIS data
- View course analytics and usage reports for a course
- View and link to question banks
- View all student group pages for a course
- View grade audit trail

Student Role Limitations

- Students can only view content for a course in which they are enrolled.
- Students cannot view locked or unpublished course materials.
- If the enabled at the account level, students may be able to create, edit, and delete Scheduler appointments in the course calendar that are visible to other course members.
- Students may be able to view and comment on other students' submissions if a teacher has enabled this option for an assignment.
- Each teacher can customize the links in the Course Navigation and limit the number of features that Students and Observers can see. Students may or may not see links to certain features.

What is the Observer role?

In Canvas, the Observer role can be used to enroll parents, mentors, and guests who would like to participate in a Canvas course but do not need to earn course credit. Observers have limited permissions that allow them to see what is going on in a course without interrupting the flow of daily course communication. Like students, Observers cannot view a course until it is published and the course has started.

To learn more about the observer role, view the [Parent Registration and Student Observation](#) video.

Observers may be able to view assignments, course events, and grades for a student in the Canvas Parent app. For more information about course-level user permissions, view the [Canvas Course Permissions resource document](#).

Observer Role Use

Observers can view course data but cannot participate in all Canvas areas. Observers may be added to a course to observe course data. For instance, instructors sometimes invite guests to join their courses, such as for a web conference. Enrolling the guest with an observer role allows access to the course without being able to affect any course data or participation.

The main use of the observer role is to link a user to a student. Observers can be linked to a student or multiple students and view the student's data in the course. Parents are often enrolled as observers and linked to students, especially in K12 environments. Observers cannot submit work on behalf of the students they observe, but they can see student grades, assignments and events, and course interactions.

Depending on the institution, observers can have different levels of access. Observers can be linked to a single student or multiple students. These links can be at the account or course levels.

- A user-account level link will ensure the observer is linked to a student and will enroll the observer in each student's past, current, and future courses automatically.
- A course-level link is a link between an observer's enrollment in a course and the student's enrollment in that same course. These links have to be created each time the student and observer are enrolled in a course.

Observer Access in Canvas

To learn more about observer participation, view the [Observers Visibility and Participation resource document](#).

Observers can

- View and read announcements
- View assignments index page
- View the calendar
- Join conferences, if invited

- Join collaborations, if invited
- View personal inbox
- Send conversation messages to instructor and student they are observing
- View the dashboard
- View and read discussions
- View files unless they are locked
- View grades, view assignment due dates and comments, and print grades
- View modules and see due dates and point values
- View pages and contribute if the instructor enables the Anyone can edit it setting
- View profile pictures, if available
- View syllabus
- View outcomes
- View quizzes index page

Observers cannot

- Comment on announcements or discussions
- Submit assignments or quizzes
- View course rosters
- Send conversation messages to students in the course they are not observing
- View locked files or folders
- Join groups
- View unpublished courses
- Access the Chat tool
- Reserve appointment slots in the Scheduler
- View grade audit trail

Observer Limitations

- Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.
- Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.
- Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.
- Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may not see links to certain features.
- Courses restricted to term dates are accessible to observers during the term dates. Student access dates do not apply to observers.

How do term dates, course dates, and section dates work in Canvas?

Term dates, course dates, and section dates are very symbiotic. All of them flow together in all aspects of Canvas. Various dates allow different users to participate in the course.

The hierarchy of dates include the following:

- Section dates can override course dates
- Course dates can override term dates

Additionally, some overrides may leave the course open for participation.

Term dates, course dates, and section dates can also be added through SIS imports. SIS enrollment CSV files that include start_date and end_date values override term dates, course dates, and section dates.


In conjunction with this lesson, to see an example of how term dates, course dates, and section dates work together, view the [Terms, Courses, and Section Enrollments resource document](#).

Notes: End dates occur at precisely the minute they are set. For example, a course with an end time at 11:59pm will end at 11:59:00.

View Term Details

Term Details

July–December 2018

Term Runs from	Jul 2, 2018 12:00am to Dec 23, 2018 12:00am		 
Students can access from	term start	to term end	
Teachers can access from	whenever	to term end	
TAs can access from	whenever	to term end	
Designers can access from	whenever	to term end	

Term dates define a fixed period of time for an institution where users can participate in a course. Term dates can also be used for semesters, trimesters, or quarters. In this example, the term runs from July 2, 2018, to December 23, 2018.


Administrators have control over when specific users can participate in the courses. Unless otherwise specified, Students inherit the term start and term end date, while Teachers, TAs and Designers dates inherit a *whenever* start date to the term end date. *Whenever* means that these user roles can always access a course before the term begins.

Note: Only admins can view the Terms page in Canvas. Instructors and students cannot view the Terms page, so admins should make sure instructors and students are aware of term dates for their institution publicly, such as through a course catalog, website posting, or other distribution method.

Warning about End Term Dates

Term Details

July–December 2018

Term Runs from	Jul 2, 2018 12:00am	to Dec 23, 2018 12:00am	← 2	
Students can access from	term start	to term end		
Teachers can access from	Jul 2, 2018 12:00am	to Dec 31, 2018 12:00am	← 1	
TAs can access from	whenever	to term end		
Designers can access from	whenever	to term end		

Again, in the example about access dates, the ending dates would be as follows:

- Instructors (teachers) [1] can access courses until 12:00 am on December 31, 2018 (last full day is December 30).
- Everyone else with a *term end* date [2] can access courses until 12:00 am on December 23, 2018 (last full day is December 22).

When a term has concluded, associated courses are placed in a read-only (archived) state. Read-only means that a course is not available for submitting assignments, posting discussions, uploading files, grading, or any other action-based task within a course.

Note: Canvas currently does not generate a warning about term dates as it does for course dates.

View Future Enrollments

Future Enrollments				
Course	Nickname	Term	Enrolled as	Published
☆ American History 1		Winter 2018	Student	No
☆ Beginning Biology 2		Winter 2018	Student	Yes

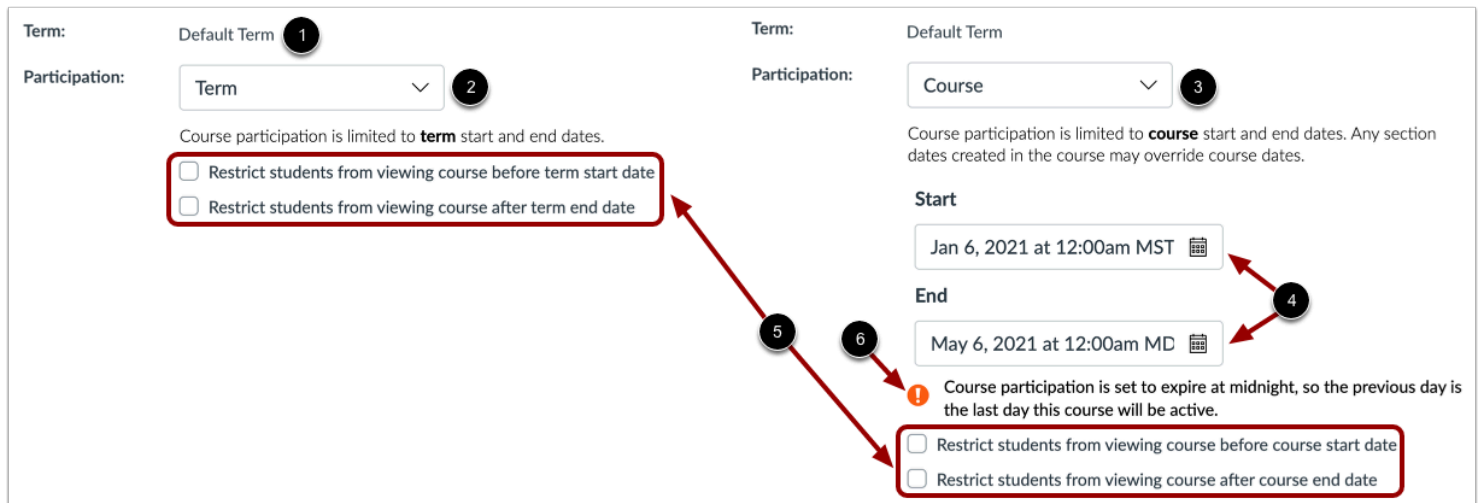
Once a user is added to a course, terms set default dates for when users have access to courses assigned to that term. Access relates to published courses.

If a course is unpublished or does not include a link [1], students cannot have access to any course content until the start date of the term.

If a course is published [2], students are able to view content before the start of the term. However, they cannot fully participate in the course, such as submitting an assignment or contributing to a discussion topic. On the start date of the term, students can fully participate in the course.

Some institutions may choose to publish their courses on the same day as the term start date, so prior access to course content is not an issue. However, some prefer to allow instructors to publish their own courses ahead of the term start date and restrict student access to the course completely before the course begins. Students can also be restricted from being able to view a course after it has ended.

View Course Dates



Term: Default Term **1**

Participation: Term **2**

Course participation is limited to **term** start and end dates.

☐ Restrict students from viewing course before term start date

☐ Restrict students from viewing course after term end date

Term: Default Term

Participation: Course **3**

Course participation is limited to **course** start and end dates. Any section dates created in the course may override course dates.

Start

Jan 6, 2021 at 12:00am MST **4**

End

May 6, 2021 at 12:00am MD **6**

5

6

4

Course participation is set to expire at midnight, so the previous day is the last day this course will be active.

☐ Restrict students from viewing course before course start date

☐ Restrict students from viewing course after course end date

Courses may be assigned to the Default Term or a specific term [1]. By default, course dates default to the term dates [2]. However, course dates can be set to override the term dates or compliment the term dates. Both admins and instructors can manage these dates.

To override the term dates, select the **Course** option from the Participation dropdown [3]. Course participation dates can be set within the term or extend past the term [4]. Adding a course participation start or end date adds or removes the course to or from the Card View Dashboard (if the course is marked as favorite), and students can still participate in the course by accessing their Courses list until the end of the term. The course is in a read-only state for students and observers outside of the course participation dates.

For example, if the term dates were August 31 to December 20, the instructor could set access to the course a week later and end the course a week earlier. By shortening the course participation start and end dates, students will only have read-only access to the course before and after those dates. The instructor can still manage course content and grades before the term end date set for instructors.

Admins and instructors can also [change student access settings](#) to allow or restrict students from viewing the course before the start or end date [5].

Notes:

- If a course participation end date is set to midnight, a warning message displays [6].
- Course dates determine placement in a student's Courses list (past, current, or future enrollment).

View Section Dates

History 101 Section 2

3 Active Enrollments

SIS ID:

Runs from Sep 26 at 12am to Dec 14 at 12am

The Section dates are the most mobile. Sections can be moved from term to term or course to course. If section enrollments need to be moved, such as for cross-listing a section into another course, section enrollments should be moved before students submit any coursework, as course participation cannot be transferred across sections.

Section dates default to the course dates, unless you also set up section override dates.

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).

Sections can have various start and end dates. For example, Section 2 could be set with a start date of September 26, 2018, and an end date of December 14, 2018. Sections within the same course can share course material and have varied due dates.

How do I contact Canvas Support?

Depending on the institution, Canvas users can contact Canvas Support through the Help menu in Canvas Global Navigation on the web or the Help option in the User Menu from one of the Canvas mobile apps. Canvas support agents are trained to assist all Canvas user roles, including students, instructors, and observers/parents/caregivers.

Institutions can customize their Help Menu with the help resources they want their users to use, as well as by role. Canvas documentation displays the default menu options, but what options display in Canvas for you may be different from the screenshots shown in the reference lessons below.

Canvas Web

Instructors/Teachers/Course Facilitators: [How do I get help with Canvas as an instructor?](#)

Students: [How do I get help with Canvas as a student?](#)

Parents/Observers: [How do I get help with Canvas as an observer?](#)

Admins: To report any problems with Canvas, contact Canvas Support. For assistance with managing your institution's Canvas account, contact your Customer Success Manager (CSM).

Canvas Mobile Apps

Instructors/Teachers/Course Facilitators:

- [How do I get help with the Teacher app on my Android device?](#)
- [How do I get help with the Teacher app on my iOS device?](#)

Students:

- [How do I get help with the Student app on my Android device?](#)
- [How do I get help with the Student app on my iOS device?](#)

Parents/Observers:

- [How do I get help with the Canvas Parent app on my Android device?](#)
- [How do I get help with the Canvas Parent app on my iOS device?](#)

What if there is no Help button in my Global Navigation?

In some cases, the Help Menu may be disabled altogether. If you do not see a Help menu in Canvas, use the support resources provided by your institution or contact your institution's IT department. If your question is able to be shared publicly, you may consider [asking the Canvas Community](#).

How do I learn more about Canvas support tiers?

Learn more about available support tiers by viewing the [Canvas Support Terms](#) webpage.

What tools and computer skills do I need to use Canvas?

Canvas is a learning management system, or LMS, that can be [accessed from a web browser](#) or one of the [Canvas mobile apps](#). In order to use Canvas, you will need some basic skills to use a computer or mobile device.

This lesson lists some of the tools and skills you may need to use Canvas LMS software. You may be asked by your institution or instructor to learn other skills that are specific to your courses.

Required Tools

Canvas Web

- Computer, laptop, or other device that meets the [Canvas basic computer requirements](#)
- [Supported web browser](#) (Chrome, Firefox, Edge, or Safari) that has been updated to the current or first previous major version

Canvas Mobile Apps

- Mobile device that supports the latest version of any Canvas mobile app
- App download of Canvas Student ([Android/iOS](#)), Canvas Teacher ([Android/iOS](#)), or Canvas Parent ([Android/iOS](#))

Required Skills

You will likely need the following skills in order to use Canvas. Other skills may be required by your institution or instructor in order to provide or complete coursework.

- Connect to the Internet using wireless or wired network
- Enter a URL/web address
- Enter text using a keyboard or other software
- Navigate Canvas using a mouse, keyboard, or other device
- Understand file extensions
- Download and upload a file

Resources

Computer Basics

If you want to complete an online tutorial to learn computer skills, try one of these courses:

- [Computers & the Internet - Khan Academy](#)
- [Basic Computer Skills Courses - GCF Global](#)

- [Internet Basics - GCF Global](#)
- [Smartphones & Tablets - GCF Global](#)

In addition to the resources above, you may be able to find computer skills training from your institution, local library, or other community resource.

Note: The resource links above are external links that are not managed by the Canvas Community team or Instructure.

Browser Download

To download a web browser or update your browser to the most recent version, use one of these options:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)
- [Apple Safari](#) (only available for Mac computers and iOS devices)

Device Support

If you are having issues using your device or want to learn more about it, use one of these links:

- [Mac Support](#) (Apple computers)
- [Microsoft Support](#) (Windows computers)
- [iPhone Support](#) (Apple devices)
- [Android Help](#) (Android mobile devices)

Canvas Features

What are Analytics?

Analytics evaluate individual components of a course and evaluate student performance. Analytics takes a three-pronged approach to creating substantive data for Canvas users.

- **Justification** focuses on system reports and how the system is being used.
- **Intervention** looks to predict at-risk students and how to meet their needs.
- **Learning** focuses on learning outcomes, the effectiveness of the teaching style, and the division of time between students achieving competence and those falling behind.

Account Analytics

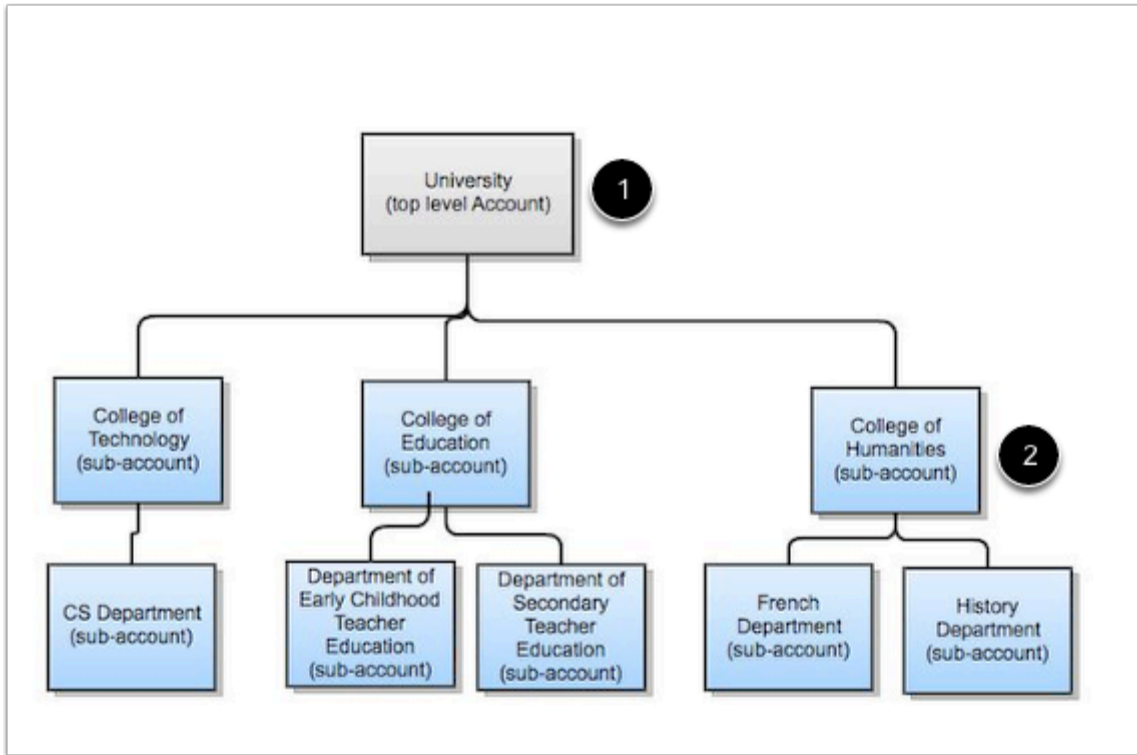
Account admins can see the analytics for the entire account to track and analyze what students, teachers, observers, and/or designers are doing within the account. Analytics work in conjunction with account Statistics.

[View a video about Analytics and Statistics.](#)

Notes:

- To view account analytics, analytics must be enabled in Account Settings.
- Account analytics also includes analytics enabled at the sub-account level.

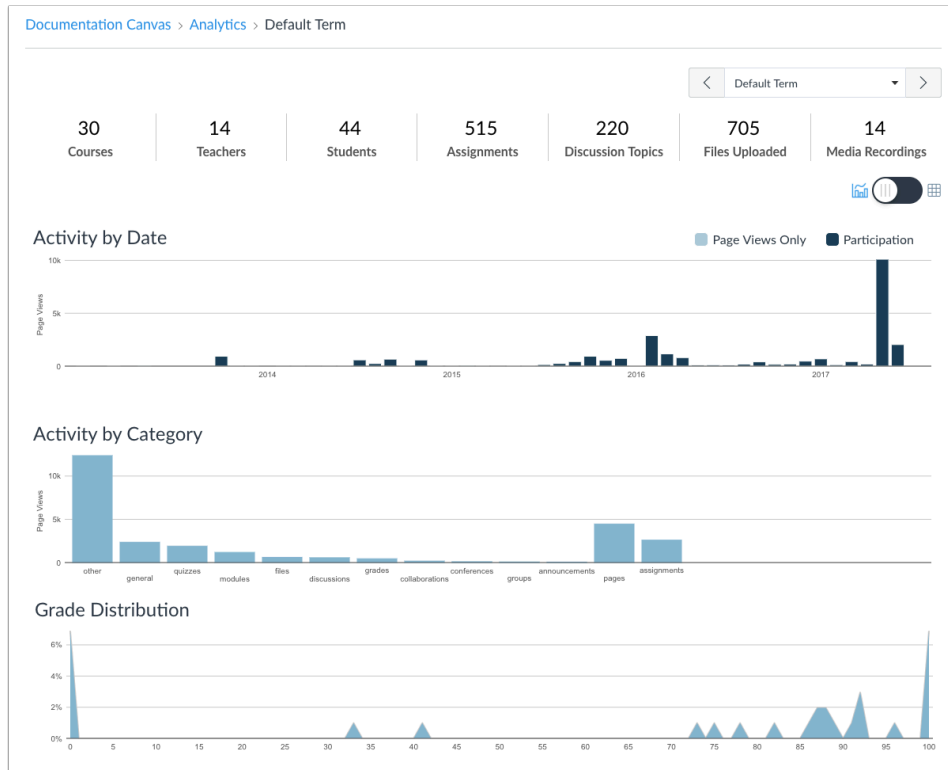
View Account Analytics Hierarchy



Analytics can be used at any level of the account, as long as the user has the account-level permission to view analytics. For example, admins in the root account [1] can view analytics for the account and all sub-accounts. Admins in sub-accounts [2] can view the analytics for their own sub-account and any additional sub-accounts below them.

Admins can also view course analytics within an account or sub-account. Instructors can view course analytics if they are also given the analytics permission at the course level.

When Would I Use Account Analytics?



In account analytics, there are four main sections:

1. **Overview** of what is in the account including Courses, Teachers, Students, Assignments, Discussion Topics, Files Uploaded, and Media Recordings.
2. **Activity by date** allows the Admin to view how everyone is participating in the courses within the term and account.
3. **Activity by category** allows the Admin to view the participation for Pages, Assignments, Modules, Discussions, Grades, Files, Collaborations, Announcements, Groups, Conferences, General, and Other.
4. **Grade distribution** allows the Admin to view what the final grades and in progress grades look like during the term within the account.

Use account analytics to:

- Make sure the students, teachers, observers, and/or designers are participating in the course.
- See an overview of the term within the account.
- View how the users are interacting with the courses in the term.
- Watch how the grade distribution fluctuates or stays steady.

- View the total number of courses, teachers, students, assignments, submissions, discussion topics and replies, files, and media recording in the term within the account.

Course Analytics

Instructors can see the analytics for a course to track and analyze what students, observers, and/or designers are doing within the course. Analytics work in conjunction with course statistics.

Note: Viewing course analytics is a course permission. If you cannot view course analytics, your institution has restricted this feature.

When Would I Use Course Analytics?



In course analytics, there are four main sections:

- **Activity** allows the instructor to see when students view a page or participate in the course.
- **Submissions** allows the instructor to view if students submit the assignment on-time, late, or not at all.
- **Grades** use a box and whisker plot to show the distribution of grades in the course.
- **Student Analytics** shows page view, participations, assignments, and current score for every student in the course.

Use course analytics to:

- Predict how students react to course activities.
- See which students are at-risk and need help.
- View how effective your teaching strategies are in allowing students to learn.
- See a quick view of what your students are achieving in your course.

What is New Analytics?

New Analytics is an LTI tool installed at the account level and can be made visible in all courses.

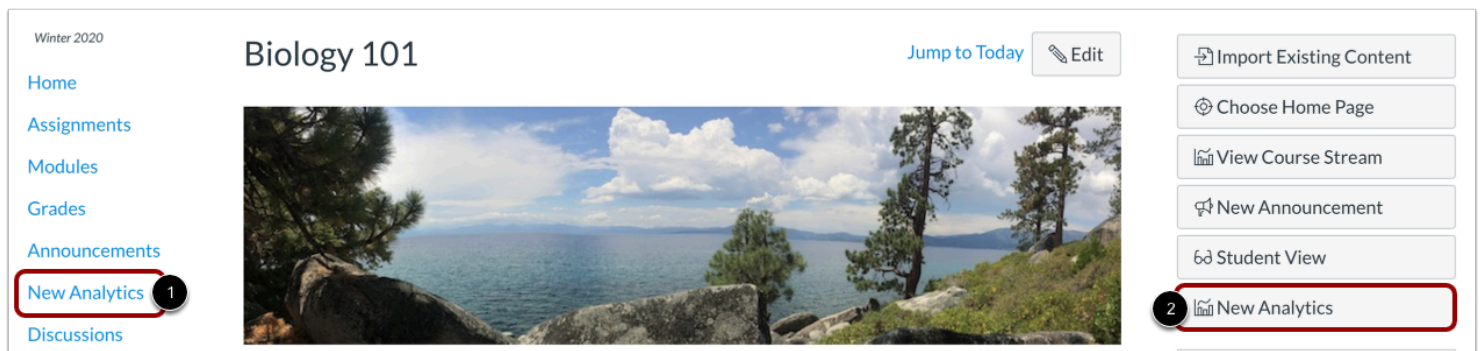
Data is refreshed for published courses in the New Analytics dashboard every 24 hours. Report data may be delayed by 24 hours; however, Course Activity Report data may be delayed by 40 hours. Only active and completed student enrollments are included in data for New Analytics. Deleted or inactive user enrollments do not generate data.

Users participating in New Analytics can provide feedback in the New Analytics [User Group](#) about future analytics feature development. This tool will replace the [current analytics](#) feature at the course and user levels in a future release.

Notes:

- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- New Analytics data does not display for unpublished courses.
- Because mobile page view data is based on device settings and network connection, it may vary from the time the page views actually occurred. Page view data should not be used to assess academic integrity.
- Unposted assignments are not included in New Analytics course grade tab.

New Analytics Access



The screenshot shows the Canvas course interface for 'Biology 101'. On the left, the navigation menu includes links for Home, Assignments, Modules, Grades, Announcements, **New Analytics** (highlighted with a red box and a '1' in a circle), and Discussions. The main content area shows a landscape image of a lake and trees. On the right, there are buttons for 'Jump to Today', 'Edit', 'Import Existing Content', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'Student View', and **New Analytics** (highlighted with a red box and a '2' in a circle).

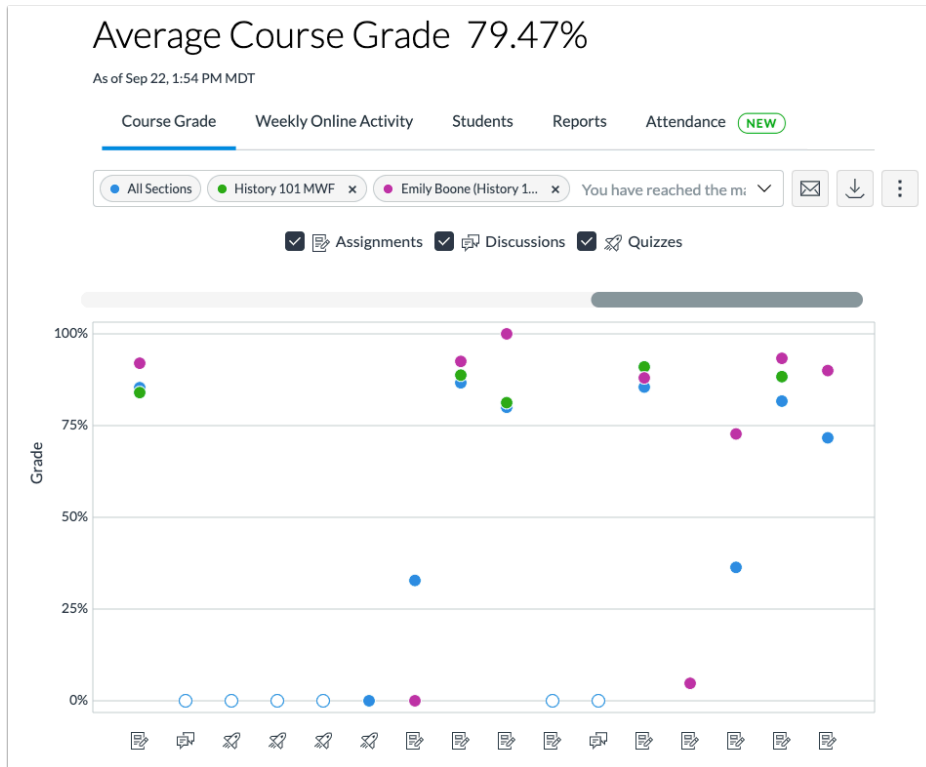
New Analytics can be accessed from Course Navigation [1]. By default, this link is hidden in Course Navigation in each course and must be enabled.

To enable New Analytics, open Course Settings and view the Navigation tab. Move the New Analytics link to the *enabled* section and save the page.

You can also access New Analytics from the **New Analytics** button in the Course Home Page [2].

Note: Admins can remove the New Analytics LTI from Account Settings. If the New Analytics link is not available in the Navigation tab for a course, New Analytics is not available for the entire institution.

When Would I Use New Analytics?



Currently, New Analytics allows instructors to track average course grades for student submissions using an interactive chart graph or table. Data is for viewing only and cannot directly be changed.

Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Use New Analytics to:

- View average course grade analytics as an [interactive chart graph](#) or a [data table](#)
- Compare the course average with an individual assignment, course section, or student filter using the [chart graph comparison](#) or [data table comparison](#)
- View average weekly online participation analytics as an [interactive chart graph](#) or a [data table](#)
- Compare the course average weekly online participation analytics with an individual student or section using the [chart graph comparison](#) or [data table comparison](#)
- Send a message to all students based on [specific course grade](#) or [participation criteria](#)
- Send a message to an individual student based on [specific course grade](#) or [participation criteria](#)
- View course grade and participation analytics for an [individual student](#)
- [View and download reports](#) on missing, late, or excused assignments, class roster, and course activity.
- View a report that [displays if students have met online attendance criteria](#) that has been [selected by an admin](#).

What are Announcements?

Announcements allow instructors to communicate with students about course activities and post interesting course-related topics. Announcements are designed to allow instructors to broadcast information out to all members of a course or to all members of sections within a course. Students may be able to reply to announcements, but replies are not considered to be a conversation and do not appear in the Inbox.

View the [Announcements Overview video](#).

View Announcements

All

Search

🔒

🗑️

+ Announcement

External Feeds

●

□

U

Semester Deadline
[All Sections](#)
 Make sure you finish up all outstanding projects as the semester deadline appro...

Posted on:
 Apr 9, 2018 at 12am

●

□

🌍

Classroom Change
[All Sections](#)
 Due to a scheduling conflict, your Thursday lecture will take place in room 224 ...

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

●

□

👤

Midterm Review Collaboration
[All Sections](#)
 Please see the new Midterm Review collaboration. Each student has been assign...

1 1

⋮

Posted on:
 Feb 15, 2018 at 12:39pm

[↩ Reply](#)

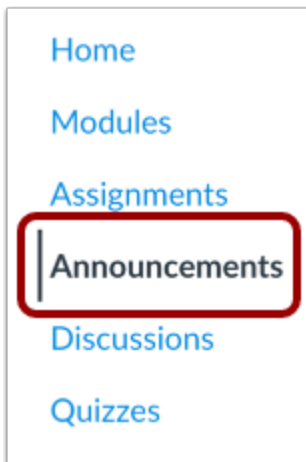
Announcements are used to communicate with students about the logistics of your course. As soon as you have created an announcement, Canvas takes care of notifying students according to their preferred notification settings. There are also unread and read indicators next to the announcement.

In Canvas, you have the option of feeding posts from your blog or other information sources directly into your Announcements page using RSS. RSS feeds can be filtered by keyword to prevent irrelevant content from entering the course. Students who use RSS readers can subscribe to course announcements outside of Canvas.

Notes:

- You can use keyboard shortcuts to navigate individual announcements. To view a window with a list of keyboard navigation shortcuts, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.
- 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.

When would I use Announcements?



Use Announcements to:


- Remind your students what they need to accomplish to stay on track.
- Point students to internal and external resources that will help them achieve course Outcomes.
- Leave a message for the entire class with video or audio comments.
- Celebrate student success and important events that may be of interest to your students.
- Feed a custom RSS feed related to the topic of the course to your students.
- Automatically share blog posts written by your students on Wordpress, Blogger, etc. with custom RSS feeds.

Announcements Redesign

All ▾

↓ Sort

↑ Top





Doug Roberts

AUTHOR

TEACHER

Jul 26 9:14am Edited Jul 27 3:16pm


6 replies, 3 unread

Welcome!

Welcome to US History! I'm excited to get this semester started and get to know each of you. Please reach out to me if you have any questions or concerns about the course.


Reply



Emily Boone

Jul 27 12:49pm Last reply Jul 27 12:50pm




Excited to learn more about history.

Reply |  1 | 1 reply, 1 unread

If enabled by your institution, Announcements Redesign provides an enhanced experience for course announcements.

An announcement displayed in the Announcements Redesign interface includes three sections: the announcement toolbar, announcement, and announcement replies.

You can use the toolbar to search for replies or specific authors, filter by all replies or unread replies, sort replies by newest or oldest, and return to the top of an announcement.

No Class Friday

All Sections

Class has been cancelled for today. Thank you for your understanding.



What are Assignments?

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page shows students all of the Assignments that will be expected of them and how many points each is worth.




Assignments can be assigned to everyone in the course or differentiated by section or user.

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

Instructor View

+ Group
+ Assignment
⋮

⋮ ▾ Assignments
 1 Rule ▾
+
⋮

⋮	 Reading Assignment Due Mar 8 at 11:59pm 20 pts	✓	⋮
⋮	 Plant Genetics Paper Due Dec 4, 2019 at 11:59pm 60 pts	✓	⋮
⋮	 Areas of Research Due Aug 27, 2019 at 11:59pm 75 pts	✓	⋮

Any assignment created and published in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view them. Additionally, any assignments created in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

Assignments can also be organized in Modules.

When would I use Assignments?

Assignments can be used to:

- Assess how well students are achieving course Outcomes
- Set up online submissions that can be quickly graded in the SpeedGrader
- Grade online as well as student work submitted "on-paper"
- Create differentiated assignments for sections
- Set up peer reviews
- Grade Discussions, either by the whole class or student groups
- Open Quizzes for a limited amount of time
- Record attendance
- Create ungraded activities that align with course Outcomes
- Assess submissions with moderated grading and multiple reviewers

Student View

SHOW BY DATE
SHOW BY TYPE

▼ Overdue Assignments

Chapter 1 Discussion

Due Aug 30, 2019 at 11:59pm

Chapter 1 Test Questions

Due Aug 31, 2019 at 11:59pm

Label your Microscope Copy

Due Sep 5, 2019 at 6am | ~10 pts

▼ Upcoming Assignments

Safety in Science - Symbols

Due Mar 5 at 11:59pm | ~25 pts

Lab Notebook - Ecology Virtual Lab

Due Mar 5 at 11:59pm

▼ Undated Assignments

Survey

Surveyed Assignment

Cell Biology Assignment

31/40 pts

▼ Past Assignments

Peer Review Assignment Test

Due Mar 2 at 11:59pm | ~25 pts | Not Yet Graded

What are Biomes?

Due Feb 21 at 11:59pm | 24/50 pts

Any assignment created by an instructor in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features.

To access an assignment, click the name of the assignment.

What is Assignment Enhancements?

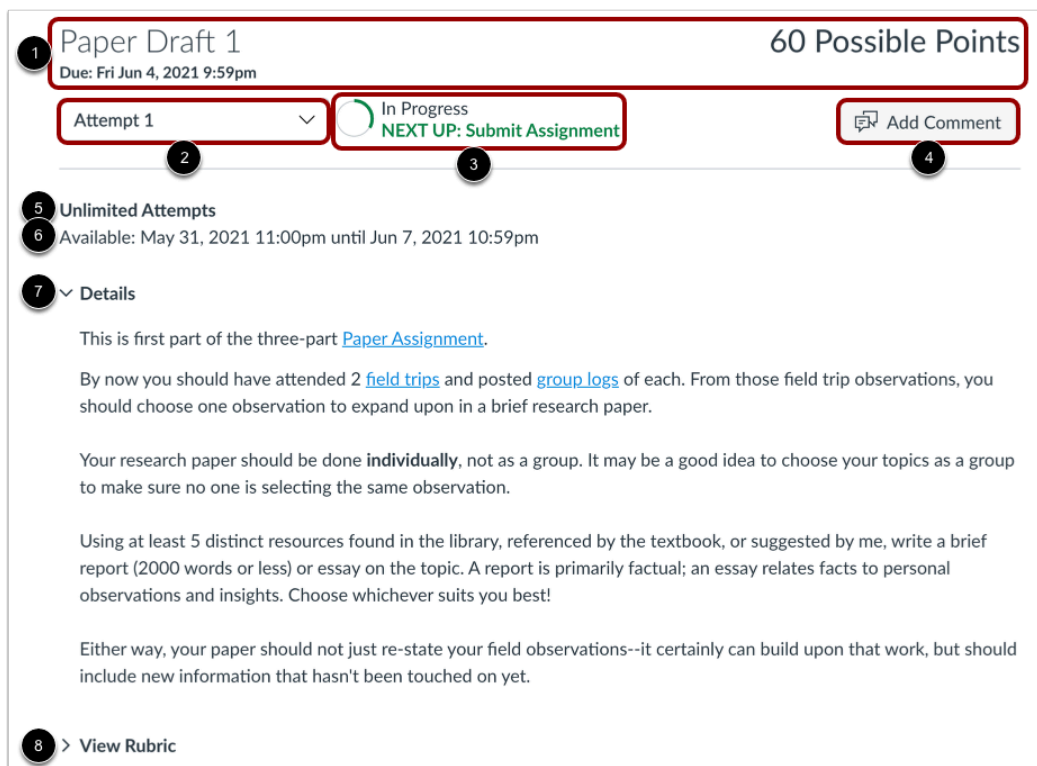
Assignment Enhancements is an update to the Classic Assignment Details page that improves the assignment interface and submission workflow for students.

Admins can enable the Assignment Enhancements - Students feature preview. If enabled and locked, Assignment Enhancements is enabled in all courses in the account. If enabled and unlocked, teachers can manage the feature preview from the course level. If disabled, the Classic Assignment Details is used for all courses in the account.

Notes:

- If students are not able to view an assignment with Assignment Enhancements, the Assignment Enhancements - Student feature preview has not been enabled or the assignment type is not supported. Please view [this guide](#) for more information.
- Assignment Enhancements does not support Peer Review assignments.

View Assignment Details Using Assignment Enhancements



The screenshot shows the Canvas Assignment Enhancements interface for an assignment titled "Paper Draft 1". The interface includes the following elements:

- 1** Assignment Title: "Paper Draft 1" and "60 Possible Points".
- 2** Due Date: "Due: Fri Jun 4, 2021 9:59pm".
- 3** Attempt Selection: "Attempt 1" with a dropdown arrow.
- 4** Submission Status: "In Progress" with a green circle icon and "NEXT UP: Submit Assignment".
- 5** Add Comment: "Add Comment" button with a speech bubble icon.
- 6** Unlimited Attempts: "Unlimited Attempts".
- 7** Availability: "Available: May 31, 2021 11:00pm until Jun 7, 2021 10:59pm".
- 8** Details: A section titled "Details" with a dropdown arrow, containing instructions for the assignment.

This is first part of the three-part [Paper Assignment](#).

By now you should have attended 2 [field trips](#) and posted [group logs](#) of each. From those field trip observations, you should choose one observation to expand upon in a brief research paper.

Your research paper should be done **individually**, not as a group. It may be a good idea to choose your topics as a group to make sure no one is selecting the same observation.

Using at least 5 distinct resources found in the library, referenced by the textbook, or suggested by me, write a brief report (2000 words or less) or essay on the topic. A report is primarily factual; an essay relates facts to personal observations and insights. Choose whichever suits you best!

Either way, your paper should not just re-state your field observations--it certainly can build upon that work, but should include new information that hasn't been touched on yet.
- 9** View Rubric: "> View Rubric" link.

The Assignment Enhancements page displays assignment information.

The **Assignment Summary** header displays the assignment title, due date, and points possible [1]. Not all assignments may have a due date.

The **Attempt** drop-down allows you to view submission attempts for the assignment [2]. By default, the Attempt drop-down displays your most recent submission attempt.

The **Progress Tracker** displays the assignment submission and grading status [3].

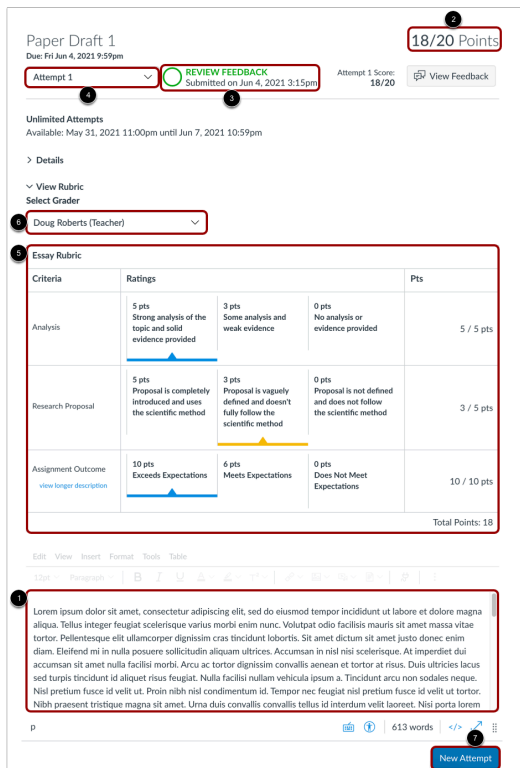
To view assignment feedback or add an assignment comment for your instructor, click the **Add Comment** button [4].

View the number of allowed attempts [5] and availability dates [6].

Any added assignment instructions display in the **Details** section [7].

If a rubric was added to the assignment, view it by clicking the **View Rubric** link [8].

View Graded Assignment Using Assignment Enhancements



The screenshot shows the Canvas assignment interface for "Paper Draft 1". The header displays the assignment title, due date (Fri Jun 4, 2021 9:59pm), and points possible (18/20 Points). The Attempt drop-down is set to "Attempt 1". The Progress Tracker shows "REVIEW FEEDBACK Submitted on Jun 4, 2021 3:15pm" and "Attempt 1 Score: 18/20". The Details section shows "Unlimited Attempts" and "Available: May 31, 2021 11:00pm until Jun 7, 2021 10:59pm". The View Rubric link is visible. The Select Grader dropdown is set to "Doug Roberts (Teacher)". The Essay Rubric table is displayed, showing criteria and ratings. The text editor shows a sample text with a word count of 613 words.

Criteria	Ratings	Pts
Analysis	5 pts Strong analysis of the topic and solid evidence provided 3 pts Some analysis and weak evidence 0 pts No analysis or evidence provided	5 / 5 pts
Research Proposal	5 pts Proposal is completely introduced and uses the scientific method 3 pts Proposal is vaguely defined and doesn't fully follow the scientific method 0 pts Proposal is not defined and does not follow the scientific method	3 / 5 pts
Assignment Outcome	10 pts Exceeds Expectations 6 pts Meets Expectations 0 pts Does Not Meet Expectations	10 / 10 pts
Total Points: 18		

The most recent submission displays [1].

When a submission has been graded, the grade displays [2] and the Progress Tracker displays the Review Feedback status [3].

If multiple submissions have been added, they can be previewed by selecting the attempt from the **Attempt** drop-down [4].

If a rubric was used to grade the assignment, the completed rubric displays [5]. If multiple graders scored your submission with a rubric, you can view how individual grader's completed the rubric using the **Select Grader** drop-down [6].

If permitted, students may resubmit another attempt using the **New Attempt** button [7].

Note: If students are not able to resubmit work, the instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.

What is the Calendar?

One of the challenges facing both students and instructors is keeping track of all of the assignments planned throughout the term. Instructors are teaching multiple courses and students are learning in multiple courses. Every course has its own timeline for when things need to be done. The Calendar helps everyone stay on schedule and up to date.

The Calendar in Canvas is a global feature, meaning users can see all courses assignments and events in one place. Calendars can be filtered by selecting or deselecting courses in the sidebar.

To help manage user calendars, courses customized in the courses drop-down menu as a favorite course will always be listed at the top of the user's calendar list in the calendar sidebar. By default, the Calendar displays a maximum of 10 course calendars. To increase the amount of course calendars that can display to users in your Canvas account, contact your Customer Success Manager.

Instructor View

The Calendar is used for reminding students of graded Assignments with specific due dates. To provide students with detailed descriptions of how synchronous class time will be used, consider using Pages or customizing the Course Home Page.

The Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if you create, change, or delete the due date of an Assignment on the Calendar, it will show up in all the others and vice versa. You can change dates easily by dragging and dropping assignments from one date to another.

When would I use the Calendar as an instructor?

As an instructor, use the Calendar to:

- View and create activities in your course as well as events and personal reminders; you can also filter the calendar view to only see specific calendars.
- Quickly add Assignments to a blank course. Fill in the details of those Assignments later.
- Adjust the dates of Assignments that have been imported from previous terms. Canvas makes it easy to drag and drop events across multiple months.
- Copy the iCal feed for all of your courses and import it to your preferred personal Calendar, such as Google or Outlook.
- Set recurring calendar events.
- Schedule appointments with students using the Scheduler (optional feature).
- Subscribe to Account Calendars made by admins (optional feature).

Student View

Students can use the calendar to view their upcoming course events and assignments. They can also create personal events such as study groups.

When would I use the Calendar as a student?

When would I use the Calendar as a student?

- View course calendars and group calendars.
- Create personal calendar reminders.
- Filter the calendar view to only see specific calendars.
- Copy the iCal feed for all of your courses and import it to your preferred personal Calendar, such as Google or Outlook.
- Set recurring calendar events.
- Subscribe to Account Calendars made by admins (optional feature).

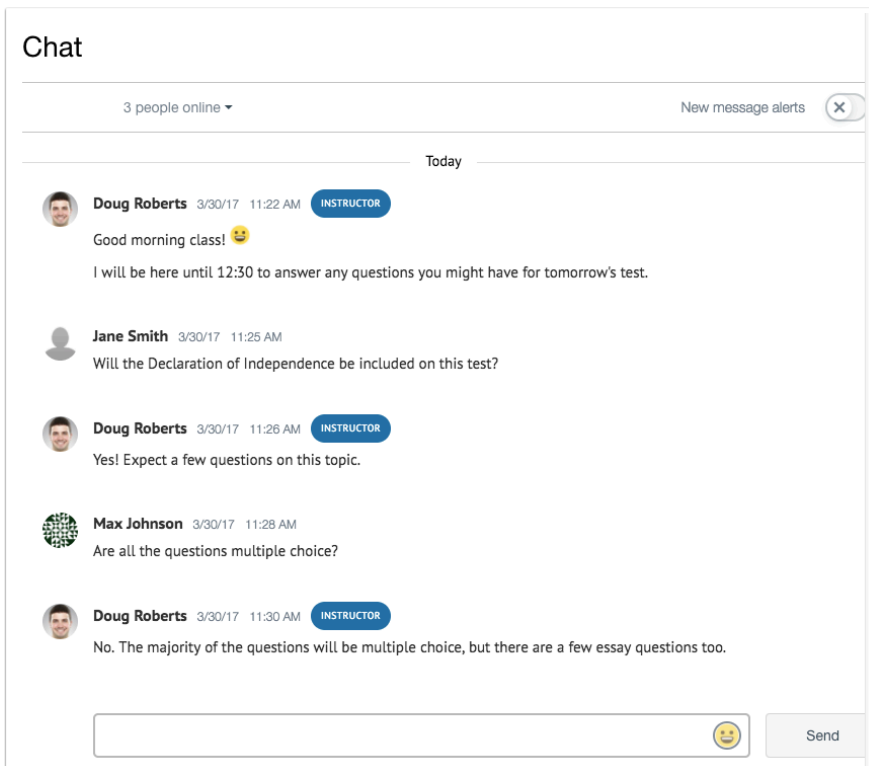
What is Chat?

The Chat tool in Canvas allows students and teachers to interact in real time.

Notes:

- The Chat tool must be enabled for your institution before it can be used in Canvas courses. If you are an admin, contact your Customer Success Manager for assistance.
- When Chat is enabled at the account level, it is enabled by default in all courses within the account.
- Chat is not available when masquerading.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by [disabling cross-site tracking prevention](#) in Safari when using Canvas.

View Course Chat



The screenshot shows the Canvas Chat interface. At the top, it says "Chat" and "3 people online". Below this, there's a "New message alerts" button. The chat history shows messages from "Today".

Doug Roberts (Instructor) 3/30/17 11:22 AM: Good morning class! 😊
I will be here until 12:30 to answer any questions you might have for tomorrow's test.

Jane Smith 3/30/17 11:25 AM: Will the Declaration of Independence be included on this test?

Doug Roberts (Instructor) 3/30/17 11:26 AM: Yes! Expect a few questions on this topic.

Max Johnson 3/30/17 11:28 AM: Are all the questions multiple choice?

Doug Roberts (Instructor) 3/30/17 11:30 AM: No. The majority of the questions will be multiple choice, but there are a few essay questions too.

At the bottom, there is a text input field, an emoji button, and a "Send" button.

Chat is a course tool that is available to all students in the course. Chats cannot be limited to specific students.

Instructors can use the chat tool to allow students to contact them when online, create virtual office hours, conduct group discussions or study sessions.

All users in the course can also access the chat history.

Note: Students cannot delete chat comments.

What are Collaborations?

Canvas leverages collaborative technology to allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

 The Google Assignments LTI 1.3 will replace the Google Apps LTI starting June 30, 2024.

When would I use Collaborations?


You can use Collaborations to:

- Copy and paste notes that everyone can access.
- Share bullet-point lists or agendas for upcoming synchronous class or group time or meetings.
- Create a text-based whiteboard that everyone in the classroom can see and refer to later.
- Assign student groups a collaborative assignment as a graded assignment (instructor feature).

View Google Assignments LTI 1.3 Collaborations


Create new Collaboration


0 / 255

File type
 Docs ▼

Invite collaborators

☐ 0 collaborators selected

☐  Bill Sanderson

☐  Bruce Jones

Collaborations also supports the Google Assignments LTI 1.3, which is enabled in a course as an external app. Google collaborations not only allow users to create Google Docs, but they can also create other Google Workspace files.

In order to use collaborations, Canvas admins need to enable the Google Assignments LTI 1.3 integration and configure it with the necessary credentials.

Learn how to create a Google Assignments LTI 1.3 collaboration as an instructor and create a Google Assignments LTI 1.3 collaboration as a student.

View Google Docs Collaborations

Start a New Collaboration

Collaborate using: Google Docs

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Document name:

Description:

Collaborate With:

People Groups

Boone, Emily

Doe, Jessica

Johnson, Conrad

Jones, Bruce

Jones, Caroline

Roberts, Doug

Rogers, Joe

Sanderson, Bill

Click or tap a user or group in the left-hand column to add Collaborators.

Cancel Start Collaborating

All Canvas courses support Google Docs as the default collaborations tool. Collaborations that leverage Google Docs require that all participating learners have created and linked their Google account to their personal Settings.

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, Google collaborations has a limit as to the number of users who can access a collaboration at any time.

Learn how to [create a Google Docs collaboration as an instructor](#) and [create a Google Docs collaboration as a student](#).

Note: The Google Apps LTI will no longer be supported starting June 30, 2024. Learn more about how to transition to the [Google Assignments LTI 1.3](#).

View Google Drive Collaborations

Kind

Document

Name

Description

PEOPLE

GROUPS

SB

Shard Bishop

SB

Sally Blevins

JD

Jessica Doe

NF

Null Forae

SUBMIT

Add Collaborators

Choose from the left panel to collaborate with people and groups.

Collaborations also supports the Google Apps LTI, which is enabled in a course as an external app. Google Drive collaborations not only allow users to create Google Docs, but they can also create Google Spreadsheets and Google Presentations.

The Google Apps integration requires enabling the External Collaborations Tool feature preview. However, enabling this feature preview changes the Collaborations interface and removes any existing Google Docs collaborations.

Learn how to [create a Google Drive collaboration as an instructor](#) and [create a Google Drive collaboration as a student](#).

Note: The Google Apps LTI will no longer be supported starting June 30, 2024. Learn how to transition to the [Google Assignments LTI 1.3](#).

View Microsoft Office Collaborations


Type


Document name


Description


Word


People Groups


 Bern, Annie


 Blend, Bill

 Boone, Emily

 Doe, Jessica

 Johnson, Conrad

 Johnson, Max



Add Collaborators

Choose from the left panel to collaborate with people and groups.

Collaborations can also be created when the Microsoft Office 365 LTI is enabled in a course as an external app.

Learn how to [create a Microsoft LTI collaboration as an instructor](#) and [create a Microsoft LTI collaboration as a student](#).

What are Conferences?

Conferences are primarily used for virtual lectures, virtual office hours, and student groups. They can also be used to demonstrate technologies or troubleshoot technology issues online. For best performance, Conferences should be limited to 25 users or fewer. Canvas integrates with [BigBlueButton](#).

Notes:

- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- For more information on web conferencing options in Canvas, view [Web Conferencing Resources](#).

Instructor View

Conferences makes it easy to conduct synchronous (real-time) lectures for all users in a course. Conferences allows users to broadcast real-time audio and video, demo applications, share presentation slides, or demo online resources.

When would I use Conferences as an instructor?

[+ Conference](#)

▼ New Conferences

Office Hours

If you have any questions about past or upcoming assignments, course materials, or general course questions, please schedule office hours with me. We'll discuss your questions here.

Start ⚙️ ▼

▼ Concluded Conferences

Final Test Prep Conference

Mar 6 at 3:01pm ⚙️ ▼

Project Discussion

Mar 6 at 3:01pm | Bring any questions you have about the final project ⚙️ ▼

History 101 Conference

Mar 4 at 3:20pm ⚙️ ▼

Midterm Project Discussion

Mar 4 at 3:20pm ⚙️ ▼

▶ Tutoring Session

Mar 4 at 3:33pm | If you have any questions about the course this is where you can ask me. | 1 Recording ⚙️ ▼

Use Conferences to:

- Connect with your students for online office hours or study sessions designed to help them prepare for a test.
- Connect with your colleagues for professional development webinars.
- Practice presenting online. Students can set up practice presentations in their student Groups.
- Invite special guests to your classroom by adding them as a student or observer to your course.
- Broadcast a live event or lecture to the students that can't be onsite.
- Record your conferences so students can view them at a later date. Recordings are automatically deleted 7 days after the conference ends.

Student View

Students can create conferences to talk about course assignments, host study groups, and collaborate on projects.

When would I use Conferences as a student?

[+ Conference](#)

▼ New Conferences

Office Hours
If you have any questions about past or upcoming assignments, course materials, or general course questions, please schedule office hours with me. We'll discuss your questions here.

▼ Concluded Conferences

Final Test Prep Conference
Mar 6 at 3:01pm

Project Discussion
Mar 6 at 3:01pm | Bring any questions you have about the final project

History 101 Conference
Mar 4 at 3:20pm

Midterm Project Discussion
Mar 4 at 3:20pm

► Tutoring Session

Mar 4 at 3:33pm | If you have any questions about the course this is where you can ask me. | 1 Recording

Use Conferences to:

- Connect with your instructor for online office hours or study sessions
- Connect with fellow students for guest speakers or professional development webinars

- Practice presenting online in student groups or with your instructor in a class conference
- Collaborate in student groups for group projects or other coursework

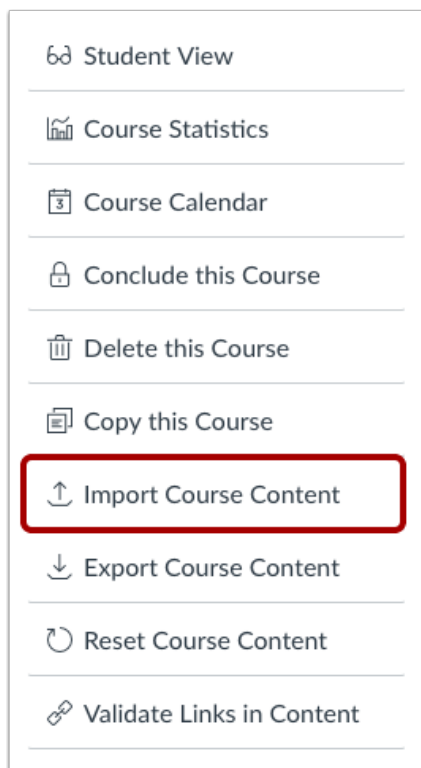
What is the Course Import Tool?

The Course Import Tool makes it easy to extract course content, assignments, and quizzes from previous terms and quickly import them into existing courses. The same tool is used to import course materials from different Learning Management Systems. Some limitations apply to course imports.

Notes:

- Importing courses and course files count against course file quotas. However, copying existing Canvas courses and course files reference the original Canvas course file quota and do not count against course file quotas. Learn about [copying Canvas courses and course items](#).
- If you import LTI content from a course, the external tool may need to be reconfigured in the course that receives the content in order for that content to be accessible.

When Would I Use the Course Import Tool?



Accessed from the Course Settings sidebar, use the Course Import Tool to:

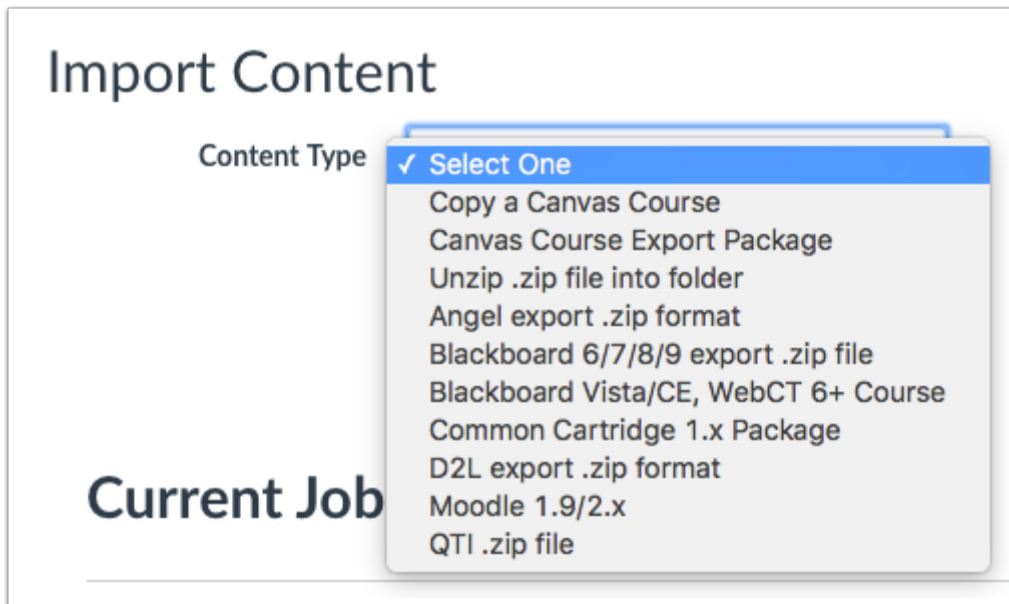
Copy course content from term to term, including Announcements and Discussions. You can adjust the events and due dates to coordinate with your current term.

Select migrations content to select specific content you want copied. You can select individual Assignments, Pages, Files, and anything else from previous courses you or your colleagues have taught. The Course Import Tool supports keyboard navigation when selecting content to import.

Import course materials from different Learning Management Systems. The Course Import Tool does not import user content.

Note: 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.

Choose Import Source



Import Content

Content Type

- ✓ Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file

Current Job

Content import options currently supported in the Course Import Tool include:

- Import all content or choose specific content to copy from another Canvas course
- Import a Canvas Course Export Package (courses that were previously exported from Canvas)
- Import a ZIP file of assignments, files, course content, etc. into an existing folder
- Import an Angel export ZIP format
- Import a Blackboard 6/7/8/9 export ZIP file
- Import a Blackboard Vista/CE, Web CT 6+ Course
- Import a Common Cartridge 1.0/1.1/1.2 package
- Import a Desire2Learn (D2L) export ZIP format
- Import a Moodle 1.9/2.x ZIP file

- Import a QTI ZIP file

Import Content

Content ☒ All content
☐ Select specific content

When importing content, the tool allows you to import all content or select specific content. This feature is useful for institutions or instructors who only want to copy specific elements of a course, such as assignments or modules.

The following behaviors currently apply to Canvas copies or imports:

- Draft State settings are retained in course imports. If an assignment is unpublished in a course when it was copied or exported, the assignment will also be unpublished in the content import.
- MasteryPaths conditional items are not retained in course imports, and paths must be re-created after the import is completed.
- Copying content retains any links or files associated with the content, such as in an assignment.
- When selecting assignments only, Canvas imports all assessment items within the Assignments page (including any associated quizzes and discussions). Assignments will remain in their assignment groups if an entire assignment group or all assignments are imported.
- SCORM content is included in course copies. SCORM content should only be copied within accounts that use the same key and secret configuration.
- When manually copying a course, the user who copies the course will automatically be added to the course with an instructor role.
- When selecting specific content and only importing a New Quiz with stimulus questions, the images associated with the stimulus question do not automatically import and need to be selected for import at the same time.

Import Limitations

The following behaviors also apply to Canvas copies or imports:

- Group sets do not copy as part of the import. Any existing group sets in the new course will be linked to the group set with the same name. However, if there are no group sets with the same name in the new course, the assignment will be linked to a new Project Groups set.
- When selecting individual assignments, assignments are placed in an assignment group called Imported Assignments. However, assignments can be moved into other assignment groups as necessary.
- Enrollment-related data, which includes course users, collaborations, conferences, groups, and sections, and feature option settings are not included in course content imports.


- Announcements and Discussions do not retain the name of the user who originally created the course content. Additionally, students do not receive announcement notifications for imported announcements. However, a badge indicating a new announcement displays on the Card View and Recent Activity Dashboards.
- Assignments with a manual grade posting policy and anonymous assignments retain the manual grade posting policy and their anonymous settings as part of the course import.
- Calendar item locations (e.g., office hours slots with an assigned office location) are not included in course imports.

Adjust Events and Due Dates


Date adjustment
☒ Shift dates

☐ Remove dates

Beginning date




change to




Tue Feb 23, 2016

Ending date




change to



Fri Jun 3, 2016

In addition to recreating the structure and content of the course, the Course Import Tool can [adjust events and due dates](#) to the new date ranges of the new term.

View Content Import Warning Message



Importing the same course content more than once will
 overwrite any existing content in the course.

When importing content, a message displays explaining that importing the same course content or export package more than once overwrites any existing content in the course.

View Current and Prior Imports

Current Jobs

Course Copy	Biology 101	Jul 10 at 3:31pm	Completed
-------------	-------------	------------------	-----------

Once you have started an import, the Current Jobs menu displays the job status of any imports in process, as well as any prior import history.

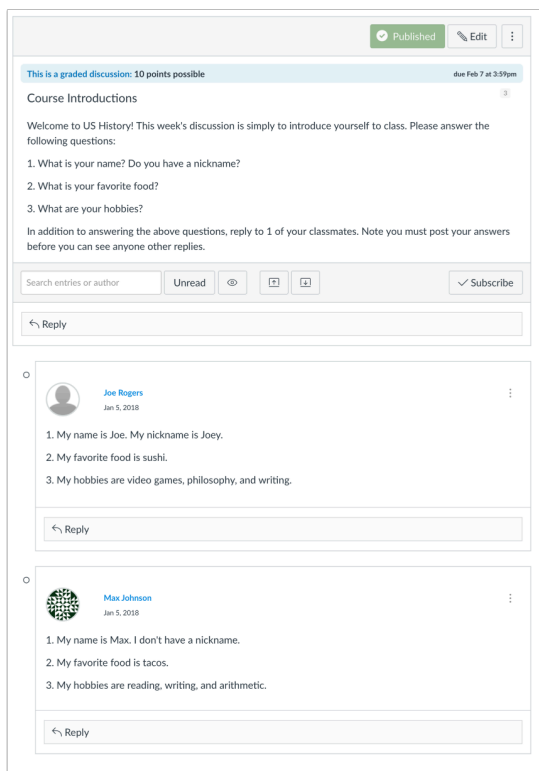
What are Discussions?

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.

Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

Discussion topics can be organized as focused or threaded discussions. Focused discussions only allow for two levels of nesting, the original post and subsequent replies. Threaded discussions allow for infinite levels of nesting. Focused discussions are relatively short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period of time.

Focused Discussions



The screenshot shows a Canvas discussion interface. At the top, there are buttons for 'Published', 'Edit', and a menu icon. Below this, a header indicates 'This is a graded discussion: 10 points possible' and 'due Feb 7 at 3:59pm'. The main content area is titled 'Course Introductions' and contains a welcome message: 'Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:'. It lists three questions: '1. What is your name? Do you have a nickname?', '2. What is your favorite food?', and '3. What are your hobbies?'. It also states: 'In addition to answering the above questions, reply to 1 of your classmates. Note you must post your answers before you can see anyone other replies.' Below the questions, there is a search bar, an 'Unread' button, and a 'Subscribe' button. A 'Reply' button is also visible. The discussion shows two replies. The first reply is from 'Joe Rogers' on 'Jan 5, 2018' and contains the following answers: '1. My name is Joe. My nickname is Joey.', '2. My favorite food is sushi.', and '3. My hobbies are video games, philosophy, and writing.' The second reply is from 'Max Johnson' on 'Jan 5, 2018' and contains the following answers: '1. My name is Max. I don't have a nickname.', '2. My favorite food is tacos.', and '3. My hobbies are reading, writing, and arithmetic.' Each reply has a 'Reply' button below it.

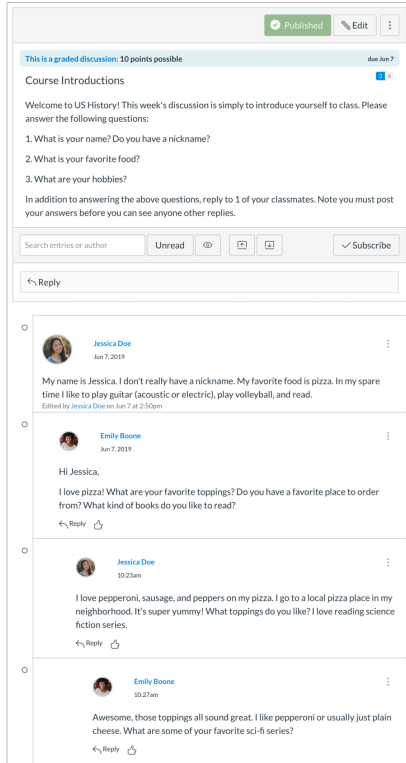
Focused discussions are relatively short-lived interactions that tend to disappear as the course progresses, such as a weekly forum for questions related to that week's activities.

Use a focused discussion for single posts and related comments. One discussion leader typically posts a message and multiple learners comment on it. Participants may leave a side comment to a reply, but cannot develop the conversation beyond two layers of nesting.

Focused discussions might also be used to:

- answer a single question
- share resources amongst peers
- collect results from a simple research activity
- share solutions to a single problem
- correct misconceptions
- clarify course policies
- get feedback on a work in progress
- share insights about a single reading

Threaded Discussions



Published Edit

This is a graded discussion: 10 points possible due Jun 7

Course Introductions

Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are your hobbies?

In addition to answering the above questions, reply to 1 of your classmates. Note you must post your answers before you can see anyone other replies.

Search entries or author Unread [Icons] Subscribe

Reply

Jessica Doe Jun 7, 2019

My name is Jessica. I don't really have a nickname. My favorite food is pizza. In my spare time I like to play guitar (acoustic or electric), play volleyball, and read.

Edited by Jessica Doe on Jun 7 at 2:50pm

Emily Boone Jun 7, 2019

Hi Jessica,

I love pizza! What are your favorite toppings? Do you have a favorite place to order from? What kind of books do you like to read?

Reply

Jessica Doe 10:23am

I love pepperoni, sausage, and peppers on my pizza. I go to a local pizza place in my neighborhood. It's super yummy! What toppings do you like? I love reading science fiction series.

Reply

Emily Boone 10:27am

Awesome, those toppings all sound great. I like pepperoni or usually just plain cheese. What are some of your favorite sci-fi series?

Reply

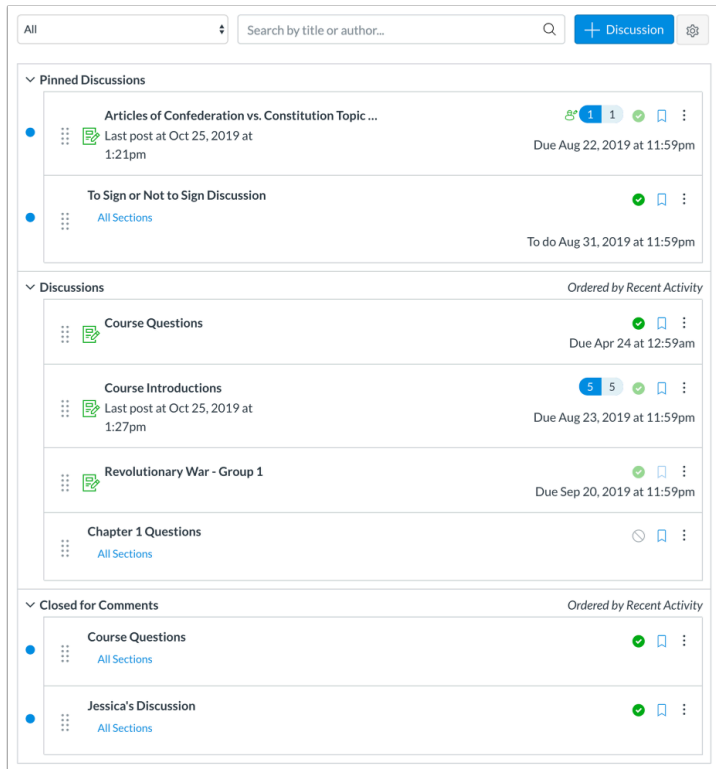
Threaded discussions include infinite layers of response nesting, allowing commenters to continue responding on a single nested thread. Threaded discussions lend themselves to the refining of complex ideas. Responses and different lines of inquiry that can be quickly navigated due to its hierarchical structure. Threaded discussions may be long-standing spaces for thoughts that persist throughout an entire course.

Use a threaded discussion for multiple posts and related comments. One or more discussion leaders post a message and multiple learners comment on it with the freedom to create any number of related discussion topics and comments.

Threaded Discussions might also be used to:

- post and answer multiple related or unrelated questions
- organize results from a complex research activity
- share and iterate upon ideas shared by each student in the course
- debate the pros and cons of a single issue or multiple issues
- ask multiple questions of a single discussion leader
- refine ideas between multiple discussion leaders and multiple learners
- facilitate group discussions around multiple topics
- facilitate discussions around a discussion (fishbowl conversations)
- explore at length the feasibility of different solutions to a complex problem

How do I use Discussions as an Instructor?



Within Discussions you can:

- Create, edit, and delete discussion topics. You can also reply to, edit, and delete individual student discussion posts.
- Create threaded or focused discussions within your course. (Private discussions can be initiated within student groups, which are not viewable by others outside that group.)
- Create discussions with varied due dates for different sections within your course.
- Create a group discussion as an assignment.
- Create a graded discussion for everyone, individual students, course sections, or course groups. When a discussion is marked as a graded assignment, the Canvas SpeedGrader™ isolates each student's comments from the thread and combines them into one easily readable view for grading.
- Subscribe to a discussion and be notified of replies.
- Enable podcast feeds within your discussions.
- Embed or attach files, images, and YouTube videos.
- Add course content directly from your course.
- Delay discussion posts until a defined date.
- Pin discussion threads that you want your students to see at the top of the Discussions page.

Note: You can also use keyboard shortcuts to navigate individual discussion threads. To view a window with a list of keyboard navigation shortcuts, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously on your keyboard.

What Settings Can I Control in Discussions?

You can control certain settings within Discussions:

- Tell Canvas how to mark your [discussion posts as read and unread](#). You can also [manually mark posts as read](#).
- Require students to [reply to a discussion before viewing other replies](#).
- Allow students to [edit or delete their own discussion posts](#).
- Allow students to [create new discussions](#) and [attach files in your course discussions](#) (this setting does not apply to student groups).
- Allow students to [like discussion replies](#) in your course discussions.
- [Close discussion threads to comments](#).

How do I use Discussions as a Student?

Within Discussions you can:

- Create, edit, and delete discussion topics. You can also reply to individual student discussion posts.
- Subscribe to a discussion and be notified of replies.
- Subscribe to podcast feeds within discussions.
- Embed or attach files, images, and YouTube videos.

Note: Your instructor may have some of these options disabled in your course.

How do I use Discussions as an Observer?

Within Discussions you can:

- View your student's course discussions.
- Filter your student's course discussions.
- Subscribe to a discussion and be notified of replies.

Note: Your student's teacher may have some of these options disabled in your student's course.


Discussions Redesign

All ▾

↓ Sort

Everyone: Due Jun 24 11:59pm

10 points possible





Doug Roberts

AUTHOR

TEACHER

Jun 3 9:11am Edited Jul 29 12:54pm

10 replies, 1 unread

⋮


Course Introductions

Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are you most excited to do this summer?

In addition to answering the above questions, reply to one of your classmates.

Reply




Max Johnson

⋮

Jun 3 9:16am Last reply Jul 29 12:54pm

1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

Reply |  2 | 3 replies, 1 unread

If enabled by your institution, Discussions Redesign provides an enhanced experience for course discussions.

A discussion displayed in the Discussions Redesign interface includes three sections: the discussion toolbar, discussion topic, and discussion replies.

You can use the toolbar to search for replies or specific authors, filter by all replies or unread replies, sort replies by newest or oldest, and return to the top of a discussion.

What are ePortfolios?

ePortfolios are tied to the user's profile and not to a specific course. [Students](#) and [instructors](#) who are enrolled in a course can build an unlimited number of ePortfolios in which to collect and document their educational projects, submissions, experiences, and other work products. Users can keep ePortfolios private or share with other students, instructors, and/or future employers.

In Canvas, ePortfolios remain active as long as the user is in the institution's SIS and maintains a school login. Canvas also allows users to export ePortfolios to a zip file. ePortfolios can be set to allow private or public access. Admins can download a report of all ePortfolios in an account from the Account Settings page.

When would I use ePortfolios?

What's an ePortfolio?

ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:

- Display the papers you're proud of for more than just your instructor to see
- Talk about all the thought and work that went into your class submissions
- Gather an overview of your educational experience as a whole
- Share your work with friends, future employers, etc.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

Ready to get started? Click the button.

+ Create an ePortfolio

Use ePortfolios to:

- Create an online educational journal for reflection
- Create an online site that can be turned in as an online Assignment
- Demonstrate mastery of course Outcomes

- Share your best work from multiple courses
- Showcase professional-quality work for prospective employers

What are External Apps (LTI Tools)?

LTI provides a framework through which an LMS (Canvas) can send some verifiable information about a user to a third party. For LTI to work, the third party needs to provide a consumer key and shared secret that Canvas can use to generate a signature to verify the authenticity of the data sent. By default most user information is anonymized, but this can be changed when the configuration is first set up.

External Apps can be configured on the account or course level.

When would I use an External App?

External Apps

[+ App](#)[View App Center](#)

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

[See some LTI tools](#) that work great with Canvas.

Name
Canvabadges
Canvas Data Portal
Canvas Parent
Chat Tool

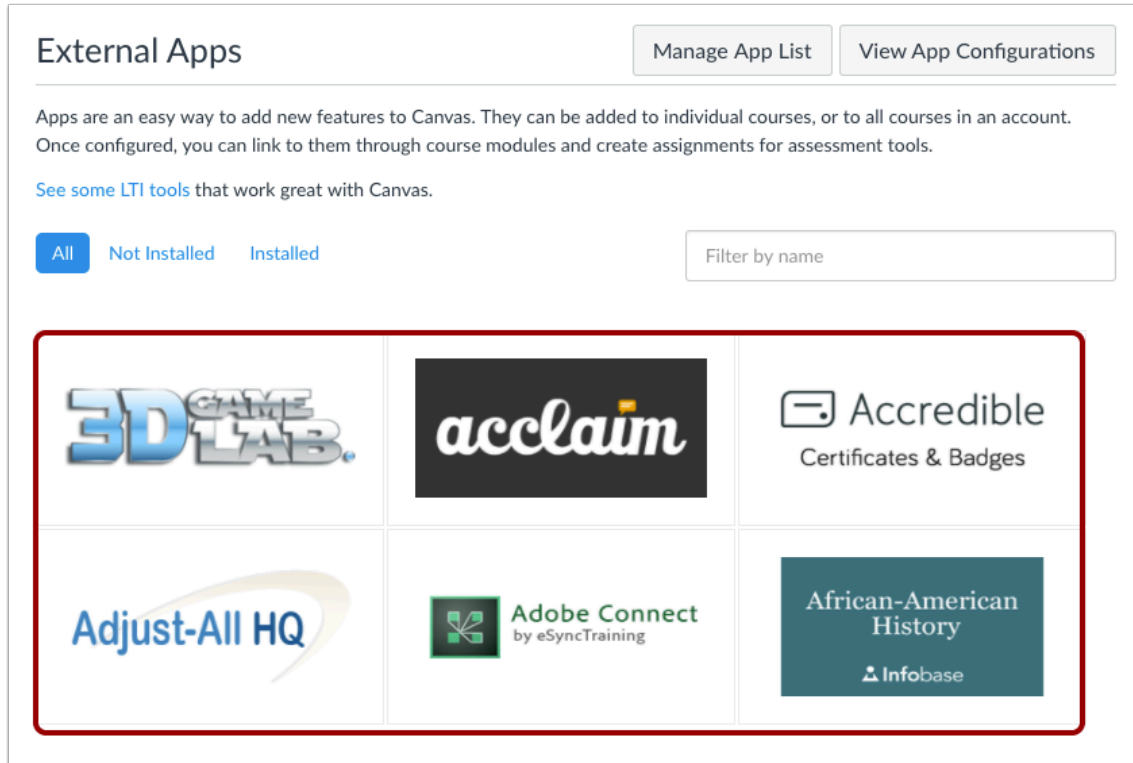
External Apps add functionality to a Canvas course. For example, an instructor may want to include a study aid (flashcards, mini-quizzes, etc.) to help students better understand the concepts being taught.

Admins can add external apps for accounts and subaccounts via XML, URL, or manual configuration.

If apps do not already exist for a course, instructors can add external apps in their courses to create additional learning paths for students. External apps can be added to Modules, Course Navigation, the Rich Content Editor, and Assignments.

In the Rich Content Editor, external apps can be [accessed from the Apps icon](#) or [added to the toolbar for an account](#).

When would I use the Canvas App Center?



The screenshot shows the 'External Apps' section of the Canvas interface. At the top, there are two buttons: 'Manage App List' and 'View App Configurations'. Below these, a text block explains that apps are easy to add and can be linked to course modules or assignments. A link 'See some LTI tools that work great with Canvas.' is provided. Below the text, there are three filter buttons: 'All' (selected), 'Not Installed', and 'Installed'. To the right of these buttons is a search box labeled 'Filter by name'. Below the filters, a grid of app tiles is displayed, each with a logo and name: '3D GAME LAB.', 'acclaim', 'Accredible Certificates & Badges', 'Adjust-All HQ', 'Adobe Connect by eSyncTraining', and 'African-American History Infobase'. The entire grid is enclosed in a red rectangular border.

Admins and instructors can also enable apps through the App Center, which is integrated directly in Canvas.

The Canvas App Center is part of the Apps tab in both Account and Course Settings. It allows you to:

- Add new features to Canvas at the account or course level
- Configure apps to link to modules or assessments
- Install apps without the help of IT
- Created a customized teaching experience
- Open the door to more possibilities
- Filter apps by name
- View installed apps

The App Center is part of the Apps tab in both Account and Course Settings.

Admins can manage the apps that can be used in courses for accounts and subaccounts by [creating an allow list](#) in the Edu App Center and [managing the allow list](#) in Canvas.

What are Files?

Files can house course files, assignments, syllabi, readings, or other documents, as well as profile pictures and user-specific files. Instructors can lock folders and files so they can only be viewed by direct links or only unlock on a specific date.

Files can be placed in Modules, Assignments, or Pages. Files and folders are put in alphabetical order and cannot be rearranged.

Canvas users will find access to files (documents, images, media, etc.) in three different places:

- Personal files, located in each user's profile (students, teachers, and TAs)—[View a video about personal files](#)
- Course files, located in each course (students, teachers, and TAs unless files are locked by the teacher)—[View a video about Course Files](#)
- Group files, located in each group (students and teachers who are enrolled in groups)

To learn about specific file quota details for each user role, view the [Course Files Quota resource document](#).

When would I use Files as an Instructor?

Search for files

0 items selected

+ Folder

Upload

▼ Biology 101

▶ Assignments

▼ Documents

▼ Images

▼ Other Files

Name ▲	Date Created	Date Modified	Modified By	Size		
Assignments	Jan 31, 2018			--		✓
Biology Syllabus.html	10:25am	10:25am		22 KB	!	⊘
Cell Anatomy.pdf	Jan 31, 2018	Jan 31, 2018	Doug Roberts	316 KB	!	✓
DNA Assignment.pdf	Jan 31, 2018	Jan 31, 2018	Doug Roberts	25 KB	!	✓
Documents	Jan 31, 2018			--		✓

Use Files to:

- Share course documents and syllabi with your students
- Copy documents from one Canvas course to another
- Organize course documents by day, week, or unit
- Store personal documents that you don't want to share with others

Within files, you can:

- Add folders
- Upload files
- Download or upload a ZIP file
- Move files
- Preview files
- Restrict files
- View your storage
- Drag and drop files from personal files into course files
- Set usage rights for files and folders.

When would I use Files as a Student?

Use Files to:

- Share documents with your group or other students in a course
- Store personal documents or assignment submissions
- Store profile pictures (if allowed by your institution)

What are Grades and the Gradebook?

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

[View an overview video about the Gradebook](#)

What is the Gradebook?

Gradebook ▾

📄

Import

📄

Export ▾

⚙️

Student Names

Assignment Names

🔍

Search Students

▾

🔍

Search Assignments

▾

🔍

Apply Filters

Student Name	Constitution Review Out of 10	US History Quiz Out of 25	Abraham Lincoln Video Re Out of 10	Cloud Assignment Out of 15
Ola Benson	✓	25	10	-
Emily Boone	✓	25	10	-
Gregory Boyd	✓	25	10	-
Loretta Bracci	✓	25	9	-
Mason Cain	✓	25	9	-
Lola Clark	✓	25	8	-
Max Johnson	✓	25	10	-
Bruce Jones	✓	25	9	-
Eli Leafon	✓	25	8	-
Joe Rogers	✓	25	7	-

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

You can also use SpeedGrader to help you assign out grades.

Columns are automatically created in the Gradebook when you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.




























When would I use the Gradebook?

Use the Gradebook to:

- View grades by grading periods
- View assignment submission notifications and assignment details
- Sort the gradebook by assignment due dates, student names, secondary id, total scores, or group scores (if applicable)
- Create and apply specific gradebook filters that may be used once or saved for future use
- Download assignment submissions from students to grade or view them offline when no internet connection is available
- Manually enter student grades
- Automatically calculate total and final grades
- Assign zeros after deadline
- Simultaneously view grade information across all courses
- Notify students when an assignment has been graded
- View Grade history and revert updated assignment scores to previous scores (including grades from multiple submissions and/or regraded quizzes)
- Download or upload Grades as a CSV file
- Hide grades from students until they are published
- Create custom curving and grade ranges
- Message students who haven't submitted an assignment yet, or who scored more than X or less than Y on an assignment
- Leave private grading notes/comments for the student
- Excuse an assignment, discussion, or quiz for a student

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

What is the Learning Mastery Gradebook?

All Sections ▾					Learning Mastery ▾
Course average ▾	3.5 /3 	2.75 /3 	1.95 /3 	2.7 /3	<div>></div> <div>  Exceeds Mastery  Meets Mastery  Near Mastery  Well Below Mastery </div> <div> <input type="checkbox"/> Hide outcomes with no results <input type="checkbox"/> Hide students with no results </div> <div>  Export report </div>
Students ⋮	Group Work	Quiz Outcome	Writing Prom...	1.1.d	
 Emily Boone Biology 101 - B	3 /3 	3 /3 	1.8 /3 	3 /3	
 Jessica Doe Biology 101 - B	3 /3 	3 /3 	3 /3 	3 /3	
 Max Johnson Biology 101 - B	5 /3 	0 /3 	0 /3 	1.8 /3	
 Bruce Jones Biology 101	3 /3 	5 /3 	3 /3 	3 /3	
 Joe Rogers Biology 101	3 /3 	3 /3 	1.8 /3 	3 /3	
 Nora Sanderson Biology 101 - B	3 /3 	3 /3 	3 /3 	3 /3	
 Jane Smith Biology 101 - B	5 /3 	0 /3 	0 /3 	1.8 /3	

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses rather than letter grades. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

When would I use the Learning Mastery Gradebook?

Use the Learning Mastery Gradebook to:

- Measure student progress and student learning
- View student scores based on learning standards and outcomes
- Filter students based on mastery learning levels
- View course statistics
- Assess course curriculum and teaching methods

What are grading schemes?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Account-level grading schemes are grading schemes that can be defined at the account or sub-account level for the entire institution. On a course level, instructors can apply grading schemes to both students' final grades and individual assignments. Without a grading scheme, scores are not measured against any specific standard.

[View a video about Grading Schemes.](#)

Notes:

- Account-level grading schemes automatically appear within all courses in the account. When an instructor links a grading scheme created at the account level, the grading scheme is linked, not imported, as a new scheme on the course level. Grading schemes imported from the account level can only be modified by users with grading scheme permissions.
- Grading schemes created at the account level automatically appear on the sub-account level.



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.

Notes about Grading Schemes:

- 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 display a dash.

Letter Grades

Letter Grades				
Letter Grade	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. Remember, 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+.

In the Gradebook, scores are inputted by point value, percentage, or letter grade. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which will display as an A- as defined in the percentage range). You can also input an A- directly.



GPA Scale

GPA Scale				
Letter Grade	Range			
4.0	100%	to 94%		
3.7	< 94%	to 90%		
3.3	< 90%	to 87%		
3.0	< 87%	to 84%		
2.7	< 84%	to 80%		
2.3	< 80%	to 77%		
2.0	< 77%	to 74%		
1.7	< 74%	to 70%		
1.3	< 70%	to 67%		
1.0	< 67%	to 64%		
0	< 64%	to 0%		

GPA Scale Grading is designed for schools that use a 4.0 scale (or 5.0/6.0). GPA Scale calculations may vary by institution. This scheme is similar to the Letter Grade scheme, but letter grades can also be used. Remember, only supported scores are allowed in the Gradebook, so if you build a GPA scheme with name values for only 4.0 and 3.9, you cannot enter a score of 3.95.

In the Gradebook, scores are inputted by percentage or GPA value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 90% (which will display as a 3.7 as defined in the percentage range). You can also input 3.7 directly. Inputting a 9 will not work.

Performance

Performance				
Letter Grade	Range			
Excellent	100%	to 94%		
Good	< 94%	to 84%		
Fair	< 84%	to 74%		
Poor	< 74%	to 64%		
Fail	< 64%	to 0%		

Performance grading schemes are based on a standard of individual performance. Remember, 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.

In the Gradebook, scores are inputted 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 will display as Excellent as defined in the percentage range). You can also input *Excellent* directly.

What are What-If Grades?

What-If Grades allow students to calculate their total grade by entering hypothetical grades for assignments. Only students can enter and view What-If scores. Learn how students use What-If Scores.

Notes:

- If Multiple Grading Periods are enabled in your course and users cannot view total grades, or if you have hidden student grade totals in Course Settings, students cannot view their current or total grade in the student Grades page.
- Currently instructors cannot create hypothetical scores for students like What-If scores. However, you can view current and total scores for students by viewing the Student Interactions Report.

View Current Grade

Grades for Emily Boone

Print

Course

History 101

Arrange By

Due Date

Apply

Assignments

Learning Mastery

Name	Due	Score	Out of
A Closer Look: The United States Constitution Written Response 1	Oct 9 by 11:59pm		15
Course Introductions	Oct 11 by 11:59pm		10
Revolution Review	Oct 12 by 11:59pm		10
Position Paper	Oct 13 by 3pm	-	25
Historical Video Assignment	Oct 17 by 11:59pm		25
History Overview	Oct 19 by 11:59pm	10	11
Assignments		82.86%	29.00 / 35.00
Discussions		66.67%	20.00 / 30.00
Quizzes		90.48%	19.00 / 21.00
Extra Credit		N/A	0.00 / 0.00
Summaries		N/A	0.00 / 0.00
Total		78.69%	

Total: 78.69% (C+)

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Total	100%

☒ Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Canvas is always working to calculate two grades, the current grade and the total grade, for students. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox selected in the sidebar.

Note: If you have restricted total grades in Course Settings, your students cannot view their current grade or any percentages in assignment groups.

View Total Grade

Grades for Emily Boone
 Print

Course: History 101

Arrange By: Due Date
 Apply

Assignments
 [Learning Mastery](#)

Name	Due	Score	Out of
A Closer Look: The United States Constitution Written Response 1	Oct 9 by 11:59pm		15
Course Introductions	Oct 11 by 11:59pm		10
Revolution Review	Oct 12 by 11:59pm		10
Position Paper	Oct 13 by 3pm	-	25
Historical Video Assignment	Oct 17 by 11:59pm		25
History Overview	Oct 19 by 11:59pm	10	11
Assignments		82.86%	29.00 / 35.00
Discussions		66.67%	20.00 / 30.00
Quizzes		90.48%	19.00 / 21.00
Extra Credit		N/A	0.00 / 0.00
Summaries		N/A	0.00 / 0.00
Total		78.69%	

Total: 78.69% (C+)

☐ Show Saved "What-If" Scores

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Total	100%

☐ Calculate based only on graded assignments




You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

The total grade is calculated by adding up all the assignments according to their weight in the course grading scheme. If a course is using weighted assignment groups, students can also see how each assignment is weighted in the course.

To view the total grade in the course, students can deselect the **Calculate based only on graded assignments** checkbox.

Note: If you have restricted total grades in Course Settings, your students cannot view their total grade or any percentages in assignment groups. However, toggling the calculation checkbox still affects individual assignments, such as if an assignment group contains a drop rule.

Enter What-If Grades

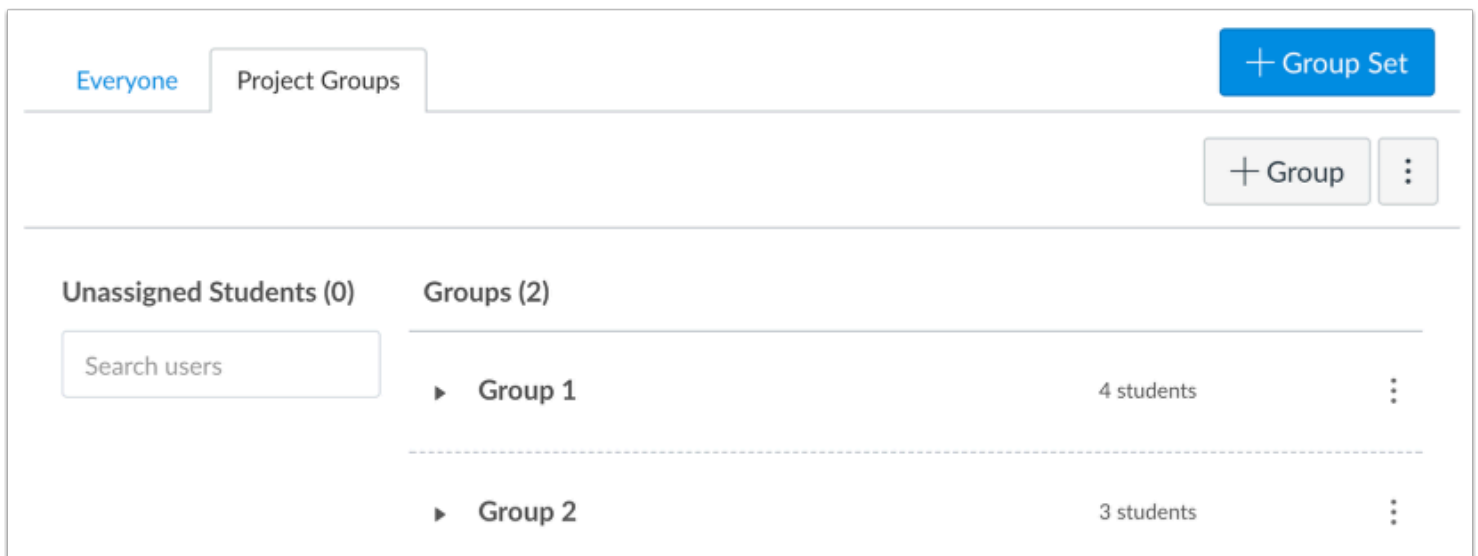
Revolution Review	Oct 12 by 11:59pm		10	
Position Paper	Oct 13 by 3pm	<input type="text"/>	25	
Historical Video Assignment	Oct 17 by 11:59pm		25	

The "What-If" tool allows students to calculate their total grade by entering hypothetical grades for all assignments. To test a different score for an assignment, students can click an assignment grade and enter a score in the score column.

What are Groups?

Groups are a small version of a course and used as a collaborative tool where a minimum of two students can work together on group projects and assignments.

Instructor View



The screenshot displays the 'Project Groups' tab in the Canvas interface. At the top right, there is a blue '+ Group Set' button. Below the tabs, there are two buttons: '+ Group' and a vertical ellipsis menu icon. The main content area is split into two sections: 'Unassigned Students (0)' which contains a 'Search users' text box, and 'Groups (2)'. The 'Groups (2)' section lists two groups: 'Group 1' with '4 students' and 'Group 2' with '3 students'. Each group entry has a right-side menu icon (three vertical dots).

Instructors can create groups for students to collaborate on group assignments, pages, collaborations, and more. Instructors can also allow students to create their own groups.

[Learn more about Groups](#)

Within Groups, instructors can:

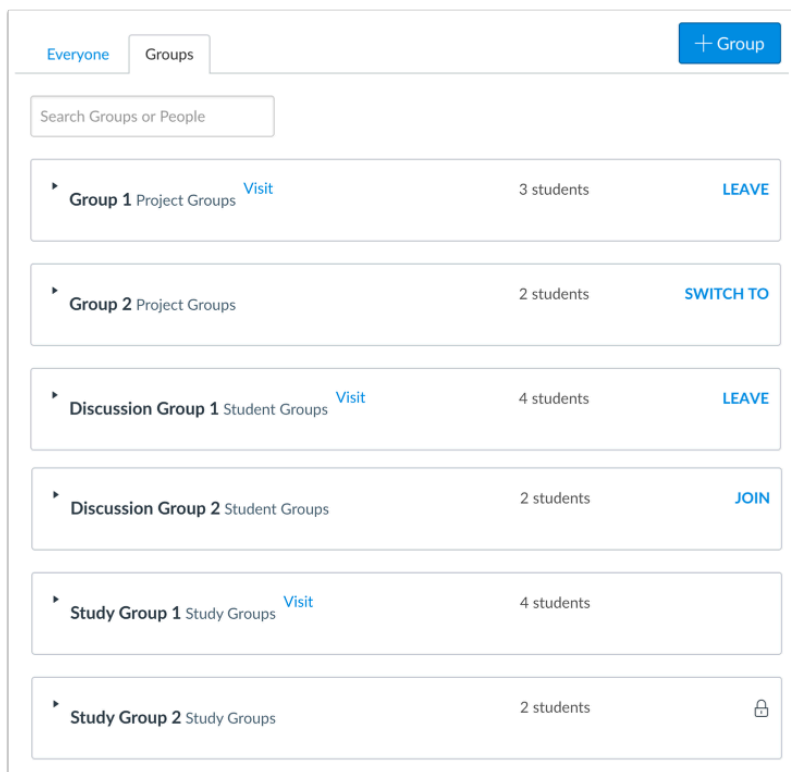
- View all activity within all the groups within their course, including groups created by students as noted in the instructor's Student Groups tab (by default students will be allowed to create their own groups as noted in the Course Details tab)
- View all created groups within the course
- Manually or automatically create groups within a group set
- Manually or automatically assign students to groups within a group set
- Assign group leaders to each group
- Allow students to sign up for their own groups
- Expand and collapse subgroups
- Move students into different subgroups
- Create group collaborations

When Should I Use Groups as an Instructor?

As an instructor, create groups to:

- Set up student group configurations at the course level for assignments and in-class work, both graded and ungraded.
- Facilitate semester-long projects so that students can communicate and iterate on documents together.
- Facilitate faculty professional development and institutional committees or activities.
- Facilitate student-run study groups within courses or at the account level.

Student View



The screenshot shows the 'Groups' tab in the Canvas interface. At the top, there are tabs for 'Everyone' and 'Groups', and a '+ Group' button. Below the tabs is a search bar labeled 'Search Groups or People'. The main area displays a list of groups, each with a group name, the number of students, and an action button. The groups are:

- Group 1 Project Groups** (3 students) with a 'LEAVE' button and a 'Visit' link.
- Group 2 Project Groups** (2 students) with a 'SWITCH TO' button.
- Discussion Group 1 Student Groups** (4 students) with a 'LEAVE' button and a 'Visit' link.
- Discussion Group 2 Student Groups** (2 students) with a 'JOIN' button.
- Study Group 1 Study Groups** (4 students) with a 'Visit' link.
- Study Group 2 Study Groups** (2 students) with a lock icon.

Students can use groups as a collaborative tool to work with classmates on group projects and assignments.

[Learn more about Groups](#)

Within groups, students can:

- View the groups list
- View the groups they are enrolled in
- Join a student group

- Create a student group
- Store and share Files
- Start a Discussion
- Send a message
- Create group collaborations

When Should I Use Groups as a Student?

As a student, create groups to:

- Create study groups
- Collaborate on projects and assignments

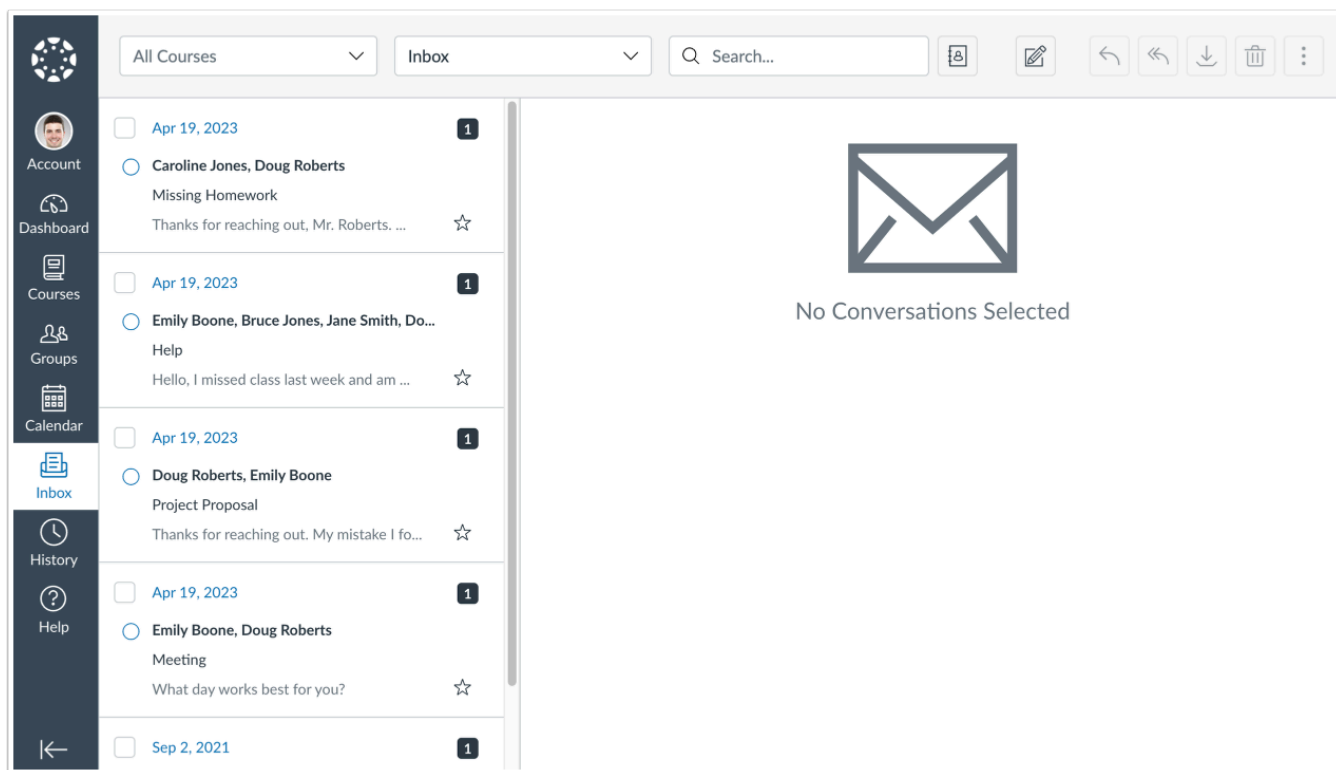
What is the Inbox?

The Inbox is a messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can use the Inbox to communicate with others in your course.

Notes:

- 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.

When would I use the Inbox?



Use the Inbox to:

- Send a message to someone in your course or group
- Send a message to yourself (displays in your Sent folder)
- Reply to messages from others in your course
- Filter conversations by course or type

- View and reply to assignment submission comments

You can adjust your notification settings to receive messages using external channels.

What is MasteryPaths?

MasteryPaths allow instructors to configure differentiated learning content that is automatically delivered to students based on their individual source assignment scores. Any graded assignment, graded discussion, or graded quiz may be used as the source content for a MasteryPath.

After the source assignment is graded (either manually or automatically), MasteryPaths release conditional content to students based on scoring-range rules. A student's score determines their assigned 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.

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.

Notes:


- MasteryPaths is currently a [course opt-in feature](#).
- 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 a 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.
- MasteryPaths pages are only be accessible to students from within MasteryPaths and not in the course Pages page.

Instructor View

▾ Introduction to the Scientific Method


✓ ▾ + ⋮

⋮


Lab Notebook - Scientific Measures and Scientific Method
 Apr 15 | 25 pts


Mastery Paths ✓ ⋮

⋮


Lab Notebook - Ecology Virtual Lab
 Sep 23, 2019

17.5 pts - 10 pts ✓ ⋮

⋮


Label your Microscope
 Multiple Due Dates | 10 pts

10 pts - 0 pts ✓ ⋮

⋮

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

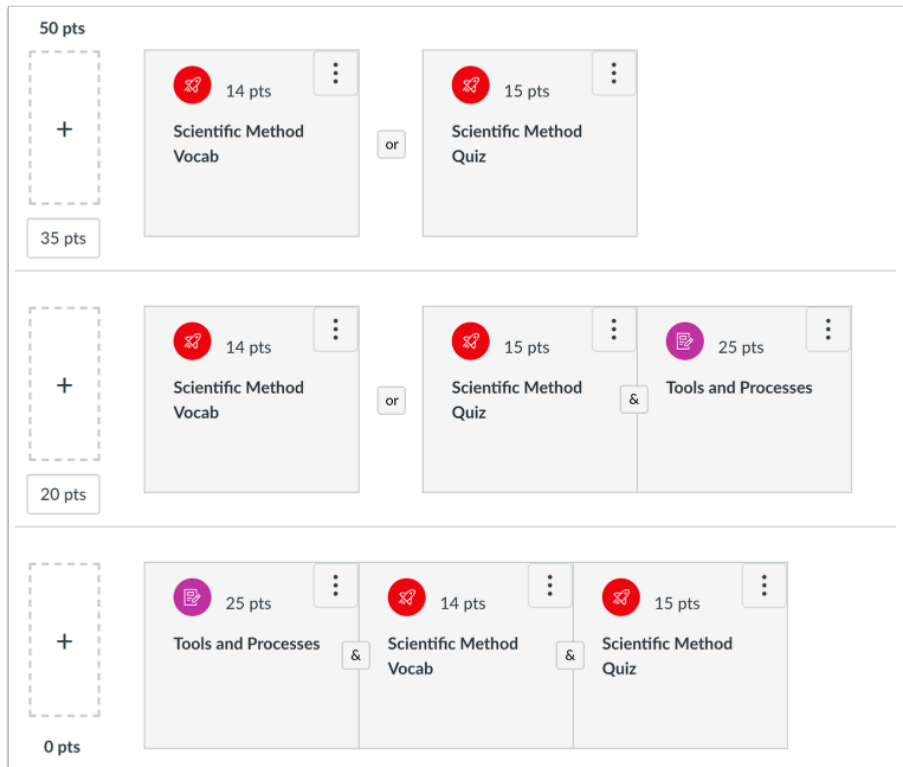
✓ ⋮

Instructors create and manage MasteryPaths in the course Modules page.

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 their next assignment(s).

Note: Before building MasteryPaths in the Modules page, instructors should create or add all course assignments, activities, and pages, and then add them in modules. Learn more about [creating MasteryPaths in course modules](#).

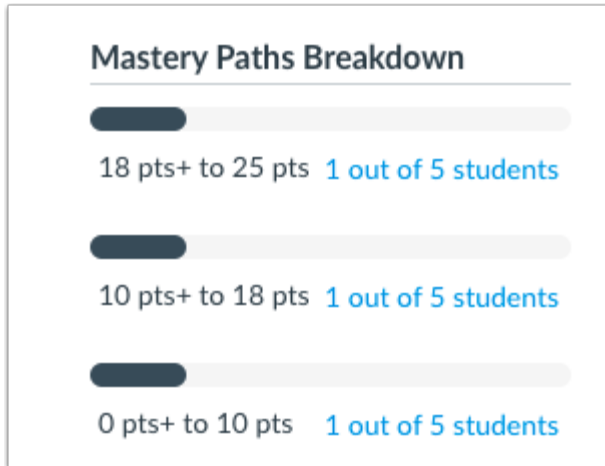
Source Content Learning Paths



For each source assignment, instructors [add conditional content](#) within scoring ranges. Conditional items and requirements can vary for each scoring range.

Note: To differentiate an assignment for students based on scoring ranges, instructors must also [assign conditional content items to MasteryPaths](#).

MasteryPath Breakdowns



Once students complete source assignments, instructors can view [Mastery Paths range breakdowns](#) that show the number of students who scored in each range.

Student View

Scientific Method

Scientific Method Overview

Scientific Method Overview
50 pts

Locked until "Scientific Method Overview" is graded

Introduction to the Scientific Method

Complete All Items

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

Label your Microscope
Mar 3 | 10 pts

Locked until "Label your Microscope" is graded

Biomes
Contributed

✓

Lab Notebook - Ecology Virtual Lab
Mar 5 | 0 pts | Score at least 15.0

?

Biomes
Apr 15 | 25 pts | Submitted

✓

Choose Assignment Group

2 Options

Scientific Method Essay
25 pts | Score at least 15.0

○

When students view course modules in a MasteryPath course, they may see that module items are restricted until source assignments are graded. When unlocked, students may be able to [choose their learning path assignments](#).

What are Modules?

Modules allow instructors to organize content to help control the flow of the course.

Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a one-directional linear flow of what students should do in a course.

Each module can contain files, discussions, assignments, quizzes, and other learning materials. Module items can be added to the course from existing content or new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.

Note: Keyboard shortcuts can be used to navigate the Modules page. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

Instructor View

Collapse All

View Progress

✓ Publish All

▼

+ Module

⋮

► Welcome to Bio 101

Complete All Items

✓

▼

+

⋮

⋮

▼ Introduction to the Laboratory

Complete All Items

✓

▼

+

⋮

⋮

Label your Microscope

Mar 3 | 10 pts

Mastery Paths

Multiple

✓

⋮

⋮

Biomes

Contribute

✓

⋮

⋮

Lab Notebook - Ecology Virtual Lab

Mar 5 | 0 pts | Score at least 15

17.5 pts - 10 pts

✓

⋮

⋮

Biomes

Apr 15 | 25 pts | Submit

Mastery Paths

✓

⋮

⋮

Scientific Method Essay

25 pts | Score at least 15

✓

⋮

⋮

Scientific Method

Mark done

10 pts - 7 pts

✓

⋮

⋮


Using your Microscope

Sep 2, 2019

✓

⋮

Instructors can add all course materials in modules, even if they are assigned to specific students, sections, or groups.



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Page 140

Use Modules to:


- Create prerequisite activities that students must complete before moving on in the course
- Track student progress through a sequence of learning activities
- Organize course content by unit, day, week, topic or outcome

Student View


Collapse All

▼ Introduction to the Scientific Method
Complete All Items ⊖

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?


 What are Biomes?
☐

Mark done


 Label your Microscope
⊖

Mar 3 | 10 pts


🔒
Locked until "Label your Microscope" is graded

 Biomes
✔

Contributed


 Lab Notebook - Ecology Virtual Lab
i

Mar 5 | 0 pts | Score at least 15.0


 Biomes
✔

Apr 15 | 25 pts | Submitted

🔒 Choose Assignment Group
2 Options

 Scientific Method Essay
☐

25 pts | Score at least 15.0

 Safety in Science - Symbols

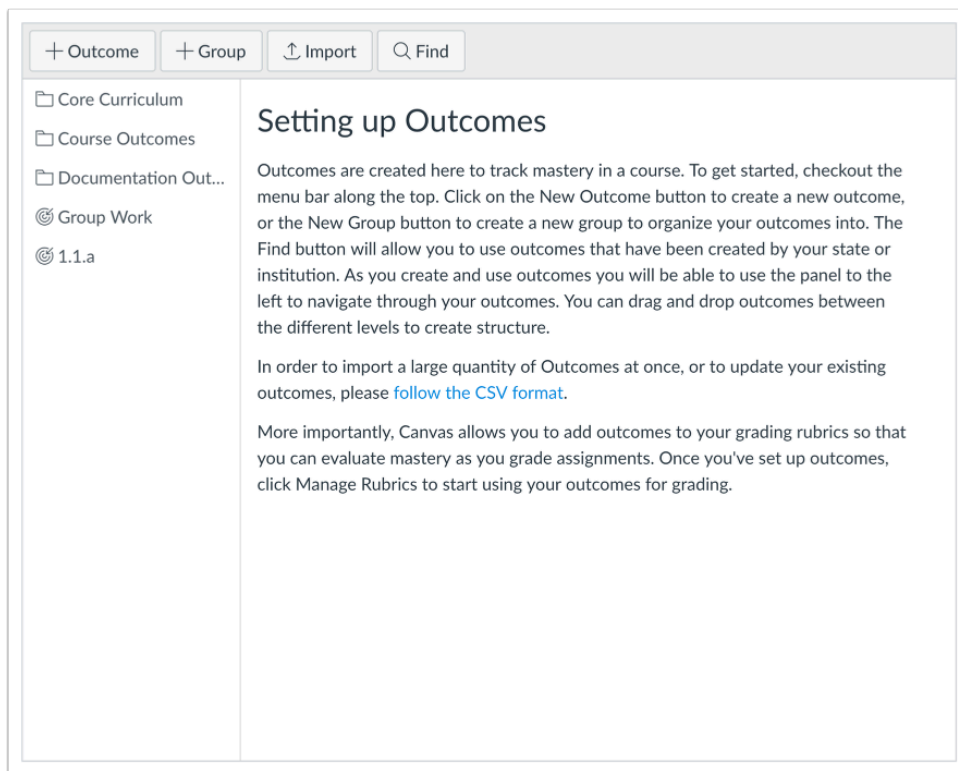
Mar 5 | 25 pts

Students only view module content that has been published and assigned to them. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Modules can be expanded and collapsed.

What are Outcomes?

Outcomes allow the administration and faculty to track mastery in a course. Users can import Account, State, and Common Core Standards into an account and course.

Account or Course Outcomes



Outcomes enables the administration and faculty to track students' progress as measured by pedagogical goals or desired outcomes.

Assessments created to test student knowledge or to require students to demonstrate a specific skill resulting from a learning activity can be aligned to learning outcomes using rubrics (which can be used for grading simultaneously).

Grading student work automatically collects and compiles data on student progress for the Outcomes. The data is available for reporting to support teaching improvement, identify at-risk students, and support the accreditation process. This unified, streamlined approach dramatically reduces the amount of work required to implement Learning Outcomes through the intelligent reuse of assessment workflows in the grading process.

When would I use Outcomes?

Back
 + Outcome
 + Group
 Import
 Find

Core Curriculum
 Course Outcomes
 Documentation Out...
 Group Work
 1.1.a

Group Work

Work with others in a group

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Mastery: 3 Points

Calculation Method: Decaying Average

Last Item: 65
 Between 1% and 99%

Calculation Meth... 65/35 Decaying Average

Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.

1- Item scores: 1, 4, 2, 3, 5, 3, 6

2- Final score: 4.95

Use Outcomes to:

- Focus students' attention on the most important skills and activities in your course (find existing outcomes or create new ones)
- Align Quizzes and Assignments to different kinds of mastery
- Run reports at the account-level about student artifacts of learning mastery
- Assess student progress through calculation methods
- Track student progress on a learning outcome or overall in the Learning Mastery Gradebook
- Align accreditation or other core standards to programs of study, courses, or student assessments

Calculation Methods

When users create an outcome, users can set one of four calculation methods used for student mastery: Weighted Average, Decaying Average, n Number of Times, Most Recent Score, and Highest Score. Calculation methods are used in conjunction within the Learning Mastery Gradebook.

Calculation methods can be set when creating custom course outcomes (instructors) or creating custom account outcomes (admins).

Notes:

- For new Outcomes created in the Canvas interface, the default calculation is **Weighted Average** unless changed to another calculation.
- For new Outcomes created using the Outcomes API, the default calculation is set as **Highest Score** but can be modified with the appropriate parameters.
- If a user imports an outcome but does not have permission to modify the calculation method, the calculation method cannot be changed.
- Common Core outcomes are always calculated as **Highest Score**; however, the calculation method can be modified using the Outcomes API by any user with appropriate admin permissions.

Weighted Average

Calculation Method: Weighted Average

Last Item: 65
 Between 1% and 99%

Calculation Meth... 65/35 Weighted Average
Example: Most recent result counts as 65% of mastery weight, average of all other results count as 35% of weight. If there is only one result, the single score will be returned.

 1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6
 2- Final score: 5.03

The **Weighted Average** calculation factors the average of all assessment items while weighing the most recent (current) submission to any assignment associated with this outcome at a higher percentage.

By default, the Canvas weighted average is set at 65/35, meaning the current item is weighted at 65%, and the average of all other user scores is weighted at 35%. However, users can specify between 1% and 99% for the current percentage, and prior

scores are weighted against the percentage difference. Note that the average is rounded to the next two decimals. If there is only one result, then the single score will be displayed.

For example, a student has four aligned items with scores of 4, 3, 2, and 5 (scores listed chronologically from oldest to most recent). If the current item is set to be weighted at 65% of mastery, prior scores are weighted at 35%:

- Current item score: 5
- Average of prior item scores: $(4 + 3 + 2) / 3 = 3$
- Calculated score: $5 (.65) + 3 (.35) = 3.25 + 1.05 = 4.3$

Decaying Average

Calculation Method: Decaying Average

Most Recent Item: 65
Between 50% and 99%

Calculation Meth... 65/35 Decaying Average
Example: Between two assessments, the most recent assessment gets 65% weight, and the first gets 35%. For each additional assessment, the sum of the previous score calculations decay by an additional 35%. If there is only one result, the single score will be returned.

1- Item scores: 1, 4, 2, 3, 5, 3, 6
2- Final score: 5.1

The **Decaying Average** calculation factors the average of all assessment items while weighing the most recent (current) submission to any assignment associated with this outcome at a higher percentage.

The Decaying Average calculation calculates between two assessments so that the most recent assessment gets 65% weight, and the first gets 35%. For each additional assessment, the sum of the previous score calculations decay by an additional 35%.

By default, the Canvas decaying average is set at 65/35, meaning the current item is weighted at 65%, and the average of all other user scores is weighted at 35%. However, users can specify between 50% and 99% for the current percentage, and prior

scores are weighted against the percentage difference. Note that the average is rounded to the next two decimals. If there is only one result, then the single score will be displayed.

For example, a student has four aligned items with scores of 4, 3, 2, and 5 (scores listed chronologically from oldest to most recent). If the current item is set to be weighted at 65% of mastery, prior scores are weighted at 35%:

- Current item score: 5
- Average of prior item scores: $(4 + 3 + 2) / 3 = 3$
- Calculated score: $5 (.65) + 3 (.35) = 3.25 + 1.05 = 4.3$

n Number of Times

Calculation Method: n Number of Times

Items: 5
 Between 1 and 10

Calculation Meth... Achieve mastery 5 times

Example: Must achieve mastery at least 5 times. Scores above mastery will be averaged to calculate final score.

1- Item scores: 1, 4, 2, 3, 5, 3, 6, 1, 4, 2, 3, 5, 3, 6

2- Final score: 4.2


The **n Number of Times** calculation requires a specific number of times that mastery must be met or exceeded, and the number of aligned items that must be completed for calculation eligibility. Any scores that do not meet mastery are not part of the calculation.

Users can specify between 1 and 10 items required for mastery.

For example, a student is required to achieve mastery 2 times with a mastery score of 5. If the student has scores of 1, 3, 2, 4, 5, 3, and 6, only the scores of 5 and 6 would be part of the calculation.

- Average score of eligible items: $5 + 6 = 11$
- Calculated score: $11 / 2 = 5.5$

Most Recent Score

Calculation Method: Most Recent Score 

Calculation Meth...

Latest Score


Example: Mastery score reflects the most recent graded assignment or quiz.

1- Item scores: 1, 4, 2, 3

2- Final score: 3

The **Most Recent Score** calculation always selects the most recent score for all assessment items.

Highest Score

Calculation Method: Highest Score 

Calculation Meth...

Highest Score

Example: Mastery score reflects the highest score of a graded assignment or quiz.

1- Item scores: 1, 4, 2, 3

2- Final score: 4

The **Highest Score** calculation always selects the highest score for all assessment items.

Select Average

Calculation Method: Average 1

Calculation Meth... Average

2 **Example:** Central value in a set of results. Calculated by dividing the sum of all item scores by the number of scores.

Warning: Average is not a good fit for most outcomes-based or mastery-based learning use cases because students may need time to reach mastery of an outcome and early poorer performance can bring down an average.

1- Item scores: 1, 4, 2, 3, 5, 3, 6

2- Final score: 3.43

To select the average score from all assessment items, select the **Average** option [1].

You can view an example of the Average calculation in the **Example** section [2].

Note: Average is not a good fit for most outcomes-based or mastery-based learning use cases because students may need time to reach mastery of an outcome and early poorer performance can bring down an average.

Outcome Mastery Scales

Outcomes

Manage
Mastery
Calculation


Mastery	Description	Points	Color
<input type="radio"/>	<input type="text" value="Exceeds Mastery"/>	<input type="text" value="4"/>	<input type="color" value="#007bff"/> Change <input type="button" value="Delete"/>
<input checked="" type="radio"/>	<input type="text" value="Mastery"/>	<input type="text" value="3"/>	<input type="color" value="#28a745"/> Change <input type="button" value="Delete"/>
<input type="radio"/>	<input type="text" value="Near Mastery"/>	<input type="text" value="2"/>	<input type="color" value="#ffc107"/> Change <input type="button" value="Delete"/>
<input type="radio"/>	<input type="text" value="Below Mastery"/>	<input type="text" value="1"/>	<input type="color" value="#fd7e14"/> Change <input type="button" value="Delete"/>
<input type="radio"/>	<input type="text" value="No Evidence"/>	<input type="text" value="0"/>	<input type="color" value="#dc3545"/> Change <input type="button" value="Delete"/>


If the Account and Course Level Outcome Mastery Scales feature option is enabled for your account, you can set mastery scales for the entire account.


Learn more about [mastery scales in an account](#) or [in a course](#).

Outcome Mastery Calculations

Outcomes

 Import

 Create

 Find

Manage

Mastery

Calculation

Mastery Calculation

Most Recent Score ▾

Example

Mastery score reflects the most recent graded assignment or quiz.

Item Scores: 1, 4, 2, 3

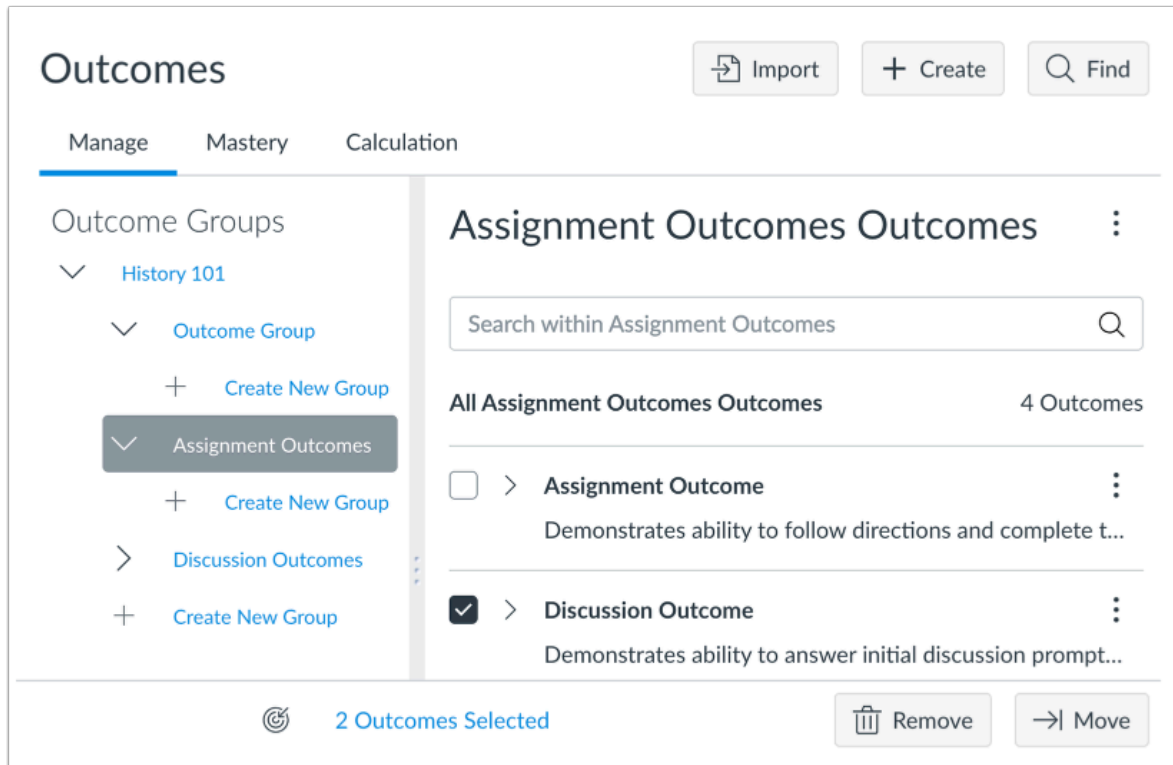
Final Score: 3

Save Mastery Calculation

If the Account and Course Level Outcome Mastery Scales feature option is enabled for your account, you can set mastery calculations for the entire account.

Learn more about [mastery calculations in an account](#) or [in a course](#).

Improved Outcomes Management



Outcomes

Manage | Mastery | Calculation

Outcome Groups

- History 101
 - Outcome Group
 - Create New Group
 - Assignment Outcomes
 - Create New Group
 - Discussion Outcomes
 - Create New Group

Assignment Outcomes Outcomes

Search within Assignment Outcomes

All Assignment Outcomes Outcomes 4 Outcomes

- ☐ > Assignment Outcome
 - Demonstrates ability to follow directions and complete t...
- ☒ > Discussion Outcome
 - Demonstrates ability to answer initial discussion prompt...

2 Outcomes Selected

Remove Move

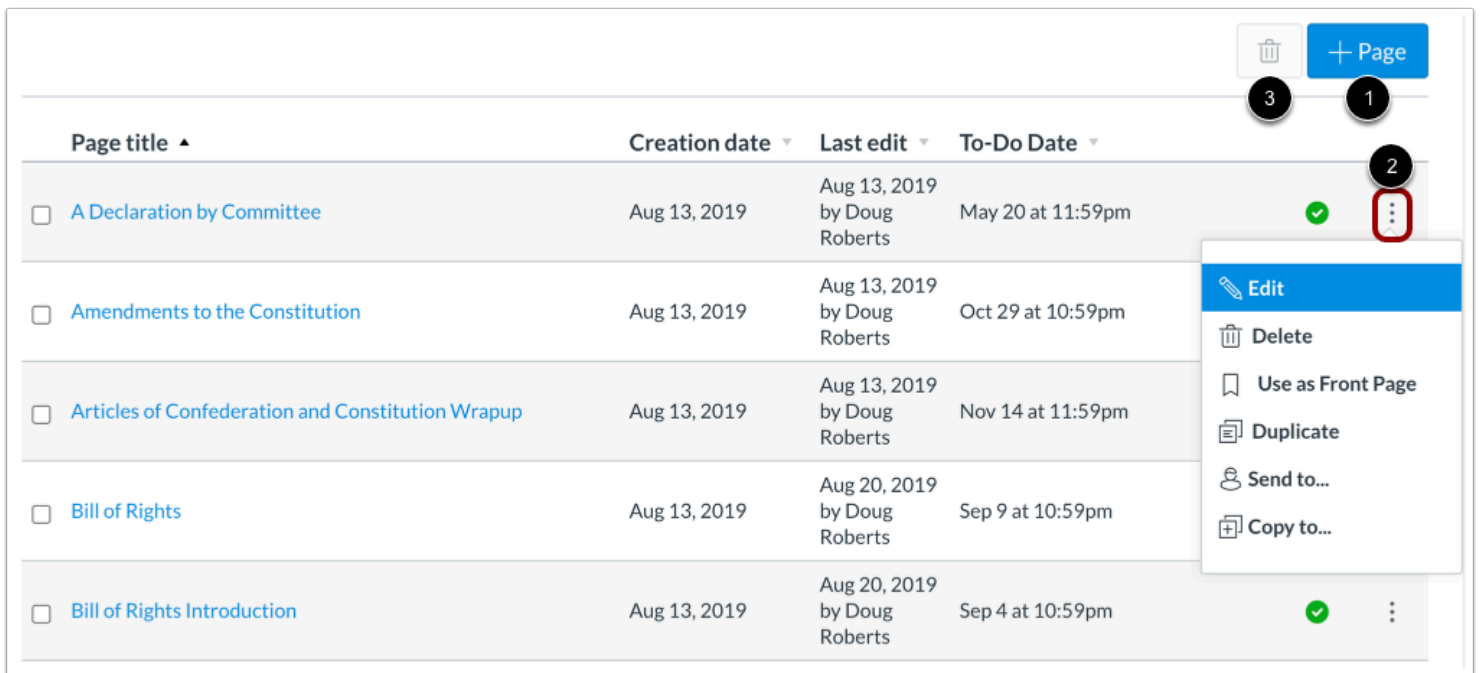
If the Account and Course Level Outcome Mastery Scales feature option and the Improved Outcomes Management feature option are enabled for your account, the Outcomes page displays an improved interface for viewing and managing outcomes.

Learn more about the [Improved Outcomes Management in an account](#) or [in a course](#).




What are Pages?

Pages store content and educational resources that are part of a course or group but don't necessarily belong in an assignment. Pages can include text, video, and links to files and other course or group content. Pages can also be linked to other pages. They can also be used as a collaboration tool for course or group wikis where only specific users can have access. Canvas keeps the entire history of the page to account for changes over time.

Instructor View



Page title ▲	Creation date ▼	Last edit ▼	To-Do Date ▼	
<input type="checkbox"/> A Declaration by Committee	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	May 20 at 11:59pm	✓ ⋮
<input type="checkbox"/> Amendments to the Constitution	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	Oct 29 at 10:59pm	
<input type="checkbox"/> Articles of Confederation and Constitution Wrapup	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	Nov 14 at 11:59pm	
<input type="checkbox"/> Bill of Rights	Aug 13, 2019	Aug 20, 2019 by Doug Roberts	Sep 9 at 10:59pm	
<input type="checkbox"/> Bill of Rights Introduction	Aug 13, 2019	Aug 20, 2019 by Doug Roberts	Sep 4 at 10:59pm	✓ ⋮

3 
 1 
 2 

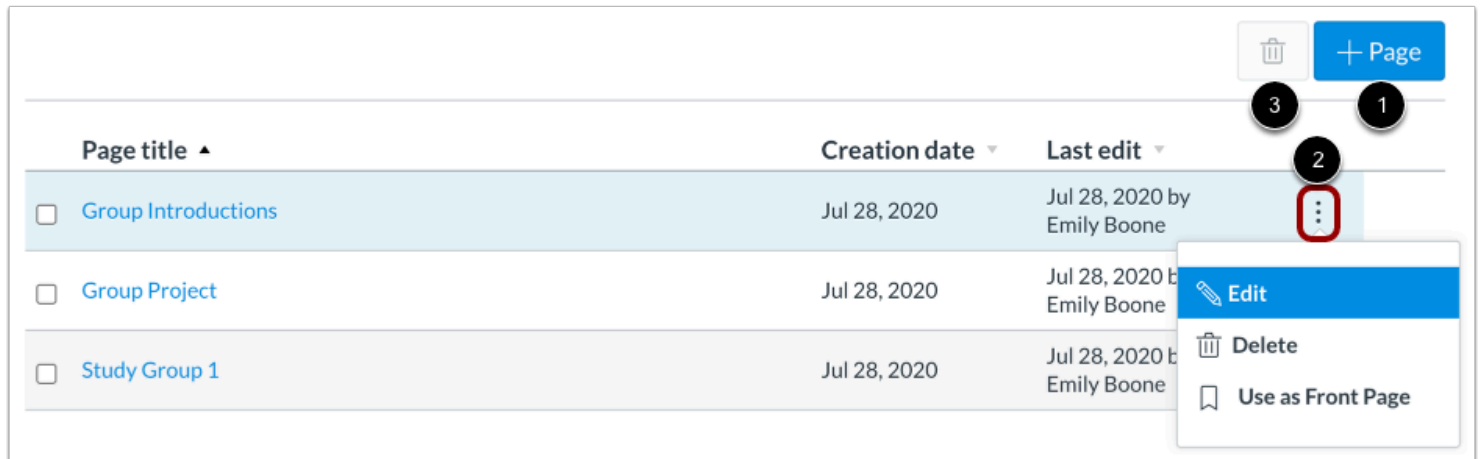
Edit
 Delete
 Use as Front Page
 Duplicate
 Send to...
 Copy to...

In a course, instructors can create a new page with text, images, media, links, and/or other files [1].

The **Options** icon [2] allows instructors to edit the title of a page, delete a page, use it as the front page, duplicate the page, send a copy of the page to another instructor at their institution, or copy the page to one of their other courses.

The **Delete** button [3] allows instructors to delete selected pages.

Student View



Page title ▲	Creation date ▼	Last edit ▼
<input type="checkbox"/> Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone
<input type="checkbox"/> Group Project	Jul 28, 2020	Jul 28, 2020 by Emily Boone
<input type="checkbox"/> Study Group 1	Jul 28, 2020	Jul 28, 2020 by Emily Boone

Students can view pages in courses. However, instructors can allow students to edit and contribute to course pages. Students can always create pages in their student group.

In groups, students can view the same page layout with the name of the page, creation dates, and edit dates. They can also add new pages in a group [1]. In the **Options** icon [2], they can edit, delete, or use a page as the front page for a group. Students can use the **Delete** button [3] to delete selected pages for a group.

What are Profile and User Settings?

Profile and User Settings let you control your personal information in Canvas.

If you want to view a video about personal settings, you can watch the [User Settings and Profile Picture video](#).

Note: Your institution may restrict one or more settings options.

When would I use my profile and user settings?

You can use your profile and user settings to:

- View and edit your user settings, such as display name, language preference, and time zone
- Change your default email address or add an additional email address for notifications
- View or add a profile picture
- Set Notifications for your favorite communication channels
- Upload personal Files
- Create and manage ePortfolios of your course work
- Manage new user features
- Download your assignment submissions from current and previous courses

Your institution can choose to enable Profiles.

If your institution has enabled the Profiles feature, you can do the following from the User Details page:

- Add profile information such as a biography and custom links
- View profile information for other users
- View your Enrollments
- View Enrollments you share with other users

If your institution has disabled the Profiles feature, you can do the following from the User Details page:

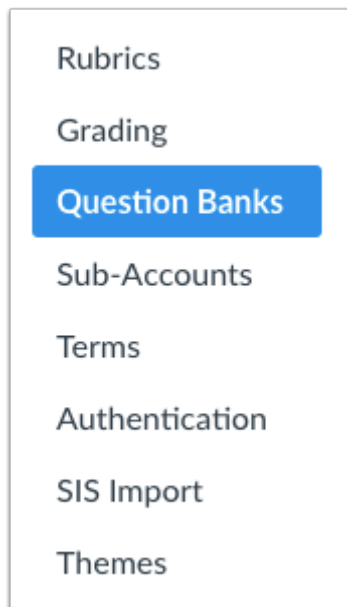
- Use the Send Message button to message a user within Canvas
- View any Recent Messages that you posted in discussions
- View User Details for other users, such as name, email address and time zone (only available to the Instructor and Admin roles)
- View the Recent Messages section, which shows recent discussion posts written by the user (only available to the Instructor and Admin roles)

What are question banks?

You can create account and sub-account level Question Banks in your Canvas instance. This allows anyone in the account to have access to the questions.

[View a video about Question Banks.](#)

Open Question Banks






Account-level question banks are question banks created and stored at the account level. This allows users to access and use general content for quizzes.

When Would I Use Account-Level Question Banks?

Account Question Banks




Design Questions

6 Questions
Last Updated: Mar 23, 2016 at 12:34pm




EDT 201 Question Bank

0 Questions
Last Updated: Nov 13, 2013 at 11:59am




EDT 201 Question Bank 2

2 Questions
Last Updated: Nov 13, 2013 at 3:10pm

Evaluation Questions

3 Questions
Last Updated: Mar 12, 2013 at 2:54pm

Account-level questions banks can be used to create institutional or departmental question repositories. For example, if the English department offers several courses to teach basic grammar rules to students, the department can create a sub-account level question bank. Instructors can then access the question banks to offer the same evaluation to students in different courses.

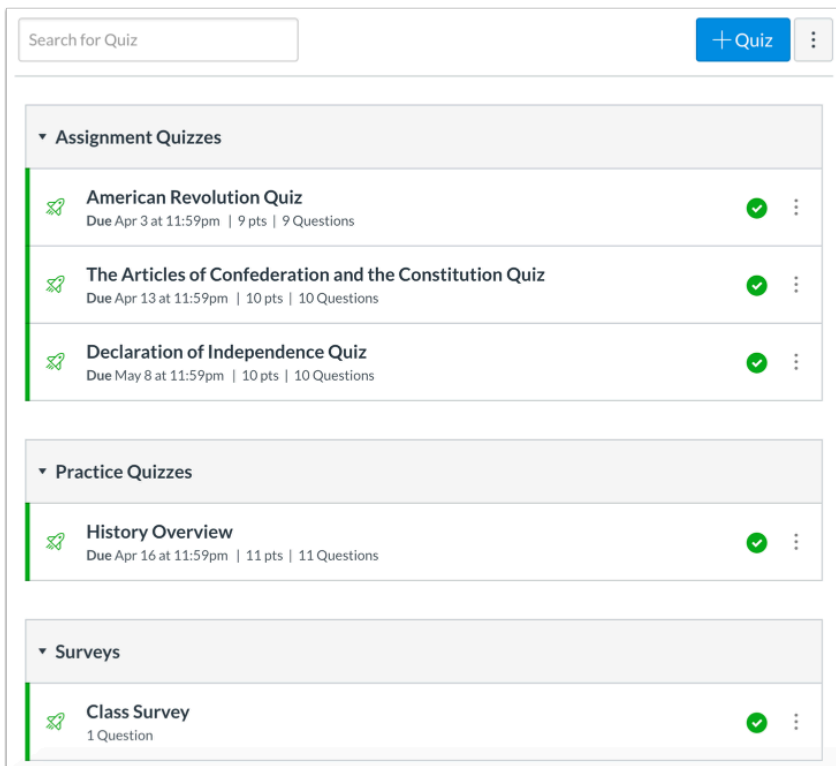
What are Quizzes?

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. Quizzes can also be used to conduct and moderate exams and assessments, both graded and ungraded.

Canvas has four different types of quizzes:

- A graded quiz is the most common quiz and rewards students points based on their quiz responses.
- A practice quiz is a learning tool to see how well users understand course material without providing a grade.
- A graded survey rewards students with points for completing a survey but grading is not based on right or wrong answers.
- An ungraded survey obtains opinions or other information without providing a grade.

When would I use Quizzes as an instructor?



The screenshot shows the Canvas Quizzes interface. At the top, there is a search bar labeled "Search for Quiz" and a blue button labeled "+ Quiz" with a three-dot menu icon. Below this, the quizzes are organized into three sections:

- Assignment Quizzes**
 - American Revolution Quiz**: Due Apr 3 at 11:59pm | 9 pts | 9 Questions. Status: Green checkmark.
 - The Articles of Confederation and the Constitution Quiz**: Due Apr 13 at 11:59pm | 10 pts | 10 Questions. Status: Green checkmark.
 - Declaration of Independence Quiz**: Due May 8 at 11:59pm | 10 pts | 10 Questions. Status: Green checkmark.
- Practice Quizzes**
 - History Overview**: Due Apr 16 at 11:59pm | 11 pts | 11 Questions. Status: Green checkmark.
- Surveys**
 - Class Survey**: 1 Question. Status: Green checkmark.


You can use Quizzes to:


- Create new quizzes with individual questions and question groups


- Set up question banks
- Import external quizzes
- Show one quiz question at a time
- Create quizzes for all students, individual students, or course sections

When would I use Quizzes as a student?


▼ Assignment Quizzes

 **American Revolution Quiz**
Due Apr 3 at 11:59pm | 9 pts | 9 Questions


 **The Articles of Confederation and the Constitution Quiz**
Due Apr 13 at 11:59pm | 10 pts | 10 Questions

 **Declaration of Independence Quiz**
Due May 8 at 11:59pm | 10 pts | 10 Questions

▼ Practice Quizzes

 **History Overview**
Due Apr 16 at 11:59pm | 11 pts | 11 Questions

▼ Surveys

 **Class Survey**
1 Question

You can use Quizzes to:

- Test your knowledge of course material
- View all available quizzes in your course
- Submit quizzes in your course
- View quiz questions one at a time or all at once (depending on instructor preference)
- Review quiz results

What is New Quizzes?

New Quizzes is a quiz engine that integrates with Canvas and replaces the classic quizzes functionality currently existing in Canvas.

Instructors can use New Quizzes to create quizzes using a variety of questions types. New Quizzes display as assignments in the Assignments page and can be duplicated. Students can take New Quizzes quizzes within their Canvas courses.

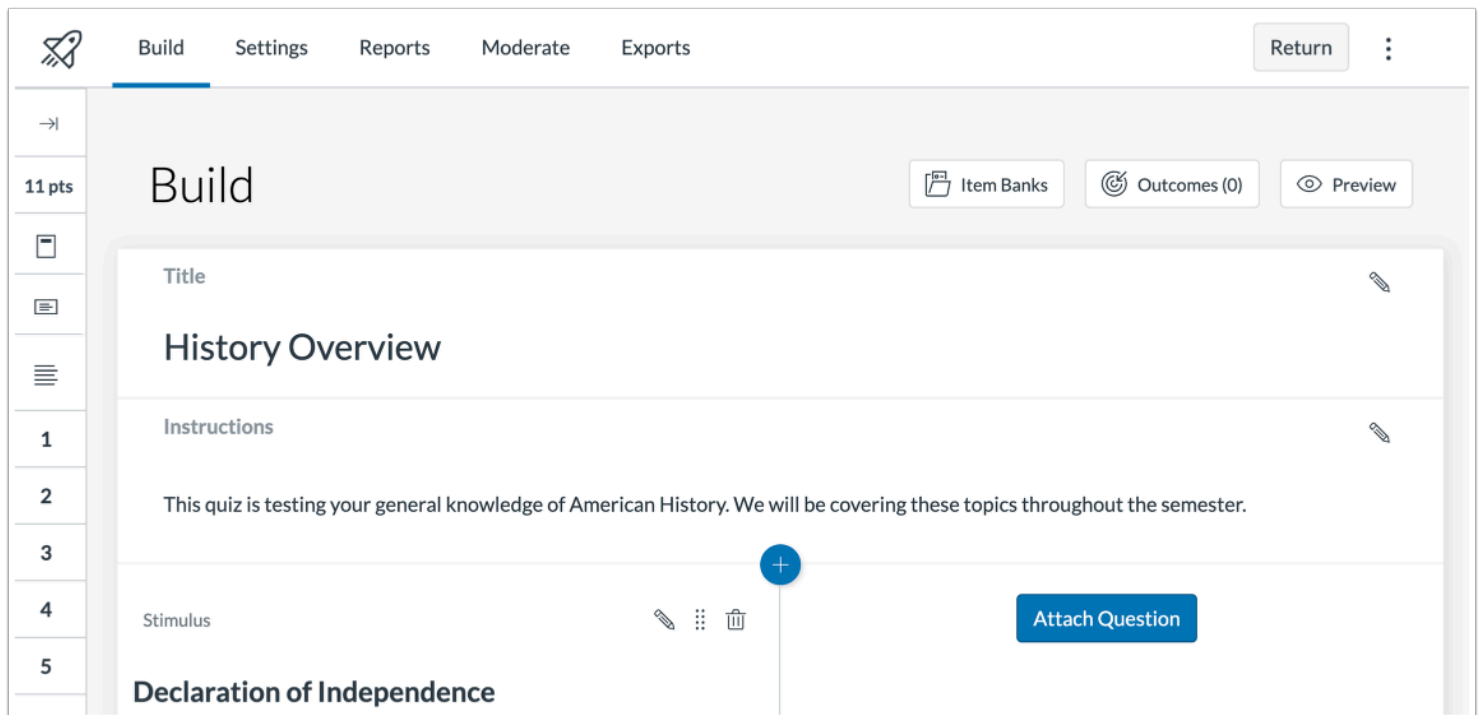
New Quizzes reports, statistics, item bank search, and item bank tagging are not supported in the Canvas beta environment. Outcomes added to Canvas in the beta environment after the beta refresh will not display in the New Quizzes beta environment. Outcomes must be added to the production environment to display in the beta environment.

New Quizzes is available in beta and production environments.

New Quizzes uses the [Rich Content Editor](#) to format and add content to certain quiz questions.

Instructors

Build Quizzes




The screenshot shows the 'Build' interface for creating a new quiz. The top navigation bar includes 'Build', 'Settings', 'Reports', 'Moderate', and 'Exports'. The 'Build' tab is active. On the left, a sidebar shows a list of items with a '11 pts' indicator. The main content area is titled 'Build' and contains a 'Title' field with the text 'History Overview'. Below the title is an 'Instructions' field with the text 'This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.' At the bottom, there is a 'Stimulus' field with the text 'Declaration of Independence'. A blue button labeled 'Attach Question' is visible on the right side of the stimulus field. The interface also includes a 'Return' button and a menu icon in the top right corner.

Instructors can use New Quizzes to build quizzes with several item types that measure student competency in a variety of subjects. Quizzes can be modified using various quiz settings and aligned to outcomes at the quiz or question level.

Moderate Student Attempts

Moderate


Show All 

Student	Attempts	Score	Time	Log
<div>BJ</div> Bruce Jones	Attempt 1	54.5%	00:57	View Log
	Attempt 2	54.5%	02:51	View Log
	Attempt 3	45.5%	02:38	View Log
	Attempt 4	0%	06:39	View Log

Moderate

Instructors can moderate student attempts and review students' answers.

View Reports



[Build](#)
[Settings](#)
[Reports](#)
[Moderate](#)
[Exports](#)

Return

Reports

Quiz and Item Analysis
[Generate Report](#)

Quiz and Item Analysis (old)
[View Report](#)

Outcomes Analysis
[View Report](#)

New Quizzes includes quiz reports for admins and instructors to view student performance, including mastery of learning outcomes.

Students

Complete Quizzes

59:23
Time Remaining ^

US History Assessment

Complete the assessment to show what you have learned in US History.

1 1 point

The Declaration of Independence was signed in , Pennsylvania.

2 2 points

Match the state to its capital.

New York	<input type="text"/>
Delaware	<input type="text"/>
New Jersey	<input type="text"/>
Maryland	<input type="text"/>

Students can access New Quizzes from a Canvas course to take a quiz.

View Quiz Results

[Return](#)

Results

Jessica Doe – 1st Attempt

72.7%

8
Out of 11 points

06:58
Time for this attempt

This assessment has unlimited attempts. [Take Now](#)

▼ Attempt History

Results	Points	Score (highest score is kept)
Attempt 1	8 of 11	72.7%
Attempt 2	10 of 11	90.9%
Attempt 3	0 of 12	0%

Your Answers:

1

1 / 1 point

Match the state to its capital.

Students can view their results from New Quizzes quizzes. Quiz results include overall and individual questions scores. They may also include instructor feedback.

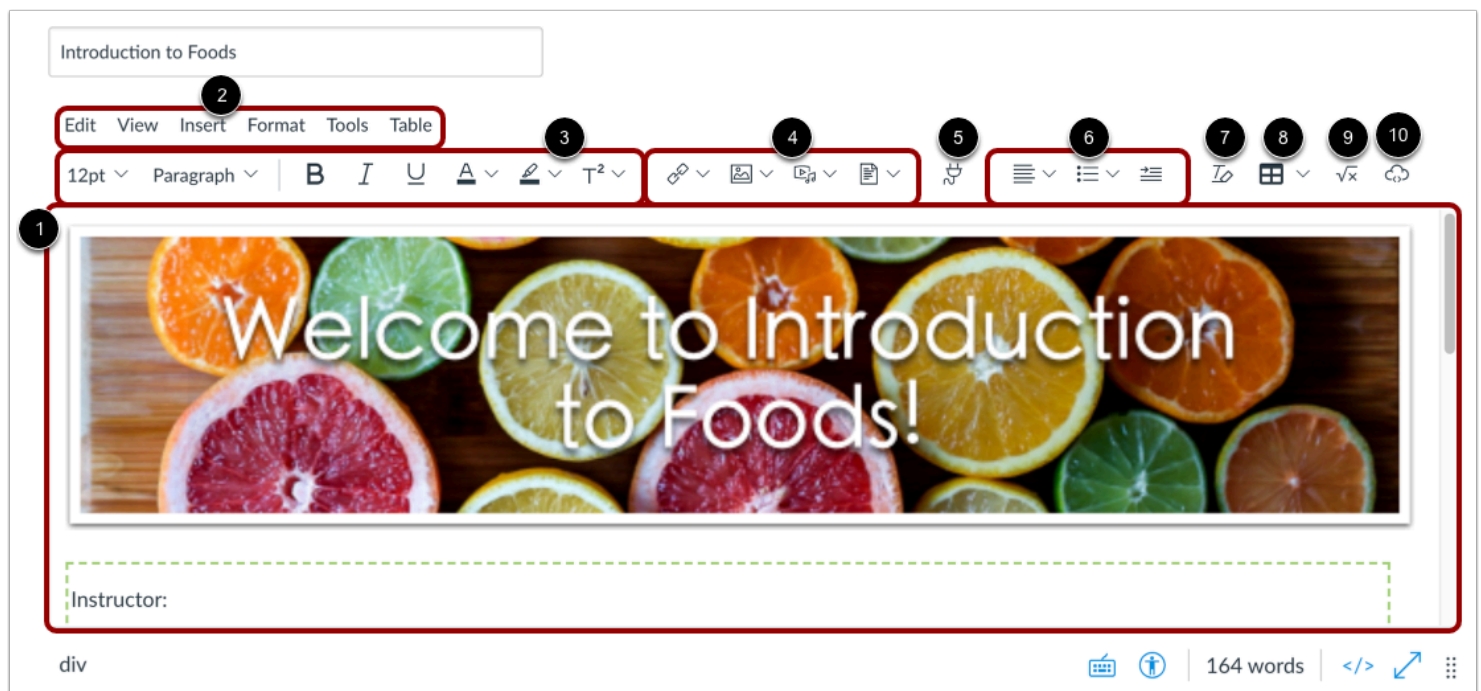
What is the Rich Content Editor?

The Rich Content Editor provides a condensed, more intuitive toolbar that is grouped by common icons and interactions.

The content editor that is available anytime for creating new content. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, New Quizzes, Pages, Quizzes, or Syllabus).

- [Rich Content Editor video](#)
- [Rich Content Editor lessons for instructors](#)
- [Rich Content Editor lessons for students](#)

View Rich Content Editor



The Rich Content Editor includes the content area, the menubar, and the toolbar.

In the content area, you can add and preview the page content [1].

In the menubar, you can use the menu options to format the page content [2].

In the toolbar, you can format text [3]; insert links, images, media, and documents [4]; open external tools [5]; format paragraphs [6]; clear formatting [7]; add tables [8]; insert an equation [9]; and embed media [10]. When content in a browser window is long enough to require a scroll bar, the toolbar is fixed at the top of the browser window.

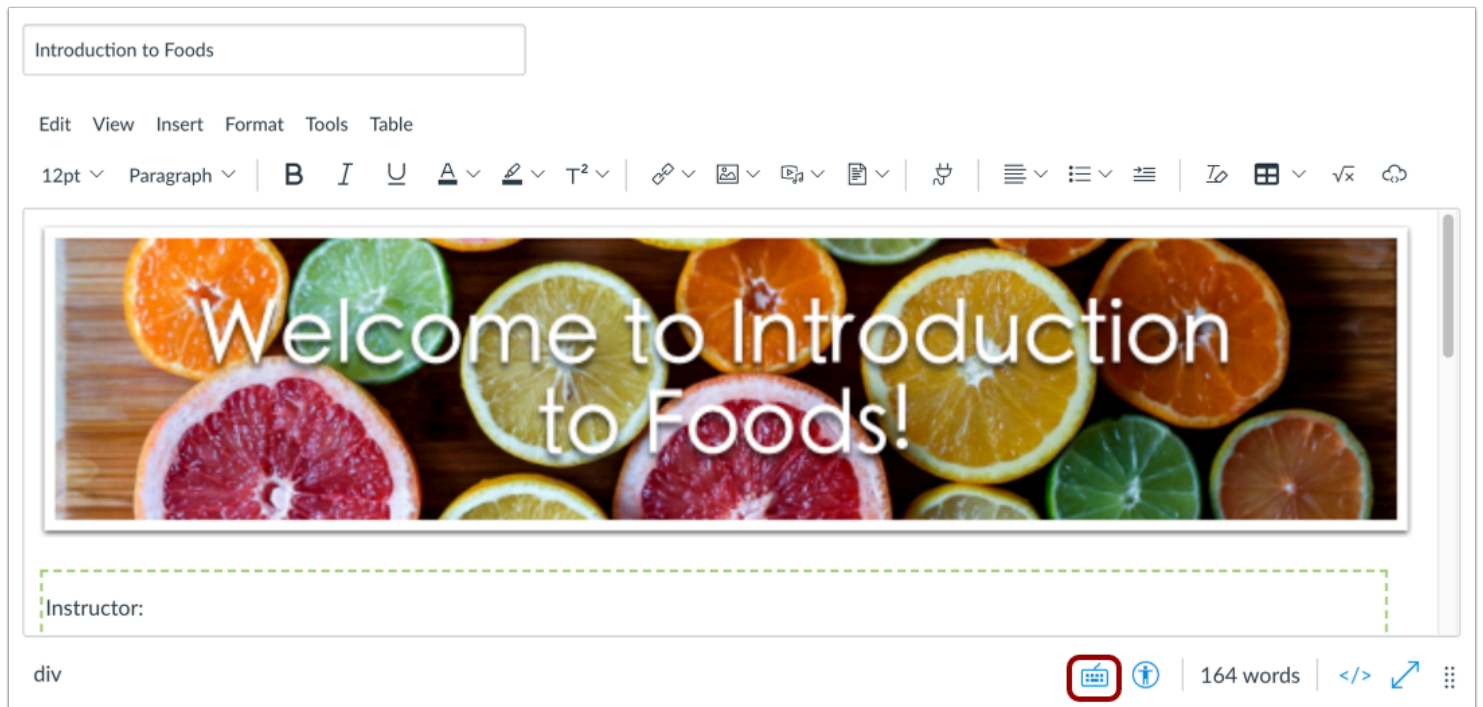
Note: If enabled by your institution, the [Rich Content Editor Icon Maker](#), allows you to make icons in your course within the Rich Content Editor.

What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

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

Open Keyboard Shortcuts



Canvas users can use keyboard navigation in the Rich Content Editor. To view the Keyboard Shortcuts menu, click the **Keyboard** icon or press the Shift+Question Mark keys simultaneously. You can also open the menu by pressing the **Alt+F8** keys (PC keyboard) or **Option+F8** keys (Mac keyboard) simultaneously.

View Keyboard Shortcuts Menu

Keyboard Shortcuts ×

OPTION+F8	Open this keyboard shortcuts dialog
CTRL+F9	Focus element options toolbar
OPTION+F9	Go to the editor's menubar
OPTION+F10	Go to the editor's toolbar
ESC	Close a menu or dialog. Also returns you to the editor area
TAB/Arrows	Navigate through the menu or toolbar

Other editor shortcuts may be found at <https://www.tiny.cloud/docs/advanced/keyboard-shortcuts/>

The following shortcuts are supported in the Rich Content Editor:

- To open the Keyboard Shortcuts dialog, press **Alt+F8** (on a PC keyboard) or **Option+F8** (on a Mac keyboard) simultaneously
- To focus the element options toolbar, press **Ctrl+F9** (on a PC keyboard) or **Cmd+F9** (on a Mac keyboard) simultaneously
- To focus on the editor's menubar, press **Alt+F9** (on a PC keyboard) or **Option+F9** (on a Mac keyboard) simultaneously
- To open the editor's toolbar, press **Alt+F10** (on a PC keyboard) or **Option+F10** (on a Mac keyboard) simultaneously
- To close a menu or dialog and return to the editor area, press the **Esc** key
- To navigate through a menu or toolbar, press the **Tab** key
- You can also use [other keyboard shortcuts](#)

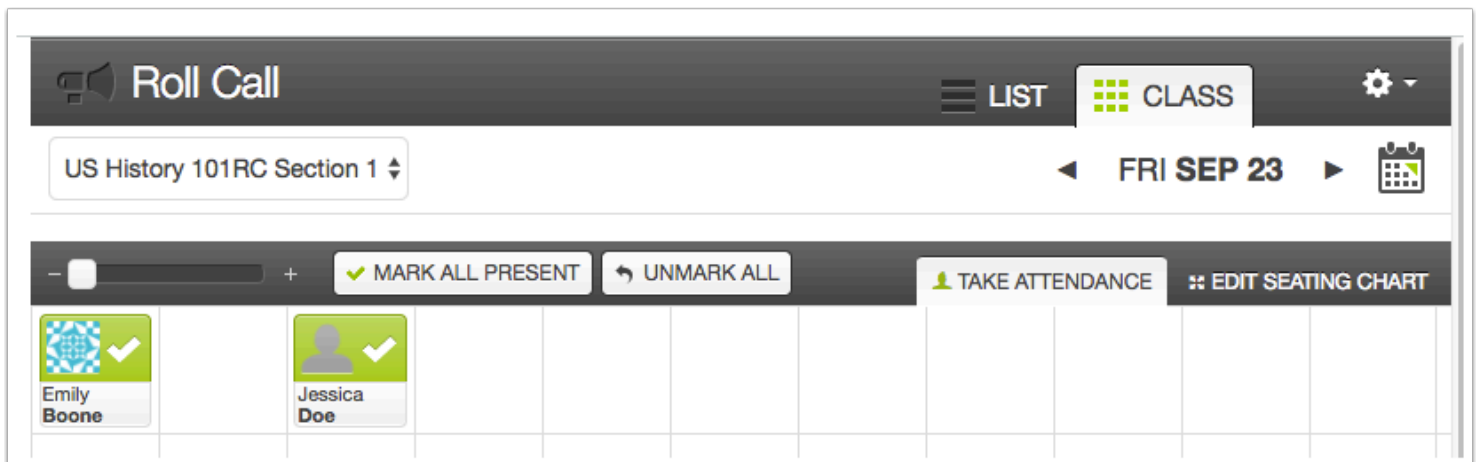
What is the Roll Call Attendance Tool?

The Attendance (Roll Call) tool is an external app (LTI) used for taking attendance in Canvas courses. The Attendance tool can be used for online or face-to-face courses. Enabled at the account level, the Roll Call Attendance tool can be used by all courses in the Canvas account.

The Attendance tool always appears as a visible Course Navigation link, but it cannot be viewed by students, so hiding the link in Course Settings is not necessary. If instructors do not want to use the Attendance tool in their courses, no action is required. However, if you do use the Attendance tool, students can view their attendance report through the Roll Call Attendance submission details page.

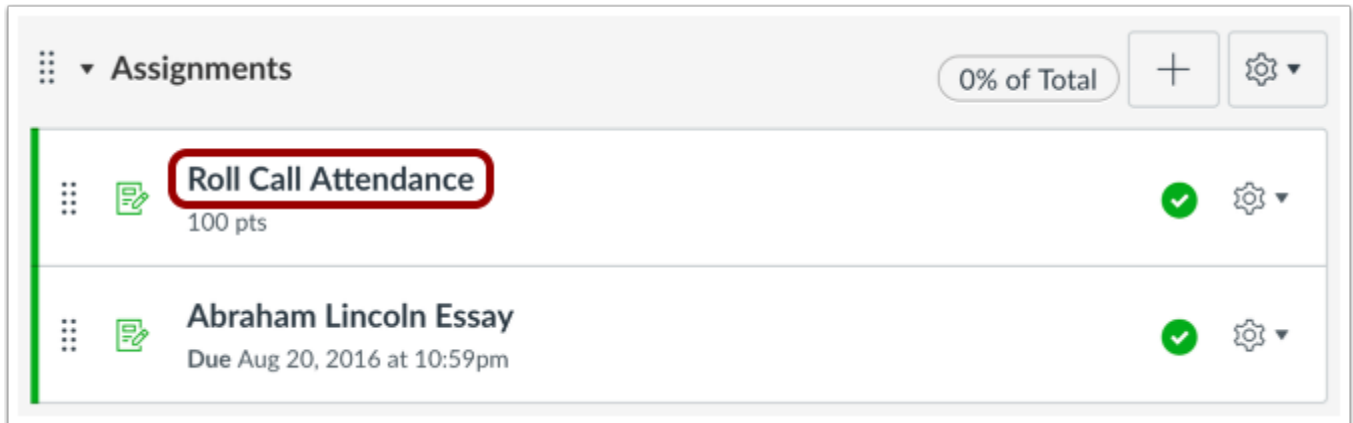
Note: The Attendance tool must be enabled for your institution before it can be used in Canvas courses. If you are an admin, contact your Customer Success Manager for assistance.

View Attendance



With the Attendance tool, instructors can keep track of course attendance by taking roll electronically. Instructors can choose to view the tool in a list or grid format and can customize the placement of each student in the seating chart.

View Attendance Assignment



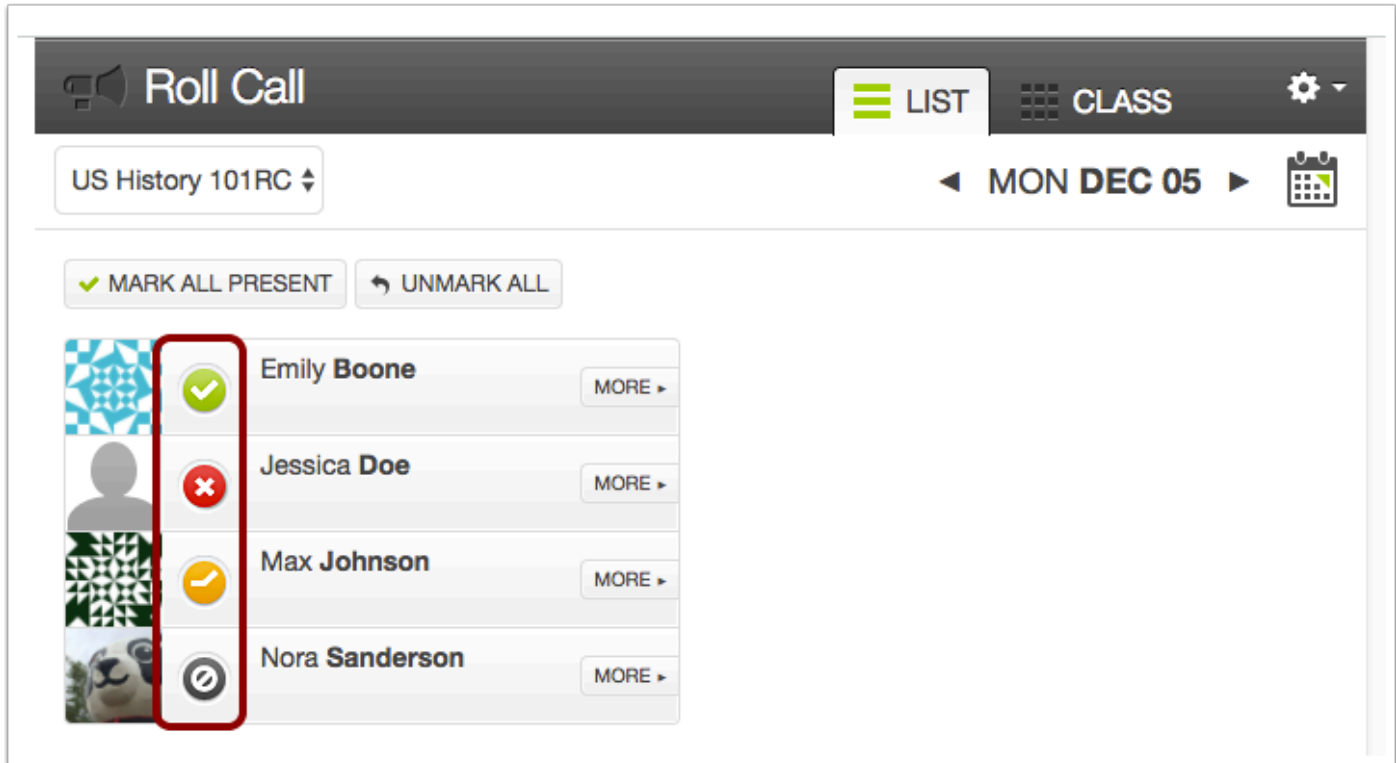
The screenshot shows the 'Assignments' section in Canvas. At the top, there is a header with a menu icon, a dropdown arrow, and the text 'Assignments'. To the right of this header is a progress indicator showing '0% of Total', a plus sign button, and a settings gear icon. Below the header, there is a list of assignments. The first assignment is 'Roll Call Attendance', which is highlighted with a red rectangular box. It has a green checkmark icon to its left, a document icon to its right, and a '100 pts' value. To the right of the assignment name are a green checkmark icon and a settings gear icon. The second assignment is 'Abraham Lincoln Essay', which also has a green checkmark icon to its left, a document icon to its right, and a due date of 'Due Aug 20, 2016 at 10:59pm'. To the right of the assignment name are a green checkmark icon and a settings gear icon.

When you take attendance using Roll Call, Canvas automatically adds Attendance as an assignment. The default point value for attendance is 100 points.

To avoid Attendance calculation errors, **never delete, rename, or unpublish** the Attendance assignment.

Note: Although students cannot view the actual attendance tool, they can still view the attendance assignment in the Assignments page. This assignment cannot be hidden from students.

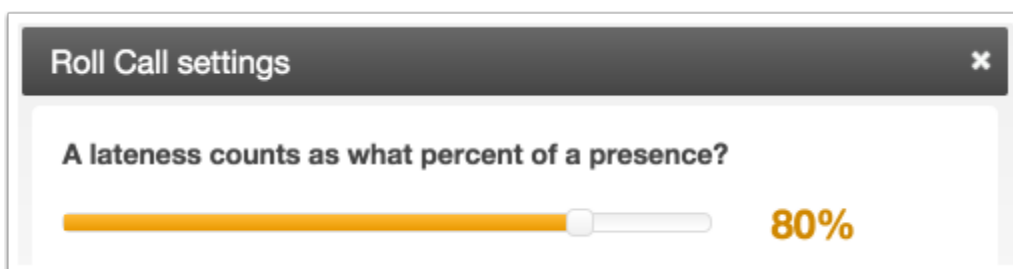
Take Attendance



The status set for each student is associated with a percentage value. Statuses include present and on time, not present, late, and unmarked (excused absence).






The Attendance tool also creates an assignment in the Gradebook and calculates attendance as a percentage of a student's grade.

View Lateness Value



By default, the value of being late is 80% of the present value. So if a student is late, the student will receive 80% for the day instead of the full 100%. The late value can be adjusted in Roll Call settings.

View Gradebook Scores

Student Name	Secondary ID	Roll Call Attendance Out of 100
 Emily Boone	emily.boone.canvas@gmail	89%
 Jessica Doe	jessica.doe.canvas@gmail.c	87%
 Max Johnson	max.johnson.canvas@gmai	87%
 Nora Sanderson	nora.sanderson.canvas@gm	90%
 Test Student	a74bc0a138ff14789981c4	-

In the Gradebook Attendance column, by default Canvas displays the assignment based on percentage of the point value. For instance, if the point value is 100, and roll call has been taken twice, a student with one present value (100%) and one lateness value (calculated at 80%) will have a score of 90 points, or 90%.

The Attendance Gradebook column will update every time you take roll call in the Attendance tool.

Note: Although students cannot view the actual attendance tool, if you are using attendance for grading, they can still view their attendance score in their Grades page and view their attendance report. You can prevent the assignment from triggering notifications by setting a [manual posting policy for the assignment](#).

Export Attendance Data

Generate report Manage badges

Export Attendance Data: Documentation

1. Choose a date range *(Note: This type of report can only span 7 days unless an SIS course or student id is provided.)*

Start date

End date

2. Filter your data *(optional)*

SIS Course ID

SIS Student ID

3. Tell us where we should send the report

RUN REPORT

At both the account and course levels, the Attendance tool allows users to create attendance reports.

Note: Admins can also filter reports by SIS Course ID.

Create and Manage Badges

Generate report
Manage badges

OFF TASK	X DELETE
DISRUPTIVE	X DELETE
PARTICIPATION	X DELETE
TEAM WORK	X DELETE

ADD BADGE

At the account level, admins can create and manage badges used in the Attendance Tool.

Joe Rogers

Present: 1
Late: 0
Absent: 0

+ Add badge
/ Manage badges

Attendance:
100%

Mon Jan 11

✓

✗

🕒

🕒

Joe is present

DISRUPTIVE

★ GOOD HELPER

GOOD STUDENT

OFF TASK

PARTICIPATION

PARTICIPATION

TEAM WORK

At the course level, any badges added by a Canvas admin automatically appear for the course. However, instructors can also create additional badges for their course as needed.

What are Rubrics?

Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring.

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

Rubrics can be set up as non-scoring rubrics, which allows for assessment-based and outcome-based grading without points.

[View a video about account-level rubrics](#) or [view a video about course-level rubrics](#).

Account Rubrics




Account-level rubrics are rubrics that are [created at the account](#) or sub-account level. They can be used by any course within that account or sub-account for assignments, discussions, or quizzes. If an account-level rubric is used in more than one place, it becomes uneditable, but is still usable.

Account-level rubrics can be used to create institutional or departmental question repositories. The purpose of account-level rubrics is to provide resources for teachers, not control content. For example, if the English department offered several courses to teach basic grammar rules to students, a department could create a sub-account level rubric. Instructors could then access the rubric to offer the same evaluation standards to students in different courses.

Course Rubrics

Course-level rubrics are either [created at the course level](#) or copied from the account or sub-account level. Once a rubric has been used to assess a student, the rubric cannot be edited. However, existing rubrics can be recopied and used on other assignments.

When would I use a Rubric?

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

Use a Rubric to:

- Communicate assessment expectations to users.
- Align pre-defined learning Outcomes to your course assignments and assessments.
- Assess online submissions in the SpeedGrader.

What is the Scheduler?

Scheduler is a Calendar tool that creates appointment groups within a course or group. Students can sign up for a time slot within the appointment group. Some appointment time slots may only allow one student to sign up at a time, while others may allow an entire group to sign up.

Only students can sign up for appointment slots in the Scheduler. If a student signs up for an appointment slot, an observer who is observing the student can view the appointment in the student's calendar. Observers cannot sign up for an appointment on behalf of a student.

Note: The Scheduler tool is optional in the Calendar. If you are an instructor and Scheduler is not available to you, please contact your Canvas admin. If you are an admin, contact your Customer Success Manager.

When Would I Use the Scheduler?

Instructors can use Scheduler to:

- Create office hours
- Schedule TA sessions
- Schedule lunches
- Assign presentation times
- Host Student-Teacher conferences (students could also bring a parent or guardian)
- Host other appointments

What are SIS Imports?

The SIS Imports feature allows you to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets as comma separated value (CSV) files. Admins can use this feature to create users, accounts, courses, enrollments, logins, and more.

Only admins with the correct permissions can import and manage SIS data. For more information please see the [Canvas Account Permissions resource document](#).

[View a video about SIS Imports.](#)

When would I use SIS imports?

With SIS imports, you can:

- Import SIS data with CSV files or automatically import via the Canvas API
- Import SIS data with IMS Enterprise Specification XML zip files
- Import SIS data with Banner Grade Exchange Results XML
- Create an automated data integration with Canvas

Import Types

SIS Import

Select the zip file that you want imported.
For a description of how to generate these zip files, [please see this documentation](#).

No file chosen

Import type

☒ Instructure formatted CSV or zipfile of CSVs
☐ Banner Grade Exchange Results XML
☐ IMS Enterprise Specification XML zip

☐ This is a full batch update

The SIS Import page supports a few formats for standard imports to Canvas: Instructure formatted CSV or zipfile of CSVs, IMS Enterprise Specification XML zip, or Banner Grade Exchange Results XML.

A standard import only processes changes that are specifically listed in the upload file and is an efficient way to upload a few records. For example, if a student enrollment was listed as active in a prior import but not present in the current enrollment, no change will take place to the student enrollment. The enrollment will remain active until marked as deleted or completed in a standard import (or is marked as not present in a Full Batch update for the term where the course is listed). During the beginning of a term, course enrollments change regularly; submitting a standard import frequently helps keep enrollments current in an account.

When uploading SIS data with CSV files, you may import an individual CSV text file or you may compress multiple files into a single ZIP file to bulk import data. If you are using the Instructure format for importing files, the files should be in the following order: users, accounts, terms, courses, sections, enrollments, and logins.

Full Batch Updates

☒ This is a full batch update

If selected, this will delete everything for this term, which includes all courses and enrollments that are not in the selected import file above.
See the documentation for details.

Term: Default Term

Canvas supports full batch updates for each import type. This option will only affect data that has been involved in a previous SIS job – either created by a previous import, or referenced by a SIS job after a SIS ID was manually added. Manually created courses with no SIS ID, for example, won't be deleted even if they don't appear in the new SIS import.

For enrollments, this option means the linked user and course/sections require SIS IDs. A Canvas record will be deleted if it is not included in the current import file.

This option can delete large data sets without any prompt or warning for confirmation and affects data created in previous SIS imports.

Full batch updates are useful if:

- Your source SIS software doesn't have a way to send delete records as part of an import, and you need to remove a fair portion of the imported data
- You want to be sure your current enrollment and data set are consistent with your SIS enrollment and course data
- Your SIS doesn't track changes to course state or enrollments for students and/or teachers
- You want to delete courses that you have migrated to Canvas from another LMS

Multi Term Batch Mode

If you want to run a batch against all terms in the same import, you can enable multi term batch mode. This mode can only be enabled in the API and requires a change threshold as noted in the [SIS Import Format Documentation](#).

UI Overrides

☒ Override UI changes

By default, UI changes have priority over SIS import changes; for a number of fields, the SIS import will not change that field's data if an admin has changed that field through the UI. If you select this option, this SIS import will override UI changes. See the documentation for details.

Canvas supports user interface (UI) overrides through SIS imports. When a user makes changes to certain data fields in Canvas (e.g., a user's name), this change is "sticky" and is set as the new default. Selecting the Override UI option allows Canvas to overwrite any "sticky" data updated in the Canvas UI. Otherwise, attempting an import with conflicting data would be disregarded and the existing user data would not be changed. To view the full list of "sticky" data fields, see the [SIS Imported Format Documentation](#).

This option may be useful if:

- You forgot to restrict user options in account settings, such as allowing users to change their names, delete their institution-assigned email address, etc., and you want to run an update to be sure they are in sync. Note that this will NOT impact the user's display name if they changed it. Only the full name and sortable name would be changed.
- You allowed them to change their names (above example) on purpose, but want to periodically sync with your current data.
- You want to maintain control over the names of users and courses, or if you know a name change occurred for a user or course.

☒ **Override UI changes**

By default, UI changes have priority over SIS import changes; for a number of fields, the SIS import will not change that field's data if an admin has changed that field through the UI. If you select this option, this SIS import will override UI changes. See the documentation for details.

☐ **Process as UI changes**

With this option selected, changes made through this SIS import will be processed as if they are UI changes, preventing subsequent non-overriding SIS imports from changing the fields changed here.

☐ **Clear UI-changed state**

With this option selected, all fields in all records touched by this SIS import will be able to be changed in future non-overriding SIS imports.

Overriding UI changes also allows one of two additional options: process as UI changes or clear UI-changed state.

Process as UI changes. This option overrides changes that have taken place in the UI as "sticky" data; all data acts as if the changes were actually manually updated in the UI.

This option may be useful if:

- You don't want subsequent imports to overwrite the data you are currently importing.

Clear UI-changed state. This option removes the "stickiness" of all data that exists in this import; future imports with this data will not indicate any data in the UI as "sticky".

This option may be useful if:

- You accidentally checked the "Process as UI changes" option and you need to fix the affected data.
- You forgot to remove the ability for users to rename themselves, course names, or remove the institutional email and you want to clear the stickiness of the UI changes that have occurred.

What is SpeedGrader?

As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

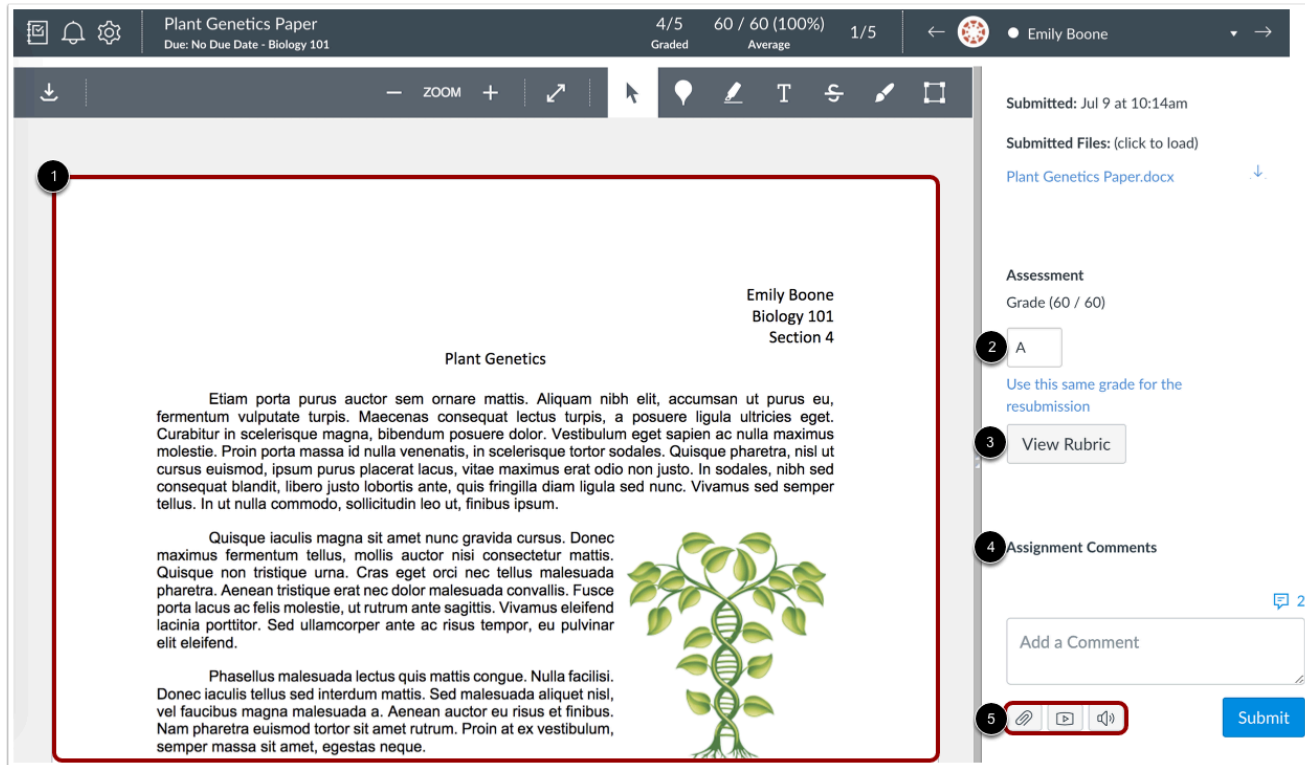
[View a video about SpeedGrader](#)

When Would I Use SpeedGrader?

You can use SpeedGrader to:

- Sort submissions by student and hide student names for anonymous grading
- View submission details for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading
- View submissions in moderated assignments

View SpeedGrader



Plant Genetics Paper
Due: No Due Date - Biology 101

4/5 Graded 60 / 60 (100%) Average 1/5

Emily Boone

Submitted: Jul 9 at 10:14am

Submitted Files: (click to load)
[Plant Genetics Paper.docx](#)

Assessment
Grade (60 / 60)

2 A
[Use this same grade for the resubmission](#)

3 [View Rubric](#)

4 [Assignment Comments](#)
Add a Comment

5 [Text](#) [Video](#) [Audio](#) [Submit](#)

Emily Boone
Biology 101
Section 4

Plant Genetics

Etiam porta purus auctor sem ornare mattis. Aliquam nibh elit, accumsan ut purus eu, fermentum vulputate turpis. Maecenas consequat lectus turpis, a posuere ligula ultricies eget. Curabitur in scelerisque magna, bibendum posuere dolor. Vestibulum eget sapien ac nulla maximus molestie. Proin porta massa id nulla venenatis, in scelerisque tortor sodales. Quisque pharetra, nisl ut cursus euismod, ipsum purus placerat lacus, vitae maximus erat odio non justo. In sodales, nibh sed consequat blandit, libero justo lobortis ante, quis fringilla diam ligula sed nunc. Vivamus sed semper tellus. In ut nulla commodo, sollicitudin leo ut, finibus ipsum.

Quisque iaculis magna sit amet nunc gravida cursus. Donec maximus fermentum tellus, mollis auctor nisi consectetur mattis. Quisque non tristique urna. Cras eget orci nec tellus malesuada pharetra. Aenean tristique erat nec dolor malesuada convallis. Fusce porta lacus ac felis molestie, ut rutrum ante sagittis. Vivamus eleifend lacinia portitor. Sed ullamcorper ante ac risus tempor, eu pulvinar elit eleifend.

Phasellus malesuada lectus quis mattis congue. Nulla facilisi. Donec iaculis tellus sed interdum mattis. Sed malesuada aliquet nisl, vel faucibus magna malesuada a. Aenean auctor eu risus et finibus. Nam pharetra euismod tortor sit amet rutrum. Proin at ex vestibulum, semper massa sit amet, egestas neque.

For each student, SpeedGrader has five areas:

1. View student submissions (text entries, website URLs, media recordings, and/or file uploads); preview supported file types in Canvas DocViewer; review other file format submissions using the document previewer or Google Preview
2. Assign a grade based on your preferred assessment method (points or percentage)
3. View Rubric to assist with grading (if one is added to the assignment)
4. View comments created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

Note: You can use keyboard shortcuts to navigate SpeedGrader. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

Mobile Features

How do I access Canvas using a mobile browser on my Android device?

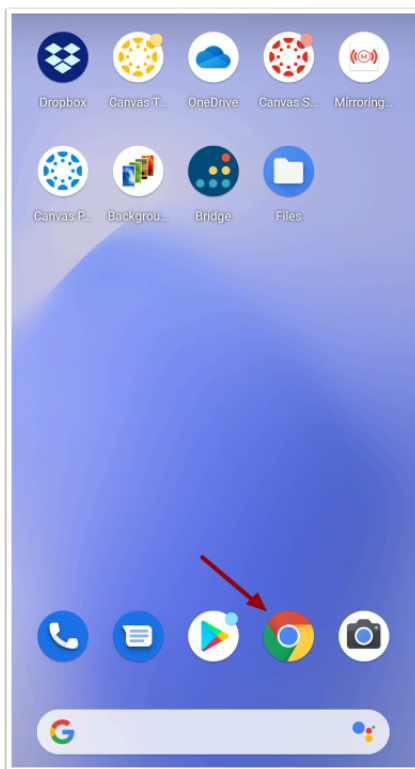
You can access Canvas from any browser on your Android device. However, for the best user experience, you should view Canvas via the mobile app for Android devices.

Please note that mobile browsers are not supported by Canvas, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser. 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](#).

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

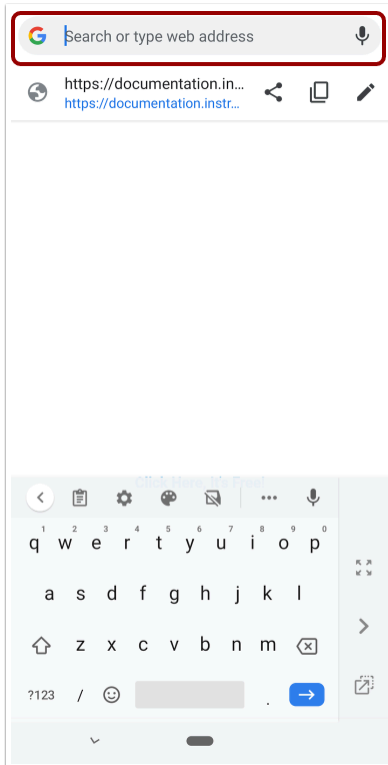
Open Mobile Browser



Tap the icon for your preferred mobile browser.

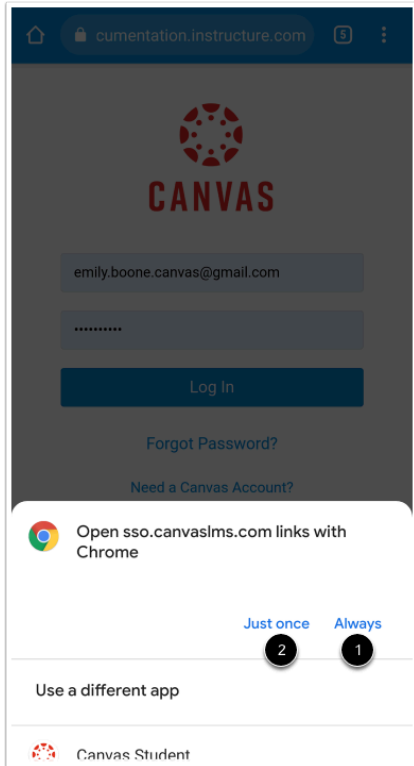
Note: Mobile browser options will vary per Android device.

Enter Canvas URL



Enter your institution's Canvas URL in the URL field.

Open Using Internet

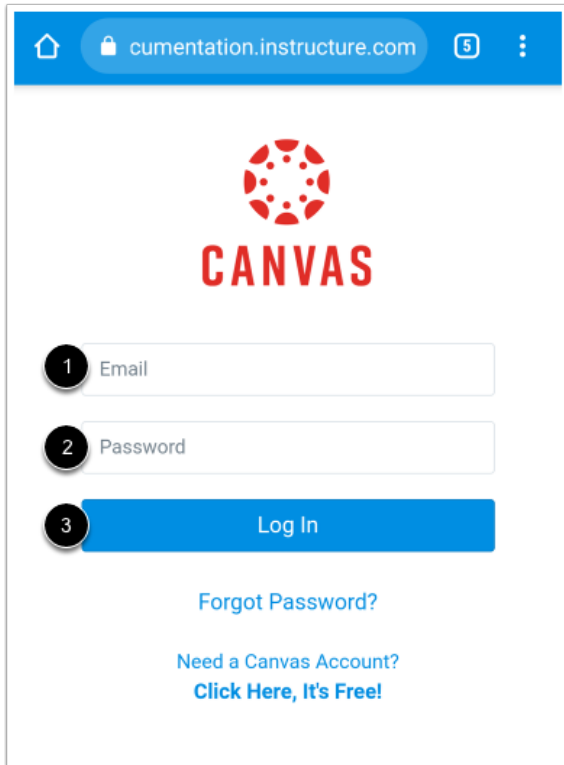


If you already have the Canvas app installed on your device, a pop-up window will appear asking you whether you want to open Canvas using the Canvas app or the Internet.

Then you will need to tell your device how often to ask for this action:

- To have your device never ask again and always open to your browser, select the **Always** button [1].
- If you regularly use the Canvas app and only want to use your browser sparingly, tap the **Just once** button [2].

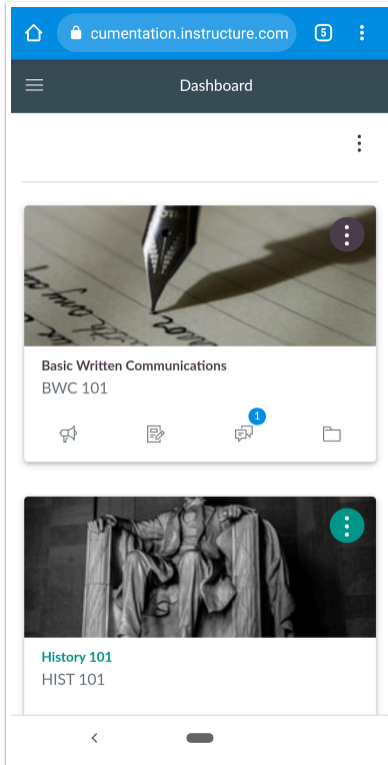
Log In to Canvas



The screenshot shows a mobile web browser interface for the Canvas login page. The address bar at the top displays 'cumentation.instructure.com'. Below the browser bar is the Canvas logo. The login form consists of three numbered steps: 1. Email (input field), 2. Password (input field), and 3. Log In (blue button). Below the button are links for 'Forgot Password?' and 'Need a Canvas Account? Click Here, It's Free!'.

Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the **Log In** button [3].

View Canvas



You can interact with Canvas as you would on the regular web version of Canvas.

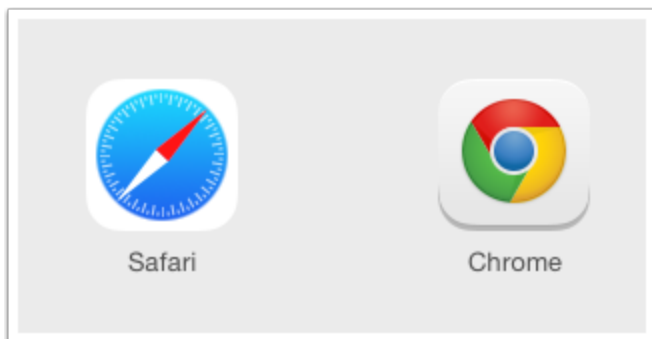
How do I access Canvas using a mobile browser on my iOS device?

You can access Canvas from any browser on your iOS device. However, for the best user experience, you should view Canvas via the mobile app for iOS devices.

Please note that mobile browsers are not supported by Canvas, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser. 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.

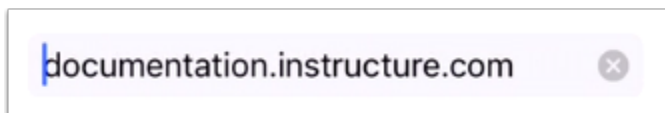
Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the [limited-support mobile browser guidelines](#).

Open Mobile Browser



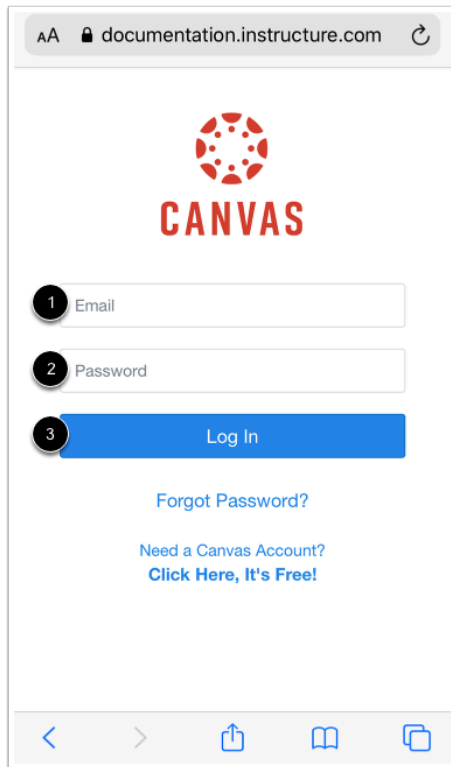
Tap the icon for your preferred mobile browser.

Enter Canvas URL



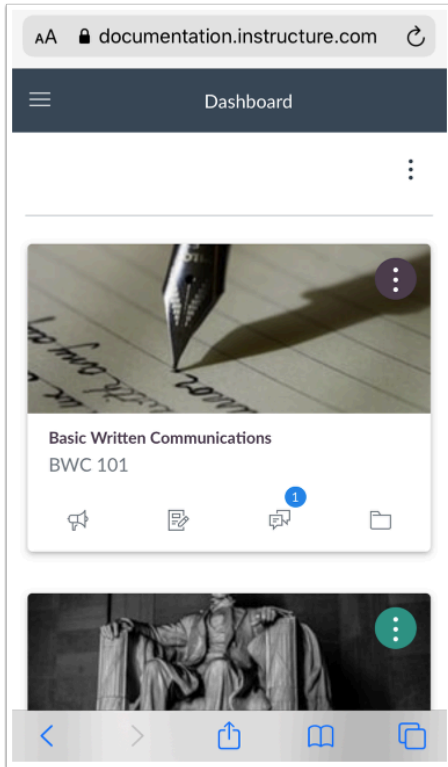
In the URL field, enter your institution's Canvas URL.

Log In to Canvas



Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the **Log In** button [3].

View Mobile Browser



View Canvas in your mobile browser.

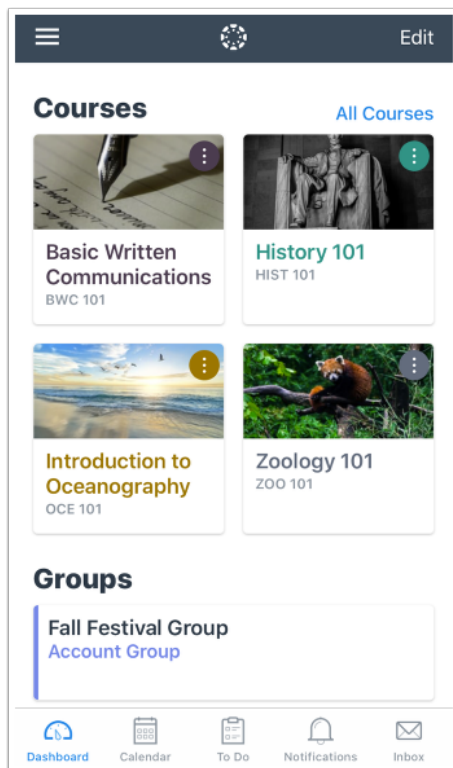
What is the Canvas Student app?

Canvas Student allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages.

Canvas Student requires a Canvas account and is available for both [Android](#) and [iOS](#) devices.

Note: Depending on your institution, you may need to log in to additional apps to view certain course content.

View Courses and Groups



Students can access their courses and groups from the Dashboard. Courses and groups include the navigation items that can be viewed in the browser version of Canvas.

Note: Not all Canvas features are supported on the app at this time.

View Assignments

[< Back](#) **Assignment Details**
History 101

Constitution Assignment
50 pts ✓ Submitted Jun 24, 2020 at 8:07 AM

Due
No Due Date

Submission Types
Text Entry, Website URL, Media Recording, or File Upload

File Types
doc, docx, or pdf

Attempts
Attempts Allowed: Unlimited
Attempts Used: 1

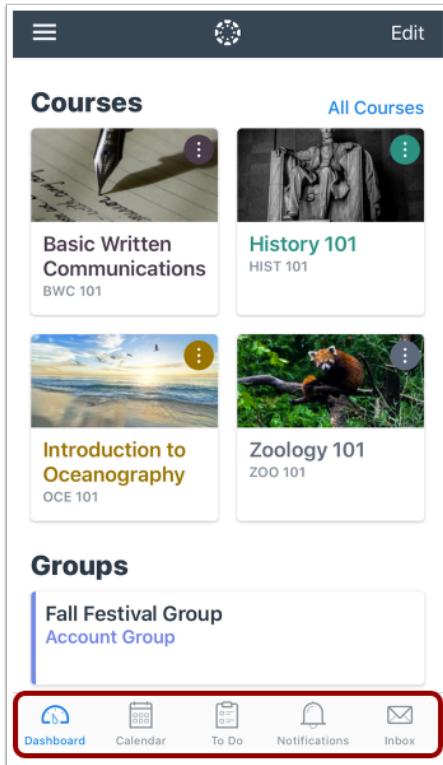
Grade

Resubmit Assignment

[Dashboard](#) [Calendar](#) [To Do](#) [Notifications](#) [Inbox](#)

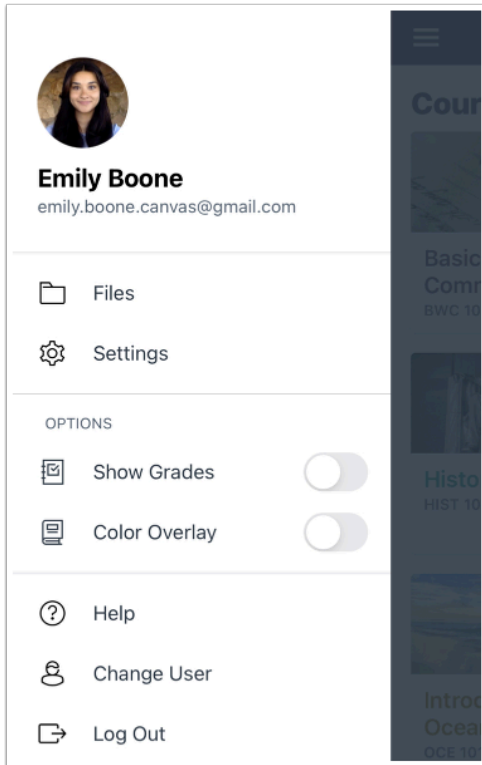
Students can view details on assignments, quizzes, and discussions and submit these items from the app.

Navigate App



Students can use the Navigation Bar to access their calendar, To Do list, notifications, or Inbox.

Manage Account



Students can manage their Canvas account using the Student app. Students can manage their files, display course grades, get help from Canvas Support, change users, and log out of the app.

What is the Canvas Teacher app?

Canvas Teacher allows teachers to facilitate their courses on the go, both inside and outside the classroom. This app provides quick access to grading, communicating, and updating—three of the most frequent course facilitation tasks for teachers through Announcements, Assignments, Discussions, and Quizzes.

Canvas Teacher requires a Canvas account. If you are an instructor and your institution does not use Canvas, sign up for a [Free for Teacher account](#).

Canvas Teacher is available for both [Android](#) and [iOS](#) devices.


Note: Depending on your institution, you may need to log in to additional apps to view certain course content.

Grading



Teachers can browse submissions and provide feedback to their students with a new and improved mobile SpeedGrader embedded in the app.

Communicating

[Cancel](#) **New Message**  [Send](#)

Introduction to the Solar System >

To +

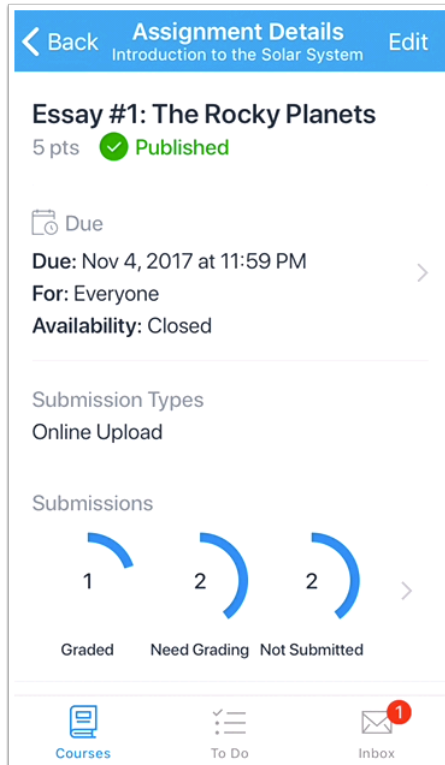
Class Project

Send individual message to each recipient ☐

[Compose message](#)

Teachers can post announcements, send messages, and participate in course discussions. Canvas Teacher includes the Message Students Who feature from the web version of Canvas and allows teachers to easily send messages to students about specific course assignments.

Updating



The screenshot shows the 'Assignment Details' page for 'Introduction to the Solar System'. The assignment is 'Essay #1: The Rocky Planets', worth 5 points, and is marked as 'Published' with a green checkmark. The due date is 'Nov 4, 2017 at 11:59 PM', and it is available to 'Everyone'. The submission type is 'Online Upload'. The 'Submissions' section shows a progress bar with three segments: '1' (Graded), '2' (Need Grading), and '2' (Not Submitted). The bottom navigation bar includes 'Courses', 'To Do', and 'Inbox' (with a red notification badge).

Teachers can easily update course content such as due dates and spelling errors. They can also publish assignments, manage discussion settings, and adjust quiz options.

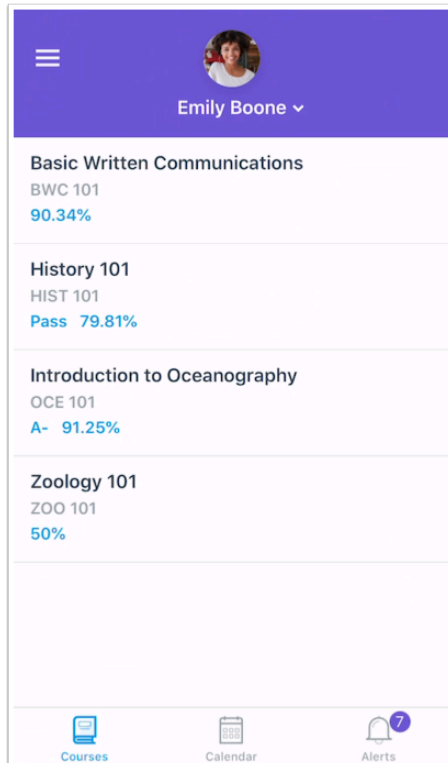
What is the Canvas Parent app?

Canvas Parent enhances the potential for parents to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.

Canvas Parent can be used by any Canvas user with an observer account and is available for both [Android](#) and [iOS](#) devices.

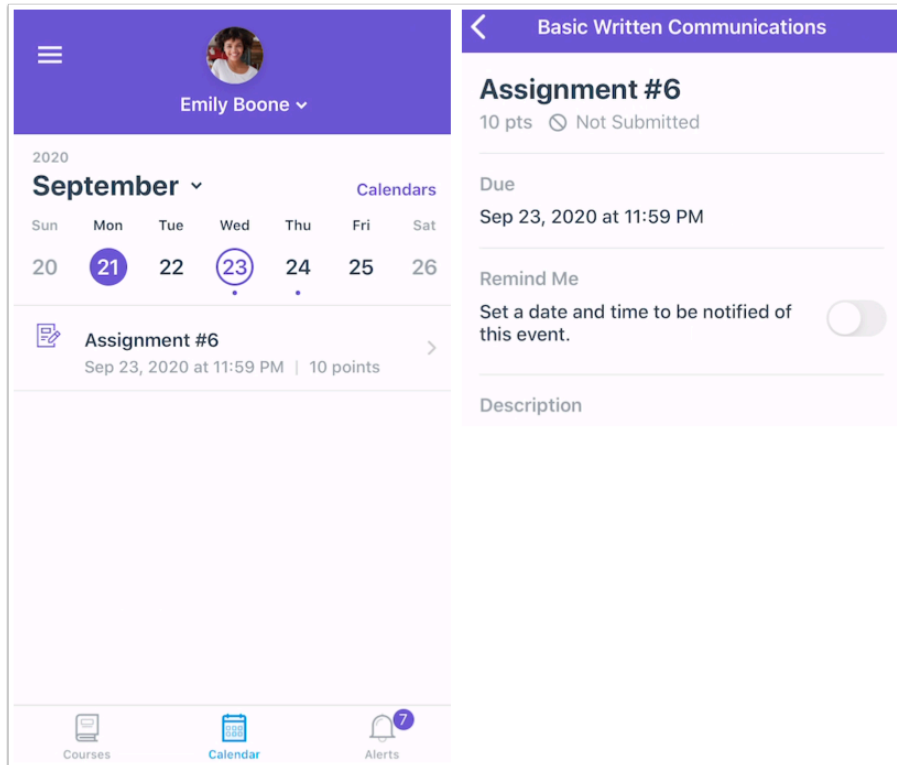
Note: Depending on your institution, you may need to log in to additional apps to view certain course content.

View Student Courses and Grades



The Courses tab displays the list of courses that their students are enrolled in. For each course, parents can see course grades, syllabus, assignments, and events. Grades display according to the course grading scheme.

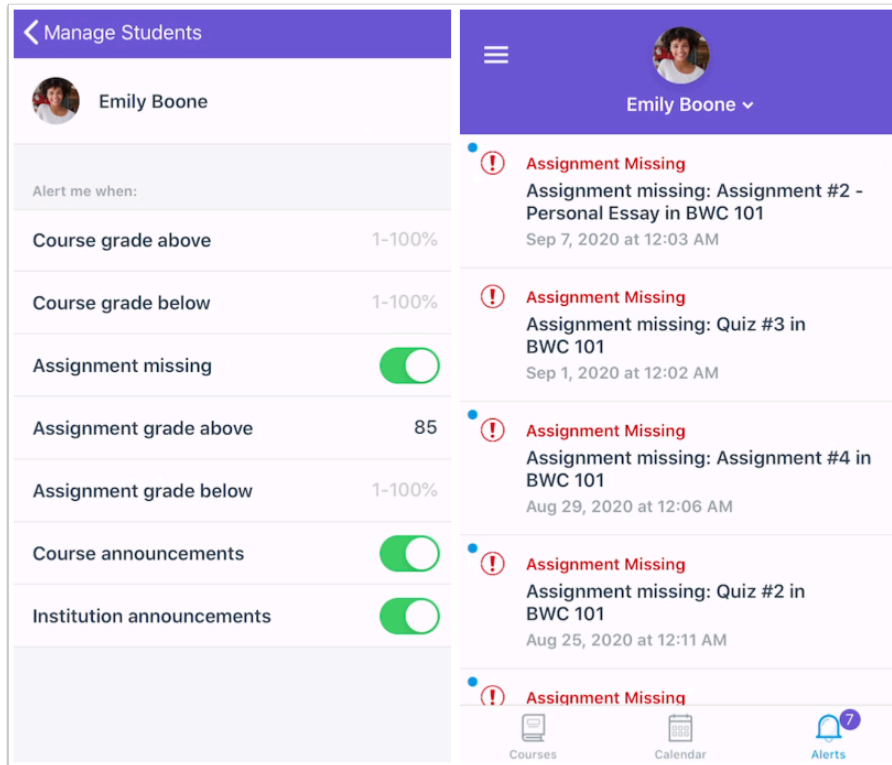
View Student Assignments and Events



The screenshot displays the Canvas mobile app interface. At the top, a purple header bar contains a menu icon, a profile picture of Emily Boone, and the name "Emily Boone". Below this, a calendar for September 2020 is shown, with the 23rd highlighted. To the right of the calendar, a card for "Assignment #6" is visible, showing it is worth 10 points and has not been submitted. The assignment is due on September 23, 2020, at 11:59 PM. Below the due date, there is a "Remind Me" section with a toggle switch and a description field. At the bottom of the screen, there is a navigation bar with icons for Courses, Calendar, and Alerts.

Assignments and events can be viewed by course or week. Parents can set reminders for a specific assignment or event, which are sent to mobile devices as push notifications.

Set Alerts for Student Activity



Manage Students

Emily Boone

Alert me when:

- Course grade above: 1-100%
- Course grade below: 1-100%
- Assignment missing: ☒
- Assignment grade above: 85
- Assignment grade below: 1-100%
- Course announcements: ☒
- Institution announcements: ☒

Assignment Missing
Assignment missing: Assignment #2 - Personal Essay in BWC 101
Sep 7, 2020 at 12:03 AM

Assignment Missing
Assignment missing: Quiz #3 in BWC 101
Sep 1, 2020 at 12:02 AM

Assignment Missing
Assignment missing: Assignment #4 in BWC 101
Aug 29, 2020 at 12:06 AM

Assignment Missing
Assignment missing: Quiz #2 in BWC 101
Aug 25, 2020 at 12:11 AM

Assignment Missing

Courses Calendar Alerts (7)

Parents can set alerts for specific assignment and grade activity. Alerts are displayed in the Alerts page in the app.